

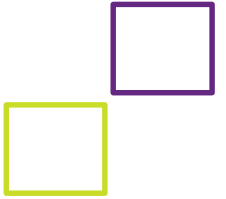
An aerial view of a city at dusk or dawn, with a network of glowing white lines connecting various points across the skyline, symbolizing mobile connectivity. In the top right corner, there are two small squares, one yellow and one purple.

TOM (TIME SHEET ON MOBILE)



Business-friendly Solutions

Installation

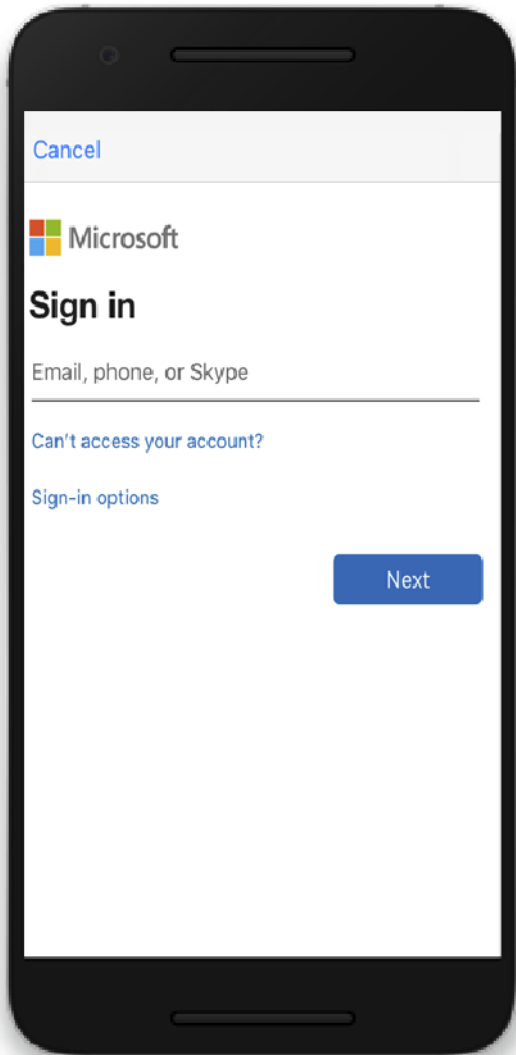
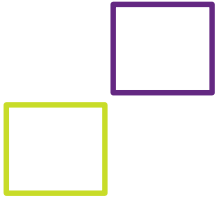


Download/Install Timesheet on Mobile (TOM) on to your mobile devices via Google Play Store or from Intune Company Portal as below:

Installation of TOM App

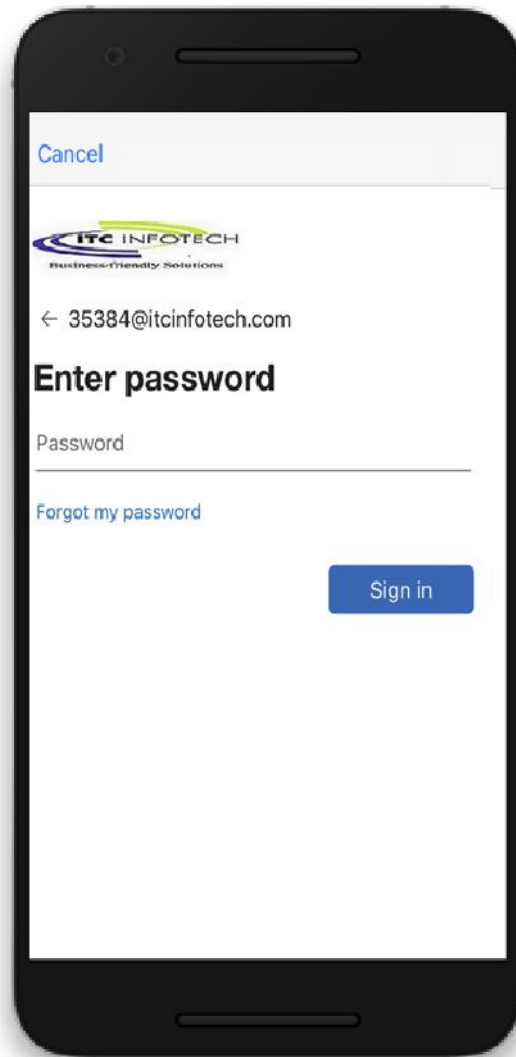
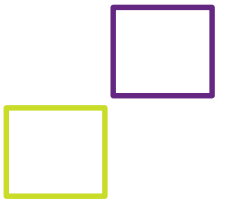
- **For Android only:**
 - Search for “timesheet on mobile” app from ITC Infotech, in your mobile’s Google Play Store
Or click on this link: <https://play.google.com/store/apps/details?id=com.itcinfotech.onepoint>
 - Download the TOM App, click on install after the download.
- **For iOS & Android :**
 - Required only if company portal is not installed on your mobile, Search for “Intune Company Portal” app from Microsoft, in your mobile’s Google Play Store/Apple App Store
 - Install the Company Portal app
 - Login to the Company Portal by entering your system login ID (E.g. PSID@itcinfotech.com or Windows-User-ID@itcinfotech.com) & Password
 - Download the TOM App, click on install after the download.

