TIMES TimeSheet

Quick Start Guide for Entry Officer

Times Software Pte Ltd

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Release 4.0

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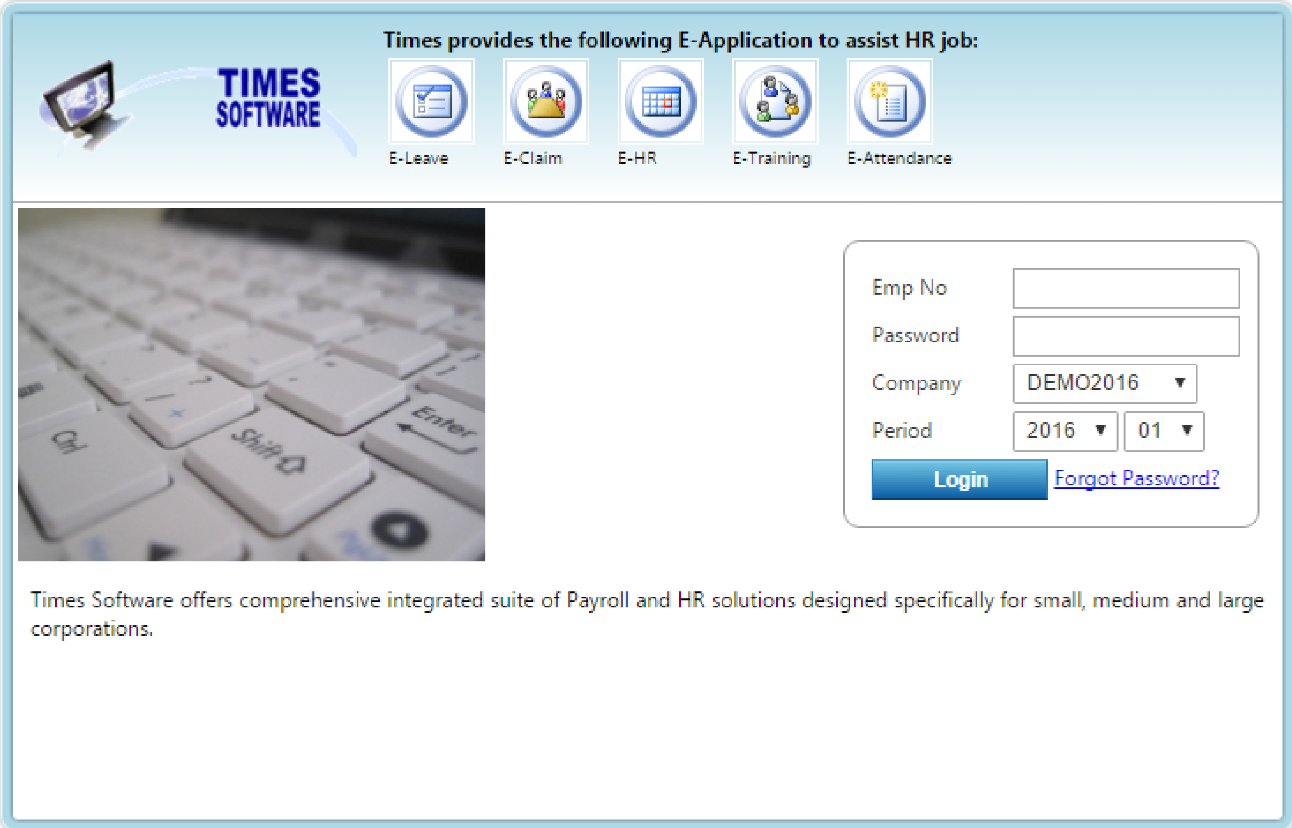
Chapter 1. Logging into the TIMES TimeSheet System

Open your internet browser and enter the URL address to access the TIMES Solution portal login web page, example: *http://www.myportal.com/esolution/Signin.aspx*

An example of the login page is shown below.



1. Click on the "Company" drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in your login id at "Emp No".
3. Key in your password at "Password".
4. Click the 

button to login into the system.

