SPINSO

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

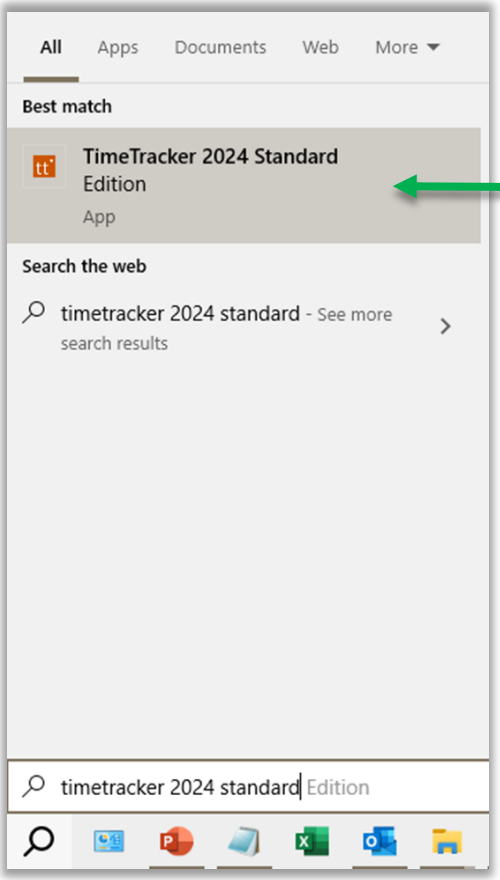
3. Go To Monthview Screen _____ Pg 4

4. Monthview _____ Pg 6

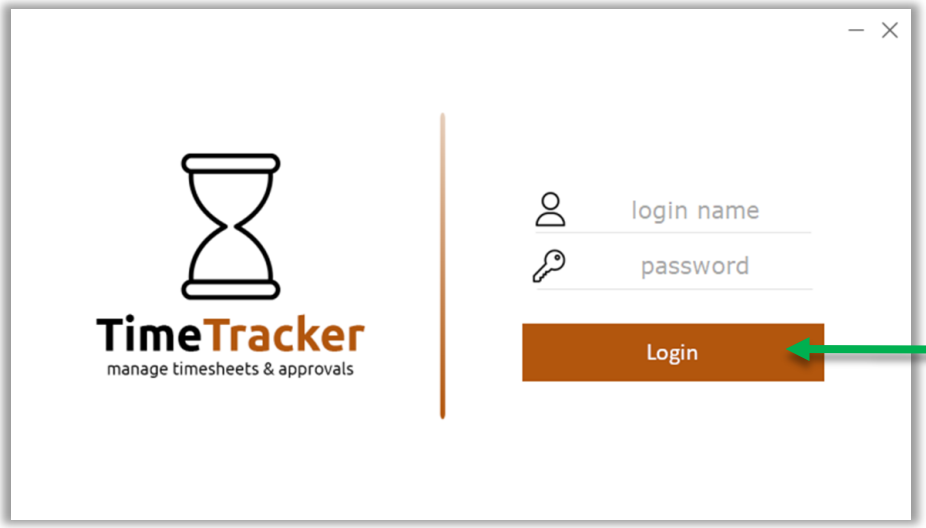
2 LOGIN

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

or

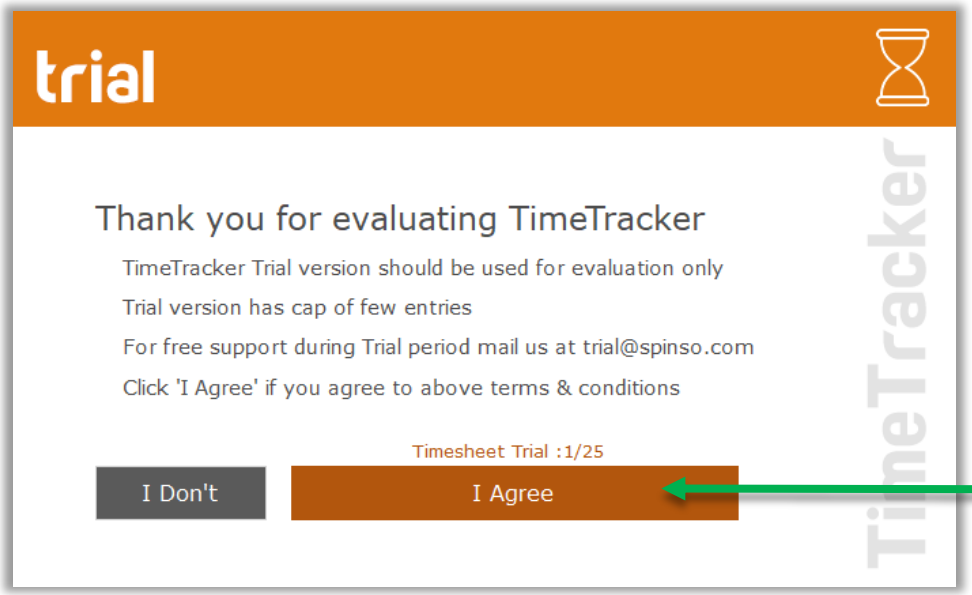


You can also launch the application from **Start - Program Files - Spinso - TimeTracker**

