



HEXAGON

HEXAGON XALT **TIME KEEPING** **APPLICATION:** USER GUIDE

Xalt Time Keeping Application User Guide
24 July 2019

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INTRODUCTION

The Time Keeping app has been developed to provide a tool to enable employees to create and submit electronic Time sheets .

Advantages and solutions delivered by this application include:

- Easy to create and submit Time sheets
- Mobile device can be used to submit and approve time sheets.


Major functions of this application

1. Time Entry
2. Enter Employees, Teams, Departments
3. Approve / Reject Time sheets

SETTING UP RECORDS

To begin using the Time Keeping Application there is some setup required. The Admin will be required to create teams, create employee's, create departments, create tasks.

1. Create Master Tasks, these can be used by all teams. (Navigate to "Timekeeping Admin" work bench on the top and click on "Master Task Codes" on the left Launcher menu)



Display Seq	Name	Text	Description	Interface Status	Activity Code ID
0	Vacation	Vacation	Vacation	Active	8000
0	Sick	Sick		Active	8001
0	Project Tango	Project Tango	Enter for Tango Project	Active	8002
0	Integration	Integration	All integration	Active	8003
0	Training	Training		Active	8004
0	Master	Development	desc	Inactive	8005
5	Medical Leave			Active	8006


Adding new Master Task Code: Click on  Sign to add new Master Code, below screen shows up.

A screenshot of the Xalt Timekeeping Admin web application. The top navigation bar includes 'Xalt', 'Data Entry', 'Home', 'Images', and 'Timekeeping Admin'. Below this, there are tabs for 'Timekeeping Master Task Codes' and 'New Task Code' (which is active and has a red 'x' icon). The main content area is titled 'New Task Code' and contains a form with the following fields: 'Display Seq' with the value '0', 'Name' with the value 'Vacation', 'Text' with the value 'Vacation', and 'Description' with the value 'used of Vacation entry'. At the bottom of the form are two buttons: 'Continue' and 'Cancel'.







Display sequence is used for the order of display of Activity while entering time. All the values are optional.

2. Create Teams. (Navigate to “Timekeeping Admin” work bench on the top and click on “Master Teams” on the left Launcher menu)
Employees should be assigned to Teams

[illegible]

Adding new Master Teams: Click on  Sign to add new Master Team, below screen shows up.

New Team



Team Name

City

State or Province

Country Code

US

Continue

Cancel

All the fields are optional.



- Once team is created, you need to add user property U_PLANT_ID under user profile to Team ID you created, This will map team to logged in user. User need to log-off and log back in to get property value set.

Navigate to user profile under Home>App Builder Dashboard

The screenshot displays the Xalt App Builder Dashboard interface. The top navigation bar includes tabs for Data Entry, Home, Images, Timekeeping Admin, Timekeeping, and Review/Approve. The left sidebar contains a 'Launch' menu with options like Administrator Dashboard, App Builder Dashboard, Dashboards, Gadgets, and Import Packages. The main content area is divided into four sections:

- Data Sources:** A table listing various data sources with columns for Description, System, Env, Primary User ID, FTP, and System U.
- Data Objects:** A table listing data objects with columns for Data Source, Object Name, Class, Security, Rich Details, and Rich Query.
- Workbenches:** A table listing workbenches with columns for Name, Label, GML/Form Alias, Last Maintained On, and Last Maintained By.
- User Profiles:** A table listing user profiles with columns for User ID, Name, Password Expires, Email, Phone, Organization, and Last Maintained.



Under User Profiles, double click the user and Add properties

App Builder Dashboard User Profile: employee1

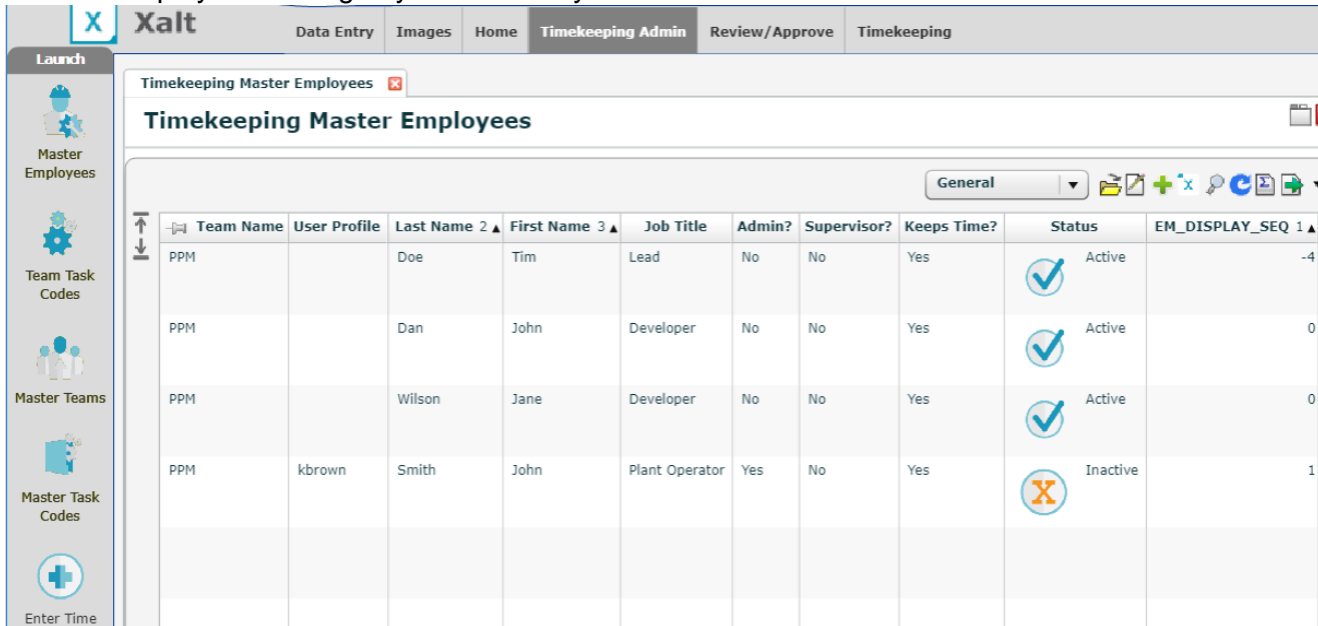
User Profile

User ID	employee1
Name	Employee
Email Address	employee@employee.com
Phone Number	
Authentication Service	(Xalt)
Password	*****
Password Expired	No
Password Expiration Interval	(no expiration)
Current Password Expires	
Profile Effective	12/21/2018
Roles	Administrator No Developer No Internal No External No
Organization	(none)
Organization Administrator	No
Organization Premium User	No
Initial Launcher	App Builder Dashboard
Last Maintained On	6/30/2019 3:37 PM
Last Maintained By	kpuvvada
Notes	


Properties

Property	Value
U_PLANT_ID	3003


- Now add employees, this will ensure employees are added to that team. (Navigate to “Timekeeping Admin” work bench on the top and click on “Master Employees” on the left Launcher menu) Make sure you are tagged to correct team before adding the employees. You can see employees belong to your team only.