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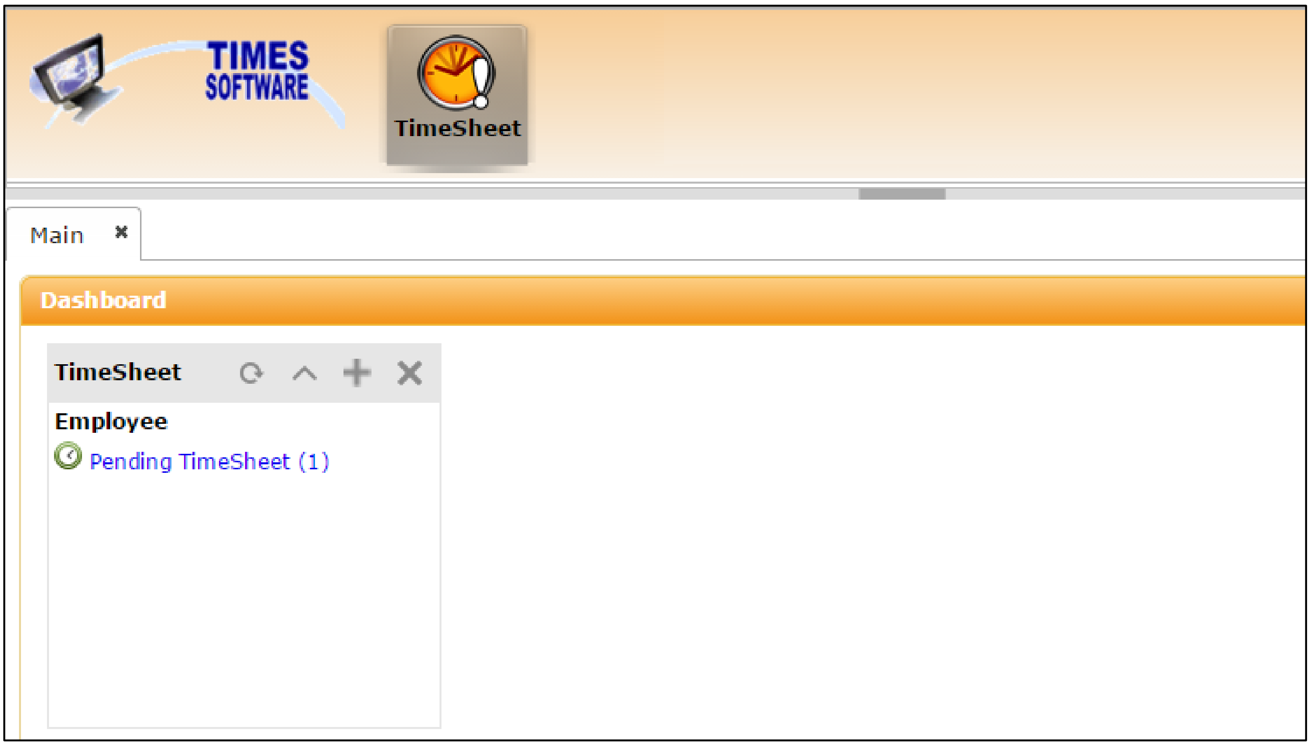
Chapter 2. Dashboard

After logging into the system, you will be presented with your dashboard.



The dashboard shows you a list of items that require your attention.

You can click on any of the items to access it.

