VIVA! Communications – activity reports tutorial

Login:
sam@vivacommunications.com.au
SJ@vc2022!

Pulling activity reports from Zoho
1. Go to project you are pulling for
2. Top row, select timesheet
3. Three buttons on top right of the page
4. Specify dates you are pulling for (last date of previous month to second last day of current month)
5. Export time sheet
   - Task/Issue Name
   - Date
   - Daily Log
   - Hours (For Calculation)
   - Log Cost
   - Task List/Module
   - User
   - Billing Type
   - Notes
   - ➔ **Export, do NOT put a password on timesheet unless otherwise specified**
6. Download and open timesheet
7. Delete every different users page
8. Font size & style:
   - **Heading**: 12 in Century Gothic black bolded
   - Body: 11 in Century Gothic black
9. Bold all of the titles from step 5
10. Separate tasks together by alphabetizing document
11. Headings are to be put in gray boxes in merged cells on top of each task
12. Insert a cost per hour column at the right of the notes column
13. Log cost column = Cost per hour * Hours (for calculation) column
14. Sum = subtotals for different task issues
15. Create a subtotal under each task with a cell above and below it before the next task
16. Total = subtotals added together
17. Format the total with a top and bottom border in size 12
18. Sending an email of the activity report to Paul/Kirsten/Jules. All activity reports have to be sent to Paul but reports that are specifically Jules or Kirst's clients should copy in Kirst and Jules. Example email:
    - Hi Paul,
      Attached is the activity report for XXXX
      Total XXXX
      Kind regards,