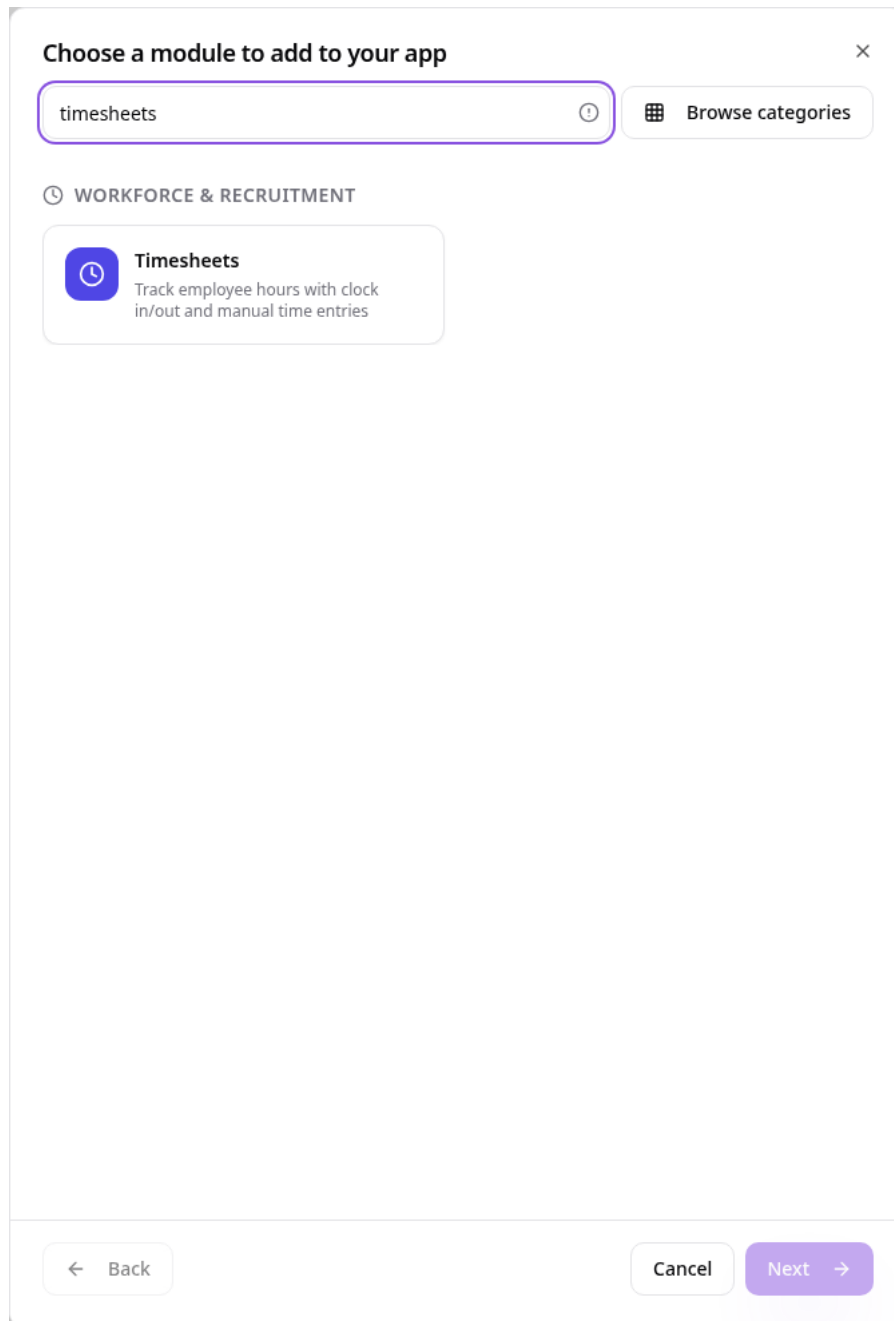


Track staff hours with Timesheets

1. Choose Timesheets

In Pages, tap Add Page or Function, search “timesheets” and tap Timesheets.



