

A3 Edit Time Registrations in the Detailed Timesheet

Access level: All Users

Learn: How to edit a time registration in the detailed timesheet.

How to Edit a Time Registration

Figure 1: Main Menu-> Detailed Timesheet

- Open the timesheet via the link in the main menu or press the F11-key.
- Open the *View* section by clicking the yellow arrow 1.
- Select the specific *Period*: by clicking the calendar icons 2 and 3.
- Select *Project*: All projects or a specific project from the drop down menu 4.
- Click on *Show* 5 in order to load the time registrations from the period.
- Click on *[Edit]* 6 next to the time registration that needs correction.

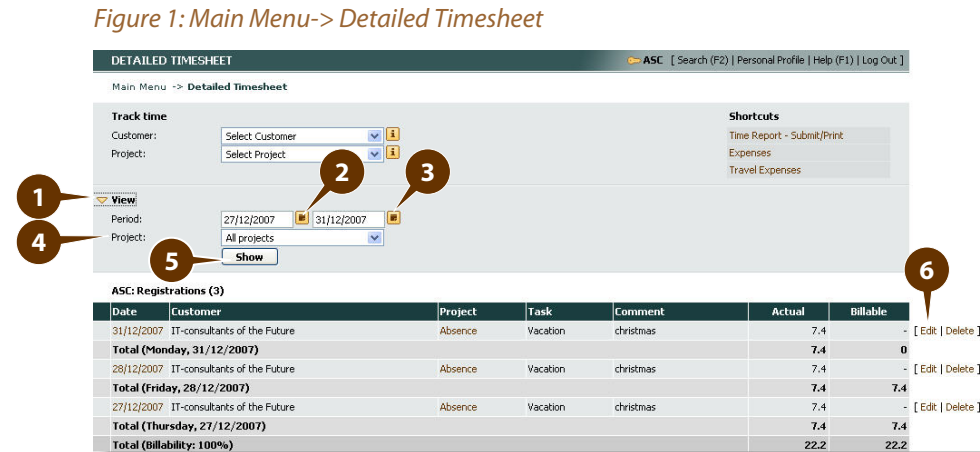


Figure 2: Main Menu -> Detailed Timesheet-> Edit Time Registration

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The chosen time registration is loaded in a new window where all fields can be edited.

- Click on the field *Hours*: 7 and replace it with the correct number of hours.
- Enter a descriptive *Comment*: for the time registration 8.
- Click on *Update* 9 and add the adjustment to the project task.

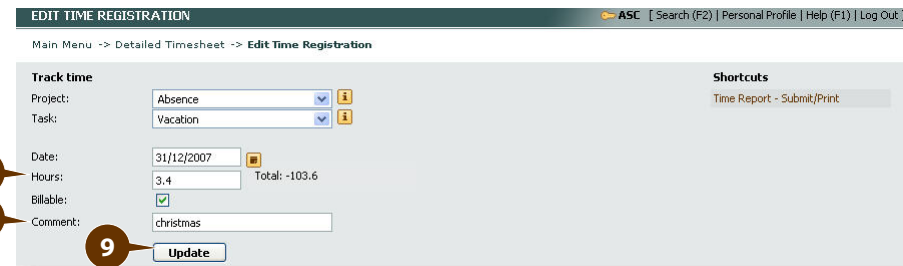


Figure 3: Main Menu -> Detailed Timesheet (extract)

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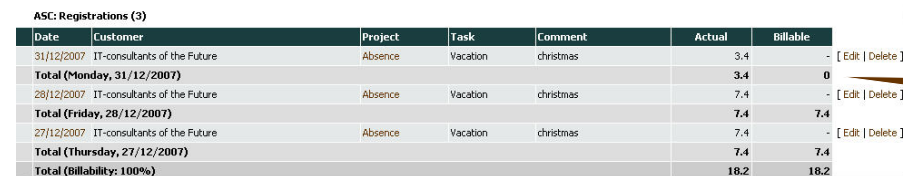
After the update has loaded, the interface will return to Figure 1, but with an updated number of hours and comments.

The *Total (Wednesday, 22-08-2007), Reg. (h.)* 10 has been updated with the new number of hours.

The total, *Total, Reg. (h.)* for the entire week has also been updated.

How to Delete a Time Registration

Time Registrations can be deleted via *[Delete]* 6, located to the right of the specific time registration.



Tip: If the link *[Edit|Delete]* to the right has been replaced by Booked as revenue the time registration cannot be edited.