

User Manual



www.orangescrum.org

Table of Contents

Time Log Gold Add-on User Manual	3
How Can I Install Time Log Gold add-on?	3
Requirements	3
Installation	3
Add-on Installation:	5
For Upgrading AddonInstaller:	6
How do I log time?	7
Using Log Time	7
Using Start Timer	9
How can I view the total log time for a particular day or date?	11
How can I view total time log for a resource of a project?	15
Time Log List view	16
Resource Utilization View	16
How can I view total billable hours for a project?	
How can I view total hours spent by resources for a project on a particular date?	19
Can I edit the Log Time?	20
Can I edit the time entries by the timer?	22
Who can edit the Time Logs?	22
Can I view time logs of all resources at a time?	22
Can I edit the Note in the Time Log?	23
Can I delete a time log entry?	23
Can I log time for a back date?	23
How can I know which Resource is available for the task?	25
Where can I plan the vacation for my resources?	26
Can a user see the Resource Available report?	28
How can I know whether resource is logged time for the task or not?	28
What can I know from the Resource Utilization report?	29
Can I know project wise resources hours spent?	
What can I view in Time Log calendar?	
What can I export from the Time Log page?	34
What is the Payment feature in Time Log with Payment?	



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How can I send the Payment?	41
Can I search which Resource Paid or not?	43
How can I download the Payment?	43

Time Log Gold Add-on User Manual

How Can I Install Time Log Gold add-on?

Requirements

- * Apache with `mod_rewrite`
 - * Enable curl in php.ini

* Change the 'post_max_size' and `upload_max_filesize` to 200Mb in php.ini

- * PHP 5.4 or higher and less than PHP 7
- * MySQL 4.1 or higher
 - * If STRICT mode is On, turn it Off.

Installation

Below prerequisites need to be taken care of prior to installation.

The most important thing is if you have already purchased any add-on before 16th July 2016, then contact us at "**support@orangescrum.org**" before you proceed to the following.

Note: If you have already installed the **AddonInstaller** before then no need to install it again. Only exception is if you are finding any new version of installer or





you have not installed before then follow the below steps for successful and seamless installation.

- Make sure to keep a backup of your existing "app" folder of your current working directory.
- Extract the zip file(AddonInstaller-V1.0.zip) to your desktop.
- Remove the existing "app" folder from your working directory then copy and paste the extracted "app" folder inside "AddonInstaller-V1.0" to your working directory.
- If you are using local machine as storage (excluding Amazon S3), please replace the folder, named "files" inside the "app/webroot" folder from the back up to the current "app/webroot" folder.
- Give write permission to "app/Config", "app/tmp", "app/Plugin" and "app/webroot" folders.

For Example:-chmod -R 777 app/Config

chmod -R 777 app/tmp

chmod -R 777 app/Plugin

chmod -R 777 app/webroot

- Import the "installer.sql" files from the extracted files to your current database. If you have already imported installer.sql before then no need to import it again. Only exception is if you are finding any new version of installer.sql then import to your current database.
- Do necessary changes to "constants.php" and "database.php" inside "app/Config" folder again as you have done earlier. For Example SMTP email credentials in constants.php and database credentials in database.php.
- Run your website once.

Ex. http://localhost/orangescrum (if you are using localhost)

http://127.0.0.1/orangescrum (if you are using IP)





http://myprojects.orangescrum.com (if you are using any valid domain)

Note: if you are facing any issue or seeing any blank page after doing all the above steps, then just do the following once.

• Replace "Configure::write('debug',0);" with "Configure::write('debug',2);" in the app/Config/core.php. Run the web url once and restore the debug value to 0 again.

i.eConfigure::write('debug',0);

Congratulations!!

Add-on Installation:-

- Download the Add-on zip file.
- Place the downloaded zip file(Ex. Timelog-V1.0.zip) in the "app/webroot" folder.
- Log in to the application.
- To install the add-on(Ex. Time log gold add-on) run below link once and follow the instructions.

Ex. http://..../install/timeloggold (for Time Log add-on)

Note: http://.... means your Orangescrum access URL.

Ex. http://localhost/orangescrum (if you are using localhost)

http://127.0.0.1/orangescrum (if you are using IP)

http://myprojects.orangescrum.com (if you are using any valid

domain)

• Do the same for other add-ons.

	Ex. http:///install/invoice (for Invoice add-on)
	http:///install/taskstatusgroup (for Task Status Group add-
on)	
	http:///install/ganttchart (for GanttChart add-on)
	http:///install/recurringtask (for Recurring Task add-on)
	http:///install/api (for API add-on)
	http:///install/chat (for Chat add-on)
	http:///install/clientmanagement (for Client Management
add-on)	
	http:///install/projecttemplate (for Project Template add-
on)	

Note: you can find notification.js, node-js-installation-linux.pdf, node-js-installation-windows.pdf file in app/plugin folder after install the chat plug-in.

For Upgrading AddonInstaller:-

- Download the AddonInstaller zip file.
- Before installing updated AddonInstaller, make sure to keep a backup of your existing "app/Plugin" and "app/webroot/files" folders.
- Then follow the steps written above to install AddonInstaller.
- After installing the new AddonInstaller, Copy all the folders inside "app/plugin" backup folder to the new "app/Plugin" folder.





• Also copy all the folders inside "app/webroot/files" backup folder to the new "app/webroot/files" folder.

How do I log time?

With Orangescrum's Time Log you can log time for your task at any time or for others also. The Time Log sheet will show the time logs of your tasks, but owner and admin can see all the time logs of all resources of the project.

There are two ways you can log time for a task:

- Log Time
- Start Timer

Using Log Time

• Go to the Time Log page by clicking on the O Time Log menu from the left side menu panel.



• Hover on 🙂 Button on right hand side; click on the Log Time button



• You can also navigate to the 🕑 New Y button on the top menu bar and click **Time Log** from the dropdown.





	+ New V
ß	Project
<u>.</u>	User
Ŀ	Time Log
Ō	Start Timer
2	Task
ŧ	Milestone

- On the Log Time pop-up, select& enter the following details:
 - o Task
 - o Resource Name
 - o Date
 - o Start Time
 - $\circ \quad \text{End Time} \quad$
 - o Break Time

Fask Title Logged: Billable: Non-Billable: Estimated: How to Log Time for a Project Resource Date Start Time End Time Break Time Spent Hours John Doe • Sep 21, 2016 5:25pm • hh:mm 0:30 Image: Billable? *	Logged: Billable: Non-Billable: Estimated: Fime for a Project • <
How to Log Time for a Project Resource Date Start Time End Time Break Time Spent Hours John Doe • Sep 21, 2016 5:25pm • 5:55pm • hh:mm 0:30 • Billable? *	Time for a Project Date Start Time End Time Break Time Spent Hours
Resource Date Start Time End Time Break Time Spent Hours John Doe ▼ Sep 21, 2016 5:25pm ▼ 5:55pm ▼ hh:mm 0:30 Image: Billable? ×	Date Start Time End Time Break Time Spent Hours
John Doe 🔻 Sep 21, 2016 5:25pm 🔻 5:55pm 🔻 hh:mm 0:30	
	▼ Sep 21, 2016 5:25pm ▼ 5:55pm ▼ nn:mm 0:30
John Doe ▼ Sep 21, 2016 5:30pm ▼ 6:00pm ▼ hh:mm 0:30	▼ Sep 21, 2016 5:30pm ▼ 6:00pm ▼ hh:mm 0:30

Once the Time entries are done, Orangescrum will automatically calculate the **Spent Hours** for you.