Team Name	User Profile	Last Name 2	First Name 3	Job Title	Admin?	Supervisor?	Keeps Time?	Status	EM_DISPLAY_SEQ 1
PPM		Doe	Tim	Lead	No	No	Yes	Active	-4
PPM		Dan	John	Developer	No	No	Yes	Active	0
PPM		Wilson	Jane	Developer	No	No	Yes	Active	0
PPM	kbrown	Smith	John	Plant Operator	Yes	No	Yes	Inactive	1

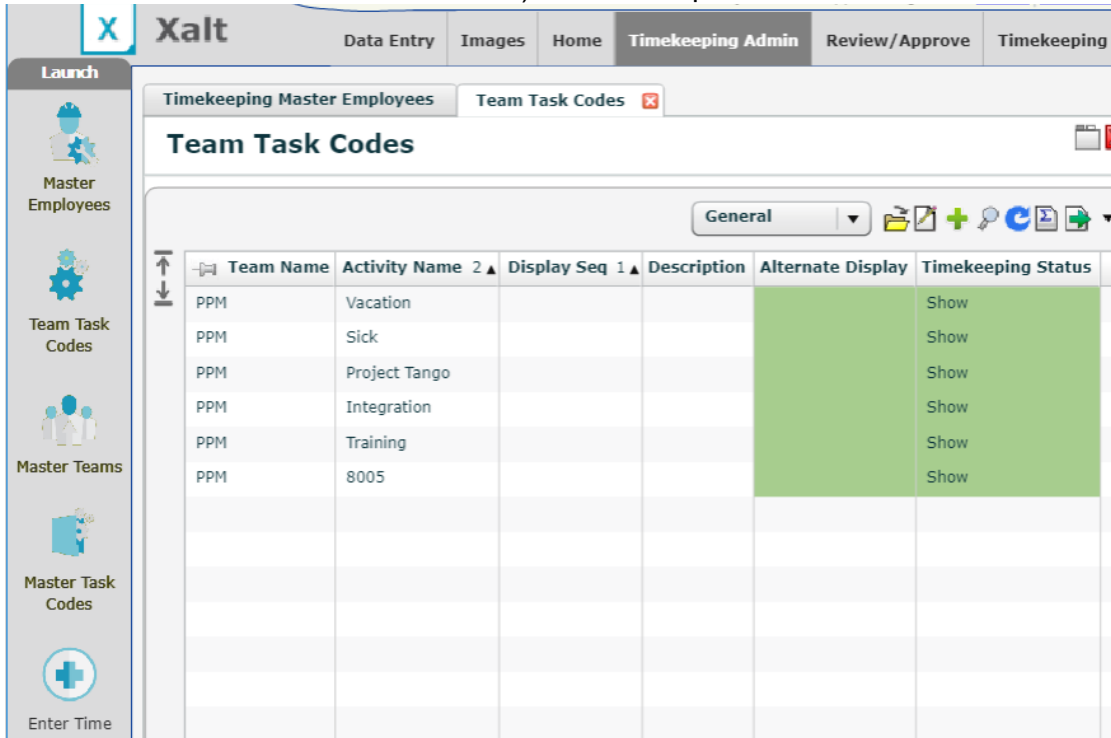
Adding new Employee: Click on  Sign to add new Master Employees, below screen shows up.

New Employee


First Name	<input type="text"/>
Last Name	<input type="text"/>
Display Sequence	<input type="text" value="0"/>
Job Title	<input type="text" value="Plant Operator"/>
Plant ID	<input type="text" value="PPM"/> 
Keeps Time?	<input checked="" type="checkbox"/>
Admin?	<input type="checkbox"/>
Supervisor?	<input type="checkbox"/>
User Profile	<input type="text"/>

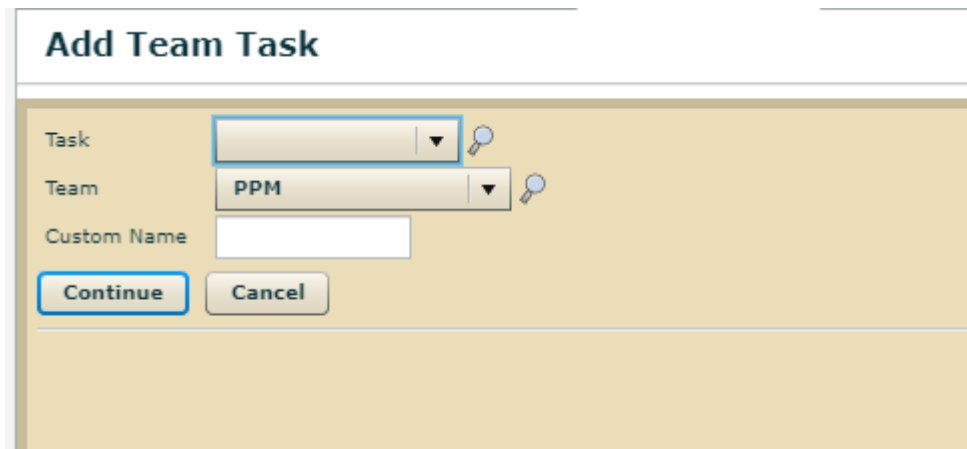
All fields are optional. Make sure Keeps Time is checked, this will make sure employee can enter time via App. Admin, Supervisor, User Profile are for internal documentation purposes only and not used while capturing time.

5. Add Team Tasks. (Navigate to “Timekeeping Admin” work bench on the top and click on “Team Task Codes” on the left Launcher menu) This will map master tasks to individual teams.



Team Name	Activity Name 2	Display Seq 1	Description	Alternate Display	Timekeeping Status
PPM	Vacation				Show
PPM	Sick				Show
PPM	Project Tango				Show
PPM	Integration				Show
PPM	Training				Show
PPM	8005				Show

Adding new Team Task Codes: Click on  Sign to add new Team Task Codes, below screen shows up.



