

Online Time Log Usage Guide

The Login Page

The login page allows you to log in to your current account, register a new account, view the usage guide, and perform a password reset.



The screenshot shows the login interface for the Pivotal Online Time Log. At the top is the Pivotal logo with the tagline 'GLOBAL INSIGHT ONSITE'. Below the logo is the title 'Online Time Log'. There are two input fields: 'Email' with the value 'pivital_admin@pivotal.com' and 'Password' with masked characters. A 'Login' button is positioned below the password field. At the bottom, there are two links: 'Sign Up' and 'Forgot Password'.

Registration

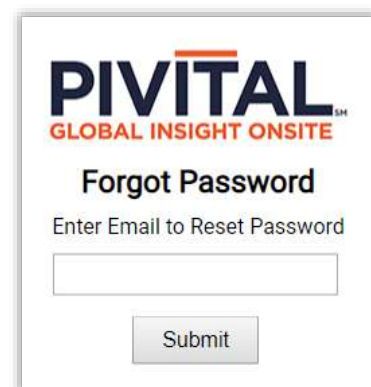
If you are a new user, you will be required to register in order to use the online time log. Make sure to use your Pivotal email.



The screenshot shows the registration form. It features the Pivotal logo and the title 'Registration'. The form includes several input fields: 'Full Name' (with sub-fields for 'First' and 'Last'), 'Email' (with the value 'name@pivotal.com'), 'Password' (masked), and 'Confirm Password' (masked). A 'Submit' button is located at the bottom of the form.

Forgot Password

In the event your password is lost, you can perform a password reset to re-obtain your account by providing your Pivotal email. A password reset email will be sent with instructions to create a new password.

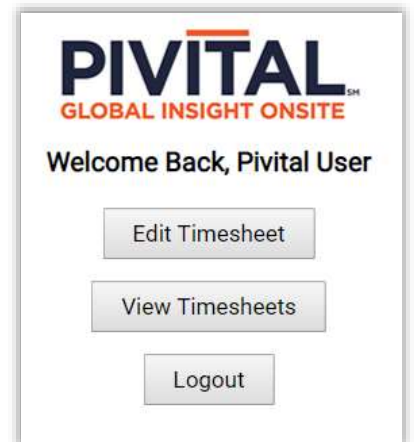


The screenshot shows the 'Forgot Password' page. It features the Pivotal logo and the title 'Forgot Password'. Below the title is the instruction 'Enter Email to Reset Password' and a single input field for the email address. A 'Submit' button is located at the bottom of the form.


User Guide

Home Page

As a user, your home page will have three available options. **“Edit Timesheet”**: Edit the timesheet of the current week, **“View Timesheets”**: To view timesheets from weeks past as well as from the current week, and **“Logout”** which will log you out of your account.



Edit Timesheet



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Time Sheet


Name: Pivital User

Week Ending: 8/23/2018 | Status: Unapproved

Date		8/17	8/18	8/19	8/20	8/21	8/22	8/23	Total
Client	Activity/Project	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
Carlipa	Break-Fix	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="button" value="Add Project"/>									
Total Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

From the Edit Timesheet page, you are be able to set your hours for the current week as well as the client and project, with the ability to add more projects if needed. Make sure to click **“Submit”** to save your changes.

View Timesheets



Time Sheet

Name: Pivital User | Email: pivital.user@pivital.com

Week Ending: Status: Unapproved

Date		8/17	8/18	8/19	8/20	8/21	8/22	8/23	Total
Client	Activity/Project	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
CompuCom	Home Depot Project	5.00	4.00	6.00	5.00	4.00	6.00	3.00	33.00
Total Hours		5.00	4.00	6.00	5.00	4.00	6.00	3.00	33.00

From the View Timesheets page, you can view your timesheet for the current week as well as any previously-submitted timesheets.

