

Timesheet

At the top of Timesheet module, you will see a summary of Shift, Job and Break times. You can view your field employees with their work status, location they are working on, and time record conflicts.

The screenshot shows the Timesheet module interface. At the top, there is a navigation bar with tabs: IndusTrack, MAP, CUSTOMER, ESTIMATES, SCHEDULE, INVOICES, **TIMESHEET**, SNOWTRACK, P.O., and REPORTS. Below the navigation bar is a summary bar with three sections: Shift (00:02), Job (20:55), and Break (00:00). Below the summary bar is a table of field employees. The table has columns: ID, Field Employees (with a dropdown arrow), Status, Company, Location, Progress, and Record Conflicts. The table contains five rows of employee data. The first row is Albert Nangki (ID 1201) with status 'Off Duty'. The second row is Andrey K (ID 135) with status 'On Job' and location 'praspiekt Haziety Prauda, Minsk, Minskaja voblasts, 220089'. The third row is Brannen Hall (ID 105) with status 'Off Duty'. The fourth row is Charles Damon (ID 58585) with status 'On Job' and location '2911 Andres Ancojas St, Cebu City, Cebu, Philippines'. The fifth row is Charles Damon (ID 88988) with status 'Off Duty'. The 'Record Conflicts' column has a 'Record Conflicts' button for the first row, a 'Click to resolve conflicts' link with a right arrow and 'Has Conflict Records' button for the second row, and a 'Has Conflict Records' button for the fourth row.

ID	Field Employees	Status	Company	Location	Progress	Record Conflicts
1201	Albert Nangki last sync: -N/A-	Off Duty			00:00 00:00 00:00	Record Conflicts
135	Andrey K last sync: -N/A-	On Job		praspiekt Haziety Prauda, Minsk, Minskaja voblasts, 220089	00:00 00:00 00:00	Click to resolve conflicts → 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 Ancojas St, Cebu City, Cebu, Philippines	00:00 00:00 00:00	Has Conflict Records
88988	Charles Damon last sync: -N/A-	Off Duty			00:00 00:00 00:00	

Beneath each field employee's name, the information about the last time they sync their mobile app is displayed so you know how current the data is.

This screenshot is identical to the one above, but with a dropdown arrow pointing to the 'Field Employees' column header. Additionally, a red arrow points to the 'last sync: -N/A-' text for the second employee, Andrey K.

To view the timesheet records for any field employee, you can click on Field Employee drop-down and select the person from the list.

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

BACK

Timesheet Records

Field Employee [1998] Jorji Wills 8/1/2023 12:00 AM 9/15/2023 11:59 PM CLEAR FILTER + ADD NEW DELETE

Day	Date(s)	In	Out	Total	Type	Customer	Location	Job #	Edited By
Records conflict has been detected. Needs to be resolved.									
Records conflict has been detected. Needs to be resolved.									
Wednesday	08/23/2023	12:59 PM	01:03 PM	0:04	Job	Sky Ranch Tagaytay	71 A. Lopez St. Cebu City, 6000 Cebu, Philippines	2718	
Tuesday	08/22/2023	02:34 PM	02:35 PM	0:01	Job	5 Dollar Pizza	71 A. Lopez St. Cebu City, 6000 Cebu, Philippines	2701	
Records conflict has been detected. Needs to be resolved.									
Tuesday	08/22/2023	11:08 AM	11:33 AM	0:04	Job	5 Dollar Pizza	71 A. Lopez St. Cebu City, 6000 Cebu, Philippines	2701	
Tuesday	08/22/2023	11:07 AM	11:08 AM	0:01	Travel	5 Dollar Pizza	71 A. Lopez St. Cebu City, 6000 Cebu, Philippines	2701	
Records conflict has been detected. Needs to be resolved.									
Monday	08/21/2023	03:14 PM	10:43 AM	19:28	Travel	5 Dollar Pizza	71 A. Lopez St. Cebu City, 6000 Cebu, Philippines	2701	
Monday	08/21/2023	10:17 AM	10:17 AM	0:00	Job	2 wheels club	71 A Lopez St. Cebu, PH, 39746	2691	Jorji Williams

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The red conflict messages are to display those timesheet records for your field employee which have conflicts. Conflicts can occur due to the time not been recorded properly by the field employees. To view and remove conflict for a time record, single click on the red conflict message and then click 'Use This' to open the timesheet record and make necessary amendments.