Add Team Task

Task

Team

Custom Name

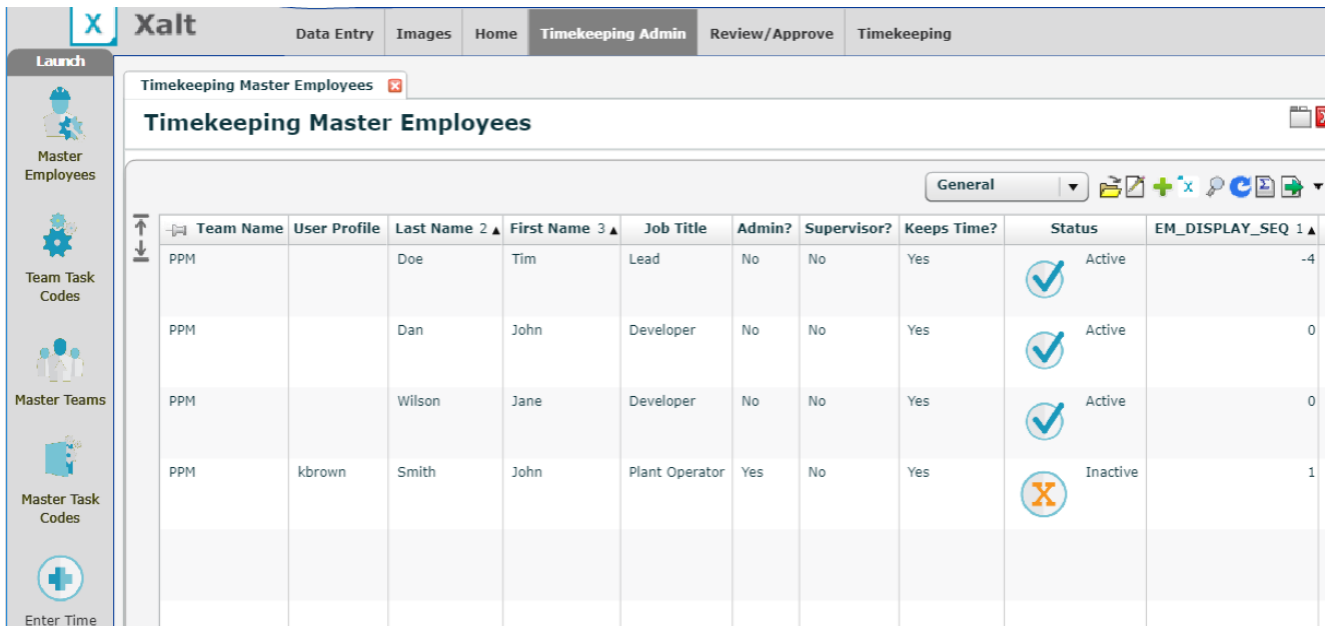
WORKBENCH: TIMEKEEPING ADMIN

Only Managers have access to this Workbench. It is easy to use this workbench from Web.

LAUNCHERS

MASTER EMPLOYEES

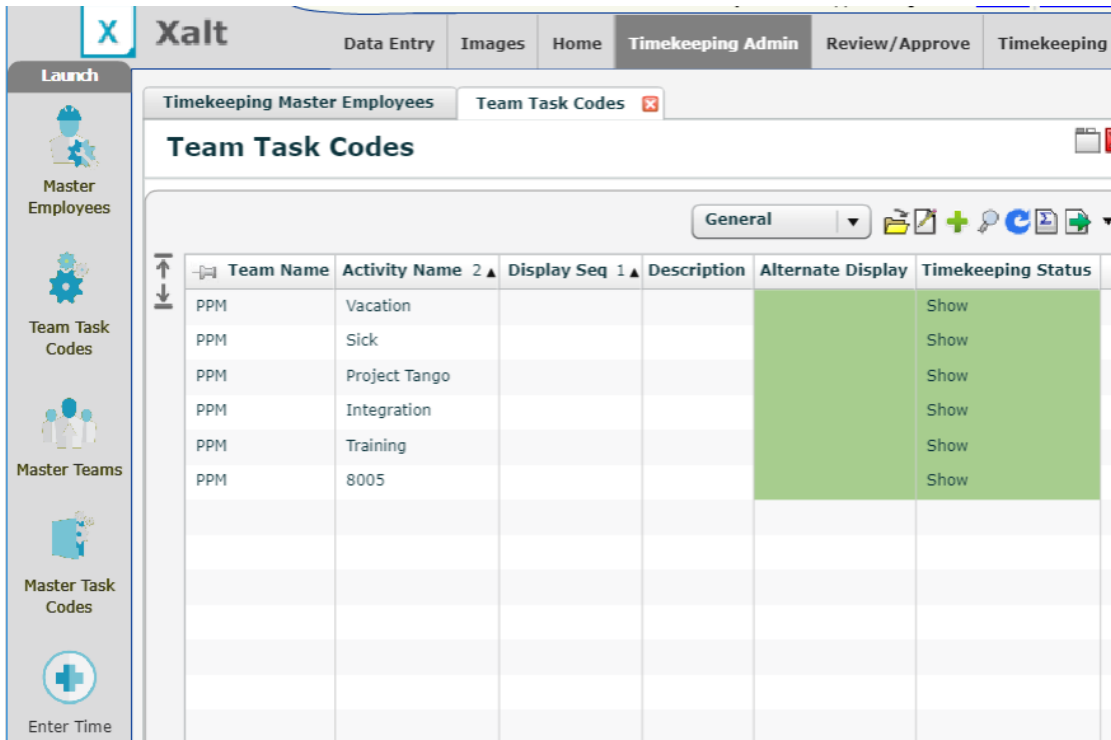
The purpose of this launcher is to add employs to an existing team, Make sure you are tagged to correct team before adding the employees. You can see employees belong to your team only.



Team Name	User Profile	Last Name 2 ▲	First Name 3 ▲	Job Title	Admin?	Supervisor?	Keeps Time?	Status	EM_DISPLAY_SEQ 1 ▲
PPM		Doe	Tim	Lead	No	No	Yes	Active	-4
PPM		Dan	John	Developer	No	No	Yes	Active	0
PPM		Wilson	Jane	Developer	No	No	Yes	Active	0
PPM	kbrown	Smith	John	Plant Operator	Yes	No	Yes	Inactive	1

TEAM TASK CODES

Add Team Tasks. (Navigate to “Timekeeping Admin” work bench on the top and click on “Team Task Codes” on the left Launcher menu) This will map master tasks to individual teams. Master Task Code should be added first to use by teams.




