AuditSME-Timesheet Guide

(For Junior/Senior Staff)

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Introduction

This section provides guide to junior/senior level staffs on how to adopt AuditSME timesheet.

Staffs are required to repeat the procedure from Step 2 to Step 7 when there is a new job coming in.

Important to note:

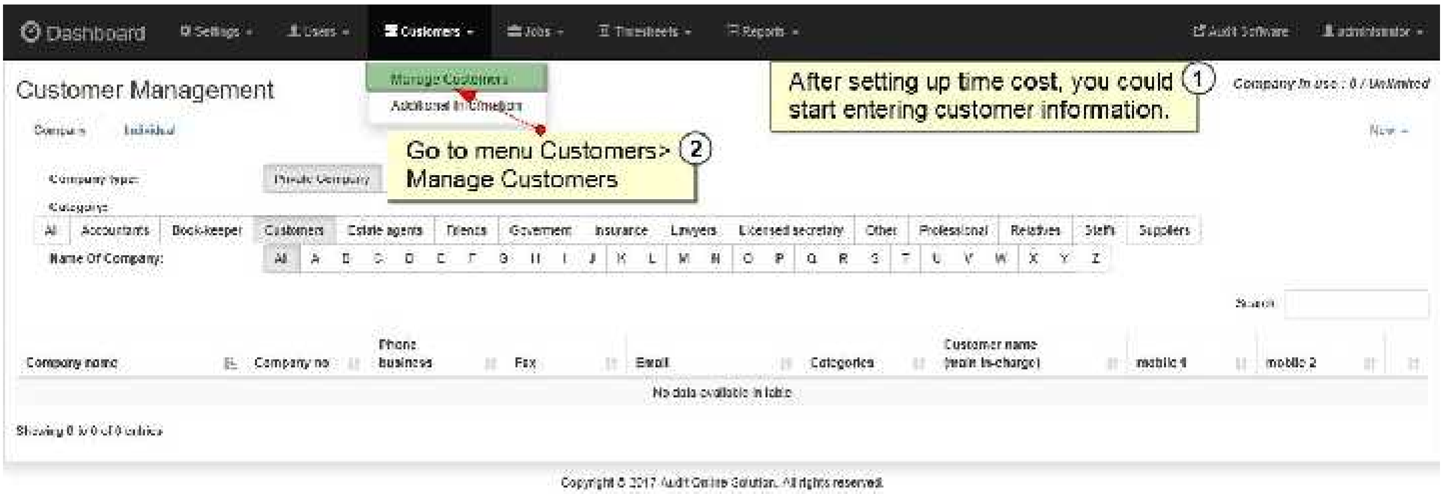
Certain functions are removed if you log in the timesheet software as a junior/senior.

Junior should seek for administrator's help if you need to perform one of the following tasks:

1. Change system setting (eg. Firm name, standard working hour)
2. Set up holiday and overtime rate
3. Add or modify job task
4. Add or modify job progress
5. Perform system backup
6. Create user or modify user information such as log in password
7. Modify user privilege (eg. Junior to senior)
8. Changing time cost information
9. Creation of new job* (senior could create new job)
10. View staff productivity report

Part 1 : Create Customer Information

1.



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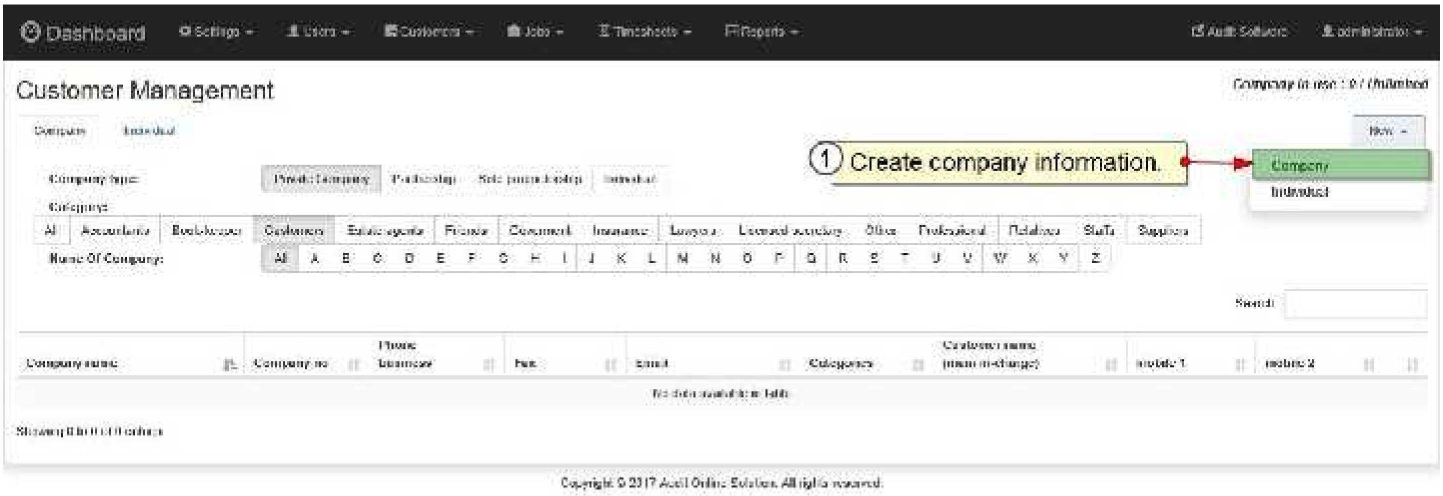

Part 1 : Create Customer Information

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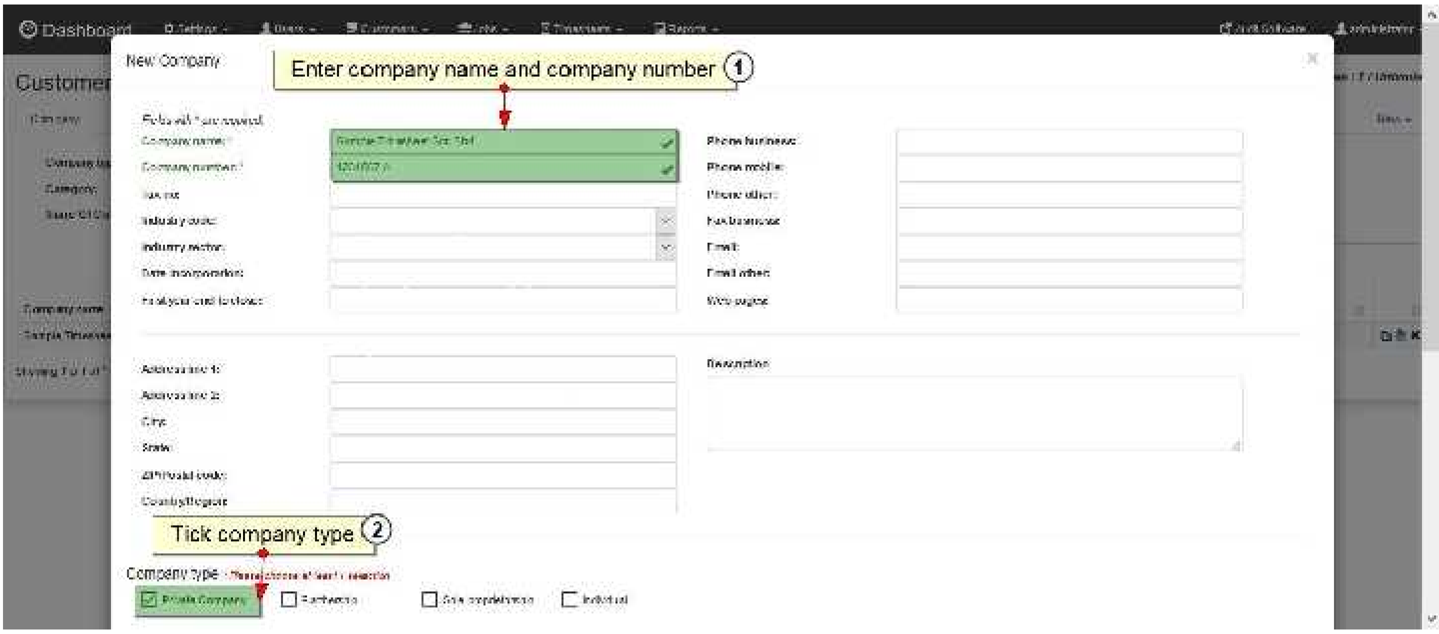

