

Sharing timesheets

Last updated - Mar 29, 2022 at 2:45PM

Web: https://timedock.com
Email: info@timedock.com
International: (+64) 9 444 1384
Local phone: (09) 444 1384

Table of Contents

Sharing the timesheet screen	3
Sharing a timesheet for an individual employee	4
Sharing in/out details for an individual employee	5

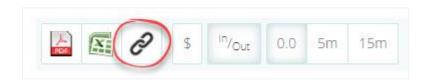
TimeDock allows you to generate secure URL links for anyone to view timesheets or clock in/out entries as *read-only*, and in real-time.

Timesheet share links are useful when you want to permit staff, contractors or other stakeholders to view timesheets without the ability to make any changes. If someone needs to only *view* timesheets or clock in/out details in real-time, generate share links rather than granting them admin user access to your TimeDock dashboard.

Sharing the timesheet screen

Follow the steps below to generate a *read-only* view of the timesheet screen.

- *Step 1:* Log in to TimeDock and navigate to the timesheet screen.
- Step 2: Apply any filters and/or display options you want to include e.g. show in/outs.
- *Step 3:* On the timesheet toolbar, click the 'link' button:



Step 4: Choose from the following settings:

Timesheet week:

a. Static week

Links to the currently selected week of the timesheet, regardless of the date accessed.

b. Rolling week

Links to the present-day week, regardless of the date accessed.

Weekly toggle:

a. Do not allow weeks to be toggled

Links only to the specific timesheet timeframe that was shared.

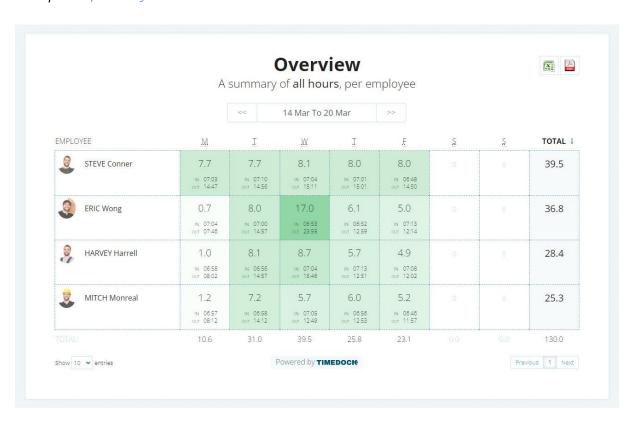
b. Allow weeks to be toggled

Lets the end-viewer navigate to any timesheet timeframe.

Step 5: Click 'Generate Link'.

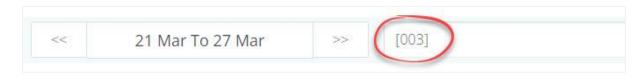
Tip: Use a URL shortener such as https://bit.ly for user-friendly links.

Example: https://bit.ly/3r8AvDh



Sharing a timesheet for an individual employee

You can share a read-only timesheet for an *individual employee* by first performing a search on the timesheet screen for the employee's unique payroll ID, enclosed with square brackets (e.g. [003]), then following steps 3 - 5 above.



Example: https://bit.ly/486bARh



Sharing in/out details for an individual employee

Follow the steps below to generate a *read-only* view of an employee's clock in/out details.

- Step 1: Log in to TimeDock and navigate to the timesheet screen.
- *Step 2:* Click on the total day hours for your selected employee to drill into the clock entries for that day.



- Step 3: On the left-hand menu, click the 'Share Link' button.
- Step 4: Choose from the following settings:

Static/current day:

c. Static day

Links to the currently selected timesheet day, regardless of the date accessed.

d. Rolling day

Links to the present day, regardless of the date accessed.

Daily toggle:

a. Do not allow days to be toggled

Links only to the specific timesheet day that was shared.

b. Allow days to be toggled

Lets the end-viewer navigate to any timesheet day.

Step 5: Click 'Generate Link'.

Tip: Use a URL shortener such as https://bit.ly for user-friendly links.

Example: https://bit.ly/3RdyEaN

