



Jalaj Mathur &lt;jalaj.mathur@genusinnovation.com&gt;

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## Weekly timesheet capture report

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**Prashant Gupta** <prashant@runtime.one>  
To: Jalaj Mathur <jalaj.mathur@genusinnovation.com>  
Cc: Tarun Gupta <tarun.gupta@genusinnovation.com>

Wed, Sep 8, 2021 at 4:41 PM

Hi Jalaj,

We have updated the individual task report as follows:

1. For non-project related tasks, actual start date is not captured in system, so it will appear blank but actual end date will show up if action item is completed.
2. For project related tasks, actual start and end date will appear if task is approved. If task is unapproved, you will see comments – “Task not approved” in actual start date.

Please download this report for a few employees and see if this is working as expected. Call me in case of any confusion.

This addresses point no. 1 in your mail below. We are working on others and will update soon.

Regards,

Prashant

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**From:** Jalaj Mathur <jalaj.mathur@genusinnovation.com>  
**Sent:** 08 September 2021 12:30 PM  
**To:** Prashant Gupta <prashant@runtime.one>  
**Cc:** Tarun Gupta <tarun.gupta@genusinnovation.com>  
**Subject:** Re: Weekly timesheet capture report

Hello Prashant ji,

As discussed we have below points in both reports, please take care these :

### Individual Task Report :

1. Closed individual (other than projects) action items actual dates are not coming.
2. In progress timesheet entries should be include in actual dates entries.

### Actual vs Planned Tasks Report :

1. Assigned task coming only on due dates, while may be its coming from past some days, so for whole duration the task entries in planned columns should be there.
2. In progress timesheet entries should be include in actual columns entries.

Thanks & Regards,

**Jalaj Mathur** | Manager

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On Tue, Sep 7, 2021 at 4:37 PM Jalaj Mathur <[jalaj.mathur@genusinnovation.com](mailto:jalaj.mathur@genusinnovation.com)> wrote:

Hello Prashant ji,


We are very grateful for your prompt response and actions on these required reports.

I just want to share the first some feedbacks on "Individual Tasks" Report as below :

I fetched this report of me from 3rd Aug. to today, I got the report as attached. But I think it's not taking actual start and actual end dates of tasks which are assigned as individual action items, like the yellow highlighted in this excel report are my closed action items as per system but in this report the actual start and actual end dates are not coming.

Like for task "SAP Material Master support activities", please refer below screenshots :

First time sheet of this task, which denotes actual start date :

Action Items	SAP Material Master support activities	SAP code maintain	Aug 19, 2021 11:00 to 11:30	In-Progress	
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Last time sheet of this task, which denotes actual end date :

Action Items	SAP Material Master support activities	Charger (ON-OFF) BOM correction in SAP	Aug 21, 2021 17:10 to 18:30	Finished	
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This task showing in complete action item page as below :

## COMPLETED ACTION ITEMS

Refresh

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## My Action Items

Id	Description	Start Date	Due Date	Application	Created By	Reopen
2	To provide Timely Sales Support	Jul 28, 2021	Jul 29, 2021 100%	Others	Me	
1	To provide Timely Production Support	Apr 01, 2021	Jul 31, 2021 100%	Others	Me	
347	PEDA tender BOM working	Aug 18, 2021	Aug 18, 2021 100%	Others	Me	
360	SAP Material Master support activities	Aug 19, 2021	Aug 21, 2021 100%	Others	Me	

Like for another task "DRM preparation and attend", please refer below screenshots :

First time sheet of this task, which denotes actual start date :

Action Items	DRM preparation and attend	DRM folder prepared	Aug 31, 2021 12:20 to 13:10	In-Progress	
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Last time sheet of this task, which denotes actual end date :

Action Items	DRM preparation and attend	DRM attended	Sep 01, 2021 11:15 to 12:20	Finished	
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This task is showing in complete action item page as below :

## COMPLETED ACTION ITEMS

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## My Action Items

Id	Description	Start Date	Due Date		Application	Created By	Reopen
2	To provide Timely Sales Support	Jul 28, 2021	Jul 29, 2021	100%	Others	Me	
1	To provide Timely Production Support	Apr 01, 2021	Jul 31, 2021	100%	Others	Me	
 347	PEDA tender BOM working	Aug 18, 2021	Aug 18, 2021	100%	Others	Me	
360	SAP Material Master support activities	Aug 19, 2021	Aug 21, 2021	100%	Others	Me	
 1061	test action item for mail	Aug 30, 2021	Aug 30, 2021	100%	Others	Me	
 1148	DRM preparation and attend	Aug 31, 2021	Sep 01, 2021	100%	Others	Me	

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