

## Product Description

We have a comprehensive security measures on this product. All the pages came under the security curve and we can restrict the Groups to access only those areas which are their concerns.

This is how you can use this interface.

- Select Group Name from Group combo.
- Select item(s) from Available Pages List.
- Press the > button to move one item in the Assigned Pages List
- Or you can Press >> button to move all the items to the Assigned Pages List.
- Press the < button to remove one item from the Assigned Pages
- Or you can Press the << button to remove all the items from the Assigned Pages List

When you press Assign Rights button the changes will be saved in Database and the selected Group has an updated view based on the Assigned Pages accordingly.

Microsoft SharePoint 2010 TimeKeep9

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### Time Keep 9 System

#### SharePoint Group Rights and Permissions

Group Name:   Is Active Group

Available Pages:

Assigned Pages:

- Time Sheet
- Expense Claim
- Leave Request
- User Rights
- Resources
- Employees
- Projects
- Assign Projects
- Task Codes
- Cost Codes
- Cost Code Groups
- Area Codes
- Departments
- Sub Projects
- Approve Time Sheet

Assign Rights

All project resources are handled differently. Not every person has a same skillset and duties, so rates can vary from person and their responsibilities. Here we provide an Interface to define the rates for a specific Resource Group

This is how you can use this interface.

- For New Record press NEW button
- Enter Resource Code
- Enter Resource Code Name
- Enter Check out Rate
- Select Resource Code Group
- Check Is Active Resource if you want this Resource to be used in the system.
- Press Save button, record will save in database

Similarly for Updating Record, First select a record, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record select a record and press Delete button, after confirmation message the record will be remove from Database.

For Navigation when large no of records Use First/Previous/Next/Last buttons

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### Time Keep 9 System Rates

Resource Code:

Resource Code Name:

Charge Out Rate:

Resource Code Group:

Is Active Resource

1 of 7 Records

Code Group: --Select Group-- Sort: --Select Sort Order-- Records: --Records/Page--

Edit	Code	Code Name	Charge Out Rate	Code Group	Active
	A	Director	180.0000	Manager	<input checked="" type="checkbox"/>
	B	Project Manager	150.0000	Manager	<input checked="" type="checkbox"/>
	C	Project Controls	120.0000	Manager	<input checked="" type="checkbox"/>
	D	Senior ProjectManagerandDirectorRND	140.0000	Manager	<input type="checkbox"/>

There is an Interface where we can define all the employees working on projects. Every employee is assigned a specific Resource Code Group so its salary/hourly rate can be determined.

This is how you can use this interface.

- For New Record press NEW button
- Select Login Name

- Enter Employee Code
- Enter First Name
- Enter Surname
- Enter Position
- Select Resource Code
- Enter Email
- Check Is Active Employee if you want this Employee to be used in the system.
- Press Save button, record will save in database.

Similarly for Updating Record, First select a record, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record select a record and press Delete button, after confirmation message the record will be removed from Database.

For Navigation when large no of records Use First/Previous/Next/Last buttons

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This Site: TimeKeep9

### Time Keep 9 System Employees Management

Login Name: BIO\nauman  
 Employee Code: 00004  
 First Name: Muhammad Nauman  
 Surname: Jamil  
 Position: SE  
 Resource Code: B-Project Manager  
 Email: muhammad.nauman@bioaxs.com  
 Is Active Employee

Buttons: Delete, Update, First, Previous, Next, Last, New

1 of 6 Records

Sort: --Select Sort Order-- Records: --Records/Page--

Edit	Employee Code	Surname	First Name	Position	Resource Code	Email	Active
	00004	Jamil	Muhammad Nauman	SE	B	muhammad.nauman@bioaxs.com	<input checked="" type="checkbox"/>
	00011	Ahmed	Arman	SE	DEV_TEAM	armani15@gmail.com	<input checked="" type="checkbox"/>
	00012	Ahmed	Haseeb	PM	B	alirazazulfi@yahoo.com	<input checked="" type="checkbox"/>

You can define all the project(s) running in your organization. Each project has a scheduled Start /End Date, must assigned to a Department. By Defining the Project URL our system automatically creates a designated URL for SharePoint project.

