



User Manual

TechEase

Daniel Ganter

Regina Raven

Michael McKeever

Nicholas Armocida

Jeremiah Washington

Table of Contents

1. Introduction

- 1.1. System Requirements
- 1.2. Account access quick reference
- 1.3. System Help

2. General Features

- 2.1. Accessing TEOS
- 2.2. Log In
- 2.3. Log Out
- 2.4. Navigation Bar
- 2.5. Settings Tab
- 2.6. Reset Password
 - 2.6.1. Forgot Password
 - 2.6.2. Reset Password

3. Administrator Account

- 3.1. Employees Tab
 - 3.1.1. Create New Employee
 - 3.1.2. View All Employees
 - 3.1.3. Employees Lookup
 - 3.1.4. Resetting Users Password
 - 3.1.5. Account Activation
- 3.2. Work Orders
 - 3.2.1. Delete Work Orders
- 3.3. Customers
 - 3.3.1. Customer Tab
 - 3.3.2. Create Customer
 - 3.3.3. View All Customers
 - 3.3.4. View Customer Detail
 - 3.3.5. Edit Customer Information
 - 3.3.6. Customer Status
 - 3.3.7. Search Customers
 - 3.3.8. Download Customers as CSV
- 3.4. Jobs
 - 3.4.1. Access Jobs
 - 3.4.2. View Open Jobs
 - 3.4.3. Create New Job
 - 3.4.4. View Completed Jobs
 - 3.4.5. Job Detail
 - 3.4.6. Close Job
 - 3.4.7. Edit Job
- 3.5. Timesheets
 - 3.5.1. View Pay Periods
 - 3.5.2. View Timesheets Within Pay Period
 - 3.5.3. Review & Approve Timesheets

- 3.6. Reports
 - 3.6.1. Payroll Reports
 - 3.6.2. Job Costing Report
 - 3.6.3. Work Order Report
- 3.7. Amazon Web Service
 - 3.7.1. Accessing Amazon Web Service
 - 3.7.2. Logging Into AWS
 - 3.7.3. Navigation AWS
 - 3.7.4. Troubleshooting

4. Service Technician Account

- 4.1. Work Orders
 - 4.1.1. Creating Work Order
 - 4.1.1.1. Create New Customer
 - 4.1.1.2. Create Service Request
 - 4.1.2. Completing Work Order
 - 4.1.2.1. Time and Materials
 - 4.1.2.2. Work Information
 - 4.1.2.3. Confirm & Complete Work Order
 - 4.1.3. Download Work Order PDF
 - 4.1.4. Editing Signed Work Order

5. Basic User Account

- 5.1. Navigating Timesheets
 - 5.1.1. Selecting Appropriate Pay Period
 - 5.1.2. Completing timesheet
 - 5.1.3. Submitting Timesheets

6. Error Messages

1. Introduction

The TechEase Organizational System (TEOS) is a customer relationship management application that will allow authorized users the ability to create customers, employees, service request, work orders, jobs and then send signed invoice receipts to the customer.

This user manual contains a detailed walkthrough of the functionality of TEOS. The sections will be organized with general features first then by user accounts types.

1.1. System Requirements

TEOS is design to function on any device with internet access that meeting the minimum system requirements:

Operating System Requirements	Microsoft Windows MacOS iOS Android Chrome OS Linux
Browser Requirements	Internet Explorer Chrome Firefox Safari
Application Requirements	PDF reader

1.2. Account Access Quick Reference

The following is a reference to that shows what features are accessible by the account types

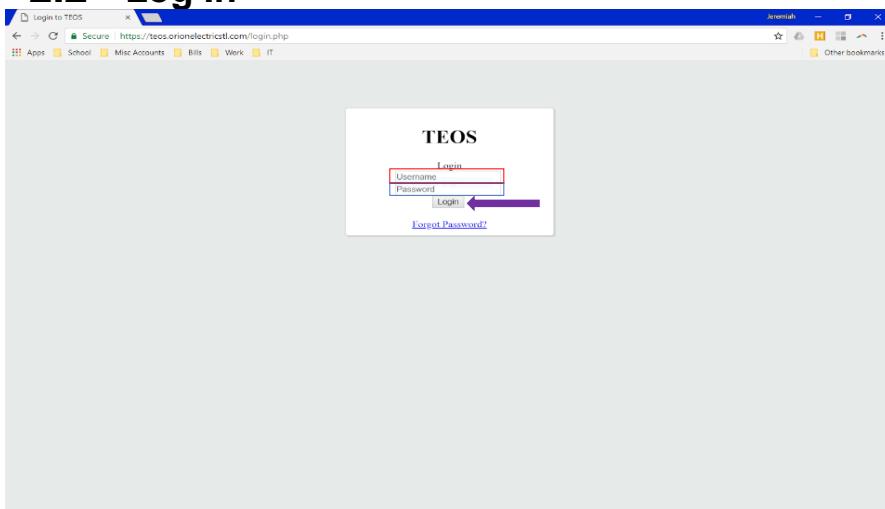
System Features	Basic	Service Technician	Administrator
Sign in/out	X	X	X
Employees Section			X
Create Employees			X
Reset User Password	X	X	X
Delete Employees			X
Timesheet Section	X	X	X
Submit Timesheet	X	X	X
Approve Timesheet			X
View Jobs			X
Create Jobs			X
Close Jobs			X
Customer Section			X
Create Customer		X	X
Manage Customer			X
Activate/Deactivate Customer			X
Export Customer			X
Create New Service Request		X	X
Work Orders Section		X	X
View Completed Orders		X	X
Create New Service Request		X	X
Delete Work Order			X
Submit Work Order		X	X

2. General Features

2.1 Accessing TEO

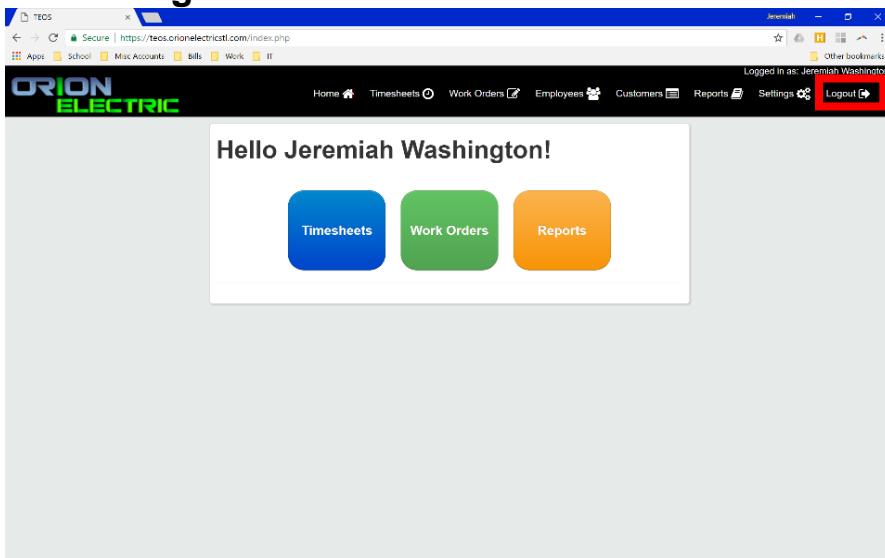
To access the TEOS website for logging in, it's recommended that you use the latest version of Google Chrome. Once you open your internet browser, enter this address in the search bar "<https://teos.orionelectricstl.com/login.php>" then press enter. This will take you to the TEOS log-in page. If this is your first time logging in, your initial password will be sent to the email associated with your "Employee" account upon its creation.

2.2 Log In



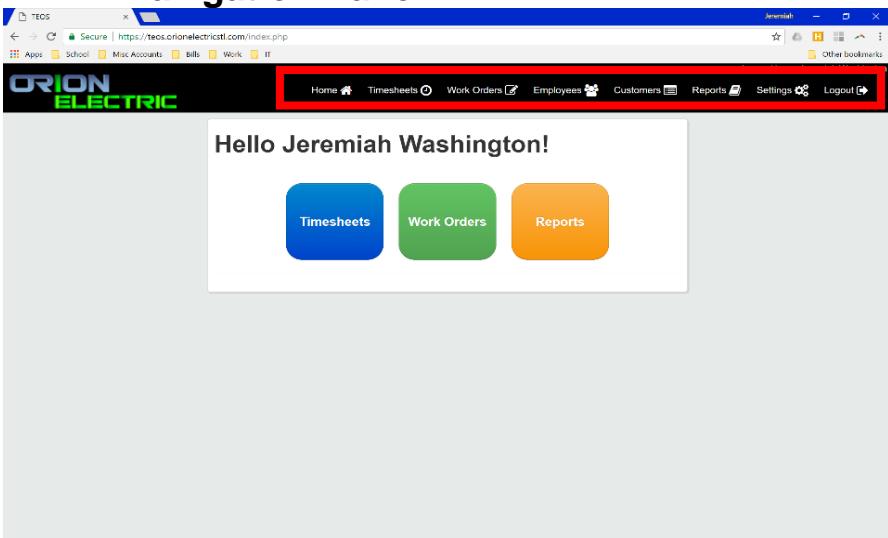
1. Enter your assigned username in the **username** field.
2. Enter your assigned password in the **password** field.
3. Click **Login**.

2.3 Log Out



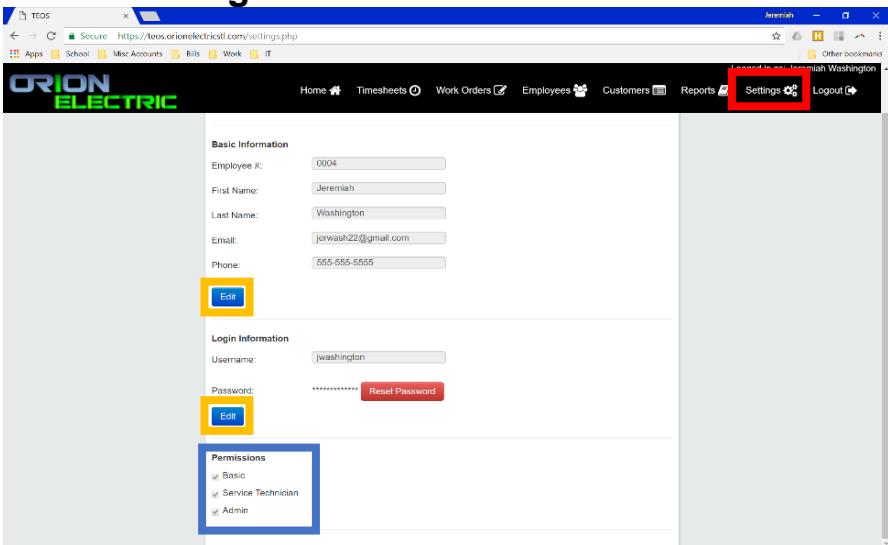
1. Click "**Logout**" located on the navigation bar to exit the program.

2.4 Navigation Panel



1. The **navigation panel** allows the user to quickly move throughout the system.
2. Clicking on a particular section will take you to the main page of that section.
3. The navigation bar is always visible for convenience. Also, only users authorized to access a section, will see that section in the navigation Panel.

2.5 Setting



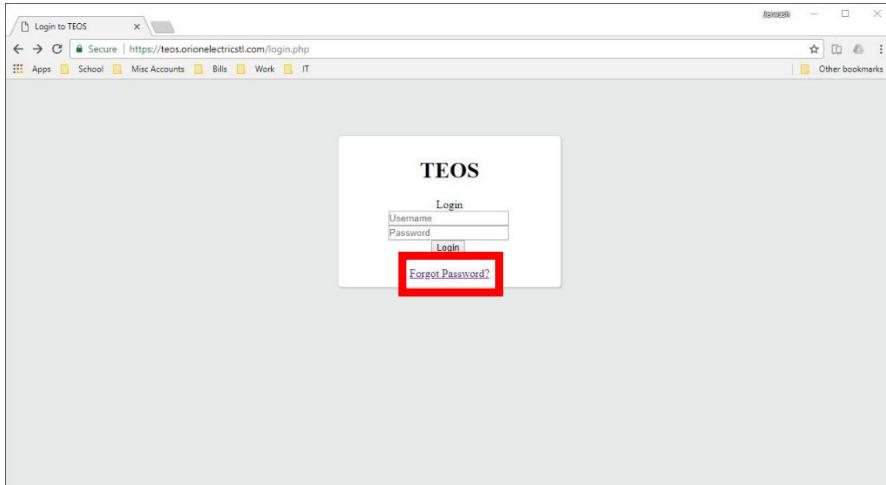
Note: Users can't change their own Employee #, first and last name or account type.

1. The “Setting” section displays basic user information and account type.
2. Administrators have the ability to edit all information within the setting except their own **permissions**.
3. To edit information, click the “Edit” button in the respective area, modify the information then click save when the editing is completed.

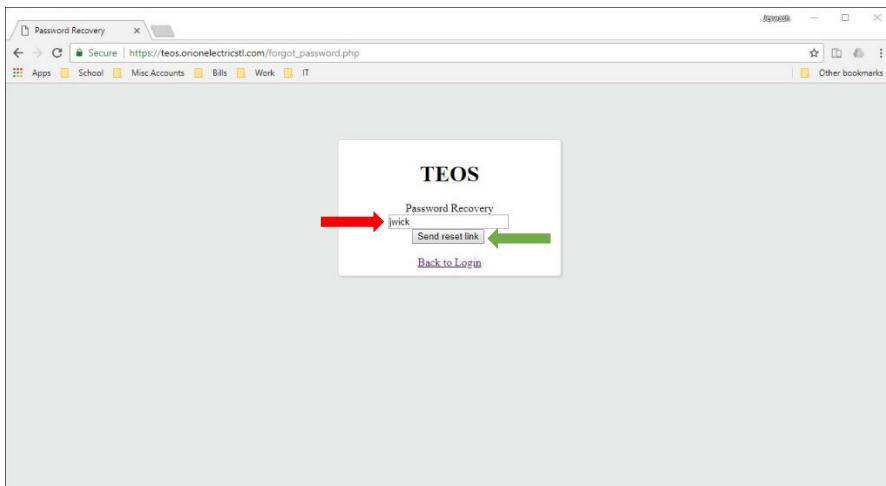
2.6 Resetting Password

There are two ways to reset your password. One is from within TEOS on the Settings page and the other is from the Log-In page. Continue reading this section for detail instructions.

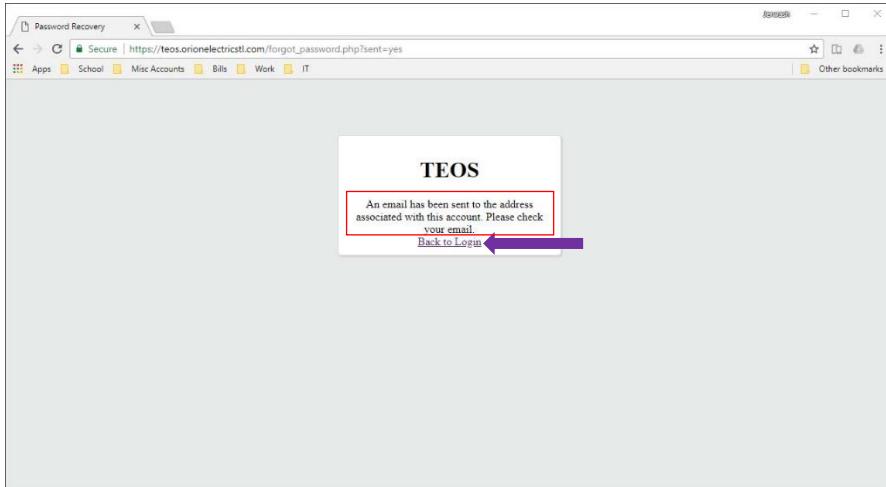
2.6.1. Forgot Password



1. If you have forgotten your password, navigate to the TEOS login webpage.
2. Click the "Forgot Password?" link to continue.

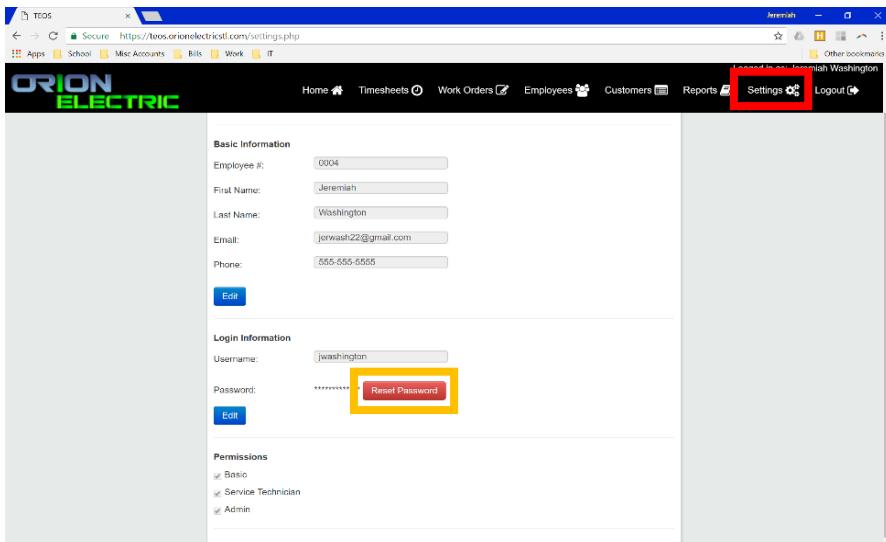


3. Click on the empty text field and enter your username
4. Click "Send Reset Link".

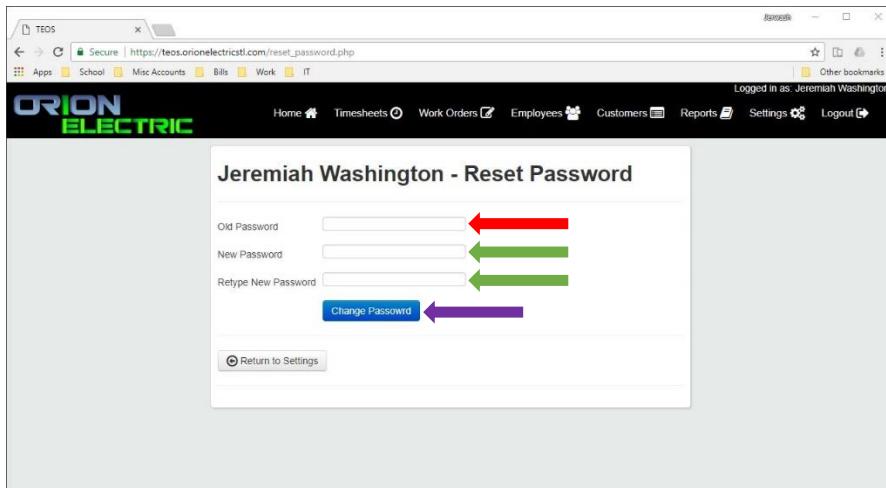


5. A **confirmation** will appear that an email has been sent to the user's associative email.
6. Click the "**Back to Login**" link to return to the login screen.

