

User Guide –Office 365 Timesheet



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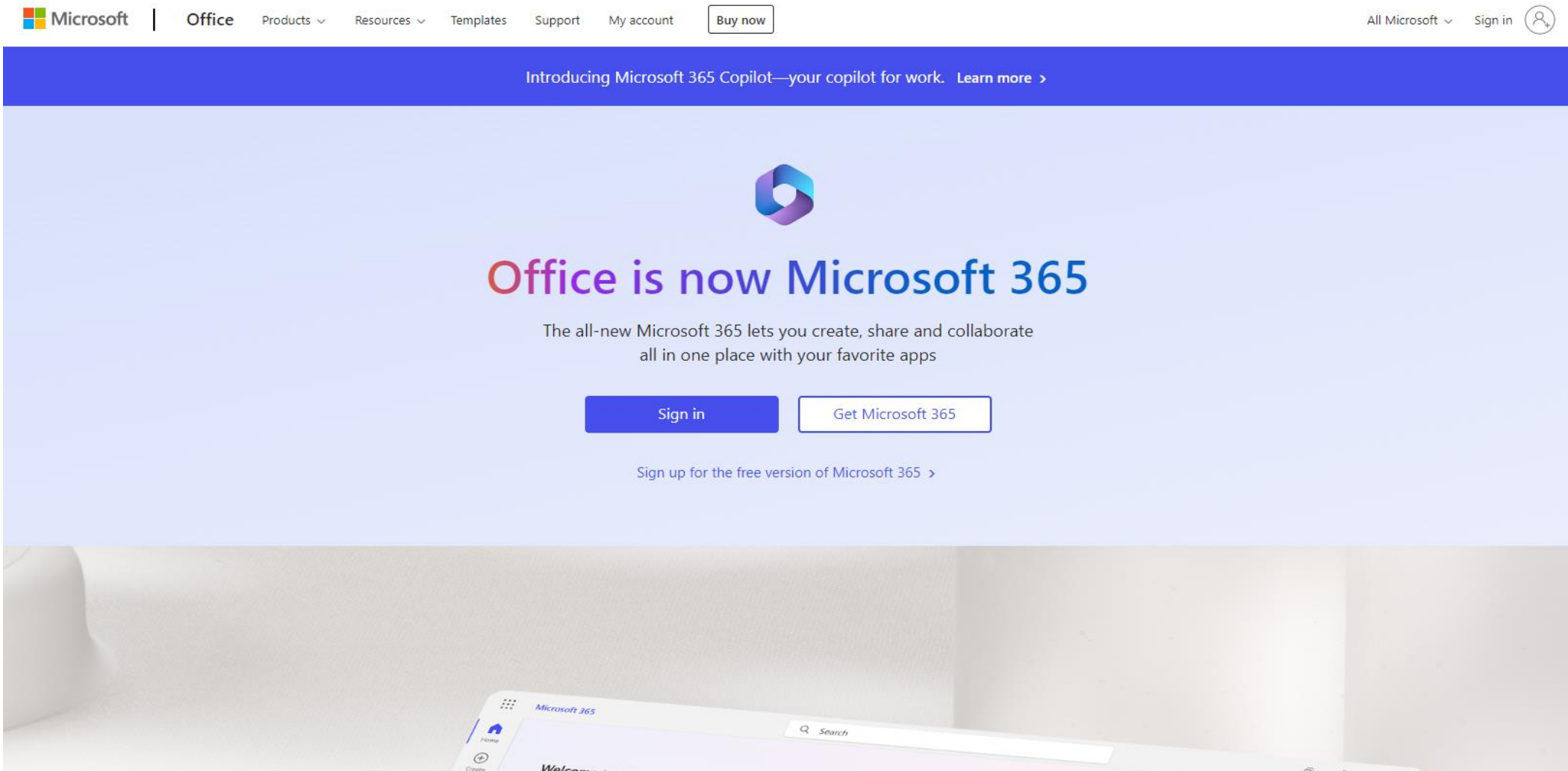
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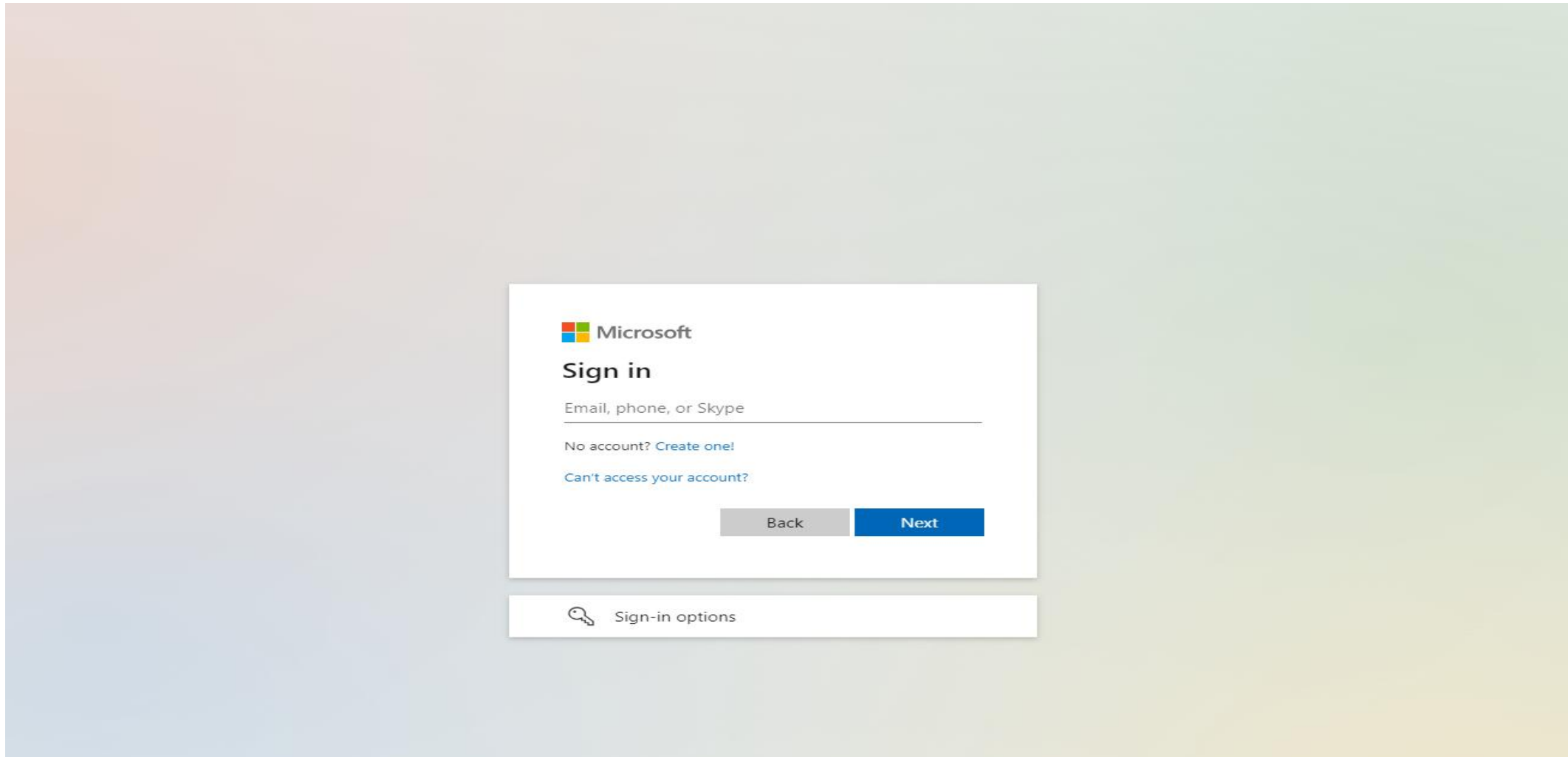
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1. Login to Microsoft 365 or SharePoint

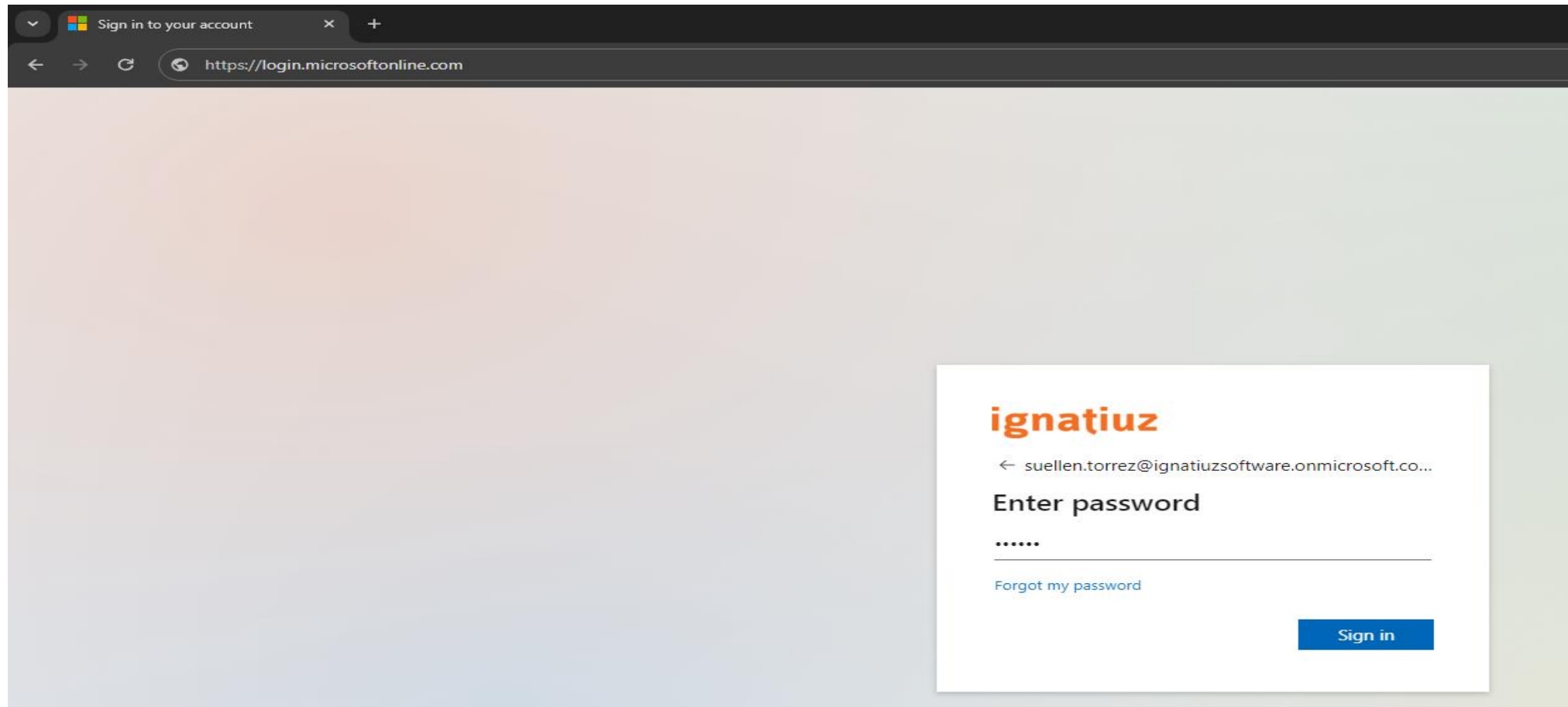
- Navigate to the Microsoft 365 login page using the URL: <https://www.office.com/>



