

# Senomix Timesheets v5.3

## Getting Started With Timesheet Entry

An introduction to the entry of weekly time using your Senomix [timesheet software](#).

More detailed information about your time and expense entry application can be found in your [Time and Expense Entry Users Guide](#).

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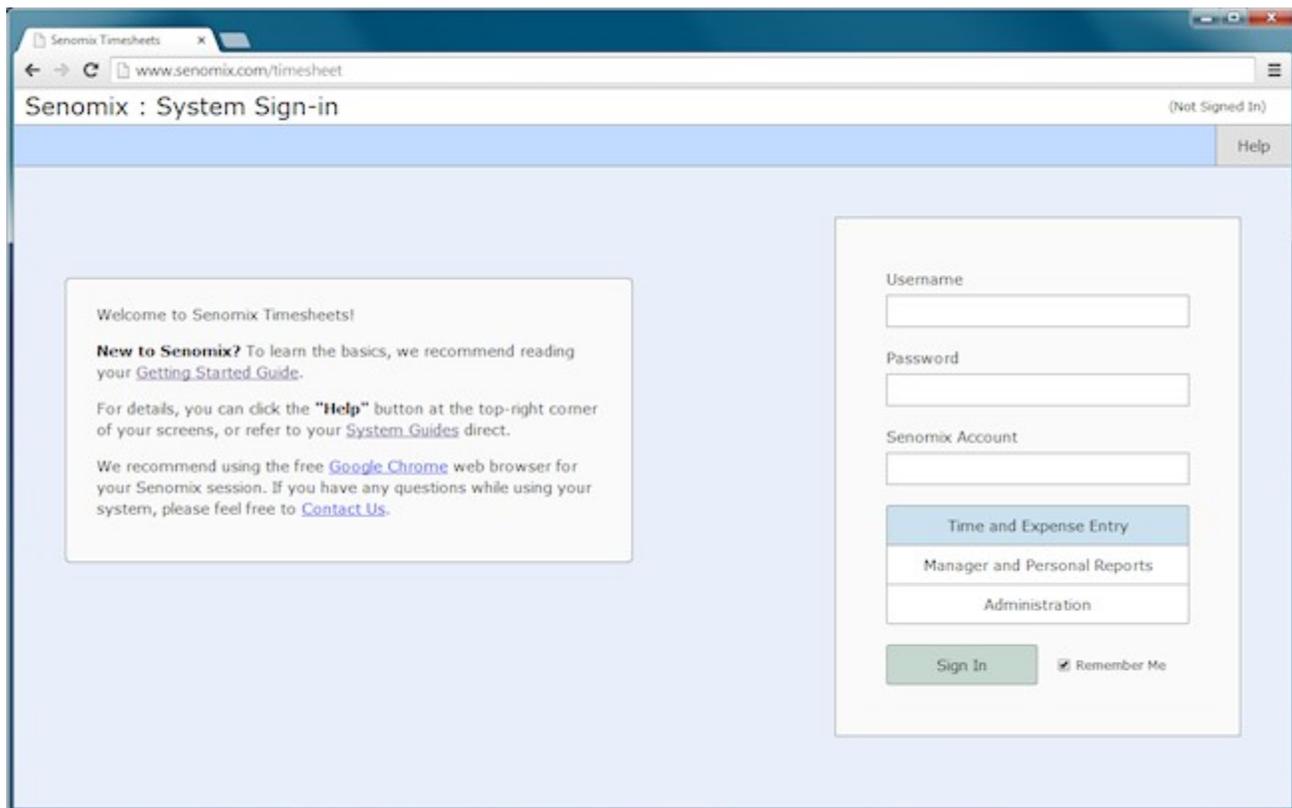
## 1.0 - Connecting to Senomix Time Entry

To sign in to your Senomix account, you will connect with your email address username and password along with your office's account name.

Your application sign-in screen can be reached by opening the web page:

[www.senomix.com/timesheet](http://www.senomix.com/timesheet)

With that screen providing a form in which you can enter your sign-in details:



Welcome to Senomix Timesheets!

