



VHIS

User Help Manual

Prepared by

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SUMBITTED BY



VERITY

Verity Information Solutions

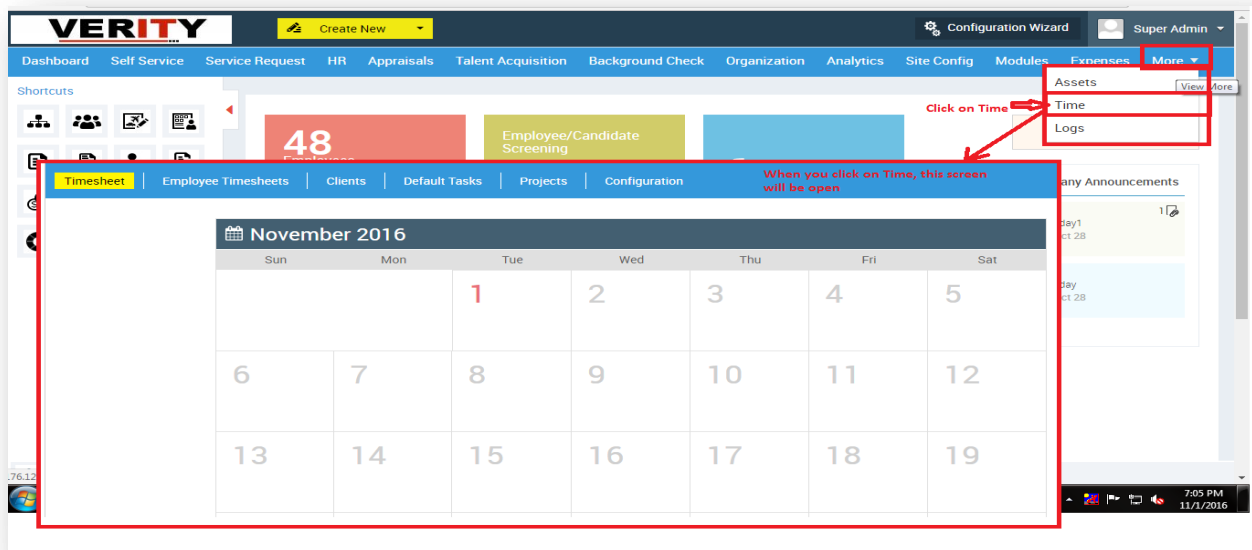


CONFIGURING TIME MANAGEMENT SETTINGS

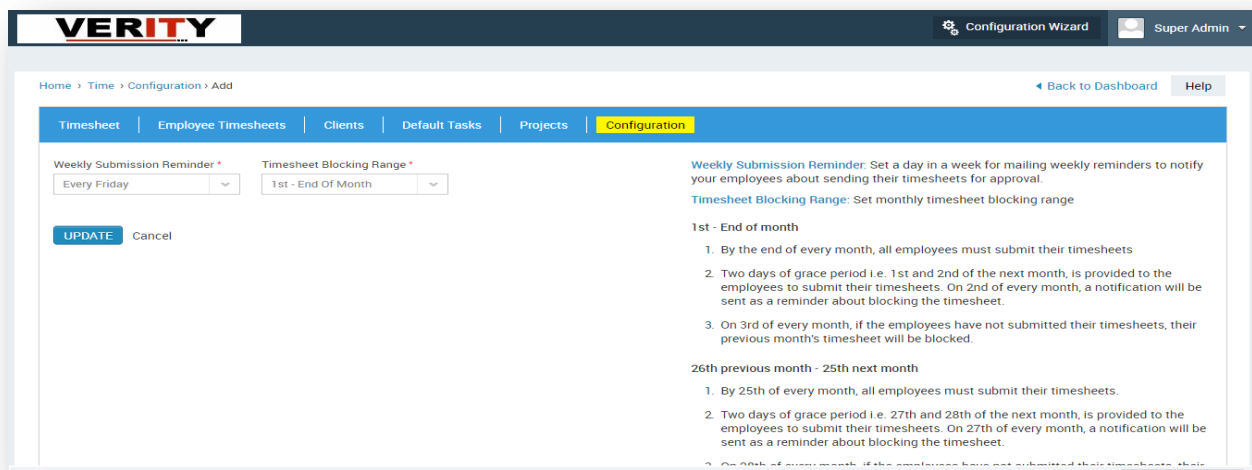
Login as **Super Admin**, Configure Time Management Settings to enable employees to fill in their time sheets.

To **Configure Time** go to:

