

Full Help site can be found here

<https://helpdesk.next15.com>

For support, please contact your local
finance department

TIME ENTRY

ENTERING YOUR TIME

- To go **Time & Expenses → Time** tab
- **Select the week** you want to enter time for by selecting the week in the calendar (on the left side of the calendar)
- To enter time, **click on an empty line** in the 'Registrations' tab
- **Find the project** you want to enter time against by starting to type either Customer, Project No. or Project Name in the field
- Select the project (Internal time should be entered against admin projects)
- **Select the Task** from the dropdown list
- Enter a **description**
- Enter the **hours** against each day
- Press **Enter**
- Repeat for a new line by clicking on a new row

WHAT UNITS OF TIME DO I ENTER?

1 = 1 hour	.5 = 30 mins	.75 = 45 mins
.25 = 15 mins	.1 = 6 mins	

COPY A WEEK

- Copy week allow you to copy projects, tasks and descriptions from another week to the week you have selected (this will not copy the hours)
- Select the week you want to copy to, click on the Copy Time Sheet button
- Enter the first day of the week you want to copy and press the Copy Time Sheet button

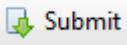
CARRY FORWARD PROJECTS AND/TASK TO FUTURE WEEKS

- Select a line with projects and/or task and put a tick under 'Keep' column
- Such lines will be carried forward to future weeks until this option 'Keep' is unticked

WHAT DO I DO WHEN I'M FINISHED?

- **Check the time entry** and amend any projects/task/comments and hours with the correct entries and press ENTER
- If you need to **delete a line**, click on the line and Press CTRL+D, or press the  button

SEND IT FOR APPROVAL

- Once the entire weeks' time has been entered, press the  button to submit the time for approval or if there is no timesheet approval, upon submission the week will be auto approved

WHAT OTHER IMPORTANT BUTTONS SHOULD I KNOW ABOUT?

- **Create Favourite** – This will create a favourite based on the client and task on the line which you can choose from the drop down list in each line