

A2 Register Time in the Detailed Timesheet

Access level: All users

Learn: How the detailed timesheet can be used to register working hours on project tasks.

In the detailed timesheet you can edit in previous time registrations and add new time registrations on project tasks on which you are allocated.

How to Register Working Time

Figure 1: Main Menu -> Detailed Timesheet

- Open the timesheet via the link in the main menu or press the F11-key.
- Select *Customer* from the drop down menu ①.
- Select *Project* from the drop down menu ②.
- Select *Task* from the drop down menu ③.
- Enter *Date* or select it by clicking the calendar icon ④.
- Enter the number of *Hours* spent on the project task ⑤.
The total number of allocated and registered hours is shown on the right of the text box.
- It is possible to add a descriptive *Comment* to the time registration ⑥.
- Click on the button *Save* ⑦ to add the specific time registration.
The updated number of hours on the project task in total is shown on the right of the text box *Hours*.

View ⇒ **A3** to learn how to edit time registrations in the detailed timesheet.

Shortcuts

Figure 2: Main Menu -> Detailed Timesheet (shortcuts)

- **Time Report – Submit/Print** see section ⇒ **A8**
- **Expenses** see section ⇒ **B2**
- **Travel Expenses** see section ⇒ **B1**

Tip: The F11-key opens the detailed timesheet from all pages in TimeLog Project.

Figure 1: Main Menu -> Detailed Timesheet

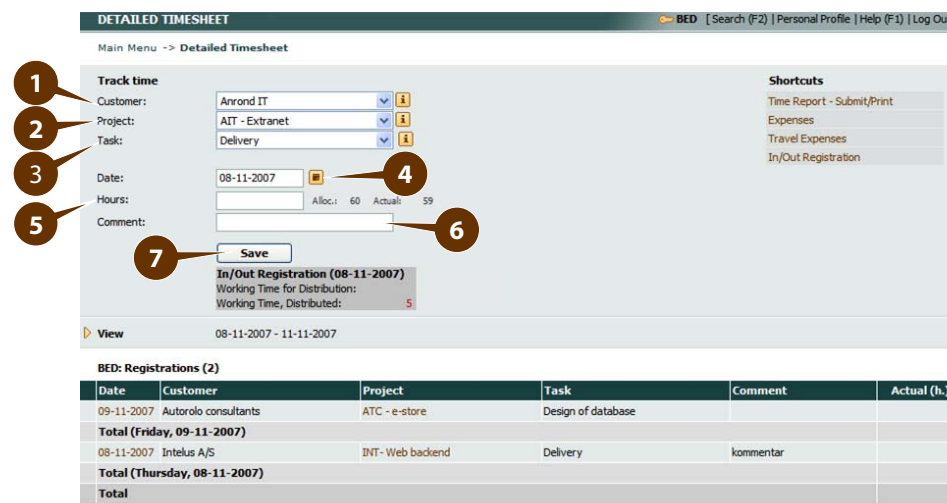


Figure 2: Main Menu -> Detailed Timesheet (Shortcuts)

