

SPINSO

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**timetracker** Standard  
Manage TimeSheet



Getting Started

Quick start guide for TimeTracker Standard Edition

## 1

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## Getting Started

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# 2

## Introduction to TimeTracker

**TimeTracker**, is simple, ready to use Time Sheet software, that enables you to track time spent, on various project or activities and increase productivity.

With TimeTracker you can centrally and systematically manage timesheet data. It has a simple intuitive & interesting timescale interface that enables you to quickly enter timesheet in few seconds, You can track time spent on various projects and task. It has all the essential features to efficiently manage & track project time and improve productivity.

### Time Sheet

Generally professionals work on multiple projects and activities. They charge client on time and material basis, or on fixed cost. In both cases, it is important to track the actual time spent versus the estimated.

We will see following options

- How to enter My Timesheet
- How to view monthly view

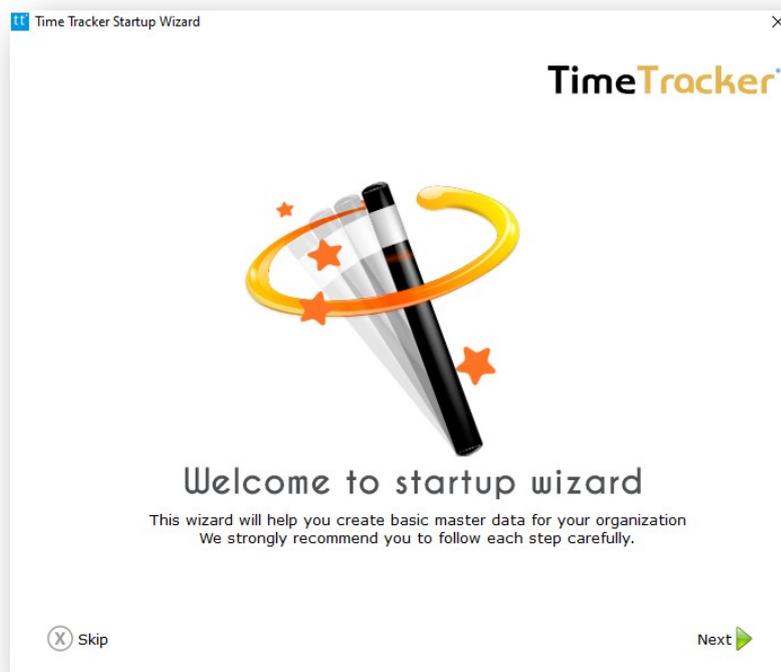
# 3 Wizard

## Introduction

The wizard screen lets you quickly enter basic details required to create masters. This screen will appear only once when you login to the system for first time.

The step by step instructions in the wizard guides you to enter master data like Employee, Project, Task & Holiday List.

Data entered through wizard can be seen in Master screen. You can also further add or modify these details later in the respective masters.



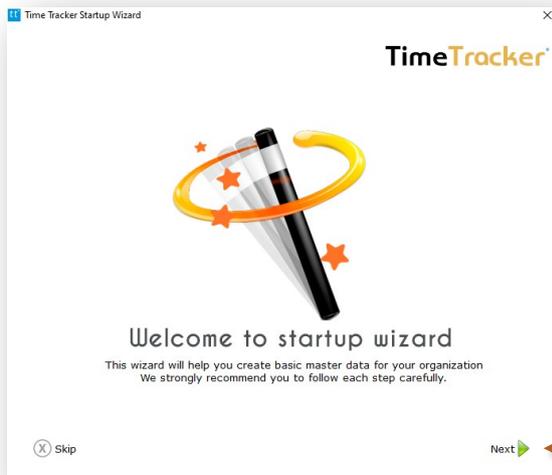
# 3.a

## How to enter data in Wizard



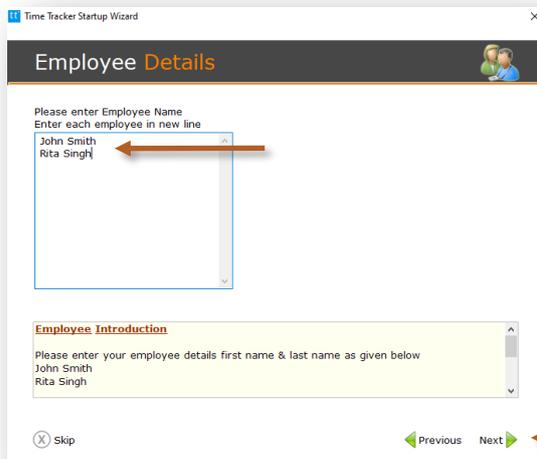
**Please note**

If you wish to skip this, you can also enter data via respective master screen



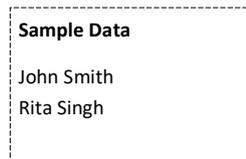
The first screen that appears in the wizard is the welcome screen, it is a start-up screen that gives brief introduction about the wizard.