This is how you can use this interface.

- For New Record press NEW button
- Enter Project Code
- Enter Project Description
- Select Project Start Date
- Select Project End Date
- Select Department
- Select Client Name
- Select Project Owner
- Enter Project Site URL
- Enter Project Correspondence Library URL
- Check Is Active Project if you want this Project to be used in the system.
- Press Save button, record will save in database. Also the Project Site URL and Project Correspondence Library URL will be created.

Similarly for Updating Record, First select a record, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record select a record and press Delete button, after confirmation message the record will be removed from Database.

For Navigation when large no of records Use First/Previous/Next/Last buttons

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This Site: TimeKeep9


## Time Keep 9 System

### Projects Management

Project Code:

Project Description:

Project Start Date:  

Project End Date:  

Department:

Client Name:

IPS Project Owner:

Project Site URL:

Project Correspondence Library URL:

Example: "http://spserver.2010/<Site Name>/<Document Library Name>"  
(Preferred no Spaces, use %20 for Space)

Is Active Project

1 of 29 Records

Some organization use nested projects. So we have defined an interface if you do use nesting projects you can define hereby Sub Projects under the Parent Head (Projects)

This is how you can use this interface.

- For New Record press NEW button
- Enter Sub Project Code
- Enter Description
- Select Project Code
- Press Save button, record will save in database.

Similarly for Updating Record, First select a record, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record select a record and press Delete button, after confirmation message the record will be removed from Database.

For Navigation when large no of records Use First/Previous/Next/Last buttons

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This Site: TimeKeep9

## Time Keep 9 System

### Sub Project Management

Sub Project Code:

Description:

Project Code:

1 of 4 Records

Records: --Records/Page--

Edit	Code	Description	Project
	0005	Test Sub Project 1	2001   Proj2
	A005	Test Sub Project 2	2002   Proj5
	0001	Tesing	2001   Proj2
	0002	Test	2100   Test Project

Now as we have defined the resources and projects in the system. We needed some interface to assign projects to the employees, we could also have done this in the Employee Definition Page but there may be a case when an employee hired won't immediately be assigned a project. So for later work we used this interface.

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## Time Keep 9 System

### Assign Projects To Employees

Employee: --Select Employee--

Available Projects:

- 2000 | Test Project
- 2001 | Proj2
- 2002 | Proj5
- 2003 | Proj7
- 2004 | hahahah
- 2005 | Today 22-9-11
- 2006 | Testinign
- 2007 | Test Project 22-9-2011
- 2008 | Proj Test
- 2010 | Proj 2010
- 2011 | Proj 11
- 2012 | Proj 12
- 2013 | Proj 13
- 2080 | Test
- 2081 | Testing

Assigned Projects:

>>
>
<
<<

Assign Projects

Now as we have all the main entities of the project defined, we need to define some codes which later will be used by the 'Time Sheet' and 'Cost Claim' Interfaces. For this we first define the Task Code. Tasks will be assigned to projects so all the tasks would be distinct and reusable as well.

This is how you can use this interface.

- For New Record press NEW button
- Enter Task Code
- Enter Description
- Check Is Default Task Code if you want this Task Code to come as by default on other screens.
- Select Project Code
- Check Is Active Task Code if you want this Task Code to be used in the system.
- Press Save button, record will save in database.

Similarly for Updating Record First, select a record, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record select a record and press Delete button, after confirmation message the record will be removed from Database.

For Navigation when large no of records Use First/Previous/Next/Last buttons

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## Time Keep 9 System

### Task Codes Management

Task Code:

Description:

Is Default Task Code

Project Code:

Is Active Task Code

0 of 6 Records

Code: --Select Task Code-- Project: --Select Project Code-- Sort: --Select Sort Order-- Records: --Records/Page--

Edit	Code	Description	Project	Active	Default
	00011	Test task 3	14-Proj14	<input type="checkbox"/>	<input type="checkbox"/>
	0002	Test Task 2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	T_01	Developing Sharepoint Controls		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	0032	Task Code New	5-Proj5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	T-012PRJ-001	Project 012 Developing Sharepoint T task 1	16-Proj11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	00010	test abc	2-Proj2	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This Interface defines Cost code Groups which will be used in the upcoming Cost Code screen, this group just summons up the Cost Codes and bind them up.

