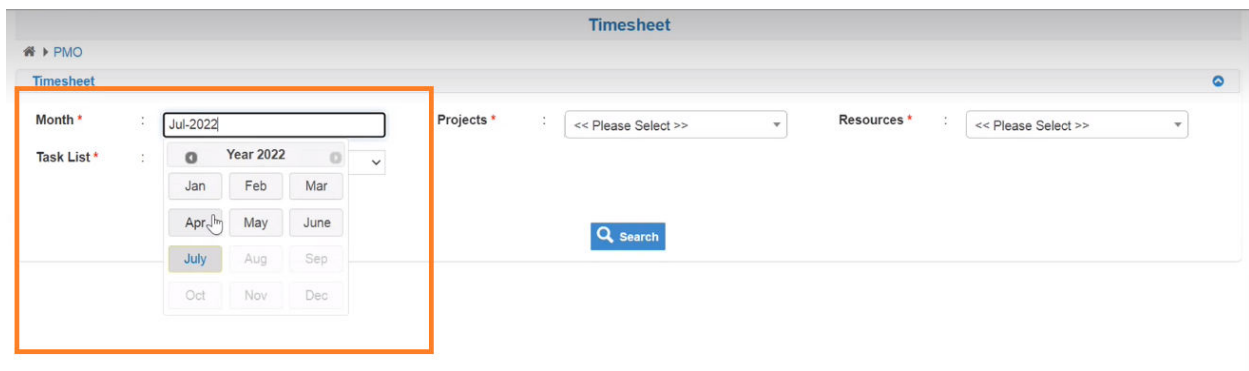# Contents

Timesheet - PMO

The major usage of the screen is to help the Project managers update/ Edit and approve the Hours added by the resources for a particular task and can also add the Hours on behalf of Resource if one missed out updating their hours.

1. Filters

1a. Month

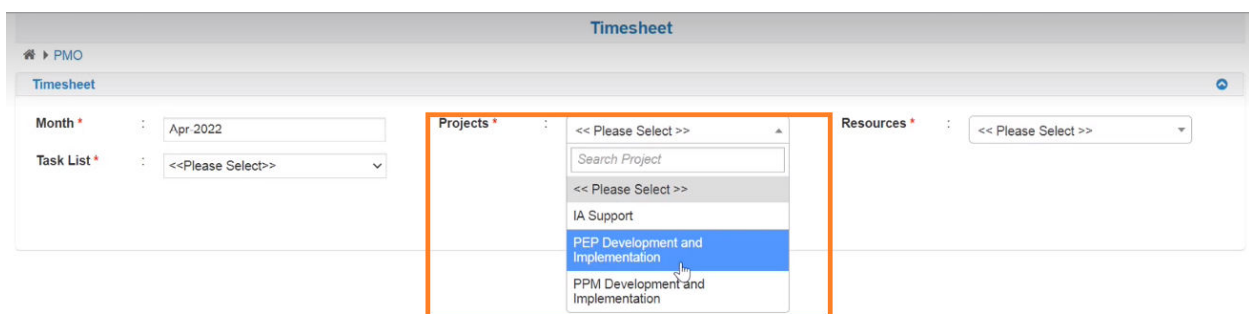Here we can select the month for which we are looking to update/ Edit the hours of a resource.

By selecting the particular month those projects, Resources and Tasks of that particular month will only be available for selection.
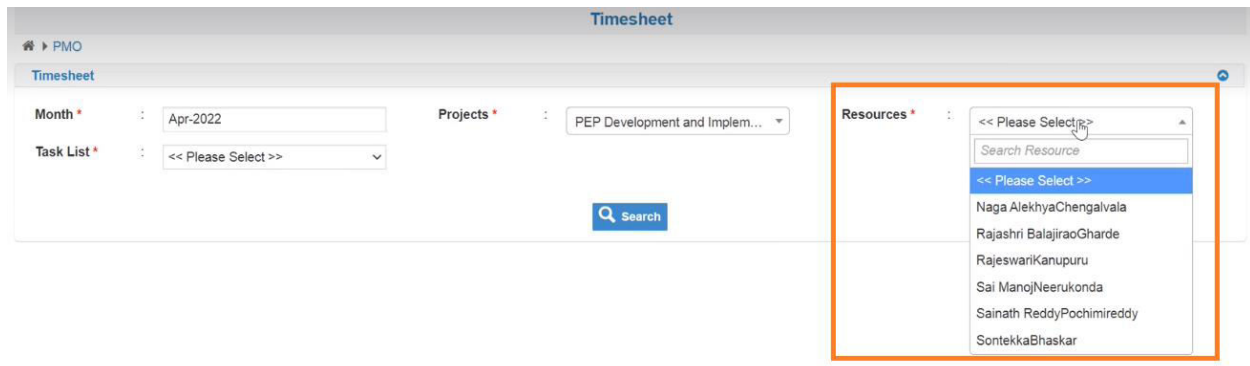

