

# Locking timesheets

By locking a timesheet, a manager or admin prevents users from adding, modifying or deleting their hours and comments in the specified date period. It's a good practice to lock a timesheet, you might for example miss any hours that are added after you billed a client.

## How to lock a timesheet

Login as a user with administrative or manager rights and go to Manage -> Locked periods.

The existing locks are shown in the left panel, ordered by start date.

To create a new lock, modify the start and end date under "new lock" tab. Everytime you change either the start or end date, the name is updated to reflect that change. You can always pick your own of course.

You can exclude (eHour 1.4) users from the locked period. Click on add/remove users to select the users you want to exclude from the lock.

When you're done, press "Lock" to lock that period for all users.

**Locked periods**

Name	From	To
July, 2014	02 Jul 14	31 Jul 14
Week 27, 2014	01 Jul 14	09 Jul 14

**New lock** | Edit lock

Lock timesheets between: 8/1/14 | 8/31/14  
Name: August, 2014

Excluded users:

- Denley, Dulce
- Diggins, Shana
- Ditullo, Porsha
- Dwito, Druisla
- Dopp, Kelsie
- Drost, Jackqueline
- Everton, Gita
- Fairweather, Filiberto
- Fendley, Alisia
- Forest, Cameron

Selected users:  
Dopp, Kelsie  
Fendley, Alisia

Hours that will be locked

Name	Hours
Campos, Abram	8.00
Drost, Jackqueline	23.00
Sibley, Shelton	40.00
Stobaugh, Shaunda	48.00
Wheat, June	36.68

Lock

Everytime you modify the start or end date of a lock you see an overview of the hours booked by who in that date range.

Click on any of the users to get a breakdown of the booked hours.

Hours that will be locked

Name	Hours
Campos, Abram	8.00
Drost, Jackqueline	23.00
Sibley, Shelton	40.00
Stobaugh, Shaunda	48.00
Wheat, June	36.68

Project: Vacation - Vacation Days | Hours: 40.00

## What the user sees

Users are still able to see their hours although it's read-only. A small "lock" icon is displayed to show why the hours are read-only.

In the screenshot on the right, the 25th and 26th are locked while the user can still book hours on the other days.

	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31	store
KLM								
65 OS Analytics								0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Comments:

reset store

## Reporting

You can do a quick report on the any locked period. In the report criteria screen there's a dropdown listing all locked periods, selecting one sets the start and end date of the report to that of the locked period.

Global report

Report from : 1/1/14 until 1/31/14

Quick selection: Quick week Quick month Quick quarter

By locked period: januari, 2014