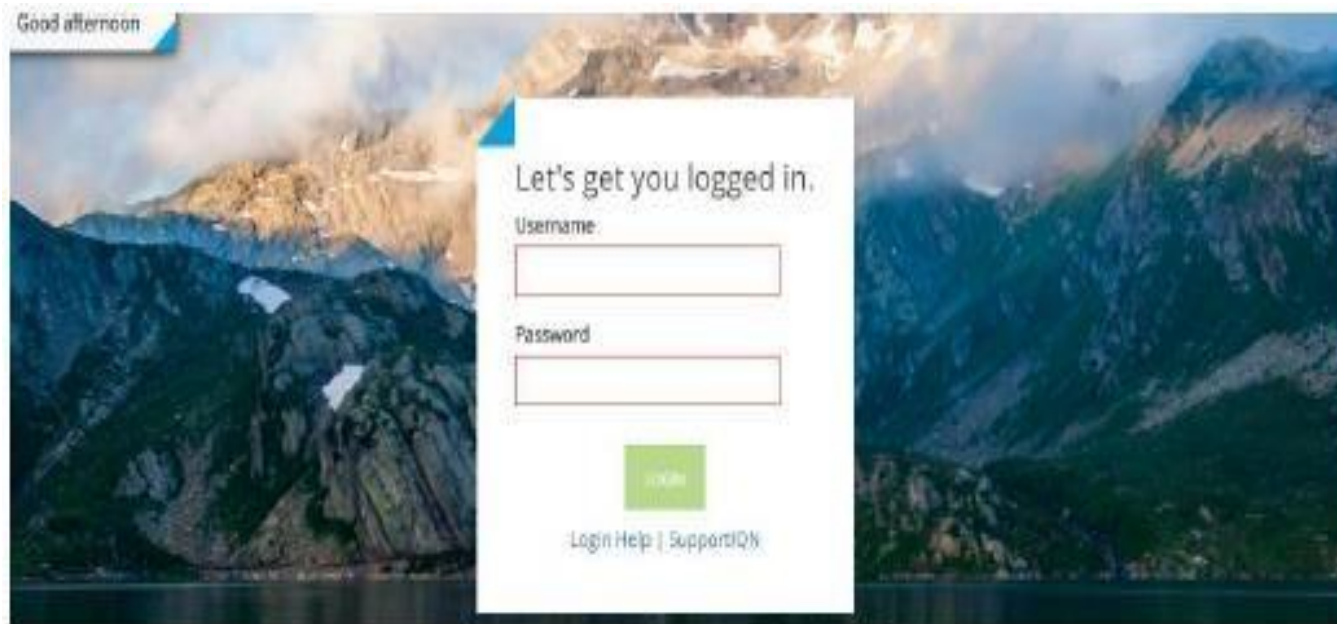


## Time sheet process for IQN

Login step: Link to contractors login- <https://Augustus.iqnavigator.com>



Login steps - Once you receive the login details through IQN, you are required to reset the password from your end. The password rules are mentioned in the below step snap shot

You must change your password.

