

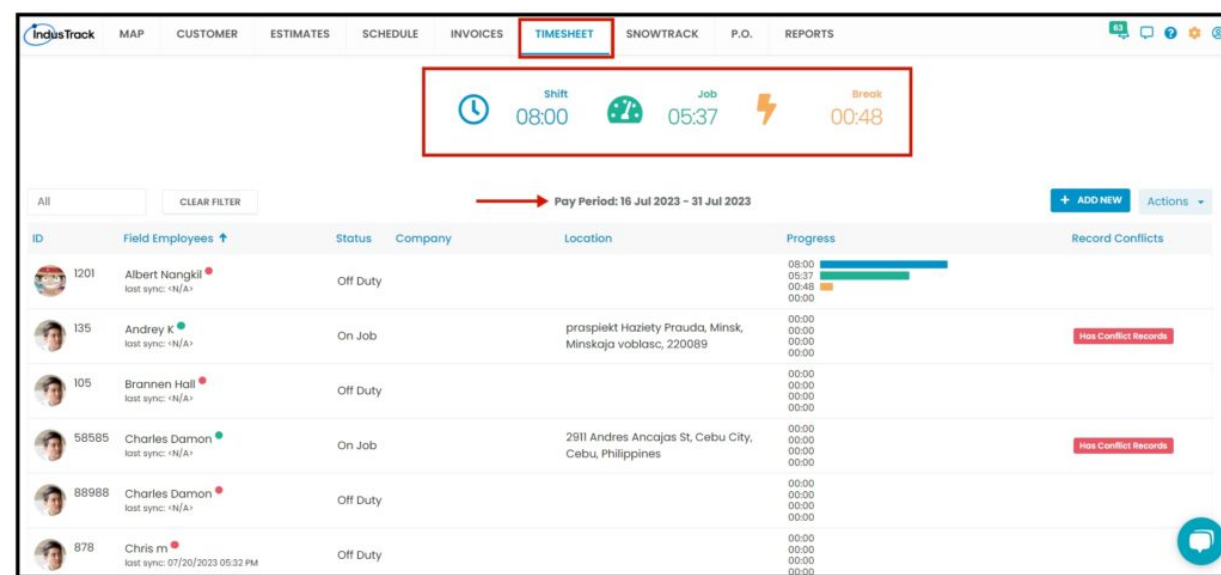
Timesheet Module

Besides the Scheduling Module, you can also create jobs from the Timesheet Module they are called the Timesheet Jobs. In the Timesheet Module, you will be able to see, edit, add, and delete timesheet records of the Field Employees.

