

User Guide –Microsoft 365 Timesheet



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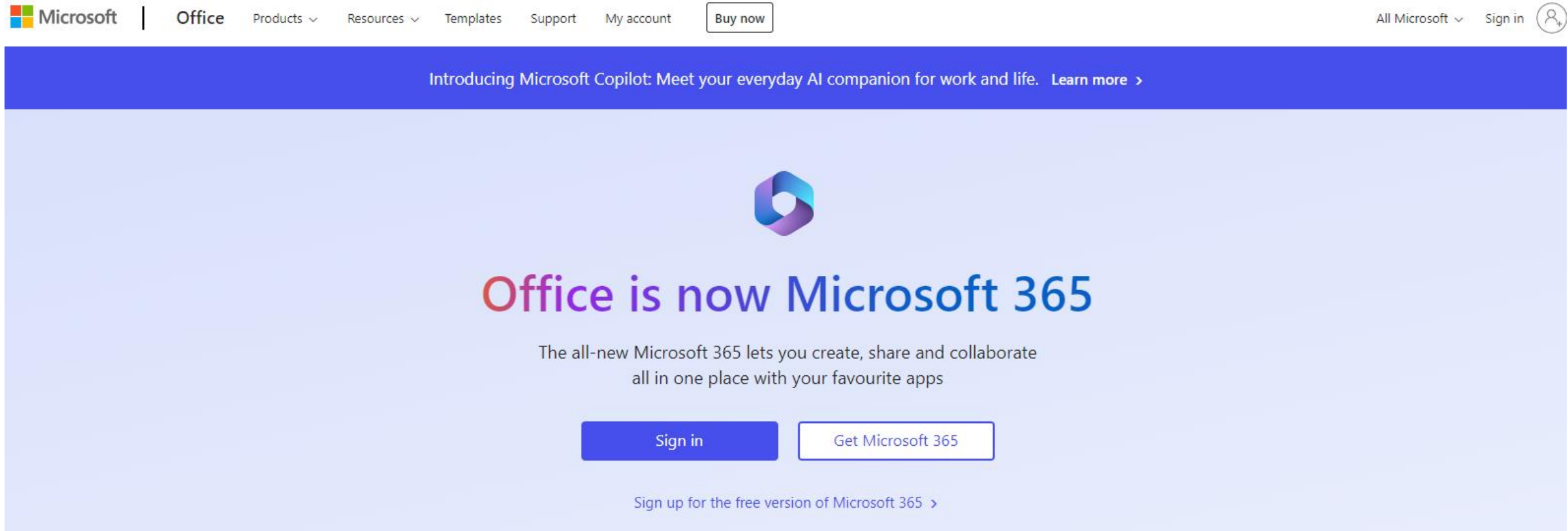
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[15.4 Employee Timesheet](#)

[16. Delete the app from the site?](#)

