

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 user profile configuration for Ross Moore. The interface includes a top navigation bar with a search field and user information, a main navigation menu, and a user profile page. The profile page has several tabs: Subordinates, Timesheets, Salary/benefits, Personal, HR, and Account Links. The Timesheets tab is active, showing reporting target settings such as 'Require WIP verification', 'Weekdays', and 'Saturday'. A 'Report Timesheets for' button is visible. Below this, the 'ACOR' section lists several fee earners with checkboxes for selection. Red boxes and numbers 1 through 5 highlight the following elements: 1. The user profile icon in the top navigation bar; 2. The 'Users' menu item in the left sidebar; 3. The 'Timesheets' tab in the user profile sub-navigation; 4. The 'Report Timesheets for' button; 5. The selection of fee earners under the 'ACOR' section.

ACOR	Selection
Corporate Finance	
<input checked="" type="checkbox"/> Debbie Lai (DL)	Selected
<input checked="" type="checkbox"/> Edward Smith (ES)	Selected
<input checked="" type="checkbox"/> Florence Chow (FC)	Selected
<input type="checkbox"/> George Wolff (GW)	Not Selected
<input type="checkbox"/> Gloria Lee (GL)	Not Selected
<input type="checkbox"/> Jack Pryor (JP)	Not Selected

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.

» My WIP summary report » timelog

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
● Weekdays 8.00hrs
● Weekly 40hrs

Month
● Billable 0
● Non-billable 0
● Non-chargeable 0

Timesheet Entry

Date: 07 Feb 2023 [calendar icon]

Chargeable: yes no
[matter search] [my work]

Client: PEL0001 Pelican Resort & Spa [trash icon]

Matter: PEL0001.02 Lease Agreement [dropdown]

Billing Partner: Dan Cross (DC)

Handling Solicitor: Adam Smith (Adam)

F/E: Austin Dou [dropdown]

Activity: Admin [dropdown]

Time: [input] unit(s)

Billable: yes no

Memo: [text area]

[log hours] [cancel]