



Simple Timesheet Installation Guide

Usage Instruction

Install the App from the AppExchange

Set Up

- Enable Path Settings
- User Assignment
- Permission set Assignment
- Change default values using Custom Metadata Type

Create Email Template for Approval Process

Approval Process

- Add Initial Submission Actions
- Approval Steps
- Add Final Approval Actions
- Add Final Rejection Actions
- Add Recall Actions

Deactivating inactive employee user Flow

Managerial Reporting

- Select Employee
- Reports
- DashBoard

On Upgrade

- Layout

Uninstall Instructions

Contacts:

Usage Instruction

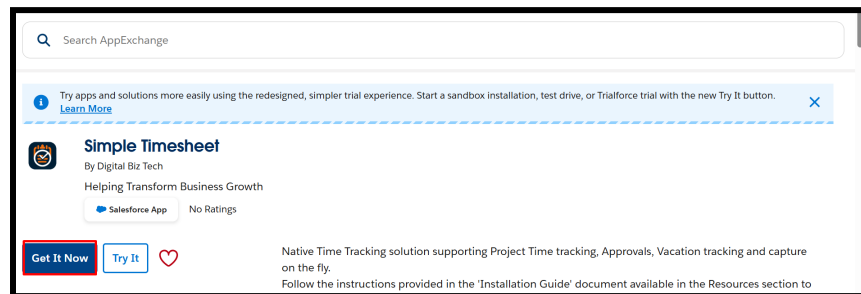
To understand how to use this Timesheet app please refer this file:

[05-Usage Instructions](#)

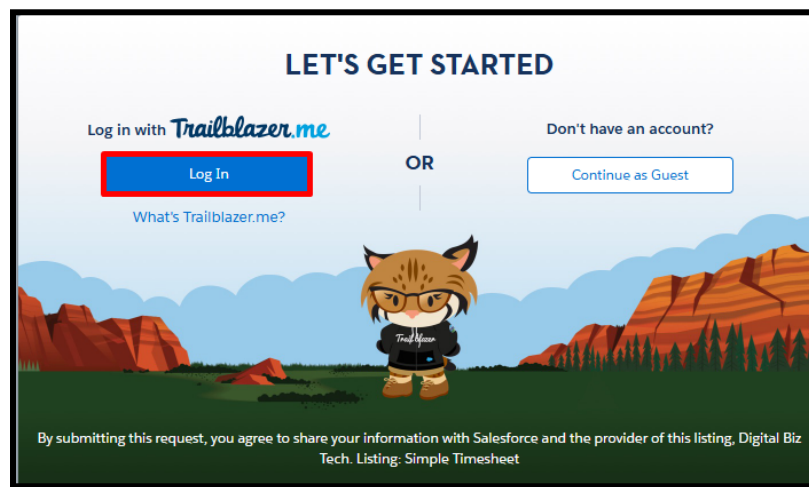
Install the App from the AppExchange

[Simple Timesheet App](#)

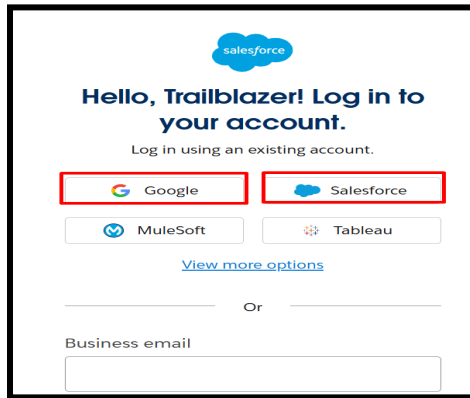
1. After clicking the above link click **Get It Now** if you want to install the app in your Production org.



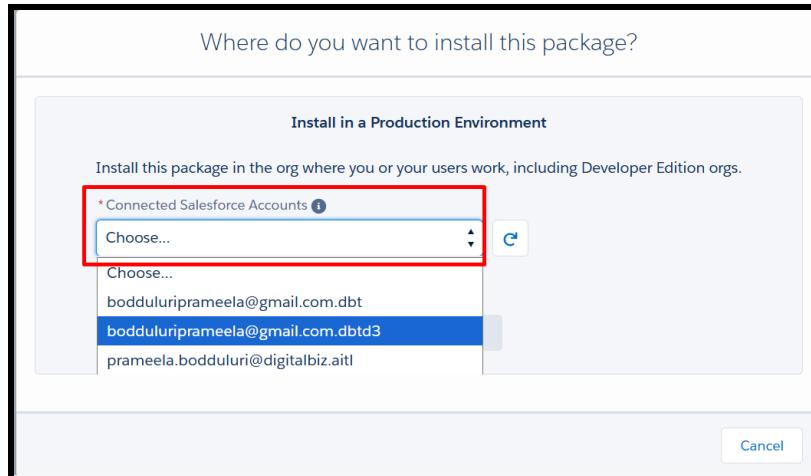
- On the next screen, click the **Log In** button.



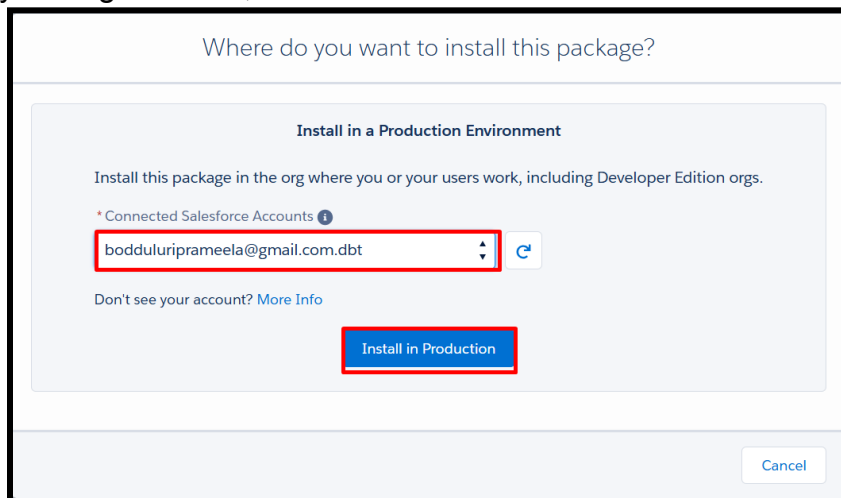
- You'll then see options to log in with **Google** or **Salesforce**.



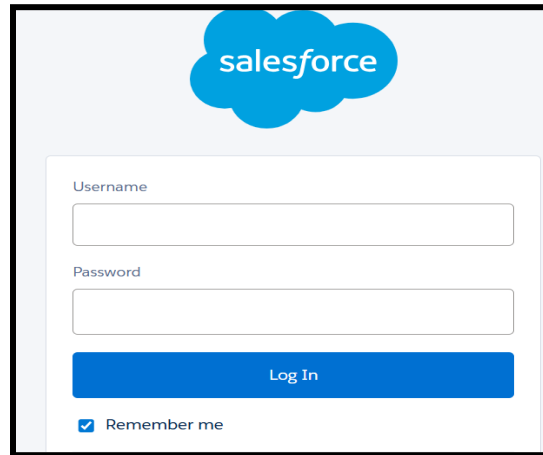
- If you choose **Google**, select the org where you want to install the app.



