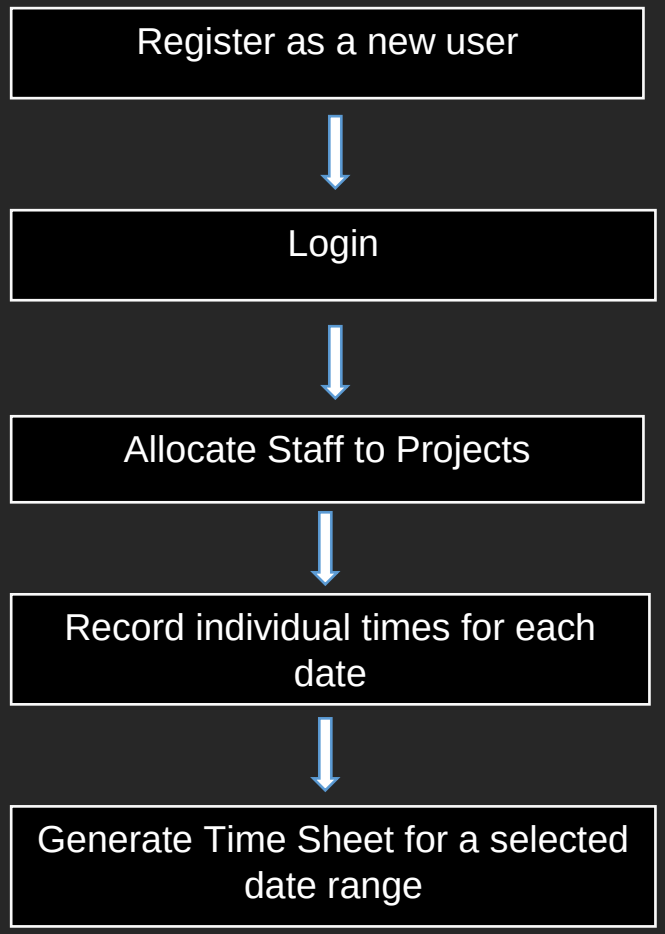
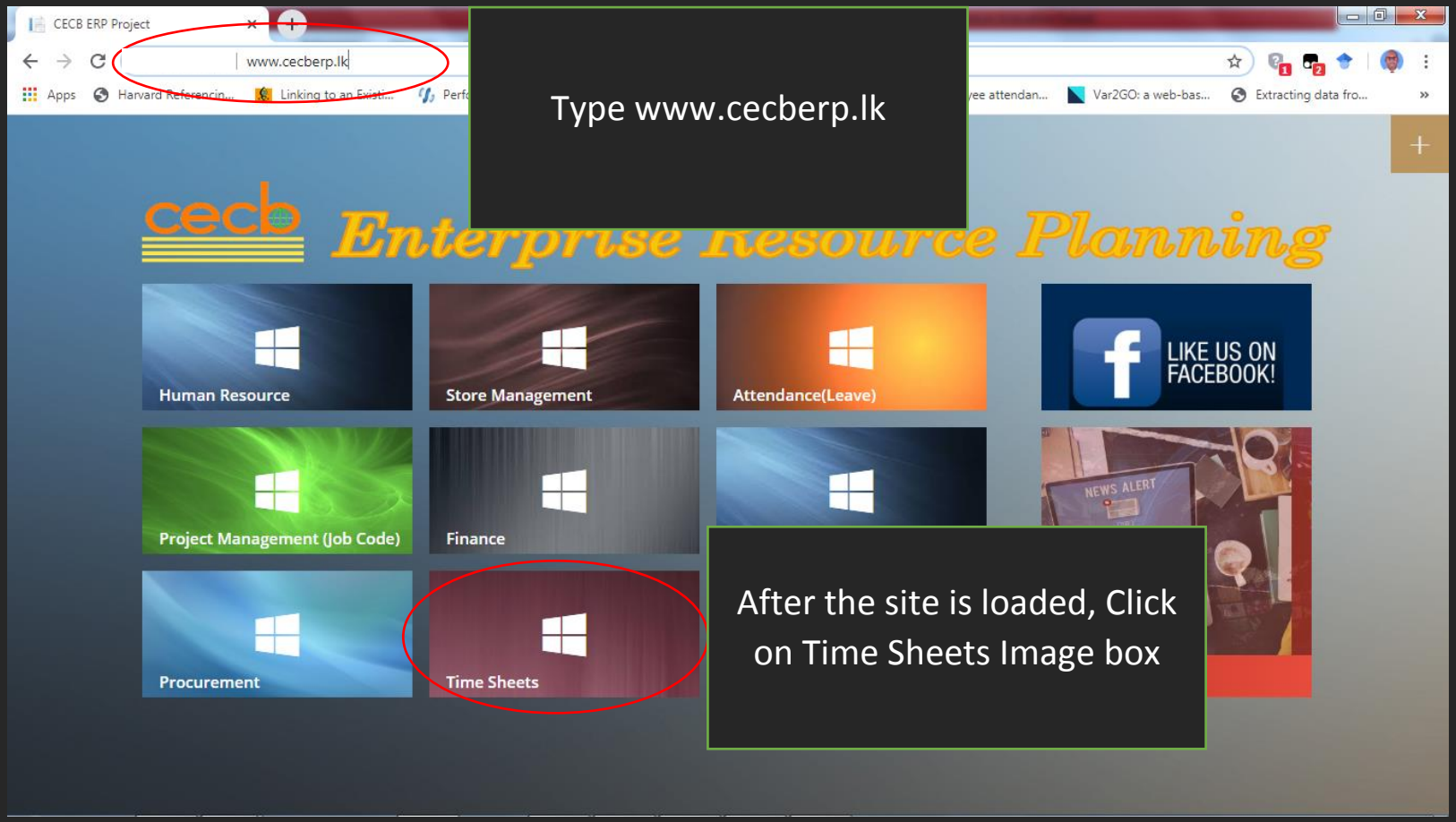
Time Sheets –User Manual

