

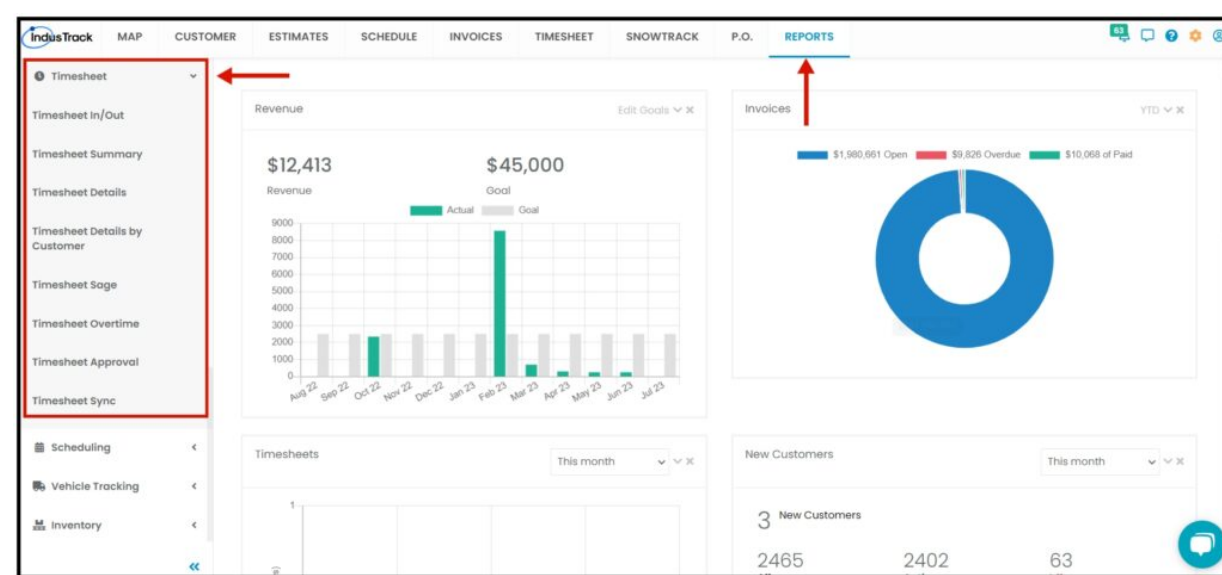
Timesheet Report

A timesheet is a method for recording the amount of a worker's time spent on each job. The Timesheet Report **provides a listing of all timesheets**, within the specified date range, by Location, by Timesheet Status, and then will group by either location, work type, employee, or date.

To access Timesheet Report, click on the **REPORTS Module**> on the left-hand side and click on **Timesheet**.

A drop-down option will show its subcategories for the reports you want to see:

- Timesheet In/Out
- Timesheet Summary
- Timesheet Details
- Timesheet Details by Customer
- Timesheet Sage
- Timesheet Overtime
- Timesheet Approval
- Timesheet Sync

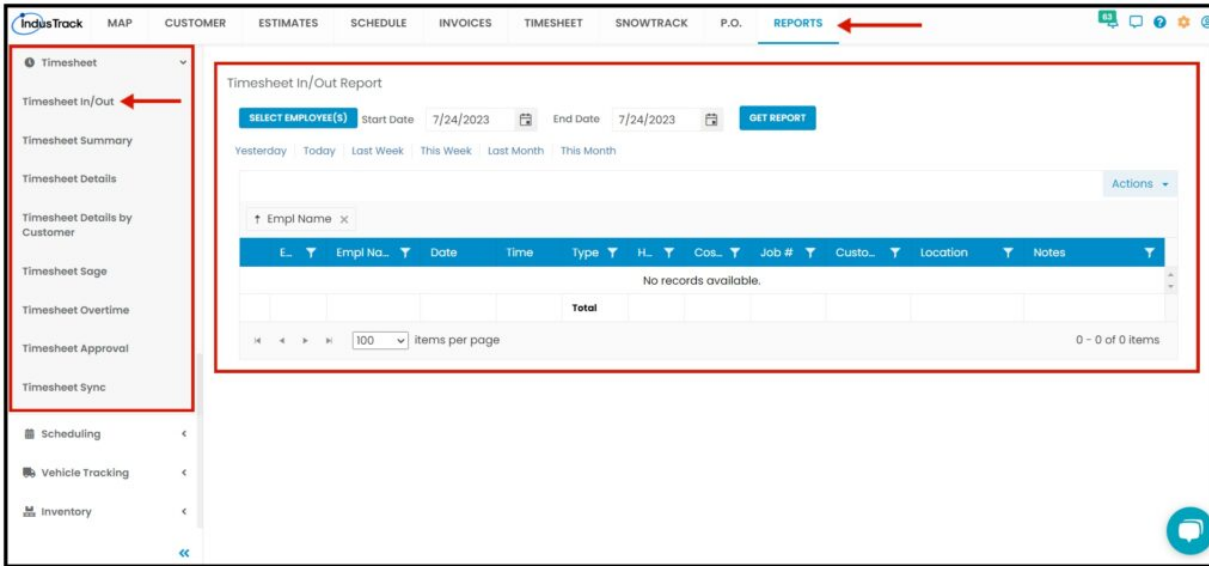


Timesheet In/Out

You can find in this report a summary of your employees' activity with the following information:

- Information if the vehicle used
- Day and Date of the job
- The time they start and end the job
- Hours spent on the job
- Job Number
- Customer Name
- Location
- Notes about the job if there are any

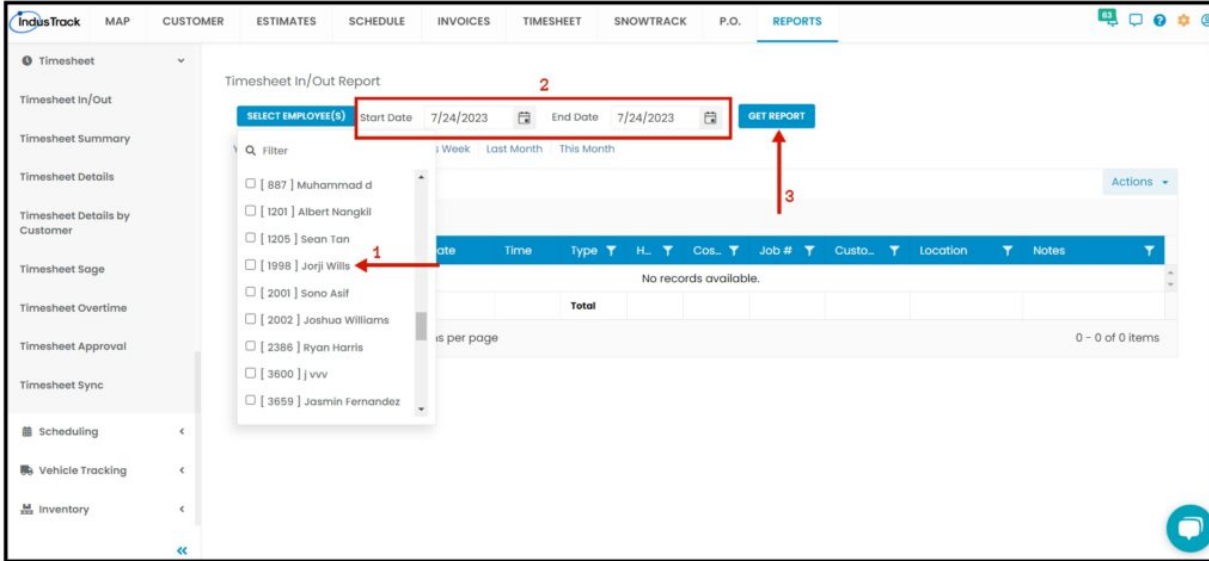
To view Timesheet In/Out report, go to **Reports** Menu on the top>Click **Timesheet**> on the drop-down click **Timesheet In/Out**.



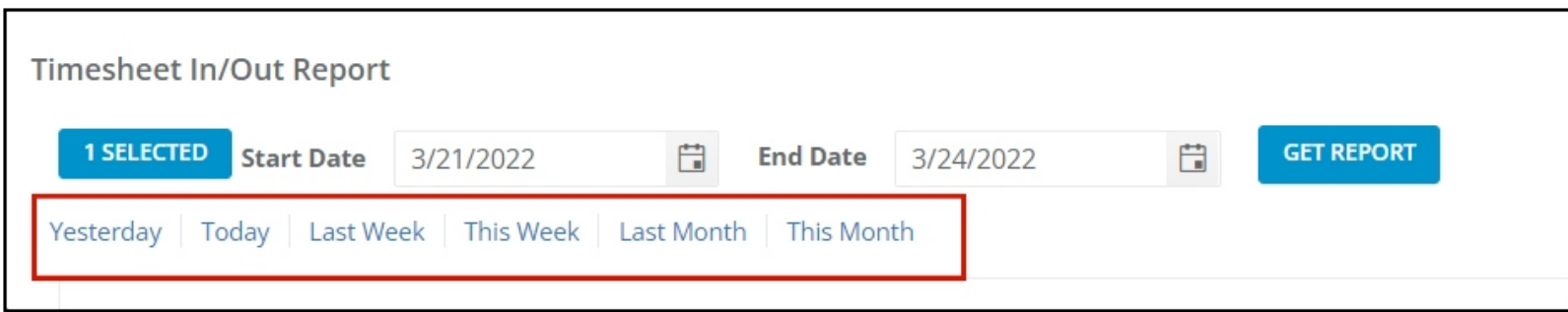
Generate Timesheet In/Out Report

You can filter the report by the following:

1. Employees –Name/s of employees
 - o Click on **Select Employees**
 - o You have the option to either select one certain employee, multiple employees, by group or select all employees.
2. Date/s – specific date of the report
 - o Select the **start date** and **end date**
3. After you selected the employee/s and the start and end date, click on **Get Report**.



