

# How to use the Timesheet feature



You can now upload timesheets directly from your mobile using our scan and send timesheet feature.

1. Click the timesheet option on the dashboard
2. Select the shift you wish to upload a timesheet for.

**3:** Complete all fields on the page with the shift information.

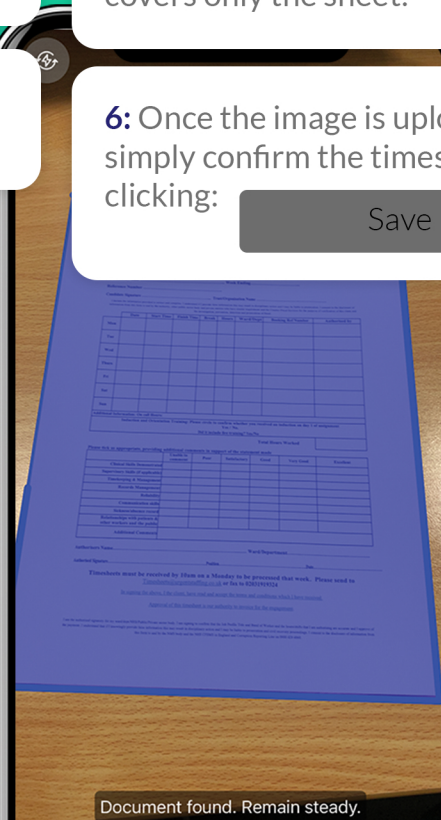
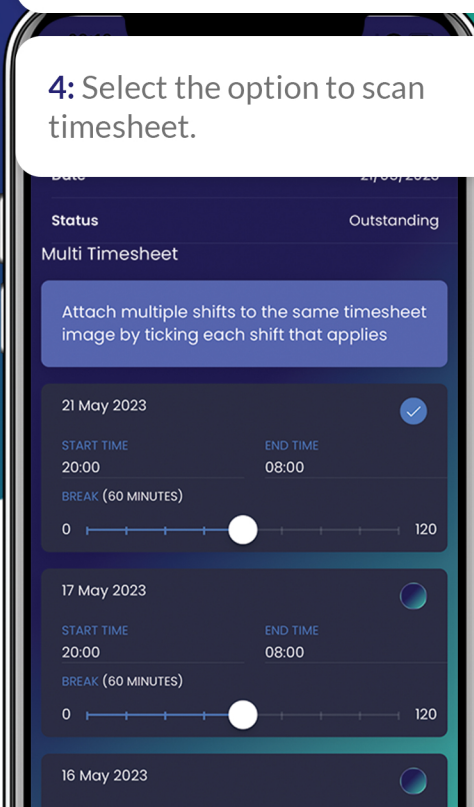
**4:** Select the option to scan timesheet.

**5:** Take a clear photo of your timesheet, ensuring the blue box covers only the sheet.

**6:** Once the image is uploaded, simply confirm the timesheet by clicking:

Save

You can filter via status of the timesheet using the filter tools at the top of the page, allowing you to see outstanding, rejected, and paid timesheets.



## Timesheets



### Outstanding

? Unable to locate timesheet?

If your booking is not showing on this list, you will need to submit a [self book request](#).

FRI  
**26**  
MAY 23  
A&E - BVH  
20:00 - 08:00

TUE  
**23**  
MAY 23  
A&E - BVH  
20:00 - 08:00

SUN  
**21**  
MAY 23  
A&E - BVH  
20:00 - 08:00