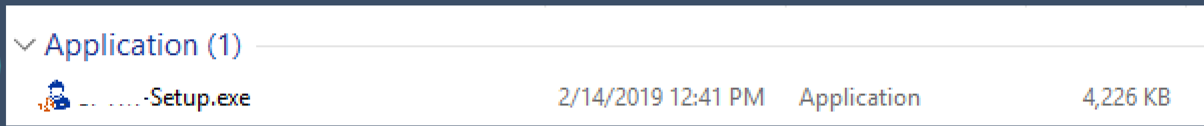
TIMESHEET MANAGER

Quick User Manual

Version: 2.0

1



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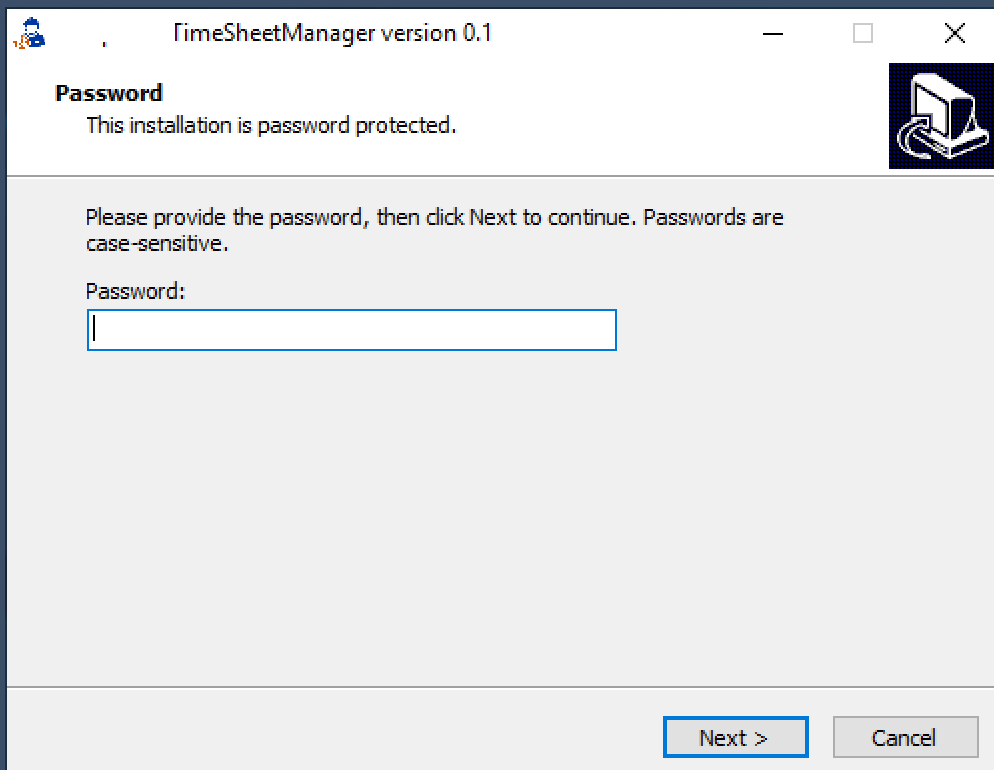
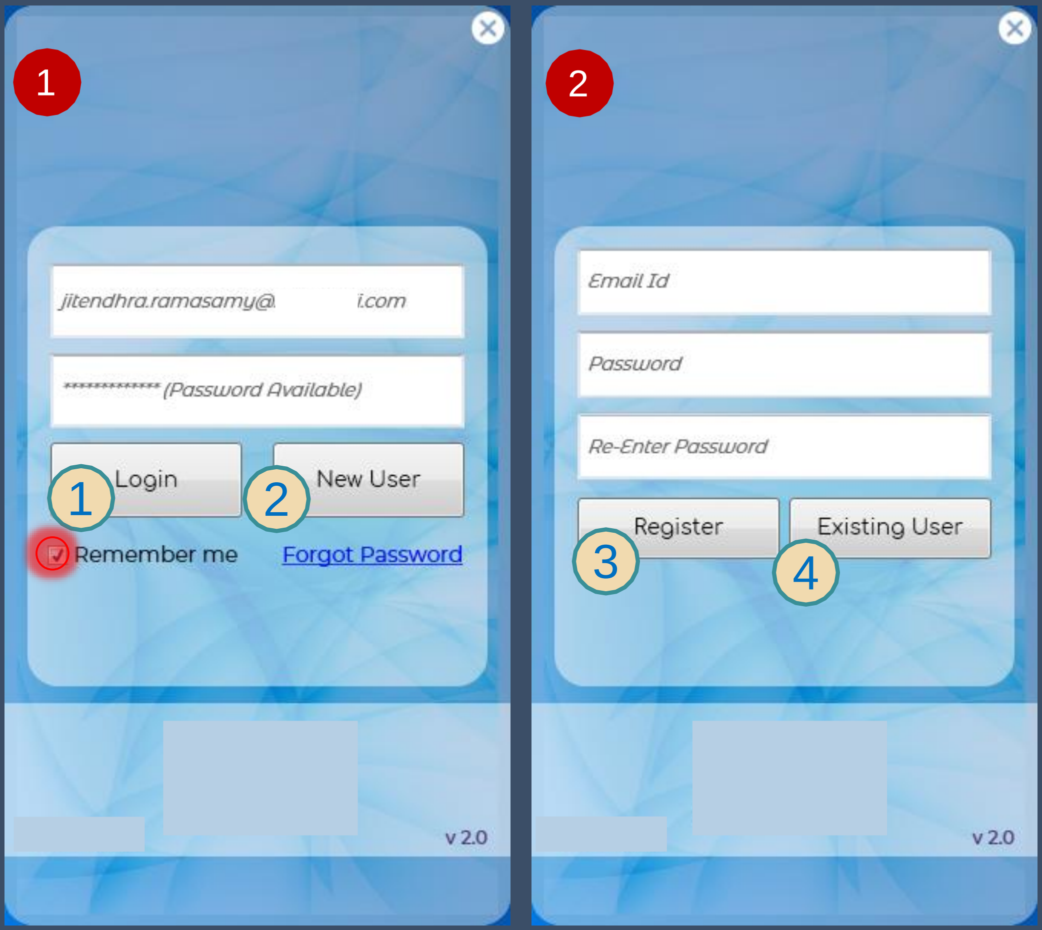


1. Click and run the .exe file
2. Enter password

INSTALLATION



1.LoginPage

1. Existing users can enter email ID/Password and Check the Remember me before Login.
2.New users should register their email ID/Password.

