




ADMIN SYSTEM FOR VERSION 3.+
'Php Web Based Timesheet And Project Tracking Software'
By: Creative-Dr Sdn. Bhd.

2. ACCESSING SYSTEM FEATURES.....	3
2.1 ADMIN SYSTEM MENU	3
2.1.1 List Announcements	4
2.1.1.1 Add and Update Announcement.....	5
2.1.2 Archiving Timesheet and Log Data.....	6
2.1.3 Backup and Restore Database	7
2.1.4 Backup and Restore Database	8
2.1.5 Email Server Configuration.....	9
2.1.6 System Configuration.....	10
2.1.7 System Settings.....	11
2.1.8 Cron Files Manual Execution	12
2.1.9 List Banned IPs.....	13
2.1.9.1 Add and Update Banned IP.....	14
2.1.10 List Archived Data	15
2.1.11 Reset Timesheet Data.....	16
2.1.12 Reset Log Data.....	16

2. ACCESSING SYSTEM FEATURES

Click “” tab at the top of the web page to access the Admin System.

2.1 Admin System Menu

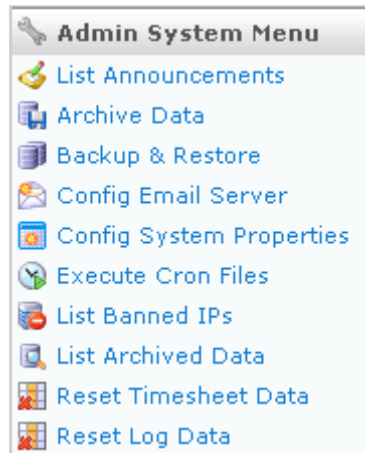
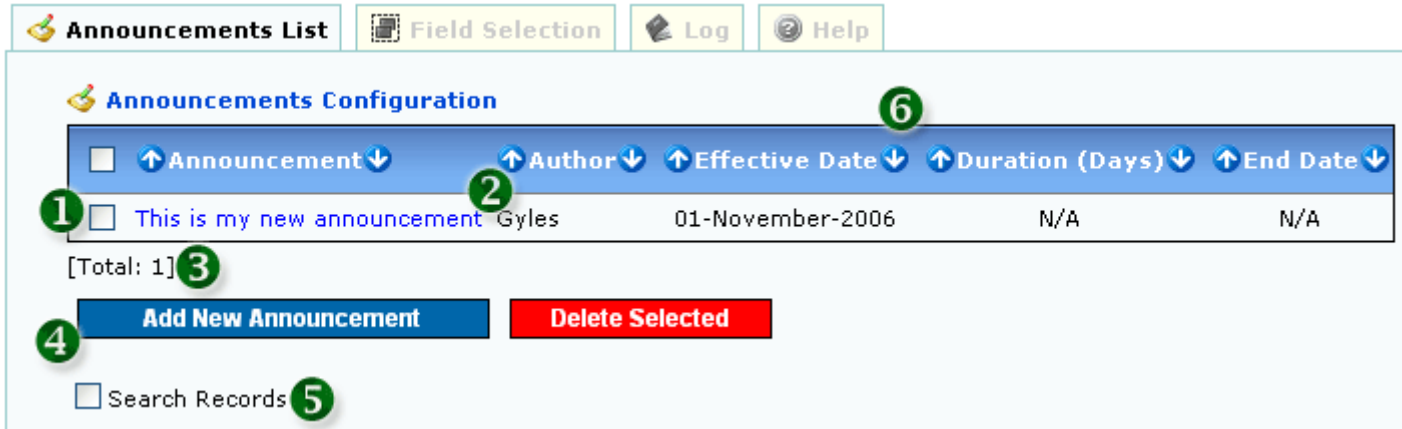


Figure 1: Admin System Menu

2.1.1 List Announcements

 List Announcements

Click the " Announcements List" Tab to List Announcements



The screenshot shows the 'List Announcements' interface. At the top, there are tabs: 'Announcements List' (active), 'Field Selection', 'Log', and 'Help'. Below the tabs is the 'Announcements Configuration' section, which includes a table of announcements and several action buttons. Numbered callouts are placed over the interface as follows:

- 1: A checkbox next to the first announcement row.
- 2: A link icon (pencil) next to the announcement text.
- 3: The '[Total: 1]' text below the table.
- 4: The 'Add New Announcement' button.
- 5: The 'Search Records' checkbox.
- 6: The 'Announcements Configuration' header.

