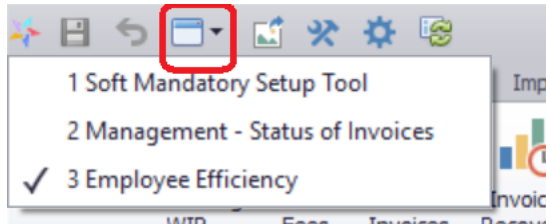


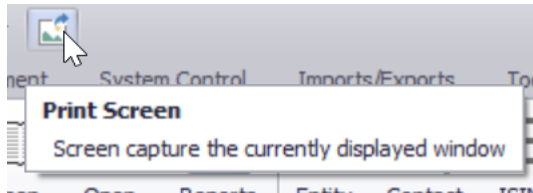
Open Windows

When users have multiple screens open, there is an icon in the top toolbar that enables users to view all of the screens that they have open. Users can then click on any of the open windows to ease navigation. (Same function as Microsoft)



Print Screen

Also in the top toolbar is an icon for Printing the Current Screen.



Add Notes and Comments to Reports

We have added a feature for all public query builder reports where users can now add information about the report. For example, What the report is used for, who uses it, what the components are, etc.

Current Report Selected - Time Transactions to Grid

Select a Master Entity
AcuSoft Group Limited

Select an Entity - Leave Blank For All
Entity

Please Enter The Date(s) Below
From To

Select an Employee - Leave Blank For All

Select an Activity Code - Leave Blank For All

Select Only Non-Invoiced Time

Select Activity Code Billing Type
Chargeable Activity Codes

Additional Report Notes
Report shows all Time Transactions between Dates, Employees, Activity Codes or an Entity
Note: Columns 'Approved By' and 'Date Approved' are populated when the Approve Time module is enabled