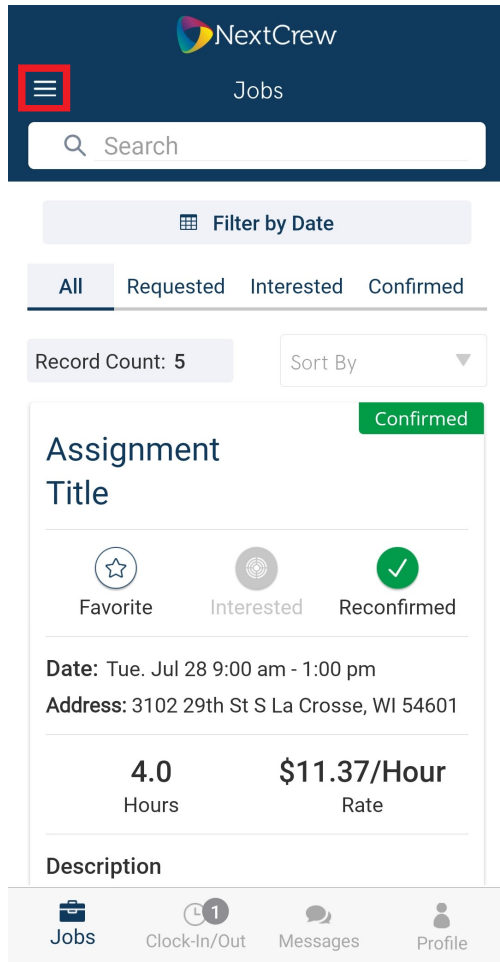


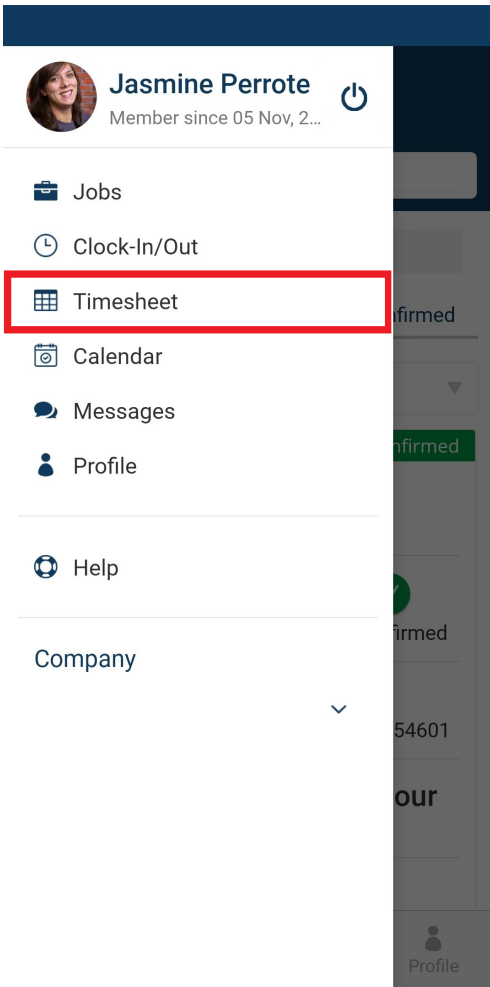
Upload Receipt(s) and Document(s) to a Timesheet

