

User Guide –Timesheet Pro 365



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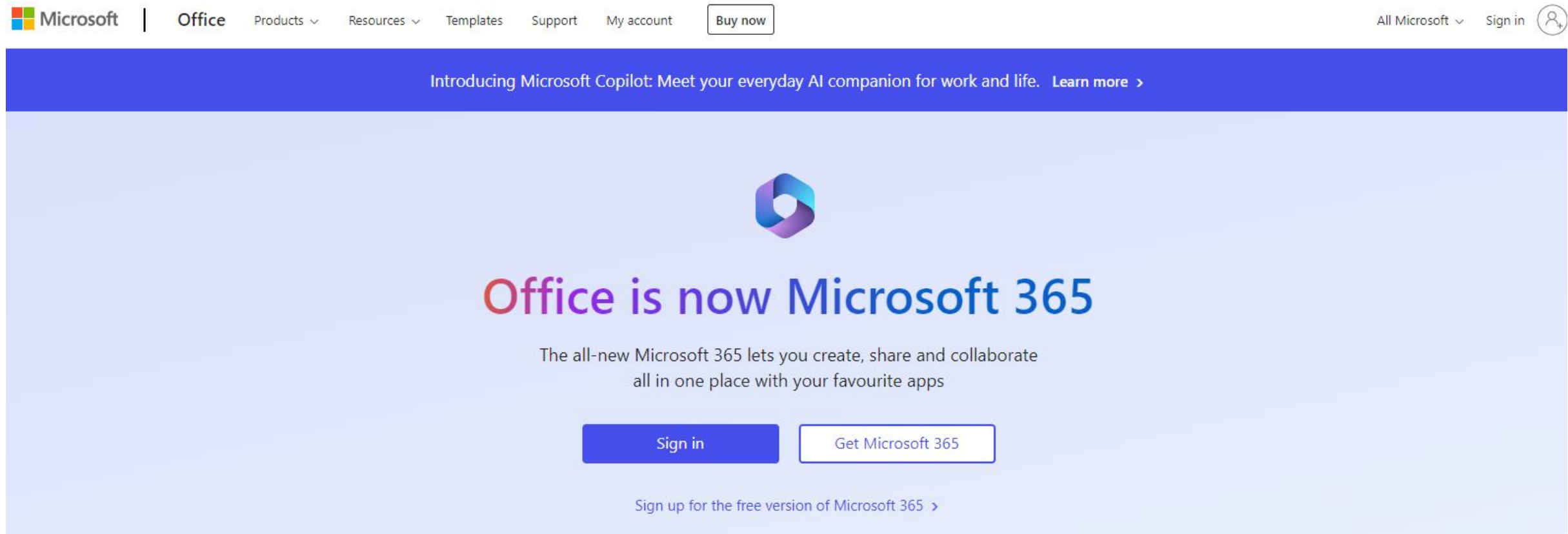
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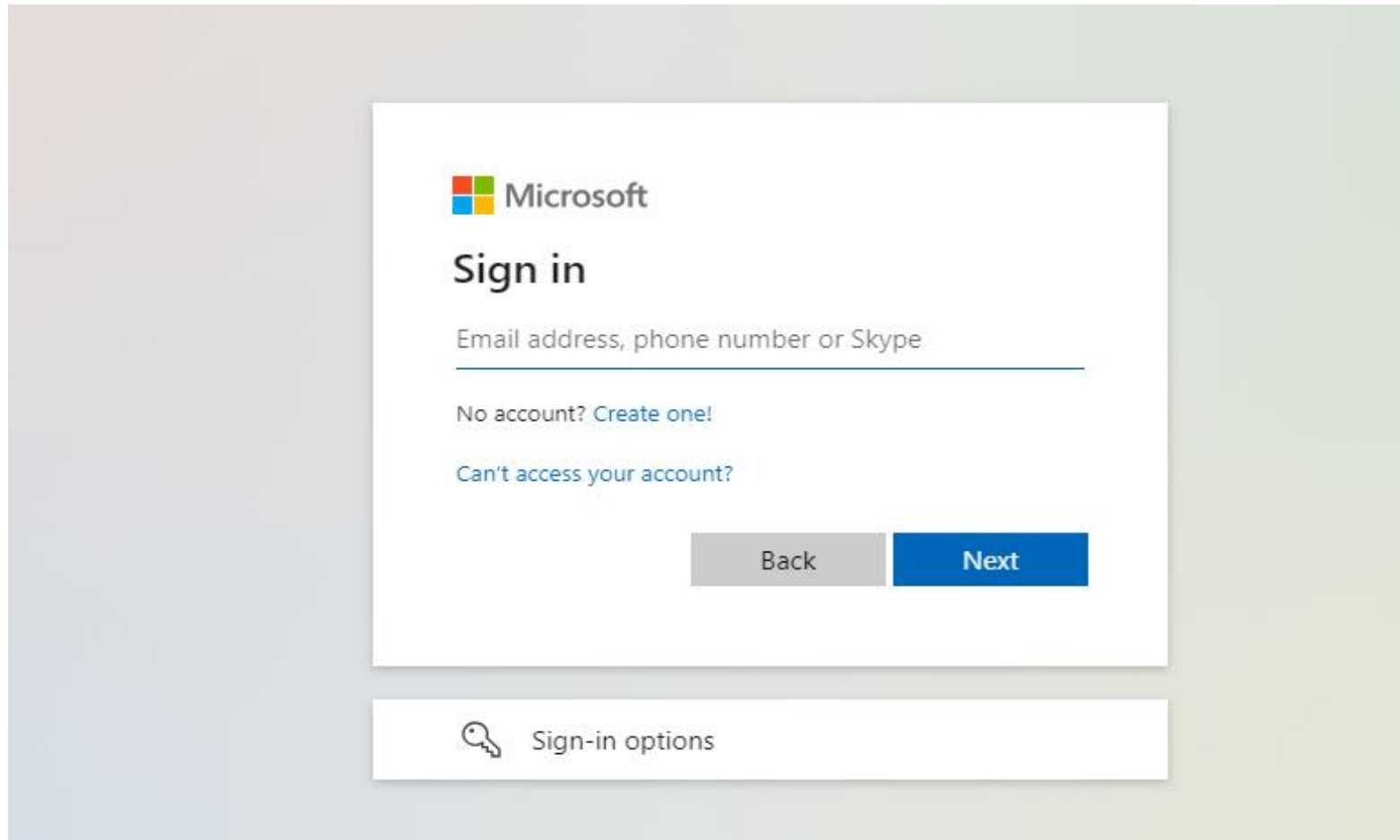
1. Login to Microsoft 365 or SharePoint

- Navigate to the Microsoft 365 login page using the URL: <https://www.office.com/>

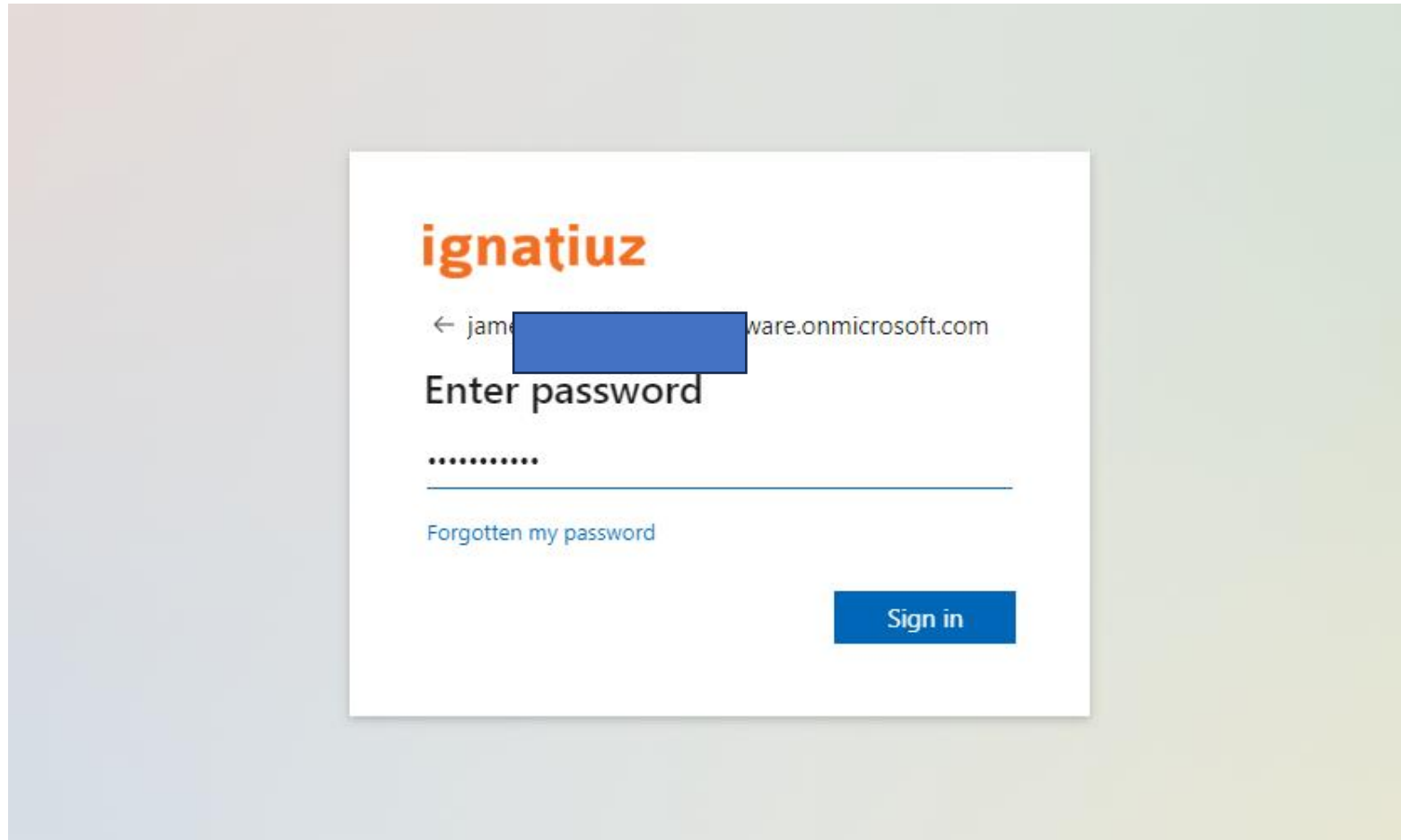


The screenshot shows the Microsoft 365 login page. At the top, there is a navigation bar with the Microsoft logo, 'Office', 'Products', 'Resources', 'Templates', 'Support', 'My account', and a 'Buy now' button. On the right side of the navigation bar, there are links for 'All Microsoft' and 'Sign in' with a user icon. Below the navigation bar is a blue banner with the text 'Introducing Microsoft Copilot: Meet your everyday AI companion for work and life. Learn more >'. The main content area has a light blue background and features the Microsoft Copilot logo (a colorful hexagon) centered above the text 'Office is now Microsoft 365'. Below this, it says 'The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favourite apps'. There are two buttons: a solid blue 'Sign in' button and a white 'Get Microsoft 365' button with a blue border. At the bottom, there is a link 'Sign up for the free version of Microsoft 365 >'.

- Ensure that the user is logged into the Microsoft 365 environment with their credentials.

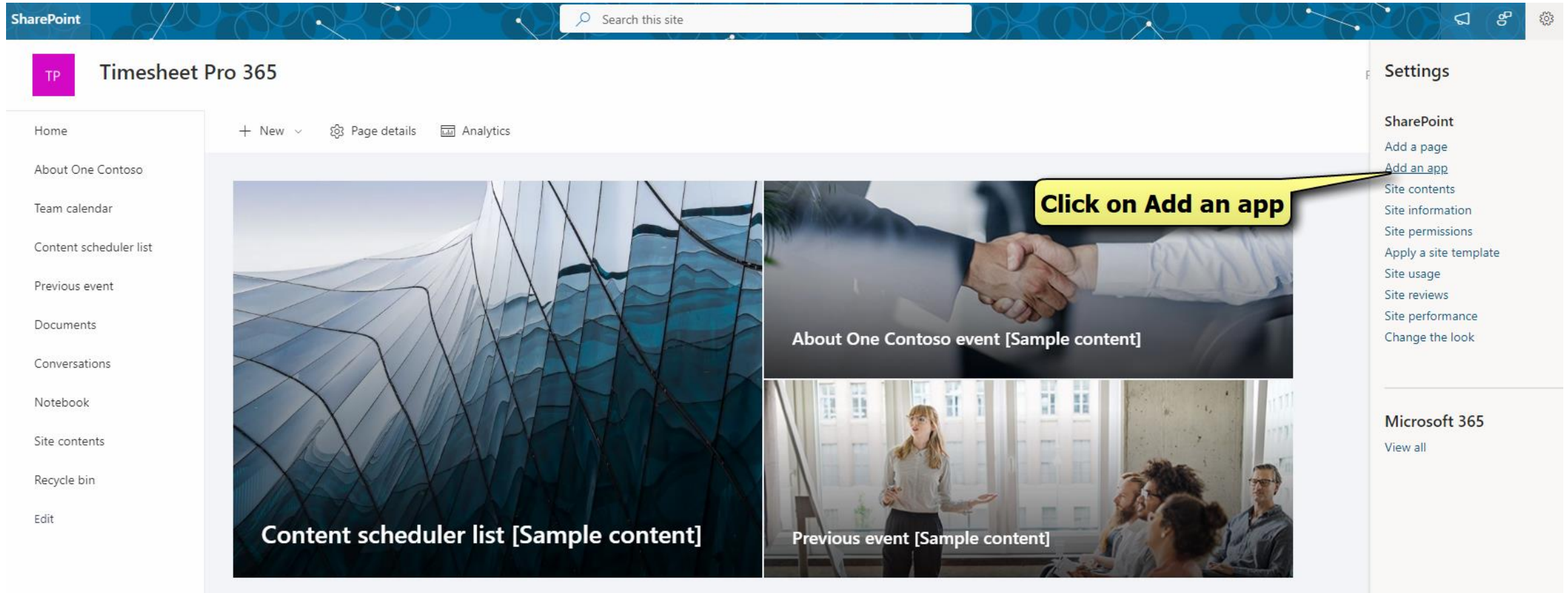


- Opening the SharePoint Site: Enter the URL of the SharePoint site in the web browser's address bar to access the site.



2.App Installation and Configuration:

1. Go to your SharePoint site, click the settings gear, and select "Add an App" to open the App Catalog.



2. Search for "Timesheet Pro 365" in the App Store and add the app.

The screenshot shows the SharePoint apps interface. At the top, there is a dark blue header with the SharePoint logo and the text "SharePoint apps". Below the header, there are navigation links: "My apps", "SharePoint Store", and "My requests". A yellow banner below the header contains a notice: "Starting April 2, 2026, SharePoint add-ins will be retired for SharePoint in Microsoft 365 and users will no longer be able to use SharePoint add-ins. Installing SharePoint add-ins from the SharePoint Store will not be possible as of July 1, 2024. Learn more about the retirement of add-ins".

Below the banner, there is a "Back to My apps home" link. The main content area shows "1 result found for 'Timesheet Pro 365'". A search bar at the top right contains the text "Timesheet Pro 365". To the right of the search bar, there is a "Sort by: Newest" dropdown menu.

On the left side, there is a "Filter" section with three options: "All", "From my organization", and "From SharePoint Store".

In the center, there is a section titled "Apps you can add". It contains a card for "Timesheet Pro 365" with a green icon and the text "My organization" and "Add". To the right of this card is a card titled "Find more apps in SharePoint Store" with a right-pointing arrow.

At the bottom, there is a section titled "Added apps" with the text "No matching results found."

Two yellow callout boxes with black text are overlaid on the image. The first callout, labeled "1). Search for 'Timesheet Pro 365'", points to the search bar. The second callout, labeled "2). Select this app", points to the "Add" button on the "Timesheet Pro 365" card.

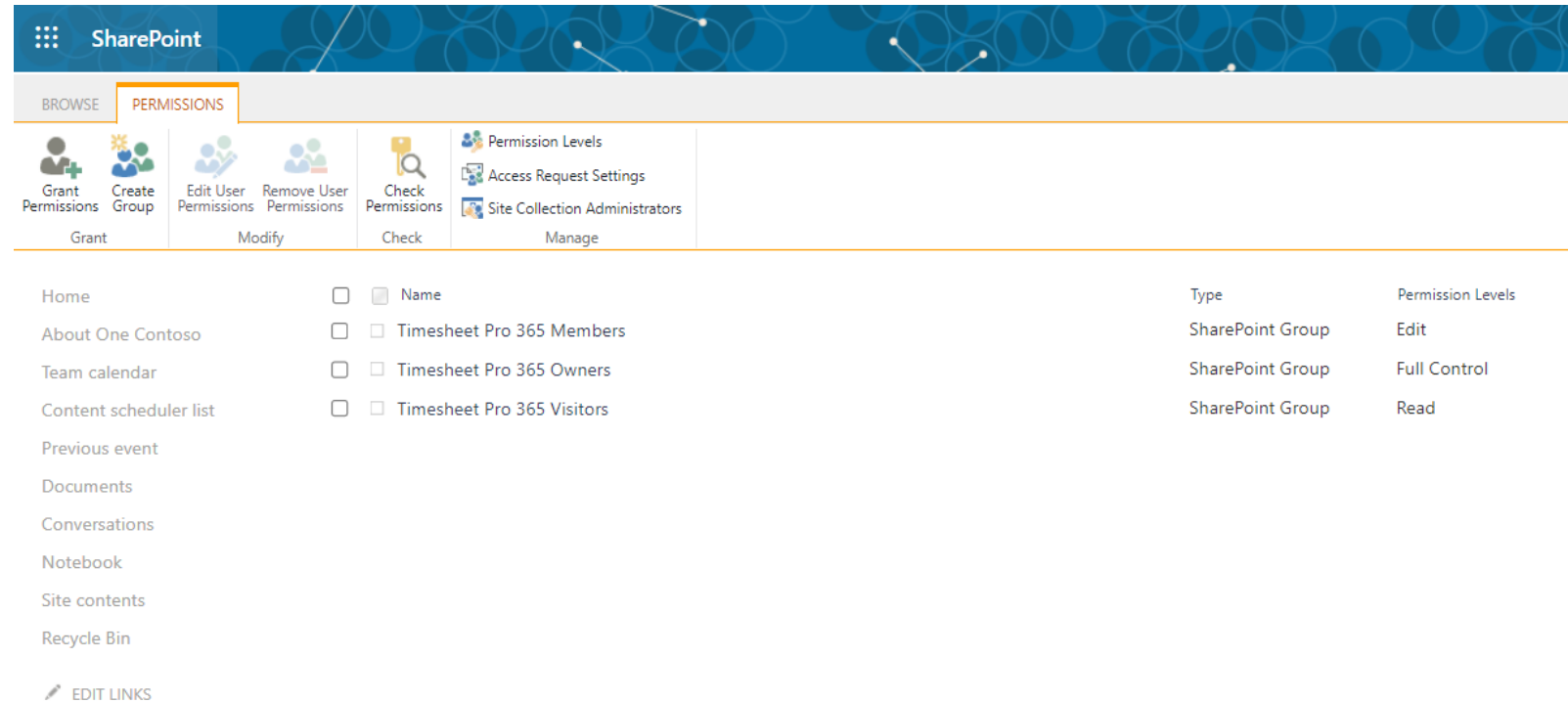
3. A green pop-up will confirm the app was added. Ensure it's listed in Site Contents and ready for use.

The screenshot shows the SharePoint 'My apps' interface. At the top, there is a dark blue header with the 'SharePoint apps' logo and navigation links for 'My apps', 'SharePoint Store', and 'My requests'. Below the header, a green notification bar states: 'The app has been added. You can find this app on your [Site contents page](#)'. The main content area features a 'Back to My apps home' link with a left-pointing arrow. A large yellow callout box with a black border and a pointer to the link contains the text: '2). Click on "Back to My apps home"'. The app card for 'Timesheet Pro 365' is displayed, including a teal cat illustration, the text 'No images are available for this app.', and a grey 'Added' button. A second yellow callout box with a black border and a pointer to the 'Added' button contains the text: '1). Click the Added button to add an app to your site'. At the bottom of the app card, there are links for 'About' and 'Details & Support'.

3. User Permissions for App Access

All the user accessing Timesheet Pro 365 should have “Edit” and “Contribute” permissions. For giving permissions to users and groups please follow below steps:

- Click on gear icon setting.
- In Site settings, select “Site permissions”.
- Find and click the relevant "**Members group**" (e.g., "Timesheet Pro 365 Members").
- Click "**New**" to add users, then enter their email addresses.
- Click "**Share**" or "**Add**" to confirm.



The screenshot shows the SharePoint interface for managing permissions. The top navigation bar includes 'SharePoint' and 'PERMISSIONS'. Below this, there are several action buttons: 'Grant Permissions', 'Create Group', 'Edit User Permissions', 'Remove User Permissions', 'Check Permissions', 'Permission Levels', 'Access Request Settings', and 'Site Collection Administrators'. The main content area displays a list of permissions for the site 'One Contoso'. The list includes a search bar, a table of permissions, and an 'EDIT LINKS' button.

Home	Name	Type	Permission Levels
About One Contoso	<input type="checkbox"/> Timesheet Pro 365 Members	SharePoint Group	Edit
Team calendar	<input type="checkbox"/> Timesheet Pro 365 Owners	SharePoint Group	Full Control
Content scheduler list	<input type="checkbox"/> Timesheet Pro 365 Visitors	SharePoint Group	Read



EDIT LINKS

People and Groups ▸ Timesheet Pro 365 Members ⓘ

Groups

Timesheet Pro 365
Members

Timesheet Pro 365
Visitors

Timesheet Pro 365
Owners

More...

Home

About One Contoso

Team calendar

Content scheduler list

Previous event

Documents

Conversations

Notebook

Site contents

Recycle Bin

EDIT LINKS

New ▾

Actions ▾

Settings ▾

Name

Timesheet Pro 365 Members

Share 'Timesheet Pro 365'



Invite people

Shared with

Erika Geesey x |

Include a personal message with this invitation (Optional).

SHOW OPTIONS

Share

Cancel

Job Title

Accessing Site Contents:

- Refer to **step 1** in the screenshot below, where the settings (gear icon) are located at the top right corner of the SharePoint page.
- Click on the settings icon to reveal the menu.
- From the menu, choose "Site contents." This will redirect you to the page displaying all installed app (applications).

The screenshot shows the SharePoint interface for a site named 'Timesheet Pro 365'. The top navigation bar includes a search box and a settings gear icon. The main content area displays a list of site contents, including various lists and apps. A callout box points to the 'Timesheet Pro 365' app entry, stating 'Timesheet Pro 365 App added to the site.'

Item Name	Type	Count	Last Modified
Project	List	0	9/24/2024 5:16 AM
Project Task	List	0	9/24/2024 5:16 AM
Setting	List	0	9/24/2024 5:16 AM
Task	List	0	9/24/2024 5:16 AM
Theme	List	0	9/24/2024 5:16 AM
Timesheet Users	List	0	9/24/2024 5:16 AM
UserLog	List	0	9/24/2024 5:16 AM
Apps for SharePoint	List	1	9/24/2024 5:11 AM
Events	List	0	9/24/2024 3:58 AM
Site Pages	Page library	7	9/24/2024 3:58 AM
Timesheet Pro 365	App		9/24/2024 5:16 AM

- After installing the app, add the app to the page.

The screenshot shows a SharePoint page titled "Timesheet Pro 365". The page header includes the "SharePoint" logo and a search bar. The left sidebar contains a navigation menu with items like "Home", "About One Contoso", "Team calendar", "Content scheduler list", "Previous event", "Documents", "Conversations", "Notebook", "Site contents", "Recycle bin", and "Edit". The main content area has a "New" dropdown menu open, showing options: "List", "Document library", "Page", "Space", "News post", "News link", "Plan", and "App". A yellow callout bubble with the text "1). Click on page" points to the "Page" option. Below the menu, there are three content blocks: "Content scheduler list [Sample content]", "About One Contoso event [Sample content]", and "Previous event [Sample content]".

SharePoint

TP Ti

Home

About One Cor

Team calendar

Content schedu

Previous event

Documents

Conversations

Notebook

Site contents

Recycle bin

Edit

Add real-time collaboration in real-time with Microsoft 365 with your team.

Page templates

From Microsoft Saved on this site **Apps**

Timesheet Pro 365

testlibrary-latest

EventCalendar

SiteActivity

SPS Quick Link

MalvernVisitors

Calendar

DemoTest

GetAzure

Timesheet 365

CurrentUser

HR Timesheet 365

HR Task Management 365

CreateSPList

PnP Quick links

Microsoft 365 Timesheet App

2).Select Timesheet Pro 365

1).Go to the Apps

Timesheet Pro 365

Timesheet Pro 365 enables seamless time tracking and project management. Easily log hours and monitor progress.

Welcome to the Timesheet Portal, your tool for easy tracking and management of work hours. Record your time and monitor your project progress effortlessly.

Admin

Track Your Work Hours with Ease

Efficiently track your work hours with our easy-to-use timesheet system. Whether your tasks are billable or non-billable, our platform ensures accurate logging of your daily activities, streamlining the process for both employees and management.

[Click Here](#)

0	0	0	0
Total No. of Projects	Total No. of Tasks	Total No. of Active Employee	Total No. of Timesheets

3).Click on the create page button

Learn more about app pages

Create as a private draft



Hello, Mason Wells (Admin)

Welcome to the Timesheet Portal, your tool for easy tracking and management of work hours
Record your time and monitor your project progress effortlessly.

Save

2).Click on the save button

1).Enter the page title

App page details

Title

TimesheetPro365

No settings to change for this web part.

Dashboard

User Management

Project Management

Manage Permission

Document Management

Reports

Settings

App Information

Help And Support

Admin



Track Your Work Hours with Ease

Efficiently track your work hours with our easy-to-use timesheet system. Whether your tasks are billable or non-billable, our platform ensures accurate logging of your daily activities, streamlining the process for both employees and management.

Click Here



Create Project



Create Task



Employee



FAQ



Add Shortcut

0

Total No. of Projects

0

Total No. of Tasks

0


Total No. of Active Employee

0

Total No. of Timesheets


4. Role-Based Navigation Bar

Admin

 **Timesheet Pro 365**
SEAMLESS TIME MANAGEMENT


- Dashboard
- User Management
- Project Management
- Manage Permission
- Document Management
- Reports
- Settings
- App Information
- Help And Support

Manager

 **Timesheet Pro 365**
SEAMLESS TIME MANAGEMENT

- Dashboard
- User Management
- Project Management
- Management
- Document Management
- Reports
- App Information
- Help And Support

Employee

 **Timesheet Pro 365**
SEAMLESS TIME MANAGEMENT

- Dashboard
- Timesheet
- Document Management
- Reports
- App Information
- Help And Support

5. Default – Admin

- **Default Timesheet Admin:** The application installer automatically becomes the Timesheet Admin, allowing them to manage everything, including creating admins, managers, employees, and projects.
- **User Identification and Role Display:** When you access the dashboard, your name and role will be clearly shown based on your login details for easy identification.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Hello, Mason Wells (Admin)

Welcome to the Timesheet Portal, your tool for easy tracking and management of work hours. Record your time and monitor your project progress effortlessly.

Admin

Track Your Work Hours with Ease

Efficiently track your work hours with our easy-to-use timesheet system. Whether your tasks are billable or non-billable, our platform ensures accurate logging of your daily activities, streamlining the process for both employees and management.

[Click Here](#)

Create Task

Create Project

Employee

FAQ

Add Shortcut

8	6	2	4
Total No. of Projects	Total No. of Tasks	Total No. of Active Employee	Total No. of Timesheets

6. Handling Role Combinations

- Set up the system to manage different role combinations like Admin/Manager/Employee, Admin/Manager, Admin/Employee, and Manager/Employee.
- Ensure users with multiple roles can access the correct features and navigation tabs for their roles

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Hello, **Mason Wells** (Admin/Manager/Employee)

Welcome to the Timesheet Portal, your tool for easy tracking and management of work hours.
Record your time and monitor your project progress effortlessly.

Dashboard

User Management

Project Management

Timesheet

Management

Manage Permission

Document Management

Reports

Settings

App Information

Admin Manager Employee

Track Your Work Hours with Ease

Efficiently track your work hours with our easy-to-use timesheet system. Whether your tasks are billable or non-billable, our platform ensures accurate logging of your daily activities, streamlining the process for both employees and management.

[Click Here](#)

Create Task

Create Project

Employee


FAQ

Add Shortcut

4	2	2	16
Total No. of Projects	Total No. of Tasks	Total No. of Active Employee	Total No. of Timesheets

7. Dashboard

7.1 Admin Dashboard



Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Dashboard

User Management

Project Management

Manage Permission

Document Management

Reports

Settings


App Information

Help And Support

Hello, Mason Wells (Admin)

Welcome to the Timesheet Portal, your tool for easy tracking and management of work hours. Record your time and monitor your project progress effortlessly.


Admin




Track Your Work Hours with Ease

Efficiently track your work hours with our easy-to-use timesheet system. Whether your tasks are billable or non-billable, our platform ensures accurate logging of your daily activities, streamlining the process for both employees and management.


[Click Here](#)




Create Task



Create Project



Employee



FAQ

[+](#)
Add Shortcut

8
Total No. of Projects

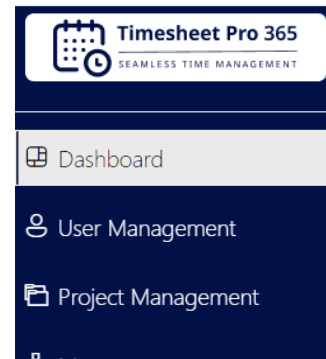
6
Total No. of Tasks

2
Total No. of Active Employee

4
Total No. of Timesheets

Default Administrator Role

- Initial installer becomes Timesheet Administrator, with full control over creating admins, managers, employees, and projects.
- Display current user's name and role prominently upon login for clear identification.
- Customize navigation tabs based on the user's role, showing the Admin tab for administrators.



Hello, Mason Wells (Admin)

Welcome to the Timesheet Portal, your tool for easy tracking and management of work hours. Record your time and monitor your project progress effortlessly.

Admin



Track Your Work Hours with Ease



Track Your Work Hours with Ease

Efficiently track your work hours with our easy-to-use timesheet system. Whether your tasks are billable or non-billable, our platform ensures accurate logging of your daily activities, streamlining the process for both employees and management.

[Click Here](#)

“Click Here” Button for External Link:

- Add a clear "Click Here" button that links to the Ignatiuz official site for more services

7.1.1.Cards

- **Cards View:**
- **Total Number of Projects:** The total count of projects created in the timesheet
- **Total Number of Tasks:** The total count of individual tasks or activities associated with projects in the timesheet
- **Total Number of Active Employees:** The total count of currently active employees.
- **Total Number of Timesheets:** Total number of timesheets, recording hours worked on tasks or projects..

The screenshot displays the Timesheet Pro 365 dashboard. On the left is a dark blue navigation sidebar with the following items: Dashboard, User Management, Project Management, Manage Permission, Document Management, Reports, Settings, App Information, and Help And Support. The main content area has a dark blue header with the user name 'Admin' and a welcome message: 'Hello, Mason Wells (Admin)'. Below the header, there are four data cards: '8 Total No. of Projects', '6 Total No. of Tasks', '2 Total No. of Active Employee', and '4 Total No. of Timesheets'. To the right of these cards are four action buttons: 'Create Task', 'Create Project', 'Employee', and 'FAQ'. A 'Click Here' button is also present in the 'Track Your Work Hours with Ease' section.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Hello, Mason Wells (Admin)

Welcome to the Timesheet Portal, your tool for easy tracking and management of work hours.
Record your time and monitor your project progress effortlessly.

Admin

Track Your Work Hours with Ease
Efficiently track your work hours with our easy-to-use timesheet system. Whether your tasks are billable or non-billable, our platform ensures accurate logging of your daily activities, streamlining the process for both employees and management.
[Click Here](#)

8
Total No. of Projects

6
Total No. of Tasks

2
Total No. of Active Employee

4
Total No. of Timesheets

Create Task

Create Project

Employee

FAQ

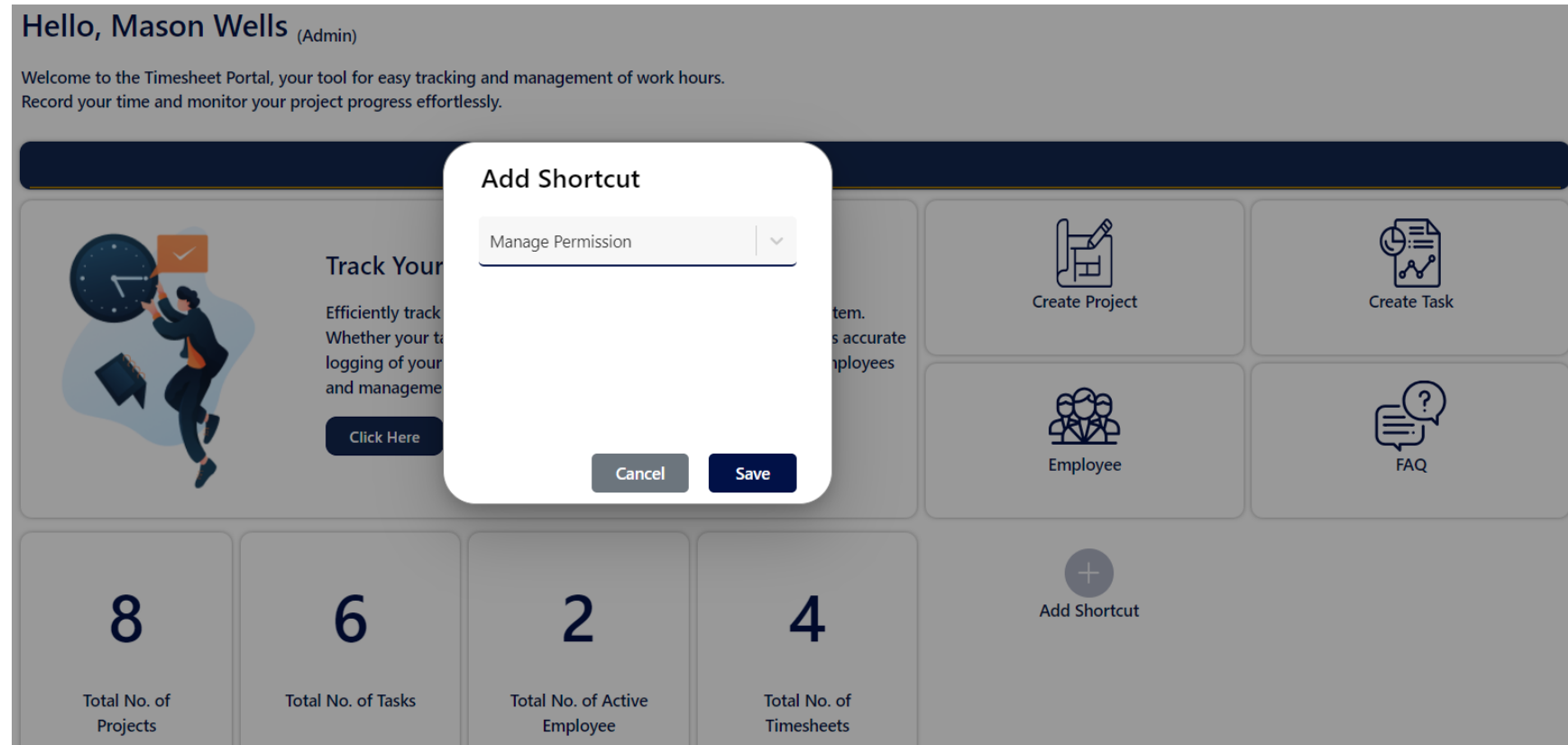
Add Shortcut

7.1.2. Add Shortcut

➤ Introducing the Shortcut Feature / Quick Links:

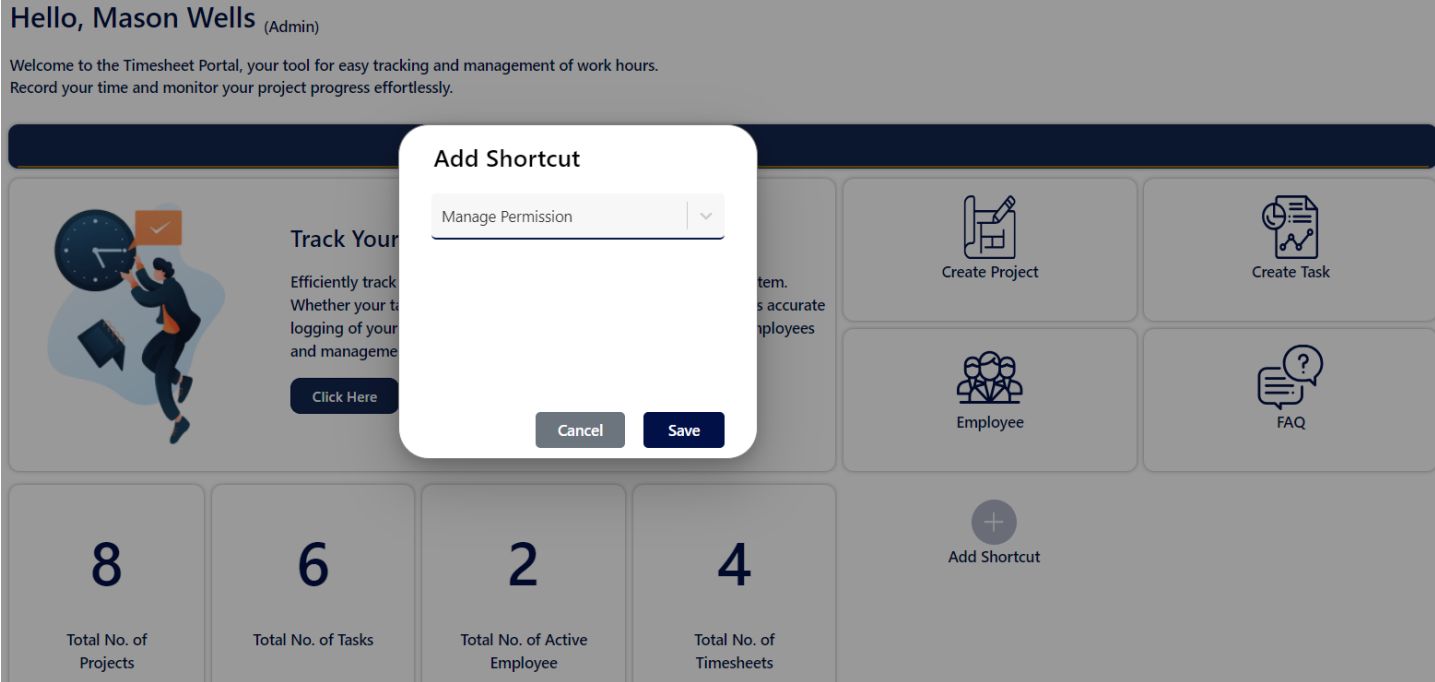
To enhance dashboard customization for administrators, we have introduced the shortcut feature. Admins can now select frequently used quick links for easy access in their daily tasks. To utilize this feature, follow these simple steps:

- Click the "Add Shortcut" button.
- Choose the desired quick link from the drop-down list.
- Click "Save" to confirm your selection.

