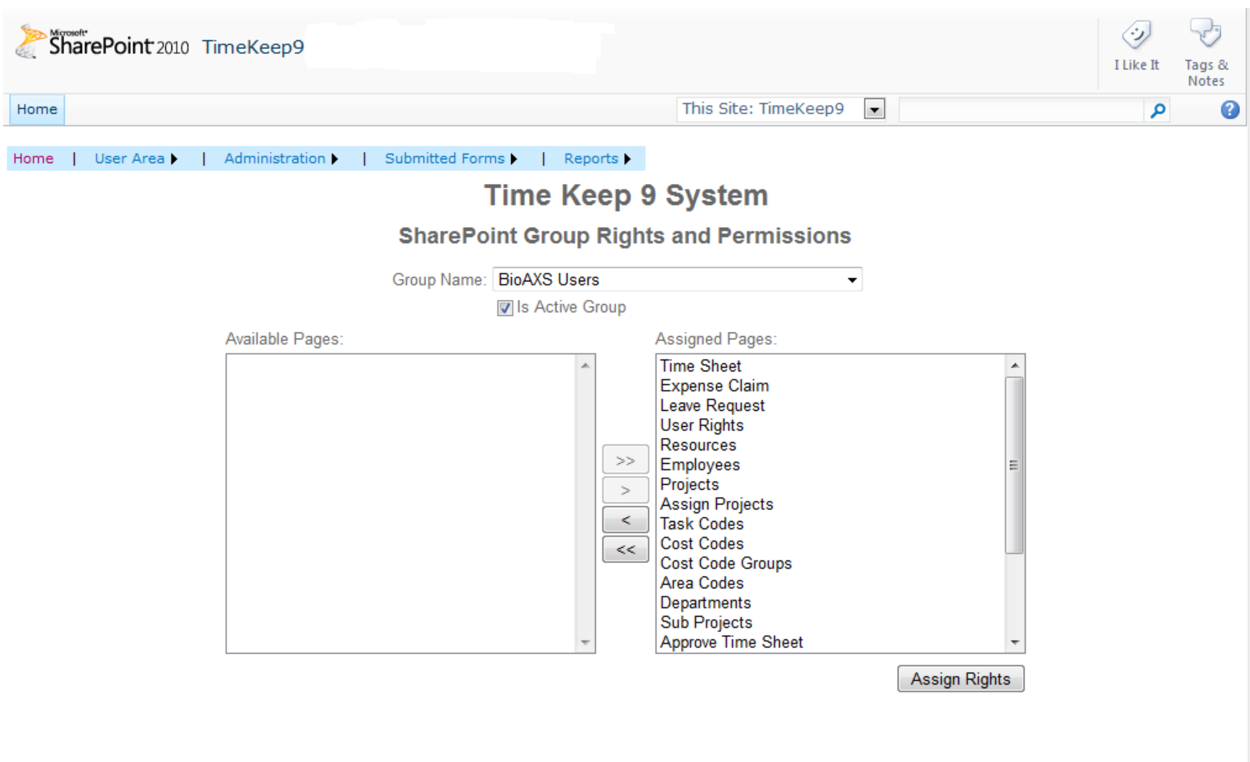
Product Description

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.



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

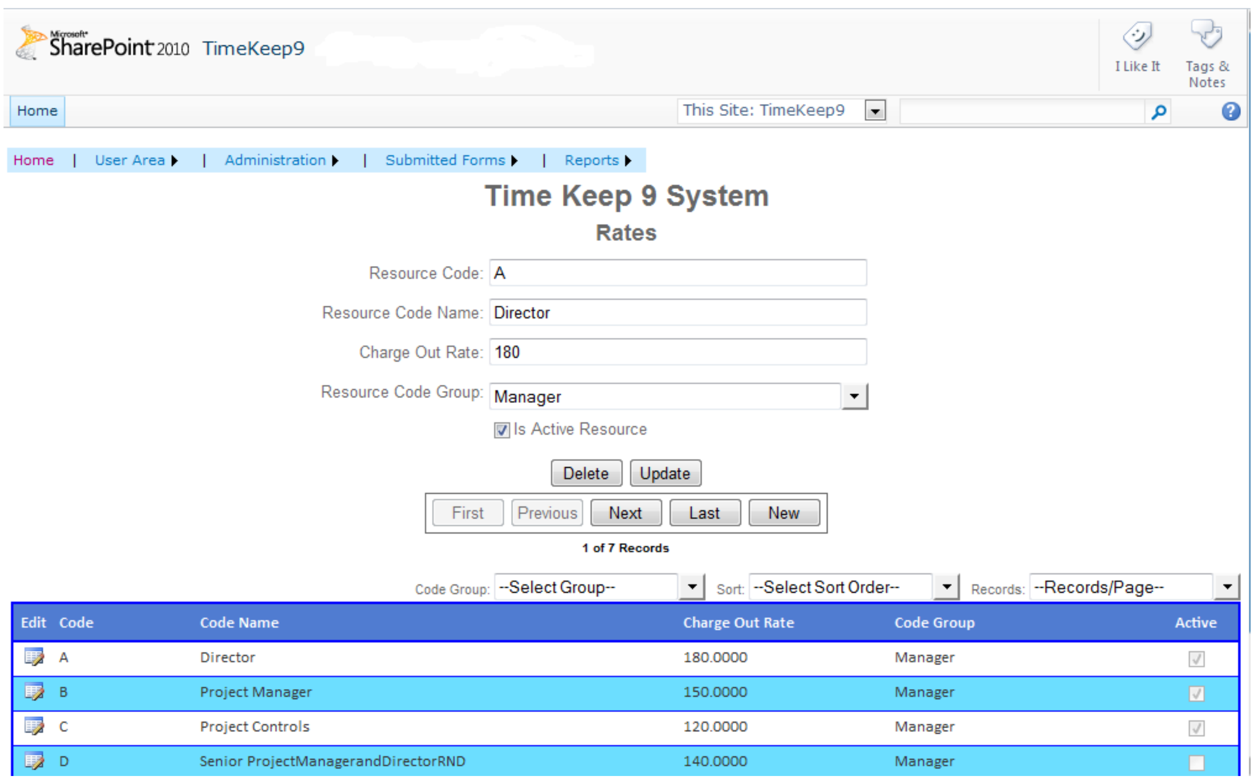
This is how you can use this interface.

- 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



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.

