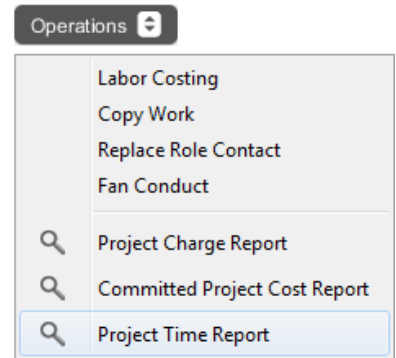


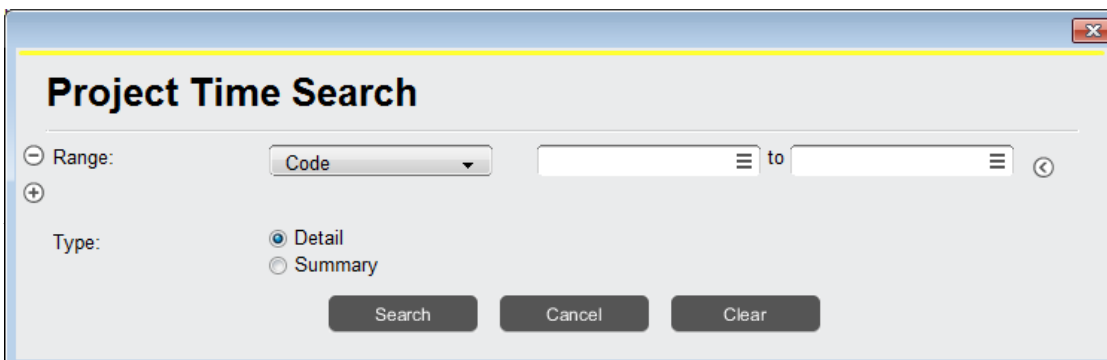
The **Project Time Report** is designed to be as flexible as possible. This report is designed to show actual time, estimated time, and estimated project overruns based on your search criteria. All Time records will be linked directly to the Project or indirectly through a Work record.

To access this report, open the **Operations** menu from the Project List View, and select **Project Time Report**.

You can also go to **Administration→Reports** from the Console and navigate to the list of Project reports to find the Project Time Report.




Selecting the Project Time Report will open a Project Time Search window:



The screenshot shows the 'Project Time Search' window. It has a title bar with a close button. The main area contains a 'Range:' section with a 'Code' dropdown and two input fields separated by 'to'. Below this is a 'Type:' section with radio buttons for 'Detail' (selected) and 'Summary'. At the bottom are 'Search', 'Cancel', and 'Clear' buttons.

### Example of the Project Time Detail Report:



# Project Time Detail Report

## DIG Property Group

50 Congress Street  
Boston, MA 02109

Search Ranges:
Code: CONF ROOM1

Project	Name	Actual Start Date	Actual End Date	Hours To Date	Estimated Hours	Percentage Completed	Percentage Over-Under
CONF ROOM1	Conference Room 1 Buildout	Feb 17 10	Jun 1 10	31.75	120.000	35%	-24.00%
	0105 MACK.JOE	Mar 5 09		2.00	Carpentry		
	0106 MACK.JOE	Mar 5 09		1.00	Carpentry		
	0179 PLUG.SPARKY	Sep 25 08		1.00	Electrical		
	0246 ALM	Sep 14 09		1.00	Carpentry		
	0313 CARVER.J	Mar 23 10		6.00	Carpentry		
	0314 CANE.TIM	Mar 25 10		5.00	Carpentry		
	0336 ENG	May 11 10		1.00	Electrical		
	0342 MACK.JOE	Mar 18 10		6.50	Carpentry		
	0343 MACK.JOE	Feb 11 10		8.25	Carpentry		

Records printed: 1