



Get Start
with Tracking
Your
Progress

EMPLOYEE TIME TRACKING

User Manual

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1 REGISTRATION & 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.

Employee Time Tracking App

Login

Get start with tracking your progress.

Email

Password

Login

2 → [Register](#) [Forgot Password?](#)

3

Register

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
Password	
<input type="password"/>	
Confirm Password	
<input type="password"/>	
<input type="checkbox"/> Accept Terms & Conditions	
<input type="button" value="Register"/>	<input type="button" value="Cancel"/>

4

Employee Time Tracking App

Login

Get start with tracking your progress.

Email	
<input type="text"/>	
Password	
<input type="password"/>	
<input type="button" value="Login"/>	
Register	Forgot Password?

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.

The image shows two web forms for an 'Employee Time Tracking App'. The first form is the 'Login' page, which includes a title, a subtitle 'Get start with tracking your progress.', input fields for 'Email' and 'Password', a blue 'Login' button, and links for 'Register' and 'Forgot Password?'. A box labeled '1' with an arrow points to the 'Forgot Password?' link. The second form is the 'Forgot Password' page, which has a title bar, an 'Email' input field, and 'Submit' and 'Cancel' buttons. A box labeled '2' with an arrow points to the 'Email' input field.

Employee Time Tracking App

Login

Get start with tracking your progress.

Email

Password

Login

[Register](#) [Forgot Password?](#)

Forgot Password

Email

Submit Cancel

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

Employee

ADMIN

Users

Search

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 oji	EMPLOYEE	N/A	0	00:00:00

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3.142.156.200

User Information

Name

Ravi Magar

Designation

Associate QA

Role

MANAGER

Projects

N/A

Skills

Manual Testing

Automation

Edit

Delete

Form fields and annotations:

- Last Name:** Magar
- Email:** ravipun595@gmail.com
- Role:** Manager (dropdown menu)
- Designation:** Associate QA
- Skills:** Manual Testing, Automation
- Annotations:**
 - Box 5 points to the Role dropdown.
 - Box 6 points to the Save and Cancel buttons.

3.2 Deleting Employee

1. Click on Delete Option

User Information

Name	Ravi Magar
Designation	Associate QA
Role	MANAGER
Projects	N/A
Skills	Manual Testing Automation

