# Timesheet System

Please following the steps to get started

Step 1: you will shortly receive an invitation to join Invoxy which is the mobile app for timesheet processing. Please accept your invitation and create your password.

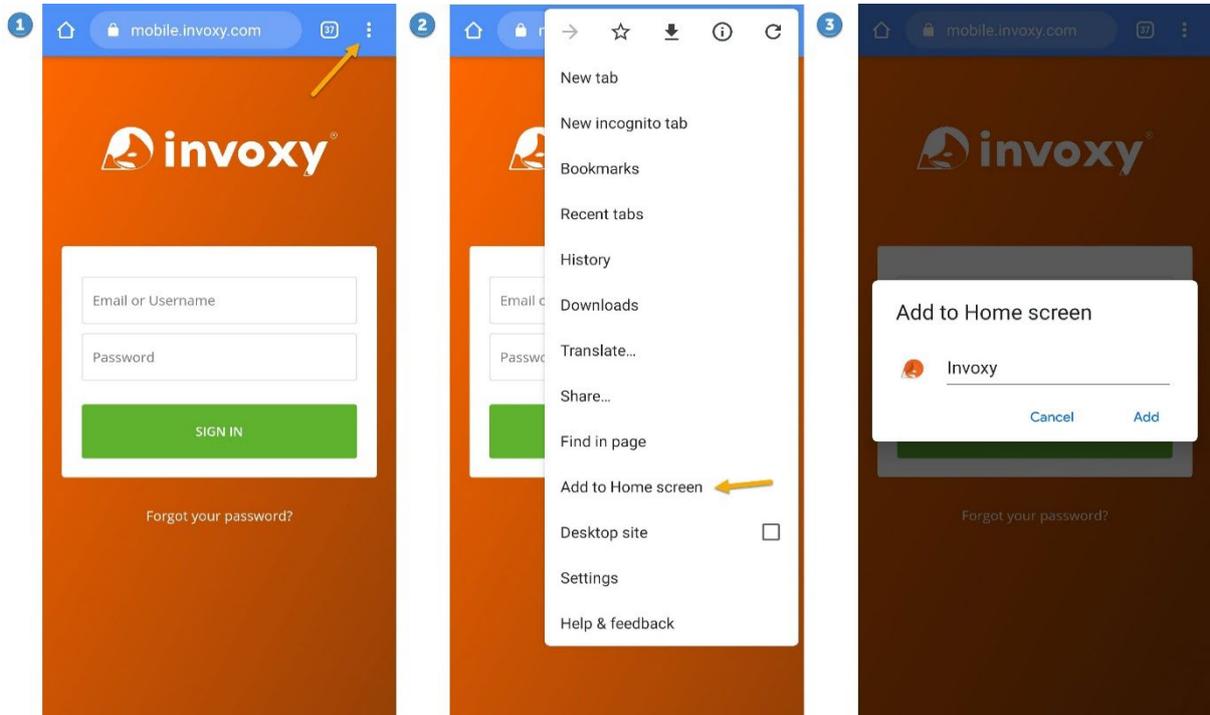**Step 2: - Downloading the Invoxy Web App to your phone's home screen**

