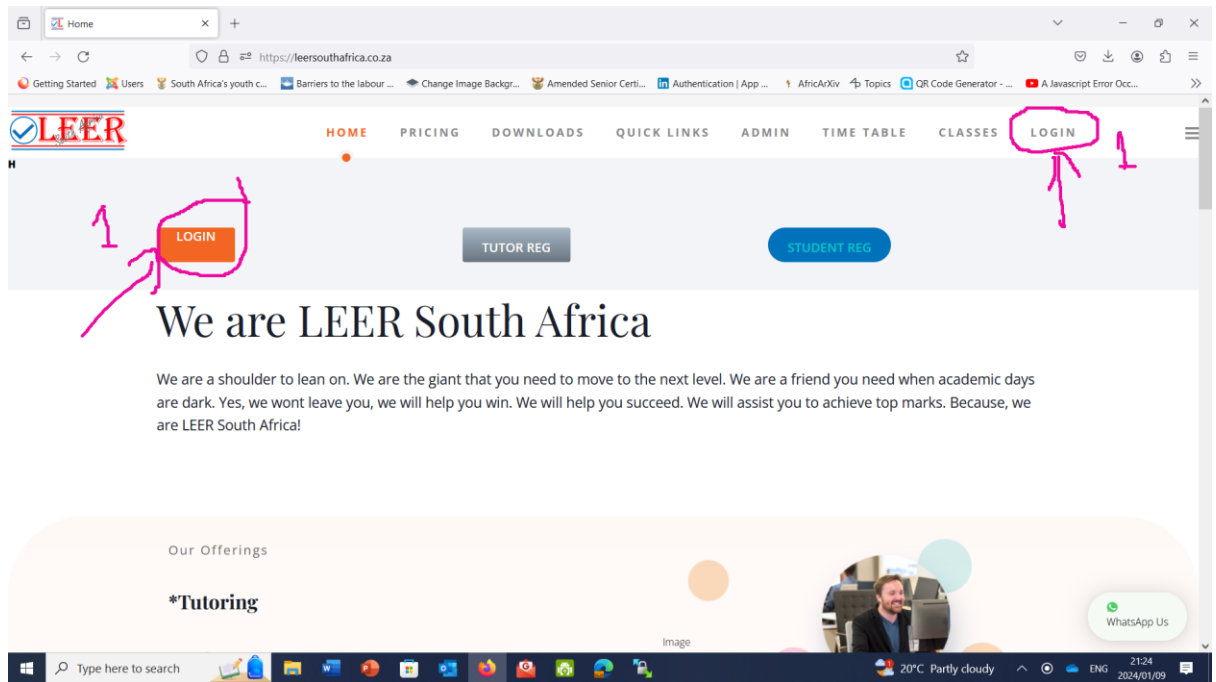
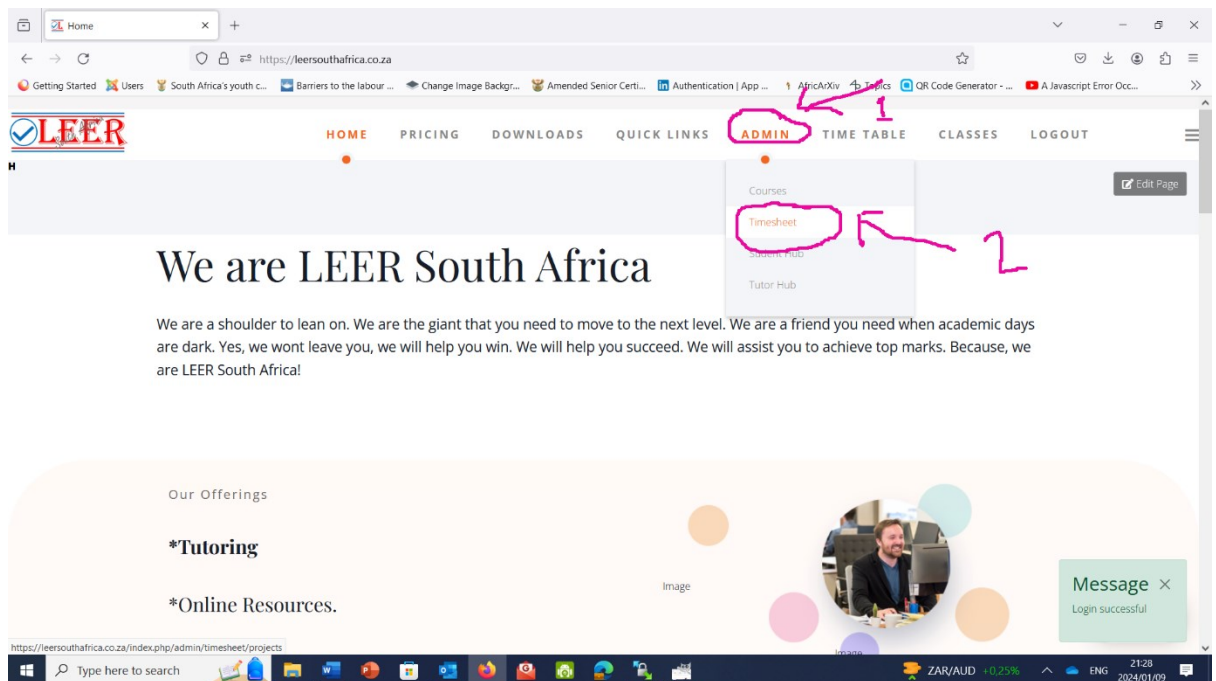


