

3 Free users for life

SPINSO<sup>®</sup>



Lite edition

# TimeTracker

manage timesheet & approvals

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## How To View Reports

Step by step guide to view reports in TimeTracker.

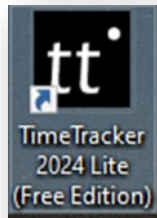
# 1 INDEX

## Steps

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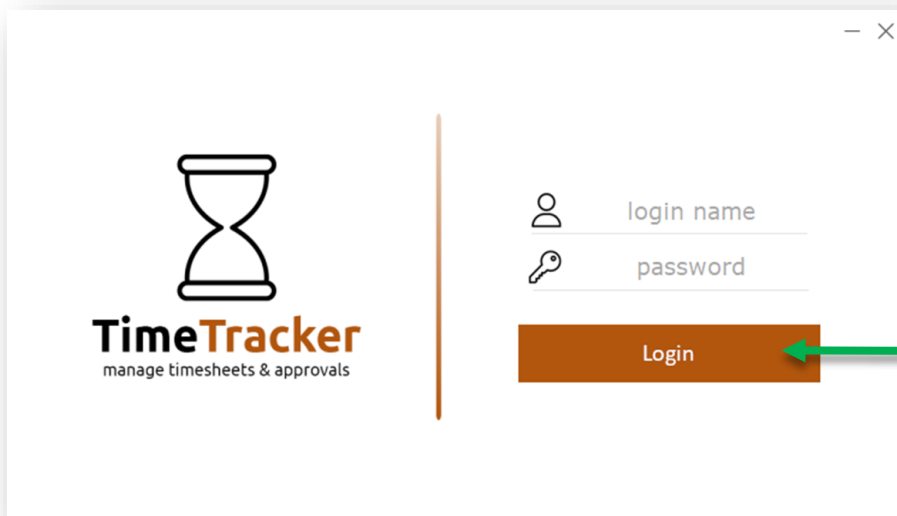
1. Index \_\_\_\_\_ Pg 2
2. Login \_\_\_\_\_ Pg 3
3. Smart Report \_\_\_\_\_ Pg 4

# 2 LOGIN



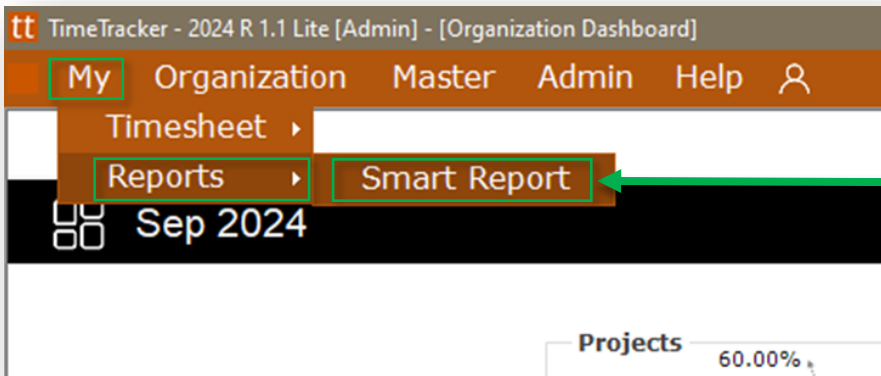
Double Click on **TimeTracker** icon, on your desktop.

