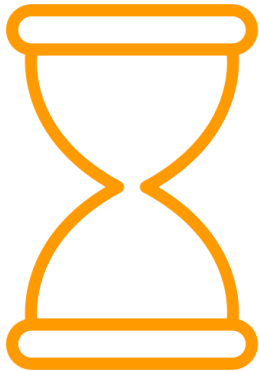


**3** Free users for life

**SPINSO**



Lite edition

# TimeTracker

Manage timesheet & approvals

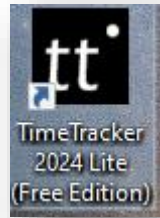




# Getting Started

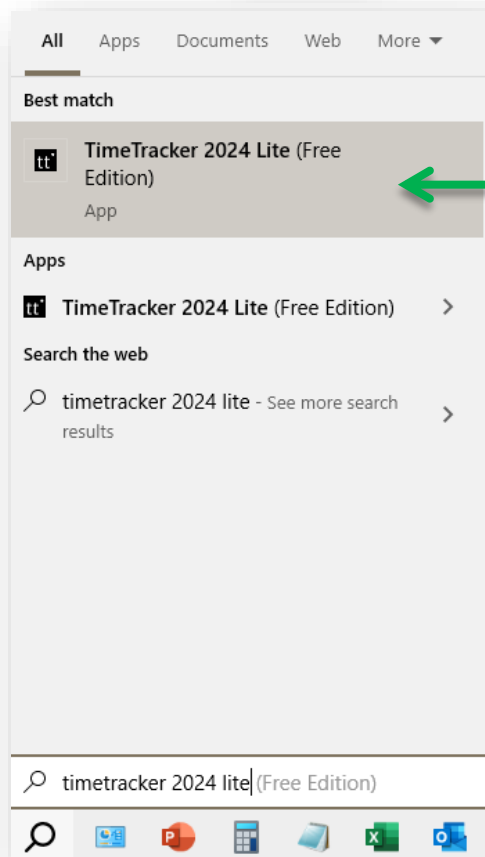
Quick start guide for TimeTracker Lite Edition

---



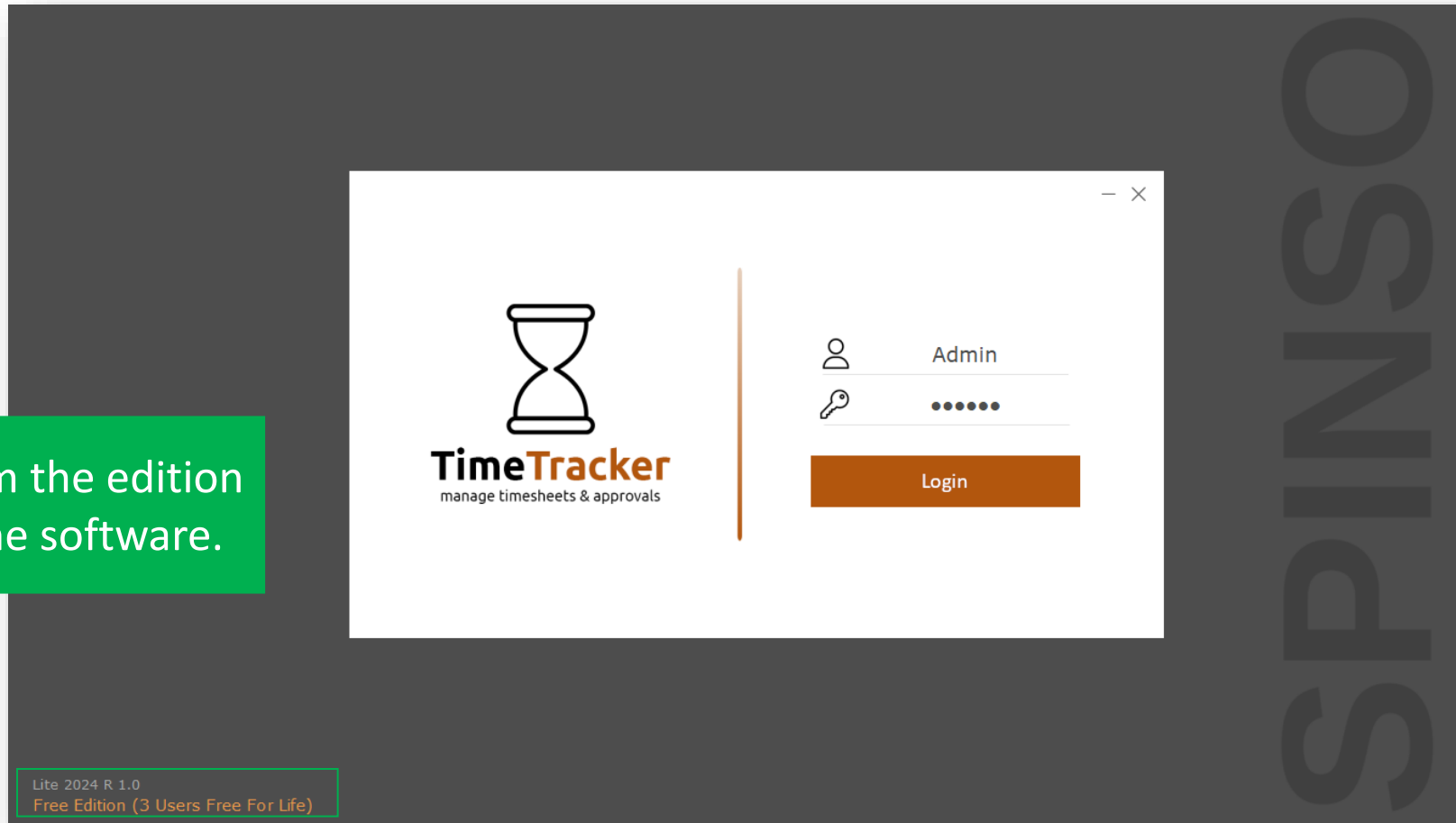
Open **TimeTracker** by double clicking on the icon in your desktop to launch the application.