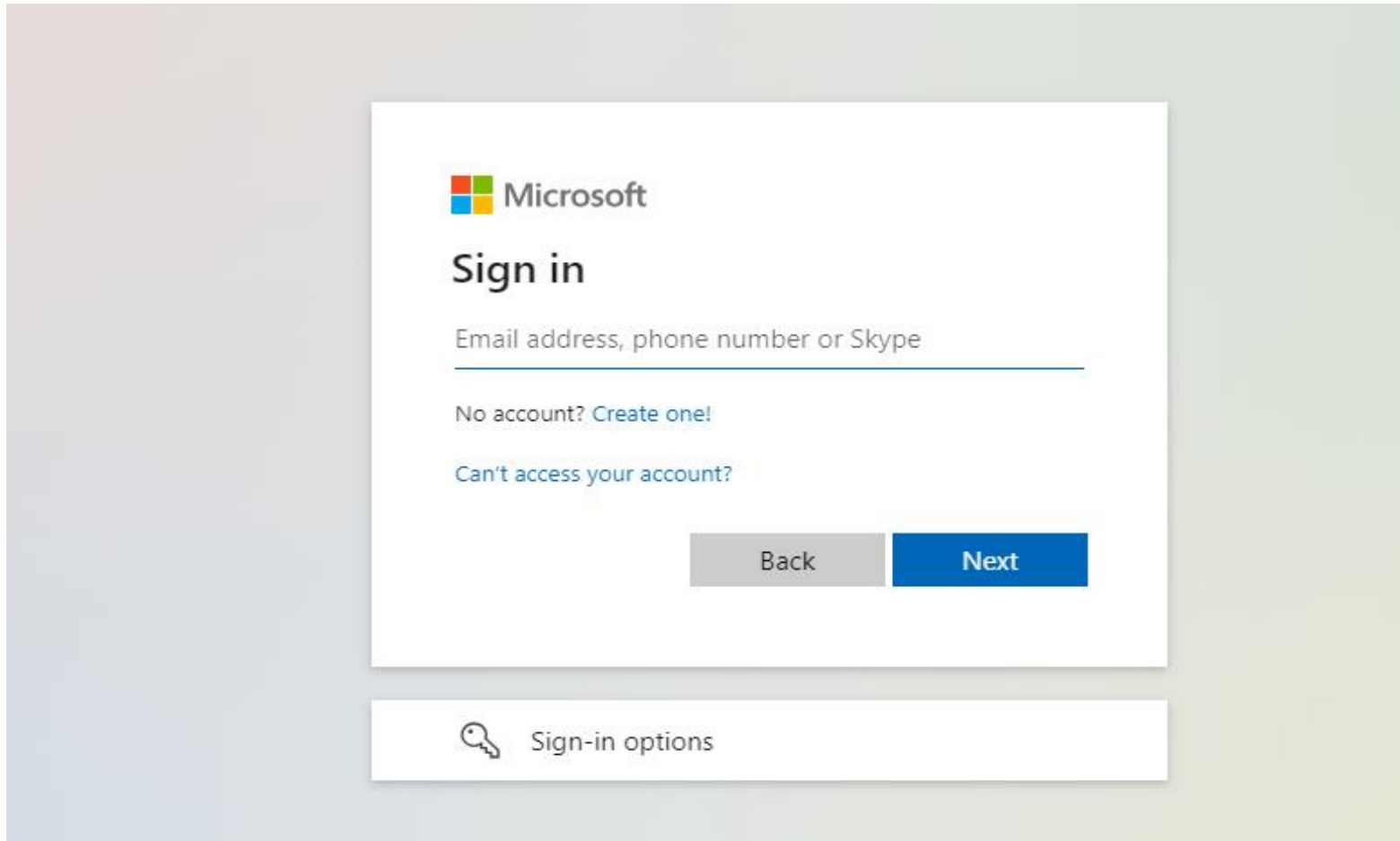
1. Login to Microsoft 365 or SharePoint

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

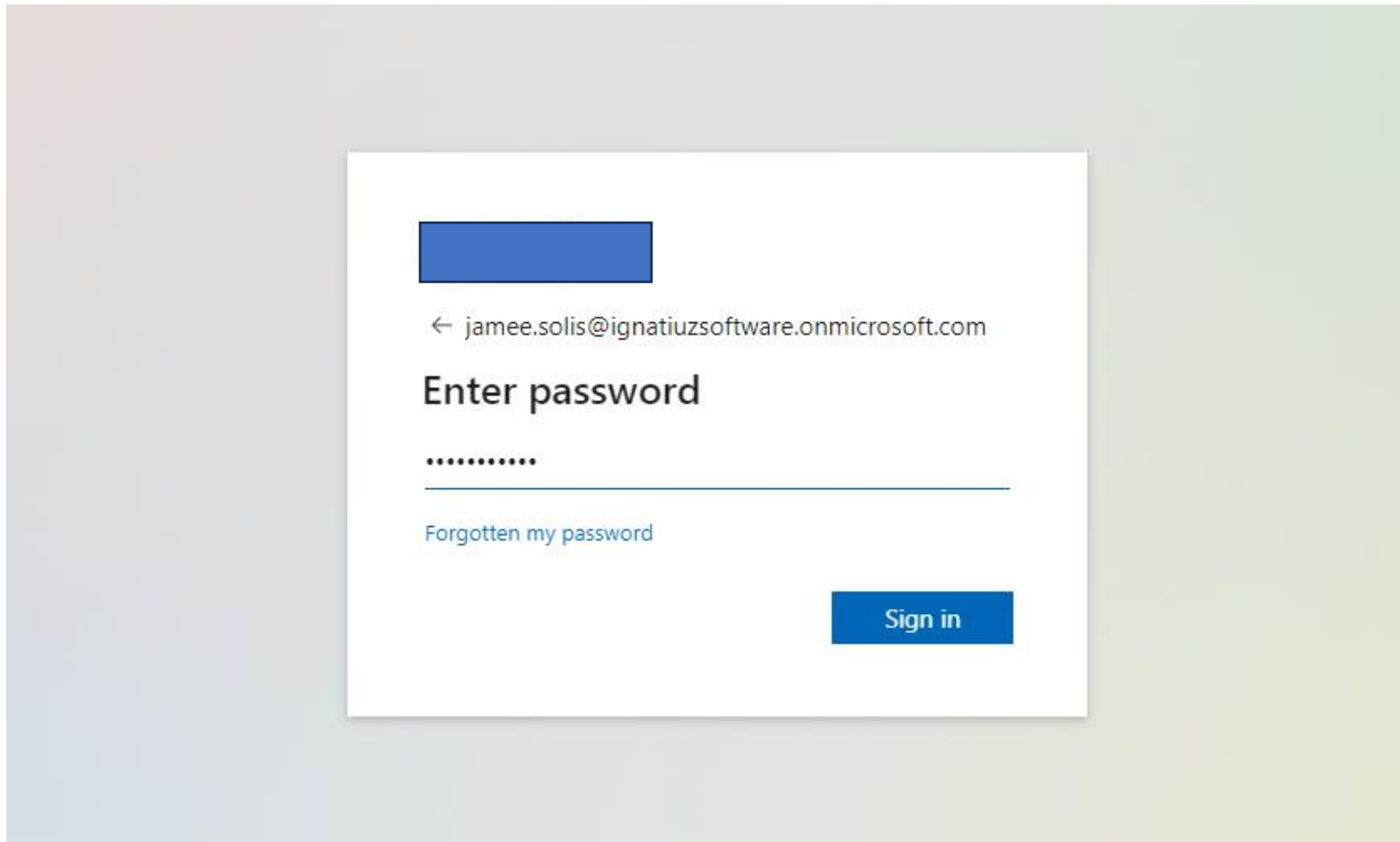


The screenshot shows the Microsoft 365 login page. At the top, there is a navigation bar with the Microsoft logo, 'Office', 'Products', 'Resources', 'Templates', 'Support', 'My account', and a 'Buy now' button. On the right side of the navigation bar, there are links for 'All Microsoft' and 'Sign in'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

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



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



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).

SPFxMicrosoft365Timesheet Private group ★ Fc

+ New ▾ Site usage Site workflows Site settings

	Project Task	List	0	9/10/2024 12:35 AM
	Setting	List	1	9/10/2024 12:48 AM
	Task	List	0	9/10/2024 12:35 AM
	Theme	List	0	9/10/2024 12:35 AM
	Timesheet Users	List	1	9/10/2024 12:48 AM
	UserLog	List	0	9/10/2024 12:35 AM
	Apps for SharePoint	List	1	9/10/2024 12:31 AM
	Events	Events list	0	8/26/2024 1:22 AM
	microsoft-365-timesheet	App		9/10/2024 12:35 AM

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

The screenshot shows a SharePoint page titled "SPFxMicrosoft365Timesheet" in a "Private group". The page has a search bar at the top and navigation options like "New", "Page details", and "Analytics". A dropdown menu is open from the "New" button, listing options: List, Document library, Page, Space, News post, News link, Plan, and App. The "Page" option is highlighted with a yellow callout box that says "1). Click on page". Below the menu, there are three content tiles: "Content scheduler list [Sample content]", "About One Contoso event [Sample content]", and "Previous event [Sample content]".

Page templates

From Microsoft Saved on this site **Apps**

Microsoft 365 Timesheet	testlibrary-latest	EventCalendar
SiteActivity	Customer	SPS Quick Link
Permission_Matrix_SPFx	Social Squared Forums	SPS Quick Link
MalvernVisitors	Calendar	DemoTest

2). Select Microsoft 365 Timesheet

Microsoft 365 Timesheet

Microsoft 365 Timesheet description

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 provides accurate logging of your daily work hours, streamlining the process for both employees and management.

0 0 0 0

1). Go to the Apps Option

3). Click on the create page button

[Learn more about app pages](#)

Create as a private draft ⓘ

Create page

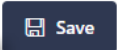
Cancel



Hello, Mason Wells (Admin)

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

2). Click on the save button



1). Enter the title

Title
Microsoft365Timesheet

Description

Group Name

Description Field
Microsoft 365 Timesheet

Dashboard

User Management

Project Management

Manage Permission

Document Management

Reports

Settings

App Information

Help And Support

Admin



Track Your Work Hours with Ease

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



Create Project

[No Title]



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



Add Shortcut

2. Role-Based Navigation Bar

Admin

Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT

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

Manager

Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT

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

Employee

Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT

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

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.

Microsoft 365 Timesheet
SEAMLESS TIME MANAGEMENT

Hello, Mason Wells (Admin) ← **User Identification and Role Display**

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

Admin

Track Your Work Hours with Ease

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

[Click Here](#)

8
Total No. of Projects

6
Total No. of Tasks

2
Total No. of Active Employee

4
Total No. of Timesheets

Create Project

Create Task

Employee

FAQ

+
Add Shortcut


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 Microsoft 365 Timesheet portal. On the left is a dark blue navigation sidebar with the following menu items: Dashboard, User Management, Project Management, Timesheet, Management, Manage Permission, Document Management, Reports, Settings, and App Information. At the bottom of the sidebar are 'Select User' and 'Login As' buttons. The main content area is titled 'Hello, Mason Wells (Admin/Manager/Employee)'. Below the title is a welcome message: 'Welcome to the Timesheet Portal, your tool for easy tracking and management of work hours. Record your time and monitor your project progress effortlessly.' A role selection bar contains three tabs: 'Admin' (selected), 'Manager', and 'Employee'. The 'Admin' tab is active, showing a large card with an illustration of a person tracking time, the heading 'Track Your Work Hours with Ease', a descriptive paragraph, and a 'Click Here' button. To the right of this card are four smaller cards: 'Create Project', 'Create Task', 'Employee', and 'FAQ'. At the bottom of the main area are four summary cards: '8 Total No. of Projects', '6 Total No. of Tasks', '3 Total No. of Active Employee', and '4 Total No. of Timesheets'. A '+ Add Shortcut' button is also visible.

5. Dashboard

5.1 Admin Dashboard



Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT


Dashboard

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

Hello, Mason Wells (Admin)

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

Admin



Track Your Work Hours with Ease

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

[Click Here](#)

Create Project

Create Task

Employee

FAQ

+
Add Shortcut

8
Total No. of Projects

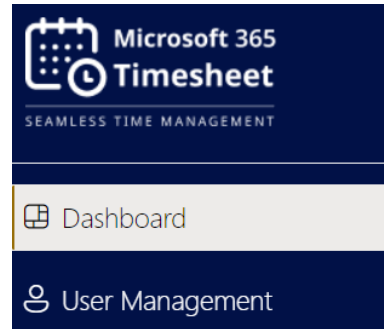
6
Total No. of Tasks

2
Total No. of Active Employee

4
Total No. of Timesheets

Default Administrator Role

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



Hello, Mason Wells (Admin)

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

Admin



Track Your Work Hours with Ease

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..

The screenshot displays the Microsoft 365 Timesheet Admin Dashboard. On the left is a dark blue navigation sidebar with the following items: Microsoft 365 Timesheet (SEAMLESS TIME MANAGEMENT), Dashboard, User Management, Project Management, Manage Permission, Document Management, Reports, Settings, App Information, and Help And Support. The main content area is titled 'Hello, Mason Wells (Admin)' and includes a welcome message: 'Welcome to the Timesheet Portal, your tool for easy tracking and management of work hours. Record your time and monitor your project progress effortlessly.' Below this is a dark blue 'Admin' header bar. The main content area features a large card titled 'Track Your Work Hours with Ease' with an illustration of a person interacting with a clock and a checkmark, and a 'Click Here' button. To the right of this card are four smaller cards: 'Create Project', 'Create Task', 'Employee', and 'FAQ'. At the bottom of the dashboard is a summary row with four data cards: '8 Total No. of Projects', '6 Total No. of Tasks', '2 Total No. of Active Employee', and '4 Total No. of Timesheets'. A '+ Add Shortcut' button is also present in the bottom right corner.