<input type="checkbox"/>	↑ Announcement ↓	↑ Author ↓	↑ Effective Date ↓	↑ Duration (Days) ↓	↑ End Date ↓
<input type="checkbox"/>	This is my new announcement	Gyles	01-November-2006	N/A	N/A

[Total: 1]


☐ Search Records

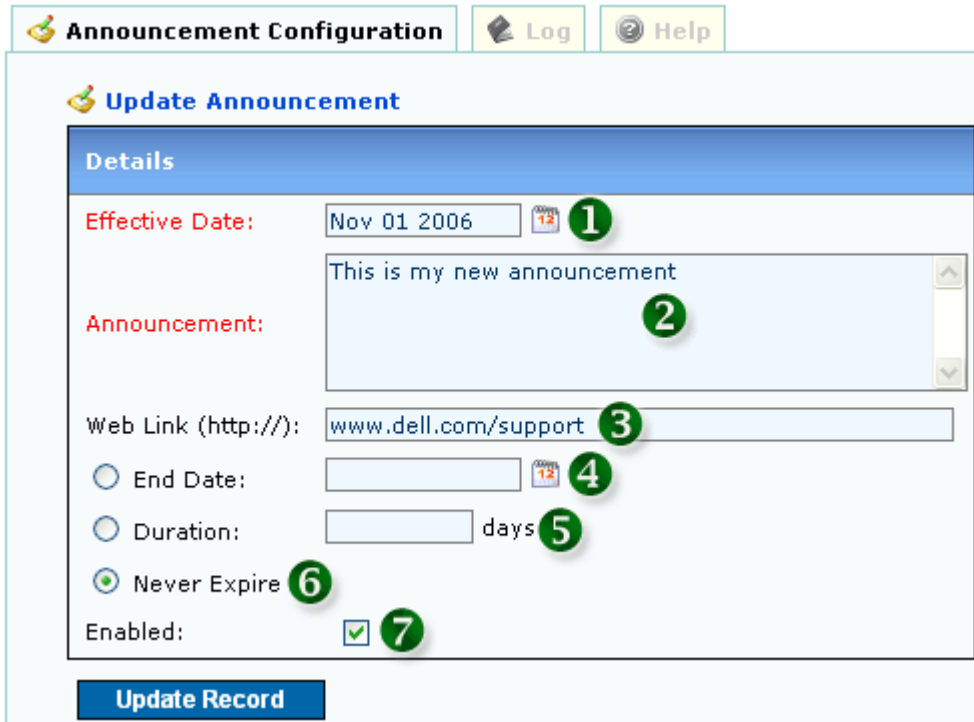
Add New Announcement **Delete Selected**

Figure 2: List Announcements

1. CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD
2. CLICK LINK TO GO TO EDIT MODE
3. LISTING MAX PAGE: Configurable in the User Preference section
4. CLICK TO ADD NEW RECORD
5. CHECK TO SEARCH RECORDS
6. SORTABLE FIELDS

