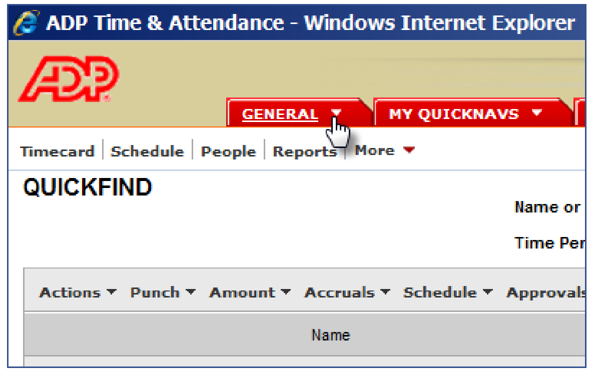
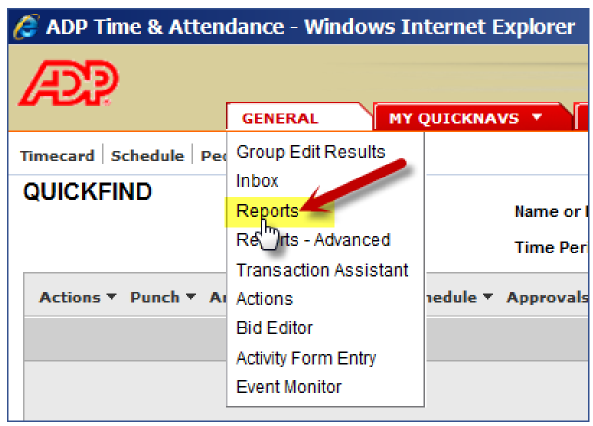
Reporting on Notes and Comments entered on time cards

Open eTime through the Portal as usual.

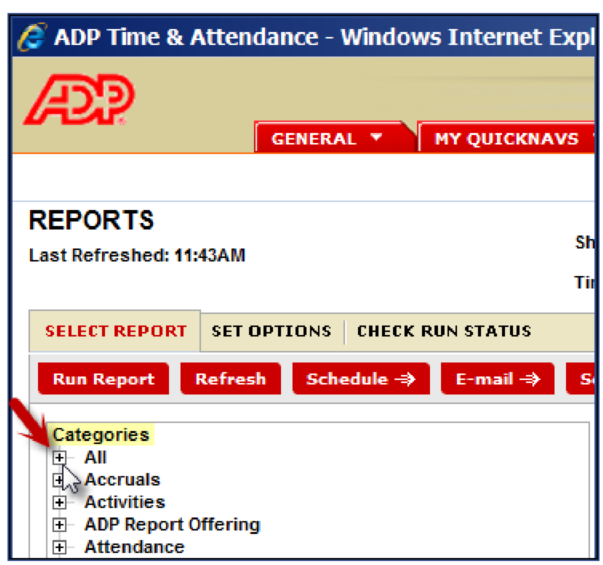
Click the triangle on the GENERAL tab to bring up the menu.



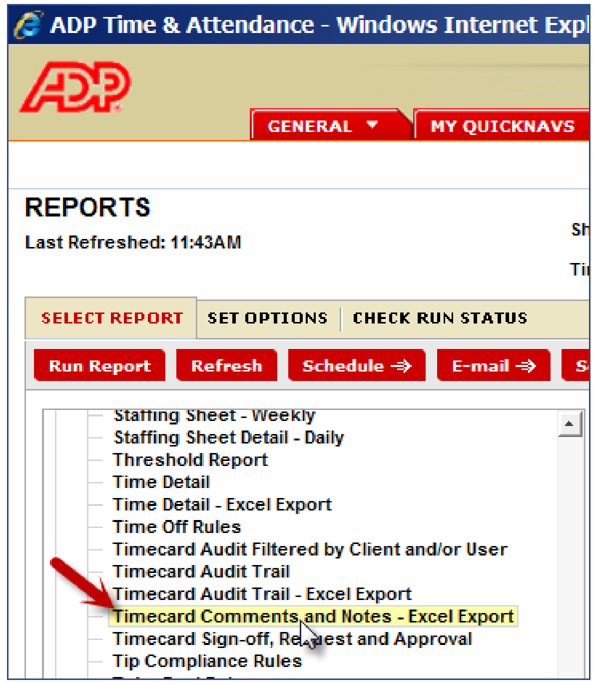
Select Reports from the drop-down.



