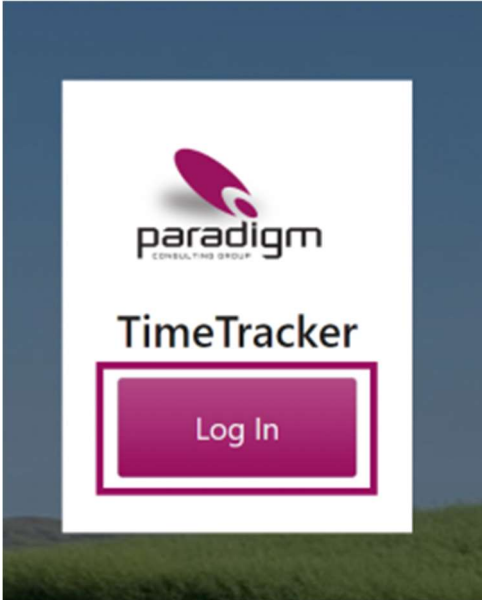


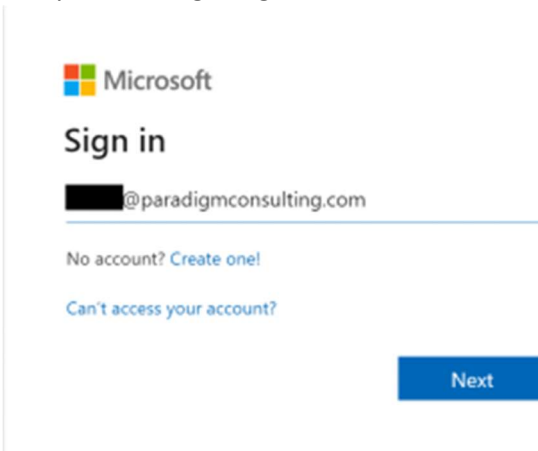
## TimeTracker Associate How To

### Login to TimeTracker

1. Navigate to <https://timetracker.paradigmconsulting.com>
2. Click "Login"



3. Use your Paradigm login ID



4. Enter your Paradigm password



The image shows the Paradigm login interface. At the top left is the Paradigm logo, which consists of a stylized purple and red shape followed by the word "paradigm" in lowercase. Below the logo is the email address "██████@paradigmconsulting.com" with a back arrow to its left. The main heading is "Enter password" in a large, bold font. Underneath is a password input field with a series of dots and a cursor. To the left of the input field is a blue link that says "Forgot my password". To the right of the input field is a blue button with the text "Sign in".

Welcome to Paradigm's Azure System.

5. You will now be logged into TimeTracker!

If you have troubles logging in, please go [here](#) to see how to reset your password

## Enter Time

Time Entry can be accessed by clicking the "Time Entry" menu item.



There are a variety of ways to enter time. Each will be covered below.

## Week View

Day View **Week View** Month View

Submit Timesheet 2/28/2023

Generic Date Range: Current Month

Start Date: 2/01/2023

End Date: 2/28/2023

Show Timesheet

Click "Week View"

Specify Date Range Click "Show Timesheet"

Enter Time

Click "Save Timesheet"

Save Timesheet

1/30/2023 to 2/05/2023 Time: 24.00 hrs			Monday 30	Tuesday 31	Wednesday 1	Thursday 2	Friday 3	Saturday 4	Sunday 5	Week Total
ACME Company	Road Runner Acquisition	Consulting			8	8	8			24
Subtotal: 24.00					8.00	8.00	8.00	0	0	

2/06/2023 to 2/12/2023 Time: 40.00 hrs			Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10	Saturday 11	Sunday 12	Week Total
ACME Company	Road Runner Acquisition	Consulting	8	8	8	8	8			40
Subtotal: 40.00			8.00	8.00	8.00	8.00	8.00	0	0	

## Day View

Click "Day View" Day View Week View Month View

Friday, February 10 2023

Client/Task Stay Open Hours Comment

ACME Company 8.00 Hours

Road Runner Acquisition Consulting 8.00 Hours

Enter Time And Optional Comment

Click "Save Time"