- Alternatively, you can also select a period rather than selecting a specific date:
 - o Yesterday | Today | Last Week | This Week | Last Month | This Month



After we click on Get Report, we can now export the Timesheet in-out Report into **Excel or PDF format** by clicking on the **Actions Button**.

Actions Button

- Export to PDF
- Export to Excel
- Configure Report Columns
- Schedule Report
- Add to Favorites

Timesheet In/Out Report

5 SELECTED Start Date 7/1/2023 End Date 7/31/2023 GET REPORT

Yesterday Today Last Week This Week Last Month This Month

Empl Name x

Em.	Empl Name	Date	Time	Type	Hou.	Cost	Job #	Customer	Location
878	Chris m	07/21/2023	03:53 PM	Start Job	0		2611	Sky Ranch Tagaytay	49 F/2 Lane Number 5, Rawalpindi, Punjab, Pakistan
878	Chris m	07/23/2023	04:25 PM	Start Job	0				49 F/2 Lane Number 5, Rawalpindi, Punjab, Pakistan
878	Chris m	07/23/2023	04:26 PM	End Job	0.02				49 F/2 Lane Number 5, Rawalpindi, Punjab, Pakistan
Total					0.1				
▼ Jorji Wills									
								Sky Ranch	71 A. Lopez St, Cebu
Total					5.3				

100 Items per page 1 - 17 of 17 items

Export Report

- Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.

Timesheet In/Out Report

5 SELECTED Start Date 7/1/2023 End Date 7/31/2023 GET REPORT

Yesterday Today Last Week This Week Last Month This Month

Empl Name x

Em.	Empl Name	Date	Time	Type	Hou.	Cost	Job #	Customer	Location
878	Chris m	07/21/2023	03:53 PM	Start Job	0		2611	Sky Ranch Tagaytay	49 F/2 Lane Number 5, Rawalpindi, Punjab, Pakistan
878	Chris m	07/23/2023	04:25 PM	Start Job	0				49 F/2 Lane Number 5, Rawalpindi, Punjab, Pakistan
878	Chris m	07/23/2023	04:26 PM	End Job	0.02				49 F/2 Lane Number 5, Rawalpindi, Punjab, Pakistan
Total					0.1				
▼ Jorji Wills									
								Sky Ranch	71 A. Lopez St, Cebu
Total					5.3				

100 Items per page 1 - 17 of 17 items

Here is an example of an exported timesheet in-out report in an Excel file.

Timesheet In/Out Report - Excel (Product Activation Failed)

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

Empl ID	Empl Name	Vehicle ID	Vehicle Name	Day	Date	Time	Type	Hours	Cost Code	Job #	Customer	Location	Notes	
Empl Name: Poorhomie Rich														
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:17 AM	Start Job	0		4	2 wheels club -	6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:18 AM	Start Shift	0				6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:20 AM	Start Break	0		4	2 wheels club -	6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:20 AM	End Break	0.01		4	2 wheels club -	6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:20 AM	End Job	0.05		4	2 wheels club -	6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:24 AM	Start Job	0		5	Bo's Coffee - SI	6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:24 AM	End Job	0.01		5	Bo's Coffee - SI	6RRH+3C Talisay, Ce		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:29 AM	Start Job	0		1	Steezy	Not Available		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:29 AM	End Job	0.01		1	Steezy	Not Available		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:30 AM	Start Job	0		5	Bo's Coffee - SI	6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:30 AM	End Job	0.01		5	Bo's Coffee - SI	6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:30 AM	End Shift	0.21						
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:41 AM	Start Shift	0				6RRH+J6F, Talisay, C		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	11:43 AM	Start Job	0		7	Yoyoso	6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	12:58 PM	End Job	1.26		7	Yoyoso	6RRH+3C Talisay, Ce		
1	Poorhomie Rich	a	MUX	Mon	03/21/2022	01:08 PM	End Shift	1.46						
1	Poorhomie Rich	a	MUX	Tue	03/22/2022	11:34 AM	Start Shift	0				6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Tue	03/22/2022	11:42 AM	Start Job	0		8	Glade Compan	6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Tue	03/22/2022	11:45 AM	Start Break	0		8	Glade Compan	6RRH+4F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Tue	03/22/2022	11:46 AM	End Break	0.02		8	Glade Compan	6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Tue	03/22/2022	11:51 AM	End Job	0.14		8	Glade Compan	6RRH+3F Talisay, Cel		
1	Poorhomie Rich	a	MUX	Tue	03/22/2022	11:51 AM	End Shift	0.29						
Total								3.47						
Total								3.47						

Configure Report Columns

Enable or disable the columns on this report if you want to see them or not. When disabling the column/s, once you generate this report that specific column will be removed.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET SNOWTRACK P.O. **REPORTS**

Timesheet In/Out Report

5 SELECTED Start Date 7/1/2023 End Date 7/31/2023 GET REPORT

Yesterday Today Last Week This Week Last Month This Month

Empl Name x

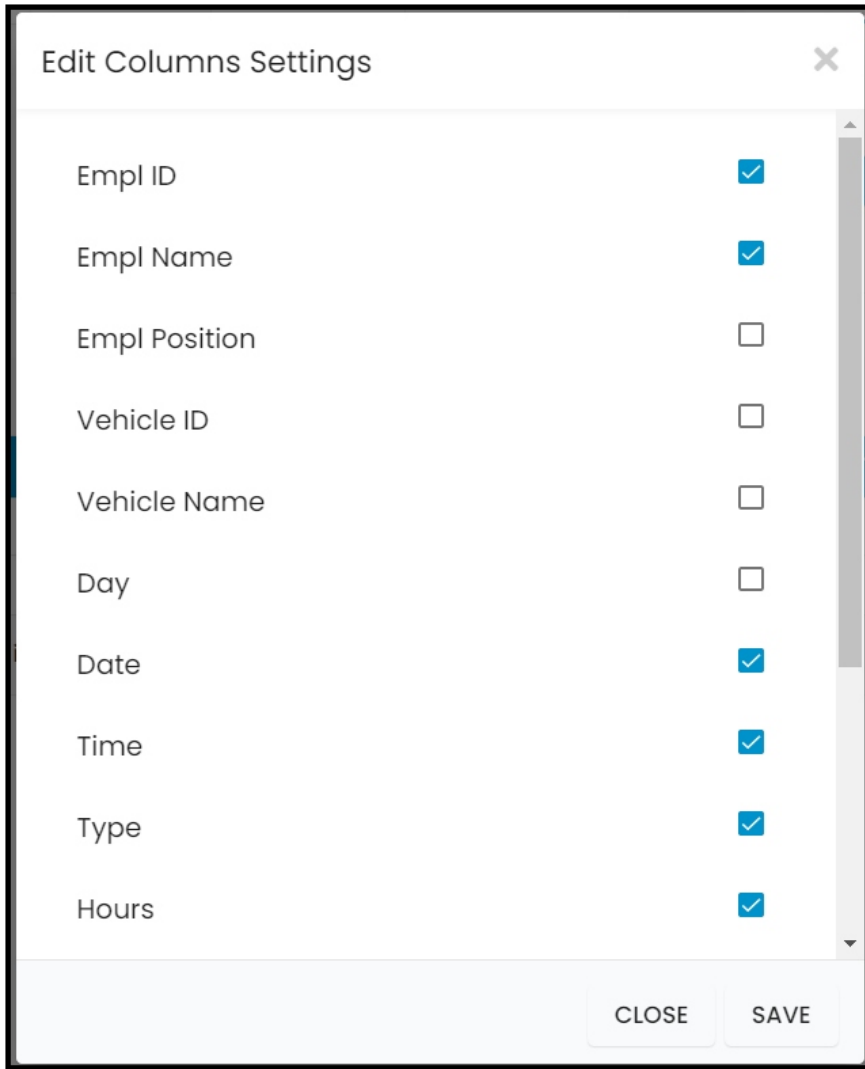
Em..	Empl Name	Date	Time	Type	Hou..	Cost ..	Job #	Customer	Location
878	Chris m	07/21/2023	03:53 PM	Start Job	0		2611	Sky Ranch Lagaytay	49 F/2 Lane Number 5, Rawalpindi, Punjab, Pakistan
878	Chris m	07/23/2023	04:25 PM	Start Job	0				49 F/2 Lane Number 5, Rawalpindi, Punjab, Pakistan
878	Chris m	07/23/2023	04:26 PM	End Job	0.02				49 F/2 Lane Number 5, Rawalpindi, Punjab, Pakistan
Total					0.1				
Jorji Wills									
									Skv Ranch 71 A. Lopez St, Cebu
Total					5.3				

Actions

- Export to PDF
- Export to Excel
- Configure Report Columns**
- Schedule Report
- Add to Favorites

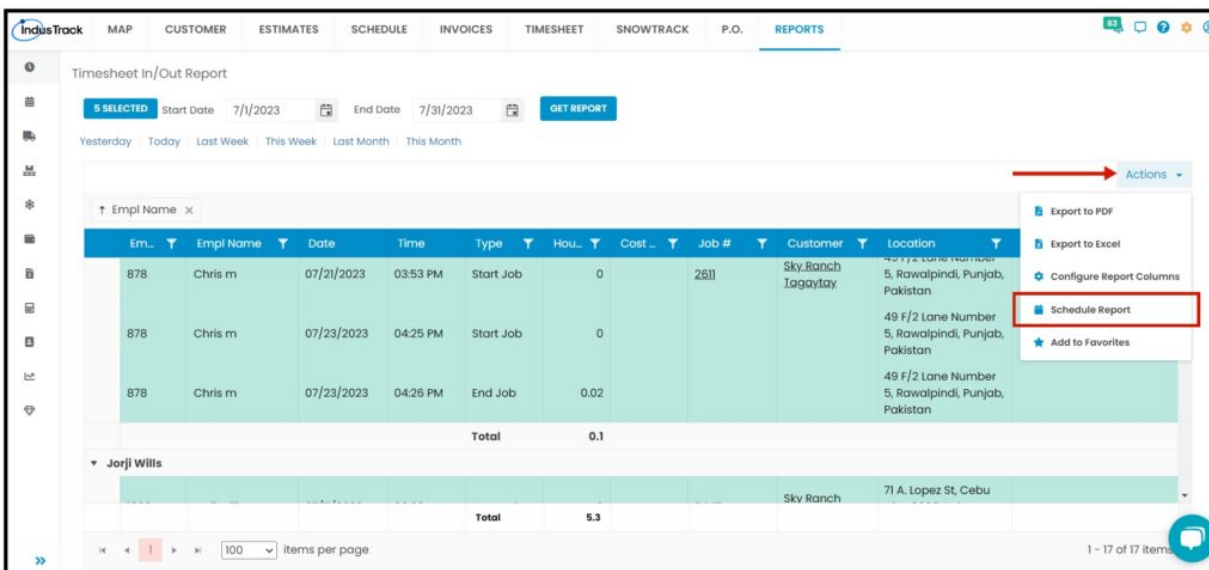
100 Items per page 1 - 17 of 17 items

Uncheck columns you don't want to see in the Report. Click SAVE after configuring.



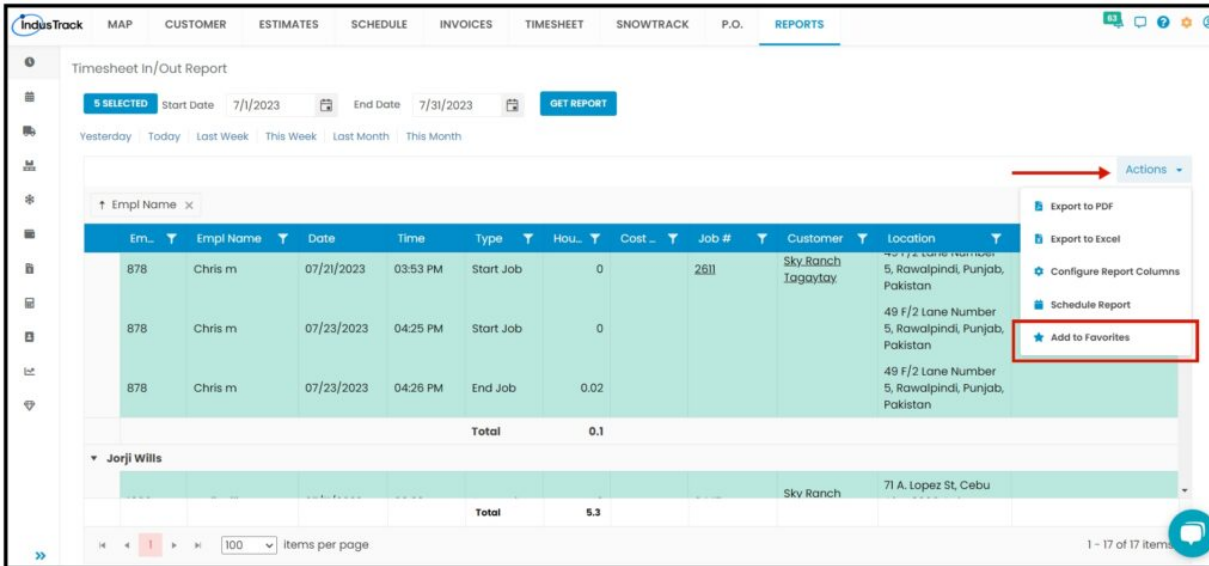
Schedule Report

You can also Automatically schedule a report on a specified frequency. Refer to Schedule Report Module.

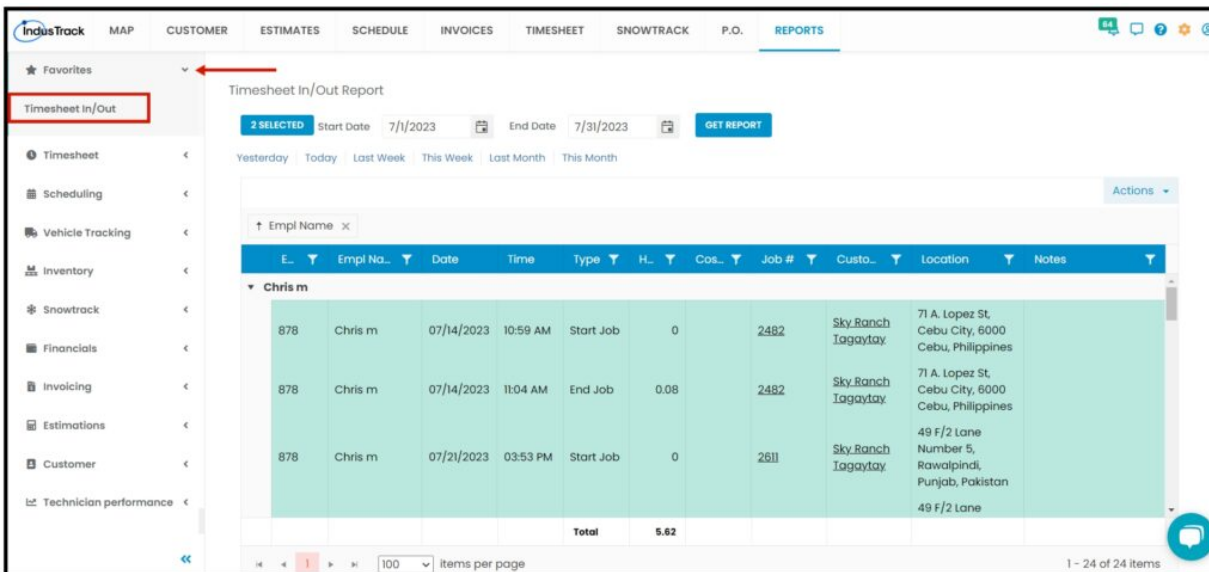


Add to Favorites

If you are frequently using this Report, you can select and Add it to Favorites.



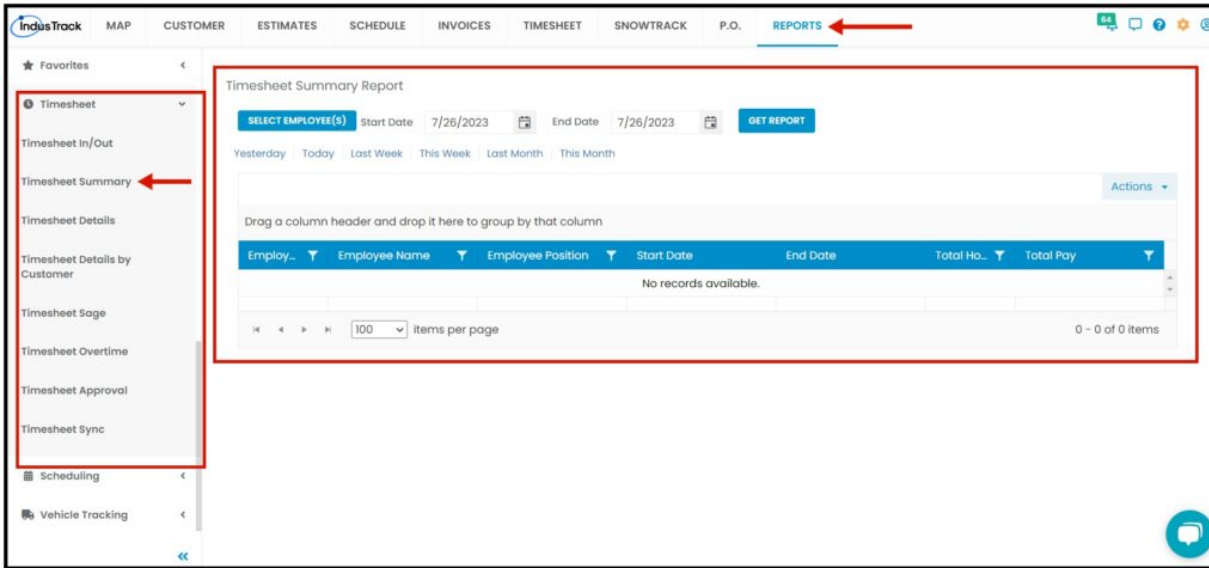
After you added a Report to **Favorites**, a **Favorite Tab** will be added at the top right of the left panel. All reports that are added to Favorite will be listed in the Top panel for easy access.



