



Jobsheet report

Last updated - Jun 02, 2020 at 2:55PM

Web:	https://timedock.com
Email:	info@timedock.com
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

To view a report of hours applied to a specific job log in to TIMEDOCK and navigate to *Jobsheet*, find the job you wish to see details for and click the hours for that job item.

The screenshot shows the 'Jobsheet' interface. At the top, there are buttons for 'Add Project' and 'Delete Selected', along with a search bar containing 'test project'. Below this is a table with columns: NAME, STARTED, FINISHED, and HRS. The first row shows 'Test Project' with a start date of '2020-06-25', a 'Close This Job' button, and '14' hours. The '14' is circled in red. To the right of the table are icons for downloading the report as CSV or PDF. At the bottom, there is a 'Show 10 entries' dropdown and 'Previous 1 Next' navigation buttons.

A jobsheet summary will appear with only the hours applied to the currently selected job. The report can also be downloaded to PDF or CSV/Excel format by clicking the corresponding icons (circled in red in the image below).

The screenshot shows the 'Test Project' jobsheet summary. The title is 'Test Project' with a subtitle 'Tue 23 Jun 2020 12:00 AM - Thu 25 Jun 2020 11:59 PM'. Below this is a table with columns: TEST PROJECT, HOURS, and \$0.00. The table contains the following data:

TEST PROJECT	HOURS	\$0.00
Kevin Hawkins [0052x]	5	\$0
- No Activity	5	\$0
Tom Harold [TH01]	9	\$0
- No Activity	9	\$0

At the top right of the summary, there are two icons for downloading the report: CSV and PDF. These icons are circled in red.