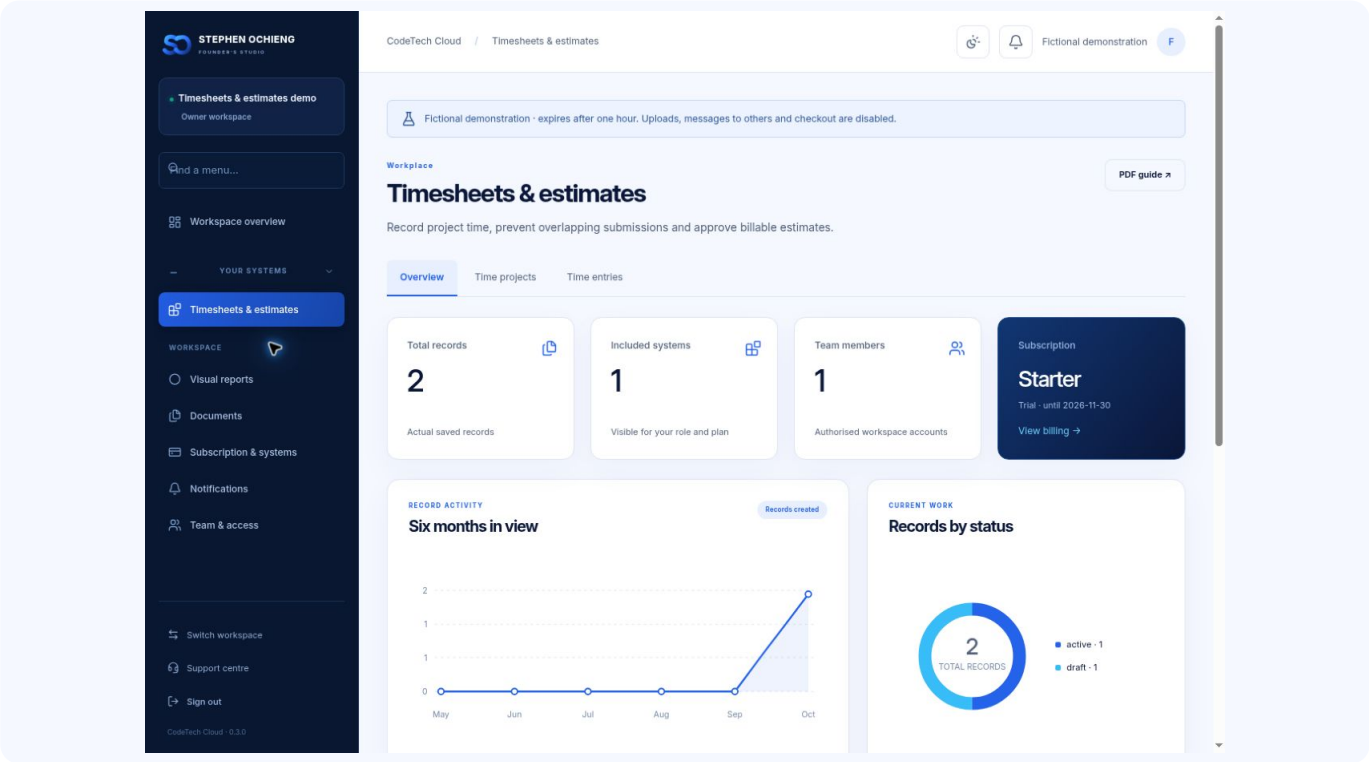
Timesheets & estimates

Workplace / Orientation and scope

Record project time, prevent overlapping submissions and approve billable estimates.

THE CORE WORKFLOW

Create a project and rate, record a time interval, submit it and approve the calculated estimate.



Fictional-data interface capture supplied by the training project. Screen content is illustrative, not live customer activity.

Start with the right workspace

Use a role that permits the intended action. Viewers cannot write. Select the correct organisation, confirm this system is included in its subscription and use test records for your first run. The guide describes the listed core records; advanced sector requirements are evaluated separately.

Prepare the records

Data workbook / Exact fields and input meaning

Time projects

Field	Type	Entry guidance
Project name	Text	Plain text, up to 200 characters.
Project code	Text	Unique within the workspace; up to 200 characters.
Client / department	Text	Plain text, up to 200 characters.
Hourly rate	Money	Non-negative; up to two decimal places.

Time entries

Field	Type	Entry guidance
Project	Reference	Choose from projects in this workspace.
Staff name	Text	Plain text, up to 200 characters.
Start time	Date and time	Date and time. End follows start when paired.
End time	Date and time	Date and time. End follows start when paired.
Work completed	Long text	Plain text; up to 12,000 characters.
Recorded minutes	Computed integer	Calculated by the server; not an entry field.
Billable estimate	Computed amount	Calculated by the server; not an entry field.

Each record also carries a workspace, stored state, version and timestamps. Those controls are separate from the business fields above.

Apply a valid action

Actions and safeguards / Run the core process

Record	Possible states	Action and result
Time projects	active	No configured state action.
Time entries	draft, submitted, approved, rejected	Submit: draft -> submitted Approve: submitted -> approved (manager) Reject: submitted -> rejected (manager)

Core checks to review

- The configured workflow derives recorded minutes and a billable estimate from the time interval and project hourly rate.
- Submission checks overlapping time for the staff record; approval or rejection requires an owner or manager.

Use the saved state

The first configured state for time entries is "draft". Use the permitted action for the current state and version. A repeated or stale action is rejected. Processed records cannot be edited as if they were still drafts.

> **APPROVAL IS A ROLE CHECK**
>
> Actions marked "manager" require an owner or manager. The module also declares manager checks for approve, reject. An action label is not proof of external payment or approval outside the application.

Check the result

Validation and interpretation / Your first controlled run

1 **Prepare the context**

Create or choose Time projects. Confirm that every reference belongs to the selected workspace.

2 **Save time entries**

Enter the required fields from the workbook. Inspect the stored record and any server-calculated values before proceeding.

3 **Apply and inspect**

Use submit only from an allowed state. Reload the record and verify its new state and any related stock, capacity or budget effect described in this guide.

4 **Try the protective check**

Submit overlapping time intervals for the same staff record and confirm rejection in the accepted build.

Read the records in context

- Read project, staff name, start, end and computed minutes together. Use a consistent staff name when evaluating overlaps.
- The billable estimate is a calculated working amount, not an issued invoice, approved fee or settled payment.

> **EVALUATE THE ADVANCED REQUIREMENTS**
>
> Payroll, automatic invoicing, attendance devices and external calendar synchronisation need separate evaluation.

For a support request, include the workspace, system, record reference, action, expected result and observed result. Remove passwords, payment secrets and unnecessary personal data.