1. Actions Flow Chart

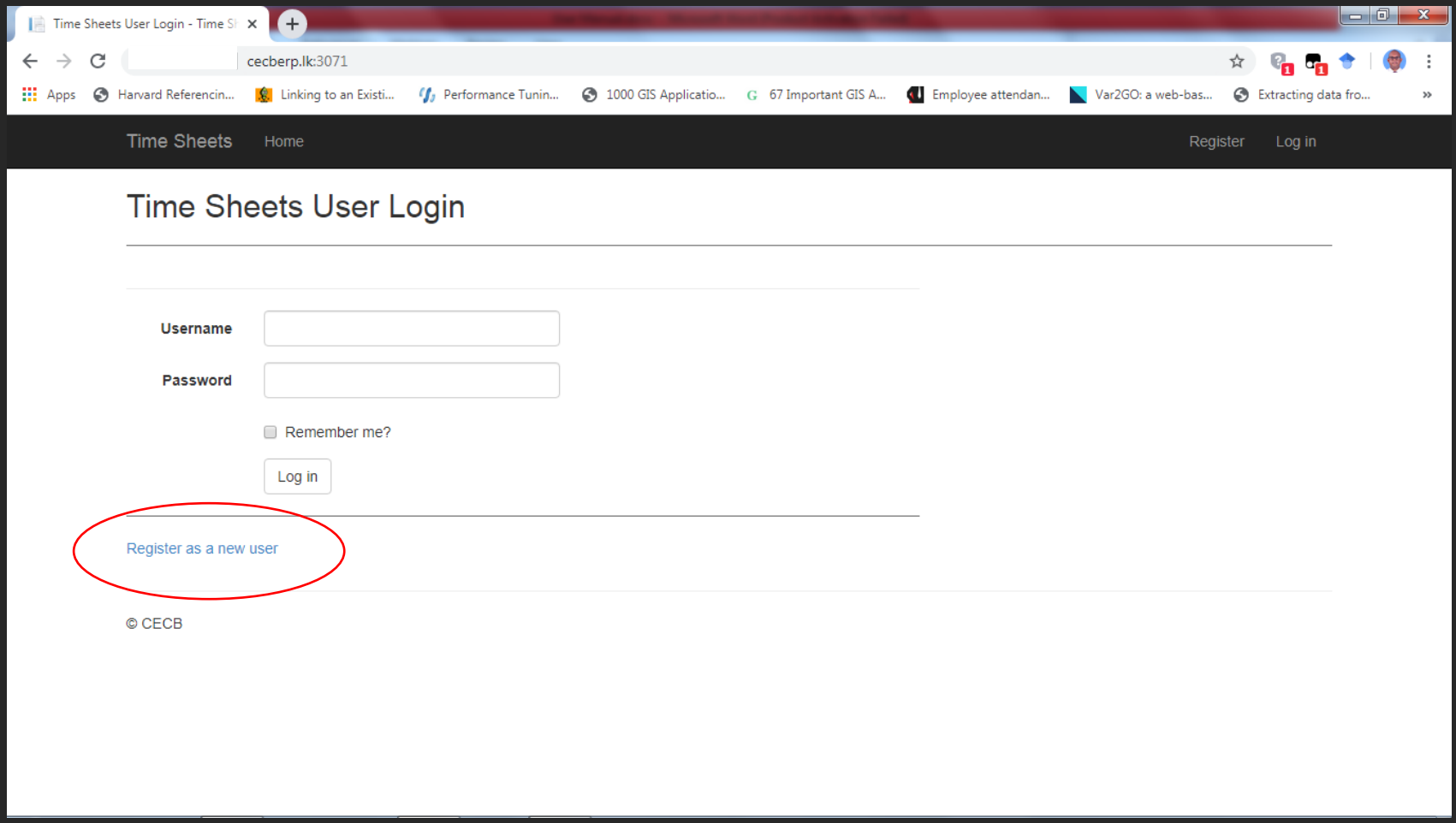


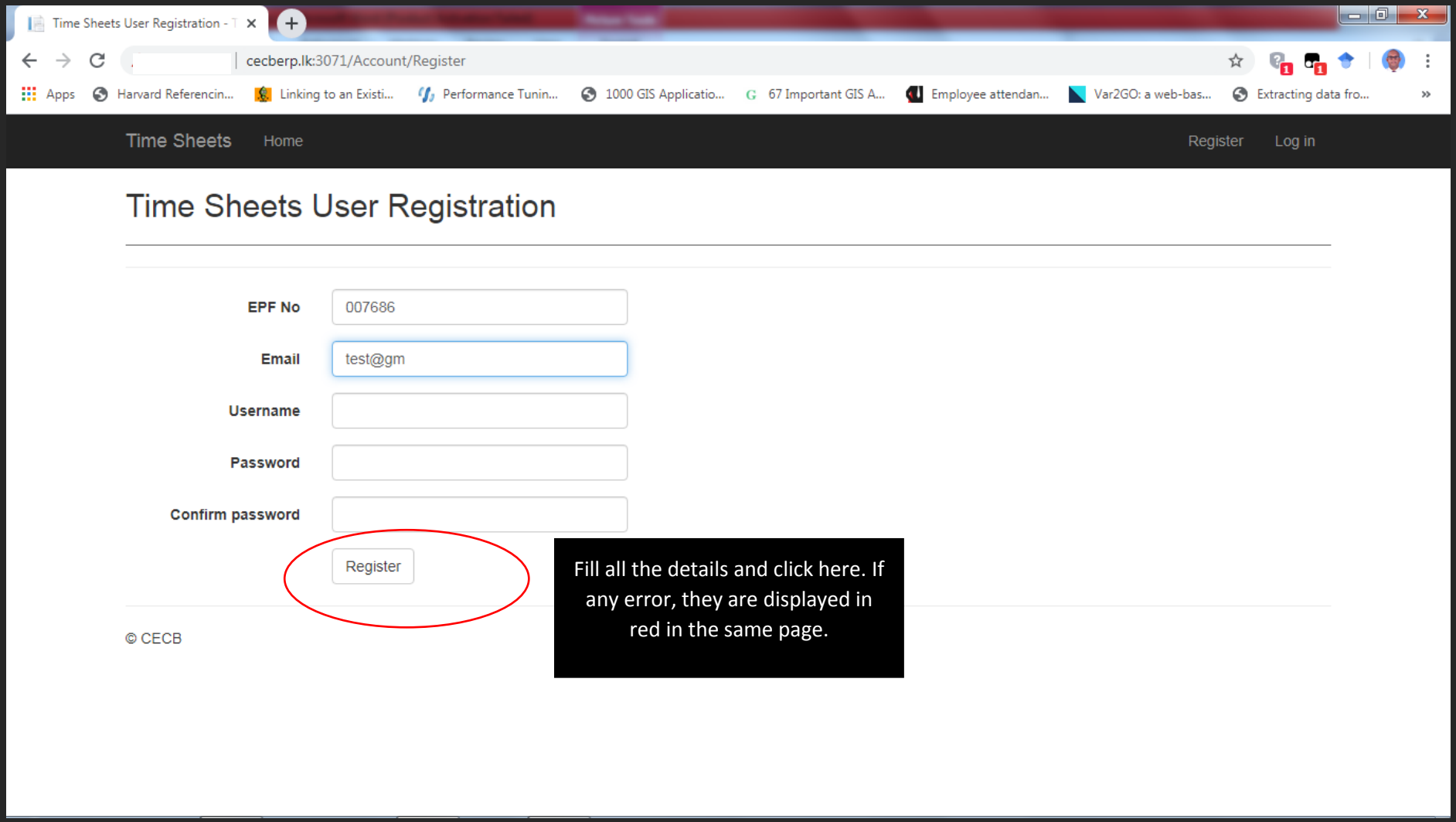
2. Instructions to Users

2.1 How to Access Time Sheets Web Application – Use Chrome/Firefox/IE web browser



2.2 How to Register




Time Sheets User Registration -
cecberp.lk:3071/Account/Register
Apps
Harvard Referencin...
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Register
Log in
Time Sheets User Registration
EPF No
007686
Email
test@gm
Username
Password
Confirm password
Register
Fill all the details and click here. If any error, they are displayed in red in the same page.
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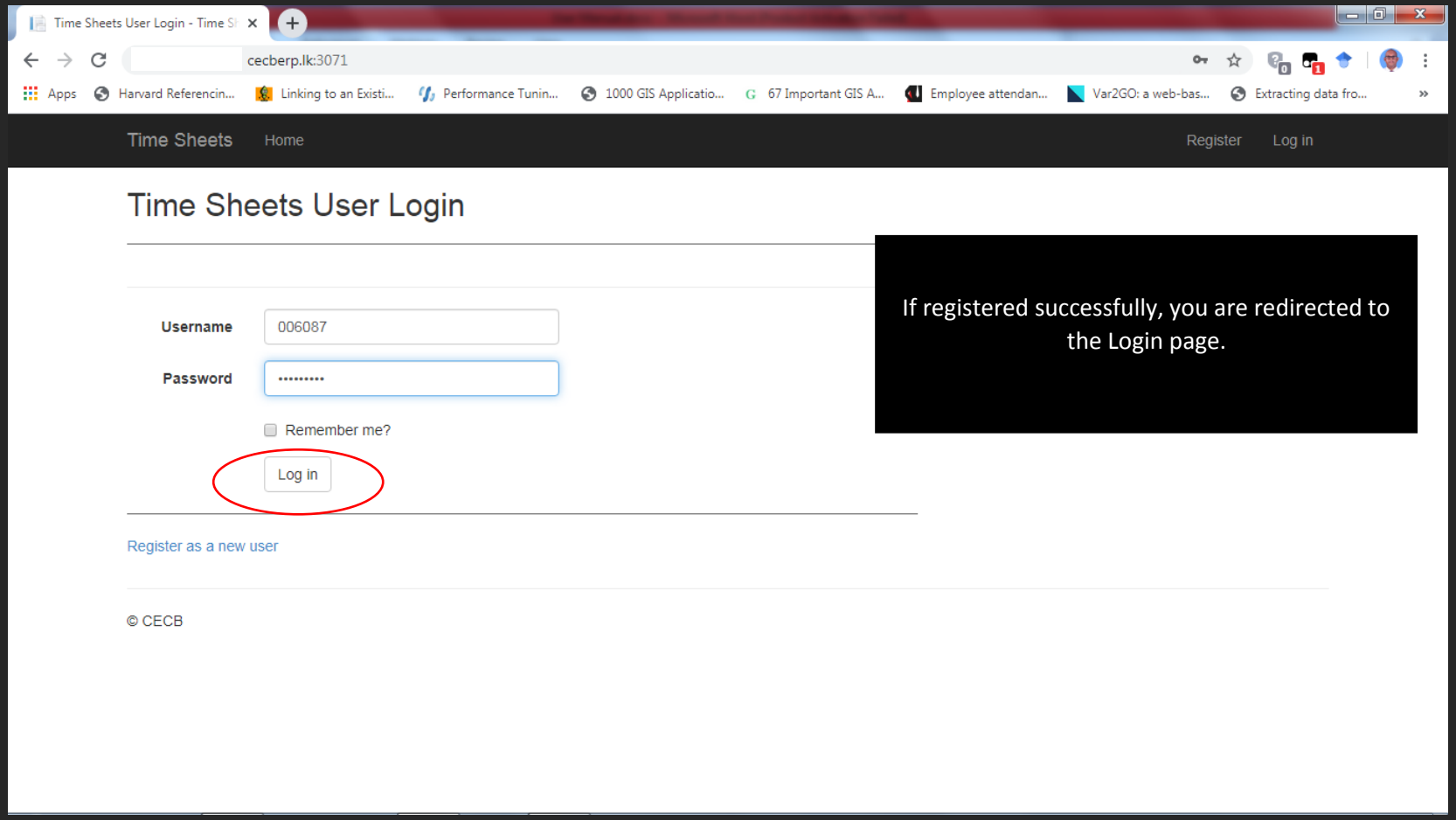
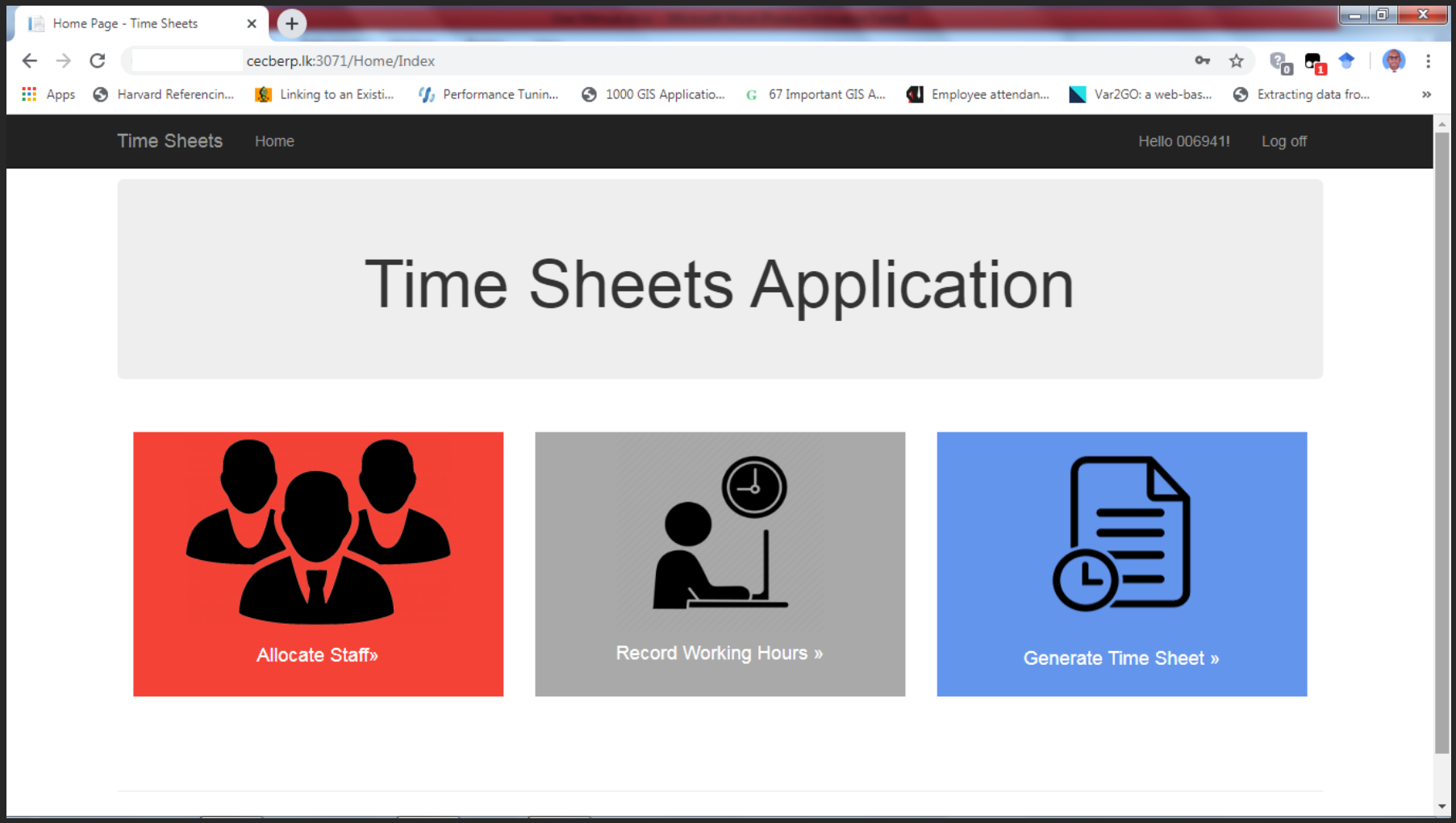
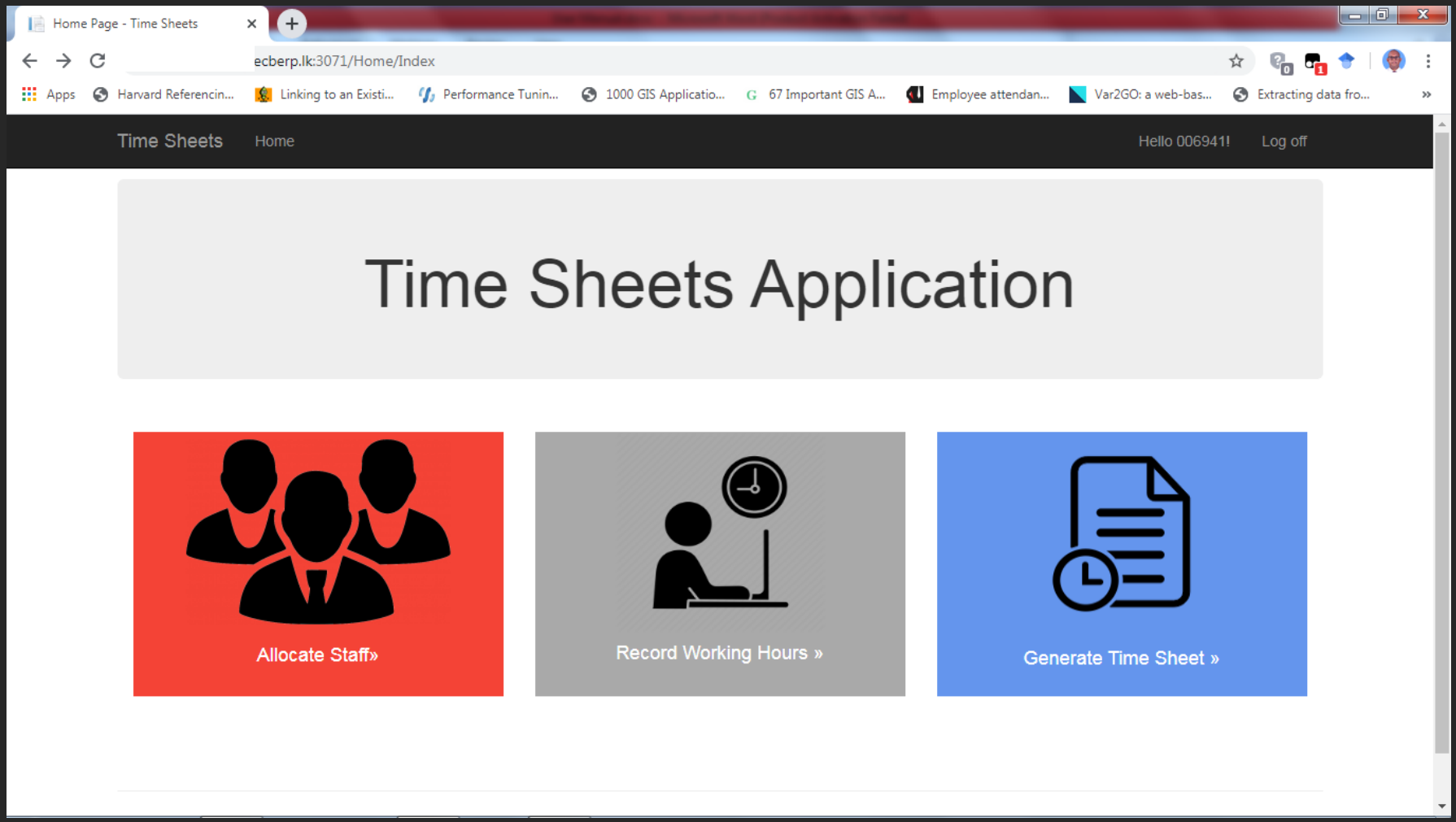
2.3 Login



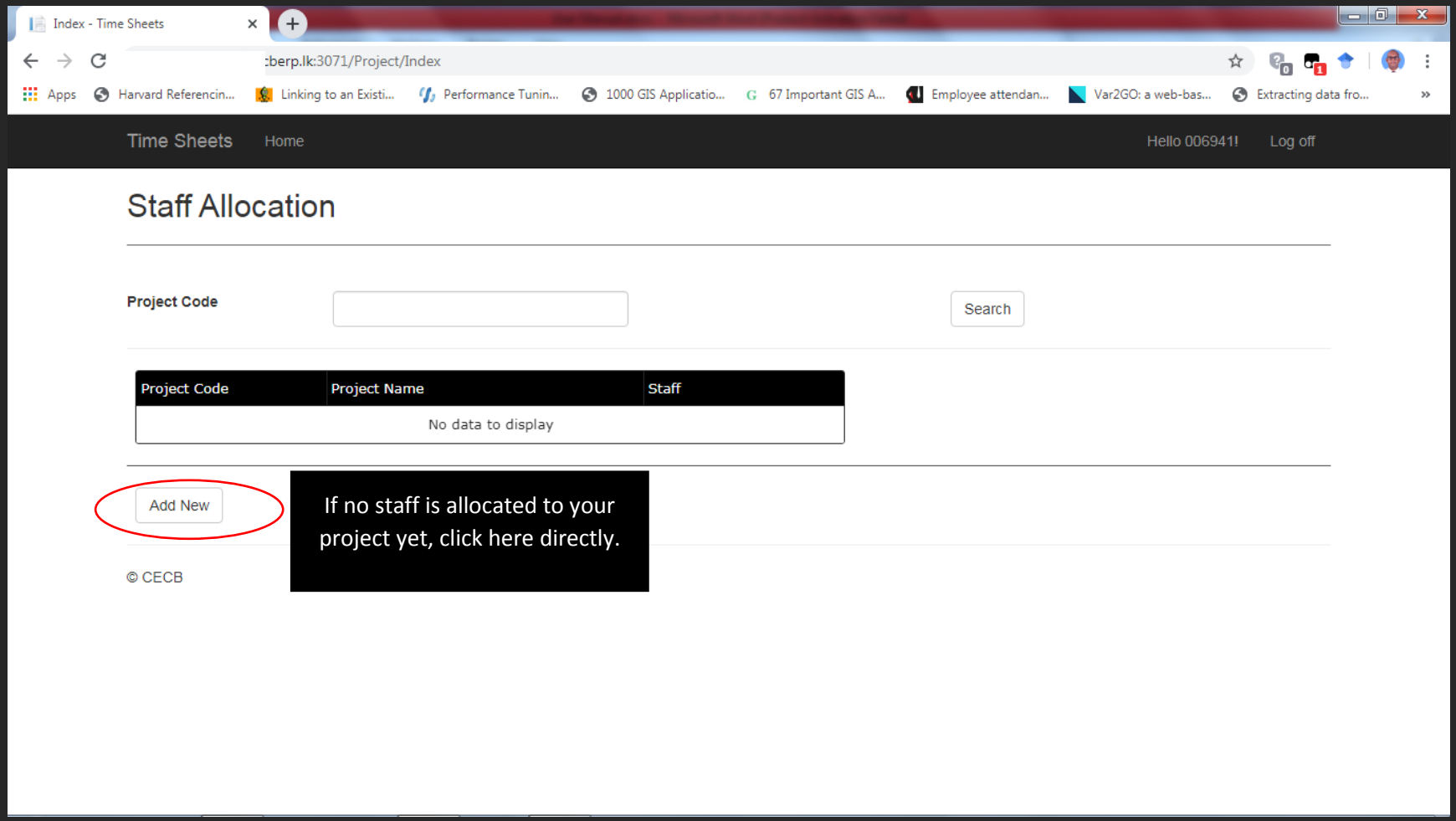
If registered successfully, you are redirected to the Login page.

