

1.1. Authorizing a timesheet

Step	Action
(1)	<p>Open the Timesheets feature</p> <p>This is where you can select shifts to be authorized.</p> <p>Click the Menu button.</p>
(2)	Click the Timesheets button.
(3)	<p>Authorize Timesheets for previous week</p> <p>Once you've reviewed that the worked shifts on the timesheet accurately represent when your employees worked, and the pay details are correct, you can authorize them to confirm that you have reviewed the records.</p> <p>Click the Previous Week button.</p>
(4)	<p>Begin by filtering for unauthorized shifts</p> <p>After applying a filter, the timesheet will only display shifts that have yet to be authorized.</p> <p>Click the Filter & Sort button.</p>
(5)	Click the Unauthorized Records button.
(6)	Click the Apply button.
(7)	<p>First, authorize a single shift</p> <p>You can authorize a single shift by selecting it and clicking Authorize in the toolbar.</p> <p>Authorize Amanda's Monday shift.</p> <p>Click the Amanda Morgan's Monday Shift pane.</p>
(8)	Click the Authorize button.
(9)	<p>Next, authorize all an employee's shifts</p> <p>Click an employee's name in the Employees column select and authorize all of their records for the week.</p> <p>Authorize all of Amanda's shifts</p> <p>Click the Amanda Morgan pane.</p>

(10)	Click the Authorize button.
	Authorize all the Monday shifts
(11)	You can click any date to select every shift in that week. Click the Monday, Jan 23 pane.
(12)	Click the Authorize button.
	Select and authorize multiple shifts at once
(13)	You can select multiple shifts at once by holding down CTRL on your keyboard and selecting each shift that needs to be authorized. Once selected, you can release CTRL and click Authorize. Authorize Amy's Tuesday and Wednesday shift as well as Bobby's Tuesday shift. Click the Amy Fisher's Tuesday Shift pane.
(14)	Click the Amy Fisher's Wednesday Shift pane.
(15)	Click the Angela Reid's Wednesday Shift pane.
(16)	Click the Authorize button.
	Save the authorizations
(17)	Click the Save button.