

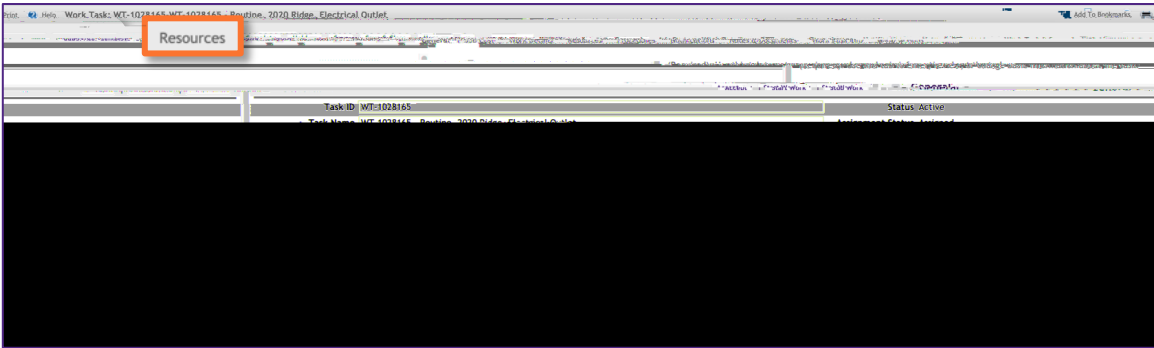


Provides guidance for creating a new work task time entry on behalf of other resources in FC Desktop.

DIRECTIONS:

1 From within the selected Work Task:

1 Click on the Resources tab.



2 Upon clicking, you will be taken to the Resources tab. In the Resources section:

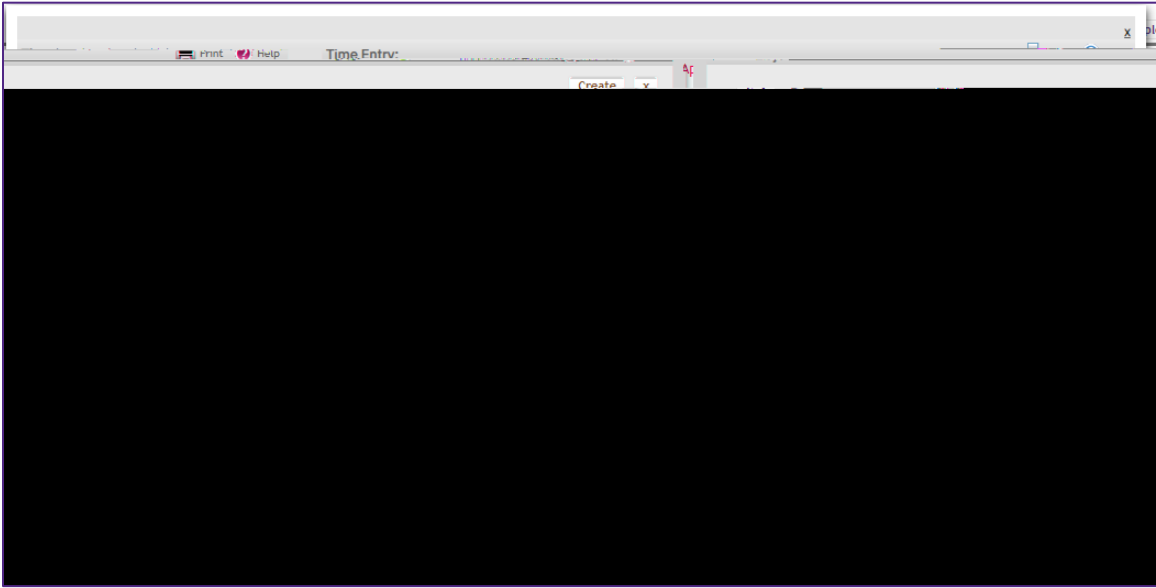
Locate the Resource for which you would like to add a Time Entry . Click on the Checkbox beside the Resource's name to select.

Click on the Time Entry button.



DIRECTIONS:

3



When selecting **Actual Start** and **Actual End** times the **Time** drop-down menu is a 24-hour clock starting with 00:00 (midnight).

0.0033 The default 0.009038 (e) 14 / cat / G 08:00:00 The default **Actual End (time)** is 17:00:00. These times need 00:06 T7 (i) 9h597.787i) 5.4 (g / T



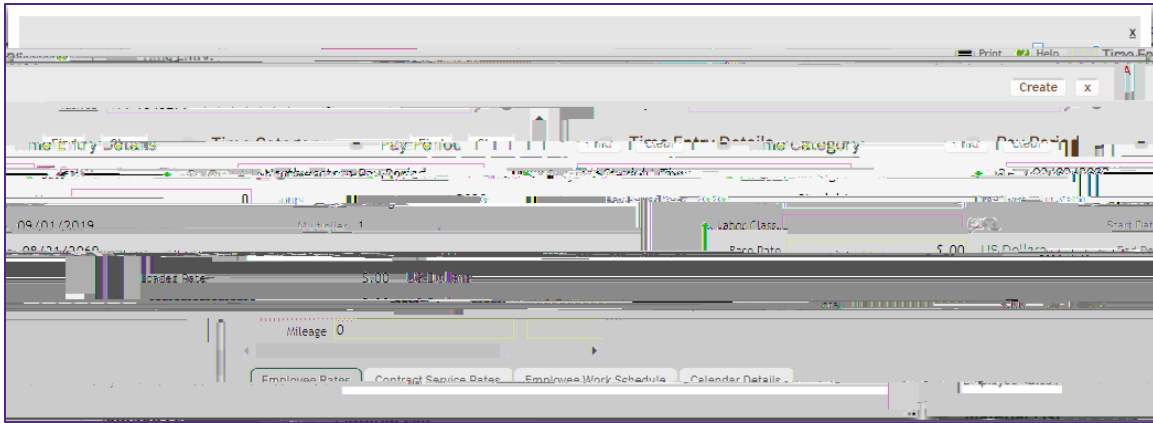
DIRECTIONS:

4

In the **Time Entry Details** section, on the **Hours** line:

4a Ensure the **Date** matches the **Date** listed in **Actual Start** and **Actual End**.

Enter the duration you spent working on the **Work Task**.



The **Hours** line in the **Time Entry Detail** section defaults to 0. When entering your **Working Hours** be W4

Scroll down the **Employee Rates** section, and select the **Labor Class** rate.

When you have entered all the information, click on the **Create** button.

