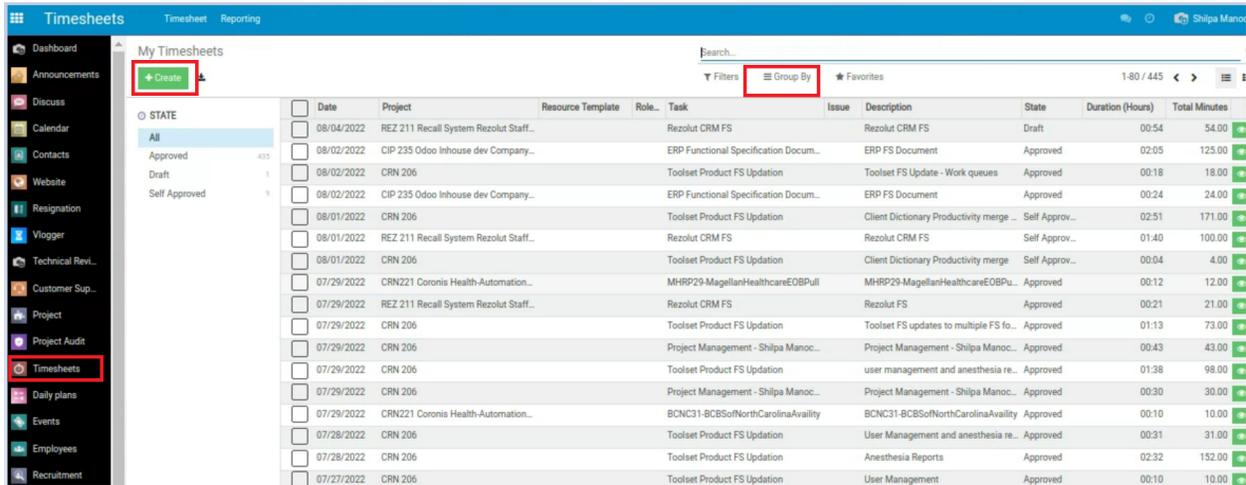# 1 Timesheets

Timesheets show all the timesheets associated with the logged in user.

1.1 View Timesheets

- Navigate to Timesheets in the left menu bar.
- By default it shows all the timesheets of the logged in user.
- Timesheets are grouped under 'State' as All, Approved, Draft, Self Approved or Rejected. By default All states are shown.

Field Name	Description
Timesheets	Menu of timesheets by categories
Reporting	Menu of timesheet by different grouping for manager
Filter	Filters
Favorites	Favorites
Group by	Group by
Create	Creating new timesheets
Export all	Export All
Date	Date on which timesheet was created
Project	Project for which the timesheet is

Resource Template	Any resources associated with the timesheet
Role	Role of the person associated with the timesheet (PM, Developer, BA etc)
Task	Task of the project
Issue	Issue associated with the Task
Description	Description of the timesheet
State	State of the Task (Draft by default) Draft/Approved/Self Approved/Rejected
Duration (Hours)	Duration worked on the task on that day/time
Total Minutes	Total minutes spent on the task (auto calculated)
View Details	Opens the timesheet detail page

Processing Logic:

#	Logic	Comment
1	The VLogger app used by the users, automatically creates a timesheet entry for the duration of time the user has worked on a particular task assigned to him/her.	
2	Users can manually enter timesheet entries too.	
3	Users can access the timesheet menu (My timesheets and All timesheets, Approve timesheets if user is manager).	
4	Reporting enables users(manager) to access the timesheets by groups(Employee, Project, Task, billing type) also timesheet attendance difference.	
5	State used by users to access timesheets by groups. Draft - All the newly created timesheets go by default under Drafts. SelfApproved - Self Approved – The timesheet is self approved by logged-in users and will appear in Self Approved. Approved – The Self Approved timesheets when approved will appear in Approved. Rejected – The timesheet which are rejected by the logged in user will appear in Rejected	
6	View details (eye button) to access detail view and edit timesheet.	

#	Button	Screen
1	Save	Saves the timesheet entry
2	Discard	Discards the changes made.
3	Filter	Menu of filter on basis of timeline, billability and custom filter
4	Favorites	Menu of import a file and adding content to dashboard and spreadsheet
5	Group by	Menu of grouping the timesheets and changing the result of timesheets on grouping basis
6	Create	Create new timesheet
7	Export all	Export all data in excel file
8	View Details	Allow user to see timesheet details

1.2 Create/Edit Timesheet

- User clicks on the Create button to create a new timesheet.

