



## User Manual



**TIME LOG WITH PAYMENT**

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## Time Log Add-on User Manual

### How Can I Install Time Log with Payment 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](mailto: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.e **Configure::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 add-on) run below link once and follow the instructions.

Ex. <http://.../install/timelog> (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?

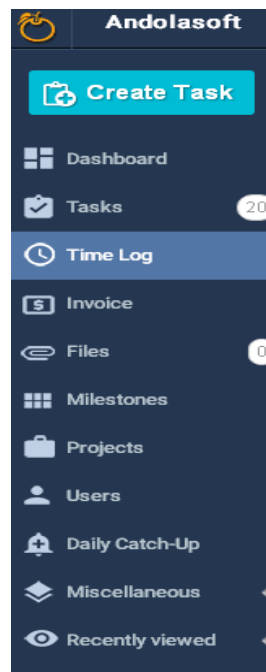
With Orangescrum's Time Log you can log time for your task at any time or for others also. The Time Log sheet will show the time logs of your tasks, but owner and admin can see all the time logs of all resources of the project.





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

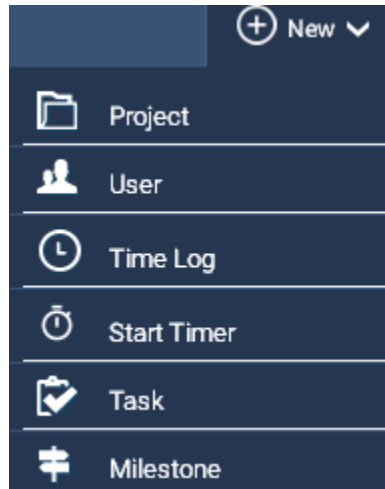
- Log Time
- Start Timer

## Using Log Time

- Go to the Time Log page by clicking on the  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  button on the top menu bar and click **Time Log** from the dropdown.



- On the Log Time pop-up, select& enter the following details:
  - Task
  - Resource Name
  - Date
  - Start Time
  - End Time
  - Break Time

#### Log time > How to Log Time for a Project

**Task 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     | 5:55pm   | hh:mm      | 0:30        | <input checked="" type="checkbox"/> Billable? ✖ |
| John Doe | Sep 21, 2016 | 5:30pm     | 6:00pm   | hh:mm      | 0:30        | <input checked="" type="checkbox"/> Billable? ✖ |

[+ Add Item](#)

**Note:**

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



- 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.

Showing time log: *for all users and all dates* Filters

Logged: 45 mins Billable: 45 mins Non-billable: --- Estimated: --- Export(.csv)



| Date         | Name     | Task                    | Note                    | Start   | End     | Break | Billable                            | Hours        | Action |
|--------------|----------|-------------------------|-------------------------|---------|---------|-------|-------------------------------------|--------------|--------|
| Sep 21, 2016 | John Doe | How to Log Time for ... | Logged time to creat... | 5:50 PM | 6:20 PM | ---   | <input checked="" type="checkbox"/> | 0 hrs 30 min |        |
| Sep 21, 2016 | John Doe | How to Log Time for ... | Logged time to creat... | 6:40 PM | 6:55 PM | ---   | <input checked="" type="checkbox"/> | 0 hrs 15 min |        |

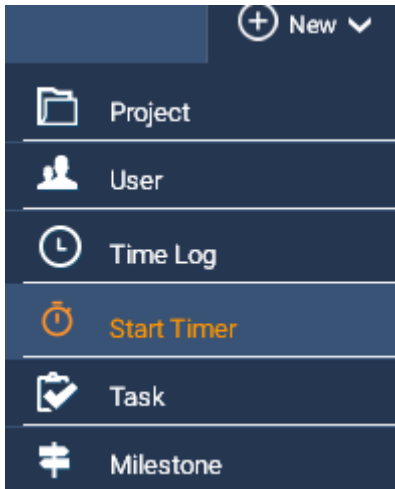
1 - 2 of 2

[Resource Utilization Report](#)

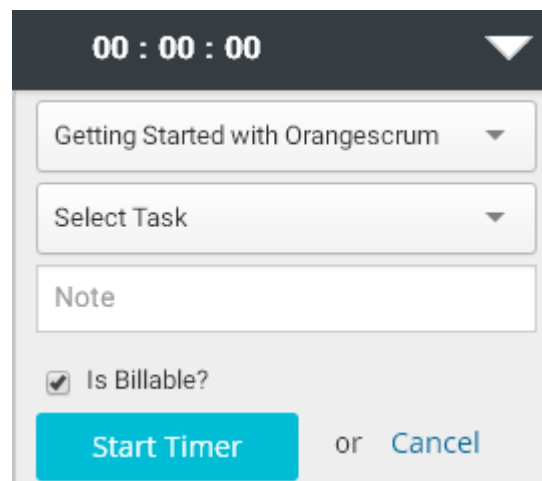
At any time, you can export the data in .csv format.

### Using Start Timer



- Hover on the  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.



- On Timer, select;
  - Project
  - 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.

Showing time log: *for all users and all dates* Filters

Logged: 46 mins Billable: 46 mins Non-billable: --- Estimated: --- Export(.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 | ---   | <input checked="" type="checkbox"/> | 0 hrs 1 min  |   |
| Sep 21, 2016 | John Doe | How to Log Time for ... | Logged time to creat... | 5:50 PM | 6:20 PM | ---   | <input checked="" type="checkbox"/> | 0 hrs 30 min |   |
| Sep 21, 2016 | John Doe | How to Log Time for ... | Logged time to creat... | 6:40 PM | 6:55 PM | ---   | <input checked="" type="checkbox"/> | 0 hrs 15 min |   |

1 - 3 of 3

[Resource Utilization Report](#)

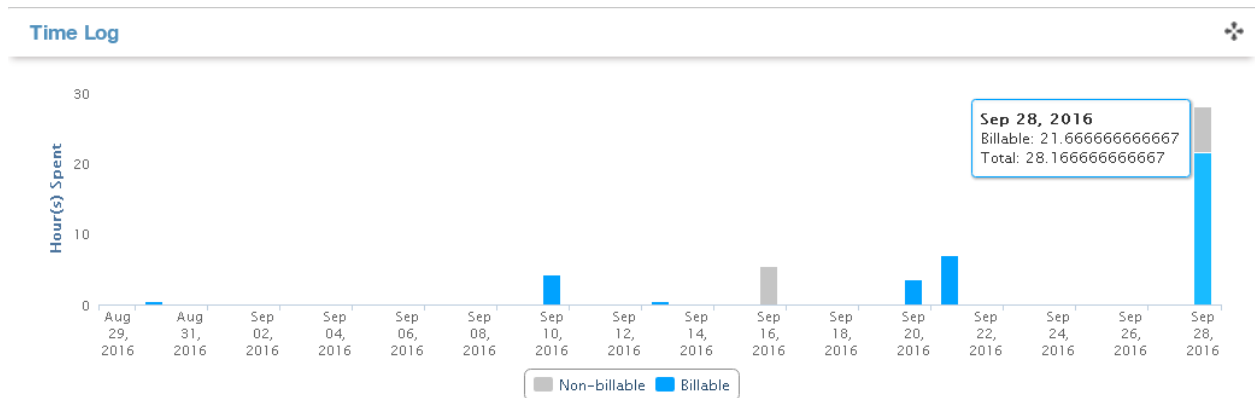
## How can I view the total log time for a particular day or date?

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.

