

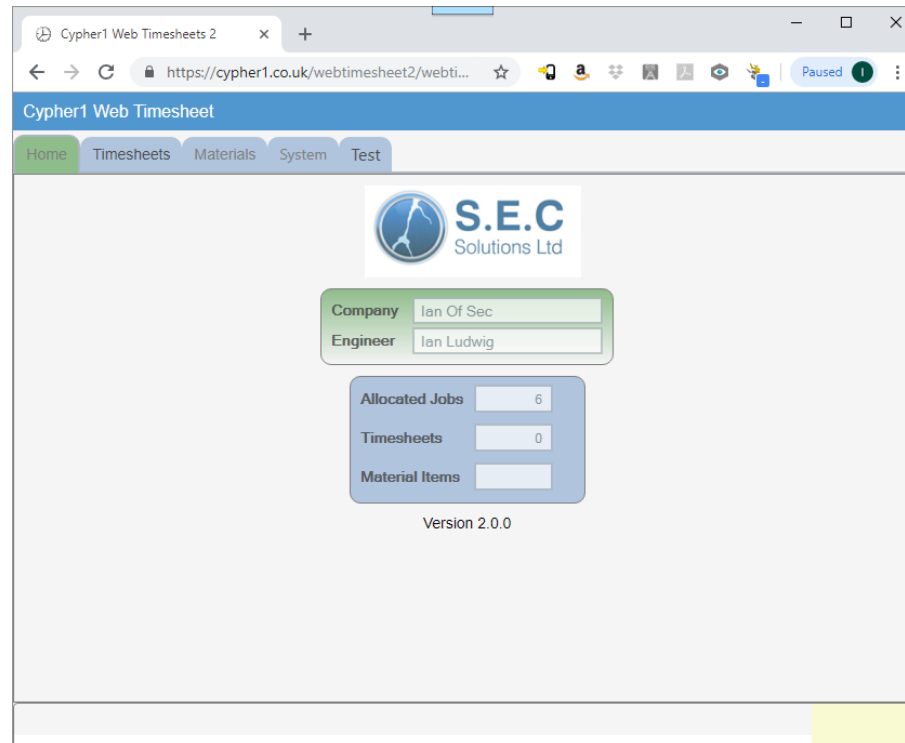
web timesheets (BETA) walk through

How it looks, works and interacts with the Cypher Job Costing Module

By logging on to www.cypher1.co.uk/webtimesheets2, existing Cypher1 Customers with the Job Costing Module can access the web timesheets (BETA).

Once live there will be a monthly, per operative, subscription.

BETA test version is web based only.



The setup ...

Cypher1 Web Timesheet 2

https://cypher1.co.uk/webtimesheet2/webtimesheet2.html

Cypher1 Web Timesheet

Home Timesheets Materials System Test

S.E.C Solutions Ltd

Company

Engineer

Allocated Jobs

Timesheets

Material Items

Version 2.0.0

Clicking on the **System** tab (then **User**) from the opening screen (Details) will enable the user to enter the **Company Details** (available from SEC to registered Companies), along with their own **user name** and **password**, set up inside Cypher1/Database/Workers.

You will need to input this information to proceed.

Return to the opening screen (Details) and click on the SEC logo) and the Jobs will update with live data from the **Allocations** in Cypher1..

The number of **allocated jobs** will be shown here.

The Timesheet list.

The screenshot displays the 'Cypher1 Web Timesheet' application interface. The main window shows the 'Timesheets' tab selected, with a navigation bar containing 'Home', 'Timesheets', and 'Materials'. Below the navigation bar, there are three buttons: 'Add' (highlighted with a red box), 'Edit', and 'Delete'. The 'Add' button is a blue square with a white plus sign and the text 'Add' below it. The 'Edit' button is a green square with a white pencil icon and the text 'Edit' below it. The 'Delete' button is a red square with a white trash can icon and the text 'Delete' below it. The background shows a form with fields for 'Company' (Ilan Of Sec) and 'Engineer' (Ilan Ludwig). A smaller, semi-transparent window is overlaid on top, showing a 'Timesheet' form with a 'Save' button and a 'Cancel' button. The 'Costing' section is visible, with a 'Cost Group' field containing 'RV006507 : WORCESTER UNIVERSITY' highlighted in a red box. The 'Hours' field is set to '0.000'.

By clicking on the **Timesheets** and **Add**, the operative will be able to select the required Job from the drop down list.

Press or click on one to select it

If the Costing has budgets set, they can also select the required Cost Group.

Hours, Travel, Description.

The image shows two overlapping screenshots of the 'Cypher1 Web Timesheets 2' application. The top-left screenshot shows a form with the following fields: 'Start Date' (13/11/2018), 'Start Time' (11:43), 'End Time' (11:43), 'Lunch Break' (0), and 'Hours' (0.000). A red circle 'A' is around the date field, and a red circle 'B' is around the lunch break field. The top-right screenshot shows a similar form with 'Start Date' (12/11/2018), 'Start Time' (08:30), 'End Time' (18:30), 'Lunch Break' (30), and 'Hours' (9.500). Both forms have 'Save' and 'Cancel' buttons and are set for 'Costing: RV006507 : WORCESTER UNIVERSITY'.

