

# Module timesheet

Current version **2.0**

Dolibarr minimum version: **3.5.6**

Dolibarr latest version tested : **6.0**

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Note: this module is not able to do any changes to created invoice, the only invoice related action possible is the creation of a draft invoice by using the Dolibarr core methods (there is no invoice related database request in the module)	

## 1. Prerequisites:

- Other module

Project module must be activated ( should be automatically activated upon timesheet activation)

- Project created and validated

draft project won't be shown by default but they can be shown by changing the module configuration (see setup page part)

- Project open :

Timesheet only possible if date is between start and end date of the project; no start date mean that the project's task will be shown until the en date; no end date means that the project's task will be always shown after the start date

- Task Created and open

Timesheet only possible if date is between start and end date fo the task. No start date mean that the task will be shown until the en date; no end date means that the task will be always shown after the start date

- User assigned to the task

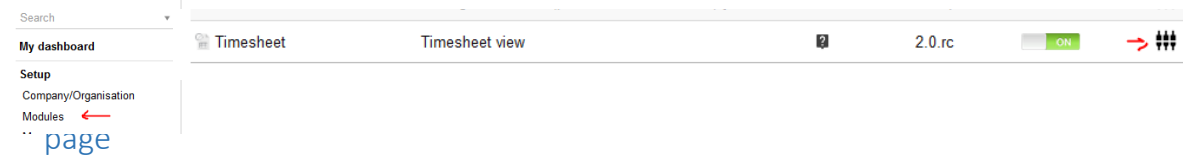
in order to assign an user to a task he must be first assign to the project via Project→contact Project. Then he can be assigned to the task : Task > resource assignation.

## 2. Module setup

- How to access the setup page

Module setup can be found in the Home(top menu)>Setup ( left Menu)>module

on the timesheet line one must click on the icon at the right



The module setup page is made of 4 tabs, the change are not lost while changing tab so to reset the changes one must reload the page. The “Other” tab won’t be details in this manual as it is mostly a feedback email link.

- Setup page: General Tab

This tab include the setup that must be done after the module installation.

General	Advanced	Invoice	Other
---------	----------	---------	-------

General options

Name	Description	Value
Unit of time spent	Show the duration spent on the task per day or per hour	<input checked="" type="radio"/> hours <input type="radio"/> days
Numbers of hours per day	Number of working hours per day (used when the duration is display per day)	9
Maximum hours per day	Set the maximum hours to be entered per day and per user via the timesheet	12
Hide draft	Hide the tasks related to draft projects	<input type="checkbox"/>
hide references	hide or not the references of the tasks and projects	<input type="checkbox"/>
Hide Zeros	Hide the duration of the task when it's null (0 or 00:00)	<input type="checkbox"/>
Add up holiday time	Include the holiday time in the total line	<input checked="" type="checkbox"/>
attached documents	Enable to add documents attached to the timesheets	<input type="checkbox"/>

Open days

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Columns to show

Name	Description	Value
Project	Shows the project's reference and title linked to the task	<input checked="" type="checkbox"/>
Parent task	Shows the parent task's reference and the title if there is any parent task.	<input type="checkbox"/>
Tasks	Shows the task's reference and title	<input checked="" type="checkbox"/>
Start date	Shows the start date of the task	<input type="checkbox"/>
End date	Shows the end date of the task	<input type="checkbox"/>
Progress	Shows the progress of the task against the estimated time	<input type="checkbox"/>
Company	Shows the name of the company associated with the project	<input type="checkbox"/>

Save

- [Setup Page: Advanced tab](#)

This tab is to setup advanced behaviour of the timesheet such as the favoris task or the approval flows, this one can be left unchanged

