

3 Free
users
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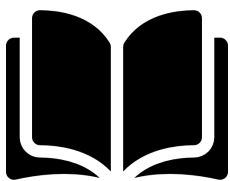
SPINSO®



Lite edition

TimeTracker

manage timesheet & approvals



Monthview Timesheet

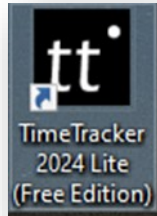
Step by step guide to see timesheet month view in TimeTracker.

1 INDEX

Steps

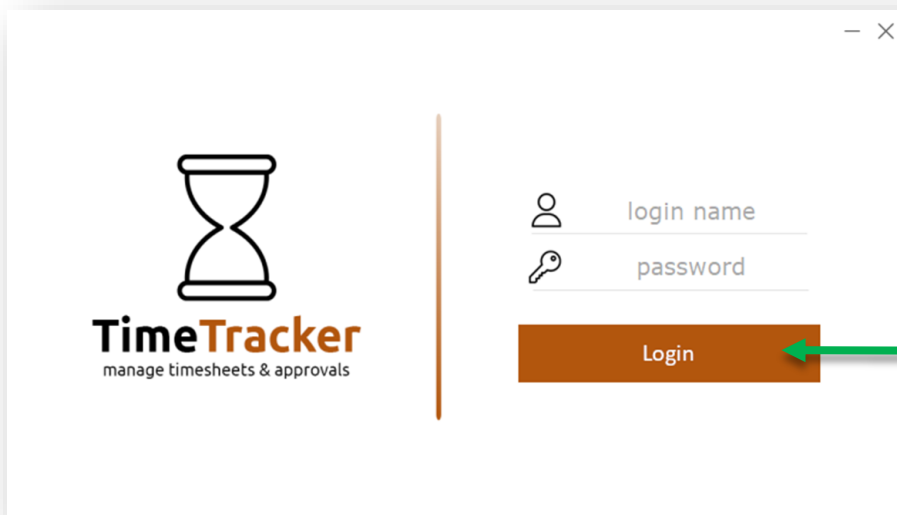
1. Index _____ Pg 2
2. Login _____ Pg 3
3. Monthview _____ Pg 4

2 LOGIN



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

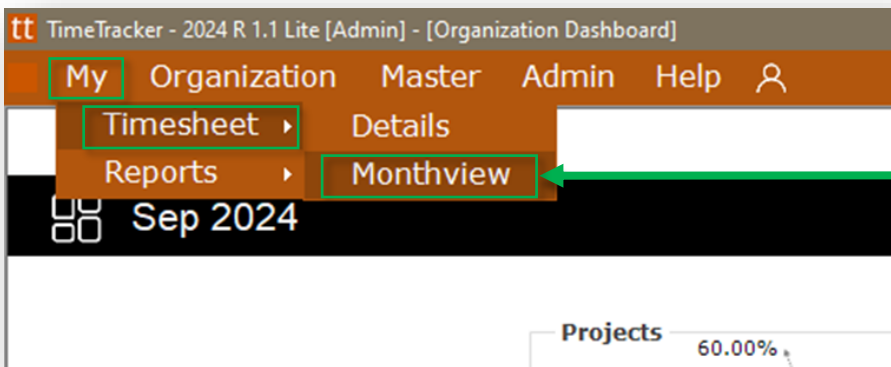
or



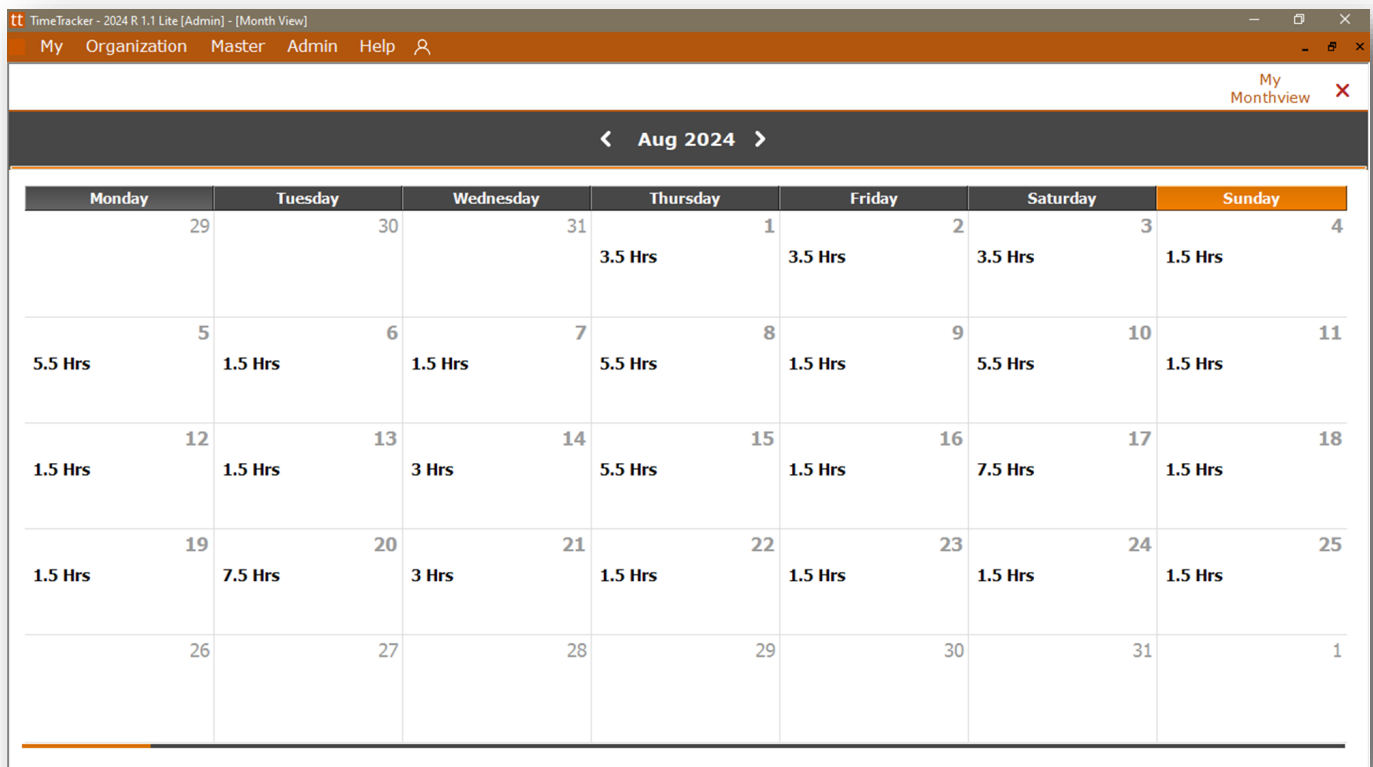
Enter Login name and password. Click on **Login**

