Job Aid: Report Extraction in Aspire

Introduction

This job aid guides you through the process of extracting reports in Aspire, enabling you to access, format, and analyze critical data for insightful decision-making. Aspire's report extraction process is essential for obtaining valuable insights into landscaping services, including opportunities, work tickets, and property data. By following these steps, you can efficiently generate reports tailored to various divisions, such as Design and Build, Enhancement, Lighting, and Sound.

Step-by-Step Instructions for Report Extraction in Aspire

- 1. Login and Access the Report Tool
 - First, log in to Aspire.
 - Start by clicking on the work tickets.

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2. Filter the Required Data

• In the filter bar, search for the report you want to extract.

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	Contacts		32 European Inc. Mill	Weekly Service	1432	57	04/01/23	04/01/23	Canceled	0.00	2	\$0.00	0.00	\$0.00	\$0.00
đ	Properties		20 Editeria Inc.	Weekly Service	1431	57	04/01/23	04/01/23	Canceled	0.00	1	\$0.00	0.00	\$0.00	\$0.00
Ţ	Opportunities		10 Lindes, Inc. 800	Weekly Service	1435	57	05/01/23	05/01/23	Canceled	0.00	5	\$0.00	0.00	\$0.00	\$0.0
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			ND Extension, Inc., BIR	Weekly Service	1444	57	07/01/23	07/01/23	Canceled	0.00	14	\$0.00	0.00	\$0.00	\$0.0
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3. Export Data to Excel

- Click on the three dots menu (typically in the top-right of the filtered results).
- Select "Export to Excel" to download the data in Excel format.
- Open the downloaded Excel file, copy all content, delete the existing data, and paste again to ensure data consistency.

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Be Equipment DB Hardscapes 106411 15520 08/08/24 08/15/24 Compare 18.41 1 Be Equipment DB Hardscapes 106412 15520 08/08/24 08/15/24 Compare 7.67 1 Marketing Ince	0.00	0.00	\$0.00	\$0.00
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Marketing From Mulch Installation 79720 7662 04/08/24 04/01/24 Complete 3.75 1 Annuals-Spring 80007 8275 04/15/24 04/10/24 Complete 7.20 1	6.24	6.24	\$152.67	\$152.67
Annuals-Spring 80007 8275 04/15/24 04/10/24 Complete 7.20 1	2.37	2.37	\$56.65	\$141.63
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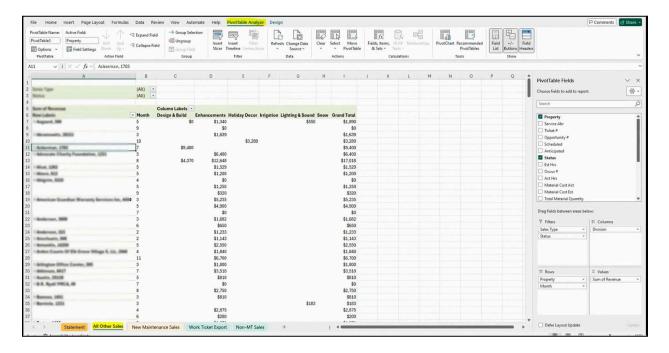
4. Format the Excel Report

- Change the font of the data to "Calibri" and align all text to the center for a uniform appearance.
- Select the "All Other Sales" tab at the bottom to view various sales categories.