- This is how you can use this interface.
- For New Record press NEW button
- Enter Group Code
- Enter Description
- Check Is Active Cost Code Group if you want this Cost Code Group to be used in the system.
- Press Save button, record will save in database.

Similarly for Updating Record, First select a record, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record select a record and press Delete button, after confirmation message the record will be removed from Database.

For Navigation when large no of records Use First/Previous/Next/Last buttons

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## Time Keep 9 System

### Cost Code Groups Management

Group Code:

Description:

Is Active Cost Code Group

1 of 3 Records

Code: --Select Group Code-- Sort: --Select Sort Order-- Records: --Records/Page--

Edit	Group Code	Description	Active
	d	Direct	<input checked="" type="checkbox"/>
	I	Indirect	<input checked="" type="checkbox"/>
	004	Test Group 2	<input checked="" type="checkbox"/>

This interface defines the Cost Codes

- This is how you can use this interface.
- For New Record press NEW button
- Enter Code
- Enter Description
- Select Cost Code Group
- Check Is Active Cost Code if you want this Cost Code to be used in the system.
- Press Save button, record will save in database.

Similarly for Updating Record First, select a record, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record select a record and press Delete button, after confirmation message the record will be removed from Database.

By Pressing Cost Code Groups button we redirect to Cost Code Groups Page

For Navigation when large no of records Use First/Previous/Next/Last buttons

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## Time Keep 9 System

### Cost Codes Management

Code:

Description:

Group:

Is Active Cost Code

1 of 1 Records

Code: --Select Cost Code-- Group: --Select Code Group-- Sort: --Select Sort Order-- Records: --Records/Page--

Edit	Code	Description	Group	Active
	sdasdsa	Test Code 5	I - Indirect	<input checked="" type="checkbox"/>

This Interface is used to define Area Codes

This is how you can use this interface

- For New Record press NEW button
- Enter Area Code
- Enter Description
- Enter Short Description
- Select Project Code
- Press Save button, record will save in database.

Similarly for Updating Record, First select a record, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record select a record and press Delete button, after confirmation message the record will be removed from Database.

For Navigation when large no of records Use First/Previous/Next/Last buttons

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## Time Keep 9 System Area Codes Management

Area Code:

Description:   
"Maximum 100 Characters are allowed in Description."

Short Description:

Project Code:

1 of 1 Records

Project Code: --Select Project Code-- | Sort: --Select Sort Order-- | Records: --Records/Page--

Edit	Code	Project	Description	Short Description
	A003	2100-Test Project	afwefegfdv	weertyu

An Organization has many departments; each department has its roles and responsibilities. This interface helps us to define the departments.

This is how you can use this interface

- For New Record press NEW button
- Enter Department Name
- Press Save button, record will save in database.

Similarly for Updating Record, First select a record, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record select a record and press Delete button, after confirmation message the record will be removed from Database.

For Navigation when large no of records Use First/Previous/Next/Last buttons

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## Time Keep 9 System

### Departments

Department Name:

1 of 3 Records

Records: --Records/Page--

Edit	Department Name
	4000 - IPS Proposals
	9000 - IPS Corporate
	1000 - IPS Projects

This Page is the heart of our product, the Time Sheet page which enables employees to show their work on project(s). Time sheet will be approve/reject later by the Manager after verification of all the tasks. We have design the system to enter timesheet for a complete, not for a single individual day. So it's less hassle for the user not to daily add the timesheet but to enter it on weekly basis.

This is how you can use this interface

- For New Record press New Week button
- Select Week End and press Create Time Sheet button. This will create a new weekend empty time sheet.
- Select Project
- Select Sub Project
- Select Area
- Select Phase
- Select Discipline
- Select Client Project
- Enter Description
- Enter Working hours for complete week i.e. from Saturday to Friday
- Press Save Button
- Press Submit All Button. Submit button will send the Timesheet for approval to the Manager, if you only save the record and won't submit it, manager has nothing to view.
- Submit checkbox indicates if a timesheet has being submitted. And if submitted then Submit Date field show the Submission Date of record.

