

**3** Free  
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# SPINSO<sup>®</sup>



Lite edition

## TimeTracker

Manage timesheet & approvals



### Monthview Timesheet (Free Edition)

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

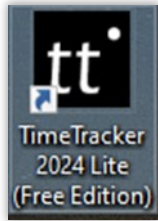
# 1 INDEX

## Steps

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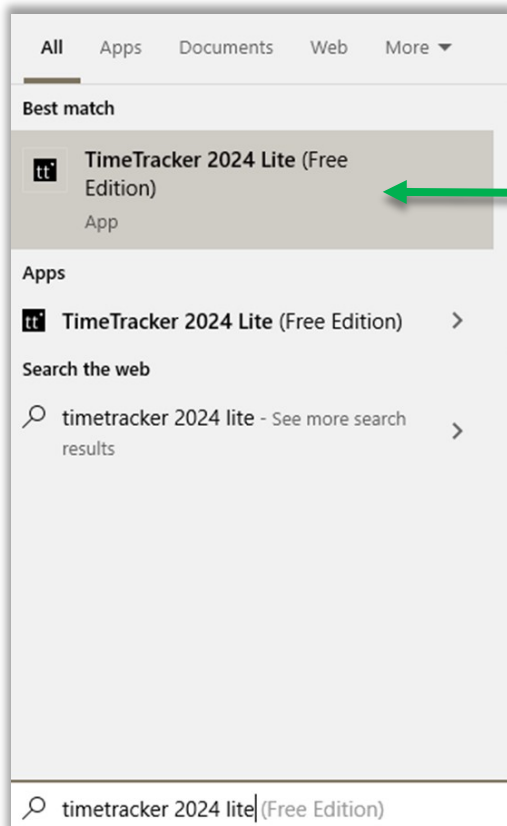
1. Index \_\_\_\_\_ Pg 2
2. Login \_\_\_\_\_ Pg 3
3. Go To Monthview Screen \_\_\_\_\_ Pg 4
4. Monthview \_\_\_\_\_ Pg 6

# 2 LOGIN

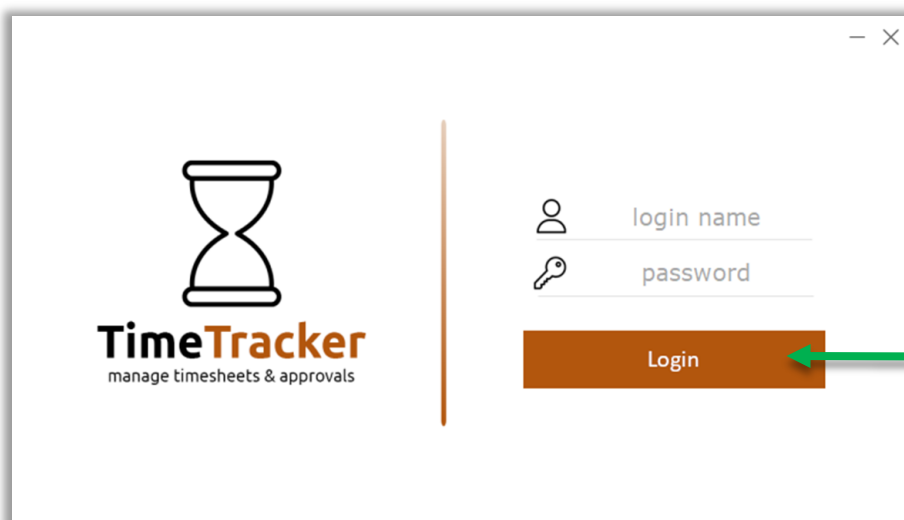


Double Click on **TimeTracker** icon, on your desktop.

