Get Start
with Tracking
Your
Progress

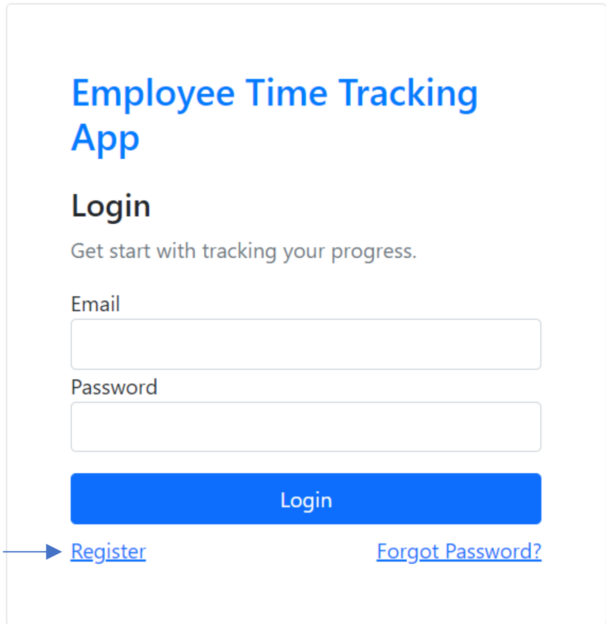
EMPLOYEE TIME TRACKING

User Manual

Contents

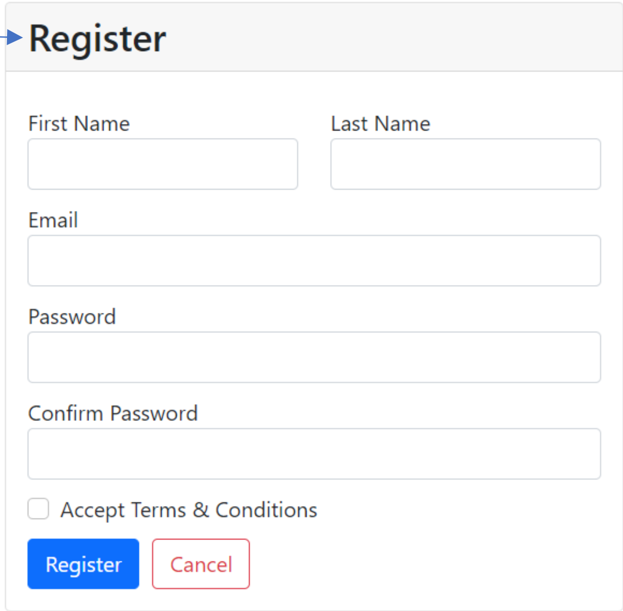
1 REGISTERATION & LOGIN

1. Visit our webapp home page, http://3.142.156.200/auth/login
2. Click on register link
3. Complete the form
4. After successful registration, you should be able to login.



2

3



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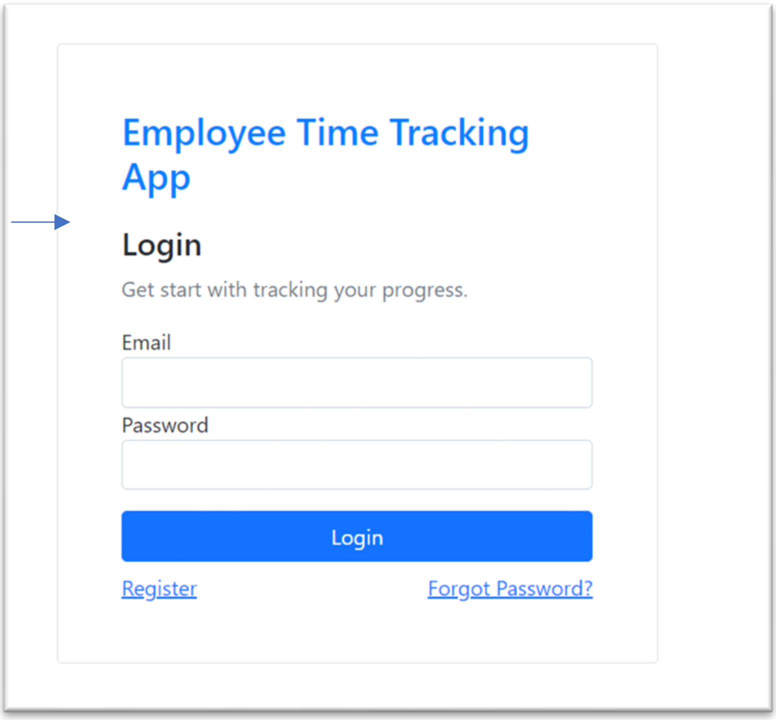
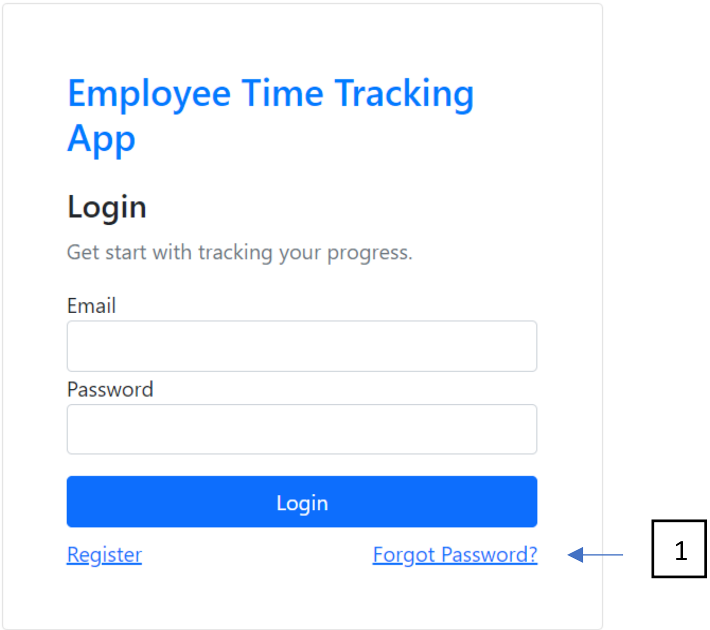
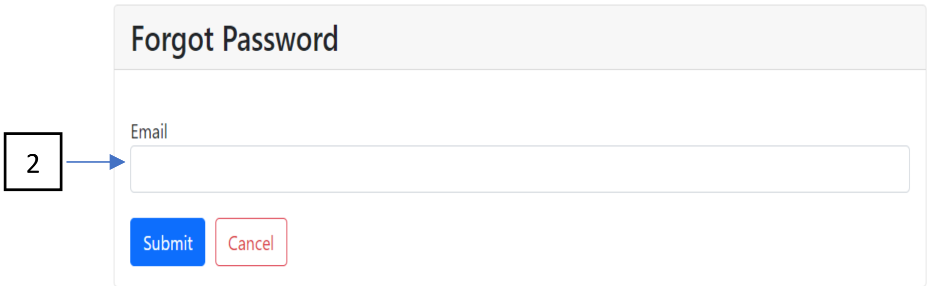


2 Reset Password

1. Click on Forget Password?
2. Verify your email.
3. See the pop-up message for further progress.

Note: If the email is valid, then a reset instruction is sent to that email.



