ADMIN MODULES FOR VERSION 3.+

‘Php Web Based Timesheet And Project Tracking Software’

By: Creative-Dr Sdn. Bhd.

1. ACCESSING ADMINISTRATION FEATURES

Figure 1: Accessing Administrative Feature

Click "

" tab at the top of the web page to access the Admin Module.

1.1 Admin Modules Menu

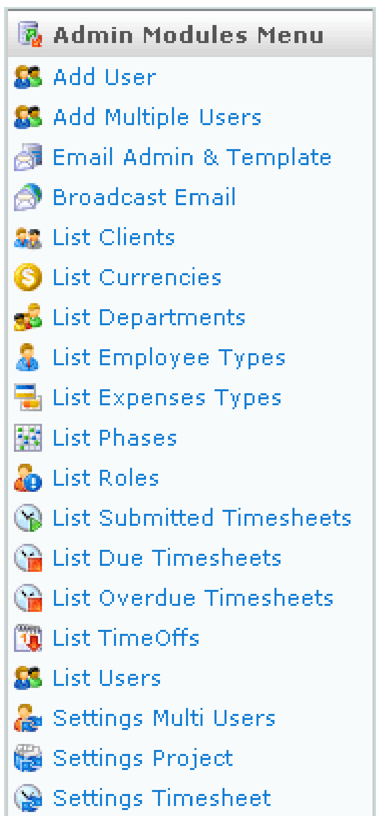
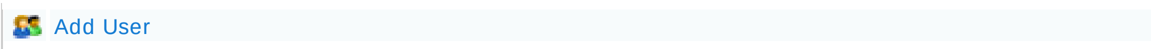


Figure 2: Admin Modules Menu

1.1.1 Add and Update User



Click the “ **Personal Information**” Tab to update User’s Personal Information

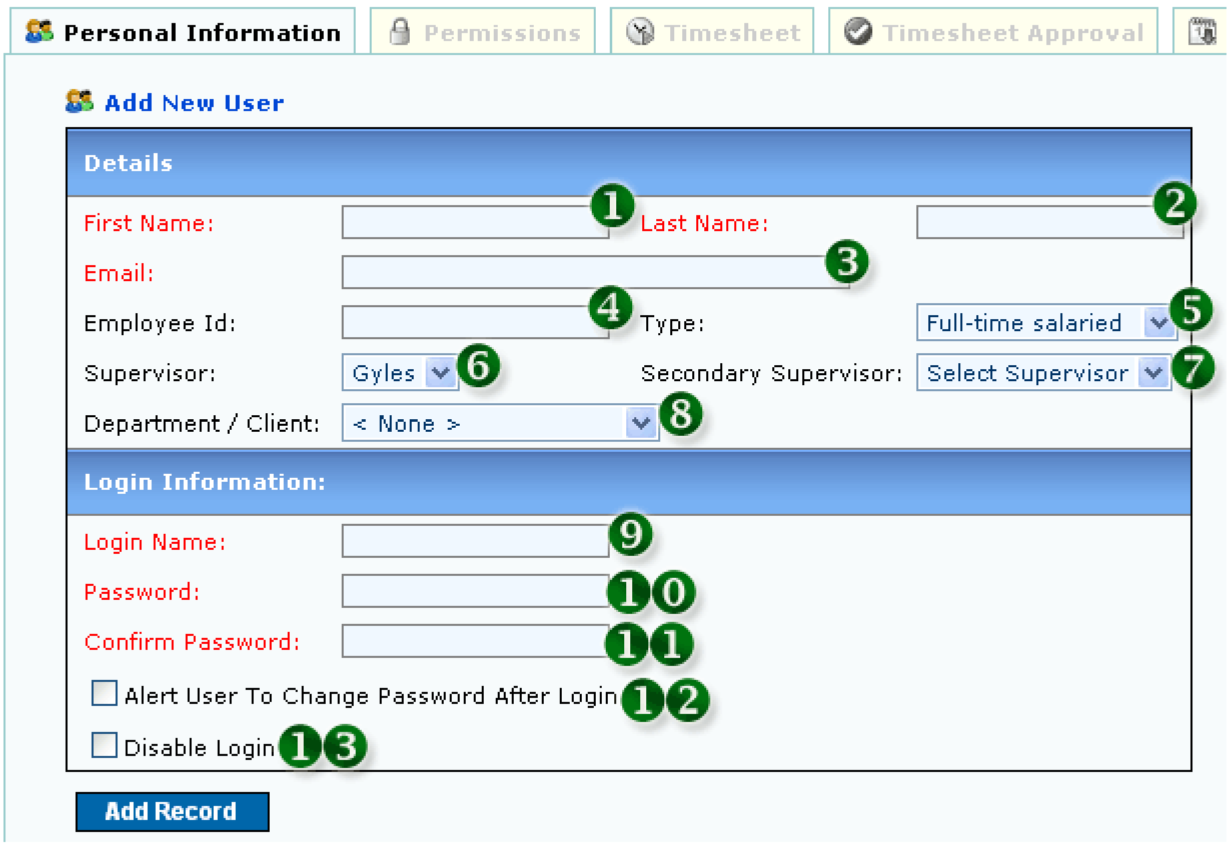


Figure 3: Add New User

1. **FIRST NAME (MANDATORY)**
2. **LAST NAME (MANDATORY)**
3. **EMAIL ADDRESS (MANDATORY)**
4. **EMPLOYEE ID**
5. **EMPLOYEE TYPE**
6. **SUPERVISOR:** Listed for Users with Supervisor Permission only
7. **SECONDARY SUPERVISOR:** Listed for Users with Supervisor Permission only
8. **DEPARTMENT OR CLIENT**
9. **USER LOGIN (MANDATORY)**
10. **USER PASSWORD (MANDATORY)**
11. **PASSWORD CONFIRMATION (MANDATORY)**
12. **PASSWORD ALERT:** When checked, User will be prompted to Change Password after Login
13. **DISABLE LOGIN:** When checked, User cannot Login to System

1.1.1.1 Add and Update User's Permission Rules

Click the "Permissions" Tab to update User's Permission

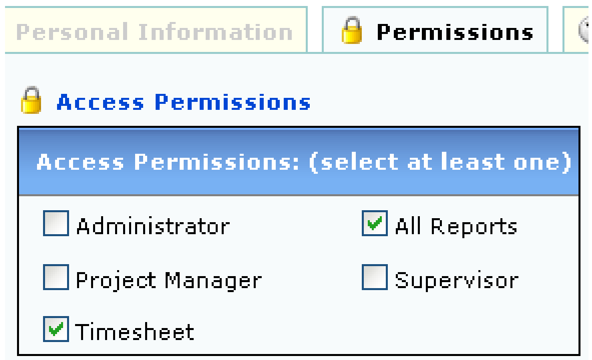


Figure 4: User Permission

1. **ADMINISTRATOR:** Full Access and Permission to All Areas
2. **PROJECT MANAGER:** Permission to Create, Edit and Delete Projects and Tasks
3. **TIMESHEET:** Permission to Add and Update Timesheets (DEFAULT)
4. **ALL REPORTS:** Permission to Access All Reports (DEFAULT)
5. **SUPERVISOR:** Permission to become Supervisor to Users

1.1.1.2 Add and Update User's Timesheet Rules

Click the "Timesheet" Tab to update User's Timesheet Settings

Figure 5: User Timesheet Settings

1. **HOURLY COST:** Hourly Cost per Hour
2. **HOURS PER DAY:** Minimum Hours of Timesheet submission for one **Working Day**
3. **HOURS PER WEEK:** Minimum Hours of Timesheet submission for one week
4. **FORCE HOURS / DAY:** Mandatory for User to meet hours / day rule
5. **FORCE HOURS / WEEK:** Mandatory for User to meet hours / week rule
6. **MANDATORY TIMESHEET:** Mandatory for User to enter weekly Timesheet
7. **ACTIVATION DATE:** User needs to enter Timesheet starting this Date

1.1.1.3 Add and Update User's Timesheet Approval Rules

Click the "**Timesheet Approval**" Tab to update User's Timesheet Approval Rules

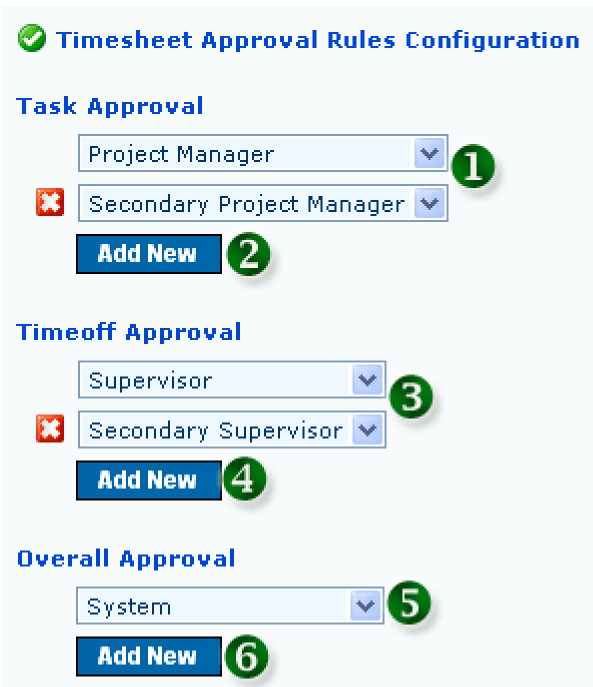


Figure 6: Timesheet Approval Rules

1. **TASK APPROVAL DEFAULT RULES**
2. **ADD TASK APPROVAL RULE**
3. **TIMEOFF APPROVAL DEFAULT RULES**
4. **ADD TIMEOFF APPROVAL RULE**
5. **OVERALL APPROVAL DEFAULT RULE:** System Overall Approval will trigger after the Task and Timeoff approvals have been satisfied first
6. **ADD OVERALL APPROVAL RULE**

1.1.1.4 Add and Update User's Timeoff Rules

Click the " **TimeOff** " Tab to update User's Timeoff Rules

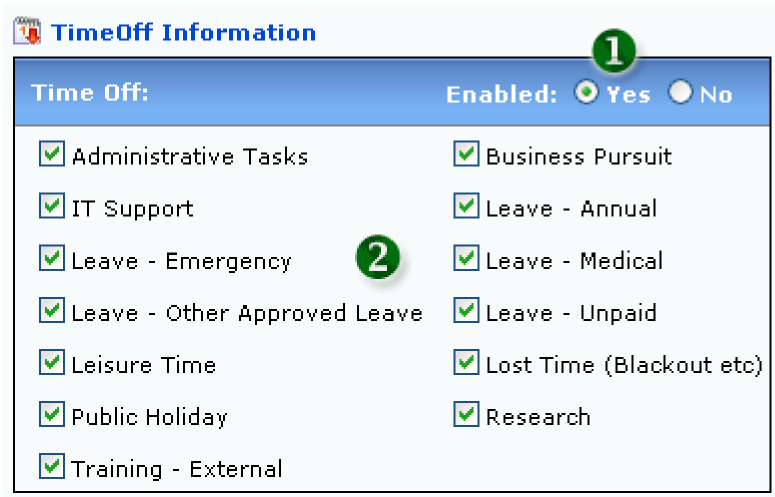
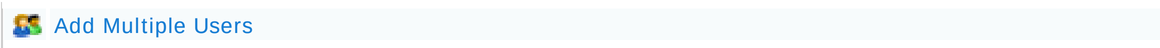


