# Upload Receipt(s) and Document(s) to a Timesheet

Modified on: Mon, 27 Jul, 2020 at 4:26 PM

### 1. Tap on the Tribar from the home app page

NextCrew			
Jobs			
Q Search			
III Filter by Date			
All Requested Interested Confirmed			
Record Count: 5 Sort By			
Confirmed Assignment Title			
Interested Interested			
<b>Date:</b> Tue. Jul 28 9:00 am - 1:00 pm <b>Address:</b> 3102 29th St S La Crosse, WI 54601			
4.0 \$11.37/Hour Hours Rate			
Description			
Jobs Clock-In/Out Messages Profile			

2. Tap on Timesheet

Jasmine Perrote Member since 05 Nov, 2	
🖻 Jobs	
Clock-In/Out	
III Timesheet	ıfirmed
🗑 Calendar	
Messages	
Profile	nfirmed
Help	
Company	îrmed
~	54601
	our
	Profile

## 3. Select desired Timesheet by tapping on VIEW DETAILS

NextCrew		
÷	← Timesheet List	
Q Search		
< 1	🖩 Jul 01 - Jul	31 >
Record Count: 3		
		Staff Approved
Assignme	nt	
Title		Favorite
Date: Wed. Jul 22 7:00 am - 3:00 pm		
8.0	\$0.53	\$17.76/Hour
Hours	Total	Rate
VIEW DETAILS		

### 4. Tap Attach Document

NextCrew		
← Timesheet Details		
Assignment Title	<b>\$17.76/Hour</b> Rate	
Clock-In Date Jul 22nd 2020 9 3102 29th St S, La Cros	Clock-In Time <b>07:00</b> AM se, WI 54601, USA	
Clock-Out Date Jul 22nd 2020 9 3102 29th St S, La Cros Break Hours	Clock-Out Time 03:00 PM se, WI 54601, USA	
0.0		
Expense	Staff Approved	
🔇 Attachments		
Attach Document		
Total Hours: 8.0	Total Pay: \$142.08	
CANCEL	UPDATE	

5. Choose Category (please note, all categories are based on company settings) then tap OK

7/29/22, 4:32 PM

>NextCrew			
÷	Timesheet Details		
Clock-In Date <b>Jul 22nd</b> 20 9 3102 29th St		07:	k-In Time <b>00</b> AM , USA
Clock-Out Date J Choose B: O Parkir O Recei	ng Pass		k-Out Time
Expense		CANCEL	ОК
S Attachment			
Total Hours:	8.0	Total Pay:	\$142.08
CANCE	-	UPD	DATE

- 6. Select desired document from either Camera, Gallery or File
- 7. The document will upload to Timesheet
- 8. Tap UPDATE to save

7/29/22, 4:32 PM

NextCrew		
← Timesheet Details		
Clock-Out Date	Clock-Out Time	
Jul 22nd 2020	<b>03:00</b> PM	
3102 29th St S, La Cro	osse, WI 54601, USA	
Break Hours		
0.0		
Expense	Staff Approved	
S Attachments		
SAVED-202007	27_1548_13313.jpg	
Receipts	V	
Attach Document		
Total Hours: 8.0	Total Pay: <b>\$142.08</b>	
CANCEL	UPDATE	

Upload Receipt(s) and Document(s) to a Timesheet : NextCrew

Please note, you can add more than one document/file on the timesheet please continue steps 4-7 as needed.