2.1.1.1 Add and Update Announcement


Click the " Announcement Configuration" Tab to update User's Timeoff Rules



Announcement Configuration **Log** **Help**


Update Announcement

Details

Effective Date: Nov 01 2006  1

Announcement: This is my new announcement 2

Web Link (http://): www.dell.com/support 3

☐ End Date:  4

☐ Duration: days 5

☒ Never Expire 6

Enabled: ☒ 7

Update Record

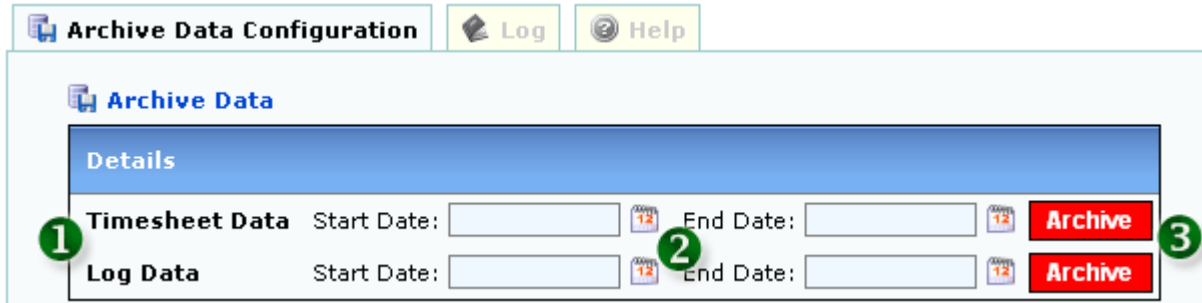
Figure 3: Add and Update Announcement

1. ANNOUNCEMENT STARTING DATE
2. ANNOUNCEMENT DETAILS
3. LINK WITHIN ANNOUNCEMENT
4. ANNOUNCEMENT EXPIRATION END DATE
5. ANNOUNCEMENT EXPIRATION DURATION IN DAYS AFTER STARTING DATE
6. ANNOUNCEMENT NEVER EXPIRE
7. ENABLE / DISABLE ANNOUNCEMENT

2.1.2 Archiving Timesheet and Log Data

 Archive Data

Click the " Archive Data Configuration" Tab to Archive Data









Details				
1 Timesheet Data	Start Date:	<input type="text"/> 	End Date: <input type="text"/>  	3
Log Data	Start Date:	<input type="text"/> 	End Date: <input type="text"/>  	

Figure 4: Archive Data

1. ARCHIVE TYPE
2. ARCHIVE START AND END DATA DATE
3. EXECUTE ARCHIVE: **WARNING! Archiving Data will REMOVE current Data in System**

2.1.3 Backup and Restore Database

Backup & Restore

Click the “ Backup Data Configuration” Tab to Backup Database

Backup Data ConfigurationRestore Data ConfigurationLogHelp

Backup Data

Manual Backup Process

1. SocketTimeSheet **cannot guarantee** under any circumstances the integrity of database backups that are done using this script.

2. If possible, you are **strongly recommended** to use MySQL's internal shell script, mysqldump, in the following manner:

- Log into telnet / SSH for your website. (usually you will use the same login information you use for your site's FTP)
- Type the following from the command line:

```
mysqldump --opt -u{username} -p {database} > /path/to/dump.sql
```

Replacing:

- {username} with your MySQL username.
- {database} with your MySQL database name.
- /path/to/dump.sql with the complete path to your backup file. (for example, C:/web/timesheet_backup_12_11_2006.sql)

- You will then be asked to enter your MySQL password.
- The server will now create a backup of your database. The larger your database is, the longer it will take to back it up.
- When the backup is complete you will be brought back to the command prompt.
- Verify through FTP that the backup file is in place, and type exit to close the connection.

(All of the MySQL information above can be found in SocketTimeSheet's /include/lib/db_connect.php file.)

Automatic Backup Process

Click on the button below to start backing up your database and download it to your local machine as **timesheet_backup_12_11_2006.sql**, a SQL script file.