Enter your old password

Enter your new password

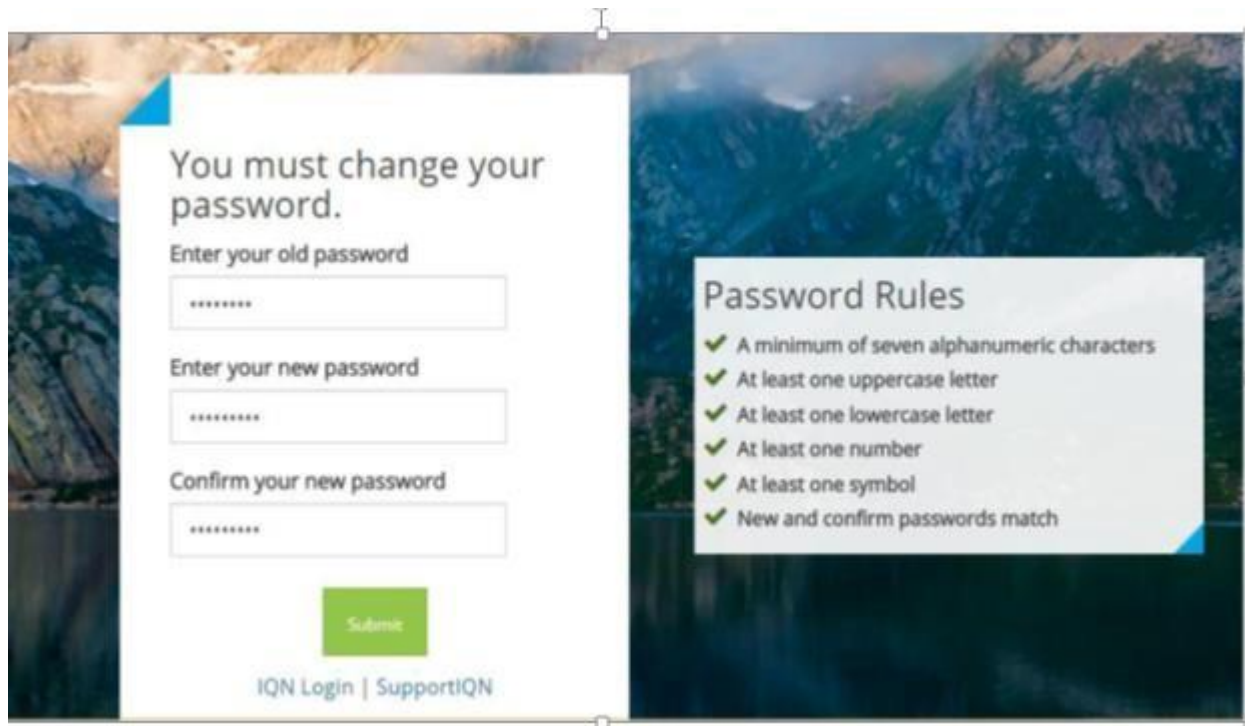
Confirm your new password

Submit

### Password Rules

- A minimum of seven alphanumeric characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one symbol
- New and confirm passwords match

Once you enter the new password. The field across the password rules will automatically be highlighted as follows



The screenshot shows a web form for changing a password. The form is titled "You must change your password." and contains three input fields: "Enter your old password", "Enter your new password", and "Confirm your new password". Each field is filled with seven asterisks. Below the fields is a green "Submit" button. To the right of the form, a box titled "Password Rules" is highlighted with a blue border. This box contains a list of six rules, each preceded by a green checkmark. The background of the form is a scenic image of a mountain range.

You must change your password.

Enter your old password

Enter your new password

Confirm your new password


Submit

IQN Login | SupportIQN

**Password Rules**

- ✓ A minimum of seven alphanumeric characters
- ✓ At least one uppercase letter
- ✓ At least one lowercase letter
- ✓ At least one number
- ✓ At least one symbol
- ✓ New and confirm passwords match

# Home page

 IONAVIGATOR

HomeCreate Manage

## Home

Launch

Create Timecard

Create Expense Report


Manage

Timecards

Expense Reports

System Messages

Alerts (5)

Refresh:  Sort By: Date Descending

20/05/16 Approved Timecard - Assistant (T-28203245-0)	Ignore
13/05/16 Approved Timecard - Assistant (T-28026474-0)	Ignore
09/05/16 Approved Timecard - Assistant (T-27869516-0)	Ignore
29/02/16 Approved Expense Report - Assistant (E-2654397)	Ignore
23/06/15 Approved Expense Report - Assistant (E-2238219)	Ignore

Create time card-Under “ Time card”- select “create timecard”

The screenshot displays a web application interface. At the top, a dark blue navigation bar contains the links 'Home', 'Create', and 'Manage'. A dropdown menu is open under the 'Create' link, showing two options: 'Create Timecard' (highlighted with a yellow background and a blue circle) and 'Create Expense Report'. Below the navigation bar, the main content area is divided into three sections: 'Launch', 'Manage', and 'System Messages'. The 'Launch' section contains two buttons: 'Create Timecard' and 'Create Expense Report'. The 'Manage' section contains two buttons: 'Timecards' and 'Expense Reports'. The 'System Messages' section is currently empty. On the right side of the main content area, there is a section titled 'Alerts (5)'. This section includes a 'Refresh' button with a circular arrow icon and a 'Sort By' dropdown menu set to 'Date Descending'. Below this, there is a table listing five alerts. Each alert entry consists of a date, a status, and a user name, followed by an 'Ignore' button.

