Office 365 Timesheet Add-In
(User manual)

By

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:

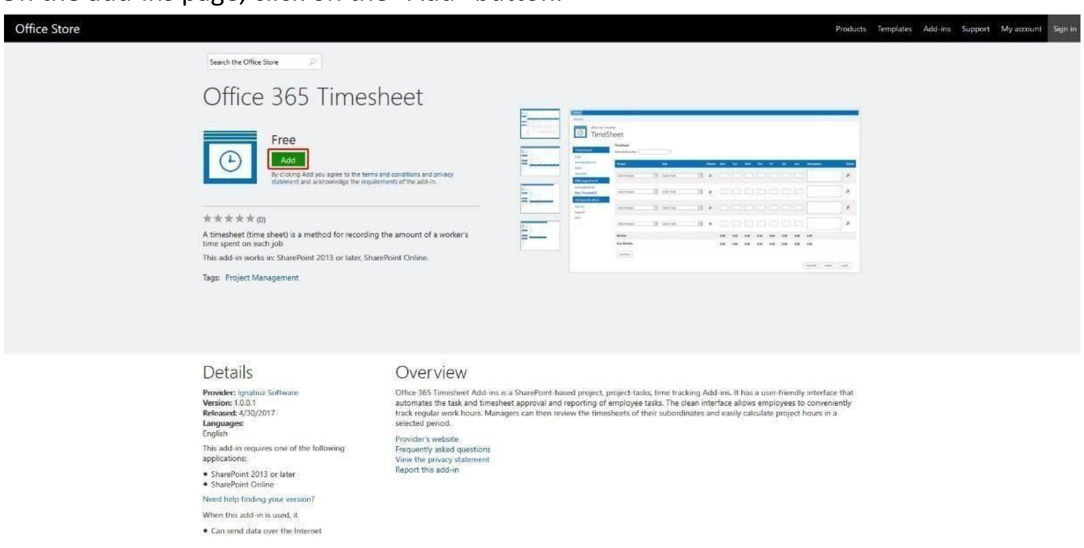
- ✓ Display date with days in timesheet entry page
- ✓ Added QR code to access mobile app.
- ✓ Design fixes of paid version.

Bugs rectified –

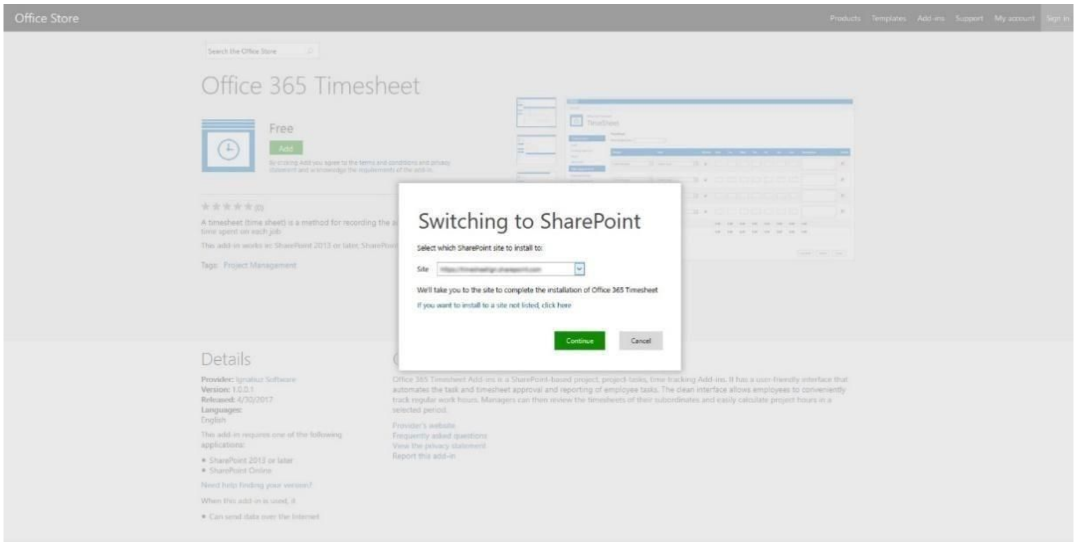
- ✓ Fixes for report
- ✓ Optimized code
- ✓ Design fixes of paid version.

4. Installing and configuring the add-ins

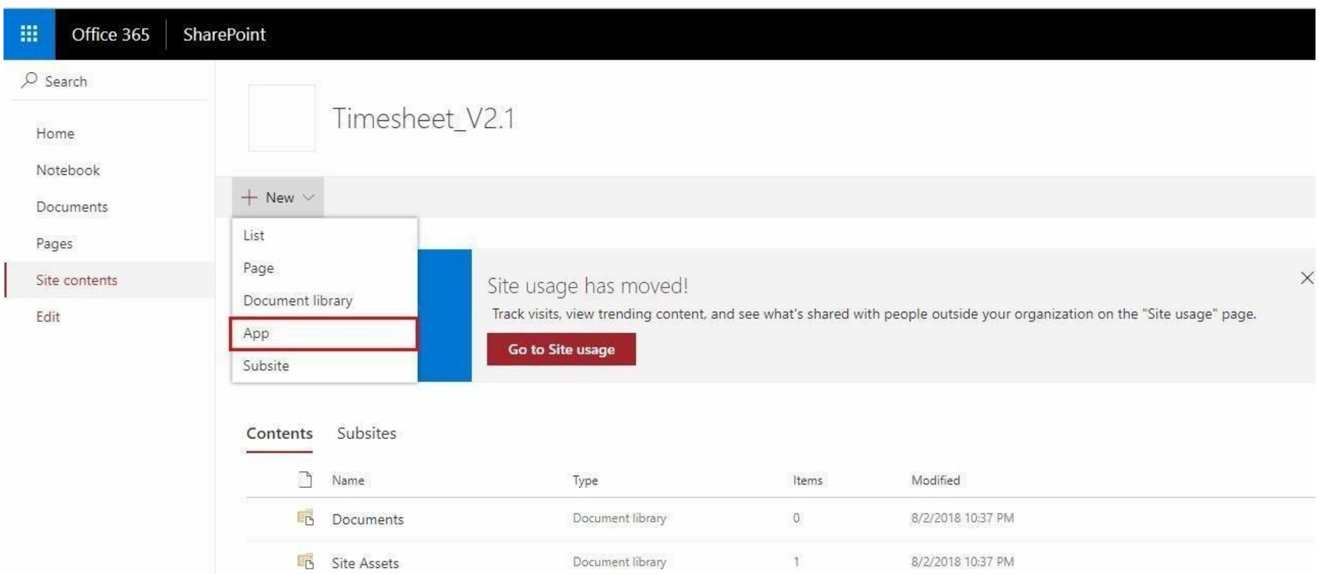
- ✓ Make sure that you are logged in to the Office 365 as an administrator. [Click here]() to visit the Office 365 Timesheet add-ins page on Office Store.
- ✓ On the add-ins page, click on the "Add" button.



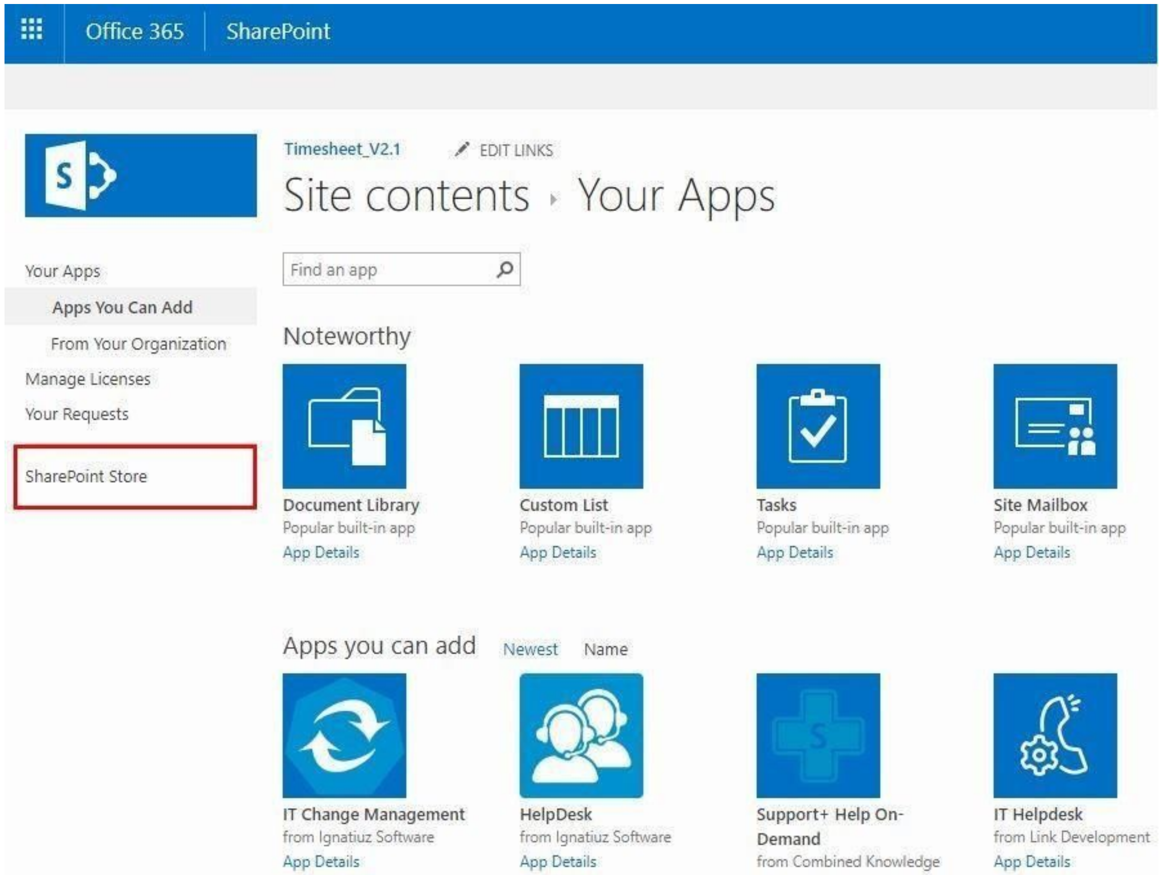
- ✓ You would be prompted to select the SharePoint site on which you want to install the add-in. Select the site on which you want to configure the add-ins and click "Continue" button.



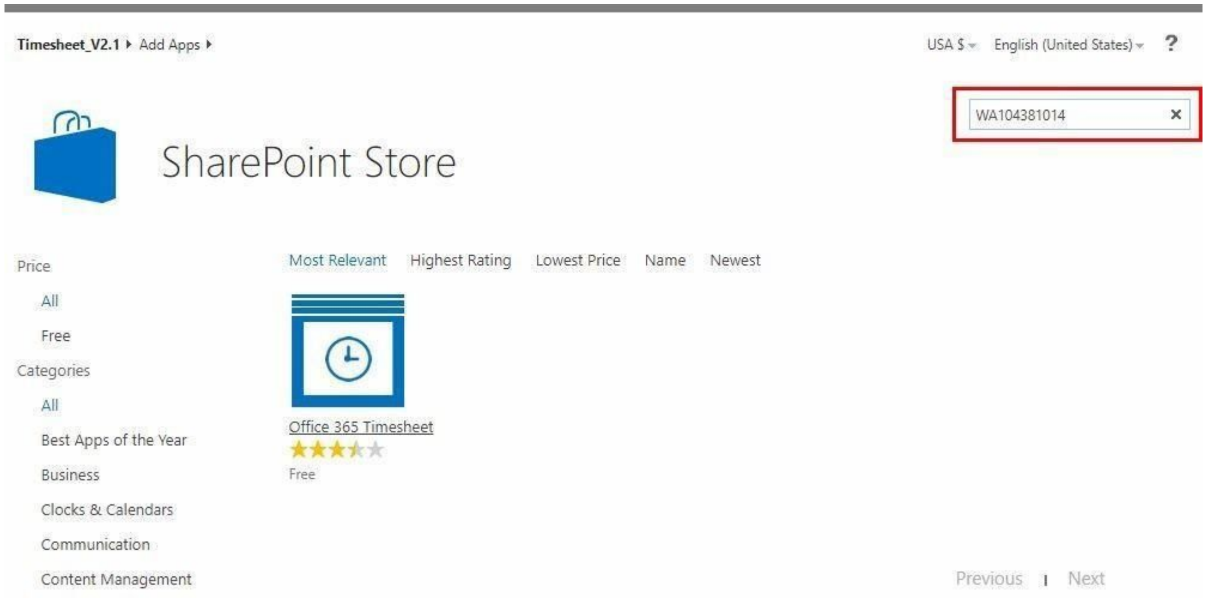
Alternatively, you can also install this add-in from the SharePoint site. You need to log in to the SharePoint site on which you want to install the add-in, navigate to Site contents, click on New and click Add-ins in the dropdown.



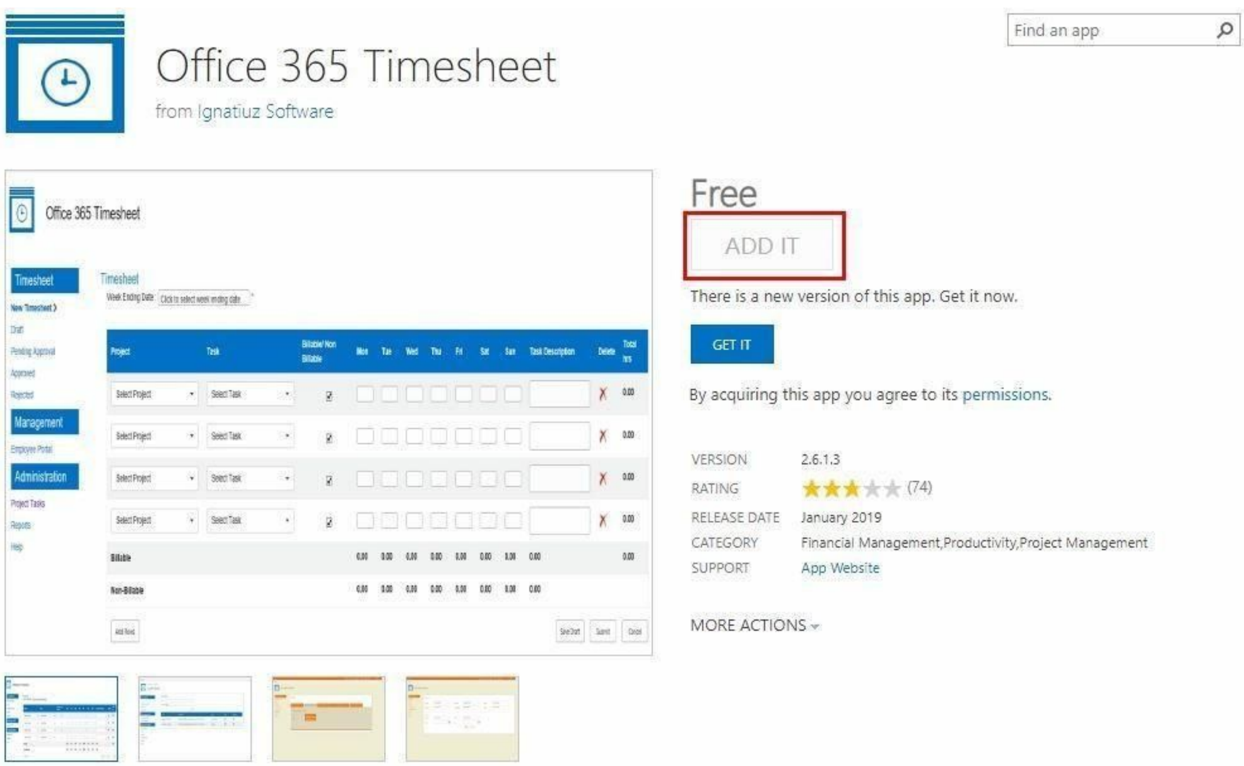
✓ On the next screen, click on SharePoint store.



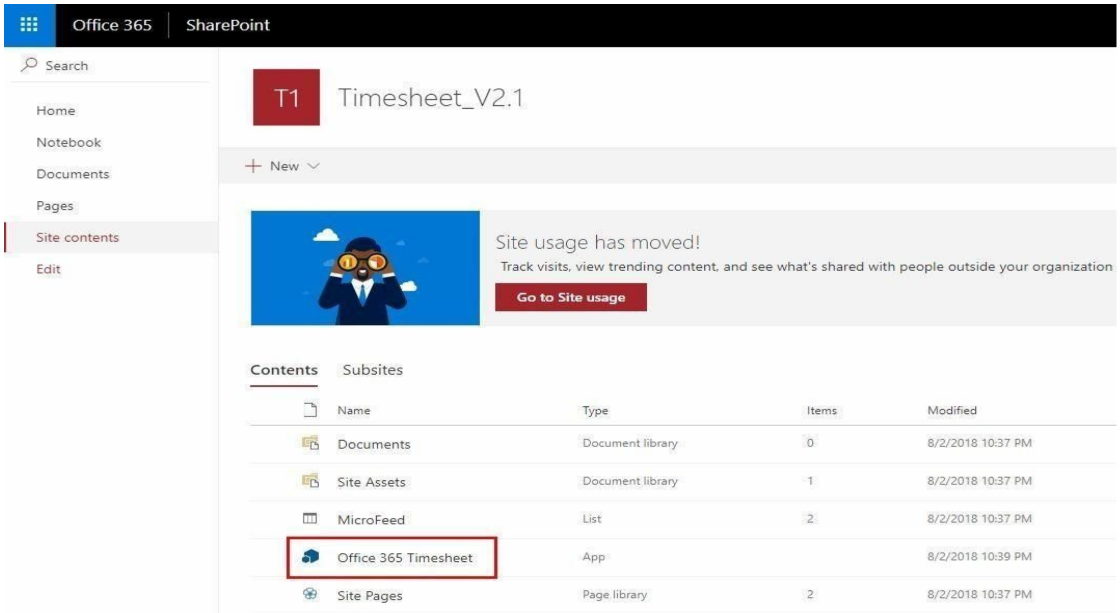
✓ On the SharePoint store page, search for **WA104381014**.



