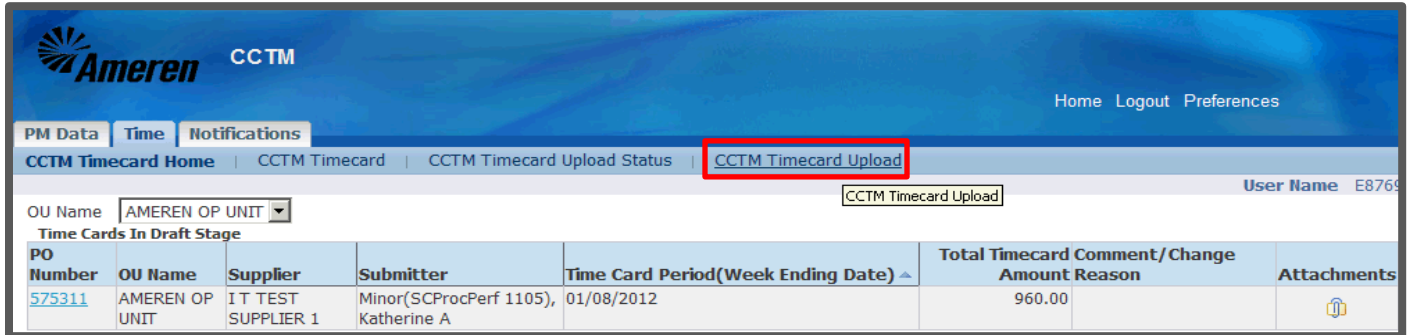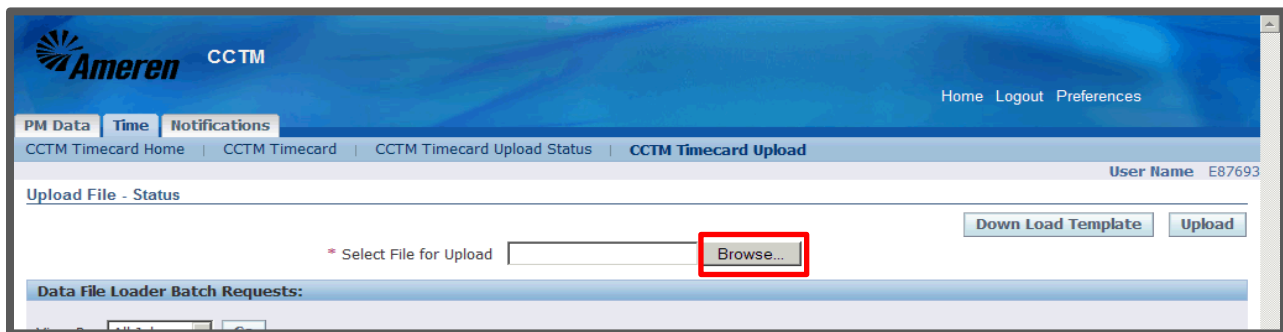# Upload & Submit a CCTM Time Card Template
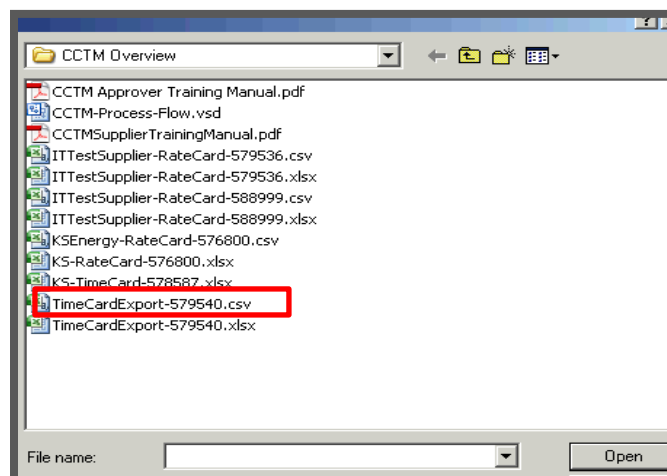
| 1.	On your **CCTM Timecard Home** page **Click** the **CCTM Timecard Upload** link. Your Time Card template **MUST BE s**aved as **CSV (Comma Delimited)** format before upload.