Field Name	Description
Date	Date on which timesheet was created (default is current date)
Project	Project associated
Resource Template	Any resources associated with the timesheet
Role	Role of the person associated with the timesheet (PM, Developer, BA etc)

Task	Task associated
Issue	Issue associated with the Task
Description	Description of the timesheet
State	State of the Task (Draft by default)
Duration (Hours)	Duration worked on the task on that day/time
Total Minutes	Total minutes spent on the task (auto calculated)

Processing Logic:

#	Logic	Comment
1	By default Date is the current date	
2	Date/Project/Task and Description cannot be blank. They are required fields.	
3	Users are prompted if any of the required fields are not filled.	
4	Only Draft and Self Approved timesheets can be edited. Approved timesheets cannot be edited.	

#	Button	Screen
1	Save	Saves the timesheet entry
2	Discard	Discards the changes made.

1.3 Timesheet Detail

- Shows the details of the timesheet entry that can be edited if the timesheet is in Draft/Self Approved State.

Edit **+ Create**   **Print** **Action**   1 / 1 ‹ ›

Self Approve   Draft › Self Approved › Approved › Rejected

Date	08/22/2022	Duration (Hours)	00:01
Project	CIP 235 Odoo Inhouse dev Company Internal Non Billable	Total Minutes	01:00
Resource Template			
Role			
Task	ERP Functional Specification Document		
Issue			
Description	ERP FS Update		
Rejection Comment			

0   ✔ Following   1

Send message   Log note   Schedule activity

Today

Shilpa Manocha · 11 minutes ago
• Duration: 0.00 → 0.02

Shilpa Manocha · 12 minutes ago
Analytic Line created

✔ Save **✘ Discard**   1 / 1 ‹ ›

Self Approve   Draft › Self Approved › Approved › Rejected

Date	08/22/2022	Duration (Hours)	00:10
Project	CRN 206	Total Minutes	10:00
Resource Template			
Role			
Task	Toolset Product F!		
Issue			
Description	Toolset Product FS l		
Rejection Comment			

0   ✔ Following   1

Send message   Log note   Schedule activity

Today

Shilpa Manocha · 38 minutes ago
• Duration: 0.02 → 0.17

Shilpa Manocha · an hour ago
• Duration: 0.00 → 0.02

Shilpa Manocha · an hour ago
Analytic Line created

✔ Save **✘ Discard**   1 / 1 ‹ ›

Approve **Reject**   Draft › Self Approved › Approved › Rejected

Date	08/22/2022	Duration (Hours)	00:41
Project	CIP 235 Odoo Inhc	Total Minutes	41:00
Resource Template			
Role			
Task	ERP Functional Sp		
Issue			
Description	ERP FS Update		
Rejection Comment			

0   ✔ Following   1

Send message   Log note   Schedule activity

Today

Shilpa Manocha · 7 minutes ago
• Duration: 0.52 → 0.68

Shilpa Manocha · 17 minutes ago
• Duration: 0.35 → 0.52

Shilpa Manocha · 26 minutes ago
• State: Draft → Self Approved

Shilpa Manocha · 27 minutes ago
• Duration: 0.18 → 0.35

Field Name	Description
Edit	Allows to edit the timesheet entry
Save	When Edit button is clicked, the Save button shows up

Discard	When Edit button is clicked, the Discard button shows up
Create	Create a new timesheet entry
Self Approve/Approve/Reject	Based on the role, the user is able to self approve, approve or reject the timesheet.
State	Shows the state the timesheet entry is in Draft/Self Approved/Approved/Rejected
Print	Print the data of the timesheet
Action	Action
Date	Date on which timesheet was created (default is current date)
Project	Project associated
Resource Template	Any resources associated with the timesheet
Role	Role of the person associated with the timesheet (PM, Developer, BA etc)
Task	Task associated
Issue	Issue associated with the Task
Description	Description of the timesheet
Rejection Comment	Rejection comment by manager for not approving the timesheet
Duration (Hours)	Duration worked on the task on that day/time
Total Minutes	Total minutes spent on the task (auto calculated)
Send message	Send Message
Log note	Log Note
Schedule activity	Schedule activity

Processing Logic:

| #	Logic	Comment
1	By default a timesheet when created is in the Draft state.	
2	Every user of the system can 'Self Approve' their own timesheets.	
3	Only Managers can Approve the timesheets entries of subordinates.	
4	Once a user Self Approves the timesheet entry	