Timesheet Status

Status: Unapproved

Status: Changes Needed

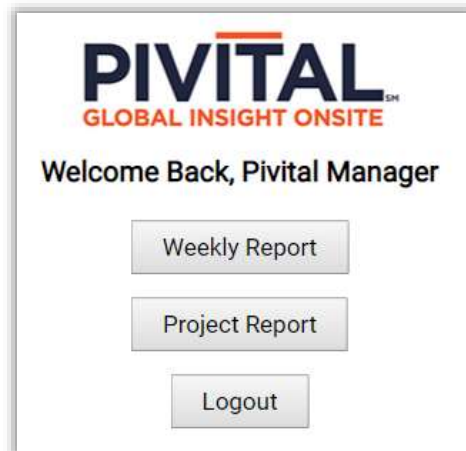
Status: Approved

There are three statuses for a timesheet: **“Unapproved”**, **“Changes Needed”**, and **“Approved”**. When a timesheet is edited it will be set to “Unapproved” until approved by a manager. If modifications need to be made, a manager can set the status to “Changes Needed” and supply a note on the required changes.

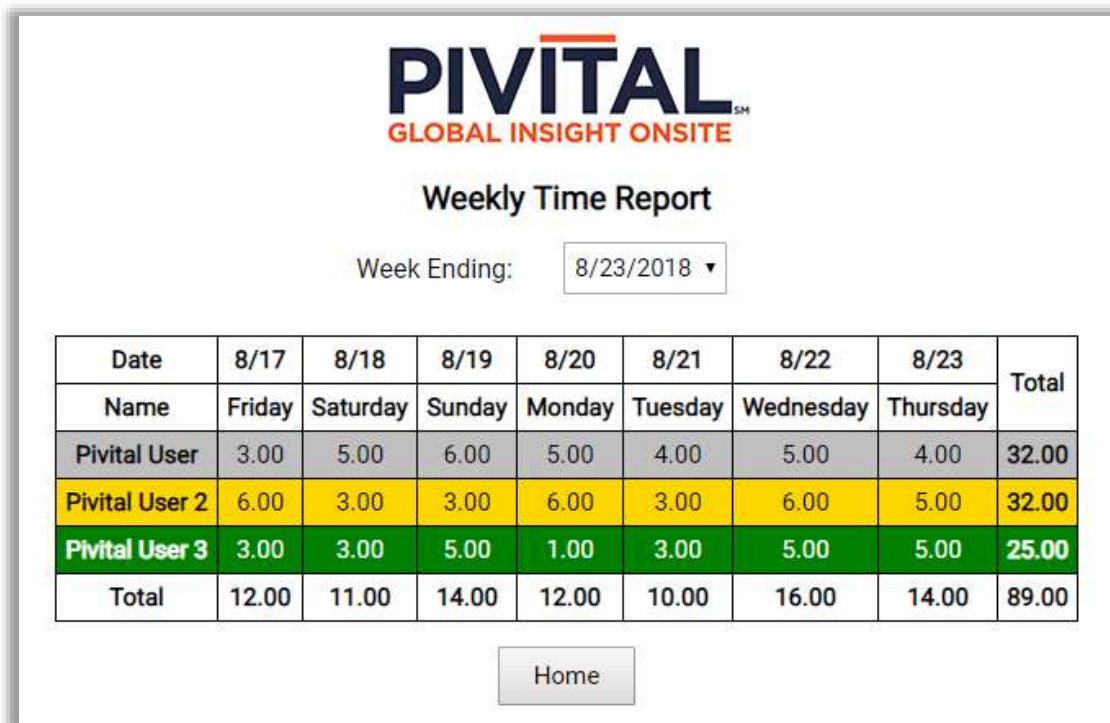
Manager Guide

Home Page

As a manager, your home page will have three available options. **“Weekly Report”**: View hours from all users assigned to you for any given week, **“Project Report”**: View hours from all users assigned to you for any given week based on Project, and **“Logout”** which will log you out of your account.



Weekly Report



Date	8/17	8/18	8/19	8/20	8/21	8/22	8/23	Total
Name	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
Pivital User	3.00	5.00	6.00	5.00	4.00	5.00	4.00	32.00
Pivital User 2	6.00	3.00	3.00	6.00	3.00	6.00	5.00	32.00
Pivital User 3	3.00	3.00	5.00	1.00	3.00	5.00	5.00	25.00
Total	12.00	11.00	14.00	12.00	10.00	16.00	14.00	89.00

The Weekly Report allows you to view hours from each user assigned to you for any given week. The rows are color-coded in accordance to the timesheet’s status. Clicking on a user’s name will bring you to their timesheet for that week.

