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Version 1a • June 2001

DR A E T

Creative Studio Job Manager

REPORTING FROM CRYSTAL REPORTS

*Studio Manager User Guide • Version 1a
For Use With Crystal Reports 8.0*

DIGITAS

Windows required for Crystal Reports.
Not Macintosh Compatible.

Note: Lawson connectivity must be requested through the agency I.S. department and Finance. Limited access may or may not be granted and will be determined solely by I.S. and Finance.

Crystal Reports requires proper connection to the Job Manager server servicing your specific location. Reports, although canned, may require minor modification prior to use. Additional minor cosmetic changes may be desired. Contact the New York Studio at 212.610.5300 for support and customization changes.

Manual created & written by:

Shaun O'Donoghue
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Version 1a • June 2001

These reports have been designed exclusively for Digitas

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★ Identifies key reports for daily Studio workflow management



PROJECT TEAM:

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VP/Director of Graphic Services

☎ x-5067 or 212.610.5067

Concept development, implementation and reporting design

Robert Mustachio

Graphic System Administrator

☎ x-5101 or 212.610.5101

Server configuration and support

Amado Sanchez

Creative Support Engineer

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Crystal Reporting programmer, database development (SQL, Oracle, VB, Lotus)

Harmony Hasbrook

Assistant Studio Manager

☎ x-5314 or 212.610.5314

Web/GUI interface and additional project development

Mel McDowell

Assistant Studio Manager

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Rollout Training & Support

Job Manager is a task level tracking system which the Studio uses to accurately report the level of effort (labor time) and costs incurred on a job. The goal of task level tracking is to provide a detailed history of the level of effort spent on a job. This information can be used to capture revenue and more importantly offset or prevent negative absorptions because detailed, qualitative information is now available to you at any point during the creative execution process. Once a job migrates into the Studio, Job Manager tracks the actual time and tasks performed. Detailed information such as: the date and time, workflow stage, task being performed, as well as the Production Designer will be recorded. At any point in the process the Studio can provide you with an up-to-the minute, detailed reporting on a job. Job Manager works off a dynamic database (SQL) that captures vital job information as well as the assigned Studio resource. Daily reporting automatically generates the workflow schedules for Studio Managers, Production Designers, Mechanical Artists, as well as Traffic Managers.

This guide is designed to explain the common reports that Studio Managers will need to run in order to use Job Manager within the daily Studio workflow. These "canned" reports have been created using Crystal Reports and have been posted within the Virtual Workplace, Studio Job Manager project folder. Also provided are Visual Basic Scripts that automate the running of several of these reports — for example all daily reports can be run at the click of a mouse or triggered at a specific time. Additional reports can be customized to your exact needs by contacting the New York Studio for programming and development.

For access or more information contact Shaun O'Donoghue, VP/Director of Graphic Services at 212.610.5067 (X-5067) or via the New York Studio Hotline 212.610.5300 (X-5300).

New York Studio on the Web: <http://agency.corp.bsh.com/nyonthemove/studio/>

New York Studio Hotline 212.610.5300

Job Manager: Job Recorders

Job Recorder – Production Designer (Offline)

The screenshot shows the 'Job Recorder' window for Job Number 2865. The employee is 'Hasbrook, Harmony', the department is 'Studio-NYC', and the cost center is 'Production Designer'. The interface includes fields for 'Start' and 'End' times, a 'Total - min' field, and a list of tasks/materials. The 'Task/Material' dropdown is currently set to 'Other'.

- Other
- Labor**
- Admin Time [ADMIN]
- Art Direction Assist/Design [ARTASST]
- ASCII Prep/Release [ASCII]
- Digitas TimeOff [DTimeOff]
- FMC Prep [FMCP]
- FPO Manipulation [FPOMAN]
- Freelance TimeOff [FTimeOff]
- Large Format Setup/Print Time [LFSETUP]
- Live Art/Retouching [LIVE]
- WIP Boilerplate/Template Prep Time [MECHSETUP]
- Meetings [MEET]
- Move/Relocation Time [MOVE]
- PDF Generation [PDF]
- Prep Disk for Vendor [PDISK]
- EM Changes [PEM]
- Post FMC Changes [PFMC]
- Photo Selection/Artwork Search [PHOTOSLCT]
- FPO Scanning [SCAN]
- Boarding/Labels Time [TBoards]
- Folding Comp Time [TCOMP]
- EM Prep/Release Time [TEM]
- Internal Changes Time [TChanges]
- Illustration Time [TIllustration]
- Photo/Artwork Placement Time [TPLCMT]
- Printout Time [TPrint]
- Q.C. Time [TQC]
- Waiting Time [WAIT]
- Work In Progress [WIP]
- Material**
- Consumable Media/JAZ [JAZ]
- Consumable Media/ZIP [ZIP]
- Miscellaneous**
- FMC/ EM Folding Comp [ACOMP]
- Workflow *ALERT* Notification [ALERT]
- ASCII Handoff [ASCIHND]
- Mac Support Alerted [CALERT]
- Call Initiated to TRAFFIC [CALLIN]
- Call Response from TRAFFIC [CALLRS]
- EM Handoff [HANDOFF]
- Request SM Intervention [HELP]
- EM routed [HEM]
- FINAL MAC COMP routed [HFMC]
- WORK IN PROGRESS routed [HWIP]
- Notation [NOTE]
- OUT OF PROCESS Advisory [OOP]
- *SPEC* Sheet Revision/Change [SPEC]

Job Recorder – Production Designer (Online)

The screenshot shows the 'Job Recorder' window for Job Number 2865. The employee is 'Gutnick, Aric', the department is 'Studio-NYC', and the cost center is 'Production Designer-WEB'. The interface includes fields for 'Start' and 'End' times, a 'Total - min' field, and a list of tasks/materials. The 'Task/Material' dropdown is currently set to 'Other'.

- Other
- Labor**
- Optimizing/Cutting Graphics [10PTM2]
- Web Page Comp [1PAGELYOUT]
- Wireframe Execution/Edits [1WIRE]
- Admin Time [ADMIN]
- AfterEffects [AfterEt]
- Animation of Banners/Rollovers [ANIMATE]
- Art Direction Assist/Design [ARTASST]
- Digitas TimeOff [DTimeOff]
- Flash Action Scripting [FLA-ACT]
- Flash Animation [FLA-ANI]
- Flash Consulting [FLA-CNSLT]
- Flash Optimization [FLA-OPT]
- Flash Resize [FLA-RES2]
- Flash Layout and Edits [Flash]
- Frameout of Banner/Rollover [FRAMEOUT]
- Freelance TimeOff [FTimeOff]
- Meetings [MEET]
- Move/Relocation Time [MOVE]
- Online Retouching [ONLRETOUCH]
- PDF Generation [PDF]
- Photo Selection/Artwork Search [PHOTOSLCT]
- Resize of Banners/Rollovers [RESIZE]
- Web Page Comp Edits [SCRLAYOUT]
- Internal Changes Time [TChanges]
- Printout Time [TPrint]
- Q.C. Time [TQC]
- Waiting Time [WAIT]
- Miscellaneous**
- Workflow *ALERT* Notification [ALERT]
- Mac Support Alerted [CALERT]
- Request SM Intervention [HELP]
- Notation [NOTE]

Job Recorder – Mechanical (Comp) Artist

The screenshot shows the 'Job Recorder' window for Job Number 2865. The employee is 'Kunka, Joe', the department is 'Studio-NYC', and the cost center is 'Mechanical Artist'. The interface includes fields for 'Start' and 'End' times, a 'Total - min' field, and a list of tasks/materials. The 'Task/Material' dropdown is currently set to 'Other'.

- Other
- Labor**
- Admin Time [ADMIN]
- Digitas TimeOff [DTimeOff]
- Freelance TimeOff [FTimeOff]
- Mechanical Artist [Fee] [ICS180]
- Large Format Mounting Time [LFMOUNT]
- Large Format Setup/Print Time [LFSETUP]
- WIP Boilerplate/Template Prep Time [MECHSETUP]
- FPO Scanning [SCAN]
- Boarding/Labels Time [TBoards]
- Folding Comp Time [TCOMP]
- Internal Changes Time [TChanges]
- Waiting Time [WAIT]
- Material**
- HP Designjet print (matte) [HPDESIGNJET]
- NovaJet Lrg Frmt (Backlit) [LFNOVAB]
- NovaJet Lrg Frmt (Cloth) [LFNOVACL]
- NovaJet Lrg Frmt (Glossy) [LFNOVAG]
- NovaJet Lrg Frmt (Matte) [LFNOVAM]
- NovaJet Lrg Frmt (Vnyl) [LFNOVAV]
- NovaJet Lrg Frmt (Canvas Wtr Rest) [LFNOVAWR]
- Miscellaneous**
- FMC/ EM Folding Comp [ACOMP]
- Workflow *ALERT* Notification [ALERT]
- Call Initiated to TRAFFIC [CALLIN]
- Call Response from TRAFFIC [CALLRS]
- SM Workflow *EXCEPTION* [EXCEPT]
- Request SM Intervention [HELP]
- RUSH job [HRUSH]
- Non-Booked Time [NONBOOKED]
- Notation [NOTE]
- OUT OF PROCESS Advisory [OOP]
- *SPEC* Sheet Revision/Change [SPEC]
- WIP Folding Comp [WIPCOMP]

Studio Job Sheet: All Daily Assignments

STUDIO JOB SHEET All Daily Assignments Tuesday, March 6, 2001

GRAPHIC ARTIST	JOB NUMBER	JOB MGR #	ON / OFF	CLIENT	TRAFFIC/ART DIRECTOR	JOB DESCRIPTION	PMC DUE DATE	EM DUE DATE	STATUS	COMMENTS
Tony	AL330X	2048	Off	ALLSTA	David 5183/DENISE WEBER 5010	OE, LTR, BRO, ASCII "hold"			WIP	HOLD
Tony	AL348X	2212	Off	ALLSTA	David 5183/ Denise 5010	2001 OR Prprty Xsell LtrS(2), Ascii only	2/9/01	2/16/01	WIP	
Tony	AL372X	2100	Off	ALLSTA	David 5183/DENISE WEBER 5010	popcorn mailing:1 OE, 1 LTR, 1 OTHER "hold"	12/14/00	12/21/00	WIP	HOLD
Tony	AL1106	2527	Off	ALLSTA	DAVID KUBELKA	LETTERS	2/19/01	2/26/01	WIP	
Tony	ALM013	2392	Off	ALLSTA	David 5183	1)6.5x5.5 pdfs 2)Ltr size pdfs	1/9/01	1/16/01	?	
Tony	ALM036	2475	Off	ALLSTA	David 5183	DM Vendor Analysis- 2 ASCII LTRS	2/9/01	2/16/01	WIP	
Tony	ALM041	2483	Off	ALLSTA	David 5183	SRM Prospecting UT. OE, Ltr, Bro	2/9/01	2/16/01	WIP	
Tony	ALBX56	1660	Off	ALLSTA	David 5183/ Denise Weber 5010	9x12 Welcome Kit - Fldr, OE, Ltr, Bro 1/19. Ascii 1/24	2/23/01	3/2/01	WIP	
Tony	AM1102	2531	Off	ALLSTA	DAVID K 5183/ DENISE WEBER	SRM PROSPECTING (LTR, ASCII ONLY)	2/23/01	3/2/01	WIP	
Arlo	AXPLEN	2540	Off	AMEX	Robert Mustachio/Ken Thurlbeck	VID- Shooting through production (After Effects)	2/16/01	2/23/01	?	
HOLD	BM1600	2395	Off	AT&T	Everett 5269/Eugene 5152	Ltr and Postcard "hold"	1/9/01	1/16/01	WIP	HOLD
Tina	CBD091	2414	Off	AMEX	Monica 5411/Eugene 5152/Denise Talent 5443	Shoprte DM - ZOE, 2LtrApp	3/5/01	3/12/01	WIP	
Joann	CBD003	2448	Off	AMEX	monica 5411/julie moll 5094	BoH Announcement: 4 OE, 4 Letters, 5 Ascii	2/23/01	3/2/01	EM	

From : Catherine Czuchta

Digitas NYC Creative Studio

3/6/01 12:38PM

Purpose of Report:

This report prints the daily Studio assignment sheets. Report is based upon assignment of Production Designers in the CSR field within the job information field in Job Manager. If the CSR field is not assigned the job is deemed not assigned and thus will not appear on the scheduled report. Two versions of the report are by agency job number and alphabetically by Studio artist.

File Name:

StudioJobShtJ#All.rpt [sorted by agency job number]
StudioJobAlphaArtistAll.rpt [sorted by Studio artist] not shown

Report Frequency:

Daily. Usually run after carry over the day before.

Run By:

Studio or Studio Workflow Managers

Database Links:

Job Manager. Lawson connectivity required for New York version.

Comments:

Report will identify total number of offline and online jobs scheduled. Reverse red is a job alert which indicates a condition (usually financial) has not been met.

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Wed, Mar 14, 2001, 3:14 PM

STUDIO JOB SHEET All Daily Assignments Tuesday, March 6, 2001

GRAPHIC ARTIST	JOB NUMBER	JOB MGR #	ON / OFF	CLIENT	TRAFFIC/ART DIRECTOR	JOB DESCRIPTION	PMC DUE DATE	EM DUE DATE	STATUS	COMMENTS
HOLD	WBCA80	2367	Off	AT&T	Ernie 7881/Eugene 5152	B2B OE and LTR "hold"	1/23/01	1/30/01	WIP	HOLD
Daniel	WBCA61	2423	Off	AT&T	Ernie 7881/Eugene 5152	Gateway Premium OE and LTR	2/2/01	2/9/01	EM	
Heather	WBCA80	2553	Off	AT&T	Snev 5117	Wave 1 Ltr			WIP	

Total Jobs in the Studio 66
Total Online Jobs in the Studio 7
Total Offline Jobs in the Studio 61

From : Catherine Czuchta

Digitas NYC Creative Studio

3/6/01 12:38PM

Studio Job Sheet: All Traffic Assignments

Purpose of Report:

This report prints a report alphabetically by all Traffic Manager who have active job assignments within the studio. This identifies to the Traffic Supervisor which jobs which are active and require attention and the respective Traffic Manager assigned. Jobs which are placed on HOLD will also appear indicating the job is on HOLD. The report also indicates the total number of active jobs in the Studio and the total number assigned to a Traffic Manager.

