PEER NOTES: OneDrive and Google

I wrote down instructions (very detailed) to create a OneDrive time sheet so that your employees don't have to send the timecard to you. Each time they update/sign in/out you will see their current card. All the excel sheet info remains the same. Very easy to do ☺

- Save payroll time card to OneDrive/create a folder
- Open the timecard in folder
- Enable editing
- Type personnel info
- Save As /OneDrive, rename with individual name
- Save
- Back @ timecard click "share" top right corner
- Click on "get a sharing link" bottom right
- See Edit link/click "create an edit link"
- Click "copy"
- Close time card
- Open email/send individual employee
- Write instructions ex: please use the following link for daily sign in/out
- Click paste (link will appear)
- All done yea!!!! ☺ ☺

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