Submitting a timesheet for authorisation via Upload Image Only option in the candidate portal

When the Upload Image Only authorisation option is selected, the candidate will not need to individually submit their completed timesheet. This option is relevent to clients that require their candidates to upload image of a third-party timesheet, for example a spreadsheet (the file must be a PDF however)

Friday	28 Mar 2014	09:00	17:00	01:00
Saturday	29 Mar 2014	00:00	00:00	00:00
Sunday	30 Mar 2014	00:00	00:00	00:00
				Totals:

Submit this timesheet   Void this timesheet   Upload a document

Back

To submit their timesheet for verification, they will need to select the **upload a document** option, as highlighted. If they attempt to submit the timesheet they will be given the following error message. As there is no authorisation needed with the upload image only option.

Timesheet Entry

Period ending: 30 March 2014

Reference	Candidate	Status
3052410	John Hall	Open
Client	**Location / Project**	**Batch**
Red Bull Racing	7.00	

Authorisation Options

Warning - You must select an authorisation method.

☑ **I agree** that the information entered is a true account of the hours and/or days of which I have worked during the date period, I am fully aware that any falsification of this information will be classed as a serious act of fraud and may result in further action being taken.

Submit timesheet   Back

When the candidate selects **Upload a document**, they will be given the following screen
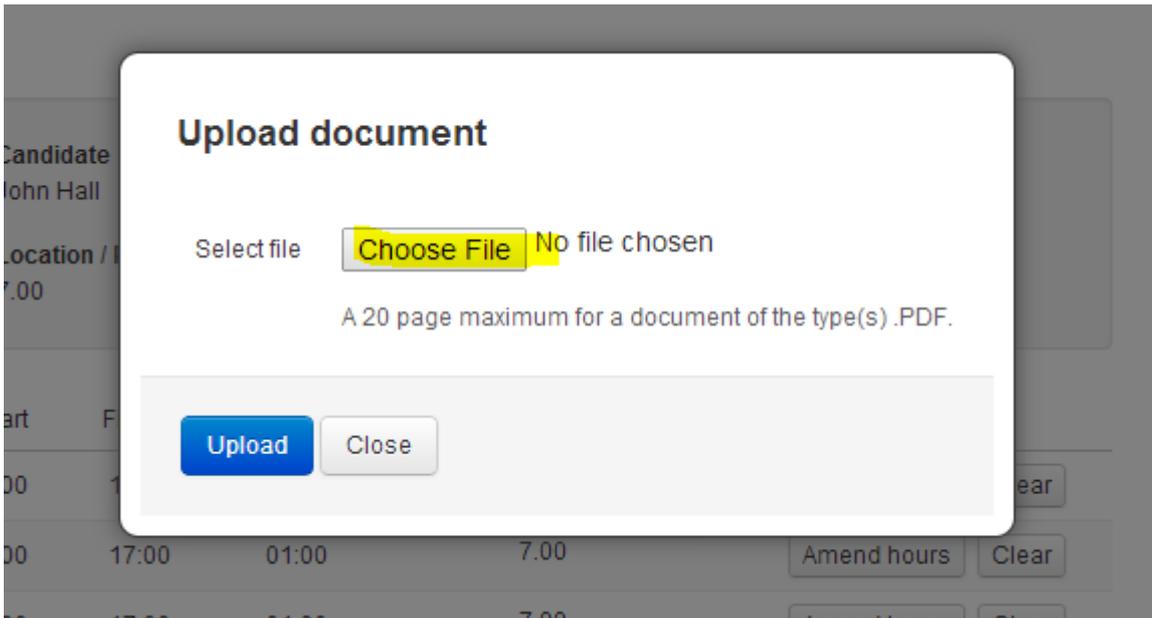
From here they can browse for the relevant file and select upload
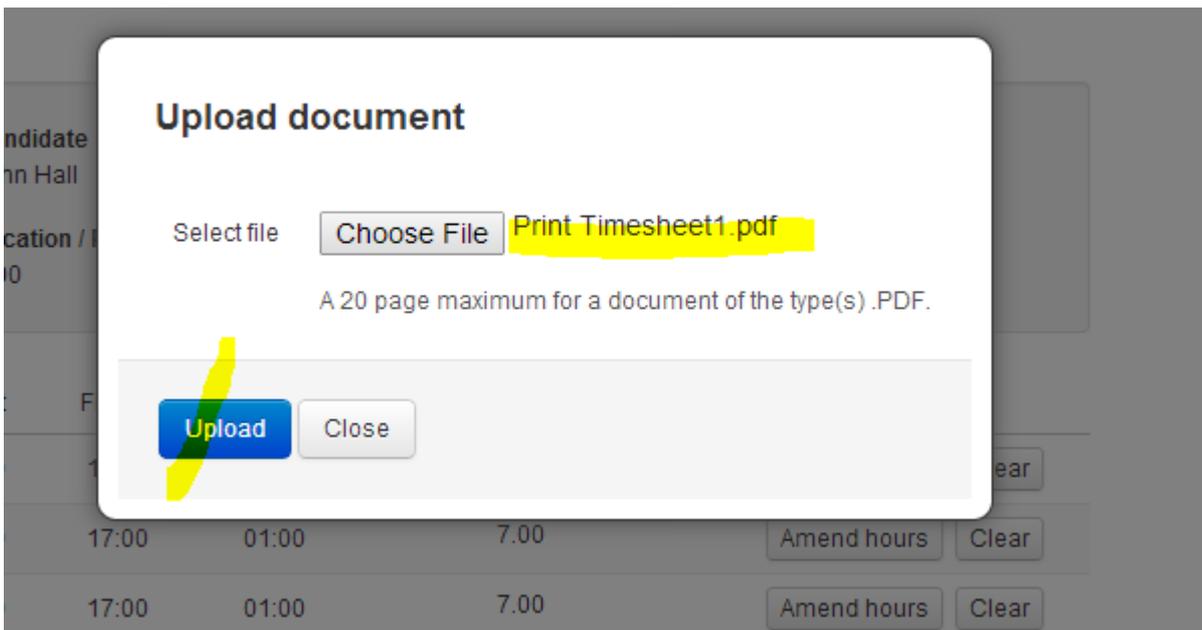
Once the file has been uploaded, the status of the timesheet will change to **Awaiting Approval**

Timesheet Entry

Period ending: 30 March 2014

Reference	Candidate	Status
3052410	John Hall	Awaiting Approval by ETZ Support DB
Client	**Location / Project**	**Batch**
Red Bull Racing	7.00	

		Start	Finish	Break	Total hours
Monday	24 Mar 2014	09:00	17:00	01:00	7.00
Tuesday	25 Mar 2014	09:00	17:00	01:00	7.00
Wednesday	26 Mar 2014	09:00	17:00	01:00	7.00
Thursday	27 Mar 2014	09:00	17:00	01:00	7.00
Friday	28 Mar 2014	09:00	17:00	01:00	7.00
Saturday	29 Mar 2014	00:00	00:00	00:00	0.00
Sunday	30 Mar 2014	00:00	00:00	00:00	0.00
				Totals:	**35.00**

Download timesheet (Requires adobe acrobat.)

From here the candidate will be able to download a copy of the image that they uploaded for approval.