or

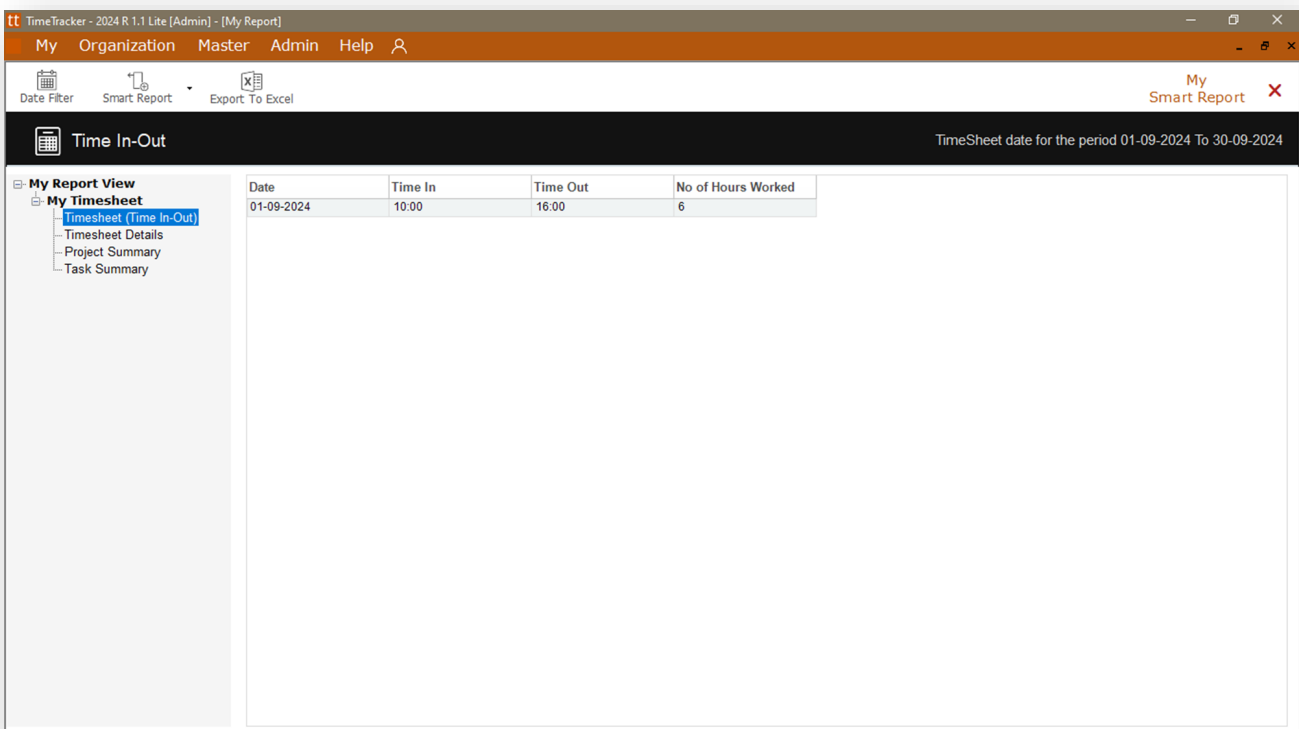


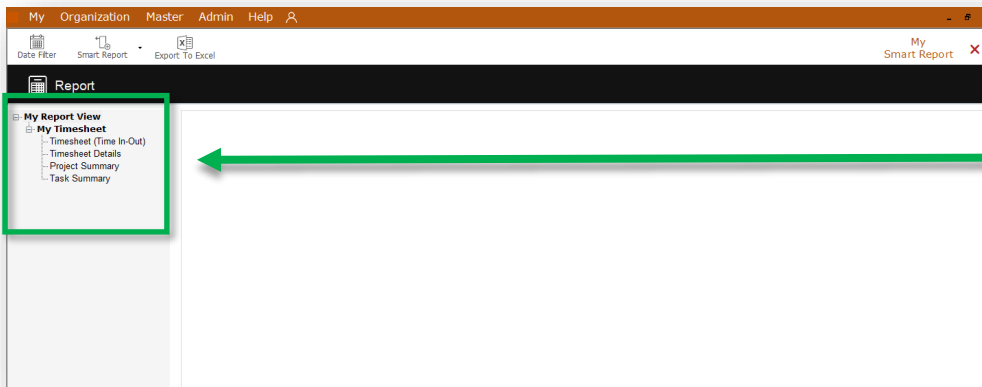
Enter Login name and password. Click on **Login**

