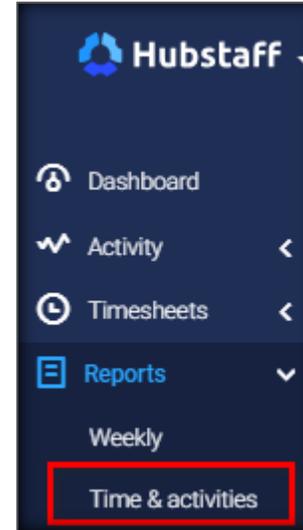


# Creating your weekly Hubstaff report

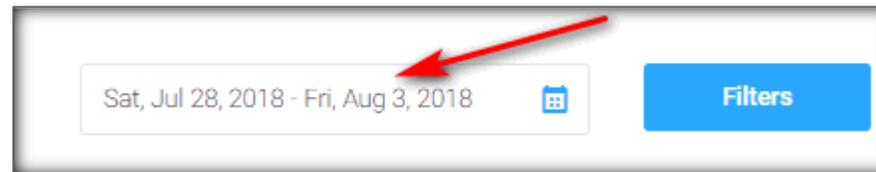


## How to create your Hubstaff report

Log into your Hubstaff account.  
In the left column, find [Reports](#), then [Time & activities](#).



In the upper right, find the white box showing a date range.



Click in the box showing the date range, and click the start date in the left box, and the end date in the right box.  
Be sure the date range is Saturday through the following Friday.

Sat, Jul 28, 2018 - Fri, Aug 3, 2018

Filters

Today

Yesterday

Last 7 Days

Last week

Last 2 weeks

This Month

Last Month

Custom Range

Cancel Apply

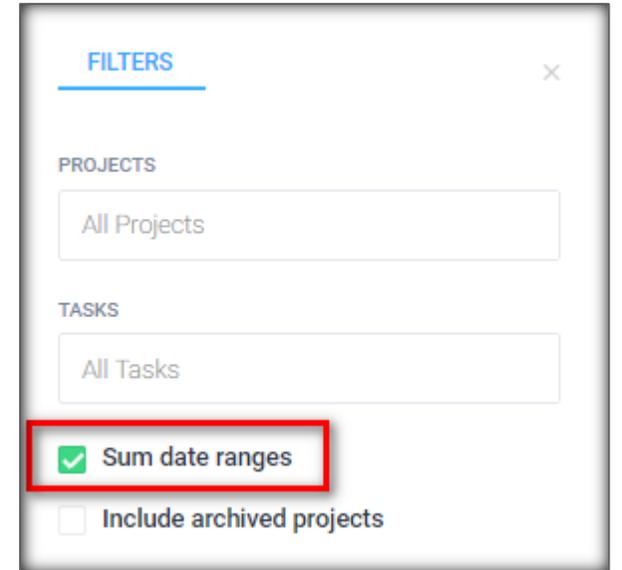
← Click Apply

Jul 2018							Aug 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30	29	30	31	1	2	3	4
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	1
29	30	31	1	2	3	4	2	3	4	5	6	7	8

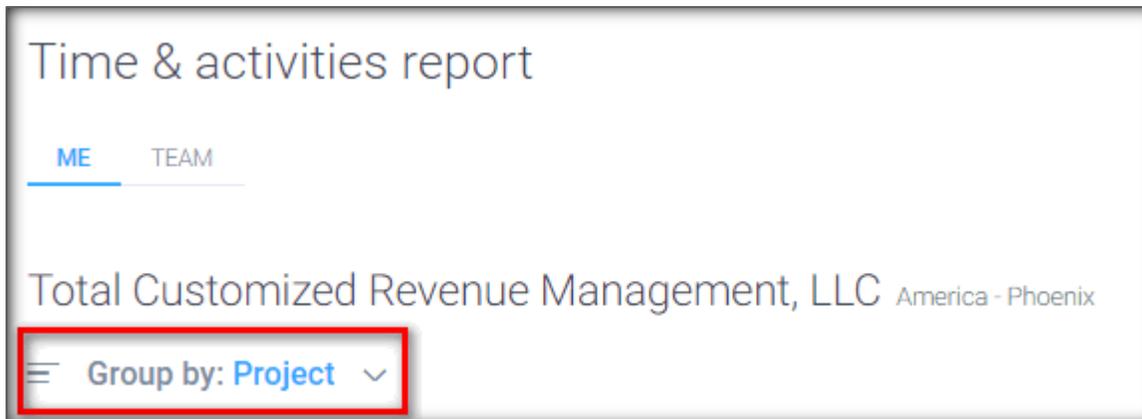
Next, click the blue **Filters** button.



Check **Sum date ranges**.



At the left of the screen, use the dropdown to select **Group by: Project**.



Sat, Jul 28, 2018 - Fri, Aug 3, 2018

## Work Report

### Total Customized Revenue Management, LLC

Invoice: 10000000

Date	Task ID	Tasks	Time	Activity	Earned	Notes
Sat, Jul 28, 2018 - Fri, Aug 3, 2018			1:53:11			
<b>Total</b>			1:53:11			

Invoice: 10000000

Date	Task ID	Tasks	Time	Activity	Earned	Notes
Sat, Jul 28, 2018 - Fri, Aug 3, 2018			18:50:00			
<b>Total</b>			18:50:00			

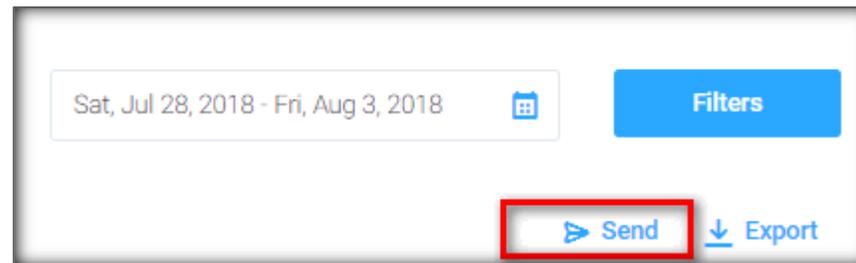
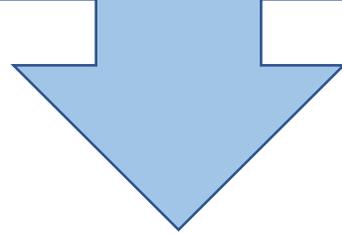
Invoice: 10000000

Date	Task ID	Tasks	Time	Activity	Earned	Notes
Sat, Jul 28, 2018 - Fri, Aug 3, 2018			4:05:30			
<b>Total</b>			4:05:30			

You will now be able to create your invoice by looking at the total of the various projects and inserting the times into the correct lines.



Finally, after completing and sending your invoice(s), it's time to send your Hubstaff report as verification of the hours you worked. Invoices will not be processed without this verification, and the invoices and reports must be received on the same Friday before midnight, EST. Under the blue Filters button, click on Send. Be sure to copy yourself when sending.



Please be sure to follow all these steps carefully to ensure that your invoices are processed as quickly as possible. Invoices are paid within 30 days of being approved, so the less time spent on correcting errors or adding missing information, the sooner your invoice can be entered into the queue for payment.