
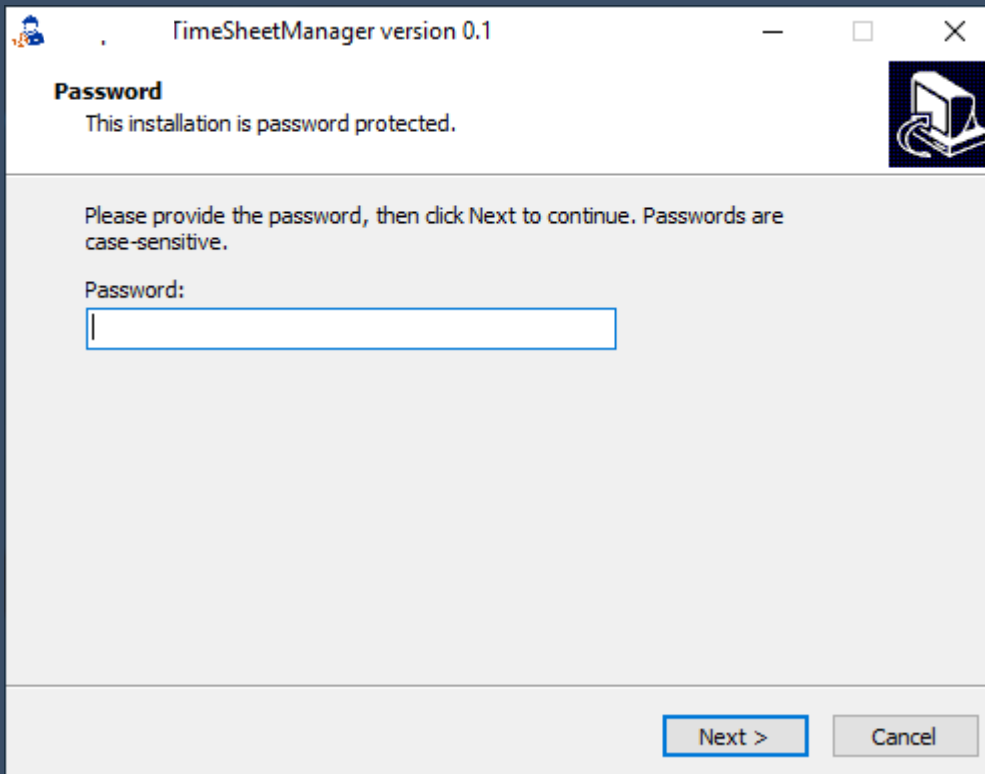


1

Application (1)			
-Setup.exe	12:41 PM	Application	4,226 KB

2



1. Click and run the .exe file
2. Enter password

INSTALLATION



1.LoginPage

1. Existing users can enter email ID/Password and Check the Remember me before Login.
- 2.New users should register their email ID/Password.

Note: Email ids not ending in "@gmail.com" or "@yahoo.com" will not be accepted

2.RegisterPage

3. After entered all the Details Click Register for Registering
4. 4. After Register successful Pls Click Existing User for Login Page.

