Download SAP

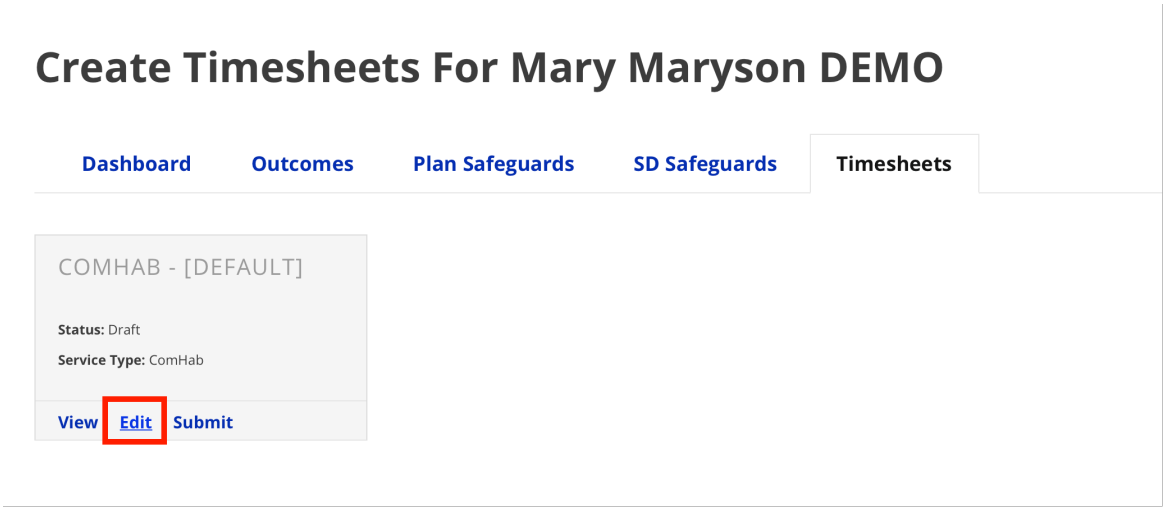
A timesheet can be downloaded anytime after it is created. However, by default, it will be marked with a “Draft” watermark and is not authorized for use. Once a timesheet is approved and has a status of Complete, the watermark is removed and the timesheet is ready to use.

There are three ways to download a timesheet:

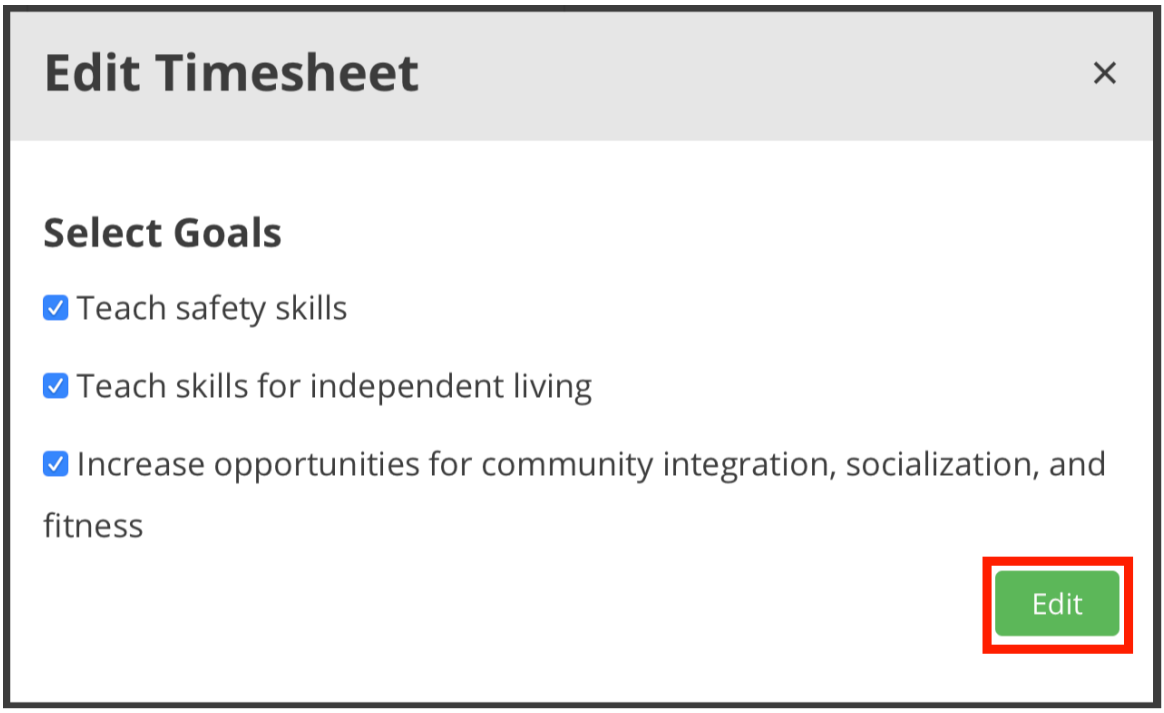
- The Edit Timesheet page (Draft timesheets only)
- The View Timesheet window (all statuses)
- Download button (Complete timesheets only)

