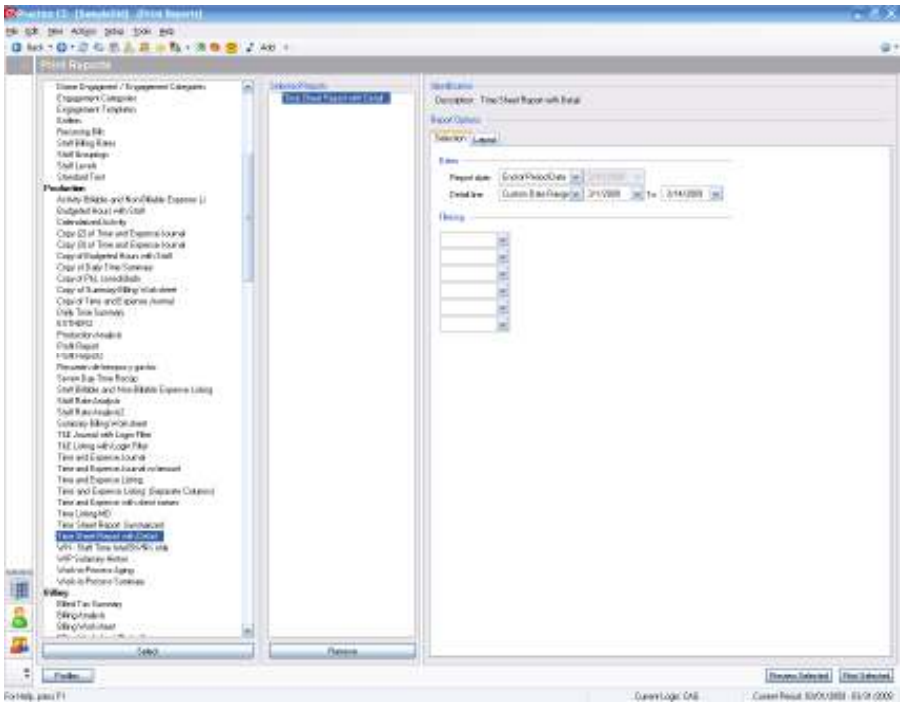
Using your Custom Report – Time Sheet Report with Detail

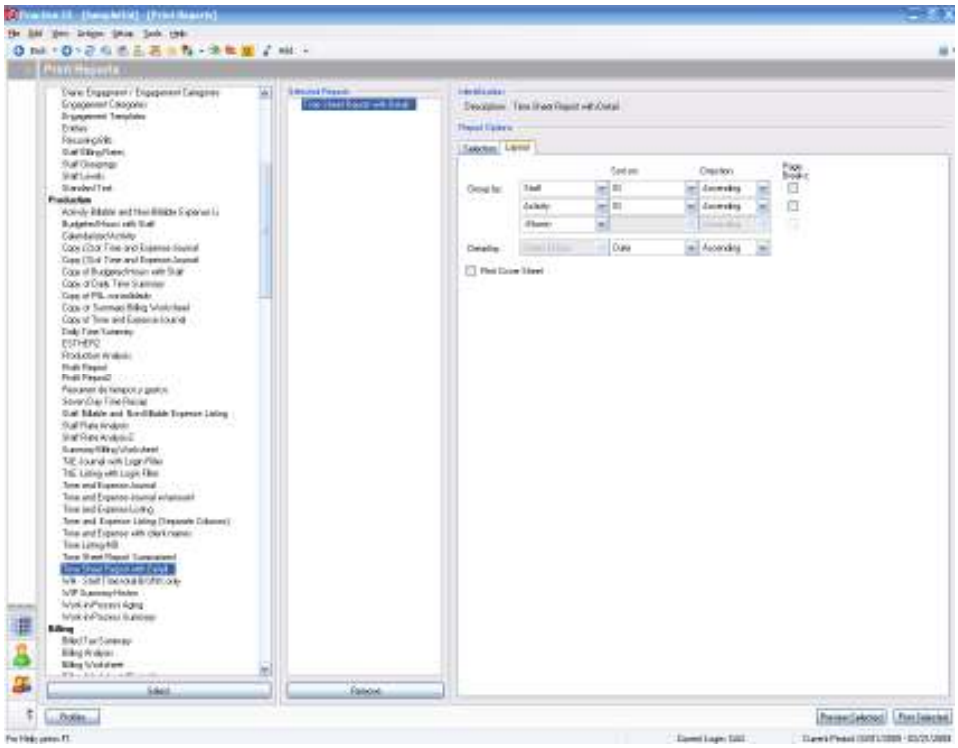
Suggestions for running the Time Sheet Report with Detail:

- Selection Tab - Detail Line: Select 'Custom Date Range' and enter your two week date range

