
















APPROVE/REJECT TIMESHEETS


After reviewing a timesheet, you can **Approve** or **Reject** it.

- 1 Within **Construct CT**, click the  menu.
 - 2 Select **Timesheet Approval**.
 - 3 Select the **date range** (*Wednesday to Tuesday*) by clicking the  in the **From** and **To Date** fields.
 - 4 If needed, use the **filter buttons** to narrow the list of timesheets displayed. *For example: Select  Crew*, click the  next to a Crew and click Done.
 - 5 To review a **specific timesheet**, click anywhere in the timesheet's row.
 - a. *To change an entry*, click on the number to be changed. Modify the information and click Okay.
 - b. *To add data*, click the appropriate . Enter the data and click Okay or Done.
- NOTE:** *If you made changes, resubmit the timesheet:*
- a. Click  in the top right and select  Submit
 - b. Click .
- 6 To return to the Timesheet Approval window, click the  in the top left.
 - 7 To **Approve** or **Reject** timesheets:
 - a. Select the  next to each timesheet.
 - b. Click  or .
 - c. Click . *If you rejected the timesheet, you could now edit the data, resubmit the timesheet, and approve it.*

REVIEW DASHBOARDS

Dashboards provide a **weekly snapshot of timesheets** and let you dig deeper as needed.

- 1 Within **Construct CT**, click the  menu.
- 2 Select from the following Dashboards:
 - **Project Dashboard:** Dashboard for all Crews on the project
 - **Crew Dashboard:** Dashboard for a specific Crew you select
 - **Dashboards** (under **Utilities**): Dashboard for Crews you're responsible for
- 3 If needed, adjust the **weekly date range** by clicking the  in the top right corner.
- 4 Depending on the dashboard, you can click on specific Crews and/or Crew Members to drill down for more detail.

NOTE: To return to a previous screen in any dashboard, click the  in the upper left.