

SPINSO[®]



Basic edition

TimeTracker

manage timesheet & approvals



Monthview Timesheet (Trial Edition)

Step by step guide to see timesheet month view in TimeTracker.

1 INDEX

Steps

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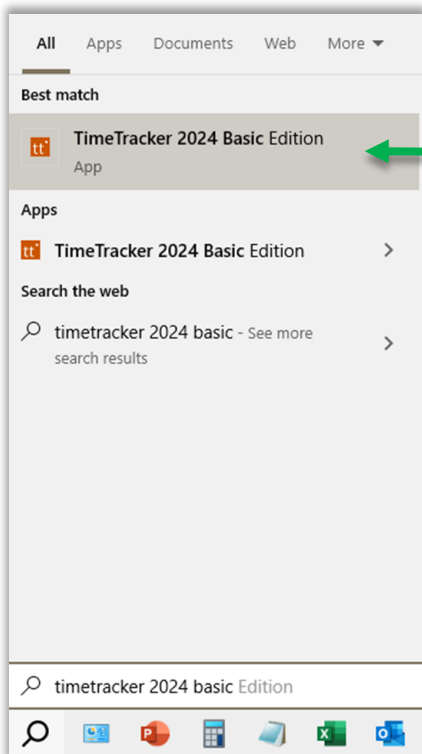
2

LOGIN

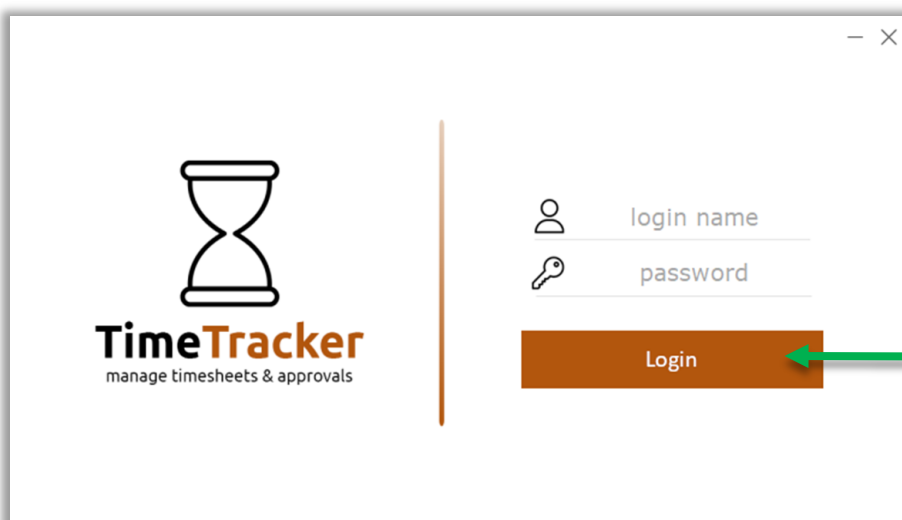


Double Click on **TimeTracker** icon, on your desktop.

or



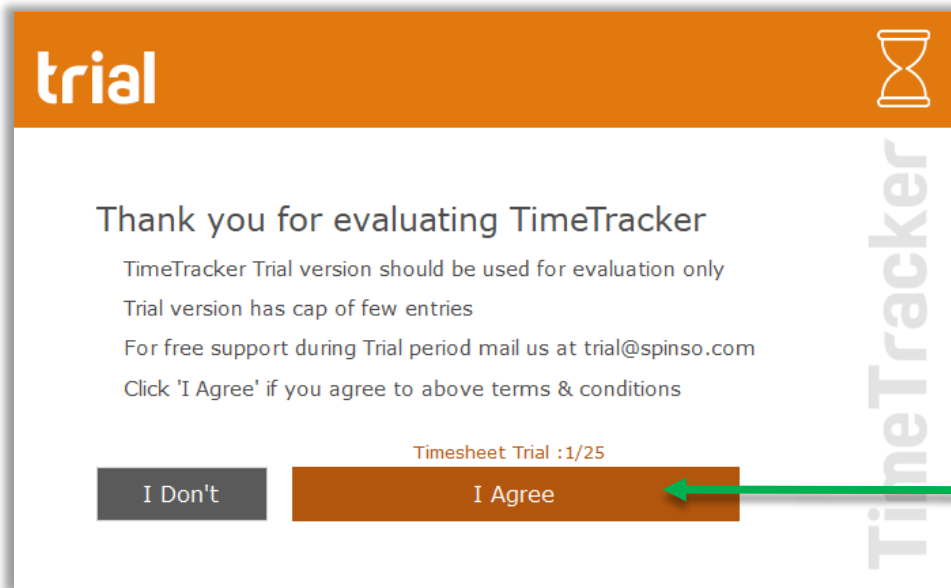
You can also launch the application from **Start - Program Files - Spinso - TimeTracker**



