



Task Timesheet

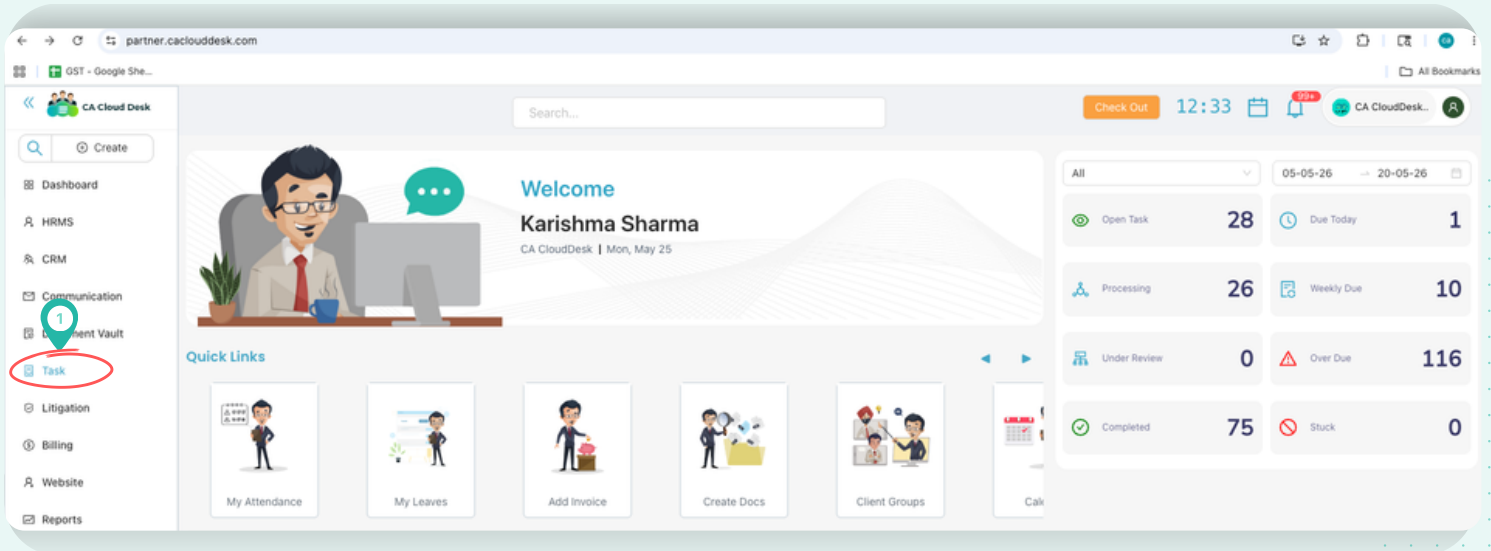
CA CloudDesk



Step 1: Log in to CA CloudDesk.



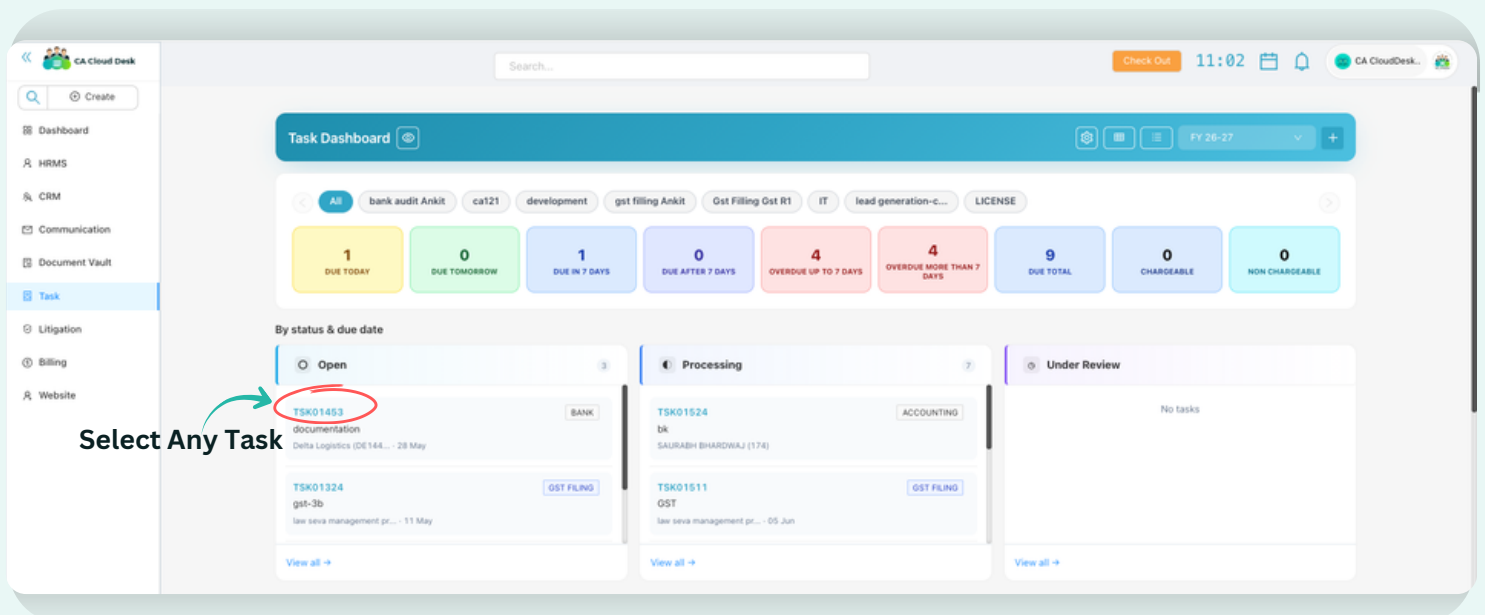
From the CA CloudDesk left navigation menu, select **Task**.