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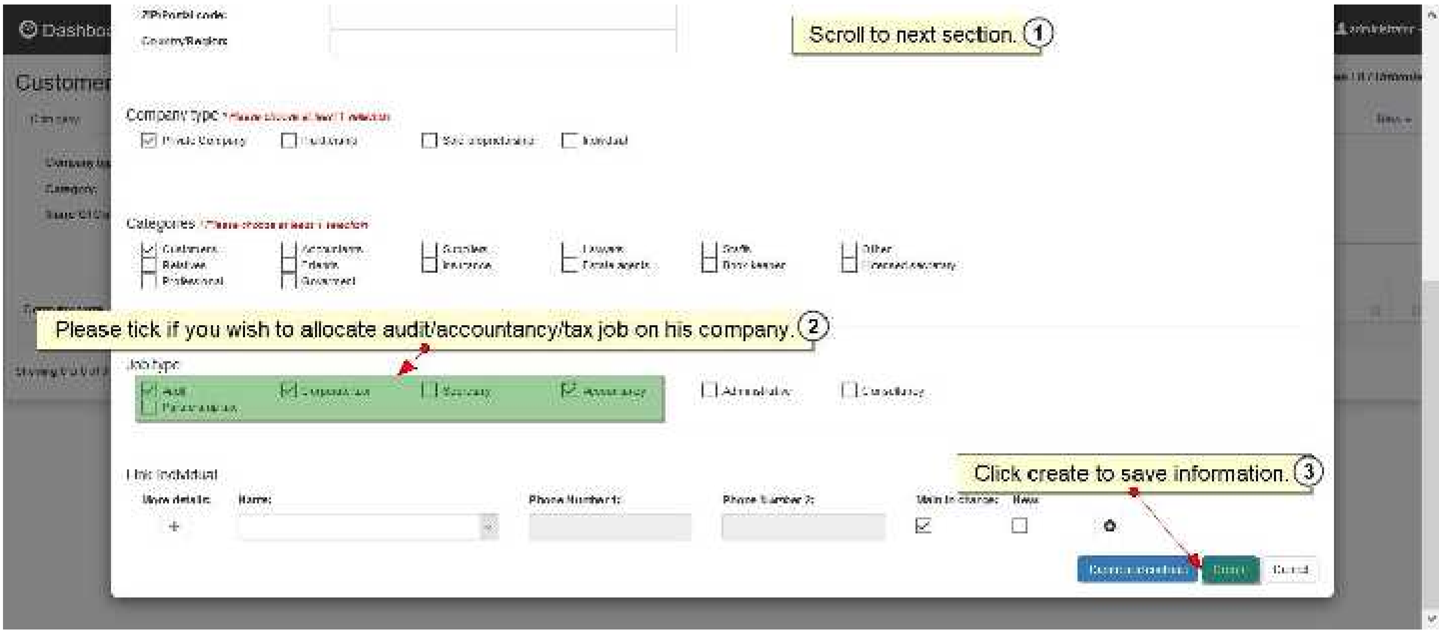

Part 1 : Create Customer Information

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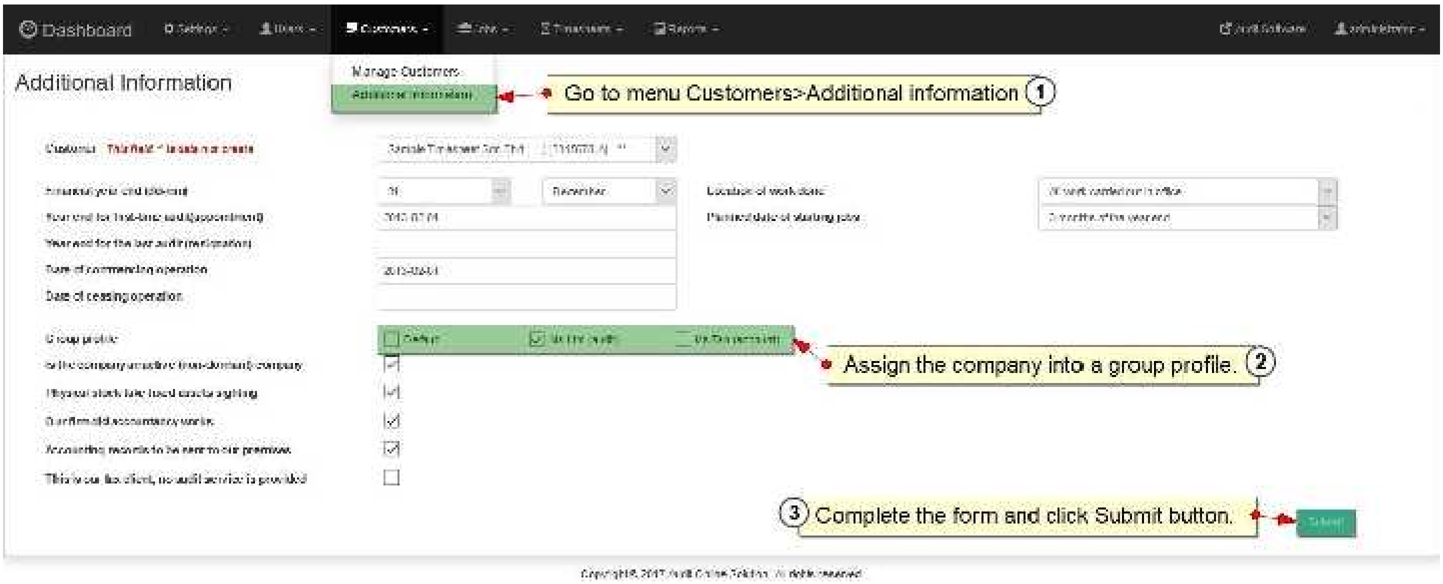
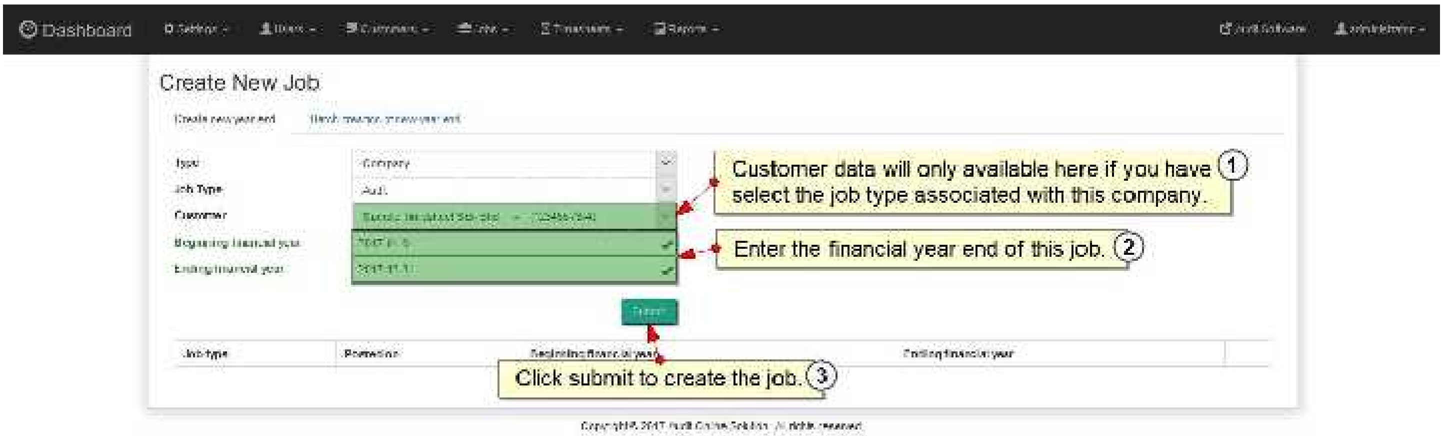


