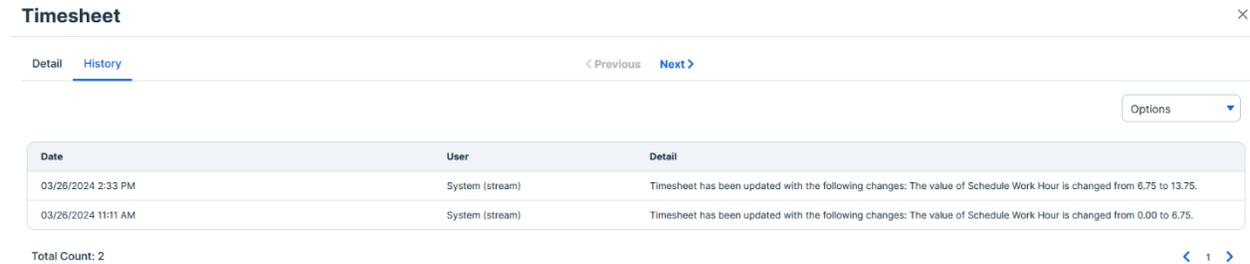


# View Timesheet History

From the **Team Timesheets** option on the left menu, select a specific timesheet by choosing the name of the person whose timesheet you wish to view.

On the top left of the window that pops up, choose **History**



The screenshot shows a window titled "Timesheet" with a close button (X) in the top right corner. Below the title bar, there are tabs for "Detail" and "History", with "History" selected. Navigation buttons for "< Previous" and "Next >" are visible. An "Options" dropdown menu is located in the top right. The main content is a table with the following data:

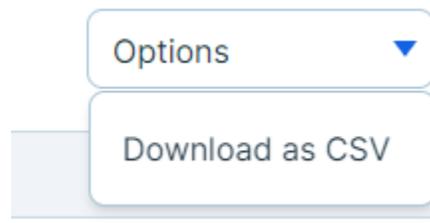
Date	User	Detail
03/28/2024 2:33 PM	System (stream)	Timesheet has been updated with the following changes: The value of Schedule Work Hour is changed from 6.75 to 13.75.
03/28/2024 11:11 AM	System (stream)	Timesheet has been updated with the following changes: The value of Schedule Work Hour is changed from 0.00 to 6.75.

At the bottom left, it says "Total Count: 2". At the bottom right, there are navigation arrows and the number "1".

Here you can see a record of all changes to this specific time sheet, which user performed the change, what time and date it was changed, and what changes were made.

## Download Timesheet History

You can download a copy of the specific timesheet as a CSV file. To do so, select the **Options** button on the upper right, and click on **Download as CSV**.



Choose where on your computer to save the file. You may now open this in your chosen spreadsheet software.