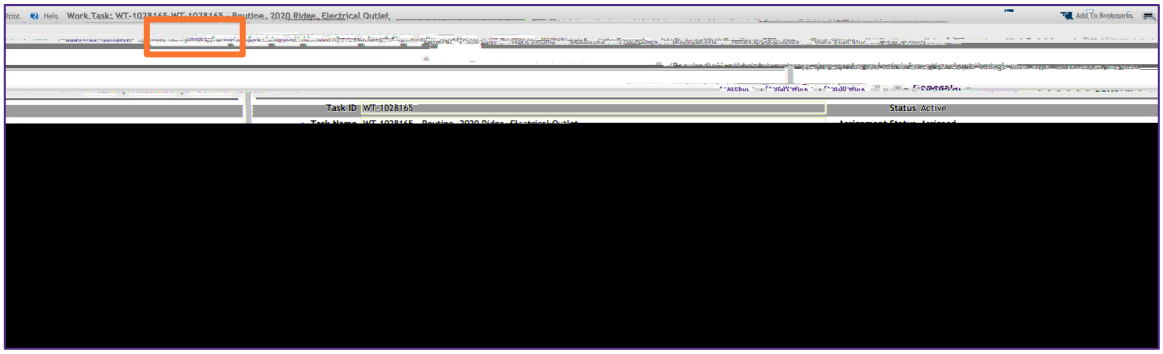
Provides guidance for creating a new work task time entry on behalf of other resources in FC Desktop.

DIRECTIONS:

1 From within the selected Work Task:

1 Click on the Resources tab.



2 Upon clicking, you will be taken to the Resources tab. In the Resources section:

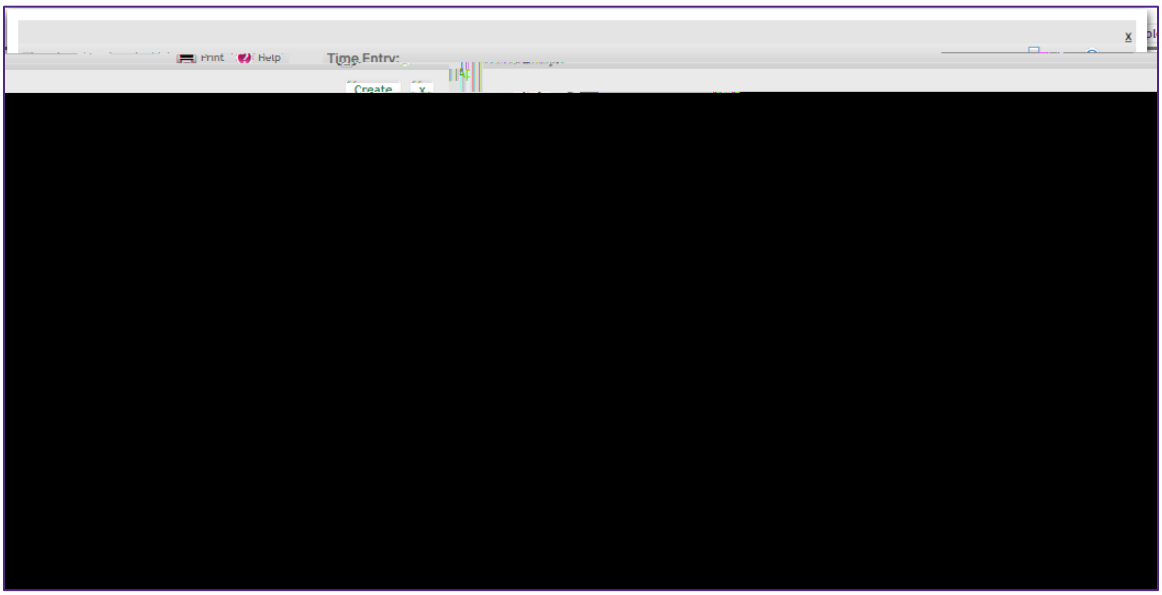
Locate the Resource for which you would like to add a Time Entry . Click on the Checkbox beside the Resource's name to select.

Click on the Time Entry button.

© 2022 Northwestern University

DIRECTIONS:

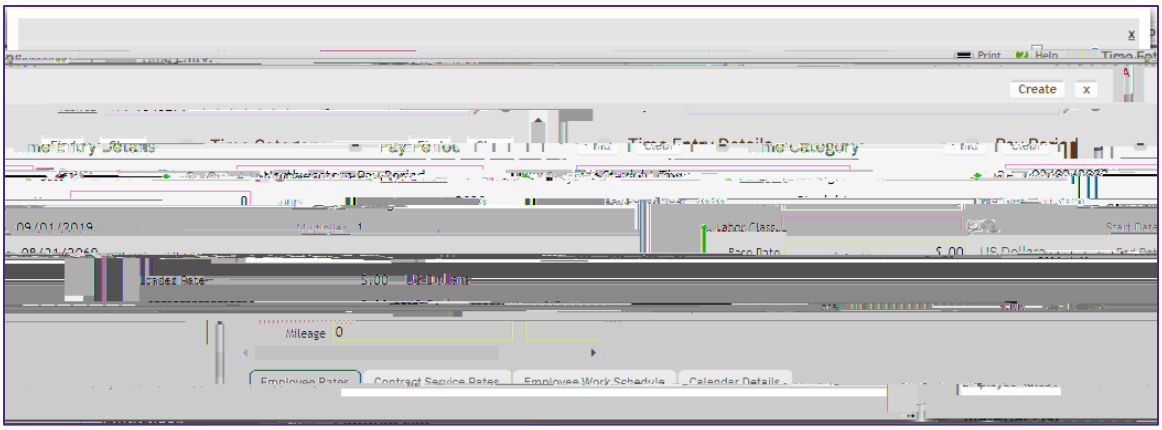
3

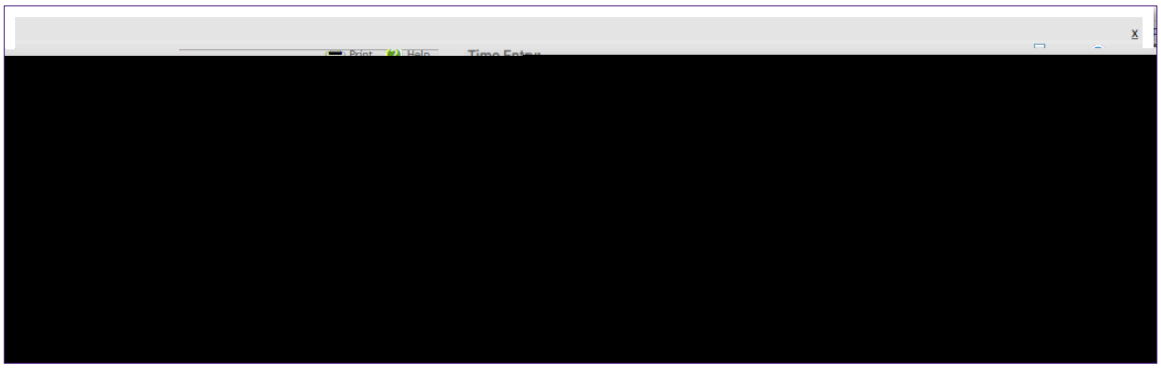


When selecting Actual Start and Actual End times the Time drop-down menu is a 24-hour clock starting with 00:00 (midnight).

The default Actual Start time is 17:00:00. The default Actual End time is 17:00:00. These times need to be

© 2022 Northwestern University





© 2022 Northwestern University