Timesheet Summary

- You can find in this report a summary of your employee's Total Hours and Total Pay on a specific period; daily, weekly or monthly
 - Employee ID
 - Employee Name
 - Employee Position
 - Start Date
 - End Date
 - Total Hours
 - Total Pay

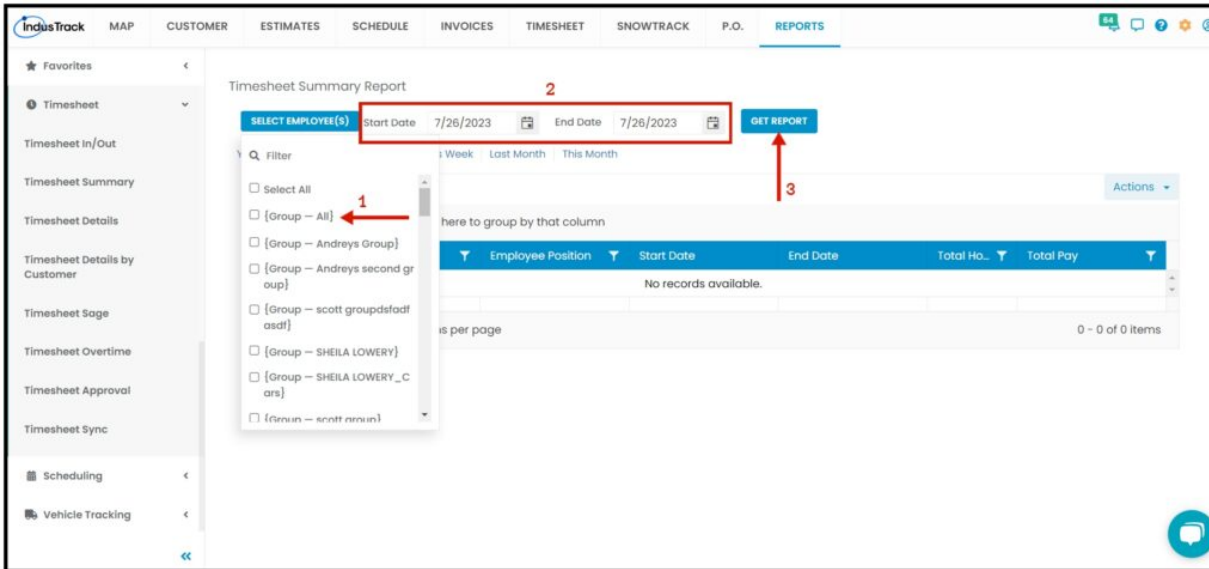
To view Timesheet **Summary Report**, go to **Reports** Menu on the top>Click **Timesheet**> on the drop-down click **Summary Report**.



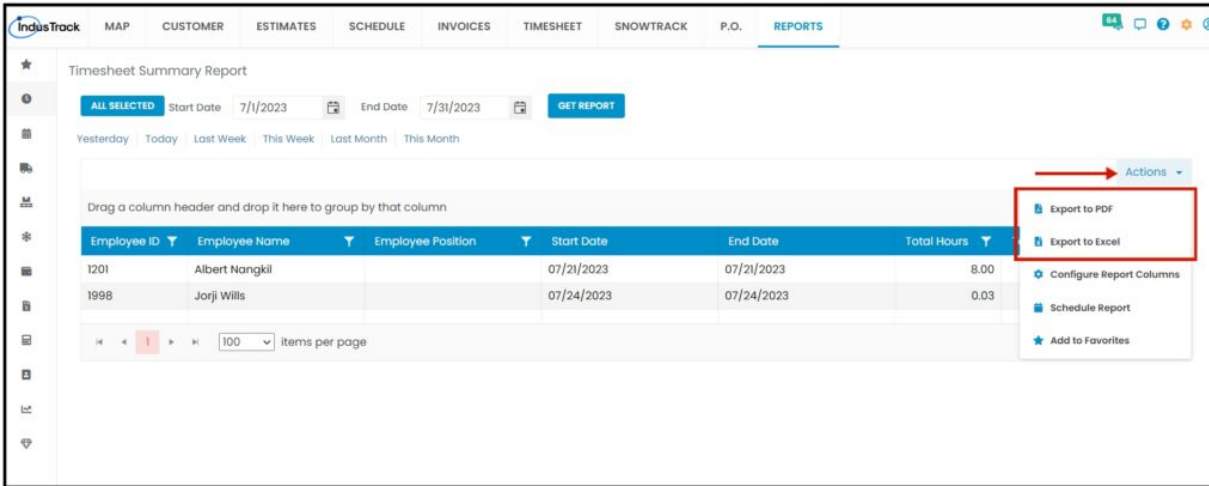
Generate Timesheet Summary Report

You can filter the report by the following:

1. Employees –Name/s of employees
 - o Click on **Select Employees**
 - o You have the option to either select one certain employee, multiple employees, by group or select all employees.
2. Date/s – specific date of the report
 - o Select the **start date** and **end date**
3. After you selected the employee/s and the start and end date, click on **Get Report**.



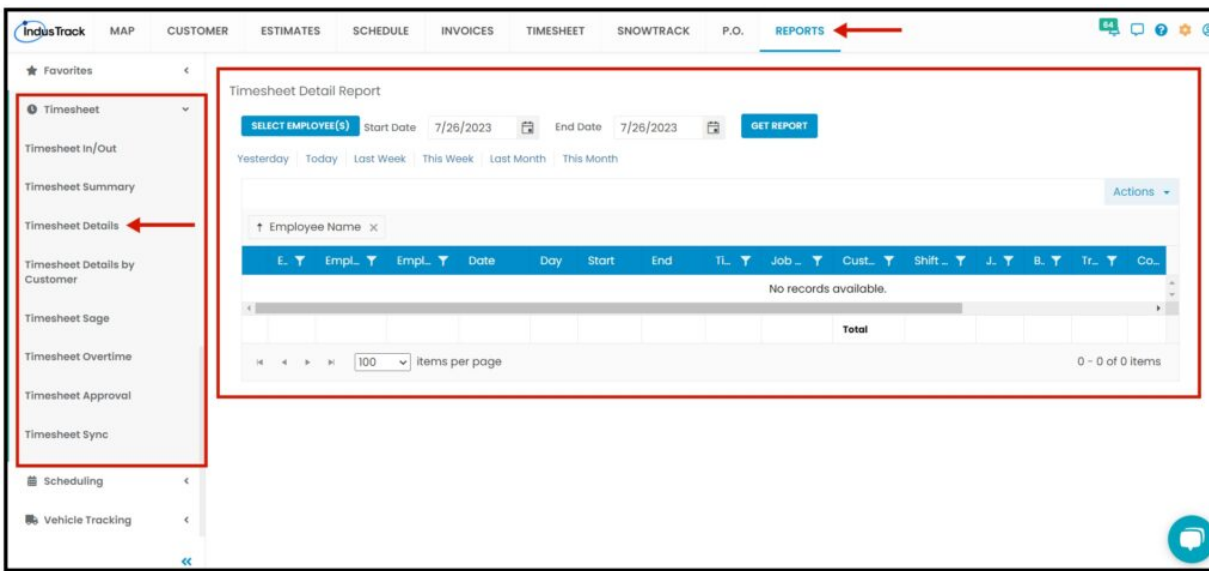
After we click on Get Report, we can now export the Timesheet Summary Report into **Excel** or **PDF** format by clicking on the **Actions** Button and selecting **Export to PDF** or **Export to Excel**.