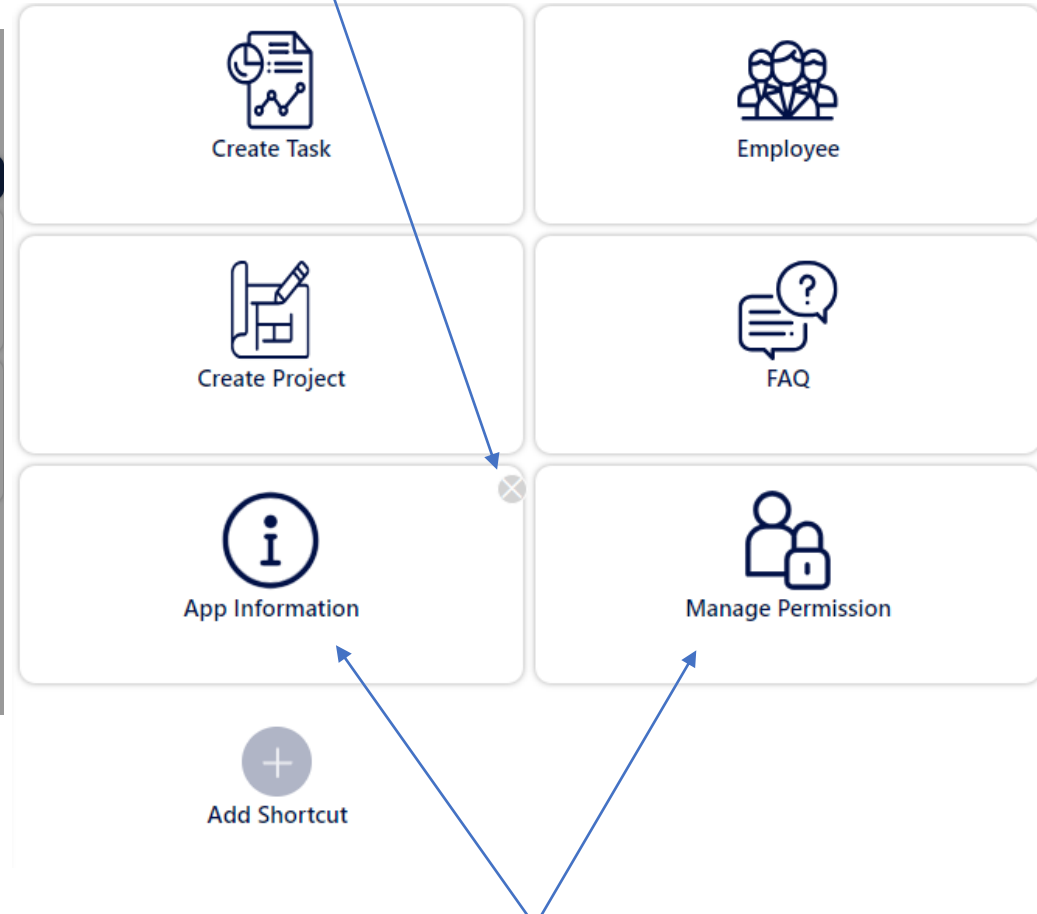


The screenshot displays the Timesheet Portal dashboard for user Mason Wells (Admin). The dashboard includes a header with the user's name and role, a welcome message, and a grid of dashboard widgets. A modal titled "Add Shortcut" is open in the center, featuring a dropdown menu with "Manage Permission" selected and "Cancel" and "Save" buttons at the bottom. The dashboard widgets include:

- Track Your Time:** An illustration of a person with a clock and a checkmark, with text: "Efficiently track your time. Whether your team is working on a project or just logging of your work, this tool helps you and your manager to manage your time effectively." and a "Click Here" button.
- Statistics:** Four cards showing: "8 Total No. of Projects", "6 Total No. of Tasks", "2 Total No. of Active Employee", and "4 Total No. of Timesheets".
- Action Buttons:** "Create Project", "Create Task", "Employee", and "FAQ".
- Add Shortcut:** A button with a plus sign and the text "Add Shortcut".




To Remove shortcut, click on cross



Added to the quick link are app information and manage permission

7.2. Manager Dashboard

- Timesheet Status Bar Graph
- Hours Worked Bar Graph



Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Hello, Jamee Solis (Manager)

Welcome to the Timesheet Portal, your tool for easy tracking and management of work hours.
Record your time and monitor your project progress effortlessly.

Dashboard

User Management

Project Management

Management

Document Management

Reports


App Information

Help And Support

Jamee Solis

Log Out

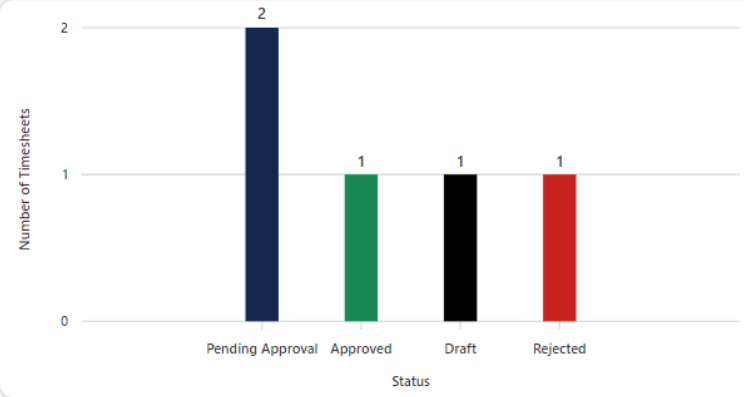
Manager



Track Your Work Hours with Ease

Efficiently track your work hours with our easy-to-use timesheet system. Whether your tasks are billable or non-billable, our platform ensures accurate logging of your daily activities, streamlining the process for both employees and management.

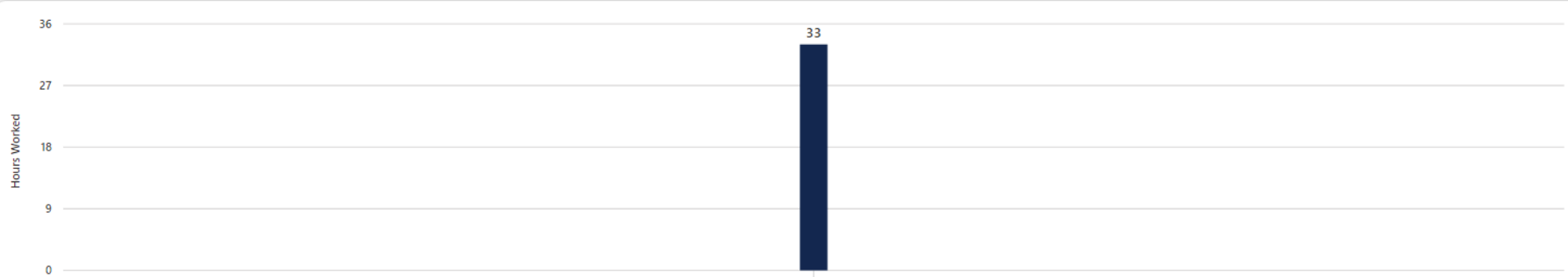
[Click Here](#)



Number of Timesheets

Status	Number of Timesheets
Pending Approval	2
Approved	1
Draft	1
Rejected	1

Status



Hours Worked

Hours Worked
33

➤ **User Identification and Role Display:**

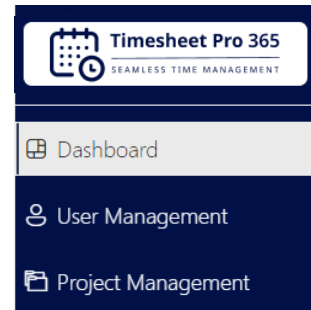
Retrieve and prominently display the current user's role (e.g., Manager) on the dashboard for easy identification.

➤ **Timesheet Status Bar Graph:**

Visualize the manager's timesheets with a bar graph, categorizing them by status (e.g., Approved, Rejected, Pending, Draft) using distinct colors for clarity.

➤ **Hours Worked Bar Graph:**

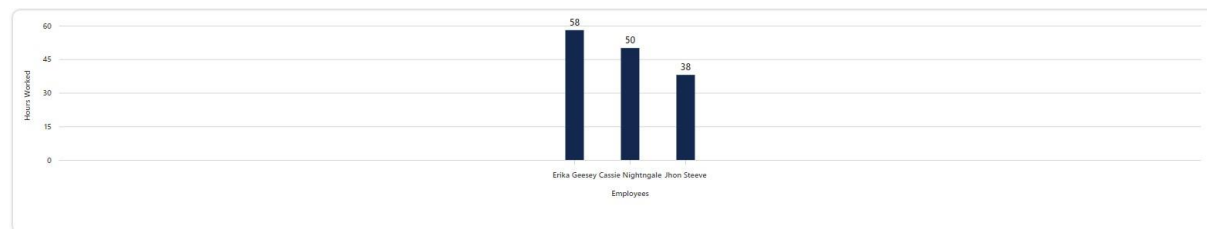
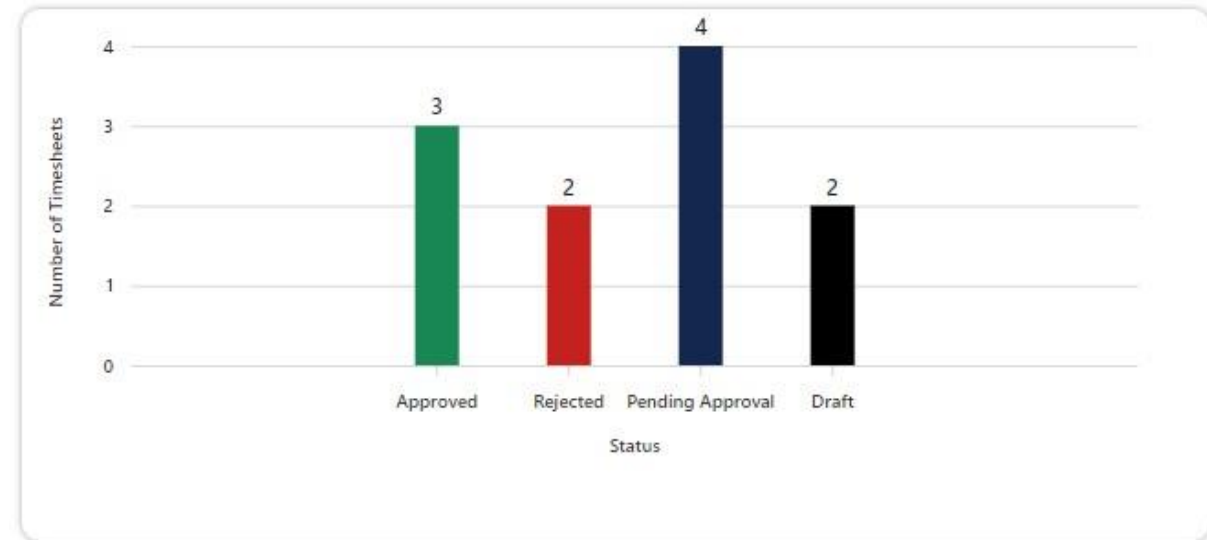
Show a bar graph in step 1 that displays each employee's hours worked in the previous week, providing a visual breakdown of time allocation.



Hello, Jamee Solis (Manager)

Welcome to the Timesheet Portal, your tool for easy tracking and management of work hours. Record your time and monitor your project progress effortlessly.

Manager



7.3. Employee Dashboard

- Timesheet Status Bar Graph
- Hours Worked Bar Graph

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Dashboard

Timesheet

Document Management

Reports

App Information

Help And Support

Erika Gees... | Log Out

Hello, Erika Geesey (Employee)

Welcome to the Timesheet Portal, your tool for easy tracking and management of work hours.
Record your time and monitor your project progress effortlessly.

