



# Sharing timesheets

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# Table of Contents

- Sharing the timesheet screen ..... 3
- Sharing a timesheet for an individual employee ..... 4
- Sharing in/out details for an individual employee..... 5

TimeDock allows you to generate secure URL links for anyone to view timesheets or clock in/out entries as **read-only**, and in real-time.

Timesheet share links are useful when you want to permit staff, contractors or other stakeholders to view timesheets without the ability to make any changes. If someone needs to only **view** timesheets or clock in/out details in real-time, generate share links rather than granting them admin user access to your TimeDock dashboard.

## Sharing the timesheet screen

Follow the steps below to generate a **read-only** view of the timesheet screen.

**Step 1:** Log in to TimeDock and navigate to the timesheet screen.

**Step 2:** Apply any filters and/or display options you want to include e.g. show in/out.

**Step 3:** On the timesheet toolbar, click the 'link' button:



**Step 4:** Choose from the following settings:

### Timesheet week:

a. **Static week**

Links to the currently selected week of the timesheet, regardless of the date accessed.

b. **Rolling week**

Links to the present-day week, regardless of the date accessed.

### Weekly toggle:

a. **Do not allow weeks to be toggled**

Links only to the specific timesheet timeframe that was shared.

b. Allow weeks to be toggled

Lets the end-viewer navigate to any timesheet timeframe.

**Step 5:** Click 'Generate Link'.

**Tip:** Use a URL shortener such as <https://bit.ly> for user-friendly links.

**Example:** <https://bit.ly/3r8AvDh>

EMPLOYEE	M	T	W	T	F	S	S	TOTAL ↓
STEVE Conner	7.7 <small>IN 07:03 OUT 14:47</small>	7.7 <small>IN 07:10 OUT 14:56</small>	8.1 <small>IN 07:04 OUT 15:11</small>	8.0 <small>IN 07:01 OUT 15:01</small>	8.0 <small>IN 06:48 OUT 14:50</small>	0	0	39.5
ERIC Wong	0.7 <small>IN 07:04 OUT 07:46</small>	8.0 <small>IN 07:00 OUT 14:57</small>	17.0 <small>IN 06:53 OUT 23:55</small>	6.1 <small>IN 06:52 OUT 12:59</small>	5.0 <small>IN 07:13 OUT 12:14</small>	0	0	36.8
HARVEY Harrell	1.0 <small>IN 06:58 OUT 08:02</small>	8.1 <small>IN 06:56 OUT 14:57</small>	8.7 <small>IN 07:04 OUT 15:46</small>	5.7 <small>IN 07:13 OUT 12:51</small>	4.9 <small>IN 07:08 OUT 12:02</small>	0	0	28.4
MITCH Monreal	1.2 <small>IN 06:57 OUT 08:12</small>	7.2 <small>IN 06:58 OUT 14:12</small>	5.7 <small>IN 07:05 OUT 12:49</small>	6.0 <small>IN 06:56 OUT 12:53</small>	5.2 <small>IN 06:46 OUT 11:57</small>	0	0	25.3
<b>TOTAL:</b>	10.6	31.0	39.5	25.8	23.1	0.0	0.0	130.0

## Sharing a timesheet for an individual employee

You can share a read-only timesheet for an *individual employee* by first performing a search on the timesheet screen for the employee's unique payroll ID, enclosed with square brackets (e.g. [003]), then following steps 3 - 5 above.



Example: <https://bit.ly/486bARh>

**Overview**  
A summary of all hours, per employee

<< 21 Mar To 27 Mar >>

EMPLOYEE	M	T	W	T	F	S	S	TOTAL
STEVE Conner	7.7 IN 07:12 OUT 14:54	8.1 IN 07:05 OUT 15:09	8.2 IN 06:59 OUT 15:11	8.1 IN 06:59 OUT 15:06	8.1 IN 07:10 OUT 15:15	0.0	0.0	40.2
TOTAL:	7.7	8.1	8.2	8.1	8.1	0.0	0.0	40.2

Show 10 entries Powered by TIMEDOCK Previous 1 Next

## Sharing in/out details for an individual employee

Follow the steps below to generate a *read-only* view of an employee's clock in/out details.

**Step 1:** Log in to TimeDock and navigate to the timesheet screen.

**Step 2:** Click on the total day hours for your selected employee to drill into the clock entries for that day.

PERSON	M	T	W	T	F
STEVE Conner	7.7 IN 07:12 OUT 14:54	8.1 IN 07:05 OUT 15:09	8.2 IN 06:59 OUT 15:11	8.1 IN 06:59 OUT 15:06	8.1 IN 07:10 OUT 15:15

**Step 3:** On the left-hand menu, click the 'Share Link' button.

**Step 4:** Choose from the following settings:

Static/current day:

c. Static day

Links to the currently selected timesheet day, regardless of the date accessed.

d. Rolling day

Links to the present day, regardless of the date accessed.

Daily toggle:

a. Do not allow days to be toggled

Links only to the specific timesheet day that was shared.

b. Allow days to be toggled

Lets the end-viewer navigate to any timesheet day.

*Step 5:* Click 'Generate Link'.

*Tip:* Use a URL shortener such as <https://bit.ly> for user-friendly links.

*Example:* <https://bit.ly/3RdyEaN>

I/O	TIME	TAGS	GPS
out	02:54pm		-
in	07:12am	XL 1265 Night works	-

Show 25 entries

Previous 1 Next