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



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



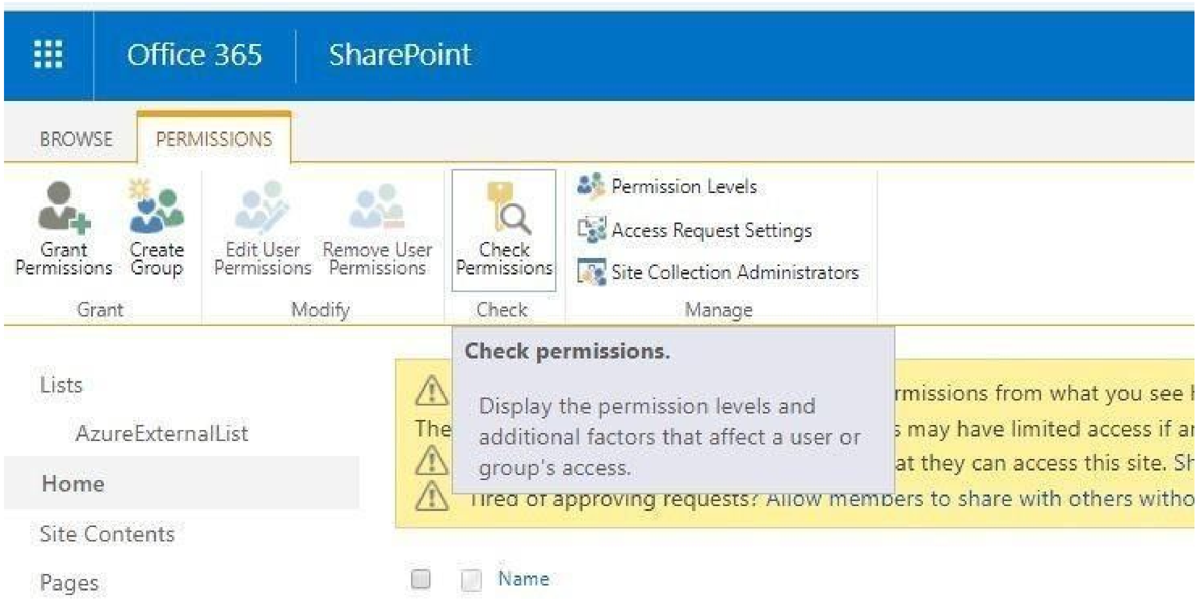
4. User permissions to access the add-ins

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

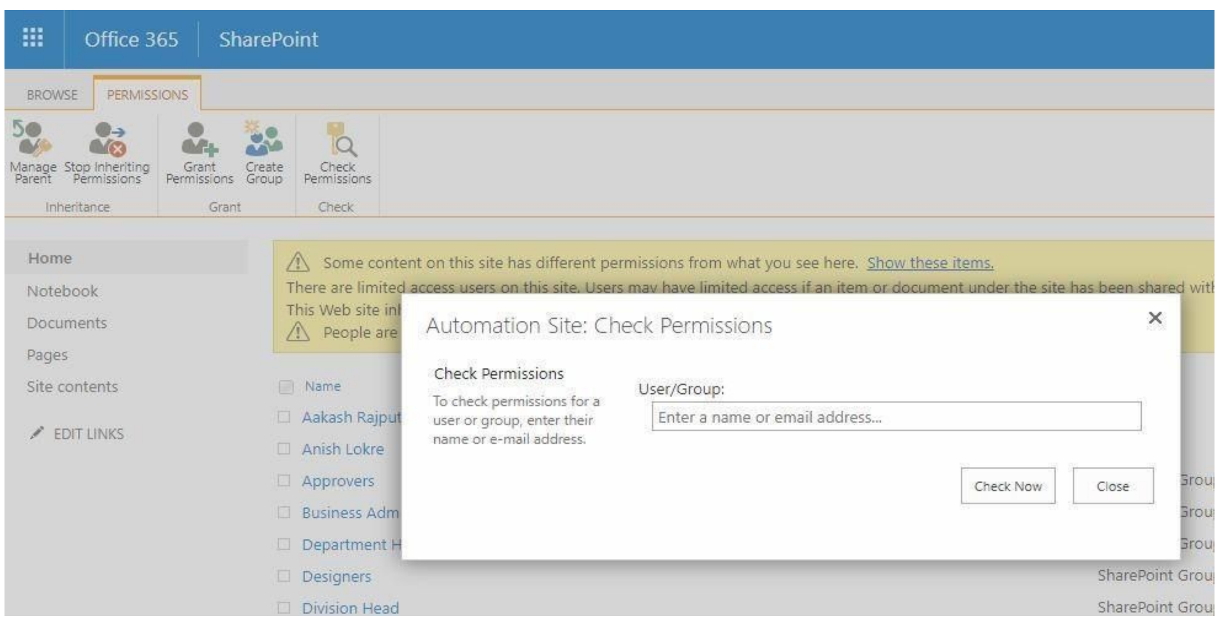
✓ Click on gear icon and select “Site Settings”.

✓ In Site settings, select “Site permissions.

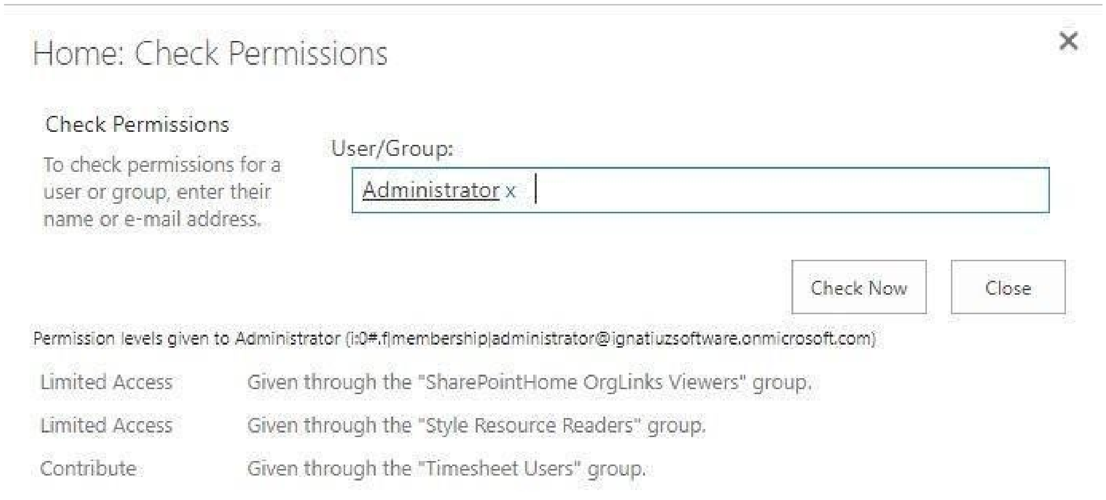
✓ Click on “Check Permissions”.



- ✓ 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.



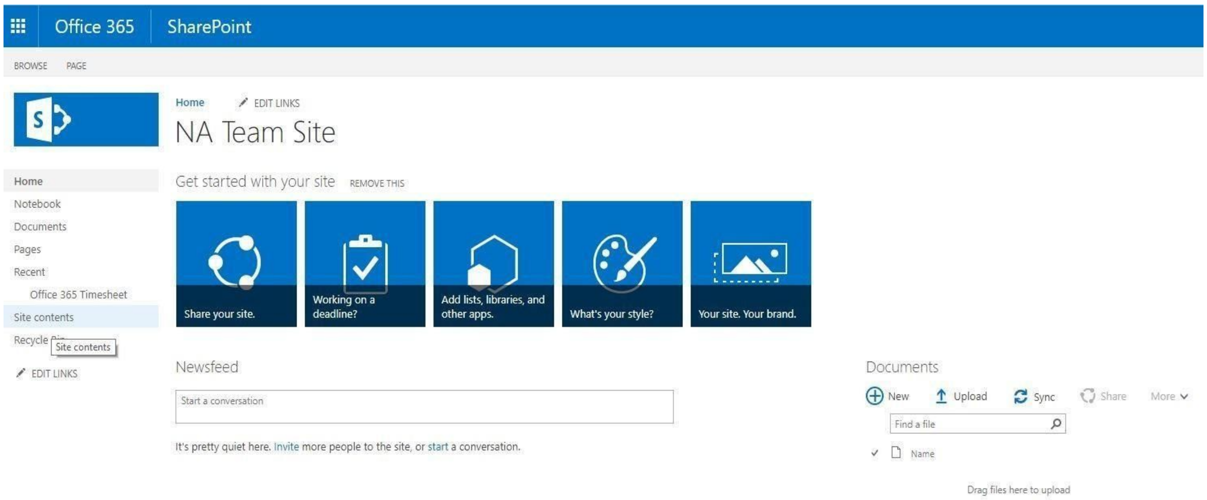
- ✓ As shown in the above screenshot "Administrator" have contribute permission in "Timesheet Users" group, so it can access the Timesheet app smoothly.

5. Workflow

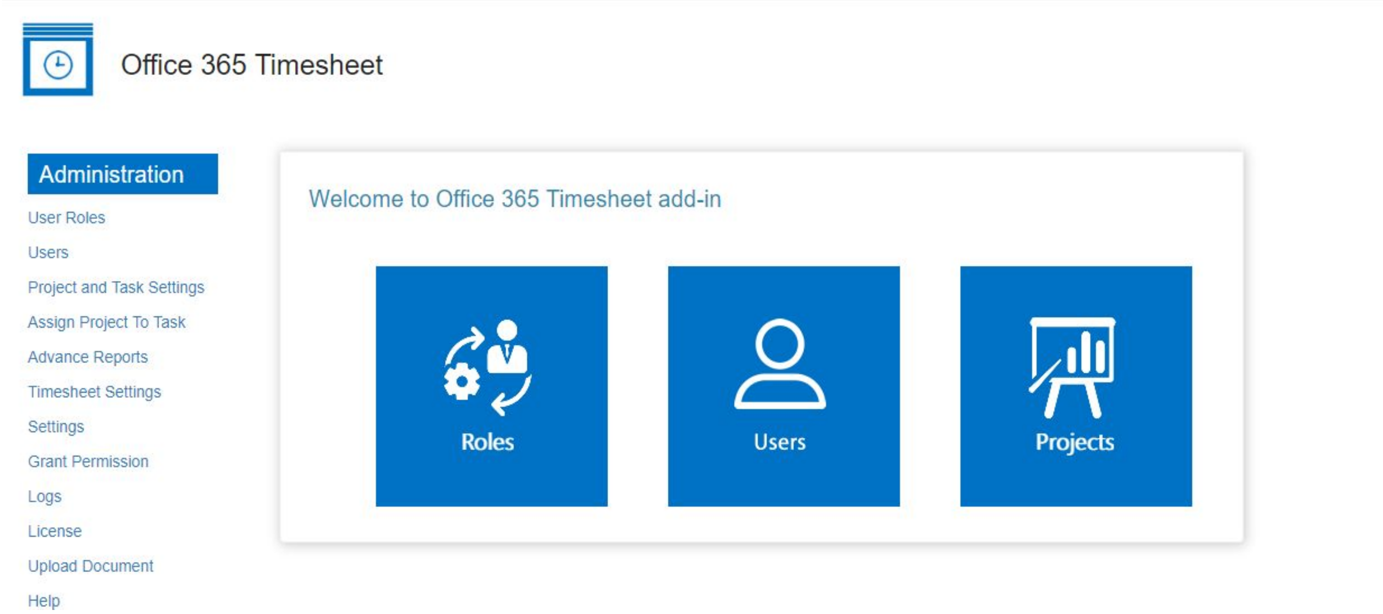
- ✓ Below is the workflow for Timesheet add-in:

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.



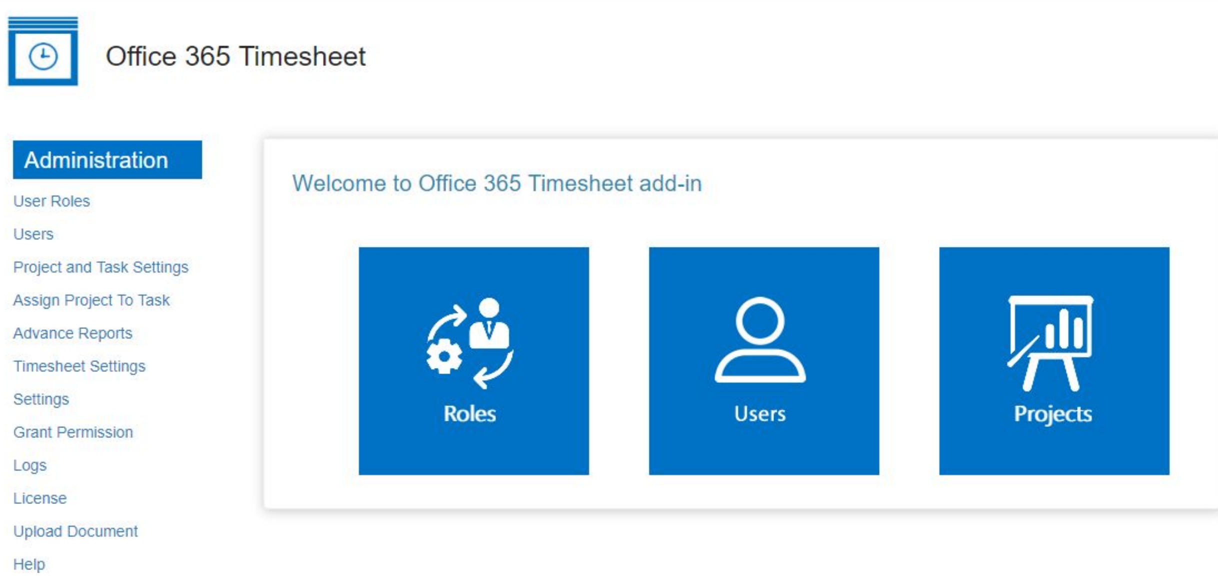
6.1 System Menu

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:



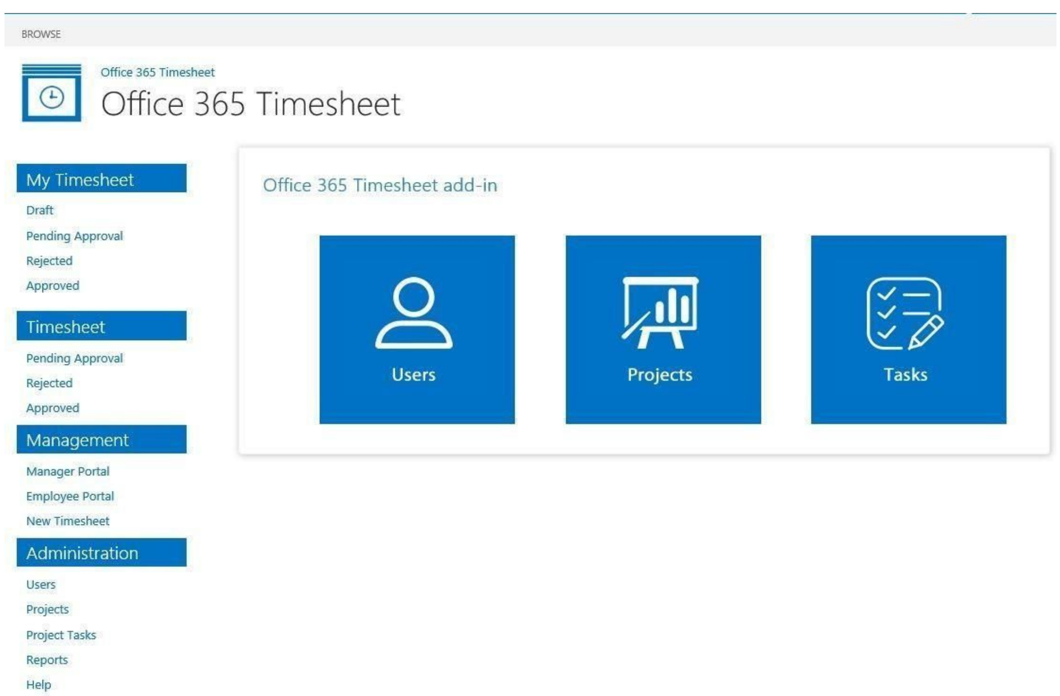
✓ There are major features that are provided to this user, such as:-
  - Administration – Can add new user role, user, project, tasks and view reports.
    - User Roles – Can assign roles to created user.

      (**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

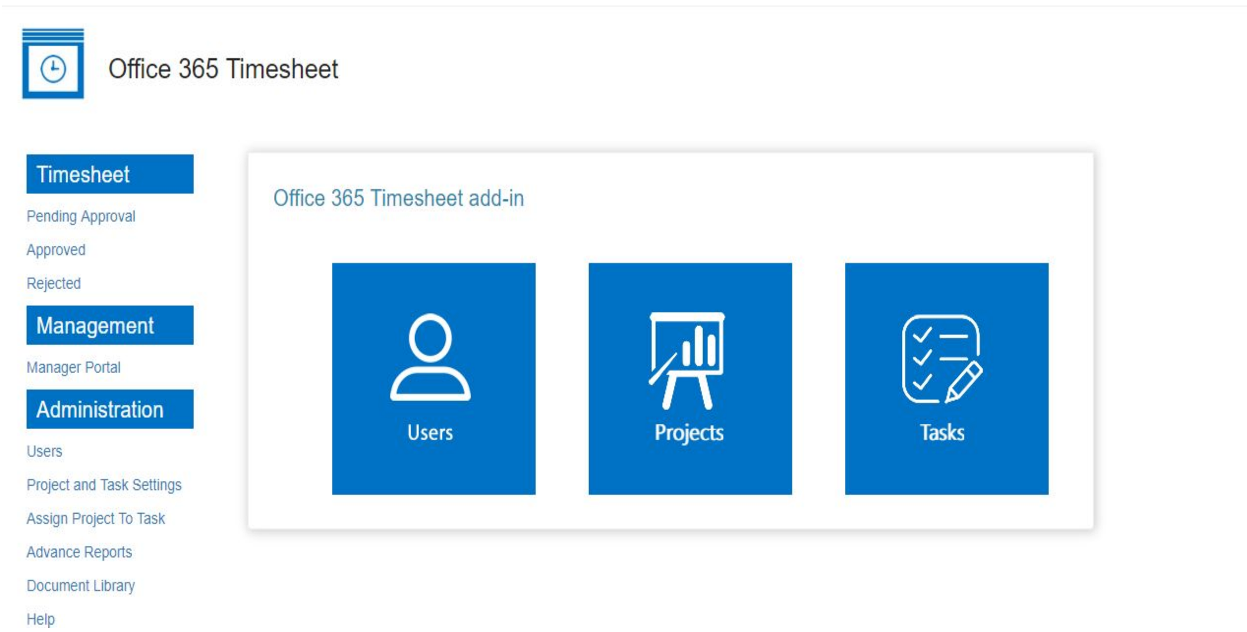
Manager's -Manager portal can be used for viewing all the submitted Timesheet by the subordinates with their current status. Mentioned below shows how to use the Manager's -Manager Portal:



- ✓ 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:



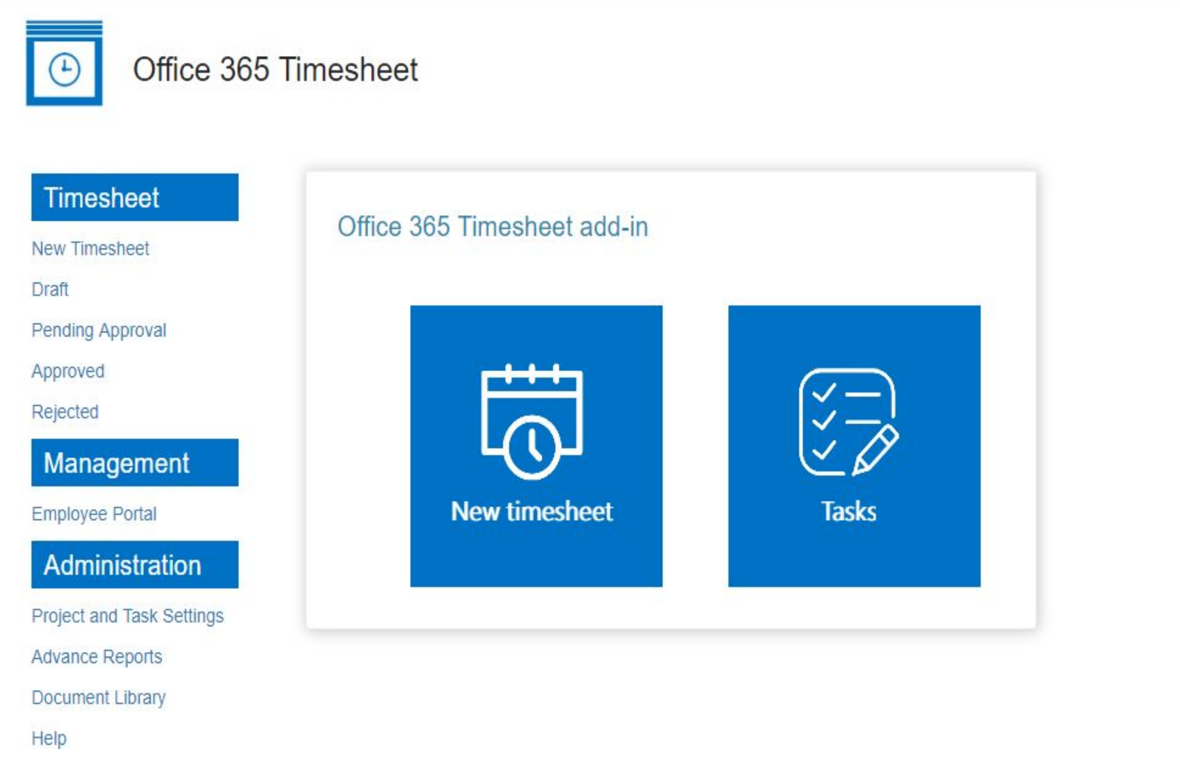
✓ There are 3 major features that are provided to this user, such as: -

- 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:



- ✓ There are 3 major features that are provided to this user, such as: -
  - o 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.

