



# Timesheet Details Page

In the Timesheet Details page, view the time log information of the bugs. Users can also modify the timesheet or move the timesheet from one bug to another.

## Benefits

- View the summary of the Time Log information.
- Navigate to the associated bug directly from the details page.
- Modify the timesheet information based on the specified Timesheet Layout.

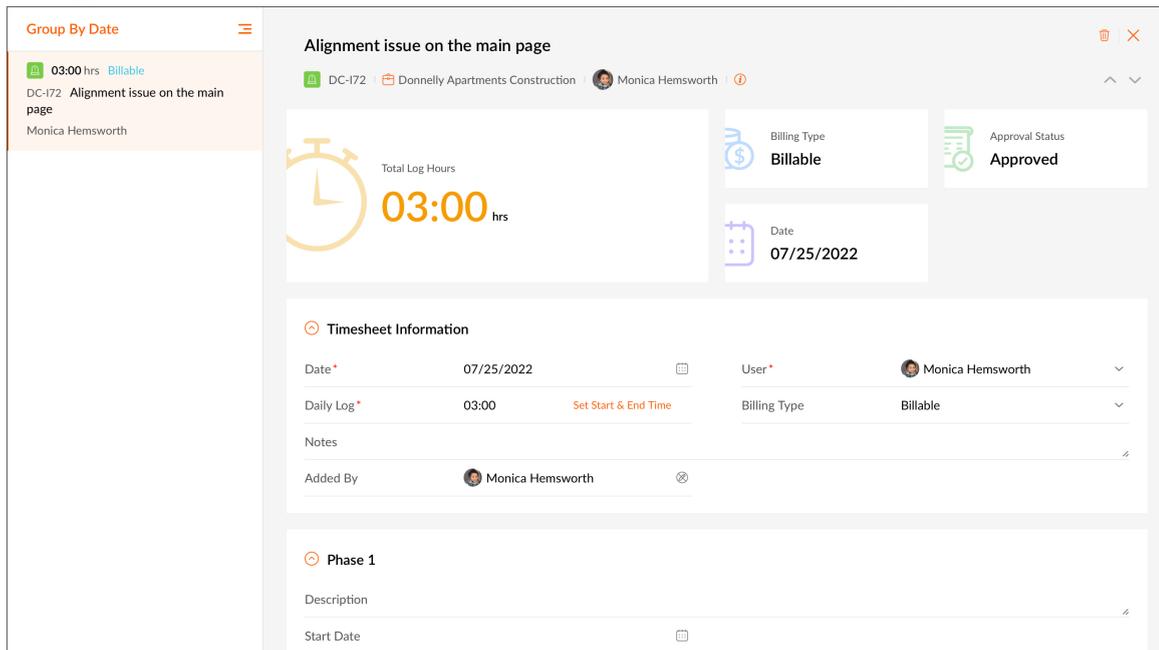
## Star Timer From Details Page

1. Navigate to a project and access bugs module from the top band.
2. Click on an bug to open the details page.
3. Click on the timer icon (🕒) to start the timer. Only the user assigned to the bug can start the timer.
4. Click on the stop or pause icons to stop or pause the timer (00:00:38 🛑 ⏸).
5. Time is logged when a user stops the timer. Enter the notes, select if the time log is billable or non-billable and then click update.

The screenshot displays the Zoho Timesheet interface. On the left, a sidebar lists several timesheet entries with their durations and billable status. The main area shows the details for a specific entry: 'Replace defective switches. Window panel broken during installation'. Key details include: Total Log Hours of 07:06, Billing Type set to 'Billable', Approval Status as 'Pending', and Date as 01/04/2024. A 'Timesheet Information' section provides further details: Date (01/04/2024), User (Monica Hemsworth), Daily Log (07:06), and Approval Status (Pending). Notes indicate the start and end times and time spent. The entry was created by Monica Hemsworth and has 12 task work hours.

## Edit Timesheet

1. Navigate to a project from the **Recent Projects** tab or from the project list view.
2. Click **Timesheet** in the top band.
3. Navigate to the timesheet entry and click on it to view the Timesheet details page.
4. Change the necessary fields. The changes will be saved automatically.



## Delete Timesheet

1. Navigate to a project from the **Recent Projects** tab or from the project list view.
2. Click **Timesheet** in the top band.
3. Navigate to the timesheet entry and click on it to view the Timesheet details page.
4. Click  in the upper-right corner of the page.
5. Confirm your action.

## Move Timesheet from one Bug to another

1. Navigate to a project from the **Recent Projects** tab or from the project list view.
2. Click **Timesheet** in the top band.
3. Select the timesheet which you want to move.
4. Click the **Bug name** in the details page.
5. Select a Bug from the drop-down. The Timesheet will be moved to the selected Bug.

---

### More Reads

[Back to help](#)

[Timesheet Calendar View](#)

[Timesheet Grid View](#)

[Timesheet List View](#)

