Timesheet Categories

OVERVIEW

Timesheet Categories can be created so that the timesheet entries can be grouped for reporting purposes.

PREPARATION

The “Use Timesheets” centre setting must be enabled.

USER RESTRICTIONS

Only Centre Managers and User Managers can create, amend and delete Timesheet Categories.

DETAILS

Creating a Timesheet Category

Follow the steps below to create a timesheet category:

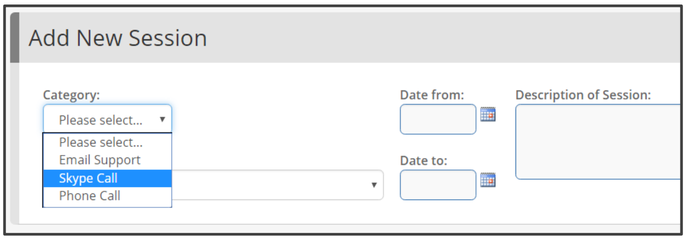
1. Click on the **Centre** and then the **Look-up Tables** icon
2. Click on the **Timesheet Categories** icon
3. Click on the **Create Timesheet Category** button
4. Enter the category name in the field provided
5. Click the **Save** button

Selecting a Timesheet Category

Timesheet categories will be displayed when creating a timesheet entry on a learner’s portfolio. To do this, follow the steps below:

1. Open the learner’s portfolio
2. Click on the **Timesheet** icon, located in the **Activity** tab

In the **Add New Session** section, you will be able to select the category from the drop down list, enter the dates, add a description of the session and specify how many minutes were spent.



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