



## Time & Expenses (beta) - Release Notes V.11

**Note:** Synergist v11 requires 4D v13

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## Time & Expenses module (beta)

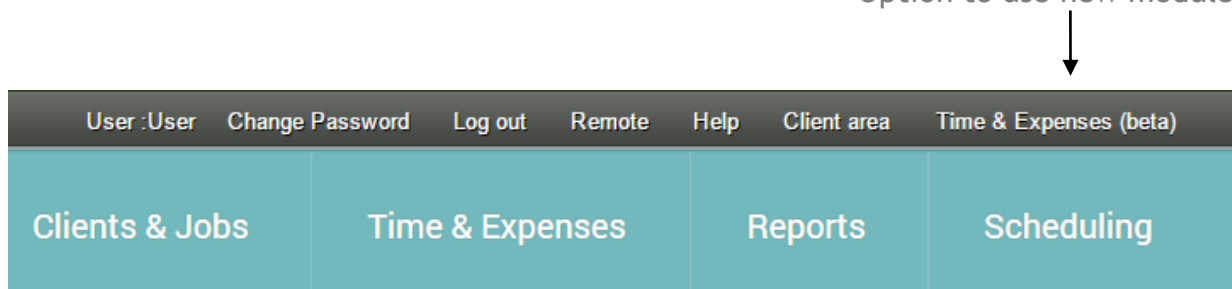
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### Overview

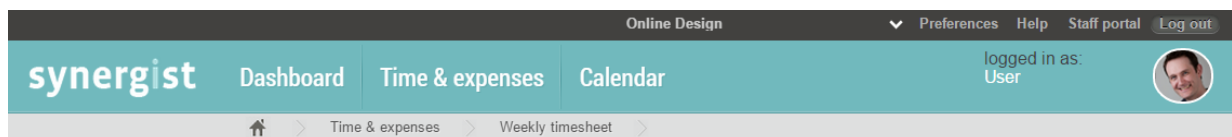
Currently most Synergist users enter their timesheets and expenses using the Staff Portal web interface. In Synergist version 11 we are introducing an optional replacement for the Time, Expenses and Calendar. This new interface has similar functionality to the current system, but it has major improvements in terms of its usability, speed of entry and future development potential.

Note: This initial release of the expenses module is designed for Mac & PC and is a beta release. Users can switch between this new interface and the existing one at will. Administrators can also set which interface is the default on a user by user basis. See the technical section of the release notes.

Option to use new module

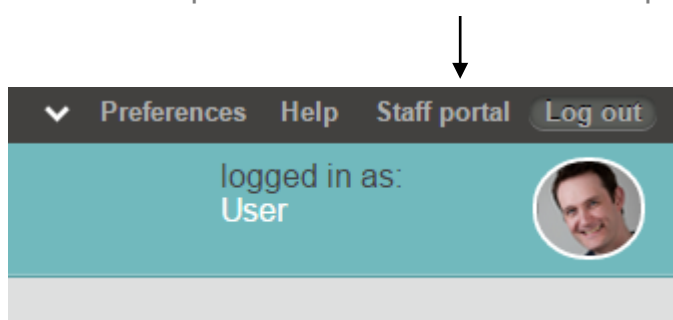


This will take you to the new interface (in the same browser window).



To return to the current staff portal simply click the link “Staff Portal” that is just above the user avatar.

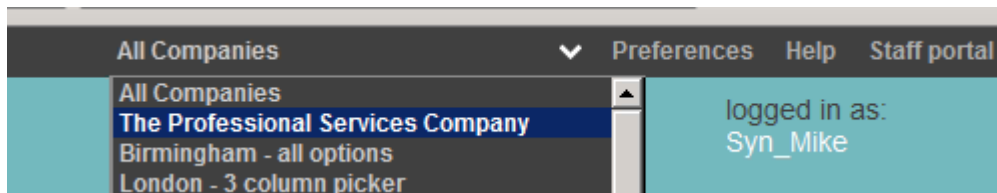
Option to return to current staff portal



## Dashboard

This initial release of the Time & Expenses module comes with 3 standard dashboards designed to help support the current functionality of the module.

Whenever you log into the Time & Expenses module you will land on the Dashboard page. The dashboard shows data for the company selected at the top of the screen.



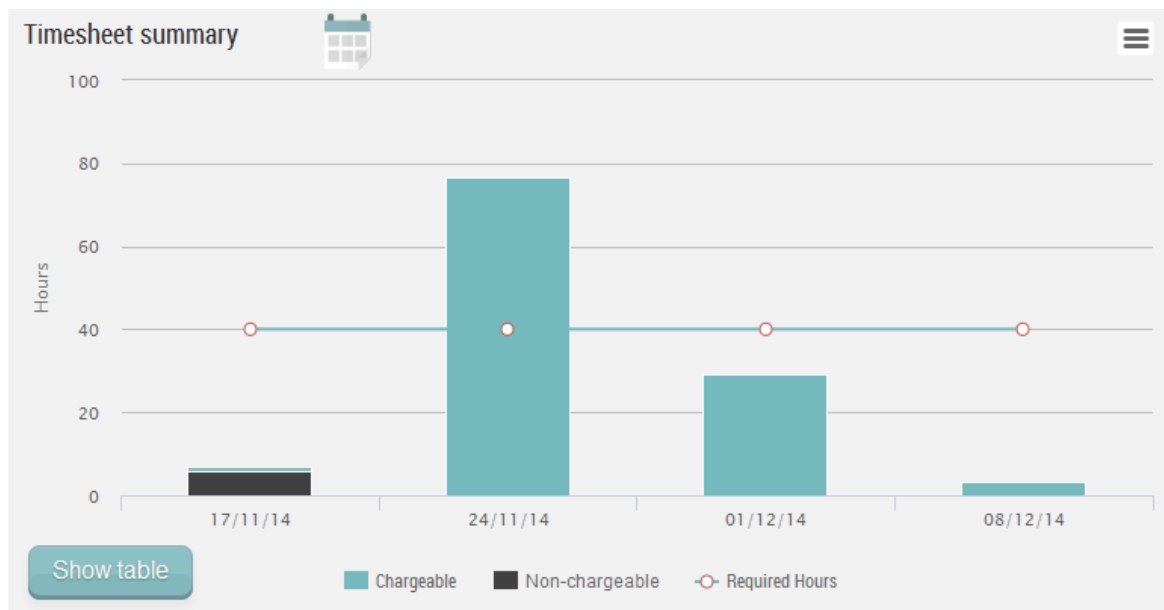
Changing the selected company will refresh the dashboards. The only exception to this is the calendar dashboard which is always multi-company.

**The current dashboard comprises of these 3 items:**

### Timesheet summary



This dashboard is designed to give staff a clear idea of how many hours they have booked for the current period. The chart also divides the time into chargeable and non-chargeable work. There is a line drawn across the chart to indicate the current number of hours required weekly to be time-sheeted by the logged in user.

By default the latest 4 weeks is displayed. However, there is a date picker so previous periods can also be temporarily selected. The chart includes posted timesheets and pending timesheets in the same view.



## Expense sheet summary

This chart is a useful summary for users who post expenses. It shows the status of recent expense claims. This includes new expense claims that have not yet been submitted, expenses awaiting approval, and expense sheets that have been returned and which the user therefore needs to address urgently (these are marked in red). There is a button on this dashboard to take you directly to your default list of expense sheets.

Expense sheet summary 					
From: 01/10/2014 to today					
 <a href="#">Open expenses</a>					
Sheet status	Number of sheets	Rejected	Queried	Total value	Reimbursed
Unsubmitted (new)	12	£0.00	£0.00	£362.00	£0.00
Submitted (awaiting approval)	16	£0.00	£0.00	£621.50	£0.00
Processed (approved)	2	£106.67	£2.67	£5544.23	£5434.89
Returned	4	£0.00	£66.00	£140.00	£0.00

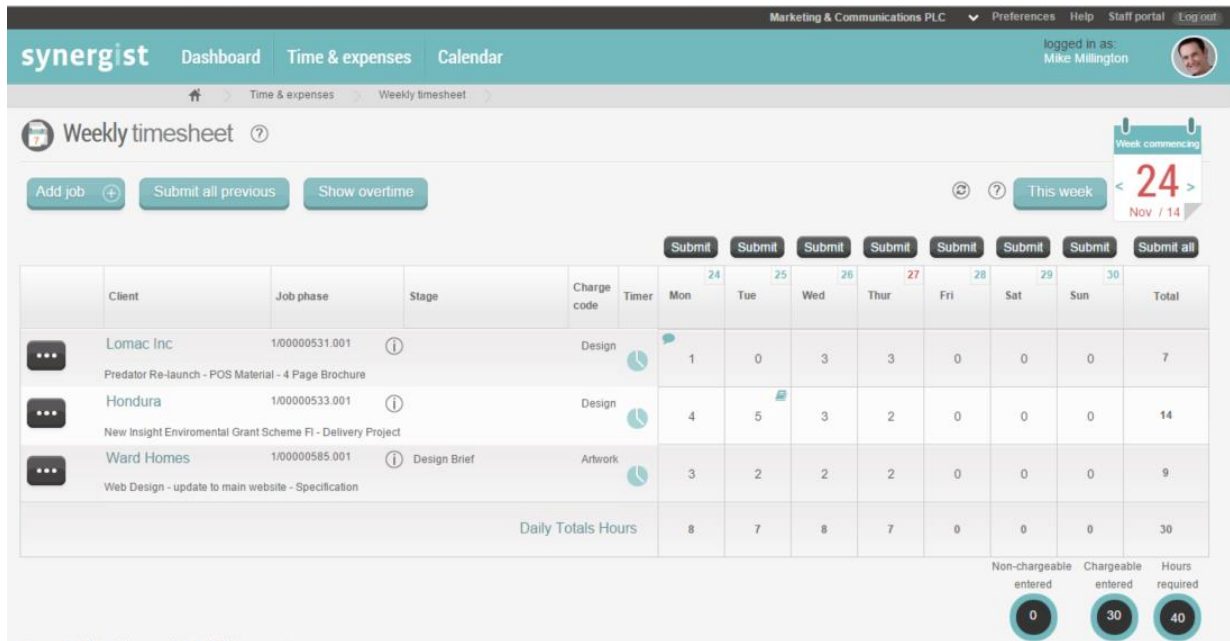
## Calendar summary

The Calendar summary dashboard lists any items that are in your work allocation calendar. It defaults to “today” and as an option to show the entire week. There is an option to drill down to any jobs that have been allocated to you. To see your full calendar simply click the calendar menu item on the main menu.