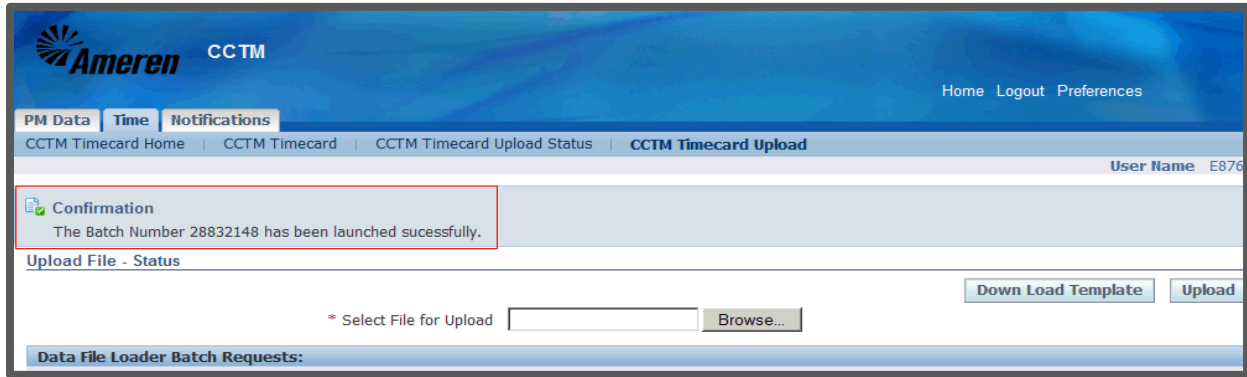| 2.	Next to the **Select File for Upload** field click the **Browse** button to search for the corresponding file.

3.	**Search** for and **choose** the file you want to upload.

| 4.	The **Select File for Upload** field will be populated. **Click** the **Upload** button to launch the Batch Request.
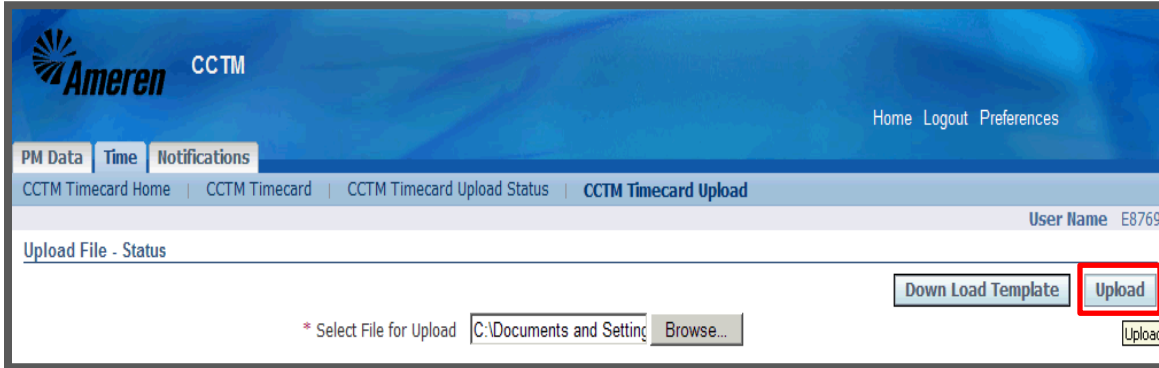
5.	The page will refresh to display a **Confirmation** message stating the **Batch was launched successfully**.

