



Timesheets

Timesheet entries (Field timesheets)

1. Log into AgriSmart.co.nz with your email address and password.
2. Click the menu in the top right 
3. Select **Field timesheets**



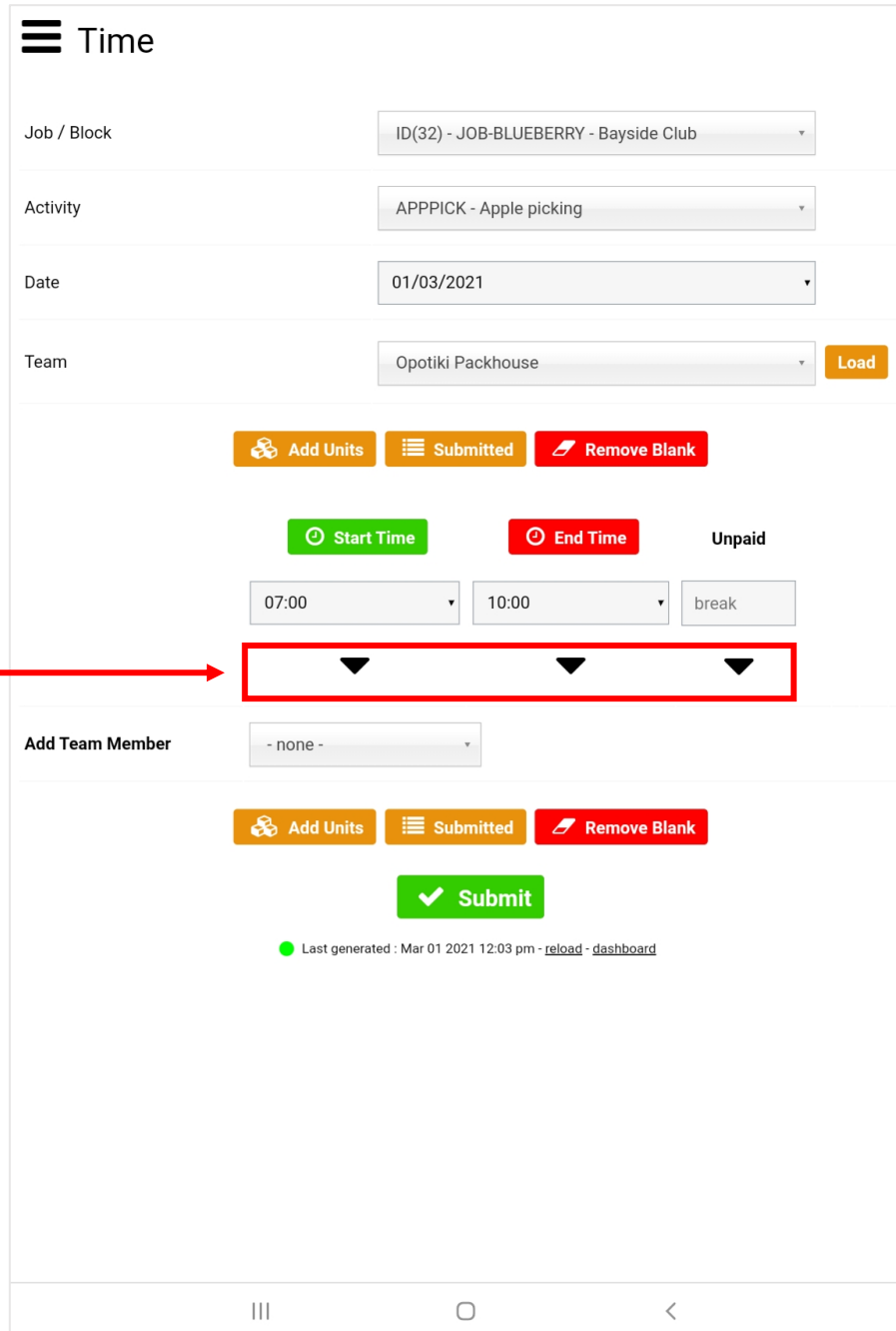
4. Click on **Time** 

Select the **Job**

Select the **Activity**

Select your **Team** you can add individual members with the **Add Team Member** button below your list of team members.