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

BACK

Timesheet Records

Field Employee [14] Anton Grip 8/1/2023 2:00 AM 9/18/2023 1:59 AM CLEAR FILTER + ADD NEW DELETE

Day	Date(s)	In	Out	Total	Type	Customer	Location	Job #	Edited By
Records conflict has been detected. Needs to be resolved.									
Friday	04/21/2023	12:41 PM	<N/A>	00:00	Job	Electric Motor Supply Co.	71 A. Lopez St. Cebu City, 6000 Cebu, Philippines		Rabeed Anwaar Use This
Records conflict has been detected. Needs to be resolved.									
Records conflict has been detected. Needs to be resolved.									
Wednesday	03/15/2023	10:28 AM	10:29 AM	0:00	Job	MISSION PLUMBING HTG & AC CO	Cra. 32 #16-315, Medellin, Buenos Aires, Medellin, Antioquia, Colombia	105454	

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Click 3-dots in the far-right for a time record to get more action items.

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

BACK

Timesheet Records

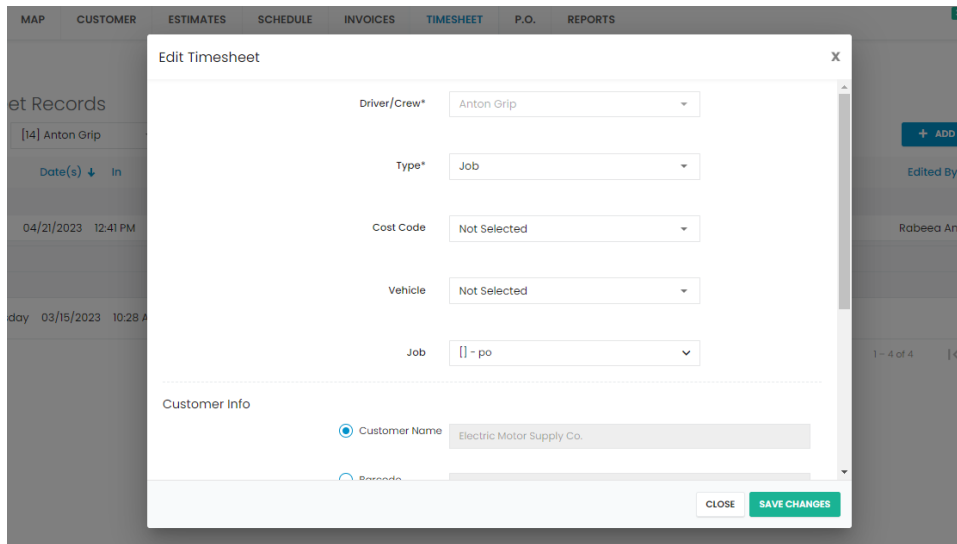
Field Employee [30] Sharon f 1/12/2023 2:00 AM 9/18/2023 1:59 AM CLEAR FILTER + ADD NEW DELETE

Day	Date(s)	In	Out	Total	Type	Customer	Location	Job #	Edited By
Records conflict has been detected. Needs to be resolved.									
Monday	08/28/2023	12:07 PM	<N/A>	00:00	Shift		F9VC +C88, Islam Nagar Zaman Colony, Lahore, Punjab, Pakistan		Use This
Wednesday	08/23/2023	01:34 PM	02:34 PM	1:00	Shift	Industrack	10700 west highway 55 270, plymouth, MN, 55441		
Wednesday	08/23/2023	11:43 AM	11:44 AM	0:01	Job	ABC Company	182 y block, Sector Y DHA Phase 3, Lahore, Punjab, Pakistan	2877	

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Edit
Delete
Audit trail

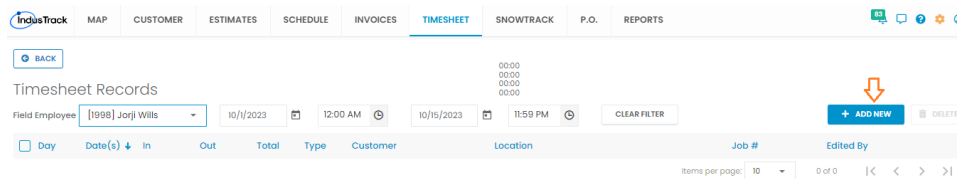
Edit: Use this option to make changes to a time record.



