



# Reporting Functionality

## A TxDOTCONNECT Job Aid

**Roles Impacted**


**All Users**

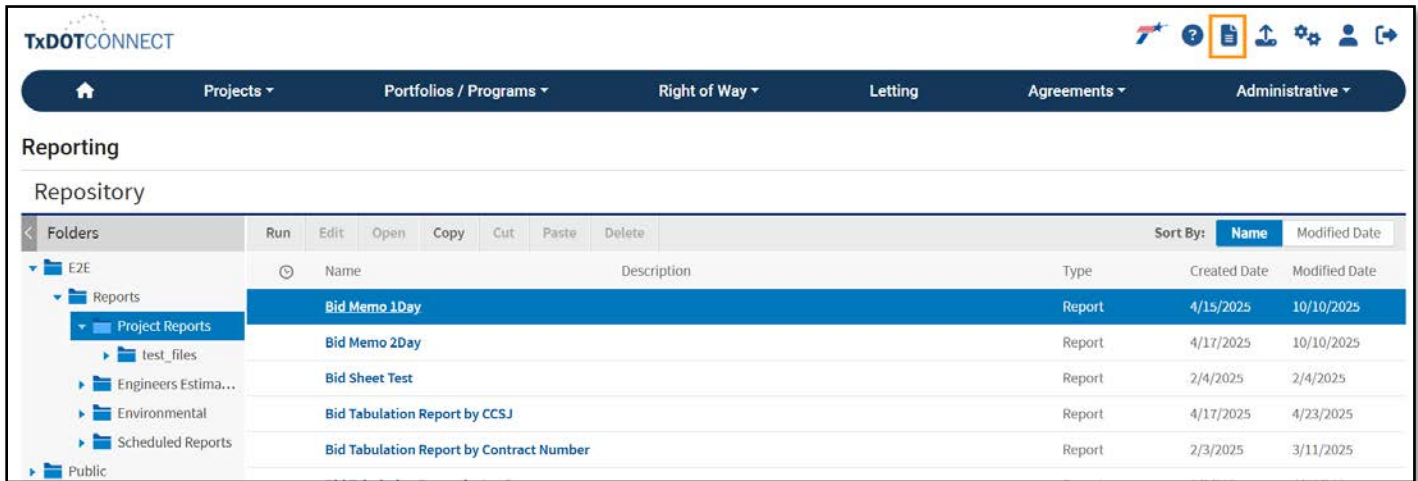
**Last Revised**

**April 21, 2026  
R9.6.0.0**




# Accessing the Reporting Page

The Reporting Page in TxDOTCONNECT is accessed by clicking  from the Tools Menu.





## Reporting Page

The Reporting Page in TxDOTCONNECT allows you to access and export automated reports.

1. Click  to open the Reporting Page.
2. Double-click the **Root** folder (if it is not already open).
3. Double-click the **Reports** folder (if it is not already open) to display the Report Categories.
4. Select the desired **Report Category**.
5. Select the desired **Report Name**.

The **Report Options** window will open.

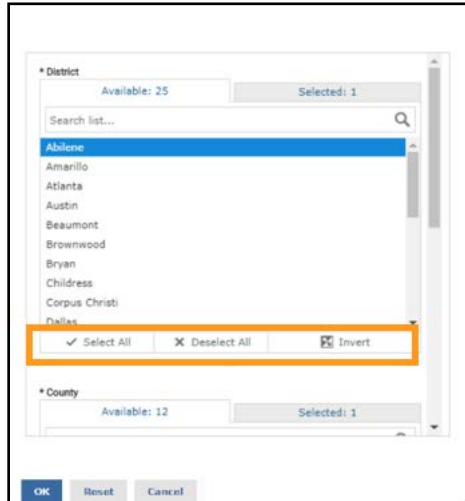
-  Use reports noted as "Excel Export" to export to Excel.  
Use reports noted as "PDF Export" to export as a PDF file.
-  You can only see the reports that you have access to, based on your security role.

6. Select one or multiple values for each filter used.





- ✔ **Single Select** filters allow a single selection to be made.
- ✔ **Multi-Select** filters allow multiple selections to be made.

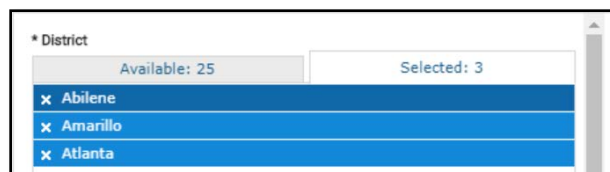


⚠ There are multiple filters depending on the Report type. Make sure you complete all filters with an asterisk (\*).

There are several buttons on the **Report Options** window:

- Click  **Select All** to select all values in the list.
- Click  **Deselect All** to de-select all values in the list.
- Click  **Invert** to select all values *except* your current selections.
- Click the = symbol underneath these buttons, then drag to resize the list of criteria.