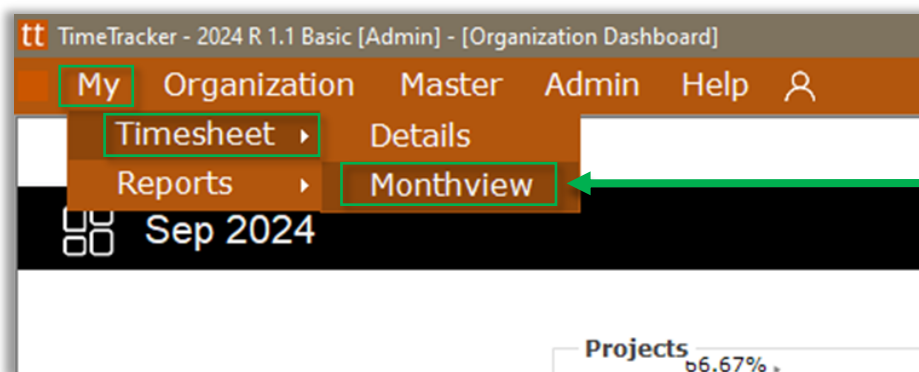
Enter Login name and password. Click on **Login**

3

Go to Monthview screen



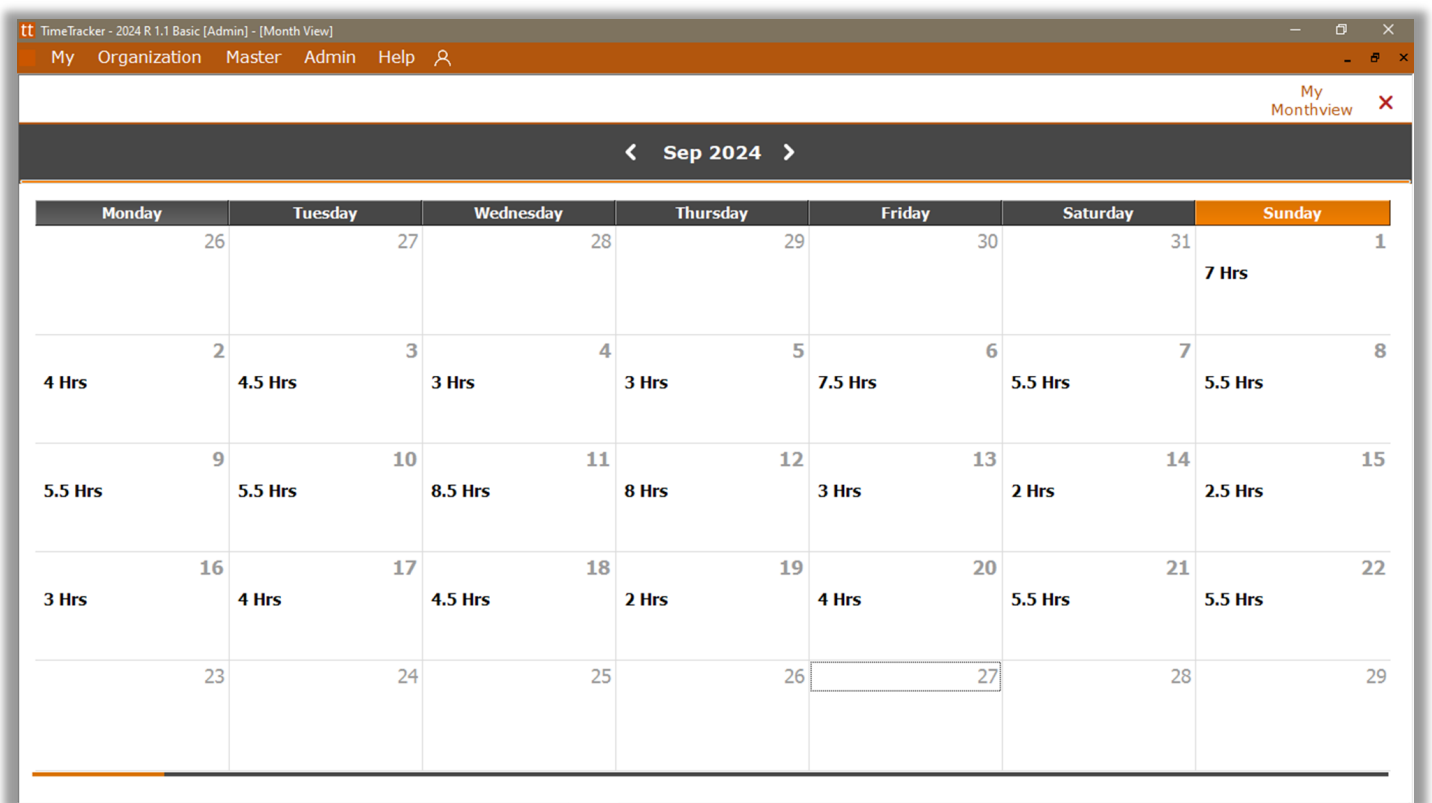
Click on **I Agree**



Go to

My > Timesheet > Monthview

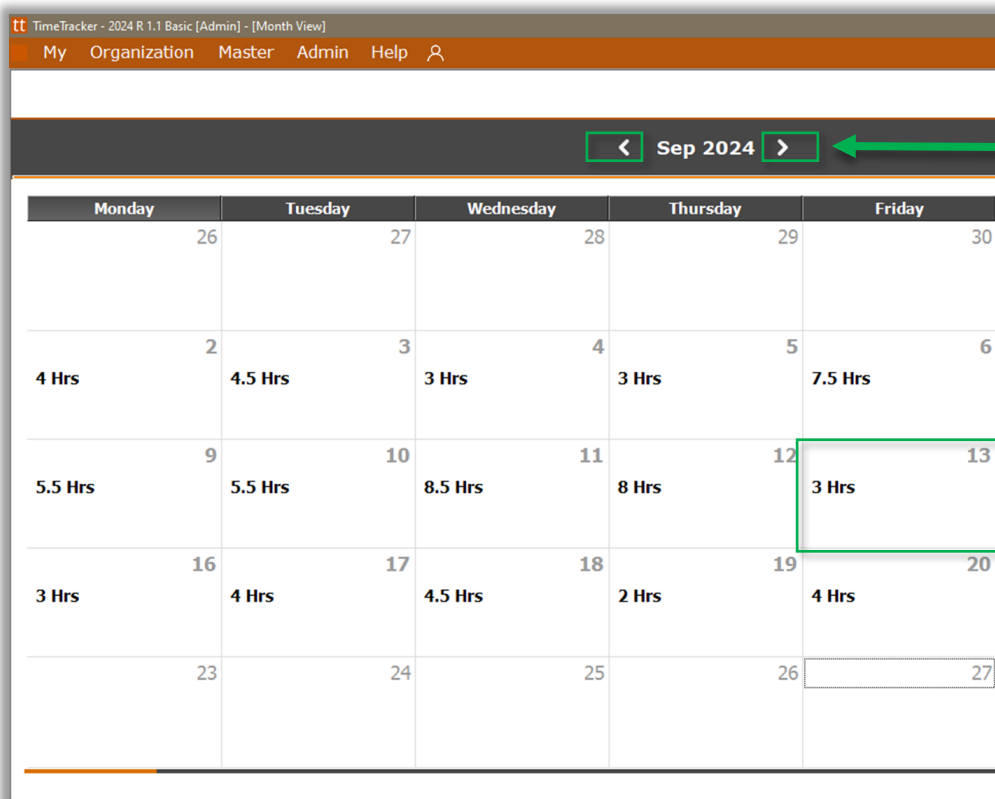
Monthview Screen



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	1 7 Hrs
2 4 Hrs	3 4.5 Hrs	4 3 Hrs	5 3 Hrs	6 7.5 Hrs	7 5.5 Hrs	8 5.5 Hrs
9 5.5 Hrs	10 5.5 Hrs	11 8.5 Hrs	12 8 Hrs	13 3 Hrs	14 2 Hrs	15 2.5 Hrs
16 3 Hrs	17 4 Hrs	18 4.5 Hrs	19 2 Hrs	20 4 Hrs	21 5.5 Hrs	22 5.5 Hrs
23	24	25	26	27	28	29

Monthview helps to view time entry of a month and also navigate to the timesheet details screen of a specific date with just a click.