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

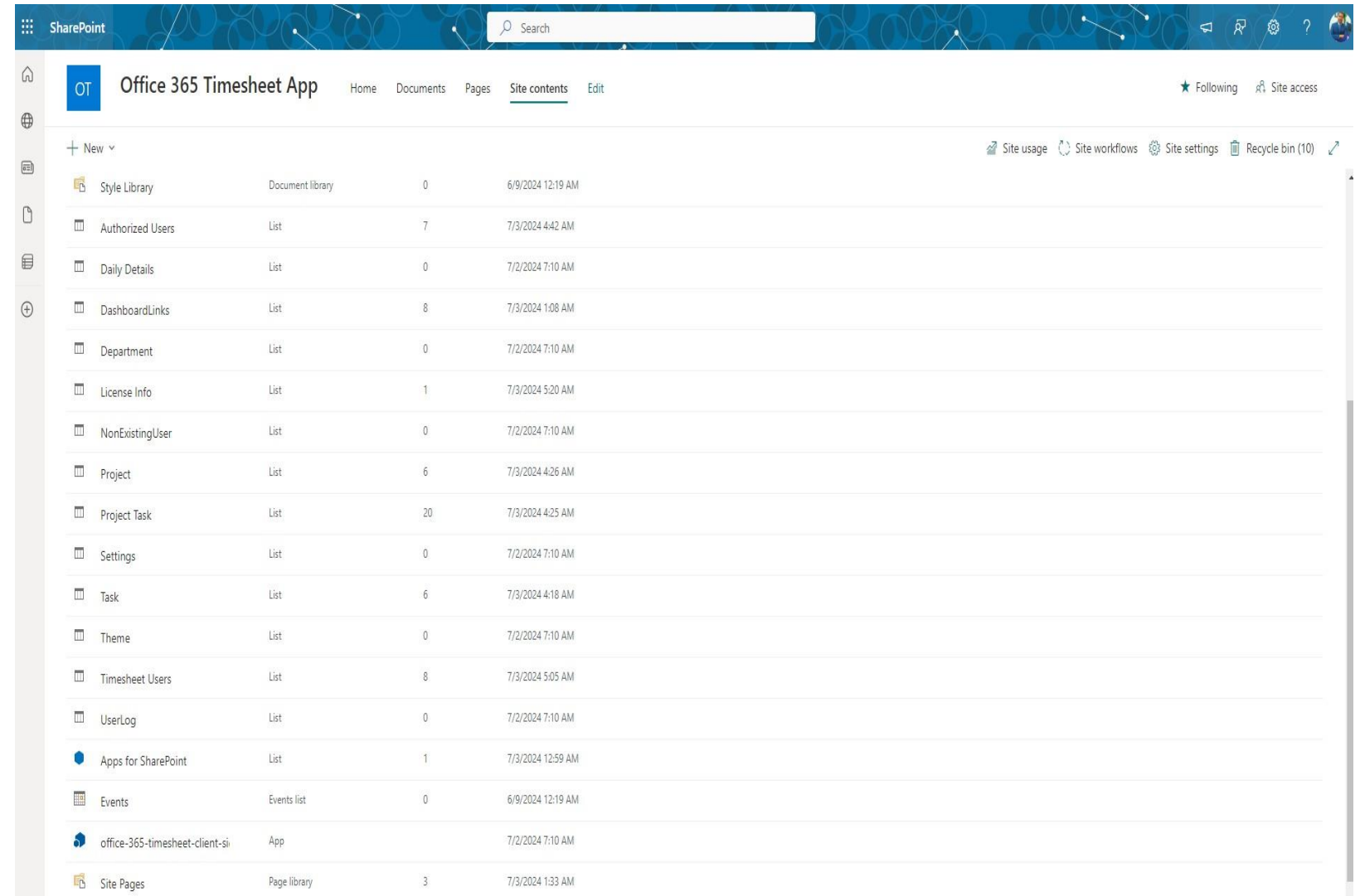


- Opening the SharePoint Site: Enter the URL of the SharePoint site in the web browser's address bar to access the site.



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).



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

The screenshot shows the SharePoint interface for the 'Office 365 Timesheet App'. The top navigation bar includes 'Home', 'Documents', 'Pages', 'Site contents', and 'Edit'. A left-hand menu is open, showing options: 'List', 'Document library', 'Page', 'Space', 'News post', 'News link', and 'App'. Two yellow callout boxes provide instructions: '1. Go to the home page.' pointing to the 'Home' link, and '2. Click on Page.' pointing to the 'Page' option in the left menu. The main content area features a large hero image of people in a meeting, with a 'Welcome! Select Edit at the top right of the page to start customizing' message and a 'LEARN MORE →' link. To the right, there are three smaller tiles: 'Learn more about your Communication site', 'Get inspired with the SharePoint look book', and 'Learn how to use the Hero web part'. At the bottom, there is a 'News' section with an '+ Add' button and a message: 'We didn't find anything to show here.'

SharePoint

Search this site

OT Office 365 Timesheet App

Home Documents Pages Site contents Edit

+ New Page details Analytics

List
Document library
Page
Space
News post
News link
App

1. Go to the home page.

2. Click on Page.

Welcome! Select Edit at the top right of the page to start customizing
LEARN MORE →

Learn more about your Communication site

Get inspired with the SharePoint look book

Learn how to use the Hero web part

Discover web parts you can add to this page

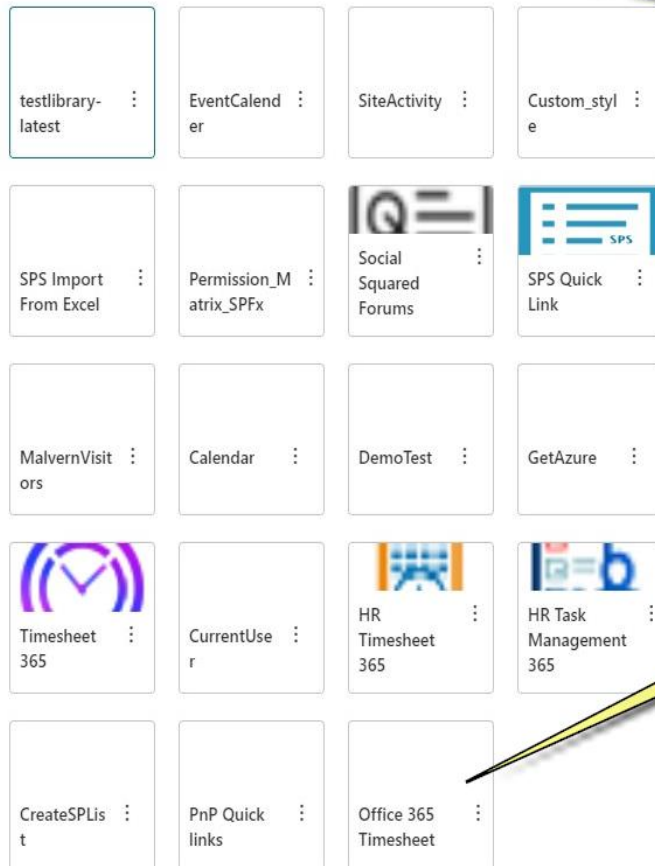
News
+ Add
We didn't find anything to show here.



Page templates

From Microsoft Saved on this site **Apps**

Featured



1. Go to the Apps option.

2. Select Office 365 Timesheet.

3. Click on the create page button.

Learn more about [app pages](#)

☐ Create as a private draft ⓘ

Create page

Cancel

OT

Office 365 Timesheet App

HomeDocumentsPagesSite contentsEdit

★ Following

🔗 Site access

Office 365 Timesheet

SEAMLESS TIME MANAGEMENT

Dashboard

User Management

Project Management

Reports


License Management

Help And Support

Hello [redacted] (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 Project

Create Task

Employee

FAQ

0

Total No. of Projects

0

Total No. of Tasks

0

Total No. of Active Employee

0

Total No. of Timesheets

Give the title.

App page details

Title

Office 365 Timesheet

☐ Show in site navigation

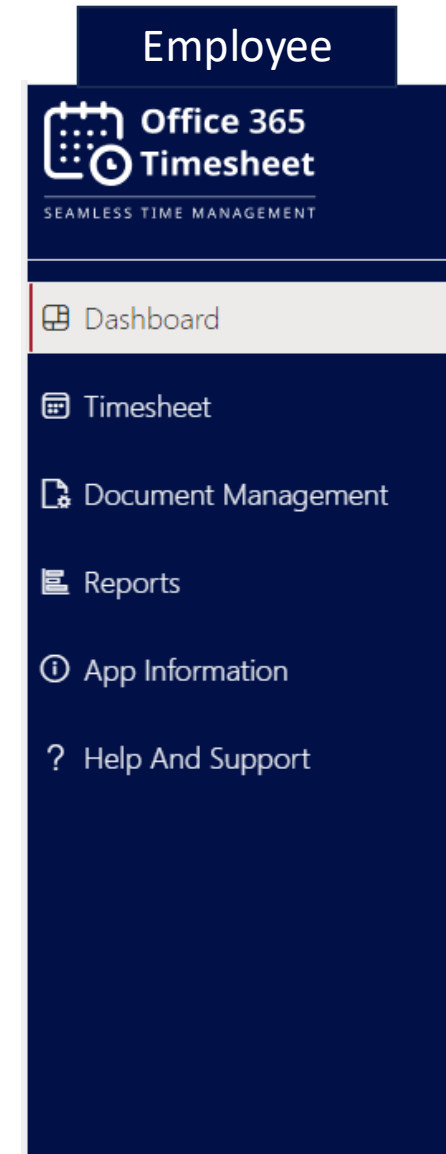
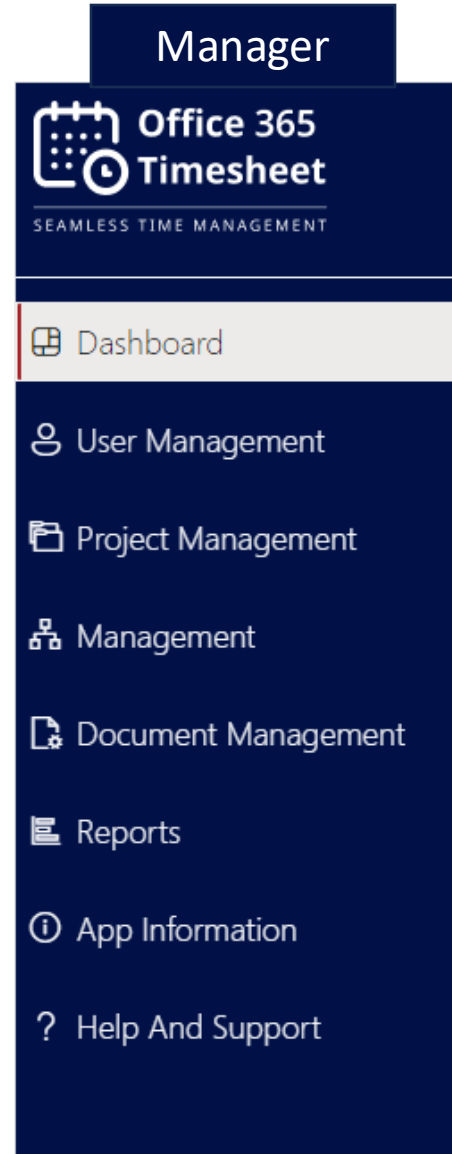
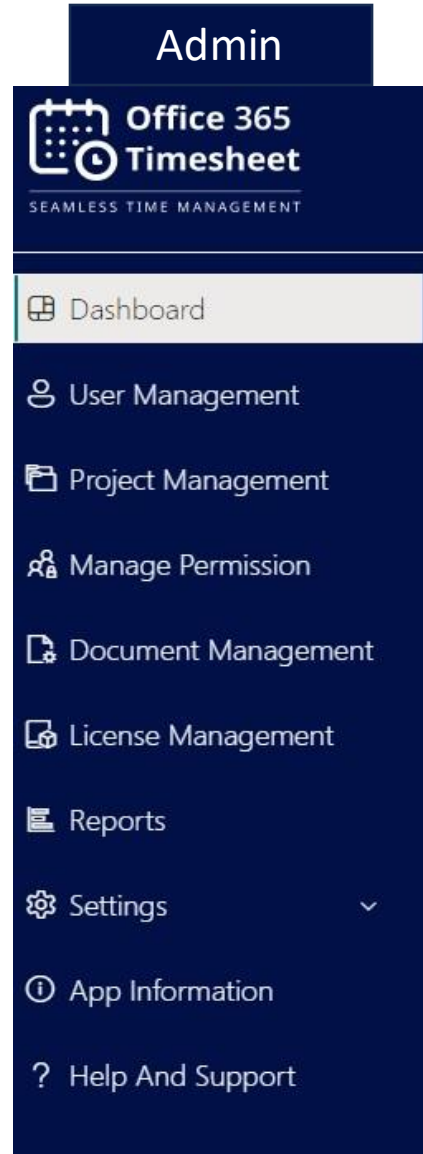
Description

Group Name

Description Field

Office 365 Timesheet

2. Role-Based Navigation Bar




3. 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.



