Once you have finished reviewing and editing your time records, the next step is to generate a report. TimeSummit has more than 40 reports to choose from, all with a variety of options enabling you to customize them to your needs.

1. Click on the **Reports** navigation link.
    This will open the Reports view. In it you will see the "Choose Report" area, as well as three tabs: General, Filters and Options. These three tabs give you powerful control over how your reports appear.

2. Choose a report.
    Reports are subdivided into nine categories:
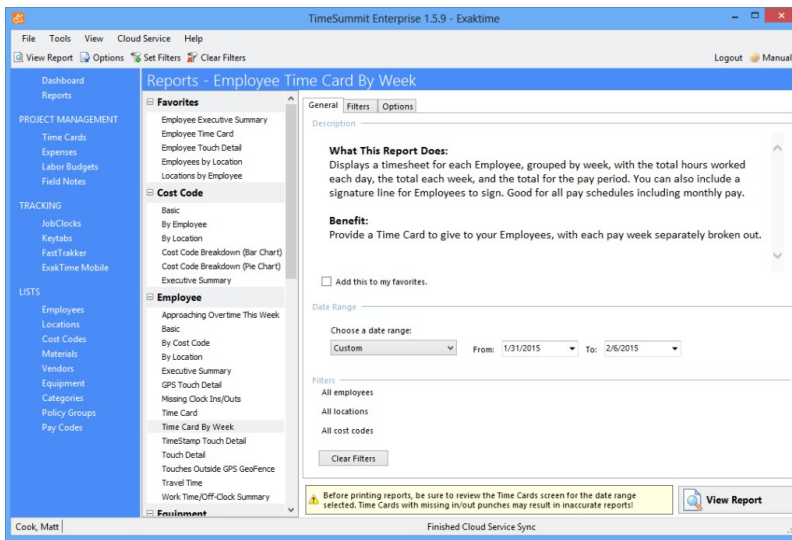
Favorites – A user-modifiable list that puts the reports you use most frequently at the very top of the screen. Our five most popular reports already appear here.
Cost Code – Display the total amount of time spent on different activities (cost codes).
Employee – Display the total amount of time employees spent working.

Exceptions – Summarize the problems/exceptions: i.e., employees who forgot to clock in or out, or who weren't where they said they were when they did clock in or out.

Executive Summary – Display employee, job site and cost code daily totals.

Executive Summary Report - Employees
Saturday, January 31, 2015 - Friday, February 6, 2015

Employee	Sat 01/31	Sun 02/1	Mon 02/2	Tue 02/3	Wed 02/4	Thu 02/5	Fri 02/6	Total
Cook, Matt	-	-	00:06	-	-	-	-	**00:06**
Total	-	-	**00:06**	-	-	-	-	**00:06**

Guesstimator – Provide estimates of payroll and job site costs.

Lists – Display active Employee/Location/Cost Code listings, JobClock status, and Field Notes.

Location – Display the total amount of time spent at each location.

Touch Detail – Display individual employee Start (In) and Stop (Out) times.

Take some time to go over each report type to find the one that best fits your needs. To get you started, here are a few of our most popular reports:

Employee Basic – Displays the total amount of time spent working by each employee for the specified date range. Overtime is optional and can be set in the report options. This report is one of the most helpful when preparing payroll.

Employee Touch Detail – Displays all Start (In) / Stop (Out) times an employee has for the specified date range. This report is useful if an employee would like to review his daily JobClock touches.

Employee Touch Detail
In and Out Punches between 1/31/2015 and 2/6/2015

Created on Thursday, Feb 26, 2015

Cook, Matt

Date	Start Location	Start Time	Stop Time	Stop Location	Cost Code	Shift	Paycode	Total
Mon 2/2/2015	Alpine Park	10:28 am	10:29 am	Barns Site	Demolition			00:01
Mon 2/2/2015	Barns Site	10:29 am	10:29 am	Barns Site	Electrical			-
Mon 2/2/2015	Alpine Park	10:30 am	10:31 am	Brentwood	Electrical			00:01
Mon 2/2/2015	Brentwood	10:31 am	10:32 am	Calabasas	Equipment Operator			00:01
Mon 2/2/2015	Calabasas	10:32 am	10:35 am	Calabasas	Electrical			00:02
							Daily Total	**00:06**
							Total	**00:06**

Location Executive Summary – Displays the daily hour totals at each site for one week. This report is useful for the business owner or supervisor who needs a basic overview of the hours worked at each location.

Employee Time Card – Displays the daily hour totals for each employee in the specified date range. Presents the information in a traditional time card format.

Other tabs on the Reports screen:

General Tab

The General tab gives you the ability to set the date range of the report you want to preview and to quickly clear any filters you may have previously selected. By default, the date range is the same range that is currently displayed in TimeSummit's Time Card screen. You can also identify whether this report should appear in your list of Favorites.

Filters Tab

Filters allow you to choose the details of your report. You can filter by Employee, Job Site, Cost Code, Employee Categories, Jobsite Categories, and Cost Code Categories.

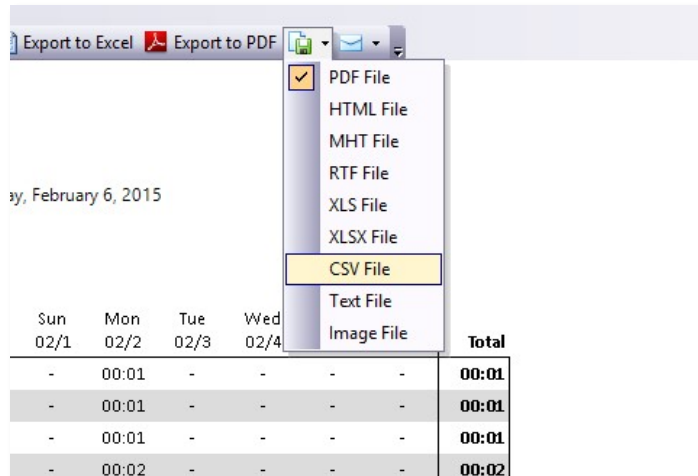**Note**: Filters vary depending on the report you choose.

Options Tab

Options lets you customize the Reports format.

Note: Options vary depending on the report you choose.

Export Formats

TimeSummit reports can be exported to the following formats:

- Microsoft Excel

- PDF

- Web (HTML)

- Mime HTML (MHT)

- Rich Text (RTF)

- Comma Delimited Text (CSV)

- Text

- Image

From the Report Preview screen, click the **Export to Excel** or **Export to PDF** button for those file formats, or the green disk icon to bring up a drop-down menu and select one of the other formats.

A dialog box will confirm the export. Click **Yes** to view the report.