SPINSO

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Standard edition

TimeTracker
Manage timesheet & approvals

Getting Started
Quick start guide for TimeTracker Standard Edition

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Getting Started Guide

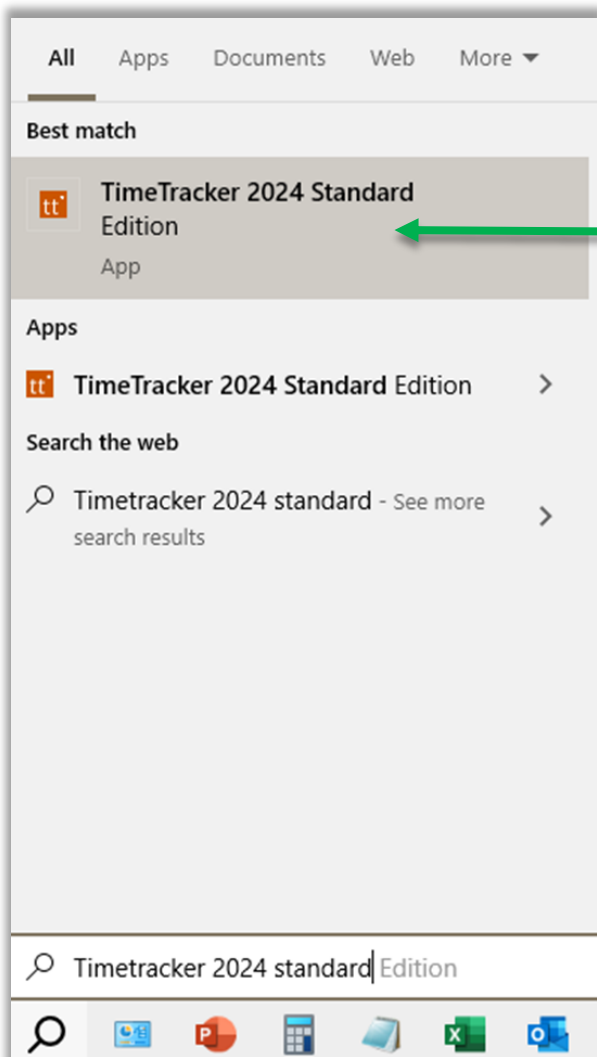# 2 LOGIN
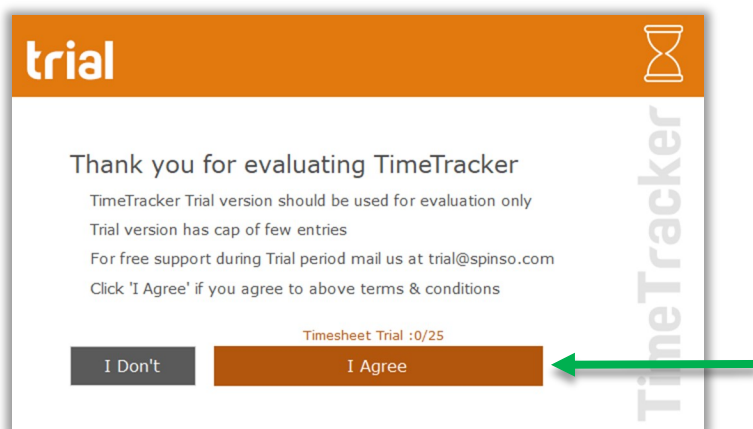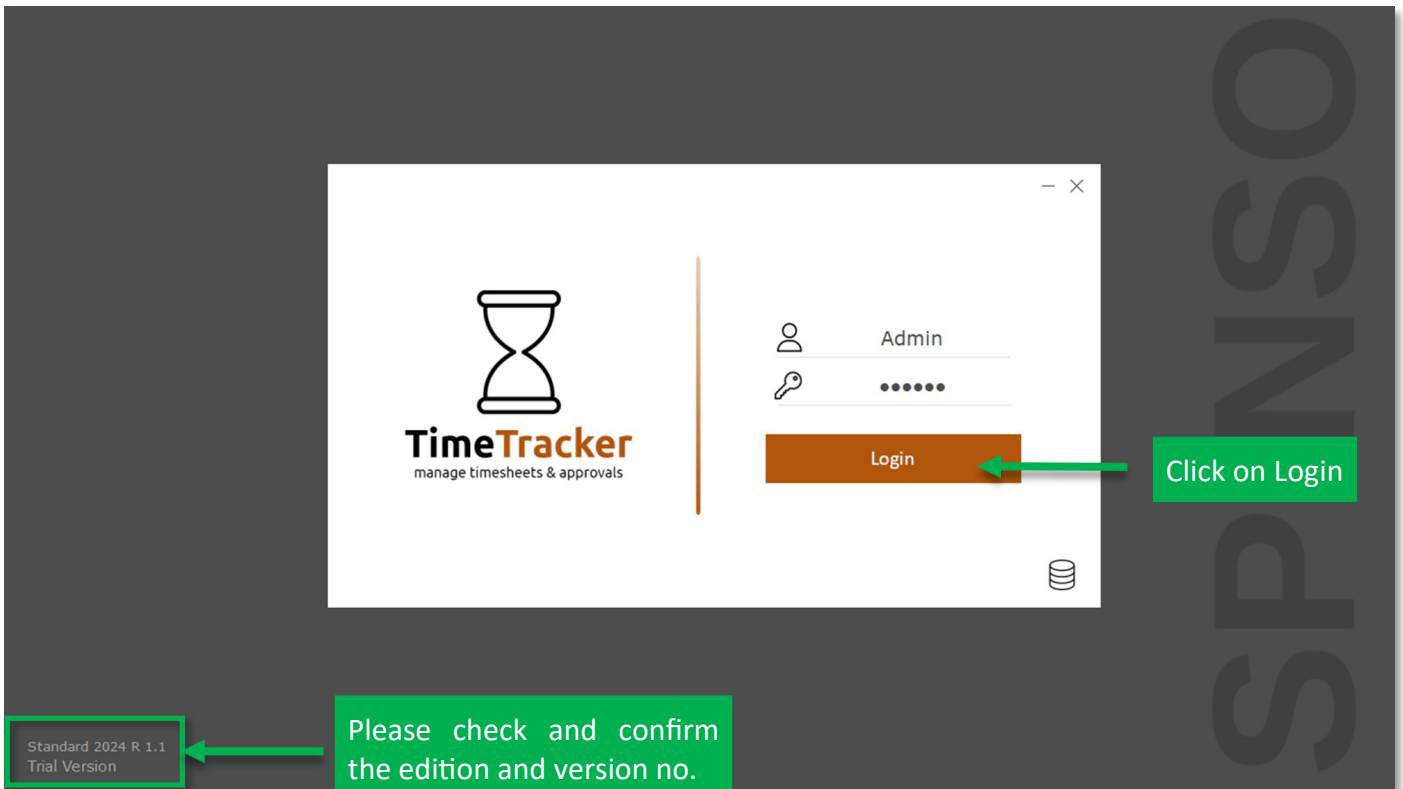
Double Click on **TimeTracker** icon, on your desktop.