Create Your Timesheet

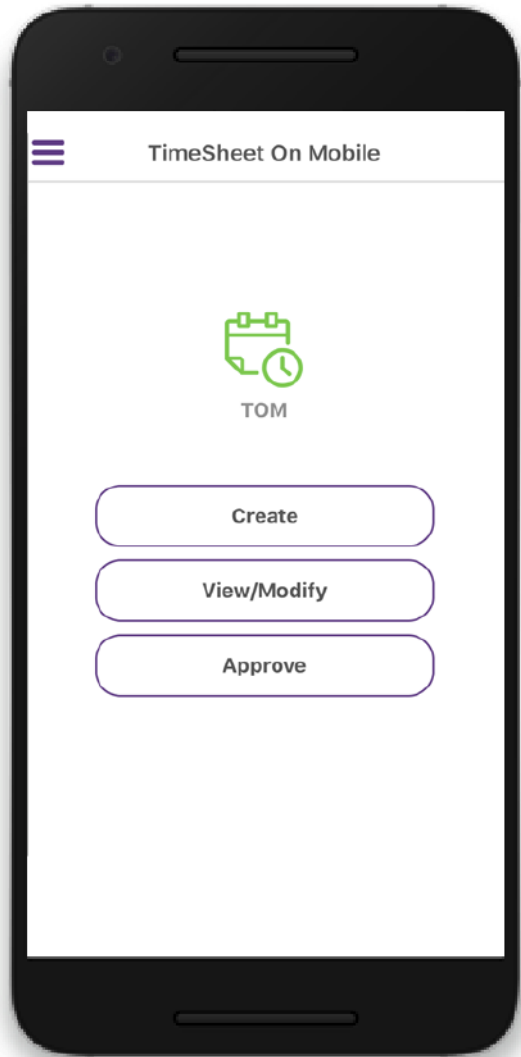
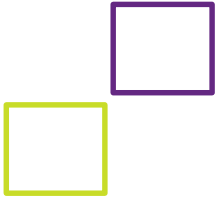


- Enter your System user id (PSID@itcinfotech.com or firstname.lastname@itcinfotech.com) format
- Tap Next Button

