

3 Free
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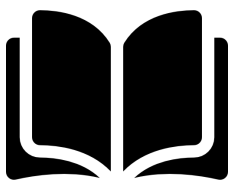
SPINSO[®]



Lite edition

TimeTracker

manage timesheet & approvals



Entering Timesheet

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

1 INDEX

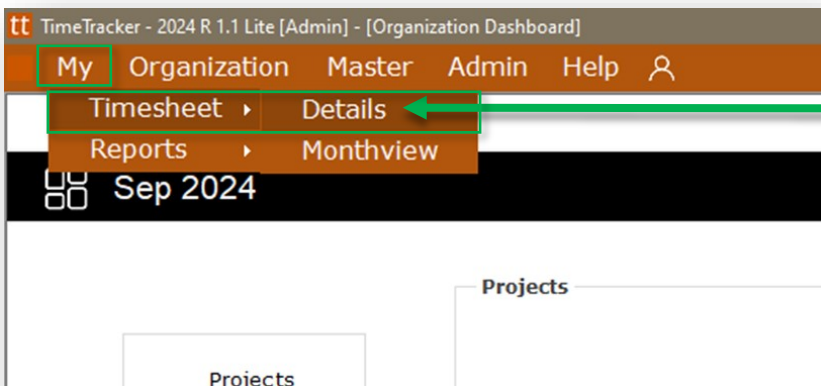
Steps

1. Index _____ Pg 2

2. Entering Timesheet _____ Pg 3

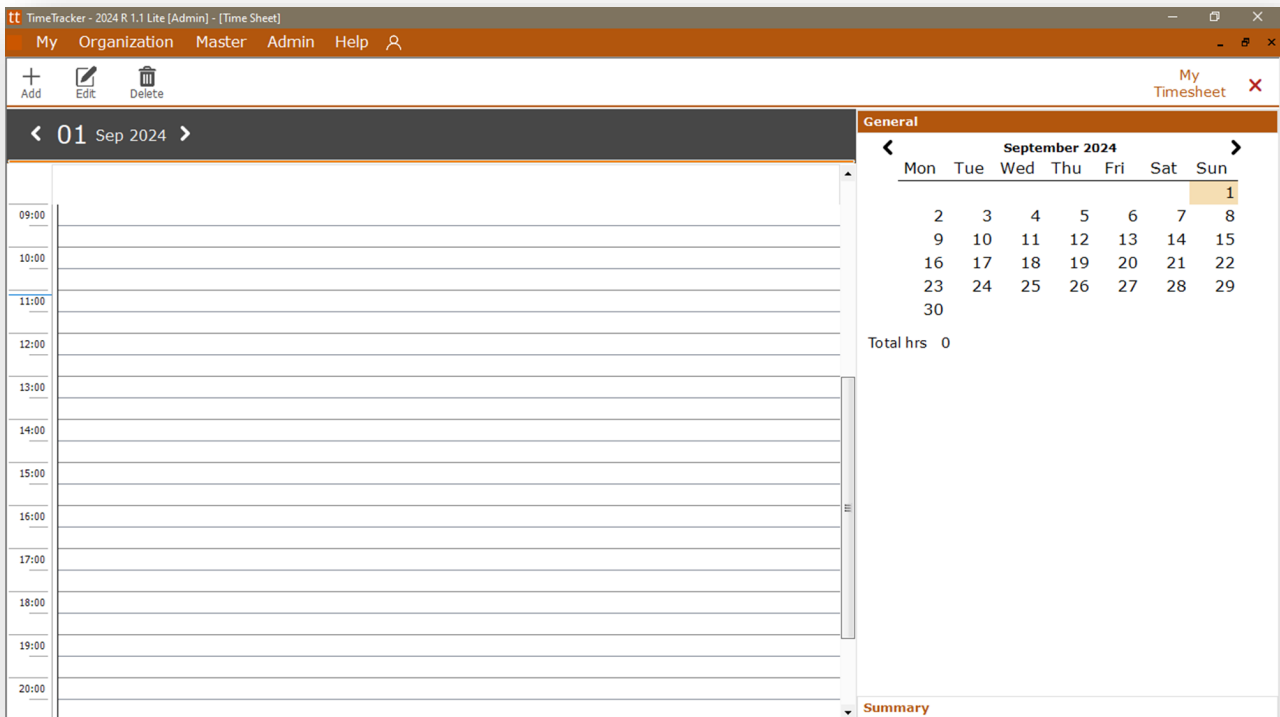
2

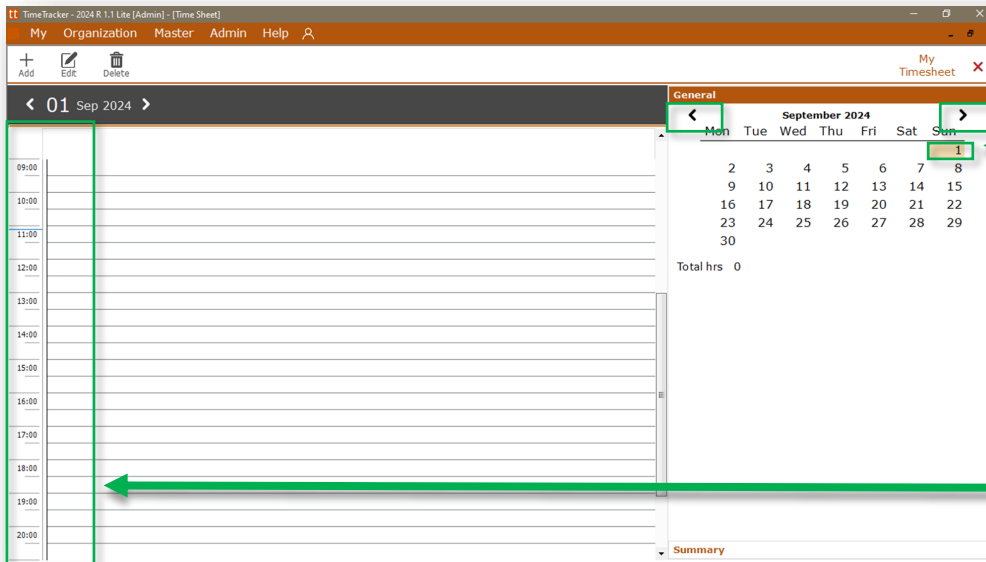