or

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

Default login details:
•User Name : **admin**
•Password : **spinso**

Click on Login

Please check and confirm the edition and version no.

Standard 2024 R 1.1
Trial Version

trial

Thank you for evaluating TimeTracker

TimeTracker Trial version should be used for evaluation only

Trial version has cap of few entries

For free support during Trial period mail us at trial@spinso.com

Click 'I Agree' if you agree to above terms & conditions

Timesheet Trial :0/25

I Don't   I Agree

Click on **I Agree**

3 **WIZARD**

- The wizard screen lets you quickly enter basic details required to create master's data like Employee, Project, Task , etc. so that you can immediately start Entering Timesheets.

- This screen will appear only once when you login to the system for first time.

- Data entered through wizard can be seen in Master screen. You can also further add or modify these details later in the respective master's screens.
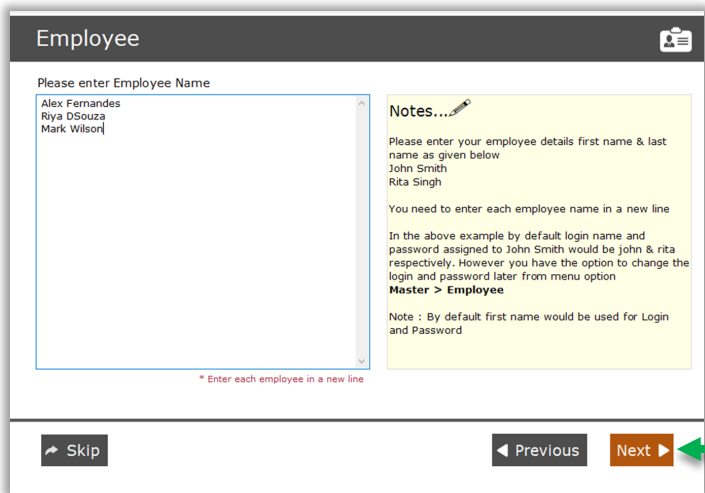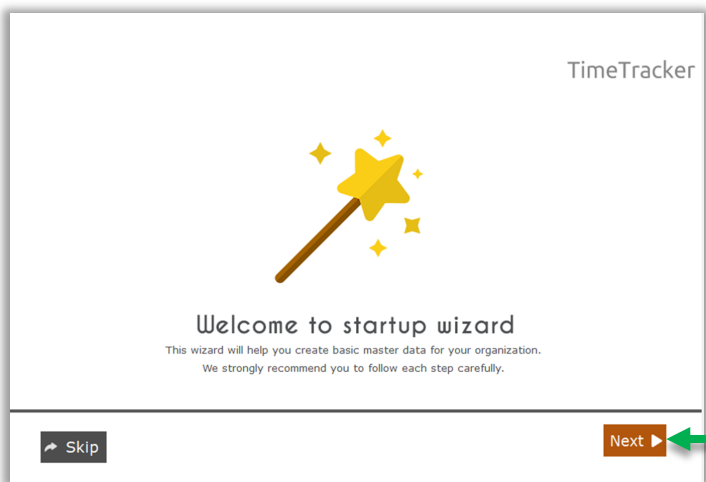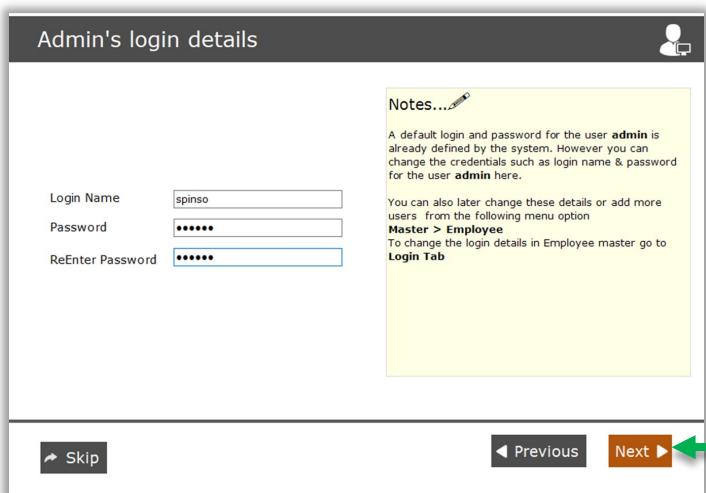

Click on **Next.**

Here, change Admin's Login Name & Password.
The new Login name & Password will be used for your next login. Hence, kindly keep a note of these details.

Click on **Next.**

Employee

Please enter Employee Name

Alex Fernandes
Riya DSouza
Mark Wilson

Notes....

Please enter your employee details first name & last name as given below
John Smith
Rita Singh

You need to enter each employee name in a new line

In the above example by default login name and password assigned to John Smith would be john & rita respectively. However you have the option to change the login and password later from menu option
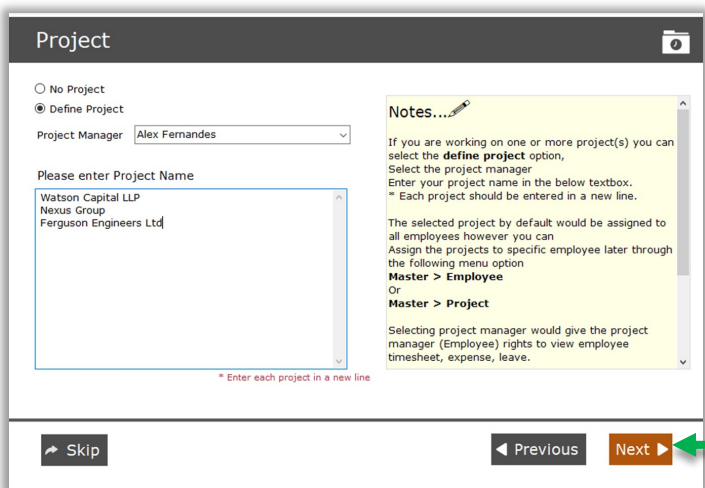**Master > Employee**