  - o Management– Can see his own Time sheet and create new time sheets.
    - Employee portal
  - o 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

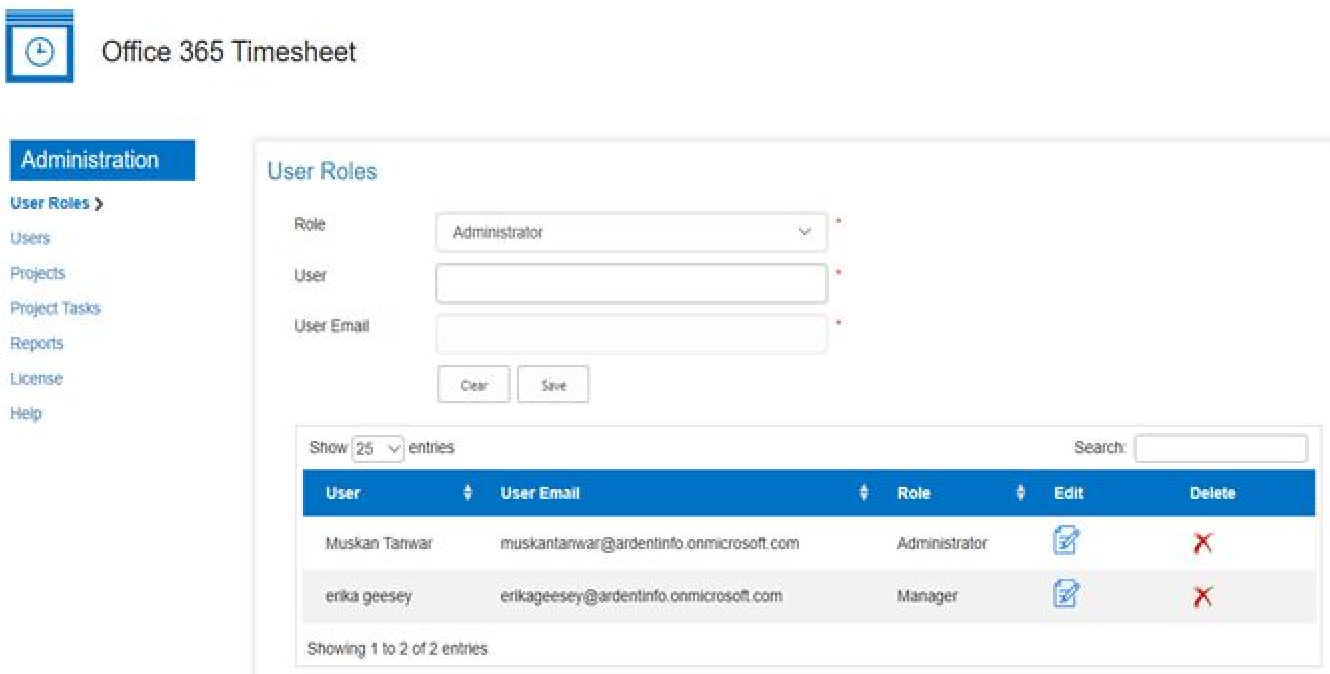
Guest portal can be used only for viewing the user guide. Below shows how to use the guest portal:

8. How to use the add-in

7.1 Add New User Roles

Administrator can add new user role.

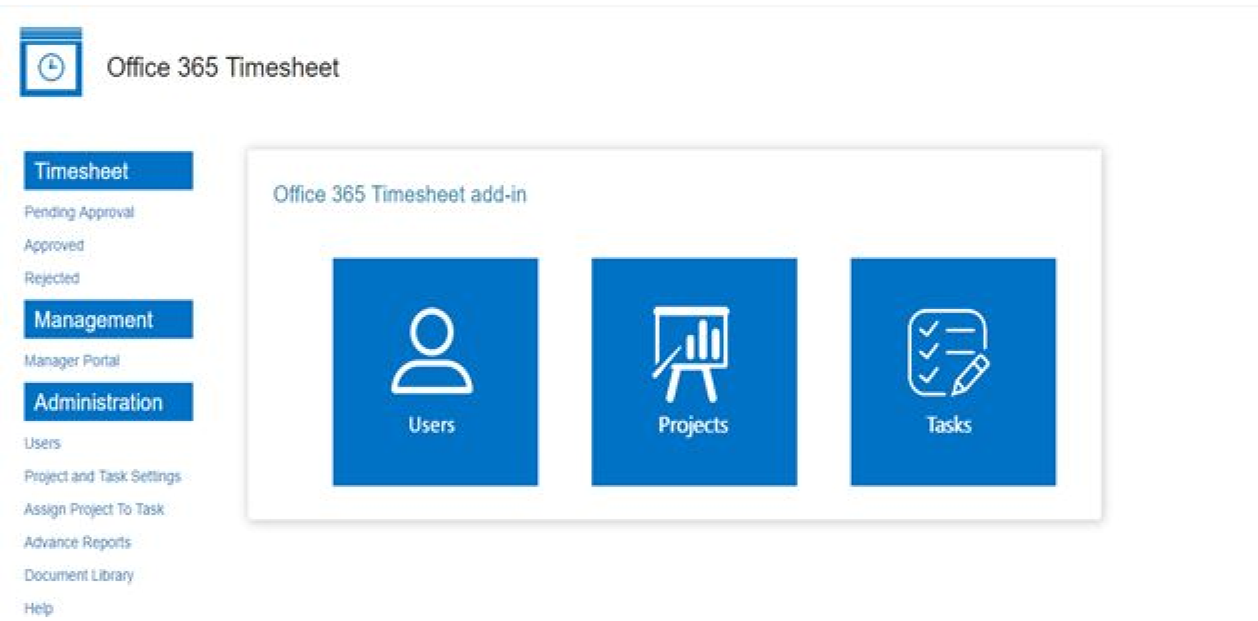
- ✓ At dashboard under Administration “User Roles” option is present.
- ✓ Clicking on “User Roles” create new user role form gets open.



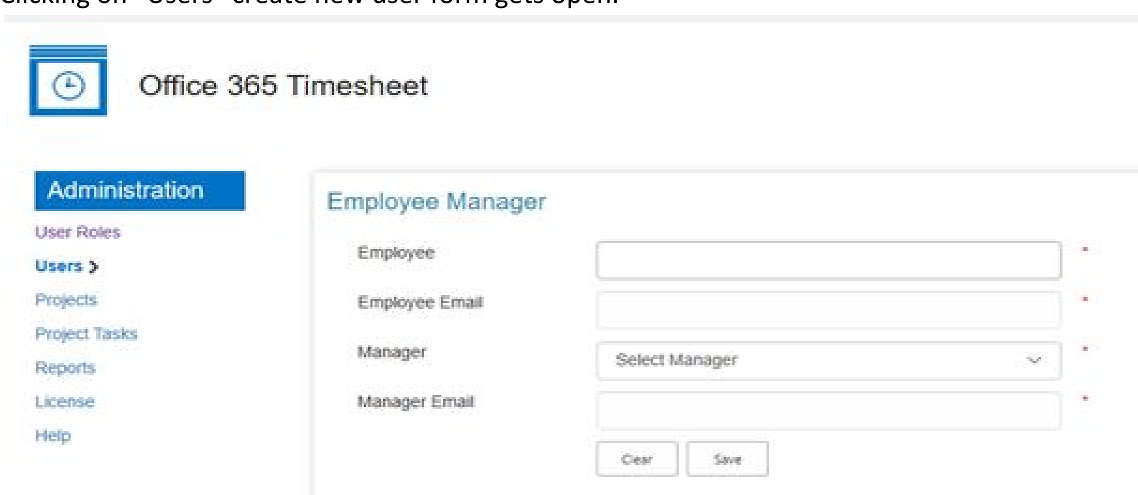
- ✓ Select the Role
- ✓ Enter the user name field click on “Save”.
- ✓ The associated email id of the user will be auto fetched in the “User Email” table when saved.
- ✓ On user role page if there is only one Administrator then that Admin cannot be deleted until authority is not assigned to another administrator.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

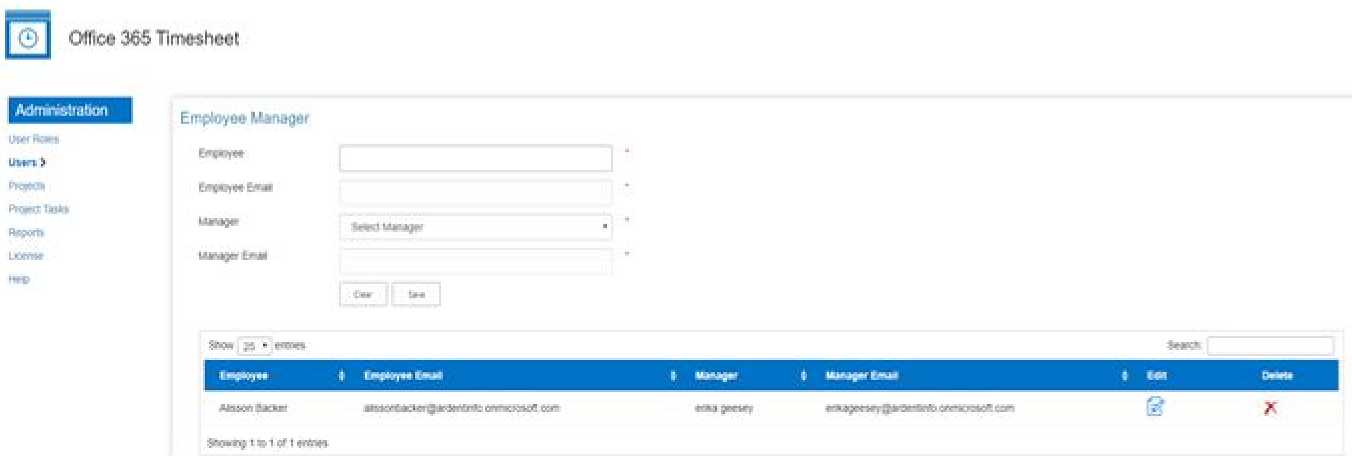


- ✓ At dashboard under Administration “Users” option is present.
- ✓ Clicking on “Users” create new user form gets open.



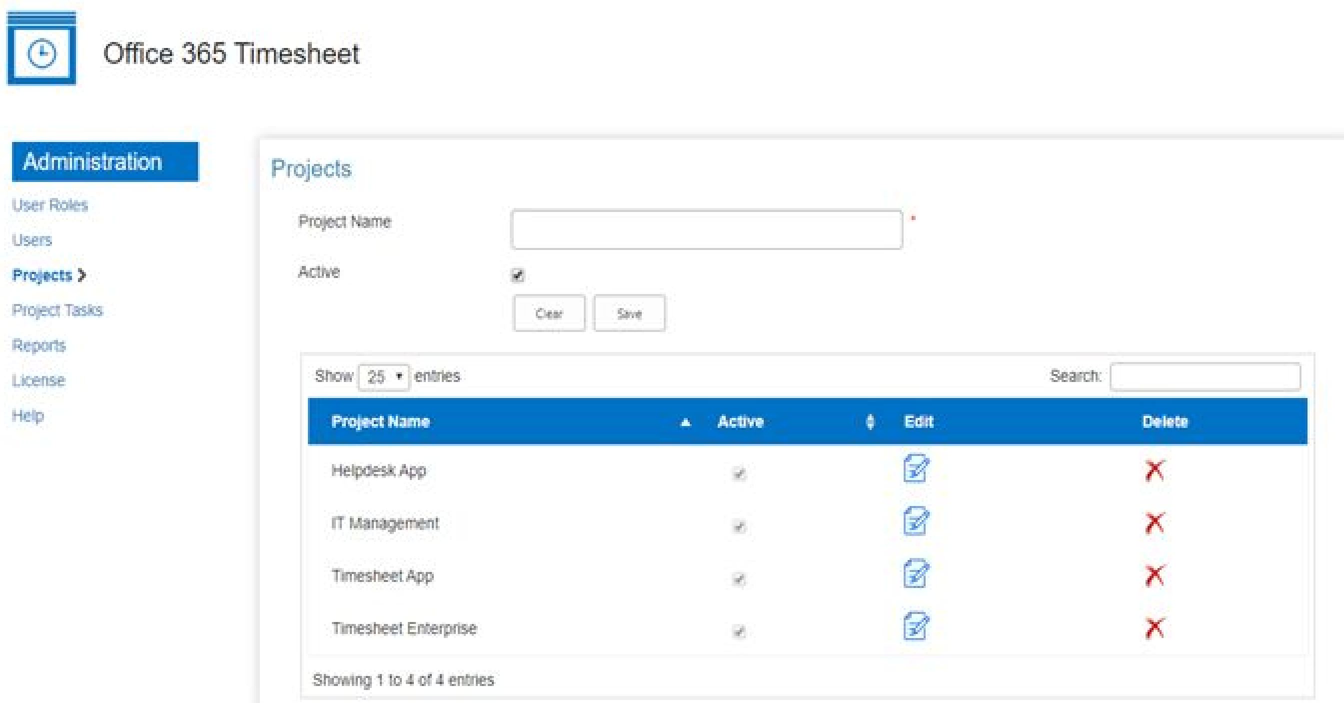
- ✓ Administrator/Manager/ Manager’s -Manager can create a new user by: -
    - Enter employee name in Employee field.
    - The associated email id of the employee will be auto fetched in the “Employee Email” text box.
    - Select manager “Name” from the dropdown.
    - The associated email id of the 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.



7.3 Add New Project

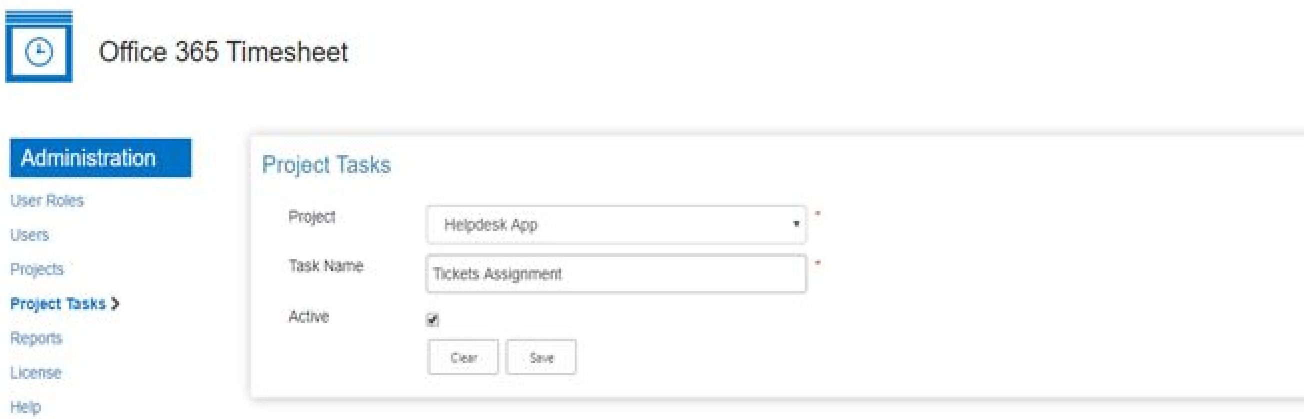
- ✓ Only Administrator/Manager and Manager's -Manager can add/ create a new project.
- ✓ To add "New Project" click on "Projects" option present under "Administration" section or via "Dashboard".
- ✓ Enter project name in "Project Name" field.
- ✓ Keep the checkbox checked if you want the project to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



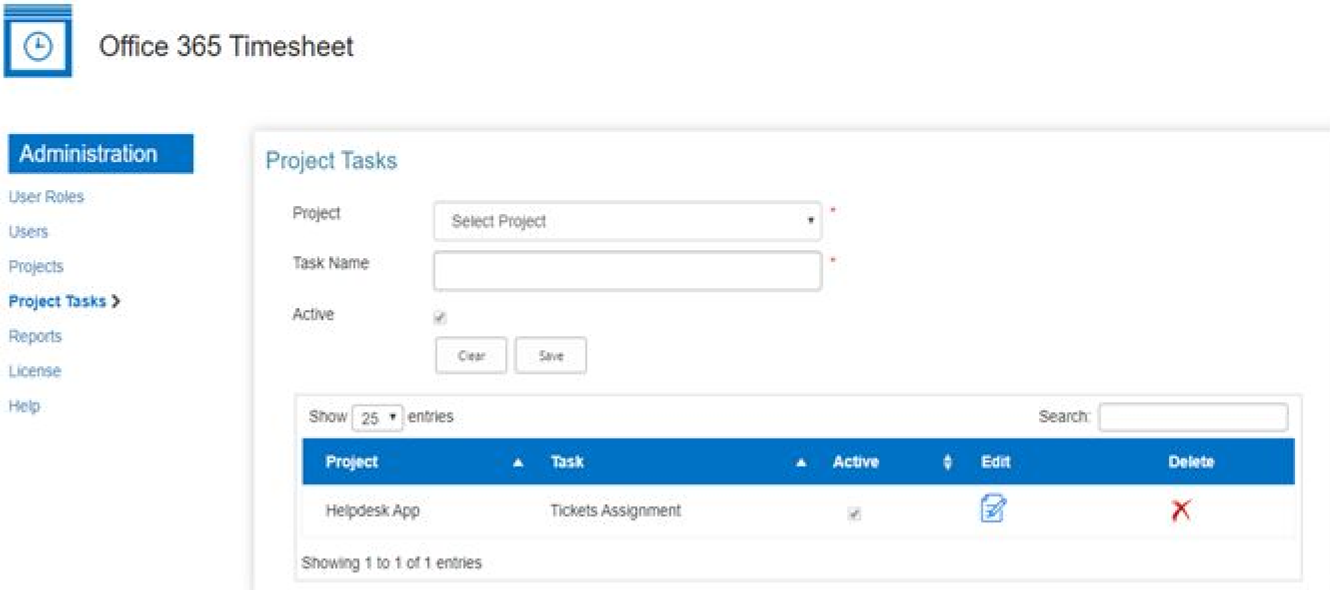
- ✓ New project will get created and will be shown in the tabular on the same page under project creation form.
- ✓ User can click on the edit button to edit the project name and active status.
- ✓ Users can also click on the delete button to delete the created project.
- ✓ Once the Project is added 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".