Entering Timesheet



Go to

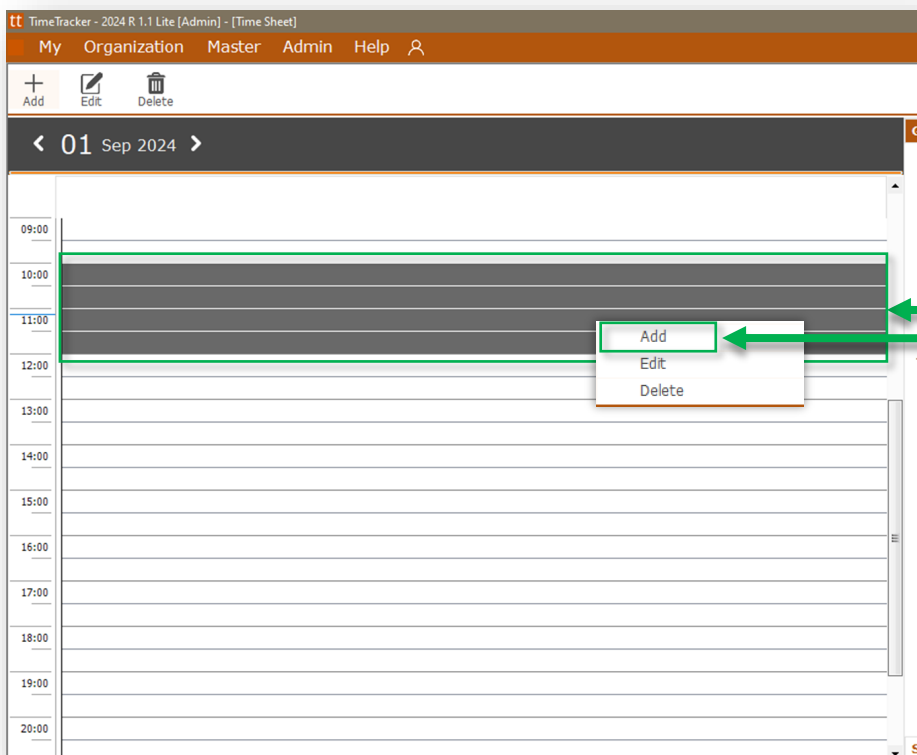
My > Timesheet > Details





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


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



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 ✕

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 ✕

General

From Time * 10:00

To Time * 12:00

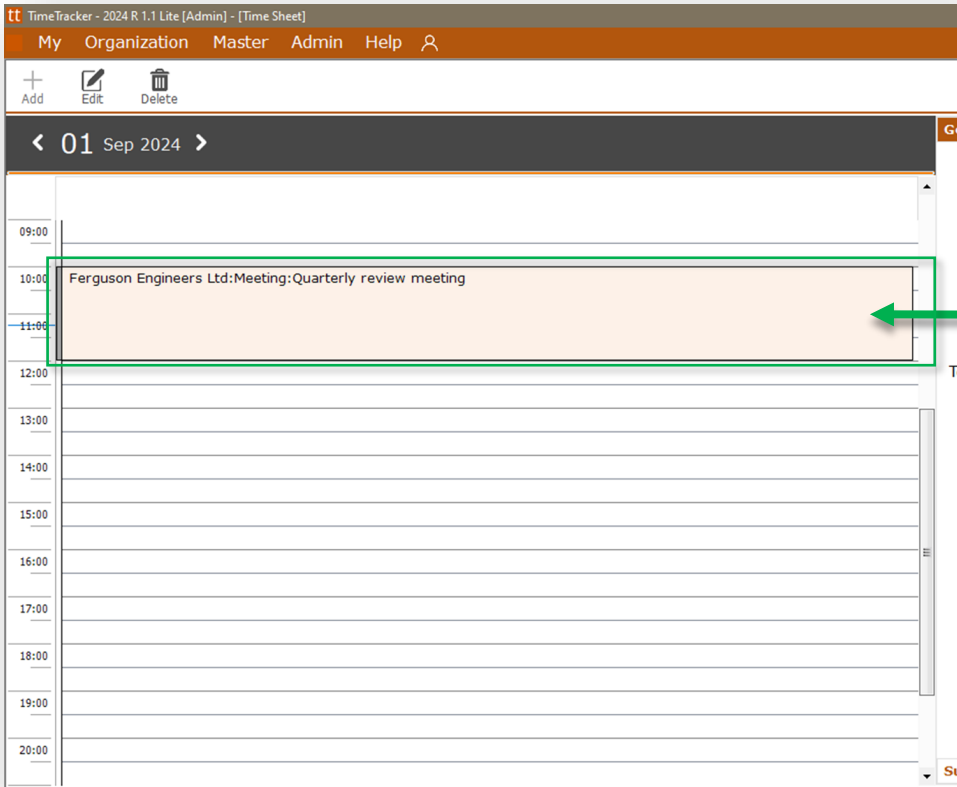