Figure 7: Timeoff Display Settings

1. ENABLE / DISABLE TIMEOFF OPTION IN TIMESHEET
2. SELECT TIMEOFF OPTIONS IN TIMESHEET

1.1.2 Add Multiple Users



Click the "**User List**" Tab to update User's Personal Information

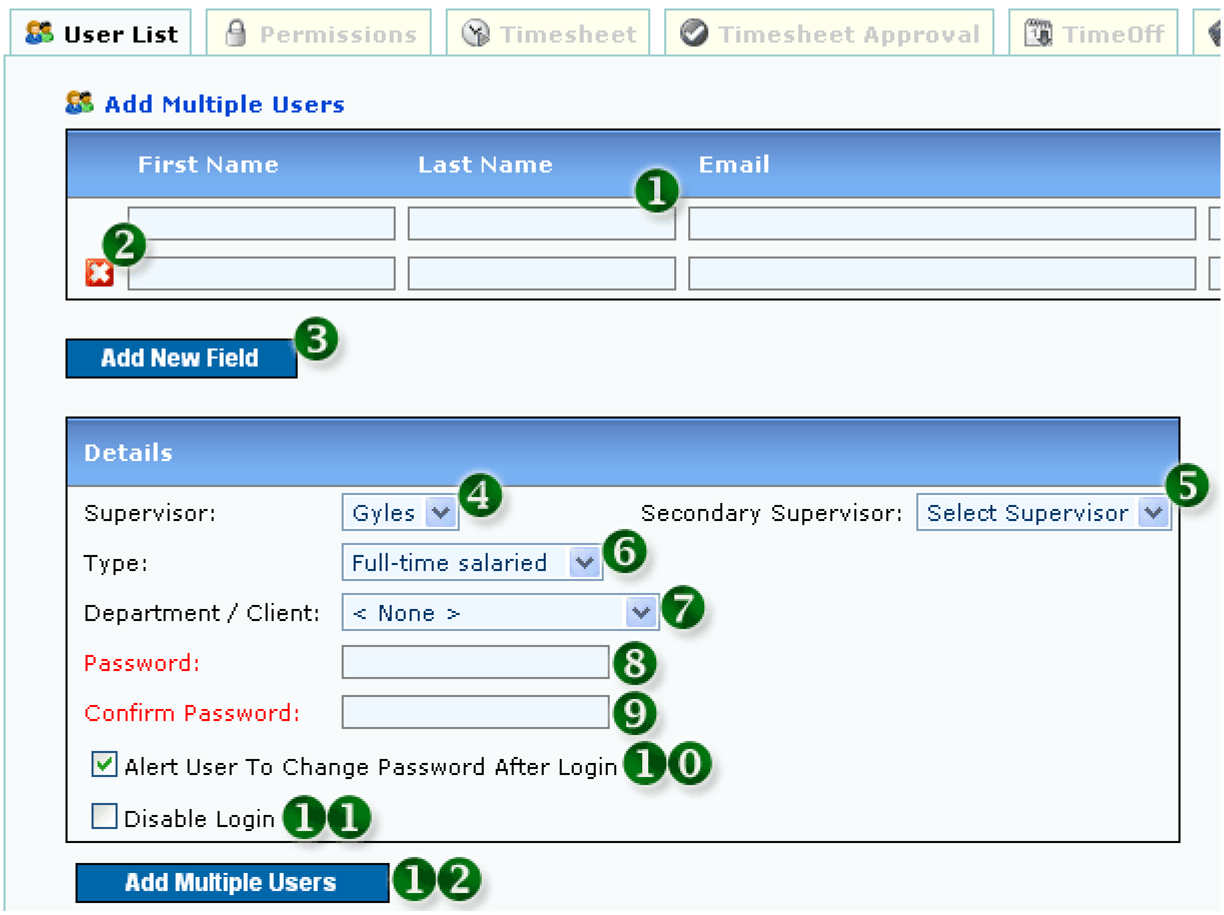


Figure 8: Add Multiple Users

1. **MANDATORY FIELDS:** First Name, Last Name, Email and Login
2. **DELETE USER**
3. **ADD NEW USER**
4. **SUPERVISOR:** Listed for Users with Supervisor Permission only
5. **SECONDARY SUPERVISOR:** Listed for Users with Supervisor Permission only
6. **EMPLOYEE TYPE**
7. **DEPARTMENT OR CLIENT**
8. **USER PASSWORD (MANDATORY)**
9. **PASSWORD CONFIRMATION (MANDATORY)**
10. **PASSWORD ALERT:** When checked, User will be prompted to Change Password after Login
11. **DISABLE LOGIN:** When checked, User cannot Login to System
12. **ADD MULTIPLE USERS**

1.1.2.1 Add and Update User's Permission Rules

Click the " **Permissions** " Tab to update User's Permission

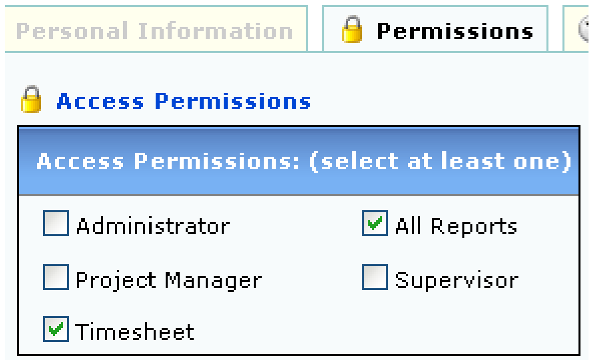


Figure 9: User Permission

1. **ADMINISTRATOR:** Full Access and Permission to All Areas
2. **PROJECT MANAGER:** Permission to Create, Edit and Delete Projects and Tasks
3. **TIMESHEET:** Permission to Add and Update Timesheets (DEFAULT)
4. **ALL REPORTS:** Permission to Access All Reports (DEFAULT)
5. **SUPERVISOR:** Permission to become Supervisor to Users

1.1.2.2 Add and Update User's Timesheet Rules

Click the " **Timesheet** " Tab to update User's Timesheet Settings

Figure 10: User Timesheet Settings

1. **HOURLY COST:** Hourly Cost per Hour
2. **HOURS PER DAY:** Minimum Hours of Timesheet submission for one **Working Day**
3. **HOURS PER WEEK:** Minimum Hours of Timesheet submission for one week
4. **FORCE HOURS / DAY:** Mandatory for User to meet hours / day rule
5. **FORCE HOURS / WEEK:** Mandatory for User to meet hours / week rule
6. **MANDATORY TIMESHEET:** Mandatory for User to enter weekly Timesheet
7. **ACTIVATION DATE:** User needs to enter Timesheet starting this Date

1.1.2.3 Add and Update User's Timesheet Approval Rules

Click the "**Timesheet Approval**" Tab to update User's Timesheet Approval Rules

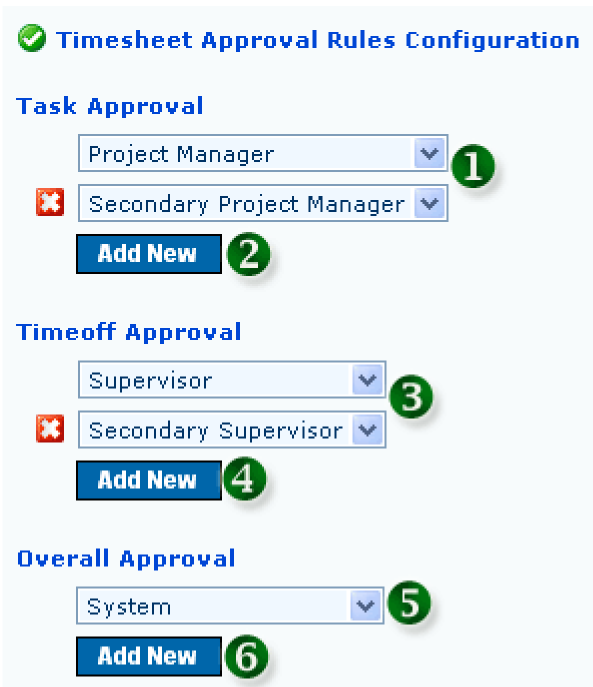


Figure 11: Timesheet Approval Rules

1. **TASK APPROVAL DEFAULT RULES**
2. **ADD TASK APPROVAL RULE**
3. **TIMEOFF APPROVAL DEFAULT RULES**
4. **ADD TIMEOFF APPROVAL RULE**
5. **OVERALL APPROVAL DEFAULT RULE:** System Overall Approval will trigger after the Task and Timeoff approvals have been satisfied first
6. **ADD OVERALL APPROVAL RULE**

1.1.2.2 Add and Update User's Timeoff Rules

Click the " TimeOff " Tab to update User's Timeoff Rules

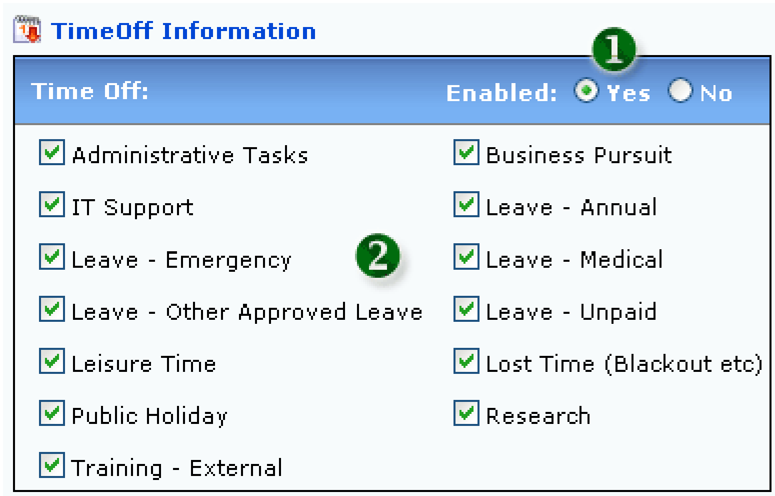
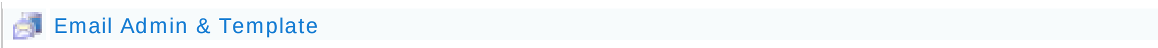


Figure 12: Timeoff Display Settings

1. **ENABLE / DISABLE TIMEOFF OPTION IN TIMESHEET**
2. **SELECT TIMEOFF OPTIONS IN TIMESHEET**

1.1.3 Email Admin and Template



Click the “ **Email Admin Configuration**” Tab to update Templates and Email Admin

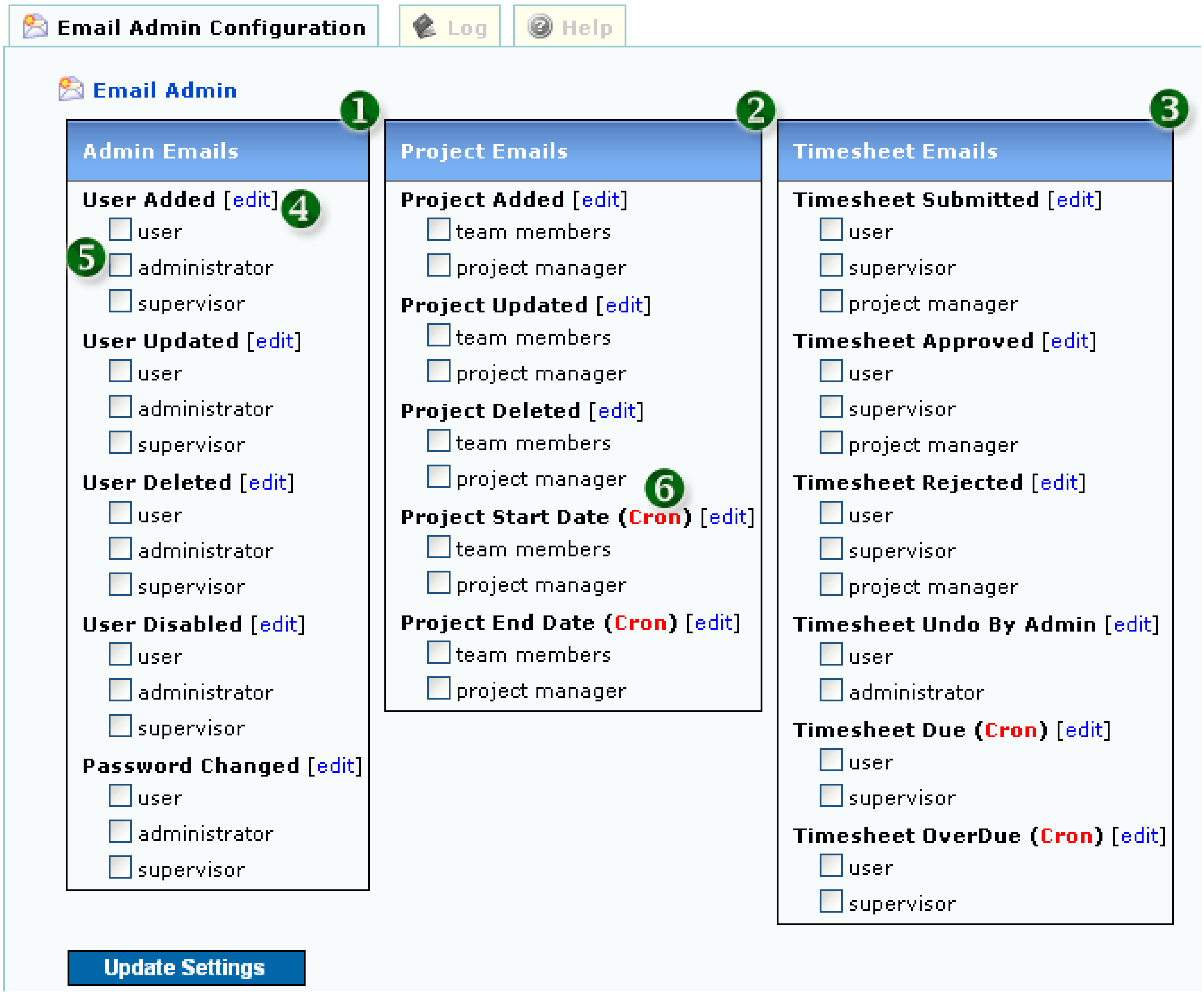


Figure 13: Email Admin and Template

1. **ADMIN RELATED EMAILS:** Emails related to Admin Activities listed here
2. **PROJECT RELATED EMAILS:** Emails related to Project Activities listed here
3. **TIMESHEET RELATED EMAILS:** Emails related to Timesheet Activities listed here
4. **EDIT TEMPLATE VIA TEMPLATE EDITOR:** Change the default template to your requirements via Template Editor