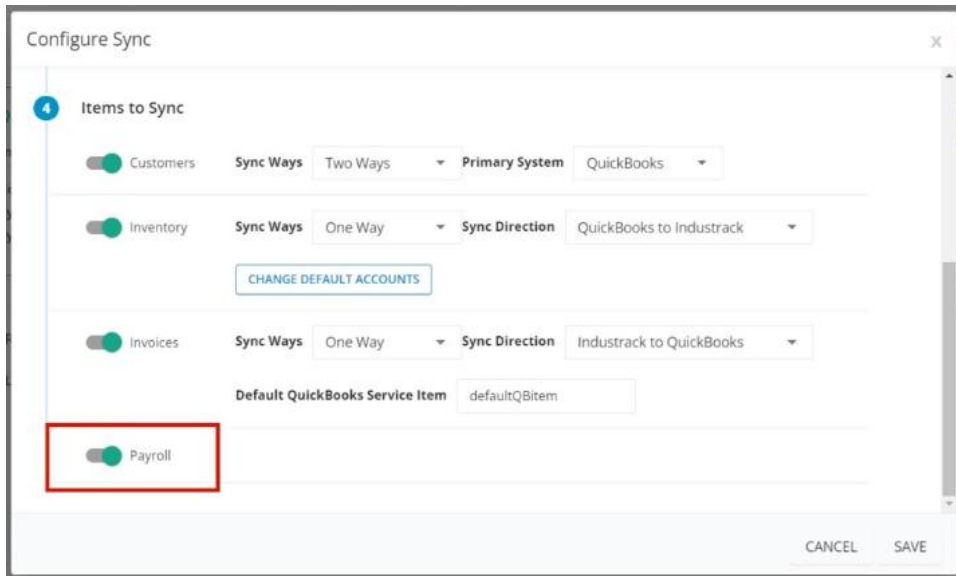
Delete: To remove a time entry, select Delete option.

Audit Trail: To track the changes made to the time record and the person who made those changes, click Audit trail.

To add a whole new Timesheet entry for a field employee, click **ADD NEW** button to the right of the screen.



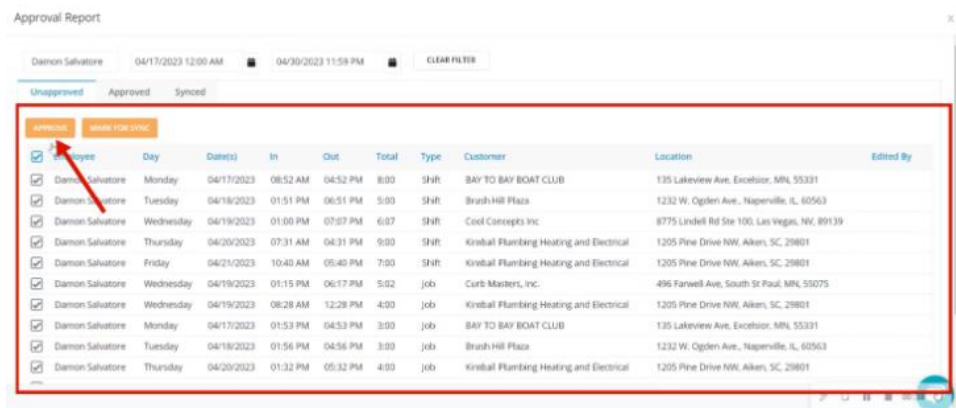
If you have QuickBooks integrated with Industrack, you can approve the timesheets in Industrack and sync with your QuickBooks account. To sync timesheet entries from Industrack to QuickBooks, go to **Settings** > click **Integrations** > select **QuickBooks** > click **Configure Sync** in the top-right > Enable **Payroll**.



On Timesheet module, click **Actions** and select **Approve & Sync**.

On Approval Report, select the employees for whom you would like to sync the timesheet entries. Set the date range and click Apply. You will find relevant timesheets under the **Unapproved** column.

Checkmark the time records that you would like to sync with QuickBooks and click **Approve** button.



The time entries will be queued under **Approved** column.

In the Approved column, mark all those entries that need to be synced with QuickBooks and then click **Mark for Sync**.

Once the next sync cycle takes place, the time entries will get synced to QuickBooks and **Synced** column in Industrack will display the synced timesheets.