- Select your organization, then click Install in Production.

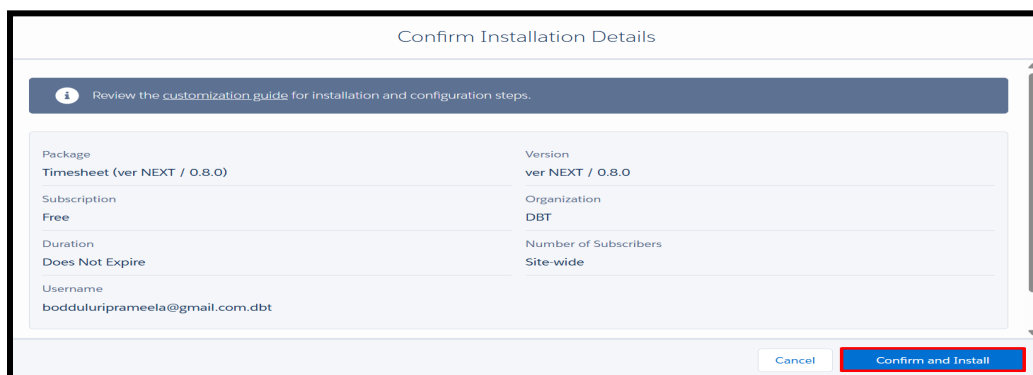


- If you choose **Salesforce**, it will open the Salesforce login page where you can log in with your credentials.



The image shows the Salesforce login page. At the top is the Salesforce logo. Below it are two input fields: 'Username' and 'Password'. A blue 'Log In' button is positioned below the password field. At the bottom left, there is a checkbox labeled 'Remember me' which is currently checked.

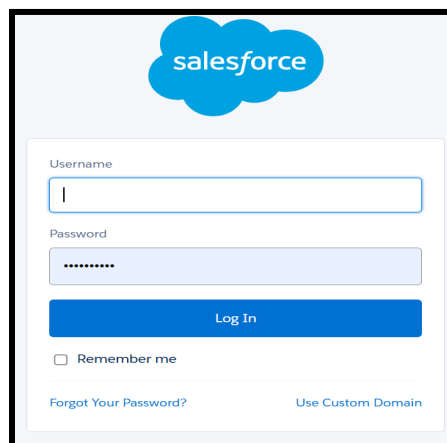
- Next, click the Confirm and Install button.



The image shows a 'Confirm Installation Details' dialog box. It contains a table with the following information:

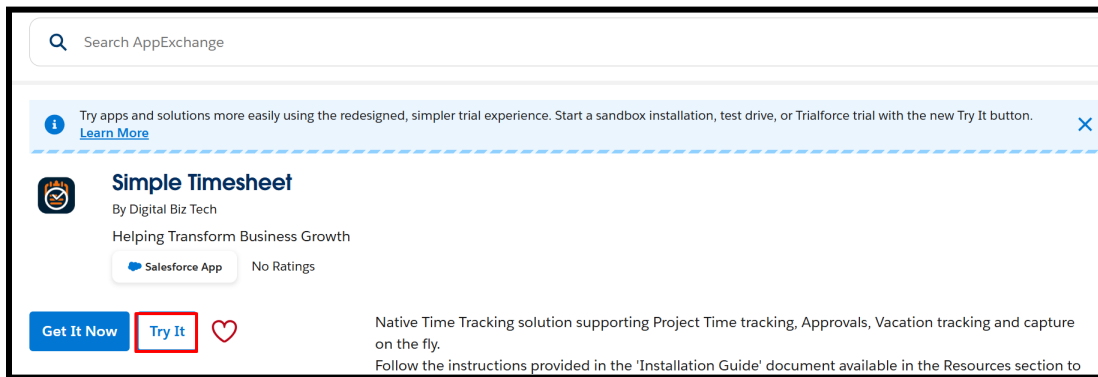
Package	Version
Timesheet (ver NEXT / 0.8.0)	ver NEXT / 0.8.0
Subscription	Organization
Free	DBT
Duration	Number of Subscribers
Does Not Expire	Site-wide
Username	
bodduluriprameela@gmail.com.dbt	

At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Confirm and Install'. The 'Confirm and Install' button is highlighted with a red border.

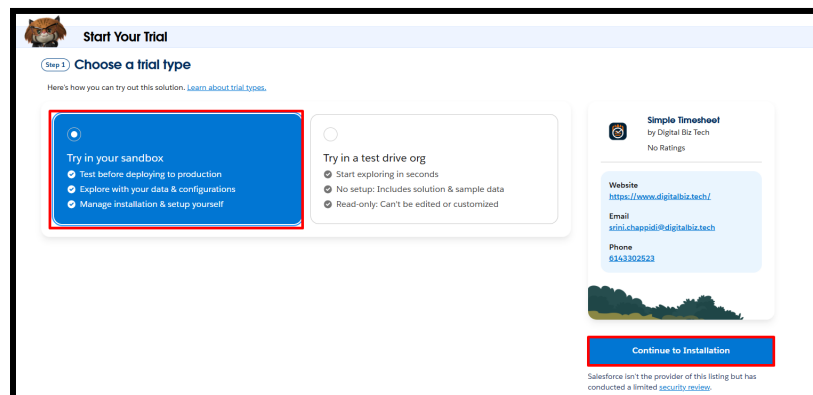


The image shows the Salesforce login page with the 'Username' field containing a single character and the 'Password' field filled with asterisks. The 'Log In' button is visible. Below the password field, there is an unchecked checkbox labeled 'Remember me'. At the bottom, there are two links: 'Forgot Your Password?' and 'Use Custom Domain'.

2. If you want to install the app in your Sandbox org. Click the **Try It button**.



- After clicking Try It, you'll see two options:
Try in your Sandbox
Try in a Test Org
- Select Try in your Sandbox and then click Continue to Installation.



- Then, click Log In & Install.

All set! The solution is ready to install.

Package	Version
Timesheet (0.8 / 0.8.0)	0.8 / 0.8.0
Duration	Number of Subscribers
Does Not Expire	Site-Wide

To start the installation, log in to your sandbox. After the installation finishes, the solution is ready to explore.

Log In & Install

- Enter your sandbox credentials, then click Log In to Sandbox.



