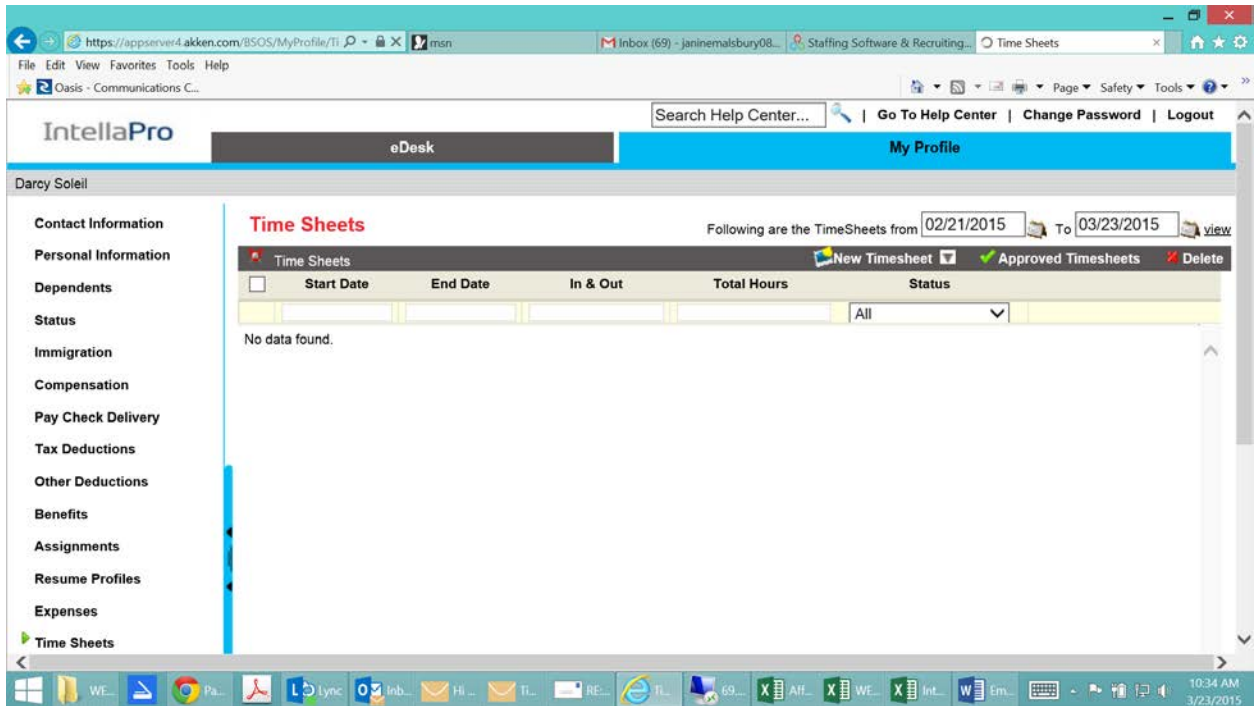
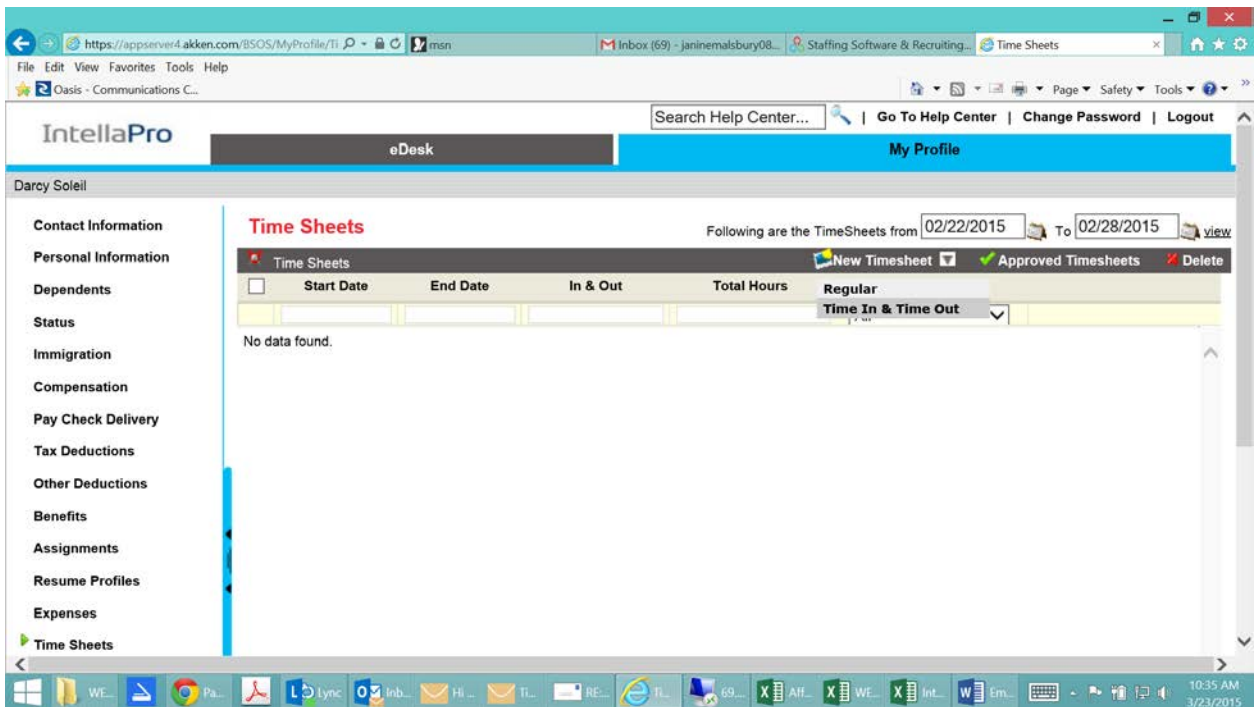


