timetracker Lite
free timesheet

Getting Started

2 | **Introduction to TimeTracker**

TimeTracker Lite, is simple, ready to use Free Time Sheet software, that enables you to track time spent, on various project or activities and increase productivity.

It is a single pc, single-user application which supports 1 user. Ideal for individual and small business.

No registration required simply download, install and start using TimeTracker Lite.

You can upgrade to higher edition for more features.

For free support mail us at info@spinso.com

Time Sheet

Generally professionals work on multiple projects and activities. They charge client on time and material basis, or on fixed cost. In both cases, it is important to track the actual time spent versus the estimated.

We will see following options

- How to enter My Timesheet

- How to view monthly view

3   Wizard

Introduction

The wizard screen lets you quickly enter basic details required to create masters. This screen will appear only once when you login to the system for first time.

The step by step instructions in the wizard guides you to enter master data like Project.

Data entered through wizard can be seen in Master screen. You can also further add or modify these details later in the respective masters.
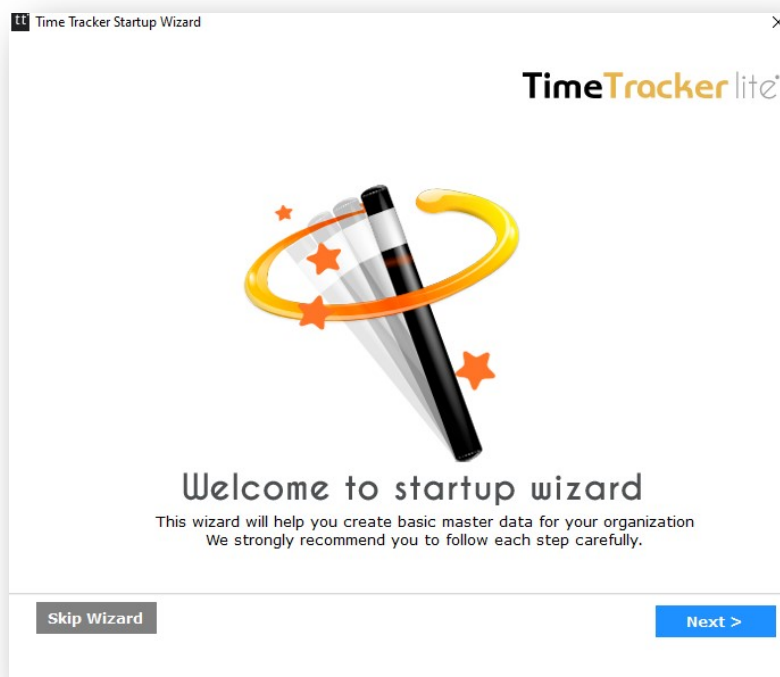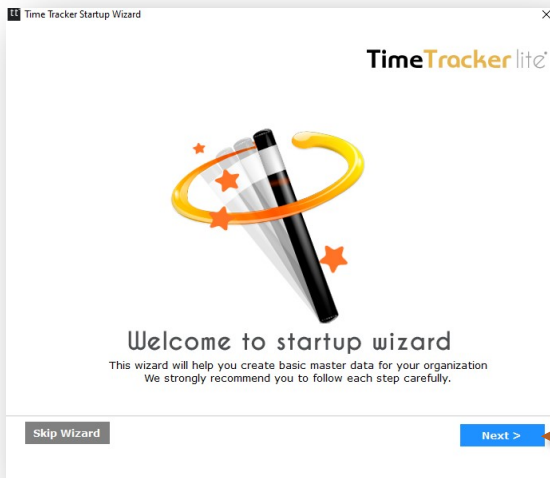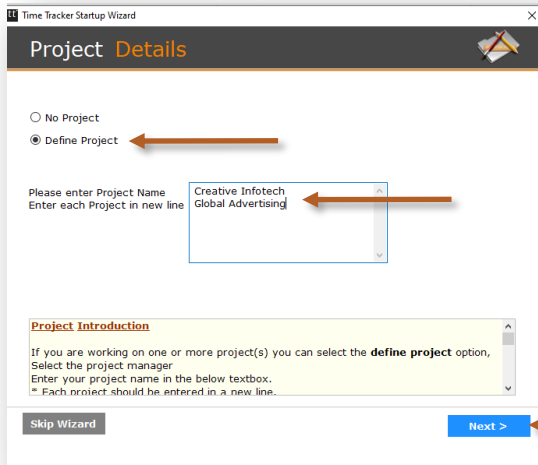
3.a How to enter data in Wizard