Edit Timesheet Page (Draft timesheets only)

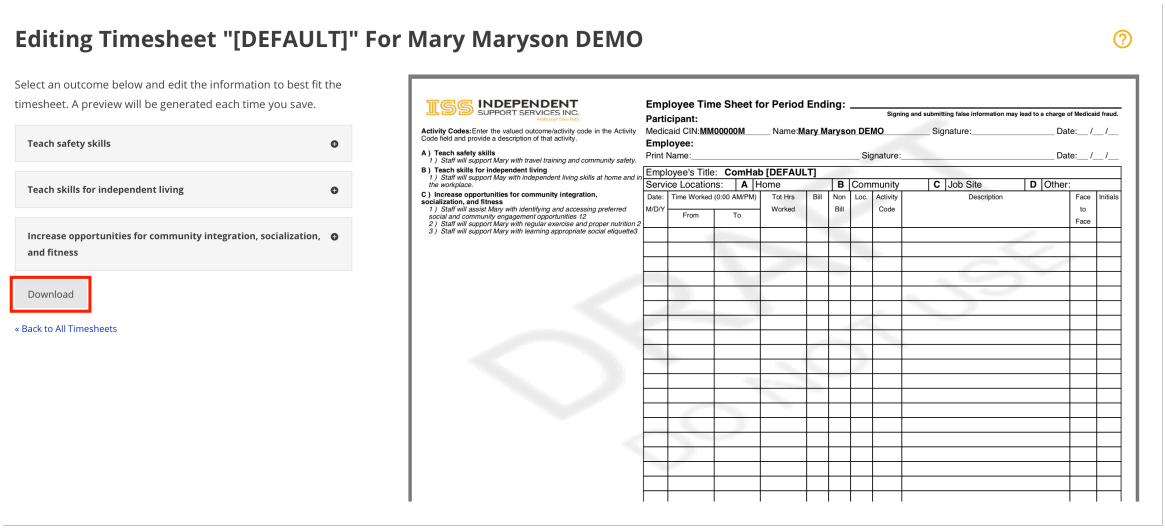
1. From the timesheet section, click Edit on the tile of the timesheet you wish to download.