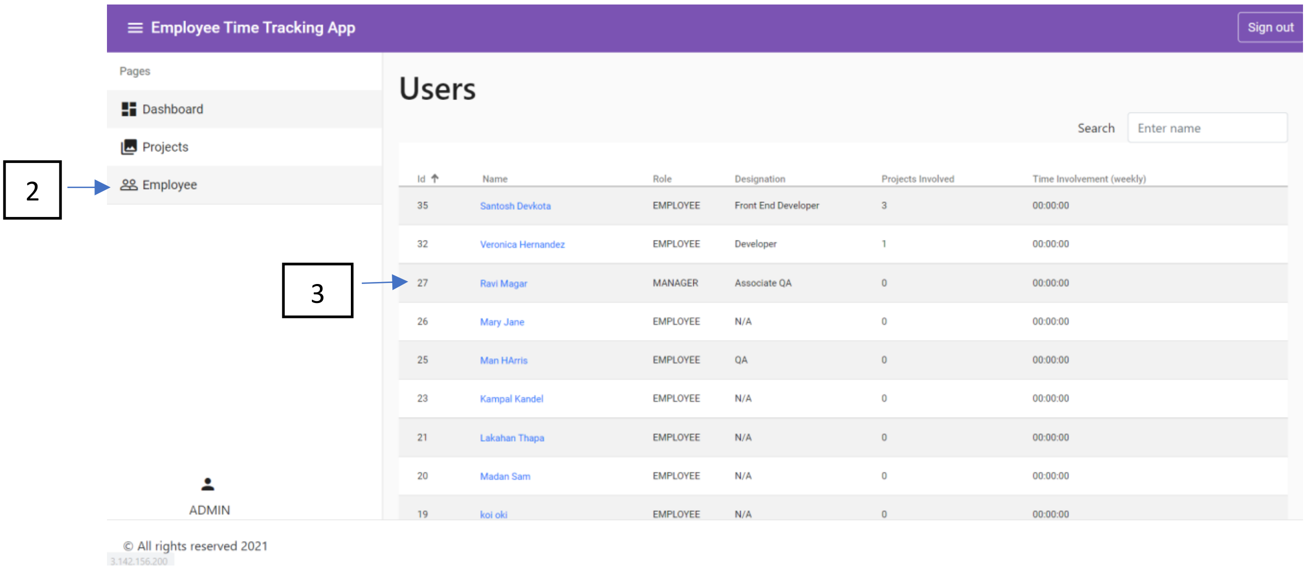


Note: Logging of the admin, manager and employee is done through same login webpage. After successful login, they will be redirected to their respective dashboard.

3 ADMIN

3.1 Changing the Role

1. Login as an admin(Email: 94prajesh@gmail.com | Password: Test@1234)
2. Click on Employee Icon
3. Click on employee name
4. Click in edit
5. Click on role to change
6. Click Save


Employee Time Tracking App
Sign out
Pages
Dashboard
Projects
2
Employee
ADMIN
Users
Search
Enter name
3
Id
Name
Role
Designation
Projects Involved
Time Involvement (weekly)
35 Santosh Devkota EMPLOYEE Front End Developer 3 00:00:00
32 Veronica Hernandez EMPLOYEE Developer 1 00:00:00
27 Ravi Magar MANAGER Associate QA 0 00:00:00
26 Mary Jane EMPLOYEE N/A 0 00:00:00
25 Man HArris EMPLOYEE QA 0 00:00:00
23 Kampal Kandel EMPLOYEE N/A 0 00:00:00
21 Lakahan Thapa EMPLOYEE N/A 0 00:00:00
20 Madan Sam EMPLOYEE N/A 0 00:00:00
19 koi oki EMPLOYEE N/A 0 00:00:00
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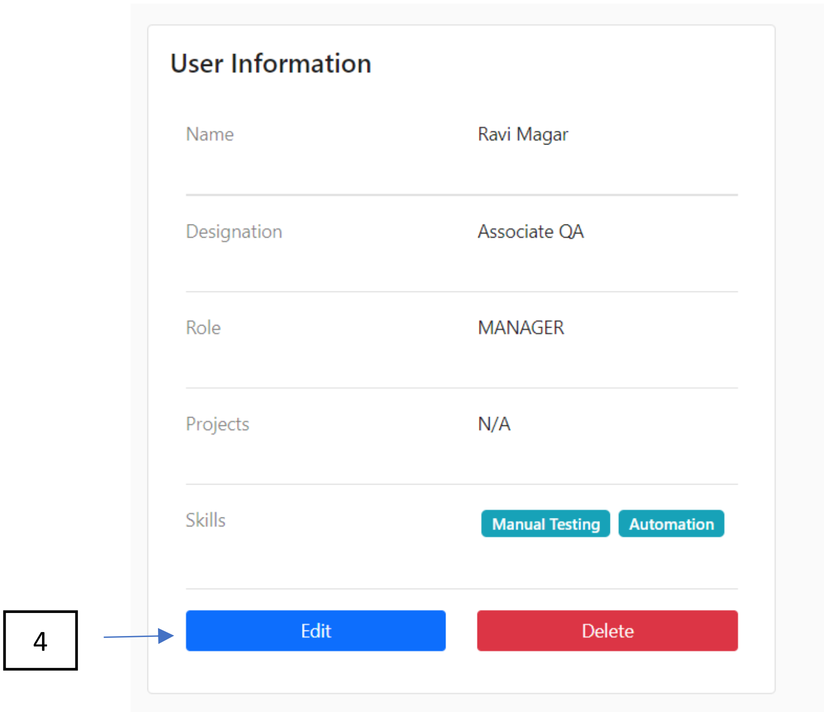
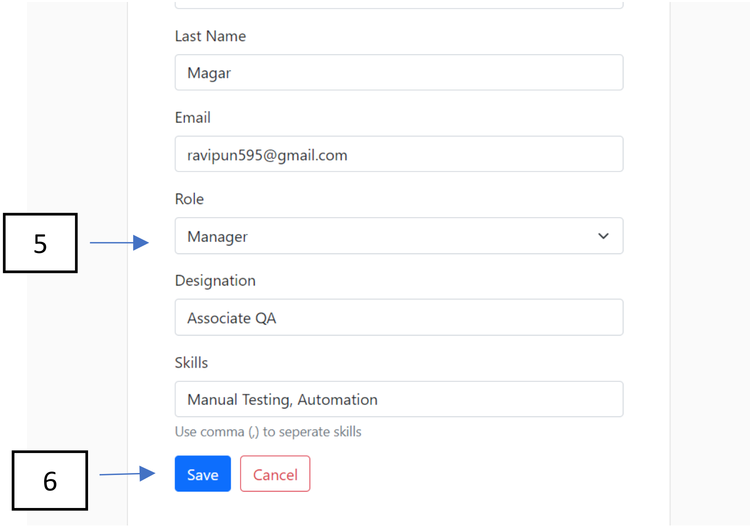
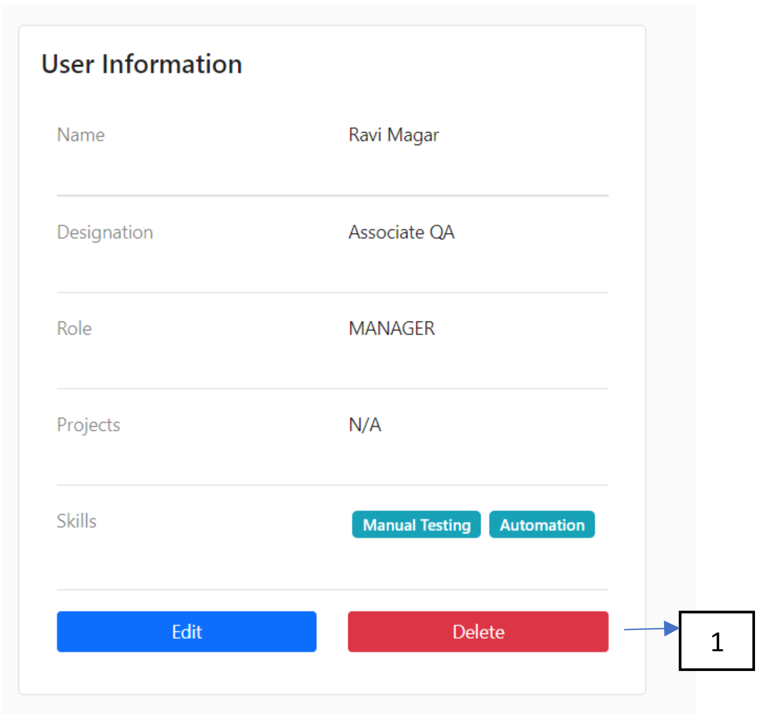