Enter your System Password

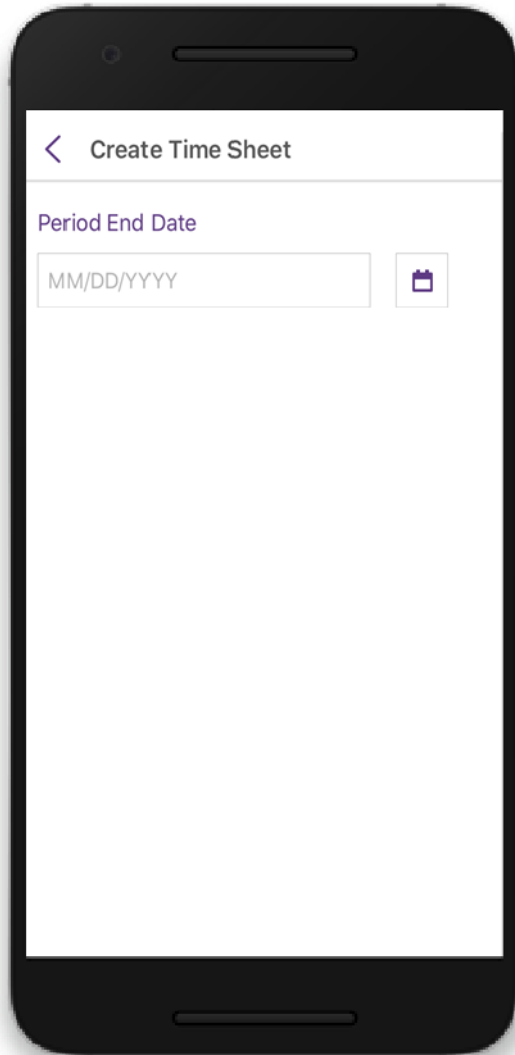
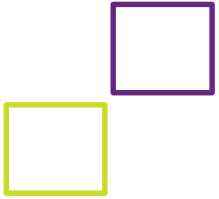


Home screen



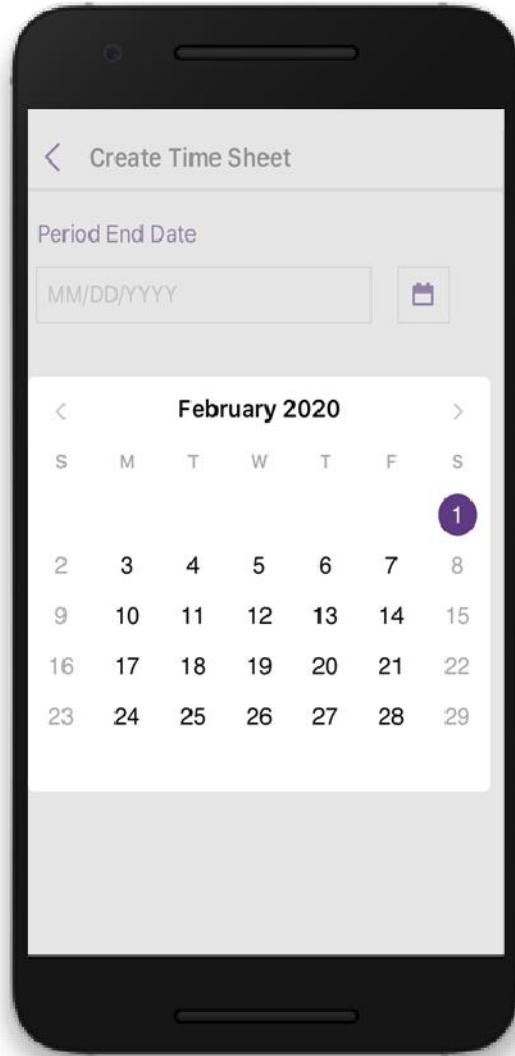
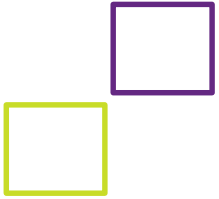
Tap on Create

Create Timesheet



- Screen navigates to create timesheet page
- You can select the relevant period end date by tapping on the calendar icon