Back-up and Download1

Figure 5: Backup Database

1. BACKUP DATABASE TO SQL SCHEMA

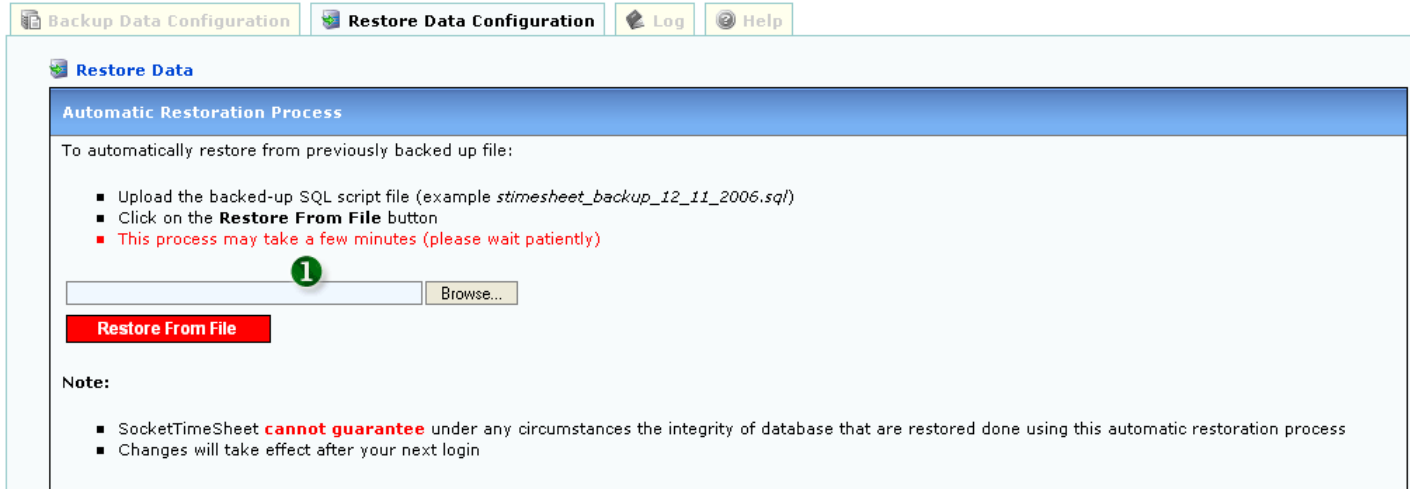
Socket Timesheet 3.X

Page: 7

2.1.4 Backup and Restore Database

 Backup & Restore

Click the “ Restore Data Configuration” Tab to Restore Database



The screenshot shows the 'Restore Data Configuration' tab selected in the top navigation bar. The main content area is titled 'Restore Data' and contains a section 'Automatic Restoration Process'. This section provides instructions on how to restore a database from a previously backed-up file. It includes a list of steps: uploading a SQL script file (example: `stimesheet_backup_12_11_2006.sql`) and clicking the 'Restore From File' button. A red warning message states: 'This process may take a few minutes (please wait patiently)'. Below the instructions, there is a text input field with a green circle containing the number '1' next to it, and a 'Browse...' button. A red 'Restore From File' button is also present. A 'Note:' section at the bottom contains two bullet points: 'SocketTimeSheet **cannot guarantee** under any circumstances the integrity of database that are restored done using this automatic restoration process' and 'Changes will take effect after your next login'.

Restore Data

Automatic Restoration Process

To automatically restore from previously backed up file:

- Upload the backed-up SQL script file (example `stimesheet_backup_12_11_2006.sql`)
- Click on the **Restore From File** button
- This process may take a few minutes (please wait patiently)

1

Restore From File

Note:

- SocketTimeSheet **cannot guarantee** under any circumstances the integrity of database that are restored done using this automatic restoration process
- Changes will take effect after your next login

Figure 6: Restore Database

1. RESTORE DATABASE FROM SQL FILE

2.1.5 Email Server Configuration

 [Config Email Server](#)