User Information
Name
Ravi Magar
Designation
Associate QA
Role
MANAGER
Projects
N/A
Skills
Manual Testing
Automation
4
Edit
Delete



3.2 Deleting Employee

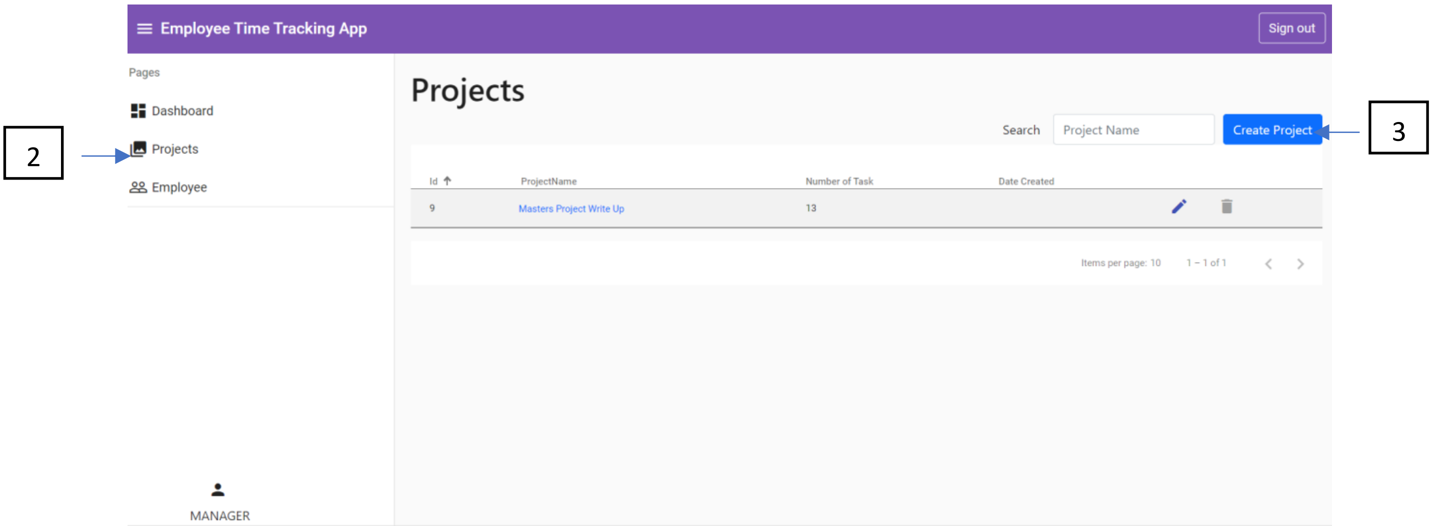
1. Click on Delete Option

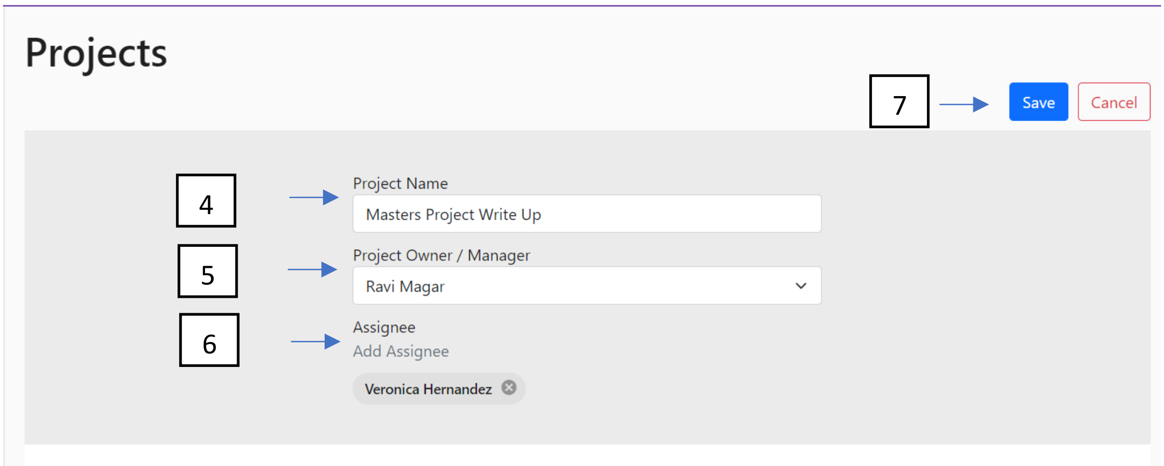


4 Manager

4.1 Creating & Assigning Project

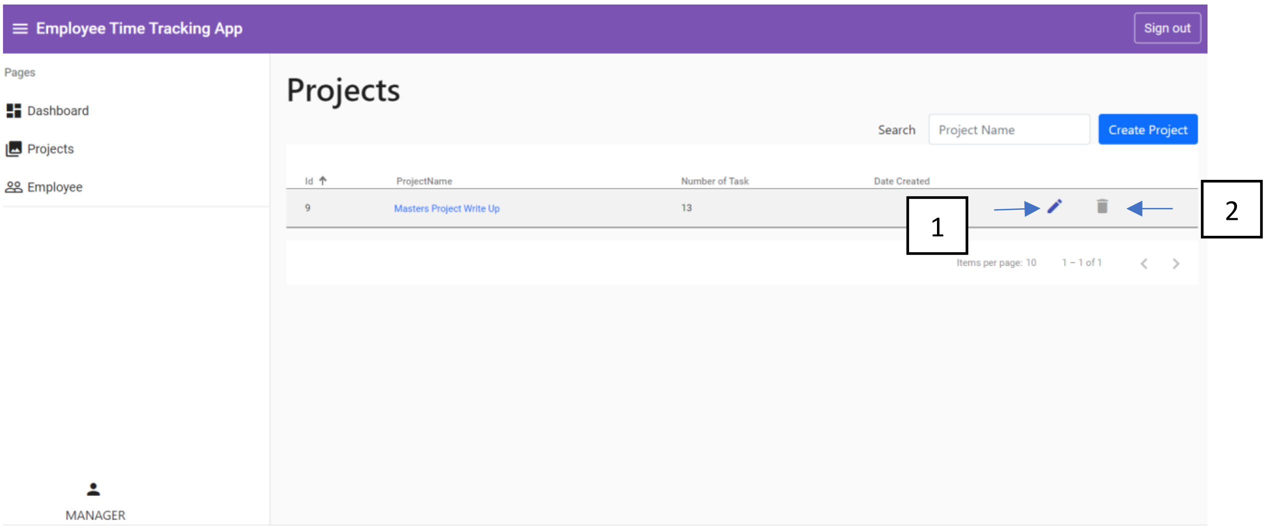
