How to Edit a Segment
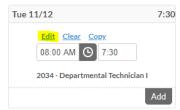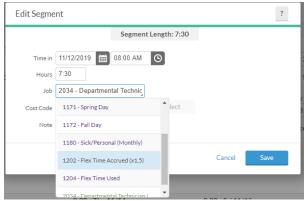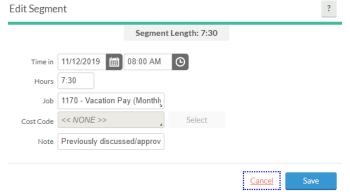
- Go to "Manage Time Sheet" and "Add" the segment.
  - Once segment appears, select "Edit"

- On the "Edit Segment" display select the appropriate job code

- You are able to add notes to segments that you and your supervisor may review. Note is not a mandatory field.

- Hit "Save" when finished. Edited segment will appear on your timesheet.