Calendar summary <span>5</span>					
<input checked="" type="radio"/> this week <input type="radio"/> today					
Due	Client	Job phase	Description	Chargecode	Calendar hours
15/12/14	Proton Cars plc	1/0000058...	Web site re-design	Creative Design	1
16/12/14	Proton Cars plc	1/0000058...	Web site re-design	Creative Design	1
16/12/14	Adams & Light Engineering AEIOU	1/45561.001	POS designs	HTML mockups	1
17/12/14	Proton Cars plc	1/0000058...	Web site re-design	Creative Design	1
18/12/14	Proton Cars plc	1/0000058...	Web site re-design	Creative Design	1

## Weekly timesheet

Here is the new weekly timesheet form.



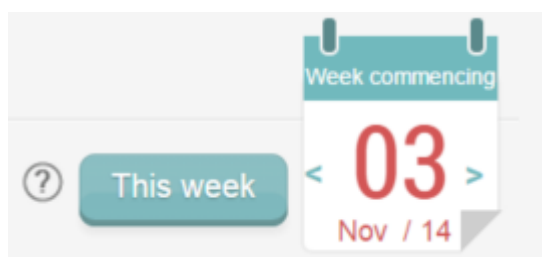
Client	Job phase	Stage	Charge code	Timer	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
Lomac Inc	1/00000531.001	①	Design	⌚	1	0	3	3	0	0	0	7
Predator Re-launch - POS Material - 4 Page Brochure												
Hondura	1/00000533.001	①	Design	⌚	4	5	3	2	0	0	0	14
New Insight Environmental Grant Scheme FI - Delivery Project												
Ward Homes	1/00000585.001	① Design Brief	Artwork	⌚	3	2	2	2	0	0	0	9
Web Design - update to main website - Specification												
Daily Totals Hours					8	7	8	7	0	0	0	30

Non-chargeable entered: 0, Chargeable entered: 30, Hours required: 40

Differences from the current interface:

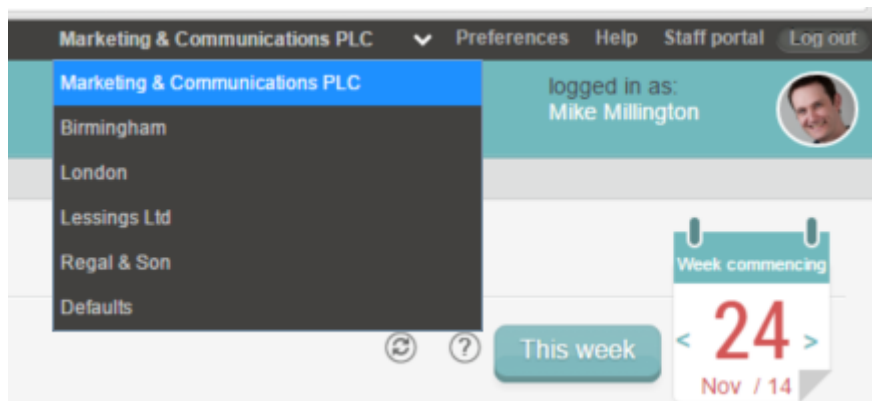
### Selecting the date

The weekly timesheet screen defaults to the current week. However, the user can view/enter time in previous weeks by clicking on the large calendar icon on the right hand side of the screen.



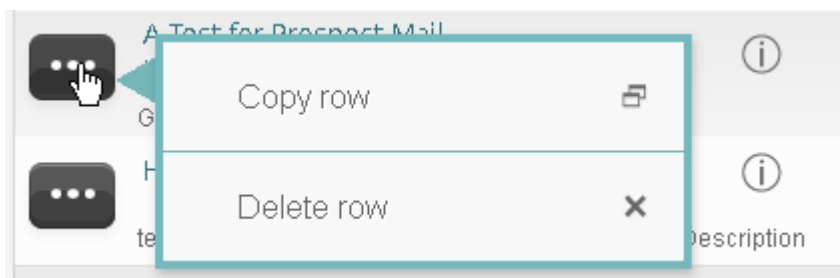
## Changing company

With this new interface you change company at the very top of the screen. Once selected the company selection applies to other areas of the program automatically.



## Row options

You can access row options like “copy row” or “delete row” from the left hand multi-option icon.





## Add job

This uses a new, easier, method of selecting jobs for your weekly timesheet.

Simply select the client you want, then jobs and phases appear in the lists to the right of the client name. There is also a search box for finding clients or jobs, and a job number quick find feature.

The screenshot shows a web interface for adding a job. It features a search bar at the top left, a 'client name' dropdown, a 'Search' button, a 'job/phase number' input, a 'Quick find' button, and a 'Reset' button. Below these are three lists: 'Client', 'Job', and 'Phase'. The 'Client' list includes 'The Proton Cars pic', 'Royal Caribbean International', 'Shared client', 'Stockport City Council', 'Tayto', 'Ulster Bank', 'Ward Homes' (highlighted), and 'WKD'. The 'Job' list shows details for '469 To design, produce copy, artwork and print 11,000 copies...' and '484 Small Job'. The 'Phase' list shows '001 Artwork for Monster mob Jan ad'. At the bottom, there are 'All phase types' and 'Normal view' dropdowns, and 'Cancel' and 'Select' buttons.

## Timer

The timer is inline - so you can have multiple timers running at once, with the option to pause timers. Clicking the insert icon adds the time to your timesheet.