Project Report

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Project Time Report

Project: Break-Fix Week Ending: 8/23/2018

Date	8/17	8/18	8/19	8/20	8/21	8/22	8/23	Total
Name	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
Pivital User	3.00	5.00	6.00	5.00	4.00	5.00	4.00	32.00
Pivital User 2	6.00	3.00	3.00	6.00	3.00	6.00	5.00	32.00
Pivital User 3	3.00	3.00	5.00	1.00	3.00	5.00	5.00	25.00
Total	12.00	11.00	14.00	12.00	10.00	16.00	14.00	89.00

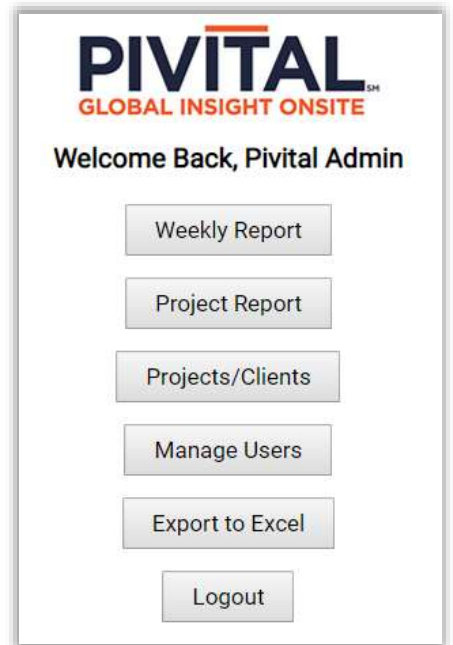
Home

The Project Report is similar to the Weekly Report, but in addition to viewing hours from all users it allows filtering by project.

Administrator Guide

Home Page

As an administrator, your home page will have the same options as a manager with some new additions. These include **“Projects/Clients”**: Edit the projects and clients that users are able to select on their timesheets, **“Manage Users”**: A user management suite, and **“Export to Excel”**: The ability to export timesheet data as an excel spreadsheet.



Projects/Clients

From this page, you can edit the projects and clients that users are able to select on their timesheets. To remove a project or client, click the “x” symbol on the given row.



Manage Users



Name	Email	Role	Manager	Payroll Type
Pivotal Admin	pivotal_admin@pivotal.com	Admin ▾	None ▾	Disabled ▾
Pivotal Manager	pivotal_manager@pivotal.com	Manager ▾	None ▾	Employee ▾
Pivotal User	pivotal.user@pivotal.com	User ▾	Pivotal Manager ▾	Employee ▾
Pivotal User 2	pivotal.user2@pivotal.com	User ▾	Pivotal Manager ▾	Employee ▾
Pivotal User 3	pivotal.user3@pivotal.com	User ▾	Pivotal Manager ▾	Contractor ▾

Home

This page allows you to edit the role, manager, and payroll type of all users. Changes are saved automatically.

Export to Excel

This page allows you to export two weeks of timesheet data as an Excel spreadsheet. The payroll type filters which users are exported and can be set to either “Employee” or “Contractor” to obtain different reports based on payroll type.



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Export to Excel

Week 2: 8/23/2018 ▾

Week 1: 8/16/2018

Type: Employees ▾

[See Previous Excel Exports](#)

Export

Home

Export History

This page presents downloads for all previous Excel exports, as well as a method to remove them by clicking the “x” on any given export’s row. Exports that are automatically generated will begin with “[AUTO]”.



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Export History

	File Name
×	8-16-2018 Contractor Time Export.xlsx
×	8-16-2018 Employee Time Export.xlsx
×	8-9-2018 Contractor Time Export.xlsx
×	8-9-2018 Employee Time Export.xlsx
×	7-19-2018 Contractor Time Export.xlsx
×	7-19-2018 Employee Time Export.xlsx
×	7-12-2018 Contractor Time Export.xlsx
×	7-12-2018 Employee Time Export.xlsx

Back

Home

Export Example

	A	B	C	D	E
1	Name	Week 1	Week 2	Total	OT
2	Pivital User	0	32	32	0
3	Pivital User 2	0	32	32	0

This is an example of an Excel export when selecting the payroll type “Employee”. Notice that “Pivital User 3” was not included in the export as they are a contractor.