More → Time → Configuration



Click on Configuration, page will be shown as below,

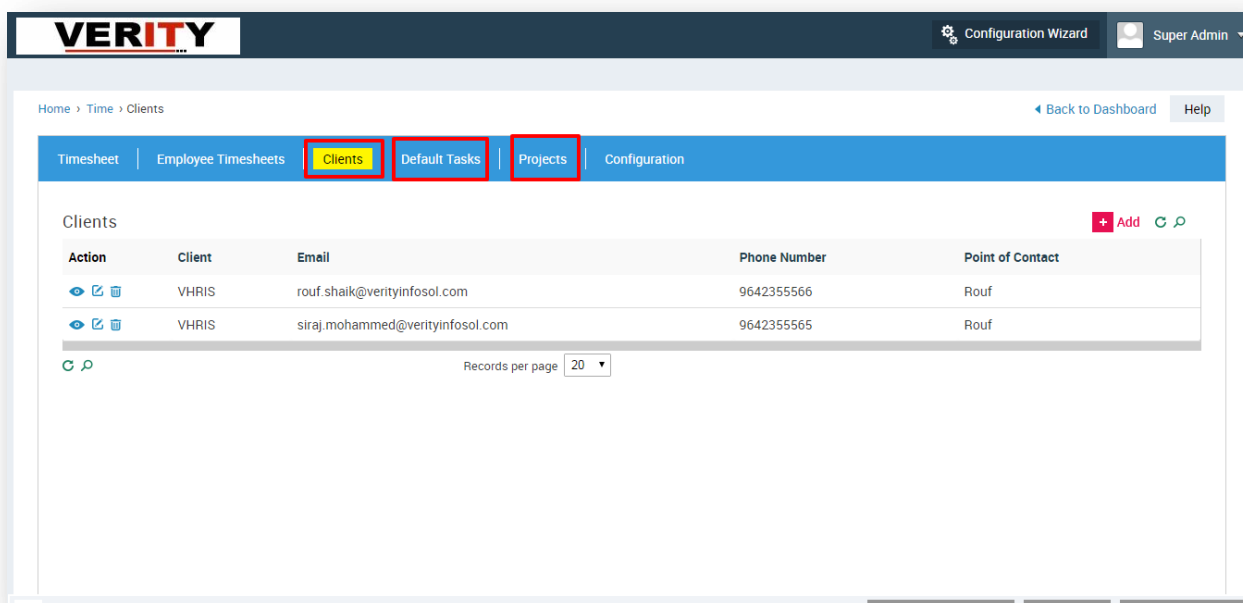










According to above example, employees will receive a remainder every Friday to fill in their time sheets.

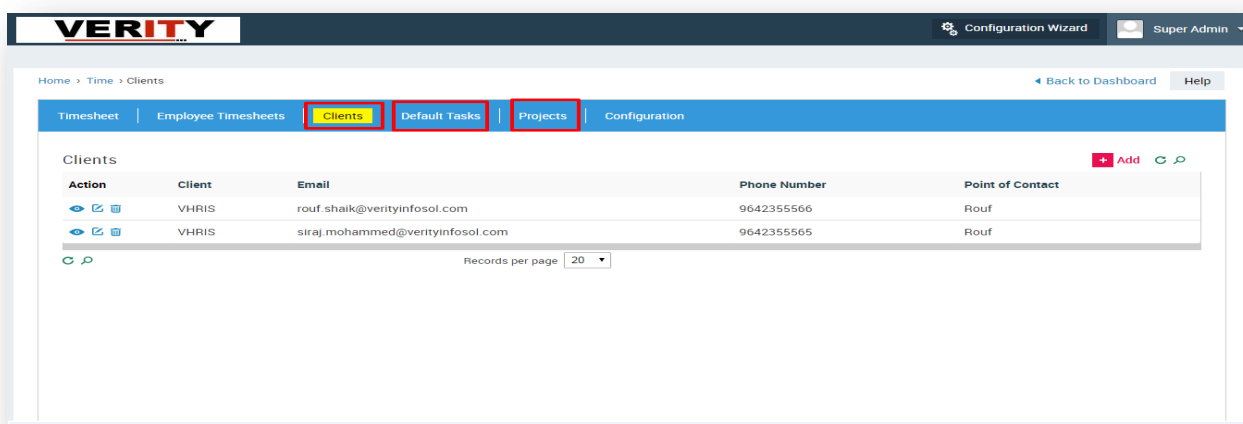
Note: Only Super Admin has access to this configuration option.







 **Note: Any user, who has employee(s) reporting to them, can add clients, default tasks and projects.**



Action	Client	Email	Phone Number	Point of Contact
  	VHRIS	rouf.shaik@verityinfosol.com	9642355566	Rouf
  	VHRIS	siraj.mohammed@verityinfosol.com	9642355565	Rouf

 **Adding Clients:**
More → Time → Clients



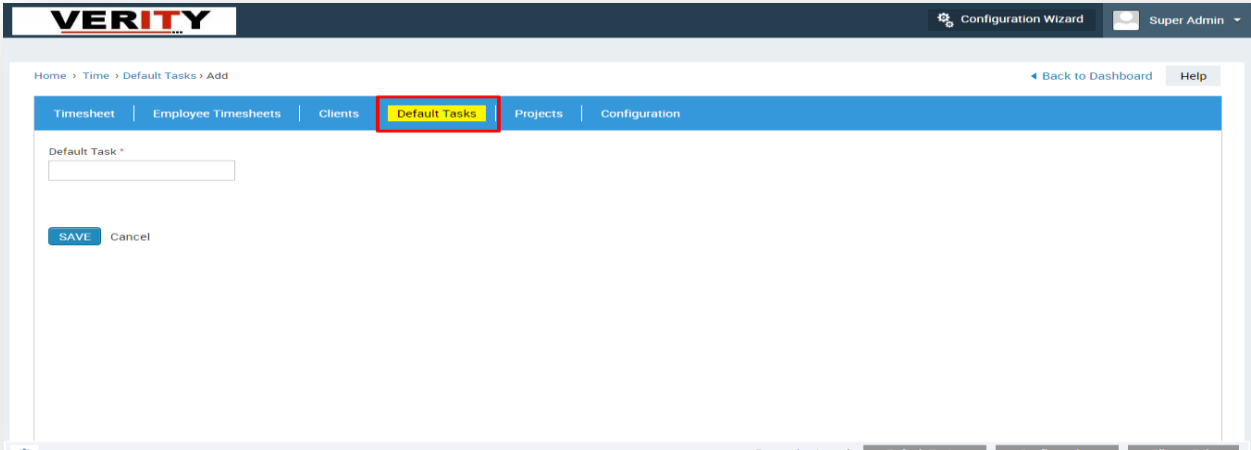
Action	Client	Email	Phone Number	Point of Contact
  	VHRIS	rouf.shaik@verityinfosol.com	9642355566	Rouf
  	VHRIS	siraj.mohammed@verityinfosol.com	9642355565	Rouf



