

3 Free
users
for life

SPINSO[®]



Lite edition

TimeTracker

Manage timesheet & approvals



Entering Timesheet (Free Edition)

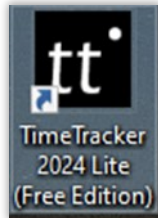
Step by step guide to enter your first timesheet in TimeTracker.

1 INDEX

Steps

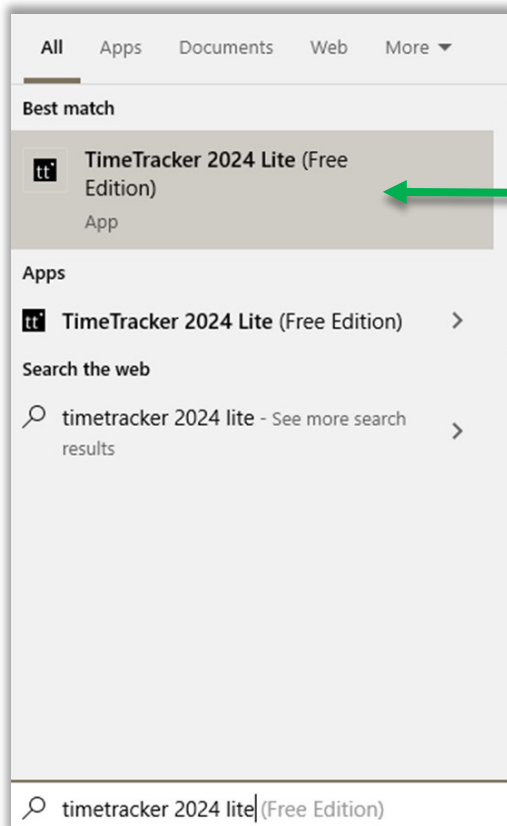
1. Index _____ Pg 2
2. Login _____ Pg 3
3. Go To Timesheet Screen _____ Pg 4
4. Entering Timesheet _____ Pg 6

2 LOGIN

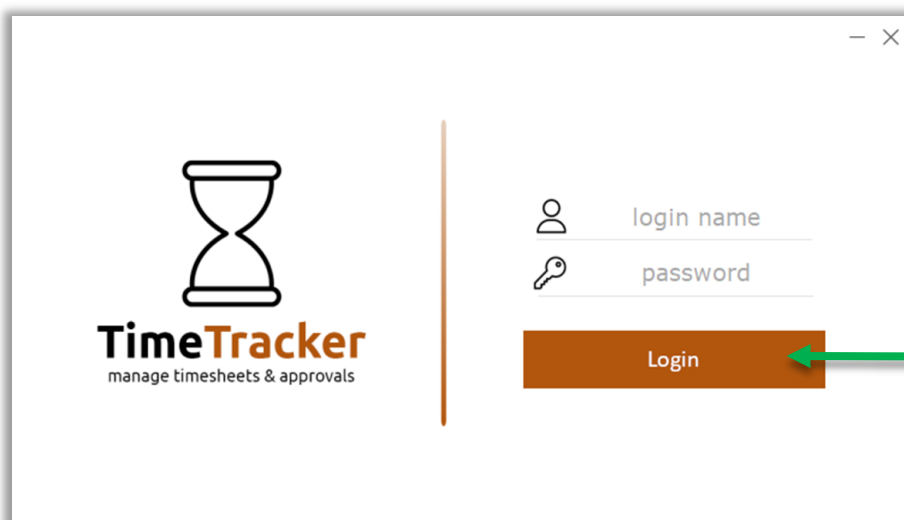


Double Click on **TimeTracker** icon, on your desktop.

