

Timesheets recording for other fee earners


Under **Users Settings (2)**, select particular account that will be recording timesheets for other users. There under **Timesheets TAB(3)**, allocate other fee earners (5) from “**Report Timesheets for**” (4) section.


The screenshot displays the system's user management interface. At the top, a navigation bar includes a search field and various icons. Below this, a horizontal menu lists system sections: Dashboard, Clients, NonClients, Opportunities, Matters, Timesheets, Expenses, Employees, Billings, Receipts, Reports, and myPlanner. On the left, a vertical sidebar contains a 'Users' dropdown menu, with 'Users' highlighted by a red box and the number 2. The main content area shows the profile for 'Ross Moore'. This profile includes fields for Login (manager), Password (change password), Status (Active/Inactive), Account type (senior partner), First name (Ross), Last name (Moore), E-mail (krystian@gainplus.asia), Abbr (RM), Nickname (RM), and Profile (System Administrator). To the right, there are dropdowns for Legal Entity (BCOR), Department (Forensic Advisory), Level (Assistant Manager), and Coach. Below these are radio buttons for 'Receive coaching' (yes/no) and a 'Personal Notes' text area. A secondary horizontal menu below the profile has tabs for Subordinates, Timesheets, Salary/benefits, Personal, HR, and Account Links. The 'Timesheets' tab is selected and highlighted with a red box and the number 3. Under this tab, there are settings for 'Require WIP verification' (yes/no), 'Timesheets Reporting Target' (8.00 hrs/day), and 'Weekdays' (0.00 hrs/day). A section titled 'Report Timesheets for' is highlighted with a red box and the number 4, containing a search filter and a 'show inactive users' checkbox. Below this, a list of fee earners under the 'ACOR' heading is shown. The list includes 'Corporate Finance' and several individuals: Debbie Lai (DL), Edward Smith (ES), Florence Chow (FC), George Wolff (GW), Gloria Lee (GL), and Jack Pryor (JP). The first three are checked, and this list is highlighted with a red box and the number 5.

Once that user login to system (if already logged in, re-login will be required), there will be **Fee Earner selection** available on Timesheets recording form.

February 2023							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			1	2	3	4	
			⌚ 8	⌚ 8	⌚ 8		⌚ 24
5	6	7	8	9	10	11	
	⌚ 8	⌚ 8					⌚ 16
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28					
Targets <ul style="list-style-type: none"> Weekdays 8.00hrs Weekly 40hrs 				Month <ul style="list-style-type: none"> Billable 0 Non-billable 0 Non-chargeable 0 			

Timesheet Entry

Date: 07 Feb 2023 
Chargeable: ☒ yes ☐ no

Client: PEL0001 Pelican Resort & Spa 
Matter: PEL0001.02 Lease Agreement ▾
Billing Partner: Dan Cross (DC)
Handling Solicitor: Adam Smith (Adam)
F/E: Austin Dou ▾
Activity: Admin ▾
Time: unit(s)
Billable: ☒ yes ☐ no
Memo: