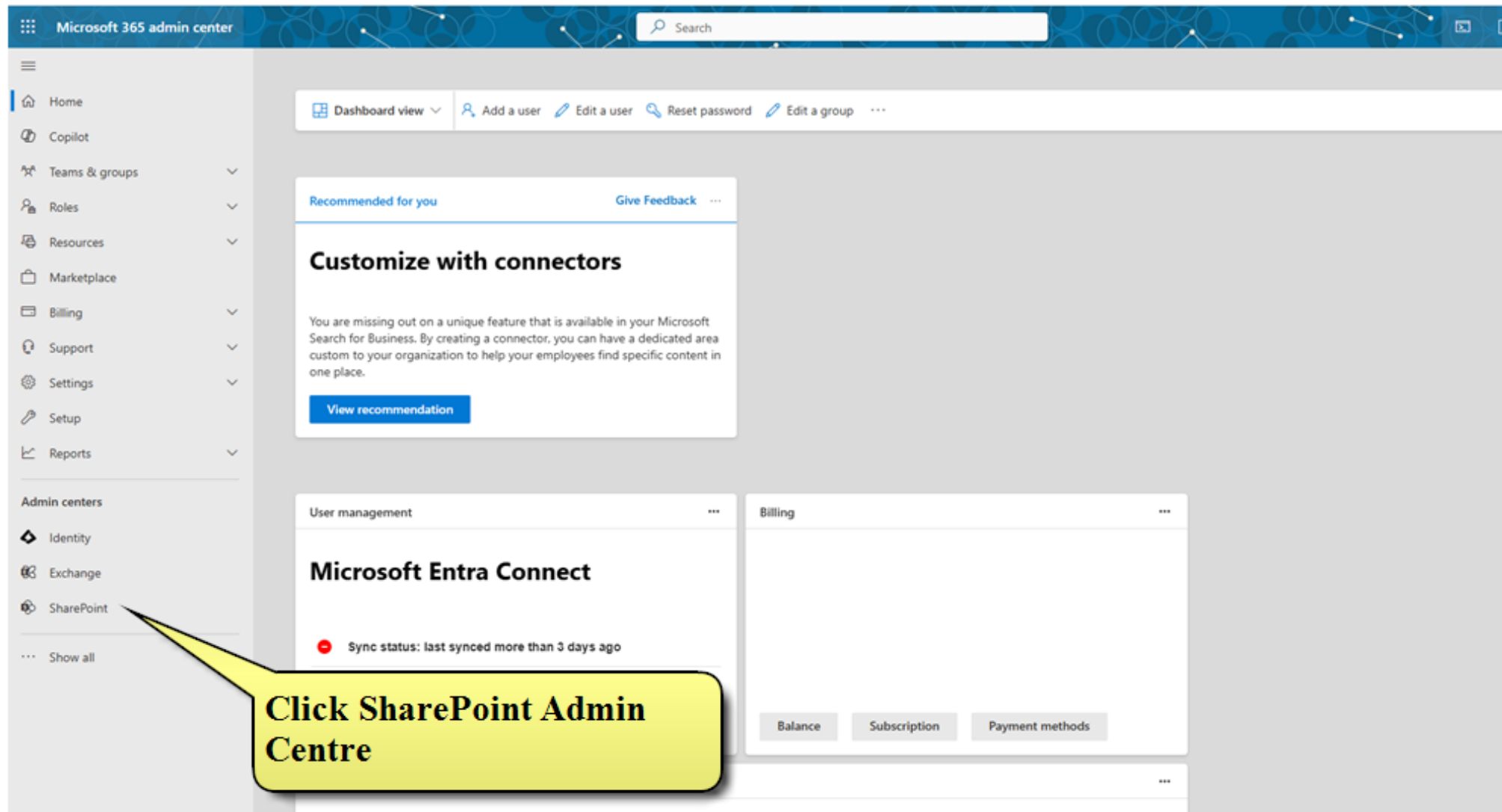


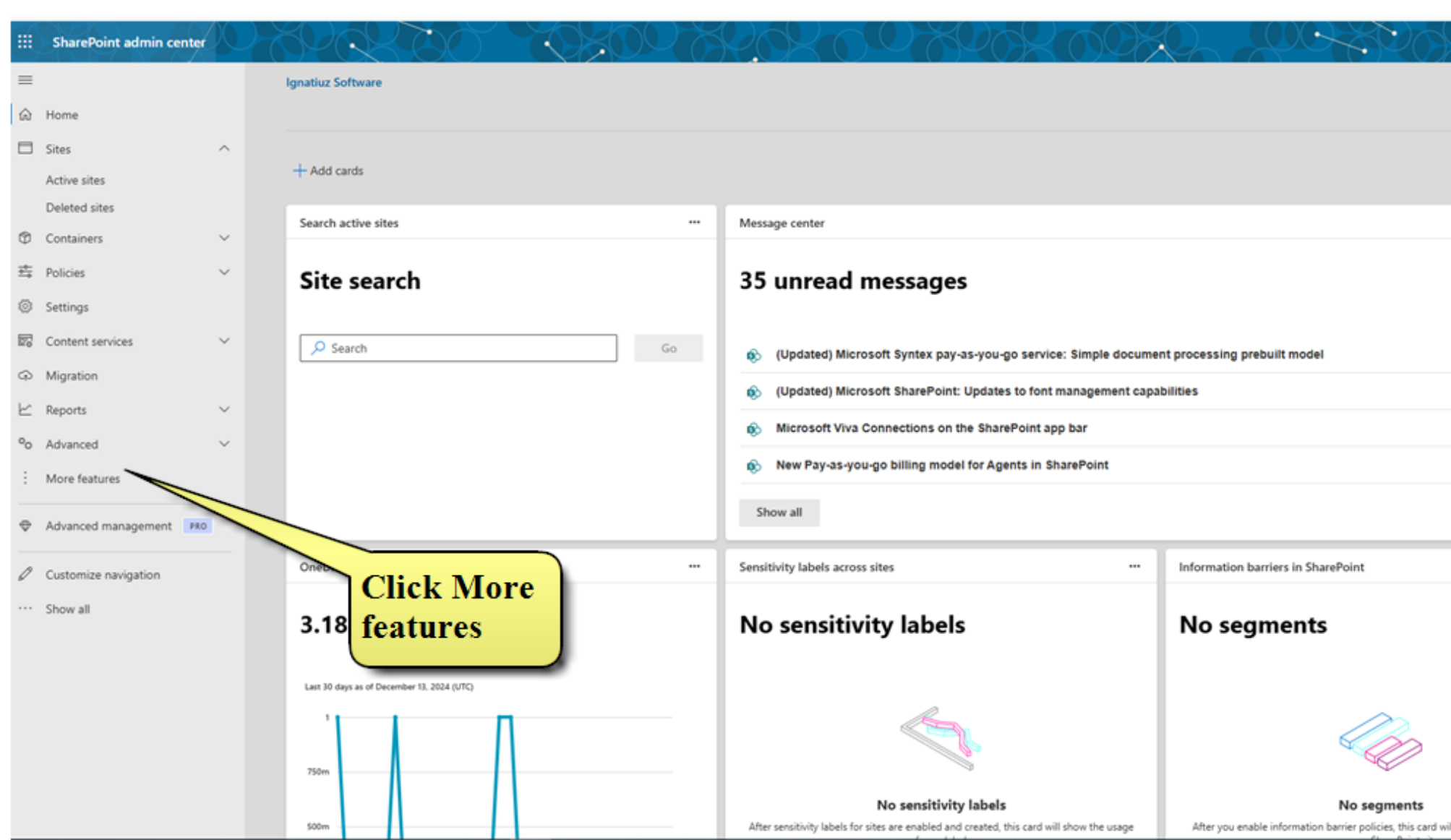
Timesheet Pro 365: Upgrade Instructions

Upgrading the application at global level:

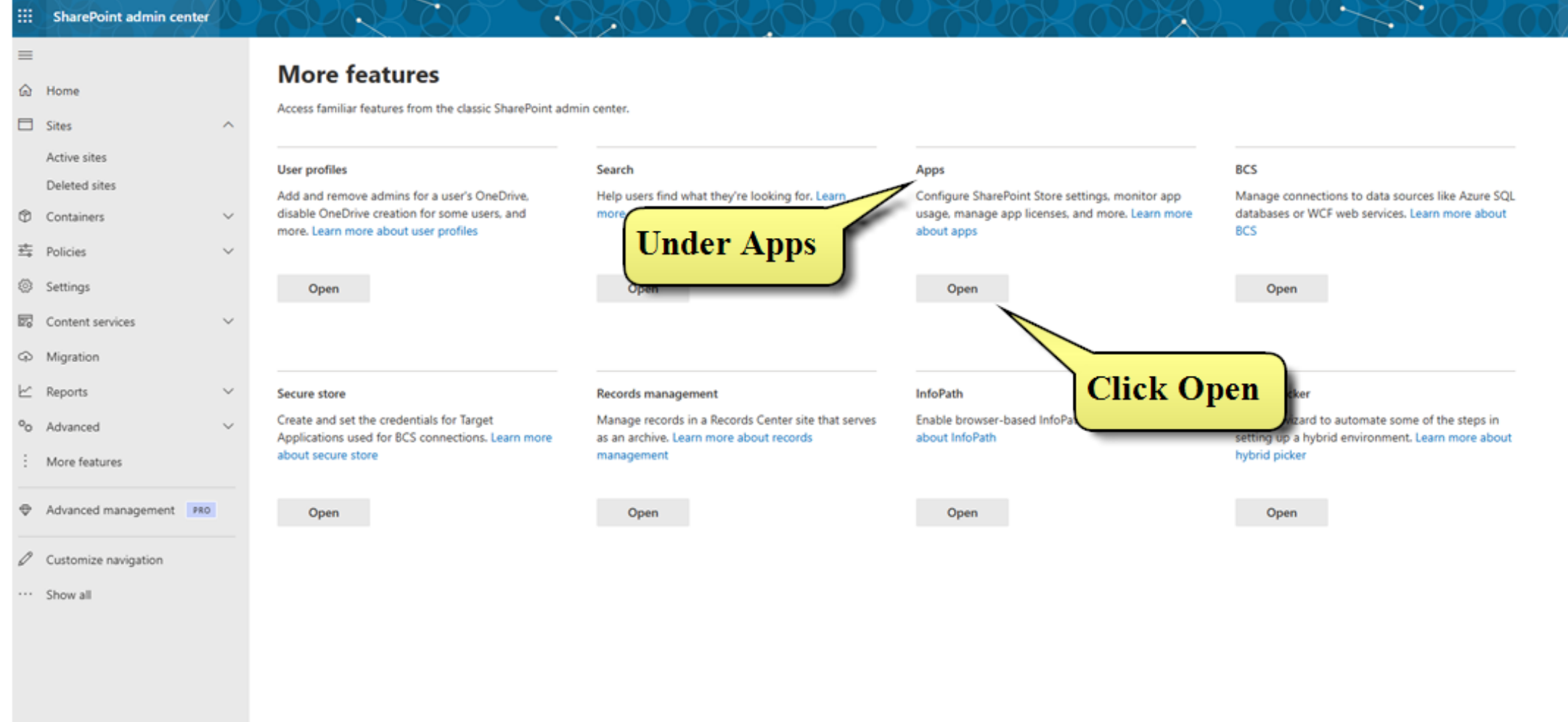
1. Open the SharePoint Admin Centre.



