

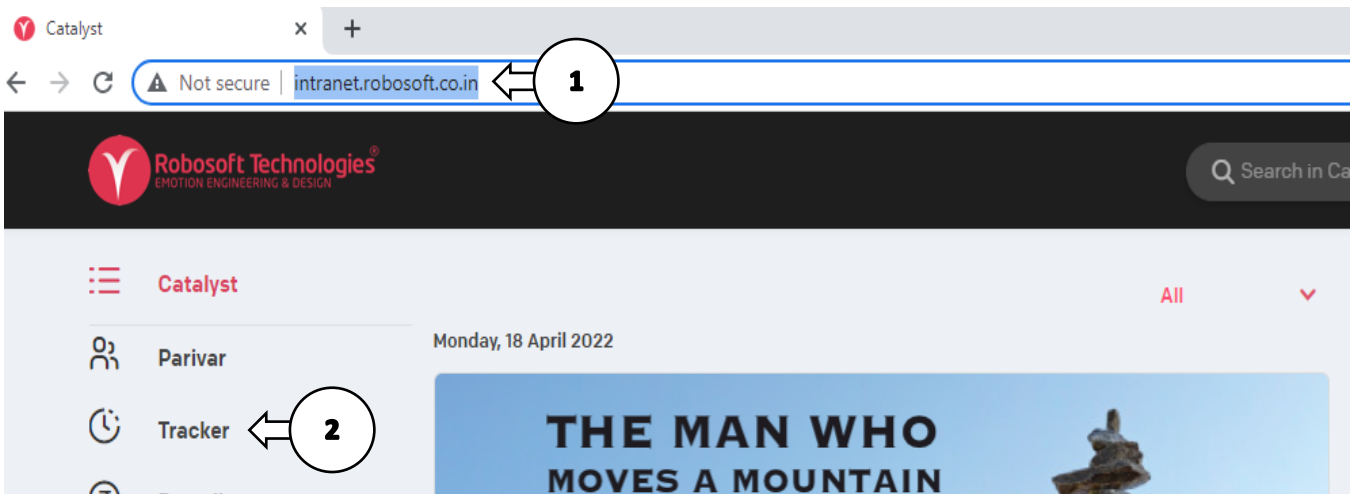
Guidelines on Logging project efforts in RBT (RoboTracker)

1. Go to Catalyst Home Page. Link: <http://intranet.robosoft.co.in/>

**** Note: VPN must be connected.**

For VPN queries, RBT login queries and Sangam password queries, please connect with System Admin (SAD) team.

2. Click on **Tracker**



3. Click on **Time Entry**

4. Select the **Date**

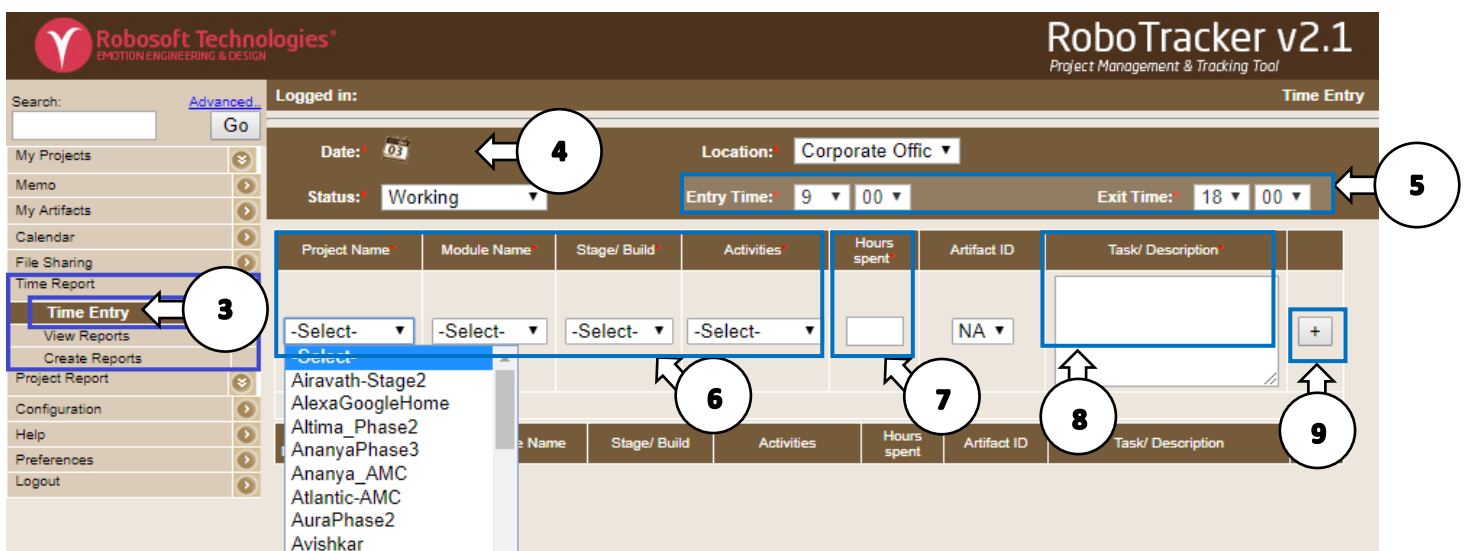
5. **Entry Time** and **Exit Time** can be changed according to the actual working hours.
Default entry time and exit time is set as 9am and 6pm for convenience, however if you have worked more than 9 hours, in order to capture actual hours, you will need to change the **Entry Time** and **Exit Time** accordingly. Refer the below snapshot.

