

SPINSO[®]



Basic edition

TimeTracker

manage timesheet & approvals



How To View Reports (Trial Edition)

Step by step guide to view reports in TimeTracker.

1

INDEX

Steps

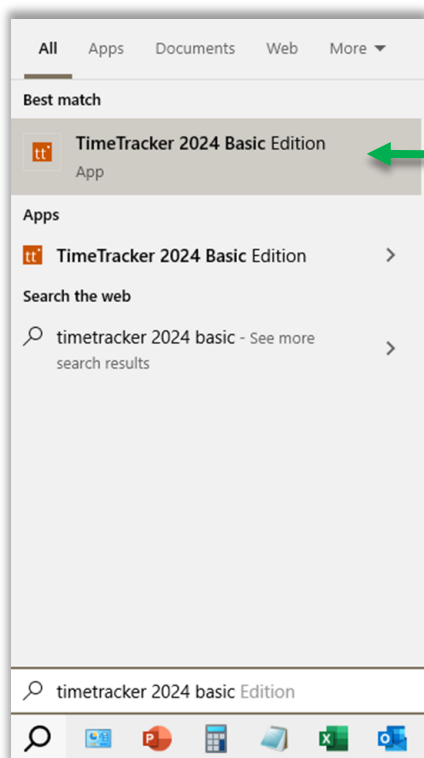
1. Index _____ Pg 2
2. Login _____ Pg 3
3. Go To Smart Report Screen _____ Pg 4
4. Smart Report _____ Pg 6

2 LOGIN

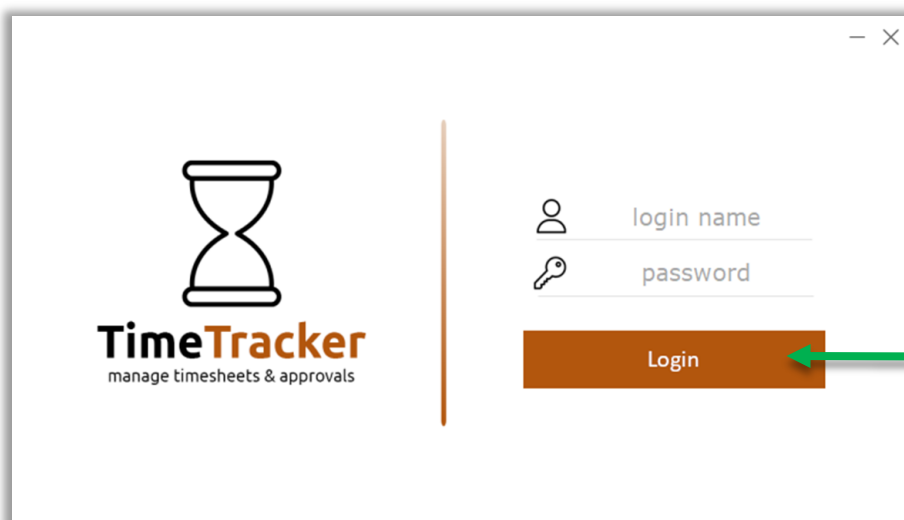


Double Click on **TimeTracker** icon, on your desktop.

or



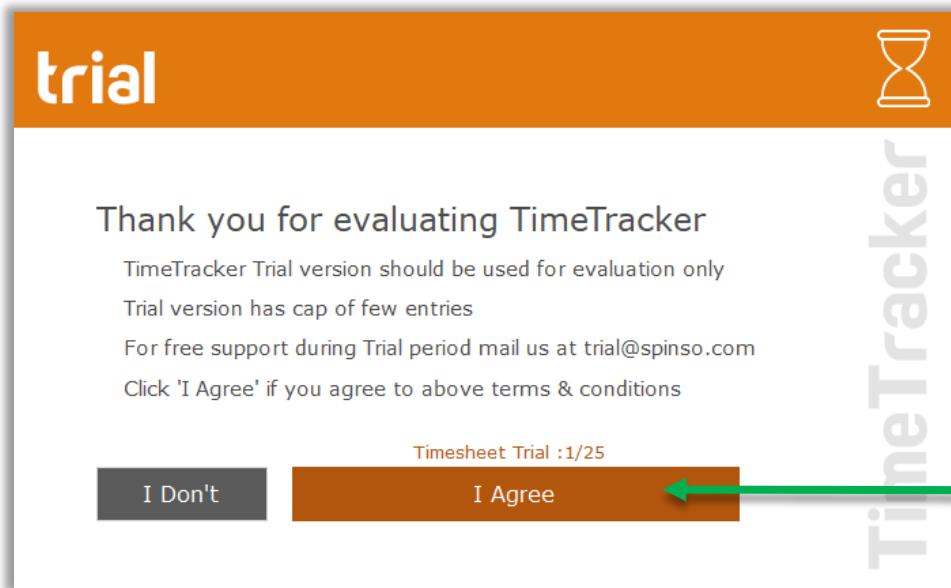
You can also launch the application from **Start - Program Files - Spinso - TimeTracker**