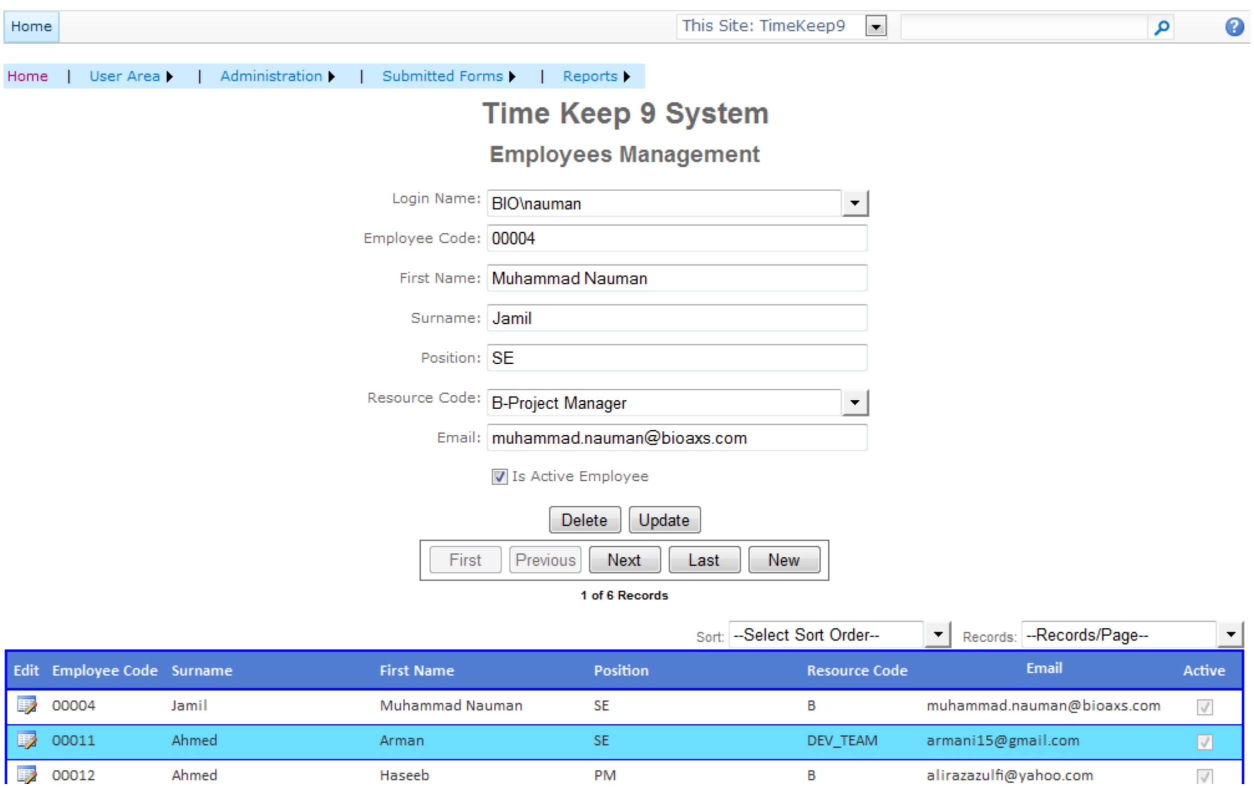
- For New Record press NEW button
- Select Login Name

- 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



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.

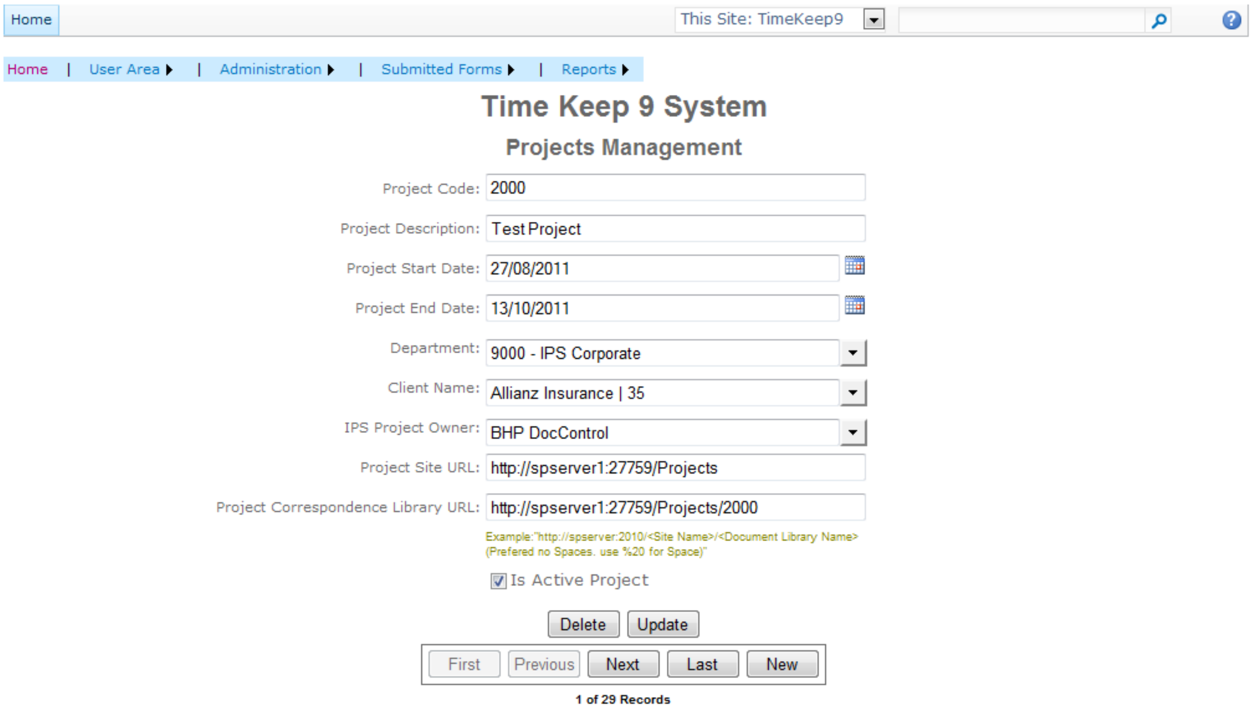
This is how you can use this interface.

- 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



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)

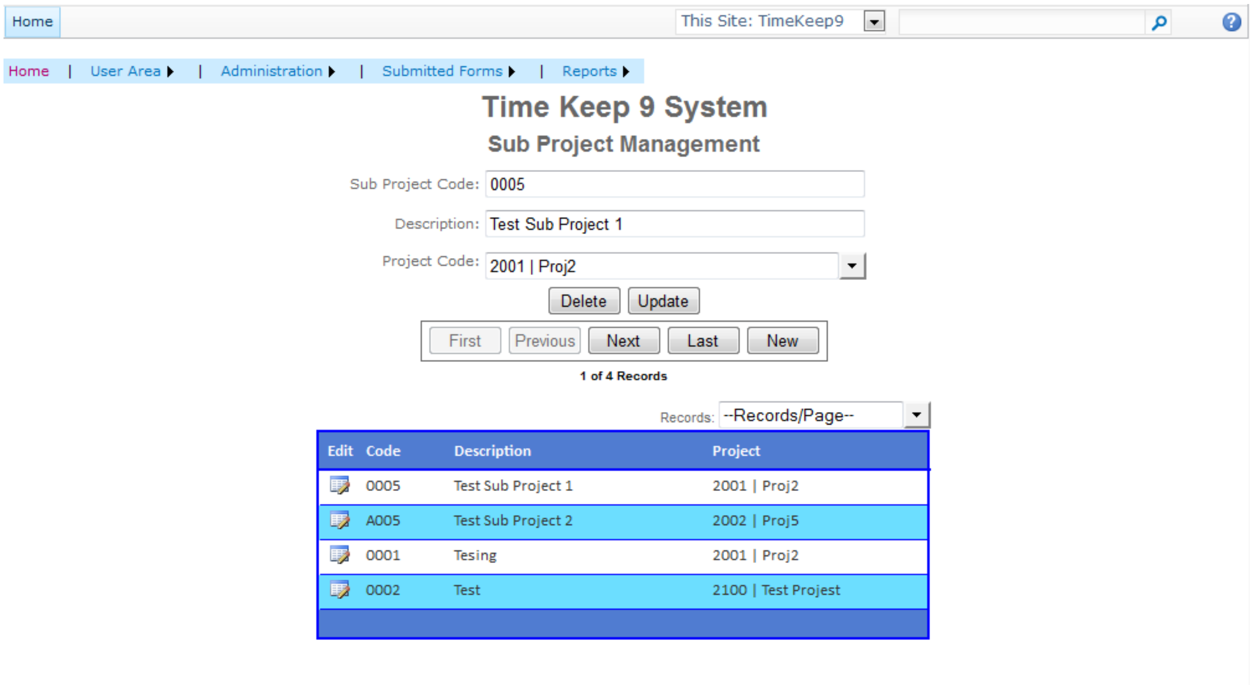
This is how you can use this interface.