On iPhone

1. Navigate to mobile.invoxy.com on Safari and select the bottom middle button

2. Click "Add to Home Screen"
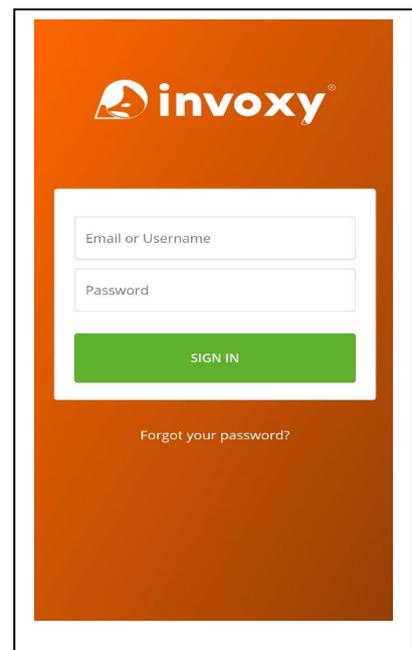
3. Name the App and click "Add"
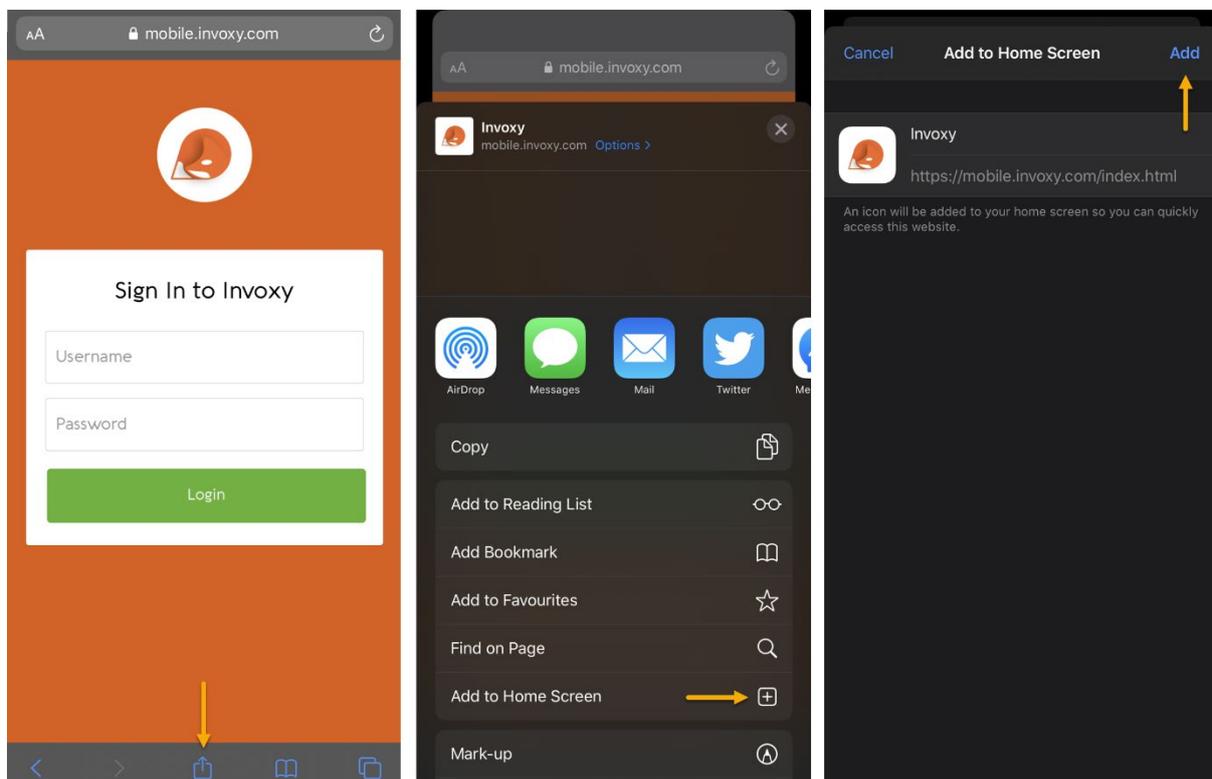
On Android devices

1. Navigate to mobile.invoxy.com in your Chrome web browser and tap the menu icon.

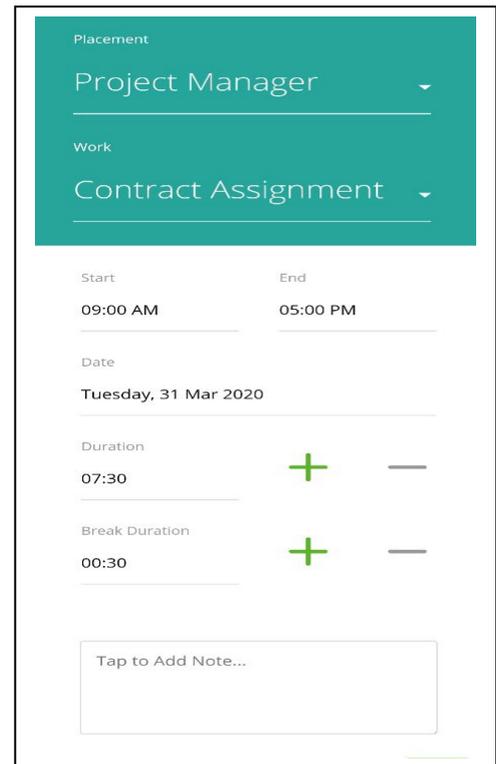2. Select 'Add to Home screen'

3. Name the App and tap 'Add'

Step 3: Accessing the App

Once you've downloaded the mobile app, you can simply log in using your user credentials.