Note : By default first name would be used for Login and Password

* Enter each employee in a new line

Skip   ◀ Previous   Next ▶

3 Enter Employee name here, each name in a new line. Click on **Next**.

Project

○ No Project
● Define Project

Project Manager Alex Fernandes

Please enter Project Name

Watson Capital LLP
Nexus Group
Ferguson Engineers Ltd

Notes....

If you are working on one or more project(s) you can select the **define project** option,
Select the project manager
Enter your project name in the below textbox.
* Each project should be entered in a new line.

The selected project by default would be assigned to all employees however you can
Assign the projects to specific employee later through the following menu option
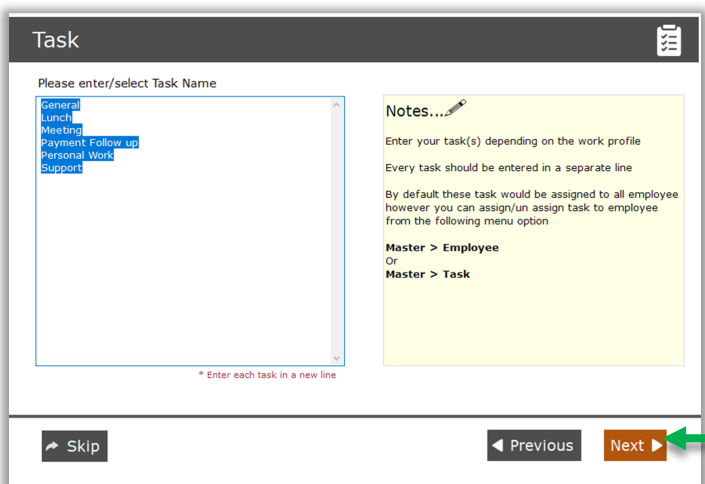**Master > Employee**
Or
Master > Project

Selecting project manager would give the project manager (Employee) rights to view employee timesheet, expense, leave.

* Enter each project in a new line

Skip   ◀ Previous   Next ▶

4 Enter Project name here, each name in a new line. Click on **Next**.

Task

Please enter/select Task Name

General
Lunch
Meeting
Payment Follow up
Personal Work
Support

Notes....

Enter your task(s) depending on the work profile
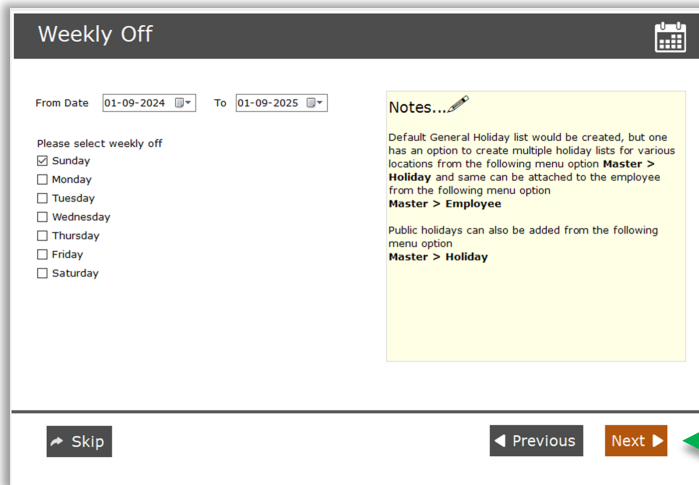
Every task should be entered in a separate line

By default these task would be assigned to all employee however you can assign/un assign task to employee from the following menu option