Step 2: Select any Particular Task.



From the Task Dashboard, open any particular **Task**.



Step 3: Navigate to Start Timer.

From any particular opened Task, locate the **Start Timer** option.



Task View

TSK01453 Delayed By: 7 days

documentation

Target Date: 26/11/2026 Due Date: 28/05/2026 8:49 AM
Created At: 22/05/2026 7:52 AM Priority: Medium
Created By: SONIYA KASHYAP Current Stage: View
Service: Bank Sub Service: Account Activation

Assignees: SK
Client: DL Delta Logistics
Efficiency:
Progress: 0.00%

More Fields

Reviewer: SONIYA KASHYAP Consultant: Karishma Sharma

Stages Subtask SOP Attachments Billing Comments Timesheet History Custom Field

Add a comment

Start Timer Option

Step 4: Click on Start Timer.

Click on **Start Timer** to begin tracking time for the Task.



Time Tracking

Task Name: documentation Task Number: TSK01453

☒ Automatic Time Tracking ☐ Manual Time Tracking

Click on Start Timer

Time Tracking Activity for the Task

EXCEL

Automatically Tracked

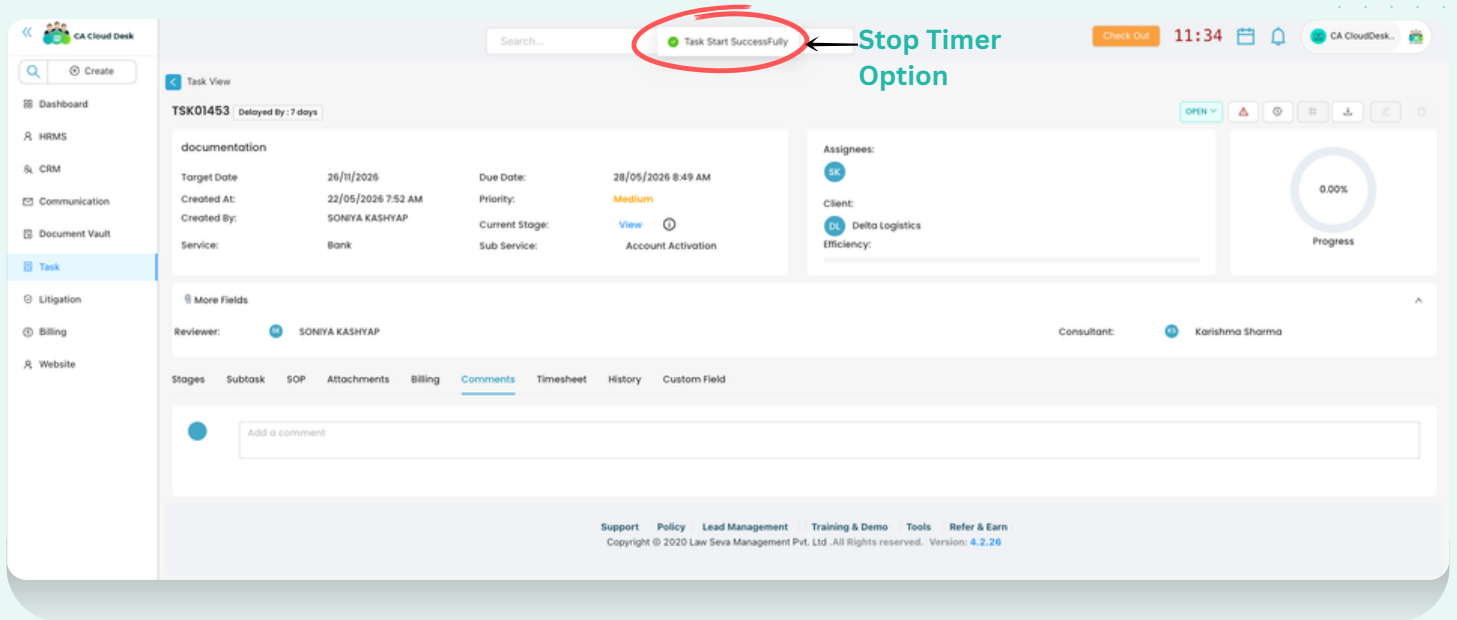
Employee Name	Date	Total Hours	Start Time (HH:MM)	End Time (HH:MM)	Status	Comment	Action
Ankit Sharma	04 Jun 2026	00:00:03	11:21 AM	11:21 AM	Pending	--	Edit Delete
Ankit Sharma	03 Jun 2026	00:00:07	02:12 PM	02:12 PM	Pending	jkk,	Edit Delete
Ankit Sharma	03 Jun 2026	00:00:11	05:06 PM	05:06 PM	Pending	re	Edit Delete
Total Time Tracked			0:00:21				