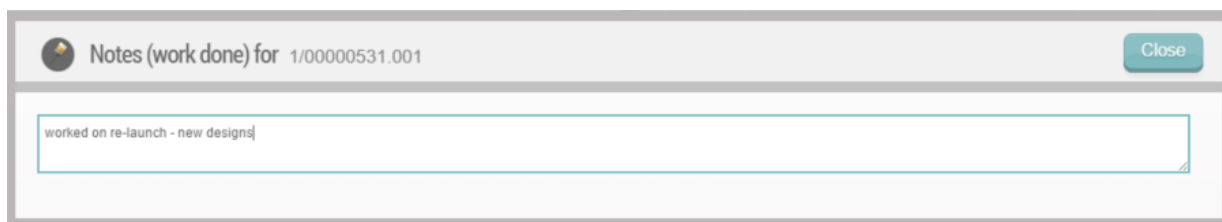
The screenshot shows a 'Timer' interface with a grid of days (Mon, Tue, Wed, Thur) and hours (03, 04, 05, 06). The grid contains numbers representing hours worked. A 'Timer' column on the left shows a clock icon and a timer display (00:00:12). Below the timer display are icons for a clock, a refresh/clear icon, and a close icon. The grid cells contain numbers: Mon (2), Tue (3), Wed (0), Thur (0) for the first row; Mon (2), Tue (0), Wed (0), Thur (0) for the second row; and Mon (2), Tue (0), Wed (0), Thur (0) for the third row.

## Notes (work done) icon

Work done notes are added by clicking the balloon icon displayed in the "hours" cell. The icon displays in green if the user has added notes to this timesheet. This makes it very easy to identify where work done notes still needs to be added.

## Notes (work done) entry screen


Clicking the icon opens up the entry screen...



The screenshot shows a modal window titled "Notes (work done) for 1/00000531.001". It features a "Close" button in the top right corner and a text input field containing the text "worked on re-launch - new designs".

## Materials icon

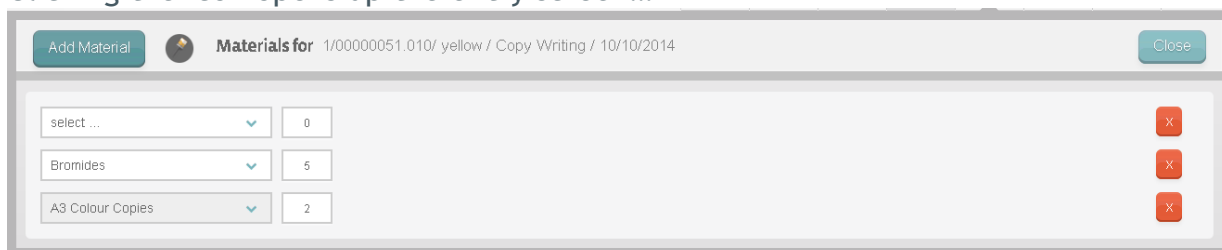
Similarly, materials input is also accessed by an icon. And, again, this icon is coloured green once materials have been added.



The screenshot shows a calendar view for the week of Thursday, 09, to Saturday, 11. The "Fri" cell (10th) contains a green icon of a document with a checkmark, indicating that materials have been added for that day. The numbers 1, 3, and 0 are visible in the cells for Thursday, Friday, and Saturday respectively.

## Materials entry screen

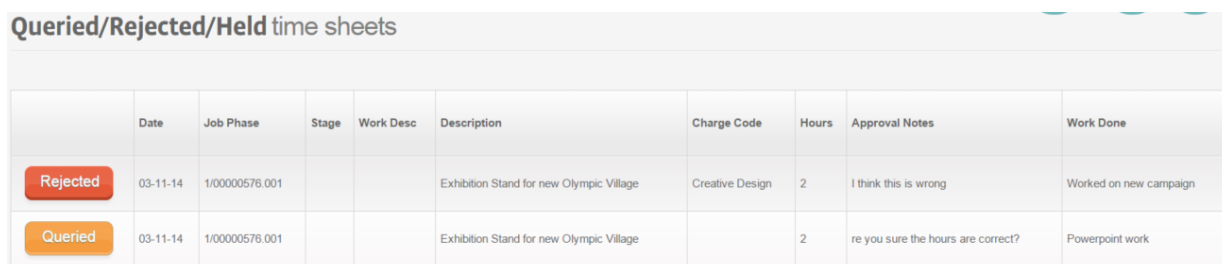
Clicking the icon opens up the entry screen...



The screenshot shows a modal window titled "Materials for 1/00000051.010/ yellow / Copy Writing / 10/10/2014". It features an "Add Material" button in the top left and a "Close" button in the top right. The main area contains three rows of input fields, each with a dropdown menu and a numeric input field. The first row has "select ..." and "0". The second row has "Bromides" and "5". The third row has "A3 Colour Copies" and "2". There are three red "X" buttons on the right side of the form.

## Timesheet approval

If you are using the timesheet approval process, queried and rejected items appear below the main weekly timesheet form. To respond to any queried or rejected items click on the appropriate button. You will be taken to the daily timesheet screen where you can delete rejected items and, if required, re-submit queried items.



The screenshot shows a table titled "Queried/Rejected/Held time sheets". The table has columns for Date, Job Phase, Stage, Work Desc, Description, Charge Code, Hours, Approval Notes, and Work Done. There are two rows of data, each with a button in the first column: "Rejected" and "Queried".