Launch	
Create Timecard	
Create Expense Report	

Manage	
Timecards	
Expense Reports	

System Messages	
-----------------	--

Alerts (5)	
20/05/16 Approved Timecard - Assistant (T-28203245-0)	Ignore
13/05/16 Approved Timecard - Assistant (T-28026474-0)	Ignore
09/05/16 Approved Timecard - Assistant (T-27869516-0)	Ignore
29/02/16 Approved Expense Report - Assistant (E-2654397)	Ignore
23/06/15 Approved Expense Report - Assistant (E-2238219)	Ignore

Select the week ending date using the calendar (Always as Sunday)- click on create time card

Home Create Manage

## Create Timecard

Select a week from the calendar

May 2016						
Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

This Week

16 May 2016 - 22 May 2016

Assignment: Contractor (5582282)  
Assignment Duration: 01/01/15 - 31/08/16

Create Timecard Copy Previous Timecard

Verify the Assignments name and Date range.

Tick all the days on which you have worked. An auto generated email goes to the approver through the tool.

Please select CAC - Charge Code by downtown option highlighted as Arrow in below picture. If you don't have or wrong CAC code inform your manager.

Non-billable option is used when you have availed leave and same need to be updated with the necessary .

PS: For Mandatory Holidays( Independence day, Republic day etc.) the check box needs to be ticked as present (billable option)

Ensure Time sheet has to be filled on every Friday for the week.

Home Create Manage

### Create Timecard (16/05/16 - 22/05/16) [Back](#) [Save Draft](#) [Submit](#)

Junaid, Syed  
Contractor (562282)  
Status: Under Development

Comments:

Document Attachments: [Browse...](#) [Attach](#)

Billable Time								Total	CAC - Charge Code:
Mon 16/05/16	Tue 17/05/16	Wed 18/05/16	Thu 19/05/16	Fri 20/05/16	Sat 21/05/16	Sun 22/05/16			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	AUESH001	

CAC - Invoice Bill-To Address:  
049:SEZ IN32 Accenture Services Pvt Ltd, Ba

Comments:

[Add New](#)

Billable Time

Mon 23/05/16	Tue 24/05/16	Wed 25/05/16	Thu 26/05/16	Fri 27/05/16	Sat 28/05/16	Sun 29/05/16	Total	CAC - Charge Code:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	

CAC - Invoice Bill-To Address:  
049:SEZ IN32 Accenture Services Pvt Ltd, Ba

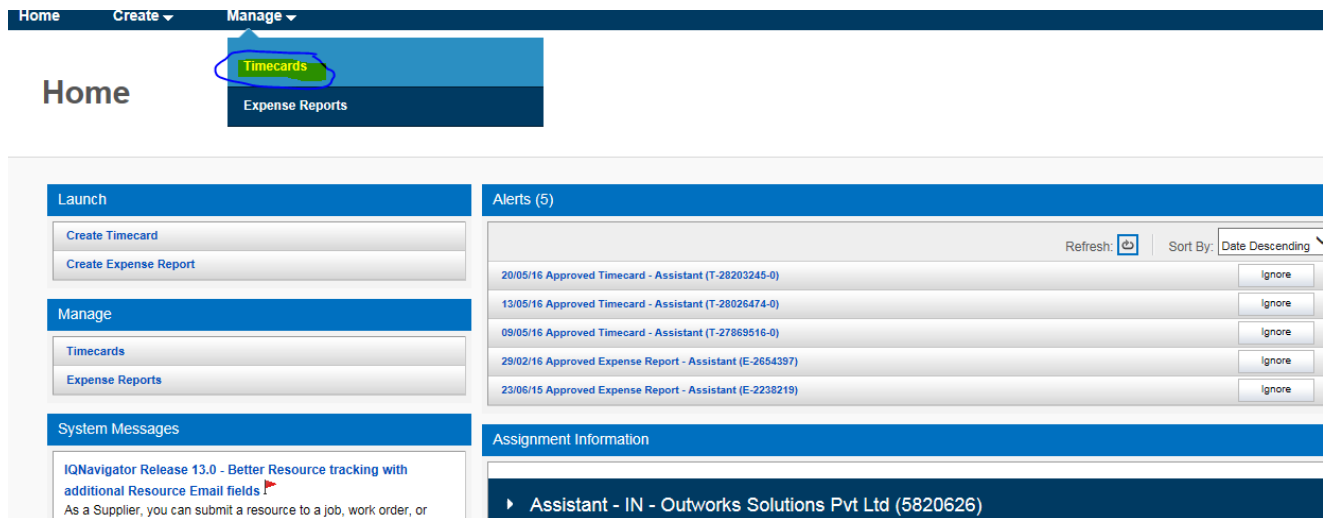
Comments:



## Modifying the timecards:

### Under Manage “ Time cards”

PS: If you have updated the time cards incorrectly



The screenshot displays the IQNavigator web application interface. At the top, a navigation bar includes 'Home', 'Create', and 'Manage' (with a dropdown arrow). The 'Manage' dropdown menu is open, showing 'Timecards' (highlighted with a green circle) and 'Expense Reports'. Below the navigation bar, the 'Home' page is visible, featuring several sections: 'Launch' with 'Create Timecard' and 'Create Expense Report' buttons; 'Manage' with 'Timecards' and 'Expense Reports' links; 'System Messages' with a message about IQNavigator Release 13.0; 'Alerts (5)' with a table of alerts and 'Ignore' buttons; and 'Assignment Information' with a link to 'Assistant - IN - Outworks Solutions Pvt Ltd (5820626)'.

Home Create Manage

Home

Timecards

Expense Reports

Launch

Create Timecard

Create Expense Report

Manage

Timecards

Expense Reports

System Messages

IQNavigator Release 13.0 - Better Resource tracking with additional Resource Email fields

As a Supplier, you can submit a resource to a job, work order, or

Alerts (5)

Refresh: [Refresh Icon] Sort By: Date Descending







20/05/16 Approved Timecard - Assistant (T-28203245-0)	Ignore
13/05/16 Approved Timecard - Assistant (T-28026474-0)	Ignore
09/05/16 Approved Timecard - Assistant (T-27869516-0)	Ignore
29/02/16 Approved Expense Report - Assistant (E-2654397)	Ignore
23/06/15 Approved Expense Report - Assistant (E-2238219)	Ignore

Assignment Information

Assistant - IN - Outworks Solutions Pvt Ltd (5820626)

## Modifying the time card- Under manage select time card Click on drop down “See all Action”

Show: **Timecards** Expense Reports

Timecards						
 Search for <input type="text"/>		<a href="#">Advanced Search</a> 	<a href="#">Configurable Columns</a> 		<a href="#">Export to:</a> 	Filter: 1 month ▼
Timecard Number	Quick View	Weekending Date	Total Timecard Hours	Status	Actions	
<a href="#">T-44323351-0-C0</a>		29/10/17	16	Canceled	See all Actions ▼	
<a href="#">T-45063163-0</a>		29/10/17	16	Approval Pending	<div>View History See all Actions ▼</div>	

Choose the option of -Retract-it takes you to page of time sheets - Print, Retract, view history, view timecard

Select the Retract button option

Show: **Timecards** Expense Reports

Timecards

Search for

Advanced Search

Configurable Columns:

Export to:







Filter: 1 month

Timecard Number	Quick View	Weekending Date	Total Timecard Hours	Status	Actions
T-44323351-0-C0	<div></div>	29/10/17	16	Canceled	See all Actions
T-45063163-0	<div></div>	29/10/17	16	Approval Pending	<div>View History</div> <div><div>Print</div><div>Retract Request</div><div>View History</div><div>View Timecard</div></div>

Adjust the time card which needs to be correct for that particular day and submit the same.

PS: The Retract button is only available for the timecards which have been not approved, if the timecard is approved please inform us.

Show: **Timecards** Expense Reports

Timecards						
 Search for <input type="text"/>		<a href="#">Advanced Search</a> 		<a href="#">Configurable Columns</a>  <a href="#">Export to:</a> 		Filter: 1 month ▼
Timecard Number	Quick View	Weekending Date	Total Timecard Hours	Status	Actions	
<a href="#">T-44323351-0-C0</a>		29/10/17	16	Canceled	See all Actions ▼	
<a href="#">T-45063163-0</a>		29/10/17	16	Retracted	<a href="#">Edit Timecard</a> See all Actions ▼	

**PS: No Need to Click on the check Box in IQN Tool (a) for Saturday and Sunday if the shift starts from Monday-Friday**