

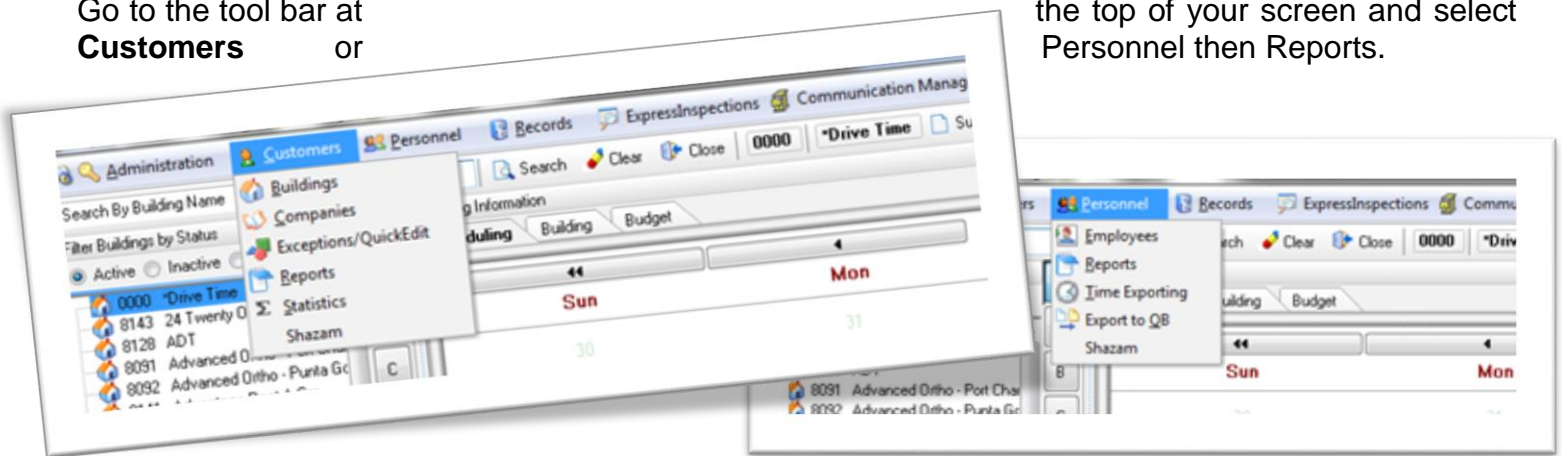
**Reports** - ExpressTime has developed a multitude of reports associated with Buildings and Services to help you get the most out of your system. The following is a guide to various reports ExpressTime has to offer. Because there are so many reports to choose from we have limited this guide to cover a few of the most popular. We suggest that you take your time and explore all of the reports that we offer in your free time. I'm sure there are several more not listed here that can be an asset to your business

The majority of the reports in ExpressTime is grouped together under Clients/ Personnel / Favorites Reports while the others are placed throughout the program. First, we will discuss the grouped reports and then the miscellaneous reports throughout the program.

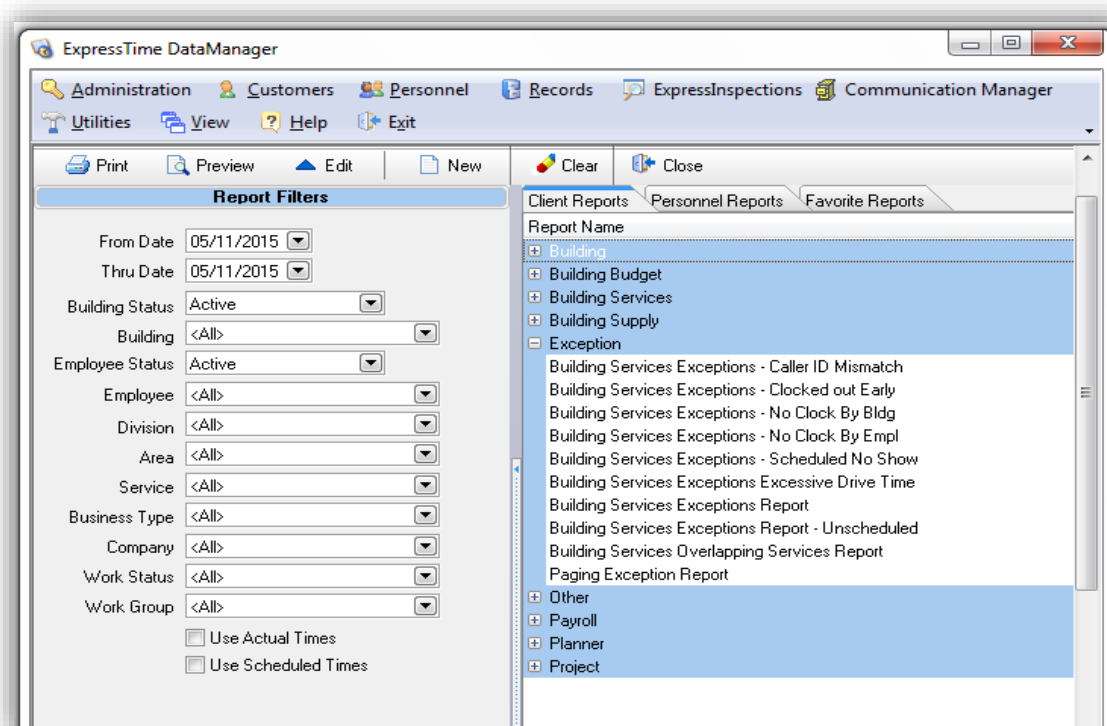
### To access the following Client / Personnel / Favorites Reports:

Go to the tool bar at  
**Customers** or

the top of your screen and select  
Personnel then Reports.



The **Client Report** tab offers a selection of reports that allows you to see and print reports such as building list, schedule services, budgeted hrs. Vs. actual hrs., employee punches and exceptions to mention a few.



The [Personnel Reports](#) tab works on the same principal but gives you information concerning your employees such as hire and termination dates, employee notes etc...

The [Favorite Reports](#) tab is a convenient way of limiting the view of available reports to those most often used. To assign a report as a *favorite*, simply right click on the name of the report and select "Add to Favorites."

**Note:** If favorites have been selected, then the user will see the favorites tab first upon selection any report window. Both the Customers and Personnel are available by clicking on the appropriate tab header.

