



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

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## Weekly timesheet capture report

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

Tue, Sep 14, 2021 at 1:13 PM

Prashant ji,  
Hope you are doing well.  
The individual task report looks good now, although I fetched that from some employees and shared with the team for their observations / suggestions to make more helpful.  
The task actual vs planned report i also fetched, one point i observed in that as below :

1. In column Activity description (Actual), you take description from timesheet, but its not looking relate to planned activity specially individual action item, means we should first take action item description and then related timesheet at that column or make one more colum.

Thanks & Regards,

**Jalaj Mathur** | Manager

R&D

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On Wed, Sep 8, 2021 at 4:41 PM Prashant Gupta <prashant@runtime.one> wrote:

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

**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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[Redacted Signature]

On Tue, Sep 7, 2021 at 4:37 PM Jalaj Mathur <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<br>11:00 to 11:30 | In-Progress |  |
|--------------|--|-------------------|--------------------------------|-------------|---|

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<br>17:10 to 18:30 | Finished |  |
|--------------|--|--|--------------------------------|----------|---|

This task showing in complete action item page as below :


| COMPLETED ACTION ITEMS |  |              |                   |             |            |   | <a href="#">Refresh</a> | <a href="#">Back to</a> |
|------------------------|--|--------------|-------------------|-------------|------------|---|-------------------------|-------------------------|
| 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<br>12:20 to 13:10 | In-Progress |  |
|--------------|----------------------------|---------------------|--------------------------------|-------------|---|

Last time sheet of this task, which denotes actual end date :

|              |                            |              |                                |          |   |
|--------------|----------------------------|--------------|--------------------------------|----------|---|
| Action Items | DRM preparation and attend | DRM attended | Sep 01, 2021<br>11:15 to 12:20 | Finished |  |
|--------------|----------------------------|--------------|--------------------------------|----------|---|

This task is showing in complete action item page as below :

| COMPLETED ACTION ITEMS   |  |              |              |      |             |            | <a href="#">Refresh</a>   | <a href="#">Back to Home</a> |
|--|--|--------------|--------------|------|-------------|------------|---|------------------------------|
| 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         |  |                              |

Thanks & Regards,

**Jalaj Mathur** | Manager

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On Tue, Sep 7, 2021 at 4:08 PM Prashant Gupta <prashant@runtime.one> wrote:

Hi Jalaj, Tarun Sir,

We have published the following two reports:

1. Individual Tasks
2. Actual vs. Planned Tasks

Both reports are available under Project Reports menu.

Regarding the third report i.e. Project publish log, we are still finalizing the same and will update you soon.

Regards,

Prashant

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**From:** Prashant Gupta  
**Sent:** 06 September 2021 03:50 PM  
**To:** Jalaj Mathur <jalaj.mathur@genusinnovation.com>  
**Cc:** Tarun Gupta <tarun.gupta@genusinnovation.com>  
**Subject:** RE: Weekly timesheet capture report

Hi Jalaj,

We misunderstood this issue. We thought you were referring to action item digest email (own action items due). We will fix this email today and will manually trigger the weekly update emails tomorrow morning, so that you can check.

Regarding the new reports also, we have almost finalized and will publish the same tonight.

Regards,

Prashant

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**From:** Jalaj Mathur <jalaj.mathur@genusinnovation.com>  
**Sent:** 06 September 2021 09:20 AM  
**To:** Prashant Gupta <prashant@runtime.one>  
**Cc:** Tarun Gupta <tarun.gupta@genusinnovation.com>  
**Subject:** Fwd: Weekly timesheet capture report

Hello Prashant ji,

Refer below mail, which received today regarding timesheet capture report, but do not have any data.

Thanks & Regards,

**Jalaj Mathur** | Manager

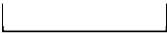
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On Mon, Sep 6, 2021 at 6:10 AM EinFrame <[alerts@einframe.com](mailto:alerts@einframe.com)> wrote:

Dear Jalaj Mathur,

Below is the total timesheet capture hours of all users:

| Person | Hours |
|--------|-------|
|--------|-------|

Sent by EinFrame for Genus Innovations Limited

This is a system generated e-mail. Please do not reply.