Timesheet Detail Report

- You can find in this report a very detailed report of field employees' info, job info, customer info, etc.
 - Employee ID
 - Employee Name
 - Employee Position
 - Date
 - Day
 - Start
 - End
 - Time Type
 - Job Number
 - Customer
 - Shift Hours
 - Job Hours
 - Break Hours
 - Travel Hours
 - Cost Code
 - Pay Code
 - Rate
 - Shift Pay
 - Job Pay

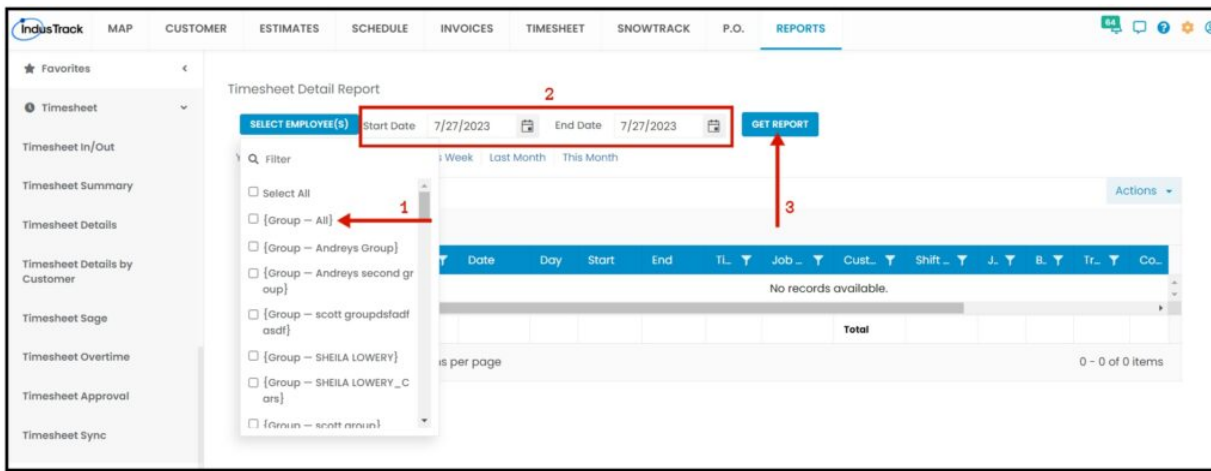
To view **Timesheet Details Report**, go to **Reports** Menu on the top>Click **Timesheet**> on the drop-down click **Timesheet Details Report**.



Generate Timesheet Detail Report

1. Employees –Name/s of employees
 - Click on **Select Employees**
 - You have the option to either select one certain employee, multiple employees, by group or select all employees.
2. Date/s – specific date of the report

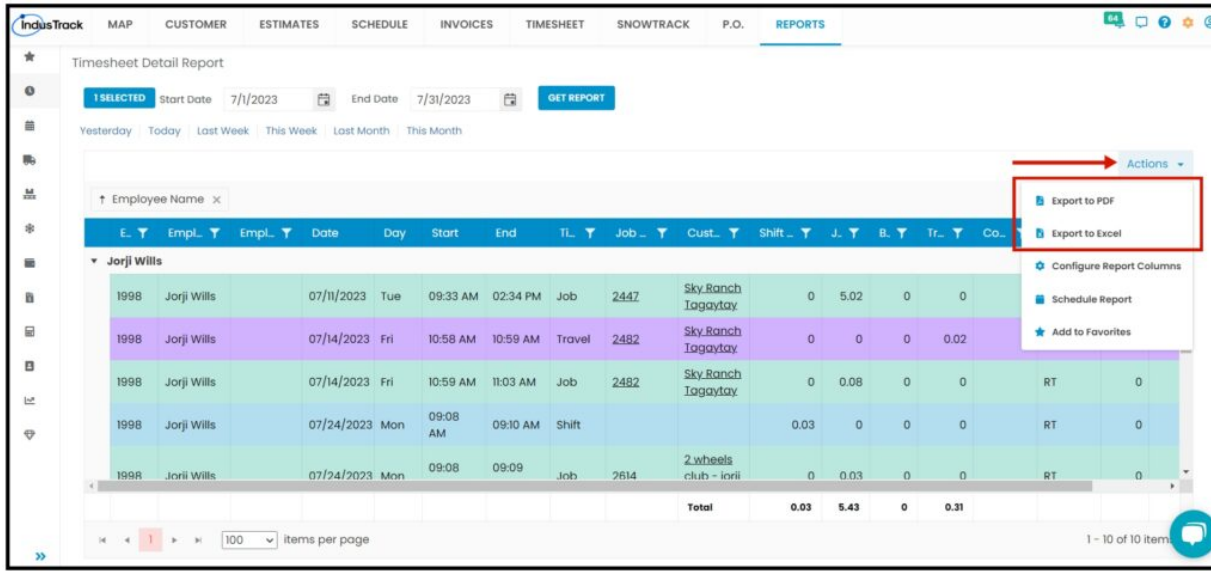
- o Select the **start date** and **end date**
3. After you selected the employee/s and the start and end date, click **Get Report**.



After we click on Get Report, we can now export the Timesheet Detail Report into **Excel or PDF** format by clicking on the **Actions Button** and selecting **Export to PDF** or **Export to Excel**.

Export Report

- Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.

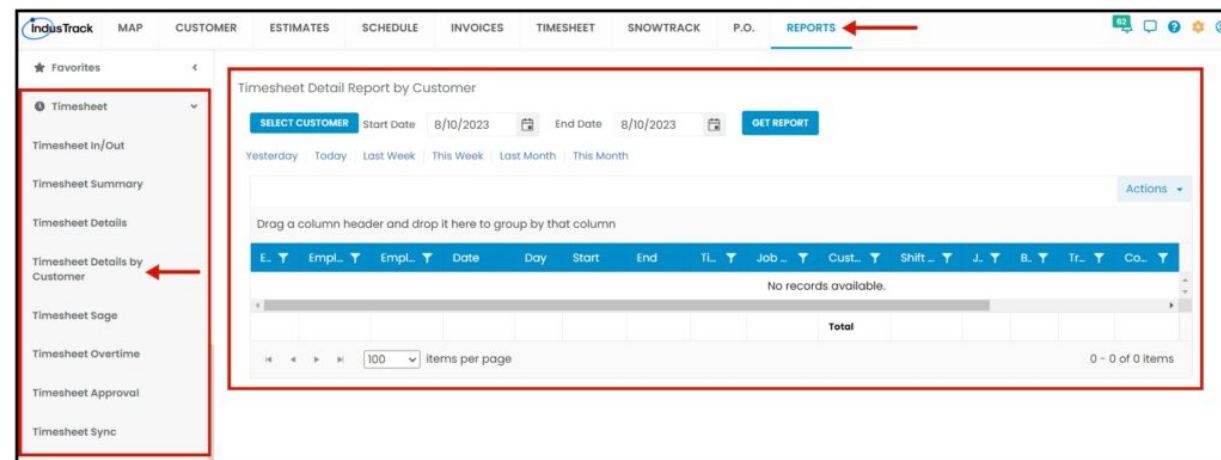


Timesheet Detail by Customer Report

- You can find in this report the details of your employees' Timesheet by the customer on a specific period; daily, weekly, or monthly:
 - o Employee ID
 - o Employee Name
 - o Position
 - o Date
 - o Day
 - o Start
 - o End
 - o Time Type
 - o Job Number
 - o Customer
 - o Shift Hours
 - o Job Hours
 - o Break Hours
 - o Travel Hours
 - o Cost Code
 - o Pay Code
 - o Rate
 - o Shift Pay

- Job Pay

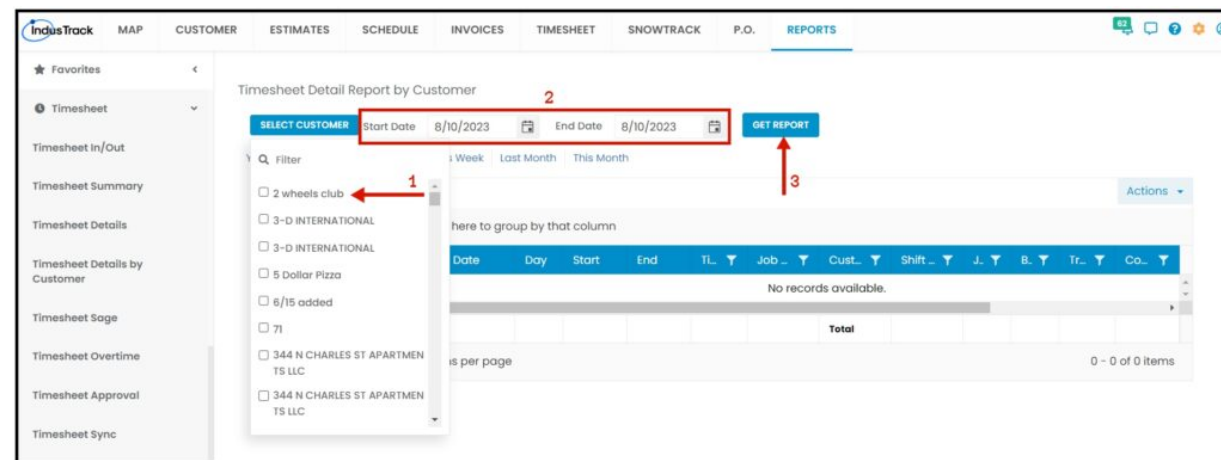
To view **Timesheet Details by Customer Report**, go to **Reports** Menu on the top>Click **Timesheet**> on the drop-down click **Timesheet Details by Customer Report**.