Adding Default Tasks:

More → Time → Default Tasks

Default Tasks will be available for all projects.

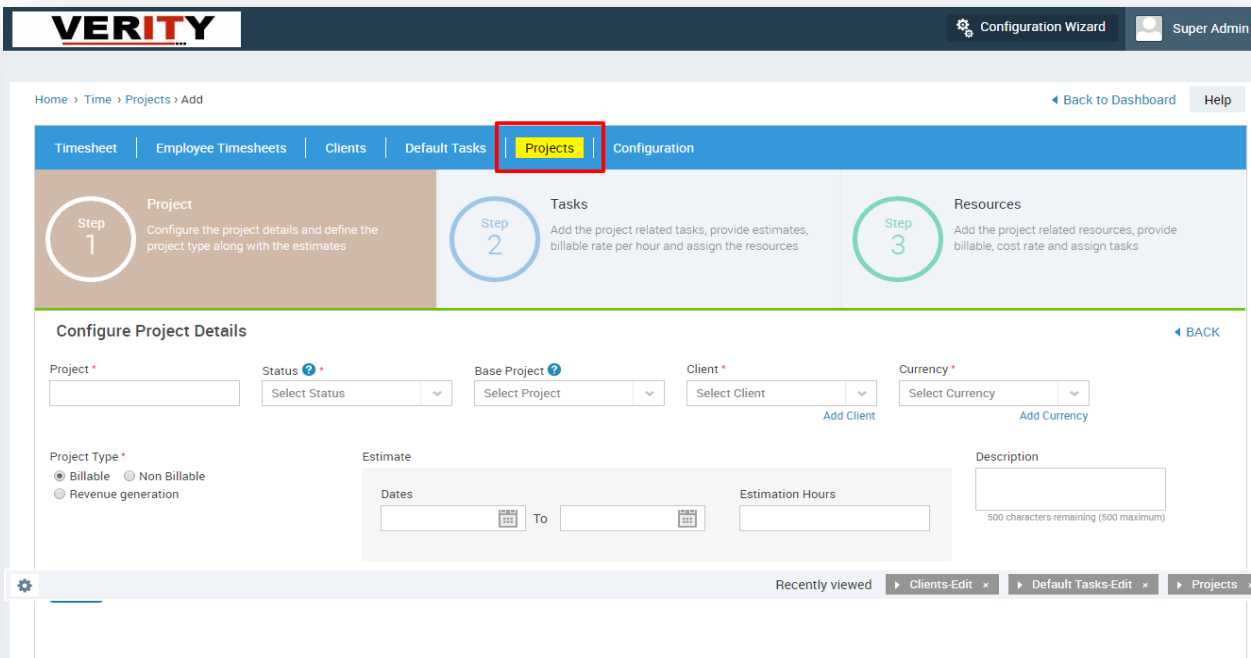


The screenshot shows the Verity web application interface. The top navigation bar includes the Verity logo, a Configuration Wizard icon, and a Super Admin user profile. The breadcrumb trail is 'Home > Time > Default Tasks > Add'. The main navigation menu has tabs for Timesheet, Employee Timesheets, Clients, Default Tasks (highlighted with a red box), Projects, and Configuration. The 'Default Task' section contains a text input field and 'SAVE' and 'Cancel' buttons.



Adding Projects:

More → Time → Projects



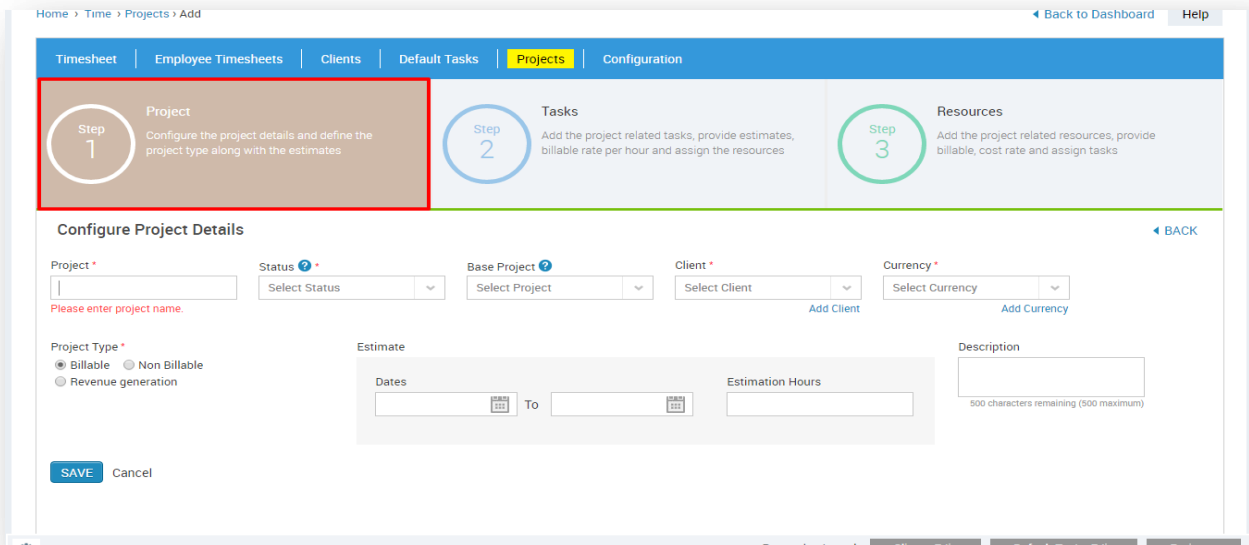
The screenshot shows the Verity web application interface for adding a project. The top navigation bar is the same as the previous screenshot. The breadcrumb trail is 'Home > Time > Projects > Add'. The main navigation menu has tabs for Timesheet, Employee Timesheets, Clients, Default Tasks, Projects (highlighted with a red box), and Configuration. The page is divided into three steps: Step 1 (Project), Step 2 (Tasks), and Step 3 (Resources). The 'Configure Project Details' section includes fields for Project, Status, Base Project, Client, and Currency. Below these are radio buttons for Project Type (Billable, Non Billable, Revenue generation). The Estimate section includes Dates, To, and Estimation Hours. The Description field has a character limit of 500. A 'BACK' button is located in the top right corner of the form area. The bottom of the page shows a 'Recently viewed' section with links to Clients-Edit, Default Tasks-Edit, and Projects.



Step 1: Adding Projects

Base Project Field: The parent project on the basis of which, new projects can be created.

After filling all necessary fields click on save.



Home > Time > Projects > Add

Back to Dashboard Help

Timesheet | Employee Timesheets | Clients | Default Tasks | **Projects** | Configuration

Step 1 Project
Configure the project details and define the project type along with the estimates

Step 2 Tasks
Add the project related tasks, provide estimates, billable rate per hour and assign the resources

Step 3 Resources
Add the project related resources, provide billable, cost rate and assign tasks

Configure Project Details BACK

Project *
Please enter project name.

Status *
Select Status

Base Project *
Select Project

Client *
Select Client
Add Client

Currency *
Select Currency
Add Currency

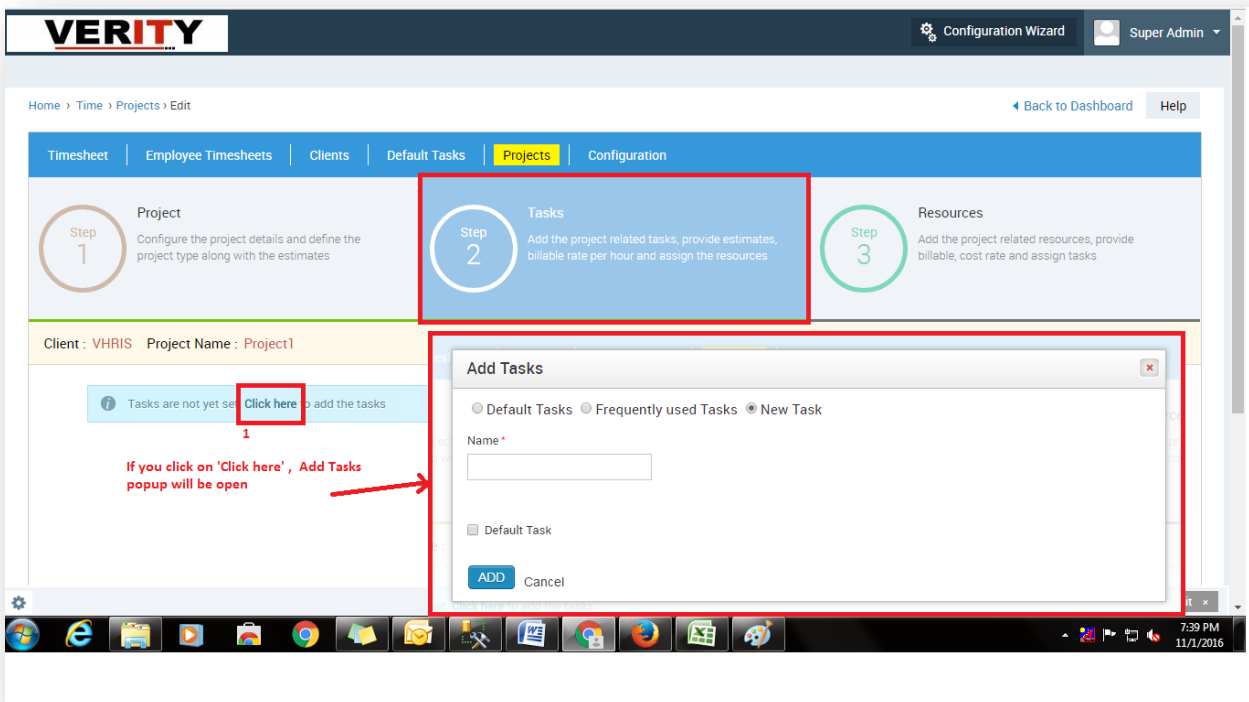
Project Type *
☒ Billable ☐ Non Billable
☐ Revenue generation