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

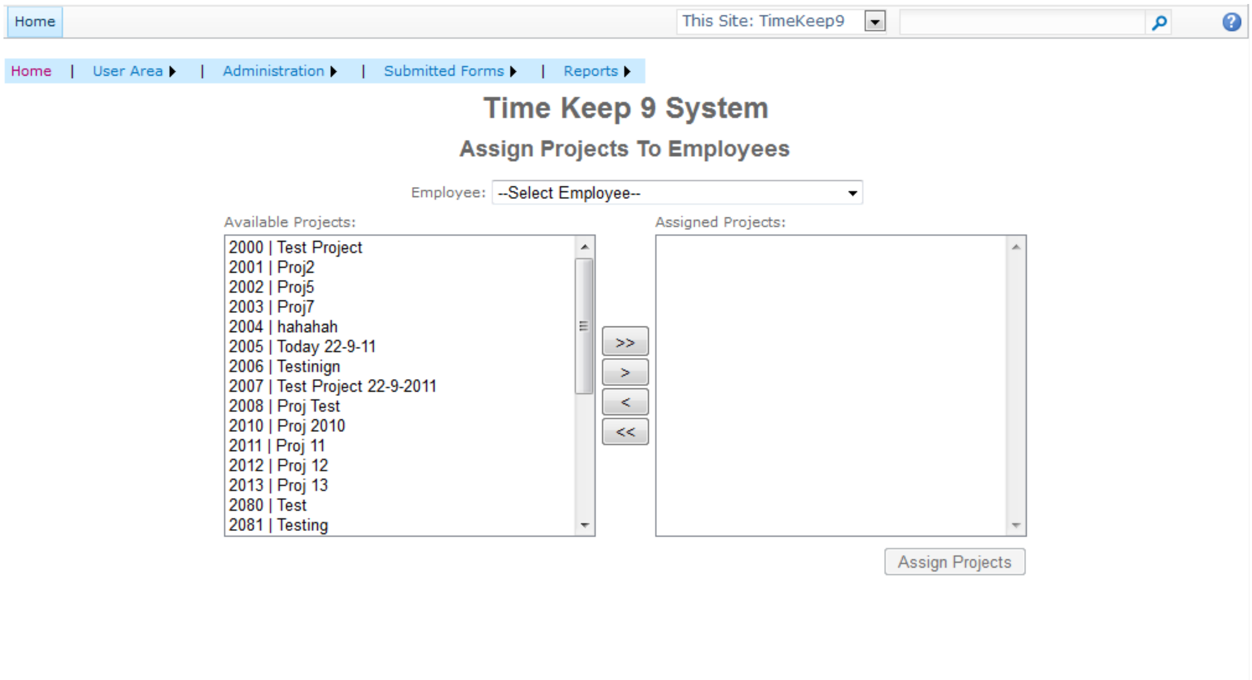
Similarly for Updating Record, First select a record, repeat above steps and Press Update button to update the records in the Database.

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



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.



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.

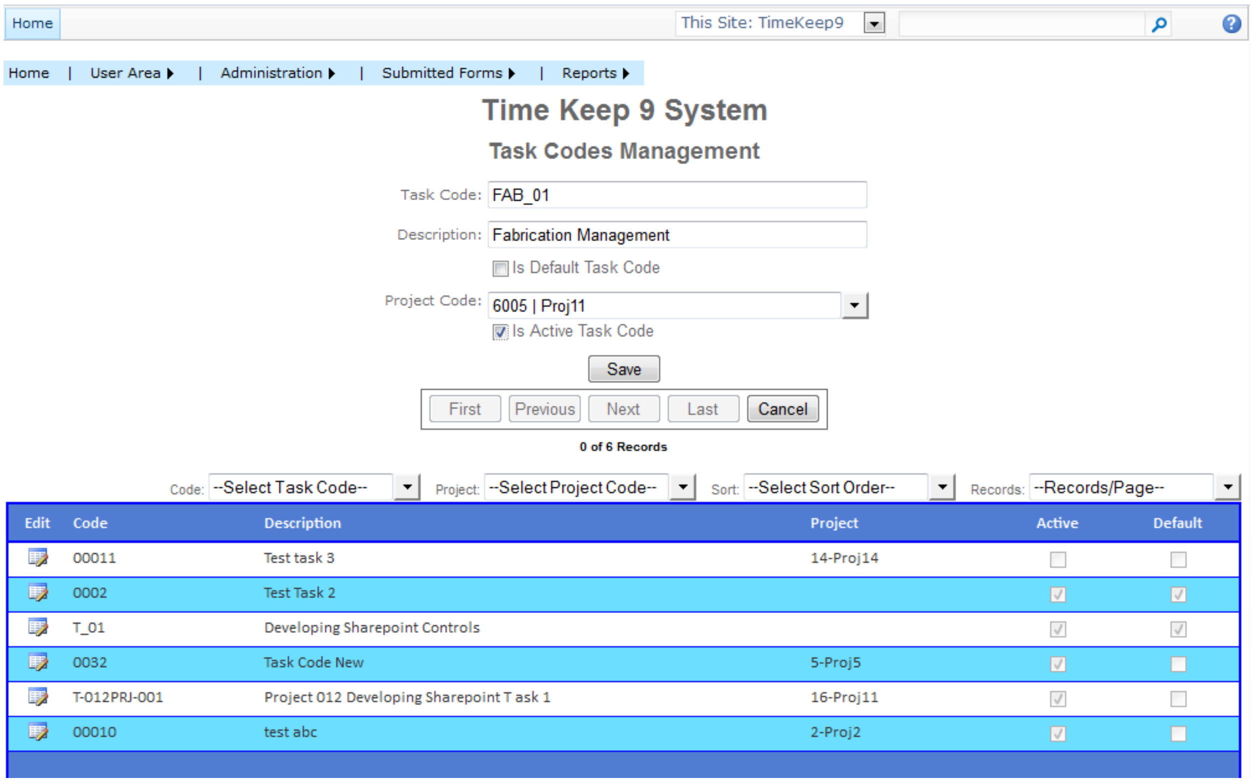
This is how you can use this interface.

