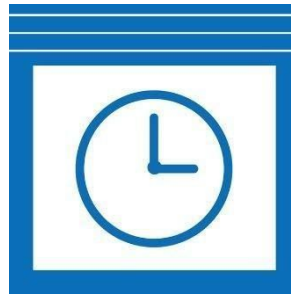


Office 365 Timesheet Add-In (User manual)



By

ignatiuz
Compelling IT Solutions

For further information, visit us at www.ignatiuz.com

For support, contact us at support@ignatiuz.com

Version: - 4.0.0.0 | Created: November 22nd, 2019.

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1. Welcome to Office 365 Timesheet add-in

We are glad that you decided to try Office 365 Timesheet add-ins by Ignatiuz. Ignatiuz is a leading IT solutions provider providing custom SharePoint development solutions.

This add-in is a package of everything that you would need to manage your employee timesheets. With a quick setup process and friendly user interface, the add-in offers an easy learning curve for the users.

The office 365 Timesheet add-in runs with Office 365 and SharePoint on-premise. It is a user-friendly add-in allowing employees to submit their weekly timesheets and managers to approve the submitted timesheets. Convenient reporting feature allows managers and administrators to generate reports of work done throughout the week.

Few of the salient features of the Office 365 Timesheet add-ins are:

- Quick and easy tracking of work hours.
- Role based access.
- Cloud based solution.
- Manager's approval with comments.
- Detailed reporting.
- Completely secure with all your data lying in your own environment.

We hope that your employees will love using Office 365 Timesheet add-ins, resulting in increased returns on your technology investments.

2. Technical Specification

- SharePoint on-premises.
- Office 365.
- Admin rights required to install the app.
- User should have the edit/contribute permission to use the app.

3. Latest upgrades and fixes

To offer maximum benefit out of the add-ins, we keep adding new features to it. We make sure that it adds more value to your business operations with every new release. Below is a quick overview of the recent releases.

Version: 4.0.0.0

Release date: 22/11/2019

Key features:

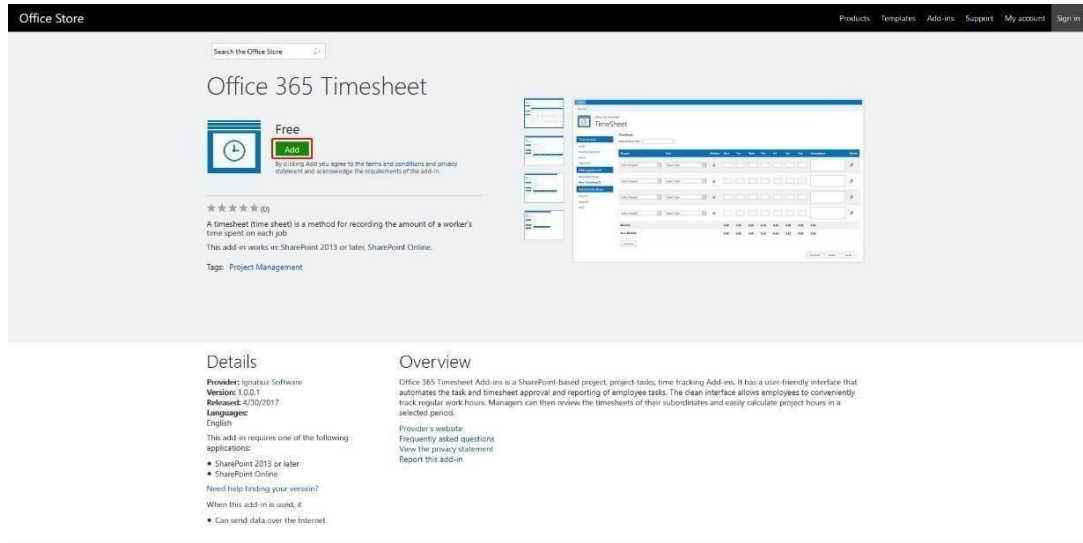
- ✓ Display date with days in timesheet entry page
- ✓ Added QR code to access mobile app.
- ✓ Design fixes of paid version.

Bugs rectified –

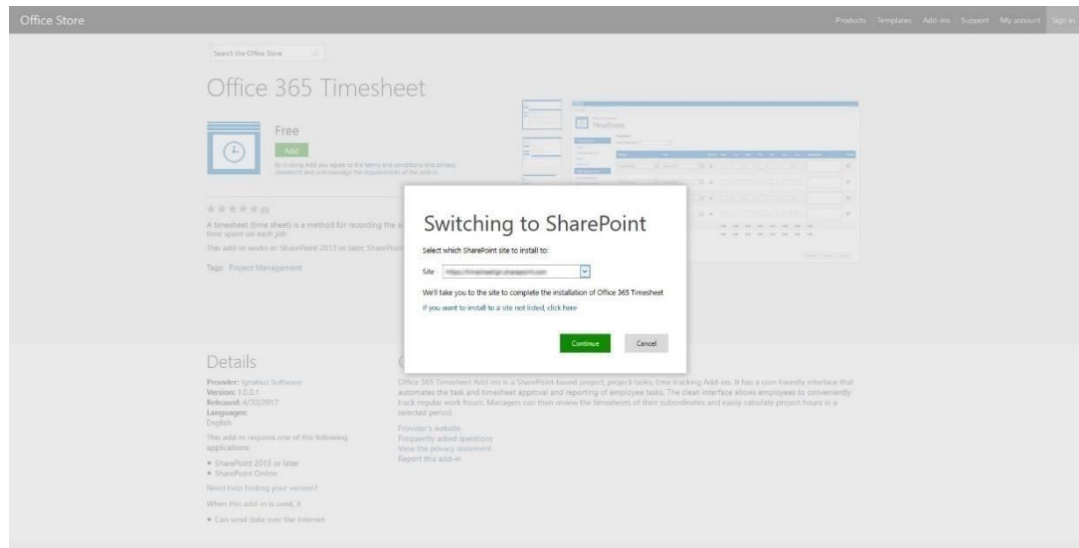
- ✓ Fixes for report
- ✓ Optimized code
- ✓ Design fixes of paid version.

4. Installing and configuring the add-ins

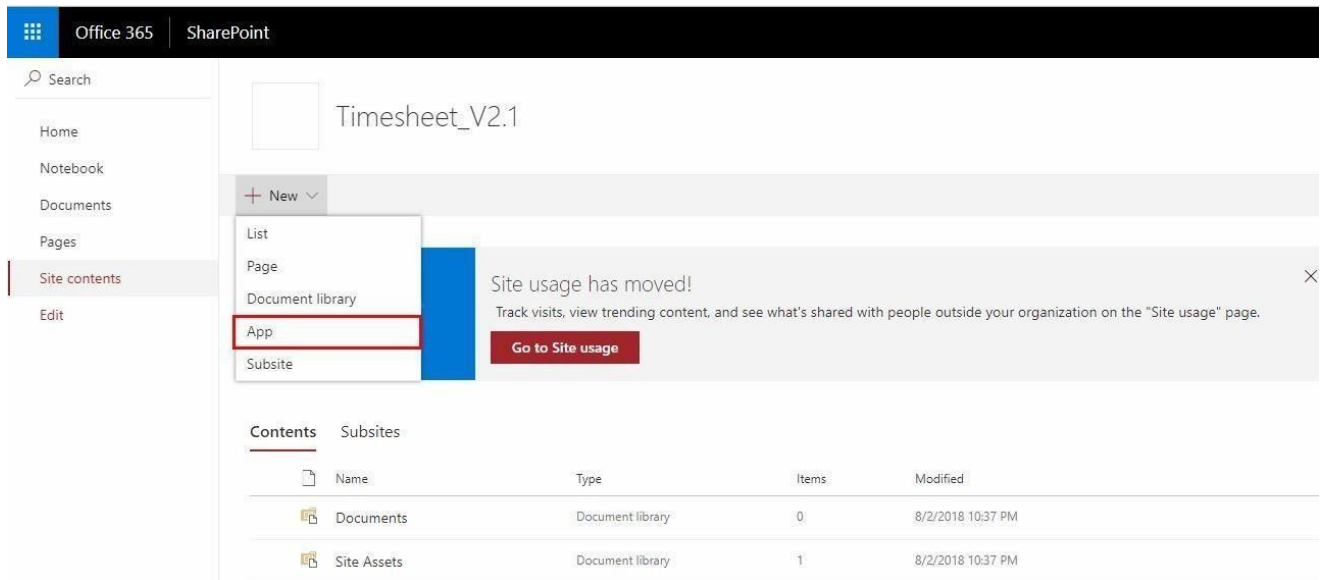
- ✓ Make sure that you are logged in to the Office 365 as an administrator. [Click here](#) to visit the Office 365 Timesheet add-ins page on Office Store.
- ✓ On the add-ins page, click on the “Add” button.



- ✓ You would be prompted to select the SharePoint site on which you want to install the add-in. Select the site on which you want to configure the add-ins and click “Continue” button.



Alternatively, you can also install this add-in from the SharePoint site. You need to log in to the SharePoint site on which you want to install the add-in, navigate to Site contents, click on New and click Add-ins in the dropdown.



✓ On the next screen, click on SharePoint store.

Office 365 | SharePoint





Timesheet_V2.1 [EDIT LINKS](#)

Site contents ▸ Your Apps





Your Apps

- Apps You Can Add
- From Your Organization
- Manage Licenses
- Your Requests
- SharePoint Store**

Noteworthy

 Document Library Popular built-in app App Details	 Custom List Popular built-in app App Details	 Tasks Popular built-in app App Details	 Site Mailbox Popular built-in app App Details
---	---	--	---

Apps you can add

Newest	Name		
 IT Change Management from Ignatiuz Software App Details	 HelpDesk from Ignatiuz Software App Details	 Support+ Help On-Demand from Combined Knowledge App Details	 IT Helpdesk from Link Development App Details

✓ On the SharePoint store page, search for **WA104381014**.



