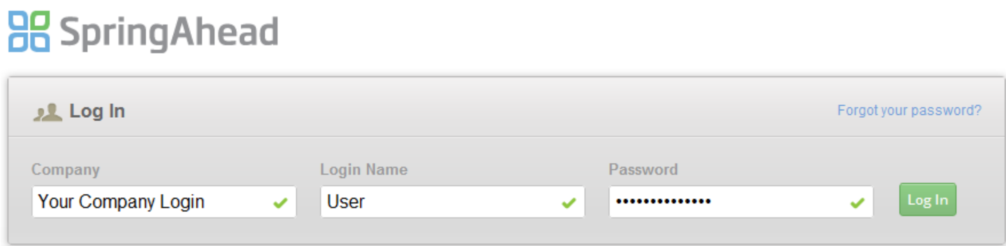
Getting Started Guide for Entering Time

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

- Entering a Timecard
- Running Reports
- Changing your password

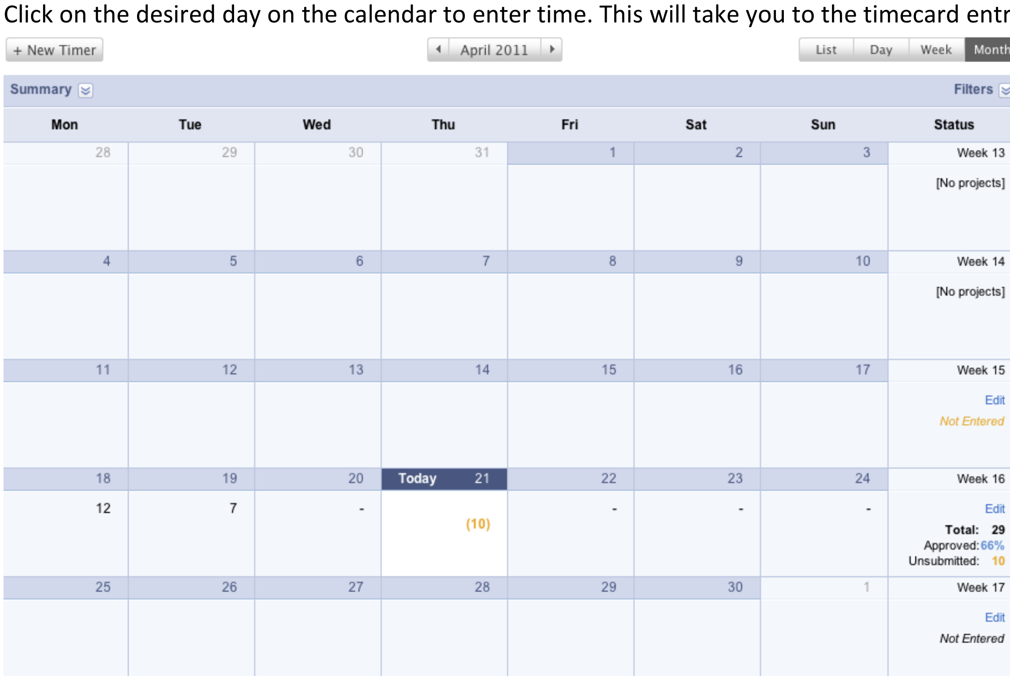
Entering a Timecard

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

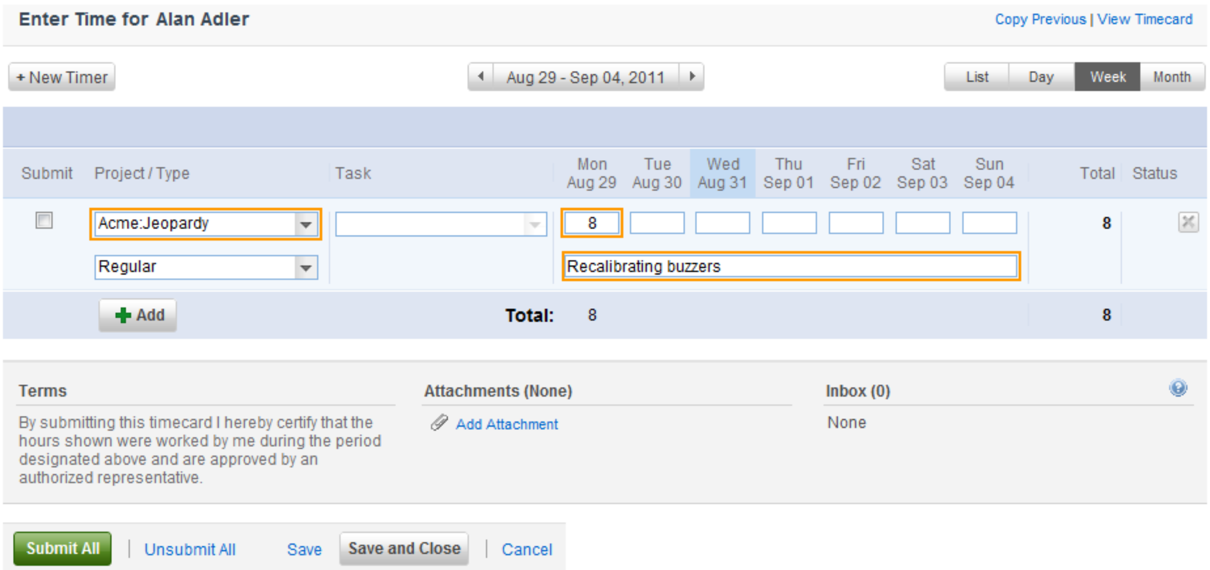


- Click **Time** in the Navigation Bar to see a month-at-a-glance view of your time

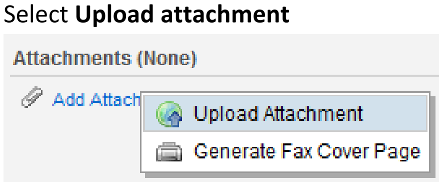
- Click on the desired day on the calendar to enter time. This will take you to the timecard entry and edit screen



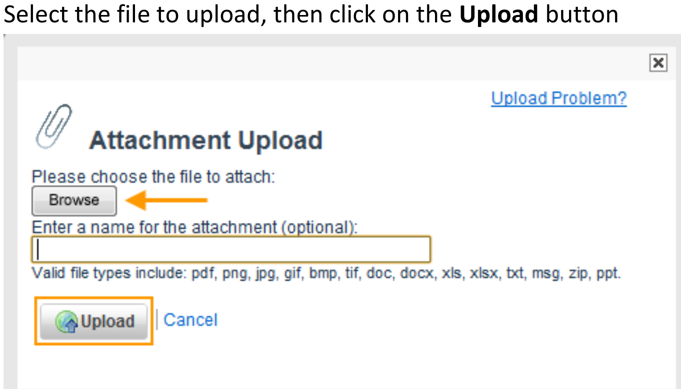
- Select a project from the drop-down menu and enter your hours worked
    a. If your company has enabled tasks, select the **Task** performed
    b. Select the time type you are entering time for. The default setting is Regular time
    c. Add a description in the memo field, if applicable
    d. Time may be entered in minute or decimal format. For example, 0.5 = 0:30



