

Getting Started Guide for Entering Time


Entering time in SpringAhead is straight-forward and efficient. Here are the details for:

- Entering a Timecard
- Running Reports
- Changing your password

Entering a Timecard

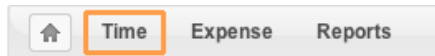
- **Login** to SpringAhead using the login instructions and password provided by your administrator



 **Log In** [Forgot your password?](#)

<small>Company</small>	<small>Login Name</small>	<small>Password</small>	
<input style="width: 95%;" type="text" value="Your Company Login"/>	<input style="width: 95%;" type="text" value="User"/>	<input style="width: 95%;" type="password"/>	<input type="button" value="Log In"/>

- Click **Time** in the Navigation Bar to see a month-at-a-glance view of your time



- Click on the desired day on the calendar to enter time. This will take you to the timecard entry and edit screen

< April 2011 > List Day Week Month

Summary							Filters
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Status
28	29	30	31	1	2	3	Week 13 [No projects]
4	5	6	7	8	9	10	Week 14 [No projects]
11	12	13	14	15	16	17	Week 15 Edit Not Entered
18	19	20	Today 21	22	23	24	Week 16 Edit Total: 29 Approved: 66% Unsubmitted: 10
12	7	-	(10)	-	-	-	
25	26	27	28	29	30	1	Week 17 Edit Not Entered

- Select a project from the drop-down menu and enter your hours worked
 - If your company has enabled tasks, select the **Task** performed
 - Select the time type you are entering time for. The default setting is Regular time
 - Add a description in the memo field, if applicable

Enter Time for Alan Adler [Copy Previous](#) | [View Timecard](#)

[+ New Timer](#) ◀ Aug 29 - Sep 04, 2011 ▶ List Day **Week** Month

Submit	Project / Type	Task	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 01	Fri Sep 02	Sat Sep 03	Sun Sep 04	Total	Status
<input type="checkbox"/>	Acme:Jeopardy		8							8	<input type="checkbox"/>
	Regular	Recalibrating buzzers									
+ Add			Total: 8							8	

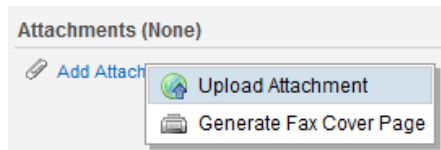
Terms [Attachments \(None\)](#) [Inbox \(0\)](#)

By submitting this timecard I hereby certify that the hours shown were worked by me during the period designated above and are approved by an authorized representative.

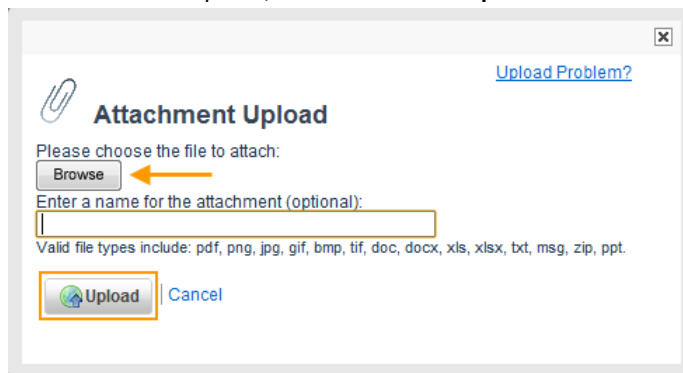
[Add Attachment](#) None

[Submit All](#) | [Unsubmit All](#) | [Save](#) | [Save and Close](#) | [Cancel](#)

- Click **Add** for additional rows to add time for other projects
- Click **Save**
- To attach a document to the timesheet:
 - a. Scroll to the bottom of the page and click **Add Attachment**
 - b. Select **Upload attachment**

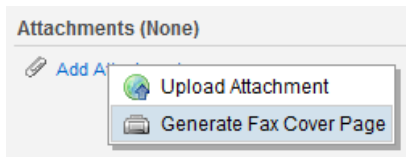


- c. Select the file to upload, then click on the **Upload** button



- d. **Note:** The Attach feature is not viewable by the approving manager because there can be a multitude of projects with many different approvers. These goes straight to the back office

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- You can generate a fax cover page by clicking **Add Attachment** and selecting **Generate Fax Cover Page**



This will generate a fax cover sheet. Print the cover sheet and follow its instructions

New User | Logout | Help

Close Window Print

SpringAhead File Attachment Fax Cover Sheet	
Send to fax number	415-869-2850
Company name	Western Canon Inc
Site	alpha
User name	New User
User email	larry@gmail.com
Fax cover created	03/13/2011 12:06 PM
Fax cover expiration	04/12/2011 12:00 AM
Instructions	<ol style="list-style-type: none">1. Fax your documents to the number listed above, using this page as the first/cover page. Add additional pages for the documents you wish to include.2. Once successfully processed by Virtual Time+Expense, an email confirmation will be delivered to the email shown above.3. Log into your Virtual Time+Expense account. The fax will appear with the date and time it was received in the Attachment Inbox, which appears next to the Attachment table.4. From the Attachment Inbox, select "Attach To <...>". <p>Important: Be sure the barcode is visible and undamaged to ensure proper identification. Always retain your originals, and be sure to verify that the documents are legible once uploaded.</p>