SharePoint Store

WA104381014 ✕

Price: [All](#) [Free](#)

Categories: [All](#) [Best Apps of the Year](#) [Business](#) [Clocks & Calendars](#) [Communication](#) [Content Management](#)

Sort by: [Most Relevant](#) [Highest Rating](#) [Lowest Price](#) [Name](#) [Newest](#)



Office 365 Timesheet
★★★★☆
Free

[Previous](#) | [Next](#)

✓ Open the add-in “Office 365 Timesheet” and click on “ADD IT” button.



Office 365 Timesheet

from Ignatiuz Software

Find an app 🔍

Project	Task	Billing/Non-Billable	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Description	Default	Timesheet
Select Project	Select Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0.00
Select Project	Select Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0.00
Select Project	Select Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0.00
Select Project	Select Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0.00
Billable			0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Non-Billable			0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00

Free

ADD IT

There is a new version of this app. Get it now.

GET IT

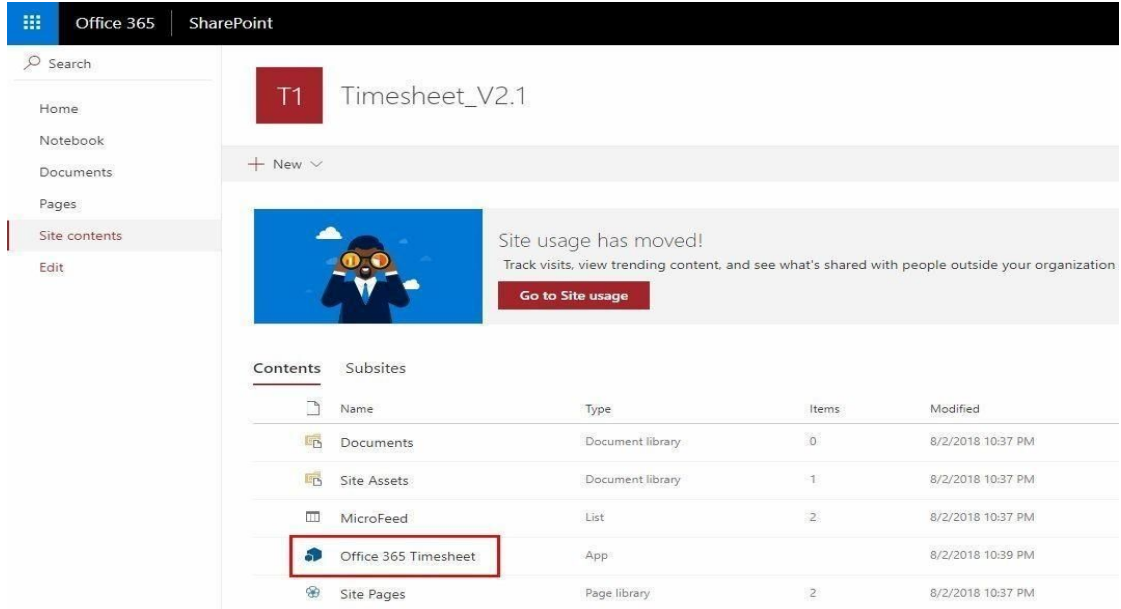
By acquiring this app you agree to its permissions.

VERSION: 2.6.1.3
RATING: ★★★★★ (74)
RELEASE DATE: January 2019
CATEGORY: Financial Management, Productivity, Project Management
SUPPORT: App Website

MORE ACTIONS ▾



- ✓ Once the add-in is installed, you can locate it under Site contents.



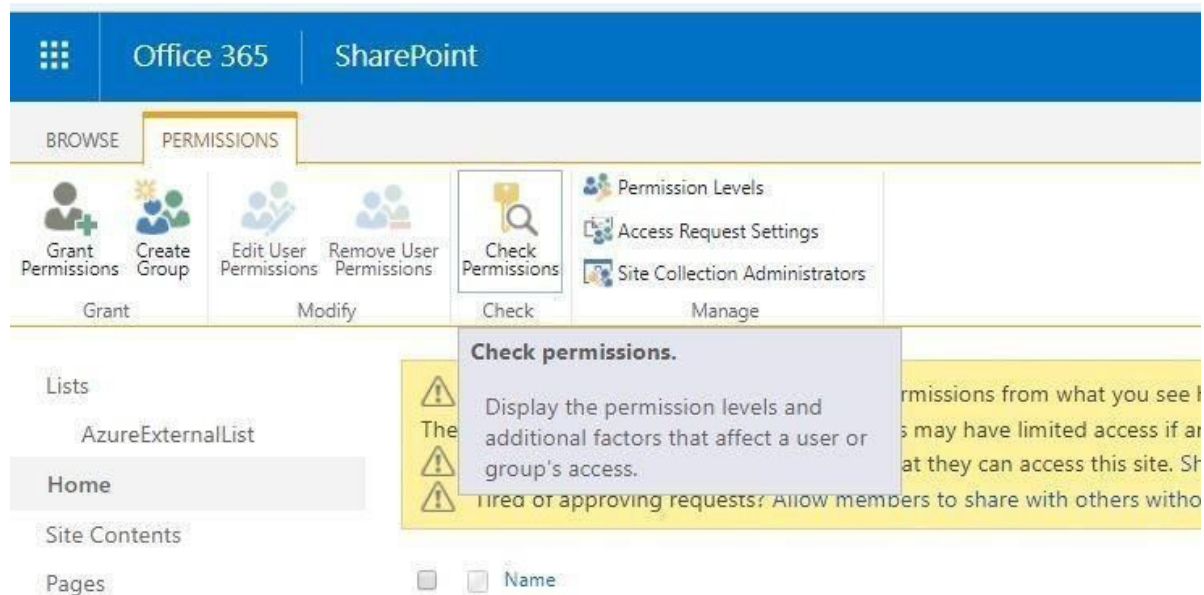
The screenshot shows a SharePoint site interface. At the top, there's a navigation bar with 'Office 365' and 'SharePoint'. Below it is a search bar and a left-hand navigation menu with options: Home, Notebook, Documents, Pages, Site contents (highlighted), and Edit. The main content area shows a site title 'T1 Timesheet_V2.1' and a '+ New' button. Below that is a banner for 'Site usage has moved!' with a 'Go to Site usage' button. The 'Contents' section is active, displaying a table of site components. The 'Office 365 Timesheet' entry is highlighted with a red box.

Name	Type	Items	Modified
Documents	Document library	0	8/2/2018 10:37 PM
Site Assets	Document library	1	8/2/2018 10:37 PM
MicroFeed	List	2	8/2/2018 10:37 PM
Office 365 Timesheet	App		8/2/2018 10:39 PM
Site Pages	Page library	2	8/2/2018 10:37 PM

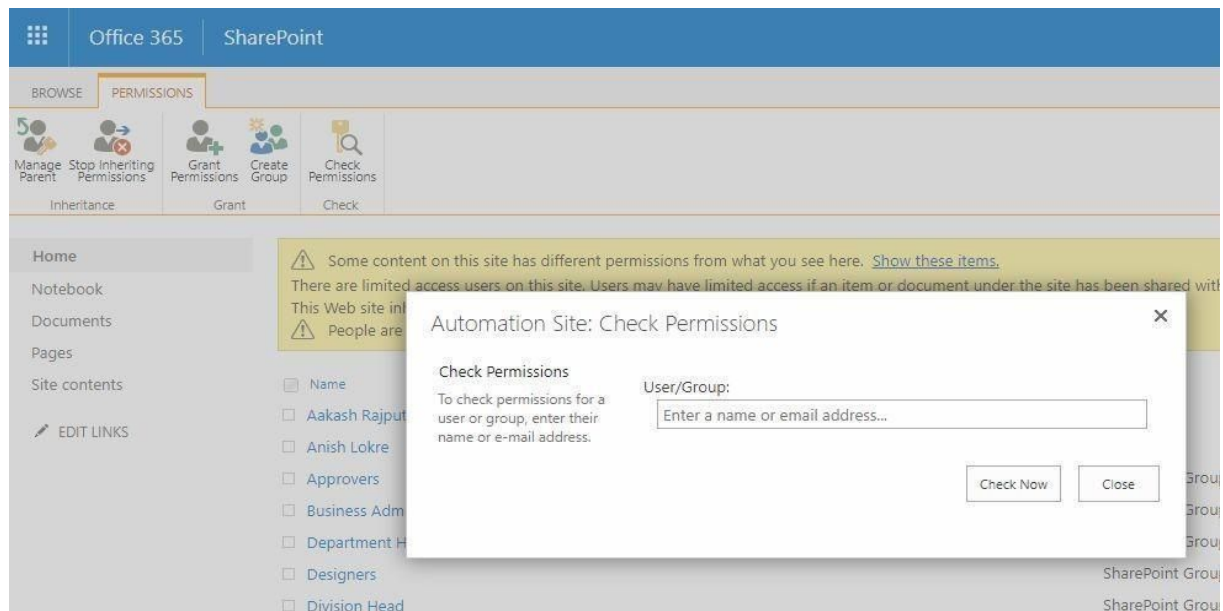
4. User permissions to access the add-ins

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

- ✓ Click on gear icon and select “Site Settings”.
- ✓ In Site settings, select “Site permissions”.
- ✓ Click on “Check Permissions”.



- ✓ Enter Username / Group in the text box.
- ✓ Click on “Check Now”.



- ✓ It will show the current permissions granted to the user or group.
- ✓ The user or group should always have either “edit” or “Contribute” permission.

Home: Check Permissions

Check Permissions

To check permissions for a user or group, enter their name or e-mail address.