or

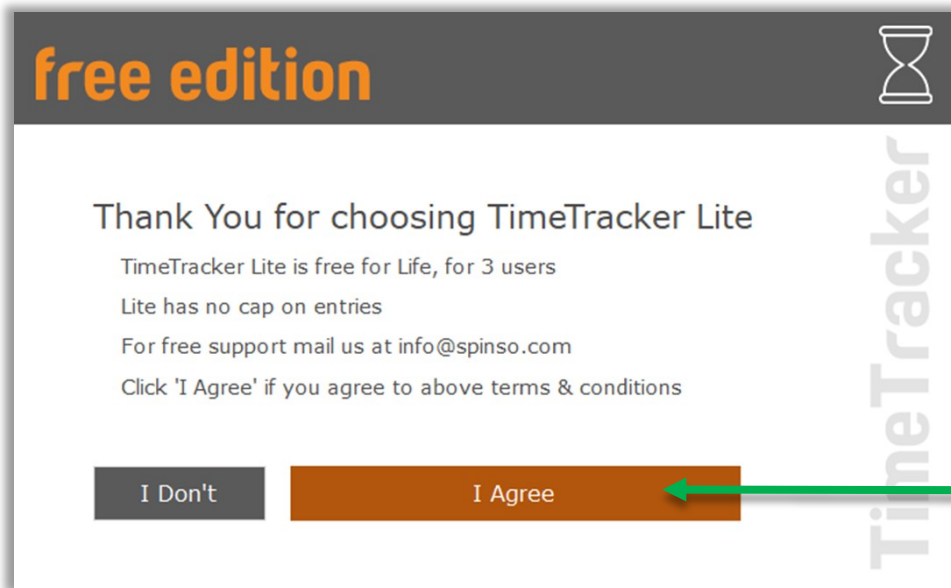


You can also launch the application from **Start - Program Files - Spinso - TimeTracker**

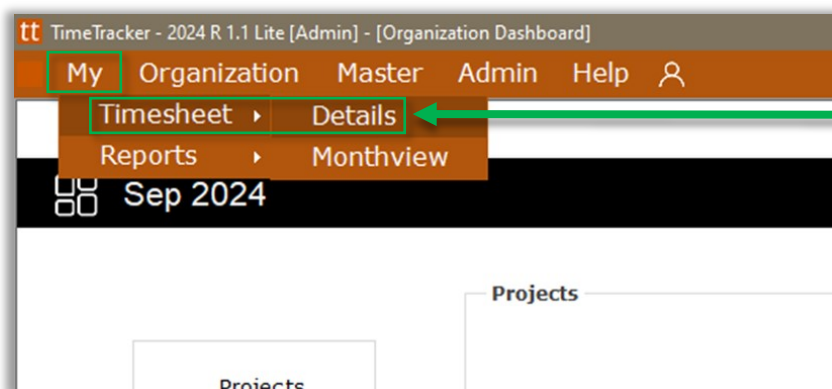


Enter Login name and password. Click on **Login**

3 Go To Timesheet screen



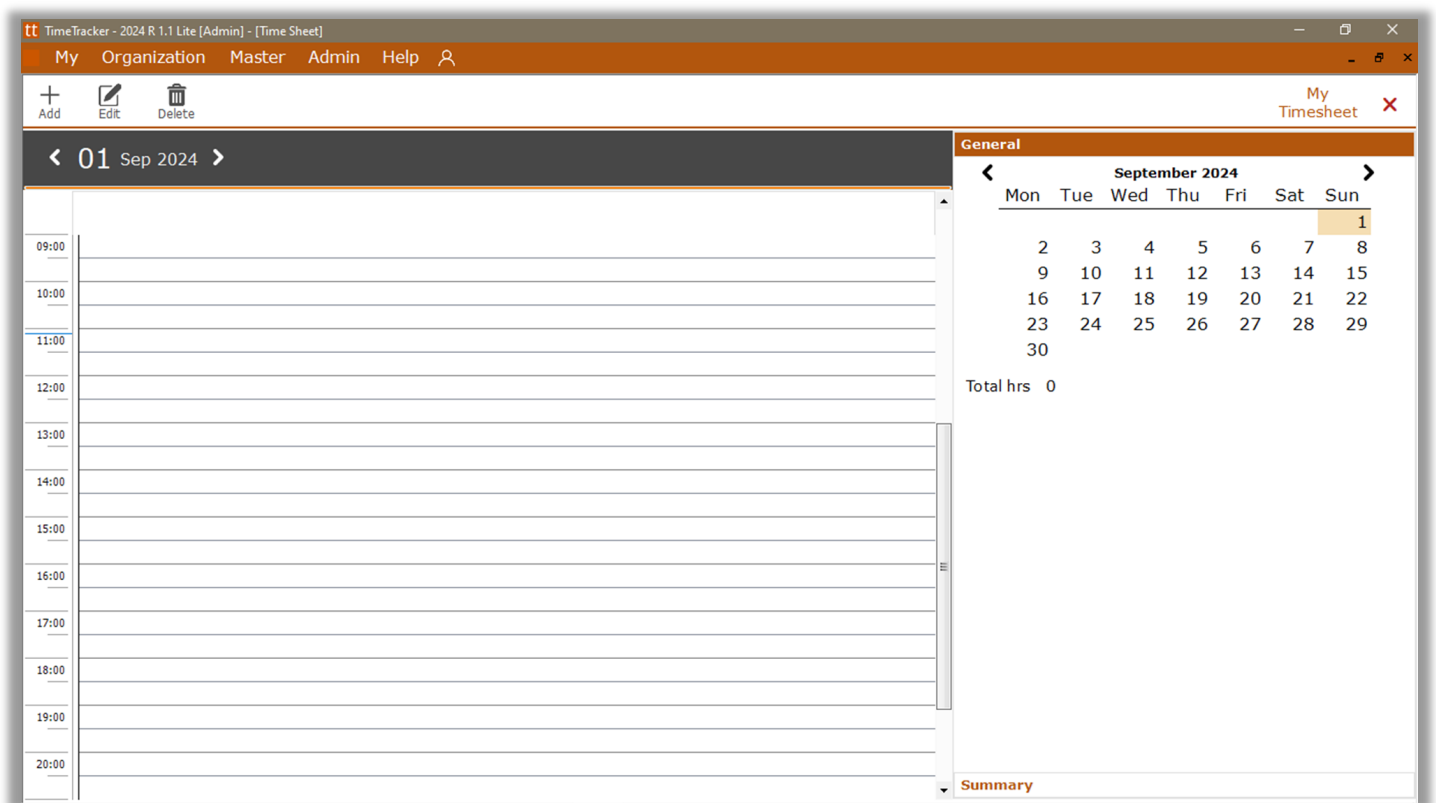
Click on I Agree



Go to

My > Timesheet > Details

Timesheet Screen



The screenshot displays the TimeTracker interface for a timesheet. The window title is "TimeTracker - 2024 R 1.1 Lite [Admin] - [Time Sheet]". The main menu includes "My", "Organization", "Master", "Admin", and "Help". On the right, there are "Add", "Edit", and "Delete" icons, and a "My Timesheet" button with a close icon.

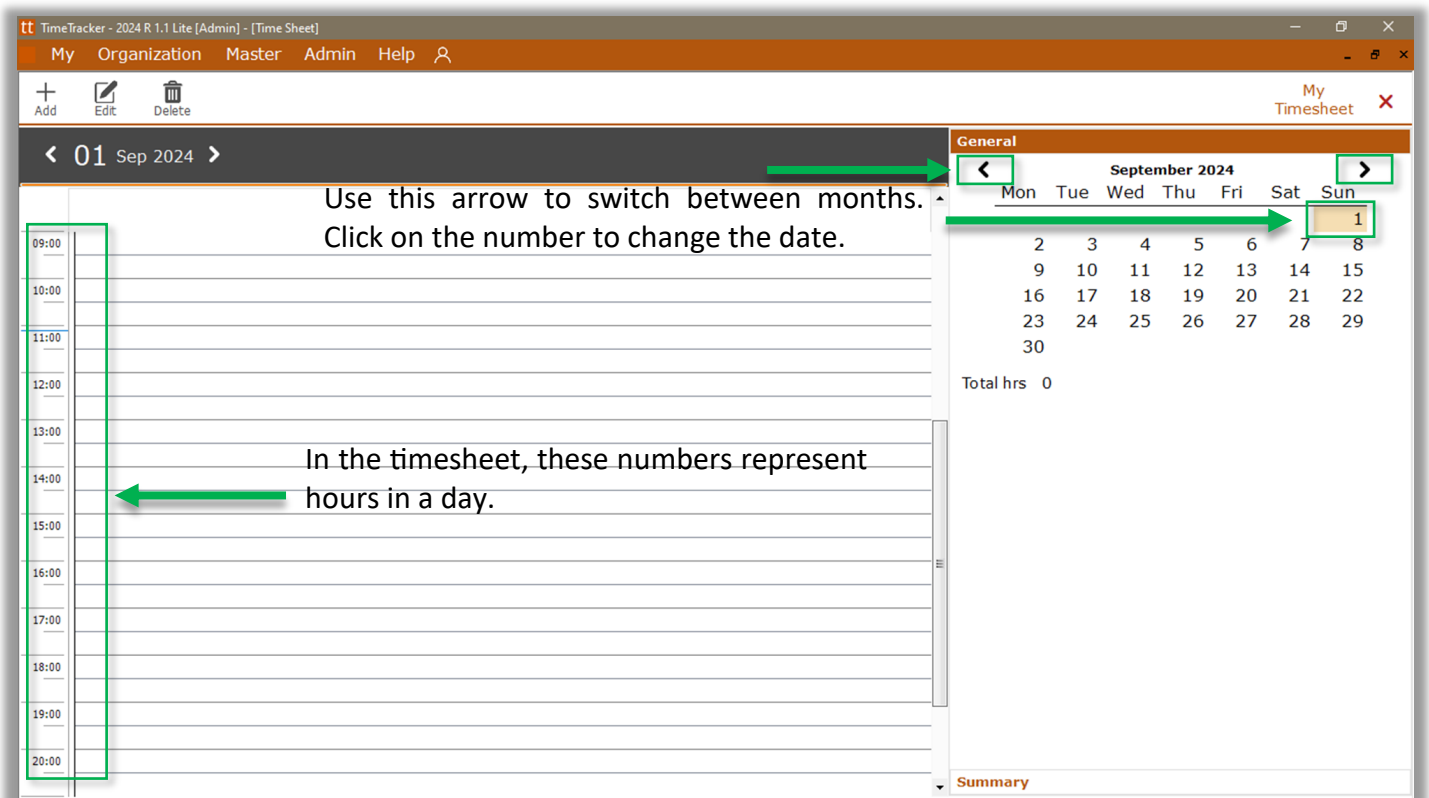
The central area shows a calendar for "01 Sep 2024". To the right of the calendar is a "General" tab with a calendar view for "September 2024". The calendar shows days from Monday to Sunday, with the 1st of September highlighted. Below the calendar, it says "Total hrs 0".

At the bottom right, there is a "Summary" section.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
09:00							1
10:00	2	3	4	5	6	7	8
11:00	9	10	11	12	13	14	15
12:00	16	17	18	19	20	21	22
13:00	23	24	25	26	27	28	29
14:00	30						
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							

4

Entering Timesheet



TimeTracker - 2024 R. 1.1 Lite [Admin] - [Time Sheet]

My Organization Master Admin Help

Add Edit Delete

My Timesheet

< 01 Sep 2024 >

Use this arrow to switch between months. Click on the number to change the date.

