

Activity Code Report

The Activity Code Report will summarise all time for any/ all users for any period of time.

Example.

See all time logged for an entire season for all staff:

search [] team member * choose team member [v] location all [v]

Imran Raza
 Timesmart Limited
 Mark Crarer
 Bill Fletcher
 Dami Rivista
 David Maxwell

from Jun 01 2016 [calendar] to May 31 2017 [calendar] group by activity code, user [v] order by hours [v] descending [v] go

Select the people required by ticking the box alongside their names.

Select the dates for the season

There are 2x options in this dropdown.

activity code, user [v]
activity code
activity code, user

There are 2x options in this dropdown.

hours [v]
hours
activity code

Activity Code	User	Hours
GEN	Bill Fletcher	2706.2166
GEN	David Maxwell	2664.7500
GEN	Dami Rivista	2204.2500

Here is the work time for the season. In addition all leave totals including Rostered Time Off will be displayed using the search criteria above.