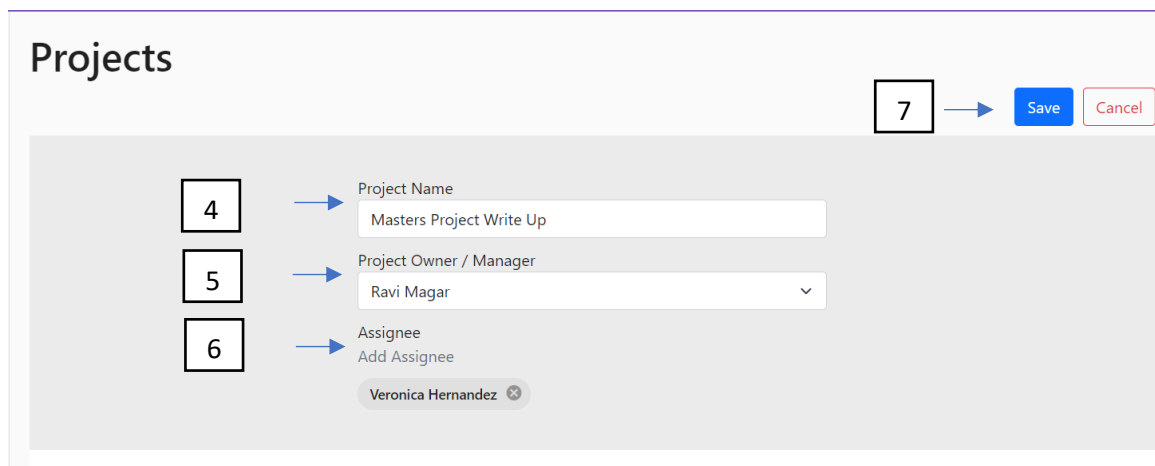
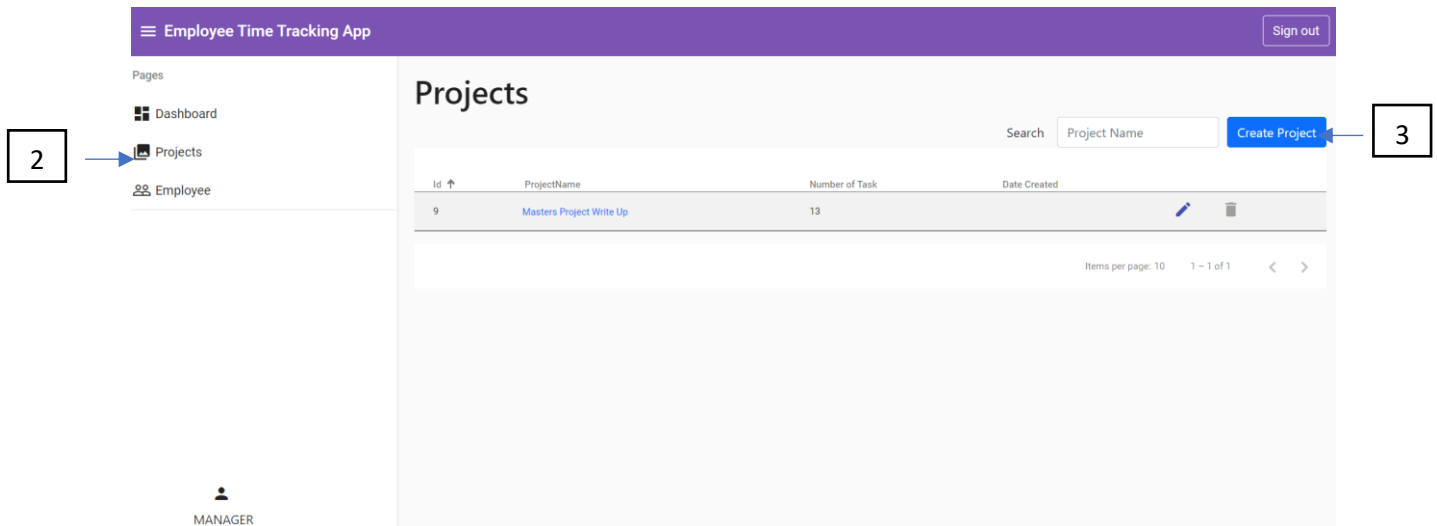
Buttons: Edit, Delete

Annotation: Box 1 points to the Delete button.

