

A. Browse to timesheet logging task

1. Log in to Redmine timesheet (<http://ligivrprd01:8899/redmine/login>).
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).

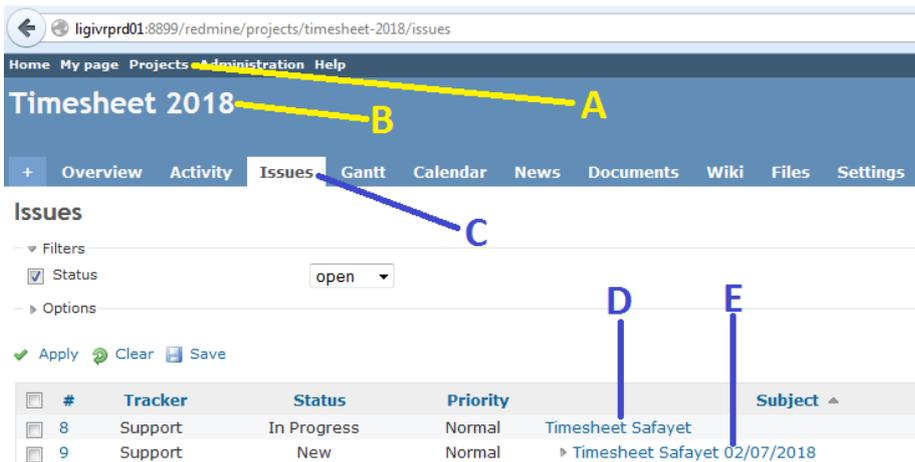


Figure 1

B. Adding weekly time logging task

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



Figure 2

7. 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).

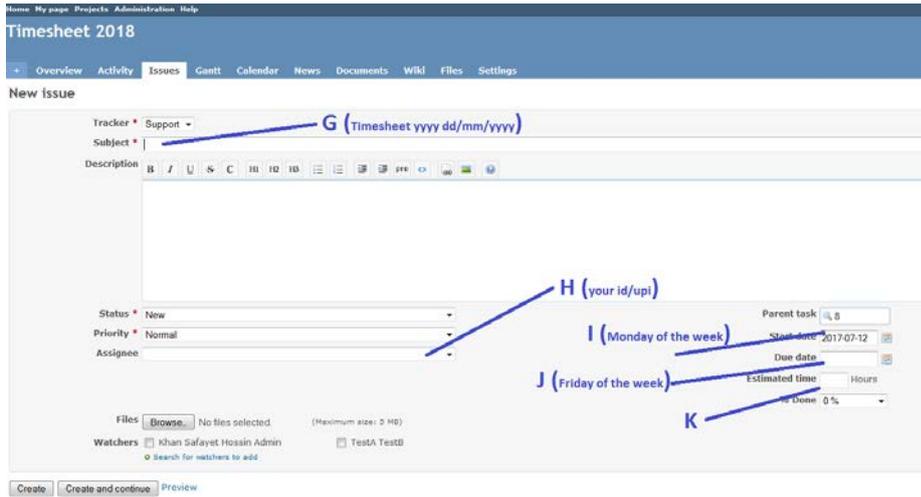


Figure 3

C. Logging time

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

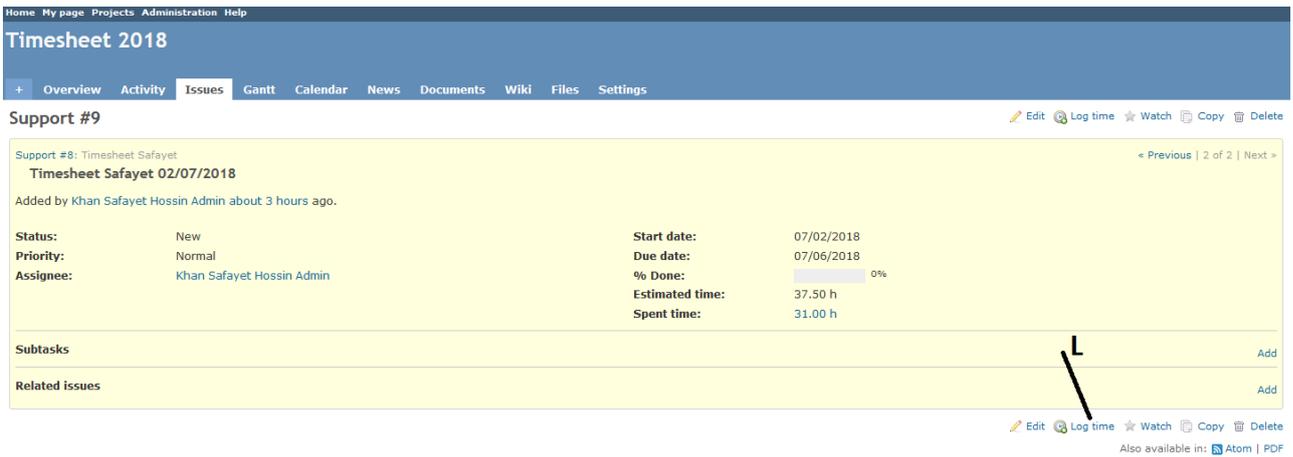


Figure 4

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

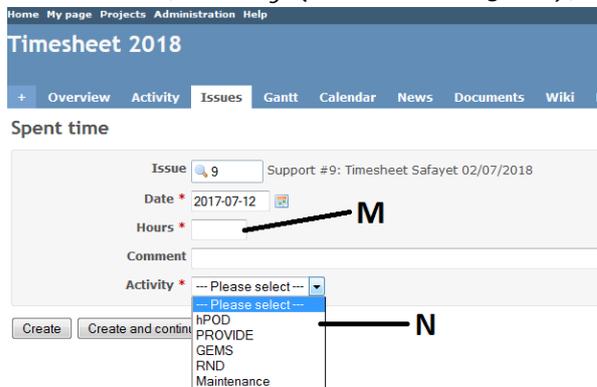


Figure 5

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.