

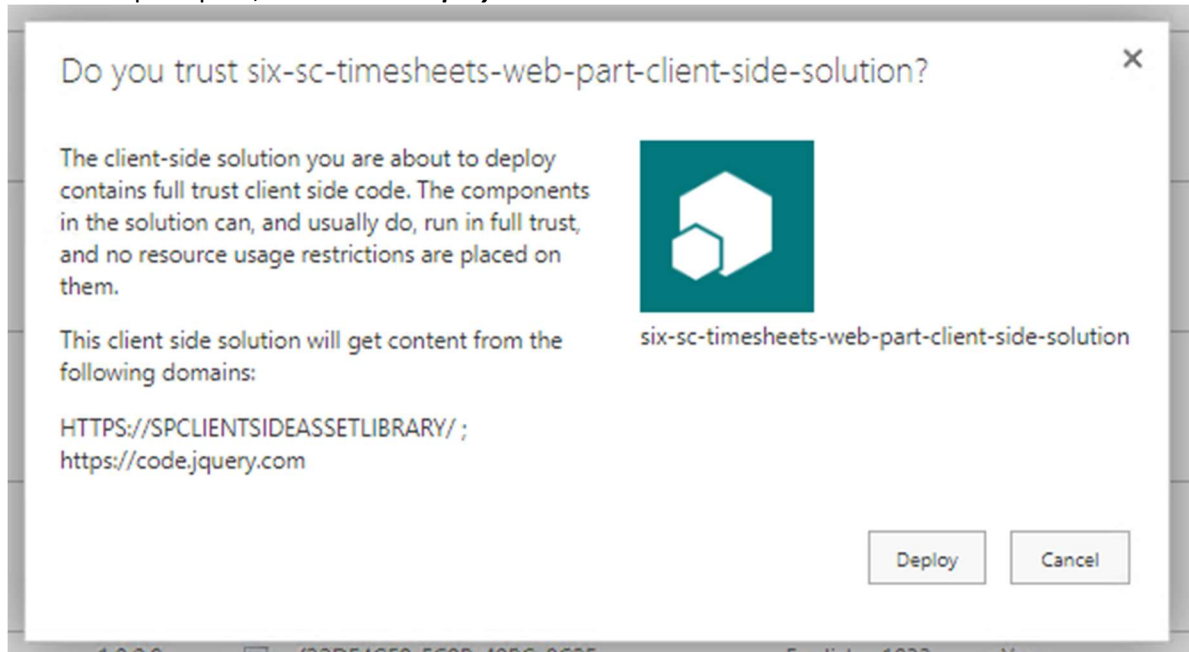
Timesheets for SharePoint

Installation Instructions

1. After you purchase the solution in the Marketplace, but before you activate your subscription, you will need to know the site URL of the SharePoint site to which the solution will be deployed:
 - a) Create a new site collection or subsite to hold the solution
 - Be sure to use the modern team site with no O365 group
 - Use same permission as parent site
 - b) Make a note of the site URL (you will need this when you complete the purchase of the solution)
2. Activate your subscription by clicking on the “Activate now>” link in the email which you should have received, after purchasing the solution
3. Download the solution file from the following URL:

<https://6scaas.azurewebsites.net/pub/six-sc-timesheets-web-part.sppkg>

4. Go to your “app catalog” site (this will vary, from site-to-site – contact your local SharePoint administrator for assistance)
5. Navigate to the **Apps for SharePoint** page
6. Click on the **Upload** button
7. Locate the solution file, on your PC – select it for upload
8. When prompted, click on the **Deploy** button:



9. Check to make sure there are no errors, after the solution has been deployed:

App Package Error Message

No errors.

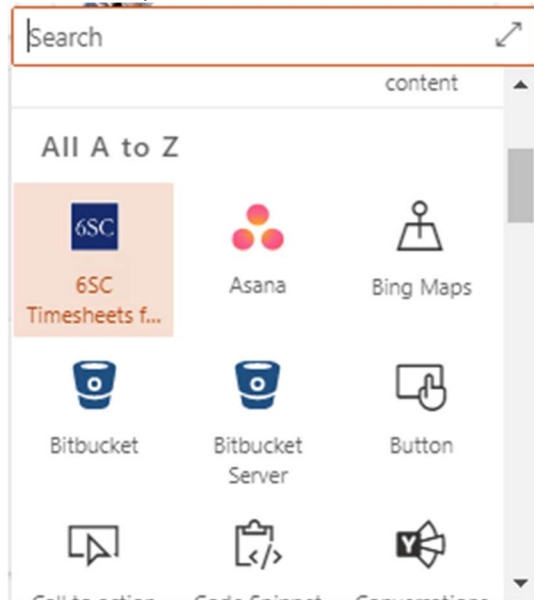
10. Navigate to the new site (the one that was created in step 1 of these instructions)
11. Click the gear icon and select **Add an App**
12. Click on the left navigation **From Your Organization**
13. Find the web part in the list of apps **six-sc-timesheets-web-part-client-side-solution** and click on it
14. Go to Site Contents, if necessary, wait for the app to be added
15. After the solution has been added, it should appear in the site contents like this