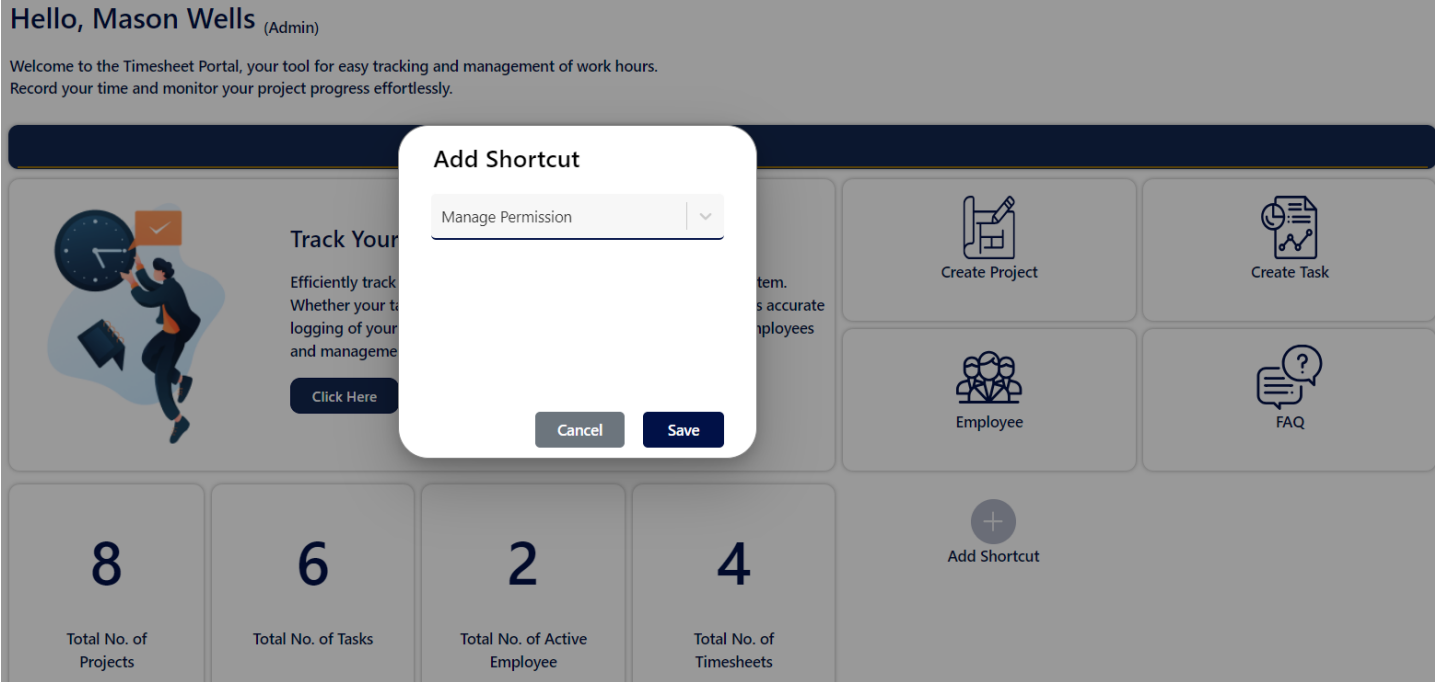
5.1.2. Add Shortcut

➤ Introducing the Shortcut Feature / Quick Links:

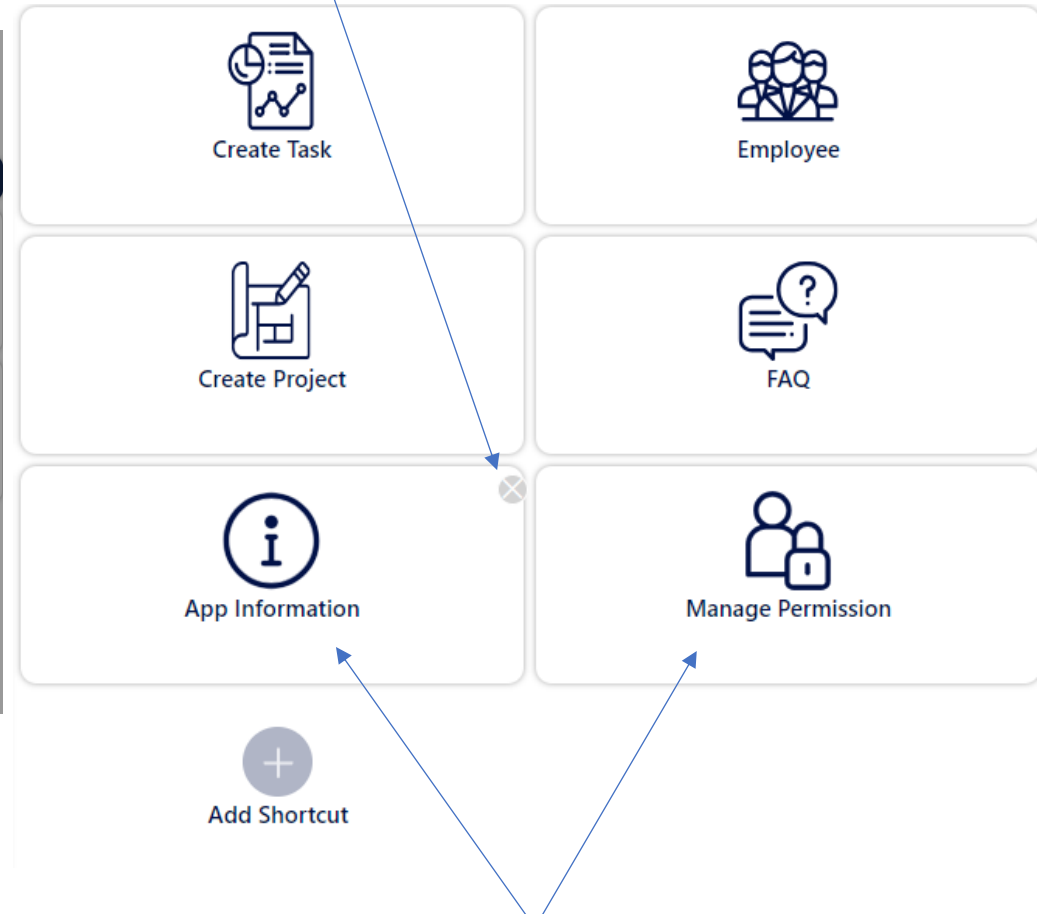
To enhance dashboard customization for administrators, we have introduced the shortcut feature. Admins can now select frequently used quick links for easy access in their daily tasks. To utilize this feature, follow these simple steps:

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

The screenshot displays the Timesheet Portal dashboard for user Mason Wells (Admin). The dashboard includes a header with the user's name and role, a welcome message, and a grid of dashboard widgets. A modal window titled "Add Shortcut" is open in the center, showing a dropdown menu with "Manage Permission" selected. The modal has "Cancel" and "Save" buttons. The background dashboard features a "Track Your" section with a "Click Here" button, a "Create Project" button, a "Create Task" button, an "Employee" button, and an "FAQ" button. At the bottom, there are four summary cards: "Total No. of Projects" (8), "Total No. of Tasks" (6), "Total No. of Active Employee" (2), and "Total No. of Timesheets" (4). A plus sign icon labeled "Add Shortcut" is also visible in the bottom right corner of the dashboard grid.



To Remove shortcut, click on cross



Added to the quick link are app information and manage permission

5.2. Manager Dashboard

- Timesheet Status Bar Graph
- Hours Worked Bar Graph

Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT

Dashboard


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

Jamee So...

Hello, Jamee Solis (Manager)

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

Manager

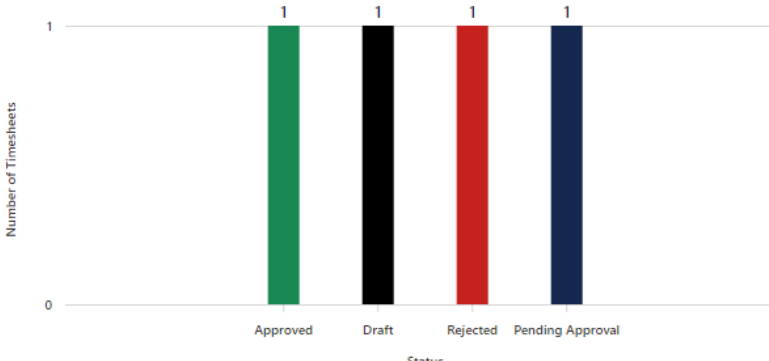


Track Your Work Hours with Ease

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

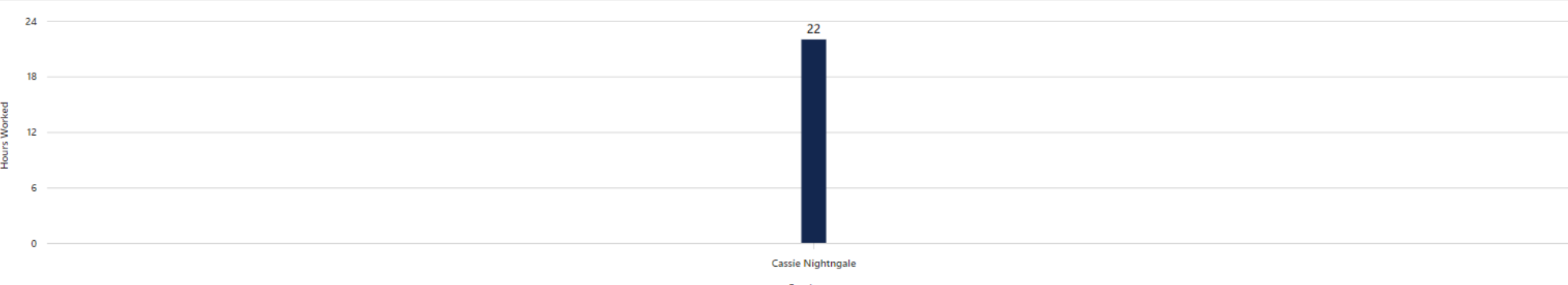
[Click Here](#)