4 Manager

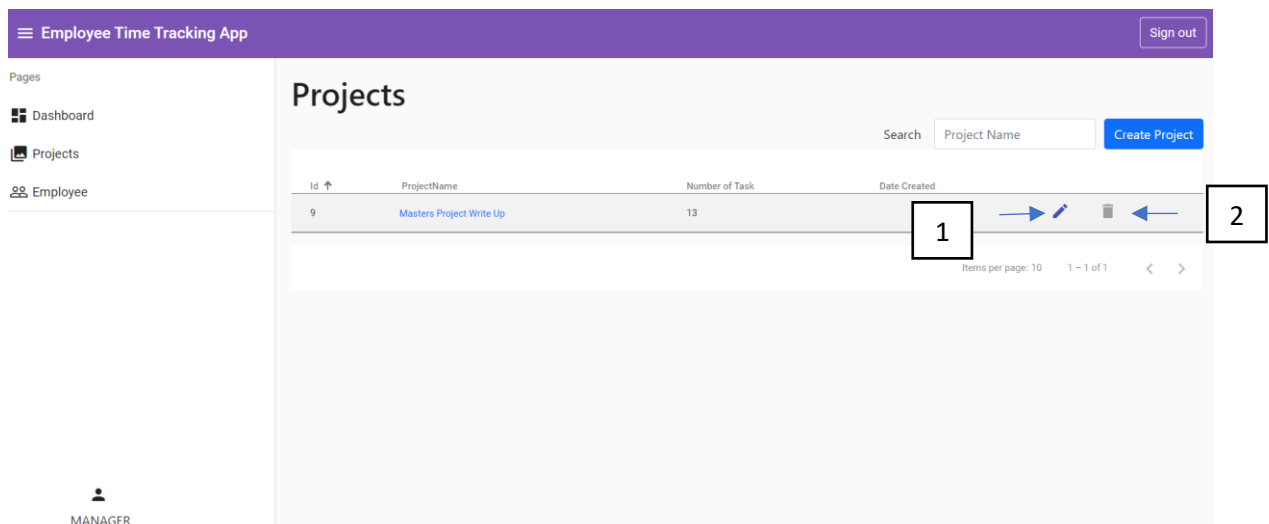
4.1 Creating & Assigning Project

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



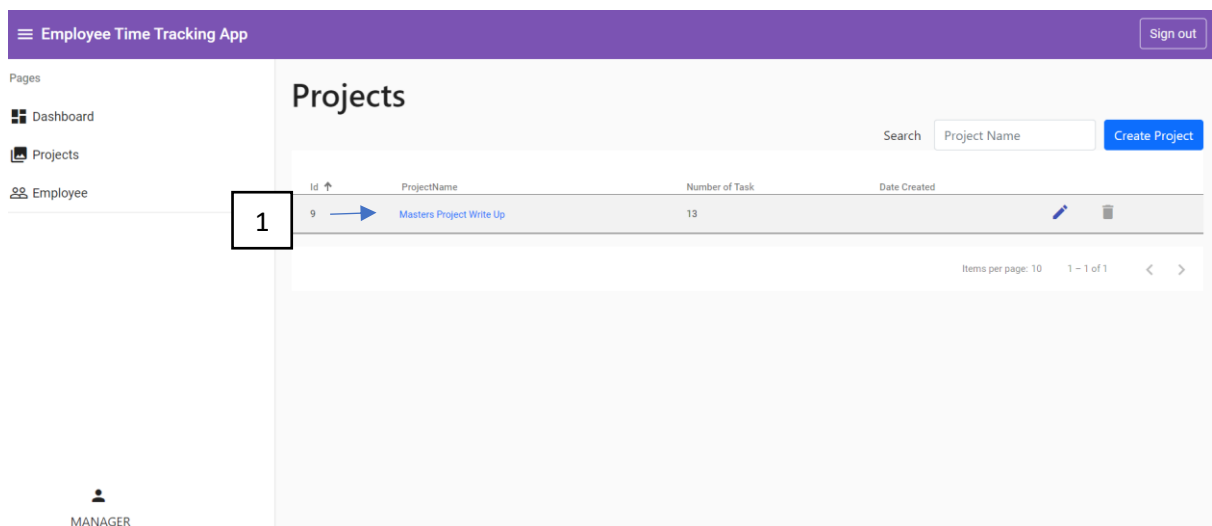
4.2 Editing & Deleting Project

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



Masters Project Write Up | Task

Add new tasks

2

Tasks

Search Task Description

3

4

Develop wireframe for Employee Created on: 14/09/2021

3

4

Literature Review Created on: 14/09/2021

3

4

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.

Employee Time Tracking App

Sign out

Pages

Dashboard

Projects

Employee

Users

Search Enter name

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	2	01:03:46
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

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

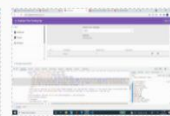
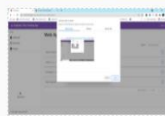
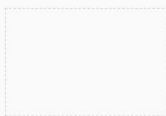
09/20/2021

4

7 PM

Design a blue print for tyres

Debugging



5

7:19 PM
☐ Mark Unproductive

7:20 PM
☐ Mark Unproductive

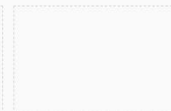
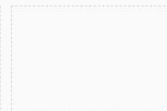
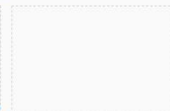
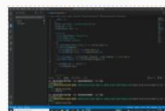
7:31 PM
☐ Mark Unproductive

7:41 PM
☐ Mark Unproductive

7:51 PM
☐ Mark Unproductive

8 PM

Debugging



8:01 PM
☐ Mark Unproductive

8:11 PM
☐ Mark Unproductive

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.