Ŧ



- By default "Billable" field is checked, you can always uncheck in case of non-billable hours.
- Click on "+ Add Line Item", if you want to log more hours for a different resource or same resource different date or different time.
- Enter you Note (if any)
- Click on "Save" button to save data.

On the Time Log page, you can view the time log for:

- Resources
- Task
- Date
- Spent Hours
- Billable or Non-billable
- Notes

Along with the above information, you can see the **Total Logged Time, Total Billable hours, Non-Billable hours, Estimated Hours** for all users and all dates.

for all users	and all dates						Ţ	Filters ‡
Billable: 45 mi	ns Non-billable: Estimated:	**					Export(.c	csv)
Name \$	Task 🛊	Note	Start	End	Break	Billable	Hours	Action
John Doe	How to Log Time for	Logged time to creat	5:50 PM	6:20 PM			0 hrs 30 min	⊡ ⊡
John Doe	How to Log Time for	Logged time to creat	6:40 PM	6:55 PM			0 hrs 15 min	同品
	for all users Billable: 45 mi Name \$ John Doe John Doe	for all users and all dates Billable: 45 mins Non-billable: Estimated: Name Task John Doe How to Log Time for John Doe How to Log Time for	for all users and all dates Billable: 45 mins Non-billable: Estimated: Name \$ Task \$ Note John Doe How to Log Time for Logged time to creat John Doe How to Log Time for Logged time to creat	Image: Second	Image: Second all dates Billable: 45 mins Non-billable: Estimated: Name \$ Task \$ Note Start End John Doe How to Log Time for Logged time to creat 5:50 PM 6:20 PM John Doe How to Log Time for Logged time to creat 6:40 PM 6:55 PM	Name \$ Task \$ Note Start End Break John Doe How to Log Time for Logged time to creat 5:50 PM 6:20 PM John Doe How to Log Time for Logged time to creat 6:40 PM 6:55 PM	for all users and all dates Billable: 45 mins Non-billable: Estimated: Name \$\$ Task \$\$ Note Start End Break Billable John Doe How to Log Time for Logged time to creat 5:50 PM 6:20 PM Image: Comparison of the compariso	for all users and all dates Image: Start Sta

At any time, you can export the data in .csv format.

Using Start Timer

• Hover on the ⁽¹⁾ icon and click on

Start Timer

to start the Timer.

• Or, Go to ⊕ New ❤ button on the top menu bar and click on the Start Timer button.







• Once you clicked on the **Start Timer**, the Timer sheet will open.

00 : 00 : 00	▼
Getting Started with Ora	ingescrum 👻
Select Task	-
Note	
✓ Is Billable?	
Start Timer	or Cancel

- On Timer, select;
 - o Project
 - o Task
 - Enter Note (if any)
 - Mark billable or Non-billable (by default billable field is checked)
- Click on the **Start Timer** button to start the Timer top track your time.
- You can **pause, start** or **cancel** the Timer at any time before saving the tracking time.



00 : 02 : 53 🕕	▼
Getting Started with Oran	-
How to configure Daily Catchup	-
To set the daily update reminder	
✓ Is Billable?	
Save or Cancel	

- You can minimize the Timer also.
- Click on the **Save** button to save the time for the selected task.
- You can view the logged time for the task in Time Log page.

howing time log	for all users	and all dates						Ţ	Filters ‡
Logged: 46 min	s Billable: 46 mi	ns Non-billable: Estimated:						Export(.c	csv)
Date \$	Name \$	Task 🌲	Note	Start	End	Break	Billable	Hours	Action
Sep 21, 2016	John Doe	How to Log Time for		7:06 PM	7:07 PM			0 hrs 1 min	СŪ
Sep 21, 2016	John Doe	How to Log Time for	Logged time to creat	5:50 PM	6:20 PM			0 hrs 30 min	⊡ ⊡
Sep 21, 2016	John Doe	How to Log Time for	Logged time to creat	6:40 PM	6:55 PM			0 hrs 15 min	<u>ت</u> آ ا
		_						1.3	of 2

Resource Utilization Report

How can I view the total log time for a particular day or date?

You can view total log time for a particular day or date from:

- Dashboard
- Time Log Page
- Resource Utilization Page
- Calendar view



Go to the **Dashboard**, you can view the Time Log bar chart to view the total time log for the day or date for last 30 days. You can also view the total billable and non billable hours of the day or any date for last 30 days.



Here also you can view the total billable or non billable by hover on the time log bar.

You can also view the total log time for a day in the Time Log page.

- Go to the Time Log page.
- Navigate to **Filters** on the top right (above the export button) and click on it.
- Click on Date option, and select **today**, **yesterday**, **this month**, **this year**... etc from the option or you can set the **custom date** for your convenience.

							🗷 All Da	tes	Date	
Logged: 63 hrs	17 mins Billabl	e: 51 hrs 17 mins Non-billable: 1	12 hrs Estimated:				🔲 Today	/	Resou	Jrce
Date 🜲	Name 🌲	Task 🛊	Note	Start	End	Break	🗆 Yeste	rday		Action
Sep 28, 2016	John Doe	Welcome to Orangescr		4:40 PM	10:40 PM		🔲 This \	Neek	min	⊡
Sep 28 2016	John Doe	How to Log Time for		4:40 PM	5:10 PM		This N	vlonth) min	o m
060 20, 2010	00111 000	now to Log nine for		4.4011	0.1011		This (Quarter		
Sep 21, 2016	John Doe	How to Attach file t		10:25 AM	4:45 PM		This \	/ear) min	GŪ
Sep 10, 2016	John Doe	Manage Project with		12:30 PM	4:45 PM		Last \	Neek	3 min	@₫
Sep 16, 2016	John Doe	How to generate invo		11:15 AM	4:45 PM		🔲 Last I	vlonth) min	GŪ
Sep 20, 2016	John Doe	How to Log Time for		3:00 PM	6:05 PM		🗆 Last (Quarter	min	口山
000 20, 2010	00111 200	now to bog nine for		0.001 M	0.00111		🔲 Last \	/ear		
Sep 28, 2016	John Doe	How to start the Tim		2:45 PM	10:35 AM		🔲 Last 3	865Days	50 min	+
Sep 28, 2016	John Doe	Logout and redirects		2:50 PM	4:40 PM		Custo	m Date) min	ØŪ
Sep 20, 2016	John Doe	Welcome to Orangescr		1:10 PM	1:40 PM			0 hrs 3	0 min	Ø
Aug 20 2016	John Doe	How to Log Time for		1-10 DM	1-/10 DM		_	0 hre 5	0 min	68



• Once you select your date, you can see the total time log for that day or day along with total billable and non-billable hours with details as shown in below.

