

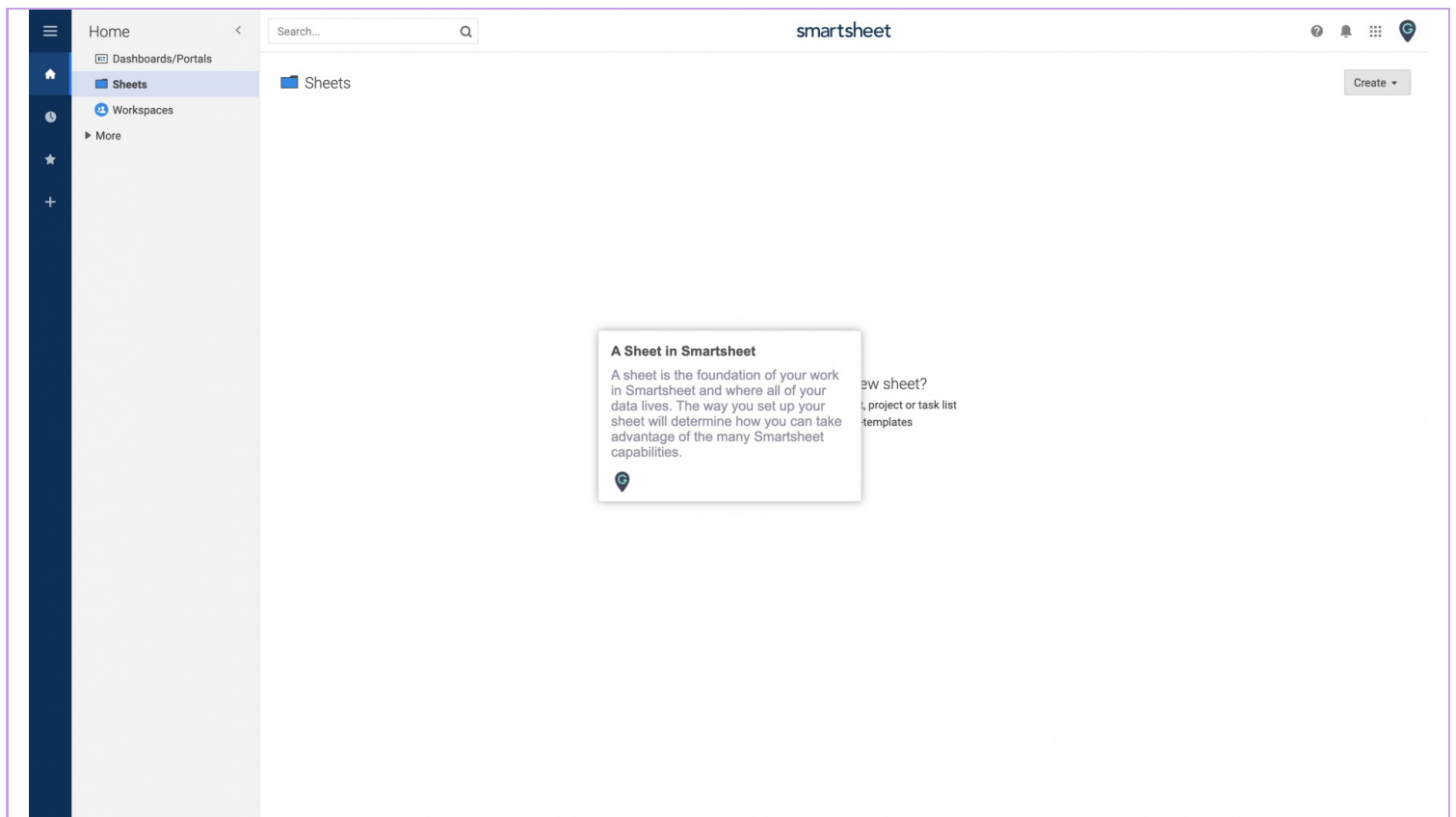


How to Set up a Sheet in Smartsheet

Step: 01

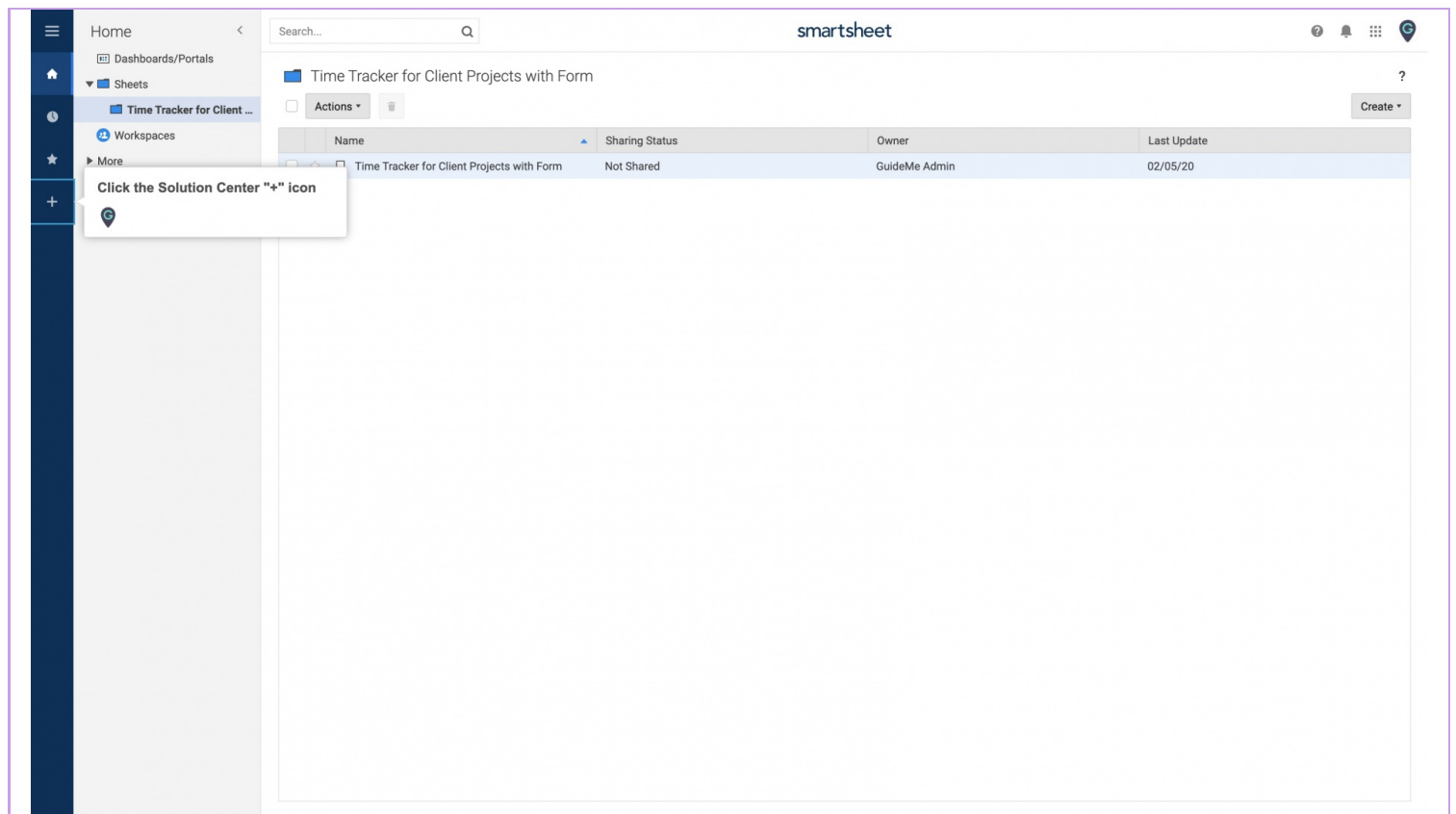
A Sheet in Smartsheet

A sheet is the foundation of your work in Smartsheet and where all of your data lives. The way you set up your sheet will determine how you can take advantage of the many Smartsheet capabilities.