Username

Password

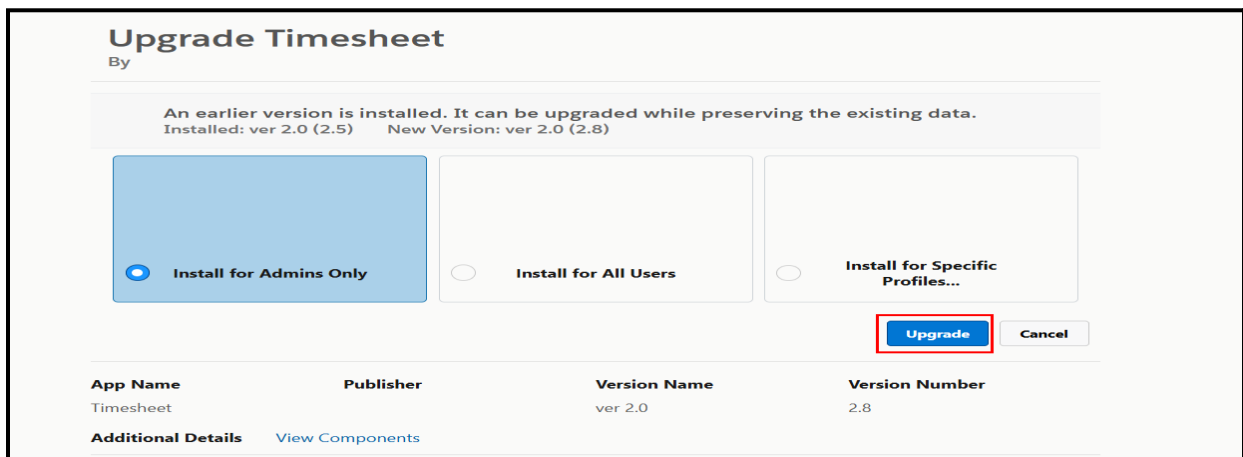
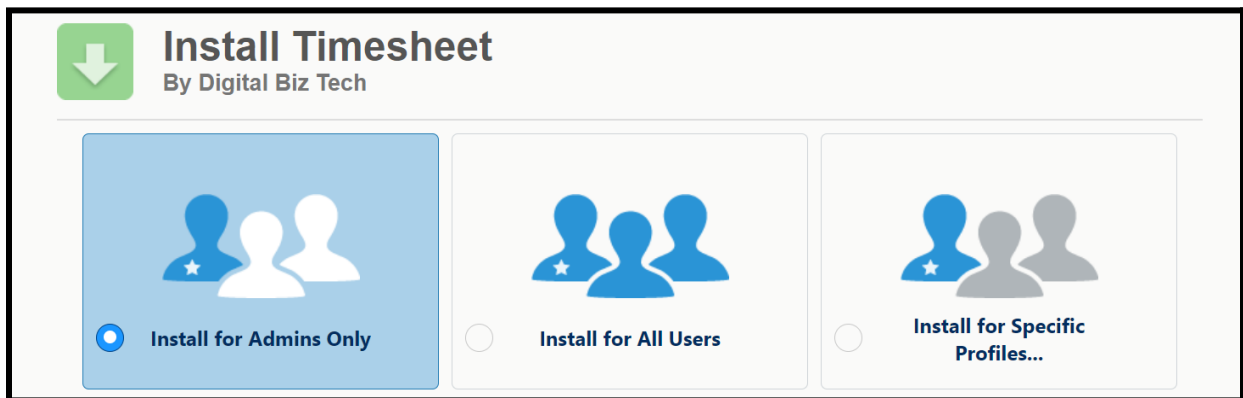
.....

Log In to Sandbox

☐ Remember me

[Forgot Your Password?](#) [Use Custom Domain](#)

3. Install for Admins only.

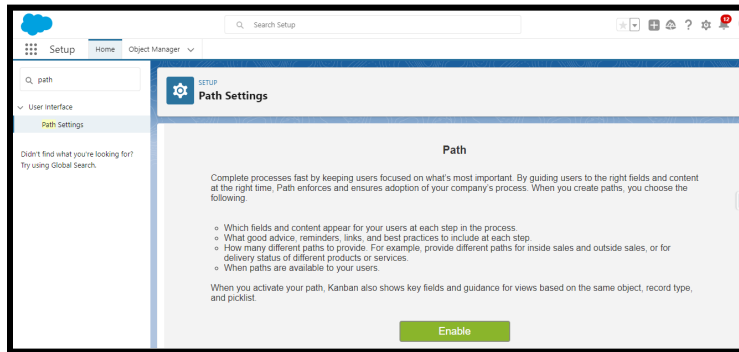


Set Up

Perform the following setup instructions after successfully installing the app.

Enable Path Settings

- If not enabled already, Enable **Path Settings** in setup.



User Assignment

- Define the manager in the user record.

(NOTE :Validation rule will prevent the creation of Employee record If the manager is not assigned to the User.)

Information

* Employee Name

Anusha

Active

☒

First Name

Anusha

Middle Name

* Last Name

Priya

Date of Birth

Address

* Employment Type

Full Time

* User

Anushapriya Subaskar

* Email

anushapriya.subaskar@digitalbiz.tech

Phone Number

Hire Date

Last Working Date

Manager

Srini Chap

Client Manager

Anushapriya Subaskar

Client Manager email

Owner

Cancel

Save & New

Save

Permission set Assignment

Admin has to assign the following permission sets to the respective users.

- **Timesheet User** - This will give the end user access to their Timesheet and Timesheet Line Items.
- **Timesheet Manager** - This will give the Manager access to Approve users submitted Timesheets.
- **Timesheet HR Admin** - This will give access to every component of this Application.

Change default values using Custom Metadata Type

The default values are set for Custom Metadata Types. Admin can change these values for **Working hours per day**, **Working Days per week**, **Accrued Vacation days** OR **Maximum Hrs Per day** from Setup.

Custom Metadata Types > TimeSheet Default Value > Manage Timesheet Default Values .

Timesheet Default Value (Managed)

This Timesheet Default Value is managed, meaning that you may only edit certain attributes. [Display More Information](#)

Timesheet Default Value Detail [Edit](#) [Clone](#)

Label	Default Values	Protected Component
Timesheet Default Value Name	Default_Values	☐
Accrued Vacation Days	10	☐
Maximum Working Hrs Per Day	24	☐
Working Hours Per Day	8	☐
Working Days per Week	5	☐

Namespace Prefix dbt

Created By [Anantha Rajesh](#), 9/17/2025, 1:29 AM

Last Modified By [Anantha Rajesh](#), 9/17/2025, 1:29 AM

Create Email Template for Approval Process

1. In Setup, search for 'Email Templates' and select 'Classic Email Templates'.
2. Click on the 'new email template' button.
3. Select the 'Unified Public Classic Email Templates' folder, and check the 'Available for Use' checkbox.

4. Give the approved email an appropriate name.
 - In the email body section, enter the desired content.
 - To insert timesheet-related merge fields, select 'Timesheet Fields' from the merge field dropdown.
 - Use the search bar to find the specific field, as shown in the image below.