Generate Timesheet Detail by Customer Report

You can filter the report by the following:

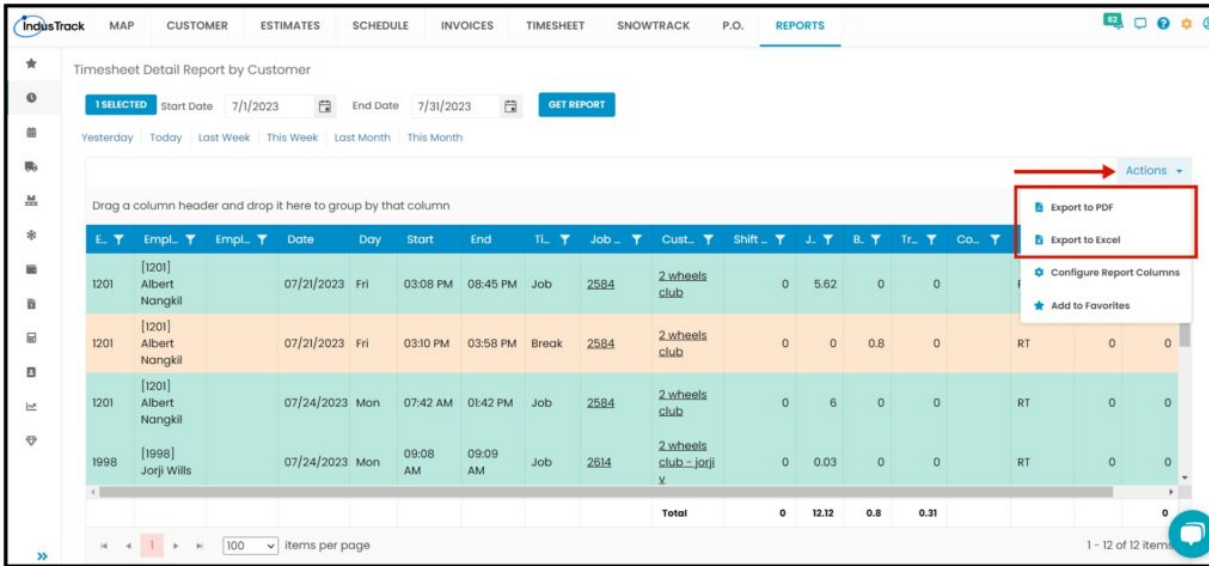
1. Customers –Name/s of Customer
 - Click on **Selected**
 - You have the option to either select one certain customer, multiple customers, by group or select all customers.
2. Date/s – specific date of the report
 - Select the **start date** and **end date**
3. After you selected the customer/s and the start and end date, click **Get Report**.



After we click on Get Report, we can now export the Timesheet Detail Report by Customer into **Excel or PDF format** by clicking on the **Actions Button** and selecting **Export to PDF or Export to Excel**.

Export Report

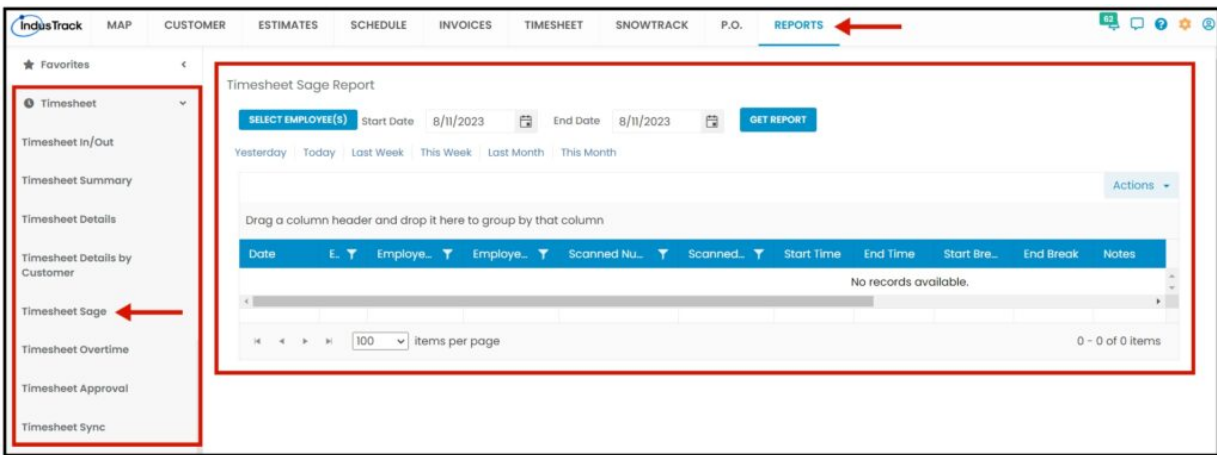
- Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.



Timesheet Sage Report

- You can find in this report the details of your employees' Timesheet by sage on a specific period; daily, weekly, or monthly:
 - Date
 - Employee ID
 - Employee Name
 - Scanned Number
 - Start Time
 - End Time
 - Start Break
 - End Break
 - Notes
 - Job Hours
 - Start Location
 - End Location

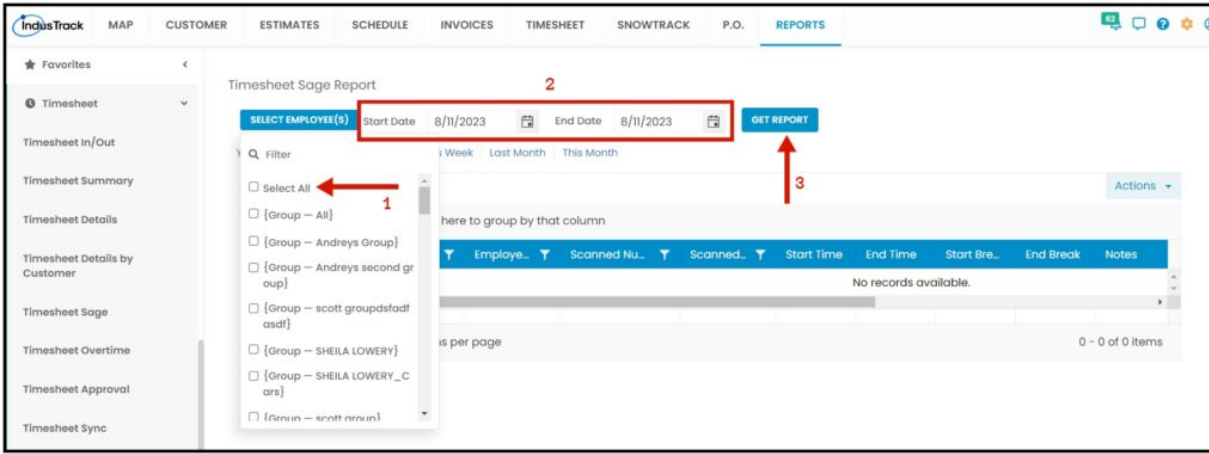
To view **Timesheet Sage Report**, go to **Reports** Menu on the top>Click **Timesheet**> on the drop-down click **Timesheet Sage Report**.



Generate Timesheet Sage Report

You can filter the report by the following:

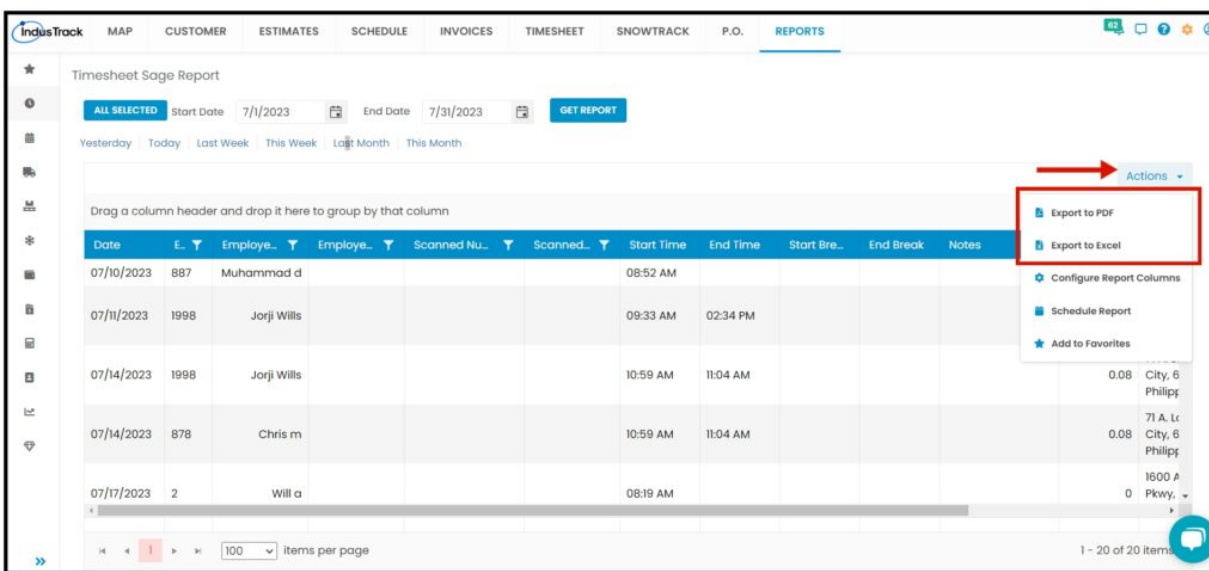
- Employees –Name/s of employees
 - Click on **Select Employees**
 - You have the option to either select one certain employee, multiple employees, by group or select all employees.
- Date/s – specific date of the report
 - Select the **start date** and **end date**
- After you selected the employee/s and the start and end date, click **Get Report**.



