

# Enter Time Sheet

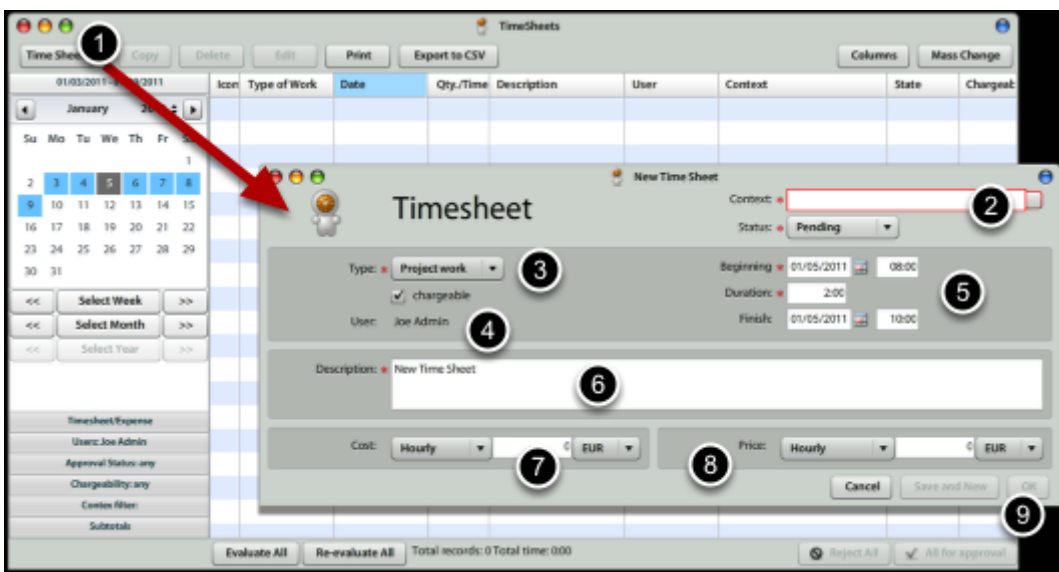
This lesson's aim is to provide easy help to **end users** to **enter** their **Time Sheet in Atollon**.

## Open Time Sheet Application from Atollon menu



Go to **Atollon** menu (top left corner) and click on Time Sheet icon. The applications menu may display different icons based on user's profile.

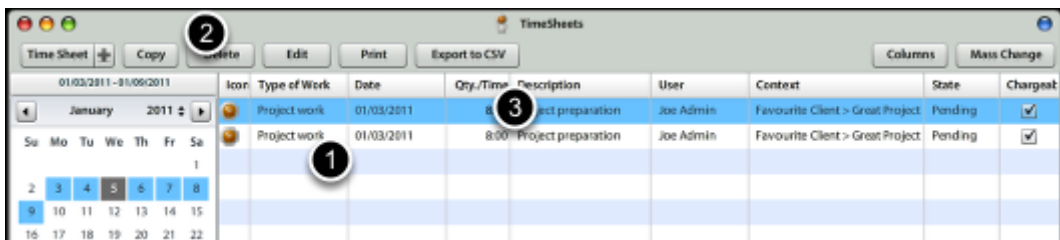
## Enter new Time Sheet record



In order to **enter new Time Sheet record**, you should:

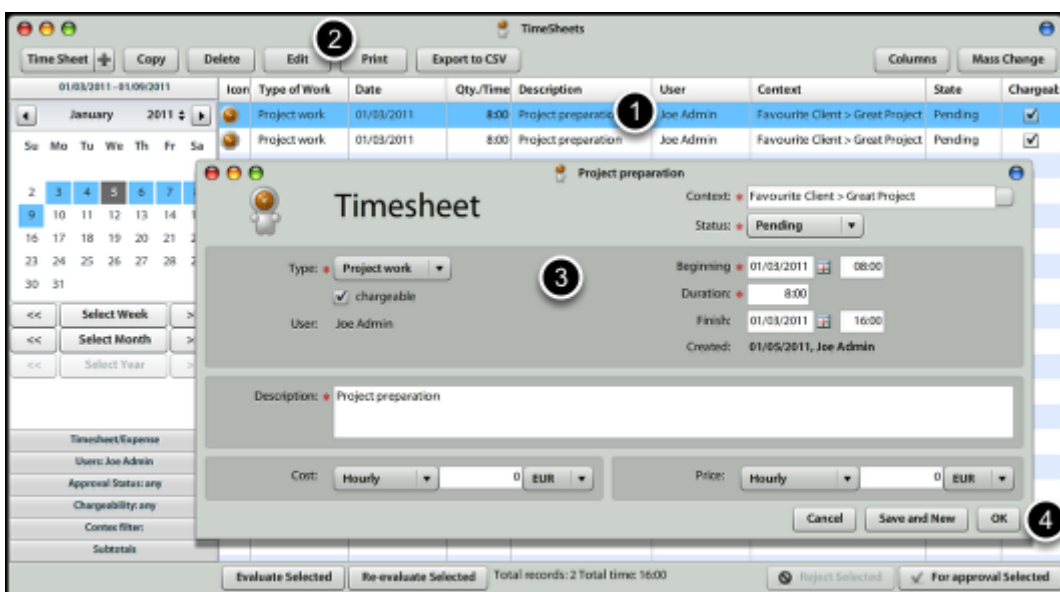
- 1.) Press on the **Time Sheet** button (top left) in Time Sheet application.
  - 2.) Select **Context**: Client > Project > Activity (Milestone) for new Time Sheet record (it is customizable, which level is required)
  - 3.) Select **Type of Work**
  - 4.) Set whether the Time Sheet is **chargeable** to client or not
  - 5.) Select **Start Date & Duration** (HH:MM), optionally also **End Date & Time**
  - 6.) Write work **description**
  - 7, 8) **Cost & Price** Information
- You do not need to write Cost or Price, if you subscribed to **Octopus** Billing Automation solution. This information is not available to users, who do not have rights to view **Work Contracts** (in case of Cost) or **Price Lists** (in case of Price).
- 9.) Press **Ok** or **Save & New**, if you want to continue on the same project.