2. Click on More features in the left navigation.

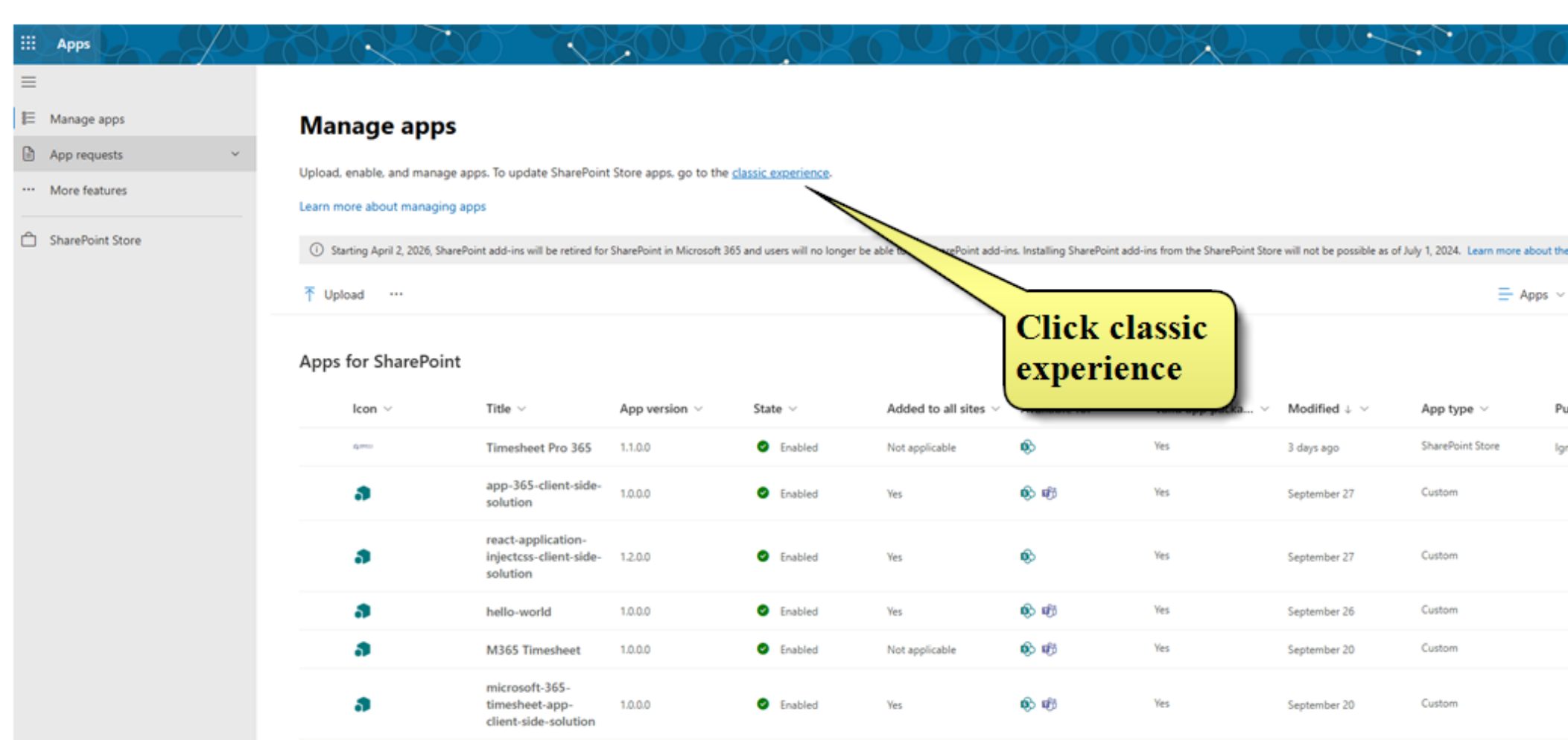


3. Find Apps and click Open.