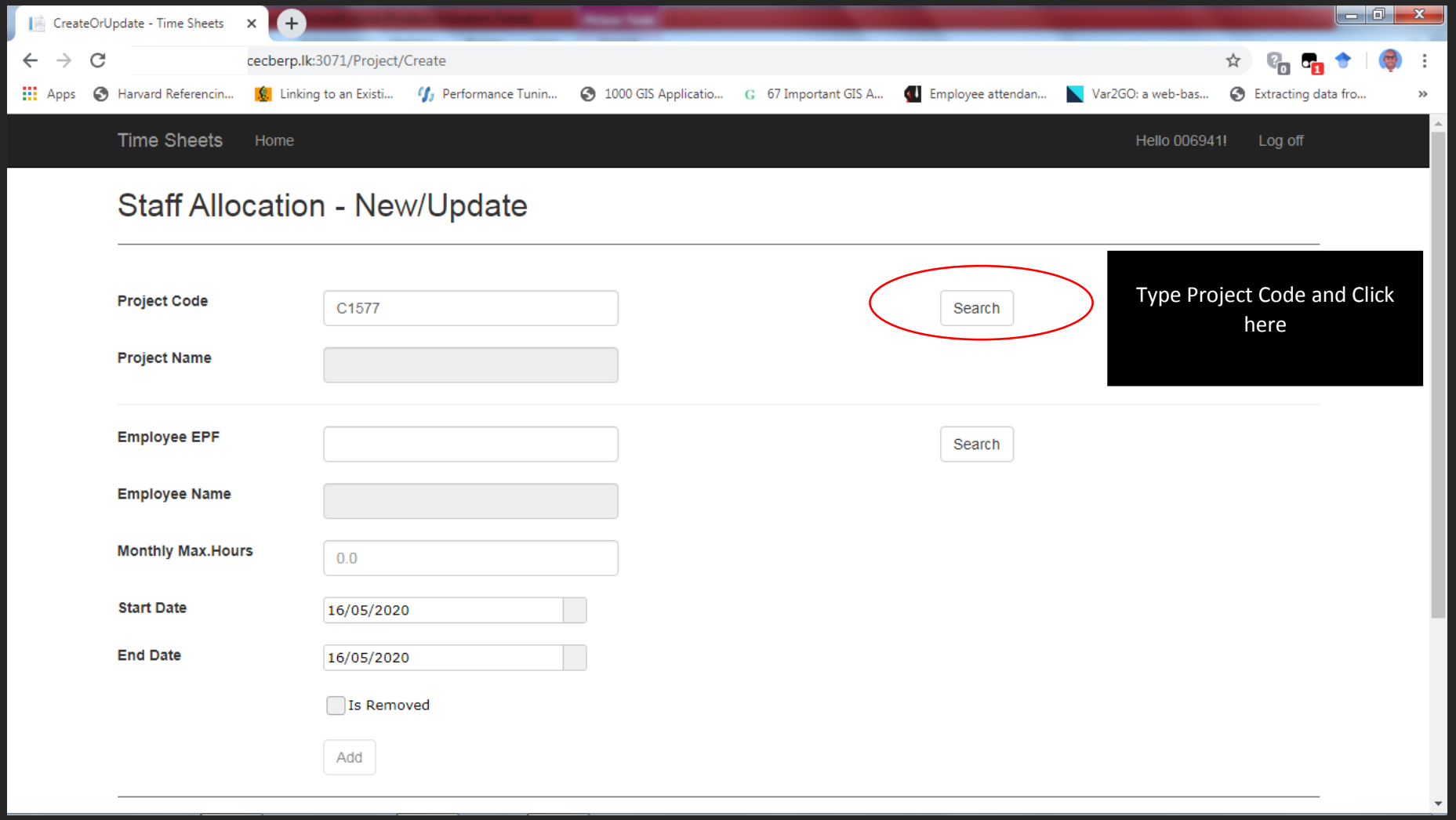

Home Page - Time Sheets
cecberp.lk:3071/Home/Index
Apps
Harvard Referencin...
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Hello 006941!
Log off
Time Sheets Application
Allocate Staff»
Record Working Hours »
Generate Time Sheet »

