



Nexonia Timesheets: Web

Getting Started: A User Guide to Nexonia Timesheets on the Web

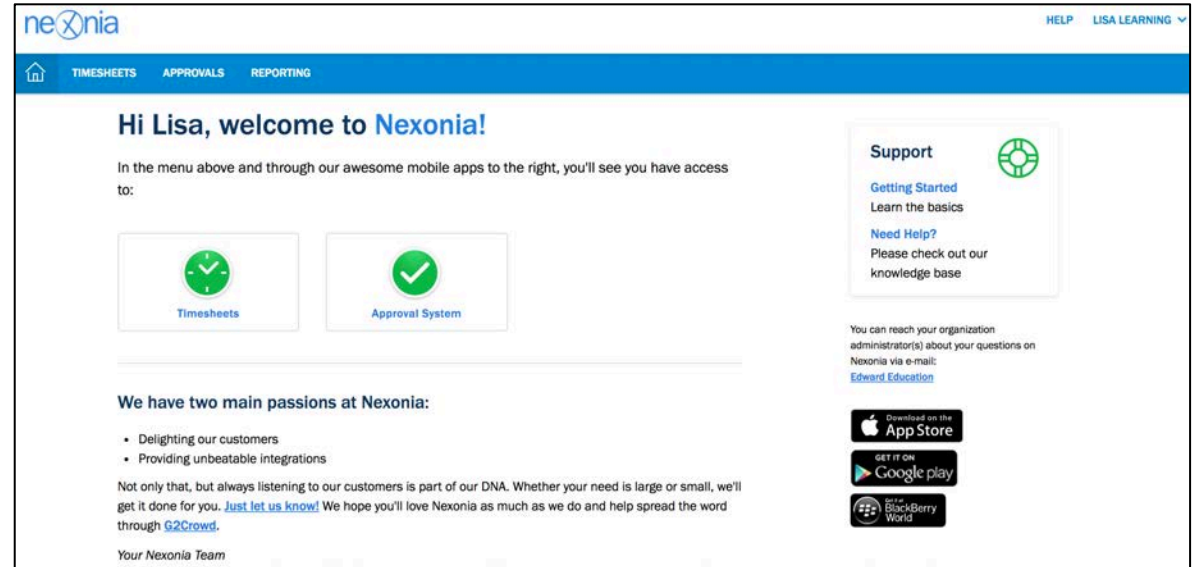
Using Nexonia Timesheets on the Web

Nexonia Timesheets is available through any major web browser:

- ✓ Google Chrome
- ✓ Mozilla Firefox
- ✓ Safari
- ✓ Internet Explore v 9.0+

The Nexonia Timesheets solution allows you to easily manage the entire timesheets process:

1. Creating timesheets
2. Submitting timesheets
3. Approving or rejecting timesheets



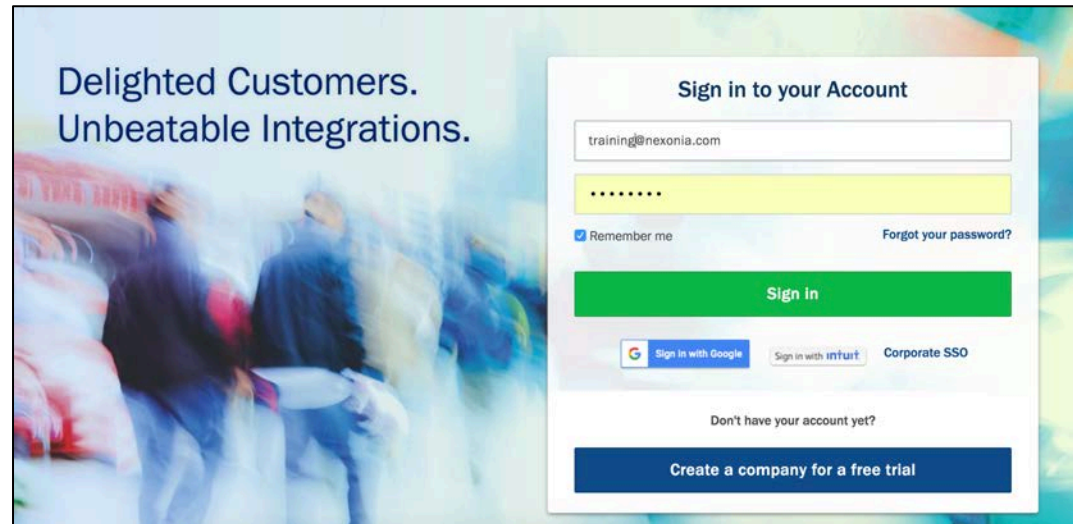
Note: users can use Nexonia on the web and via our Timesheets mobile application. Any timesheets created on the web will be also be available on the mobile app and vice-versa. This occurs when the mobile app synchronizes.

Getting Started

For new users of Nexonia, your system administrator will issue you access to the system. An email will be sent to your work email address with a link to Nexonia's website and information about setting up your password. Clicking the "Change my password" button in the email will take you to Nexonia's website and prompt you through setting up your initial password.