The screenshot shows the Xalt Timekeeping Admin interface. The top navigation bar includes tabs for Data Entry, Images, Home, Timekeeping Admin (selected), Review/Approve, and Timekeeping. The left sidebar contains a 'Launch' menu with icons for Master Employees, Team Task Codes (selected), Master Teams, Master Task Codes, and Enter Time. The main content area is titled 'Team Task Codes' and features a table with the following columns: Team Name, Activity Name 2, Display Seq 1, Description, Alternate Display, and Timekeeping Status. The table contains six rows of data, all with a green background for the 'Alternate Display' and 'Timekeeping Status' columns.

Team Name	Activity Name 2	Display Seq 1	Description	Alternate Display	Timekeeping Status
PPM	Vacation				Show
PPM	Sick				Show
PPM	Project Tango				Show
PPM	Integration				Show
PPM	Training				Show
PPM	8005				Show


MASTER TEAMS


The purpose of this launcher is to manage Master Teams. You can add new Teams and manage existing ones. Employee should be assigned to Teams to use the application. Each employee can be assigned to only one team at this time. Manager can right click on any team and make it as their team for temporary purposes by selecting "Set as my Plant".





Data Entry
Images
Home
Timekeeping Admin
Review/Approve
Timekeeping


Launch



Master Employees


Team Task Codes


Master Teams









Master Task Codes


Enter Time

Master Teams 

Master Teams

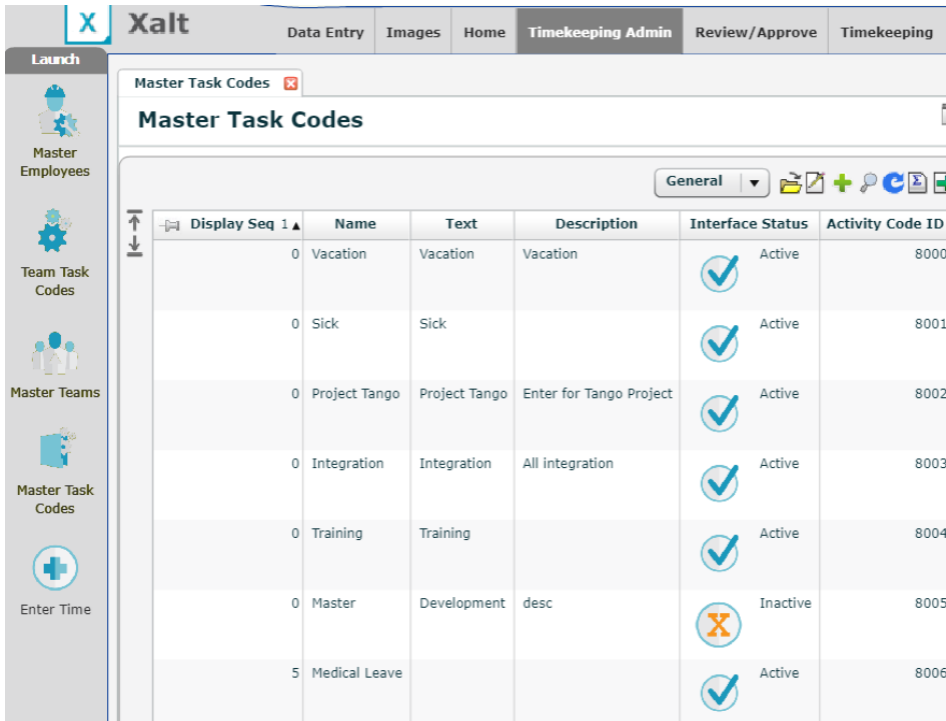
General

Team ID 2 ▲	Team Name	City	State or Province	Country Code	Status 1 ▲	Update Date
3003	PPM	atlanta	ga	US	Active	1/22/2019 1:43 PM
3004	Platform Solutions	Alpharetta	GA	US	Active	1/27/2019 2:48 PM
3005	test	johns creek	ga	US	Active	7/7/2019 4:02 PM
3006	new one	now	ny	US	Active	7/7/2019 4:03 PM
3007	Development	Dallas	TX	US	Active	7/22/2019 10:28 AM

MASTER TASK CODES

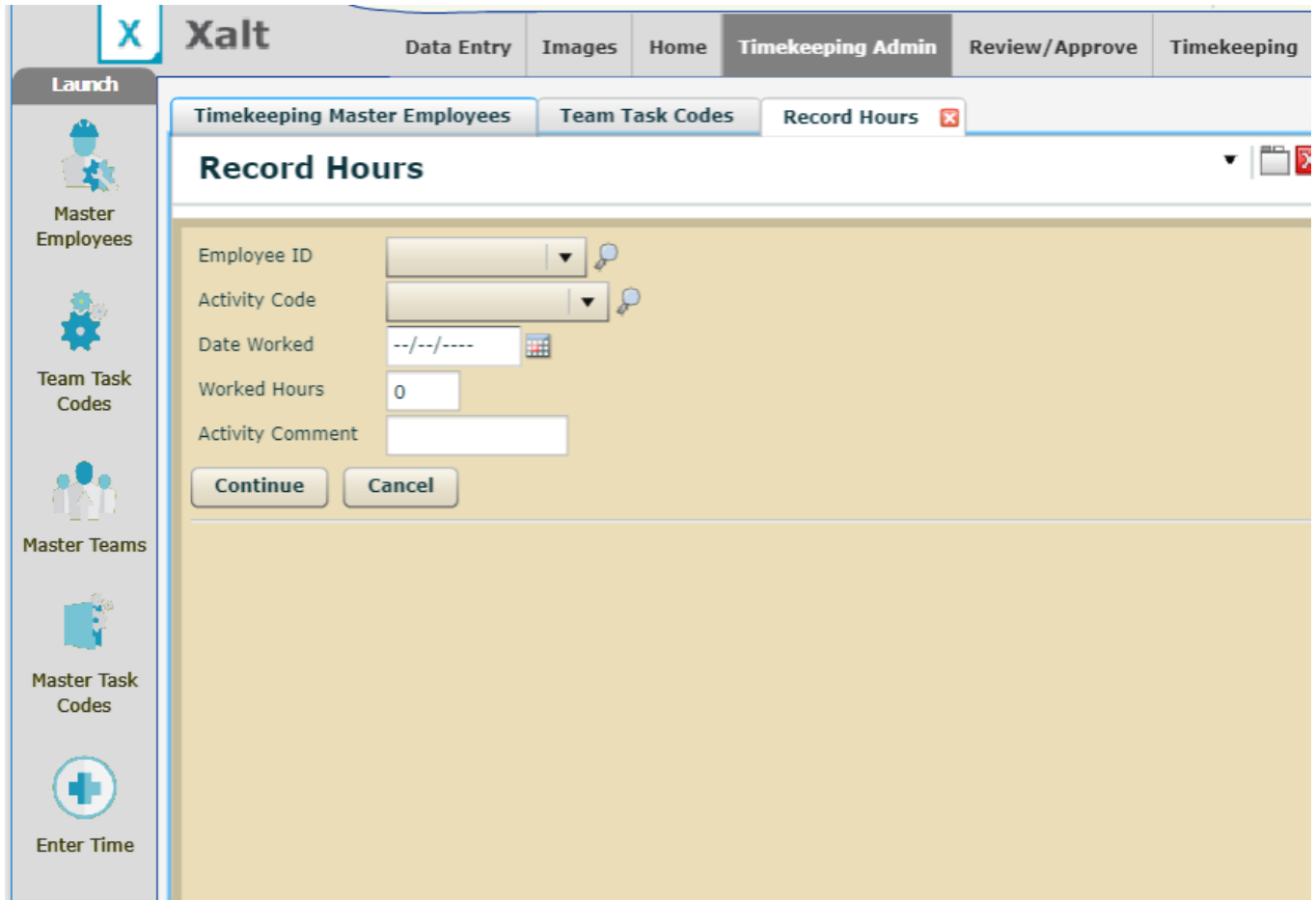
1. The purpose of this launcher is to manage Master Task Codes. Create Master Tasks, these can be used by all teams. (Navigate to “Timekeeping Admin” work bench on the top and click on “Master Task Codes” on the left Launcher menu)
- 2.