Number of Timesheets



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

Hours Worked



Employee	Hours Worked
Cassie Nightngale	22

Employees

➤ **User Identification and Role Display:**

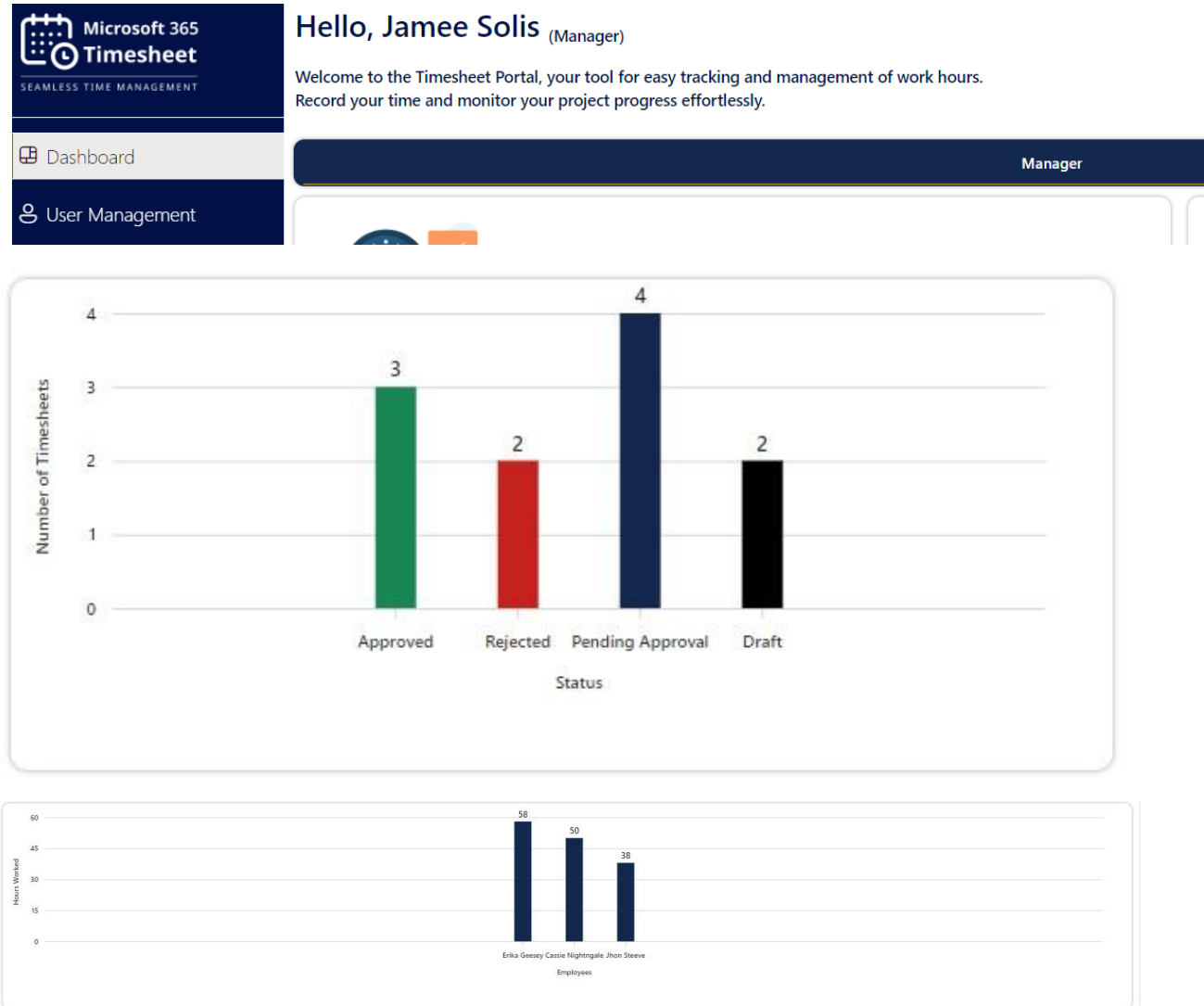
Retrieve and prominently display the current user's role (e.g., Manager) on the dashboard for easy identification.

➤ **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

Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT

Dashboard

Timesheet

Document Management

Reports

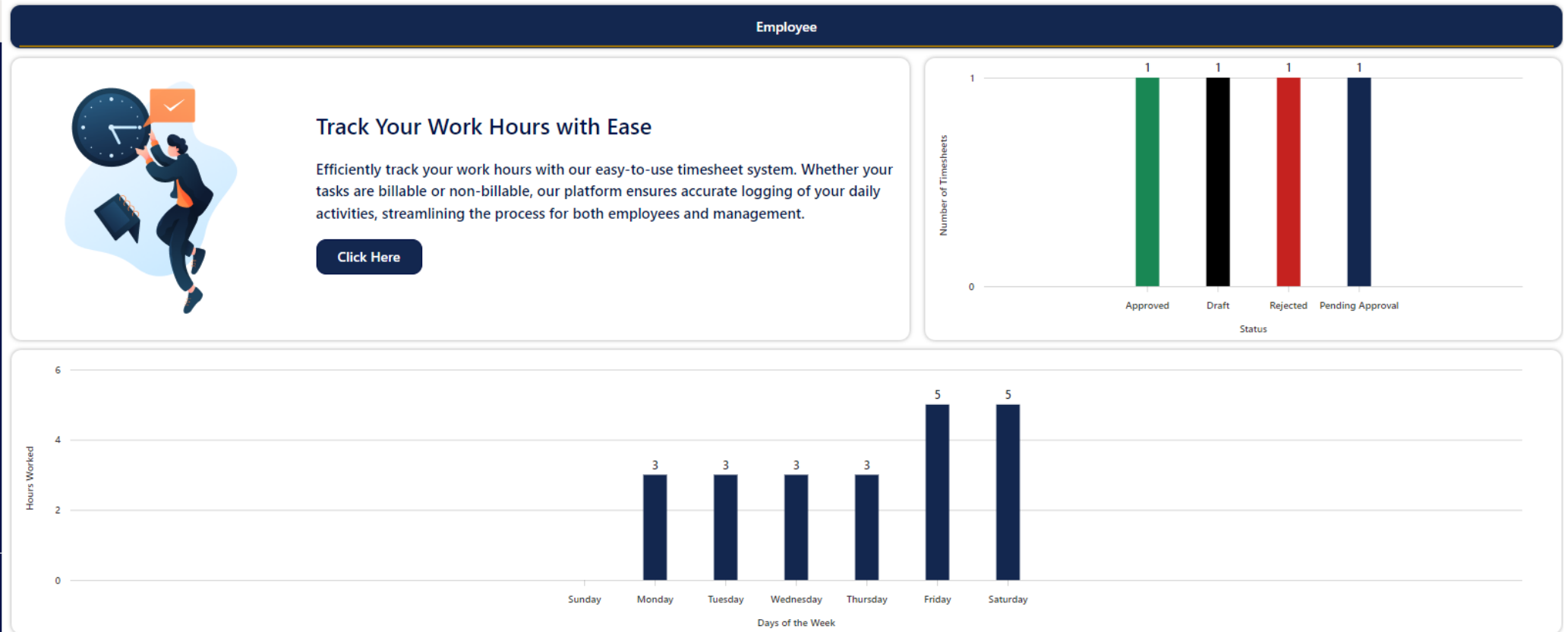
App Information

Help And Support

Cassie Ni... ▼ Log Out

Hello, Cassie Nightngale (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.



