



Timesheet Grid View

Grid view displays the time logs for bugs within grids for the period selected. The Grid view displays date by Day, Week, and the Month.

Grid view under the Timesheet module further supports two types of views: View by Module and View by User.

View by Module displays the projects and their associated bugs that have been logged in a specific time frame or date. Click on a bug to open the details page to view the detailed log entries. View by User allows you to view the user logs and their associated projects.

The screenshot shows the BugTracker interface for a project named "PR-139 Donnelly Apartments Construction". The "Timesheet" module is active, displaying a grid view for the period "01/08/2024 to 31/08/2024". The view is set to "Grid" and "View by Module". The table below shows the time logs for five tasks:

LOG TITLE	01 Thu	02 Fri	03 Sat	04 Sun	05 Mon	06 Tue	07 Wed	08 Thu	Total
DC-T1133 Client Discussion									21:00
DC-T1081 Check Tile Count									02:07
DC-T985 Electrical maintenance									00:02
DC-T944 Overhead Tank Installation									00:04
DC-T112 Material delivery									00:04
									23:17

At the bottom of the interface, the summary shows: Billable 23:17 h, Non Billable 00:00 h, Total 23:17 h.

For an alternative way to view timesheets:

1. Click the **Projects** tab in the left navigation panel.
2. Navigate to your project and click **Timesheet** in the top panel.
3. Select *Group by Date* or *Group by User*.

Bugs and other modules will be displayed under Group by Module for a specific duration. Group by User will display the users and their associated logs.

View Timesheet

1. Click the **Projects** tab in the left navigation panel.
2. Navigate to your project and click **Timesheet** in the top panel.
3. Select **Grid** from the view drop-down.
4. Navigate to the bug in the grid and click the log time.

Edit Time Log

1. Click the **Projects** tab in the left navigation panel.
2. Navigate to your project and click **Timesheet** in the top panel.
3. Select *Grid* from the view drop-down.
4. Navigate to the bug in the grid and click the log time which you want to edit.
5. Make the necessary changes in the Timesheet details page.

Trash Time Log

1. Click the **Projects** tab in the left navigation panel.
2. Navigate to your project and click **Timesheet** in the top panel.
3. Select *Grid* from the view drop-down.
4. Navigate to the bug in the grid and click the log time which you want to delete.
5. Click **...** in the top-right corner.
6. Click **Delete** and confirm your action

The screenshot displays the Zoho Timesheet interface for a 'Roofing issue'. The left sidebar shows 'Group By Date' and a summary for 'Roofing issue' with a total of 00:40 hours, marked as 'Billable' and assigned to 'Monica Hemsworth'. The main content area features a large timer icon and 'Total Log Hours' of 00:40 hrs. Below this, there are sections for 'Billing Type' (Billable) and 'Date' (01/04/2024). The 'Timer Details' section shows a timeline: Started - 09:13 pm, 01/04/2024; Paused - 09:17 pm, 01/04/2024; Paused for break; Resumed - 09:20 pm, 01/04/2024; Stopped - 09:20 pm, 01/04/2024. In the top-right corner, a menu is open with 'Copy Link' and 'Delete' options, where 'Delete' is highlighted with a red box.

Filter Timesheet

Timesheets can be filtered to view time logs matching the selected criteria. Click  in the top-right corner to view filter options.

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