 Click to enable Remember me



1. Login Page

1. Click here for Forget Password Page

Click to enable Remember me

2. Forget Password Page

1. After type your Email id Click here to Generate OTP

2. Back to Login page by clicking here.

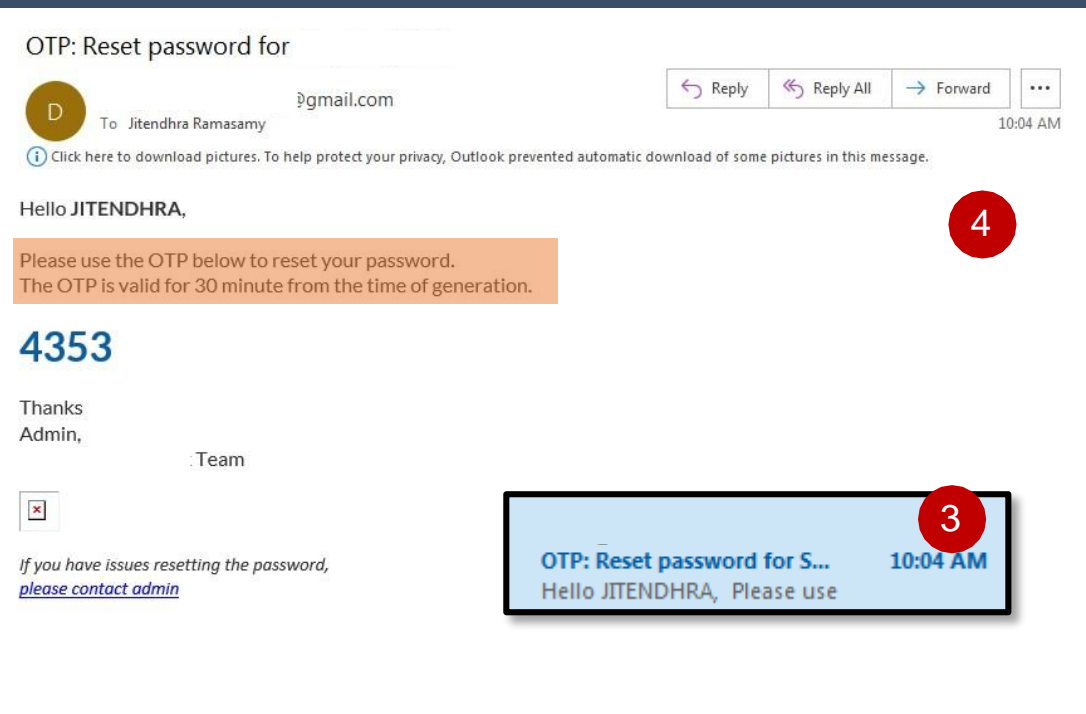
3. It shows you have received OTP Email From Admin in your inbox list.

4. This is the Format of OTP Email you received.

5.Reset Password Page

1. Before Clicking “Reset Password” Users can enter received OTP In Your email ID and Enter new Password twice.

2. Click “Go Back” to login page



REMEMBER ME AND FORGET PASSWORD

1

2

3

ADMIN PANEL

DASHBOARD

TIMESHEET

PROFILE

LOGOUT

TASK CATEGORY

TASK TYPE

ACTIVITY TYPE

Mon 11-Feb

Tue 12-Feb

Wed 13-Feb

Thu 14-Feb

Fri 15-Feb

Sat 16-Feb

Sun 17-Feb

February

ADD PROJECT

SYNCHRONIZE

RELOAD

ADD PROJECT

GX001 General Works

PX001

SX002 TimeSheet Application

DTP001 DemoTestProject

020 IPA

ADD

CLOSE

Total hours worked (per day) :=

1. Click “Add Project” button to open a dialog box.
2. Choose required Projects from the DialogBox
3. Click “ADD” button to add them to the display sheet.

Note: In case you don' t see any project other than “General Works”, you need to be invited to the project. Contact your admin for inviting you the project.

ADD PROJECT

ADMIN PANEL

ADD PROJECT SYNCHRONIZE RELOAD February

TASK CATEGORY TASK TYPE ACTIVITY TYPE Mon 11-Feb Tue 12-Feb Wed 13-Feb Thu 14-Feb Fri 15-Feb Sat 16-Feb Sun 17-Feb

0 + -

TimeSheet Application + -

General Works + -

Total hours worked (per day) := 0 0 0 0 0 0 0 0

1. Click “+” button next to the Project tab to add an empty TaskRow.

ADD TASKROW

The screenshot displays a task management interface. At the top, there are buttons for 'ADD PROJECT', 'SYNCHRONIZE', and 'RELOAD'. Below these are navigation options for 'TASK CATEGORY', 'TASK TYPE', and 'ACTIVITY TYPE'. The main area shows a calendar grid for February with columns for days (Mon 11-Feb to Sun 17-Feb). Each row represents a task with columns for Task Category, Task Type, Activity Type, and hours spent per day. A total hours worked summary is shown at the bottom right, indicating 40 hours for the month.