4 Monthview



tt TimeTracker - 2024 R 1.1 Basic [Admin] - [Month View]

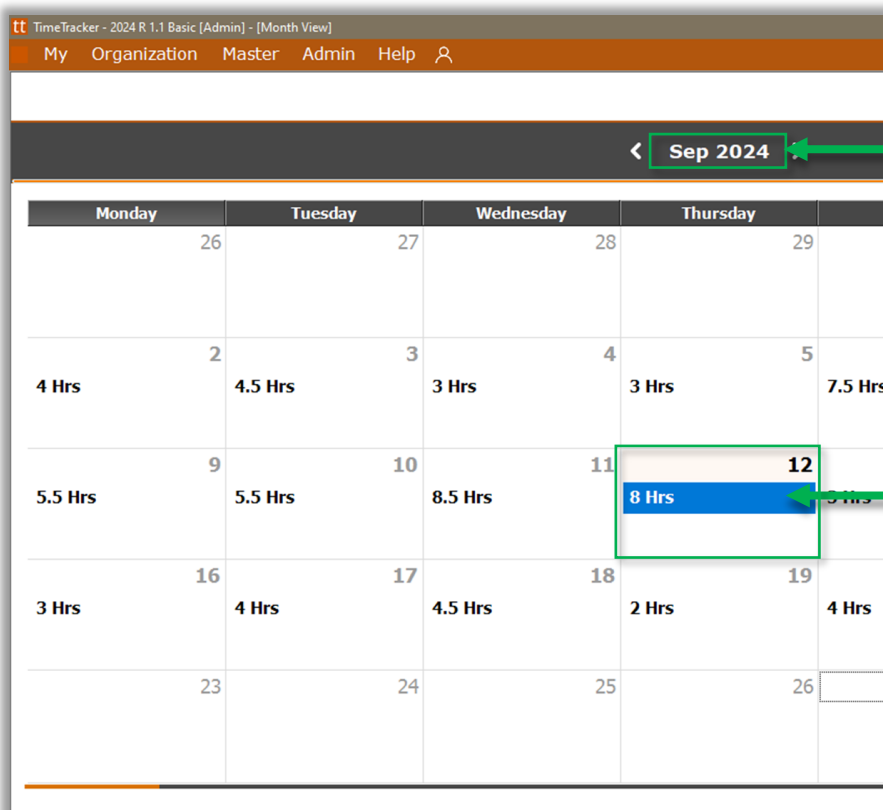
My Organization Master Admin Help

< Sep 2024 >

Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29	30
4 Hrs	4.5 Hrs	3 Hrs	3 Hrs	7.5 Hrs
5.5 Hrs	5.5 Hrs	8.5 Hrs	8 Hrs	3 Hrs
3 Hrs	4 Hrs	4.5 Hrs	2 Hrs	4 Hrs
23	24	25	26	27

Use this arrow to switch between months.

The date and total no. of hours for which time entry is done can be seen.



tt TimeTracker - 2024 R 1.1 Basic [Admin] - [Month View]

My Organization Master Admin Help

< Sep 2024 >

Monday	Tuesday	Wednesday	Thursday
26	27	28	29
4 Hrs	4.5 Hrs	3 Hrs	3 Hrs
5.5 Hrs	5.5 Hrs	8.5 Hrs	8 Hrs
3 Hrs	4 Hrs	4.5 Hrs	2 Hrs
23	24	25	26

Click on the box to view details. Here, timesheet details screen of 12th September 2024 will open.

tt TimeTracker - 2024 R 1.1 Basic [Admin] - [Time Sheet]

My Organization Master Admin Help

Add Edit Delete My Timesheet

< 12 Sep 2024 >

Time	Activity
09:00	
10:00	Watson Capital LLP
11:00	
12:00	Lunch
13:00	
14:00	Nexus Group
15:00	
16:00	
17:00	
18:00	
19:00	
20:00	

General

September 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
		30				

Total hrs 8

25 Trial Entries

Summary

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Thank you

We hope this was helpful. Kindly Call us or WhatsApp +91.99 201 401 00 for any queries.

We recommend you to see our **How to view report** Help file Next.

For more info visit: <https://www.spinso.com>