

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  **Submit** 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