



Online time tracking tool

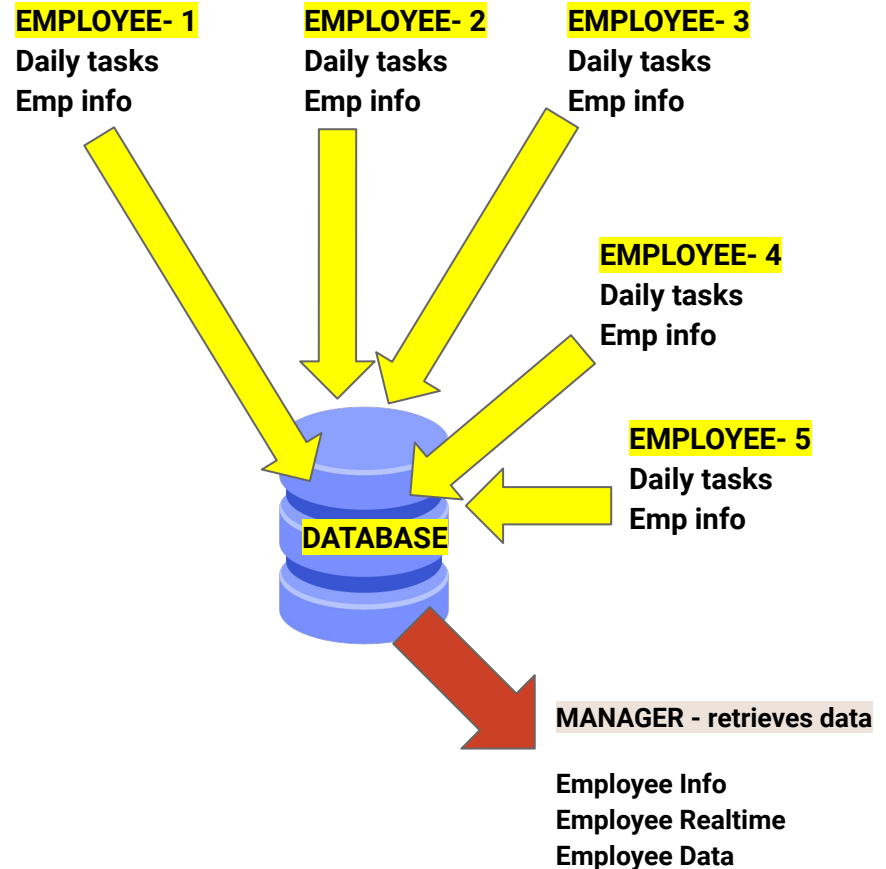
<https://timejet.dlohia.com>

Now, integrated with **Google Sheets** as well

TimeJet v1.1
By Deepak Lohia

Workflow design

Employee's Enter data using dashboard and manager Retrieves the data from the database for all employees.



Manager Sign-up

First we have to sign-up for a manager to create team.

Home > Manager Login > Manager Sign-up

<https://timejet.dlohia.com/mgr-register.php>

Important : enter valid email during signup , same will be used for password reset & other tasks.

TimeJet | Manager Sign Up

Please fill this form to create an account.

Manager Name

Manager Email

Password

Confirm Password

Employee Signup

Once a manager sign-up is done , sign up for Employee using manager email.

Home > Employee Login > Employee Sign-up

<https://timejet.dlohia.com/emp-register.php>

Important : Ensure that your manager email is entered correctly . Valid Email only .

Employee Sign Up

Please fill this form to create an account.

Your Manager Email

Employee Name

Employee Email

Password

Confirm Password

Employee Login

Now associate can login and start using the tool.

Home > Employee Login

<https://timejet.dlohia.com/emp-login.php>

Important : Ensure that your manager email is entered correctly . Valid Email only .

Employee Login

Please fill in your credentials to login.

Manager Email

manager@gmail.com

Employee Email

employee@gmail.com

Employee Password

.....

Login

[Employee Sign-up.](#) | [Forgot Password.](#)

Employee Dashboard

Associate can start entering his data by clicking on Start button.

1. choose an **Activity** from dropdown

2. Hit **Start** .

3. Enter **Case Ref#** and **comments** if needed.

4. hit **Stop** to record

Important : Activities can be changed by manager to appear in dropdown.

