



## Accessing the Application

1. Launch Internet Explorer.
2. Access <http://timetracking.agilethought.com>.
3. Enter in your Email Address and Password. If you forget your password, please click the Forgot your password? link to have your password sent to your email inbox.
4. Click the Log In button.

A screenshot of the Veredus login page. At the top left is the Veredus logo. Below it, the text reads: "Enter your login credentials below. If you are having trouble logging in or have not set up your user account, please [click here](#) to request access." Underneath is the heading "Log In to Access the Timetracker". There are two input fields: "Email Address:" and "Password:". Below the fields is a "Log In" button and a link that says "Forgot your password?". At the bottom of the page, there is a copyright notice: "© 2008 AgileThought, Inc. All Rights Reserved. [Questions/Feedback?](#)"

5. Read the Terms of Use Agreement and click I have read and agree to the license agreement

A screenshot of the Veredus Terms of Use Agreement page. At the top left is the Veredus logo. At the top right, it says "Welcome veredusconsultant1@agilethought.com!". The main content is a scrollable text area titled "Terms of Use Agreement" containing the following text: "1. Acceptance of Terms of Use. This Terms of Use Agreement ("Terms") governs your use of the website <http://timetracking.agilethought.com> (the "Site") and the Site's online services (the "Services"). The Terms are an agreement between you and Veredus Corporation, a Florida corporation ("we," "us" or "Veredus"). By". Below the text are two radio buttons: "I have read and agree to the license agreement above" and "I decline the agreement at this time". There is a "Continue" button below the radio buttons. At the bottom of the page, there is a copyright notice: "© 2008 AgileThought, Inc. All Rights Reserved. [Questions/Feedback?](#)"

6. Click Continue



7. If you cannot access the application click the [click here](#) link in the upper right hand corner of the application.



## Entering Time

Time is entered and submitted on a weekly basis. Each week begins on Monday and ends on Sunday. The application automatically displays the current week when the time entry screen is accessed.

### How to Enter Time

1. Select the week you would like to enter time for by using the double arrows located next to the week date in the upper right hand corner. If you are using Firefox as your browser, it will appear in the upper left hand corner.
2. Select a Client.
3. Select an Activity.
4. Enter the number of hours worked for each day
  - a. All time must be entered in quarter hour increments.
  - b. No negative numbers are allowed.
5. If you need additional rows for time entry, click the Insert a new row link.
6. Click Save Now.

The screenshot shows the 'Timesheet Entry' application interface. At the top, it says 'Welcome consultant@vereduscorp.com!' and provides navigation links for 'Time Tracking', 'My Account', 'Support', and 'Log out'. The main content area displays the Veredus logo and a status message: 'Timesheet Status: This timesheet has not been submitted.' The current week is identified as '8/11/2008'. Below this is a table for entering time, with columns for Client, Activity, and days of the week (Mon 08/11 to Sun 08/17), plus a 'Weekly' and 'Status' column. The table contains three rows of data for 'ABC Inc.' with activities 'Development 1', 'Development 2', and 'Development 3'. The first row shows 2.25 hours on Monday, 3 on Tuesday, 4.50 on Wednesday, 5 on Thursday, 6.75 on Friday, 0 on Saturday, and 0 on Sunday, with a weekly total of 21.50. The second row shows 6 on Monday, 3 on Tuesday, 4 on Wednesday, 3 on Thursday, 0 on Friday, 0 on Saturday, and 0 on Sunday, with a weekly total of 16.00. The third row shows 0 on Monday, 2 on Tuesday, 0 on Wednesday, 0 on Thursday, 2 on Friday, 0 on Saturday, and 0 on Sunday, with a weekly total of 4.00. There are also three empty rows for additional entries. At the bottom of the table, a 'Totals' row shows 8.25 for Monday, 8.00 for Tuesday, 8.50 for Wednesday, 8.00 for Thursday, 8.75 for Friday, 0 for Saturday, 0 for Sunday, and a total of 41.50. Below the table, there is a link 'Need more room? [Insert a new row](#)' and two buttons: 'Save Now' and 'Submit for Approval'. The footer of the application states '© 2008 AgileThought, Inc. All Rights Reserved. [Questions/Feedback?](#)'

Client	Activity	Mon 08/11	Tue 08/12	Wed 08/13	Thu 08/14	Fri 08/15	Sat 08/16	Sun 08/17	Weekly	Status
ABC Inc.	Development 1	2.25	3	4.50	5	6.75	0	0	21.50	
ABC Inc.	Development 2	6	3	4	3	0	0	0	16.00	
ABC Inc.	Development 3	0	2	0	0	2	0	0	4.00	
									0	
									0	
									0	
Totals		8.25	8.00	8.50	8.00	8.75	0	0	41.50	



## Submitting Time

1. Select the week you would like to submit time for by using the double arrows located next to the week date in the upper right hand corner. If you are using Firefox as your browser, they will be located in the upper left hand corner.
2. Click the Submit for Approval button. An email will be sent to your supervisor letting them know that your time is ready for approval.
3. If you need to print your timesheet and obtain a supervisor signature, click the Print Timesheet link.
4. Print the timesheet in Landscape mode.

Once your timesheet is approved by your supervisor, you will receive an email from [payroll@vereduscorp.com](mailto:payroll@vereduscorp.com). The status column within the timesheet will display Approved next to the row of hours that were approved. If your supervisor rejects the time that you have submitted, you will receive an email from [payroll@vereduscorp.com](mailto:payroll@vereduscorp.com) notifying you of the rejection. The status column within the timesheet will display Disapprove next to the row of hours that were rejected. You will need to make the necessary changes to your time and re-submit it.

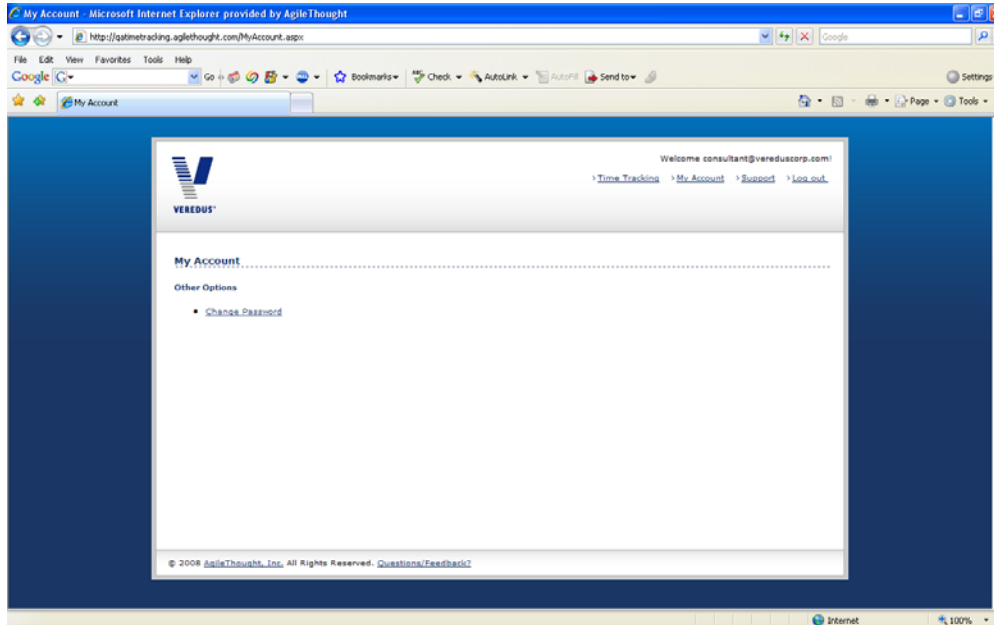
The screenshot shows a web browser window displaying the 'Timesheet Entry' application. The page title is 'Timesheet Entry - Microsoft Internet Explorer provided by AbleThought'. The URL is 'http://qatimetracking.ablethought.com/Consultant/TimesheetEntry.aspx'. The browser's address bar shows the URL. The page content includes a welcome message for 'consultant@vereduscorp.com!' and navigation links for 'Time Tracking', 'My Account', 'Support', and 'Log out'. The main content area displays the 'Timesheet Status' as 'This timesheet was submitted on 8/15/2008.' and the 'Current Week' as '8/11/2008'. A table shows the timesheet data for three clients: ABC Inc., with activities 'Development 1', 'Development 2', and 'Development 3'. The table columns are 'Client', 'Activity', and days of the week (Mon 08/11, Tue 08/12, Wed 08/13, Thu 08/14, Fri 08/15, Sat 08/16, Sun 08/17), followed by 'Weekly' and 'Status'. The 'Status' column shows 'Submitted', 'Approved', and 'Disapproved' respectively. The 'Weekly' column shows 21.50, 16.00, and 4.00 hours. The 'Status' column shows 'Submitted', 'Approved', and 'Disapproved'. Below the table, there are links for 'Print Timesheet' and 'Manage Activity Types', and buttons for 'Save Now' and 'Submit for Approval'. The footer contains the copyright notice: '© 2008 AbleThought, Inc. All Rights Reserved. Questions/Feedback?'.