Track staff hours with Timesheets

2. Choose how time is recorded

On Tracking, pick Clock in/out, Manual entry or Both, check the timezone and set how breaks work.

 **Configure Timesheets**
Set up time tracking for your employees

 Help

Configure Timesheets

Set up the basic configuration for this function

[Tracking](#) [Jobs](#) [Submission & approval](#)

Time capture

Choose how team members record their time.

Capture method

 Clock in/out

 Manual entry

 Both

Timer or manual entries.

Timezone

London (GMT/BST) 

Times are recorded and shown in this timezone.

Require job selection 

Team members must pick a job when clocking in or adding time. Jobs are set in the jobs tab.

Manual corrections allowed 

Team members can edit their own entries before submitting. Every change needs a reason and is kept in the history.

Breaks

How breaks are recorded and applied to worked time.

Track breaks 

Team members enter their break minutes when finishing a shift or adding time.

Deduct breaks from worked time 

Unpaid: break time is taken off the total.

Suggested break minutes

30

minutes

Pre-filled for the team member to confirm or change; it is never deducted automatically.

Timesheet workflow

How time moves through the process.

1

 Record time >

2

 View in Data Manager

 [Open timesheet manager](#)

 Back

Cancel

Next 

Track staff hours with Timesheets

3. Add your jobs

On Jobs, type each job or role and tap Add job. Your team picks one when they record time.

 **Configure Timesheets**
Set up time tracking for your employees

ⓘ Help

Configure Timesheets

Set up the basic configuration for this function

Tracking **Jobs (2)** Submission & approval

Jobs

The same list appears when clocking in, adding time and correcting entries in Data Manager.

+ Add job

Front counter	Rename	Archive
Baking	Rename	Archive

Archiving hides a job from new entries. Past entries keep the job name they were recorded with; renaming only affects new entries.

Timesheet workflow

How time moves through the process.

1 Record time > 2 View in Data Manager

[Open timesheet manager](#)

← Back

Cancel Next →

Track staff hours with Timesheets

4. Turn on weekly submission

On Submission & approval, switch on Require weekly submission. Choose the day your week starts and keep Require manager approval on.

 **Configure Timesheets**
Set up time tracking for your employees

Help

Configure Timesheets

Set up the basic configuration for this function

TrackingJobs (2)Submission & approval

Weekly submission

Require weekly submission

Team members review and submit each week. When off, time is simply recorded.

☒

Week starts on

Monday

Confirmation statement

I confirm these hours are accurate

Ticked by the team member before submitting.

Approval

Require manager approval

Submitted weeks are reviewed in Data Manager, then approved or sent back with a note.

☒

Who can approve:

the app owner and anyone with access to this app's Data Manager.

Editing after submission:

locked. Managers can request changes (returns the week to the team member) or reopen an approved week with a reason.

Timesheet workflow
How time moves through the process.

1 Record time

>

2 Review week

>

3 Submit

>

4 Manager review

[Open timesheet manager](#)

Back

Cancel

Next

Track staff hours with Timesheets

5. Name the page

Tap Next, check the page name and icon, then tap Create Page.

Timesheets

×

Page Details

Choose a name and icon for your page

Page Title

Timesheets

Icon

⌚

Selected Icon

Clock

⬆️

Upload Custom Icon

Recommended: 128 x 128px, PNG or SVG

Search icons...