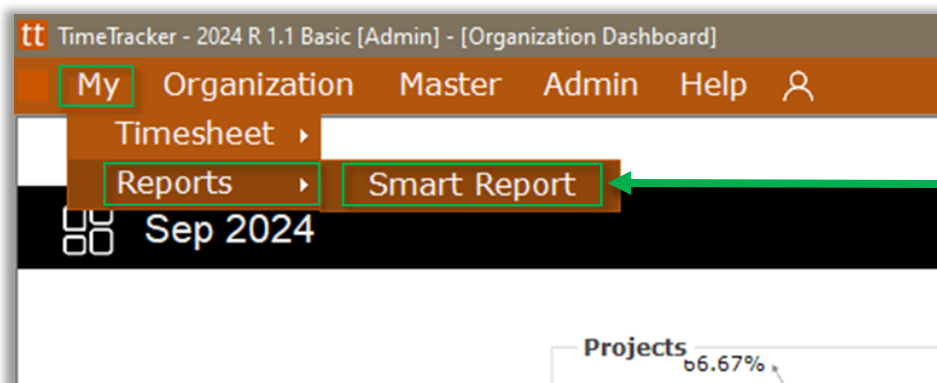
Enter Login name and password. Click on **Login**

3

Go to Smart Report screen



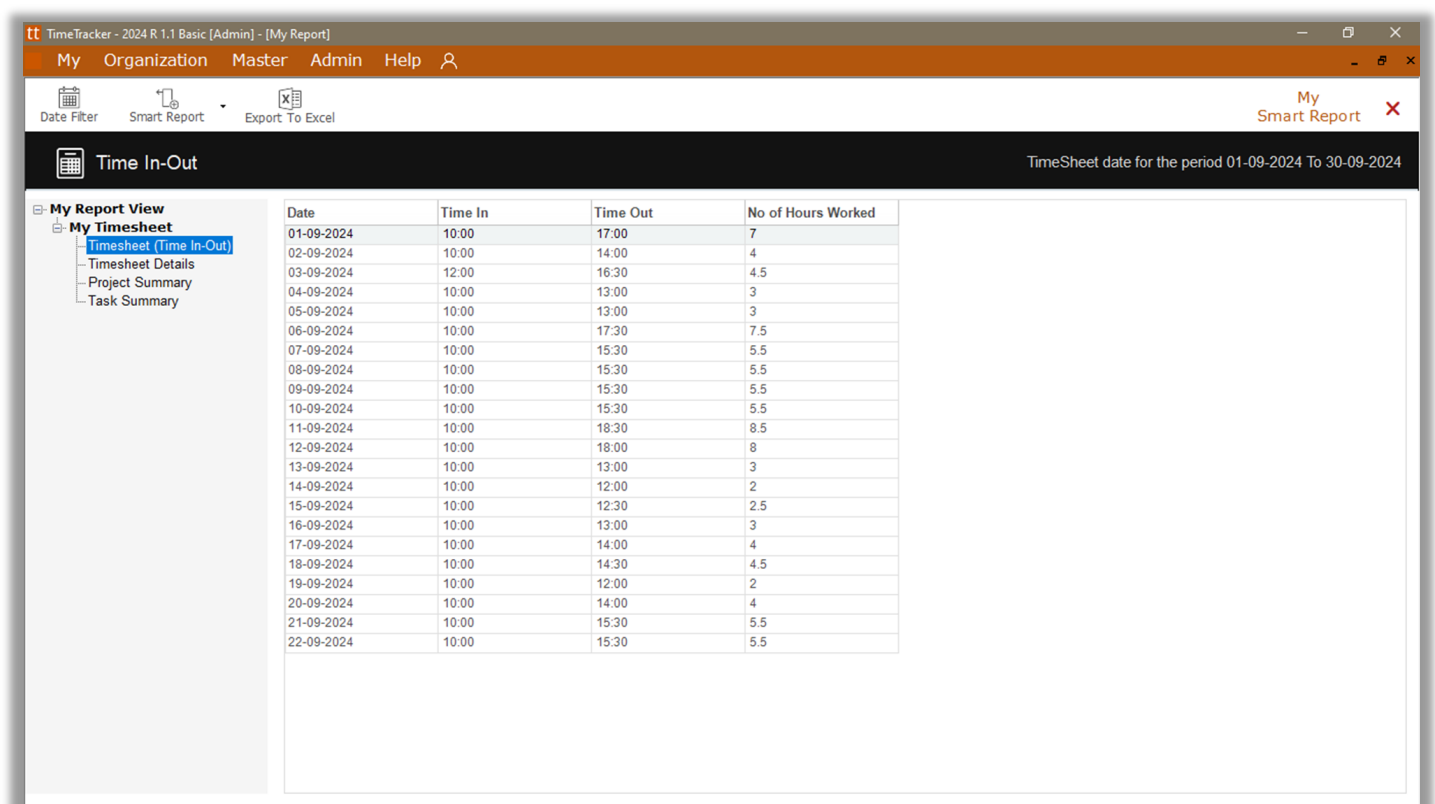
Click on **I Agree**



Go to

My > Reports > Smart Report

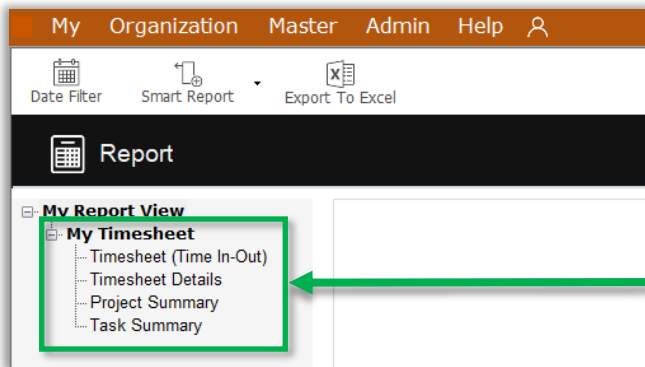
Smart Report Screen



The screenshot displays the 'Smart Report' interface in TimeTracker. The window title is 'TimeTracker - 2024 R 1.1 Basic [Admin] - [My Report]'. The navigation menu includes 'My', 'Organization', 'Master', 'Admin', and 'Help'. The main toolbar contains 'Date Filter', 'Smart Report', and 'Export To Excel'. The report title is 'Time In-Out' and the date range is 'TimeSheet date for the period 01-09-2024 To 30-09-2024'. A sidebar on the left shows 'My Report View' with options for 'My Timesheet', 'Timesheet (Time In-Out)', 'Timesheet Details', 'Project Summary', and 'Task Summary'. The main area contains a table with the following data:

Date	Time In	Time Out	No of Hours Worked
01-09-2024	10:00	17:00	7
02-09-2024	10:00	14:00	4
03-09-2024	12:00	16:30	4.5
04-09-2024	10:00	13:00	3
05-09-2024	10:00	13:00	3
06-09-2024	10:00	17:30	7.5
07-09-2024	10:00	15:30	5.5
08-09-2024	10:00	15:30	5.5
09-09-2024	10:00	15:30	5.5
10-09-2024	10:00	15:30	5.5
11-09-2024	10:00	18:30	8.5
12-09-2024	10:00	18:00	8
13-09-2024	10:00	13:00	3
14-09-2024	10:00	12:00	2
15-09-2024	10:00	12:30	2.5
16-09-2024	10:00	13:00	3
17-09-2024	10:00	14:00	4
18-09-2024	10:00	14:30	4.5
19-09-2024	10:00	12:00	2
20-09-2024	10:00	14:00	4
21-09-2024	10:00	15:30	5.5
22-09-2024	10:00	15:30	5.5