Click the plus sign next to **All** to open the list of all reports.

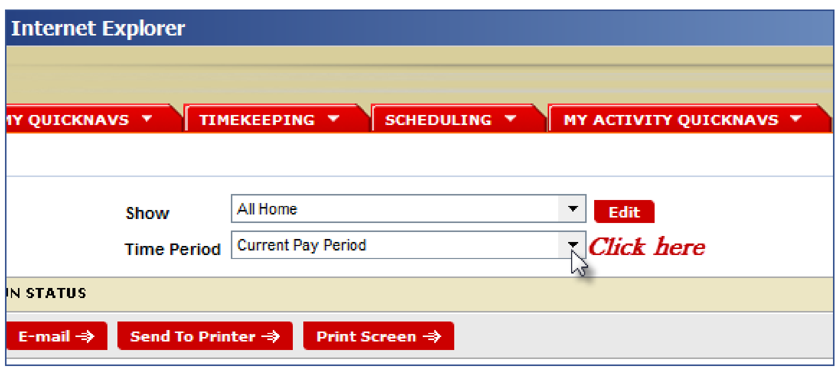


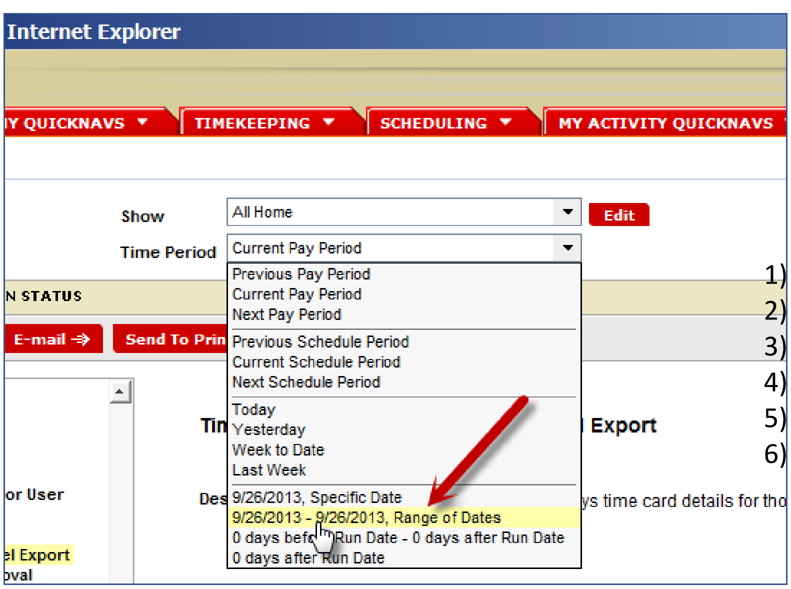
Scroll down to a report called **Timecard Comments and Notes – Excel Export**, and click to select.



At the top of your screen, select the time frame you're wanting. This example shows how to request a specific range of dates. In the **Time Period** field:

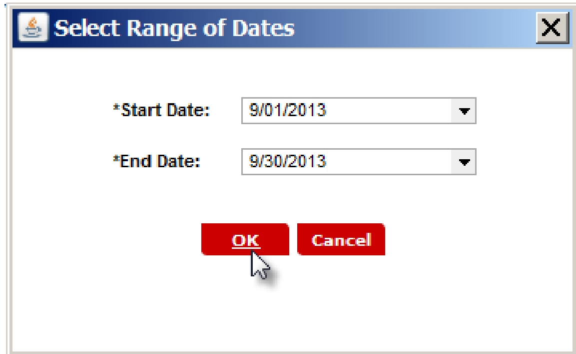
Click the drop-down arrow.