General	Advanced	Invoice	Other
<b>Approval</b>			
Approval by weeks.	Approval by weeks instead of approval by users.	<input type="radio"/> User <input type="radio"/> Week <input checked="" type="radio"/> Month	
Approvals per page	Maximum number of timesheet per approval page	5	
Team	Project		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Color</b>			
Name	Description	Value	
Draft	Color for the draft holiday & timesheet	FFFFFF	
Submitted	Color for the holiday & timesheet submitted for approval	F0FFCC	
Approved	Color for the holiday & timesheet approved.	B7FFAF	
Cancelled	Color for the holiday & timesheet canceled	FFEFF0	
Rejected	Color for the holiday & timesheet rejected by the approver	FF0000	
<b>Favoris</b>			
Name	Description	Value	
Favoris	activate the favoris filtering	<input checked="" type="checkbox"/>	
favoris filtering	Chose the default behaviour for favoris filtering	<input checked="" type="radio"/> only favoris <input type="radio"/> all but the favoris <input type="radio"/> shows all tasks	

Save

- [Setup page: Invoice tab](#)

General	Advanced	Invoice	Other
<b>Invoice</b>			
Name	Description	Value	
invoice methode	Invoice methode used for grouping time spent on tasks	<input checked="" type="radio"/> Task <input type="radio"/> User <input type="radio"/> taskUser	
Default Service	Default service to use to invoice time spent	Don't invoice it. ▼	
timesheets	invoice all timesheets or only the approved.	<input checked="" type="radio"/> All <input type="radio"/> Approved	
Show user on invoice	Show the user name on the invoice when the mode of invoicing is 'user' or 'user and task'	<input checked="" type="checkbox"/>	
Show task name	Show the task name on the invoice	<input checked="" type="checkbox"/>	

Save

This tab is to setup the default option in the invoice generation, the invoice generation is accessible from the project menu, either via the project report or via the Invoice Project Time left menu,

### 3. Entering time spent

The default page of the timesheet main tab is the user screen to log the time spent on task. The screenshot were taken with the favoris, approval flow & note were activated

- [Blank/draft/saved timesheet:](#)

This screen is shown when no timesheet was submitted for approval, if there is already time saved, the time will be on a light green background (not configurable) and the day/task that are not eligible for time spend are on a grey background (not configurable) and are not editable

<< Previous Week

Go to:

Next week >>

All

Favoris

Others

Project	Tasks	Monday 08/14/2017	Tuesday 08/15/2017	Wednesday 08/16/2017	Thursday 08/17/2017	Friday 08/18/2017	Saturday 08/19/2017	Sunday 08/20/2017
	TOTAL	00:00	08:00	08:00	00:00	00:00	00:00	00:00
PJ1701-0002 - PJT 2	☆ TK1701-0003 - P2T1 end date only	00:00	00:00	00:00	00:00	00:00	00:00	00:00
PJ1701-0002 - PJT 2	★ TK1705-0005 - tache3	00:00	08:00	8:00	00:00	00:00	00:00	00:00
	TOTAL	00:00	08:00	08:00	00:00	00:00	00:00	00:00

Note

Save

Submit

Cancel

Once filled in the timesheet can be save (the same layout will be used) and modified later or submitted for approval if the approval is set in the module configuration

the star is used to show and (un)set favoris by one click

- [Submitted timesheet](#)

Project	Tasks	Monday 06/19/2017	Tuesday 06/20/2017	Wednesday 06/21/2017	Thursday 06/22/2017	Friday 06/23/2017	Saturday 06/24/2017	Sunday 06/25/2017
	TOTAL	08:00	08:00	00:00	00:00	00:00	00:00	00:00
PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	00:00	08:00	00:00	00:00	00:00	00:00	00:00
PJ1701-0002 - PJT 2	TK1705-0005 - tache3	08:00	00:00	00:00	00:00	00:00	00:00	00:00
	TOTAL	08:00	08:00	00:00	00:00	00:00	00:00	00:00

Note

jhgjvmbnv

Once submitted, only task with time spend entered when submitted will be shown, the color of the line background enable to have a quick idea of the timesheet status (colours can be changed in the module config page).

the timesheet will also appear in the "timesheet to approve" of his managers ( N+1 & N+2 based on Dolibarr organization chart, the manager should also have the approver right Admin>User>Rights>timesheet>Approver)

The user can recall his timesheet to make change until the timesheet is approved

When the timesheet is under approval (eg. project approval activated), the user can no longer recall it but the layout & color will remain the same.

