

### SingleTrack: INTRODUCTION

- SingleTrack is the chosen timecard entry and project management software used by MOUNTAIN, LTD. This system runs on the Quickbase platform and is accessible via most internet browsers.
- In your first week with MOUNTAIN, LTD, you should receive an invitation to establish your account and password. Instructions below will guide you through adding time against the various projects you may work on during a given week.
- Your invitation email to SingleTrack will be sent to the primary email address we have on file for you. If you have a Client or MOUNTAIN email address you would prefer to use as your username, please email quickbase@mountainItd.com as soon as possible.
- Once you log in to SingleTrack, there are additional training resources including a video available for review at the dashboard.
   Please work directly with your Project Manager if you have any questions about the specific projects that you are assigning time to.



Any Singletrack database issues can be directed to quickbase@mountainltd.com



### SingleTrack: ACCESSING YOUR TIMESHEET

Login to your account at: <a href="https://www.quickbase.com">www.quickbase.com</a>

Timesheets are automatically generated each Monday morning for the current week. As an example, a timesheet for Week Ending 4/17 will be available to submit time against on the morning of Monday, 4/11.

On your dashboard, choose the week you would like to enter time for by selecting "Go".

				-4-	1					
Timecards										
	Week Starting	Go	Employee Name	Total Hours	Status	Jobs				
0	o 04-04-2022	Go		0	Unsubmitted	[5500515] [5502622] [5503670] [5503843] N.9703				
19	03-28-2022	Go		0	Unsubmitted	5500515   5502622   5503670   5503843   N.9703				



### SingleTrack - TIMECARD OVERVIEW

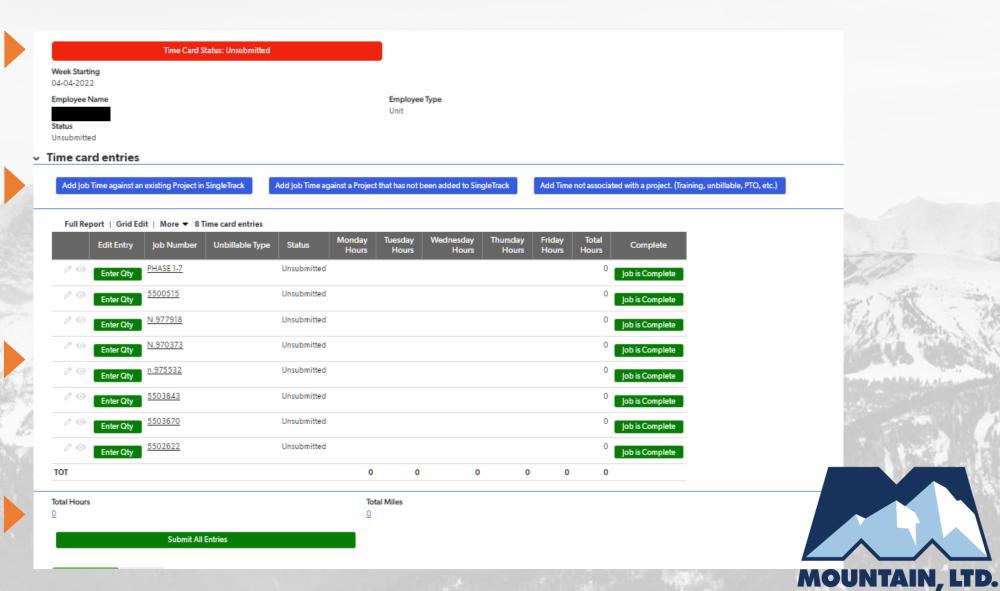
# The top bar indicates the status of the timecard:

Unsubmitted (Red)
Revisions Required (Red)
Submitted by Employee (Drange)
Resubmitted by Employee (Drange)
Approved by Supervisor (Green)

Select the appropriate category for your time entry (Detailed instructions below).

Once your time entries have been added and saved, they will populate this report.

When all time have been added for the week, select "Submit All Entries" to submit to your manager for approval.