Email Template Name : Timesheet Approved Email Templates
Description : Timesheet Approved Email Templates
Subject : Timesheet is Approved
Body : {!dbt__Timesheet__c.dbt__Employee__c},
 Your {!dbt__Timesheet__c.Name} is Approved.
 Comments : {!ApprovalRequest.Comments}

Classic Email Templates

Available Merge Fields

Select Field Type: Timesheet Fields | Select Field: Employee | Copy Merge Field Value: {!dbt__Timesheet__c.dbt__Employee__c}

Email Template Edit [Save] [Save & New] [Cancel]

Email Template Information ⓘ Required Information

Folder: Unfiled Public Classic Email Templates

Available For Use: ☒

Email Template Name: Timesheet Approved Email

Template Unique Name: Timesheet_Approved_Ema ⓘ

Namespace Prefix: dbt

Encoding: Unicode (UTF-8)

Description: Timesheet Approved Email Templates

Subject: Timesheet is Approved

Email Body: {!dbt__Timesheet__c.dbt__Employee__c},
Your {!dbt__Timesheet__c.Name} is Approved.
Comments : {!ApprovalRequest.Comments}

5. Similarly follow the same steps and create another email template for rejected action.

Email Template Name : Timesheet Rejected Email Templates
Description : Timesheet Rejected Email Templates
Subject : Timesheet is Rejected
Body : {!dbt__Timesheet__c.dbt__Employee__c}
 Your {!dbt__Timesheet__c.Name} is Rejected
 Comments : {!ApprovalRequest.Comments}

SETUP

Classic Email Templates

Select Field Type

Timesheet Fields

Select Field

Employee

Copy Merge Field Value

{timesheet__c.dbt_Employee__c}

Copy and paste the merge field value into your template below.

Email Template Edit

Save Save & New Cancel

Email Template Information

Folder

Unfiled Public Classic Email Templates

Available For Use

☒

Email Template Name

Timesheet Rejected Email 1

Template Unique Name

Timesheet_Rejected_Email

Namespace Prefix

dbt

Encoding

Unicode (UTF-8)

Description

Timesheet Rejected Email Template

Subject

Timesheet is Rejected

Email Body

{!dbt__Timesheet__c.dbt_Employee__c}

Your {!dbt__Timesheet__c.Name} is Rejected

Comments : {!ApprovalRequest.Comments}

Creating Email Alerts

1. Go to the Email Alerts section from setup and click on the New Email Alert button.
2. Enter the '**Timesheet approval email alert**' in the Description field.
3. Enter 'Timesheet_Aproved_Email_Alert' in Name fields.
4. In Recipient type Search for owner and add '**Timesheet Owner**' to Selected recipients.
5. Select '**Current User's Email Address**' in From Email Address.

SETUP

Email Alerts

Edit Email Alert

Timesheet approval email alert

Create an email alert to associate with one or more workflow rules, approval processes, or entitlement processes. When changing an email alert, any modifications will apply to all rules, approvals, or entitlement processes asso

Email Alert Edit

Save Save & New Cancel

Edit Email Alert

Description

Timesheet approval email alert

Unique Name

Timesheet_approval_email

Namespace Prefix

dbt

Object

Timesheet

Email Template

Timesheet Approved Email

Protected Component

☐

Recipient Type

Search: Owner for: Find

Recipients

Available Recipients

--None--

Add

Remove

Selected Recipients

Timesheet Owner

You can enter up to five (5) email addresses to be notified.

Additional Emails

From Email Address

Current User's email address

☐ Make this address the default From email address for this object's email alerts

Save Save & New Cancel

6. Follow the above steps and create another Email alert for rejection action

SETUP
Email Alerts

Edit Email Alert
Timesheet Rejected Email Alert

Create an email alert to associate with one or more workflow rules, approval processes, or entitlement processes. When changing an email alert, any modifications will apply to all rules, approvals, or entitlement processes associated with it.

Email Alert Edit Save Save & New Cancel

Edit Email Alert

Description

Unique Name [i](#)

Namespace Prefix

Object

Email Template [?](#)

Protected Component ☐

Recipient Type Search: for: Find

Recipients

Available Recipients		Selected Recipients
--None--	Add ▶	Timesheet Owner
	Remove ◀	

You can enter up to five (5) email addresses to be notified.

Additional Emails

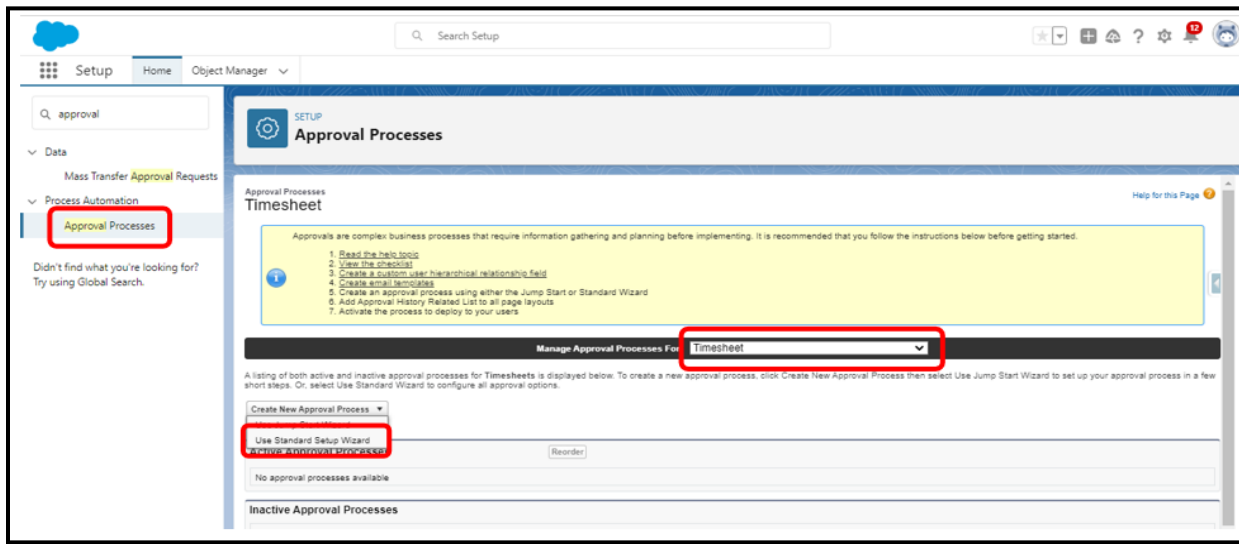
From Email Address ▼

☐ Make this address the default From email address for this object's email alerts. [?](#)