1b. Projects

Here the list of projects the particular manager is mapped to will be displayed for selection and if there are multiple managers for a particular project then for all those managers this project will be available for selection.
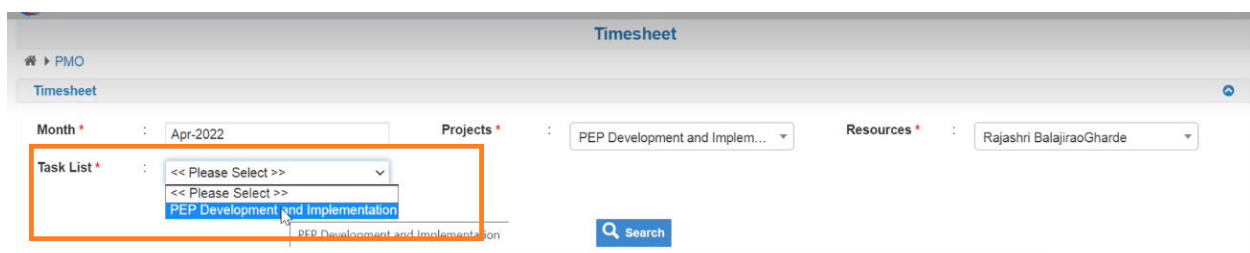
1c. Resources

Based on the project selected those lists of resources that are available or Mapped to that project will be displayed and can be selected from the dropdown menu.

1d. Task List

By selecting all the above-mentioned filters those tasks available for that particular resource in that month will be displayed and can be selected from the dropdown menu.

If the resource had no task for a particular project and month selected then below the task list selection, we can find the data populating as "No Task Found"

2. Process Flow

Step 1: Need to select all the required data from the filters as mentioned above.

Step 2: By Clicking on search a new table populates with Date and Hours as columns, Date column consists of dates in the month and Hour's column is an editable column to update the hours.

Date	Hours
01-Apr-2022	0
02-Apr-2022	0
03-Apr-2022	0
04-Apr-2022	0
05-Apr-2022	0
06-Apr-2022	0
07-Apr-2022	0
08-Apr-2022	0
09-Apr-2022	0
10-Apr-2022	0
11-Apr-2022	0
12-Apr-2022	0

Note:

- If Manager need to Only save the Resource hours by following the 3rd step they can save those hours.
- If Manager is looking to Save/ Update and approve the Hours they can skip the 3rd step and continue with 4th step.

Step 3: In Hours column if the particular resource has already updated any data or added hours those hours will be reflected here the project manager can edit those hours and can save those hours.

18-Apr-2022	0
19-Apr-2022	0
20-Apr-2022	0
21-Apr-2022	0
22-Apr-2022	0
23-Apr-2022	0
24-Apr-2022	0
25-Apr-2022	0
26-Apr-2022	0
27-Apr-2022	8
28-Apr-2022	0
29-Apr-2022	8
30-Apr-2022	0

Save   **Save & Approve**

By clicking on save a notification on top appears stating that Timesheet has been saved.

✔ Timesheet Saved Successfully

Timesheet

⌂ ▸ PMO

Timesheet

| Month * | : | Apr-2022 | Projects * | : | PEP Development and Implem... ▾ | Resources * | : | Rajashri BalajiraoGharde | ▾ |
| Task List * | : | PEP Development and Impleme... ⌄ | | | | | | | |

🔍 Search

● Approved   ● Rejected

18-Apr-2022	0
19-Apr-2022	0
20-Apr-2022	0
21-Apr-2022	0
22-Apr-2022	0
23-Apr-2022	0
24-Apr-2022	0
25-Apr-2022	0
26-Apr-2022	0
27-Apr-2022	8
28-Apr-2022	0
29-Apr-2022	8
30-Apr-2022	0

[Save] [Save & Approve]

Step 4: If Resource has not updated any hours for a particular task, then the manager can add and save those hours or else manager can add the hours and at the time of saving those hours, they can also approve the Hours by clicking on Save and Approve button available.

18-Apr-2022	0
19-Apr-2022	0
20-Apr-2022	0
21-Apr-2022	0
22-Apr-2022	0
23-Apr-2022	0
24-Apr-2022	0
25-Apr-2022	0
26-Apr-2022	0
27-Apr-2022	0
28-Apr-2022	0
29-Apr-2022	8
30-Apr-2022	0

[Save] [Save & Approve]

By clicking on the save and approve a notification on top appears stating the Timesheet has been saved and approved.

The Date for which we have saved and approved the hours will be changed into Green Colour.

Here manager can save/ Save and Approve multiple days hours of an resource if they have edited/ Updated all those days hours at that point.