Employee Time Tracking App

Pages

- Dashboard
- Projects
- Employee

Users

Search

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	2	01:03:46
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

Designation: Developer

Role: EMPLOYEE

Projects: Web App, Masters Project Write Up, Vaccination Program, JavaScript Crash Course, Web Design, P1, Dog Shelter App

Skills: Git

Edit Delete

View Veronica 's Diary

View 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 → **1**

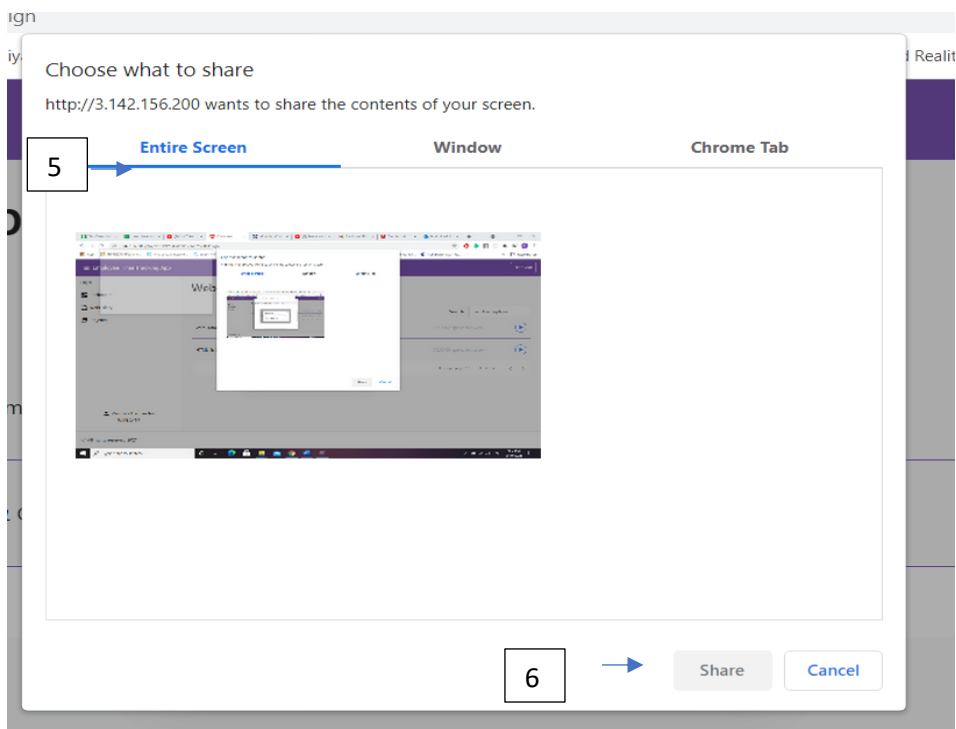
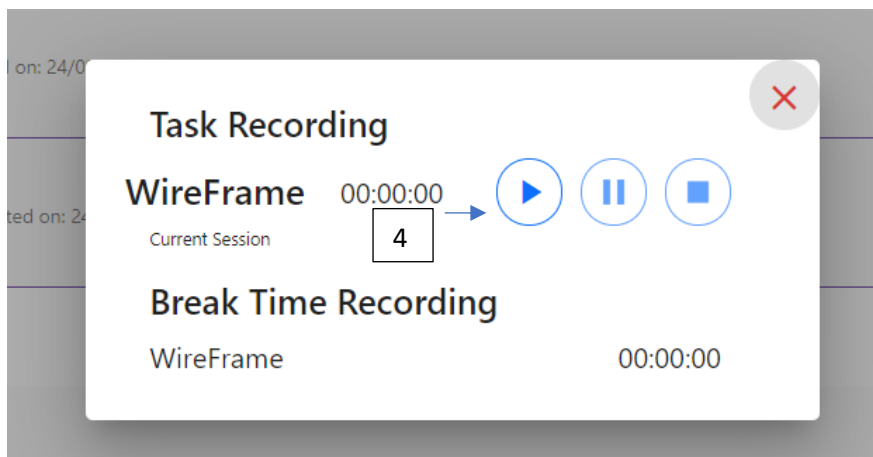
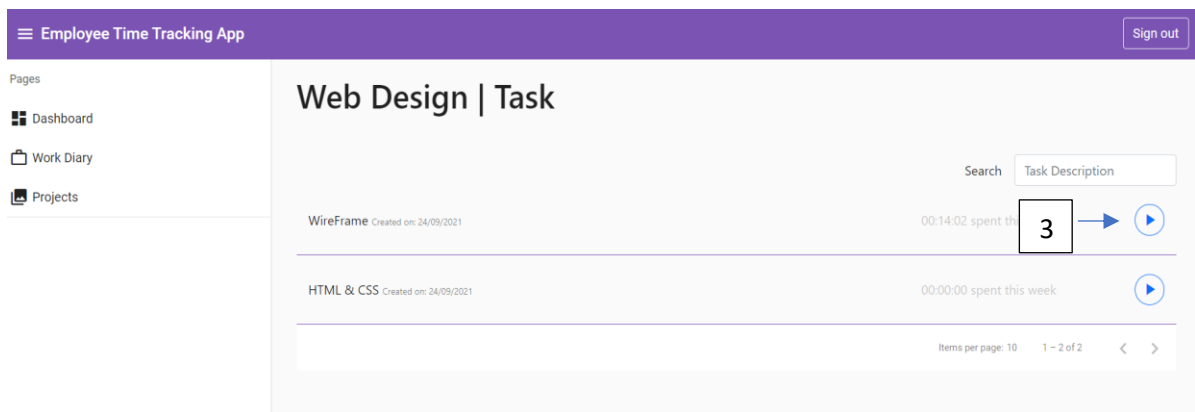
Projects