1. Login as manager(Email: ravipun595@gmail.com | Password: Common123@)
2. Click on projects icon
3. Click on create project
4. Give Project Name.
5. Select Project Manager
6. Assign employee through Assignee Field
7. Click on save





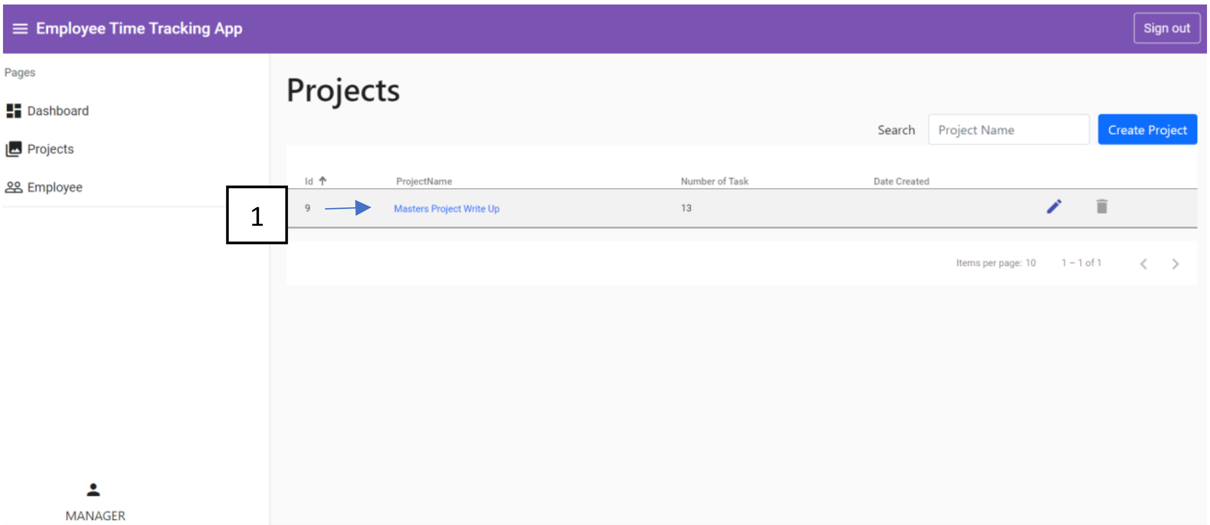
4.2 Editing & Deleting Project

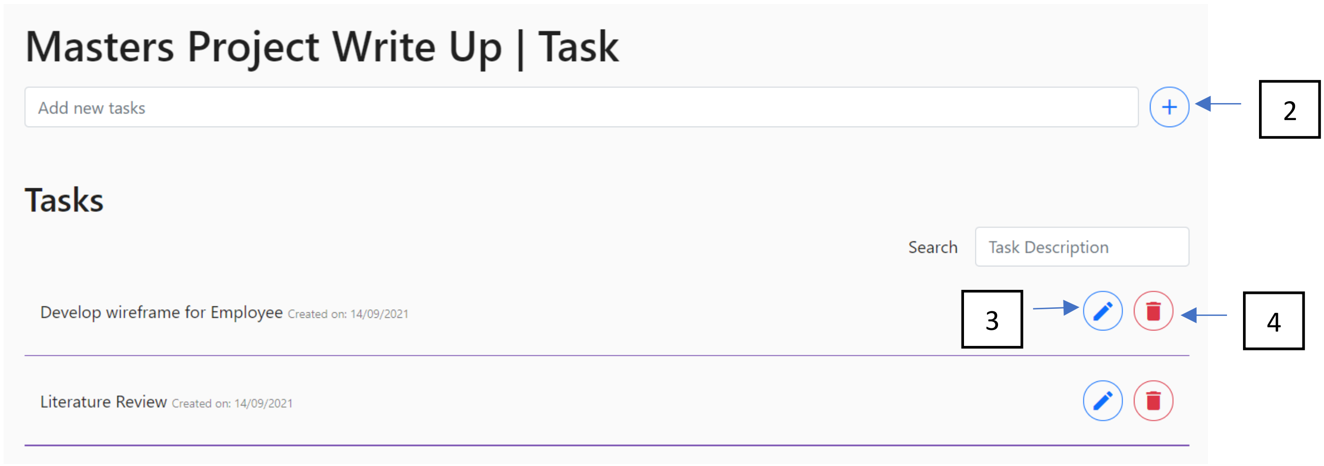
1. Click on edit icon for editing
2. Click on delete icon for deleting