Showing time log: *for all users and all dates*

Logged: 63 hrs 17 mins Billable: 51 hrs 17 mins Non-billable: 12 hrs Estimated: ---

| Date         | Name     | Task                    | Note | Start    | End      | Break | Action  |
|--------------|----------|-------------------------|------|----------|----------|-------|---|
| Sep 28, 2016 | John Doe | Welcome to Orangescr... |      | 4:40 PM  | 10:40 PM | ---   |   |
| Sep 28, 2016 | John Doe | How to Log Time for ... |      | 4:40 PM  | 5:10 PM  | ---   |   |
| Sep 21, 2016 | John Doe | How to Attach file t... |      | 10:25 AM | 4:45 PM  | ---   |   |
| Sep 10, 2016 | John Doe | Manage Project with ... |      | 12:30 PM | 4:45 PM  | ---   |   |
| Sep 16, 2016 | John Doe | How to generate invo... |      | 11:15 AM | 4:45 PM  | ---   |   |
| Sep 20, 2016 | John Doe | How to Log Time for ... |      | 3:00 PM  | 6:05 PM  | ---   |   |
| Sep 28, 2016 | John Doe | How to start the Tim... |      | 2:45 PM  | 10:35 AM | ---   |   |
| Sep 28, 2016 | John Doe | Logout and redirects    |      | 2:50 PM  | 4:40 PM  | ---   |   |
| Sep 20, 2016 | John Doe | Welcome to Orangescr... |      | 1:10 PM  | 1:40 PM  | ---   |   |
| Aug 30, 2016 | John Doe | How to Log Time for ... |      | 1:10 PM  | 1:40 PM  | ---   |   |

**Time Log Filter**

 **Filters**

- ☒ All Dates
- ☐ Today
- ☐ Yesterday
- ☐ This Week
- ☐ This Month
- ☐ This Quarter
- ☐ This Year
- ☐ Last Week
- ☐ Last Month
- ☐ Last Quarter
- ☐ Last Year
- ☐ Last 365Days
- ☐ Custom Date

**Date**

**Resource**

- 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, 2016** ✕

Time Log Filter Filters

Logged: 28 hrs 10 mins Billable: 21 hrs 40 mins Non-billable: 6 hrs 30 mins Estimated: --- Export(.csv)

| 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 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  |        |

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 Column** to select the required fields for your report.

Task Reports Hour Spent Weekly Usage

Filters: **Sep 01, 2016 to Sep 28, 2016** ✕ Search

| Date         | Project                          | Hour(s) Spent  |
|--------------|----------------------------------|----------------|
| Sep 10, 2016 | Getting Started with Orangescrum | 4 hrs 15 mins  |
| Sep 13, 2016 | Getting Started with Orangescrum | 30 mins        |
| Sep 16, 2016 | Getting Started with Orangescrum | 5 hrs 30 mins  |
| Sep 20, 2016 | Getting Started with Orangescrum | 3 hrs 35 mins  |
| Sep 21, 2016 | Getting Started with Orangescrum | 7 hrs 6 mins   |
| Sep 28, 2016 | Getting Started with Orangescrum | 28 hrs 10 mins |

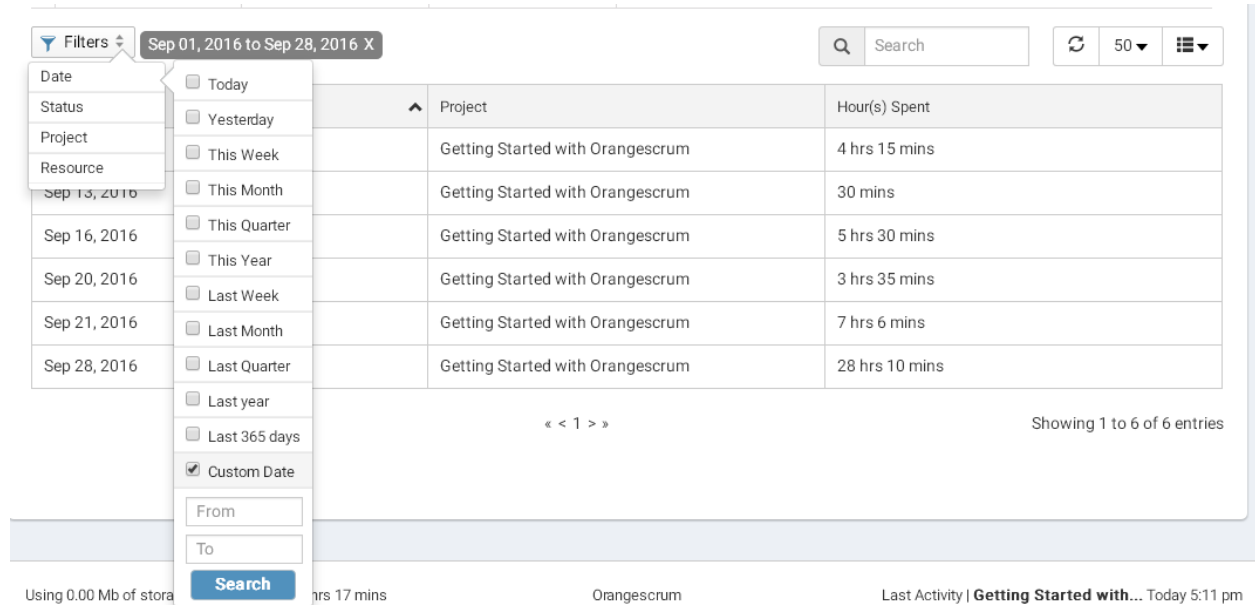
« < 1 > »

Showing 1 to 6 of 6 entries

50

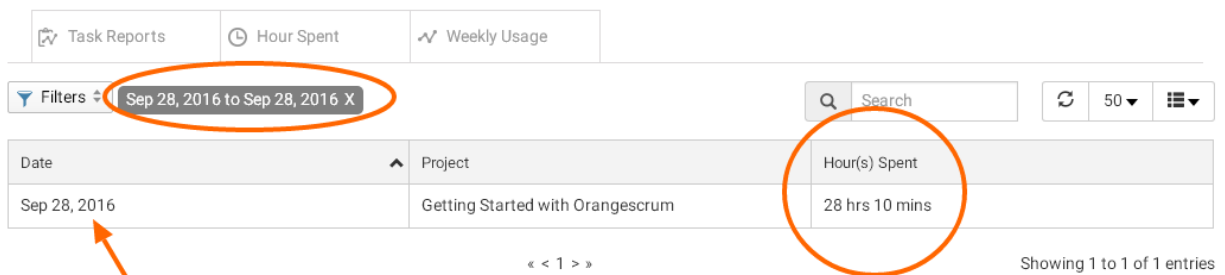
- ☒ Date
- ☐ Resource
- ☒ Project
- ☐ Task Title
- ☐ Status
- ☐ Type
- ☒ Hour(s) Spent
- ☐ Billable

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



| Date         | Project                          | Hour(s) Spent  |
|--------------|----------------------------------|----------------|
| Sep 13, 2016 | Getting Started with Orangescrum | 4 hrs 15 mins  |
| Sep 16, 2016 | Getting Started with Orangescrum | 30 mins        |
| Sep 20, 2016 | Getting Started with Orangescrum | 5 hrs 30 mins  |
| Sep 21, 2016 | Getting Started with Orangescrum | 3 hrs 35 mins  |
| Sep 21, 2016 | Getting Started with Orangescrum | 7 hrs 6 mins   |
| Sep 28, 2016 | Getting Started with Orangescrum | 28 hrs 10 mins |


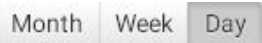
- Click on Search & you can see the total time spent for that day on the project by resources.



| Date         | Project                          | Hour(s) Spent  |
|--------------|----------------------------------|----------------|
| Sep 28, 2016 | Getting Started with Orangescrum | 28 hrs 10 mins |

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  )
- Click on the 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.