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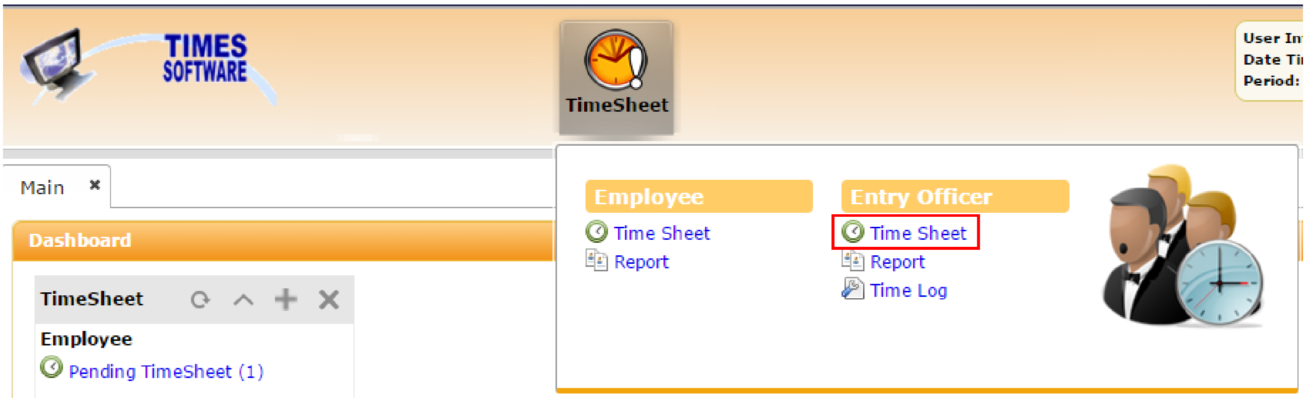
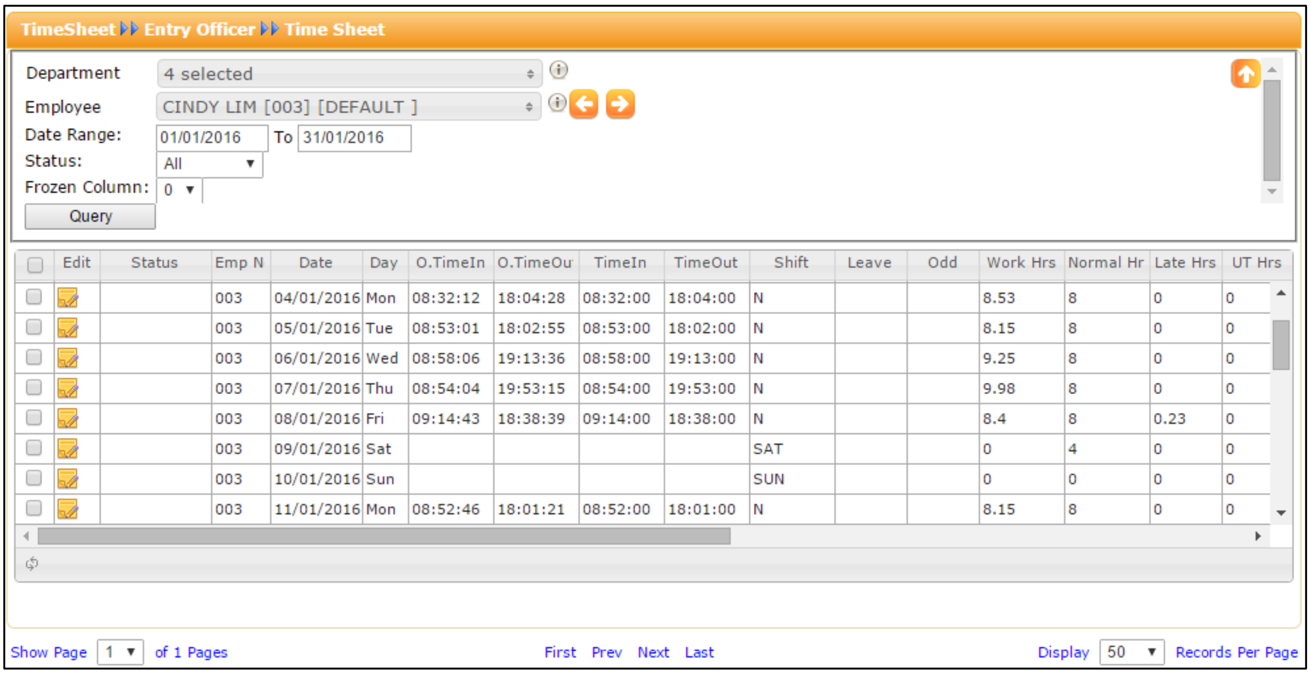
Chapter 3. Access and View Time Sheet



1. Click on TimeSheet icon to open the Entry Officer menu.
2. Click **Time Sheet** option in the Entry Officer menu to access the Time Sheet web page.