After we click on Get Report, we can now export the Timesheet Sage Report into **Excel or PDF format** by clicking on the **Actions Button** and selecting **Export to PDF or Export to Excel**.

Export Report

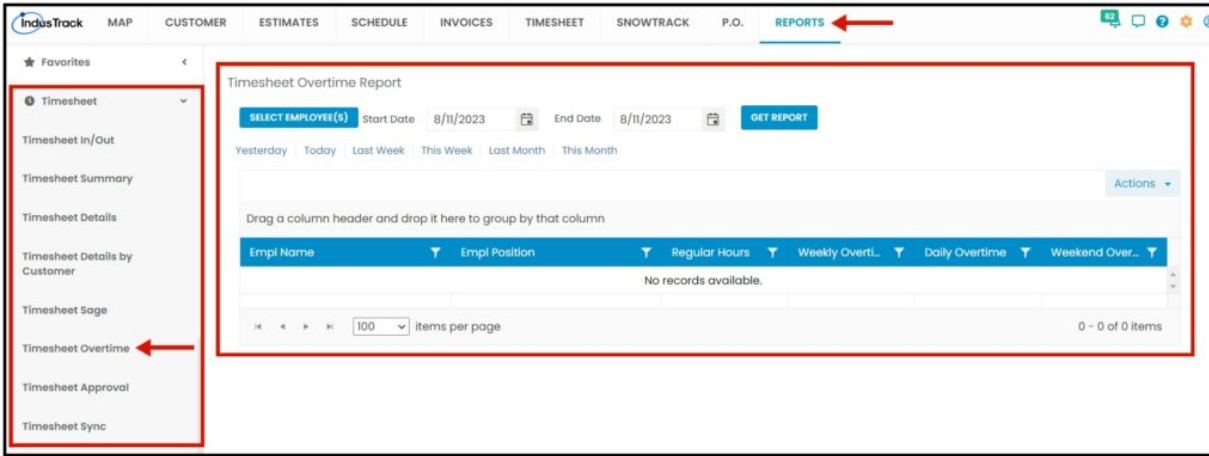
- Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.



Timesheet Overtime Report

- You can find in this report all the overtime hours that the employees rendered at a specific time.
 - Employee Name
 - Employee Position
 - Regular Hours
 - Weekly Overtime
 - Daily Overtime
 - Weekend Overtime

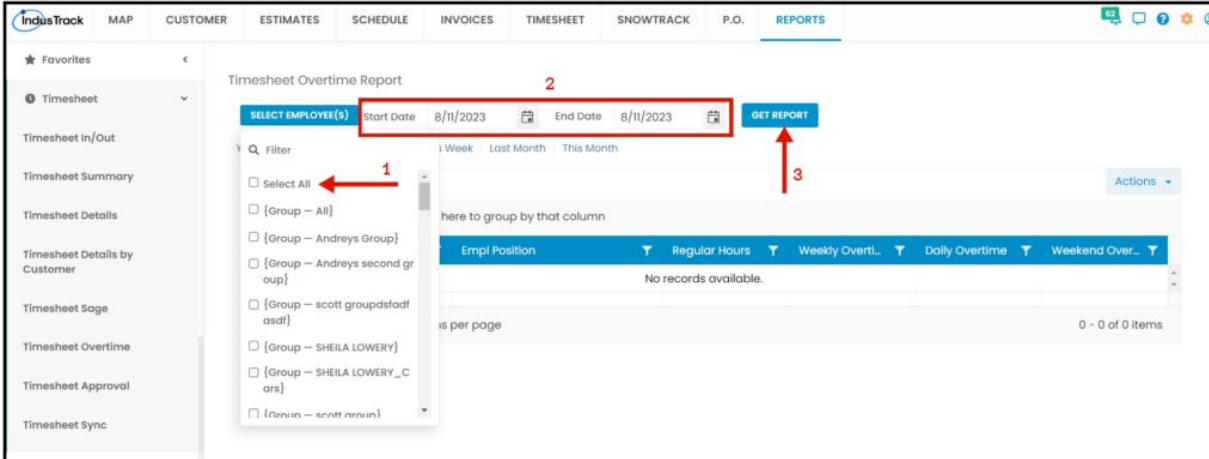
To view **Timesheet Overtime Report**, go to **Reports** Menu on the top>Click **Timesheet**> on the drop-down click **Timesheet Overtime Report**.



Generate Timesheet Overtime Report

You can filter the report by the following:

1. Employees –Name/s of employees
 - o Click on **Select Employees**
 - o You can **SELECT ALL** or click selected employee/s from the Drop Down Menu
2. Date/s – specific date of the report
 - o Select the **start date** and **end date**
3. After you selected the employee/s and the start and end date, click **Get Report**.



After we click on Get Report, we can now export the Timesheet Overtime Report into **Excel or PDF** format by clicking on the **Actions Button** and selecting **Export to PDF** or **Export to Excel**.

Export Report

- Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.

The screenshot shows the IndusTrack interface with the 'REPORTS' menu selected. The 'Timesheet Overtime Report' is displayed, showing a table with columns for Employee Name, Position, Regular Hours, Weekly Overtime, and Daily Overtime. The 'Actions' dropdown menu is open, showing options like 'Export to PDF', 'Export to Excel', 'Configure Report Columns', 'Schedule Report', and 'Add to Favorites'.

Empl Name	Empl Position	Regular Hours	Weekly Overt...	Daily Overtime
Karl Hylle	Driver		0	0
Genius Grant	Driver		0	0
Will a			0	0
Lauro Eguia	Driver		0	0
Raz B			0	0
Justimus Prime			0	0
Ryan Mobile	Driver		0	0
Michael Scott	Driver		0	0
John Smith	manager		0	0
Mack James			0	0

Timesheet Approval Report

You can find in this report, all of the Field Employees' timesheet entries that have been approved for QuickBooks sync.

- Employee
- Day
- Date(s)
- In
- Out
- Total
- Type
- Customer
- Location
- Edited By

To view **Timesheet Approval Report**, go to **Reports** Menu on the top>Click **Timesheet**> on the drop-down click **Timesheet Approval Report**.

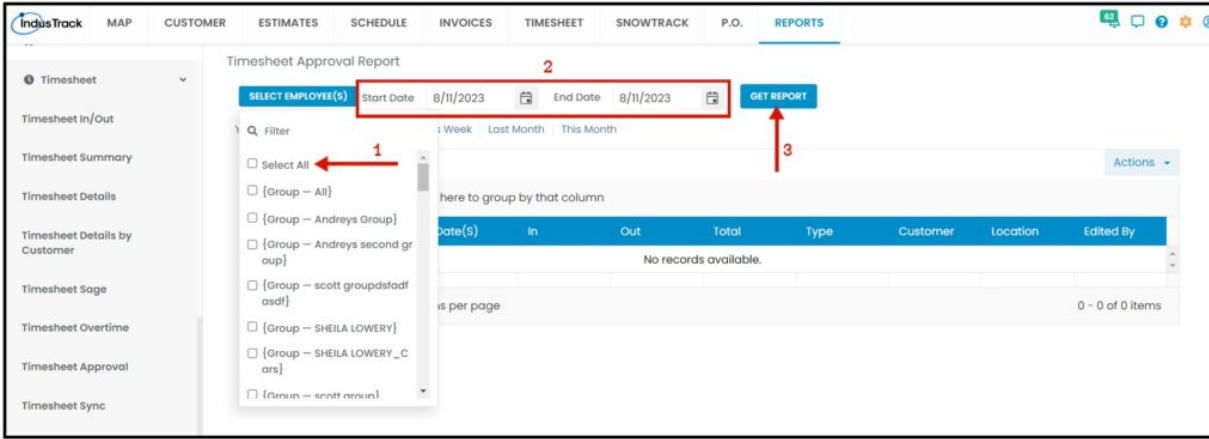
The screenshot shows the IndusTrack interface with the 'REPORTS' menu selected. The 'Timesheet Approval Report' is displayed, showing a table with columns for Employee, Day, Date(s), In, Out, Total, Type, Customer, Location, and Edited By. The 'Timesheet Approval' option is highlighted in the left sidebar, and the 'REPORTS' menu is highlighted at the top.

