# Performing Regular Fieldwork Tasks

1. View your schedule. The Resource view in the Contacts application shows all appointments that are assigned to a contact, even those outside of the Audit Planning & Quality use case. Appointments are grouped by the parent record.
2. Log time spent on the engagement. Logging time against your appointments helps audit managers identify how much actual time you have spent on individual phases of the engagement compared to the scheduled time. You can log time directly from an individual engagement that you are working on, or if you are working on multiple audits, you can access all of your appointments from your Contacts record and log all of your time for the week from a single place.
3. Track expenses. The Expense Reports application stores and maintains all expense reports, which are composed of individual records called expense slips. This application also contains workflow for review, where a designated reviewer may approve or deny expenses and provide review comments.
4. Create an audit report. The Audit Report template allows you to create regular reports about the engagement, which you can use when you meet with the auditee to review progress, discuss findings, etc.