Showing time log: *for all users and all dates*

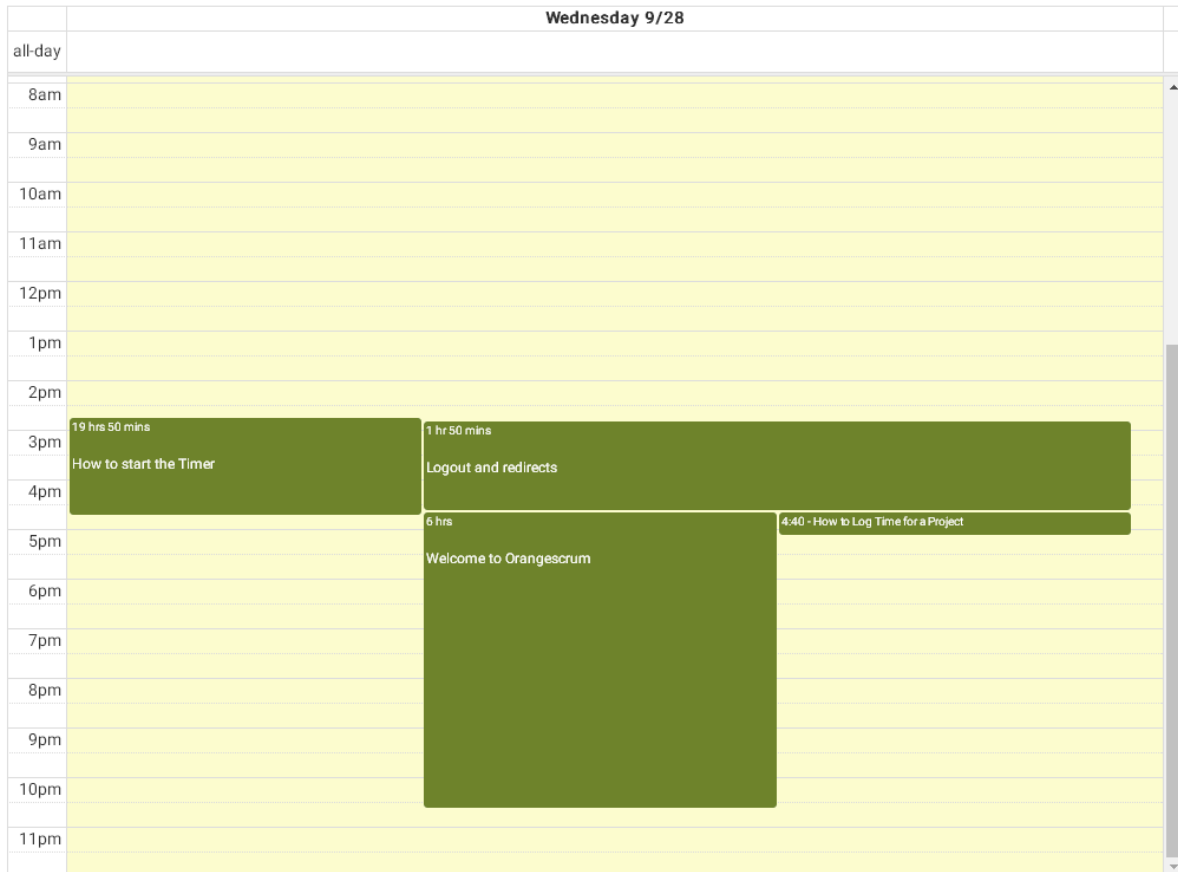
Logged: 28 hrs 10 mins Billable: 21 hrs 40 mins Non-billable: 6 hrs 30 mins

 Export(.csv)

< > Today

Wednesday, Sep 28, 2016

Month Week Day



Resource Utilization Report

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

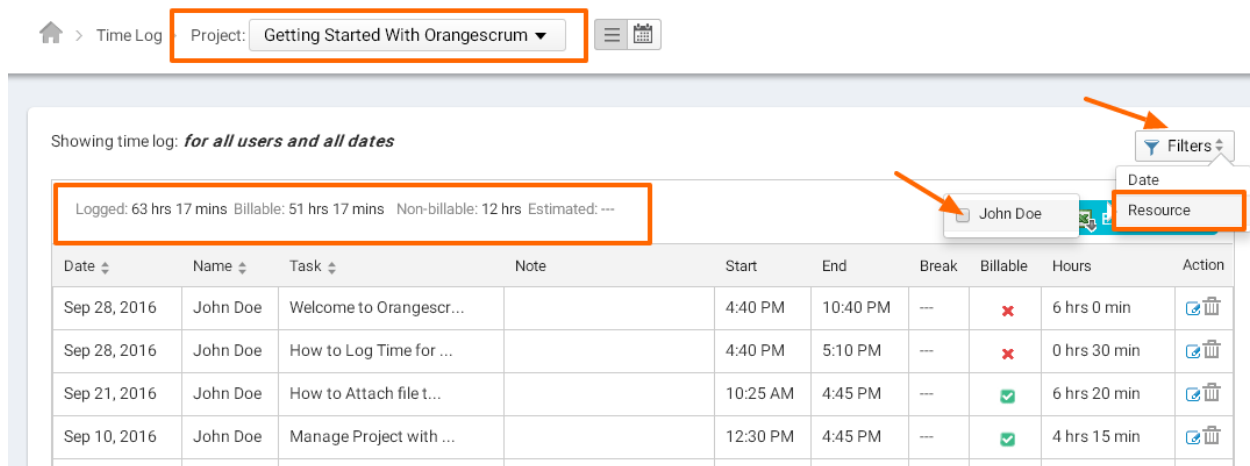
You can view this by the following two ways:

- 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:



Showing time log: *for all users and all dates*

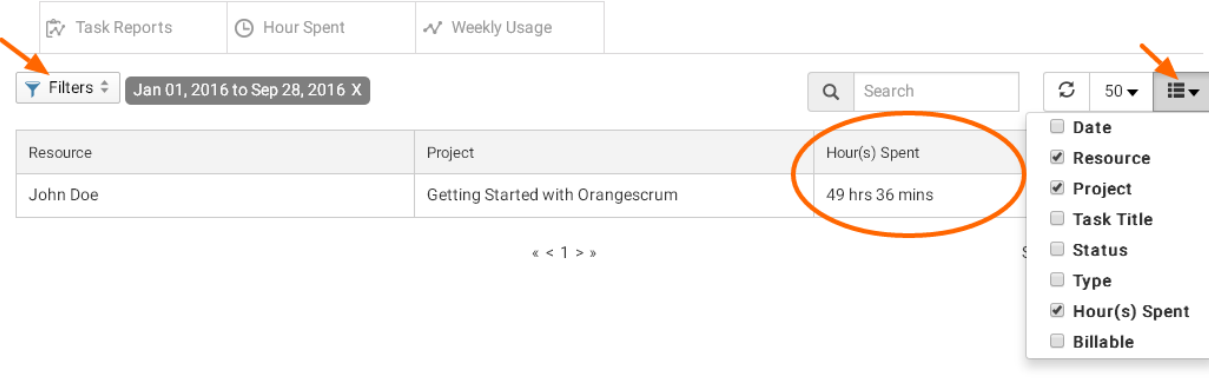
Logged: 63 hrs 17 mins Billable: 51 hrs 17 mins Non-billable: 12 hrs Estimated: ---

| 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 AM | 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 |        |

## Resource Utilization View

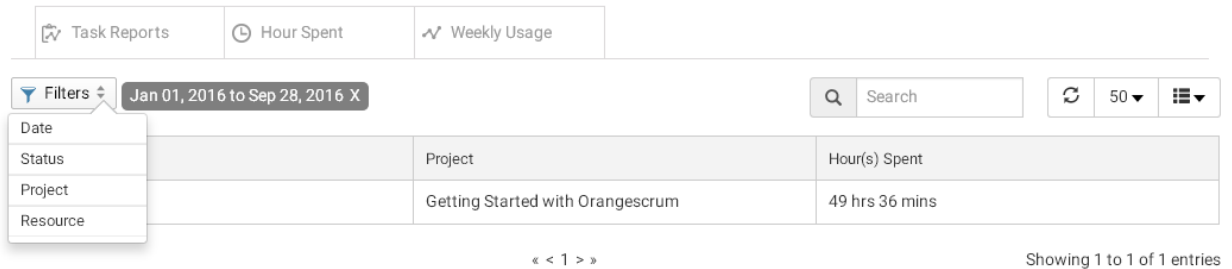
- Go to Resource Utilization Page ( You can go by clicking on the **Resource Utilization report** in the Time Log Page or from the Company Setting clicking on the **Resource Utilization**)
- Click on the Add/Remove Button
- Select **Resource, Project, Hour(s) Spent** columns





