

Index

1.0 Introduction	2
2.0 Logging In	3
2.1 Login name	3
2.2 Password	3
2.3 Securities	3
3.0 I.T. Alliance's Timesheet System	4
3.1 Logging In	4
3.2 Viewing a timesheet	7
3.3 Approving Time	8
4.0 Support and Contact Us	11



1.0 Introduction

Welcome to the new I.T. Alliance Web Timesheet system, a significant e-business application. This unique system has been customised to provide a streamlined timesheet system that is fast and efficient.

All timesheets can now be filled out quickly, directly on our website www.italliancegroup.com, approved by the relevant person on-line also and viewed directly by our finance department.

2.0 Logging In

2.1 Login Name

You Login name will be your own name, First name Surname. There is a space between the two names.

2.2 Password

The system administrator will send you an e-mail containing your password. Once you have received your Password, you can commence logging time via the WEB.

2.3 Securities

The system has been set up to issue Passwords from within the database. An anonymous mail is sent to the individual and at no time does the person issuing the Password see the mail sent.

Q -What happens if you forget your Password?

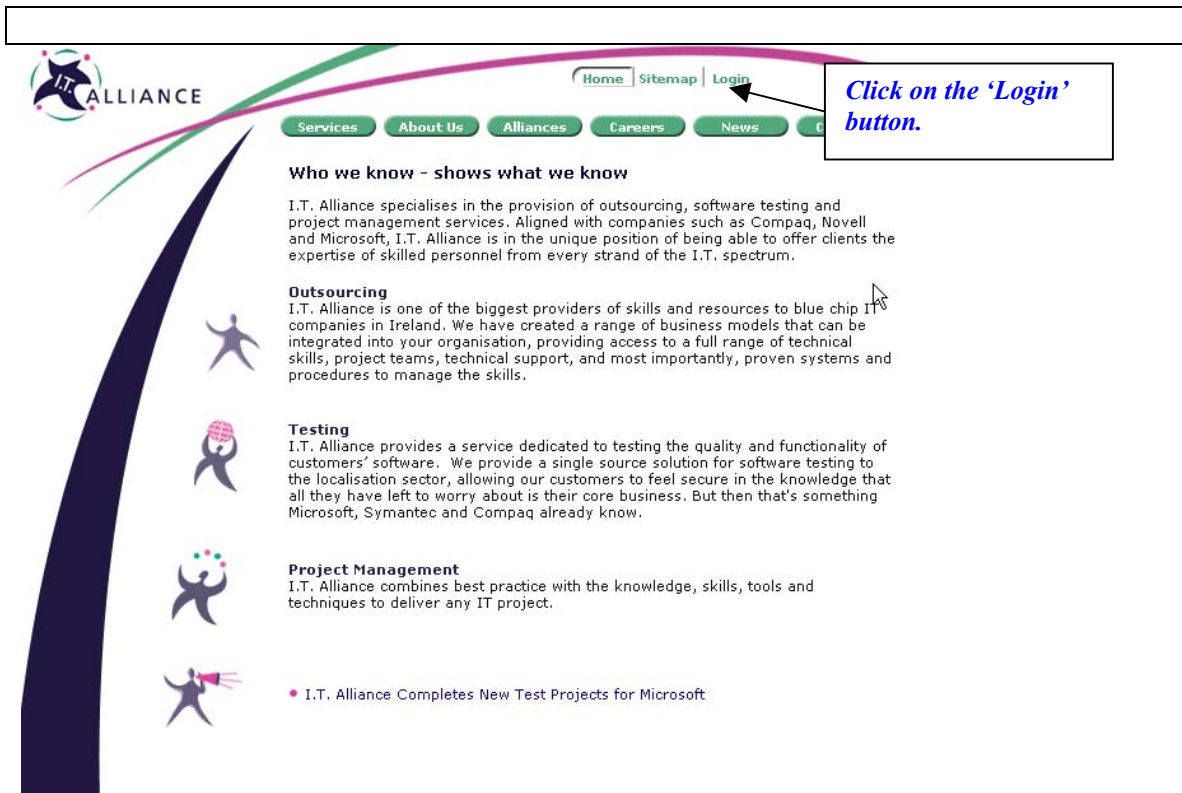
A - *Contact I.T. Alliance, through phone or e-mail, IMsupport@italliancegroup.com requesting that your password is re-set. You will receive an E-mail with a new Password as soon as possible.*

3.0 I.T. Alliance's Timesheet System

The following 9 screen shots will take you through the process of logging in and approving time.

3.1 – Logging In

Screen # 1 – Login – Firstly log onto our website at the following URL – <http://www.italliancegroup.com>



The screenshot shows the I.T. Alliance website homepage. At the top left is the I.T. Alliance logo. To the right of the logo is a navigation menu with buttons for 'Home', 'Sitemap', and 'Login'. Below the navigation menu is a horizontal menu with buttons for 'Services', 'About Us', 'Alliances', 'Careers', 'News', and 'Contact Us'. A callout box with a black border and blue text points to the 'Login' button, containing the text: "Click on the 'Login' button." Below the navigation menu is a section titled "Who we know - shows what we know" with a sub-header "Who we know - shows what we know". The main content area features four icons representing different services: "Outsourcing", "Testing", "Project Management", and "I.T. Alliance Completes New Test Projects for Microsoft".

Who we know - shows what we know

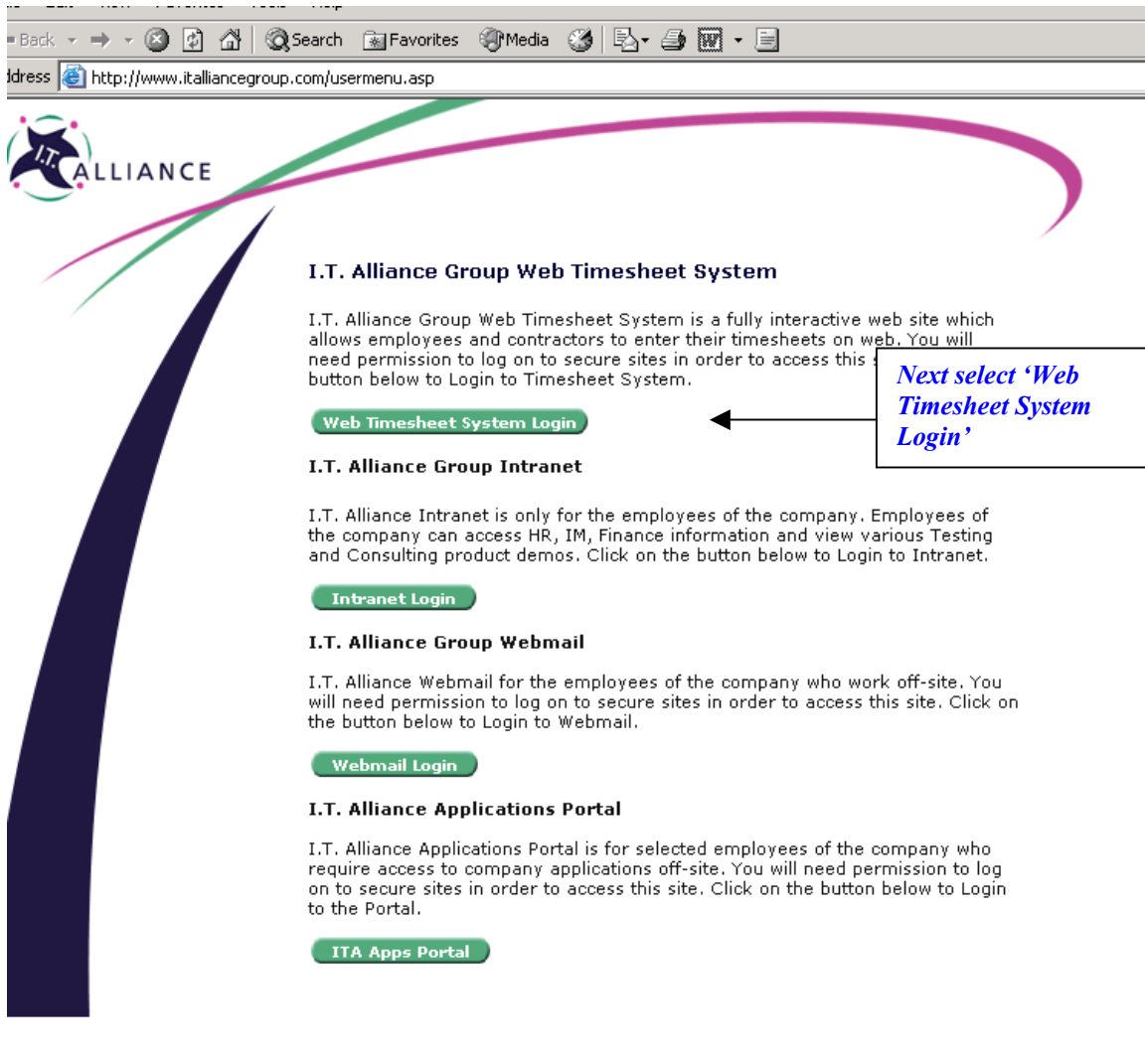
I.T. Alliance specialises in the provision of outsourcing, software testing and project management services. Aligned with companies such as Compaq, Novell and Microsoft, I.T. Alliance is in the unique position of being able to offer clients the expertise of skilled personnel from every strand of the I.T. spectrum.

