Reporting Time

To view and print out summaries of your time, use the *Time Report Form*.

Open the *Time Report Form* by clicking on the report icon ().

Type

Select the desired report type.

Period

Choose inclusive start and end dates for the report.

Content

The content area allows simple filtering of the report.

User

Your user name will be displayed by default.

If your installation of Visual Time Sheet is configured for use by a work group, there may also be an option to select *All Users*. This option enables an adjacent icon () which displays a list of users that have been located for work group reporting and the latest time entry available for them. It also allows the list to be modified for the current report by permitting unwanted users to be removed.

Client

Select *All Clients* or an individual client on which to report.

Project

The project option is only available when an individual client has been selected. Choose *All Projects* or an individual project.

Break down to remark level

When selected, this option indicates that reports should be consolidated at the remarks level. When unchecked, remarks are not printed against categories and activities. Note that the option may be disabled for some reports, where it has no meaning.

Chargeability

The chargeability filter allows you to report on time regardless of chargeable status (*Include All*), or restrict reports to chargeable only or unchargeable only time.

Preview Button

Use the preview button to see a preview of the report. The report may be printed from the preview window, or exported in a tab-delimited text file (for use in applications such as Microsoft Excel). Data in exported files is always broken down to the user level to allow detailed analysis when Visual Time Sheet is configured for work groups.

Print Button

Click the print button to print to your computer's default printer.