Step: 02

Click the Solution Center "+" icon

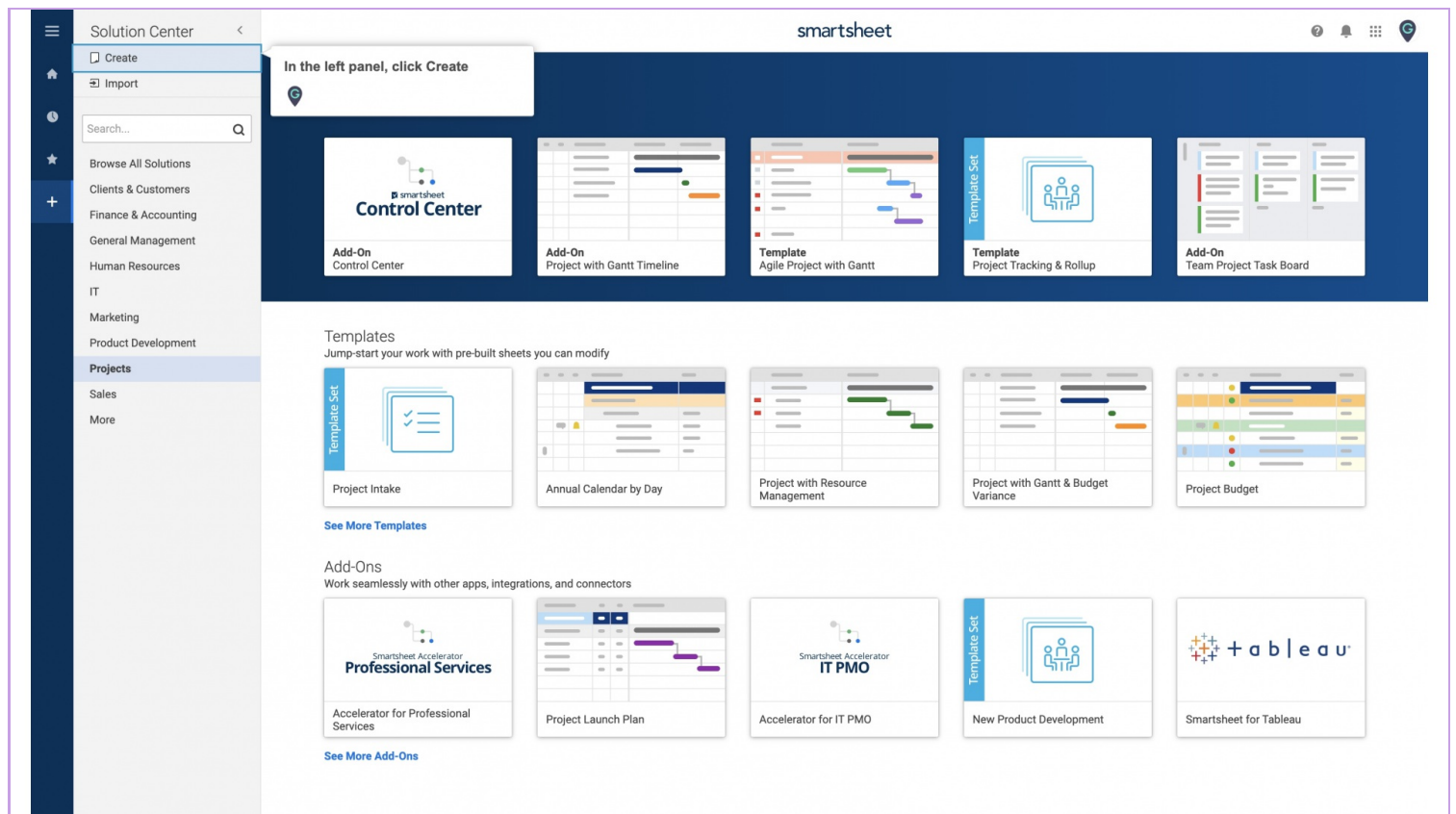


The screenshot displays the Smartsheet web application interface. On the left-hand navigation bar, the '+' icon is highlighted, and a tooltip appears with the text 'Click the Solution Center "+" icon'. The main content area shows a workspace titled 'Time Tracker for Client Projects with Form'. Below the title, there is a table with the following data:

| Name | Sharing Status | Owner | Last Update |
|--|----------------|---------------|-------------|
| Time Tracker for Client Projects with Form | Not Shared | GuideMe Admin | 02/05/20 |

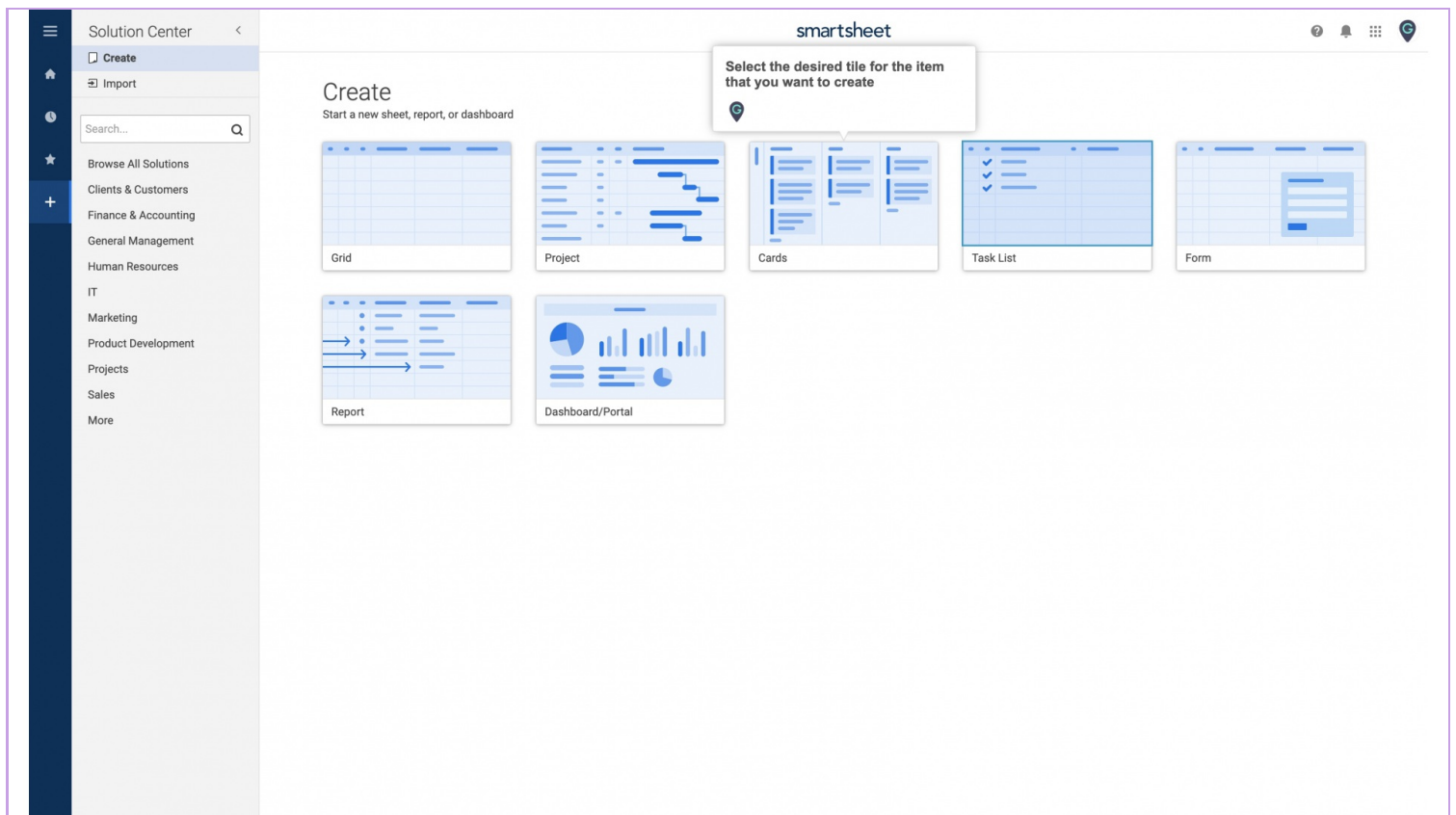
Step: 03

In the left panel, click Create



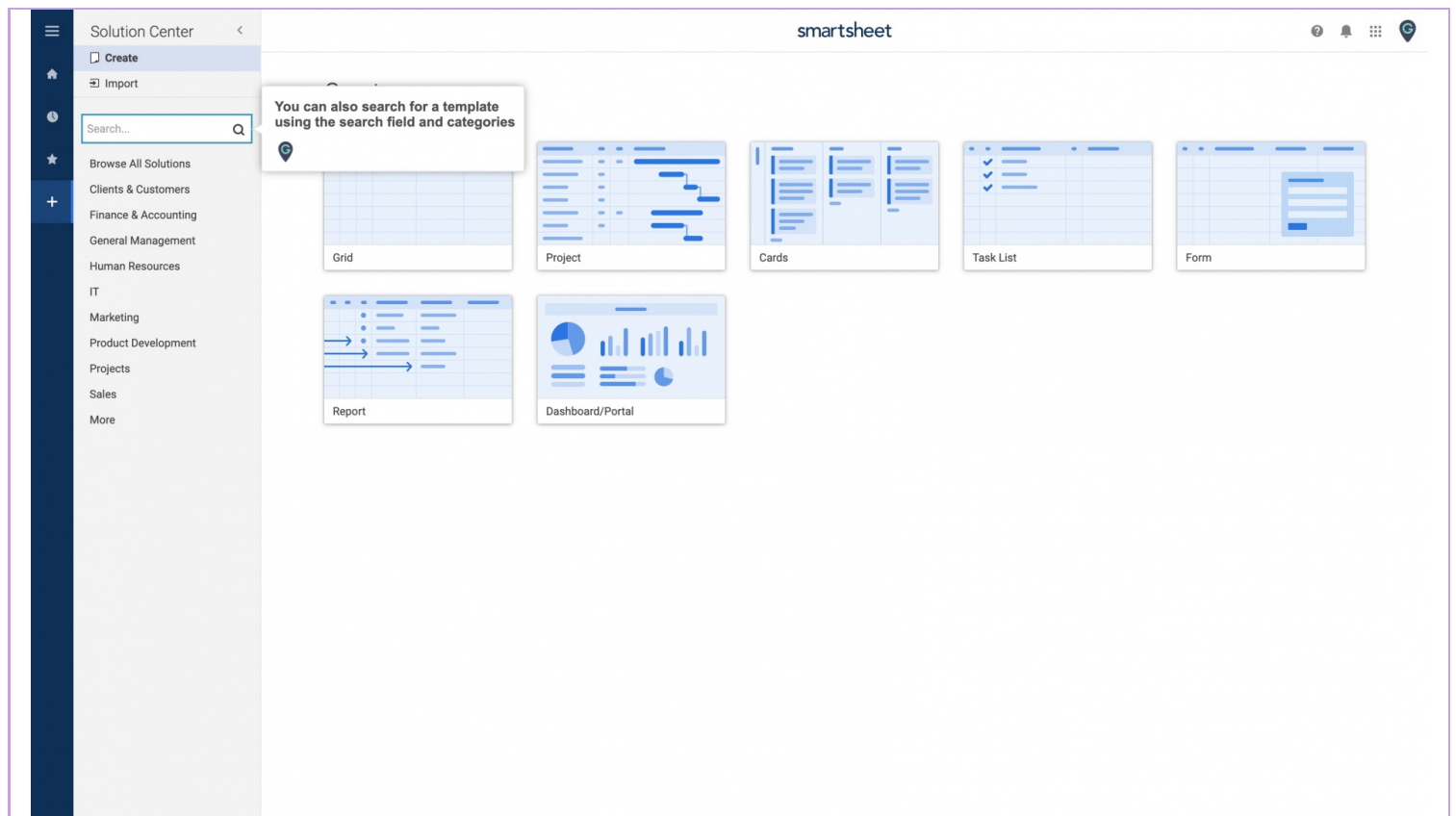
