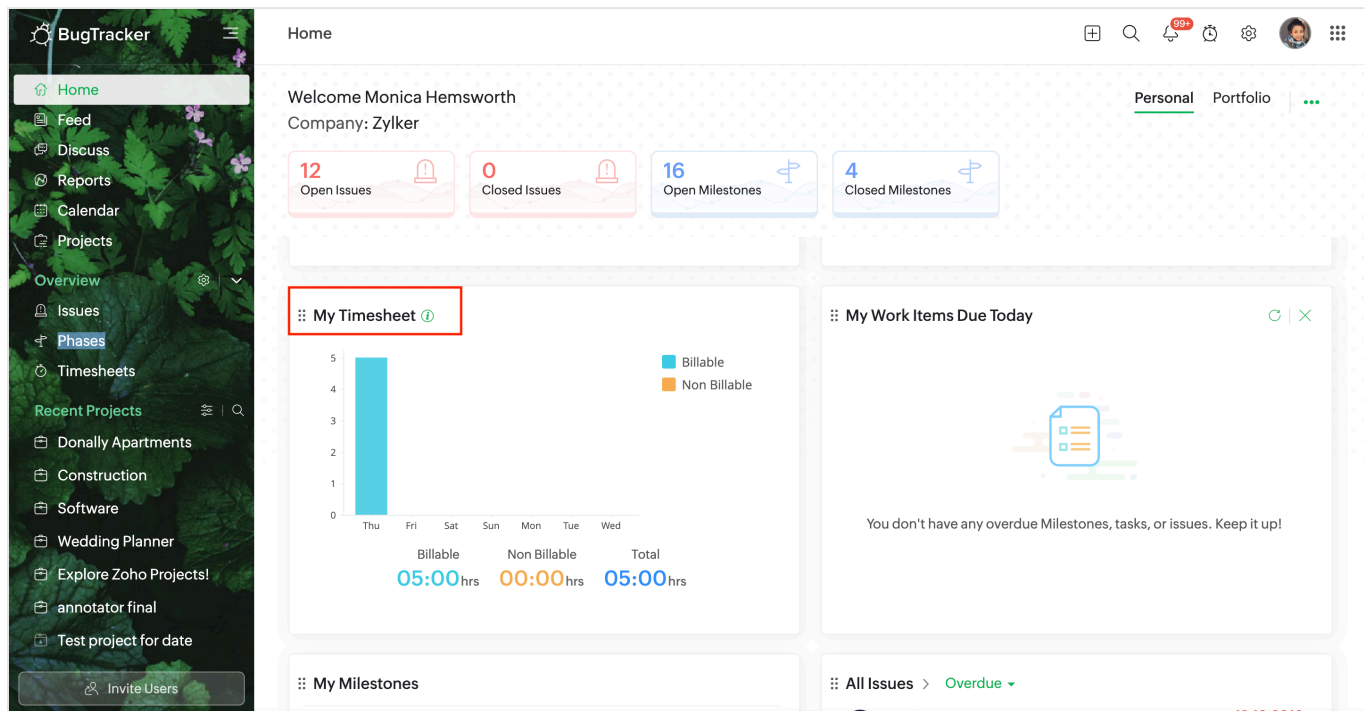




Zoho Corporation

My Timesheet Widget

My Timesheet widget displays the billable and non-billable time log summary for the last 7 days.





Feature Availability: All **paid** plans

Access My Timesheet Widget

My Timesheet widget is accessible from the **Home** tab.

1. Click **Home** in the left panel.
2. Scroll through the widgets till you find the **My Timesheet** widget.
3. To view the complete list of your time-logs, click **View More** in the upper-right corner of the widget.
 - Click **Add Log Time** to log working hours on a daily basis. i.e. Choose a date from the date-picker and log time for the selected date.
 - Click **Weekly Log Time** in the upper-right drop-down action panel to log time on a weekly basis. i.e. Span across weeks with the ⏪ and ⏩ icons in the upper-right corner and log time for the selected week.

- Click  to filter the data and get the results based on selected criteria.
 - Click  to export the timesheet across all projects to a specific file format like .xls, .csv, and .pdf.
-

More Reads

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