TIME GAUGE

INFOGLEN
Digitalization. Delivered.

USER GUIDE

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INTRODUCTION

OVERVIEW:

Welcome to Time gauge, a robust timesheet management solution designed to streamline your time tracking process (Available on Salesforce's AppExchange). This guide will walk you through the various features and functionalities available to optimize your time management and productivity.

Benefits:

- Efficient time tracking.
- Streamlined support for multiple projects.
- Intuitive holiday management based on regional calendars.
- Detailed insights through custom reports and weekly stats.

GETTING STARTED

System Requirements

To ensure optimal performance and seamless utilization of Time Gauge, before installing Infoglen- timesheet, ensure compatibility with the following:

Hardware Requirements:

- **Processor**: Dual-core processor or higher
- **RAM**: Minimum of 4GB (8GB recommended for better performance)
- **Storage**: At least 200MB of available disk space

Supported Browsers:

- Google Chrome (latest version)
- Mozilla Firefox (latest version)
- Safari (latest version)
- Microsoft Edge (latest version)

Operating System:

- Windows 10 or later
- macOS 10.14 (Mojave) or later
- Ubuntu 18.04 LTS or later
- iOS 13 or later (for mobile app)
- Android 9.0 (Pie) or later (for mobile app)

Internet Connection:

- A stable internet connection with a minimum speed of 5 Mbps is recommended for optimal performance.

Additional Requirements:

- Access to Salesforce platform
- User access rights as per organizational hierarchy for appropriate permissions within Time Gauge
- JavaScript and cookies must be enabled in the browser settings

Note: System requirements may vary based on usage volume and additional integrations.

Installation

1. Navigate to Salesforce AppExchange.
2. Search for "Infoglen- timesheet" and click "Get It Now."
3. Follow the prompts to install and grant necessary permissions.

ADMIN SECTION

Getting Started

- Setup instructions.
- Permissions and access control.

The admin section encompasses post-deployment procedures and configurations for the Timesheet-gauge. Admin responsibilities includes–

Setting Up Your Timesheet Home

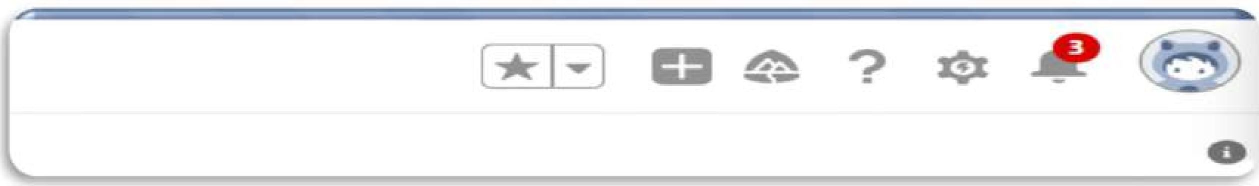
Description-

This page will act as landing page and users will use this to fill daily timesheet, this is required because depending on the type of license of the user ‘Community’ or ‘Standard’ or ‘Force.com’, Admin will have to add/ drop this component.

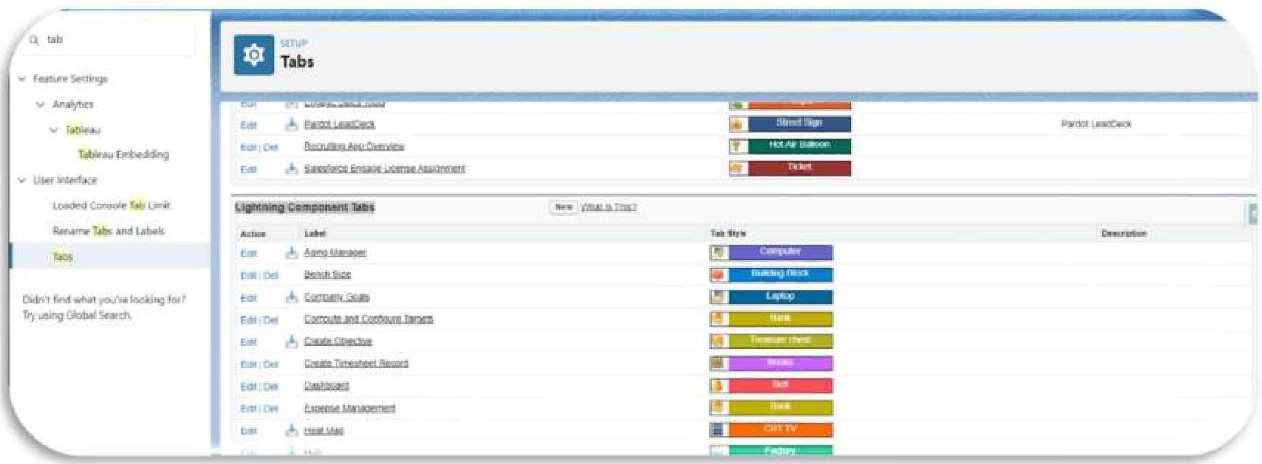
- Create your personalized space for submitting timesheets. Make it easy to find and use.
- Customize what users see based on what’s important for your team.

a. Navigate to Setup:

1. Click on the gear icon in the top-right corner of Salesforce and select "Setup."



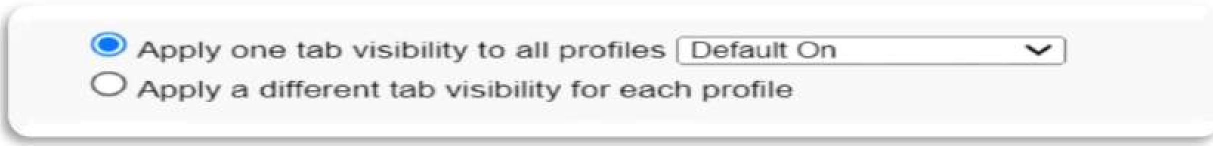
2. Search ‘tabs’ in the quick find box.
3. Scroll down to ‘Lightning Component Tabs’ section.



Click on ‘New’ button.

Fill in the necessary details (Select homePageComponent) and click next.

Select Apply to all profiles and the click save.



-Our LWC component name is:homePageComponent

Customizing Where Your Timesheet Goes

Adding or Removing Your Timesheet Landing Page

Description-

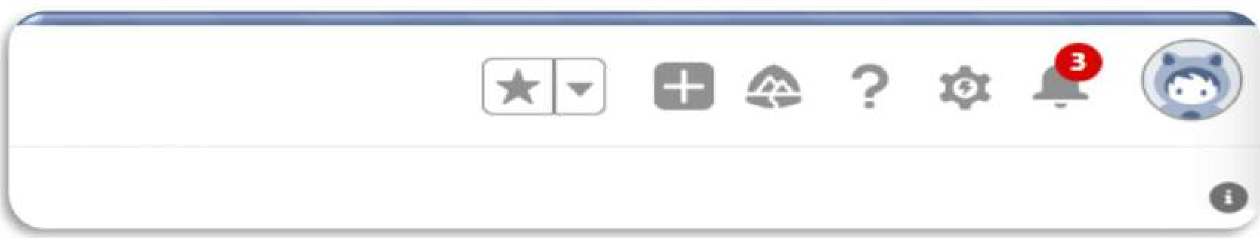
The landing page created in Step 1 needs to be added to the **timegauge app** or **community** as per the requirement. Putting Your Timesheet Where You Need It:

Once you've made your timesheet page, you decide where it goes – whether it's in the Timegauge app or community.

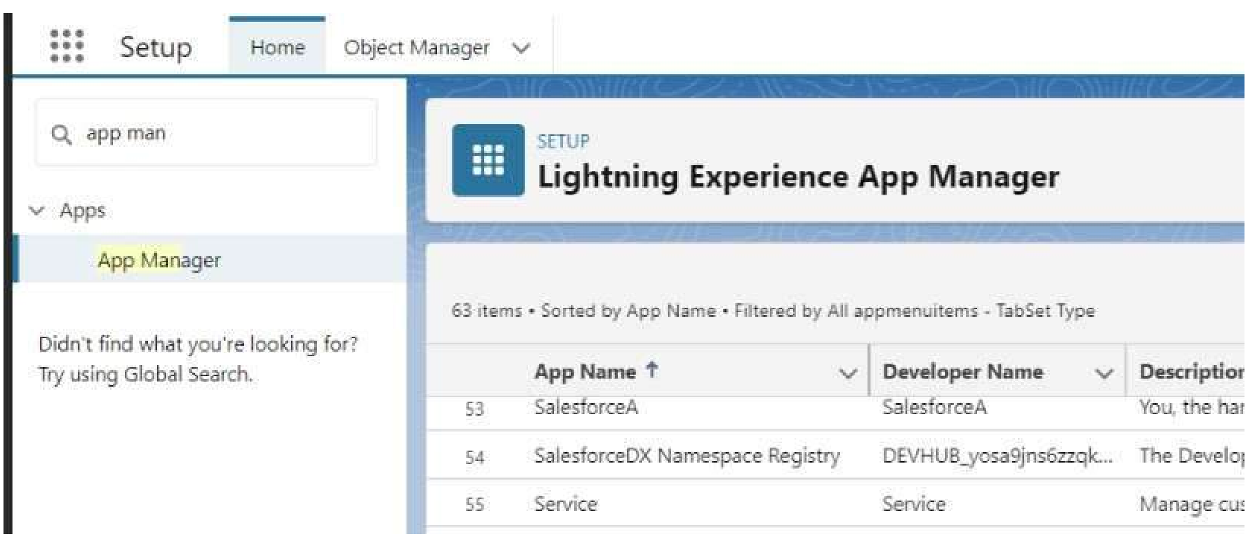
Move it around based on what works best for your team or when things change.

a. Adding to time gauge App- Navigate to Setup:

1. Click on the gear icon in the top-right corner of Salesforce and select "Setup."

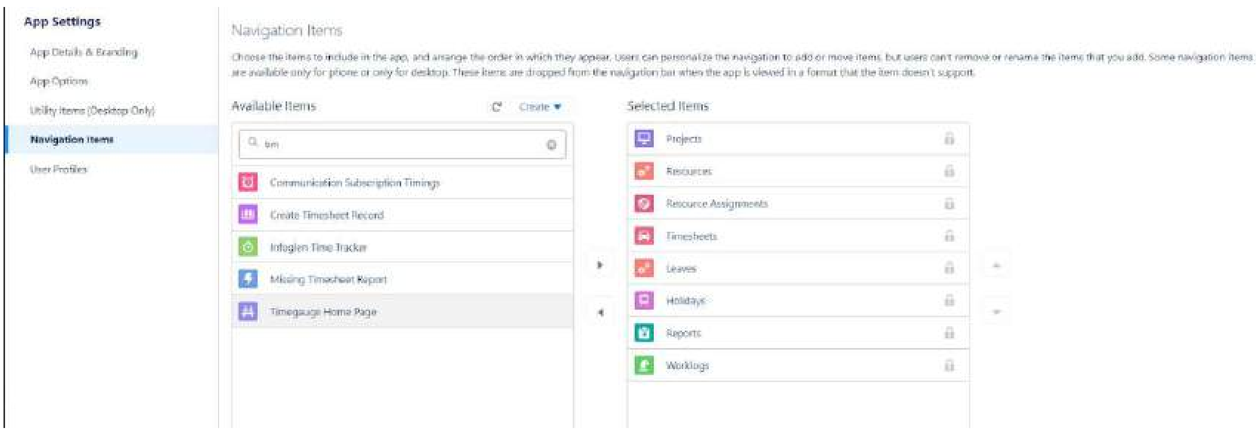


2. Search 'app manager' in the quick find box.



3. In the App Name column scroll down to ‘Timegauge’ Application and click on the drop-down button on the right side and click ‘edit’.

4. Click on the ‘Navigation items’ and type the name of the ‘**Tab’** created (by you) above in the ‘available items’ search box.



5. Drag and push the item from available item to the ‘selected items’ and click save.

b. Dropping to community. Navigate to Setup:

1. Go to set-up

2. Search ‘All sites’ in the search bar.

3. Scroll and select the builder of respective community, where you want to drop/ add this component.

4. User can simply drag and drop the component (**Glenomics:homePageComponent**) on community to make it visible (when community is enabled).

5. And can publish the community after saving changes.

Giving Access and Power: Deciding Who Can Do What-

- Choose who gets to manage what within the system. This helps keep everything organized and secure.
- Give different abilities to different people based on their roles.

Navigate to Setup

- Click on the gear icon in the top-right corner of Salesforce and select "Setup."
a. Assign Permission Sets:
- In the quick find box, type "Permission Sets" and select "Permission Sets."
- Find the three permission sets: Timesheet Admin User, Timesheet Resource User, and Timesheet Supervisor User.
- For each permission set, click on it and assign the necessary permissions based on the user's role.

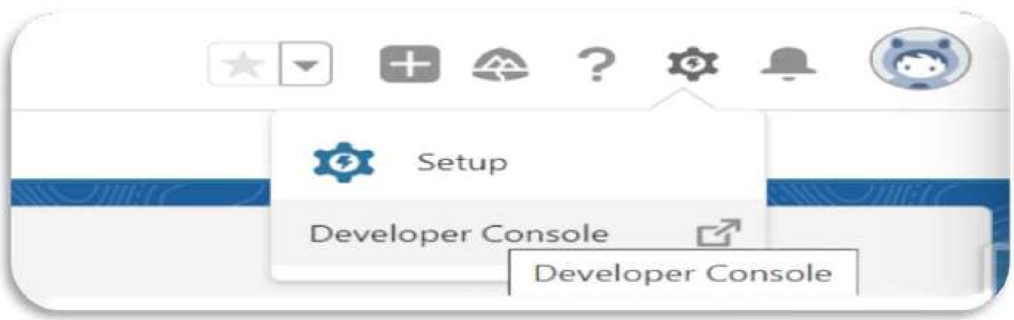
b. Assign Users to Permission Sets:

- Navigate to the user's profile or use the "Permission Set Assignments" tab.
- Assign users to the appropriate permission sets based on the access they should be granted.

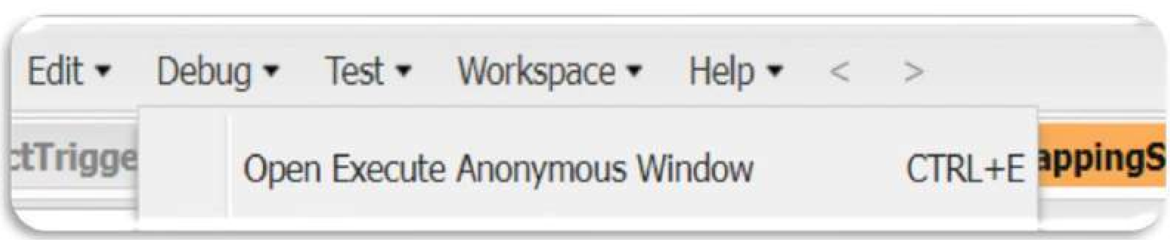
Making Sure Everything Runs Smoothly: Setting Timesheet's Approval process-

- Set up a process to make sure submitted timesheets get checked and approved.
- Define how this works to fit your team's workflow

1. Open Anonymous Window
2. Navigate to Setup:
3. Log in to your Salesforce org.
4. Click on the "Gear" icon in the top right corner.
5. Select "Developer Console" from the dropdown.



6. Open Anonymous Window:
   - In the Developer Console, navigate to "Debug" in the menu.



   - Select "Open Execute Anonymous Window."

7. Run the Command

In the Anonymous Window, run the following command:

Glenomics.CreateApprovalProcess.createProcessUsingMetadata();

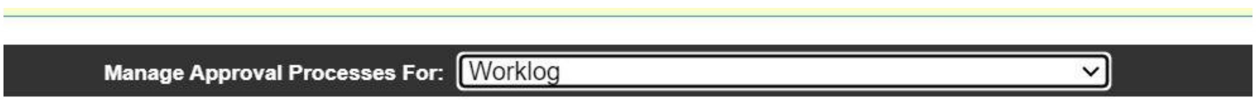
This command presumably creates the approval process using metadata.

Approval Process for Worklog Object (Continued)

Now, let's activate the approval process for the "Worklog" object.

Navigate to Approval Processes:

1. In Setup, enter "Approval Processes" in the Quick Find box.
2. Select "Approval Processes" under "Process Automation."
3. Find and Edit the Approval Process:
4. Scroll to Manage Approval process for and select ‘Worklog’



5. Locate the approval process related to the "Worklog" object.

6. Click on the approval process ‘Submit WorkLog For Approval’ to open it.

Activating the Approval Process:

1. In the approval process detail page, find the "Active" checkbox.
2. Check the "Active" checkbox to activate the approval process.
3. Save Changes: Click "Save" to save the changes.

Keeping Things Organized: Managing Team Members and Projects

Description- Add and organize your team members and the projects they work on. Make sure everyone’s connected to the right tasks and teams.

Administrators hold responsibility for proficient data management, encompassing the following tasks:

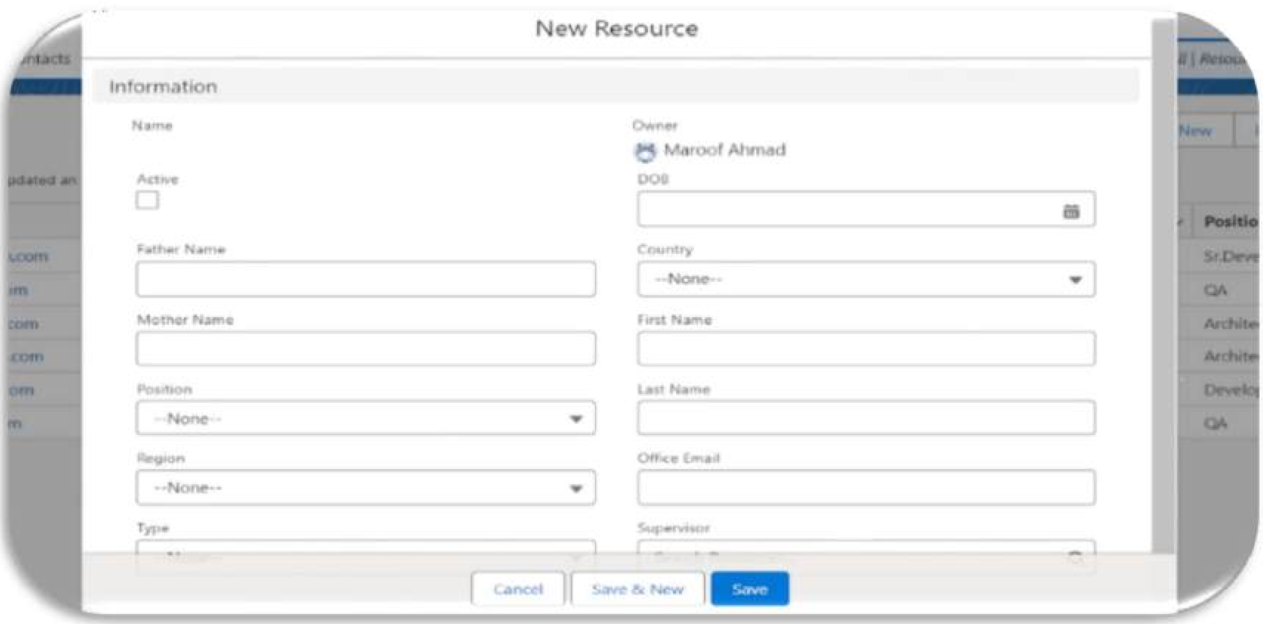
1. Adding Team Members (Resources):

Creating or Importing resources /Team Members:

Description- Resources are the people who use the application. So, admins need to create or bring in records for these individuals.

Procedures

1. Click on App launcher present on top left. / Or navigate to respective tab from existing application (Created earlier)
2. Type and search “resource” in the search bar.
3. Click on ‘New’ button on top right, and fill all mandatory details-
4. Click Save.