- 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



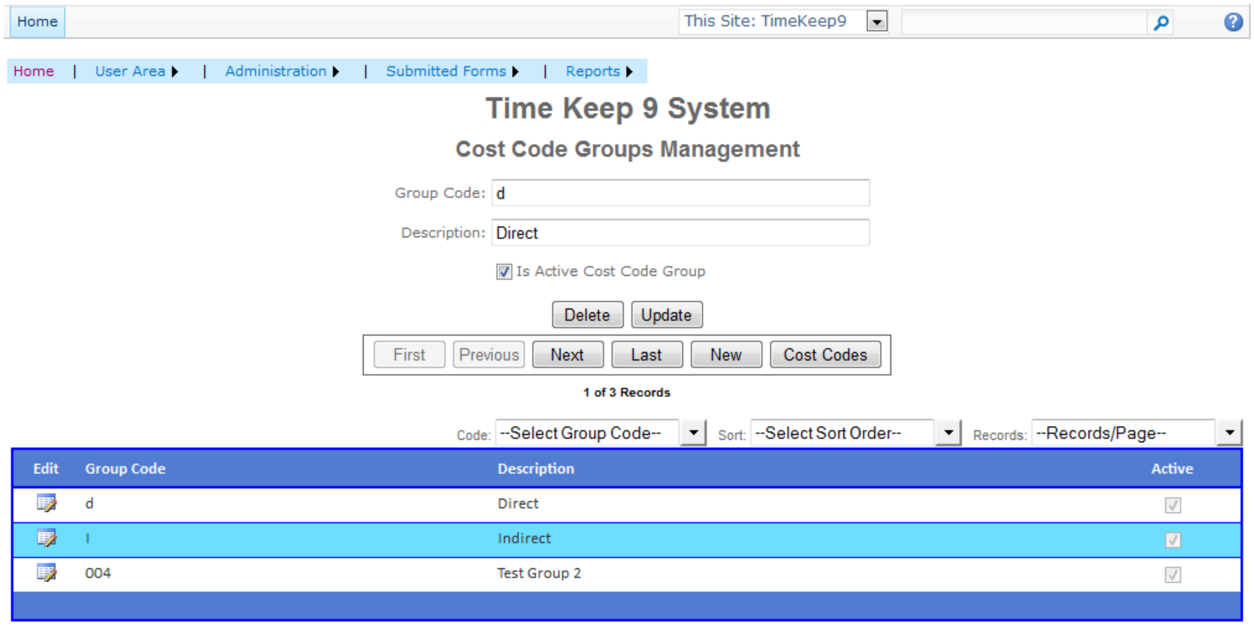
This Interface defines Cost code Groups which will be used in the upcoming Cost Code screen, this group just summons up the Cost Codes and bind them up.

- 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



This interface defines the Cost Codes

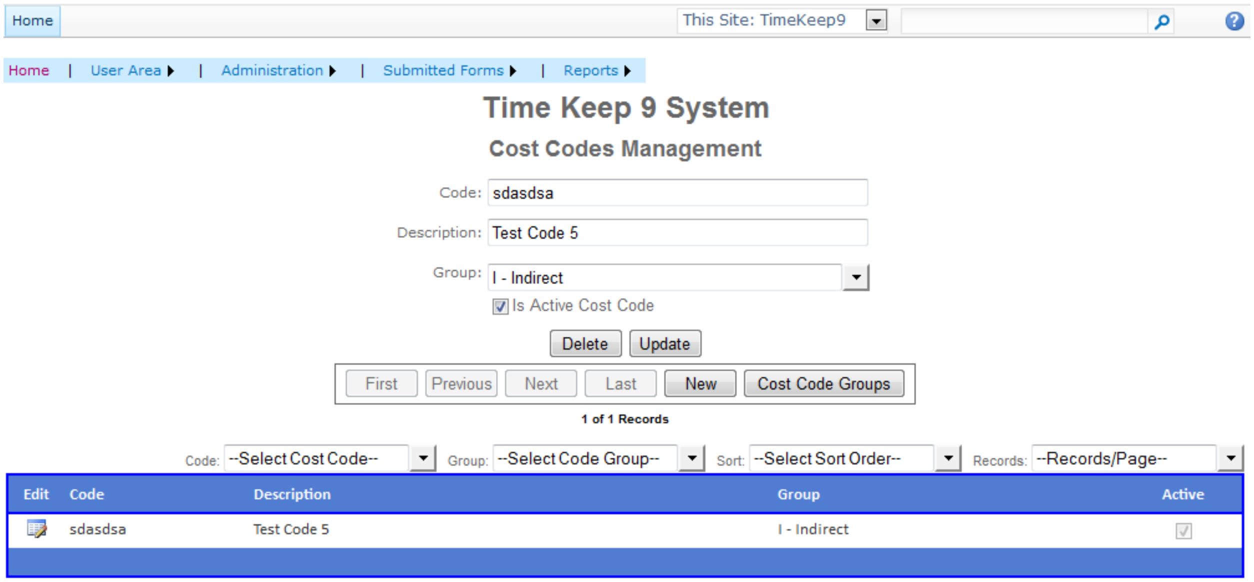
- This is how you can use this interface.
- For New Record press NEW button
- Enter Code
- Enter Description
- Select Cost Code Group
- Check Is Active Cost Code if you want this Cost Code to be used in the system.
- Press Save button, record will save in database.

