

Additional elements View on Timesheet

- Lesser-used fields are hidden by default on the timesheet to reduce scrolling.
- These hidden fields can be found by clicking on the **Additional Elements** tab.
- The fields will only appear for the current timesheet session.

Show Additional elements by Default

- If these are fields that you would like to appear each time you access your timesheet, follow the steps below.
1. Check the **Show all columns by default** checkbox.
 2. Click **Submit**.

Stop Showing Additional Elements by Default

1. Uncheck the **Show all columns by default** checkbox.
2. Click **Submit**.