



User Manual

Employee Time Management Software

Version 2.0
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Introduction

Web timesheet software is software for timesheet management/tracking of staff members. It is designed considering common needs of small scale industries. It is having extremely simple UI for fast data entry. More than 5000 active users are benefited with this software.

1. User Panel


This area is for staff where they can login with their login credential and enter their daily timesheet. It designed in such a way user can fill their daily timesheet in a minute.

Each user will have their unique login credential (email id as user id and unique password). User panel has three main screens

1.1) Timesheet

After login, user will be navigated to timesheet screen. On top of screen, it display hours user entered for current week and current month.

User can choose project, task, hours and enter detail of task and submit to log their hours for a day. User will have rights to access and enter hours for the current day only until and unless Admin has given access to enter hours for previous days.



emp1@narolainfotech.com | [Logout](#)






[Timesheet](#)
[Settings](#)
[Task](#)

Total hours for : {

Current Week : 00:00 hr
Current Month : 00:00 hr

Timesheet

Date : 16-Apr-13

Project	Task	Hours	Notes	Delete
<input type="text" value="Project D"/>	<input type="text" value="Design"/>	<input type="text" value="04:30"/>	<input type="text" value="Designed layout for login screen"/>	
<input type="text" value="Project ABC"/>	<input type="text" value="Coding"/>	<input type="text" value="02:00"/>	<input type="text" value="Did coding for registration screen"/>	
<input type="text" value="Project ABC"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="Project D"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Total Hours :

[Save](#)

1.2) Settings

User can set default project and task from there. It will be helpful for user for faster data entry. This project and task will be displayed on timesheet screen when user opens it. So for example, if user is working on Project W and Task UI, he/she can set it from here. So during daily timesheet entry, he/she don't have to select it.

User can change his/her login password for timesheet application.

Settings

Set default project and/or task :

Project : ▼

Task : ▼

 Save

Change Password :

Old Password :

New Password :









 Save

1.3) Task

If user do not find task in list on which he/she is currently working on than he/she can add new task from this screen. User can add new Task in the system. Though he/she cannot add new project in the system. It is only allowed for Admin.

Manage Task

Search :










Project	Task	Edit
Project ABC	Design	
Project ABC	Coding	
Project ABC	Testing	
Project ABC	Knowledge Upgrade	
Project D	Design	
Project D	Coding	
Project D	Testing	
Project D	Knowledge Upgrade	

2. Admin Panel

This area is for Admin where admin can login with his/her login credential and use below mentioned features.

2.1) Dashboard

It shows hours entered for last day, current week and current month by all employees.

 <p>Bill</p> <p>Current Month : 0.00 hr Current Week : 0.00 hr Yesterday : 0.00 hr</p>	 <p>Mac</p> <p>Current Month : 0.00 hr Current Week : 0.00 hr Yesterday : 0.00 hr</p>	 <p>Luci</p> <p>Current Month : 0.00 hr Current Week : 0.00 hr Yesterday : 0.00 hr</p>
 <p>Kiva</p> <p>Current Month : 0.00 hr Current Week : 0.00 hr Yesterday : 0.00 hr</p>	 <p>Caroline</p> <p>Current Month : 0.00 hr Current Week : 0.00 hr Yesterday : 0.00 hr</p>	 <p>Donald</p> <p>Current Month : 0.00 hr Current Week : 0.00 hr Yesterday : 0.00 hr</p>
 <p>William</p> <p>Current Month : 0.00 hr Current Week : 0.00 hr Yesterday : 0.00 hr</p>	 <p>Aimee</p> <p>Current Month : 0.00 hr Current Week : 0.00 hr Yesterday : 0.00 hr</p>	 <p>Riley</p> <p>Current Month : 0.00 hr Current Week : 0.00 hr Yesterday : 0.00 hr</p>

Admin can click on image of staff member to view/edit detailed timesheet of any day for that staff member.






emp1 Timesheet

Date : 16-Apr-13

16-Apr-13



Go

Project	Task	Hours	Notes	Delete
Project D	Design	04:30	Designed layout for login screen	
Project ABC	Coding	02:00	Did coding for registration screen	
				
				
				

 Add

Total Hours : 00:00

 Save

2.2) Permission

To insist each and every employee to fill their daily timesheet, application will only allow them to enter timesheet of current day.

