

User Guide – Getting Started

EfficientTime is a cloud-based Timesheet solution that lets users easily enter their working hours and leave applications.

1. Accessing EfficientTime

- 1.1. Your administrator will create user accounts for your company using your company email. After your account has been added, you will receive an email with your password.



Hi Jenny Dean,

j.smithtime@yahoo.com has invited you to join EfficientTime at <http://company.timesheet.demo>.

Please log in with your temporary credentials:

Email: jd@niteco.se

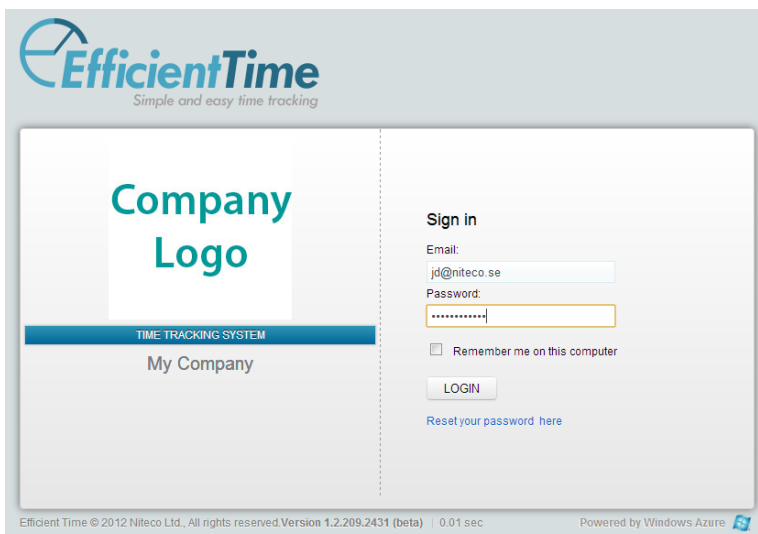
Password: uswyukxy67-n

Don't forget to change your password after logging in for the first time!

Cheers,

EfficientTime Team

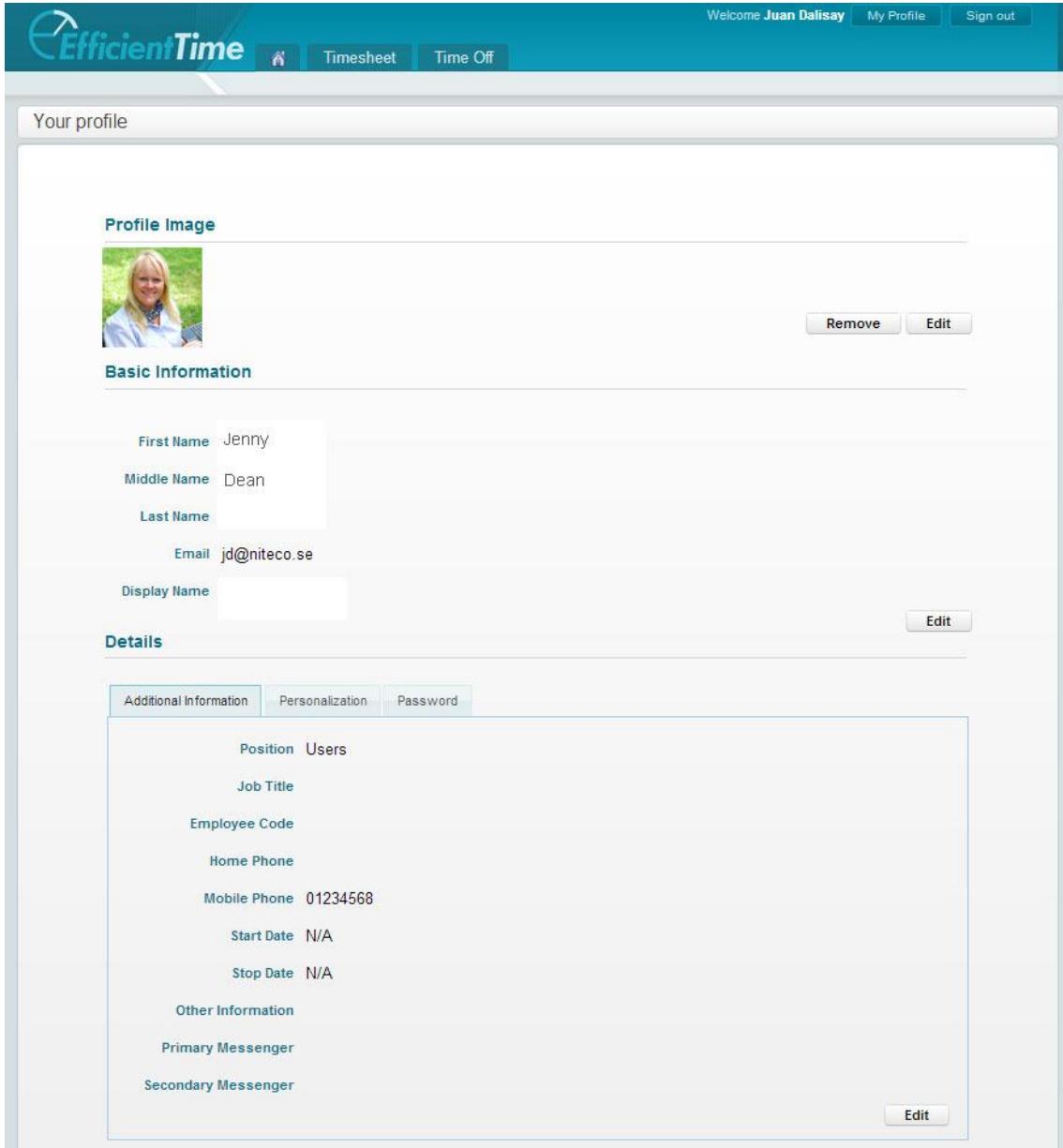
- 1.2. Go to the domain provided in the email, for example: company.efficienttime.com, and enter your login credentials. This will take you to the home page.



The screenshot shows the EfficientTime login interface. On the left, there is a placeholder for the 'Company Logo' and the text 'My Company' below it. On the right, the 'Sign in' section contains an 'Email' field with 'jd@niteco.se' entered, a 'Password' field with masked characters, a 'Remember me on this computer' checkbox, a 'LOGIN' button, and a 'Reset your password here' link. The footer includes copyright information and a 'Powered by Windows Azure' logo.

2. Updating your Profile

- 2.1. From the home page, click on 'My Profile' to update your profile. You can also add your photo and change your password here.




The screenshot shows the 'My Profile' page in the EfficientTime application. The page has a teal header with the EfficientTime logo on the left and 'Welcome Juan Dalisay', 'My Profile', and 'Sign out' on the right. Below the header is a navigation bar with 'Home', 'Timesheet', and 'Time Off' buttons. The main content area is titled 'Your profile' and contains three sections: 'Profile Image', 'Basic Information', and 'Details'. The 'Profile Image' section shows a photo of a woman with 'Remove' and 'Edit' buttons. The 'Basic Information' section has input fields for 'First Name' (Jenny), 'Middle Name' (Dean), 'Last Name', 'Email' (jd@niteco.se), and 'Display Name', with an 'Edit' button. The 'Details' section has three tabs: 'Additional Information', 'Personalization', and 'Password'. The 'Additional Information' tab is active, showing fields for 'Position' (Users), 'Job Title', 'Employee Code', 'Home Phone', 'Mobile Phone' (01234568), 'Start Date' (N/A), 'Stop Date' (N/A), 'Other Information', 'Primary Messenger', and 'Secondary Messenger', with an 'Edit' button at the bottom right.

Welcome **Juan Dalisay** My Profile Sign out

Home Timesheet Time Off

Your profile

Profile Image

 Remove Edit

Basic Information

First Name Jenny

Middle Name Dean

Last Name

Email jd@niteco.se

Display Name

Edit

Details

Additional Information Personalization Password

Position Users

Job Title

Employee Code

Home Phone

Mobile Phone 01234568

Start Date N/A

Stop Date N/A

Other Information

Primary Messenger

Secondary Messenger

Edit