Track work in Project Online

Project

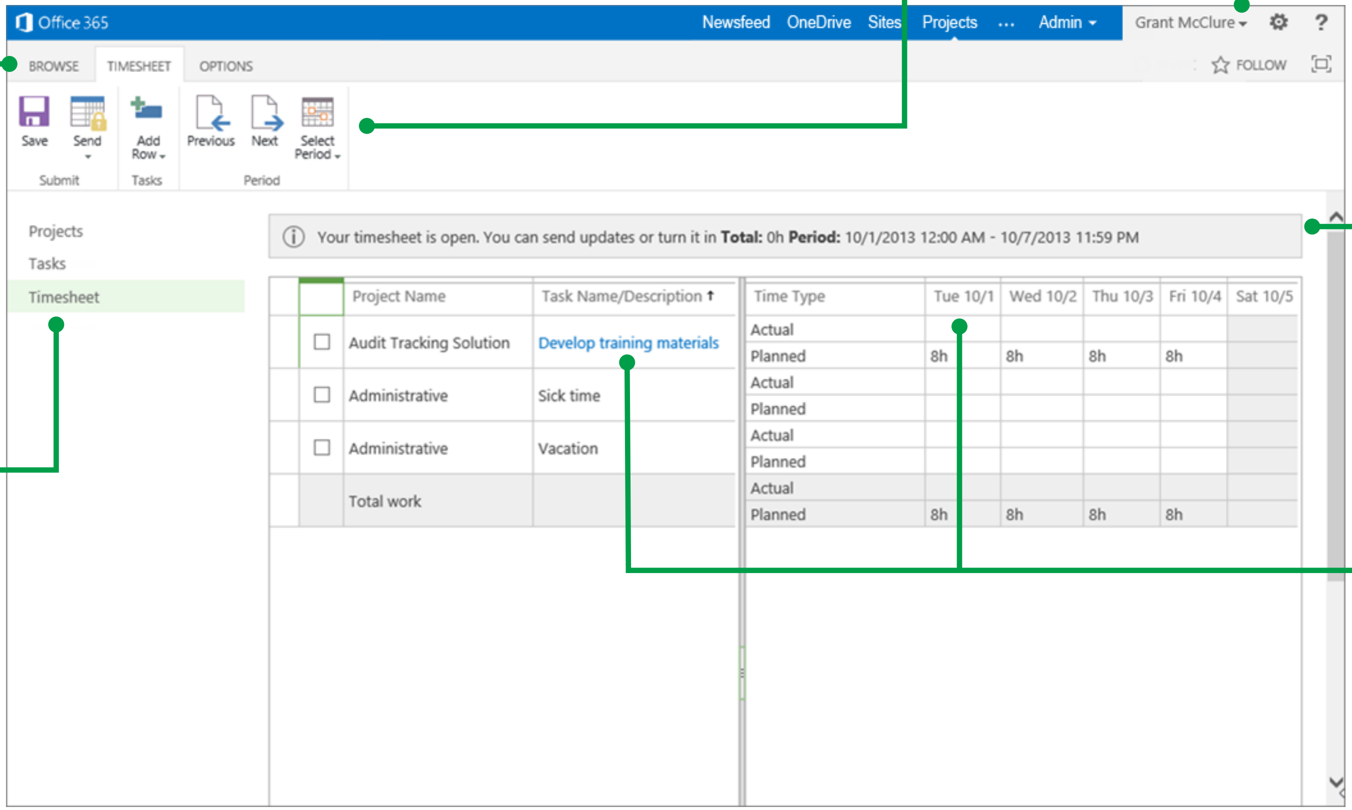
Quick Start Guide

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.



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.

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.

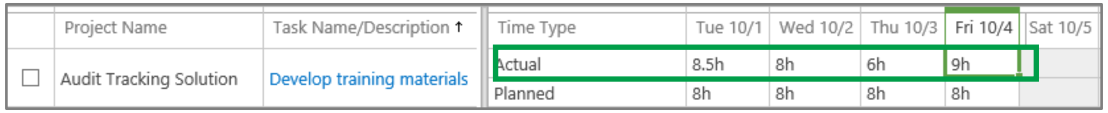
Filling out your timesheet?
If you're filling out your timesheet, the left side of the view shows your list of tasks. Follow the task row over to the right side to enter your actual hours for each day of the timesheet period.

Microsoft

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.

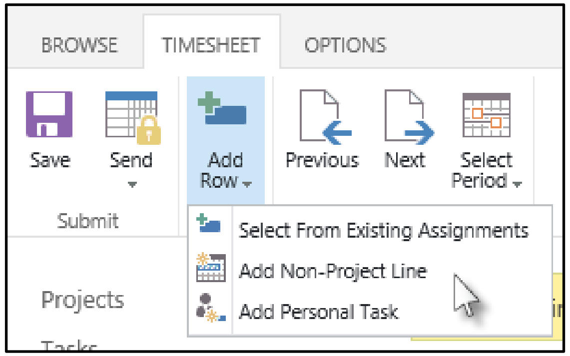
3. Fill in your hours across the top row of the grid, next to **Actual**.



