





page 1



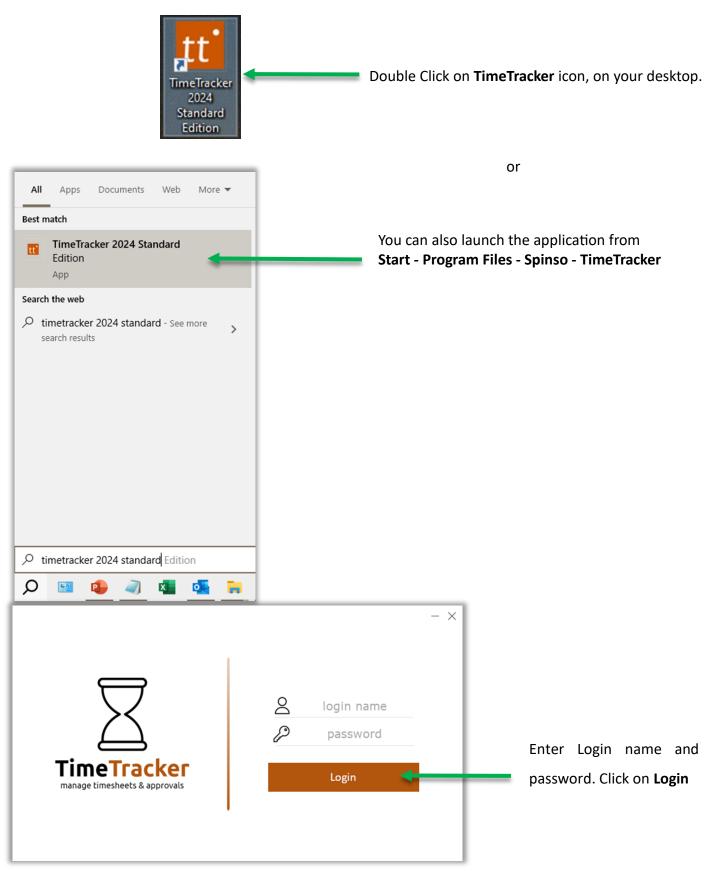


Steps

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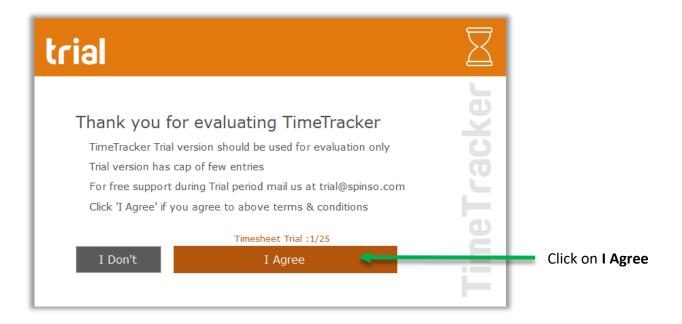


2 LOGIN





3 Go to Smart Report screen



tt	TimeTra	cker - 2024 R 1.1 Standard [Ad	min] - [Organization Da	shboard]			
	My	Project Manager	Organization	Master	Admin	H	
	Т	imesheet 🔸					Go to
-	R	eports 🔸 Sma	art Report 🧹				My > Reports > Smart Report
	<u>hr</u>	Sep 2024					
	00						
			Projec	ts			