Navigate the Timesheet Module

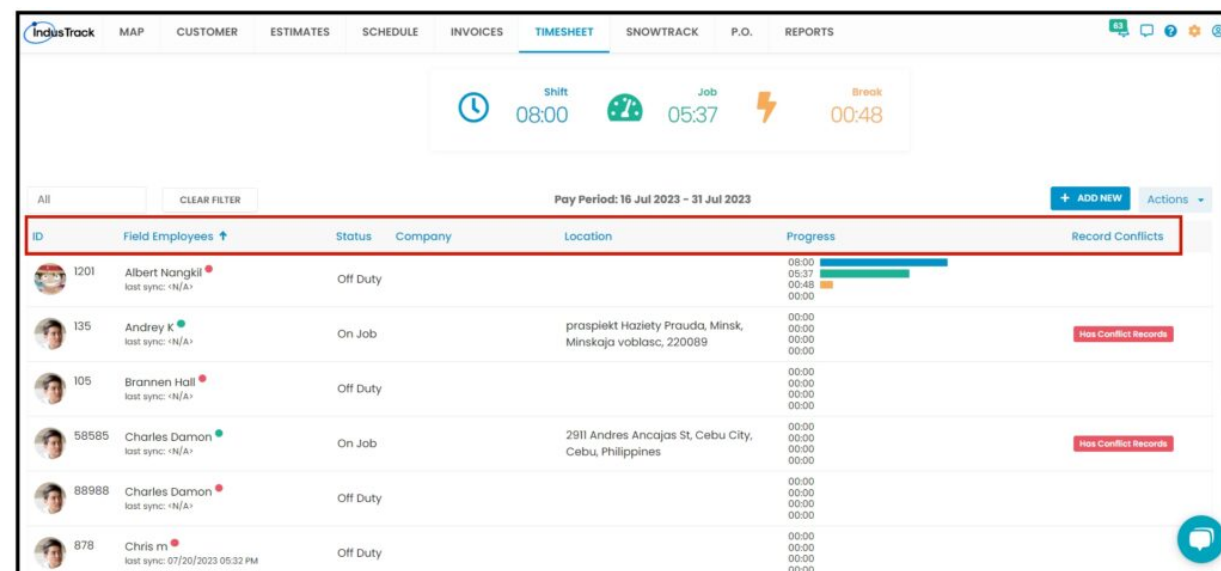
Timesheet Dashboard

At the top of the page is a **dashboard** summarizing all the Shift Time, Job Time, and Break Time for all field employees in a 15-day Pay Period.



The list of employees is displayed along with their details such as the following:

- Status
- Company
- Location
- Progress
- Record Conflicts – Conflicting records occur if the field employee did not complete the timesheet entry. Click on the Has Conflict Records to resolve the time entry.



Add New Timesheet Record

There are two ways to create Timesheet records.

A. Create a new record by clicking an employee name on the Timesheet page.

1. Once you click an employee, it will take you to the Timesheet Record's page.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES **TIMESHEET** SNOWTRACK P.O. REPORTS

Shift 08:00 Job 05:37 Break 00:48

All CLEAR FILTER Pay Period: 16 Jul 2023 - 31 Jul 2023 + ADD NEW Actions

ID	Field Employees	Status	Company	Location	Progress	Record Conflicts
1201	Albert Nangkil last sync: <N/A>	Off Duty			08:00 05:37 00:48 00:00	
135	Andrey K last sync: <N/A>	On Job		praspiekt Hazlety Prauda, Minsk, Minskaja voblasts, 220089	00:00 00:00 00:00 00:00	Has Conflict Records
105	Brannen Hall last sync: <N/A>	Off Duty			00:00 00:00 00:00 00:00	
58585	Charles Damon last sync: <N/A>	On Job		2911 Andres Ancajas St, Cebu City, Cebu, Philippines	00:00 00:00 00:00 00:00	Has Conflict Records
88988	Charles Damon last sync: <N/A>	Off Duty			00:00 00:00 00:00 00:00	
878	Chris m last sync: 07/20/2023 05:32 PM	Off Duty			00:00 00:00 00:00 00:00	

2. Inside the **Timesheet Record Page**, click on the **Add New** button to open up the Add New pop-up page.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES **TIMESHEET** SNOWTRACK P.O. REPORTS

BACK

Timesheet Records

Field Employee [1201] Albert Nangkil 7/16/2023 12:00 AM 7/31/2023 11:59 PM CLEAR FILTER + ADD NEW DELETE

Day	Date(s)	In	Out	Total	Type	Customer	Location	Job #	Edited By
Friday	07/21/2023	03:10 PM	03:58 PM	0:48	Break	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	
Friday	07/21/2023	03:08 PM	08:45 PM	5:37	Job	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	
Friday	07/21/2023	03:02 PM	11:02 PM	8:00	Shift	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	

Items per page: 10 1 - 3 of 3

The Add New Timesheet Record page will pop up, and the driver/crew will auto-populate since we selected the crew on the Timesheet main page.

- **Type** – Select whether the timesheet entry is the **Job Time, Travel Time, Shift Time, or Break Time.**
- **Cost Code** – Select the cost code if applicable.
- **Vehicle** – The vehicle the employee is using.
- **Job** – Select the correct job the employee is working on.
- **Customer Name** – The Customer Name will auto-populate once we select a Job.
- **Start/ End Date**
- **Duration**
- **Notes**

Click on **SAVE CHANGES**, after you fill out everything necessary.