File Name:

DailyShedTrafficManagerAll.rpt

Report Frequency:

Daily. Usually run after carry over the day before.

Run By:

Studio or Studio Workflow Manager. May be distributed to Traffic Supervisor.

Database Links:

Job Manager

Comments:

None

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Mon, Mar 12, 2001, 1:40PM

Studio Schedule All Daily Assignments By Traffic Manager Tuesday, March 6, 2001									
TRAFFIC/MY DIRECTOR	JOB NUMBER	JOB MON #	GRAPHIC ARTIST	ON / OFFLINE	JOB DESCRIPTION	PRG DUE DATE	EM DUE DATE	STATUS	COMMENTS
Cheryl Johnson	INT003	2462	Donavin	On	OL - Process Guide Word Doc, 100 page doc, pdf-links	1/26/01	2/2/01	?	
David Kubelka	DLT001	2491	Allison	Off	Art direction assist ad	1/30/01	2/6/01	LMC	
David Kubelka	DLT001	2180	Allison	Off	Delta C1			WIP	
David Kubelka	DLT003	2420	Allison	Off	Delta Q4 promotion: 4c Ads	2/19/01	2/26/01	WIP	
David Kubelka	LOC007	2532	Greg	Off	LOC March 2001, oe, ltr, app	3/30/01	4/6/01	WIP	
David Kubelka	LOC008	2555	Greg	Off	LOC March 2001, oe, ltr, app	3/30/01	4/6/01	WIP	
David Kubelka	STU001	2129	Greg	Off	OE, LTR, BRO, 3 snappack, take-ones, buck, risers, posters, sif-mr	2/7/01	2/14/01	FMC	
David Kubelka	LOC009	2550	Heather	Off	LOC March 2001, oe, app, ltr.	3/30/01	4/6/01	WIP	
David Kubelka	LOC010	2556	Jazmine	Off	LOC March 2001, oe, ltr, app	3/30/01	4/6/01	WIP	
David Kubelka	PRO002	2421	Joann	Off	OE, 6 LTR, BRO	2/16/01	2/23/01	EM	
David Kubelka	AL300X	2048	Tony	Off	OE, LTR, BRO, ASCII "hold"			WIP	HOLD

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Studio Schedule All Daily Assignments By Traffic Manager Tuesday, March 6, 2001									
TRAFFIC/MY DIRECTOR	JOB NUMBER	JOB MON #	GRAPHIC ARTIST	ON / OFFLINE	JOB DESCRIPTION	PRG DUE DATE	EM DUE DATE	STATUS	COMMENTS
Unassigned	INT002	2495	Donavin	On	OL- Page layout	2/1/01	2/8/01	?	
Unassigned	CRPAMN	2311	Glenn	Off	Digitas Annual Report			?	
Unassigned	CRPBRD	2142	Glenn	Off	Digitas Branding Style Guide			LMC	
Unassigned	DEORET	2472	Glenn	Off	Point of view doc (illustration)	1/26/01	2/2/01	?	
Unassigned	HRPRJ	2493	Glenn	Off	Layout Digitas Newsletter	1/31/01	2/7/01	?	
Unassigned	USTRN	2389	Greg	Off	VID- Learn Protocols			?	
Unassigned	BR0002	2571	Kurt	On	OL-Product selling pg. & app. form using styleguide2.0, daughter window (images from	2/27/01	3/6/01	?	
Unassigned	ALH06	2527	Tony	Off	LETTERS	2/19/01	2/26/01	WIP	

There are 0 jobs in studio 28 jobs have traffic managers 0 jobs do not have traffic managers.

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DIGITAS CREATIVE STUDIO • NEW YORK • CONFIDENTIAL

3/6/01 2:16PM

Studio Job Sheets: Individual Traffic Manager

Studio Schedule
Traffic Manager
All Daily Assignments
David Kubelka
Tuesday, March 6, 2001

GRAPHIC ACTIVITY	JOB NUMBER	JOB MER #	ON / OFFLINE	TRAFFIC / ART DIRECTOR	JOB DESCRIPTION	PRG DUE DATE	RM DUE DATE	STATUS	COMMENTS
Tony	AL9724	2100	Off	David 5183/DENISE WEBER 5010	popcom mailing-1 OE, 1 LTR, 1 OTHER "hold"	12/14/00	12/21/00	WIP	HOLD
Tony	ALM019	2392	Off	David 5183	136.5x5.5 pdfs 2/Ltr size pdfs	1/9/01	1/16/01	?	
Tony	ALM038	2475	Off	David 5183	DM Vendor Analysis-2 ASCII LTRS	2/9/01	2/16/01	WIP	
Tony	ALM041	2483	Off	David 5183	SRM Prospecting UT, OE, Ltr, Bro	2/9/01	2/16/01	WIP	
Tony	ALB038	1660	Off	David 5183/ Denise Weber 5010	9x12 Welcome Kit - Fldr, OE, Ltr, Bro 1/19. Ascii 1/24	2/23/01	3/2/01	WIP	
Tony	AMH02	2531	Off	DAVID K 5183/ DENISE WEBER	SRM PROSPECTING (LTTR, ASCII ONLY)	2/23/01	3/2/01	WIP	

David Kubelka has 17 jobs in the studio.

Purpose of Report:

This report prints individual sheets for each Traffic Manager who has active job assignments within the studio. This identifies to the Traffic Manager jobs which are active and require attention. Jobs which are placed on HOLD will also appear indicating the job is on HOLD.

File Name:

DailyShedTrafficManager.rpt

Report Frequency:

Daily. Usually run after carry over the day before.

Run By:

Studio or Studio Workflow Manager. May be distributed to Traffic Supervisor.

Database Links:

Job Manager

Comments:

None

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Mon, Mar 12, 2001, 1:40PM

Employee: OLTS Web Interface

Activity / description	Location	Mon	Tue	Wed	Thu	Fri	Tot	Comments (<60 chars)
BNRA03 Invalid Activity Code	NY				2	2		Job Manager Ir
SRSG07 Invalid Activity Code	NY					3.5	3.5	Job Manager Ir
BANG11 Invalid Activity Code	NY	0.75	2	3	0.75	2	8.5	Job Manager Ir
CBG05 Invalid Activity Code	NY	2	4	2.75	2.75	2	13.5	Job Manager Ir
LOCG23 Invalid Activity Code	NY	6					6	Job Manager Ir
LOCG29 Invalid Activity Code	NY		0.5		1.25		1.75	Job Manager Ir
CRDM02 Invalid Activity Code	NY			0.5			.5	Job Manager Ir
GLDM04 Invalid Activity Code	NY			0.75			.75	Job Manager Ir
PROG06 Invalid Activity Code	NY			0.5			.5	Job Manager Ir
SCR363 Invalid Activity Code	NY			0.5			.5	Job Manager Ir
	NY						0	
Totals		8.75	6.5	8	6.75	7.5	37.5	

Purpose of Report:

Not applicable

File Name:

Not applicable

Report Frequency:

Not applicable

Run By:

Not applicable

Database Links:

Job Manager to OLTS (online timesheets)

Comments:

This is a customized interface for use between Job Manager and OLTS. Task level time entry in Job Manager will be rolled up and merged into an OLTS interface for agency timesheet submission. Exception reporting will alert variations between Job Manager reported time and OLTS. This is an optional feature which automates timesheet entry. Studio users must still click submit for the timesheet to properly enter into the agency timesheet system.

Report Created By/Programmed By:

Shaun O'Donoghue & Harmony Hasbrook/Bill Nolan (ISS)

Report Modified Date:

Not applicable

Amado Sanchez

Job Name/ Number	Saturday 2/17/01	Sunday 2/18/01	Monday 2/19/01	Tuesday 2/20/01	Wednesday 2/21/01	Thursday 2/22/01	Friday 2/23/01	Total
AXPSAL	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
CBDG03	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.50
CBDG06	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.50
CBDG08	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.50
CBDG11	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.50
CBDG13	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.50
DLT503	0.00	0.00	0.00	0.00	1.50	0.00	0.00	1.50
EAQG02	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
EAQG05	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
ERLG07	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00
INTS12	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
IPMS02	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
LOC002	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
LOC004	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
LOC007	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00
LOC008	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00
LOC009	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
LOC010	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
LOC004	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
NAMS03	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00
POPG04	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50

Employee: Weekly Workday Summary

Purpose of Report:

This report prints the weekly job summary information for each Studio artist. Information is pulled for all task time entered via the Job Recorder. Studio artists can then use this report to manually populate the agency timesheet. A sheet will run for each Studio artist with time entry during the reporting period.

File Name:

EmployeeWorkdaySummary.rpt

Report Frequency:

Once a week on Monday morning for previous week.

Run By:

Studio or Studio Workflow Manager

Database Links:

Job Manager

Comments:

This report will no longer be necessary once Job Manager to OLTS (online timesheet system) connectivity is made. Time will automatically be entered into timesheets and not require re-keying.

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Wed, Feb 28, 2001, 5:24PM

Employee	FTE/ Casual	Billable Clients	Non-Billable Clients	Bill/Non Hours?	Internal	Digitas Wait	Digitas Admin	Percent Billable	Percent Utilization
Studio									
Mechanical Artist									
Joe Kunka	FTE	23.00	8.25	0.00	1.25	0.00	18.25	61.3%	130.0%
Kevin Blagg	FTE	31.75	1.25	0.00	1.25	0.00	13.75	84.7%	128.0%
Production Designer									
Allison Greene	FTE	33.18	0.00	0.00	4.54	1.00	7.78	88.5%	124.0%
Greg Hoy	FTE	18.50	0.00	0.00	0.00	14.50	4.75	49.3%	100.7%
Kevin Stone	FTE	40.98	0.00	0.00	0.00	0.00	6.80	109.2%	127.4%
Marie Jeannikon	FTE	31.25	0.00	0.00	0.00	5.50	4.50	83.3%	110.0%
Tina Lee	FTE	26.75	0.00	0.00	11.00	0.00	5.00	71.3%	114.0%
Wan Cheung	FTE	30.44	0.00	0.00	0.00	0.00	4.47	81.2%	93.1%
Production Designer-WEB									
Jasmine Alsenza	FTE	23.82	1.75	0.00	0.00	2.50	5.00	63.5%	88.2%
Studio Managers									
Catherine Czuchta	FTE	0.25	0.25	0.00	0.00	0.00	0.00	0.7%	1.3%
Studio O.C.									
Isabella Amanda	FTE	10.71	0.00	0.00	1.70	19.58	2.08	28.6%	90.9%
Mechanical Artist									
Theodore Ruiz	C	24.75	6.00	0.00	4.00	1.75	14.50	48.5%	136.0%
Production Designer									
Daniel Barber	C	24.88	2.68	0.00	0.00	0.00	13.81	60.1%	110.3%
Eileen Myrell	C	30.75	0.00	0.00	0.00	7.00	2.50	76.4%	107.3%
Heather Riebold	C	27.58	0.00	0.00	0.00	0.00	2.75	60.9%	101.1%
Joann Dimesa	C	21.87	1.00	0.00	0.25	1.00	5.08	74.7%	96.7%
Nick Papadakis	C	35.06	0.00	0.00	0.00	0.00	10.59	76.8%	121.7%
Tony Wright	C	38.75	0.00	0.00	0.00	0.00	8.50	82.0%	126.0%
Production Designer-WEB									
Aric Gutnick	C	0.58	0.00	0.00	24.60	0.00	2.50	2.1%	92.3%
Kurt Carpenter	C	36.50	0.00	0.00	0.75	0.00	2.00	93.0%	104.7%
Studio Managers									
Harmony Hasbrook		4379	0.50	0.00	0.00	0.78	0.00	39.1%	8.5%
Total Hours		511.63	19.18	0.00	50.12	52.83	134.61		
% of Total Hours		66.8%	2.5%	0.0%	6.5%	6.9%	17.5%		
% of Digitas Only						28.2%	71.8%		

Employee: Billability and Utilization Report

Purpose of Report:

The Studio Billability and Utilization report uses the task level detail and links to Lawson to determine in greater detail the actual work being performed within the user-defined reporting period. Jobs coded as client billable, client non-billable, unassigned, and internal are reported in hours. Internal time represents all internal work. There are detailed breakouts of WAIT time and ADMIN time. Percent billable and percent utilized are calculated using the same formula as the agency if the proper data is entered (total number of work days). Since FTEs and Casual employees are calculated differently it requires the proper coding in the Job Manager under Employee set up as FTE (Full-Time Employee) or C (Casual Employee).

File Name:

EmployeeUtilization.rpt

Report Frequency:

User definable. i.e. Quarterly, Monthly, Weekly.

Run By:

Studio Manager or Studio Workflow Manager.

Database Links:

Job Manager and Lawson

Comments:

Reports should be compared to agency billability reports via Finance. These reports are generated from OLTS (timesheet) data.