- Timesheet approved

Project	Tasks	Monday 06/12/2017	Tuesday 06/13/2017	Wednesday 06/14/2017	Thursday 06/15/2017	Friday 06/16/2017	Saturday 06/17/2017	Sunday 06/18/2017
	TOTAL	00:00	00:00	07:00	00:00	00:00	00:00	00:00
PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	00:00	00:00	07:00	00:00	00:00	00:00	00:00
	TOTAL	00:00	00:00	07:00	00:00	00:00	00:00	00:00
Note								
vcxvcxkjlk								

Once the timesheet is approved, the user can't recall it anymore but he can still see what was approved (colours can be changed in the module config page). If for some reason the timesheet should be modified then it should be set back to draft via the timesheet admin view

- Timesheet rejected

Project	Tasks	Monday 06/05/2017	Tuesday 06/06/2017	Wednesday 06/07/2017	Thursday 06/08/2017	Friday 06/09/2017	Saturday 06/10/2017	Sunday 06/11/2017
	TOTAL	08:00	00:00	00:00	00:00	00:00	00:00	00:00
PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	08:00	00:00	00:00	00:00	00:00	00:00	00:00
	TOTAL	08:00	00:00	00:00	00:00	00:00	00:00	00:00

The timesheet appear rejected (editable) only when the teamleader will have rejected the timesheet, when a timesheet is challenged in the approval flow , it is sent back to the previous approval until the teamleader rejected it (cf.challenged timesheet)

- Timesheet challenged

<< Previous Week		Go to: <div><div></div> Now</div>		Go		Next week >>		
All	Favoris	Others						
Project	Tasks	Monday 07/10/2017	Tuesday 07/11/2017	Wednesday 07/12/2017	Thursday 07/13/2017	Friday 07/14/2017	Saturday 07/15/2017	Sunday 07/16/2017
TOTAL		08:00	09:00	08:00	00:00	00:00	00:00	00:00
PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	08:00	01:00	00:00	00:00	00:00	00:00	00:00
PJ1701-0002 - PJT 2	TK1705-0005 - tache3	00:00	08:00	08:00	00:00	00:00	00:00	00:00
TOTAL		08:00	09:00	08:00	00:00	00:00	00:00	00:00

During the approval flow a task of a timesheet could be challenged (eg. by the project lead) but the timesheet won't be rejected directly, the decision remain on the team leader hand, the timesheet will appear again in the "timesheet to approved" and he could contact the project leader for more details (note section will come shortly)

## 4. Favoris

The favoris (white list & black list) enable a filtering the task list of the timesheet page so one can remove project/task from the default list

The behaviour can be set in the setup page: favoris, all but favoris or all by default

Additionally there is an option for the deactivation of this feature.


## • Favoris list

 Black / White list (1)

User	Project	Task	Subtask	Start date	End date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SuperAdmin	PJ1701-0001 - pj test 1	Null	0			

This view enable to see the current favoris list, one can remove easily items if not needed anymore.

## • New favoris item

 Black / White list

User	<input type="text" value="tester"/>
Project	<input type="text" value="PJ1701-0001 - pj test 1"/>
Task	<input type="text" value="TK1701-0001 - t1 no ddate"/>
Subtask	<input type="text"/>
Start date	<input type="text"/>
End date	<input type="text"/>

Add one item to the favoris list by setting those parameters:

**User:** user to whom the item will be applied, Admin can choose it but the normal user can only set favoris list for themselves

**Project / Task / subtask:** define the target of the favoris list item, only project is mandatory; to apply the item to a specific task and its subtask is optional;

**Start Date/ End date:** define the timesheet timespan when the item should be taken into account. No date means no time limits

## 5. Approval:


There is two types of approvals; the team approval and the “other” approval, the difference is that the team approval shows all the tasks for a week and for one user when the other approval shows only the task that concern the approver ( ie. a project leader should only see the time spent on his projects not on the others.)

