



Interactive Summaries

Interactive summary sheets provide summary report information. For example, the following Department Hours summary sheet displays total pay designation hours worked in each department over the current period.

Department Hours								11/13/05 to 11/19/05
Department	RG1	OV1	DB1	RG2	DB2	RG3	VAC	Totals
Totals	2021:50	92:19	27:00	4:00	8:00	67:32	56:00	2276:41
000999	23:42							23:42
ADMIN	330:44	17:55	3:00					351:39
AIR MGR	232:25	13:30	9:00		8:00			262:55
AREA MGR	194:17	8:00						202:17
CASHIER	345:46	14:26	3:00					363:12
MAINT	23:48	1:00	3:00					27:48
PARK	59:21	3:00		4:00				66:21
TRANS	720:35	31:28	9:00			67:32	56:00	884:35
VALET	91:12	3:00						94:12

You can:

- Drill down for more detailed information at every row, simply click the employee or workgroup name
- Create a PDF version of the summary by clicking Print Preview
- Export the data to Microsoft Excel by clicking Excel
- Sort columns in descending/ascending order by clicking column headings, changing the focus of the summary
- Change the time period summarized using the  icon.
- Access more detailed information at different workgroup levels using the  icon.