4.3 Add, Edit & Delete Task

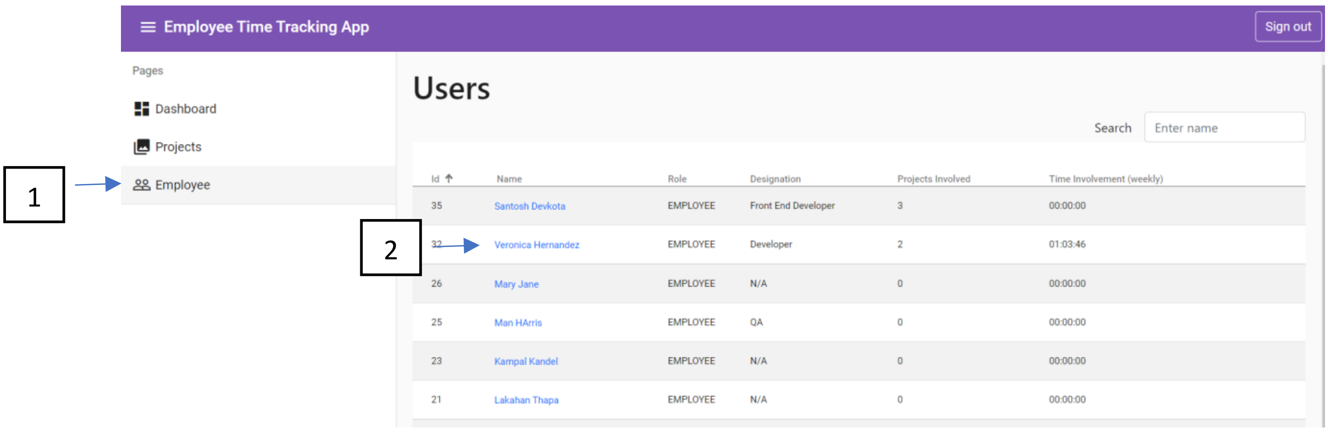
1. Click on project name
2. Click on + to add task
3. Click on edit icon to edit
4. Click on delete icon to delete

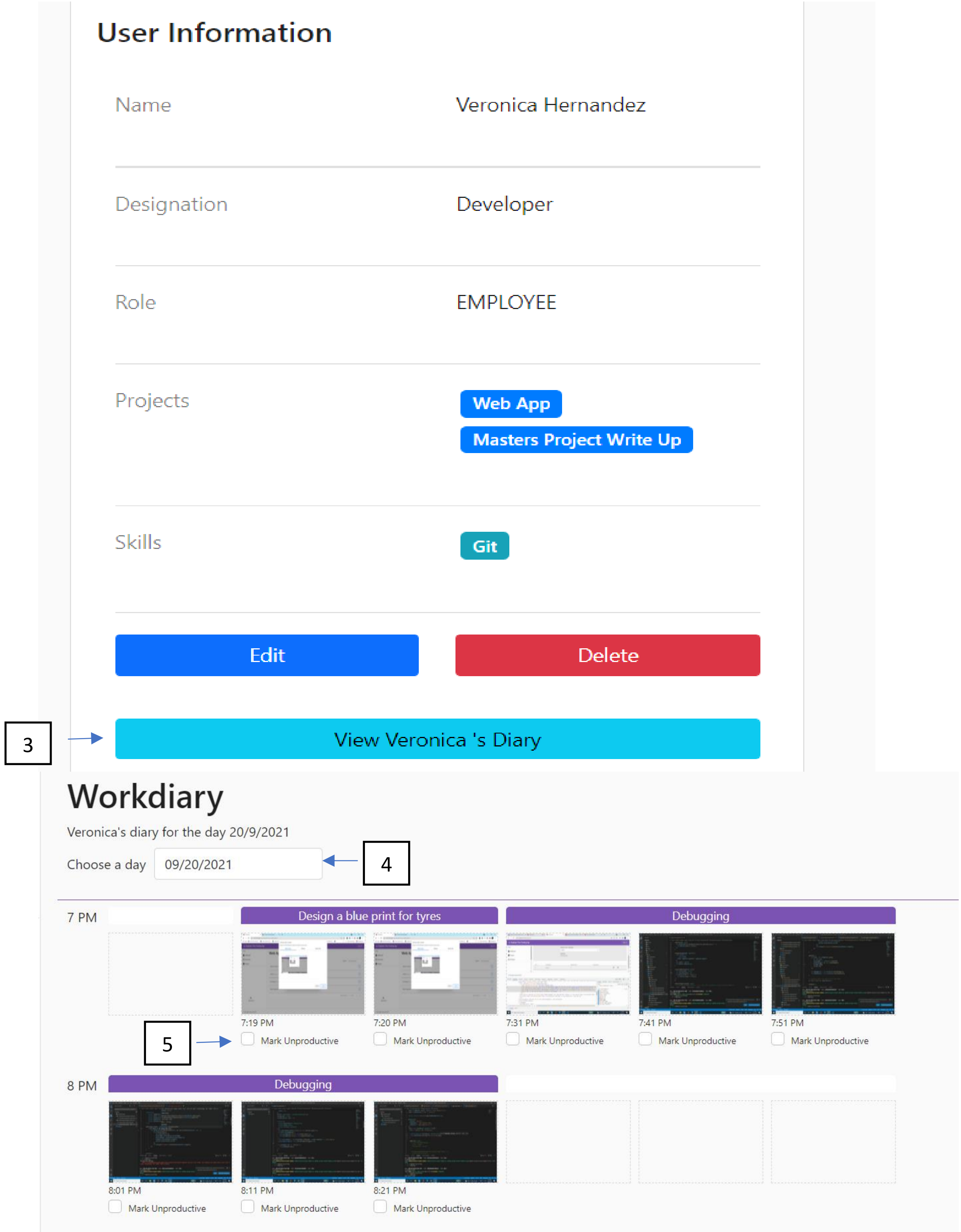




4.4 Mark Employee Screenshots

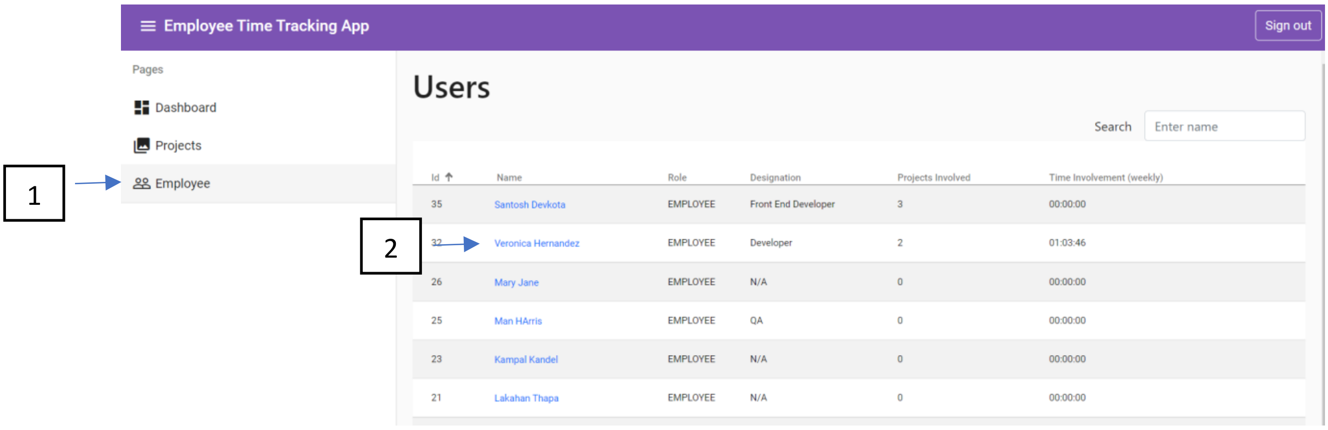
1. Click on employee icon
2. Click on employee name
3. Click on View Employee Diary
4. Pick a date
5. Tick out screenshots as unproductive if it is so.