Office 365
Timesheet

SEAMLESS TIME MANAGEMENT

[Dashboard](#)

[User Management](#)

[Project Management](#)

[Reports](#)

[License Management](#)

[? Help And Support](#)


User Identification and Role Display

↓

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

Employee

Create Project

FAQ

10

Total No. of Projects

10

Total No. of Tasks

6

Total No. of Active Employee

0

Total No. of Timesheets

12

4. 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

The screenshot displays the 'Office 365 Timesheet' application interface. On the left is a dark blue sidebar with a vertical list of navigation items: Dashboard, User Management, Project Management, Timesheet, Management, Manage Permission, Document Management, License Management, Reports, and Settings. At the bottom of the sidebar are user controls for 'Mason W...' and a 'Log Out' button. The main content area is titled 'Hello, Mason Wells (Admin/Manager/Employee)' and includes a welcome message. Below this is a horizontal role selector with tabs for 'Admin' (selected), 'Manager', and 'Employee'. The 'Admin' tab shows a large card for 'Track Your Work Hours with Ease' with a 'Click Here' button, and four summary cards: '1.0K Total No. of Projects', '4.1K Total No. of Tasks', '6 Total No. of Active Employee', and '22 Total No. of Timesheets'. The 'Manager' and 'Employee' tabs show a grid of action buttons: 'Create Task', 'Create Project', 'Employee', 'FAQ', 'App Information', and 'Manage Permission'. An 'Add Shortcut' button is located at the bottom right.

Office 365 Timesheet
SEAMLESS TIME MANAGEMENT

Dashboard

User Management

Project Management

Timesheet

Management

Manage Permission

Document Management

License Management

Reports

Settings

Mason W... Log Out

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.

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

1.0K
Total No. of Projects

4.1K
Total No. of Tasks

6
Total No. of Active Employee

22
Total No. of Timesheets

Create Task

Create Project

Employee

FAQ


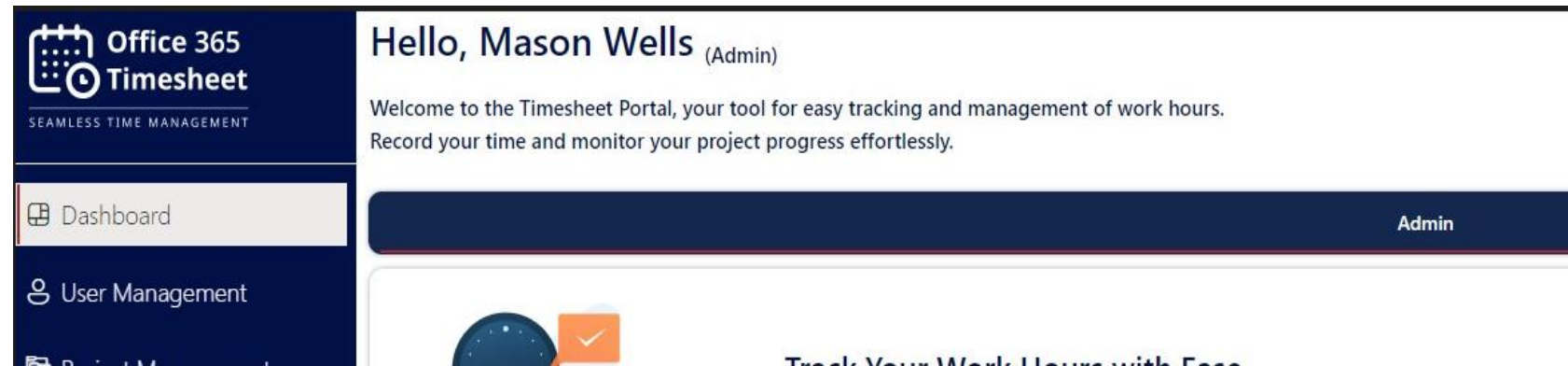
App Information

Manage Permission

Add Shortcut

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.



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.

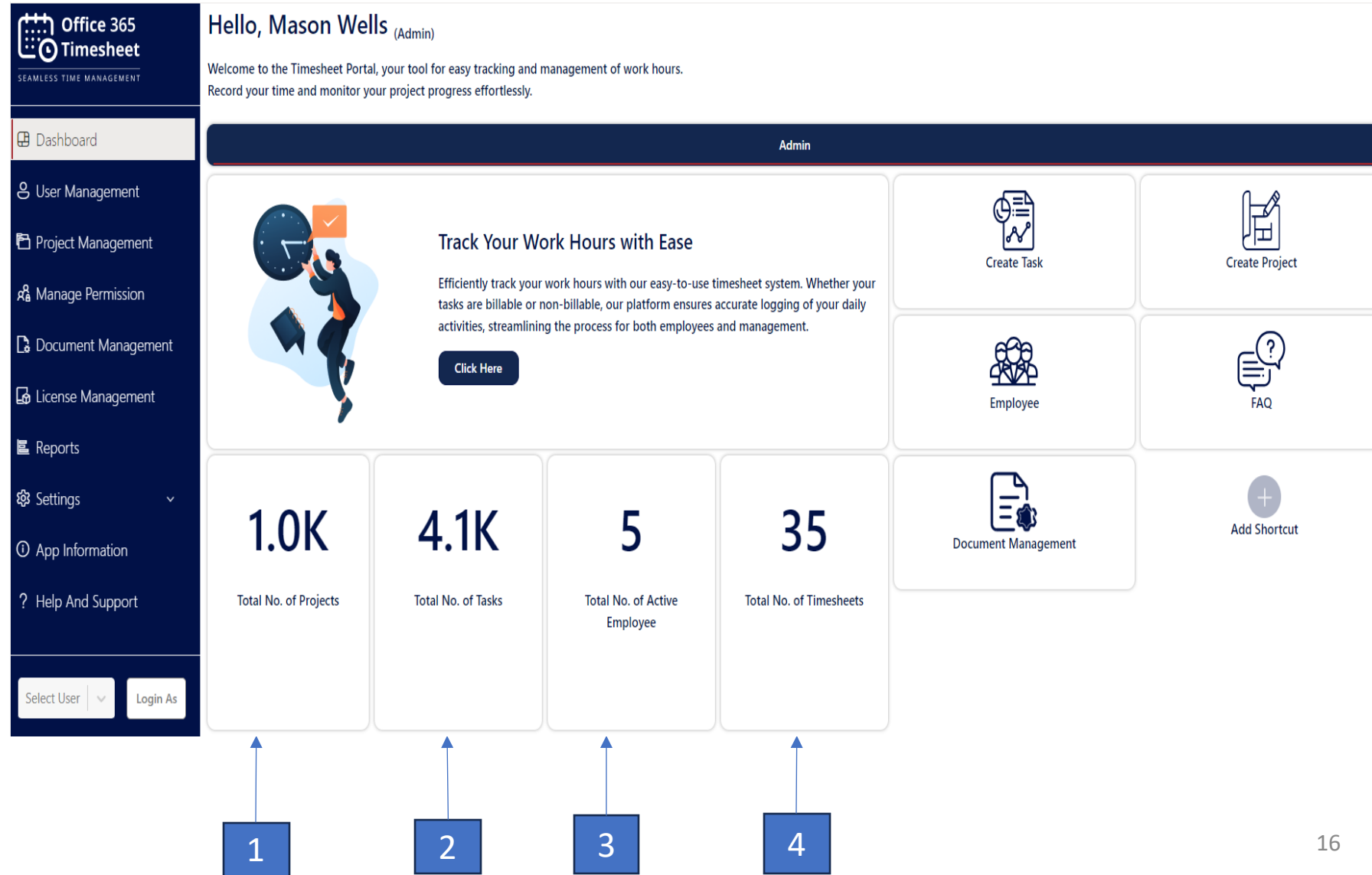
[Click Here](#)

“Click Here” Button for External Link:

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

5.1.1. 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..