5. CHECK TO ENABLE EMAIL SENDING: Enable the Email Sending feature for this activity

6. CRON BASED AUTOMATED EMAIL SENDING: For Linux/Unix/FreeBSD Cron Based Email. Refer Admin System-Execute Cron Files

1.1.3.1 Update Email Templates

Click the "[Edit]" Link to Update Email Templates via Template Editor

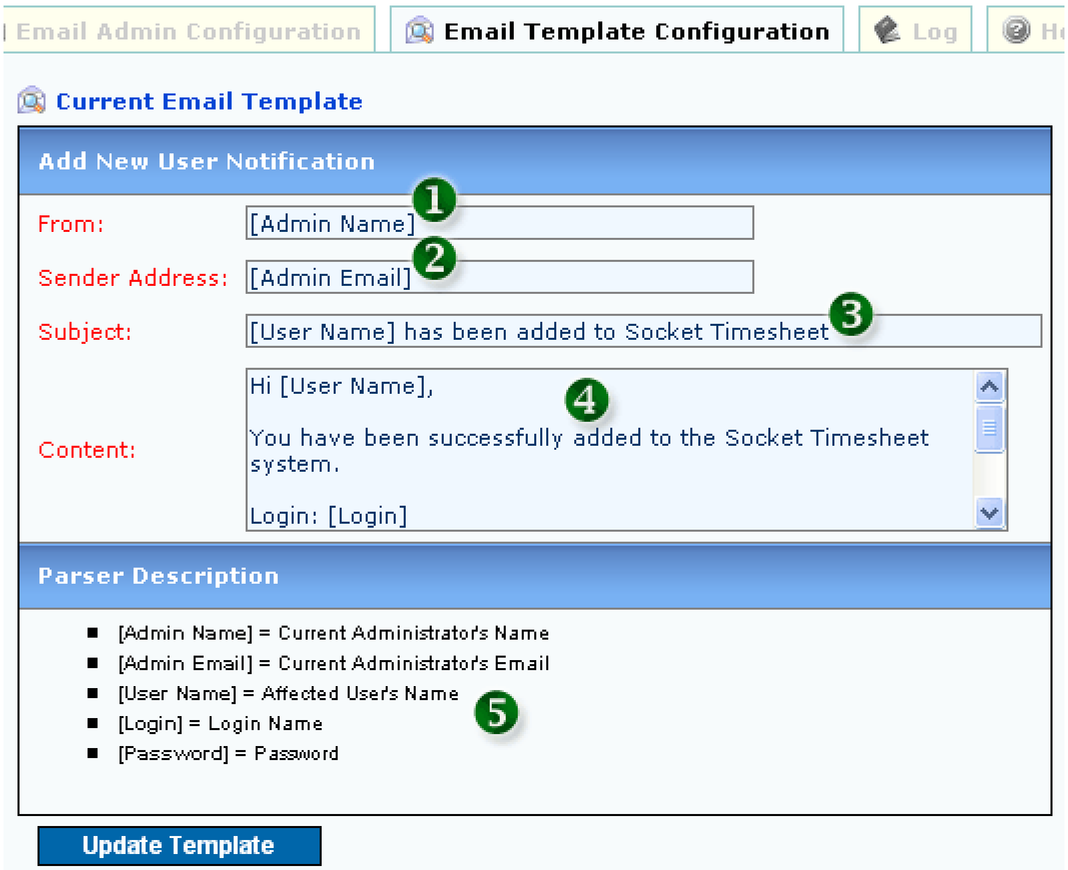


Figure 14: Email Template Editor

1. EMAIL FROM

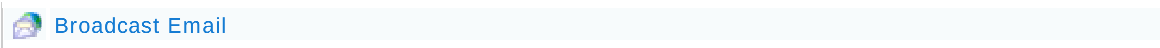
2. SENDER EMAIL ADDRESS

3. EMAIL SUBJECT

4. EMAIL CONTENT

5. PARSER DESCRIPTION: Items inside the tag [xxxxxxx] will be replaced as per the Parser Description

1.1.4 Broadcast Email



Click the “ **Message Configuration**” Tab to Broadcast Email Messages to selected Users

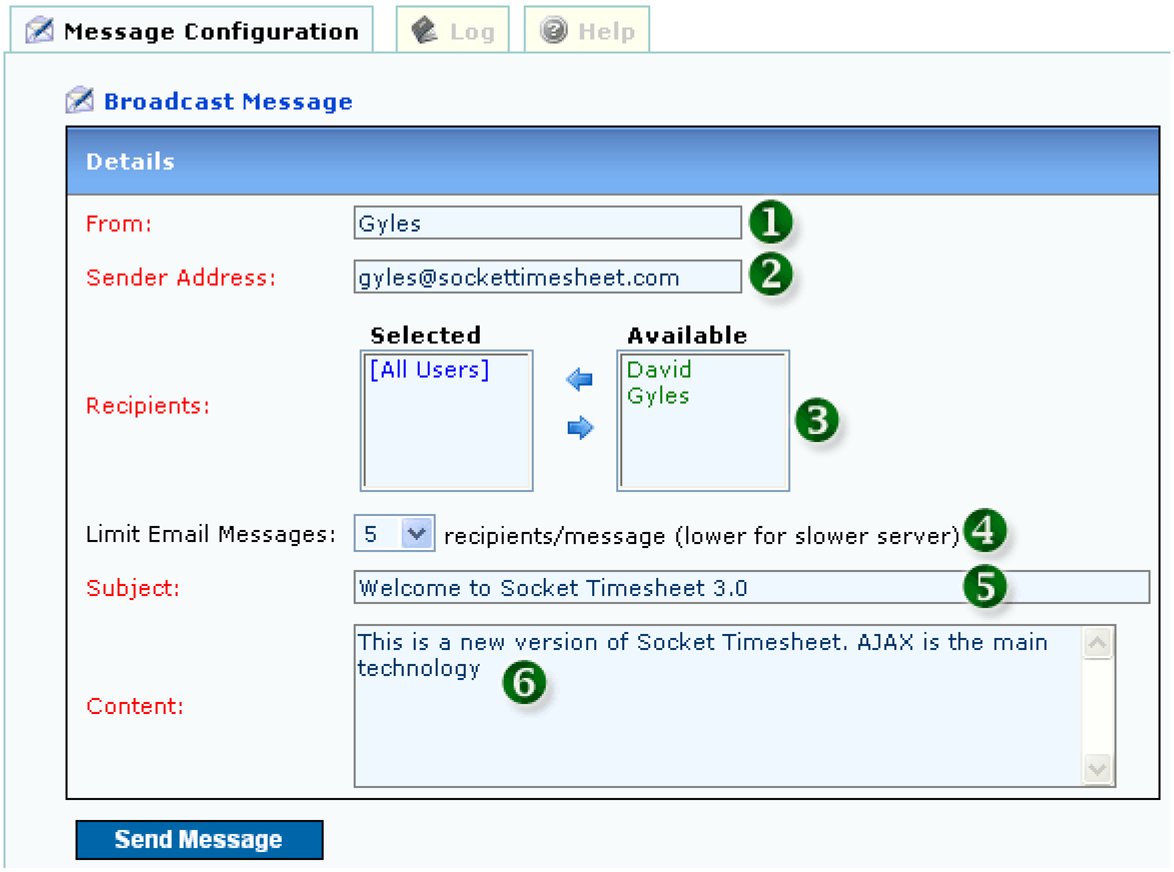


Figure 15: Broadcast Email

1. **EMAIL FROM**
2. **EMAIL SENDER ADDRESS**
3. **EMAIL RECIPIENTS:** Selected Users or All Users
4. **LIMIT MESSAGES:** Some email servers cannot send a large amount of emails in one go. This feature will limit the email sending cycle
5. **EMAIL SUBJECT**
6. **EMAIL CONTENT**

1.1.5 List Clients

Click the " **Clients List**" Tab to List Clients

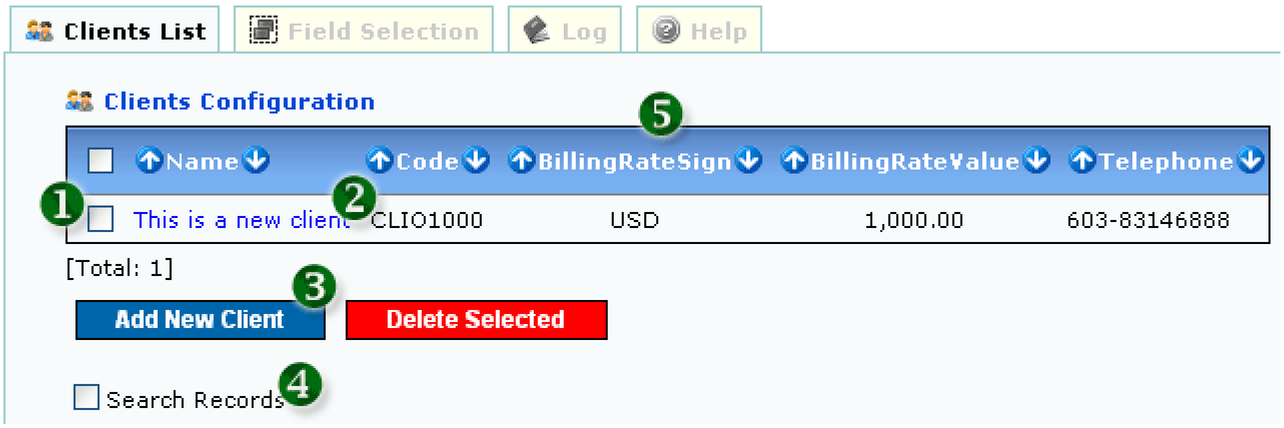


Figure 16: List Clients

1. CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD
2. CLICK LINK TO GO TO EDIT MODE
3. CLICK TO ADD NEW RECORD
4. CHECK TO SEARCH RECORDS
5. SORTABLE FIELDS

1.1.5.1 Add and Update Clients

Click the "**Client Configuration**" Tab to List Clients

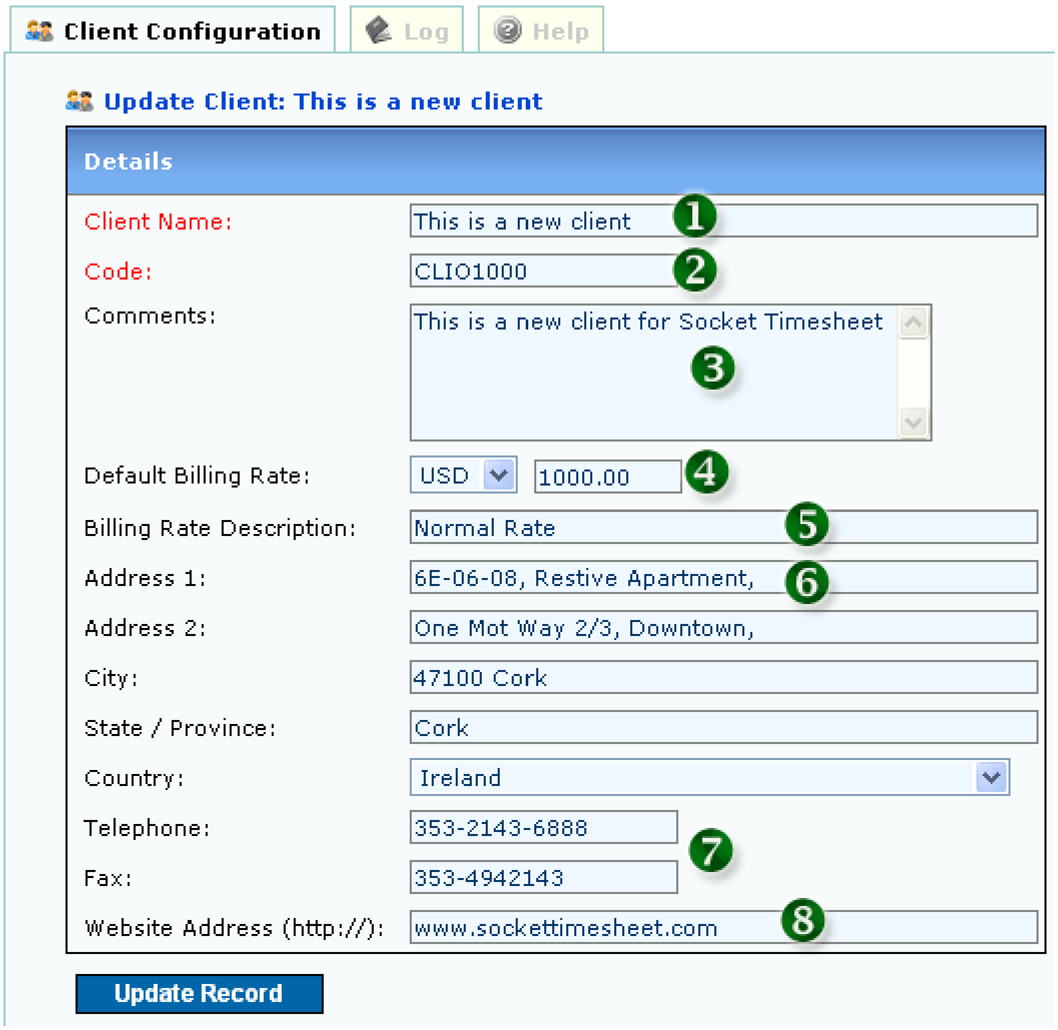


Figure 17: Add and Update Clients

1. **CLIENT NAME (MANDATORY)**
2. **CLIENT CODE (MANDATORY)**
3. **COMMENTS OR DESCRIPTION**
4. **CLIENT BILLING RATE PER HOUR**
5. **BILLING RATE DESCRIPTION**
6. **CLIENT ADDRESS**
7. **TELEPHONE AND FAX**
8. **CLIENT WEBSITE**

