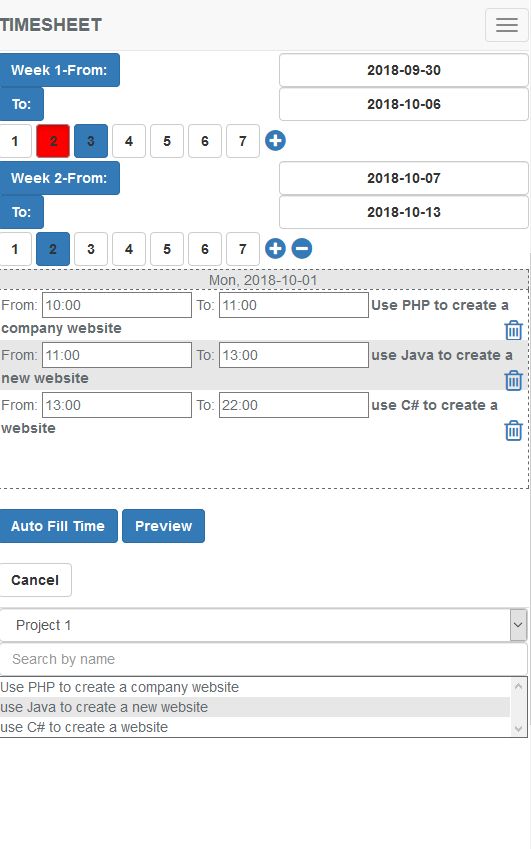
**Timesheet**

Version 1.1 – last updated 2019-09-30

Every company needs a timesheet to record employee’s work hours. This website can do it for you. Creating a timesheet has never been so easy! It uses jQuery “Drag, Drop and Sort” feature to let you drag an item from a list, then drop to your compose area, then sort them if you want. You can also delete an item.

This website has access restriction feature. You can give access to a department (called “division” in this software), a role or an employee to read/create/edit/delete a specific page.

This website is responsive design. You can use it from your cellphone, iPad, Notepad. Then the layout will change accordingly. For example, here is a example for cellphone:



1. Create database and tables.

In a database tool such as MySQL Workbench, execute the SQL in file timesheet.sql. Here is the link to download MySQL Workbench:

<https://www.mysql.com/products/workbench/>

1. Set up database connection.
2. Access rules – bitwise operation. You can use the excel file for the calculation: access.xlsm

If you cannot send out email, please check your configuration. If you are using Linux, for example, Ubuntu, On ubuntu terminal try executing following command

# apt-get install sendmail

If you are using Windows, in your php.ini: (for gmail.com, smtp\_port is 587)

[mail function]

SMTP = smtp.example.com

smtp\_port = 25

username = info@example.com

password = yourmailpassord

sendmail\_from = [info@example.com](mailto:info@example.com)

1. Please make sure every user has different email address. We use email address to send out password reset emails.
2. To prevent hackers, please install this timesheet website in your company’s intranet. Please ask your company’s network administrator about the details. When creating a new user, please use SQL. Please ask a database person for the details. For example:

INSERT INTO `timesheet`.`users`(`id`,`first\_name`,`last\_name`,`phone`,`address`,`address2`,`city`,`province`,`country`,`zip`,`reportto`,`picture`,`email`,`status`,`description`,`division`,`role`,`hourlyrate`,`yearlyrate`,`username`,`password`,`created\_at`,`updated\_at`,`token`,`token\_valid\_to`)

VALUES(1,'Admin','',null,null,null,'Toronto','ON','Canada',null,null,null,'yourusername@yahoo.com',1,null,16,3,null,null,'admin','$2y$10$fzWWXFPpK8NzXbBQOB9qruxT.EMpMu8YvLeO00el/UErxM8eoOhtq','2017-11-06 00:00:00','2017-11-06 00:00:00',null,null);

The username is admin. Password is 19760108



Final solution for sending out email from http://localhost

Open mail.php under config folder then fill with this option :

'driver' => env('MAIL\_DRIVER', 'smtp'),

'host' =>env('MAIL\_HOST', 'smtp.gmail.com'),

'port' =>env('MAIL\_PORT', 587),

'from' => ['address' =>'youremail@mail.com', 'name' => 'Timesheet'],

'encryption' => env('MAIL\_ENCRYPTION', 'tls'),

'username' =>env('MAIL\_USERNAME','yourusername@mail.com'),

'password' =>env('MAIL\_PASSWORD','youremailpassword'),

'sendmail' =>'/usr/sbin/sendmail -bs',

Open your .env file under root folder. Edit this file:

MAIL\_DRIVER=smtp

MAIL\_HOST=smtp.gmail.com

MAIL\_PORT=587

MAIL\_USERNAME=youremailusername

MAIL\_PASSWORD=youremailpassword

MAIL\_ENCRYPTION=tls

After that clear your config by running this command

php artisan config:cache

Restart your local server

1. Set up the web server:
   1. Use Windows IIS as the web server:

4.1.1 Enable IIS:

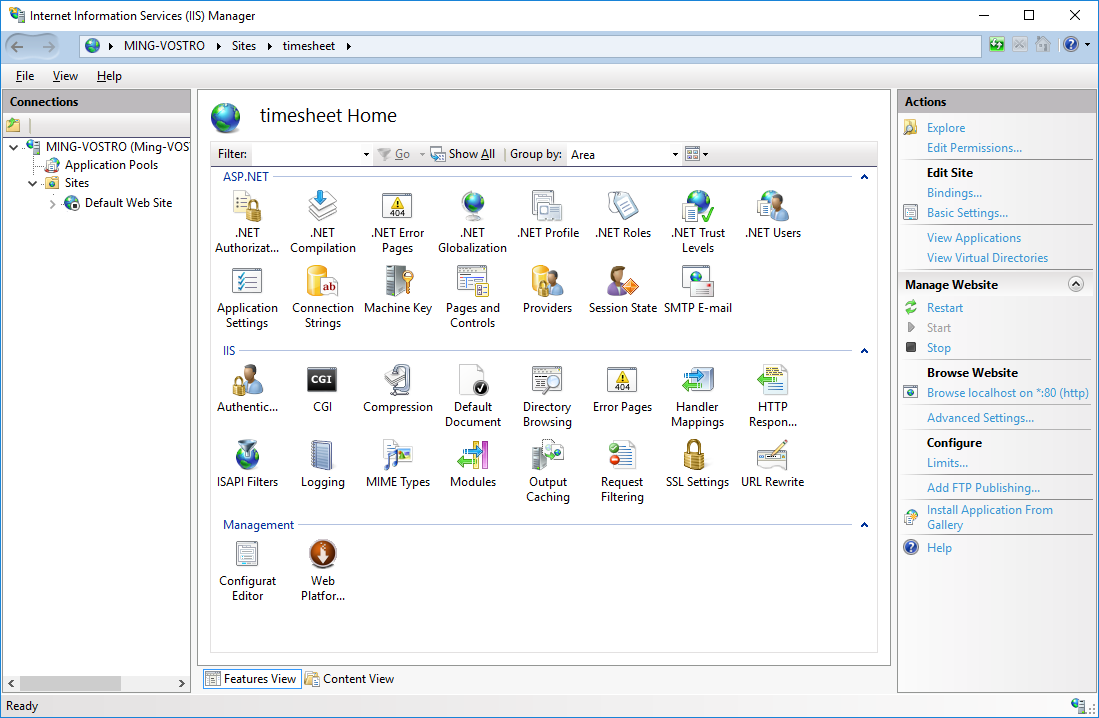
<https://msdn.microsoft.com/en-us/library/ms181052(v=vs.80).aspx>

1. In Windows, access the Control Panel and click Add or Remove Programs.
2. In the Add or Remove Programs window, click Add/Remove Windows Components.
3. Select the Internet Information Services (IIS) check box, click Next, then click Finish.
4. To learn how to use IIS, you can view the documentation at http://localhost/iishelp/iis/misc/default.asp.

# 4.1.2 Configure IIS

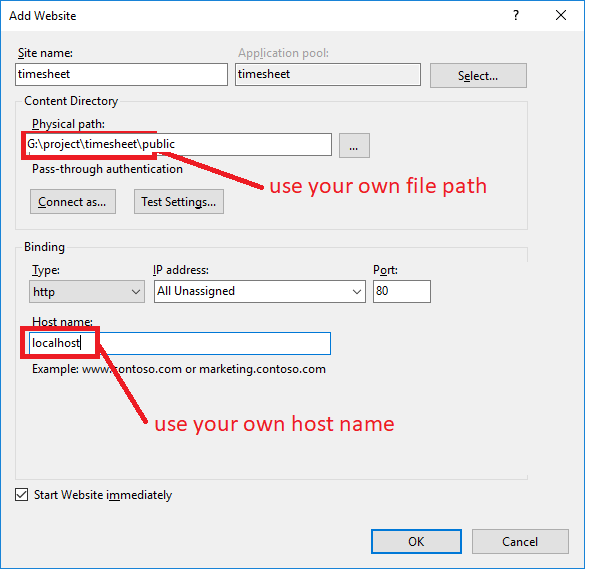
1. Right-click the My Computer icon on your server computer desktop, and then click Manage.
2. In the Computer Management dialog box, open the Services and Applications node.
3. Click Internet Information Services, and then click Web Sites.
4. Right-click the Default Web Site node to start it, if it is not started already.
5. If a secure Internet connection is required, set up Secure Sockets Layer (SSL). For more information, see

https://msdn.microsoft.com/en-us/library/ms181053(v=vs.80).aspx



* + 1. Create a website for timesheet:

In IIS left panel, right click “Sites”, choose “Add Website…”,

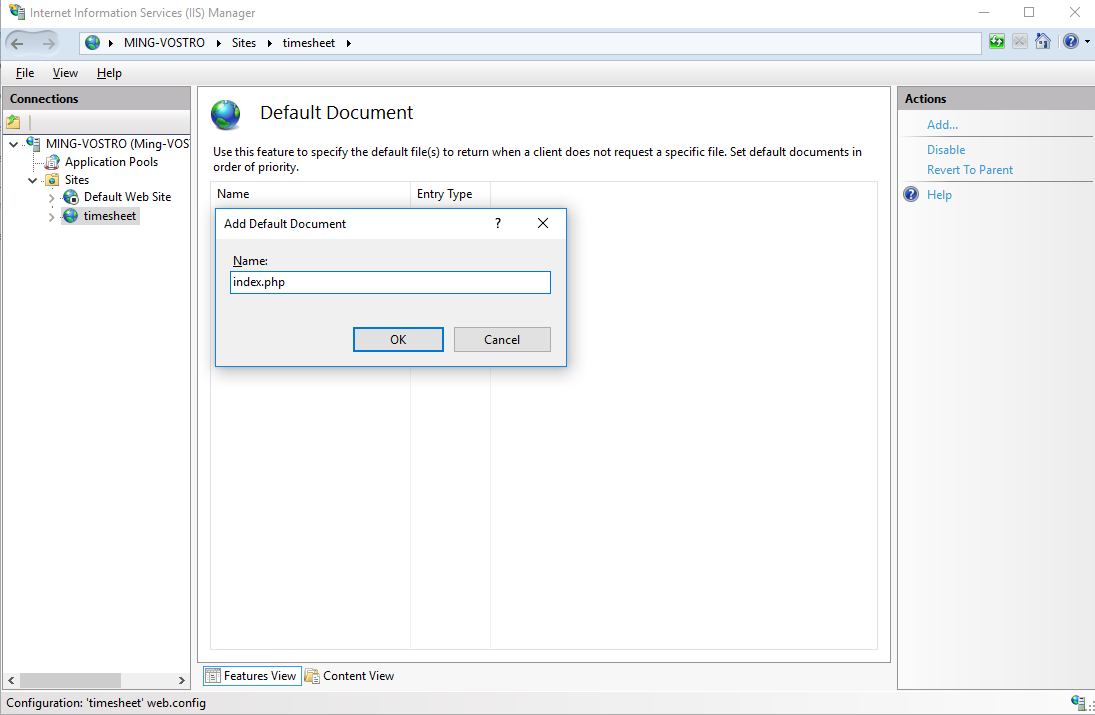


If you don’t know how to set up this, please ask a network administrator for details. For example, if you want to host multiple IIS websites on your local server, you may check out this website:

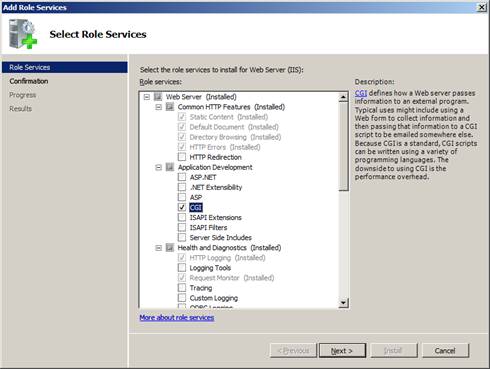
<https://www.mojoportal.com/adding-a-host-name-to-the-hosts-file-for-local-testing>

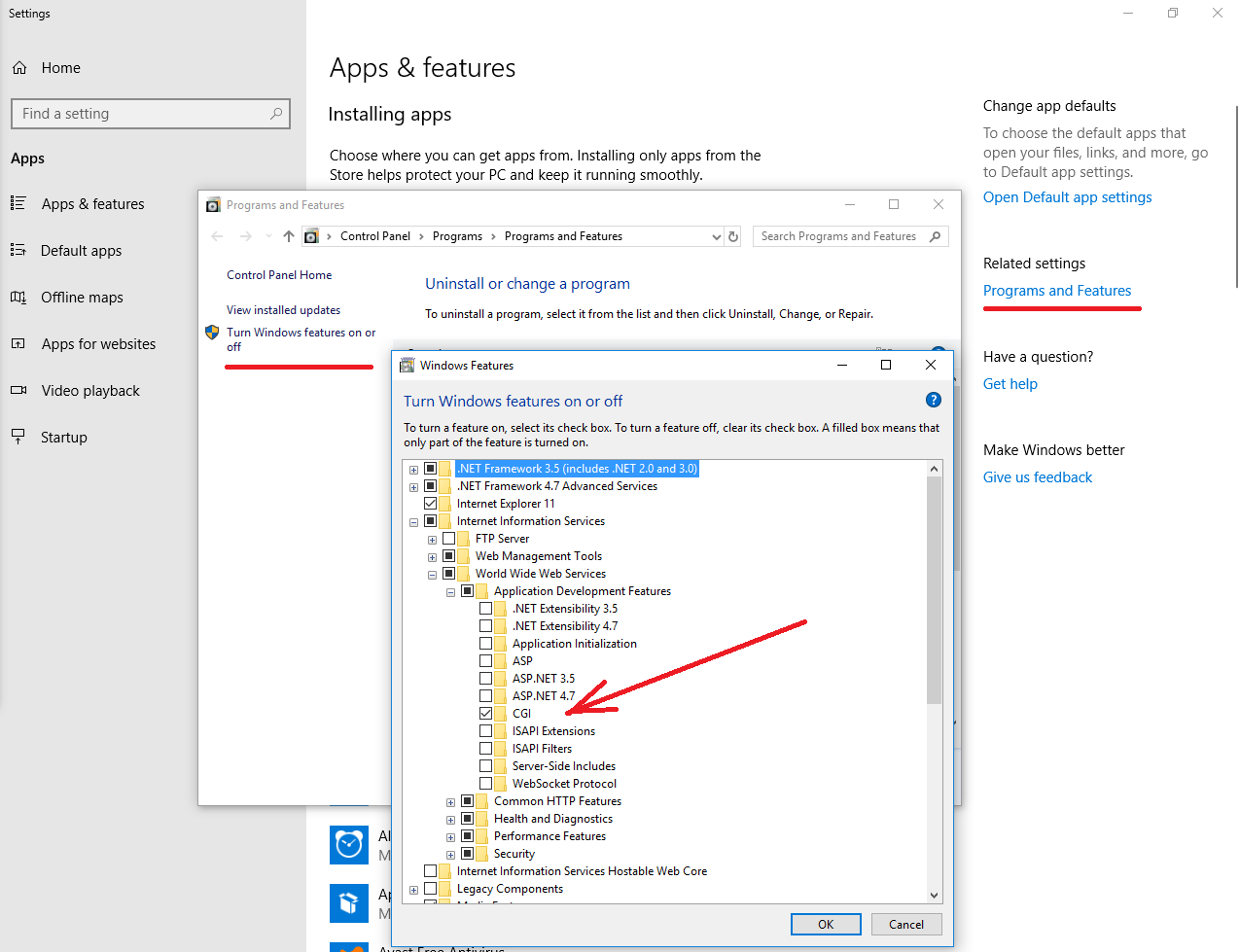
4.1.4 Setting “Default Document” and “Handler Mappings”

In IIS left panel, double click your website “timesheet”, then in the middle panel, double click “default document”. In the right panel “Actions”, click “Add”. Enter “index.php”, click “OK”.



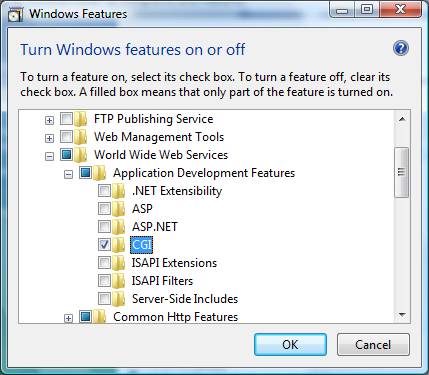
To enable Fast CGI, <https://docs.microsoft.com/en-us/iis/application-frameworks/install-and-configure-php-on-iis/enable-fastcgi-support-in-iis-7-on-windows-server-2008-windows-server-2008-r2-windows-vista-or-windows-7>

1. Add the CGI role service by going to Server Manager -> Roles -> Add Role Services.
2. Under Application Development, select the CGI check box. This enables both the CGI and FastCGI services (selecting CGI enables both CGI and FastCGI).  
   [](https://docs.microsoft.com/en-us/iis/application-frameworks/install-and-configure-php-on-iis/enable-fastcgi-support-in-iis-7-on-windows-server-2008-windows-server-2008-r2-windows-vista-or-windows-7/_static/image1.png)  
   Figure 1: Select Role Services page
3. Confirm the selections on the Confirm Installation Selection page, and then click Install.
4. The Installation Results page shows that the installation succeeded. Click Close.
5. The CGI role service appears under the IIS panel.
6. If you are using Windows 10, then go to Apps and Features -> right side menu: Programs and Features -> left side menu: Turn Windows features on or off -> Internet Information Services -> World Wide Web Services -> Application Development Features -> CGI. See the screenshot below:

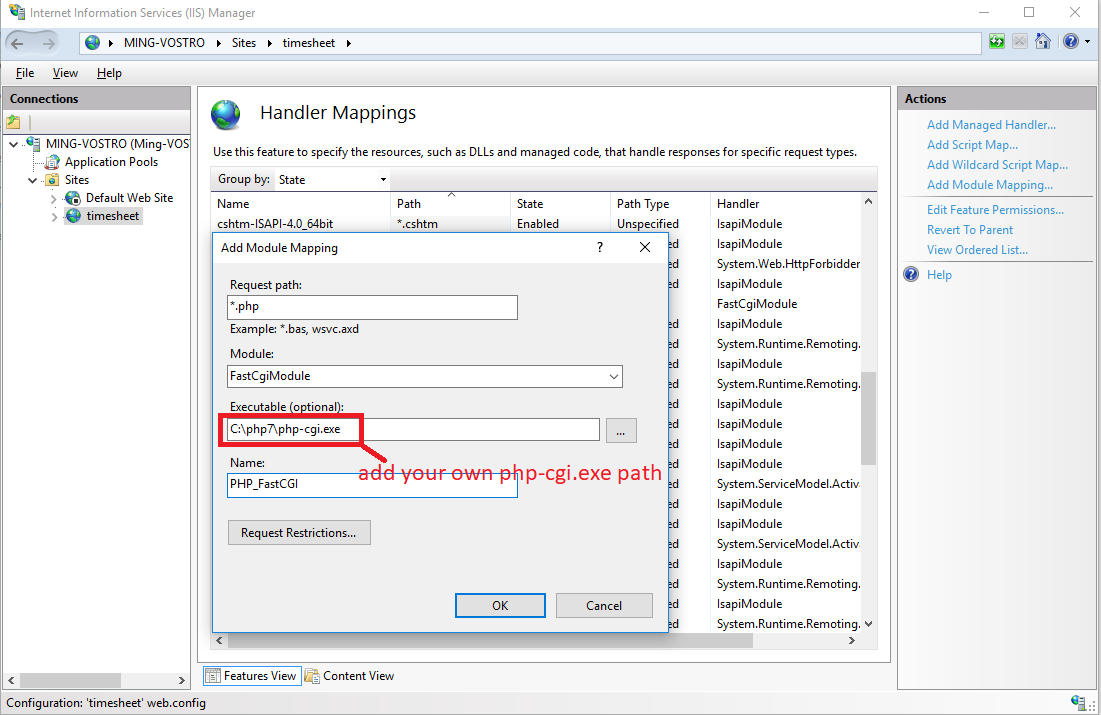


7. To enable FastCGI in Windows 7:

Go to Control Panel > Programs and Features > Turn Windows features on or off. Then in World Wide Web Services, choose Application Development Features, then click “CGI”.



In IIS left panel, double click your website “timesheet”, then in the middle panel, double click “Handler Mappings”, check the “path” column if “\*.php” exists. If not, go to the right panel, click “Add Module Mapping”.



Enter \*.php in the request path. In the Module dropdown list, choose FastCgiModule. In the executable, choose your php’s php-cgi.exe path. Then give it a name. Click “OK”.

4.1.5 URL rewrite:

If you don’t want the “index.php” to show in the URL, you can set URL rewrite.

In IIS middle panel, if you don’t see “URL Rewrite” in IIS section, you need to download it from this website:

<https://www.iis.net/downloads/microsoft/url-rewrite>

or

https://www.microsoft.com/en-us/download/details.aspx?id=47337

Try to download the x86 version or x64 version.

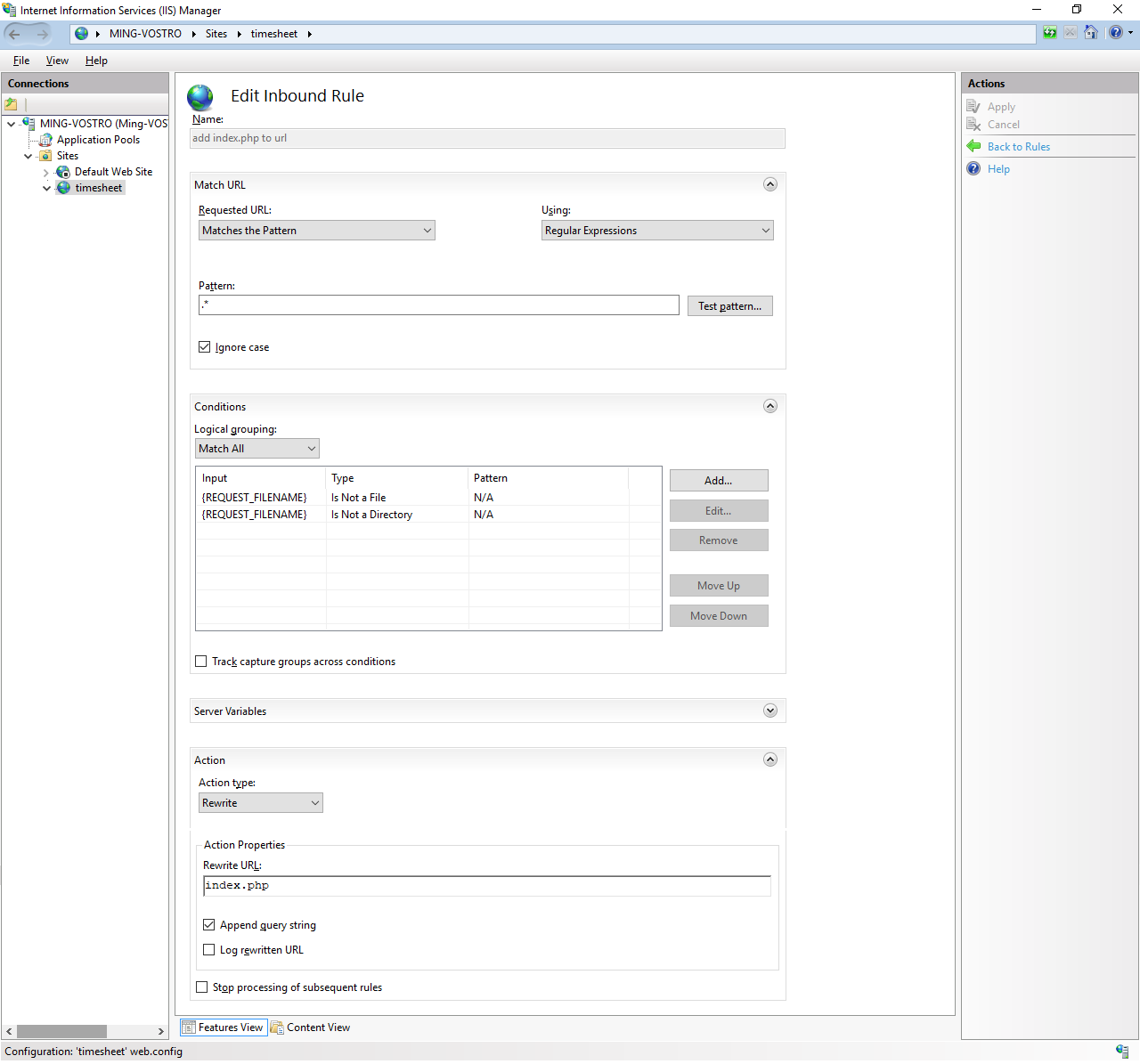
In IIS left panel, double click your website “timesheet”, then in the middle panel, double click “URL Rewrite”. In the right panel “Actions”, click “Add Rule(s)”, double click “Blank rule”.