Steps to Complete LEER South Africa Timesheet

A. Login to www.leersouthafrica.co.za website

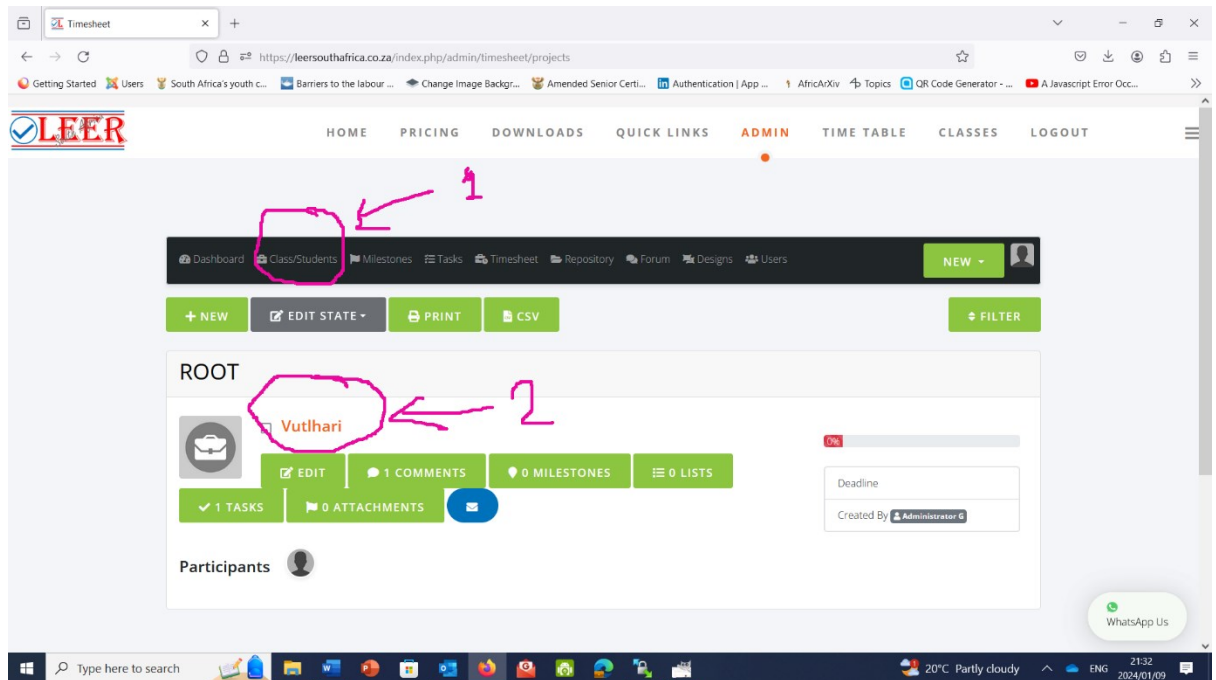


B. Go tab 'Admin' and click on 'Timesheet'



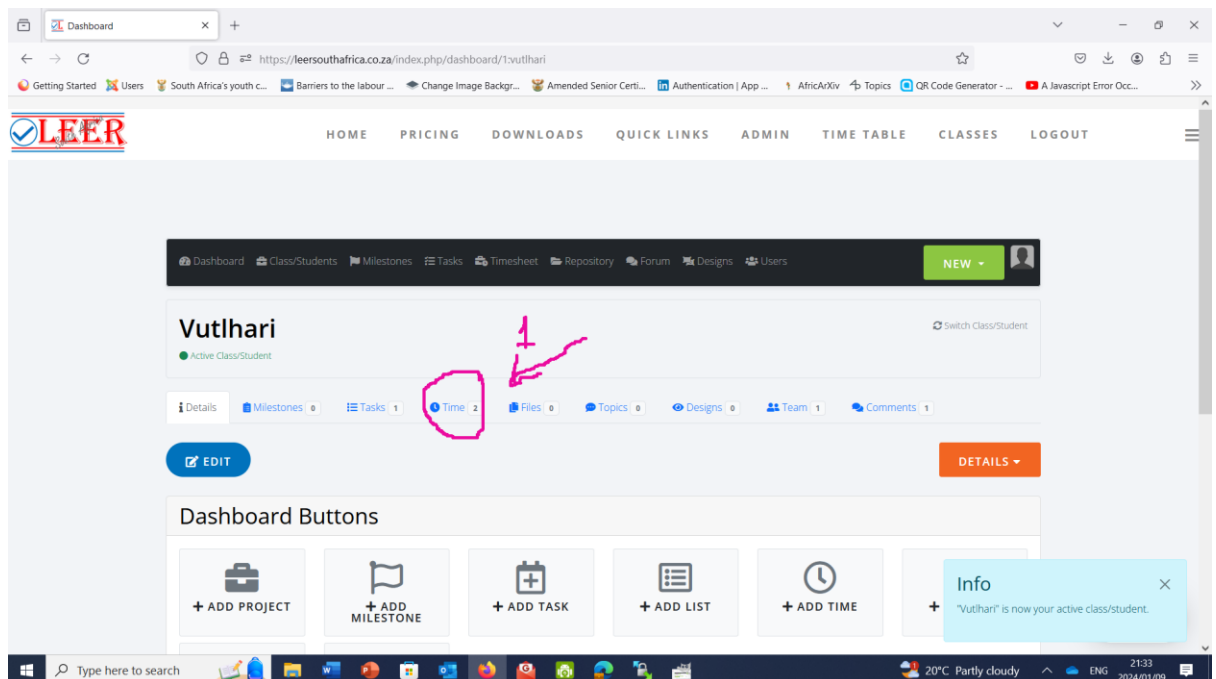