Click **Next** to Continue



In employee wizard you can enter Employee/User names.

Enter Employee



Click **Next** to Continue

Time Tracker Startup Wizard

### Project Details

No Project  
 Define Project

Project Manager: John Smith

Please enter Project Name  
Enter each Project in new line

- Creative Infotech
- Global Advertising

**Project Introduction**

If you are working on one or more project(s) you can select the **define project** option, Select the project manager, Enter your project name in the below textbox. \* Each project should be entered in a new line.

Select **Define Project**  
 Select **Project Manager**  
 Enter Projects Name

**Sample Data**

Creative Infotech  
 Global Advertising

Click **Next** to Continue

Time Tracker Startup Wizard

### Task Details

Select your business type

Software

Please enter/select Task Name  
Enter each Task in new line

- Requirement Analysis
- Architecture Designing
- Coding
- Documentation
- Testing
- General
- Implementation
- Billing

- General
- Lunch
- Meeting
- Payment Follow up
- Personal Work
- Support

**Task Introduction**

Enter your task(s) depending on the work profile  
 Every task should be entered in a separate line

Select **Business Type**

Click **Next** to Continue

Time Tracker Startup Wizard

### Weekly Off

From Date: 01-09-2020 To: 29-09-2021

Please select weekly off

Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

**Weekly Off Introduction**

Default: General Holiday list would be created, but one has an option to create multiple holiday lists for various locations from the following menu option **Organization** --> **Master** --> **Holiday** and same can be attached to the employee from the following menu option

Select weekly off

Click **Next** to Continue



This is the final screen in wizard.

After clicking on finish, respective master data will be created.

Click **Finish** to start entering data in Timesheet.

# 4

## Timesheet

Timesheet in TimeTracker enables you to capture time spent on various tasks or projects. Timesheet is simple, user friendly that allows you to record time, quickly and easily.