- Approve checkbox indicates if a timesheet has being approved. And if approved then Approval Date field show the Approval Date of record.

Similarly for Updating Record First UN-Submit a record. Press the Edit button, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record first UN-Submit a record and Press the Delete button. After confirmation the record will be removed from Database.

For Navigation when large no of records Use First Week/Previous Week/Next Week/Last Week buttons

Home This Site: TimeKeep9

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### Time Keep 9 System

#### Time Sheet for Haseeb Ahmed

**WeekEnd: Friday, October 14, 2011**

Project	Sub Project	Area	Phase	Discipline	Client Project Or Order Number	Description	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Entry Date	Submit	Submit Date	Approve	Approval Date
2001			P001	D001		Phase Short Desc - Dicipiline Short Desc	0	1	0	0	1	1	1	4	06/10/2011	<input checked="" type="checkbox"/>	04/10/2011	<input checked="" type="checkbox"/>	12/10/2011
2002			P001	D003		Phase Short Desc - Dicipiline Short Desc	0	1	0	1	1	0	0	3	06/10/2011	<input checked="" type="checkbox"/>	04/10/2011	<input checked="" type="checkbox"/>	12/10/2011
<b>Total:</b>							<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>7</b>					

2 of 2 Records

Employees can claim their expenses occurring on the projects through this interface. After submission it will goes to manager who after verification approve/reject the claim.

This is how you can use this interface

- For New Record an empty record is always available
- Select Project
- Select Sub Project
- Select Phase
- Select Discipline

- Select Client Project
- Select Company
- Enter Description
- Enter Amount
- Select Receipt Date (Your Expense Sheet period is based on the receipt date you have selected)
- Press Attach button and browse for the receipt. You have to enter Document Library Path for your SharePoint if you want to add the receipt in your SharePoint document library.
- Press Save Button
- Press Submit Button. Submit button will send the Claim for approval to the Manager, if you only save the record and won't submit it, manager has nothing to view.
- Submit checkbox indicates if a claim has being submitted. And if submitted then Submit Date field show the Submission Date of record.
- Approve checkbox indicates if a claim has being approved. And if approved then Approval Date field show the Approval Date of record.

Similarly for Updating Record press the Edit button, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record Press the Delete button. After confirmation the record will be removed from Database.

Project	Sub Project	Phase	Discipline	Client Project Or Order Number	Company	Description	Amount	Receipt Date	Submit	Submit Date	Approve	Approval Date	Receipt
2002	Test Sub Project 2	P002	D001	CP4	IPS Counselling Services	Phase Short Desc - Discipline Short Desc	\$872.00	21/10/2011	<input checked="" type="checkbox"/>	05/10/2011	<input type="checkbox"/>		<input type="button" value="View"/>
Project <input type="text"/> Sub Project <input type="text"/> Phase <input type="text"/> Discipline <input type="text"/> Company <input type="text"/>									<input type="button" value="Enter Receipt"/>				
<b>Total:</b>							<b>\$872.00</b>						

We have in our System leave management module. Employees can request for a leave prior and manager will review it and then decide to go for approval/rejection

This is how you can use this interface

- For New Record Press New button
- Employee Code is automatically populated of the logged in employee.
- Select Leave Type
- Select From Date
- Select To Date
- Enter Public Holidays
- Enter No. of Leave Days
- Enter Notes
- Press Save Button. Record will be saved to database.
- Press Submit Button. Record will go for approval to the Manager.
- Submitted checkbox indicates if a Leave Request has being submitted.
- Approved checkbox indicates if a Leave Request has being approved.

Similarly for Updating Record Select a Record and Press the Edit button, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record Select a Record and Press the Delete button. After confirmation the record will be removed from Database.

The screenshot shows the 'Time Keep 9 System' interface for 'Leave Forms for Haseeb Ahmed'. The page includes a navigation bar with 'Home', 'User Area', 'Administration', 'Submitted Forms', and 'Reports'. The main form area contains the following fields and controls:

- Employee Code: 00012
- Leave Type: --Select Leave Type-- (dropdown menu)
- From Date: 21/10/2011 (calendar icon)
- To Date: 21/10/2011 (calendar icon)
- Public Holidays: 0
- No. of Leave Days: 1
- Notes: (text area with a character limit of 100)
- Status: Not Submitted
- Save button
- Navigation buttons: First, Previous, Next, Last, New
- 0 of 0 Records
- Sort: --Select Sort Order-- (dropdown)
- Records: --Records/Page-- (dropdown)

A message box at the bottom of the page states: "No Record Exists."