Please note

If you wish to skip this, you can also enter data via respective master screen

The first screen that appears in the wizard is the welcome screen, it is a start-up screen that gives brief introduction about the wizard.
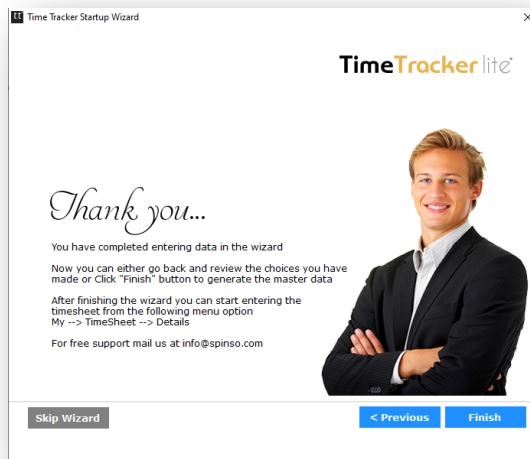
Click **Next** to Continue

Select **Define Project**

Enter Projects

Sample Data

Creative Infotech
Global Advertising

Click **Next** to Continue

This is the final screen in wizard.

After clicking on finish, respective master data will be created.

Click **Finish** to start entering data in Timesheet.

4   Timesheet

Timesheet in TimeTracker Lite enables you to capture time spent on various activities or projects.

Timesheet is simple, user friendly that allows you to record time, quickly and easily.
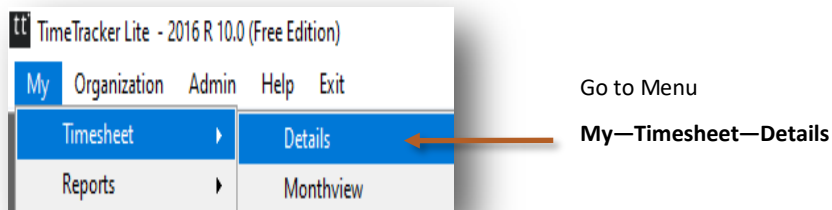
We will see following options