The timesheet module approval feature takes the assumption that the team leader is the responsible for the team resources management therefore only the team manager can send back the timesheet to the user.

In order to have access to approve his subordinate’s timesheets one should have the timesheet approver rights

## • Timesheets rights

[User](#) | [User card](#) | [User permissions](#) | [User display setup](#) | [Leaves](#) | [Note](#) | [Linked files](#) | [Log](#)



tester




Back to list < >

Enabled

Only permissions related to activated modules are shown here. You can activate other modules in the Home->Setup->Modules page.

Note, only following modules are open to external users (whatever are permission of such users): Members, Tags/Categories, Shipments, Agenda, Customer Orders, Users & groups, Third parties, Invoices, Interventions, Contracts/Subscriptions, Projects/Opportunities/Leads, Suppliers

Module	Permissions
--------	-------------

 Timesheet	All/None	
 Timesheet	+	Approver
 Timesheet	+	Admin

- Timesheet approval: team leader

The team approval screen can show the timesheet grouped per user, per week or per user/month, the maximum number of timesheet shown per page can be set in the module setup page.

Eg: timesheet per month.

Team

Project

<< Previous

Go to: SuperAdmin 07/2017

Go

Next >>

SuperAdmin - Week 27 (07/2017)

Project	Tasks	Monday 07/03/2017	Tuesday 07/04/2017	Wednesday 07/05/2017	Thursday 07/06/2017	Friday 07/07/2017	Saturday 07/08/2017	Sunday 07/09/2017
PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	08:00	08:00	00:00	08:00	08:00	00:00	00:00
PJ1701-0002 - PJT 2	TK1705-0005 - tache3	00:00	00:00	08:00	00:00	00:00	00:00	00:00
TOTAL		08:00	08:00	08:00	08:00	08:00	00:00	00:00

APPROVED

REJECTED

SUBMITTED

SuperAdmin - Week 28 (07/2017)

Project	Tasks	Monday 07/10/2017	Tuesday 07/11/2017	Wednesday 07/12/2017	Thursday 07/13/2017	Friday 07/14/2017	Saturday 07/15/2017	Sunday 07/16/2017
PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	08:00	01:00	00:00	00:00	00:00	00:00	00:00
PJ1701-0002 - PJT 2	TK1705-0005 - tache3	00:00	08:00	08:00	00:00	00:00	00:00	00:00
TOTAL		08:00	09:00	08:00	00:00	00:00	00:00	00:00

APPROVED

REJECTED

SUBMITTED

SuperAdmin - Week 29 (07/2017)

Project	Tasks	Monday 07/17/2017	Tuesday 07/18/2017	Wednesday 07/19/2017	Thursday 07/20/2017	Friday 07/21/2017	Saturday 07/22/2017	Sunday 07/23/2017
PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	08:00	08:00	08:00	08:00	08:00	00:00	00:00
TOTAL		08:00	08:00	08:00	08:00	08:00	00:00	00:00

APPROVED

REJECTED

SUBMITTED

SuperAdmin - Week 30 (07/2017)

Project	Tasks	Monday 07/24/2017	Tuesday 07/25/2017	Wednesday 07/26/2017	Thursday 07/27/2017	Friday 07/28/2017	Saturday 07/29/2017	Sunday 07/30/2017
PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	00:00	00:00	08:00	08:00	08:00	00:00	00:00
PJ1701-0002 - PJT 2	TK1705-0005 - tache3	08:00	08:00	00:00	00:00	00:00	00:00	00:00
TOTAL		08:00	08:00	08:00	08:00	08:00	00:00	00:00

APPROVED

REJECTED

SUBMITTED

SuperAdmin - Week 31 (07/2017)