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← Back

Cancel

Create Page

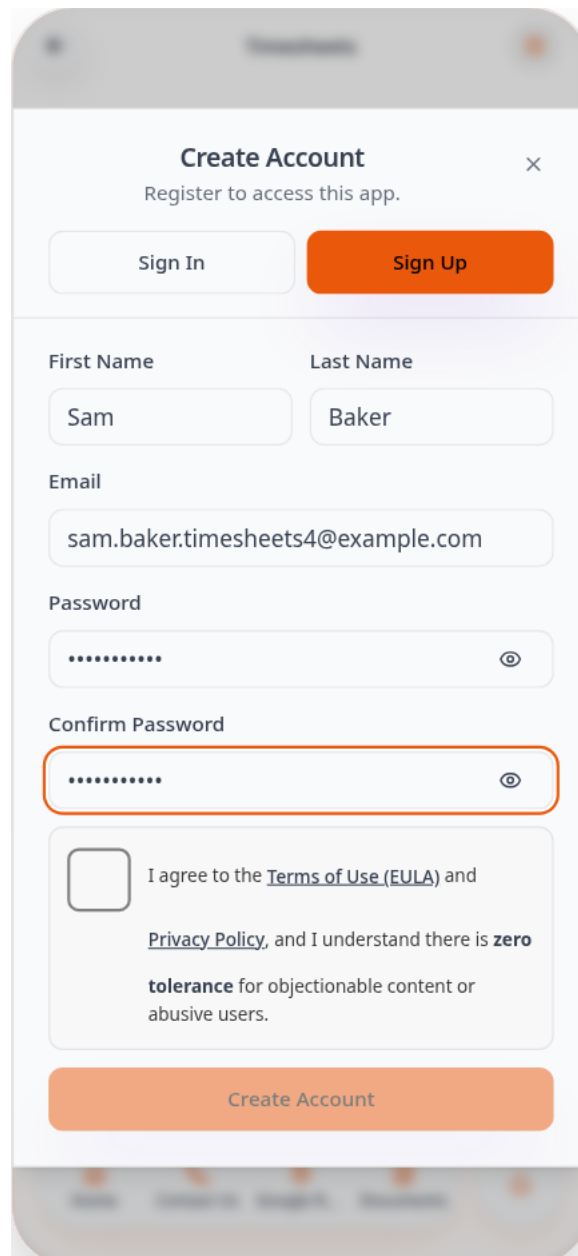
appbuild.diy/user-guides/timesheets

5 / 16

Track staff hours with Timesheets

6. Your team signs up

Team members open Timesheets in your app and create an account, or sign in if they already have one.