Enter the “Name” any name you want. Then in the “Pattern”, enter .\*

In conditions section, click “Add”. In “Condition input”, enter “{REQUEST\_FILENAME}”. In “Check if input string” dropdown list, choose “’Is Not a File”, click “OK”.

Again, in conditions section, click “Add”. In “Condition input”, enter “{REQUEST\_FILENAME}”. In “Check if input string” dropdown list, choose “’Is Not a Directory”, click “OK”.

In “Action Properties” section, enter index.php into “Rewrite URL”. Then click “Apply” on the right side panel.



Now, you don’t need to add index.php to your URL. It’s just like the URL rewrite in file .htaccess.

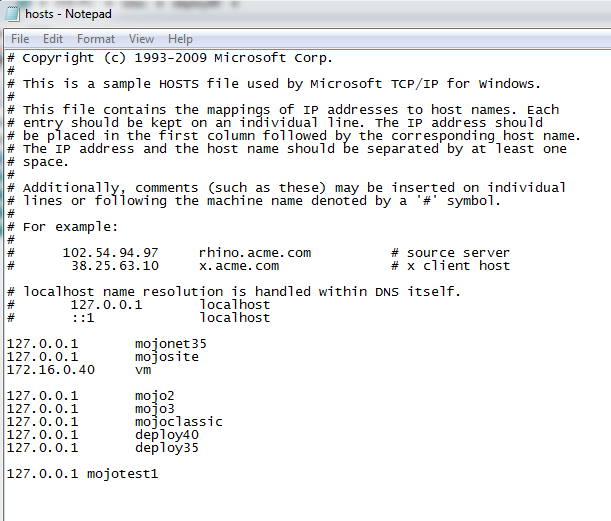
4.1.6 In IIS left panel, right click the website “timesheet” you just created. Then right click, choose “Manage website”, then “restart”. Then in IIS left panel, right click the website “timesheet” you just created. Then right click, choose “Manage website”, then “browse”. Your website homepage should appear in the browser.

4.1.7 Before checking with DNS servers your machine will look in its hosts file for a mapping for the host name.

On Windows the hosts file exists at C:\Windows\system32\drivers\etc folder.

The file is named hosts and it has no file extension but it is just a text file. To edit it, you need to right click on Notepad and choose "Run as Administrator", then browse to C:\Windows\system32\drivers\etc

For example, a hosts file may look like this:



* 1. Use Apache as the web server.

You can use Apache server for this PHP web application in any operating systems: Windows, Mac, Unix and Linux.

If you are using Windows operating system, you can download Apache server from <https://httpd.apache.org/>. Google “windows apache install”, then you will get a lot of examples. For example, <https://docs.moodle.org/35/en/Manual_install_on_Windows_7_with_Apache_and_MySQL>

If you are using Linux or Mac, Google it, then you will get examples. For example,

<https://www.digitalocean.com/community/tutorials/how-to-install-the-apache-web-server-on-ubuntu-16-04>

<https://www.digitalocean.com/community/tutorials/how-to-install-linux-apache-mysql-php-lamp-stack-on-ubuntu-16-04>

If you want to remove the index.php from the url, you need to do url rewrite in your .htaccess file. . htaccess file is in your document root.

<IfModule mod\_rewrite.c>

RewriteEngine On

RewriteBase /

RewriteCond %{REQUEST\_FILENAME} !-f

RewriteCond %{REQUEST\_FILENAME} !-d

RewriteRule ^(.\*)$ /index.php/$1 [L]

</IfModule>

5. “Admin” role:

Admin role can see everything in the web application. Admin role can also impersonate anyone in the system to do things for them. To impersonate someone, go to setting -> user and find the user. If admin role wants to edit a timesheet or review a timesheet, the admin role must impersonate someone else to edit or review a timesheet.

6. Constants:

There are many constants in this web application. You can change their value easily. To let the new value work, after you change them, ask every user to log out and log in again. Here is the list of every constant:

WEBSITE\_HTTP\_HTTPS

If your live website is using HTTP, then value is http. If your live website is using HTTPS, then value is https. The default is http.