Once you've done this, you'll be able to sign in to Nexonia on the web and on the mobile application with your credentials. To sign in:

- Go to www.nexonia.com
- Enter your email address and password
- Click Sign In – this will take you into your Nexonia account



Tip: Once you've signed in, bookmark Nexonia's website on your browser

Your Nexonia Homepage

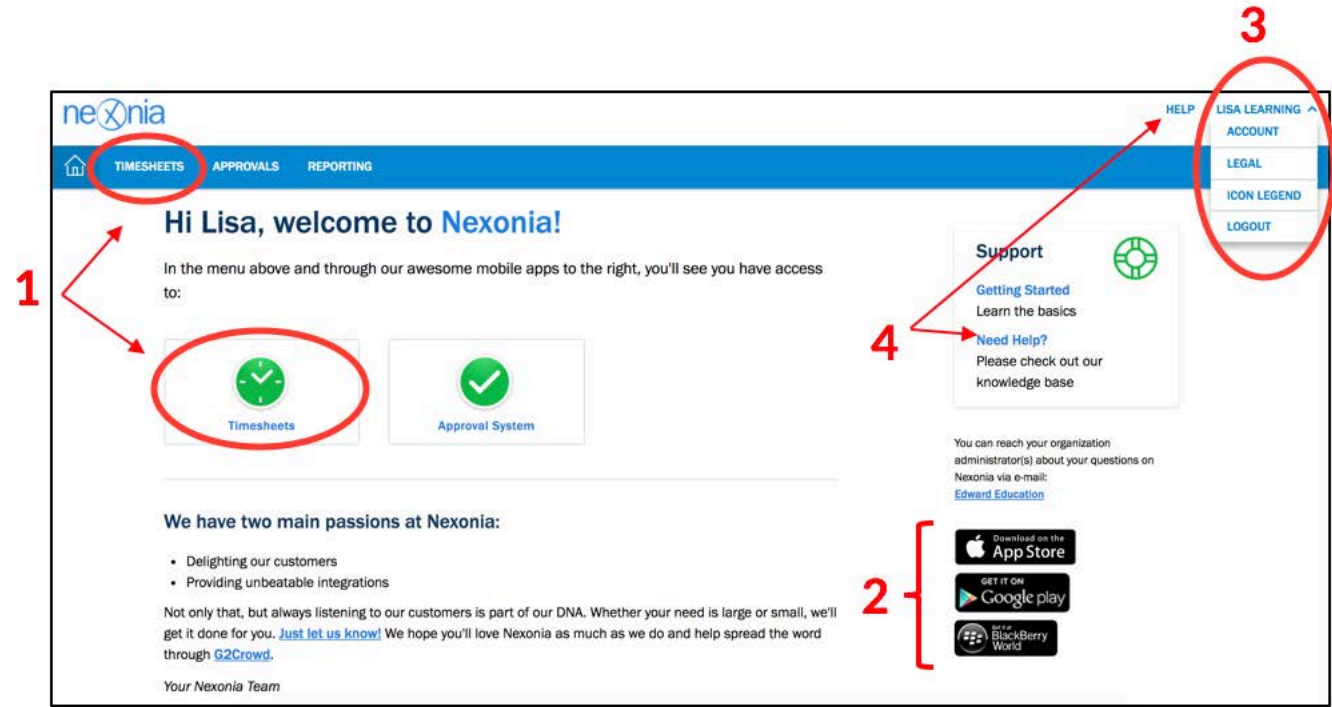
1 Along the top menu bar, you'll see the Nexonia modules you can access based on your role (e.g. User or Administrator). You'll also see the modules in the middle of the homepage. Clicking on the "Timesheets" tab or the Timesheets icon will take you directly into the Timesheets module.

2 These are the links to where you can find the Nexonia Timesheets mobile application in the various app stores.

3 In the top right corner is your name. If you click on the arrow to the right of your name, there's a dropdown menu with the following:

- **Account** – Your personal account settings
- **Legal** – Nexonia's privacy disclaimer
- **Icon Legend** – A menu of common Nexonia icons
- **Logout** – This will sign you out of Nexonia

4 Help – Clicking on either of these links will allow you to access Nexonia's support resources.



Your Timesheets Module on the Web

Clicking on either the “Timesheets” tab or the Timesheets icon will take you directly into the Timesheets module. Here you can create, submit and view timesheets. Timesheets for current and past weeks will be listed here, whether created on the web or the mobile application. Information is copied back and forth between the two platforms whenever the mobile app is synced.