Project	Tasks	Monday 07/31/2017
PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	08:00
TOTAL		08:00

APPROVED

REJECTED

SUBMITTED

Next



## Timesheet approval: other

Team

Project

<< Previous

Go to: PJT 2- Week 31 (08/2017) #4

Go

Next >>

Approval	Note	Task	User	Tuesday 08/01/2017	Wednesday 08/02/2017	Thursday 08/03/2017	Friday 08/04/2017	Saturday 08/05/2017	Sunday 08/06/2017
		TK1705-0005 - tache3	tester	00:00	08:00	08:00	00:00	00:00	00:00
		TK1701-0003 - P2T1 end date only	tester	08:00	00:00	00:00	08:00	00:00	00:00
		TK1705-0005 - tache3	SuperAdmin	00:00	08:00	08:00	00:00	00:00	00:00
		TK1701-0003 - P2T1 end date only	tester	08:00	00:00	00:00	08:00	00:00	00:00

Note

HERE you can put your note

Submit/Next

the other approval are showed by week, the number of item to approve is indicated by the '#' in the drop down list.

The approval is done by line by clicking on the means no change, means approved and mean rejected.

Note section will appear when the user will click on the icon in the note column, when a note is saved it will appear as an info as shown in the screenshot.

## User report

A limited report by user is available by month (in timesheet main tab), several layouts are possible, if both short and export friendly are choose then the export friendly will be shown .

Note: the search ribbon appear in every layout but the normal layout screenshot show it.

- User report :Normal layout:

User		Month					
SuperAdmin		Jun	-	2017	<input type="checkbox"/> Short version	<input type="checkbox"/> Export friendly	<div><input checked="" type="radio"/> Project / Task / Date <input type="radio"/> Project / Date / Task <input type="radio"/> Date / Project / Task</div>
Get report							
SuperAdmin, June							
Project	Tasks	Day	Duration:hours	Duration:Days			
	TOTAL		176:00	19.555555555556			
PJ1701-0002 - PJT 2			176:00	19.555555555556			
	TK1701-0003 - P2T1 end date only		160:00	17.777777777778			
		2017-06-01	8:00	0.88888888888889			
		2017-06-02	8:00	0.88888888888889			
		2017-06-05	8:00	0.88888888888889			
		2017-06-06	8:00	0.88888888888889			
		2017-06-07	8:00	0.88888888888889			
		2017-06-08	8:00	0.88888888888889			
		2017-06-09	8:00	0.88888888888889			
		2017-06-12	8:00	0.88888888888889			
		2017-06-13	8:00	0.88888888888889			
		2017-06-14	8:00	0.88888888888889			
		2017-06-15	8:00	0.88888888888889			
		2017-06-16	8:00	0.88888888888889			
		2017-06-19	8:00	0.88888888888889			
		2017-06-21	8:00	0.88888888888889			
		2017-06-23	8:00	0.88888888888889			
		2017-06-26	8:00	0.88888888888889			
		2017-06-27	8:00	0.88888888888889			
		2017-06-28	8:00	0.88888888888889			
		2017-06-29	8:00	0.88888888888889			
		2017-06-30	8:00	0.88888888888889			
	TK1705-0005 - tache3		16:00	1.7777777777778			
		2017-06-20	8:00	0.88888888888889			
		2017-06-22	8:00	0.88888888888889			

- User report :Export friendly layout

Name	Project	Tasks	Day	Duration:hours	Duration:Days
SuperAdmin	PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	2017-06-01	8:00	0.88888888888889
SuperAdmin	PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	2017-06-02	8:00	0.88888888888889
SuperAdmin	PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	2017-06-05	8:00	0.88888888888889
SuperAdmin	PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	2017-06-06	8:00	0.88888888888889
SuperAdmin	PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	2017-06-07	8:00	0.88888888888889

- User report :Short layout

SuperAdmin, June

Project	Tasks	Duration:hours	Duration:Days
TOTAL		176:00	19.555555555556
PJ1701-0002 - PJT 2		176:00	19.555555555556
	TK1701-0003 - P2T1 end date only	160:00	17.777777777778
	TK1705-0005 - tache3	16:00	1.777777777778

## 6. Project report

A limited report by project is available by month (in project main tab), several layout are possible, once the report is generated, a button appear to start the invoice creation based on this report. if both short and export friendly are choose then the export friendly will be shown .