Incase if they miss to enter timesheet of any particular day, he/she has to inform Admin. Admin can give access to edit/enter timesheet of the given day than only employee can edit/enter timesheet of given day.

Month/Year :

	T 1	F 2	S 3	S 4	M 5	T 6	W 7	T 8	F 9	S 10	S 11	M 12	T 13	W 14	T 15	F 16	S 17	S 18	M 19	T 20	W 21	T 22	F 23	S 24	S 25	M 26	T 27	W 28	T 29	F 30	S 31
Bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mac	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Luci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kiva	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caroline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aimee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Riley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caterine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.3) Master

2.3.1) Employee

Admin can manage all employee details from this screen. Admin can also add new employee from this screen. When someone resign or leave company, Admin can deactivate that particular employee. So all data related to that employee will remain in software but that employee will not be able to access application.

Search : [View Archive Records](#)

Archive	Email Id / User Name	Display Name	Display Image	Edit	Delete
<input type="checkbox"/>	emp3@company.com	Mac			
<input type="checkbox"/>	emp4@company.com	Luci			
<input type="checkbox"/>	emp5@company.com	Tammy			

2.3.1) Project

Only Admin has rights to add/edit project name. It is just avoid duplicate project entries by users. It will be really helpful for efficient reports.

Search :

















			1	2	3	4	5	6
Project	Edit	Delete						
AIR LANKA								
Blast Positive								

2.3.1) Task

Employee can also add new task from their area. Admin can add/edit task names and manually correct duplicate task names if it is created by employee.

Manage Task

Search :

Project	Task	Edit	Delete
Project ABC	Design		
Project ABC	Coding		
Project ABC	Testing		
Project ABC	Knowledge Upgrade		
Project D	Design		
Project D	Coding		
Project D	Testing		
Project D	Knowledge Upgrade		

2.3.1) Notification

Admin can see auto email notification status from this screen. It is automated process which run in back ground all the time to send automated email at to admin person when someone forget to enter timesheet for the day.

Email Notification Status

Email Notification IS Working


2.4) Timesheet

Admin can view timesheet by Date or/and User from this screen. Admin can also export timesheet in xls format and send it to client.

View & Export Userwise Time Sheet

Date : 16-Mar-13  to 16-Apr-13 

User :

Dharmen Kapadia 

Go

Export Timesheet

Time Sheet Detail For Dharmen Kapadia

Date	Project	Task	Hours	Notes
15-Apr-13	M-U#4284 Rajeev Desai	Design	01:00	html pages.
15-Apr-13	P-V#4239 Huss Jama	Design	03:00	design for mobile app.
15-Apr-13	Street Culture	Design	03:30	slicing of images, psd given by client & its to bad psd (Having too much problem to slice in client's psd).
15-Apr-13	ticket system	Design	00:30	edit images in corel draw for pdf ticket generate.

View & Export Userwise Time Sheet

Date : 16-Mar-13  to 16-Apr-13 

User :