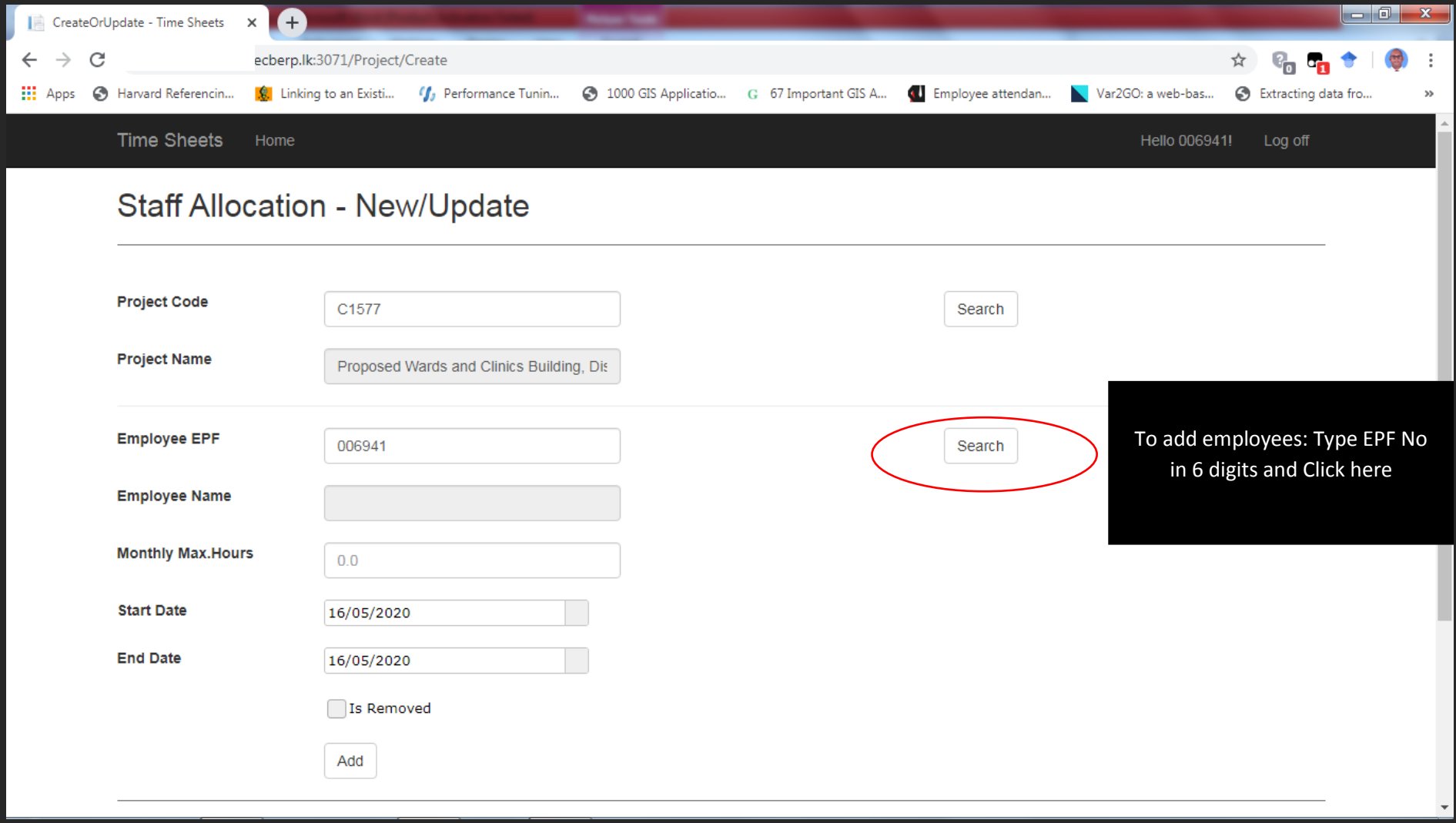
2.3 Allocate Staff to Projects

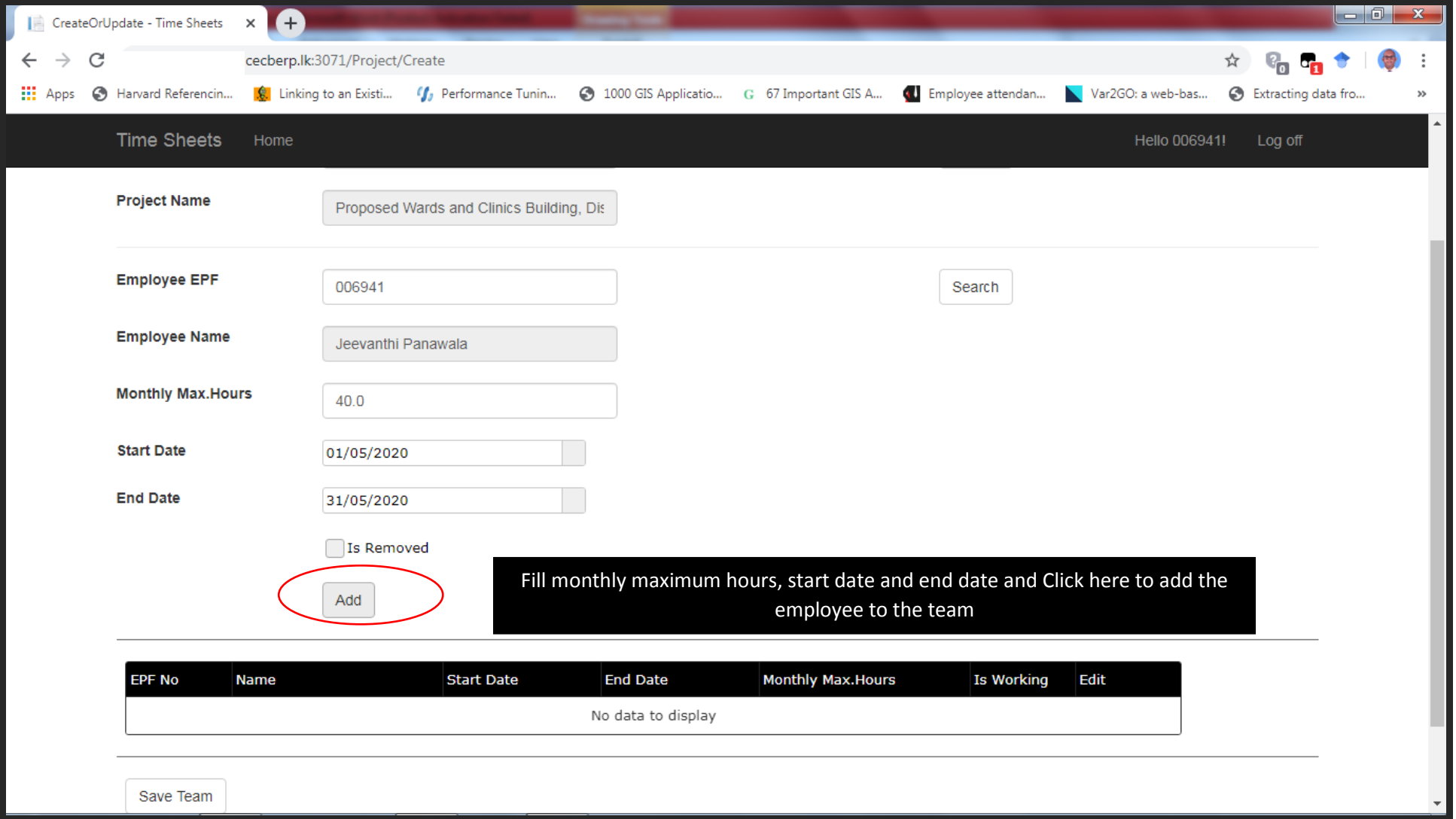


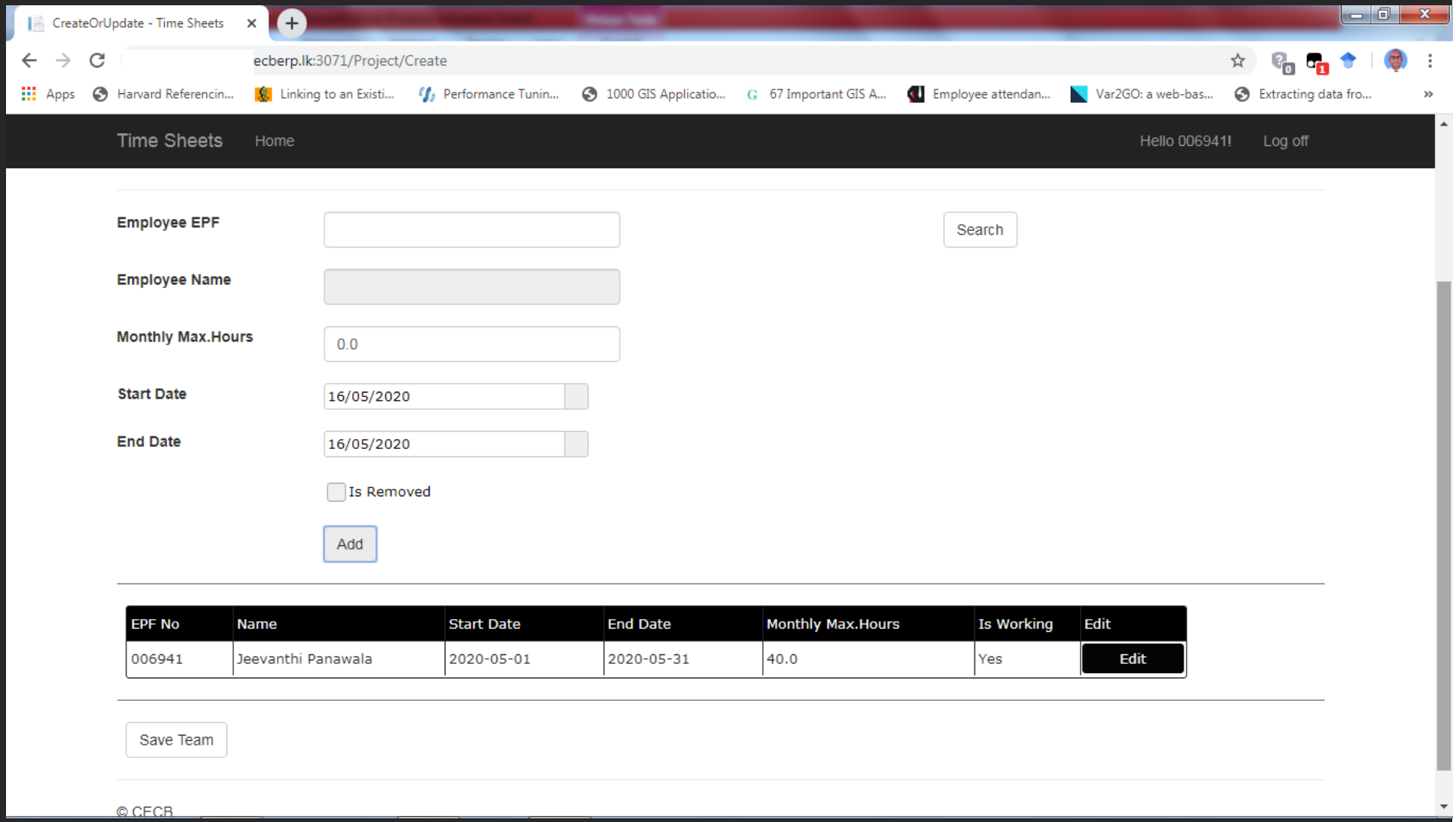
2.3.1 If the staff is allocated to a project for the first time

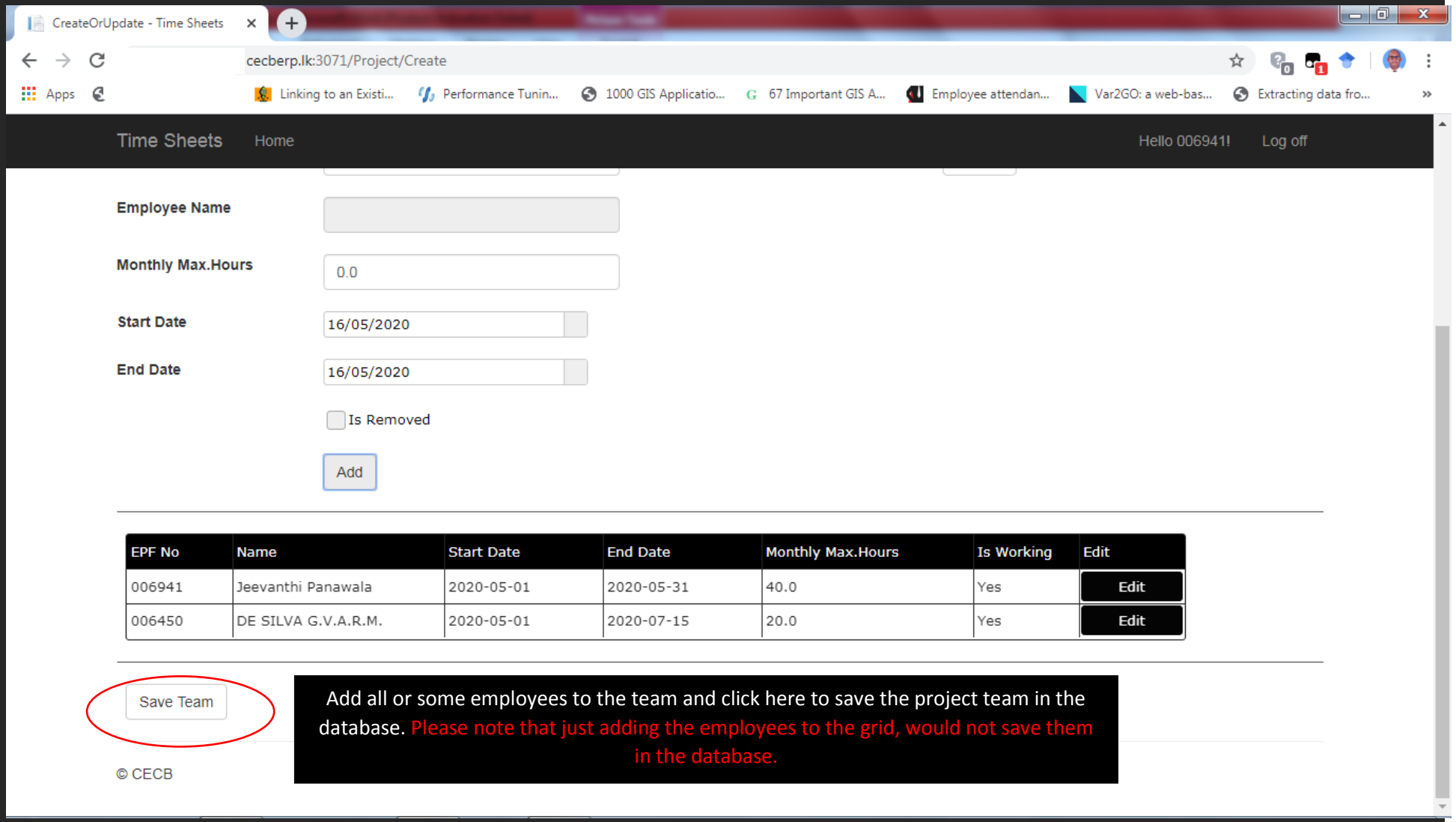


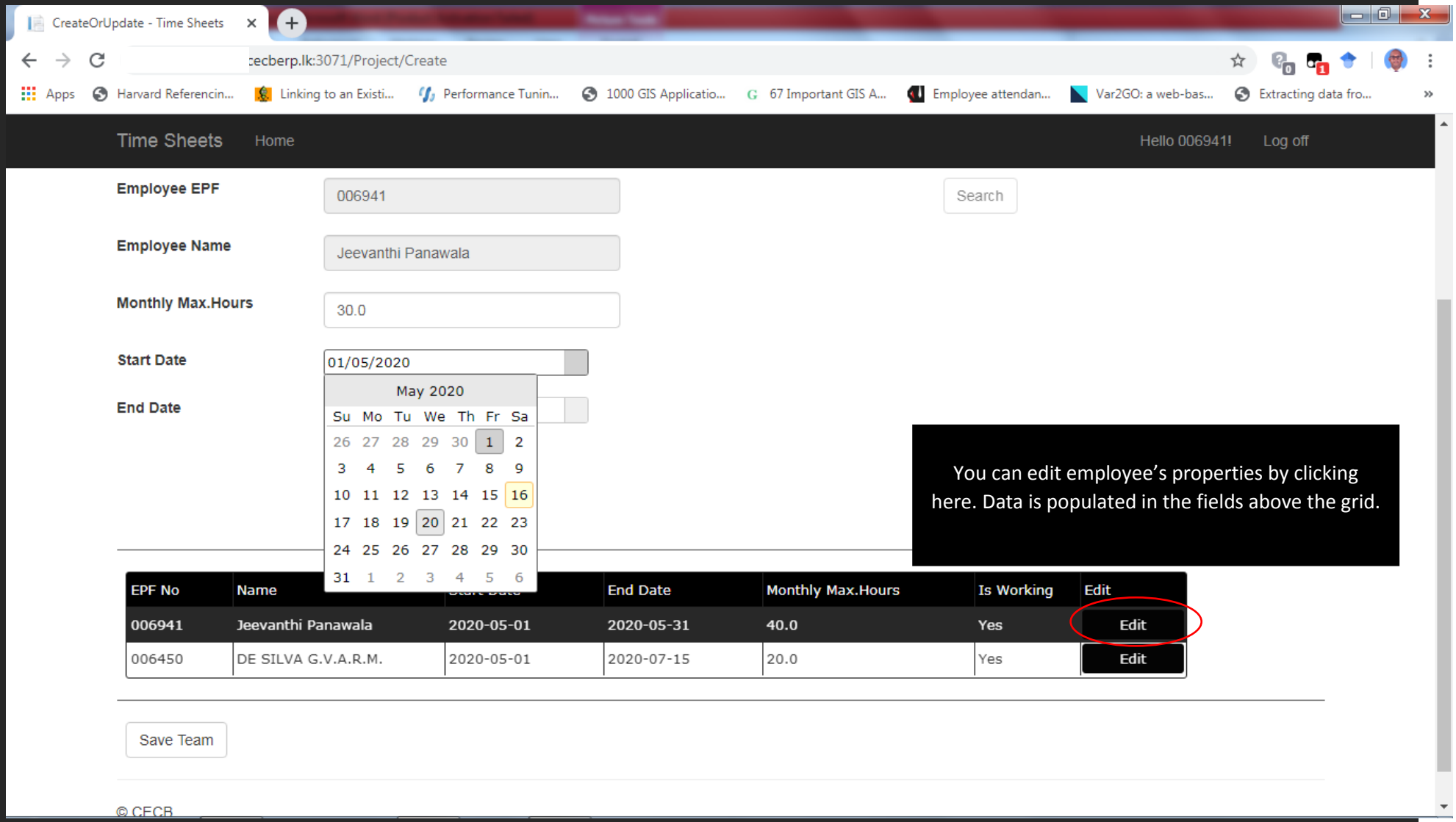

CreateOrUpdate - Time Sheets
cecberp.lk:3071/Project/Create
Apps
Harvard Referencin...
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Hello 006941!
Log off
Staff Allocation - New/Update
Project Code
C1577
Search
Type Project Code and Click here
Project Name
Employee EPF
Search
Employee Name
Monthly Max.Hours
0.0
Start Date
16/05/2020
End Date
16/05/2020
Is Removed
Add

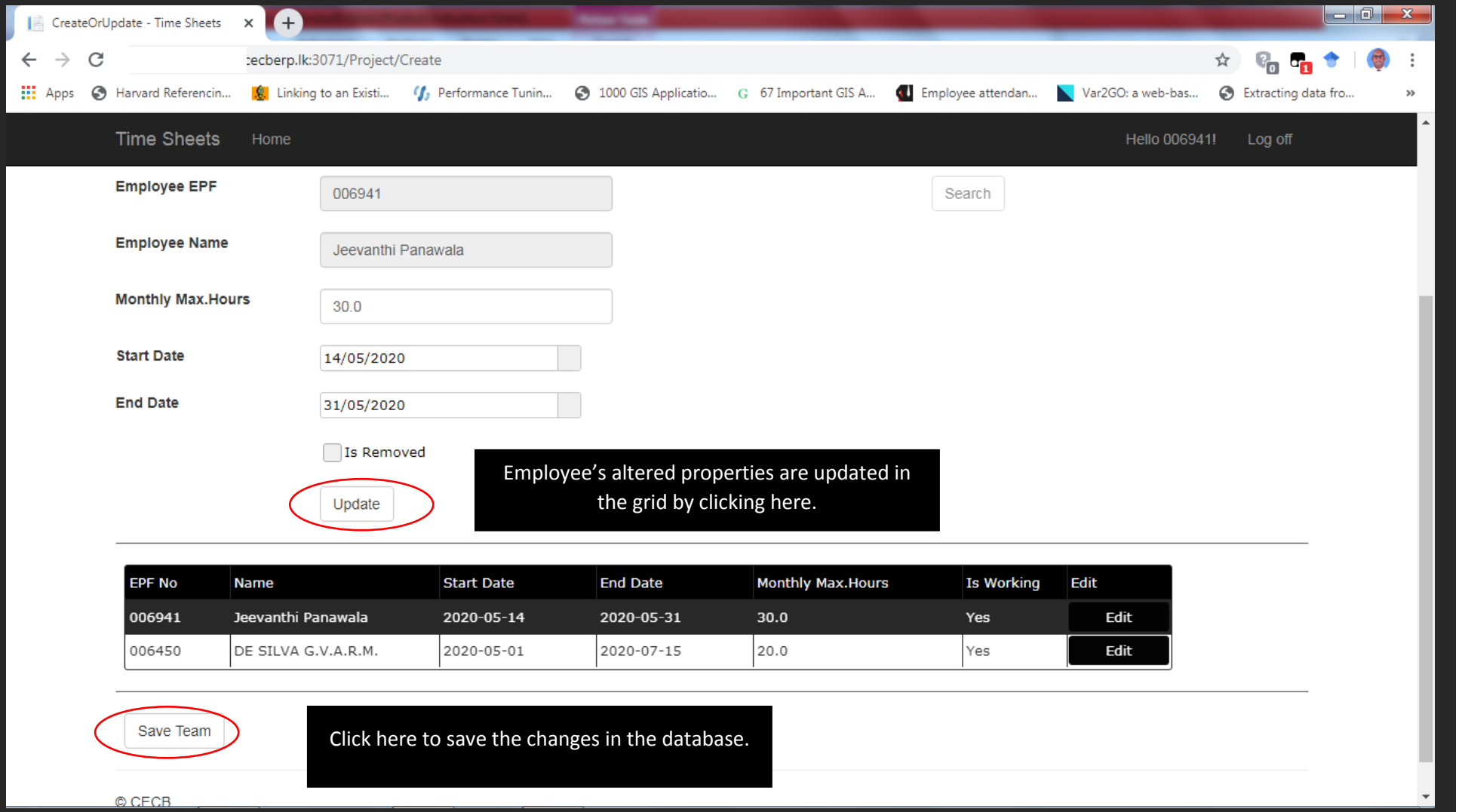

CreateOrUpdate - Time Sheets
ecberp.lk:3071/Project/Create
Apps
Harvard Referencin...
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Hello 006941!
Log off
Staff Allocation - New/Update
Project Code
C1577
Search
Project Name
Proposed Wards and Clinics Building, Dis
Employee EPF
006941
Search
Employee Name
Monthly Max.Hours
0.0
Start Date
16/05/2020
End Date
16/05/2020
Is Removed
Add
To add employees: Type EPF No in 6 digits and Click here