Step: 04

Select the desired tile for the item that you want to create



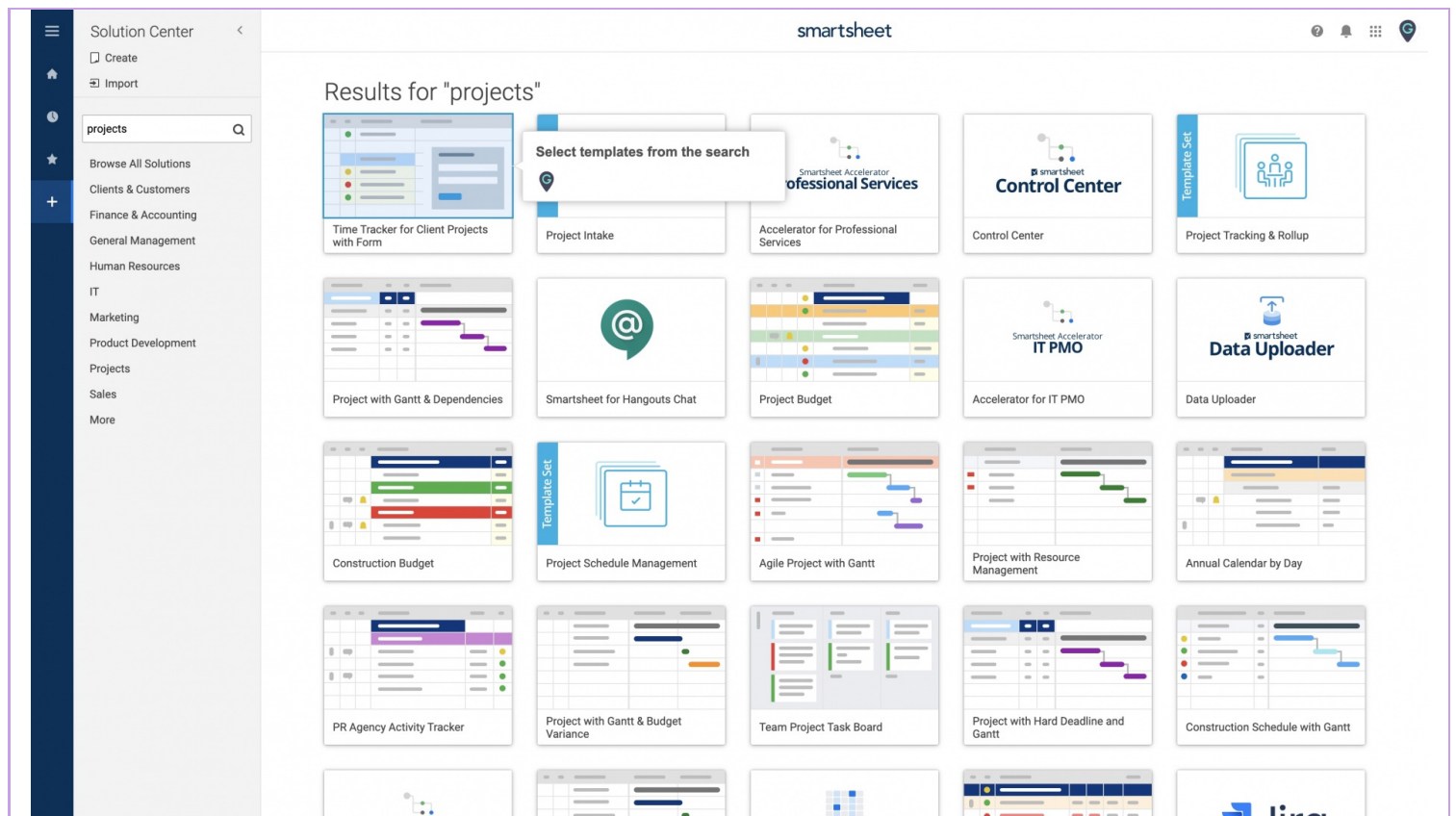
Step: 05

You can also search for a template