APT Timesheets web app

User guide

For submitters

**Submitters actions**

**Login**

Enter username and password. Click login to login.

**Submitting timesheets**

On the top left menu, click ‘submit new timesheet’.

Enter timesheet details on the form.

To add new planned and unplanned synthetics, click ‘add’.

Upon submitting a new timesheet, you should receive an email notification, stating your timesheet has been submitted, and is currently in the pending state, and will be notified of any further changes to the timesheet’s status.

**View all timesheets**

On the main menu, click ‘All timesheets’. This displays all timesheets submitted, with current status.

**Follow up timesheet submission**

Admins will either approve or reject timesheets. Either way, you will be notified. If the timesheet has been rejected, in ‘All timesheets’, click the rejected timesheet, this will bring up the rejected timesheet data into a form, which can be amended. When required amendments have been made, click ‘Amend’, to resubmit timesheet.

**Logout**

To logout, on the main menu, click logout.