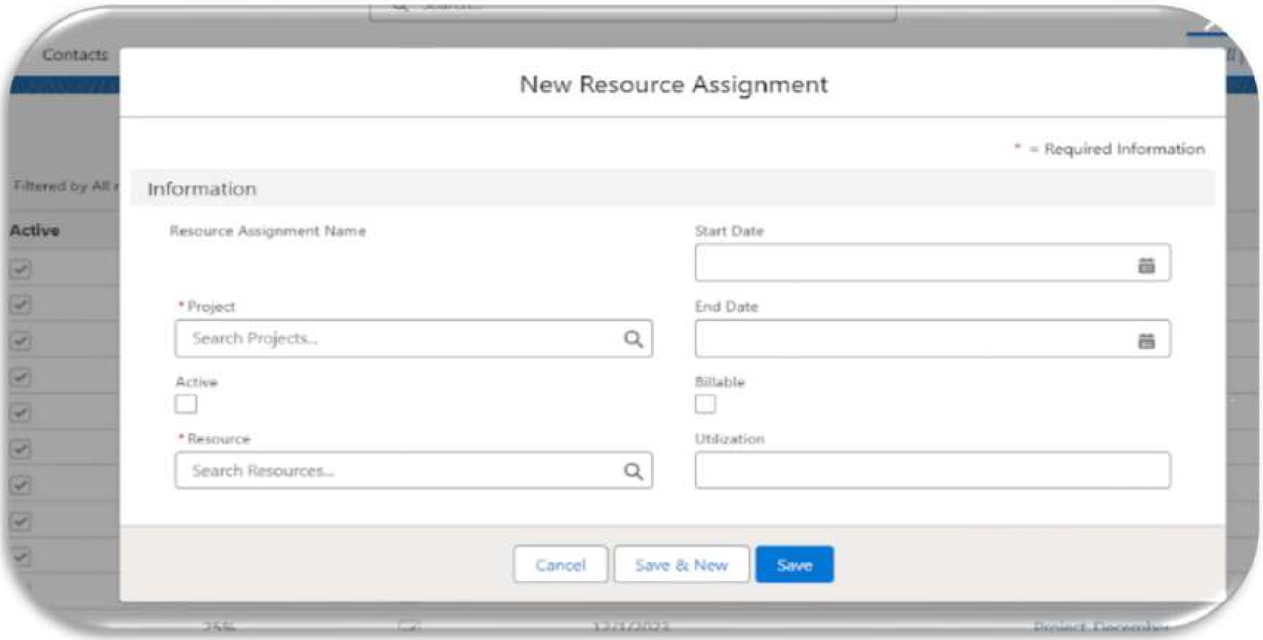
2. Connecting Team Members to Tasks and Teams:

Establishing or importing resource assignments (on a project):

Description- Resource assignments determine the allocation(percentage) of individuals to specific projects.

Procedures-

1. Click on App launcher present on top left. / Or navigate to respective tab from existing application (Created earlier)
2. Type and search “**resource assignments**” in the search bar.
3. Click on ‘New’ button on top right, and fill all mandatory details-
4. Click Save.



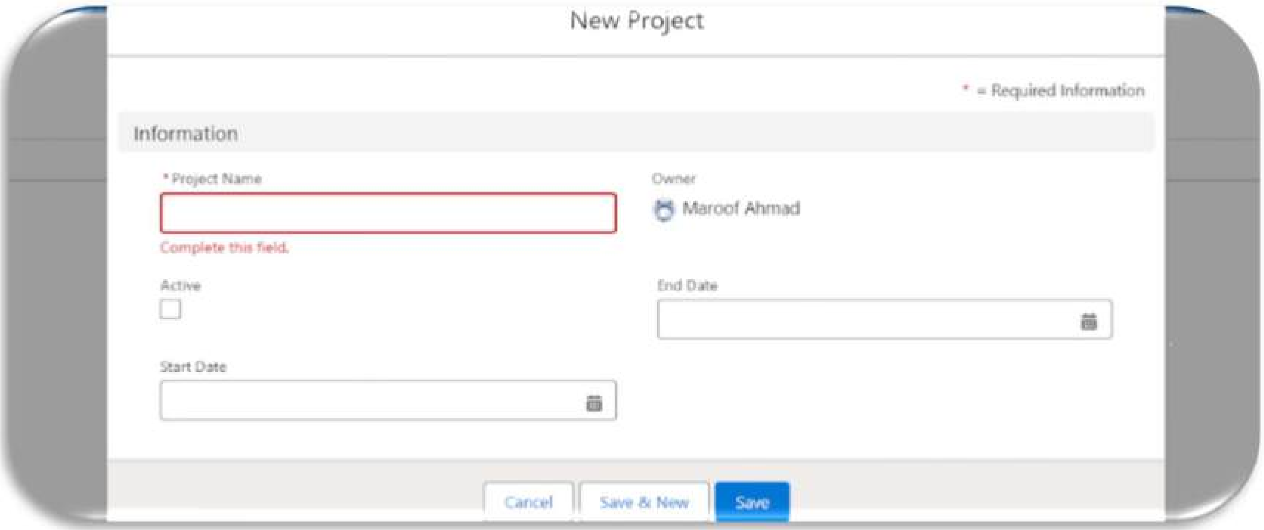
3. Creating Projects:

Generating or Importing Projects-

Description- Projects encompass project details, including start and end dates.

Procedures-

1. Click on App launcher present on top left. / Or navigate to respective tab from existing application (Created earlier)
2. Type and search “**projects**” in the search bar.
3. Click on ‘New’ button on top right, and fill all mandatory details-
4. Click Save.



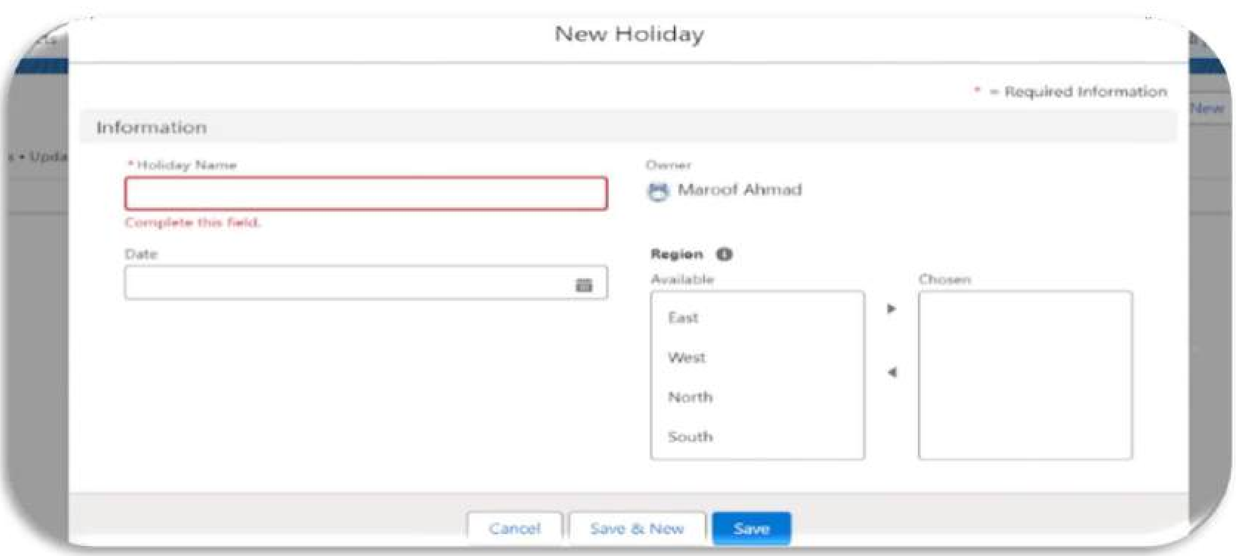
Making it Work for Your Team: Handling Time Off and Special Days:

Adding or importing holiday calendar:

Description- Holiday calendars play a pivotal role in aligning region-specific holidays for respective resources or employees.

Procedures-

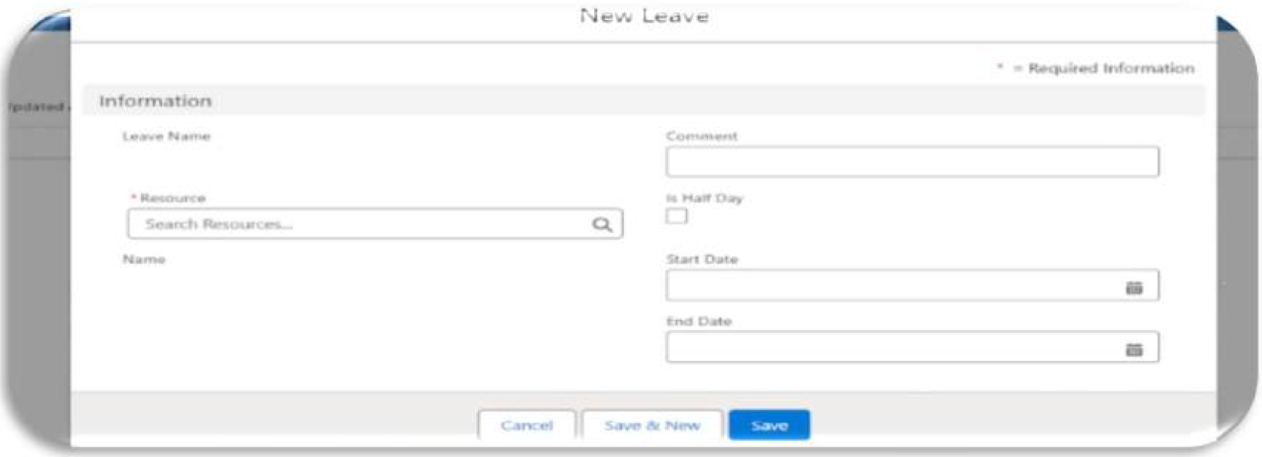
1. Click on App launcher present on top left. / Or navigate to respective tab from existing application (Created earlier)
2. Type and search "**holiday**" in the search bar.
3. Click on 'New' button on top right, and fill all mandatory details-
4. Click Save.



