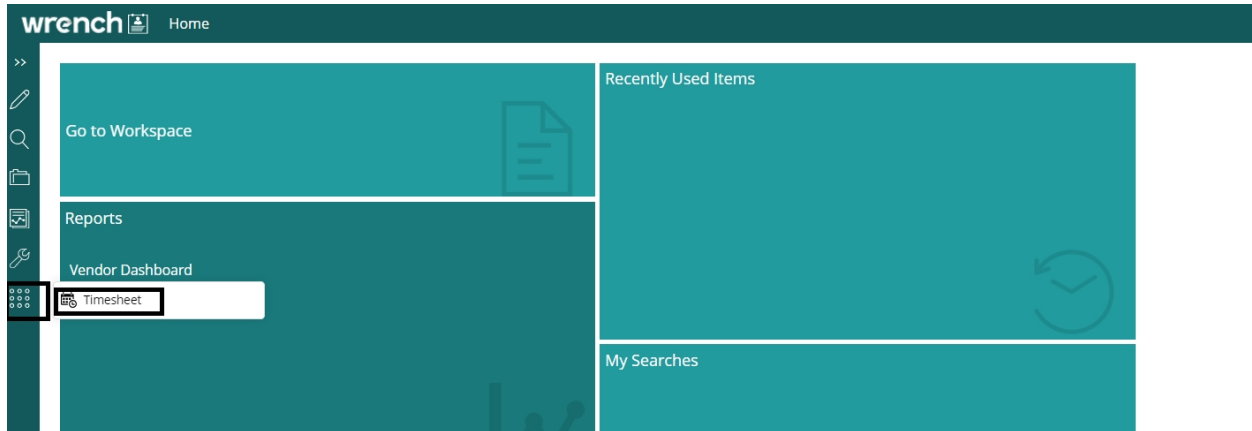# Time Sheet

Opening the Time Sheet window

All users are permitted to create a time sheet.

To open the time sheet

1. In the global menu click **Modules>>Time Sheet**.

Time Sheet window is displayed. **Activity** 👤 **View** is displayed by default.

Activity View

Navigating through the activity view window

The activity view window is divided into a left and right pane. In the left pane you can enter time logs. In the right pane where days of a week are listed, duration of work can be entered for each day. There is a button strip in the top of the window. Different operations can be carried out from this button strip.

When you are using the timesheet for the first time click on Layout→Public Layout→ Timesheet view

Select Project ID / General Id's 9999 Series

Enter/ Select Activity

Department

Please fill the details about activity

Once you enter the hour for your activity, click **SAVE** button to add your record.

When you enter all your activity hour (i.e. equal to 8 hours), click **Submit** button to submit your activity hours.

Total submitted activity hour display here.

Figure: Activity View

If you inserted activity hours is more than 8 hrs or less than 8 hrs, and submit your activity hours, a warning message display.

You can move between time logs entered on different dates using the period scroll bar.

Figure: Period scroll bar

By default time log entries made for the current week are displayed. Click back arrow to view the time log entries for the previous week.

Entering a time log

1. Enter values for the fields in the following table.

#	Property	Description
1	Project/ Enquiry	Usually timesheet entries are made for activities related to a project. Click the browse button to select your project.
2	Discipline	Usually a resource is a member of a discipline or department. Discipline is filled automatically.
3	Activity	Select an activity for which the timesheet entry is made. Values configured in the activity master are displayed in the drop-down list. This is a mandatory field.
4	User name	User name is displayed automatically
5	Description	Enter the work description

2. In the right pane under the date enter the duration of work. Total time is calculated based on the time entered here.

To submit a timelog

1. Select the timelog entry that you want to submit.

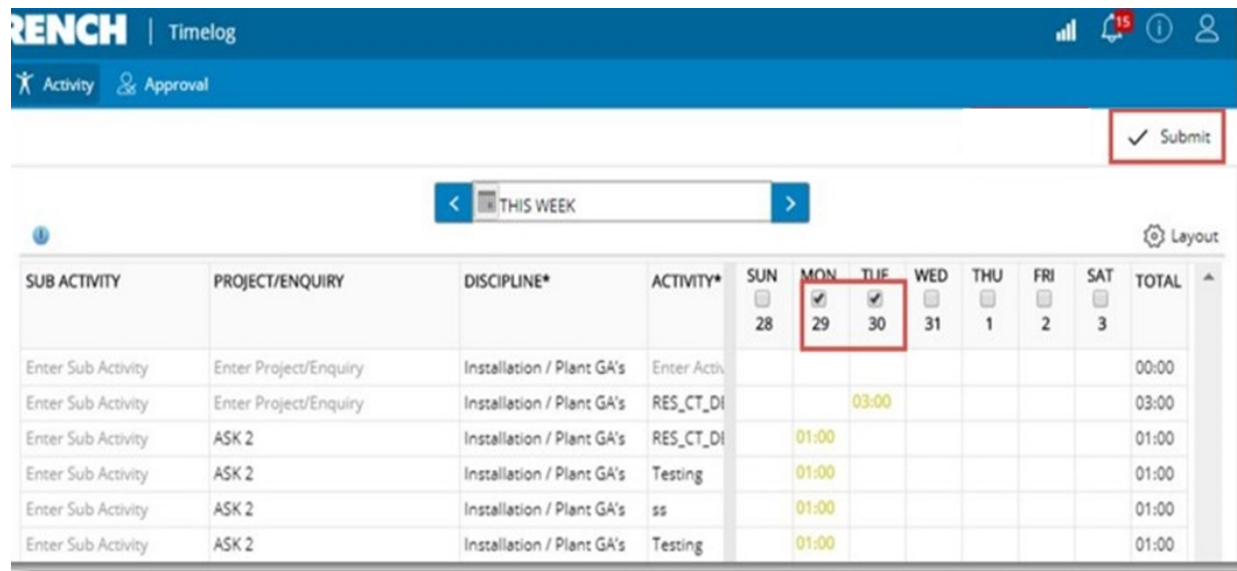2. Select the check box in the time column also as shown in the following figure.

Figure: Selecting time log for submission

3. Click **Submit** to submit the timelog entry for approval.

Removing time logs

Creator of the time log can remove the time log before it is submitted.

To remove time log

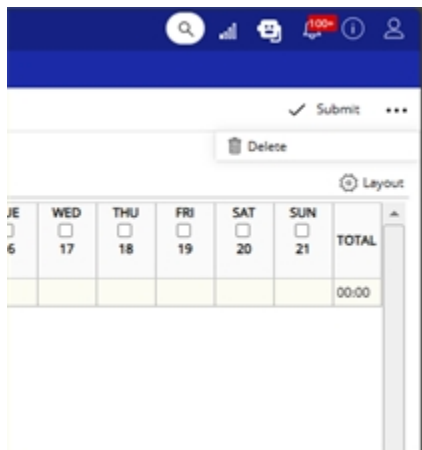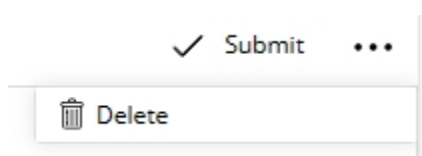1. Select the timelog entry that you want to delete.

Figure: Removing timelog

2. Click the **More** button and in the menu click **Delete**.

"**More**" Button, after clicking it "**Delete**" option came.

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