	Date	Job Phase	Stage	Work Desc	Description	Charge Code	Hours	Approval Notes	Work Done
<b>Rejected</b>	03-11-14	1/00000576.001			Exhibition Stand for new Olympic Village	Creative Design	2	I think this is wrong	Worked on new campaign
<b>Queried</b>	03-11-14	1/00000576.001			Exhibition Stand for new Olympic Village		2	re you sure the hours are correct?	Powerpoint work

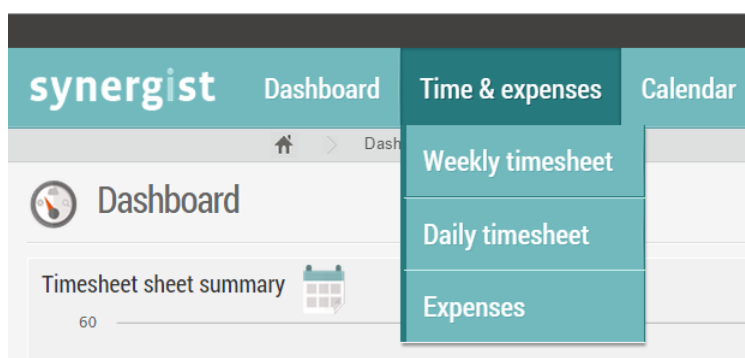
# Daily Timesheet

## Overview

The daily timesheet is similar to the current version in many ways. However, this new version has an “in-line” interface. In other words, instead of having to add & edit an entry using a full screen form, you can now enter the values in-line. If you wish to add comments or book materials, this is done in the same way as it is done in the weekly timesheet view - by clicking on icons in the hourly input area. Since the daily and weekly interfaces now share many of the same features users can easily switch between the two interfaces and see a consistent interface.

## Accessing daily timesheets

There is no need to switch to the daily timesheet from within the weekly timesheet (as some users will do in the current staff portal). Both the weekly and daily timesheets have their own main menu item.



## Daily timesheet

The daily timesheet is a simple interface whereby users add their timesheets in a list, one by one. Typically this is done daily, but users can add timesheets for any day, past or future, depending on their company settings.

## Adding a timesheet

As with weekly timesheets, on adding a new timesheet you are offered the “job picker” screen. This is a very easy way of selecting the job & phase you need. It opens on a list of clients. You have options to search using the client name, job description, or you can just enter a job number if you prefer.

search client name Search job/phase number Quick find Reset

Client	Job Description	Phase Description
Avondale Foods	Television Advertisement	001 New Brochure
Bloggs & Company	Design of New Motorway Signs	
Discovery Centre Museum	Exhibition Stand for launch of Digital TV Channel	
Granada	Brochure - cancelled	
Greenwich graphics	Design, development and construction of the Granada main web site	
Hondura	Job template 2	
Hyundai	Re-brand - August	
jay acct	Web Design 8	
	creative concepts. design development and artwork -	

All phase types Normal view Cancel Select

## New entry

Once there is a new entry in the daily timesheet (which will appear at the top of the list) you will see a line highlighted in light blue. If you have a default chargecode this will be auto selected for you, otherwise you will be asked to select a chargecode to specify what kind of work you are planning to submit a timesheet for.

Marketing & Communications PLC Preferences Help Staff portal Log out

synergist Dashboard Time & expenses Calendar logged in as: Mike Millington

Time & expenses Daily timesheet

Daily timesheets

Add timesheet Submit all Show overtime Print Set activity code

Status	Client	Job phase	Stage	Charge code	Date	Timer	Normal time
...	Granada	1/00000464.000		Design	27-11-14	0	
...	Lomac Inc	1/00000531.001		Design	24-11-14	1	
...	Lomac Inc	1/00000531.001		Design	26-11-14	3	

## Entering time

The new line will automatically highlight the field for entering hours. So all you have to do is type in the hours and the new entry is automatically saved.

Status	client	Job phase	Stage	Work desc	Charge code	Date	Timer	Normal time
...	AAK Foods	1/00088335.001			Artwork	07/10/14		
	4 Colour brochure							0

## Comments & materials

If you wish to add materials or additional comments just click on the appropriate icons. See “weekly timesheet” above for examples of this.

Normal time

0

## Overtime

If you are entering overtime - click the “show overtime” button.



Show overtime

This will display the additional fields you need to add overtime. Note: you can now hide empty overtime fields in both the daily and weekly timesheet interfaces - so you only need to see these fields if you are actually booking overtime.

	Normal time	Overtime 1	Overtime 2
	4	0	0






## The timer

If you are booking time for today's date the timer icon is also made visible. You can activate the timer by clicking it - in the same way as described in the weekly timesheets section above.

Date	Timer	Normal time
07/10/14 ▼		 0

## Timesheet approval

If you are using timesheet approval you will see any queried or rejected items in the list. Click the buttons to delete or re-submit these items as required.

	Status	Client	Job phase	Stage	Charge code	Date	Timer	Normal time
...	<a href="#">Submit</a>	Hyundai	1/00000534.003		Copy Writing ▼	04-11-14 ▼		4
		New Accent Mobility Version Road Show Stand - Installation						
...	<a href="#">Submitted</a>	Granada	1/00000576.001		Creative Design ▼	03-11-14 ▼		0 
		Re-brand - August - Exhibition Stand for new Olympic Village						
...	<a href="#">Rejected</a>	Granada	1/00000576.001		Creative Design ▼	03-11-14 ▼		0 
		Re-brand - August - Exhibition Stand for new Olympic Village						
...	<a href="#">Submitted</a>	Granada	1/00000576.001		Creative Design ▼	04-11-14 ▼		0 
		Re-brand - August - Exhibition Stand for new Olympic Village						
...	<a href="#">Queried</a>	Granada	1/00000576.001		Creative Design ▼	04-11-14 ▼		3
		Re-brand - August - Exhibition Stand for new Olympic Village						
...	<a href="#">Submit</a>	Granada	1/00000576.001		Powerpoint Design	04-11-14 ▼		0.25
		Re-brand - August - Exhibition Stand for new Olympic Village						