6.	As the Batch runs, the **Status** progresses from **Pending** to **Running** to **Completed**. **Click** the **Go** button to refresh the page and monitor the **Status**.
7.	When the batch is **Completed**, you will see a number for **Successful Lines** - Number of Time Card lines in which all cells are populated as required and contain valid data. For **Rejected Lines** - Number of Time Card lines in which at least one cell is not populated as required or does not contain valid data. The **Details** icon will be blue and active, click it to view Time Card errors. The **Rejections** page displays the Time Card **Line Number** that failed, the **Field Type**, an **Error Description** and the **Suggested Corrective Action**. Since the Time Card template includes a Header line, the **Line Number** indicated will refer to the **following Line Number** in your Time Card file. If one Time Card line is Rejected, **the entire upload is rejected**. **Correct the errors and re-upload the Time Card template** using the same process.
8.	With a successful upload Click the **CCTM Timecard Home** link.
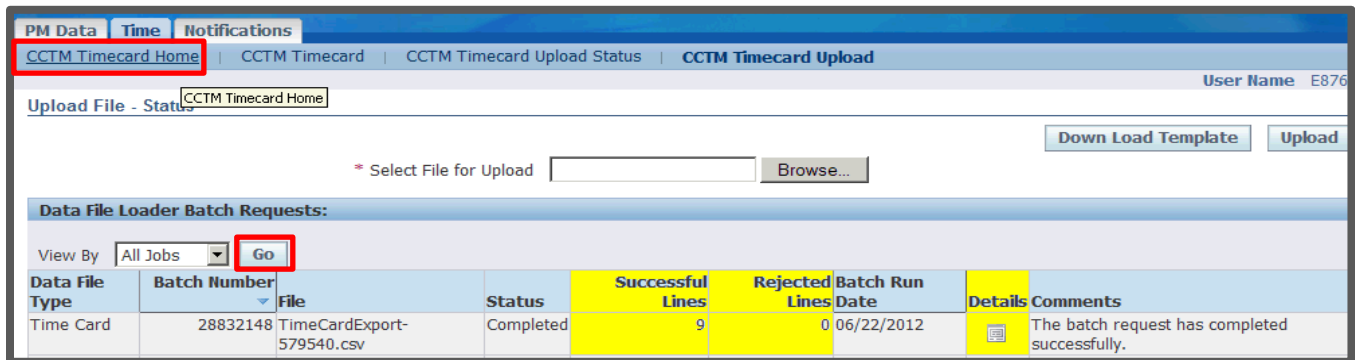
9.	On your **CCTM Timecard Home** page you will see the Time Card you have just uploaded in the **Time Cards in Draft Stage** section. To view your Time Card online click the **PO Number** link.

10.	At the bottom of the page you will see **Labor**, **Equipment**, **Material** and **Expense** tabs. You can **Click** on each **Tab** view Time Card **Details** which correspond to the sections populated in your Time Card template.
11.	To view your Time Card in **Edit** mode and prepare for submittal Click the **Select All** link.
12.	Click the **Timecard Listing Mode** dropdown arrow.

13.	Click the Draft list item.
14.	Click the Go button.

15.	Time Card details that do not correspond to the Craft Combinations or Rate calculations will be displayed as editable fields. In the **Labor** and **Equipment** tabs you can edit **PO Line Number** and/or **Job Number** (depending upon PO Type), **Consultant Name**, **number of units/hours** per day. You can also **Add Crafts** as needed. In the **Material** and **Expense** tabs you can **edit all fields** and **Add Another Row** as needed.
16.	CCTM requires that you include an **Attachment** in the **Time Card Details** section when submitting a **Time Card**. Contact the designated **Approver** with **questions regarding what should be attached**. To add the mandatory **Attachment** click the **Add** button in the **Time Card Details** section.

| 17.	CCTM allows a **File**, **URL** or **Text** attachment **Type**. To attach a **File**, enter **a file name** in the **Title** field (optional) and click the **Browse** button to open a **Choose File** window.