Change what's on your timesheet

Add a task

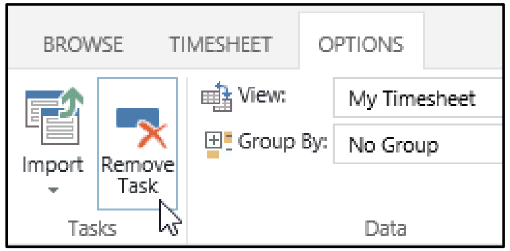
Click **Timesheet** > **Add Row**, and then choose the kind of row you want to add.



Remove a task

1. Select the check box for the row.

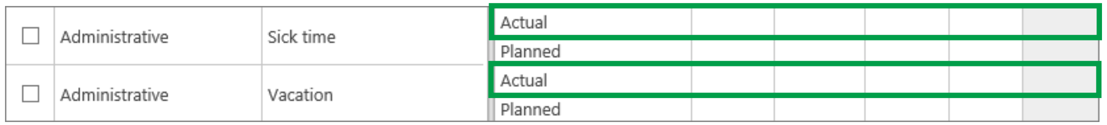
2. Click **Options** > **Remove Task**.



Turn in sick leave or vacation

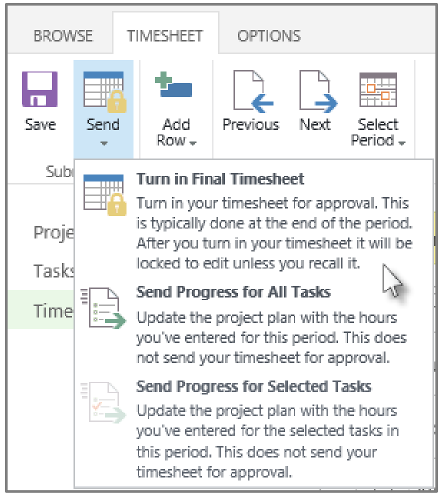
1. Click **Timesheet** on the Quick Launch.
2. Find the **Sick Time** or **Vacation** row in the list on the left side of the Timesheet view, and then follow the row across to the right side of the view.

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



Submit your timesheet for approval

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



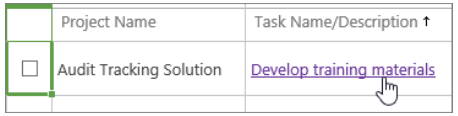
TIP

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

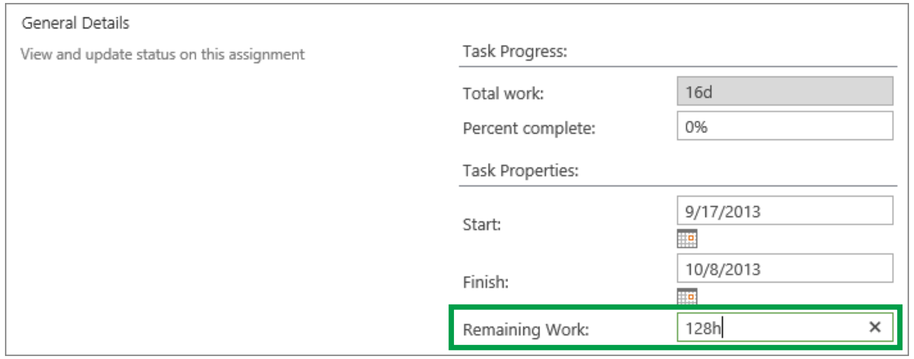
If you're not ready to commit to that, but you still want your hours added to the project plan, click **Send Progress for All Tasks** or **Send Progress for Selected Tasks**.

Update the remaining work on a task

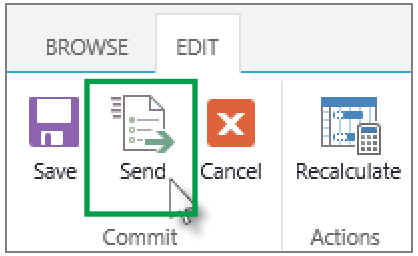
1. Click the name of a task in the Timesheet view.



2. Under **General Details**, update the **Remaining Work** box with your estimated hours left on the task.



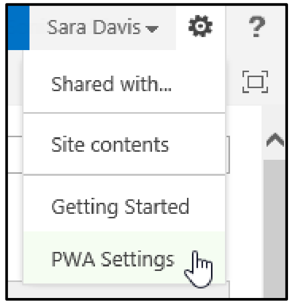
3. Click **Send**.



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
My Timesheet	40 (10/1/2013 - 10/7/2013)	8h	In progress
My Timesheet	39 (9/24/2013 - 9/30/2013)	32h	Submitted
Click to Create	38 (9/17/2013 - 9/23/2013)		Not Yet Created

4. Click **Recall**.