Click the " Email Settings Configuration" Tab to Configure Email Server

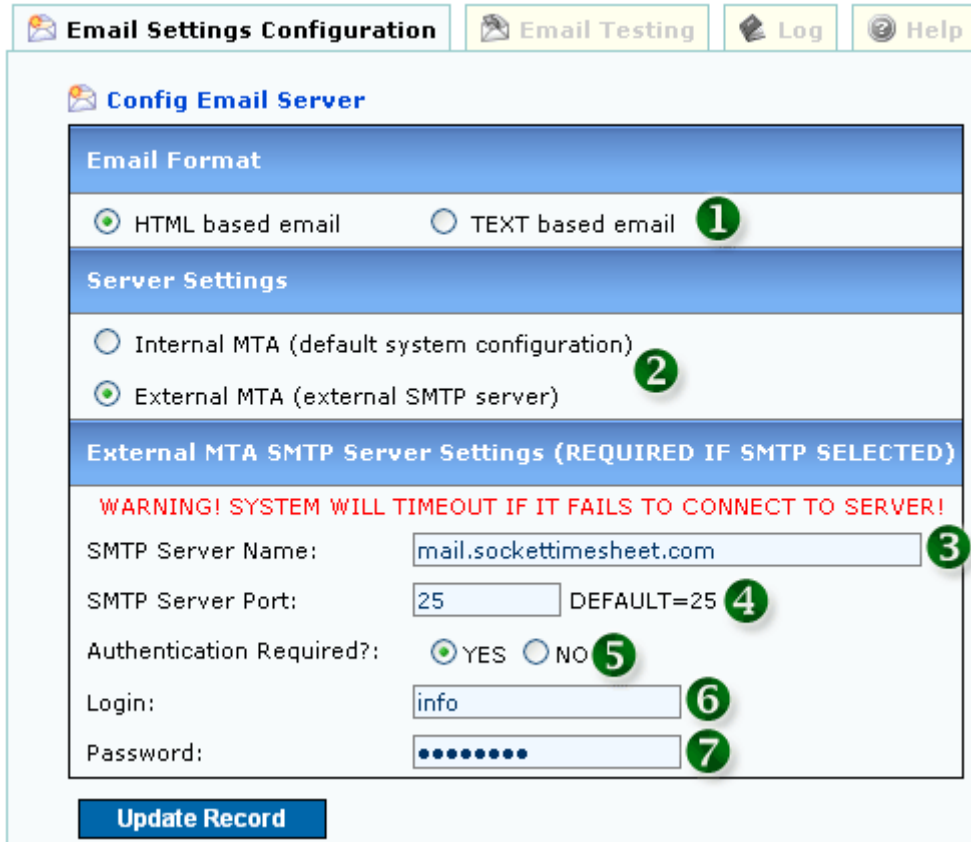



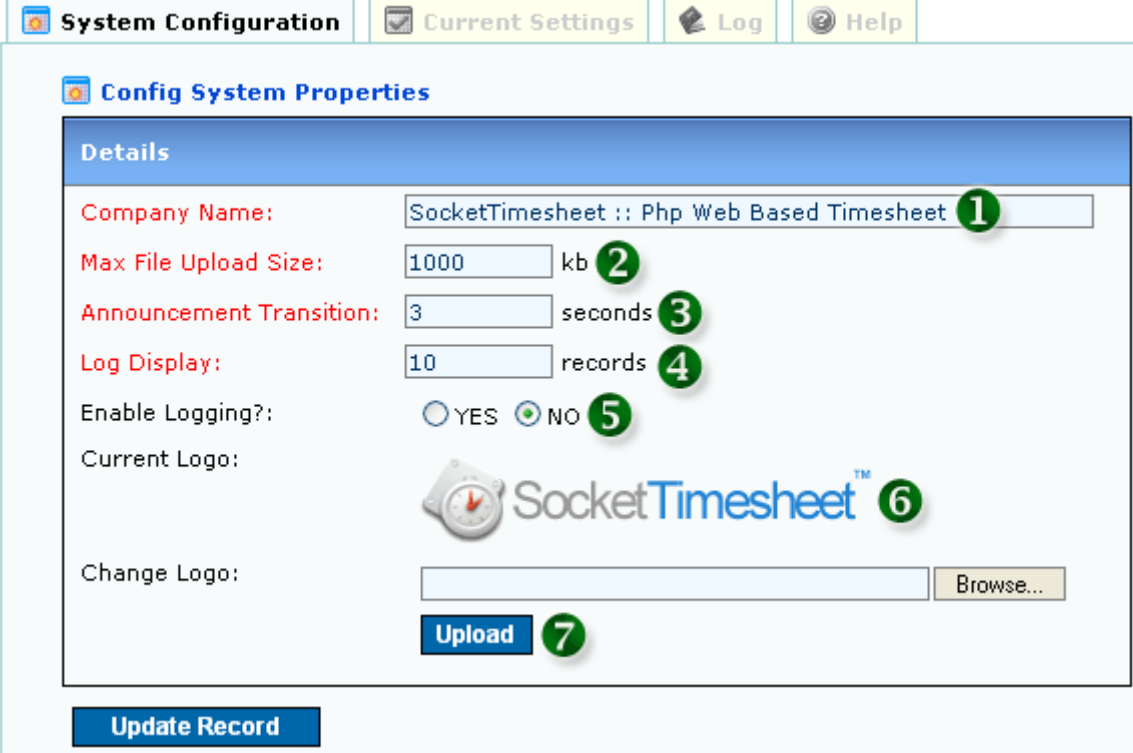
Figure 7: Email Server Configuration

1. HTML OR TEXT BASED EMAIL OPTION
2. INTERNAL MTA (ex:Sendmail) OR EXTERNAL MTA: MTA = Mail Transfer Agent
3. SMTP EMAIL SERVER NAME (EXTERNAL)
4. SMTP EMAIL SERVER PORT (EXTERNAL)
5. SMTP WITH AUTHENTICATION
6. SMTP SERVER LOGIN NAME
7. SMTP SERVER PASSWORD

2.1.6 System Configuration

 Config System Properties

Click the " System Configuration" Tab to Change Current Configuration



The screenshot shows the 'System Configuration' tab selected in a top navigation bar. Below the navigation bar, the 'Config System Properties' section is visible. It contains a 'Details' sub-section with the following fields and callouts:


- Company Name:** A text input field containing 'SocketTimesheet :: Php Web Based Timesheet' (Callout 1).
- Max File Upload Size:** A text input field containing '1000' followed by 'kb' (Callout 2).
- Announcement Transition:** A text input field containing '3' followed by 'seconds' (Callout 3).