using the search field and categories



Step: 06

Select templates from the search



Step: 07

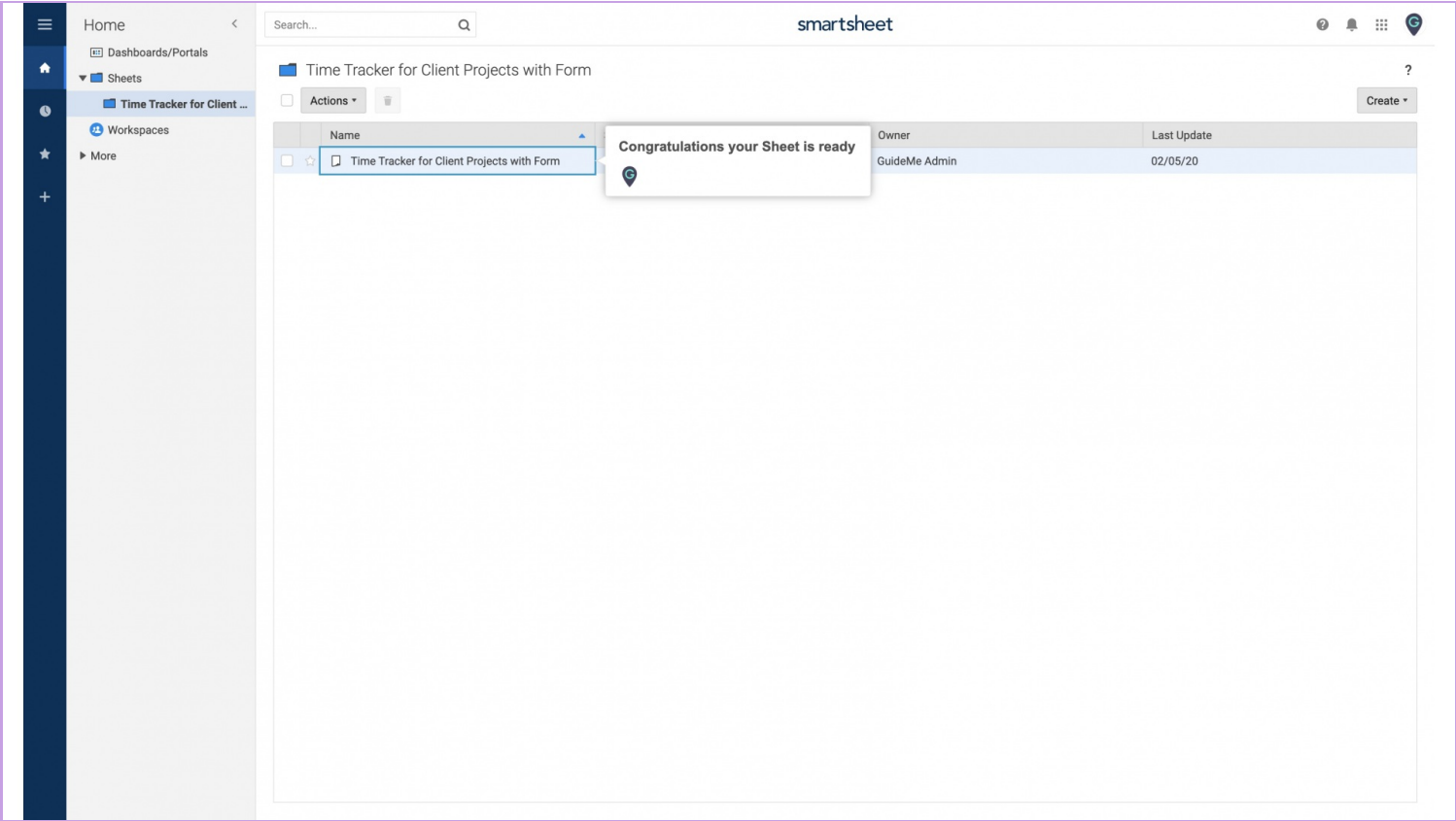
Click on "Use"

