



ENTER TIME, UNITS, & EXPENSES

To enter **time**, **production quantities** (units), and **expenses**, create a timesheet for the day's work.



NOTE: You must select a Project and Crew from the  menu before performing these steps.

Select the Timesheet Template and Date

- 1 Click the  menu and select **Timesheet**.
- 2 Click the appropriate **date**.
- 3 Select the timesheet template:
 - a. Select **Crew Maintenance** to view Crew Members and Tasks associated with the selected Crew.
 - b. Select **Previous Day** to duplicate the crew and tasks from the previous day.

NOTE: If needed, as you're creating the timesheet, you can add more Crew Members and/or Tasks by clicking the  button in the top right.


Enter the Data

- 1 Click the  tab.
- 2 Enter **Units**:
 - a. In the Units row, click the  under the relevant **Task**.
 - b. Enter the **units** for the day (e.g., 100 Square Feet).
 - c. Click **Okay**. Continue to enter units as needed.




ENTER TIME, UNITS, & EXPENSES (cont'd)

Data Entry steps continued:




3 Enter **Time**:


- Click the  for the relevant Crew Member/Task.
- Enter number of **hours** next to the relevant **Hours Type** (e.g., 4 Normal Hours, 1 Over Time Hour). *If you need to add an Hours Type, click **Add Hours Type**.*
- Click **Okay**. Continue to enter time as needed.

NOTE: To enter time for multiple Crew Members:



- Long-click the  for Crew Member #1, then continue by clicking the  for others.
- Click the  button in the top right.
- Enter hours and click **Okay**.

4 Enter **Expenses**:

- Click the **EXPENSE** tab.
- Click the  for the relevant Crew Member/Task.
- Select the expense(s) and click **Done**.
- Enter the expense **details** (e.g., mileage, amount).
- To add more expenses for the selected Crew Member, click .
- When finished, click  **SAVE** in the top right.

NOTE: To add the same expenses for multiple Crew Members, start with a long click on the first crew member and continue clicking on others, then click the .

5 Submit the **Timesheet**:

- Click  in the top right corner
- Select  **Submit**.