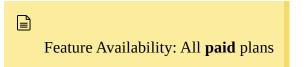


## **My Timesheet Widget**

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

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Overview ⊗ ∽	Hy Timesheet @		Billable	ii My Work Items Due Today	G   X
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<ul> <li>Software</li> <li>Wedding Planner</li> <li>Explore Zoho Projects!</li> <li>annotator final</li> </ul>	0 Thu Fri Sat Billable 05:00	Sun Mon Tue Wed Non Billable To hrs 00:00 hrs 05:0		You don't have any overdue Milestones, tasks, or issues. Keep it up!	
Test project for date     A Invite Users	II My Milestones			ii All Issues > Overdue →	10.10.0010



## 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  $\bigtriangledown$  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**

Back to helpImport TimesheetExport Timesheet for Active and Archived ProjectsExport timesheet across all projectsExport timesheet for a specific project

**Bug** Timers