**New to Senomix?** To learn the basics, we recommend reading your [Getting Started Guide](#).

For details, you can click the "Help" button at the top-right corner of your screens, or refer to your [System Guides](#) direct.

We recommend using the free [Google Chrome](#) web browser for your Senomix session. If you have any questions while using your system, please feel free to [Contact Us](#).

Username

Password

Senomix Account

Time and Expense Entry

Manager and Personal Reports

Administration

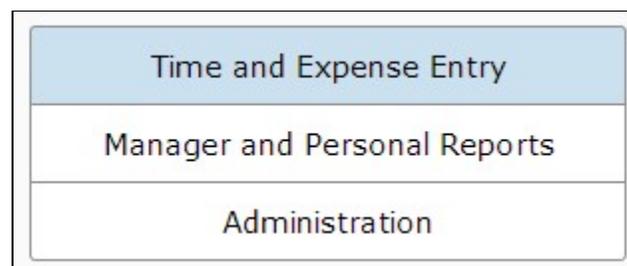
Sign In  Remember Me

The email and password to enter for your sign-in will be those entered for you by your Senomix administrative user (or, for your first sign-in, the email and password you provided when creating your hosting plan account).

**Your office's Senomix Account** will be your "Company Name" (as entered when signing up for your Senomix account) with all space characters and punctuation removed. For example, if your "Company Name" was provided as "Example Co. Ltd", the Senomix Account name to enter for your sign-in would be "ExampleCoLtd" (you can also enter your account name in all lower-case letters, like "examplecoltd").

**An email with your Senomix account name** and other information will have been sent to your office when first registering. If you have forgotten or misplaced your office's Senomix account details, please do [Contact Us](#) for assistance.

The Senomix application to which you will be connecting can be selected from the three options provided just above your sign-in button:



Time and Expense Entry

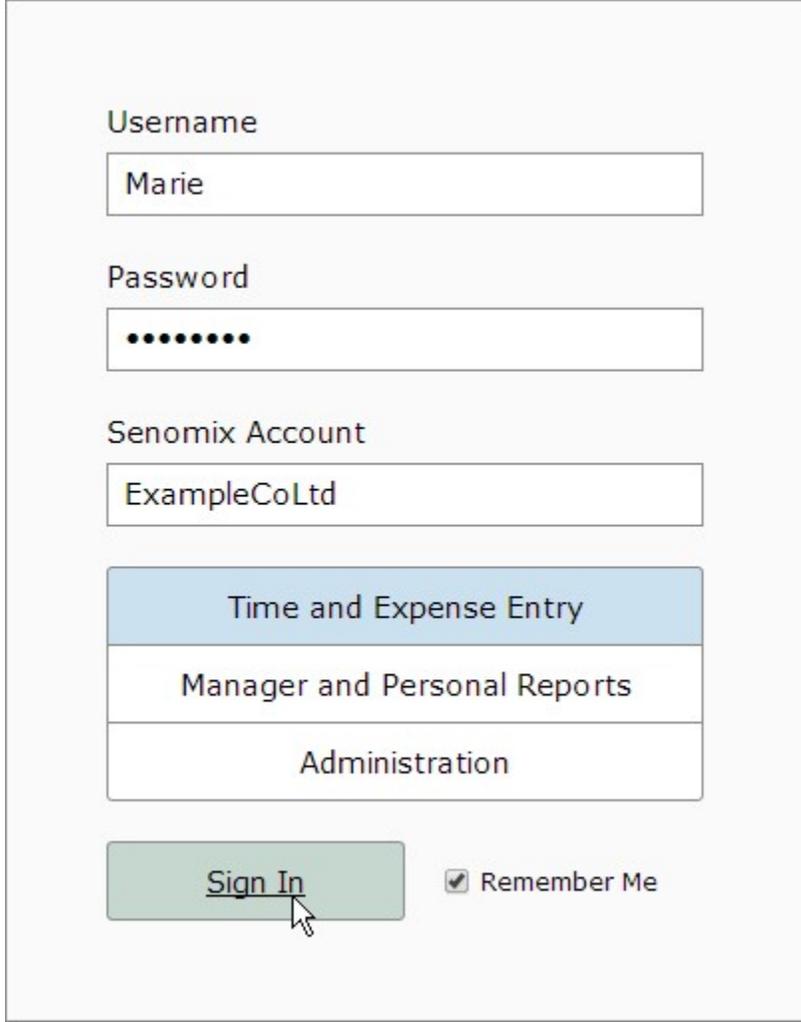
Manager and Personal Reports

Administration

Options for your time and expense entry, reports and administration applications are provided,

with your selected application highlighted in blue. To sign in to your time and expense entry application, the first button will be selected, as shown above.

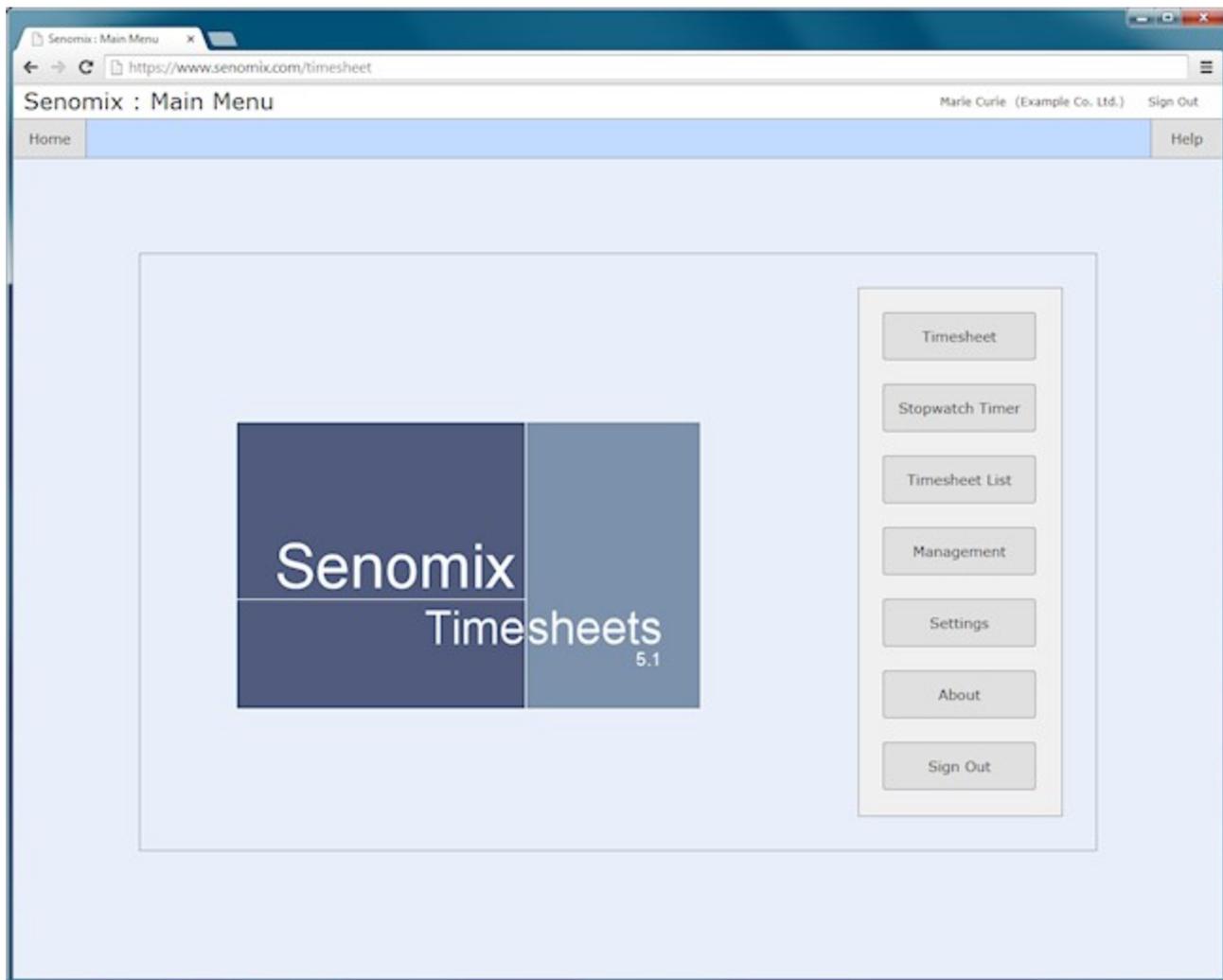
After entering your email username, password, company account name, and selecting your Senomix application, click the green 'Sign In' button to connect:



The screenshot displays a login interface with the following elements:

- Username:** A text input field containing the name "Marie".
- Password:** A text input field with masked characters represented by eight dots.
- Senomix Account:** A text input field containing "ExampleCoLtd".
- Application Selection:** A vertical stack of three buttons. The top button, "Time and Expense Entry", is highlighted in light blue. The middle button is "Manager and Personal Reports", and the bottom button is "Administration".
- Sign In:** A green button with the text "Sign In" and a mouse cursor pointing to it.
- Remember Me:** A checkbox labeled "Remember Me" which is checked.

You will then be signed in to your Senomix account and brought to your Main Menu screen:



You are now connected to your Senomix Timesheets account and are ready to record your time.

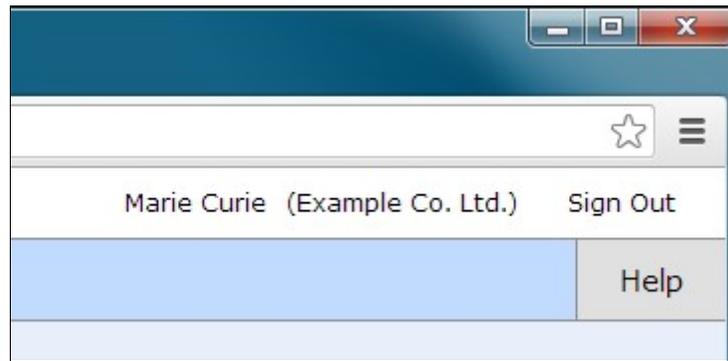
### Quick Tip

If you would like to have a one-click sign-in from your computer for time entry, just set the "Enable Automatic Login" checkbox to "on" in your Settings screen.

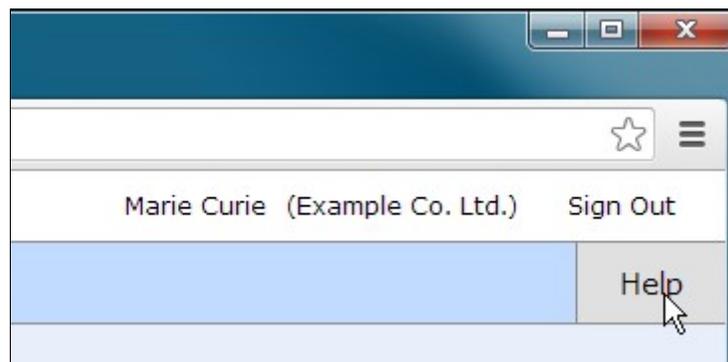
With that item set, your email username and password will be remembered on your computer, and you will be brought right to your Main Menu screen whenever you visit [www.senomix.com/timesheet](https://www.senomix.com/timesheet)

Information about other settings you might find helpful can be found in your Senomix Timesheets Time Entry User Guide.

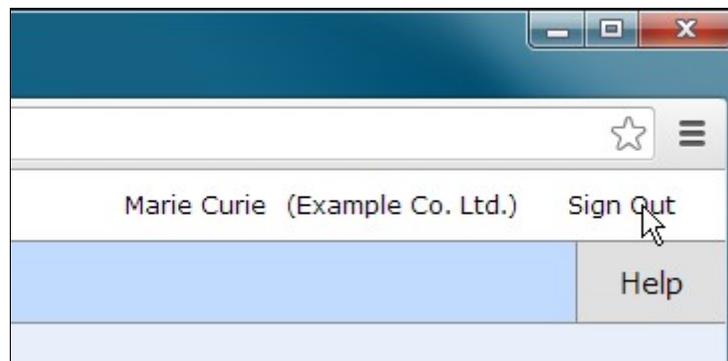
After signing in, your own name and company name can be seen at the top-right corner of every system screen:



The "Help" button at that top-right corner can be clicked at any time to provide help for the screen you are currently viewing:



And the "Sign Out" link can be used to disconnect your Senomix session:



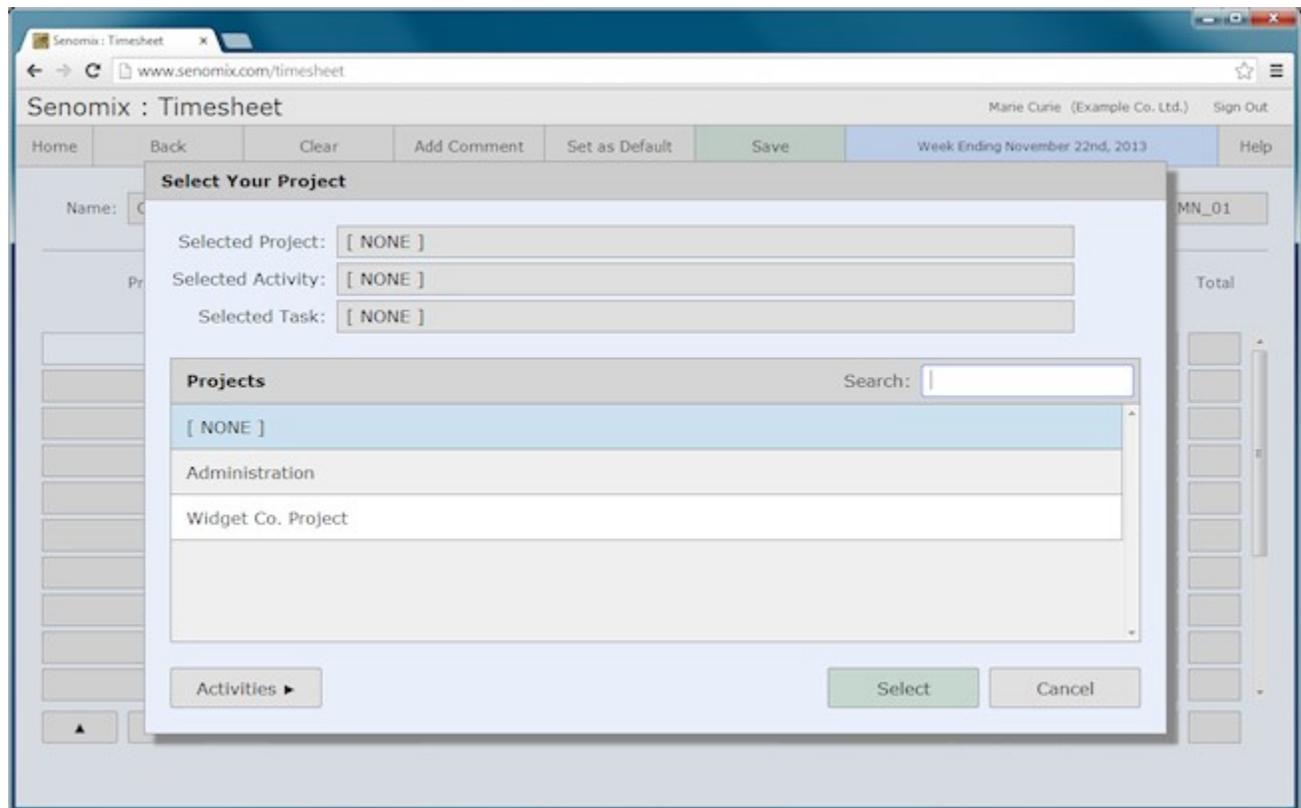
## 2.0 - Entering and Saving a Timesheet

Your timesheet entry screen can be reached from your main menu by clicking the "Timesheet" button located at the top of your screen's button bar:



Project	Activity	Task	Bill.	St
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Y"/>	<input type="text" value="16"/>

You can make your billing code selection for that timesheet row by clicking one of the project, activity or task selector fields to open your selector dialog. As the project field for that selector is still empty, you will be brought to your project list regardless of the field you have clicked:



If you would like to read a detailed description of [how to use your billing code selector](#) to choose projects, activities and tasks for your timesheet, [just click this link](#).

Once you have selected the project, activity and task combination for your time sheet row, the hours fields for that row will be enabled to allow your time entry, as with this example of selecting the "Administration" / "Vacation" project and activity:

Your screen will also automatically select the current day of the week for you. For example, if 'today' was Monday, November 18th, the time entry field for Monday would be automatically selected, as shown above.

As this particular work (Vacation) will not be billable, we will also click the Bill. checkbox to "N", indicating that the row contains non-billable hours:

The billing code selector on the next line will also be enabled to allow your continued entry of time. For this second row, we'll select the Design activity and Database Design task for the Widget Co. Project:

As this tracked time is to be considered billable, we will leave the Bill checkbox set at "Y", and enter "7" in the hours field to indicate the time spent on that work:





automatically added to the bottom of your list to provide space to record your work, with the scrollbar on your screen enabling to allow you to move the scroll area focus up or down:

Senomix : Timesheet

Marie Curie (Example Co. Ltd.) Sign Out

Home Back Clear Add Comment Set as Default Save Week Ending November 22nd, 2013 Help

Name: Curie, Marie Employee No.: EMP\_MN\_01

Project	Activity	Task	Bill.	Sat 16th	Sun 17th	Mon 18th	Tue 19th	Wed 20th	Thu 21st	Fri 22nd	Total
Administration	Meetings		N			4.0					4.0
Widget Co. Project	Analysis	Client Interviews	Y			1.5		1.5	4.0		7.0
Widget Co. Project	Database Development	Data Conversion	Y			2.5					2.5
Widget Co. Project	Analysis	Documentation	Y				3.0				3.0
Widget Co. Project	Documentation	User Documentation	Y					4.0			4.0
Widget Co. Project	Documentation	System Documentation	Y					1.0			1.0
Widget Co. Project	Management	Client Meetings	Y				3.0	1.5	1.0		5.5
Widget Co. Project	Management	Project Time Estimation	Y				2.0				2.0
Widget Co. Project	Analysis	Screen Mock-ups	Y								
			Y								
Total:						8.0	8.0	8.0	5.0	8.0	37.0

As billing codes are added for each record row, additional rows will be added to your screen in order to provide as much space as you require for your time tracking:

Senomix : Timesheet

Marie Curie (Example Co. Ltd.) Sign Out

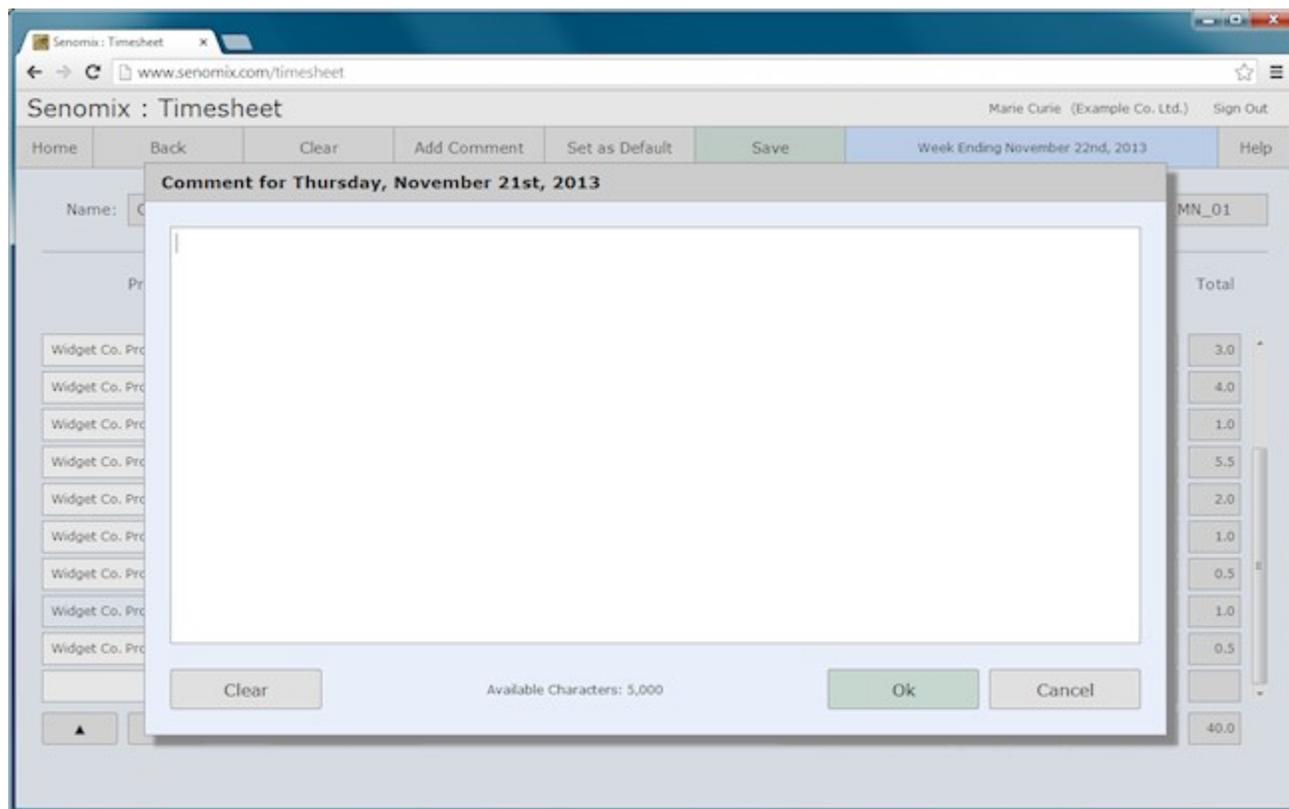
Home Back Clear Add Comment Set as Default Save Week Ending November 22nd, 2013 Help

Name: Curie, Marie Employee No.: EMP\_MN\_01

Project	Activity	Task	Bill.	Sat 16th	Sun 17th	Mon 18th	Tue 19th	Wed 20th	Thu 21st	Fri 22nd	Total
Widget Co. Project	Analysis	Documentation	Y				3.0				3.0
Widget Co. Project	Documentation	User Documentation	Y					4.0			4.0
Widget Co. Project	Documentation	System Documentation	Y					1.0			1.0
Widget Co. Project	Management	Client Meetings	Y				3.0	1.5	1.0		5.5
Widget Co. Project	Management	Project Time Estimation	Y				2.0				2.0
Widget Co. Project	Analysis	Screen Mock-ups	Y						1.0		1.0
Widget Co. Project	Quality Assurance	Acceptance Testing	Y						0.5		0.5
Widget Co. Project	Quality Assurance	Documentation Review	Y						1.0		1.0
Widget Co. Project	Quality Assurance	Peer Review	Y						0.5		0.5
			Y								
Total:						8.0	8.0	8.0	8.0	8.0	40.0

## Adding Timesheet Comments

To attach a comment to a time sheet entry, select the hours field of interest and either click the "Add Comment" toolbar button or type the "Enter" key (if using Windows Internet Explorer, the Enter key is not available for this option). A Comment Entry dialog box for your selected hours will then be displayed:



Up to 5,000 characters can be added to a time tracking comment, with each hours entry of your time sheet able to hold a comment of its own.

