



Export timesheet for a specific project

Export timesheets

1. Navigate to your project from your portal.
2. Click **Timesheet** in the left panel.
3. Click **⋮** in the upper-right corner and click **Export Timesheet**.
4. Pick a date range and a *Format* to export. You can export the timesheet to either an XLS file or a CSV file.
5. Click **Export**.

The screenshot displays the 'Export Timesheet' dialog in Zoho BugTracker. The 'From' date is 02/02/2022 and the 'To' date is 01/30/2023. The format is set to 'xlsx'. The option 'Export along with the current filter selection' is checked. The 'Select Columns' section shows 'Available' columns: Last Modified Time, Approval By, and Approval Time. The 'Selected' columns are: Date, Task/Bug Name, Task/Bug ID, Daily Log, Approval Status, and User. An 'Export' button is at the bottom left, and a 'Cancel' button is at the bottom right. A note at the bottom indicates 'File will be deleted after 15 days.'

Types of filters in timesheet page

- You can apply filters upto a maximum of four fields in your project based timesheet.
- The fields are *User, View, Type, and Approval Status*.
- The *User* filter has all the project users in it and you can select or multi-select users of your choice.
- The *View* filter has all time based options like week, month, day and your project span.
- Billing options are available in the *Type* filter.
- Approval status options are available in the *Approval Status* filter.

Applying filters in timesheet page

1. Select the required filter criteria and click **Find** to get the results.
 2. Use ⏪ and ⏩ in the upper right to span across the time period that has been selected in the filter (i.e.month or day or week or project span).
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