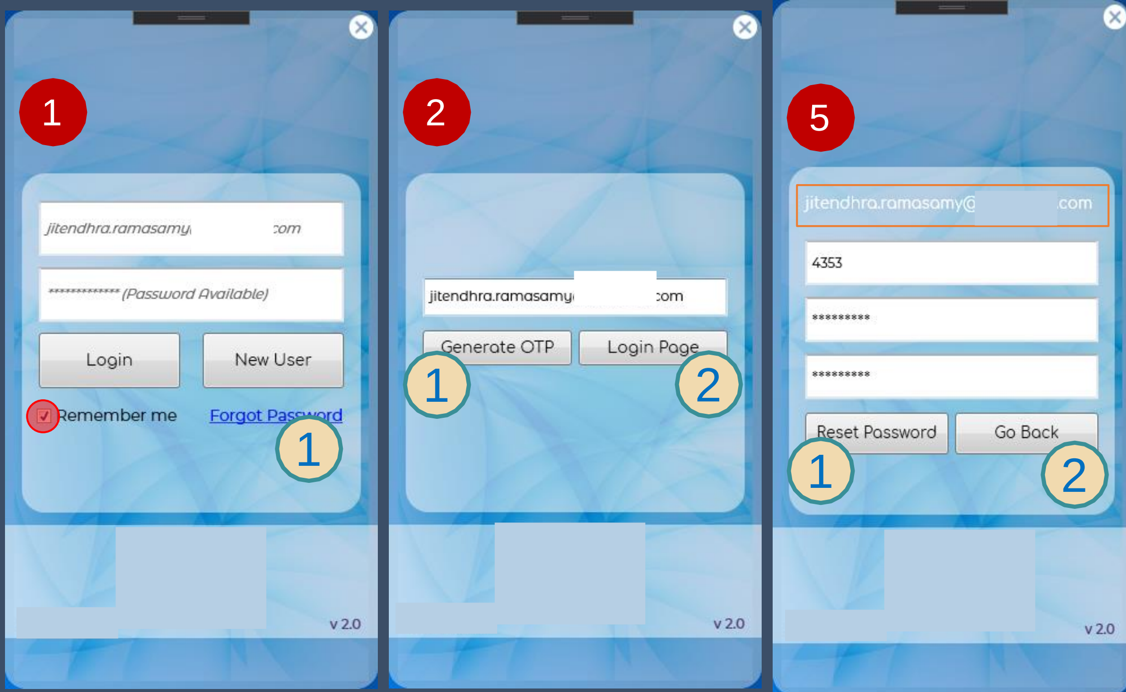
Note: Email ids not ending in "@xxxxx.com" or "@xxx.com" will not be accepted

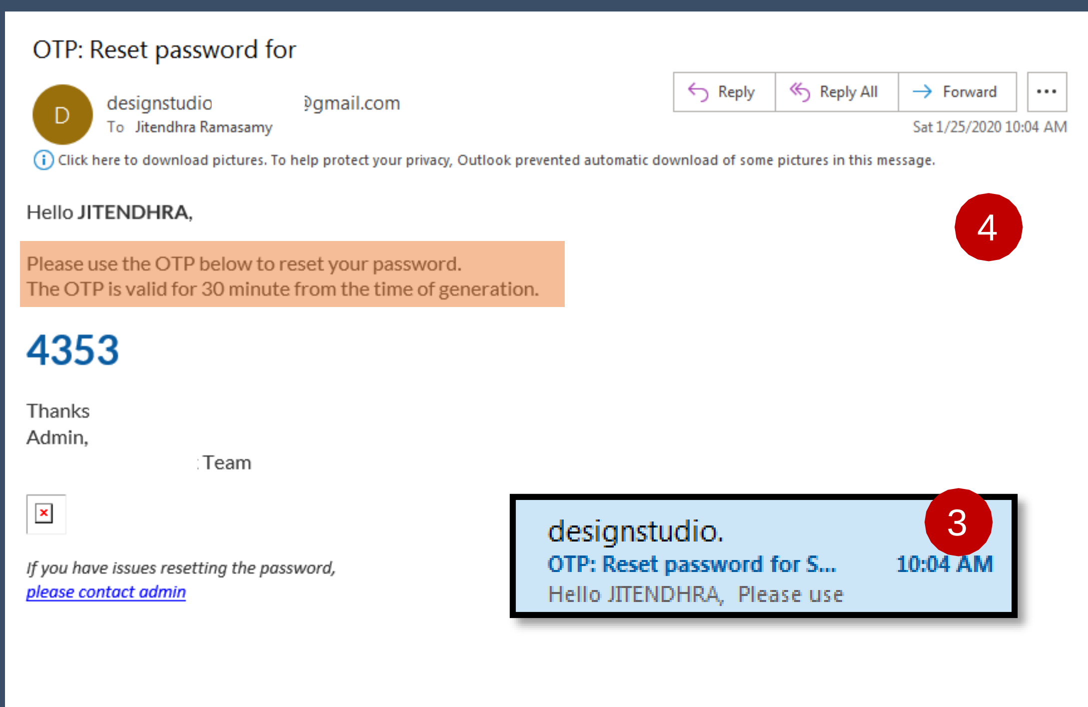
2.RegisterPage

3. After entered all the Details Click Register for Registering
4. 4. After Register successful Pls Click Existing User for Login Page.