Outsourcing
I.T. Alliance is one of the biggest providers of skills and resources to blue chip IT companies in Ireland. We have created a range of business models that can be integrated into your organisation, providing access to a full range of technical skills, project teams, technical support, and most importantly, proven systems and procedures to manage the skills.

Testing
I.T. Alliance provides a service dedicated to testing the quality and functionality of customers' software. We provide a single source solution for software testing to the localisation sector, allowing our customers to feel secure in the knowledge that all they have left to worry about is their core business. But then that's something Microsoft, Symantec and Compaq already know.


Project Management
I.T. Alliance combines best practice with the knowledge, skills, tools and techniques to deliver any IT project.

- I.T. Alliance Completes New Test Projects for Microsoft



Back → × Home Search Favorites Media

Address <http://www.italliancegroup.com/usermenu.asp>



I.T. Alliance Group Web Timesheet System

I.T. Alliance Group Web Timesheet System is a fully interactive web site which allows employees and contractors to enter their timesheets on web. You will need permission to log on to secure sites in order to access this button below to Login to Timesheet System.

[Web Timesheet System Login](#)

I.T. Alliance Group Intranet

I.T. Alliance Intranet is only for the employees of the company. Employees of the company can access HR, IM, Finance information and view various Testing and Consulting product demos. Click on the button below to Login to Intranet.

[Intranet Login](#)

I.T. Alliance Group Webmail

I.T. Alliance Webmail for the employees of the company who work off-site. You will need permission to log on to secure sites in order to access this site. Click on the button below to Login to Webmail.

[Webmail Login](#)

