

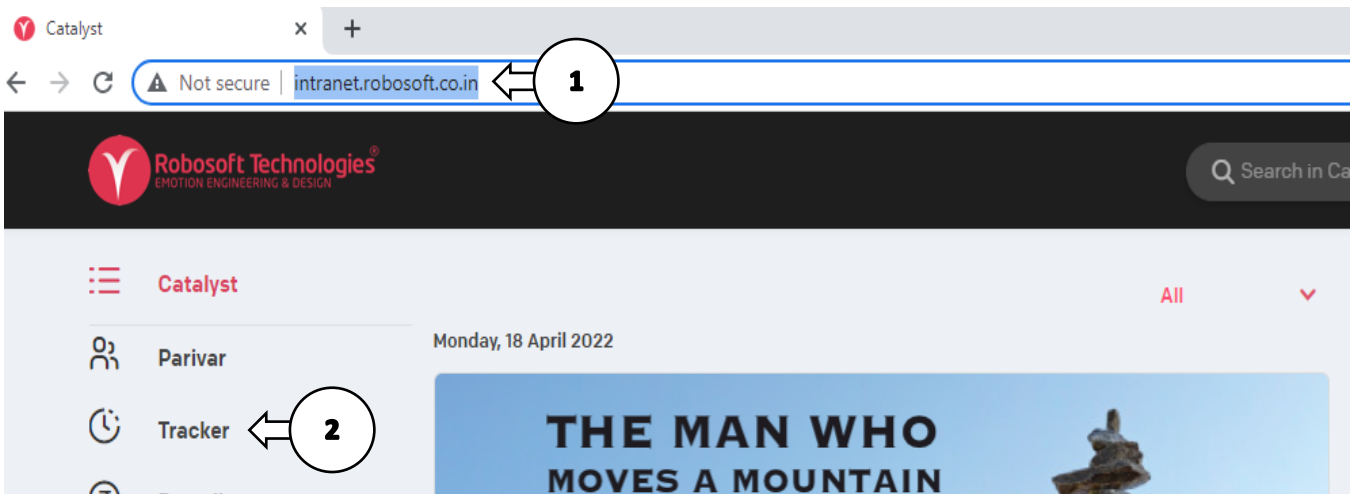
# Guidelines on Logging project efforts in RBT (RoboTracker)

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.

The screenshot shows the RoboTracker v2.1 Time Entry form. The form includes fields for Date, Location, Status, Entry Time, and Exit Time. A table for logging tasks has columns for Project Name, Module Name, Stage/Build, Activities, Hours spent, Artifact ID, and Task/Description. Numbered callouts 1-9 highlight key elements: 1 points to the Date field, 2 points to the Location dropdown, 3 points to the Status dropdown, 4 points to the Entry Time field, 5 points to the Exit Time field, 6 points to the Project Name dropdown, 7 points to the Module Name dropdown, 8 points to the Stage/Build dropdown, 9 points to the Activities dropdown, and 10 points to the '+' button.

## 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 header 'Logged in: [username]' 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 header is a table with columns: Date, Project Name, Customer Name, Module Name, Stage/ Build, Activities, Hours spent, Artifact ID, and Task/ Description. The table is currently empty, displaying '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 on the left with 'Time Entry' highlighted and a circular callout '1' pointing to it. The main form has fields for Date (04-May-22), 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. A circular callout '2' points to the Date field. A circular callout '3' points to the 'Sl No' column header. A circular callout '4' points to the '-' button at the end of the first row. A circular callout '6' points to the first row of the table, which contains: CommonPool-OnBench, On Bench, On Bench, Self Study, 8.0, NA, and Self study. A circular callout '1' points to the 'Time Entry' button in the sidebar.

## **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. Fill the efforts daily or at least weekly. More the delay, more chances of missing to fill.
6. If you do not have access to the projects allocated, raise the request to TM ([Talentmanagement@robosoftin.com](mailto:Talentmanagement@robosoftin.com)), SQA ([SQA@robosoftin.com](mailto:SQA@robosoftin.com)) and Project Manager.
7. 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.
8. There will be no way to log effort for the prior month once the tracker is frozen.