

Customer Point of View/Portal User

ProjectSync 365



Created by: Blackwater Tech



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Introduction

This guide will walk you through registering for an account, signing in, and placing an order in the portal.

Redeeming invitation code on the portal

Email notification

- Open the email received containing the invitation code to redeem on your portal
- Click on the hyperlink provided in the email content.

Your Invitation Code to Redeem on Our Portal CRM:0261025 Tracked To Dyn ×
Kalle Aditya Sai Raj Reddy To: 👁 Kalle Aditya Sai Raj Reddy
Hello Aditya Reddy,
We are pleased to provide you with your unique invitation code.
Please <u>Click Here</u> to redeem you invitation to the portal.
Best regards, Admin

• You will be redirected to the Portal Redeem Invitation page with Invitation code filled automatically.



L060	Sign in	
→J Sign in Register	Redeem invitation	
Sign up with an invita	tion code	
* Invitation code	jbirM-L7oxgGcV41GX2A-3j71SbJRd5XUKJFKSGlb5rE6R221zDDQsogpZOk8VB45jpolBkyaERCURfQba40bxlny3KhWks5EJyZ4jXLcw0rAldLXo7SLR-2Qe5	
	Register	

- Click on the **Register** button.
- You will be directed to the Registration Page. Your email ID will be auto populated once you have redeemed your invitation code.
- Fill in all the required fields and click on the **Register** Button.

L060		Sign in
→] Sign in Register	Redeem invitation	
Redeeming code: jbirM-L7 2QeS1V1f-qfSz-PIPvvlZfn	oxgGcV41GX2A-3j71SbJRd5XUKJFKSGlb5rE6R221zDDQso gg74nuRzQDCRpNQqe5IaNKIVOqXPJs-	gpZOk8VB45jpolBkyaERCURfQba40bxlny3KhWks5EJyZAjXLcw0rAldLXo7SLR-
Register for a new loc	al account	
* Email	Rahulraj@gmail.com	
* Username		
* Password		
* Confirm password	Register	

• You will be logged in to the portal.





Profile Page

https://projectsync365.p

• You can Update your Profile Section by clicking on the Username navigation item in the main menu and select Profile in Sub Menu.

LOGO	Home Time entry - Rahul Raj -
	Profile
	Sign out

• This is where you can view and update your personal information to ensure your account is complete and accurate.



Change password Change email Manage external authentication	Your email requires confirmation. Your information First Name * Rahul	■ Confirm Email
Change enail O Manage external authentication	Your information	Last Name *
Manage external authentication	Your information First Name * Rahul	Last Name *
	First Name *	Last Name *
	Rahul	
		Raj
	E-mail	Business Phone
	Rahulraj@gmail.com	Provide a telephone number
	Organization Name	Title
	Nickname	Web Site
	Public Profile Copy	
	Preferred Language	le le
	Select	~
	How may we contact you? Sel	ect all that apply.
	🗹 Email	
	E Fax	
	Phone Mail	

- If you update details and click on Update.
- Profile update success message will be displayed after clicking on Update button.

First Name* Last Name* Rahul Raj E-mail Business Phone Rahulraj@gmail.com Provide a telephone number Organization Name Title Nickname Web Site Public Parofile Conv Entername	First Name* Last Name* Rahul Raj E-mail Business Phone Rahulraj@gmail.com Provide a telephone number Organization Name Title Image: State	Vous information	
First Name * Last Name * Rahul Raj E-mail Business Phone Rahultaj@gmail.com Provide a telephone number Organization Name Title Image: State Stat	First Name * Last Name * Rahul Raj E-mail Business Phone Rahulraj@gonalLcom Provide a telephone number Organization Name Title Image: State Stat	Your information	
Raj Raj E-mail Business Phone Rabulraj@gmail.cam Provide a telephone number Organization Name Title Nickname Web Site Dublic Brofile Conv Description	Rahul Raj E-mail Business Phone Babultaj@gmail.com Provide a telephone number Organization Name Title Image: State Stat	First Name *	Last Name *
E-mail Business Phone Rahulraj@gmail.com Organization Name Nickname Nickname Rublic Profile Conv	E-mail Business Phone Provide a telephone number Organization Name Nickname Public Profile Copy	Rahul	Raj
Rahulraj@gmail.com Provide a telephone number Organization Name Title Nickname Web Site Public Profile Conv Provide a telephone number	Bahultaj@gmail.com Provide a telephone number Organization Name Title Nickname Web Site Public Profile Copy Image: Copy State Sta	E-mail	Business Phone
Organization Name Title	Organization Name Title Nickname Web Site Public Profile Copy	<u>Rahulraj@gmail.com</u>	Provide a telephone number
Nickname Web Site	Nickname Web Site	Organization Name	Title
Nickname Web Site	Nickname Web Site		
Public Profile Conv	Public Profile Copy	Nickname	Web Site
Public Profile Conv	Public Profile Copy		
		Public Profile Conv	
Preferred Language	Preferred Language	Preferred Language	

Time Entry

• Now, Click on Time Entry navigation item in the main menu and select Time Entry in Sub Menu.



L060	Home Time entry - Rahul Raj -
	Time entry Submitted Time Entry
	Approved Time Entry Rejected Time Entry

• You will be redirected to Time Entry Page and You can start submitting your Time Entries.

LOGO						Home	Time entry - Rahul Raj -	
+ Create					act	ive Time Entries 🗸		
Project ~	Project Task \smallsetminus	Role \checkmark	Entry Status $^{\smallsetminus}$	Bookable Resource $^{\smallsetminus}$	Date $\downarrow \lor$	Duration \vee	Туре \checkmark	
			No reco	rds to show				
			No reco					

Create a Time Entry

• Click on the Create button to create a Time Entry.



LOE	0	Home Time entry - Rahul Raj -
+ Create Project ~	Submit Weekly Time Sheet Project Task \lor Role \lor	Entry Status ∨ Bookable Resource ∨ Date ↓ ∨ Duration ∨ Type ∨
		No records to show

- Fill in the below required details in the form
 - o Date
 - o Duration
 - о Туре
 - o Project
 - o Project Task
 - o Role
- Note: Bookable Resource will be Auto Populated.

	L060	Home Time entry - Rahul Raj -
Сі	reate New	×
	General	
Proje	Date * M/D/YYYY	Description
	Duration *	Bookable Resource
	Type *	Contact
	Work V	Rahul Raj
	۹.	
	Project Task	
	Role	



- Click on the Submit button.
- A time entry is successfully created once you submit the form.

		×
Cre	ate New	
	Work × Rabul Rai	
Proje	Project	
	Testing 1 Project × Q	
	Project Task	
	Testing 1 Execution × Q	
	Role	
	Developer × Q	
	External Comments	
	Submit	
		*

Edit a Time Entry

- Click on the dropdown menu of Time Entry Record.
- There will be 3 options:
 - o View details This option is used to view the Time Entry Record.
 - o Edit This option is used to edit the Time Entry Record.
 - o Delete This option is used to delete the Time Entry Record.
- Click on the Edit button.

LOG	0		Home Time entry - Rahul Raj -						
+ Create	Submit Weekly Time Sheet Project Task $^{\smallsetminus}$] Role 🗠	Entry Status $^{\smallsetminus}$	Bookable Resource 🗠	■ Active	e Time Entries 💛 Duration 🏏	∫		
Testing 1 Project	V Testing 1 View details C Edit Delete	Developer	Draft	Rahul Raj	12/17/2024		Work		



- The Time Entry Edit Record will open.
- You can update the fields that require changes.
- Click on the Submit button.

			Home Time e	entry - Rahul Raj -
Ec	lit record			×
	General			÷
Proje	Date *		Description	
Test	12/17/2024			
Proj	Duration *		Bookable Resource	
	8 hours		Rahul Raj × Q	
	Type *		Contact	
	Work	~	Rahul Raj	
	Project			
	Testing 1 Project	× Q		
	Project Task			
	Testing 1 Execution	x Q		
	Role			
	Developer	x Q		-

Submitting the Time Entries

- Once you have created all the Time Entries for the Week.
- Click on the Submit Weekly Time Sheet Button.

LO	G O						Home	Time entry - Rahul R
+ Create	Sut	omit Weekly Time Sheet]			E Acti	ve Time Entries 🗸	,⊅ Search
Project V Testing 1 Project	\sim	Project Task ∨ Testing 1 Execution	Role ~ Developer	Entry Status \vee	Bookable Resource ∨ Rahul Raj	Date ↓ ∽ 12/17/2024	Duration V 8.00	Type ∨ Work
Project		Execution						

• A Time Entry pop up will appear you need to fill the Following details o Start of the Week Date i.e., Monday



End of the Week Date, i.e., Sunday.

- o Click on the Submit Button.
- A "Timesheet Submitted Successfully" Popup appears.

+ Create	Submit Weekly Time Sheet]		E Act	ive Time Entries $ imes $	₽ Search
Project \vee	Project Task $^{\smallsetminus}$	Role \sim	Select Time Range	Date $\downarrow \lor$	Duration \vee	Type \vee
Testing 1 ' Project	 Testing 1 Execution 	Developer	Start Time:	12/17/2024	8.00	Work
			dd-mm-yyyy			
			End Time:			
			Submit			
			Cancel			

• The Page will refresh and will Submit the Time Entries.

View Submitted Time Entry

• Click on Time Entry navigation item in the main menu and select Submitted Time Entry in Sub Menu.





• The Submitted Time Entries records will be present on this page.

LOG	0					I	Home Time entry - Rahul Raj -
					l	Submitted Ti	me Entries ∨ 🛛 🔎 Search
Project \checkmark	Project Task \smallsetminus	Role \checkmark	Entry Status $arphi$	Bookable Resource \vee	Date \downarrow \checkmark	Duration \vee	Type \vee
Testing 1 Project	Testing 1 Execution	Developer	Submitted	Rahul Raj	12/17/2024	8.00	Work

View Approved Time Entry

https://projectsync365.powerappsportals.com/Time-entry/Approved-Time-Entry

• Click on Time Entry navigation item in the main menu and select Approved Time Entry in Sub Menu.

LOGO				Home	Time entry - Ra	ihul Raj -		
							Time entry	
							Submitted Time Entry	
				r			Approved Time Entry	
					Submitted	Time Entries	Rejected Time Entry	
Project ∨ Project Tas	$k \sim$ Role \sim	Entry Status $^{\smallsetminus}$	Bookable Resource $^{\smallsetminus}$	Date \downarrow \checkmark	Duration \vee	Type \vee		
Testing 1 Project Testing 1 Execution	Developer	Submitted	Rahul Raj	12/17/2024	8.00	Work		

• The Approved Time Entries records will be present on this page.



LO	GO					H	lome Time	e entry - Rahul Raj -
						Approved Tin	ne Entries 🗡	€ Search
Project $^{\smallsetminus}$	Project Task $^{\smallsetminus}$	Role \checkmark	Entry Status $^{\smallsetminus}$	Bookable Resource $^{\smallsetminus}$	$Date \downarrow \lor$	Duration \vee	Туре 🗸	
Testing 1 Project	Testing 1 Execution	Developer	Approved	Rahul Raj	12/17/2024	8.00	Work	

View Rejected Time Entry

appsportals.com/Time-entry/Rejected-Tim

• Click on Time Entry navigation item in the main menu and select Rejected Time Entry in Sub Menu.

LOI	GO						Home	Time entry - Ra	ahul Raj 🝷
								Time entry Submitted Time Entry Approved Time Entry	
Project \vee	Project Task $^{\smallsetminus}$	Role \checkmark	Entry Status $^{\smallsetminus}$	Bookable Resource $^{\smallsetminus}$	Date \downarrow \checkmark	E Approved T	ime Entries Type ~	Rejected Time Entry]
Testing 1 Project	Testing 1 Execution	Developer	Approved	Rahul Raj	12/17/2024	8.00	Work		

• The Rejected Time Entries records will be present on this page.



LOG	D					Ho	ome Time entry -	Rahul Raj 🔸
Project ↑ ∨	Project Task $^{\smallsetminus}$	Role \checkmark	Entry Status 💛	Bookable Resource $^{\vee}$	Date 🗸	ERejected Time E	Entries ∨	
Testing 1 Project	Testing 1 Execution	Developer	Returned	Rahul Raj	12/17/2024	8.00	Work]

Re-Submitting Rejected Time Entry

- The Rejected Time Entry Status will be changed to Returned.
- To Resubmit the Rejected Time Entries, Click on Time Entry navigation item in the main menu and select Time Entry in Sub Menu.

LOG	0					Но	me	Time entry - Ra	ahul Raj 👻
						Rejected Time Er	ntries 🗠	Submitted Time Entry Approved Time Entry Rejected Time Entry	
Project \uparrow \checkmark	Project Task $^{\smallsetminus}$	Role $\scriptstyle{\smallsetminus}$	Entry Status $^{\smallsetminus}$	Bookable Resource \vee	Date \vee	Duration \vee	Туре	~	
Testing 1 Project	Testing 1 Execution	Developer	Returned	Rahul Raj	12/17/2024	8.00	Wor	c	

- The Entry Status of Rejected Time Entry will be Returned.
- Click on the dropdown menu of Time Entry Record and select Edit and make the changes in the form.



LO	60					Home	Time entry - Rahul Raj
+ Create	Submit Weekly Time Shee Project Task $ imes $	t Role 🗸	Entry Status 🗸	Bookable Resource \vee	■ Act	ive Time Entries ∽ Duration ∽	P Search Type ↔
Testing 1 Project	V Testing 1 View details C tit Delete	Developer	Returned	Rahul Raj	12/17/2024	8.00	Work

- After Editing the record Submit the Time Entry.
- Follow the Submitting Time Entries Steps to Submit the records.