

Posting a Timesheet OpenBook

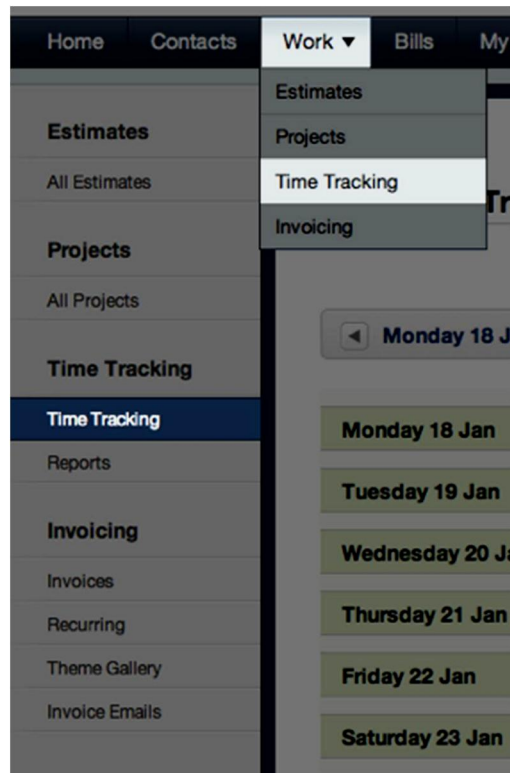
How can I track my time?

Choose Time Tracking from the Work drop-down menu, or clicking it on the left-hand side of the page if you are in another Work area such as Projects.

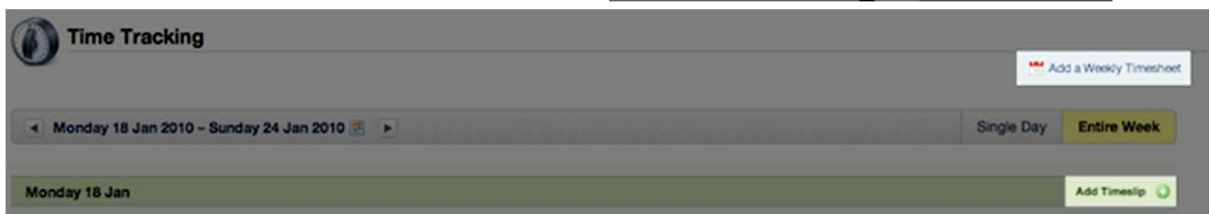
You must set up a project before you can record time

Looking at time you've already entered

You can choose to see either a day's time or a week's time at once. Switch between the views using the two buttons on the right.



When you're ready to start recording time, click the Add Timeslip button next to that date.



You need to have at least one active task in an active project to see this button.

Choose the project that you're recording time for.

Make sure that you have the correct user selected, in other words, the person who actually spent this time to do this work. If not, choose the correct user from the drop-down menu.

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Time Tracking

Project: Clock Tower Ltd: Test Project User: Emily Coltman

Week Starting: 2010-01-18 (Week 3)

Hours Worked *

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.0	8.0	8.0	8.0	8.0	0:00	0:00

Task * Create website

Comment

Create Timeslips or Cancel

Time Tracking

Project: Clock Tower Ltd: Test Project User: Emily Coltman

Week Starting: 2010-01-18 (Week 3)

Hours Worked *

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Time Tracking

Project: Clock Tower Ltd: Test Project User: Emily Coltman

Week Starting: 2010-01-18 (Week 3)

Hours Worked *

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.0	8.0	8.0	8.0	8.0	0:00	0:00

Task * Create website

Comment

Create Timeslips or Cancel

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Project **Suo-Gan: CD publishing** User **Emily Coltman**

Week Starting **2010-06-07 (Week 23)**

Hours Worked * **Monday Tuesday Wednesday Thursday Friday Saturday Sunday**

8:00 8:00 8:00 8:00 8:00 0:00 0:00

Task * **✓ Printing (billable)**
-- Add a new billable task --

Comment

Create Timeslips or [Cancel](#)

Monday 07 Jun

Project **Suo-Gan: CD publishing** User **Emily Coltman**

Task * **-- Add a new task --**
Print sleeves
☐ new task is billable

Hours * **0:00** (e.g. 1:30 or 1.5)

Comment

Add Timeslip or [Cancel](#)