

Time Sheet Add/ Edit

Here you can enter the time spent on a specific job. Once you select your job , make sure you are on the Entries page , Double Click Add/Edit Time Sheet , Enter all the information needed .

NOTE: This information will appear on the JOB Schedule tab which is located on the Reports Screen .Once in the Reports screen you can click on Job Summary and the information you entered will appear in the report.

Make sure you are on the Entries Screen once you have selected a customer

JOB TITLE: Kitchen Remodel

Entries Reports

Basic

Edit Information

Checks/Expenses

Create a Check / Expense Create a Draw / D

Estimation

Import Job Estimation Add / Edit Job Esti

General Entries

Add / Edit Time Sheet Add / Edit Work Or

Change Entries

Enter Invoice Edit / Delete Invoic

Timesheet

Customer: Walter Mayhaul JOB NO: 497

ID	Work to Perform	Work Crew	Time- In	Time - out	Lunch	Work of
15	demo	victor	11/4/2015 8:02:04 AM	11/4/2015 8:02:04 AM	0	removed

1 Records

Add Edit Delete Print Return

Double Click Add/ Edit Time Sheet

Here you can complete you entries once made.