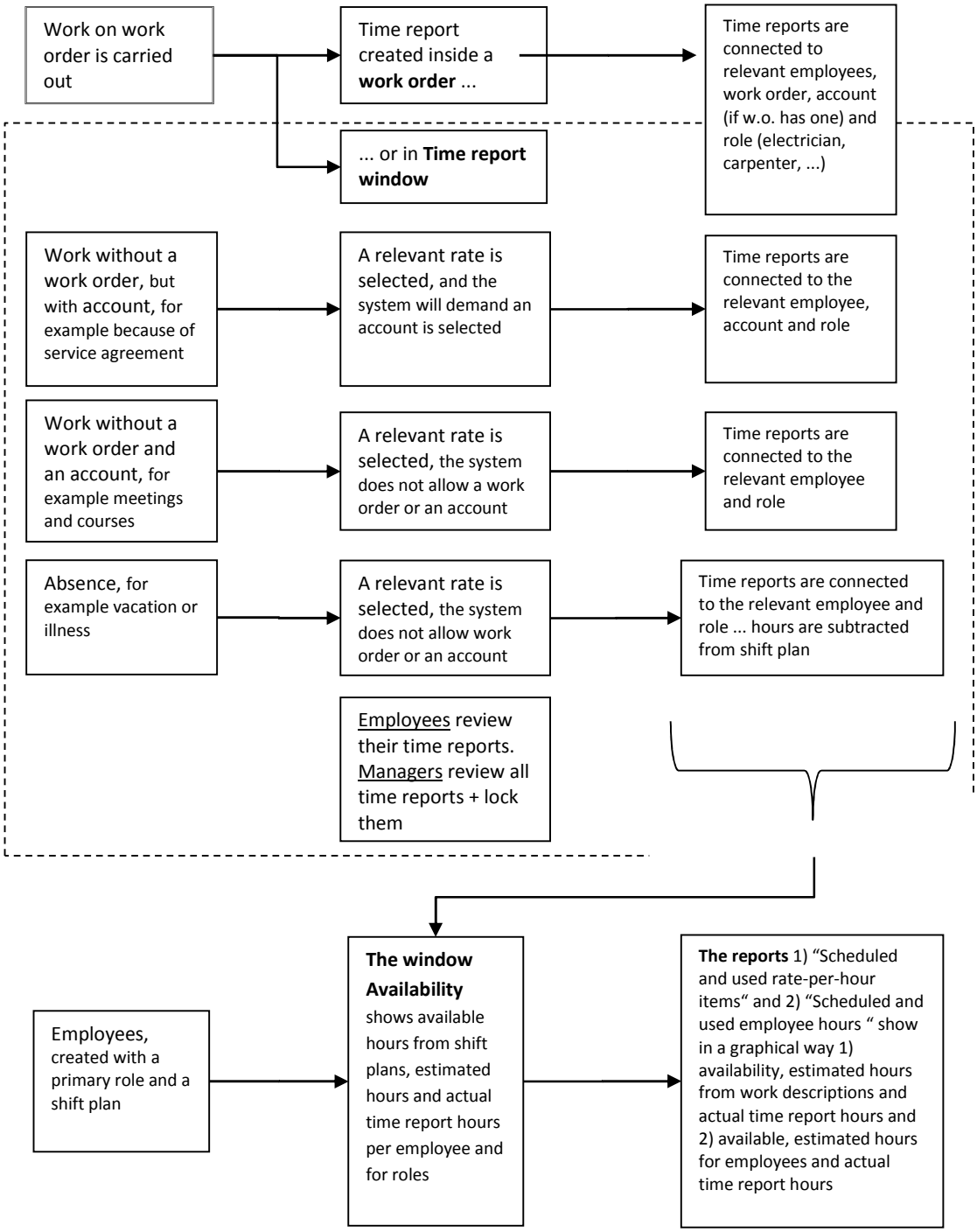
Time reports are either created in work orders or standalone

A time report's rate decides what data must be entered. Through time reports important information is collected on availability of manpower and estimated vs. actual use of work hours