3

Monthview

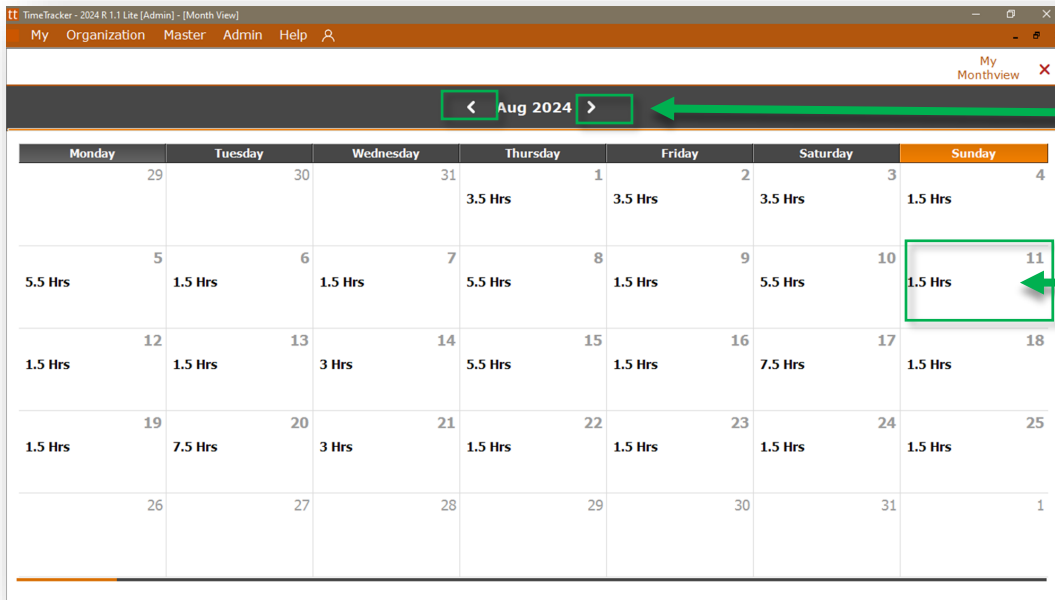


Go to
My > Timesheet > Monthview



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

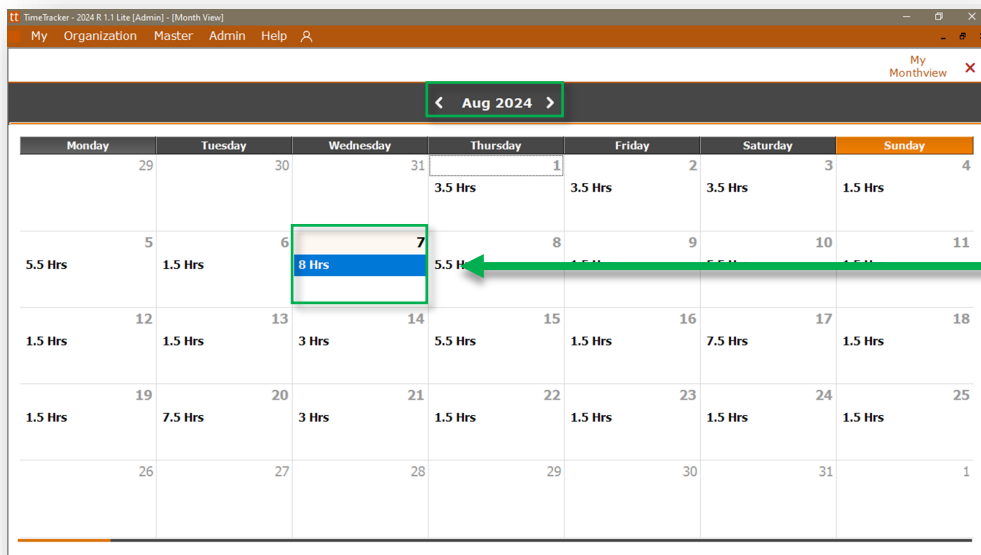
Monthview helps to view time entry of a month and also navigate to the timesheet details screen of a specific date with just a click.



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	3.5 Hrs	3.5 Hrs	3.5 Hrs	1.5 Hrs
5.5 Hrs	1.5 Hrs	1.5 Hrs	5.5 Hrs	1.5 Hrs	5.5 Hrs	1.5 Hrs
12	13	14	15	16	17	18
1.5 Hrs	1.5 Hrs	3 Hrs	5.5 Hrs	1.5 Hrs	7.5 Hrs	1.5 Hrs
19	20	21	22	23	24	25
1.5 Hrs	7.5 Hrs	3 Hrs	1.5 Hrs	1.5 Hrs	1.5 Hrs	1.5 Hrs
26	27	28	29	30	31	1

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	Friday	Saturday	Sunday
29	30	31	3.5 Hrs	3.5 Hrs	3.5 Hrs	1.5 Hrs
5.5 Hrs	1.5 Hrs	8 Hrs	5.5 Hrs	1.5 Hrs	5.5 Hrs	1.5 Hrs
12	13	14	15	16	17	18
1.5 Hrs	1.5 Hrs	3 Hrs	5.5 Hrs	1.5 Hrs	7.5 Hrs	1.5 Hrs
19	20	21	22	23	24	25
1.5 Hrs	7.5 Hrs	3 Hrs	1.5 Hrs	1.5 Hrs	1.5 Hrs	1.5 Hrs
26	27	28	29	30	31	1

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

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

My Organization Master Admin Help

My Timesheet

< 07 Aug 2024 >

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	

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

Total hrs 8

Summary

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



Reports

how to view reports in TimeTracker Lite

[TT Lite how-to-view-report.pdf](https://spinso.com/TT-Lite-how-to-view-report.pdf)

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