Display Seq	Name	Text	Description	Interface Status	Activity Code ID
0	Vacation	Vacation	Vacation	Active	8000
0	Sick	Sick		Active	8001
0	Project Tango	Project Tango	Enter for Tango Project	Active	8002
0	Integration	Integration	All integration	Active	8003
0	Training	Training		Active	8004
0	Master	Development	desc	Inactive	8005
5	Medical Leave			Active	8006

ENTER TIME

This launcher need to be run by manager if employee cannot enter via app on timely basis.



The screenshot displays the Xalt Timekeeping Admin interface. The top navigation bar includes tabs for Data Entry, Images, Home, Timekeeping Admin (selected), Review/Approve, and Timekeeping. A left sidebar under the 'Launch' header contains icons and labels for Master Employees, Team Task Codes, Master Teams, Master Task Codes, and Enter Time (highlighted with a blue circle). The main content area features a sub-navigation bar with 'Timekeeping Master Employees', 'Team Task Codes', and 'Record Hours' (selected with a red 'x' icon). Below this, the 'Record Hours' form is visible, containing fields for Employee ID, Activity Code, Date Worked, Worked Hours, and Activity Comment, along with 'Continue' and 'Cancel' buttons.

Xalt

Data Entry | Images | Home | **Timekeeping Admin** | Review/Approve | Timekeeping

Launch

Master Employees

Team Task Codes

Master Teams

Master Task Codes

Enter Time

Timekeeping Master Employees | Team Task Codes | **Record Hours** ✕

Record Hours

Employee ID

Activity Code

Date Worked

Worked Hours

Activity Comment

Continue **Cancel**

WORKBENCH: TIMEKEEPING

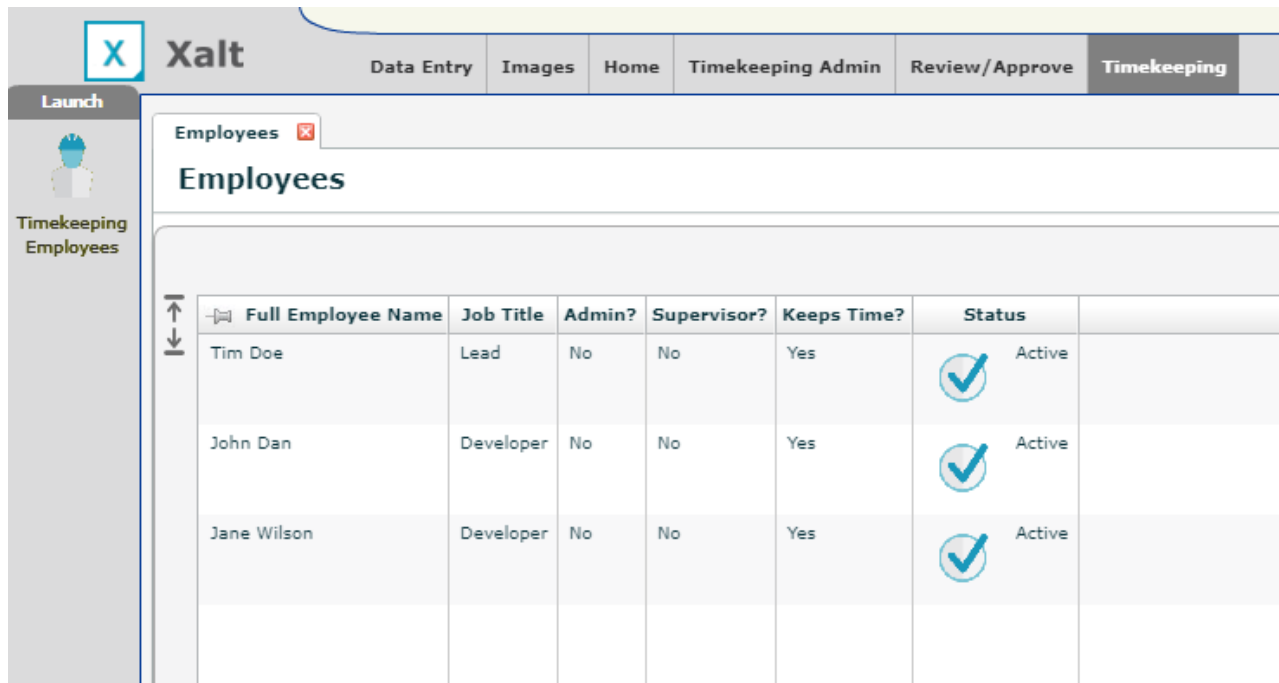
This workbench is used by employees to submit view and manage their time. You are able to view your time and edit for today and yesterday only. Anything else admin should be doing it.