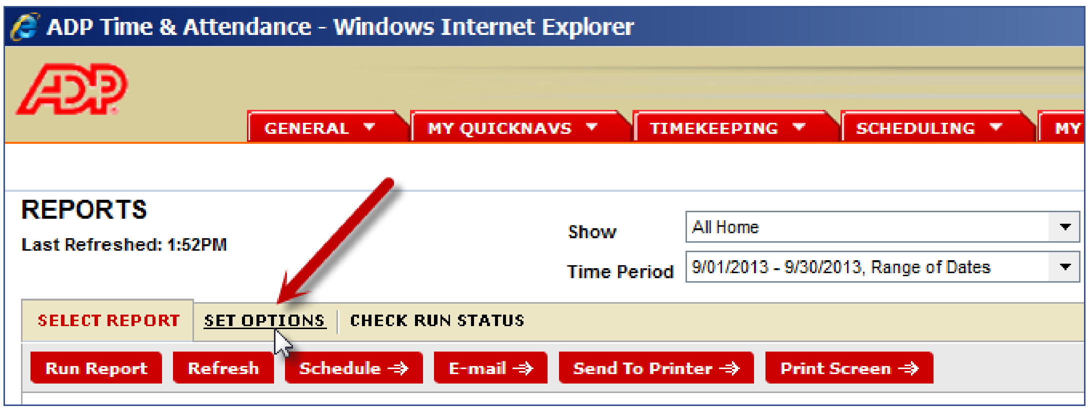


Click the option for **Range of Dates**.

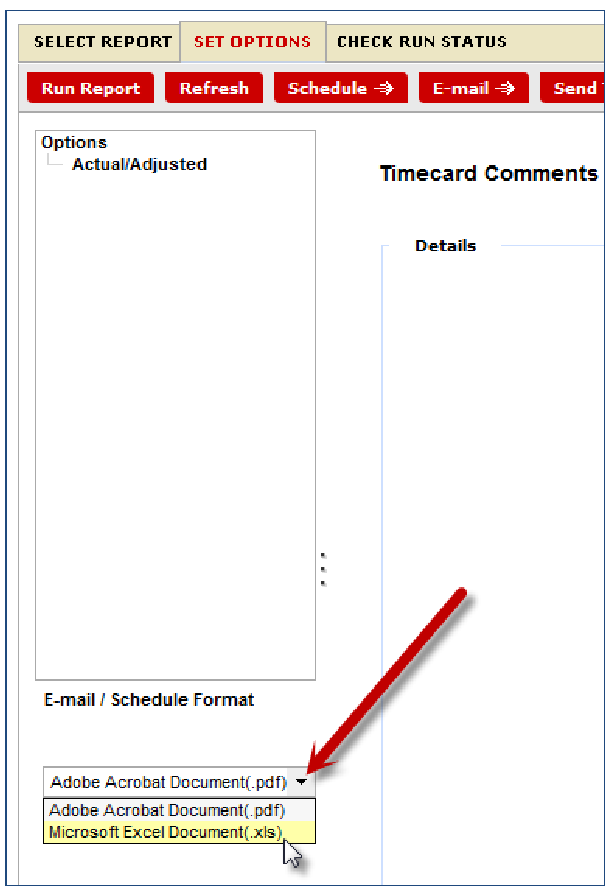
Enter the range. This example shows the month of September 2013. Click **OK**