Add Timesheet

Driver/Crew*

Type*

Cost Code

Vehicle

Job

Customer Info

Customer Name

Barcode

Time

Start Date Time

End Date Time

Duration hrs min

Notes

The New Timesheet Record for the select field employee will be added.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES **TIMESHEET** SNOWTRACK P.O. REPORTS

BACK

Timesheet Records

Field Employee 7/16/2023 12:00 AM 7/31/2023 11:59 PM CLEAR FILTER

<input type="checkbox"/>	Day	Date(s) ↓	In	Out	Total	Type	Customer	Location	Job #	Edited By
<input type="checkbox"/>	Monday	07/24/2023	07:42 AM	01:42 PM	6:00	Job	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	
<input type="checkbox"/>	Friday	07/21/2023	03:10 PM	03:58 PM	0:48	Break	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	
<input type="checkbox"/>	Friday	07/21/2023	03:08 PM	08:45 PM	5:37	Job	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	
<input type="checkbox"/>	Friday	07/21/2023	03:02 PM	11:02 PM	8:00	Shift	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	

Items per page: 10 1 - 4 of 4

B. Create a new record by through + ADD NEW button on the main Timesheet Page.

Click the + ADD NEW button then select. It will take you to the Timesheet Records Page, very similar to how you create a new record by clicking the employee name. The only difference is that the name of the employee is blank. To select a field employee, click on the drop-down list and it will display all the field employees.

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All CLEAR FILTER Pay Period: 16 Jul 2023 - 31 Jul 2023 Actions

ID	Field Employees ↑	Status	Company	Location	Progress	Record Conflicts
1201	Albert Nangkil last sync: <N/A>	Off Duty			08:00 05:37 00:48 00:00	
135	Andrey k last sync: <N/A>	On Job		praspiekt Haziety Prauda, Minsk, Minskaja voblasts, 220089	00:00 00:00 00:00	<input type="button" value="Has Conflict Records"/>
105	Brannen Hall last sync: <N/A>	Off Duty			00:00 00:00 00:00	
58585	Charles Damon last sync: <N/A>	On Job		2911 Andres Ancasjas St, Cebu City, Cebu, Philippines	00:00 00:00 00:00	<input type="button" value="Has Conflict Records"/>
88988	Charles Damon last sync: <N/A>	Off Duty			00:00 00:00 00:00	
878	Chris m last sync: 07/20/2023 05:32 PM	Off Duty			00:00 00:00 00:00	

Changing Field Employee and Time Period

Inside the Timesheet Records page, you will find the time entries about the selected field employee according to the time period. You can change the time period by clicking on the start date and end date. If you need to change to another field employee, you don't need to go back to the dashboard, you can simply select from the dropdown menu on the upper left as highlighted on the image.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES **TIMESHEET** SNOWTRACK P.O. REPORTS

BACK

Timesheet Records

Field Employee: [1201] Albert Nangkil | 7/16/2023 | 12:00 AM | 7/31/2023 | 11:59 PM

Day	Date(s)	In	Out	Total	Type	Customer	Location	Job #	Edited By
Monday	07/24/2023	07:42 AM	01:42 PM	6:00	Job	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	
Friday	07/21/2023	03:10 PM	03:58 PM	0:48	Break	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	
Friday	07/21/2023	03:08 PM	08:45 PM	5:37	Job	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	
Friday	07/21/2023	03:02 PM	11:02 PM	8:00	Shift	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	

Edit Time Entry

To edit a time entry of the field employee, click on the three dots located in the right corner of the entry. It will give you a pop-up that will allow you to edit the time entry.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES **TIMESHEET** SNOWTRACK P.O. REPORTS

BACK

Timesheet Records

Field Employee: [1201] Albert Nangkil | 7/16/2023 | 12:00 AM | 7/31/2023 | 11:59 PM

Day	Date(s)	In	Out	Total	Type	Customer	Location	Job #	Edited By
Monday	07/24/2023	07:42 AM	01:42 PM	6:00	Job	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	
Friday	07/21/2023	03:10 PM	03:58 PM	0:48	Break	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	
Friday	07/21/2023	03:08 PM	08:45 PM	5:37	Job	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	
Friday	07/21/2023	03:02 PM	11:02 PM	8:00	Shift	2 wheels club	71 A Lopez St, Cebu, PH, 39746	2584	

The Action Button

In the Actions Button, you can view all of the Timesheet Jobs, View Completed Timesheet Jobs, View Equipment Time, and Approve and Sync Timesheet Entries to Quickbooks.