➤ **User Identification and Role Display:**

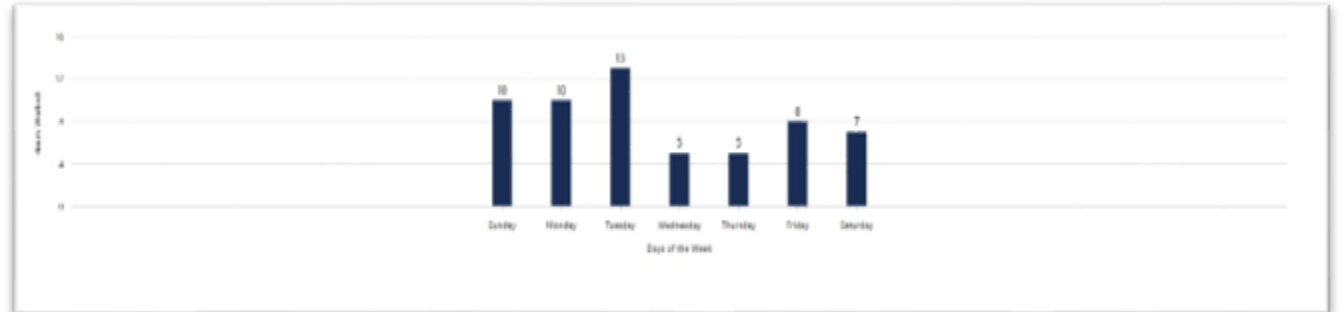
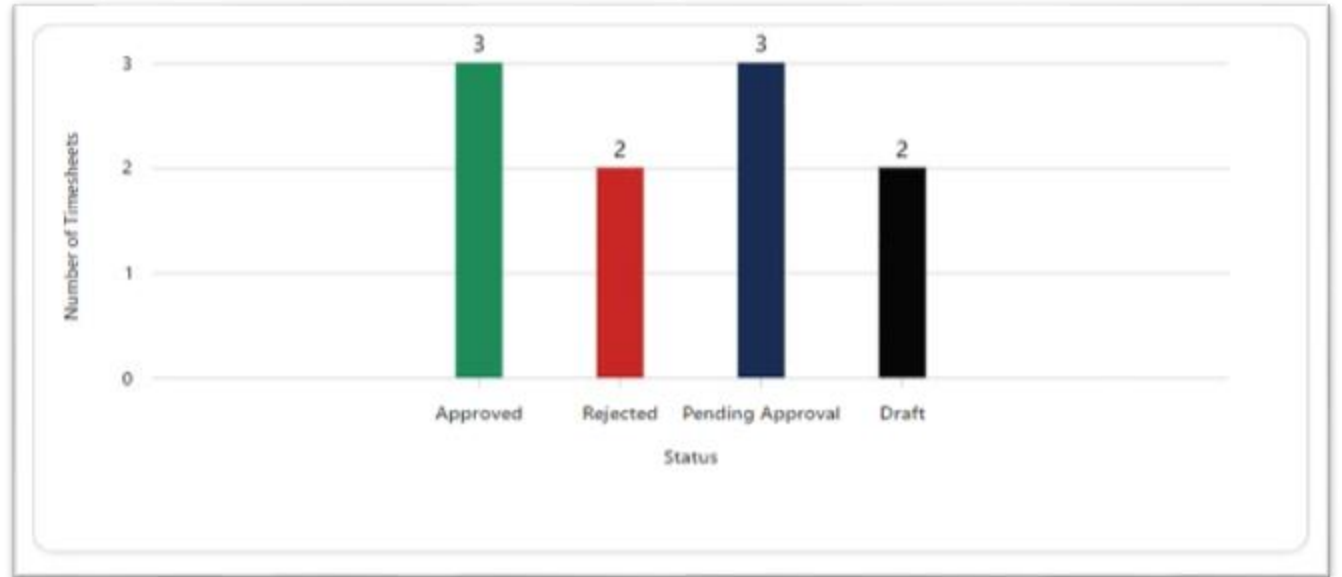
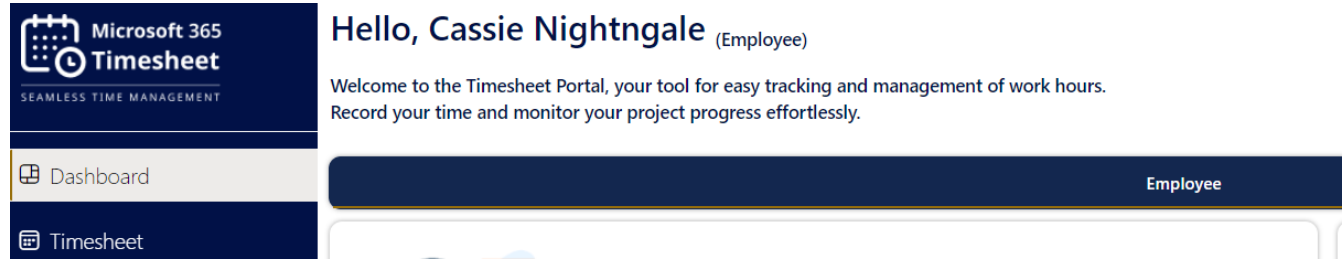
Retrieve and prominently display the current user's role (e.g., Manager) on the dashboard for easy identification.

➤ **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

Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT

Dashboard

User Management

Project Management

Manage Permission

Document Management

Reports

Settings

App Information

Help And Support

User Management

Admin/Manager

Employee

Assign Role

1

Choose Option Add Manually Bulk Import

User Role *

Select User Role

User Name *

Select User Name

3

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

User Email *

4

Active

2

Clear

Save

Export

Search

User Name	User Email	Role	Super Manager	Active	Edit	Delete
Mason Wells	Mason.Wells@ignatiuzsof...	Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Erika Geesey	erika.geesey@ignatiuzsoft...	Admin	<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.

Microsoft 365 Timesheet
SEAMLESS TIME MANAGEMENT

Dashboard
User Management
Project Management
Manage Permission
Document Management
Reports
Settings
App Information

User Management

Admin/Manager Employee

Assign Role

Choose Option Add Manually Bulk Import **1**

Import User Role *

Choose file No file chosen **3**

[Download the template](#) **2**

Clear **Import** **4**

User Name	User Email	Role	Super Manager	Active	Edit	Delete
Mason Wells	Mason.Wells@ignati...	Admin	<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

Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT

Dashboard

User Management

Project Management

Manage Permission

Document Man

Reports

Settings

App Information

Help And Support

Select User

Login As

User Management

Admin/Manager | **Employee**

Assign Role

Choose Option Add Manually Bulk Import

Employee ID

Department

Employee Name *

Employee Email *

Manager Name *

Manager Email *

Bill Rate

Active

Clear Save

Export

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

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.

The screenshot displays the 'User Management' interface for 'Microsoft 365 Timesheet'. The top navigation bar shows 'Admin/Manager' and 'Employee' tabs. The main content area is titled 'Assign Role' and features a 'Choose Option' section with radio buttons for 'Add Manually' and 'Bulk Import'. A 'Download the template' link is located below the 'Choose file' button. The 'Import' button is highlighted in blue. Below the form is a table of users with columns for Employee ID, Employee Name, Employee Email, Manager Name, Manager Email, Department, Bill Rate, Active, Edit, and Delete. The table contains two rows of data. The bottom of the page shows pagination controls for 'Show entries' (10), 'Page 1 of 1', and 'Previous/Next' buttons.

Employee ID	Employee Name	Employee Email	Manager Name	Manager Email	Department	Bill Rate	Active	Edit	Delete
1D	Jhon Steeve	Jhon_Steeve's@i...	Jamee Solis	jamee.solis@ign...	SharePoint	2334	✓		
2D	Cassie Nightngale	Cassie.Nightngal...	Jamee Solis	jamee.solis@ign...			✓		

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 'User Management' interface for Microsoft 365 Timesheet. The left sidebar contains navigation options: Dashboard, User Management (highlighted), Project Management, Manage Permission, Document Management, Reports, and Settings. The main content area is titled 'User Management' and has two tabs: 'Admin/Manager' (selected) and 'Employee'. Below the tabs is the 'Assign Role' form. The form includes a 'Choose Option' section with radio buttons for 'Add Manually' (selected) and 'Bulk Import'. There are three main input fields: 'User Role *' (a dropdown menu with 'Select User Role' text), 'User Name *' (a dropdown menu with 'Select User Name' text), and 'User Email *' (a text input field). Below these fields are two checkboxes: 'Super Manager (A super manager cannot be an employee and can submit their timesheet)' (unchecked) and 'Active' (checked). At the bottom right of the form are 'Clear' and 'Save' buttons. Four blue callout boxes with numbers 1, 2, 3, and 4 point to the 'User Role' dropdown, 'User Name' dropdown, 'Active' checkbox, and 'Save' button respectively.

- 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.

Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT

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

Timesheet

New Timesheet Approved

Export Search

View	Week Ending Date	Billable	Non Billable	Super Manager	Status
View	08/02/2024	5	0	Mason Wells	Approved
View	08/09/2024	4	0	Mason Wells	Approved
View	08/16/2024	5	0	Mason Wells	Approved
View	08/23/2024	5	0	Mason Wells	Approved
View	08/30/2024	5	0	Mason Wells	Approved
View	09/06/2024	7	0	Mason Wells	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.

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

The screenshot displays the Microsoft 365 Timesheet interface for Project Management. The left sidebar contains navigation options: Dashboard, User Management, Project Management (highlighted), Manage Permission, Document Management, Reports, Settings, and App Information. The main content area is titled "Project Management" and features three tabs: "Project" (selected), "Task", and "Assign Project to Task".

The "Project" form includes the following elements:

- Choose Option:** Radio buttons for "Project" (selected) and "Bulk Import".
- Project Name *:** A text input field.
- Estimated Hours:** A text input field.
- Active:** A checked checkbox.
- Buttons:** "Clear" and "Save" buttons.

Numbered callouts indicate the following components:

- 1: Project Name input field
- 2: Estimated Hours input field
- 3: Active checkbox
- 4: Save button

Below the form is a table with the following data:

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

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.

The screenshot displays the Microsoft 365 Timesheet Project Management interface. The left sidebar contains navigation options: Dashboard, User Management, Project Management (highlighted), Manage Permission, Document Management, Reports, Settings, and App Information. The main content area is titled "Project Management" and has three tabs: "Project" (selected), "Task", and "Assign Project to Task".

Under the "Project" tab, there are three numbered callouts indicating the steps for bulk import:

1. A blue box labeled "1" points to the "Bulk Import" radio button, which is selected. The text "Choose Option" is followed by "Project" (unselected) and "Bulk Import" (selected).
2. A blue box labeled "2" points to the "Download the template" link.
3. A blue box labeled "3" points to the "Choose file" button in a file selection area that currently shows "No file chosen".
4. A blue box labeled "4" points to the "Import" button, which is highlighted in dark blue. A "Clear" button is also visible next to it.