Note: the search ribbon appear in every layout but the normal layout screenshot show it.

- Project report :Normal layout

Project

Month

PJ1701-0002 - PJT 2

Aug

2017

☐ Short version

☐ Export friendly

☒ User / Task / Date  
☐ User / Date / Task  
☐ Date / User / Task

Get report

Invoice

---

PJ1701-0002 - PJT 2, August

User	Tasks	Day	Duration:hours	Duration:Days
TOTAL			64:00	7.1111111111111
- SuperAdmin			32:00	3.5555555555556
	TK1701-0003 - P2T1 end date only		16:00	1.7777777777778
		2017-08-01	8:00	0.8888888888889
		2017-08-04	8:00	0.8888888888889
	TK1705-0005 - tache3		16:00	1.7777777777778
		2017-08-02	8:00	0.8888888888889
		2017-08-03	8:00	0.8888888888889
- tester			32:00	3.5555555555556
	TK1701-0003 - P2T1 end date only		16:00	1.7777777777778
		2017-08-01	8:00	0.8888888888889
		2017-08-04	8:00	0.8888888888889
	TK1705-0005 - tache3		16:00	1.7777777777778
		2017-08-02	8:00	0.8888888888889
		2017-08-03	8:00	0.8888888888889

- Project report :Export friendly layout

Name	User	Tasks	Day	Duration:hours	Duration:Days
PJ1701-0002 - PJT 2	- SuperAdmin	TK1701-0003 - P2T1 end date only	2017-08-01	8:00	0.8888888888889
PJ1701-0002 - PJT 2	- SuperAdmin	TK1701-0003 - P2T1 end date only	2017-08-04	8:00	0.8888888888889
PJ1701-0002 - PJT 2	- SuperAdmin	TK1705-0005 - tache3	2017-08-02	8:00	0.8888888888889
PJ1701-0002 - PJT 2	- SuperAdmin	TK1705-0005 - tache3	2017-08-03	8:00	0.8888888888889
PJ1701-0002 - PJT 2	- tester	TK1701-0003 - P2T1 end date only	2017-08-01	8:00	0.8888888888889
PJ1701-0002 - PJT 2	- tester	TK1701-0003 - P2T1 end date only	2017-08-04	8:00	0.8888888888889
PJ1701-0002 - PJT 2	- tester	TK1705-0005 - tache3	2017-08-02	8:00	0.8888888888889
PJ1701-0002 - PJT 2	- tester	TK1705-0005 - tache3	2017-08-03	8:00	0.8888888888889

● Project report :Short layout

PJ1701-0002 - PJT 2, August

User	Tasks	Duration:hours	Duration:Days
TOTAL		64:00	7.11111111111111
- SuperAdmin		32:00	3.55555555555556
	TK1701-0003 - P2T1 end date only	16:00	1.77777777777778
	TK1705-0005 - tache3	16:00	1.77777777777778
- tester		32:00	3.55555555555556
	TK1701-0003 - P2T1 end date only	16:00	1.77777777777778
	TK1705-0005 - tache3	16:00	1.77777777777778

## 7. Project Invoice

This module enable the creation of an invoice based on the time spent. The time spent can be grouped by user, by task or by user and task to convert the sum of the time spent in quantity of existing services, or one time services (only for the invoice, not saved) or to not be invoiced.

**Prerequisite:** the user making the invoice must be part of the project, have right to make invoice and able to see the customer to bill.

In order to achieve it, there is two step before the draft invoice creation.

