You can now search for existing timesheets once they have been created. Timesheets will be archived on Oracle after a certain time period, but you can find them again using the search facility.

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| --- | --- |
| * Click on **Timesheet** in the Oracle Application Home Page. |  |
| To find the employee whose Timesheets you want to view either:-   * Click on My List (if you have added them to your own personal list of employees) OR * Click in the search field and type in their surname. |  |
|  | |
| * Once you have found the correct employee, click on the **Action button**  to the right of their name. | |
| * The Search panel will now appear at the top of the form. * Click on the **Calendar** **button** for the **From Date field** (or alternatively you could just type the date into the field using the date format in the example given). |  |
| * If you are using the calendar, select an appropriate date by clicking on it. |  |
| * Repeat these steps in the **To Date** field. * Click on the **Go button**. |  |
|  | |
| * The results of your search will appear in the bottom portion of the form. | |