✔ To select all but a few values, click  **Select All** , then de-select the ones you don't want.



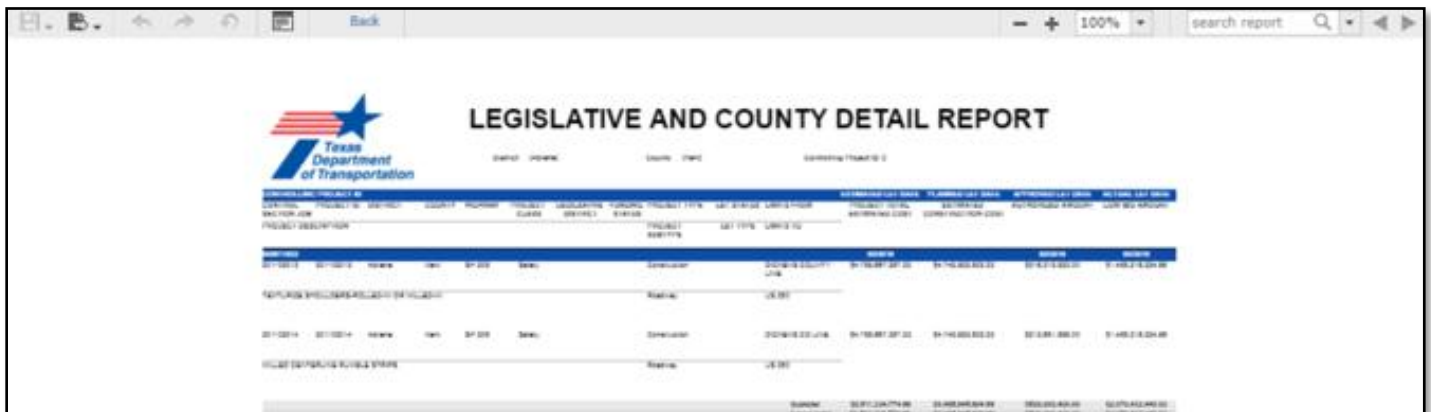
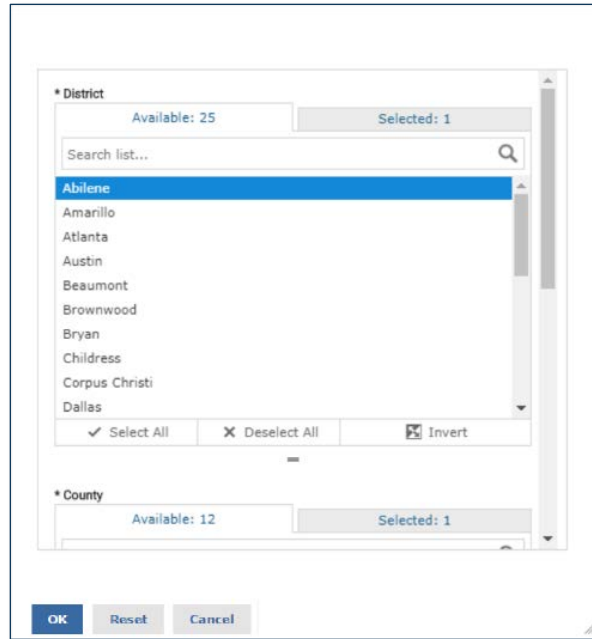
✔ You can review all the filters you have selected by clicking on the **Selected** tab in the Report Options window.

⚠ Select the desired district(s) before removing the default selection (Abilene, the first value listed)





- Click **OK** to generate the report based on your current criteria.
  - Click **Reset** to remove all criteria selections.
  - Click **Cancel** to cancel your report selection.
7. Click **OK**.  
Your report will display.






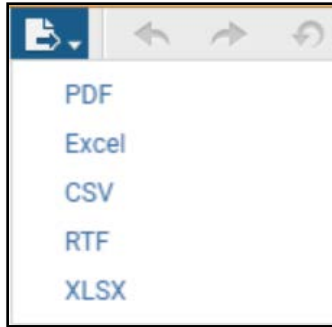
You have several options in the Reporting Toolbar.



- Click to export your report. We describe this in more detail below.
- Click to **undo**, **redo**, or **undo all actions**.
- Click to open the Report Options window and select your criteria again.
- Click to return to the Reporting Page and select another report.



- Use  to zoom in, zoom out, or select a zoom level.
- Use  to search for terms within your report. The arrow keys allow you to navigate through the search results within the report.
- Use  to navigate to the first, previous, next, or last page in the report.



