

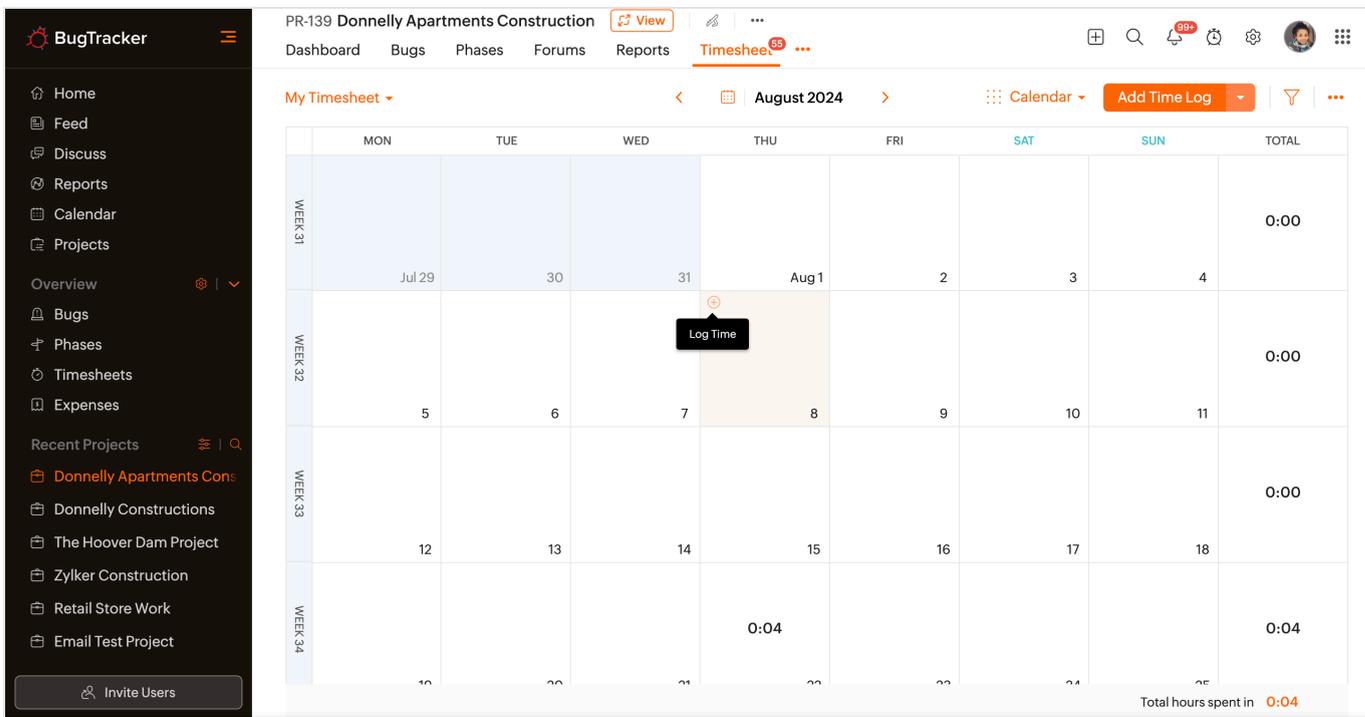


Timesheet Calendar View

Calendar view displays time logs by month. The time logs for a given day are mentioned against the respective date. You can click on a date to view timesheets for that day. The last column displays the total time taken by week and finally by month.

Add Time Log

1. Click the **Projects** tab in the left navigation panel.
2. Navigate to your project and click **Timesheet** in the top panel.
3. Select **Calendar** from the view drop-down.
4. Hover over the box where you want to add time log.
5. Click ⊕ in the upper-left corner of the box.
6. Select a project from the drop-down.
7. Select an entry from the Bugs field.
8. Enter the Date.
9. Select the User assigned to the bug.
 - It is also possible to enter the log hours for activities other than bugs. Click the link - Enter Other Log Entries and enter the general activity details, if any.
 - Click Select Bug to log hours for bugs as usual.
 - Additional notes can be given under Notes.
10. Log the time in *Daily Log* and set the *Billing Type*.
11. Select *Approver* from the drop-down.
12. Click **Add**.



View Timesheet

1. Click the **Projects** tab in the left navigation panel.
2. Navigate to your project and click **Timesheet** in the top panel.
3. Select *Calendar* from the view drop-down.
4. Navigate to the Calendar and click on the **log time**. Timesheet details will be displayed in the list view.

Filter Timesheet

Timesheets can be filtered to view time logs matching the selected criteria. Click  in the upper-right corner to view filter options.

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