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1 Property	Service Abr		ortunity # Scheduled	Anticipate		Est Hrs Occ	ur#	Act Hrs	Material Cost Act	Material Cost Est	Total Material Quantity					
2 Augurant Mill	Landscape Project	99731	1/1 11 06/03/24	05/01/24	Complete	6.67	1	8.97	257.56	470.84	9.98	1340.31	1340.31	1340.31	Enhancement	s Fixed
3 Augusti, 198	DB Softscapes	99732	10741 06/01/24	06/01/24	Complete	0	1	0	0	0	0	0	0	0	Design & Build	f Fixed
	Lighting Project	99733	10741 05/14/24	05/01/24	Complete	2.57	1	4.35	283.1	155.78	4	550	550	550	Lighting & Sou	ind Fixed
5 Augusted, 1980	EN - Warranty Work	110454	19445 10/03/24	10/01/24	Complete	0	1	0.37	0	18	1	0	0	0	Enhancement	s Fixed
6 Allerantesantes Incidita	Mulch Installation	80215	6566 05/23/24	05/01/24	Complete	1	1	12.96	283.25	28.33	10	1638.72	1638.72	1638.72 Renewa	Enhancement	s T&M
7 Manual Transmission (196)	HD Roofline	113859	20054 11/15/24	10/01/24	Scheduled	31.6	1	0	0	48.05	0	0	0	2314 New Sal	e Holiday Decor	Fixed
8 Minute March 196	Winter Decor - Garla	113860	20054 11/15/24	10/01/24	Scheduled	0	1	0	0	52.5	0	0	0	114 New Sal	e Holiday Decor	Fixed
9 Millionerica, 2020	Winter Decor - Wreat	113861	20054 11/15/24	10/01/24	Scheduled	0	1	0	0	70	0	0	0	152 New Sal	e Holiday Decor	Fixed
10	Winter Decor - Remov	113862	20054 11/15/24	10/01/24	Scheduled	2	1	0	0	0	0	0	0	700 New Sal	e Holiday Decor	Fixed
11 Acharman, 2762	DB Softscapes	106411	15520 08/08/24	08/15/24	Complete	18.41	1	32.73	2180.25	2688.3	52.48	8400	0	8400 New Sal	e Design & Build	d Fixed
12 Activerman, 1780	DB Hardscapes	106412	15520 08/08/24	08/15/24	Complete	7.67	1	6.24	152.67	152.67	30.56	1000	0	1000 New Sal	e Design & Buile	d Fixed
13 Advances Charles Foundation, LICE	Mulch Installation	79720	7662 04/08/24	04/01/24	Complete	3.75	1	2.37	56.65	141.63	2	600	600	600 Renewa	Enhancement	s Fixed
14 Malericana Diracity Proceediations, 2003	Annuals-Spring	80007	8275 04/15/24	04/10/24	Complete	7.2	1	8.58	152	720.73	36.01	1200	1200	1200 Renewa	Enhancement	s Per S
15 Advanceme Charing Personalization, 2201	Annuals-Summer	80008	8275 05/24/24	05/01/24	Complete	13.8	1	8.86	1471.05	1132.9	306.78	1800	1800	1800 Renewa	Enhancement	s PerS
16 Address and Charring Presentations, 2023	Annuals-Fall	80009	8275 09/24/24	09/01/24	Complete	15.83	1	29.58	663.2	802.47	663.2	1200	1200	1200 Renewa	Enhancement	s Per S
17 Million and Charing Foundations, L201	Winter Planters	80010	8275 11/01/24	11/01/24	Open	6	1	0	0	1437.83	0	0	0	1600 Renewa	Enhancement	s Per S
18 Automatic Discript Foundation, \$225	Landscape Project	106592	14582 08/07/24	08/01/24	Complete	120.43	1	97.4	4560.94	2322.85	3260.03	12450	12450	12450	Enhancement	s Fixed
19 Advenues Charing Principation, 1203	Site Preparation, Re	106593	14582 08/07/24	08/01/24	Complete	28.16	1	22.2	705.17	1058.26	50.9	4370	4370	4370	Design & Build	d Fixed
20 Helensonia Unarrity Presentation, 2003	Landscape Project	106794	16537 08/12/24	08/12/24	Complete	3	1	0	0	0	0	198	198	198 New Sal	e Enhancement	s T&M
