SPINSO

Standard edition

TimeTracker

manage timesheet & approvals

How To View Reports (Trial Edition)

Step by step guide to view reports in TimeTracker Standard.
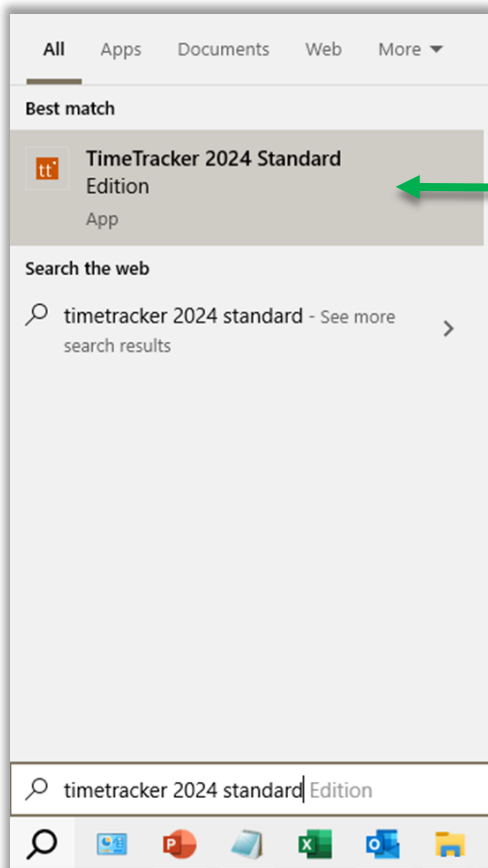
1 | INDEX
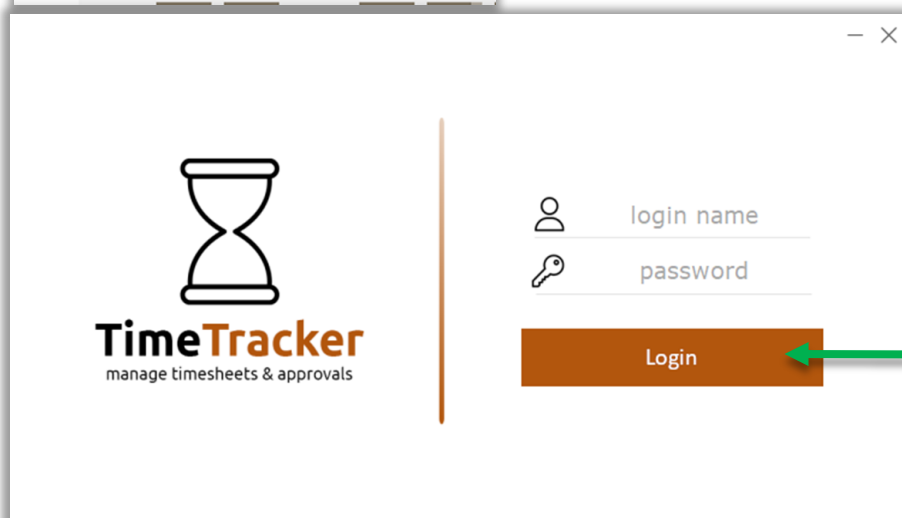
Steps

2 LOGIN

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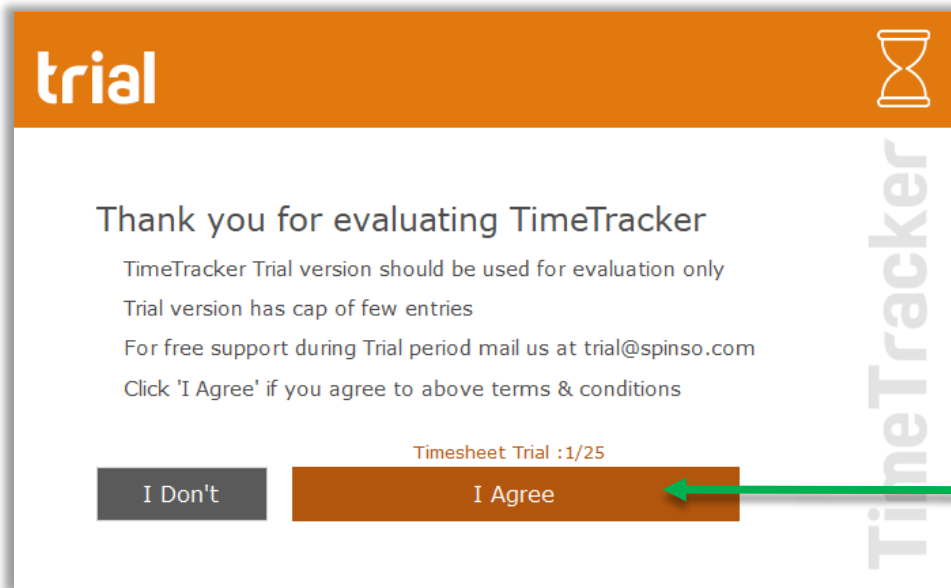
or

