

<b>Sample Report</b>									
Description	User	Start Date	Start Time	End Date	End Time	Duration (h)	Duration (decimal)		
correspondence /reviews	Sharon	05/25/2022	1:41:31 PM	05/25/2022	1:52:18 PM	0:10:47	0.18		
PGA project	Sharon	05/25/2022	10:49:54 AM	05/25/2022	11:32:00 AM	0:42:06	0.7		
linked in	Sharon	05/25/2022	10:22:04 AM	05/25/2022	10:26:57 AM	0:04:53	0.08	*Each item in this column (which represents the amount of time/percentage of an hour) would be multiplied by the hourly rate.	
google my business Pineapple ROC	Sharon	05/25/2022	10:01:00 AM	05/25/2022	10:21:16 AM	0:20:16	0.34		
google my business Pineapple ROC	Sharon	05/19/2022	2:30:21 PM	05/19/2022	3:30:00 PM	0:59:39	0.99		
listing package	Sharon	05/18/2022	2:19:44 PM	05/18/2022	2:33:49 PM	0:14:05	0.23		
policies on websites	Sharon	05/18/2022	9:46:25 AM	05/18/2022	9:55:02 AM	0:08:37	0.14		
listing package	Sharon	05/18/2022	9:11:17 AM	05/18/2022	9:32:39 AM	0:21:22	0.36		
listing package	Sharon	05/17/2022	4:31:56 PM	05/17/2022	4:46:25 PM	0:14:29	0.24		
housekeeping application	Sharon	05/17/2022	11:11:17 AM	05/17/2022	11:14:28 AM	0:03:11	0.05		
listings information	Sharon	05/17/2022	10:40:45 AM	05/17/2022	11:07:00 AM	0:26:15	0.44		
housekeeping application	Sharon	05/17/2022	10:17:34 AM	05/17/2022	10:33:42 AM	0:16:08	0.27		
Thursday meeting	Sharon	05/12/2022	11:00:00 AM	05/12/2022	12:30:00 PM	1:30:00	1.5		
mainstreaming email	Sharon	05/12/2022	10:32:25 AM	05/12/2022	11:02:11 AM	0:29:46	0.5		
templates for check in	Sharon	05/11/2022	2:35:01 PM	05/11/2022	2:57:52 PM	0:22:51	0.38		
update photo everywhere	Sharon	05/05/2022	10:56:55 AM	05/05/2022	11:08:55 AM	0:12:00	0.2		