	- the timesheet moves to the 'Self Approved' tab on the Detail page. - Approve and Reject buttons start showing up. - If the user has permissions, he can approve the timesheet else the manager does.	
5	If a user that does not have permission to Approve the timesheet clicks the Approve/Reject button, he is shown a warning message.	"You can't approve this timesheet because you are not the manager of this employee or you did not create this task !"
6	Project Link opens a popup about the Project Name	
7	Task link opens the Task details popup	
8	Task link opens Access error message if there is no access of task to the user	
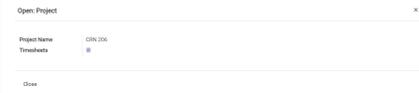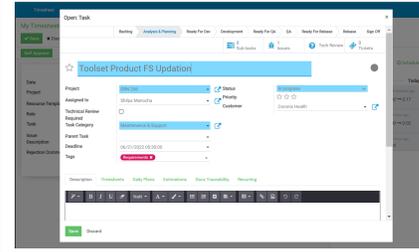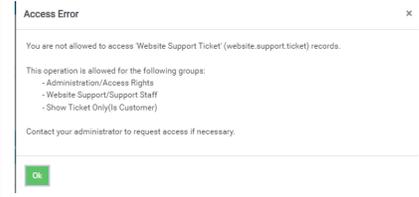
#	Button	Screen
1	Save	Saves the timesheet entry
2	Discard	Discards the changes made.
3	Edit	Allows the edit function to the user
4	Save	Save the edited timesheet
5	Discard	Discard any change in information made
6	Create	Create new timesheet
7	Self Approve/Approve/Reject	Enable user to self approve, approve and reject the timesheet as per authority
8	Print	Print the timesheet

9	Send message	Enable user to send message to followers
10	Log note	Enable user to write a internal log note
11	Schedule activity	Allows user to schedule activity

1.4 Import Timesheet

Timesheets can be imported by loading a CSV file.
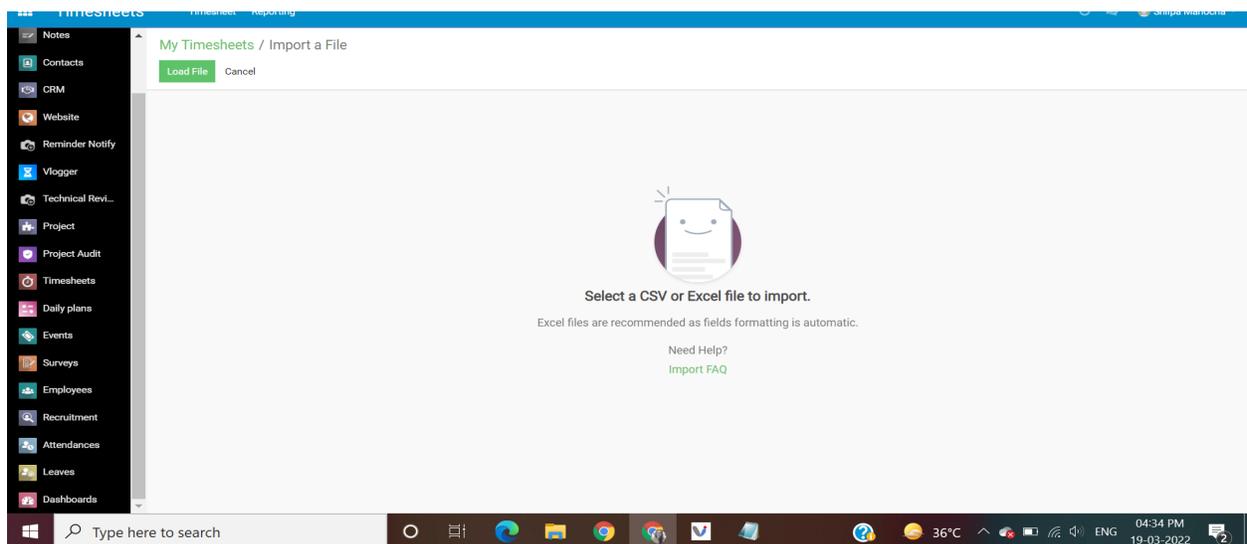
Field Name	Description
Load file	Allow user to import file//record from the device
Cancel	Allow users to cancel the import a file process

#	Button	Screen
1	Load file	Takes user to choose a file to import
2	Cancel	Cancel the import process and takes user to my timesheets