

# Track work in Project Online



## Quick Start Guide

### Keep track of your tasks

As a team member, a lot of your time in Project Online will be spent entering hours in the Timesheet view, shown here. You can track the time you spend on tasks for projects, as well as time you spend on other things like training and travel, or even sick time or vacation.

### Take action with the ribbon

The ribbon is the toolbar that you use to perform actions on what's currently in the main display area.

### This is you...

Click your name to get to your personal page, where you can see a list of all tasks assigned to you across Project Online, SharePoint, and Outlook.

### Switch between tabs

There may be multiple tabs on the ribbon, to change between different sets of actions. Each tab contains groups of related buttons that you can use to interact with the page content.

### Switch between pages and views

The Quick Launch lists the main views and pages that you are able to access. You can click these links to navigate to different areas of Project Online.

### Do stuff here!

The main display area contains information about your projects and tasks. This is the main focus of each page and is where you will enter and review data.

### Filling out your timesheet?

If you're filling out your timesheet, the left side of the view shows your list of tasks. Follow the task row over to the right side to enter your actual hours for each day of the timesheet period.

The screenshot shows the Project Online interface. At the top, there's a navigation bar with 'Newsfeed', 'OneDrive', 'Sites', 'Projects', and 'Admin'. The user's name 'Grant McClure' is visible. Below this is a ribbon with tabs for 'BROWSE', 'TIMESHEET', and 'OPTIONS'. The 'TIMESHEET' tab is active, showing buttons for 'Save', 'Send', 'Add Row', 'Previous', 'Next', and 'Select Period'. The main content area displays a table with columns for 'Project Name', 'Task Name/Description', 'Time Type', and days of the week (Tue 10/1, Wed 10/2, Thu 10/3, Fri 10/4, Sat 10/5). The table contains rows for 'Audit Tracking Solution' (with a sub-row for 'Develop training materials'), 'Administrative' (with sub-rows for 'Sick time' and 'Vacation'), and a 'Total work' row. A status bar at the top of the table indicates 'Your timesheet is open. You can send updates or turn it in Total: 0h Period: 10/1/2013 12:00 AM - 10/7/2013 11:59 PM'. On the left side, there's a 'Quick Launch' menu with 'Projects', 'Tasks', and 'Timesheet' (which is selected). Callouts from the text boxes point to the ribbon, the user's name, the 'Timesheet' tab, the 'Develop training materials' task, the 'Sick time' task, the 'Total work' row, and the main table area.

Project Name	Task Name/Description	Time Type	Tue 10/1	Wed 10/2	Thu 10/3	Fri 10/4	Sat 10/5
<input type="checkbox"/> Audit Tracking Solution	Develop training materials	Actual	8h	8h	8h	8h	
		Planned					
<input type="checkbox"/> Administrative	Sick time	Actual					
		Planned					
<input type="checkbox"/> Administrative	Vacation	Actual					
		Planned					
Total work		Actual	8h	8h	8h	8h	
		Planned					

## Enter hours on your timesheet

1. Click **Timesheet** on the Quick Launch.
2. Find the task that you worked on in the list on the left side of the Timesheet view, and then follow the row across to the right side of the view.



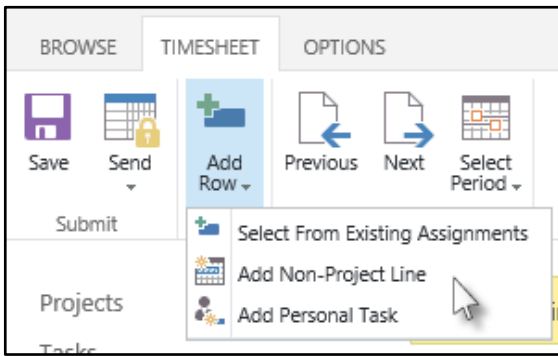
3. Fill in your hours across the top row of the grid, next to **Actual**.

	Project Name	Task Name/Description ↑	Time Type	Tue 10/1	Wed 10/2	Thu 10/3	Fri 10/4	Sat 10/5
<input type="checkbox"/>	Audit Tracking Solution	Develop training materials	Actual	8.5h	8h	6h	9h	
			Planned	8h	8h	8h	8h	

## Change what's on your timesheet

### Add a task

Click **Timesheet > Add Row**, and then choose the kind of row you want to add.