21 Million, 12962	Mulch Installation	102314	11812 06/17/24	12/31/24	Complete	1	1	9.99	283.25	28.33	10	1529.37	1529.37	1529.37 Renewa	Enhancement	s T&M
22 Million Mill	Mulch Installation	101894	8297 05/23/24	04/01/24	Complete	8	1	11	226.6	226.6	8	1200	1200	1200	Enhancement	s Fixed
23	EN - Warranty Work	98587	10620 06/04/24	05/01/24	Complete	0.4	1	0.75	80.28	92.78	2.24	0	0	0	Enhancement	s Fixed
24	Landscape Project	100982	11073 06/04/24	05/15/24	Complete	6.9	1	10.48	274.92	364.65	8.34	1250	1250	1250	Enhancement	s Fixed
25	Core Aerate & Over S	110821	18572 10/01/24	10/01/24	Complete	0.42	1	1.29	123.87	123.88	0.78	195	195	195	Enhancement	s Per S
26	Top Dress	110822	18572 10/01/24	09/01/24	Complete	1.02	1	1.74	14.95	14.95	0.56	125	125	125	Enhancement	s PerS
27	Landscape Project	108076	17866 09/05/24	09/01/24	Complete	35.5	1	34.67	168.75	168.75	15	2850	2850	2850	Enhancement	s Fixed
28 American Supplice Warranty Services ins. 4450	Mulch Installation	70267	7479 03/26/24	03/01/24	Complete	50	1	60.5	1614.53	1416.25	57	5235	5235	5235 Renewa	Enhancement	s T&M
29 American Durollan Wanterty Territors Inc. 4850	Landscape Project	100241	9905 06/06/24	06/01/24	Complete	8.65	1	18.99	1708.4	2055.24	13.52	4900	4900	4900	Enhancement	s Fixed
30 American Standard Mananty Services Inc. 4410	EN - Warranty Work	105026	14910 07/23/24	07/15/24	Complete	0.75	1	2.14	297.34	302.45	2.4	0	0	0	Enhancement	s Fixed
31 Annierowe, William	Mulch Installation	78131	8567 04/12/24	04/01/24	Complete	1	1	10.98	311.58	28.33	11	1681.74	1681.74	1681.74 Renewa	Enhancement	s T&M
32	EN - Warranty Work	102648	13007 06/15/24	06/15/24	Complete	0	1	0	0	0	0	650.44	650.44	650.44	Enhancement	s Fixed
33 Montesener, 1971	Mulch Installation	56326	6649 05/13/24	05/01/24	Complete	1	1	9	226.6	28.33	8	1233	1233	1233 Renewa	Enhancement	s T&M
34 November Standing, State	Mulch Installation	51717	5988 05/13/24	05/01/24	Complete	1	1	9	198.28	28.33	7	1143	1143	1143 Renewa	Enhancement	s T&M
35 -	Mulch Installation	100406	11412 05/10/24	05/01/24	Complete	15	1	17.01	481.53	424.88	17	2550	2550	2550 New Sal	e Enhancement	s T&M
36 decises Courts (19 Eth Series Willings 9, Un. 1948)	Annuals-Spring	92999	8289 04/16/24	04/10/24	Complete	1.2	1	2.34	25.35	120.12	6.01	320	320	320 Renewa	Enhancement	s PerS
37 Autor Courts Of Six Group Wilage 5, 10, 2540	Annuals-Summer	93000	8289 05/24/24	05/01/24	Complete	2.3	1	0	245.03	188.7	51.13	530	530		Enhancemer	🛱 (Ctrl) - 3
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5. Analyze Using Pivot Tables

- Click on any sales type, then navigate to the "Pivot Table Analyze" option in the Excel header.
- Choose "Change Data Source" and confirm by clicking "OK."
- Click "Refresh" to update all pivot tables with the latest data.



This job aid provides a structured approach to report extraction in Aspire, helping you obtain insights into properties, work tickets, and other landscaping service data. Following these steps ensures accurate and well-organized reports, assisting stakeholders in making data-driven decisions across various landscaping divisions.