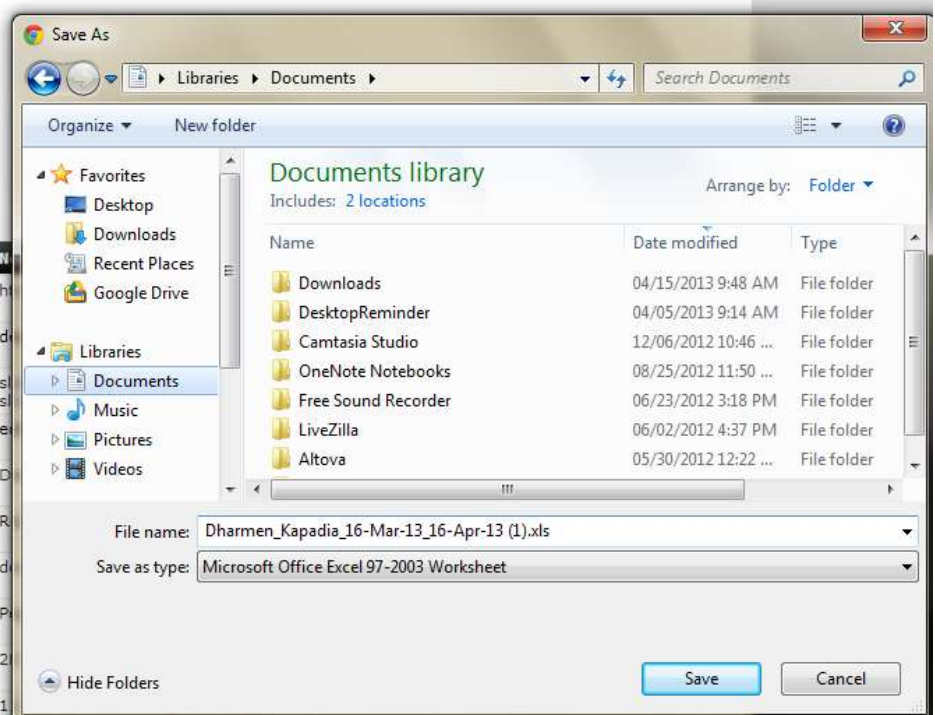
Dharmen Kapadia 

Go

Export Timesheet

Time Sheet Detail For Dharmen Kapadia

Date	Project	Task	Hours	Notes
15-Apr-13	M-U#4284 Rajeev Desai	Design	01:00	html pages.
15-Apr-13	P-V#4239 Huss Jama	Design	03:00	design for mobile app.
15-Apr-13	Street Culture	Design	03:30	slicing of images, psd given by client & its to bad psd (Having too much problem to slice in client's psd).
15-Apr-13	ticket system	Design	00:30	edit images in corel draw for pdf ticket generate.
13-Apr-13	Ez Edu	Design	04:00	
13-Apr-13	M-U#4169 - Erik Tribelhorn	Design	00:30	
12-Apr-13	Knowledge Upgrade	Knowledge Upgrade	01:00	
12-Apr-13	M-Z#2787 Ken Khatib	Design	00:30	
12-Apr-13	Narola Website	Design	05:30	
12-Apr-13	Training	Design	01:00	



Admin can view timesheet by Date or/and project or/and Task from this screen. Admin can also export timesheet in xls format and send it to client.

View & Export projectwise Time Sheet

Date : 16-Mar-13 to 16-Apr-13

Project :

Restaurant Scheduling

Task :

-- Select --

Go

Export Timesheet

Time Sheet Detail For Project Restaurant Scheduling

Date	Task	Hours	UserName	Notes
15-Apr-13	Coding	08:00	Hiral Makwana	I have completed the blog posts list on dashboard and paypal integration for premium User pricing.
15-Apr-13	Design	01:00	Dharmesh Sudani	New Pricing Page created.
13-Apr-13	Coding	04:00	Hiral Makwana	I have worked on differentiate upgrade or non upgrade users
11-Apr-13	Coding	08:00	Hiral Makwana	done with bar functionality and display red image, completed footer
10-Apr-13	Coding	06:00	Hiral Makwana	I have finished with the calendar widget. and working on bar functionality.
10-Apr-13	Design	04:00	Sonal Narola	Make pages and adjust design with developer

View & Export projectwise Time Sheet

Date : 16-Mar-13 to 16-Apr-13

Project :

Restaurant Scheduling

Task :

