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 CREW 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.

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Data Entry steps continued:

3 Enter **Time**:

    a. Click the ⊕ for the relevant Crew Member/Task.

    b. 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**.*

    c. Click **Okay**. Continue to enter time as needed.

    NOTE: *To enter time for multiple Crew Members:*

        1. Long-click the ⊕ for Crew Member #1, then continue by clicking the ⊕ for others.

        2. Click the ⊕ button in the top right.

        3. Enter hours and click **Okay**.

4 Enter **Expenses**:

    a. Click the EXPENSE tab.

    b. Click the ⊕ for the relevant Crew Member/Task.

    c. Select the expense(s) and click **Done**.

    d. Enter the expense **details** (e.g., mileage, amount).

    e. To add more expenses for the selected Crew Member, click + Expenses.

    e. 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**:

    a. Click ⋮ in the top right corner

    b. Select ☁ Submit .

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