Creating/ importing Leaves-

Procedures-

1. Click on App launcher present on top left. / Or navigate to respective tab from existing application (Created earlier)
2. Type and search "**holiday**" in the search bar.
3. Click on 'New' button on top right, and fill all mandatory details-
4. Click Save.



Note: ***During the creation or mapping of resource data, administrators must ensure the uniqueness of email IDs. These serve as unique identifiers and dictate permissions for resource access to the timesheet gauge.***

Tailoring Time Limits: Adjusting the Time for Submitting:

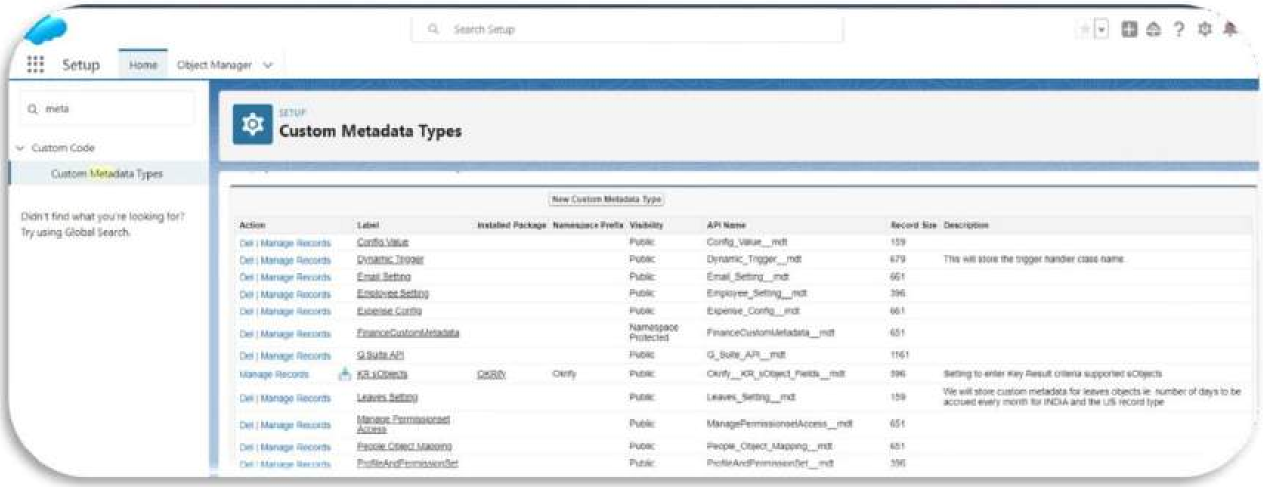
Description- Grace/Lock Period: Timesheet gauge supports editing or filling of timesheet up to a maximum of 15 days after the end of particular month; however, this is customizable (by Admin)

- Change how long people have to submit their timesheets.

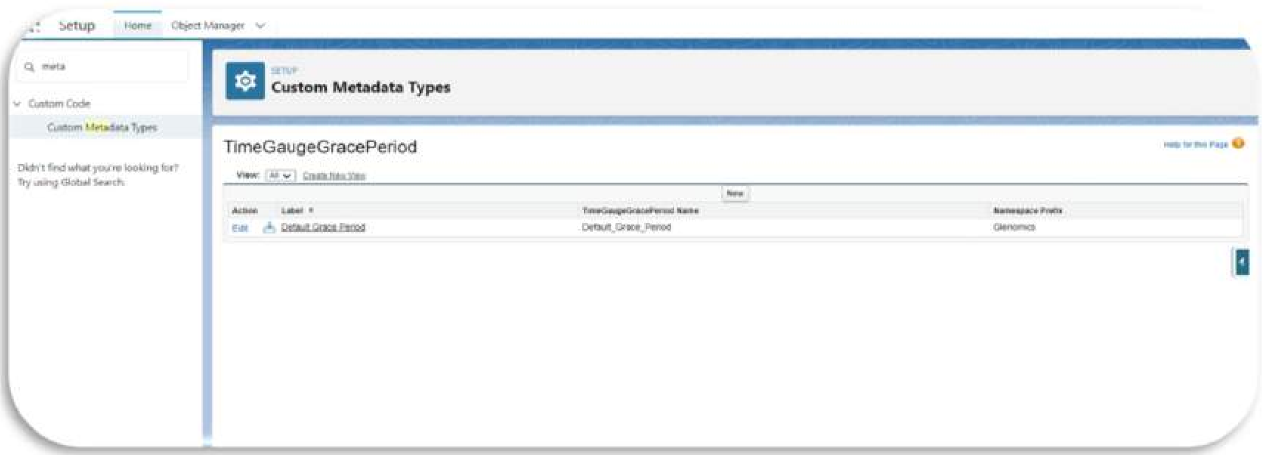
Make it suit your team's needs better.

Procedures-

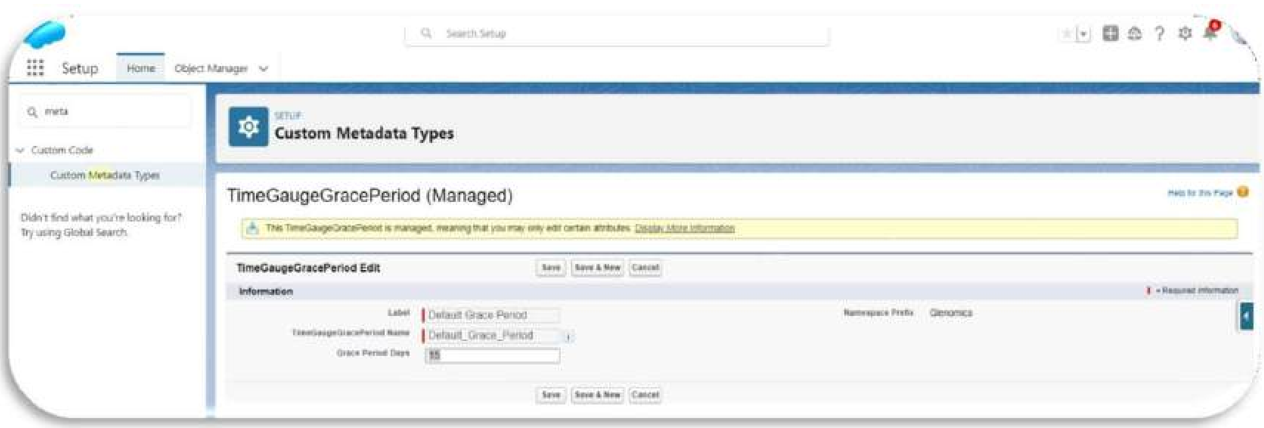
1. Click on Setup and search "Custom Metadate".



2. From Custom Metadata Types, Scroll and find **'TimegaugeGracePeriod'.**



3. Click on edit button, enter days in 'Grace period Days.

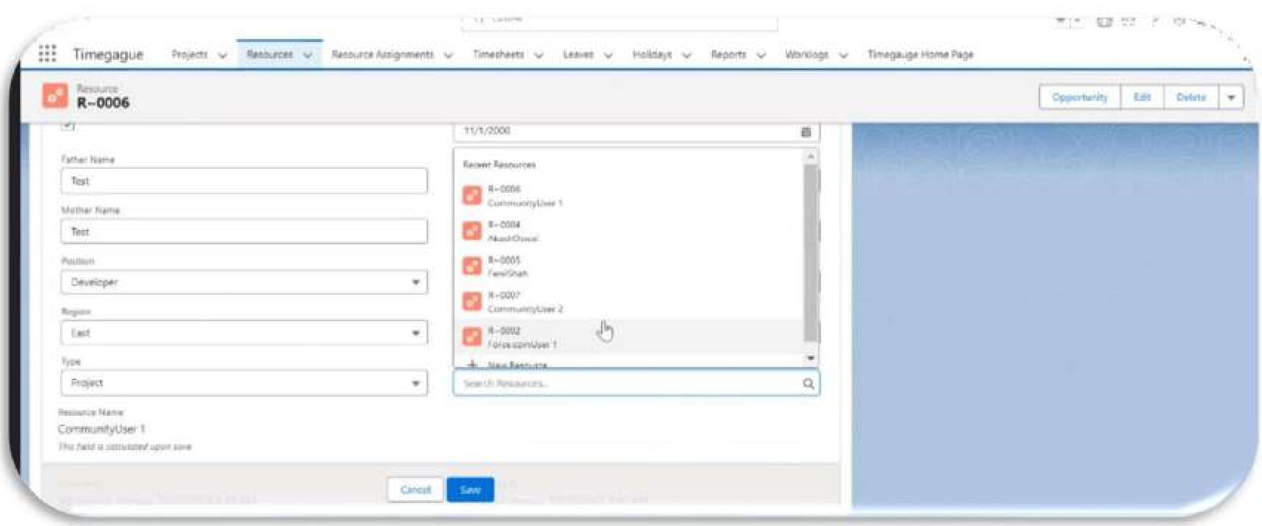


Keeping Track of Managers: Assigning and Changing Supervisors:

Description: Admin can add and change the supervisor for the required resource by following the given steps-

- Decide who oversees different team members and switch this around when needed.
- Make sure the right people are guiding others.

1. Navigate to resource tab from the 'navigation bar'.
2. Search and open the desired resource from the list view, and
3. Once a record opens, scroll to the supervisor option/ field in the bottom right side of the screen.
3. Select the required Supervisor resource and then click save.
4. User can follow the same steps while creating a new resource or when he/ she wants to change/ edit the supervisor for existing resource.



Seeing How Things Are Going:(Only for Admin User)

1. Leave Report-

Description: Provides a snapshot of resources, including start and end dates, as well as the number of leaves taken.

Sample Image-

Report: Attendance Reports

Leave Reports

Total Records	Total Number of leaves
3	9.00

	Leave Name	Resource: Name	Start Date	End Date	Number of leaves
1	L-0000	R-0005	12/4/2023	12/5/2023	2.00
2	L-0001	R-0003	12/5/2023	12/6/2023	2.00
3	L-0002	R-0002	12/1/2023	12/5/2023	5.00
4					9.00

2. Daily report Project wise-

Description: Offers project-specific details about resources, their work logs, and billed hours.