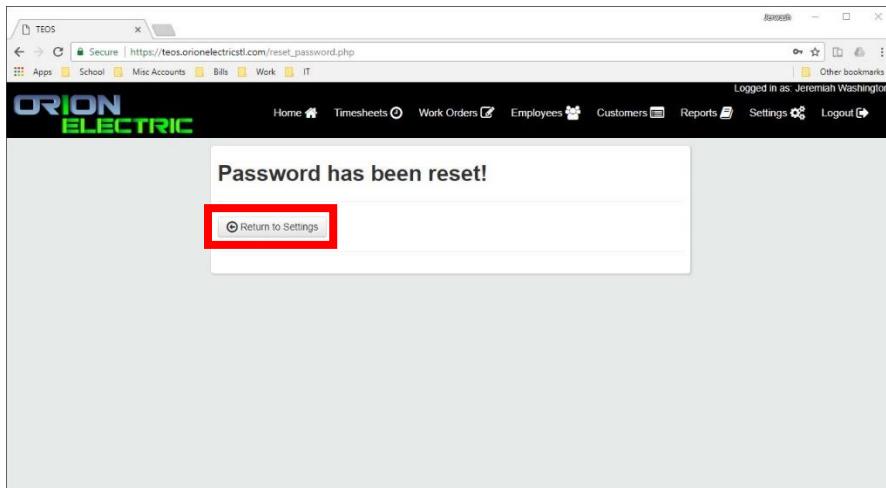
2.6.2. Reset Password



1. To change a user's password from within TEOS, navigate to the **Setting** page.
2. Click the "**Reset Password**" link



3. Enter your **old Password**
4. Enter your **new Password**
5. Retype your **new Password**
6. Click the “**Change Password**” button to finalize the changes.



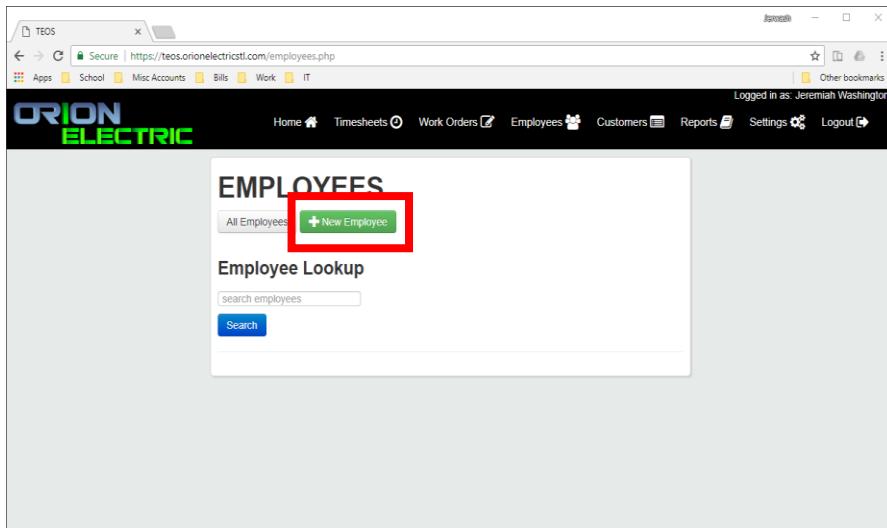
7. A confirmation will appear.
8. Click the “**Return to Setting**” button to return to the Setting main page.

3. Administrator Account

Administrator accounts have the highest access within TEOS. They have the ability to create employees, customer, work orders, jobs and modify timesheets. This section will provide a walkthrough of all the administrator functions.

3.1 Employees Section

3.1.1. Create New Employees



1. Click on the Employees section to access the employees home page.

2. Click on the button label "New Employee".

3. Enter a **unique** Employee number. This number is used to identify the employee within TEOS.

4. Complete the remaining form while also providing a **unique** username. This username will be how the employee logs into TEOS ([See Section 2.2](#)).

A screenshot of a web browser displaying the 'Add New Employee' form from the ORION ELECTRIC website. The URL is https://teos.orionelectricstl.com/add_employee.php. The form includes fields for Employee #, First Name, Last Name, Username, Email, Phone, and Permissions (checkboxes for Service Tech and Admin). A red box highlights the entire input area. At the bottom is a green 'Add Employee' button and a 'Return to Employees' link.

The screenshot shows the 'Add New Employee' page. The employee details entered are:

- Employee #: 0004
- First Name: Jeremiah
- Last Name: Washington
- Username: jwashington
- Email: fakeemail@gmail.com
- Phone: 555-555-5555
- Permissions: Service Tech (checked), Admin (checked)

The 'Add Employee' button at the bottom of the form is highlighted with a red box.

5. Select whether the new employee is a Service Tech, Admin or both. Selecting neither will grant account “Basic” permission. This will grant permissions to the user to access and modify certain information.

6. Click “Add Employee” to finalize the entry.

3.1.2. View All Employees

The screenshot shows the 'EMPLOYEES' page. The 'All Employees' button is highlighted with a red box. The 'Employee Lookup' section contains a search bar labeled 'search employees' and a 'Search' button.

1. To view all Employees, click on the “All Employees” button.

EMP	NAME/EXT	ACTIVE
0001	Washington, Jeremiah	Active
0002	Brown, Greg	Active
0003	Thompson, Gabe	Active
0004	Clark, John	Inactive
0005	Ortiz, Curt	Active
0006	Johnson, Joseph	Active
0007	Jackson, Greg	Inactive

2. Select an employee by clicking anywhere within the enclosed employee box.
3. To view more Employees, click next or the page number located at the bottom of the webpage.

3.1.3. Employees Lookup

Employee Lookup

search employees

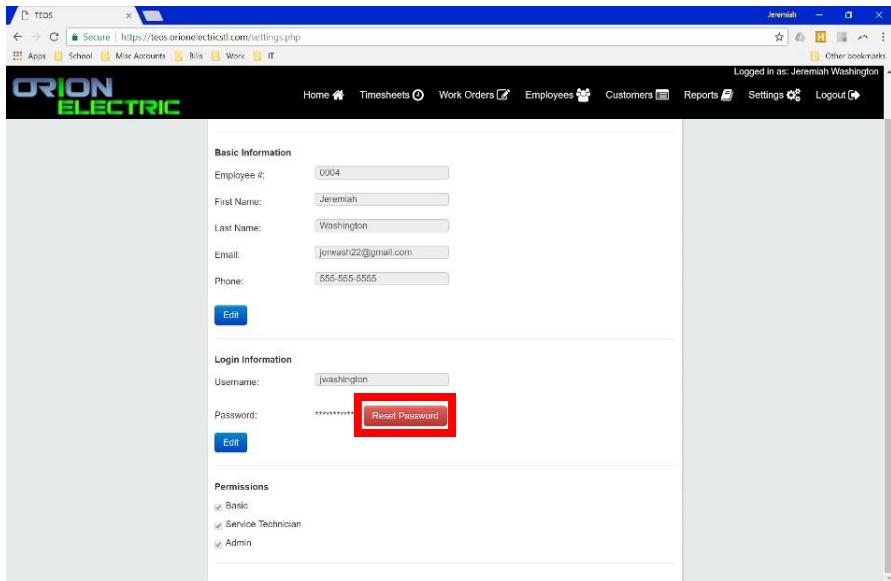
Search

Results for "wash"

0004	Washington, Jeremiah	Active
------	----------------------	--------

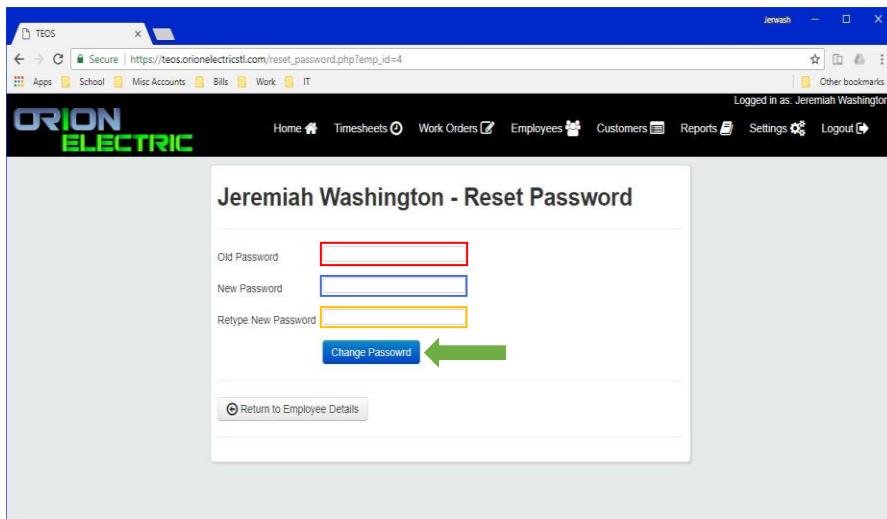
1. TEOS allows for the search of employee from within the Employees section.
2. To search for employees, enter “last name, first name” or part of the last name or first name and click “Search”.
3. Do not enter the First and Last, the function will fail.

3.1.4. Resetting Users Password



The screenshot shows the Orion Electric software interface. The top navigation bar includes links for Home, Timesheets, Work Orders, Employees, Customers, Reports, Settings, and Logout. The main content area displays an employee's basic information: Employee # (0004), First Name (Jeremiah), Last Name (Washington), Email (jerwash22@gmail.com), and Phone (555-555-5555). Below this is a 'Login Information' section with Username (jwashington) and Password (*****). A red box highlights the 'Reset Password' button. At the bottom, there is a 'Permissions' section with checkboxes for Basic, Service Technician, and Admin, all of which are checked.

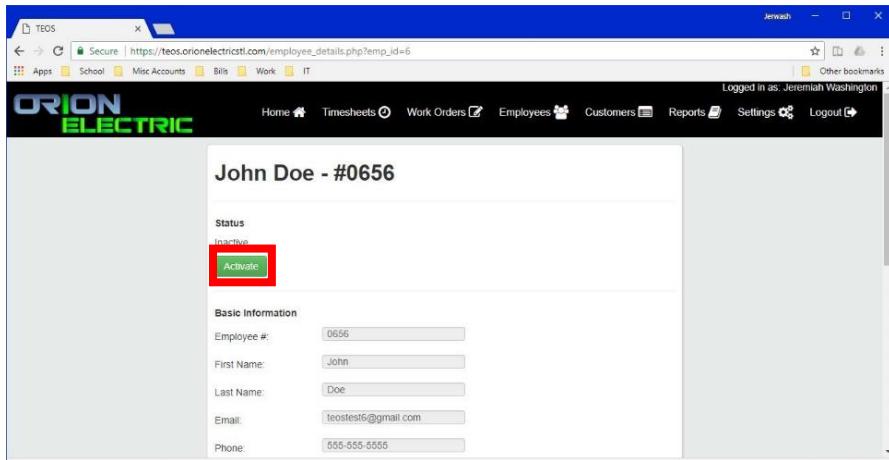
1. As an Admin, to reset and employee's password, go to the employees record and click "Reset Password".



The screenshot shows a modal dialog box titled "Jeremiah Washington - Reset Password". It contains three input fields: "Old Password" (red box), "New Password" (blue box), and "Retype New Password" (yellow box). Below these fields is a blue "Change Password" button, which has a green arrow pointing to it. At the bottom left of the dialog is a "Return to Employee Details" link.

2. Enter the old password.
3. Then enter the new password.
4. Retype the new password then click "Change Password"

3.1.5. Account Activation

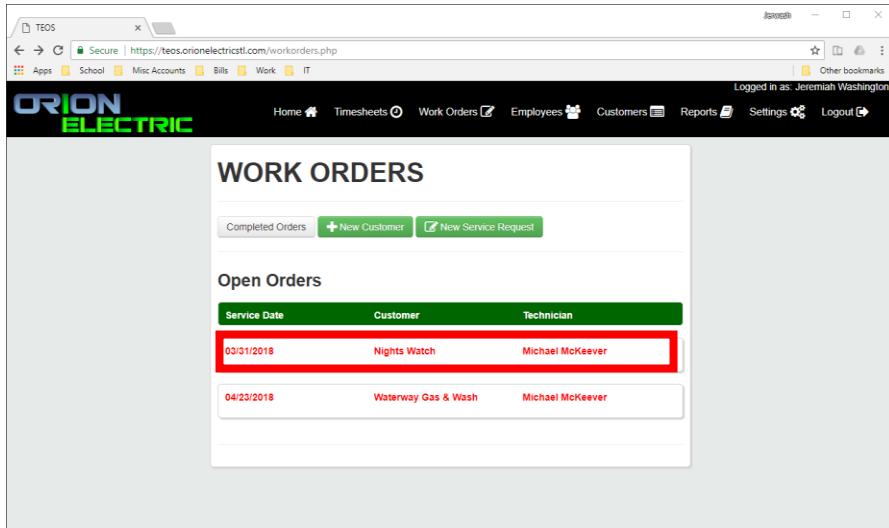


1. To **Activate** or **Deactivate** and employee account select the employees record then click the button marked “Activate” or “Deactivate”.

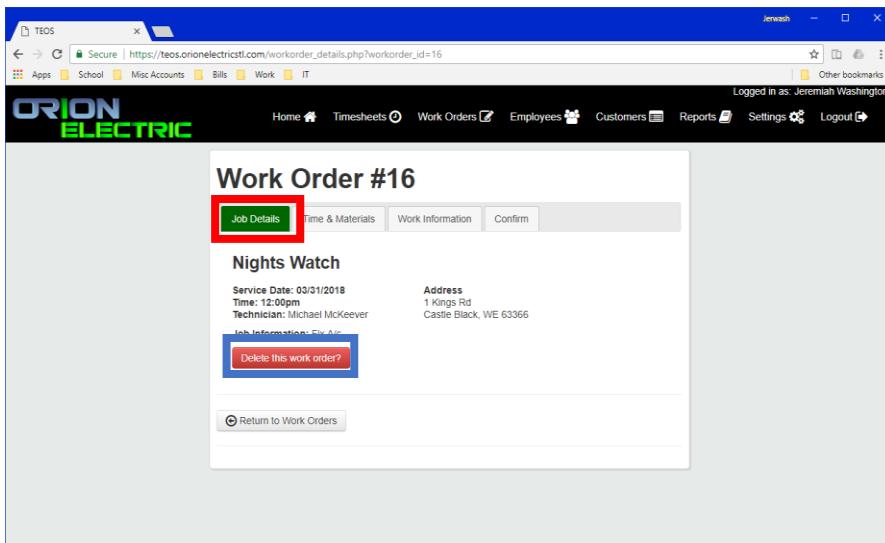
Note: Employees can't be permanently deleted, however they can be deactivated thus having all their access privileges revoked.

3.2. Work Orders

3.2.1. Delete Work Orders



1. To delete a Work Order, select an **open record** from the open orders view.

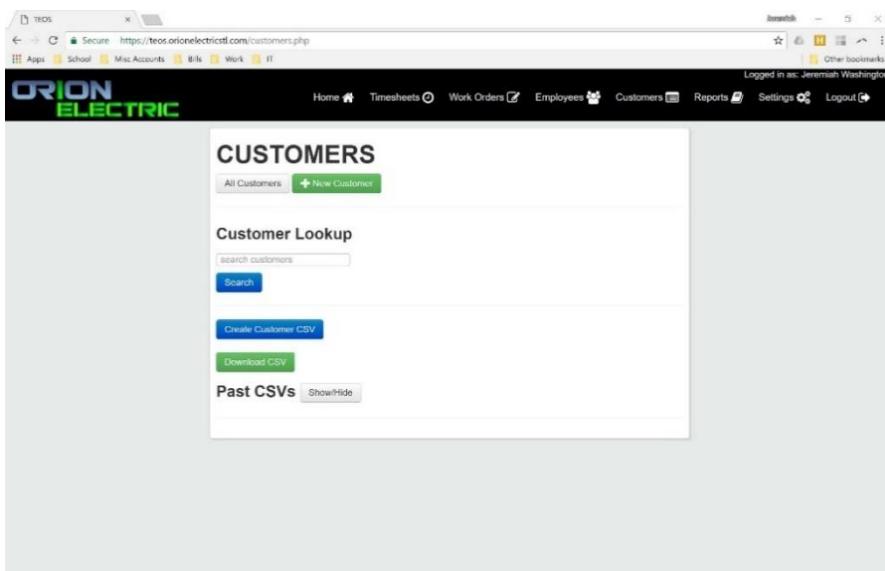


2. In the Job Details tab, click the "Delete this work order?" button.
3. You will be prompted to confirm that you're about to delete a work order. Click "ok" to confirm the deletion.

3.3. Customers

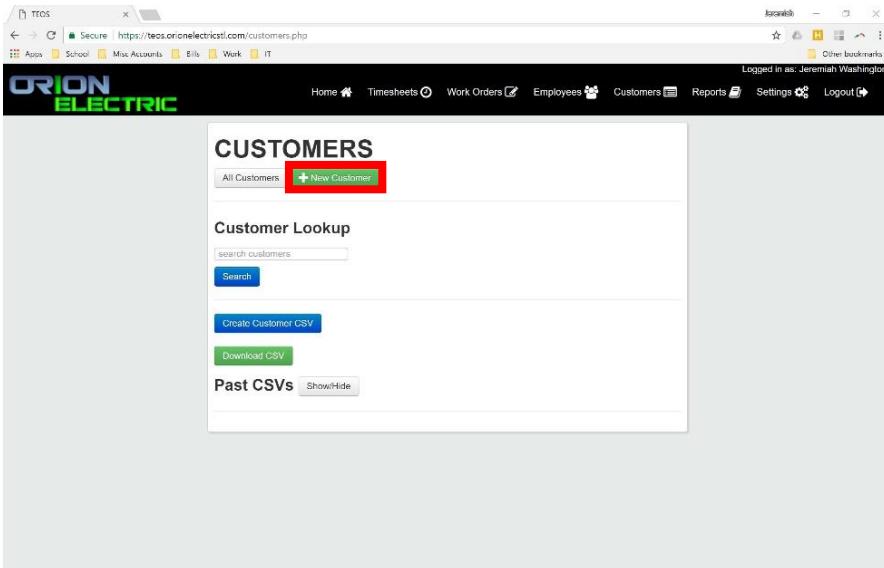
The “Customers” section contains information about clients that have been added to the TEOS program. Administrators are the only users that have the power to deactivate or otherwise modify any customers.

3.3.1 Customer Section

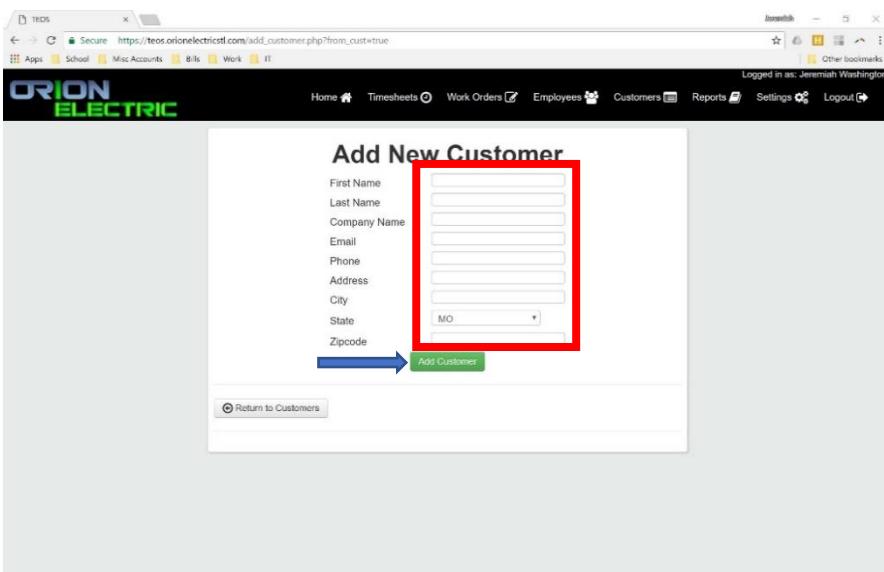


1. This is the main screen of the Customer section. From here, those with proper access can see all the customers, create new customers, search for customers with the database and download a list of current customers.

