

SPINSO[®]



Standard edition

TimeTracker

manage timesheet & approvals



Project Manager View (Trial Edition)

Lets see how a project manager view timesheet in TimeTracker Standard.

1 INDEX

Steps

1. Index _____ Pg 2
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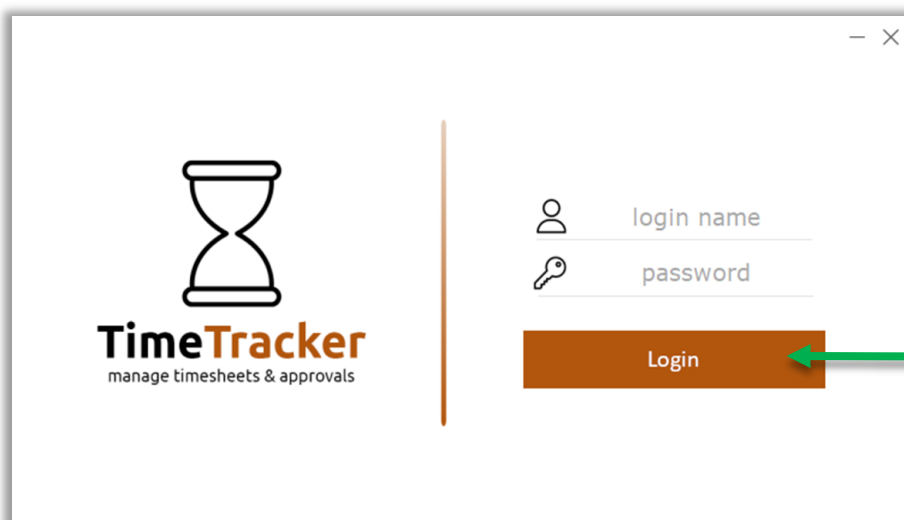
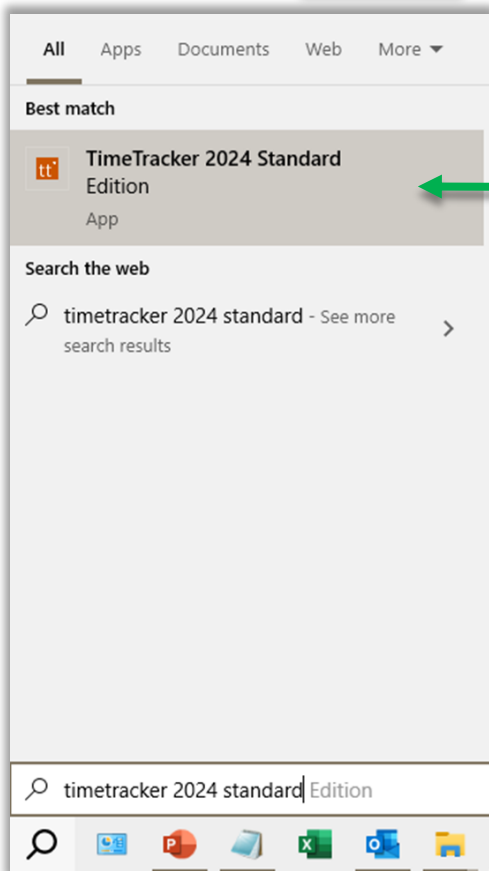
2 LOGIN



