



Export Timesheet for Active and Archived Projects

Timesheets can be exported to an XLS, CSV, or PDF (screen grab).

Active Project Timesheet Export

1. Click on the project from the project list view or from Recent Projects section in the left panel.
2. Click Timesheet in the top band.
3. Click **⋮** in the upper-right corner and select **Export Timesheet** (for XLS or CSV) or **Export to PDF** (screen grab).
4. Selecting **Export to PDF** will capture the current page and export a PDF file which is saved to your system automatically.
5. Selecting **Export Timesheet** will open a form.
6. Enter the **From** and **To** dates.
7. Select the file **Format** (xls or csv).
8. Under Select Columns, chose the fields for which data is to be exported. Click Move All to select all the fields. All the fields will be moved to **Selected** category. Else, hover over a field and click > to move it to **Selected**. Click < to move the field to **Available** category.

The screenshot displays the BugTracker interface for project PR-139 Donnelly Apartments Construction. The 'Export Timesheet' form is open, showing the following details:

- From:** 01/01/2024
- To:** 01/30/2024
- Format:** xlsx
- Select Columns:**
 - Available:** Last Modified Time, Approval By, Approval Time
 - Selected:** Date, Task/Bug Name, Task/Bug ID, Daily Log, Approval Status, User

An 'Export' button is highlighted with a red box, and a message states 'File will be deleted after 15 days.'

9. Click **Export**.
10. A download link will be displayed at the bottom right corner of the screen after the export is completed.

Monica Hemsworth	Billable	Pending	-
Monica Hemsworth	Billable	Approved	-
Monica Hemsworth	Billable	Pending	-
Monica Hemsworth	Billable		
Monica Hemsworth	Non Bi		
Total count: 43 25 F			

Export Status ✖

 **Timesheet - Export Completed**

 (Download)

Active & Archived Timesheet Export Across All Projects

Active and/or archived timesheets across all projects can be exported.

1. Click on **Timesheets** under *Work Overview*.
2. Click **⋮** in the upper-right corner and select **Export Timesheet** (for XLS or CSV).
3. Select the **Project Status** (*Active, Archived, Both Active & Archived*).
4. Enter the **From** and **To** dates.
5. Select the file **Format**.
6. Under Select Columns, chose the fields for which data is to be exported. Click Move All to select all the fields. All the fields will be moved to **Selected** category. Else, hover over a field and click > to move it to **Selected**. Click < to move the field to **Available** category.
7. Click **Export**.
8. A download link will be displayed at the bottom right corner of the screen after the export is completed.

Export Timesheet With Filters

Timesheets can be exported with filtered data. E.g., If the timesheet is to be exported with certain users:

1. Apply the user filter and then export the timesheet.

The screenshot shows the BugTracker interface for project PR-139 Donnelly Apartments Construction. The main table displays time logs with columns for #, Bugs, Daily Log, and Approval Status. The filter panel on the right is open, showing options for Log Users, Billing Type (Is), Approval Status (Is), and various other filters. The 'Find' button is highlighted with a red box.

#	Bugs	Daily Log	Approval Status
01/04/2024		07:46	
	Add Time Log		
DC-148	Roofing issue	00:40	Pending
DC-167	Replace defective switches. Window panel b...	07:06	Pending
10/03/2023		02:00	
	Add Time Log		
DC-190	Design Mismatch	02:00	Approved
09/20/2023		01:00	
	Add Time Log		
DC-19	Adulteration in mortar import	01:00	Rejected
09/18/2023		02:00	
	Add Time Log		
DC-190	Design Mismatch	02:00	Rejected

Summary: Billable: 5237:40 h, Non Billable: 300:15 h, Total: 5537:55 h, Total Count: 15

2. Check the "Export along with the current filter selection" option in the *Export Timesheet* form. The time logs of the selected users will be exported.

 For all other criteria that are not selected in the filter, the entire data will be exported.

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