



Time Reports Guide

Overview

SOP automatically creates truck time cards based on each truck's load and unload times.

To access a time report during a shift, click on the Time Report button at the bottom of the Returning Loads list, or use the Reports button on the Summary view. After a shift is closed, Project Managers can access the Time Report under the Reports tab.

Time Report

The Time Report includes a record for each truck, along with their sign in and out times, their first load time and start time, and their total time, loads, and tons.

Truck Company	Sign In	Start Time (m)	First Load	Sign Out	Total Time (h)	Loads	Tons	
001	07:30 am	12	07:42 am	04:22 pm	8.87	4	84.14	EDIT
51	07:30 am	! 18	07:48 am	05:08 pm	9.63	4	85.19	EDIT
57	07:45 am	13	07:58 am	03:35 pm	7.82	3	63.40	EDIT
240	07:45 am	! 20	08:05 am	04:56 pm	9.18	4	91.51	EDIT

Summary

At the bottom of the Time Report, there is a summary of the Time Report, including Totals and Averages. The Time Report can also be downloaded to a CSV file to view in Excel.

	Trucks	Start Time (m)	Total Time (h)	Loads	Tons
Total	11	195	92.17	38	818.71

	Start Time (m)	Total Time (h)	Loads	Tons
Average	18	8.38	3.45	74.43

[DOWNLOAD CSV](#)

Adjustments

If a driver's time needs to be adjusted because of delays or extra work, adjustments can be added to their time report.

To add an Adjustment, select a time report record and click Edit to view the details panel. Use the add minutes button to increase the adjustment, or use Toggle + to subtract time. Then select a reason and add a note before clicking Save.

The new adjustment will now be included in the adjustments list, and the sign out time will be changed to reflect the new time.

Approval

Use the Approve button to close the time card and mark it approved. Once approved, the Edit button will change to an Approved button, and the user who approved the entry will be tracked.

Using the Sign Out button on the Last Unloaded and Returning trucks view will automatically approve a time card.

240	07:45 am	⬇️ 20	08:05 am	04:56 pm	9.18	4	91.51	EDIT
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Create Time Adjustment: 0 Minutes

Use buttons to change adjust minutes.

+15+10+5+1

TOGGLE +/-RESET

Reason

Note

SAVE

Adjustments

Time	Reason	Added By	
20 min.	Scheduled Start	System	DELETE

Approval

APPROVE