



Time

Search

Kevin Harré
Central Carpenter, Central
Contractor, Supervisor

McManus Center - 3 - 00330
12/16/2019 15:04:05
C728728C16-10-015

#WT-1027574
2nd entry for sick time

#WT-1027574



DIRECTIONS:

3 Upon tapping, the **Add Time Entry** pop-up will appear:

3 Tap on the **Find** button on the Task line.

You can either search for a **Work Task** by typing search criteria in the task field or use the **Find** button to



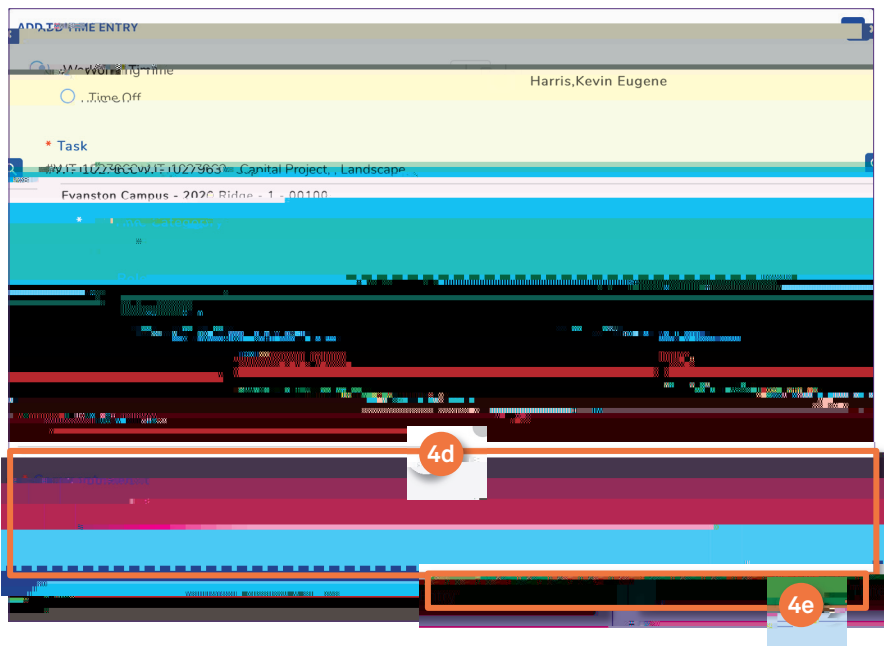


DIRECTIONS:

4 From the **Add Time Entry** pop-up:

4d Enter a **Category**.

4e Tap **Add Time Entry**.



5 Upon tapping, you will be returned to the **Time Entry** menu:

5 View the newly added **Time Entry**.