At this stage as much information can be added as required

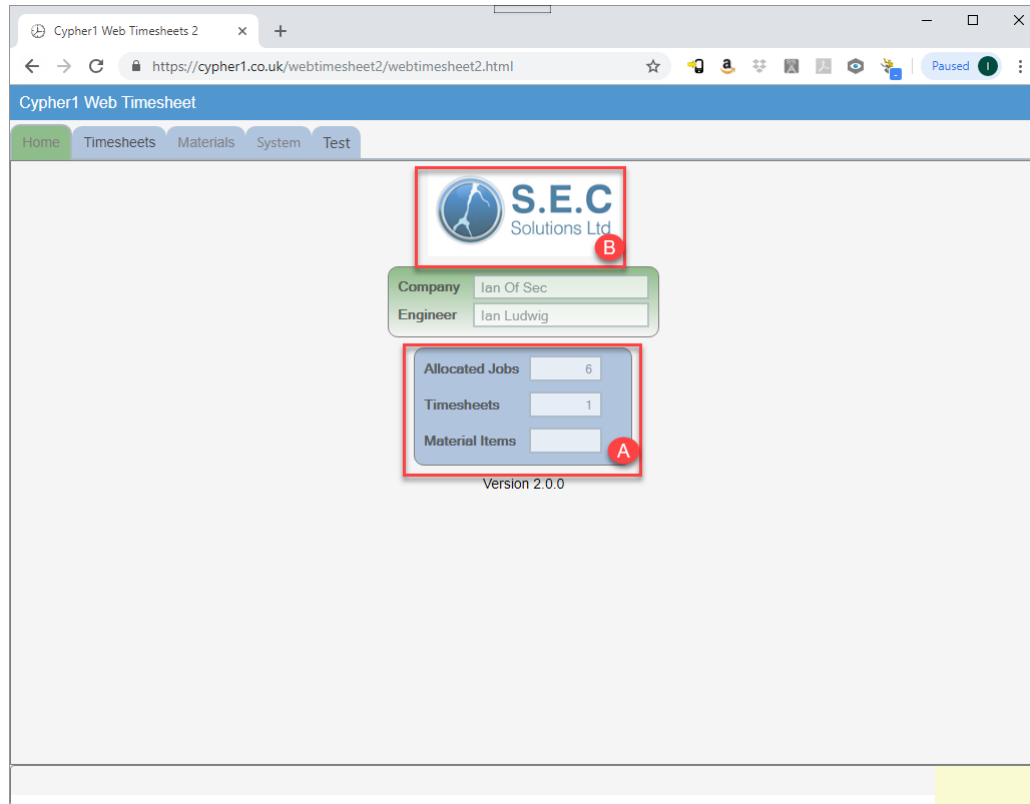
Click on Save when done.

Adding more time.

Simply click **Add** to enter more data or use the **Copy** button to keep the previously entered details and alter the date etc.

Site	Hours	Start
WORCESTER UNIVERSITY	9.5	12/11/2018 08:30

Uploading the completed sheets to Cypher.

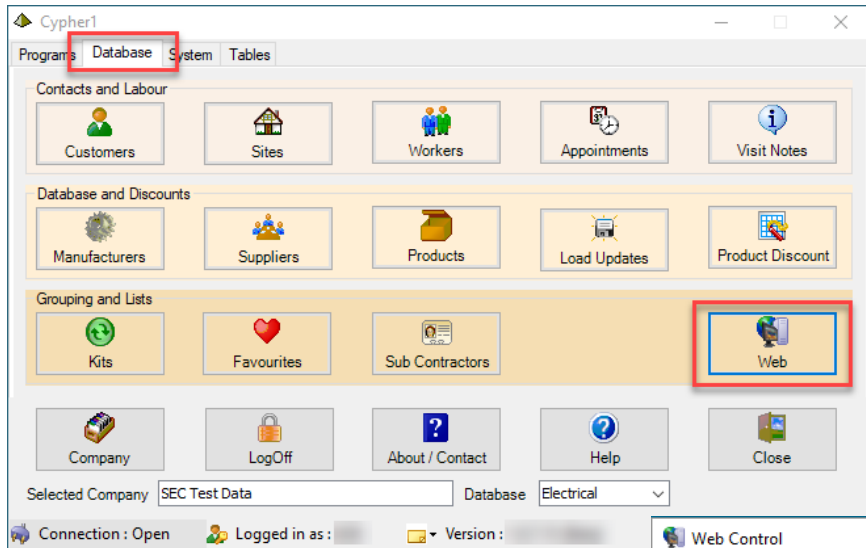


Returning to the **Home** screen will display the number of Timesheets to be.

The BETA test version will not currently show the Material Items

Click on the SEC Logo to start the upload.

Back in the Office...



Click on **Database**, then **Web**:

- Select **Web Timesheet** tab
- Select **Timesheets**
- Enter required Dates/Worker (A)
- Click **Refresh** (B)
- Check data ©
- **Post** to relevant Costings (D)

