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Timesheet - PMO

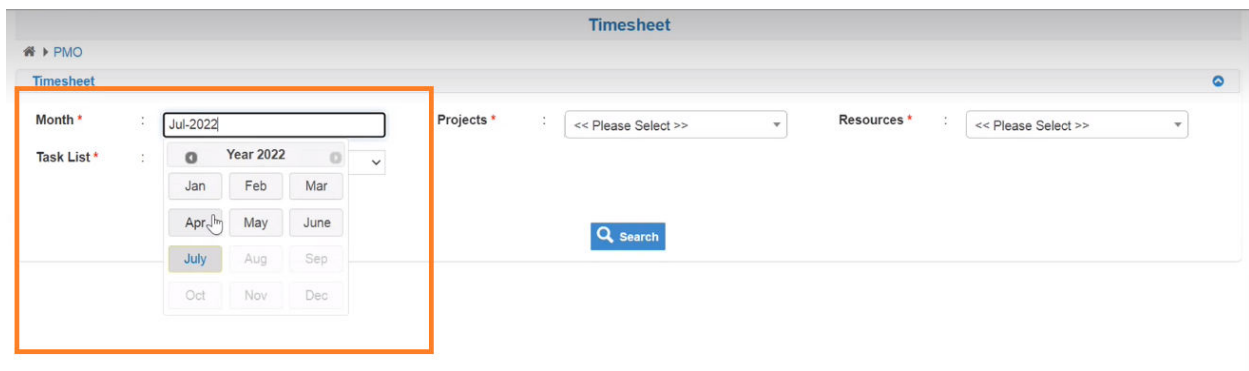
The major usage of the screen is to help the Project managers update/ Edit and approve the Hours added by the resources for a particular task and can also add the Hours on behalf of Resource if one missed out updating their hours.

1. Filters

1a. Month

Here we can select the month for which we are looking to update/ Edit the hours of a resource.

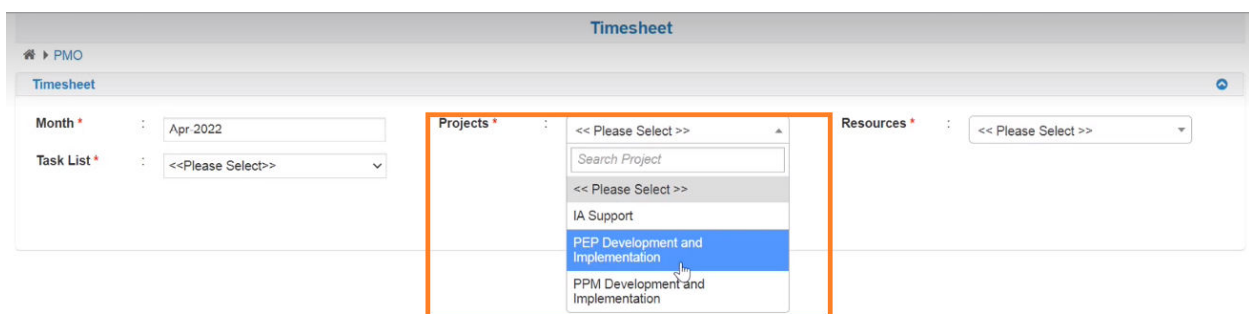
By selecting the particular month those projects, Resources and Tasks of that particular month will only be available for selection.



The screenshot shows the 'Timesheet' application interface. On the left, there is a filter section with a 'Month' dropdown set to 'Jul-2022' and a 'Task List' dropdown set to 'Year 2022'. Below these, a calendar grid for the year 2022 is displayed, with 'July' highlighted. The main area of the application shows 'Projects' and 'Resources' dropdowns, both currently set to '<< Please Select >>'. A 'Search' button is visible below the dropdowns.

1b. Projects

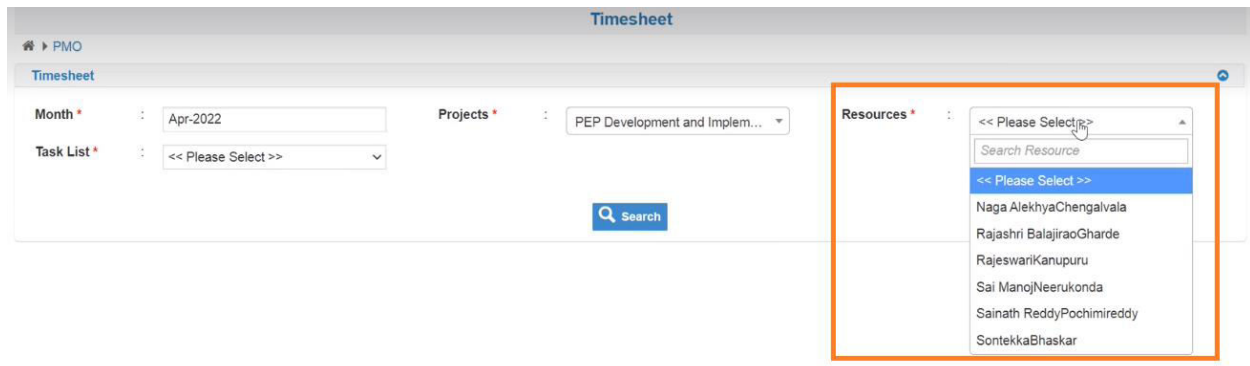
Here the list of projects the particular manager is mapped to will be displayed for selection and if there are multiple managers for a particular project then for all those managers this project will be available for selection.