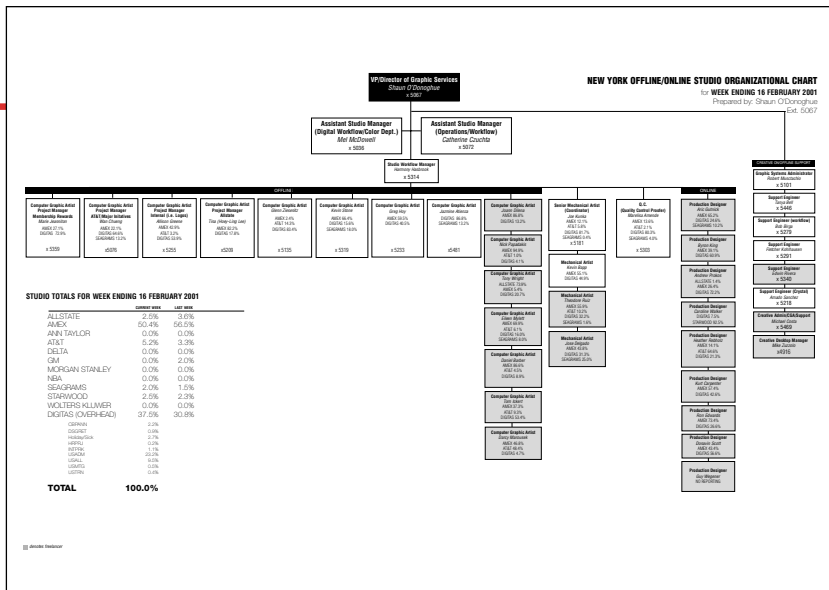
Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Thr, Jun 21, 2001, 1:29PM

Employee: Studio Organizational Chart



Purpose of Report:

This report is modified weekly in QuarkXpress manually using the Employee/Job Manager Graph Report. The weekly organizational chart details all fulltime and casual employees and the percentage of their time dedicated to each client. Since workload balancing and staffing management is critical this graphic representation shows the department size from week to week. Also included is the percentage report for all internal jobs.

File Name:

NYStudio_Jun_22.qdx & NYStudio_Jun_22.pdf

Report Frequency:

Weekly. Usually distributed by Tuesday of each week. Can also be run for any frequency of time to illustrate departmental growth or reduction in workforce.

Sample Distribution List:

G. Johnson (EVP, Global Delivery), E. Quill (Creative), S. SimsWilliams (HR), A. Galvin (HR), T. Cooley (Creative Resource Manager), S. Olderman (EVP, Creative), S. Salantrie (VP, Finance)

Run By:

Assistant Studio Manager

Database Links:

References EmplHrsJMGraph.rpt & Activity%Digitas.rpt

Comments:

QuarkXpress document, converted to Acrobat PDF for email.

Report Created By/Programmed By:

Shaun O'Donoghue

Report Modified Date:

Not Applicable

Employee	Hours
Allison Greene	
Barnes & Noble	
BNRA02	5.46
BNRA03	2.17
	<u>7.62</u>
DIGITAS	
3888NB	0.37
FORPIT	3.06
USADM	1.00
	<u>4.92</u>
DIGITAS	12.54
Allison Greene	
	12.54
Daniel Barber	
ALLSTATE	
ALST01	0.88
	<u>0.88</u>
ALLSTATE	0.88
	<u>0.88</u>
AMEX	
IPW000	2.80
HID007	4.76
	<u>7.56</u>
AMEX	6.96
	<u>7.84</u>
	7.84
Daniel Barber	
	7.84
Eileen Mylett	
AMEX	
BBC000	5.00
STUG00	10.00
	<u>15.00</u>
AMEX	15.00
	<u>15.00</u>
DIGITAS	
USADM	7.00
	<u>7.00</u>
DIGITAS	7.00
	<u>22.00</u>
	22.00
Eileen Mylett	
	22.00
Greg Hoy	
AMEX	
INT016	4.00
	<u>4.00</u>
AMEX	4.00
	<u>4.00</u>
DIGITAS	
USADM	
	<u>4.00</u>
DIGITAS	4.00
	<u>4.00</u>
	4.00

Employee	Hours
Theodore Ruiz	
ALLSTATE	
ALST01	1.00
	<u>1.00</u>
ALLSTATE	1.50
	<u>1.50</u>
AMEX	1.00
BRG015	1.00
	<u>1.00</u>
AMEX	1.00
	<u>1.00</u>
DIGITAS	
USADM	1.76
	<u>1.76</u>
DIGITAS	1.76
	<u>4.28</u>
	4.28
Theodore Ruiz	
	4.28
Tina Lee	
ALLSTATE	
ALCD03	0.25
	<u>0.25</u>
ALLSTATE	0.25
	<u>0.25</u>
AMEX	
BLJ000	6.00
OEX000	10.00
	<u>16.00</u>
AMEX	17.00
	<u>17.00</u>
	17.00
Tina Lee	
	17.25
Tony Wright	
ALLSTATE	
ALPR00	2.50
	<u>2.50</u>
ALLSTATE	2.50
	<u>2.50</u>
	2.50
Tony Wright	
	2.50
Wan Cheung	
AMEX	
ENR001	2.00
LOC020	5.93
LOC027	3.77
LOC028	3.94
MCG005	0.25
SAG000	2.48
	<u>17.90</u>
AMEX	17.90
	<u>17.90</u>
	17.90

Purpose of Report:

This report identifies downtime or WAIT time associated across all clients and job numbers by Studio artist.

File Name:

WaitEmployeeHours.rpt

Report Frequency:

User-defined

Run By:

Studio Manager

Database Links:

Job Manager

Comments:

None

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Mon, Feb 5, 2001, 5:49PM

Job Name/ Number	AmadorGreen															
	Saturday 2/17/01		Sunday 2/18/01		Monday 2/19/01		Tuesday 2/20/01		Wednesday 2/21/01		Thursday 2/22/01		Friday 2/23/01		Total	
	Actual	Wait Time	Actual	Wait Time	Actual	Wait Time	Actual	Wait Time	Actual	Wait Time	Actual	Wait Time	Actual	Wait Time	Actual	Wait Time
DLTG01	0.00	0.00	0.00	0.00	0.00	0.00	12.00	0.00	6.02	1.02	8.75	2.52	4.28	0.00	31.00	3.50
DLTS01	0.00	0.00	0.00	0.00	0.00	0.00	2.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.25	0.00
USADM	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	16.00	0.00	1.00	0.00	16.00	0.00	33.50	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	14.75	0.00	22.02	1.02	9.75	2.52	20.28	0.00	67.00	3.70
% Wait Time		0%		0%		0%		0%		5%		26%		0%		6%

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Employee: Percentage of WAIT Time per Week

Purpose of Report:

This report identifies total daily hours within the weekly period along with the total number of hours per day assigned to Digitas WAIT time.

File Name:

EmployeePercentWaitTime.rpt

Report Frequency:

User-Defined. Weekly during aggressive billable periods or to identify workload balance issues.

Run By:

Studio Manager or Studio Workflow Manager

Database Links:

Job Manager

Comments:

None

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Wed, Feb 28, 2001, 5:27PM

Last Name	First Name	Social Security #
Atkinson	Eulan	C
Barber	Daniel	C
Bomser	Jon	C
Boroway	Zak	C
Brown	Neal	C
Burns	Robert	C
Carpenier	Kurt	C
Chadha	Shalini	C
Costa	Michael	C
Delgado	Jose	C
Diaz	Luzmiel	C
Dilena	Joann	C
DiPatri	Robert	C
Edmonds	Michael	C
Edwards	Ron	C
Ellis	Thomas	C
Freelance_1	Freelance_1	C
Freelance_2	Freelance_2	C
Freelance_3	Freelance_3	C
Freelance_4	Freelance_4	C
Gay	Robert	C
Gil	Ramon	C
Gongora	Michael	C
Gulnick	Aric	C
Held	Vlad	C
Hernandez	Erasmus	C
Hsieh	Ben	C
Hudgins	Chelsea	C
Hussaini	Samar	C
Ickert	Tom	C
Jacobson	Lara	C
Jennings	James	C
Keresey	Priscilla	C
King	Byron	C
Kossler	Brian	C
Kurasz	Margie	C
Lee	Johanna	C
Lin	Vivone	C
Lloyd	Lisa	C
Mabry	Dennis	C
Makoeva	Elena	C
Marousek	Darcy	C
Milan	Dean	C
Montegut	Leo	C
Moure	Amy	C
Mylett	Eileen	C
Nepsha	Regina	C
Orlowski	Paul	C
Papadakis	Nick	C
Pilich	Glen	C
Pitcaim	Ansel	C
Podwil	Jonathan	C
Prokos	Andrew	C

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Purpose of Report:

This report lists all Freelancers (Casual Employees) within the Job Manager system.

File Name:

Freelancer.rpt

Report Frequency:

User-Defined

Run By:

Studio Manager or Studio Workflow Manager

Database Links:

Job Manager

Comments:

Report can be amended to include last charge date of Freelancer employee in order to keep the HR system up-to-date with active Freelancers.

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Thu, Mar 6, 2001, 12:21PM

Job #	Job Number/Name		
2490	CBD004 - BOH Plastic LTRS		
Client	Acct Manager	FMC Date	
AMEX	D. Hartman	2/14/01	
Due Date	Job Total Date	Ticket #	
2/21/01	3/6/01 4:27PM	242	

Job Description
BOH Plastic:5 LTRS 2ASCI

Turnaround: Standard Rush

Labor/Fee	Quantity	Unit	Unit Price	Net Amount
Admin Time	0.50	hrs	\$0.00	\$0.00
EM Prep/Release Time	2.00	hrs	0.00	0.00
FMC Prep	1.00	hrs	0.00	0.00
Folding Comp Time	0.75	hrs	0.00	0.00
Meetings	0.25	hrs	0.00	0.00
Photo/Artwork Placement Time	0.75	hrs	0.00	0.00
Printout Time	1.50	hrs	0.00	0.00
Q.C. Time	0.86	hrs	0.00	0.00
Waiting Time	2.25	hrs	0.00	0.00
Work In Progress	5.00	hrs	0.00	0.00
Labor/Fee Total	14.86			\$0.00

Pass-Through Expenses/Materials	Quantity	Unit	Unit Price	Net Amount
Consumable Media/JAZ	1.00	Cart.	81.00	81.00
Consumable Media/ZIP	1.00	Cart.	14.00	14.00
Pass-Through Expenses/Materials Total				\$95.00

Ratecard/Fixed Pricing	Quantity	Unit	Unit Price	Net Amount
Complex Site	2.00	Image	100.00	200.00
Complex Type/Complex Graphic	4.00	Page	310.00	1,240.00
Complex Type/No Graphic	1.00	Page	120.00	120.00
EM Handoff	1.00	Schd	0.00	0.00
FINAL MAC COMP routed	1.00	Schd	0.00	0.00
FMC/ EM Folding Comp	8.00	Comp	65.00	520.00
FPO Artwork/Scans				
Live Art Placement/Q.C.				
WORK IN PROGRESS routed				

Job #	Job Number/Name		
2490	CBD004 - BOH Plastic LTRS		
Client	Acct Manager	FMC Date	
AMEX	D. Hartman	2/14/01	
Due Date	Job Total Date	Ticket #	
2/21/01	3/6/01 4:27PM	242	

Job Description
BOH Plastic:5 LTRS 2ASCI

Turnaround: Standard Rush

Ratecard/Fixed Pricing Total	Net Amount
	\$2,370.00

Studio Charge Total \$2,465.00

Estimated Studio Cost vs. Client Charges

	Estimated Internal Costs	Studio Charges	Variance
Labor/Fee Total	\$1,403.73	\$0.00	(\$1,403.73)
Outside Charges/Misc Total	\$0.00	\$0.00	\$0.00
Pass-Through Expenses/Materials Total	\$95.00	\$95.00	\$0.00
Ratecard/Fixed Pricing Total	(\$2,370.00)	\$2,370.00	\$0.00
Total	\$1,498.73	\$2,465.00	\$966.27 + 164%

Routing History

Date	Time	Activity
2/21/01	7:14PM	FMC Routed

Total

- 0 EM Routed
- 1 FMC Routed
- 0 Out of Process Advisory

Job History: Studio Charge Summary

Purpose of Report:

The report is the actual Studio job invoice. It report the level of effort in hours. The report breaks down into three areas: labor/fee, outside charges (i.e. retouching), Pass-Through Expenses and Materials, Ratecard/Fixed Pricing (for New York AMEX only).

File Name:

StudioDigitasChargeSummary.rpt

Report Frequency:

At the close of each job upon reconciliation or client billing

Run By:

Studio Manager

Database Links:

Job Manager and Lawson

Comments:

This report will require customization for each office. Each office has client contractual obligations that need to be incorporated into the report which appropriately bills eligible tasks and materials. Since some clients are fixed priced, we report time (level of effort) rather than price/cost.

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Thr, Jan 11, 2001, 4:15PM

JM #	Job Number/Name	
1055	Test Job	
Client	Acct Manager	FMC Date
AMEX		12/28/99
Due Date	Job Ticket Date	Ticket #
1/4/00	3/6/01 4:22PM	

Task Name	Total	Unit	Unit Price	Billable	Ratecard Line Item	Cost
1/3/00						
Complex Type/Complex Graphic	10.00	Page	310.00	Y	Y	\$3,100.00
						\$3,100.00
1/4/00						
Complex Type/No Graphic	1.00	Page	120.00	Y	Y	120.00
Consumable Media/JAZ	1.00	Cart.	81.00	Y	N	81.00
EM Changes	2.00	hrs	93.00	Y	Y	186.00
Folding Comp	2.00	Comp	65.00	N	N	0.00
FPO Manipulation	1.00	hrs	125.00	Y	Y	125.00
						\$612.00
1/13/00						
Color Match	1.00	Image	100.00	N	N	0.00
Complex Silo	1.00	Image	100.00	Y	Y	100.00
Complex Type/Complex Graphic	5.00	Page	310.00	Y	Y	1,550.00
Complex Type/Single Graphic	4.00	Page	210.00	Y	Y	840.00
Consumable Media/JAZ	1.00	Cart.	81.00	Y	N	81.00
Drop Shadow	5.00	Image	100.00	Y	Y	500.00
EM routed	1.00	Schd	0.00	N	N	0.00
FMC Prep	5.00	hrs	88.00	N	N	0.00
FMC/ EM Folding Comp	2.00	Comp	65.00	Y	Y	130.00
Folding Comp	3.00	Comp	65.00	N	N	0.00
FPO Artwork	40.00	Image	45.00	Y	Y	1,800.00
Mac Retouching	10.00	hrs				
OUT OF PROCESS Advisory	1.00	Schd	0.00	N	N	0.00
Q.C. Time	2.00	hrs	88.00	N	N	0.00
Ratecard Spec Time	1.00	hrs	88.00	N	N	0.00
Simple Silo	2.00	Image	75.00	Y	Y	150.00
WIP Folding Comp	3.00	Comp	0.00	N	N	0.00
WORK IN PROGRESS routed	2.00	Schd	0.00	N	N	0.00
						\$6,101.00

Job History: Historical by Date

Purpose of Report:

This report prints a detailed job history by date. It is useful when traces the job progression from the time a job entered the Studio through release or hand-off. If Production Designers accurately record routing rounds it can be used to identify excessive rounds and internal problems.