or



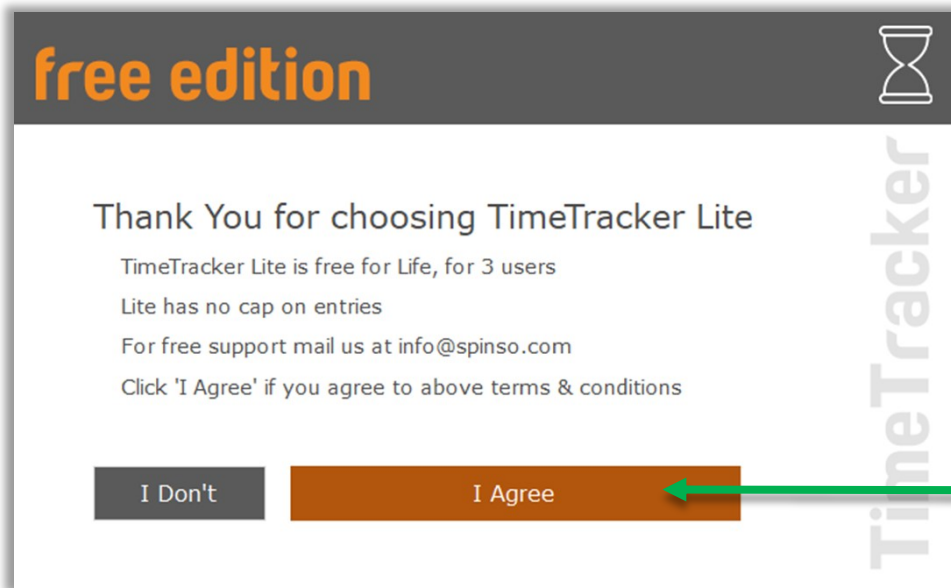
You can also launch the application from **Start - Program Files - Spinso - TimeTracker**



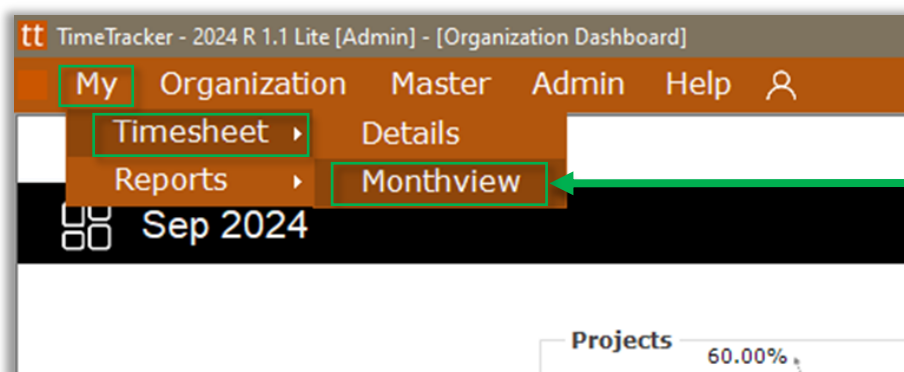
Enter Login name and password. Click on **Login**