3. At the Time Sheet web page, click the button to view more criteria options
4. Choose “Department”.
5. Choose “Employee”.
6. Choose “Date Range”.
7. Choose “Status”.
8. To freeze pane a column, choose the column number at “Frozen Column”.
9. Click Query to view the Time Sheet based on your selections. You can browse each employee’s time sheet one at a time by clicking on the navigation buttons.

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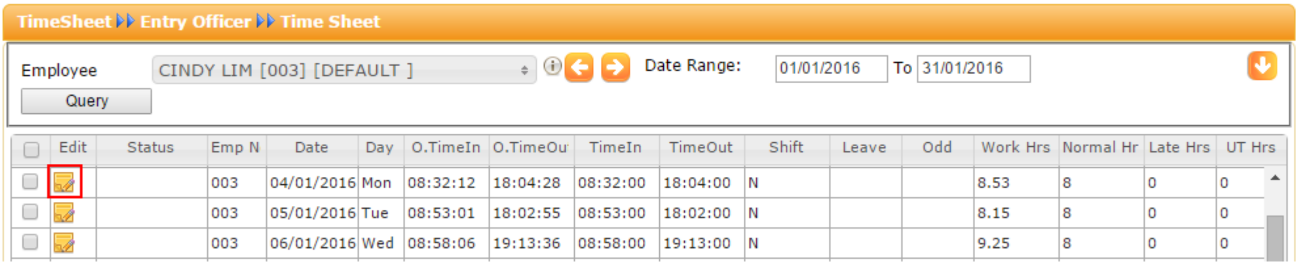
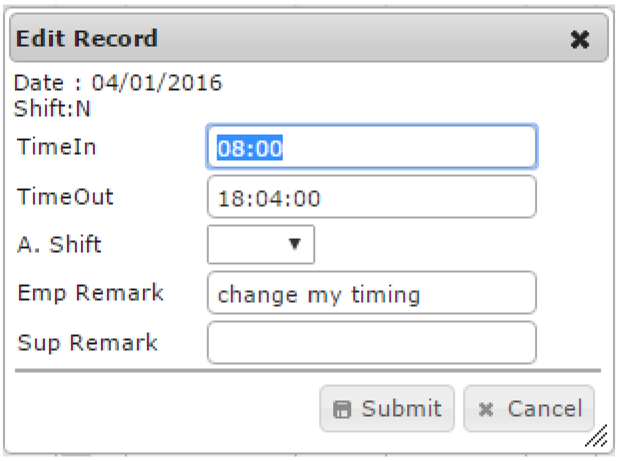
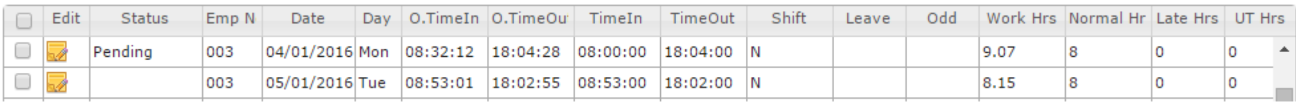
Chapter 4. Edit Time Sheet



1. Click the button next to the Time Sheet record to edit it.



2. You can change the employee's first clock in time for the shift (TimeIn), last clock out time for the shift (TimeOut) and the shift itself (A. Shift).
3. Enter your remarks at "Emp Remark".
4. Click Submit button to submit your changes or Cancel button to cancel your changes.
5. Once submitted, the record will be *Pending* for review by the employee's supervisor.