General

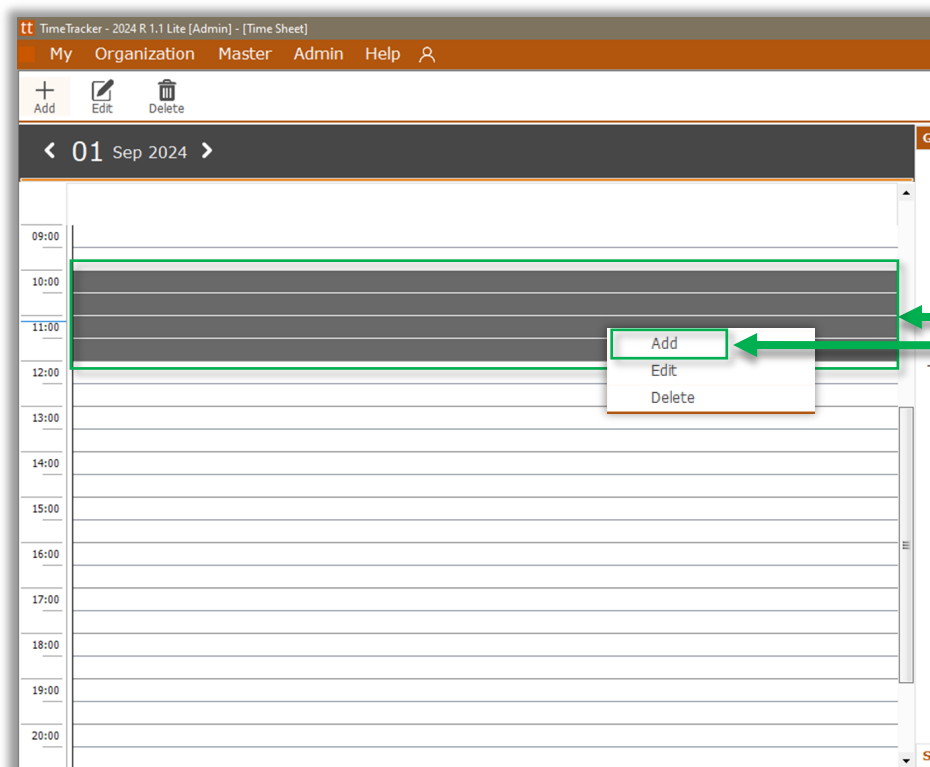
September 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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 0

Summary

In the timesheet, these numbers represent hours in a day.



TimeTracker - 2024 R. 1.1 Lite [Admin] - [Time Sheet]

My Organization Master Admin Help

Add Edit Delete

< 01 Sep 2024 >

09:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

Add

Edit

Delete

To enter timesheet

- Select time duration for which you are entering timesheet. In this example 10:00 to 12:00 is selected.
- Right Click then select **Add**. Time Details window will open.

Time Details

+ New Save X

General

From Time * 10:00

To Time * 12:00

Project [dropdown] + ↻

Task * [dropdown] + ↻

Notes [text area]

Time Details:

- Change From Time or To Time if required.
- Select Project
- Select Task
- Enter notes if any.