File Name:

JobHistoryByDate.rpt

Report Frequency:

Upon account request or user-definable

Run By:

Studio Manager or Studio Workflow Manager

Database Links:

Job Manager

Comments:

The report was created to also report billable tasks in the New York Studio specific to the AMEX ratecard. A report can be created which deletes the Ratecard information for non-Ratecard Studios.

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Fri, Jun 1, 2001, 12:30PM

Task Name	Total	Unit	Unit Price	Billable	Ratecard Line Item	Cost
7/28/00						
Large Format Setup/Print Time	5.00	hrs	93.00	N	N	\$0.00
NovaJet Lrg Fmt (Backlit)	2.00	psf	11.00	Y	N	22.00
NovaJet Lrg Fmt (Canvas Wtr Rest)	3.00	psf	17.00	Y	N	51.00
NovaJet Lrg Fmt (Cloth)	4.00	psf	19.00	Y	N	76.00
NovaJet Lrg Fmt (Glossy)	5.00	psf	14.00	Y	N	70.00
NovaJet Lrg Fmt (Matte)	6.00	psf	14.00	Y	N	84.00
NovaJet Lrg Fmt (Vinyl)	7.00	psf	12.00	Y	N	84.00
						\$337.00
2/0/01						
REPORT REQUEST	2.00	Schd	0.00	N	N	0.00
						\$0.00
2/14/01						
Color Match	3.00	Image	100.00	N	N	0.00
Drop Shadow	31.00	Image	100.00	Y	Y	3,100.00
PCX Creation	13.00	Image	0.00	N	N	0.00
ratecard not entered in lotus	1.00	each	0.00	N	N	0.00
Request SM Intervention	2.00	Schd	1.00	N	N	0.00
						\$3,100.00
2/18/01						
ratecard not entered in lotus	1.00	each	0.00	N	N	0.00
						\$0.00
2/18/01						
Consumable Media/JAZ	10.00	Cart.	81.00	Y	N	810.00
						\$810.00
						Total Cost \$16,988.25

JM #	Activity	Status	Marketing Director	Account Contact	Rep	JM Hours	BB Hours	Hours Remaining	PrePro Estimate	PrePro Actual	Fee Ratecard	Except	Alert
2720	AIN020	CMP	SHULMAN, D	WU, J	C Ayala 52117/ Ineff	70.75	411.00	340.25				N	N
2805	ALCD32	WIP	SHULMAN, D	KIM, S	David Kubelka 5183/ D Weber	6.38	5.00	-1.38				N	N
2911	ALCD47	WIP	SHULMAN, D	COLLINS, E	David Kubelka 5183	3.10	18.50	15.40				N	N
2656	ALIOX2	CMP	SHULMAN, D	GOLDBERG, H	Cathleen Ayala 5122/ Goran Billingalek	93.25	990.00	896.75				N	N
2392	ALM013	WIP	SHULMAN, D	COLLINS, E	David 5183	135.69	37.00	-98.69				Y	N
2698	ALM047	ASCII	HYDER, Z	COLLINS, E	David 5183	42.24	40.00	-2.24				N	N
2801	ALPR04	WIP	SHULMAN, D	COLLINS, E	David Kubelka 5183	75.27	156.00	80.73				Y	N
2834	ALPR06	?	SHULMAN, D	COLLINS, E	David 5183	32.07	51.00	18.93				Y	N
2813	BANG10	EM	SCHAECHER, D	T Fortunate 7928/ Woldin		80.32	561.00	480.68	\$0.00		\$60,447.00	Y	Y
2782	BBCG06	WIP	RAUEN, J	STEINWOLF, C	Fortunate 7928/ Mark G.	78.66	99.00	20.34	\$16,195.00		\$47,407.50	Y	N
2822	BBCS07	WIP	RAUEN, J	CARLSON, L	Terry 7928	83.49	50.50	-32.99				N	N
2678	BLUG08	FMC	ZAIAC, J	MESSINA, D	Diane 5221/Mark Grieszewski 5159	24.62	14.00	-10.62	\$1,230.00		\$12,600.00	Y	N
2897	BNRA02	WIP	HAYLOCK, C	MURPHY, P	Snev 5117/Marsha Huber	86.66						Y	N
2883	CBG03	FMC	RAUEN, J	GOLD, D	Terry 7928/ Jeremie 5258	13.86	64.00	50.14	\$15,338.00		\$42,106.50	N	N
2830	CBDG20	WIP	MCALLISTER, A	KELLEHER, M	Monica 5411/ Jeremie 5258/ Lorin 5146	17.44	56.00	38.56	\$7,100.00		\$47,500.00	N	N
2846	CBDG21	WIP	MCALLISTER, A	KELLEHER, M	Monica 5411/ Jeremie 5258/ Lorin 5146	9.61	29.00	19.39	\$3,440.00		\$13,730.00	N	N
2837	CRGG16	WIP	RAUEN, J	STEINWOLF, C	Jeremie 5258/ Chad Steinfelf 5151	1.50	43.00	41.50	\$13,290.00		\$36,975.00	N	N
2769	ENRG01	WIP	RAUEN, J	STEINWOLF, C	FORTUNATE 7928/ MISENHEIMER 5258	70.23	114.00	43.77	\$5,505.00		\$37,984.80	N	N
2623	ERLG10	FMC	MCALLISTER, A	CIRILLO, D	DIANE SHERMAN 5221/ Jason Cohen	63.19	84.00	20.81	\$11,178.00		\$53,152.00	Y	N
2917	FORPIT	?	HENDELL, R	NAGRATH, M	Jennifer Passakos 5367/ David Solasca 5317	7.75	77.50	69.75				N	N
2629	GLOG17	CMP	RAUEN, J	NAGLE, A	Ross Field 5493	42.41	50.00	7.59			\$36,050.00	Y	N
2873	GLOG27	DEV	LAUGHREN, J	NAGLE, A	Ross Field 5493/ Matt Urbanos 7890	131.37	155.00	23.63			\$123,019.00	Y	N
2882	HOMG17	WIP	SCHNEIDER, J	KESSLER, M	K. Ellenbogen 7907/ Dana Farber 5276	25.72	93.25	67.53			\$116,101.25	N	N
2871	IPMG09	WIP	GOLDSTEIN, F	DANIELS, J	Everett 5269	22.83	171.00	148.17	\$25,861.00		\$21,656.00	N	N
2914	LAQG15	DEV	MCALLISTER, A	MCALLISTER, A	Sarab 5235	2.75	3.50	0.75			\$10,012.00	N	N
2919	LAQG17	DEV	MCALLISTER, A	WILLIAMS, A	Cathleen Ayala 5211/Matt Urbanos 7890	15.25						N	N
2877	LAQG19	DEV	MCALLISTER, A	WILLIAMS, A	Ross Field 5493/ Jason Anello 5136	8.00	20.00	12.00			\$5,494.50	N	N
2820	MCG005	WIP	SOLASCA, D	WILLIAMS, A	Monica 5411/ Jeremie 5258/ Lorin 5146	15.25						N	N
2930	NIDG09	WIP	SOLASCA, D	WILLIAMS, A	Monica 5411/ Jeremie 5258/ Lorin 5146	15.25						N	N
2870	SAQG08	WIP	MCALLISTER, A	WILLIAMS, A	Monica 5411/ Jeremie 5258/ Lorin 5146	15.25						N	N
2571	SRGG02	CMP	SOLASCA, D	WILLIAMS, A	Monica 5411/ Jeremie 5258/ Lorin 5146	15.25						N	N
2885	SRGG15	WIP	SOLASCA, D	WILLIAMS, A	Monica 5411/ Jeremie 5258/ Lorin 5146	15.25						N	N
2910	SRGG16	DEV	SOLASCA, D	WILLIAMS, A	Monica 5411/ Jeremie 5258/ Lorin 5146	15.25						N	N
2865	SRSG07	WIP	GOLDBERG, H	WILLIAMS, A	Monica 5411/ Jeremie 5258/ Lorin 5146	15.25						N	N
2887	SRSG13	WIP	GOLDBERG, H	WILLIAMS, A	Monica 5411/ Jeremie 5258/ Lorin 5146	15.25						N	N
2690	STUDNY	DEV	WILLIAMS, A	WILLIAMS, A	Monica 5411/ Jeremie 5258/ Lorin 5146	15.25						N	N

JM #	Activity	Status	Marketing Director	Account Contact	Rep	JM Hours	BB Hours	Hours Remaining	PrePro Estimate	PrePro Actual	Fee Ratecard	Except	Alert
2829	STUG06	FMC	MCALLISTER, A	RAY, C	Diane 5221/ Jeremie 5258/ Christopher Ray	46.46	41.00	-5.46	\$5,905.00		\$22,800.00	N	N
2855	STUG08	FMC	MCALLISTER, A	RAY, C	Diane 5221/Kim Friedman 5240	21.46	14.00	-7.46	\$1,240.00		\$10,600.00	Y	N
2921	STUG11	WIP	MCALLISTER, A	MESSINA, D	David 5183	6.31	16.00	9.69				N	N
9992	USADM	?			Allison Greene	209.42						N	N
2868	WSCA84	WIP	SHEA, J	J MURPHY	Everett 5269	39.88	62.00	22.12				Y	N
2927	WSCA88	WIP	SHEA, J	LONGMUIR	Terry 7928/ Eugene 5152	2.25	54.00	51.75				N	N

Total Jobs In Studio: 42
Total Online Jobs In Studio: 8
Total Offline Jobs In Studio: 35

Studio Management Daily Financial Update

Purpose of Report:

Designed specifically for use in New York this report give up-to-date, accurate financial information on all active jobs within the Studio. Total Job Manager hours to day, Budget Builder hours budgeted, as well as Ratecard information allows Studio Managers to proactively keep on top of all jobs prior to actual release.

File Name:

DailyFinancialUpdate.rpt

Report Frequency:

Daily

Run By:

Studio Manager or Studio Workflow Manager

Database Links:

Job Manager, Lawson, Lotus Notes

Comments:

Report should be customized for each office/client. Other office centric reports such as Jobs at FMC without Ratecards (not shown) can be developed to trigger financial problems at certain stages within the workflow.

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Thu, Jun 28, 2001, 1:33PM

Change Date	JM #	Employee	Start Time	End Time	Traffic Manager	Task	Quantity	Unit
AEF808 - OL-AEFA Advisor Q2 2001								
2/26/01	2356	Andrew Prokos	11:57AM	12:30PM	Carolyn Little 5382/Matt Urbanc	Build Graphics	0.55	hrs
3/1/01	2356	Andrew Prokos	11:00AM	11:36AM	Carolyn Little 5382/Matt Urbanc	Build Graphics	0.69	hrs
							1.24	hrs
AL377M - Property X-Ball Reprint								
3/1/01	2193	Tony Wright	12:00PM	2:00PM	David Kubelka 5183/Denise Wc	Printout Time	2.00	hrs
							2.00	hrs
ALM066 - 2001 Prospecting LTRS								
2/26/01	2371	Tony Wright	2:00PM	3:00PM	DAVID 5183/Denise 5010	Work In Progress	1.00	hrs
2/26/01	2371	Tony Wright	3:00PM	3:00PM	DAVID 5183/Denise 5010	WORK IN PROGRESS routed	1.00	Schd
2/27/01	2371	Tony Wright	11:15AM	5:30PM	DAVID 5183/Denise 5010	EM Prep/Release Time	6.25	hrs
2/27/01	2371	Tony Wright	5:30PM	5:30PM	DAVID 5183/Denise 5010	EM Handoff	1.00	Schd
2/28/01	2371	Daniel Barber	4:03PM	5:42PM	DAVID 5183/Denise 5010	PDF Generation	1.65	hrs
2/28/01	2371	Daniel Barber	7:21PM	8:02PM	DAVID 5183/Denise 5010	PDF Generation	0.68	hrs
							9.76	hrs
ALM013 - Allstate PDFs								
3/2/01	2392	Tony Wright	4:00PM	4:45PM	David 5183	PDF Generation	0.75	hrs
							0.75	hrs
ALM044								
3/1/01	2562	Kevin Bapp	9:30AM	10:00AM	Emily Collins 5470/Julia Miller	Large Format Mounting Time	0.50	hrs
3/1/01	2562	Joe Kunka	9:15AM	10:15AM	Emily Collins 5470/Julia Miller	Large Format Setup/Print Time	1.00	hrs
3/1/01	2562	Joe Kunka	10:15AM	10:15AM	Emily Collins 5470/Julia Miller	NovaJet Lrg Frmt (Glossy)	24.00	psf
3/1/01	2562	Theodore Ruiz	10:00AM	10:30AM	Emily Collins 5470/Julia Miller	Large Format Mounting Time	0.50	hrs
							2.50	hrs
ALM066 - Allstate								
2/26/01	2545	Roberta Burns	4:30PM	5:30PM	David	Boarding/Labels Time	1.00	hrs
2/26/01	2545	Joe Kunka	4:45PM	5:15PM	David	Admin Time	0.50	hrs
2/26/01	2545	Joe Kunka	5:15PM	6:00PM	David	Boarding/Labels Time	0.75	hrs
2/27/01	2545	Kevin Bapp	12:45PM	1:30PM	David	Folding Comp Time	0.75	hrs
2/27/01	2545	Joe Kunka	7:00PM	8:15PM	David	Waiting Time	1.25	hrs
2/27/01	2545	Joe Kunka	8:15PM	9:00PM	David	Folding Comp Time	0.75	hrs
2/27/01	2545	Joe Kunka	12:45PM	1:00PM	David	Admin Time	0.25	hrs
2/27/01	2545	Joe Kunka	1:00PM	1:30PM	David	Folding Comp Time	0.50	hrs
2/27/01	2545	Joe Kunka	3:00PM	3:45PM	David	Waiting Time	0.75	hrs
2/27/01	2545	Joe Kunka	6:00PM	6:30PM	David	Waiting Time	0.50	hrs

Job History: Weekly Activity Summary

Purpose of Report:

This report provides task level detail by hours by activity number within the date range entered.

