

# A 10 Detailed Timesheet – an Overview

Access level: All users.

**Learn:** How to read the detailed timesheet.

The detailed timesheet shows the project tasks where there has been registered time in a chart.

## Structure

Figure 1: Main Menu-> Detailed Timesheet

- In the top part of the screen, the view can be filtered by *Customer*: 1 and/or by *Project*: 2. *Project*: shows all the projects that you are allocated to.
- Click on the yellow arrow and *View* 3 will open. Below *View* it is possible to select a period in a period. Standard view is the current week.
- The column *Date* 4 arranges projects with the oldest on top
- The column *Customer* 5 shows the customer name on the project.
- The column *Project* 6 shows the project name.
- The column *Task* 7 shows the task name.
- The column *Comment* 8 shows entered comments belonging to the time registration.
- The column *Actual* 9 shows the amount of registered hours on the project task. Following each day of the week there is a sum of registered time.
- The total 10 in the bottom right corner shows the sum of registered hours for the selected period.

## Shortcuts

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

- *Time Report - Submit/Print* look in ⇨A8
- *Expenses* look in ⇨B2
- *Travel Expenses* look in ⇨B1

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

Figure 1: Main Menu -> Detailed Timesheet

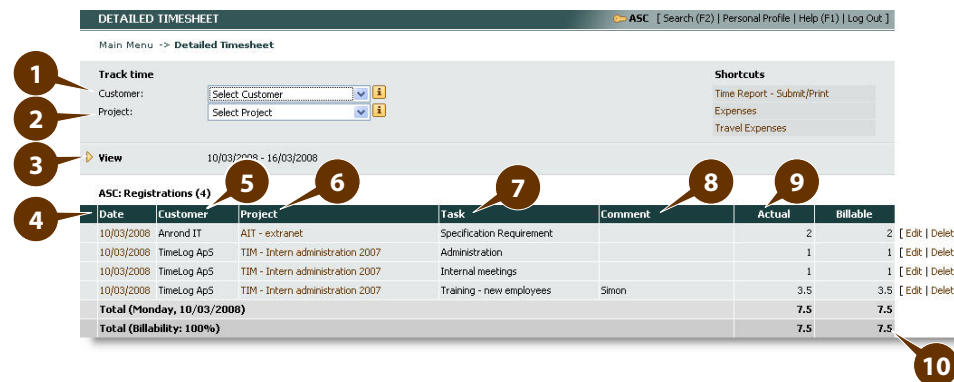


Figure 2: Main Menu -> Detailed Timesheet (extract)