Showing time log:	for Sep 28, 201	16 x						Time Lo	og Filter 7 Filters≑
Logged: 28 hrs 1	0 mins Billable: 21	hrs 40 mins Non-billable: 6 hrs 30 m	nins Estimated		End	Brook	Pillabla	Export	(.csv)
	Name -	Idsk -	Note		10:40 DM	Diedk	Dilidule	Hours	Action
Sep 28, 2016	John Doe	weicome to Urangescr		4:40 PM	10:40 PM		×	6 nrs 0 min	1
Sep 28, 2016	John Doe	How to Log Time for		4:40 PM	5:10 PM		×	0 hrs 30 min	ت أ ال
Sep 28, 2016	John Doe	How to start the Tim		2:45 PM	10:35 AM			19 hrs 50 min	⊡ ⊡
Sep 28, 2016	John Doe	Logout and redirects		2:50 PM	4:40 PM			1 hrs 50 min	@ 1

You can view this also in the **Resource Utilization Page**.

- Go to the Resource Utilization page by clicking on the **Resource Utilization Report** below the Time Log table or click on the **Resource Utilization** from the Company Setting.
- The report is for current month which you will see once you visit on the page.
- Click on the Add/Remove Columnto select the required fields for your report.

sk Reports	Hour Spent	🗸 Weekly Usage		
Sep 01, 2016 to Se	ep 28, 2016 X		Q Search	€ 50 - 11-
	^	Project	Hour(s) Spent	Date Resource
)16		Getting Started with Orangescrum	4 hrs 15 mins	✓ Project
016		Getting Started with Orangescrum	30 mins	Task Title Status
016		Getting Started with Orangescrum	5 hrs 30 mins	🔲 Туре
016		Getting Started with Orangescrum	3 hrs 35 mins	 Hour(s) Spent Billable
016		Getting Started with Orangescrum	7 hrs 6 mins	
)16		Getting Started with Orangescrum	28 hrs 10 mins	

- Select Date, Project&Hour(s) Spentfrom the column, and click on the Filters + button.
- Click on the **Date** and select day or month or year or any custom date.





🍸 Filters 🗘 S	ep 01, 2016 to Sep 28,	2016 X		C	Search		C	50 🗸	III •
Date	Today								
Status	Vesterday	^	Project	ł	Hour(s) Spent				
Project	This Week		Getting Started with Orangescrum		4 hrs 15 mins				
Resource	C This Week								
Sep 13, 2016	This Month		Getting Started with Orangescrum	3	30 mins				
Sep 16, 2016	This Quarter		Getting Started with Orangescrum	ę	5 hrs 30 mins				
Sop 20, 2016	This Year		Catting Storted with Orangeogrum	,	hro 25 mino				
Sep 20, 2016	Last Week		Getting started with Grangeschum						
Sep 21, 2016	Last Month		Getting Started with Orangescrum	-	7 hrs 6 mins				
Sep 28, 2016	Last Quarter		Getting Started with Orangescrum	1	28 hrs 10 mins				
	Last year								
	🔲 Last 365 days		« < 1 > »			Sho	wing 1	to 6 of	6 entries
	Custom Date								
	From								
	То								
Ising 0.00 Mb of sto	Search	rs 17 mins	Orangescrum		Last Activity Get	ting Sta	rted w	rith To	oday 5:11 p

• Click on Search & you can see the total time spent for that day on the project by resources.

🕅 Task Reports	Hour Spent	🗸 Weekly Usage		
▼ Filters \$ Sep 28, 20	016 to Sep 28, 2016 X		Q Search	G 50 ▼ Ⅲ ▼
Date	^	Project	Hour(s) Spent	
Sep 28, 2016		Getting Started with Orangescrum	28 hrs 10 mins	
		« < 1 > »		Showing 1 to 1 of 1 entries

Similarly you can add more columns to view different reports like total log time by Resources on a particular date or task or project.

On the **Calendar view**, you can also view the total log time for the day or any particular date.

- Go to the Time Log calendar view.
- Select the Month from monthly view and select the day (To change the month use this button <>> Today)
- Click on the Day Month Week Day from the view button.
- You can see at the top of the calendar how much time spent for the day along with billable and non-billable hours of the day.





_ogged: 2	28 hrs 10 mins Billable: 21 hrs 40 mins	Non-billable: 6 hrs 30 mins	Export(.csv)
<	> Today	Wednesday, Sep 28,	2016 Month Week D
		Wednesday 9/28	3
all-day			
8am			
9am			
10am			
11am			
12pm			
1pm			
2pm			
3pm	19 hrs 50 mins	1 hr 50 mins	
4	How to start the Timer	Logout and redirects	
4pm		6 hrs	4:40 - How to Log Time for a Project
5pm		Welcome to Orangescrum	
брт			
7pm			
8pm			
9pm			
10pm			

How can I view total time log for a resource of a project?

You can view this by the following two ways:

- Time Log List view
- Resource Utilization view





Time Log List view

- Go to Time Log page
- Select the Project from the dropdown on the top menu bar
- Click on the Filters button
- Click on Resource option
- Select the Resource

You can see the total log time (see Logged Time) for a Resource of a Project as shown in below:

> Time Log	Project: G	etting Started With Oranges	crum 👻 📃 🗎						
howing time log	: for all user	s and all dates						Date	Filters≑
Logged: 63 hrs	17 mins Billabl	e: 51 hrs 17 mins Non-billable: 1	2 hrs Estimated:) John Doe	e 💦 🛛 Reso	ource
Date 🌲	Name 🌲	Task 🌲	Note	Start	End	Break	Billable	Hours	Action
Sep 28, 2016	John Doe	Welcome to Orangescr		4:40 PM	10:40 PM		×	6 hrs 0 min	0
Sep 28, 2016	John Doe	How to Log Time for		4:40 PM	5:10 PM		×	0 hrs 30 min	C
Sep 21, 2016	John Doe	How to Attach file t		10:25 AM	4:45 PM			6 hrs 20 min	0
Sep 10, 2016	John Doe	Manage Project with		12:30 PM	4:45 PM			4 hrs 15 min	0

Resource Utilization View

- Go to Resource Utilization Page (You can go by clicking on the Resource Utilization report in the Time Log Page or from the Company Setting clicking on the Resource Utilization)
- Click on the Add/Remove Button
- Select Resource, Project, Hour(s) Spent columns



Hour Spent	✓ Weekly Usage		
to Sep 28, 2016 X		Q Search	🛛 📿 50 ▾ 🚺
	Project	Hour(s) Spent	 Date Resource
	Getting Started with Orangescrum	49 hrs 36 mins	Project
	« < 1 > »		s Status
			🔲 Туре
			Hour(s) Spen
	Hour Spent	C Hour Spent	C Hour Spent ✓ Weekly Usage to Sep 28, 2016 X Q Search Project Hour(s) Spent Getting Started with Orangescrum 49 hrs 36 mins

- Click on the Filters
- Click on the Date & select the date range
- Select Project & Resource

🕅 Task Reports	Hour Spent	🗸 Weekly Usage	
Filters Jan 01, 201	6 to Sep 28, 2016 X		Q Search 250 - 150 -
Status		Project	Hour(s) Spent
Project		Getting Started with Orangescrum	49 hrs 36 mins
Resource			

 $\ll < 1 > \gg$

Showing 1 to 1 of 1 entries

You can see the total time spent by the resource for that project with the given date range.

🏠 Task Reports	Hour Spent	✔ Weekly Usage						
Ţ Filters ≑ Jan 01, 201	6 to Sep 28, 2016 X			Q	Search	C	50 🔻	≣▼
Resource		Project		Hour(s) Spent				
John Doe		Getting Started with Ora	ingescrum	49 hrs 36 mins				

 $\ll < 1 > \gg$

Showing 1 to 1 of 1 entries





How can I view total billable hours for a project?