1.1.6 List Currencies

List Currencies

Click the " **Currencies List**" Tab to List Currencies

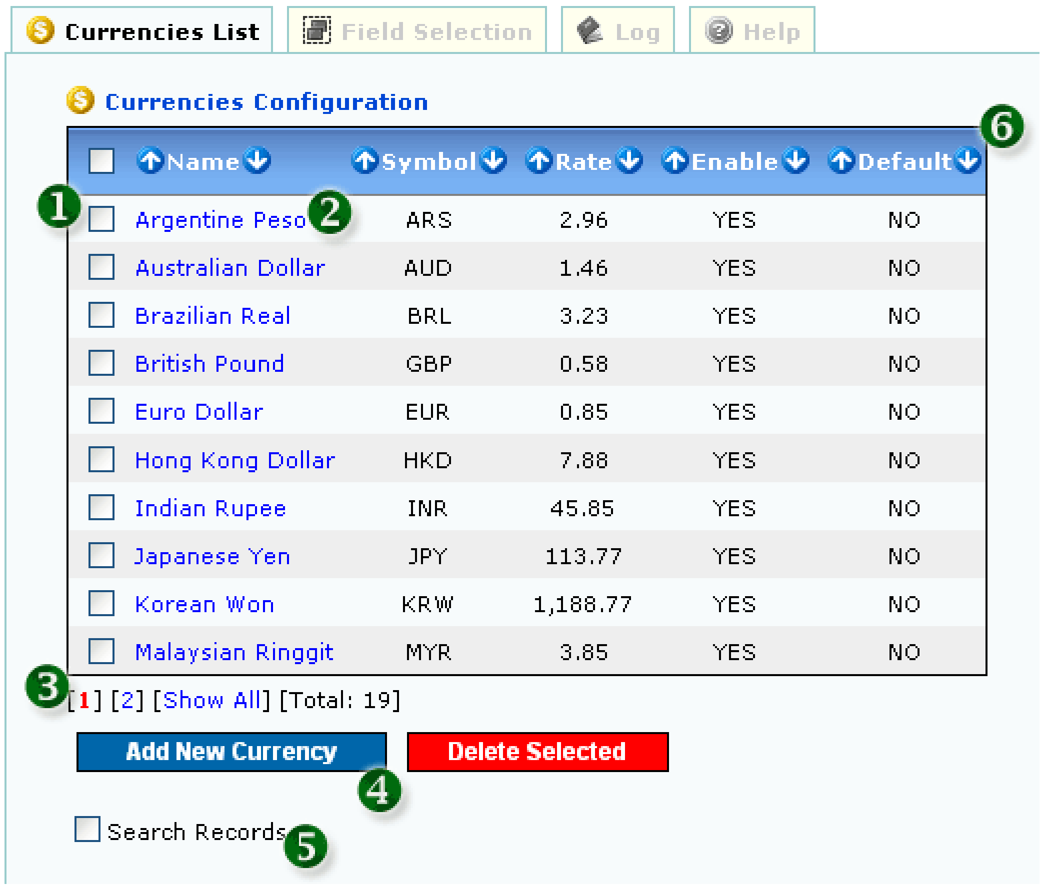


Figure 18: Currencies Listing

1. **CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD**
2. **CLICK LINK TO GO TO EDIT MODE**
3. **LISTING MAX PAGE: Configurable in the User Preference section**
4. **CLICK TO ADD NEW RECORD**
5. **CHECK TO SEARCH RECORDS**
6. **SORTABLE FIELDS**

1.1.6.1 Add and Update Currencies

Click the " **Currency Configuration**" Tab to Edit Currencies

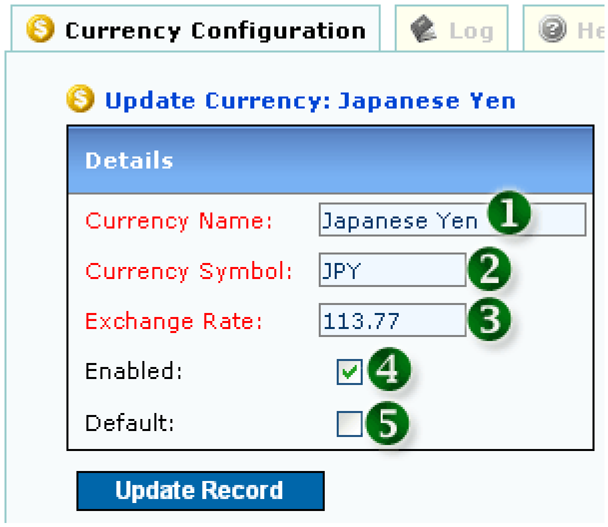
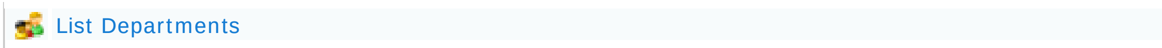


Figure 19: Adding and Updating Currencies

1. **CURRENCY NAME (MANDATORY & UNIQUE)**
2. **CURRENCY SYMBOL (MANDATORY & UNIQUE)**
3. **EXCHANGE RATE (MANDATORY):** The Exchange Rate against Default Currency in System
4. **ENABLE THIS CURRENCY FOR SELECTION IN SYSTEM**
5. **MAKE THIS CURRENCY A DEFAULT CURRENCY:** The other Currencies in the System will change their Exchange Rate against this Currency automatically

1.1.7 List Departments



Click the “ **Departments List**” Tab to List Departments

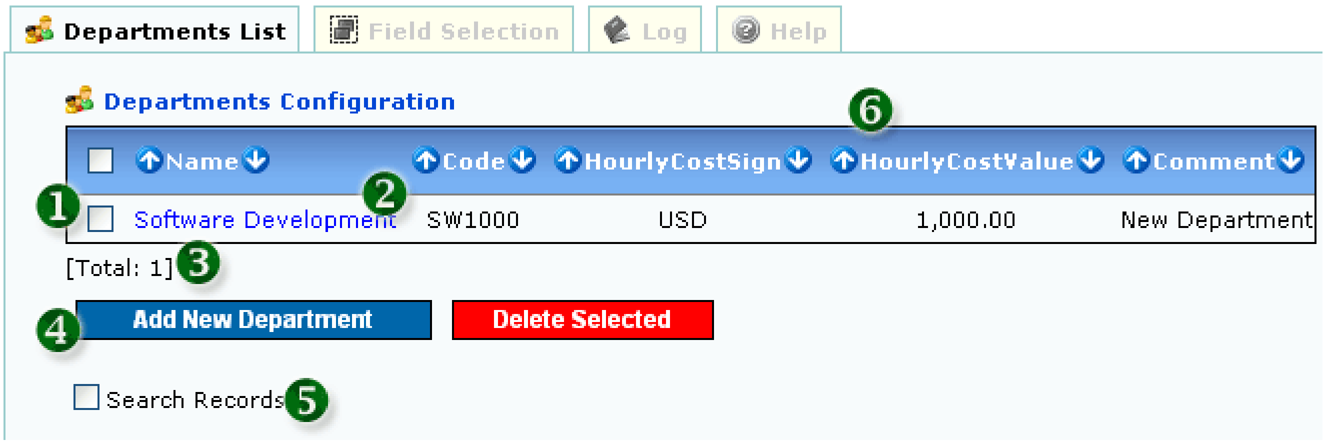


Figure 20: List Departments

1. CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD
2. CLICK LINK TO GO TO EDIT MODE
3. LISTING MAX PAGE: Configurable in the User Preference section
4. CLICK TO ADD NEW RECORD
5. CHECK TO SEARCH RECORDS
6. SORTABLE FIELDS

1.1.7.1 Add and Update Departments

Click the " **Department Configuration**" Tab to Edit Departments

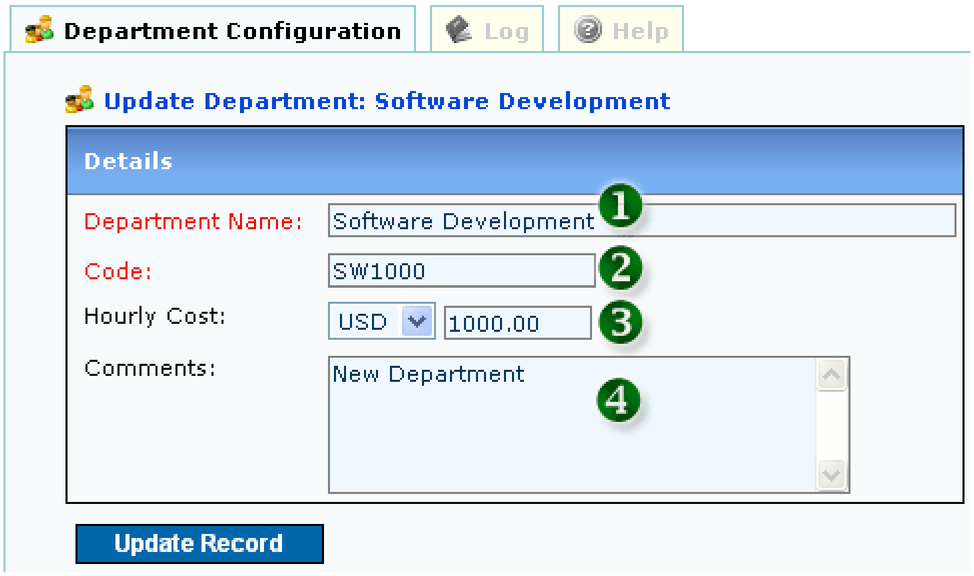


Figure 21: Edit Departments

1. **DEPARTMENT NAME (MANDATORY)**
2. **DEPARTMENT CODE (MANDATORY)**
3. **COST PER HOUR: Department Cost Per Hour Charged in Timesheet**
4. **COMMENTS OR DESCRIPTION**

1.1.8 List Employee Types

Click the " **Employee Types List**" Tab to List Employee Types

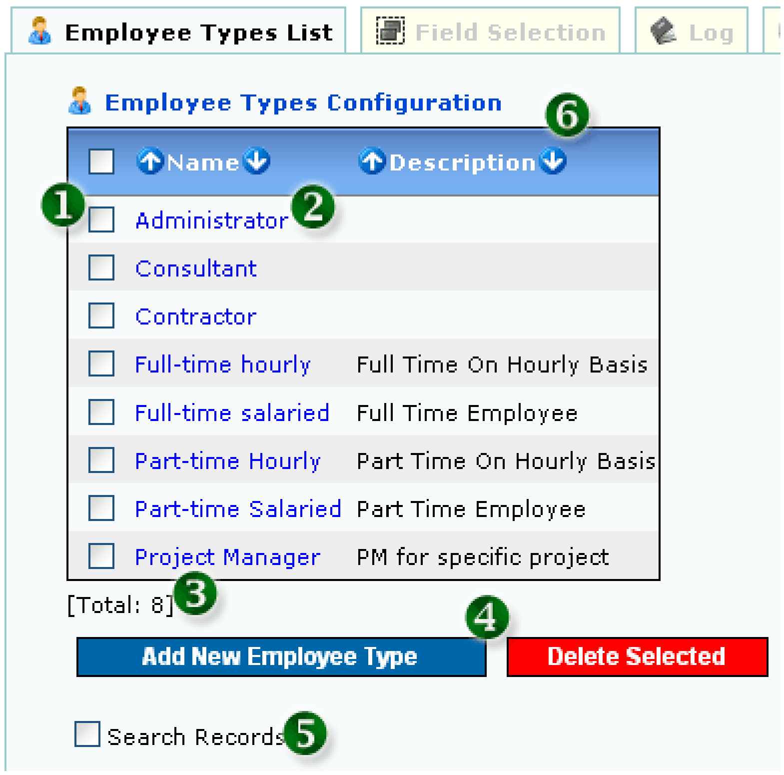


Figure 22: List Employee Types

1. **CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD**
2. **CLICK LINK TO GO TO EDIT MODE**
3. **LISTING MAX PAGE: Configurable in the User Preference section**
4. **CLICK TO ADD NEW RECORD**
5. **CHECK TO SEARCH RECORDS**
6. **SORTABLE FIELDS**