or

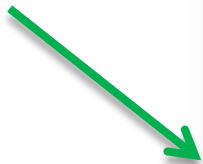


You can also launch the application from **Start - Program Files - Spinso - TimeTracker**

# Login Screen

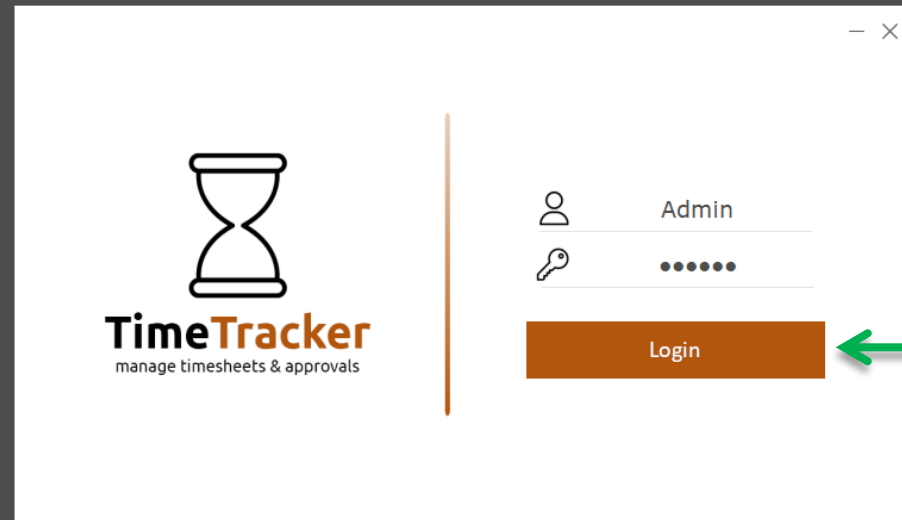


Check and confirm the edition and version of the software.



Default login details:

- User Name : **admin**
- Password : **spinso**



Click on Login

# free edition



## Thank You for choosing TimeTracker Lite

TimeTracker Lite is free for Life, for 3 users

Lite has no cap on entries

For free support mail us at [info@spinso.com](mailto:info@spinso.com)

Click 'I Agree' if you agree to above terms & conditions

I Don't

I Agree



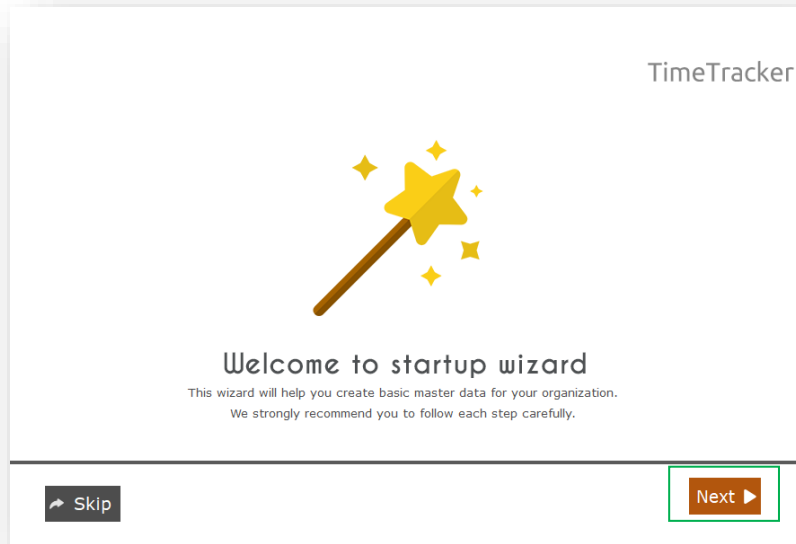
Click on "I Agree"