6. Select the → **Project Name** → **Module Name** → **Stage/Build** → **Activities**

7. Fill the **Hours spent**

8. Fill the **Task/Description** in detail.

9. Click on + **sign** to save your task.



Project Name	Module Name	Stage/ Build	Activities	Hours spent	Artifact ID	Task/ Description
-Select-	-Select-	-Select-	-Select-		NA	
Airavath-Stage2	AlexaGoogleHome	Altima_Phase2	AnanyaPhase3			
Ananya_AMC	Atlantic-AMC	AuraPhase2	Avishkar			

View Report

1. Click on **View Report**
2. Select the options **View time log for** or **View time log for a period**
3. Select options Click on **View**

The screenshot shows the 'View Reports' section of the application. On the left, a sidebar menu has 'View Reports' highlighted with a blue bar and a circular callout '1' pointing to it. The main area has a 'Logged in:' header with a circular callout '2' pointing to the 'View time log for:' dropdown menu, which is currently set to 'Current Week'. To the right of this menu is a 'View' button with a circular callout '3' pointing to it. Below the menu, there is a table header with columns: Date, Project Name, Customer Name, Module Name, Stage/ Build, Activities, Hours spent, Artifact ID, and Task/ Description. The table body contains the text 'No reports to be displayed.'

Edit the Effort Entry

1. Click on **Time Entry**
2. Select the **Date**
 - The efforts entered will appear below
3. Click on Sl. No. 1 (in blue colour)
 - The efforts entered will appear above.
4. Click on **- sign** to delete the previous record.
5. Click on **OK**
6. Then make necessary changes and click on **+ sign** to save your task.

The screenshot shows the 'Time Entry' form. At the top, a confirmation dialog box from 'sangam.robosoftin.com' asks 'Are you sure you want to delete the record?' with 'OK' and 'Cancel' buttons. A circular callout '5' points to the 'OK' button. The form has a sidebar menu with 'Time Entry' highlighted and a circular callout '1' pointing to it. The main form has fields for 'Date' (04-May-22, callout '2'), 'Location' (Corporate Office), 'Status' (Working), 'Entry Time' (9:00), and 'Exit Time' (18:00). Below these is a table with columns: Project Name, Module Name, Stage/ Build, Activities, Hours spent, Artifact ID, and Task/ Description. The table has one row with 'CommonPool-OnBench', 'On Bench', 'On Bench', 'Self Study', '8.0', 'NA', and 'Self study'. A circular callout '6' points to the first row. At the bottom, a table with columns: Sl No, Project Name, Module Name, Stage/ Build, Activities, Hours spent, Artifact ID, and Task/ Description. The first row has '1', 'CommonPool-OnBench', 'On Bench', 'On Bench', 'Self Study', '8.00', '--', and 'Self study'. A circular callout '3' points to the 'Sl No' column, and a circular callout '4' points to the '-' button in the 'Task/ Description' column. A circular callout '2' points to the 'Date' field, and a circular callout '5' points to the 'OK' button in the confirmation dialog.

Points to Remember

1. As per Work Timings and Comp-off policy, resources are expected to work for a minimum of 8 hours per day and a minimum of 4 hours for half a day. Request you to kindly login your actual working hours in RBT and other timesheet applications as applicable in your project.
2. There is no restriction in RBT tool to log your excess hours worked beyond regular work timings, refer page# 1 point#5 for instructions on how to input the data.
3. Split the time log separately if you have worked for **2 or more** different projects.
4. Induction efforts should be filled for **2** days only from date of joining.
5. All the talents will have access to “Events” project in tracker. Accordingly, efforts spent on special occasions (for example: organisational level events, town hall meetings, attending interviews, etc.) will be logged specifically under the Events project code in RBT.
6. Fill the efforts daily or at least weekly. More the delay, more chances of missing to fill.
7. If you do not have access to the projects allocated, raise the request to TM (Talentmanagement@robosoftin.com), SQA (SQA@robosoftin.com) and Project Manager.
8. If there is no ongoing project access in RBT, then you have to get the relevant project/Common pool-On bench access with the approval of Talent management.
9. There will be no way to log effort for the prior month once the tracker is frozen.