ROW\_PER\_TABLE\_INT

On the listing page of timesheet, reviewtimesheet, typecategory, type, user, division, role, constant, etc., how many rows do you want to show on one page? The default is 50.

USER\_HEAD\_IMAGE\_TYPES\_ARRAY

Each user can have a head image for display. The image could be jpg, jpeg, png or bmp. You can also add or remove the image types. The default is: {"jpg":"jpg","jpeg":"jpeg","png":"png","bmp":"bmp"}

USER\_HEAD\_IMAGE\_SIZE\_LIMIT\_INT

User head image size has a limit. The default is 1000000byte (1 MB).

HEADER\_TYPECATEGORY\_ARRAY

This is the table header for typecategory listing page. The default value is:

{"":"", "ID":"id", "Name":"name", "Desc":"description", "Status":"status", "Created":"created"}

HEADER\_DIVISION\_ARRAY

This is the table header for division listing page. The default value is:

{"":"", "ID":"id", "Name":"name", "Desc":"description", "Status":"status", "Created":"created"}

HEADER\_REVIEWTIMESHEET\_ARRAY

This is the table header for reviewtimesheet listing page. The default value is:

{"":"", "ID":"t.id", "User Name":"username", "Name":"t.name", "Desc":"t.description", "Approved":"t.approved", "Approved by":"approvedbyname", "Approved Time":"t.approvedtime", "Review Notes":"t.reviewnotes", "Status":"t.status", "Created":"t.created"}

HEADER\_ROLE\_ARRAY

This is the table header for role listing page. The default value is:

{"":"", "ID":"id", "Name":"name", "Desc":"description", "Status":"status", "Created":"created"}

HEADER\_TIMESHEET\_ARRAY

This is the table header for timesheet listing page. The default value is:

{"":"", "ID":"t.id", "Name":"t.name", "Desc":"t.description", "Date Range":"daterange", "Total Hours":"totalhours", "Detail (date - hours)":"", "Approved":"t.approved", "Approved by":"approvedbyname", "Approved Time":"t.approvedtime", "Review Notes":"t.reviewnotes", "Status":"status"}

HEADER\_TYPE\_ARRAY

This is the table header for type listing page. The default value is:

{"":"", "ID":"t.id", "Type Category":"typecategoryname", "Name":"t.name", "Desc":"t.description", "Status":"t.status", "Created":"t.created", "Billable":"t.billable"}

HEADER\_USER\_ARRAY

This is the table header for user listing page. The default value is:

{"":"", "ID":"t.id", "Name":"name", "Phone":"t.phone", "Email":"t.email", "Reportto":"reporttoperson", "Division":"divisionname", "Role":"rolename", "Username":"t.username", "Status":"t.status", "Created":"t.created\_at", "Desc":"description"}

HEADER\_CONSTANT\_ARRAY

This is the table header for constant listing page. The default value is:

{"":"", "ID":"id", "Name":"name", "Desc":"description", "Status":"status", "Created":"created"}

ACCESS\_PAGES\_ARRAY

This is for access pages. The default value is:

{"Dashboard":"Dashboard", "Division":"Division","Log":"Log","Reminder":"Reminder","Report":"Report","Reviewtimesheet":"Reviewtimesheet","Role":"Role","Timesheet":"Timesheet","Typecategory":"Typecategory","Type":"Type","User":"User"}

CONTROLLERS\_ARRAY

This is for controllers. The default value is:

{"Dashboard":"dashboard","Division":"division","Reminder":"reminder","Report":"report","Reviewtimesheet":"reviewtimesheet","Role":"role","Timesheet":"timesheet","Typecategory":"typecategory","Type":"type","User":"user","Constant":"constant","Access":"access","Autoemail":"autoemail","Webhook":"webhook"}

REPORT\_DATAROW\_ONEPAGE\_INT

This is for report pdf file. The default value is: 33 rows.

REVIEW\_TIMESHEET\_DAYS\_RANGE\_INT

This is for managers to review associates’ timesheet. There is a time limit. The default value is: 30 days.

USER\_RULES

This is the business rules for users. It will be shown on the page. The default value is:

For security reason, only admin can register new users.

DASHBOARD\_RULES

This is the business rules for dashboard page. It will be shown on the page. The default value is:

You can see charts of APPROVED timesheet records.

REPORT\_RULES

This is the business rules for report page. It will be shown on the page. The default value is:

You can see you and your associates' approved timesheet records and export. Admin can see everyone’s approved timesheet records and export.

TIMESHEET\_RULES

This is the business rules for timesheet page. It will be shown on the page. The default value is:

Time should be continuous. If there is a break, use a break type (e.g. lunch break). Once it's approved by your supervisor, you can NOT edit it anymore. But you can delete it. Superuser role does NOT need anyone to approve the timesheet.

REVIEWTIMESHEET\_RULES

This is the business rules for review timesheet page. It will be shown on the page. The default value is:

You can review your associates' timesheets and approve them.

