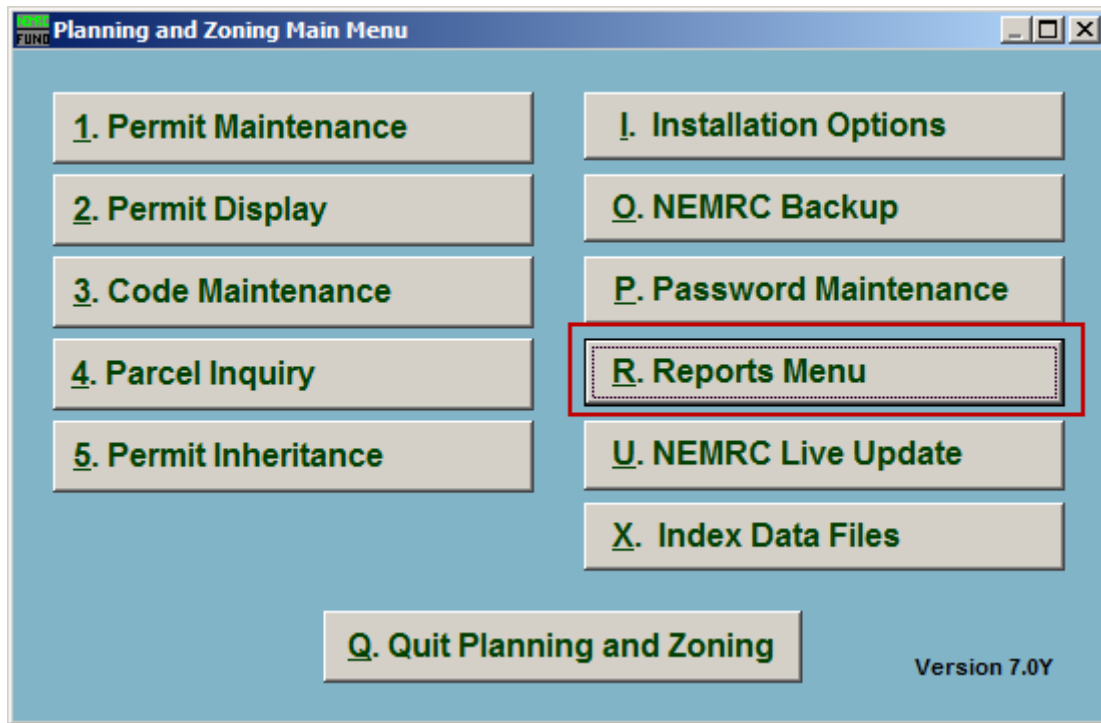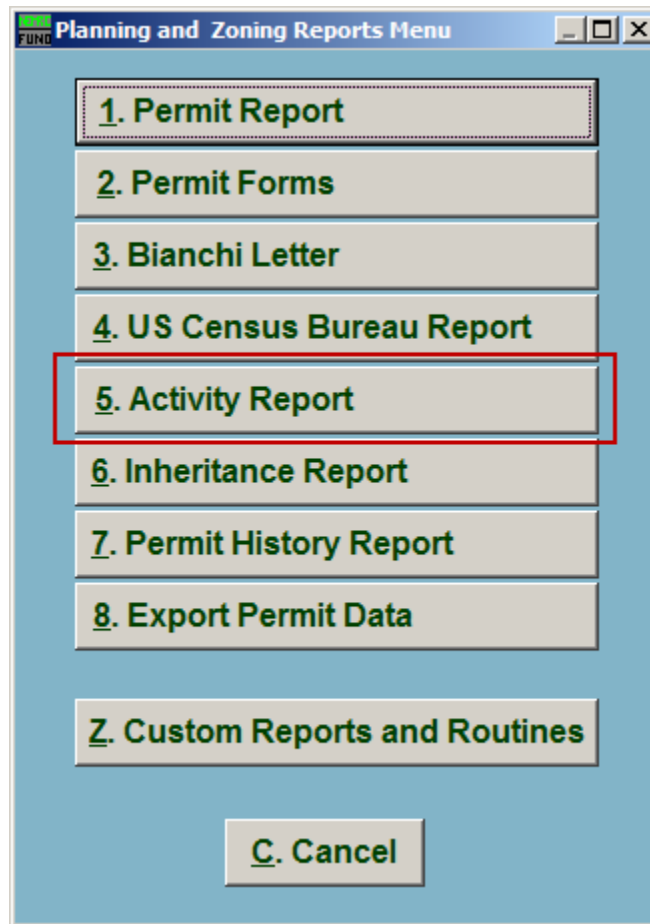# R. Reports Menu: 5. Activity Report

Click on "R. Reports Menu" from the Main Menu and the following window will appear:

Planning/Zoning

Click on "5. Activity Report" from the Reports Menu and the following window will appear:

Planning/Zoning

Activity Report

1. **Date range is for application date:** Enter the date range for the Permit applications to appear in this report.

2. **Select permit type(s):** Click to check the box next to each Permit type that will appear in this report.

3. **Display report in the following order:** Select what order the Permits appear will in this report.

4. **Show application fee OR Show estimated cost:** Select whether the application fee, or the estimated cost, appears on this report.

5. **Subtotal on permit type:** Click to check this box to have a subtotal appear for each Permit type. This will subtotal the amount chosen from item **4** for each Permit type.

6. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

7. **PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

8. **Cancel:** Click "Cancel" to cancel and return to the Reports Menu.