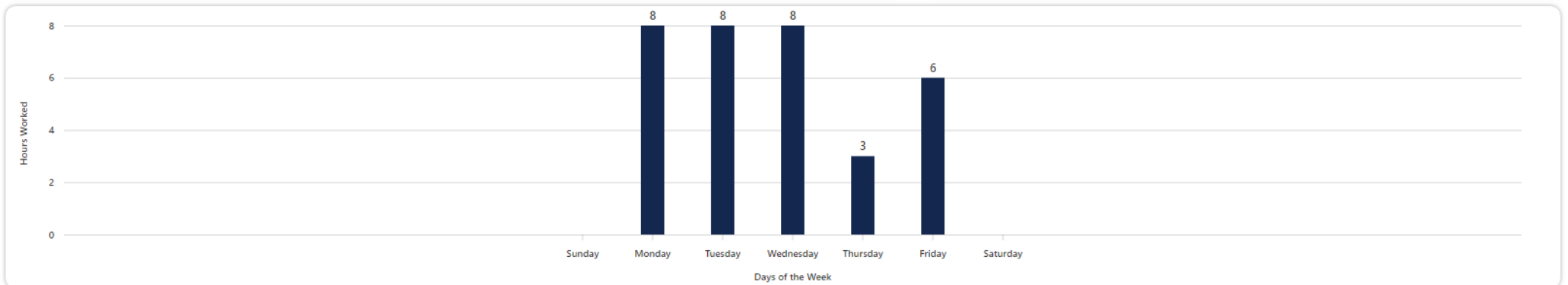
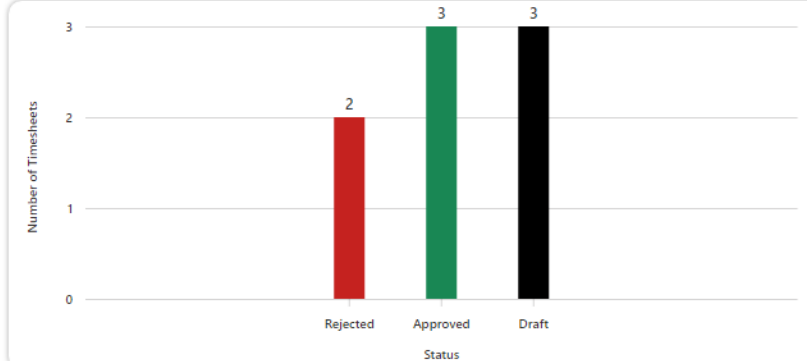
Employee



Track Your Work Hours with Ease

Efficiently track your work hours with our easy-to-use timesheet system. Whether your tasks are billable or non-billable, our platform ensures accurate logging of your daily activities, streamlining the process for both employees and management.

[Click Here](#)



➤ **User Identification and Role Display:**

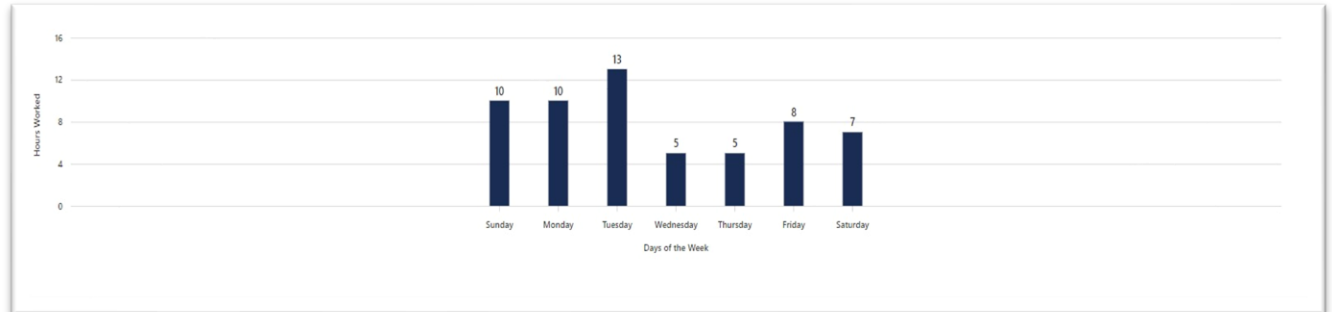
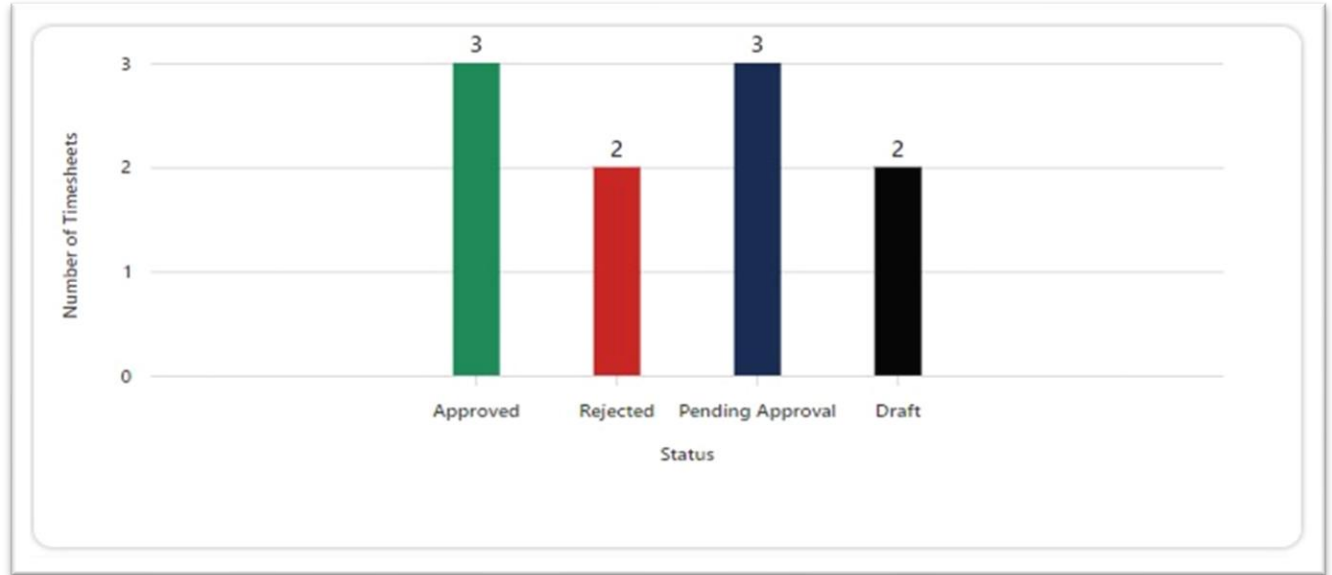
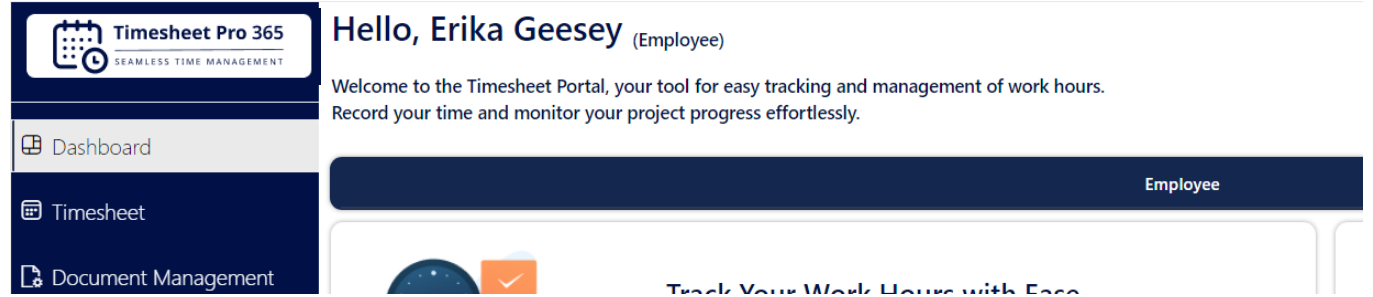
Retrieve and prominently display the current user's role (e.g., Manager) on the dashboard for easy identification.

➤ **Timesheet Status Bar Graph:**

Present a bar graph indicating the number of timesheets submitted by the employee, categorized by statuses like Approved, Rejected, Pending, and Draft, with each status distinguished by a unique color.

➤ **Hours Worked Bar Graph:**

Display a bar graph showcasing the employee's hours worked, divided by each day of the week.



8. How to create a new user role

8.1 Add New User Roles:

1. Role Selection: Enable the administrator to choose the role from a predefined list.
2. User Email: Input the user's email address linked to this role.
3. Super Manager Option: Provide a checkbox for the administrator to designate the user as a Super Manager.
4. Activation Control: Offer an option for the administrator to activate or deactivate the user role.
5. Save Button: Incorporate a "Save" button at the form's bottom to preserve the new user role."

8.1.1 Add Manually

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

- Dashboard
- User Management
- Project Management
- Manage Permission
- Document Management
- Reports
- Settings
- App Information
- Help And Support

Select User | Login As

User Management

Admin/Manager | Employee

Assign Role

Choose Option Add Manually Bulk Import

User Role *
Select User Role

Super Manager (A super manager cannot be an employee and can submit their timesheet)

Active

User Name *
Select User Name

User Email *
[Empty Field]

Clear Save

Export | Search

User Name	User Email	Role	Super Manager	Active	Edit	Delete
Mason Wells	Mason.Wells@ignatiusof...	Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Jamee Solis	jamee.solis@ignatiusoft...	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

1

2

3

4

8.1.2 Bulk Import

➤ Import Role:

On the Admin/Manager tab, you can see the “Bulk Import” option with a radio button.

- Select the “Bulk Import” radio button.
- Download the correct format Excel file directly.
- Add users to the downloaded Excel file.
- Select the file by clicking on the “Choose file” button.
- Upload the file back to this page.
- Click on the import button.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

User Management

Admin/Manager Employee

Assign Role

Choose Option Add Manually Bulk Import

Import User Role *

Choose file No file chosen

[Download the template](#)

Clear Import

User Name	User Email	Role	Super Manager	Active	Edit	Delete
Mason Wells	Mason.Wells@ignati...	Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Jamee Solis	jamee.solis@ignatiuz...	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete

8.2 Add New Employee :

Employee name: Allow administrators, and managers to enter the employee's name.

1. Employee email: Automatically fetch the associated email ID of the employee based on the entered name.
2. Manager name: Provide a dropdown to select the manager's name from a list.
3. Manager email: Automatically fetch the associated email ID of the selected manager.
4. Active checkbox: Allow the user to mark if the new employee should be active in the timesheet application.
5. Include a "Save" button at the bottom of the form to create the new employee user.

8.2.1 Add Manually

- Dashboard
- User Management
- Project Management
- Manage Permission
- Document Man
- Reports
- Settings
- App Information
- Help And Support

User Management

Admin/Manager | Employee

Assign Role

Choose Option Add Manually Bulk Import

Employee ID

Department

Employee Name *

Employee Email *

Manager Name *

Manager Email *

Bill Rate

Active

Clear Save

Export

Employee ID	Employee Name	Employee Email	Manager Name	Manager Email	Department	Bill Rate	Active	Edit	Delete
4	Erika Geesey	erika.geesey@ignat...	Jamee Solis	jamee.solis@ignatiu...		45	<input checked="" type="checkbox"/>		

8.2.2 Bulk Import

➤ Import Role:

On the Employee tab, you can see the “Bulk Import” option with a radio button.

- Select the “Bulk Import” radio button.
- Download the correct format Excel file directly.
- Add employee to the downloaded Excel file.
- Select the file by clicking on the “Choose file” button.
- Upload the file back to this page.
- Click on the import button.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

User Management

Admin/Manager | **Employee**

Assign Role

Choose Option Add Manually Bulk Import

Import User Role *

Choose file No file chosen

[Download the template](#)

Clear Import

Employee ID	Employee Name	Employee Email	Manager Name	Manager Email	Department	Bill Rate	Active	Edit	Delete
4	Erika Geesey	erika.geesey@ignati...	Jamee Solis	jamee.solis@ignatiu...		45	<input checked="" type="checkbox"/>		

Show entries 10 Page 1 of 1 Previous Next

8.3 Super Manager

➤ Add New Super Manager Role

Administrators can add new user roles.

- Navigate to the User Management.
- Clicking on Admin/Manager opens a form to create a new user role.
- Select the Role.
- Note that the existing employee cannot be a super manager.
- Keep the checkbox checked to keep the super manager active or uncheck it to make the super manager inactive.
- Enter the username and click Save.
- The associated email ID of the user will be auto-fetched in the User Email table when saved.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

User Management

Admin/Manager | Employee

Assign Role

Choose Option Add Manually Bulk Import

1

User Role *
Select User Role

User Name *
Select User Name

2

Super Manager (A super manager cannot be an employee and can submit their timesheet)

Active **3**

User Email *
[Auto-fetched field]

4

Clear Save

- The Super Manager role entails that their own timesheets do not go for approval; they are approved directly.
- The Timesheet is used for viewing all his submitted Timesheets with their status.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

- Dashboard
- User Management
- Project Management
- Timesheet**
- Management
- Document Management
- Reports
- App Information
- Help And Support

Timesheet

New Timesheet Approved

Export Search

View	Week Ending Date	Billable	Non Billable	Super Manager	Status
View	09/06/2024	4	0	Mason Wells	Approved
View	09/13/2024	8	0	Mason Wells	Approved
View	09/20/2024	8	0	Mason Wells	Approved
View	08/30/2024	8	0	Mason Wells	Approved
View	08/23/2024	8	0	Mason Wells	Approved

Show entries 10 Page 1 of 1 Previous Next

9. Add Project and Task

9.1. Add New Project

9.1.1 Add Manually

When users click on the "Projects" tab, display a form for creating a new project.