- **First invoice step: the general project's invoice parameters**

General parameters for the project's invoice	
Project	PJ1701-0002 - PJT 2
Month - Year	Aug - 2017
Mode	<input checked="" type="radio"/> Task <input type="radio"/> User <input type="radio"/> Task&User
Customer	Other
Timesheet to invoice	<input type="radio"/> only approved <input checked="" type="radio"/> All
Include only timesheet not invoiced	<input type="checkbox"/>
<a href="#">Next</a>	

in this screen, the project, the dates, the customer, the grouping method are defined

- **Second Invoice step: assignation of service to each time spent group**

This screen will define what will be shown in the invoice. Services defined in Product/service main menu could be used, one only have to define them in the "Existing:Service" field. This field is a search box, just typing text in it will fetch services with a name close to the text entered. the service consumption will be updated correctly as for a normal invoice where an existing service is used.

If something is entered in the description fields then an ad-hoc service will be used with the price & VAT specified in the other columns.

Selection of the services to invoice							
User	Task	Existing:Service	New:Description	New:PriceHT	Sales tax	Quantity per unit	Saved duration
-	TK1701-0003 P2T1 end date only	Don't invoice it.			0%	1 <input type="radio"/> Hour <input checked="" type="radio"/> Days	196:00
-	TK1705-0005 tache3	Don't invoice it.			0%	1 <input type="radio"/> Hour <input checked="" type="radio"/> Days	57:00
<a href="#">Next</a>							

The two last column are used to generate the quantity of the service that will be invoiced. The duration of the time spent on task are shown in the column "Saved duration" and it will be converted based on quantity based on the Quantity per unit column. If day is selected, the calculation will use the hours per day set in the module setup page. The quantity is editable

Example:


196 hours, with 1 day (8 h) as Quantity per unit will make a quantity of  $196/(1*8) = 24,5$ .









in the Latest Dolibarr, once the invoice is created the time spend will be linked to the invoice and invoice line (information not used today)

## 8. Timesheet admin access


To be able to modify the status of the timesheet an admin page is available (see the users rights screenshots in the Approval section), even if all fields are editable it's not recommended to change anything beside the status and/or note(a tasktime need to be in the correct week for the correct user to be taken into account in all the other screens)

- Timesheet admin list

 User's timesheet (0)

User	Reference date ▲	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	 
SuperAdmin	07/10/2017 (2017W28)	UNDERAPPROVAL	
SuperAdmin	07/17/2017 (2017W29)	UNDERAPPROVAL	
SuperAdmin	07/03/2017 (2017W27)	UNDERAPPROVAL	
SuperAdmin	07/01/2017 (2017W26_H2)	DRAFT	
SuperAdmin	06/26/2017 (2017W26_H1)	UNDERAPPROVAL	
SuperAdmin	07/24/2017 (2017W30)	UNDERAPPROVAL	

- Timesheet admin details

 User's timesheet **Card** Linked files Log

2017W28\_1

[Back to list](#) < >

User SuperAdmin  
Reference date 07/10/20172017W28  
Status UNDERAPPROVAL  
Note

SuperAdmin - 2017W28

Project	Tasks	Monday Tuesday Wednesday Thursday Friday Saturday Sunday						
		07/10/2017	07/11/2017	07/12/2017	07/13/2017	07/14/2017	07/15/2017	07/16/2017
	TOTAL	08:00	09:00	08:00	00:00	00:00	00:00	00:00
PJ1701-0002 - PJT 2	TK1701-0003 - P2T1 end date only	08:00	01:00	00:00	00:00	00:00	00:00	00:00
PJ1701-0002 - PJT 2	TK1705-0005 - tache3	00:00	08:00	08:00	00:00	00:00	00:00	00:00
	TOTAL	08:00	09:00	08:00	00:00	00:00	00:00	00:00

Update

Delete

- Timesheet admin edit

 User's timesheet

User SuperAdmin  
Reference date 07/10/2017  
Status UNDERAPPROVAL  
Note