TIMESHEET MANAGER
Quick User Manual

Version: 1.0
Date: 23th April, 2019

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Application (1)

SPTM-Setup.exe   2/14/2019 12:41 PM   Application   4,226 KB

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Setup - SP TimeSheetManager version 0.1   —   ☐   ✕

Password
This installation is password protected.

Please provide the password, then click Next to continue. Passwords are case-sensitive.

Password:

[   ]

Next >   Cancel

1. Click and run the .exe file
2. Enter password
      "spds@123"

INSTALLATION

1. Existing users can enter email ID/Password and login

2. New users should register their email ID/Password.

Note: Email ids not ending in "@Shapoorji.com" or "@osco.com" will not be accepted

REGISTRATION & LOG IN

1. Click "Add Project" button to open a dialog box.
2. Choose required Projects from the DialogBox
3. Click "ADD" button to add them to the display sheet.

Note: In case you don't see any project other than "General Works", you need to be invited to the project. Contact your admin for inviting you the project.

ADD PROJECT

1. Click "+" button next to the Project tab to add an empty TaskRow.

ADD TASKROW

1. Choose TaskCategory, TaskType, ActivityType for each TaskRow.
2. Enter Hours spent

Note: In case you don't see any Tasks other than "General", please contact your admin to assign the same.
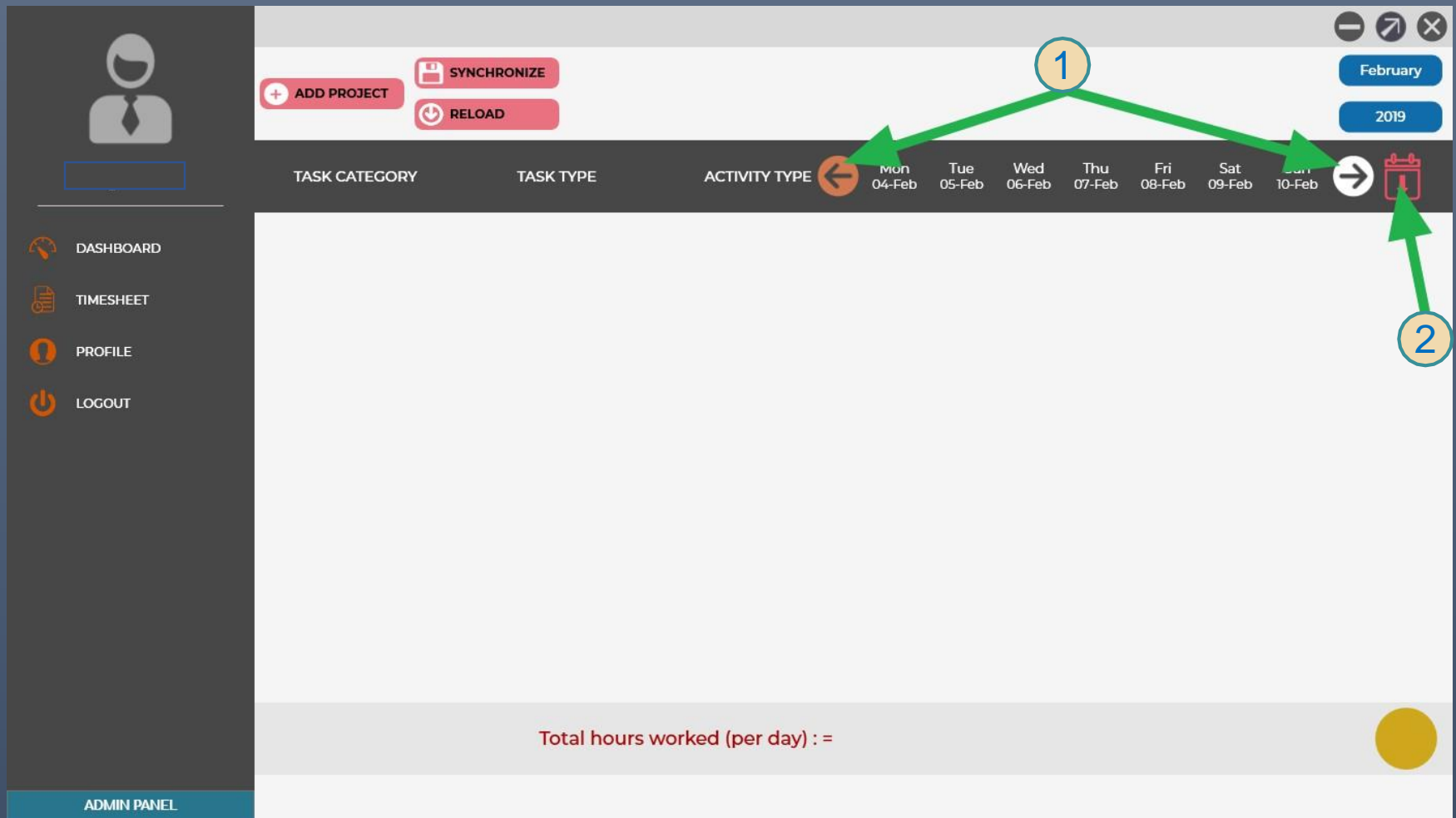
CHOOSE TASKS / ENTER HOURS

1. Click "-" button next to Project Tab to remove the entire project
2. Click "-" button at the start of TaskRow to remove the TaskRow

1. Click "→" "←" buttons for navigating to different weeks of a calendar
2. Click this button to navigate to the current week.

1. Right Click on any "Time Entry box" to open a context menu. Click "Add Description" to open a Dialog box
2. Enter the description (if required)
3. Click Add to save the description. (*A Pen symbol will appear after addition*)

ADD DESCRIPTION

1. After adding all details, click "Synchronize" button to save the data in cloud.
2. Click "YES" in the confirmation Window to start the process. Or click "NO" to stop saving and continue to edit.

Note: Due to performance limitations, at any given point of time, data for current week plus 12 previous weeks(90 days) can only be saved or retrieved from the server.

SYNCRONIZE

1. After Report Generated Click "PRINT" button
2. Print Dialog box to print the Timesheet Report
3. Click "→" "←" buttons for navigating to different Month Report's

REPORT PAGE