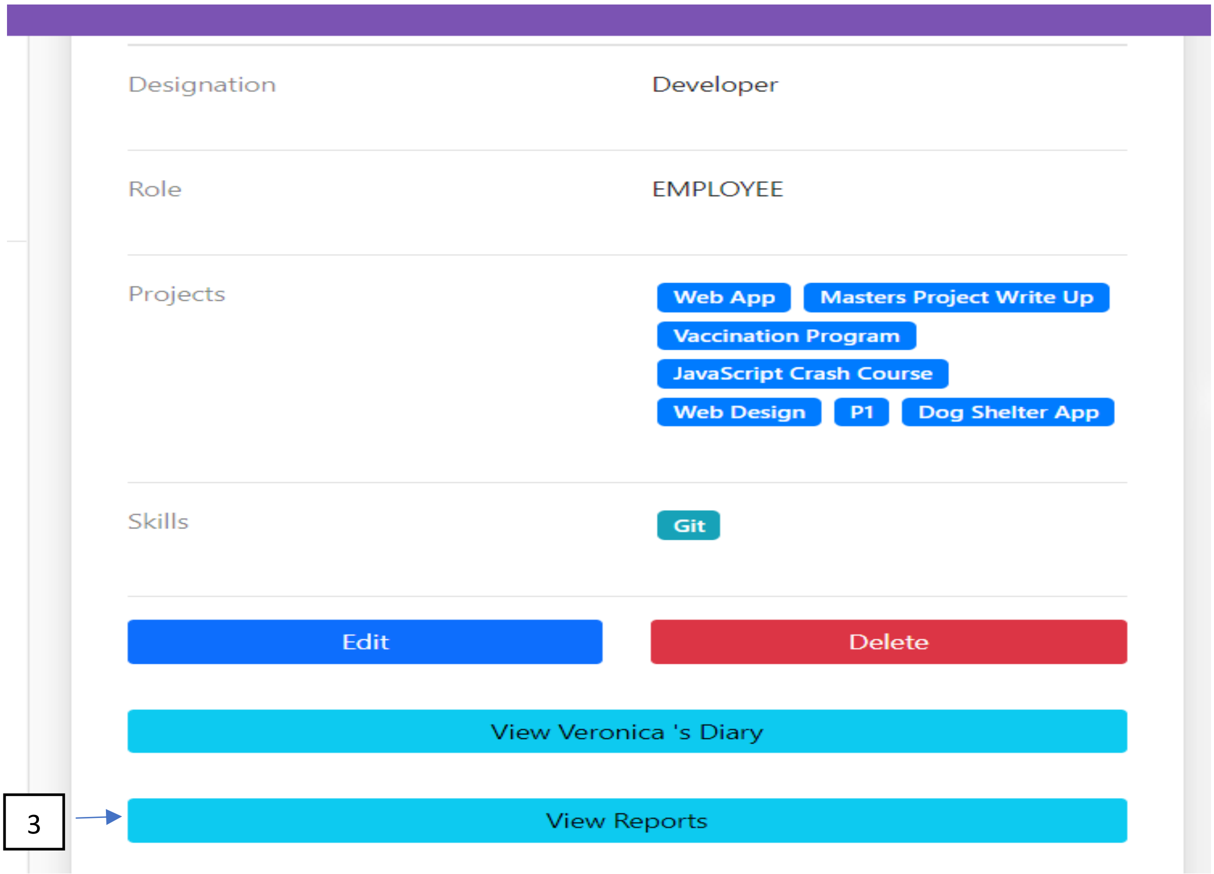


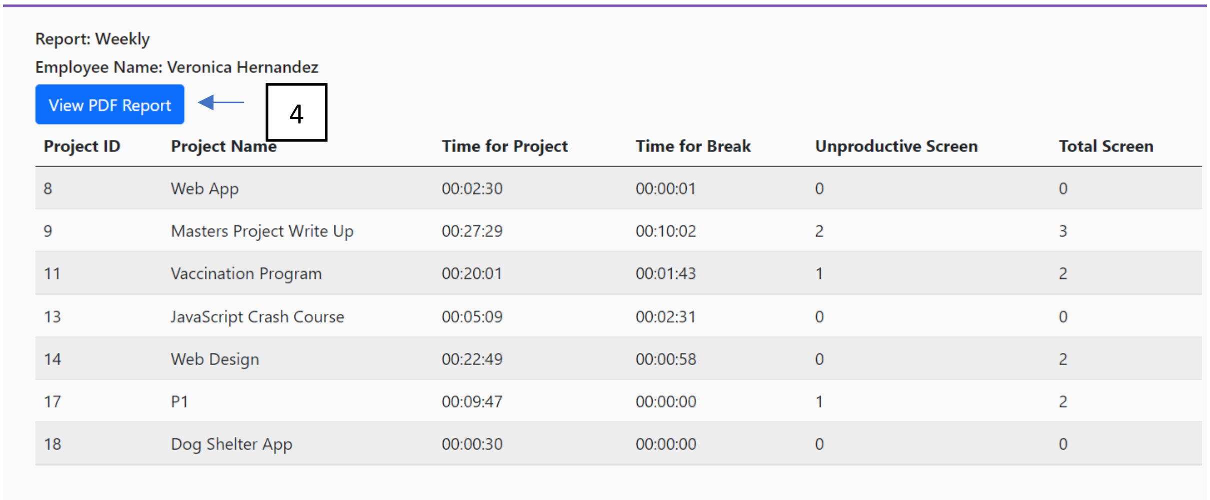

User Information
Name
Veronica Hernandez
Designation
Developer
Role
EMPLOYEE
Projects
Web App
Masters Project Write Up
Skills
Git
Edit
Delete
3
View Veronica 's Diary
Workdiary
Veronica's diary for the day 20/9/2021
Choose a day
09/20/2021
4
7 PM
Design a blue print for tyres
Debugging
7:19 PM
7:20 PM
7:31 PM
7:41 PM
7:51 PM
5
Mark Unproductive
8 PM
Debugging
8:01 PM
8:11 PM
8:21 PM
Mark Unproductive

4.5 View and Download Report Card

1. Go to Employee
2. Click on Employee Name
3. Click on View Reports
4. Click on View PDF Report to select and download the reports.







