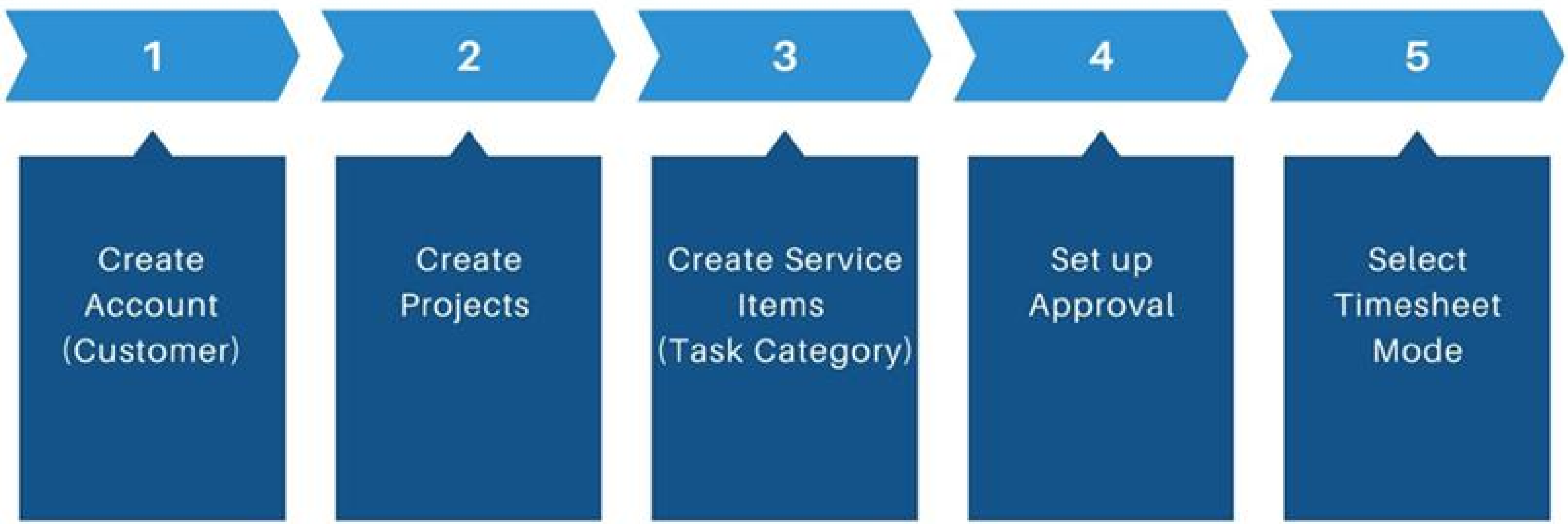
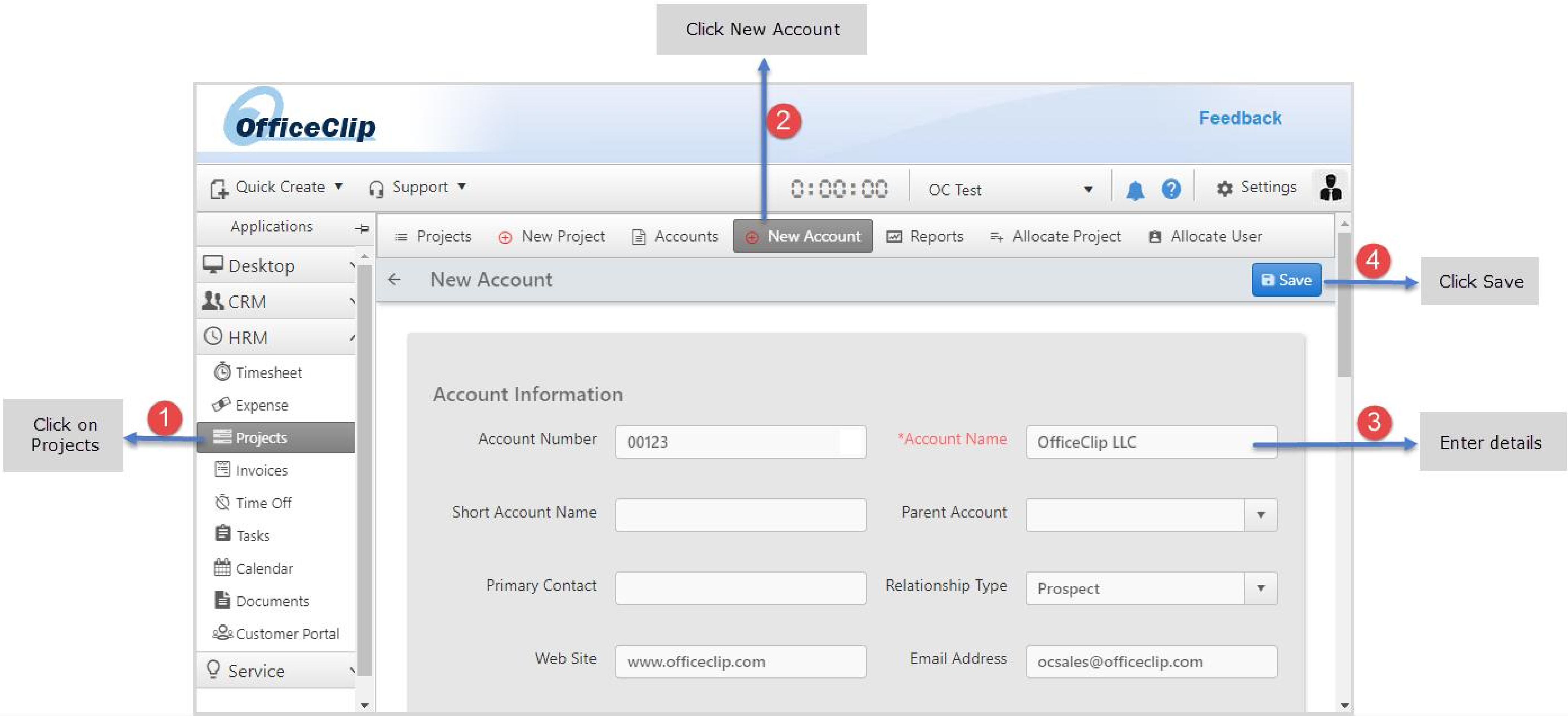
