



Practice Management -
Timesheet Entry

e-Learning

Course Contents

Information

Fee Protection

Software

Magazines

Professional Development



Aims and Objectives

Aims

To help new users of practice management create and complete timesheets utilising all available features.

Objectives

After attending the course delegates will be able to:

- ✓ Create a new timesheet, including entering of time
- ✓ Review existing timesheets
- ✓ Use the automatic timesheet entry feature to record time against a job
- ✓ Utilise the favourites feature for quick assignment access
- ✓ Delete complete timesheets or timesheet entries
- ✓ Copy an existing timesheet and content
- ✓ Print a timesheet

Pre-Requisites

- ✓ Have a working knowledge of Windows software.
- ✓ Be able to use a keyboard and mouse without help.

Duration

We estimate this course to take a maximum of 90 minutes to complete.

Please remember that our e-Learning courses can also be used as a post-training support tool.