User/Group:

Administrator x

Check Now

Close

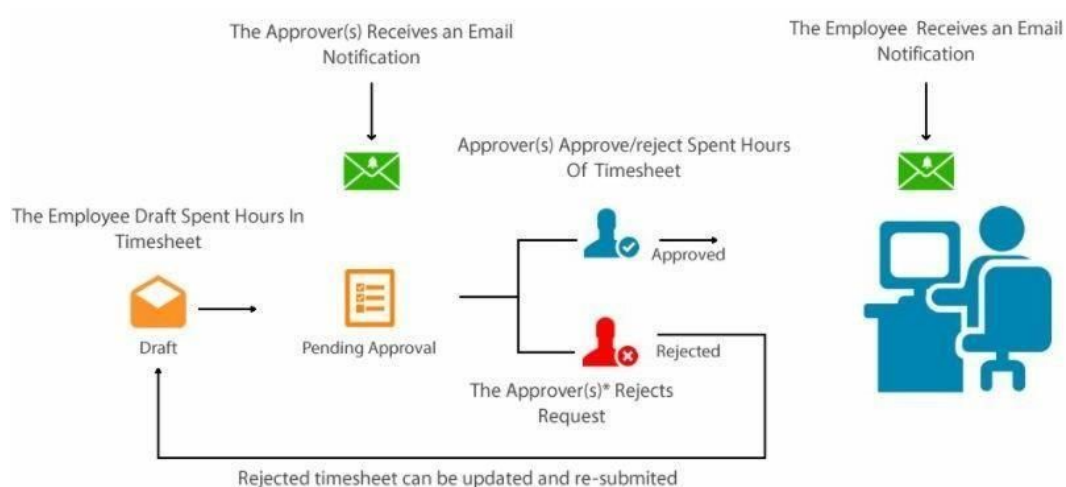
Permission levels given to Administrator (i:0#.f|membership|administrator@ignatiussoftware.onmicrosoft.com)

Limited Access	Given through the "SharePointHome OrgLinks Viewers" group.
Limited Access	Given through the "Style Resource Readers" group.
Contribute	Given through the "Timesheet Users" group.

- ✓ As shown in the above screenshot "Administrator" have contribute permission in "Timesheet Users" group, so it can access the Timesheet app smoothly.

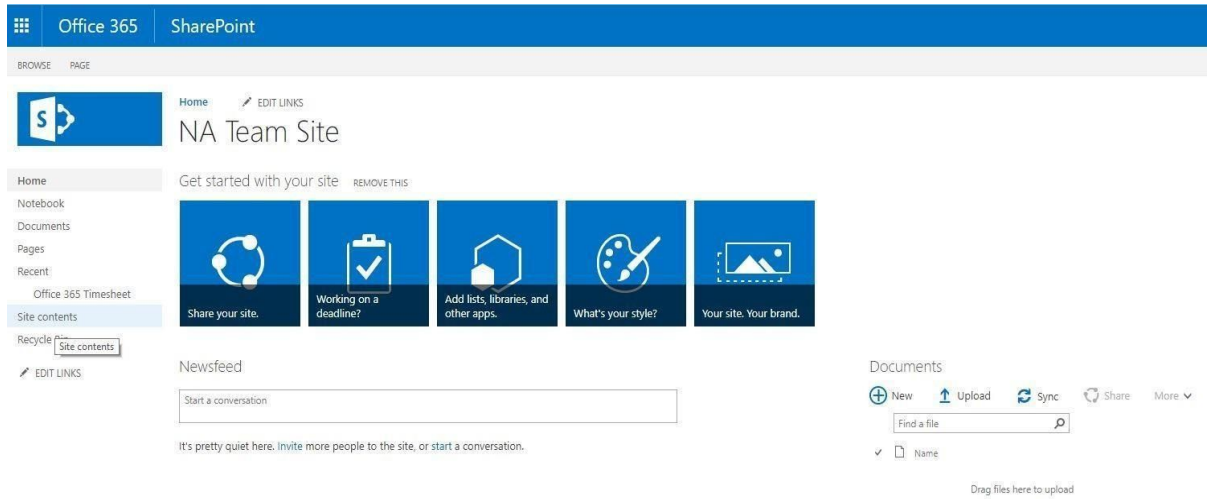
5. Workflow

- ✓ Below is the workflow for Timesheet add-in:



6. Logging On

Once the user is logged in to the Office 365 environment and if add-ins is already installed, it can be opened as shown below:



- ✓ Go on site content
- ✓ On clicking on site content, it will show all the installed add-ins.
- ✓ Start the add-ins by clicking on it.
- ✓ Depending on the logged-in user, the add-in will open Manager, Employee or Guestportal.
- ✓ Logging in for the first time to the add-ins will always open the Administratorportal.



Office 365 Timesheet

Administration

- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

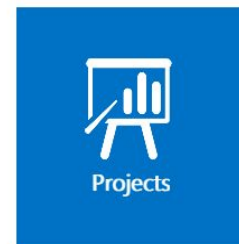
Welcome to Office 365 Timesheet add-in



Roles



Users



Projects

6.1 System Menu

The system menu appears on the left and it is different for Manager and Employee. See below for the difference and uses:

1. Administrator
2. Manager Portal
3. Manager's -Manager Portal
4. Employee portal
5. Guest User portal

6.1.1 Administrator

Administrator portal can be used for coordinating all the features that a timesheet Manager, employee needs to work up on. Administrator has the main right to create user role in the system that will help the organization to run smoothly.

Mentioned below shows how to use the Administrator Portal:

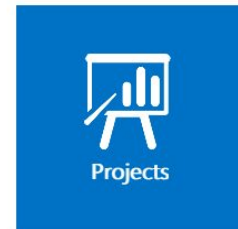
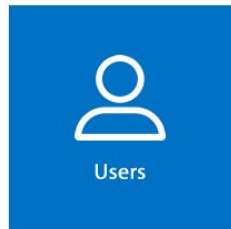


Office 365 Timesheet

Administration

- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

Welcome to Office 365 Timesheet add-in



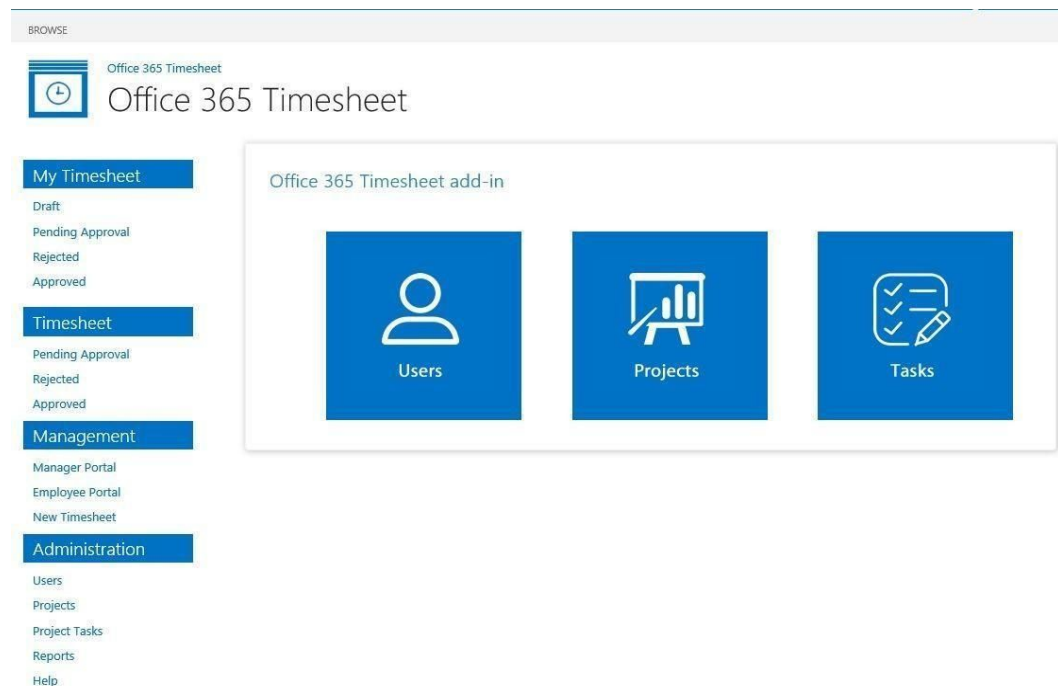
- ✓ There are major features that are provided to this user, such as:-
 - Administration – Can add new user role, user, project, tasks and view reports.
 - User Roles – Can assign roles to created user.
- (Note:** - Administrator role should not be deleted as, if once deleted then application is left without any administrator role and cannot

create new user roles. Because of this functionality of the app gets disturbed.)

- Users– Can create a new user.
- Project and Task Settings – Can create a new project and Can add new task in project.
- Assign Project to Task – Can assign project to particular task.
- Advance Report – Can view reports on worked task which are approved of all employees.
- Timesheet Settings – Can edit Email Setting, Benchmark Setting and Billable/Non-Billable Setting.
- Settings – Can edit week ending date, choose color theme, language, select another approver, edit mails.
- Grant Permission – Can grant permission to authorized users.
- Logs – Can maintain the logs which are performed by authorized users.
- License – Can Upgrade office 365 Timesheet Pro
- Upload Documents – Can upload new documents.
- Help – Will show the Guide of the site.

6.1.2 Manager's -Manager Portal

Manager's -Manager portal can be used for viewing all the submitted Timesheet by the subordinates with their current status. Mentioned below shows how to use the Manager's -Manager Portal:



- ✓ There are 4 major features that are provided to this user, such as: -
 - My Timesheet - Can check the status of his own timesheet.
 - Draft - Will show timesheet pending for submission or in creation process.
 - Pending Approval- Will show pending timesheet which are pending for approval.
 - Reject – Will show all the rejected timesheet.
 - Approved- Will show all the approved timesheet.
 - Timesheet - To check the timesheet status of lower manager and employee.
 - Pending Approval- Will show pending timesheet which are pending for approval.
 - Reject – Will show all the rejected timesheet.
 - Approved- Will show all the approved timesheet.
 - Management - Can see his own Timesheet and create new time sheets.
 - Manager portal.
 - Employee portal.
 - New Timesheet.
 - Administration – Can add new user, project, tasks and view reports.
 - User– Can create a new user.
 - Project – Can create a new project.
 - Project Task – Can add new task in project.
 - Reports – Can view reports on worked task which are approved.
 - Help– Will show the Guide of the site.