At the bottom of the interface, there is an "Export" dropdown menu, a search bar with the text "Search", and a table with the following data:

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

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

The screenshot displays the Microsoft 365 Timesheet interface for adding a task manually. The left navigation menu includes options like Dashboard, User Management, Project Management, Manage Permission, Document Management, Reports, Settings, and App Information. The main content area is titled 'Project Management' and has three tabs: 'Project', 'Task', and 'Assign Project to Task'. The 'Task' tab is active. Below the tabs, there is a 'Choose Option' section with radio buttons for 'Task' (selected) and 'Bulk Import'. A 'Task Name' input field is present, with a blue box labeled '1' pointing to it. Below the input field is an 'Active' checkbox, which is checked, with a blue box labeled '2' pointing to it. To the right of the input field and checkbox are 'Clear' and 'Save' buttons, with a blue box labeled '3' pointing to the 'Save' button. At the bottom, there is a table with columns for 'Task Name', 'Active', 'Edit', and 'Delete'. The table contains two rows: 'Unit Testing' and 'Production Setup', both with the 'Active' checkbox checked. The 'Edit' column contains edit icons, and the 'Delete' column contains delete icons.

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

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.

Microsoft 365 Timesheet
SEAMLESS TIME MANAGEMENT

Project Management

Project Task Assign Project to Task

Choose Option Task Bulk Import ← 1

Import Task *

Choose file No file chosen ← 3

[Download the template](#) ← 2

Clear Import ← 4

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

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

Microsoft 365 Timesheet
SEAMLESS TIME MANAGEMENT

Dashboard
User Management
Project Management
Manage Permission
Document Management
Reports

Project Management

Project Task **Assign Project to Task**

Project Name * Select Project Name ▼ **Task Name *** Select Task Name ▼

Clear Save

Export ▼ Search

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

➤ **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

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

Microsoft 365 Timesheet
SEAMLESS TIME MANAGEMENT

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

Manage Permission

Timesheet - Authorized Access | Authorization Logs

Authorized User Name *
Select Authorized User

App User Name *
Select App User

Active

Clear Save


Authorized User Name	Authorized User Email	App User Name	User Email	Active	Edit	Delete
Mason Wells	Mason.Wells@ignatiuzsoftwar...	Jhon Steeve	Jhon_Steeve's@ignatiuzsoftwa...	<input checked="" type="checkbox"/>		
Mason Wells	Mason.Wells@ignatiuzsoftwar...	Erika Geesey	erika.geesey@ignatiuzsoftwar...	<input checked="" type="checkbox"/>		
Mason Wells	Mason.Wells@ignatiuzsoftwar...	Cassie Nightngale	Cassie.Nightngale@ignatiuzso...	<input checked="" type="checkbox"/>		
Mason Wells	Mason.Wells@ignatiuzsoftwar...	Jamee Solis	jamee.solis@ignatiuzsoftware...	<input checked="" type="checkbox"/>		

Show entries 10 | Page 1 of 1 Previous Next

Select User | Login As

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.



Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT

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

Manage Permission

Timesheet - Authorized Access

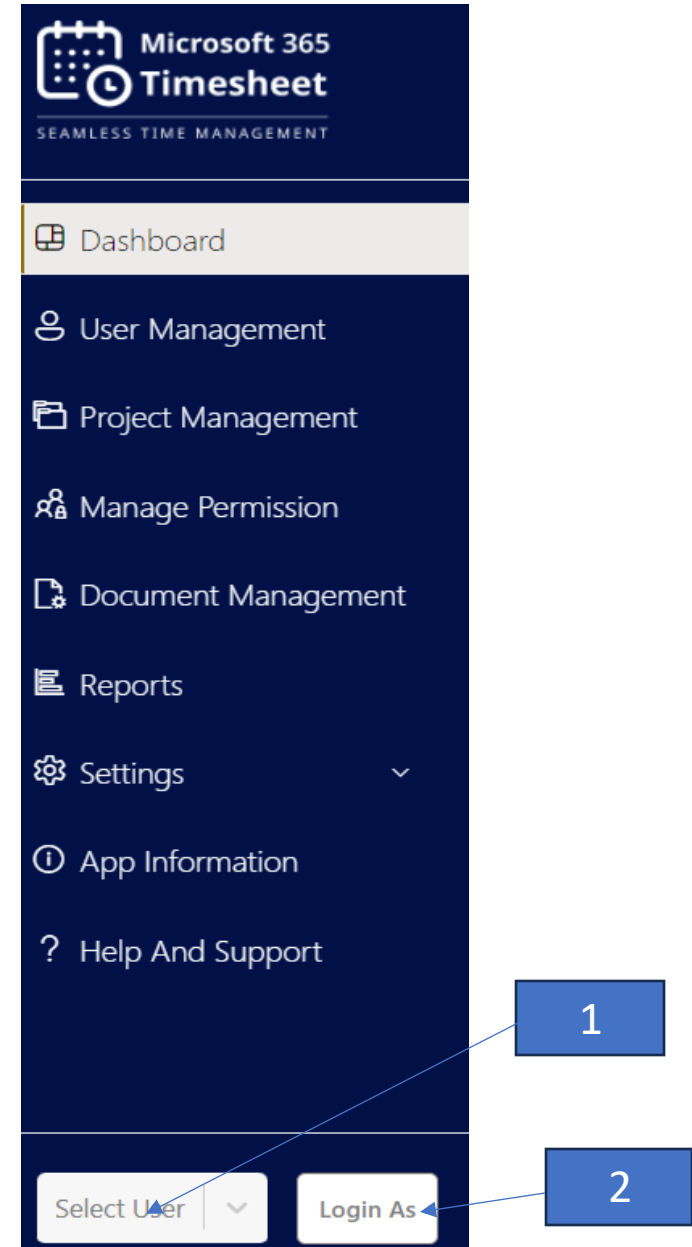
Authorization Logs

Search

Logged In User	Logged In As	Page Name	Activity Performed By User	Date
Mason Wells	Jamee Solis	Timesheet	Employee timesheet added successfully!	07/31/2024
Mason Wells	Jamee Solis	Project Management	Task has been updated successfully!	07/31/2024
Mason Wells	Jamee Solis	Project Management	Project and task added successfully!	07/31/2024
Mason Wells	Jamee Solis	Timesheet	Employee timesheet added successfully!	07/31/2024
Mason Wells	Jamee Solis	Timesheet	Employee timesheet added successfully!	07/31/2024
Mason Wells	Jamee Solis	Timesheet	Employee timesheet update successfully!	07/31/2024
Mason Wells	Jamee Solis	Timesheet	Employee timesheet update successfully!	07/31/2024
Mason Wells	Erika Geesey	Timesheet	Employee timesheet added successfully!	08/05/2024
Mason Wells	Erika Geesey	Timesheet	Employee timesheet added successfully!	08/05/2024

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



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.