Part 2 : Allocate Job and Planning

1.

2.



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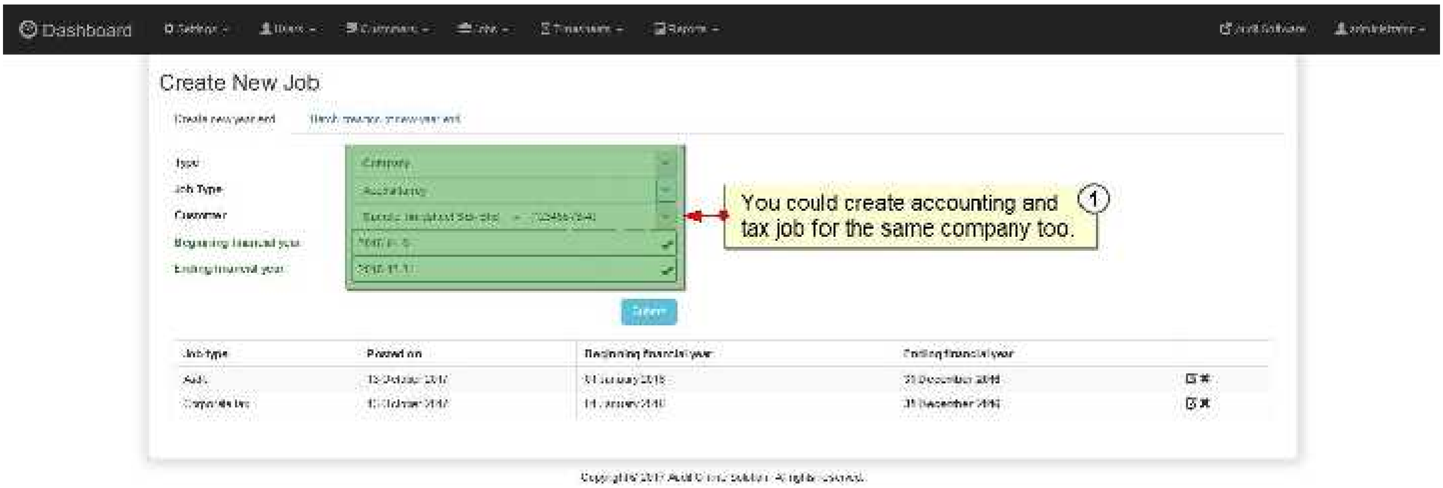

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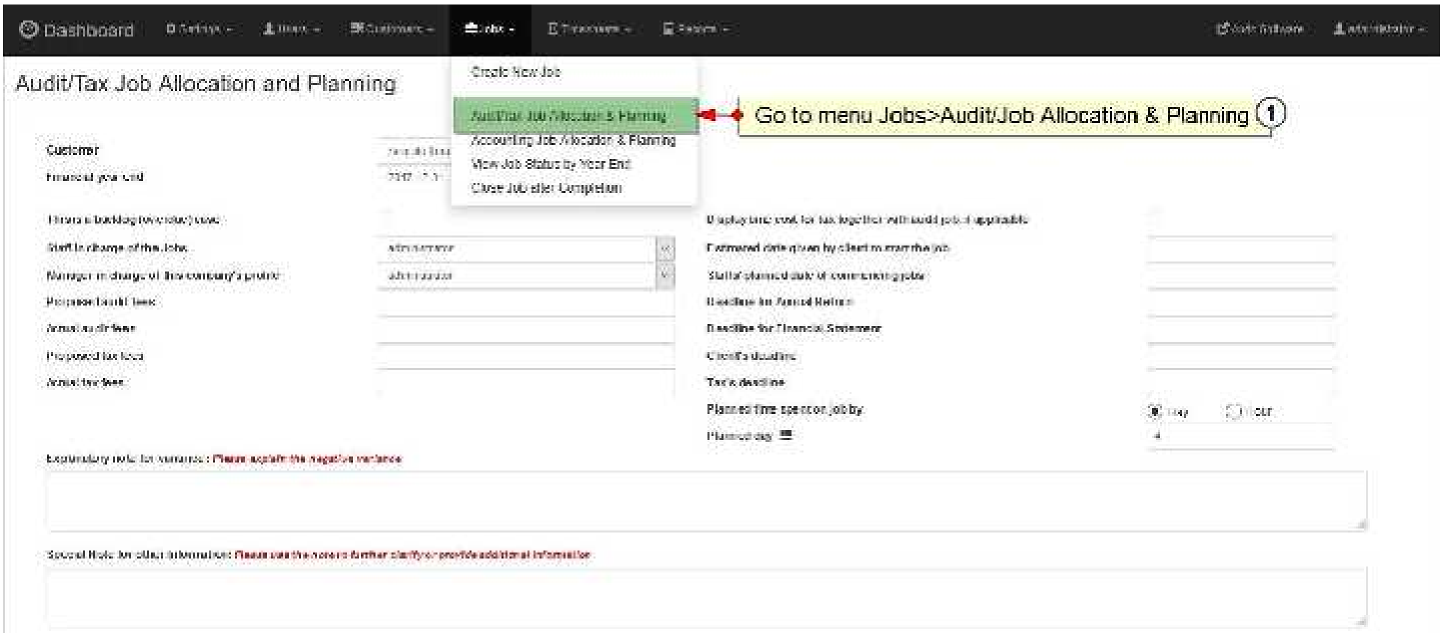