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

or

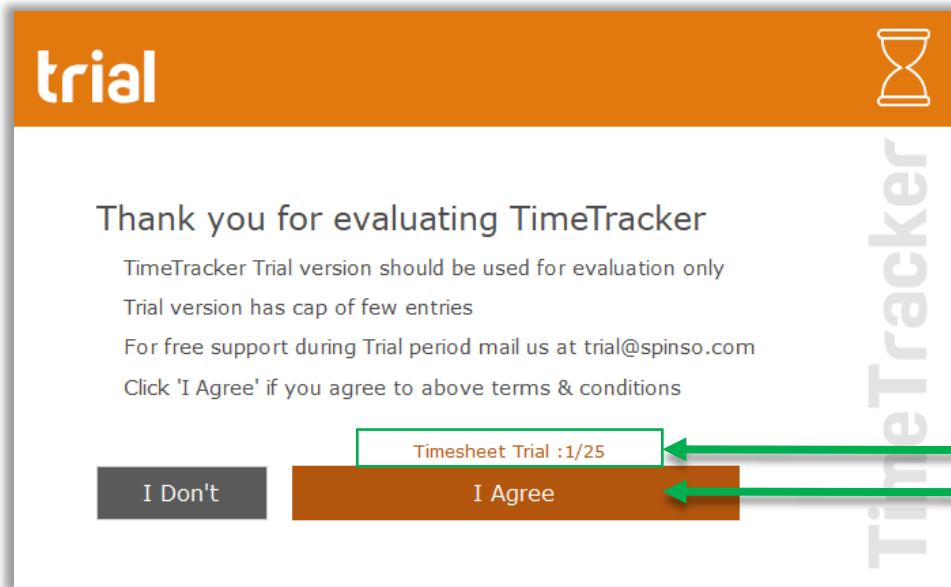
You can also launch the application from **Start - Program Files - Spinso - TimeTracker**



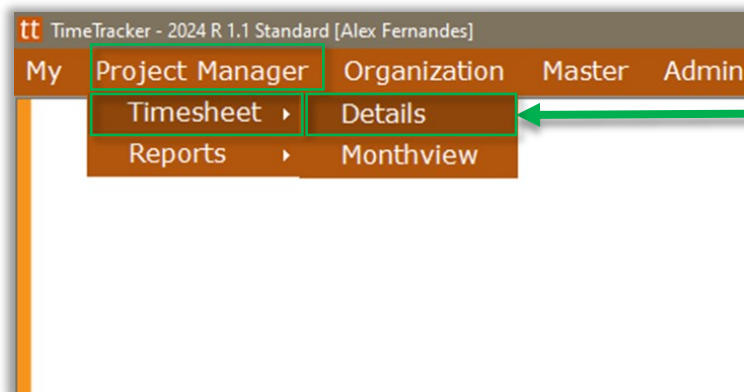
Enter Login name and password. Click on **Login**