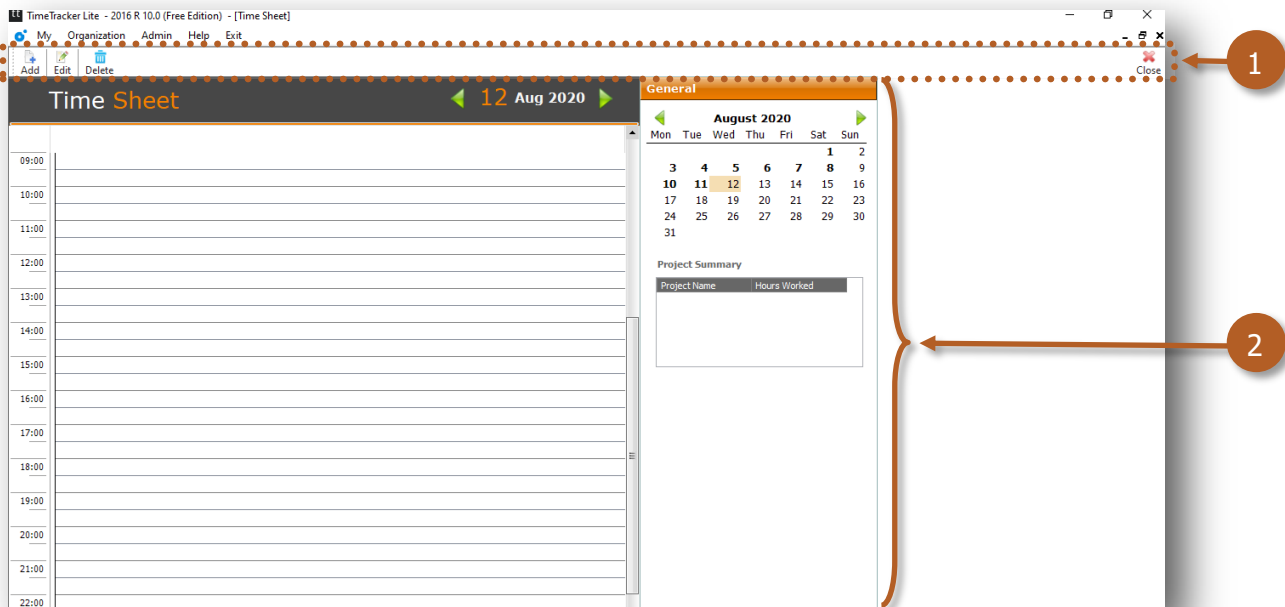   **4.a**   **How to enter My Timesheet**

    4.b   **How to see monthly view**

4.a   How to enter My Timesheet

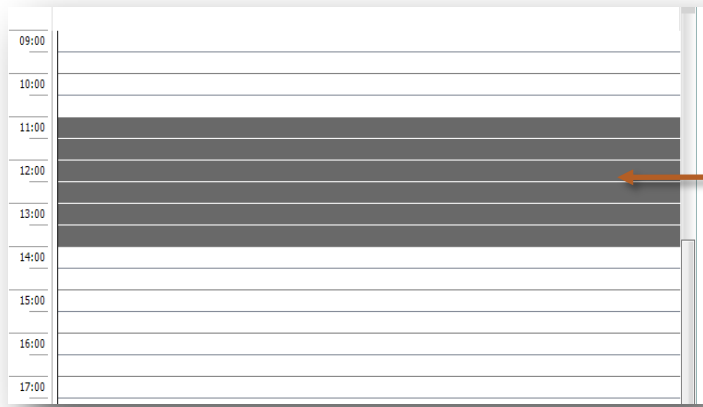Lets see how to enter Timesheet

Go to Menu

My—Timesheet—Details

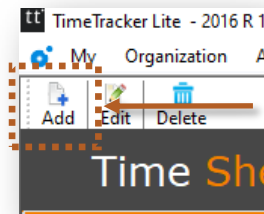**Timesheet screen can be broadly divided into 2 sections that is explained below**

1. Toolbar to add, edit or delete data
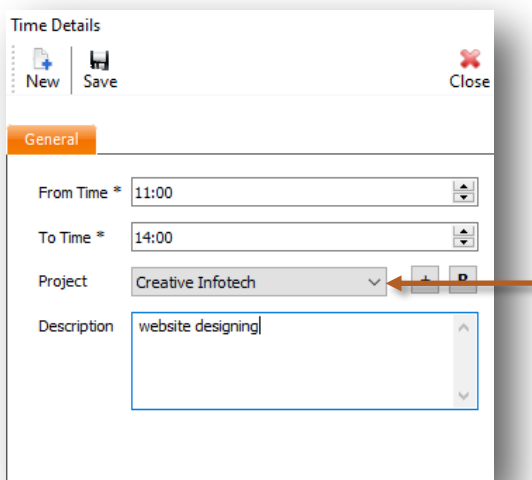2. Timesheet details can be viewed

Select the time slot by 11.00 to 14.00

You can also drag for selection.