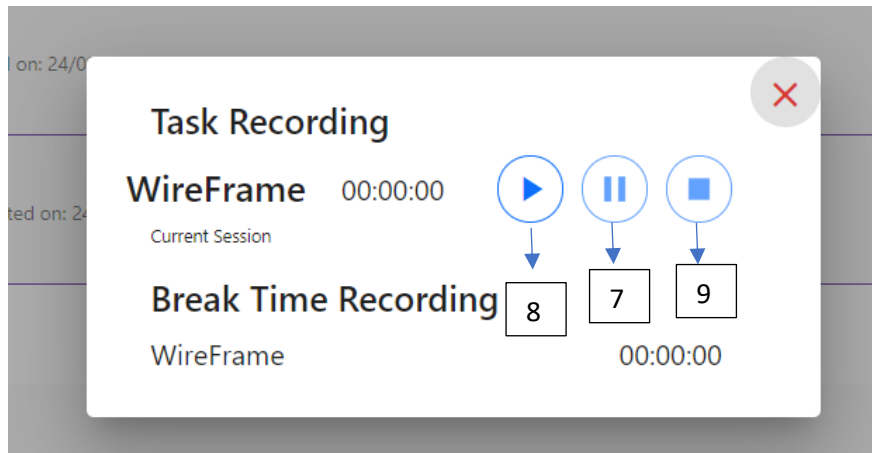
Search

Project Name

Create Project

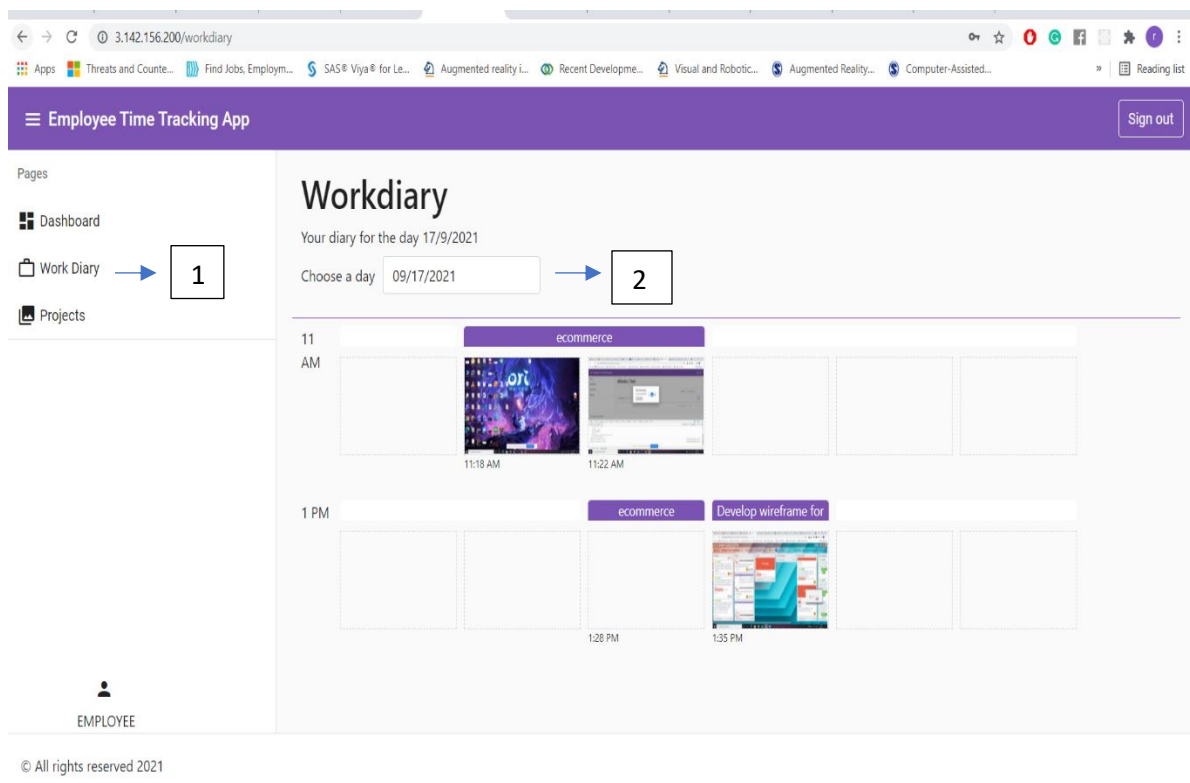
Id ↑	ProjectName	Number of Task
14	Web Design → 2	2
13	JavaScript Crash Course	3
11	Vaccination Program	3
9	Masters Project Write Up	13
8	Web App	4





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

The screenshot shows the 'Employee Time Tracking App' dashboard. On the left, a sidebar lists 'Pages' with 'Dashboard', 'Work Diary', and 'Projects'. The 'Dashboard' link is highlighted with a blue arrow and a box containing the number '1'. The main content area has a box with the number '2' and a blue button labeled 'Download Reports For Past Weeks'. Below this, there are two tables: 'Worked On' and 'Assigned Projects'.

Project Name	Last Worked At
Masters Project Write Up	Oct 8, 2021
Vaccination Program	Oct 8, 2021
Web App	Oct 8, 2021
JavaScript Crash Course	Oct 8, 2021
Alibaba	Sep 17, 2021

Project Name	Assigned Date
Dog Shelter App	Oct 8, 2021
P1	Oct 8, 2021
Web Design	Oct 8, 2021
Web App	Sep 23, 2021
Masters Project Write Up	Sep 23, 2021

The screenshot shows a modal titled 'Weekley Reports' with a close button (red X) in the top right corner. Below the title is a section labeled 'Report Name' with a list of five blue hyperlinks. A box with the number '3' is placed next to the third link.

Report Name

- [Veronica-Hernandez-2021-Sep-Week-0.pdf](#)
- [Veronica-Hernandez-2021-Sep-Week-1.pdf](#)
- [Veronica-Hernandez-2021-Sep-Week-3.pdf](#)
- [Veronica-Hernandez-2021-Sep-Week-4.pdf](#)
- [Veronica-Hernandez-2021-Sep-Week-5.pdf](#)