Onefile

Centre Manager Basics

How to create timesheet categories

Creating timesheet categories

Timesheet categories can be created so that time entries can be grouped for reporting purposes, show off the job learning and used with the Learning Journal.

To configure timesheet categories, you must have timesheets enabled on your Centre.

Creating categories

To create a new timesheet categories, follow the steps below.

1. To locate the timesheet categories, click Centre in the navigation bar.
2. Click Look-up Tables on the centre page.
3. This page displays your existing rating scales, select Timesheet Categories.
4. To add a new timesheet category, click Create Timesheet Category.
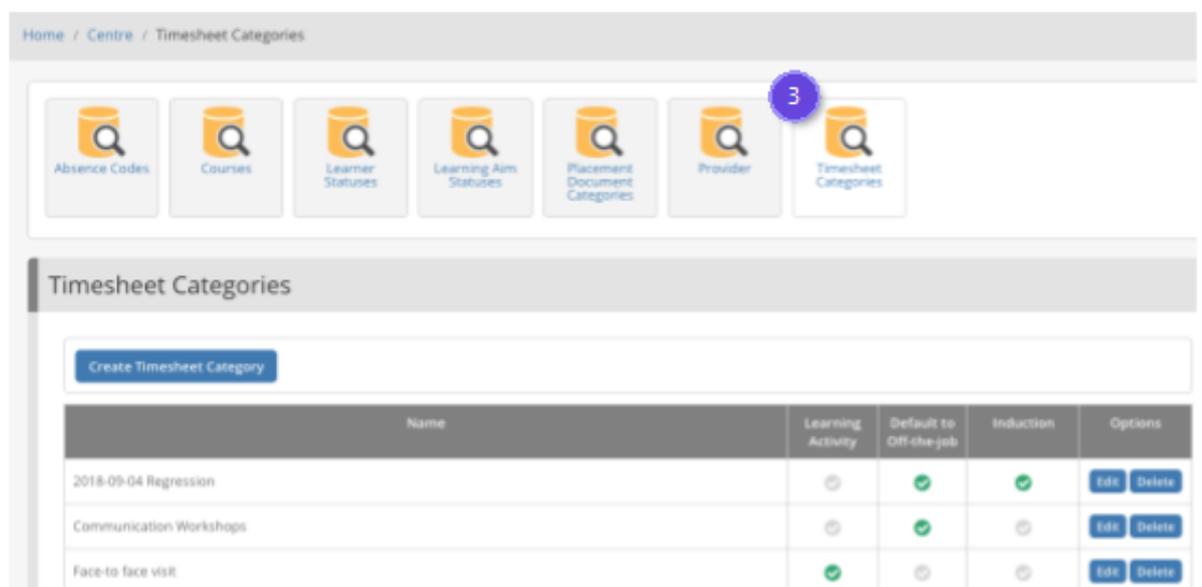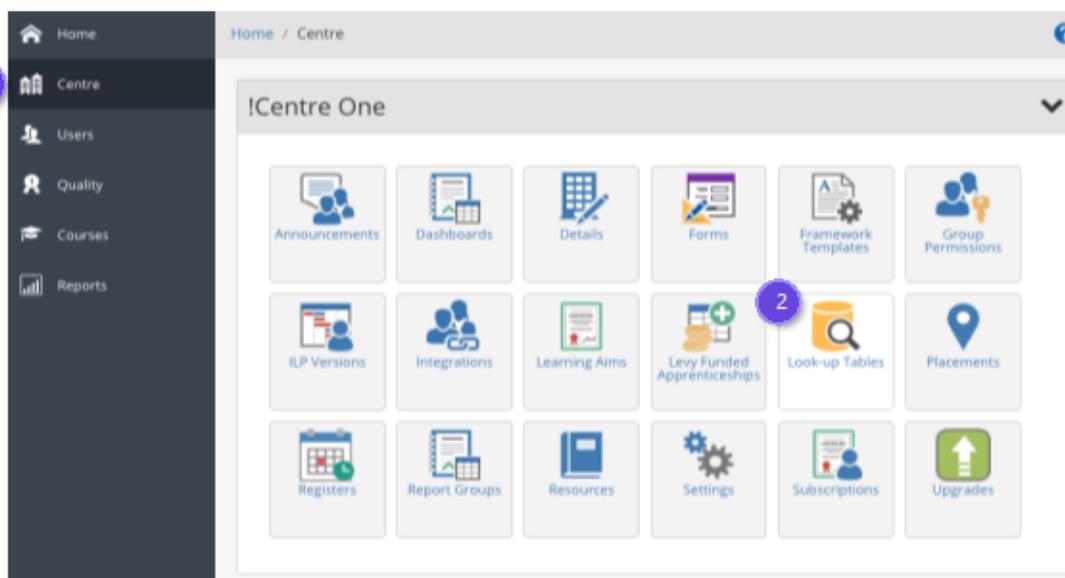
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5.   Provide a name for the new timesheet category.

6.   By checking Learning Activity the timesheet category will be enabled for use in the learning journal.

7.   Checking Default to Off-the-job automatically sets the timesheet to Off-the-job when this category is selected.

8.   You can link the timesheet category to your induction by checking the Induction field.

9.   When you are finished creating your timesheet category click save to keep the category to delete the or cancel category.

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