Client	Activity	Mon 08/11	Tue 08/12	Wed 08/13	Thu 08/14	Fri 08/15	Sat 08/16	Sun 08/17	Weekly	Status
ABC Inc.	Development 1	2.25	3.00	4.50	5.00	6.75	0.00	0.00	21.50	Submitted
ABC Inc.	Development 2	6.00	3.00	4.00	3.00	0.00	0.00	0.00	16.00	Approved
ABC Inc.	Development 3	0.00	2.00	0.00	0.00	2.00	0.00	0.00	4.00	Disapproved
									0	
									0	
									0	
	Totals	8.25	6.00	6.50	6.00	6.75	0	0	41.50	

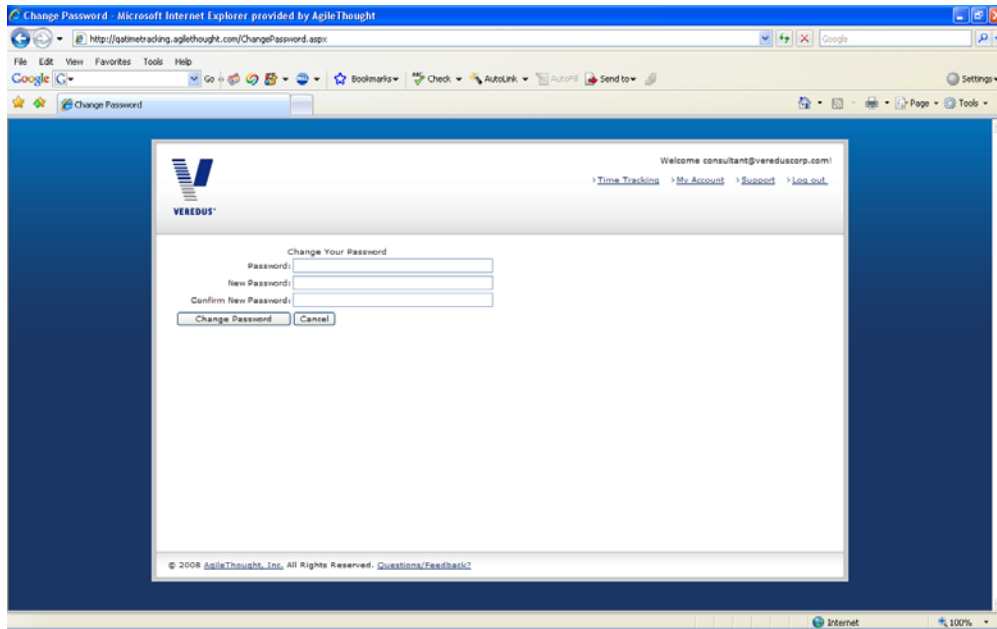


## Changing Your Password

1. Click the My Account link in the upper right hand corner of the screen.
2. Click the Change Password link.



3. Enter your current password in the Password box.
4. Enter your new password in the New Password box. Your new password must contain a minimum of 6 characters.
5. Enter your new password in the Confirm Password box.
6. Click the Change Password button.



## Logging Out of the Application

1. Click the Log out link in the upper right hand corner.