- 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**

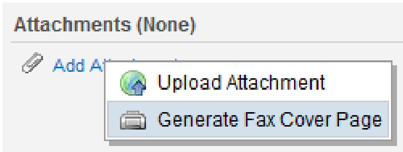


    c. Select the file to upload, then click on the **Upload** button

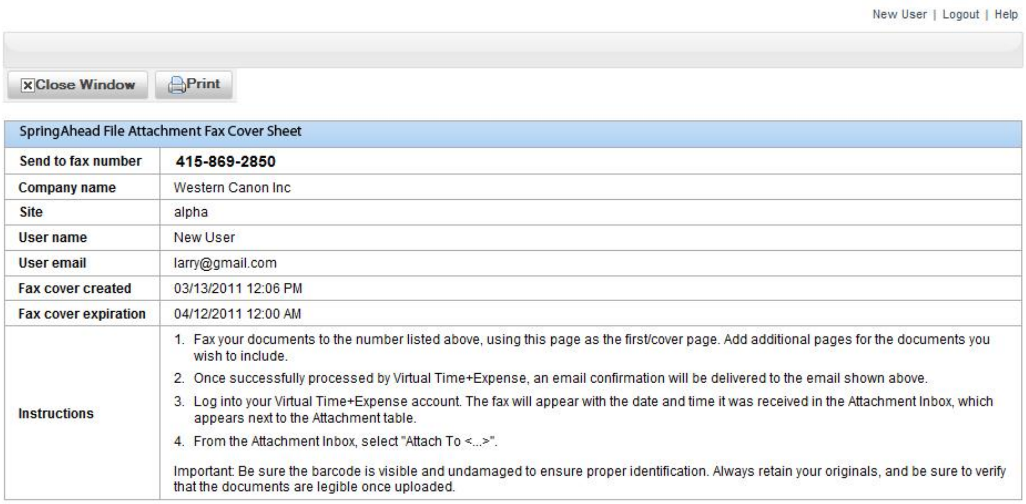


    d. **Note:** The Attach feature is not viewable by the approving manager because there can be a multitude of projects with many different approvers. These goes straight to the back office

- 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

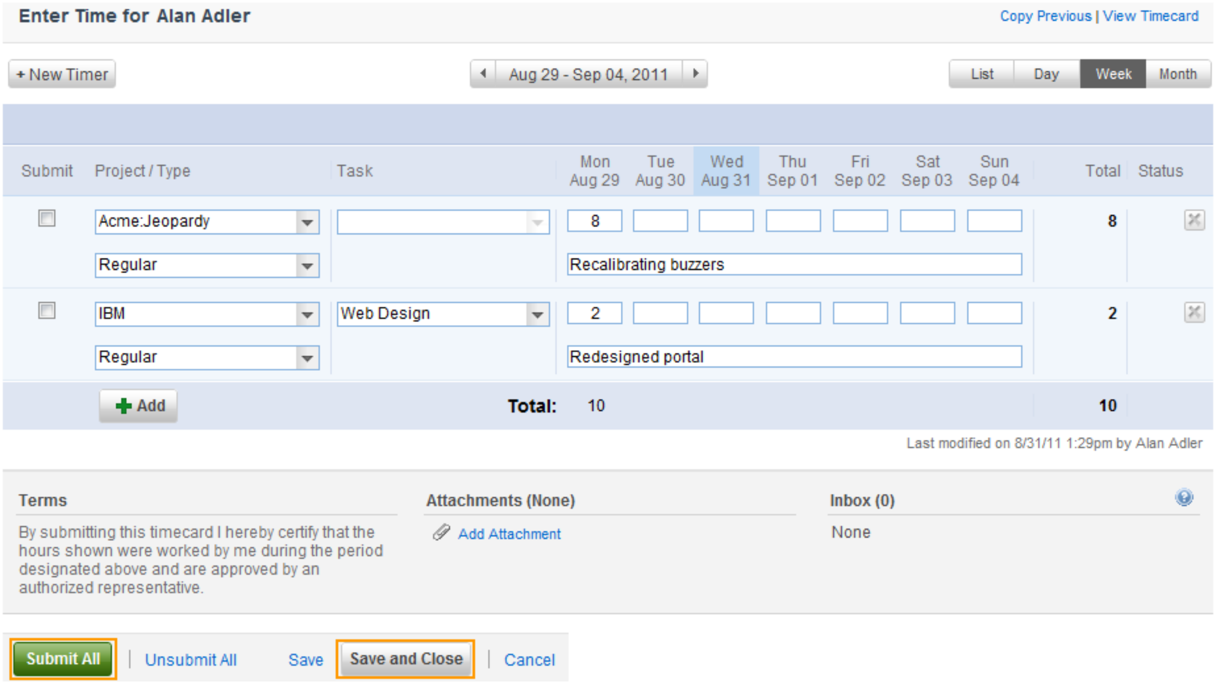

New User | Logout | Help

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	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 <...>". 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.