The **arrows** ▼ push the above times to all employees below



The screenshot shows the 'Time' entry interface. At the top, there is a hamburger menu icon followed by the title 'Time'. Below this are four dropdown menus: 'Job / Block' (ID(32) - JOB-BLUEBERRY - Bayside Club), 'Activity' (APPICK - Apple picking), 'Date' (01/03/2021), and 'Team' (Opotiki Packhouse). To the right of the 'Team' dropdown is a 'Load' button. Below these are three buttons: 'Add Units' (orange), 'Submitted' (orange), and 'Remove Blank' (red). Underneath are three time selection boxes: 'Start Time' (green button with a clock icon, dropdown showing 07:00), 'End Time' (red button with a clock icon, dropdown showing 10:00), and 'Unpaid' (dropdown showing 'break'). A red box highlights the three dropdown arrows below these time boxes, with a red arrow pointing from the text 'The arrows ▼ push the above times to all employees below' to this box. Below the time boxes is an 'Add Team Member' dropdown menu showing '- none -'. At the bottom, there are three buttons: 'Add Units' (orange), 'Submitted' (orange), and 'Remove Blank' (red), followed by a green 'Submit' button with a checkmark icon. At the very bottom, there is a status message: 'Last generated : Mar 01 2021 12:03 pm - reload - dashboard'.

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1. Edit your teams timesheets.
2. Send off an individual timesheet with the ► arrow. Then come back to the rest of your team by clicking the top menu item or 

Menu the field timesheets

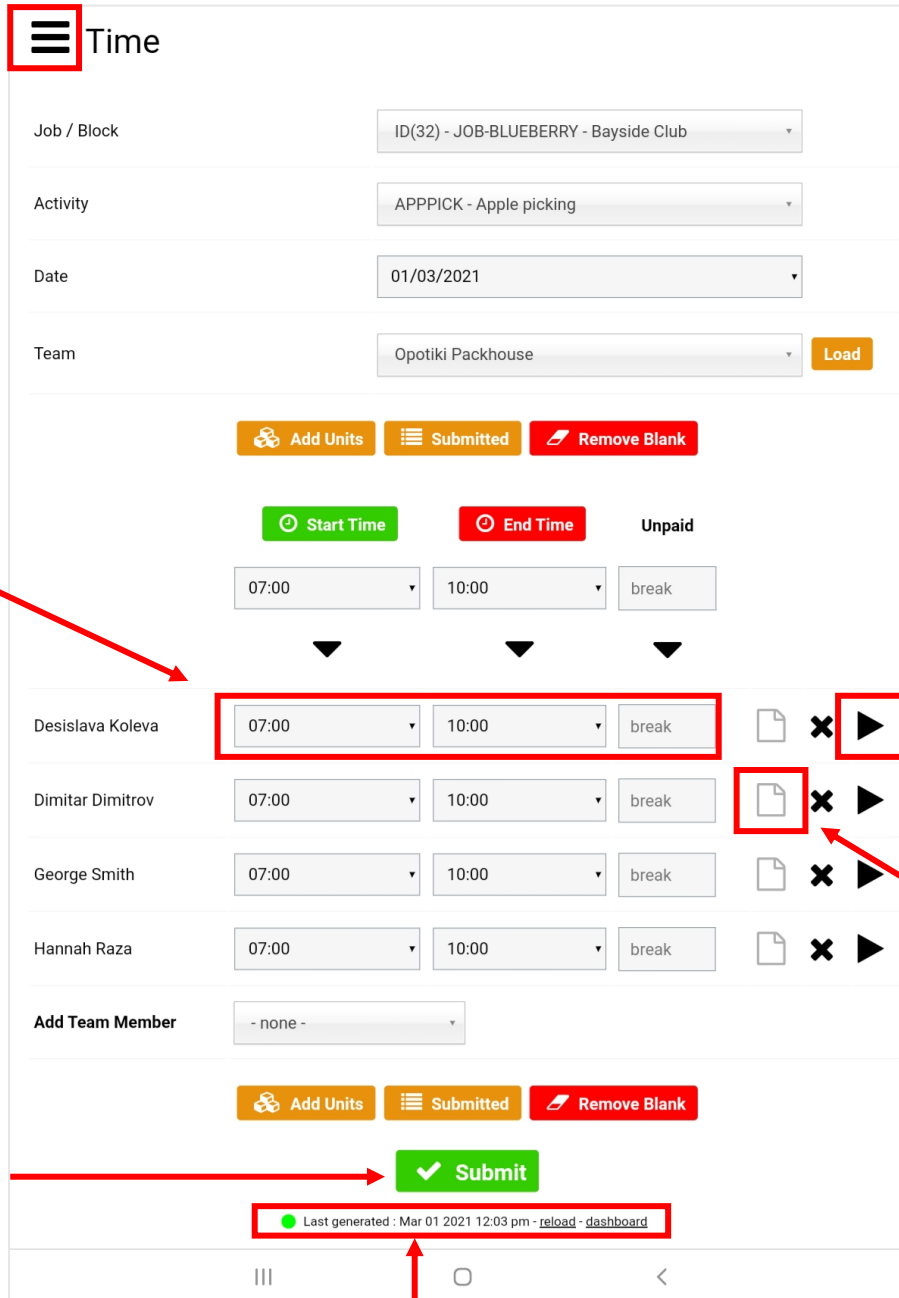
You can edit Start and End times for each employee.

