

Creatives

A snapshot of what's happening today and the launching point for your creatives.

- Today (The Workamajig Way)
- Entering time
 - Task based time entries
 - Customizing views
 - System Settings and setting company standards
 - Line based time entries



Everyone

Timesheets, The Calendar and Expense Reports. A little something for everyone!

- My Time
 - Display options
 - System settings
 - Timer
 - Submission and approval process



Calendar

A glimpse into the future with the Workamajig Calendar!

- Viewing options
- The More button
 - Display Options – Settings
 - System Settings
 - Add a new meeting
 - Resources and attendees
 - Block out



Expense Reports

Who doesn't love a good expense report?
Here's how we handle them in Platinum.

- My Expense Reports
 - Adding a new expense report
 - Project/Task/Item
 - Attachments
 - Adding additional receipts
 - Attachments