The screenshot shows the 'Timesheet' application interface. The 'Month' dropdown is now set to 'Apr-2022' and the 'Task List' dropdown is set to '<<Please Select>>'. The 'Projects' dropdown is open, showing a list of projects: 'IA Support', 'PEP Development and Implementation', and 'PPM Development and Implementation'. The 'PEP Development and Implementation' project is highlighted. The 'Resources' dropdown remains set to '<< Please Select >>'. A 'Search Project' input field is visible above the project list.

1c. Resources

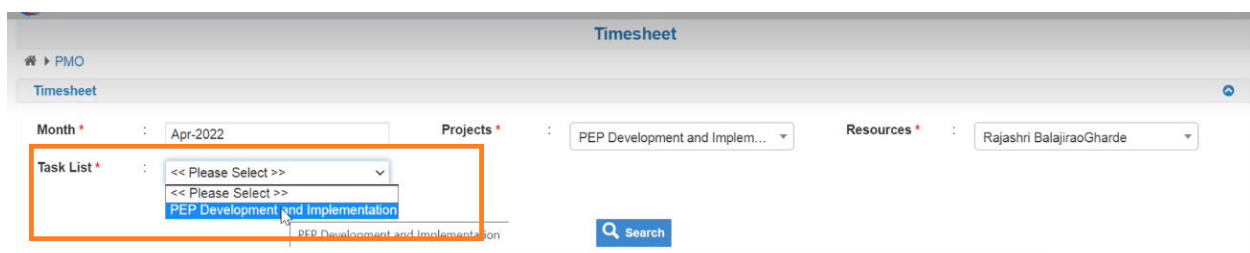
Based on the project selected those lists of resources that are available or Mapped to that project will be displayed and can be selected from the dropdown menu.



The screenshot shows the 'Timesheet' application interface. The 'Month' is set to 'Apr-2022' and the 'Projects' dropdown is set to 'PEP Development and Imple...'. The 'Resources' dropdown is open, showing a search bar and a list of resources: '<< Please Select >>', 'Naga AlekhyaChengalvala', 'Rajashri BalajiraoGharde', 'RajeswariKanupuru', 'Sai ManojNeerukonda', 'Sainath ReddyPochimireddy', and 'SontekkaBhaskar'. The dropdown is highlighted with an orange box.

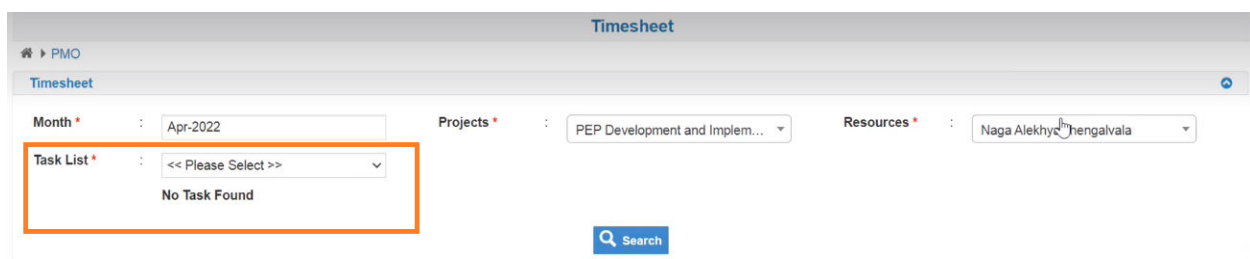
1d. Task List

By selecting all the above-mentioned filters those tasks available for that particular resource in that month will be displayed and can be selected from the dropdown menu.



The screenshot shows the 'Timesheet' application interface. The 'Month' is set to 'Apr-2022', the 'Projects' dropdown is set to 'PEP Development and Imple...', and the 'Resources' dropdown is set to 'Rajashri BalajiraoGharde'. The 'Task List' dropdown is open, showing a search bar and a list of tasks: '<< Please Select >>', '<< Please Select >>', and 'PEP Development and Implementation'. The dropdown is highlighted with an orange box.

