

TIMESHEET MANAGER

Quick User Manual

Version: 1.0

Date: 23th April, 2019

1

Application (1)



SPTM-Setup.exe

2/14/2019 12:41 PM

Application

4,226 KB

2

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

Email ID

Password

1 Login 2 New User

☐ Remember me ☐ Forgot Password

Shapoorji Pallonji

SPDS Dubai v 1.0

Email Id

Password

Re-Enter Password

Register Existing User

Shapoorji Pallonji

SPDS Dubai v 1.0

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

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.

Total hours worked (per day) : =

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

DASHBOARD

TIMESHEET

PROFILE

LOGOUT

ADMIN PANEL

+

ADD PROJECT

SYNCHRONIZE

RELOAD

February

2019

TASK CATEGORY

TASK TYPE

ACTIVITY TYPE

Mon 11-Feb

Tue 12-Feb

Wed 13-Feb

Thu 14-Feb

Fri 15-Feb

Sat 16-Feb

Sun 17-Feb

Oman Across Ages Museum0

+

-

-

▼

▼

▼

TimeSheet Application

+

-

General Works

+

-

Total hours worked (per day) : =

0

0

0

0

0

0

0

0

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

ADD TASKROW

+

ADD PROJECT

SYNCHRONIZE

RELOAD

February

2019

TASK CATEGORY

TASK TYPE

ACTIVITY TYPE

Mon 11-Feb

Tue 12-Feb

Wed 13-Feb

Thu 14-Feb

Fri 15-Feb

Sat 16-Feb

Sun 17-Feb

Oman Across Ages Museum

32

+

-

1

2

-	BIM	4D Simulation	Timeliner	5	4	4				
-	General	Meetings	Client Meeting	2						
-	General	Meetings	Sub-Con Meeting	1						
-	BIM	3D Modeling	Architecture		4	4				
-	BIM	BIM Management	Project Management							8

General Works

8

+

-

-	General	Leave	Sick Leave				8			
-										

General

BIM

Total hours worked (per day) :=

8

8

8

8

0

0

8

40

ADMIN PANEL

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.

