

Getting Started with 247Toolset

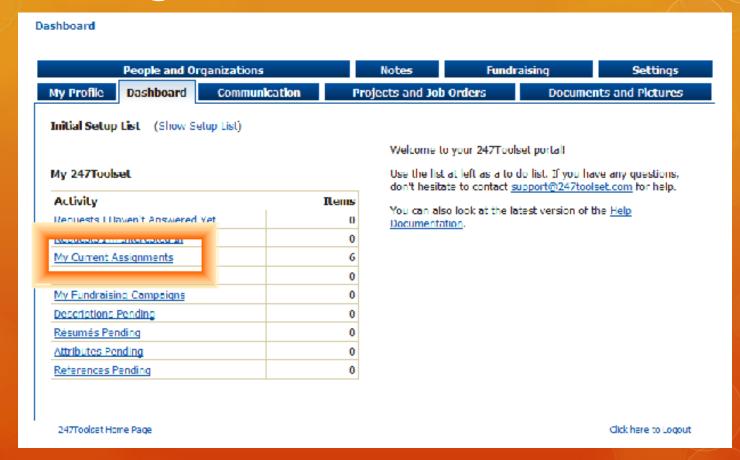
Entering Timesheets



Note:

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





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."



My Current Assignments

My Profile	Dashboard	Communication	Projects and Job	Orders	Documen	ts and Pictures
	My Current Assi		Trojects and 300	orders	Documen	es and riccures
tole / Position	1	Project / Job Order		Туре	Status	
Consultant		Payschools		Job Order	Assigned a	nd Working
<u>Developer</u>		ESI - Website		Job Order	Assigned a	nd Working
<u>)eveloper</u>		OSOT		Job Order	Assigned a	nd Working
<u>Developer</u>		WRLD-TV		Job Order	Assigned a	nd Working
<u>)eveloper</u>		Home Mortgage Misc Work		Job Order	Assigned a	nd Working
Marketing Devel	oper	SourceCORP		Job Order	Assigned a	nd Working

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



People and O	rganizations	Notes	Fundraising	Settings
My Profile Dashboard	Communication	Projects and Joh	Orders Doc	uments and Pictures
> <u>Dashboard</u> > <u>My Current Assi</u>	gnments			
Job Order Name: WRI	LD-TV	Job Order N	uniber: WRLD-TV	
Organization: KVV	C Enterprise, Inc.			
My Assignmen	t	My Tasks	My Ti	mesheets
		•		
Position Name:	Developer			
Assigned Resource:	Brett Rogers			
Anticipated Commitment:	Part-Time			
Projected Start Date:	2/1/2012			
Projected Lind Date:	3/31/2012			
Position Details:	None given			

Click on the "My Timesheets" tab.



My Timesheets					
People and Orga		Notes	Fundrais		Settings
My Profile Dashboard > Dashboard > My Current Assign	Communication nents	Projects and Job	Orders	Documen	s and Pictures
Job Order Name: WRLD- Organization: KWK E	TV Herprise, Inc.	Job Order No	ımber: WR	LD-TV	
Add Timesheet Ssignment		My Tasks		My Times	heets
No time entered					
247Tooket Home Page					Click here to Logout

Click "Add Timesheet."



crent Assignments	munication	Projects and Jol	b Orders	Document	ts and Pictures
rrent Assignments					
WRLD-TV		Job Order N	lumber: V	WRLD-TV	
KWK Enterpr	ise, Inc.				
Assignment		My Tasks		My Times	heets
Hours	Descriptio	n		Tas	k
3	Creating th	e web site design			
5.25	Integrating	with templates			
	Assignment add Timesheet Hours	Hours Description Greating the	Assignment My Tasks add Timesheet Hours Description 3 Creating the web site design	Assignment My Tasks add Timesheet Hours Description 3 Creating the web site design	Assignment My Tasks My Times add Timesheet Hours Description Tas Greating the web site design

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



Peo	ole and Or	ganizations	Notes	Fund	raising Setti	ngs
My Profile Das	hboard	Communication	Projects and Job O	rders	Documents and Picto	ıres
> <u>Dashboard</u> > <u>My C</u>	ırrent Assig	<u>inments</u>				
Job Order Name:	WRL	D-TV	Job Order Num	ber:	WRLD-TV	
Organization:	KWK	Enterprise, Inc.	·			
Add Timesheet	Assignme		My Tasks		My Timesheets	
Add Timesheet	s been sa		My Tasks Status		My Timesheets Description	
Add Timesheet The information ha	s been sa	ved successfully.	·			
Add Timesheet The information had Date Engagement	s been sa	ved successfully.	·			×
Add Timesheet The information had Date Engagement February 2012	s been sa	ved successfully. ours Task Name	Status	d I	Description	×
Add Timesheet The information had Date Engagement February 2012 Tuesday 2/28/2012	s been sa	ved successfully. ours Task Name	Status Not Yet Approve	d I	Description Integrating with templates	

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