El Sewedy Electric Timesheets - User Guide

Introduction

The **El Sewedy Electric Timesheets System** is a web-based application developed to streamline project and workforce management within the company. It enables managers to efficiently allocate budgeted hours for each position across different projects, ensuring precise tracking of time, and labour costs.

Why It's Useful:

Managers can create new projects and assign specific positions, each with a defined number of budgeted hours. Employees linked to these positions automatically see the projects they are assigned to and are responsible for submitting weekly timesheets that record their actual working hours.

By associating employees with positions (which determine their salary rate) and tracking their time spent on each project, the system provides critical data for:

- **Budget monitoring:** Ensuring teams don't exceed their allocated hours.
- **Payroll calculations:** Accurately estimating salary expenses per project.
- **Project cost analysis:** Calculating total labor cost per project based on submitted timesheets.

There are two main user roles:

- **Manager:**
  - Create and manage projects
  - Assign positions and define budgeted hours
  - Review submitted employee timesheets for tracking
- **Employee:**
  - View assigned projects
  - Submit and edit their own weekly timesheets within the allowed budget

User Guide

1. Logging In

1. Open the application and navigate to the Login Page.
2. Enter your **Username** and **Password**.
3. Click **Login**.
4. You will be redirected to your dashboard based on your role (Manager or Employee).

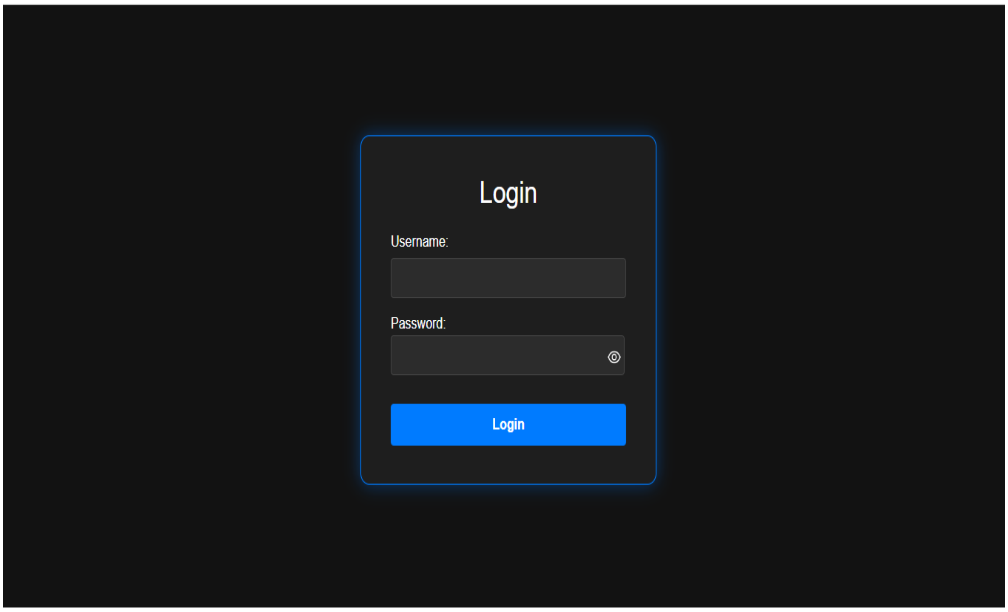

Figure 1: Login Page

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2. Manager Dashboard

After logging in as a Manager, you will see the Manager Dashboard, which provides an overview of the projects you created, their assigned positions, and allocated hours.

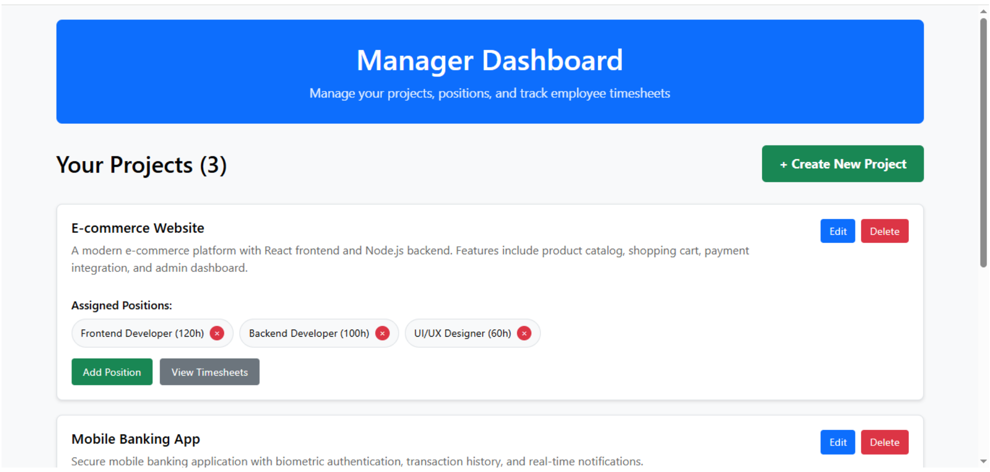

Figure 2: Manager Dashboard

Key Features:

- View Projects: See a list of all projects with their positions and hours.
- Create New Project: Click the Create New Project button to start a new project.
- Edit Project: Use the Edit button to update project details or assigned positions.
- Delete Project: Remove a project permanently with the Delete button.
- Add Position: Assign additional roles and hours to a project.
- View Timesheets: Review employee timesheets associated with each project.

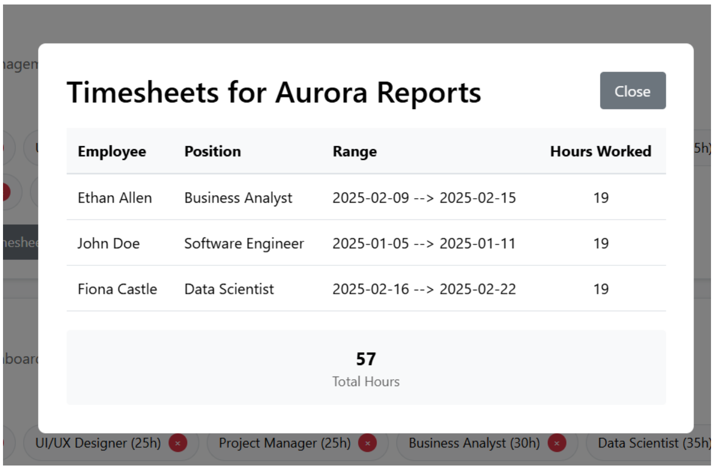

Figure 3: View Project Timesheets

Creating a New Project

Step 1:

- Enter the Project Name and Description.
- Click Next.

Step 2:

- Select one or more positions from the dropdown (e.g., Backend Developer, QA Tester).
- Assign the number of hours for each position.
- Click Add after each position.
- Once all positions are added, click Create Project to save.

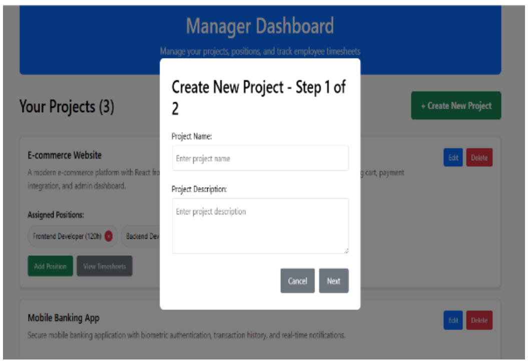

Figure 5: Create New Project - Step 1

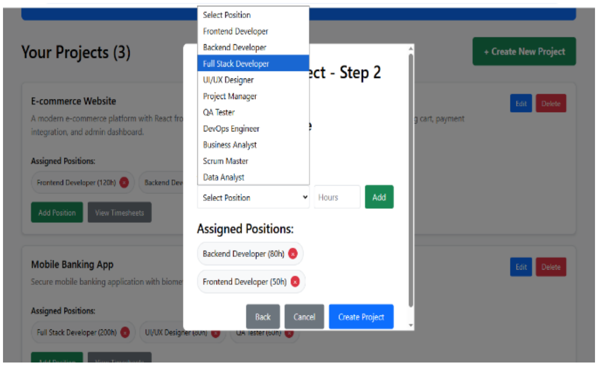

Figure 4: Create New Project - Step 2

3. Employee Dashboard

After logging in as an Employee, you will see the Employee Dashboard with a welcome message and a list of your timesheets.

Key Features:

- View Timesheets: See your existing timesheets.
- Create New Timesheet: Click the Create New Timesheet button.