You can view the Total billable hours on Dashboard, Time Log List view and Time Log Calendar view.

- On Dashboard page, scroll down to see the time Log bar chart.
- Hover on the Time Log bar to see the total hours spent with total billable hours like shown in the image.



• On the Time Log List view, see at the top of the time log table. You can view total billable hours for the project.

Showing time log:	for all users	s and all dates						T	Filters ‡
Logged: 63 hrs	17 mins Billable	e: 51 hrs 17 mins Non-billable: 12	hrs Estimated:					Export(.c.	sv)
Date 🌲	Name ¢	Task 🌲	Note	Start	End	Break	Billable	Hours	Action
Sep 28, 2016	John Doe	Welcome to Orangescr		4:40 PM	10:40 PM		×	6 hrs 0 min	⊡ ⊡
Sep 28, 2016	John Doe	How to Log Time for		4:40 PM	5:10 PM		×	0 hrs 30 min	СŪ
Sep 21, 2016	John Doe	How to Attach file t		10:25 AM	4:45 PM			6 hrs 20 min	СŪ
Sep 10, 2016	John Doe	Manage Project with		12:30 PM	4:45 PM			4 hrs 15 min	⊡ ⊡
Sep 16, 2016	John Doe	How to generate invo		11:15 AM	4:45 PM		×	5 hrs 30 min	0





• On the Time Log Calendar view, at top of the calendar you can see total billable hours of the project or resources.

Sho	owing time log: <i>for all u</i>	sers and all dates					
	Logged: 49 hrs 6 mins Bill	able: 37 hrs 6 mins Non	-billable: 12 hrs				Export(.csv)
	< > Today		S	eptember 201	6	[Month Week Day
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	28	29	30 mins How to Log Time for a Project	31	1	2	3
	4	5	6	7	8	9	10 4 hrs 15 mins Manage Project enable/disab delete produc

How can I view total hours spent by resources for a project on a particular date?

Total hours spent by resources can be viewed from the Time Log & Resource Utilization page.

- Go to the Time Log page
- Click on the Filters
- Select the option Resources & click on the resource

You can view the total hours spent by the resources.

Showing time log: of user JD 🗙							John Doe	Dat	Filters \$ e ource
Date 🌲	Name 🌲	Task 🌲	Note	Start	End	Break	Billable	Hours	Action
Sep 28, 2016	John Doe	Welcome to Orangescr		4:40 PM	10:40 PM		×	6 hrs 0 min	
Sep 28, 2016	John Doe	How to Log Time for		4:40 PM	5:10 PM		×	0 hrs 30 min	
Sep 21, 2016	John Doe	How to Attach file t		10:25 AN	4:45 PM			6 hrs 20 min	⊡ ⊡
Sep 10, 2016	John Doe	Manage Project with		12:30 PM	4:45 PM			4 hrs 15 min	⊡ ⊡
Sep 16, 2016	John Doe	How to generate invo		11:15 AM	4:45 PM		x	5 hrs 30 min	۵Ū





- On the Resource Utilization page, (You can go by clicking on the Resource Utilization report in the Time Log Page or from the Company Setting clicking on the Resource Utilization)
- Click on the Add/Remove Button
- Select Resource, Project, Hour(s) Spent columns
- Click on the Filters
- Click on the Date & select the date range
- Select Project & Resource

You can view the total hours spent by resources on that project.

🛱 Task Reports 🕒 Hour Spent	✓ Weekly Usage		
Filters 🗧 Jan 01, 2016 to Sep 28, 2016 X		Q Search	♥ 50 - ■-
Resource	Project	Hour(s) Spent	 Date Resource
John Doe	Getting Started with Orangescrum	49 hrs 36 mins	Project Task Title
	« < 1 > »	Ş	Status
			 Type Hour(s) Spent
			Billable

Can I edit the Log Time?

Yes, you can edit the Time Log entries.

- Go to the Time Log page
- Select the Time Log entries you want to edit
- Navigate to Action



Click on the Edit option

On the Time Log edit pop-up, you can edit:

- Date
- Start Time
- End Time



- Break Time
- Check field of Billable
- Note

ask Title			Logged: 7 hrs	Billable: 1 hr	Non-Billable: 6 hr	s Estimated:
Welcome to Orar	ngescrum					v
Resource	Date	Start Time	End Time	Break Time	Spent Hours	
John Doe	▼ Sep 28, 2016	4:40pm •	10:40pm 🔻	0:00	6:00	Billable?
Note:						
		Update	or Cance	el		

• Click Update to save your changes.

You can also edit the Time Log entries from the Time Log calendar view.

- Click on any time log entries from the calendar
- Edit the Time, Date, Note and Update the fields
- Time Log entries will be updated automatically

gged: 50 hrs 36 mins Billab	ble: 38 hrs 36 mins No	on-billable: 12 hrs				Export(.csv)
< > Today		S	eptember 201	6	[Month Week	Day
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30 mins How to Log Time for a Project	31	1	2		3
4	5	б	7	8	9		10







Can I edit the time entries by the timer?

You can edit the time log entries from the Time Log page List view or calendar view.

- Click on the edit option under the Action
- On the Time Log Edit Pop-up, edit the time entries and click on Update

Who can edit the Time Logs?

There are four types of users in Orangescrum. They are:

- Owner
- Admin
- User
- Clients

Owner and Admin can view all users' time log entries and able to see the Resource Utilization report. But Users and Clients can see their own time log entries and can't see the Resource Utilization report.

Owner & Admin can edit all users' time log entries where as Users & clients can only edit their own time log entries.

Can I view time logs of all resources at a time?

You can view time log entries of all resources at a time in the Time Log page and Resource utilization page.

- Go to the Time Log page
- Click on the Filters
- Select Resources

Upon selection of resources, you can see the time log entries by resources of that project.

But with Resource Utilization page, you can see more clarity on the resources time spent on tasks or projects.

- Go the Resource Utilization Page from the **Time Log** or **Company Setting**
- Click on Add/ Column and select Resource, Project, Hours Spent
- Navigate to Filters
- Click on the Resources, mark all resources
- Select the date or a date range
- Select Project





You can see the Time Log entries of all resources by Project wise.

If you want to see time log entries by one resource at a time for a single project, select that resource from the filter and view the report.

Can I edit the Note in the Time Log?

- Select the Tasks and time log entry
- Click on the edit option from Action field
- Go to Note on the Edit pop-up, edit the Note & click on the **Update** button to save the changes.

Can I delete a time log entry?

- Select the Task from the Time Log List view
- Go the Action
- Click on the Delete icon
- Click **Ok**on thepop-up

Your time log entry will be deleted successfully.

At any time you can edit, delete or entry time for that task.

Note: In case of Dependencies, you can't log time for a dependent task, until you finish the parent task.

Can I log time for a back date?

You can log time for any date from the Time Log and time log calendar page.

- Go to the Time Log page.
- Click on the Log Time from the ¹ button or from the Newat the top right menu bar, click Time Log.