Save Time

Select Desired Date

Select Day

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

Submit Timesheet 2/28/2023

## Month View

Day View Week View **Month View** Click "Month View" Select A Day From Calendar

Show Weekends Lines to Show: 4 Hours Entered This Month: 64

February 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Consulting 8 hrs 8	2 Consulting 8 hrs 8	3 Consulting 8 hrs 8
6 Consulting 8 hrs 8	7 Consulting 8 hrs 8	8 Consulting 8 hrs 8	9 Consulting 8 hrs 8	10 Consulting 8 hrs 8
13	14	15	16	17
20	21	22	23	24
27	28			

Submit Timesheet 2/28/2023

Once a day is selected, you'll see this

Day View Week View **Month View**

Add/Edit Time Entry For 2/01/2023

Client/Task	Stay Open	Hours	Comment
ACME Company	<input type="checkbox"/>	8.00 Hours	
Road Runner Acquisition Consulting		8.00 Hours	

Save Time

Enter Time And Optional Comment

Click "Save Time"

## Verify Info

**Welcome to Parad**

For technical issues/inquiries please contact - [tms@paradigmconsulting.co](mailto:tms@paradigmconsulting.co)  
If you need a task added or if you require a new client, category, or task item please contact - [timetrackeradmin@paradigmconsulting.com](mailto:timetrackeradmin@paradigmconsulting.com)

My Expenses Time Entry **Reports** Help

**Click "Reports"**

**Specify Date Range**  
**Click "Show Report"**

**Report Is Displayed**

### Week By Week

From December 01, 2020 To December 31, 2020 Printed on: 03/12/2020

**test, tester**

Client	Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
From December 01, 2020 To December 06, 2020									
ACME Company	Consulting	8.00	8.00	8.00	8.00	8.00			32.00
From December 07, 2020 To December 13, 2020									
ACME Company	Consulting	8.00	8.00	8.00	8.00	8.00			40.00
From December 14, 2020 To December 20, 2020									
ACME Company	Consulting	8.00	8.00	8.00	8.00	8.00			40.00
From December 21, 2020 To December 27, 2020									
ACME Company	Consulting	8.00	8.00	8.00					24.00
From December 28, 2020 To December 31, 2020									
ACME Company	Consulting	8.00	8.00	8.00	8.00				32.00
Client Totals									
	Client								Total
	ACME Company								168.00
	<b>Grand Totals</b>								<b>168.00</b>

## Submit Timesheet

Please submit timesheets at the end of each week. This lets us know you have entered your time and verified it so we can process invoices.

To submit your timesheet, you will see the image below on each time entry view.

**Submit Timesheet** 2/28/2023

**Specify Date**

**Click "Submit Timesheet"**

You can verify your timesheet submitted by looking at the header.

# TimeTracker!

Last timesheet submission: **1/31/2023**

[Add to browser favorites](#)



Hi User (AC) - Test Co ▼

**This Updates After You  
Click "Submit Timesheet"**

## Your Info

1. Click your name in the top right and click "Your Info"

Last timesheet submission: **1/31/2023**

[Add to browser favorites](#)

Hi User (AC) - Test Co ▼

Your Info

Site Style ▶

Log Off

2. Your information is displayed. Please update when there are changes

**My Info**

Name	Test, User (AC) - Test Co
User Id	tuser
Last Timesheet Submission	1/31/2023
Start Date	1/01/2023

**Emergency Contact**

Name	<input type="text" value="Emer"/>
Relationship	<input type="text" value="Con"/>
Email	<input type="text"/>
Phone Number	<input type="text" value="(555) 555-5555"/>

**My Contact Info**

Contact Info Type Name	Value	Primary?	Commands
Cell Number	(111) 111-1111	No	<input type="button" value="Edit"/> <input type="button" value="X Delete"/>
Email	tuser@gmail.com	Yes	<input type="button" value="Edit"/> <input type="button" value="X Delete"/>


1 - 2 of 2 Items

**My Addresses**

Address Type	Address	City	Province/State	Country	Postal Code/ZIP	Commands
Mailing	111 Main	Winnipeg	Manitoba	Canada	A9A 9A9	<input type="button" value="Edit"/> <input type="button" value="X Delete"/>

1 - 1 of 1 Items

## Questions And Comments

 **Welcome to Paradigm**

For technical issues/inquiries please contact - [tms@paradigmconsulting.com](mailto:tms@paradigmconsulting.com)  
If you need a task added or if you require a new client, category, or task item please contact - [timetrackeradmin@paradigmconsulting.com](mailto:timetrackeradmin@paradigmconsulting.com)

If you need a new client, category, or task item

If you have an issue that needs to be addressed or have feedback to help us make this better