Creating Time Sheets (Activity Slips)

Entering a blank time sheet

1) Click on the time sheet icon  on the shortcut bar
2) Choose the employee from the Employee drop down list (managers only)
3) Select the appropriate date
4) Choose the client from the drop down list
5) Select the appropriate project.
6) Select the task from the task list. If the task is not present, select New Activity from the list and then a list of all of the possible tasks will be available for selection.
7) Enter appropriate notes in the notes box.
8) Select the appropriate start time and end time for the task. Clicking the start time button 

, will begin a timer on the slip that can be stopped by clicking the end time button 

9) Enter the projected time remaining for the task. This is the amount of time (in hours) that is still required to complete the task.
10) Click the save button 

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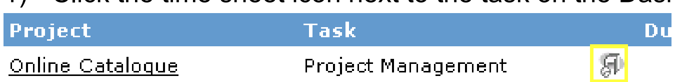
Entering a time sheet from the Dashboard Schedule

1) Click the time sheet icon next to the task on the Dashboard



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The time sheet will open with the Employee, Client, Task, and Project fields filled-in with the appropriate data.

2) Enter notes in the notes field.
3) Select the appropriate start time and end time for the task. Clicking the start time button 

, will begin a timer on the slip that can be stopped by clicking the end time button 

4) Enter the projected time remaining for the task. This is the amount of time (in hours) that is still required to complete the task.
5) Click the save button 

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