🏷 Andolasoft	Qs	earch Tasks							÷	New 🗸	John De	oe 🤳 🕸
ਨਿ Create Task	1	> Time Log >	Project: G	etting Started With Orangeso	erum 👻 📃 🛗		<u></u>	Proje	ect			
	_						E	👤 User	ſ			
Dashboard							(D Time	e Log			
🖆 Tasks 🛛 💷		Showing time log:	for all users	s and all dates				ال Star	t Timer		Y I	filters \$
C Time Log		Logged: 64 hrs	17 mins Billable	e: 52 hrs 47 mins Non-billable: 12	hrs Estimated:		E	Task	<i>د</i>			
s Invoice							- 12	F Mile	stone		xport(.c	sv)
		Date 🌲	Name 🌲	Task 🛊	Note	Start	End	Diedk	billable	nours		Action
		Sep 28, 2016	John Doe	Welcome to Orangescr		4:40 PM	10:40 PM		×	6 hrs 0 r	min	©∰
Milestones		Sep 28, 2016	John Doe	How to Log Time for		4:40 PM	5:10 PM		×	0 hrs 30) min	СŪ
Projects		Sep 21, 2016	John Doe	How to Attach file t		10:25 AM	4:45 PM			6 hrs 20) min	0
💄 Users		Sep 10, 2016	John Doe	Manage Project with		11:00 AM	4:45 PM			Start Ti	mer	ŌŢ
🛕 Daily Catch-Up		Sep 16, 2016	John Doe	How to generate invo		11:15 AM	4:45 PM		*	5 bre 30	min	ott
Miscellaneous 🗸		Sep 20, 2016	John Doe	How to Log Time for		3:00 PM	6:05 PM		e	Log Ti	me	0
• Recently viewed		Sep 28, 2016	John Doe	How to start the Tim		2:45 PM	10:35 AM			19 hrs 5	0 min	
		Sep 28, 2016	John Doe	Logout and redirects		2:50 PM	4:40 PM			1 hrs 50) min	⊡ ⊡
			~						_	~ ~~		

- On the Time Log Entry page, select a date as per your convenience.
- Click on Save to log your time for that date.

_og time >													
Fask Title				Logge	d: 64 h	nrs 47	mins	Billable:	52 hrs 47 min	s Noi	n-Billable:	12 hrs Estima	teo
Select													
Resource	Date	e		Sta	rt Tin	ne	End	Time	Break Ti	me	Spent Ho	ours	
John Doe	• Sep	29, 20	16	3:2	0pm	٣	3:5)pm '	hh:mm		0:30	✓ Billable?	
+ Add Item	0		Septe	mber	2016		0						
Note:	Su	Мо	Tu	We	Th	Fr	Sa						
					1	2	3						
	4	5	6	7	8	9	10						
	11	12	13	14	15	16	17						
	18	19	20	21	22	23	24	Cance					
	25	26	27	28	29	30		Carice	1				

You can edit a time log entries to change the date of the log time.





How can I know which Resource is available for the task?

You can check which resource is available or not or on leave from the Resource Availability page.

- Go to the Settings
- Click on the Resource Availability under the company setting
- Find the following colors for "Resource Available", "Not available" and "Leave".
 - **Green:** Resource Available
 - **Red**: Resource not available
 - Grey: Resource on Leave



Or,

While assigning a task to a user, it will show you notification if the user is not available and give you suggestion the next available date of that user. Also it will give suggestion if there is another resource is available before or on that date.





Qs	earch Tasks						🕀 New 🗸
	<table-cell-rows> Go Back</table-cell-rows>	Resource I	Not Available				
	🔓 Create	The assigned u on Nov 27, 201	ser is not available on the 6	date specified. User will l	be next available		
		Other available	resources are as follows:				
	Project:	Resou	rce Available Date				
	Title:	Me	Nov 27, 2016				
	Start Date	Surya	Nov 19, 2016				
	Assign To:	 Jane 	Nov 15, 2016			•	
	Priority:		Change	or Create Any Way			
	Task Type:	111 Developme	ent	Milestone:	No Milestone	•	
	Description:	B <i>I</i> AB€ <u>U</u>) = : = 🖅 🖅 Task Ter	nplate -			

You have two options; either create the task anyway or change the resource.

You can have option to select other resource on that pop up as well as shown in the above screenshot & click on the "change" it will update the task accordingly.

If you select the option "create anyway" the task will be created & assigned to that unavailable resource.

Note: To know the Resource Availability during task creation enters the "Estd. Hour" or "Due Date" of the task.

Where can I plan the vacation for my resources?

- Go to the Setting
- Click on Resource Availability under Company Setting
- On the Resource available page, click on the resource row & select the date
- If the resource is available then you can see the "Leave Form"





🏷 Andolasoft	Q Search Task	S									Ð) New Y	• .	John Do	De 🧕	\$
Create Task	🟫 > Anal	ytics 0	Resc	User Leave Form			×									
Dashboard				Start Date:	Jan 08, 201	7										
🖄 Tasks 🛛 🚺				End Date:												
C Time Log	Resource			Reason of Leave.				ate								
C Files		26 Dec	27 Dec	Reason of Leave.				0 an	11 Jan	12 Jan	13 Jan	14 Jan	15 Jan	16 Jan	17 Jan	18 Jai
	John Doe				Add	or Cancel										
Lusers	Satyajeet															
🛕 Daily Catch-Up	Surya							_								
Miscellaneous	Jaile															
Decently viewed	4							1								•

- Select the Start "Date & End Date" & enter "Reason of Leave"; click on Add
- Resource availability will be updated the color to **grey** for that resource & you can see from the Resource Availability.

🏷 Andolasoft	Q Search Task	S																		Ð) New	~	John Do	e 🧕	ø
Create Task	Anal	ytics >	Resc	ource A	vailab	ility																			
Dashboard																									
🖄 Tasks 🛛 23											Prev		N	ext											
() Time Log	Resource																Date								
© Files 0		26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18
Milestones	John Dee	Dec	Dec	Dec	Dec	Dec	Dec	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jai
Projects	Sotuciost														Satyaje	et is o	Tleave								
💄 Users	Surva																								
🛕 Daily Catch-Up	Jane																								
< Miscellaneous 🧹																									
• Recently viewed	4																								•





Can a user see the Resource Available report?

No, a user can't see & access to resource available feature. Only admin & owner can see the report.

How can I know whether resource is logged time for the task or not?

You can see on the time log or resource utilization page.

But with our updated feature, now you can get alert if a user is not logged time for a day, then you (owner & admin) will get an email alert with the user details.

Also the user will get the alert for his assigned task & project if s/he doesn't log time for a day.

Orangescrum - Time Log Weekly Alert

You have not logged time for 27 tasks from 18 Nov, 2016 to 08 Dec, 2016.

Date	Project	Task	User	Status
2016-11-30	WordPress Project	Logout and redirects	John Doe	Resolved
2016-11-30	WordPress Project	Registration with pricing plan details and subscription	John Doe	Closed
2016-11-30	WordPress Project	User login with email and password	John Doe	Resolved
2016-11-30	WordPress Project	Send mail and then allow user to reset password	John Doe	Closed
2016-11-30	WordPress Project	Registration with pricing plan details and subscription	John Doe	Resolved
2016-11-30	WordPress Project	Upload new contents	John Doe	Closed
2016-11-30	WordPress Project	How to Log Time for a Project	John Doe	Closed
2016-11-30	WordPress Project	Issues with Home page	John Doe	Resolved
2016-11-30	WordPress Project	Make the site Live	John Doe	Closed
2016-11-30	WordPress Project	Banner & logo for website	John Doe	Resolved
2016-11-30	WordPress Project	Domain Booking	John Doe	Closed





What can I know from the Resource Utilization report?