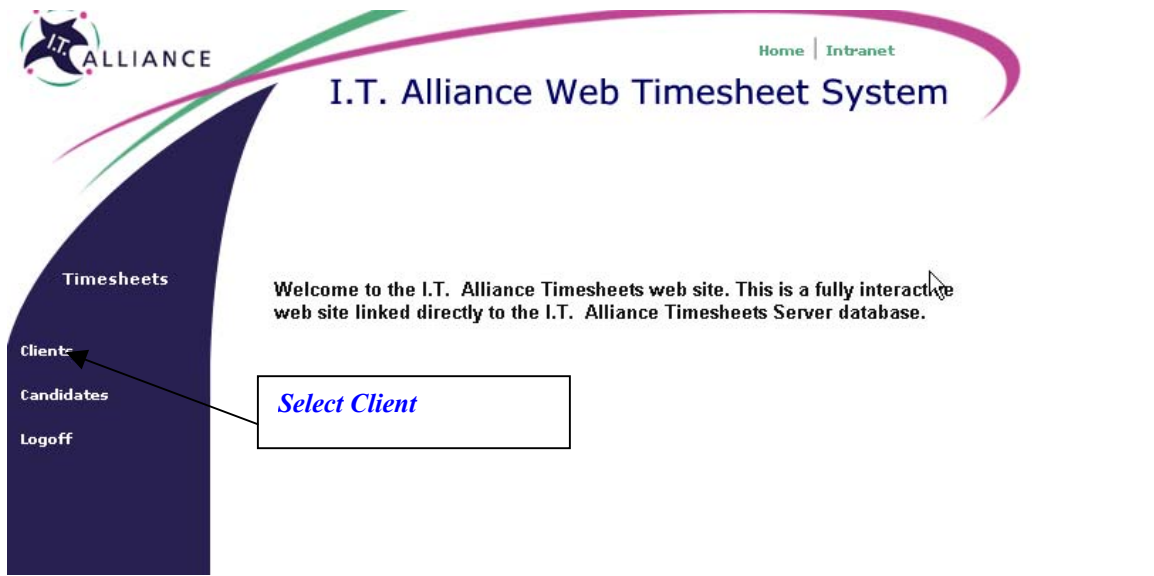
I.T. Alliance Applications Portal


I.T. Alliance Applications Portal is for selected employees of the company who require access to company applications off-site. You will need permission to log on to secure sites in order to access this site. Click on the button below to Login to the Portal.

[ITA Apps Portal](#)

Next select 'Web Timesheet System Login'

[Screen # 2 – Select Client](#)



 Home | Intranet

I.T. Alliance Web Timesheet System

Welcome to the I.T. Alliance Timesheets web site. This is a fully interactive web site linked directly to the I.T. Alliance Timesheets Server database.

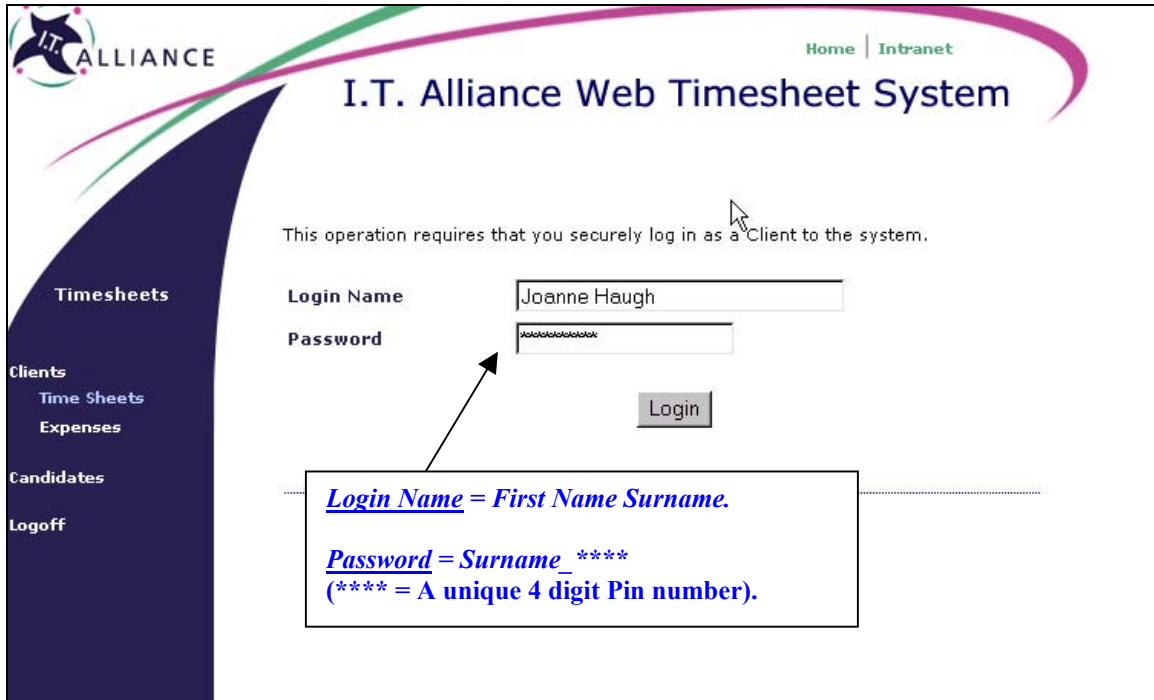
[Timesheets](#)