Entering Timesheets into Akken

- Go to <https://login1.akken.com/> and login with credentials supplied.
- Once logged in select “My Profile” and then “Timesheets”



- Select from the New Timesheet drop down box, located on the right hand side, time in & time out.



- Enter in the time in and time out. ***Make sure the date range is correct in top right hand corner. ***

The screenshot shows a web browser window with the URL `https://appserver4.akken.com/?module=MyProfile - TimeInTimeOut - Internet Explorer`. The page title is "Create Timesheet". At the top right, there is a date range selector: "Create a Time Sheet From 03/22/2015 To 03/28/2015". Below this is a toolbar with buttons for "Add Row", "Delete Row", "Save", "Submit", and "Cancel".

Date	Assignments	Time In	Time Out	Lunch/Break	Time In	Time Out	Regu
<input type="checkbox"/> 03/16/2015 Monday	(ASGN100127) (03/16/2015 - No End Date) 3 - Chen Medical - Network Sec	HH:MM AM	HH:MM AM		HH:MM AM	HH:MM AM	
Click to Add Task Details							
<input type="checkbox"/> 03/17/2015 Tuesday	(ASGN100127) (03/16/2015 - No End Date) 3 - Chen Medical - Network Sec	HH:MM AM	HH:MM AM		HH:MM AM	HH:MM AM	
Click to Add Task Details							
<input type="checkbox"/> 03/18/2015 Wednesday	(ASGN100127) (03/16/2015 - No End Date) 3 - Chen Medical - Network Sec	HH:MM AM	HH:MM AM		HH:MM AM	HH:MM AM	
Click to Add Task Details							
<input type="checkbox"/> 03/19/2015 Thursday	(ASGN100127) (03/16/2015 - No End Date) 3 - Chen Medical - Network Sec	HH:MM AM	HH:MM AM		HH:MM AM	HH:MM AM	
Click to Add Task Details							
<input type="checkbox"/> 03/20/2015 Friday	(ASGN100127) (03/16/2015 - No End Date) 3 - Chen Medical - Network Sec	HH:MM AM	HH:MM AM		HH:MM AM	HH:MM AM	
Click to Add Task Details							
<input type="checkbox"/> 03/21/2015 Saturday	(ASGN100127) (03/16/2015 - No End Date) 3 - Chen Medical - Network Sec	HH:MM AM	HH:MM AM		HH:MM AM	HH:MM AM	
Click to Add Task Details							
							Total Hours 0.00

Below the table is a "Remarks" field with a text area and a scroll bar. At the bottom of the page, there is a Windows taskbar with various application icons and a system clock showing 10:36 AM on 3/23/2015.

- Once done, select submit towards the bottom right of the page.