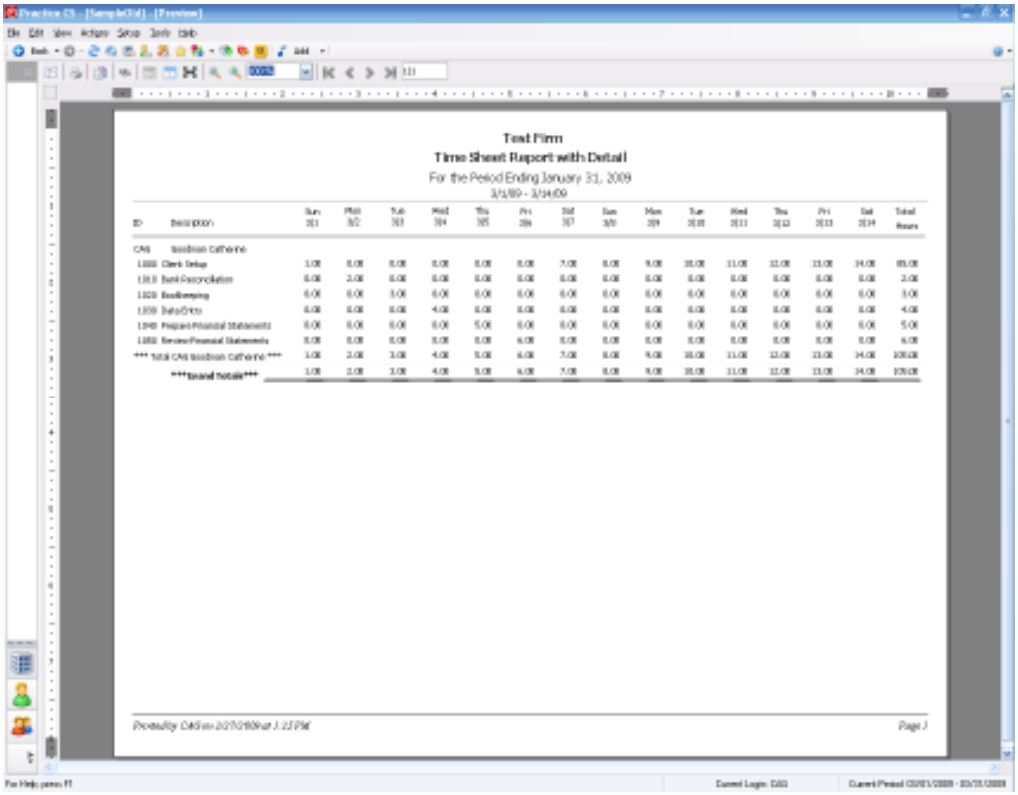
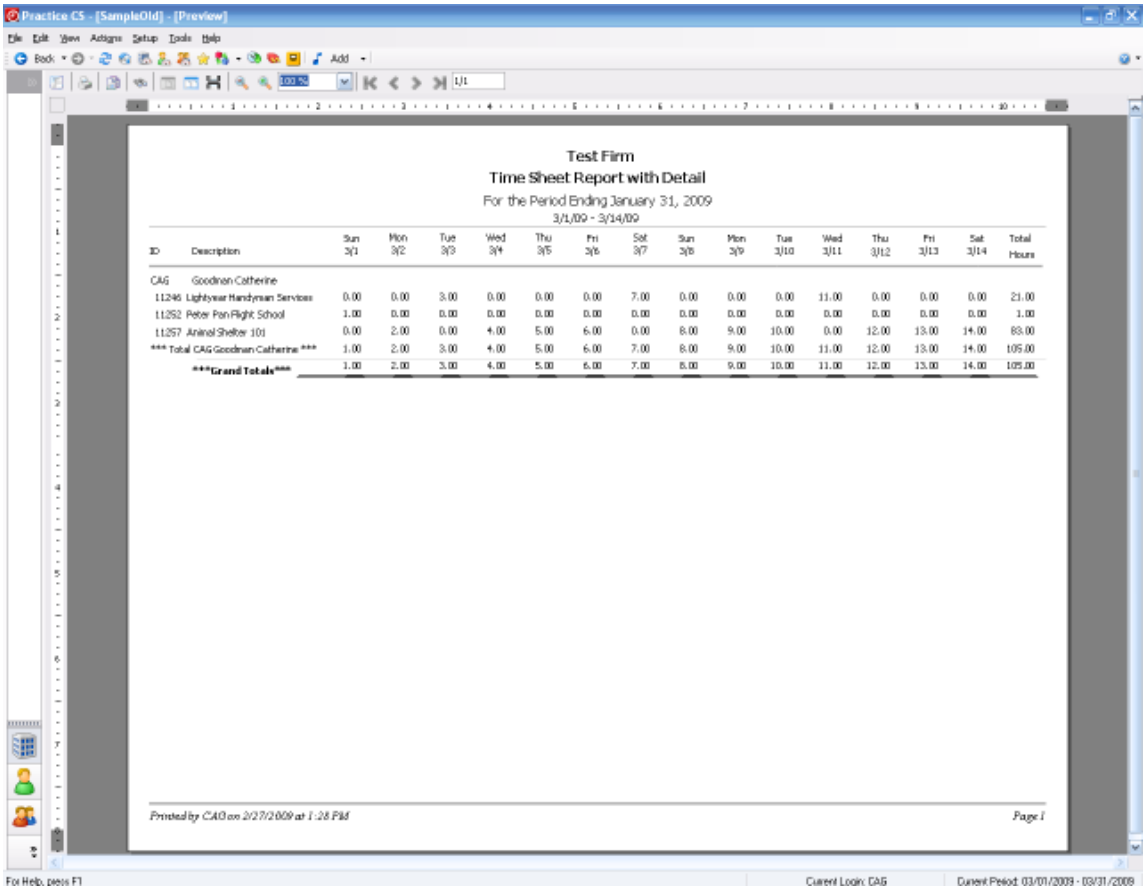


- Layout Tab – Group by whatever option you want.

Note: This report can be grouped in various ways dependent upon what you are trying to get from the report. All of the grouping options can be used.



- Preview of Report – with Grouping Options Staff and Activity



- Preview of Report – with Grouping Options Staff and Client