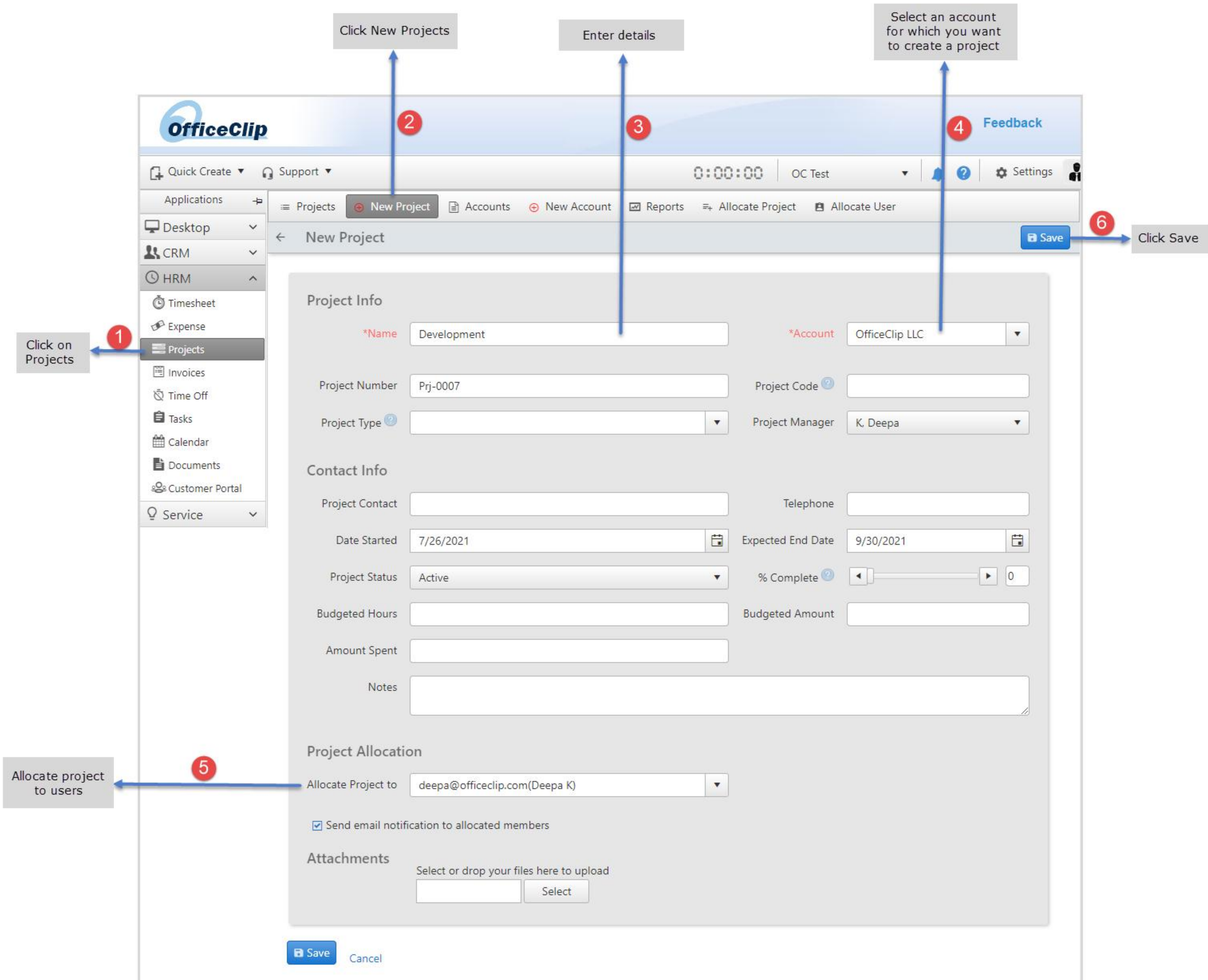
QUICK SETUP GUIDE FOR OFFICECLIP TIMESHEET