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



This Interface is used to define Area Codes

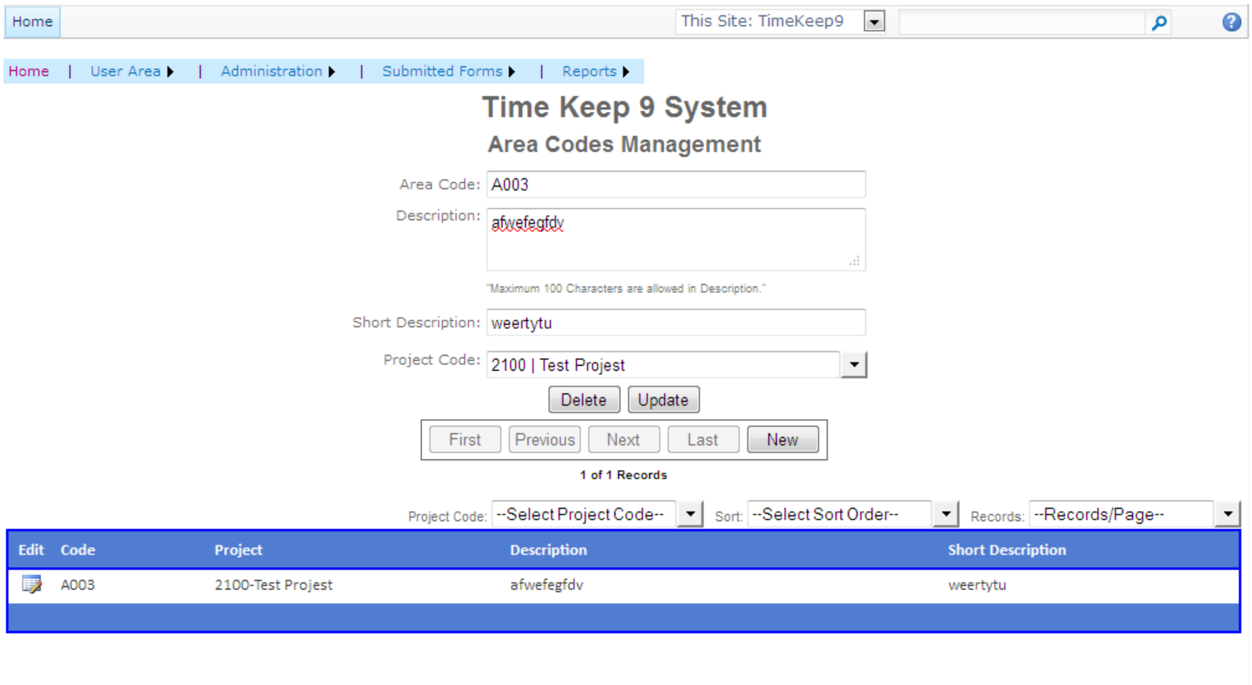
This is how you can use this interface

- 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



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

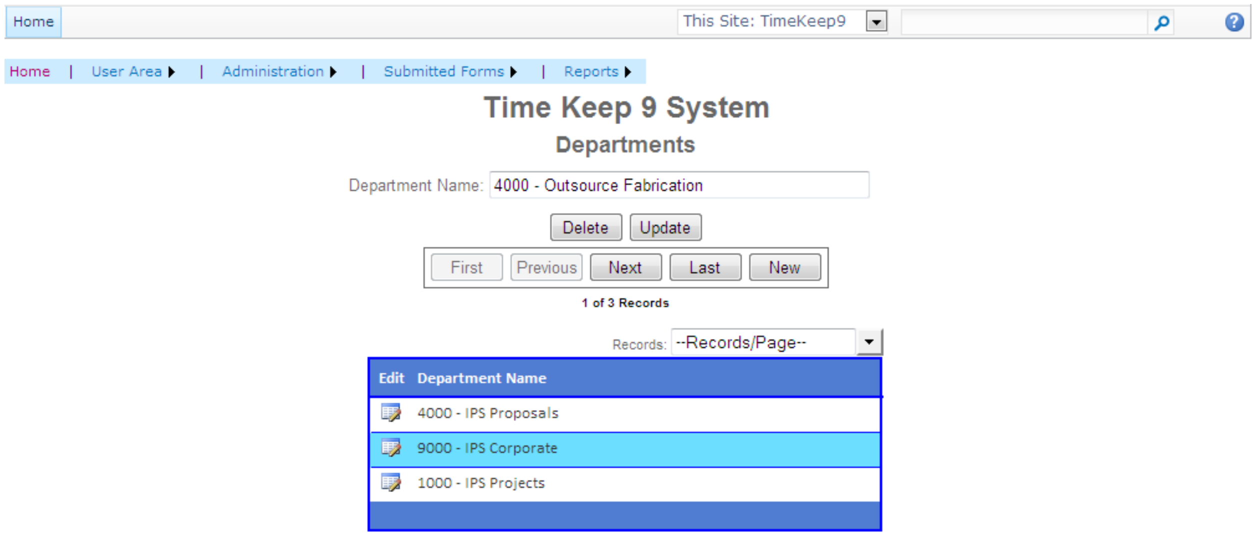
This is how you can use this interface

- 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



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

Home | User Area | Administration | Submitted Forms | Reports

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	☑	04/10/2011	☑	12/10/2011
2002			P001	D003		Phase Short Desc - Dicipiline Short Desc	0	1	0	1	1	0	0	3	06/10/2011	☑	04/10/2011	☑	12/10/2011
						Total:	**0**	**2**	**0**	**1**	**2**	**1**	**1**	**7**					

Submit All | Copy Previous | First Week | Previous Week | Next Week | Last Week | New Week

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.

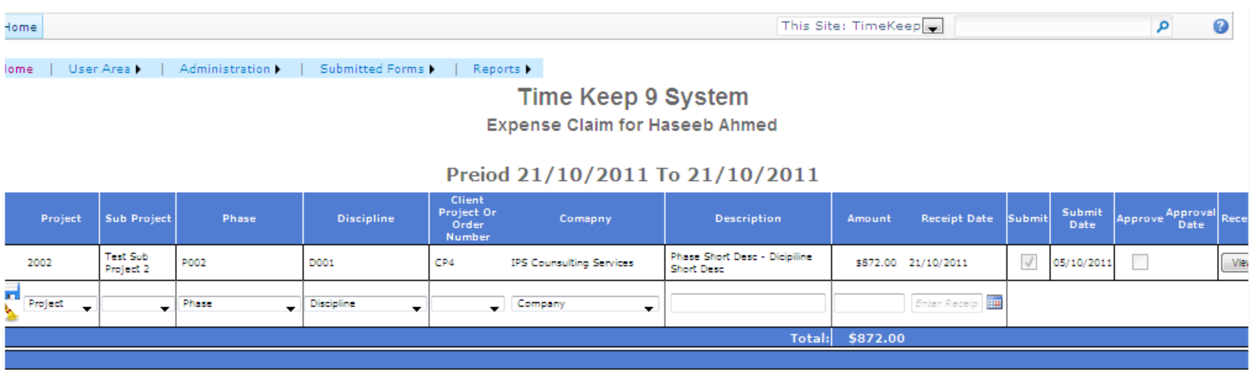
This is how you can use this interface

- 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.