Master > Employee
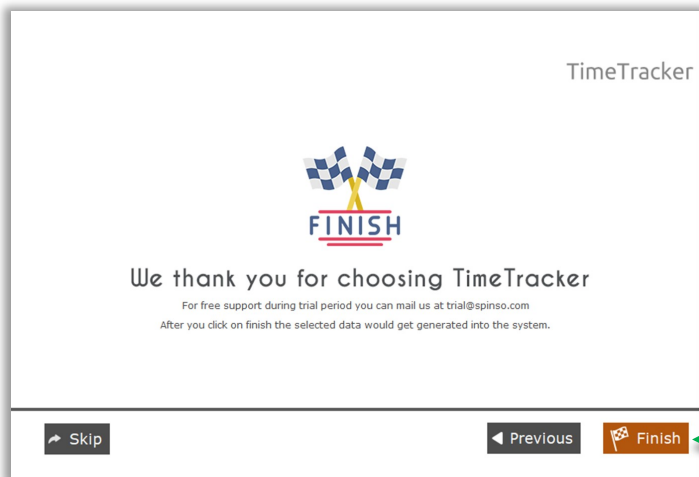Or
Master > Task

* Enter each task in a new line

Skip   ◀ Previous   Next ▶

5 Enter Task name here, each name in a new line. Click on **Next**.

Weekly Off

From Date 01-09-2024 To 01-09-2025

Please select weekly off
- ☑ Sunday
- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday

Notes....

Default General Holiday list would be created, but one has an option to create multiple holiday lists for various locations from the following menu option **Master > Holiday** and same can be attached to the employee from the following menu option
Master > Employee

Public holidays can also be added from the following menu option
Master > Holiday

Skip   ◀ Previous   Next ▶

6 Select Weekly Off Day from the options.
Click on **Next**.

TimeTracker

FINISH

We thank you for choosing TimeTracker

For free support during trial period you can mail us at trial@spinso.com
After you click on finish the selected data would get generated into the system.
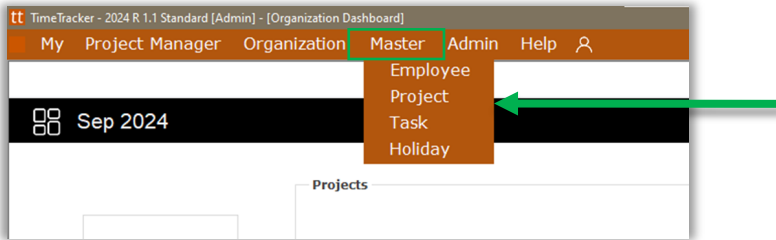
Skip   ◀ Previous   Finish

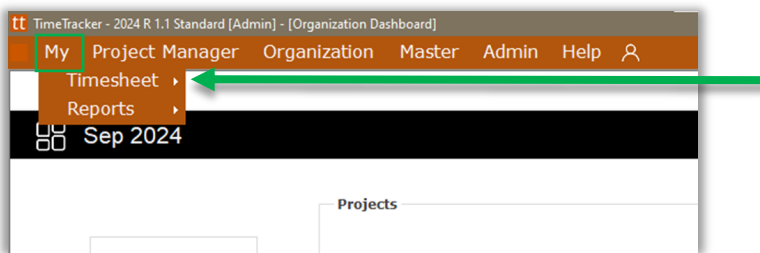**7** Click on **Finish.**

Wizard is completed

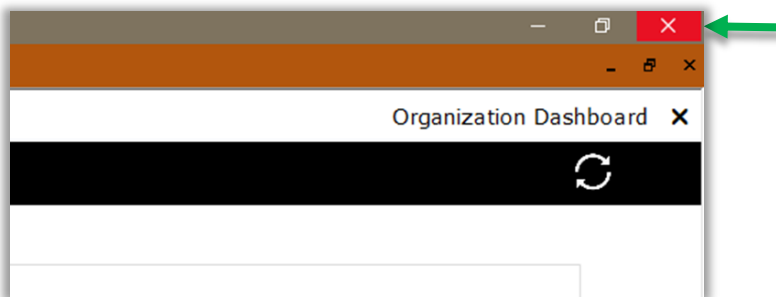**Note**: If you wish to change or update wizard.

- **Master** —> **Employee**; here you can add/ edit employee's name or password.

- **Master** —> **Product**; here you can add/ edit Projects

- **Master** —> **Task**; here you can add/edit Tasks.