[Clients](#)

[Candidates](#)

[Logoff](#)

Select Client

Screen # 3 – Login Page


Home | Intranet

I.T. Alliance Web Timesheet System

This operation requires that you securely log in as a Client to the system.

Login Name
Password

Timesheets

Clients
Time Sheets
Expenses

Candidates

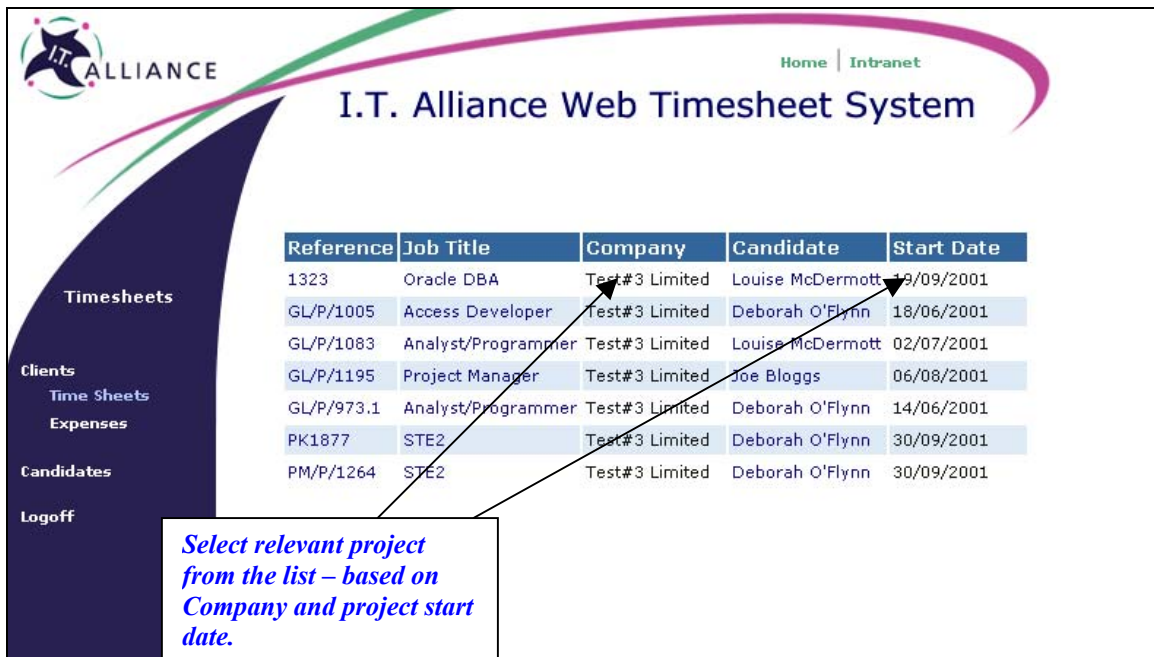
Logoff

Login Name = First Name Surname.

Password = Surname_****
(**** = A unique 4 digit Pin number).

3.2 Approving Time

Screen # 4 – Select Relevant Project – by clicking on the project reference that refers to your company.