We will see following options

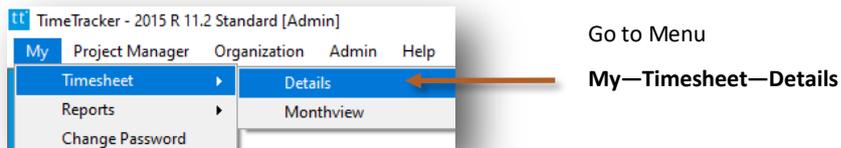
**4.a How to enter My Timesheet**

**4.b How to see monthly view**

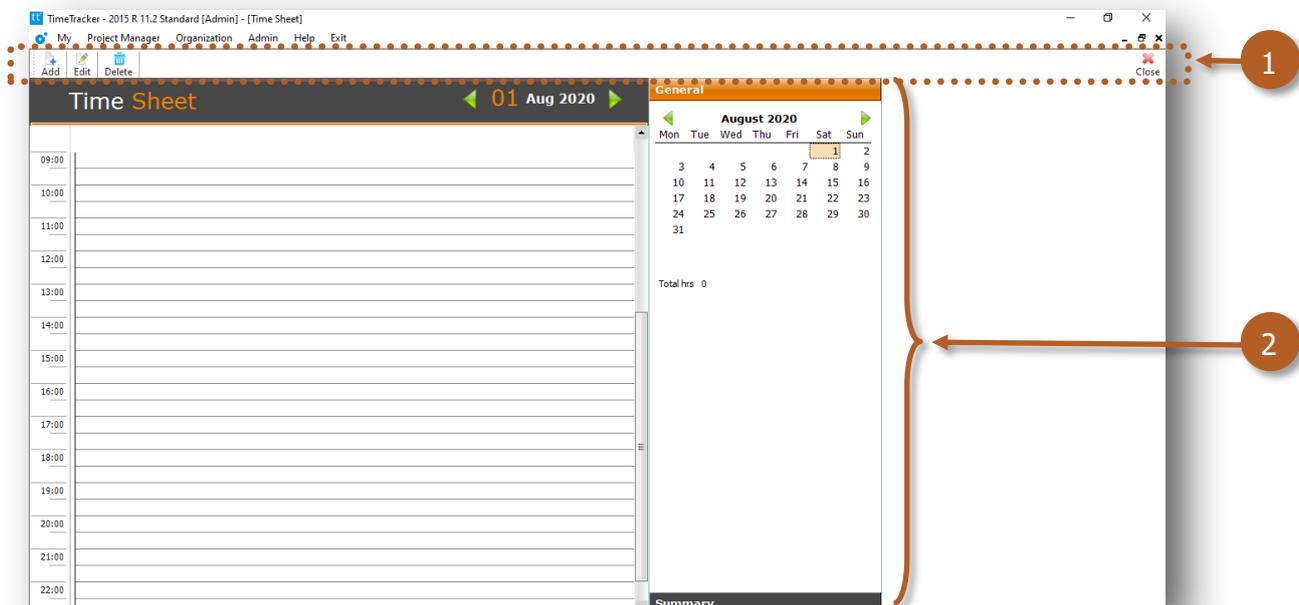
## 4.a

# How to enter My Timesheet

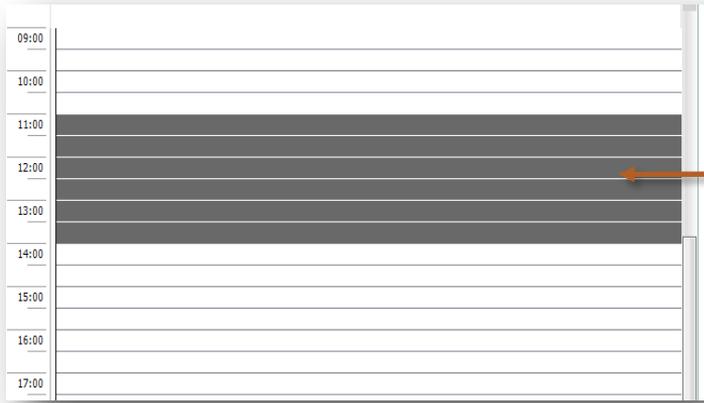
Lets see how to enter Timesheet



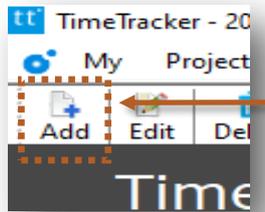
**Timesheet screen can be broadly divided into 2 sections that is explained below**



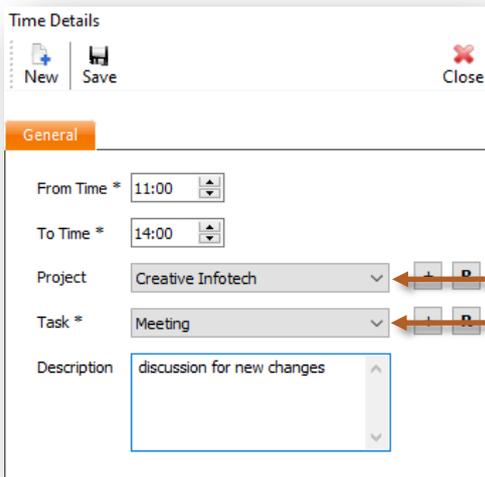
1. Toolbar to add, edit or delete data
2. Timesheet details can be viewed



Select the time slot by 11.00 to 14.00  
You can also drag for selection.



Click on **Add** to add the timesheet details



Select **Project** from the list

Select **Task** from the list

You can also write description for more details

**Time Details**

New Save Close

**General**

From Time \* 11:00

To Time \* 14:00

Project Creative Infotech + R

Task \* Meeting + R

Description discussion for new changes

Click on **Save**

You can see Project Summary here

**Time Sheet** 30 Sep 2020 **Summary**

09:00	
10:00	
11:00	Creative Infotech:Meeting:discussion for new changes
12:00	
13:00	
14:00	
15:00	

**Project Summary**

Project Name	Hours Worked
Creative Infotech	3

**Task Summary**

Task Name	Hours Worked
Meeting	3

Project details, Task details and Description added for given time slot

You can see Task Summary here

## 4.b

# How to see monthly view

Lets see how to see timesheet in month view



**Month View** Aug 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	1 7 Hrs	2
3 6 Hrs	4 7 Hrs	5 6 Hrs	6 7 Hrs	7 8 Hrs	8 8 Hrs	9
10 4 Hrs	11 3 Hrs	12 3 Hrs	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

As you can see in month view you will get daily total number of hours worked

# 5

## Reports

Reports include project, task summary and other timesheet reports that give you the overall summary of time spent in a project or task. The data in report can be filter, group, aggregate and exported to excel.