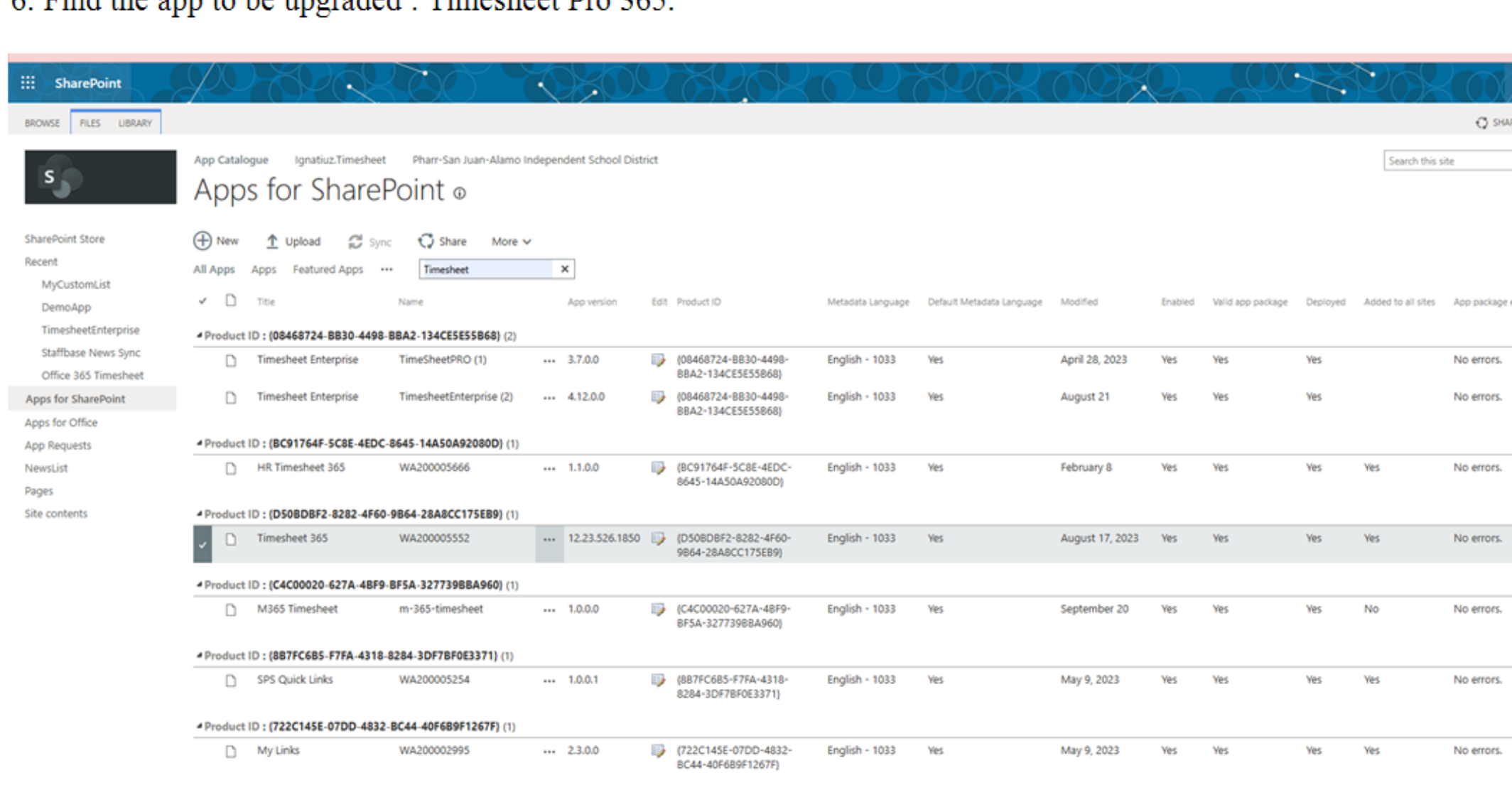


4. This will open the Tenant App CatLog - Manage Apps.