TYPECATEGORY\_RULES

This is the business rules for typecategory page. It will be shown on the page. The default value is:

Category example: Work, Break, Business Trip, Vacation, Meeting.

TYPE\_RULES

This is the business rules for type page. It will be shown on the page. The default value is:

Each type must be in a type category. Only role admin, manager and up can access this page to create/read/edit a type

REMINDER\_RULES

This is the business rules for reminder. The default value is:

5 days before the deadline, email users to remind them to create a timesheet.

CONSTANT\_RULES

This is the business rules for constant. The default value is:

After you change the value, log out and log in again to let it work. If constant is integer, add '\_INT' to the end of the name. If it's an array, add '\_ARRAY' to the end of the name, and enter JSON to the desc. If it's a number (e.g. 3.58), add '\_NUMBER' to the end of the name. Change your TIMEZONE constant according to your office location. Timezone list is here: <http://php.net/manual/en/timezones.php>

ACCESS\_RULES

This is the business rules for accessing pages. The default value is:

Read/Create/Edit/Delete/Search pages based on division, role, and user

ROLE\_RULES

This is the business rules for roles. The default value is:

Role example: Director, Manager, Team Leader

DIVISION\_RULES

This is the business rules for divisions(departments). The default value is:

Division example: Sales, Marketing, Accounting. Primary key (ID) should be related to 2. For example, 1, 2, 4, 8, 16, 32, 64, 128.

ITEMS\_PER\_PAGE\_ARRAY

This is for the drop down list in every listing page: timesheet, reviewtimesheet, typecategory, type, user, division, role, constant, etc. The default value is:

{"10":10,"20":20,"50":50,"100":100}

CONTROLLERS\_EXTRA\_METHODS\_ARRAY

This is for the extra method names in controllers. The default value is:

{"dashboard":"getHoursByEachUser,getHoursByEachType","division":"","log":"","reminder":"","report":"getdata","reviewtimesheet":"getdetail","role":"","timesheet":"","typecategory":"","type":"createtype,edittype","user":"headImagesExist,impersonate","constant":"","access":"updateAccess,createAccess"}

ADMIN\_ROLE\_NAME

This is for the admin role’s name. The default value is: admin

SUPERUSER\_ROLE\_NAME

This is for the superuser role’s name. The default value is: superuser

MANAGER\_ROLE\_NAME

This is for the manager role’s name. The default value is: manager

AUTOEMAIL\_NAME

This is for autoemail constant’s name. The default value is: AUTOEMAIL

AUTOEMAIL

This is for when to email: create a timesheet, edit a timesheet or review a timesheet. The default value is:

{"create":"self|manager|admin", "review":"self|manager|admin"}

WEBHOOK\_NAME

This is for webhook constant’s name. The default value is: WEBHOOK

WEBHOOK\_AMOUNT

This is for webhook’s amount. The default value is: 5

WEBHOOK

This is for when to post to webhook: create a timesheet, edit a timesheet or review a timesheet. The default value is:

{"create":"||||","edit":"||||","review":"||||"}

AUTOEMAIL\_RULES

This is for autoemail. The default value is:

Send email to self, manager, and/or admin. Maybe it's in the SPAM folder.

WEBHOOK\_RULES

This is for webhook. The default value is:

When a timesheet is created or reviewed, post message to another url.

AUTOEMAIL\_TOKEN

This is the autoemail token. The default value is:

7pk6g3d8u1c2v3n5@x&1f8^9z

WEBHOOK\_TOKEN

This is the webhook token. Please change it immediately after you create your timesheet website. The default value is:

b1h8u3d%k7m2&5c9t6y8z

TIMESHEET\_WEEK\_AMOUNT

This is for timesheet create page. Most of the time, a timesheet is for 2 weeks. So the default value of it is: 2 weeks. If you change it to another value, like 4, You can click “+” button to create 4 rows of weeks.

AUTOEMAIL\_SENDER\_EMAIL\_ADDRESS

This is for autoemail sender email address. You can use a gmail account to autoemail. Then you need to write down the gmail account username and password into .env file and /config/mail.php file. The default value is: [no-reply@example.com](mailto:no-reply@example.com)

ADMIN\_ROLE\_ID

This is the admin role’s id in table role. The default value is: 1

ADMIN\_DIVISION\_ID

This is the admin’s division id in table division. The default value is: 1

SUPERUSER\_ROLE\_ID

This is the superuser role’s id in table role. The default value is: 2

TIMEZONE

This is the timezone of your live server or your users. It’s for saving the correct time into database and showing the correct time on the web pages. The default value is: America/New\_York. Timezone list is here: <http://php.net/manual/en/timezones.php>

TIMESHEET\_HOURS\_COLORS\_ARRAY

This is for the timesheet listing page hours column. To make it beautiful, each hour value uses a different color. The color name is based on bootstrap class name. <https://getbootstrap.com/docs/4.1/components/badge/>. The default value is:

{"0":"primary","1":"default","2":"success","3":"info","4":"warning","5":"danger","6":"success"}

1. .env file

This file is located at the root folder. Change APP\_URL to your website URL. Currently it’s using the demo website URL: http://timesheet2018.herokuapp.com/index.php