Reports are described in following 3 steps

- 5.a Introduction of Reports
  - 5.a.1 Export to Excel
  - 5.a.2 Filter
  - 5.a.3 Group
  - 5.a.4 Aggregate
- 5.b My— Reports
- 5.c Organization— Reports

## 5.a

## Introduction of Reports

In Reports you can filter, group, aggregate and export the data to excel for more details.

Lets see how to see Reports



Go to menu

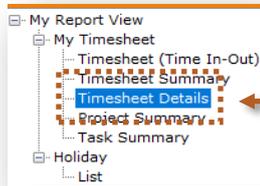
My—Reports—Report

 A screenshot of the TimeTracker 'Report' window. The window title is 'TimeTracker - 2015 R 11.2 Standard [Admin] - [My Report]'. The main area displays a table with columns: Date, Time In, Time Out, and No of Hours Worked. The data rows show dates from 01-09-2020 to 10-09-2020. A toolbar at the top left of the report area includes 'Export To Excel' and 'Options'. A sidebar on the left shows a tree view with 'My Report View' expanded. Three numbered callouts (1, 2, 3) are present on the right side of the window. Callout 1 points to the toolbar, callout 2 points to the report list, and callout 3 points to the data viewer grid. A green arrow also points from the data viewer grid to the 'No of Hours Worked' column.
 

Date	Time In	Time Out	No of Hours Worked
01-09-2020	10:00	18:00	8
02-09-2020	10:00	19:00	9
03-09-2020	11:00	20:00	8
04-09-2020	11:00	19:00	7
05-09-2020	11:00	19:00	8
07-09-2020	10:00	19:00	8
08-09-2020	10:00	19:00	8
09-09-2020	10:00	19:00	8
10-09-2020	10:00	19:00	8

1. Toolbar to export data in excel, filter, group and aggregate
2. Report List
3. Data viewer grid

Lets see how to view report for **My Timesheet—Timesheet Details** where you will get the list of Timesheets with Project and Tasks.



Click on **Timesheet Details**

Current month data will be populated

**Report** **My - Timesheet Details**

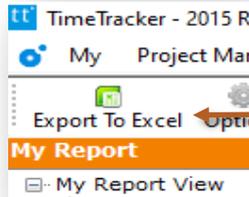
From Date:  01-09-2020 To:  30-09-2020

Date	Project	Task	From Time	To Time	No of Hrs Worked	Description
01-09-2020		Lunch	13:00	14:00	1	
01-09-2020	Essel Group	Coding	14:00	18:00	4	Coding for Web...
01-09-2020	Creative Infotech	Architecture De...	10:00	13:00	3	
02-09-2020	Everest Reality	Documentation	10:00	14:00	4	Documentation...
02-09-2020		Lunch	14:00	15:00	1	
02-09-2020	Global Advertising	Meeting	15:00	19:00	4	Meeting for web...
03-09-2020	Creative Infotech	Requirement An...	11:00	15:00	4	
03-09-2020	Essel Group	Implementation	16:00	20:00	4	software imple...
04-09-2020	Global Advertising	Documentation	16:00	19:00	3	
04-09-2020	Everest Reality	Testing	11:00	15:00	4	website testing

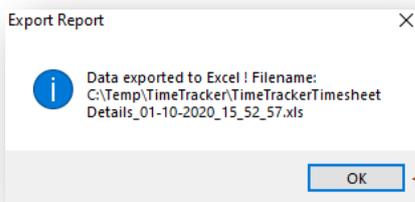
Data is showing in the data viewer grids

