

# SPINSO<sup>®</sup>



Standard edition

## TimeTracker

manage timesheet & approvals

---



### Monthview Timesheet (Trial Edition)

Step by step guide to monthview timesheet in TimeTracker Standard.

# 1 INDEX

## Steps

---

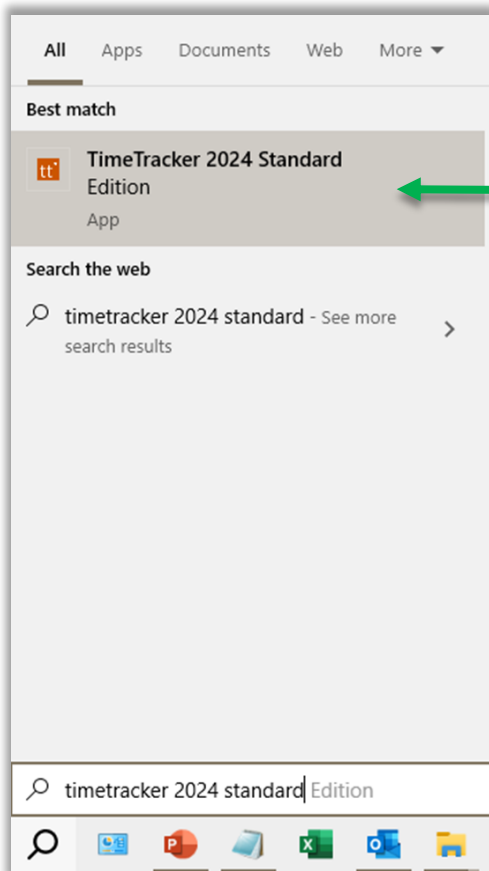
1. Index \_\_\_\_\_ Pg 2
2. Login \_\_\_\_\_ Pg 3
3. Go To Monthview Screen \_\_\_\_\_ Pg 4
4. Monthview \_\_\_\_\_ Pg 6

# 2 LOGIN

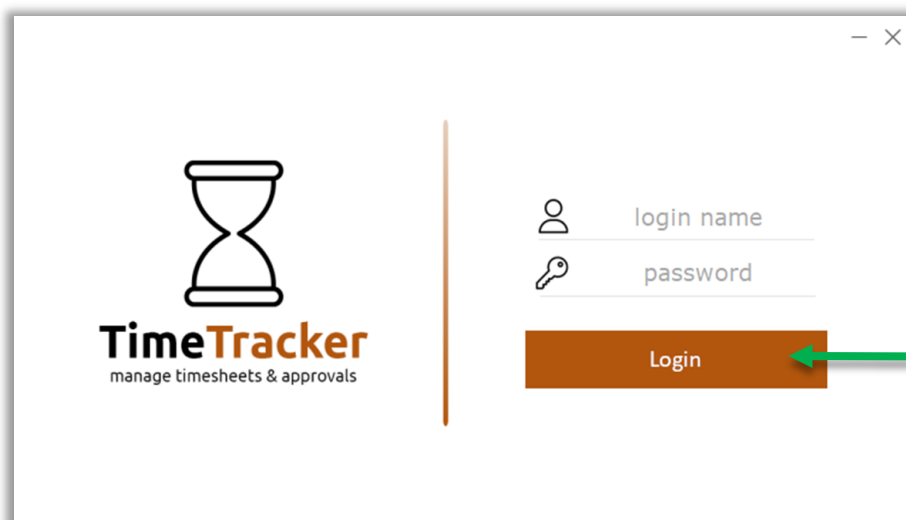


Double Click on **TimeTracker** icon, on your desktop.

or



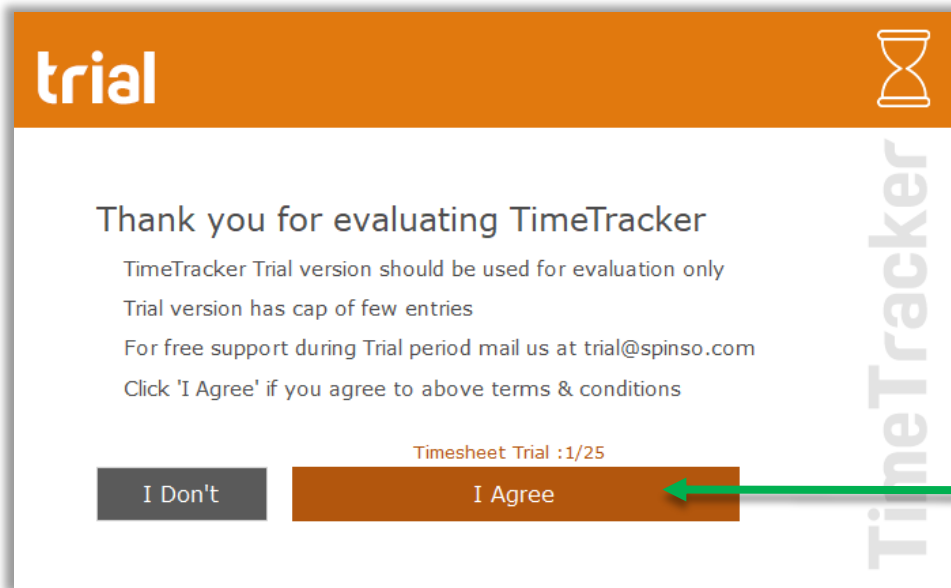
You can also launch the application from **Start - Program Files - Spinso - TimeTracker**



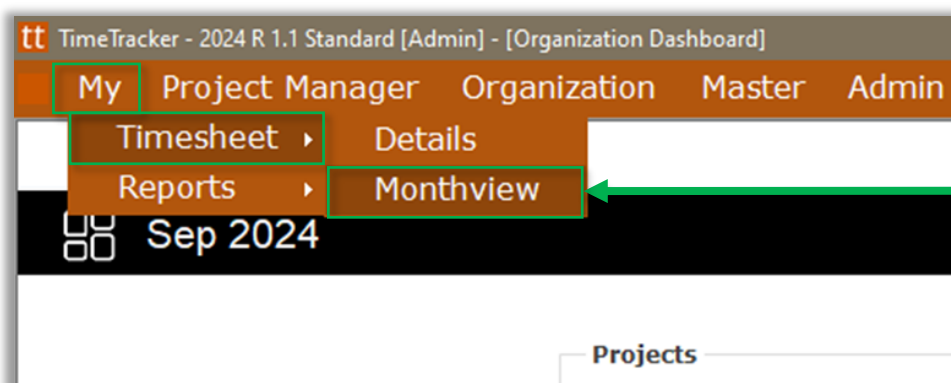
Enter Login name and password. Click on **Login**

# 3

## Go to Monthview screen



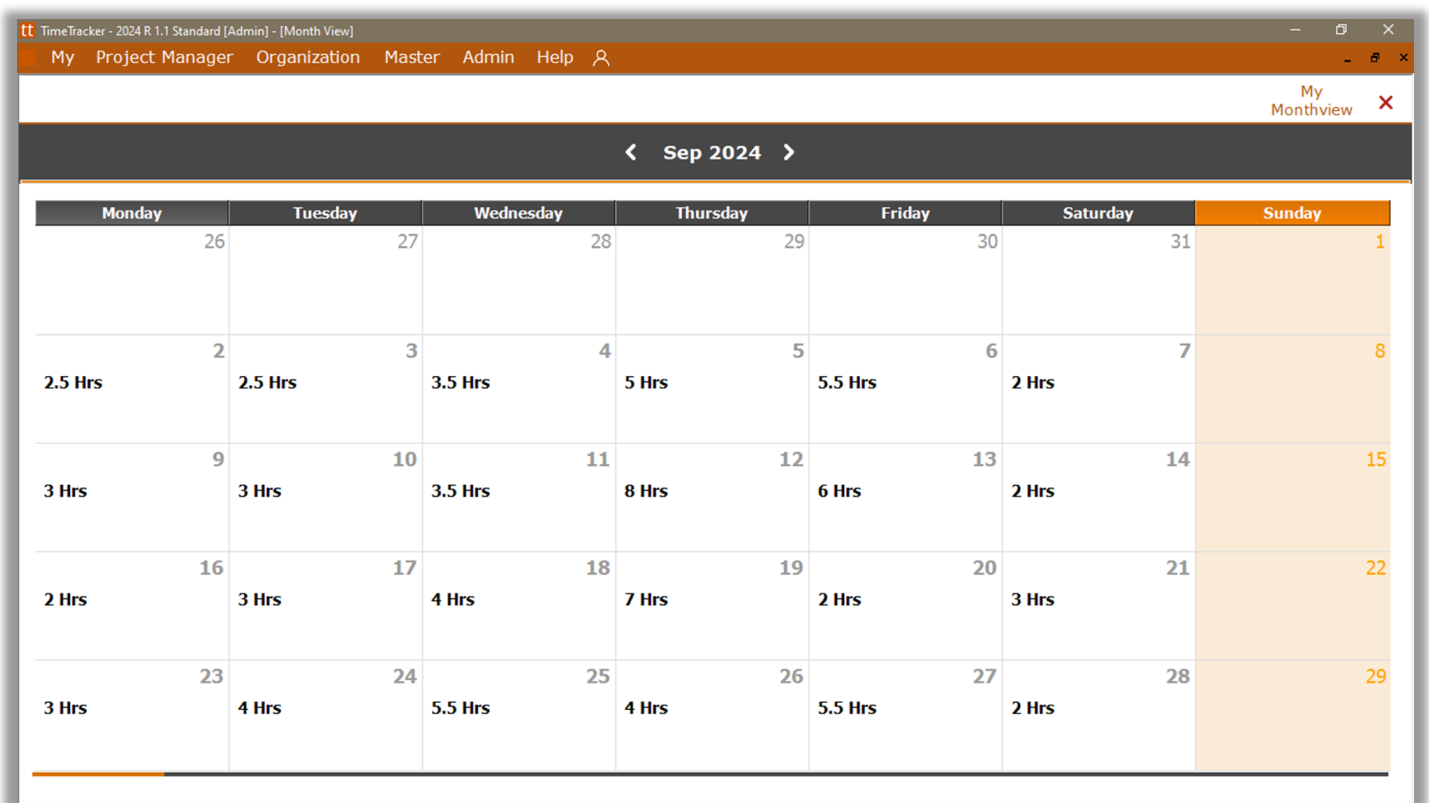
Click on **I Agree**



Go to

**My > Timesheet > Monthview**

# Monthview Screen

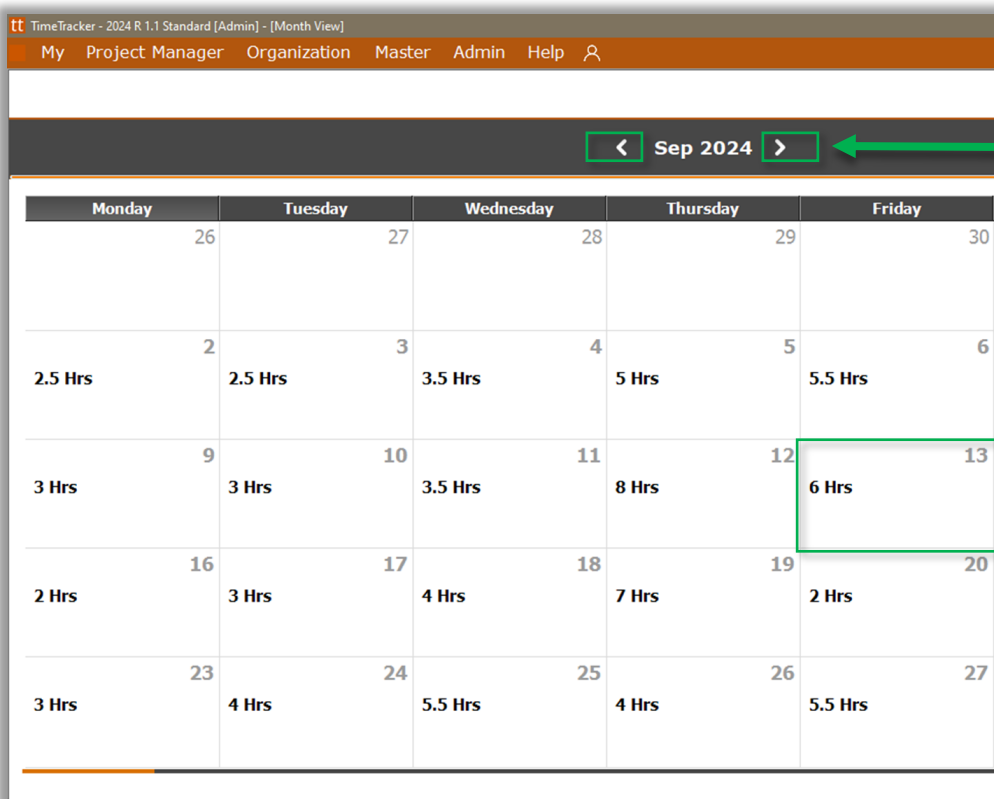


The screenshot shows the TimeTracker interface for the month of September 2024. The calendar grid displays time entry data for each day from Monday to Sunday. The time entry is shown in 'Hrs' format. The Sunday column is highlighted in orange.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	1
2.5 Hrs	2.5 Hrs	3.5 Hrs	5 Hrs	5.5 Hrs	2 Hrs	8
3 Hrs	3 Hrs	3.5 Hrs	8 Hrs	6 Hrs	2 Hrs	15
2 Hrs	3 Hrs	4 Hrs	7 Hrs	2 Hrs	3 Hrs	22
3 Hrs	4 Hrs	5.5 Hrs	4 Hrs	5.5 Hrs	2 Hrs	29

