Timesheets tab

This shows the details of all the timesheets that you have created.

Button	Use
Search	Search for a specific provisional timesheet so that you can complete it.
Expand	Open the timesheet for selected candidate.
Add	Add a new timesheet – start the wizard.
Vacancy	Open the vacancy record for this timesheet.
Applicant	Open the person record for this applicant.
Create Timesheets	Make provisional timesheets for all shifts or placements that have not already got a linked timesheet. You can use this to create provisional timesheets for all placements and shifts for a week, and then confirm or enter the details
Copy Timesheets	Open the wizard for copying timesheets forward for the next week.

A timesheet for a Shift vacancy will retrospectively create a Placement so that a Consultant has less actions to do. However a Placement can be forced earlier by right clicking on the shift and selecting Placement/Rates.

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