

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

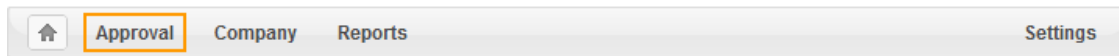
1. Log in to SpringAhead using the login instructions and password provided by your administrator



The login form contains the following fields and elements:

- Log In** header with a user icon and a [Forgot your password?](#) link.
- Company** dropdown menu with "Your Company Login" selected and a green checkmark.
- Login Name** text input with "User" and a green checkmark.
- Password** text input with masked characters and a green checkmark.
- Log In** button.

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 the line items

The "Review Timecard" window displays the following information:

- Employee:** Vanna White (with an [Edit Timecard](#) link)
- Period:** May 23 - May 29, 2011 (with **List** and **Week** view options)
- Summary Table:**

Date	Project	Task	Type	Hours	Status
May 23, 2011 - Monday					
May 23	Acme:Fortune		Regular	8.00	Pending Approval
May 23	Acme:Jeopardy		Regular	8.00	Pending Approval
Subtotal:				16.00	
May 24, 2011 - Tuesday					
May 24	Acme:Fortune		Regular	8.00	Pending Approval
May 24	Acme:Jeopardy		Regular	8.00	Pending Approval
Subtotal:				16.00	
May 25, 2011 - Wednesday					
May 25	Acme:Fortune		Regular	8.00	Pending Approval
May 25	Acme:Jeopardy		Regular	8.00	Pending Approval
Subtotal:				16.00	
May 26, 2011 - Thursday					
May 26	Acme:Fortune		Regular	8.00	Pending Approval
May 26	Acme:Jeopardy		Regular	8.00	Pending Approval
Subtotal:				16.00	

At the bottom of the window, there is a **Check Item and Close** button (highlighted with an orange box) and a **View in New Window** link.

4. For enterprises with a Clock In / Clock Out time entry mode, approvals will be the same process. The only difference is that a small clock icon will be visible next to the time entered

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

Approval Level: | Items per Page:

Summary
Timecards: 1 Expenses: 0

Timecards 1 - 1 of 1

<input type="checkbox"/>	User	Comments	Approved	Unapproved	Total
<input type="checkbox"/>	Week 35: Aug 29 - Sep 04, 2011				
<input type="checkbox"/>	Admin		0.00	0.10	0.10
Total:			0.00	0.10	0.10

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

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

Approval for Michael Manager

Approval Level: | Items per Page:

Summary
Timecards: 3 Expenses: 0

Timecards 1 - 3 of 3

<input type="checkbox"/>	User	Comments	Approved	Unapproved	Total
<input checked="" type="checkbox"/>	Week 21: May 23 - May 29, 2011				
<input checked="" type="checkbox"/>	White, Vanna	Hours > 40	0.00	80.00	80.00
<input checked="" type="checkbox"/>	Week 26: Jun 27 - Jul 03, 2011				
<input checked="" type="checkbox"/>	White, Vanna		0.00	8.00	8.00
<input type="checkbox"/>	Week 35: Aug 29 - Sep 04, 2011				
<input type="checkbox"/>	Adler, Alan		0.00	10.00	10.00
Total:			0.00	98.00	98.00

Expenses
None

1. Confirm Selection **2. Select Operation** **3. Approve Selected**

Time	Selected 2 of 3	<input type="text" value="Approve"/>	As the company/clients authorized representative, by my approval I certify that the information shown is correct and any work was performed satisfactorily.
Expense	Selected 0 of 0		

6. 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
Total:				\$0.00	\$300.00

1. Confirm Selection

Time Selected 0 of 1

Expense Selected 0 of 1

2. Select Operation

Reject

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.

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

Approval Company Reports Settings

Approval for Michael Manager

Approval Level: Items per Page:

Summary

Timecards: 0 Expenses: 0

Timecards

None

Expenses

None

Running Reports

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

Approval Company **Reports** Settings

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

Time Reports

[Time by Approver](#) >

Expense Reports

[Expenses by Approver](#)

Report Details: Time by Approver

Date Start: Date Stop: Force Complete Weeks

User: **Manager, Michael**

Time Type:

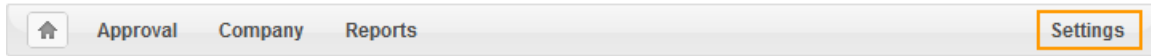
By Project

Include Unapproved

Include Details

Changing Your Password

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



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