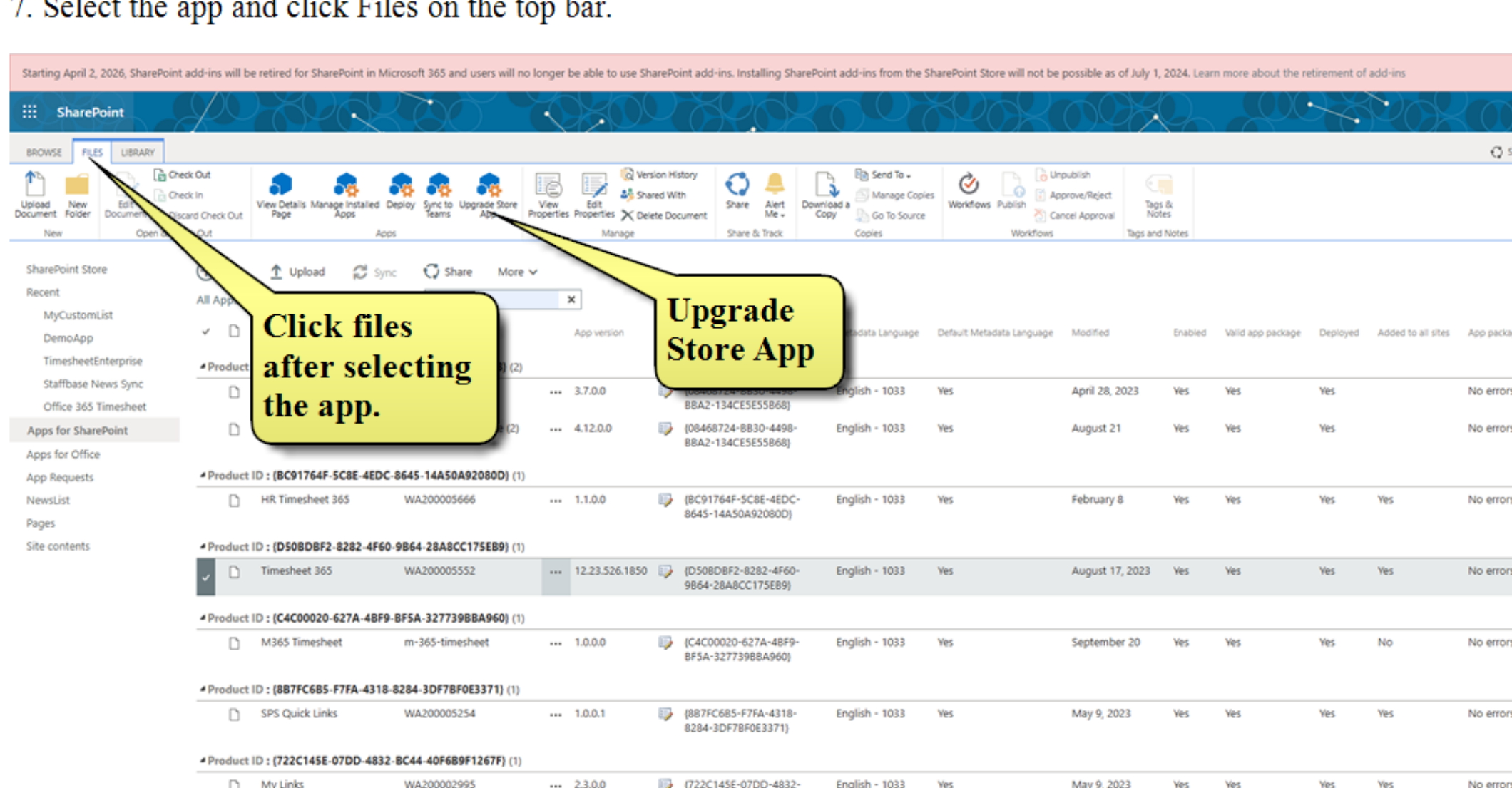
5. Click on the Classic experience link under the Manage apps title.