Estimate
Dates: To
Estimation Hours

Description
500 characters remaining (500 maximum)

SAVE Cancel

Step 2: Adding Tasks to the Project



VERITY

Configuration Wizard Super Admin

Home > Time > Projects > Edit

Back to Dashboard Help

Timesheet | Employee Timesheets | Clients | Default Tasks | **Projects** | Configuration

Step 1 Project
Configure the project details and define the project type along with the estimates

Step 2 Tasks
Add the project related tasks, provide estimates, billable rate per hour and assign the resources

Step 3 Resources
Add the project related resources, provide billable, cost rate and assign tasks

Client : VHRIS Project Name : Project 1

Tasks are not yet set. **Click here** to add the tasks

If you click on 'Click here', Add Tasks popup will be open

Add Tasks

☐ Default Tasks ☐ Frequently used Tasks ☒ New Task

Name *

Default Task

ADD Cancel



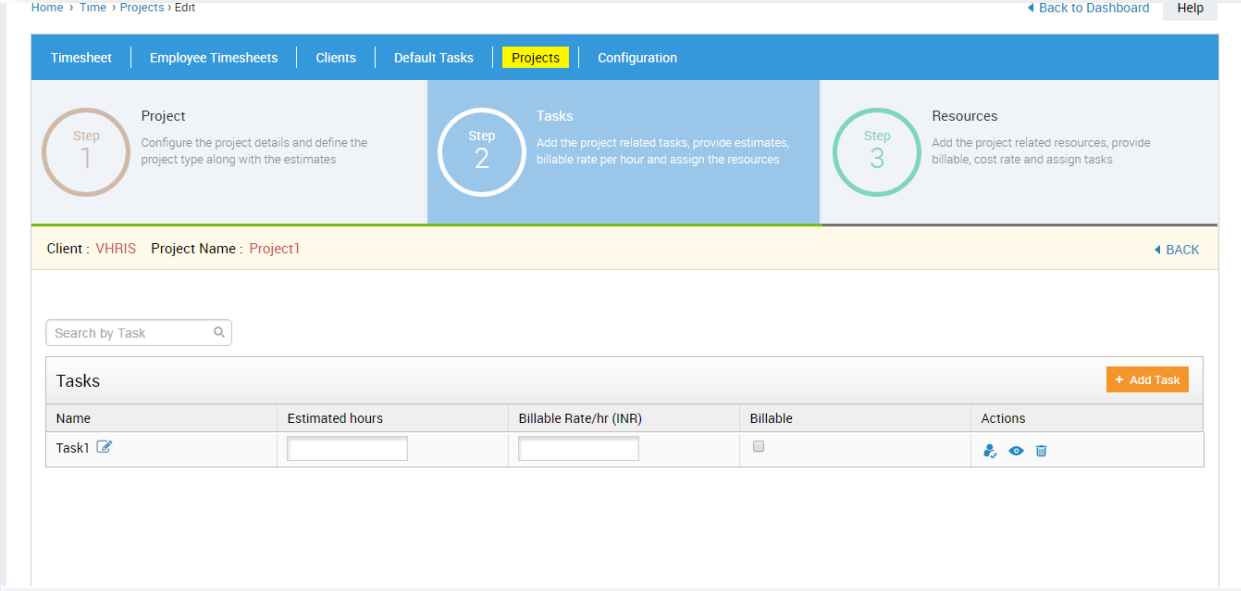
Default Task: previously created default tasks

Frequently used tasks: Tasks frequently used across other projects in the organization.

New Task: Add a New Task.

Default Checkbox: Click on this checkbox to add the new task to the default tasks.

After saving the task, it will be shown like below,



Home > Time > Projects > Edit Back to Dashboard Help

Timesheet | Employee Timesheets | Clients | Default Tasks | **Projects** | Configuration

Step 1 Project
Configure the project details and define the project type along with the estimates

Step 2 Tasks
Add the project related tasks, provide estimates, billable rate per hour and assign the resources

Step 3 Resources
Add the project related resources, provide billable, cost rate and assign tasks

Client : VHRIS Project Name : Project1 BACK

Search by Task

Tasks + Add Task

Name	Estimated hours	Billable Rate/hr (INR)	Billable	Actions
Task1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Enter the '**Estimated Hours**' and '**Billable Rate**' for each task.

Step 3: Adding Resources to the project and assigning them tasks

First, add managers to the project, so that the employees reporting to those managers will be populated.



After adding managers to the project, you can select **resource as employee**.

Click '**Show Other Employees**' to add employees reporting to other managers. After adding employees click on '**Add To Project**'

After click on Add Project, below screen will be show.