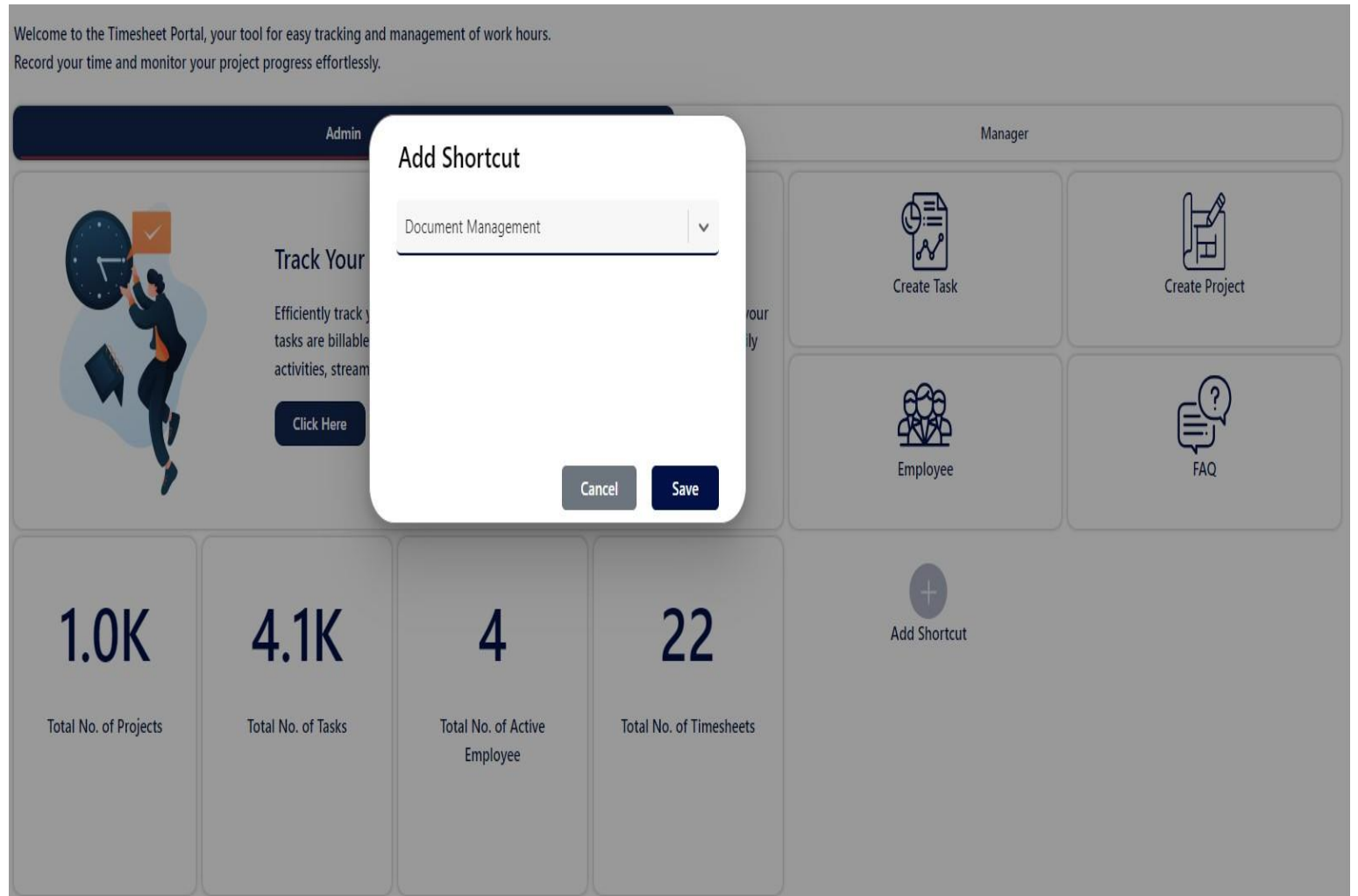


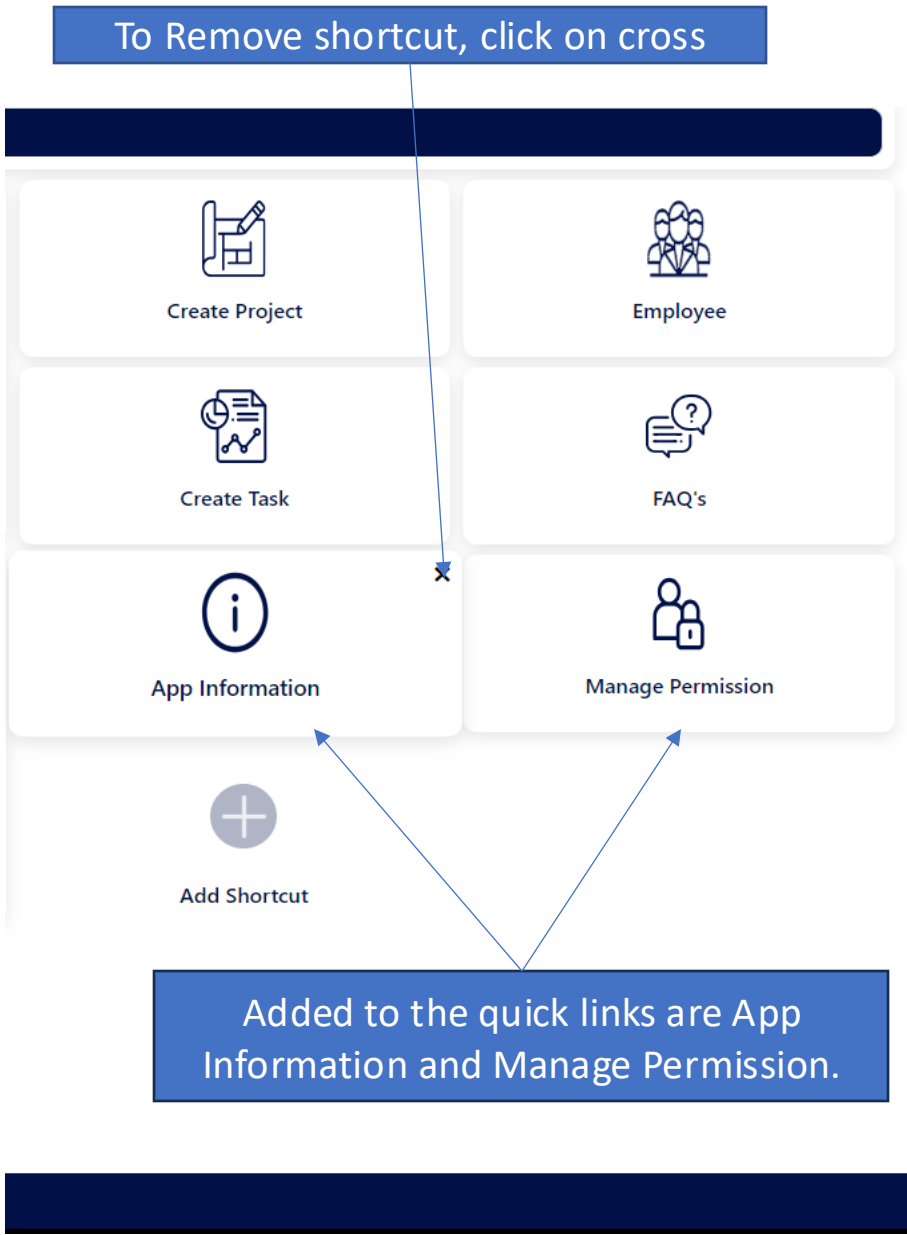
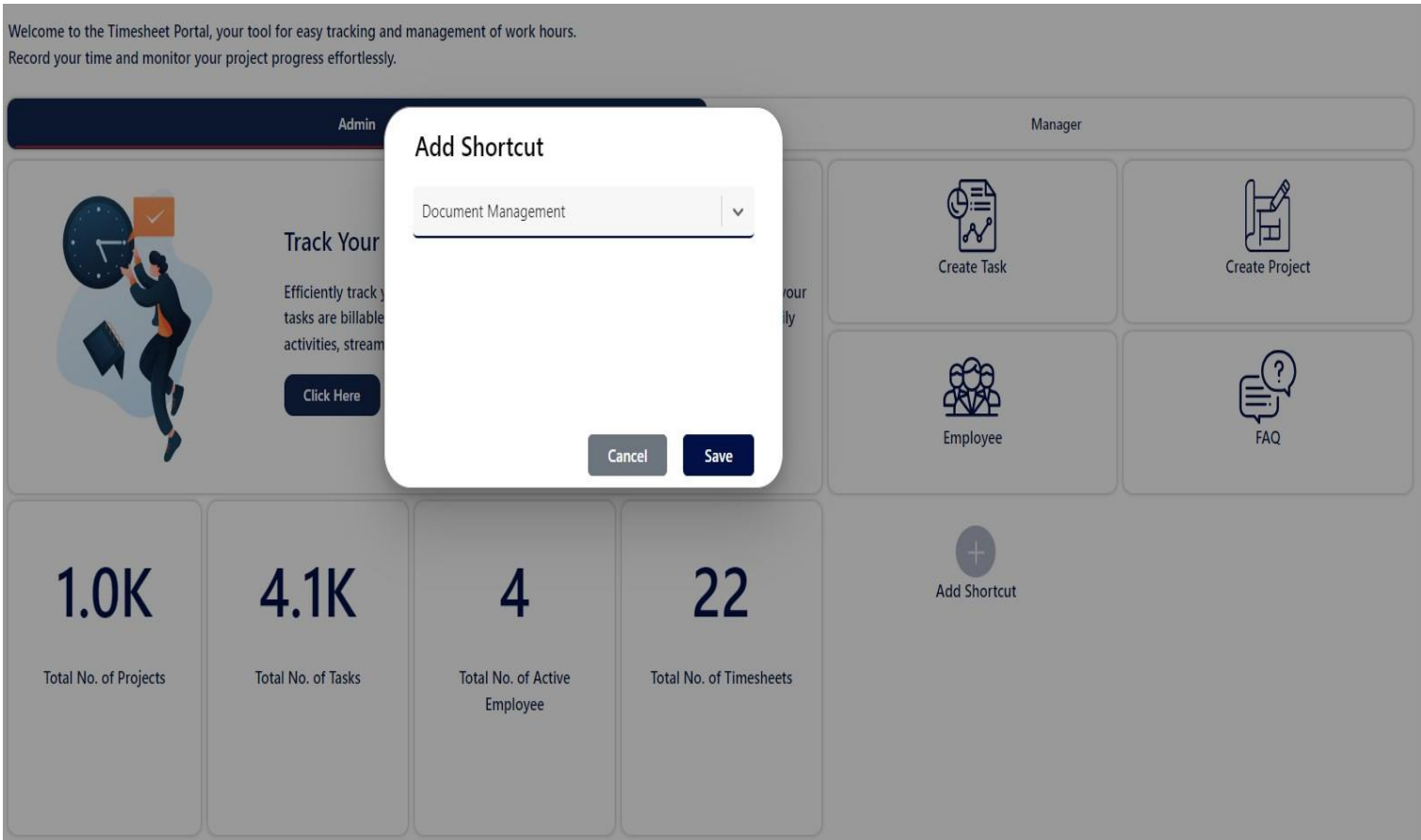
5.1.2. Add Shortcut

➤ 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:

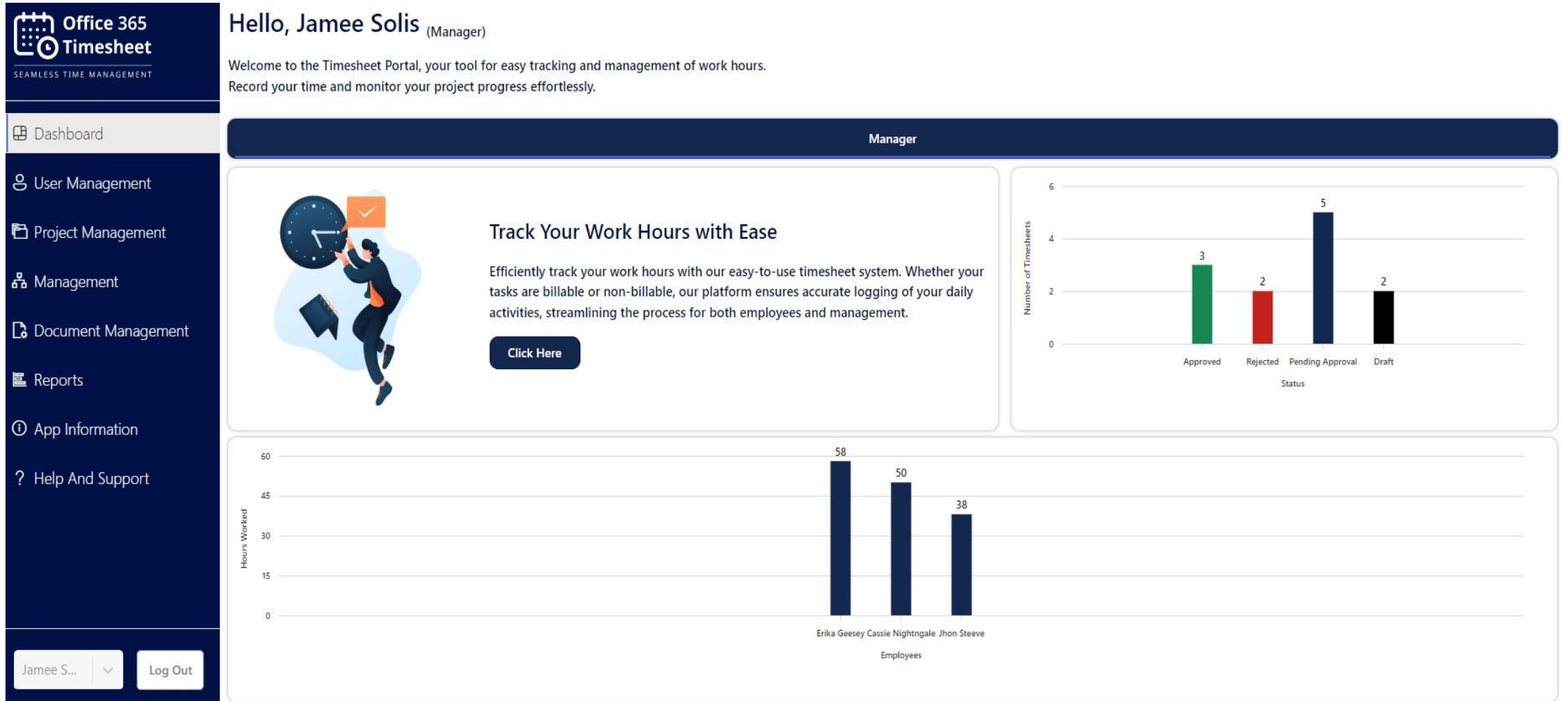
- Click the "Add Shortcut" button.
- Choose the desired quick link from the drop-down list.
- Click "Done" to confirm your selection.