- Log Display:** A text input field containing '10' followed by 'records' (Callout 4).
- Enable Logging?:** Radio buttons for 'YES' and 'NO', with 'NO' selected (Callout 5).
- Current Logo:** A logo for 'SocketTimesheet' (Callout 6).
- Change Logo:** A text input field and a 'Browse...' button (Callout 7).
- Upload:** A blue button (Callout 7).

At the bottom of the configuration section is a blue button labeled 'Update Record'.

Figure 8: System Configuration

1. **COMPANY NAME:** Company Name will appear on every Web Page's Title
2. **MAXIMUM FILE UPLOAD SIZE:** in Kb
3. **ANNOUNCEMENT TRANSITION (SECONDS):** Transition between Announcements
4. **LOG RECORD MAXIMUM DISPLAY IN LOG TAB:** Sorted By Date Descending
5. **ENABLE / DISABLE LOGGING FEATURE**
6. **CURRENT COMPANY LOGO**
7. **UPLOAD NEW COMPANY LOGO**

2.1.7 System Settings

 Config System Properties


Click the " **Current Settings**" Tab to View Current Configuration

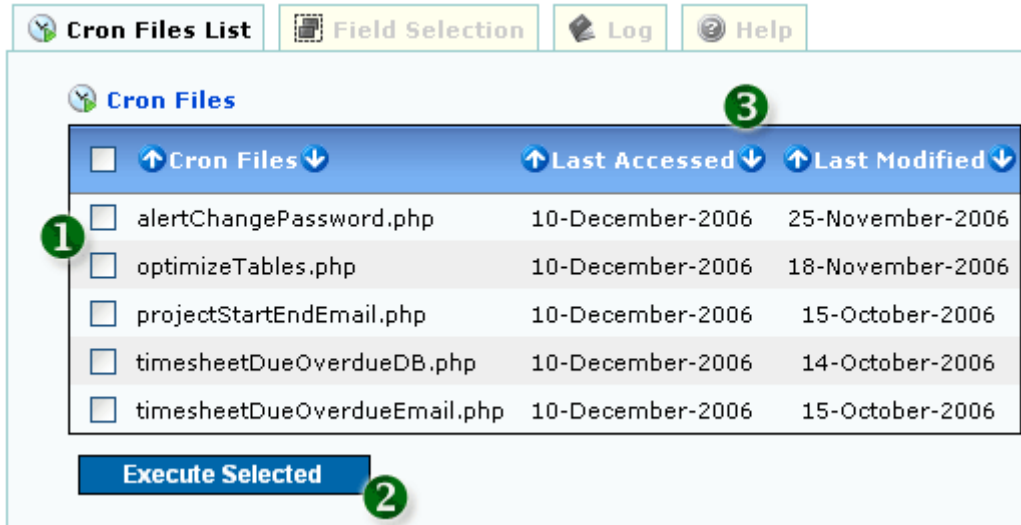


Figure 9: Current System Settings

2.1.8 Cron Files Manual Execution

 [Execute Cron Files](#)

