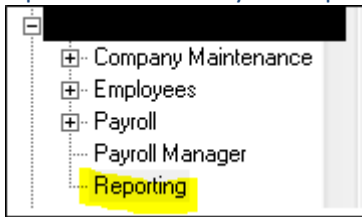


M3 – Labor Distribution Report

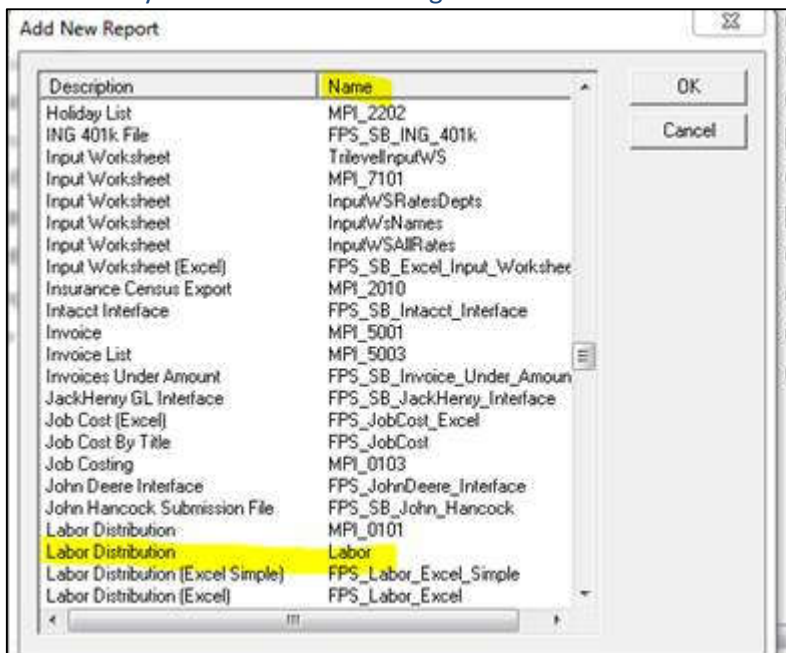
Follow the instructions below to run the Labor Distribution Report in M3.

1. Open M3 and click your Reporting section.



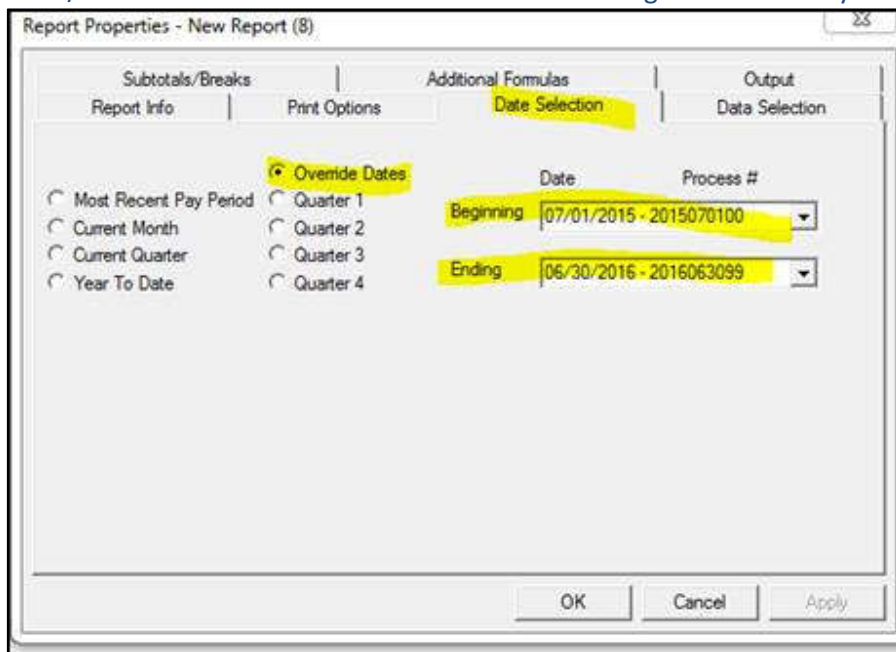
2. Right click on the white space, and click “New” → “Standard Report”

3. Find the report you are wanting to use.
 - a. In this case you can click Name and go to “Labor”



4. Right click on the report you are working with and click Properties

- 5. Click the Date Selection Tab
 - a. Click Override Dates
 - i. Use your dates, not the dates detailed below.
 - b. Enter a Beginning Date (Format: 07/01/2015)
 - c. Enter an Ending Date (Format: 06/30/2016)
 - i. The “/” must be entered. The Process number will be generated after you click out of the box.



- 6. Click ok then Preview/Run the report.