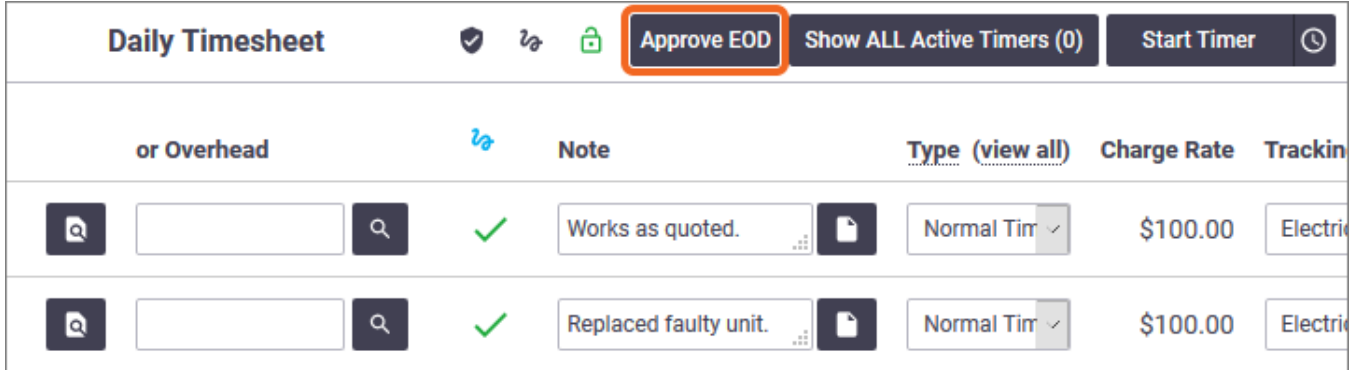


Timesheets: Daily Approvals

You need to be using **permission groups** to access this feature.

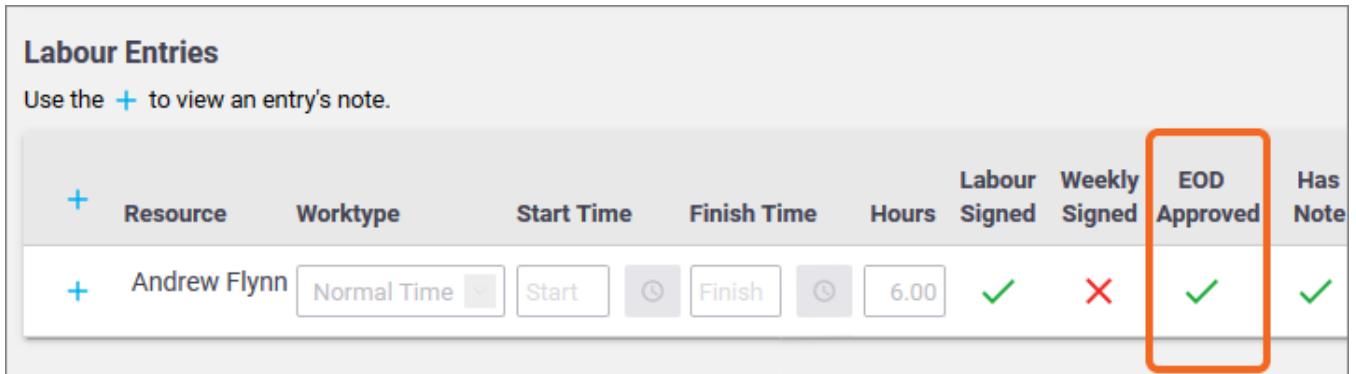
Does your workflow require daily timesheet approvals?

You can now sign off staff timesheets daily, using our new **Approve EOD** (end of day) feature. You'll see this button at the top of the Daily Timesheet screen in the Office interface, along with a couple of other changes we've made as part of a larger project we're working on to make timesheets and payroll easier.



or Overhead		Note	Type (view all)	Charge Rate	Tracking
<input type="text"/>	<input type="text"/>	Works as quoted.	Normal Tim	\$100.00	Electric
<input type="text"/>	<input type="text"/>	Replaced faulty unit.	Normal Tim	\$100.00	Electric

You will also see a new column in Task Labour entries called **EOD Approved**, which indicates that the day has been locked and no entries can be added, edited or deleted for that day.



+	Resource	Worktype	Start Time	Finish Time	Hours	Labour Signed	Weekly Signed	EOD Approved	Has Note
+	Andrew Flynn	Normal Time	Start	Finish	6.00	✓	✗	✓	✓

As with the [weekly locking feature](#) that we announced recently, once a timesheet has been signed off for the day, any documents and photos linked to a locked timesheet expense will become read only.

More coming soon

Within the coming days, we'll be expanding the **Approve EOD** feature to allow you to approve multiple users for a particular date range.

[Learn more](#)

Regards,
Team AroFlo