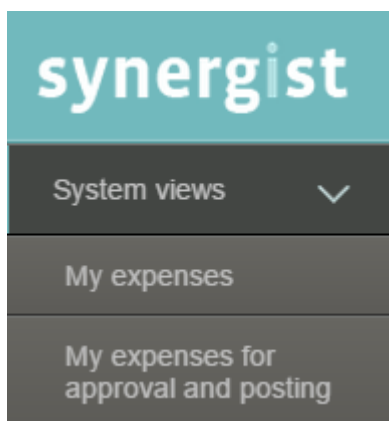
## Expense entry

### Overview

Expenses entry is similar to the current version in many ways. However, this new version has an “in-line” interface. In other words, instead of having to add & edit an entry using a full screen form, you can now enter the values in-line. If you wish to add submitter’s notes simply click on the icon in the expense description area.

### Expense sheets

On entering the expenses entry module you will see a list of existing expense sheets. By default un-submitted expense sheets are displayed. However, if you wish to see other views (e.g. submitted sheets awaiting approval) there are a selection of views on the left hand side of the screen.



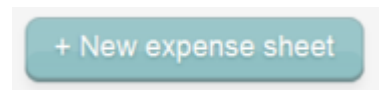
The screenshot shows the Synergist web interface. The top navigation bar includes 'synergist', 'Dashboard', 'Time & expenses', 'Activities', and 'Calendar'. The user is logged in as 'Syn\_Mike'. The left sidebar contains a list of views: 'System views', 'My expenses', 'My expenses for approval and posting', 'My views', 'Processed and posted', 'Returned sheets', and 'Unsubmitted sheets'. The main content area is titled 'Expenses - unsubmitted sheets' and features a '+ New expense sheet' button and a dropdown for 'All expense accounts...'. Below this is a table of unsubmitted expense sheets.

sheet	date & time	description	total	vat	approved	lines	exp. acc.	status	✓	⚠	✗	🔒
1202	18/09/2014	September 2014 expenses	£ 7.00	£ 0.91	£ 0.00	2	1/MJP	Unsubmitted				
1196	11/09/2014	test q	£ 2.00	£ 0.13	£ 0.00	4	1/MJP	Unsubmitted				
1195	11/09/2014	l phone test	£ 10.29	£ 0.57	£ 0.00	5	1/CURR	Unsubmitted				
1189	05/09/2014	September 2014 expenses	£ 0.00	£ 0.00	£ 0.00	1	1/CURR	Unsubmitted				
1185	04/09/2014		£ 0.00	£ 0.00	£ 0.00	0	1/CURR	Unsubmitted				
1184	04/09/2014	September 2014 expenses	£ 36.53	£ 4.77	£ 0.00	2	1/CURR	Unsubmitted				
1181	08/09/2014	5 August 2014 expenses	£ 73.32	£ 0.00	£ 0.00	5	1/CURR	Unsubmitted				
1180	29/08/2014	August 2014 expenses	£ 24.00	£ 0.48	£ 0.00	4	1/MJP	Unsubmitted				

9 expense sheets

## Expense sheets

To create a new expense sheet simply click the “New expense sheet” button.

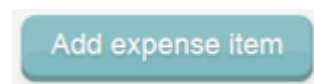


Otherwise, you can edit an existing sheet by simply clicking on the sheet you wish to amend.

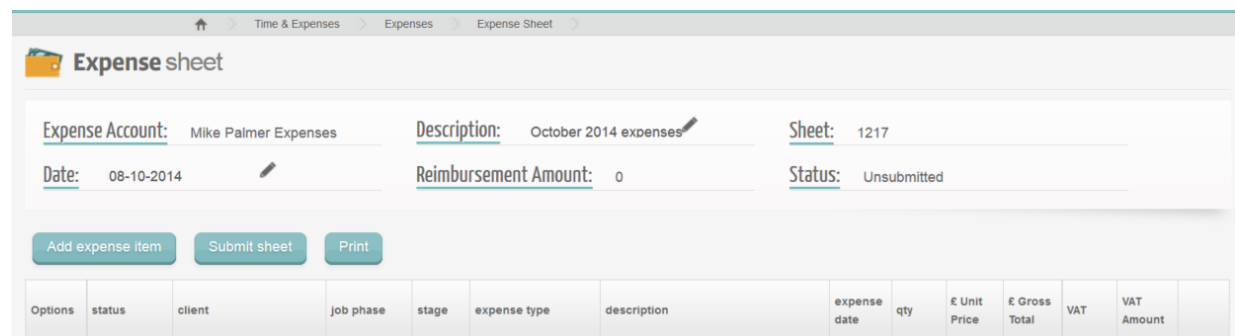
## Expense lines

If you create a new sheet a screen similar to this will appear.

Enter a description (e.g. “November expenses”), then click “Add expense item” to add a line to the sheet.



Note: if you are set up as a foreign currency expense account you will see additional fields for entering currency values



Options	status	client	job phase	stage	expense type	description	expense date	qty	£ Unit Price	£ Gross Total	VAT	VAT Amount
---------	--------	--------	-----------	-------	--------------	-------------	--------------	-----	--------------	---------------	-----	------------



## Entering expense details

You will first be asked to select a job & phase. This is done using the new job picker.

