



Tempora Quick Guide – Recording Time

- Your administrator must set a **Cost Rate** on your Tempora account before you can record time.
- **Select an activity** from the list of activities on the left
- Click **Add New** to add the activity to your timesheet on the right
- **Enter the number of hours** (to the nearest quarter hour) worked against the activity for each day of the week
- Notes can be added by clicking on the **Notes** button on the far right. Cells containing notes are highlighted in orange.
- Unrequired activities can be removed by clicking on the **Delete** button. Unused activities are automatically removed after a number of weeks.
- You can click **Save** at any time to save your changes to your timesheet.
- When you have recorded the minimum number of hours required for the whole week, click on the **Post** button to submit your timesheet.

Enter Time For Staff
Carla Marques
 Demo company
 Client...
 Abacus (ABA)
 Autumn 2015 campaign
 Account Planning
 Client brainstorming
 Client meetings
 Design
 Estimating
 extra activity
 Planning
 Production
 Research

Time entry for Carla Marques - Week starting 28 Sep 2015

[Save](#)
[Cancel](#)
[Add New](#)
[Post](#)
[Holiday](#)
?

Week starting [Unposted Timesheets](#) Units: Hours to nearest quarter (.25, .50, .75)

Activity	Mon 28	Tue 29	Wed 30	Thu 1	Fri 2	Sat 3	Sun 4	Week	
_Internal Internal meetings	0	3	4	2	0	0	0	9	Notes Delete
Abacus (ABA) Autumn 2015 campaign Account Planning	8.5	3	0	1.5	0	0	0	13	Notes Delete
Abacus (ABA) Autumn 2015 campaign Client meetings	0	0	3.5	2	0	0	0	5.5	Notes Delete
Abacus (ABA) Fitzgerald Estimating	0	2.5	0	2	8.5	0	0	13	Notes Delete
Abacus (ABA) John's project Planning	0	0	0	0	0	0	0	0	Notes Delete
Abacus (ABA) Macgregor Estimating	0	0	1	1	0	0	0	2	Notes Delete
Totals	8.5	8.5	8.5	8.5	8.5	0	0	42.5	