

MOBILE INTERFACE ANYTIME USER GUIDE FOR CLIENTS & SUPERVISORS

A Client & Supervisor's guide to using the AnyTime Online
Timesheet System on a mobile device.

Updated 24th April, 2019



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INTRODUCTION

The Mobile Interface User Guide for Clients and Supervisors has been designed to assist Clients and Supervisors with accessing and utilising the AnyTime Online Timesheet System.

This document will guide you through the process of logging into the online timesheet system, authorising Employee's timesheet and leave applications, and the process of rejecting incorrect timesheets and leave applications.

It will also show you how to view your Employee's Placement details, your account details and how you can change your password.

CONVENTIONS

The following symbols are used in this guide


<i>Symbol</i>	<i>Purpose</i>
	Indicates an item of important information

TABLE OF CONTENTS

LOG IN 5

TIMESHEETS 7

 TIMESHEET SUMMARY 7

 APPROVE TIMESHEET 8

 Reject Timesheet 8

 Allowances (where applicable) 9

 Notes 9

 Attachments 9

 VIEW TIMESHEETS 10

LEAVE 11

 Reject Leave Application 11

PLACEMENTS 13

MY PROFILE..... 13

NOTIFICATIONS 13

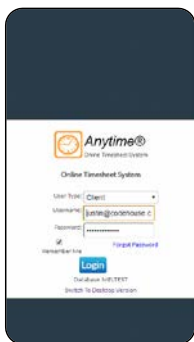
FREQUENTLY ASKED QUESTIONS 14

LOG OUT 14


To access the AnyTime Online Timesheet system from your mobile device you will need an internet connection.

LOG IN

To access the system click on the link in your welcome email, or you can enter the web address directly into your web browser.



Ensure the User Type is 'Client' and then enter your Username (email address) and password exactly as it appears in the welcome email and click **LOGIN**

 **Note:** When you log in for the first time, you will be required to enter a New Password

Forgotten Password

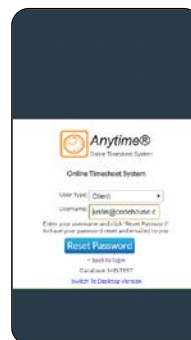
If you have forgotten your password click **FORGOT PASSWORD**


In the Reset Password screen check the User Type is 'Client' and enter your Username

Click **RESET PASSWORD**

A temporary password will be emailed to you.

To return to the Login Screen click **BACK TO LOGIN**




 **Note:** A shortcut to the web page can be added to the home screen on your smartphone or tablet so that you can directly access the system


To create a shortcut, open the web page by clicking on the link in your welcome email

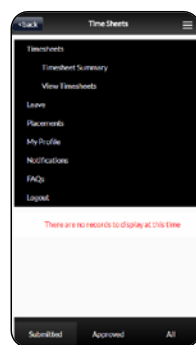
Tap the menu button (android devices) or share button (iPad or iPhone) and select Add to Home Screen.

When accessing the system it will default to the Timesheet Summary screen

 **Note:** Please see *Timesheets – Timesheet Summary* below for instructions

Other areas of the system are accessed via the main menu

To access the Main Menu click on the three horizontal lines  at the top right hand side of your screen



The following areas can be accessed from the Main Menu.

Timesheets

 Timesheet Summary

 View Timesheet

Leave

Placements

My Profile

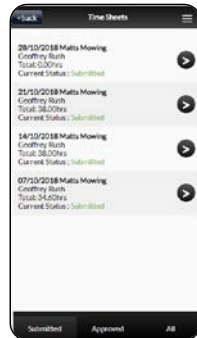
Notifications

FAQs

Logout

TIMESHEETS

TIMESHEET SUMMARY




This screen will display up to 6 timesheets for different Pay Periods and the current status of the timesheet

Status

Submitted	Timesheet has been submitted and awaiting approval
Approved	Timesheet has been approved by Supervisor
All	Display all timesheets

To approve a submitted timesheet click on the Pay Period

 **Note:** Please see *Approve Timesheet* below for instructions on creating and submitting timesheets

APPROVE TIMESHEET

To approve a timesheet click on the timesheet to display the timesheet details

Timesheet details screen showing:

- Start Time: 07:00
- Start Break: 10:40
- End Break: 11:40
- End Time: 15:38
- Work Type: Hours Worked
- Job Number: [empty]
- Total Hours: 7.60

Buttons at the bottom: T Sheet, Allow, Notes, Attach.

Further details can be displayed by clicking on the individual day in this screen.

Click **NEXT** to view consecutive days or **BACK** to return to the Timesheet screen

Approval Screen showing a list of days with hours worked:

- Mon 08/10/18: 7.60
- Tue 09/10/18: 7.60
- Wed 10/10/18: 7.60
- Thu 11/10/18: 7.60
- Fri 12/10/18: 7.60
- Sat 13/10/18: 7.60
- Sun 14/10/18: 7.60
- Total: 38.00

Buttons at the bottom: T Sheet, Allow, Notes, Attach.

Timesheet screen showing a list of days with hours worked:

- Mon 08/10/18: 7.60
- Tue 09/10/18: 7.60
- Wed 10/10/18: 7.60
- Thu 11/10/18: 7.60
- Fri 12/10/18: 7.60
- Sat 13/10/18: 7.60
- Sun 14/10/18: 7.60
- Total: 38.00

Buttons at the bottom: T Sheet, Allow, Notes, Attach.