LAUNCHERS

TIMEKEEPING EMPLOYEES

The purpose of this launcher is to view/enter/edit hours via app. Currently this login is generic and everyone from the Team will use the same login. You will see list of all employees for that team.

You pick your name.



Full Employee Name	Job Title	Admin?	Supervisor?	Keeps Time?	Status
Tim Doe	Lead	No	No	Yes	Active
John Dan	Developer	No	No	Yes	Active
Jane Wilson	Developer	No	No	Yes	Active

TIMEKEEPING EMPLOYEES MOBILE

PROCESS FLOW

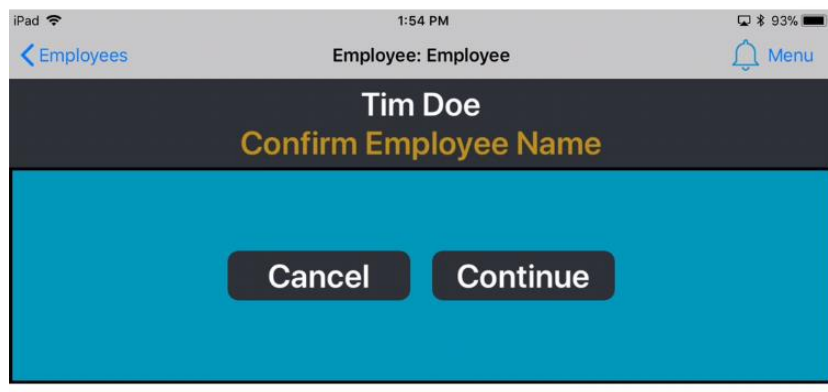
Log in using Employee Account

Choose Time keeping hours from the Timekeeping Workbench

Choose your name from the list




- Verification – Confirm that you selected the right name
- Choose “Continue” to view activities / hours



CHOOSE THE DATE

Select a tab at the bottom of the display



The screenshot shows the mobile app interface for an employee. At the top, there's a status bar with 'iPad', '1:56 PM', and '92%' battery. Below that, a header bar contains a back arrow, 'Employees', 'Employee: Employee', and a 'Menu' icon. The main content area has a 'Today' header with the date '2019-07-22'. Below this is a table with three columns: 'Activity', 'Hours', and 'Status'. The table lists several activities with 0.00 hours and 'Active' status. At the bottom, there's a navigation bar with four tabs: 'Today's Hours', 'Yesterday's Hours', 'Last Friday's Hours', and 'Support'. The 'Today's Hours' tab is currently selected.

Activity	Hours	Status
Vacation	0.00	Active
Sick	0.00	Active
Project Tango	0.00	Active
Integration	0.00	Active
Training	0.00	Active
Development	0.00	Active

Select the tab at the bottom of the display to choose between today and yesterday.
On Monday, choose Last Friday to edit the hours for the previous Friday.



This close-up view of the bottom navigation bar shows four tabs: 'Submit Timesheet', 'Edit Timesheet', 'Today's Hours', and 'Support'. The 'Today's Hours', 'Yesterday's Hours', and 'Last Friday's Hours' tabs are circled in red, indicating they are the focus of the instruction.

View activity codes and any hours reported today

iPad 1:56 PM 92%

< Employees Employee: Employee Menu

Today 2019-07-22

Back

Activity	Hours	Status
Vacation	0.00	Active
Sick	0.00	Active
Project Tango	0.00	Active
Integration	0.00	Active
Training	0.00	Active
Development	0.00	Active

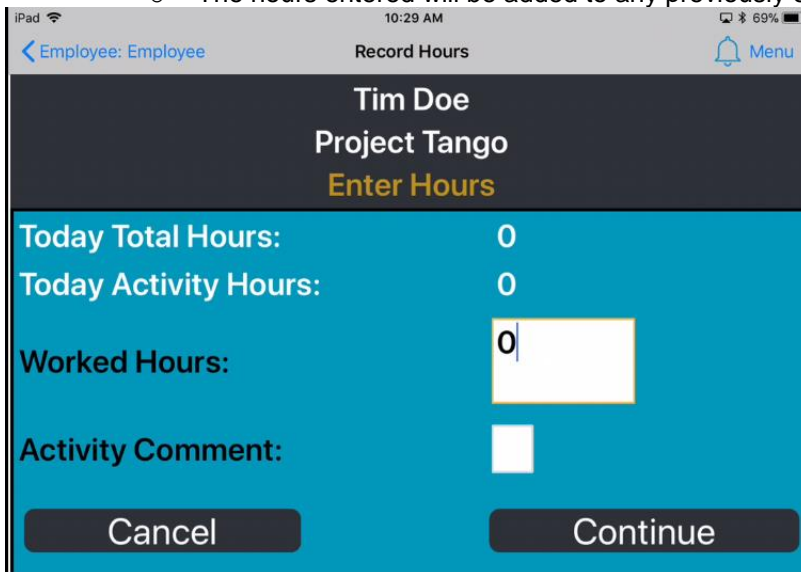
Submit Timesheet Edit Timesheet

Today's Hours Yesterday's Hours Last Friday's Hours Support

ENTER / ADD HOURS FOR AN ACTIVITY

*NOTE: Timesheet must be "Active", not "Submitted" in order to modify hours

- Choose the Activity from the list (touch)
- To Add hours for this activity:
 - Enter the number of hours to increment
 - Optionally enter a comment describing this activity
 - Press Continue to save the entry
 - The hours entered will be added to any previously entered hours for this activity for today