# 3

## Go to Monthview screen



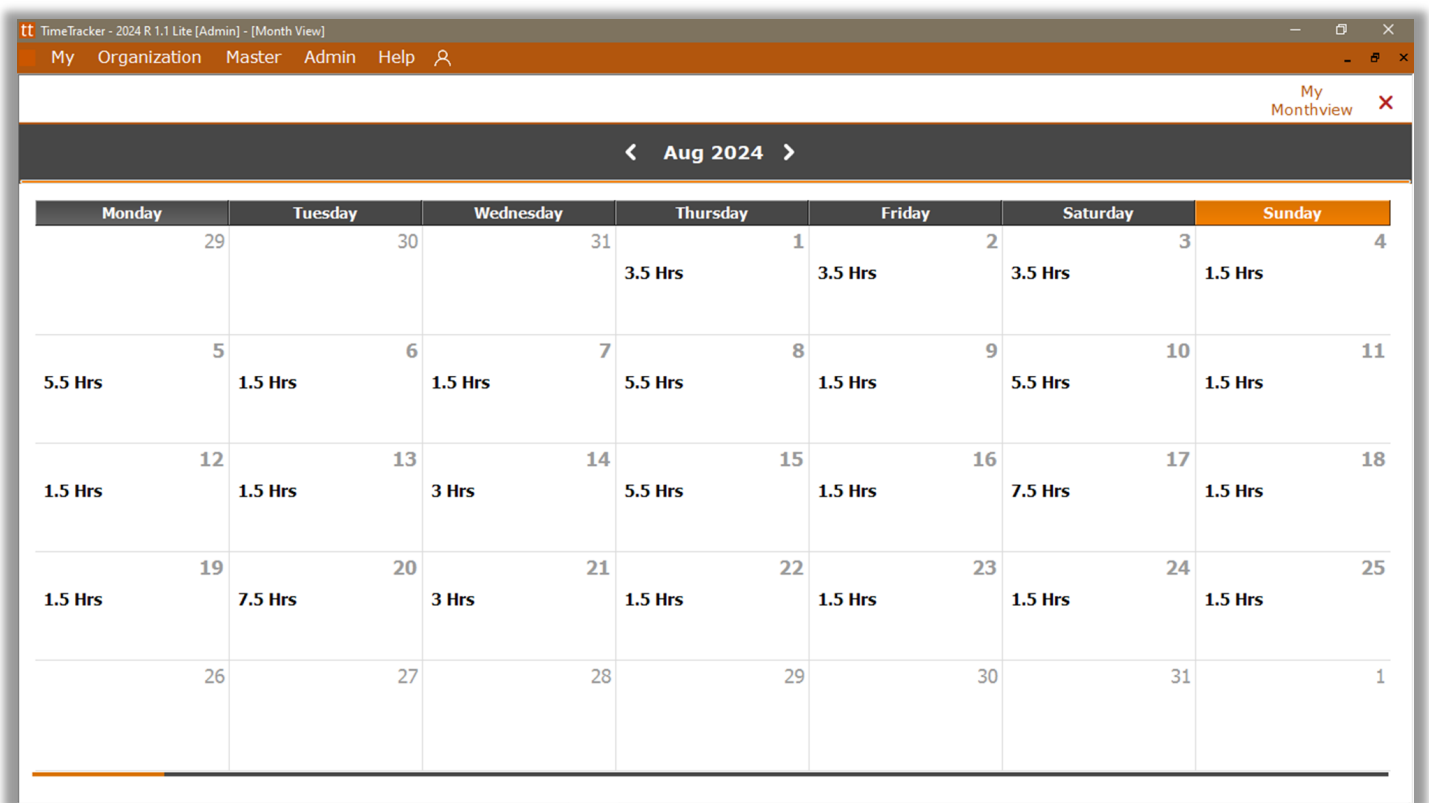
Click on I Agree



Go to

My > Timesheet > Monthview

# Monthview Screen

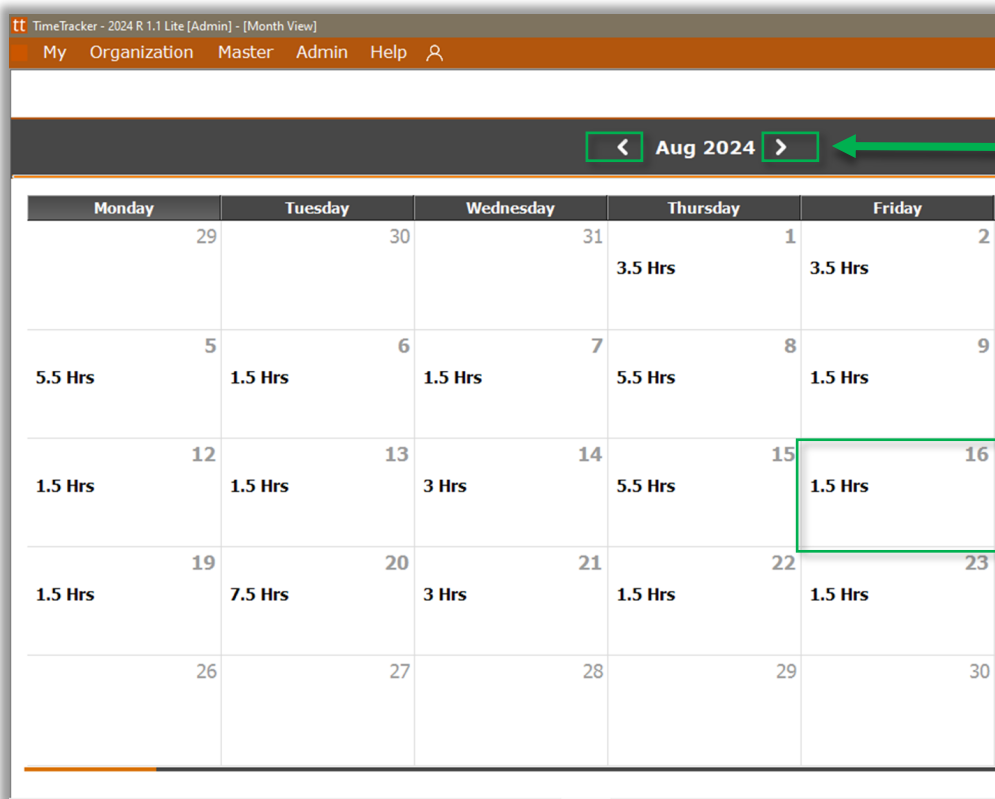


The screenshot shows the 'My Monthview' interface for August 2024. The calendar grid displays time entry data for each day. The days of the week are listed at the top of each column. The time entry values are shown in the cells, with some cells containing 'Hrs' and others being empty.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	1 3.5 Hrs	2 3.5 Hrs	3 3.5 Hrs	4 1.5 Hrs
5 5.5 Hrs	6 1.5 Hrs	7 1.5 Hrs	8 5.5 Hrs	9 1.5 Hrs	10 5.5 Hrs	11 1.5 Hrs
12 1.5 Hrs	13 1.5 Hrs	14 3 Hrs	15 5.5 Hrs	16 1.5 Hrs	17 7.5 Hrs	18 1.5 Hrs
19 1.5 Hrs	20 7.5 Hrs	21 3 Hrs	22 1.5 Hrs	23 1.5 Hrs	24 1.5 Hrs	25 1.5 Hrs
26	27	28	29	30	31	1

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.

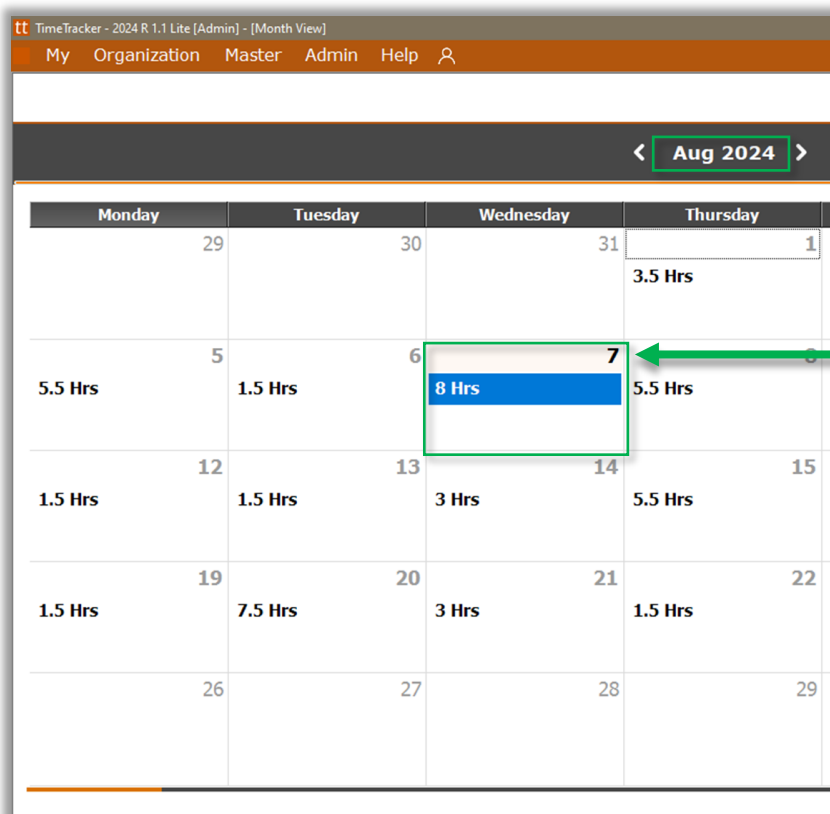
# 4 Monthview



Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1 3.5 Hrs	2 3.5 Hrs
5 5.5 Hrs	6 1.5 Hrs	7 1.5 Hrs	8 5.5 Hrs	9 1.5 Hrs
12 1.5 Hrs	13 1.5 Hrs	14 3 Hrs	15 5.5 Hrs	16 1.5 Hrs
19 1.5 Hrs	20 7.5 Hrs	21 3 Hrs	22 1.5 Hrs	23 1.5 Hrs
26	27	28	29	30

Use this arrow to switch between months.

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



Monday	Tuesday	Wednesday	Thursday
29	30	31	1 3.5 Hrs
5 5.5 Hrs	6 1.5 Hrs	7 8 Hrs	8 5.5 Hrs
12 1.5 Hrs	13 1.5 Hrs	14 3 Hrs	15 5.5 Hrs
19 1.5 Hrs	20 7.5 Hrs	21 3 Hrs	22 1.5 Hrs
26	27	28	29

Click on the box to view details. Here, timesheet details screen of 7th August 2024 will open.

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

My Organization Master Admin Help

Add Edit Delete My Timesheet

< 07 Aug 2024 >

Time	Activity
09:00	
10:00	Ferguson Engineers LTD:Quarterly review meeting
11:00	
12:00	
13:00	Lunch
14:00	Watson Capital LLP
15:00	
16:00	
17:00	
18:00	
19:00	
20:00	

General

August 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	31	

Total hrs 8

Summary

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# Thank you

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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>