8. Click on the gear icon and **Add a page**
9. Click on **Add a new web part...**



10. Scroll until you see the **6SC Timesheets** web part and select it



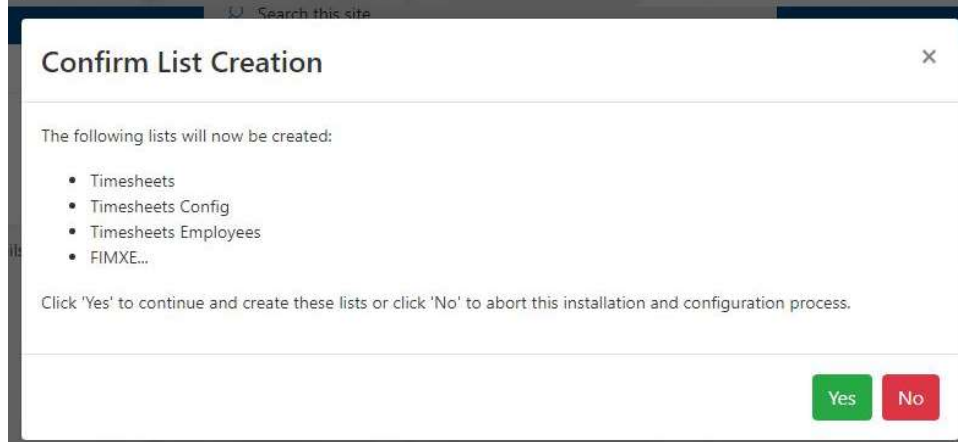
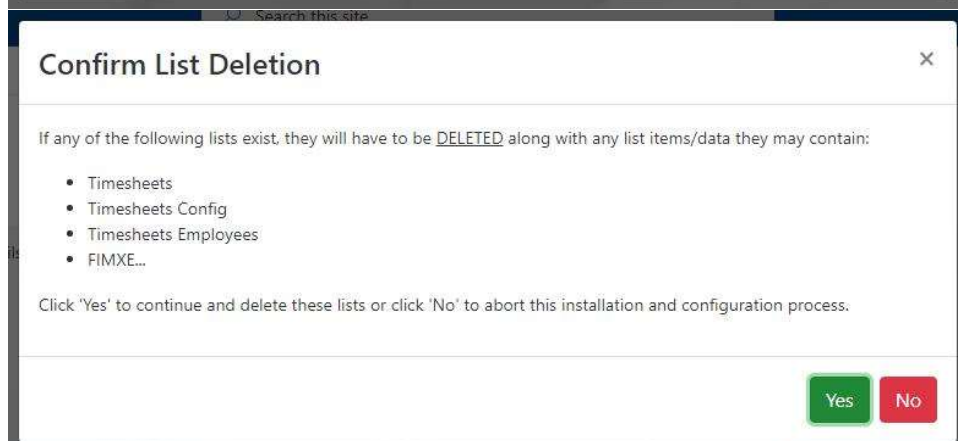
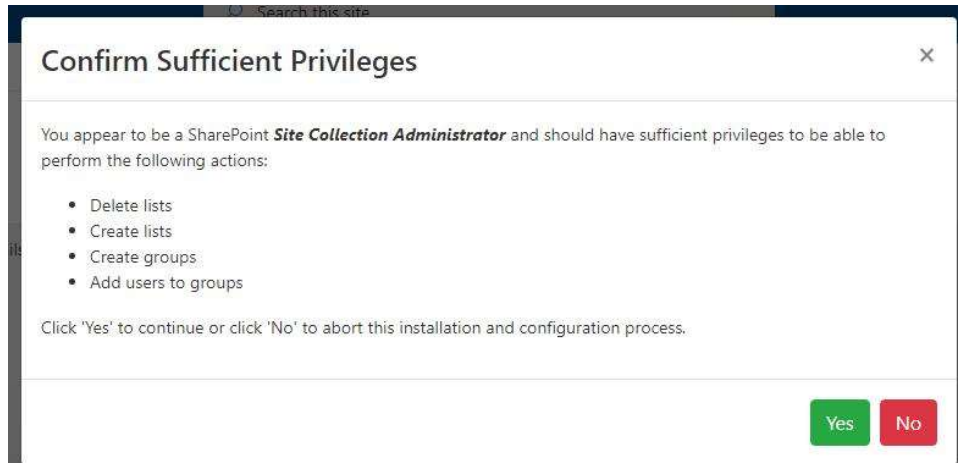
11. AFTER adding the web part to the page, you will see a title and a note:

6SC Timesheets

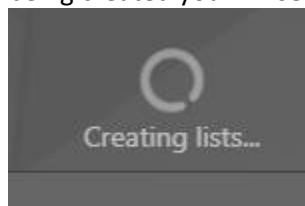
Save and publish your page to enable timesheets functionality (it may also be necessary to refresh the page, if it has already be published).

publish the page and re-load it to begin the initialization process.