To approve the Timesheet scroll to the bottom of the screen and click **APPROVE**

Reject Timesheet

To Reject the Timesheet scroll to the bottom of the screen and click **REJECT**

Enter the reason you are rejecting the timesheet and click **OK**

The employee will receive an Email (SMS) to advise their timesheet has been rejected and they need to resubmit it

Timesheet screen with a dialog box for rejecting the timesheet:

OTS Timesheet

Please state rejected reason:

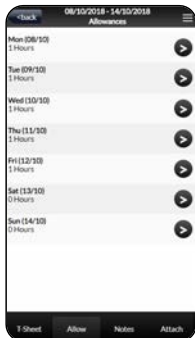
[Text input field]

Buttons: OK, Cancel

Buttons at the bottom: T Sheet, Allow, Notes, Attach.

Allowances (where applicable)

Where the employee has entered allowances these can be viewed by clicking **ALLOW** at the bottom of the timesheet screen



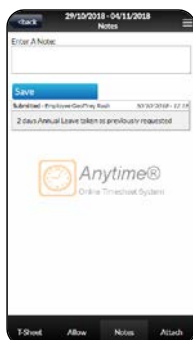
To view allowance details click on the day allowances have been entered against

Click **BACK** to return to the previous screen



Notes

You can view and enter notes in the Note section



To Open the Note section click on **NOTES** at the bottom of the timesheet screen

Enter the required note and click **SAVE**

Click **BACK** to return to the Timesheet screen to submit your timesheet

Attachments

Employees are able to attach up to 3 files to their timesheet

To access the attachment click **ATTACH** at the bottom of the timesheet screen

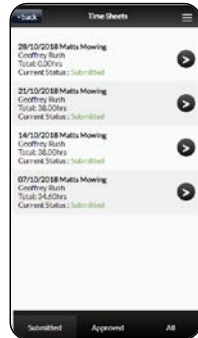
To view the attachment click **DOWNLOAD**

Click **BACK** to return to the Timesheet screen to submit your timesheet



VIEW TIMESHEETS

Here you can view timesheets filtered by Timesheet Status by clicking on the status at the bottom of the screen.

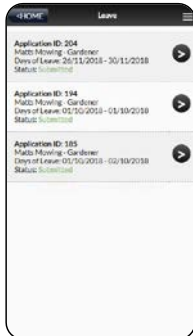


You can select to view timesheets based on the following status:

<i>Submitted</i>	Indicates that the timesheet has been submitted and is awaiting to be approved
<i>Approved</i>	Displays timesheets that have been previously approved
<i>All</i>	Displays All Timesheets

LEAVE

In this screen you can view and approve (reject) employee leave applications



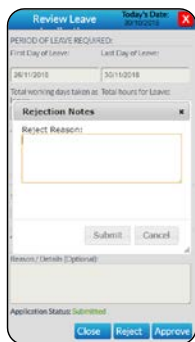
Click on the row to view the leave application

To approve the application click **APPROVE**

The employee will receive an Email (SMS) to advise their application has been approved



Reject Leave Application



To reject an application for leave click **REJECT**

Enter the reason you are rejecting the application and click **OK**

The employee will receive an Email (SMS) to advise their application has been rejected and they need to resubmit it

APPROVE LEAVE APPLICATIONS 'ON THE SPOT'

The system also includes functionality so that you can approve a leave applications 'on the spot' via the Employee leave application entry screen.

This function is just like you being handed a manual application from the Employee and you signing it immediately.


To access this function when the Employee has entered their application they need to click **SUPERVISOR APPROVAL**

A screenshot of a mobile application dialog box titled "Supervisor Approval Login". The text inside says "Your Application has been submitted" and "For Supervisor Approval, have them sign to Approve this Leave request". Below this, there is a dropdown menu showing "Jordan Kannevill" and a text input field for "Username" containing "jordan@codehouse.com.au". There is also a text input field for "Password". At the bottom, there are two buttons: "Login & approve" and "Close".

Where you are the supervisor assigned against the application your Username will be automatically populated. Alternatively you can select your name from the Supervisor drop down menu

Enter your password and click **LOGIN & APPROVE**

This will automatically approve the leave application

 **Note:** *Once you have logged in and approved the Employee's timesheet the system will automatically log you out and return the Employee to their profile*

PLACEMENTS



This screen displays current placement details for all Employees you have been assigned to.

To view placement details select the employee from the drop down menu

MY PROFILE

This screen displays your personal details

These details cannot be amended within this system. To amend any of these details you need to contact your Employee's provider.

You can change your password in this screen by clicking **CHANGE PASSWORD**

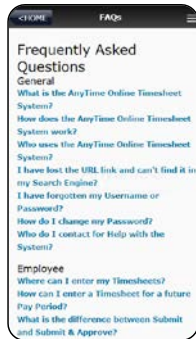


NOTIFICATIONS



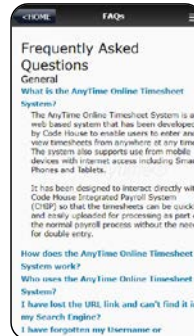
This screen displays any messages that have been previously viewed when opening the online timesheet system

FREQUENTLY ASKED QUESTIONS



To view the frequently asked questions click **FAQs**

Click on the question to view further information



LOG OUT

To log out of the AnyTime Online Timesheet system click on **LOGOUT**