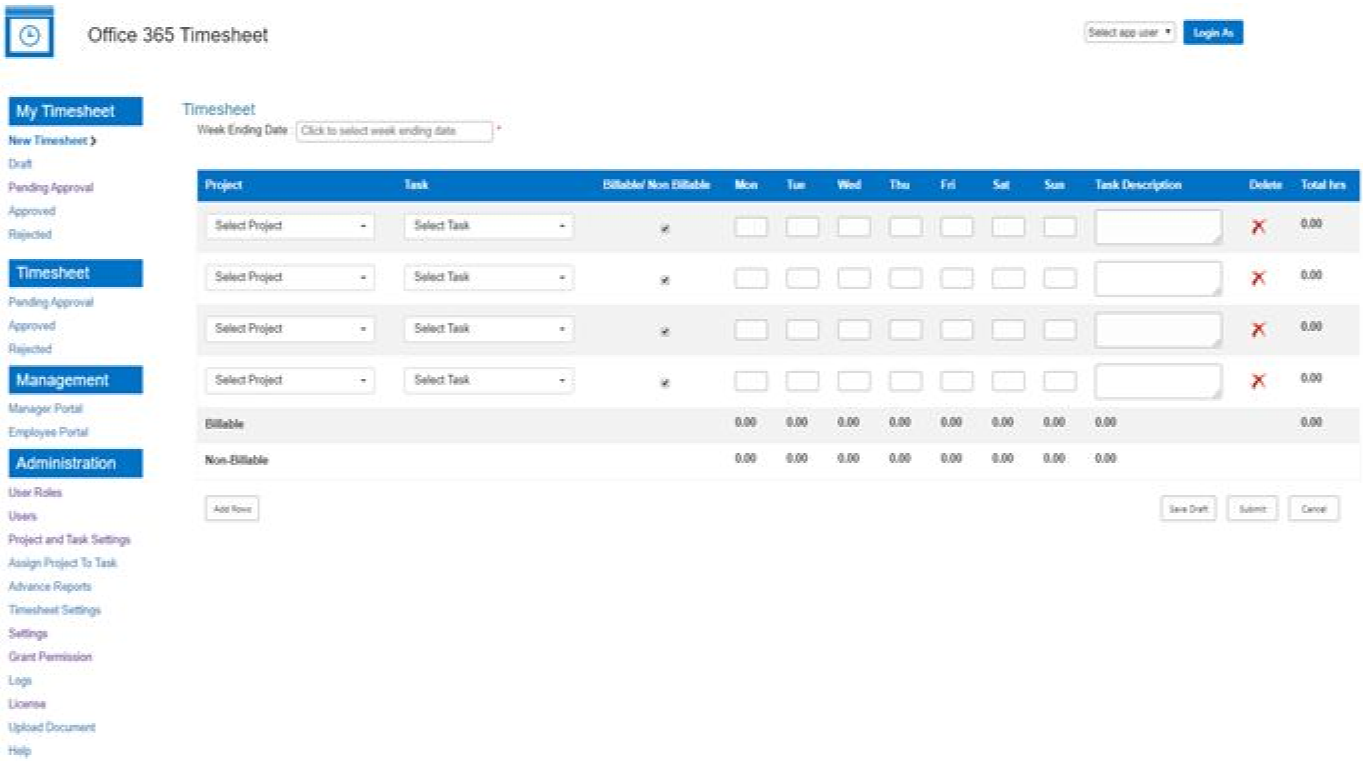
- ✓ Select the project from the dropdown.
- ✓ A Task can be added to any project by selecting the project from the Project dropdown.
- ✓ To create new task, enter task name in "Task Name" field.
- ✓ Keep the checkbox checked if you want the "Task" to be in active state or you may uncheck the checkbox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



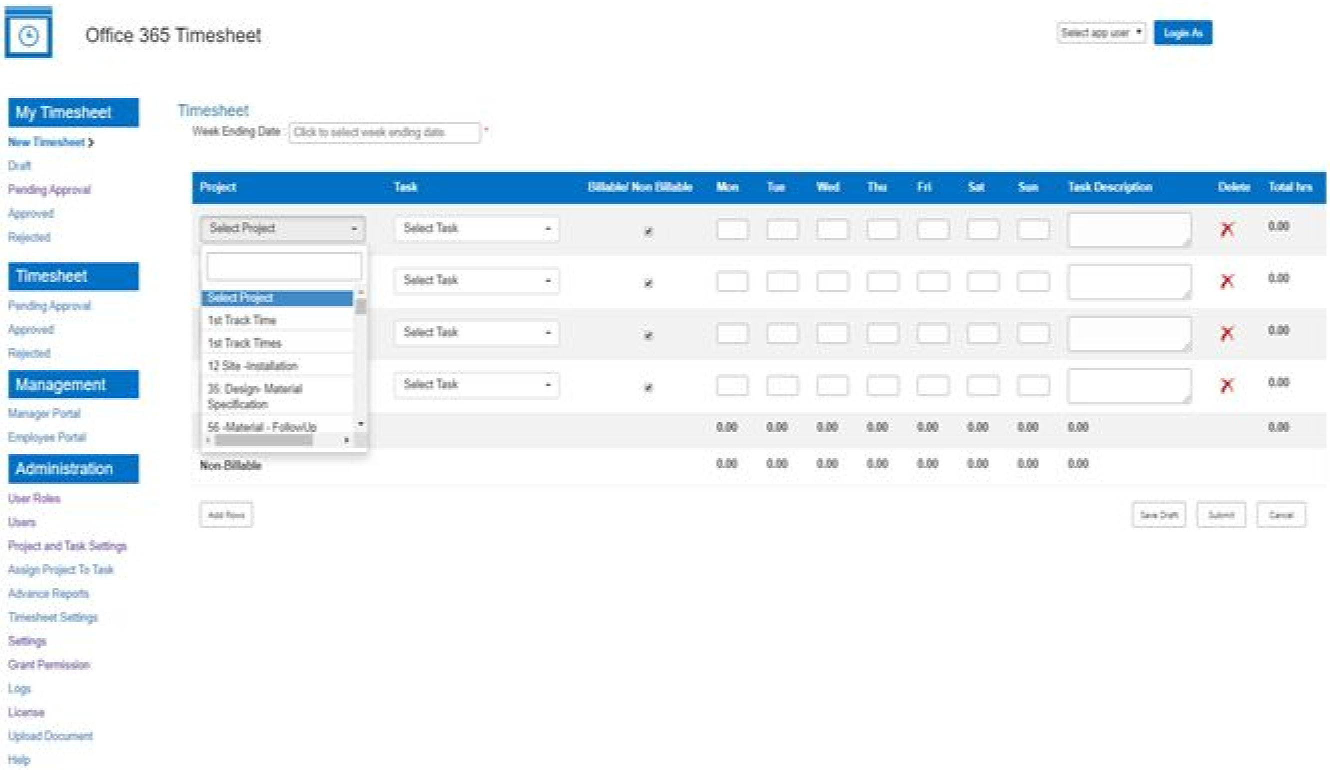
- ✓ New task will be created and will appear in the table on the same page under task creation form.
- ✓ To edit the project task, click on the edit icon present in the edit column, to edit the “Task name” and the status.
- ✓ To delete the project task, click on associated delete icon present in the 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.



- ✓ 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.



- ✓ 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	✗

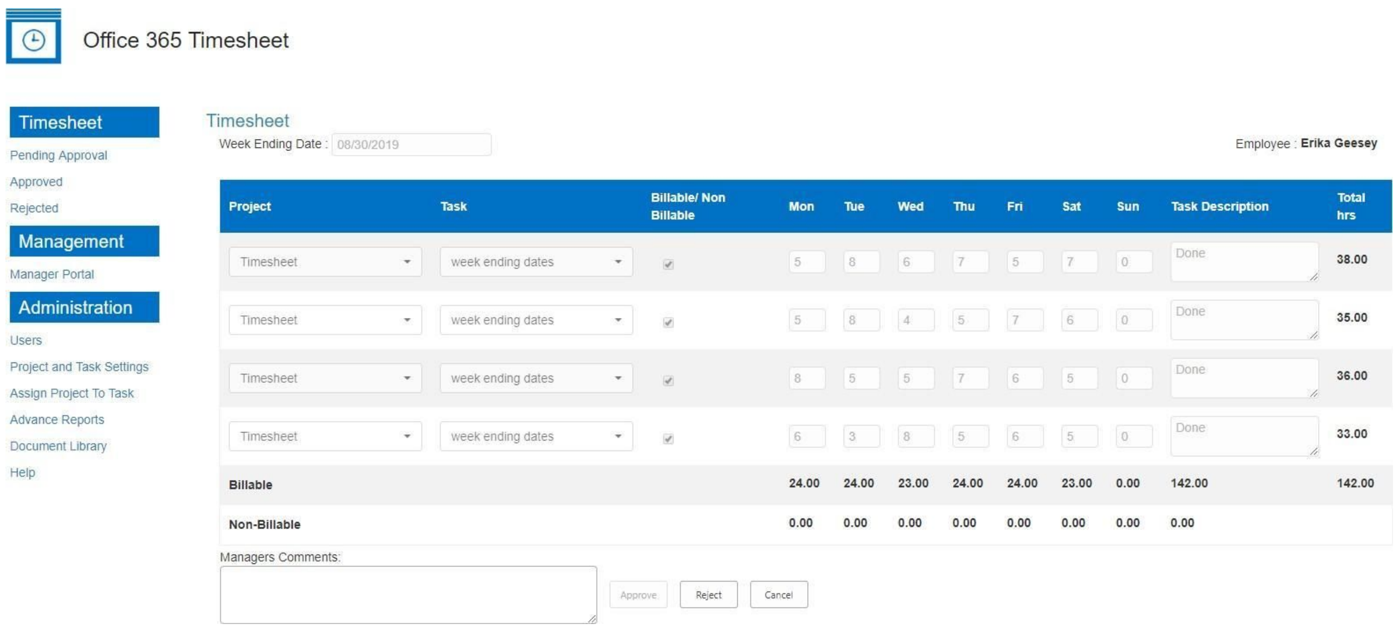
Showing 1 to 1 of 1 entries Previous 1 Next

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.

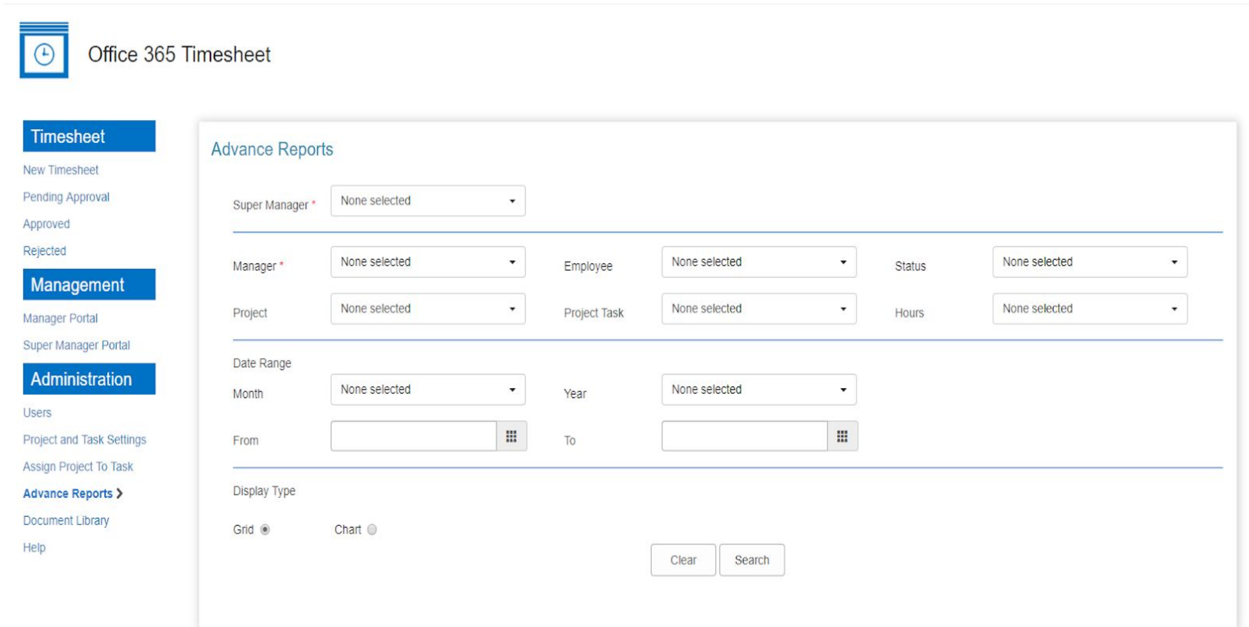


- ✓ Click on "Pending Approval "will list all the "Timesheets" waiting for approval and clicking any timesheet will open the relevant timesheet.
- ✓ Manager can enter their comments in the "Manager Comments" box.
- ✓ Click on Approve/ Reject button for approval or rejection.
- ✓ Once the timesheet is 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:



- ✓ 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

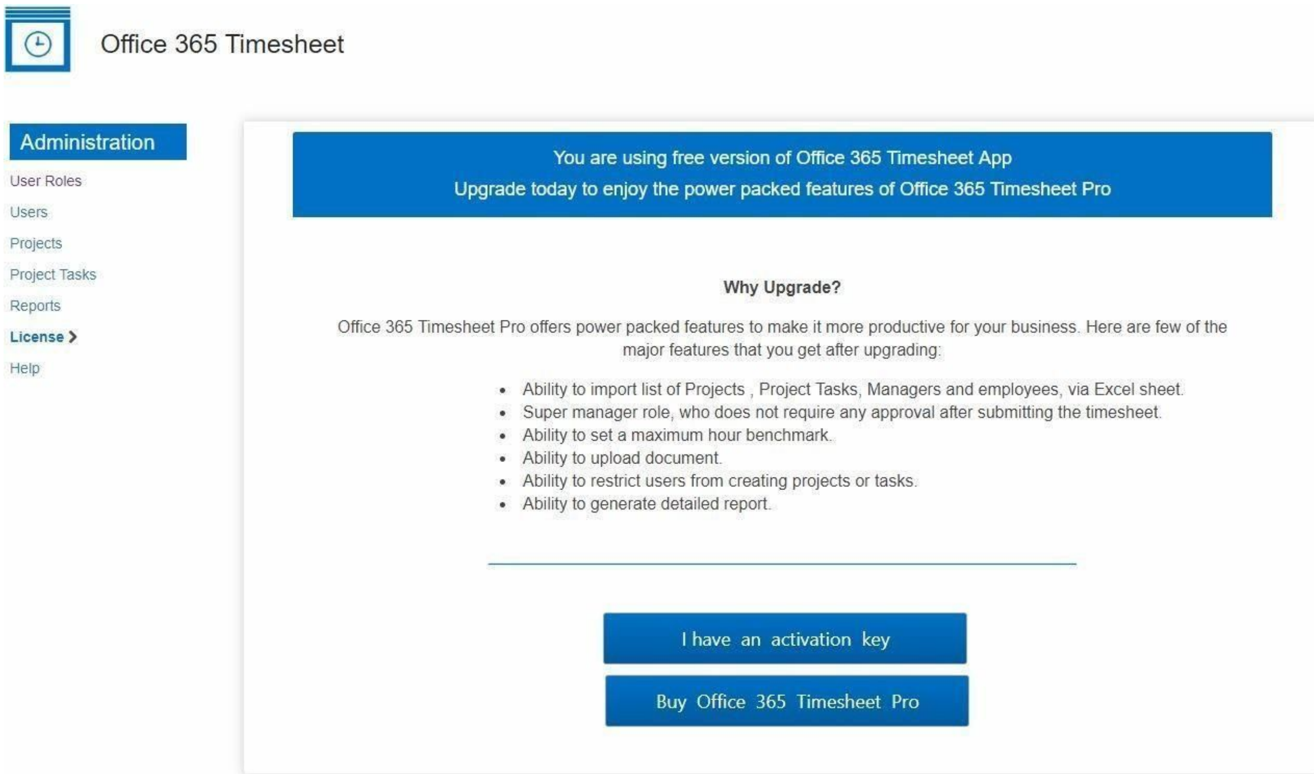
As the add-ins is upgraded with new features some paid features are added into admin section.
Few navigation links are added other than the above mentioned once.
Now the admin has the authority to convert the free version to new paid version to use the new features.
Such as: -

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



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.

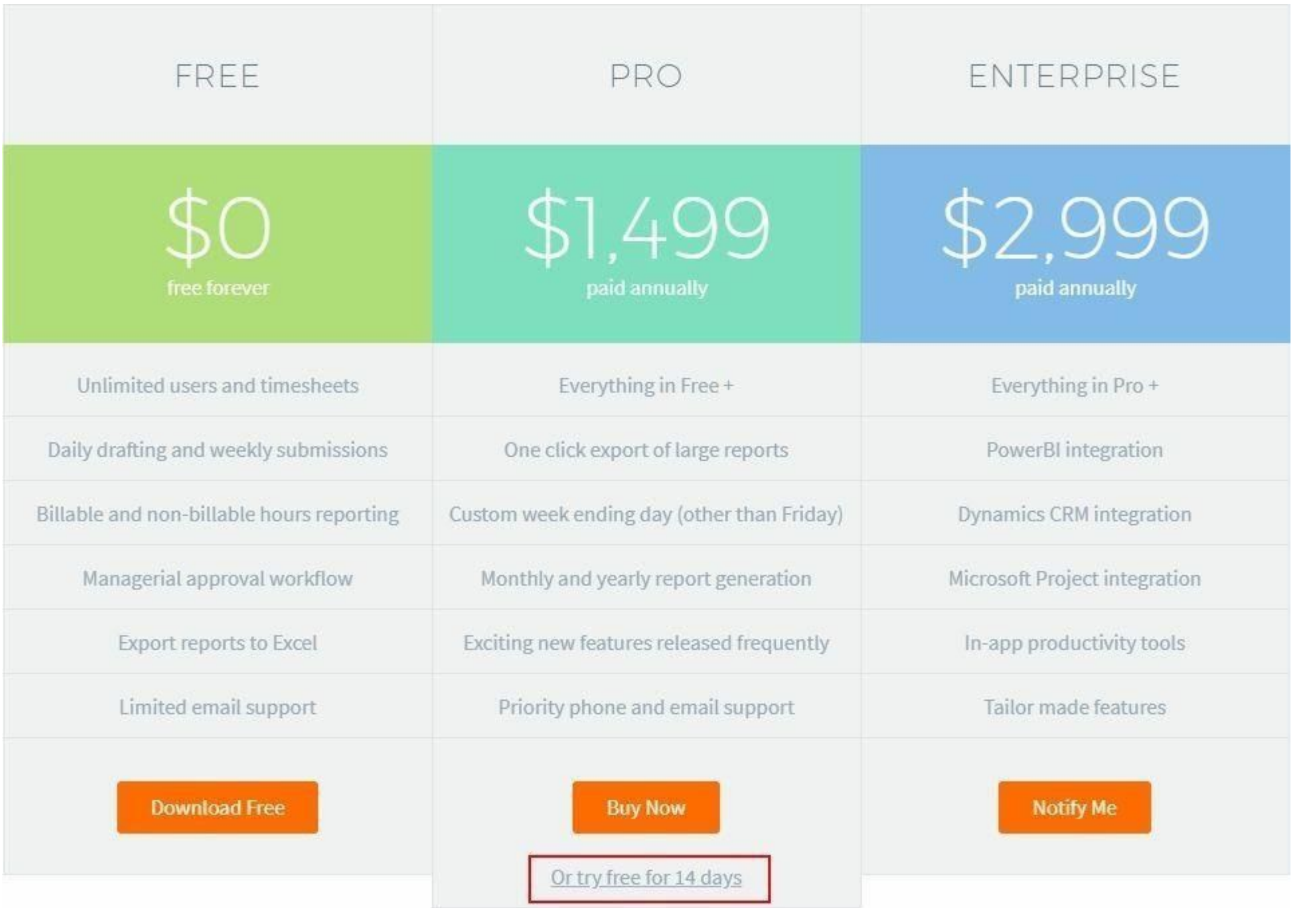
Click on “Buy office 365 Timesheet Pro “to get the Pro version activation license key.
On click on this button user will get directed on page in a new tab where all the package of pro version will be displayed.

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.

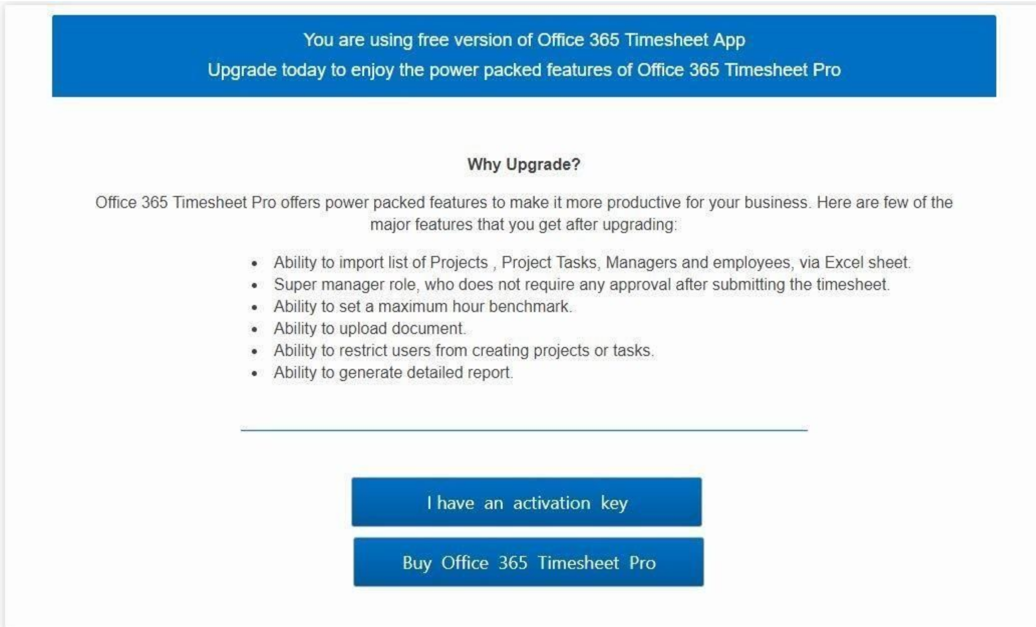
- **Or try for 14 days**
  If user wants to activate just to see the pro version features for 14 days, we give an option with activation key that will give you the access of all the pro features for 14 days trial period. Click on the link, fill all the details of the form user will receive an activation 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.