1.1.8.1 Add and Update Employee Type

Click the " **Employee Type Configuration**" Tab to Edit Employee Type

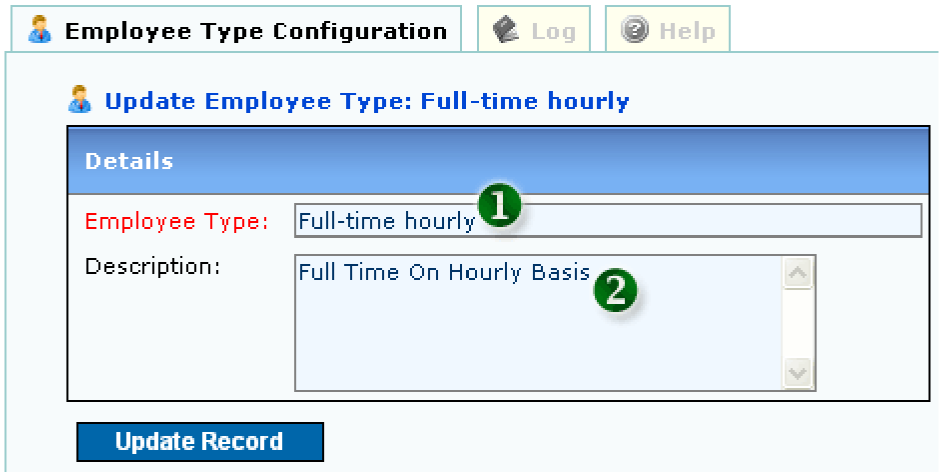


Figure 23: Add Update Employee Type

1. EMPLOYEE-TYPE NAME (MANDATORY)
2. EMPLOYEE-TYPE DESCRIPTION

1.1.9 List Expenses Types

List Expenses Types

Click the “ **Expenses Types List**” Tab to List Expenses Types

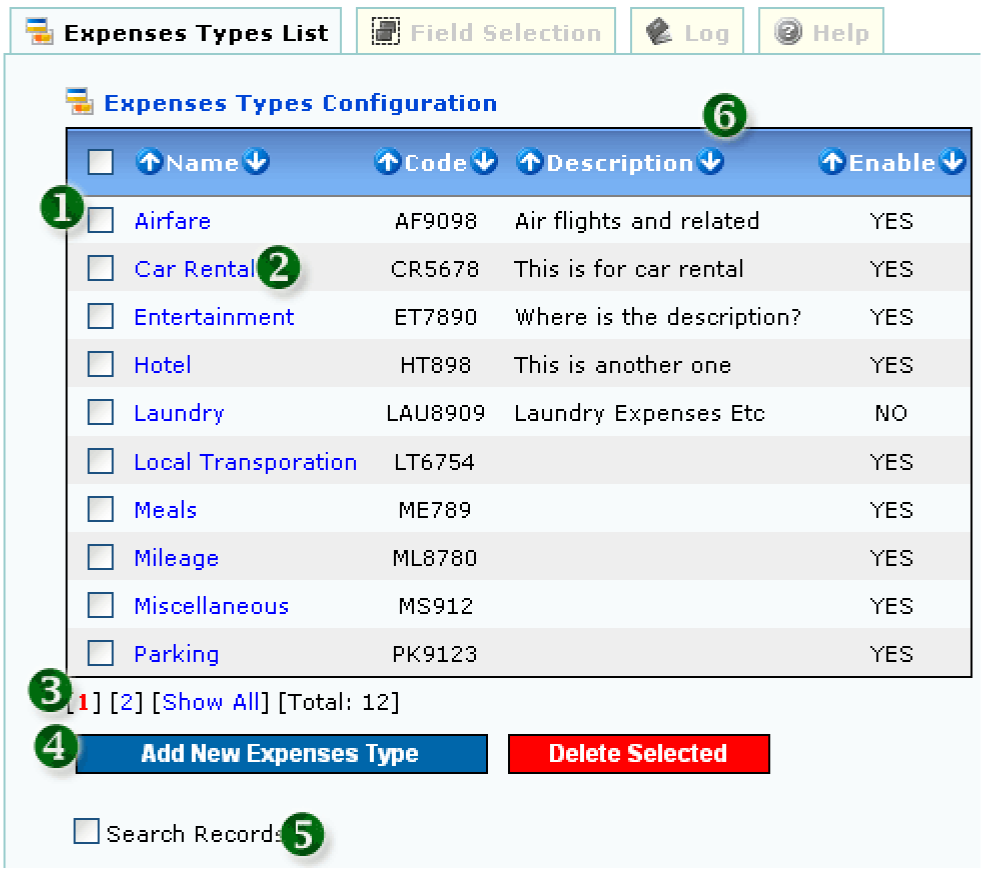


Figure 24: List Expenses Types

1. CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD
2. CLICK LINK TO GO TO EDIT MODE
3. LISTING MAX PAGE: Configurable in the User Preference section
4. CLICK TO ADD NEW RECORD
5. CHECK TO SEARCH RECORDS
6. SORTABLE FIELDS

1.1.9.1 Add and Update Expenses Type

Click the " **Expenses Type Configuration**" Tab to Edit Expenses Type

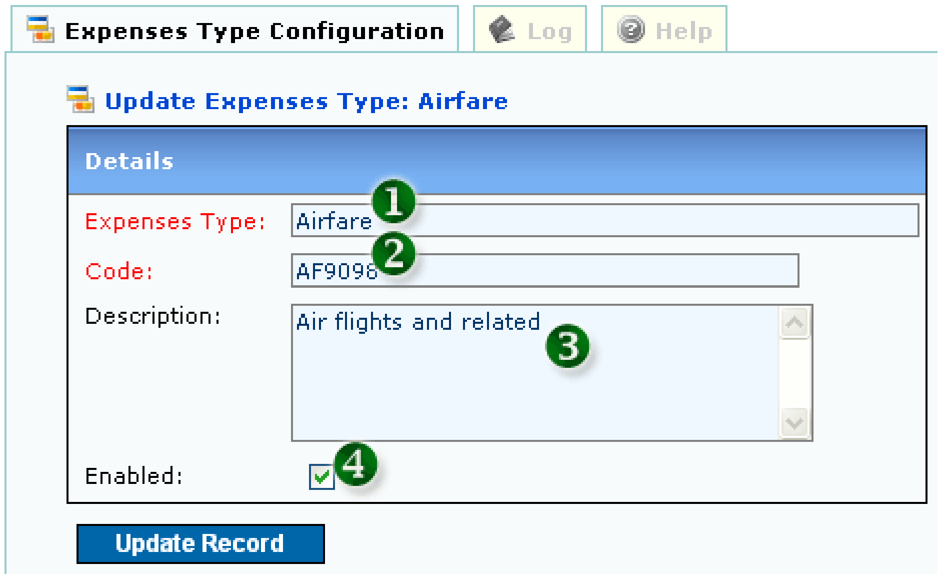
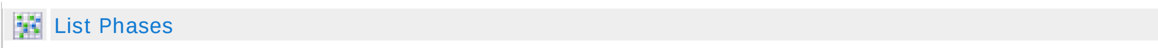


Figure 25: Add and Update Expenses Type

1. **EXPENSES TYPE (MANDATORY)**
2. **EXPENSES CODE (MANDATORY)**
3. **DESCRIPTION**
4. **ENABLE EXPENSES-TYPE FOR SELECTION**

1.1.10 List Phases



Click the " **Phases List**" Tab to List Phases

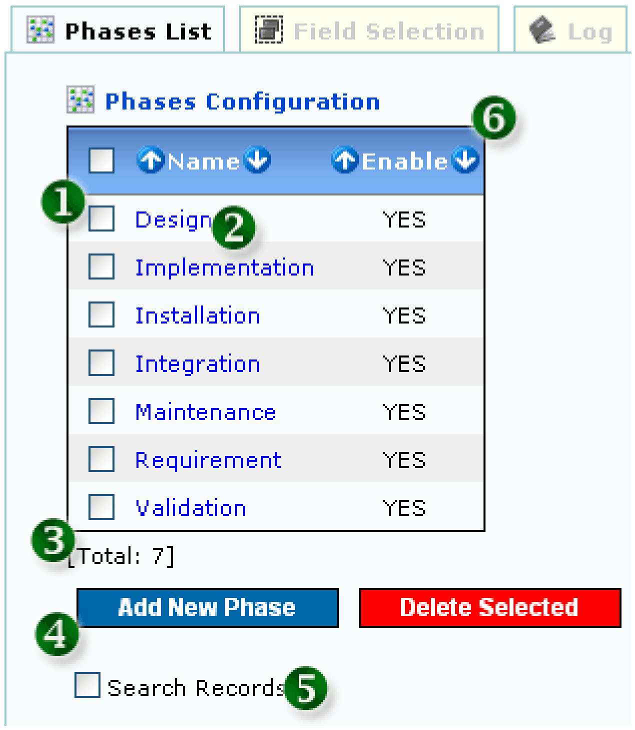


Figure 26: List Phases

1. CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD
2. CLICK LINK TO GO TO EDIT MODE
3. LISTING MAX PAGE: Configurable in the User Preference section
4. CLICK TO ADD NEW RECORD
5. CHECK TO SEARCH RECORDS
6. SORTABLE FIELDS

1.1.10.1 Add and Update Phases

Click the "**Phase Configuration**" Tab to Edit Phases

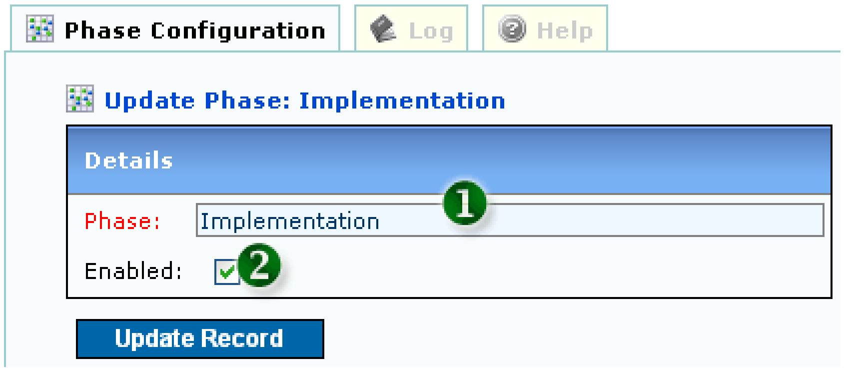


Figure 27: Add and Update Phases

1. **PHASE NAME (MANDATORY)**
2. **ENABLE PHASE TYPE FOR SELECTION**

1.1.11 List Roles

List Roles

Click the “ **Roles List**” Tab to List Roles

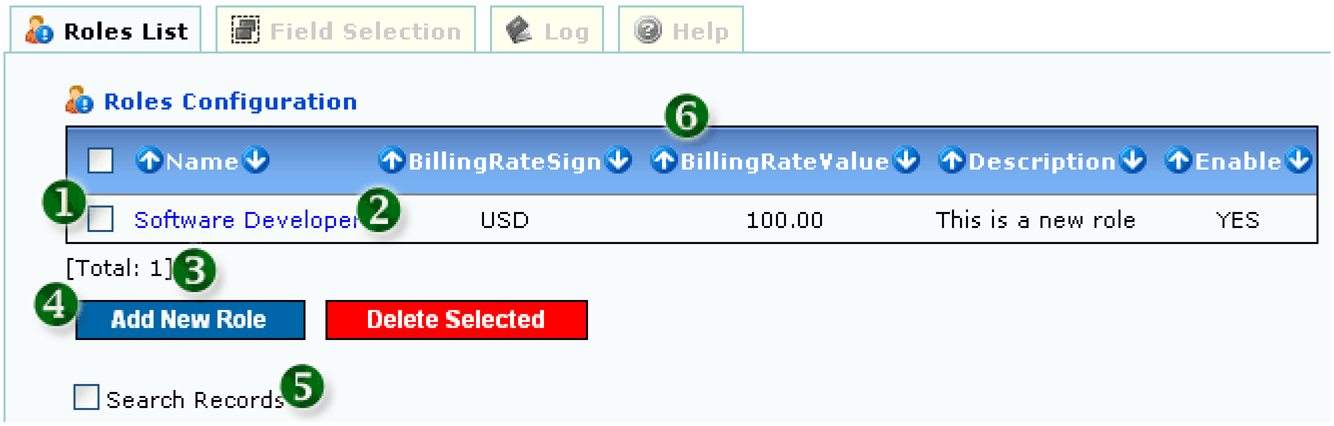


Figure 28: List Roles

1. CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD
2. CLICK LINK TO GO TO EDIT MODE
3. LISTING MAX PAGE: Configurable in the User Preference section
4. CLICK TO ADD NEW RECORD
5. CHECK TO SEARCH RECORDS
6. SORTABLE FIELDS

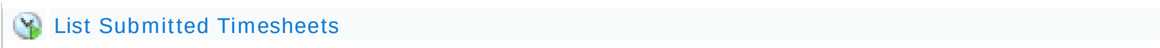
1.1.11.1 Add and Update Roles

Click the “ **Role Configuration**” Tab to Edit Roles

Figure 29: Add and Update Roles

1. **ROLE NAME (MANDATORY)**
2. **BILLING RATE (MANDATORY): Billing Rate per Hour for this Role**
3. **ROLE DESCRIPTION Billing Rate per Hour for this Role**
4. **ENABLE THIS ROLE FOR SELECTION**