Click to enable Remember me

REGISTRATION & LOG IN





1. Login Page

1. Click here for Forget Password Page

   Click to enable Remember me

2. Forget Password Page

1. After type your Email id Click here to Generate OTP
2. Back to Login page by clicking here.

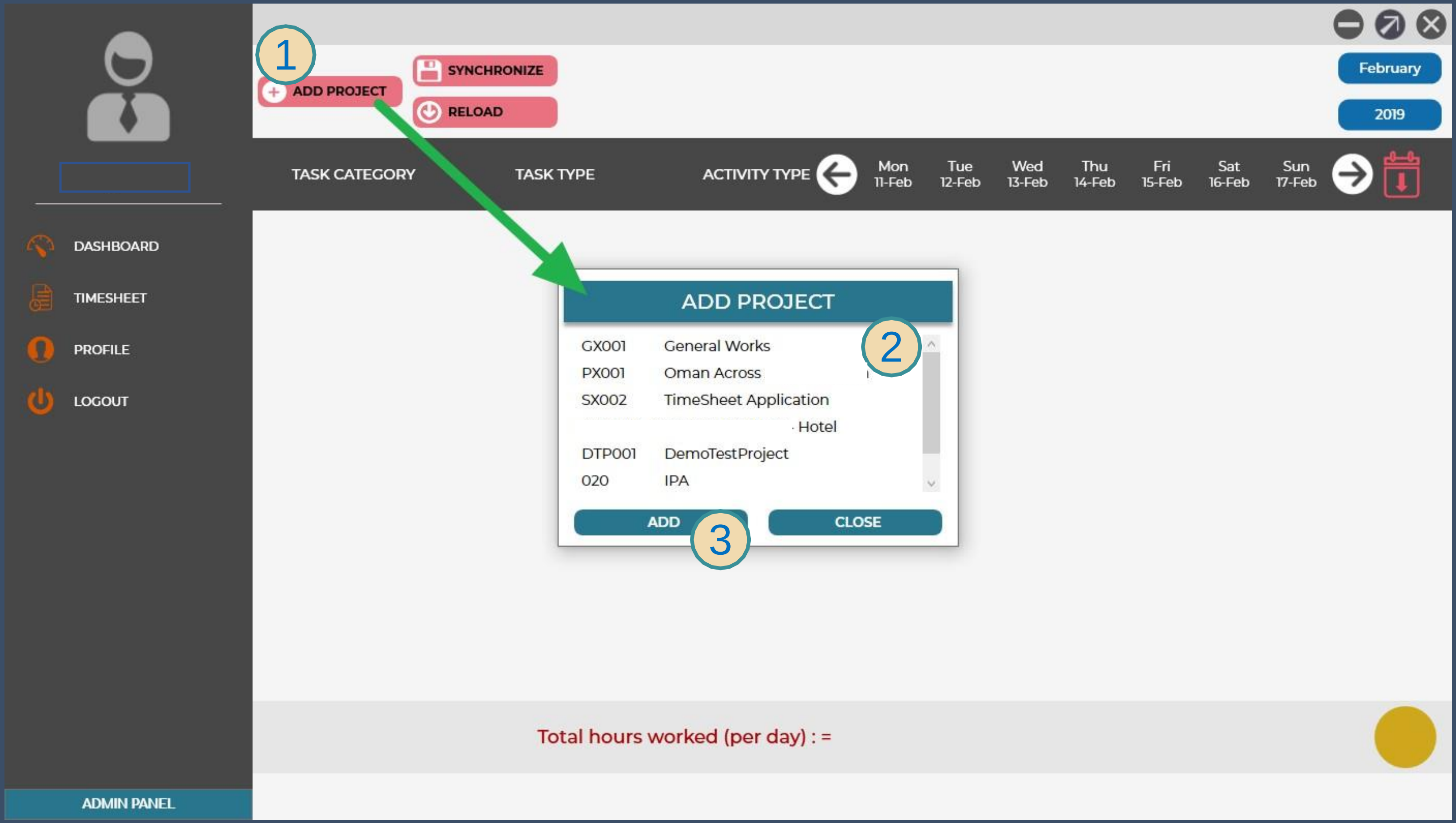
3. It shows you have received OTP Email From Admin in your inbox list.

4. This is the Format of OTP Email you received.

5.Reset Password Page

1. Before Clicking “Reset Password” Users can enter received OTP In Your email ID and Enter new Password twice.
2. Click “Go Back” to login page

