

1. Accessing the system

The web address for the Cynergie Timesheet system is <http://www.cynergie.co.uk/timesheets.html> Click on this link or enter it into your URL, this will take you to the Cynergie website landing page, where there is a link to the timesheet logon screen. Click on this link to open the login screen. (Hint : save it in your 'favourites')

2. Web Browser Compatibility (Important)

We recommend accessing the timesheet system via the Mozilla Firefox Browser as this works best with the application. You can install this for free here:

<https://www.mozilla.org/en-GB/firefox/new/>

You can setup the timesheet system www.timesheets247.com as a favourite in Firefox for ease of access.

For some browsers there is a known compatibility issue which mainly affects **user inability to access the Task pull-down list on the Timesheet screen.**

Sometimes websites you're visiting don't look right, and this is a general issue each time Microsoft bring out new versions of Internet Explorer (IE). They can show up as a jumble of out-of-place menus, images, and text boxes. Mostly this is because the site might have been designed for an earlier version of IE (as is the case with our timesheet system). The online timesheet solution has been designed to work with Internet Explorer (IE) version 9 (or below), so please note the instructions below. A common symptom you may find is that the pull-down lists, e.g. for Task, don't work in which case see below.

The Cynergie timesheet is compatible only with :

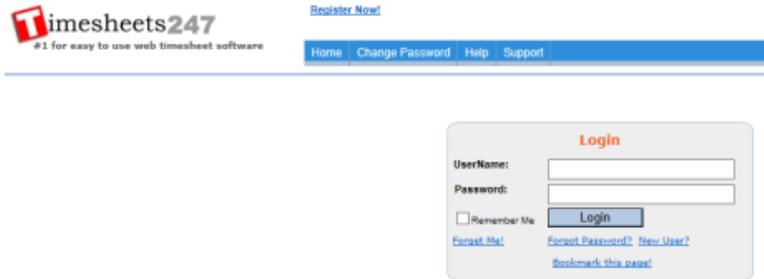
- Mozilla Firefox <https://www.mozilla.org/en-GB/firefox/new/>
- Internet Explorer versions upto v.9
- Internet Explorer version 10, provided the 'compatibility mode' setting is enabled (see below)
- Google Chrome

Although with Google Chrome there can sometimes be minor compatibility issues. To check your version of Internet Explorer (IE), you need to open IE and choose the 'About Internet Explorer' option in the settings menu, which will be in the menu bar at the top right of your screen.

The system will work with Internet Explorer v.11, provided the 'compatibility view' settings are enabled for this website, but there are some minor compatibility issues in using some of the pull-down lists, so it is not recommended to use IE v11

If you are using IE 10 or 11 or Google Chrome then you must follow the instructions in the Appendix for setting the Compatibility View

3. Logging in & Accessing the Timesheet



The screenshot shows the Timesheets247 website interface. At the top left is the logo for Timesheets247, with the tagline "#1 for easy to use web timesheet software". To the right of the logo is a "Register Now!" link. Below the logo is a navigation menu with links for "Home", "Change Password", "Help", and "Support". The main content area features a "Login" form with the following elements:

- A "Login" heading in red.
- Input fields for "UserName:" and "Password:".
- A "Remember Me" checkbox.
- A "Login" button.
- Links for "Forgot Me?", "Forgot Password?", and "New User?".
- A "Bookmark this page!" link.

You will have been sent an email, to the email address we have on our database for you, which will provide you with your username and password. If you ever forget your password then the login screen has a link which can request the system to email you your password. If you have any further problems logging in with this then please email us at resourcingteam@cynergie.co.uk. You will also see a "Help" option on the menu bar for instructions on use of the software, however these instructions provide more specific guidance for how to complete your Cynergie specific timesheet.



Once logged in, the first thing you will see is the Home screen - here you should click on the "Timesheets" menu option (opposite) to take you to your timesheet entry screen. Note, you can also click on 'Edit My Profile' if you want to change your details and password.