Period end date

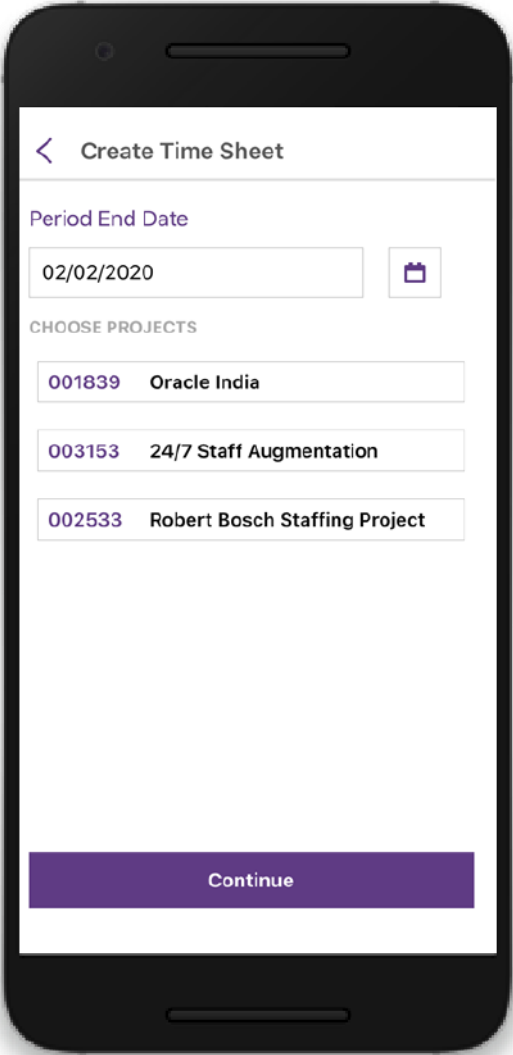


Choose the relevant period end date

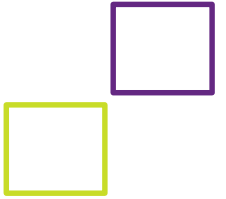
Project Selection

- Choose the relevant project
- Tap on “Continue” button

Project Type
ACMGT
BDMGT
BENCH
BILL
CBLD
DEPT
DLMGT
I3LIN



Choose the relevant details



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Time ReportID

NEXT

Activity* 🔍

Source Type* 🔍

Category* 🔍

Sub Category 🔍

Billing Action* ▼

Done

- Activity (Enter activity code based on your project details)
- Source Type (REVEN, DIRECT, SPGA or SALES , Billable projects to be under REVEN)
- Category (Values allowed are TMOF, TMON, FPOF, FPON, ITCTM, ITCFP, MPCST, MPFDM, MPFBN, MPFDL, MPNBN, MPNDL or MPNDM)
- Sub-category (RTIME is mandatory for all Billable Hours for T&M Projects)
- Billing Action (Values allowed are Billable, Unbillable or Internal)

Choose appropriate Category and Subcategory

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Time ReportID

NEXT

Activity* 🔍

Source Type* 🔍

Category* 🔍

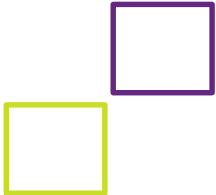
Sub Category 🔍

Billing Action* ▼

Done

- **Category** – Values allowed are TMOF, TMON, FPOF, FPON, ITCTM, ITCFP, MPCST, MPFDM, MPFBN, MPFDL, MPNBN, MPNDL or MPNDM
 - T&M & Offshore (India): TMOF
 - T&M & Onsite (Other Countries): TMON
 - FP & Offshore (India): FPOF
 - FP & Onsite (Other Countries): FPON
 - T&M in ITC Account: ITCTM
 - FP in ITC Account: ITCFP
 - If Project type is DEPT: MPCST
 - If Project type is DLMGT: MPFDM
 - If Project type is BDMGT/ACMGT: MPCST
 - Manpower Cost Bench Offshore: MPFBN
 - Manpower Cost Delivery Offshore: MPFDL
 - Manpower Cost Delivery Management offshore: MPFDM
 - Manpower Cost Bench Onsite: MPNBN
 - Manpower Cost Delivery Onsite: MPNDL
 - Manpower Cost Delivery Management Onsite: MPNDM
- **Resource Subcategory:**
 - For Category TMON or TMOF: Resource Subcategory is mandatory.
RTIME is mandatory for all Billable Hours for T&M Projects.
 - For others: Not mandatory