6.1.3 Manager Portal

Manager portal can be used to view all the submitted Timesheet with their current status. Mentioned below shows how to use the Manager Portal:



Office 365 Timesheet

Timesheet

Pending Approval

Approved

Rejected

Management

Manager Portal

Administration

Users

Project and Task Settings

Assign Project To Task

Advance Reports

Document Library

Help

Office 365 Timesheet add-in



Users



Projects



Tasks

- ✓ There are 3 major features that are provided to this user, such as: -
 - Timesheet– To check the timesheet status of employee.
 - Pending Approval– Will show pending timesheet which are pending for approval.
 - Approved– Will show all the approved timesheet.
 - Rejected – Will show all the rejected timesheet.
 - Management– Can see his own Time sheet.
 - Manager portal.
 - Administration – Can add new user, project, tasks and view reports.
 - Users – Can create a new user.
 - Projects and Task settings– Can create a new project and Can add new task in project.
 - Assign Project To Task – Can assign project to particular task
 - Advance Reports – Can view reports on worked task.
 - Document Library – Contains library of documents.
 - Help– Will show the Guide of the site.

6.1.4 Employee Portal

Employee portal can be used for adding the employee working details and can also check all the submitted Timesheet with their current status of its own. Mentioned below shows how to use the employee Portal:



Office 365 Timesheet

Timesheet

New Timesheet

Draft

Pending Approval

Approved

Rejected

Management

Employee Portal

Administration

Project and Task Settings

Advance Reports

Document Library

Help

Office 365 Timesheet add-in



- ✓ There are 3 major features that are provided to this user, such as: -
 - Timesheet - To check the timesheet status of employee.
 - New Timesheet – Can view/edit the timesheets.
 - Draft – Can view Drafts.
 - Pending Approval- Will show timesheet which are pending for approval.
 - Approved– Will show all the approved timesheet.
 - Rejected – Will show all the rejected timesheet.
 - Management– Can see his own Time sheet and create new time sheets.
 - Employee portal
 - Administration – Can add new tasks and view reports.
 - Project and Task Settings – can add new project and Can add new task in project.
 - Advance Reports –Can view reports on worked task.
 - Document Library – Contains library of documents.
 - Help– Will show the user guide of the site.

6.1.5 Guest Portal

Guest portal can be used only for viewing the user guide. Below shows how to use the guest portal:



8. How to use the add-in

7.1 Add New User Roles

Administrator can add new user role.

- ✓ At dashboard under Administration “User Roles” option is present.
- ✓ Clicking on “User Roles” create new user role form gets open.



Office 365 Timesheet

Administration

User Roles >

Users

Projects

Project Tasks

Reports

License

Help

User Roles

Role:

User:

User Email:

Show 25 entries

Search:

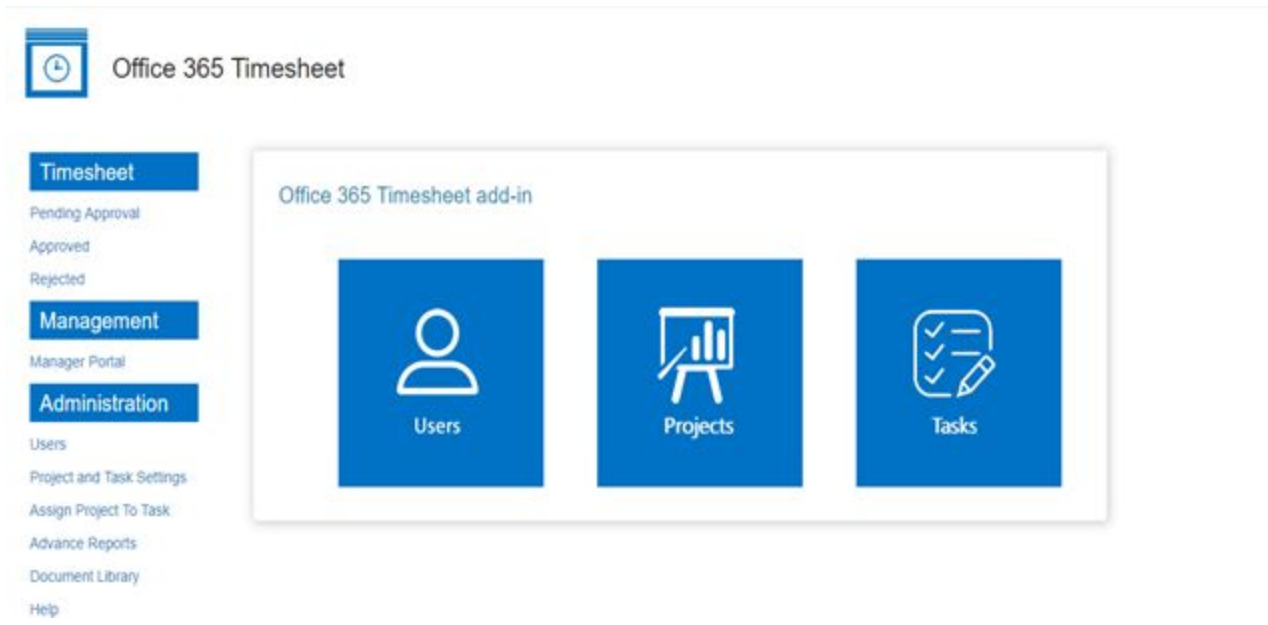
User	User Email	Role	Edit	Delete
Muskan Tarwar	muskantarwar@ardentinfo.onmicrosoft.com	Administrator		
erika geesey	erikageesey@ardentinfo.onmicrosoft.com	Manager		

Showing 1 to 2 of 2 entries

- ✓ Select the Role
- ✓ Enter the user name field click on “Save”.
- ✓ The associated email id of the user will be auto fetched in the “User Email” table when saved.
- ✓ On user role page if there is only one Administrator then that Admin cannot be deleted until authority is not assigned to another administrator.
- ✓ Also, if manager is associated with any Employee then that Manager will not getdeleted.

7.2 Add New User

Administrator, Manager and Manager’s -Manager can add new user.



- ✓ At dashboard under Administration “Users” option is present.
- ✓ Clicking on “Users” create new user form gets open.

The screenshot shows the 'Employee Manager' form. On the left, the 'Administration' menu is expanded to show 'Users >'. The form itself has the following fields: 'Employee' (text input), 'Employee Email' (text input), 'Manager' (dropdown menu with 'Select Manager' selected), and 'Manager Email' (text input). At the bottom of the form are 'Clear' and 'Save' buttons.

- ✓ Administrator/Manager/ Manager's -Manager can create a new user by: -
 - Enter employee name in Employee field.
 - The associated email id of the employee will be auto fetched in the "Employee Email" text box.
 - Select manager "Name" from the dropdown.
 - The associated email id of the manager will be auto fetched in the "Manager Email" text box.
 - Click on "Save" button to create new Employee user.
 - If there is a single timesheet of the employee present in the application, then the employee will not get deleted.

The added record will appear on the same page in a tabular format under employee form.

The screenshot displays the 'Office 365 Timesheet' application interface. On the left, there is a navigation menu under 'Administration' with options: User Roles, Users (selected), Projects, Project Tasks, Reports, License, and Help. The main content area is titled 'Employee Manager' and contains a form with the following fields: 'Employee' (text input), 'Employee Email' (text input), 'Manager' (dropdown menu with 'Select Manager' selected), and 'Manager Email' (text input). Below the form are 'Clear' and 'Save' buttons. Underneath the form is a table with a search bar and a 'Show 20 entries' dropdown. The table has columns for Employee, Employee Email, Manager, Manager Email, Edit, and Delete. One entry is visible for Alison Sacker, with her email as alisonbacker@ardeninfo.onmicrosoft.com and her manager as erika geesey (erikageesey@ardeninfo.onmicrosoft.com). The table footer indicates 'Showing 1 to 1 of 1 entries'.

Employee	Employee Email	Manager	Manager Email	Edit	Delete
Alison Sacker	alisonbacker@ardeninfo.onmicrosoft.com	erika geesey	erikageesey@ardeninfo.onmicrosoft.com		

7.3 Add New Project

- ✓ Only Administrator/Manager and Manager's -Manager can add/ create a new project.
- ✓ To add "New Project" click on "Projects" option present under "Administration" section or via "Dashboard".
- ✓ Enter project name in "Project Name" field.
- ✓ Keep the checkbox checked if you want the project to be in active state or you may uncheck the checkbox to make the project inactive.
- ✓ Click on "Save" button.



Office 365 Timesheet

Administration

- User Roles
- Users
- Projects >**
- Project Tasks
- Reports
- License
- Help

Projects

Project Name

Active

Clear

Save

Show 25 entries

Search:

Project Name	Active	Edit	Delete
Helpdesk App	<input checked="" type="checkbox"/>		
IT Management	<input checked="" type="checkbox"/>		
Timesheet App	<input checked="" type="checkbox"/>		
Timesheet Enterprise	<input checked="" type="checkbox"/>		

Showing 1 to 4 of 4 entries

- ✓ New project will get created and will be shown in the tabular on the same page under project creation form.
- ✓ User can click on the edit button to edit the project name and active status.
- ✓ Users can also click on the delete button to delete the created project.
- ✓ Once the Project is added and if get associated with any project task or get used in new timesheet then its cannot be deleted.

7.4 Add/ Create New Task

- ✓ New task can be added by Administrator/manager/Manager's -Manager and employee.
- ✓ To add new task, click on "Tasks" options present under "Administration" section or navigate via "Dashboard".



Office 365 Timesheet

Administration

User Roles

Users

Projects

Project Tasks >

Reports

License

Help

Project Tasks

Project	<input type="text" value="Helpdesk App"/>
Task Name	<input type="text" value="Tickets Assignment"/>
Active	<input checked="" type="checkbox"/>
	<input type="button" value="Clear"/> <input type="button" value="Save"/>

- ✓ Select the project from the dropdown.
- ✓ A Task can be added to any project by selecting the project from the Project dropdown.
- ✓ To create new task, enter task name in "Task Name" field.
- ✓ Keep the checkbox checked if you want the "Task" to be in active state or you may uncheck the checkbox to make the "Task" inactive.
- ✓ Click on the save button.



