



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

## Ad-hoc timesheet for project

Prashant Gupta | CTO, InspiringNext <cto@inspiringnext.com>  
To: Jalaj Mathur <jalaj.mathur@genusinnovation.com>

Wed, Feb 16, 2022 at 7:21 PM

Dear Jalaj,

This is regarding the loading of ad-hoc time sheet capture on projects.

The total efforts spent on a project including ad-hoc tasks is displayed under Timesheet Entries as 'Project Ad-hoc Tasks'.  
For sample, I checked in project 100KW/120W and found following entries from Shweta's timesheet:

Select Date Range \* 2022-02-15 2022-02-15 [Show](#)

Activity Type	Activity Name	Comments	Date & Time	Status
Project Assigned Tasks	SUPPORT ACTIVITIES To provide Timely conduct SAP activities Support	ECNs raised and approved	Feb 15, 2022 09:15 to 10:05	In-Progress
Project Ad-hoc Tasks	10KW/120V MPPT PCU Kaizen	Design release note preparation for new items identification,	Feb 15, 2022 10:15 to 11:45	In-Progress
Project Assigned Tasks	SUPPORT ACTIVITIES To provide Timely conduct SAP activities Support	QA, LT report print for OBH and ODA models	Feb 15, 2022 11:45 to 13:10	In-Progress
Project Assigned Tasks	SUPPORT ACTIVITIES To provide Timely conduct SAP activities Support	new items code open, code maintained	Feb 15, 2022 13:45 to 14:30	In-Progress
Project Assigned Tasks	SUPPORT ACTIVITIES To provide Timely conduct SAP activities Support	batteries dummy BOM	Feb 15, 2022 14:40 to 15:15	In-Progress
Project Assigned Tasks	SUPPORT ACTIVITIES To provide Timely conduct SAP activities Support	PO-308 batteries BOM preparation.	Feb 15, 2022 15:15 to 16:50	In-Progress
Project Ad-hoc Tasks	10KW/120V MPPT PCU Kaizen	Design release note preparation for obsolete items identification and their stock and value.	Feb 15, 2022 17:00 to 18:30	In-Progress

Furthermore, the Project Manager can see ad-hoc task on task approval page also. He need to select the project and click on 'Ad-hoc tasks' to view as shown below:

## TASK APPROVAL

[HOME](#) / [DATA CAPTURE](#) / [INNOVATIVE DEVELOPMENT](#) / [TASK APPROVAL](#)

### APPROVE TIME SHEET ENTRIES AGAINST PROJECT TASKS

Select Project \*

10KW/120V MPPT PCU Kaizen

[View Ad-hoc-Tasks](#)

Select Task \*

-Select-

[View Timesheet](#)

First Timesheet Entry

7/22/22, 3:51 PM

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Regarding the loading of efforts on projects, both task-related and ad-hoc tasks are taken into consideration across all the reports.

Regards,

Prashant