The Resource Utilization report can be viewed by owner and admin. This is not accessible to a user and clients.

On this report, you can see:

- Which resource worked how many hours
- Total hours spent on a project
- Total hours spent by resources on a day or particular date

On the Resource Utilization Page, Click on the Add/Remove Column to add fields to generate different reports. The fields are:

- Date
- Resource
- Project
- Task Title
- Status
- Type
- Hour(s) Spent
- Billable







With the help of **Filters**, you can get specific results.

🍸 Filters ≑	J
Date	
Status	
Project	
Resource	

▼ Filters ≎ Jan	01, 2016 to Sep 29, 2	2016 X				Q	Search	1		C	50 🗸	≣▼
Date 🔺	Resource	Project	Task Title	Status	Туре			Hour(s) Spent		Bi	llable	
Aug 30, 2016	John Doe	Getting Started w	How to Log Time		Bug			30 mins		Ye	es.	
Sep 10, 2016	John Doe	Getting Started w	Manage Project		Deve	elopme	nt	5 hrs 45 mins		Ye	es	
Sep 13, 2016	John Doe	Getting Started w	Welcome to Oran		Othe	ers		30 mins		Ye	es	
Sep 16, 2016	John Doe	Getting Started w	How to generate		Othe	ers		5 hrs 30 mins		N	С	
Sep 20, 2016	John Doe	Getting Started w	Welcome to Oran		Othe	ers		30 mins		Ye	es	
Sep 20, 2016	John Doe	Getting Started w	How to Log Time		Bug			3 hrs 5 mins		Ye	es	
Sep 21, 2016	John Doe	Getting Started w	How to Attach fil		Othe	ers		6 hrs 20 mins		Ye	es	
Sep 21, 2016	John Doe	Getting Started w	How to Log Time		Bug			46 mins		Ye	es	
Sep 28, 2016	John Doe	Getting Started w	How to start the		Unit	Testin	g	19 hrs 50 min	S	Ye	es	
Sep 28, 2016	John Doe	Getting Started w	Logout and redir		Deve	lopme	nt	1 hr 50 mins		Ye	es	
Sep 28, 2016	John Doe	Getting Started w	How to Log Time		Bug			30 mins		N	с	
Sep 28, 2016	John Doe	Getting Started w	Welcome to Oran		Othe	ers		6 hrs		N	с	

Note: The default date range for the Resource Utilization is the current month. So change it from the Filters and select your date or date range to view your required reports.

Can I know project wise resources hours spent?

- Go to the Resource Utilization page.
- Select Project, Resources & Hours Spent from the Add/Remove Column
- From the Filters, select your Project

You can see the total hours spent by resources for the project.





Filters		Q Search ∅ 50 ▼
Resource	Project	Hour(s) Spent
John Doe	Getting Started with Orangescrum	51 hrs 6 mins
	« < 1 > »	Showing 1 to 1 of 1 entries

What can I view in Time Log calendar?

You can view the time log calendar view using the following steps:

- Click on the Time Log menu from the menu panel.
- Select the Project you want to view the Time Log entries.
- Click on the Calendar icon
 The to view the Time Log calendar details



- On the calendar page, we have the following three views:
 - Monthly view
 - Weekly view
 - o Day wise view



(Monthly View)





🍎 Andolasoft	Q Search Tasks						(+) Ne	w 🗸 🛛 John Doe J	\$
Create Task	♠ > Time Log >	Project: Getting St	arted With Ora	ingescrum 🔻					
Dashboard	Logged: 1 hr 16 m	nins Billable: 1 hr 16 mir	ns Non-billable:					Export(.csv)	
🖄 Tasks 🛛 20	< >	Today		Sep	18 – 24 2016	i i		Month Week Day	
🕓 Time Log	S	un 9/18 M	lon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Sat 9/24	
S Invoice	all-day								
© Files 0	бат								•
Milestones	/am								
Projects	8am								
🔔 Users	9am								
🛕 Daily Catch-Up	10am								11
🐟 Miscellaneous 🗸	11am								
• Recently viewed	12pm							- +	
	1pm			1:10 - Welcome to Oranges					
•	2pm								

(Weekly View)

🍎 Andolasoft	Q Search Tasks	🕀 New 🗸 🛛 John Doe 🤳 🕸
Create Task	A > Time Log > Project: Getting Started With Orangescrum ▼	
Dashboard	Logged: Billable: Non-billable:	Export(.csv)
🔁 Tasks 🛛 🛛 20	> Today Thursday, Sep 22, 2016	Month Week Day
🕓 Time Log	Thursday 9/22	
S Invoice	all-day	
© Files 🕕	6am	•
Milestones	7am	
💼 Projects	8am	
💄 Users	9am	
🛕 Daily Catch-Up	10am	
Miscellaneous 🗸	11am	
	12pm	
	1pm	
•	2pm	

(Day wise view)

• To change the current month/week/day, you can use the left or right button

< > Today

- At any time you can click on **Today** to return to the current date.
- On the calendar page, you can view the following time log details:
 - Task Title





- Time Logged in for the day
- Assigned To



• You can log time for any day by clicking on the day box, and enter & select the required field in the Log Time pop-up.

How to Log Tim	e for a	a Project		C0990	a. Bilabia.	Non Dinabit.
Resource		Date	Start Time	End Time	Break Time	Spent Hours
John Doe	•	Sep 21, 2016	5:25pm •	5:55pm 🔻	hh:mm	0:30 🖉 Billable? 🗙
John Doe	•	Sep 21, 2016	5:30pm 🔻	6:00pm 🔻	hh:mm	0:30 🖉 Billable? 🗙
Add Item I ote :						

• Your calendar will be look like this:







What can I export from the Time Log page?

You can export your time log entries by clicking on the

Export(.csv) button.

The following data will be exported in a .csv format:

- Date
- Name/Resource
- Task
- Note
- Start Time
- End Time
- Break time
- Billable or Not
- Hours Spent
- Export Date
- Total fields exported
- Total Billable Hours
- Total Non-billable hours
- Total Hours



