

## 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?](#)

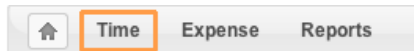
Company
Your Company Login ✓

Login Name
User ✓

Password
..... ✓

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

+ New Timer
April 2011
List Day Week Month

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 (10)	22	23	24	Week 16 Edit Total: 29 Approved: 66% Unsubmitted: 10
12	7	-		-	-	-	
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
  - Time may be entered in minute or decimal format. For example, 0.5 = 0:30

**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									
<b>+ Add</b>			<b>Total:</b> 8							<b>8</b>	

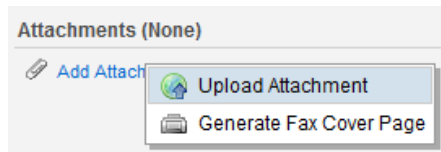
**Terms**  
By submitting this timecard I hereby certify that the hours shown were worked by me during the period designated above and are approved by an authorized representative.

**Attachments (None)**  
[Add Attachment](#)

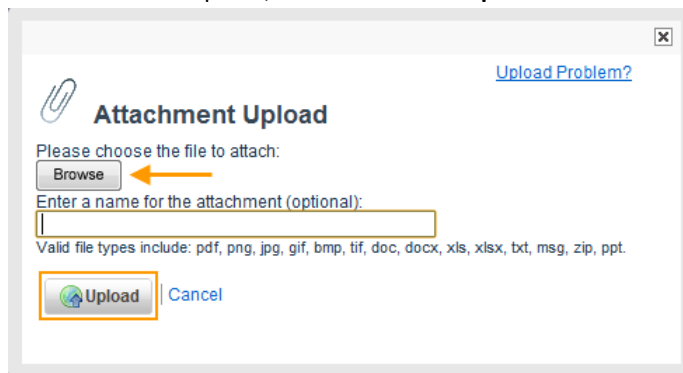
**Inbox (0)**  
None

**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:
  - Scroll to the bottom of the page and click **Add Attachment**
  - Select **Upload attachment**

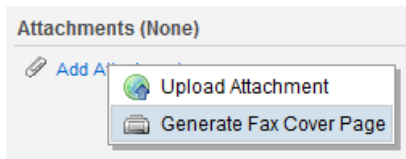


- Select the file to upload, then click on the **Upload** button



- 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

- 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	<b>415-869-2850</b>
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"> <li>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.</li> <li>2. Once successfully processed by Virtual Time+Expense, an email confirmation will be delivered to the email shown above.</li> <li>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.</li> <li>4. From the Attachment Inbox, select "Attach To &lt;...&gt;".</li> </ol> <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									
<a href="#">+ Add</a>			<b>Total:</b> 10							<b>10</b>	

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

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

- 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'

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

- 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)

**SpringAhead** Timecard saved.

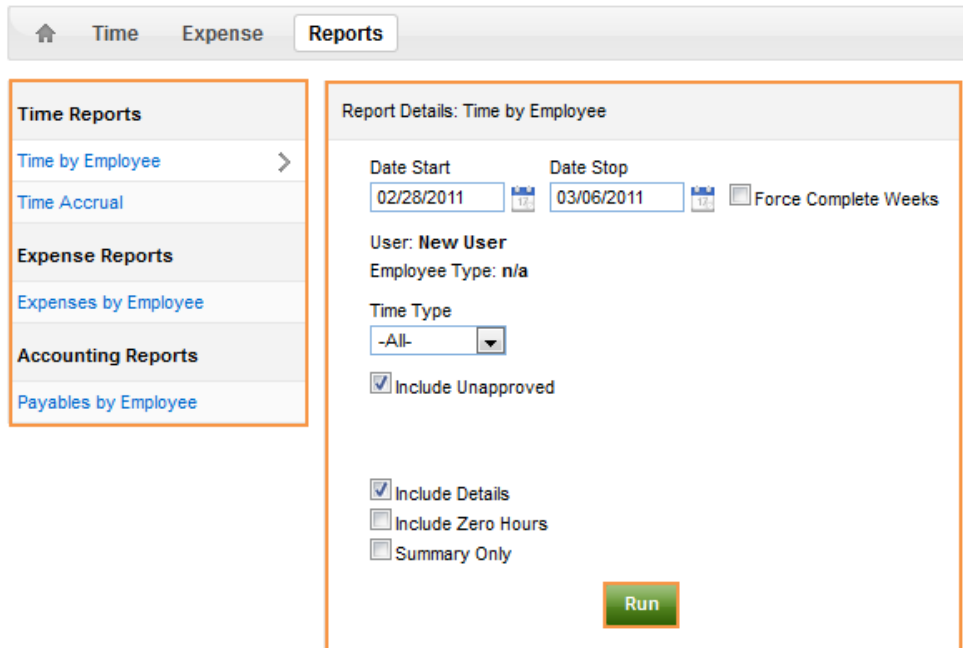
Submit	Project / Type	Task	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 01	Fri Sep 02	Sat Sep 03	Sun Sep 04	Total	Status
<input checked="" type="checkbox"/>	Acme:Jeopardy		8							8	Pending Approval
	Regular	Recalibrating buzzers									
<input checked="" type="checkbox"/>	IBM	Web Design	2							2	Pending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

## Running Reports

- Click **Reports** in the Navigation Bar

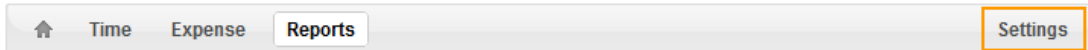
[Home](#) | [Time](#) | [Expense](#) | [Reports](#) | [Settings](#)

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



## Changing Your Password

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



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