The screenshot shows the TimeJet Employee Dashboard interface. At the top, there is a navigation bar with the TimeJet logo, 'Dashboard', 'Reports', 'Reset Password', and 'Log out'. Below this is a welcome message: 'Welcome Deepak Lohia . Login date 12-Nov-2022'. The main form contains the following fields and buttons:

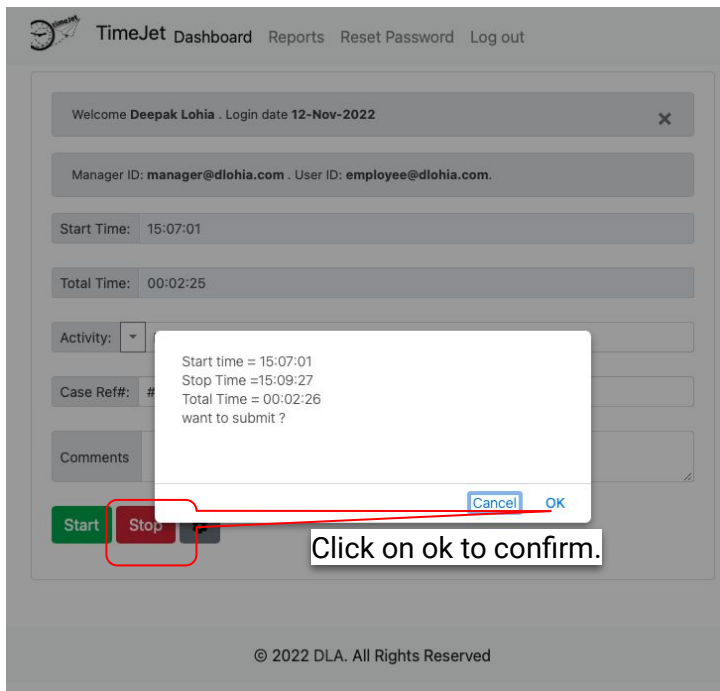
- Manager ID: manager@dlohia.com . User ID: employee@dlohia.com.
- Start Time: 15:07:01
- Total Time: 00:00:25
- Activity: [dropdown menu]
- Case Ref#: [text input]
- Comments: [text area]
- Start (green button)
- Stop (red button)
- Settings (gear icon)

Four numbered callouts are present:

1. Choose Activity (points to the Activity dropdown)
2. Click on start (points to the Start button)
3. Enter case ref# or comments if required. (points to the Case Ref# and Comments fields)
4. Click on stop (points to the Stop button)

At the bottom of the form, there is a copyright notice: '© 2022 TimeJet P.L.A. All Rights Reserved'.

Recording Activity



The screenshot shows the TimeJet Dashboard with a confirmation dialog box open. The dialog box contains the following text: "Start time = 15:07:01", "Stop Time =15:09:27", "Total Time = 00:02:26", and "want to submit ?". Below the dialog box, there are buttons for "Start", "Stop", "Cancel", and "OK". A red box highlights the "Stop" button, and a red line points from it to the "OK" button in the dialog box. A text box below the buttons says "Click on ok to confirm."

TimeJet Dashboard Reports Reset Password Log out

Welcome Deepak Lohia . Login date 12-Nov-2022

Manager ID: manager@dlohia.com . User ID: employee@dlohia.com.

Start Time: 15:07:01

Total Time: 00:02:25

Activity:

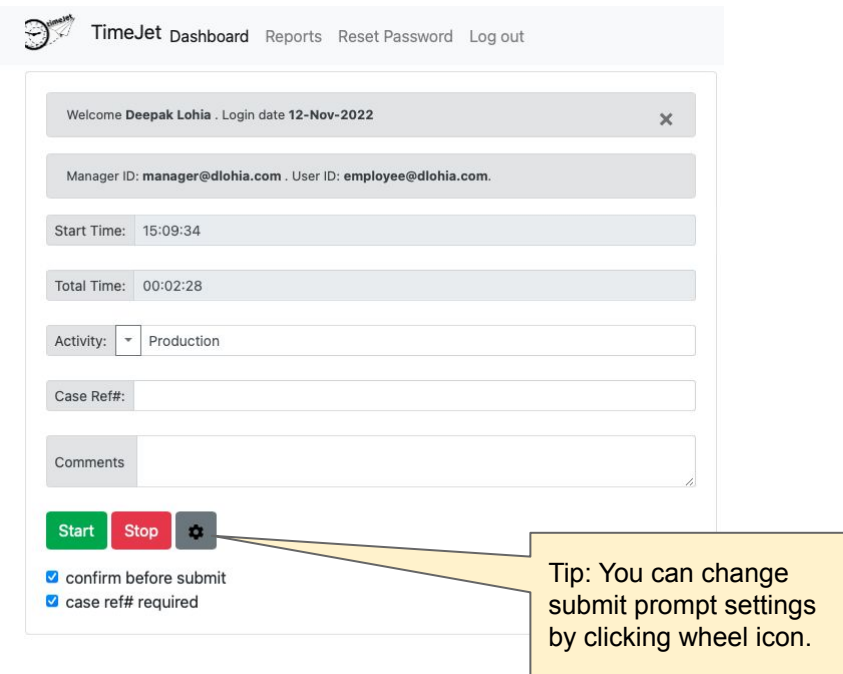
Case Ref#: #

Comments

Start Stop

Click on ok to confirm.

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The screenshot shows the TimeJet Dashboard with a settings tip. The dashboard displays the same information as the first screenshot, but with a "Production" activity selected and a "Case Ref#" field. Below the "Start" and "Stop" buttons is a gear icon. A yellow callout box points to the gear icon with the text: "Tip: You can change submit prompt settings by clicking wheel icon." Below the gear icon, there are two checkboxes: "confirm before submit" and "case ref# required", both of which are checked.

TimeJet Dashboard Reports Reset Password Log out

Welcome Deepak Lohia . Login date 12-Nov-2022

Manager ID: manager@dlohia.com . User ID: employee@dlohia.com.

Start Time: 15:09:34

Total Time: 00:02:28

Activity: Production

Case Ref#:

Comments

Start Stop

☒ confirm before submit
☒ case ref# required

Tip: You can change submit prompt settings by clicking wheel icon.

Activity Reports

Activity Reports can be accessed under Reports Section

Home > Employee Login > Dashboard > Reports

your reports

Export to excel

ID	Login Date	Activity	Case Ref#	Start Time	End Time	Total Time
758	20-Feb-2021	Production	Abc#99	11:15:47	11:17:55	00:02:08

Click to export reports
to excel

Logout / Reset Password

Click on **Reset Password** to Reset password.

Click on **Logout** to logout.



Reset Password

Please fill out this form to reset your password.

New Password

Confirm Password

Submit

[Cancel](#)

Manager Login

Login to Manager account to View Reports and other controls.

Home > Manager Login

<https://timejet.dlohia.com/mgr-login.php>

Important : enter the same email used by Employee during signup process.

Manager Login

Please fill in your credentials to login.

Manager Email

Password

Login

Manager Dashboard

Real-time Status of the users under manager name.

Home > Manager Login > Dashboard > Activities

manager@gmail.com: employee logins

10 records per page

Search:

ID	Emp ID	Emp Login/Logout Time	Last Activity	Since Time	Action
35	employee@gmail.com	20-Feb-2021 11:08:12pm	LOGGED OUT	11:49:33	Delete user

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Deleting a user will remove user information from signup details

Amending Activities

Here you can amend activities that appear on Employee Dashboard

Home > Manager Login > Dashboard > Activities

Show entries

Search:

Activity Name	
<input type="text" value="SRL Cases"/>	<input type="button" value="Insert"/>
Non-Production	<input type="button" value="Delete"/>
Production	<input type="button" value="Delete"/>
Break	<input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries (filtered from 9 total entries)

Activity:

Case Ref#

Comments:

1. Click on **Add to add an activity**

2. enter Activity Name

3. Hit **insert to Add**

New Activity will reflect in Employee Dashboard

Manger Reports

Manager Reports can be accessed under Reports Section

Home > Manager Login > Dashboard > Reports

all user reports

Export to excel

10 records per page

Search:

ID	Emp id	Login Date	Activity	Case Ref#	Start Time	Total Time	Action
758	employee@gmail.com	20-Feb-2021	Production	Abc#99	11:15:47	00:02:08	Delete

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Click to export reports to excel

Delete to remove data from Database

Logout / Reset Password

Click on **Reset Password** to Reset password.

Click on **Logout** to logout.



Reset Password

Please fill out this form to reset your password.

New Password

Confirm Password

Submit

Cancel

Thank you

contact us for business queries.

<https://dlohia.com/contactus.php>

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