6. If your submitted record is *Rejected* by the supervisor you can edit the record again.

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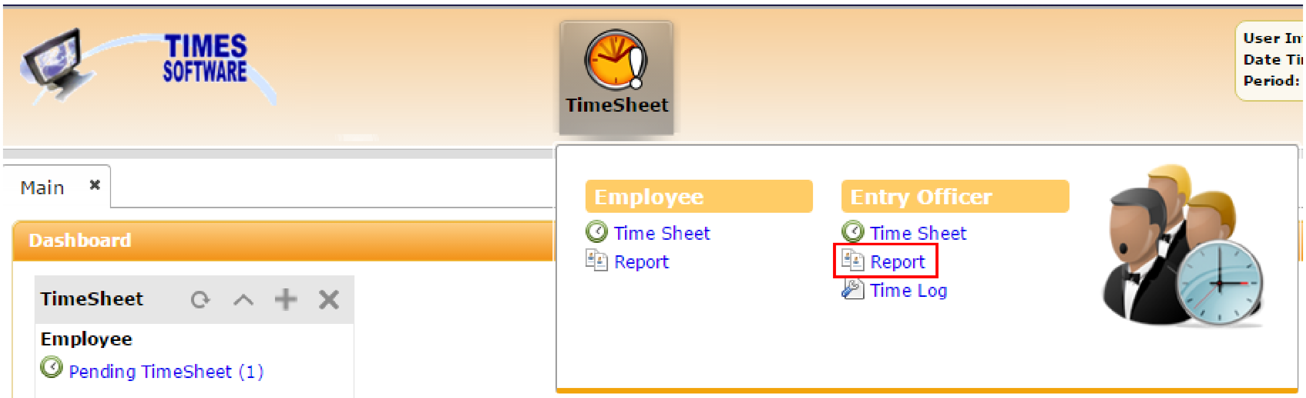
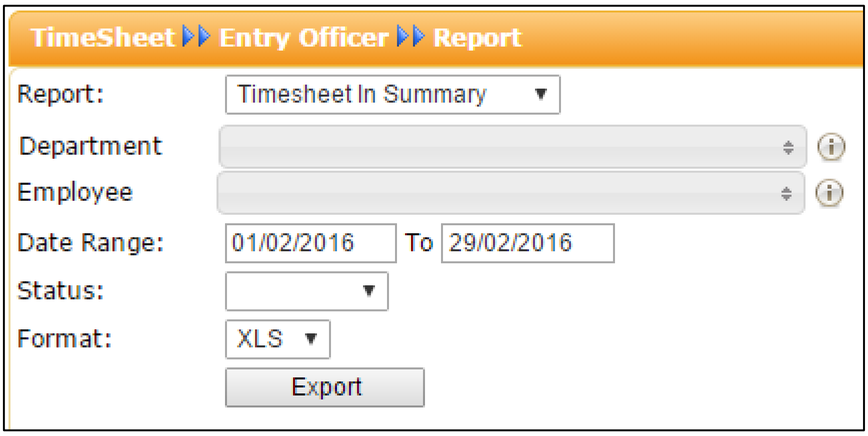
Chapter 5. Report



1. Click on TimeSheet icon to open the Entry Officer menu.
2. Click **Report** option in the Entry Officer menu to access the Report web page.



3. At the Report web page, choose a report at “Report”.
4. Choose “Department”.
5. Choose “Employee”.
6. Choose the “Date Range”.
7. Choose “Status” or leave it blank. Blank means all statuses.
8. Choose the report format to be generated at “Format”.
9. Click Export button to generate the report based on your selections.