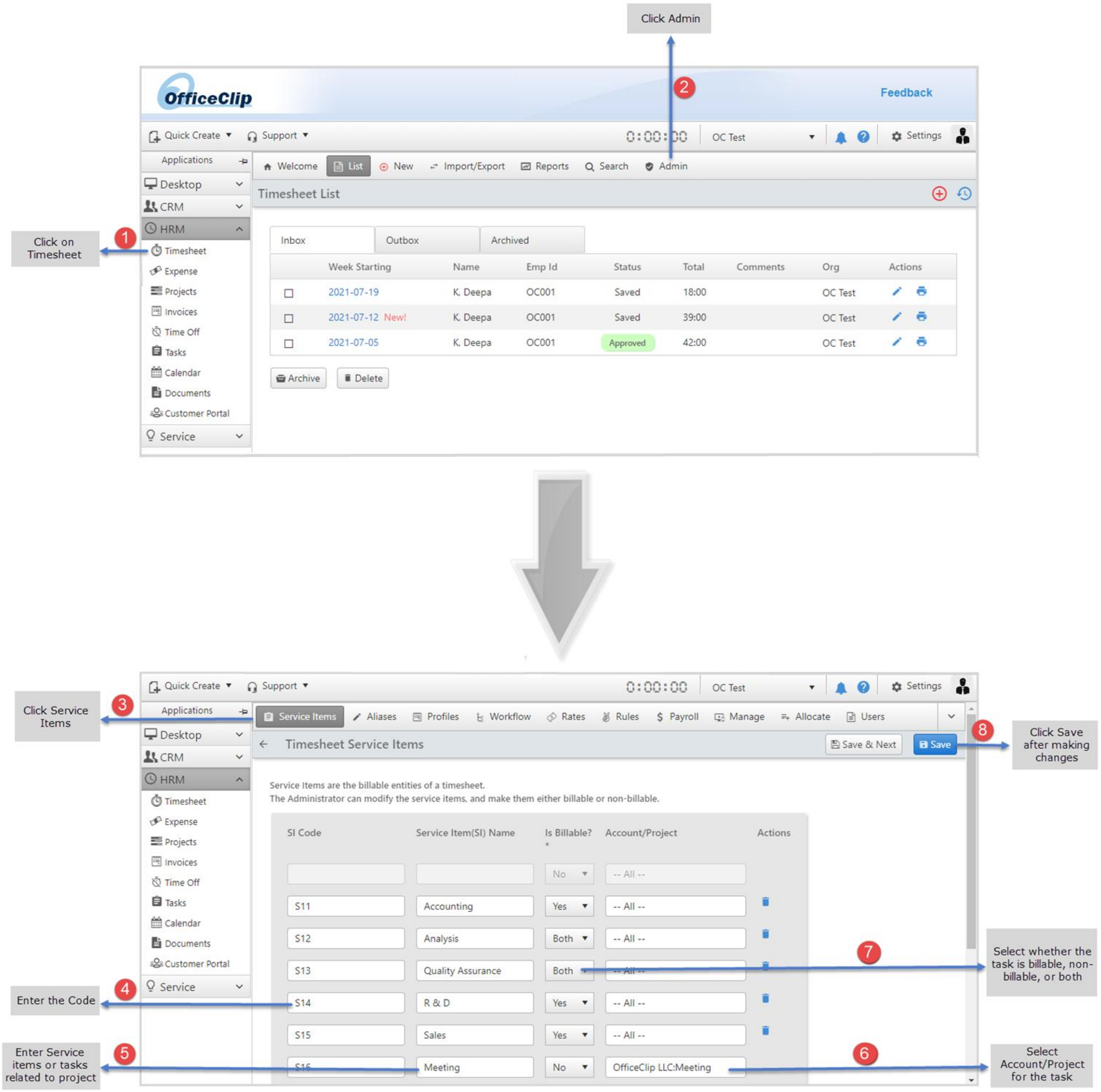
Step 1: Create Account(Customer)