If the resource had no task for a particular project and month selected then below the task list selection, we can find the data populating as “No Task Found”



The screenshot shows the 'Timesheet' application interface. The 'Month' is set to 'Apr-2022', the 'Projects' dropdown is set to 'PEP Development and Imple...', and the 'Resources' dropdown is set to 'Naga AlekhyaChengalvala'. The 'Task List' dropdown is open, showing a search bar and the text 'No Task Found'. The dropdown is highlighted with an orange box.

2. Process Flow

Step 1: Need to select all the required data from the filters as mentioned above.

Step 2: By Clicking on search a new table populates with Date and Hours as columns, Date column consists of dates in the month and Hour's column is an editable column to update the hours.



Date	Hours
01-Apr-2022	<input type="text" value="0"/>
02-Apr-2022	<input type="text" value="0"/>
03-Apr-2022	<input type="text" value="0"/>
04-Apr-2022	<input type="text" value="0"/>
05-Apr-2022	<input type="text" value="0"/>
06-Apr-2022	<input type="text" value="0"/>
07-Apr-2022	<input type="text" value="0"/>
08-Apr-2022	<input type="text" value="0"/>
09-Apr-2022	<input type="text" value="0"/>
10-Apr-2022	<input type="text" value="0"/>
11-Apr-2022	<input type="text" value="0"/>
12-Apr-2022	<input type="text" value="0"/>
13-Apr-2022	<input type="text" value="0"/>

Note:

- If Manager need to Only save the Resource hours by following the 3rd step they can save those hours.
- If Manager is looking to Save/ Update and approve the Hours they can skip the 3rd step and continue with 4th step.

Step 3: In Hours column if the particular resource has already updated any data or added hours those hours will be reflected here the project manager can edit those hours and can save those hours.

18-Apr-2022	0
19-Apr-2022	0
20-Apr-2022	0
21-Apr-2022	0
22-Apr-2022	0
23-Apr-2022	0
24-Apr-2022	0
25-Apr-2022	0
26-Apr-2022	0
27-Apr-2022	8
28-Apr-2022	0
29-Apr-2022	8
30-Apr-2022	0

 Save  Save & Approve

By clicking on save a notification on top appears stating that Timesheet has been saved.

✓ Timesheet Saved Successfully

Timesheet

PMO

Timesheet



Month * : Apr-2022 Projects * : PEP Development and Implem... Resources * : Rajashri BalajiraoGharde

Task List * : PEP Development and Implem...

Search

Approved Rejected

18-Apr-2022	0
19-Apr-2022	0
20-Apr-2022	0
21-Apr-2022	0
22-Apr-2022	0
23-Apr-2022	0
24-Apr-2022	0
25-Apr-2022	0
26-Apr-2022	0
27-Apr-2022	8
28-Apr-2022	0
29-Apr-2022	8
30-Apr-2022	0

 Save  Save & Approve

Step 4: If Resource has not updated any hours for a particular task, then the manager can add and save those hours or else manager can add the hours and at the time of saving those hours, they can also approve the Hours by clicking on Save and Approve button available.

18-Apr-2022	0
19-Apr-2022	0
20-Apr-2022	0
21-Apr-2022	0
22-Apr-2022	0
23-Apr-2022	0
24-Apr-2022	0
25-Apr-2022	0
26-Apr-2022	0
27-Apr-2022	0
28-Apr-2022	0
29-Apr-2022	8
30-Apr-2022	0

 Save  Save & Approve

By clicking on the save and approve a notification on top appears stating the Timesheet has been saved and approved.

The screenshot shows the 'Timesheet' interface. At the top, a green notification bar states 'Timesheet Saved and Approved Successfully'. Below this, the 'Timesheet' title is followed by a breadcrumb 'PMO'. The main section contains filter options: 'Month' (Apr-2022), 'Projects' (PEP Development and Imple...), and 'Resources' (Rajashri BalajiraoGharde). A 'Task List' dropdown is also present. A 'Search' button is located below the filters. A legend indicates 'Approved' (green dot) and 'Rejected' (red dot). Below the legend is a table with columns 'Date' and 'Hours'.

Date	Hours
01-Apr-2022	0
02-Apr-2022	0

The Date for which we have saved and approved the hours will be changed into Green Colour.

The screenshot shows a table with dates from 18-Apr-2022 to 30-Apr-2022 and corresponding hours. The row for 29-Apr-2022 is highlighted in green and has 8 hours, while all other rows have 0 hours. Below the table are 'Save' and 'Save & Approve' buttons.

18-Apr-2022	0
19-Apr-2022	0
20-Apr-2022	0
21-Apr-2022	0
22-Apr-2022	0
23-Apr-2022	0
24-Apr-2022	0
25-Apr-2022	0
26-Apr-2022	0
27-Apr-2022	0
28-Apr-2022	0
29-Apr-2022	8
30-Apr-2022	0

Here manager can save/ Save and Approve multiple days hours of an resource if they have edited/ Updated all those days hours at that point.