# 3 Smart Report

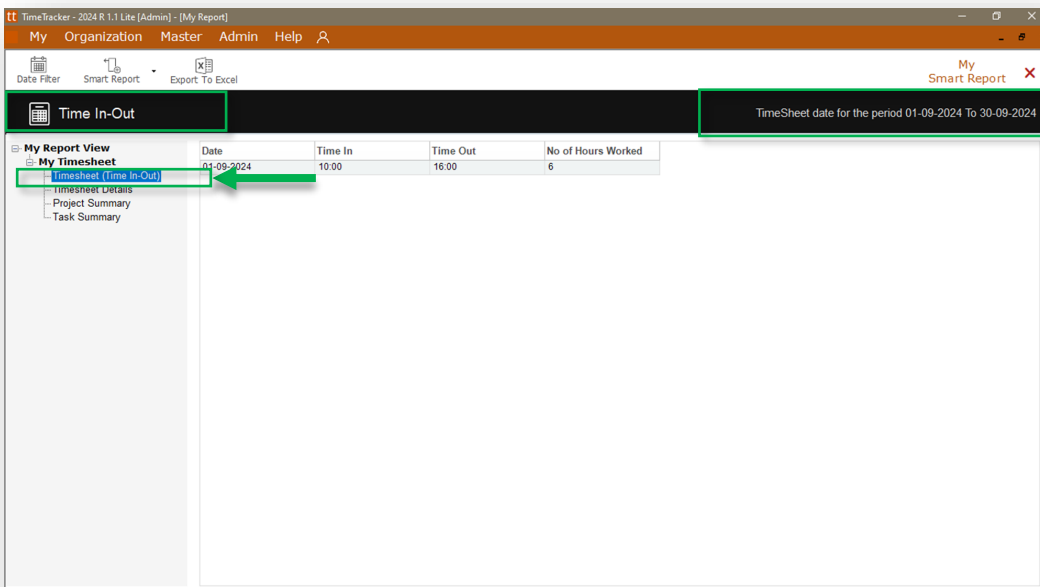


Go to  
**My > Reports > Smart Report**

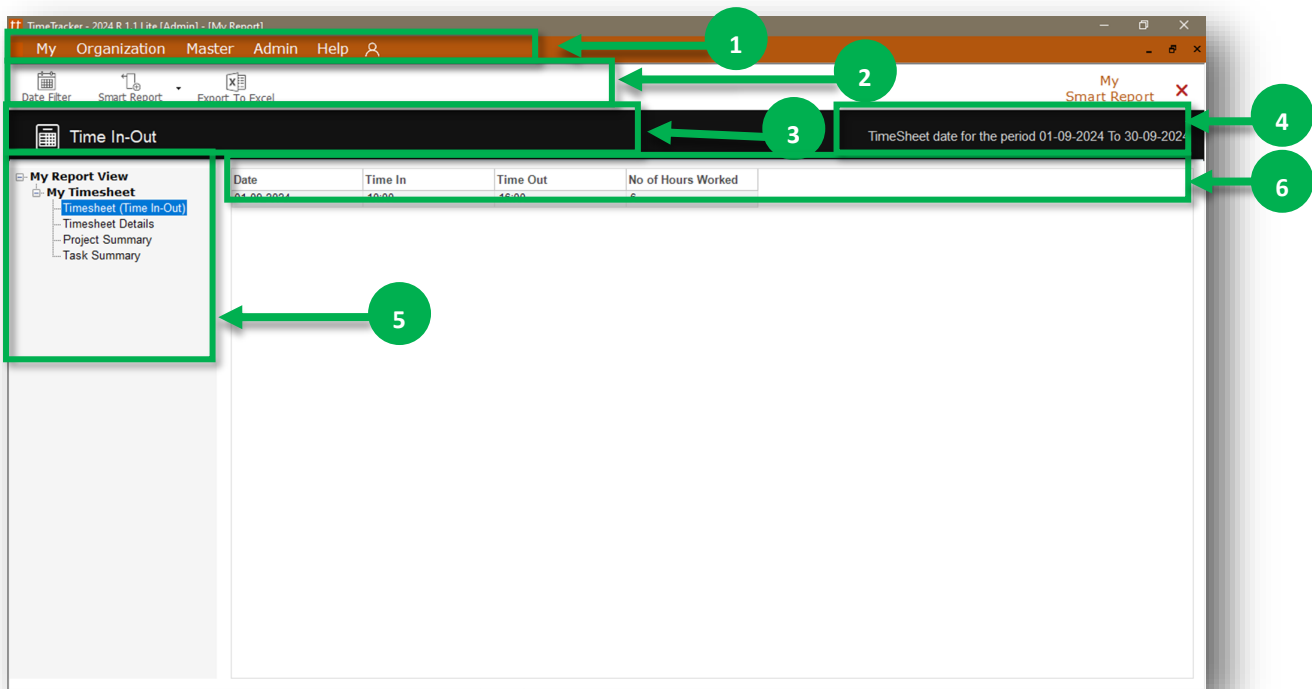




We can see a list on the left side of the screen. Select an item on the list to view the records.

