

A 8 How to Submit a Personal Timesheet for Approval

Access level: All users.

Learn: How to submit a timesheet after the end of a period.

The timesheet can be forwarded for further approval and be the foundation for any possible invoices.

How to submit the timesheet

Figure 1: Main Menu -> Detailed Timesheet

- Select which date that should be submitted/printed 1.
- The weekly report can be submitted from the Detailed Timesheet (F11) or from the Weekly Timesheet (F12) by clicking the link **Time Report-Submit/Print** 2.

Figure 2: Main Menu-> Time Report-Submit/Print

- Close the time report by ticking of the box **Close** 3.
- If necessary, enter a **Comment:** for the time report in the text field 4.
- Submit the report by clicking **Update** 5. Now the time registrations will be locked and it will not be possible to edit them in the timesheet. If a copy of the timesheet is needed it is possible to use the export icons 6 and convert the data to .xls, .doc, .pdf, .txt and .xml-documents.
- Click on **[Print]** 7 in order to print a copy of the displayed time report.

Tip: If there is a need to edit an already submitted and closed time report, it can be activated by a person with director or administrator access to TimeLog Project.

Figure 1: Main Menu -> Detailed Timesheet

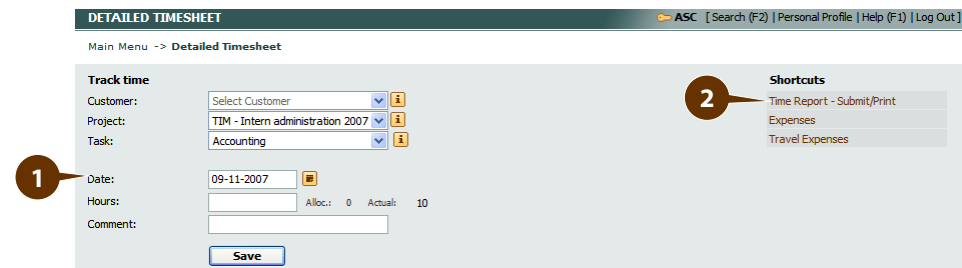


Figure 2: Main Menu -> Time Report - Submit/Print