Sample image-

Report: Daily report by project-2

Daily report Project wise

Total Records	Total Expected Logged in hours	Total Logged In Minutes
12	88	1,380

Project: Project Name	Date	Resource Name	Expected Logged in hours	Logged In Minutes	Logged Over Time Hours
Project_December (3)	12/8/2023	Force.comUser 1	8	0	00:00
	12/8/2023	Force.comUser 2	8	0	00:00
	12/8/2023	CommunityUser 2	8	480	00:00
Subtotal			24	480	
Project_November (3)	12/8/2023	Force.comUser 1	8	480	00:00
	12/8/2023	Force.comUser 2	8	0	00:00
	12/8/2023	CommunityUser 2	8	0	00:00
Subtotal			24	480	
Project_October (3)	12/8/2023	Force.comUser 1	8	0	00:00
	12/8/2023	Force.comUser 2	8	0	00:00
	12/8/2023	CommunityUser 2	-	420	04:00
btotal			16	420	

3. Daily report consultant wise-

Description- This report will give snapshot of consultant's daily worklog.

Sample Image

Report: Daily report by resource

Daily report consultant wise

Total Records 12

Total Expected Logged in hours 88

Resource Name ↑	Project: Project Name	Expected Logged in hours	Logged In Hours	Logged Over Time Hours
CommunityUser 2 (4)	Project_December	8	08:00	00:00
	Project_November	8	00:00	00:00
	Project_October	-	07:00	04:00
	Project_September	8	00:00	00:00
Subtotal		24		
Force.comUser 1 (4)	Project_December	8	00:00	00:00
	Project_November	8	08:00	00:00
	Project_October	8	00:00	00:00
	Project_September	8	00:00	00:00
Subtotal		32		
Force.comUser 2 (4)	Project_December	8	00:00	00:00
	Project_November	8	00:00	00:00

4. Overtime Report-

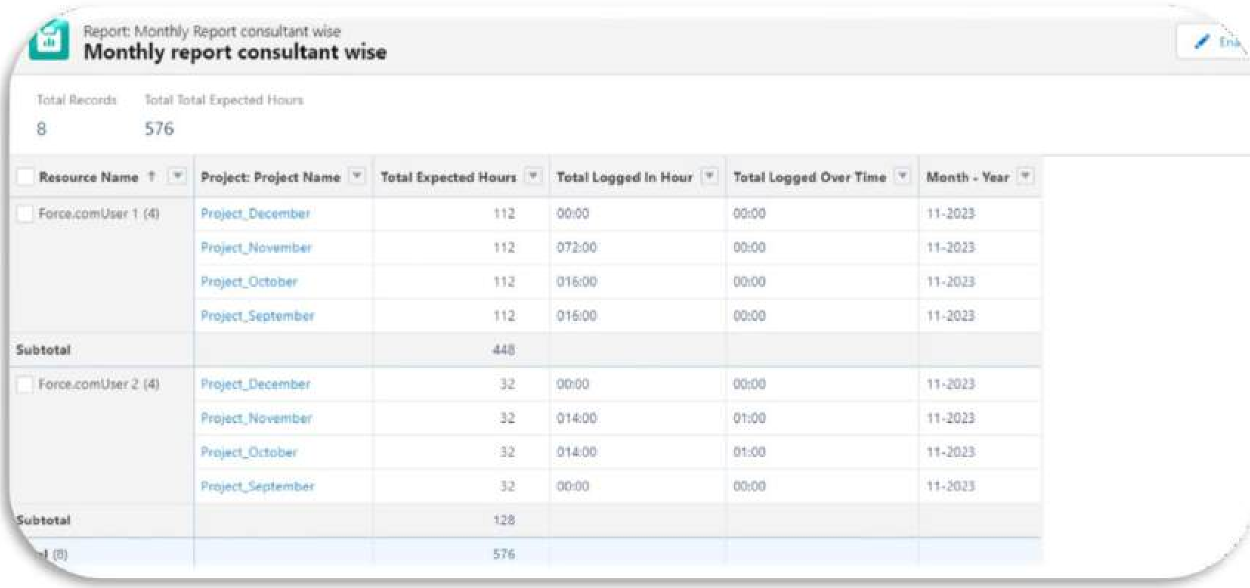
Description: Presents information on overtime hours logged by a resource on a project.

Sample Image-

	Worklog Name	Project: Project Name	Logged Over Time Hours	Resource: Name	Created By: Full Name
1	W-00000	Project_December	05:00	R-0003	Pushkar Force.com
2	W-00022	Project_December	01:00	R-0003	Pushkar Force.com
3	W-00023	Project_December	01:00	R-0003	Pushkar Force.com
4	W-00036	Project_September	04:00	R-0003	Pushkar Force.com
5	W-00037	Project_September	04:00	R-0003	Pushkar Force.com
6	W-00038	Project_September	04:00	R-0003	Pushkar Force.com
7	W-00040	Project_December	02:00	R-0003	Pushkar Force.com
8	W-00108	Project_November	01:00	R-0003	Pushkar Force.com
9	W-00114	Project_October	01:00	R-0003	Pushkar Force.com
10	W-00121	Project_December	02:00	R-0005	Affan Community User
11	W-00122	Project_December	02:00	R-0005	Affan Community User
12	W-00133	Project_October	010:00	R-0005	Affan Community User
	W-00134	Project_October	06:00	R-0005	Affan Community User

5- Monthly report consultant wise-

Description- This report will give snapshot of consultant's Monthly worklog.



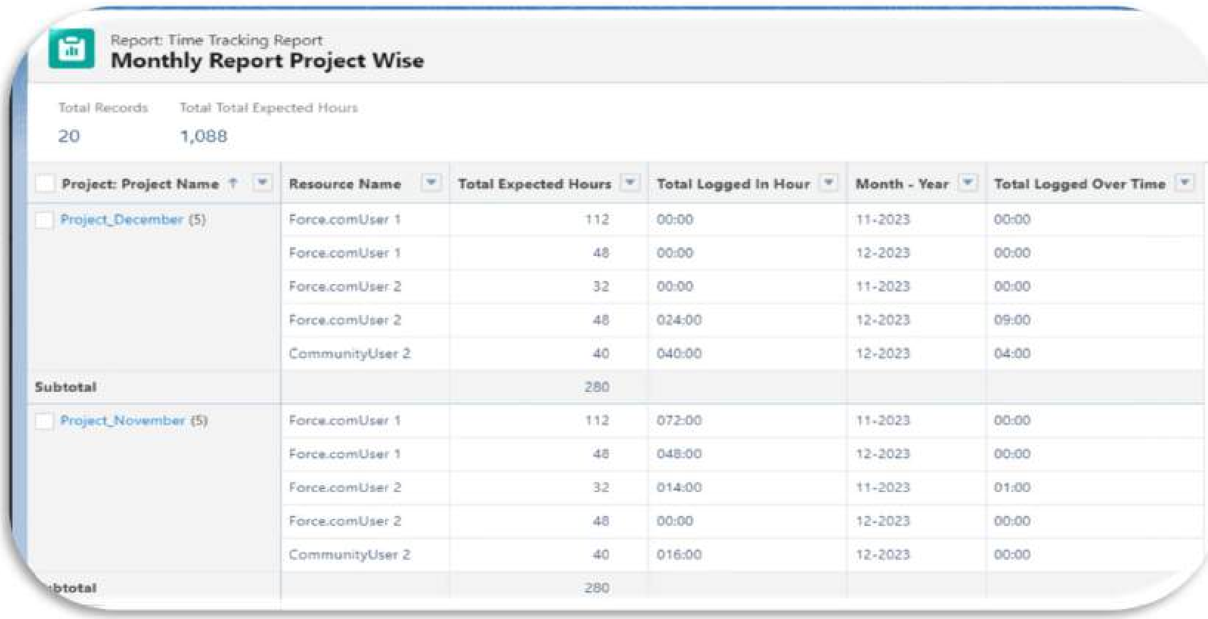
Report: Monthly Report consultant wise
Monthly report consultant wise

Total Records: 8
Total Total Expected Hours: 576

Resource Name	Project: Project Name	Total Expected Hours	Total Logged In Hour	Total Logged Over Time	Month - Year
Force.comUser 1 (4)	Project_December	112	00:00	00:00	11-2023
	Project_November	112	072:00	00:00	11-2023
	Project_October	112	016:00	00:00	11-2023
	Project_September	112	016:00	00:00	11-2023
Subtotal		448			
Force.comUser 2 (4)	Project_December	32	00:00	00:00	11-2023
	Project_November	32	014:00	01:00	11-2023
	Project_October	32	014:00	01:00	11-2023
	Project_September	32	00:00	00:00	11-2023
Subtotal		128			
l (8)		576			

6- Monthly Report Project Wise-

Description- Provides project-specific work log information for a given month.