Manual Tracked

Employee Name	Date	Total Hours	Start Time (HH:MM)	End Time (HH:MM)	Status	Comment	Action
No data							
Total Time Tracked			00:00:00				

Step 5: Click on Stop Timer.

Once the Task is completed, click on **Stop Timer**.

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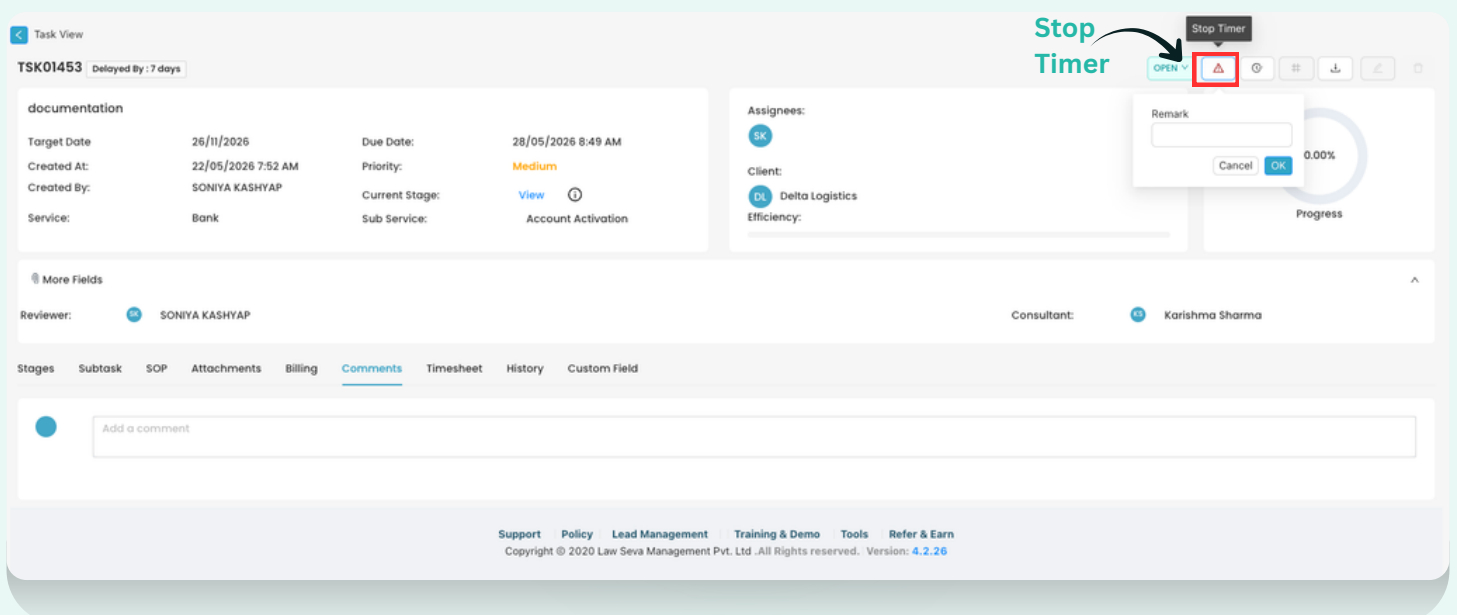
Add a comment

Support Policy Lead Management Training & Demo Tools Refer & Earn

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Step 6: Add Remarks and Click Save.

After stopping the Timer, add the Remarks and then click **Ok**.

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Add a comment

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Stop Timer

Remark

Cancel Ok

Step 7: Timer Stopped Successfully.

The Timer has been stopped and the timesheet entry is saved with your **Remarks**.