4. Entering Timesheets

In the timesheet entry screen (below), follow these instructions below.

Timesheet Screen Explained [\(LogOut\)](#)

Home Change Password Help Support

Timesheet Entry for **IMPORTANT** - this field must correspond with the number of days you will be invoicing for [\[watch training video\]](#)

Change Week: Week 3: Jan 11 - Jan 17, 2016 (Open) **Week 3: Jan 11 - Jan 17, 2016** Open Quick Copy Show Weekends

Customer-Project	Task	11 Jan Mon	12 Jan Tue	13 Jan Wed	14 Jan Thu	15 Jan Fri	16 Jan Sat	17 Jan Sun	Total
Project X	[Choose Role/Days?]	<input type="text"/>	00:00 <input checked="" type="checkbox"/>						
[select project]	[select task]	<input type="text"/>	00:00 <input checked="" type="checkbox"/>						
		00:00	00:00	00:00	00:00	00:00	00:00	00:00	

4 Add New Lines Save Timesheet Save & Close Submit Timesheet Undo To Last Time Saved Close

When you submit timesheet please record a comment to explain any extraordinary events or agreements made with manager etc - so that Cynergie Accounts team can understand timesheet

Record actual hours worked (hh:mm) to the nearest 15 mins

Timesheets247 web timesheet software copyright 2004-2009 for support email: enquiries@cynergie.co.uk

(1) Choose week

Either via the blue button arrows or the dropdown menu "Change Week" at the top left of the timesheet, you must first choose the correct week you want to enter.

(Note, you can navigate to earlier weeks or future weeks using the blue left and right arrows)

(2) Select Project (if not already pre-selected for you)

On the line of the timesheet, from the pull-down list, choose the project relevant to you. Note, if you can't access the pull down menus then this most likely because of the issue explained in section 2 above regarding 'compatibility view' settings, so please revisit these and add this site to the compatibility view list on IE.

(3) Select Task

Next choose a task related to :

- (a) the work you are doing; **CH** = Case Handler, **QA** = Quality Assurer, **TM** = Team Manager or Operations Manager (or any other role) ,...and
- (b) the number of days you want to bill for that week.

(4) Complete daily hours

On each day of the week, record your *actual* hours worked. Check back to the task you have chosen to ensure you have selected the correct number of days to correspond with the days worked. Note, you have an option to record a short comment on each day worked, if necessary - although note, when you submit the timesheet there is a box for you to record a general comment about the timesheet as a whole.

(5) Dual role

If you have completed time in 2 roles during the week e.g. QA and Case Handler, then record a separate line for the time spent on each role and choose the task relating to the role and respective days claimed.

(6) Bonus or Incentive or Overtime days

If you are due any extra bonus/incentive/overtime/overproduction days that week, then please choose the task reflecting the total number of days to be claimed for that week and you *must* record a note for the authoriser when you submit the timesheet to say that the timesheet includes extra days on top of the calendar days you were at work. Note there are tasks, beginning with XX, that can be used in the exceptional circumstances that you may need to book 10 or more days in one week, but please explain in your submission notes why you are using these.

(7) Holiday weeks or whole weeks of non-working

Note - YOU MUST ENTER YOUR TIMESHEET IN ADVANCE OF GOING AWAY FOR A HOLIDAY WEEK(S)

If you are not at work for the whole week then please select the '**0 Days – Not Worked**' task against your project. However, due to a constraint in the system it won't let you submit the timesheet if there is no time at all recorded in the timesheet, so if have this or receive this error message, then **you will have to just enter**

1 minute of time on the line in order to then be able to submit your timesheet. Please note also that you can enter holiday timesheets *in advance* using the forward blue arrow.