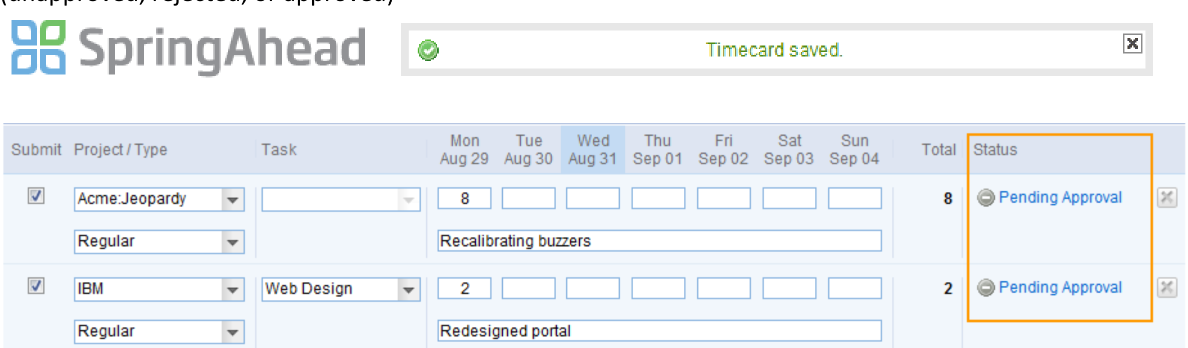
Send to fax number 415-869-2850

- **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



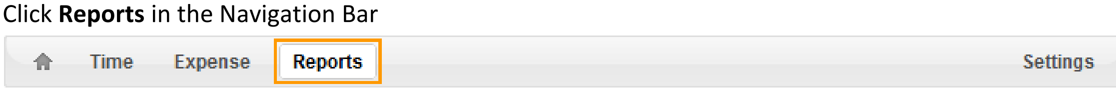
- Use the **Unsubmit All** feature to continue making changes to a timecard. Once time has been approved by a manager, it can no longer be 'unsubmitted'

- 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)

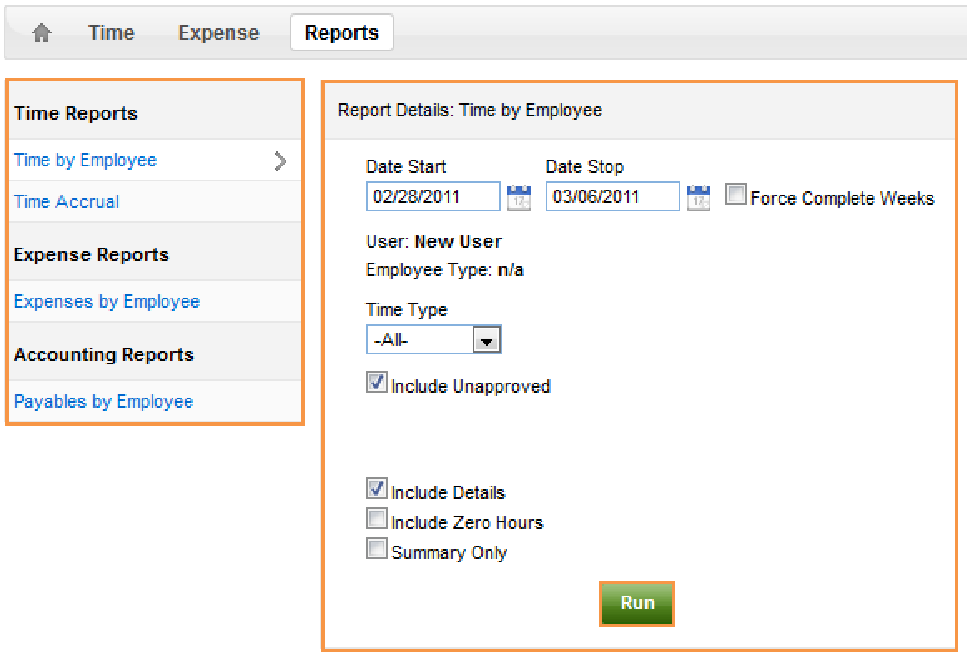


Running Reports

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

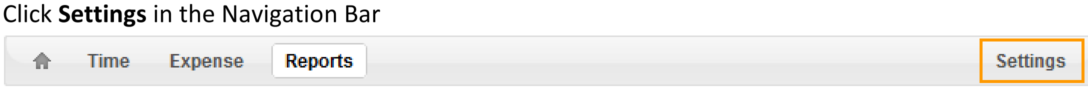


2. Select the type of report, specify the date range and details, and click **Run**



Changing Your Password

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



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