Click on **Add** to add the Project details

Select **Project** from the list

You can also write description for more details

Click on **Save**

Time Details

New   Save   Close

| General |

From Time *   `11:00`
To Time *   `14:00`
Project   Creative Infotech   [+] [R]
Description   website designing

Time Sheet   ◄ **12** Aug 2020 ►

| General |

August 2020 ◄ ►
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	**12**	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

09:00
10:00
11:00   Creative Infotech:Website Designing
12:00
13:00
14:00
15:00

Project Summary

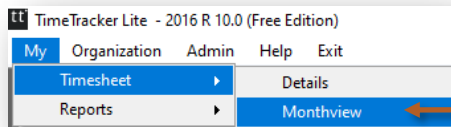| Project Name	Hours Worked
Creative Infotech	3

Project details and Description added for given time slot

You can see Project Summary here

How to see monthly view

Lets see how to see timesheet in month view

Go to Menu

My—Timesheet—Monthview

As you can see in month view you will get daily total number of hours worked

5   Reports

Reports include project summary and other timesheet reports that give you the overall summary of time spent in a project or task. The data in report can be exported to excel.

Reports are described in following 2 steps

5.a   Introduction of Reports
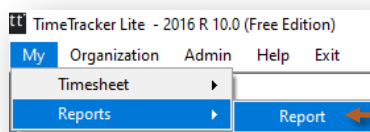
       5.a.1   Export to Excel

5.b   My— Reports

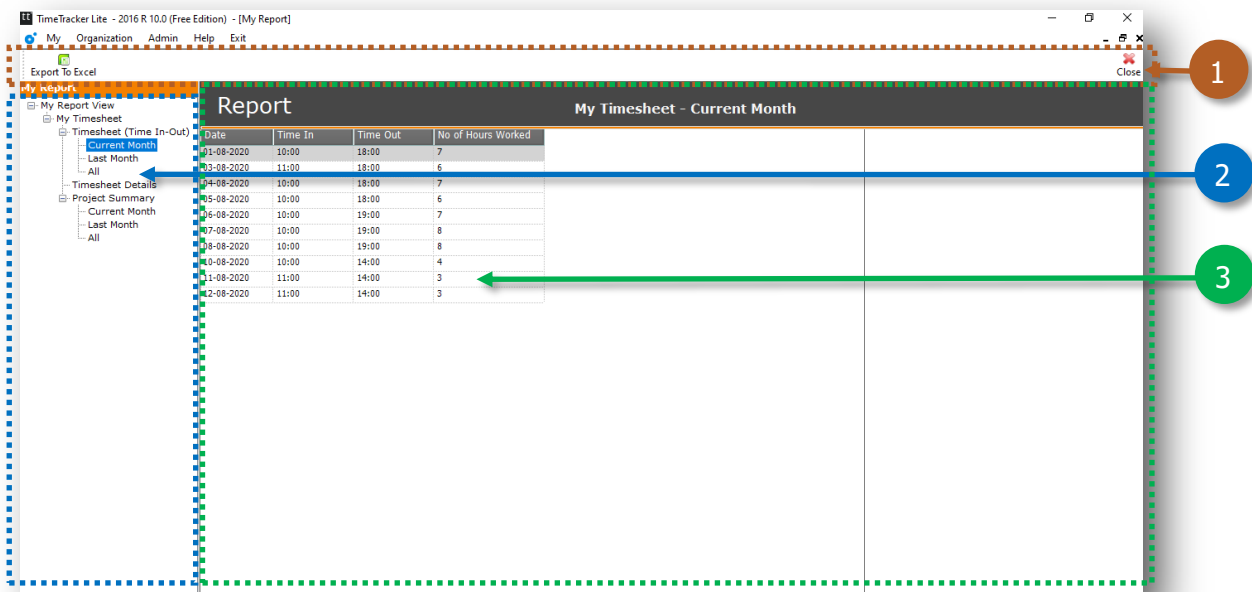# 5.a   Introduction of Reports

In Reports you can export the data to excel for more details.