Microsoft 365 Timesheet
SEAMLESS TIME MANAGEMENT

Advance Reports

1

Manager *
Select Manager Name

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

2

Display Type Grid Chart

Clear Search

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

Microsoft 365 Timesheet
SEAMLESS TIME MANAGEMENT

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

From Date

To Date

Select From Date

Select To Date

Display Type Grid Chart

Clear

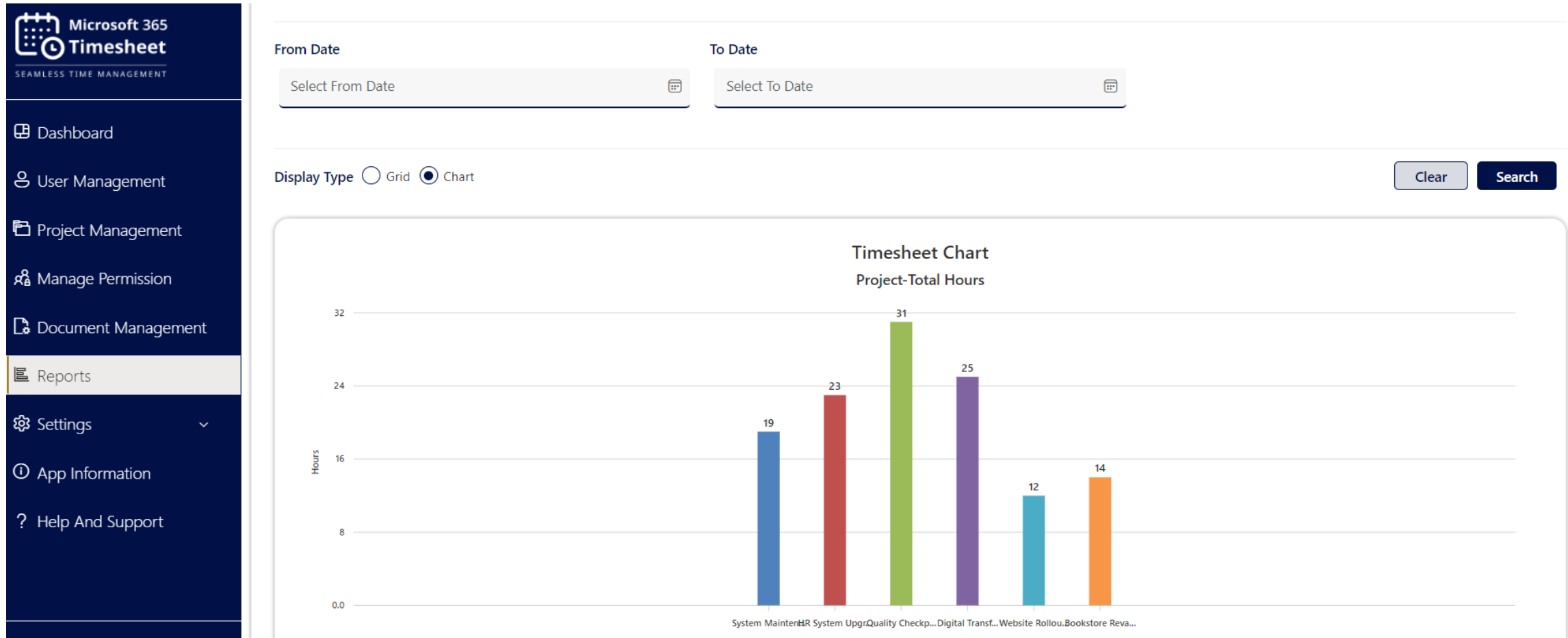
Search

Export

Search

Week Ending Date	Employee ID	Employee	Manager	Project	Task	Task Description	Billable Hours	Non-Billable Hours	Total Hours	Status	Manager Comment
08/09/2024	13	Cassie Nightngale	Jamee Solis	System Maintenance	Production Setup		12	0	12	Approved	8/13/2024 14:13 PM (Approved) : Approved
08/09/2024	13	Cassie Nightngale	Jamee Solis	HR System Upgrade	Feature Development		10	0	10	Approved	8/13/2024 14:13 PM (Approved) : Approved
08/23/2024	13	Cassie Nightngale	Jamee Solis	Quality Checkpoint	Quality Assurance		28	0	28	Rejected	8/13/2024 14:35 PM (Rejected) : Rejected
08/30/2024	13	Cassie Nightngale	Jamee Solis	Digital Transformation	Production Setup		6	0	6	Pending Approval	

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



10.Document Management

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

The screenshot displays the Microsoft 365 Timesheet interface. On the left is a dark blue sidebar with the following menu items: Dashboard, User Management, Project Management, Manage Permission, Document Management (highlighted), Reports, Settings, and App Information. The main content area is titled "Document Management" and features a large white box with the text "Drag and Drop Files to upload or" and a dark blue "Browse" button. Below this is a table listing uploaded files. The table has columns for "File Name" and "Delete". Two files are listed: "Managers.xlsx" and "Employees.xlsx", each with a trash icon in the Delete column. At the top left of the table area is an "Export" dropdown menu, and at the top right is a search bar. At the bottom right of the table area, there is a pagination control showing "Show entries 5" and "Page 1 of 1" with "Previous" and "Next" buttons.

Microsoft 365 Timesheet
SEAMLESS TIME MANAGEMENT

Document Management

Drag and Drop Files to upload
or

Browse

Export

Search

File Name	Delete
Managers.xlsx	
Employees.xlsx	

Show entries 5 Page 1 of 1 Previous Next

11. 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.

11.1 General setting

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

The screenshot displays the 'General Setting' page for Microsoft 365 Timesheet. The left sidebar contains navigation options: Dashboard, User Management, Project Management, Manage Permission, Document Management, Reports, and Settings. The 'Settings' menu is expanded to show 'General Setting' and 'Timesheet Setting'. The main content area is titled 'General Setting' and has 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 Sunday 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 '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 the Manager and Admin will have the authority to add Projects and tasks.

The screenshot shows the Microsoft 365 Timesheet application interface. On the left is a dark blue navigation sidebar with the following items: Microsoft 365 Timesheet (SEAMLESS TIME MANAGEMENT), Dashboard, User Management, Project Management, Manage Permission, Document Management, Reports, Settings (with an upward arrow), General Setting (highlighted), and Timesheet Setting. The main content area is titled "General Setting" and contains a horizontal menu with "Set Week Ending Day/Date" and "Project/Task Setting" (which is active). Below this menu is a section titled "Setting for Project/ Task by User" with two radio button options: "Admin and Manager (Only Admin & Manager can add projects/tasks)" and "All users (Admin & Manager can add projects/tasks, Employees can add tasks only)". The second option is selected. A dark blue "Save" button is located at the bottom right of the settings area.

11.2. 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 'Timesheet Setting' interface within the Microsoft 365 Timesheet application. The left sidebar contains navigation options: Dashboard, User Management, Project Management, Manage Permission, Document Management, Reports, and Settings (with a sub-option for General Setting). The main content area is titled 'Timesheet Setting' and features three tabs: 'Email Setting' (selected), 'Benchmark Setting', and 'Billable/ Non-billable'. Under the 'Email Setting' tab, there are two sections: 'Timesheet Submission' and 'Notify Manager'. The 'Timesheet Submission' section has two radio button options: 'Manager Approved' (selected) and 'Direct Submission'. A blue box labeled '1' has an arrow pointing to the 'Direct Submission' radio button. The 'Notify Manager' section has a toggle switch currently turned on. A blue box labeled '2' has an arrow pointing to the toggle switch. A 'Save' button is located at the bottom right of the settings area, with a blue box labeled '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 'Timesheet Setting' page in the Microsoft 365 Timesheet application. The left sidebar contains navigation options: Dashboard, User Management, Project Management, Manage Permission, Document Management, Reports, and Settings (with a sub-option for General Setting). The main content area is titled 'Timesheet Setting' and features three tabs: 'Email Setting', 'Benchmark Setting' (which is active), and 'Billable/ Non-billable'. 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.' Below the note, the 'Benchmark Daily Hours *' field is set to '8'. A blue box labeled '1' with an arrow points to the input field, and another blue box labeled '2' with an arrow points to the 'Edit' button.

Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT

Timesheet Setting

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

Note : Changes in benchmark will effect in the old timesheet. Please make sure to take the backup of old timesheet before any changes.

Benchmark Daily Hours *

8

Edit

1

2

Dashboard

User Management

Project Management

Manage Permission

Document Management

Reports

Settings

General Setting

Timesheet Setting

➤ 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.

Microsoft 365 Timesheet
SEAMLESS TIME MANAGEMENT

Timesheet Setting

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

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

Display Setting

Show Billable Hide Billable

1

Save

2

Dashboard

User Management

Project Management

Manage Permission

Document Management

Reports

Settings

General Setting

Timesheet Setting

12. App Information

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

Pro Version Timesheet:

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

Dashboard

User Management

Project Management

Management

Manage Permission

Document Management

Reports

Settings

App Information

Help And Support

Select User

Login As

App Information

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

Pro Version Timesheet:

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

Timesheet Enterprise Version:

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

Thank you for considering our Timesheet Application!

--

Ignatiuz Software

13. Help and Support

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

1.FAQs:

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

2. User Manual Link:

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

3. Contact Support:

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

4. Feedback:

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

Help And Support

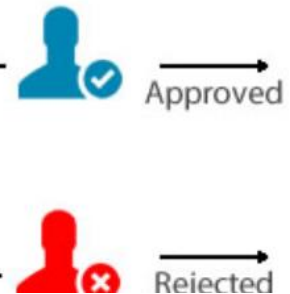
Welcome to our Timesheet Application! We're here to ensure you have a smooth experience using our application. Below are some resources available to assist you on our website:

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

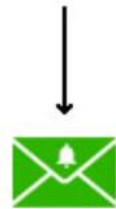
The Approver(s) Receives an Email Notification



Approver(s) Approve/reject Spent Hours Of Timesheet



The Employee Receives an Email Notification



The Employee Draft Spent Hours In Timesheet



Draft



Pending Approval

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

? Help And Support

Select User


Login As

14. 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.

14.1. New Timesheet



 SEAMLESS TIME MANAGEMENT

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

Timesheet

New Timesheet
Drafted
Submitted
Rejected
Approved

Week Ending Date * Billable

08/02/2024

Project Name	Task Name	Billable/Non-Billable	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Task Description	Delete	Total Hours
System Maintenance	Production Setup	<input checked="" type="checkbox"/>	2	3	4	2	1	2	2			16
Select Project	Select Task	<input checked="" type="checkbox"/>	2	3	2	1	2	2	1			13
Select Project	Select Task	<input checked="" type="checkbox"/>	2	1	1	3	2	1	2			12
Select Project	Select Task	<input checked="" type="checkbox"/>	1	1	1	2	2	3	3			13
Billable			7	8	8	8	7	8	8	54		54
Non Billable			0	0	0	0	0	0	0	0		

Add Rows
Save Draft
Submit
Cancel

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


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


14.2. Drafted Timesheets


The screenshot displays the Microsoft 365 Timesheet application interface. On the left is a dark blue navigation sidebar with the following menu items: Dashboard, Timesheet (highlighted), Document Management, Reports, App Information, and Help And Support. The main content area is titled 'Timesheet' and features a horizontal tab bar with five tabs: 'New Timesheet', 'Drafted' (selected), 'Submitted', 'Rejected', and 'Approved'. Below the tabs, there is an 'Export' dropdown menu and a search bar. The central part of the interface is a table with the following columns: View, Week Ending Date, Billable, Non Billable, Employee, Manager, Status, and Delete. The table contains five rows of draft timesheet entries, all for the employee 'Cassie Nightngale' and manager 'Jamee Solis'. At the bottom right, there is a pagination control showing 'Show entries 10', 'Page 1 of 1', and 'Previous' and 'Next' buttons.