3

Go To Timesheet Screen

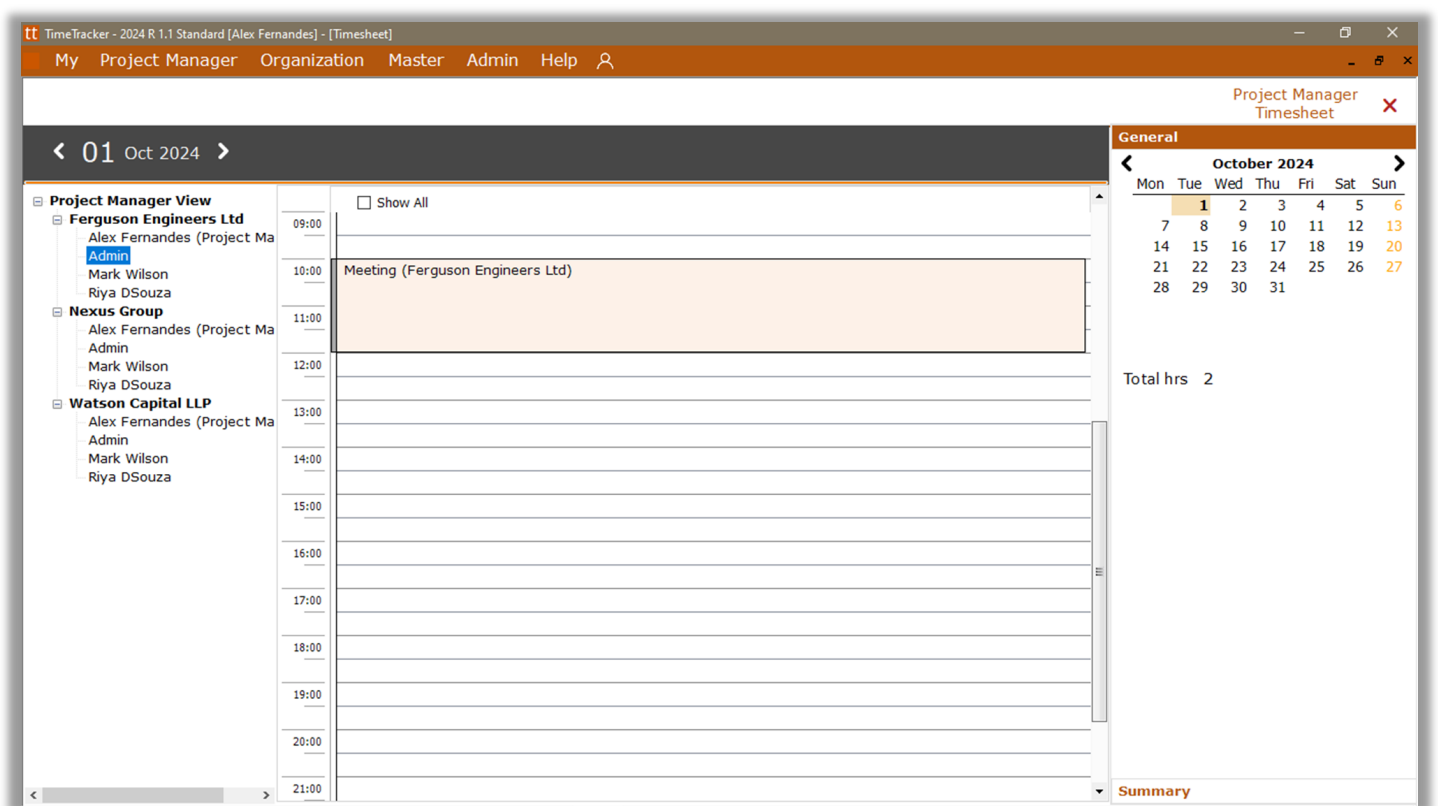


Click on I Agree



Go to
Project Manager> Timesheet > Details

Project Manager timesheet Screen



TimeTracker - 2024 R 1.1 Standard [Alex Fernandes] - [Timesheet]

My Project Manager Organization Master Admin Help

Project Manager Timesheet

< 01 Oct 2024 >

Show All

- Project Manager View
 - Ferguson Engineers Ltd
 - Alex Fernandes (Project Ma
 - Admin
 - Mark Wilson
 - Riya DSouza
 - Nexus Group
 - Alex Fernandes (Project Ma
 - Admin
 - Mark Wilson
 - Riya DSouza
 - Watson Capital LLP
 - Alex Fernandes (Project Ma
 - Admin
 - Mark Wilson
 - Riya DSouza

09:00

10:00 Meeting (Ferguson Engineers Ltd)