5.2. Manager Dashboard

- Timesheet Status Bar Graph
- Hours Worked Bar Graph



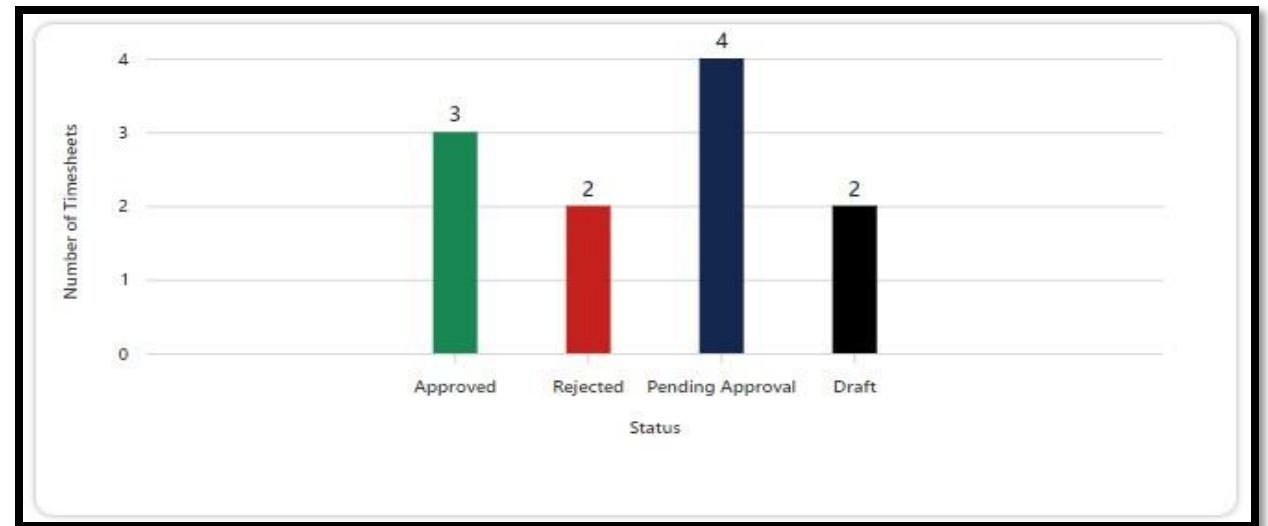
➤ User Identification and Role Display:

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



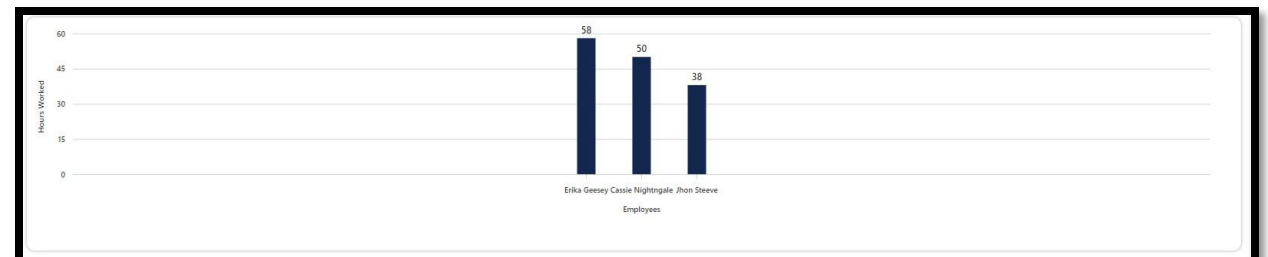
➤ Timesheet Status Bar Graph:

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



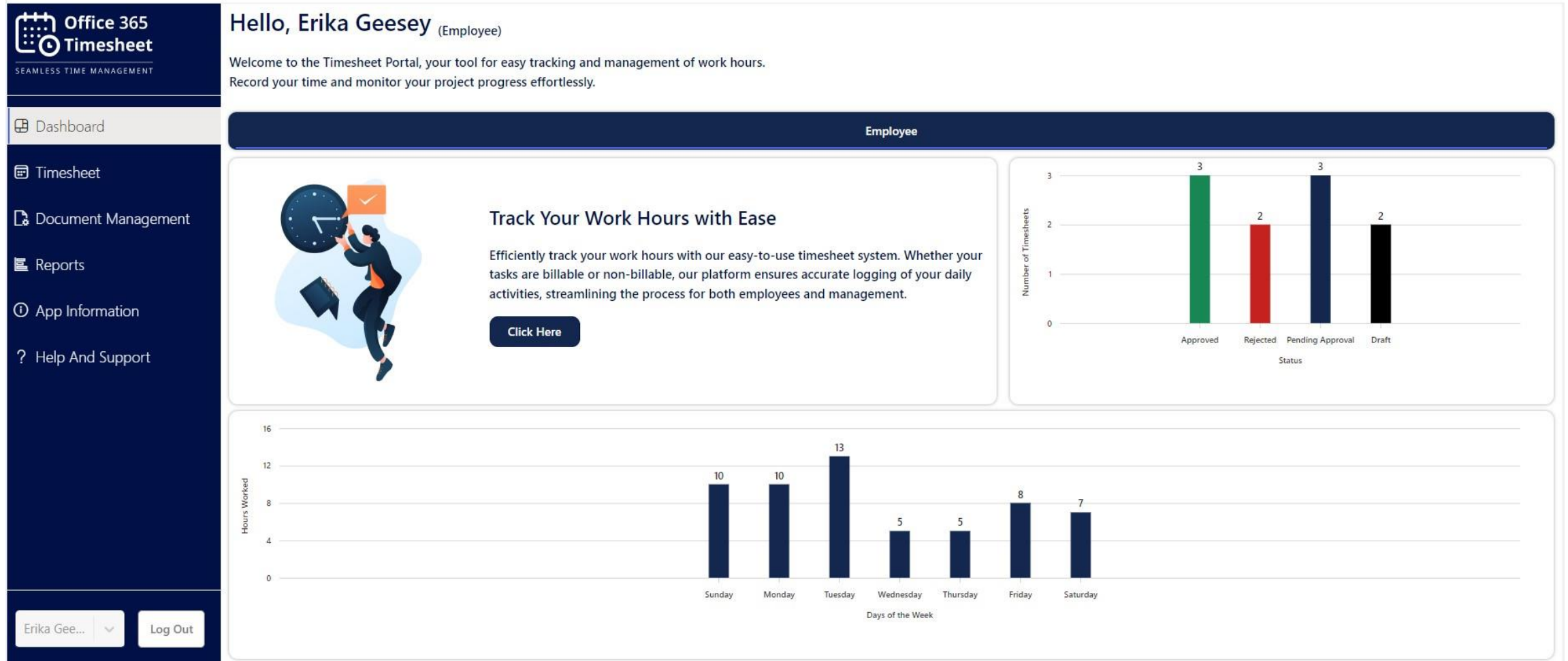
➤ Hours Worked Bar Graph:

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.



5.3. Employee Dashboard

- Timesheet Status Bar Graph
- Hours Worked Bar Graph



➤ 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.



6. How to create a new user role

6.1. 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."

6.1.1 Add Manually

Office 365
Timesheet

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Manage Permission

Document Management

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User Management

Admin/Manager

Employee

1

Assign Role

Choose Option ☒ Add Manually ☐ Bulk Import

User Role *

Select User Role

User Name *

Select User Name

User Email *

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

☒ Active

4

3

2

5

Clear

Save

Search

User Name	User Email	Role	Super Manager	Active	Edit	Delete
Rajesh Lohar	rajesh.lohar@ignatiuzsoftware...	Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Jamee Solis	jamee.solis@ignatiuzsoftware....	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

6.1.2 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.

Office 365 Timesheet
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](#)

2

4

1

3

Clear Import

User Name	User Email	Role	Super Manager	Active	Edit	Delete
Rajesh Lohar	rajesh.lohar@ignatiuzsoftware...	Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rajesh Lohar	rajesh.lohar@ignatiuzsoftware...	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

6.2 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.

6.2.1 Add Manually

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Timesheet
SEAMLESS TIME MANAGEMENT

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Project Management

Manage Permission

Document Mana

License Management

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Select User

Login As

User Management

1

Admin/Manager

Employee

Assign Role

Choose Option ☒ Add Manually ☐ Bulk Import

2

Employee ID

Department

3

Employee Name *

Employee Email *

Manager Name *

Manager Email *

Bill Rate

7

Active

6

Export

Search

8

Clear

Save

Employee ID	Employee Name	Employee Email	Manager Name	Manager Email	Department	Bill Rate	Active	Edit	Delete
-------------	---------------	----------------	--------------	---------------	------------	-----------	--------	------	--------

6.2.2 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.

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App Information

Select User

Login As

User Management

Admin/Manager

Employee

Assign Role

Choose Option ☐ Add Manually ☒ Bulk Import

Import User Role *

Choose file No file chosen

Download the template

Export

Search

Employee Name	Employee Email	Manager Name	Manager Email	Department	Bill Rate	Active	Edit	Delete
Jhon Steeve	Jhon_Steeve's@ign...	Rajesh Lohar	rajesh.lohar@ignati...			<input checked="" type="checkbox"/>		
Nick Radford	Nick-Radford@igna...	Jamee Solis	jamee.solis@ignatiu...			<input checked="" type="checkbox"/>		
Erika Geesey	erika.geesey@ignat...	Jamee Solis	jamee.solis@ignatiu...		567	<input checked="" type="checkbox"/>		
Suellen Torrez	suellen.torrez@igna...	Douglas Young	doug@ignatiuzsoft...			<input checked="" type="checkbox"/>		
Rajesh Lohar	rajesh.lohar@ignati...	Nick Radford	Nick-Radford@igna...			<input checked="" type="checkbox"/>		

Clear

Import

6.3 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.


The screenshot displays the 'Office 365 Timesheet' application interface. On the left is a dark blue sidebar with navigation links: Dashboard, User Management (highlighted), Project Management, Management, Manage Permission, Document Management, and License Management. The main content area is titled 'User Management' and features a tabbed interface with 'Admin/Manager' selected. Below the tabs is the 'Assign Role' form. The form includes a 'Choose Option' section with 'Add Manually' selected (indicated by a blue box with '1'). The 'User Role' dropdown menu is open, showing 'Select User Role'. The 'User Name' dropdown menu is also open, showing 'Select User Name'. The 'User Email' field is empty, with a blue box '4' pointing to it. The 'Super Manager' checkbox is checked, with a blue box '3' pointing to it. The 'Active' checkbox is also checked. At the bottom right are 'Clear' and 'Save' buttons. A blue box '2' points to the 'Save' button. A blue box '1' points to the 'Add Manually' radio button.


- 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.





Office 365
Timesheet


SEAMLESS TIME MANAGEMENT


Dashboard


User Management


Project Management


Timesheet


Management

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Nick Rad...