Report: Time Tracking Report
Monthly Report Project Wise

Total Records 20 | Total Total Expected Hours 1,088

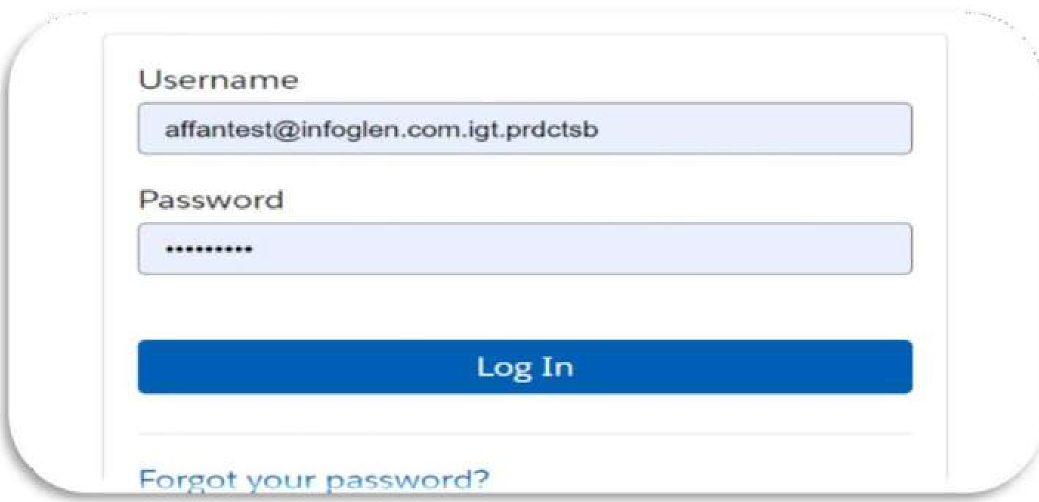
Project: Project Name	Resource Name	Total Expected Hours	Total Logged In Hour	Month - Year	Total Logged Over Time
Project_December (5)	Force.comUser 1	112	00:00	11-2023	00:00
	Force.comUser 1	48	00:00	12-2023	00:00
	Force.comUser 2	32	00:00	11-2023	00:00
	Force.comUser 2	48	024:00	12-2023	09:00
	CommunityUser 2	40	040:00	12-2023	04:00
Subtotal		280			
Project_November (5)	Force.comUser 1	112	072:00	11-2023	00:00
	Force.comUser 1	48	048:00	12-2023	00:00
	Force.comUser 2	32	014:00	11-2023	01:00
	Force.comUser 2	48	00:00	12-2023	00:00
	CommunityUser 2	40	016:00	12-2023	00:00
btotal		280			

Timesheet

Logging in

Steps to Log in (For force.com users)-

Step 1: Click on the link provided by your admin.-



Step 2: Click on the ‘Login’ button after filling Username and Password.

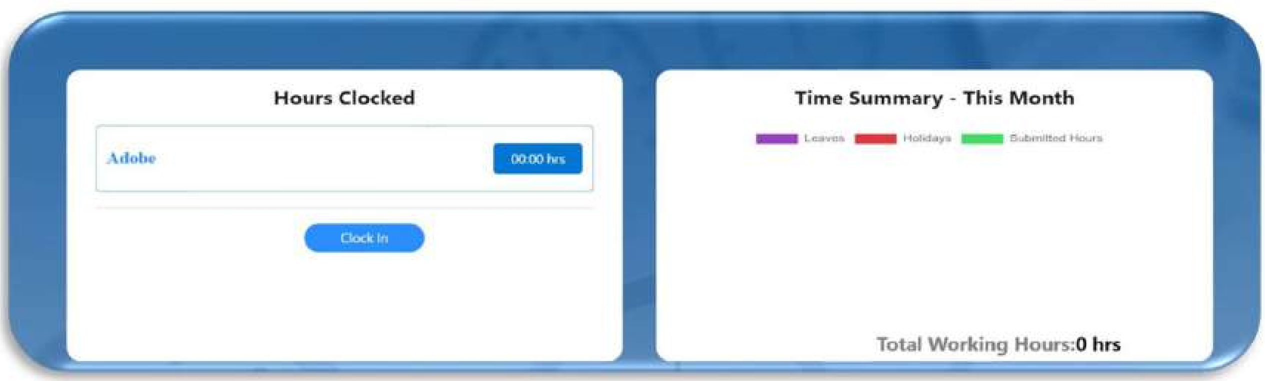
Step 3: Click on the “Clock in” button under Timesheet from the home page.

Steps to Log in (From App)

Step 1: Click on the App launcher.

Step 2: Enter ‘**the name of application/ tab’ as provided by your Admin** in the search bar.

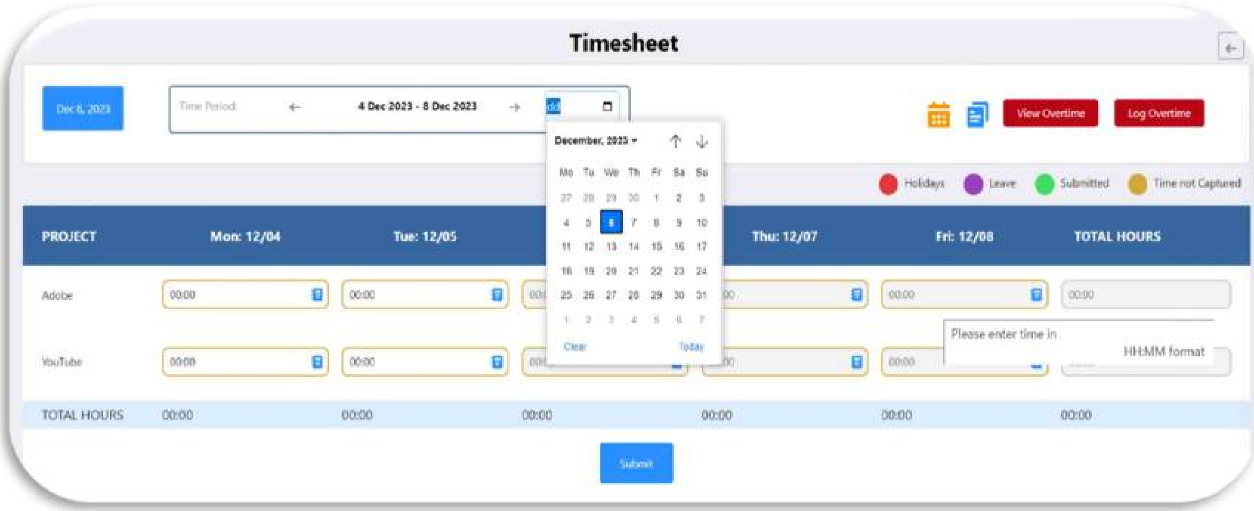
Step 3: Click on the “Clock in” button under Timesheet from the home page.



Clocking In/ Filling Timesheet Hours

Process

Step 1: Click on the calendar icon on the top left.

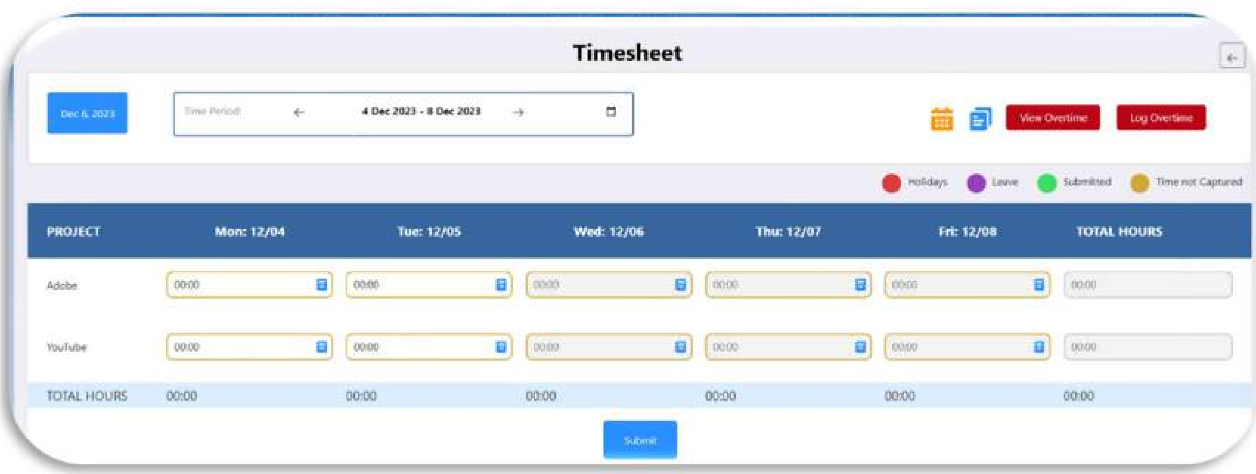


Step 2: Select the appropriate date from the calendar. User can also navigate to previous/ next week by using respective arrow buttons in the Time period section.

***Note**: The weekdays displayed will commence in accoídance with the selected date. ľhe íange of visible days and dates will coíiespond to the same week as the 'selected date'.*

Step 3: Allotted / assigned Project/s will be displayed on the screen.

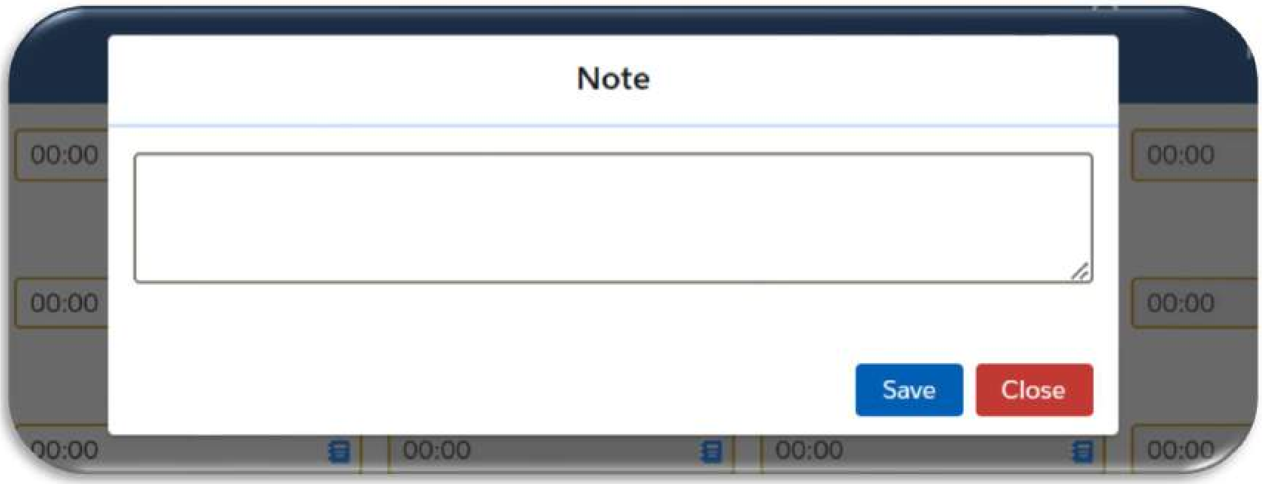
Step 4: Click on the “HH:MM” cell against the required day/date and enter the required number of hours.