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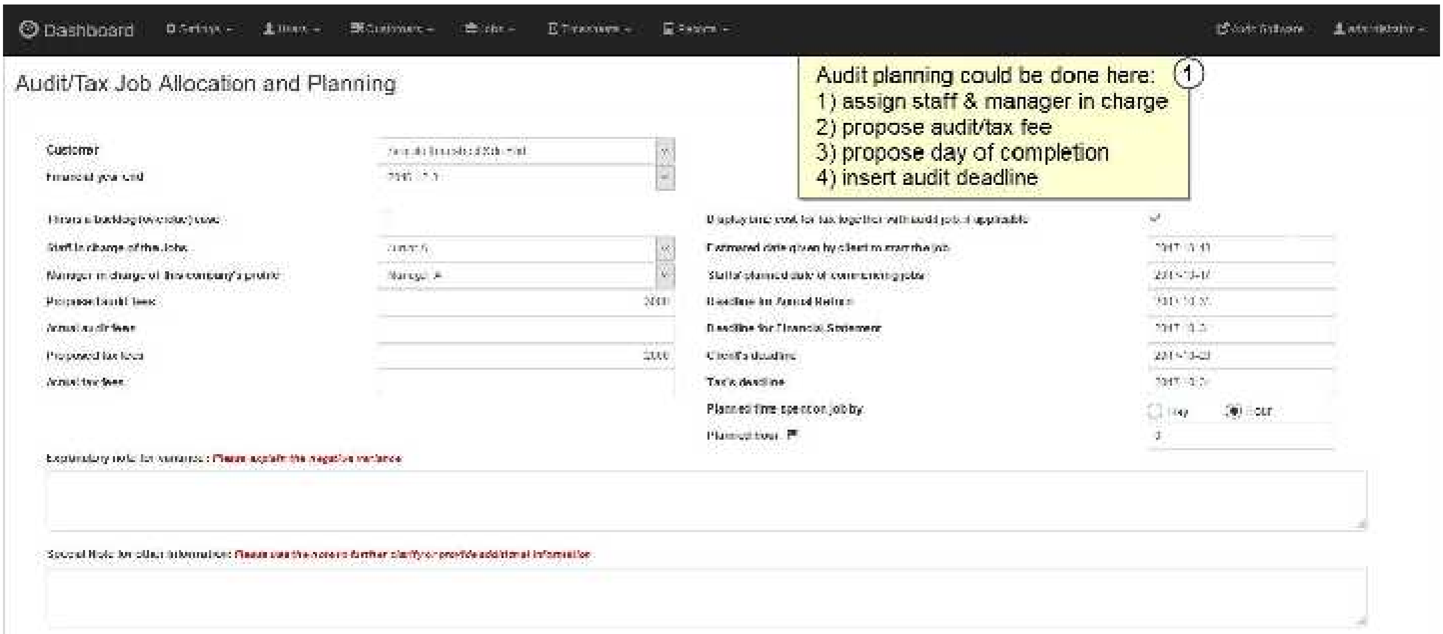

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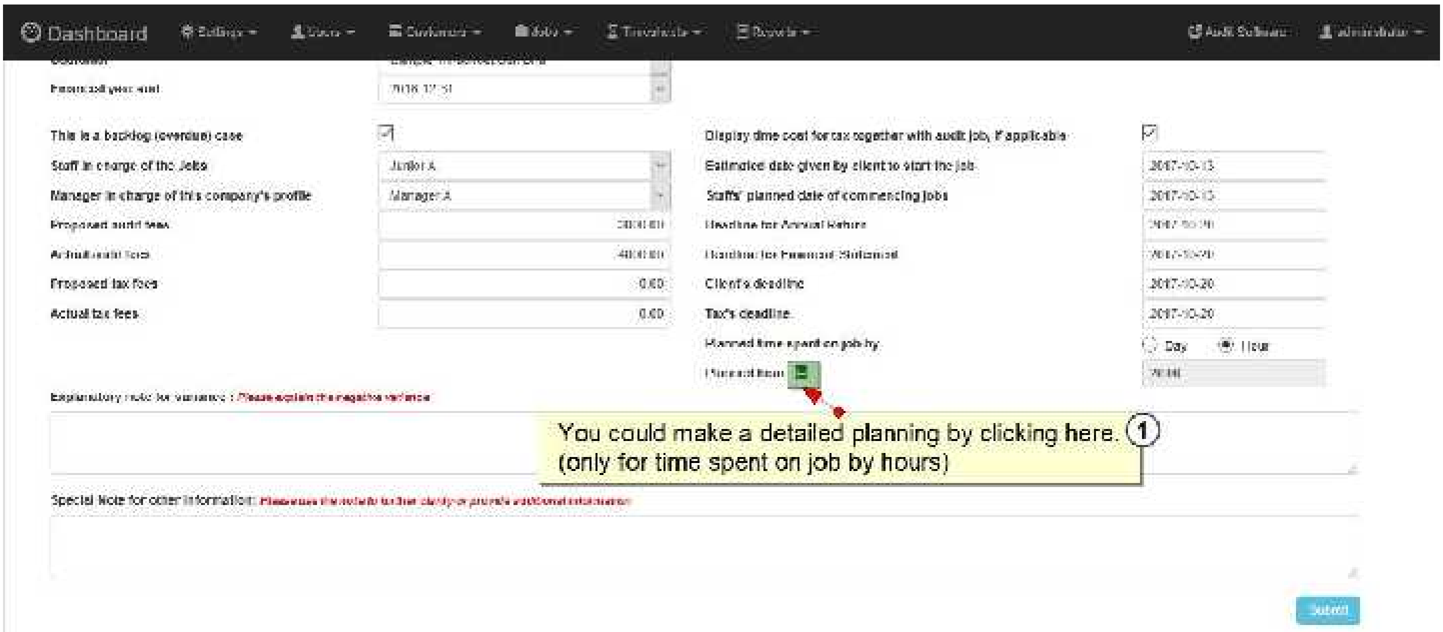