1 project type along with the estimates 2 billable rate per hour and assign the resources 3 billable, cost rate and assign tasks

Client : VHRIS Project Name : Project1 [BACK](#)

Role: Search by Employee

Resources			
Employee	Billable Rate/hr (INR)	Cost Rate/hr (INR)	Actions
Sravani N	<input type="text"/>	<input type="text"/>	
Noone Sravani M	<input type="text"/>	<input type="text"/>	

'M' denotes Manager

The rate an organization charges a client (External Rate)

It is what the employee costs to the organization (Internal Rate)

Click here to assign resource to task

To view Employee Tasks

[UPDATE](#)

Assign Task

Client : VHRIS Project Name : Project1 [BACK](#)

Role: Search by Employee

Resources

Employee

Noone Sravani **M**

Sravani N

[UPDATE](#)

Assign Task To Resource

Noone Sravani
VIS20150206
EPM

☒ Unassigned ☐ Assigned ☐ All Search by Task

Task	Estimated hours
<input checked="" type="checkbox"/> Task1	

Select the check box and click on 'Assign Task'

2 [ASSIGN TASK](#) Cancel



View Employee Task

Client : VHRIS Project Name : Project1

Role : All

Resources

Employee

Noone Sravani

Sravani N

UPDATE

Assign Task To Resource

Noone Sravani
VIS20150206
EPM

☒ Unassigned ☐ Assigned ☐ All

Search by Task

Task	Estimated hours
<input checked="" type="checkbox"/> Task1	

Select the check box and click on 'Assign Task'

2

ASSIGN TASK Cancel

Employees can now fill in their timesheets.

VERITY Configuration Wizard Super Admin

Home > Time > Projects

Back to Dashboard Help

Timesheet Employee Timesheets Clients Default Tasks **Projects** Configuration

Projects + Add

Action	Project	Status	Base Project	Client	Currency	Project Type
	Project1	Initiated	Upgrade	VHRIS	Indian Rupee	Non billable
	Upgrade	Initiated		VHRIS	Indian Rupee	Billable

Records per page 20

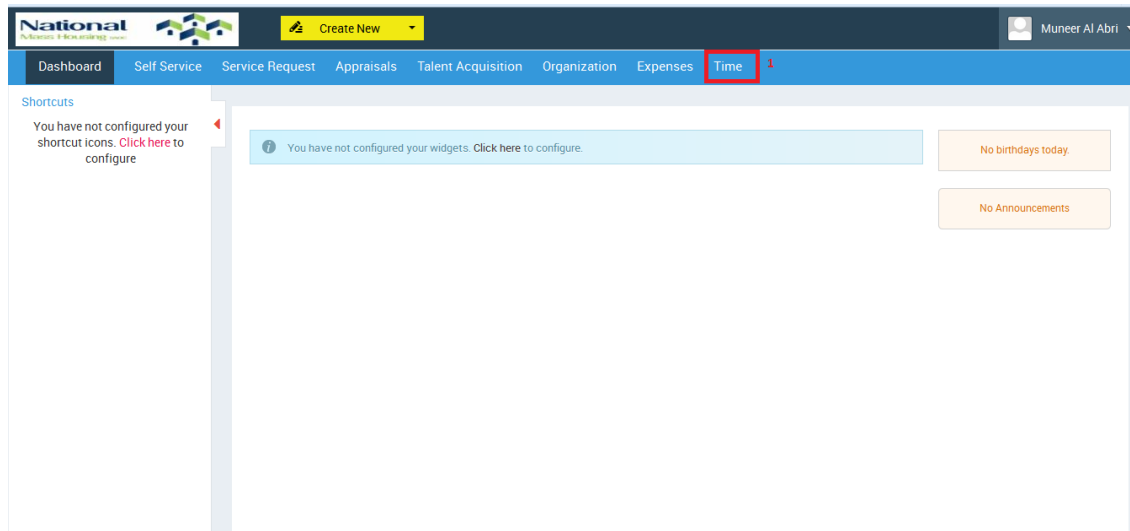
Employees can now fill in their timesheets