Send to fax number 415-869-2850

- **Save** or **Submit** your time
 - a. Click **Submit All** at the bottom of the page to submit the time to your manager for approval (should be done based on your company's scheduled due dates)
 - b. Click **Save** to save your entries and remain on the time entry screen
 - c. Click **Save and Close** to save your entries and return to the calendar view

Enter Time for Alan Adler Copy Previous | View Timecard

+ New Timer Aug 29 - Sep 04, 2011 List Day **Week** Month

Submit	Project / Type	Task	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 01	Fri Sep 02	Sat Sep 03	Sun Sep 04	Total	Status
<input type="checkbox"/>	Acme:Jeopardy		8							8	
	Regular	Recalibrating buzzers									
<input type="checkbox"/>	IBM	Web Design	2							2	
	Regular	Redesigned portal									
+ Add										Total:	10

Last modified on 8/31/11 1:29pm by Alan Adler

Terms

By submitting this timecard I hereby certify that the hours shown were worked by me during the period designated above and are approved by an authorized representative.

Attachments (None)

[Add Attachment](#)

Inbox (0)


None

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- Use the **Unsubmit All** feature to continue making changes to a timecard. Once time has been approved by a manager, it can no longer be 'unsubmitted'

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- After saving or submitting, there will be a notice informing you of your action at the top of the screen. Additionally, the status of each timecard will be shown in the rightmost **Status** column of the calendar (unapproved, rejected, or approved)



Timecard saved.

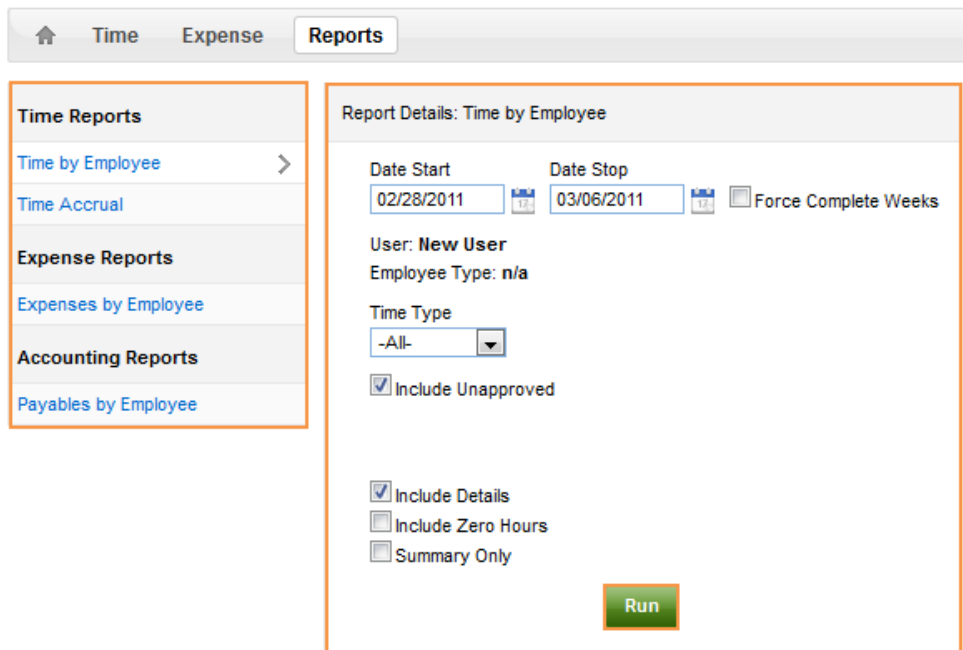
Submit	Project / Type	Task	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 01	Fri Sep 02	Sat Sep 03	Sun Sep 04	Total	Status
<input checked="" type="checkbox"/>	Acme:Jeopardy		8							8	Pending Approval
	Regular	Recalibrating buzzers									
<input checked="" type="checkbox"/>	IBM	Web Design	2							2	Pending Approval
	Regular	Redesigned portal									

Running Reports

- Click **Reports** in the Navigation Bar

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2. Select the type of report, specify the date range and details, and click **Run**



Time Reports

- Time by Employee
- Time Accrual

Expense Reports

- Expenses by Employee

Accounting Reports

- Payables by Employee

Report Details: Time by Employee

Date Start: 02/28/2011 Date Stop: 03/06/2011 Force Complete Weeks

User: New User
Employee Type: n/a

Time Type: -All-

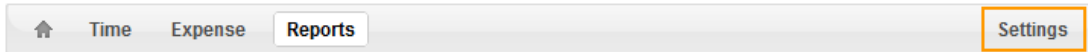
Include Unapproved

Include Details
 Include Zero Hours
 Summary Only

Run

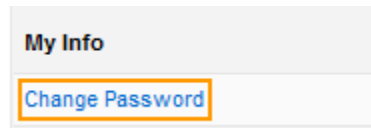
Changing Your Password

1. Click **Settings** in the Navigation Bar



Time Expense Reports Settings

2. Under My Info, click **Change Password**



My Info

Change Password