Approval Report

Damon Salvatore 04/17/2023 12:00 AM 04/30/2023 11:59 PM CLEAR FILTER

Unapproved **Approved** Synced

View Job List UNAPPROVED

<input type="checkbox"/>	Employee	Day	Date(s)	In	Out	Total	Type	Customer	Location	Marked For Sync	Edited By
<input type="checkbox"/>	Damon Salvatore	Sunday	04/17/2023	08:52 AM	04:52 PM	8:00	Shift	BAY TO BAY BOAT CLUB	135 Lakeview Ave, Excelsior, MN, 55331	Yes	
<input type="checkbox"/>	Damon Salvatore	Tuesday	04/18/2023	01:51 PM	06:51 PM	5:00	Shift	Brook Hill Plaza	1232 W. Ogden Ave., Naperville, IL, 60563	Yes	
<input type="checkbox"/>	Damon Salvatore	Wednesday	04/19/2023	01:00 PM	07:07 PM	6:07	Shift	Cool Concepts Inc.	8775 Lindell Rd Ste 100, Las Vegas, NV, 89139	Yes	
<input type="checkbox"/>	Damon Salvatore	Thursday	04/20/2023	07:31 AM	04:31 PM	9:00	Shift	Kireball Plumbing Heating and Electrical	1205 Pine Drive NW, Aiken, SC, 29801	Yes	
<input type="checkbox"/>	Damon Salvatore	Friday	04/21/2023	10:40 AM	05:40 PM	7:00	Shift	Kireball Plumbing Heating and Electrical	1205 Pine Drive NW, Aiken, SC, 29801	Yes	
<input type="checkbox"/>	Damon Salvatore	Wednesday	04/19/2023	01:15 PM	06:17 PM	5:02	Job	Curb Masters, Inc.	496 Farwell Ave, South St Paul, MN, 55075	Yes	

To view **Timesheet Jobs**, click on Actions button on Timesheet homepage and select **View Timesheet Jobs**. You can see a list of all Timesheet Jobs that were created in the system and to make changes to a particular job, click on any line record and the Edit Job window will pop up. Click **Actions** button to add a new timesheet job or you can delete any if required.

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 Actions

<input type="checkbox"/>	Number	Job Name	Customer	Location Name	Address	City	Created
<input type="checkbox"/>	2787	Test tester	2 wheels club		7169 SECURITY BLVD	BALTIMORE	06/07/2023 05:18 PM
<input type="checkbox"/>	2734	Test leakage	ABC Software		10700 W Highway 55	Plymouth	08/29/2023 04:39 PM
<input type="checkbox"/>	2614	HVAC Maintenance	2 wheels club		40915 45th Hwy S	Hamilton	07/24/2023 08:33 AM
<input type="checkbox"/>	2363	ll	Allard, Robert? Remodel		Robert Allard 92834 Chandler St.	Millbrae	03/01/2023 08:34 AM
<input type="checkbox"/>	2298	ACU Repair	Deadways	Location#4	1009 May St	Excelsior Springs	10/12/2022 01:29 PM
<input type="checkbox"/>	2293	Water Plumbing	AK_TEST1		qwert asdf	Minsk	09/30/2022 04:20 PM
<input type="checkbox"/>	2220	testing timesheet	MERCI French Bakeshop	2nd branch	1778 Watson St N	Enumclaw	06/22/2022 03:17 PM

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Once a field employee completes any timesheet job on their app, you can see the history under the Completed Timesheet Jobs section. On the **Timesheet** homepage, click **Actions** button and select **View Completed Jobs**. Set the date range from the drop-down and you will see a list of all completed timesheet jobs. In the far-right you will have the option to convert a timesheet job into an invoice.

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

BACK

Mar 1, 2023 - Mar 31, 2023 current month last month

<input type="checkbox"/>	Customer	Address	Job Number	Field Employee(s)	Start Time	End Time	Total Time	Total	Convert To Invoice
<input type="checkbox"/>	ERICKSON ASPHALT SERVICES INC	12739 320th Ave, Princeton, MN, 55371, USA	1079	Raz B, Rabeeo Anwar	3/9/23, 12:16 PM	3/20/23, 10:25 AM	7h 21s	\$50.00	Convert to Invoice
<input type="checkbox"/>	Get Plowed Snow Removal	9749 Sheltering Oaks, Brighton, MI, 48114, USA	1089	Rabeeo Anwar, Dustin Smith	3/1/23, 9:56 AM	3/30/23, 10:13 AM	23h 34s	\$0.00	Convert to Invoice
<input type="checkbox"/>	MISSION PLUMBING HTG & AC CO	15440 TRADESMAN, SAN ANTONIO, TX, 78249, USA	105454	Anton Grip	3/15/23, 12:28 PM	3/15/23, 12:29 PM	0h 48s	\$0.31	Convert to Invoice

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