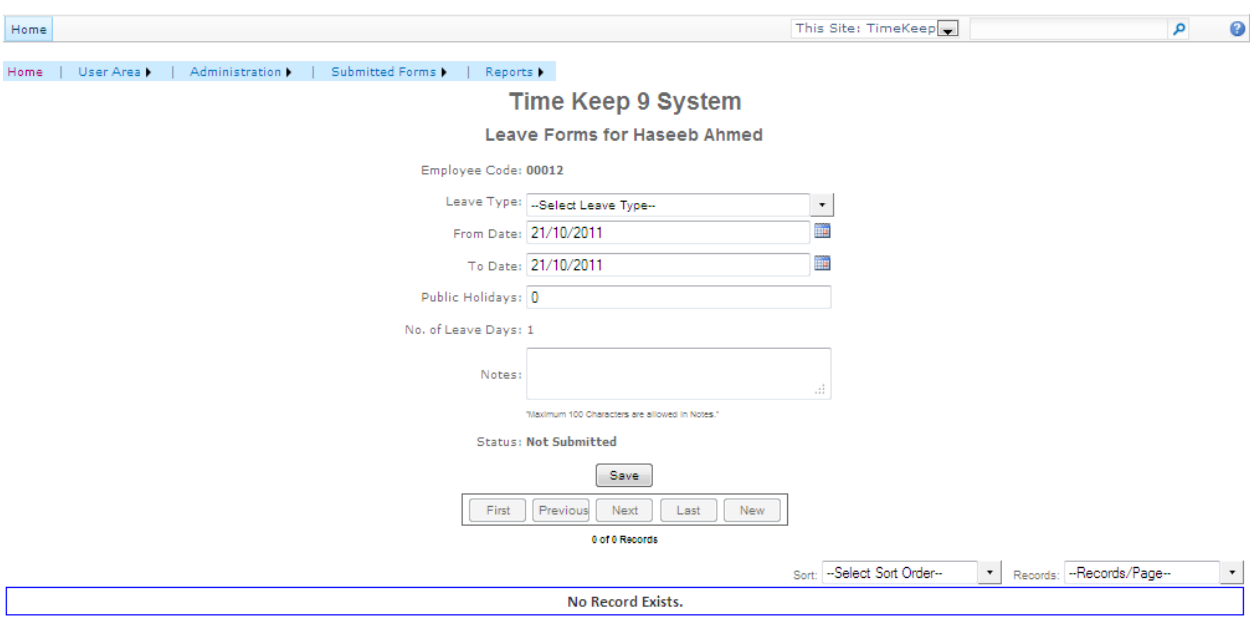
We have in our System leave management module. Employees can request for a leave prior and manager will review it and then decide to go for approval/rejection

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.

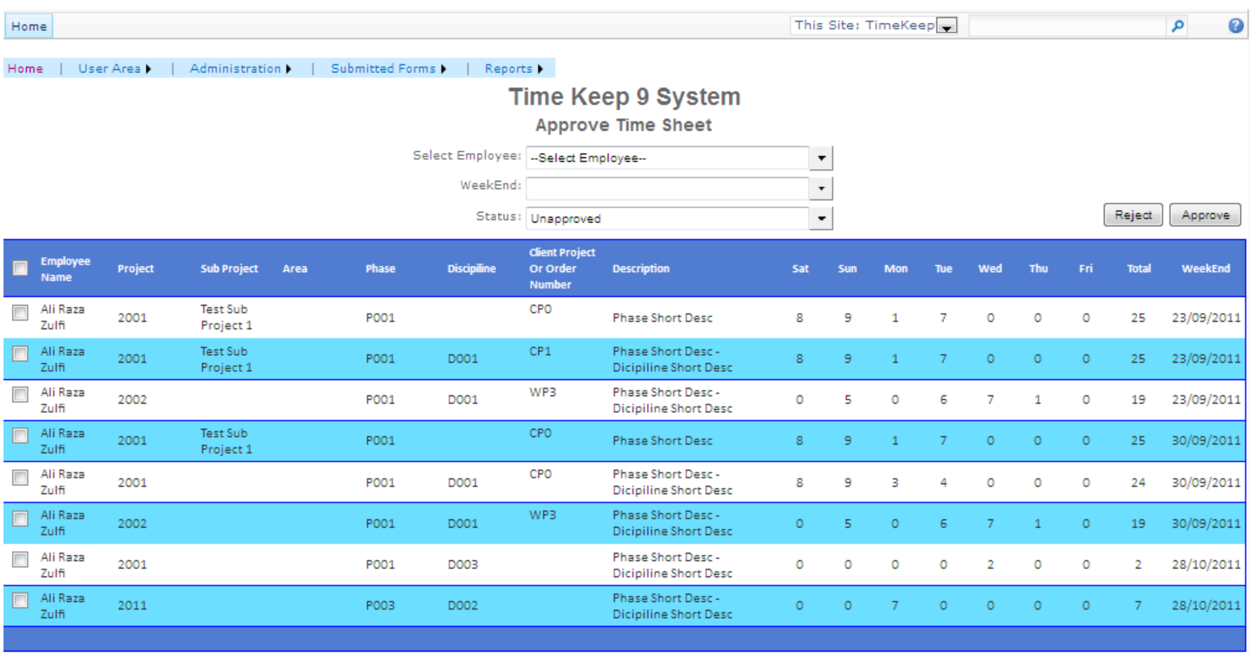
For Deleting Record Select a Record and Press the Delete button. After confirmation the record will be removed from Database.



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.



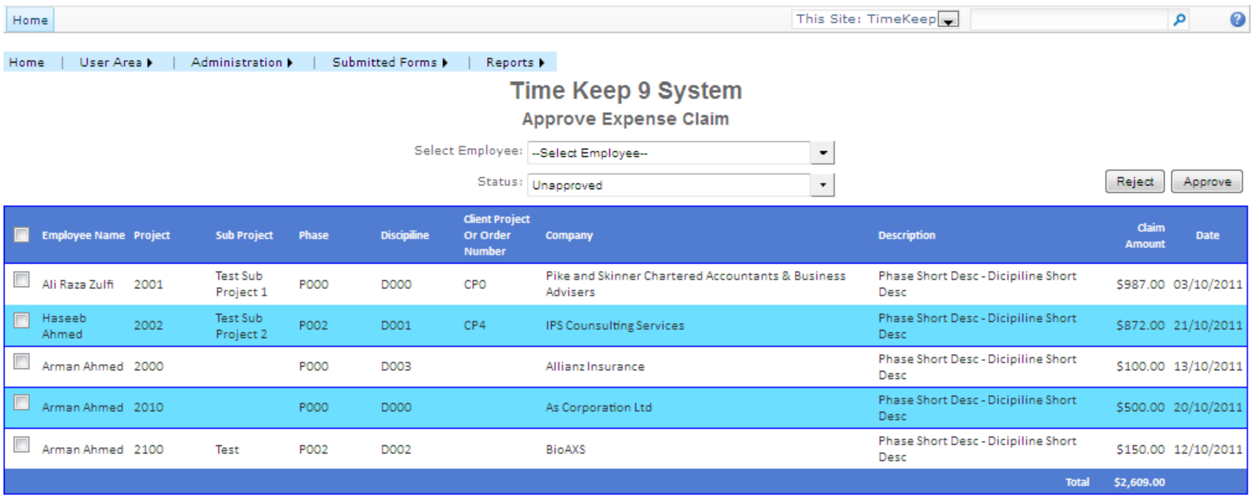
Employee Name	Project	Sub Project	Area	Phase	Discipiline	Client Project Or Order Number	Description	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	WeekEnd
Ali Raza Zulfi	2001	Test Sub Project 1		P001		CP0	Phase Short Desc	8	9	1	7	0	0	0	25	23/09/2011
Ali Raza Zulfi	2001	Test Sub Project 1		P001	D001	CP1	Phase Short Desc - Dicipiline Short Desc	8	9	1	7	0	0	0	25	23/09/2011
Ali Raza Zulfi	2002			P001	D001	WP3	Phase Short Desc - Dicipiline Short Desc	0	5	0	6	7	1	0	19	23/09/2011
Ali Raza Zulfi	2001	Test Sub Project 1		P001		CP0	Phase Short Desc	8	9	1	7	0	0	0	25	30/09/2011
Ali Raza Zulfi	2001			P001	D001	CP0	Phase Short Desc - Dicipiline Short Desc	8	9	3	4	0	0	0	24	30/09/2011
Ali Raza Zulfi	2002			P001	D001	WP3	Phase Short Desc - Dicipiline Short Desc	0	5	0	6	7	1	0	19	30/09/2011
Ali Raza Zulfi	2001			P001	D003		Phase Short Desc - Dicipiline Short Desc	0	0	0	0	2	0	0	2	28/10/2011
Ali Raza Zulfi	2011			P003	D002		Phase Short Desc - Dicipiline 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.



