



# Time Approval & Time Locking: Walkthrough Guide



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# Forecast Time Approval

My Work Projects Flamingo											
Schedule People Schedule Projects Time Management Invoicing Reports											
Time Management											
Time Approval Company Timesheet											
<div>&lt; 11 - 17 Jan 2021 &gt; TODAY</div> <div>Group by person FILTER</div>											
SUBMITTED (1) NOT SUBMITTED (1) APPROVED (1)											
PROJECT OWNER		WORK ESTIMATE	MON 11 JAN	TUE 12 JAN	WED 13 JAN	THU 14 JAN	FRI 15 JAN	SAT 16 JAN	SUN 17 JAN	NOTES	TOTALS
Inga			8h	8h	9h	8h	-	-	-		33h
P124 Feature 1			7h	-	4h	-	-	-	-		11h
Sketch game wireframes for		10h	7h	-	-	-	-	-	-		7h
Setup database		7h	-	-	4h	-	-	-	-		4h
P125 Feature 2			1h	7h	-	-	-	-	-		8h
Develop game structure		9h	1h	5h	-	-	-	-	-		6h
Sketch game wireframes for		10h	-	2h	-	-	-	-	-		2h
P126 Feature 3			-	1h	5h	8h	-	-	-		14h
Build game scene 2		21h	-	1h	5h	-	-	-	-		6h
Design game scene 1		8h	-	-	-	8h	-	-	-		8h

You can now approve your team members' time registrations for invoicing and ensure that only correct time registrations end up in your invoices.

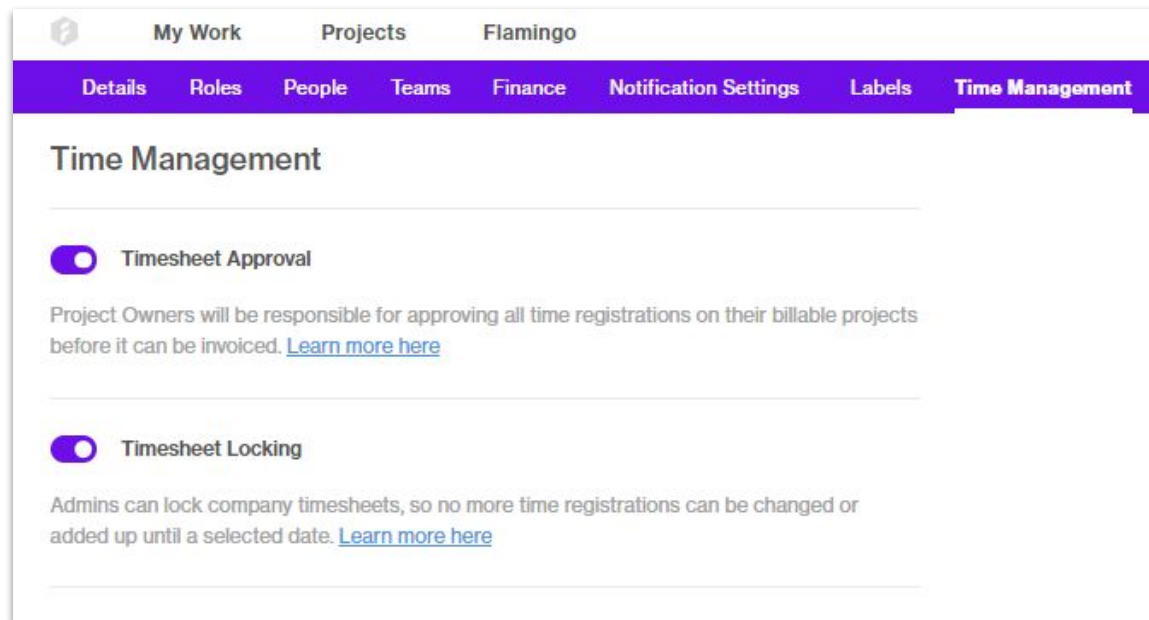




# Enabling Time Approval / Locking

To use the Time Approval or Time Locking functionality you have to enable it in your Admin panel

- This setting is only available to **ENTERPRISE** customers
- In your **Time Management** section in the Admin panel you can enable:
  - **Time Approval**: To have your team members submit their Timesheet every week and be able to approve it for invoicing
  - **Time Locking**: To be able to lock the Timesheet for your team members prior to a specific date to avoid changes







# Time Approval

The Time Approval requires the following steps:

- Your team members register their time and **submit their Timesheet** on a weekly basis
- In the company-wide **Time Management** section submitted time entries can be **approved or rejected** by **Administrators** and the **Project Contacts**
- **Only approved time entries** will end up on your **Time & Material invoices**
- Your team members will be notified, if their Timesheet submission is rejected.

The screenshot displays the 'Time Management' interface. At the top, there's a search bar with 'SUBMIT TIMESHEETS' and a magnifying glass icon. Below it, a filter bar shows '11 - 17 January (week 02)' and a 'SUBMITTED' status filter. The main table lists time entries with columns for PROJECT, TASK, MILESTONE, and days of the week (MONDAY to SUNDAY). A pink arrow points from the 'SUBMIT TIMESHEETS' button to the 'Time Management' section.

The 'Time Management' section has a 'Time Approval' tab selected. It shows a 'Company Timesheet' for '11 - 17 Jan 2021'. The table has columns for PROJECT OWNER, WORK ESTIMATE, and days of the week. The 'TOTALS' column shows the total hours for each owner. The 'NOTES' column contains approval status icons (red X for rejected, green checkmark for approved). A pink arrow points from the 'SUBMIT TIMESHEETS' button to the 'Approve' button in the 'NOTES' column.

PROJECT OWNER	WORK ESTIMATE	MON 11 JAN	TUE 12 JAN	WED 13 JAN	THU 14 JAN	FRI 15 JAN	SAT 16 JAN	SUN 17 JAN	NOTES	TOTALS
Inga		8h	8h	9h	8h	8h	-	-		4th
PI24 Feature 1		7h	-	4h	-	2h	-	-		13h
Sketch game wireframe	10h	7h	-	-	-	1h	-	-		8h
Setup database	7h	-	-	4h	-	1h	-	-		5h
PI25 Feature 2		1h	7h	-	-	2h	-	-		10h
Develop game structure	9h	1h	5h	-	-	1h	-	-		7h
Sketch game wireframe	10h	-	2h	-	-	1h	-	-		3h
PI26 Feature 3		-	1h	5h	8h	4h	-	-		18h
Build game scene 2	2th	-	1h	5h	-	1h	-	-		7h
Design game scene 1	8h	-	-	-	8h	3h	-	-		11h



# Forecast Time Locking

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## Time Lock

Here you can lock all time registrations across your company until a selected locked date. This will disable everyone from adding or editing time registrations.

Lock all time registrations until this date:


31 JAN 2021


Exceptions

Unlock time registrations for selected team members.

Add Person

▼

 James Anderson

 Peter Griffin

CANCEL

SAVE

If time approval is too much but you still want to ensure that your team members' Timesheets are not changed in the past, you can use the Time Locking function.





- In your Company Timesheet you can set the Timesheet Lock
- The Timesheet Lock will lock the Timesheet of your team members prior to the selected date
- That means that no time registrations can be made or changed prior to this date
- You can also set exceptions, i.e. team members that should still be able to register time prior to the locking date.

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