- Project Name: Allow users to enter the name of the project.
- Estimated Hours: Provide a field for users to input the estimated number of hours for the project.
- Active Checkbox: Include a checkbox to allow users to indicate if the project should be in an active state.
- Include a "Save" button at the bottom of the form to save the new project.

The screenshot displays the 'Project Management' section of the 'Timesheet Pro 365' application. The interface is divided into a sidebar on the left and a main content area. The sidebar contains navigation links: Dashboard, User Management, Project Management (highlighted), Manage Permission, Document Management, Reports, Settings, App Information, and Help And Support. The main content area features a 'Project Management' header with tabs for 'Project', 'Task', and 'Assign Project to Task'. The 'Project' tab is active, showing a form with the following elements: 'Choose Option' with radio buttons for 'Project' (selected) and 'Bulk Import'; a 'Project Name *' input field (labeled 1); an 'Estimated Hours' input field (labeled 2); an 'Active' checkbox (checked, labeled 3); and 'Clear' and 'Save' buttons (labeled 4). Below the form is a table with columns: Project Name, Estimated Hours, Active, Edit, and Delete. The table contains two entries: 'Seamless Integration' and 'Timesheet Migration', both with 100 estimated hours and active status. At the bottom right, there are controls for 'Show entries' (set to 10), 'Page 1 of 1', and 'Previous/Next' navigation buttons.

Project Name	Estimated Hours	Active	Edit	Delete
Seamless Integration	100	<input checked="" type="checkbox"/>	Edit	Delete
Timesheet Migration	100	<input checked="" type="checkbox"/>	Edit	Delete

9.1.2 Bulk Import

➤ Import Project

On the Project tab, you can see the “Bulk Import” option with a radio button.

- Select the “Bulk Import” radio button.
- Download the correct format Excel file directly.
- Add projects to the downloaded Excel file.
- Select the file by clicking on the “Choose file” button.
- Upload the file back to this page.
- Click on the import button.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Project Management

Project Task Assign Project to Task

Choose Option Project Bulk Import ← 1

Import Project *

Choose file No file chosen ← 3

[Download the template](#) ← 2

Clear Import ← 4

Export

Search

Project Name	Estimated Hours	Active	Edit	Delete
Seamless Integration	100	<input checked="" type="checkbox"/>		
Timesheet Migration	100	<input checked="" type="checkbox"/>		

Show entries 10 Page 1 of 1 Previous Next

9.2 Add Task

9.2.1 Add Manually

- From the left navigation menu, click on the "Project Management" section. Alternatively, you may navigate via the "Dashboard."
- Within the Project Management section, click on the "Task" tab to access the Task Management interface.
- Enter the task name in the "Task Name" field.
- Optionally, check the checkbox to set the task as active or uncheck it to make the task inactive.
- Click on the "Save" button to create a new task.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Project Management

Project Task Assign Project to Task

Choose Option Task Bulk Import

Task Name *

Active

Clear Save

Export

Search

Task Name	Active	Edit	Delete
Unit Testing	<input checked="" type="checkbox"/>		
Production Setup	<input checked="" type="checkbox"/>		

Show entries 10 Page 1 of 1 Previous Next

9.2.2 Bulk Import

➤ Import Task

On the Task tab, you can see the “Bulk Import” option with a radio button.

- Select the “Bulk Import” radio button.
- Download the correct format Excel file directly.
- Add a task to the downloaded Excel file.
- Select the file by clicking on the “Choose file” button.
- Upload the file back to this page.
- Click on the import button.

The screenshot displays the 'Project Management' interface with the 'Task' tab selected. The workflow for bulk importing tasks is highlighted with numbered blue boxes:

- 1**: Select the 'Bulk Import' radio button under 'Choose Option'.
- 2**: Click on the 'Download the template' link to get the Excel file.
- 3**: Click on the 'Choose file' button to upload the prepared Excel file.
- 4**: Click on the 'Import' button to process the tasks.

The interface also shows a table of existing tasks:

Task Name	Active	Edit	Delete
Unit Testing	<input checked="" type="checkbox"/>		
Production Setup	<input checked="" type="checkbox"/>		

Additional UI elements include a sidebar with navigation options (Dashboard, User Management, Project Management, etc.), an 'Export' dropdown, a search bar, and pagination controls at the bottom right.

9.3 Assign Project to Task

- From the left navigation menu, click on "Project Management" under the "Administration" section.
- Within the Project Management section, locate and click on the "Assign Project to Task" tab.
 - In the Assign Project to Task form, select the desired project from the dropdown menu labeled "Project Name."
 - Then, select the task to which you want to assign the project from the dropdown menu labeled "Task Name."
 - After selecting the project and task, click on the "Save" button to save the assignment.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Project Management

Project Task Assign Project to Task

Project Name * Task Name *

Select Project Name Select Task Name

Clear Save

Export

Project Name	Task Name	Delete
Seamless Integration	Unit Testing	
Seamless Integration	Production Setup	
Timesheet Migration	Unit Testing	
Timesheet Migration	Production Setup	

Search

Show entries 10 Page 1 of 1 Previous Next

➤ **Excel Format**

1. Excel format for Project

Projects	EstimatedHours	Active	
Project1	100	TRUE	
Project2	200	FALSE	
Project3	300	FALSE	
Project4	400	TRUE	
Project5	500	TRUE	
Project6	600	FALSE	

2. Excel Format for Task

ProjectTask	Active	
Project task1	TRUE	
Project task2	FALSE	
Project task3	TRUE	
Project task4	FALSE	
Project task5	TRUE	
Project task6	TRUE	

10. Manage Permission

10.1 Authorized Access

- Enter the username you want to give access to in the “Authorized User” textbox.
- Select the user you want to grant access to from the App user list.
- Click the Save button. The user will then have access to the selected user account.
- Added user permissions can also be made inactive. Once a user is made inactive, they will no longer be able to access the granted user account.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Manage Permission

Timesheet - Authorized Access | Authorization Logs

Authorized User Name * | App User Name *

Select Authorized User | Select App User

Active

Clear | Save


Search

Authorized User Name	Authorized User Email	App User Name	User Email	Active	Edit	Delete
Mason Wells	Mason.Wells@ignatiuzsoftwar...	Jamee Solis	jamee.solis@ignatiuzsoftware...	<input checked="" type="checkbox"/>		
Mason Wells	Mason.Wells@ignatiuzsoftwar...	Erika Geesey	erika.geesey@ignatiuzsoftwar...	<input checked="" type="checkbox"/>		
Mason Wells	Mason.Wells@ignatiuzsoftwar...	Mason Wells	mason.wells@ignatiuzsoftware...	<input checked="" type="checkbox"/>		

Show entries 10 | Page 1 of 1 | Previous | Next

10.2 Authorized logs

This page provides information regarding the changes made by logged-in users who have been given the authority to log in as a different user and perform activities in their absence.



Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

- Dashboard
- User Management
- Project Management
- Manage Permission**
- Document Management
- Reports
- Settings
- App Information
- Help And Support

Manage Permission

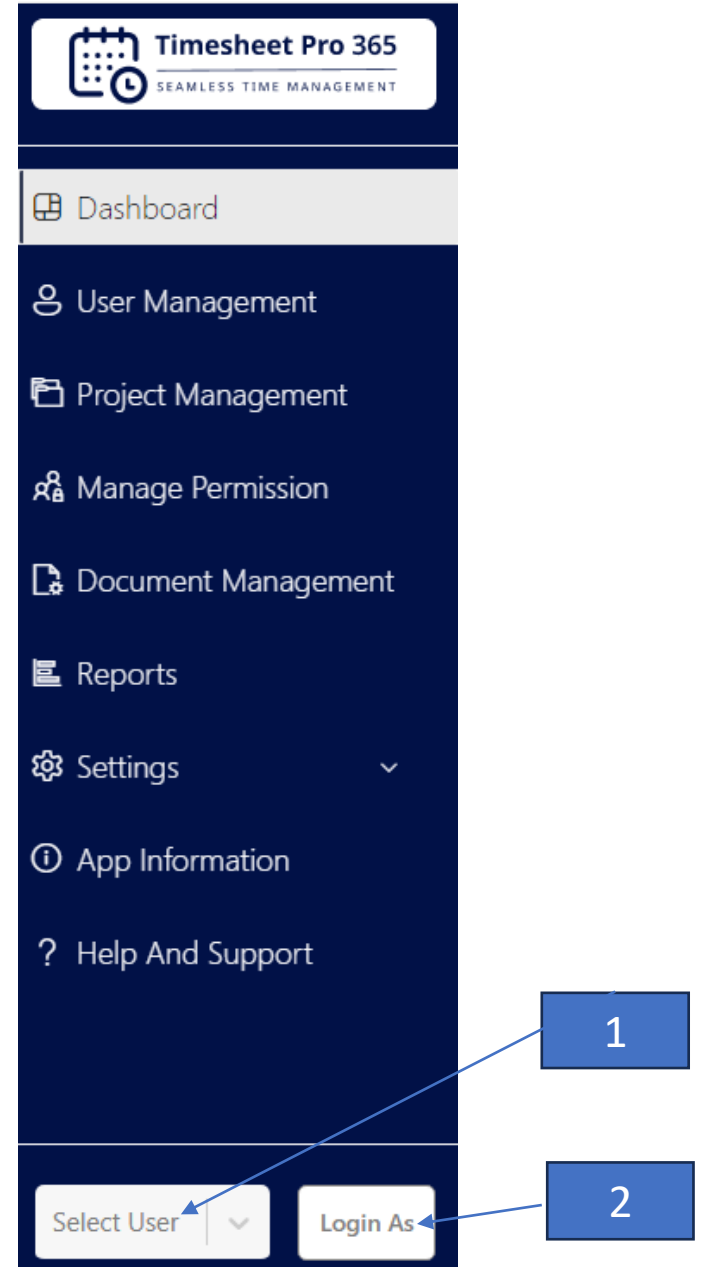
Timesheet - Authorized Access

Authorization Logs

Logged In User	Logged In As	Page Name	Activity Performed By User	Date
Mason Wells	Erika Geesey	Timesheet	Employee timesheet added successfully!	09/16/2024
Mason Wells	Erika Geesey	Timesheet	Employee timesheet added successfully!	09/16/2024
Mason Wells	Erika Geesey	Timesheet	Employee timesheet added successfully!	09/16/2024
Mason Wells	Erika Geesey	Timesheet	Employee timesheet added successfully!	09/16/2024
Mason Wells	Erika Geesey	Timesheet	Employee timesheet added successfully!	09/16/2024
Mason Wells	Mason Wells	Timesheet	Employee timesheet added successfully!	09/16/2024
Mason Wells	Mason Wells	Timesheet	Employee timesheet added successfully!	09/16/2024
Mason Wells	Mason Wells	Timesheet	Employee timesheet added successfully!	09/16/2024
Mason Wells	Mason Wells	Timesheet	Employee timesheet added successfully!	09/16/2024
Mason Wells	Mason Wells	Timesheet	Employee timesheet added successfully!	09/16/2024
Mason Wells	Mason Wells	Timesheet	Employee timesheet added successfully!	09/16/2024

10.3. Select App User:

- After assigning the management permission, the user will display in the dropdown.
- Select App User from dropdown & Click on Login as



11. Reports

- Within the Reports section, provide available filters such as Manager Name, date range, employee name, project, or timesheet status.
- After selecting the desired filters, users can click on the "Search" button to generate the report.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Advance Reports

1

Manager *

Project

Date Range

Month

From Date

To Date

Display Type Grid Chart

2

- Reports will appear in a grid format according to the set filters.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

- Dashboard
- User Management
- Project Management
- Manage Permission
- Document Management
- Reports
- Settings
- App Information
- Help And Support

Select User | Login As

From Date

To Date

Display Type Grid Chart

Export
Search

Week Ending Date	Employee ID	Employee	Manager	Project	Task	Task Description	Billable Hours	Non-Billable Hours	Total Hours	Status	Manager Comment
09/13/2024	14	Erika Geesey	Jamee Solis	Timesheet Migration	Unit Testing		16	0	16	Pending Approval	
09/13/2024	14	Erika Geesey	Jamee Solis	Seamless Integration	Production Setup		15	0	15	Pending Approval	
09/13/2024	14	Erika Geesey	Jamee Solis	Timesheet Migration	Production Setup		2	0	2	Pending Approval	
09/20/2024	14	Erika Geesey	Jamee Solis	Timesheet Migration	Unit Testing		36	0	36	Approved	9/16/2024 15:43 PM (Approved) : Approved
09/20/2024	14	Erika Geesey	Jamee Solis	Timesheet Migration	Production Setup		4	0	4	Approved	9/16/2024 15:43 PM (Approved) : Approved
09/06/2024	14	Erika Geesey	Jamee Solis	Timesheet Migration	Production Setup		8	0	8	Pending Approval	
10/04/2024	14	Erika Geesey	Jamee Solis	Timesheet Migration	Production Setup		12	0	12	Rejected	9/16/2024 15:43 PM (Rejected) : Reject

Show entries Page 1 of 1

- Reports will appear in a chart format according to the set filters.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

- Dashboard
- User Management
- Project Management
- Manage Permission
- Document Management
- Reports**
- Settings
- App Information
- Help And Support



12.Document Management

- Users have the option to upload documents either by clicking on the Browse button or by drag and drop files into the designated area.