Hover over (1) and click (2)

C. Click on your student name (e.g. Vutlhari)



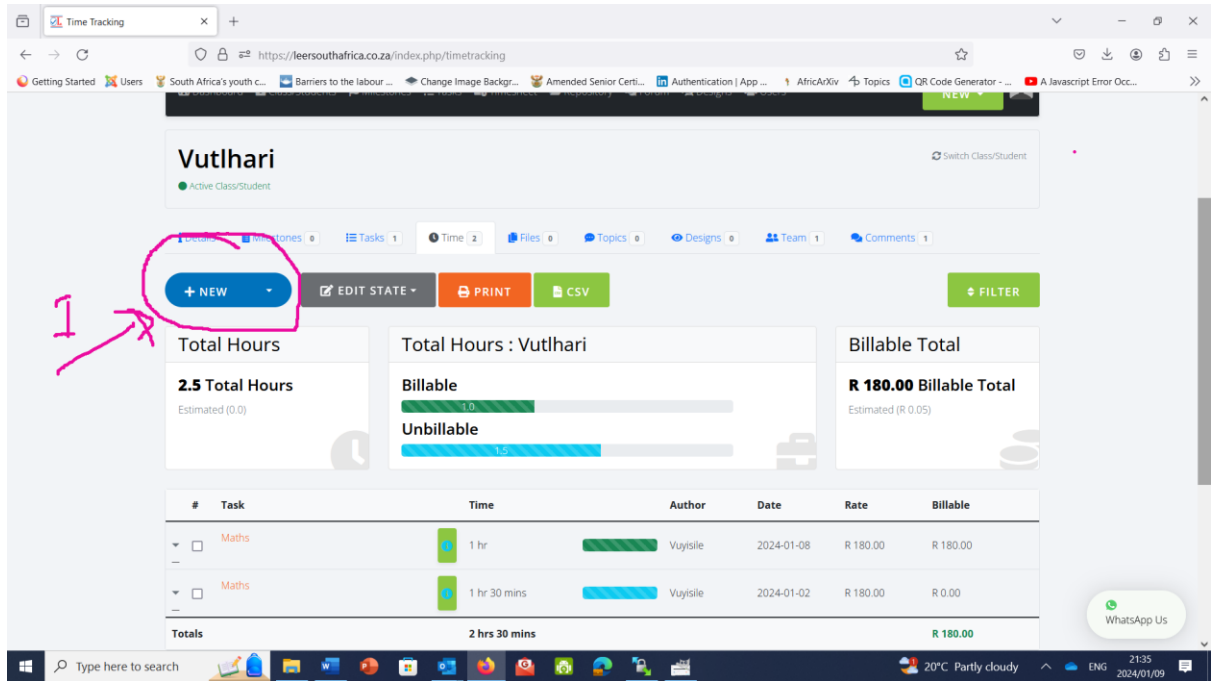
Click on your student (2). Students are under a tab Class/Students (1)