Report: Weekly
Employee Name: Veronica Hernandez
View PDF Report
4

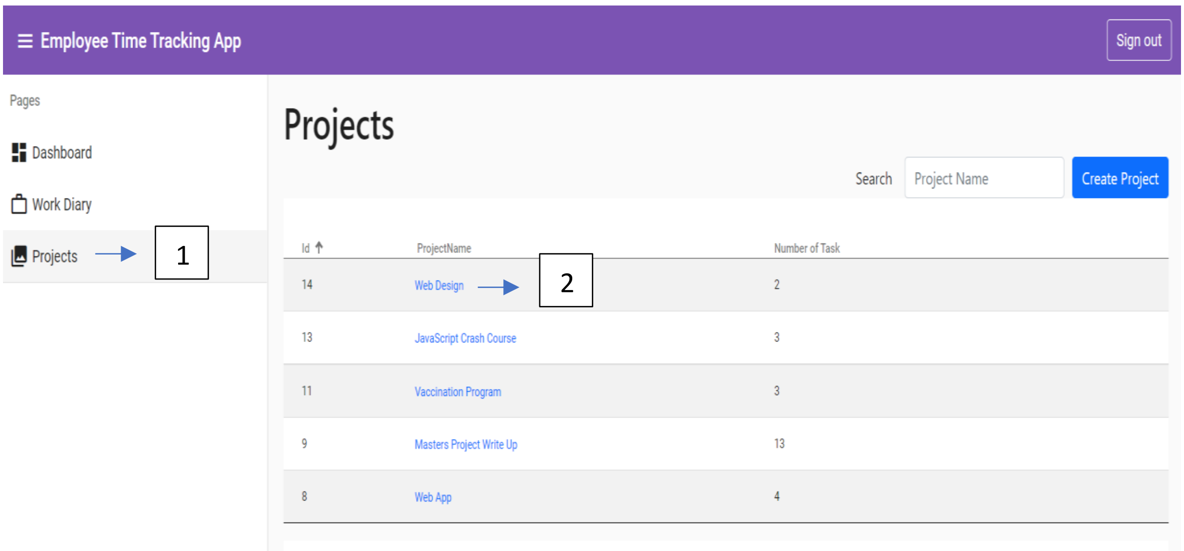
Project ID	Project Name	Time for Project	Time for Break	Unproductive Screen	Total Screen
8	Web App	00:02:30	00:00:01	0	0
9	Masters Project Write Up	00:27:29	00:10:02	2	3
11	Vaccination Program	00:20:01	00:01:43	1	2
13	JavaScript Crash Course	00:05:09	00:02:31	0	0
14	Web Design	00:22:49	00:00:58	0	2
17	P1	00:09:47	00:00:00	1	2
18	Dog Shelter App	00:00:30	00:00:00	0	0

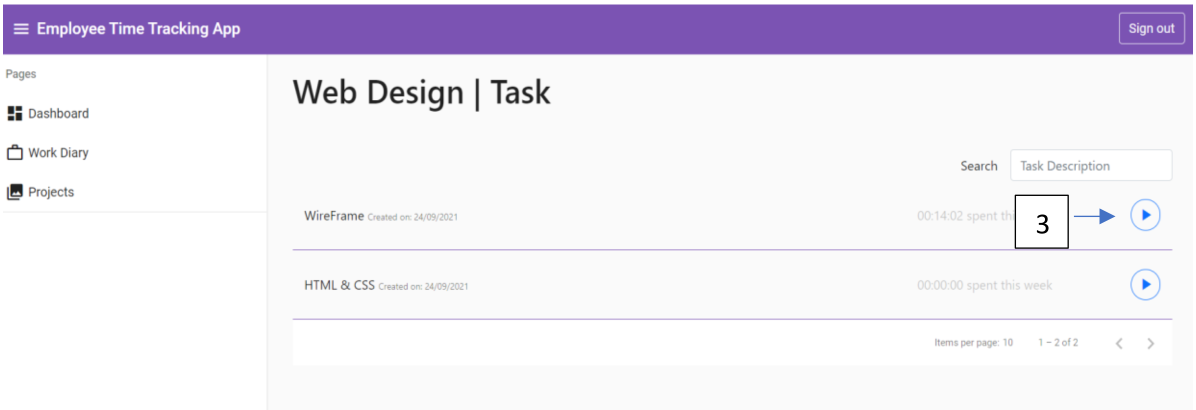
5 Employee

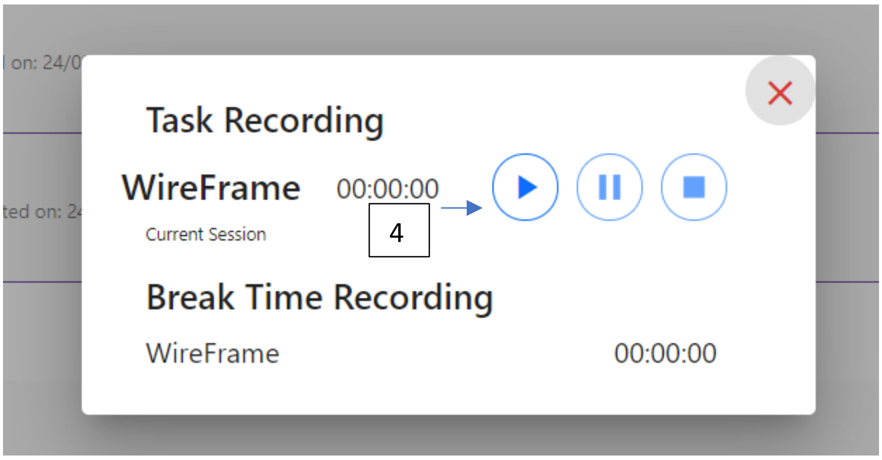
(Email: veronica@sharklasers.com | Password: Test@1234)

