# Klynke Timesheets

There are two types of Klynke timesheets:

## Standard Timesheet

The default standard timesheet can be modified by the Klynke Admin. Users can choose to show or hide the pre-set columns on the timesheet to customize it according to needs. If the user or administration wants to add the company logo to the timesheet, the Klynke Admin should follow the instructions below: **Configure Standard Timesheet.**

## Custom Timesheet

This allows tailoring the timesheet in Excel to meet specific requirements, such as adding fields, incorporating the company logo, selecting colors that align with the company brand, or including other relevant details. The Klynke Administrator has permission to set the options in coherence with the relevant administration. Follow the instructions below: **Configure Custom Timesheet.**

# Klynke Administrator:

As a Klynke Administrator 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". To include a company logo the best fit to use is 300x150pixels JPG or PNG.
Adjusted settings will 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 and an example of a custom timesheet template in Excel:

## Dynamic Fields

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

# Example of a custom timesheet template in Excel

| | A | B | E | F | J | K | L | M |
|---|---|---|---|---|---|---|---|---|
| 1 | **Timesheet** | | | | | | | |
| 2 | Period | {HeadPeriod} | | | | | | |
| 3 | Employee | {HeadPerson} | | | | | | |
| 4 | Team | {HeadTeam} | | | | | | |
| 5 | Project | {HeadProject} | | | | | | |
| 6 | Case | {HeadCase} | | | | | | |
| 7 | | | | | | | | |
| 8 | **Date** | **Employee** | **Description** | **Team** | **Hours** | **Minutes** | | |
| 9 | {ColDate} | {ColPerson} | {ColDescription} | {ColTeam} | {ColHours} | {ColMinutes} | | |
| 10 | | | | **Totals** | {ColTotalH} | {ColTotalM} | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |