Timesheets Tab / working with timesheets

refers to:
temp desk form → timesheets tab

To create a batch of Provisional Timesheets

- Use the **Create Timesheet** button – a provisional timesheet will be created for every placement or shift that does not already have a provisional or completed timesheet for the week.
- Work through the timesheets, completing them one by one.

To create a Single Timesheet

- Use an **Add Timesheet** button or **Expand** a Provisional Timesheet.

To copy timesheets to a future week

- For a selection first use the **Ctrl key** and **mouse** to Select the lines.
- Use the **Copy** Timesheets button.
- Set the parameters for what is to be copied, Which Week to, Fill with same Temp and Copy Rates
- Provisional timesheets will be created in the Week specified

See also
What do the colours mean?

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