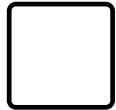




Timesheets



Projects



Tasks



Team



Reports

TimeSheets

Pending Approval

Unsubmitted

Archive



This Week: 01 – 07 Jun 2020

APPROVED



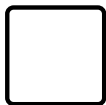
Day

Week

	M 01 Jun	T 02 Jun	W 03 Jun	Th 04 Jun	F 05 Jun	S 06 Jun	Su 07 Jun	
Lighting (Jack Absolute) Design	3:00	3:00	4:00	6:00	9:00	4:00	2:00	31:00
Lighting (Jack Absolute) Marketing	4:00	4:00	4:00	6:00	6:00	3:00	2:00	29:00
<div>+ New Row</div> <div>Save</div>	7:00	7:00	8:00	12:00	15:00	7:00	4:00	60:00



Timesheets



Projects



Tasks



Team



Reports

TimeSheets

Pending Approval

Unsubmitted

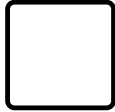
Archive

Pending Approval

	Mon 01 Jun	Tue 02 Jun	Wed 03 Jun	Thu 04 Jun	Fri 05 Jun	Sat 06 Jun	Sun 07 Jun	
Lighting (Jack Absolute) Design	3:00	3:00	4:00	6:00	9:00	4:00	2:00	31:00
Lighting (Jack Absolute) Marketing	4:00	4:00	4:00	6:00	6:00	3:00	2:00	29:00
<div>View Timesheet Details</div>	7:00	7:00	8:00	12:00	15:00	7:00	4:00	60:00



Timesheets



Projects



Tasks



Team



Reports

TimeSheets

Pending Approval

Unsubmitted

Archive

Unsubmitted Timesheets

Team Members

Select: [All](#) / [None](#)

Time



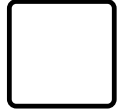
Gillian Wolmarans

0:00

[View Timesheet](#)



Timesheets



Projects



Tasks



Team



Reports



Add Time Entry

[Timesheets](#) > Adding new entry



08 – 14 Jun 2020 [Return to This Week](#)



Day

Week

[Copy over all rows from most recent timesheet](#)

+ New Row

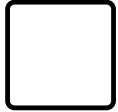
Submit Week for Approval



TIMESHEET MANAGEMENT



Timesheets



Projects



Tasks



Team



Reports



Add Time Entry

[Timesheets](#) > Adding new entry



This Week: 01 – 07 Jun 2020



Day

Week

M	T	W	Th	F	S	Su
01 Jun	02 Jun	03 Jun	04 Jun	05 Jun	06 Jun	07 Jun

Lighting (Jack Absolute)
Design

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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0

Lighting (Jack Absolute)
Marketing

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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0

+ New Row

Save

Last saved at 12:41pm

0

0

0

0

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0

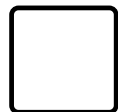
0

0

Submit Week for Approval



Timesheets



Projects



Tasks



Team



Reports



Add Time Entry

✓ Timesheet has been submitted for approval.



[Timesheets](#) > Adding new entry



This Week: 01 – 07 Jun 2020



Day

Week

M	T	W	Th	F	S	Su
01 Jun	02 Jun	03 Jun	04 Jun	05 Jun	06 Jun	07 Jun

Lighting (Jack Absolute)
Design

3:00

3:00

4:00

6:00

9:00

4:00

2:00

31:00



Lighting (Jack Absolute)
Marketing

4:00

4:00

4:00

6:00

6:00

3:00

2:00

29:00



+ New Row

Save

Last saved at 12:54pm

7:00

7:00

8:00

12:00

15:00

7:00






4:00

60:00

Ready to submit this timesheet for approval?

Yes, Submit Timesheet

Cancel

- 
Timesheets
- 
Projects
- 
Tasks
- 
Team
- 
Reports


Add New Project

Adding new Project / Task

Project Name

Jack Absolute

Task

Stage Design

Project Code



Dates



Notes



Create new project

Project Name

Area

Department

start

end

Cancel

CREATE

Notes can only be seen by administrators.



Timesheets



Projects



Tasks



Team



Reports



Add New Project

Adding new Project / Task

Project Name

Jack Absolute

or

New Project



Task

Stage Design

Project Code



(optional)

Dates



Starts on

to

Ends on

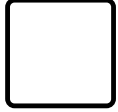
Notes



Notes can only be seen by administrators.



Timesheets



Projects



Tasks



Team



Reports



Add New Task

Tasks

✕ Design

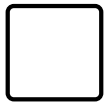
✕ Lighitng

Sound|

Create new task "Sound"



Timesheets



Projects



Tasks



Team



Reports

Team

Members

NAME

Gill

Invite Member

EMAIL*

Predictive population of people - typeahead

ROLE*

User

PROJECTS

Select projects you want to add team members to

Select all

Cancel

Send

The button
Invite
member is
only visible if
you are admin

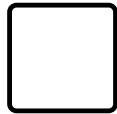
Invite member



TIMESHEET MANAGEMENT



Timesheets



Projects



Tasks



Team



Reports

REPORTS

Summary

Detailed

Weekly

Shared

Select one or many projects

Choose Date Range



Total: 00:17:52

Export



☐ Rounding

Group by: Project

Show time



PROJECT

Mo, Jun 1

Tu, Jun 2

We, Jun 3

Th, Jun 4

Fr, Jun 5

Sa, Jun 6

Su, Jun 7

Total:

1

• Jack Absolute

—

—

00:17:52

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—

00:17:52

Total:

—

—

00:17:52

—

—

—

—

00:17:52

If user is an admin then all users and projects will be shown