Timesheet form

refers to:
person form → timesheets tab
F11 (Function key)

Display details of individual timesheets. Use **Expand** on the **person form → timesheet tab** or **F11** to open.

- **Add shifts** to add shifts to those already displayed
- **Delete shifts** to delete an existing shift
- **Unfill shifts** to remove candidate from shift, and reallocete to another candidate
- **Save provisional** to part-save timesheet for further editing
- **Delete** will delete a provisional timesheet

Note: After creating a timesheet, use the **back** / **forward** buttons of the **video** buttons to refresh the timesheet list

see also
1.18.1 Timesheets Form
12.2 On-line Timesheets

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