Administration

- User Roles
- Users
- Projects
- Project Tasks >**
- Reports
- License
- Help

Project Tasks

Project

Task Name

Active

Show entries Search:

Project	Task	Active	Edit	Delete
Helpdesk App	Tickets Assignment	<input checked="" type="checkbox"/>		

Showing 1 to 1 of 1 entries

- ✓ New task will be created and will appear in the table on the same page under task creation form.
- ✓ To edit the project task, click on the edit icon present in the edit column, to edit the “Task name” and the status.
- ✓ To delete the project task, click on associated delete icon present in the delete column.
- ✓ Once the Project Task is added and if get used in new timesheet then its cannot be deleted.

7.5 Create New Timesheet

- ✓ Only Manager’s -Manager and employee can create their timesheet.
- ✓ To add new “Timesheet” click on “New Timesheet” options present under “Management” section or navigate via Dashboard.



- My Timesheet**
- New Timesheet >
- Draft
- Pending Approval
- Approved
- Rejected
- Timesheet**
- Pending Approval
- Approved
- Rejected
- Management**
- Manager Portal
- Employee Portal
- Administration**
- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

Timesheet
Week Ending Date

Project	Task	Billable/Non Billable	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Task Description	Delete	Total hrs
<input type="text" value="Select Project"/>	<input type="text" value="Select Task"/>	Billable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="X"/>	0.00
<input type="text" value="Select Project"/>	<input type="text" value="Select Task"/>	Billable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="X"/>	0.00
<input type="text" value="Select Project"/>	<input type="text" value="Select Task"/>	Billable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="X"/>	0.00
<input type="text" value="Select Project"/>	<input type="text" value="Select Task"/>	Billable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="X"/>	0.00
Billable			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Non-Billable			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

- ✓ Click in the Week ending date text box calendar gets opened.
- ✓ Select week ending date from the calendar.
- ✓ Select the Project from the project dropdown.
- ✓ On selection of project and task if there are many project tasks associated with project, so user can just enter the project and task name in the search box to get the project or task easily.

- My Timesheet**
- New Timesheet >
- Draft
- Pending Approval
- Approved
- Rejected
- Timesheet**
- Pending Approval
- Approved
- Rejected
- Management**
- Manager Portal
- Employee Portal
- Administration**
- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

Timesheet

Week Ending Date:

Project	Task	Billable/Non Billable	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Task Description	Delete	Total Hrs
Select Project	Select Task	✖	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="✖"/>	0.00
Select Project	Select Task	✖	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="✖"/>	0.00
Select Project	Select Task	✖	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="✖"/>	0.00
Select Project	Select Task	✖	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="✖"/>	0.00
Non Billable			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

- ✓ Select the Task from the task dropdown.
- ✓ Add the number of hours spent on this task for each day of the week.
- ✓ Add descriptions / comments if needed in the description box.
- ✓ Click on "Add rows" button to add new rows for if required.
- ✓ The Billable and Nonbillable section accordingly shows total hours added for eachday.
- ✓ Save draft will allow to save the data added and timesheet can be edited later.
- ✓ Click on "Submit" if you want to submit the timesheet.

View	Week Ending Date	Billable	Non Billable	Employee	Manager	Status	Delete
View	02/02/2018	9.40	15.30	Rupali Namdeo	Lovkesh Patel	Draft	<input type="text" value="✖"/>


Showing 1 to 1 of 1 entries Previous Next

[Export Data](#)

- ✓ If the timesheet is saved in draft mode, the user can delete that timesheet if needed and can create a new timesheet with same dates.
- ✓ Drafted timesheet can also be exported to various formats such as Excel, CSV, PDF, MS word.

7.6 Approval and Rejection of Timesheet

Only Manager and Manager's -Manager can (Approve /Reject) the employee's Timesheet. Below are the steps mentioned narrates how Manager can approve the Timesheet.

 Office 365 Timesheet

Timesheet
 Pending Approval
 Approved
 Rejected

Management
 Manager Portal

Administration
 Users
 Project and Task Settings
 Assign Project To Task
 Advance Reports
 Document Library
 Help

Timesheet
 Week Ending Date: 08/30/2019 Employee : Erika Geesey

Project	Task	Billable/ Non Billable	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Task Description	Total hrs
Timesheet	week ending dates	<input checked="" type="checkbox"/>	5	8	6	7	5	7	0	Done	38.00
Timesheet	week ending dates	<input checked="" type="checkbox"/>	5	8	4	5	7	6	0	Done	35.00
Timesheet	week ending dates	<input checked="" type="checkbox"/>	8	5	5	7	6	5	0	Done	36.00
Timesheet	week ending dates	<input checked="" type="checkbox"/>	6	3	8	5	6	5	0	Done	33.00
Billable			24.00	24.00	23.00	24.00	24.00	23.00	0.00	142.00	142.00
Non-Billable			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Managers Comments:

- ✓ Click on “Pending Approval “will list all the “Timesheets” waiting for approval and clicking any timesheet will open the relevant timesheet.
- ✓ Manager can enter their comments in the “Manager Comments” box.
- ✓ Click on Approve/ Reject button for approval or rejection.
- ✓ Once the timesheet is approved, Manager can again reject the approved timesheet mentioning their comments.
- ✓ After approval or rejection, a mail to the employee associated with the opened timesheet will be sent, that the timesheet is approved or rejected.
- ✓ Draft/Rejected/Pending for approval timesheet can be deleted from the account.
- ✓ All the approved and rejected timesheet can now be exported in various formats such as Excel, CSV, PDF, MS word.

8. Advance Reports

Reports are generated as per logged in user. If a Manager is logged in, report section will show approved timesheets for all the employees associated with the logged in manager. If an employee is logged in, in the report section only his/ her timesheet which are approved will appear.

Below shows the available filters and report generation:

Advance Reports

Super Manager *

Manager * Employee Status

Project Project Task Hours

Date Range

Month Year

From To

Display Type

Grid Chart

- ✓ Click on Reports present under “Administration”.
- ✓ Select options from available filters.
- ✓ Click on search.
- ✓ Reports can also be searched on single date selection other than week ending dates.
- ✓ Reports will appear in the grid according to the set filter.
- ✓ Reports can now be exported in various formats such as Excel, CSV, PDF, MSword.

9. Paid Feature

As the add-ins is upgraded with new features some paid features are added into admin section.

Few navigation links are added other than the above mentioned once.

Now the admin has the authority to convert the free version to new paid version to use the new features.

Such as: -

9.1 License

To get paid version you need to activate the license of the app. And to get that you need to navigate on license page link present on the left navigation.

As you will get landed on license page, you will see two buttons,

1. I have an activation key
2. Buy office 365 Timesheet Pro



Administration

- User Roles
- Users
- Projects
- Project Tasks
- Reports
- License >**
- Help

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

Why Upgrade?

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

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

I have an activation key

Buy Office 365 Timesheet Pro

Buy office 365 Timesheet Pro

To get the paid version, you must upgrade the free version to paid version. And to get the paid version you must follow a few steps.

Click on “Buy office 365 Timesheet Pro “to get the Pro version activation license key.

On click on this button user will get directed on page in a new tab where all the package of pro version will be displayed.

Here you can see 4 different options of app activation:

- **Download free**
If user want to use the app for free, then you can directly click on download free button to get the app for free.
- **Buy now**
If you want to buy for a 1-year subscription, then click on the buy now button and you will get a new checkout page. Fill all the details in that page user will get and email with activation key of the app.
Simply follow the I have activation key steps to activate your app with the key.
- **Or try for 14 days**
If user wants to activate just to see the pro version features for 14 days, we give an option with activation key that will give you the access of all the pro features for 14 days trial period. Click on the link, fill all the details of the form user will receive an activation key which can be used to activate the app features for 14 days for free.
- **Notify Me**

This button will help the user to get notified if whenever the enterprise version will be launched.
Click on the button and enter your email Id to get notified.

FREE	PRO	ENTERPRISE
\$0 free forever	\$1,499 paid annually	\$2,999 paid annually
Unlimited users and timesheets	Everything in Free +	Everything in Pro +
Daily drafting and weekly submissions	One click export of large reports	PowerBI integration
Billable and non-billable hours reporting	Custom week ending day (other than Friday)	Dynamics CRM integration
Managerial approval workflow	Monthly and yearly report generation	Microsoft Project integration
Export reports to Excel	Exciting new features released frequently	In-app productivity tools
Limited email support	Priority phone and email support	Tailor made features
Download Free	Buy Now Or try free for 14 days	Notify Me

I have an activation key

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

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

Why Upgrade?

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

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

[I have an activation key](#)

[Buy Office 365 Timesheet Pro](#)

- Click on the button “I have an activation key”.



- Administration**
- User Roles
- Users
- Projects
- Project Tasks
- Reports
- License >**
- Help

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

Why Upgrade?

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

Enter license key here

[Activate](#)

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

- Enter the license key to activate the feature.
- Click on activate button.
- The license will get activated.

○ **Note:** - You will receive the key through email once the payment is done.



- Administration**
- User Roles
- Users
- Project and Task Settings
- Advance Reports
- Timesheet Settings
- Settings
- Grant Permission
- Logs
- License >**

Hurray! You are using Office 365 Timesheet App Pro

We are glad that you are enjoying the power packed features of Office 365 Timesheet App Pro along with dedicated support. We keep updating our products to give you more awesome features frequently.

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

License key: 9gMpkpop2QWJdcQa3KsZ

Once the license gets activated user will be able to see some new links as “Settings” and “Advance Reports”. etc.

All new features for the paid version are mentioned below.

1. Setting
2. Advanced Report
3. Project and Task Settings
4. Grant Permission
5. Logs
6. Upload Document
7. Timesheet Setting
8. User Role and User import

9.2 Setting

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

- ✓ **Set week ending date** - Week ending date have two options for date selection.
 - **Select week day** - With selection of week ending day we can now change the day for submission of timesheet from Friday as default to any other day according to the organization.
 - **Select date type** - Here two options are given for date type, by selecting any of the type we want, we can change the type of the date in the entire application.