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



tt TimeTracker - 2024 R 1.1 Standard [Admin] - [Month View]

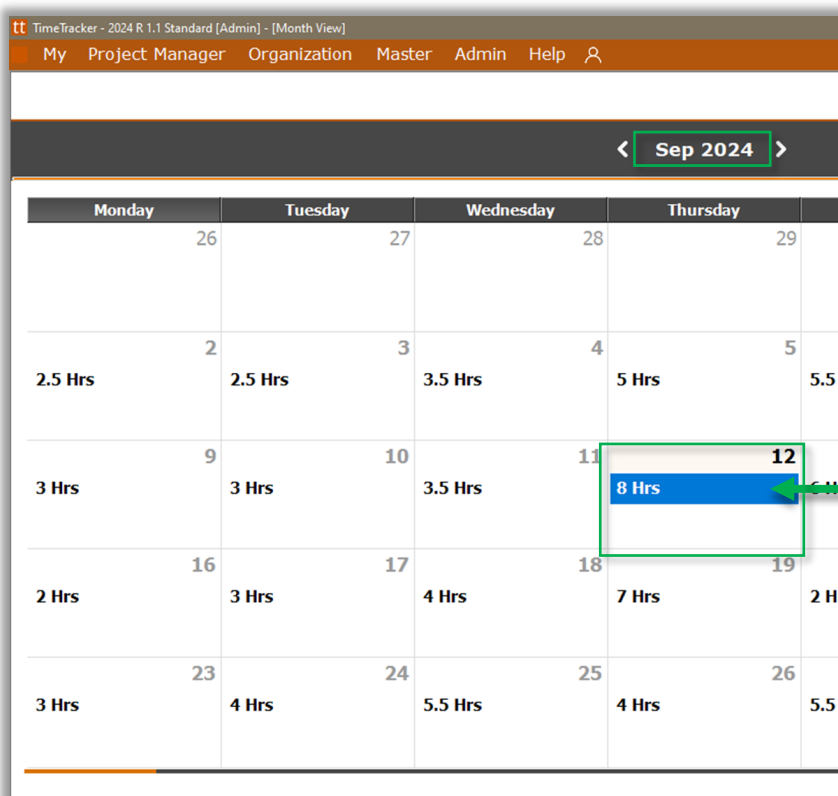
My Project Manager Organization Master Admin Help

< Sep 2024 >

Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29	30
2.5 Hrs	2.5 Hrs	3.5 Hrs	5 Hrs	5.5 Hrs
3 Hrs	3 Hrs	3.5 Hrs	8 Hrs	6 Hrs
2 Hrs	3 Hrs	4 Hrs	7 Hrs	2 Hrs
3 Hrs	4 Hrs	5.5 Hrs	4 Hrs	5.5 Hrs

Use this arrow to switch between months.

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



tt TimeTracker - 2024 R 1.1 Standard [Admin] - [Month View]

My Project Manager Organization Master Admin Help

< Sep 2024 >

Monday	Tuesday	Wednesday	Thursday
26	27	28	29
2.5 Hrs	2.5 Hrs	3.5 Hrs	5 Hrs
3 Hrs	3 Hrs	3.5 Hrs	8 Hrs
2 Hrs	3 Hrs	4 Hrs	7 Hrs
3 Hrs	4 Hrs	5.5 Hrs	4 Hrs

Click on the box to view details. Here, timesheet details screen of 12th September 2024 will open.

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

My Project Manager Organization Master Admin Help

Add Edit Delete My Timesheet

< 12 Sep 2024 >

General

September 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				

Total hrs 8

25 Trial Entries

Summary

09:00

10:00 Nexus Group:Meeting

11:00

12:00

13:00

14:00 Lunch

15:00 Ferguson Engineers Ltd:Support

16:00

17:00

18:00

19:00

20:00

# SPINSO<sup>®</sup>

## Thank you

---

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>