This System provides a hierarchy, as discussed previously Time Sheet, Claims and Leave Request require Manager Approval. Manager can also reject these for some reasons. So it will become a process to submit your requests and wait for the Manager decision. This Page belongs to Decision of Time Sheets.

This is how you can use this interface

- Select Employee. It will populate all the Entered Weekend of Employees in the Weekend Combo.
- Select Weekend.
- Select Status.
- As soon as we leave any of the above 3 combos, It will search based on the selected criteria and populate the below grid.
- Now select All Records or Selected Record with the checkbox following every record.
- Press Approve/Reject. If you press Reject there comes a field Rejection Note and you'll be asked to provide a reason for Rejection. Later the records will be saved into database.

**Time Keep 9 System**  
Approve Time Sheet

Select Employee: --Select Employee--  
WeekEnd:   
Status: Unapproved

Employee Name	Project	Sub Project	Area	Phase	Discipline	Client Project Or Order Number	Description	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	WeekEnd
<input type="checkbox"/> Ali Raza Zulfi	2001	Test Sub Project 1		P001		CPO	Phase Short Desc	8	9	1	7	0	0	0	25	23/09/2011
<input type="checkbox"/> Ali Raza Zulfi	2001	Test Sub Project 1		P001	D001	CP1	Phase Short Desc - Discipline Short Desc	8	9	1	7	0	0	0	25	23/09/2011
<input type="checkbox"/> Ali Raza Zulfi	2002			P001	D001	WP3	Phase Short Desc - Discipline Short Desc	0	5	0	6	7	1	0	19	23/09/2011
<input type="checkbox"/> Ali Raza Zulfi	2001	Test Sub Project 1		P001		CPO	Phase Short Desc	8	9	1	7	0	0	0	25	30/09/2011
<input type="checkbox"/> Ali Raza Zulfi	2001			P001	D001	CPO	Phase Short Desc - Discipline Short Desc	8	9	3	4	0	0	0	24	30/09/2011
<input type="checkbox"/> Ali Raza Zulfi	2002			P001	D001	WP3	Phase Short Desc - Discipline Short Desc	0	5	0	6	7	1	0	19	30/09/2011
<input type="checkbox"/> Ali Raza Zulfi	2001			P001	D003		Phase Short Desc - Discipline Short Desc	0	0	0	0	2	0	0	2	28/10/2011
<input type="checkbox"/> Ali Raza Zulfi	2011			P003	D002		Phase Short Desc - Discipline Short Desc	0	0	7	0	0	0	0	7	28/10/2011

Through this Page Manager can approve/reject the cost claims submitted by the employees.

This is how you can use this interface

- Select Employee.

- Select Status.
- As soon as we leave any of the above 2 combos, It will search based on the selected criteria and populate the below grid.
- Now select All Records or Selected Record with the checkbox following every record.
- Press Approve/Reject. Records will be saved in the database with the selected option.

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### Time Keep 9 System Approve Expense Claim

Select Employee:

Status:

<input type="checkbox"/>	Employee Name	Project	Sub Project	Phase	Discipline	Client Project Or Order Number	Company	Description	Claim Amount	Date
<input type="checkbox"/>	Ali Raza Zulfi	2001	Test Sub Project 1	P000	D000	CP0	Pike and Skinner Chartered Accountants & Business Advisers	Phase Short Desc - Dicipline Short Desc	\$987.00	03/10/2011
<input type="checkbox"/>	Haseeb Ahmed	2002	Test Sub Project 2	P002	D001	CP4	IPS Counsulting Services	Phase Short Desc - Dicipline Short Desc	\$872.00	21/10/2011
<input type="checkbox"/>	Arman Ahmed	2000		P000	D003		Allianz Insurance	Phase Short Desc - Dicipline Short Desc	\$100.00	13/10/2011
<input type="checkbox"/>	Arman Ahmed	2010		P000	D000		As Corporation Ltd	Phase Short Desc - Dicipline Short Desc	\$500.00	20/10/2011
<input type="checkbox"/>	Arman Ahmed	2100	Test	P002	D002		BioAXS	Phase Short Desc - Dicipline Short Desc	\$150.00	12/10/2011
<b>Total</b>									<b>\$2,609.00</b>	

Manager can approve/reject the Leave Requests submitted by the employees.