Record Hours

Tim Doe
Project Tango
Enter Hours

Today Total Hours: 0

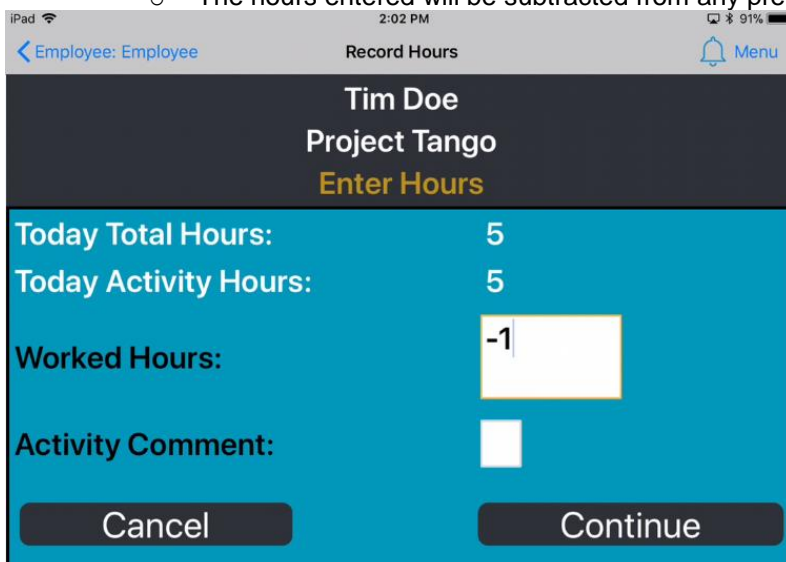
Today Activity Hours: 0

Worked Hours: 0

Activity Comment:

Cancel Continue

- To Decrease hours for this activity:
 - Enter "-" and the number of hours to decrement
 - Optionally enter a comment describing this activity
 - Press Continue
 - The hours entered will be subtracted from any previously entered hours for this activity



Record Hours

Tim Doe
Project Tango
Enter Hours

Today Total Hours: 5

Today Activity Hours: 5

Worked Hours: -1

Activity Comment:

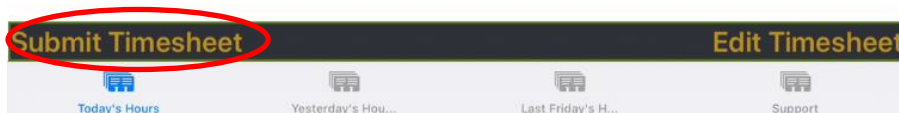
Cancel Continue

SUBMITTING TIME SHEETS

While reviewing the activities for today, choose "Submit Timesheet" in the lower left corner



Today 2019-07-22		
Activity	Hours	Status
Vacation	0.00	Active
Sick	0.00	Active
Project Tango	5.00	Active
Integration	2.00	Active
Training	1.00	Active
Development	0.00	Active



- This prevents further time recording for today

Choose Edit Timesheet (lower right corner) to allow further editing for today

iPad 2:06 PM 90%

< Employees Employee: Employee Menu

Today 2019-07-22

Back

Activity	Hours	Status
Project Tango	5.00	Submitted
Integration	2.00	Submitted
Training	1.00	Submitted
Vacation	0.00	Active
Sick	0.00	Active
Development	0.00	Active

Submit Timesheet Edit Timesheet

Today's Hours Yesterday's Hou... Last Friday's H... Support

Each day's timesheet must be submitted before end of day

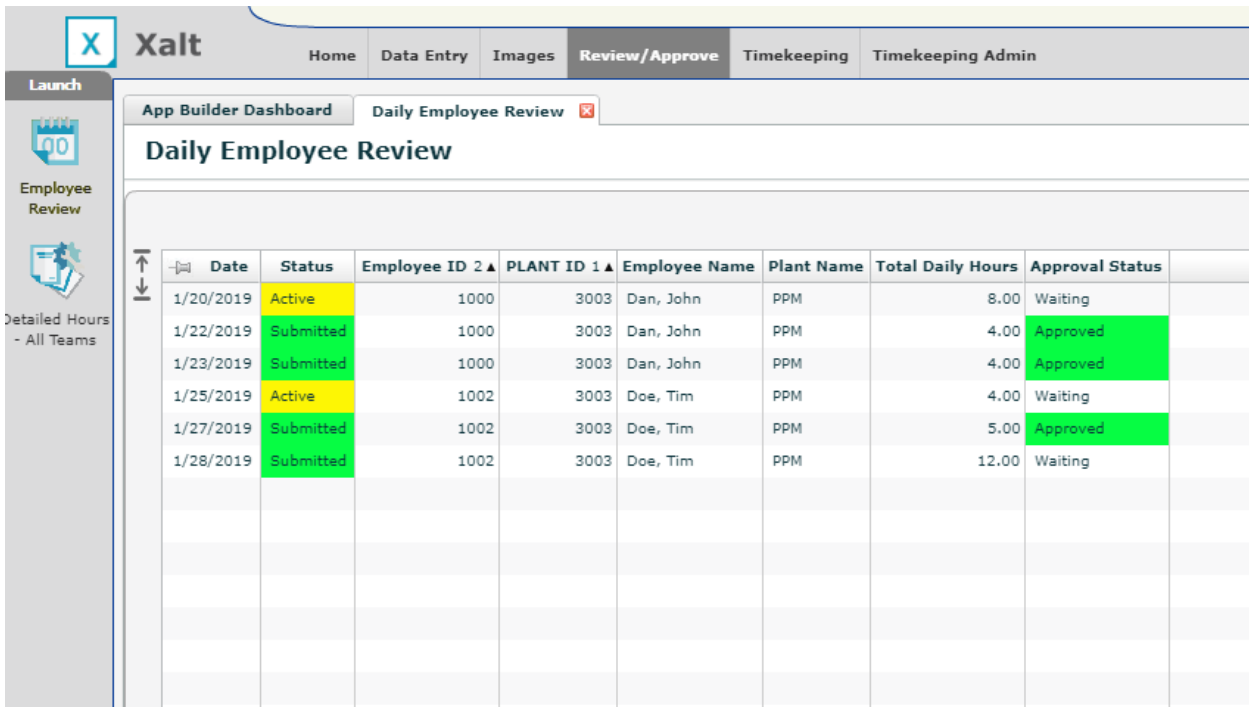
WORKBENCH: REVIEW/APPROVE

This workbench is used so that the manager can manage their employee time sheets request. The manager can approve / reject time sheets.

LAUNCHERS

EMPLOYEE REVIEW

The purpose of this launcher is for manager/supervisor to review the time entered by his team employees. Only managers have access to this workbench. Manager can submit/alter time if needed. This workbench should be used only from Web.



