A. Browse to timesheet logging task

- 1. Log in to Redmine timesheet (<u>http://ligivrprd01:8899/redmine/login</u>).
- 2. Click on **Projects** from the top menu (see A in Figure 1).
- 3. Click on the project "Timesheet **XXXX**", where XXXX is the year (*e.g. Timesheet 2017, see B in Figure 1*).
- 4. Click on *Issues* tab (see C in Figure 1).
- 5. Click on the task "Timesheet **YYYY**", where YYYY is your name/upi (*e.g. Timesheet Safayet, see D in Figure 1*).

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Home	e Mypa	ige Proje	cts <mark>a devin</mark> i	stration Help								
Timesheet 2018 B												
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✓ A	Apply 💈	Clear	Save									
	#	Track	er	Status	Priority	/			Subject			
	8	Suppo	rt	In Progress	Normal	Tim	esheet Safayet					
	9	Suppo	rt	New	Normal		Timesheet Safa	yet 02/	07/2018			

Figure 1

B. Adding weekly time logging task

6. Click Add in subtasks (see F in Figure 2) under step 5.

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Home My page Projec	ts Administration Help						
Timesheet 2	2018						
+ Overview /	Activity <mark>Issues</mark> Gantt	Calendar News	5 Documents	Wiki Files	s Settings		
Support #8							🥖 Edit 🏽 🖓 Log time 🌟 Watch 📋 Copy 🍵 Delete
Timesheet Safay	et						« Previous 1 of 2 Next »
Added by Khan Safa	ayet Hossin Admin about 3 hou	irs ago. Updated a	bout 3 hours ago				
Status:	In Progress				Start date:	07/02/2018	
Priority:	Normal				Due date:	07/06/2018	E
Assignee:	Khan Safayet Hossin	Admin			% Done:	0%	
					Estimated time:	(Total: 37.50 h)	
					Spent time:	(Total: 31.00 h)	
Subtasks							Add
Support #9: Timesh	neet Safayet 02/07/2018				New	Khan Safayet Hossin Admin	
Related issues							Add

Figure 2

 Add Subject as "Timesheet YYYY dd/mm/yyyy", where YYYY is your name/upi (e.g. Timesheet Safayet 02/07/2018, see G in Figure 3) and the date is the date of Monday of the week. Fill out other fields (see H, I, J, K in Figure 3).

esheet 2018						
Overview Activity	Issues Gantt Calendar	News Documents Wiki	Files Settings			
issue						
Tracker • Subject •	Support -	G (Timesheet yyy)	/ dd/mm/yyyy)			
Description	B / U & C III 112	18 🗄 🗄 3 3 m o				
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Status •	New		. /	H (your id/upi)	Parent task	
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Figure 3

C. Logging time

- 8. Click on the subtask (see E in Figure 1).
- 9. Click on Log time (see L in Figure 4).

Home My page Project	s Administration H	Ielp								
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+ Overview A	ctivity Issues	Gantt	Calendar	News	Documents	Wiki	Files	Settings		
Support #9										🧪 Edit 🔞 Log time 🔺 Watch 📋 Copy 🍵 Delete
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Assignee:	Khan Safa	ayet Hossi	n Admin					% Done: Estimated time: Spent time:	37.50 h 31.00 h	
Subtasks										L Add
Related issues										Add
										🧷 Edit 🔯 Log time 🔺 Watch 📋 Copy 🝵 Delete
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Figure 4

10. Enter Hours, Activity (see M and N in Figure 5), date and comments (if needed).

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Timesheet	2018							
+ Overview	Activity	Issues	Gantt	Calendar	News	Documents	Wiki	F
Spent time								
	Issue	9	Suppor	t #9: Timesh	eet Safay	et 02/07/2018		
	Date *	2017-07-12	2	N/I				
	Hours *	-		IVI				
	Comment							
	Activity *	Please	select	-				
Create	e and continu	hPOD PROVIDE GEMS RND Maintenan	select		— N			

Figure 5

D. Resolving weekly time logging task

- 11. Click *Edit* on the active subtask (*New/In Progress status, see Figure 1, Figure 4*).
- 12. Change the Status to Resolved and click Submit button.