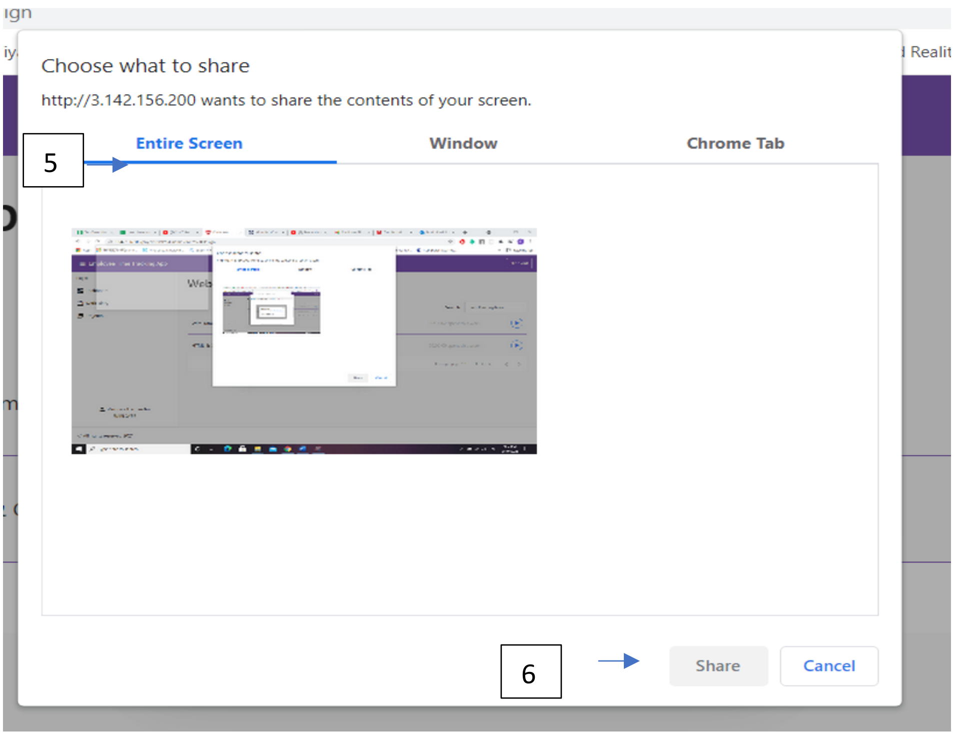
5.1 Start, Pause, Stop Timer on a Task

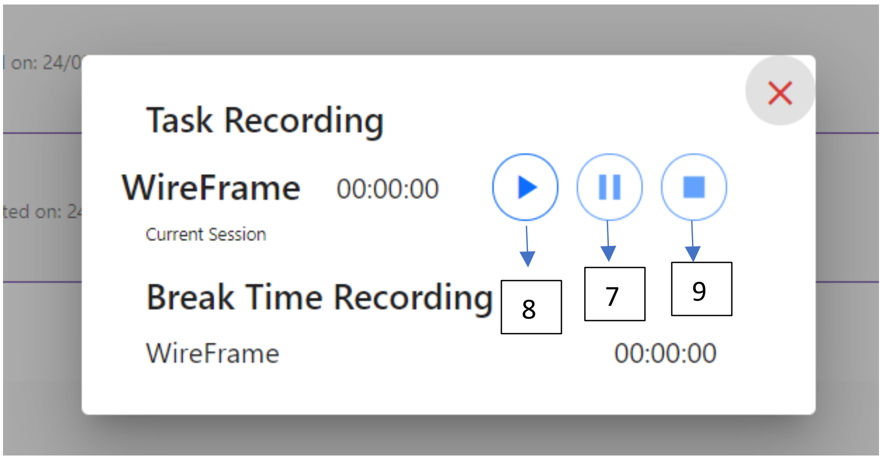
1. Go to the Projects
2. Click on Project Name
3. Click on start icon beside task.
4. Click on start icon again to start recording time.
5. Choose which screen to share.
6. Then, click on share. After that, Time starts counting.
7. Click Pause icon to have break. After that, Break Time starts counting.
8. Click Start icon to resume. After that, Break Time stopped.
9. Click Stop icon to stop recording.




Employee Time Tracking App
Sign out
Pages
Dashboard
Work Diary
Projects
Web Design | Task
Search
Task Description
WireFrame Created on: 24/09/2021
00:14:02 spent th
3
HTML & CSS Created on: 24/09/2021
00:00:00 spent this week
Items per page: 10
1 – 2 of 2

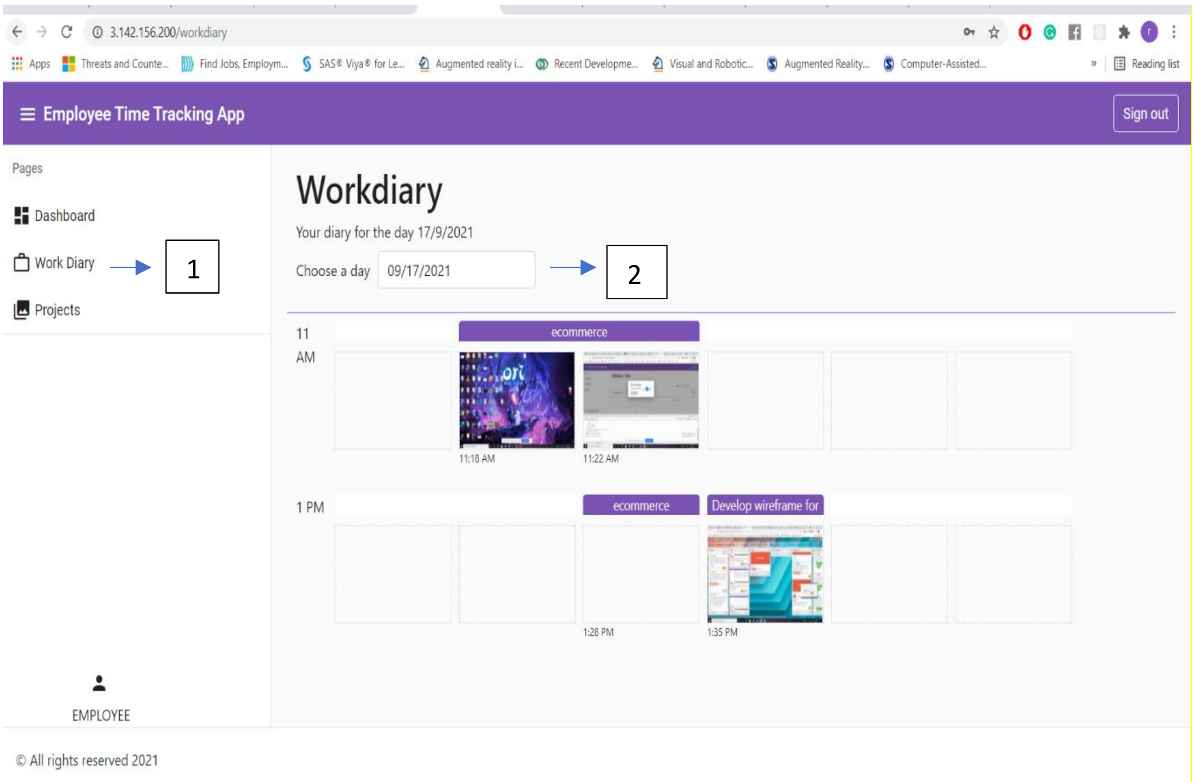

Task Recording
WireFrame
00:00:00
Current Session
4
Break Time Recording
WireFrame
00:00:00


Choose what to share
http://3.142.156.200 wants to share the contents of your screen.
Entire Screen
Window
Chrome Tab
5
6
Share
Cancel



5.2 View Screenshots

1. Go to the Work Diary.
2. Pick a date from calendar input.



5.3 Download Report Card

1. Go to Dashboard
2. Click on Download Reports for Past Week
3. Select one of the weeks to download report