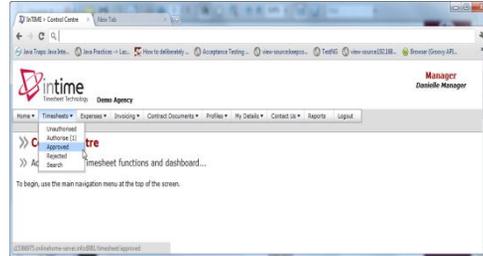


Accessing InTIME

The first step is to open your web browser (usually one of Internet Explorer, Firefox or Chrome). Once opened, you will need to enter your InTIME server address in the browser "location bar" or "address bar". This address should have been provided by your internal InTIME administrator.

Once the InTIME site has opened, you will be prompted for your Username and Password, which should have been provided by your manager or your internal InTIME administrator.



Timesheet and Expenses Basics

Before using InTIME, you need to be aware of the different states of timesheets and expense claims. These are:

Draft: a draft timesheet is one that a worker has created, saved but not yet submitted. There are no draft expenses.

Submitted: a submitted timesheet or expense is one that a worker has created and submitted for your approval. Submitted timesheets and expenses cannot be modified.

Approved: an approved timesheet or expense is one that you have approved for payment.

Rejected: a rejected timesheet or expense is one that has been rejected by you. This is usually because of incorrect hours or expense lines. You can provide a comment as to why the timesheet or expense was rejected. Once rejected, the timesheet becomes a draft for editing and resubmitting. Expenses can be edited via the expenses Rejected menu option.

Once you have logged in, you will be presented with the main InTIME homepage as above. The navigation menus are located across the top of the page, starting with the Home menu item on the left. Be aware that the list of items in the menu bar may vary depending on what modules your organisation has subscribed to.

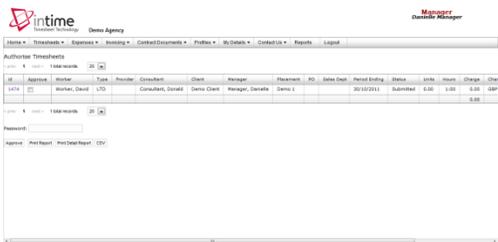
The Main Menu

The Main Menu is located across the top of the screen and allows you to access the various parts of InTIME. The menu consists of a Timesheet menu that provides access to authorise timesheets, view previously approved timesheets and a timesheet search tool.

The Profile menu provides access to your user profile where you can update your contact details and change your system preferences. The Profile menu also allows the management of the workers and their placements as well as your company contact details and preferences.

Approve or Reject Expenses / Timesheets

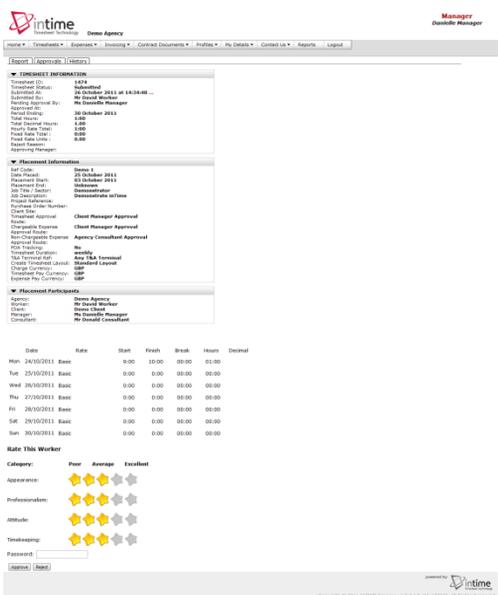
To approve or reject timesheets or expenses, you should click on the Authorise item off either the Timesheets or Expenses menu. You will then be presented with a list of all timesheets or expenses submitted by workers that require your approval.



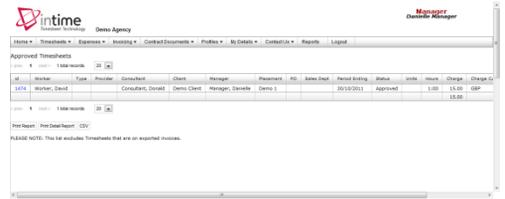
Now, you can approve in one of two ways.

The quickest way is a Bulk Approve, where you simply tick each item listed (tick box under the approve column) that you want to approve, enter your password and then click Approve. All of the selected items will now be approved.

The other method is to approve each timesheet individually (by clicking on the name of the timesheet).

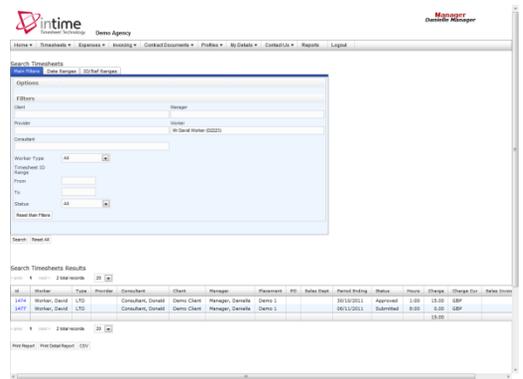


Once the timesheet appears, you must enter your password (at the bottom) and click either Approve or Reject. If you select Reject, you will be presented with a new page asking for a Reason for the rejection. This reason will be sent back to the worker so they can act accordingly.



Approved Timesheets / Expenses

Once you have approved these, they will be available for review in the Approved area, which can be accessed by clicking Approved off the Timesheet or Expenses menu. This will provide a list of all the items that you have approved. Clicking on the id of the item will open it fully providing more detail.



Search

If you need to find a timesheet or expense item, you can use the Search feature off the Timesheet or Expense menu. Once clicked, you will be presented with a search form, where you can specify various date, placement or timesheet criteria to find a specific timesheet or expense item. Clicking Search will return results based upon your search criteria.

The above screenshot returns all timesheets related to David Worker, however, this can easily be extended to find only submitted timesheets for David Worker within a specific date range simply by adding the criteria within the search fields. You can bring up more information on each timesheet by clicking on the id on the left hand side of the timesheet entry.