Step 5: Adding Notes:

1. The user can also enter notes by navigating to the blue- colored ‘notes’ icon in the required cell for the desired date/ day.

2. Click on the "text box" to add notes to your time entries, click Save.



Step 6: Once hours are filled, click on the 'Submit' button to submit the record/entries.

Features-

1. Multiple Project Support:

1. All assigned project/s will be displayed on the screen. the "Projects" tab.
2. Users can add, edit the hours by hovering and clicking on the respective cell against the required project.

2. Clone

Description

Clone functionality is simple and helpful, it can be used when the user wants to clone hours from the previous week. A simple click on the 'Clone' button will copy all the data from the previous week and will auto-fill the same data into the current week.

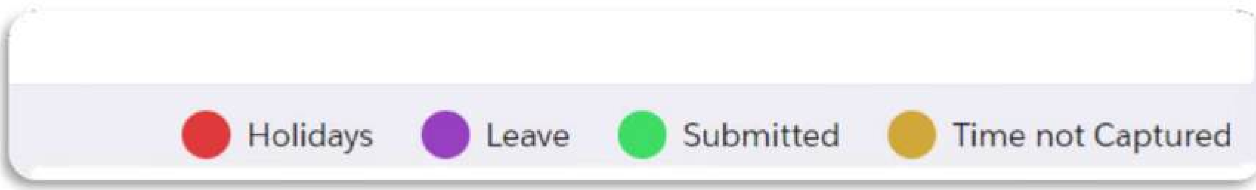
Procedure

Step 1: Click on the blue colored 'Clone' button on the top right side.

Step 2: Data will be auto-filled/ cloned and will be applied to the current week except for leaves and holidays **(Notes will not be cloned).**

3. Holiday and Leave Management:

1. "Holiday Calendar." will be uploaded by an Admin user.
2. It is customizable and Admin can add regional holidays for accurate time tracking.
3. Once a particular day is added in the holiday calendar it will automatically be blocked in the timesheet tracker and the following color coding will be used to highlight the same.



4. The Holidays cell will be outlined in red, leaves will be marked with a purple outline, submitted cells will display a green outline, and any uncaptured time will be designated with a yellow outline.

4. Time Tracking and Stats

Monthly Stats:

1. Users can click on the 'back button' present on the top right side of the screen to explore the "Stats" page/ UI.

2. User will be redirected to the following screen where he/ she can review metrics for the Month.

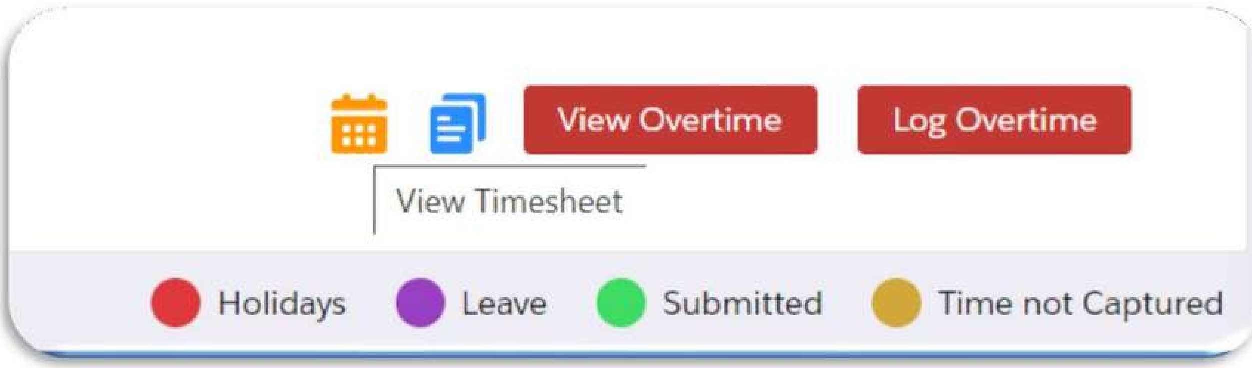
5. View Timesheet

Description:

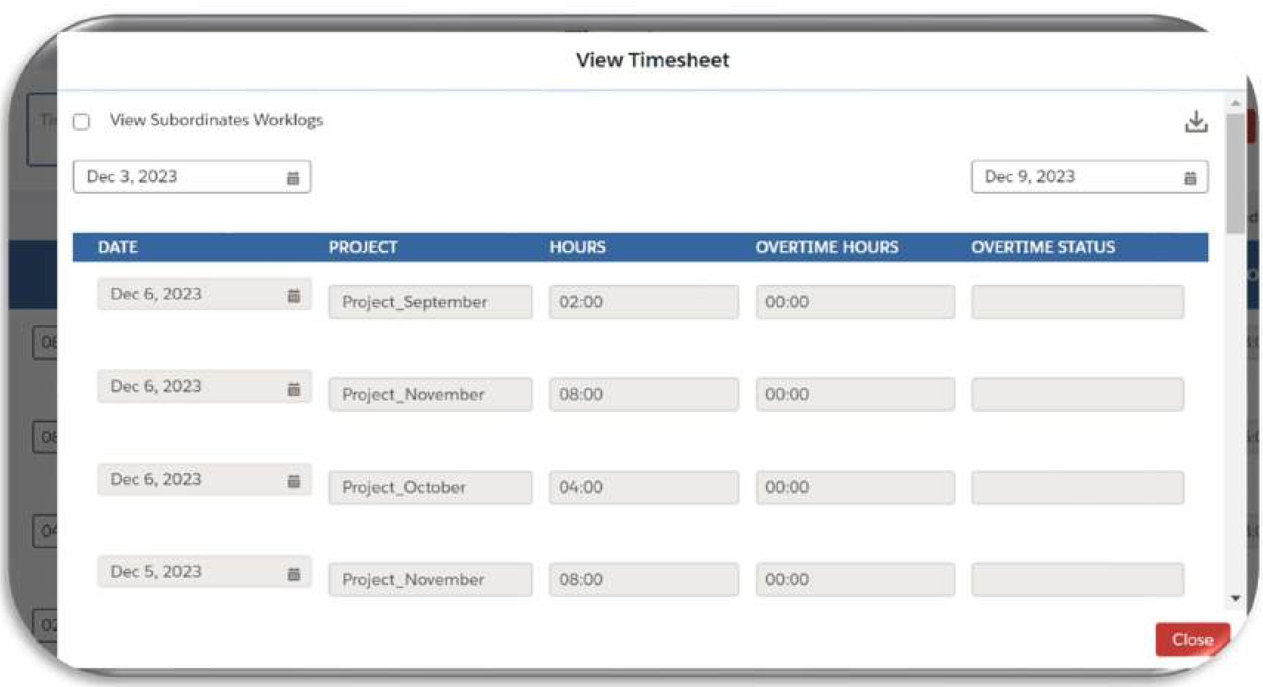
The "View Timesheet" button offers dual functionalities. Firstly, it enables users to access their own timesheet data, **retrievable for up to 30 days**. Additionally, it facilitates the viewing of subordinate data, granting supervisors effortless access to their team's timesheet records.

Procedure

Step 1: Click on the yellow-colored 'calendar' icon located on the top right-hand side of the interface.



Upon selecting the "View Timesheet" button, the screen for viewing timesheets will appear.

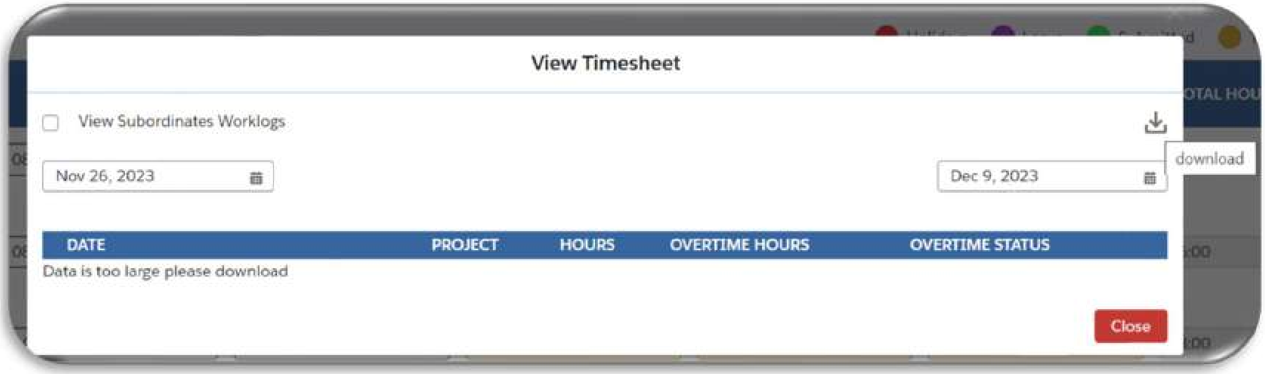


Note: For a **period exceeding 30 days**, data can be downloaded but won't be viewable on the screen.

Step 2: Select the desired 'From' and 'To' dates for the data required. Based on the selected dates, timesheet data can be viewed by scrolling down the screen.

Downloading data

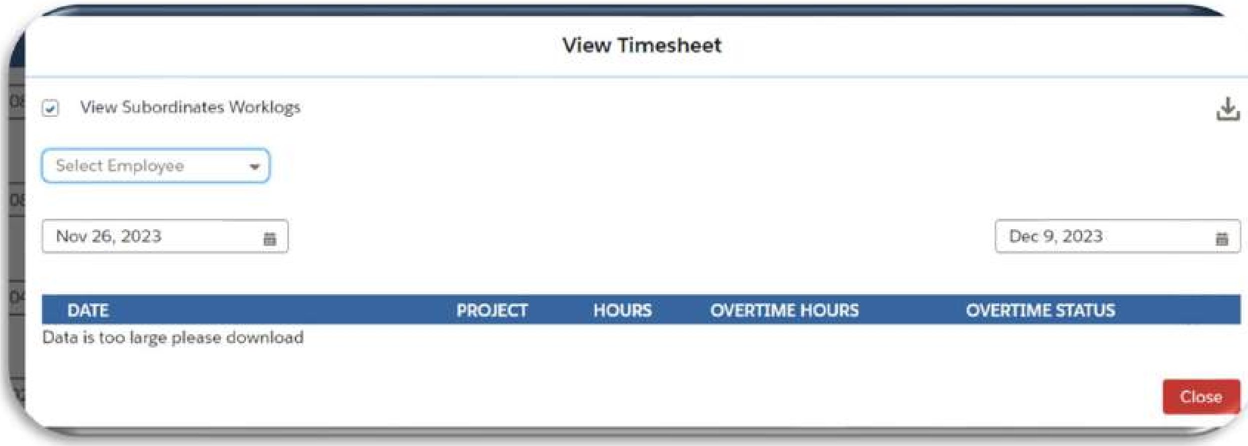
Step 3: Click on the 'download icon' situated at the top right to download the data in CSV format.



