SAP Project Time Sheet Upload Generator – Instructions

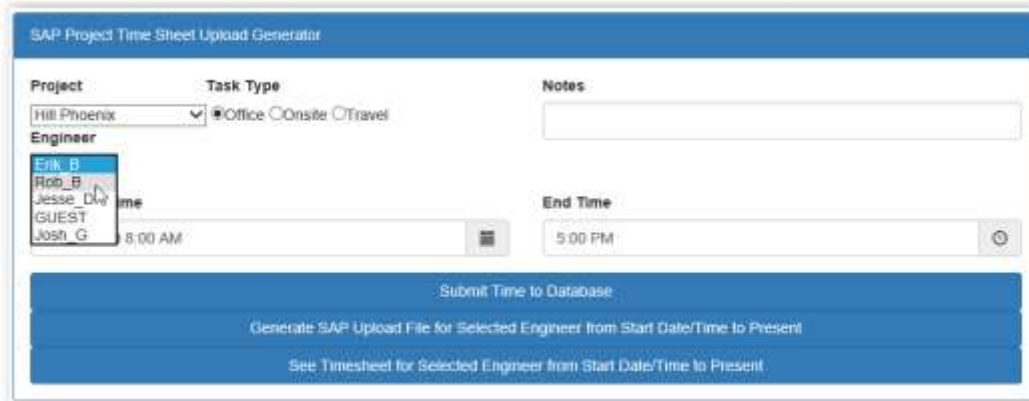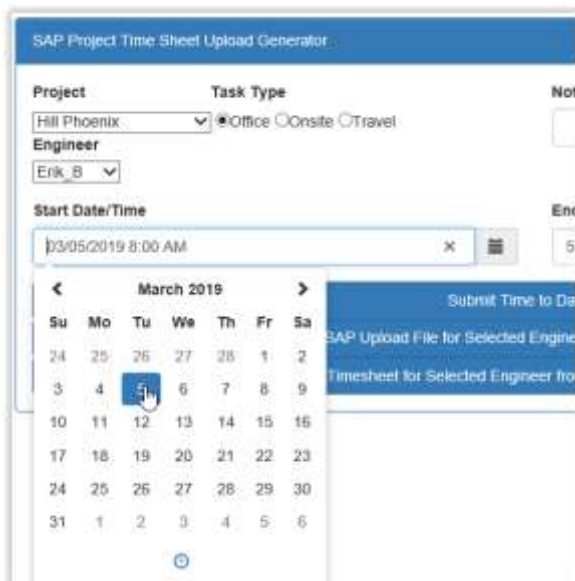# Contents

Enter Time

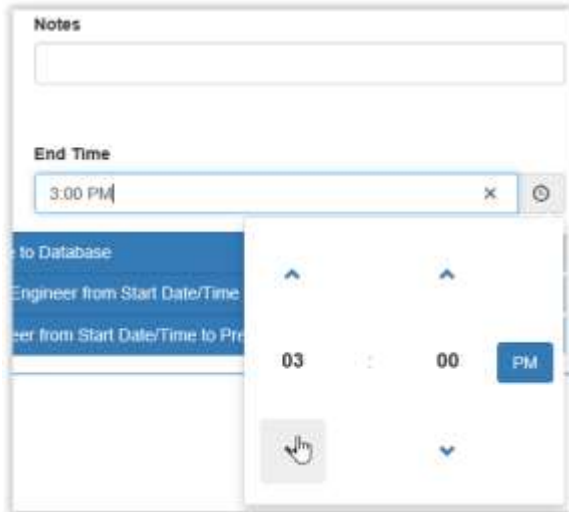1) Select your project from the Project drop-down sheet and Task Type from radio buttons.
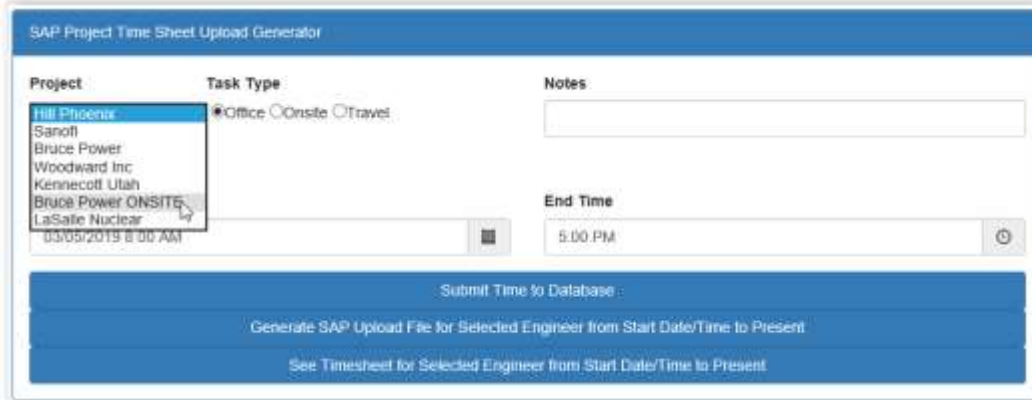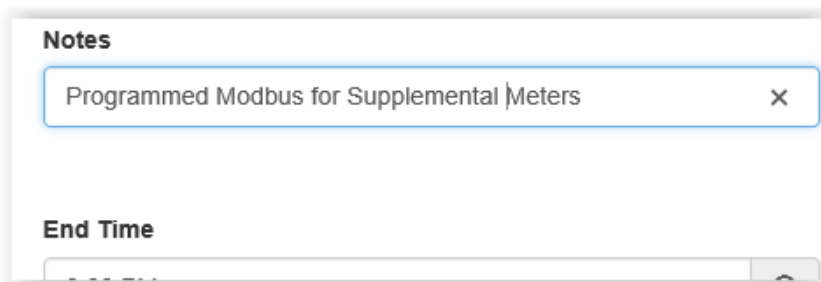

2) Select your name from the Engineer drop-down list.