Step 4: Recording hours and days worked

To record the hours and day that you have worked simple tapping the green + button in the Time screen, and selecting 'Record Time'. Select the Work and the Placement. Ensure the date is correct, and set the start time, end time, and break duration for any unpaid breaks (e.g. lunch). Tap the green tick in the bottom right corner to save the time entry.
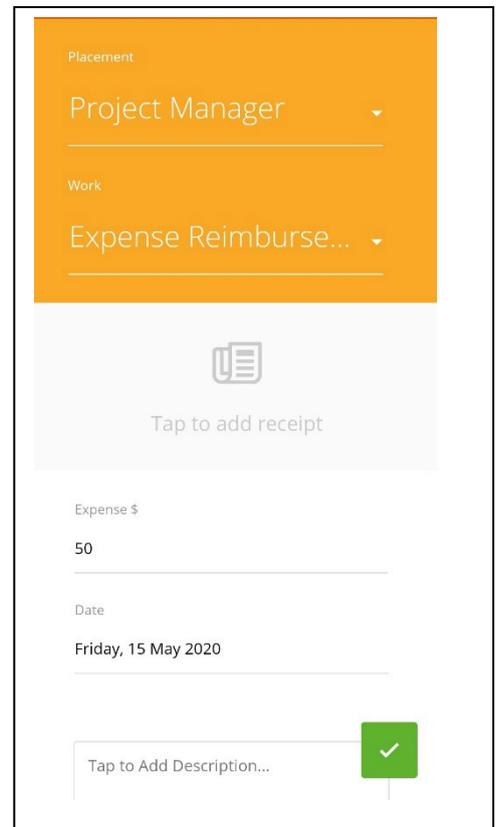
Placement

Project Manager

Work

Contract Assignment

Start	End
09:00 AM	05:00 PM

Date

Tuesday, 31 Mar 2020

Duration

07:30   +   —

Break Duration

00:30   +   —

Tap to Add Note...

Step 5: Recording Expenses

If your company has enabled expense requests, you'll also see the Expenses tab, where you can view and submit expense requests for reimbursement if your placement allows.

Tap the green + to add a new expense. You'll be prompted to take a photo of your receipt - take a photo or select Skip to proceed to the next screen. Here you can enter the details of the expense, then tap the green tick to submit the expense.

Placement

Project Manager

Work

Expense Reimburse...

Tap to add receipt

Expense $

50

Date

Friday, 15 May 2020

Tap to Add Description...   ✓

Step 6: Request Approval

You can send an approval requests for your time & expenses by tapping the green + on the Time tab and selecting the 'Request Approval' option.

By selecting Request Approval all of your time that has been entered (but not yet submitted for approval) will be sent to your approver(s) for approval. You'll see an overview screen of what time entries will be requested before the approval request is sent, and simply need to click the blue send button in the bottom right corner to send the request.
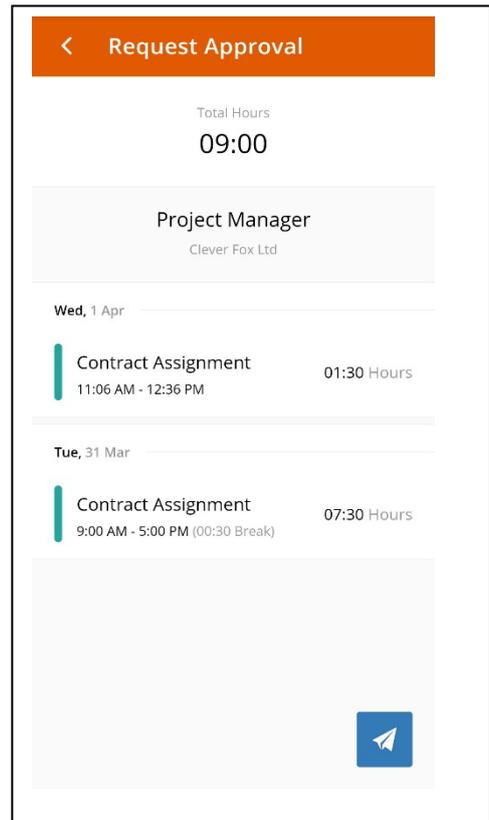
Step 7; Reviewing your history

You can scroll through your complete history of all time entries, plus any time you've recorded up to 7 days in the future. You can easily edit, delete or add new time entries (provided they aren't Approved). Pull down on the screen at any time to refresh the data.

The time entries have a coloured square indicating the status of the time entry:
Blue = Unapproved
Yellow = Approval Pending
Green = Approved