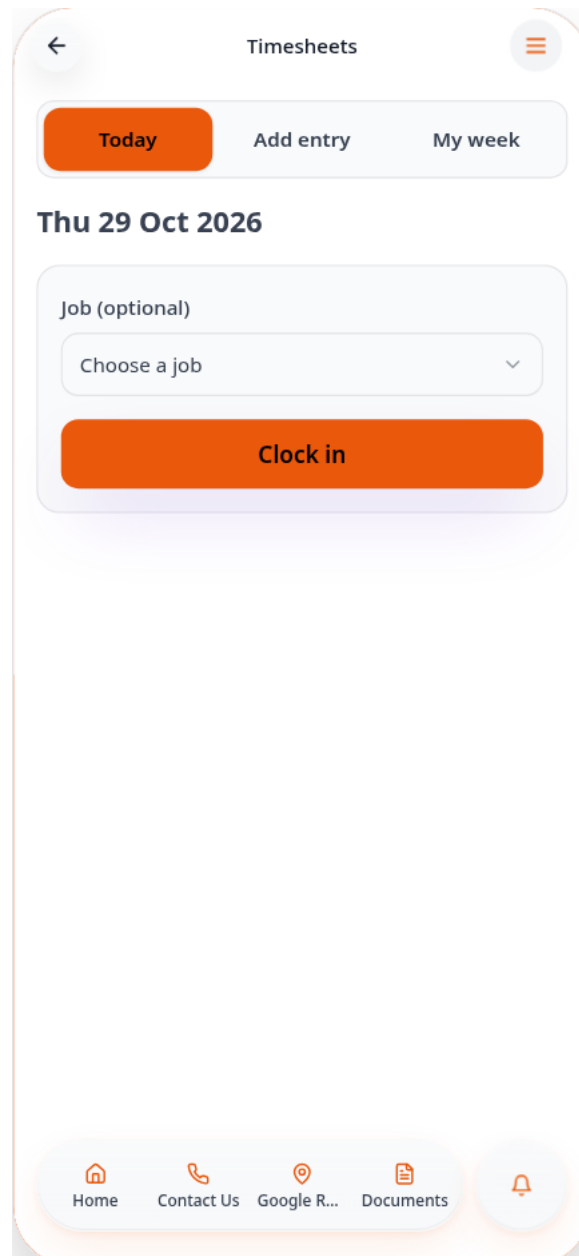


The screenshot shows a mobile app interface for creating an account. At the top, there's a header 'Create Account' with a close button (X) and a subtitle 'Register to access this app.' Below this are two buttons: 'Sign In' and 'Sign Up' (highlighted in orange). The form fields include 'First Name' (filled with 'Sam'), 'Last Name' (filled with 'Baker'), 'Email' (filled with 'sam.baker.timesheets4@example.com'), 'Password' (masked with dots), and 'Confirm Password' (also masked with dots and highlighted with an orange border). Below the password fields is a checkbox for agreeing to the 'Terms of Use (EULA)' and 'Privacy Policy', with a note about 'zero tolerance' for objectionable content. At the bottom is a large orange 'Create Account' button.

Track staff hours with Timesheets

7. Clock in or add time

On Today, team members can tap Clock in when they start, or use Add entry to type in their hours.



Track staff hours with Timesheets

8. Record a day's hours

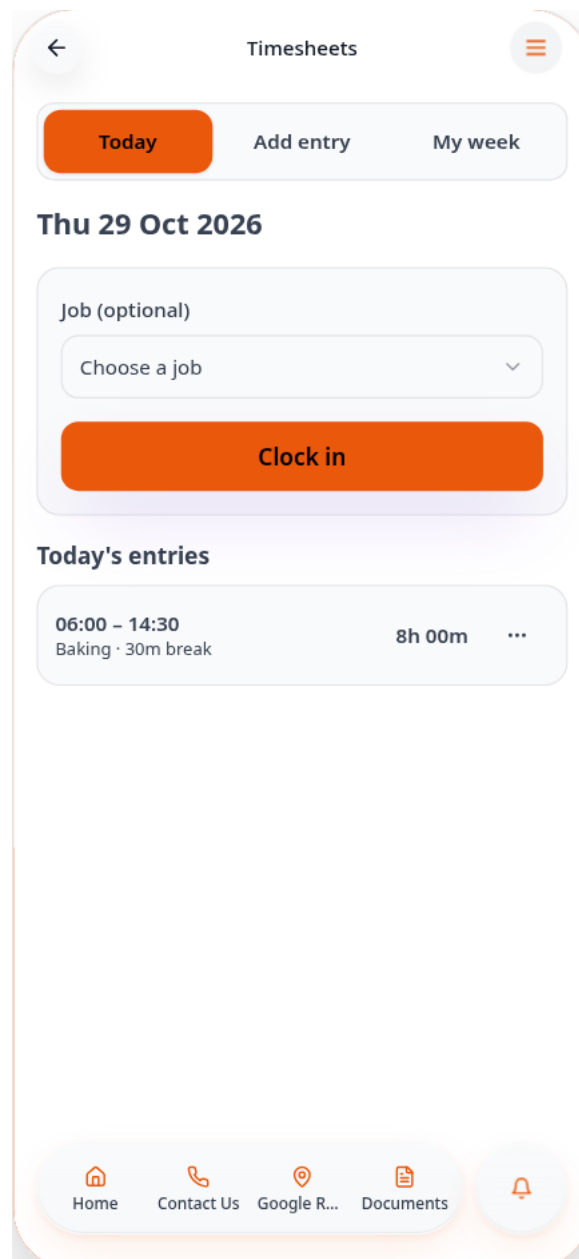
On Add entry, choose the date and job, enter the start and end time and any break, then tap Save entry.