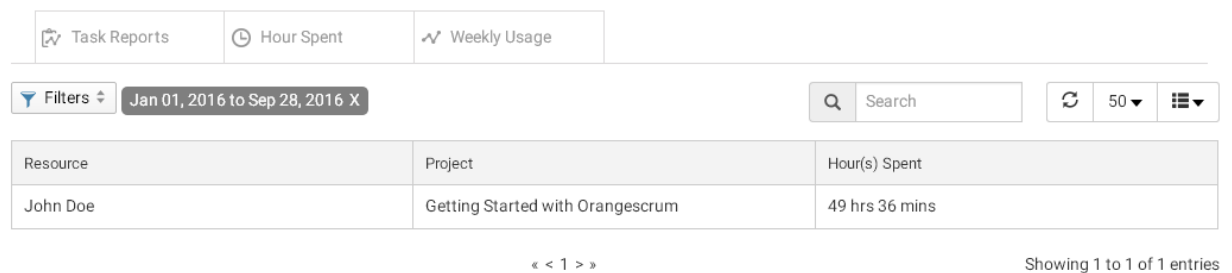
The screenshot shows the OrangeScrum interface. At the top, there are tabs for 'Task Reports', 'Hour Spent', and 'Weekly Usage'. Below these, there is a 'Filters' button with a dropdown arrow, a date range 'Jan 01, 2016 to Sep 28, 2016 X', a search bar, and a refresh button. A table with three columns: 'Resource', 'Project', and 'Hour(s) Spent' is displayed. The first row shows 'John Doe' for the project 'Getting Started with Orangescrum' with a value of '49 hrs 36 mins'. The 'Hour(s) Spent' column is circled in orange. To the right of the table, there is a dropdown menu with the following options: ☐ Date, ☒ Resource, ☒ Project, ☐ Task Title, ☐ Status, ☐ Type, ☒ Hour(s) Spent, and ☐ Billable. An orange arrow points to the 'Hour(s) Spent' option in the dropdown menu.

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



The screenshot shows the OrangeScrum interface. At the top, there are tabs for 'Task Reports', 'Hour Spent', and 'Weekly Usage'. Below these, there is a 'Filters' button with a dropdown arrow, a date range 'Jan 01, 2016 to Sep 28, 2016 X', a search bar, and a refresh button. A table with three columns: 'Resource', 'Project', and 'Hour(s) Spent' is displayed. The first row shows 'John Doe' for the project 'Getting Started with Orangescrum' with a value of '49 hrs 36 mins'. The 'Hour(s) Spent' column is circled in orange. To the right of the table, there is a dropdown menu with the following options: ☐ Date, ☒ Resource, ☒ Project, ☐ Task Title, ☐ Status, ☐ Type, ☒ Hour(s) Spent, and ☐ Billable. An orange arrow points to the 'Hour(s) Spent' option in the dropdown menu.

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

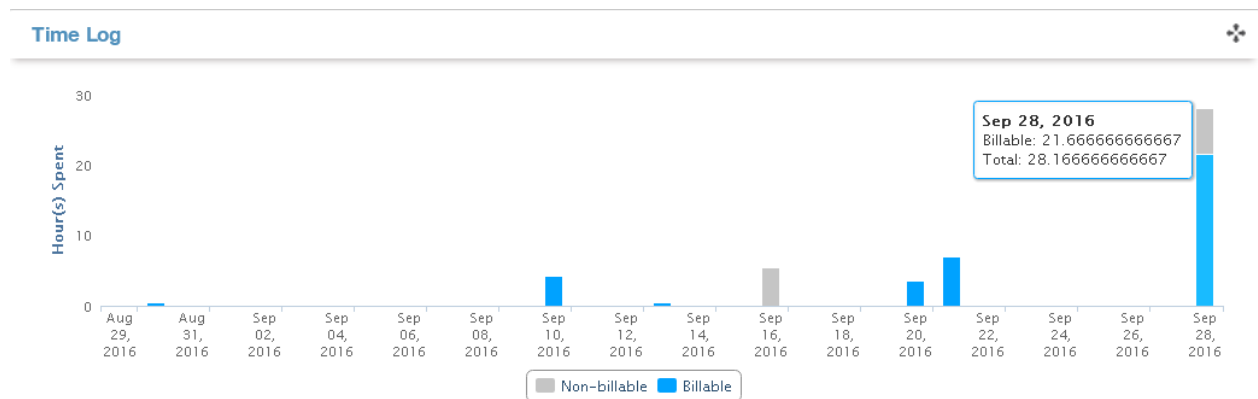


The screenshot shows the OrangeScrum interface. At the top, there are tabs for 'Task Reports', 'Hour Spent', and 'Weekly Usage'. Below these, there is a 'Filters' button with a dropdown arrow, a date range 'Jan 01, 2016 to Sep 28, 2016 X', a search bar, and a refresh button. A table with three columns: 'Resource', 'Project', and 'Hour(s) Spent' is displayed. The first row shows 'John Doe' for the project 'Getting Started with Orangescrum' with a value of '49 hrs 36 mins'. The 'Hour(s) Spent' column is circled in orange. To the right of the table, there is a dropdown menu with the following options: ☐ Date, ☒ Resource, ☒ Project, ☐ Task Title, ☐ Status, ☐ Type, ☒ Hour(s) Spent, and ☐ Billable. An orange arrow points to the 'Hour(s) Spent' option in the dropdown menu.

## 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.



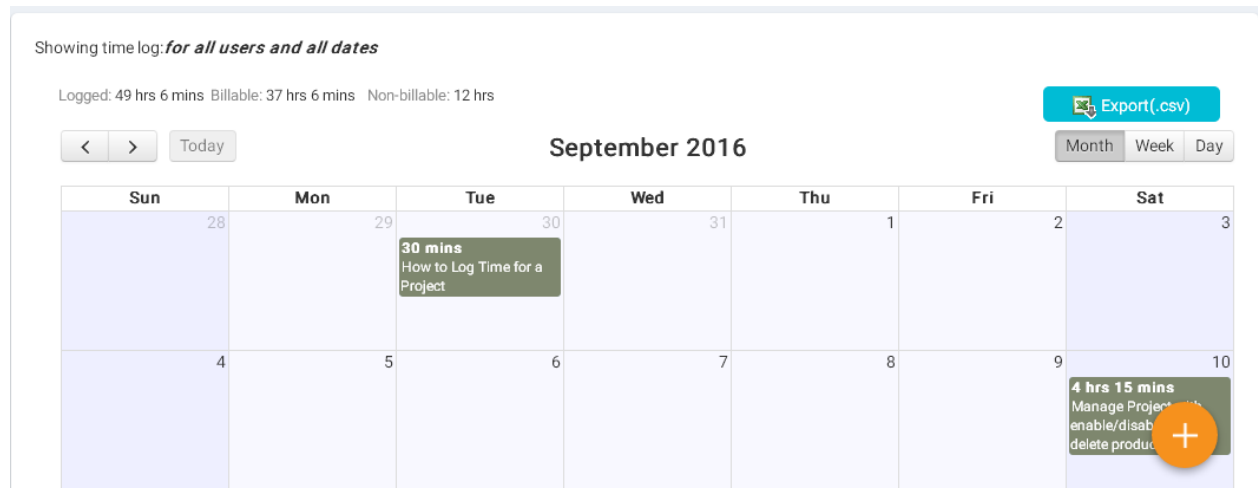
- On the Time Log List view, see at the top of the time log table. You can view total billable hours for the project.