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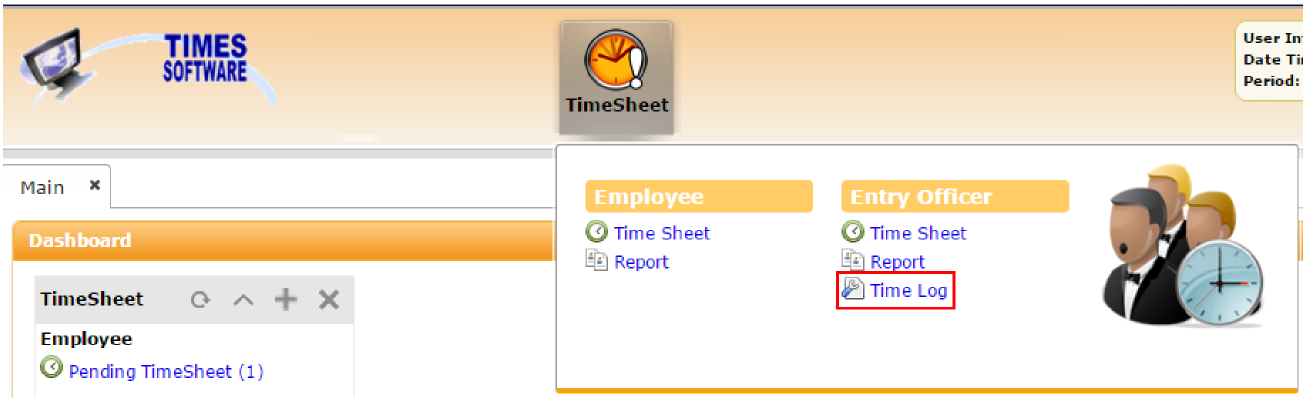
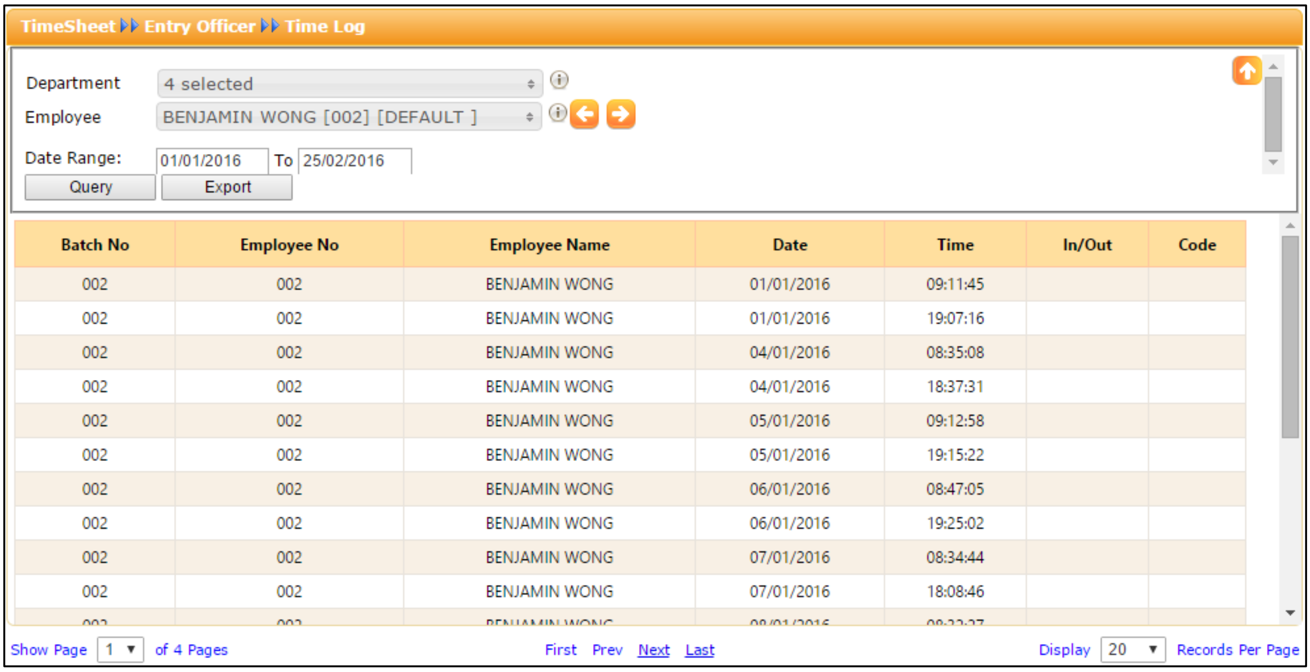
Chapter 6. Time Log

The Time Log is a historical record of employees' clock timing data that was captured by the TIMES TimeSheet system from the time clock devices.



1. Click on TimeSheet icon to open the Entry Officer menu.
2. Click **Time Log** option in the Entry Officer menu to access the Time Log web page.



3. Click on the button to view more criteria options.
4. Choose one or multiple "Department".
5. Choose "Employee". You can use the arrow buttons to view the previous or next employee.
6. Choose "Date Range".
7. Click the Query button to retrieve the records.
8. Click the Export button to export the **Time Log** data into an excel document.

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That's it!

You've come to the end of this guide. We hope you've found it helpful.

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