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

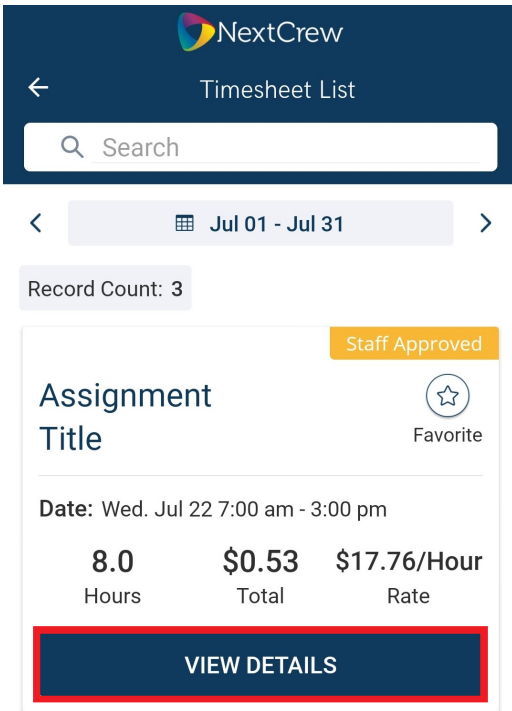
1. Tap on the **Tribar** from the home app page




2. Tap on **Timesheet**



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




4. Tap **Attach Document**

 NextCrew


← Timesheet Details

Assignment **\$17.76/Hour**
Title Rate


Clock-In Date Clock-In Time
Jul 22nd 2020 **07:00** AM


 3102 29th St S, La Crosse, WI 54601, USA

Clock-Out Date Clock-Out Time
Jul 22nd 2020 **03:00** PM

 3102 29th St S, La Crosse, WI 54601, USA

Break Hours

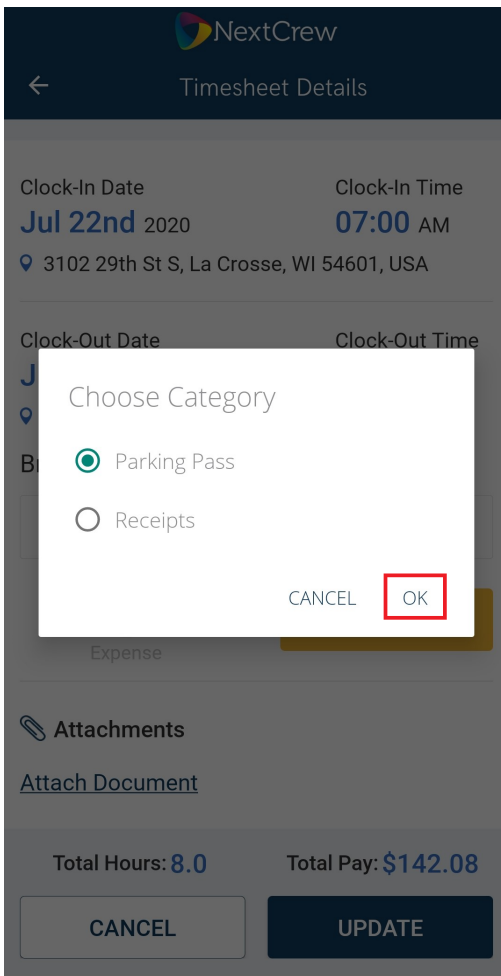
 Expense **Staff Approved**

 Attachments

[Attach Document](#)

Total Hours: **8.0** Total Pay: **\$142.08**

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



The screenshot shows the 'Timesheet Details' screen in the NextCrew app. The background is dimmed, showing fields for 'Clock-In Date' (Jul 22nd 2020), 'Clock-In Time' (07:00 AM), and location (3102 29th St S, La Crosse, WI 54601, USA). A 'Choose Category' dialog box is overlaid in the center, with 'Parking Pass' selected and 'Receipts' unselected. The 'OK' button in the dialog is highlighted with a red box. At the bottom of the screen, there are buttons for 'CANCEL' and 'UPDATE', along with summary statistics: 'Total Hours: 8.0' and 'Total Pay: \$142.08'.

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

 NextCrew
← Timesheet Details

Clock-Out Date **Jul 22nd** 2020 Clock-Out Time **03:00** PM

📍 3102 29th St S, La Crosse, WI 54601, USA


Break Hours



Expense

Staff Approved

 Attachments

 **SAVED-20200727_1548_13313.jpg**
Receipts ▾

[Attach Document](#)

Total Hours: **8.0** Total Pay: **\$142.08**

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

 Preview