1.1.12 List Submitted Timesheets



Click the " **Submitted Timesheets List**" Tab to List Submitted Timesheets

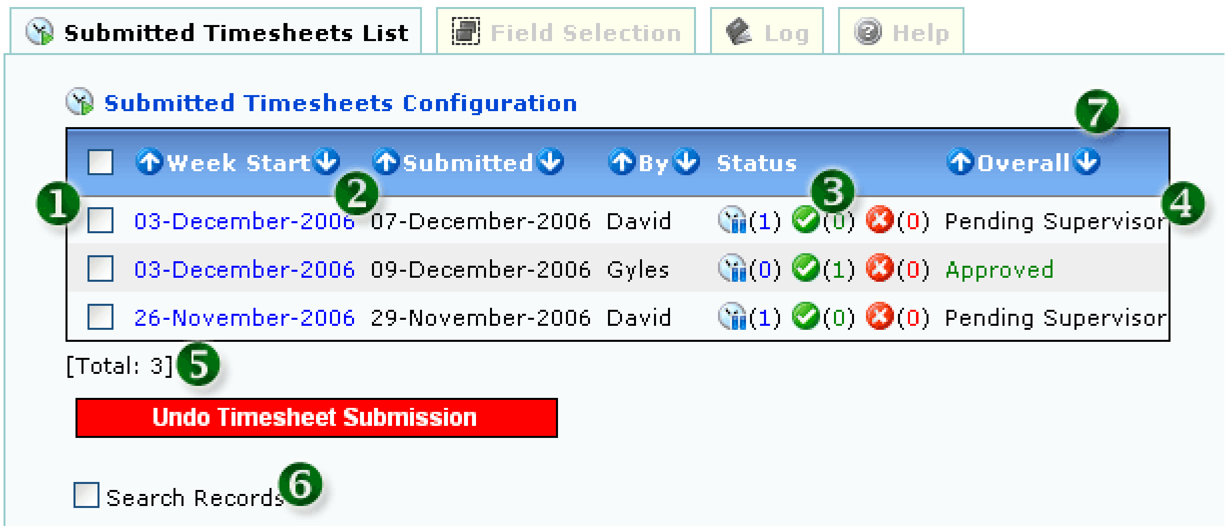


Figure 30: List Submitted Timesheets

1. CHECK AND CLICK "UNDO TIMESHEET SUBMISSION" TO UNDO TIMESHEET
2. CLICK LINK TO VIEW TIMESHEET
3. DETAILED TIMESHEET STATUS
   - Pending
   - Approved
   - Rejected
4. OVERALL TIMESHEET STATUS
5. LISTING MAX PAGE: Configurable in the User Preference section
6. CHECK TO SEARCH RECORDS
7. SORTABLE FIELDS

1.1.13 List Due Timesheets

List Due Timesheets

Click the " **Due Timesheets List**" Tab to List Due Timesheets

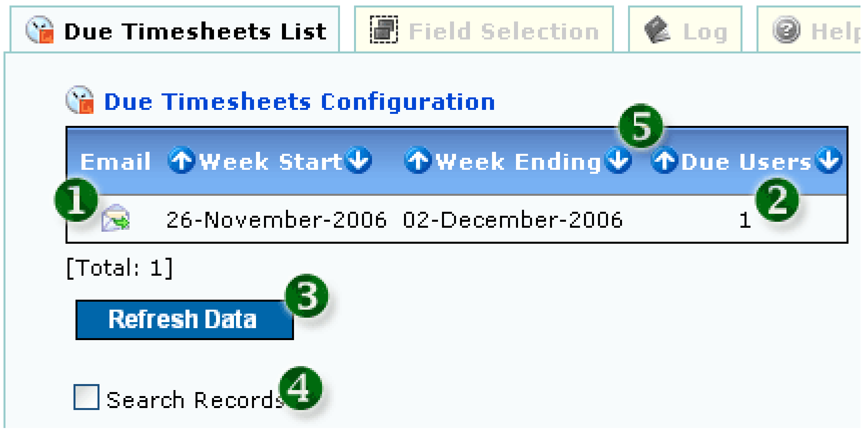
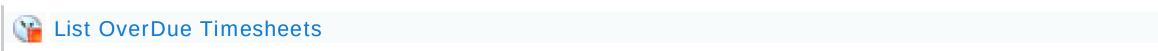


Figure 31: Due Timesheets List

1. CLICK TO SEND EMAIL TO AFFECTED USER(S)
2. NUMBER OF USER(S) AFFECTED FOR THE CURRENT WEEK
3. REFRESH RECORD TO GET THE LATEST DATA
4. CHECK TO SEARCH RECORDS
5. SORTABLE FIELDS

1.1.14 List Overdue Timesheets



Click the “ **OverDue Timesheets List**” Tab to List OverDue Timesheets

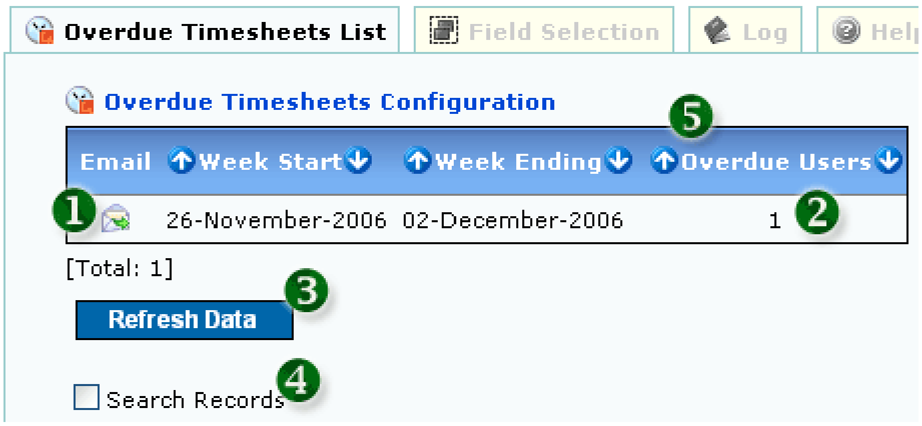


Figure 32: List Overdue Timesheets

1. CLICK TO SEND EMAIL TO AFFECTED USER(S)
2. NUMBER OF USER(S) AFFECTED FOR THE CURRENT WEEK
3. REFRESH RECORD TO GET THE LATEST DATA
4. CHECK TO SEARCH RECORDS
5. SORTABLE FIELDS

1.1.15 Timesheet Due and Overdue Email Reminder

Click the “” Icon to Go to Email Reminder Page

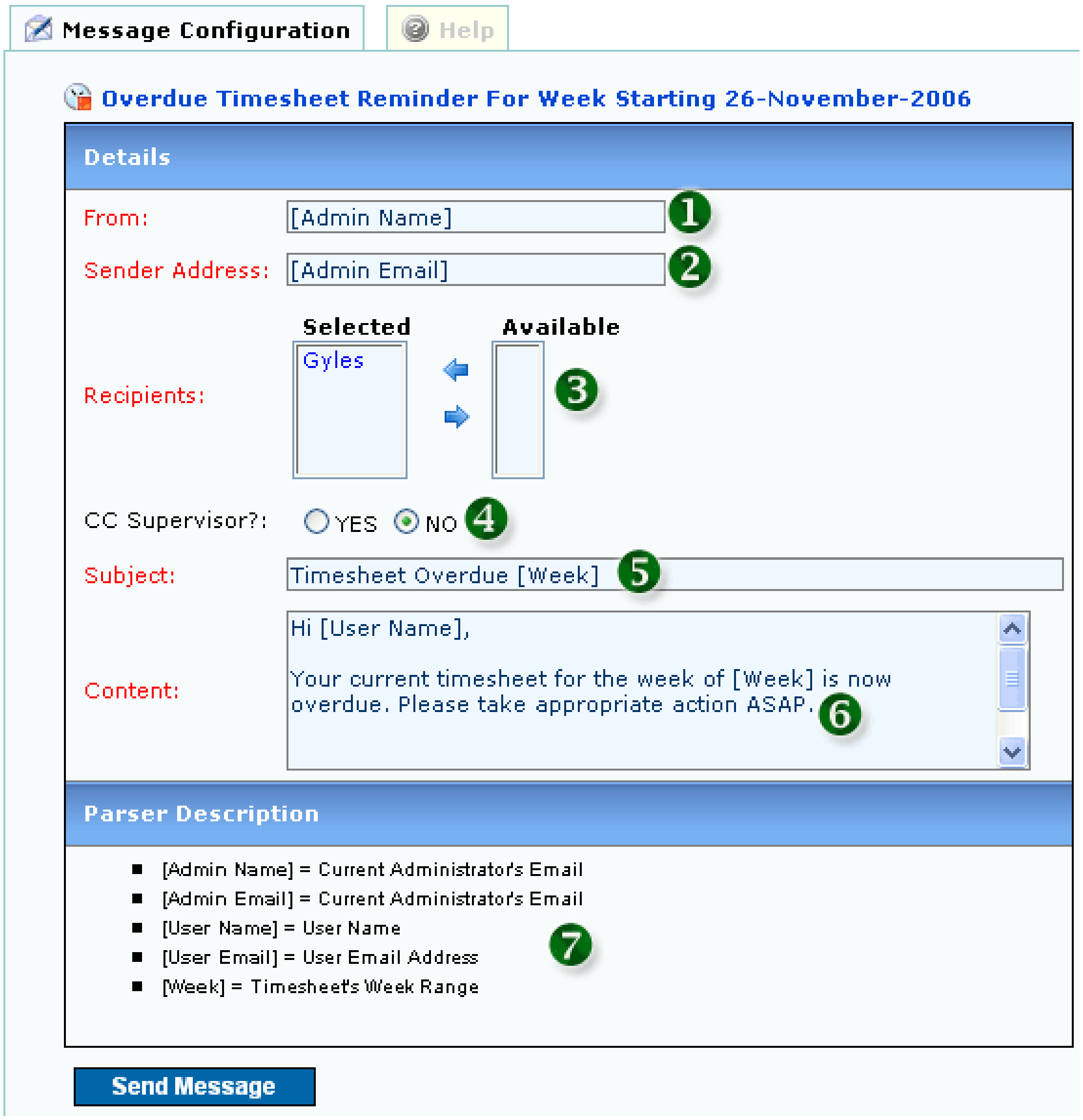
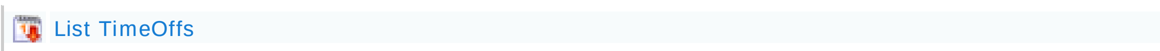


Figure 33: Timesheet Due Overdue Email Reminder

1. **SENDER NAME**
2. **SENDER ADDRESS**
3. **EMAIL RECIPIENTS**
4. **CC RECIPIENTS SUPERVISOR**
5. **EMAIL SUBJECT**
6. **EMAIL CONTENT**
7. **PARSER DESCRIPTION:** All Fields in [XXXXXXX] will be replaced based on the Description

1.1.16 List Timeoffs



Click the " **TimeOffs List**" Tab to List Timeoffs

Figure 34: List Timeoffs

1. **CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD**
2. **CLICK LINK TO GO TO EDIT MODE**
3. **LISTING MAX PAGE:** Configurable in the User Preference section
4. **CLICK TO ADD NEW RECORD**
5. **CHECK TO SEARCH RECORDS**
6. **SORTABLE FIELDS**

1.1.16.1 Add and Update Timeoffs

Click the " **TimeOff Configuration**" Tab to Edit Timeoffs

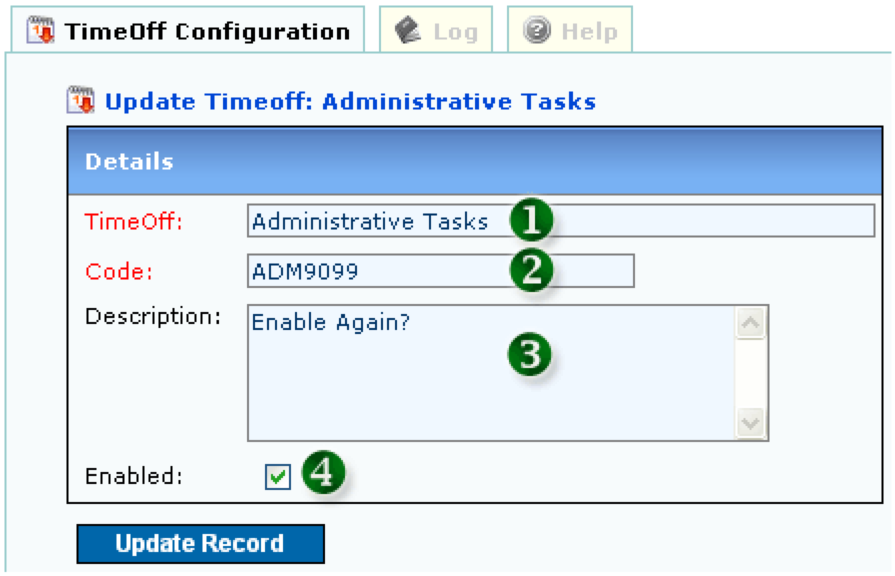
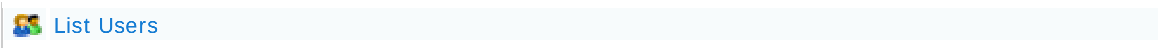


Figure 35: Add and Update Timeoffs

1. TIMEOFF NAME (MANDATORY)
2. TIMEOFF CODE (MANDATORY)
3. TIMEOFF DESCRIPTION
4. ENABLE THIS TIMEOFF FOR SELECTION IN SYSTEM

