

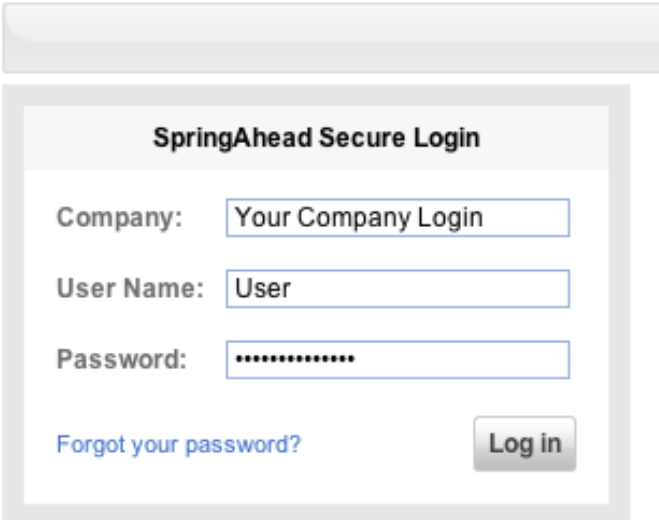
Getting Started Guide for Entering Time

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

- Entering a Timecard
- Running Reports
- Changing your password

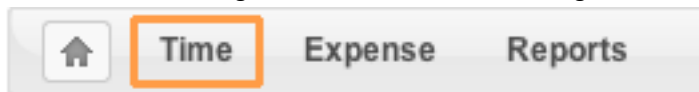
ENTERING A TIMECARD

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



The image shows a screenshot of the SpringAhead Secure Login page. The page has a title "SpringAhead Secure Login" and three input fields: "Company:" with the placeholder text "Your Company Login", "User Name:" with the placeholder text "User", and "Password:" with a masked password represented by dots. Below the input fields, there is a link "Forgot your password?" and a "Log in" button.

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



3. Click on the day or the calendar grid to select a day to enter time – this will take you to the timecard entry and edit screen

+ New Timer < 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 <i>Not Entered</i>
18	19	20	Today 21	22	23	24	Week 16
12	7	-	(10)	-	-	-	Edit Total: 29 Approved: 66% Unsubmitted: 10
25	26	27	28	29	30	1	Week 17 Edit <i>Not Entered</i>

4. Select a project from the drop-down menu and enter your hours worked
 - a. If your company has enabled tasks, select the **Task** performed
 - b. Add a description in the memo field, if applicable

[Home](#) | **Time** | Expense | Reports | [Settings](#)

Enter Time for New User [Copy Previous](#) | [View Timecard](#)

[+ New Timer](#) | Mar 07 - Mar 13, 2011 | [List](#) | [Day](#) | **[Week](#)** | [Month](#)

Submit	Project / Type	Task	Mon Mar 07	Tue Mar 08	Wed Mar 09	Thu Mar 10	Fri Mar 11	Sat Mar 12	Sun Mar 13	Total	Status
<input checked="" type="checkbox"/>	<input type="text" value="Orient Express"/>	<input type="text"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8	<input type="text"/>
	<input type="text" value="Regular"/>	<input type="text" value="Engine recalibration"/>									
+ Add										Total:	8

Terms | **Attachments (None)** | **Inbox (0)**

[Example](#) | [Add Attachment](#) | [None](#)

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

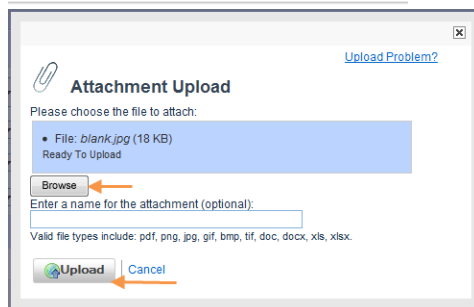
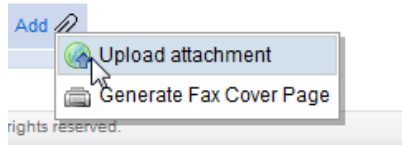
- Click **ADD** for additional rows and repeat as necessary.



- There are two ways to attach a document to the time sheet.
 - Click on the **ADD** button. The Attach feature is not viewable by the approving manager. It goes straight to the back office.

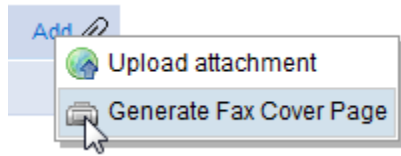


Select Upload attachment



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

2. You can generate a fax cover page by selecting **Generate Fax Cover Page**



This will generate a fax cover sheet.

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

Print the cover sheet and follow the instructions.

7. **Save** or **Submit** your time

- a. Click **Submit All** 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


Submit	Project / Type	Task	Mon Dec 27	Tue Dec 28	Wed Dec 29	Thu Dec 30	Fri Dec 31	Sat Jan 01	Sun Jan 02	Total	Status
<input checked="" type="checkbox"/>	Birdsey Painters:Jefferson County Offices	On Site	8							8	
	Regular		Finished painting the Grierson House								
<input checked="" type="checkbox"/>	Birdsey Painters:Castle Rock Apartments	On Site	2							2	
	Overtime		Stayed late to supervise cleanup								
+ Add										Total:	10

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 [Example](#)

- Use the **Unsubmit All** feature to continue making changes to a timecard. Once time that 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.**

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RUNNING REPORTS

- Click **Reports** in the Navigation Bar

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

Navigation: [Home](#) [Time](#) [Expense](#) **Reports**

Time Reports

- [Time by Employee](#) >
- [Time Accrual](#)

Expense Reports

- [Expenses by Employee](#)

Accounting Reports

- [Payables by Employee](#)

Report Details: Time by Employee

Date Start: Date Stop: Force Complete Weeks

User: **New User**
Employee Type: n/a

Time Type:

Include Unapproved

Include Details
 Include Zero Hours
 Summary Only

CHANGING YOUR PASSWORD

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

Navigation: [Home](#) [Time](#) [Expense](#) [Approval](#) [Review](#) [Billables](#) [Payables](#) [Company](#) [Reports](#) **Settings**

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

My Info

- [Change Password](#)