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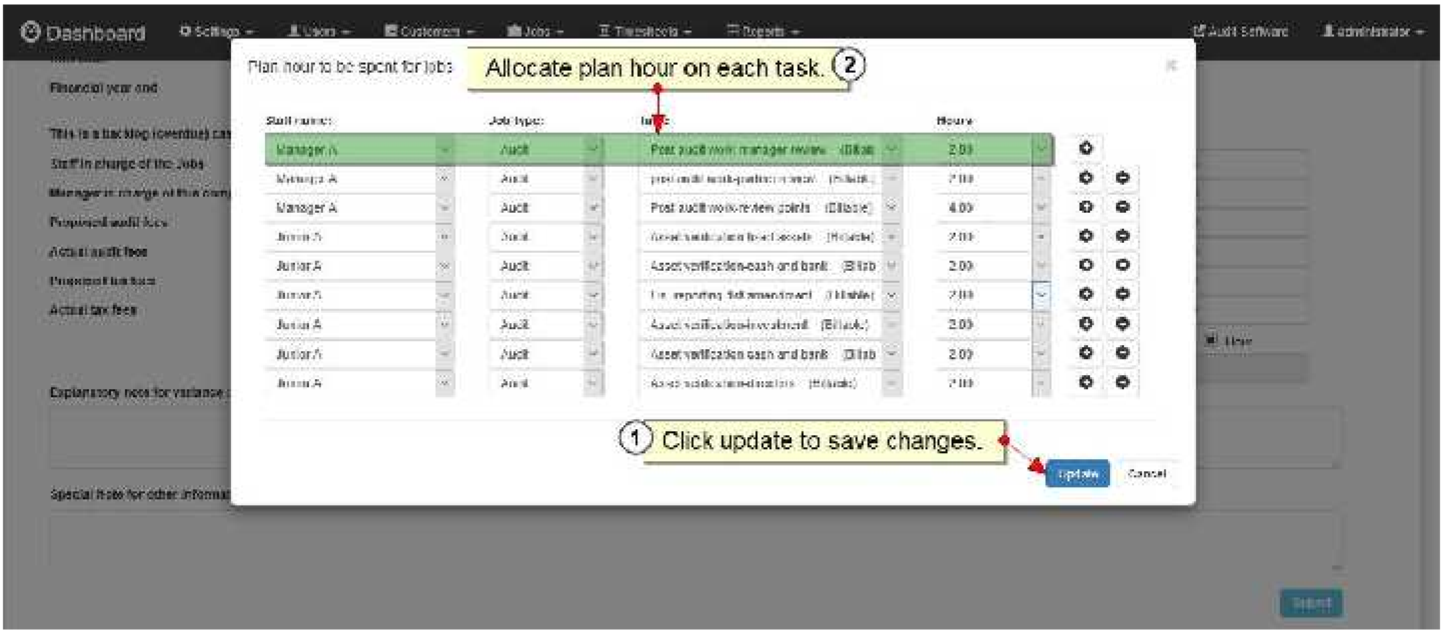
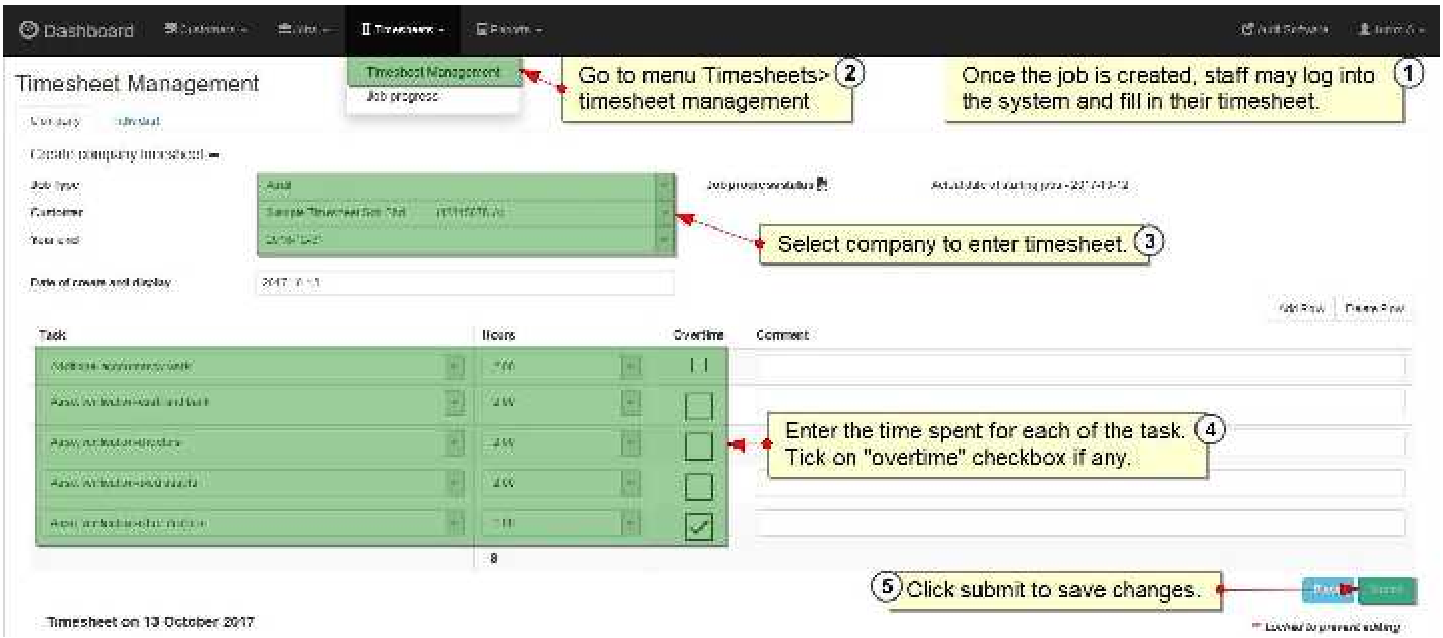
7.



Part 3 : Enter Timesheet and Job Progress

1.