The screenshot displays the 'Timesheets' app interface. At the top, there's a navigation bar with a back arrow, the title 'Timesheets', and a menu icon. Below this is a tab bar with 'Today', 'Add entry' (highlighted in orange), and 'My week'. The main form area contains several sections: 'Date' with a date picker set to '10/29/2026'; 'Job (optional)' with a dropdown menu set to 'Baking'; 'Time entry method' with two buttons, 'Start / end' (highlighted in orange) and 'Duration'; 'Start time' and 'End time' fields with time pickers, where 'End time' is set to '02:30 PM' and highlighted with an orange border; a checkbox for 'Ends next day (overnight shift)'; 'Break minutes' with a numeric input set to '30' and a 'min' unit; a note 'Unpaid break, deducted from worked time.'; an 'Add note' button; and a 'Shift calculation' section at the bottom showing 'Shift time (start to end)' as '3h 30m' and 'Net worked time' as '8h 00m'. A bottom navigation bar with icons for Home, Contact Us, Google R..., Documents, and a notification bell is visible at the very bottom.

Track staff hours with Timesheets

9. Check today's entries

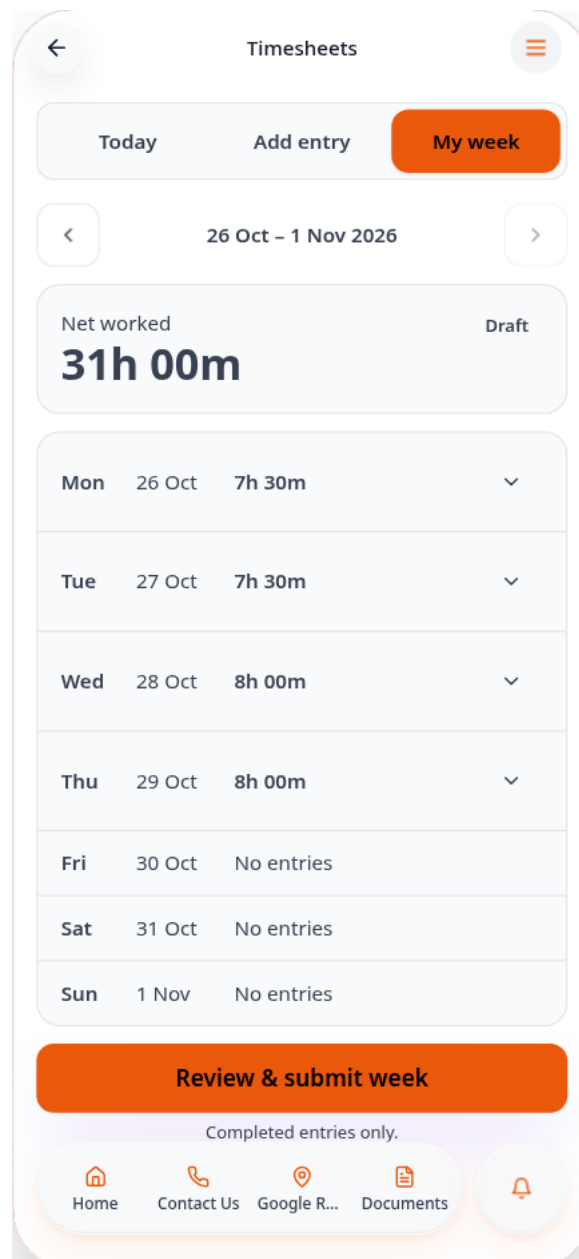
The saved hours show under Today's entries, with the job and break.



