

TimeOut

Weekly note

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Weekly note

- The Weekly note is use for time-registration.
- Here you enter time used on projects and activities
- The Weekly note also gives you an overview of the registrations per week.

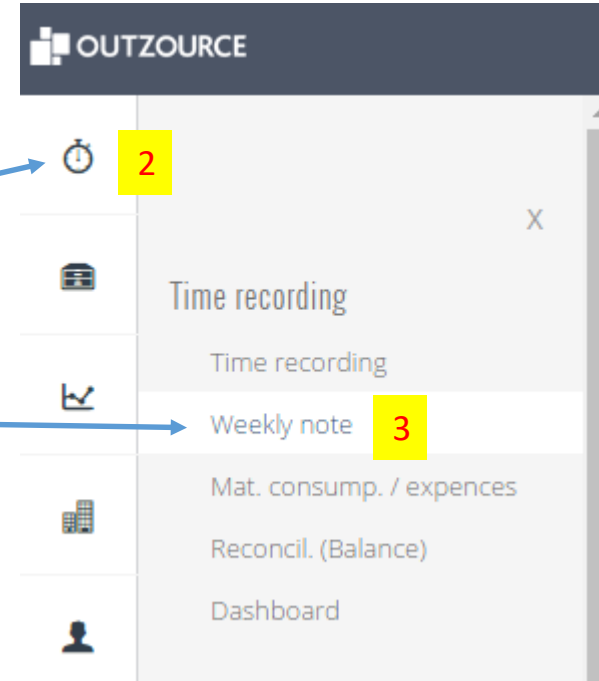


Weekly note

1. Login to TimeOut

2. Choose the menu Time recording

3. Choose Weekly note



NB. You might have the Weekly note as your start page



Weekly note

1. Search for a project (type-ahead)
2. Search for an activity (type-ahead)
3. Type number of hours
4. Type a comment
5. Push Submit>> button

NB – to get to the next or previous week click the arrows next to the week number ★

Weekly note

☒ Admin / Teamlead. Stefanie Møllegaard Nielsen [smn]
Date: 3/10/2016
1 Custo/Job: no
CISU - Civilsamfund i Udvikling 19348407
Non Violence in Secondary Schools (12)
2 Activity: Activity
3 Hours: Hours
4 Comment: Comment
5 Submit >>

Day	Norm.	Real.
Monday	7.5	
Tuesday	7.5	
Wed.day	7.5	
Thursday	7.5	
Friday	7.5	
Sat.day		
Sunday		

fi
Finance Assistant (Local staff)
Financial monitoring BØF Finance officer Togo

★ < Week 40 >



Weekly note

1. The registration is shown in the graph and as a separate line on the weekday.
2. Correction is made by click on the **BLUE** hour number.
3. A Pop-up appears with options to change date, hours and delete the registration.

Edit time recording

Today's date: 03 October 2016
Edited by: TimeOut - Support 03 October 2016

Contact: BØRNEfonden (1)
Job: SK 3 monitorering (17)
Activity: Monitorering
Employee: TimeOut - Support
Date: 4 okt 2016
Amount: 4 or Time: - (overwrites amount)
Hourly rate: 540 DKK
☐ Opdater timepris på denne aktivitet for valgte medarbejder
Opdater timepriser fra d. 03/10/2016 til dd. (også lukkede uger og hvis der foreligger faktura)
Comment:

Hide comments on customers loginpage: No
☐ Transport between home and work (transp. types only)
Submit

[X - Delete]