CreateOrUpdate - Time Sheets
cecberp.lk:3071/Project/Create
Apps
Harvard Referencin...
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Hello 006941!
Log off
Project Name
Proposed Wards and Clinics Building, Dis
Employee EPF
006941
Search
Employee Name
Jeevanthi Panawala
Monthly Max.Hours
40.0
Start Date
01/05/2020
End Date
31/05/2020
Is Removed
Add
Fill monthly maximum hours, start date and end date and Click here to add the employee to the team
EPF No
Name
Start Date
End Date
Monthly Max.Hours
Is Working
Edit
No data to display
Save Team

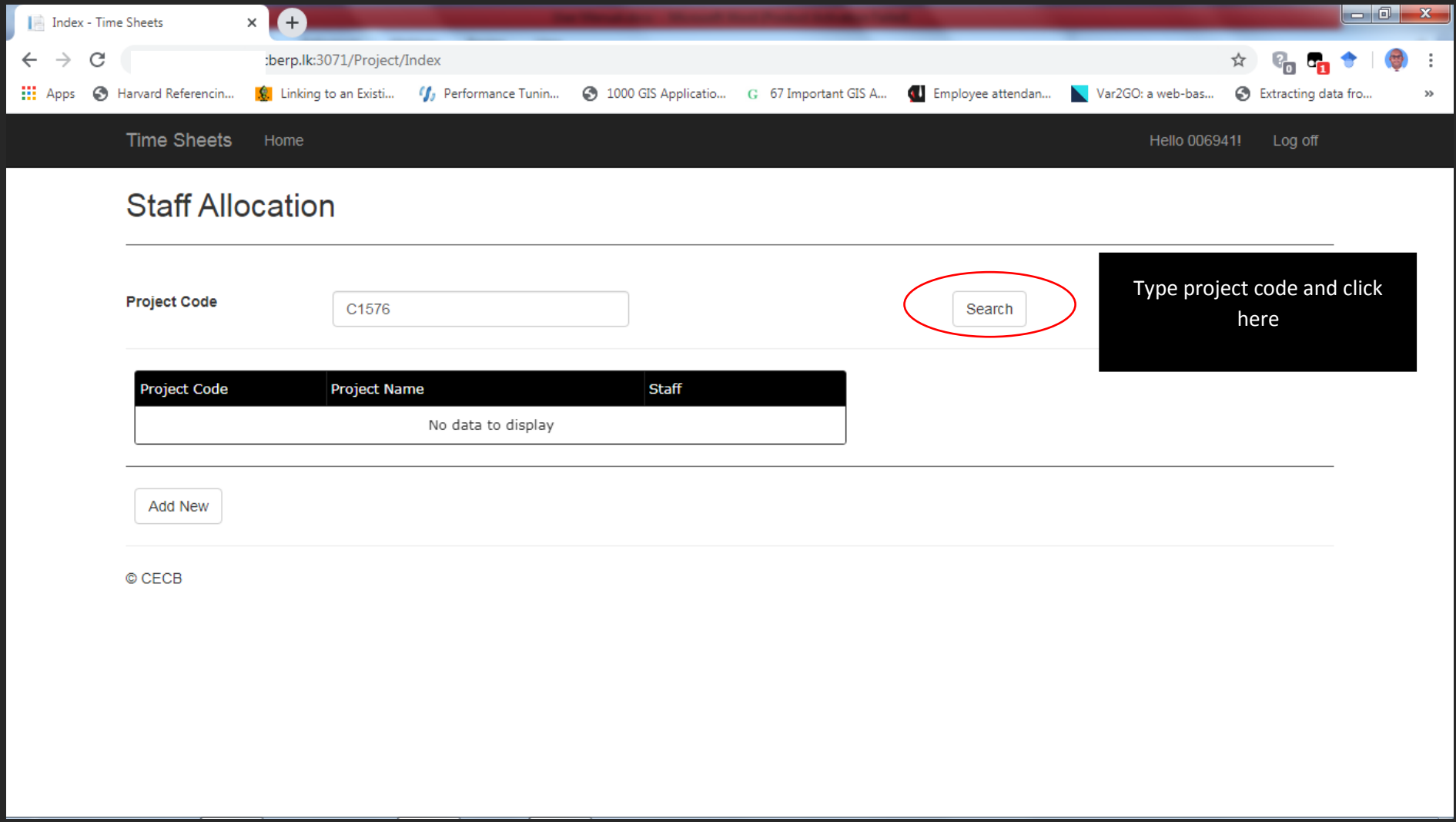

CreateOrUpdate - Time Sheets
ecberp.lk:3071/Project/Create
Apps
Harvard Referencin...
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Hello 006941!
Log off
Employee EPF
Search
Employee Name
Monthly Max.Hours
0.0
Start Date
16/05/2020
End Date
16/05/2020
Is Removed
Add
EPF No
Name
Start Date
End Date
Monthly Max.Hours
Is Working
Edit
006941
Jeevanthi Panawala
2020-05-01
2020-05-31
40.0
Yes
Edit
Save Team
© CECB

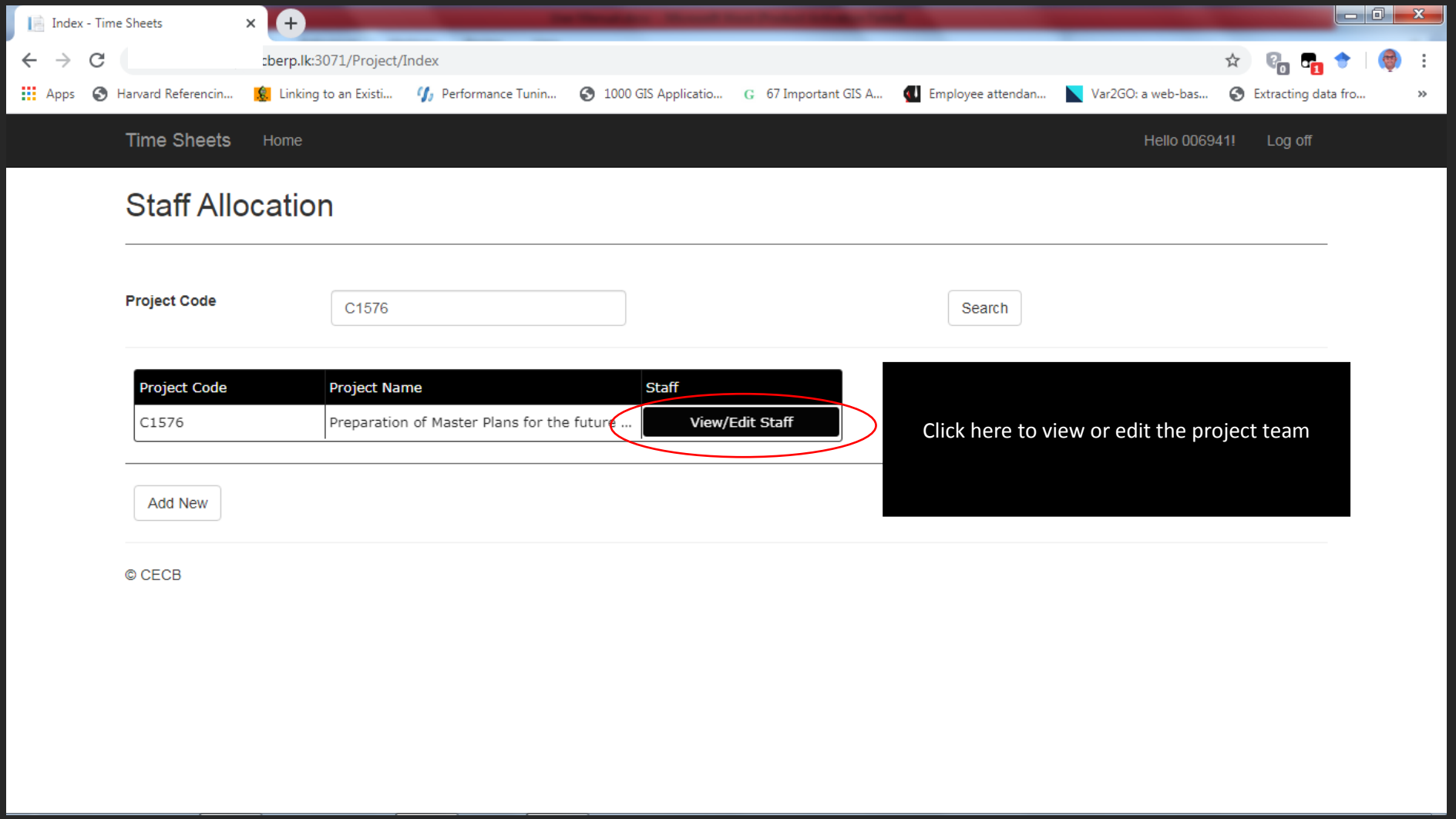

CreateOrUpdate - Time Sheets
cecberp.lk:3071/Project/Create
Apps
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Hello 006941!
Log off
Employee Name
Monthly Max.Hours
0.0
Start Date
16/05/2020
End Date
16/05/2020
Is Removed
Add
EPF No
Name
Start Date
End Date
Monthly Max.Hours
Is Working
Edit
006941
Jeevanthi Panawala
2020-05-01
2020-05-31
40.0
Yes
Edit
006450
DE SILVA G.V.A.R.M.
2020-05-01
2020-07-15
20.0
Yes
Edit
Save Team
Add all or some employees to the team and click here to save the project team in the database. Please note that just adding the employees to the grid, would not save them in the database.
© CECB

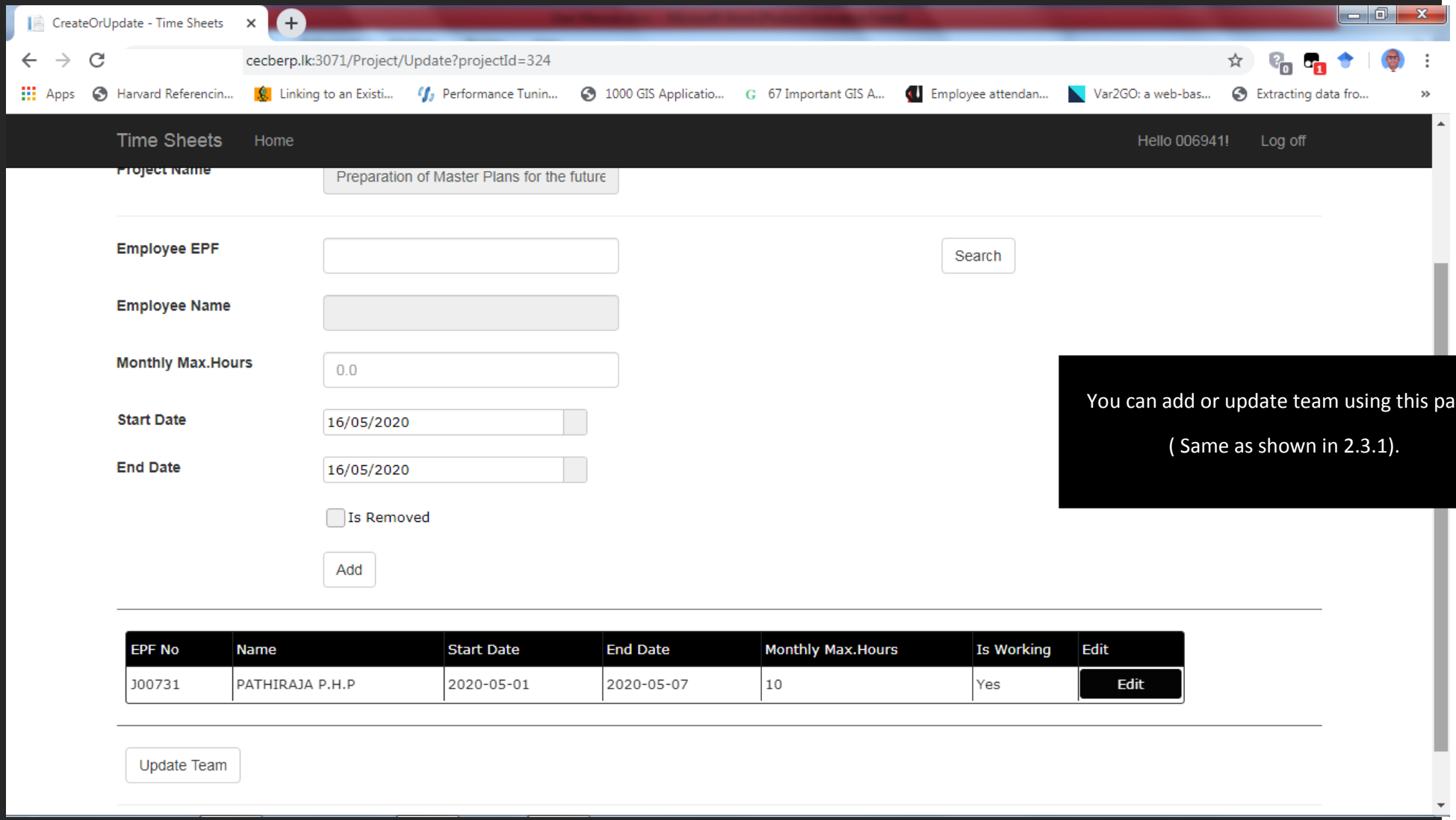

CreateOrUpdate - Time Sheets
cecberp.lk:3071/Project/Create
Apps
Harvard Referencin...
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Hello 006941!
Log off
Employee EPF
006941
Search
Employee Name
Jeevanthi Panawala
Monthly Max.Hours
30.0
Start Date
01/05/2020
End Date
May 2020
Su Mo Tu We Th Fr Sa
26 27 28 29 30 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6
You can edit employee's properties by clicking here. Data is populated in the fields above the grid.
EPF No
Name
End Date
Monthly Max.Hours
Is Working
Edit
006941
Jeevanthi Panawala
2020-05-01
2020-05-31
40.0
Yes
Edit
006450
DE SILVA G.V.A.R.M.
2020-05-01
2020-07-15
20.0
Yes
Edit
Save Team
© CECB


