Start your free company at **www.e-time.biz** and select the option to use demo data. You can change it to your own real company at any time.

# Tutorial 1: create an activity slip and submit your first timesheet

**Nadia Singh** is a graphic designer, although she's also been learning sales from the Sales Rep Miles Davidson. She has work entries for three jobs.

Nadia needs to add just one more work entry on this week's timesheet so she can submit it.

**Step 1** Log on as **nadias**, in your demo company, using password **etime** and user type **Employee**.

By default, the most recent timesheet is displayed. When you start an Etime Biz demo company, the latest timesheets are always "this week" (i.e. the week that you create your demo company).

Take a moment to review what is on the screen. There's likely more information here than you normally see on a timesheet - that's because most timesheets do not record a lot of essential information.

If you are uncertain about the parts of the screen that you see, there's always relevant information that you can access by clicking links at the top of the page. You can also click the Help link at the top right of the screen to see more detailed help topics.

**Step 2** Click **Add** in the Friday row. This opens a new activity slip.

**Step 3** Fill in the details of the activity slip.

Select **Techshop 2** as the job then enter a short description of your work, such as "Review bug list".

Select **act03 Testing** as the activity. The other information (Hrly Emp/Job) has just been added in the demo to explain how customer billing and employee pay are calculated for that activity. (You likely won't want to include that information in your real company!).

A default start and stop time are set in every activity slip. Go ahead and change the stop time to say 1800 (6:00 pm).

Enter a break time. This is the total of all breaks you've had in the day, including lunch and morning tea. Enter 75 minutes.

**Step 5** Click **Save** to add the activity slip to your timesheet.

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