File Name:

WeeklyActivitySummary.rpt

Report Frequency:

User-defined

Run By:

Studio Manager or Studio Workflow Manager

Database Links:

Job Manager

Comments:

This report can be used to keep Traffic Manager and Account Managers apprised of the hours incurred within the date range. Specific job numbers can be entered or customized to business units within the organization.

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Wed, Jul 12, 2000, 2:46PM

JM #	Agency ID	Job Name	Job Description	Entry Date	Contact	Last Charge	Hours to Date
1137	RBRAND	concepting	layout, concepting	1/19/00	Toshi/Charles Hughes	7/12/00	4.25
1141	1030CS	Scanning Decks	Ratescard Deck-scans to email to Susan Speakman	1/19/00	Amie Green 5113	1/20/00	1.00
1192	2000 Studio Capabilities	Binder	2000 Creative Studio Capabilities Binder	2/3/00	Shaun x5067	5/17/00	29.50
1203	GPE025	GMC Home Life Event	GMC Home Life Event - Boards	2/9/00	Lara 5147	2/10/00	12.50
1204	MGSA08	Morgan Stanley Boards	Morgan Stanley - 8 boards	2/9/00	Liza 617-899-3478 (Boston E	2/9/00	1.50
1212	SABS003	Absolut Hypermap	Absolut Hypermap-from Boston, sheet on gateboard	2/10/00	Mridu Nagrath 5134/Adriano	2/14/00	7.50
1231	MGSA08	Morgan Stanley Boards	Morgan Stanley - 11 boards 11x17 prints	2/17/00	Alla 5294, Bill Heard 5456 (St	2/17/00	2.00
1274	BSHALL	3 Posters for March 6th Mtg	3 Pats for 3/6 Mtg. Send to vendor 3/3	2/29/00	Cara Bowers 5210	3/2/00	8.25
1336	CREPRE	Estee Lauder Pitch	Estee Lauder New Business Pitch	3/20/00	Jaime Butler 5357/ Phil	3/20/00	2.00
1371	1016CS	Development	Flow Chart on Board, Development	3/28/00	Henry Sanchez 5140	4/6/00	9.25
1388	PCTO11	EVP redesign	EVP 6:00 am start to redesign and release	4/6/00	Shannon Hodock 5342	4/10/00	19.00
1421	DIGAAC	Poster Mounting	3 Posters to mount on boards	4/18/00	Gerard Viau 5116	4/19/00	0.75
1461	USADM	Kevin Simpson Fun	This is what kevin does in his WAIT time for fun	5/4/00	Kevin Stone	5/8/00	0.50
1581	USNET	DIGITAS Training	US New Employees Training	6/14/00		6/12/00	5.50
1699	PRKAVE	Park Ave Move	Park Ave Move	7/17/00		7/17/00	0.75
1710	HRM2010	HR Internal Job#	HR Internal Job#	7/18/00	Human Resources	7/18/00	0.50
1747	STUDNY	Video Studio Capabilities	NY Studio Video Capabilities	7/27/00	shaun x5067 robert x5101	9/12/00	2.23
1758	WCBA01	AT&T AWS Agency Day	boards and EM presentation materials	7/28/00		7/31/00	21.50
1803	PCTO35	Pontiac Strategy Core	Pontiac Strategy Core	8/7/00	Cara Bowers 5210	8/7/00	0.75
1820	DIGNYTF	Digi World Trade Show	Digi World Trade Show - Posters/Table Tents	8/10/00	Jennifer Merenda 5315/Rajin	8/15/00	38.80
1821	DIGIT						

JM #	Agency ID	Job Name	Job Description	Entry Date	Contact	Last Charge	Hours to Date
2513	TFAIPG	TFA MAY 2001 GALA-PRO BONO	TFA PRO BONO OE, LTR, BRO, OTHER, "RUSH"	2/13/01	Terry 7928/Bryan Gaffin	3/2/01	39.62
2528	IRBCINF	Knowledge Center Post.	Knowledge Center Posters	2/20/01	Delicia Lawrence 1173	2/21/01	7.00
9989	USADM	Test for Freelancers	Create Test for new Freelancers	2/14/01		3/2/01	7.27
9990	USPRO			1/24/01	PRO BONO WORK	1/22/01	2.75
9991	USVDAY	US Volunteer Day	volunteer days	9/18/00	Gerard 5116/ Chag Chag 50	10/17/00	89.75
9992	USADM	Logo Library	updating logo library and creating logo book	9/8/00		3/5/01	146.17
9993		Holiday/Vacation/Personal/Sick	scheduled and unscheduled time-off	7/28/00		3/1/01	1,343.48
9994	USNET	Digitas powerpoint internal	powerpoint presentation - scanning	7/7/00	wendy 5253	7/7/00	5.58
9995	USADM	Online Admin	OL-Online Admin Time	5/8/00		3/5/01	2,659.92
9996	Pro Bono Work			4/28/00		5/4/00	8.00
9997	USNBD	New Business Dvpt	Sporting News new business development	4/4/00	Jason Anello 5136/David Sci	3/2/01	124.29
9999	USADM	Digitas Admin	Administrative overhead	12/9/99		3/6/01	10,876.11
66.00							17,048.31

Job History: Hours Report

Purpose of Report:

This report is designed

File Name:

dIGITASiOBSHRS.rpt

Report Frequency:

This report is designed

Run By:

This report is designed

Database Links:

This report is designed

Comments:

This report is designed

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Tue, Mar 6, 2001, 3:22PM

Task Code	Task Name	Quantity	Unit Name	
1BUILD	Build Graphics	178.14	hrs	3.92%
1DESIGN	Design Graphics	17.00	hrs	0.37%
1OPTMZ	Optimizing/Cutting Graphics	127.26	hrs	2.80%
1PAGELOYOUT	Page Layout	75.50	hrs	1.66%
6MOVE	Moving	0.90	hrs	0.02%
6TRAIN	Training	1.00	hrs	0.02%
6WAIT	Wait Time	228.84	hrs	5.04%
ADMIN	Admin Time	483.30	hrs	10.64%
AlterEf	AlterEffects	55.25	hrs	1.22%
ANIMATE	Animation of Banners/Rollvers	14.50	hrs	0.32%
ARCHV	Archive Pull/Retrieve	38.25	hrs	0.84%
ARTASST	Art Direction Assist/Design	97.58	hrs	2.15%
ASCII	ASCII Prep/Release	24.58	hrs	0.54%
COMPOSE	Compose Graphics	8.25	hrs	0.18%
DTimeOff	Digital TimeOff	60.75	hrs	1.34%
EDIT	Editing	11.75	hrs	0.26%
Flash	Flash Execution or Edits	386.65	hrs	8.51%
FMCP	FMC Prep	211.15	hrs	4.65%
FPOMAN	FPO Manipulation	10.59	hrs	0.23%
FRAMEOUT	Frameout of Banner/Rollover	7.75	hrs	0.17%
ICS125	Senior Computer Artist [Fee]	2.17	hrs	0.05%
ICS150	Computer Graphic Artist [Fee]	22.22	hrs	0.49%
ICS180	Mechanical Artist [Fee]	2.75	hrs	0.06%
IrisSetup	Iris Setup/Print Time	17.25	hrs	0.38%
LFMOUNT	Large Format Mounting Time	50.50	hrs	1.11%
LFSETUP	Large Format Setup/Print Time	60.42	hrs	1.33%
LIVE	Live Art/Retouching	33.16	hrs	0.73%
MECHSETUP	WIP Boilerplate/Template Prep Time	2.50	hrs	0.06%
MEET	Meetings	110.50	hrs	2.43%
MREG	Computer Graphic Artist/Mac Regular	8.86	hrs	0.20%
MRETCH	Computer Graphic Artist/Retouching	0.50	hrs	0.01%
ONLRETOUCH	Online Retouching	4.00	hrs	0.09%
ONLSCAN	Onl			
PDF	PDF			
PEM	EM			

Task Code	Task Name	Quantity	Unit Name	
Revised/Print Pricing				
ACOMP	FMC/EM Folding Comp	360.25	Comp	25.44%
ALERT	Workflow "ALERT" Notification	4.00	Schd	0.28%
ASCIIHND	ASCII Handoff	5.00	Schd	0.35%
CALLIN	Call Initiated to TRAFFIC	11.00	Schd	0.78%
CALLRS	Call Response from TRAFFIC	1.00	Schd	0.07%
COLMTC	Color Match	3.00	Image	0.21%
CSILO	Complex Silo	15.00	Image	1.06%
CTCG	Complex Type/Complex Graphic	68.00	Page	4.80%
CTNG	Complex Type/No Graphic	32.00	Page	2.26%
CTSG	Complex Type/Simple Graphic	65.00	Page	4.59%
DRPSHD	Drop Shadow	33.00	Image	2.33%
FPO	FPO Artwork/Scans	102.00	Image	7.20%
HANDOFF	EM Handoff	81.00	Schd	5.72%
HELP	Request SM Intervention	2.00	Schd	0.14%
HEM	EM routed	18.00	Schd	1.27%
HFMC	FINAL MAC COMP routed	202.00	Schd	14.26%
HOLD	On "HOLD"	1.00	Schd	0.07%
HVIP	WORK IN PROGRESS routed	76.00	Schd	5.37%
NoRatecard	ratecard not entered in lotus	52.00	each	3.67%
NOTE	Notation	1.00	Schd	0.07%
NTSG	No Type/Simple Graphic	3.00	Page	0.21%
OOP	OUT OF PROCESS Advisory	1.00	Schd	0.07%
PCMINT	Live Art Placement/Q.C.	113.00	Image	7.98%
PCX	PCX Creation	35.00	Image	2.47%
RR	REPORT REQUEST	2.00	Schd	0.14%
STCG	Simple Type/Complex Graphic	3.00	Page	0.21%
STNG	Simple Type/No Graphic	78.00	Page	5.51%
STSG	Simple Type/Simple Graphic	10.00	Page	0.71%
WIPCOMP	WIP Folding Comp	39.00	Comp	2.75%
		1,416.25		

Job History: Charges by Task

Purpose of Report:

This report

File Name:

ChargesByTask&DateRange.rpt

Report Frequency:

User-Defined

Run By:

Studio Manager or Studio Workflow Manager

Database Links:

Job Manager

Comments:

None

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Thr, Aug 17, 2000, 12:59PM

Job Name	JM #	Charge Date	Charge Time	Task Code	Employee Name	Note
DNB001 - Dunn & Bradstreet	2858	5/30/2001	3:55 pm	EXCEPT	Catherine Czuchta	Lisa Oniel booked. Tom Blum and Steve Greenblatt need Kevin Bapp for illustration. No BB. Waiting on Jeff McCreesh to approve. Is this new Client or Digita?
ALCD27 - Life Package	2844	5/30/2001	6:42 pm	EXCEPT	Kevin Bapp	Denise was unbooked
DNB001 - Dunn & Bradstreet	2858	5/31/2001	1:08 pm	EXCEPT	Catherine Czuchta	Approval to move forward by Jeff McCreesh. He is working with Lisa Oniel on BB.
BANG10 - AAEFA Advisor Q2 Mail	2813	5/31/2001	6:48 pm	EXCEPT	Kevin Bapp	Joann's print was unbooked
CGC003 - Hilton OH Postcard	2773	5/31/2001	4:54 pm	EXCEPT	Catherine Czuchta	Except form signed by Joe Rauen and Marina Gorelick
MSDNBD - PWM Pitch	2862	6/1/2001	11:34 am	EXCEPT	Catherine Czuchta	No BB, but training Matt Sawyer on his needs. Only about an hrs worth of work, not worth it.
BBCG10	2861	6/1/2001	12:03 pm	EXCEPT	Joe Kunka	Comps booked EOD & needed for 11AM presentation
STR108 - Postcards	2768	6/1/2001	12:29 pm	EXCEPT	Catherine Czuchta	Signed Except for weekend work by Dani Nadel and Regian Muro
STR110	2754	6/1/2001	12:29 pm	EXCEPT	Catherine Czuchta	Signed Except for weekend work by Dani Nadel and Regian Muro
STR111 - Starwood self mailers	2767	6/1/2001	12:30 pm	EXCEPT	Catherine Czuchta	Signed Except for weekend work by Dani Nadel and Regian Muro
BBCG10	2861	6/1/2001	3:46 pm	EXCEPT	Theodore Ruiz	FOLDING COMP TIME
BANG11 - MB Phase 2 Inquiry Kit	2786	6/1/2001	5:32 pm	EXCEPT	Theodore Ruiz	E.M.
NIDG08 - Recurring Billing Seniors	2816	6/1/2001	5:35 pm	EXCEPT	Theodore Ruiz	FMC
DLTG33 - Delta FF follow-up mail	2770	6/5/2001	2:06 pm	EXCEPT	Joe Kunka	Non-booked FMC comps needed for client/Ernie
STUG09 - Rev. Buckslip/ OE	2864	6/5/2001	5:33 pm	EXCEPT	Catherine Czuchta	Exception form to come from Christopher Ray. Also said he would enter 20 hours into BB. Tight schedule, so don't want to halt job.
CBDG19 - OL-Archive to Disk	2849	6/5/2001	4:30 pm	EXCEPT	Joe Kunka	3 presentation boards needed asap/ less than 24 hour turn around
STR107 - Travel Agents	2797	6/6/2001	3:15 pm	EXCEPT	Catherine Czuchta	Exception form going to Lisa Silver to get sign off on possible rush schedule. Might need to buy out PD
MCG05 - POP Welcome Kits	2820	6/6/2001	6:36 pm	EXCEPT	Theodore Ruiz	12 non-booked comps needed for steve greenblat's meeting
PROG06 - 2001 Cash Rebate	2744	6/6/2001	6:44 pm	EXCEPT	Theodore Ruiz	W.L.P. (WORK WAS NOT SCHEDULED)
NAMG04 - TC Bank Promo	2774	6/6/2001	8:03 pm	EXCEPT	Melanie McDowell	artwork issues researched and discovered as a studio mistake. margie mauw contacted and informed that preproduction costs will be absorbed by the studio per Mel and Shaun
NIDG08 - Recurring Billing Seniors	2816	6/7/2001	5:39 pm	EXCEPT	Joe Kunka	EM comp needed/ not scheduled for today
BNRA03 - B&N Signage	2863	6/7/2001	5:54 pm	EXCEPT	Theodore Ruiz	MOUNTING PRINTS FOR PRESENTATION
SAQG07 - Starwood DM	2875	6/7/2001	5:48 pm	EXCEPT	Kevin Bapp	Ada called and asked if I could do a couple of illus, which turned out to be 9 direct mail pieces
WSCA84 - Expiring Promotion revision	2868	6/8/2001	12:31 pm	EXCEPT	Catherine Czuchta	Rush schedule signed off by Jean Shae and Finance.
STUG09 - Rev. Buckslip/ OE	2864	6/8/2001	1:27 pm	EXCEPT	Catherine Czuchta	Jeff McCreesh signed off saying no wait time. That can't happen. Joann Ziss understands that there will be wait time billed to this job if more than 1 round a day, and if waiting on Traffic or Account. Just told