D. Click on Tab 'Time'



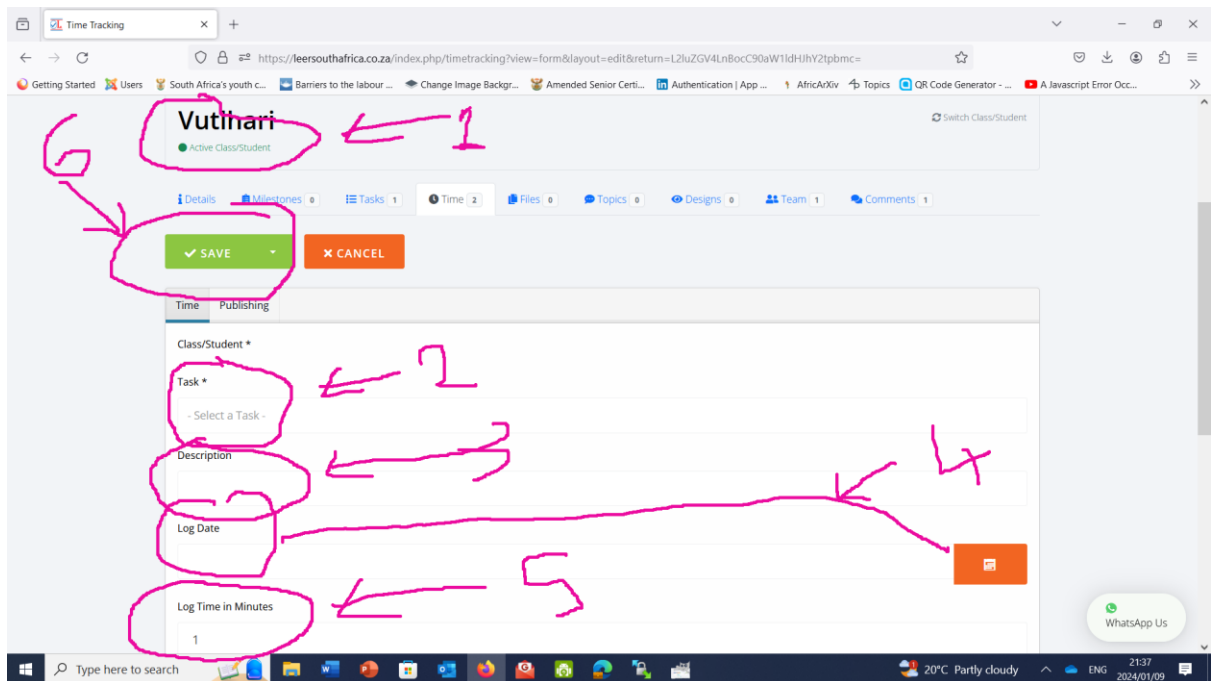
Click 'Time' (1)

E. Click 'New' to add new timesheet



Click 'New' (1)

F. Complete the timesheet and Click Save (6) to save your new timesheet



Complete (2), (3), (4) and (5) for student (1) and click 'Save' (6). If you have another student, click Class/Students tab and select the student and follow the process again from 'C (1)'

G. Click Timesheet Tab to see summary of your timesheets

The screenshot displays the LEER Time Tracking web application. The top navigation bar includes links for HOME, PRICING, DOWNLOADS, QUICK LINKS, ADMIN, TIME TABLE, CLASSES, and LOGOUT. A sidebar menu contains options like Dashboard, Class/Students, Milestones, Tasks, Timesheet (highlighted with a pink box), Repository, Forum, and Designs. Below the sidebar, there are buttons for '+ NEW', 'EDIT STATE', 'PRINT', 'CSV', and 'FILTER'. The main content area features a table with the following data:

#	Task	Time	Author	Date	Rate	Billable
1	Maths	1 hr	Vuyisile	2024-01-08	R 180.00	R 180.00
2	Maths	1 hr	Vuyisile	2024-01-08	R 180.00	R 180.00
3	English	1 hr	Vuyisile	2024-01-03	R 180.00	R 0.00
4	Maths	1 hr 30 mins	Vuyisile	2024-01-02	R 180.00	R 0.00
Totals						4 hrs 30 mins
						R 360.00

The bottom of the page shows a Windows taskbar with the search bar, application icons, and system tray information including the date 2024/01/09 and time 21:48.

Here you can view all your timesheets. If your student is shared with another tutor