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

21:00

General

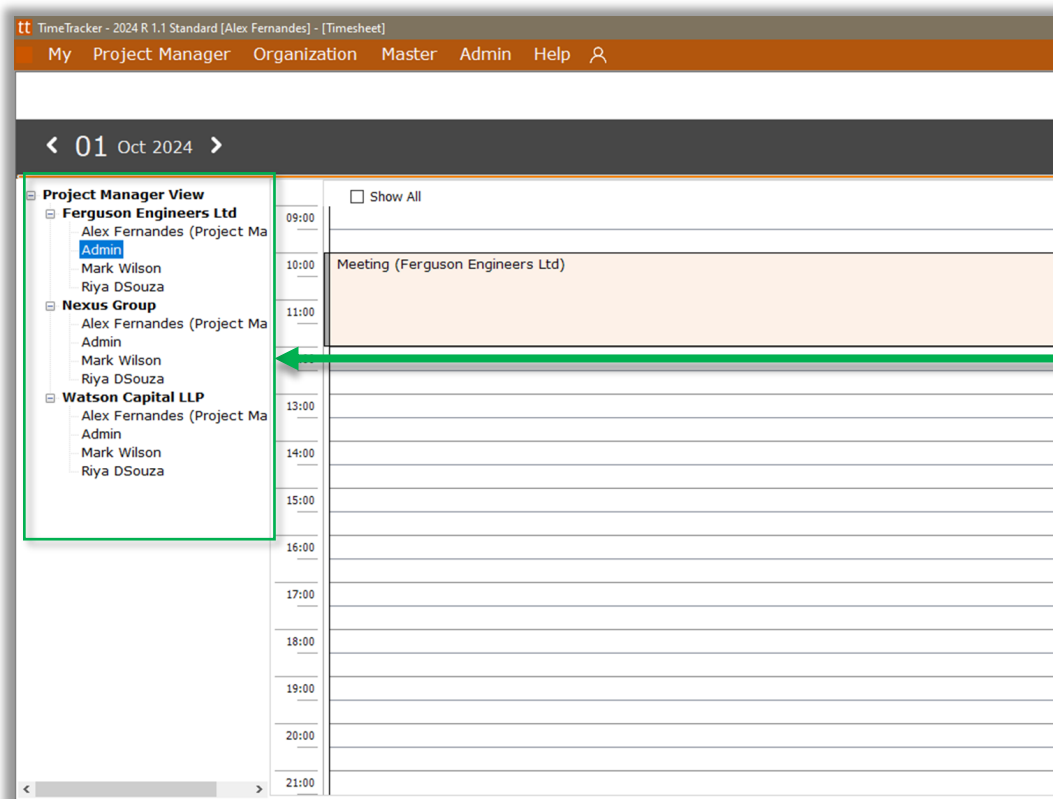
October 2024

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	31			

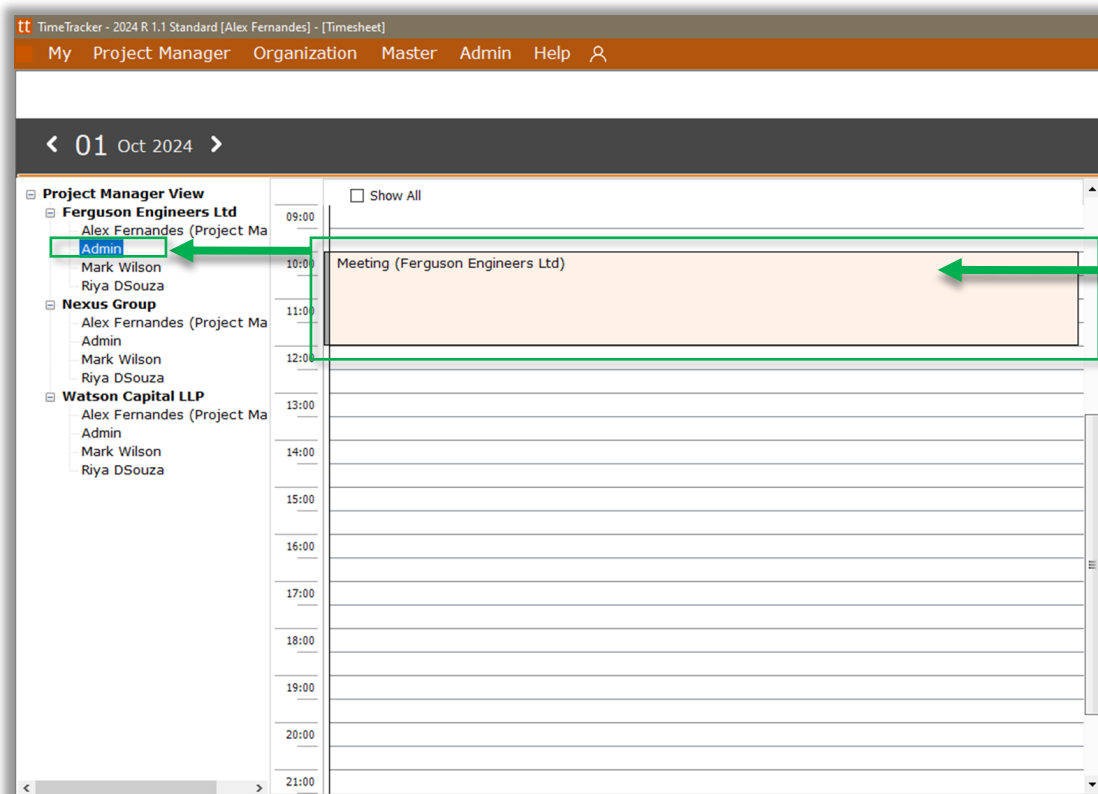
Total hrs 2