ACTION	WEEK	EMPLOYEE	APPROVER	MON	TUE	WED	THU	FRI	SAT	SUN	BILLABLE	NON-BILLABLE	TOTAL
Action	02/06/2017 02/12/2017	Lisa Learning	Edward Education (2)	8.00	8.00	9.00	8.00	8.00			33.00	8.00	33.00
Action	01/30/2017 02/05/2017	Lisa Learning		8.00	8.00	8.00	8.00	8.00			40.00		40.00
Action	01/23/2017 01/29/2017	Lisa Learning		8.00	8.00	8.00	8.00	8.00			40.00		40.00

- 1 The **Refresh** button can be used if you have synced time entries from the mobile app but are not yet seeing them on the web.
- 2 The **Policies** button will show you any policy rules or documents set by your administrator.
- 3 Each time entry has an Approval Status. The **Approval Status** will let you know where the time entry is in the approval process: Draft ●●●, Submitted >, Rejected < or Approved ✓
- 4 The **Week** lists the date range of each timesheet. Clicking on the **Week** allows you to open the timesheet.

By default, Timesheets will display your last 15 weeks of timesheets, counting backwards from the current week.

Last 15 week(s) allows you to select the number of weeks that you'd like displayed, up to a maximum of 15 weeks.

Change allows you to change the end date that the display is counting backwards from.

Empty Weeks will also display weeks with no time entries.

Creating Your Timesheet

1. Click **Current Week** or **Another Week** to select a specific week.
2. Select the Project and Task Category from the dropdown menus for your time entry.
3. Enter the duration for your time entry. Note: Hours can be entered manually or by selecting from a dropdown list of time increments.
4. You can also type a memo for each time entry by clicking on **Enter memo**.
5. Additional rows of time can be added to capture additional project numbers by clicking on the **Add Row** button. Note: the down arrow to the right of the **Add Row** button allows you to add rows in increments of 5, 10, 15 or 20.
6. Rows of time can easily be deleted by checking the box next to the row of time and clicking on the **Delete Selected Row(s)** button. Note: Only draft or rejected time can be deleted.

The screenshot displays the Nexonia Timesheets interface. The top navigation bar includes 'TIMESHEETS', 'APPROVALS', and 'REPORTING'. Below this, there are tabs for 'Current Week' and 'Another Week', with 'Current Week' highlighted in green. A dropdown menu shows 'Lisa Learning'. The main table lists time entries with columns for ACTION, WEEK, EMPLOYEE, APPROVER, and days of the week (MON-FRI). A blue arrow points from the 'Current Week' tab to the detailed view below. The detailed view shows a grid for the week of 07/07/2018 - 07/13/2018, with columns for Sun 8, Mon 9, Tue 10, Wed 11, Thu 12, and Fri 13. The grid contains three rows for time entry, each with a 'Project' and 'Task Category' dropdown. A red arrow points from the 'Save' button in the top right of the detailed view to a callout box.

Save: Your timesheet will save automatically every few minutes. If you want to be sure, simply click **Save**.

Submitting Your Timesheet

Once you have completed your **weekly** timesheet, you will need to submit it for approval. There are many ways to submit your timesheets.

To submit a single timesheet:

- From inside the timesheet, click the Submit button on the right.
- From the Timesheets homepage, click Action > Submit to the left of the timesheet you wish to submit.

Once submitted for approval, the status of the timesheet will change to Submitted >. This means that the timesheet is now sitting with an approver. At this point, you cannot make any edits to your timesheet.

The approver's name will be listed in the Approver column which is visible from the Timesheets homepage. The approver will receive an email notifying them that there are timesheets to review. The approver can either Approve or Reject time entries.

The first screenshot shows a timesheet grid with columns for days of the week and a 'Total' column. A 'Submit' button is circled in red in the top right corner. A large blue arrow points down to the second screenshot, which shows the same grid but with a right-pointing arrow next to the 'Total' value, indicating the status has changed to 'Submitted'. Another large blue arrow points down to the third screenshot, which shows a summary table with an 'APPROVER' column containing the name 'Edward Education (7)', also circled in red.

How to submit a single timesheet from inside the timesheet

Approved and Rejected Time

Customer/Project	Task Category	Billable	Mon 30	Tue 31	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Total
Customer A Project 2	Project Management	No		2.00			2.00			4.00
Internal Internal	Administration	No	8.00	6.00	8.00	8.00	6.00			36.00
			8.00	6.00	8.00	8.00	6.00			40.00

ACTION	WEEK	EMPLOYEE	APPROVER	MON	TUE	WED	THU	FRI	SAT	SUN	BILLABLE	NON-BILLABLE	TOTAL
	01/30/2017 02/05/2017	Lisa Learning		8.00	2.00	8.00	6.00	2.00	6.00		4.00		4.00
					6.00						36.00		36.00

Approved Time – Once your time entries have been reviewed and approved, you'll receive an email notification and you'll also see the status updated to **Approved**.

Any approved time entries cannot be edited by the user.

Rejected Time – If a time entry has been rejected, you'll receive an email notification and you'll also see the status updated to **Rejected**.

From the Timesheet homepage, you can view any rejection comments provided by the approver by clicking on **Action > View History** beside the timesheet itself.

Any rejected time entries can be edited and resubmitted for approval as needed.