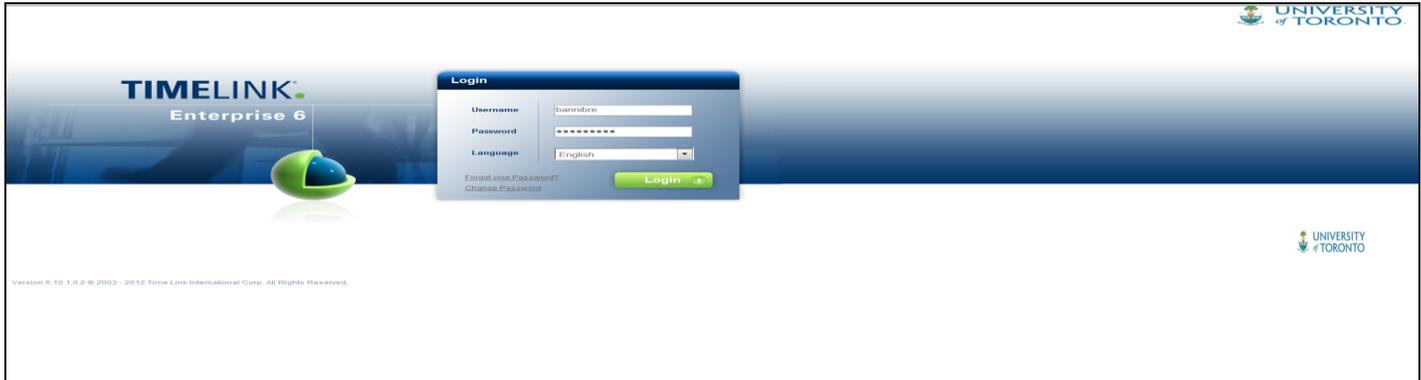# TIMELINK.
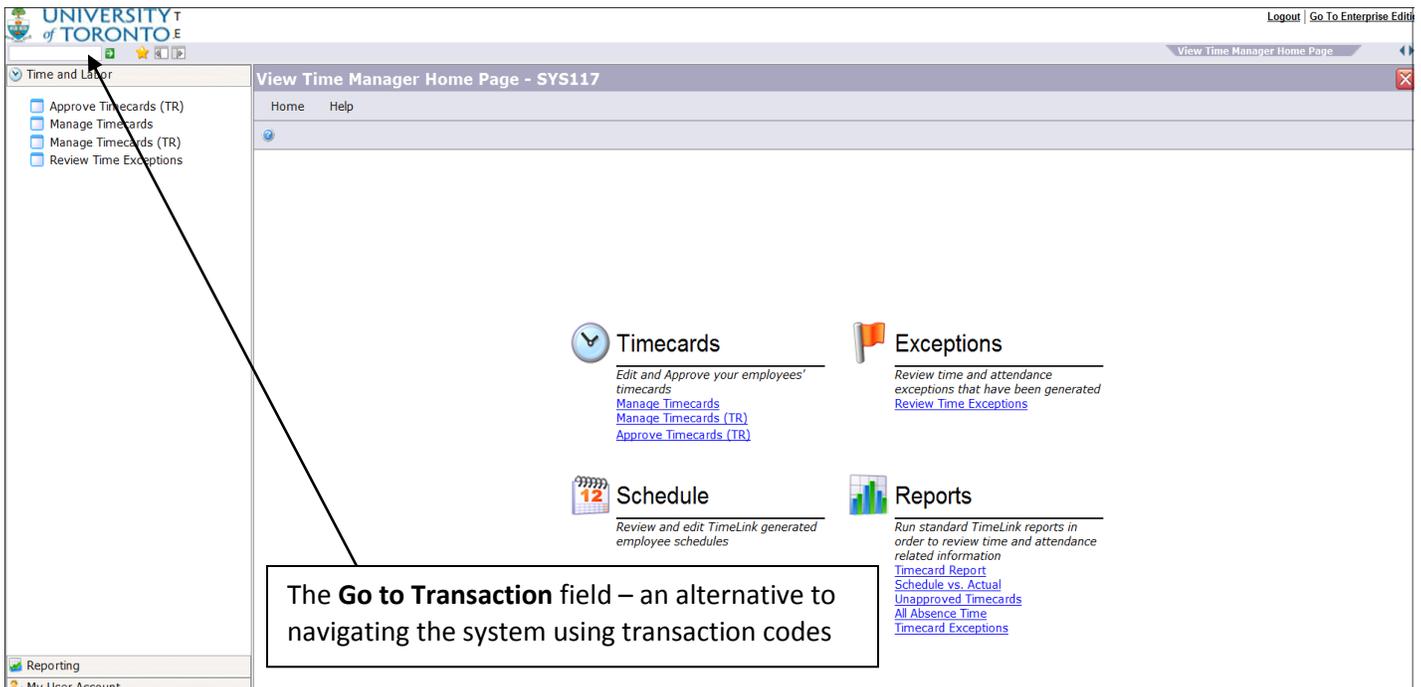
Navigating in TimeLink

TimeLink Login Page

Web Address	https://timelink.utoronto.ca/timelink/login

TimeLink Home Page

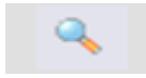The **Go to Transaction** field – an alternative to navigating the system using transaction codes

TimeLink Main Menu

The Main Menu helps you to navigate within the system. This can be done by clicking on your required menu item or entering the matching transaction code in the **Go to Transaction** field.

Main TimeLink Icons

	Print Function		Toggle Find Section
	Go forward One Record		Go back One Record
	Go back to the List		Show next Timecard Detail
	Create Time Record		Create Multiple Time Records
	Edit Function		Remove Record
	Add Timecard Comment		Approve/Unapprove Time Records
	Approve All Time Records		Unapprove all Time Records
	Update time records and tabs		TimeLink Help