Click the " Cron Files List" Tab to Execute Cron Files Manually



The screenshot shows the 'Cron Files List' interface. At the top, there are four tabs: 'Cron Files List' (active), 'Field Selection', 'Log', and 'Help'. Below the tabs is a section titled 'Cron Files'. It contains a table with columns for file names, 'Last Accessed', and 'Last Modified'. A blue button labeled 'Execute Selected' is positioned below the table. Numbered callouts are present: '1' points to the checkboxes in the first column, '2' points to the 'Execute Selected' button, and '3' points to the 'Last Accessed' and 'Last Modified' column headers.

<input type="checkbox"/>	↑ Cron Files ↓	↑ Last Accessed ↓	↑ Last Modified ↓
<input type="checkbox"/>	alertChangePassword.php	10-December-2006	25-November-2006
<input type="checkbox"/>	optimizeTables.php	10-December-2006	18-November-2006
<input type="checkbox"/>	projectStartEndEmail.php	10-December-2006	15-October-2006
<input type="checkbox"/>	timesheetDueOverdueDB.php	10-December-2006	14-October-2006
<input type="checkbox"/>	timesheetDueOverdueEmail.php	10-December-2006	15-October-2006

Execute Selected

Figure 10: Cron Files Execution

1. SELECT CRON FILES TO EXECUTE
2. EXECUTE CRON FILES
3. SORTABLE FIELDS

2.1.9 List Banned IPs

 List Banned IPs


Click the " Banned IPs List" Tab to Execute Cron Files Manually

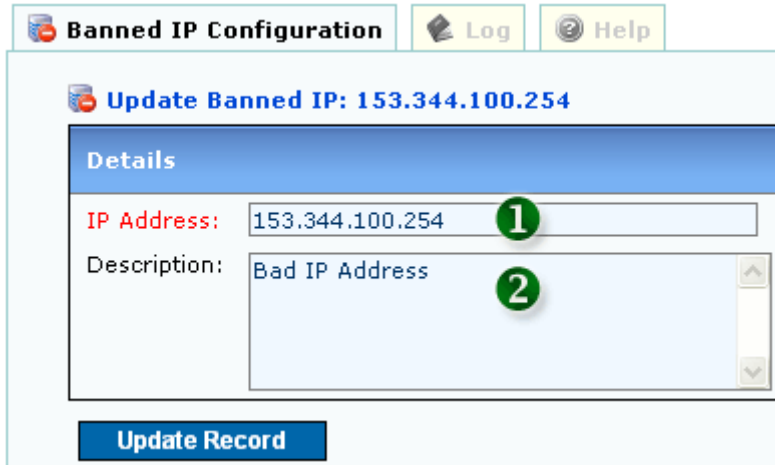


Figure 11: Banned IPs Listing

1. CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD
2. CLICK LINK TO GO TO EDIT MODE
3. LISTING MAX PAGE: Configurable in the User Preference section
4. CLICK TO ADD NEW RECORD
5. CHECK TO SEARCH RECORDS
6. SORTABLE FIELDS

2.1.9.1 Add and Update Banned IP

Click the " Banned IP Configuration" Tab to update Banned IP



The screenshot shows a web interface for "Banned IP Configuration". At the top, there are three tabs: "Banned IP Configuration" (active), "Log", and "Help". Below the tabs, the main heading is "Update Banned IP: 153.344.100.254". Under this heading is a "Details" section with two input fields. The first field is labeled "IP Address:" and contains the value "153.344.100.254", with a green circle containing the number "1" next to it. The second field is labeled "Description:" and contains the value "Bad IP Address", with a green circle containing the number "2" next to it. Below the "Details" section is a blue button labeled "Update Record".