Summary

4 View Timesheet

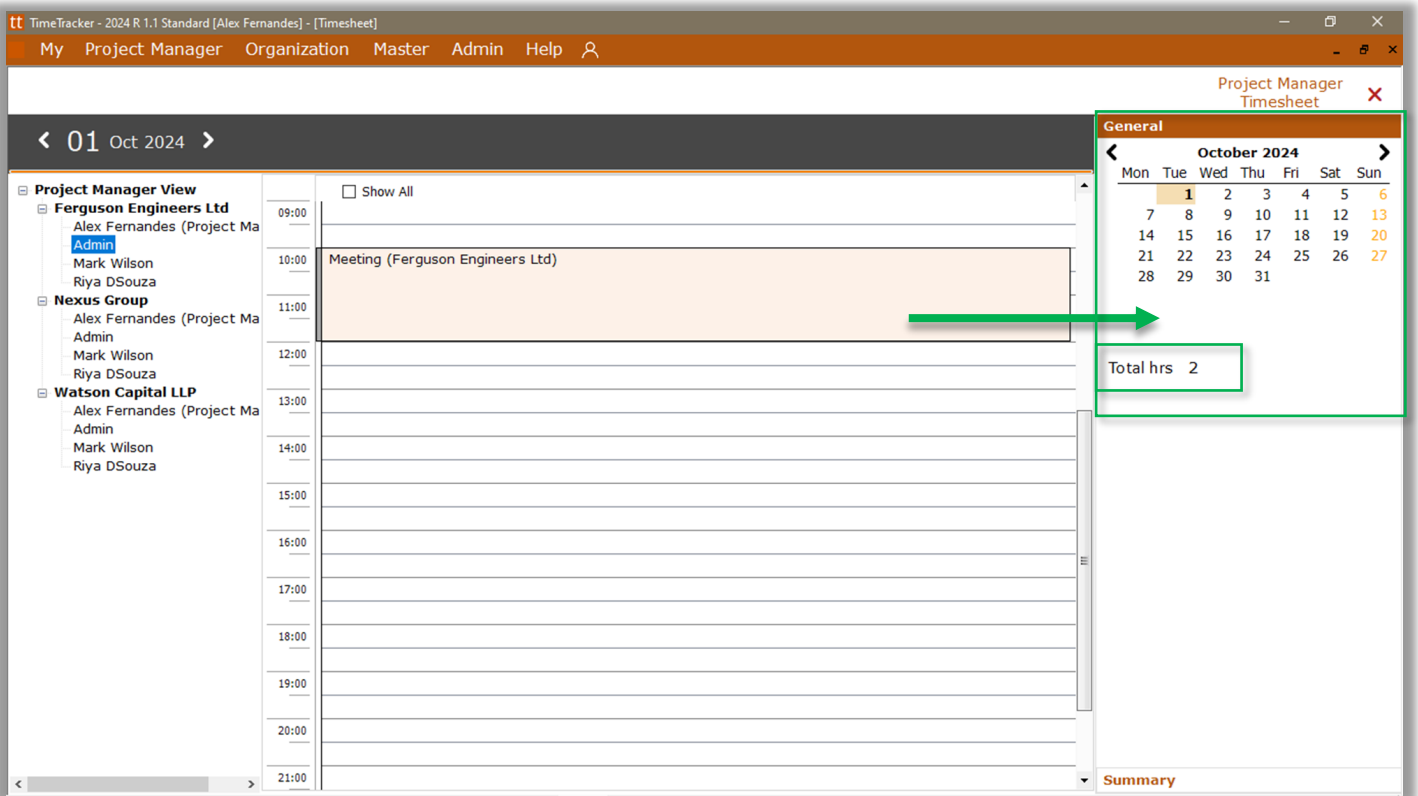


On the left, list of all the projects to manage along with the employees under the project can be seen.



Click on any of the members of the project to see their timesheet.