Showing time log: **for all users and all dates** Filters

Logged: 63 hrs 17 mins Billable: 51 hrs 17 mins Non-billable: 12 hrs Estimated: ---
 Export(.csv)

| 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 AM | 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  | ---   | ✗        | 5 hrs 30 min |        |

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



## 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* ✕

Logged: 63 hrs 17 mins Billable: 51 hrs 17 mins Non-billable: 12 hrs Estimated: ---

Filters

John Doe

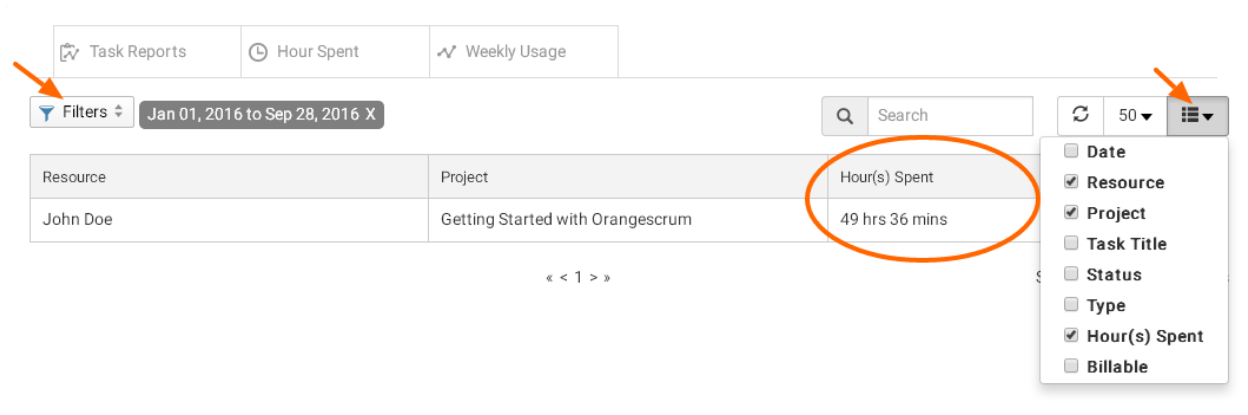
Date

Resource

| 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 AM | 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  | ---   | ✕        | 5 hrs 30 min |        |

- 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.




| Resource | Project                          | Hour(s) Spent  |
|----------|----------------------------------|----------------|
| John Doe | Getting Started with Orangescrum | 49 hrs 36 mins |

## 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

Log time > Welcome to Orangescrum
✕

**Task Title**
Logged: 7 hrs Billable: 1 hr Non-Billable: 6 hrs Estimated: ---

Welcome to Orangescrum

| Resource | Date         | Start Time | End Time | Break Time | Spent Hours |                                    |
|----------|--------------|------------|----------|------------|-------------|------------------------------------|
| John Doe | Sep 28, 2016 | 4:40pm     | 10:40pm  | 0:00       | 6:00        | <input type="checkbox"/> Billable? |

**Note:**

Update
or Cancel

- 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

Showing time log: *for all users and all dates*

Logged: 50 hrs 36 mins Billable: 38 hrs 36 mins Non-billable: 12 hrs

 Export(.csv)

< > Today

September 2016

Month Week Day

| Sun | Mon | Tue                                      | Wed | Thu | Fri | Sat |
|-----|-----|--|-----|-----|-----|-----|
| 28  | 29  | 30                                       | 31  | 1   | 2   | 3   |
|     |     | 30 mins<br>How to Log Time for a Project |     |     |     |     |
| 4   | 5   | 6  | 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 the pop-up


Your time log entry will be deleted successfully.

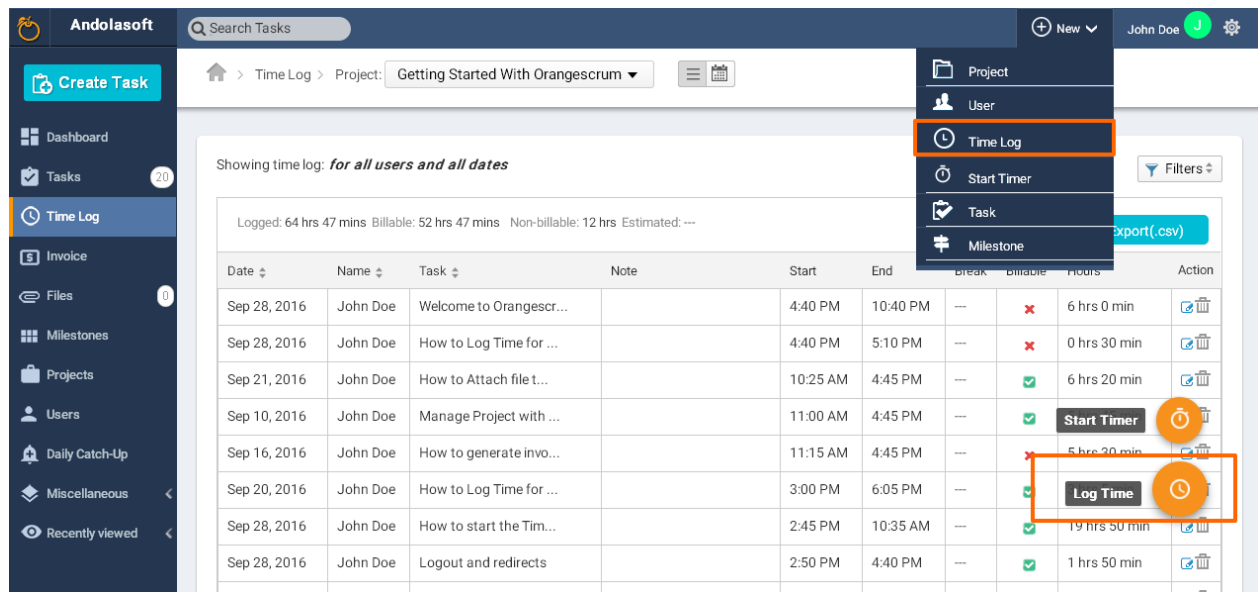
At any time you can edit, delete or entry time for that task.

**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  button or from the **New** at the top right menu bar, click Time Log.



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

Log time > ✕

**Task Title** Logged: 64 hrs 47 mins Billable: 52 hrs 47 mins Non-Billable: 12 hrs Estimated: ---

-- Select --

| Resource | Date         | Start Time | End Time | Break Time | Spent Hours |
|----------|--------------|------------|----------|------------|-------------|
| John Doe | Sep 29, 2016 | 3:20pm     | 3:50pm   | hh:mm      | 0:30        |

+ Add Item

**Note:**

September 2016

| Su | Mo | 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 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

Cancel

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



## What can I know from the Resource Utilization report?

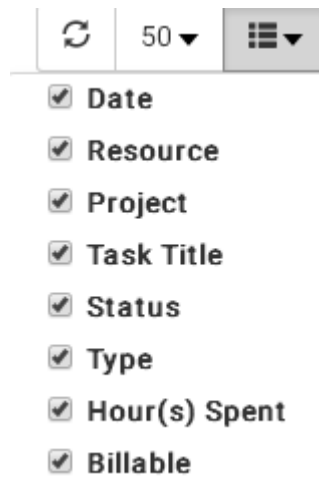
The Resource Utilization report can be viewed by owner and admin. This is not accessible to a user and clients.

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

- Date
- Status
- Project
- Resource

Filters
Jan 01, 2016 to Sep 29, 2016 X

50

| Date         | Resource | Project              | Task Title           | Status | Type         | Hour(s) Spent  | Billable |
|--------------|----------|----------------------|----------------------|--------|--------------|----------------|----------|
| Aug 30, 2016 | John Doe | Getting Started w... | How to Log Time...   |        | Bug          | 30 mins        | Yes      |
| Sep 10, 2016 | John Doe | Getting Started w... | Manage Project ...   |        | Development  | 5 hrs 45 mins  | Yes      |
| Sep 13, 2016 | John Doe | Getting Started w... | Welcome to Oran...   |        | Others       | 30 mins        | Yes      |
| Sep 16, 2016 | John Doe | Getting Started w... | How to generate...   |        | Others       | 5 hrs 30 mins  | No       |
| Sep 20, 2016 | John Doe | Getting Started w... | Welcome to Oran...   |        | Others       | 30 mins        | Yes      |
| Sep 20, 2016 | John Doe | Getting Started w... | How to Log Time...   |        | Bug          | 3 hrs 5 mins   | Yes      |
| Sep 21, 2016 | John Doe | Getting Started w... | How to Attach fil... |        | Others       | 6 hrs 20 mins  | Yes      |
| Sep 21, 2016 | John Doe | Getting Started w... | How to Log Time...   |        | Bug          | 46 mins        | Yes      |
| Sep 28, 2016 | John Doe | Getting Started w... | How to start the ... |        | Unit Testing | 19 hrs 50 mins | Yes      |
| Sep 28, 2016 | John Doe | Getting Started w... | Logout and redir...  |        | Development  | 1 hr 50 mins   | Yes      |
| Sep 28, 2016 | John Doe | Getting Started w... | How to Log Time...   |        | Bug          | 30 mins        | No       |
| Sep 28, 2016 | John Doe | Getting Started w... | Welcome to Oran...   |        | Others       | 6 hrs          | No       |