### SingleTrack - ADDING A TIME CARD ENTRY

Time will need to be entered for each project that you worked on throughout the week. You will be provided with three different options to chose from:



#### Add job time against an existing Project in SingleTrack

• This button allows you to enter time against a project already that has already been added into the database either by you or another MOUNTAIN representative. It will allow you to search our database and select the existing job number.

#### Add Job Time against a project that has not been added into Singletrack

• If you are assigned a job(s) directly by our client and are reporting it to us for the first time with your timesheet submission, you would select this method. It will allow you to enter the basic required information about the project in order to be compensated for it properly.

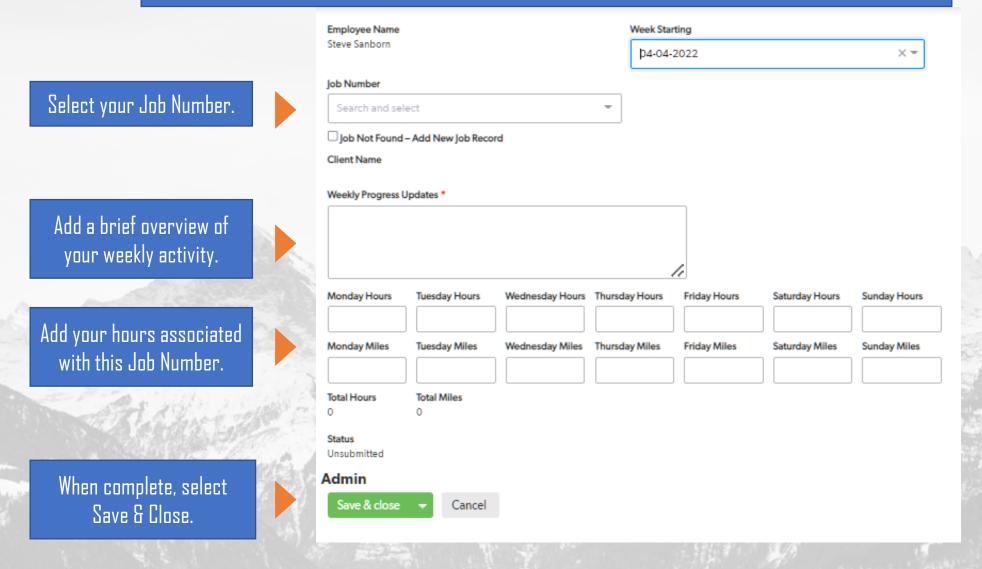
#### Add time not associated with a project

• This button will allow you to enter time that falls into categories like PTO, Training, Office Support, etc. Any time falling into this category would require preapproval from a MOUNTAIN, LTD manager.