You have the following options for exporting your report:

- **Portable Document Format (.pdf)**  
This produces a nicely formatted document that can't be edited.
- **Excel Spreadsheet (.xls)**  
This produces a spreadsheet that is compatible with versions of Excel prior to Excel 2007. **This is not common.**
- **Commas Separated (.csv)**  
This produces a simplified spreadsheet, which can be useful for uploading into other software.
- **Rich Text Format (.rtf)**  
This produces a text file with minimal formatting, that can be edited further.
- **XLSX Excel Spreadsheet (.xlsx)**  
This produces a spreadsheet that is compatible with versions of Excel from Excel 2007 and after. This is most common.

## DISTRICT LET SCHEDULE REPORT

District(s) [Austin]	Project Status	Multiple	Controlling Project ID <input type="checkbox"/>
Fiscal Year <input type="checkbox"/>	Project Type	<input type="checkbox"/>	Control Section Job <input type="checkbox"/>
Estimated Let Date From	01/2018	Project Subtype	<input type="checkbox"/>
Estimated Let Date To	11/2018	Letting Status	<input type="checkbox"/>



## Report Header

Filters in the Reporting Feature of TxDOTCONNECT offer several options:

Select a **single value** from the dropdown menu in a filter. The value selected will appear next to the filter label in the header. See **1**


Select **two or more values** from the dropdown menu in a filter. "Multiple" will appear in the filter label next to the filter label in the header. See **2**

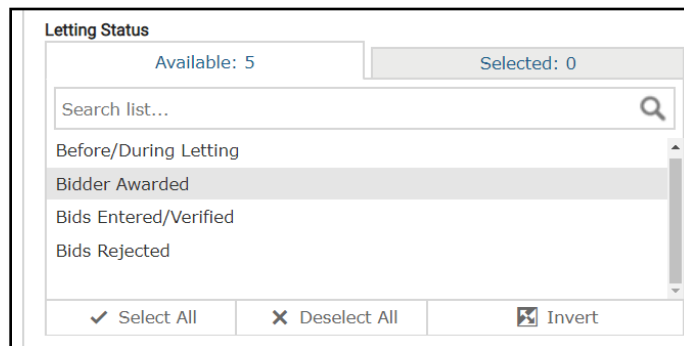
Select **no value** from the dropdown menu in a filter. Empty brackets "[]" will appear next to the filter label in the header. See **3**

## Report Filter Variation by Report Type

The available options (such as Letting Status shown at right) in the Report Filter will vary based on the type of report selected.

Certain options within a specific filter (such as Bidder Awarded) may become unavailable based on prior selections in preceding filters

-  The **Letting Status** options are found on the Letting Page in the contract summary section of TxDOTCONNECT.



Letting Status

Available: 5 Selected: 0


Search list...

Before/During Letting

Bidder Awarded

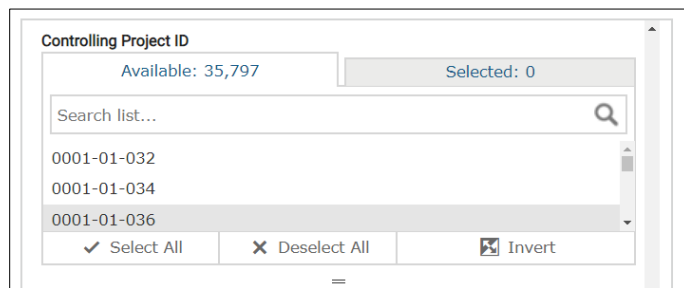
Bids Entered/Verified

Bids Rejected

✓ Select All    ✕ Deselect All     Invert

## District Let Schedule Report Type Example:

Selections made in the **Letting Status** filter limit the selections available in both the **Controlling Project ID** and **Control Section Job** filters.



Controlling Project ID


Available: 35,797 Selected: 0

Search list...

0001-01-032

0001-01-034

0001-01-036

✓ Select All    ✕ Deselect All     Invert



The content of a report will be limited to the selections made in the **Controlling Project ID** and/or **Control Section Job** option filters.

Control Section Job

Available: 67,149 Selected: 0

Search list...

0001-01-034

0001-01-035

0001-01-036

Select All Deselect All Invert

## Projects with Approved FPAA and No Approved Let Date Report Example

Estimated Let Date From

09-01-2019

\* Estimated Let Date To

05-01-2019

Jan 2019

Mo Tu We Th Fr Sa Su

7 10 11 12 13

14 17 18 19 20

21 24 25 26 27

28 31

Sep

Done

OK Reset Cancel

Estimated Let Date From

09-01-2019

\* Estimated Let Date To

09-01-2019

Search list...

09-01-2019

11-01-2019

12-01-2019

03-01-2020

04-01-2020

05-01-2020

08-01-2020

09-01-2020

11-01-2020

03-01-2021

05-01-2021

OK Reset Cancel



Selections made in the **Estimated Let Date From** filter limit the list of dates available in the **Estimated Let Date To** filter.