

Select “Mark Special” to bring up the Mark Special window

elect the category and project combination you want marked from the pop-up menus, and click OK. If “Unmark others” is checked, then all other category and project combinations are unmarked.

You can now have the totals calculated by the category or project you selected here. After clicking OK, click on the Totals icon in the Tool Bar so that Total Marked Indicator is visible (totals calculated from marked time entries only). Now the totals are calculated from the projects or categories you've selected here.