Track staff hours with Timesheets

10. Review the week

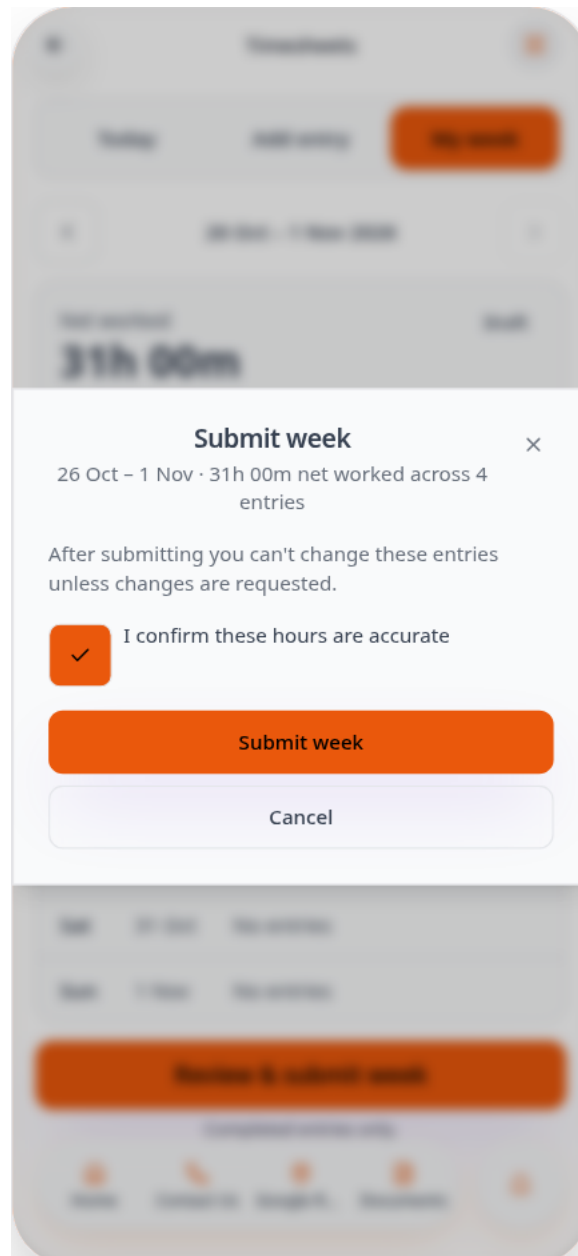
On My week, check each day and the total hours worked, then tap Review & submit week.



Track staff hours with Timesheets

11. Submit the week

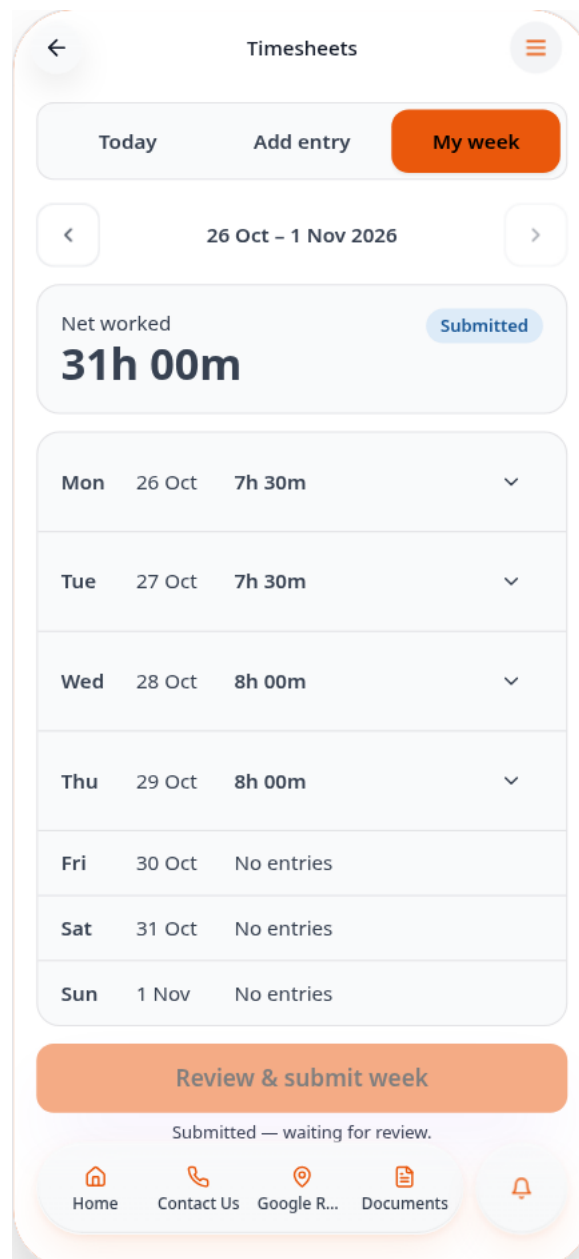
Tick the confirmation and tap Submit week. Entries are locked unless you ask for changes.