The job picker interface includes search fields for 'search', 'client name', and 'job/phase number', along with 'Search', 'Quick find', and 'Reset' buttons. It features three main columns: 'Client', 'Job', and 'Phase'. The 'Client' column lists various clients, with 'Granada' highlighted. The 'Job' column lists tasks related to Granada, with 'Exhibition Stand for launch of Digital TV Channel' selected. The 'Phase' column shows '001 New Brochure'. At the bottom, there are filters for 'All phase types' and 'Normal view', and 'Cancel' and 'Select' buttons.

You will be prompted to select an expense type from a drop down list.

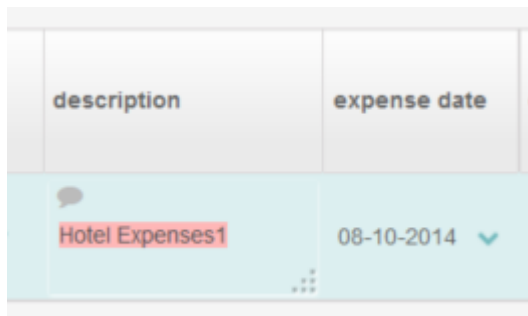
The expense type selection dropdown menu is shown with the following options: Stationary (selected), Mikeage 2, Hotel Expenses, Mileage, Miscellaneous, Promotional items, Stationary (highlighted), and Travel.

Once this has been selected the system will automatically select the gross total field. Just type in the value of your expense (including VAT). The expense item is then automatically saved.

The expense entry form includes buttons for 'Add expense item', 'Submit sheet', and 'Print'. Below these is a table with the following columns: Options, status, client, job phase, stage, expense type, description, expense date, qty, £ Unit Price, £ Gross Total, VAT, and VAT Amount. The table contains one row with the following data: Options (three dots), status (Unsubmitted), client (A Test for Prospect Mail merge), job phase (88333.001), stage (Miscellaneous), expense type (Hotel Expenses1), description (Global Company Description), expense date (08-10-2014), qty (0), £ Unit Price (0), £ Gross Total (0), VAT (0 - 0%), and VAT Amount (0). The '£ Gross Total' field is highlighted.

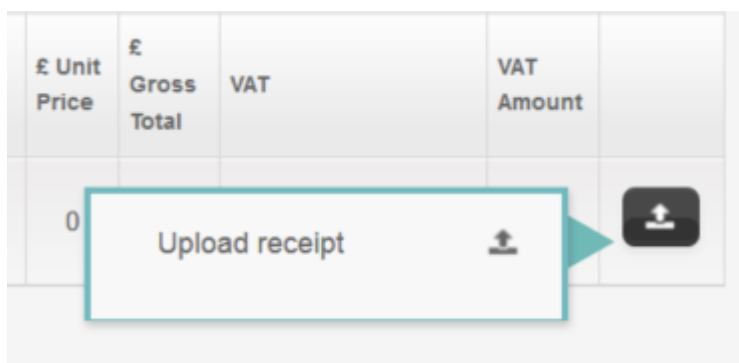
## Further editing of the expense line

If you wish to amend the default details you can amend the description of the expense, or click the balloon icon to add additional submitter's notes. Obviously you can also change the date if required.



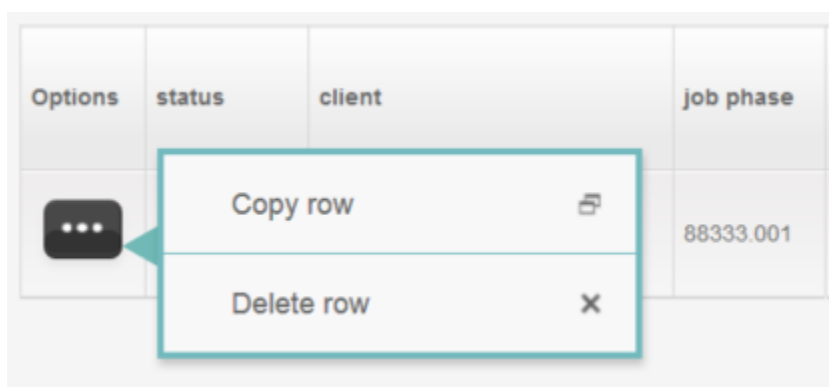
## Further editing of the expense line

If you wish to upload a receipt - click on the upload icon on the far right hand side of the screen.



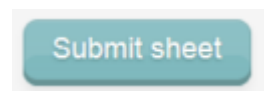
## Copy row

If you are entering multiple expenses for the same job, rather than reselecting the job again, it is easier to just copy an existing expense line. Then simply overwrite the gross total field (this will be highlighted automatically), and change the expense type etc. if needed.



## Submitting your expense sheet

Once all the expense items have been entered simply click the “Submit sheet” button.



The sheet will now be transferred to approvers who will process the sheet either using the Synergist full client software or the Staff Portal.

At this point the expense sheet is no longer modifiable. However, you can print the expense sheet if you wish.

Add expense item   Submit sheet   Print												
Options	status	client	job phase	stage	expense type	description	expense date	qty	£ Unit Price	£ Gross Total	VAT	VAT Amount
	Submitted	A Test for Prospect Mail merge Global Company Description	88333.001		Miscellaneous	My stuff	2014-10-2	0	0	44	0	0

## Queried and rejected items

If your approver queries any items in your expense sheet the normal procedure is to for Synergist to notify you of the issue and for the sheet to be returned for amending.

Here is an example of a queried sheet.


