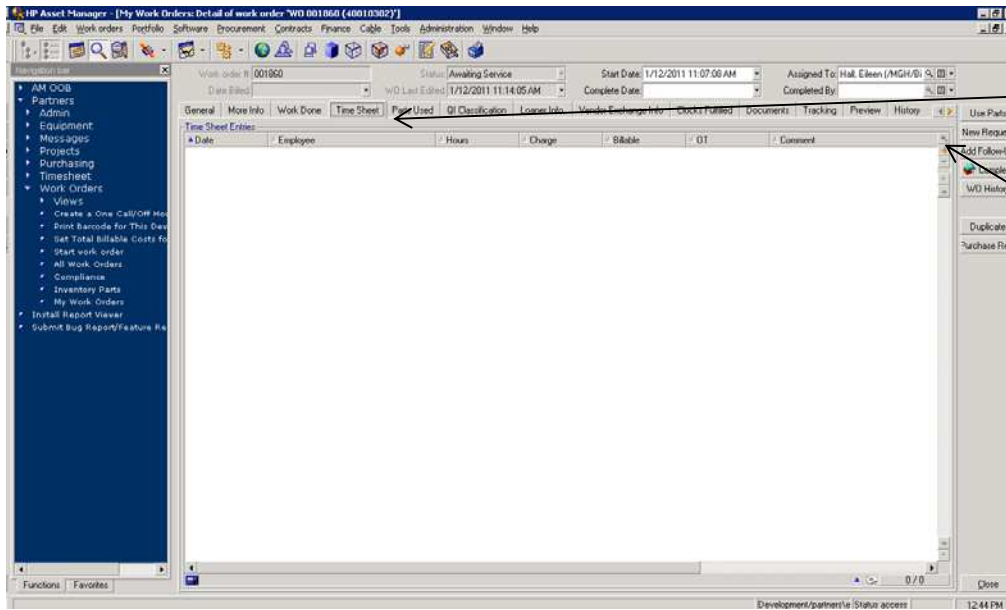


AM Quick Reference Sheet: Work Order Time Sheet

This shows how to enter your time using the work order time sheet.



Within the Work Order, click on the Time Sheet tab.

Then click on the orange + sign to open up the time sheet form (below).

The top part of the form shows time that has already been entered for the work order, if any.

The bottom part is for data entry:

1. Enter Hours as hours (smallest increment is .1 hours).
2. Employee is auto filled.
3. Date defaults to current date, but can be changed. Clicking on the down arrow in the Date field brings up a calendar.
4. Work Category defaults to Work Order.
5. Work Order number is auto filled in, along with control number.
6. Check OT or Billable as appropriate.
7. You MUST enter a Comment in the Comment field.
8. Click Create button to create the time sheet.
9. To add more time entries, click New and repeat the above steps.