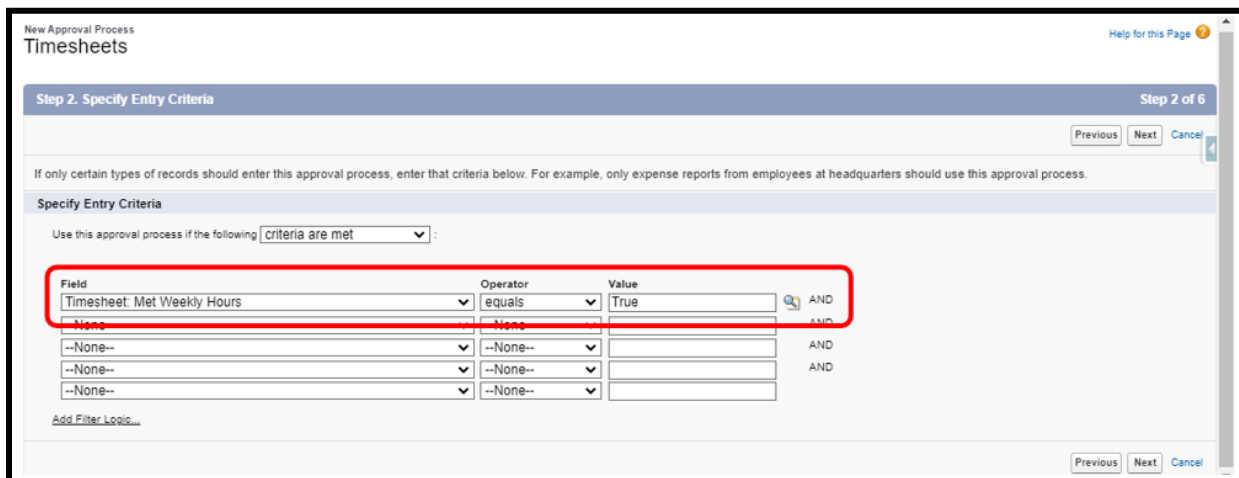
Save Save & New Cancel

Approval Process

1. Click **Gear Icon**, In that Select **Setup**
2. In Quick find box, search and select **"Approval Process"**
3. Choose **Timesheet** from "Manage Approval Processes for" dropdown
4. Select **"Use Standard Setup Wizard"** from "Create New Approval Process" dropdown



5. Name the Approval Process as **"Timesheet Approval Process"** and API Name will Auto Generate. (You are free to choose any name you prefer.)
6. Click **Next**
7. In Criteria Add **"Timesheet:Met Weekly Hours"**, Operator as **"Equal"** Value as **"True"**



8. Click Next
9. Click Next
10. Click Next
11. In step 5 add Timesheet fields in the Order as shown in below image.

Step 5. Select Fields to Display on Approval Page Layout Step 5 of 6

The approval page is where an approver will actually approve or reject a request. Using the options below, choose the fields to display on this page.

Available Fields	Selected Fields
Created By	Timesheet Name
Last Modified By	Employee
Manager	Start Date
Met Weekly Hours	End Date
Status	Billable Hours
	Non Billable Hours
	Absence Hours
	Total Hours
	Owner

[Click here to view an example](#)

☐ Display approval history information in addition to the fields selected above.

12. Click Next

13. Click Save

14. Select **"I'll do this later. Take me to the approval detail page to review what I've just created."** option Click Go

What Would You Like To Do Now?

You have just created an approval process. However, you cannot activate this process until you define at least one approval step. Would you like to do that now?

☐ Yes, I'd like to create an approval step now.
☒ I'll do this later. Take me to the approval detail page to review what I've just created.
☐ I'll do this later. Take me back to the listing of all approval processes for this object.

[Go!](#)

Scroll down to the **"Initial Submission Actions"** section

Add Initial Submission Actions

1. Click **"Add Existing"**.

Initial Submission Actions ⓘ

Buttons: Add Existing, Add New ▼

Action	Type	Description
	Record Lock	Lock the record from being edited
Edit Remove	Field Update	Update Status Field to Submitted

Approval Steps ⓘ

Buttons: New Approval Step

You have not yet defined any approval steps

Final Approval Actions ⓘ

Buttons: Add Existing, Add New ▼

2. Select “**Field update**” from “Choose Action Type ” Dropdown
3. Choose “**Update Status Field to Submitted**” from the available actions and add to “**Selected Actions**”
4. Click **Save**.

Save Cancel

Choose Action Type Search: **Field Update** ▼ for: Find

Available Actions

- Field Update: Update Status Field to Approved
- Field Update: Update Status Field to New

Add
▶
Remove
◀

Selected Actions

- Field Update: Update Status Field to Submitted

Save Cancel

Approval Steps

1. Select “**New Approval Step**” button
2. Enter Name as “**Manager Approval**” (Unique name will auto generated based on the name)
3. Click **Next**.
4. In **Step 2** Select “**All records should enter this step**”
5. Click **Next**
6. Select “**Automatically assign to approver(s).**”
7. Select “**Related user**” and Add “**Manager**”.

8. Select **“Require UNANIMOUS approval from all selected approvers.”**
9. Click **Save**

Step 3. Select Assigned Approver

Step 3 of 3

Specify the user who should approve records that enter this step. Optionally, choose whether the approver's delegate is also allowed to approve these requests.

Select Approver

☐ Let the submitter choose the approver manually.

☐ Automatically assign to queue.

☒ Automatically assign to approver(s).

Related User	Manager

[Add Row](#) [Remove Row](#)

When multiple approvers are selected:

☐ Approve or reject based on the FIRST response.

☒ Require UNANIMOUS approval from all selected approvers.

☐ The approver's delegate may also approve this request.

Previous Save Cancel

10. Select **“No I’ll do this later. take me to approval process page to review what I’ve just created ”**
11. Click **“Go”**

SETUP

Approval Processes

What Would You Like To Do Now?

You have just created an approval step. You can optionally specify workflow actions to occur upon approval or rejection of this step. Would you like to do that now?

☐ Yes, I'd like to create a new approval action for this step now. Task

☐ Yes, I'd like to create a new rejection action for this step now. Task

☒ No, I'll do this later. Take me to the approval process detail page to review what I've just created.

Go!

Add Final Approval Actions

1. Click **“Add Existing”**.

Final Approval Actions ⓘ

Add Existing Add New ▼

Action	Type	Description
Edit	Record Lock	Lock the record from being edited

Final Rejection Actions ⓘ

Add Existing Add New ▼

Action	Type	Description
Edit	Record Lock	Unlock the record for editing

Recall Actions ⓘ

Add Existing Add New ▼

Action	Type	Description
	Record Lock	Unlock the record for editing

2. Select “ **Field update**” from “Choose Action Type ” Dropdown
3. Choose “**Update Status Field to Approved**” from the available actions and add to “**Selected Actions**”
4. Select “ **Email Alert**” from “Choose Action Type ” Dropdown
5. Choose “**Timesheet Approved Email Alert**” from the available actions and add to “**Selected Actions**”
6. Click **Save**.

Choose Action Type

Search: for Find

Available Actions

Email Alert: Timesheet Rejected Email Alert

Selected Actions

Field Update: Update Status Field to Approved
Email Alert: Timesheet Approved Email Alert

Add Remove

Save Cancel

Add Final Rejection Actions

1. Click “**Add Existing**”.

Final Rejection Actions ⓘ

Add Existing Add New ▼

Action	Type	Description
Edit	Record Lock	Unlock the record for editing

Recall Actions ⓘ

Add Existing Add New ▼

Action	Type	Description
	Record Lock	Unlock the record for editing

2. Select “ **Field update**” from “Choose Action Type ” Dropdown
3. Choose “**Update Status Field to New**” from the available actions and add to “**Selected Actions**”
4. Select “ **Email Alert**” from “Choose Action Type ” Dropdown
5. Choose “**Timesheet Rejected Email Alert**” from the available actions and add to “**Selected Actions**”
6. Click **Save**.

