SPUD Start Processing Useful Data		Labour report														
ISSUE REFERENCE:	SC DCI-0001															
Doc. No. SNTR-22	Issue No: 01	!!	ssue Date: 01.06.19													
	Reports / Labour Repo	ort														
Labour Report				Quick links Help												
No Clock Report 13.05.2019 - 19.05.2019	Hingsbury Road ~	Select Trade ~	Select User Role ∨	Select User 🗸												
Yes Group By Employee			Lates	Search												
Ves Group By Employee				<u>A</u> ~												
First Name & Surname & Reference & External Reference &	Project ☆ Project ☆ Skill ◇ Trade ◇ Total Number Name Skill ◇ Trade ◇ Hours	al ≎ Total ≎ Base ≎ Overtime ≎ rs (£) Hours Hours		<u>₹</u> √												

- Select the date range you would like the report to be generated from.
- Select the project/ Projects that you would like to see in the report. You can also filter the report by a trade type, user type, or by a specific person if you wish.
- Once you have selected the information, the labour report as pictured below will be created.
- The report can be exported from SPUD if you wish. To do this click the icon. Then chose the format you would like to export the report to. For example, Microsoft Excel.

Labou	r Repo	rt																			Qui		пер
No C	lock Report		27	.05.2019 -	02.06.2019		Hatfield	Road ~				Sele	ct Trade	~			Selec	t User Role 🗸	·		Sele	ct User ∽	
Yes G	roup By Empl	oyee																		Latest		•	Search
																							<u>.</u>
First Name	🗧 Surname 🗘	Reference 🗘	External Reference	⊖ Project Number ≎	Project Name	Skill 0	Trade 🗘	27.05 MON	28.05 TUE	29.05 WED	30.05 THU	31.05 FRI	01.06 SAT	02.06 SUN	Total Hours ≎	Total (£)	Base Hours <sup>⇔</sup>	Overtime Hours	Weekend Hours	Base (£) ≎	Overtime (£)	Weekend (£)	Comment:
The hog	Penelope	CU50005		1998	Hatfield Road	Construction Manager	Site Management								0	0	0	0	0	0	0	0	
Riley	Murphy	CU50006		1998	Hatfield Road	Bricklayer	Trades		00						0	0	0	0	0	0	0	0	
Sam	Knight	CU50010		1998	Hatfield Road	Crane Supervisor	Lifting		00						0	0	0	0	0	0	0	0	