3.3.2 Create New Customer



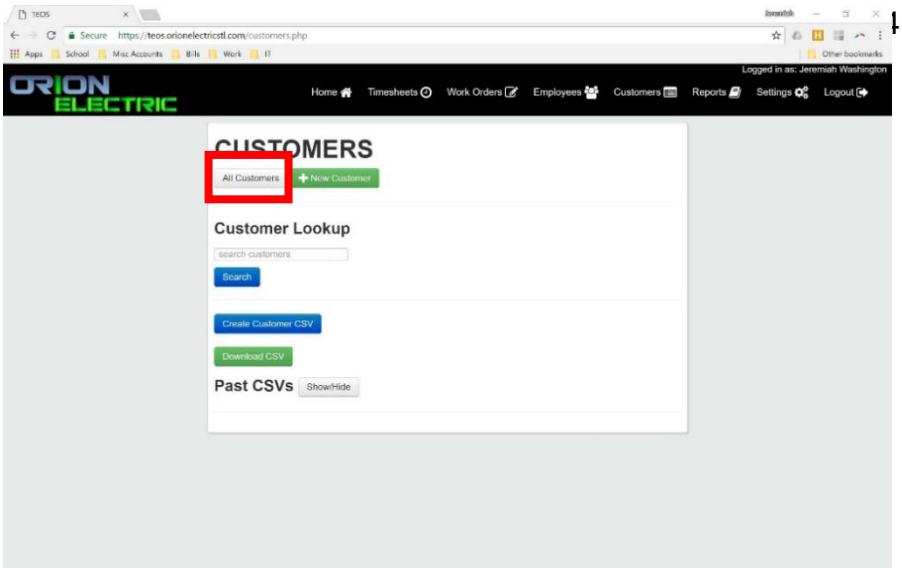
1. To create a new Customer, first click on the “New Customer” button.



2. Accurately fill out the all fields.
3. Click “Add Customer” once all the fields are completed.

Note: If this is a **residential** customer, do not input a company name.

3.3.3 View All Customers



To view all Customers, click on the “All Customers” button.

Name	Company	Status
Brown, Jan	Residence	Active
Doe, Jane	DDD	Active
Doe, Jane	DDD	Inactive
Doe, John	Pool Supply Plus	Inactive
Fisher, Jack	Fisher Auto	Active
Frost, Jack	Winter Sports	Active
Henson, Bob	Bob's Pizza	Active
Jefferson, Thomas	USA	Active
Martin, Dave	Dave's General Store	Active
McKeever, Michael	Waterway Gas & Wash	Active

5. All Customers will be viewed in alphabetical order by default.
6. Click the “Next” button or number located at the bottom of the page to advance through the list of customers.

3.3.4 View Customer Details

Name	Company	Status
Brown, Jan	Residence	Active
Doe, Jane	DOD	Active
Doe, John	Pool Supply Plus	Inactive
Fisher, Jack	Fisher Auto	Active
Frost, Jack	Winter Sports	Active
Henson, Bob	Bob's Pizza	Active
Jefferson, Thomas	USA	Active
Martin, Dave	Dave's General Store	Active
McKeever, Michael	Waterway Gas & Wash	Active

Jane Doe - DOD

Status: Active

Basic Information:

First Name:	Jane
Last Name:	Doe
Company:	DOD
Email:	fakeemail@gmail.com
Phone:	555-555-5555

Address:

Street:	1 Main Street Dr
City:	St. Louis
State:	MO
Zipcode:	63120

Buttons: Edit, Edit, Return to Customers

1. To view customer details such as, email, phone number, or address, select the desired customer's record from the "All Customer" view or a "Customer Lookup" ([See Section 3.3.7](#)).

2. Once the desired record is selected, the Customer detail page will be displayed, showing various information you've saved about the customer.

3.3.5 Edit Customer Information

Name	Company	Status
Brown, Jan	Residence	Active
Doe, Jane	DOD	Active
Doe, John	Pool Supply Plus	Inactive
Fisher, Jack	Fisher Auto	Active
Frost, Jack	Winter Sports	Active
Henson, Bob	Bob's Pizza	Active
Jefferson, Thomas	USA	Active
Martin, Dave	Dave's General Store	Active
McKeever, Michael	Waterway Gas & Wash	Active

Jane Doe - DOD

Status: Active

Basic Information

First Name: Jane
Last Name: Doe
Company: DOD
Email: fakeemail@gmail.com
Phone: 555-555-5555

Address

Street: 1 Main Street Dr
City: St. Louis
State: MO
Zipcode: 63120

Edit

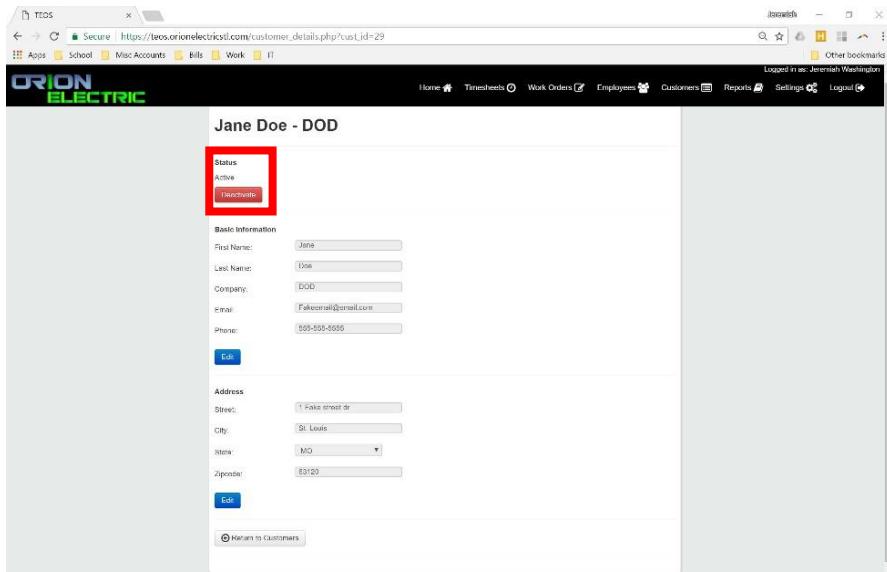
- To edit customer information, select the desired customer's record from the "All Customer" view or a "Customer Lookup" ([See Section 3.3.7](#)).

- The customers record will then be displayed.

- To edit information, click the "Edit" button to allow the fields to be modified.

- Once the changes are made click the "Save" button that appears in the place of the "Edit" button.

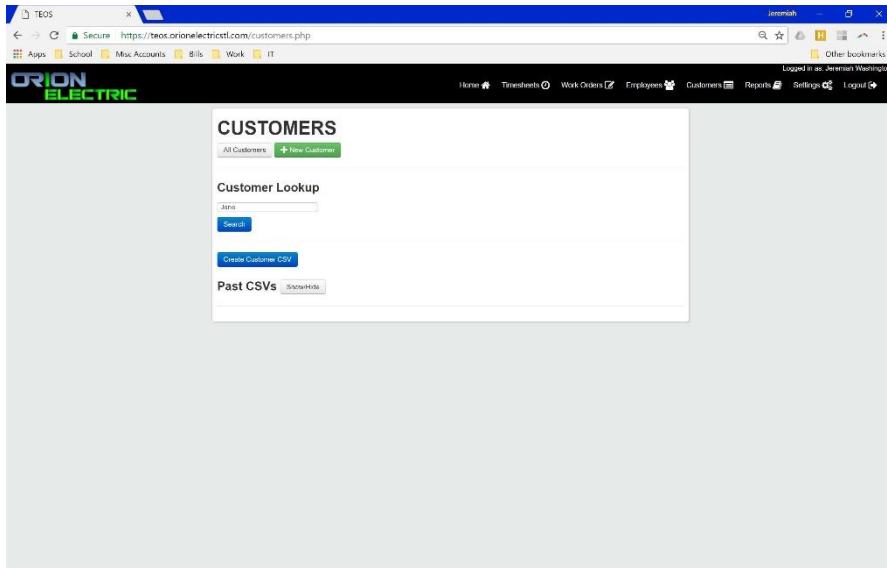
3.3.6 Customer Status



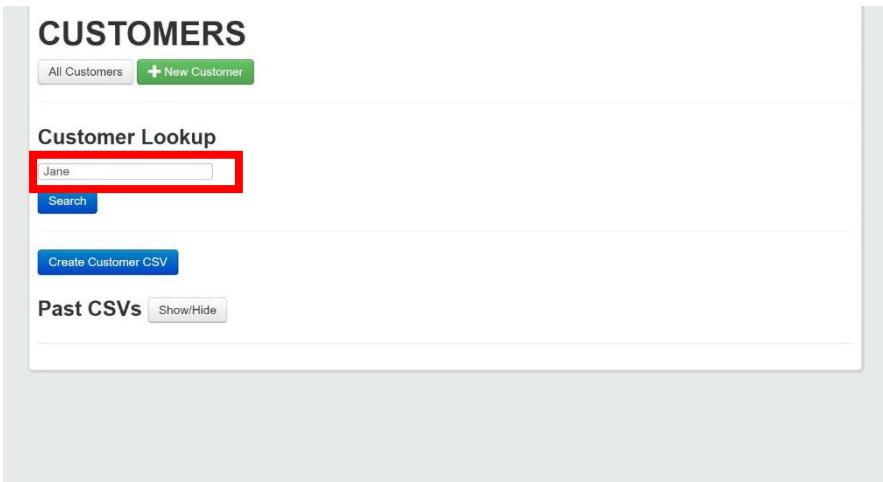
Note: Customers who have open Work Orders, **cannot** be set to “Inactive”. The Work Order must be completed first ([See Section 4.1.1.5](#)).

1. A customer's status is a very important feature within the TEOS program.
2. A Customers status indicated whether that customer is “Active” or “Inactive”.
3. Only “**Active**” customers can be added to Work Orders.
4. To change a customer's status, click the button labeled “Inactive” or “Active”.

3.3.7 Search for Customer

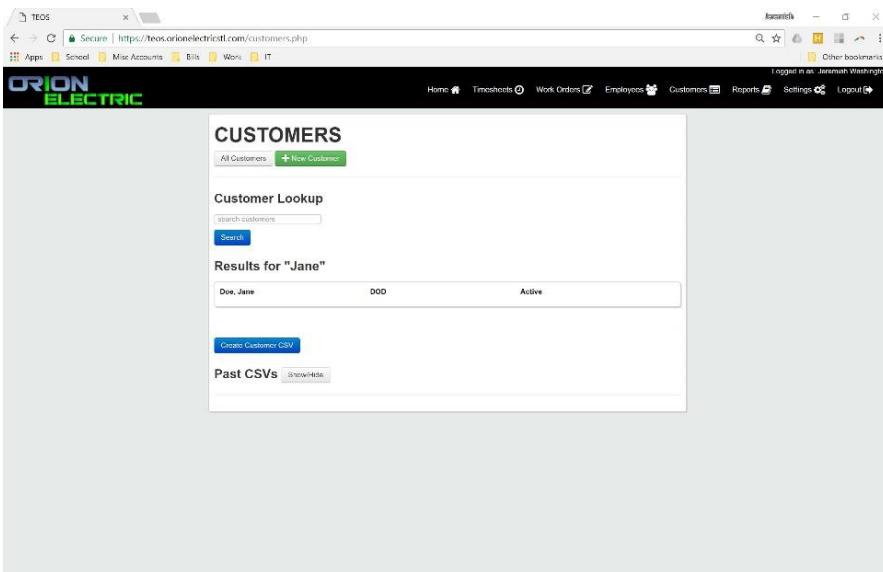


1. To search for customer, first click on the “Customers” tab to access its main page.



Note: When using customer look up, if you know the customer's full name, search by either the first name or the last name not both. The system will not return a search such as, "Jane Doe"

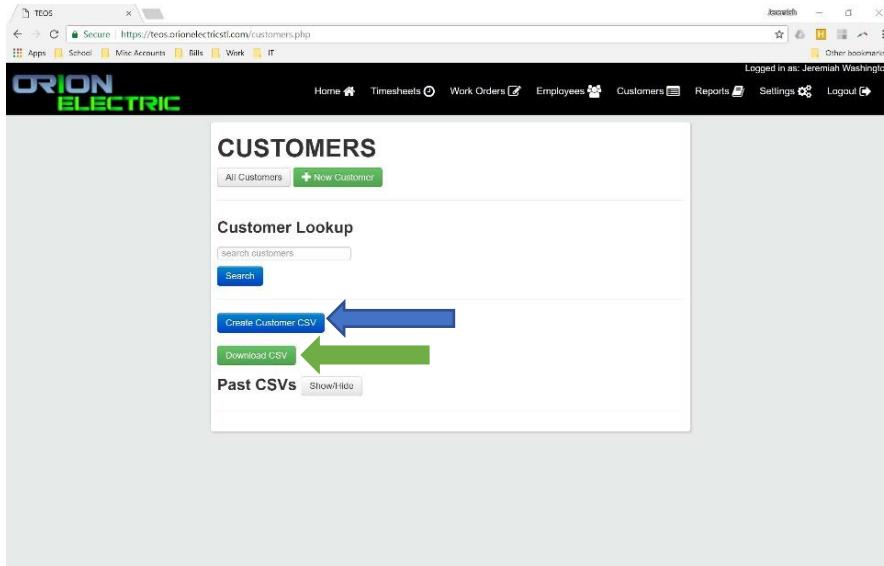
2. Next, enter either a part of the customer's name such as "Ja", "J", or "Jane" and click "Search". You may also search by "Last, Name, First Name". For example: "Doe, Jane".



3. The results will show the records that either exactly or partially match your search word.

3.3.8 Download Customers as CSV

This feature exports a .csv file containing all customers added to TEOS since the last download. The purpose of this feature is to allow for a continuous and non-duplication of customers to be upload to other programs.

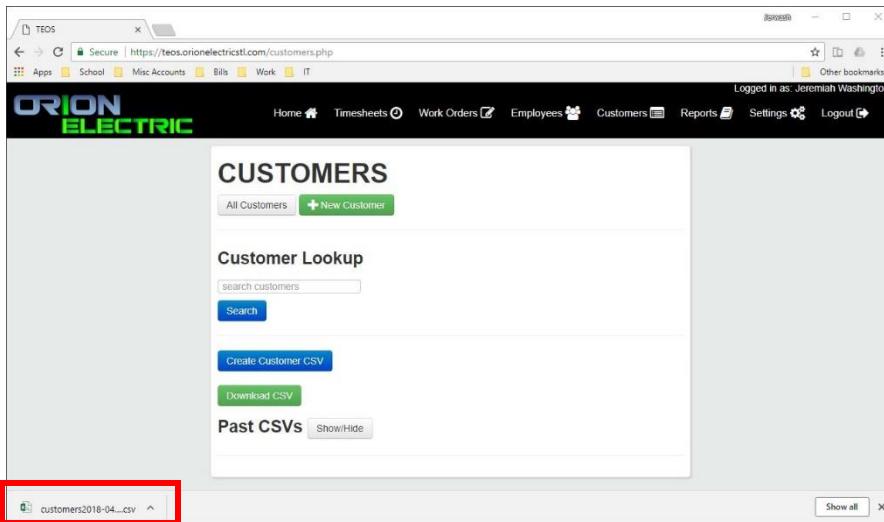


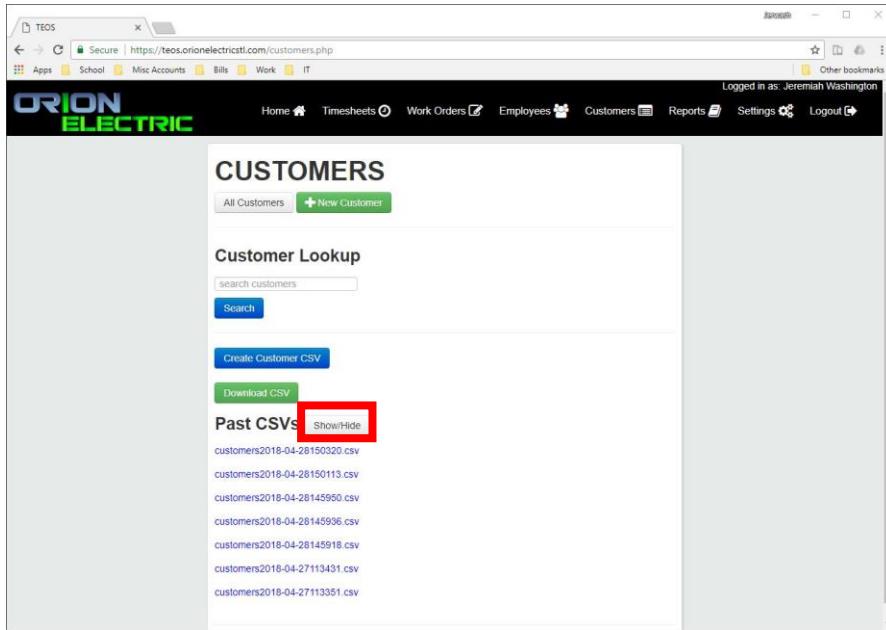
1. To download a .csv file, click on the customer's section.

2. Then click on “Create Customer CSV”.

3. Once you've click on “Create Customer CSV”, another button will appear labeled “Download CSV”

4. When you click on “Download CSV” the download will automatically begin downloading to your computer, saving it with a unique data and time stamp.



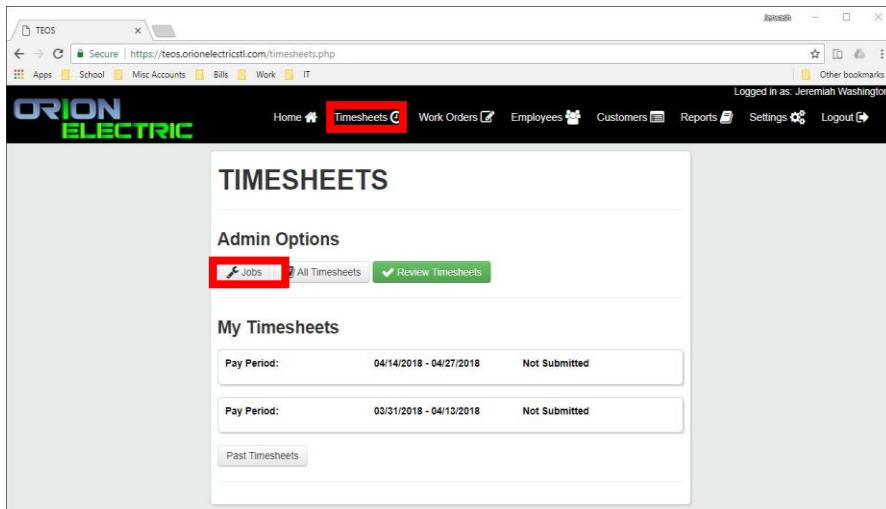


5. To download past .csv, click the "Show/Hide" button, then click on the desire file, using the date and time to identify the files.