1.1.17 List Users



Click the " **Users List**" Tab to List Users

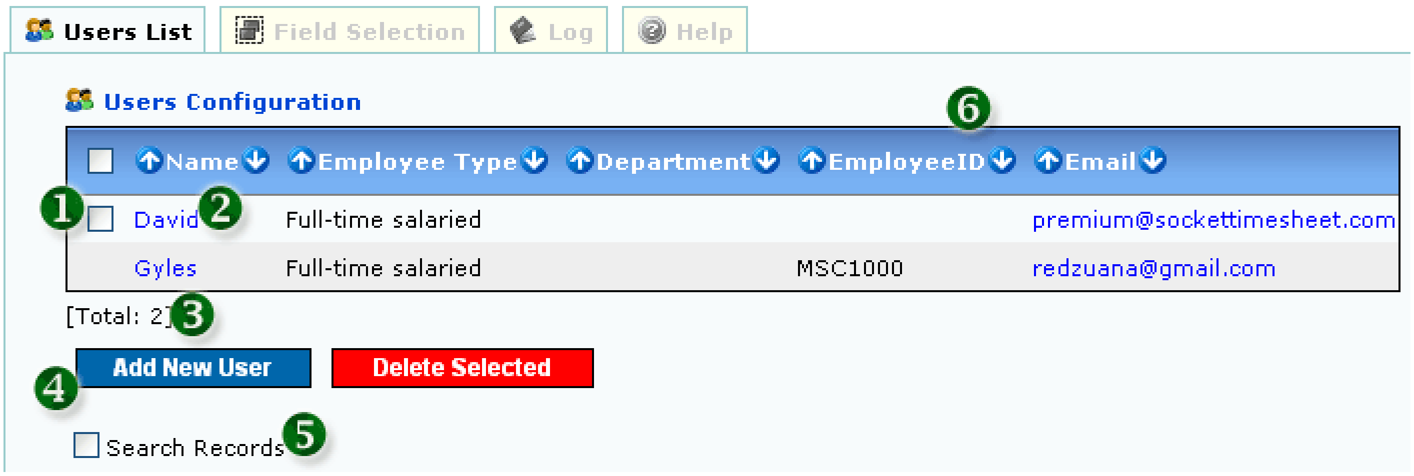


Figure 36: List Users

1. **CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD**
2. **CLICK LINK TO GO TO EDIT MODE**
3. **LISTING MAX PAGE:** Configurable in the User Preference section
4. **CLICK TO ADD NEW RECORD**
5. **CHECK TO SEARCH RECORDS**
6. **SORTABLE FIELDS**

1.1.17.1 Add and Update User’s Personal Information

Click the “ **Personal Information**” Tab to Update User’s Personal Information

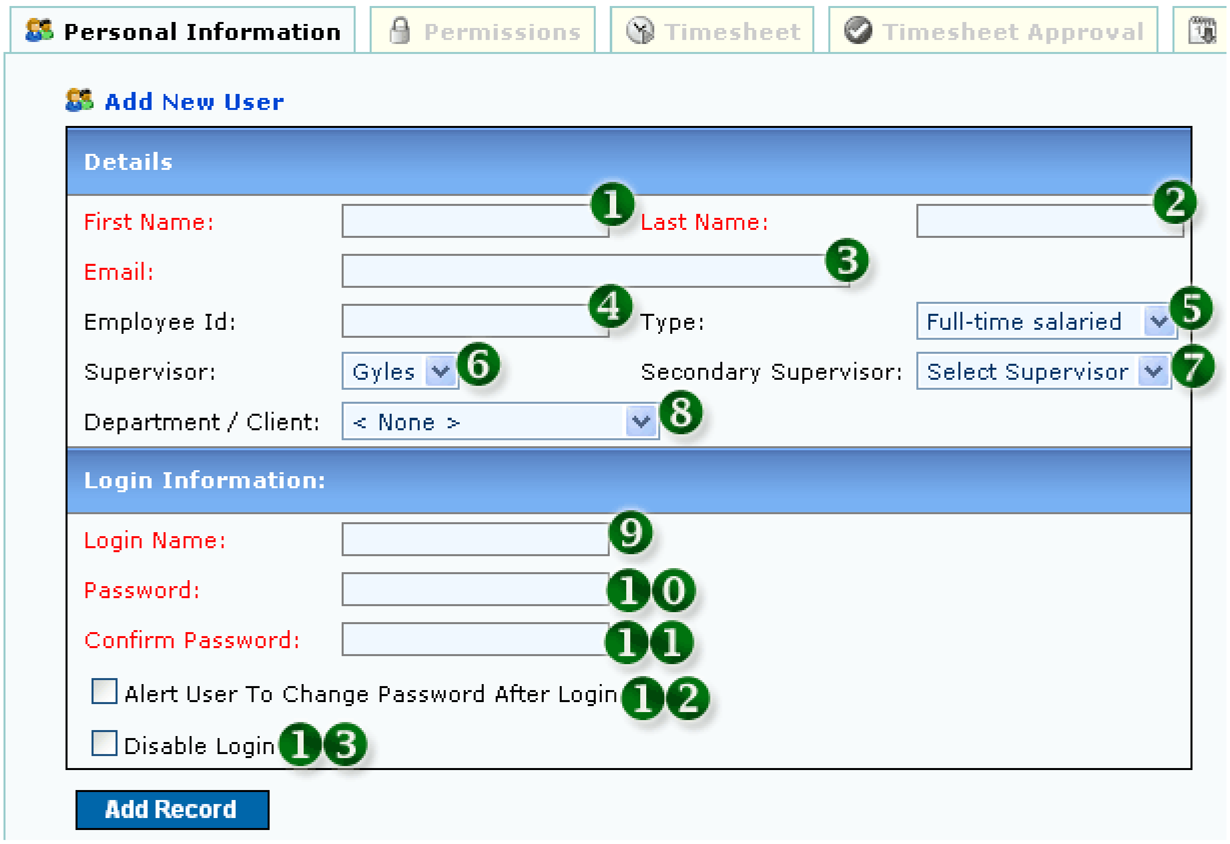


Figure 37: Add and Update User's Personal Information

1. **FIRST NAME (MANDATORY)**
2. **LAST NAME (MANDATORY)**
3. **EMAIL ADDRESS (MANDATORY)**
4. **EMPLOYEE ID**
5. **EMPLOYEE TYPE**
6. **SUPERVISOR:** Listed for Users with Supervisor Permission only
7. **SECONDARY SUPERVISOR:** Listed for Users with Supervisor Permission only
8. **DEPARTMENT OR CLIENT**
9. **USER LOGIN (MANDATORY)**
10. **USER PASSWORD (MANDATORY)**
11. **PASSWORD CONFIRMATION (MANDATORY)**
12. **PASSWORD ALERT:** When checked, User will be prompted to Change Password after Login
13. **DISABLE LOGIN:** When checked, User cannot Login to System

1.1.17.2 Add and Update User's Permissions

Click the " Permissions " Tab to Update User's Personal Information

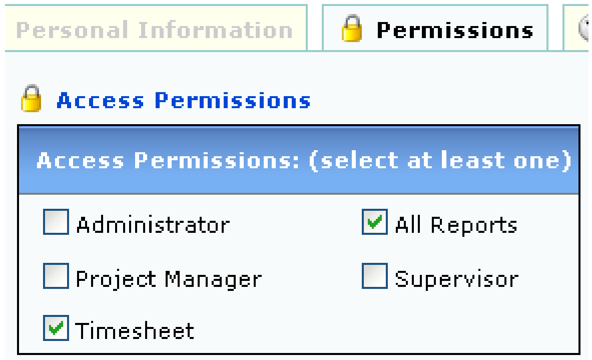


Figure 38: Add and Update User's Permission

ADMINISTRATOR: Full Access and Permission to All Areas
PROJECT MANAGER: Permission to Create, Edit and Delete Projects and Tasks
TIMESHEET: Permission to Add and Update Timesheets (DEFAULT)
ALL REPORTS: Permission to Access All Reports (DEFAULT)
SUPERVISOR: Permission to become Supervisor to Users

1.1.17.3 Add and Update User's Timesheet Settings

Click the " Timesheet " Tab to Update User's Timesheet Settings

Figure 39: Add and Update User's Timesheet Settings

1. **HOURLY COST:** Hourly Cost per Hour
2. **HOURS PER DAY:** Minimum Hours of Timesheet submission for one Working Day
3. **HOURS PER WEEK:** Minimum Hours of Timesheet submission for one week
4. **FORCE HOURS / DAY:** Mandatory for User to meet hours / day rule
5. **FORCE HOURS / WEEK:** Mandatory for User to meet hours / week rule
6. **MANDATORY TIMESHEET:** Mandatory for User to enter weekly Timesheet
7. **ACTIVATION DATE:** User needs to enter Timesheet starting this Date

1.1.17.4 Add and Update User's Timesheet Approval Rules

Click the "**Timesheet Approval**" Tab to update User's Timesheet Approval Rules

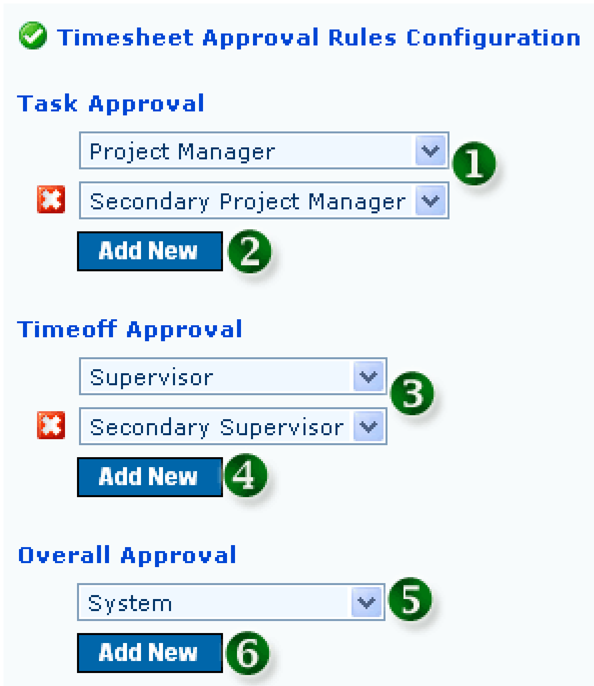


Figure 40: Timesheet Approval Rules

1. **TASK APPROVAL DEFAULT RULES**
2. **ADD TASK APPROVAL RULE**
3. **TIMEOFF APPROVAL DEFAULT RULES**
4. **ADD TIMEOFF APPROVAL RULE**
5. **OVERALL APPROVAL DEFAULT RULE:** System Overall Approval will trigger after the Task and Timeoff approvals have been satisfied first
6. **ADD OVERALL APPROVAL RULE**

1.1.17.5 Add and Update User's Timeoff Rules

Click the " TimeOff " Tab to update User's Timeoff Rules

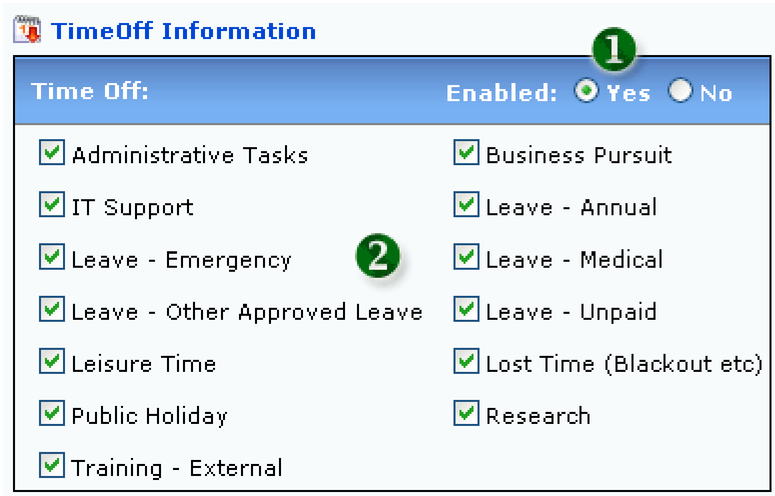
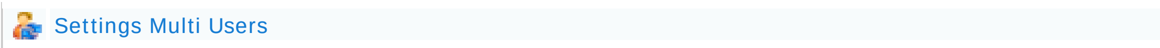