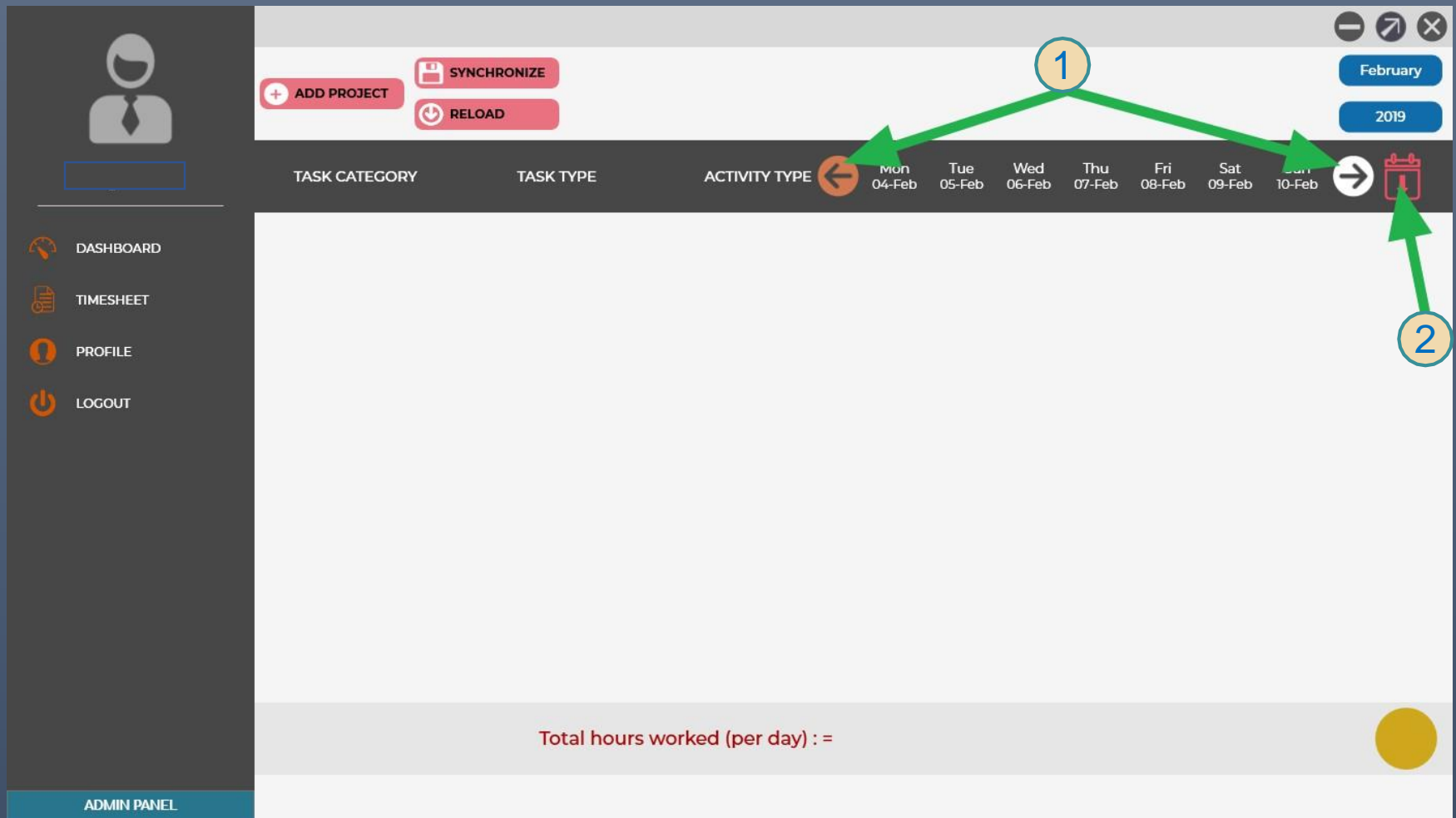
CHOOSE TASKS/ ENTER HOURS

The screenshot shows a task management application interface. On the left is a sidebar with a user profile icon and navigation links: DASHBOARD, TIMESHEET, PROFILE, and LOGOUT. The main area has a top bar with 'ADD PROJECT', 'SYNCHRONIZE', and 'RELOAD' buttons, and a date selector for February 2019. Below this is a header with 'TASK CATEGORY', 'TASK TYPE', and 'ACTIVITY TYPE' filters, followed by a calendar view for the week of Feb 11-17. The main content area lists tasks under two categories: 'Oman Across Ages Museum' (29 tasks) and 'General Works' (8 tasks). Each task row has a minus button at the start. A green arrow labeled '1' points to the minus button next to the 'Oman Across Ages Museum' category header. Another green arrow labeled '2' points to the minus button at the start of the first task row under 'General Works'. At the bottom, a summary bar shows 'Total hours worked (per day) : =' followed by a grid of numbers for each day of the week, with a total of 37 in a yellow circle.

TASK CATEGORY	TASK TYPE	ACTIVITY TYPE	Mon 11-Feb	Tue 12-Feb	Wed 13-Feb	Thu 14-Feb	Fri 15-Feb	Sat 16-Feb	Sun 17-Feb
Oman Across Ages Museum 29									
BIM	4D Simulation	Timeliner	5	4	4				
BIM	3D Modeling	Architecture		4	4				
BIM	BIM Management	Project Management							8
General Works 8									
General	Leave	Sick Leave				8			
Total hours worked (per day) : =			5	8	8	8	0	0	8
			37						

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

REMOVE TASKS/PROJECTS



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

The screenshot displays a software interface with a sidebar on the left containing navigation links: DASHBOARD, TIMESHEET, PROFILE, and LOGOUT. The main area features a top bar with buttons: ADD PROJECT, SYNCHRONIZE (highlighted with a red circle and number 1), and RELOAD. Below this is a table with columns: TASK CATEGORY, TASK TYPE, ACTIVITY TYPE, and a date column. The table contains three rows of data for 'Oman Across Ages Museum'. A 'CONFIRMATION WINDOW' dialog box is overlaid on the table, asking 'Do you wish to save your local timesheet in the cloud server?' with 'YES' (highlighted with a red circle and number 2) and 'NO' buttons.

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.

SYNCHRONIZE