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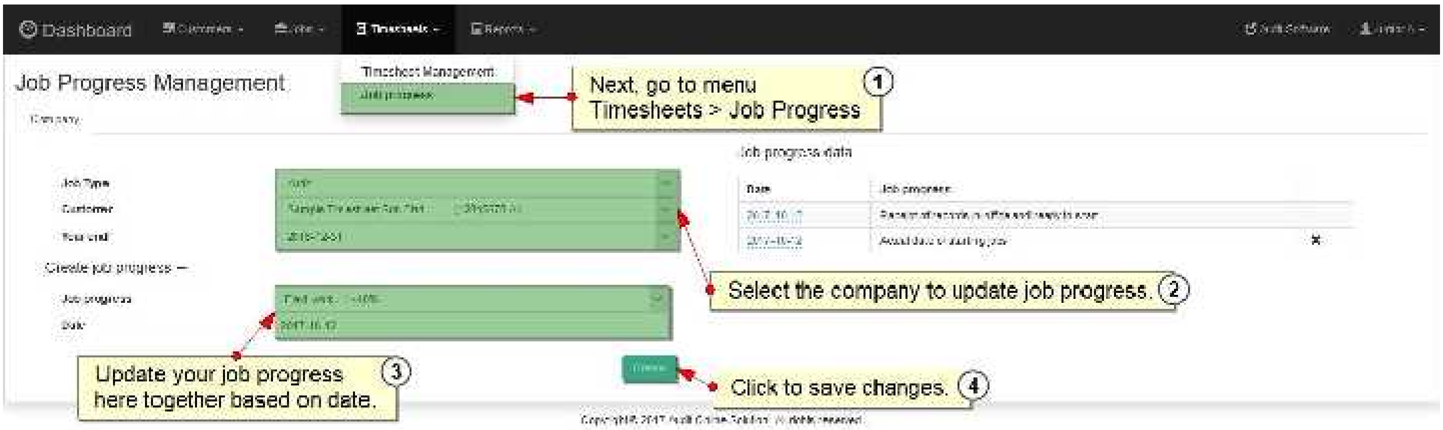
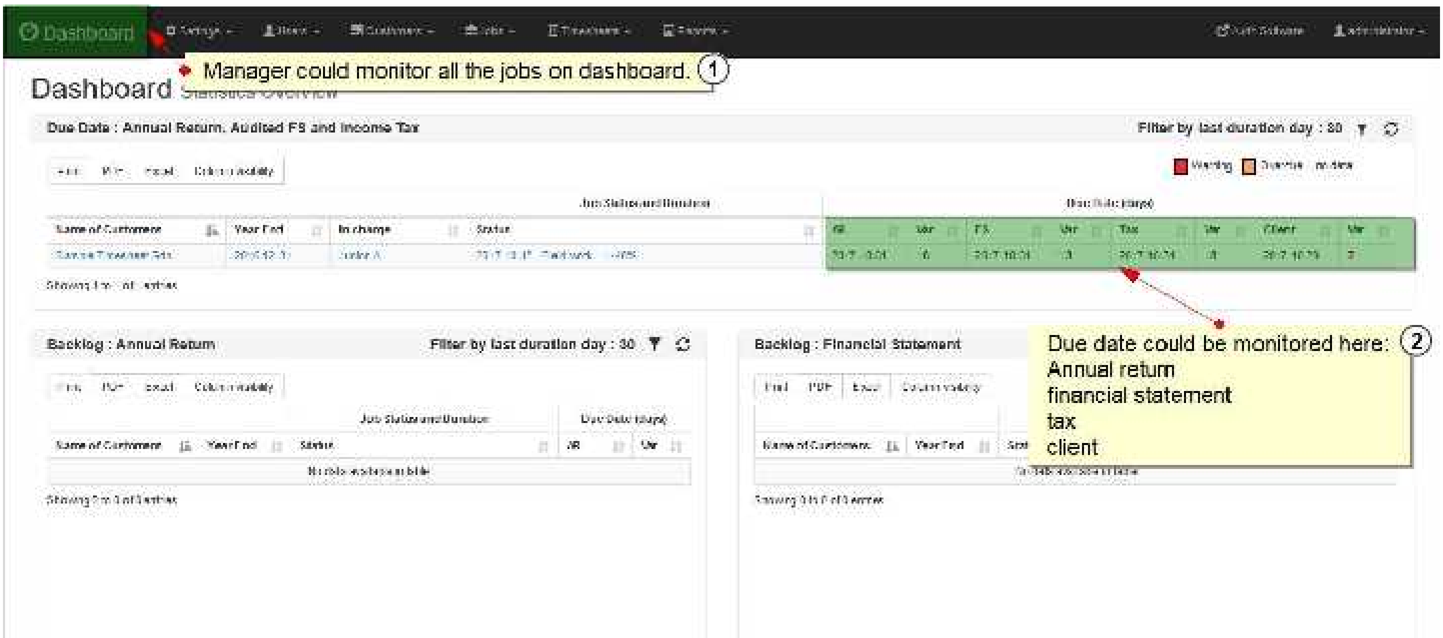


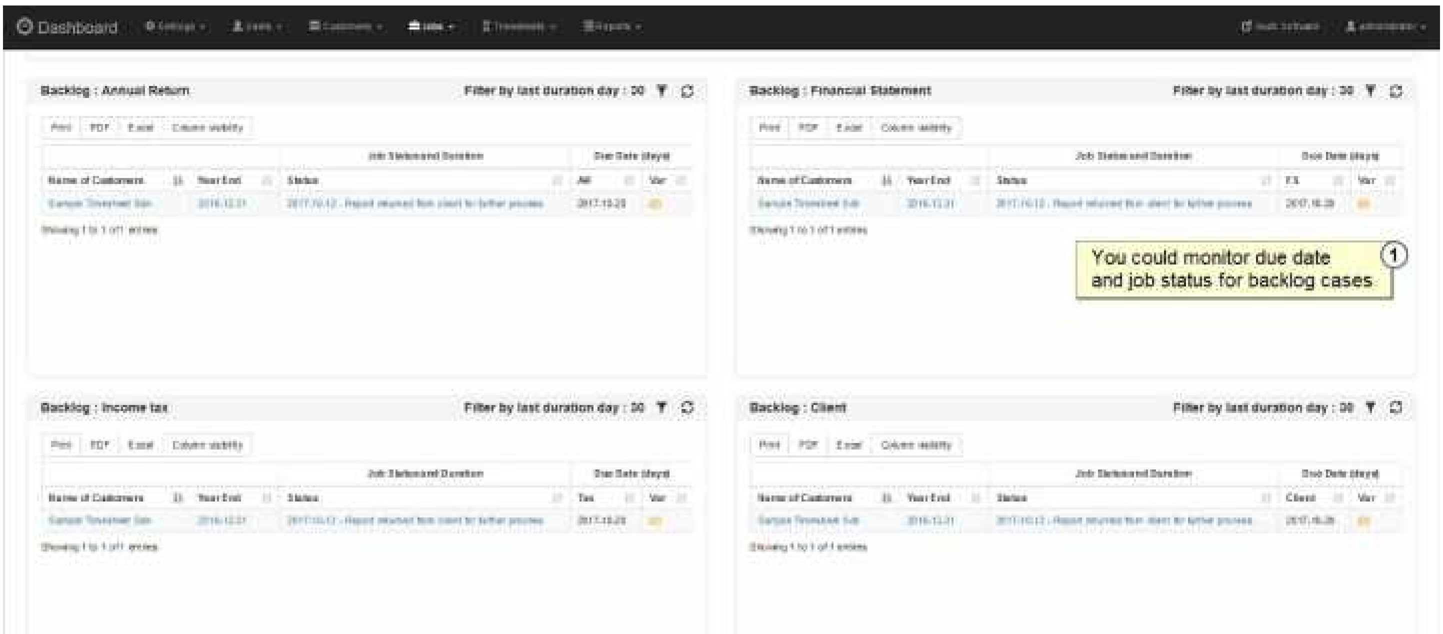
1.



The assigned job will appear at the “due date” category if the following 3 conditions have been fulfilled.

