

How to print my timesheet?

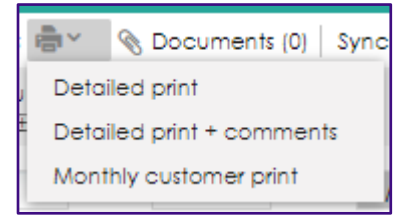
By clicking on the drop-down list “Print”, you will have 3 choices :

- Detailed print
- Detailed print + comments

Monthly customer print

This option allows you to generate your activity of the month in order to submit it to the customer.

By clicking on this option, a pop-up window will be open.



Select customer, project and activity

Customer *

Search an item...

Q

Project

Search an item...

Q

Activity

Search an item...

Q

Select

- Select
 - the Customer,
 - the right Project,
 - the correct Activity.
- Then click on “Select”

It will open a print dialog window.

12/02/2021

Evenin SX

econocom

COMPANY Name

Collaborator Name

Attn: BackOffice Assistant

Date: April 2020

Econocom Time Sheet

Econocom Managed Services Belgium

Leuvensesteenweg 510 b10

1930 Zaventem

VAT BE 43009428

Phone: 02/790.81.11

Fax: 02/790.84.86

NORMAL WORKING TIME

Date	Project	Activity	Start	End	Comments
01/04/2020					
02/04/2020					
03/04/2020					
04/04/2020					
05/04/2020					
06/04/2020					
07/04/2020					
08/04/2020					
09/04/2020					
10/04/2020					
11/04/2020					
12/04/2020					
13/04/2020					
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24/04/2020					
25/04/2020					
26/04/2020					
27/04/2020					
28/04/2020					
29/04/2020					
30/04/2020					

Total days: 21.00 d

Total hours: 148.00 h

Customer's signature

Collaborator's signature

Customer responsible name

Collaborator name

https://sa-gp-be.econocom.com/sa/tal_comp-com.aspx?sa.ass.utl.home.NOFname&app-id=app-1613142802520

Imprimer

3 feuilles de papier

Destination

Microsoft Print to PDF

Pages

Tous

Mise en page

Paysage

Couleur

Couleur

Plus de paramètres

Imprimer

Annuler

- Choose “Microsoft Print to PDF” , “All pages” and “Landscape options.
- Click on “Print” button and save your reporting in the folder of your choice.