Time Details

+ New **Save** X

General

From Time * 10:00

To Time * 12:00

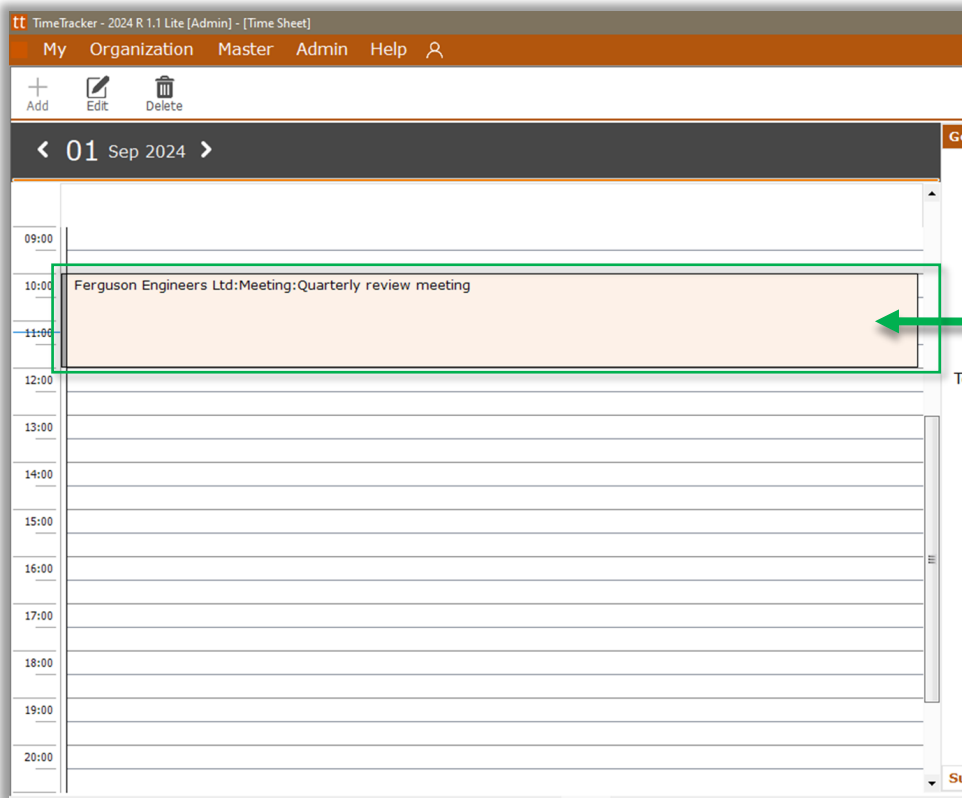
Project Ferguson Engineers Ltd + ↻

Task * Meeting + ↻

Notes Quarterly review meeting

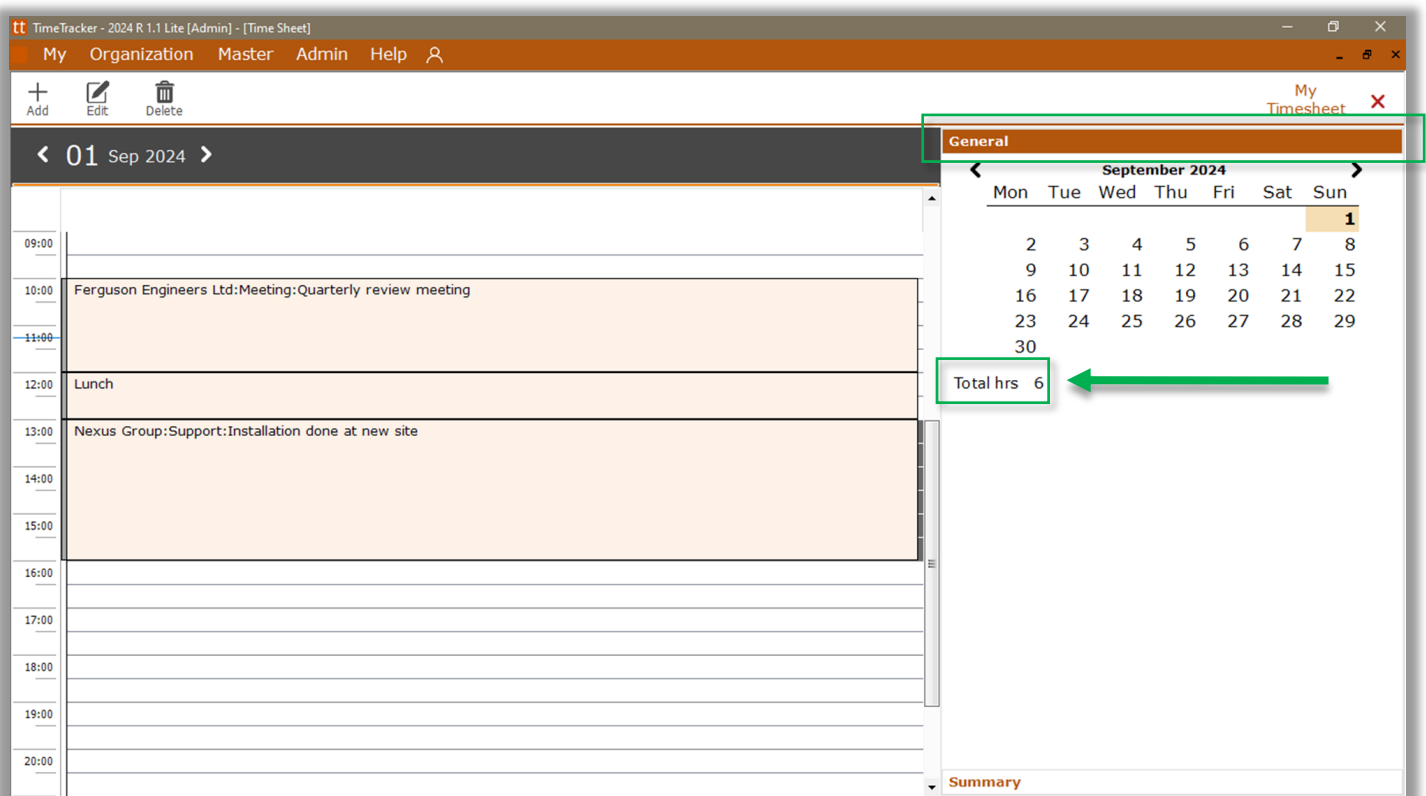
Click on **Save**.