Figure 12: Add Update Banned IP

1. BANNED IP ADDRESS
2. DESCRIPTION

2.1.10 List Archived Data

 List Archived Data

Click the " Archives List" Tab to List Archives

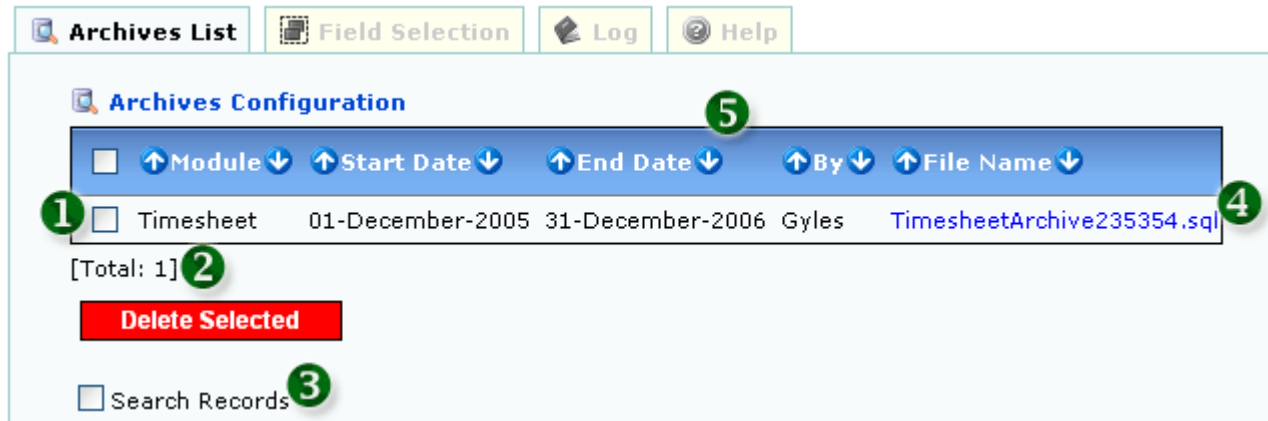


Figure 13: List Archived Data

1. CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD
2. LISTING MAX PAGE: Configurable in the User Preference section
3. CHECK TO SEARCH RECORDS
4. CLICK TO DOWNLOAD ARCHIVE
5. SORTABLE FIELDS

2.1.11 Reset Timesheet Data

 [Reset Timesheet Data](#)

Click the " Reset Timesheet Configuration" Tab to Reset Timesheet

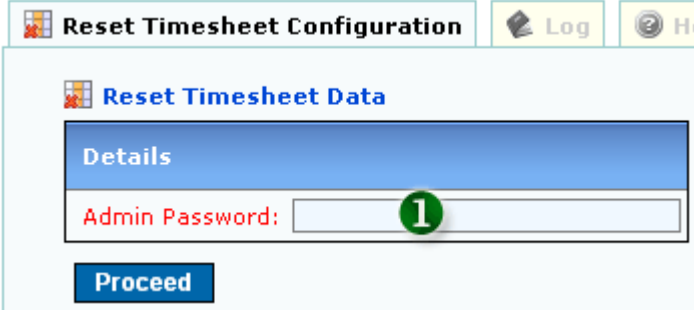


Figure 14: Reset Timesheet Data

1. ENTER PASSWORD TO RESET TIMESHEET DATA

2.1.12 Reset Log Data

 [Reset Log Data](#)

Click the " Reset Log Configuration" Tab to Reset Log Data

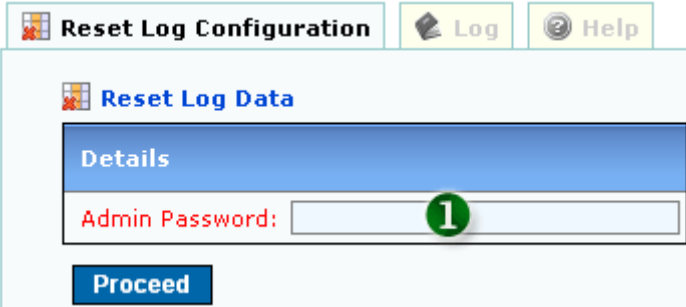


Figure 15: Reset Log Data

1. ENTER PASSWORD TO RESET LOG DATA