Log Out

Timesheet

New Timesheet


Approved

Export

Q Search

View	Week Ending Date	Billable	Non Billable	Super Manager	Status
View	09/06/2024	14	0	Nick Radford	Approved
View	09/13/2024	12	0	Nick Radford	Approved

Show entries

10

Page 1 of 1

Previous

Next

7. Add Project and Task

7.1. Add New Project

7.1.1 Add Manually

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

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

The screenshot displays the 'Project Management' interface within the Office 365 Timesheet application. A dark blue sidebar on the left contains navigation links: 'Dashboard', 'User Management', 'Project Management' (highlighted), 'Manage Permission', and 'Document Management'. The main content area is titled 'Project Management' and features a tabbed interface with 'Project' (selected), 'Task', and 'Assign Project to Task'. Below the tabs, there are radio buttons for 'Choose Option' with 'Project' selected and 'Bulk Import' unselected. The form includes a 'Project Name *' text field, an 'Estimated Hours' text field, and an 'Active' checkbox which is checked. At the bottom right, there are 'Clear' and 'Save' buttons. Five blue numbered boxes with arrows point to specific UI elements: Box 1 points to the 'Project Management' title; Box 2 points to the 'Estimated Hours' text field; Box 3 points to the 'Active' checkbox; Box 4 points to the 'Save' button; and Box 5 points to the 'Save' button.

7.1.2 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.

Office 365
Timesheet
SEAMLESS TIME MANAGEMENT

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Project Management

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Manage Permission

Document Management

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Project Management

Project

Task

Assign Project to Task

Choose Option ☐ Project ☒ Bulk Import

Import Project *

Choose file No file chosen

[Download the template](#)

2

3

4

Clear

Import

Project Name	Estimated Hours	Active	Edit	Delete
Consulting - Culture Action Group		<input checked="" type="checkbox"/>		
56-Material Followup	100	<input checked="" type="checkbox"/>		
2017 APP Review - Testing myShowcase App	200	<input checked="" type="checkbox"/>		
Cent project-Continuousimprovements,administration & monitoring(COO/CFO/CI)	200	<input checked="" type="checkbox"/>		

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7.2 Add Task

7.2.1 Add Manually

From the left navigation menu, click on the "Project Management" section. Alternatively, you may navigate via the "Dashboard."

1. Within the Project Management section, click on the "Task" tab to access the Task Management interface.
2. Enter the task name in the "Task Name" field.
3. Optionally, check the checkbox to set the task as active or uncheck it to make the task inactive.
4. Click on the "Save" button to create a new task.

The screenshot displays the 'Office 365 Timesheet' interface. On the left is a dark blue navigation menu with the following items: 'Dashboard', 'User Management', 'Project Management' (highlighted), 'Manage Permission', and 'Document Management'. The main content area is titled 'Project Management' and contains three tabs: 'Project', 'Task' (selected), and 'Assign Project to Task'. Below the tabs, there is a 'Choose Option' section with radio buttons for 'Task' (selected) and 'Bulk Import'. A 'Task Name *' text input field is present, with callout 2 pointing to it. Below the input field is a checkbox labeled 'Active' which is checked, with callout 3 pointing to it. At the bottom right are 'Clear' and 'Save' buttons, with callout 4 pointing to the 'Save' button. Callout 1 points to the 'Task' tab.

7.2.2 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.

Office 365
Timesheet
SEAMLESS TIME MANAGEMENT

Dashboard

User Management

Project Management

Management

Manage Permission

Document Management

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App Information

Project Management

Project

Task

Assign Project to Task

Choose Option ☐ Task ☒ Bulk Import

Import Task *

Choose file No file chosen

[Download the template](#)

Export

Search

Task Name	Active	Edit	Delete
12 Site -Installation	<input checked="" type="checkbox"/>		
56 -Material - FollowUp	<input checked="" type="checkbox"/>		
77 - TASK	<input checked="" type="checkbox"/>		
111 - TSA - 25	<input checked="" type="checkbox"/>		

Clear

Import

34

7.3 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.
1. In the Assign Project to Task form, select the desired project from the dropdown menu labeled "Project Name."
 2. Then, select the task to which you want to assign the project from the dropdown menu labeled "Task Name."
 3. After selecting the project and task, click on the "Save" button to save the assignment.

The screenshot shows the 'Office 365 Timesheet' interface. On the left is a dark blue navigation menu with the following items: 'Office 365 Timesheet' (with a calendar icon), 'Dashboard', 'User Management', and 'Project Management' (highlighted with a folder icon). The main content area is titled 'Project Management' and contains a form. At the top of the form are two tabs: 'Project' and 'Task'. To the right of these tabs is a dark blue button labeled 'Assign Project to Task', with a blue box containing the number '1' and an arrow pointing to it. Below the tabs are two dropdown menus. The first is labeled 'Project Name *' and has a placeholder text 'Select Project Name'; a blue box with the number '2' and an arrow points to it. The second is labeled 'Task Name *' and has a placeholder text 'Select Task Name'; a blue box with the number '3' and an arrow points to it. At the bottom right of the form are two buttons: a light gray 'Clear' button and a dark blue 'Save' button. A blue box with the number '4' and an arrow points to the 'Save' button.

➤ 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	

8. Manage Permission

8.1 Authorized Access

1. Enter the username you want to give access to in the “Authorized User” textbox.
2. Select the user you want to grant access to from the App user list.
3. Click the Save button. The user will then have access to the selected user account.
4. 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.

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Reports
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App Information

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
Rajesh Lohar	rajesh.lohar@ignatiuzsoftware...	Douglas Young	doug@ignatiuzsoftware.onmi...	<input checked="" type="checkbox"/>		
Rajesh Lohar	rajesh.lohar@ignatiuzsoftware...	Nick Radford	Nick-Radford@ignatiuzsoftwa...	<input checked="" type="checkbox"/>		
Rajesh Lohar	rajesh.lohar@ignatiuzsoftware...	Jamee Solis	jamee.solis@ignatiuzsoftware...	<input type="checkbox"/>		
Rajesh Lohar	rajesh.lohar@ignatiuzsoftware...	Jamee Solis	jamee.solis@ignatiuzsoftware...	<input checked="" type="checkbox"/>		
Rajesh Lohar	rajesh.lohar@ignatiuzsoftware...	Stephanie, Richard	Stephanie_Richard@ignatiuzs...	<input checked="" type="checkbox"/>		
Rajesh Lohar	rajesh.lohar@ignatiuzsoftware...	Jhon Steeve	Jhon_Steeve's@ignatiuzsoftwa...	<input checked="" type="checkbox"/>		
Rajesh Lohar	rajesh.lohar@ignatiuzsoftware...	Erika Geesey	erika.geesey@ignatiuzsoftwar...	<input checked="" type="checkbox"/>		

Select User Login As

 Dashboard

 User Management

 Project Management

 Management

 Manage Permission

 Document Management

 License Management

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 App Information

8.3. Select App User:

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

1

Select User



Login As

2

8.2 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.

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SEAMLESS TIME MANAGEMENT

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Select User

Login As

Manage Permission

Timesheet - Authorized Access

Authorization Logs

Search

Logged In User	Logged In As	Page Name	Activity Performed By User	Date
Rajesh Lohar	Erika Geesey	Timesheet	Employee timesheet added successfully!	06/26/2024
Rajesh Lohar	Jamee Solis	Timesheet	Employee timesheet added successfully!	06/27/2024
Rajesh Lohar	Jamee Solis	Timesheet	Employee timesheet added successfully!	06/27/2024
Rajesh Lohar	Jamee Solis	Timesheet	Employee timesheet added successfully!	06/27/2024
Rajesh Lohar	Jamee Solis	Timesheet	Employee timesheet added successfully!	06/27/2024
Rajesh Lohar	Jamee Solis	Timesheet	Employee timesheet added successfully!	06/27/2024
Rajesh Lohar	Nick Radford	User Management	Employee has been added successfully!	06/27/2024
Rajesh Lohar	Erika Geesey	Timesheet	Employee timesheet added successfully!	06/27/2024
Rajesh Lohar	Erika Geesey	Timesheet	Employee timesheet added successfully!	06/27/2024
Rajesh Lohar	Douglas Young	Timesheet	Employee timesheet added successfully!	06/27/2024

Show entries

10

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Next

9. 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.

Office 365 Timesheet
SEAMLESS TIME MANAGEMENT

Advance Reports

Manager *
5 item(s) selected

Employee
Select Employee Name

Status
Select Status

Project
Select Project Name

Task
Select Task Name

Hours
Select Hours

Date Range
Month: Select Month
Year: Select Year

From Date
Select From Date

To Date
Select To Date

Display Type
☒ Grid ☐ Chart

Clear **Search**

1

2

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

Office 365
Timesheet

SEAMLESS TIME MANAGEMENT

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Select User

Login As

Select From Date

Select To Date

Display Type

☒ Grid

☐ Chart

Clear

Search

Export

Search

Week Ending Date	Employee ID	Employee	Manager	Project	Task	Task Description	Billable Hours	Non-Billable Hours	Total Hours	Status	Manager Comment
07/26/2024	16	Jamee Solis	Rajesh Lohar	Project2	Project task9		14	0	14	Approved	Approved
07/26/2024	16	Jamee Solis	Rajesh Lohar	Project4	Project task9		0	12	12	Approved	Approved
07/12/2024	16	Jamee Solis	Rajesh Lohar	Project4	Project task11		16	0	16	Pending Approval	
07/05/2024	16	Jamee Solis	Rajesh Lohar	Project4	Project task8		12	0	12	Rejected	
07/26/2024	17	Jhon Steeve	Rajesh Lohar	Project3	Project task8		14	0	14	Pending Approval	
07/19/2024	17	Jhon Steeve	Rajesh Lohar	Project11	Project task8		6	0	6	Pending Approval	
07/05/2024	17	Jhon Steeve	Rajesh Lohar	Project4	Project task8		8	0	8	Pending Approval	
07/05/2024	17	Jhon Steeve	Rajesh Lohar	Project8	Project task11		6	0	6	Pending Approval	