- **Master** —> **Holiday**; here you can add/ edit Holiday list.

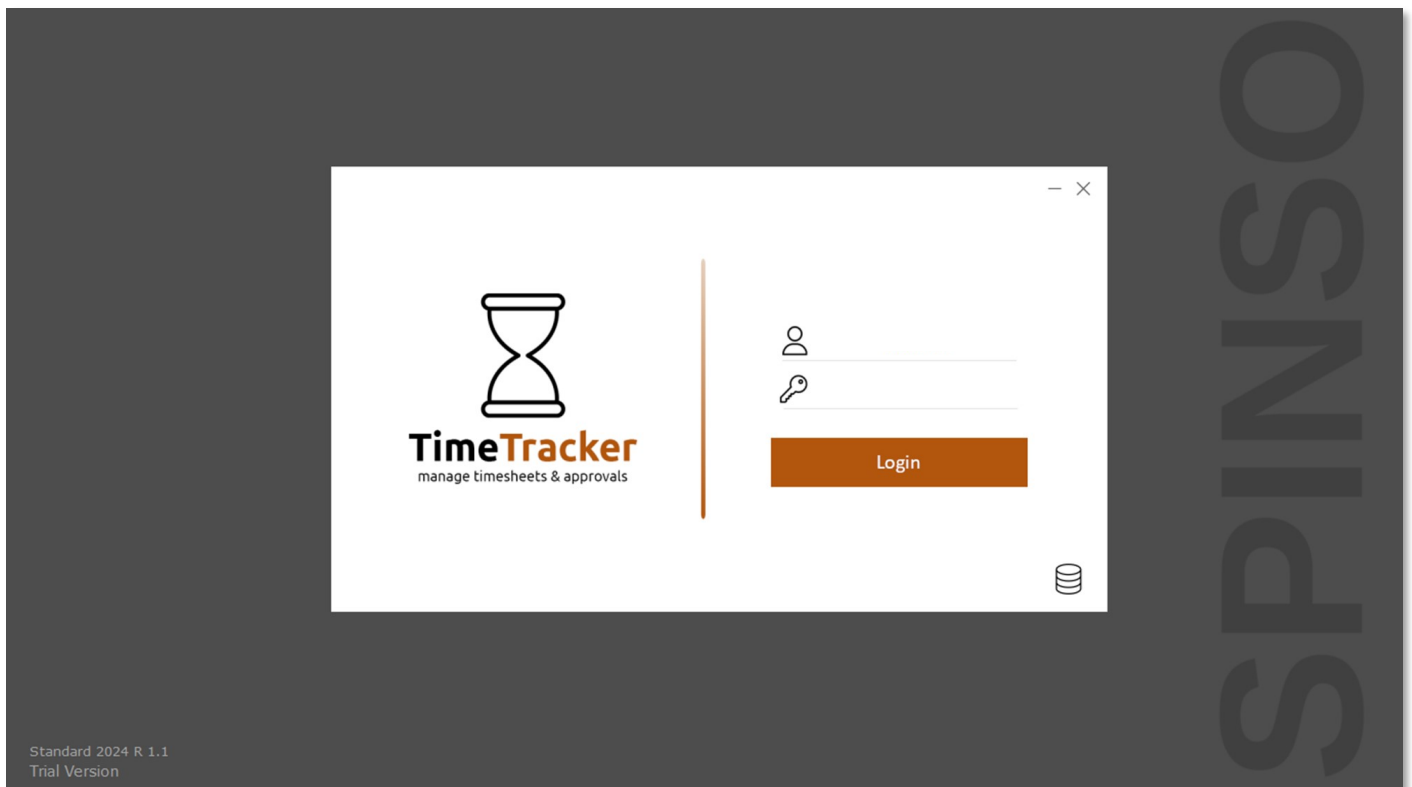You can immediately start entering Timesheets from **My** —> **Timesheet**

Click on this exit button to close the application.

4 Re-Login

The next time, you login to our system, enter your new login credentials.

SPINSO

Thank you

We hope this was successful. Kindly Call us or WhatsApp **+91.99 201 401 00** for any queries.

We recommend you to see our **Entering Your first Timesheet** Help file Next.

For more info visit: **https://www.spinso.com**