TIME SUMMARIES:

Time summaries tab is used to sumamrize all the timesheets that's been entered on Effort Tracker application. You can summarize all the data and can view it on a weekly basis/ monthly basis / yearly basis.

- In order to view the data weekly , select the weekly option beside view .

You can get all the timesheets for that current week. Clicking on Prev and Next will take you to the previous and next week's timesheets respectively. Check the sample screen shown below.

09/15/2014 **View:** Weekly ▾ Prev Today Next Custom Date Range								
Project	Mon 9/15/14	Tue 9/16/14	Wed 9/17/14	Thu 9/18/14	Fri 9/19/14	Sat 9/20/14	Sun 9/21/14	Total
Ben's Work Order	13	0	0	0	0	0	0	13
Total:	13	0	0	0	0	0	0	13

■ Ben's Work Order

100%

- In order to view the data on monthly basis , select the monthly option beside view .

You can get all the timesheets for that current month. Clicking on Prev and Next will take you to the previous and next month's timesheets respectively. Check the sample screen shown below.

09/15/2014 **View:** Monthly ▾ Prev Today Next Custom Date Range					
Project	Week 1 9/1/14	Week 2 9/8/14	Week 3 9/15/14	Week 4 9/22/14	Total
Ben's Work Order	0	49.5	13	0	49.5
Total:	0	49.5	13	0	49.5

■ Ben's Work Order

100%

- In order to view the data on yearly basis , select the yearly option beside view .

You can get all the timesheets for that current year. Clicking on Prev and Next will take you to the previous and next year's timesheets respectively. Check the sample screen shown below.
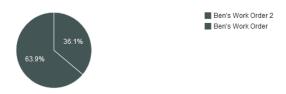
09/15/2014 View: Yearly ▼ Prev Today Next Custom Date Range													
Project	Jan: 2014	Feb: 2014	Mar: 2014	Apr: 2014	May: 2014	Jun: 2014	Jul: 2014	Aug: 2014	Sep: 2014	Oct: 2014	Nov: 2014	Dec: 2014	Total
	0	0	0	0	0	0	12	16	0	0	0	0	28
Ben's Work Order	0	0	0	0	0	0	0	0	49.5	0	0	0	49.5
Total:	0	0	0	0	0	0	12	16	49.5	0	0	0	77.5

■ Ben's Work Order 2
■ Ben's Work Order

36.1%

63.9%

- Use the custom date range option in order to view the time sheets entered in specified date ranges. Select the from date and to date to view the time sheets for that corresponding period.

From: 09/15/2014 to: 09/15/2014   Today Back

Proje			Total Hours
Ben's			13

◀ September 2014 ▼ ▶

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5