



SPINSO<sup>®</sup>



Standard edition

# TimeTracker

manage timesheet & approvals

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## Getting Started<sup>(Trial Edition)</sup>

Quick start guide for TimeTracker Standard Edition

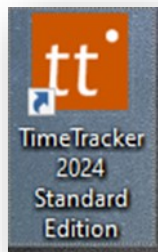
# 1 INDEX

## Getting Started Guide

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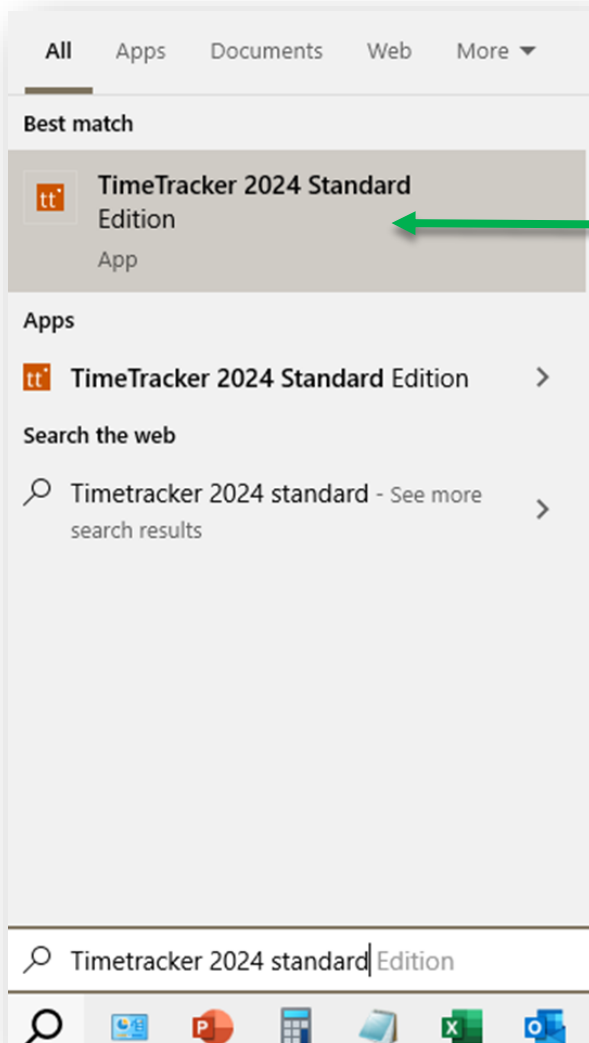
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# 2 LOGIN



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

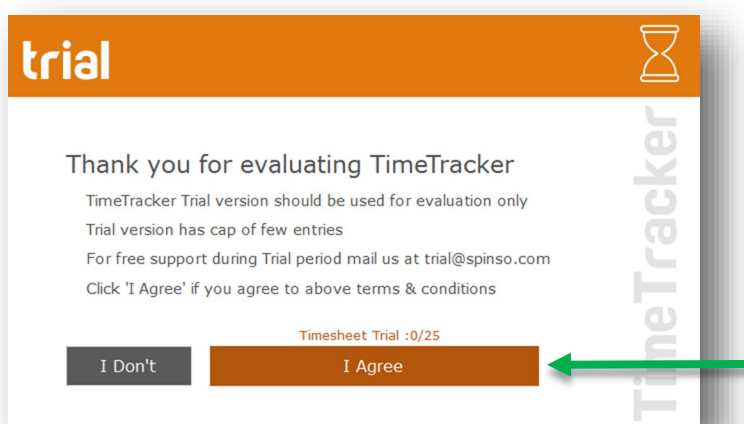
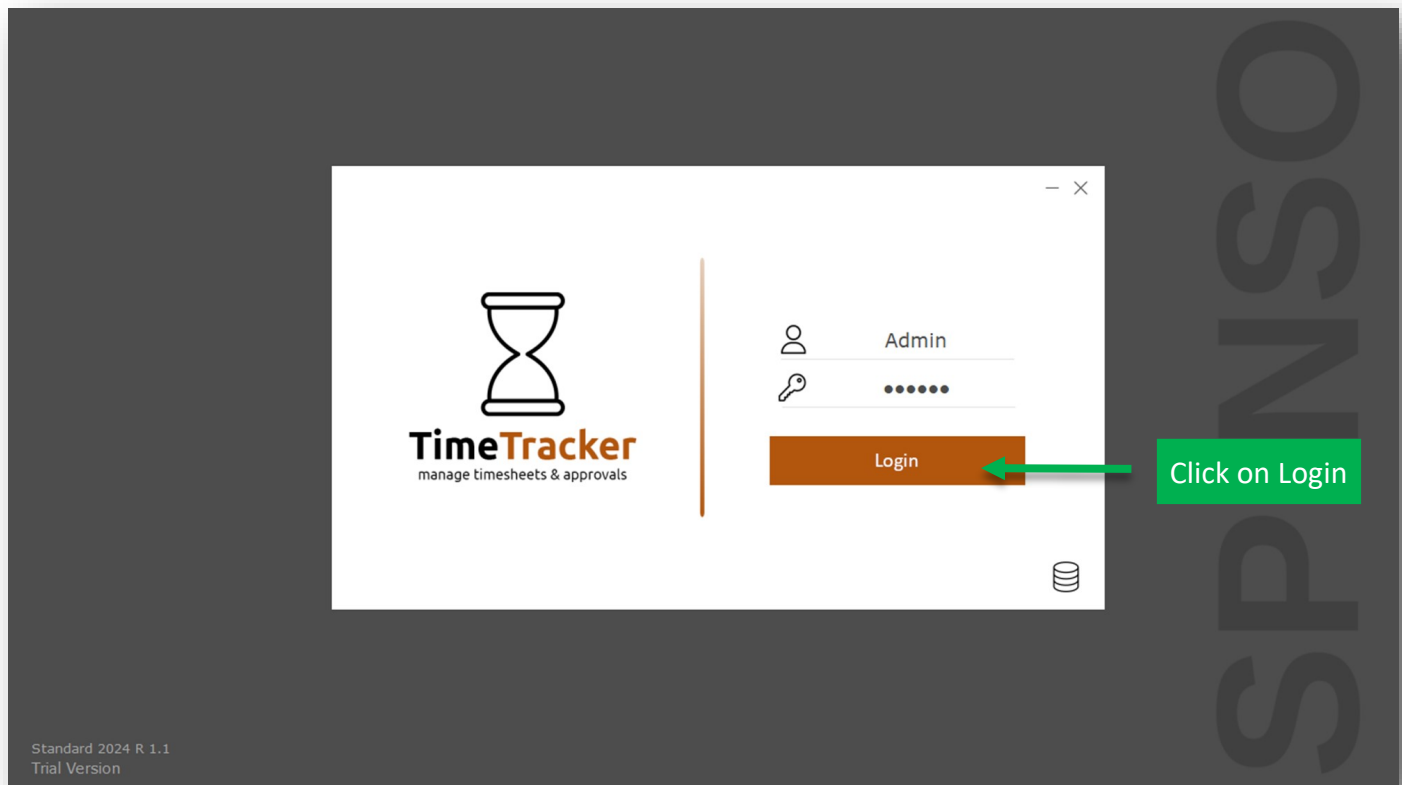
or



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

Default login details:

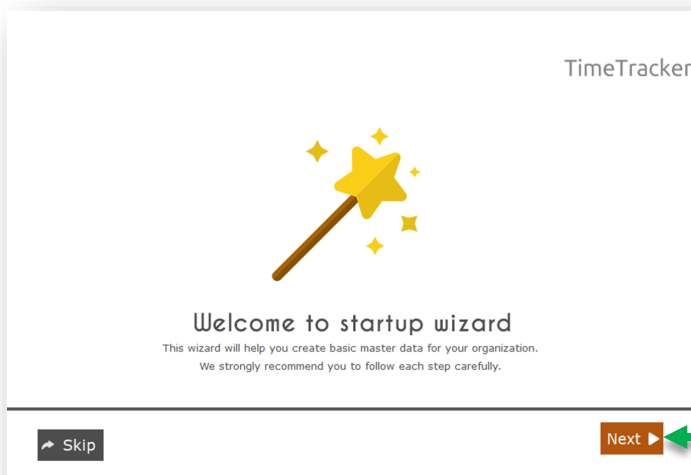
- User Name : **admin**
- Password : **spinso**




# 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.
- Here we are using IT and Networking as an example for Business type. Kindly choose a Business type that is appropriate for your business.



TimeTracker



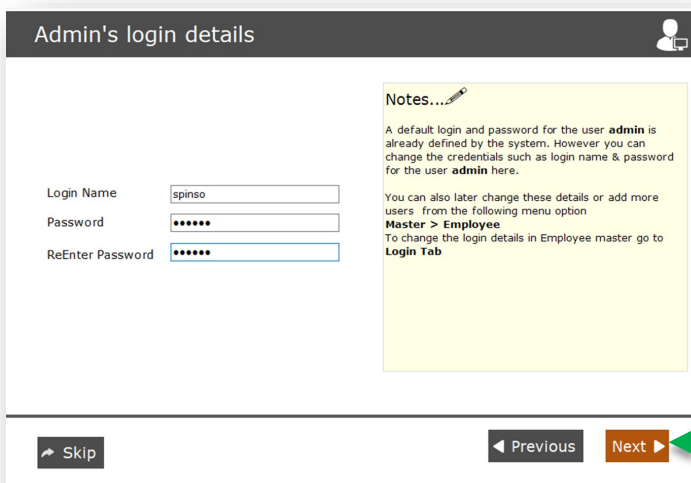
**Welcome to startup wizard**

This wizard will help you create basic master data for your organization.  
We strongly recommend you to follow each step carefully.