The screenshot shows the Xalt application interface. The top navigation bar includes links for Home, Data Entry, Images, Review/Approve (active), Timekeeping, and Timekeeping Admin. The left sidebar contains a 'Launch' button and an 'Employee Review' icon. The main content area is titled 'Daily Employee Review' and displays a table with the following data:

Date	Status	Employee ID 2 ▲	PLANT ID 1 ▲	Employee Name	Plant Name	Total Daily Hours	Approval Status
1/20/2019	Active	1000	3003	Dan, John	PPM	8.00	Waiting
1/22/2019	Submitted	1000	3003	Dan, John	PPM	4.00	Approved
1/23/2019	Submitted	1000	3003	Dan, John	PPM	4.00	Approved
1/25/2019	Active	1002	3003	Doe, Tim	PPM	4.00	Waiting
1/27/2019	Submitted	1002	3003	Doe, Tim	PPM	5.00	Approved
1/28/2019	Submitted	1002	3003	Doe, Tim	PPM	12.00	Waiting




You can right click on a row and select “Submit Time Sheet” to submit the time sheet or select Approve to approve the time sheet. Time sheets need to be submitted for them to be approved.


Daily Employee Review


Date	Status	Employee ID	PLANT ID	Employee Name	Plant Name	Total Daily Hours	Approval Status
1/20/2019	Submitted	1000	3003	Dan, John	PPH	8.00	Approved
1/22/2019	Submitted	1000	3003	Dan, John	PPH	4.00	Approved
1/23/2019	Submitted	1000	3003	Dan, John	PPH	4.00	Approved
7/10/2019	Submitted	1000	3003	Dan, John	PPH	8.00	Approved
1/25/2019	Active	1002	3003	Doe, Tim	PPH	8.00	Waiting
1/27/2019	Submitted	1002	3003	Doe, Tim	PPH	8.00	Approved
1/28/2019	Submitted	1002	3003	Doe, Tim	PPH	8.00	Approved
2/4/2019	Active	1002	3003	Doe, Tim	PPH	8.00	Waiting
6/25/2019	Active	1002	3003	Doe, Tim	PPH	8.00	Waiting
6/26/2019	Submitted	1002	3003	Doe, Tim	PPH	8.00	Approved
6/27/2019	Active	1002	3003	Doe, Tim	PPH	8.00	Waiting
6/28/2019	Submitted	1002	3003	Doe, Tim	PPH	8.00	Approved
6/29/2019	Active	1002	3003	Doe, Tim	PPH	8.00	Waiting
6/30/2019	Submitted	1002	3003	Doe, Tim	PPH	8.00	Approved
7/1/2019	Active	1002	3003	Doe, Tim	PPH	8.00	Waiting
7/2/2019	Active	1002	3003	Doe, Tim	PPH	8.00	Waiting
7/3/2019	Active	1002	3003	Doe, Tim	PPH	8.00	Waiting
7/7/2019	Submitted	1002	3003	Doe, Tim	PPH	8.00	Approved
7/9/2019	Submitted	1002	3003	Doe, Tim	PPH	8.00	Approved
7/10/2019	Submitted	1002	3003	Doe, Tim	PPH	4.00	Approved
7/22/2019	Submitted	1002	3003	Doe, Tim	PPH	8.00	Waiting




Xalt
Home
Data Entry
Images
Review/Approve
Timekeeping
Timekeeping Admin

Launch


Employee Review


Detailed Hours - All Teams

Timekeeping Employee Hours

Timekeeping Employee Hours

Date Worked 1	Employee full name 2	Hours Worked	Activity Name	Timekeeping Status	Date Recorded	Recorded at	Transaction ID
1/28/2019	Doe,Tim	8.00	Integration	Submitted	1/28/2019	11:02 AM	100003
1/28/2019	Doe,Tim	2.00	Project Tango	Submitted	1/28/2019	11:02 AM	100004
1/28/2019	Doe,Tim	2.00	Integration	Submitted	1/28/2019	11:02 AM	100005
1/27/2019	Doe,Tim	5.00	Sick	Submitted	1/28/2019	1:50 PM	100006
1/25/2019	Doe,Tim	4.00	Project Tango	Active	1/28/2019	1:52 PM	100007
1/23/2019	Dan,John	4.00	Vacation	Submitted	1/23/2019	2:29 PM	100000
1/22/2019	Dan,John	4.00	Vacation	Submitted	1/23/2019	2:31 PM	100001
1/20/2019	Dan,John	8.00	Vacation	Active	1/23/2019	2:32 PM	100002

CREATING SECURITY ROLES

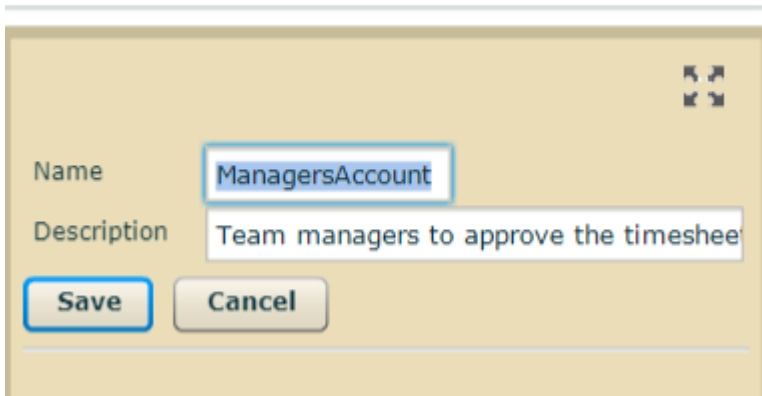
Navigate to Data Entry> Security Roles

Create a new one by clicking on  sign. Enter below values

Name: ManagersAccount


Description: Team managers to approve the timesheets

Security Role



A dialog box titled "Security Role" with a yellow background. It contains two text input fields: "Name" with the value "ManagersAccount" and "Description" with the value "Team managers to approve the timesheets". Below the fields are two buttons: "Save" and "Cancel".

Add below workbenches by clicking 

Workbenches					
	 Name	Label	Rich	Mobile	
	Employee Timekeeping	Timekeeping	Yes	Yes	
	Timekeeping Admin	Timekeeping Admin	Yes	Yes	
	Daily Review	Review/Approve	Yes	Yes	



Create another User Role with below details

Name: EmployeesAccount

Description: For employees to enter time.

Security Role

[edit](#)

Name

EmployeesAccount

Description

For employees to enter time

Workbenches					
<div><div></div><div></div></div>	<div><div></div></div>	Name	Label	Rich	Mobile
		Employee Timekeeping	Timekeeping	Yes	Yes



Make sure the Work Benches section is empty. Remove any Work Benches which are already in that section.

27

Under Properties section add below property, Value should correspond to the Team they belong to.

Properties

↑

↓

Property 1 ▲	Value	
U_PLANT_ID	3003	

Workbenches

Gadgets