6. Find the app to be upgraded : Timesheet Pro 365.



7. Select the app and click Files on the top bar.

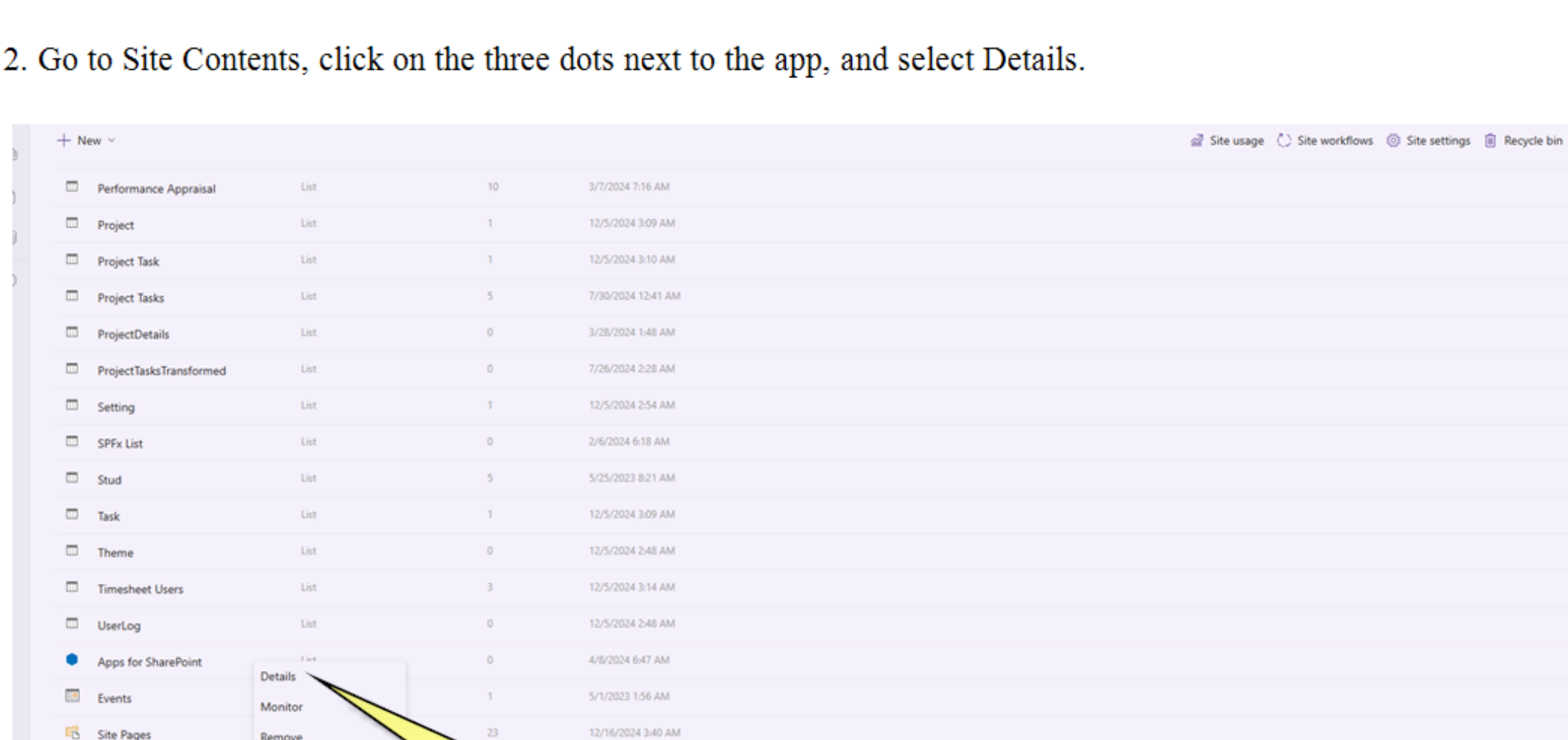


8. Click Upgrade Store App, this will upgrade the application at the global level.

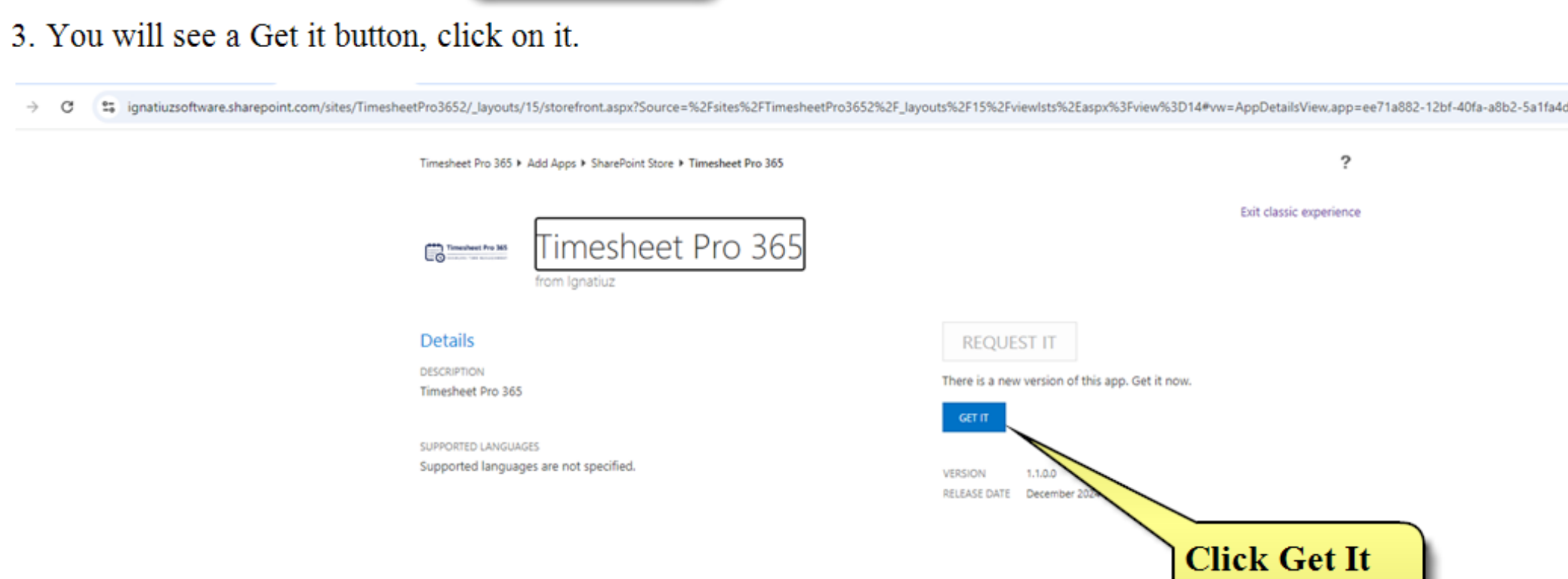
Upgrading the application at site level:

1. Navigate to the site where the Timesheet app is installed

2. Go to Site Contents, click on the three dots next to the app, and select Details.



3. You will see a Get it button, click on it.



4. This will install the newly launched version of the application. You can verify it by checking the version and release date options.