3.4 Jobs

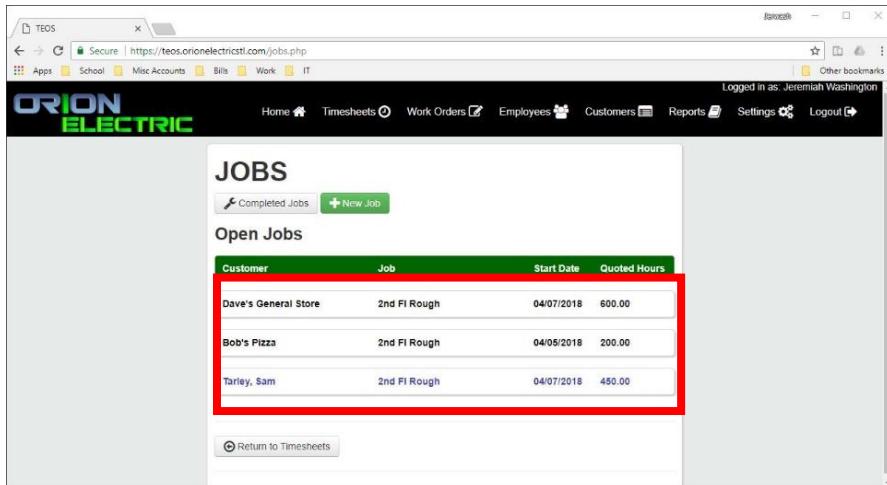
The Job function allows particular project to be attached to Customer records for the purpose of assessing job cost.

3.4.1. Access Jobs



1. To access Job, click on the Timesheets section, then click on the "Jobs" button

3.4.2. View Open Jobs

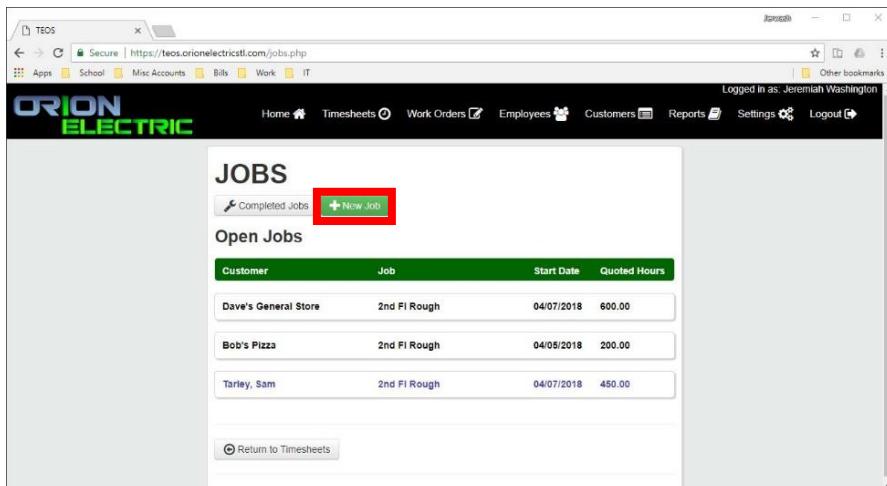


The screenshot shows the 'JOBS' page with the title 'Open Jobs'. A red box highlights the table containing three rows of job information:

Customer	Job	Start Date	Quoted Hours
Dave's General Store	2nd Fl Rough	04/07/2018	600.00
Bob's Pizza	2nd Fl Rough	04/05/2018	200.00
Tarley, Sam	2nd Fl Rough	04/07/2018	450.00

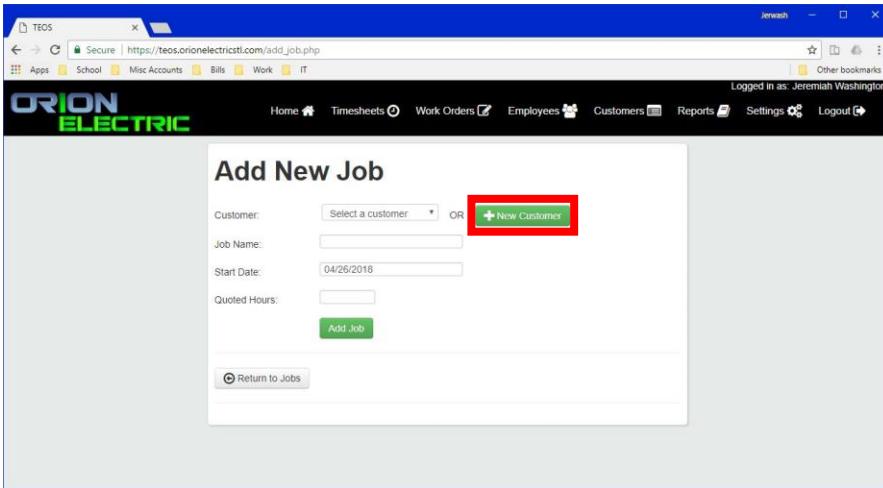
1. Completing the steps in [Section 3.1.4](#) will display the main “Jobs” page.
2. On this page, you will see a list of all Jobs currently open.

3.4.3. Create New Job

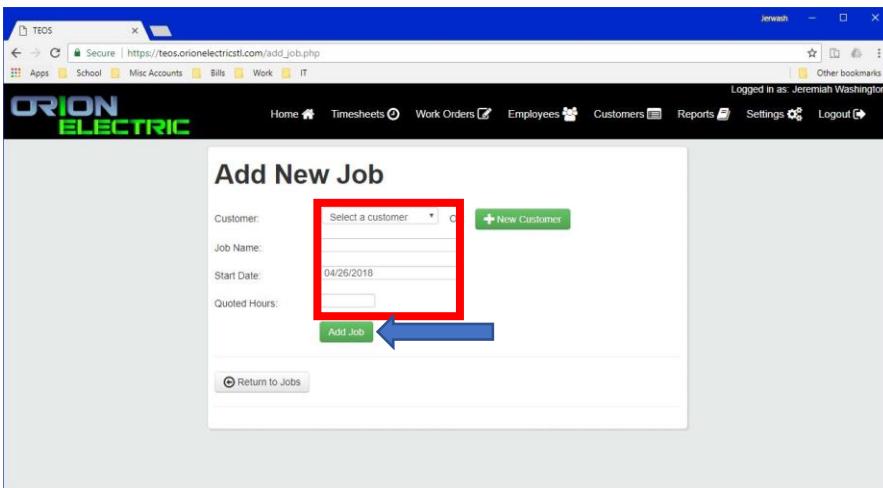


The screenshot shows the 'JOBS' page with the title 'Open Jobs'. A red box highlights the '+ New Job' button in the top navigation bar.

1. To create a job, click on the “New Job” button from the Jobs, main page ([See Section 3.4.1](#)).



The screenshot shows the 'Add New Job' form. It includes fields for Customer (dropdown), Job Name (text input), Start Date (date input set to 04/26/2018), Quoted Hours (text input), and an 'Add Job' button. A red box highlights the '+ New Customer' button.



The screenshot shows the same 'Add New Job' form. The 'Customer:' dropdown is highlighted with a red box. A blue arrow points from the bottom left towards the 'Add Job' button.

2. Once you've accessed the "Add New Job Page", complete the field as accurately as possible.
3. This job will be linked to a Customer within TEOS. If the Customer doesn't exist, refer to [Section 3.3.2](#) for instructions on how to "Create a New Customer".
4. If the Customer does exist, select the customer from dropdown menu.
5. Enter a unique job name to identify the project.
6. Select a Start Date for the job
7. Enter quotes hours until completion of the job.
8. Once **all fields** are completed, click "Add Job" to finalized the entry.

3.4.4. View Completed Jobs

The screenshot shows the Orion Electric software interface. At the top, there's a navigation bar with links like Home, Timesheets, Work Orders, Employees, Customers, Reports, Settings, and Logout. Below the navigation bar is a header with the 'ORION ELECTRIC' logo. The main content area is titled 'JOBS'. It has two buttons at the top: 'Completed Jobs' (highlighted with a red box) and 'New Job'. Below these buttons is a section titled 'Open Jobs' with a table:

Customer	Job	Start Date	Quoted Hours
Dave's General Store	2nd Fl Rough	04/07/2018	600.00
Bob's Pizza	2nd Fl Rough	04/05/2018	200.00
Tarley, Sam	2nd Fl Rough	04/07/2018	450.00

At the bottom of the table is a 'Return to Timesheets' button.

1. To view completed jobs, go to the jobs main page and click "Completed Jobs".

The screenshot shows the 'Completed Jobs' screen. At the top, there's a navigation bar with links like Home, Timesheets, Work Orders, Employees, Customers, Reports, Settings, and Logout. Below the navigation bar is a header with the 'ORION ELECTRIC' logo. The main content area is titled 'Completed Jobs'. It has a table:

Customer	Job	Start Date	End Date
Brown, Jan	3rd Fl Rough	04/04/2018	04/19/2018
Bob's Pizza	1st Fl Rough	03/01/2018	03/15/2018
Bob's Pizza	Deck Rough	04/16/2018	04/18/2018

At the bottom of the table is a 'Return to Jobs' button. The entire table row for Bob's Pizza is highlighted with a red box.

2. The Complete Jobs page will list Job that have been completed, meaning, they have been closed and an "End Date" has been assigned. [See Section 3.4.5](#) for instructions on how to close a job.

3.4.5. Close Job

The screenshot shows the Orion Electric Jobs main page. At the top, there's a navigation bar with links like Home, Timesheets, Work Orders, Employees, Customers, Reports, Settings, and Logout. Below the navigation is a header with the 'ORION ELECTRIC' logo. The main content area is titled 'JOBS' and has a sub-section 'Open Jobs'. A table lists three jobs:

Customer	Job	Start Date	Quoted Hours
Dave's General Store	2nd Fl Rough	04/07/2018	600.00
Bob's Pizza	2nd Fl Rough	04/05/2018	200.00
Tarley, Sam	2nd Fl Rough	04/07/2018	450.00

At the bottom of the page is a 'Return to Timesheets' button.

1. To close a job, first navigate to the “Open Jobs” main page ([See Section 3.4.2](#)).

2. Once on the Jobs main page, select any record to display the details of that record.

3. Once on the “Job Details” page, click the “Close Job”

The screenshot shows the 'Job Details' page for the job 'Dave's General Store: 2nd Fl Rough 04/07/2018'. The page includes fields for Customer, Job Name, Start Date, and Quoted Hours, all of which are pre-filled with the values from the previous screenshot. Below these fields is an 'Edit' button and a 'Return to Jobs' button. A prominent red arrow points to a red rectangular box around the 'Close Job?' button, which is located next to the 'Open' status indicator.

Note: Once a job is closed, it can not be reopened. All other information however can be edited after a job closer. [See Section 3.4.6](#) on instructions on how to edit Jobs.

Dave's General Store: 2nd Fl Rough 04/07/2018

Status:	Open
End Date:	04/28/2018
Complete Job	
Customer:	Dave's General Store
Job Name:	2nd Fl Rough
Start Date:	04/07/2018
Quoted Hours:	600.00
Edit	
Return to Jobs	

3.4.6. Edit Job

Customer	Job	Start Date	End Date
Brown, Jan	3rd Fl Rough	04/04/2018	04/19/2018
Bob's Pizza	1st Fl Rough	03/01/2018	03/15/2018
Bob's Pizza	Deck Rough	04/16/2018	04/18/2018

Return to Jobs

4. After you clicked the “Closed Job” button enter an “End Date”
5. Then click “Complete Job” to finalize the closure.

1. To edit a Job, you must first access the **job's record**. Administrators have the ability to edit both open and completed jobs.
2. Then select the record you want to **edit**.

The screenshot shows the 'Job Details' page for a job named 'Brown, Jan: 3rd Fl Rough 04/04/2018'. The status is listed as 'Complete'. The form includes fields for Customer (Brown, Jan), Job Name (3rd Fl Rough), Start Date (04/04/2018), End Date (04/29/2018), and Quoted Hours (250.00). A red box highlights the 'Edit' button at the bottom of the form.

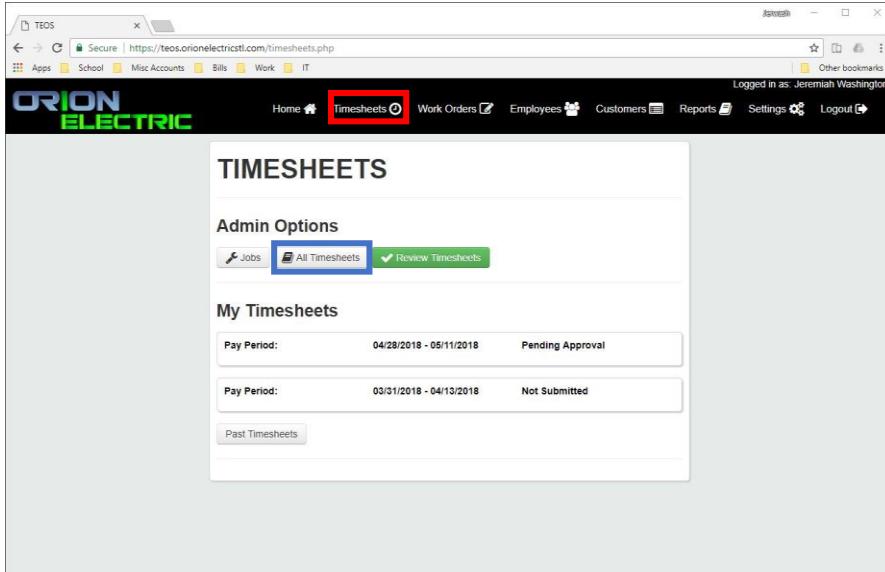
- Once the record is open, click the "Edit" button to allow the fields to be modified.

The screenshot shows the 'Job Details' page for the same job record. The 'Edit' button has been clicked, making the fields editable. A red box surrounds the entire form area. A blue arrow points to the 'Save' button at the bottom of the form.

- You can now edit and of the **fields**, including the "End Date" if this record is complete.
- Once you have edited the necessary fields, click the "**Save**" button to finalize the changes.

3.5. Timesheets

3.5.1. View All Pay Periods

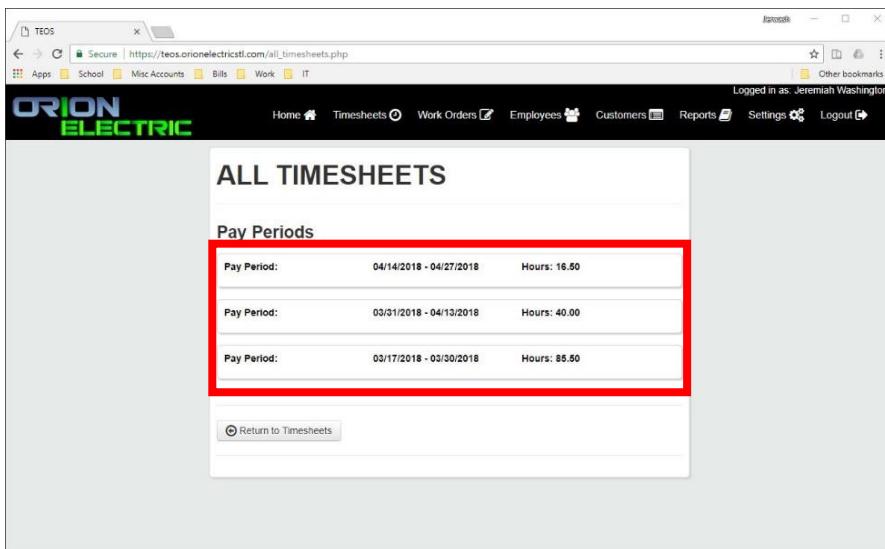


The screenshot shows the Orion Electric Timesheets interface. At the top, there's a navigation bar with links for Home, Timesheets (which is highlighted with a red box), Work Orders, Employees, Customers, Reports, Settings, and Logout. Below the navigation is a section titled "TIMESHEETS" under "Admin Options". It contains two buttons: "Jobs" and "All Timesheets" (also highlighted with a red box), and a "Review Timesheets" button. The main area is titled "My Timesheets" and displays two entries:

Pay Period:	04/28/2018 - 05/11/2018	Pending Approval
Pay Period:	03/31/2018 - 04/13/2018	Not Submitted

At the bottom left is a "Past Timesheets" button.

1. To view the current and all non-approved Pay Periods, navigate to the **Timesheet section** then click on “[All Timesheets](#)”.



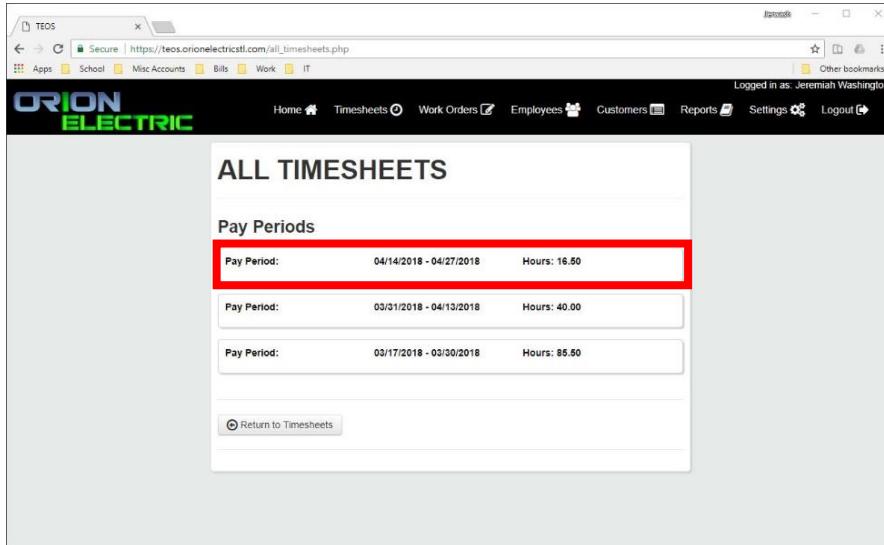
The screenshot shows the "ALL TIMESHEETS" page. At the top, there's a navigation bar with links for Home, Timesheets (highlighted with a red box), Work Orders, Employees, Customers, Reports, Settings, and Logout. Below the navigation is a section titled "Pay Periods" which lists three entries:

Pay Period:	04/14/2018 - 04/27/2018	Hours: 16.50
Pay Period:	03/31/2018 - 04/13/2018	Hours: 40.00
Pay Period:	03/17/2018 - 03/30/2018	Hours: 85.50

At the bottom left is a "Return to Timesheets" button.

2. Once you click on “[All Timesheets](#)” you will see **all the pay periods** in descending order.

3.5.2. View Timesheets Within Pay Period

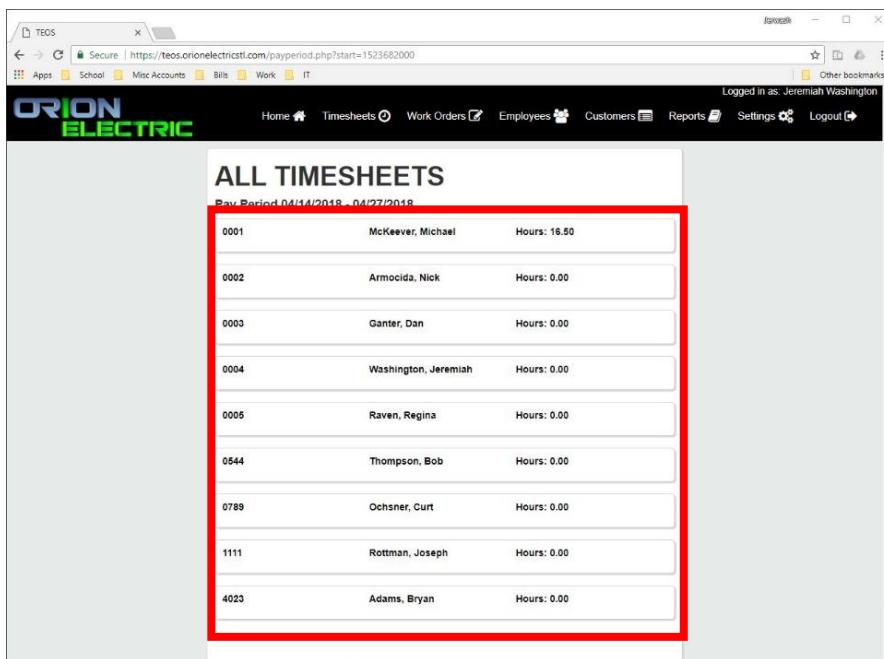


The screenshot shows the 'ALL TIMESHEETS' page. At the top, there is a 'Pay Periods' section with three entries:

Pay Period:	Hours:
04/14/2018 - 04/27/2018	16.50
03/31/2018 - 04/13/2018	40.00
03/17/2018 - 03/30/2018	85.50

A red box surrounds the first row (04/14/2018 - 04/27/2018, 16.50). Below this section is a 'Return to Timesheets' button.