Billing Action based on Project type



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×

Time ReportID

NEXT

Activity*

Q

Source Type*

Q

Category*

Q

Sub Category

Q

Billing Action*

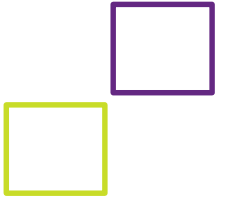
▼

Done

Project Type	Billable	Unbillable	Internal
ACMGT			Y
BDMGT			Y
BENCH		Y	
BILL	Y	Y	
CBLD			Y
DEPT			Y
DLMGT			Y
I3LIN			Y

After tapping on “**Done**” button, screen navigates back to create time sheet screen

Create Timesheet screen with selected Project



< Create Time Sheet

Period End Date

02/02/2020

CHOOSE PROJECTS

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003153 24/7 Staff Augmentation

002533 Robert Bosch Staffing Project

SELECTED PROJECTS

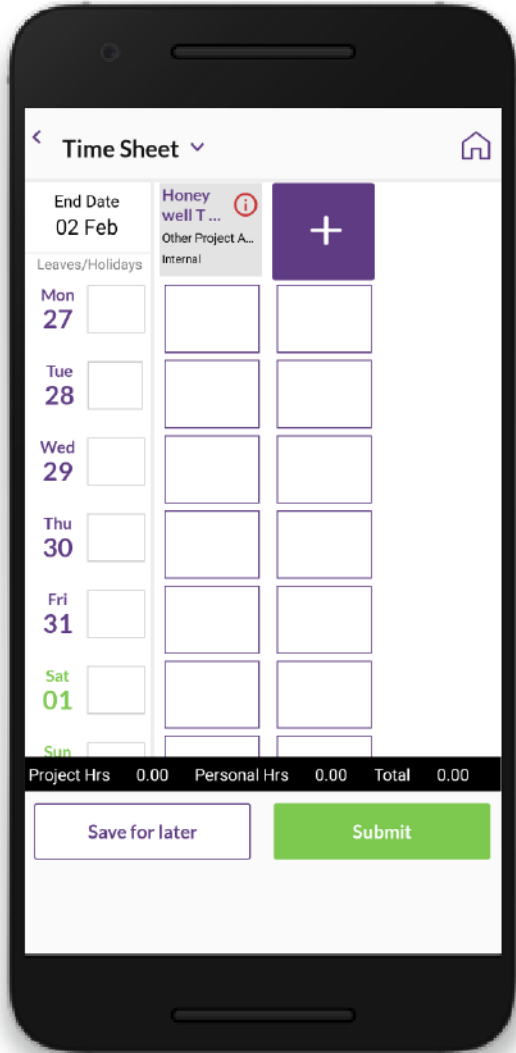
✓ Oracle India

Continue

- Selected Project/s gets displayed once the project details are selected
- You can edit/delete the selected projects
- You can add multiple projects for the selected week by tapping on any project under “Choose Projects” category

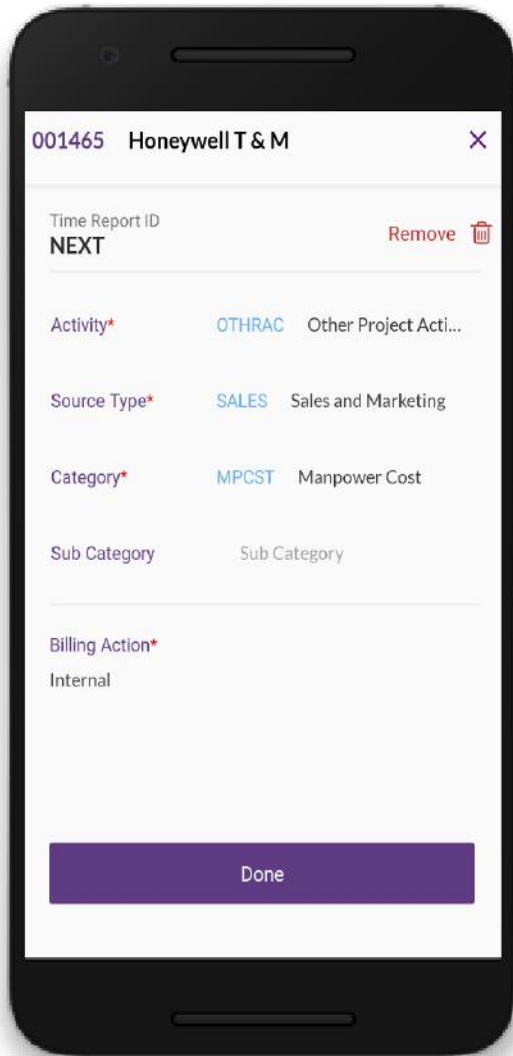
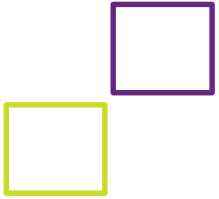
Note: Selected Projects will be auto populated based on the previous week's submitted time sheet.