Task Category	Task Type	Activity Type	Mon 11-Feb	Tue 12-Feb	Wed 13-Feb	Thu 14-Feb	Fri 15-Feb	Sat 16-Feb	Sun 17-Feb
General	Meetings	Client Meeting	2						
General	Meetings	Meeting	1						
General	Management	Project Management							8
General	Leave	Sick Leave					8		

Total hours worked (per day) := 8 8 8 8 0 0 8 **40**

1. Choose TaskCategory, TaskType, ActivityType for each TaskRow.
2. Enter Hours spent

Note: In case you don't see any Tasks other than "General", please contact your admin to assign the same.

CHOOSE TASKS/ ENTER HOURS

ADMIN PANEL

ADD PROJECT SYNCHRONIZE RELOAD February

TASK CATEGORY TASK TYPE ACTIVITY TYPE Mon 11-Feb Tue 12-Feb Wed 13-Feb Thu 14-Feb Fri 15-Feb Sat 16-Feb Sun 17-Feb

29 + -

-			Timeliner	5	4	4				
-					4	4				
-		Management	Project Management							8

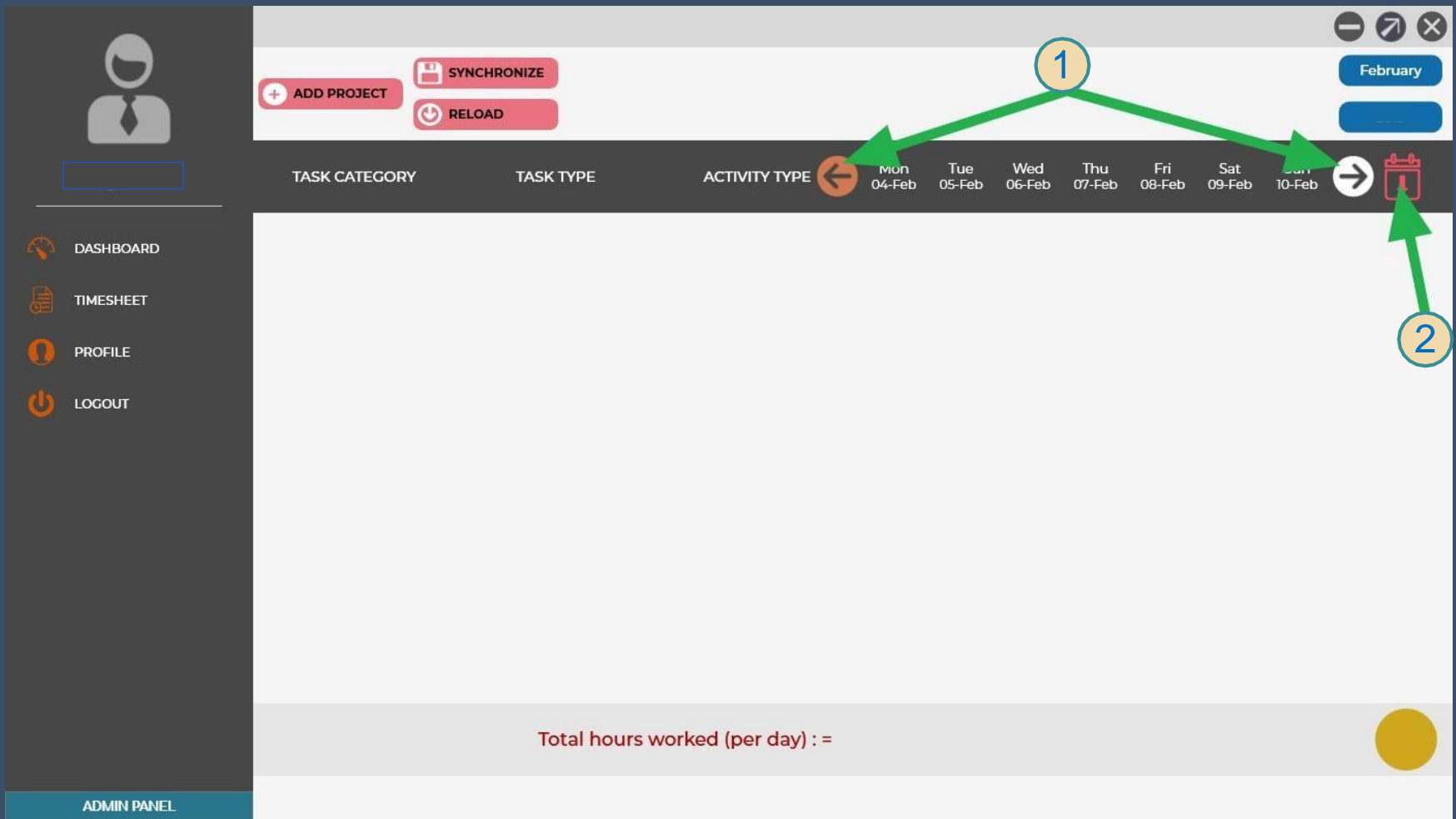
General Works 8 + -

-	General	Leave	Sick Leave				8			
-										

Total hours worked (per day) := 5 8 8 8 0 0 8 37

1. Click “-” button next to Project Tab to remove the entire project
2. Click “-” button at the start of TaskRow to remove the TaskRow

REMOVE TASKS/PROJECTS



1. Click “ → ” “ ← ” buttons for navigating to different weeks of a calendar
2. Click this button to navigate to the current week.

1. Right Click on any “Time Entry box” to open a context menu. Click “Add Description” to open a Dialog box
2. Enter the description (if required)
3. Click Add to save the description. (A Pen symbol will appear after addition)