**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

Jan 01, 2016 to Sep 29, 2016 X

Search

50


| Resource | Project                          | Hour(s) Spent |
|----------|----------------------------------|---------------|
| John Doe | Getting Started with Orangescrum | 51 hrs 6 mins |

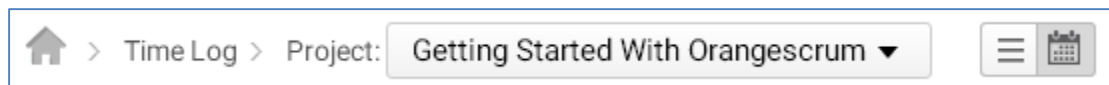
< 1 >

Showing 1 to 1 of 1 entries

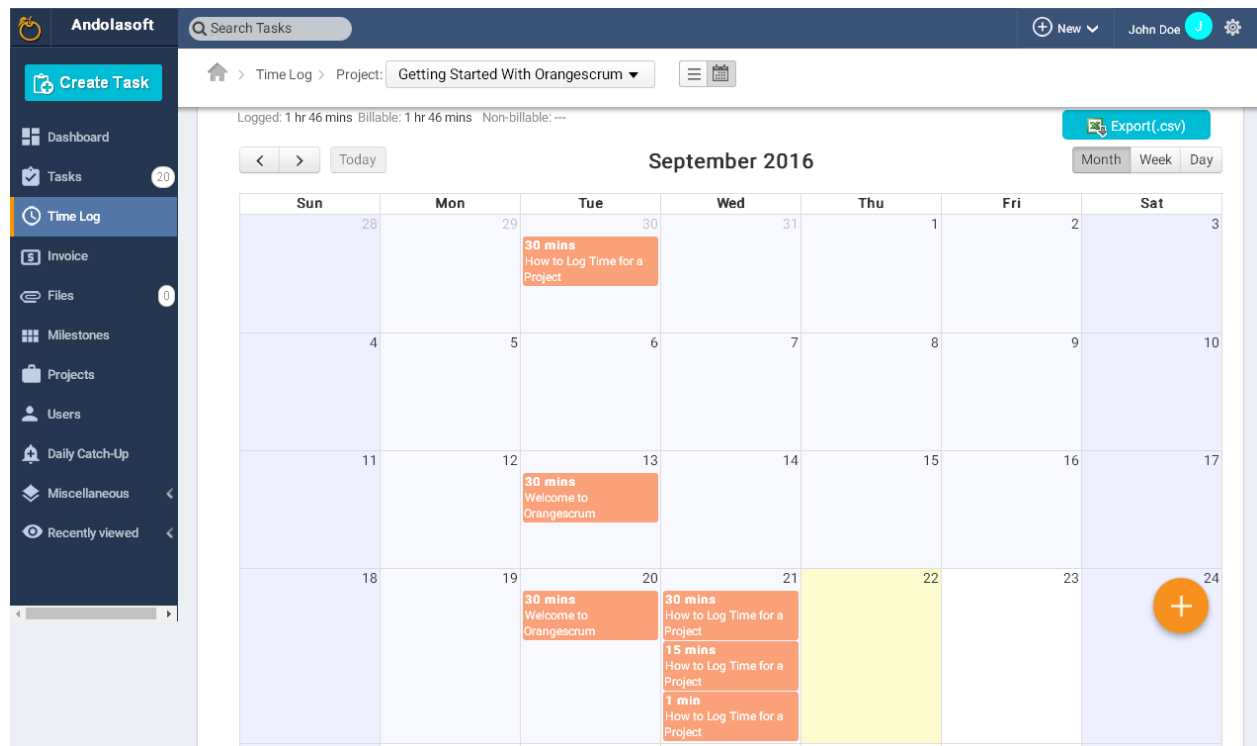
## What can I view in Time Log calendar?

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

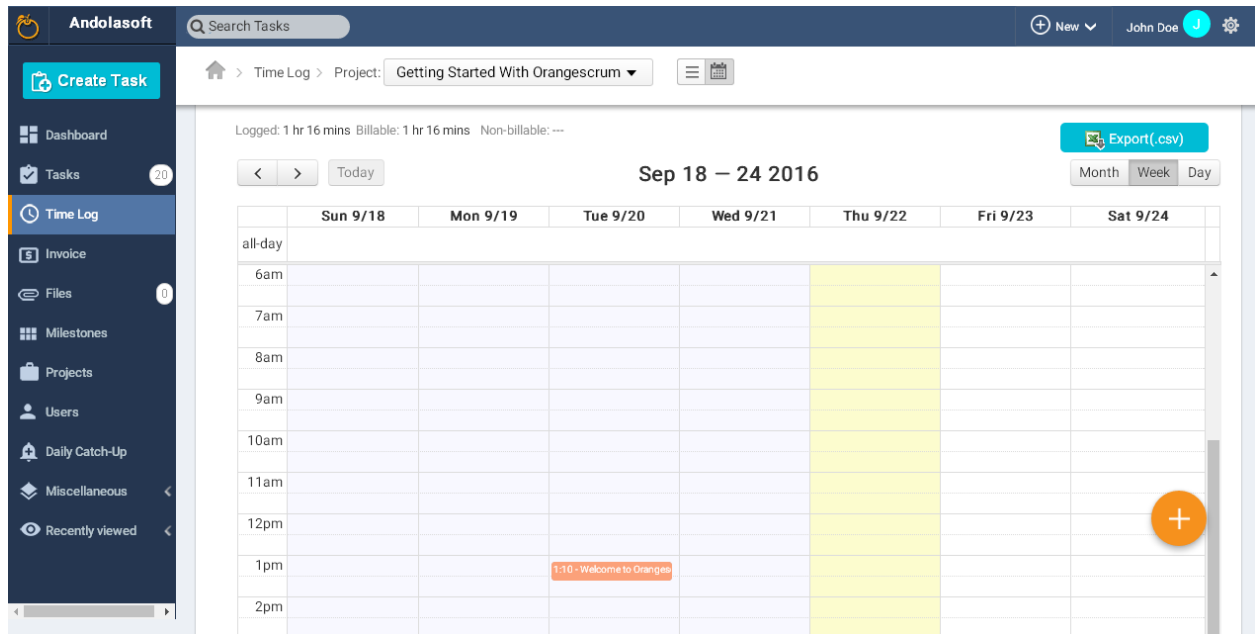
- Click on the **Time Log** menu from the menu panel.
- Select the Project you want to view the Time Log entries.
- Click on the Calendar icon  to view the Time Log calendar details



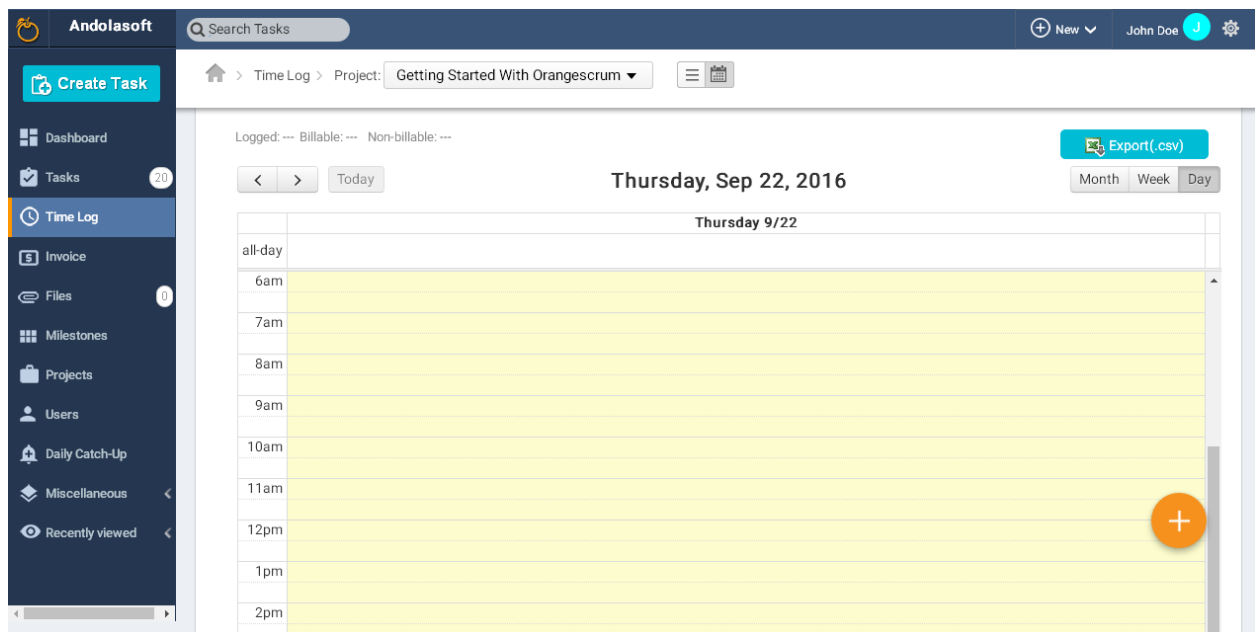
- On the calendar page, we have the following three views:
  - Monthly view
  - Weekly view
  - Day wise view



