Klynke Timesheets

There are two types of Klynke timesheets:

Standard Timesheet

The default standard timesheet can be modified by the Klynke Admin. The user can choose to add company logo and to show or hide pre-set columns on the timesheet to customize it according to needs.

Custom Timesheet

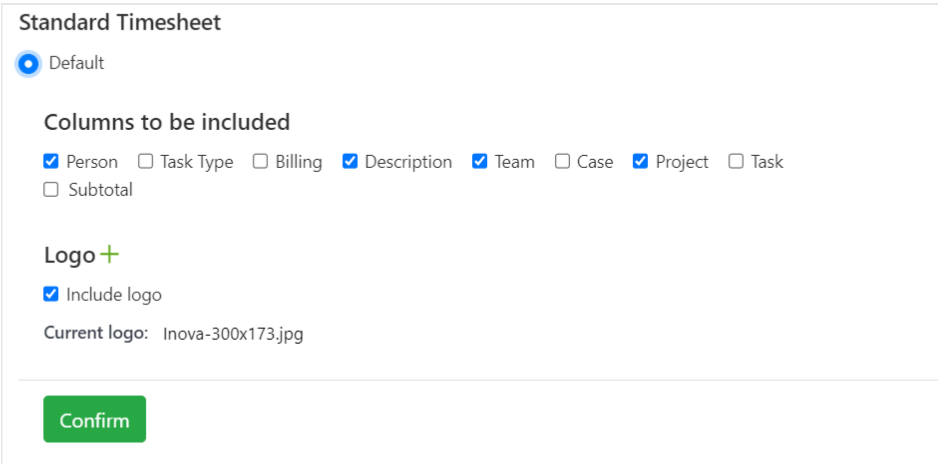
Allowing tailoring the timesheet in Excel to meet specific requirements like adding fields, incorporate company logo, select colours that align with company brand, or include other relevant details. The Klynke Administrator has permission to set the options in coherence with the relevant administration.

Klynke Administrator:

As an Klynke Admin you need to choose which format to use and set the options in coherence with the relevant administration. Once the template is created, you can set it as the default timesheet template for the company.

Configure Standard Timesheet

Go to the “Configure” tab in the main menu of Klynke and select “Timesheet”.
Adjust the settings as needed to be pre-selected for users. Confirm your changes.

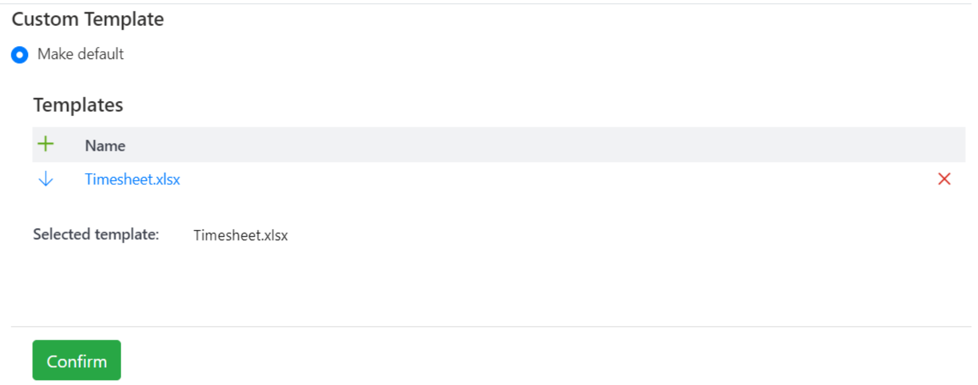


Configure Custom Timesheet

Custom timesheets are designed in Excel and offer greater formatting flexibility compared to the standard timesheet. Custom timesheets can adopt various fonts, styles, colours, include company logo, granting designers complete control over the design.

To create a custom timesheet, follow these steps:

1. Create a new Excel sheet.
2. Design your custom timesheet by applying text, styles, pictures, print orientation etc.
3. Insert necessary fields from the Dynamic Fields table.
4. Once your custom timesheet is ready, add it to the Template list within Klynke.
5. Select it and confirm as your preferred timesheet.



Dynamic Fields in the Excel Timesheet Template

To populate your custom timesheet with the required data, Klynke provides dynamic fields. These dynamic fields can be inserted into your template, and Klynke will automatically replace them with the relevant data when exporting to Excel.

For clarity, it's important to note the following distinctions:
Fields that start with "Head" can be placed anywhere in the template.
Fields that start with "Col" are expected to be positioned within the same row.
For more detailed information, see the Dynamic Fields list:

Dynamic Fields

Period	{HeadPeriod}
Employee	{HeadPerson}
Team	{HeadTeam}
Project	{HeadProject}
Case	{HeadCase}
Date	{ColDate}
Employee	{ColPerson}
Type of Work	{ColTaskType}
Billing	{ColBilling}
Description	{ColDescription}
Team	{ColTeam}
Case	{ColCase}
Project	{ColProject}
Task	{ColTask}
Hours	{ColHours}
Minutes	{ColMinutes}