CreateOrUpdate - Time Sheets
ecberp.lk:3071/Project/Create
Apps
Harvard Referencin...
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Hello 006941!
Log off
Employee EPF
006941
Search
Employee Name
Jeevanthi Panawala
Monthly Max.Hours
30.0
Start Date
14/05/2020
End Date
31/05/2020
Is Removed
Update
Employee's altered properties are updated in the grid by clicking here.
EPF No
Name
Start Date
End Date
Monthly Max.Hours
Is Working
Edit
006941
Jeevanthi Panawala
2020-05-14
2020-05-31
30.0
Yes
Edit
006450
DE SILVA G.V.A.R.M.
2020-05-01
2020-07-15
20.0
Yes
Edit
Save Team
Click here to save the changes in the database.
© CECB

2.3.2 How to Change or Add New Staff to a Project



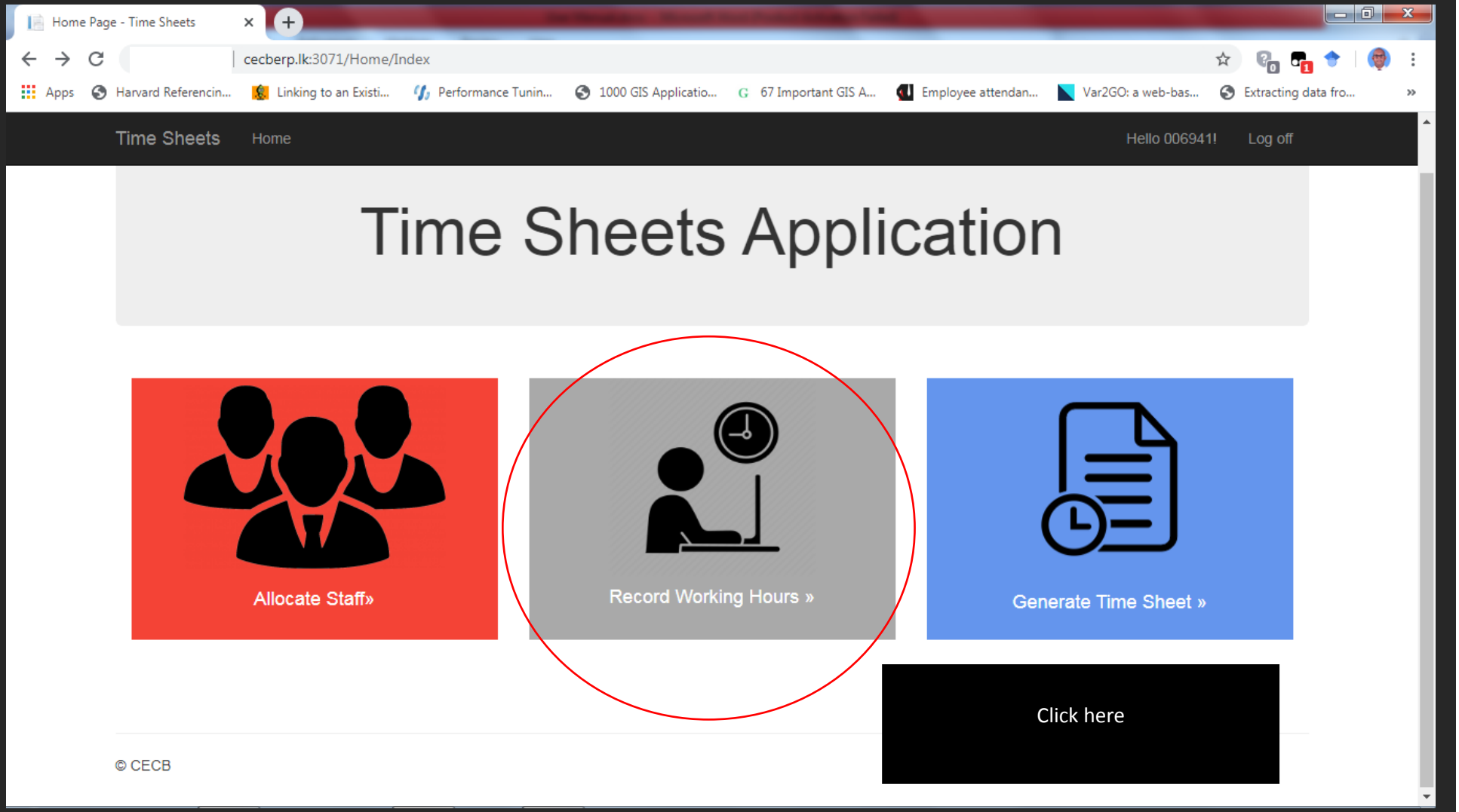

Index - Time Sheets
cberp.lk:3071/Project/Index
Apps
Harvard Referencin...
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Hello 006941!
Log off
Staff Allocation
Project Code
C1576
Search
Project Code
Project Name
Staff
C1576
Preparation of Master Plans for the future ...
View/Edit Staff
Click here to view or edit the project team
Add New
© CECB



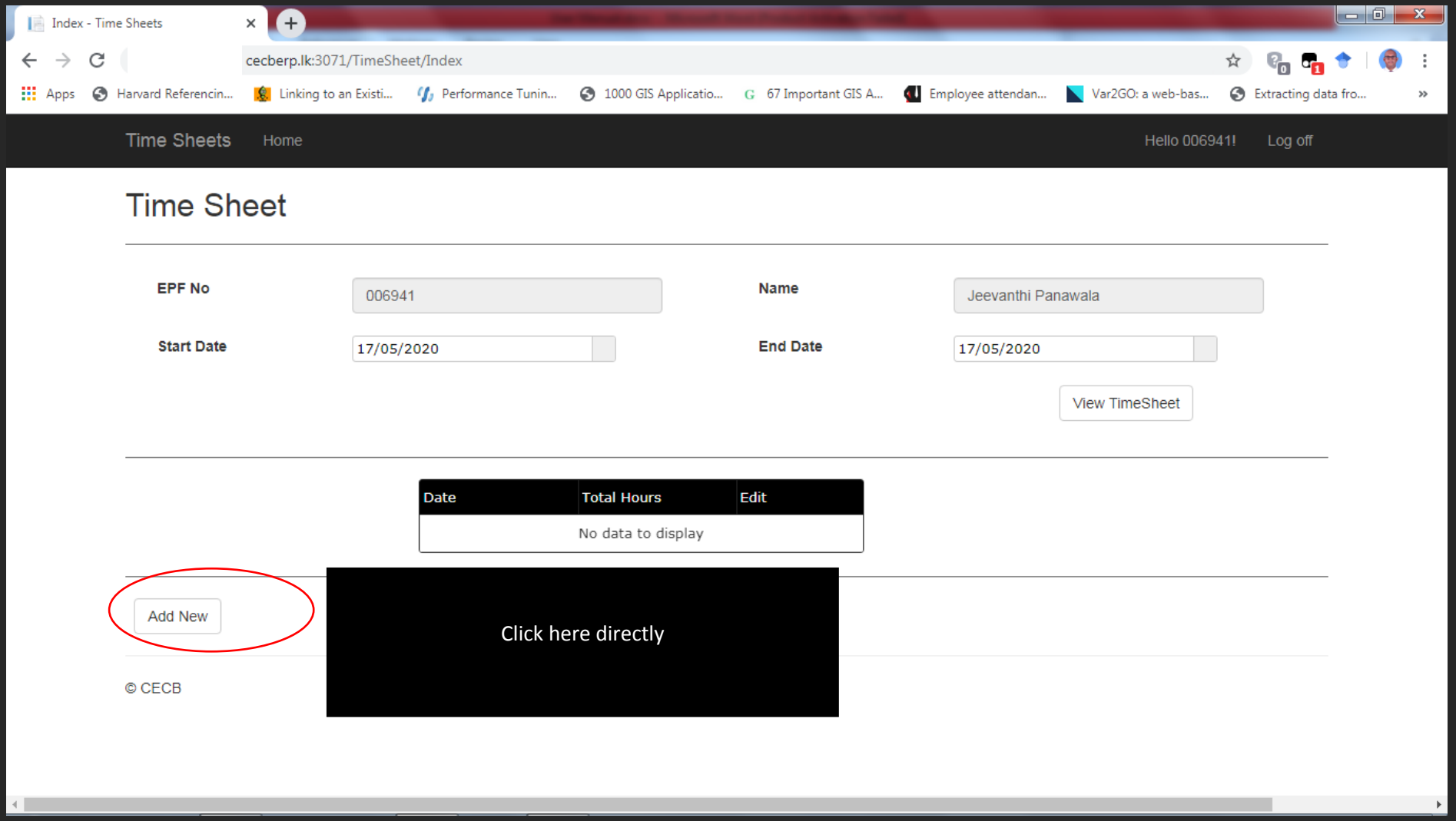
You can add or update team using this page

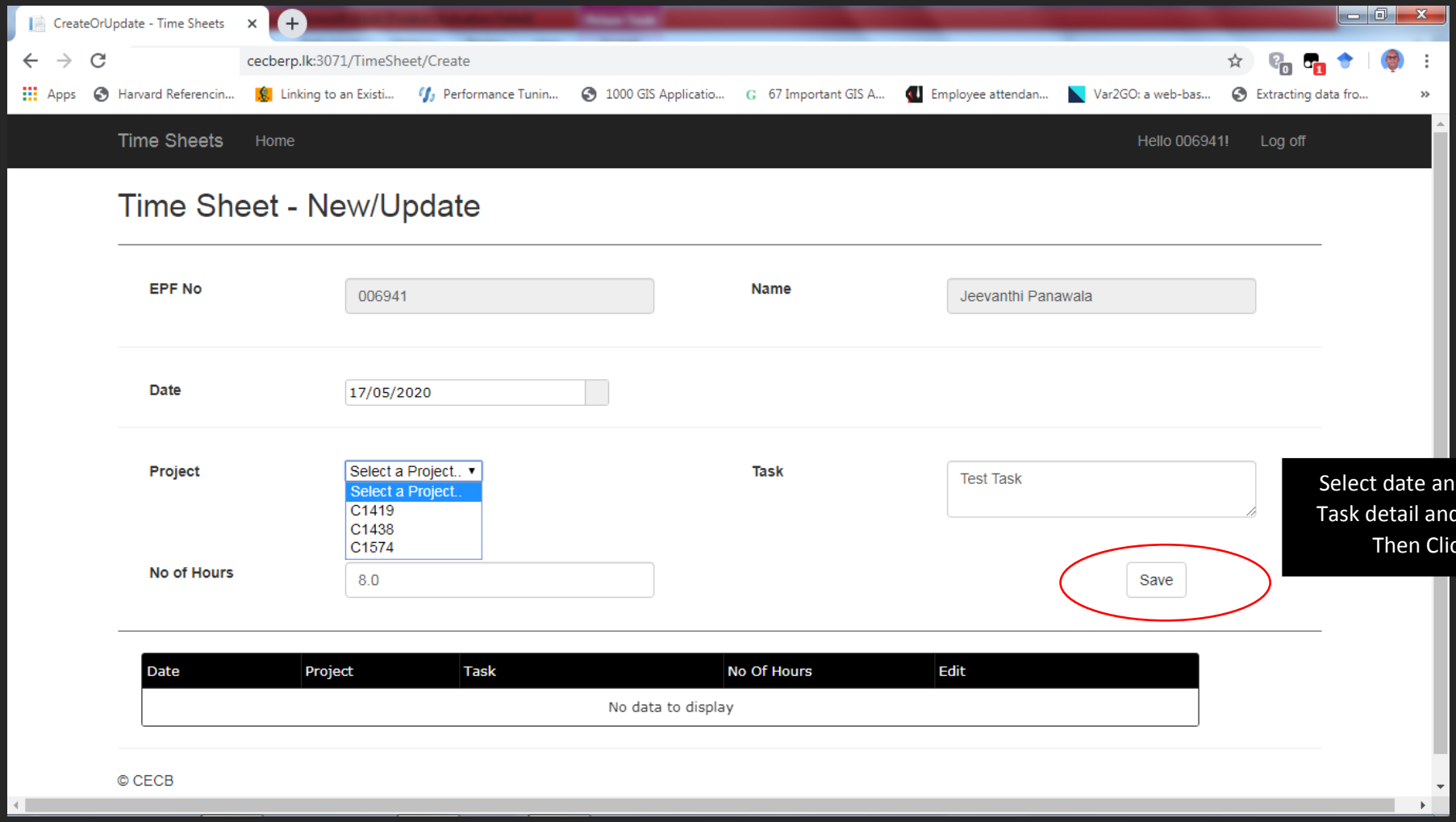
(Same as shown in 2.3.1).