(Monthly View)



(Weekly View)



(Day wise view)

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



- 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

|                                      |   |
|--------------------------------------|---|
| 13                                   | 14  |
| 30 mins<br>Welcome to<br>Orangescrum |   |
| 20                                   | 21  |
| 30 mins<br>Welcome to<br>Orangescrum | 30 mins<br>How to Log Time for a<br>Project |
|                                      | 15 mins<br>How to Log Time for a<br>Project |
|                                      | 1 min<br>How to Log Time for a<br>Project   |

- 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.

Log time > How to Log Time for a Project
✕

Task Title
Logged: --- Billable: --- Non-Billable: --- Estimated: ---

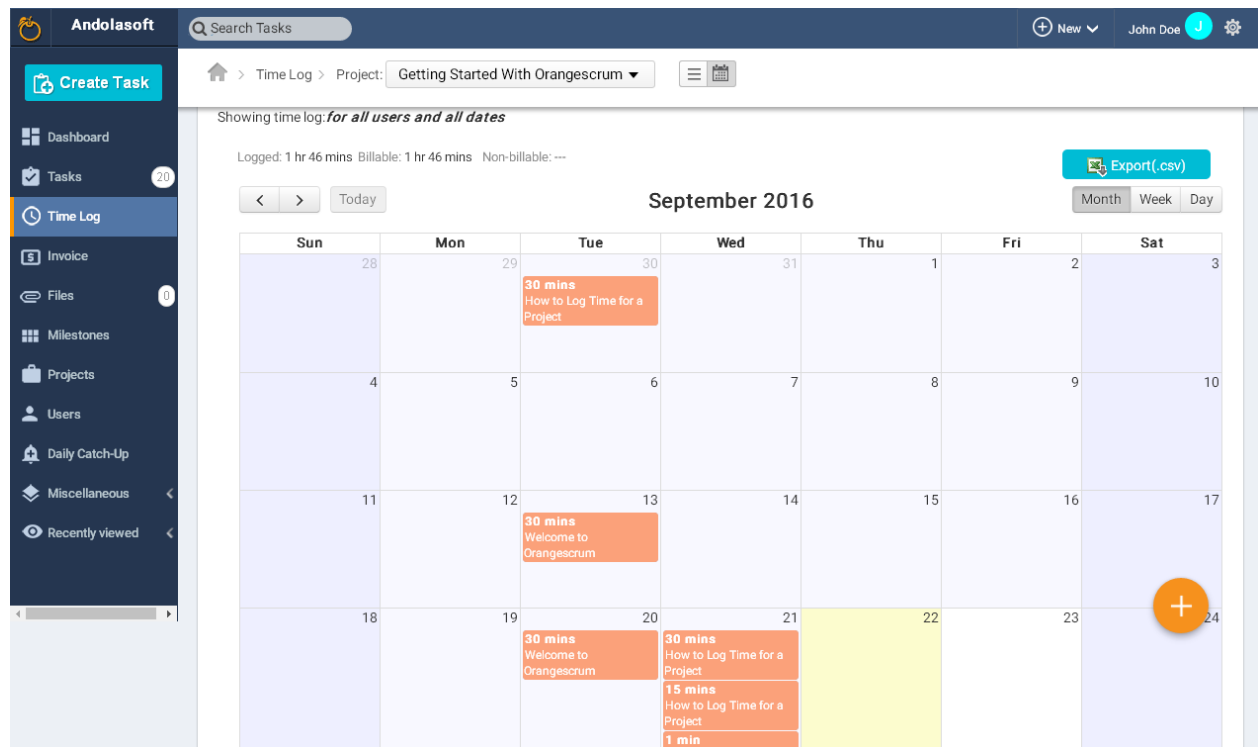
How to Log Time for a Project

| Resource | Date         | Start Time | End Time | Break Time | Spent Hours |   |
|----------|--------------|------------|----------|------------|-------------|---|
| John Doe | Sep 21, 2016 | 5:25pm     | 5:55pm   | hh:mm      | 0:30        | <input checked="" type="checkbox"/> Billable? ✕ |
| John Doe | Sep 21, 2016 | 5:30pm     | 6:00pm   | hh:mm      | 0:30        | <input checked="" type="checkbox"/> Billable? ✕ |


+ Add Item

Note:

- 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  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

|    | A                        | B               | C   | D                          | E       | F       | G     | H        | 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

Resource: Daniel

Date: From Date - To Date

Search

Showing time log: of user DJ

Time log (6) Payments (1)

Time Logs ☒ Paid Time:--- ☒ Unpaid Time:21 hrs 35 mins Total Time: 21 hrs 35 mins

30

Create Payment

|                                     | Date         | Name   | Task                    | Note | Start   | End      | Break | Billable                            | Hours        |  |
|-------------------------------------|--------------|--------|-------------------------|------|---------|----------|-------|-------------------------------------|--------------|--|
| <input type="checkbox"/>            | Oct 14, 2016 | Daniel | How to generate repo... |      | 4:50 PM | 6:50 PM  | ---   | <input checked="" type="checkbox"/> | 2 hrs 0 min  |  |
| <input checked="" type="checkbox"/> | Oct 14, 2016 | Daniel | How to Generate Invo... |      | 1:55 PM | 7:15 PM  | ---   | <input checked="" type="checkbox"/> | 5 hrs 20 min |  |
| <input type="checkbox"/>            | Oct 13, 2016 | Daniel | How to Attach file t... |      | 4:45 PM | 10:05 PM | ---   | <input checked="" type="checkbox"/> | 5 hrs 20 min |  |

- 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.

Add Unbilled time to Payment

Choose Payment

Select

Select

Add New Payment...

4569AND00004

Update or Cancel

Create Payment

|                                     | Date         | Name   | Task                    | Note | Start    | End      | Break | Billable                            | Hours        | Action |
|-------------------------------------|--------------|--------|-------------------------|------|----------|----------|-------|-------------------------------------|--------------|--------|
| <input type="checkbox"/>            | Oct 14, 2016 | Daniel | How to generate repo... |      | 4:50 PM  | 6:50 PM  | ---   | <input checked="" type="checkbox"/> | 2 hrs 0 min  |        |
| <input checked="" type="checkbox"/> | Oct 14, 2016 | Daniel | How to Generate Invo... |      | 1:55 PM  | 7:15 PM  | ---   | <input checked="" type="checkbox"/> | 5 hrs 20 min |        |
| <input type="checkbox"/>            | Oct 13, 2016 | Daniel | How to Attach file t... |      | 4:45 PM  | 10:05 PM | ---   | <input checked="" type="checkbox"/> | 5 hrs 20 min |        |
| <input checked="" type="checkbox"/> | Oct 13, 2016 | Daniel | How to configure Dai... |      | 10:15 AM | 3:45 PM  | ---   | <input checked="" type="checkbox"/> | 5 hrs 30 min |        |
| <input type="checkbox"/>            | Oct 14, 2016 | Daniel | Registration with pr... |      | 9:10 AM  | 10:50 AM | ---   | <input checked="" type="checkbox"/> | 1 hrs 40 min |        |
| <input type="checkbox"/>            | Oct 14, 2016 | Daniel | User login with emai... |      | 2:00 PM  | 3:45 PM  | ---   | <input checked="" type="checkbox"/> | 1 hrs 45 min |        |