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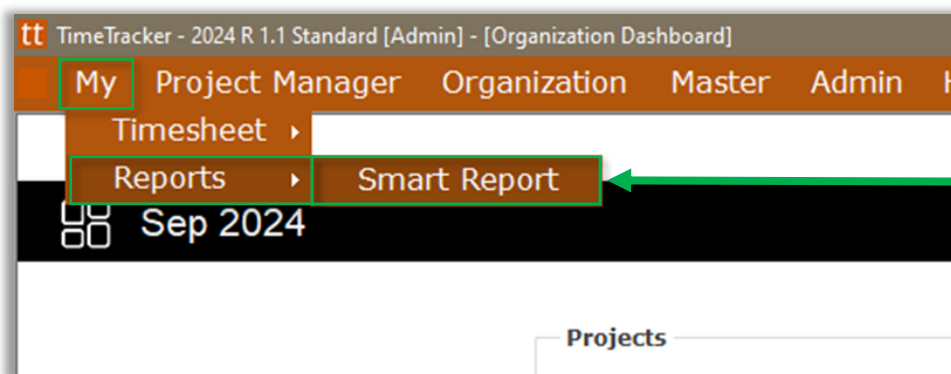**Start - Program Files - Spinso - TimeTracker**

Enter Login name and password. Click on **Login**
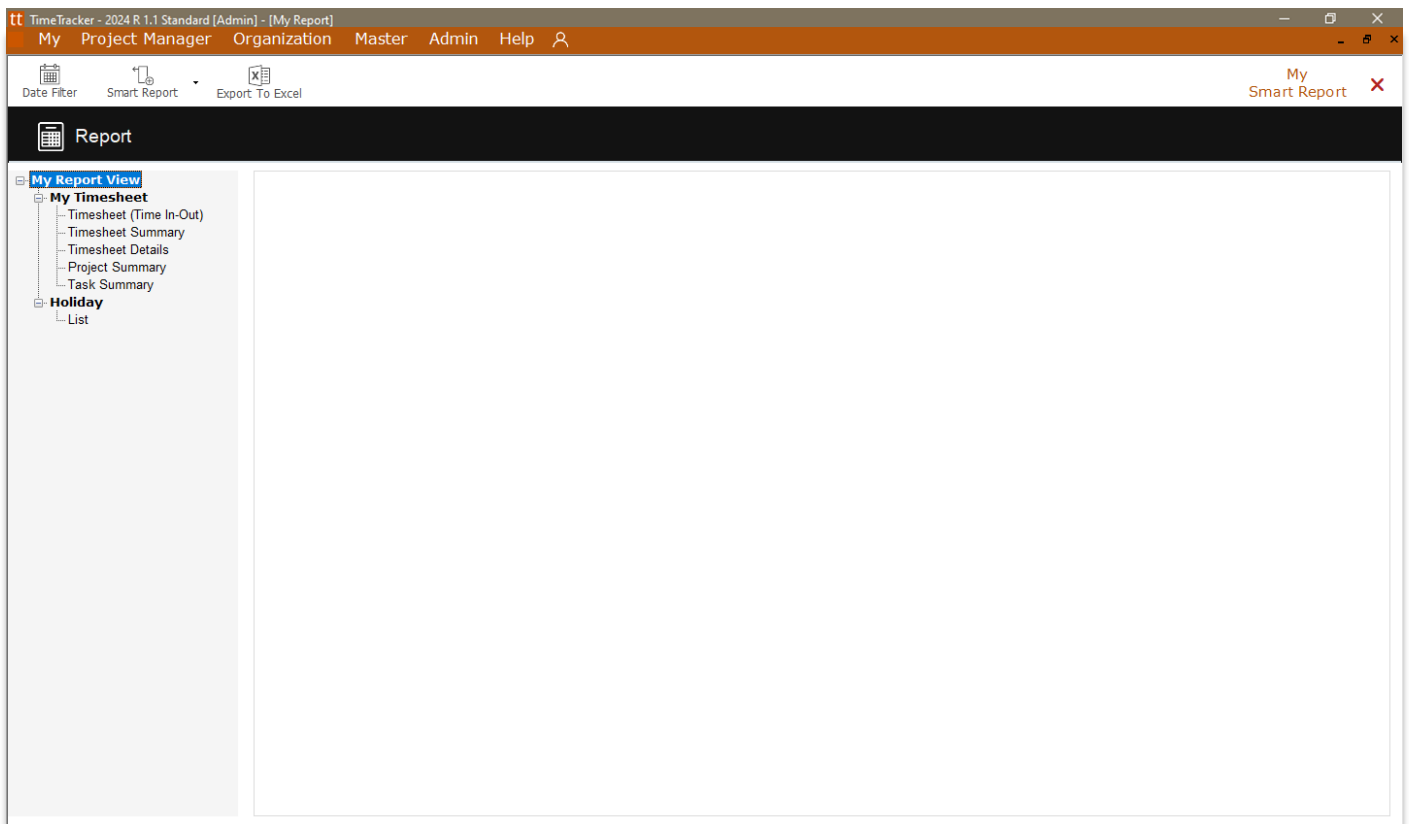
3 Go to Smart Report screen
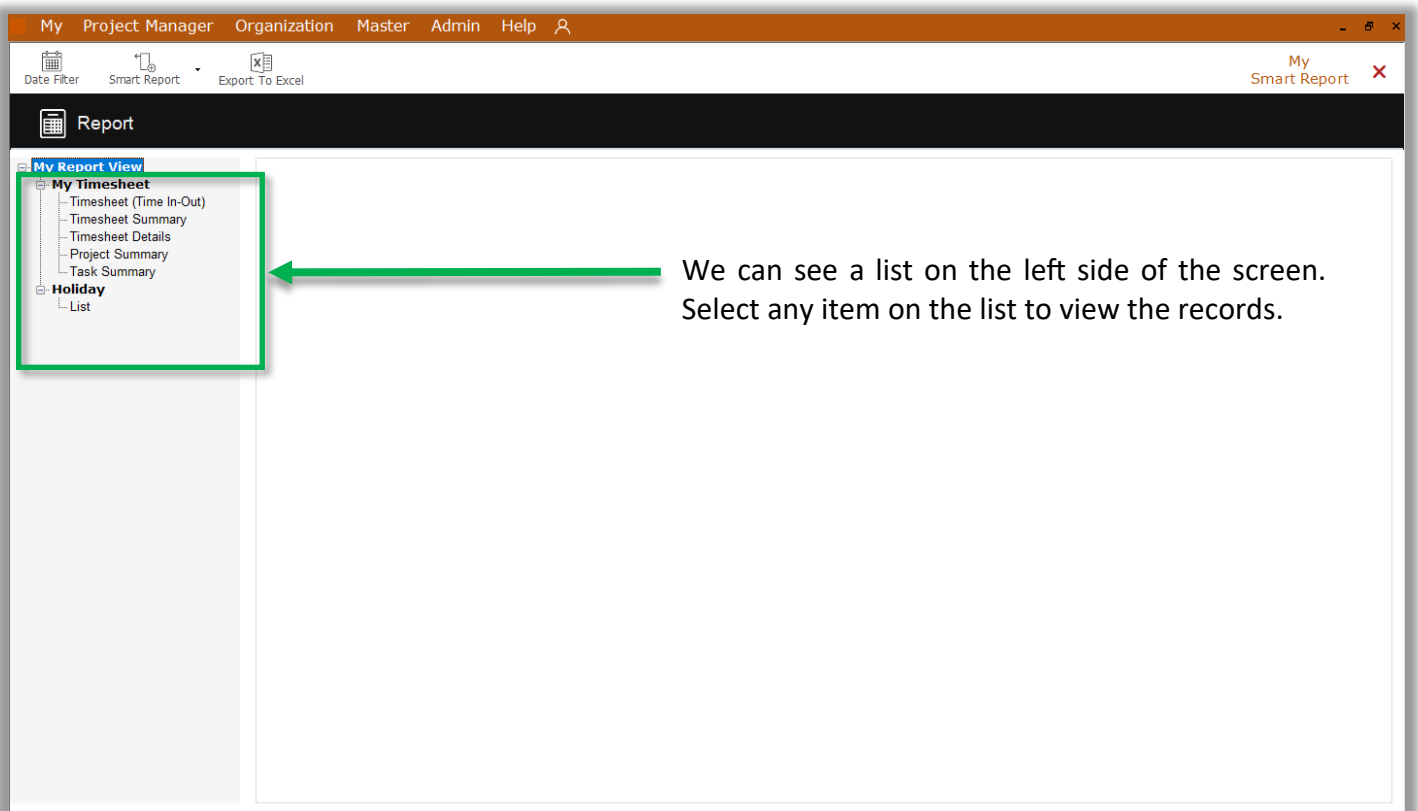

