



# Getting Started with 247Toolset

Entering Timesheets



Note:

You will see 247Toolset's graphics and color scheme to demonstrate this process, but the steps are exactly the same for every portal.



# Entering Timesheets

Dashboard

People and Organizations    Notes    Fundraising    Settings

My Profile    **Dashboard**    Communication    Projects and Job Orders    Documents and Pictures

**Initial Setup List** (Show Setup List)

**My 247Toolset**

**Activity**

Activity	Items
<a href="#">Requests I Haven't Answered Yet</a>	0
<a href="#">My Current Assignments</a>	6
<a href="#">My Fundraising Campaigns</a>	0
<a href="#">Descriptions Pending</a>	0
<a href="#">Resumes Pending</a>	0
<a href="#">Attributes Pending</a>	0
<a href="#">References Pending</a>	0

Welcome to your 247Toolset portal!

Use the list at left as a to do list. If you have any questions, don't hesitate to contact [support@247toolset.com](mailto:support@247toolset.com) for help.

You can also look at the latest version of the [Help Documentation](#).

247Toolset Home Page [Click here to Logout](#)

Log in, if you're not already logged in, and click on My Profile to find your way to the Dashboard. There, you'll see "My Current Assignments."



# Entering Timesheets

## My Current Assignments

Navigation menu: People and Organizations, Notes, Fundraising, Settings, My Profile, Dashboard, Communication, Projects and Job Orders, Documents and Pictures.

> [Dashboard](#) > My Current Assignments

Role / Position	Project / Job Order	Type	Status
<a href="#">Consultant</a>	Payschools	Job Order	Assigned and Working
<a href="#">Developer</a>	ESI - Website	Job Order	Assigned and Working
<a href="#">Developer</a>	OSOT	Job Order	Assigned and Working
<a href="#">Developer</a>	WRLD-TV	Job Order	Assigned and Working
<a href="#">Developer</a>	Home Mortgage Misc Work	Job Order	Assigned and Working
<a href="#">Marketing Developer</a>	SourceCORP	Job Order	Assigned and Working

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Click on the assignment in the list for which you need to enter timesheets.



# Entering Timesheets

**View Assignment**

People and Organizations		Notes	Fundraising	Settings
My Profile	Dashboard	Communication	Projects and Job Orders	Documents and Pictures

> [Dashboard](#) > [My Current Assignments](#)

<b>Job Order Name:</b>	WRLD-TV	<b>Job Order Number:</b>	WRLD-TV
<b>Organization:</b>	KWK Enterprise, Inc.		

<b>My Assignment</b>	<b>My Tasks</b>	<b>My Timesheets</b>
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Position Name:	Developer
Assigned Resource:	Brett Rogers
Anticipated Commitment:	Part-Time
Projected Start Date:	2/1/2012
Projected End Date:	3/31/2012
Position Details:	None given

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Click on the "My Timesheets" tab.



# Entering Timesheets

**My Timesheets**

People and Organizations | Notes | Fundraising | Settings

My Profile | **Dashboard** | Communication | Projects and Job Orders | Documents and Pictures

> Dashboard > My Current Assignments

**Job Order Name:** WRLD-TV      **Job Order Number:** WRLD-TV  
**Organization:** KWK Enterprise, Inc.

My Assignment | My Tasks | **My Timesheets**

[Add Timesheet](#)

No time entered

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Click "Add Timesheet."



# Entering Timesheets

**Add Timesheet**

People and Organizations | Notes | Fundraising | Settings

My Profile | **Dashboard** | Communication | Projects and Job Orders | Documents and Pictures

> [Dashboard](#) > [My Current Assignments](#)

**Job Order Name:** WRLD-TV      **Job Order Number:** WRLD-TV

**Organization:** KWK Enterprise, Inc.

My Assignment | **My Tasks** | My Timesheets

> [My Timesheets](#) > Add Timesheet

Date	Hours	Description	Task
2/27/2012 <input type="text"/>	<input type="text" value="3"/>	<input type="text" value="Creating the web site design"/>	<input type="text"/>
2/28/2012 <input type="text"/>	<input type="text" value="5.25"/>	<input type="text" value="Integrating with templates"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Save**

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You can enter as many as seven days at a time, then click "Save."



# Entering Timesheets

**My Timesheets**

People and Organizations | Notes | Fundraising | Settings

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> [Dashboard](#) > [My Current Assignments](#)

<b>Job Order Name:</b>	WRLD-TV	<b>Job Order Number:</b>	WRLD-TV
<b>Organization:</b>	KWK Enterprise, Inc.		

My Assignment | My Tasks | **My Timesheets**

[Add Timesheet](#)

The information has been saved successfully.

Date Engagement	Hours	Task Name	Status	Description	
<b>February 2012</b>					
<a href="#">Tuesday 2/28/2012</a>	5.25		Not Yet Approved	Integrating with templates	✘
<a href="#">Monday 2/27/2012</a>	3.00		Not Yet Approved	Creating the web site design	✘

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Once entered, you can edit or delete them, unless they are already invoiced.