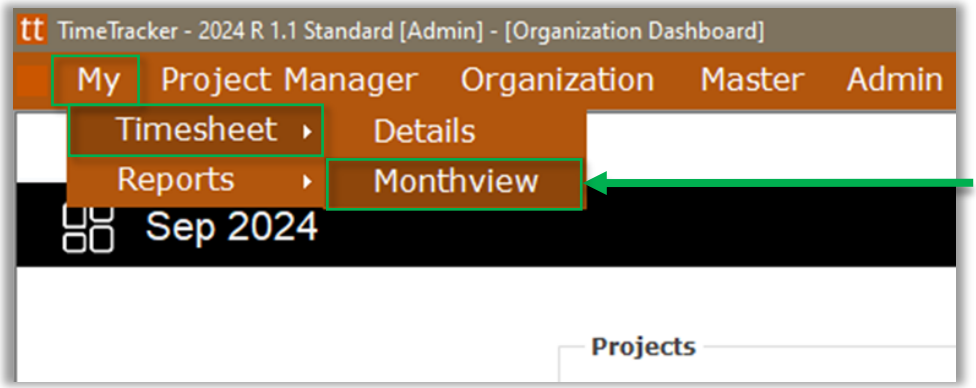


Enter Login name and password. Click on **Login**

3 Go to Monthview screen



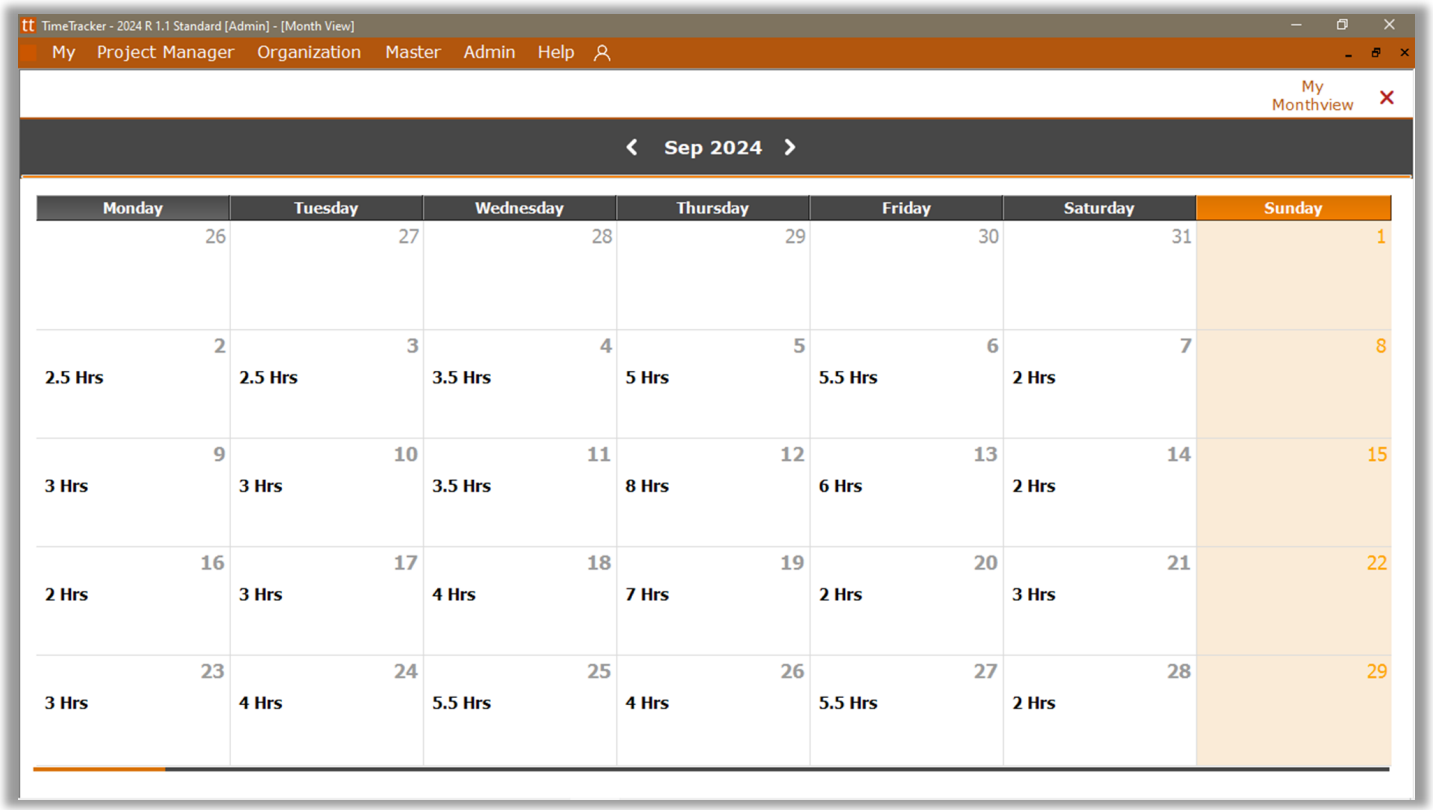