	А	В	С	D	E	F	G	Н	I.	J	
1	Date	Name	Task	Note	Start	End	Break	Billable	Hours		
2	28/09/2016	John Doe	Welcome to Orangescrum		4:40pm	10:40pm		No	6 hrs		
3	28/09/2016	John Doe How to Log Time for a Project			4:40pm	5:10pm		No	30 mins		
4	21/09/2016	John Doe	How to Attach file to task - copy		10:25am	4:45pm		Yes	6 hrs 20 mins		
5	10/9/2016	John Doe	Manage Project with enable/disable and delete		11:00am	4:45pm		Yes	5 hrs 45 mins		
6	16/09/2016	John Doe	How to generate invoice without Time Log		11:15am	4:45pm		No	5 hrs 30 mins		
7	20/09/2016	John Doe	How to Log Time for a Project		3:00pm	6:05pm		Yes	3 hrs 5 mins		
8	28/09/2016	John Doe	How to start the Timer		2:45pm	10:35am		Yes	19 hrs 50 mins		
9	28/09/2016	John Doe	Logout and redirects		2:50pm	4:40pm		Yes	1 hr 50 mins		
10	20/09/2016	John Doe	Welcome to Orangescrum		1:10pm	1:40pm		Yes	30 mins		
11	30/08/2016	John Doe	How to Log Time for a Project		1:10pm	1:40pm		Yes	30 mins		
12	13/09/2016	John Doe	Welcome to Orangescrum		6:50pm	7:20pm		Yes	30 mins		
13	1/1/1970	John Doe	How to Log Time for a Project		5:30am	7:11pm		Yes	13 hrs 41 mins		
14	21/09/2016	John Doe	How to Log Time for a Project		7:06pm	7:07pm		Yes	1 min		
15	21/09/2016	John Doe	How to Log Time for a Project	time to create the Task te	5:50pm	6:20pm		Yes	30 mins		
16	21/09/2016	John Doe	How to Log Time for a Project	time to create the Task te	6:40pm	6:55pm		Yes	15 mins		
17											
18	Export Date	9/29/2016 10:52									
19	Total	15 records									
20	Total Billable Hours	52 hrs 47 mins									
21	Total Non-Billable Hours	12 hrs									
22	Total Hours	64 hrs 47 mins									
23											
24											

What is the Payment feature in Time Log with Payment?

The Payment feature will help you to keep track of your payables along with your team's time to ensure transparent management of contractors, freelancers, third Party Vendors, Technology Service Providers, distributors etc.

To create a payment for your extended team follow the below steps as mentioned:

- Go to the Time Log Page
- Select one Resource
- Go to the Time Log sheet
- Mark the Time entries to create a Payment
- Click on the Create Payment





Create Task	Task Time Log :	Project: Getting Starte	d With Orangescrum 👻							
Dashboard		A > Time Log > Project: Getting Started With Orangescrum ▼								
🖄 Tasks	Resource:	Daniel		٣					×.	Export(.csv)
() Time Log	Date:	From Date	- To Date							
S Invoice			Search							
© Files	Showing time	log: of user DJ ×								
Milestones	🖺 Time log 🌔	5) 📴 Payments (
Projects	Time Logs	Daid Time:	Innaid Time: 01 brs 25 mins	Total Time	e: 21 hrs 35 n	nins				
💄 Users	Time Logs	The Palu Hine The C	Shpaid Time.21 fills 30 fillins	Total Time	. 21110001					
🋕 Daily Catch-Up	ур	′							Create Paym	lent
Miscellaneous 🗸	us 🖌 🗌	Date \$ Name \$	Task \$	Note	Start	End	Break	Billable	Hours	-+
• Recently viewed	ved < 4569AND00004	Oct 14, 2016 Daniel	How to generate repo		4:50 PM	6:50 PM			2 hrs 0 min	
		Oct 14, 2016 Daniel	How to Generate Invo		1:55 PM	7:15 PM			5 hrs 20 min	⊡
 Files Files Milestones Projects Users Daily Catch-Up Miscellaneous Recently viewed 	Showing time Time log (Time Logs 30 us < 4569AND00004	log: of user DJ ×	II) Jnpaid Time:21 hrs 35 mins Task ¢ How to generate repo How to Generate Invo	Total Time Note	2: 21 hrs 35 m Start 4:50 PM 1:55 PM	End 6:50 PM 7:15 PM	Break 	Billable ©	Create Paym Hours 2 hrs 0 min 5 hrs 20 min	rent

- You can see the Add Unbilled time to Payment pop up form.
- Select the option to create a new **Payment** or to continue with the **existing** Payment.

🏷 Andolasoft	Q Search Tasks					_		(+ New 🗸	John Doe 🧕 🏟
Create Task	🟫 > Time Log	⊨> Proje 🏼 🗚	dd Unbilled	time to Payment		×				
Dashboard	🔀 Time log	(6)	Choose Payment			•				
🖄 Tasks	Time Log	S I ₽ F	Select	ment						
🕓 Time Log	30	•	4569AND000	04 Opdate of t	cancer				Create Pay	ment
S Invoice		Date \$			Hoto Statt		Break	Billable	Hours	Action
Files	4569AND00004	Oct 14, 2016	6 Daniel	How to generate repo	4:50 PM	6:50 PM			2 hrs 0 min	C D
Milestones	۲	Oct 14, 2016	Daniel	How to Generate Invo	1:55 PM	7:15 PM			5 hrs 20 min	C III
Projects		Oct 13, 2016	Daniel	How to Attach file t	4:45 PM	10:05 PM			5 hrs 20 min	C III
🔔 Users	Ø	Oct 13, 2016	6 Daniel	How to configure Dai	10:15 AM	3:45 PM			5 hrs 30 min	C III
🛕 Daily Catch-Up		Oct 14, 2016	6 Daniel	Registration with pr	9:10 AM	10:50 AM			1 hrs 40 min	<u>ت</u>
Sellaneous K		Oct 14, 2016	6 Daniel	User login with emai	2:00 PM	3:45 PM			1 hrs 45 min	+
• Recently viewed										1 - 6 of 6
									Resource Utili	zation Report

- Select New Payment, you will be redirected to Payment page
- On the Payment page, edit, select or enter the following data:
 - \circ Billing From
 - o Payee



- Payment #
- \circ Hourly Rate
- o Currency
- Payment Date
- o Reduction Percentage or flat Rate
- o Tax
- \circ Remittance details
- \circ Note

6 Andolasoft	Q Search T	asks						⊕ New ∨	John Doe 🧕 🏟
Create Task	♠ > T	ïme Log > Projec	t: Getting Started With (Drangescrum 🔻					
Dashboard									
🕏 Tasks	Co Ti	melog (6)	Payments (0)	New Payment					
() Time Log									
S Invoice	1						Payme	ent	
© Files							, ,		
Milestones	Billi	ng From					Payment#:	4569AND00004	
Projects	Ando	lasoft					Std.Hourly Rate:	15 Apply	
🔔 Users	Paye	ee							
🛕 Daily Catch-Up	Danie	el					Currency:	USD : US Dollar	•
< Miscellaneous 🧹							Payment Date:	Oct 14, 2016	
							Balance Du	e	USD 30.00
	SI#	Date	Description			Billable Hours	Rate	Amount	Action
4	1	Oct 14,2016	How to generate repor	ts & analytics		2	15.00	30).00
	+ A(dd Line-item					Sub	ototal	30.00
						Reduction Pe	rcent •		0.00
							Tax (%)		0.00
							Total Am	usD	30.00
	Ren	nittance details			Note				
				Save & Sen	d 🔻	or Cancel			Preview & Print
	Usina 0.1	8 Mb of storage I Ho	ours Spent: 211 hrs 7 mins		Orangescrun	1	Last A	Activity Getting Started	with Today 3:38 pm

• You can edit the Task Date, Description, Billable Hours, Rate as well.



• If you select add Payment to the existing Payment, then the marked billable hours will be automatically updated to the Payment.



• You can Save, Send, Download, Print this Payment.





