

ParkerBridge

Timesheet Portal Quick Candidate Guide

Setting up your account

1. You can access Timesheet Portal here: <https://parkerbridge.timesheetportal.com/>
2. An activation email will be sent from Timesheet Portal to the email address you provided to Parker Bridge on registration. Click the link provided in the email.
NOTE – Please contact us if you can't remember what email you used to register with
3. Choose your password. Use **"Forgotten Your Password?"** link to reset your password.

Logging in and submitting your timesheets

4. This is what the landing page will look like:

The screenshot displays the 'Submit timesheet' page in the ParkerBridge portal. On the left, a dark blue navigation menu contains 'Home' (A), 'Timesheets', 'Timesheet management' (B), and 'My timesheets' (C). The main content area has a blue header with 'Submit timesheet' and a 'Back' button. A date range selector shows '09/07/18 - 15/07/18'. The timesheet is for 'Zoe P' (Timesheet Id:6) with a status of 'Draft'. It lists the client as 'Parker Bridge (NZ) Ltd' and the job as 'Office Administrator'. A grid shows hours for each day from Monday to Sunday. The 'Hours start' is 08:30, 'Hours finish' is 17:30, and 'Hours break' is 01:00. The 'Total' hours are 08:00. Below the grid, there is an 'Additional info' text box (G). At the bottom, there are buttons for 'Hide actions', 'Hide notes', 'Copy last week's timesheet', 'Save draft' (E), and 'Submit' (F). A dropdown menu for 'Select an approver to approve this timesheet' is set to 'Louise Reilly' (D). The bottom of the page shows a table with columns for 'Date', 'User', and 'Note', and a message 'No records to display.'

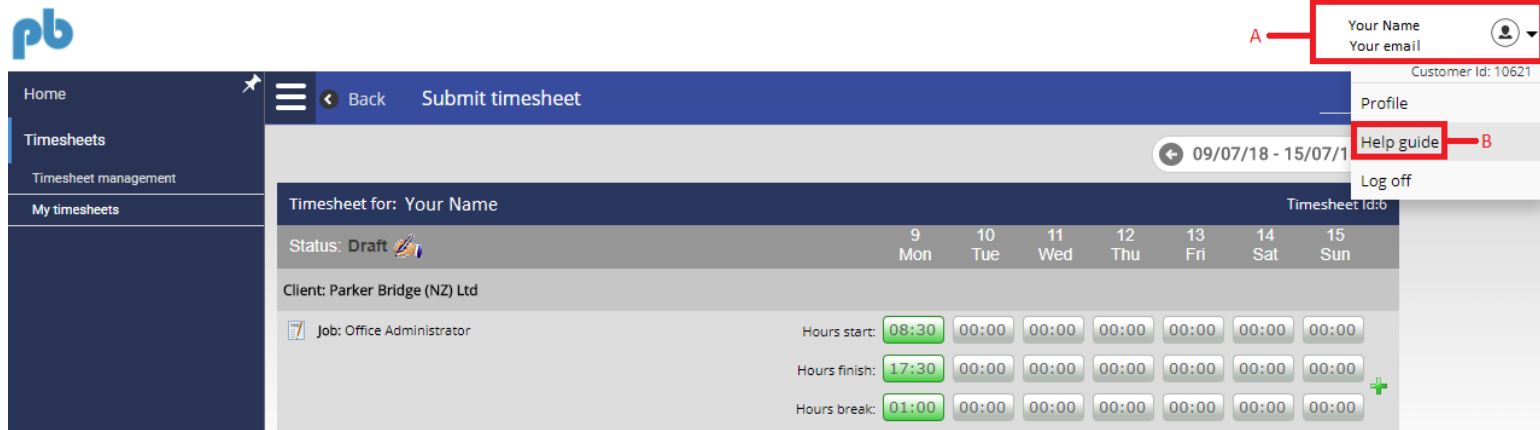
NOTES

- A. Home** – This is your dashboard that will give you a snapshot of your assignments and hours
- B. Timesheet Management** – This will give you a list of all your existing or draft timesheets
- C. My Timesheets** – This will take you back to the above page
- D. Approval** – This is where you can change who approves your timesheet if you have more than one approver
- E. Save Draft** – This button allows you to save a timesheet so you can come back to it later
Please click the save button if you change any data on your timesheets
- F. Submit** – This will submit your timesheet to your approver
- G. Additional Info** – You can enter any notes you may have on this timesheet

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Accessing user guides for further help

5. Timesheet Portal have several user guides available for you



The screenshot shows the ParkerBridge Timesheet Portal interface. The top navigation bar includes 'Home', 'Timesheets', 'Timesheet management', and 'My timesheets'. The main content area displays a timesheet for 'Your Name' with a status of 'Draft'. The timesheet is for the period 09/07/18 - 15/07/18. The client is 'Parker Bridge (NZ) Ltd' and the job is 'Office Administrator'. The timesheet shows hours start at 08:30, hours finish at 17:30, and hours break at 01:00. A user profile dropdown menu is open in the top right corner, showing 'Your Name', 'Your email', 'Profile', 'Help guide', and 'Log off'. Red boxes and arrows highlight the 'Help guide' link (labeled B) and the user profile dropdown (labeled A).

NOTES

- A. **Account** – Click on your account information to open a menu
 - B. **Help Guide** – Click here to access Timesheet Portal's user guides
- There will be other guides on this page which may not be applicable to you. Please use guides for **Timesheet Submission** and **Timesheet Management**.