Timesheet Capture screen



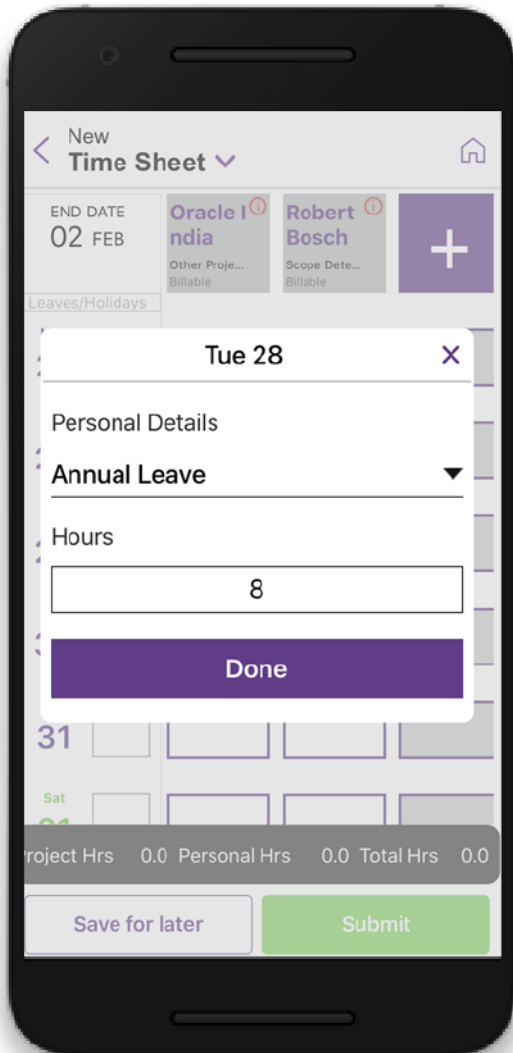
- Add project/personal hours as applicable
- After tapping on the (i) red icon (information) in the project column box, screen navigates to selected project details screen (summary screen)
- Tapping on the Plus (+) icon takes you to the “Project selection page” to add more projects

Remove Project



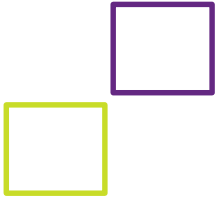
- User can remove the selected project by tapping on the “**Remove**” button
- After tapping on “**Done**” button, Screen navigates back to Timesheet capture screen

Personal Hours



- After tapping on Leaves/Holiday (personal hours) box, personal details pop – up screen gets displayed
- Select any personal details option from the drop–down list
- Enter the personal hours