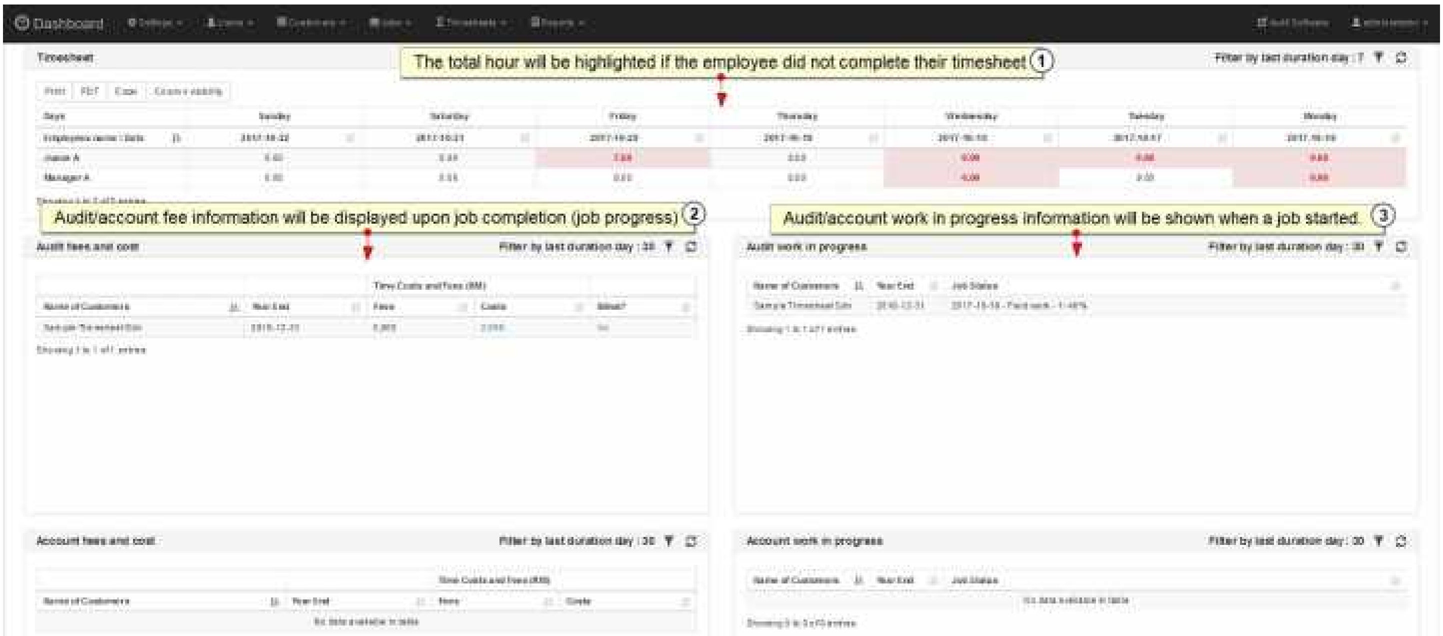
- You have filled up first timesheet data at **menu timesheets>timesheet management**
- The job status is **In Progress**
- You have completed job assignment planning on **one of the due date (AR/Financial statement/tax/client)**

2.



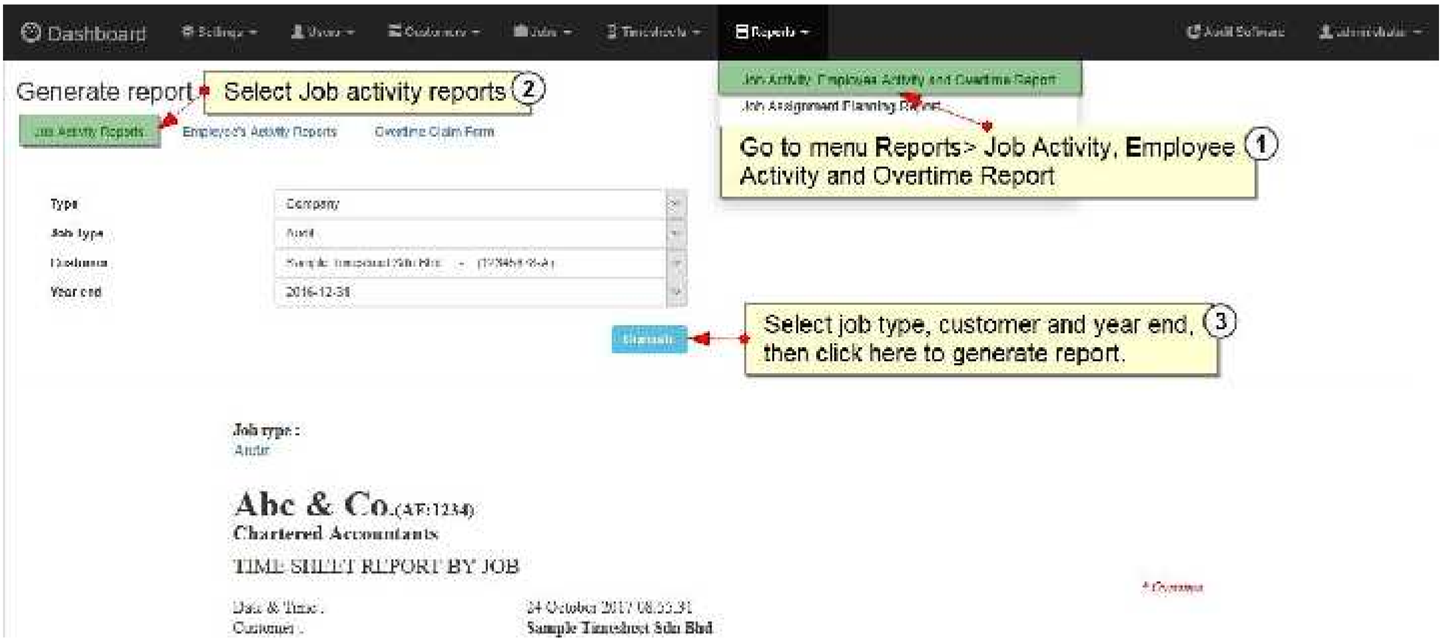
Part 4 : Dashboard

3.



Part 5 : Generate Report

1.



2.

Part 5 : Generate Report

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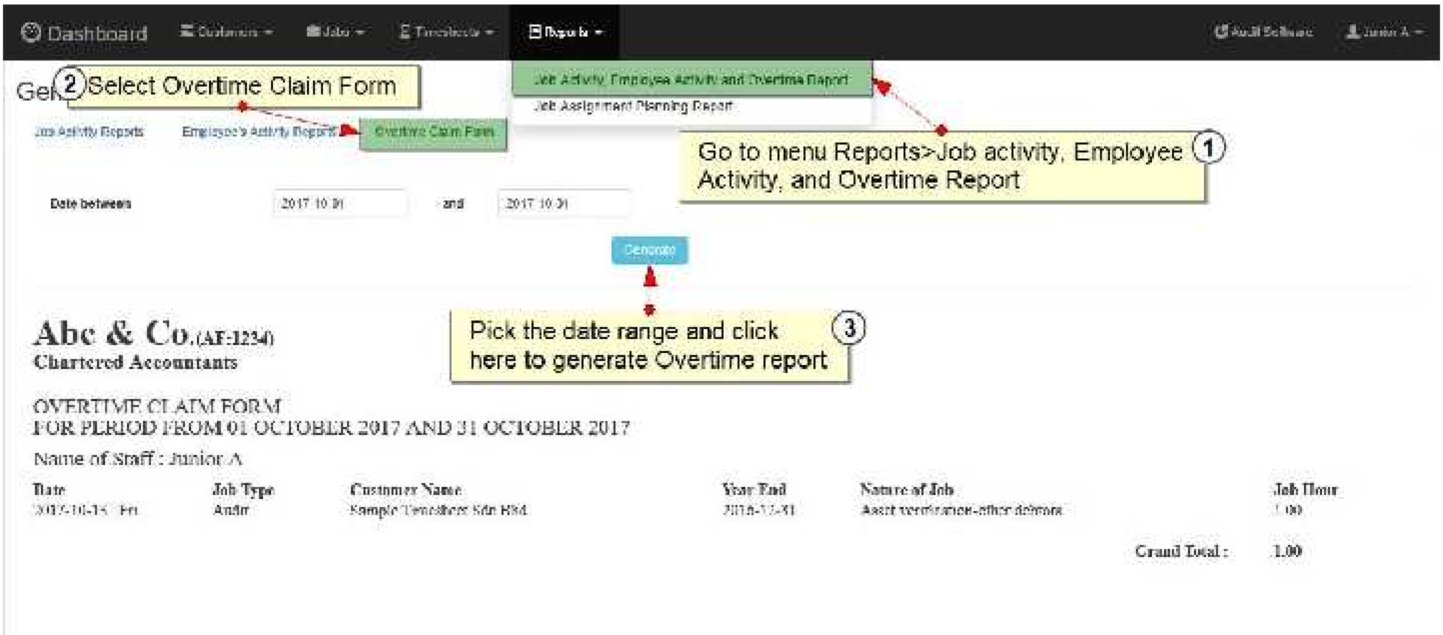