Click on **I Agree**

Go to

My > Reports > Smart Report

Smart Report Screen
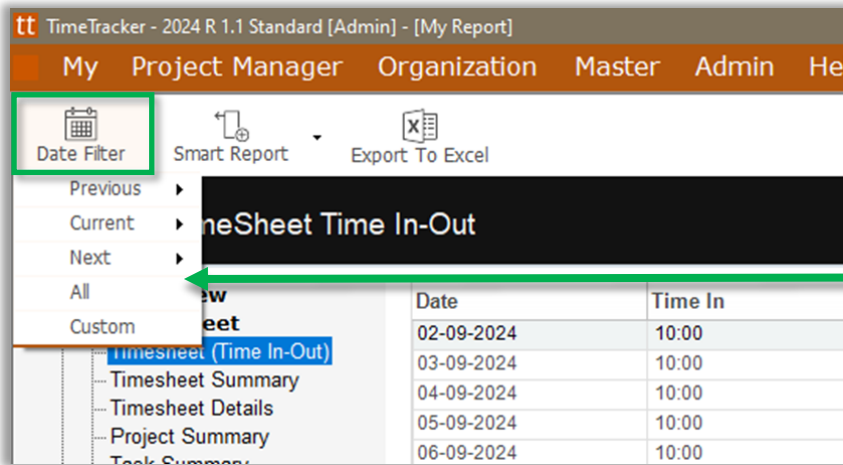
4 | Smart Report

We can see a list on the left side of the screen. Select any item on the list to view the records.