2.4 Record Working Hours

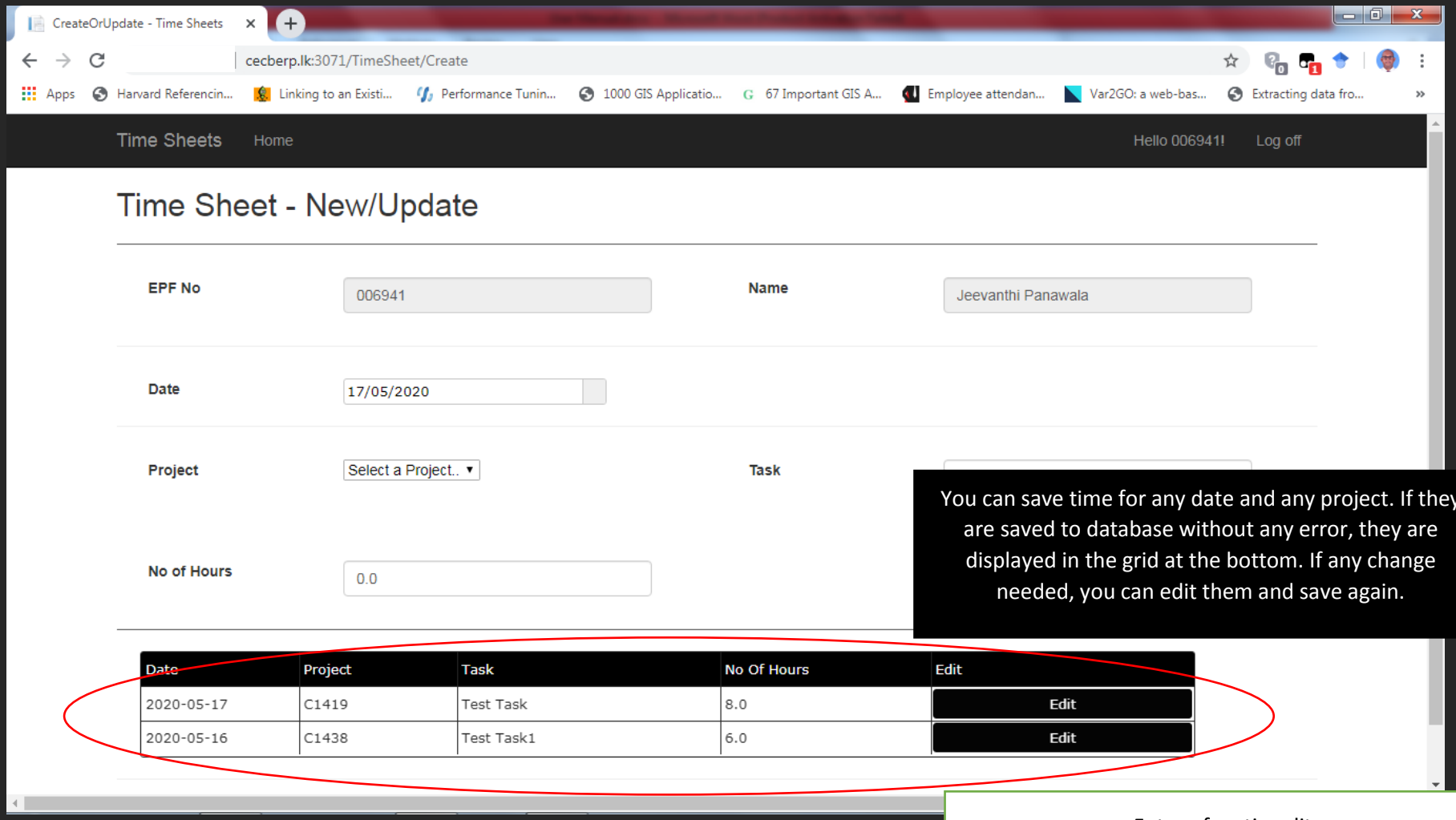


2.4.1 Record Working Hours - For a new date





Select date and project. Fill Task detail and no of hours. Then Click Save.

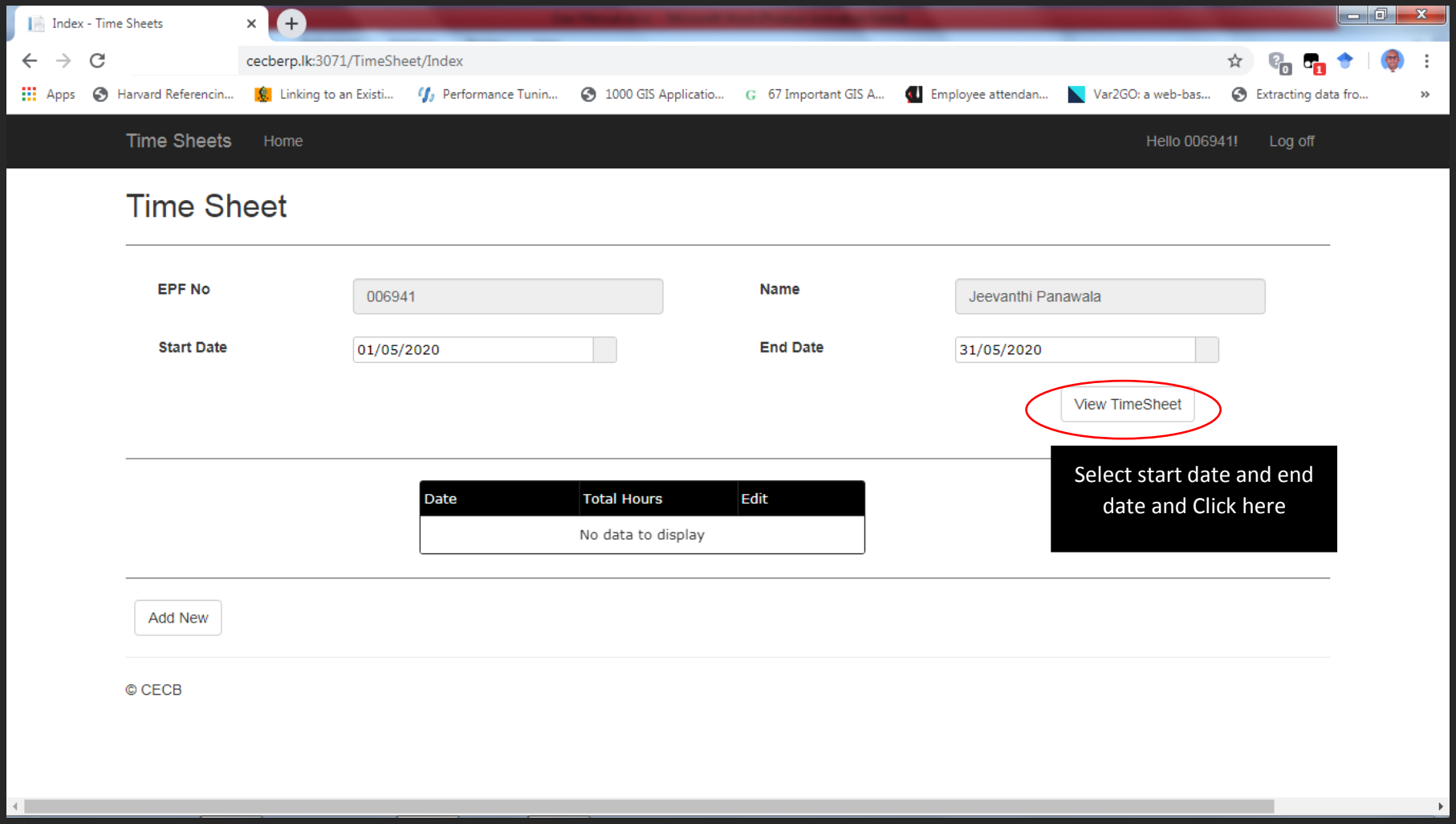


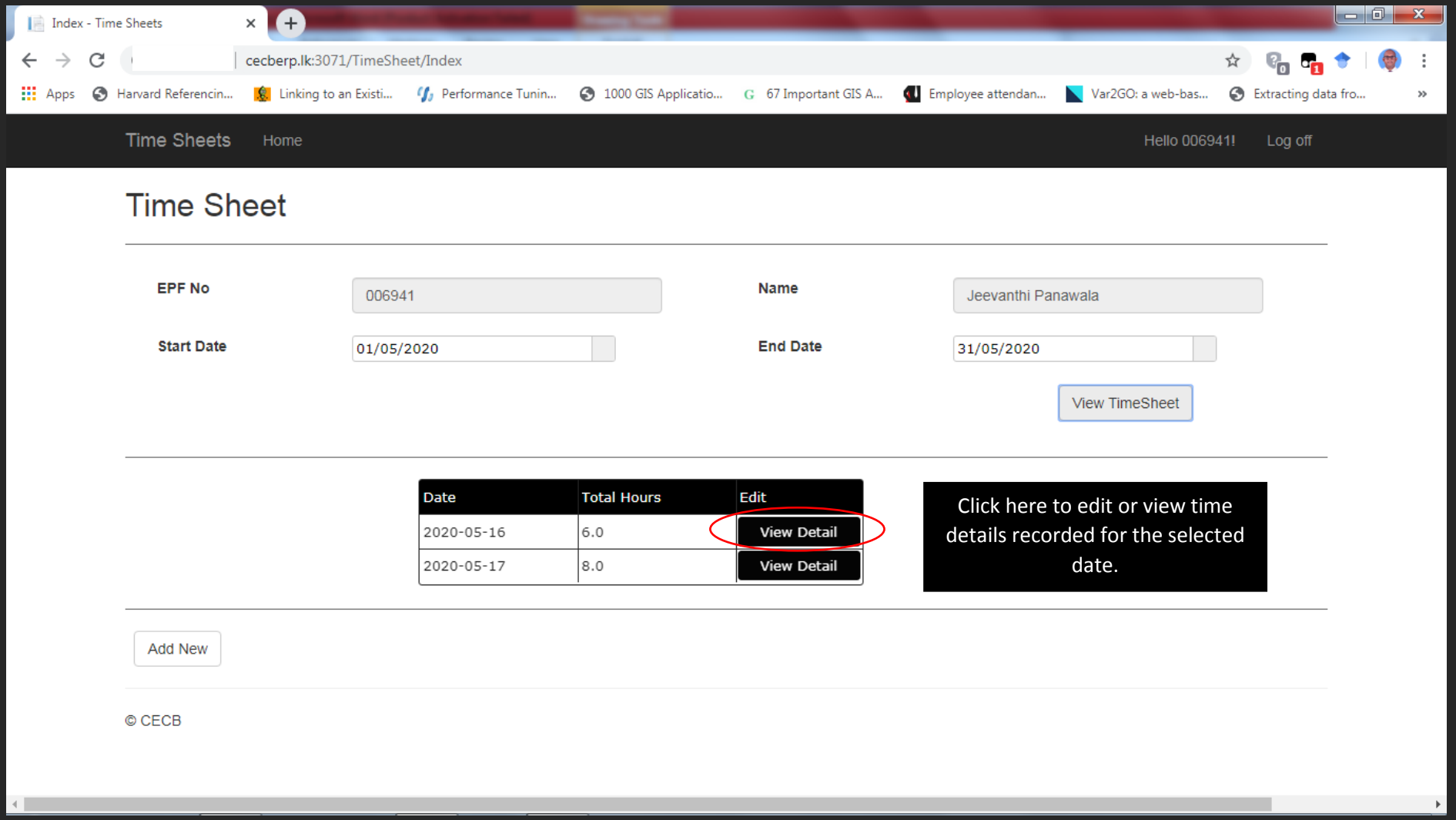
You can save time for any date and any project. If they are saved to database without any error, they are displayed in the grid at the bottom. If any change needed, you can edit them and save again.

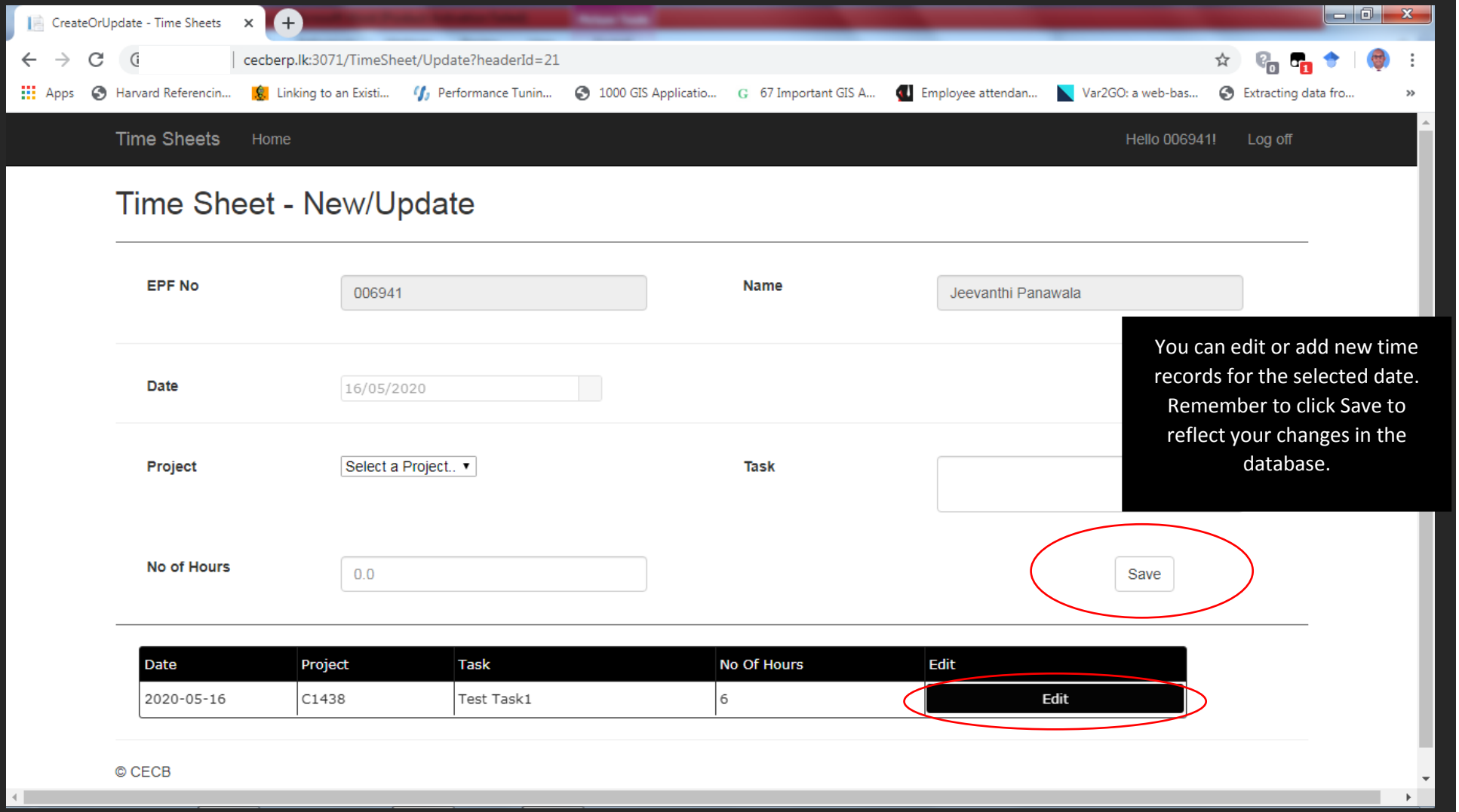
Future functionality:

If a time sheet has already been submitted for a date range, you cannot record times for those dates.