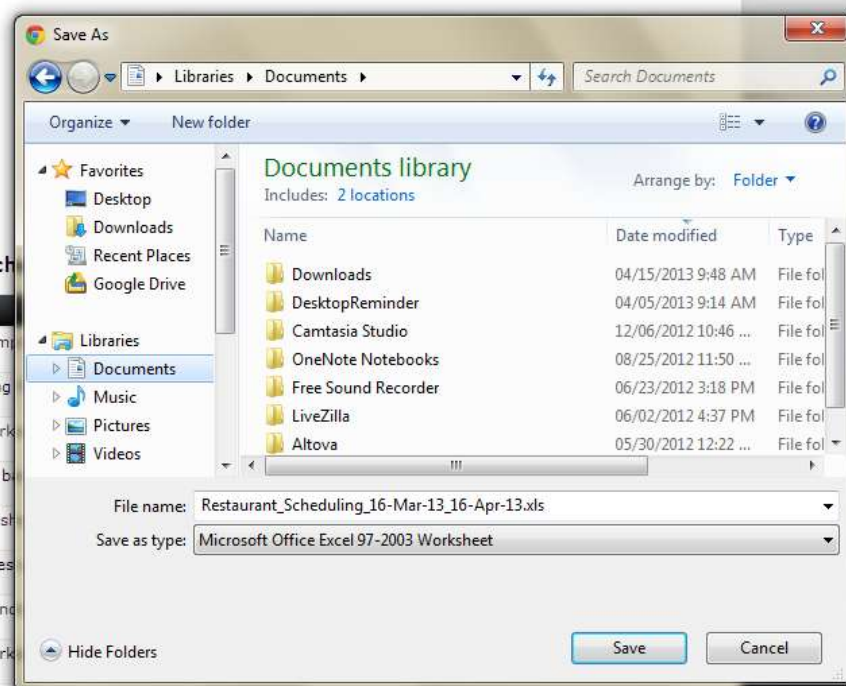
-- Select --

Go

Export Timesheet

Time Sheet Detail For Project Restaurant Scheduling

Date	Task	Hours	UserName	Notes
15-Apr-13	Coding	08:00	Hiral Makwana	I have completed the blog posts list on dashboard and paypal integration for premium User pricing.
15-Apr-13	Design	01:00	Dharmesh Sudani	New Pricing Page created.
13-Apr-13	Coding	04:00	Hiral Makwana	I have worked on differentiate upgrade or non upgrade users
11-Apr-13	Coding	08:00	Hiral Makwana	done with bar functionality and display red image, completed footer
10-Apr-13	Coding	06:00	Hiral Makwana	I have finished with the calendar widget. and working on bar functionality.
10-Apr-13	Design	04:00	Sonal Narola	Make pages and adjust design with developer
09-Apr-13	Design	04:00	Sonal Narola	Make calendar widget and adjust design with developer
09-Apr-13	Coding	08:00	Hiral Makwana	I have worked on differentiate upgrade or non upgrade users