Home | Intranet

I.T. Alliance Web Timesheet System

Reference	Job Title	Company	Candidate	Start Date
1323	Oracle DBA	Test#3 Limited	Louise McDermott	19/09/2001
GL/P/1005	Access Developer	Test#3 Limited	Deborah O'Flynn	18/06/2001
GL/P/1083	Analyst/Programmer	Test#3 Limited	Louise McDermott	02/07/2001
GL/P/1195	Project Manager	Test#3 Limited	Joe Bloggs	06/08/2001
GL/P/973.1	Analyst/Programmer	Test#3 Limited	Deborah O'Flynn	14/06/2001
PK1877	STE2	Test#3 Limited	Deborah O'Flynn	30/09/2001
PM/P/1264	STE2	Test#3 Limited	Deborah O'Flynn	30/09/2001

Timesheets

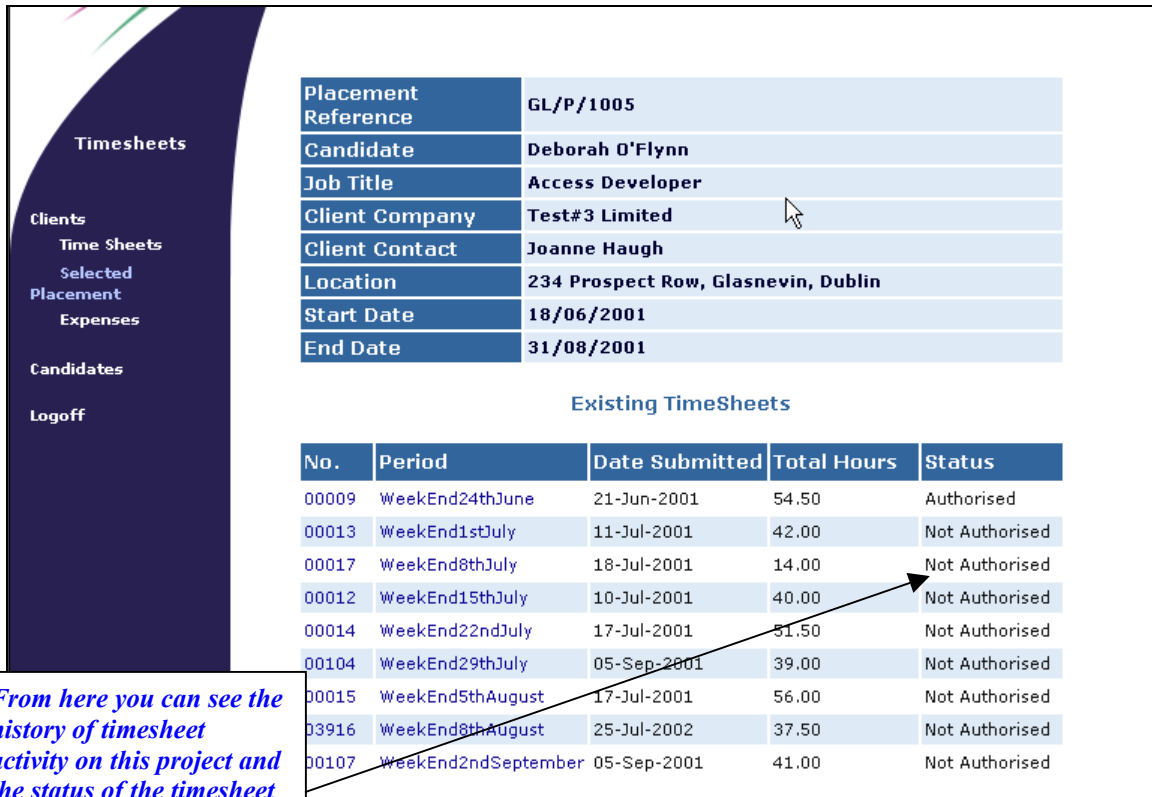
Clients
Time Sheets
Expenses

Candidates

Logoff

Select relevant project from the list – based on Company and project start date.