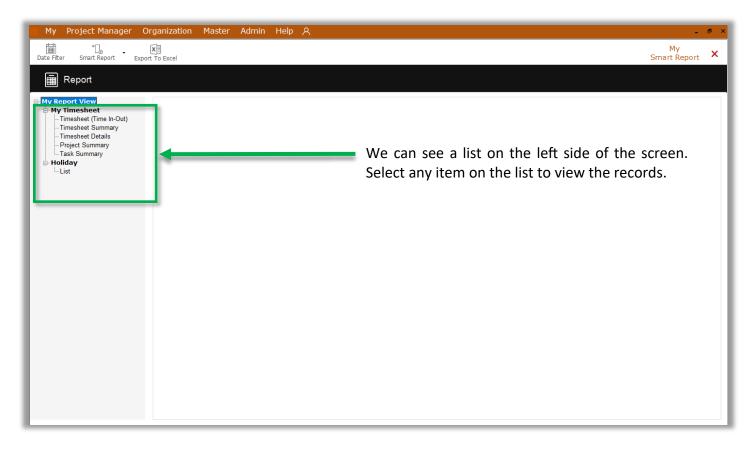


Smart Report Screen

tt TimeTracker - 2024 R 1.1 Standard [Admin] - [My Report] My Project Manager Organization	Master Admin H	elp A	- 0	× ø×
Date Filter Smart Report Export To Excel			My Smart Report	×
🗐 Report				
My Report View My Timesheet Timesheet (Time In-Out)				
 Timesheet Summary Timesheet Details Project Summary 				
⊢Task Summary ⊫- Holiday └ List				



4 Smart Report



Time period for which the data is fetched can be seen on top right side.

TimeTracker - 2024 R 1.1 Standard [A My Project Manager		Master Admin H	elp &		- 0 :
Ê t₁.	X				Му
Date Filter Smart Report	Export To Excel				Smart Report
My TimeSheet Ti	me In-Out			_	TimeSheet date for the period 01-09-2024 To 30-09-202
My Report View	Date	Time In	Time Out	No of Hours Worked	
My Timesheet	02-09-2024	10:00	12:30	2.5	
- Timesheet (Time In-Out)	03-09-2024	10:00	12:30	2.5	
- Timesheet Summary	04-09-2024	10:00	13:30	3.5	
- Timesheet Details	05-09-2024	10:00	15:00	5	
- Project Summary	06-09-2024	10:00	15:30	5.5	
Task Summary	07-09-2024	10:00	12:00	2	
Holiday	09-09-2024	10:00	13:00	3	
LISU	10-09-2024	10:00	13:00	3	
	11-09-2024	10:00	13:30	3.5	
	12-09-2024	10:00	18:00	8	
	13-09-2024	10:00	16:00	6	In this example,
	14-09-2024	10:00	12:00	2	select
	16-09-2024	10:00	12:00	2	Select
	17-09-2024	10:00	13:00	3	My Timesheet > Timesheet (Time In-Ou
	18-09-2024	10:00	14:00	4	
	19-09-2024	10:00	17:00	7	to view My Time In-Out list
	20-09-2024	10:00	12:00	2	
	21-09-2024	10:00	13:00	3	
	23-09-2024	10:00	13:00	3	
	24-09-2024	10:00	14:00	4	
	25-09-2024	10:00	15:30	5.5	
	26-09-2024	11:00	15:00	4	
	27-09-2024	10:00	15:30	5.5	
	28-09-2024	10:00	12:00	2	



Smart report tools

t TimeTracker - 2024 R	1.1 Standard [Ad	lmin] - [My Report]						
My Project	. Manager	Organization	Master	Admin	He			
Date Filter Smar	t Report _	Export To Excel						
Previous								
Current neSheet Time In-Out								
Next 🕨								
All 💦	v	Date	Ti	ne In				
Casconn	et	02-09-2024	10	:00				
Timesneet (Time In-Out) Timesheet Summary Timesheet Details Project Summary		03-09-2024	10	:00				
		04-09-2024	10	:00				
		05.00.0004	40					
		05-09-2024	10	:00				

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.

TimeTracker - 2024 R 1.1 Standard [Adm	in] - [My Report]			
My Project Manager	Organization	Master	Admin	Н
Date Filter	port To Excel			
Filter Filter Group Aggregate	o In Out			
My Report View	Date	Tir	ne In	
My Timesheet	02-09-2024	10	:00	
	03-09-2024	10	:00	
Timesheet Summary	04-09-2024	10	:00	
Timesheet Details	05-09-2024	10	00	

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

Group:

Group records with same value in one column. Example- Records with same Contract type, one group.

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

tt TimeTracker - 2024 R 1.1 Standard [Adm	nin] - [My Report]			
My Project Manager	Organization	Master	Admin	He
Date Filter Smart Report	port To Excel			
My TimeSheet Time	e In-Out			
My Report View	Date	Tir	ne In	
My Timesheet	02-09-2024	10	:00	
Timesheet (Time In-Out)	03-09-2024	10	:00	
Timesheet Summary	04-09-2024	10	:00	

Click here to export data to excel. The excel file can be saved for reference.

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 Project Manager View Help file Next.

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