Click on **I Agree**



Go to

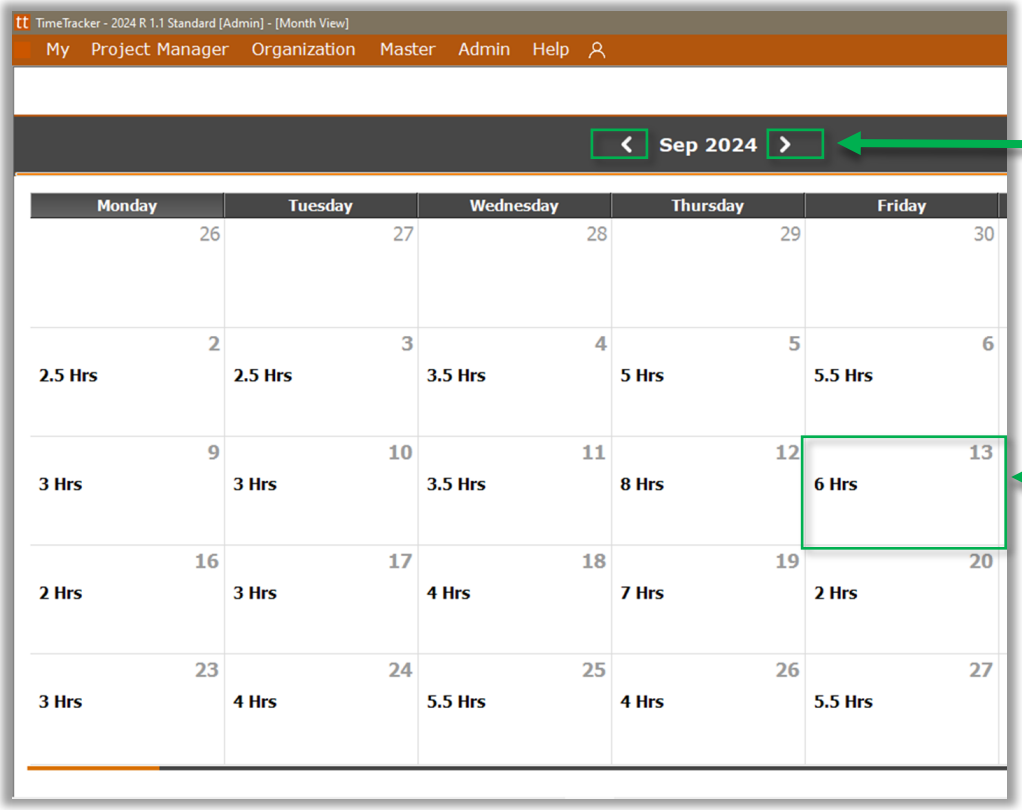
My > Timesheet > Monthview

Monthview Screen



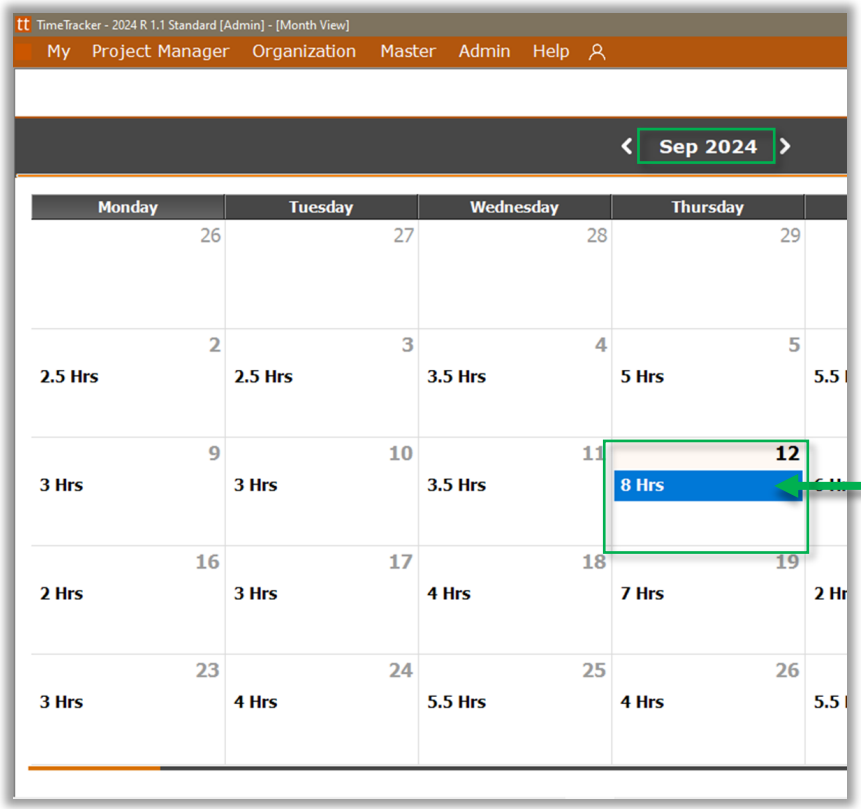
Monthview helps to view time entry of a month and also navigate to the timesheet details screen of a specific date with just a click.