The screenshot displays the Smartsheet Solution Center interface. On the left is a navigation sidebar with categories like 'Browse All Solutions', 'Clients & Customers', 'Finance & Accounting', 'General Management', 'Human Resources', 'IT', 'Marketing', 'Product Development', 'Projects', 'Sales', and 'More'. The 'Projects' category is selected. The main content area is titled 'Results for "projects"' and features a grid of template cards. A central modal window is open for the 'Template: Time Tracker for Client Projects with Form'. This modal includes a list of bullet points describing the template's features and a prominent 'Click on "Use"' button with a location pin icon, followed by a blue 'Use' button. The template cards visible include 'Time Tracker for Client Projects with Form', 'Project Intake', 'Accelerator for Professional Services', 'Control Center', 'Project Tracking & Rollup', 'Project with Gantt & Dependencies', 'Smartsheet for Hangouts Chat', 'Project Budget', 'Accelerator for IT PMO', 'Data Uploader', 'Construction Budget', 'Project Schedule Management', 'Agile Project with Gantt', 'Project with Resource Management', and 'Annual Calendar by Day'. A preview of a spreadsheet template is also visible within the modal.

| | Work Date | Work Performed | Service Tech | Letter / Mileage | Hours | Hourly Rate | Total Amount | Submit | Approved | Flag |
|------------------------------------|-----------|------------------------|---------------|------------------|-------|-------------|--------------|--------|-----------|------|
| Week: March 11-17 | | | | | | | | | | |
| Sandhill Shopping Center | | | | | | | | | | |
| | | | | | 8.0 | | \$16,200.00 | | | |
| La Tonia Restaurants | | | | | | | | | | |
| | | | | | 6.0 | | \$300.00 | | | |
| 03/14/18 | | Safety walk inspection | Bob Henderson | Labor | 2.0 | \$40 | \$80.00 | ✓ | Approved | |
| 03/14/18 | | Faucet leaking repairs | Jeff Chambers | Labor | 4.0 | \$60 | \$240.00 | ✓ | Approved | |
| 03/14/18 | | Faucet leaking repairs | Jeff Chambers | Materials | | | 250.00 | ✓ | Approved | |
| Granville Accounting Firm | | | | | | | | | | |
| | | | | | 32.0 | | \$16,736.00 | | | |
| New HVAC System | | | | | | | | | | |
| | | | | | | | \$5,400.00 | ✓ | Submitter | |
| 03/13/18 | | HVAC Installation | Greg Simpson | Labor | 8.0 | \$60 | \$480.00 | ✓ | Approved | |
| 03/13/18 | | HVAC Installation | Travis Crews | Labor | 8.0 | \$60 | \$480.00 | ✓ | Approved | |
| 03/14/18 | | HVAC Installation | Greg Simpson | Labor | 8.0 | \$60 | \$480.00 | ✓ | Approved | |
| 03/14/18 | | HVAC Installation | Travis Crews | Labor | 8.0 | \$60 | \$480.00 | ✓ | Submitter | |
| Weekly Submitted Hours & Materials | | | | | | | | | | |
| 03/15/18 | | Power supply repair | Jill Gordon | Labor | 4.0 | \$50 | \$200.00 | | | |

Step: 08

Congratulations your Sheet is ready



Thank You!

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