Track staff hours with Timesheets

12. Waiting for review

The week now shows Submitted, waiting for your review.



Track staff hours with Timesheets

13. Open Data Manager

Go to Data Manager, then Timesheets. Weekly approvals lists everyone who has submitted that week.

Platform
App building suite

Home
Your app at a glance

My Account
Manage your account settings

My Apps
View and manage your apps

Data Manager
Manage all your app data

Submit App
Submit your app to stores

Published Apps
View and manage your live apps

Push Notifications
Send notifications

Analytics
App usage and engagement

Help & Guides
Documentation and tutorials

Subscription
Manage your subscription

API Keys
Manage your API keys

Logout
Sign out of your account

Free Plan
10 users
Upgrade →

Light OS Dark

Building multiple apps? Save up to 80% per app — become an AppBuild.diy Reseller Partner. [Upgrade now](#) →

← Timesheets Data Manager

Demo Bakery Co

View and manage timesheet entries for your apps • Timezone: Europe/London

Weekly approvals

All entries

< 26 Oct - 1 Nov 2026 >

Q Search employee...

All statuses ▾

1 awaiting review

0 needs correction

Employee	Net hours	Entries	Status	Action
<div>SB</div> sam.baker.timesheets4@example.com	31h 00m	4	Submitted	Review

Track staff hours with Timesheets

14. Review the timesheet

Tap Review to see every entry, the breaks and the total. Tap Approve week, or Request changes to send it back with a note.

The screenshot displays the 'Timesheets Data Manager' interface for the user 'sam.baker.timesheets4@example.com' for the week of 26 Oct - 1 Nov 2026. The interface is divided into a sidebar on the left and a main content area on the right.

Sidebar (Left):

- Platform App building suite
- Home Your app at a glance
- My Account Manage your account settings
- My Apps View and manage your apps
- Data Manager Manage all your app data
- Submit App Submit your app to stores
- Published Apps View and manage your live apps
- Push Notifications Send notifications
- Analytics App usage and engagement
- Help & Guides Documentation and tutorials
- Subscription Manage your subscription
- API Keys Manage your API keys
- Logout Sign out of your account
- Free Plan 10 users Upgrade →
- Light OS Dark

Main Content Area (Right):

Timesheets Data Manager
View and manage timesheet entries for your apps • Timezone: Europe/London

Weekly approvals All entries

26 Oct - 1 Nov 2026 Search employee...

1 awaiting review 0 needs correction

Employee	Net hours
SB sam.bakertimesheets4@example.com	31h 00m

Summary:

Shift time	Breaks	Net worked
33h 00m	2h 00m	31h 00m

Entries (4)

Date	Shift	Breaks	Net worked	Type
Mon 26 Oct	07:00 - 15:00 Front counter	30m	7h 30m	Manual
Tue 27 Oct	06:00 - 14:00 Baking	30m	7h 30m	Manual
Wed 28 Oct	07:00 - 15:30 Front counter	30m	8h 00m	Manual
Thu 29 Oct	06:00 - 14:30 Baking	30m	8h 00m	Manual

[View change history](#)

Approving locks this week's entries. After approval they can only be changed if you reopen the week.