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Click on **Next**.



Admin's login details

Notes... 

A default login and password for the user **admin** is already defined by the system. However you can change the credentials such as login name & password for the user **admin** here.

You can also later change these details or add more users from the following menu option  
**Master > Employee**  
To change the login details in Employee master go to **Login Tab**

Login Name:

Password:

ReEnter Password:

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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

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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

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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

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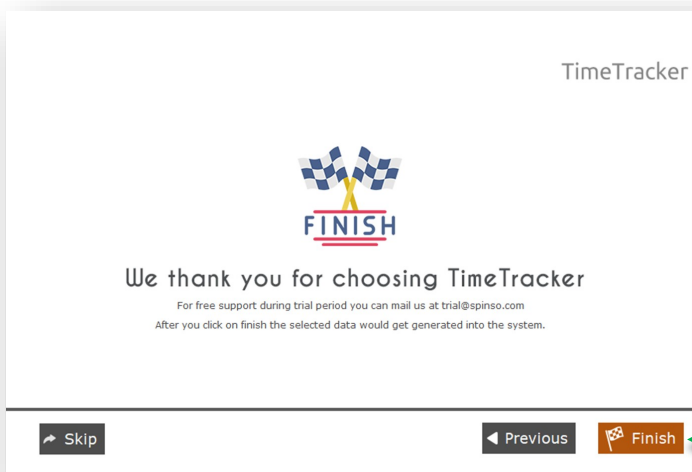
5

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



6

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



7

Click on **Finish**.



# Wizard is completed

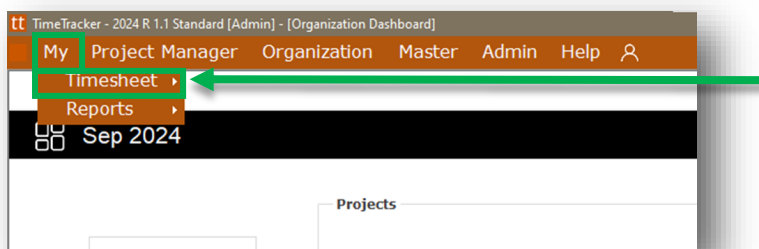
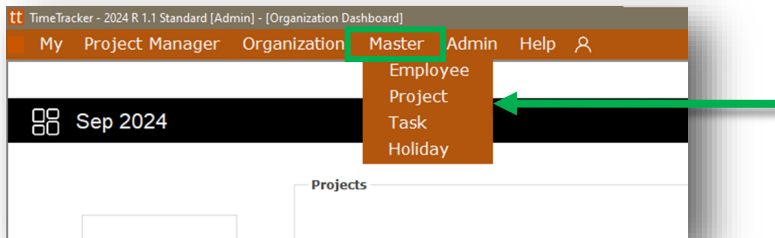
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**Next Step:** To view the data entered in the wizard refer the following steps

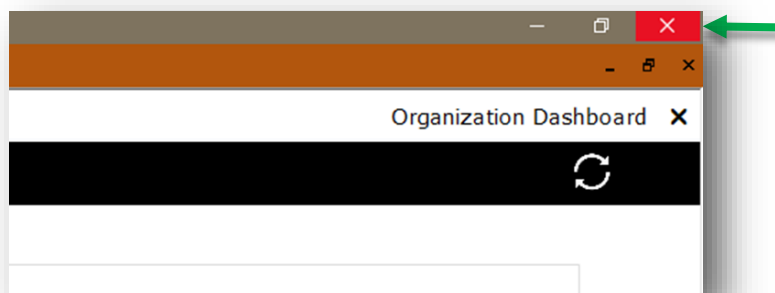


**Note:** If you wish to change or update wizard.

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



# 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)

### Next step



#### **First Timesheet**

how to quickly enter your first timesheet in TimeTracker Standard

[TT STD how-to-enter-timesheet.pdf](#)

# SPINSO

Celebrating

# 25

years in business

## Other software products

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### **SalesTracker**

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### **ServiceDesk**

manage warranties & AMC



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manage customer complaints



### **QuotationTracker**

create professional quotation

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601, Odyssey IT Park,  
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Thane 400 604.  
Maharashtra, INDIA

# 91.99 201 401 00

[sales@spinso.com](mailto:sales@spinso.com)  
[www.SPINSO.in](http://www.SPINSO.in)