Office 365 Timesheet

- Administration
- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings >**
- Grant Permission
- Logs
- License
- Upload Document
- Help

Settings

SET WEEK ENDING DAY/ DATE PROJECT/ TASK SETTING CHOOSE COLOR THEME MOBILE APP ENABLE/DISABLE MS TEAM INTEGRATION POWER BI APP MS FLOW INTEGRATION

Select Week Ending Day Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Select Date Format DD-MM-YYYY MM-DD-YYYY

Save

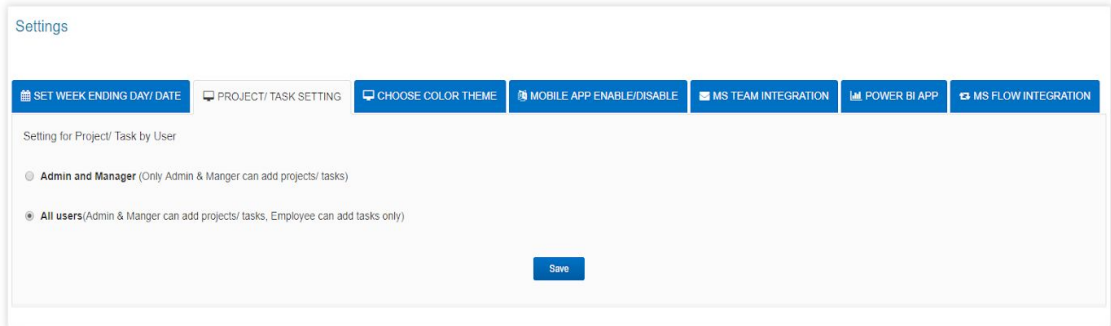
- ✓ **Project/ Task Setting:** -
 - This feature will help users to give an option in their organization for the employee whether to add task and assign tasks for the project or not.
 - By default, the selected option will be “All Users”, but if admin wants that employee should not add task in the application so now the admin can restrict this by selecting other option that is “Admin and manager only”.
 - Click on save, once selection is done.
 - This will help admin to apply restriction on employee to add task in the

application and from there onwards only Manager and Admin will have authority to add Projects and tasks.



Administration

- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings >**
- Grant Permission
- Logs
- License
- Upload Document
- Help



✓ Choose color theme: -

- This feature will help the users to select various colors for the same application. User can click on the Choose color theme tab and can select any color that one wants to keep for the entire organization.
- User can also select desired font for the site organization.
- This feature will only be available in administrator account.



✓ Mobile app Enable/Disable: -

- This feature will help the users to 'enable' and to 'disable' the mobile App.



Timesheet

- New Timesheet
- Draft
- Pending Approval
- Approved
- Rejected

Management

- Employee Portal

Administration

- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings >**
- Grant Permission
- Logs
- License
- Upload Document
- Help

Settings

- SET WEEK ENDING DAY/ DATE
- PROJECT/ TASK SETTING
- CHOOSE COLOR THEME
- MOBILE APP ENABLE/DISABLE
- POWER BI APP
- MS FLOW INTEGRATION

Enable/Disable Mobile App :

- When Mobile App is Enabled.
- Scan the generated QR Code for Mobile App.



My Timesheet

- New Timesheet
- Draft
- Pending Approval
- Approved
- Rejected

Timesheet

- Pending Approval
- Approved
- Rejected

Management

- Manager Portal
- Employee Portal

Administration

- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings >**
- Grant Permission
- Logs
- License
- Upload Document
- Help

Settings

- SET WEEK ENDING DAY/ DATE
- PROJECT/ TASK SETTING
- CHOOSE COLOR THEME
- MOBILE APP ENABLE/DISABLE
- POWER BI APP
- MS FLOW INTEGRATION

Enable/Disable Mobile App :



✓ **MS Team Integration: -**

- This feature will help the users to get the integration to work.
- Click on option “Click here” to integrate to MS Team Integration.

The screenshot shows the Office 365 Timesheet interface. At the top, there is a header with the Office 365 Timesheet logo and a 'Login As' button. The left sidebar contains navigation menus for Timesheet, Management, and Administration. The main content area is titled 'Settings' and features a horizontal menu with options: SET WEEK ENDING DAY/ DATE, PROJECT/ TASK SETTING, CHOOSE COLOR THEME, MOBILE APP ENABLE/DISABLE, LOGS ENABLE/DISABLE, MS TEAM INTEGRATION, and POWER BI APP. Below this menu, there is a text block that reads: 'Microsoft Teams Apps helps you to notify immediately when a new timesheet is submitted or timesheet is approved/rejected. Please remember to install Office 365 Timesheet Bot from Microsoft app store to get the integration to work. Click here to integrate. Click here to get integration guide.'

- Will see notification “Congratulations! Your Teams integration done successfully.”

Congratulation! Your Teams integration done successfully.



9.3 Advanced Report

On Advance report new search features are been added that will be helpful for the user to generate customized reports easily.

- Timesheet
- New Timesheet
- Pending Approval
- Approved
- Rejected
- Management
- Manager Portal
- Super Manager Portal
- Administration
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports >
- Document Library
- Help

Advance Reports

Super Manager *

Manager * Employee Status

Project Project Task Hours

Date Range

Month Year

From To

Display Type

Grid Chart

- All the features of advance report can be visible only in Pro version of the app.
- Users can generate detailed reports according to the selected options needed.
- Once the add-in gets converted in Pro version each user can access advanced report page in their existing accounts such as: - Admin, Manager, Manager of managers, Employees and the old reports link will get replaced with the new one.
- User can also view the report in chart format which will give an idea of working of employee on all the project and the project task clearly.



My Timesheet

- New Timesheet
- Draft
- Pending Approval
- Approved
- Rejected

Timesheet

- Pending Approval
- Approved
- Rejected

Management

- Manager Portal
- Employee Portal

Administration

- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports >
- Timesheet Settings
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

Advance Reports

Super Manager *

Manager * Employee Status

Project Project Task Hours

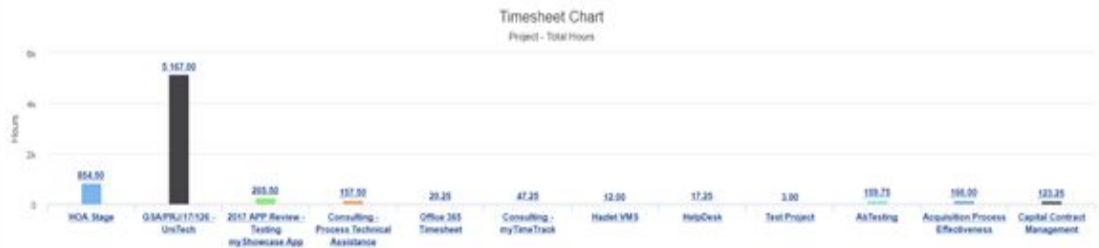
Date Range

Month Year

From To

Display Type

Grid Chart



9.4 Project And Task Settings

A new feature has been added for paid version only known as Project and Task Settings. This feature will help all the users to import project and task from excel sheet in bulk amount in one click. The project and task setting page full access will only be given to Admin and Manager and employee can only create task and assign tasks to project.



Administration

- User Roles
- Users
- Project and Task Settings >
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

Project and Task Settings

PROJECTS TASKS

Choose Option: Project Import Project

Project Name

Estimated Hours

Active

Clear Save

Show 25 entries Search:

Project Name	Estimated Hours	Active	Edit	Delete
Timesheet	8	<input checked="" type="checkbox"/>		

Showing 1 to 1 of 1 entries

- On Project page user can create single project associated with its estimated hours, plus can also import project with estimated hours.
- Once the license is activated, users can go on Project and Task Settings page and can see the “Import feature” with the radio button.
- Select the “Import Project” radio button.



Office 365 Timesheet

Administration

- User Roles
- Users
- Project and Task Settings >**
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

Project and Task Settings

PROJECTS TASKS

Choose Option Project Import Project

Project Name

Estimated Hours

Active

Show 25 entries

Search:

Project Name	Estimated Hours	Active	Edit	Delete
Timesheet	8	<input checked="" type="checkbox"/>		

Showing 1 to 1 of 1 entries

- The excel can be directly downloaded from the “i” icon present besides the text box.
- Just hover on “i” and click on click here the correct format excel can be downloaded, where projects can be added, and file can be uploaded here.



Office 365 Timesheet

Administration

- User Roles
- Users
- Project and Task Settings >**
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

Project and Task Settings

PROJECTS TASKS

Choose Option Project Import Project

Project Name

Estimated Hours

Active

Estimated hours can't be updated if Project is assigned to a timesheet.

Show 25 entries

Search:

Project Name	Estimated Hours	Active	Edit	Delete
Timesheet	8	<input checked="" type="checkbox"/>		

Showing 1 to 1 of 1 entries

- Here we must upload an excel file of (.xlsx) format where Projects and Estimated hours should be the heading and below the heading, we can list all the projects and hours we want to get tracked in Timesheet.

Projects	EstimatedHours
Project1	12
Project2	18
Project3	12
Project4	23
Project5	34
Project6	12

- Once the excel gets created click on Choose file button and select the file.
- Now click on save, all the entered projects will get imported in the Timesheet system smoothly.
- This feature will be viewed and accessed by all the authorities who can access project page like Admin, Manager, Manager's Manager and Employee.
- But in Employee account only Task tab will be visible as employee is not having the authority to add project.



- Timesheet**
 - New Timesheet
 - Pending Approval
 - Approved
 - Rejected
- Management**
 - Manager Portal
 - Super Manager Portal
- Administration**
 - Users
 - Project and Task Settings >
 - Assign Project To Task
 - Advance Reports
 - Document Library
 - Help

Project and Task Settings

PROJECTS TASKS

Choose Option Project Import Project

Project Name

Estimated Hours

Active

Show 25 entries Search:

Project Name	Estimated Hours	Active	Edit	Delete
Timesheet	8	<input checked="" type="checkbox"/>		

Showing 1 to 1 of 1 entries

- Here in employee account only new task can be added and imported by the employee.
- If employees want to assign some tasks to already created project, then

employee can also do it.