LOGG19 - ACQ New Creative

Job Name	JM #	Charge Date	Charge Time	Task Code	Employee Name	Note
LOGG25 - Transfer MR Bonusing	2817	6/27/2001	11:10 am	EXCEPT	Joe Kunka	Non booked & needed comp for EM
BNRA02 - In Store Signage	2897	6/27/2001	11:16 am	EXCEPT	Joe Kunka	2 Large format prints needed for meeting with client/ non-booked
ALCD27 - Life Package	2844	6/27/2001	11:19 am	EXCEPT	Joe Kunka	Un-booked emergency request for client

Job History: Exception Report by Task

Purpose of Report:

This report allows you to see activity by job task within a date range period.

File Name:

ExceptionTaskByDate.rpt

Report Frequency:

User-Definable

Run By:

Studio Manager

Database Links:

Job Manager

Comments:

This report is commonly used to identify the number of EXCEPTs to our workflow process and procedures.

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Thu, Apr 12, 2001, 12:21PM

Job Name	JM Number	Task Code	Date Requested	Time Requested	Name	Comments
1 AMEX C	9998	Asst Studio Manager Intervention	2/18/00	2:28PM	Melanie McDowell	troubleshooting a powerpoint document for jennifer cataldo for color prints
2 BITE01	1156	Studio Manager Intervention	2/4/00	6:42PM	Shaun ODonoghue	
3 BITE01	1156	Studio Manager Intervention	2/4/00	6:42PM	Shaun ODonoghue	Studio Manager Intervention / RUSH / FMC release spoke to deborah west.
4 Test J	1058	Request SM Intervention	2/14/01	4:57PM	Amado Sanchez	
5 Test J	1058	Request SM Intervention	2/14/01	4:57PM	Amado Sanchez	
6 CRGE07	1313	Studio Manager Intervention	4/18/00	4:58PM	Shaun ODonoghue	review job charges request/d. gold
7 SRGE05	1357	Studio Manager Intervention	4/18/00	6:18PM	Shaun ODonoghue	job on hold per acct mgmt as of 4/5 - traffic didnt rely message
8 EAQE22	1278	Asst Studio Manager Intervention	4/21/00	3:13PM	Melanie McDowell	research into the costs of EAQE22, E23 and E24 at D. Hartman's request
9 COME47	1995	Request SM Intervention	11/8/00	3:25PM	Allison Greene	Crisis
10 SCRD34	1221	Studio Manager Intervention	4/4/00	3:17PM	Shaun ODonoghue	Discussed with Catherine Lance issue with David (traffic)
11 MEME28	1426	Asst Studio Manager Intervention	5/22/00	2:12PM	Melanie McDowell	meeting with account/prod/traffic/art director about art issues. wrote synopsis of studio Mac Retouching cost estimate for Dan Massey
12 AERE10	1324	Studio Manager Intervention	4/6/00	11:52AM	Shaun ODonoghue	Put estimate into JM from PrePro Ratecard Estimate in Notes
13 AERE10	1324	Studio Manager Intervention	4/6/00	11:53AM	Shaun ODonoghue	AM request studio absorb due to misdirected barcode placement. studio followed production direction. DENIED ABSORB <sto>
14 MCGE08	1780	Asst Studio Manager Intervention	9/15/00	3:01PM	Melanie McDowell	
15 REAE49	1767	Asst Studio Manager Intervention	9/20/00	8:00PM	Melanie McDowell	
16 AERE14	1424	Studio Manager Intervention	5/19/00	2:34PM	Shaun ODonoghue	FMC had mistakes that needed to be corrected. QC'd the file for production quality
17 AERE14	1424	Studio Manager Intervention	5/19/00	3:01PM	Shaun ODonoghue	AM questioning Post FMC changes - FMC at client has not returned.
18 AERE10	1324	Studio Manager Intervention	4/11/00	4:26PM	Shaun ODonoghue	changes to app. oe. art post FMC
19 SRGE15	1697	Asst Studio Manager Intervention	8/24/00	8:34PM	Melanie McDowell	meeting to discuss denial of studio absorb on job which studio followed production specs. breakdown in communication between traffic and AM
20 CEXE17	1757	Asst Studio Manager Intervention				getting additional help for overloaded CGA.

Job History: Studio Manager Intervention

Purpose of Report:

This report identifies those jobs which have required Studio Manager Intervention of some kind. The report indicates the applicable Studio Manager and detail follows in the comments column as to the nature of the assist.

File Name:

SMLIntervention.rpt

Report Frequency:

User-Defined

Run By:

Studio Manager

Database Links:

Job Manager

Comments:

None

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Wed, Apr 26, 2000, 9:55AM

Job Name	JM Number	Task Code	Date Requested	Time Requested	Name	Comments
24 CRGE11	1431	Asst Studio Manager Intervention	7/27/00	5:56PM	Melanie McDowell	consultation regarding comps needed for client focus group
25 CRGE11	1431	Asst Studio Manager Intervention	7/28/00	5:57PM	Melanie McDowell	consultation regarding comps needed for client focus group
26 HUBE08	1663	Studio Manager Intervention	8/3/00	6:43PM	Shaun ODonoghue	assign addtl studio resources to ONLINE studio for crisis management of job
27 CEXE17	1757	Asst Studio Manager Intervention	8/29/00	6:27PM	Melanie McDowell	to complete packages on time
28 OPTES2	1729	Asst Studio Manager Intervention	8/31/00	6:40PM	Melanie McDowell	
29 OPTES2	1759	Asst Studio Manager Intervention	8/17/00	5:24PM	Melanie McDowell	
30 ALECO1	2245	Asst Studio Manager Intervention	12/14/00	3:04PM	Melanie McDowell	evening support for comp artists and mac artists
31 ALECO1	2245	Asst Studio Manager Intervention	12/15/00	3:05PM	Melanie McDowell	helping coordinate execution of large presentation
32 ERLS04	2178	Studio Manager Intervention	2/1/01	3:37PM	Shaun ODonoghue	MR usage out of standard - flagged to Olderman for OK

Employee	Hours	%Total	%Digita
DIGITAS			
CRPANN	25.87	0.7%	14.1%
2211 Digitas Annual Report	25.87		
ADMIN	0.97%	0.28	
Wait Time	13.83%	3.88	
All Other Tasks	85.80%	22.12	
Holida	2.80	0.8%	1.6%
9993 scheduled and unscheduled time-off	2.80		
All Other Tasks	100.00%	2.80	
TFAPFG	0.78	1.7%	3.7%
2515 TFA PRO BONO OE, LTR, BRO, OTHER:	0.78		
Wait Time	100.00%	0.78	
USADM	158.65	36.0%	78.3%
9988 Create Test for new Freelancers	1.00		
ADMIN	0.78%	1.00	
9982 updating logo library and creating logo book	1.70		
ADMIN	1.22%	1.70	
9986 OL-Online Admin Time	28.38		
Wait Time	17.48%	24.38	
All Other Tasks	1.43%	2.00	
9999 Administrative overhead	118.84		
ADMIN	44.87%	63.25	
Wait Time	28.33%	39.40	
All Other Tasks	8.52%	13.34	
USNBD	0.28	2.1%	4.8%
9997 Sporting News new business development	0.28		

DIGITAS

Employee	Hours	%Total	%Digita
Total Internal time:	182.92		
Total Internal Wait time:	63.76	16.4%	
Total Internal Admin time:	63.25	16.3%	
Total All Other Internal time:	13.34	3.4%	

Job History: Internal Job Activity

Purpose of Report:

This report details all internal jobs associated with Digitas as a client. Since internal jobs consume a significant percentage of time it is important to keep track of all internal jobs. The report breaks out ADMIN, WAIT, and all other tasks. All other tasks essentially is the actual tasks being performed on the internal job. In order to properly upload data into the OLTS timesheet system, we also represent administrative and benefits time to an internal job within Job Manager. Therefore that time will also be reported here also.

File Name:

Activity%Digitas.rpt

Report Frequency:

Weekly or other user-defined period

Run By:

Studio Manager or Studio Workflow Manager

Database Links:

Job Manager

Comments:

None

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Thr, Jun 21, 2001, 4:22PM

Job Manager #	Job Number/Name	EM Due Date	Days Out	Acct Manager
1032	REAA34 - Takeone	12/9/99	454	
1026	NPRA08 - Bucksip	12/9/99	453	
1016	AL499 - Insert	12/13/99	449	
1025	MEMB90 - Inquiry Letter	12/13/99	449	
1027	OB1299 - Letter	12/13/99	449	
1030	1030CW - AMEX Client Wait	12/13/99	449	
1033	SCR021 - Brochure	12/13/99	449	
1034	SCR022 - ltr & brc	12/13/99	449	
1043	SEPC45 - Bangtail	12/13/99	449	
1044	SEPC47 - Postcard	12/13/99	449	
1047	SEPC71 - Ad	12/13/99	449	
1055	LOCA29 -	12/13/99	449	
1057	AH3399 - Scans/Mounting	12/14/99	448	
1056	AME110 - Boards	12/15/99	447	
1864	CSGS01- OL-CSG Retainer2	1/1/00	430	
2138	AERE47 - Amex CPP	1/2/00	429	S Shaiken
2172	DMSE03 - Print Ad	1/2/00	429	J Ramirez
1058	Test Job	1/4/00	427	
2235	AL375M - 2001 NY Prospect Ltr	1/4/00	427	
2232	EAQE72 - Version of EAQE62	1/5/00	426	D. Talent
1066	SRGR05 - Postcard	1/10/00	421	
1085	I2IA05 - 4 panel brochure	1/10/00	421	
1102	SEPTB0 - Marsha	1/10/00	421	
1087	LOCE02 -Ad	1/14/00	417	
2128	AL373M - Texas SRM Prospecting	1/15/00	416	J Miller
2219	AL383M - 2001IN Prospect Ltrs	1/17/00	414	J Miller
1120	Blue Component Review	1/19/00	412	
1137	RBRAND - conceptual	1/19/00	412	
2340	ERLG01 - Personal Card Sweepstakes	1/19/00	412	m. Kellehe
2106	NMAS05- Purchase Express DM	1/20/00	411	
2289	WSCA50 - B2B Wave 3	1/22/00	409	J. Longmui
2303	EAQS09 - 3.0 Application Revise	1/23/00	408	Dawn

Job Manager #	Job Number/Name	EM Due Date	Days Out	Acct Manager
2480	ALM038 - Auto X-sell MO	2/16/01	18	
2481	ALM039 - Auto X-Sell AL	2/16/01	18	
2483	ALM041 - SRM Prospecting UT	2/16/01	18	
2514	AWSA28 - OL-AWSA BANNERS	2/16/01	18	
2516	HUBS02 - OL-BANNERS	2/16/01	18	
2525	D1RM12 - Boston Presentation	2/16/01	18	
2526	EDUG03 - RC-OL-Banner Resizes	2/16/01	18	RC
2528	IRBCINF-Knowledge Center Post.	2/20/01	14	
2458	OEXG01-E-STATEMENT PAY BY COMPUTER	2/21/01	13	
2501	CBDG11 - Continental Plastic	2/21/01	13	d. hartman
2534	NIDG03-RC-Recurring Billing	2/21/01	13	Denise T
2535	POPG04	2/21/01	13	
2445	HH2400 - Check in the Bill 2001	2/22/01	12	
2536	ALM049	2/22/01	12	
2301	SVOX03 - Drive to Web Postcard	2/23/01	11	
2421	PROG02 - Optima Classic Restage	2/23/01	11	
2449	BROG02 - Brokerage Blue	2/23/01	11	j barone
2537	BANG05	2/23/01	11	
2540	AXPLEN - VID-Video with Jane Stouffer	2/23/01	11	
2541	TCSG01-OL-GC Splash Page	2/23/01	11	

Job History: Jobs 10 Days Past Due

Purpose of Report:

This job identifies job that have exceeded the due date by 10+ days. The due date is set within the Job Information window of Job Manager.

