Easy Track — User Guide (Draft)

Overview

This app is designed to simplify time, payroll, and work progress management for small teams. Managers can create employees, set pay rates, and review timesheets. Employees can log work hours and check their expected pay. The app works across platforms (Windows, Android, iOS).

Getting Started

Installation

- Windows: Run the provided installer or use 'dotnet run' from the CapstoneMaui project folder.

- Android/iOS: Shared build link (once available).

Launching the App

When you first open the app, you'll see a login screen. Enter your assigned username and password. If you're new, tap 'Create Account' to register (for employees). Managers receive credentials from the system admin.

Roles

Manager

- Dashboard: Overview of all employees and total hours logged.

- Employees: Add new employees, set or edit pay rates.

- Reports: Export summaries or connect to QuickBooks.

Employee

- Clock In/Out: Record start and end times for each shift.

- View Hours: Review past entries by week or pay period.

- Estimate Pay: View calculated total earnings before payroll is finalized.

Using the App

Log Hours

- Go to Time Entry.

- Tap + Add Entry.

- Enter date, start time, end time, and optional notes.

- Tap Save — your total hours update automatically.

Review Earnings

- Go to My Earnings (employee view).

- Choose a pay period to see hours and pay before deductions.

Update Pay Rates (Manager Only)

- Open the Employees tab.

- Select an employee.

- Tap Edit Pay Rate, enter new rate, and save changes.

Generate Reports

- Navigate to Reports → Export.

- Choose format (CSV, PDF, or QuickBooks sync).

- Select date range and tap Generate.

Troubleshooting

Can't log in: Check credentials; contact admin if forgotten.

Hours not saving: Ensure you have an internet connection or sync permissions.

Missing data after restart: Use Refresh Data in the app menu to re-sync.

App crashes: Report via Help → Send Feedback.

Tips

- Save often if offline; entries sync automatically when reconnected.

- Managers can view logs in real time from the dashboard.

- Use filters (by date or employee) to quickly find records.

Roadmap Notes

Since this version is still in development: Some buttons or pages may not be fully functional. QuickBooks export is under construction. UI and navigation may change before final release.