2. Click **Edit**.

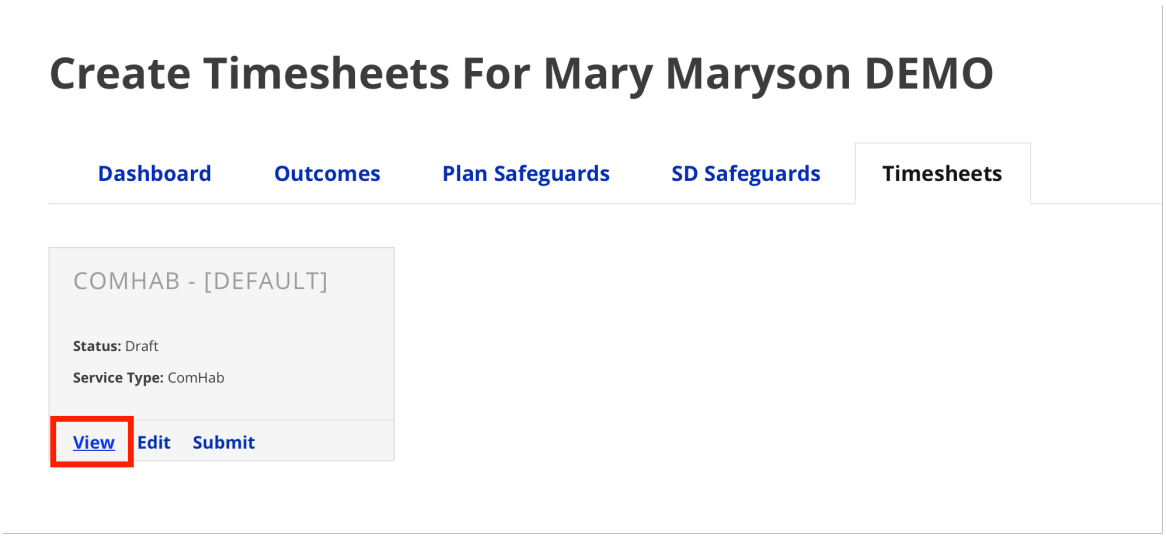


3. Click **Download**.

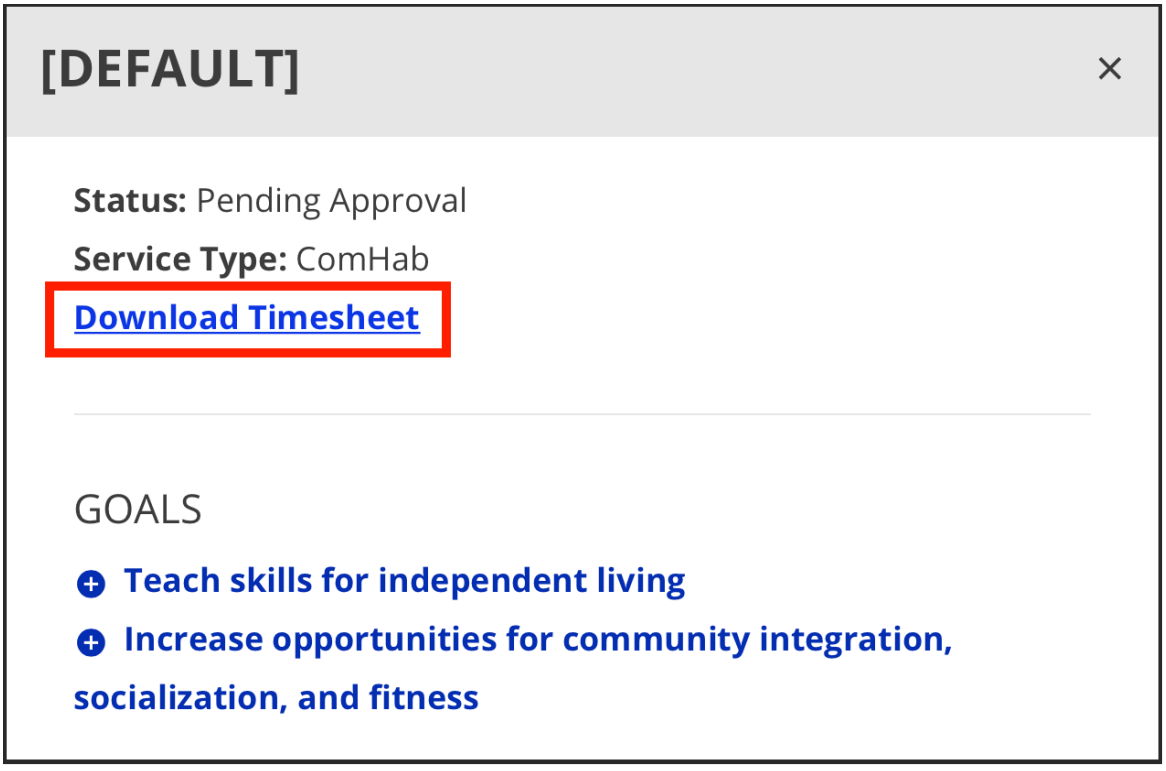


View Timesheet window (all statuses)

1. From the timesheet section, click **View** on the tile of the timesheet you wish to download.

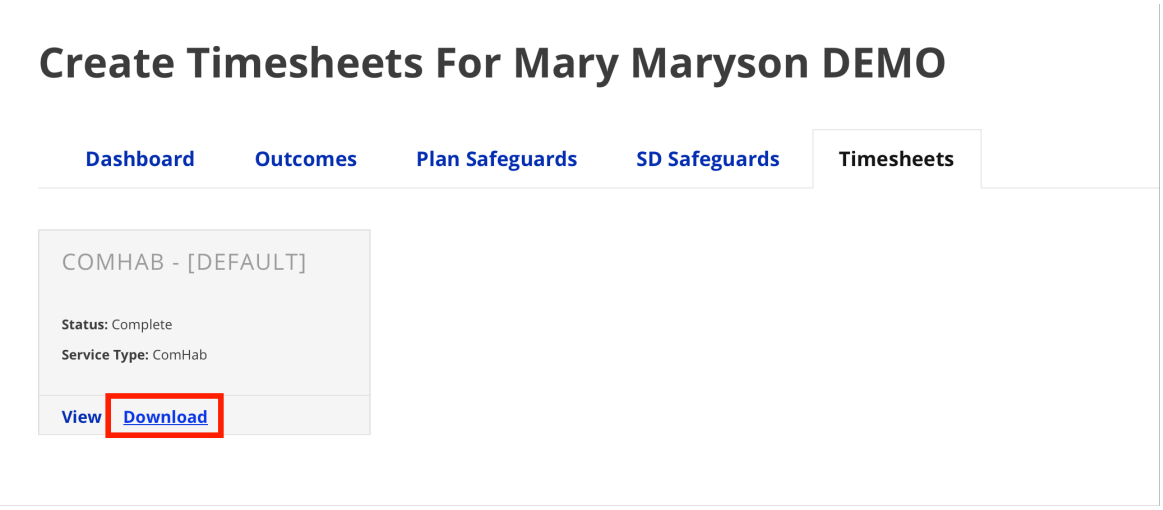


2. Click **Download Timesheet**.



Download button (Completed timesheets only)

1. From the timesheet section, click **Download.**



Revision #2
Created 2020-11-24 20:50:20 UTC by Admin
Updated 2025-10-31 19:12:26 UTC by Admin