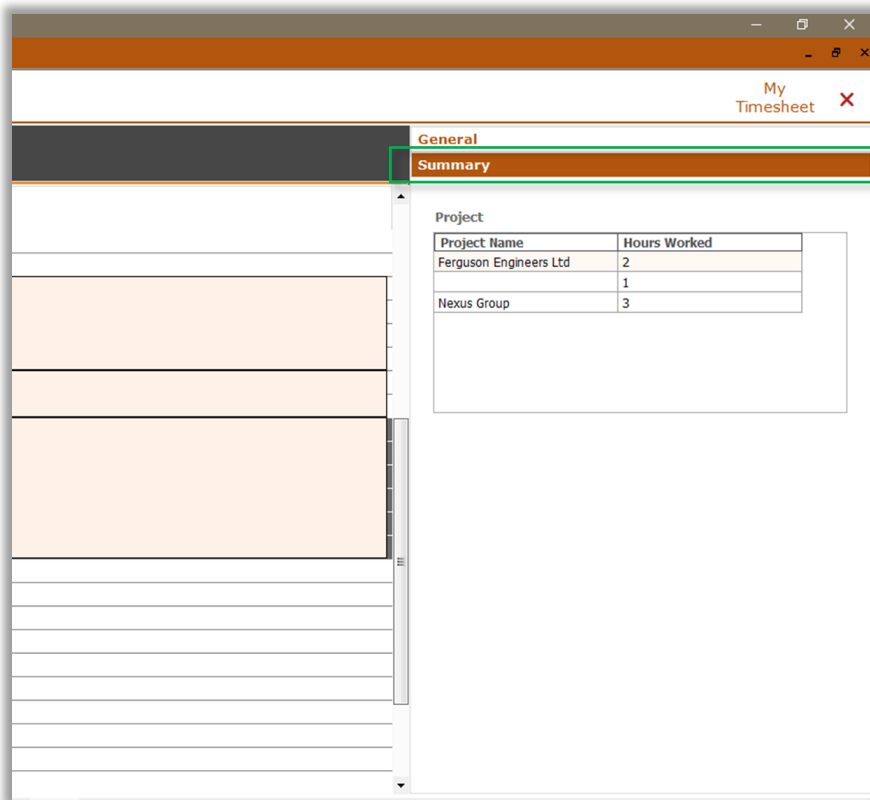
Note:
New button will clear all the fields.



Timesheet entry was successful. Similarly, we can enter time spent on tasks for the day.

Total hours can be seen on the right side (in General Section) of the screen.





Summary of the entries can be seen here.

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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 **Timesheet Monthview** Help file Next.

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