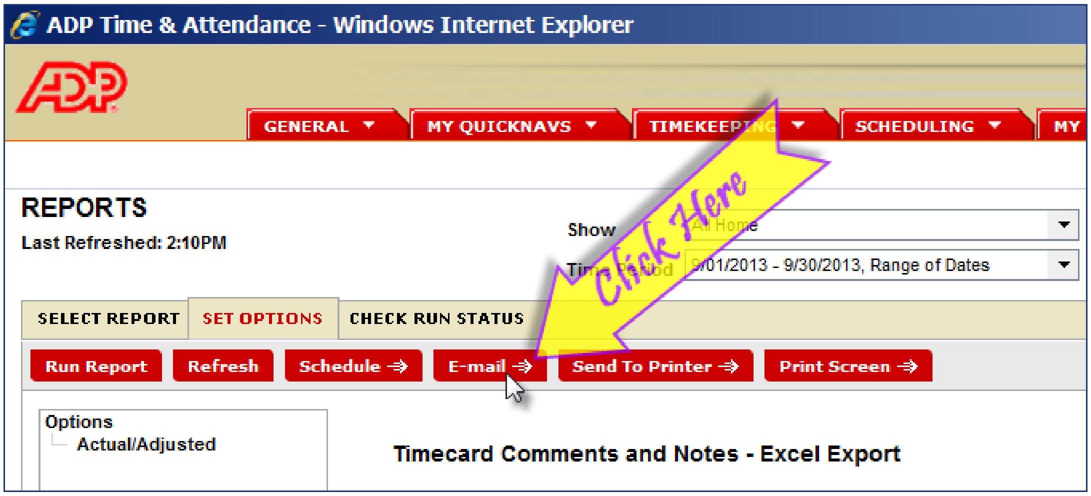
Click on the second tab, SET OPTIONS.



At the lower left, click the drop-down arrow and select **Microsoft Excel Document(.xls)**.

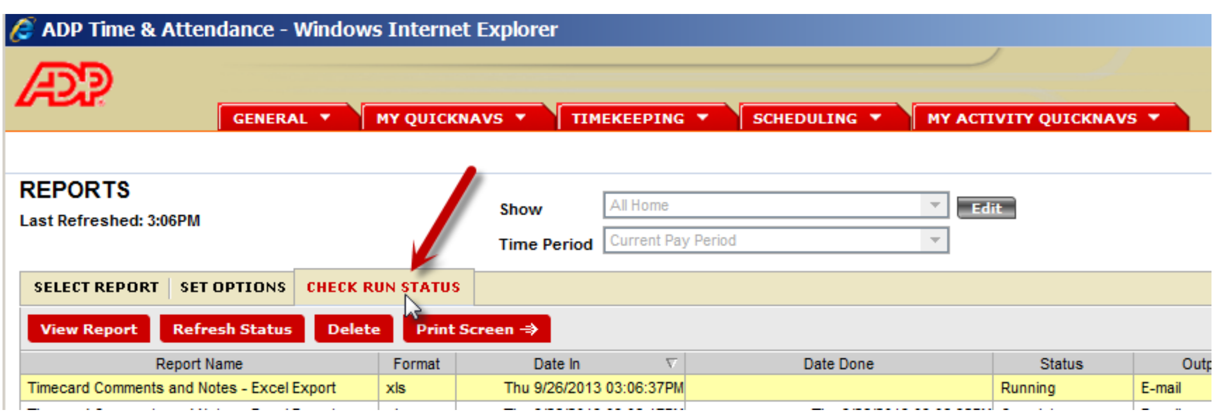


The only way to get Excel output is to click the E mail button. If you click **Run Report**, you'll still get a *.pdf output, even though you've selected Excel.



Note that the pop-up can't automatically pull your address from your User ID – you must type it in. If you want to share this report with another person, put a semicolon and space between addresses. Then click "OK."

Your report should show up in your e-mail in a minute or two, but you can verify that it is running if you're not sure. Click the CHECK RUN STATUS tab.



You can see on this screen the time you submitted the report, that its status is **Running**, and it will be e-mailed when complete.