This is how you can use this interface

- Select Employee.
- Select Status.
- As soon as we leave any of the above 2 combos, It will search based on the selected criteria and populate the below grid.
- Now select All Records or Selected Record with the checkbox following every record.
- Press Approve/Reject. Records will be saved in the database with the selected option.

When I talk with business people about their business problems, I often ask for information about sales at their company. Such as last week's sales, details about sales prospecting and how they market their products or services. What I generally find among CEOs, company presidents and business owners is that they don't have the information available to understand what is happening in their business. All too often, these business people don't have systems in place to collect this information.

Reports mean nothing if they are not filled out properly or in a timely manner. And they are a waste of time if you are not going to review them regularly. Reading the various reports your company generates is as important as checking your email. Hereby our System will provide you the reports what you're looking to see what going on in the system. Our reports are comprehensive and detailed.

Employee Report give you a detailed view about those who have not submitted timesheets yet, for those who completed timesheets and submit them and about those who didn't entered their timesheets yet.

This is how you can use this report.

- Select the Employee Criteria, that which employees you have to see. It will populate their weekend.
- Select Weekend
- Press Generate Report button. It will generate report.
- You can also export report to PDF/Excel

The screenshot shows the 'Time Keep 9 System' interface for generating an 'Employee Report'. The report is filtered by 'Employee Report For: Timesheet Completed But Not Submitted' and 'WeekEnd: Friday, October 07, 2011'. A search bar at the bottom shows '1 of 1' results. The report title is 'Employees Who Have Completed Timesheet But Not Submitted'.

**Time Keep 9 System**  
**Employee Report**

Employee Report For: **Timesheet Completed But Not Submitted** WeekEnd: **Friday, October 07, 2011** **Generate Report** Export To: **Excel** **Export**

1 of 1 Find | Next

**Employees Who Have Completed Timesheet But Not Submitted**

WeekEnd: **Friday, October 07, 2011**

Employee Code	Employee Name
00013	All Raza Zulfi

Time Sheet Report gives you a bird's eye view on the employee sheet. This is a very comprehensive report cover all the project, phases, days and work hours an employee has spent during a weekend.

This is how you can use this report.

- Select Employee
- Select Report Type. Standard is all in one report. Project means you'll see a report with respect to Each Project.
- Select Weekend
- Press Generate Report button. It will generate report
- You can also export report to PDF/Excel

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### Time Keep 9 System Time Sheet Report

Employee:  Report:  WeekEnd:

Export To:

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**WEEKLY TIME SHEET: Friday, September 30, 2011**

CODE 1							PERSONNEL NAME: Ali Raza Zulf										
(A) PROJECT NUMBER	(B) SUB PROJECT NUMBER	(C) AREA	(D) PHASE CODE	(E) DISCIPLINE CODE	(F) SITE IN STR. NUMBER	(G) CLIENT PROJECT ORDER NUMBER	PERSONNEL NO: 00013	CLASSIFICATION: Development Team									
							BASE LOCATION:										
							PERIOD										
							FROM: Saturday, September 24, 2011	TO: Friday, September 30, 2011									
							DESCRIPTION / COMMENTS	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	AUTHORIZED	
2002			P001	P001		WP3	Phase Short Desc - Discipline Short Desc	0	8	0	8	7	1	0	18		
2001	Test Sub Project 1		P001	P001		CP0	Phase Short Desc	8	9	1	7	0	0	0	26		
2001			P001	P001		CP0	Phase Short Desc - Discipline Short Desc	8	9	3	4	0	0	0	24		
PERSONNEL SIGNATURE							SUB-CONTRACT NAME	TOTAL	18	23	4	17	7	1	0	63	CHECKED & ENTERED
SUPERVISOR SIGNATURE							CLIENT SIGNATURE	NORMAL TIME									
								TIME-HALF									
								DOUBLE TIME									