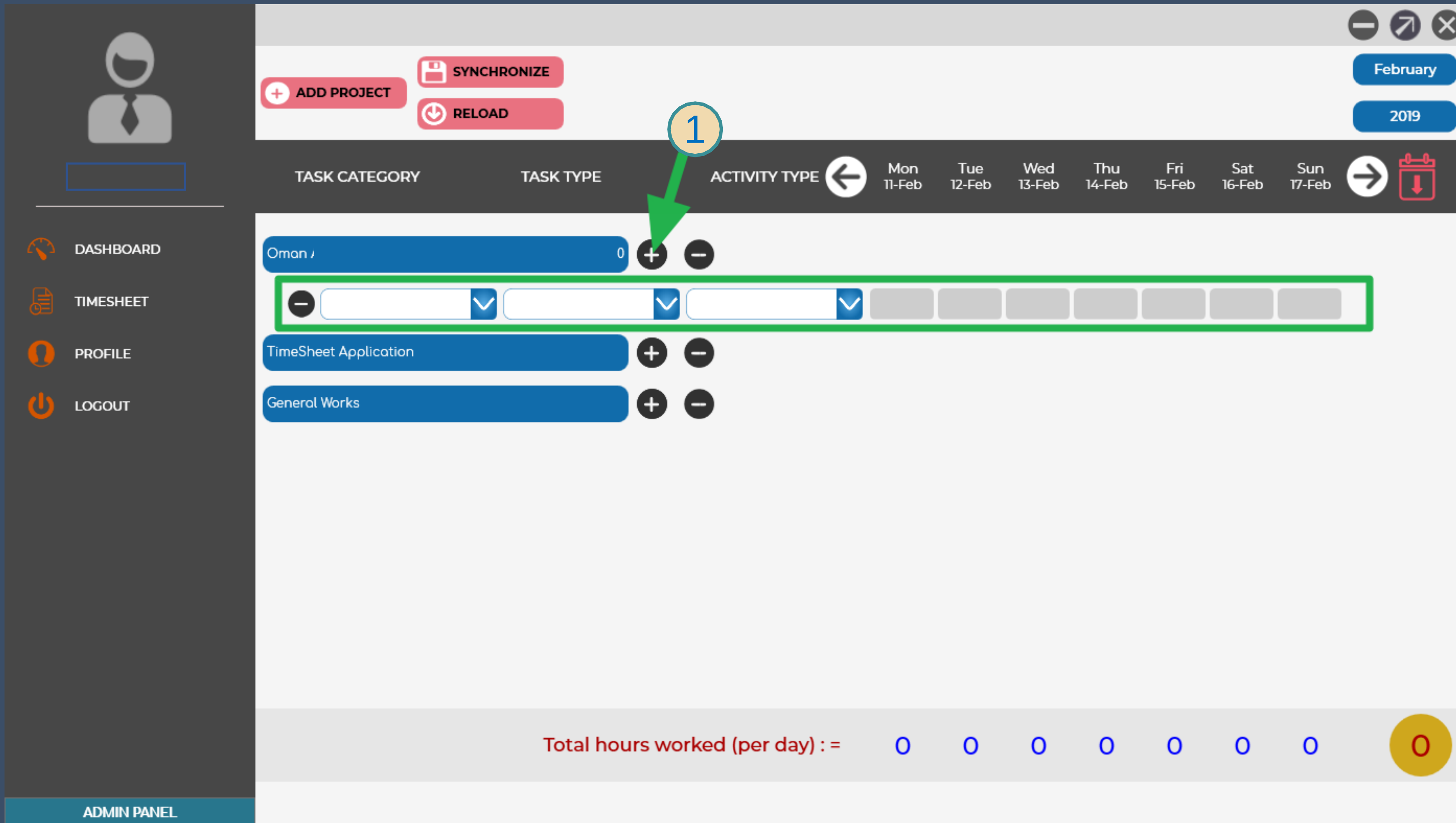
REMEMBER ME AND FORGET PASSWORD



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.

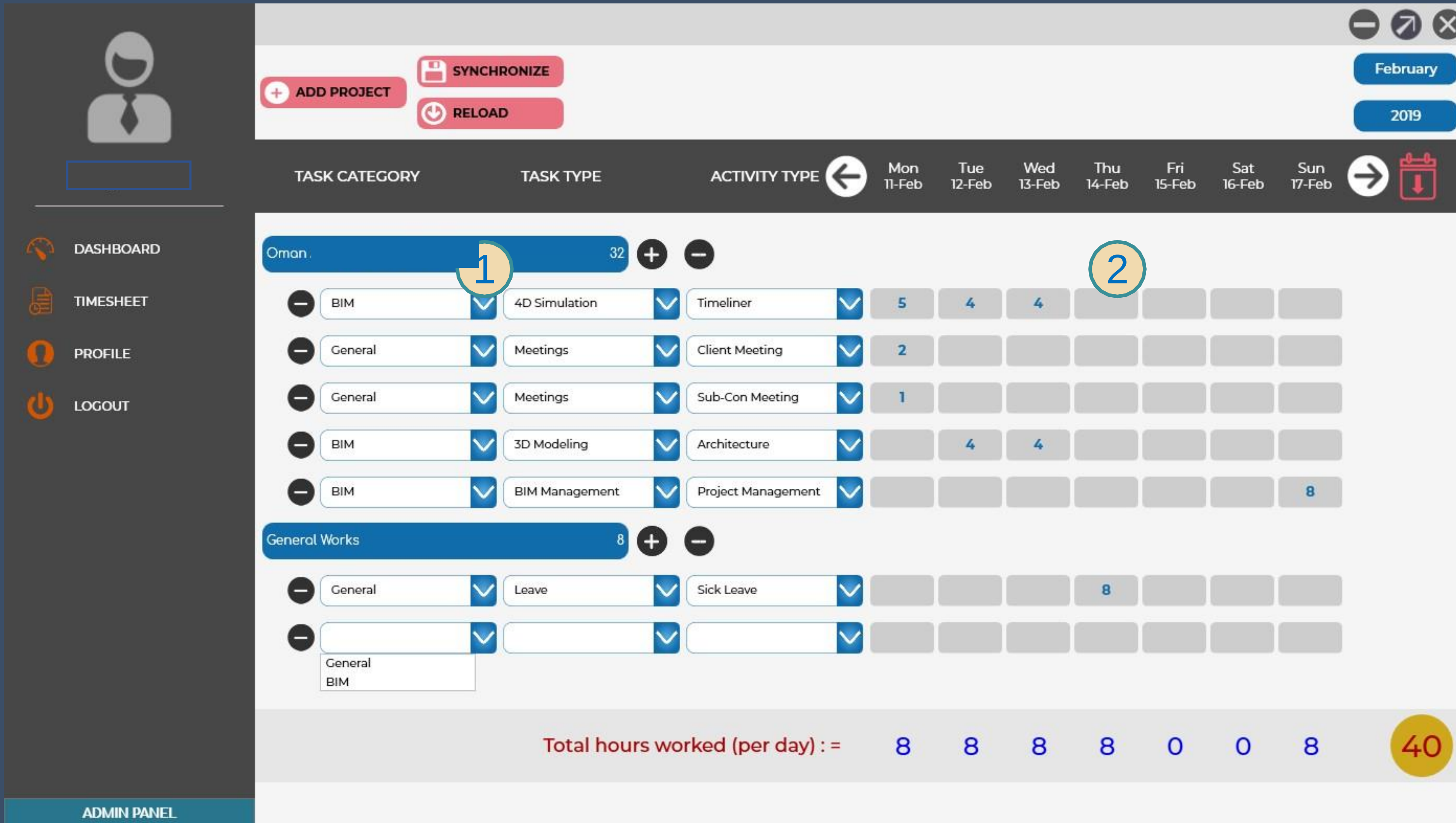
Note: In case you don't see any project other than "General Works", you need to be invited to the project. Contact your admin for inviting you the project.

