The **Weekly Time Summary Report** in the AwareManager is designed to be as flexible as possible. This report is used to compare the total time entered per week to a required amount of hours.

Based on the search criteria entered (for example: contact ENG to ENG) the total amount of time they entered per week is compared to the Required Hours amount (for example: 20 hours) at the bottom of the search window, based upon the selected day the Work Week Begins (for example: Sunday).

A Variance between the Total Time and Required Hours is then displayed on this report.
Access this report from either the Operations menu on the Time List and select Weekly Time Summary Report, or go to the Reports capsule (located on the Administration tab) and navigate to the list of time reports to find the Weekly Time Summary Report.

Search window:

Enter a "Start Date" and select any "to" date you'd like, multiple weeks will be displayed on separate lines. Select the appropriate "Work Week Begins" day and enter the "Required Hours" each week.

Example of the Weekly Time Summary Report:

Weekly Time Summary Report
DIG Property Group
50 Congress Street
Boston, Massachusetts 02109

Search Ranges: Contact: Starting From POWER.HI
Start Date: January 7, 2008 to January 30, 2008

Week Starts	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
POWER.HI - Hi Power								
Jan 6 08		2.53	0.00	0.73	0.00	0.00	0.00	3.27
Jan 13 08	0.00	0.67	0.00	0.00	0.00	0.00	0.00	0.67
							Total:	3.94
							Average:	1.97
							Report Totals:	3.94

Records printed: 14