NOTE: MINIMUM TIME INCREMENT = HALF-AN-HOUR

Contact: IPB Consulting Services Pty Ltd. ABN 69 127 081 332  
P.O. Box 295, CLAREMONT Western Australia, Australia. 6910

Phone: 819-9238-8777  
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Email: [ics@ics-projects.com.au](mailto:ics@ics-projects.com.au)  
Web Page: [www.ics-projects.com.au](http://www.ics-projects.com.au)

Project Hour Report gives you complete listing of hours spend on selected Project within some specified time.

This is how you can use this report.

- Select Project
- Select Report Period. If select weekly you can select within dates if select Monthly you can select between months.
- Press Generate Report button. It will generate report
- You can also export report to PDF/Excel

The screenshot shows the 'Time Keep 9 System' interface. At the top, there is a navigation bar with 'Home', 'User Area', 'Administration', 'Submitted Forms', and 'Reports'. Below this is the title 'Time Keep 9 System' and 'Time Sheet Project Hours Report'. The main area contains several dropdown menus: 'Project: 2000 | Test Project', 'Report Period: Monthly', 'Month Between: October 2011 AND October 2011', and 'Export To: Excel'. A 'Generate Report' button is visible. Below the form is a search bar with '1 of 1' and 'Find | Next'. The report title is 'Project Hours Worked - ALL PERSONNEL'. A summary table shows: Project Number: 2000, Project Title: Test Project, Total Hours: 9, and PERIOD: From: Saturday, October 01, 2011 To: Monday, October 31, 2011. Below this is a table with columns 'Employee', 'Role', and 'Oct 2011'. The data row shows 'Ali Raza Zulf' with role 'Development Team' and 9 hours. A 'Total Hours' row shows 9 hours.

Employee	Role	Oct 2011
Ali Raza Zulf	Development Team	9
Total Hours		9

Expense Claims Report gives you details of the expenses claimed by the employees on the entire Project within some specified time.

This is how you can use this report.

- Select Employee
- Select Report Period. If select Period you can select within dates if select all, all records regardless of dates come.
- Press Generate Report button. It will generate report
- You can also export report to PDF/Excel

Home | User Area | Administration | Submitted Forms | Reports

### Time Keep 9 System Expense Claim Reports

Employee:  Report Type:  Date Between:  AND

Export To:

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1 of 1 Find | Next

#### PERIOD WISE EXPENSES SHEET-PROJECT

CODE #						PERSONNEL NAME: Ali Raza Zulf			
(A)	(B)	(C)	(D)	(E)	(F)	PERSONNEL NO: 00010		CLASSIFICATION: Development Team	
PROJECT NUMBER	SUB PROJECT NUMBER	PHASE CODE	DISCIPLINE CODE	SITE INSTR. NUMBER	CLIENT PROJECT ORDER NUMBER	BASE LOCATION:		PERIOD	
						FROM: Monday, August 01, 2011		To: Wednesday, October 19, 2011	
						COMPANY	DESCRIPTION	TOTAL \$	DATE
2000		P001	0001			Alliant Insurance	Phase Short Desc - Discipline Short Desc	\$63.00	10/14/2011
							TOTAL:	\$63.00	
2001	Test Sub Project 1	P001	0001		CP1	Pike and Skinner Chartered Accountants & Business Advisers	Phase Short Desc - Discipline Short Desc	\$6,640.00	9/28/2011
2001	Test Sub Project 1	P000	0000		CP0	Pike and Skinner Chartered Accountants & Business Advisers	Phase Short Desc - Discipline Short Desc	\$907.00	10/3/2011
							TOTAL:	\$6,647.00	
2002	Test Sub Project 2	P001			WP3	IRS Consulting Services	Phase Short Desc	\$700.00	9/28/2011
2002	Test Sub Project 2	P003	0001		WP3	IRS Consulting Services	Phase Short Desc - Discipline Short Desc	\$88.00	10/3/2011