View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status	Delete
View	08/16/2024	10	5	Cassie Nightngale	Jamee Solis	Draft	
View	09/20/2024	12	0	Cassie Nightngale	Jamee Solis	Draft	
View	09/27/2024	16	0	Cassie Nightngale	Jamee Solis	Draft	
View	10/04/2024	14	0	Cassie Nightngale	Jamee Solis	Draft	
View	10/11/2024	20	4	Cassie Nightngale	Jamee Solis	Draft	


14.3. Submitted Timesheets


 Microsoft 365 Timesheet
SEAMLESS TIME MANAGEMENT


 Dashboard

 Timesheet

 Document Management

 Reports

 App Information

 Help And Support

Timesheet

New Timesheet

Drafted






Submitted

Rejected


Approved

Export 

 Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status	Delete
View	08/30/2024	12	9	Cassie Nightngale	Jamee Solis	Pending Approval	
View	09/06/2024	6	0	Cassie Nightngale	Jamee Solis	Pending Approval	
View	09/13/2024	16	0	Cassie Nightngale	Jamee Solis	Pending Approval	
View	10/18/2024	4	0	Cassie Nightngale	Jamee Solis	Pending Approval	
View	07/05/2024	16	0	Cassie Nightngale	Jamee Solis	Pending Approval	
View	07/19/2024	11	0	Cassie Nightngale	Jamee Solis	Pending Approval	

Show entries


10 


Page 1 of 1


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[Next](#)


14.4. Rejected Timesheets


 Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT


 Dashboard

 Timesheet

 Document Management

 Reports

 App Information

 Help And Support

Timesheet

New Timesheet

Drafted

Submitted

Rejected

Approved

Export



 Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	08/23/2024	28	0	Cassie Nightngale	Jamee Solis	Rejected
View	10/18/2024	4	0	Cassie Nightngale	Jamee Solis	Rejected
View	07/05/2024	16	0	Cassie Nightngale	Jamee Solis	Rejected
View	07/19/2024	11	0	Cassie Nightngale	Jamee Solis	Rejected

Show entries

10





Page 1 of 1


[Previous](#)


[Next](#)


14.5. Approved Timesheets



Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT


 Dashboard

 Timesheet

 Document Management

 Reports

 App Information

 Help And Support

Timesheet

New Timesheet Drafted Submitted Rejected **Approved**

Export Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	08/09/2024	22	0	Cassie Nightngale	Jamee Solis	Approved
View	08/30/2024	12	9	Cassie Nightngale	Jamee Solis	Approved
View	09/06/2024	6	0	Cassie Nightngale	Jamee Solis	Approved
View	09/13/2024	16	0	Cassie Nightngale	Jamee Solis	Approved

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

15. Management - Approval and Rejection of Timesheet

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

Management - Can see assigned employee-submitted timesheets.

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

15.1. Pending Approval

Microsoft 365 Timesheet
SEAMLESS TIME MANAGEMENT

Jamee Solis

Pending Approval | Approved | Rejected | Employee Timesheet


Export | Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	07/26/2024	15	0	Cassie Nightngale	Jamee Solis	Pending Approval
View	06/14/2024	21	0	Cassie Nightngale	Jamee Solis	Pending Approval
View	05/03/2024	0	6	Cassie Nightngale	Jamee Solis	Pending Approval
View	05/17/2024	11	0	Cassie Nightngale	Jamee Solis	Pending Approval








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

15.2. Approved Timesheets

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



Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT


-  Dashboard
-  User Management
-  Project Management
-  Management
-  Document Management
-  Reports
-  App Information

Jamee Solis

Pending Approval
Approved
Rejected
Employee Timesheet

Week Ending Date *

Employee Name : Cassie Nightngale
Status : Pending Approval

Project Name	Task Name	Billable/Non-Billable	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Task Description	Delete	Total Hours
<input type="text" value="Digital Transforma..."/>	<input type="text" value="Production Setup"/>	<input checked="" type="checkbox"/>	3		4	4						11
Billable			3	0	4	4	0	0	0	11		11
Non Billable			0	0	0	0	0	0	0	0		

Approved
Rejected
Cancel

Jamee Solis

Pending Approval

Approved

Rejected

Employee Timesheet

Export

Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	08/09/2024	22	0	Cassie Nightngale	Jamee Solis	Approved
View	08/30/2024	12	9	Cassie Nightngale	Jamee Solis	Approved
View	08/09/2024	12	5	Jhon Steeve	Jamee Solis	Approved
View	08/02/2024	14	0	Jhon Steeve	Jamee Solis	Approved
View	09/06/2024	6	0	Cassie Nightngale	Jamee Solis	Approved
View	09/13/2024	16	0	Cassie Nightngale	Jamee Solis	Approved
View	06/28/2024	14	0	Cassie Nightngale	Jamee Solis	Approved

Show entries


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15.3. Rejected Timesheets

 Microsoft 365
Timesheet
SEAMLESS TIME MANAGEMENT

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

Jamee Solis

Pending Approval

Approved

Rejected

Employee Timesheet

Export



Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	08/23/2024	28	0	Cassie Nightngale	Jamee Solis	Rejected
View	08/30/2024	3	13	Jhon Steeve	Jamee Solis	Rejected
View	10/18/2024	4	0	Cassie Nightngale	Jamee Solis	Rejected
View	07/05/2024	16	0	Cassie Nightngale	Jamee Solis	Rejected
View	07/19/2024	11	0	Cassie Nightngale	Jamee Solis	Rejected
View	06/07/2024	6	0	Cassie Nightngale	Jamee Solis	Rejected

Show entries

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15.4. Employee Timesheets

 Microsoft 365 Timesheet
SEAMLESS TIME MANAGEMENT

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

Jamee Solis

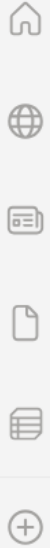
Pending Approval Approved Rejected **Employee Timesheet**

Export Search

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status
View	08/09/2024	22	0	Cassie Nightngale	Jamee Solis	Approved
View	08/23/2024	28	0	Cassie Nightngale	Jamee Solis	Rejected
View	08/30/2024	12	9	Cassie Nightngale	Jamee Solis	Approved
View	08/09/2024	12	5	Jhon Steeve	Jamee Solis	Approved
View	08/02/2024	14	0	Jhon Steeve	Jamee Solis	Approved
View	08/30/2024	3	13	Jhon Steeve	Jamee Solis	Rejected
View	09/06/2024	6	0	Cassie Nightngale	Jamee Solis	Approved
View	09/13/2024	16	0	Cassie Nightngale	Jamee Solis	Approved

16. 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.



SPFxMicrosoft365Timesheet

Private group ★ Following

+ New ▾

Site usage Site workflows Site settings Recycle

Project Task	List	0	9/10/2024 12:35 AM
Setting	List	1	9/10/2024 12:48 AM
Task	List	0	9/10/2024 12:35 AM
Theme	List	0	9/10/2024 12:35 AM
Timesheet Users	List	1	9/10/2024 12:48 AM
UserLog	List	0	9/10/2024 12:35 AM
Apps for SharePoint		1	9/10/2024 12:31 AM
Events		0	8/26/2024 1:22 AM
microsoft-365-timesheet	App		9/10/2024 12:35 AM

1

Monitor
Remove

SPFxMicrosoft365Timesheet

Private group ★ Following

+ New

Site usage Site workflows Site settings Recycle

Project Task	List	0	9/10/2024 12:35 AM
Setting	List	1	9/10/2024 12:48 AM
Task			
Theme			
Timesheet Users			
UserLog			
Apps for SharePoint	List	1	9/10/2024 12:31 AM
Events	Events list	0	8/26/2024 1:22 AM
microsoft-365-timesheet	App		9/10/2024 12:35 AM

2

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

SharePoint

EDIT LINKS

Search this site

Site contents

Site contents Lists, Libraries, and other Apps

SITE WORKFLOWS SETTINGS RECYCLE BIN (0)

Exit classic experience

add an app

DailyDetails
new!
0 items
Modified 18 minutes ago

Events
0 items
Modified 2 weeks ago

Apps for SharePoint
1 item
Modified 23 minutes ago

DashboardLinks
new!
8 items
Modified 6 minutes ago

Form Templates
0 items
Modified 2 weeks ago

Authorized Users
new!
0 items
Modified 18 minutes ago

Department
new!
0 items
Modified 18 minutes ago

License Info
new!
0 items
Modified 18 minutes ago

Context scheduler
1 weeks ago

1

microsoft-365-timesheet

Version: 1.0.0.0
microsoft-365-timesheet description

ABOUT DETAILS REMOVE

microsoft-365-timesheet
new!



Thank You

For Your Attention