Show entries

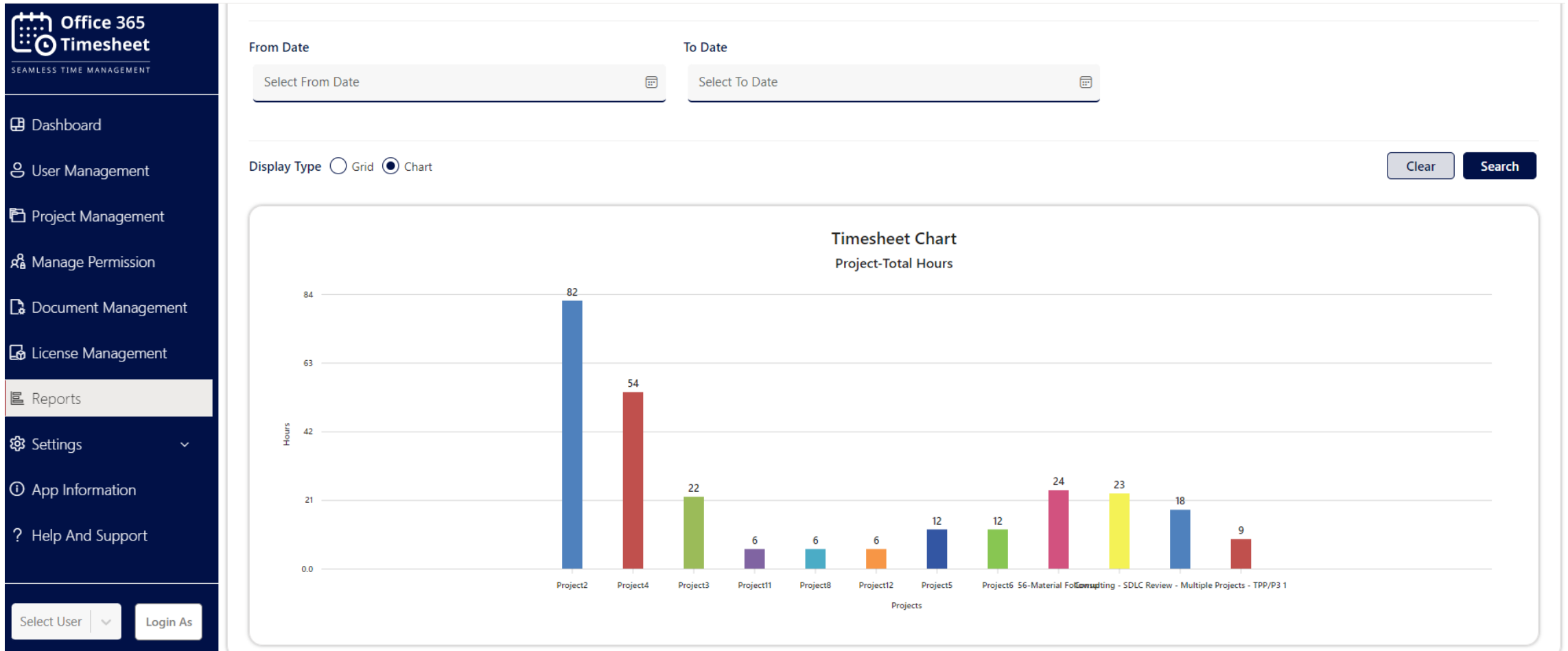
10

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



10. Upload Document

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

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Help And Support

Select User

Login As











Document Management

Drag and Drop Files to upload
or

Browse

Export

Search

File Name	Delete
 ProjectExcel.xlsx	
 Managers.xlsx	
 Timesheet User Manual.pdf	
 Tasks.xlsx	
 Projects.docx	

Show entries

5

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11. License Management

To get a paid version you need to activate the license of the app. You need to navigate to the License page on the left navigation to get that. As you land on the license page, you will see two buttons,

- I have an activation key
- Buy Office 365 Timesheet Pro

<div>\$0 free forever</div> <h2>Standard</h2>	<div>\$499 paid annually</div> <h2>Professional</h2>	<div>\$1,499 paid annually</div> <h2>Enterprise</h2>
Unlimited users and timesheets	Everything in Free +	Everything in Pro +
Daily drafting and weekly submissions	One click export of large reports	PowerBI integration
Billable and non-billable hours reporting	Custom week ending day (other than Friday)	Dynamics CRM integration
Managerial approval workflow	Monthly and yearly report generation	Microsoft Project integration
Export reports to Excel	Exciting new features released frequently	Smartsheet integration
Limited email support	Priority phone and email support	Quick Book integration
Download Free	Buy Now Or try free for 14 days	Request Here

To get all the features of a paid app license key is required. If a license key is generated, then you need to activate the license using the option "I have an activation key" option. Below are the steps to activate the license follows the below steps.

➤ I have an activation key:

The screenshot displays the 'License Management' section of the Office 365 Timesheet application. On the left is a dark blue sidebar with the following menu items: 'Office 365 Timesheet' (with logo and tagline 'SEAMLESS TIME MANAGEMENT'), 'Dashboard', 'User Management', 'Project Management', 'Reports', 'License Management' (highlighted with a white border), and 'Help And Support'. The main content area has a white background. At the top, a dark blue banner contains the text: 'You are using free version of Office 365 Timesheet App' and 'Upgrade today to enjoy the power packed features of Office 365 Timesheet Pro'. Below this, the section is titled 'Why Upgrade?'. It states: 'Office 365 Timesheet Pro offers power-packed features to make it more productive for your business. Here are few of the major features that you get after upgrading:'. A bulleted list follows: '• Ability to import list of Projects, Project Tasks, Managers and Employees, via Excel sheet.', '• Super Manager role, who does not require any approval after submitting the timesheet.', '• Ability to set a maximum hour benchmark.', '• Ability to upload document.', '• Ability to restrict users from creating projects or tasks.', and '• Ability to generate detailed report.'. At the bottom of the main area are two buttons: a light blue button labeled 'I Have An Activation Key' and a dark blue button labeled 'Buy Office 365 Timesheet Pro'.

Office 365 Timesheet
SEAMLESS TIME MANAGEMENT

Dashboard
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License Management
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License Management

You are using free version of Office 365 Timesheet App
Upgrade today to enjoy the power packed features of Office 365 Timesheet Pro

Why Upgrade?


Office 365 Timesheet Pro offers power-packed features to make it more productive for your business.
Here are few of the major features that you get after upgrading:

- Ability to import list of Projects, Project Tasks, Managers and Employees, via Excel sheet.
- Super Manager role, who does not require any approval after submitting the timesheet.
- Ability to set a maximum hour benchmark.
- Ability to upload document.
- Ability to restrict users from creating projects or tasks.
- Ability to generate detailed report.

I Have An Activation Key

Buy Office 365 Timesheet Pro

➤ Enter Key Here and Activate

**Office 365
Timesheet**
SEAMLESS TIME MANAGEMENT

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License Management

You are using free version of Office 365 Timesheet App
Upgrade today to enjoy the power packed features of Office 365 Timesheet Pro


Enter License Key Here *

Enter License Key Here

Activate

Troubles activating your copy of Office 365 Timesheet Pro. Please visit our client support portal for knowledge base and additional support.

➤ License Activated

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Hurray! You are using Office 365 Timesheet App Pro

We are glad that you are enjoying the power-packed features of Office 365 Timesheet App Pro along with dedicated support.

We keep updating our products to give you more awesome features frequently.

If you need any assistance with Office 365 Timesheet App Pro, please visit our client support portal for knowledge base and additional support.

License Key: 9gMpkpop2QWJdcQa3KsZ

License Type: PRO

Activation Date: 08/28/2018

12. 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.

12.1 General setting

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

The screenshot displays the 'General Setting' page of the Office 365 Timesheet application. The left sidebar contains a navigation menu with the following items: 'User management', 'Project Management', 'Management', 'Manage Permission', 'Document Management', 'License Management', 'Reports', 'Settings' (expanded), 'General Setting' (selected), 'Timesheet Setting', and 'App Information'. The main content area is titled 'General Setting' and features 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'. The 'Select Week Ending Day' section has radio buttons for Monday, Tuesday, Wednesday, Thursday, Friday (selected), Saturday, and Sunday. A blue box with the number '1' and an arrow points to the Friday radio button. The 'Select Date Format' section has radio buttons for DD-MM-YYYY and MM-DD-YYYY (selected). A blue box with the number '2' and an arrow points to the MM-DD-YYYY radio button. At the bottom right of the settings area is a dark blue 'Save' button. A blue box with the number '3' and an arrow points to the 'Save' button.

➤ 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 Manager and Admin will have the authority to add Projects and tasks.

The screenshot displays the 'Office 365 Timesheet' application interface. On the left is a dark blue sidebar with the logo and a list of menu items: User management, Project Management, Management, Manage Permission, Document Management, License Management, Reports, Settings (with a dropdown arrow), General Setting (highlighted), Timesheet Setting, and App Information. At the bottom of the sidebar are 'Select User' and 'Login As' buttons. 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 'Project/Task Setting' tab, there is a section '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 'Save' button is located at the bottom right of the settings area.

12.2. 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.

The screenshot displays the 'Office 365 Timesheet' settings page. The left sidebar contains a navigation menu with the following items: 'user management', 'Project Management', 'Management', 'Manage Permission', 'Document Management', 'License Management', 'Reports', 'Settings' (expanded), 'General Setting', 'Timesheet Setting' (highlighted), and 'App Information'. At the bottom of the sidebar are 'Select User' and 'Login As' buttons. The main content area is titled 'Timesheet Setting' and features three tabs: 'Email Setting' (active), 'Benchmark Setting', and 'Billable/ Non-billable Setting'. Under the 'Email Setting' tab, the 'Timesheet Submission' section has two radio buttons: 'Manager Approved' (selected) and 'Direct Submission'. A blue box with the number '1' and an arrow points to the 'Direct Submission' option. The 'Notify Manager' section has a toggle switch currently turned on. A blue box with the number '2' and an arrow points to this toggle. At the bottom right of the settings area is a 'Save' button, with a blue box containing the number '3' and an arrow pointing to it.

➤ 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 'Office 365 Timesheet' application interface. On the left is a dark blue sidebar with the logo and a list of navigation items: 'user management', 'Project Management', 'Management', 'Manage Permission', 'Document Management', 'License Management', 'Reports', 'Settings' (with a sub-menu for 'General Setting' and 'Timesheet Setting'), and 'App Information'. At the bottom of the sidebar are 'Select User' and 'Login As' buttons. The main content area is titled 'Timesheet Setting' and contains three tabs: 'Email Setting', 'Benchmark Setting' (which is active), and 'Billable/ Non-billable Setting'. 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 Setting' section includes a text input field labeled 'Benchmark Daily Hours *', a 'Clear' button, and a 'Save' button. Two blue callout boxes with numbers '1' and '2' are present: box '1' points to the input field, and box '2' points 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.

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SEAMLESS TIME MANAGEMENT

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Manage Permission
Document Management
License Management
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Settings
General Setting
Timesheet Setting
App Information

Select User | Login As

Timesheet Setting

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

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

Display Setting

☒ Show Billable ☐ Hide Billable

Save

13. 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:

Standard Version:

- Admin, Manager, and Employee Management:** Manage roles and permissions efficiently.
- Project and Task Creation:** Set up and assign projects and tasks seamlessly.
- Basic Reporting:** Generate fundamental reports for tracking time and project progress.
- Timesheet Creation:** Easily log daily work hours and submit timesheets weekly or monthly.
- Approval Workflow:** Streamlined processes for managerial approval.

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.



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Timesheet

SEAMLESS TIME MANAGEMENT

 User Management

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 Document Management

 License Management

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 Help And Support

Select User 

Login As

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

Standard Version:

- Admin, Manager, and Employee Management
- Project and Task Creation
- Basic Reporting
- Timesheet Creation
- Approval Workflow

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

14. 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 Office 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.



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Help And Support

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.
- User Guide: Our comprehensive user guide provides step-by-step instructions on how to navigate the application, submit timesheets, and utilize its features effectively.
- 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.

For detailed help and support resources, please visit our [website page](#) [click here](#).

Thank you for considering our Timesheet Application!

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Ignatiuz Software

15. 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.

15.2. New Timesheet

Office 365
Timesheet
SEAMLESS TIME MANAGEMENT

Dashboard

Timesheet

Document Management

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Help And Support

Erika Gee...

Log Out

Timesheet

New TimesheetDraftedSubmittedRejectedApproved

Week Ending Date *

09/13/2024

Billable

Project Name	Task Name	Billable/Non-Billable	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Task Description	Delete	Total Hours
Communications Finance & ...	2017 IL QIP Audit - HR Comp...	<input checked="" type="checkbox"/>	1	2	2	2	2	2	2			13
Communications Team	789 :- Engineering - Meeting	<input checked="" type="checkbox"/>	2	3	4	3	2	2	2			18
2017 APP Review - Testing m...	Project task10	<input checked="" type="checkbox"/>	3	3	3	3	3	3	3			21
Central project for Competen...	A Aliquet Consulting	<input checked="" type="checkbox"/>	1	1	1	1	1	2	1			8
Billable			7	9	10	9	8	9	8	60		60
Non Billable			0	0	0	0	0	0	0	0		

Add Rows

Save DraftSubmitCancel

1

2

3

4

5

6


7

8

➤ **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.