Project Hours



END DATE 02 FEB

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Other Project Scope Details

Leaves/Holidays

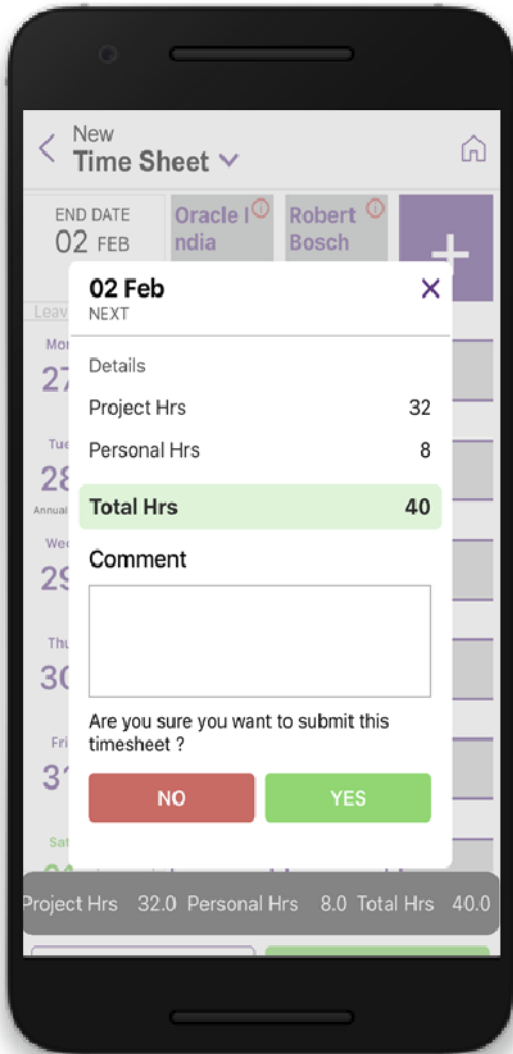
Day	Project Hrs	Personal Hrs	Total Hrs
Mon 27	8		8
Tue 28	8		8
Wed 29		8	8
Thu 30		8	8
Fri 31	8		8
Sat 01			

Project Hrs 32.0 Personal Hrs 8.0 Total Hrs 40.0

Save for later Submit

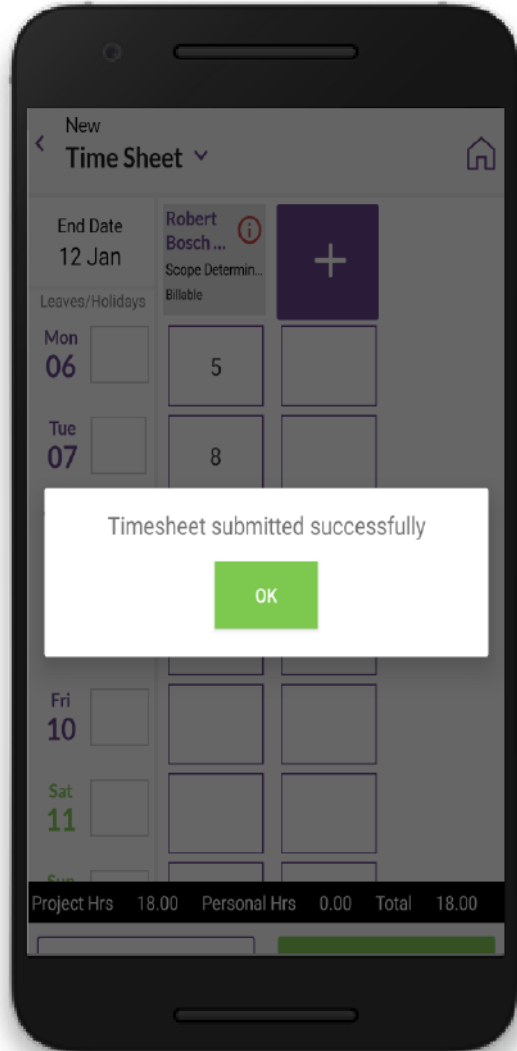
- Enter the project hours
- Total hours entered will appear below as “Project Hrs”, “Personal Hrs” and “Total Hrs”

Submit Timesheet



- After tapping on the “**Submit**” button, timesheet submission pop – up screen gets displayed
- Enter a comment if required and submit the timesheet by tapping on the “**Yes**” button.

Submit Timesheet



- Timesheet gets submitted successfully
- Post clicking on the “OK” button, You will be redirected to the home page