## Copy existing Time Sheet records



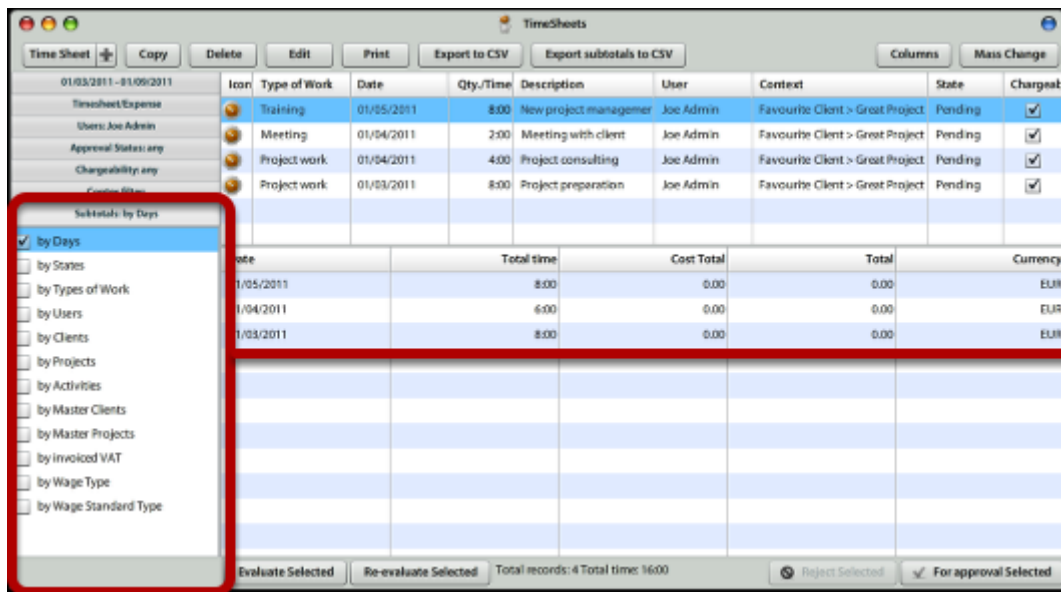
Once you want to create similar record, you can select existing record in Time Sheet grid and press **Copy**. The new record is displayed in grid and highlighted.

## Edit existing Time Sheet record



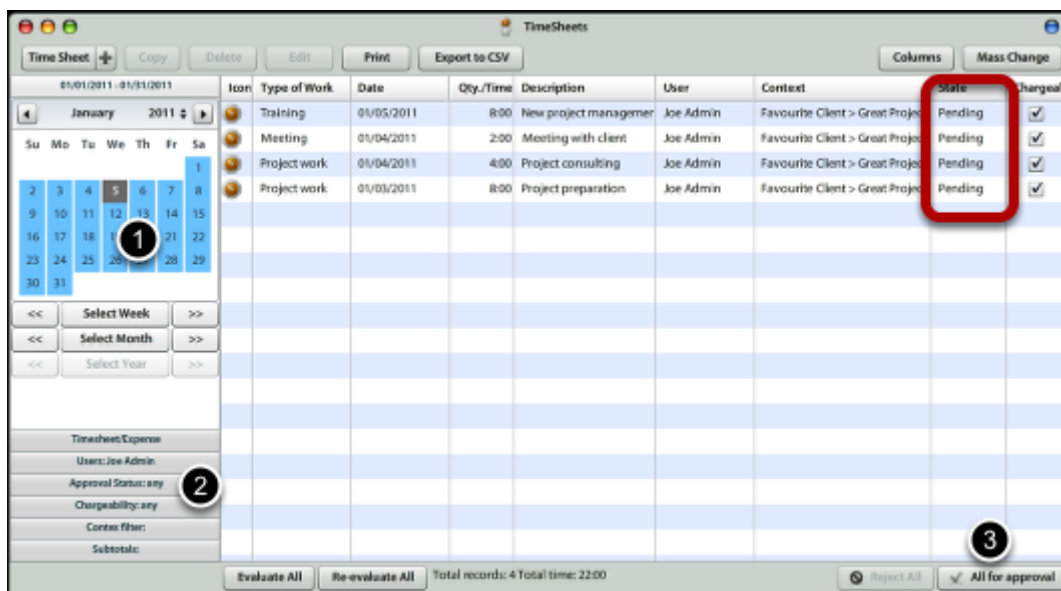
To edit existing Time Sheet record, just select one & press **Edit** button. You can make any changes to the record & press **Ok** button. If you change any criteria that will make your record disappear (for instance you change the date range outside of filter), you should be notified.

# Revise Time Sheet records before they are sent for approval



Before confirming your Time Sheet records, you should **check** whether everything you wanted was entered. You can open quick Time Sheet report, available at **Subtotals** section (bottom left). By selecting one of the grouping criteria, you will get summary below your Time Sheet. By clicking on any of the summary rows, you get detail above.

## Send Time Sheet for approval



You can **send** one or more Time Sheet records **for approval**. Only items in **Pending** state are sent for approval.

- 1.) Select correct time period (month, week, day)
- 2.) Make sure you selected all pending items (Approval Status is Any or Pending)
- 3.) Click on button **All (Selected) for Approval**