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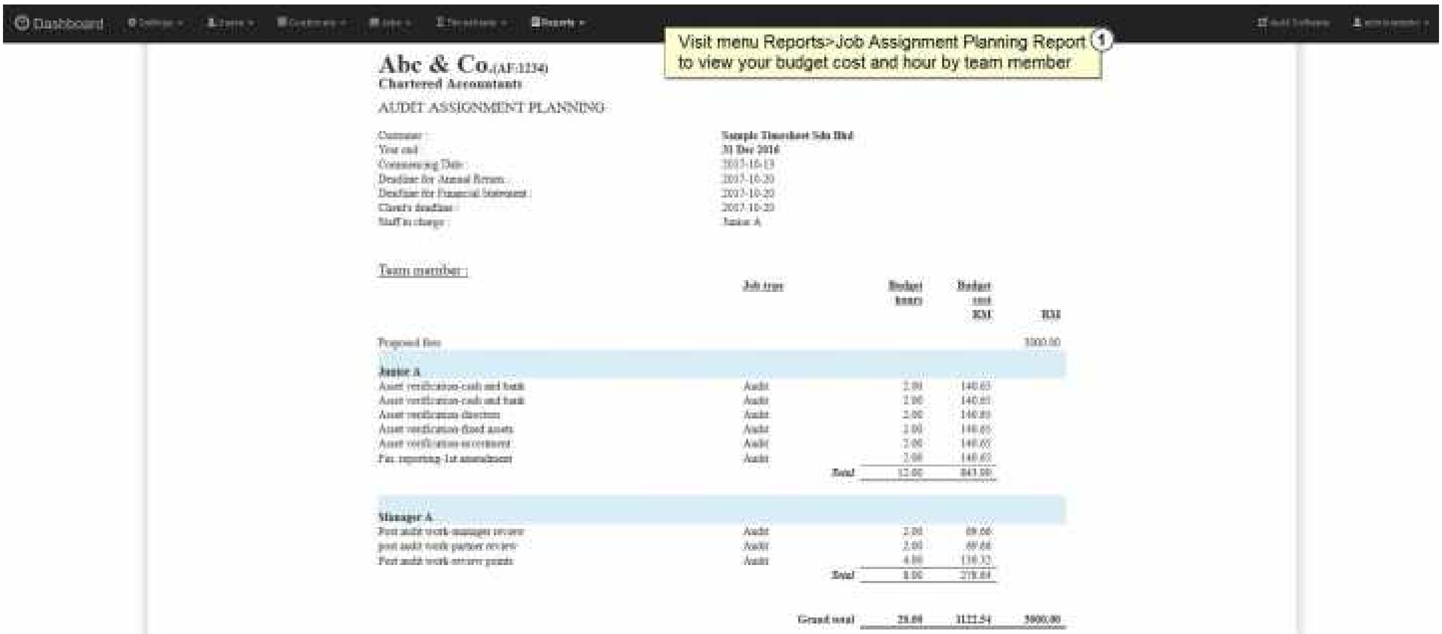
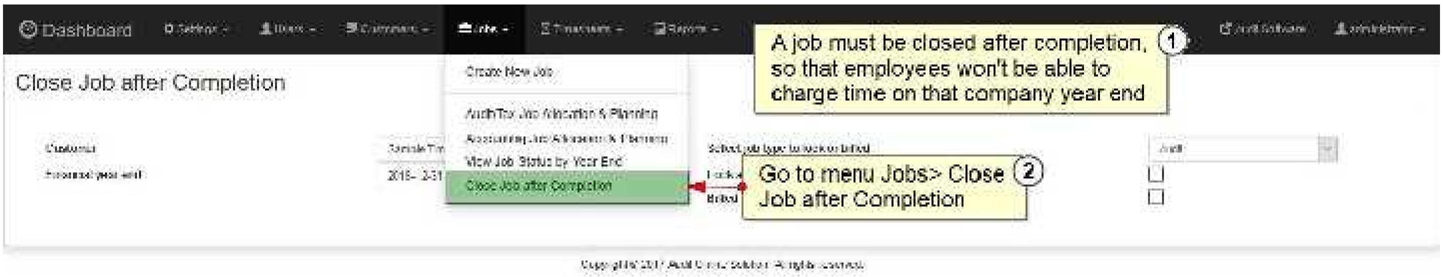


Part 6 : Close Job Upon Completion

1.



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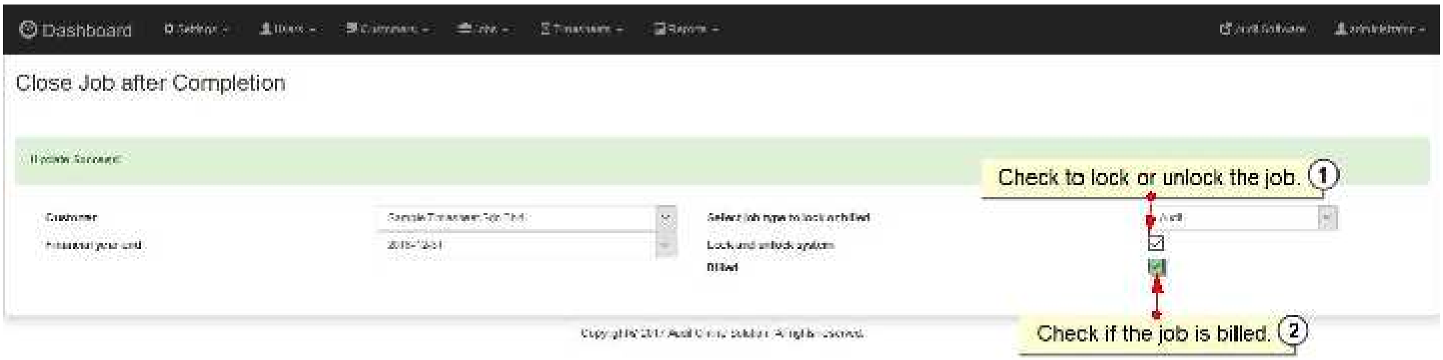

Part 6 : Close Job Upon Completion

3.