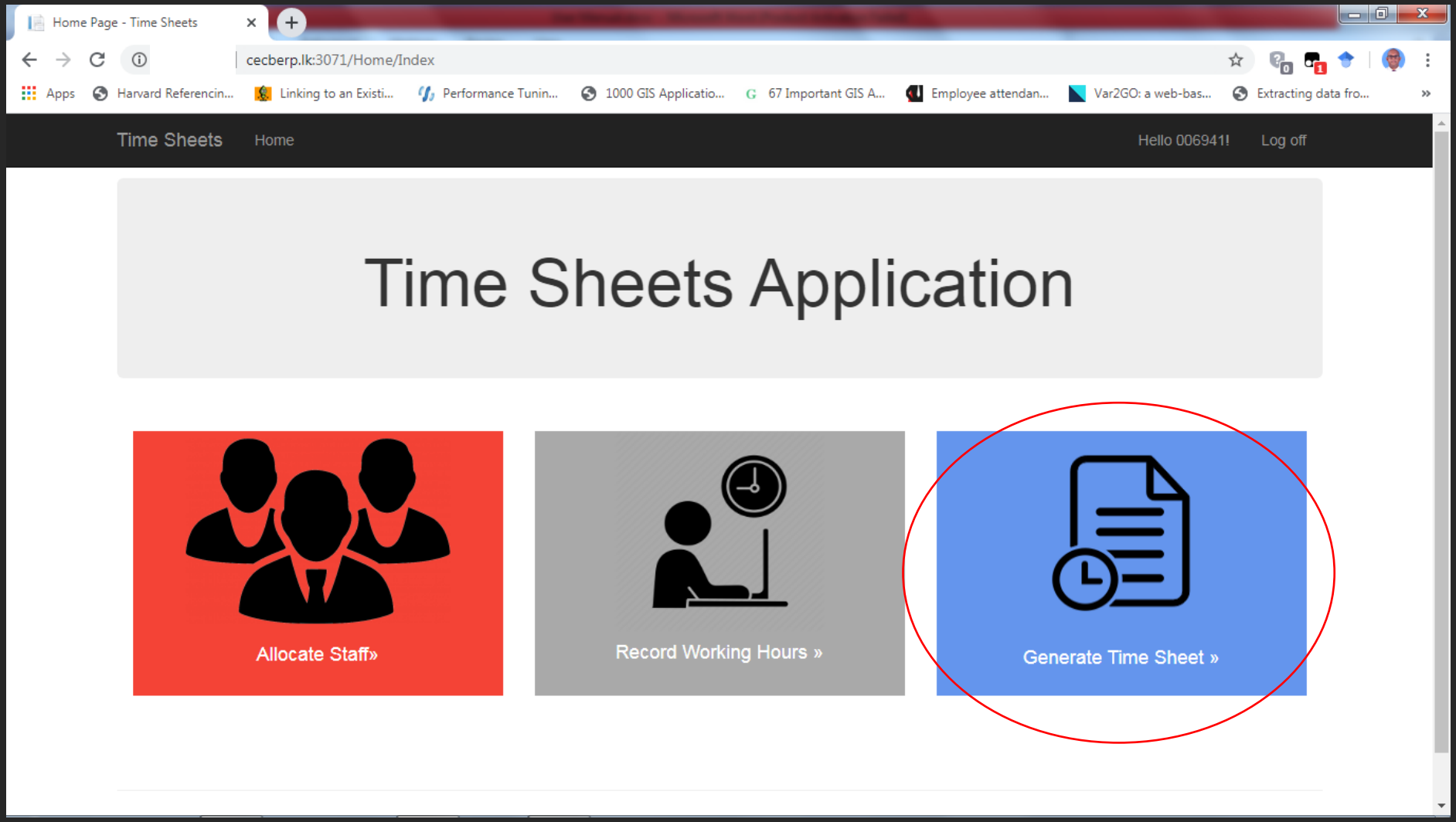
2.4.2 Edit/View Working Hours of a Date

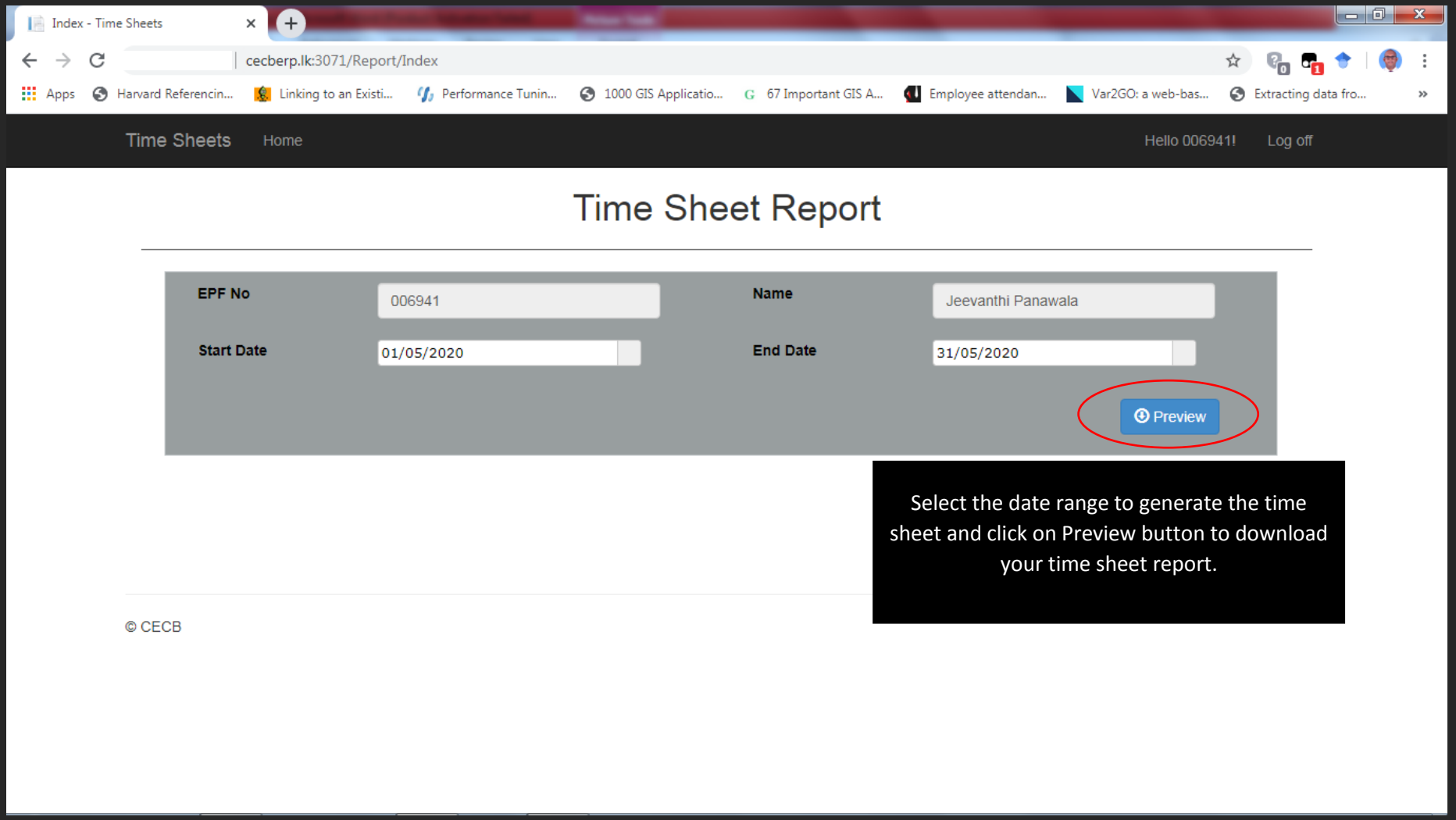



Index - Time Sheets
cecberp.lk:3071/TimeSheet/Index
Apps
Harvard Referencin...
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Hello 006941!
Log off
Time Sheet
EPF No
006941
Name
Jeevanthi Panawala
Start Date
01/05/2020
End Date
31/05/2020
View TimeSheet
Date
Total Hours
Edit
2020-05-16
6.0
View Detail
2020-05-17
8.0
View Detail
Click here to edit or view time details recorded for the selected date.
Add New
© CECB

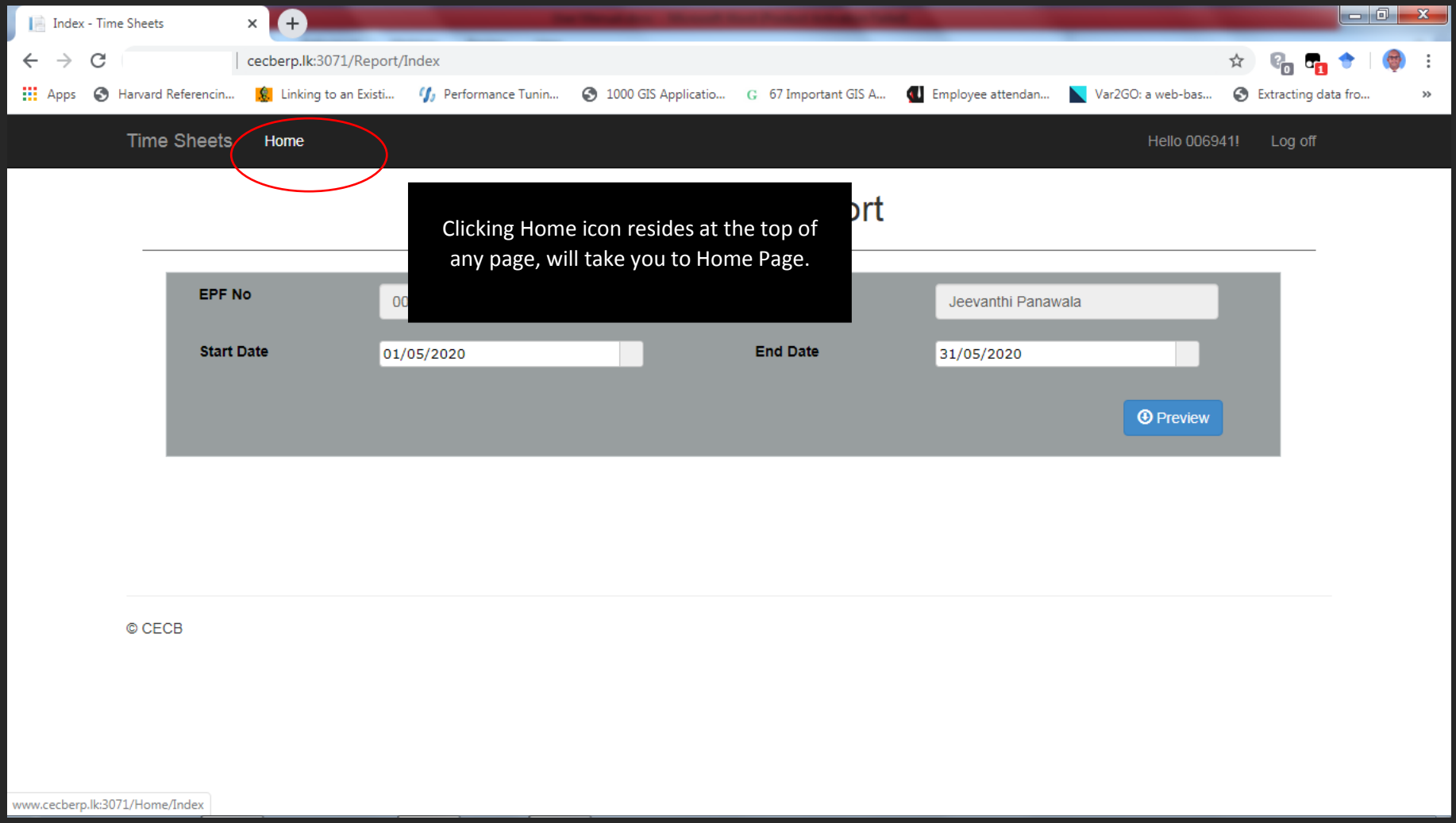

CreateOrUpdate - Time Sheets
cecberp.lk:3071/TimeSheet/Update?headerId=21
Apps
Harvard Referencin...
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Hello 006941!
Log off
Time Sheet - New/Update
EPF No
006941
Name
Jeevanthi Panawala
Date
16/05/2020
Project
Select a Project..
Task
No of Hours
0.0
Save
You can edit or add new time records for the selected date. Remember to click Save to reflect your changes in the database.
Date
Project
Task
No Of Hours
Edit
2020-05-16
C1438
Test Task1
6
Edit
© CECB

2.5 Generate Time Sheet




Index - Time Sheets
cecberp.lk:3071/Report/Index
Apps
Harvard Referencin...
Linking to an Existi...
Performance Tunin...
1000 GIS Applicatio...
67 Important GIS A...
Employee attendan...
Var2GO: a web-bas...
Extracting data fro...
Time Sheets
Home
Hello 006941!
Log off
Time Sheet Report
EPF No
006941
Name
Jeevanthi Panawala
Start Date
01/05/2020
End Date
31/05/2020
Preview
Select the date range to generate the time sheet and click on Preview button to download your time sheet report.
© CECB

2.6 Go To Home Page from any other user interface



3. Roles and Permissions

When a user registers on his/her own, role is set to ‘Employee’ by default. Employees only have permission to record times and generate their own time sheet. ‘Project Manager’ role gets the permission to allocate staff to projects.

IT unit should receive a list of the employees who need the ‘Project Manager’ role before commencing the application and please contact us for role changes.

For the version 1 (at the moment), all the users have been granted all the permissions.