

Jalaj Mathur <jalaj.mathur@genusinnovation.com>

## Weekly timesheet capture report

 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

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.

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:

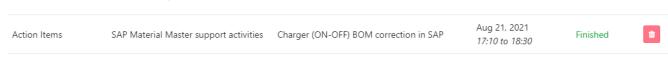
I fetched this report of me from 3rd Aug. to today, I got the report as attached. But I think it's not taking actual start and actual end dates of tasks which are assigned as individual action items, like the yellow highlighted in this excel report are my closed action items as per system but in this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



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

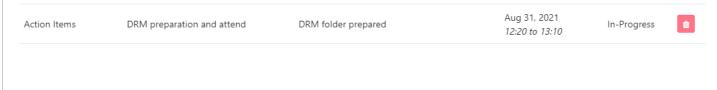


This task showing in complete action item page as below:

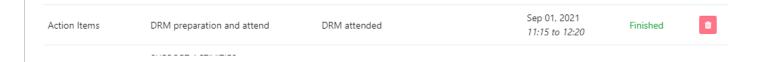


Like for another task "DRM preparation and attend", please refer below screenshots:

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



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



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

## COMPLETED ACTION ITEMS **⊘** Refresh ← Back to Hor My Action Items ld Start Date Description **Due Date** Application Created By Reopen To provide Timely Sales 2 Jul 28, 2021 Jul 29, 2021 100% Others Me Support To provide Timely Production Apr 01, 2021 Jul 31, 2021 100% Others Me Support PEDA tender BOM working Aug 18, 2021 **3**47 Aug 18, 2021 100% Others Me SAP Material Master sur 360 Aug 19, 2021 Aug 21, 2021 100% Others Me activities test action item for Aug 30, 2021 Others O 1061 Aug 30, 2021 100% Me 1148 DRM preparation and attend Aug 31, 2021 Sep 01, 2021 100% Others Me

[Quoted text hidden] [Quoted text hidden]