

# Getting Started: Entering Time

— Generated at November 7th 2012 10:11 a.m.

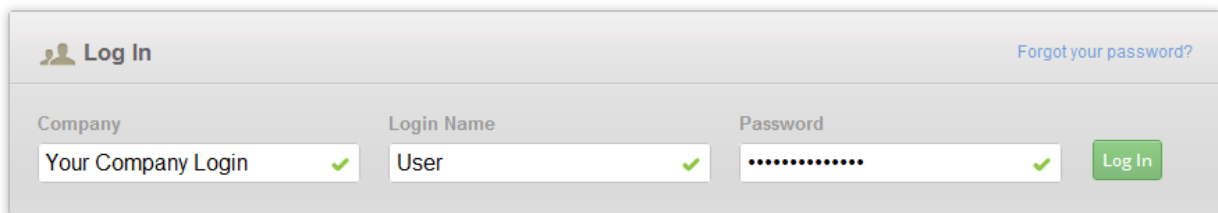
## Getting Started Guide for Entering Time

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

- Entering a timecard
- Running reports
- Changing your password

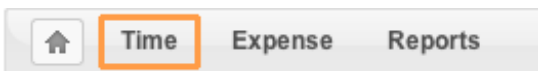
### Entering A Timecard

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



The login form features a header with a user icon and the text "Log In" on the left, and a blue link "Forgot your password?" on the right. Below the header are three input fields: "Company" with the value "Your Company Login" and a green checkmark, "Login Name" with the value "User" and a green checkmark, and "Password" with a masked value "....." and a green checkmark. A green "Log In" button is positioned to the right of the password field.

- 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**

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 <a href="#">Edit</a> Not Entered
18	19	20	<b>Today</b> 21	22	23	24	Week 16 <a href="#">Edit</a> Total: 29 Approved: 66% Unsubmitted: 10
12	7	-	(10)	-	-	-	
25	26	27	28	29	30	1	Week 17 <a href="#">Edit</a> 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**

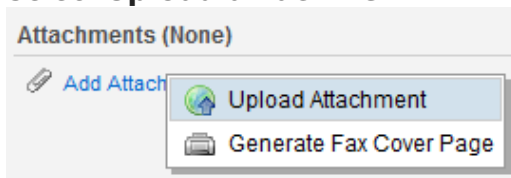
Submit	Project / Type	Task	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 01	Fri Sep 02	Sat Sep 03	Sun Sep 04	Total	Status
<input type="checkbox"/>	Acme:Jeopardy		8							8	<a href="#">✕</a>
	Regular	Recalibrating buzzers									
<a href="#">+ Add</a>										<b>Total:</b>	8

**Terms** Attachments (None) [Add Attachment](#) Inbox (0) [Refresh](#)

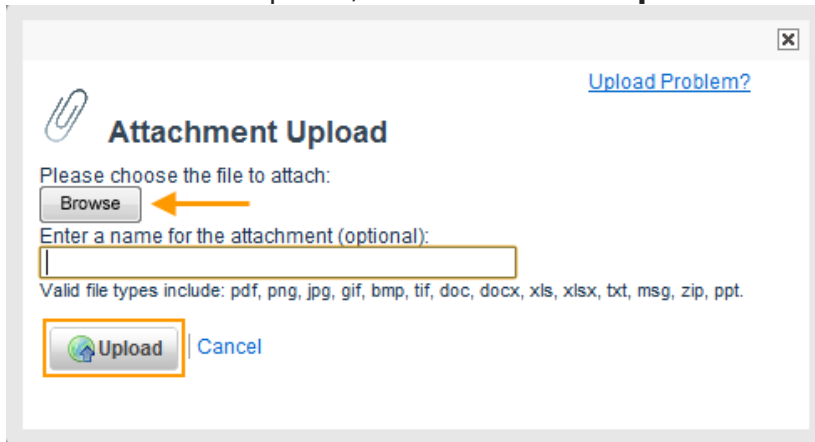
By submitting this timecard I hereby certify that the hours shown were worked by me during the period designated above and are approved by an authorized representative.

[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 can only be viewed admins of the system.
- **Save** or **Submit** your time
  - Click **Submit All** to submit the time to your manager for approval (should be done based on your company's scheduled due dates)
  - Click **Save** to save your entries and remain on the time entry screen
  - 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								
<b>+ Add</b>			<b>Total: 10</b>							<b>10</b>	

Last modified on 8/31/11 1:29pm by Alan Adler

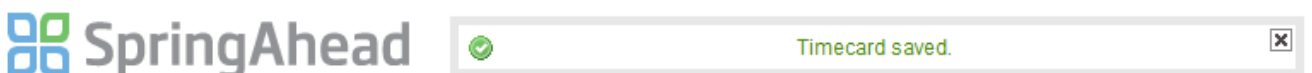
<b>Terms</b>	<b>Attachments (None)</b>	<b>Inbox (0)</b>
By submitting this timecard I hereby certify that the hours shown were worked by me during the period designated above and are approved by an authorized representative.	<a href="#">Add Attachment</a>	None

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- 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)



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	<input type="radio"/> Pending Approval
	Regular		Recalibrating buzzers								
<input checked="" type="checkbox"/>	IBM	Web Design	2							2	<input type="radio"/> Pending Approval
	Regular		Redesigned portal								

## 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**

[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

- Click **Settings** in the Navigation Bar

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

- Under My Info, click **Change Password**

**My Info**

[Change Password](#)