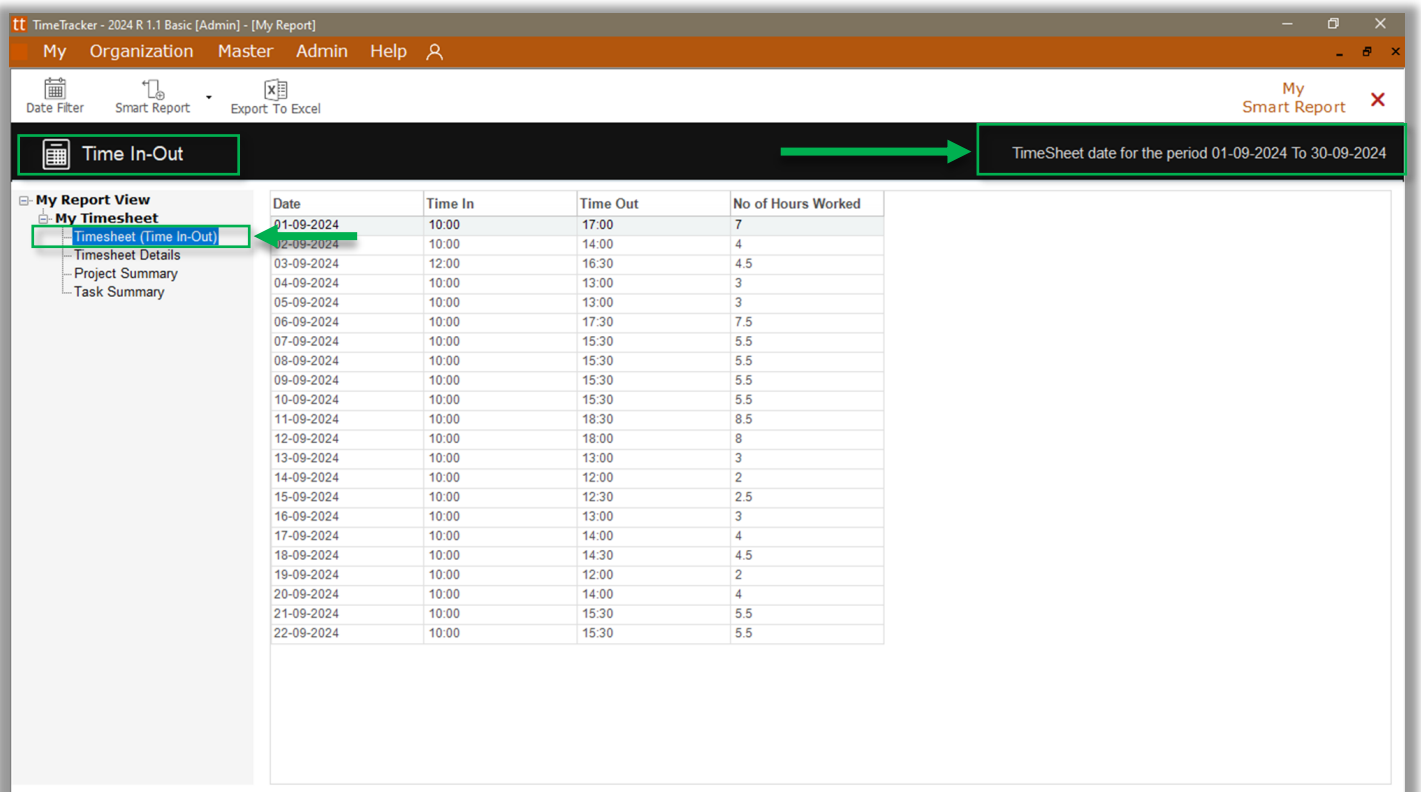
4 Smart Report



We can see a list on the left side of the screen. Select any item on the list to view the records.