1. See Section 3.5.2 to navigate to this point. To view all Timesheet within a pay period, Select the desire record.

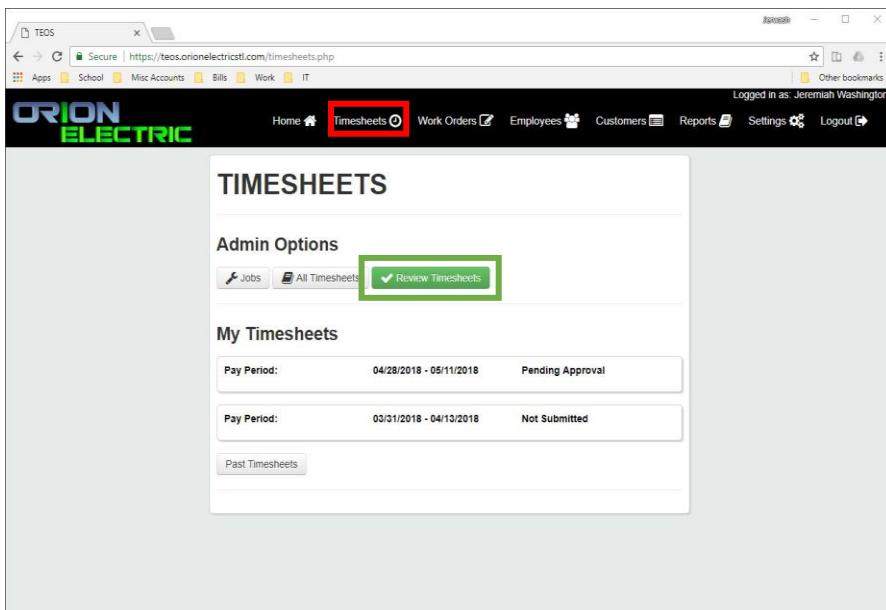


The screenshot shows the 'ALL TIMESHEETS' page with a red box highlighting the list of timesheets. The list is titled 'Pay Period 04/14/2018 - 04/27/2018' and contains the following entries:

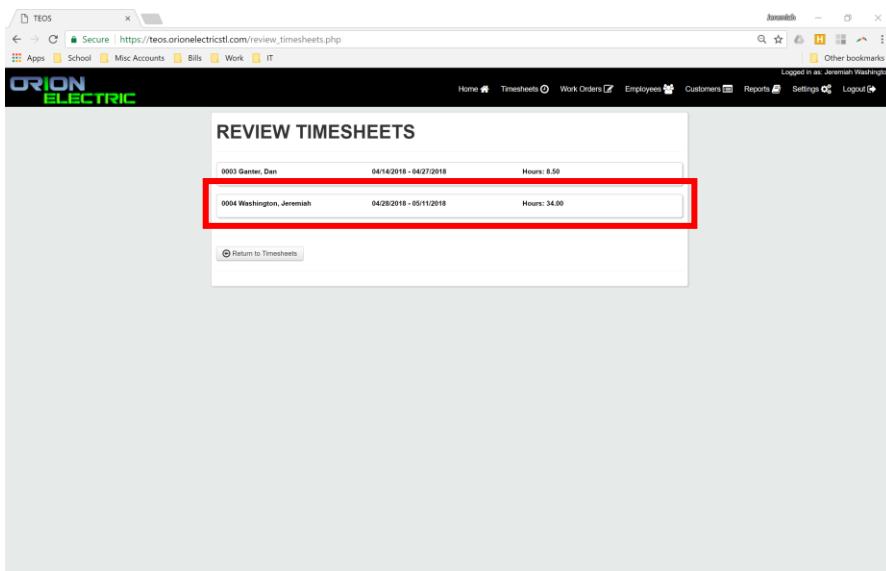
ID	Name	Hours
0001	McKeever, Michael	Hours: 16.50
0002	Armocida, Nick	Hours: 0.00
0003	Ganter, Dan	Hours: 0.00
0004	Washington, Jeremiah	Hours: 0.00
0005	Raven, Regina	Hours: 0.00
0544	Thompson, Bob	Hours: 0.00
0789	Ochsner, Curt	Hours: 0.00
1111	Rottman, Joseph	Hours: 0.00
4023	Adams, Bryan	Hours: 0.00

2. Once the pay period record is selected, a list of all timesheets created during that pay period will be generated.

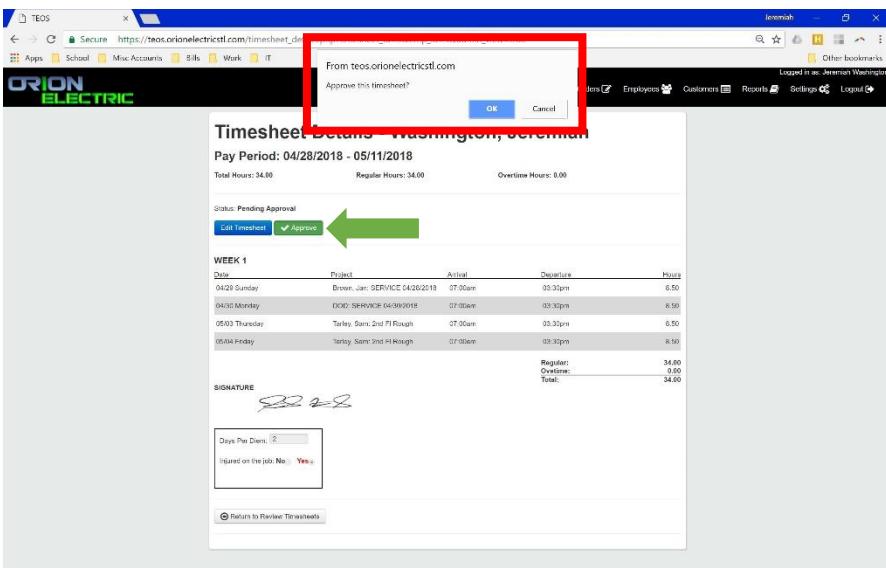
3.5.3. Review & Approve Timesheets



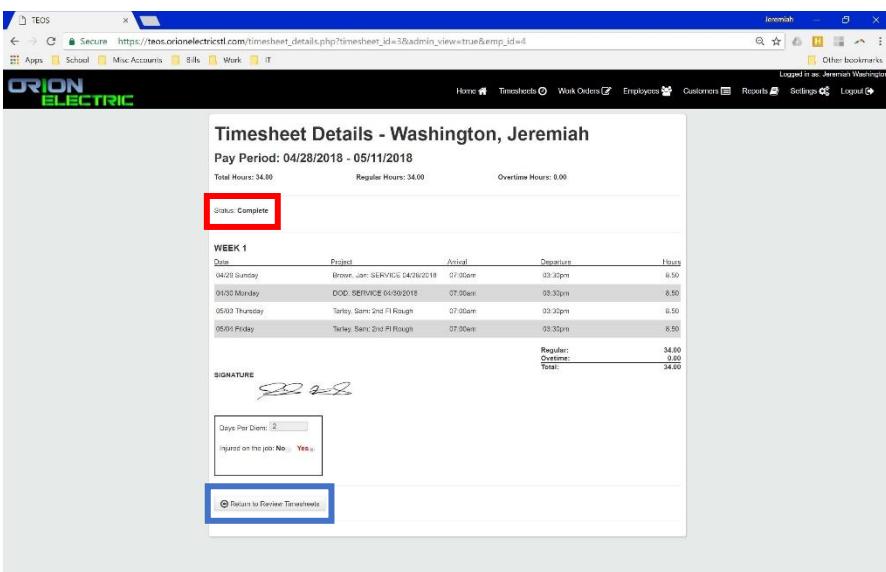
- Once a timesheet has been submitted by an employee and an administrator wants to approve that timesheet, they should first, navigate to the “Timesheet” section.
- Click on “Review Timesheets”.



- The “Review Timesheets” page will list timesheets that have been submitted for any pay period but not yet approved.
- Select the **timesheet record** you wish to review.



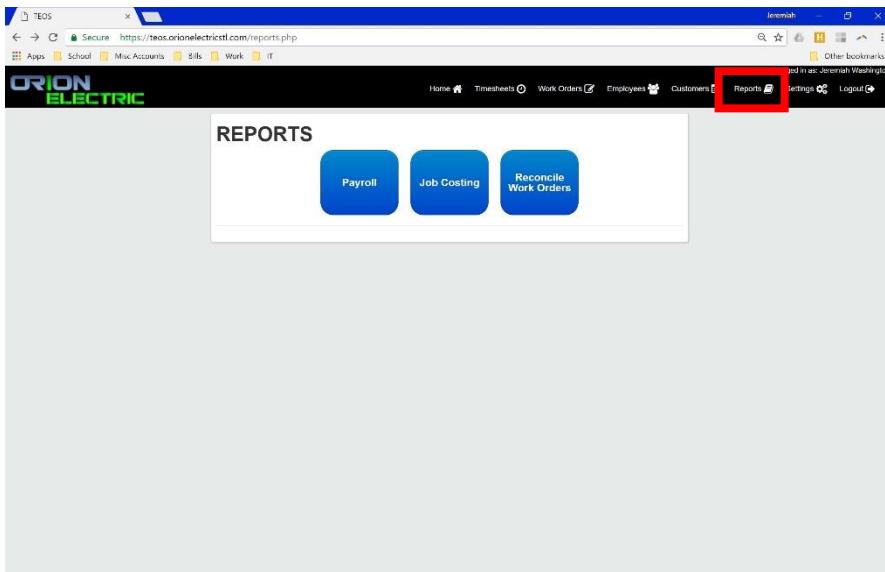
Note: Once you click “Ok” in the **confirmation window**, you will no longer be able to edit the timesheet.



5. Once the Timesheet details page is loaded, click “**Approve**”
6. A **confirmation window** will appear ensuring that you want to finalize this timesheet as complete.
7. If you would like to edit the timesheet, refer to Sections [5.1.2](#) and [5.1.3](#), “Adding Hours to Timesheets” and “Submitting a Timesheet”, for detailed instructions.
8. After finalizing the approval, the timesheet’s status will change to “**Complete**”, indicating this form can no longer be edited.
9. You may click on “[Return to Review Timesheets](#)” button to review and/or approve more timesheets.

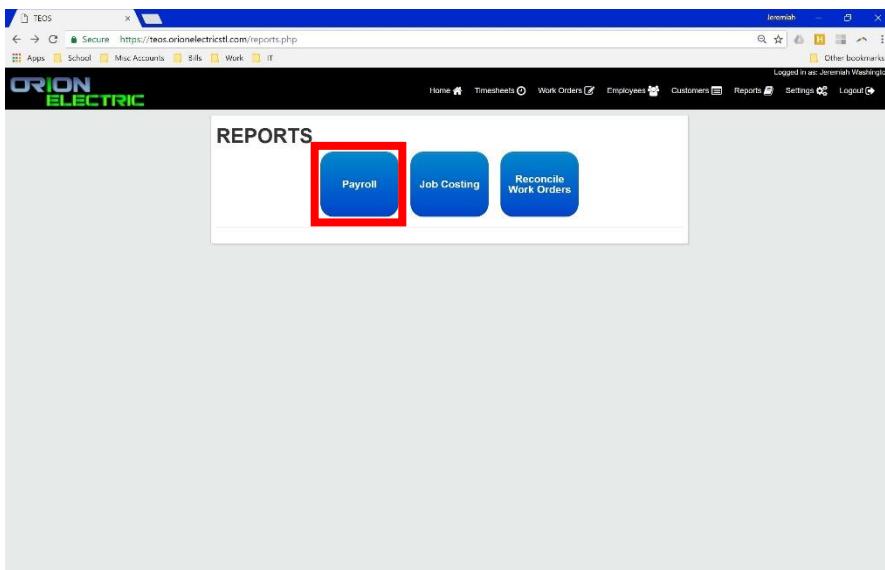
3.6. Reports

The Reports function uses queries to search your TEOS database, aggregate the data, then presents this data as information. You can use these functions quickly reference a payroll cycle, job costing or a Technician's Work Order history.

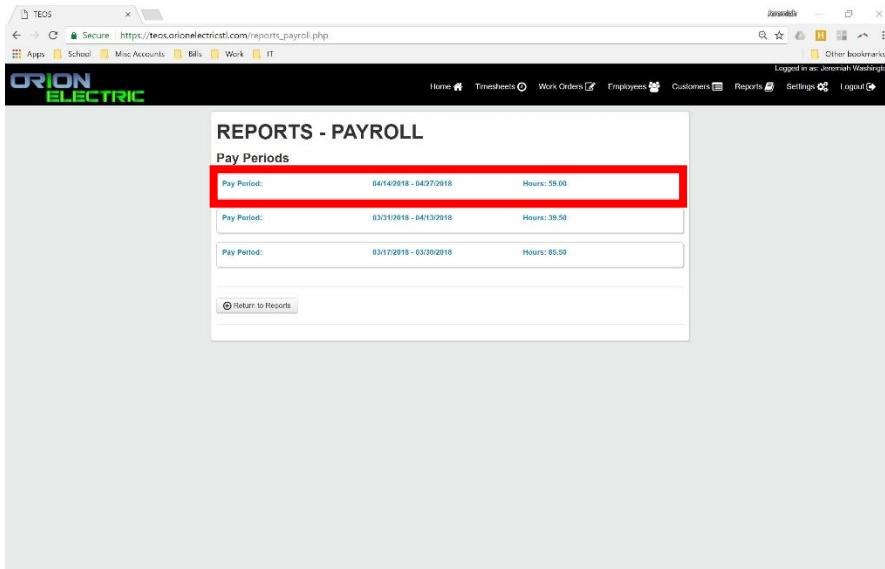


1. To reach the Reports main page, click the link labeled "Reports".

3.6.1. Payroll Reports



1. Navigate to the Reports main page can click the "Payroll" button.



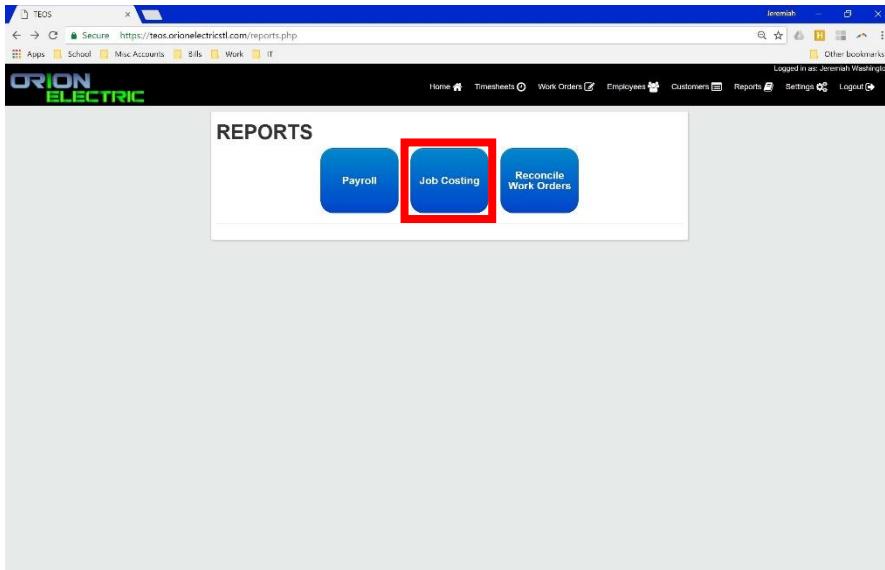
1. Select a Pay Period record that you would like to view.

The screenshot shows the detailed payroll report for the selected pay period (04/14/2018 - 04/27/2018). The report lists employees with their names, employee numbers, regular hours, overtime hours, and per diem days. The first employee, Michael McKeever, has 33.00 regular hours, 0.00 overtime hours, and 0 per diem days. Other employees listed include Nick Armoode, Ben Ginter, Jeremiah Washington, Regina Rivers, Bob Thompson, Curt Ochsner, and Joseph Rothman. All employees have 0 overtime hours and 0 per diem days. A 'Return to Reports - Payroll' button is at the bottom.

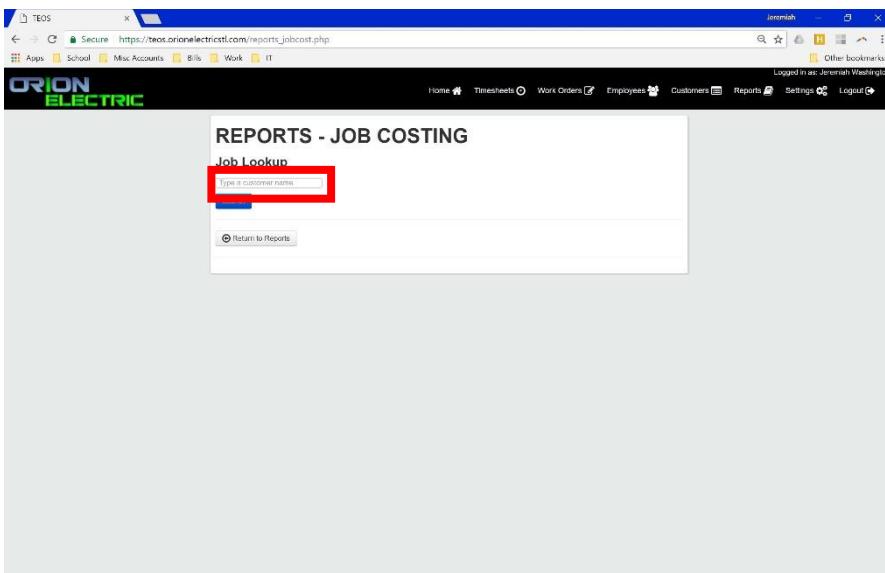
#	Name	Regular Hours	Overtime Hours	Days per Diem
0001	McKeever, Michael	33.00	0.00	0
0002	Armoode, Nick	0.00	0.00	0
0003	Ginter, Ben	0.00	0.00	0
0004	Washington, Jeremiah	25.50	0.00	0
0005	Rivers, Regina	0.00	0.00	0
0044	Thompson, Bob	0.00	0.00	0
0789	Ochsner, Curt	0.00	0.00	0
1111	Rothman, Joseph	0.00	0.00	0

2. The report for the pay period you selected will be display, showing all timesheet records generated during that pay period, regardless of the timesheet' status. The records employees are listed by employee number. The report also displays the regular hours, overtime hours, and per diem days for each individual.

3.6.2. Job Costing Reports



1. On the main reports page, click on the “Job Costing” button.



2. To search for a commercial customer, enter the whole or part of the company name that is attached to the customer.
3. To search for a residential customer, enter the first or last name of the customer.