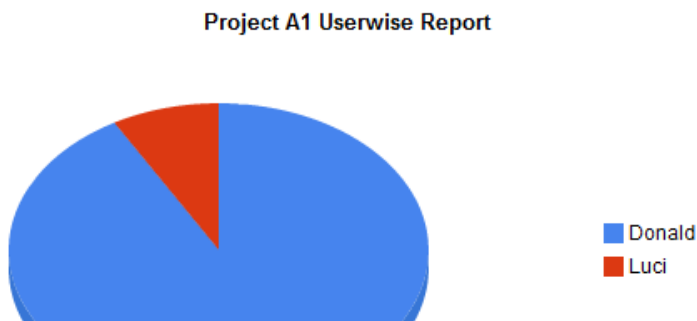
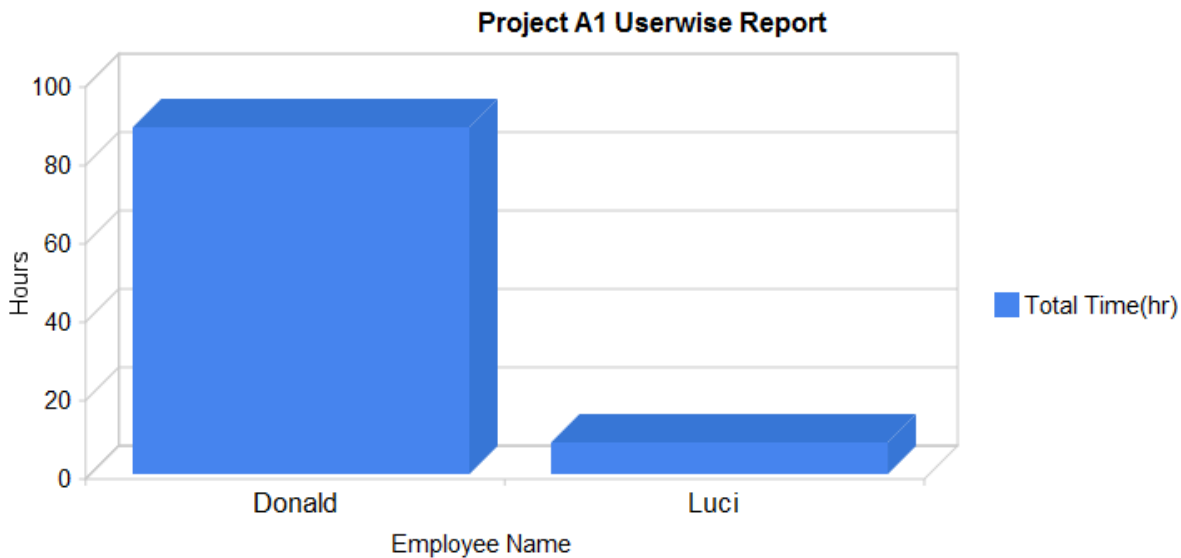


2.5) Reports

Admin can view various reports from here. Admin can measure individual performance, project costing in terms of man hours, task costing in terms of hours. Admin can also check individual load from this screen and reduce idle hours of that resource by doing efficient planning for future using these reports.

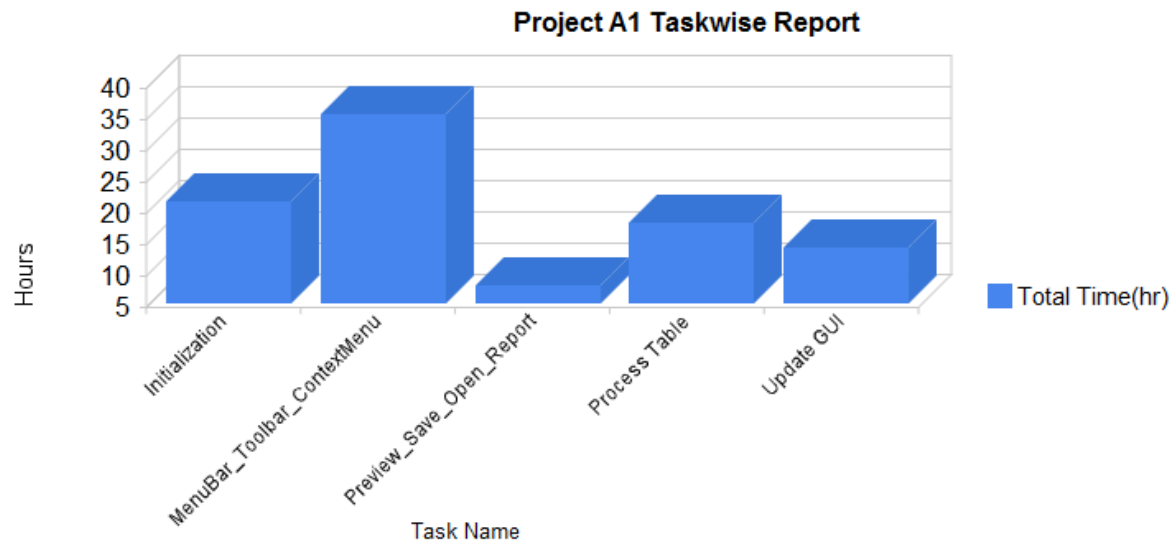
Project Userwise Report

Date : to Project :



Project Taskwise Report

Date : to Project :



Project A1 Taskwise Report