Figure 41: Timeoff Display Settings

1. **ENABLE / DISABLE TIMEOFF OPTION IN TIMESHEET**
2. **SELECT TIMEOFF OPTIONS IN TIMESHEET**

1.1.18 Multiple Users Settings



Click the “ **Multi Users Configuration**” Tab to Configure Multiple Users

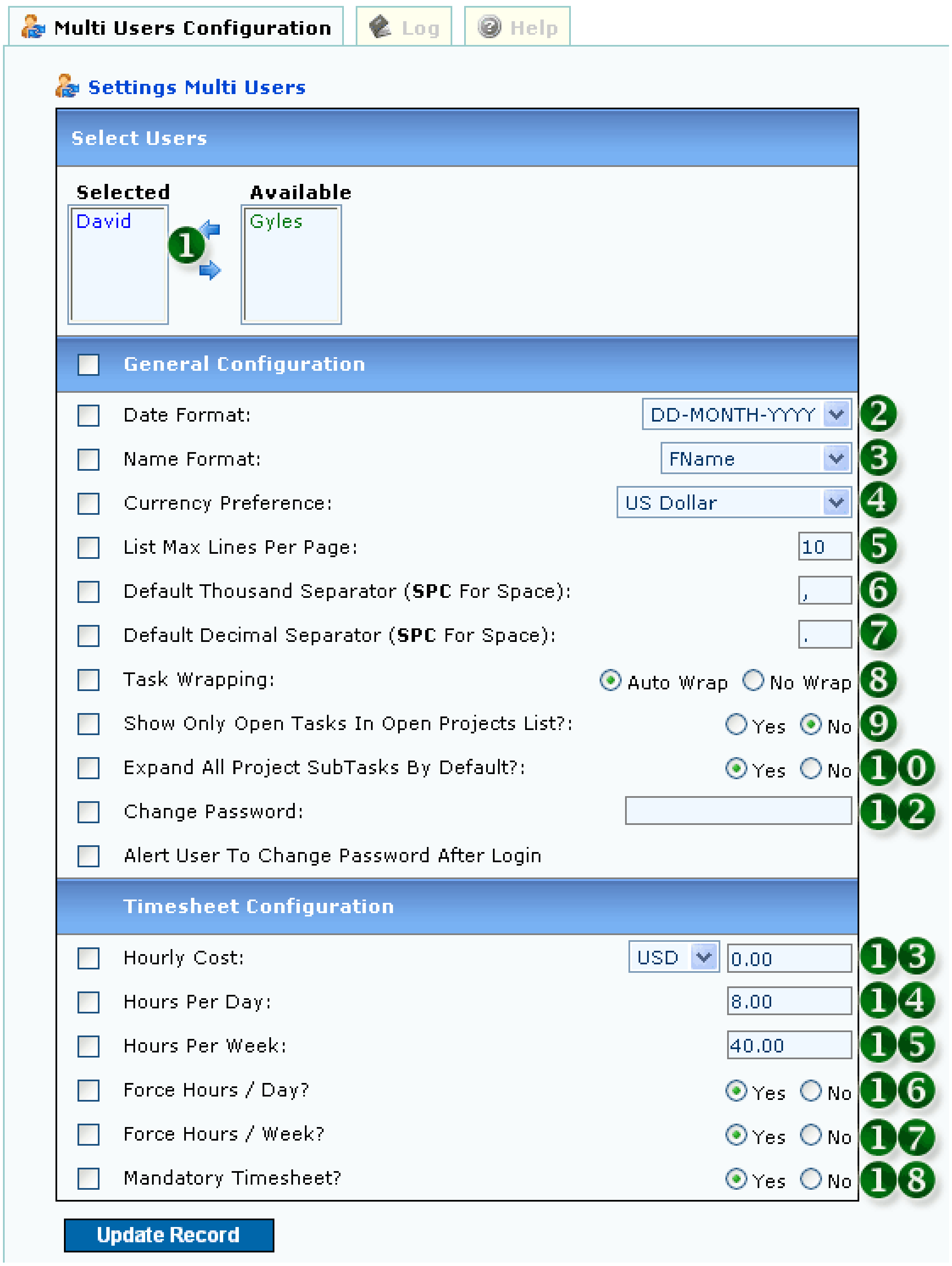


Figure 42: Configure Multiple Users

1. SELECT USER(S)
2. DATE FORMATTING PREFERENCE
3. NAME FORMATTING PREFERENCE
4. CURRENCY PREFERENCE
5. MAXIMUM LINES PER PAGE FOR LISTING
6. THOUSAND SEPARATOR: Enter 'SPC' for Space
7. DECIMAL SEPARATOR: Enter 'SPC' for Space
8. TASK WRAPPING: Automatic Task Wrap during Timesheet
9. ONLY OPEN TASKS SHOWN IN OPEN PROJECTS LIST
10. PROJECT TREE LISTING EXPANDED BY DEFAULT
11. CHANGE PASSWORD
12. ALERT PASSWORD CHANGE
13. HOURLY COST PER USER
14. TIMESHEET DEFAULT HOURS PER DAY
15. TIMESHEET DEFAULT HOURS PER WEEK
16. FORCE HOURS PER WORKING DAY IN TIMESHEET
17. FORCE HOURS PER WEEK IN TIMESHEET
18. MAKE TIMESHEET MANDATORY FOR USER

1.1.19 Project Settings

Settings Project

Click the "**Project Settings Configuration**" Tab to Configure Project Default Settings

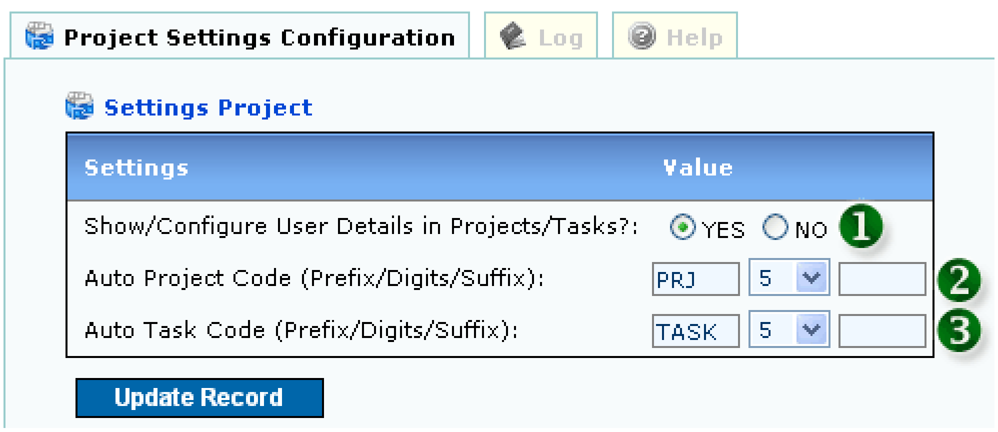


Figure 43: Configure Project Settings

1. CONFIGURE SPECIFIC MEMBERS DETAILS IN PROJECTS AND TASKS
2. PROJECT CODE GENERATION RULES
3. TASK CODE GENERATION RULES

1.1.20 Timesheet Settings

Click the “ **Timesheet Settings Configuration**” Tab to Configure Timesheet Default Settings

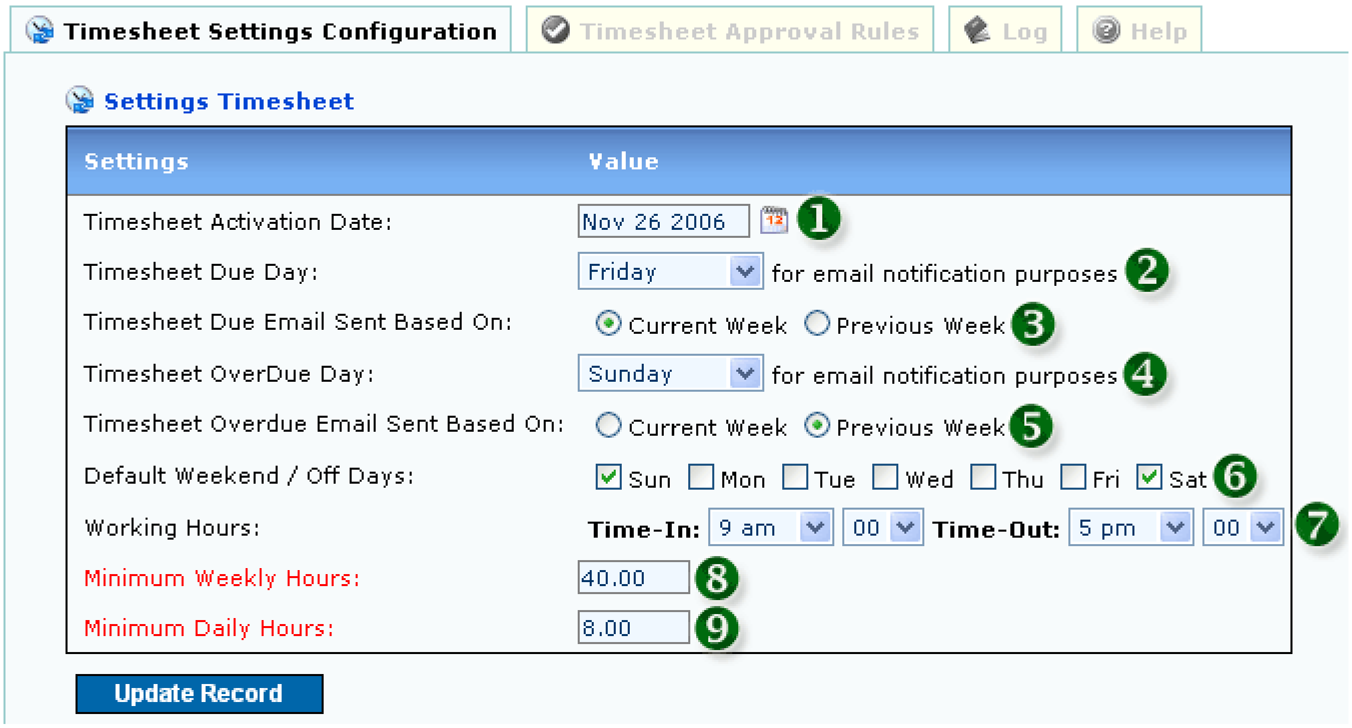


Figure 44: Timesheet Settings Configuration

1. **TIMESHEET ACTIVATION DATE:** System Based Timesheet Activation Date
2. **TIMESHEET DUE DAY:** Due Day for Reminder Email to be Sent. Refer Email Admin for Further Configuration
3. **DUE EMAIL SENT BASED ON DATA ON CURRENT OR PREVIOUS WEEK**
4. **TIMESHEET OVERDUE DAY:** OverDue Day for Reminder Email to be Sent. Refer Email Admin for Further Configuration
5. **OVERDUE EMAIL SENT BASED ON DATA ON CURRENT OR PREVIOUS WEEK**
6. **SYSTEM BASED WEEKLY OFF DAYS:** Users can change their own Off Days via User Preference
7. **DEFAULT WORKING HOURS:** User can change via Timesheet
8. **DEFAULT MINIMUM WEEKLY HOURS (MANDATORY):** Can be further configured per User via User Update
9. **DEFAULT MINIMUM DAILY HOURS (MANDATORY):** Can be further configured per User via User Update

Click the " Timesheet Approval Rules " Tab to Configure Timesheet Approval Settings

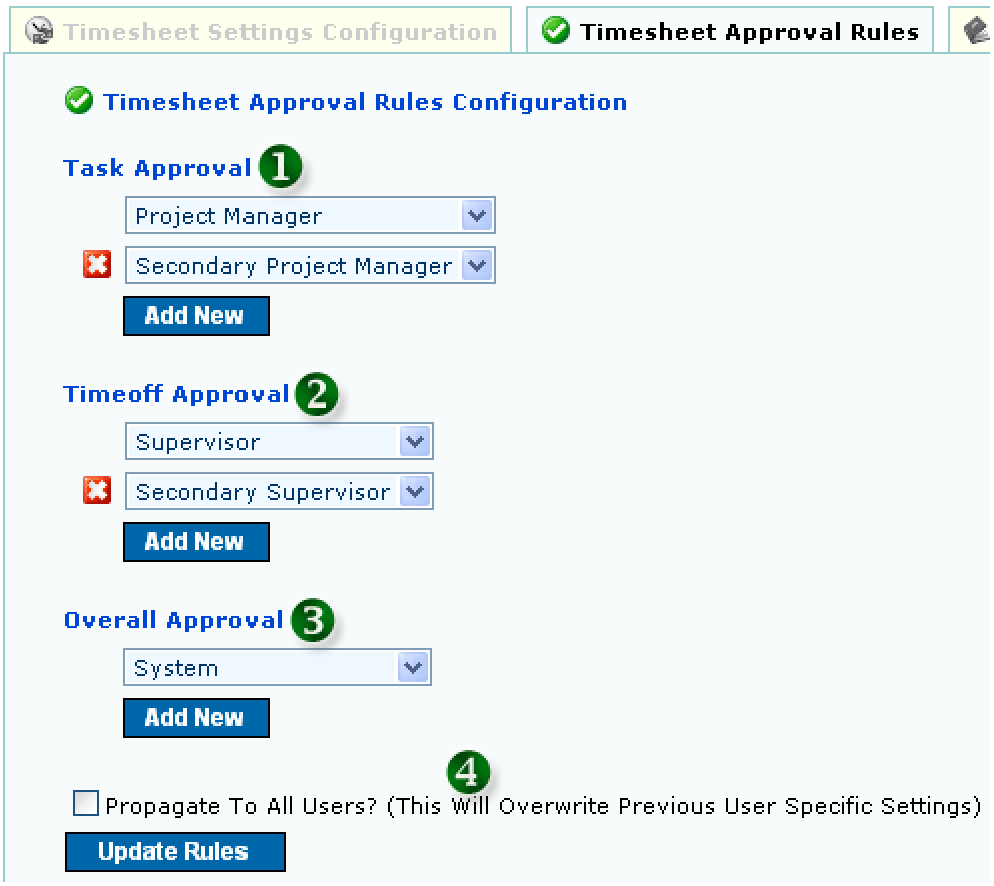


Figure 45: Timesheet Approval Settings

1. TIMESHEET TASK APPROVAL CONFIGURATION
2. TIMEOFF TASK APPROVAL CONFIGURATION
3. OVERALL TASK APPROVAL CONFIGURATION
4. PROPAGATE RULES TO ALL USERS