## 5.a.1 Export to Excel

Lets see how to export the data to excel



Click on **Export To Excel**



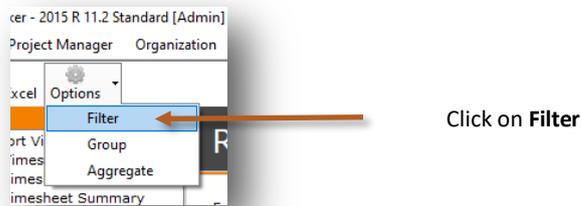
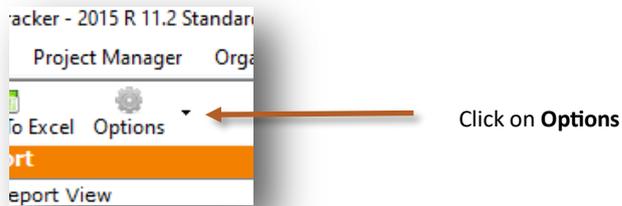
Click on **OK**

Date	Project	Task	From Time	To Time	No of Hrs Worked	Description
01-09-2020		Lunch	13:00	14:00	1	
01-09-2020	Essel Group	Coding	14:00	18:00	4	Coding for Website
01-09-2020	Creative Infotech	Architecture Design	10:00	13:00	3	
02-09-2020	Everest Reality	Documentation	10:00	14:00	4	Documentation for Company Profile
02-09-2020		Lunch	14:00	15:00	1	
02-09-2020	Global Advertising	Meeting	15:00	19:00	4	Meeting for website
03-09-2020	Creative Infotech	Requirement Analys	11:00	15:00	4	
03-09-2020	Essel Group	Implementation	16:00	20:00	4	software implementation
04-09-2020	Global Advertising	Documentation	16:00	19:00	3	
04-09-2020	Everest Reality	Testing	11:00	15:00	4	website testing
05-09-2020		Lunch	14:00	15:00	1	
05-09-2020	Essel Group	Requirement Analys	15:00	19:00	4	
05-09-2020	Creative Infotech	Architecture Design	11:00	14:00	3	company profile
05-09-2020	Everest Reality	Implementation	10:00	14:00	4	Software et HD
07-09-2020	Global Advertising	Requirement Analys	15:00	19:00	4	Advt for new product
08-09-2020	Creative Infotech	Testing	10:00	14:00	4	
08-09-2020	Essel Group	Requirement Analys	15:00	19:00	4	
09-09-2020	Everest Reality	Coding	10:00	14:00	4	Software
09-09-2020	Global Advertising	Coding	15:00	19:00	4	Website
10-09-2020	Everest Reality	Support	15:00	19:00	4	
10-09-2020	Essel Group	Documentation	10:00	14:00	4	

Data is exported to Excel

## 5.a.2 Filter

Lets see how to filter the data



Filter option added

Report My - Timesheet Details

From Date  01-09-2020 To  30-09-2020

Date	Project	Task	From Time	To Time	No of Hrs Worked	Description
01-09-2020	Essel Group	Lunch	13:00	14:00	1	
01-09-2020	Essel Group	Coding	14:00	18:00	4	Coding forWeb...
01-09-2020	Creative Infotech	Architecture De...	10:00	13:00	3	
02-09-2020	Everest Reality	Documentation	10:00	14:00	4	Documentation...
02-09-2020	Global Advertising	Lunch	14:00	15:00	1	
02-09-2020	Global Advertising	Meeting	15:00	19:00	4	Meeting for web...
03-09-2020	Creative Infotech	Requirement An...	11:00	15:00	4	

Select data from drop down list

Report My - Timesheet Details

From Date  01-09-2020 To  30-09-2020

Date	Project	Task	From Time	To Time	No of Hrs Worked	Description
01-09-2020	Essel Group	Lunch	13:00	14:00	1	
01-09-2020	Essel Group	Coding	14:00	18:00	4	Coding forWeb...
01-09-2020	Creative Infotech	Architecture De...	10:00	13:00	3	
02-09-2020	Everest Reality	Documentation	10:00	14:00	4	Documentation...
02-09-2020	Global Advertising	Lunch	14:00	15:00	1	
02-09-2020	Global Advertising	Meeting	15:00	19:00	4	Meeting for web...
03-09-2020	Creative Infotech	Requirement An...	11:00	15:00	4	

Data is filtered for **Global Advertising**

The screenshot shows the 'Report' interface with the following data:

Date	Project	Task	From Time	To Time	No of Hrs Worked	Description
02-09-2020	Global Advertising	Meeting	15:00	19:00	4	Meeting for web...
04-09-2020	Global Advertising	Documentation	16:00	19:00	3	
07-09-2020	Global Advertising	Requirement Analysis	15:00	19:00	4	Advt for new pr...
09-09-2020	Global Advertising	Coding	15:00	19:00	4	Website
11-09-2020	Global Advertising	Coding	10:00	14:00	4	
12-09-2020	Global Advertising	Coding	10:00	14:00	4	

As you can see we filtered data for **Global Advertising**. Lets see how to use multi filter with more column.

