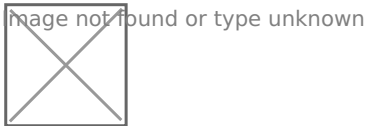


Introduction

Time Tracker Introduction

LOGIN

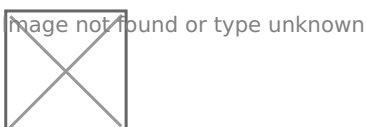


Use Provided Email ID and Password for login into timetracker.

Time tracker URL: <http://alphaonlinefood.com/timetracker/>

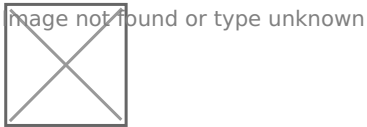
DASHBOARD

1. Clock In : After login you will see clock in section as shown below

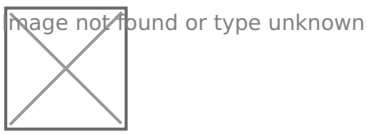


Clicking on Clock In will indicate your start of the day, consider it as a daily attendance part.

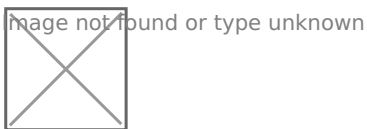
2. Clock Out : Once your daily tasks are over you should click on clock out



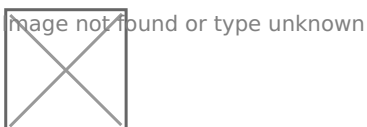
A dialogue Box will appear as shown below, here you will have to mention in short about projects you work on that day in Notes section and click Save and Logout



3. My Open Tasks : This section on dashboard will show the total no. of open tasks which are assigned to you in different projects.

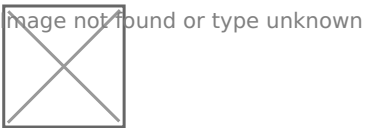


PROJECTS

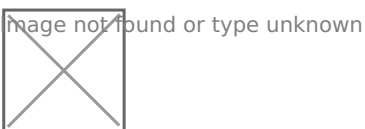


1. All Projects : Clicking on All Projects will show you a list of projects assigned to you.
2. Tasks : Tasks section will show you all tasks assigned to you in different projects.
3. Gantt Chart : Gantt chart will show you the schedule and current status of projects you are working on.
4. Timesheets : Timesheets will show all entries you made on different projects with start / stop time as well as comments you made on them.

All Projects



1. In all Projects root page you will see list of all projects assigned to you with start date and deadline mentioned on it
2. You can also see Start Timer button which you need to click when you are going to start working that project as soon as you click on it start timer button will become Stop Timer which you need to click once you stop working on that project on that day, you will see Dialogue box as shown below



3. Here you will have to describe in detail about what part you worked on in that duration, you can select a task from task list and click save (*if task is not mentioned in task dropdown, developer will have to create task and get it checked from respective project manager and then stop timer)
4. Before Starting any project Milestones for that project should be saved if milestones are not mentioned please contact your project manager.
5. Clicking on Title of project will take you to project details page as shown below



image not found or type unknown

6. As shown in above page you will be able to see all tasks in this project with there status in that project
7. In case tasks are provided to you on some other medium such as Word Doc, Pdf etc and those tasks are not mentioned in tasks list developer has to create all tasks and get them checked by respective project manager before start of project, Task creation part is as given below
8. In the above image you can see Add Task and Add Multiple Tasks buttons on the right top side of projects. Click on one depending on you want to add one or multiple tasks, below example is for single task
9. Clicking on Add Task will show Dialogue box as shown below



image not found or type unknown

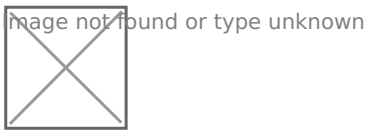
10. Here you need to add task name, description, select point no. depending on complexity level of task, Select Milestone, In Assign to select name of developer who will be working on it , In Collaborators select names of project manager and other developers working on project, In Status choose To Do if you are planning to start on that task later., Choose Appropriate Label for task, Set start and end date for that task, Upload any image or file required for task and click save
11. Above process will add tasks to the task list of that project, you can click and add more information such as Checklist for that task.



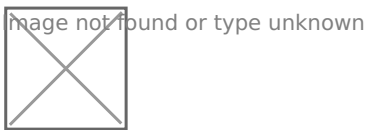
image not found or type unknown

12. Once all tasks are added get it checked from project manager before starting
13. Once you start on that task change status from to do to In Progress check below image for reference

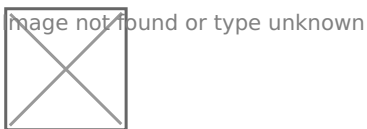
Step 1: Click on status of that task popup will appear as shown below



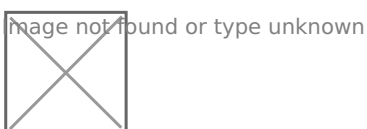
Step 2: Click On down arrow and select respective status of that task



14. You can also change status from Task Kanban by directly dragging tasks from To-do column to In progress or Done column as shown in below diagram



15. You can see all Milestones in Milestones tab as shown below



16. You can see schedule from Gantt Chart, Notes about project where you may find links for meeting discussions , and Files related to project in Files section
17. In Timesheet you can see all entries done by you and other developer with messages or notes on respective task,
18. If you forgot to click on start timer before start of project you can always use Log Time in timesheet to make entries as shown below

image not found or type unknown



Tasks

In Tasks section you can see all tasks in all projects assigned to you in List and Kanban format as shown in image below

image not found or type unknown



Gantt

In Gantt you can see all the projects Schedule and Status in Gantt chart as shown below

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Timesheet

In timesheet you will see all entries in timesheets of all projects assigned to you, these entries includes other developers entries as well who are working with you on same project

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Help & Support

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Here Help section includes articles on different topics which may help you in development

Help

You can check different articles or also can suggest any article which we can add here

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Revision #2

Created 29 March 2023 09:44:20 by Dipti Mulay

Updated 29 March 2023 09:45:24 by Dipti Mulay