

## Getting Started Guide for Approvers

Approving time and expenses in SpringAhead is simple and straight-forward. Below are the details for:

- Approving Timecards and Expense Reports
- Running Reports
- Changing Your Password

### APPROVING TIMECARDS AND EXPENSE REPORTS

1. Login to SpringAhead using the login instructions and password provided by your administrator



**SpringAhead Secure Login**

Company:

User Name:

Password:

[Forgot your password?](#)

2. Click **Approval** in the Navigation Bar to view all timecards and expense reports awaiting your approval



3. You can review the timecards and expense reports by clicking on them

**Review Timecard** Admin | Logout | Help

**Duncan Fisher** [Edit Timecard](#)

Apr 16 – Apr 22, 2011

[Filters](#)

Project / Type	Task	Time In	Time Out	Break	Sat Apr 16	Sun Apr 17	Mon Apr 18	Tue Apr 19	Wed Apr 20	Thu Apr 21	Fri Apr 22	Total	Approved	Processed
Adam's Candy Shop					-	-	-	3	3	10	3	19	<input type="checkbox"/> Me	
DJ's Computers					-	-	2	5	-	-	-	7	<input checked="" type="checkbox"/> Me	<input checked="" type="checkbox"/> Me <input checked="" type="checkbox"/> M
Rosenstock, Amy					-	-	10	-	-	-	-	10	<input checked="" type="checkbox"/> Me	<input checked="" type="checkbox"/> Me <input checked="" type="checkbox"/> M
Rosenstock, Amy					-	-	-	2	-	-	-	2	<input checked="" type="checkbox"/> Me	<input checked="" type="checkbox"/> Me <input checked="" type="checkbox"/> M
<b>Totals:</b>					0	0	12	10	3	10	3	38	50%	50%

Last modified on 4/25/11 5:04pm by Dunc

[View in New Window](#)

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4. Approve any or all items by checking the boxes in the first column, set the status to **Approve** and click **Submit**

[Home](#) | **Approval** | [Review](#) | [Invoices](#) | [Payables](#) | [Company](#) | [Reports](#) | [Settings](#)

**Approval for Admin** [Edit a Timecard](#) | [Edit an Expense](#)

Approval Level:  | Items per Page:

**Summary**  
 Timecards: 1 | Expenses: 0

Timecards					
<input checked="" type="checkbox"/>	User	Comments	Approved	Unapproved	Total
<input checked="" type="checkbox"/>	Week 16: Apr 18 - Apr 24, 2011				
<input checked="" type="checkbox"/>	Fisher, Duncan		0.00	10.00	10.00
<b>Total:</b>			0.00	10.00	10.00

**Expenses**

None

**1. Confirm Selection**

Time Selected All of 1

Expense Selected 0 of 0

**2. Select Operation**

**3. Approve Selected**

As the company/clients authorized representative, by my approval I certify that the information shown is correct and any work was performed satisfactorily.

5. Reject any or all by checking the box in the first column, set the status to **Reject**, enter a reason for the rejection, and click **Submit**. An email notification will go to the employee so they know it has been rejected

Expenses					
<input checked="" type="checkbox"/>	Dates	Report Name	ID	NR	Amount Due
<input checked="" type="checkbox"/>	Fisher, Duncan				
<input checked="" type="checkbox"/>	Apr 19 - Apr 22, 2011	SaaS Convention	3	\$0.00	\$300.00
<b>Total:</b>				\$0.00	\$300.00

**1. Confirm Selection**

Time Selected 0 of 1

Expense Selected 0 of 1

**2. Select Operation**

Reason:

**3. Approve Selected**

As the company/clients authorized representative, by my approval I certify that the information shown is correct and any work was performed satisfactorily.

6. You'll know when all work is completed because your screen will show nothing pending approval

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Approval for Admin [Edit a Timecard](#) | [Edit an Expense](#)

Approval Level: By User | Items per Page: 100

Summary

Timecards: 0      Expenses: 0

**Timecards**

None

**Expenses**

None

## RUNNING REPORTS

1. Click **Reports** in the Navigation Bar to view your reporting options

Admin | Logout | Help

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2. Select the report to view, enter your parameters and click **Run**

**Time Reports**

- [Time by Project](#)
- [Time by Employee](#)
- [Time by Task](#)
- [Time by Class](#)
- [Time by Approver](#) >
- [Time by Rep](#)
- [Time Missing](#)

**Expense Reports**

- [Expenses by Employee](#)
- [Expenses by Project](#)
- [Expenses by Approver](#)

Report Details: Time by Approver

Date Start:        Date Stop:         Force Complete Weeks

User: Admin

Time Type: -All-

By Project  
 Include Unapproved  
 Include Details

## CHANGING YOUR PASSWORD

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



2. Click **Change Password** on the left hand side