ADD PROJECT



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

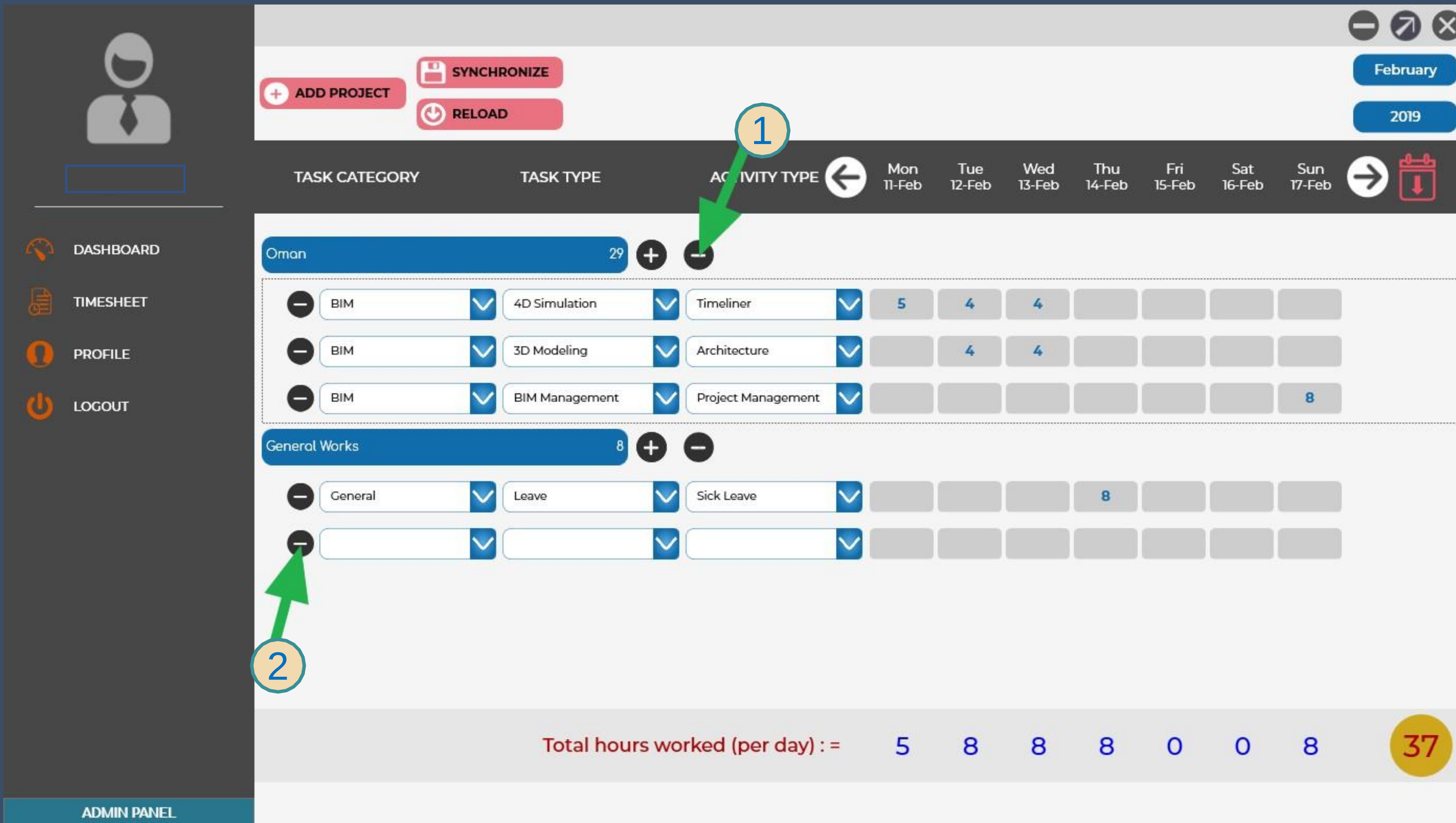
ADD TASKROW



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

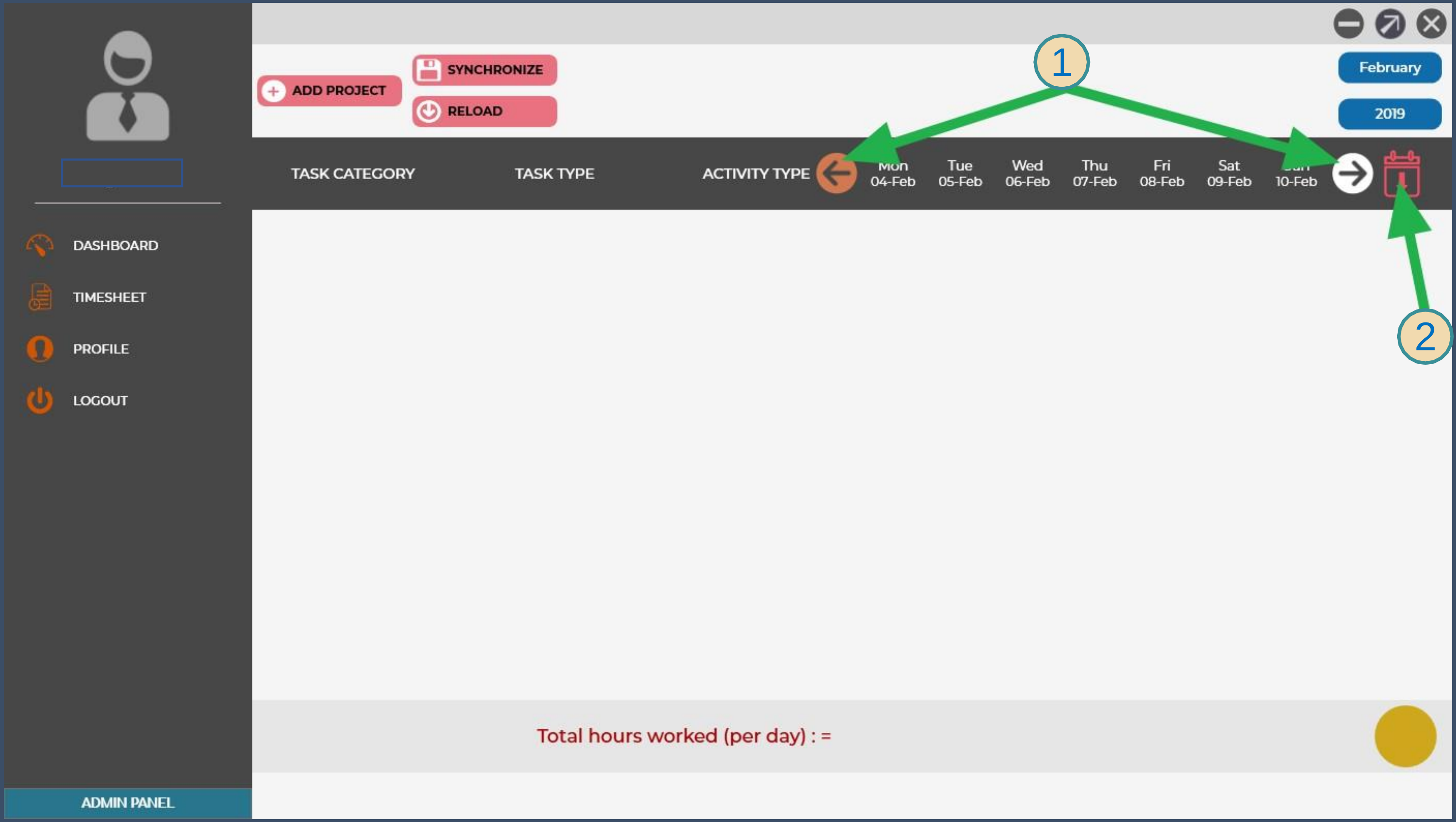
Note: In case you don't see any Tasks other