O Andolasoft	Qs	earch Ta	asks				🕂 New 🗸 🛛 J	lohn Doe 🧕 🎄
Create Task	1	> Ti	me Log > Project	Getting Started With Orangescrum ▼ 📃 🛗				
Dashboard						Balance Due	U	SD 30.00
之 Tasks		SI#	Date	Description	Billable H	ours Rate	Amount	Action
C Time Log		1	Oct 14,2016	How to generate reports & analytics	2	15.00	30.00	
S Invoice		+ Ad	ld Line-item			Subtot	tal 30.0	0
Files					Reduct	ion Percent 🔹	0.0	0
Milestones						Tax (%)	0.0	0
Projects						Total Amou	nt USD 30.0	0
💄 Users		Rem	ittance details	Not	e			
🛕 Daily Catch-Up								
Miscellaneous 🗸					_			
• Recently viewed				Save & Send	or Cance	4	P	Preview & Print
				Save & Download				
				Save & Close				
	U	lsing 0.18	8 Mb of storage Hou	urs Spent: 211 hrs 7 mins Orangesc	rum	Last Activ	ity Getting Started wit	h Today 3:38 pm

• You can see the update of the same Payment at the bottom of your Payment.

🏷 Andolasoft	Q Search Tasks	🕀 New 🗸 🛛 John Doe 🁰 🌣
Create Task	A > Time Log > Project: Getting Started With Orangescrum ▼	
Dashboard		
✓ Tasks		
() Time Log	Save & Send V Or Cancel	Preview & Print
s Invoice		
@ Files	You have created this payment.	
Milestones	Oct 14, 2016	
Projects	 – You have sent this payment. Oct 14, 2016 	
💄 Users	– You have modified this payment.	
🛕 Daily Catch-Up	Oct 14, 2016	
Miscellaneous 🗸	Oct 14, 2016	
O Recently viewed <		
	Using 0.18 Mb of storage Hours Spent: 211 hrs 7 mins Orangescrum	Last Activity Getting Started with Today 3:38 pm

• When you will send Payment to your extended team's email address, (s)he can view the email with amount, date & the payment PDF like the below screenshot.





Payr	nents fro	m Andolasoft 🛛 🖻	x x00		ē 0			
9	test@and to me ≖	olasoft.com	ඏ 3:52 PM (3 minutes ago) 📩					
		Payment Payment#: Generation Date:	4569AND00004 Oct 14, 2016	Amount: USD 30.00				
	Powered	By: Orangescrum	⊚ Copyright 2016 Orar	igescrum. All Rights Reserved.				
	en e	Payment						

• After you send the Payment, you can see the payment details in the Payment tab.

Time log (6)	Payments (1)								
Payments									
Payment # 🛊	Generated On ‡	Paid To	Received On	Amount \$	Currency	Paid	Action		
4569AND00004	Oct 14, 2016	Daniel		189.90	USD	×	ê 📥 🗛 💲 🏛		
							1 - 1		

• On Payment tab, you can re-send the Payment, Download & Print the Payment PDF and Delete the Payment as well.





			Pay	yment
			Payment#	: 4569AND00004
Andolasoft			Generation Date	: Oct 14,2016
Bill To			Received Date	:
Daniel				
Date	Description	Billable Hours	Rate	Amount
Oct 14,2016	How to generate reports & analytics	2	15.00	30.00
		Subtotal		30.00
		Total Amount		USD 30 00

- Once you paid the amount you can mark it Paid by clicking on the Dollar icon (\$) to close your deal.
- From the Payment page, you can see which payment is paid and which is not.

Time log (6)	Payments (3)						
Payments							
Payment # \$	Generated On \$	Paid To	Received On	Amount \$	Currency	Paid	Action
4569AND00004	Oct 14, 2016	Daniel	Oct 14, 2016	189.90	USD		2 4 A S
5237846AND00045	Oct 14, 2016	Daniel		36.00	USD	×	🗟 📥 占 💲 🏛
33571AND00046523	Oct 14, 2016	Daniel		82.50	USD	×	🗟 📥 👌 💲 🏛
							1 - 3 of 3

How can I send the Payment?

- Go to the Time Log Page
- Select the Resource, Date & search
- Click on the Payment Number
- On the below of Payment page, you can see the Payment Updates





🏷 Andolasoft	Q Search Tasks		🕀 New 🗸 🛛 John Doe 🁰 🕸
Create Task	☆ Time Log > Project: Getting Started With Ora	ngescrum → 📃 🛗	
Dashboard			
之 Tasks			
C Time Log		Save & Send 🗸 or Cancel	Preview & Print
5 Invoice		7	
Files	• You have created this payment.		
Milestones	Oct 14, 2016		
Projects	 You have sent this payment. Oct 14, 2016 		
💄 Users	 You have modified this payment. 		
🛕 Daily Catch-Up	- You have sent this narment		
Miscellaneous 🗸	Oct 14, 2016		
• Recently viewed			
	Using 0.18 Mb of storage Hours Spent: 211 hrs 7 mins	Orangescrum	Last Activity Getting Started with Today 3:38 pm

- From the Payment Tab, you can also click on the Payment number to check the Payment whether it has been sent or not.
- If it is not sent yet, you can send it by clicking on the Save and Send button.

Contract Andolasoft	Qs	earch Ta	isks					⊕ New ∽	John Doe 🧕 🏟
Create Task	1	> ті	me Log > Project	Getting Started With Orangescrum ▼					
Dashboard							Balance Due	l	JSD 30.00
Ż Tasks		SI#	Date	Description		Billable Hours	Rate	Amount	Action
🕓 Time Log		1	Oct 14,2016	How to generate reports & analytics		2	15.00	30.00)
S Invoice		+ Ad	d Line-item				Subtota	d 30.0	00
© Files						Reduction Per	ent 🔻	0.0	00
Milestones						т	ax (%)	0.0	00
Projects							Total Amoun	t USD 30.0	00
💄 Users		Rem	ittance details	Not	e				
🛕 Daily Catch-Up									
🐟 Miscellaneous 🗸						1			
• Recently viewed				Save & Send	0	r Cancel			Preview & Print
				Save & Download					
		leing 0.10	Mh of storage I Hou	Save & Close			Last Activit	Cotting Started wi	th Today 2:20 pm





Can I search which Resource Paid or not?

- Go the Time Log Page
- Select the Payment Tab
- Check which **Payment** has been paid to Resources

C Time log (6)	Payments (3)						
Payments							
Payment # ‡	Generated On \$	Paid To	Received On	Amount ¢	Currency	Paid	Action
4569AND00004	Oct 14, 2016	Daniel	Oct 14, 2016	189.90	USD		2 🖞 🖄 🔊
5237846AND00045	Oct 14, 2016	Daniel		36.00	USD	×	۵ 👍 د ش
33571AND00046523	Oct 14, 2016	Daniel		82.50	USD	×	۵ ۵ ۵ ۵
							1 - 3 of

Note: Once you Paid the Payment, mark the Payment number as Paid.

How can I download the Payment?

- Go the Time Log Page
- Select the Payment Tab
- Navigate to Action column
- Download the Payment by clicking on the download icon.

Time log (6)	B Payments (3)							
Payments								
Payment # \$	Generated On \$	Paid To	Received On	Amount \$	Currency	Paid	Action	
4569AND00004	Oct 14, 2016	Daniel	Oct 14, 2016	189.90	USD		Download	
5237846AND00045	Oct 14, 2016	Daniel		36.00	USD	×	🗟 📥 👌 🕯 🟛	
33571AND00046523	Oct 14, 2016	Daniel		82.50	USD	×	۵ 📥 👌 ۵ 🏛	
							1-3	