File Name:

10DaysPastDue.rpt

Report Frequency:

User-Defined

Run By:

Studio Manager or Studio Workflow Manager

Database Links:

Job Manager

Comments:

None

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Mon, Feb 28, 2000, 11:27AM

Job Manager #	Job Number/Name	Last Charge Date	EM Due Date	Days Out	Account Manager
1200	HH0500 - Ltr, OE	3/2/00	3/2/00	369	
1223	I2IE01 - Print Ad	3/3/00	3/6/00	368	
1232	I2IE02 - Brochure	3/3/00	3/3/00	368	
1154	BBC001 - Q1 2000/Direct Mail	3/7/00	2/28/00	364	Alt
1287	I2IC03 - Chris Jenkins Ltr	3/7/00	3/7/00	364	
1292	TRCHE08 - TC/Wells Fargo Student	3/7/00	3/7/00	364	
1180	NYP001 - March Ad	3/8/00	3/8/00	363	
1302	BLUE25 - Boards	3/8/00	3/8/00	363	
1262	HH0200 - Snap Pack 002	3/9/00	3/8/00	362	
1294	RBLE09 - Blue to Opt CMS	3/9/00	3/7/00	362	
1305	MEME19	3/9/00	3/9/00	362	
1191	SBSR07 - SBS Blue storyboard	3/13/00	2/3/00	358	
1263	SGL032 - Glen Livet	3/13/00	2/25/00	358	Nagrath
1152	BBC001 - Q1 2000/Upd POP	3/14/00	2/29/00	357	Alt
1309	RBLE08 - Delta Plat to Opt Plat	3/15/00	4/4/00	356	
1315	HH0800 - Promise Ltr, OE	3/15/00	3/15/00	356	
1328	OEXR01 - Website Redesign	3/15/00	3/15/00	356	
1237	BBC001 - Q1 2000/Wave 2 Pstcrds	3/16/00	3/17/00	355	Gold
1299	NYP001 - April NYT Ad	3/16/00	1/1/11	355	McCarthy
1102	SEPT00 - Marsha	3/17/00	1/10/00	354	
1289	LOCE09 - Coupons	3/17/00	3/17/00	354	K. Huszar
1323	ALST10 - Presentation Board	3/17/00	1/1/11	354	
1332	CRGE12 - Recreate Stmt	3/17/00	3/16/00	354	
1290	SRGR03 - NCR/Disney Print Ad	3/20/00	3/21/00	351	
1336	CREPRE - Estee Lauder Pitch	3/20/00	3/20/00	351	
1339	NIDE15 - boards	3/20/00	3/20/00	351	A Kuo
1158	HH0300 - Bill Insert	3/21/00	2/23/00	350	
1209	EAQE14 - Gold Mag Sub pkg	3/21/00	3/22/00	350	Prosper
1210	EAQR14 - OE, LtrApp, Bro	3/21/00	3/20/00	350	D Hartman
1245	MEME10 - self-mailer	3/21/00	3/20/00	350	D Massey
1257	WDIA05 - OE, Ltr, Bu				
1319	LOCE15 - PricePoint				
1196	REAE04 - Delta Opt				
1258	MEMB09 - Gold Selfr				
1350	GLOE01 - URL Board				

Job Manager #	Job Number/Name	Last Charge Date	EM Due Date	Days Out	Account Manager
2475	ALM036 - DM vendor analysis	2/14/01	2/16/01	20	
2476	USALL - printed material for all	2/14/01	2/14/01	20	
2483	ALM041 - SRM Prospecting UT	2/14/01	2/16/01	20	
2517	SRGS10	2/14/01	2/14/01	20	
2518	BLUG03	2/14/01	2/15/01	20	
1133	NIDS09 - BioB pstcrds, Apps, Adsl	2/15/01	2/6/01	19	A Kuo
1886	MEMS01 - MR 2001 Plus Guide	2/15/01	1/29/01	19	Williamson
2152	BITS01 - BT	2/15/01	2/15/01	19	D. Gold
2345	LOCS09 - LOC March 2001	2/15/01	2/15/01	19	
2451	MCGS04 - CAPTURE POSTCARDS	2/15/01	1/29/01	19	
2465	STOG02 - CobaltCard	2/15/01	2/1/01	19	
2467	MEM007 - Apple Pie Project	2/15/01	1/31/01	19	
2493	HRPRJ - Newsletter	2/15/01	2/7/01	19	
2519	SRGG04 - OL-Resraunt Refresh	2/15/01	2/15/01	19	
1058	Test Job	2/16/01	1/4/00	18	
1994	INTPRK - Digtas on the Move	2/16/01	1/1/11	18	
2013	USMTG Internal Presentation	2/16/01	10/4/00	18	
2090	SCAPX1 - Seagram Captain Morgan	2/16/01	1/1/11	18	
2129	STUS01 - Student BLue II	2/16/01	2/14/01	18	C. RAY
2344	LOCS08 - Plastic Transfer	2/16/01	2/16/01	18	
2456	ALM030 - Auto Xsell ASCII (OR)	2/16/01	2/6/01	18	
2502	HOMG08 - OL-Style Guide 2.0 Colo	2/16/01	1/1/11	18	
2515	WSCA58	2/16/01	2/13/01	18	
2516	HUBS02 - OL-BANNERS	2/16/01	2/16/01	18	
2522	ESLEARN	2/16/01	2/15/01	18	

Job History: No Activity > 15 Days

Purpose of Report:

This report identifies job which have not been active for more than 15 days. This may indicate jobs which should be on-hold or closed. Account communciation should take place to keep jobs that are inactive off the Studio schedule.

File Name:

JobsNotActivGreater15Days.rpt

Report Frequency:

User-Defined

Run By:

Studio Manager or Studio Workflow Managers

Database Links:

Job Manager

Comments:

None

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Thu, Mar 9, 2000, 2:14PM

JOB Manager #	Job Number/Name	Date Closed	Days Out	Acct Manager
1013	AERA43 - OCPP Summer Campaign	12/9/99	453	
1095	SEPTBD - Pilot Ad	1/10/00	421	
1098	PGCA12 - Branding	1/10/00	421	
1000	SEPC28 - Insert	1/12/00	419	
1141	1030CS - Scanning Decks	1/24/00	407	
1126	BMM200 - Jimmy Letter 001	2/3/00	397	
1139	BRC01 - 01 2000IS P4 Double	2/3/00	397	Alt
1142	BMM200 - Reinstmt Letters 002_3	2/3/00	397	
1169	BMM200 - Chairman Ltr rerelease	2/3/00	397	
1094	FMKR02 - 3 self shvs, 2 nds	2/22/00	378	
1096	NYPE01 - January Ad	2/22/00	378	
1147	PAFE02 - OE, Ltr rerelease	2/22/00	378	
1049	WBRB14 - Postcard	2/28/00	372	
1059	AL1999 - Stmt Insert	2/28/00	372	
1001	SEPC51 - Self Mailers	3/8/00	363	
1007	MEMB42 - MR Newsletter Basic	3/8/00	363	Pam P.
1008	MEMB49 - MR Newsletter	3/8/00	363	Pacheco
1009	LOCA40 - Statement Insert	3/8/00	363	
1010	LOCA42 - Letters	3/8/00	363	
1011	LOCA44 - Letter/OEs	3/8/00	363	K Huszar
1012	LOCA43 - Letters/OEs	3/8/00	363	Huszar
1020	CGGE39 - Ltr, OE	3/8/00	363	
1036	SEPB75 - Bro Insert	3/8/00	363	
1039	INTR09 - 2 books	3/8/00	363	
1051	SEPC37 - Postcards	3/8/00	363	
1064	SEPC76 - Jan Ad	3/8/00	363	Parente
1065	SEPC73 - insert	3/8/00	363	
1072	SEPC46 - brochures	3/8/00	363	Ann K
1109	SEPC80 - Apple logo	3/8/00	363	Parente
1015	AERA61 - Insert	3/9/00	362	
1021	IZA03 - Ltr ASCII only	3/9/00	362	
1022	MEMB37 - Letter	3/9/00	362	
1023	MEMB41 - Newsletter	3/9/00	362	
1031	REAR02 - 2 Risers	3/9/00	362	
1038	POPR01 - Brochure	3/9/00	362	Parente
1050	OPTA15 - selfmailer	3/9/00	362	
1060	LOCR03 - 2 self mailers	3/9/00	362	Leti 5173
1067	LOCA47 - 4			
1073	AERR08 - PA			
1075	OPTA18 - OA			
1077	AMEG45 - S			

Job History: Closed vs. Ticketed Job Report

Purpose of Report:

This report identifies closed jobs that have not been ticketed or invoiced.

File Name:

ClosedVsTicketedJob.rpt

Report Frequency:

User-Defined. Commonly used once a quarter to identify jobs that may not have been billed.

Run By:

Studio Manager or Studio Workflow Manager

Database Links:

Job Manager

Comments:

None

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Mon, Feb 28, 2000, 11:29AM

JOB Manager #	Job Number/Name	Date Closed	Days Out	Acct Manager
2352	LOCE52 - New #LOCS04,2292	1/10/01	55	
2355	CGGE05 - New #CGGS01,1864	1/10/01	55	
2357	AU020A - New #ALL00X,2170	1/10/01	55	
2359	BLUP03 - New #BLUS06,2269	1/10/01	55	
2360	LOCE51 - New #LOCS03,2293	1/10/01	55	
2361	LOCE56 - New #LOCS06,2344	1/10/01	55	
2362	LOCE58 - New #LOCS10,2346	1/10/01	55	
2104	MG0E12 - OL-MR	1/11/01	64	
2368	LOCE55 - New #LOCS07,2343	1/11/01	64	
2369	AL383M - New #ALM005,2219	1/11/01	64	
1959	COME47 - New #HOMS04	1/12/01	53	
2166	MEME55 - Billing for E46448	1/12/01	53	
2249	LIFE25 - OL-Student Blue	1/12/01	53	
2309	OPTES2 - New #DLTS01,2278	1/12/01	53	
2372	CRGE53 - New #CBDS07,1431	1/12/01	53	
2376	LPDE01 - New #LPDG01,2192	1/12/01	53	
2377	CRTE03 - New #GLOG01,1989	1/12/01	53	
2378	SRGS04 - New # for INTE70	1/12/01	53	
2379	POPE35 - New #POPS05,2296	1/12/01	53	
2380	SCAP01 - New # scapx1,2090	1/12/01	53	
2381	SVO003 - New #SVOX03,2301	1/12/01	53	
2382	LOCE50 - New #LOCS02,2291	1/12/01	53	
2383	SCR063 - New #SCRX63,2304	1/12/01	53	
2384	NIDE48 - New #NIDS10,2300	1/12/01	53	
2285	EAQS06 - Platinum Cash Rebate	1/15/01	50	Denise
2350	LOCE53 - New#LOCS05,2268	1/15/01	50	
2387	COMF24 - New #COMS01	1/15/01	50	
2393	SEAM01 - New #SEAMX1	1/18/01	49	
2405	CRTS01 - New #SMPS01,2375	1/18/01	47	
2409	TRCE43 - New #TCS02,2182	1/18/01	47	
2410	LOCE57 - New #LOCS09,2345	1/18/01	47	
2417	NIDE31 - New #NIDS02,2017	1/22/01	43	
2422	BELE30 - New #BANS01,1608	1/22/01	43	
2264	NIDS07 - Individual Income Tax	1/26/01	39	D. Kunian
2459	NIDE24 - New #NIDS01,1716	1/30/01	35	
2463	SRGE24 - New#SRGS02,2230	1/31/01	34	
1802	FMKE08-Local Market Awareness	2/5/01	29	
2487	ESLER01- Do not use	2/6/01	28	
2248	OPTES6	2/7/01	27	
2147	GRPANN - Digita Annual Report	2/25/01	8	
2433	BELE28 - New #BANS09,1607	2/28/01	6	

JM #	Job Number	Entered By	Task Name	Charge Date	Quantity	Unit	Unit Cost	Total Cost
Labor/Fee								
2500	RABS04	Kevin Bapp	Large Format Mounting Time	2/7/01	2.50	hrs	83.00	\$207.50
2470	USALL	Theodore Ruiz	Large Format Mounting Time	2/8/01	2.50	hrs	83.00	207.50
2476	USALL	Kevin Bapp	Large Format Mounting Time	2/8/01	2.50	hrs	83.00	207.50
2476	USALL	Theodore Ruiz	Large Format Mounting Time	2/9/01	1.75	hrs	83.00	145.25
2476	USALL	Theodore Ruiz	Large Format Mounting Time	2/9/01	1.25	hrs	83.00	103.75
2476	USALL	Kevin Bapp	Large Format Mounting Time	2/9/01	1.00	hrs	83.00	83.00
2500	RABS04	Kevin Bapp	Large Format Mounting Time	2/9/01	3.00	hrs	83.00	249.00
2500	RABS04	Kevin Bapp	Large Format Mounting Time	2/10/01	3.25	hrs	83.00	269.75
2476	USALL	Theodore Ruiz	Large Format Mounting Time	2/12/01	3.50	hrs	83.00	290.50
2476	USALL	Theodore Ruiz	Large Format Mounting Time	2/12/01	6.25	hrs	83.00	518.75
2476	USALL	Theodore Ruiz	Large Format Mounting Time	2/13/01	1.00	hrs	83.00	83.00
2476	USALL	Theodore Ruiz	Large Format Mounting Time	2/13/01	2.75	hrs	83.00	228.25
2476	USALL	Theodore Ruiz	Large Format Mounting Time	2/13/01	3.50	hrs	83.00	290.50
2476	USALL	Joe Kunka	Large Format Mounting Time	2/13/01	1.00	hrs	83.00	83.00
2515	WSCA58	Theodore Ruiz	Large Format Mounting Time	2/16/01	1.00	hrs	83.00	83.00
2515	WSCA58	Theodore Ruiz	Large Format Mounting Time	2/16/01	1.00	hrs	83.00	83.00
2500	RABS04	Theodore Ruiz	Large Format Mounting Time	2/19/01	1.00	hrs	83.00	83.00
2500	RABS04	Theodore Ruiz	Large Format Mounting Time	2/19/01	1.00	hrs	83.00	83.00
2500	RABS04	Joe Kunka	Large Format Mounting Time	2/19/01	0.75	hrs	83.00	62.25
2528	IRBCIN	Kevin Bapp	Large Format Mounting Time	2/20/01	0.25	hrs	83.00	20.75
2528	IRBCIN	Joe Kunka	Large Format Mounting Time	2/20/01	0.50	hrs	83.00	41.50
2528	IRBCIN	Kevin Bapp	Large Format Mounting Time	2/21/01	1.25	hrs	83.00	103.75
2528	IRBCIN	Theodore Ruiz	Large Format Mounting Time	2/21/01	1.50	hrs	83.00	124.50
2528	IRBCIN	Theodore Ruiz	Large Format Mounting Time	2/21/01	0.50	hrs	83.00	41.50
2495	INTG02	Theodore Ruiz	Large Format Mounting Time	2/21/01	0.50	hrs	83.00	41.50
9999	USADM	Theodore Ruiz	Large Format Mounting Time	2/23/01	1.00	hrs	83.00	83.00
9997	USNBD	Kevin Bapp	Large Format Mounting Time	2/28/01	2.00	hrs	83.00	166.00
2562	ALM044	Theodore Ruiz	Large Format Mounting Time	3/1/01	0.50	hrs	83.00	41.50
9997	USNBD	Theodore Ruiz	Large Format Mounting Time	3/1/01	1.25	hrs	83.00	103.75

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Job History: Large Format Output

Purpose of Report:

This report identifies Large Format printouts within a given date range. This requires jobs that have such printouts be hit with the task within the Job Record. This report can be used to identify the frequency of large format printouts and the potential ability to capture revenue.