Comments can be used to provide whatever additional information you would like to save. For example, if you discovered that an additional billing code would be helpful for a project, that detail could be provided in an attached timesheet comment:



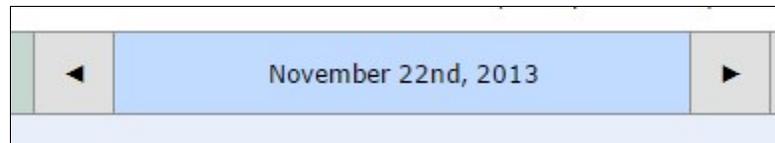




If you would like to change your recorded time and comments, just re-enter your timesheet screen and adjust your hours as you would like. After clicking the Save toolbar button again, your changes will be saved on your server.

**Your timesheet can be updated and re-saved as many times as you would like** until you have marked your timesheet as complete for the week, or until your manager has approved (and locked) the record.

When opening your timesheet from your main menu, you will also be provided with a pair of previous / next arrow buttons on either side of your displayed week ending date:



When clicked, these buttons will move your displayed timesheet week forward or back. This allows you to review past weeks of time, or select a previous or future work week to record hours for a different time period (for example, to complete a missed previous week's timesheet, or to record timesheets in advance for a period of vacation).

### 3.0 - Using Senomix Timesheets - Next Steps

At this point, you have learned how to log in to your time entry application, enter your weekly timesheet, and save your timesheet to your office's Senomix Timesheets Server. Many other options are available for the entry, editing and review of your timesheet information, such as the automatic recording of time with your Senomix Stopwatch:

When using your stopwatch timer, please do **keep your computer powered on and connected to your computer network** while the timer is recording your work. The stopwatch timer will not be able to record your time if your computer is turned off.

Expense claims can also be entered much like your weekly timesheets:

Project / Item Date	Activity / Item Description	Task	Expense Type	Bill.	Amount
Administration 14-NOV-2013	Travel Hotel stay - Sept 11th to 14th.		Hotel	<input checked="" type="checkbox"/>	360.00
Administration 14-NOV-2013	Travel 5% GST for hotel stay.		Taxes - GST	<input checked="" type="checkbox"/>	18.00
Widget Co. Project 12-NOV-2013	Analysis Pizza ordered in during Nov. 12th afternoon meeting.	Client Interviews	Meals	<input checked="" type="checkbox"/>	57.43
Administration 8-NOV-2013	Travel Pre-payment of trip expenses.		[ NONE ]	<input type="checkbox"/>	-400.00
Vendor: [ NONE ]				Total:	35.43

Information about these options is provided in your Time Entry Users Guide. That guide (and all other system guides) is available for your review on your Documentation page at:

[www.senomix.com/time-tracking/documentation](http://www.senomix.com/time-tracking/documentation)

Detailed descriptions of all system screens can be found in your user guides, with a quick reference also provided on your [How Do I..?](#) page at:

[www.senomix.com/time-tracking/how-do-i](http://www.senomix.com/time-tracking/how-do-i)

Your [How Do I..?](#) page provides step by step instructions for many common system functions such as saving a timesheet, reviewing timesheets from past weeks, and submitting expense claims.

## Have Questions?

If you have any questions while learning to use your new system, you can [contact us](#) by e-mail at [support@senomix.com](mailto:support@senomix.com) or call us at our Toronto office during (North American Eastern Time) office hours to speak directly with someone familiar with your system.

Our phone number, email addresses and an online contact form can be reached through the Contact page of our web site:

[www.senomix.com/contact](http://www.senomix.com/contact)

We hope you find Senomix Timesheets a helpful addition to your office and welcome any suggestions you might have as to how your system can better serve you in the future.