(8) Lines with no time booked

Please note that if you choose a task (days) but don't record any values, even zeros, in the time fields on that line then this task will be ignored by timesheet reports and billing i.e. you must *always* at least enter zero values on a task line

(9) Save or Submit

With the buttons at the bottom of the timesheet, you have the main options to either save the timesheet, so you can return to it again later, or submit it.

5. Timesheet Authorisation

Once submitted, the system sends an email to your timesheet authoriser, for them to go logon and authorise your timesheet online. They have the option to authorise or reject the timesheet, in which case you will be notified by email of this and given an opportunity to go back in and make amendments.

APPENDIX : Instructions for setting the 'Compatibility View' for Internet Explorer

For Internet Explorer 10

When a site is incompatible with Internet Explorer, you'll see the Compatibility View button in the Address bar. You can only turn on Compatibility View in Internet Explorer for the desktop.

To turn on Compatibility View

1. See if the **Compatibility View** button  appears in the Address bar. (If you don't see the button, there's no need to turn on Compatibility View.)
2. Tap or click the **Compatibility View** button  to display the site in Compatibility View.

Once you turn on Compatibility View, Internet Explorer will automatically show that site in Compatibility View each time you visit. You can turn it off by tapping or clicking the button  again. Or, you can clear the entire list of sites using Compatibility View by deleting your browsing history.

For Internet Explorer 10 for Windows 7

When a site is incompatible with Internet Explorer, you'll see the Compatibility View button in the Address bar.

To turn on Compatibility View

1. See if the **Compatibility View** button  appears in the Address bar. (If you don't see the button, there's no need to turn on Compatibility View.)
2. Click the **Compatibility View** button  to display the site in Compatibility View. The button will turn blue  when Compatibility View is turned on for a site. Once you turn on Compatibility View, Internet Explorer will automatically show that site in Compatibility View each time you visit. You can turn it off by clicking the button  again. Or, you can clear the entire list of sites using Compatibility View by deleting your browsing history.

For Internet Explorer 11

Sometimes, websites don't look like you expect them to – images might not appear, menus might be out of place and text could be jumbled together. This might be caused by a compatibility problem between Internet Explorer and the site you're on. Sometimes, this can be fixed by adding the site to your Compatibility View list.

To add a site to the Compatibility View list

1. Open the desktop, and then tap or click the Internet Explorer icon on the taskbar.
2. Tap or click the **Tools** button , then tap or click **Compatibility View settings**.
3. Under **Add this website**, enter the URL of the site you want to add to the list, then tap or click **Add**.

Note

- If you add a site to the Compatibility View list and the page looks worse, the problem might not be compatibility and you should remove the site from the list.

Once you've turned on Compatibility View, Internet Explorer will automatically show that site in Compatibility View each time you visit it. You can turn it off by removing it from your compatibility list.

For Internet Explorer 11 for Windows 7

When a site is incompatible with Internet Explorer, you'll see the Compatibility View button  in the address bar. By turning on Compatibility View, you can help fix display problems on sites.

To turn on Compatibility View

1. See if the **Compatibility View** button  appears in the address bar. (If you can't see the button, there's no need to turn on Compatibility View.)
2. Click the **Compatibility View** button  to display the site in Compatibility View.

Once you turn on Compatibility View, Internet Explorer will automatically show that site in Compatibility View each time you visit. You can turn it off by clicking the button  again. Or, you can clear the entire list of sites using Compatibility View by deleting your browsing history.

removing it from your compatibility list.

If you are having problems with using Google Chrome

You can download the Google Chrome extension called "IE Tab" and use this when accessing the timesheet system. It emulates Internet Explorer from within Chrome. Install IE Tab from the Chrome Web Store (see link below). Once it's installed, you should see the IE Tab icon to the right of the Chrome address bar. Now navigate to any page and click on the IE Tab icon to open the page with the IE rendering engine. That's it!

<https://chrome.google.com/webstore/detail/ie-tab/hehijbfgiekmjfkfjpbkbammjbdenadd>