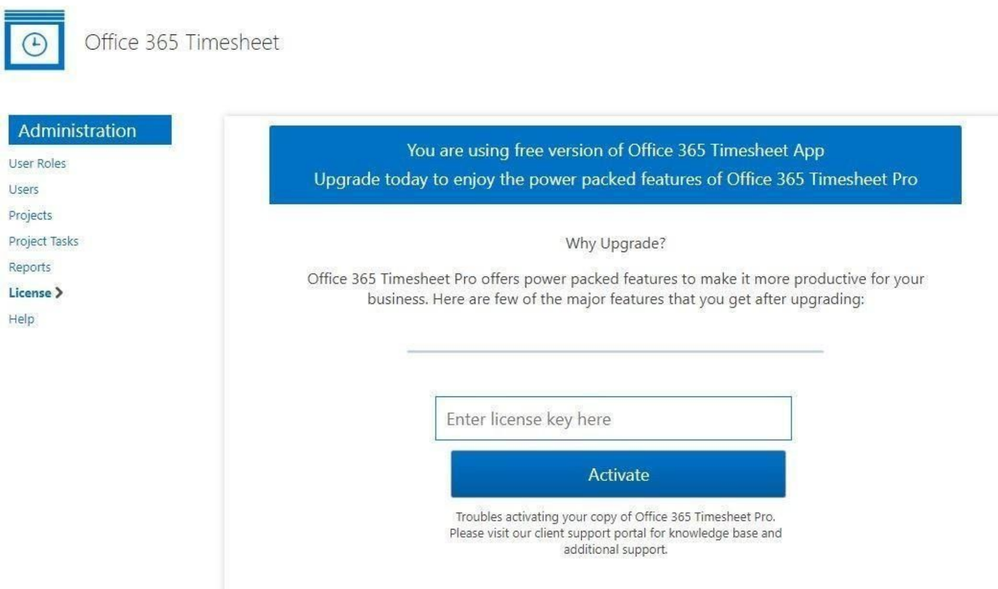


I have an activation key

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.

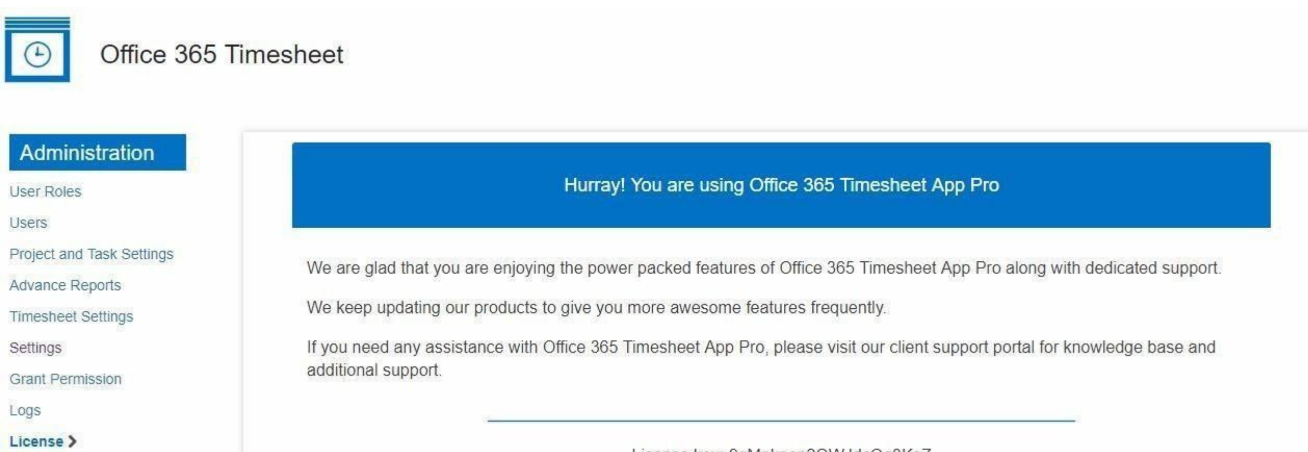


- Click on the button “I have an activation key”.



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

o **<u>Note</u>:** - You will receive the key through email once the payment is done.



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

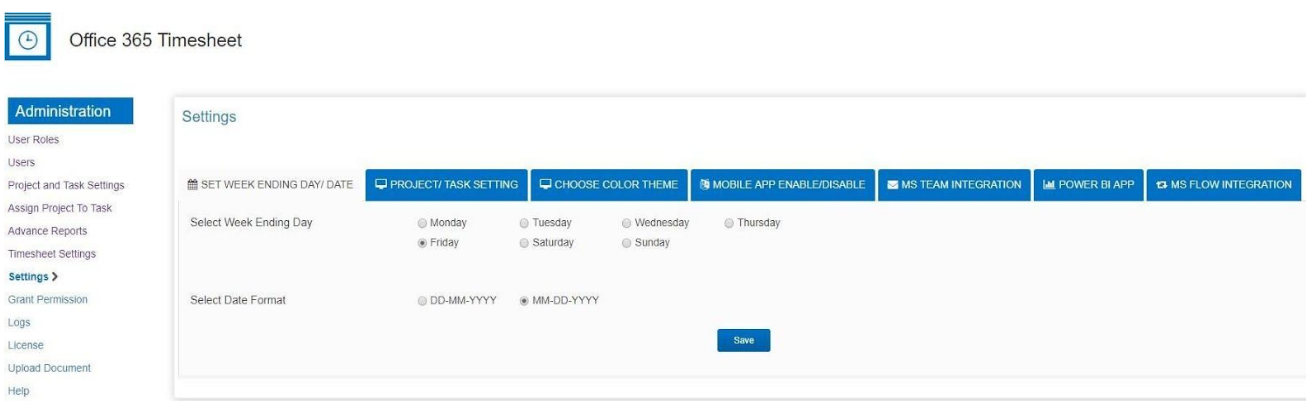
All new features for the paid version are mentioned below.

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

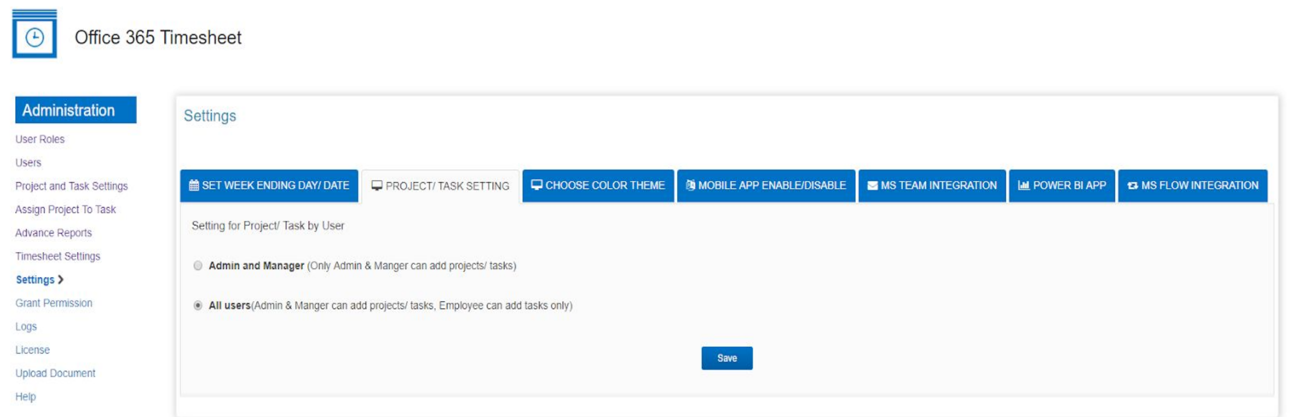
On settings page user can change the default week ending day (Friday) to any other day if needed. Setting page will only get visible after the Pro version is upgraded by the user.
Also, setting page will be available only in Admin account.

- ✓ **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.



- ✓ **Project/ Task Setting: -**
  - This feature will help users to give an option in their organization for the employee weather 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.

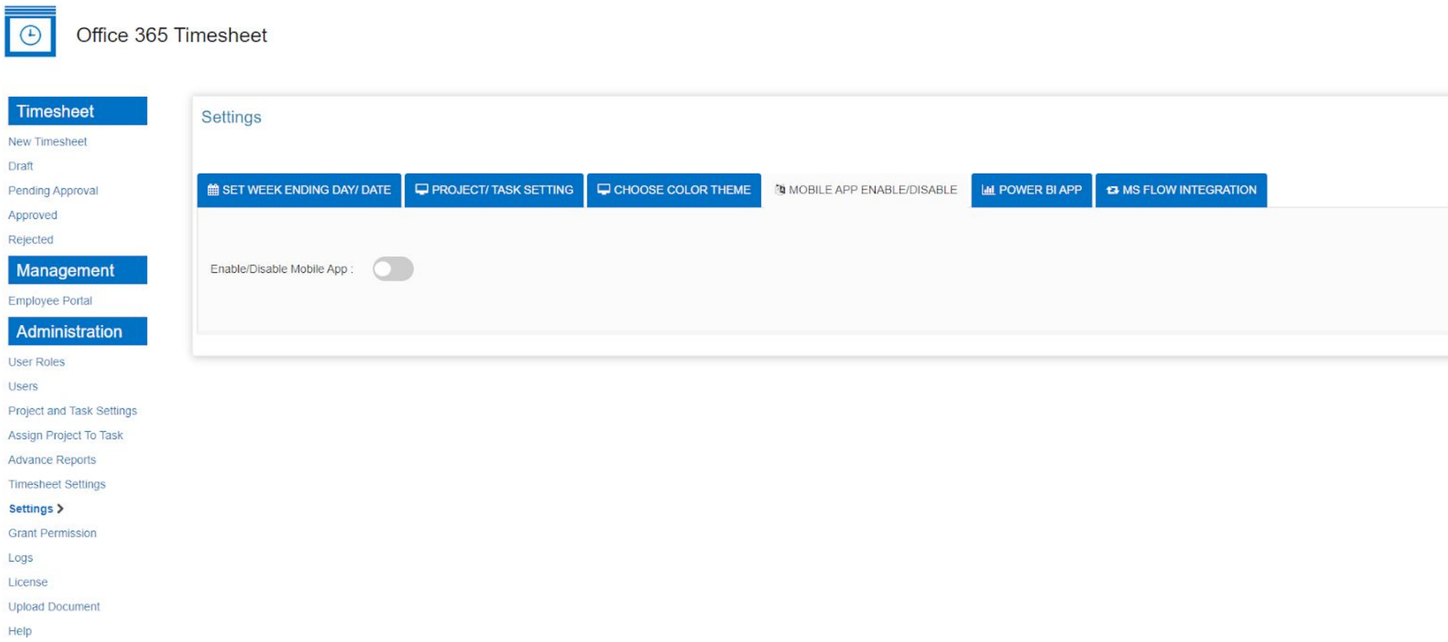


✓ **Choose color theme: -**

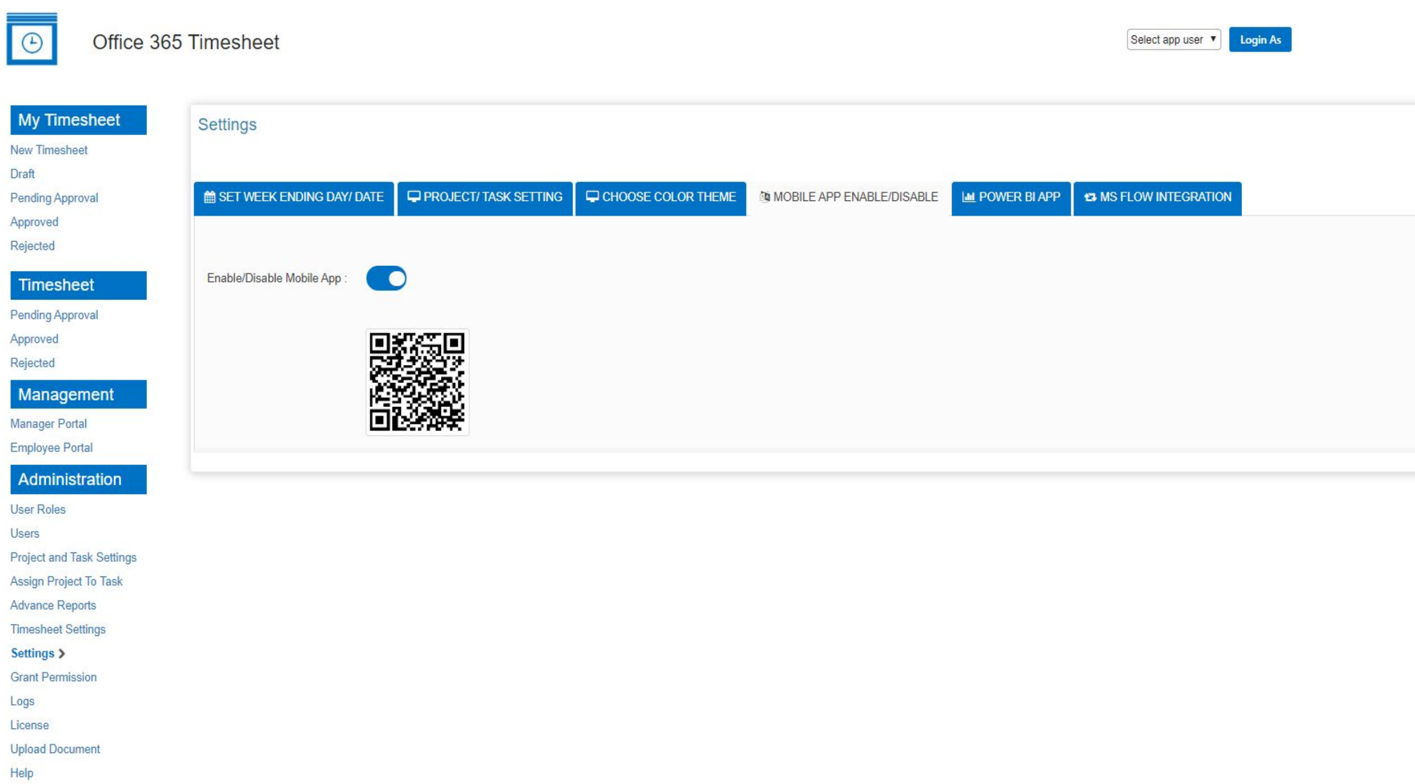
- This feature will help the users to select various colors for the same application. User can click on the Choose color theme tab and can select any color that one wants to keep for the entire organization.
- User can also select desired font for the site organization.
- This feature will only be available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

✓ **Mobile app Enable/Disable: -**

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

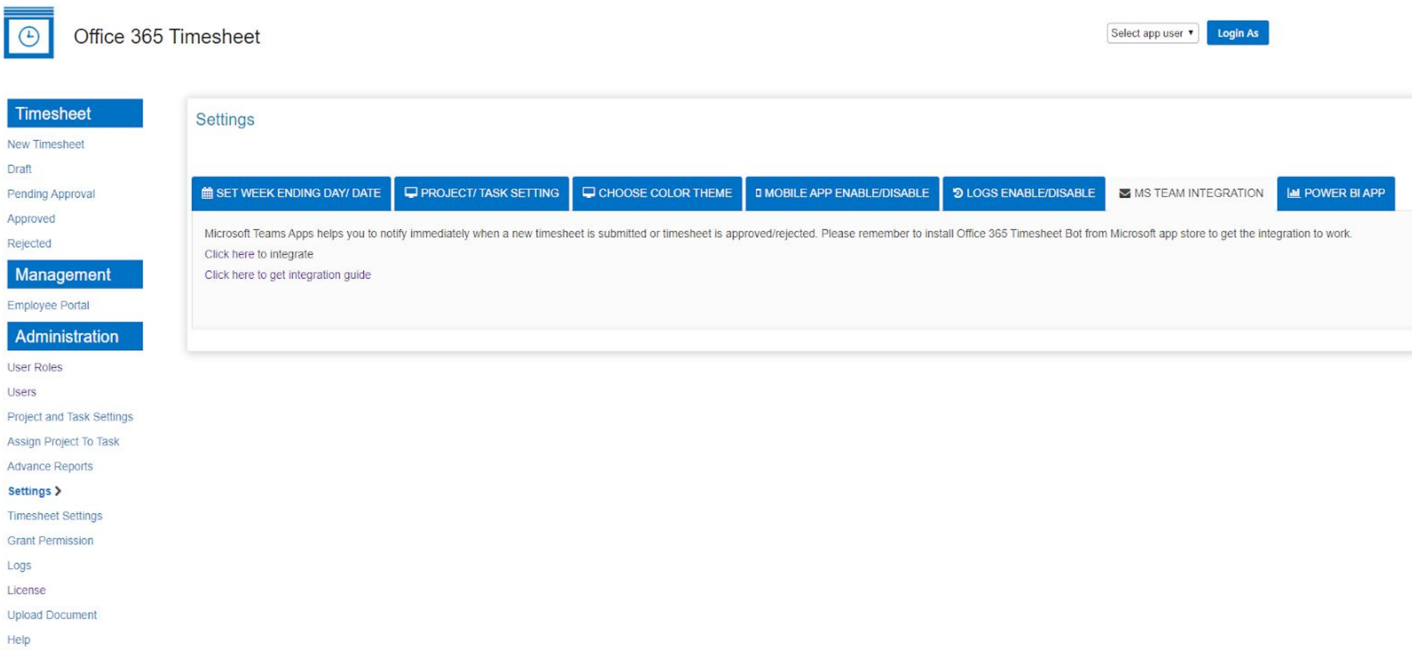


- When Mobile App is Enabled.
- Scan the generated QR Code for Mobile App.



✓ **MS Team Integration: -**

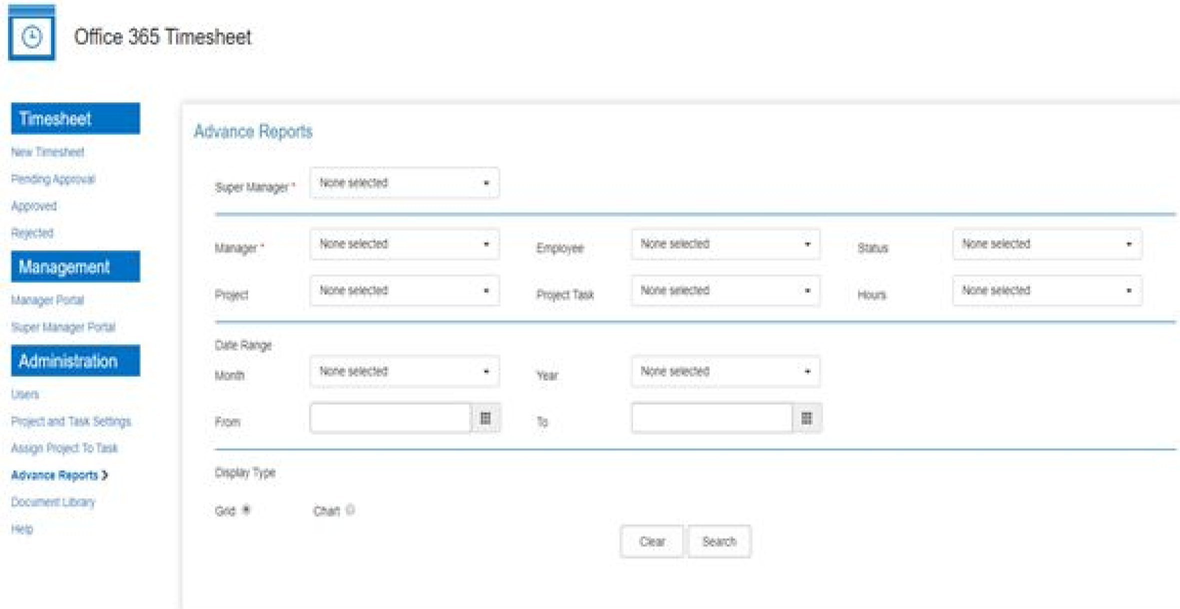
- This feature will help the users to get the integration to work.
- Click on option “Click here” to integrate to MS Team Integration.