3.2 Viewing a timesheet

Screen # 5 – Viewing a Timesheet


Placement Reference	GL/P/1005
Candidate	Deborah O'Flynn
Job Title	Access Developer
Client Company	Test#3 Limited
Client Contact	Joanne Haugh
Location	234 Prospect Row, Glasnevin, Dublin
Start Date	18/06/2001
End Date	31/08/2001

Existing TimeSheets

No.	Period	Date Submitted	Total Hours	Status
00009	WeekEnd24thJune	21-Jun-2001	54.50	Authorised
00013	WeekEnd1stJuly	11-Jul-2001	42.00	Not Authorised
00017	WeekEnd8thJuly	18-Jul-2001	14.00	Not Authorised
00012	WeekEnd15thJuly	10-Jul-2001	40.00	Not Authorised
00014	WeekEnd22ndJuly	17-Jul-2001	51.50	Not Authorised
00104	WeekEnd29thJuly	05-Sep-2001	39.00	Not Authorised
00015	WeekEnd5thAugust	17-Jul-2001	56.00	Not Authorised
03916	WeekEnd8thAugust	25-Jul-2002	37.50	Not Authorised
00107	WeekEnd2ndSeptember	05-Sep-2001	41.00	Not Authorised

From here you can see the history of timesheet activity on this project and the status of the timesheet – i.e. Authorised or Not Authorised.

NB - Authorised = Approved by client

Not Authorised = Not yet Approved

3.3 Approving a timesheet

Screen # 6– To approve a timesheet entry – Click on the week that you wish to authorise and the following screen will appear

Update TimeSheet Expenses Candidates Logoff	Customer PO Placement Ref Company Id No Sage Com Code	GL/P/1005 --	Approval of this contract time record constitutes my acknowledgement that I have received prior to the date hereof and have agreed to all the terms and conditions of my contract. I confirm that the above details shown in this timesheet are correct.																																																																										
	<table border="1"> <thead> <tr> <th>Candidate Name</th> <th>Start Date</th> <th>End Date</th> <th>Hrs Per Week</th> </tr> </thead> <tbody> <tr> <td>Deborah O'Flynn</td> <td>18/06/2001</td> <td>31/08/2001</td> <td>37.5</td> </tr> </tbody> </table>		Candidate Name	Start Date	End Date	Hrs Per Week	Deborah O'Flynn	18/06/2001	31/08/2001	37.5	Fill in All Hours																																																																		
	Candidate Name	Start Date	End Date	Hrs Per Week																																																																									
	Deborah O'Flynn	18/06/2001	31/08/2001	37.5																																																																									
	Week Ending		WeekEnd8thAugust: Mon 06-Aug-2001 to Sun 12-Aug-2001																																																																										
		<table border="1"> <thead> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>7.50</td> <td>7.50</td> <td>7.50</td> <td>7.50</td> <td>7.50</td> <td>0</td> <td>0</td> <td>37.50</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Totals</td> <td>7.50</td> <td>7.50</td> <td>7.50</td> <td>7.50</td> <td>7.50</td> <td>0</td> <td>0</td> <td>37.50</td> </tr> </tbody> </table>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	7.50	7.50	7.50	7.50	7.50	0	0	37.50	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	Totals	7.50	7.50	7.50	7.50	7.50	0	0	37.50	Comments	
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Totals	7.50	7.50	7.50	7.50	7.50	0	0	37.50																																																																					
TimeSheet Status		<input type="checkbox"/> Authorised																																																																											

Then to approve simply tick the timesheet status box

Sage Com Code			
Candidate Name	Start Date	End Date	Hrs Per Week
Deborah O'Flynn	18/06/2001	31/08/2001	37.5