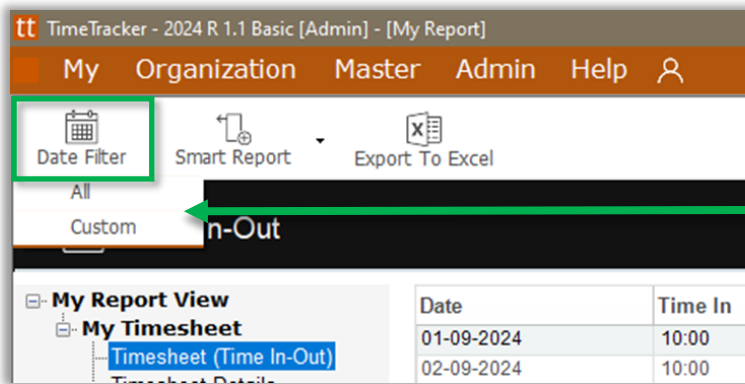
In this example, select **My Timesheet > Timesheet (Time In-Out)** to view Time In-Out list

Time period for which the data is fetched can be seen on top right side.



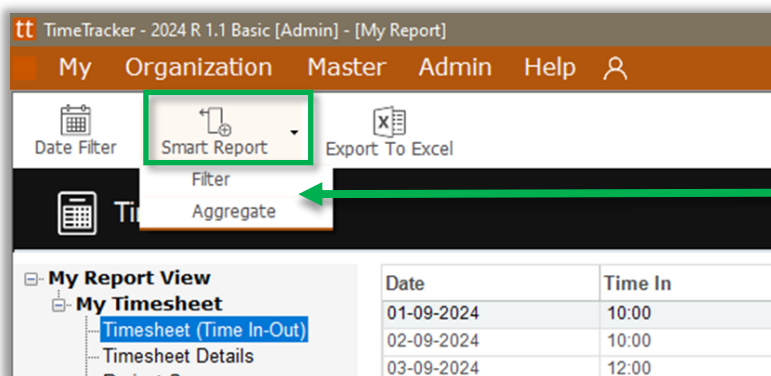
Date	Time In	Time Out	No of Hours Worked
01-09-2024	10:00	17:00	7
02-09-2024	10:00	14:00	4
03-09-2024	12:00	16:30	4.5
04-09-2024	10:00	13:00	3
05-09-2024	10:00	13:00	3
06-09-2024	10:00	17:30	7.5
07-09-2024	10:00	15:30	5.5
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13-09-2024	10:00	13:00	3
14-09-2024	10:00	12:00	2
15-09-2024	10:00	12:30	2.5
16-09-2024	10:00	13:00	3
17-09-2024	10:00	14:00	4
18-09-2024	10:00	14:30	4.5
19-09-2024	10:00	12:00	2
20-09-2024	10:00	14:00	4
21-09-2024	10:00	15:30	5.5
22-09-2024	10:00	15:30	5.5

Smart report tools



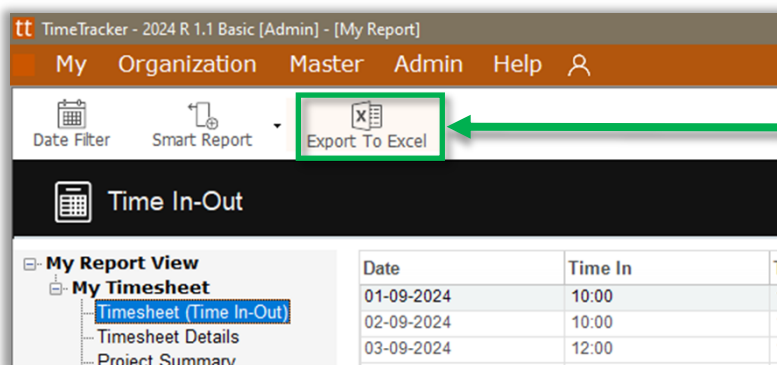
Date Filter: This button helps you to filter and show the data for the given date(s).

Custom date filter lets you to view data from a particular period of time.



Filter: This button helps you to filter data and show the specific records.

Aggregate: Perform math aggregate functions such as sum, average, count, etc.



Click here to export data to excel. The excel file can be saved for reference.

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Thank you

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

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