Choose Action Type Search: Task for: Find

Available Actions Selected Actions

--None-- Email Alert: Timesheet Rejected Email Alert
Field Update: Update Status Field to New

Add Remove

Save Cancel

Add Recall Actions

1. Click “**Add Existing**”.

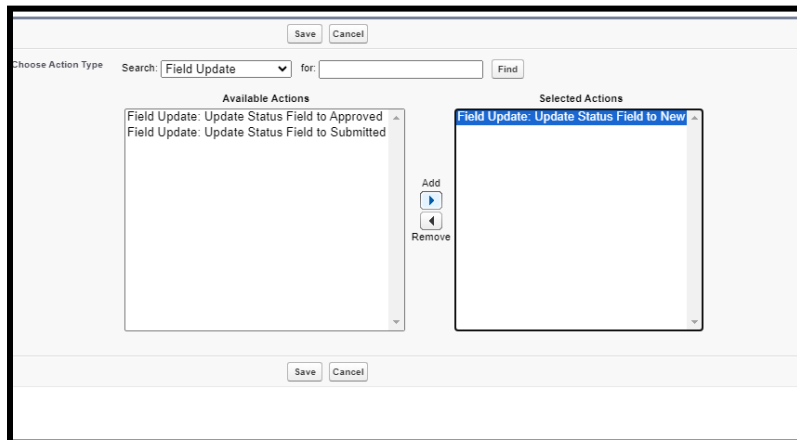
Recall Actions i

Add Existing Add New ▼

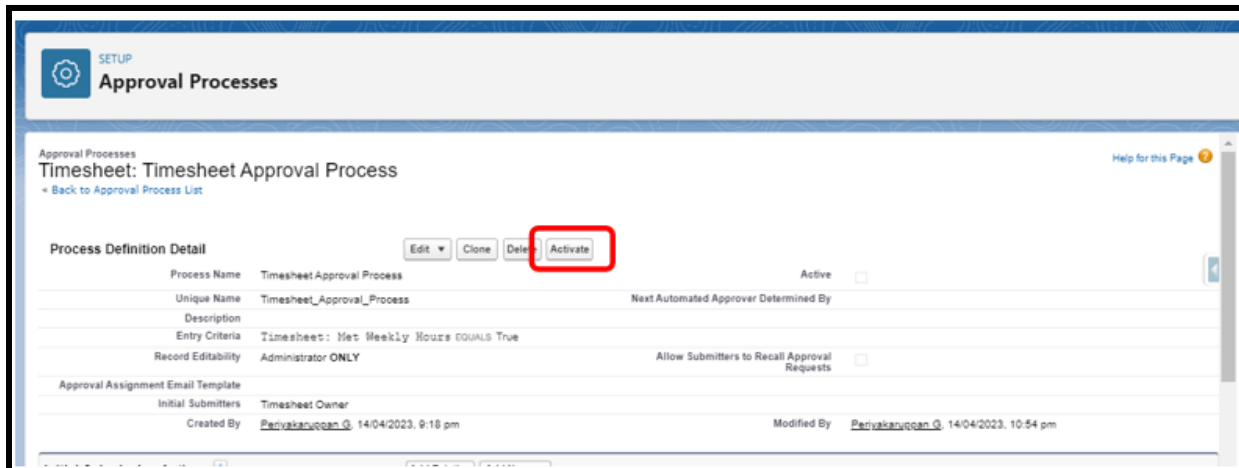
Action	Type	Description
Record Lock		Unlock the record for editing

^ Back To Top Always show m

2. Select “ **Field update**” from “Choose Action Type ” Dropdown
3. Choose “**Update Status Field to New**” from the available actions and add to “**Selected Actions**”
4. Click **Save**.



5. Activate the Approval Process



Deactivating inactive employee user Flow

When an employee is deactivated, this flow can automatically deactivate their associated user. However, if the user is part of a group or has certain settings, the flow may fail, causing errors and potentially sending multiple flow error emails to the org's default email address.

By **default**, the Deactivating inactive employee user Flow is **inactive** as we don't want to modify any Standard record data without consent.

If you want to **enable** this functionality, you can activate the flow by navigating to:
Setup → Flows → [Deactivating inactive employee user Flow] → Edit → Activate

Additionally, assign the Admin Email permission set to specific users who should receive notifications about which users need to be manually deactivated.

The screenshot shows the 'Flow Detail' page for a flow named 'Deactivating inactive employee user'. The page includes a 'Flow Detail' section with fields for Flow Label, Description, Flow API Name, Namespace Prefix, Type, URL, Environments, Active Version, Trigger, Modified By, Activated/Deactivated By, and Created By. Below this is a 'Flow Versions' table with columns for Action, Flow Label, Version, Description, Built with, Created Date, Type, Status, Progress Status, Run in Mode, API Version for Running the Flow, and Log Metrics to Data Cloud. The 'Activate' button in the 'Flow Versions' table is highlighted with a red box.

Action	Flow Label	Version	Description	Built with	Created Date	Type	Status	Progress Status	Run in Mode	API Version for Running the Flow	Log Metrics to Data Cloud
Open Run Activate	Deactivating inactive employee user	1		Flow Builder	9/24/2025, 6:40 AM	Autolaunched Flow	Inactive	Draft	Default Mode	64.0	☐

Managerial Reporting

Reports

Reports give detailed information on the employees working hours and the number of hours an employee has spent on a specific project based on the filter criteria used in the reports.

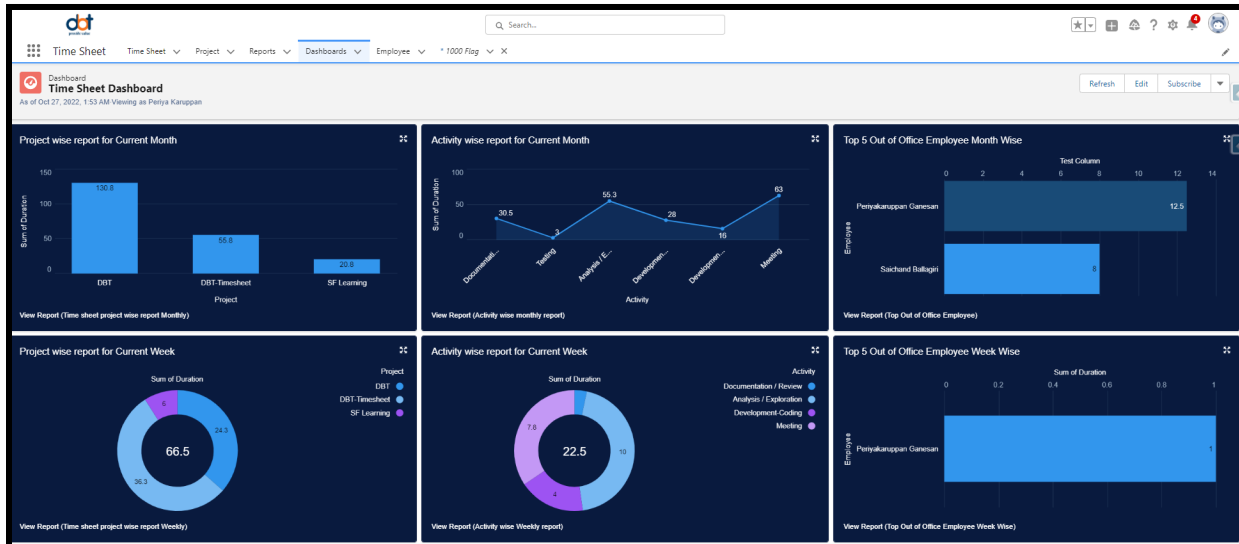
Reports display data in tabular format.

