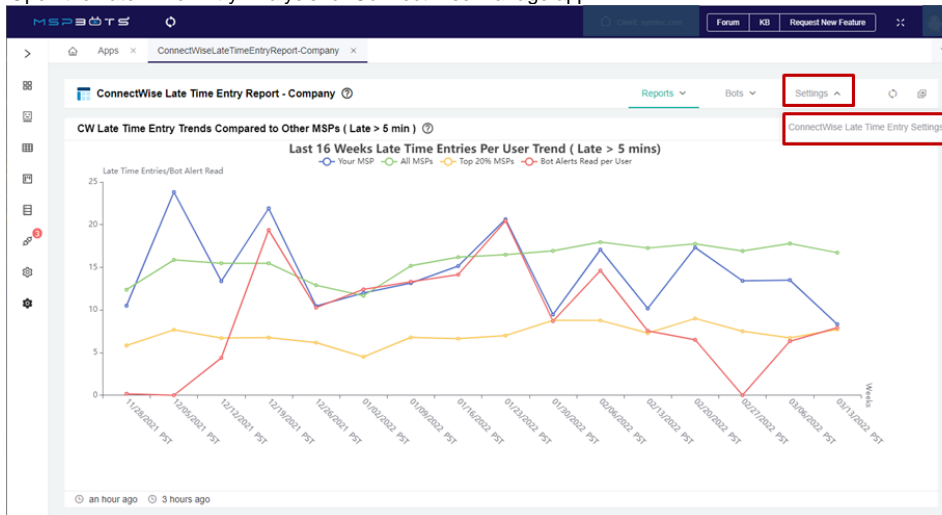


# How to Exclude Work Types in the Late Time Entry Analysis App for ConnectWise Manage

Excluding individuals or teams is needed for some work types whose data should not be included in reports, widgets, and even alert messages. This procedure applies to a ConnectWise Manage integration only.

To exclude a work type:

1. Open the Late Time Entry Analysis for ConnectWise Manage app.



2. Click **Settings** and select **ConnectWise Late Time Entry Settings**.
3. Go to the **Exclude Work Type(s)** dropdown list and select the work type you want to exclude. Please note that you can select multiple entries on this list.

The screenshot shows the 'ConnectWise Late Time Entry Settings' interface. The 'Exclude work type(s)' dropdown menu is highlighted with a red box. Below it, the 'Submit' button is also highlighted with a red box. The interface includes a section for 'Acceptable Average Late Hours' with a text input field and a 'Submit' button. The 'Exclude work type(s)' dropdown is currently empty. The 'Submit' button is located at the bottom right of the settings section.

4. Click the **Submit** button to save the changes.