Welcome to FunctionFox! Questions or comments? Contact us at 1.866.369.8463 or email staycreative@functionfox.com. We are here to help!

FunctionFox Reporting

FunctionFox offers multiple reporting options in order to give you a comprehensive record of the work being done within your account. These reports include the Client Report, Project Report, and Status Report.

Client Report

Click on Reports > Client in the left menu to go to the Client Report page. This is our ‘big picture’ report, and will show you ALL work done for a client (or all clients), within a chosen date range.

On the Client Report setup page, you can also choose to filter on specific project Statuses and Types. Click the [+] icon next to any drop-down menu to enable multi-select using the Ctrl+Click keys (CMD+Click if you're on a Mac).

After producing the report, you have the option of saving it in Excel format, or using the Print link at top right of the FunctionFox window.

![Client Report](image)

Note: If you choose to report on All Clients and All Projects, you may only view a Summary report. A summary Client Report will display the average rate between all tasks. You have the option of including Project Costs if you report on one specific Client in Detail.

Project Report

The Project Report (Reports > Project) allows you to pull a record of all work done for one specific Client and Project, in either a Summary or Detail view. This report can be saved in both PDF and HTML formats, in addition to Excel.
Status Report

The Status Report (Reports > Status) allows you to pull information regarding the current status of your projects. You may focus the report on specific project Statuses, and the Show drop-down menu allows you to include the project Scope, Type, and Status Change date (the date that a project was moved from one status into another—Open to Closed, for example).

Editing Timesheet Entries

If you choose to produce a Client, Project, or Personnel Report in Detail, you also have the option to include ‘Edit Entry Link.’ Checking this box before producing the report will insert a Timesheet column with Edit links that allow you to navigate directly to that Timesheet entry. This is useful if you need to make changes to past Timesheet entries (time entered on the wrong date, or under the wrong project, for example). Click the Edit link, make your Timesheet adjustments, and then click the Go To Report button to return to your Report.