File Name:

LargeFormat.rpt

Report Frequency:

Usually once a quarter or user-definable

Run By:

Studio Manager or Studio Workflow Manager or Studio Color Department Manager

Database Links:

Job Manager

Comments:

Used for ROI on large format print devices

Report Created By/Programmed By:

Shaun O'Donoghue/Amado Sanchez

Report Modified Date:

Wed, Jul 19, 2000, 2:14PM

Job Number/Name		
J# 1058	1st Job	
Client	Acct Manager	PMC Date
AMEX		12/28/99
Due Date	Job Ticket Date	Ticket #
14:00	3/6/01 4:38PM	243

Job Description

Labor/Fee	Quantity	Unit	Unit Price	Net Amount
Large Format Setup/Print Time	5.00	hrs	\$0.00	\$0.00
Labor/Fee Total	5.00			\$0.00

Pass-Through Expense/Materials	Quantity	Unit	Unit Price	Net Amount
NovaJet Lrg Fmt (Backlit)	2.00	psf	11.00	22.00
NovaJet Lrg Fmt (Canvas Wtr Rest)	3.00	psf	17.00	51.00
NovaJet Lrg Fmt (Cloth)	4.00	psf	19.00	76.00
NovaJet Lrg Fmt (Glossy)	5.00	psf	14.00	70.00
NovaJet Lrg Fmt (Matte)	6.00	psf	14.00	84.00
NovaJet Lrg Fmt (Vinyl)	7.00	psf	12.00	84.00
Pass-Through Expense/Materials Total				\$387.00

Studio Charge Total \$387.00

Job History: Large Format Invoice

Purpose of Report:

This invoice can be used for pass-through to client for internal services provided contractual client agreements allow for billing of internal services.

File Name:

LargeFormatInvoice.rpt

Report Frequency:

User-Defined

Run By:

Studio Manager

Database Links:

Job Manager

Comments:

None

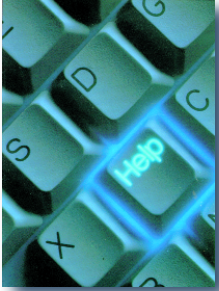
Report Created By/Programmed By:

Mel McDowell/Amado Sanchez

Report Modified Date:

Thu, Jul 20, 2000, 2:50PM

GENERAL TASKS		FLA-ACT		MATERIALS		NON-BILLABLE NUMBERS	
ADMIN	Admin Time hrs Any time associated with administrative tasks. (i.e. timesheets)	Flash Action Scripting hrs Used for high level scripting for user interactivity and visual effects. (includes Integrating Flash with Web Applications, sending and loading variable from url's: xml, perl, etc.)	ZIP	Consumable Media/ZIP Cart. ZIP disks or cart. are below the line items @ \$14/cart.	9999	USADM: Digitas Admin Timesheets. Cleaning your desk. Reading company emails, and other general tasks. You must use the comments field and be specific to indicate what you were doing, even if it's nothing...	
DTIMEOFF	Digitas Time Off hrs Task to fill in any days for full time employees who are out of the office for any reason (sick, vacation, personal, etc).	FLA-CNSLT	Flash Consulting hrs Time spent in discussions with clients and development, concerning usage of flash for web and non web projects. Usability, integration into site, problem solving.	JAZ	Consumable Media/JAZ Cart. JAZ disks or cart. are below the line items @ \$88/cart.	9997	USNBD: New Business Pitches Any last minute work on pitches that do not have special project job number. Mostly for use by Mechanical Artists.
WAIT	Waiting Time hrs Time held where the Production Designer cannot move on to another job because of routing and is required to standby for the job to return without taking on new work.	AFTEREF	After Effects hrs Any time spent building motion graphics for video in After Effects.	COMPS/BOARDS		9996	USPRO: Pro Bono Work Any last minute work on pro bono work that does not have a special project job number. Mostly for use by Mechanical Artists.
MEET	Meetings hrs All time required for internal meetings specific to a job.	PRINT SPECIFIC TASKS		ACOMP	FMC/EM Folding Comp Comp Any folding comps provided during the FMC/EM execution stage of a job are billable under the Preproduction Ratecard.	9993	Holiday/Vacation/Personal Please fill out this time the day before you are going to be out of the office. Any sick time we will add for you.
MOVE	Move/Relocation Time hrs All time that work is stopped in order to relocate your desk to another pod/office/floor/building. This is an internal task not to be billed to any job.	MECHSETUP	WIP Boilerplate/Template Prep Time hrs All time associated with the creation of a traditional or electronic boilerplate or template by a Production Designer which incorporates the necessary prepress specifications or parameters.	WIPCOMP	WIP Folding Comp Comp A folding comp provided during the WIP stage that is not billable under the Preproduction Ratecard. Any additional folding comps provided during the WIP stage are billable under Folding Comp (B) below.	2625	USTRN: Training Any time spent learning or testing. Please be specific in the comments field.
TICHANGES	Internal Changes Time hrs All internal changes during any stage of the process. Narrative should be recorded as to the reason for extensive internal changes.	WIP	Work In Progress hrs Work in progress layout-related changes	COMP	Folding Comp Comp Any additional folding comps provided during any stage of the process which are to be billed to the client (i.e. additional comps during WIP rounds, focus group comps, etc.).	9988	USINST: Instruction Any teaching that you do or training materials you help create. Please be specific in the comments field.
TQC	Q.C. Time hrs Any time associated with the quality control checking/proofing of the job within the studio Q.C. process. Not editorial proofing.	FMCP	FMC Prep hrs All time associated with bringing a job to Final Mac Comp. This is solely the time it takes to ensure the file conforms to the SPEC sheet. No layout changes should be applied to this task item.	BOARDS	Traditional Boards Board Number of traditional boards used in creative presentation.	9987	USADM: EVP/Olderman Support Any thing you are asked to do by Steve Olderman that does not have a billable job number.
TPRINT	Printout Time hrs All time associated with the research and printing of a job.	PFMC	Post FMC Changes hrs Post Final Mac Comp changes. This reflects all layout changes after an approval to go to Final Mac Comp. This is billable on Ratecard at a blended studio rate as Post FMC Changes (B).	SCHEDULE INDICATORS/SURCHARGES		2681	USADM: VP/ODonoghue Support Any thing you are asked to do by Shaun ODonoghue that does not have a billable job number.
PDF	PDF Generation hrs All time required for to set up, process and email PDF documents.	TEM	EM Prep/Release Time hrs Indicates all time associated with the preparation, preflight, and release of a file. This is non-billable as it is captured under the basic ratecard charges. Any changes during the EM Prep/Release should be charged as Post FMC Changes (B) or EM Changes (B).	HWIP	WORK IN PROGRESS routed Schd Indicates date and time that a WIP layout file was stamped and routed for tracking purposes.		
PHOTOSLCT	PhotoSelection/Artwork Search hrs Time spent browsing image catalogs for a requested image(s).	PEM	EM Changes hrs All changes at the EM stage are indicated here. All layout changes are billable as Post FMC changes. If there was an internal studio-related error, the time incurred to correct the problem would be indicated here but entered as a Studio house error (NB).	HFMC	FINAL MAC COMP routed Schd Indicates date and time that an FMC layout file was stamped and routed for tracking purposes.		
ARTASST	Art Direction Assist/Design hrs This task is for the occasion that a Production Designer is asked to step out of the production role and assist an Art Director in manifesting concepts and designs.	ASCII	ASCII Prep/Release Time hrs This task will track all of the time associated with the entire process of releasing ASCII text. This includes the creation of the spec document through prepping the disk and paperwork.	HEM	ELEC. MECH routed Schd Indicates date and time that an EM layout file was stamped and routed for tracking purposes.		
ONLINE SPECIFIC TASKS		LFSETUP	Large Format Setup/Print Time hrs All time associated with setup of document preferences and run time it takes to print large format.	HANDOFF	ELEC. MECH Handoff Schd Indicates date and time that an EM package was completed and brought to the attention of traffic.		
1WIRE	Wireframe Execution or Edits hrs Describes the time spent building a wireframe from a sketch or making edits to a pre-existing wireframe.	SCAN	FPO Scanning hrs Time associated with scanning FPO images. Billable at a per image fee under FPO Scans/Artwork (B).	ASCIHND	ASCII Handoff Schd Indicates date and time that an ASCII release was completed and brought to the attention of traffic.		
1PAGELYOUT	Web Page Comp hrs Any time it takes to build a photoshop comp of a page from a developed wireframe.	FPOMAN	FPO Manipulation hrs All time associated with the Computer Graphic Artist time for FPO manipulation and effects which will be replicated by an outside retoucher for final artwork. Same as Computer Graphic Artist/Mac Regular.	OOP	OUT OF PROCESS ADVISORY Schd Indicates the date and time a layout was handed-off or routed that knowingly circumvented the Creative Electronic Mechanical workflow process.		
SCRLAYOUT	Web Page Comp Edits hrs Any time it takes to edit a photoshop comp of a page.	LIVE	Live Art/Retouching hrs All Computer Graphic Artist time associated with the creation, manipulation, or merging of high-resolution artwork is billed at Mac retouching rate. This includes Do More type effects. Same as Computer Graphic Artist/Retouching.	ALERT	Workflow "Alert" Notification Schd Notes any issue that may affect the release of deliverables. This includes interdepartmental disputes.		
ONLRETOUCH	Online Retouching hrs Any time spent composing or retouching 72 dpi graphics for the purpose of posting them on the web.	PDISK	Prep Disk for Vendor hrs Time associated with collecting assets to send to vendor.	HELP	Request Studio Manager Intervention Schd Indicates the date and time that a problem came up that was beyond the capabilities of the Production Designer, and Studio Management was called to intervene.		
10PTMZ	Optimizing/Cutting Graphics hrs All time spent saving/resizing gifs and jpegs from psd or eps files. This may be considerable if cutting up a full page comp or optimizing an animated banner to a low K requirement.	TILLUSTRATION	Illustration Time hrs All time associated with marker comps and/or illustrations.	CALERT	Mac Support Alerted Schd Indicates the date and time that Mac support was alerted of a technical problem that may affect the deliverable.		
ANIMATE	Animation of Banners/Rollovers hrs Adding animation to pre-existing concept files or building an animation file from a sketched concept. This should not include optimization time. See Optimizing/Cutting Graphics.	TPLCMT	Photo/Artwork Placement Time hrs Time required to Q.C. and place high-resolution artwork. Billable under Live Art placement/QC.	CALLIN	Call Initiated to Traffic Schd Indicates the date and time that the Traffic Manager was called with a question or request that, until it is resolved, work on the job may not proceed.		
RESIZE	Resize of Banners/Rollovers hrs Any time spent to resizing the dimensions an existing banner or other animated graphic. Static images are not included. See Optimizing/Cutting Graphics.	TCOMP	Folding Comp Time hrs Indicates the time associated with the assembly of traditional folding comps. This time is non-billable and captured under a price per piece (comp) below.	CALLRS	Call Response from Traffic Schd Indicates the date and time that Traffic returned with an answer that allowed us to proceed with work on the job.		
FRAMEOUT	Framout of Banners/Rollovers hrs Any time spent laying key frames of an animated gif out vertically for legal and or proofing's approval.	TBOARDS	Boarding/Labels Time hrs All time associated with boarding and labels (usually for creative presentations).	SPEC	*SPEC* Sheet Revision/Change Schd Indicates the date and time that Production Designer recieved changes to the spec of the job. This includes errors that are discovered at any stage of the process		
FLASH	Flash Layout or Edits hrs Any time spent organizing the layout and importing graphics into the Flash files.			CALLRS	Notation Schd Indicates the date and time of any miscellaneous information given that is important to the history of the job.		
FLA-ANI	Flash Animation hrs Any basic building, editing and organization of flash animation files. (includes simple action scripting)						
FLA-RESZ	Flash Resizing hrs Time spent changing the size of flash movies or banners.						
FLA-OPT	Flash Optimizing hrs Time spent optimizing flash files to low k size requirements, includes pre loading sequences for immediate viewing on web.						



This guide is only representative of the reports that have been created for use with the Studio Job Manager. Studio Managers may have specific workflow or client requirements that require customized reports. Support for Job Manager is also available via the following support paths:

- **For localized printing, macintosh system related problems, and password issues contact your local Creative Support Engineers via the Help Desk at X-1511.**
- **For Job Manager server connectivity problems contact your local Creative Support Engineer via the Help Desk at X-1511.**
- **For Crystal Report troubleshooting or customized reports please contact the NY Studio at 212.610.5300**