TimeTracker

# Introduction to Wizard

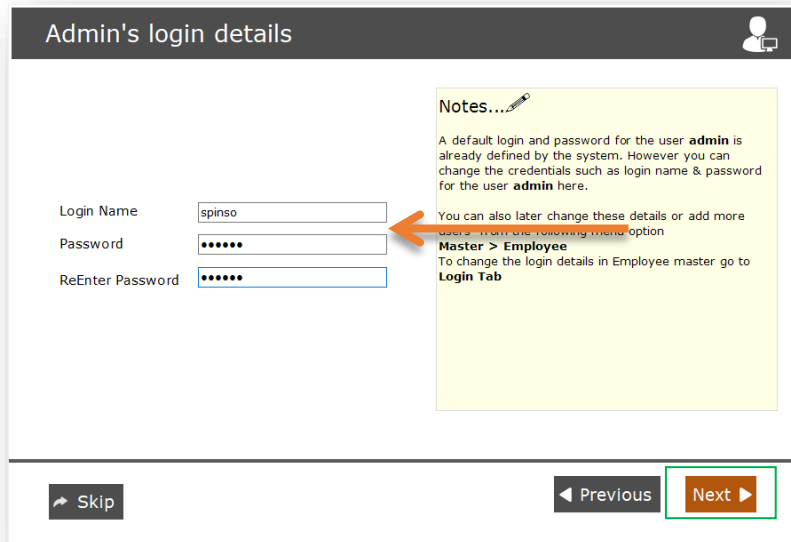
---

- The wizard screen lets you quickly enter basic details required to create master's data like Employee, Project and Tasks so that you can immediately start entering Timesheets.
- This screen will appear only once when you login to the system for first time.
- Data entered through wizard can be seen in Master screen. You can also further add or modify these details later in the respective master's screens.



1

Click on “Next”



2

Here, change Admin's Name & Password if required.

Then Click on **Next**



### Employee

Please enter Employee Name

Alex Fernandes  
Riya DSouza

Notes...

Please enter your employee details first name & last name as given below  
John Smith  
Rita Singh

You need to enter each employee name in a new line

In the above example by default login name and password assigned to John Smith would be john & rita respectively. However you have the option to change the login and password later from menu option  
**Master > Employee**

Note : By default first name would be used for Login and Password

\* Enter each employee in a new line

Skip Previous **Next**

← 4

- Enter each Employee names, in new line.
- In TimeTracker Lite you get 3 user free license, including Admin user, hence now you can add up to 2 more Users.
- Click on “**Next**”

### Project

Please enter Project Name

Watson Capital LLP  
Nexus Group  
Ferguson Engineers LTD

Notes...

If you are working on one or more project(s) you can select the **define project** option, Select the project manager Enter your project name in the below textbox.  
\* Each project should be entered in a new line.

The selected project by default would be assigned to all employees however you can Assign the projects to specific employee later through the following menu option  
**Master > Employee**  
Or  
**Master > Project**

Selecting project manager would give the project manager (Employee) rights to view employee timesheet, expense, leave.

\* Enter each project in a new line

Skip Previous **Next**

← 5

- Enter each project in a new line [if no project, ignore and click on **Next**].
- Click on “**Next**”

Task

Please enter/select Task Name

General  
Lunch  
Meeting  
Payment Follow up  
Personal Work  
Support

Notes.....


Enter your task(s) depending on the work profile  
Every task should be entered in a separate line  
By default these task would be assigned to all employee however you can assign/un assign task to employee from the following menu option  
**Master > Employee**  
Or  
**Master > Task**

\* Enter each task in a new line

Skip Previous **Next**

- Enter Tasks for which you are entering Timesheet.
- Each Task should be added in a new line
- Click on **“Next”**

TimeTracker



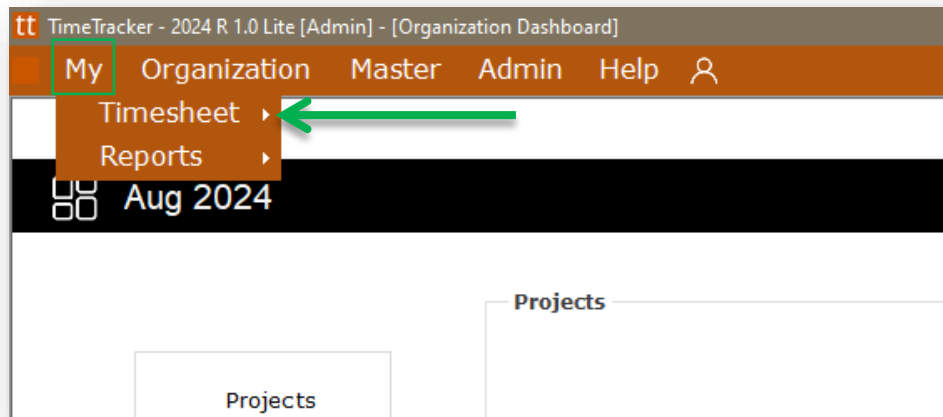
We thank you for choosing TimeTracker

For free support during trial period you can mail us at [trial@spins.com](mailto:trial@spins.com)  
After you click on finish the selected data would get generated into the system.