Employee	Day	Date(s)	In	Out	Total	Type	Customer	Location	Edited By
No records available.									

Generate Timesheet Approval Report

You can filter the report by the following:

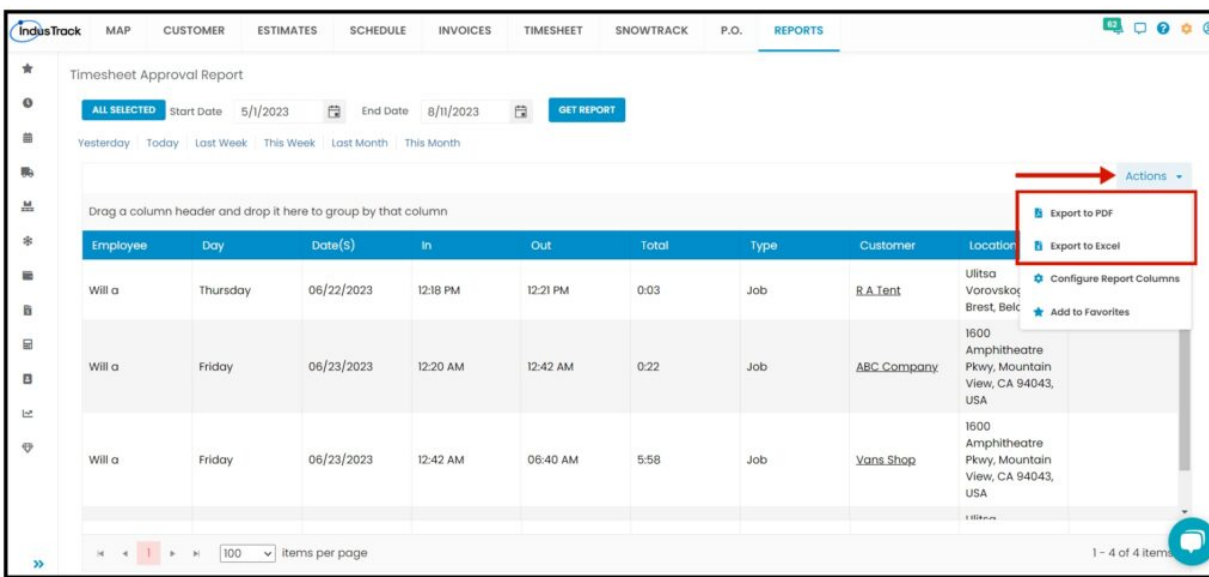
1. Employees –Name/s of employees
 - Click on **Select Employees**
 - You can **SELECT ALL** or click selected employee/s from the Drop Down Menu
2. Date/s – specific date of the report
 - Select the **start date** and **end date**
3. After you selected the employee/s and the start and end date, click **Get Report**.



After we click on Get Report, we can now export the Timesheet Approval Report into **Excel or PDF format** by clicking on the **Actions Button** and selecting **Export to PDF or Export to Excel**.

Export Report

- Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.

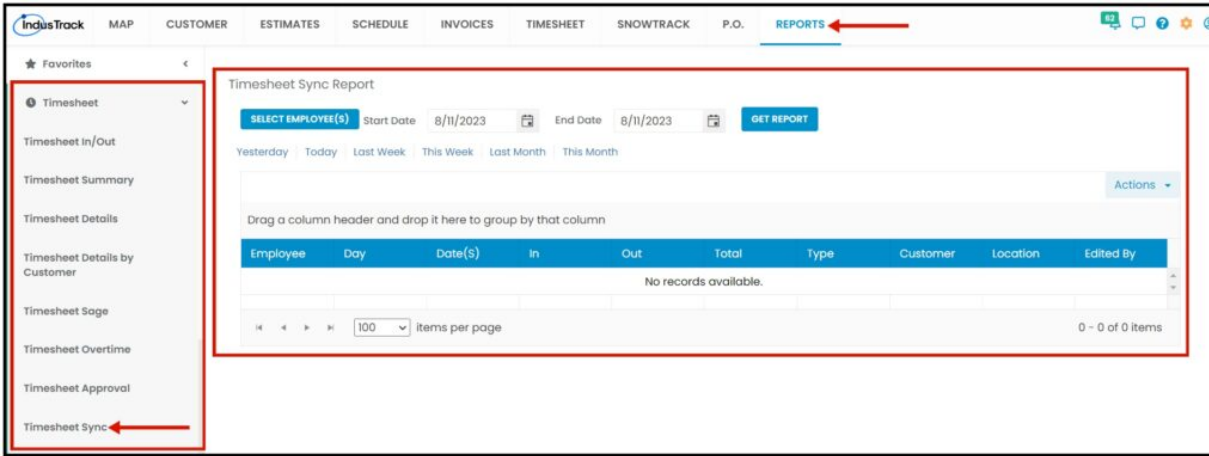


Timesheet Sync Report

You can find in this report, all of the Field Employees' timesheet entries that have been synced to QuickBooks sync.

- Employee
- Day
- Date(s)
- In
- Out
- Total
- Type
- Customer
- Location
- Edited By

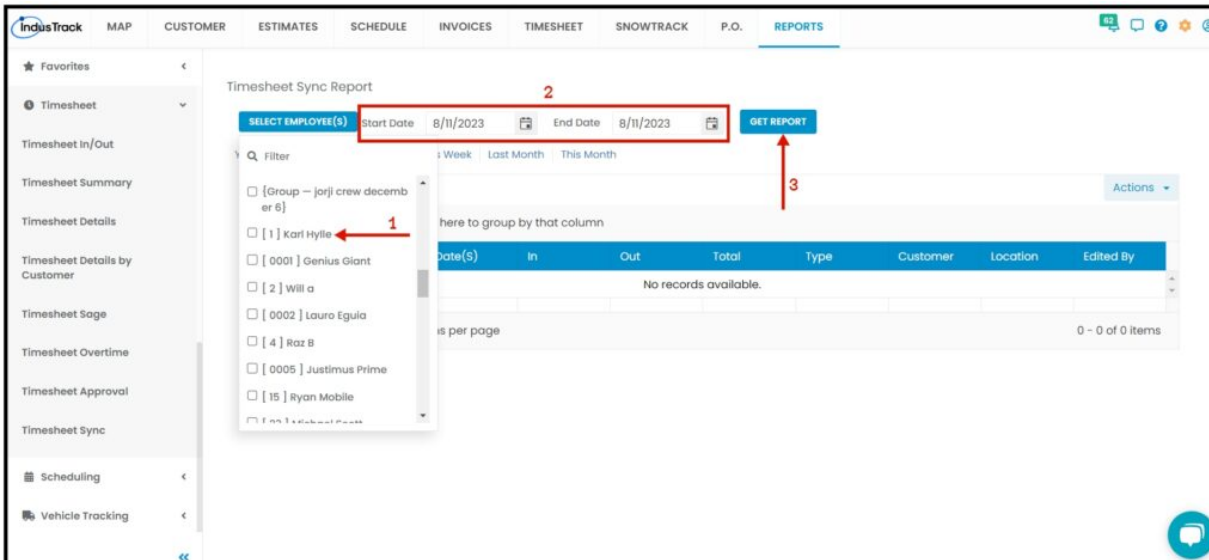
To view **Timesheet Sync Report**, go to **Reports** Menu on the top>Click **Timesheet**> on the drop-down click **Timesheet Sync Report**.



Generate Timesheet Sync Report

You can filter the report by the following:

1. Employees –Name/s of employees
 - o Click on **Select Employees**
 - o You can **SELECT ALL** or click selected employee/s from the Drop Down Menu
2. Date/s – specific date of the report
 - o Select the **start date** and **end date**
3. After you selected the employee/s and the start and end date, click **Get Report**.



After we click on Get Report, we can now export the Timesheet Sync Report into **Excel or PDF format** by clicking on the **Actions Button** and selecting **Export to PDF or Export to Excel**.

Export Report

- Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.

Timesheet Sync Report

ALL SELECTED Start Date 7/1/2023 End Date 7/31/2023 GET REPORT

Yesterday Today Last Week This Week Last Month This Month

Drag a column header and drop it here to group by that column

Employee	Day	Date(s)	In	Out	Total	Type	Customer	Location
Tony Chopper	Friday	07/28/2023	02:10 PM	02:40 PM	0:30	Break	Doflamigo	900 Old Mill Rd, Auburn, AL, 36830
Tony Chopper	Friday	07/28/2023	02:10 PM	03:10 PM	1:00	Travel	Doflamigo	900 Old Mill Rd, Auburn, AL, 36830
Tony Chopper	Friday	07/28/2023	02:10 PM	05:10 PM	3:00	Job	Doflamigo	900 Old Mill Rd, Auburn, AL, 36830
Tony Chopper	Friday	07/28/2023	02:10 PM	07:10 PM	5:00	Shift	Doflamigo	900 Old Mill Rd, Auburn, AL, 36830

Actions

- Export to PDF
- Export to Excel
- Configure Report Columns
- Add to Favorites

1 100 items per page

1 - 4 of 4 items