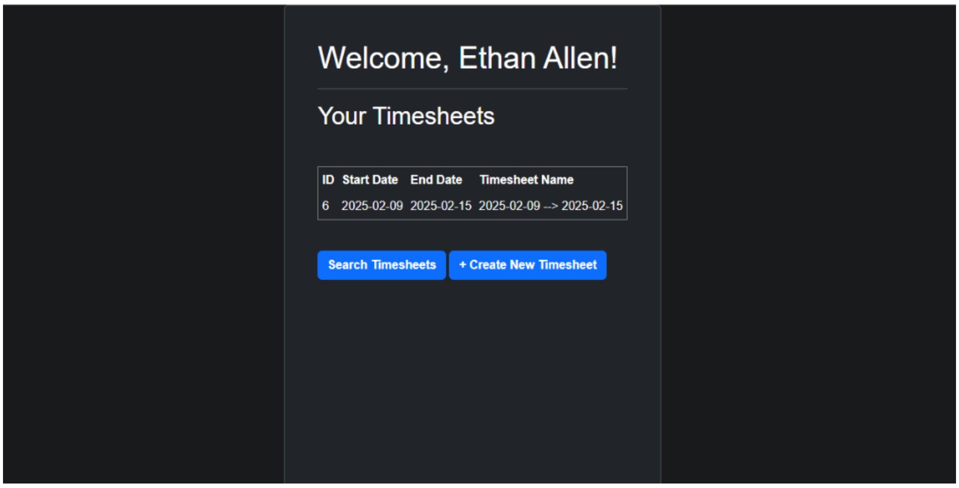

Figure 6: Employee Dashboard

Creating a New Timesheet

1. Click Create New Timesheet.
2. Select the Start Date. (Should be a Sunday)
3. A blank timesheet will open.
4. Choose a project from the dropdown menu.
5. Enter your hours for each day.
6. To add hours for another project, click the (+) button.
7. The system will display the Total Hours Budget and Remaining Hours for each project.
8. Add more projects.
9. Save, delete or start a new timesheet.

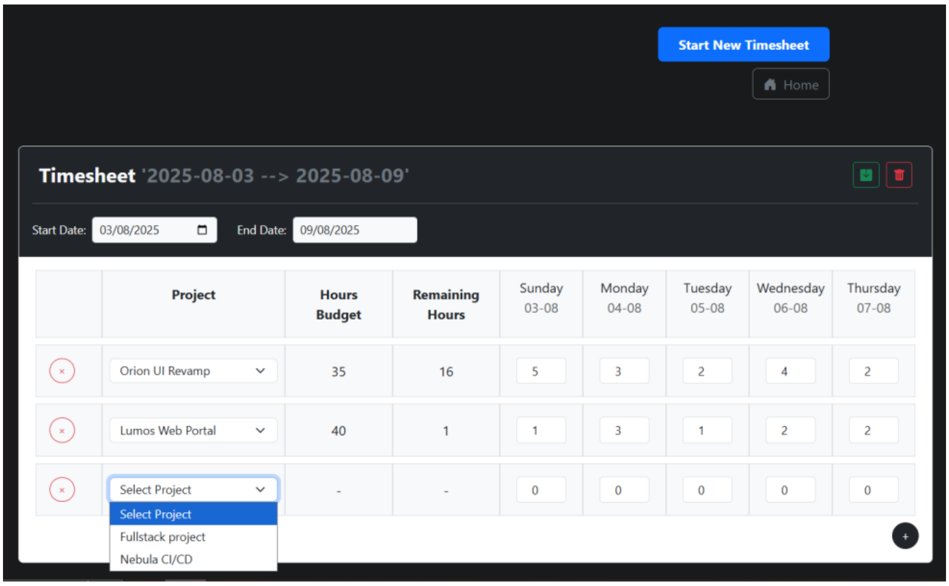

Figure 7: Creating a New Timesheet

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4. Timesheet Search

The Timesheet Search Page allows employees to quickly find specific timesheets.

Search Options:

- Search by Start Date: Enter a start date to see timesheets beginning on or after that date.
- Search by End Date: Enter an end date to see timesheets ending on or before that date.
- Search by Date Range: Enter both start and end dates to filter timesheets within that period.

Click Search to view results. Use Clear to reset the search fields.

Clicking on any of the timesheets will take you to a page where you view, edit, or delete it.

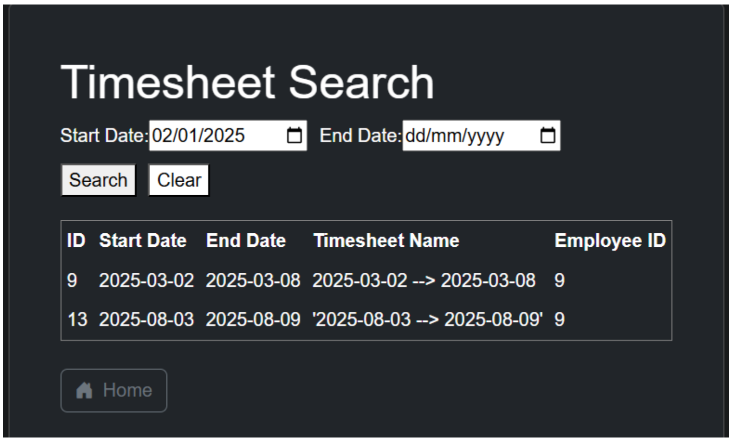

Figure 8: Timesheet Search