The screenshot shows the 'Time Sheet Detailed Report' interface. It includes a header with 'Report: Timesheets with Time Sheet Line Items' and 'Time Sheet Detailed Report'. Below the header are summary statistics: 'Total Records: 9' and 'Total Duration: 67.00'. The main table displays time sheet data with columns for Type, Date, Employee, Project, Activity, Absence Category, Description, and Duration. The table is filtered by 'Attendance (7)' and 'Absence (2)'. The 'Total (9)' row shows a total duration of 67.00. The interface also includes a footer with controls for 'Row Counts', 'Detail Rows', 'Subtotals', and 'Grand Total'.

Type	Date	Employee	Project	Activity	Absence Category	Description	Duration
Attendance (7)	3/30/2023	-	DBT	Testing	-	-	3.00
	3/28/2023	-	DBT	Documentation / Review	-	Project Documentation	8.00
	3/29/2023	-	DBT	Documentation / Review	-	Client Documentation	9.00
	3/28/2023	-	Client One	Analysis / Exploration	-	New Feature Updates	7.00
	3/29/2023	-	Client One	Analysis / Exploration	-	Release Updates	8.00
	3/29/2023	-	Client Two	Testing	-	UI Testing	7.00
	3/28/2023	-	Client Two	Testing	-	Test Classes	9.00
Absence (2)	3/30/2023	-	-	-	Sick Leave	Fever	8.00
	3/31/2023	-	-	-	PTO-Planned	Vacation	8.00
Total (9)							67.00

DashBoard

Using the data from reports, Dashboards can display the data graphically.



NOTE:-

This Application is designed on the basis of role hierarchy, It will work flawlessly if your organization is already using roles. If not create at least 3 roles, Employee, Manager and HR Admin.

Steps to Upgrade the Timesheet App

Upgrading the Timesheet App

- Follow the same procedures as **Step 1** and **Step 2** of the initial installation.
- In **Step 3**, Salesforce will recognize the existing installation. Click the **Upgrade** button to continue.

Upgrade Timesheet
By

An earlier version is installed. It can be upgraded while preserving the existing data.
Installed: ver 2.0 (2.7) New Version: ver 2.0 (2.8)

☒ Install for Admins Only ☐ Install for All Users ☐ Install for Specific Profiles...

Upgrade Cancel

On Upgrade

If you've upgraded the Timesheet app from AppExchange, there's more manual steps required.

Manual Layout Updates

Upgrades do not automatically add new fields to existing page layouts. If the following fields are missing, they must be added manually.

Timesheet Layout

Add Missing Fields: Weekly Goal Completion Percent, Total Billable Amount, and Accrued Hours.

Field Requirements: Manually set Employee, Manager, Start Date, and End Date as Required fields.

Timesheet

Information

Timesheet Name	Timesheet	Employee	rajitha dodda
Manager	Anantha Rajesh	Owner	Anantha Rajesh
Start Date	12/29/2025	End Date	1/4/2026
Status	New	Absence Hours	0.00
Billable Hours	0.00	Total Hours	0.00
Non Billable Hours	0.00	Met Weekly Hours	0.00
Weekly Goal Completion Percent	0%		
Total Billable Amount	\$0		
Accrued Hours	0.00		

Employee Layout

Add Missing Fields: Employment Type, Client Manager, and Client Manager Email.

Note: Employee Name is now formatted as First Name + Last Name

Employee
Rajesh

* Start Date: [] * End Date: []

[Generate PDF](#)

Details | Activity | Project

Information

Employee Name	Rajesh	User	Anantha Rajesh
Active	Active	Email	anantharajesh2017@gmail.com
First Name		Phone Number	
Middle Name		Hire Date	
Last Name	Rajesh	Last Working Date	
Date of Birth		Manager	Anantha Rajesh
Address		Client Manager	
Total Accrued Hours	0.00	Client Manager email	
Employment Type	Full Time	Owner	Anantha Rajesh
Accrual Start Date			

System Information

Created By: Prameela Bodduhuri | 1/22/2026, 3:10 AM

Last Modified By: Prameela Bodduhuri | 1/22/2026, 3:10 AM

For Old Employee Records:

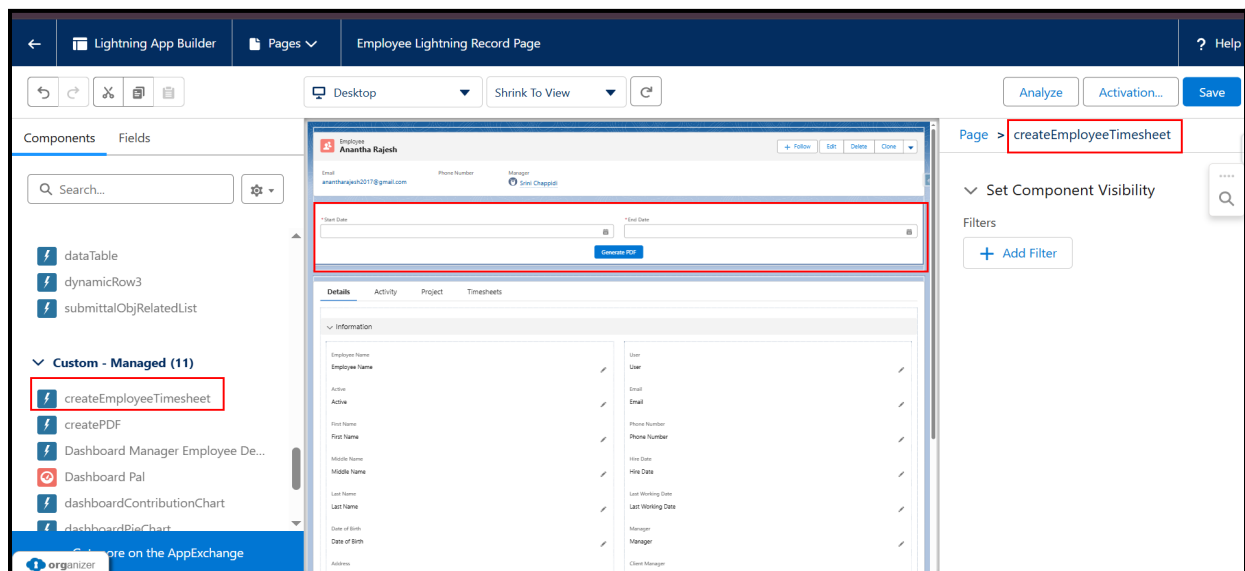
- After adding those fields to the page layouts, the Employment Type field shows no value.