- Timesheet**
- New Timesheet
- Pending Approval
- Approved
- Rejected
- Management**
- Manager Portal
- Super Manager Portal
- Administration**
- Users
- Project and Task Settings >
- Assign Project To Task
- Advance Reports
- Document Library
- Help

Project and Task Settings

PROJECTS | TASKS

Choose Option: Task | Import Task

Task Name:

Active:

Show 25 entries | Search:

Task Name	Active	Edit	Delete
week ending dates	<input checked="" type="checkbox"/>		

Showing 1 to 1 of 1 entries

- Click on save the assigned task to the project will get saved.

9.5 Assign Project to Task



- Timesheet**
- New Timesheet
- Pending Approval
- Approved
- Rejected
- Management**
- Manager Portal
- Super Manager Portal
- Administration**
- Users
- Project and Task Settings
- Assign Project To Task >**
- Advance Reports
- Document Library
- Help

Assign Project To Task

Project:

Project Task: ⓘ

Show 25 entries | Search:

Project	Task	Delete
Timesheet	week ending dates	

Showing 1 to 1 of 1 entries

Export Data

- Same process can be done using admin and Managers account for assigning tasks to Projects tab.

9.6 Grant Permission

This feature is added in paid version for giving permission to other users to fill the timesheet and approve the timesheet if needed.



Office 365 Timesheet

The screenshot shows the 'Grant Permission' interface. On the left is a navigation menu with the following items: Administration (highlighted), User Roles, Users, Project and Task Settings, Assign Project To Task, Advance Reports, Timesheet Settings, Settings, Grant Permission > (highlighted), Logs, License, Upload Document, and Help. The main content area is titled 'Grant Permission' and contains the following fields: 'Authorized Users' (a text input field), 'App Users' (a dropdown menu with 'Select app user' selected), and 'Active' (a checked checkbox). A 'Save' button is located at the bottom of the form.

Here we can give authority to the employee role also to get login as manager and approve or reject its timesheet in his/her absence.

To grant permission for users follow below steps,

- Enter the username you want to give access to, in the “authorized User” textbox
- Select the user you want to access the account off, from App user list.
- Click on the save button and user will get access to the selected user account.
- All the added user permission can also be made inactive, and once the user is made inactive then that user will no longer be able to access the granted user account.

9.7 Logs

This page is added in the paid version for giving information regarding the changes done by the logged in users which are given the authority to Login as a different user and perform the activity in the person's absence.



My Timesheet

- New Timesheet
- Draft
- Pending Approval
- Approved
- Rejected

Timesheet

- Pending Approval
- Approved
- Rejected

Management

- Manager Portal
- Employee Portal

Administration

- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings
- Grant Permission
- Logs >
- License
- Upload Document
- Help

Logs

Show 25 entries Search:

Logged in User	Logged in As	Page Name	Activity performed by user	Date
Rajesh Lohar	Nick Radford	Default.js	Timesheet submitted for approval successfully. By: Nick Radford, Manager: Dr.Sam Radford, Week_Ending_DT: 12/21/2018 Rajesh Lohar login by Nick Radford	12/28/2018
Rajesh Lohar	Employee	Default.js	Timesheet submitted for approval successfully. By: Employee, Manager: Rajesh Lohar, Week_Ending_DT: 12/14/2018 Rajesh Lohar login by Employee	12/28/2018
Rajesh Lohar	Jamee Solis	Default.js	Timesheet submitted for approval successfully. By: Jamee Solis, Manager: Suellen Torrez, Week_Ending_DT: 01/25/2019 Rajesh Lohar login by Jamee Solis	12/28/2018
Rajesh Lohar	Employee	Default.js	Timesheet submitted for approval successfully. By: Employee, Manager: Rajesh Lohar, Week_Ending_DT: 12/25/2018 Rajesh Lohar login by Employee	12/28/2018
Rajesh Lohar	Cassie Nightgale	MgrApprove.js	Timesheet Rejected by: Cassie Nightgale for Week_Ending_DT: 03/15/2019 & status-Rejected.Rajesh Lohar login by Cassie Nightgale	03/25/2019
Rajesh Lohar	Stephanie.Richard	Default.js	Timesheet drafted successfully. By: Stephanie.Richard, Manager: Cassie Nightgale, Week_Ending_DT: 03/08/2019 Rajesh Lohar login by Stephanie.Richard	03/25/2019
Rajesh Lohar	Richard.Stephanie	Default.js	Timesheet submitted for approval successfully. By: Richard,Stephanie, Manager: Cassie Nightgale, Week_Ending_DT: 03/01/2019 Rajesh Lohar login by Richard,Stephanie	03/25/2019
Rajesh Lohar	Suellen Torrez	Default.js	Timesheet drafted successfully. By: Suellen Torrez, Manager: Suellen Torrez, Week_Ending_DT: 03/01/2019 Rajesh Lohar login by Suellen Torrez	03/25/2019
Rajesh Lohar	Suellen Torrez	MgrApprove.js	Timesheet Approved by: Suellen Torrez for Week_Ending_DT: 02/01/2015, & status-Approved.Rajesh Lohar login by Suellen Torrez	03/26/2019
Rajesh Lohar	Nick Radford	Default.js	Timesheet drafted successfully. By: Nick Radford, Manager: Dr.Sam Radford, Week_Ending_DT: 03/01/2019 Rajesh Lohar login by Nick Radford	03/28/2019
Rajesh Lohar	Dr.Sam Radford	MgrApprove.js	Timesheet Approved by: Dr.Sam Radford for Week_Ending_DT: 01/23/2015, & status-Approved.Rajesh Lohar login by Dr.Sam Radford	03/29/2019
Rajesh Lohar	Dr.Sam Radford	MgrApprove.js	Timesheet Rejected by: Dr.Sam Radford for Week_Ending_DT: 03/20/2015, & status-Rejected.Rajesh Lohar login by Dr.Sam Radford	03/29/2019
Rajesh Lohar	Suellen Torrez	MgrApprove.js	Timesheet Approved by: Suellen Torrez for Week_Ending_DT: 01/09/2015, & status-Approved.Rajesh Lohar login by Suellen Torrez	03/29/2019
Rajesh Lohar	Nick Radford	Default.js	Timesheet drafted successfully. By: Nick Radford, Manager: Dr.Sam Radford, Week_Ending_DT: 04/05/2019 Rajesh Lohar login by Nick Radford	03/29/2019
Rajesh Lohar	Nick Radford	Default.js	Timesheet drafted successfully. By: Nick Radford, Manager: Dr.Sam Radford, Week_Ending_DT: 05/03/2019 Rajesh Lohar login by Nick Radford	05/28/2019

○ If records were found , Logs get generated in tabular form.



Office 365 Timesheet

Administration

User Roles

Users

Project and Task Settings

Assign Project To Task

Advance Reports

Timesheet Settings

Settings

Grant Permission

Logs >

License

Upload Document

Help

Logs

No record found.

- Logs if “No record found”.

Here all the details and activities of the employee, manager or any other user that logs into the user's account will be logged.

Activities such as creating new timesheet, approval or rejection of the timesheet, adding new user in the organization etc.

In the below image we can see that the employee is logged in as manager into his manager's account.



Office 365 Timesheet

Timesheet

Pending Approval

Approved

Rejected

Management

Manager Portal

Administration

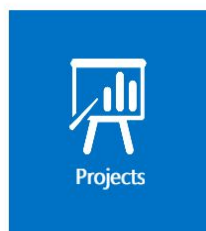
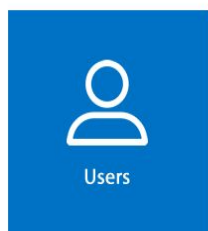
Users

Project and Task Settings

Assign Project To Task

Advance Reports

Office 365 Timesheet add-in



Here employee is approving the timesheet sent to manager for approval.

The screenshot shows the 'Office 365 Timesheet' interface. At the top right, the user 'Abigel Pershiya' is logged in. The main content area displays the user's name 'Abigel Pershiya' and a search bar. Below this is a table with columns: View, Week Ending Date, Billable, Non Billable, Employee, Manager, and Status. The table contains one entry for the week ending 12/07/2018, with a billable amount of 28.75 and a status of 'Pending Approval'. The manager listed is 'Abigel Pershiya'. Navigation buttons for 'Previous' and 'Next' are visible, along with a page indicator '1'. On the left sidebar, there are menu items for 'Timesheet', 'Management', and 'Administration'.

In the below image we can see the timesheet is getting approved from employee login as manager and all the activity which an employee has performed in the manager account is logged on the log page.

This screenshot shows the 'Office 365 Timesheet' interface from a manager's perspective. The user 'Abigel Pershiya' is logged in. The main content area shows the 'Timesheet' for 'Employee: Martha Tinsdel' for the week ending 12/07/2018. A table lists tasks with columns for Project, Task, Billable/Non Billable, and days of the week (Mon-Sun), along with a Task Description and Total hrs. The tasks include 'Correct profile picture orie...', 'Check Issue send By Raje...', 'Change request of mySho...', and 'Create Login As Permissio...'. The total billable hours are 28.75. Below the table, there is a 'Managers Comments' section with the text 'Approved the timesheet' and buttons for 'Approve', 'Reject', and 'Cancel'.

Below we can see all the logs generated by the logged in user.

The screenshot shows the 'User Log' interface. At the top right, the user 'Abigel Pershiya' is logged in. The main content area displays a table with columns: Logged in User, Logged in As, Page Name, Activity performed by user, and Date. The table contains six entries showing various activities such as 'Timesheet added', 'Timesheet Rejected', 'Timesheet updated', 'Timesheet Approved', 'Timesheet submitted for approval successfully', and 'Project task updated'. The dates range from 2018-11-01. Navigation buttons for 'Previous' and 'Next' are visible, along with a page indicator '1'. On the left sidebar, there are menu items for 'Timesheet', 'Management', and 'Administration'.