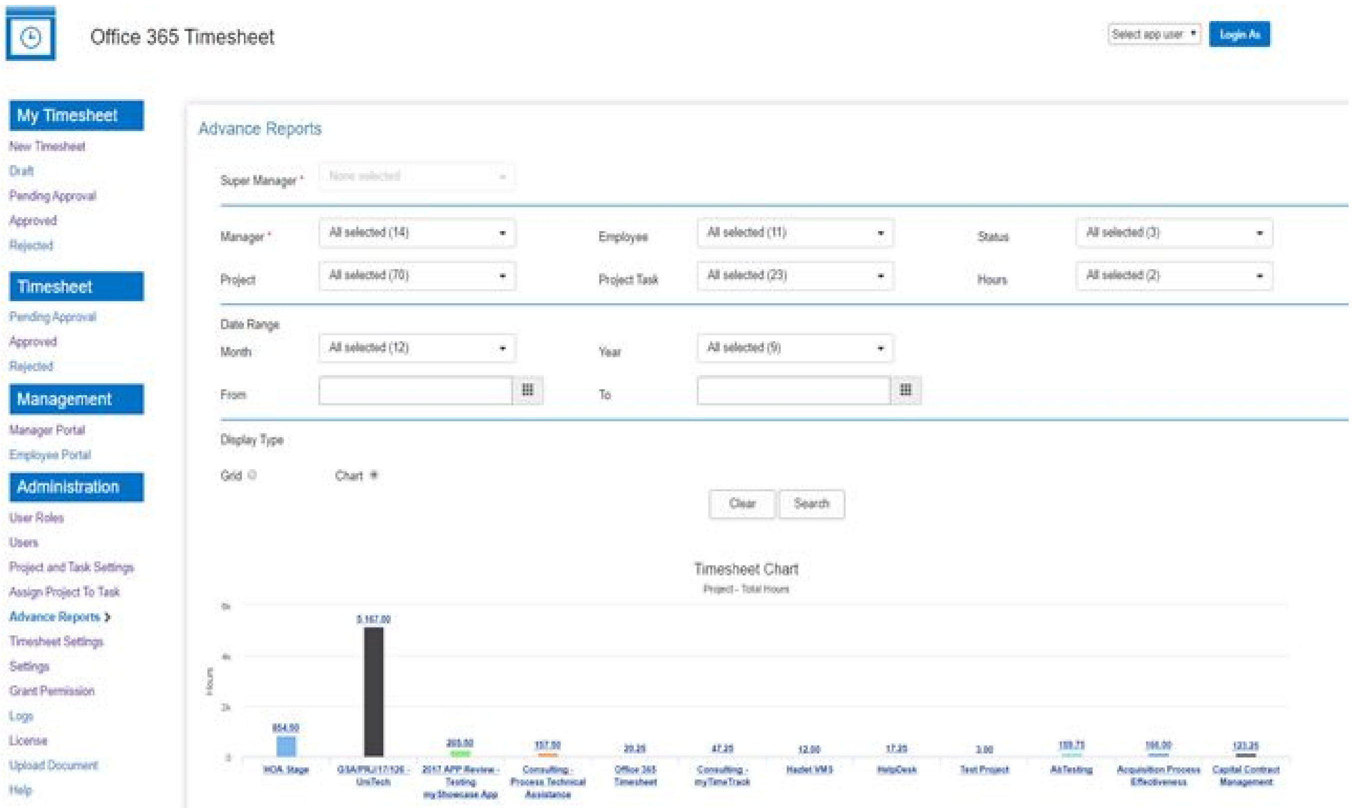
- Will see notification “Congratulations! Your Teams integration done successfully.”

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.

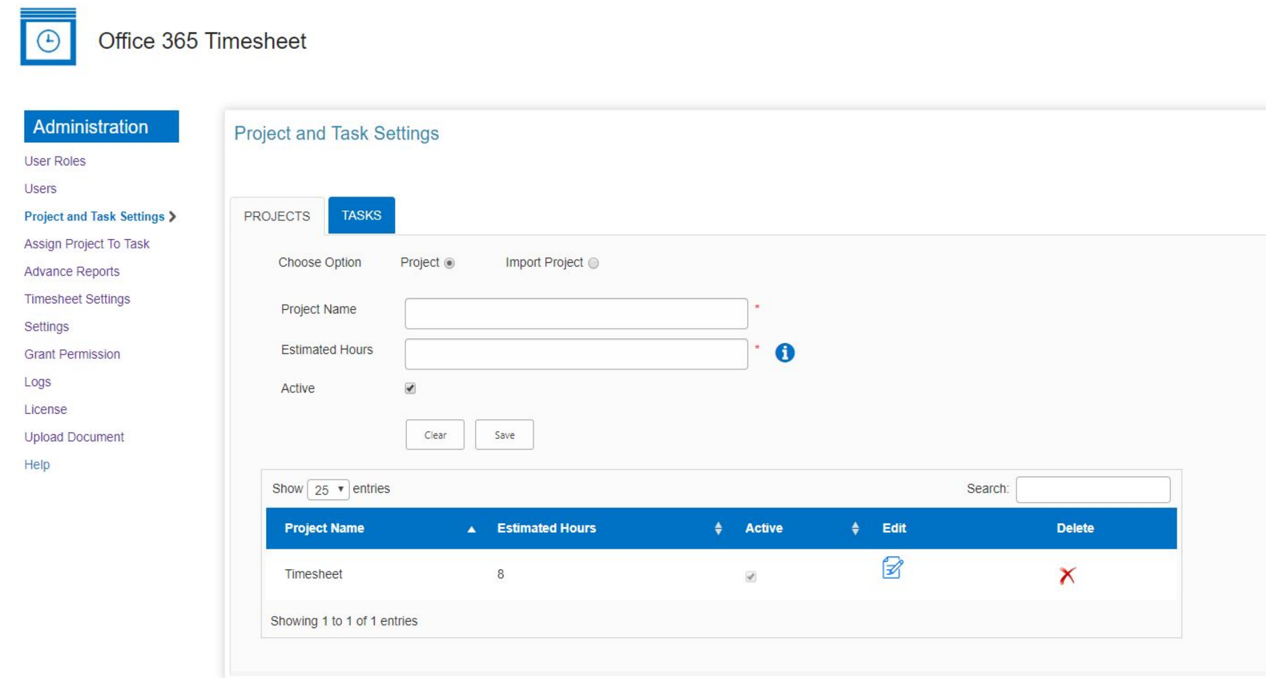


- All the features of advance report can be visible only in Pro version of the app.
- Users can generate detailed reports according to the selected options needed.
- Once the add-in gets converted in Pro version each user can access advanced report page in their existing accounts such as: - Admin, Manager, 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.

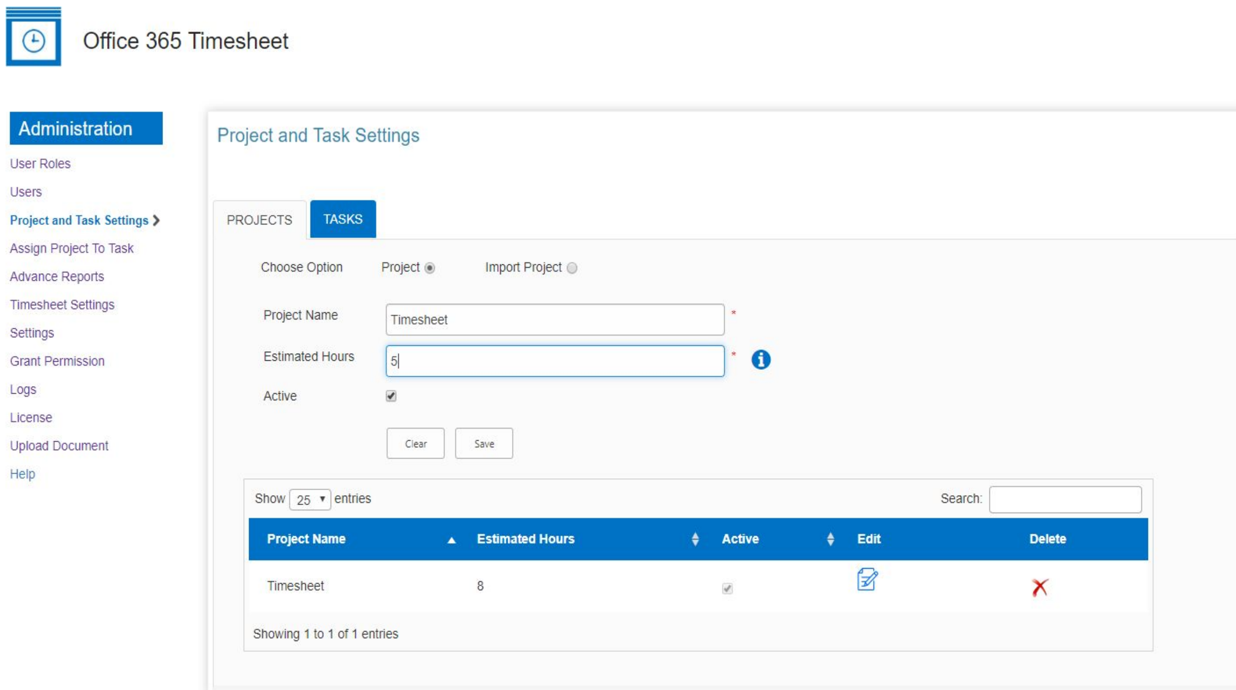


9.4 Project And Task Settings

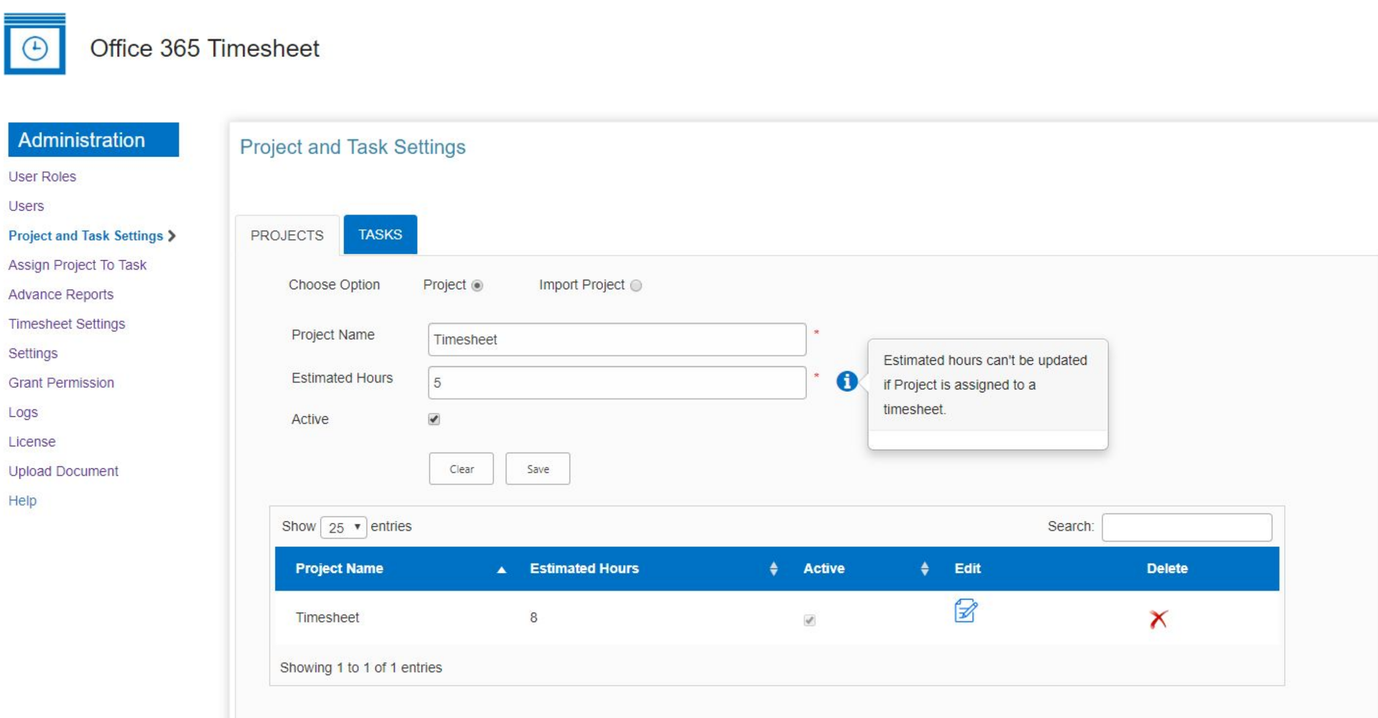
A new feature has been added for paid version only known as Project and Task Settings.
This feature will help all the users to import project and `task from excel sheet in bulk amount in one click.
The project and task setting page full access will only be given to Admin and Manager and employee can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



- 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.



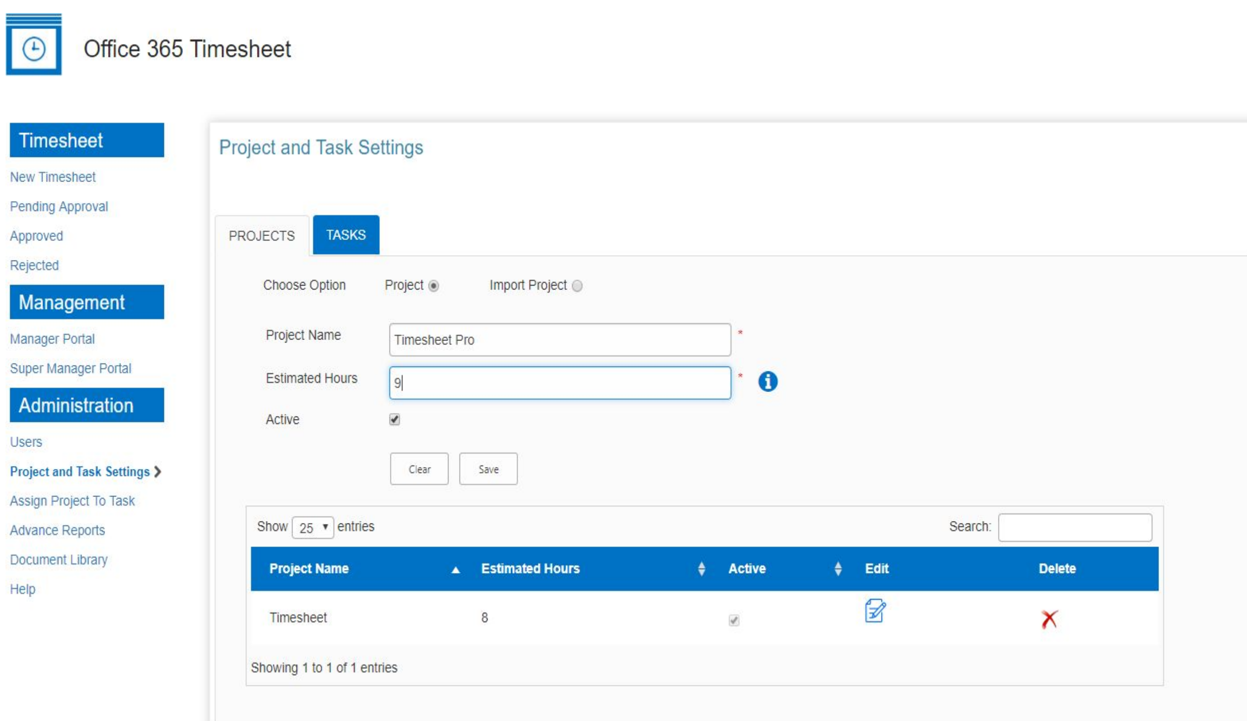
- The excel can be directly downloaded from the "i" icon present besides the text box.
- Just hover on "i" and click on click here the correct format excel can be downloaded, where projects can be added, and file can be uploaded here.



- 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.

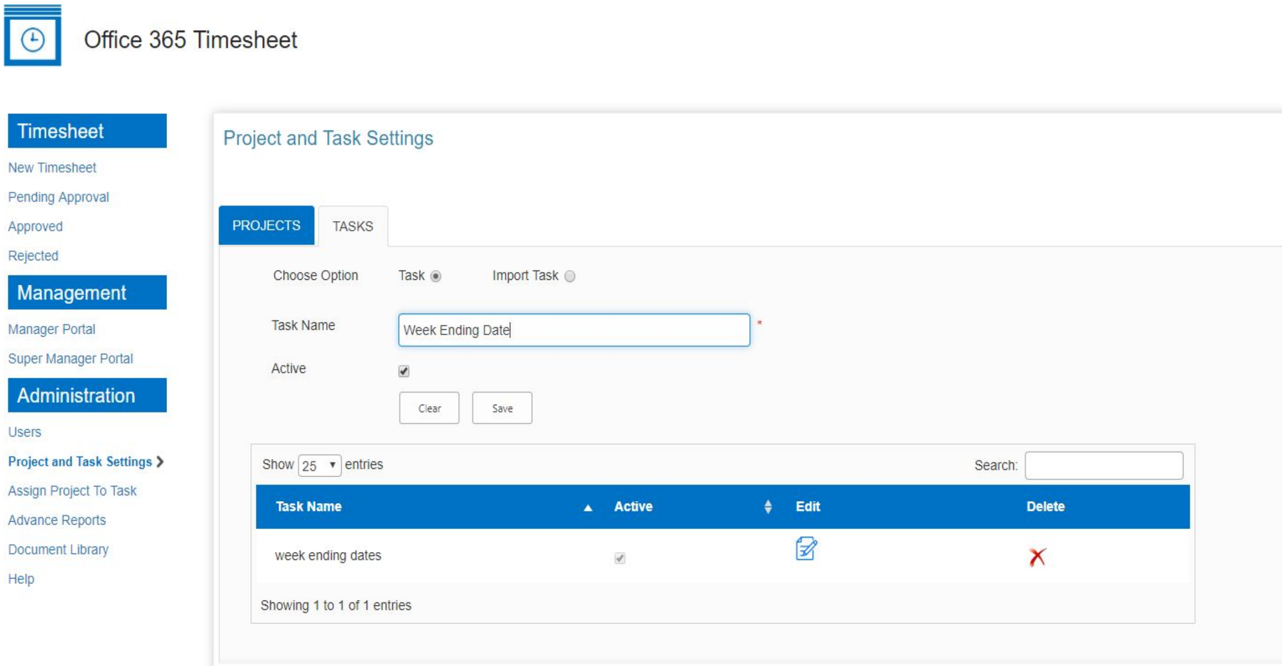
Projects	EstimatedHours
Project1	12
Project2	18
Project3	12
Project4	23
Project5	34
Project6	12

- 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.



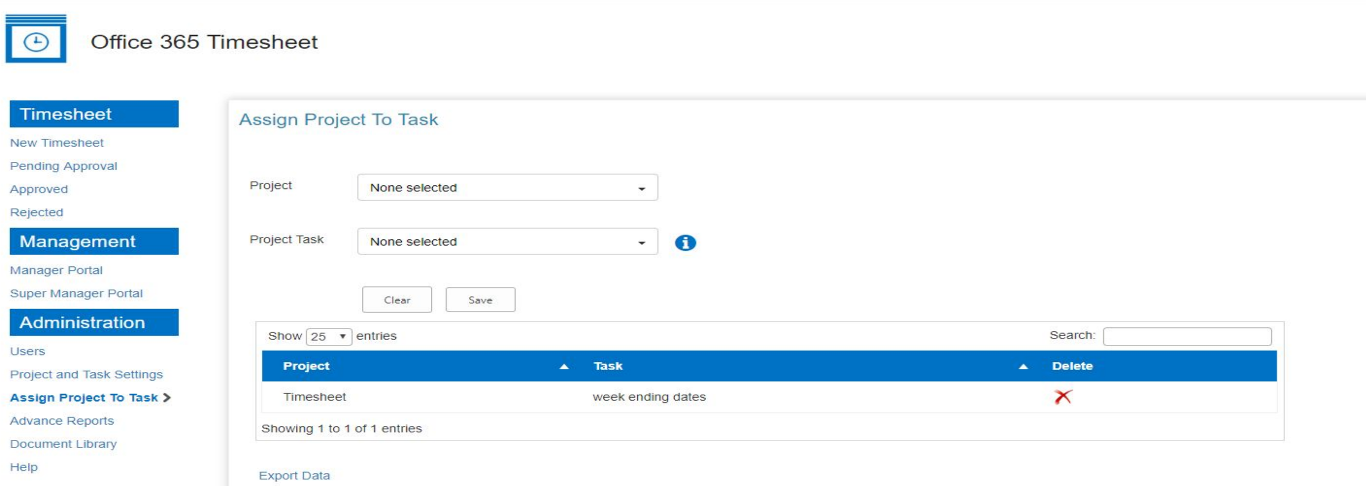
- Here in employee account only new task can be added and imported by the employee.
- If employees want to assign some tasks to already created project, then

employee can also do it.