REPORTS - JOB COSTING

Job Lookup

Type a customer name:

Search

Results for "pizza"

Bob's Pizza	Deck Rough	Closed
Bob's Pizza	2nd Fl Rough	Open
Bob's Pizza	1st Fl Rough	Closed

[Return to Reports](#)

4. In our example, we searched for “Bob’s Pizza”, using the search parameter of “**pizza**”

5. Select on the record you wish to view.

REPORTS - JOB COSTING

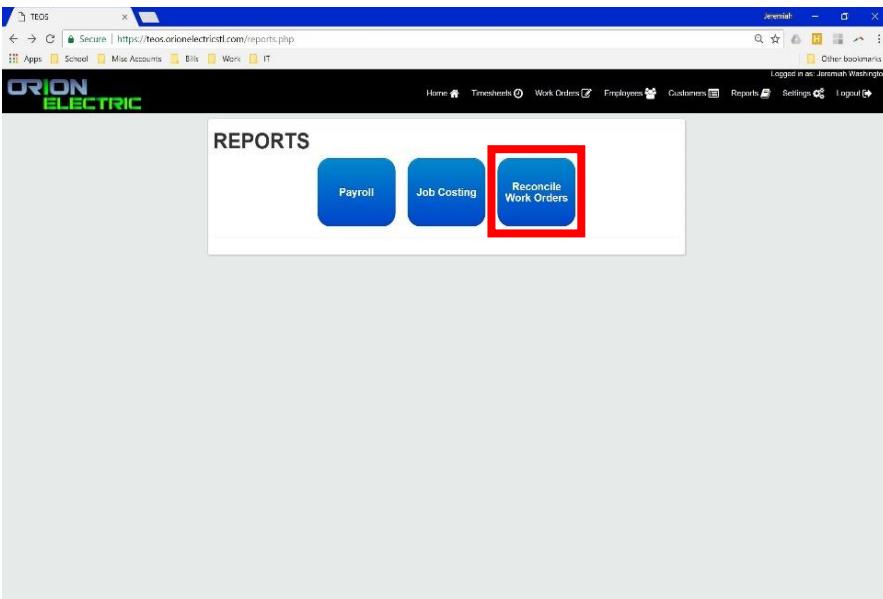
Report for: Bob's Pizza - 2nd Fl Rough

Status:	Open
Start Date:	04/06/2018
Completion Date:	
Quoted Hours:	200.00
Actual Hours:	8.90
Overshort:	191.50

[Return to Reports - Job Costing](#)

6. Selecting the record will **display details** about that job such as the start date, end date, quoted hours, actual hours, as well as the amount of under or over quoted hours

3.6.3. Work Order Reports

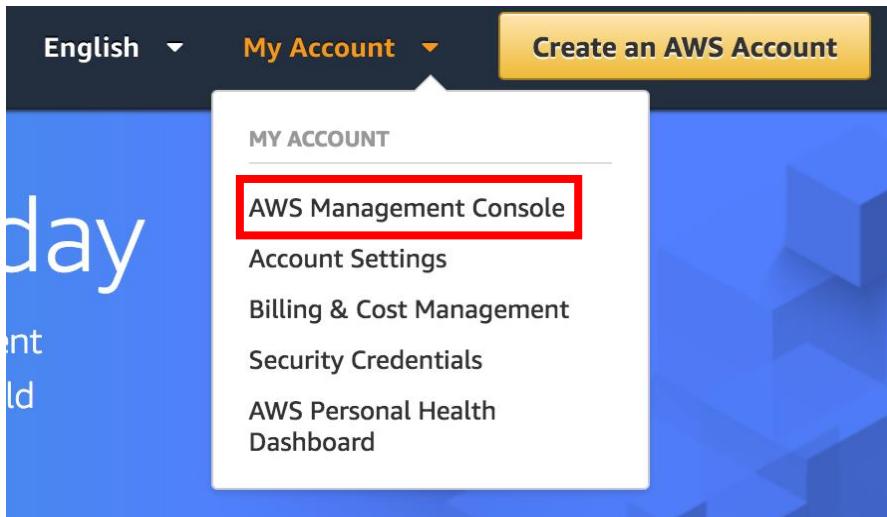


Order #	Date	End	Order Hours	Timesheet Hours	Over/Under
6	03/11/2018	03/17/2018	3.00	3.00	0.00
27	04/12/2018	04/13/2018	0.50	0.00	0.50
30	04/20/2018	04/20/2018	0.00	0.00	0.00
31	04/23/2018	04/23/2018	3.00	0.00	-3.00

1. Navigate to the Reports main page.
2. Select the “Reconcile Work Orders”.
3. Click on the **Dropdown** box to select the Technician you want a report on.
4. Select a “From” date.
5. Select a “To” date.
6. Click “Search Work Orders”.
7. If any work orders are found that match the criteria selected, it will be **displayed** in ascending Work Order Number

3.7. Amazon Web Service

3.7.1. Accessing Amazon Web Service



1. Navigate to aws.amazon.com, find 'My Account' and hover over with mouse, select the 'AWS Management Console'.

3.7.2. Logging Into AWS



Sign in ?

Email address of your AWS account

To sign in as an IAM user, enter your [account ID](#) or account alias instead.

admin@orionelectricstl.com

Next

New to AWS?

Create a new AWS account

2. Enter admin@orionelectricstl.com as the email of your AWS account



Root user sign in

Email: admin@orionelectricstl.com

The screenshot shows the AWS sign-in interface. At the top left is the AWS logo. Below it is the heading "Root user sign in". Underneath is the email address "Email: admin@orionelectricstl.com". The main form has a "Password" field with a red border and a "Sign in" button below it. To the right of the password field is a "Forgot password?" link.

[Sign in to a different account](#)

[Create a new AWS account](#)

TEOS makes use of the Amazon AWS Services of Amazon EC2 (compute), Amazon S3 (storage), Amazon Elastic Beanstalk (Infrastructure Management), and Amazon SES (email sending).

3.7.3. Navigating AWS

The screenshot shows the AWS services search results. A purple arrow points to the search bar at the top, which contains the text "ec". A green arrow points to the "EC2" service entry in the list. The list includes:

- EC2
Virtual Servers in the Cloud
- Amazon Connect
Amazon Connect is a contact center that enables engagement at any scale.
- CodeCommit
Store Code in Private Git Repositories
- Direct Connect
Dedicated Network Connection to AWS
- Directory Service
Host and Manage Active Directory
- Inspector

3. Enter Password for your AWS account

4. After sign-in you will be redirected to this page which shows all of Amazon AWS services which they have available.

5. Notice how 'ec', was typed and a **list of services** drops down. Select EC2 from the list.

NOTE: The TEOS system makes use of only some of these services. This portion of the user manual will now draw attention to the specific services used by the TEOS system. Due to the vast number of services available it makes most sense to use the search function shown at the top of the screen after log in.

The screenshot shows the AWS EC2 Dashboard. On the left sidebar, under 'EC2 Dashboard', there are sections for Events, Tags, Reports, Limits, Instances, Launch Templates, Spot Requests, Reserved Instances, Dedicated Hosts, Scheduled Instances, Images, AMIs, Bundle Tasks, Elastic Block Store, Volumes, Snapshots, Network & Security, Security Groups, Elastic IPs, Placement Groups, Key Pairs, Network Interfaces, and Load Balancing. Under 'Service Health', it shows 'US West (Oregon)' status as 'operating normally'. Under 'Scheduled Events', it says 'US West (Oregon): no events'. On the right, 'Account Attributes' include Supported Platforms (VPC), Default VPC (vpc-71962908), and Resource ID length management. 'Additional Information' links include Getting Started Guide, Documentation, All EC2 Resources, Forums, Pricing, and Contact Us. A note at the bottom left says 'Learn more about the latest in AWS Compute from AWS re:Invent 2017 by viewing the [EC2 Videos](#)'. At the bottom, there's a feedback link and language selection for English (US).

6. You are now shown detailed information about the Amazon EC2 Linux Instance Operating System which is running in the cloud.

7. To access other services, navigate to the top left of the screen, and click 'services'.

The screenshot shows the AWS Services menu. The 'Services' dropdown is open, and 'S3' is highlighted with a red box and a purple arrow pointing to it. Other services listed are EC2, Console Home, Elastic Beanstalk, S3, and Billing. Below the services, there are categories for Storage (S3, EFS) and Management Tools (CloudWatch). The background shows a blurred view of the AWS homepage.

8. We will now type 'S3', selecting the S3 service as it drops down.

The screenshot shows the AWS S3 service page. At the top, there's a banner about expedited retrievals. Below it, there's a search bar and buttons for creating, deleting, or emptying buckets. The main area displays two buckets:

Bucket name	Access	Region	Date created
elasticbeanstalk-us-west-2-655955901393	Not public*	US West (Oregon)	Mar 20, 2018 6:16:38 PM GMT-0500
restoreorion	Not public*	US West (Oregon)	Apr 2, 2018 12:24:11 PM GMT-0500

* Objects might still be publicly accessible due to object ACLs. Learn more.

9. We are shown the **files** which are stored by the operating system.

The screenshot shows the AWS services search interface. On the left is a sidebar with links like History, S3, Console Home, Billing, Simple Email Service, Elastic Beanstalk, and EC2. The main area has a search bar containing 'elastic beanstalk'. A purple arrow points to the 'Elastic Beanstalk' result, which is highlighted in green and labeled 'Run and Manage Web Apps'.

10. Navigating to the top left of the screen, and hovering over **services**, type **elastic beanstalk**, in the search bar then click '**Elastic Beanstalk**'.

The screenshot shows the Amazon AWS Elastic Beanstalk service page. The top navigation bar includes the AWS logo, 'Services', 'Resource Groups', and a star icon. The main content area is titled 'All Applications' and shows 'My First Elastic Beanstalk Application'. A green box highlights the application name 'TEOS', with a red arrow pointing to it. Below the application name, there's detailed information: Environment tier: Web Server, Platform: PHP 7.1 running on 64bit Amazon Linux/2.6.5, Running versions: teos32, Last modified: 2018-05-03 20:18:27 UTC-0500, and URL: teos.us-west-2.elasticbeanstalk.com.

11. We are now viewing the Amazon AWS Elastic Beanstalk service. In the green box select '**TEOS**'.

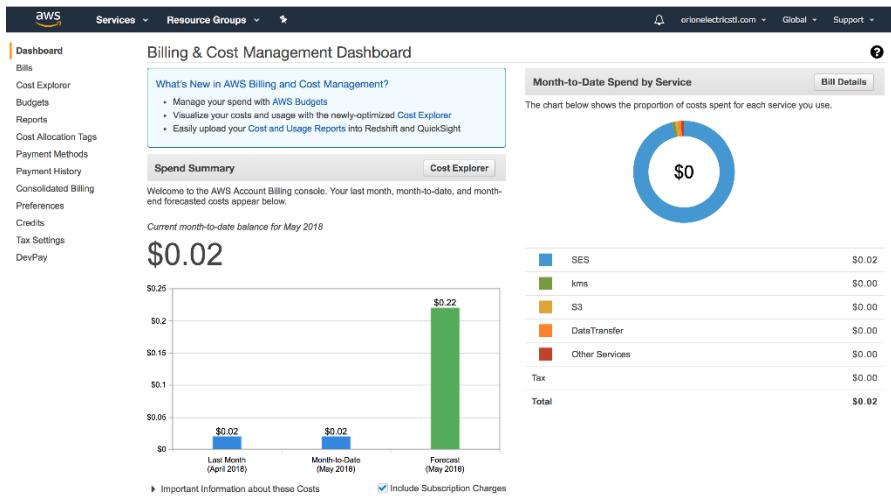
The screenshot shows the AWS Elastic Beanstalk Overview page. The environment is named 'TEOS'. The health status is 'OK'. The running version is 'teos32'. Configuration details show PHP 7.1 running on a 64-bit Amazon Linux 2.6.5 instance. Recent events include environment transitions from Severe to Ok, and a successful update completed 49 seconds ago. The sidebar includes links for Dashboard, Configuration, Logs, Health, Monitoring, Alarms, Managed Updates, Events, and Tags.

12. We are now shown the Amazon AWS Elastic Beanstalk service. This is where the PHP code is uploaded which then executes on the server. The Amazon AWS Elastic Beanstalk service is a service which takes code, spreads the configuration across the appropriate AWS services. We can think of the Elastic Beanstalk service as being an intermediary management system between the compute (EC2) and the storage (S3), which simplifies the management of the resources.

The screenshot shows the AWS SES Metrics page. It displays sending limits (quota used: 0%, max send rate: 14 emails/second) and various performance metrics over time. The metrics include Deliveries (number), Rejects (percent), Bounces (percent), and Complaints (percent). The Deliveries chart shows a peak around 04:00 UTC on May 3rd. The Rejects, Bounces, and Complaints charts show minor fluctuations over the same period.

13. We now navigate to services, search for 'ses', the Amazon AWS Simple Email Service drops down, select the service.

14. The Amazon AWS Simple Email Service is an SMTP service which relays (sends) email from the server. The PHP holds functions which using the SMTP protocol, the server sends using a PHPMailer function via SMPT to Amazon Simple Email Service, then the AWS SES service relays the email message to the intended address.



15. Navigate to the top left of the screen, hover mouse over services, in the search box type ‘billing’, and press enter.

16. This is the area of Amazon Web Services which explains monthly billing. The current amount which will be charged to the card on file at the end of the month as well as an advanced line item break down of the charges. If there is a question at any time on what was charged and why

this is the portion of AWS which will want to be audited.

3.7.4. Troubleshooting

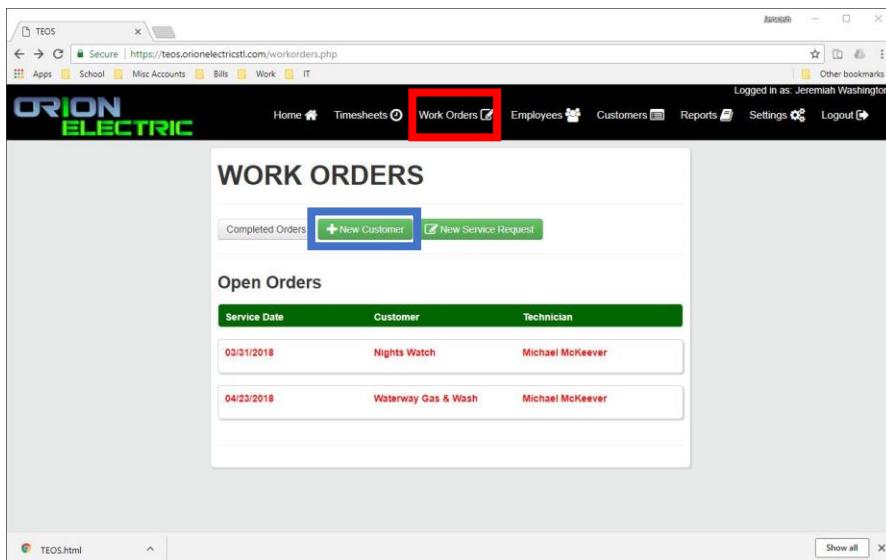
In the event of a system failure. Please navigate to the Backup and Recovery Procedure document.

4. Service Technician Account

4.1. Work Orders

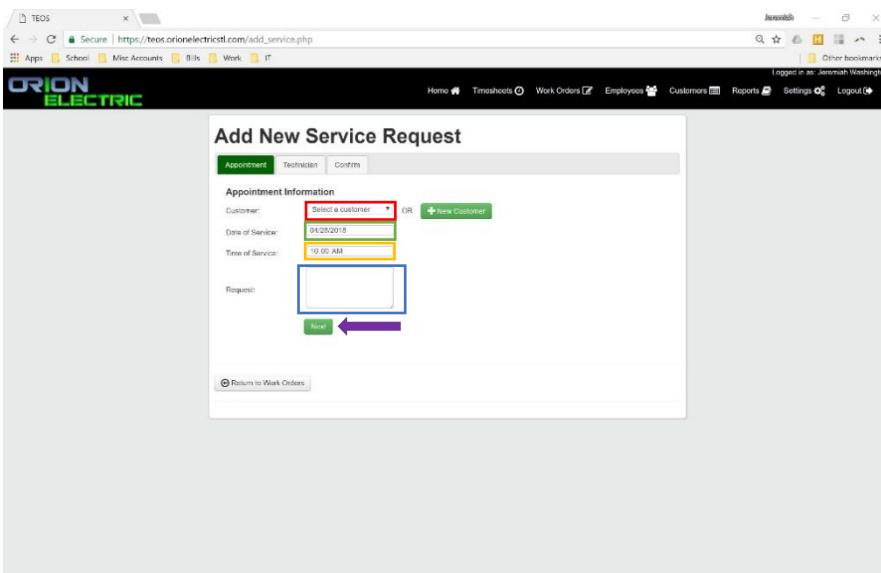
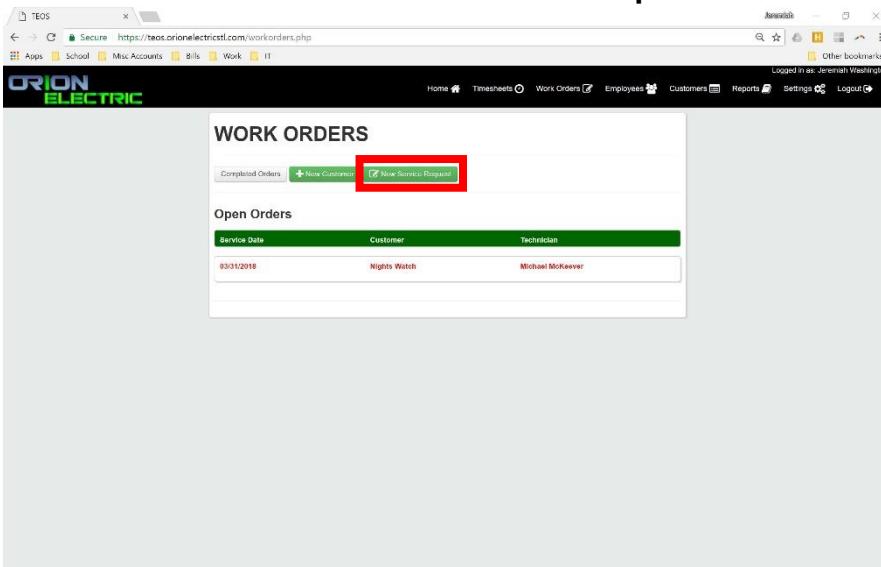
4.1.1. Creating Work Order

4.1.1.1. Create New Customer



1. To create a new customer, first navigate to the Work Orders main page by click on the [link](#).
2. Click on the “[New Customer](#)” button and refer to Section [3.3.2 step 2](#).

4.1.1.2. Create Service Request



1. Click on “**New Service Request**”

2. Use the **dropdown box** to select a customer or create a new customer if needed.
3. Select a “**Date a Service**”.
4. Enter a “**Time of Service**” Remember to enter a.m. or p.m.
5. Type in the **service that's being requested**.
6. Click the “**Next**” button when finished.

The screenshot shows the 'Add New Service Request' interface. The 'Technician' tab is active. A red box highlights the 'Assign a Technician' dropdown menu, which contains the option 'Call Outcrew'. A purple arrow points from the 'Next' button at the bottom to the right.