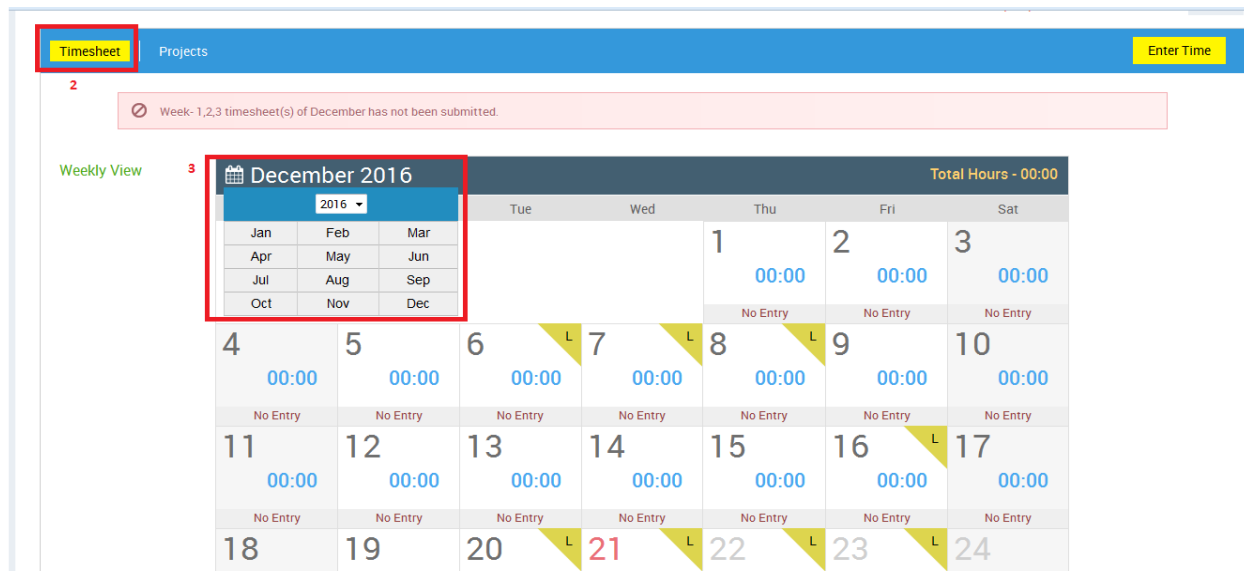
Entering Time Sheets in VHRIS

Login as Employee,

Click on **Time > Time Sheet**



1. Click on Time



2. Click on Time Sheet

3. Click on Calendar View



Timesheet | Projects Enter Time

⊘ Week- 1,2,3 timesheet(s) of December has not been submitted.

Weekly View ⁴

December 2016 Total Hours - 00:00

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 00:00	2 00:00	3 00:00
				No Entry	No Entry	No Entry
4 00:00	5 00:00	6 00:00	7 00:00	8 00:00	9 00:00	10 00:00
No Entry	No Entry	No Entry	No Entry	No Entry	No Entry	No Entry
11 00:00	12 00:00	13 00:00	14 00:00	15 00:00	16 00:00	17 00:00
No Entry	No Entry	No Entry	No Entry	No Entry	No Entry	No Entry
18	19	20	21	22	23	24

4. Click to view time sheets in a weekly view

Employee will be able to enter time only for the dates on & after joining dates.

Weekly View

December 2016 Total Hours - 03:00

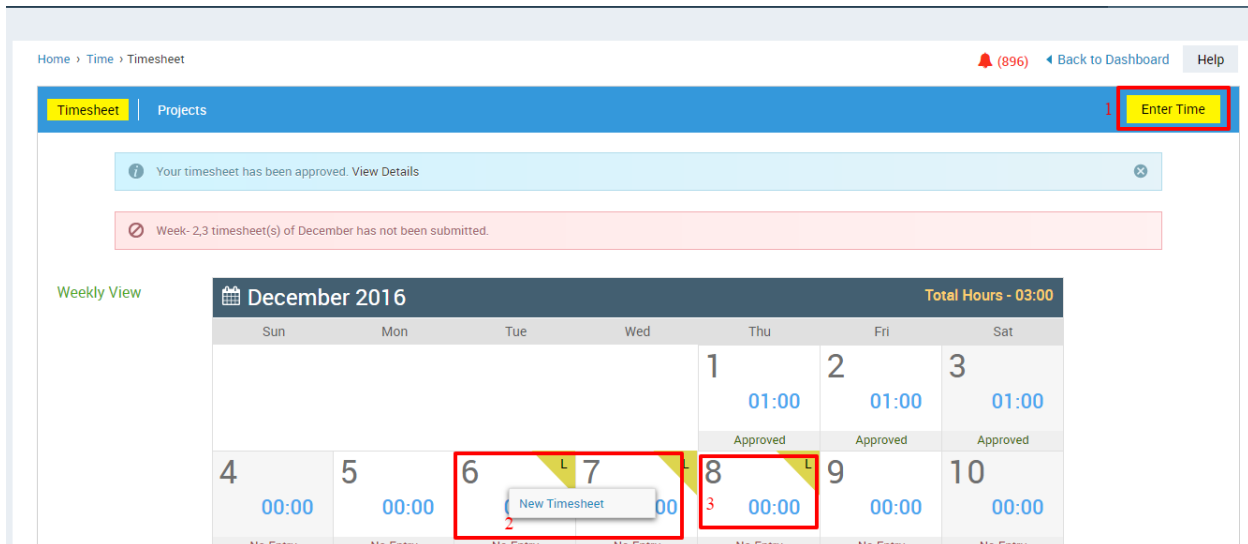
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 01:00	2 01:00	3 01:00
				Time Sheet Status Approved	Approved	Approved
4 00:00	5 00:00	6 00:00	7 00:00	8 00:00	9 00:00	10 00:00
No Entry	No Entry	No Entry	No Entry	No Entry	No Entry	No Entry
11 00:00	12 00:00	13 00:00	14 00:00	15 00:00	16 00:00	17 00:00
No Entry	No Entry	No Entry	No Entry	No Entry	No Entry	No Entry
18 00:00	19 00:00	20 00:00	21 00:00	22	23	24
No Entry	No Entry	No Entry	No Entry			
25	26	27	28	29	30	31

5. In above screenshot, the user joined the organization on 1st December 2016

You can see time sheet status and notifications about pending/rejected/blocked/enabled timesheets can be viewed in notifications.



There are 3 ways to enter time,



Home > Time > Timesheet

(896) Back to Dashboard Help

Timesheet Projects Enter Time

Your timesheet has been approved. View Details

Week-2,3 timesheet(s) of December has not been submitted.