You can select multi filter for **Task**

The screenshot shows the 'Report' interface with the following data:

Date	Project	Task	From Time	To Time	No of Hrs Worked	Description
02-09-2020	Global Advertising	Meeting	15:00	19:00	4	Meeting for web...
04-09-2020	Global Advertising	Documentation	16:00	19:00	3	
07-09-2020	Global Advertising	Requirement Analysis	15:00	19:00	4	Advt for new pr...
09-09-2020	Global Advertising	Coding	15:00	19:00	4	Website
11-09-2020	Global Advertising	Coding	10:00	14:00	4	
12-09-2020	Global Advertising	Coding	10:00	14:00	4	

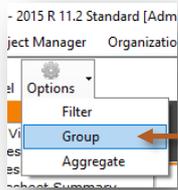
As you can see we have filtered **Global Advertising** data for **Coding**

The screenshot shows the 'Report' interface with the following data:

Date	Project	Task	From Time	To Time	No of Hrs Worked	Description
09-09-2020	Global Advertising	Coding	15:00	19:00	4	Website
11-09-2020	Global Advertising	Coding	10:00	14:00	4	
12-09-2020	Global Advertising	Coding	10:00	14:00	4	

## 5.a.3 Group

Group option makes it easy to organize and view huge data in reports

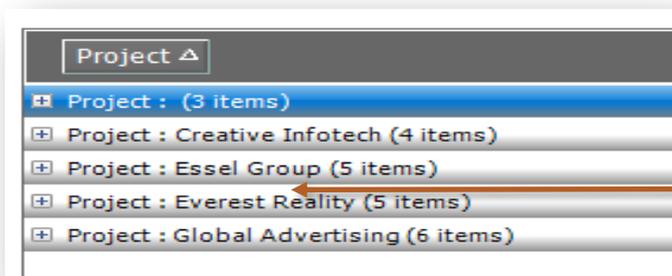


Click on Group

Drag a column header here to group by that column.

Date	Project	Task	From Time	To Time	No of Hrs Worked	Description
01-09-2020		Lunch	13:00	14:00	1	
01-09-2020	Essel Group	Coding	14:00	18:00	4	Coding for Web...
01-09-2020	Creative Infotech	Architecture De...	10:00	13:00	3	
02-09-2020	Everest Reality	Documentation	10:00	14:00	4	Documentation...
02-09-2020		Lunch	14:00	15:00	1	
02-09-2020	Global Advertising	Meeting	15:00	19:00	4	Meeting for web...
03-09-2020	Creative Infotech	Requirement An...	11:00	15:00	4	
03-09-2020	Essel Group	Implementation	16:00	20:00	4	software imple...
04-09-2020	Everest Reality	Testing	11:00	15:00	4	website testing
04-09-2020	Global Advertising	Documentation	16:00	19:00	3	
05-09-2020	Essel Group	Requirement An...	15:00	19:00	4	

To group data you can drag and drop the column in "Drag column header..." Section Eg. Project



Data would be grouped

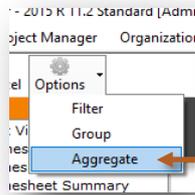
Click on + to expand and view details

A screenshot showing the expanded view for the 'Project : Creative Infotech (4 items)' group. The details table is as follows:

Date	Task	From Time	To Time	No of Hrs Worked	Description
01-09-2020	Architecture De...	10:00	13:00	3	
03-09-2020	Requirement An...	11:00	15:00	4	
05-09-2020	Architecture De...	11:00	14:00	3	company profile
08-09-2020	Meeting	10:00	14:00	4	

## 5.a.4 Aggregate

Aggregate can be used to summarize the data such as Average, Count, Maximum, Minimum & Sum



Click on **Aggregate**

Formula option added

Date	Project	Task	From Time	To Time	No of Hrs Worked	Description
01-09-2020	Creative Infotech	Architecture Designing	10:00	13:00	3	
03-09-2020	Creative Infotech	Requirement Analysis	11:00	15:00	4	
05-09-2020	Creative Infotech	Architecture Designing	11:00	14:00	3	company profile
08-09-2020	Creative Infotech	Meeting	10:00	14:00	4	

