

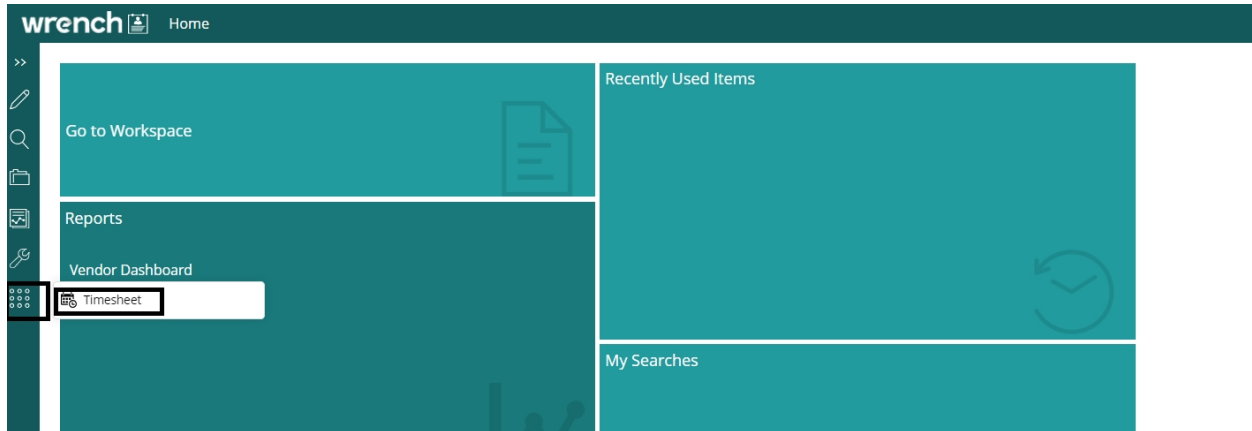
# Time Sheet

## 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**

PROJECT/ENQUI...	DISCIPLINE*	ACTIVITY*	USER NAME	DESCRIPTION	MON 29	TUE 30	WED 31	THU 1	FRI 2	SAT 3	SUN 4	TOTAL
123123 test	Wrench G...	Enter Activity	ADMINISTRATOR	Enter Description								00:00
AN33	Wrench G...	Others	ADMINISTRATOR	Enter Description		02:00						02:00
AN33	Wrench G...	Knowledge share activities	ADMINISTRATOR	Enter Description		02:00						02:00
AN33	Wrench G...	Knowledge share activities	ADMINISTRATOR	Enter Description		04:00						04:00

**Select Project ID / General Id's 9999 Series** (points to PROJECT/ENQUI...)

**Department** (points to DISCIPLINE\*)

**Enter/ Select Activity** (points to ACTIVITY\*)

**Please fill the details about activity** (points to DESCRIPTION)

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

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

**Total submitted activity hour display here.** (points to TOTAL column)

Figure: Activity View

\*All times logged are in HH:mm format.

PROJECT/ENQUIRY	DISCIPLINE*	ACTIVITY*	USER NAME	DESCRIPTION	MON 29	TUE 30	WED 31	THU 1	FRI 2	SAT 3	SUN 4	TOTAL
Test1	Wrench G...	Enter Activity	ADMINISTRATOR	Enter Description								00:00
AN25	Wrench G...	Others	ADMINISTRATOR	test1		01:00						01:00
AN25	Wrench G...	Meeting with Client	ADMINISTRATOR	test		01:00						01:00
AN33	Wrench G...	Knowledge share activities				02:00						02:00
AN33	Wrench G...	Knowledge share activities				04:00						04:00

Failed to update timelog. Sum of duration of timelogs in a day should be less than or equal to '8.00' hours.

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

- 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

- Select the timelog entry that you want to submit.
- Select the check box in the time column also as shown in the following figure.

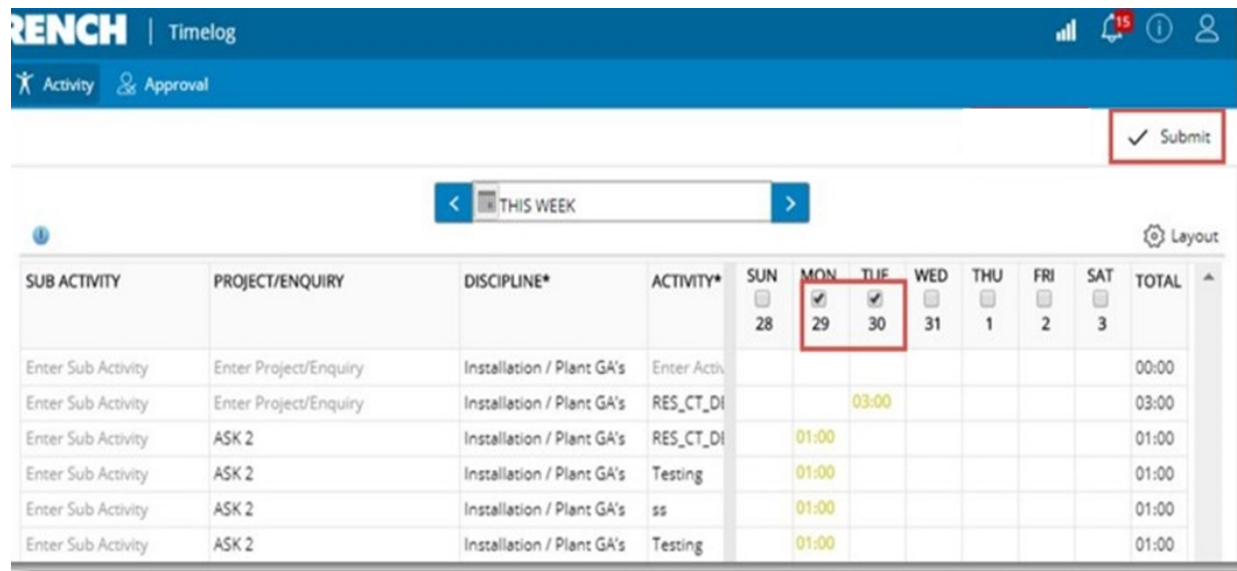


Figure: Selecting time log for submission

- 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

- Select the timelog entry that you want to delete.

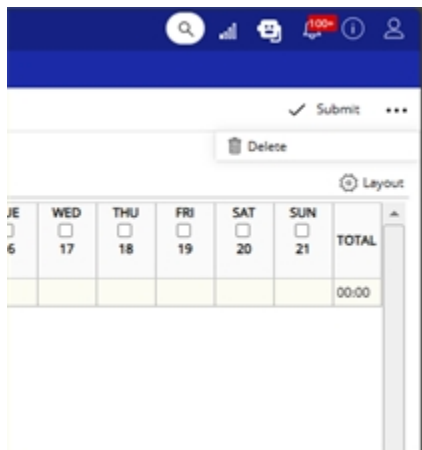
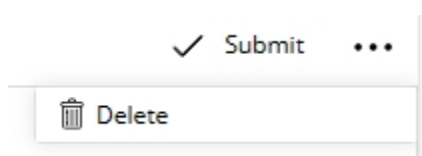


Figure: Removing timelog

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



“More” Button, after clicking it “Delete” option came.

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