

# Using the Time Sheet in Zenas

Covering typical entry on an as-you-go basis, dealing with earlier data, and what to do at the end of the day.

Sort End of Day

Date	Time	Case#	Work
04/13/13			

Today Now Add this Item

Hrs	Date	Time	Case#	Work
1.30	04/13/13	08:44 AM	0	
0.42	04/13/13	10:02 AM	1883	
0.12	04/13/13	10:27 AM	0	
0.08	04/13/13	10:34 AM	1819	
0.40	04/13/13	10:39 AM	0	
0.25	04/13/13	11:03 AM	1819	
0.40	04/13/13	11:18 AM	1881	
2.55	04/13/13	11:42 AM	1883	
	04/13/13	02:15 PM	1939	

In addition to manual entry in the white field, the process is automated by typing in the yellow fields and clicking Add this Item, which will put the entry in the correct position.

Sort End of Day

Date	Time	Case#	Work
04/13/13	05:40 PM	0	Sample work entry

Today Now Add this Item

For instance, clicking the Now button enters the current time. Type the other two items and click the Add this Item button. This results:

Hrs	Date	Time	Case#	Work
1.30	04/13/13	08:44 AM	0	
0.42	04/13/13	10:02 AM	1883	
0.12	04/13/13	10:27 AM	0	
0.08	04/13/13	10:34 AM	1819	
0.40	04/13/13	10:39 AM	0	
0.25	04/13/13	11:03 AM	1819	
0.40	04/13/13	11:18 AM	1881	
2.55	04/13/13	11:42 AM	1883	
3.43	04/13/13	02:15 PM	1939	
	04/13/13	05:40 PM	0	Sample work entry

But if, for instance, I took lunch at 2:00PM, it is easy to make the change by entering the data in the yellow cells.

Sort
End of Day

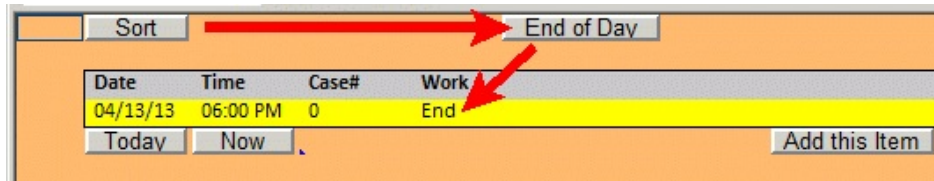
Date	Time	Case#	Work
04/13/13	02:00 PM	0	Lunch

Today
Now
Add this Item

Clicking the Add this Item button yields:

Hrs	Date	Time	Case#	Work
1.30	04/13/13	08:44 AM	0	
0.42	04/13/13	10:02 AM	1883	
0.12	04/13/13	10:27 AM	0	
0.08	04/13/13	10:34 AM	1819	
0.40	04/13/13	10:39 AM	0	
0.25	04/13/13	11:03 AM	1819	
0.40	04/13/13	11:18 AM	1881	
2.30	04/13/13	11:42 AM	1883	
0.25	04/13/13	02:00 PM	0	Lunch
3.43	04/13/13	02:15 PM	1939	
	04/13/13	05:40 PM	0	Sample work entry

At the end of the day, click the End of Day button, which enters the time in the yellow cells.



Then click the Add this Item button to put that entry below.

When all the time entries look correct, click the Post Time button, which will enter time on cases into the Time database, and which will store all entries into the WordPerfect Diary file.