### \*ANY ITEMS WITH A RED ASTERIX ARE REQUIRED FIELDS

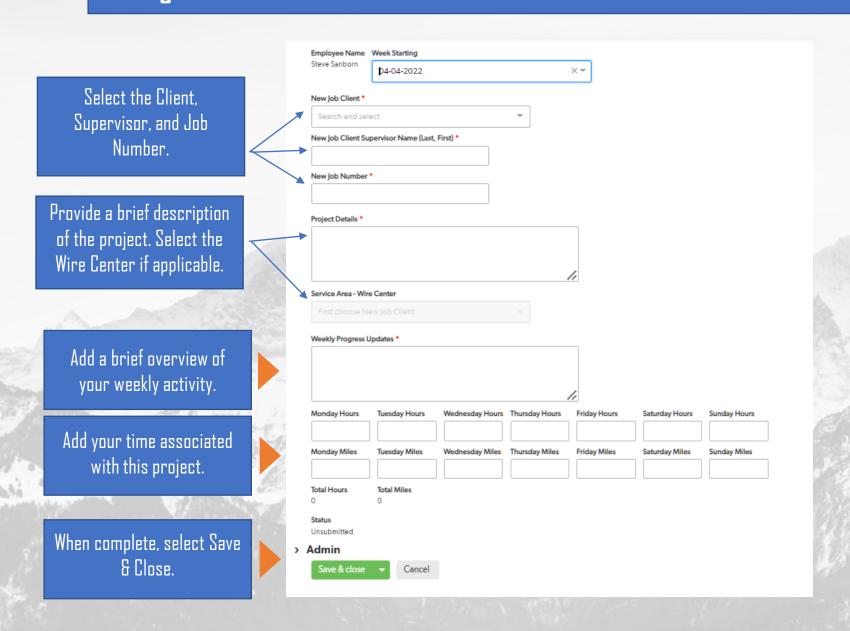


### SingleTrack - ADDING JOB TIME AGAINST AN EXISTING PROJECT





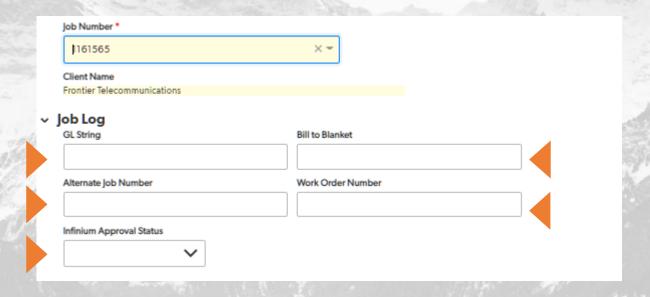
### SingleTrack - ADDING JOB TIME AGAINST A PROJECT NOT ADDED TO SINGLETRACK





### SingleTrack - ADDING JOB LOG DETAILS

As you associate your time with certain clients, you will notice that additional fields may populate within the form. If your client manager requires that you provide these details, please include them in these areas. If there is an item missing that you would like to have added, please provide it in the "Enter Feedback" section of your homepage.





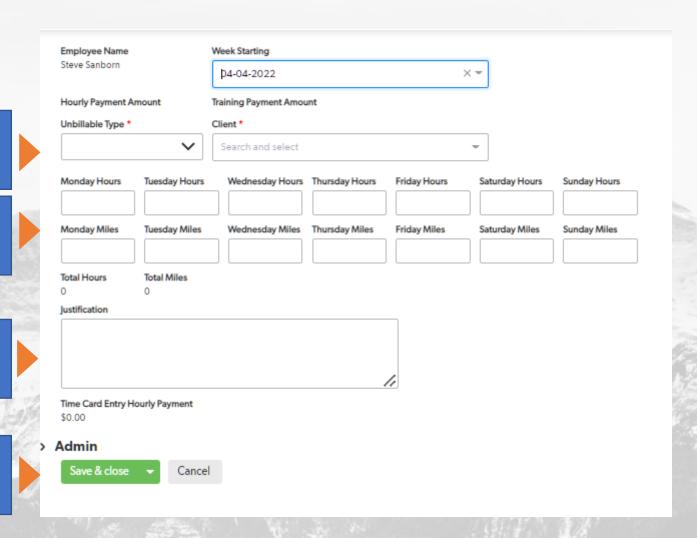
## SingleTrack : ADDING TIME THAT IS NOT ASSOCIATED WITH A PROJECT

Select your Unbillable Time
Type and associated Client
Name.

Add your time.

Add a description and details of preapproval.

Once complete, Select Save & Close.





### SingleTrack - SUBMITTING YOUR TIMESHEET

Once you save your entries, they will accumulate on your timecard overview page.

•	Edit Entry	Job Number	Unbillable Type	Status	Monday	Tuesday Lours	Wednesday Hours	Thursday Hours	Friday Hours	Total Hours
000	Enter Qty	NU39488933		Unsubmitted	4					4
000	Enter Qty	NU23847398		Unsubmitted						0
000	Enter Qty	006.020		Unsubmitted	3					3
000	Enter Qty	NU14141414		Unsubmitted						0
тот					7	0	0	0	0	7

Once you have added all entries, you can select "Submit All Entries" to route for Management Approval.