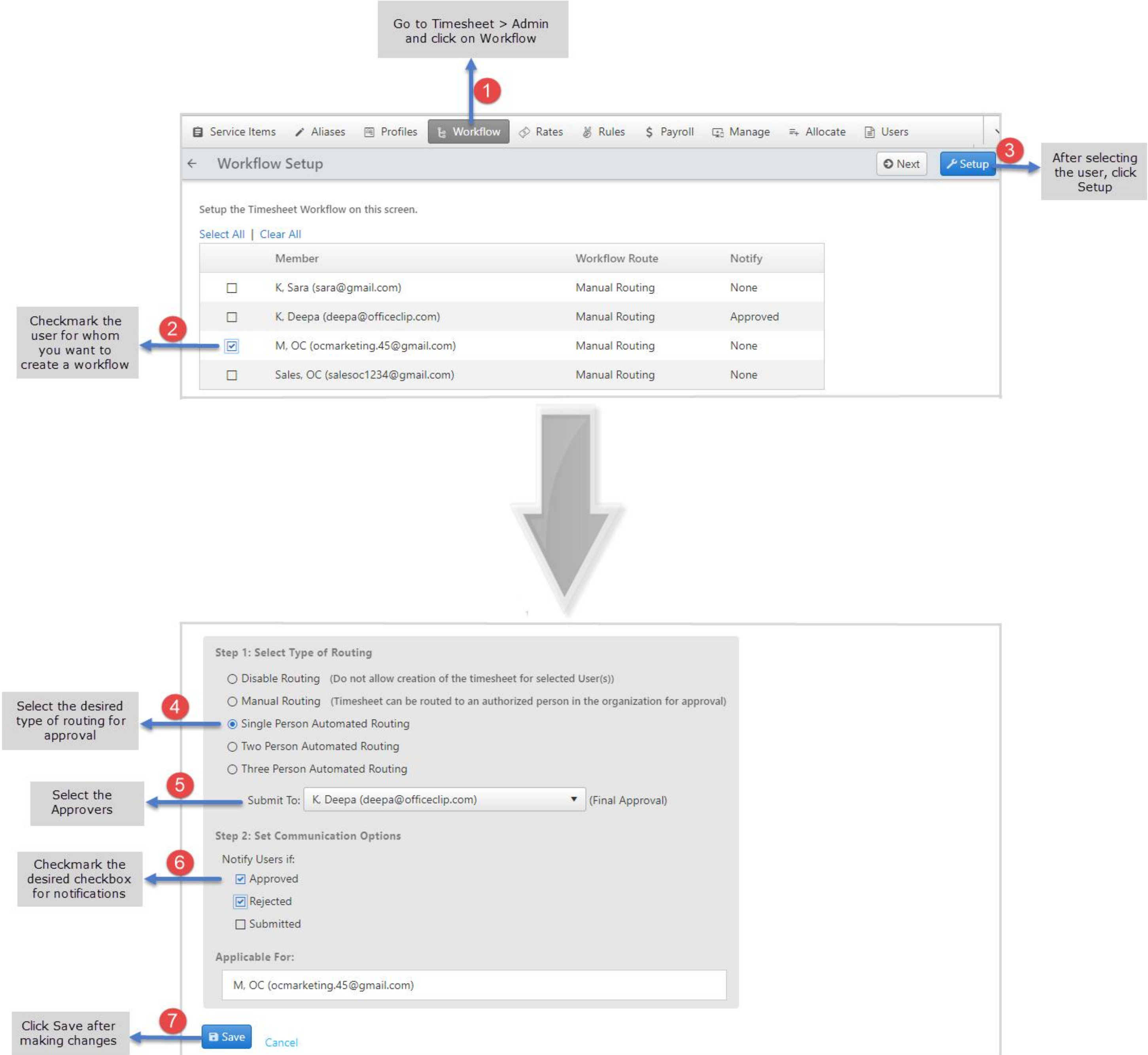
Step 2: Create Projects



Step 3: Create Service Items(Task Category)