than "General", please contact your admin to assign the same.

CHOOSE TASKS / ENTER HOURS



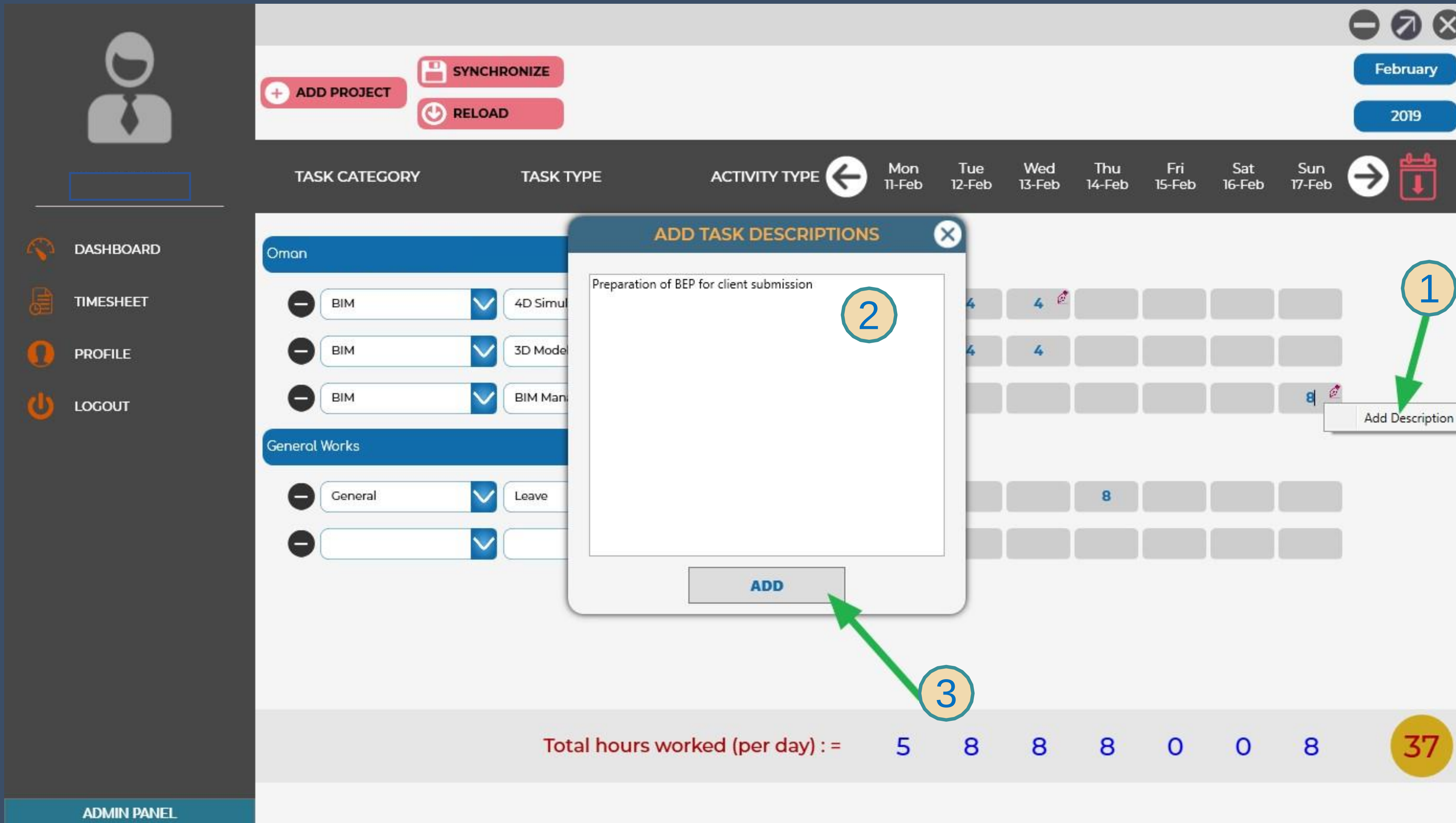
1. Click "-" button next to Project Tab to remove the entire project
2. Click "-" button at the start of TaskRow to remove the TaskRow

