

## **Log - The Log Activity Report**

**Like all reports, we suggest you experiment with selection criteria and running the reports. You can't hurt anything.**

**Purpose:** To find and report log entries for the office, a client, a timekeeper or a client and a timekeeper. You can sort by date range and type or types of entries, client and timekeeper. The following example is for searching for and reporting on all Fees and Costs recorded by a Timekeeper, for a Client for the last calendar quarter.

**Status:** From drop down menu, select both (billed and unbilled entries).

**Start:** Enter date or from the drop down menu, select the start date.

**End:** Enter date or from the drop down menu, select the end date.

**Client:** From the drop down menu, select or enter the client name.

**Timekeepers:** From the drop down menu, select timekeeper.

**Type:** Check Fee and Cost.

**Click on Display Report (top of these selection criteria).**

**Printing Reports:** All reports display in PDF and can be printed like any PDF.

**Searching Reports:** You can search in PDF report by entering Ctrl F and entering your search word in the search box (for Macs use Command F).

End updated 2/5/17