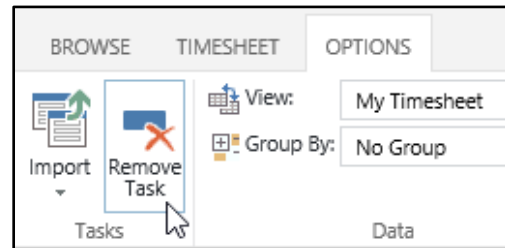


### Remove a task

1. Select the check box for the row.

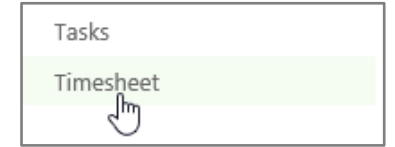
	Project Name	Task Name/Description ↑
<input checked="" type="checkbox"/>	Audit Tracking Solution	Develop training materials

2. Click **Options > Remove Task**.



## Turn in sick leave or vacation

1. Click **Timesheet** on the Quick Launch.
2. Find the **Sick Time** or **Vacation** row in the list on the left side of the Timesheet view, and then follow the row across to the right side of the view.



3. Fill in the hours you were out across the top row of the grid, next to **Actual**.

<input type="checkbox"/>	Administrative	Sick time	Actual					
			Planned					
<input type="checkbox"/>	Administrative	Vacation	Actual					
			Planned					

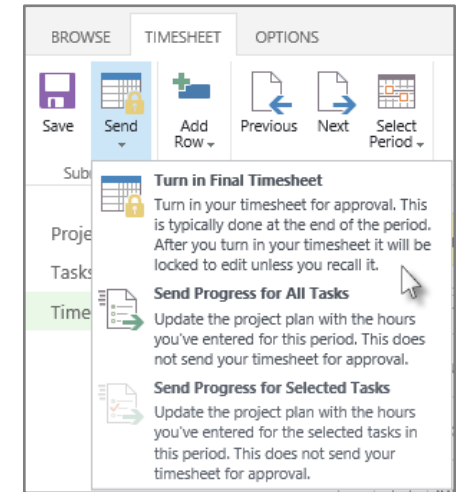
## Submit your timesheet for approval

Click **Timesheet > Send > Turn in Final Timesheet**.

### TIP

When you choose **Turn in Final Timesheet**, your timesheet is locked for editing.

If you're not ready to commit to that, but you still want your hours added to the project plan, click **Send Progress for All Tasks** or **Send Progress for Selected Tasks**.



# Update the remaining work on a task

1. Click the name of a task in the Timesheet view.
2. Under **General Details**, update the **Remaining Work** box with your estimated hours left on the task.

Project Name	Task Name/Description ↑
<input type="checkbox"/> Audit Tracking Solution	<a href="#">Develop training materials</a>

General Details  
View and update status on this assignment

Task Progress:

Total work: 16d

Percent complete: 0%

Task Properties:

Start: 9/17/2013

Finish: 10/8/2013

Remaining Work: 128h

3. Click **Send**.

BROWSE EDIT

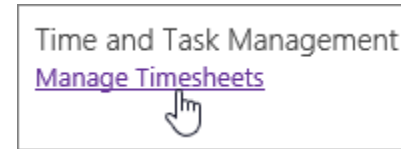
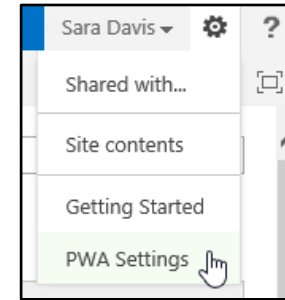
Save Send Cancel Recalculate

Commit Actions

# Recall a timesheet

You can only recall a timesheet if it hasn't been approved.

1. Click **Settings** > **PWA Settings**.
2. Under **Time and Task Management**, click **Manage Timesheets**.



3. Click the row for the timesheet you want to recall. Be sure that the **Status** column says **Submitted**.

Timesheet Name	Period	Total Hours	Status
<a href="#">My Timesheet</a>	40 (10/1/2013 - 10/7/2013)	8h	In progress
<a href="#">My Timesheet</a>	39 (9/24/2013 - 9/30/2013)	32h	Submitted
<a href="#">Click to Create</a>	38 (9/17/2013 - 9/23/2013)		Not Yet Created

4. Click **Recall**.

BROWSE TIMESHEETS

Recall Delete

View: Current + Last 3 Months

Timesheet Views