The screenshot displays the 'Document Management' section of the Timesheet Pro 365 application. On the left is a dark blue sidebar with navigation options: Dashboard, User Management, Project Management, Manage Permission, Document Management (highlighted), Reports, Settings, App Information, and Help And Support. At the bottom of the sidebar are 'Select User' and 'Login As' buttons. The main content area is titled 'Document Management' and features a large white box with the text 'Drag and Drop Files to upload or' and a dark blue 'Browse' button. Below this is a table listing documents. The table has an 'Export' dropdown on the left and a search bar on the right. The table columns are 'File Name' and 'Delete'. Two files are listed: 'Task.csv' and 'Employees (3).xlsx', each with a trash icon in the 'Delete' column. At the bottom right of the table area, there is a 'Show entries' dropdown set to '5', 'Page 1 of 1', and 'Previous' and 'Next' buttons.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Document Management

Dashboard

User Management

Project Management

Manage Permission

Document Management

Reports

Settings

App Information

Help And Support

Select User

Login As

Drag and Drop Files to upload
or

Browse

Export

Search

File Name	Delete
Task.csv	
Employees (3).xlsx	

Show entries 5 Page 1 of 1 Previous Next

13. Setting

On the settings page, an Admin can change the default week-ending day (Friday) to any other day if needed. The setting page will only be visible after the Pro version is upgraded by the Admin. Also, the setting page will be available only in the Admin account.

13.1 General setting

- Select weekending date.
- Select the Date format.
- Click on the Save Button

The screenshot displays the 'General Setting' page for 'Timesheet Pro 365'. The page is divided into two tabs: 'Set Week Ending Day/Date' (active) and 'Project/Task Setting'. Under the active tab, there are two sections: 'Select Week Ending Day' and 'Select Date Format'. In the 'Select Week Ending Day' section, radio buttons are provided for Monday, Tuesday, Wednesday, Thursday, Friday (selected), Saturday, and Sunday. A blue box with the number '1' has an arrow pointing to the Sunday radio button. In the 'Select Date Format' section, radio buttons are provided for DD-MM-YYYY and MM-DD-YYYY (selected). A blue box with the number '2' has an arrow pointing to the MM-DD-YYYY radio button. At the bottom right of the settings area, there is a dark blue 'Save' button. A blue box with the number '3' has an arrow pointing to the Save button. On the left side, a dark blue sidebar contains navigation links: Dashboard, User Management, Project Management, Manage Permission, Document Management, Reports, Settings (expanded to show General Setting and Timesheet Setting), and App Information.

➤ Project/Task Setting

- By default, the selected option will be “All Users”, but if the admin wants that employee should not add a task in the application so now the admin can restrict this by selecting another option that is “Admin and manager only”.
- Click on save, once the selection is done.
- This will help the admin to apply restrictions on employees to add tasks in the application and from there onwards only the Manager and Admin will have the authority to add Projects and tasks.

The screenshot displays the 'Project/Task Setting' page within the Timesheet Pro 365 application. The interface features a dark blue sidebar on the left with a navigation menu containing: Dashboard, User Management, Project Management, Manage Permission, Document Management, Reports, Settings (with an upward arrow), General Setting (highlighted), and Timesheet Setting. The main content area is titled 'General Setting' and contains two tabs: 'Set Week Ending Day/Date' and 'Project/Task Setting' (which is active). Under the active tab, there is a section titled 'Setting for Project/ Task by User' with two radio button options: 'Admin and Manager (Only Admin & Manager can add projects/tasks)' and 'All users (Admin & Manager can add projects/tasks, Employees can add tasks only)'. The second option is selected. A dark blue 'Save' button is positioned at the bottom right of the settings area.

13.2. Timesheet setting

➤ Email Setting

A new option has been added to the email settings. The admin can now choose whether the timesheet should be approved directly or require the manager's approval first. Additionally, you now have the option to send an email for timesheet approval or to notify the manager when the timesheet is directly approved.

Timesheet Setting

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Dashboard
User Management
Project Management
Manage Permission
Document Management
Reports
Settings
General Setting
Timesheet Setting
App Information

Email Setting | Benchmark Setting | Billable/ Non-billable

Timesheet Submission

Manager Approved Direct Submission

Notify Manager

Save

1

2

3

➤ Benchmark Setting

In the benchmark settings, the admin has the option to set a daily hour's benchmark. For example, if the admin sets the benchmark to 10 hours, employees cannot enter more than 10 hours a day in their timesheets. If the entered hours exceed 10, a validation error will be triggered.

The screenshot displays the 'Timesheet Setting' interface. On the left is a dark blue sidebar with the following menu items: Dashboard, User Management, Project Management, Manage Permission, Document Management, Reports, Settings (with a sub-menu for General Setting and Timesheet Setting), and App Information. The main content area is titled 'Timesheet Setting' and features three tabs: 'Email Setting', 'Benchmark Setting' (which is active and highlighted in dark blue), and 'Billable/ Non-billable'. Below the tabs, a note states: 'Note : Changes in benchmark will effect in the old timesheet. Please make sure to take the backup of old timesheet before any changes.' The 'Benchmark Daily Hours *' field is a text input box, with a blue box containing the number '1' and an arrow pointing to it. Below the input field are 'Clear' and 'Save' buttons, with a blue box containing the number '2' and an arrow pointing to the 'Save' button.

➤ Billable/ Non-Billable Setting

In the Billable/Non-Billable tab, users have the option to decide whether their organization needs the Billable checkbox in the timesheet. If the "Hide Billable" option is selected, the Billable checkbox will be removed from the timesheet.

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Timesheet Setting

Email Setting | Benchmark Setting | **Billable/ Non-billable**

Note : On selection of billable/ non-billable setting, the billable/ non-billable checkboxes will be display in new timesheet page.

Display Setting

Show Billable Hide Billable ← **1**

Save ← **2**


Dashboard
User Management
Project Management
Manage Permission
Document Management
Reports
Settings
 General Setting
 Timesheet Setting
App Information

14. App Information

Welcome to our Timesheet Application! Below, we've outlined the exciting features available in our different versions to cater to your specific needs:

Pro Version Timesheet:

- **Versatile Dashboard:** Comprehensive view of key metrics and activities.
- **Data Import:** Import data from various sources effortlessly.
- **Enhanced Employee Section:** Advanced features for detailed employee management.
- **Project and Task Import:** Simplify project and task setup with import capabilities.
- **Super User Access:** Access advanced settings and features.
- **Extensive Settings Section:** Customize various application aspects.
- **Advanced Permissions:** Granular control over user permissions.
- **Activity Tracking Logs:** Monitor and log user activities for better oversight.
- **Flexible Timesheet Settings:** Adapt timesheet settings to business requirements.
- **Detailed Reports:** Generate customizable and detailed reports.
- **Document Library Functionality:** Manage and store documents easily within the application.

 **Timesheet Pro 365**
SEAMLESS TIME MANAGEMENT

- Dashboard
- User Management
- Project Management
- Manage Permission
- Document Management
- Reports
- Settings
- App Information**
- Help And Support

Select User | Login As

App Information

Welcome to our Timesheet Application! Below, we've outlined the exciting features available in our different versions to cater to your specific needs:

Pro Version Timesheet:

- Versatile Dashboard
- Data Import
- Enhanced Employee Section
- Project and Task Import
- Super User Access
- Extensive Settings Section
- Advanced Permissions
- Activity Tracking Logs
- Flexible Timesheet Settings
- Report
- Document Library Functionality

Timesheet Enterprise Version:

We offer customization options to tailor the application to your unique requirements for an additional cost. Visit our website to learn more about how our Enterprise Version Timesheet Application can streamline your workflow and boost productivity!

Thank you for considering our Timesheet Application!

--

Ignatiuz Software

15. Help and Support

We are committed to providing you with a smooth and efficient experience using our Timesheet Application. Below, you will find various resources available to assist you:

1.FAQs:

- Check out our frequently asked questions section for quick answers to common queries about using the application.

2. User Manual Link:

- Include a hyperlink labeled "User Manual" that directs users to the user manual for detailed instructions on using the Microsoft 365 Timesheet (Office and SharePoint App).
- For the user manual click [here](#)

3. Contact Support:

- Provide information about accessing the client support portal for assistance with configuration, access, or any difficulties faced while using the application.
- If you have any questions or face any difficulties configuring or accessing the app, please visit our [client support Portal](#).

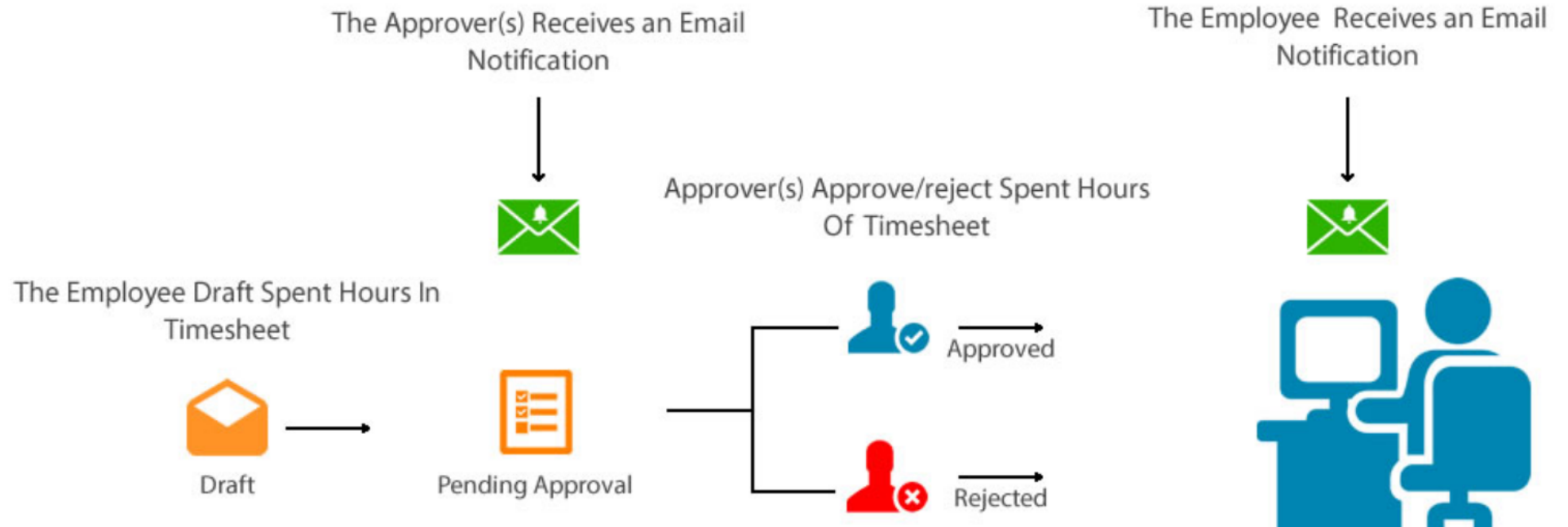
4. Feedback:

- We value your feedback! Share your suggestions, report any issues, or provide general feedback to help us improve our application and better serve your needs.

Help And Support

Welcome to our Timesheet Application! We're here to ensure you have a smooth experience using our application. Below are some resources available to assist you on our website:

- **FAQs:** Check out our frequently asked questions section for quick answers to common queries about using the application [click here](#).
- **User Guide:** Our comprehensive user guide provides step-by-step instructions on how to navigate the application, submit timesheets, and utilize its features effectively [click here](#).
- **Contact Support:** If you encounter any issues or have questions that aren't covered in the FAQs or user guide, please don't hesitate to reach out to our support team. You can contact us via email at support@ignatiuz.com.
- **Feedback:** We value your feedback! Share your suggestions, report any issues, or provide general feedback to help us improve our application and better serve your needs.



16. Create New Timesheet

Only Super Managers and employees can create their timesheets. Navigate to the New Timesheet tab.

- Click on the Week ending date text box to open the calendar.
- Select the week-ending date from the calendar.
- If the billable toggle is enabled, all checkboxes will be selected; if disabled, all checkboxes will be unselected.
- Select the Project from the project dropdown.
- If there are many tasks associated with the project, enter the project and task name in the search box for easy selection.
- Select the Task from the task dropdown.
- The Billable and Nonbillable sections will show the total hours added for each day.
- Add the number of hours spent on the task for each day of the week.
- Add descriptions/comments if needed in the description box.
- Click on the “Add rows” button to add new rows if required.
- Click “Save draft” to save the data and allow editing the timesheet later.

