TIQ Time: Draft Entries

Draft Entries are entries where a mandatory field (such as 'matter') is missing, yet they are still saved on your timesheet, allowing you to fill out the missing information once it becomes available.

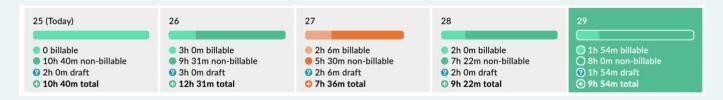


Draft entries will always appear at the top of your confirmed entries and have a blue design to differentiate them from the green confirmed entries.

You can revisit your draft entries at any time, click on them, fill in the missing information, save them, and they will become normal confirmed entries.

Draft Entries in Monthly Overview

Users can see their draft entries in the monthly overview, indicated by a blue question mark.



Reporting on Draft Entries

Users in TIQ Time with 'company manager' rights can generate reports on draft entries. (Settings > Data Export > Time Entry Details).