3) Choose date and time you started working (press the calendar icon ⊙ for date, and clock icon 🖿 for time)
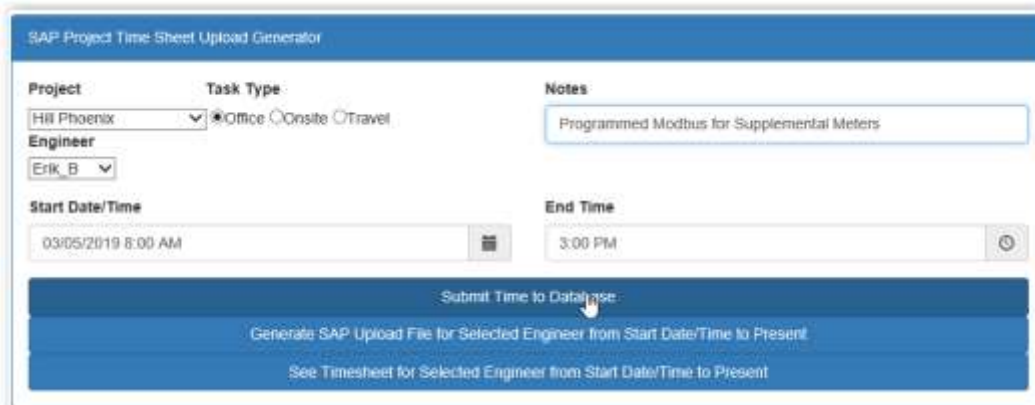
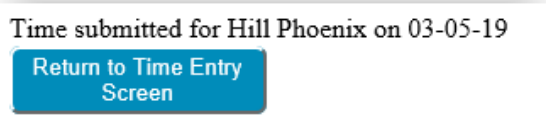4) Choose time you finished working.

5) Enter any Notes (optional) you wish to record

6) Press the "Submit Time to Database" button

7) Receive acknowledgement

8) Press "Return to Time Entry Screen" and repeat process for additional entries.

View Entries

1) Select your name from the Engineer drop-down list and the Date/Time you wish to view entries from. Other fields are irrelevant when viewing a timesheet.

2) Press "See Timesheet for Selected Engineer from Start Date/Time to Present".

3) Table of data will display from Start Date/Time entered to present. Press "Return to Time Entry Screen" when done viewing.

Generate SAP Upload Sheet

1) Select your name from the Engineer drop-down list and the Date/Time you wish to generate an SAP Upload sheet from. Other fields are irrelevant when creating an SAP Upload Sheet.

2) Press the "Generate SAP Upload File for Selected Engineer from Start Date/Time to Present" button.

3) Depending on your computer's settings, the resulting Upload file will automatically save to your default download directory or you will be prompted to save the file as shown below.
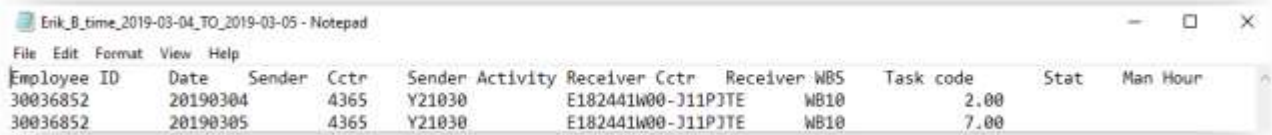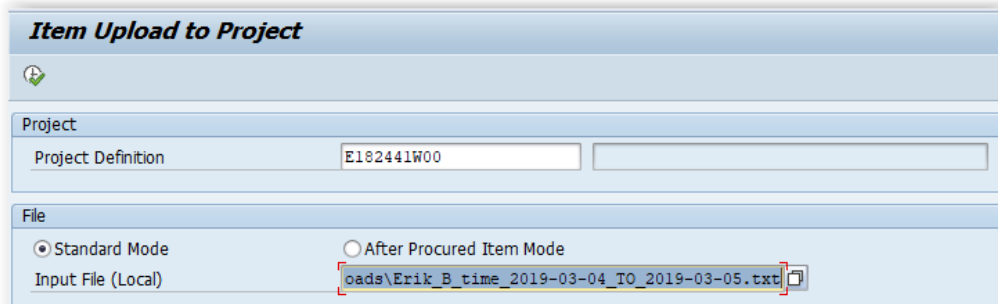

4) Note or specify the save location

5) The resulting csv file generated will be named with the Engineer's name followed by the time frame and have a '.txt.' extension. Verify the data in a text editor. File is ready for upload.

6) Upload file