REMOVE TASKS/PROJECTS



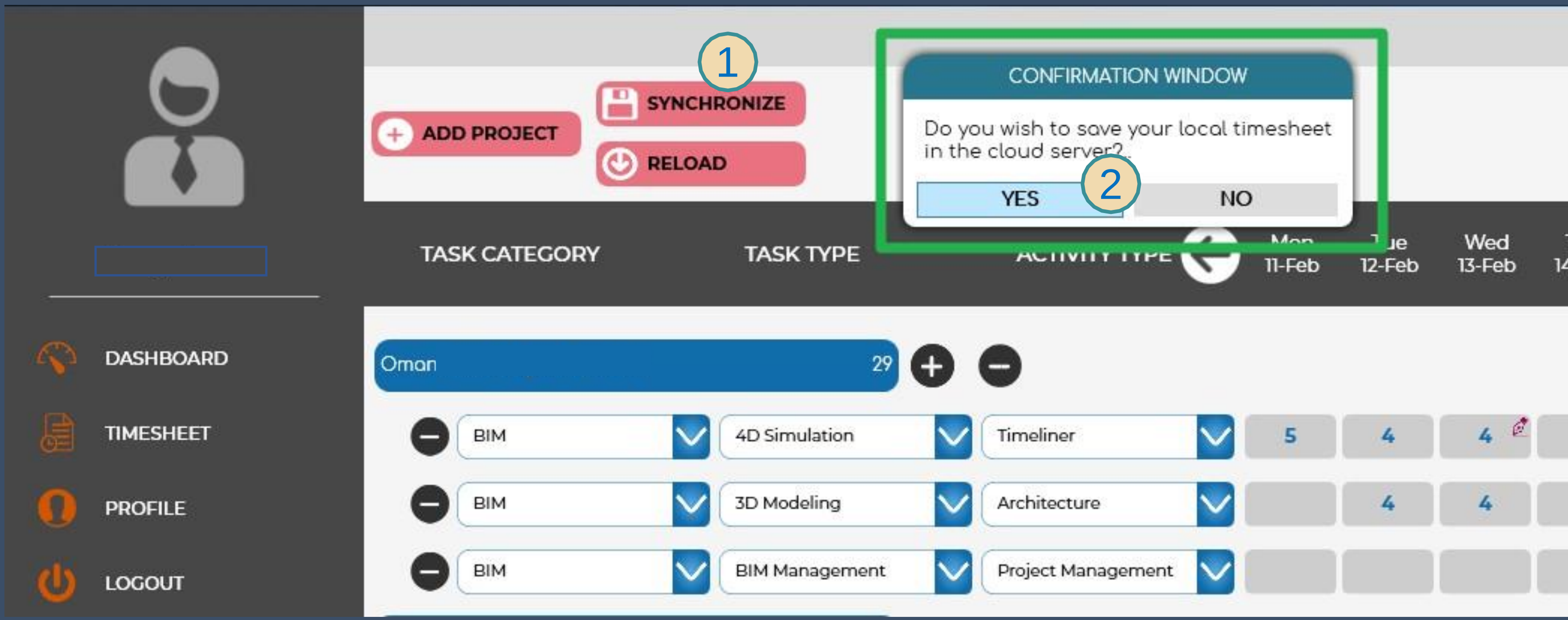
1. Click "→" "←" buttons for navigating to different weeks of a calendar
2. Click this button to navigate to the current week.

