

Alliance Timesheets

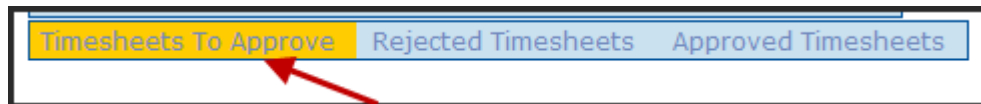
Owner supervisor quick guide

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Approve/Reject a timesheet

1- Click on your “Timesheets to approve” menu item:



2- You can see then the list of all the timesheets to approve:

Pending Approval Timesheets

Search pending approval timesheets by : You can search for specific TS to approve with filters

▶ Timesheet number :

▶ Timesheet From date : To date :

▶ ☒ Base Scope : OR ☒ Variation :

Record(s) found : 440

	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	Submitted By	Submitted Date	TS adjusted
View	319000-00400-WDR-C004-1000	23-Feb-11				VP 020 - (11) - 17-412-230	CIVIL	PROJ.ETKONIAMBO\JWMoon	2/23/2011 5:38:55 PM	True
View	319000-00400-WDR-C004-2010-13	27-Nov-10	WSN_07	WSN_07	68-480-004		MECHANICAL	PROJ.ETKONIAMBO\FCastillo	3/2/2011 3:05:32 PM	False
View	319000-00400-WDR-C004-2010-15	30-Nov-10	WSN_07	WSN_07	68-480-004		MECHANICAL	PROJ.ETKONIAMBO\FCastillo	3/2/2011 3:40:49 PM	False
View	319000-00400-WDR-C004-2010-19	30-Oct-10	WSN_07	WSN_07	68-480-004		MECHANICAL	PROJ.ETKONIAMBO\FCastillo	3/4/2011 10:47:22 AM	False

Click on the "view" link to see the TS details

Timesheets are sorted by Timesheet Submitted date descending (older on top of the list)

3- Click on “View” link to see the TS detail:

[Approve / Reject] Timesheet 319000-00400-WDR-C004-2010-19

☒ Approve ☐ Reject

1 of 1 Find | Next

Timesheet N°: 319000-00400-WDR-C004-2010-19 Timesheet Status: Pending approval Timesheet Date: Saturday, October 30, 2010 Contract N°: C004 Contract Title: Construction of the Power Station Working Period: Day Shift Suspension: No Susp. Duration:	WS N°: WSN_07 WP N°: WSN_07 CWP N°: 68-480-004 Var. Type: Variation N°: Other:
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Then check the **approve** box and click on the “approve” button if you want to approve the timesheet.

If you want yo **reject**, check the reject box, a field “Reject Reason” will appear. Fill this field (mandatory) and then click the “Reject” Button:

☐ Approve
☒ Reject

Reject Reason*

That's all.

View rejected timesheets

1- Click on your "Rejected timesheets" menu item:



2- You can see the list of rejected timesheet:

Rejected Timesheets										
	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	Rejected By	Rejected Date	Rejected Reason
View	319000-00400-WDR-C004-249	30-Jan-11				VNR 61	E&I	PROJETKONIAMBO\Welch	2/4/2011 11:07:41 AM	Put time to generator maintenance

Click on the "view" link to see the TS details

3- You can see details of the timesheet:

1 of 1 Find | Next

KONIAMBO

Timesheet N°: 319000-00400-WDR-C004-249

Timesheet Status: Rejected

Timesheet Date: Sunday, January 30, 2011

Contract N°: C004

Contract Title: Construction of the Power Station

Working Period: Day Shift

Suspension: No

Susp. Duration:

Main activities of the day:

1. Infrastructure including Temporary Power

A) Start-up/Warm-up all Generator Set at area 400 and Laydown area

B) Assists in the Change Oil of Generator Sets

- (2) 100KVA at STG area

- (2) 300KVA at Laydown area

WS N°:

WP N°:

CWP N°:

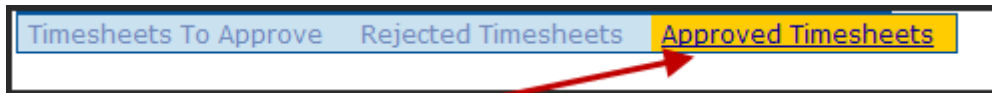
Var. Type: VNR

Variation N°: VNR 61

Other:

View approved timesheets

1- Click on your “Approved timesheets” menu item:



2- Select the criterias of search you want and then click on “Find!”:

The search interface is titled 'Search approved timesheets by :'. It contains several input fields and dropdown menus. On the left, there are three search criteria: 'Timesheet number :', 'Timesheet From date :', and 'To date :'. Below these, there are three dropdown menus for 'Base Scope' (with options 'All WS', 'ALL WP', and 'ALL CWP'), 'OR', and 'Variation :'. The 'Variation' dropdown has a 'Select Variation Type' option. At the bottom, there are two buttons: 'Find !' and 'Reset Filters'.