Click on Formula icon and select Sum

Date	Project	Task	From Time	To Time	No of Hrs Worked	Description
01-09-2020	Creative Infotech	Architecture Designing	10:00	13:00	3	
03-09-2020	Creative Infotech	Requirement Analysis	11:00	15:00	4	
05-09-2020	Creative Infotech	Architecture Designing	11:00	14:00	3	company profile
08-09-2020	Creative Infotech	Meeting	10:00	14:00	4	

**Select Summaries**

Average

Count

Maximum

Minimum

Sum

OK Cancel

Date	Project	Task	From Time	To Time	No of Hrs Worked	Description
01-09-2020	Creative Infotech	Architecture Designing	10:00	13:00	3	
03-09-2020	Creative Infotech	Requirement Analysis	11:00	15:00	4	
05-09-2020	Creative Infotech	Architecture Designing	11:00	14:00	3	company profile
08-09-2020	Creative Infotech	Meeting	10:00	14:00	4	
Grand Summaries					Sum = 14	

Summary of Hours Worked

## 5.b My Reports

In My—Reports you can view your data also you can filter, group, aggregate and export the excel for more details.

Lets see how to see My-Reports



Go to menu

My—Reports—Report

Date	Time In	Time Out	No of Hours Worked
01-09-2020	10:00	18:00	8
02-09-2020	10:00	19:00	9
03-09-2020	11:00	20:00	8
04-09-2020	11:00	19:00	7
05-09-2020	11:00	19:00	8
07-09-2020	10:00	19:00	8
08-09-2020	10:00	19:00	8
09-09-2020	10:00	19:00	8
10-09-2020	10:00	19:00	8
11-09-2020	10:00	14:00	4
12-09-2020	10:00	14:00	4

This is report list and now we will see more details about report list

# My-Reports List

## My Timesheet

- 1 Timesheet (Time In-Out)**  
You will get the list of Timesheet with Time In and Out for current month with following fields.  
Date, Time In, Time Out & No Of Hours Worked
- 2 Timesheet Summary**  
You will get the summary of total hours worked for current month with following fields.  
Date & Total Hours Worked
- 3 Timesheet Details**  
You will get the details of Timesheet with following fields.  
Date, Project, Task, From Time, To Time, No Of Hours Worked & Description
- 4 Project Summary**  
You will get the Projectwise Timesheet with following fields.  
Date, Project & No of Hours Worked
- 5 Task Summary**  
You will get the Taskwise Timesheet with following fields.  
Date, Task & No of Hours Worked

## Holiday

- 6 List**  
You will get the list of Holidays with following fields.  
Holiday List Name, Date, Name & Description

# Organization-Reports List

## Timesheet

- 1 Time In-Out**  
You will get the list of Timesheet with Time In and Out for all employee with following fields.  
Date, Employee, Time In, Time Out & No Of Hours Worked
- 2 Timesheet Summary**  
You will get the summary of total hours worked for all employee with following fields.  
Date, Employee & Total Hours Worked
- 3 Timesheet Details**  
You will get the details of Timesheet for all employee with following fields.  
Date, Employee, Project, Task, From Time, To Time, No Of Hours Worked & Description
- 4 Project Summary**  
You will get the Projectwise Timesheet for all employee with following fields.  
Date, Employee Name, Project, No of Hours Worked & Cost
- 5 Task Summary**  
You will get the Taskwise Timesheet for all employee with following fields.  
Date, Employee Name, Task, No of Hours Worked & Cost

## Holiday

- 6 List**  
You will get the list of Holidays with following fields.  
Holiday List Name, Date, Name & Description

## Master

- 7 Employee**  
You will get the list of Employees with following fields.  
Name, Address, Mobile No., Email ID & Login Name
- 8 Task**  
You will get the list of Tasks with following fields.  
Task & Description
- 9 Project**  
You will get the list of Projects with following fields.  
Project & Description
- 10 Holiday**  
You will get the list of Holidays with following fields.  
Holiday List & Description

A large black circle containing the word "SPINSO" in white, bold, sans-serif capital letters. The letter "O" has a small white dot above it.

# SPINSO<sup>o</sup>

more products



**SalesTracker** <sup>lite</sup>  
free sales CRM



**ServiceDesk** <sup>lite</sup>  
free service CRM

**SPINSO.com**