16.1. New Timesheet

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

- Dashboard
- Timesheet**
- Document Management
- Reports
- App Information
- Help And Support

Timesheet

New Timesheet
Drafted
Submitted
Rejected
Approved

Week Ending Date *

11/15/2024

Billable

Project Name	Task Name	Billable/Non-Billable	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Task Description	Delete	Total Hours
Timesheet Migration	Production Setup	<input checked="" type="checkbox"/>	2	3	1	2	2					10
Sonco	Unit Testing	<input checked="" type="checkbox"/>	2	3	2	1	2					10
Seamless Integration	Unit Testing	<input checked="" type="checkbox"/>	2	2	1	2	1					8
Inotiv	Production Setup	<input checked="" type="checkbox"/>	2		4	3	3					12
Billable			8	8	8	8	8	0	0	40		40
Non Billable			0	0	0	0	0	0	0	0		

Add Rows

Save Draft
Submit
Cancel

➤ **View All Drafted, Submitted, Rejected, and Approved Timesheets:**


- **Drafted:** Can view draft timesheets and modify them again.
- **Submitted:** Displays all submitted timesheets.
- **Rejected:** Shows all timesheets rejected by the manager.
- **Approved:** Shows all timesheets approved by the manager.


16.2. Drafted Timesheets


The screenshot displays the 'Timesheet Pro 365' interface. On the left is a dark blue sidebar with navigation options: Dashboard, Timesheet (selected), Document Management, Reports, App Information, and Help And Support. The main content area is titled 'Timesheet' and features five tabs: 'New Timesheet', 'Drafted' (active), 'Submitted', 'Rejected', and 'Approved'. Below the tabs is a table with columns: View, Week Ending Date, Billable, Non Billable, Employee, Manager, Status, and Delete. The table contains three rows of draft timesheet entries. At the bottom right, there is a pagination control showing 'Show entries 10', 'Page 1 of 1', and 'Previous' and 'Next' buttons.


View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status	Delete
View	09/27/2024	14	0	Erika Geesey	Jamee Solis	Draft	
View	10/18/2024	4	0	Erika Geesey	Jamee Solis	Draft	
View	10/25/2024	4	0	Erika Geesey	Jamee Solis	Draft	


16.3. Submitted Timesheets


 **Timesheet Pro 365**
SEAMLESS TIME MANAGEMENT


 Dashboard

 Timesheet

 Document Management

 Reports

 App Information

 Help And Support

Timesheet


New Timesheet Drafted **Submitted** Rejected Approved

Export Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status	Delete
View	07/05/2024	12	0	Erika Geesey	Jamee Solis	Pending Approval	
View	08/09/2024	24	0	Erika Geesey	Jamee Solis	Pending Approval	
View	08/23/2024	32	0	Erika Geesey	Jamee Solis	Pending Approval	

Show entries Page 1 of 1 [Previous](#) [Next](#)

16.4. Rejected Timesheets



Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

- Dashboard
- Timesheet**
- Document Management
- Reports
- App Information
- Help And Support

Timesheet


New Timesheet Drafted Submitted **Rejected** Approved


Export ▾ Search


View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	09/13/2024	33	0	Erika Geesey	Jamee Solis	Rejected
View	10/04/2024	12	0	Erika Geesey	Jamee Solis	Rejected


Show entries 10 ▾ Page 1 of 1 [Previous](#) [Next](#)


16.5. Approved Timesheets


 **Timesheet Pro 365**
SEAMLESS TIME MANAGEMENT


 Dashboard

 Timesheet

 Document Management

 Reports

 App Information

 Help And Support

Timesheet

New Timesheet Drafted Submitted Rejected **Approved**

Export Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	09/20/2024	40	0	Erika Geesey	Jamee Solis	Approved
View	09/06/2024	8	0	Erika Geesey	Jamee Solis	Approved
View	10/11/2024	4	0	Erika Geesey	Jamee Solis	Approved

Show entries Page 1 of 1 [Previous](#) [Next](#)

17. Management - Approval and Rejection of Timesheet

The management portal is used to view all the submitted employee timesheet and their current status.

Management - Can see assigned employee-submitted timesheets.

1. Pending – Will show a pending timesheet which is pending approval.
2. Approved– Will show all the approved timesheets.
3. Rejected – Will show all the rejected timesheets.
4. Employee Timesheet – Will show all timesheet of employee

17.1. Pending Approval

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

Jamee Solis

Pending Approval Approved Rejected Employee Timesheet


Export Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	07/05/2024	12	0	Erika Geesey	Jamee Solis	Pending Approval
View	08/09/2024	24	0	Erika Geesey	Jamee Solis	Pending Approval
View	08/23/2024	32	0	Erika Geesey	Jamee Solis	Pending Approval

Show entries 10 Page 1 of 1 Previous Next

17.2. Approved Timesheets

- Navigate to the Pending Approval timesheet to view any timesheet for approval or rejection.
- Enter Manager Comments.
- Approve or Reject Timesheet.

 **Timesheet Pro 365**
SEAMLESS TIME MANAGEMENT

[Dashboard](#)

[User Management](#)

[Project Management](#)

[Management](#)

[Document Management](#)

[Reports](#)

[App Information](#)

[Help And Support](#)

Jamee Solis

Pending Approval
Approved
Rejected
Employee Timesheet









Week Ending Date *

Employee Name : Erika Geesey
Status : Approved

Project Name	Task Name	Billable/Non-Billable	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Task Description	Delete	Total Hours
Timesheet Migration	Unit Testing	<input checked="" type="checkbox"/>	4	8	8	8	8					36
Timesheet Migration	Production Setup	<input checked="" type="checkbox"/>	4									4
Billable			8	8	8	8	8	0	0	40		40
Non Billable			0	0	0	0	0	0	0	0		

Rejected
Cancel

9/16/2024 15:43 PM (Approved) : Approved

-  Dashboard
-  User Management
-  Project Management
-  Management
-  Document Management
-  Reports
-  App Information
-  Help And Support

Jamee Solis

Pending Approval
Approved
Rejected
Employee Timesheet

Export | v
🔍 Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	09/20/2024	40	0	Erika Geesey	Jamee Solis	Approved
View	09/06/2024	8	0	Erika Geesey	Jamee Solis	Approved
View	10/11/2024	4	0	Erika Geesey	Jamee Solis	Approved

Show entries 10 | v
Page 1 of 1
[Previous](#)
[Next](#)

17.3. Rejected Timesheets

Timesheet Pro 365
SEAMLESS TIME MANAGEMENT

- Dashboard
- User Management
- Project Management
- Management**
- Document Management
- Reports
- App Information
- Help And Support

Jamee Solis


Pending Approval Approved **Rejected** Employee Timesheet

Export

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	09/13/2024	33	0	Erika Geesey	Jamee Solis	Rejected
View	10/04/2024	12	0	Erika Geesey	Jamee Solis	Rejected

Show entries Page 1 of 1 [Previous](#) [Next](#)

17.4. Employee Timesheets

 **Timesheet Pro 365**
SEAMLESS TIME MANAGEMENT

- Dashboard
- User Management
- Project Management
- Management**
- Document Management
- Reports
- App Information
- Help And Support

Jamee Solis

Pending Approval

Approved

Rejected

Employee Timesheet

Export ▾

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	09/13/2024	33	0	Erika Geesey	Jamee Solis	Rejected
View	09/20/2024	40	0	Erika Geesey	Jamee Solis	Approved
View	09/06/2024	8	0	Erika Geesey	Jamee Solis	Approved
View	10/04/2024	12	0	Erika Geesey	Jamee Solis	Rejected
View	10/11/2024	4	0	Erika Geesey	Jamee Solis	Approved
View	07/05/2024	12	0	Erika Geesey	Jamee Solis	Pending Approval
View	08/09/2024	24	0	Erika Geesey	Jamee Solis	Pending Approval
View	08/23/2024	32	0	Erika Geesey	Jamee Solis	Pending Approval

Show entries 10 ▾ Page 1 of 1 Previous Next

18. How to delete the application from the site?

1. Navigate to Site Contents by clicking on the Settings (gear icon) located in the top right corner of the page.
2. Select Site Contents from the drop-down menu.
3. In the Site Contents page, locate the app you want to delete. App are typically listed along with other content like document libraries and lists.
4. Click on the ellipsis (...) next to the app name. A drop-down menu will appear with several options.
5. Select Remove from the menu.
6. To revert to Classic SharePoint, click on the link “Return to Classic SharePoint” located at the bottom left side of the page.

+ New ▾

📊 Site usage 🔄 Site workflows ⚙️ Site settings 🗑️ Recycle bin (0)

📅	Project	List	0	9/24/2024 5:16 AM
📅	Project Task	List	0	9/24/2024 5:16 AM
📅	Setting	List	1	9/24/2024 5:22 AM
📅	Task	List	0	9/24/2024 5:16 AM
📅	Theme	List	0	9/24/2024 5:16 AM
📅	Timesheet Users	List	3	9/25/2024 1:17 AM
📅	UserLog	List	0	9/24/2024 5:16 AM
🔵	Apps for SharePoint	List	1	9/24/2024 5:11 AM
📅	Events		0	9/24/2024 3:58 AM
📄	Site Pages		8	9/24/2024 6:16 AM
🔵	<u>Timesheet Pro 365</u>	⋮ App		9/24/2024 5:16 AM

1

Monitor
Remove

+ New ▾

Site usage Site workflows Site settings Recycle bin (0)

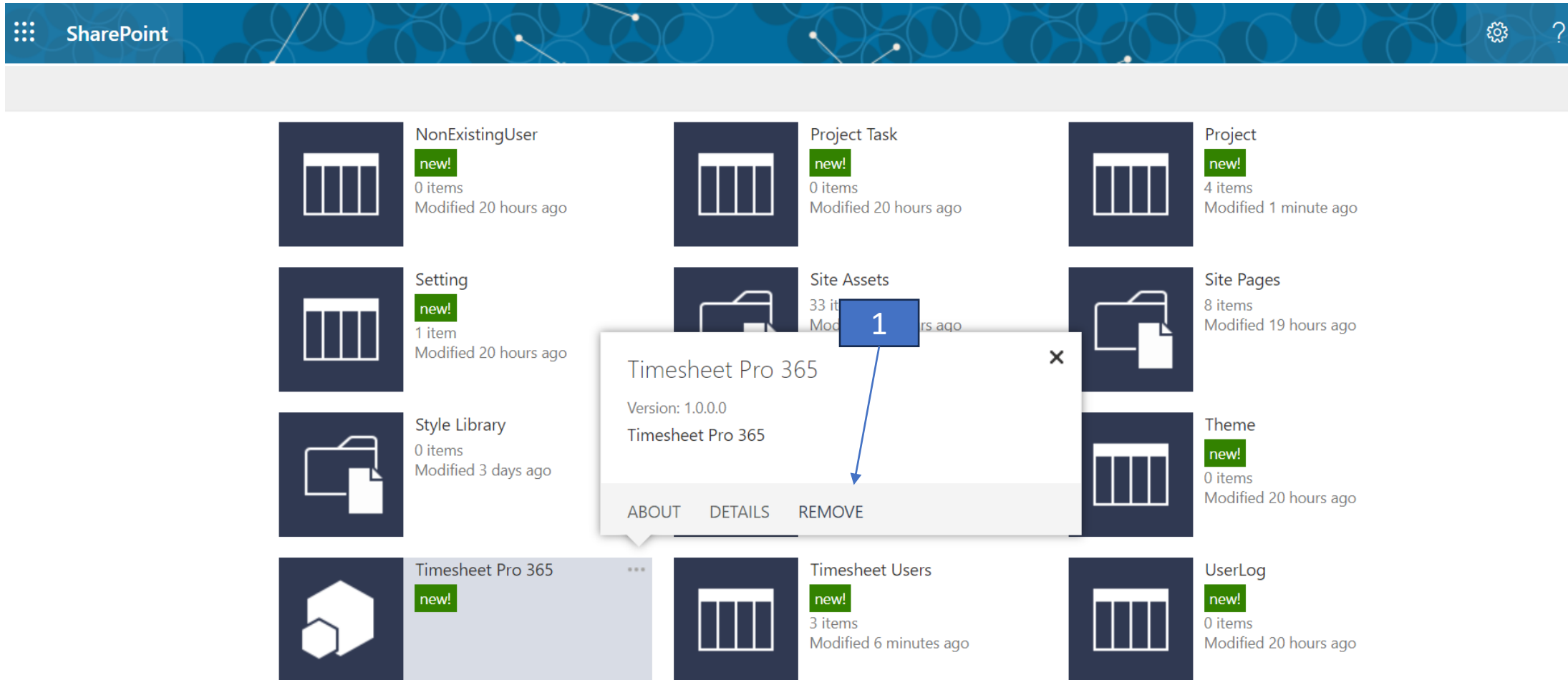
Project	List	0	2 AM
Project Task	List	0	9/24/2024 5:16 AM
Setting	List	1	9/24/2024 5:22 AM
Task			
Theme			
Timesheet Users			
UserLog			
Apps for SharePoint	List	1	9/24/2024 5:11 AM
Events	Events list	0	9/24/2024 3:58 AM
Site Pages	Page library	8	9/24/2024 6:16 AM
Timesheet Pro 365	App		9/24/2024 5:16 AM

Action isn't supported in this view [X]

We are working to add that functionality to this page. In the meantime, please go to classic SharePoint to complete this task.

[Return to classic SharePoint](#) [Close](#)

- Find the Microsoft 365 Timesheet and Click on three dots.
- Click on three dots.
- Click on Remove-to-remove application.





Thank You

For Your Attention