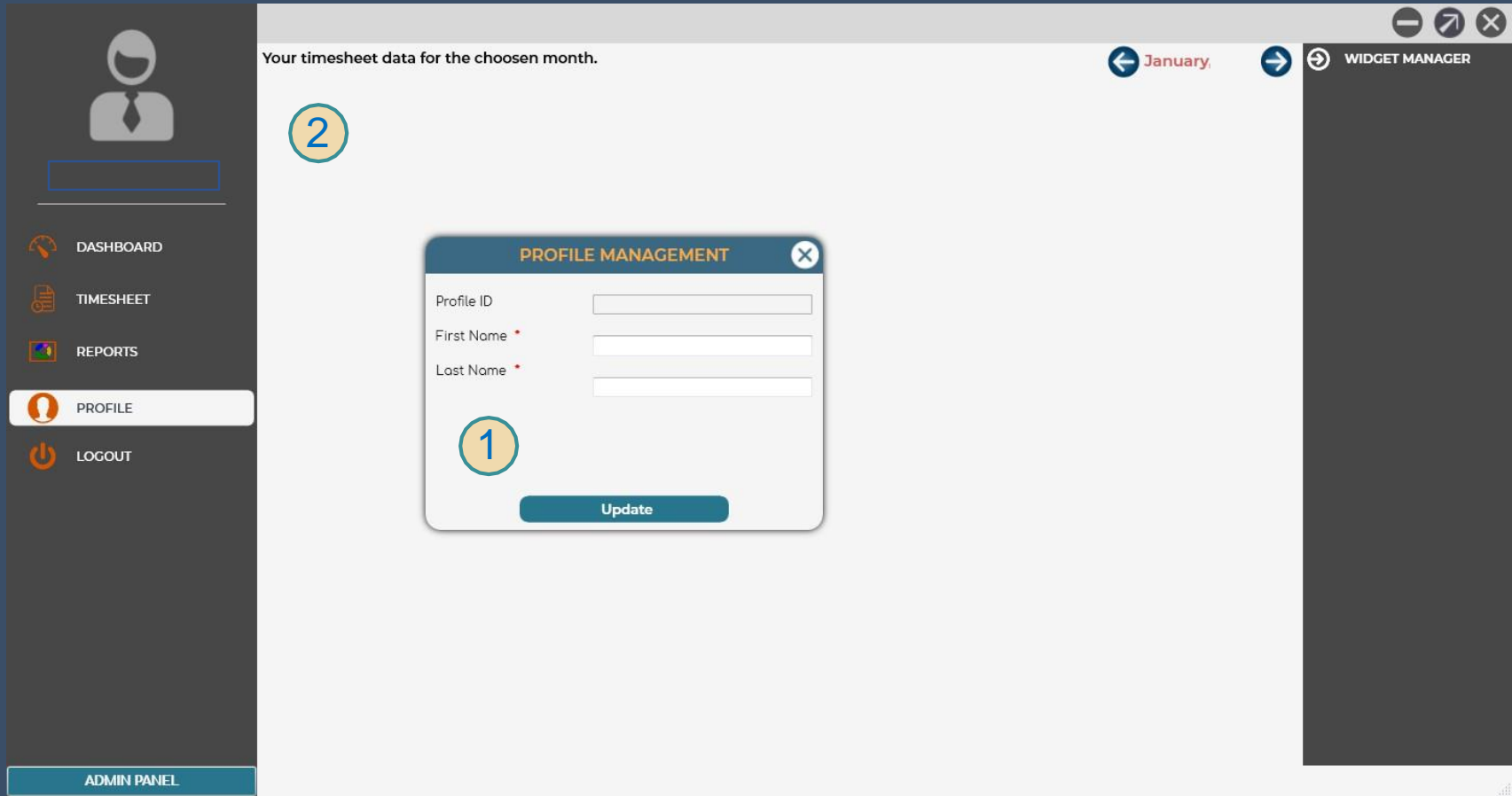
ADD DESCRIPTION

The screenshot displays a user interface for a timesheet application. On the left is a dark sidebar with a user profile icon and navigation links: DASHBOARD, TIMESHEET, PROFILE, and LOGOUT. The top navigation bar contains three buttons: 'ADD PROJECT', 'SYNCHRONIZE' (highlighted with a circled '1'), and 'RELOAD'. A 'CONFIRMATION WINDOW' is overlaid on the right, asking 'Do you wish to save your local timesheet in the cloud server?' with 'YES' (highlighted with a circled '2') and 'NO' buttons. Below the navigation bar is a table with columns for 'TASK CATEGORY', 'TASK TYPE', 'ACTIVITY TYPE', and dates. The table shows three rows of task entries with dropdown menus and numerical values in cells.

1. After adding all details, click “Synchronize” button to save the data in cloud.
2. Click “YES” in the confirmation Window to start the process. Or click “NO” to stop saving and continue to edit.

Note: Due to performance limitations, at any given point of time, data for current week plus 12 previous weeks(90 days) can only be saved or retrieved from the server.

SYNCHRONIZE



1. Update Profile Dialog Box to Update your name. That automatically Update in your Report's
2. Dashboard Page

PROFILE UPDATE

Your report for the month of: **January** Report last generated at: 11:23:56 AM

EMPLOYEE: _____ Month: _____ Working Days: _____ EMPLOYEE SIGN _____ MANAGER SIGN _____ HR SIGN _____
 ID: _____ Hours Worked: _____ Present Days: _____

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

5

Prepraing the Reports & Submission _____ 1 _____ 1 _____
 TendS Struct-Documentation Review _____ 4 _____

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Prepraing the Reports & Submission _____ 1 _____ 1 _____
 TendS Struct-Documentation Review _____ 5 8 _____ 4 _____
 TendS Struct-Site Visit _____ 3 6 _____

General

Design Meeting With Consultants _____ 4 _____

4

Prepraing the Reports & Submission _____ 1 _____ 1 _____
 TendS Struct-Site Visit _____ 2 _____

30

t

Prepraing the Reports & Submission _____ 8 _____ 1 _____ 1 _____

1. Click “→” “←” buttons for navigating to different weeks of a calendar.
2. “Generate” button to Generate or reload the Report’s .
3. “Print” button to print the Report or Save as PDF and XPS file.
4. It shows the Page Number you can click and change the page as you need.