4 Monthview

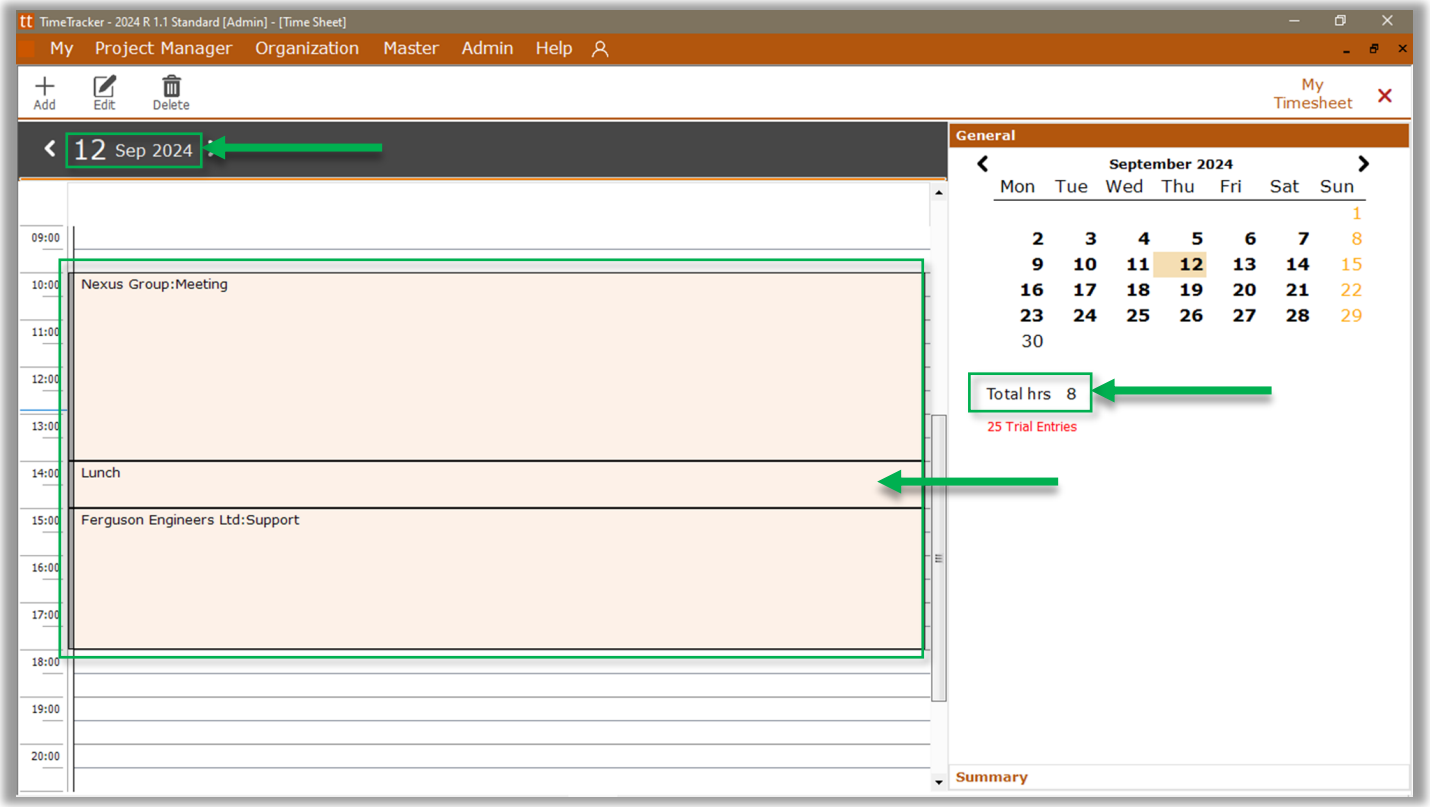


Use this arrow to switch between months.

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



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


TimeTracker - 2024 R 1.1 Standard [Admin] - [Time Sheet]
My
Project Manager
Organization
Master
Admin
Help
Add
Edit
Delete
My Timesheet
12 Sep 2024
09:00
10:00
11:00
12:00
13:00
14:00
15:00
16:00
17:00
18:00
19:00
20:00
Nexus Group:Meeting
Lunch
Ferguson Engineers Ltd:Support
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

SPINSO

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**