Skip Previous **Finish**

7

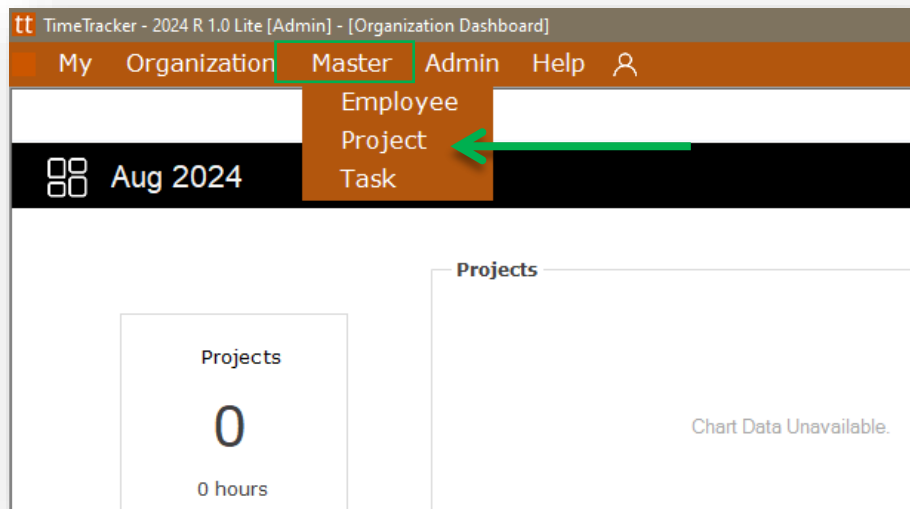
Click on **Finish**

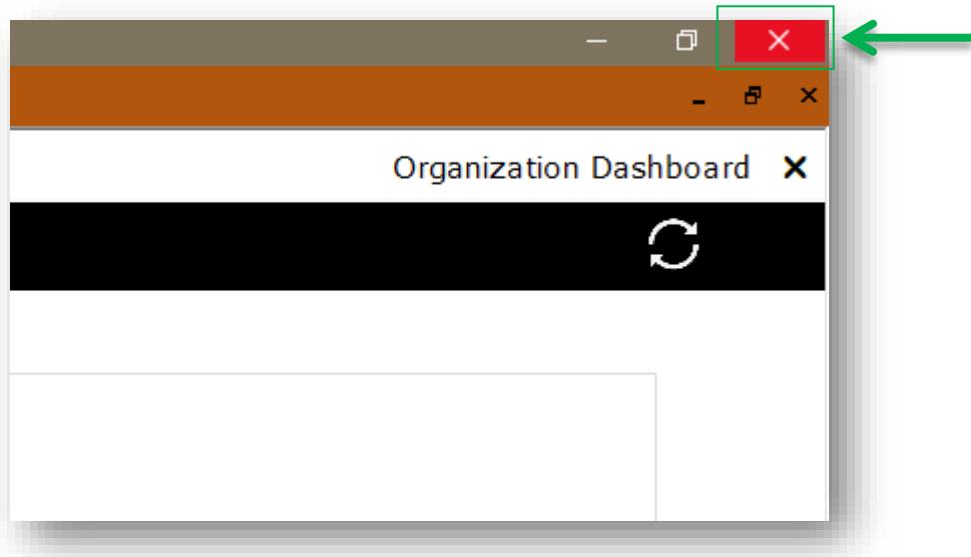


- Getting Started Process is Complete.
- You can immediately start adding Timesheet from **My → Timesheet**

#### Note:

- If you wish to change or update wizard
- Click on **Master → Employee**; to open Employee Screen, where you can edit employee's name or password.
- Click on **Master → Project**; to open Project Screen, where you can edit Project name or description, etc.
- Click on **Master → Task**; to open Task Screen, where you can edit Task name or description.





Click on this exit button to close the application.

# Thank You

We hope this was helpful. Kindly contact SPINSO for any queries, we are happy to help.  
We recommend you to see our **“Entering your first Timesheet”** Help file for TimeTracker lite,  
before you start using our software.