Send one entry at a time

Add comments

Submit will send all the timesheets for review. You must **SUBMIT ALL** on the next page.

Online status, time the page last loaded and links back main mobile menus (**Dashboard**)







Time



Job / Block: ID(32) - JOB-BLUEBERRY - Bayside Club

Activity: APPPICK - Apple picking













Date: 01/03/2021

Team: Opotiki Packhouse 




  


  Unpaid

07:00 10:00 break

Desislava Koleva	07:00	10:00	break			
Dimitar Dimitrov	07:00	10:00	break			
George Smith	07:00	10:00	break			
Hannah Raza	07:00	10:00	break			

Add Team Member: - none -



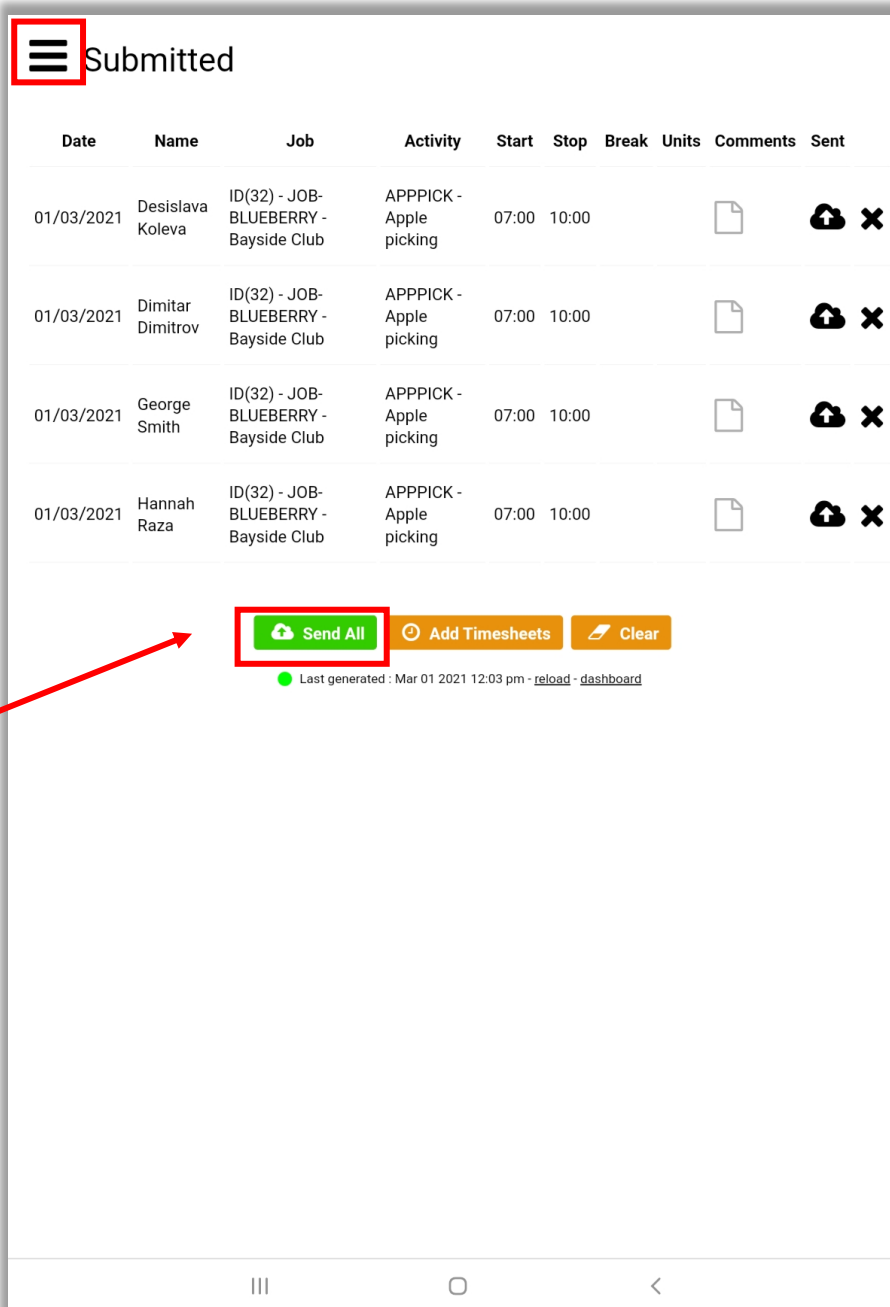
Last generated: Mar 01 2021 12:03 pm - [reload](#) - [dashboard](#)

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1. The **Send All** button must be clicked to finalise your teams timesheet entries.
2. The **Menu** in the top left or the  can take you back to the timesheets.

Menu the field timesheets



The screenshot shows a mobile application interface for 'Submitted' timesheets. At the top left, a red box highlights a menu icon (three horizontal lines). Below the header is a table with the following columns: Date, Name, Job, Activity, Start, Stop, Break, Units, Comments, and Sent. The table contains four entries for the date 01/03/2021, all for 'Apple picking' at 'Bayside Club'. At the bottom of the table, there are three buttons: 'Send All' (green with a cloud icon), 'Add Timesheets' (orange with a circular arrow icon), and 'Clear' (orange with a trash icon). A red arrow points from the text 'Remember to Send All!' to the 'Send All' button. Below the buttons, a status message reads: 'Last generated : Mar 01 2021 12:03 pm - [reload](#) - [dashboard](#)'. The bottom of the screen shows standard mobile navigation icons.

Date	Name	Job	Activity	Start	Stop	Break	Units	Comments	Sent
01/03/2021	Desislava Koleva	ID(32) - JOB-BLUEBERRY - Bayside Club	APPICK - Apple picking	07:00	10:00				
01/03/2021	Dimitar Dimitrov	ID(32) - JOB-BLUEBERRY - Bayside Club	APPICK - Apple picking	07:00	10:00				
01/03/2021	George Smith	ID(32) - JOB-BLUEBERRY - Bayside Club	APPICK - Apple picking	07:00	10:00				
01/03/2021	Hannah Raza	ID(32) - JOB-BLUEBERRY - Bayside Club	APPICK - Apple picking	07:00	10:00				

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Remember to Send All!