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Client Attachment Guide

Sep 23, 2020 · Knowledge

Article Overview

If you are required to use this feature, your agency has determined that your time must be approved with Approval Attachments. An approval attachment is an image that indicates that your time has been authorized by a local approver.

Steps

Attach Approval Image

1. After entering your time for an assignment, select the attach icon  to open the attachment window.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	View & Print Time Card	
09/27	09/28	09/29	09/30	10/01	10/02	10/03			
9.00	9.00	9.00	9.00	9.00	9.00	0.00	54.00		
								Yes <input type="checkbox"/>	Saved Not Submitted
								<input type="button" value="Submit"/>	
Total	9.00	9.00	9.00	9.00	9.00	0.00	54.00		

2. Click **Browse** to select the image to upload from your computer.

Add Attachment

 Drag and Drop Attachments Here

Attachments		
File Name	File Type	Delete
<input type="button" value="Browse"/>		

3. Select **Approval Attachment** from the drop down menu options and click **Attach**.

Add Attachment

File Name	File Type	Delete
DGS.png	Approval Attachment	

Buttons: Browse, Close, Attach



You may only attach one image per file type per assignment. If you have multiple pages for the attachment, please combine to one image.

Acceptable file types for uploads: .gif, .png, .jpg, .tif, .pdf
Maximum image size of 4MB

If using Paint, it is critical that the file be formatted properly before attaching to the Bullhorn Time & Expense time sheet. Please review additional instructions at the end of this section for properly formatting Paint files.

4. When your upload is complete and the file name is showing as uploaded, close the Attachments window.

Buttons: Close

View or Delete Attachment

You can view and remove attachments if you upload the wrong file.

- To View: hover over the name of the attachment and click the link
- To Delete: click the to the right of the file type

Buttons: Close

Submit Hours

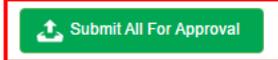
Submit actions can be performed for each assignment or for all assignments at once.



You must **SUBMIT** time for it to be sent to payroll. Saved time will not be processed for payment.

- Select **Submit** to submit hours entered for an assignment.
- Select **Submit All For Approval** to submit the hours entered for all assignments on the time sheet.

Site / Assignment	Sun 09/13	Mon 09/14	Tue 09/15	Wed 09/16	Thu 09/17	Fri 09/18	Sat 09/19	Total	View & Print Time Card		
INSURANCE COMPANIES	7.55	7.55	7.55	7.55	7.55	7.55	0.00	45.30			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Saved Not Submitted <input type="button" value="Submit"/>
Total	7.55	7.55	7.55	7.55	7.55	7.55	0.00	45.30			



Converting a File to an Image for Upload

- Save a Word or Excel document as a PDF for upload. (Office 2000 includes the functionality to save as a pdf. If you do not have Office 2000, you would need Adobe Read/Write to create a pdf).
 - Make sure the image is only on one page and that you are not creating a 20 page document due to the page settings.
- Take a photo from your smart phone and upload or email to your computer.
- Capture a picture of your screen: FN+Prnt Scrn, paste to Paint, then Save As one of the acceptable image formats. For Mac users, use the keys Command + Shift + 3, to save the image as a .png.
 - Make sure the image is only on one page and that you are not creating a 20 page document due to the page settings.
- To convert an existing image from your screen, right-click and choose Open With, then select Paint, then Save As one of the acceptable image formats.
- Scan documents to save as images on your computer.

Creating an Attachment using Paint

1. Take a screen shot of the client approval.
2. Open Paint (typically found by selecting "Start" on your computer, then "Accessories") and paste the screenshot.
3. If the file image is not fully visible within the computer screen, you will need to correct the file size prior to attaching the file to Bullhorn Time & [Expense.To](#) (<http://Expense.To>), correct this in paint go to:
 - File / Page Set Up
 - Change "orientation" to Landscape
 - Change "scaling" to FIT TO and select 1 by 1 page(s)

Title

Client Attachment Guide

URL Name

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Employees
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