# Import Timesheet

Timesheets can be imported from XLS, XLSX, or CSV files to any project. Zoho BugTracker allows users to map the fields in the sheet with fields already present in the project. Additionally, users can also use the auto-mapping feature and the system will detect and map the issue field, and general entry fields.

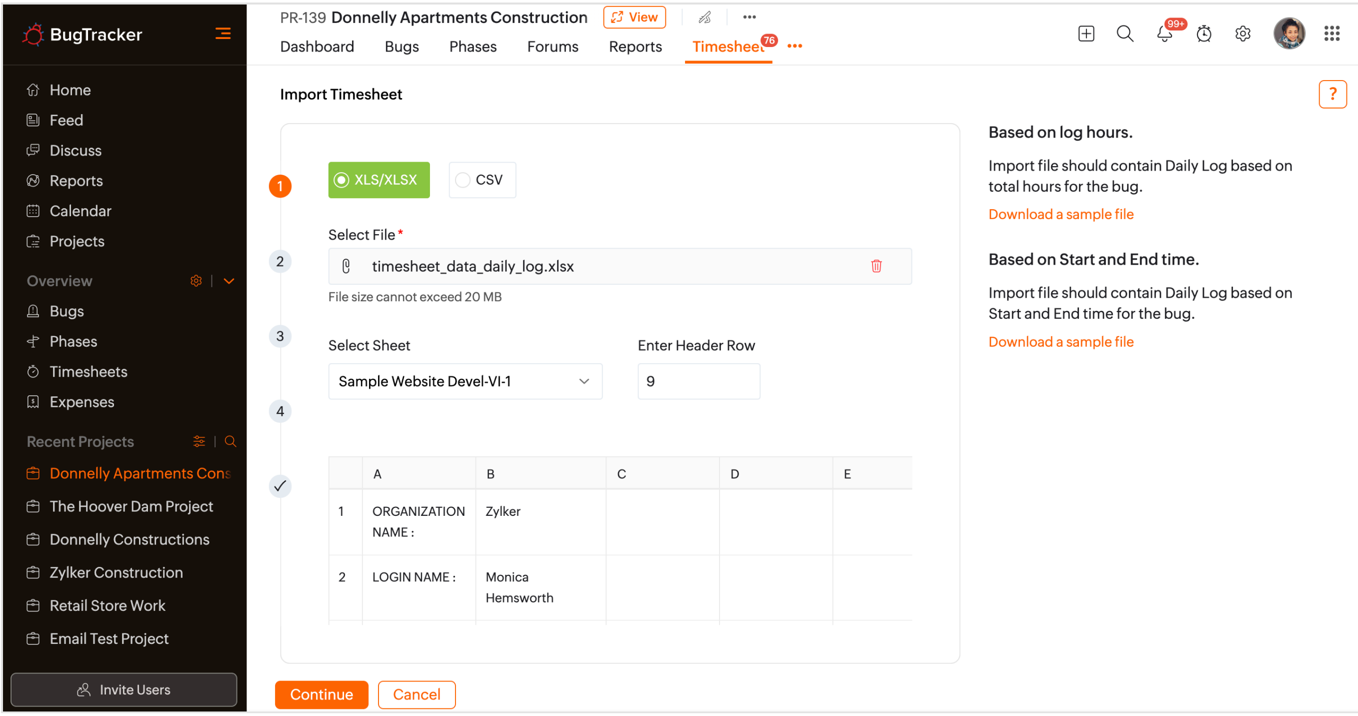
## Benefits

- Issues can be mapped automatically based on their IDs or title.
- Duration can be added either in hours of Start and end time formats.
- All timesheet settings will be validated during import.
- Error report will mention the reason for failure against each entry.
- Billing column entries can be added in multiple languages
- Field mapping during subsequent imports will be automatically selected based on previous input
- Import can be resumed within 3 days. The process will start from where it was left.

## Import Timesheet

1. Navigate to any project.
2. Click on the Timesheet tab in the top navigation band.
3. Click on more options (•••).
4. Select Import Timesheet.
5. Select the file format and then select the file containing the timesheet data.

6. Select the sheet in the file and the row containing the headers.




7. Click **Continue**.
8. Map the fields in your project timesheet with the fields in the file.
9. Select a date format.
10. Click **Continue**.
11. Map the users available in the import file with users available in the project.
12. Click **Continue**.
13. Map the existing issues. This can be done automatically (based on IDs, title, or as general entries) or manually.
14. Click **Continue**.
15. The import will start and an email will be sent once the process is complete.
    The email will also contain the error log if any.

- A maximum of 5000 rows can be imported at a time (including the header row).
- The file size cannot exceed 20 MB.
- Mapping users in the file to users in the project is mandatory.
- If issue ID/name is not mapped, all entries will be mapped as General.
- Look-up fields will be automatically added based on the issues mapped.
- Accepted formats for log hours: **10:00**, **10.25**, **02:00 PM - 07:00 PM**, and **14:00-16:00 (HH:MM)**.
- Accepted values for Billing Type: **Billable** (in other languages too), **Yes**, **Non Billable** (in other languages too), and **No**

---

**More Reads**

Back to help

Export Timesheet for Active and Archived Projects

Export timesheet across all projects
Export timesheet for a specific project
My Timesheet Widget