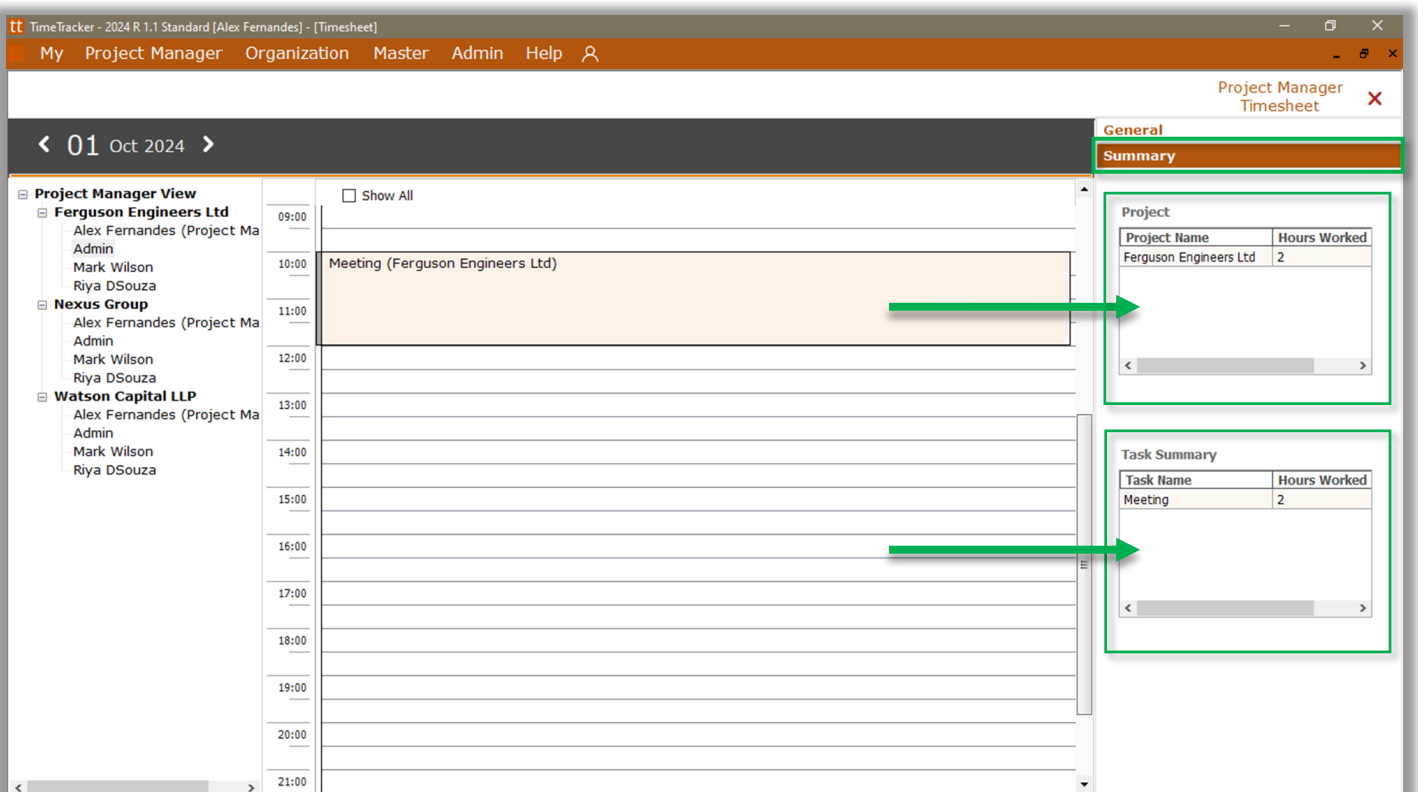
On the right, click on any date to see timesheet of that day.
Total hours worked is also shown.



The screenshot shows the TimeTracker interface for October 1, 2024. The main area displays a timesheet with a task 'Meeting (Ferguson Engineers Ltd)' from 10:00 to 11:00. A green arrow points from this task to the 'General' panel on the right. The 'General' panel includes a calendar for October 2024 with the 1st highlighted, and a box below it showing 'Total hrs 2'.

Summary

- Project Summary with name and hours worked for the day.
- Task Summary with name and hours worked for the day.



The screenshot shows the TimeTracker interface with the 'Summary' panel expanded on the right. The 'Project Summary' table shows the project name 'Ferguson Engineers Ltd' and 'Hours Worked' as 2. The 'Task Summary' table shows the task name 'Meeting' and 'Hours Worked' as 2. Green arrows point from the task in the timesheet to these summary tables.

Project	
Project Name	Hours Worked
Ferguson Engineers Ltd	2

Task Summary	
Task Name	Hours Worked
Meeting	2

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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 Monthview** Help file Next.

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