3- Results are displayed below the search box. You can click on “view” link to see the details of the searched timesheet:

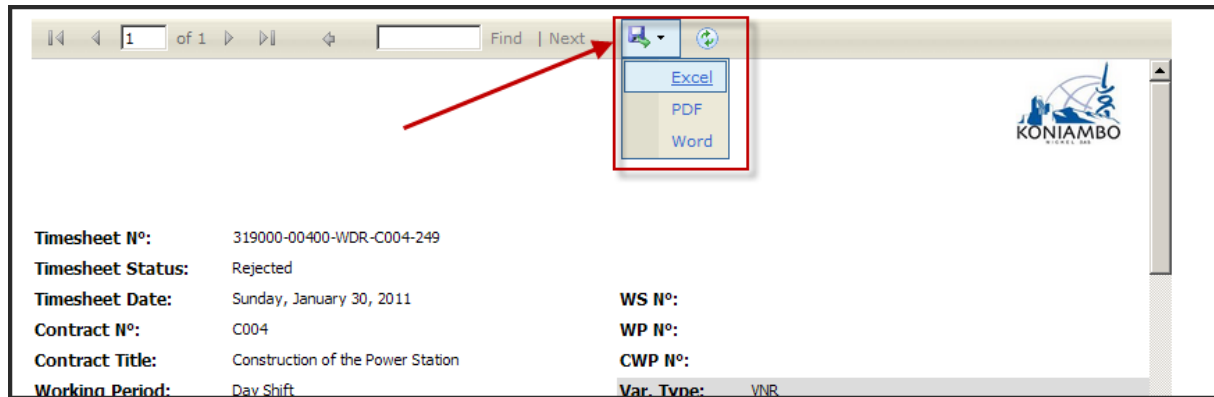
The search results are displayed in a table with the following columns: Timesheet Number, Timesheet Date, WS, WP, CWP, Variation, Discipline, ApprovedBy, and ApprovedDate. There are two records shown. A red arrow points to the 'View' link in the first row.

	Timesheet Number	Timesheet Date	WS	WP	CWP	Variation	Discipline	ApprovedBy	ApprovedDate
View	319000-00400-WDR-C004-2071	30-Mar-11	WSN_01	WSN_01	18-420-104		MECHANICAL	PROJETKONIAMBO\Giroux	3/30/2011 10:40:34 AM
View	319000-00400-WDR-C004-2071(-)	30-Mar-11	WSN_01	WSN_01	18-420-104		MECHANICAL	SYSTEM	3/30/2011 10:40:34 AM

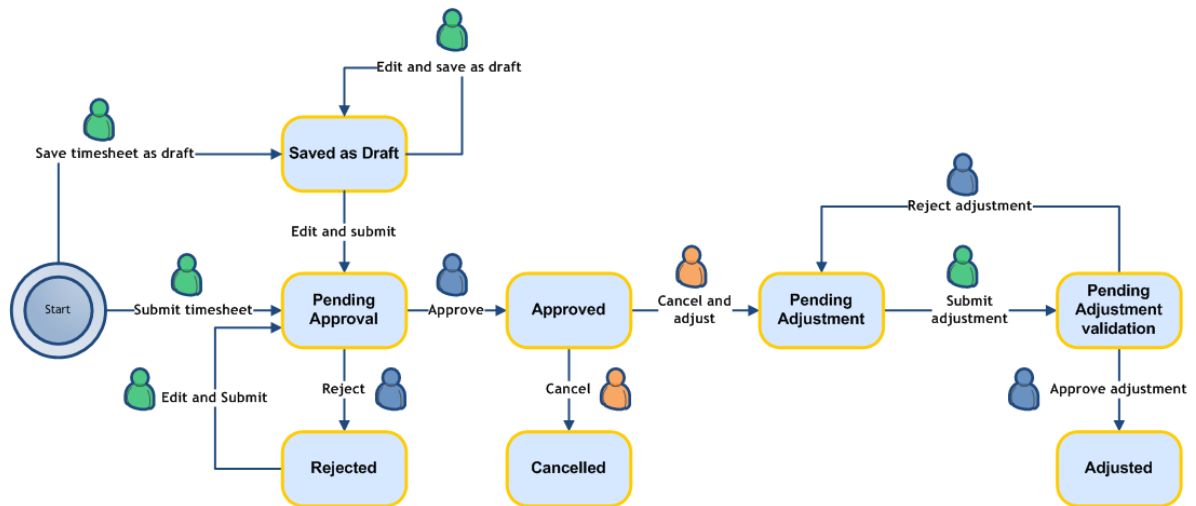
Click on the "view" link to see the TS details

Export a timesheet into Excel/PDF/Word

1- When you are viewing the details of a TS, you can export the TS in Excel/Word/PDF simply by clicking on the floppy icon:



Timesheets status workflow



Timesheet Status Workflow