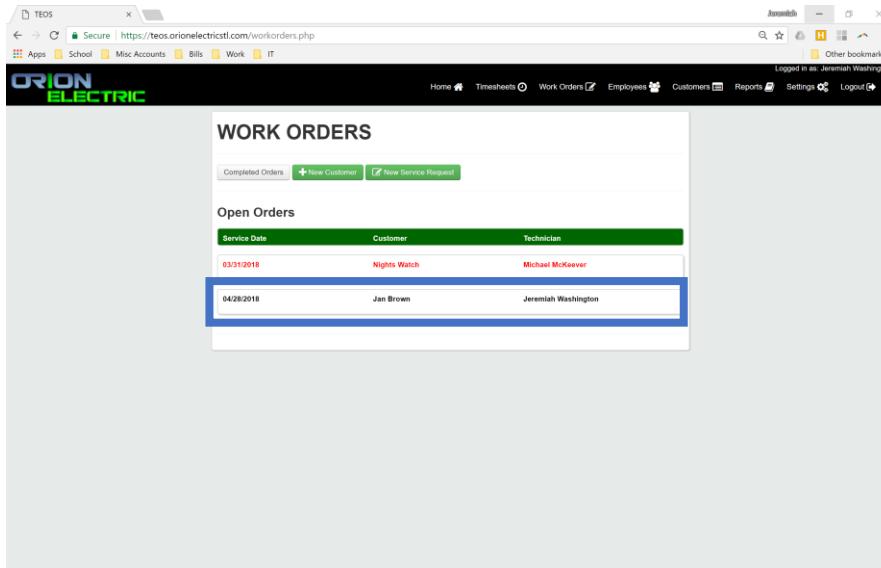
- 7.
8. Use the **dropdown** box to select the Technician assigned to the request.
9. Click the “**Next**” button when finish.

The screenshot shows the 'Add New Service Request' interface with the 'Confirm' tab selected. A red box highlights the appointment details: Customer: Brown, Jim; Date: 04/20/2018; Time: 10:00 AM; Technician: Washington, Jerome. A purple arrow points from the 'Save new appointment' button at the bottom to the left.

10. Review **all the information** for accuracy.
11. Click “**Save New Appointment**” to finalize the request.
12. Saving an appointment creates a record for the Work Order.

4.1.2. Completing Work Order

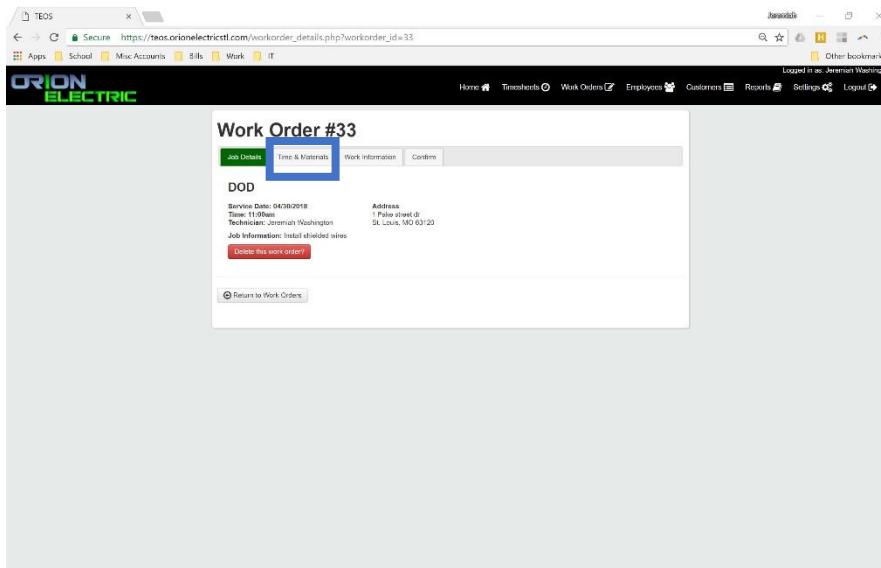
4.1.2.1. Select Open Work Order



The screenshot shows the 'WORK ORDERS' page. At the top, there are buttons for 'Completed Orders', '+ New Customer', and 'New Service Request'. Below this is a table titled 'Open Orders' with columns 'Service Date', 'Customer', and 'Technician'. Two rows are listed: one for '03/31/2018' with 'Nights Watch' and 'Michael McKeever', and another for '04/29/2018' with 'Jan Brown' and 'Jeremiah Washington'. The row for Jan Brown is highlighted with a blue border.

Note: When viewing the Work Orders main page, Open Orders that are still open for more than 48 hours after scheduled service date, turn red.

4.1.2.2. Time and Materials



The screenshot shows the 'Work Order #33' details page. At the top, there are tabs for 'Job Details', 'Time & Materials' (which is selected and highlighted in blue), 'Work Information', and 'Confirm'. Below the tabs, it says 'DOD'. Under 'Job Details', it lists 'Service Date: 04/29/2018', 'Technician: Jeremiah Washington', and 'Address: 11 Pine Street St. Louis, MO 63123'. There is also a link 'Delete this work order?'. At the bottom, there is a button 'Return to Work Orders'.

1. To Select an open work order, navigate to the Work Order main page
2. Select the **open order record** you want to open.

1. when you select the open record, the first tab will display detail about the service requested and customer.
2. Select the "**Time & Materials**" tab to proceed.

Work Order #32

Line Type	Quantity	Description	Unit Cost	Extended Cost
1 Material	2			\$0.00

3. Click the **dropdown** box and select materials or labor for that line type.
4. Enter the **quantity of material** you used, or labor is selected, enter the how many hours in using .25hr increments.
5. Enter **description** of item or labor.
6. Enter the cost of labor or the unit cost of the product used.
7. Click the plus sign to save that line and prompt another.

Line Type	Quantity	Description	Unit Cost	Extended Cost
1 Material	2	10 Foot CatB Wire	\$5.00	\$10.00
2 Material				X

8. Entries can be deleted by click on the “X” that appears after a line has been added.

4.1.2.3. Work Information

The screenshot shows the 'Work Order #32' page with the 'Work Information' tab selected. The 'Date of Completion' field contains '04/30/2018'. Below it is a 'Job Address' field with '1 University Blvd Normandy, MO 63120'. Underneath is a 'Description of work performed' field containing 'Run 17ft of cable to server room.' Both the 'Job Address' and 'Description of work performed' fields are highlighted with a yellow border. A green box highlights the 'Save' button next to the 'Job Address' field. A purple arrow points from the 'Save' button back to the 'Date of Completion' field.

1. Click on the “Work Information” to continue.
2. Click in the “Date of Completion” box to enter an estimated date of completion, then click “Save” to retain this information.
3. Click in the “Job Address” field and enter the address where the work is actually being performed not the billing address.
4. Click in the “Description of Work Performed” to complete this field.
5. Click “Save” to retain this information.

4.1.2.4. Confirm & Complete Work Order

The screenshot shows the 'Work Order #32' page with the 'Confirm' tab selected. On the left, the 'Work Order #32' header is visible. On the right, there is a summary of the work order details:

- Work Order/Invoice #00032
- DATE OF ORDER: 04/28/2018
- DATE OF COMPLETION: 04/30/2018
- JOB ADDRESS: 1 University Blvd Normandy, MO 63120

Below this is a 'DESCRIPTION OF WORK' section with the note 'Run 17ft of cable to server room.' To the right is a table showing 'LABOR' and 'MATERIALS' with their respective hours, rates, and amounts:

QTY	MATERIALS	LABOR	HOURS	@	AMOUNT
2.00	10 Foot Cat5 Wire			\$10.00	\$10.00
				TOTAL:	\$10.00
				TOTAL LABOR:	\$10.00
				TOTAL MATERIALS:	\$10.00
				TOTAL:	\$19.00

A blue 'CONFIRM' button is at the bottom of the table. A green box highlights the 'CONFIRM' button.

1. Click on the “Confirm” tab to move to continue.
2. Review all the information for accuracy then click “Confirm”.

Customer Authorization

ORION ELECTRIC
84 Huble Drive #100
Dexter, Missouri, MO 65388
(573) 442-3010

BILL TO:
Jon Brown
94 Walnut St
Chesterfield, MO 63015

ELECTRICAL
Work Order/Invoice #00032
DATE OF ORDER: 04/26/2018
DATE OF COMPLETION: 04/26/2018
JOB ADDRESS:
1 University Blvd Normandy, MO 63120

DESCRIPTION OF WORK		
Ran 17ft of cable to server room.		
LABOR		
	HOURS	@ AMOUNT
MATERIALS		
QTY	MATERIALS	@ AMOUNT
2.00	10 Foot Cat5 Wire	\$5.00 \$10.00
TOTAL: \$10.00		
TOTAL LABOR: \$0.00		
TOTAL MATERIALS: \$10.00		
TOTAL: \$10.00		

I hereby acknowledge the satisfactory completion of the above described work.

Send Email?

Clear **Undo** **Authorize**

- Once “Confirmed” is clicked, you will be prompted to enter an electronic signature from the client.

Customer Authorization

ORION ELECTRIC
84 Huble Drive #100
Dexter, Missouri, MO 65388
(573) 442-3010

BILL TO:
Jon Brown
94 Walnut St
Chesterfield, MO 63015

ELECTRICAL
Work Order/Invoice #00032
DATE OF ORDER: 04/26/2018
DATE OF COMPLETION: 04/26/2018
JOB ADDRESS:
1 University Blvd Normandy, MO 63120

DESCRIPTION OF WORK		
Ran 17ft of cable to server room.		
LABOR		
	HOURS	@ AMOUNT
MATERIALS		
QTY	MATERIALS	@ AMOUNT
2.00	10 Foot Cat5 Wire	\$5.00 \$10.00
TOTAL: \$10.00		
TOTAL LABOR: \$0.00		
TOTAL MATERIALS: \$10.00		
TOTAL: \$10.00		

I hereby acknowledge the satisfactory completion of the above described work.

SIGNATURE

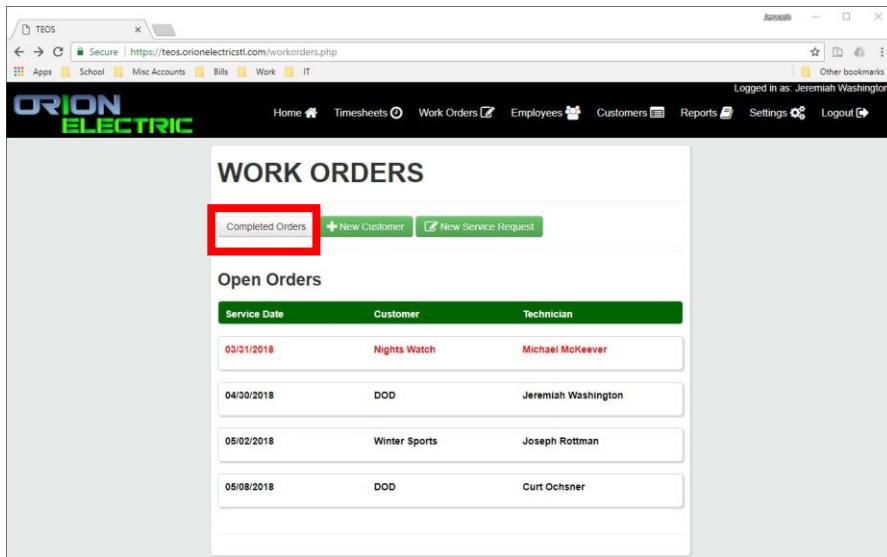
Send Email?

Clear **Undo** **Authorize**

Return to Order Details

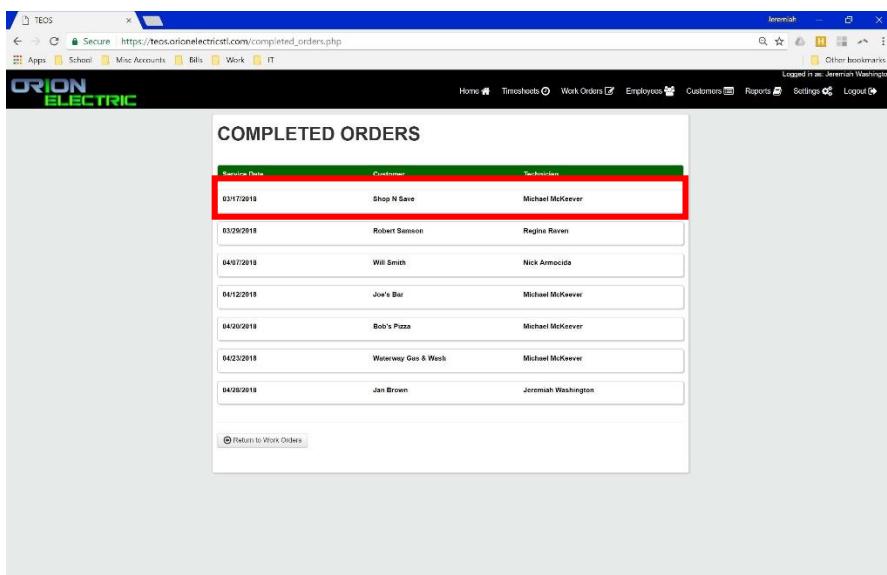
- If **send email** is checked, a PDF of this invoice will be sent to the customer's save email upon completion.
- Click “Authorized”, to complete this invoice.

4.1.3. Download Work Order PDF



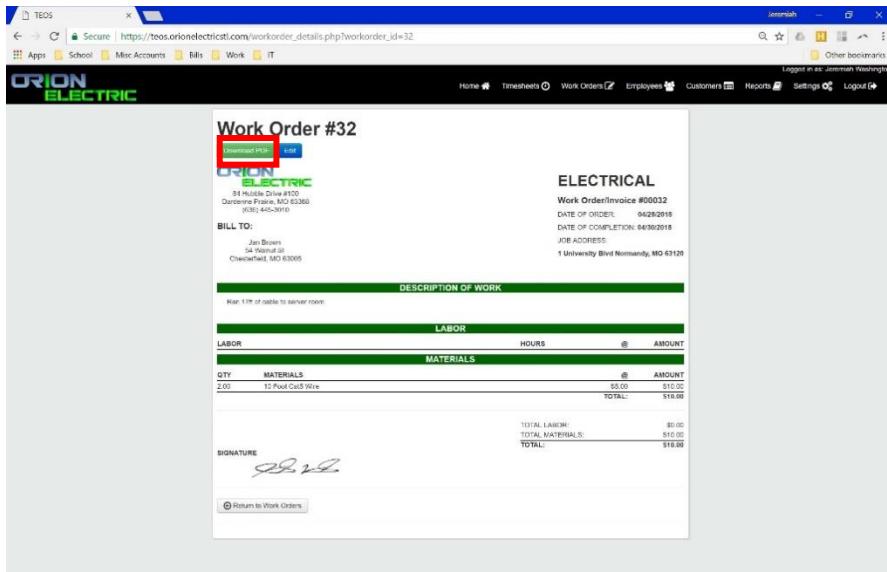
The screenshot shows the Orion Electric software interface. At the top, there's a navigation bar with links like Home, Timesheets, Work Orders (which is currently selected), Employees, Customers, Reports, Settings, and Logout. Below the navigation bar is the 'WORK ORDERS' section. It contains two buttons: 'Completed Orders' (highlighted with a red box) and '+ New Customer' and 'New Service Request'. Underneath these buttons is a table titled 'Open Orders' with columns for Service Date, Customer, and Technician. The table lists four entries: 03/31/2018 for Nights Watch (Technician Michael McKeever), 04/30/2018 for DOD (Technician Jeremiah Washington), 05/02/2018 for Winter Sports (Technician Joseph Rottman), and 05/08/2018 for DOD (Technician Curt Ochsner).

1. To Download a PDF of a Work Order, navigate to the Work Orders, main page
2. Click on the “Completed Order” button.

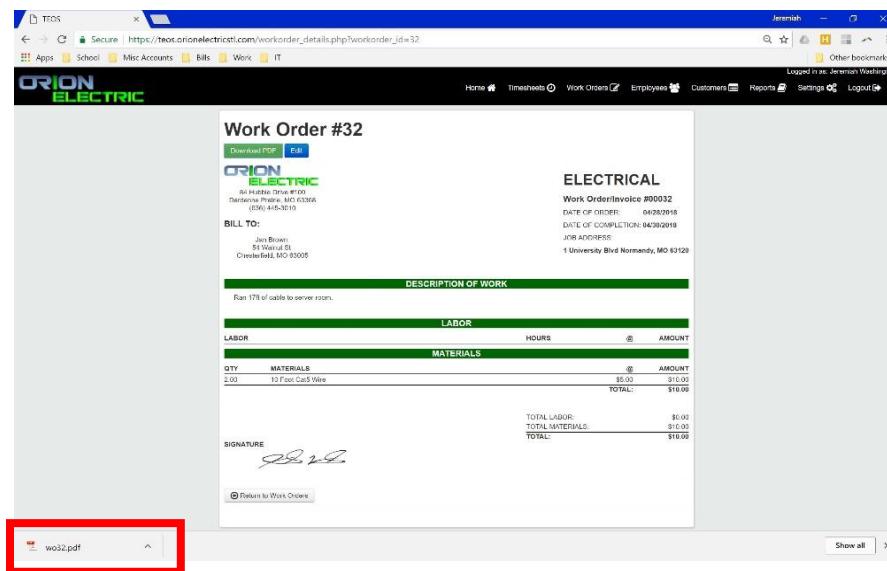


The screenshot shows the 'COMPLETED ORDERS' page. At the top, there's a navigation bar with links like Home, Timesheets, Work Orders (selected), Employees, Customers, Reports, Settings, and Logout. Below the navigation bar is the 'COMPLETED ORDERS' section. It contains a table with columns for Service Date, Customer, and Technician. The table lists eight completed orders: 03/17/2018 for Shop N Save (Technician Michael McKeever), 03/29/2018 for Robert Sisson (Technician Regine Reven), 04/07/2018 for Will Smith (Technician Nick Ammida), 04/12/2018 for Joe's Bar (Technician Michael McKeever), 04/20/2018 for Bob's Pizza (Technician Michael McKeever), 04/23/2018 for Waterway Gas & Weld (Technician Michael McKeever), and 04/26/2018 for Jan Brown (Technician Jeremiah Washington). A 'Return to Work Orders' link is at the bottom of the table.

3. Select the Work Order record that you want to open.



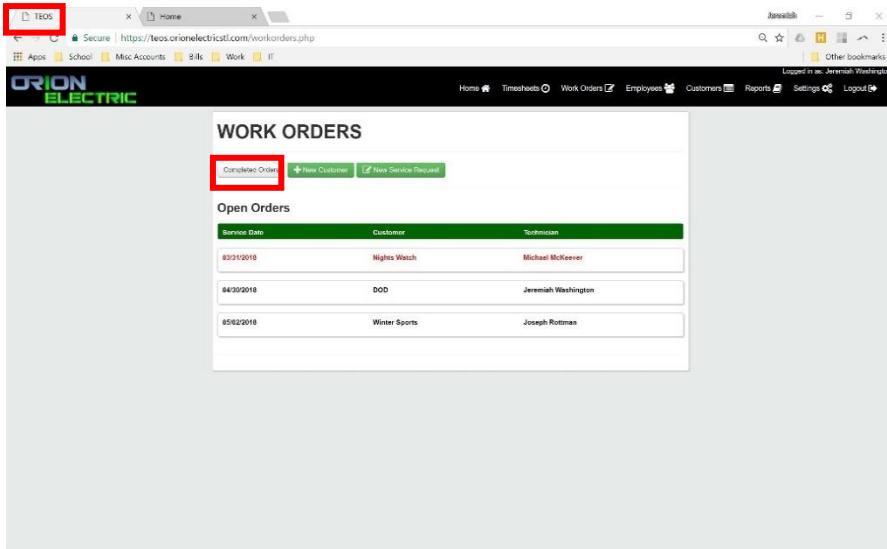
4. Click the
“Download” button
and the PDF will
automatically begin
downloading.



5. The file will
download to your
default location.

6.