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

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.

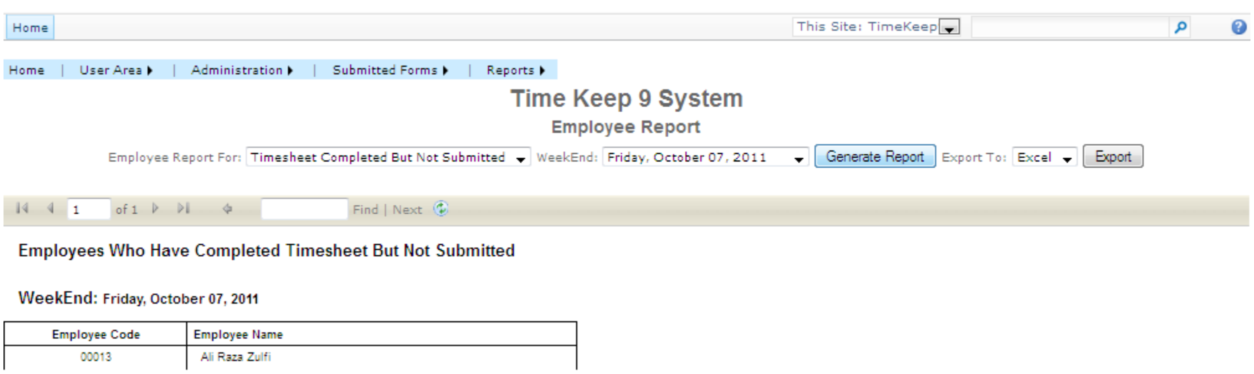
When I talk with business people about their business problems, I often ask for information about sales at their company. Such as last week's sales, details about sales prospecting and how they market their products or services. What I generally find among CEOs, company presidents and business owners 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.

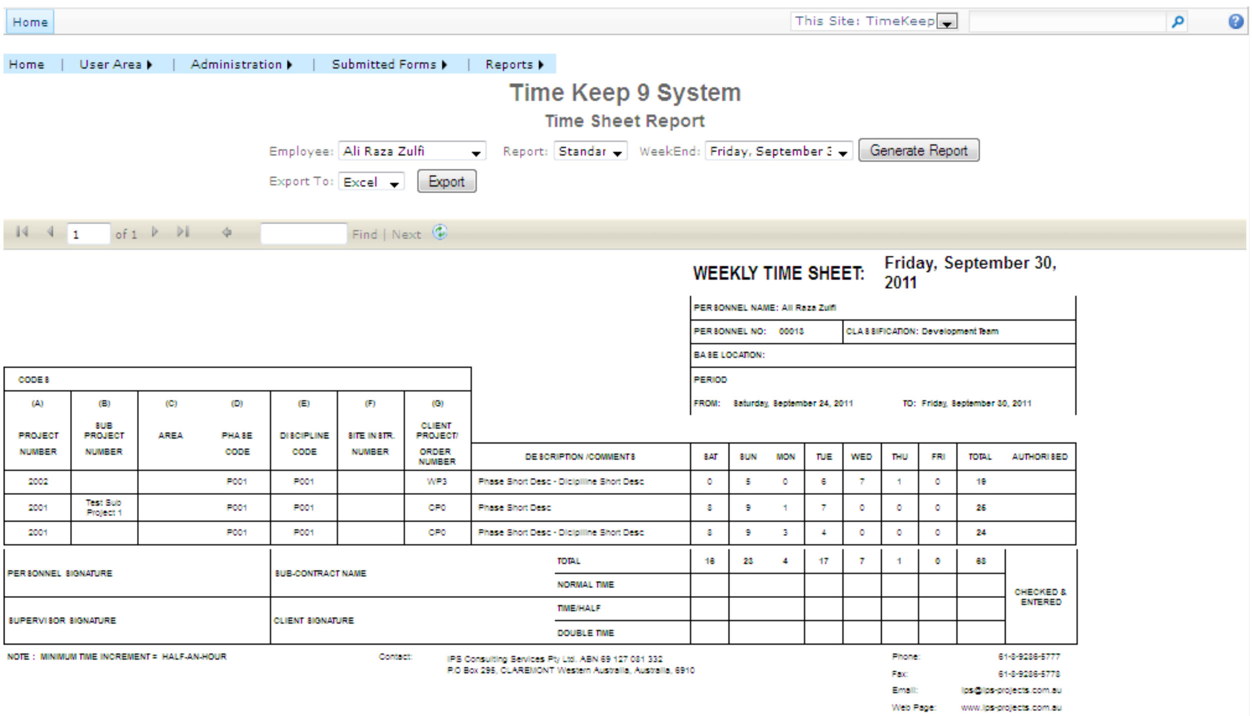
- Select the Employee Criteria, that which employees you have to see. It will populate their weekend.
- Select Weekend
- Press Generate Report button. It will generate report.
- You can also export report to PDF/Excel



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



WEEKLY TIME SHEET: Friday, September 30, 2011

PERSONNEL NAME: Ali Raza Zulfi

PERSONNEL NO: 00013 | CLASSIFICATION: Development Team

BASE LOCATION:

PERIOD

FROM: Saturday, September 24, 2011 TO: Friday, September 30, 2011

(A) PROJECT NUMBER	(B) SUB PROJECT NUMBER	(C) AREA	(D) PHASE CODE	(E) DISCIPLINE CODE	(F) SITE INSTR. NUMBER	(G) CLIENT PROJECT/ ORDER NUMBER	DESCRIPTION /COMMENTS	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	AUTHORISED
2002			P001	P001		WP3	Phase Short Desc - Dicipline Short Desc	0	5	0	6	7	1	0	19	
2001	Test Sub Project 1		P001	P001		CP0	Phase Short Desc	8	9	1	7	0	0	0	25	
2001			P001	P001		CP0	Phase Short Desc - Dicipline Short Desc	8	9	3	4	0	0	0	24	
PERSONNEL SIGNATURE			SUB-CONTRACT NAME				TOTAL	16	23	4	17	7	1	0	68	CHECKED & ENTERED
							NORMAL TIME									
SUPERVISOR SIGNATURE			CLIENT SIGNATURE				TIME/HALF									
							DOUBLE TIME									