9.8 Upload Document

A new link is added to upload any documents on the site if you want all the users in the

application should see.

In the image below you can see an upload document link in the left navigation of Admin account. This link is only accessible by an administrator, that means admin can only add the documents and all the other users can only view the added documents.



Office 365 Timesheet

Administration

- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings
- Grant Permission
- Logs
- License
- Upload Document >**
- Help

Upload Document

Click here to upload new document.

Show	25	entries	Search:	<input type="text"/>	
File					
a1.PNG					
User List.txt					
Showing 1 to 2 of 2 entries			Previous	1	Next

9.9 Timesheet Setting

A new navigation called Timesheet settings page, helps us to edit the timesheet for employees of the entire applications and users who are using the application.

Major three options are added that can be edited according to organizations need.

- **Email Settings:**

Here in email setting a new option is added that is whether the admin wants time timesheet to get approved directly or want manager to approve first.

Also, now you have an option to send an email for timesheet approval or send an email when it's directly approved to manager.



Office 365 Timesheet

Administration

- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings >**
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

Timesheet Settings

EMAIL SETTING	BENCHMARK SETTING	BILLABLE/ NON-BILLABLE SETTING
Timesheet Submission	Manager Approved <input checked="" type="radio"/>	Direct Submission <input type="radio"/>
Notify Manager	<input checked="" type="checkbox"/>	
<input type="button" value="Save"/>		

- **Benchmark Settings:**

Here in benchmark setting admin is having an option to set a benchmark on daily hours. Such as if admin adds 10 as a benchmark then employee cannot enter more than 10 hours a day in their timesheet, it will through a validation as 10 hours gets exceeded.



Office 365 Timesheet

Administration

- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings >**
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

Timesheet Settings

EMAIL SETTING

BENCHMARK SETTING

BILLABLE/ NON-BILLABLE SETTING

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

Clear

Save

- **Billable/ Non-Billable Settings:**

Here in billable/ non billable tab option is given to users that whether organization need billable checkbox in the timesheet or not. If "Hide Billable" option is selected, then the check box will get vanished from the timesheet.



Office 365 Timesheet

Administration

- User Roles
- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings >**
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

Timesheet Settings

EMAIL SETTING

BENCHMARK SETTING

BILLABLE/ NON-BILLABLE SETTING

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

Save

9.10 User Role and User import

As there are manager organizations where data of user and their role is present in an excel so now Timesheet have given you the facility to import all the user role and the users in the timesheet on just one click go.

- **User role**

On user role page a new option has been added to import all the user role from excel in the application, from just uploading the excel with the user role data into the application.

Here in the below image you can see an option named “Import manager”.



Office 365 Timesheet

Administration

User Roles >

- Users
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

User Roles

Choose Option: Add Manager Import Manager

Click here to see non-existing users

Role:

User:

User Email:

Super Manager:

Show entries

Search:

User	User Email	Role	Super Manager	Edit	Delete
Rajesh Lohar	rajesh.lohar@ignatiuzsoftware.onmicrosoft.com	Administrator	<input type="checkbox"/>		
Suellen Torrez	suellen.torrez@ignatiuzsoftware.onmicrosoft.com	Manager	<input type="checkbox"/>		
Jamee Solis	jamee.solis@ignatiuzsoftware.onmicrosoft.com	Manager	<input type="checkbox"/>		
Ambrish Tiwari	Ambrish_Tiwari@ignatiuzsoftware.onmicrosoft.com	Manager	<input checked="" type="checkbox"/>		

Showing 1 to 4 of 4 entries

So to import manager you have to follow few steps such as: -

- Create an excel with the given format, which you can get from the “I” icon present beside the upload field.

User Roles

Choose Option: Add Manager Import Manager

Import Manager: No file chosen

[Click here to see non-existing user's](#)

Excel should be created in particular format

[Click Here](#)

- Click on “click here” link format will be downloaded.
- Create the user role excel in the same format shown below.

A	B	C
ManagerName	ManagerEmail	SuperManagerVal
ABC	ABC@onmicrosoft.com	FALSE
XYZ	XYZ@onmicrosoft.com	TRUE

- Once the excel is created, select the file from choose file button and click on the “Import” button.
- All the data will get imported on User Role page automatically.

- **Users**

On user page a new option has been added to import all the user from excel in the application, from just uploading the excel with the user data into the application.

Here in the below image you can see an option named “Import Employee Manager”.

 Office 365 Timesheet

- Administration
- User Roles
- Users >**
- Project and Task Settings
- Assign Project To Task
- Advance Reports
- Timesheet Settings
- Settings
- Grant Permission
- Logs
- License
- Upload Document
- Help

Employee Manager

Choose Option: Add Employee Import Employee Manager

Import Manager and Employee: No file chosen

[Click here to see non-existing user's](#)

Show 25 entries

Employee ID	Employee	Employee Email	Manager	Manager Email	Edit	Delete
101	Erika Geesey	erika.geesey@gnatuzsoftware.onmicrosoft.com	Suellen Torrez	suellen.torrez@gnatuzsoftware.onmicrosoft.com		

Showing 1 to 1 of 1 entries

So to Import Employee Manager you have to follow few steps such as: -

- Create an excel with the given format, which you can get from the “i” icon present beside the upload field.

Employee Manager

Choose Option Add Employee Import Employee Manager

Import Manager and Employee

Choose File No file chosen

Import

Excel should be created in particular format

Click Here

- Click on “click here” link format will be downloaded.
- Create the user excel in the same format shown below.

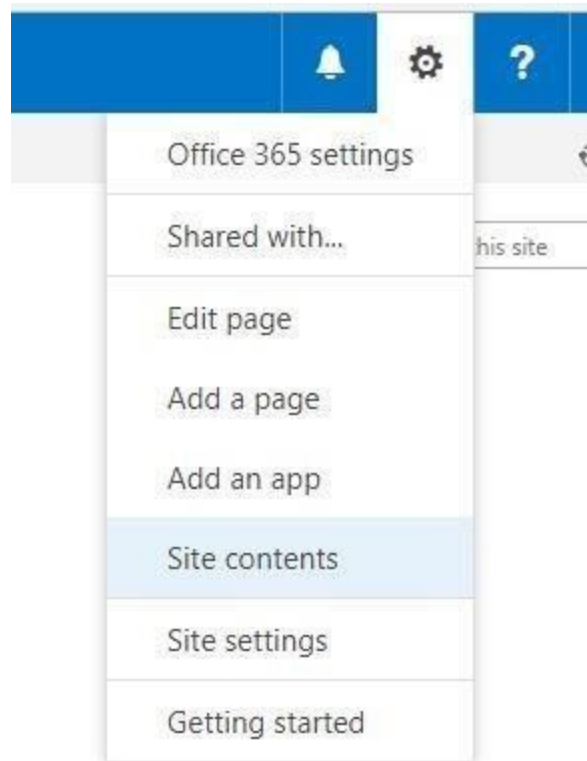
A	B	C	D
EmployeeName	ManagerName	EmployeeEmail	ManagerEmail
ABC	XYZ	ABC@onmicrosoft.com	XYZ@onmicrosoft.com

- Once the excel is created, select the file from choose file button and click on the “Import” button.
- All the data will get imported on User page automatically.

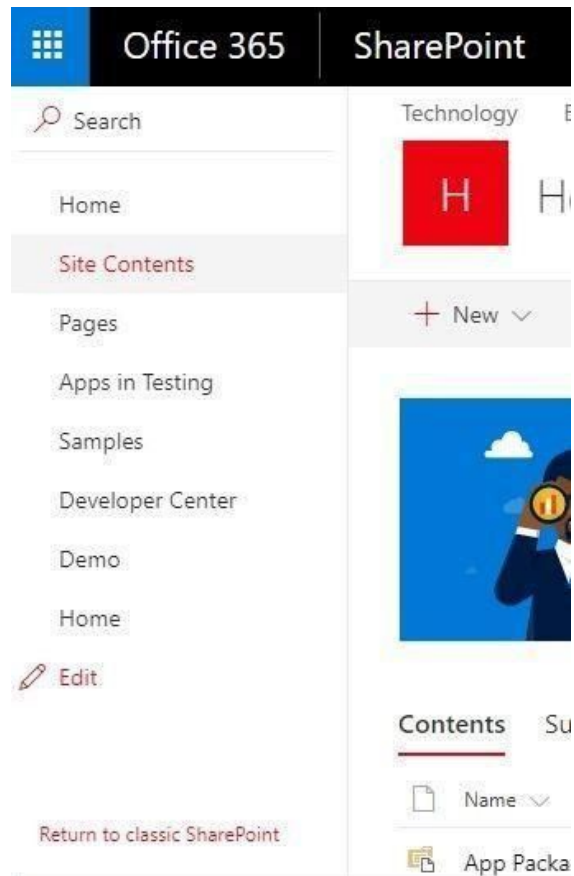
10. How to delete the add-ins from the site?

To remove the app from the site please follow the below steps: -

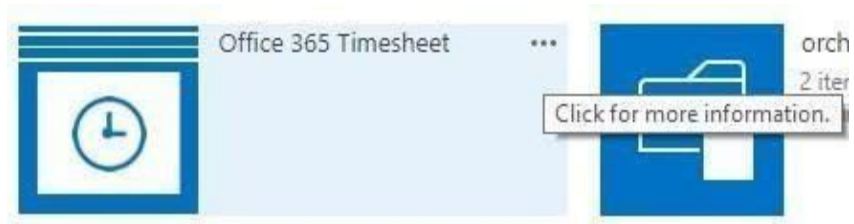
- ✓ Login to SharePoint using Administrator account
- ✓ Click on setting icon



- ✓ Go to content
- ✓ Click on Classic SharePoint link to switch the site in classic mode. (For SharePoint Online users)



- ✓ Locate office 365 timesheet app



- ✓ Click the three dots on office 365 app - a popup will appear
- ✓ A remove option will appear click on remove and the app will get removed successfully.

10. How to update the add-ins?

<https://www.ignatiuz.com/blog/office-365/how-to-update-sharepoint-add-ins/>

