

MYOB Exo tip of the week

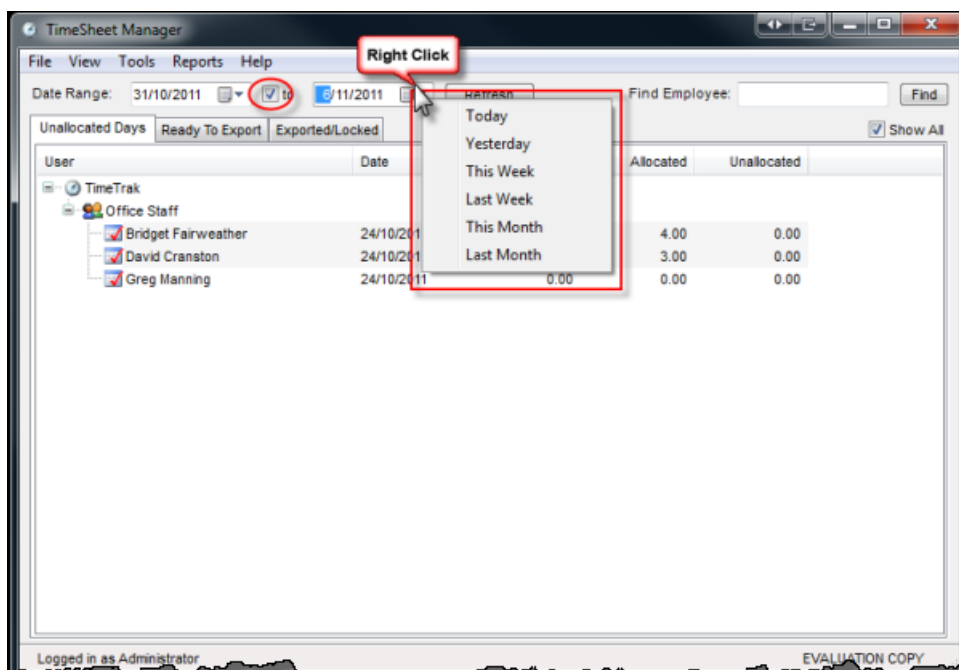
Exosoft Timesheet Manager – Multiday entries

This week's tip is for those of you who use Exosoft Timesheet Manager in conjunction with MYOB Exo Job Costing.

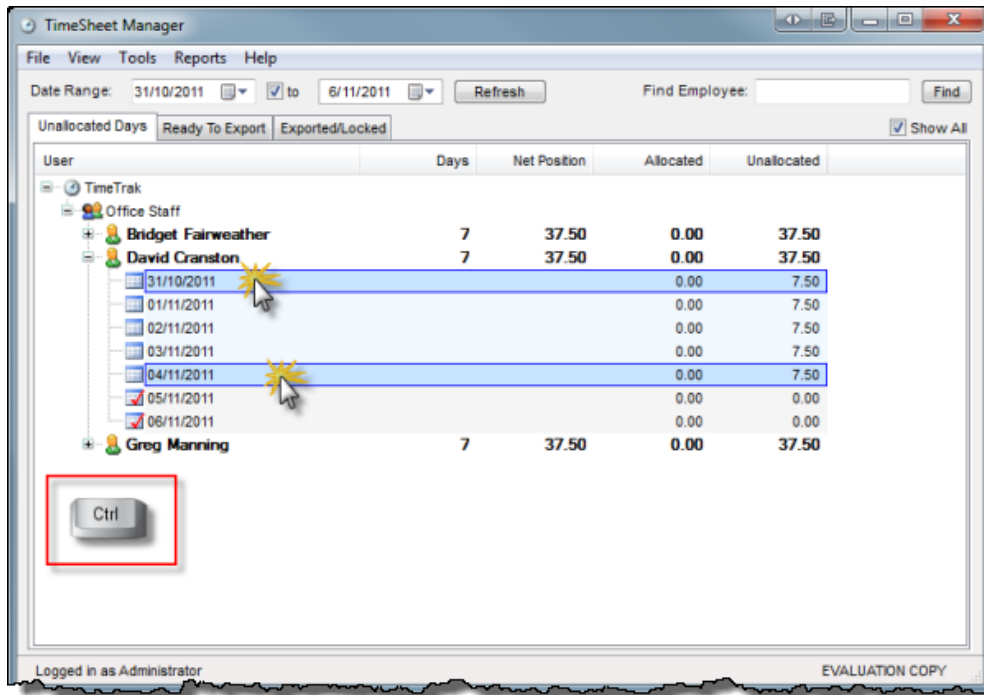
Timesheet manager is great for entering timesheets quickly and efficiently. Our team have added a new feature in version 2.14d to enhance the speed and lower the potential errors of entering multiple days with the same information.

You can now add a new line to the time entry page which inserts a new line with the next day's date and the same status, cost type, labour code and rate as the previous time entry.

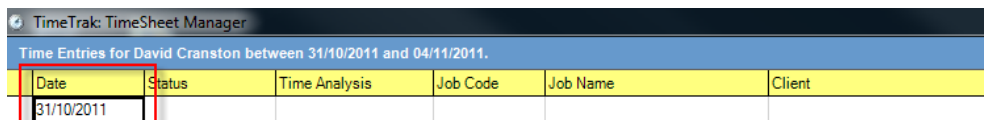
Firstly select a range of dates for time entry by ticking the **'TO'** box and right clicking on the date. Choose the required range.



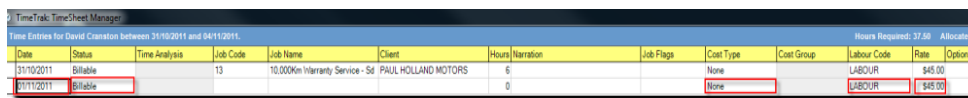
To select more than one day, you can hold down the **shift key** while clicking on the days for a group of days or you can hold down the **Control (Ctrl) key** and select individual days. Right click on a selected date and choose **Edit Day**



In the Time Entry screen you will now find a Date Column



Fill in the first line and once it is completed, select **F8** and the next line will automatically create a new line with the next day's date and status, cost type, labour code and rate as the previous line.



If you wish to change the date you can use the **'P'** to go to the previous date or **'N'** to go to the next date.

If you would like more information on TimeSheet Manager check our website <http://www.exosoft.net.nz/> or if you would like to update your current version then please contact us at support@focus.net.nz or Call (+64 3) 211 3535.