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

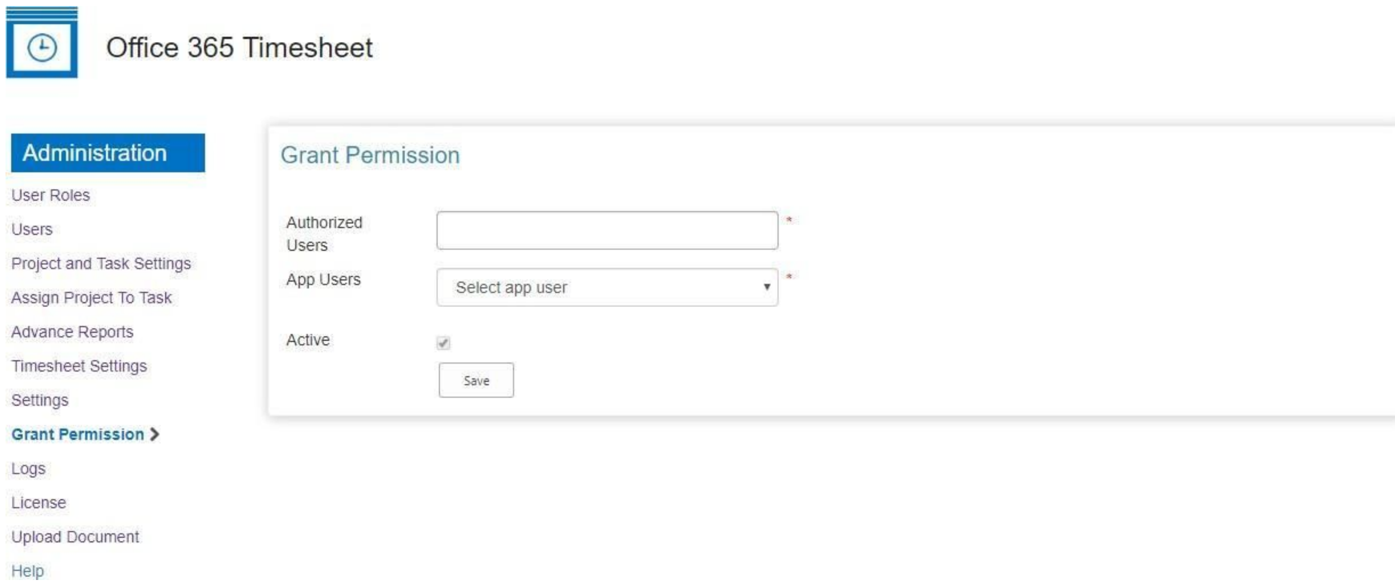
9.5 Assign Project to Task



- 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.



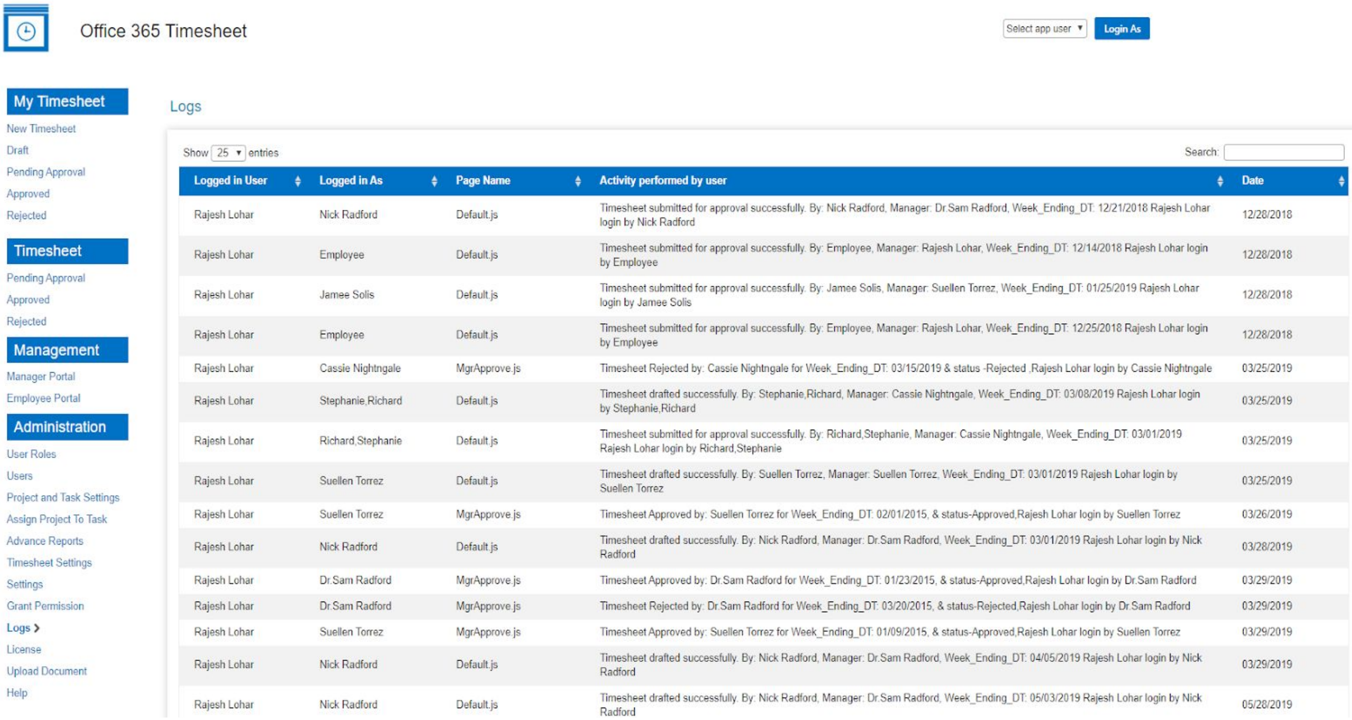
Here we can give authority to the employee role also to get login as manager and approve or reject its timesheet in his/her absence.

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.



Office 365 Timesheet

Select app user ▾ | Login As

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

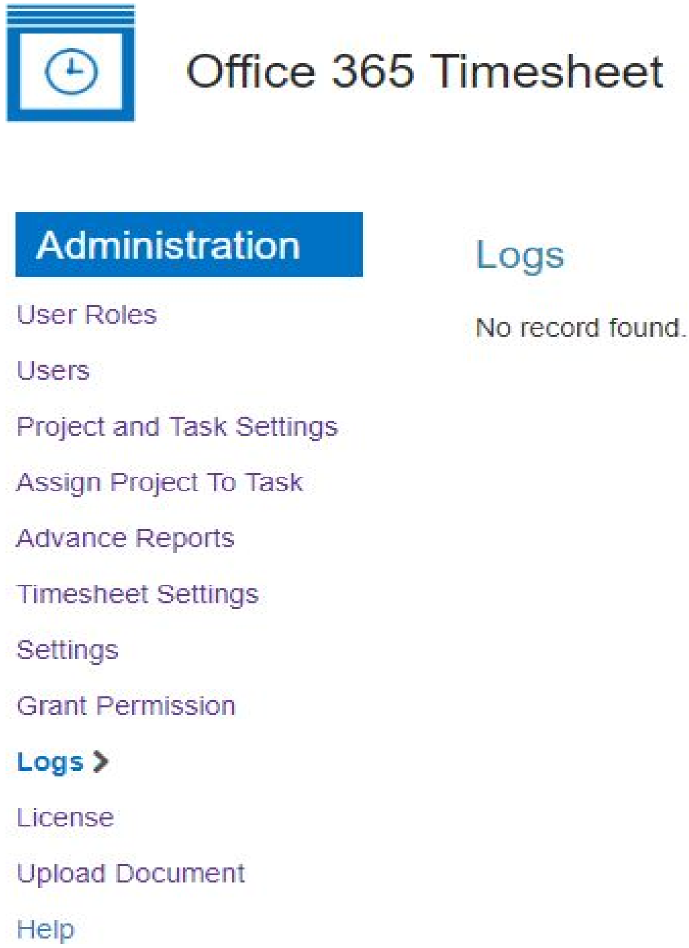
Logs

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 Nightngale	MgrApprove.js	Timesheet Rejected by: Cassie Nightngale for Week_Ending_DT: 03/15/2019 & status -Rejected ,Rajesh Lohar login by Cassie Nightngale	03/25/2019
Rajesh Lohar	Stephanie,Richard	Default.js	Timesheet drafted successfully. By: Stephanie,Richard, Manager: Cassie Nightngale, 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 Nightngale, 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

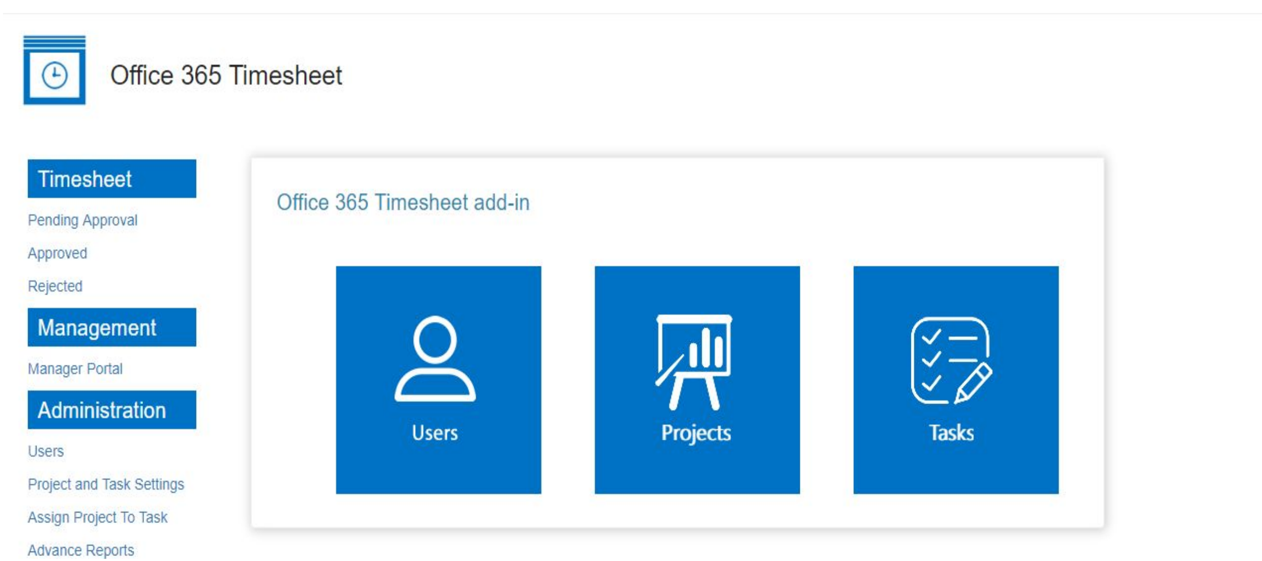
- o If records were found , Logs get generated in tabular form.



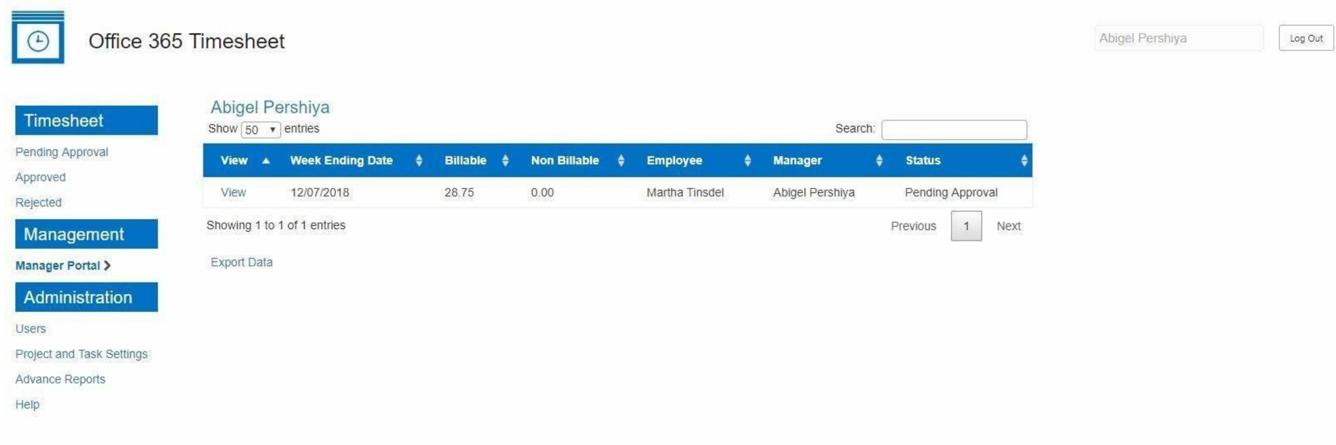
- Logs if “No record found”.

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.

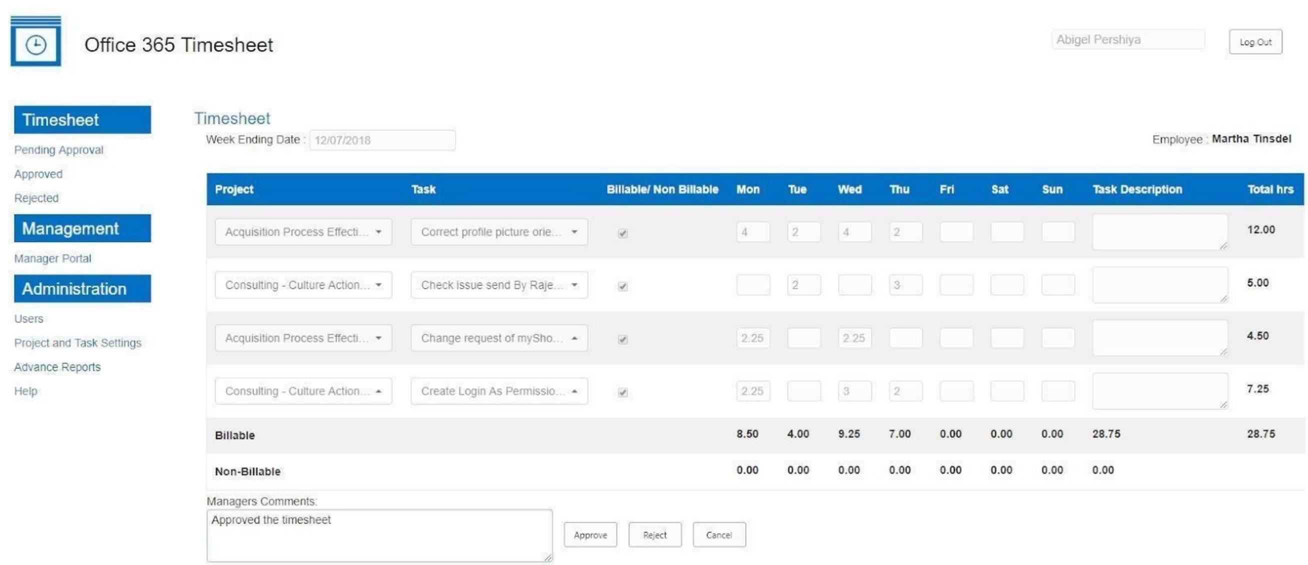
In the below image we can see that the employee is logged in as manager into his manager’s account.



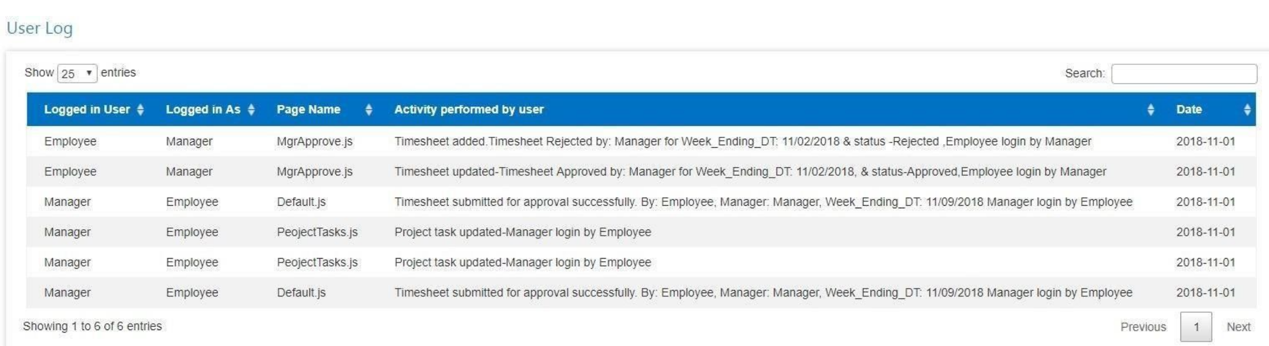
Here employee is approving the timesheet sent to manager for approval.



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.



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

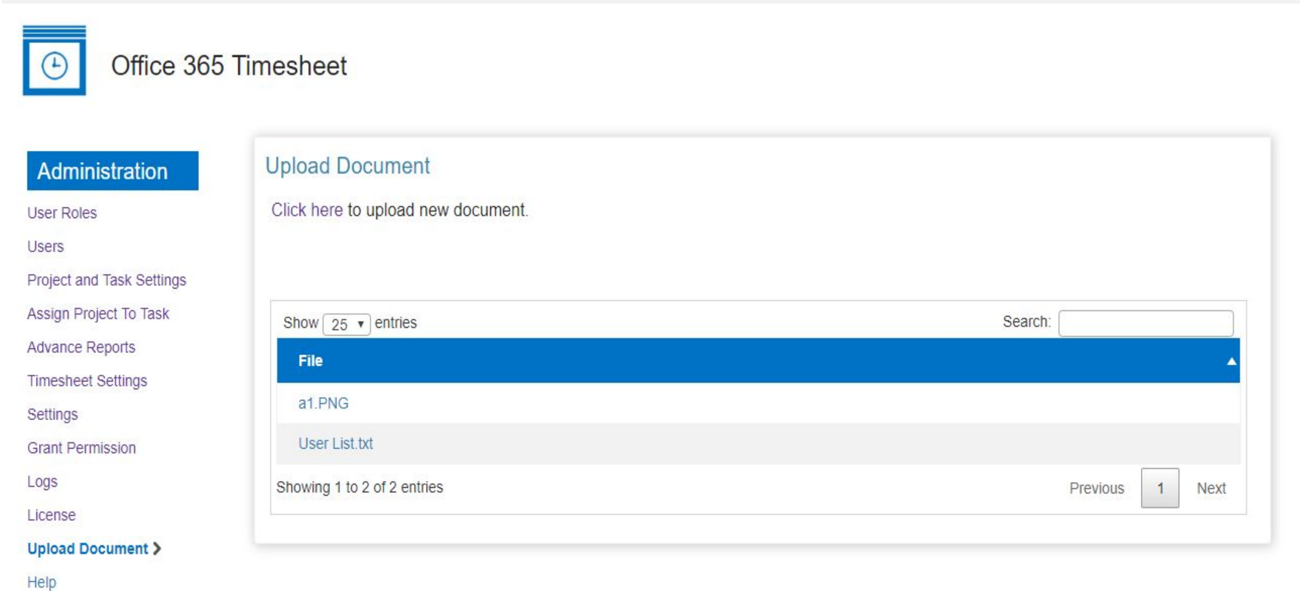


Logged in User	Logged in As	Page Name	Activity performed by user	Date
Employee	Manager	MgrApprove.js	Timesheet added.Timesheet Rejected by: Manager for Week_Ending_DT: 11/02/2018 & status -Rejected ,Employee login by Manager	2018-11-01
Employee	Manager	MgrApprove.js	Timesheet updated-Timesheet Approved by: Manager for Week_Ending_DT: 11/02/2018, & status-Approved,Employee login by Manager	2018-11-01
Manager	Employee	Default.js	Timesheet submitted for approval successfully. By: Employee, Manager: Manager, Week_Ending_DT: 11/09/2018 Manager login by Employee	2018-11-01
Manager	Employee	PeojectTasks.js	Project task updated-Manager login by Employee	2018-11-01
Manager	Employee	PeojectTasks.js	Project task updated-Manager login by Employee	2018-11-01
Manager	Employee	Default.js	Timesheet submitted for approval successfully. By: Employee, Manager: Manager, Week_Ending_DT: 11/09/2018 Manager login by Employee	2018-11-01

9.8 Upload Document

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

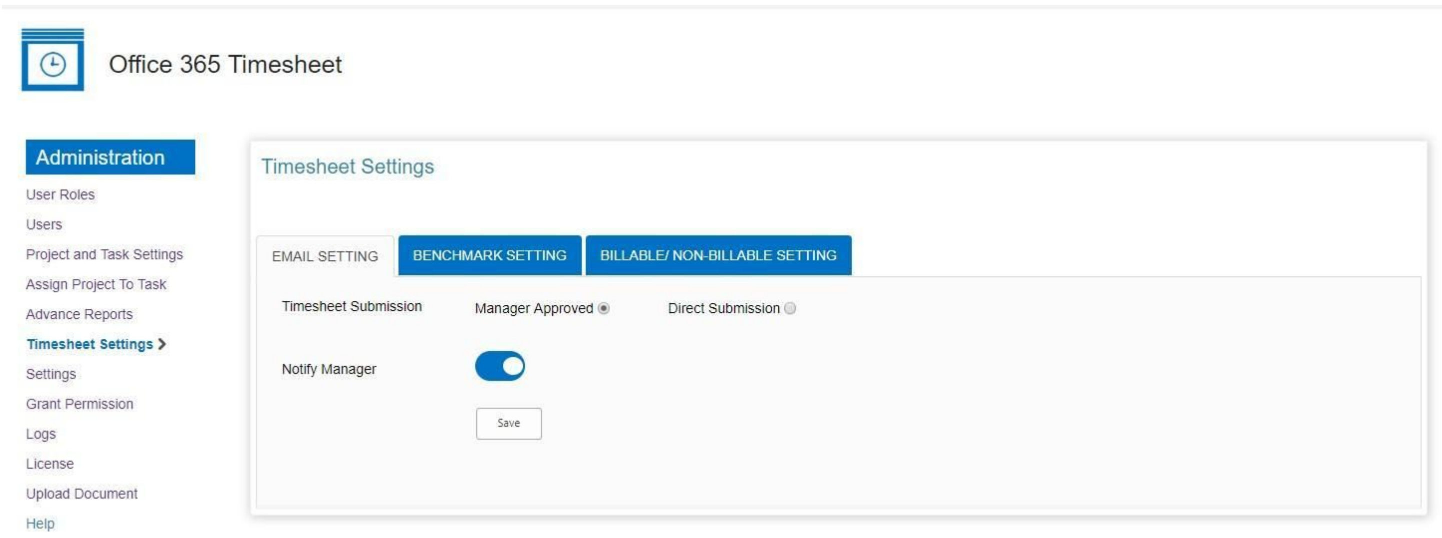
application should see.
In the image below you can see an upload document link in the left navigation of Admin account. This link is only accessible by an administrator, that means admin can only add the documents and all the other users can only view the added documents.