15.2. Drafted Timesheets





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SEAMLESS TIME MANAGEMENT


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Timesheet

New Timesheet

Drafted




Submitted

Rejected

Approved

Export

Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status	Delete
View	09/06/2024	8	0	Erika Geesey	Jamee Solis	Draft	
View	09/27/2024	10	0	Erika Geesey	Jamee Solis	Draft	
View	10/04/2024	14	0	Erika Geesey	Jamee Solis	Draft	

Show entries

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15.3. Submitted Timesheets





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Timesheet

New Timesheet

Drafted





Submitted

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Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status	Delete
View	08/09/2024	15	0	Erika Geesey	Jamee Solis	Pending Approval	
View	08/16/2024	20	0	Erika Geesey	Jamee Solis	Pending Approval	
View	09/13/2024	14	0	Erika Geesey	Jamee Solis	Pending Approval	
View	10/18/2024	10	0	Erika Geesey	Jamee Solis	Pending Approval	

Show entries

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15.4. Rejected Timesheets



Dashboard

Timesheet

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Help And Support

Timesheet

New Timesheet

Drafted

Submitted

Rejected

Approved


Export

Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	06/28/2024	10	0	Erika Geesey	Jamee Solis	Rejected
View	09/06/2024	8	0	Erika Geesey	Jamee Solis	Rejected
View	08/09/2024	15	0	Erika Geesey	Jamee Solis	Rejected
View	09/20/2024	12	0	Erika Geesey	Jamee Solis	Rejected


Show entries 10 Page 1 of 1 Previous Next


15.5. Approved Timesheets





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SEAMLESS TIME MANAGEMENT


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Timesheet

New Timesheet

Drafted

Submitted

Rejected

Approved

Export

Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	07/26/2024	15	0	Erika Geesey	Jamee Solis	Approved
View	07/19/2024	8	0	Erika Geesey	Douglas Young	Approved
View	07/12/2024	38	0	Erika Geesey	Jamee Solis	Approved
View	07/05/2024	2	0	Erika Geesey	Jamee Solis	Approved
View	08/16/2024	20	0	Erika Geesey	Jamee Solis	Approved
View	09/13/2024	14	0	Erika Geesey	Jamee Solis	Approved
View	10/18/2024	10	0	Erika Geesey	Jamee Solis	Approved
View	10/04/2024	14	0	Erika Geesey	Jamee Solis	Approved

Show entries

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16. 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

16.1. Pending Approval


SEAMLESS TIME MANAGEMENT

Dashboard

User Management

Project Management

Management

Manage Permission

Document Management

License Management

Reports

Rajesh Lohar

Pending Approval

Approved

Rejected

Employee Timesheet


Export

Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	07/12/2024	16	0	Jamee Solis	Rajesh Lohar	Pending Approval
View	07/26/2024	14	0	Jhon Steeve	Rajesh Lohar	Pending Approval
View	07/19/2024	6	0	Jhon Steeve	Rajesh Lohar	Pending Approval
View	07/05/2024	20	0	Jhon Steeve	Rajesh Lohar	Pending Approval
View	08/02/2024	9	0	Jhon Steeve	Rajesh Lohar	Pending Approval
View	07/26/2024	12	0	Nick Radford	Rajesh Lohar	Pending Approval
View	07/19/2024	12	0	Nick Radford	Rajesh Lohar	Pending Approval


16.2. Approved Timesheets


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





Office 365
Timesheet


SEAMLESS TIME MANAGEMENT


 Dashboard


 User Management


 Project Management


 Timesheet

 Management

 Document Management

 Reports

 App Information

 Help And Support

Jamee Solis

Pending Approval

Approved

Rejected


Employee Timesheet

Week Ending Date *

10/11/2024

Employee Name : Erika Geesey

Status : Pending Approval

Project Name	Task Name	Billable/Non-Billable	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Task Description	Delete	Total Hours
2017 APP Review - Testing m...	Project task10	<input checked="" type="checkbox"/>	3	3	3	3	3	3				18
Billable			3	3	3	3	3	3	0	18		18
Non Billable			0	0	0	0	0	0	0	0		

Enter Comment

Approved

Rejected

Cancel

Jamee Solis

Pending Approval

Approved

Rejected

Employee Timesheet

Export



 Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	07/26/2024	15	0	Erika Geesey	Jamee Solis	Approved
View	07/12/2024	38	0	Erika Geesey	Jamee Solis	Approved
View	07/05/2024	2	0	Erika Geesey	Jamee Solis	Approved
View	09/06/2024	14	0	Nick Radford	Jamee Solis	Approved
View	09/13/2024	12	0	Nick Radford	Jamee Solis	Approved
View	08/16/2024	20	0	Erika Geesey	Jamee Solis	Approved
View	09/13/2024	14	0	Erika Geesey	Jamee Solis	Approved
View	10/18/2024	10	0	Erika Geesey	Jamee Solis	Approved
View	10/04/2024	14	0	Erika Geesey	Jamee Solis	Approved

Show entries

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16.3. Rejected Timesheets

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

Jamee Solis

Pending Approval

Approved

Rejected

Employee Timesheet

Export



Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	06/28/2024	10	0	Erika Geesey	Jamee Solis	Rejected
View	09/06/2024	8	0	Erika Geesey	Jamee Solis	Rejected
View	06/28/2024	21	0	Nick Radford	Jamee Solis	Rejected
View	08/23/2024	28	0	Nick Radford	Jamee Solis	Rejected
View	06/28/2024	32	0	Mason Wells	Jamee Solis	Rejected
View	08/09/2024	15	0	Erika Geesey	Jamee Solis	Rejected
View	09/20/2024	12	0	Erika Geesey	Jamee Solis	Rejected

Show entries

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16.4. Employee Timesheets





Office 365
Timesheet


SEAMLESS TIME MANAGEMENT


 Dashboard


 User Management


 Project Management


 Timesheet

 Management

 Document Management

 Reports

 App Information

 Help And Support

Jamee S...

Log Out

Jamee Solis

Pending Approval

Approved

Rejected

Employee Timesheet

Export

Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	07/26/2024	15	0	Erika Geesey	Jamee Solis	Approved
View	07/12/2024	38	0	Erika Geesey	Jamee Solis	Approved
View	07/05/2024	2	0	Erika Geesey	Jamee Solis	Approved
View	06/28/2024	10	0	Erika Geesey	Jamee Solis	Rejected
View	09/06/2024	8	0	Erika Geesey	Jamee Solis	Rejected
View	06/28/2024	21	0	Nick Radford	Jamee Solis	Rejected
View	08/23/2024	28	0	Nick Radford	Jamee Solis	Rejected
View	09/06/2024	14	0	Nick Radford	Jamee Solis	Approved
View	09/13/2024	12	0	Nick Radford	Jamee Solis	Approved
View	06/28/2024	32	0	Mason Wells	Jamee Solis	Rejected

Show entries

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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.



UTSPFxTimesheet

Private group ☆ Not following 👤 1 member

+ New ▾

[Site usage](#) [Site workflows](#) [Site settings](#) [Recycle bin \(1990\)](#)

	Site Assets	Document library	5	4/5/2024 12:47 AM
	Style Library	Document library	0	3/31/2024 12:05 AM
	Authorized Users	List	9	7/3/2024 6:47 AM
	DailyDetails	List	32	7/4/2024 4:35 AM
	DashboardLinks	List	8	7/3/2024 6:52 AM
	Department	List	0	5/8/2024 1:58 AM
	License Info	List	1	7/8/2024 4:05 AM
	NonExistingUser	List	0	5/8/2024 1:58 AM
	Project	List	1023	7/2/2024 1:58 AM
	Project Task	List	144	7/4/2024 4:15 AM
	Setting	List	1	7/5/2024 4:28 AM
	Task	List	4055	7/4/2024 4:13 AM
	Theme	List	0	5/8/2024 1:58 AM
	Timesheet Users	List	15	7/3/2024 7:12 AM
	UserLog	List	100	7/4/2024 4:35 AM
	Apps for SharePoint		1	6/28/2024 8:40 AM
	office-365-timesheet-client-si	App		5/8/2024 1:57 AM
	Site Pages	Page library	4	7/2/2024 4:03 AM

2

Monitor

Remove

1



UTSPFxFxTimesheet

Private group ☆ Not following 👤 1 member

+ New ▾

Site usage Site workflows Site settings Recycle bin (4990)

Site Assets	Document library	5	4/5/2024 12:47 AM
Style Library	Document library	0	3/31/2024 12:05 AM
Authorized Users	List	9	7/3/2024 6:47 AM
DailyDetails	List	32	7/4/2024 4:35 AM
DashboardLinks	List	8	7/3/2024 6:52 AM
Department	List	0	
License Info	List	1	
NonExistingUser	List	0	
Project	List	1023	
Project Task	List	144	
Setting	List	1	7/5/2024 4:28 AM
Task	List	4055	7/4/2024 4:13 AM
Theme	List	0	5/8/2024 1:58 AM
Timesheet Users	List	15	7/3/2024 7:12 AM
UserLog	List	100	7/4/2024 4:35 AM
Apps for SharePoint	List	1	6/28/2024 8:40 AM
office-365-timesheet-client-si	App		5/8/2024 1:57 AM
Site Pages	Page library	4	7/2/2024 4:03 AM

1

Action isn't supported in this view

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 Office 365 Timesheet and Click on three dots.
- Click on three dots.
- Click on Remove-to-remove application.

The screenshot shows the 'Site contents' page in SharePoint. The page title is 'Site contents' with an 'EDIT LINKS' button. A search bar is in the top right. The main area is titled 'Lists, Libraries, and other Apps'. A grid of app tiles is displayed, including 'Apps for SharePoint', 'Authorized Users', 'DailyDetails', 'DashboardLinks', 'Department', 'Documents', 'License Info', 'MyDocuments', 'NonExistingUser', 'office-365-timesheet-client-side-solution', 'Project Task', 'Project', 'Setting', 'Site Assets', 'Site Pages', 'Style Library', 'Task', 'Timesheet Users', 'UserLog', and 'Theme'. The 'office-365-timesheet-client-side-solution' tile is highlighted in pink. A context menu is open over this tile, showing options: 'ABOUT', 'DETAILS', and 'REMOVE'. The 'REMOVE' option is highlighted. Blue callout boxes with numbers 1 and 2 indicate the steps: 1. Click the three dots menu, 2. Click the REMOVE option.

Site contents

Lists, Libraries, and other Apps

Site WORKFLOWS SETTINGS RECYCLE BIN (4990)

Exit classic experience

add an app

Department
0 items
Modified 2 months ago

NonExistingUser
0 items
Modified 2 months ago

Site Assets
5 items
Modified 3 months ago

Timesheet Users
15 items
Modified 5 days ago

Apps for SharePoint
1 item
Modified 10 days ago

Documents
0 items
Modified 3 months ago

office-365-timesheet-client-side-solution
...
1

Site Pages
4 items
Modified 6 days ago

UserLog
100 items
Modified 4 days ago

Authorized Users
9 items
Modified 5 days ago

Project Task
144 items
Modified 4 days ago

Style Library
0 items
Modified 3 months ago

2

office-365-timesheet-client-side-soluti...
Version: 1.0.0.0
Office 365 Timesheet description
ABOUT DETAILS REMOVE

DailyDetails
32 items
Modified 4 days ago

License Info
1 item
Modified 14 minutes ago

Project
1023 items
Modified 6 days ago

Task
4055 items
Modified 4 days ago

DashboardLinks
8 items
Modified 5 days ago

MyDocuments
6 items
Modified 14 minutes ago

Setting
1 item
Modified 3 days ago

Theme
0 items
Modified 2 months ago

Subsites

+ new subsite



 Thank You
For Your Attention