

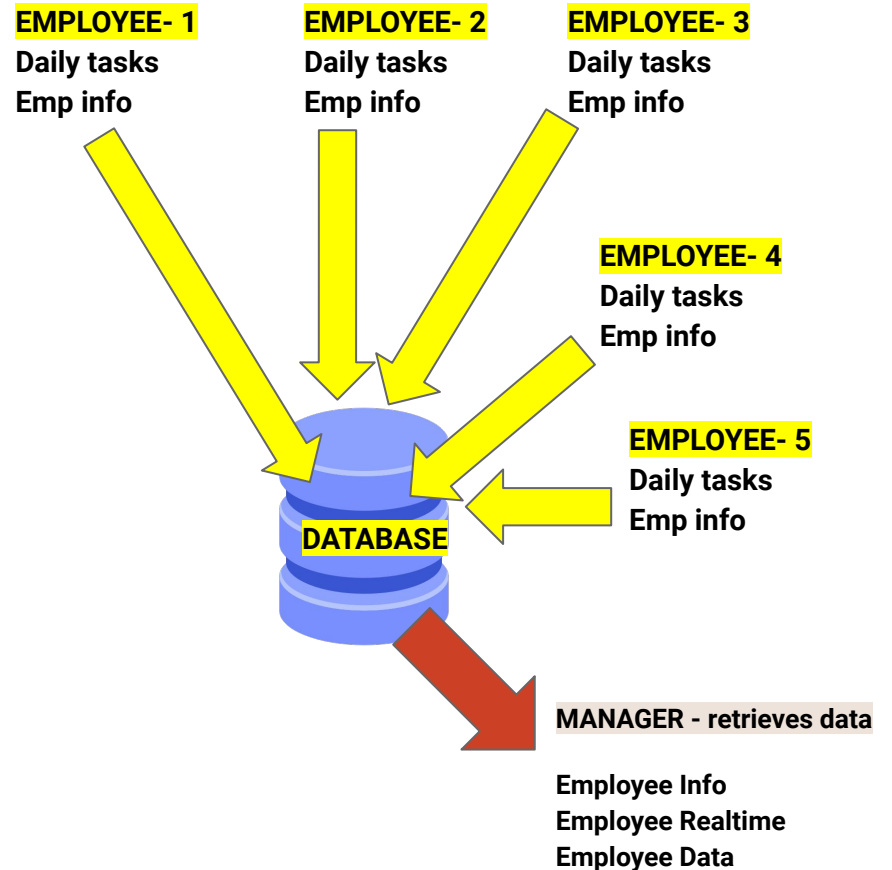
# Timejet

Online time tracking tool  
[www.dlohia.com/timejet](http://www.dlohia.com/timejet)

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# Workflow design

Employee's Enter data using dashboard and manager Retrieves the data from the database for all employees.



# Manager Sign-up

First we have to sign-up for a manager to create team.

Home > Manager Login > Manager Sign-up

<https://www.dlohia.com/timejet/manager-register.php>

**Important** : enter valid email during signup , same will be used for password reset & other tasks.

## TimeJet | Manager Sign Up

Please fill this form to create an account.

**Manager Name**

**Manager Email**

**Password**

**Confirm Password**

# Employee Signup

Once a manager sign-up is done , sign up for Employee using manager email.

Home > Employee Login > Employee Sign-up

<https://www.dlohia.com/timejet/emp-register.php>

**Important** : Ensure that your manager email is entered correctly . Valid Email only .

## Employee Sign Up

Please fill this form to create an account.

Your Manager Email

Employee Name

Employee Email

Password

Confirm Password

# Employee Login

Now associate can login and start using the tool.

Home > Employee Login

<https://dlohia.com/timejet/emp-login.php>

**Important** : Ensure that your manager email is entered correctly . Valid Email only .

## Employee Login

Please fill in your credentials to login.

**Manager Email**

**Employee Email**

**Employee Password**

Login

[Employee Sign-up.](#) | [Forgot Password.](#)

# Employee Dashboard

Associate can start entering his data by clicking on Start button.

