



# Sharing timesheets

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Web:	<a href="https://timedock.com">https://timedock.com</a>
Email:	<a href="mailto:info@timedock.com">info@timedock.com</a>
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

*Example:* <https://goo.gl/xMhLJ7>

## Sharing the timesheet screen as read-only

**Step 1:** Log in to TimeDock and navigate to the timesheet screen.

**Step 2:** On the timesheet toolbar, click the 'link' button:



**Step 3:** Choose from the following settings:

Timesheet week:

- 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 4:** Click 'Generate Link'.

*Tip:* Use a URL shortener such as <https://goo.gl/> for user-friendly links.

# Sharing a timesheet for an individual employee

Example: <https://goo.gl/D6mmEP>

You can share a summary timesheet for an individual employee by first performing a search on the timesheet screen for the employee's unique payroll ID, preceded with a hashtag (i.e. #003), then following the same process as above.

The screenshot shows a web interface titled "Overview" with the subtitle "A summary of all hours, per employee". It features a date range selector for "22 Aug To 28 Aug". Below this is a table with columns for days of the week (M, T, W, T, F, S, S) and a "TOTAL" column. The table contains one row for the employee "Le-roy Staines" and a summary row labeled "TOTAL:". The hours for each day are: M (9.5), T (8.9), W (9.2), T (9.0), F (10.5), S (0.0), S (0.0), and a total of 47.1. At the bottom left, there is a "Show 10 entries" dropdown, and at the bottom right, there are "Previous", "1", and "Next" navigation buttons.

EMPLOYEE	M	T	W	T	F	S	S	TOTAL ↓
 Le-roy Staines	9.5	8.9	9.2	9.0	10.5	0	0	47.1
TOTAL:	9.5	8.9	9.2	9.0	10.5	0.0	0.0	47.1