Project Ferguson Engineers Ltd + ↻

Task * Meeting + ↻

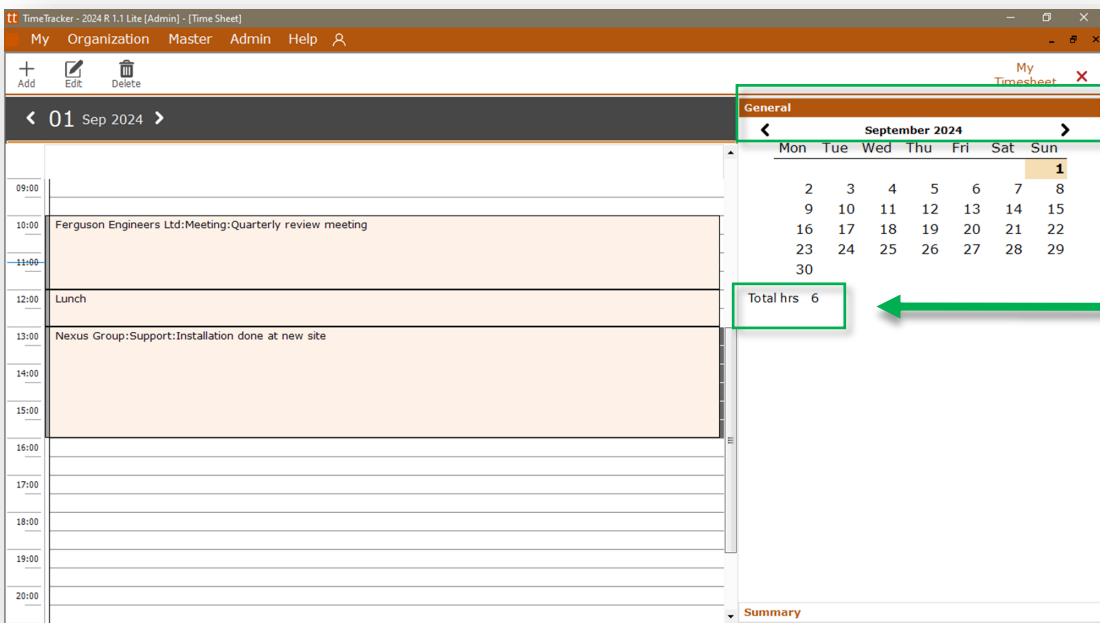
Notes Quarterly review meeting

Click on **Save**.

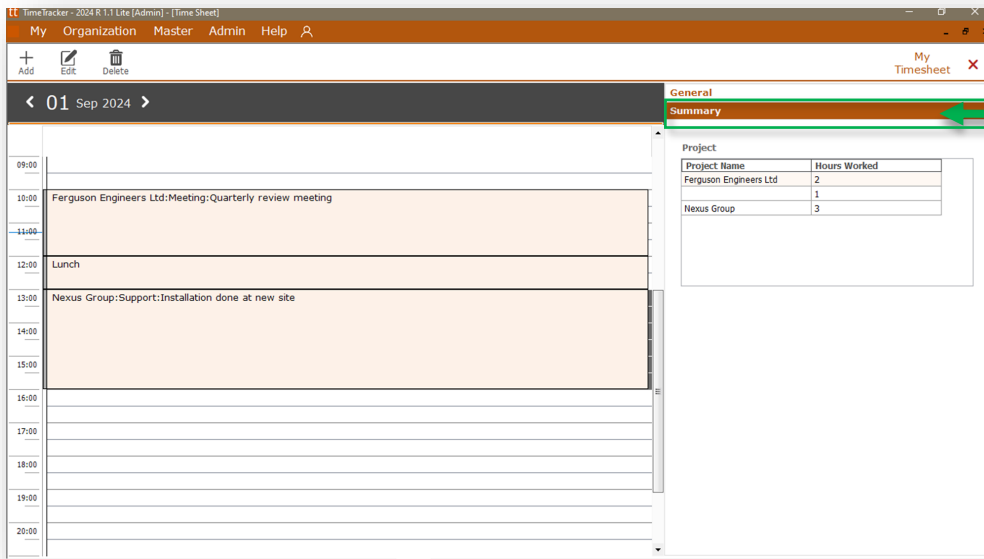
Note:
New button will clear all the fields.



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.



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

My Organization Master Admin Help

My Timesheet

< 01 Sep 2024 >

General

Summary

Project

Project Name	Hours Worked
Ferguson Engineers Ltd	2
	1
Nexus Group	3

Summary of the entries can be seen here.

Thank you

For more information

Kindly Call us or WhatsApp **+91.99 201 401 00** for any queries.

For more info visit: spinso.com

Next step



Timesheet Monthview

how to quickly Monthview Timesheet in TimeTracker Lite

[TT Lite timesheet-monthview.pdf](#)

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