[Request changes](#) [Approve week](#)

Track staff hours with Timesheets

15. The week is approved

The week is marked Approved and its entries are locked. Use Reopen week if something needs fixing.

Platform
App building suite

Building multiple apps? Save up to 80% per app — become an AppBuild.diy Reseller &

Timesheets Data Manager
View and manage timesheet entries for your apps • Timezone: Europe/London

Weekly approvals All entries

26 Oct - 1 Nov 2026 Search employee...

0 awaiting review 0 needs correction

Employee	Net h
SB sam.bakertimesheets4@example.com	31h 00m

Summary for sam.bakertimesheets4@example.com
26 Oct - 1 Nov 2026 Approved

Shift time	Breaks	Net worked
33h 00m	2h 00m	31h 00m

Entries (4)

Date	Time	Duration	Net worked	Status
Mon 26 Oct	07:00 - 15:00	30m	7h 30m	Manual
Front counter				
Tue 27 Oct	06:00 - 14:00	30m	7h 30m	Manual
Baking				
Wed 28 Oct	07:00 - 15:30	30m	8h 00m	Manual
Front counter				
Thu 29 Oct	06:00 - 14:30	30m	8h 00m	Manual
Baking				

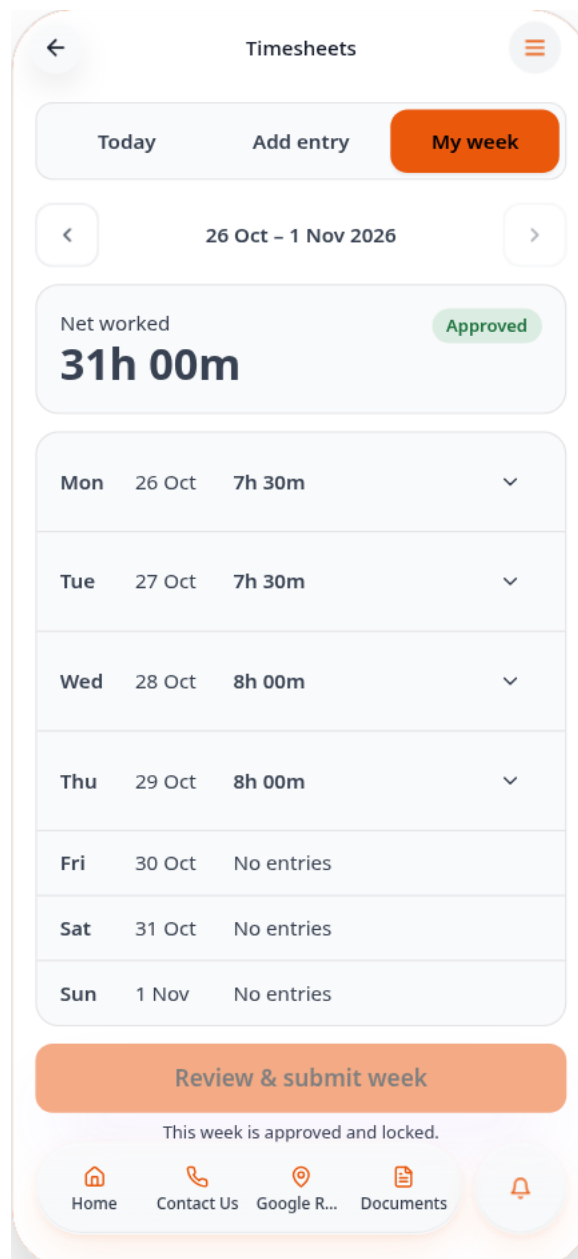
[View change history](#)

Reopen week

Track staff hours with Timesheets

16. Your team sees it

In the app, the week shows Approved for the team member.



Every entry and week is kept in Data Manager under Timesheets, with a full change history. Use All entries to correct times or export a CSV for payroll.