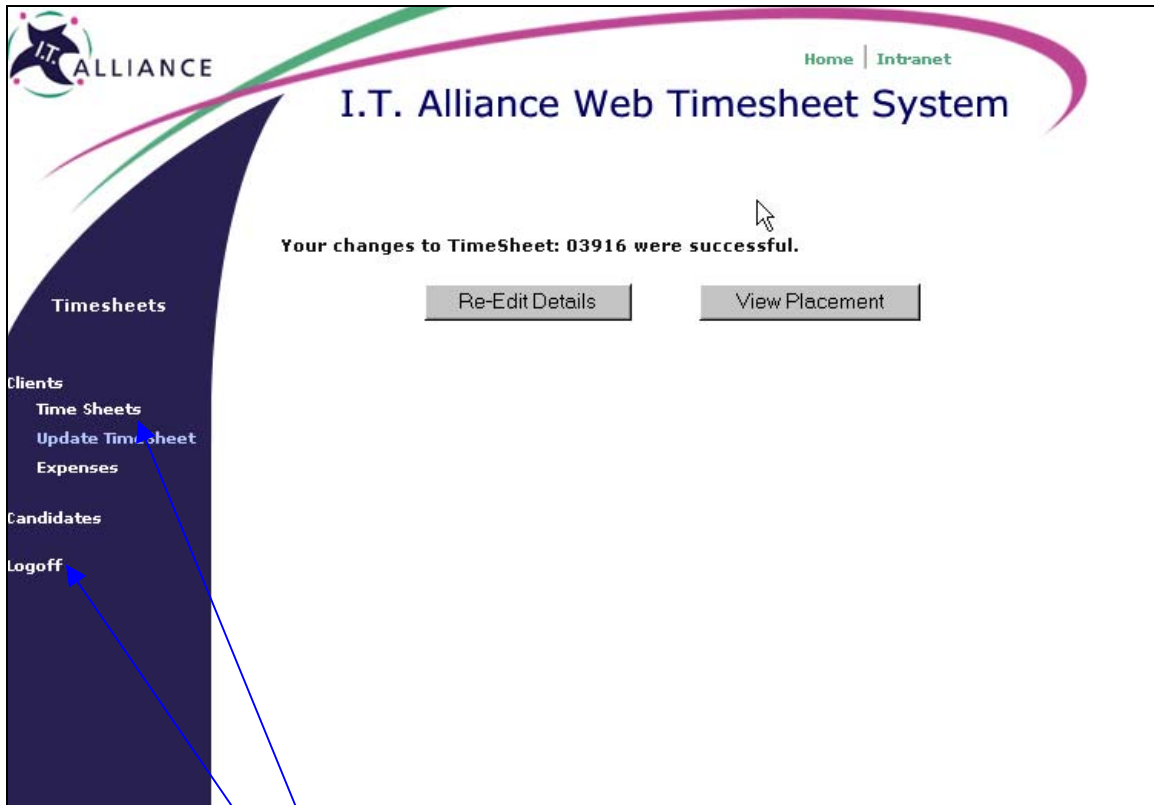
Fill in All Hours

Week Ending	WeekEnd8thAugust: Mon 06-Aug-2001 to Sun 12-Aug-2001							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Std Hours	7.50	7.50	7.50	7.50	7.50	0	0	37.50
O/T Microsoft	0	0	0	0	0	0	0	0.00
Bank Holiday	0	0	0	0	0	0	0	0.00
Annual Leave	0	0	0	0	0	0	0	0.00
Sick Leave	0	0	0	0	0	0	0	0.00
Non Billable	0	0	0	0	0	0	0	0.00
Totals	7.50	7.50	7.50	7.50	7.50	0	0	37.50

Comments

TimeSheet Status	<input checked="" type="checkbox"/> Authorised
Approved By	
Approved Date	

Simply click on the Update Time Sheet button, and the following message should appear. The timesheet has now successfully been approved and cannot be altered in any way.

Screen 7 – Timesheet Status Update

Simply click on the Time Sheets button if you wish to authorise further time, otherwise click on the logoff button to end your session.

5. 0 Support / Communication

5.1 Technical Support

If you have technical problems with the Web, it is very important that you let us know as soon as possible. This should be done by way of an e-mail to IMSupport@italliancegroup.com .

5.2 Communication with I.T. Alliance

If you have any general queries on the Timesheet system, please contact one of the following: -

Mr. Enda Mullen
E-mail : enda.mullen@italliancegroup.com
Tel: 01-8690261

Mr. Ben Howe
E-mail : ben.howe@italliancegroup.com
Tel: 01-8690204