To Approve and Sync Timesheet Entries to Quickbooks, follow this article.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES **TIMESHEET** SNOWTRACK P.O. REPORTS

Shift 08:00 | Job 11:38 | Break 00:48

Pay Period: 16 Jul 2023 - 31 Jul 2023

ID	Field Employees	Status	Company	Location	Progress
1201	Albert Nangkil	Off Duty			08:00 11:37 00:48 00:00
135	Andrey k	On Job		praspiekt Haziety Prauda, Minsk, Minskoja voblasts, 220089	00:00 00:00 00:00 00:00
105	Brannen Hall	Off Duty			00:00 00:00 00:00 00:00
58585	Charles Damon	On Job		2911 Andres Ancojas St, Cebu City, Cebu, Philippines	00:00 00:00 00:00 00:00
88988	Charles Damon	Off Duty			00:00 00:00 00:00 00:00
878	Chris m	On Job	Sky Ranch Tagaytay	49 F/2 Lane Number 5, Rawalpindi, Punjab, Pakistan	00:00 00:01 00:00 00:00

View Timesheet Jobs

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES **TIMESHEET** SNOWTRACK P.O. REPORTS

Shift 08:00 Job 11:38 Break 00:48

Pay Period: 16 Jul 2023 - 31 Jul 2023

ID	Field Employees	Status	Company	Location	Progress	Actions
1201	Albert Nangkil	Off Duty			08:00 1:37 00:48 00:00	<ul style="list-style-type: none"> Approve & Sync View Timesheet Jobs View Completed Jobs View Equipment time
135	Andrey k	On Job		praspiekt Hazlety Prauda, Minsk, Minskaja voblastc, 220089	00:00 00:00 00:00 00:00	
105	Brannen Hall	Off Duty			00:00 00:00 00:00 00:00	
58585	Charles Damon	On Job		2911 Andres Ancojas St, Cebu City, Cebu, Philippines	00:00 00:00 00:00 00:00	Has Conflict Records
88988	Charles Damon	Off Duty			00:00 00:00 00:00 00:00	
878	Chris m	On Job	Sky Ranch Tagaytay	49 F/2 Lane Number 5, Rawalpindi, Punjab, Pakistan	00:00 00:01 00:00 00:00	Has Conflict Records

You will be able to see all Timesheet jobs, click on the Actions to Add a new Job or delete a Job.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES **TIMESHEET** SNOWTRACK P.O. REPORTS

BACK

Timesheet Jobs

Filter: Start Date MM/DD/YYYY End Date MM/DD/YYYY FILTER CLEAR FILTER

Number	Job Name	Customer	Location Name	Address	City	City	Actions
2363	ll	Allard, Robert?Remodel		Robert Allard 92834 Chandler St.	Millbrae		<ul style="list-style-type: none"> Add New Timesheet Job Delete
2298	ACU Repair	Deadways	Location#4	1009 May St	Excelsior Springs	10/12/2022 01:29 PM	
2293	Water Plumbing	AK_TEST1	qwert asdf	Angarskaja 86 Minsk, WA 98032 Belarus Minsk, WA 98032 Belarus Belarus Belarus	Minsk	09/30/2022 04:20 PM	
2220	testing timesheet	MERCI French Bakeshop	2nd branch	1778 Watson St N	Enumclaw	06/22/2022 03:17 PM	

items per page: 25 1 - 4 of 4

View Completed Jobs

All Completed Jobs by weekly will be listed here, click on the Convert to Invoice option if you need to convert the job into an invoice.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES **TIMESHEET** SNOWTRACK P.O. REPORTS

BACK

Jul 23, 2023 - Jul 29, 2023 current week last week

Customer	Address	Job Number	Field Employee(s)	Start Time	End Time	Total Time	Total	Convert To Invoice
2 wheels club	71 A Lopez St, Cebu, PH, 39746	2614	Jorji Wills	7/24/23, 9:08 AM	7/24/23, 9:10 AM	0h 0s	\$0.00	Convert to Invoice

items per page: 15 1 - 1 of 1

