

Productivity Report

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

Purpose: To display and print the total hours and fees each Timekeeper in the Office recorded to each client. Including totals by Timekeeper and Office for each type of client for the Timekeeper and totals for the Office.

Options: Can be displayed and printed by Client or Month. Can be displayed and printed for any start date and end date. Can be continuous or each Timekeeper can be displayed and printed on a separate page.

Report Contains: Client ID | Client name | Type (Hourly - Flat Fee etc) | All Hours | Zero Rated Hours | Fee Value | Totals by Timekeeper sub-totaled Hourly, Contingency, Flat Fee etc. | Totals by Office sub-totaled by Hourly, Contingency, Flat Fee etc.

Running Report:

Grouping: The default grouping is Client. Use the down arrow to select Month.

Start Date | End Date: The default end date is the current date, the default Start Date is a month before. Use the down arrow to select other dates.

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 Control F and entering your search word in the search box (for Macs use Command F).

End 2/11/16