NAVIGATION



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)*

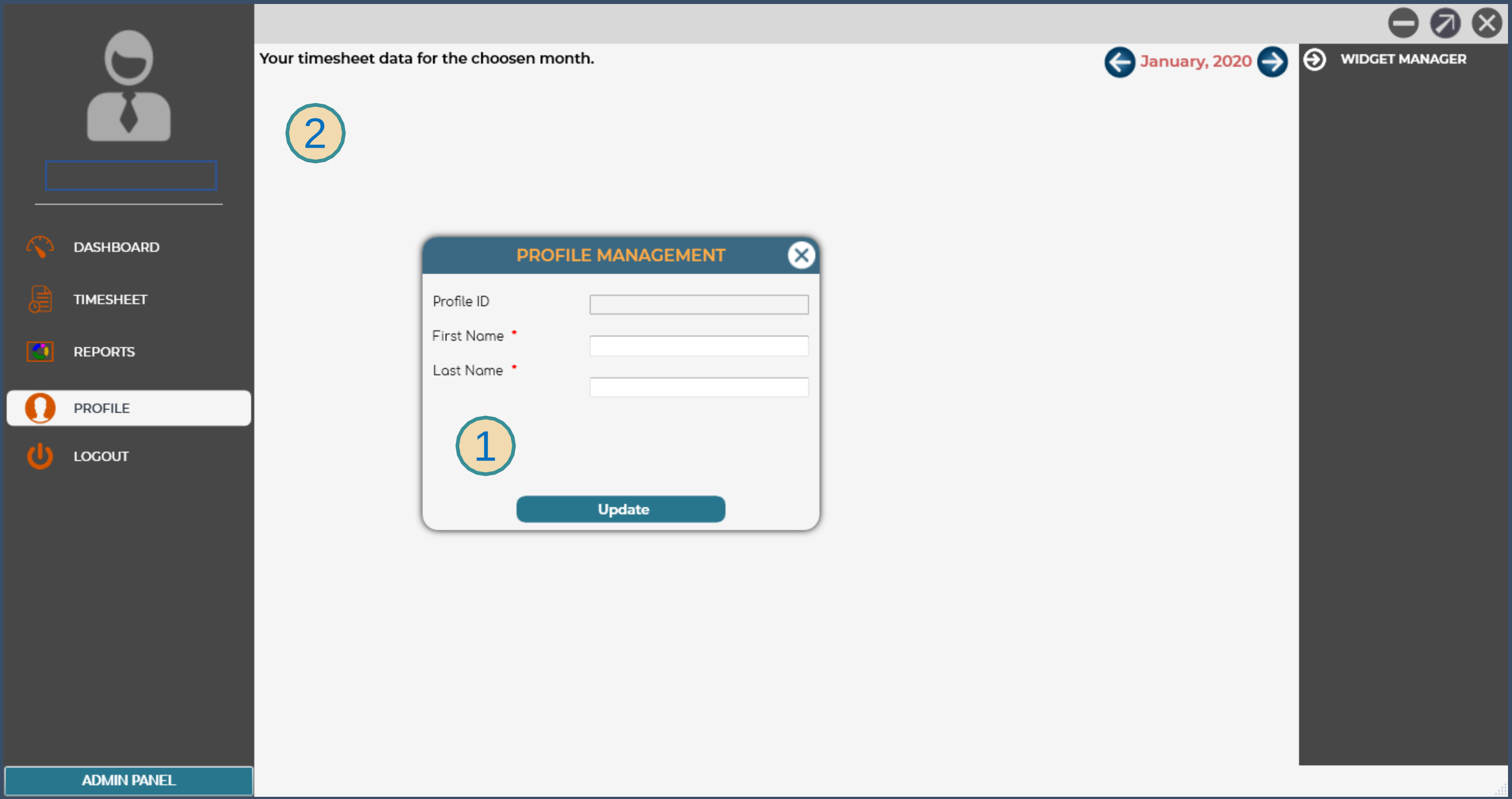
ADD DESCRIPTION



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.

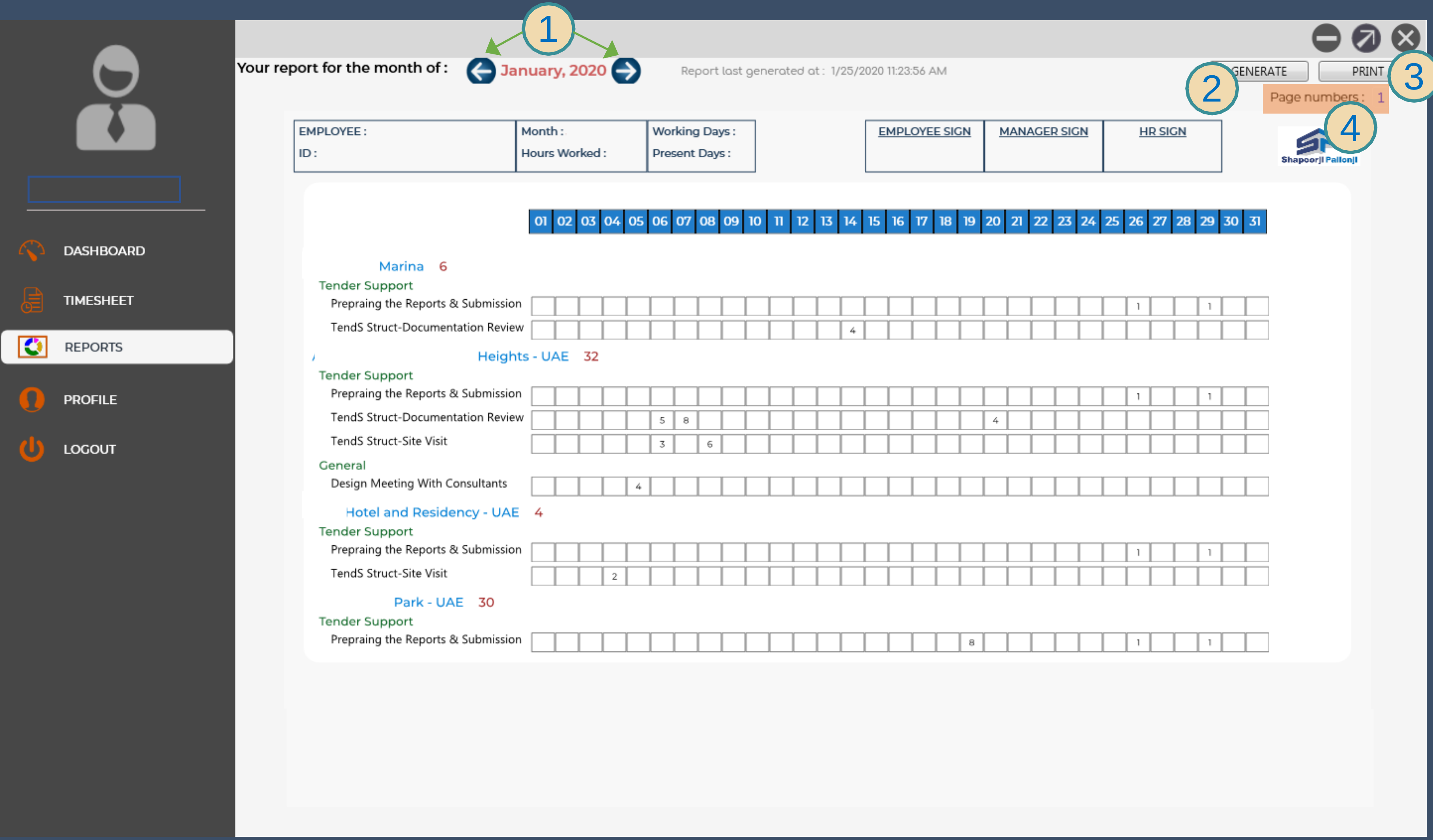
Note: Due to performance limitations, at any given point of time, data for current week plus 12 previous weeks(90 days) can only be saved or retrieved from the server.

SYNCRONIZE



1. Update Profile Dialog Box to Update your name. That automatically Update in your Report's
2. Dashboard Page

PROFILE UPDATE



1.Click "→" "←" buttons for navigating to different weeks of a calendar.
2."Generate" button to Generate or reload the Report's .
3. "Print" button to print the Report or Save as PDF and XPS file.
4.It shows the Page Number you can click and change the page as you need.

REPORT PAGE