4.1.4. Edit Signed Work Order

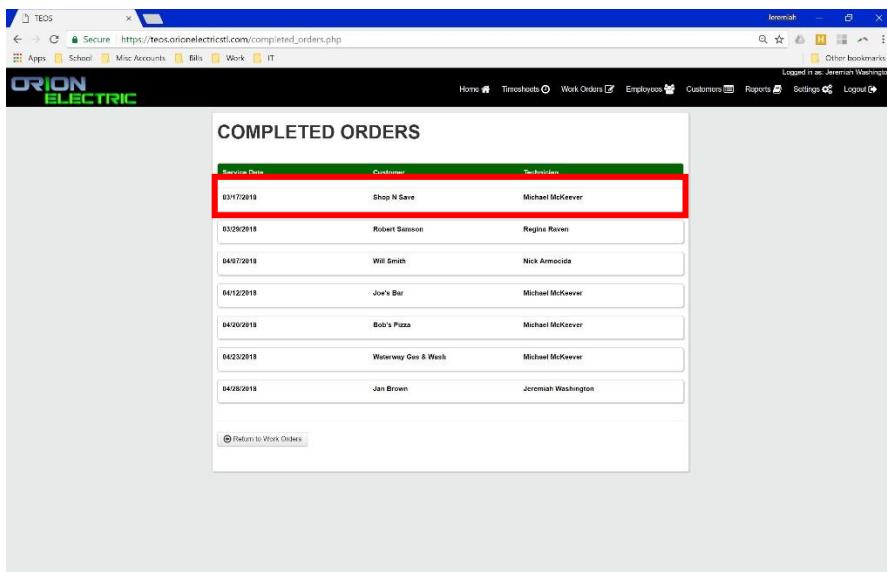


The screenshot shows a web browser window titled 'TEOS' with the URL 'https://teos.orionelectric.com/workorders.php'. The page is titled 'WORK ORDERS' and displays a table of 'Open Orders'. The table has columns for 'Service Date', 'Customer', and 'Technician'. There are three rows of data:

Service Date	Customer	Technician
03/31/2018	Nights Watch	Michael McKeever
04/30/2018	DDD	Jeremiah Washington
05/02/2018	Winter Sports	Joseph Rotman

At the top of the page, there is a red box highlighting the 'Completed Orders' button. Other buttons visible include 'New Customer' and 'New Service Request'.

1. To edit a signed work order, navigate to the Work Orders main page
2. Click "Completed Orders" button.

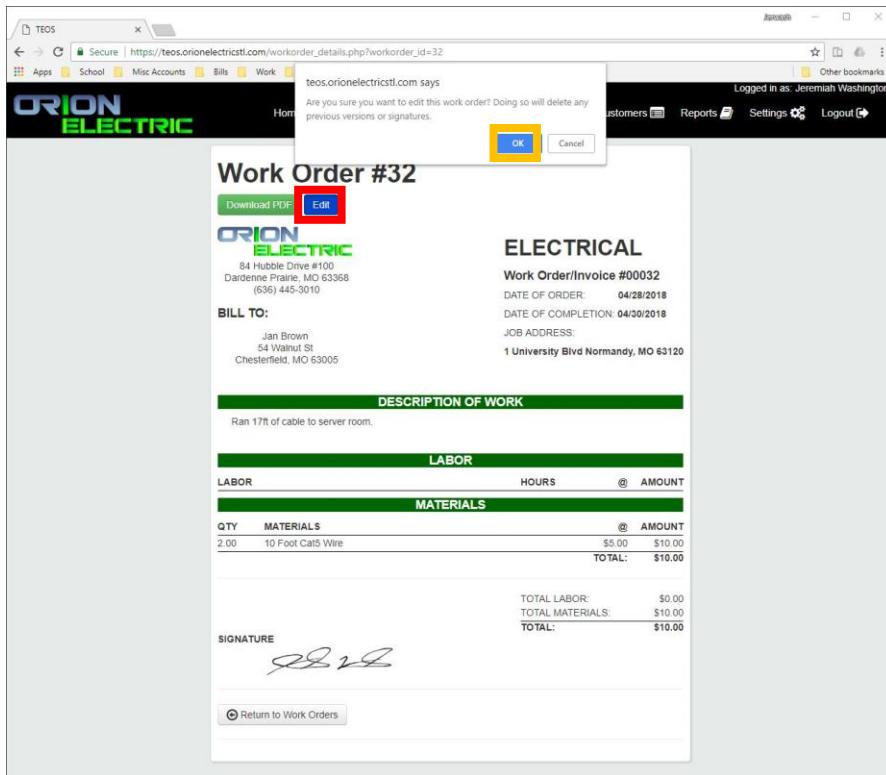


The screenshot shows a web browser window titled 'TEOS' with the URL 'https://teos.orionelectric.com/completed_orders.php'. The page is titled 'COMPLETED ORDERS' and displays a table of completed orders. The table has columns for 'Service Date', 'Customer', and 'Technician'. There are eight rows of data, with the first row highlighted by a red box. The rows are:

Service Date	Customer	Technician
03/17/2018	Shop N Save	Michael McKeever
03/28/2018	Robert Sennott	Regina Riven
04/07/2018	Will Smith	Nick Armocida
04/12/2018	Joe's Bar	Michael McKeever
04/20/2018	Bob's Pizza	Michael McKeever
04/23/2018	Waterway Gas & Weld	Michael McKeever
04/26/2018	Jan Brown	Jeremiah Washington

At the bottom left of the page, there is a red box highlighting the 'Return to Work Orders' button.

3. Select record you want to open.



4. Click the “Edit” button.
5. A window will appear asking you if you are sure you wish to edit.
6. Click “OK” if you wish to continue editing.

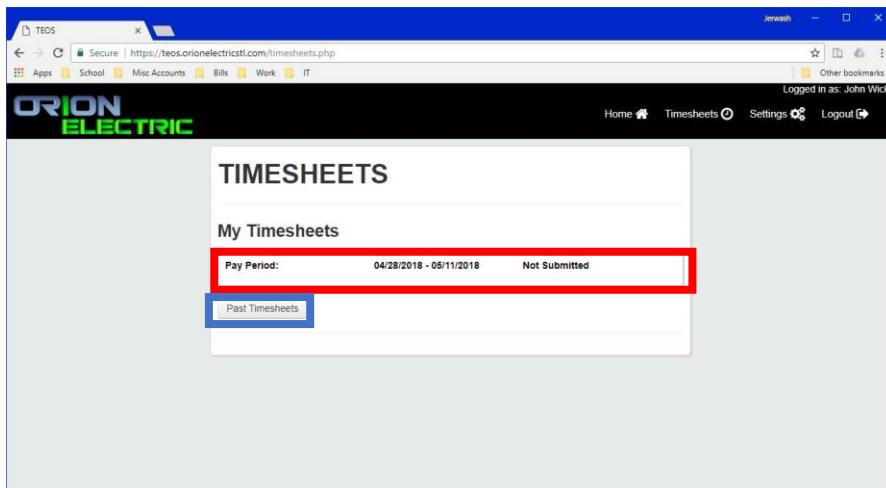
Note: Once you confirm that you wish to edit by clicking “OK”, the signature will be removed from the recorded.

5. Basic Account

5.1. Navigating Timesheets

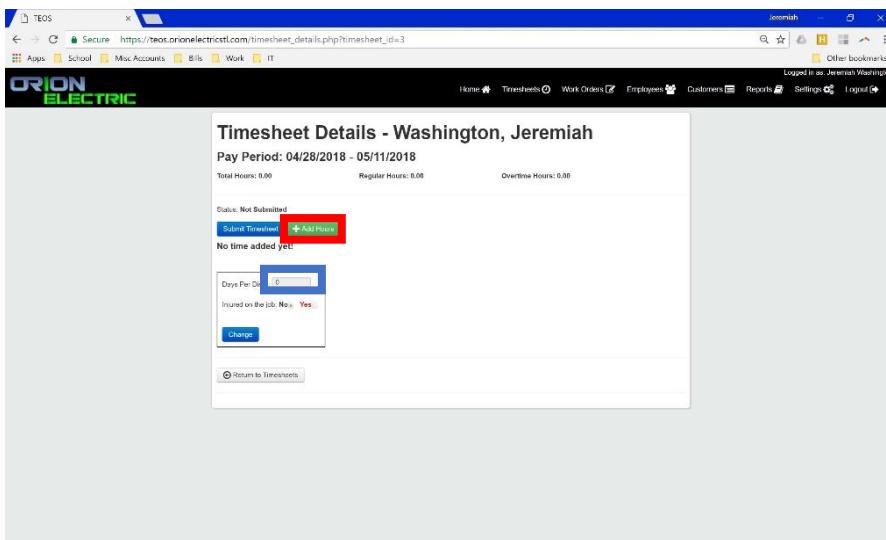
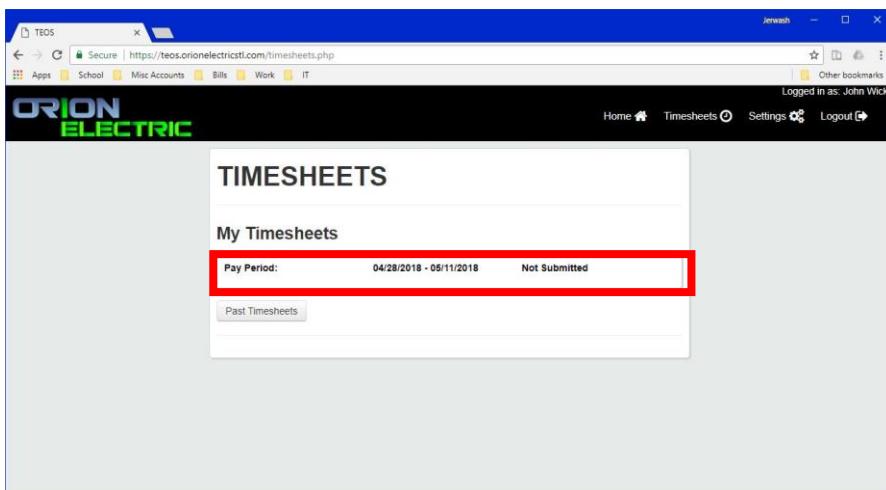
All users will have access to their own Timesheets, located in the timesheets section, on the main page.

5.1.1. Selecting Appropriate Pay Period



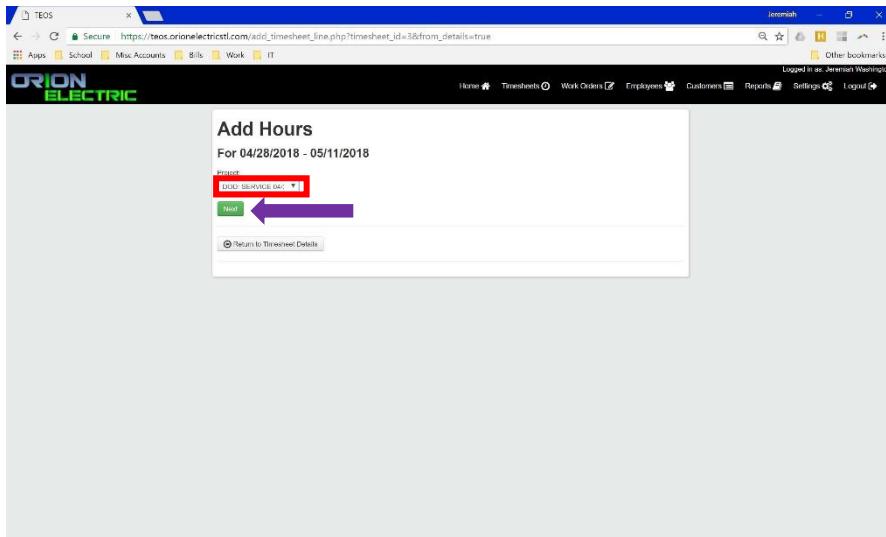
1. By default, users will be able to view the current periods Timesheet.
2. Click on the “Past Timesheets” button to view older timesheets.

5.1.2. Completing timesheet



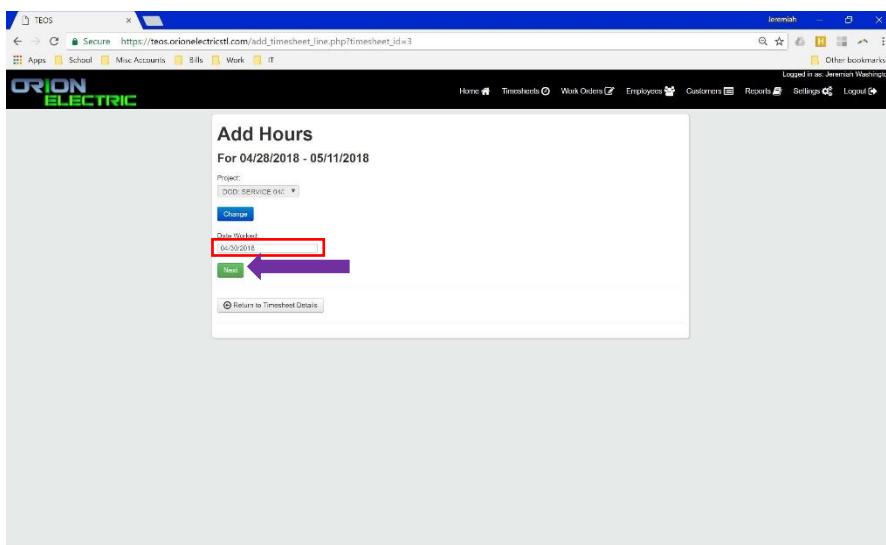
1. To add hours to a timesheet, select the appropriate **record**.

2. Once the record is opened.
3. Enter the total days that you were approved **per diem**.
4. Click the appropriate **radio button** asking whether you were injured or not. The button is set to "NO" by default.
5. Click on the "**Add Hours**" button to add time to timesheet.



6. Click on the **dropdown** box to select a project.

7. Click “**Next**” to continue.



8. Click in the **dropdown** to select the date you work at this project.

Add Hours
For 04/28/2018 - 05/11/2018

Project: DODD SERVICE INC.

Date Worked: 04/30/2018

Arrival: 07 : 00 AM

Departure: 03 : 30 PM

New

Return to Timesheet Details

9. Click within the **dropdown** box to select the start time and end time for the day.
10. Click “**Next**” to continue.

Add Hours
For 04/28/2018 - 05/11/2018

Project: DODD SERVICE INC.

Date Worked: 04/30/2018

Arrival: 07 : 00 AM

Departure: 03 : 30 PM

Change

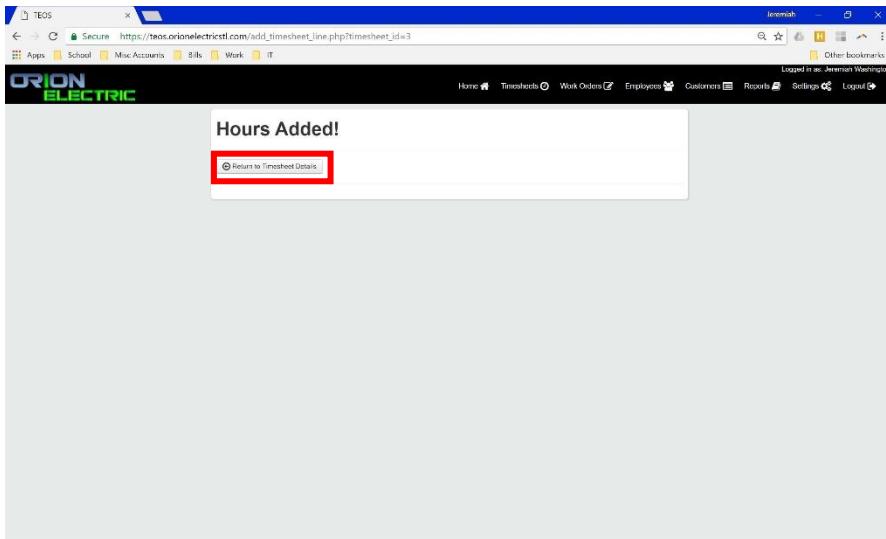
Change

Change

Confirm This Entry

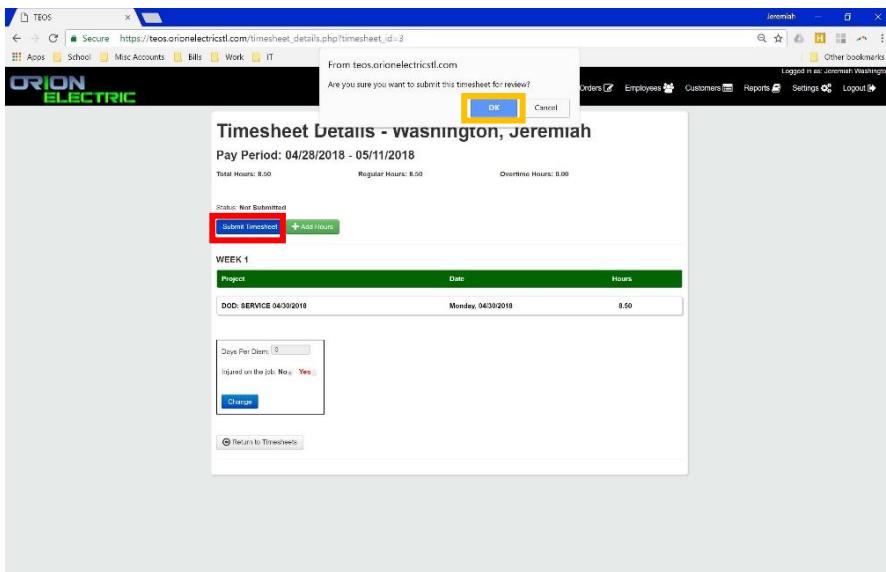
Return to Timesheet Details

11. You may click on the “**Change**” buttons to edit the entry or click “**Confirm This Entry**” to continue.



12. After the entry is confirmed, you can click the “Return to the Timesheet” button to add more hours.

5.1.3. Submitting Timesheets



1. To submit a timesheet, open timesheet record.
2. Click the “Submit Timesheets” button.
3. You will be prompted to confirm that you are submitting a timesheet. Click “OK”

Note: Users cannot submit a timesheet before the end of the pay period.

The screenshot shows a web browser window titled 'Submit Timesheet'. At the top, there's a table for 'WEEK 1' with four rows of data. Below the table is a red-bordered box containing a handwritten signature. Underneath the signature box are three buttons: 'Clear', 'Undo', and 'Authorize' (which has a purple arrow pointing to it). At the bottom left is a link 'Return to Timesheet Details'.

- Once you've confirmed that you want to submit a timesheet. You will be prompted to **sign the timesheet**.

- After you've signed the timesheet, click "**Authorized**" to finalize the submission.

The screenshot shows a web browser window titled 'Timesheet Details - Washington, Jeremiah'. It displays the pay period from 04/28/2018 to 05/11/2018. Below the header, there's a section for 'Status - Pending Approval' with a red box around the 'Edit Timesheet' button. The main part of the page shows a table for 'WEEK 1' with four rows of data. At the bottom left is a link 'Return to Timesheets'.

- A review page will load after you have finalized your timesheet.

- If you see a mistake, click "**Edit Timesheet**" button. This will remove signature and allow the field to be edited.

NOTE: Once a timesheet has been approved by an Administrator, it can no longer be edited.

6. Error Messages

Error Message	Recommended Action
Error: Departure time cannot be before arrival time	Set departure time to after arrival time
Error: Arrival time conflicts with an existing timesheet entry	Change arrival outside the range of another timesheet entry for the same date.
Error: Departure time conflicts with an existing timesheet entry	Change departure time outside the range of another timesheet entry for the same date.