


















Weekly reporting

Use the **Project Update - WoW** view to do the following:

1. Check each project's estimates vs actual time tracked for the last week
2. Check each team member's estimates vs. actual time tracked per project for the last week

Project Update - WoW		Refreshed 9 mins ago     		
		Last 8 days   		
		ESTIMATED	TRACKED	
 General		316:00:00	251:37:53	▼
 Lulusar		140:45:00	49:06:30	▼
 Presales and Proposal		56:00:00	43:05:05	▼
 Customer Segmentation		26:00:00	13:10:00	▼
 Data Pilot Marketing		0:00:00	9:15:00	▼
 7 Knots Digital		99:00:00	103:55:02	▼
 We Guide		25:30:00	2:59:00	▼
 Zenfinex		59:25:00	43:04:00	▼
 Growth Stage		00:00:00	7:00:00	▼

Use the **Billable vs Non Billable Time Spent - WoW** to do the following:

Check each team member's division between billable and non-billable time for the last week