# Weekly Timesheet Management System

## Introduction

This document outlines the functionality and usage of the Weekly Timesheet Management System, designed to help users efficiently track and manage hours worked over a week. This tool is ideal for freelancers, consultants, and small business employees who need to log and monitor their daily working hours.

## Features

- Daily Time Logging: Users can enter their check-in and check-out times for each day.

- Automatic Calculations: The system automatically calculates the total hours worked each day and sums up the total for the week.

## User Guide

1. Entering Times: Input your start and end times in the respective 'Check In' and 'Check Out' columns.

2. Viewing Totals: The total hours worked for each day will automatically update in the 'Total' column. Weekly totals are displayed at the bottom of the sheet.

## Technical Specifications

- Platform: The system is built using Microsoft Excel.

- Key Functions: Utilizes basic Excel formulas like SUM() for totaling hours.

## Limitations and Future Enhancements

- Limitations: Currently does not support real-time synchronization with other platforms.

- Future Enhancements: Plans include integration with payroll systems and real-time data updates.

## Contact Information

For support or inquiries, please contact [Your Contact Information].