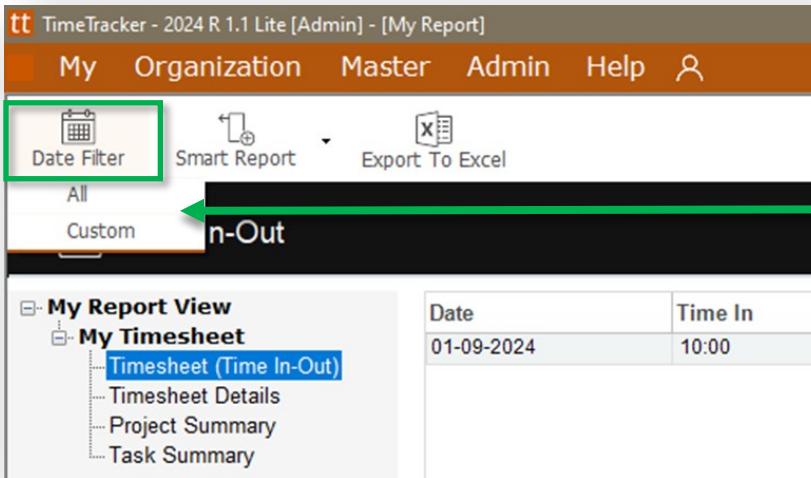


- In this example select **My Timesheet >**
- **Timesheet (Time In-Out)** to view Time In-Out list
- Time period for which the data is fetched can be seen on top right side.



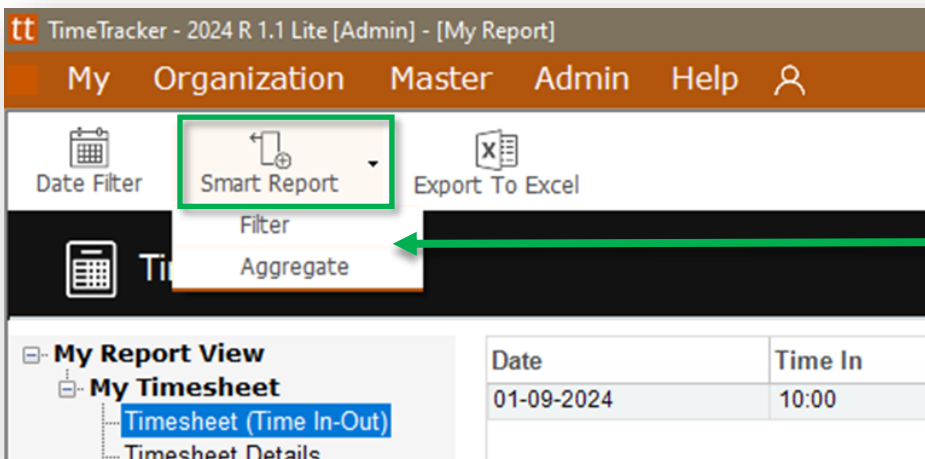
- 1 Menu Bar: Navigate to different screens through these menus.
- 2 Tool Bar: Smart tools to help manage and filter the data easier and faster.
- 3 Title: Title name of the list that is open is shown here.
- 4 Time Period: Time period for which the list is fetched. The time period can be changed from Date filter.
- 5 List Item: Select from this to view the respective list.
- 6 List: Selected list is shown here.

## Smart report tools



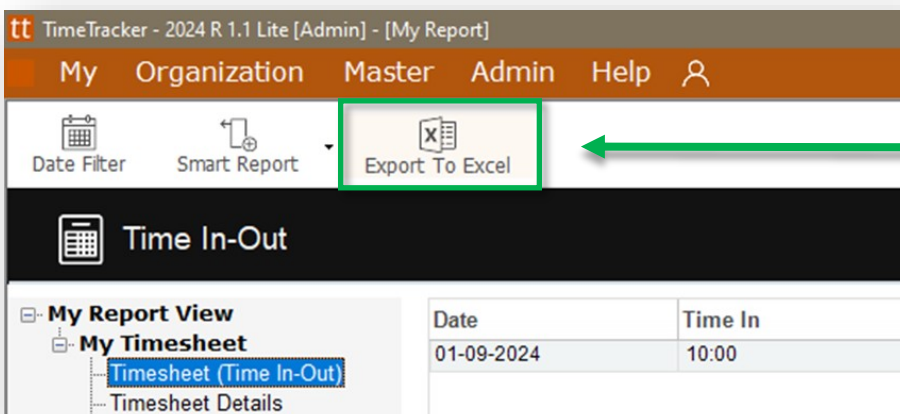
**Date Filter:** This button helps you to filter and show the data for the given date(s).

**Custom date filter** lets you to view data from a particular period of time.



**Filter:** This button helps you to filter data value and show the specific records.

**Aggregate:** Perform math aggregate functions such as sum, average, count, etc.



Not available for Lite (free) edition.

Available from Basic (paid) edition onwards

# Thank you

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## For more information

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

For more info visit: [spinso.com](https://spinso.com)



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## Other software products

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