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

In this example, select **My Timesheet > Timesheet (Time In-Out)** to view My Time In-Out list
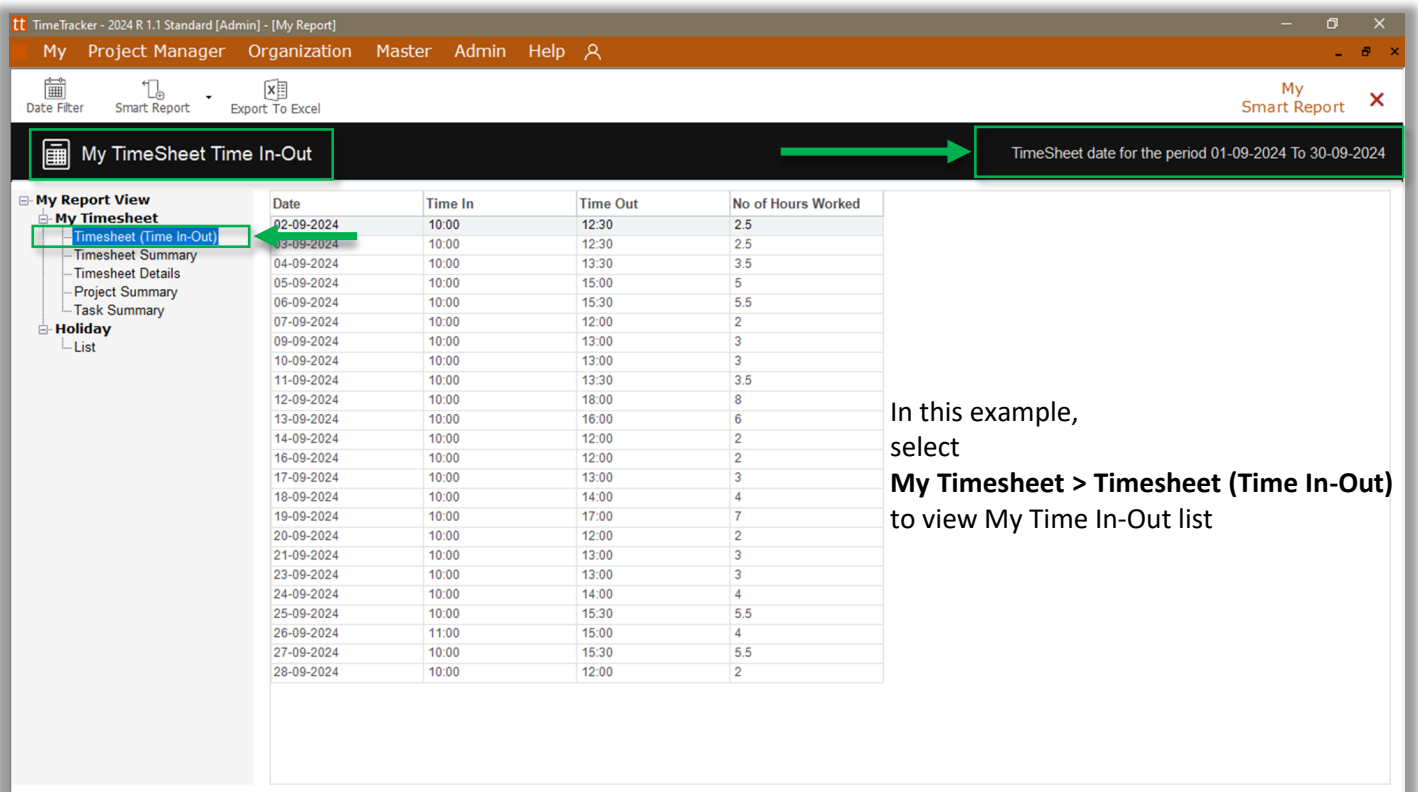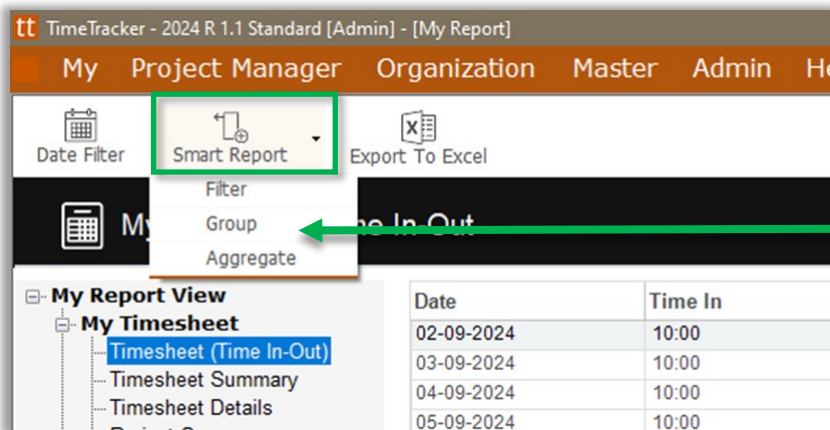
Smart report tools

Date Filter: This button helps you to filter and show the data for the given date(s).
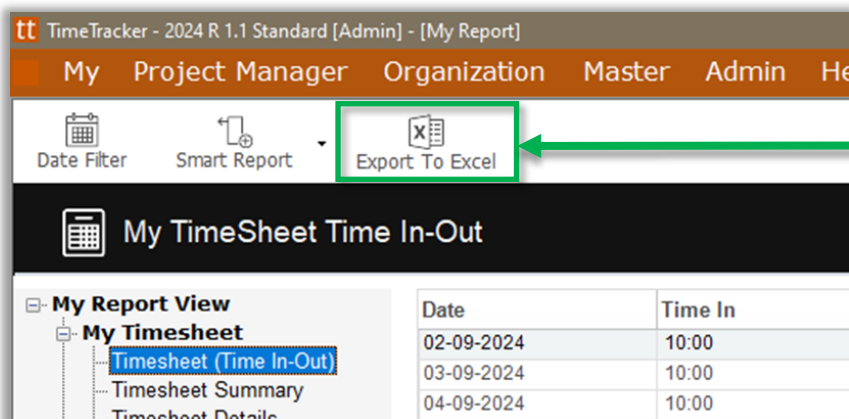
Custom date filter lets you to view data from a particular period of time.

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.

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**