Lets see how to see Reports

Go to menu

My—Reports—Report

1. Toolbar to export data in excel
2. Report List
3. Data viewer grid

Lets see how to view report for **Timesheet—Current Month** where you will get the list of Timesheets which are entered for current month.
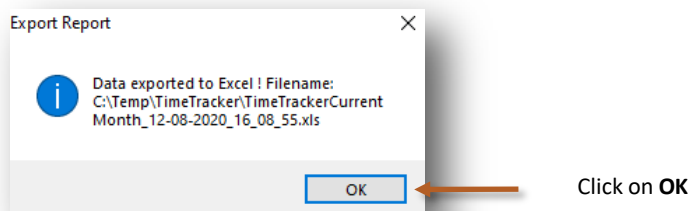

Click on **Current Month**

Current month data will be populated

Date	Time In	Time Out	No of Hours Worked
01-08-2020	10:00	18:00	7
03-08-2020	11:00	18:00	6
04-08-2020	10:00	18:00	7
05-08-2020	10:00	18:00	6
06-08-2020	10:00	19:00	7
07-08-2020	10:00	19:00	8
08-08-2020	10:00	19:00	8
10-08-2020	10:00	14:00	4
11-08-2020	11:00	14:00	3
12-08-2020	11:00	14:00	3

Data is showing in the data viewer grids

5.a.1   Export to Excel

Lets see how to export the data to excel
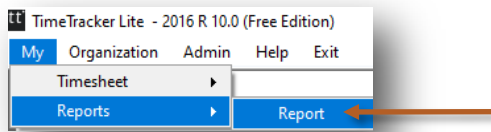

Click on **Export To Excel**

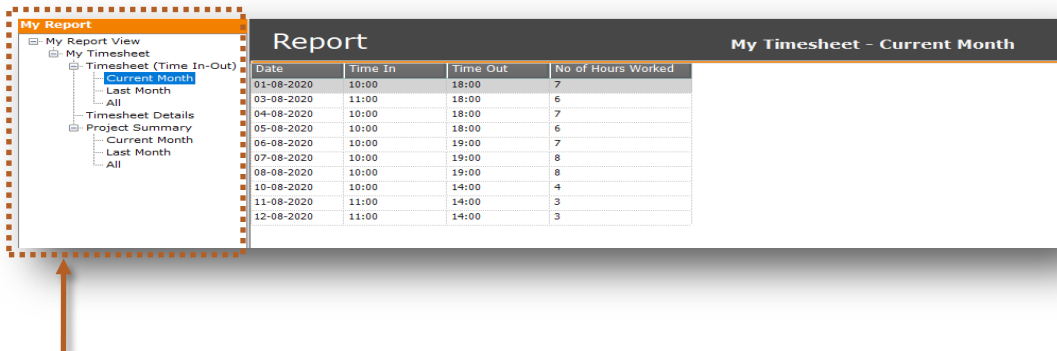Click on **OK**

Data is exported to Excel

5.b My Reports

In My—Reports you can view your data also you can export the excel for more details.

Lets see how to see My-Reports

Go to menu

My—Reports—Report

This is report list and now we will see more details about report list

My-Reports List

Timesheet

1

Current Month
You will get the list of Timesheet for current month with following fields.
Date, Time In, Time Out & No Of Hours Worked

2

Last Month
You will get the list of Timesheet for last month with following fields.
Date, Time In, Time Out & No Of Hours Worked

3

All
You will get the list of Timesheet for all with following fields.
Date, Time In, Time Out & No Of Hours Worked

4

Timesheet Details
You will get the Projectwise Timesheet with following fields.
Date, From Time, To Time, Project & Description

Project Summary

5

Current Month
You will get the list of Projectwise hours worked with following fields.
Project & No Of Hours Worked

6

Last Month
You will get the list of Projectwise hours worked for last month with following fields.
Project & No Of Hours Worked

7

All
You will get the list of Projectwise hours worked for all with following fields.
Project & No Of Hours Worked

SPINSO

SalesTracker ^lite
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