NOTE : MINIMUM TIME INCREMENT = HALF-AN-HOUR

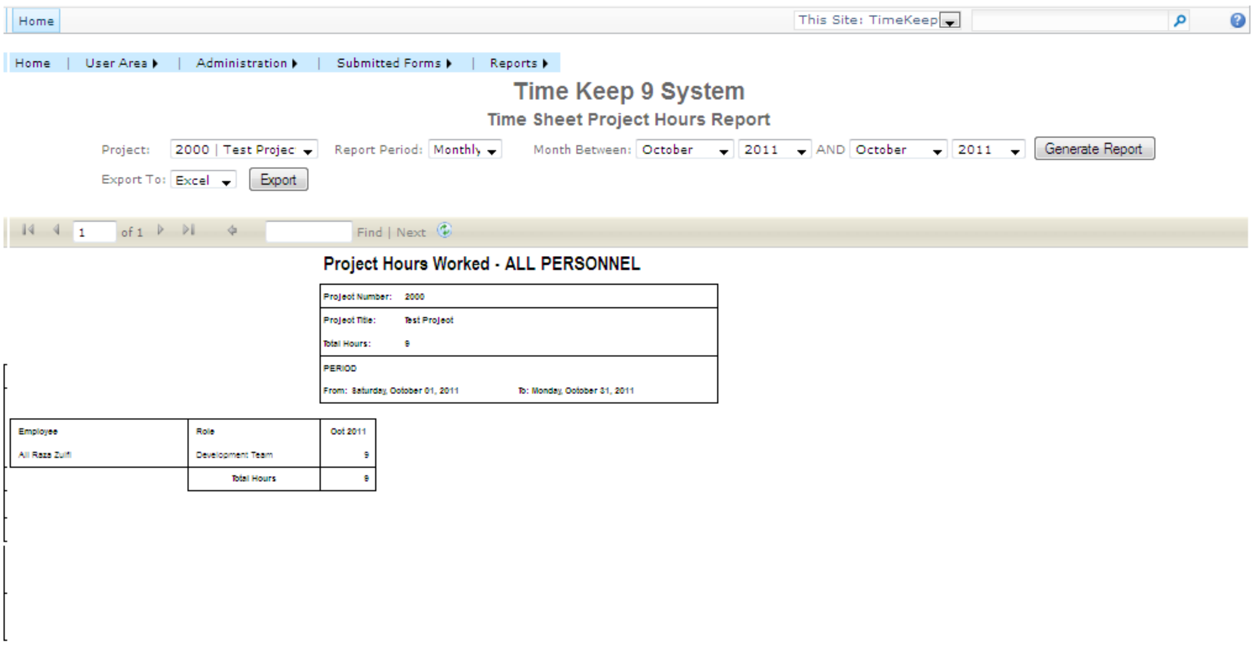
Contact: IPS Consulting Services Pty Ltd. ABN 69 127 081 332
P.O Box 295, CLAREMONT Western Australia, Australia, 6910

Phone: 61-8-9286-5777
Fax: 61-8-9286-5778
Email: ips@ips-projects.com.au
Web Page: www.ips-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.

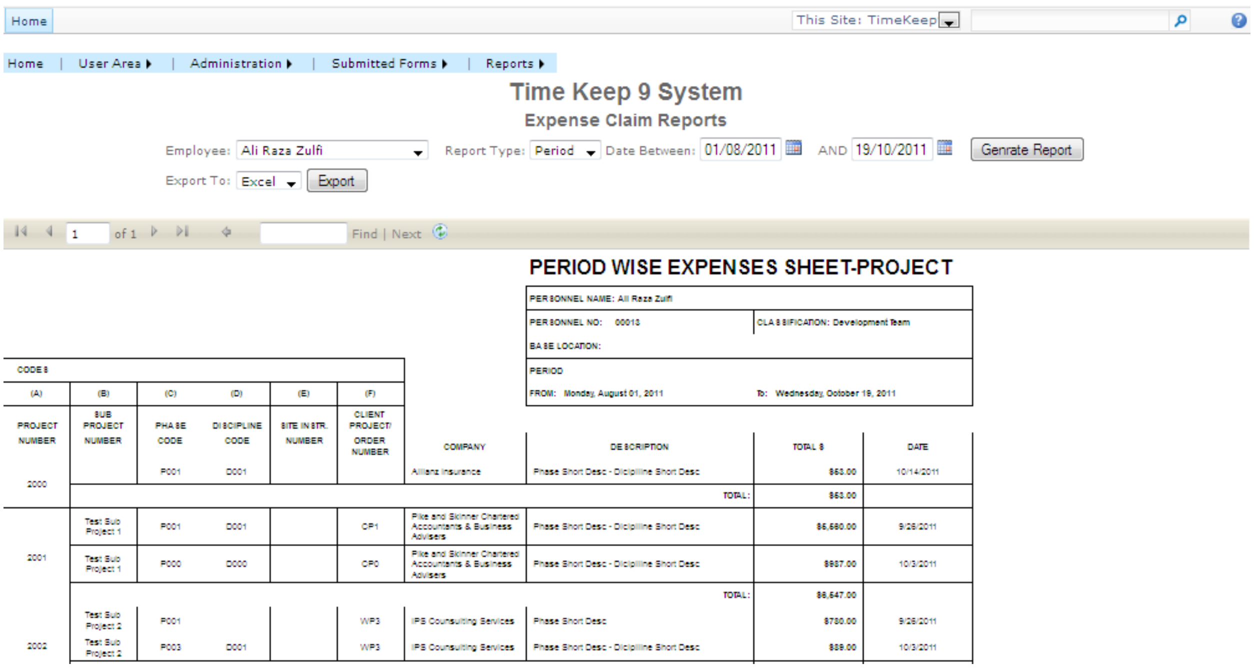
- Select Project
- Select Report Period. If select weekly you can select within dates if select Monthly you can select between months.
- Press Generate Report button. It will generate report
- You can also export report to PDF/Excel



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



CODES (A) PROJECT NUMBER	(B) SUB PROJECT NUMBER	(C) PHASE CODE	(D) DISCIPLINE CODE	(E) SITE INSTR. NUMBER	(F) CLIENT PROJECT/ ORDER NUMBER	COMPANY	DESCRIPTION	TOTAL $	DATE
2000		P001	D001			Allianz Insurance	Phase Short Desc - Dicipline Short Desc	$63.00	10/14/2011
							TOTAL:	$63.00	
2001	Test Sub Project 1	P001	D001		CP1	Pike and Skinner Chartered Accountants & Business Advisers	Phase Short Desc - Dicipline Short Desc	$5,660.00	9/26/2011
	Test Sub Project 1	P000	D000		CP0	Pike and Skinner Chartered Accountants & Business Advisers	Phase Short Desc - Dicipline Short Desc	$987.00	10/3/2011
							TOTAL:	$6,647.00	
2002	Test Sub Project 2	P001			WP3	IPS Counsulting Services	Phase Short Desc	$780.00	9/26/2011
	Test Sub Project 2	P003	D001		WP3	IPS Counsulting Services	Phase Short Desc - Dicipline Short Desc	$89.00	10/3/2011