

Bulk updating time entries

Last updated - Feb 28, 2024 at 11:30AM

Web: Email: International: Local phone: https://timedock.com info@timedock.com (+64) 9 444 1384 (09) 444 1384 Follow these steps to quickly select and update multiple time entries from your TimeDock web dashboard:

- 1. Filter your time entries to select all that you want to update.
- 2. If there's a large number of entries, decide how many you want to update per batch and change the page size to that number.

Briana Normans	in	07:08am 24 Feb	Par Car	pet Domest	ic					-		EDIT
Show 10 🗸 entries				Previous	1	2	З	4	5	122	50	Next

3. For each time entry on the page, right click on the row *Edit* button and click *Open link in new tab*.

	NAME	I/O	DATE/TIME	TAGS	GPS				
3	Steve Conner	in	07:12am 28 Feb	Parnell Carpet Domestic	-	EQ	Open link in new tab		
	Lana Sumner	in	06:54am 28 Feb	Parnell Vinyl Installation	-	ED	Open link in new window Open link in incognito window		
2	Jerald Abram	in	06:46am 28 Feb	Parnell Vinyl Installation	-	ED	Save link as		
1	Steve Conner	in	07:14am 27 Feb	Parnell Maintenance	-	ED	Copy link address	>	
	Richard Devereux	in	06:55am 27 Feb	Parnell Carpet Domestic	U	ED	Get image descriptions from Google	>	
2	Dave Mathieson	in	06:57am 26 Feb	Parnell Maintenance	-	ED	Inspect		

4. One by one, click on each tab, make your changes, click the *Save* button and then close the tab once complete.

ESHEETS JOBSHEET REPORTS EXPORT	HELP BILLING LOG OUT
Modify in/out	
Date and time * 00////// HFMM ampm 28/02/2025 07:12:00 am Project / task append	
Parnell (Started 09 Mar 2023) Activity optional	*
Carpet Domestic	Y
In Out Cancel	Save

5. Once all tabs have been updated and closed, repeat the process for any additional pages.

See also

• Filtering time entries