- We can manually set the desired value (e.g., Full-time, Part-time, or Internship).
- Only after setting the Manager field, the Client Manager and Client Manager Email fields will be updated automatically.

For new employee records: The Employment Type field is set to Full-time by default.

Employee Record page Layout :

1. Open any **Employee record** in Salesforce.
2. Click the **gear icon (top right)** → choose **Edit Page**.
3. In the Lightning App Builder, select **createEmployeeTimesheet** in the components section.
4. Drag & drop **createEmployeeTimesheet** under the employee name .



5. Click **Save & Activation** → set as Org Default.
6. Go back to the record and confirm the **Generated PDF** is showing.

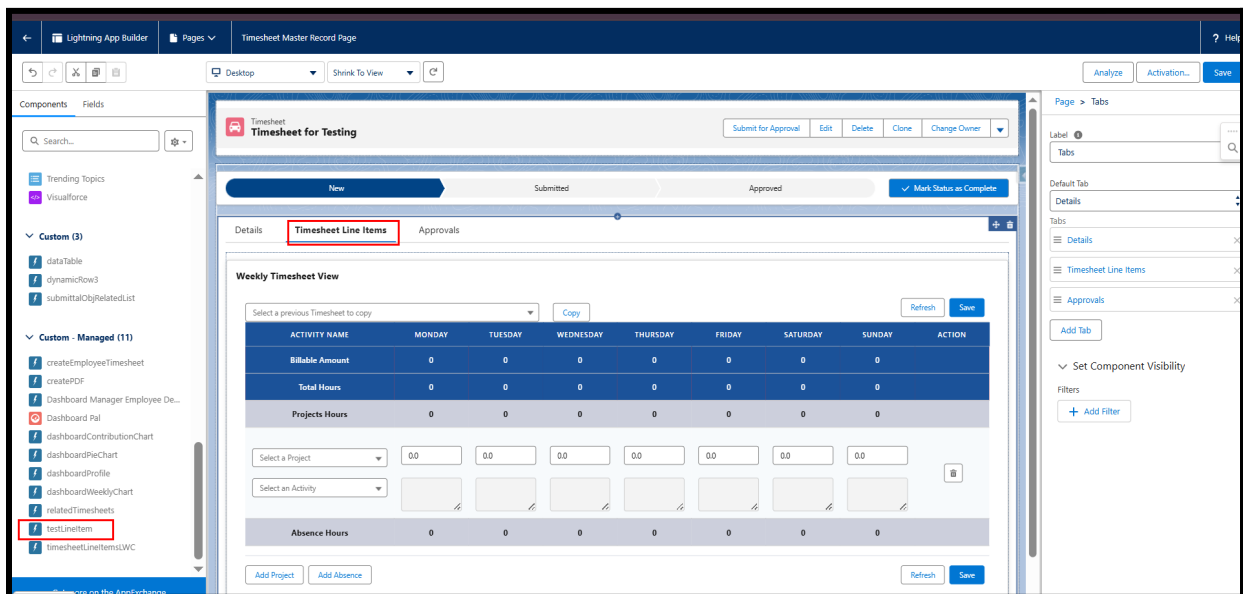
Project Employee Layout :

After upgrading to the new version in your org, if the **'Hourly Rate'** field is not visible, you'll need to manually add it to the page layouts.

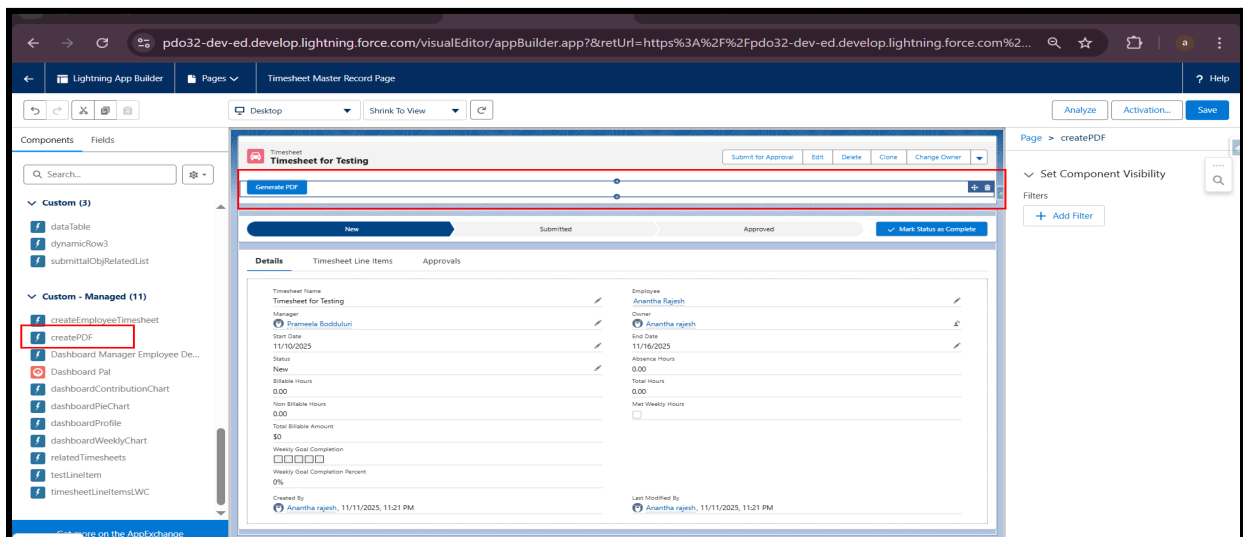
Timesheet Record Page Layout :

1. Open any **Timesheet Master** record in Salesforce.
2. Click the **gear icon (top right)** → choose **Edit Page**.
3. In the Lightning App Builder, select and delete **timesheetLineItemLWC**.

4. On the left, search for **testLineItem** under Custom components.
5. Drag & drop **testLineItem** into the same place (Timesheet Line Items tab).



6. Drag & drop **CreatePDF** under the Timesheet name.



7. Click **Save & Activation** → set as Org Default.

8. Go back to the record and confirm the new **testLineItem** and **Generate PDF** is showing.

Recalculation of Accrual Hours for old Timesheet data

For the employees , you want to calculate the Accrual Hours. Put the Accrual Start date (From this date the total Accrual hours will get calculated) and Accrual Divisor.

Total Accrual Hours on Employee = SUM (Timesheets Billable Hours / Accrual Divisor)

After the fields are updated, You can run this script from Setup -> Developer Console -> Asynchronous Execute and paste the below lines and run.

```
dbt.TimesheetAccrualBatch batch = new dbt.TimesheetAccrualBatch();  
  
Database.executeBatch(batch, 200);
```

Uninstall Instructions

- Before uninstalling Admin has to deactivate Flows which are active for this Application.
- We need to remove the permission sets related to this app that were assigned to users.
- The Admin has to make sure that no timesheets are in the Approval Process. Deactivate the Approval Process and then delete it.
- After the Approval Process is deactivated and deleted, the Timesheet app can be uninstalled like any other app exchange app.

Contacts:

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