1 - 6 of 6

Resource Utilization Report

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



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


**Andolasoft**

+ New John Doe

Create Task

Dashboard

Tasks

**Time Log**

Invoice

Files

Milestones

Projects

Users

Daily Catch-Up


Miscellaneous

Recently viewed

Time log (6)

Payments (0)

**New Payment**



**Billing From**

**Payee**

**Payment**

|                  |                                      |
|------------------|--------------------------------------|
| Payment#:        | 4569AND00004                         |
| Std.Hourly Rate: | 15                                   |
|                  | <input type="button" value="Apply"/> |
| Currency:        | USD : US Dollar                      |
| Payment Date:    | Oct 14, 2016                         |
| Balance Due      | USD 30.00                            |

| Sl# | Date        | Description                         | Billable Hours | Rate  | Amount | Action |
|-----|-------------|-------------------------------------|----------------|-------|--------|--------|
| 1   | Oct 14,2016 | How to generate reports & analytics | 2              | 15.00 | 30.00  |        |

+ Add Line-Item

Subtotal

30.00

Reduction Percent

0.00

Tax (%)

0.00

Total Amount

USD 30.00

Remittance details

Note

Save & Send

or Cancel

Preview & Print


Using 0.18 Mb of storage | Hours Spent: 211 hrs 7 mins

Orangescrum

Last 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.


**Andolasoft**

New
John Doe

Create Task

Dashboard

Tasks

Time Log

Invoice

Files

Milestones

Projects

Users

Daily Catch-Up


Miscellaneous

Recently viewed

Time Log (6)

Payments (1)

4569AND00004



**Billing From**  
Andolasoft

**Payee**  
Daniel

**Payment**

|                  |                                      |
|------------------|--------------------------------------|
| Payment#:        | 4569AND00004                         |
| Std.Hourly Rate: | 15                                   |
|                  | <input type="button" value="Apply"/> |
| Currency:        | USD : US Dollar                      |
| Payment Date:    | Oct 14, 2016                         |
| Balance Due      | USD 189.90                           |

| Sl# | Date         | Description                                      | Billable Hours | Rate  | Amount | Action |
|-----|--------------|--|----------------|-------|--------|--------|
| 1   | Oct 14, 2016 | Created the Website Logo                         | 2              | 15.00 | 30.00  |        |
| 2   | Oct 14, 2016 | WordPress Theme Design                           | 5.33           | 15.00 | 79.95  |        |
| 3   | Oct 13, 2016 | SEO Analysis, Google Analytics & posted one blog | 5.33           | 15.00 | 79.95  |        |

+ Add Line-Item

Subtotal

189.90

Reduction Percent

0.00

Tax (%)

0.00

Total Amount

USD 189.90

Remittance details

Note

Save & Send

or Cancel

Preview & Print

You have created this payment.

Oct 14, 2016

You have sent this payment.

Oct 14, 2016

Using 0.18 Mb of storage | Hours Spent: 211 hrs 7 mins

Orangescrum

Last Activity | **Getting Started with...** Today 3:38 pm

- You can **Save, Send, Download, Print** this Payment.

Andolasoft Search Tasks New John Doe

Create Task

Dashboard Tasks Time Log Invoice Files Milestones Projects Users Daily Catch-Up Miscellaneous Recently viewed

Time Log > Project: Getting Started With Orangescrum

Balance Due USD 30.00

| Sl# | Date         | Description                         | Billable Hours | Rate  | Amount | Action |
|-----|--------------|-------------------------------------|----------------|-------|--------|--------|
| 1   | Oct 14, 2016 | How to generate reports & analytics | 2              | 15.00 | 30.00  |        |

+ Add Line-Item

Subtotal 30.00

Reduction Percent 0.00

Tax (%) 0.00

Total Amount USD 30.00

Remittance details Note

Save & Send Save & Download Save & Close or Cancel Preview & Print

Using 0.18 Mb of storage | Hours Spent: 211 hrs 7 mins Orangescrum Last Activity | Getting Started with... Today 3:38 pm

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

Andolasoft Search Tasks New John Doe

Create Task

Dashboard Tasks Time Log Invoice Files Milestones Projects Users Daily Catch-Up Miscellaneous Recently viewed

Time Log > Project: Getting Started With Orangescrum

Save & Send or Cancel Preview & Print

You have created this payment.  
Oct 14, 2016

You have sent this payment.  
Oct 14, 2016

You have modified this payment.  
Oct 14, 2016

You have sent this payment.  
Oct 14, 2016

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.

## Payments from Andolasoft

Inbox x



test@andolasoft.com

to me

3:52 PM (3 minutes ago)



### Payment

Payment#: 4569AND00004  
Generation Date: Oct 14, 2016

Amount: USD 30.00

Powered By: **Orangescrum**

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- 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      | <span style="color: red;">x</span> |     |

1 - 1 of 1

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



Andolasoft

## Bill To

Daniel

## Payment

Payment# : 4569AND00004

Generation Date : Oct 14, 2016

Received Date :















| 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      | <input checked="" type="checkbox"/> |       |
| 5237846AND00045  | Oct 14, 2016 | Daniel  |              | 36.00  | USD      | <input type="checkbox"/>            |      |
| 33571AND00046523 | Oct 14, 2016 | Daniel  |              | 82.50  | USD      | <input type="checkbox"/>            |      |

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

The screenshot shows the Andolasoft Time Log interface. The left sidebar contains navigation options: Create Task, Dashboard, Tasks, Time Log (selected), Invoice, Files, Milestones, Projects, Users, Daily Catch-Up, Miscellaneous, and Recently viewed. The main content area displays a timeline of payment events for the project 'Getting Started With Orangescrum'. The timeline includes the following entries:

- You have created this payment. Oct 14, 2016
- You have sent this payment. Oct 14, 2016
- You have modified this payment. Oct 14, 2016
- You have sent this payment. Oct 14, 2016

At the bottom of the timeline, there are buttons for 'Save & Send', 'Cancel', and 'Preview & Print'. The status bar at the bottom indicates 'Using 0.18 Mb of storage | Hours Spent: 211 hrs 7 mins', 'Orangescrum', and '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.

The screenshot shows the Andolasoft Time Log interface with the payment details form open. The form includes a table with the following data:

| SI# | Date         | Description                         | Billable Hours | Rate  | Amount | Action |
|-----|--------------|-------------------------------------|----------------|-------|--------|--------|
| 1   | Oct 14, 2016 | How to generate reports & analytics | 2              | 15.00 | 30.00  |        |

Below the table, there are fields for 'Subtotal' (30.00), 'Reduction Percent' (0.00), 'Tax (%)' (0.00), and 'Total Amount' (USD 30.00). There are also fields for 'Remittance details' and 'Note'. At the bottom of the form, there are buttons for 'Save & Send', 'Save & Download', 'Save & Close', 'Cancel', and 'Preview & Print'. The status bar at the bottom indicates 'Using 0.18 Mb of storage | Hours Spent: 211 hrs 7 mins', 'Orangescrum', and 'Last Activity | Getting Started with... Today 3:38 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

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      | <div><div></div></div> | <div><div></div><div></div><div></div><div></div></div>            |
| 5237846AND00045  | Oct 14, 2016 | Daniel  |              | 36.00  | USD      | <div><div></div></div> | <div><div></div><div></div><div></div><div></div><div></div></div> |
| 33571AND00046523 | Oct 14, 2016 | Daniel  |              | 82.50  | USD      | <div><div></div></div> | <div><div></div><div></div><div></div><div></div><div></div></div> |

1 - 3 of 3

**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)

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      | <div><div></div></div> | <div><div><div>Download</div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div> |
| 5237846AND00045 | Oct 14, 2016 | Daniel  |              | 36.00  | USD      | <div><div></div></div> | <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div></div>  |

| 33571AND00046523 | Oct 14, 2016 | Daniel |  | 82.50 | USD |  |  |

1 - 3 of 3