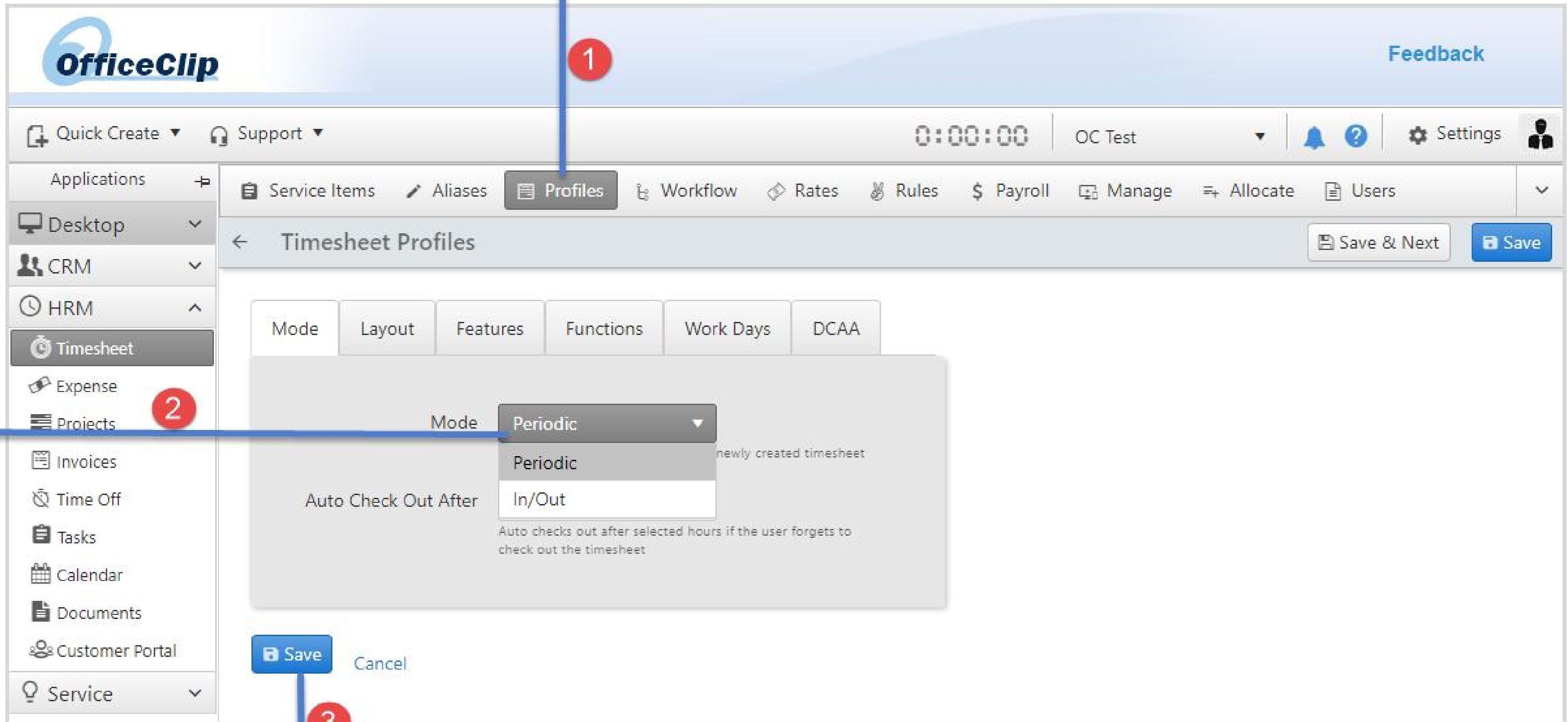


Step 4: Set up Approval



Step 5: Select the Timesheet mode

Go to Timesheet > Admin. In the Admin section, click on Profiles



* For manual timesheet entry select the Periodic mode.

* For Check-in Check-out timesheet entry, select the In/Out mode.

Click Save