| 18.	**Search** for and **double-click** the file you want to upload.
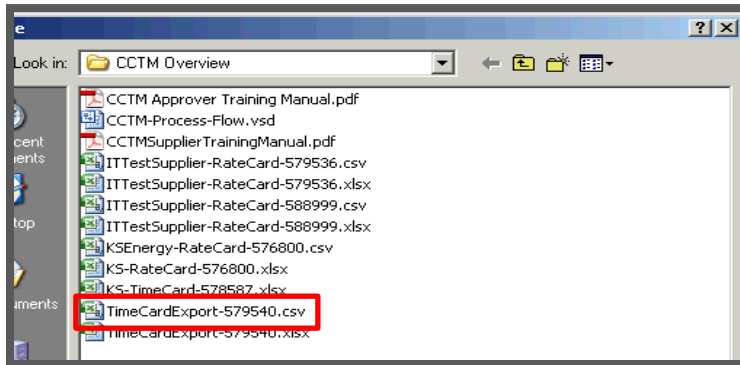
19.	The **File** field will be populated. If you plan to include multiple attachments, click the Add Another button. Otherwise, click the **Apply** button, to complete one attachment. .
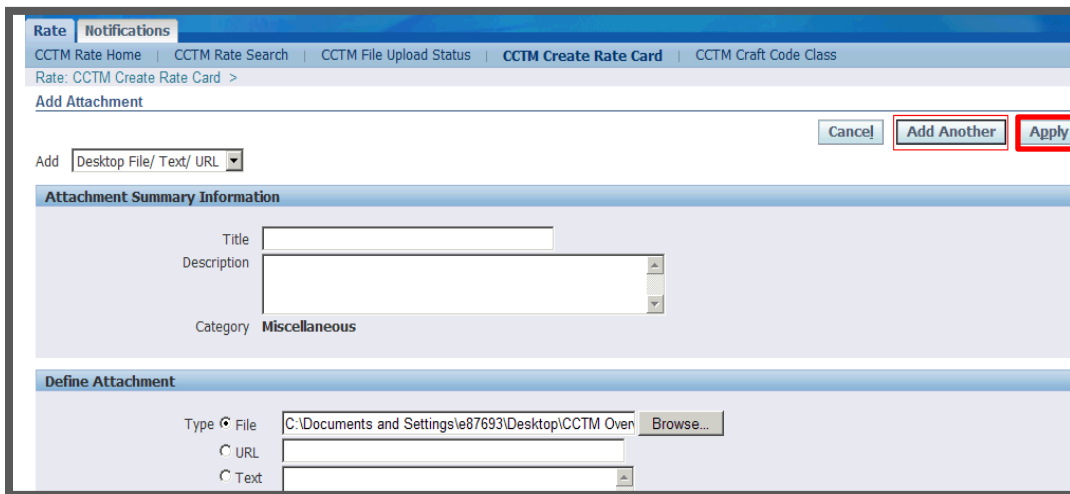
20.	Routed back to the Time Card page, a **Confirmation** message will indicate **attachment was added successfully**.
21.	A **View** link is active to review attachment(s). The **Add** button will remain active for additional attachments as needed.
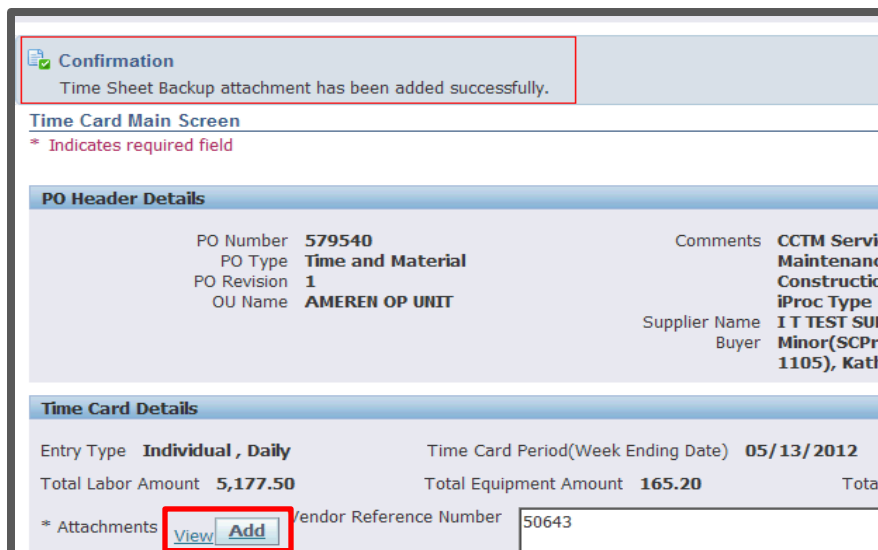
22.	With attachments added, when you are satisfied with Time Card details, **Click** the **Save and Submit** button.

23.	The page will refresh to display a **Confirmation** message stating the **Time Card was submitted successfully**. Click **CCTM Timecard Home**.

24.	You will see your Time Card in the **Time Cards in Pending Stage** section of your **CCTM Timecard Home**.