

Frequently Asked Questions - Tasks and TimeSheets

View all of the questions frequently asked about timesheets. Simply click on the question you are interested in to reveal the solution.

What format do I need to use to capture time?

Chase provides a mask that will highlight the current day, as shown in the image below.

Week of : Monday 19 - Sunday 25 December 2016

Mon 19 Tue 20 **Wed 21** Thu 22 Fri 23 Sat 24 Sun 25

hh:mm hh:mm hh:mm hh:mm hh:mm hh:mm hh:mm

When capturing time, the format to use is **hh:mm**. For example, if you spent 1 hour 30 minutes on a task on Wednesday, enter **1:30** in the highlighted field.

Week of : Monday 19 - Sunday 25 December 2016

Mon 19 Tue 20 **Wed 21** Thu 22 Fri 23 Sat 24 Sun 25

hh:mm hh:mm **01:30** hh:mm hh:mm hh:mm hh:mm

If I log time against a Job, will it link to My Tasks?

No.

When time is captured against tasks assigned to an individual, from say the My Task window, time is linked to the assigned task.

When time is captured by Job, that time is linked to the Job Bag and not the already tasked items.

Both the above will belong to the Job and will display on the Job Recon and similar reports. This means that tasks may seem incomplete, but they actually are not.

Choosing your preferred My Task calendar view

You can choose between Week or List view to view tasks that have been assigned to you. The default is List view.

Knowing how to switch between these views and seeing how each view displays will enable you to select the best view for you.

MY TASKS - FRI, 13, NOVEMBER 2020

List view Week view

Log Time Expand All

Job No	Client	Product	Element	Category	Description	Task Type	Notes	Start	Due	Alloc. Hours	Actual Hours	
4090	Trish Beaut...	Nail Promot...	TV ad Elem...	Production		Concept		27 August 2...	27 August 2...	04:00	00:00	
915	African Bank	rates	cost adjust...	Development		Concept		27 August 2...	27 August 2...	04:00	02:00	
918	Home Choice	general	Test job - Li...	Production		Concept		24 August 2...	24 August 2...	07:50	09:06	

List View

Log Time Expand All

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918	Home Choi...	general	Test job - Li...	Production		Concept		24 August ...	24 August ...	07:50	09:06	

Week View

The view changes to week view. With this view, you are able to see your schedule for the entire week and you are able to view the next and previous week.

The screenshot shows a calendar application interface. At the top left, there is a user profile 'Ntswaki' and a navigation arrow. Below this is a date selector for 'November 2020' with left and right navigation arrows. The calendar grid shows days from Sunday 08 Nov to Saturday 14 Nov. A task is scheduled for Friday 13 Nov, highlighted in yellow, spanning from 8am to 11am. The interface includes a date selector, navigation buttons, and a task list table at the bottom.

Job No	Task	End