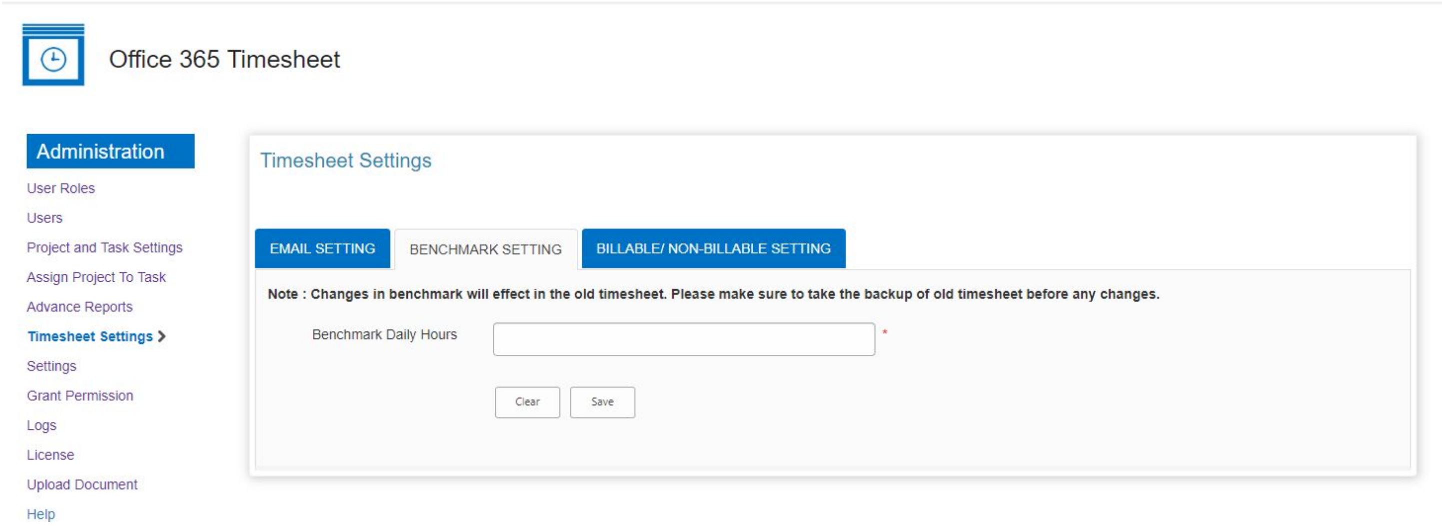
9.9 Timesheet Setting

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.

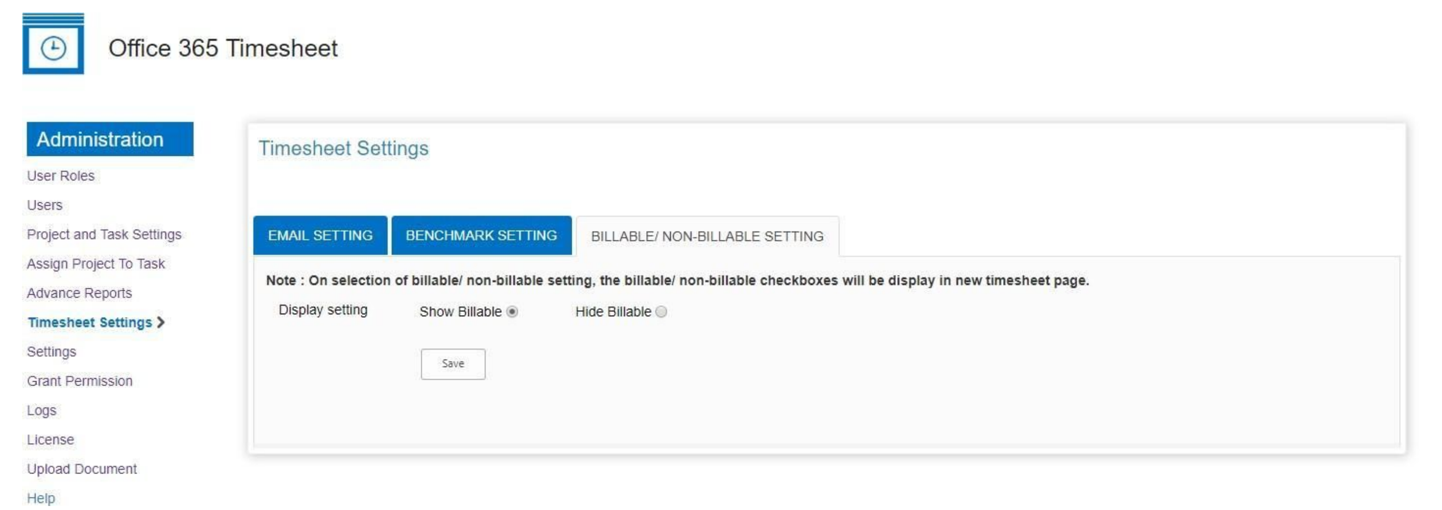
- **Email Settings:**
  Here in email setting a new option is added that is whether the admin wants time timesheet to get approved directly or want manager to approve first.
  Also, now you have an option to send an email for timesheet approval or send an email when it's directly approved to manager.



- **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.



- **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.



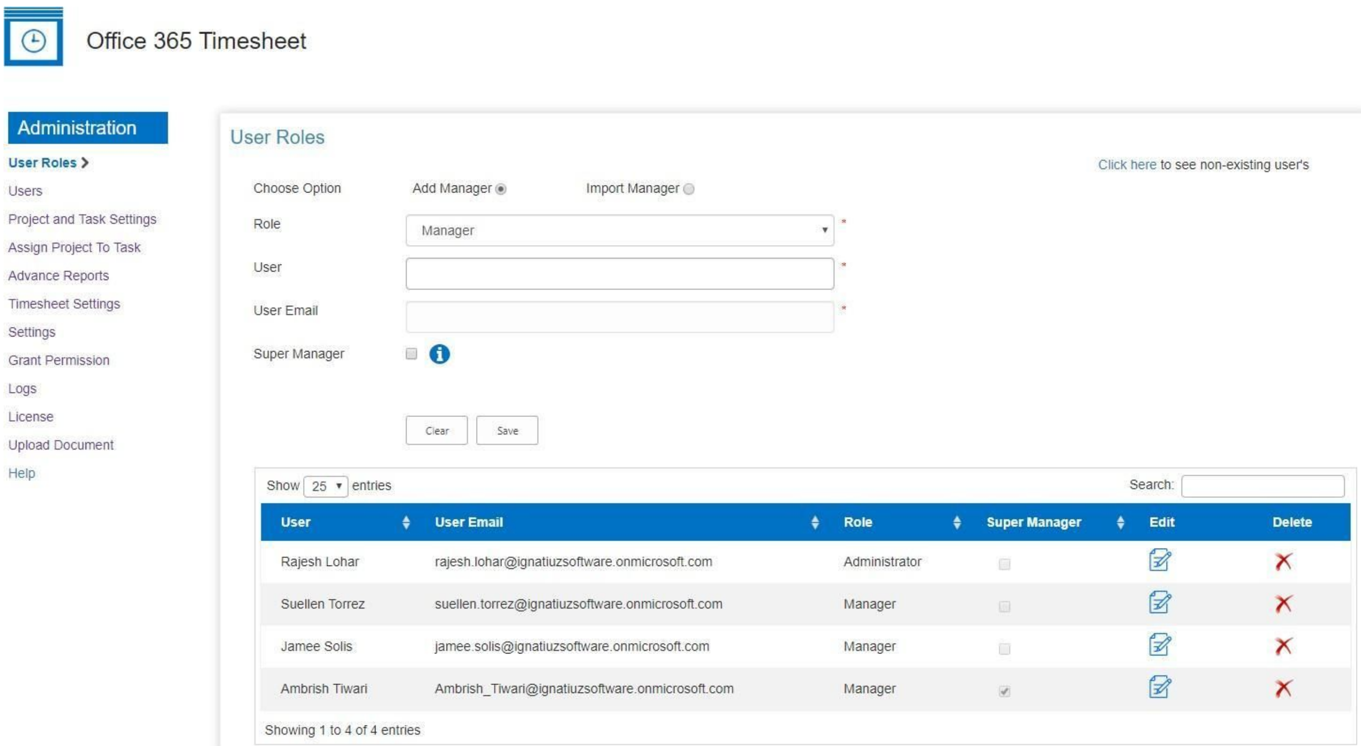
9.10 User Role and User import

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**

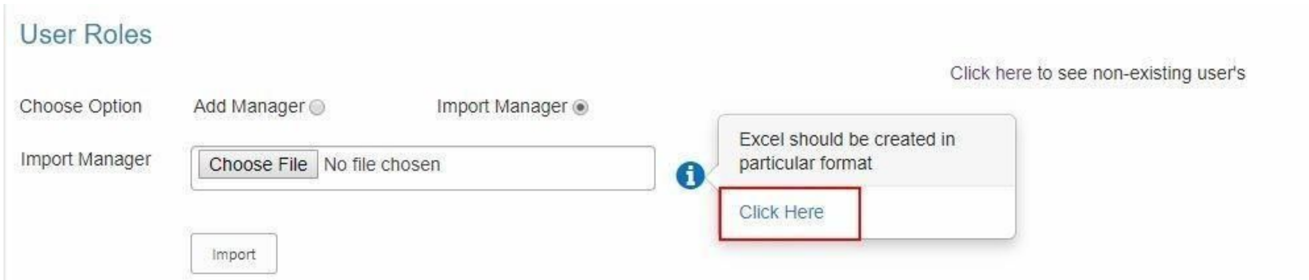
  On user role page a new option has been added to import all the user role from excel in the application, from just uploading the excel with the user role data into the application.

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



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.



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

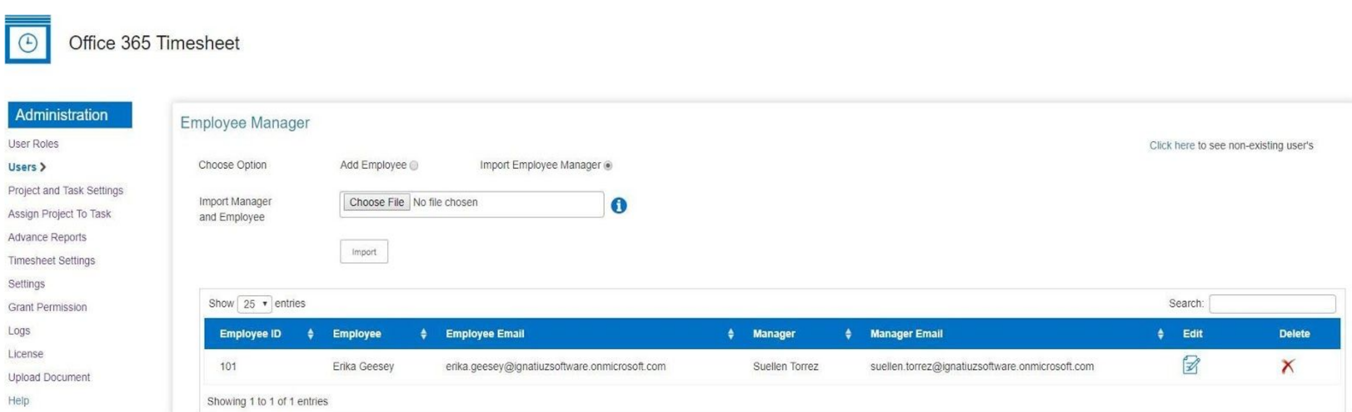
A	B	C
ManagerName	ManagerEmail	SuperManagerVal
ABC	ABC@onmicrosoft.com	FALSE
XYZ	XYZ@onmicrosoft.com	TRUE

- 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**

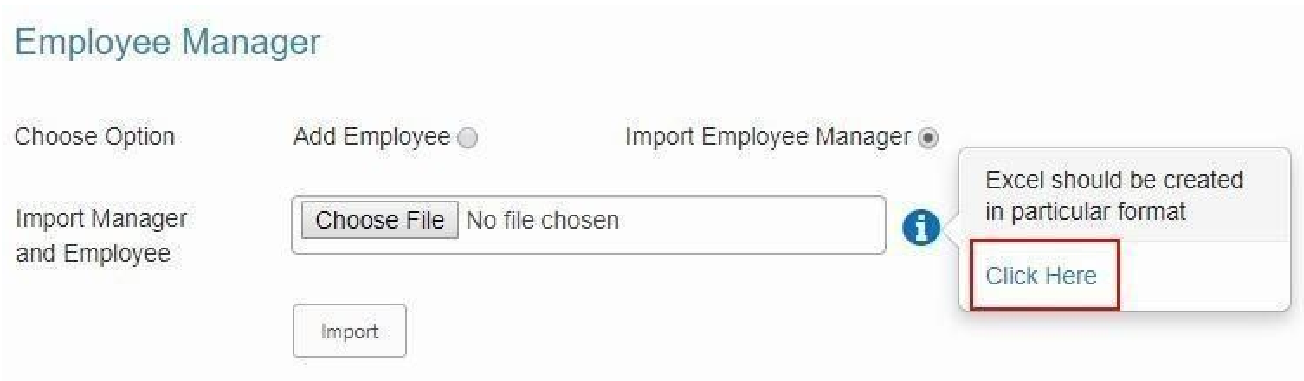
  On user page a new option has been added to import all the user from excel in the application, from just uploading the excel with the user data into the application.

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



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.



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

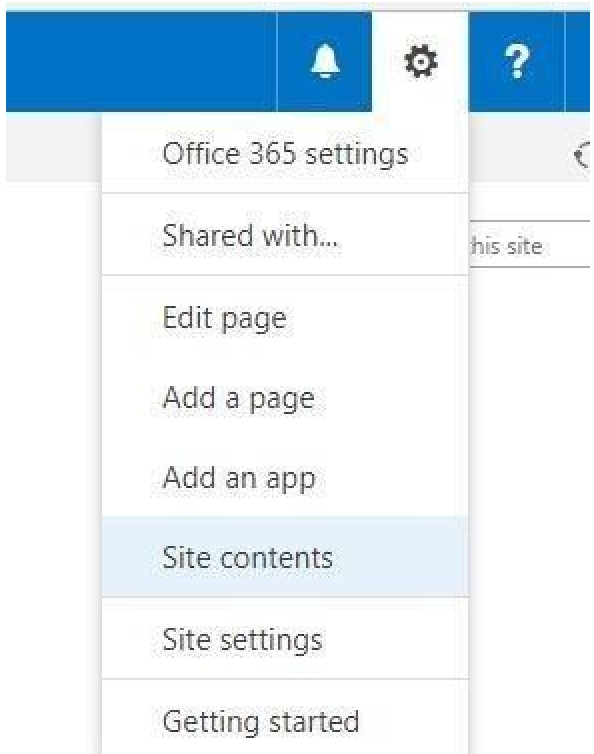
A	B	C	D
EmployeeName	ManagerName	EmployeeEmail	ManagerEmail
ABC	XYZ	ABC@onmicrosoft.com	XYZ@onmicrosoft.com

- 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.

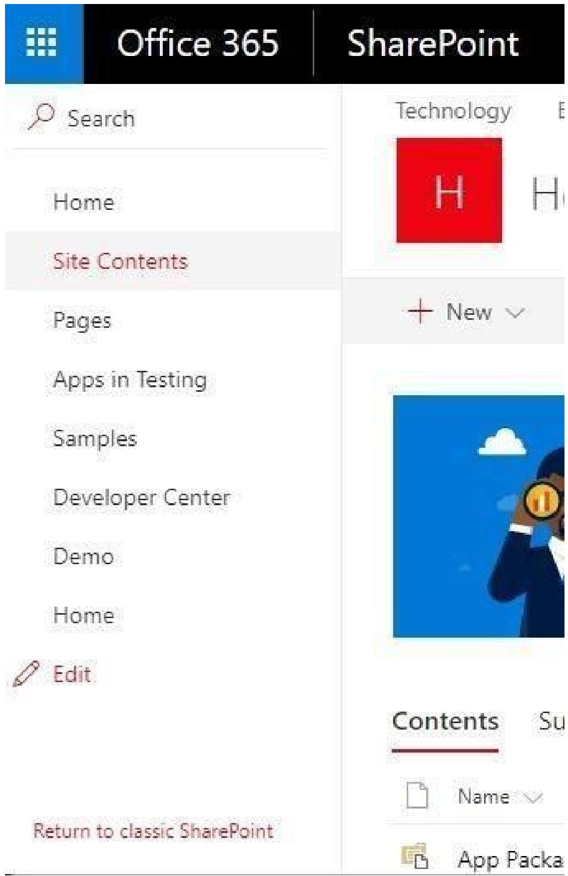
10. How to delete the add-ins from the site?

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

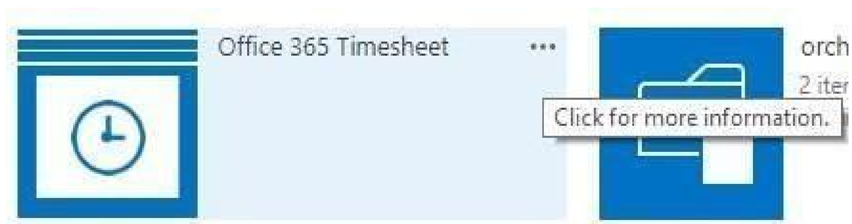
✓ Login to SharePoint using Administrator account
✓ Click on setting icon



- ✓ 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/