1. choose an **Activity** from dropdown
2. Hit **Start** .
3. Enter **Case Ref#** and **comments** if needed.
4. hit **Stop** to record

**Important** : Activities can be changed by manager to appear in dropdown.

The screenshot shows the Employee Dashboard form with the following fields and annotations:

- Login Date:** 20-Feb-2021
- User ID:** employee@gmail.com
- Emp Name:** Rahul Singh
- Manager ID:** manager@gmail.com
- Start Time:**
- Last Stop Time:**
- Last Total Time:**
- Activity:** -- select activity -- v (Annotated with "1. Choose Activity")
- Case Ref#:**
- Comments:**
- Start:**  (Annotated with "2. Click on start")
- Stop:**  (Annotated with "4. Click on stop")

Additional annotations:

- "3. Enter case ref# or comments if required." points to the Case Ref# and Comments fields.

# Recording Activity

Login Date: 20-Feb-2021    User ID: employee@gmail.com    Emp Name: Rahul Singh  
Manager ID: manager@gmail.com

Start Time: 11:15:47    Last Stop Time:    Last Total Time:   

Activity: Production

Case Ref#: Abc#99

Comments:

Click on ok to confirm.

Start time = 11:15:47  
Stop Time = 11:16:54  
Total Time = 00:01:07  
want to submit ?

OK

Cancel

# Activity Reports

Activity Reports can be accessed under Reports Section

Home > Employee Login > Dashboard > Reports

## your reports

Export to excel

ID	Login Date	Activity	Case Ref#	Start Time	End Time	Total Time
758	20-Feb-2021	Production	Abc#99	11:15:47	11:17:55	00:02:08

Click to export reports to excel



# Logout / Reset Password

Click on [Reset Password](#) to Reset password.

Click on [Logout](#) to logout.



## Reset Password

Please fill out this form to reset your password.

**New Password**

**Confirm Password**

[Submit](#)

[Cancel](#)

# Manager Login

Login to Manager account to View Reports and other controls.

Home > Manager Login

<https://www.dlohia.com/timejet/manager-login.php>

**Important** : enter the same email used by Employee during signup process.

## Manager Login

Please fill in your credentials to login.

**Manager Email**

**Password**

Login

# Manager Dashboard

Real-time Status of the users under manager name.

Home > Manager Login > Dashboard > Activities

## manager@gmail.com: employee logins

10 records per page

Search:

ID	Emp ID	Emp Login/Logout Time	Last Activity	Since Time	Action
35	employee@gmail.com	20-Feb-2021 11:08:12pm	LOGGED OUT	11:49:33	<a href="#">Delete user</a>

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Deleting a user will remove user information from signup details

# Amending Activities

Here you can amend activities that appear on Employee Dashboard

Home > Manager Login > Dashboard > Activities

The screenshot shows the 'Activities' management page. At the top, there is a search bar and a 'Show 10 entries' dropdown. Below this is a table with columns for 'Activity Name' and 'Delete'. The first row in the table has 'SRL Cases' in the 'Activity Name' column and an 'Insert' button. The other three rows have 'Non-Production', 'Production', and 'Break' in the 'Activity Name' column, each with a 'Delete' button. To the right of the table, there is a callout box with three numbered steps: 1. Click on **Add** to add an activity (pointing to a blue 'Add' button), 2. enter Activity Name (pointing to the 'SRL Cases' input field), and 3. Hit **insert** to Add (pointing to the green 'Insert' button). Below the table, it says 'Showing 1 to 3 of 3 entries (filtered from 9 total entries)'. On the right side, there is a form for adding a new activity. It has a dropdown for 'Activity:' with 'SRL Cases' selected, a 'Case Ref#' field, and a 'Comments:' text area. At the bottom of the form are 'Start' and 'Stop' buttons. A blue callout box at the bottom center says 'New Activity will reflect in Employee Dashboard'.

1. Click on **Add** to add an activity

2. enter Activity Name

3. Hit **insert** to Add

Showing 1 to 3 of 3 entries (filtered from 9 total entries)

New Activity will reflect in Employee Dashboard

# Manger Reports

Manager Reports can be accessed under Reports Section

Home > Manager Login > Dashboard > Reports

## all user reports

Export to excel

10 records per page

Search:

ID	Emp id	Login Date	Activity	Case Ref#	Start Time	Total Time	Action
758	employee@gmail.com	20-Feb-2021	Production	Abc#99	11:15:47	00:02:08	Delete

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Click to export reports to excel

Delete to remove data from Database

# Logout / Reset Password

Click on [Reset Password](#) to Reset password.

Click on [Logout](#) to logout.



## Reset Password

Please fill out this form to reset your password.

**New Password**

**Confirm Password**

[Submit](#)

[Cancel](#)

# Thank you

contact us for business queries.

<https://www.dlohia.com/timejet/contact.php>