



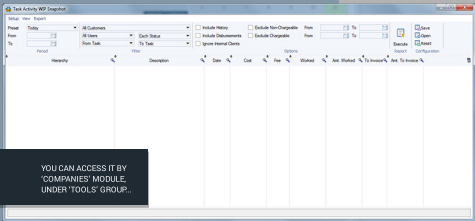
# TIPS AND TRICKS

JULY 2017

## WIP SNAPSHOT : MANAGING REPORT TOOL

If you need a complete and fast managing report about services your company has been provided for your clients, you might need to know the **WIP Snapshot** tool, which is intuitive to use.

**WIP Snapshot** is a very useful report tool that can save your time and provide you with the relevant and necessary information within seconds...

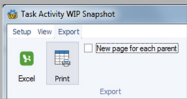
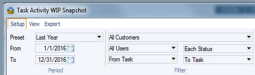


BASED ON THE TIMESHEETS, THAT YOU AND THE OTHER USERS INSERT INTO MANTARAY DAY BY DAY, WIP SNAPSHOT WILL BREAK DOWN FOR YOU ALL THE INFORMATION ABOUT THE SERVICES, COUNT THE AMOUNTS TO INVOICE AND SHOW THE HOURS YOU SPENT FOR THE CLIENT.

Hierarchy	Description	Date	Cost	Fee	Worked	Ant. Worked	To Invoice	Ant. To Invoice
Cheerful Squirrel Fund			\$0.00	\$75.00	167.45	\$8,686.25	167.45	\$8,686.25
aHoon			\$0.00	\$88.00	80.25	\$36.67	80.25	\$36.67
1/01/2016 - 12/31/2016	WIP snapshot		\$0.00	\$88.00	80.25	\$36.67	80.25	\$36.67
12/31/2016	WIP snapshot	3/1/2016	\$0.00	\$88.00	80.25	\$36.67	80.25	\$36.67
aCatherine			\$0.00	\$88.00	30.50	\$2,677.33	30.50	\$2,677.33
aDorian			\$0.00	\$82.00	21.50	\$1,199.67	21.50	\$1,199.67
aHana			\$0.00	\$80.00	47.20	\$1,942.00	47.20	\$1,942.00
aHanna			\$0.00	\$88.00	88.90	\$777.33	88.90	\$777.33
aMarjorie			\$0.00	\$75.00	01.05	\$81.25	01.05	\$81.25
aEloane			\$0.00	\$48.00	40.50	\$1,960.00	40.50	\$1,960.00
aHana			\$0.00	\$88.00	16.30	\$1,452.00	16.30	\$1,452.00
Cloudy Chirilla Fund			\$0.00	\$45.00	110.25	\$7,140.83	110.25	\$7,140.83
Poppy Tree Fund			\$0.00	\$80.00	118.60	\$6,320.17	118.60	\$6,320.17
Green Cherry Fund			\$0.00	\$45.00	120.00	\$9,320.00	120.00	\$9,320.00
Green Cherry Portfolio Company			\$0.00	\$80.00	100.50	\$7,260.00	100.50	\$7,260.00
Green Mouse Fund			\$0.00	\$82.00	138.25	\$7,601.83	138.25	\$7,601.83
Happy Pineapple Fund			\$0.00	\$80.00	113.25	\$7,096.67	113.25	\$7,096.67
Moose Fund			\$0.00	\$45.00	169.30	\$13,179.67	169.30	\$13,179.67
Panda Fund			\$0.00	\$88.00	164.90	\$13,576.42	164.90	\$13,576.42
Plan Line Fund			\$0.00	\$80.00	90.40	\$4,360.42	90.40	\$4,360.42
Small Strawberry Fund			\$0.00	\$48.00	151.25	\$8,014.92	151.25	\$8,014.92
Snowy Rabbit Fund			\$0.00	\$45.00	74.00	\$5,646.25	74.00	\$5,646.25
Tad Tiger Fund			\$0.00	\$82.00	129.30	\$7,838.92	129.30	\$7,838.92

THE REPORT CAN BE CREATED ACCORDING TO THE RESULTS FROM YOUR USER PROFILE ONLY, OR TO ALL MANTARAY USERS.

YOU CAN CHOOSE THE CLIENTS FROM THE DROP-DOWN LIST AS WELL...

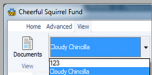


AND, OF COURSE, THE WAY IT'S GOING TO BE EXPORTED.

AFTER ALL, YOU CAN ALWAYS SAVE THE REPORT THAT WILL BE UPDATED AUTOMATICALLY EACH TIME ANY CHANGES APPEAR IN NUMBERS.



THE SAVED REPORT CAN BE FOUND WITHIN CUSTOMER MAINTENANCE WINDOWS IN THE 'VIEW' TAB



FOR MORE DETAILED INFORMATION ABOUT WIP SNAPSHOT, CLICK HERE TO DOWNLOAD THE COMPLETE NEWSLETTER

WATCH OUR TUTORIAL ABOUT WIP SNAPSHOT ON YOUTUBE



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