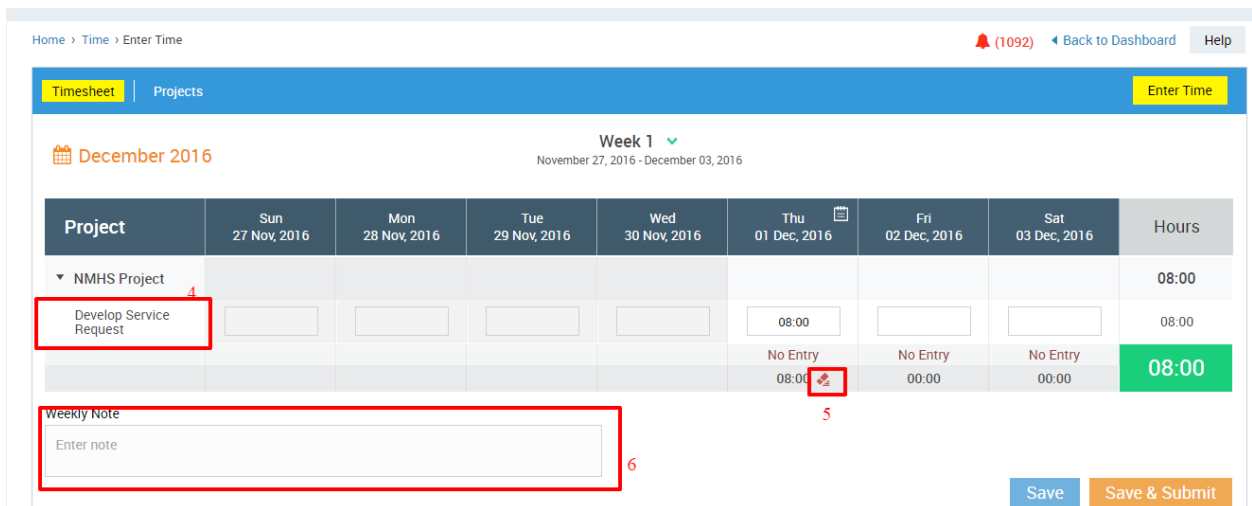
Weekly View

December 2016 Total Hours - 03:00

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 01:00 Approved	2 01:00 Approved	3 01:00 Approved
4 00:00 No Entrv	5 00:00 No Entrv	6 00:00 No Entrv	7 00:00 No Entrv	8 00:00 No Entrv	9 00:00 No Entrv	10 00:00 No Entrv

1. Click Enter Time
2. Right Click to open a menu option > New Time Sheet
3. Click on Any date

When you click on any date, it will show weekly view. There you can enter hours for each task.



Home > Time > Enter Time

(1092) Back to Dashboard Help

Timesheet Projects Enter Time

December 2016 Week 1
November 27, 2016 - December 03, 2016

Project	Sun 27 Nov, 2016	Mon 28 Nov, 2016	Tue 29 Nov, 2016	Wed 30 Nov, 2016	Thu 01 Dec, 2016	Fri 02 Dec, 2016	Sat 03 Dec, 2016	Hours
NMHS Project								08:00
Develop Service Request					08:00			08:00
					No Entry 08:00	No Entry 00:00	No Entry 00:00	08:00

Weekly Note
Enter note


Save Save & Submit

4. Task Assigned to you in a project
5. Click to erase a days time entry
6. You can enter notes for entire week
7. Click Save



Home > Time > Enter Time (1092) [Back to Dashboard](#) [Help](#)

Timesheet | **Projects** Enter Time

 **December 2016** Week 1 November 27, 2016 - December 03, 2016

Project	Sun 27 Nov, 2016	Week-1 28 Nov, 2016	Week-2 29 Nov, 2016	Week-3 30 Nov, 2016	Week-4 01 Dec, 2016	Fri 02 Dec, 2016	Sat 03 Dec, 2016	Hours
▼ NMHS Project								08:00
Develop Service Request					08:00			08:00
					Yet to submit 08:00	No Entry 00:00	No Entry 00:00	08:00

Weekly Note
Enter note

Erase Week Save Save & Submit


8 9

8. Click to erase the entire week's time entry
9. Click on Save and Submit
10. You can select a week to enter time

Once time sheet has been sent for approval, they can't be modified.

Home > Time > Enter Time (1092) [Back to Dashboard](#) [Help](#)

Timesheet | **Projects** Enter Time

 **December 2016** Week 1 November 27, 2016 - December 03, 2016

Project	Sun 27 Nov, 2016	Mon 28 Nov, 2016	Tue 29 Nov, 2016	Wed 30 Nov, 2016	Thu 01 Dec, 2016	Fri 02 Dec, 2016	Sat 03 Dec, 2016	Hours
▼ NMHS Project								08:00
Develop Service Request					08:00			08:00
					Yet to submit 08:00	No Entry 00:00	No Entry 00:00	08:00

Weekly Note
Enter note

Erase Week Save Save & Submit

11. Click to change month and enter time sheet



Home > Time > Projects (1092) [Back to Dashboard](#) [Help](#)

Timesheet **Projects** 12 [Enter Time](#)

Projects [C](#) [P](#)

Action	Project	Start Date	End Date	Client
13	NMHS Project	2016-12-01	2016-12-31	NMHSClient

[C](#) [P](#) Records per page

12. Click to view projects

13. Click on view