Add expense item   Re-submit sheet   Print												
Options	status	client	job phase	stage	expense type	description	expense date	qty	£ Unit Price	£ Gross Total	VAT	VAT Amount
⋮	Approved	A Test for Prospect Mail merge Global Company Description	88333.001		Miscellaneous	My stuff	2014-10-2	0	0	44	0	0
⋮	Rejected	A Test for Prospect Mail merge Global Company Description	88333.001		Hotel Expenses1	Hotel Expenses1	2014-10-2	0	0	200	0	0
⋮	Queried	A Test for Prospect Mail merge Global Company Description	88333.001		testetstt	other stuff	2014-10-2	0	0	3	1 - 20%	0.5


## Addressing a queried item

Click on the “queried” button - this will open up a window displaying approvers notes and submitters notes.

From here you can reply to the approver’s questions.

Once all the queries had been addressed, with any amendments required made to expense items, you would re-submit the sheet.

Options	Status	client	Job phase	Stage	Expense type	Description
	Queried	WKD	532.001		Mileage	Mileage - to airport
8 page brochure regarding safe drinking						

**This item has been Queried** Expense for 1/00000532.001

**Approvers Notes:**  
Is this booked to the correct client?

**Submitters note:**

# Calendar

## Overview

The calendar has similar functionality to the current staff portal calendar. Users cannot add their own items to the calendar since it is designed as a work allocation calendar - controlled by the Synergist “Calendar bookings” tool. However, users can interact with the calendar - adding notes, drilling down to related activities & attachments, and time sheeting individual bookings.

In addition to this current functionality, this new calendar has features to make it easier to book timesheets based on calendar bookings. Any calendar booking will now automatically appear in the Weekly Timesheet. Therefore users no longer need to manually add jobs into the Weekly Timesheet if work is being allocated via “Calendar bookings”

There is also a new feature in the calendar “Timesheet my calendar” (via the “job list and timesheets toggle”). This new feature enables the user to create a number of un-submitted timesheets based on the current calendar view (see below for an example).

The screenshot displays the Synergist 'Daily calendar' interface for November 2014. The top navigation bar includes the Synergist logo, 'Dashboard', 'Time & expenses', and 'Calendar' tabs. The user is logged in as Mike Millington. The main calendar view shows a grid of days with bookings. A sidebar on the left shows a monthly overview for November 2014, with the 27th highlighted. The main calendar grid shows bookings for various tasks, including 'Currency BP', 'Exhibition Stand', and '8 page brochure'. The interface also includes a 'Job list & timesheets' toggle and a 'Today' button.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	
3	4	5	6	7	8	
10	11	12	13	14	15	
17	18	19	20	21	22	
24	25	26	27	28	29	30

Bookings for November 2014:

- Nov 3: 11:00 - Currency BP (Phase: 1/00000609.001)
- Nov 4: 12:30 - Exhibition Stand (Phase: 1/00000580.006)
- Nov 5: 10:30 - Exhibition Stand for new Olympic Village (Phase: 1/00000576.001)
- Nov 6: 12:30 - Exhibition Stand (Phase: 1/00000580.006)
- Nov 7: 10:30 - Currency BP (Phase: 1/00000609.001)
- Nov 10: 10:00 - 8 page brochure (Phase: 1/00000596.001)
- Nov 11: 10:00 - 8 page brochure (Phase: 1/00000596.001)
- Nov 12: 10:00 - Currency BP (Phase: 1/00000609.001)
- Nov 13: 10:30 - Exhibition Stand for new Olympic Village (Phase: 1/00000576.001)
- Nov 14: 10:30 - Exhibition Stand for new Olympic Village (Phase: 1/00000576.001)
- Nov 15: 14:30 - Exhibition Stand for new Olympic Village (Phase: 1/00000576.001)
- Nov 17: 10:30 - Exhibition Stand for new Olympic Village (Phase: 1/00000576.001)
- Nov 18: 10:00 - Currency BP (Phase: 1/00000609.001)
- Nov 19: 10:00 - Exhibition Stand for new Olympic Village (Phase: 1/00000577.001)

## Time-sheeting your calendar


If you select “Job list & timesheets” by clicking the toggle icon, a new view of the current calendar is displayed. This is a job list - displaying the work booked for you to do, in a list form. The calendar still displays, but underneath this table. From this view you can create timesheets. Simply select the items you wish to timesheet using the checkboxes on the left. The system then prompts you with the number of hours allocated to you for the task, less the hours you have already booked for the item. You can also type in text in the “work done” field. Clicking “create timesheets” will then create pending timesheets. These will still need to be submitted for approval (or posting to jobs) using the daily or weekly timesheet feature (available on the main menu)

Today < > iCal Support

Nov 17 - 23, 2014

Month Week Day

Job list & timesheets ☒

 Jobs booked for week commencing Monday, 17 November, 2014

?

Create timesheets

Cancel

Select	Booking date	Job	Stage	Task desc	Chargecode	Calendar hours	Hours worked	Notes (Work done)	Existing & pending timesheet hours
<input checked="" type="checkbox"/>	17-11-14	Granada 1/00000576.001 Exhibition Stand for new Olympic Village			MAC Work	3.5	1.5		2
<input checked="" type="checkbox"/>	17-11-14	Avondale Foods 1/00000596.001 8 page brochure			Copy Writing	4	3		1
<input type="checkbox"/>	18-11-14	Royal Caribbean Intern... 1/00000609.001 Currency BP			Design	8			8
<input checked="" type="checkbox"/>	19-11-14	Ulster Bank 1/00000577.001 Exhibition Stand for new Olympic Village			Artwork	5	5		0
<input type="checkbox"/>	19-11-14	Avondale Foods 1/00000596.001 8 page brochure			Copy Writing	3			0