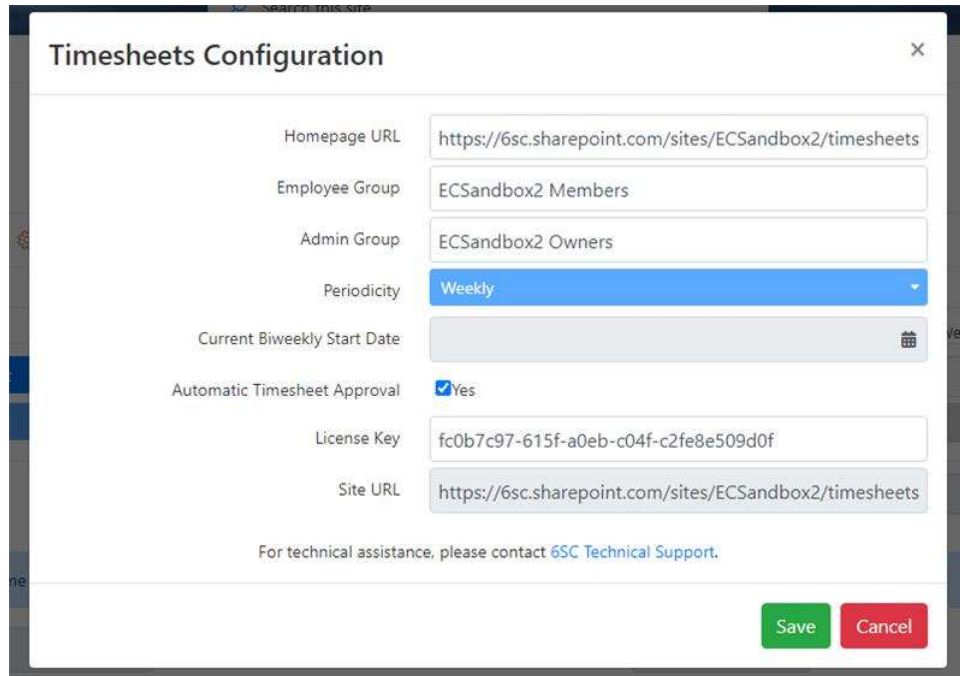
12. Click **Yes** on the 3 dialog boxes the appear after the web part has been added to the page:



13. At this point all the lists that are needed by the solution will be created. While they are being created you will see this icon:



14. Next you will be presented with a dialog to configure the solution:



Timesheets Configuration

Homepage URL: https://6sc.sharepoint.com/sites/ECSandbox2/timesheets

Employee Group: ECSandbox2 Members

Admin Group: ECSandbox2 Owners

Periodicity: Weekly

Current Biweekly Start Date:

Automatic Timesheet Approval: Yes

License Key: fc0b7c97-615f-a0eb-c04f-c2fe8e509d0f

Site URL: https://6sc.sharepoint.com/sites/ECSandbox2/timesheets

For technical assistance, please contact [6SC Technical Support](#).

15. Enter the desired values for the following fields:
- Homepage URL: the URL of the “home” page
 - Employee Group: the name of the SharePoint group for “employee” users of the Timesheets solution
 - Admin Group: the name of the SharePoint group for “administrator” users of the Timesheets solution
 - Periodicity: leave this “Weekly”
 - Current Biweekly Start Date: leave this blank
 - Automatic Timesheet Approval: leave this checked
 - License Key: enter the license key string that you received in the email notification, sent to the “business contact” person, when the solution was purchased
 - Site URL: this is the URL of the current SharePoint site and SHOULD HAVE BEEN the URL entered when the solution was purchased. If another URL was entered, at that time, then contact 6SC for assistance in generating a new license key for the desired SharePoint site (note that the solution can only be licensed for a single SharePoint site)
16. At this point, the solution will create some default list items and will end by presenting the timesheet user interface as shown here:

The screenshot displays a 'Timesheet Info' interface. At the top, it shows the employee's name 'Rich E. Sarason', manager, mode 'Employee', and status 'Open'. Below this is a 'Time Entry' table with columns for Task, Type, Subtype, and Hours. The table currently contains one entry for 'Task 1' with a 'Type' of 'Other' and a 'Subtype' of 'Other'. The 'Hours' column has input fields for each day of the week. Below the table, there are sections for 'Available PTO Time' and 'Timesheet Totals'. The 'Timesheet Totals' section shows a total of 43 hours, with 0.00% for Regular, PTO, and Unpaid hours, and 0.00% for Total hours. At the bottom, there are buttons for 'Save Timesheet' and 'Cancel'.

17. Be sure to enter a name for your page, then re-publish your page and you can begin testing the solution.
18. Note that the solution is in “alpha” release. As such, there are a few known issues, but you should be able to enter time by selecting a **Type**, optionally selecting a **Subtype** (there are no **Tasks**, by default), and then entering the hours in the input fields to the right. You can save your timesheet by clicking on the **Save Timesheet** button, at the bottom of the page. You can edit your timesheet, updating the hours and adding or deleting time entries, etc. Right now, the **Cancel** button does not do anything.