Time Sheets

The *Finance -> Time Sheets* area displays a list of all time sheets. The *Time Sheet List* can be sorted by selecting on the various column headings. Clicking on the *View Details* button next to any time sheet will allow you to take an in-depth look at a specific time sheet:

This button takes you to the *Time Sheet Details* view:

Each time sheet is linked to a resource and the Resource App provides the information such as Hours on Task.

You can then populate the information and this Time Record will appear in the *Time Sheet Details* page.

Once the time record has been populated, submit the information:

This will give you the following options:

The status chosen will be reflected in the Time Sheets List.

In the *Time Sheets List* page, the three dots at the top-right of the page displays an option to view *Time Record Changes.* This triggers a pop-up which displays any changes that have been made to a time record: