


Filtering reports just got easier! Easy Time Clock offers **Group Projects**, a way to combine multiple projects together for special payroll processing, job costing, and more specific project time tracking.

After you have created Projects in the **Features** tab, **Projects**, and assigned them to your employees in the **Features** tab, **Assign Projects & Breaks**, go to the **Features** tab, **Group Project**.

Enter a Project Group name and **Save Changes**.

Check the boxes next to all projects you want to be included into the Group and **Save Changes**.

Reps		1st Break <input type="checkbox"/> 2nd Break <input type="checkbox"/> Client Management <input checked="" type="checkbox"/> Data Entry <input type="checkbox"/> Filing <input type="checkbox"/> Lunch <input type="checkbox"/> Management <input type="checkbox"/> Night Stock <input type="checkbox"/> Packing/Shipping <input type="checkbox"/> Prospective Clients <input checked="" type="checkbox"/> Reception <input type="checkbox"/> Trade Show <input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehouse		1st Break <input type="checkbox"/> 2nd Break <input type="checkbox"/> Client Management <input type="checkbox"/> Data Entry <input type="checkbox"/> Filing <input type="checkbox"/> Lunch <input type="checkbox"/> Management <input type="checkbox"/> Night Stock <input checked="" type="checkbox"/> Packing/Shipping <input checked="" type="checkbox"/> Prospective Clients <input type="checkbox"/> Reception <input type="checkbox"/> Trade Show <input type="checkbox"/>	<input type="checkbox"/>
<b>Add New Project Group</b>			
<input type="text"/>	<input type="text"/>		





**Hours Filter**

Hours  ▼

Proj. Group  ▼

Project  ▼

PTO  ▼

Reps

Office

Warehouse

Now when you visit your reports, you will notice a new filter.

Employee	Date	In	Out	Hours	Type
Bathory, Elizabeth	Tue 4/12/2016	8:15 AM	5:00 PM	8h 45m	Prospective Clients
Bathory, Elizabeth	Wed 4/13/2016	7:00 AM	3:00 PM	8h 0m	Trade Show
Bathory, Elizabeth	Thu 4/14/2016			8h 0m	Prospective Clients
Berkowitz, David	Wed 4/13/2016	7:00 AM	11:00 AM	4h 0m 8h 0m	Client Management Trade Show
Berkowitz, David	Thu 4/14/2016			8h 0m	Prospective Clients

This filter will allow you to only display the Projects within that Group.

For further assistance with Group Projects, contact Customer Service.

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