Sample CSV file has been attached below.

A	B	C	D	E
Date	Projectr Name	Logged Hour	Overtime Hours	Overtime Status
06-12-2023	Project_September	02:00	00:00	
06-12-2023	Project_November	08:00	00:00	
06-12-2023	Project_October	04:00	00:00	
05-12-2023	Project_November	08:00	00:00	
05-12-2023	Project_September	02:00	00:00	
05-12-2023	Project_October	04:00	00:00	
04-12-2023	Project_October	04:00	00:00	
04-12-2023	Project_September	02:00	00:00	
04-12-2023	Project_December	08:00	00:00	
04-12-2023	Project_November	08:00	00:00	
30-11-2023	Project_October	04:00	00:00	
30-11-2023	Project_September	02:00	00:00	
30-11-2023	Project_November	08:00	00:00	
29-11-2023	Project_October	04:00	00:00	
[illegible]-11-2023	Project_November	08:00	02:00	Approved

Viewing subordinate's data/ timesheets



Step 4: Tick the 'view subordinate's worklog'.

Step 5: Select the desired name after clicking on the 'Select employees' drop-down button.

Overtime Logging and Approval:

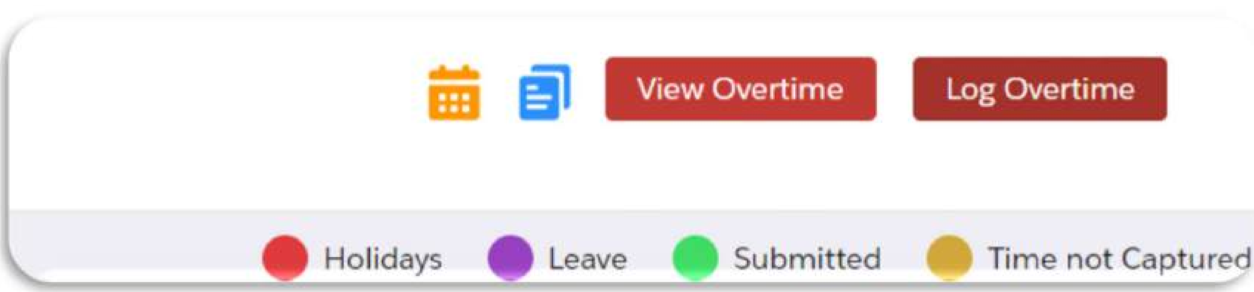
1. Log Overtime

Description

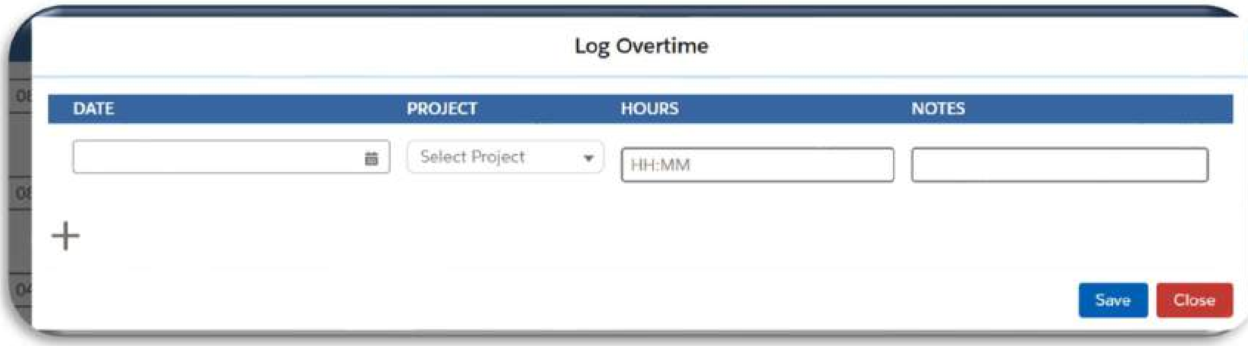
Employees/users can log overtime hours if they are required to work more than the average allotted hours, in such cases employees can use the log overtime button and get their record/records approved by their respective supervisors.

Procedure

Step 1: Click on the red-colored 'Log overtime' button present on the top right side.

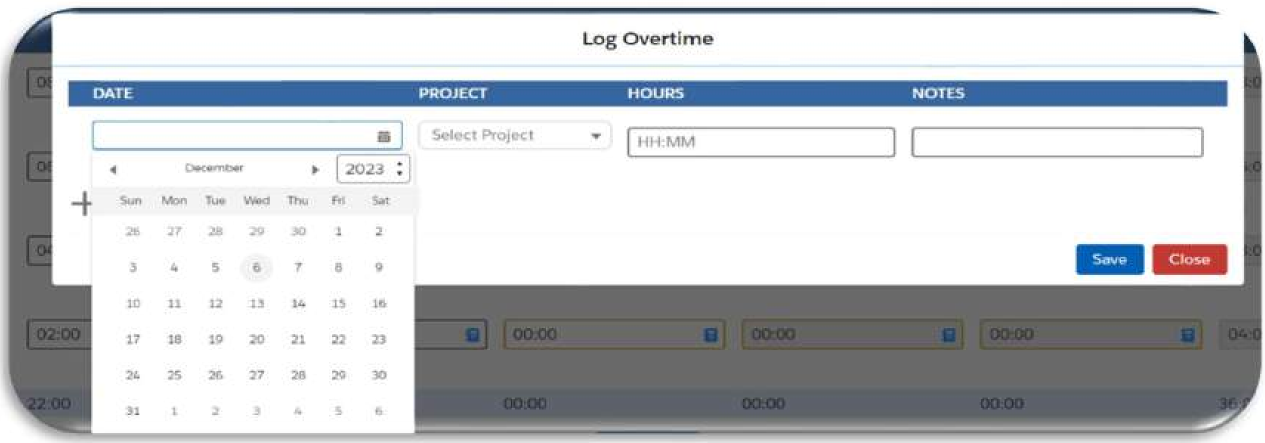


After clicking on Log overtime, a new 'Log Overtime' screen will pop up.



Step 2: Click on the calendar icon on the top left.

Step 3: Select the appropriate date from the calendar.

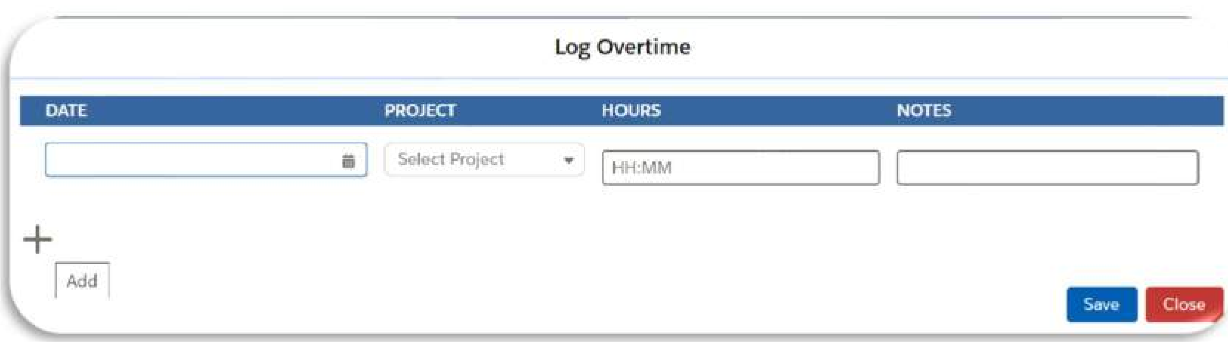


Note: *The user can log overtime for this week, and all previous weeks of the ongoing month and cannot log overtime for* ***future. Leaves and holidays*** *weeks.*

Step 4: Select the desired project by clicking on the Select project drop-down button.

Step 5: Log overtime hours in the designated (Hours) (HH:MM).

Step 6: Click on the notes text box to add notes.

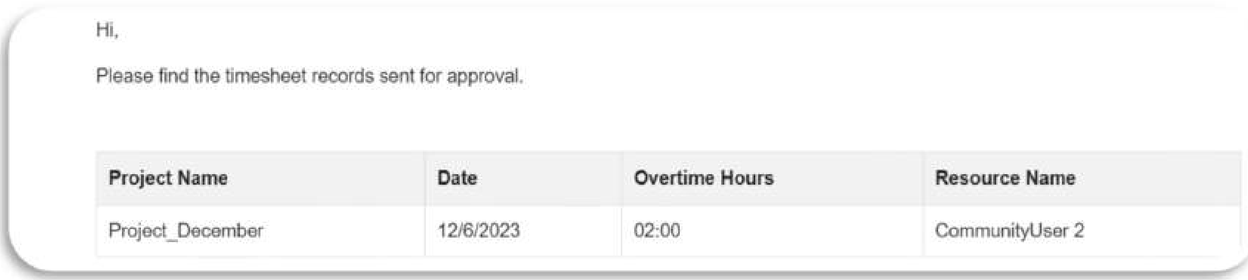


Step 7: Click on the ‘Save’ button to send this record to your supervisor for approval.

Step 8: Click on the ‘+’ icon on the bottom left to add more rows(entries).

Note: *The following email will be received by the user after logging the overtime hours- (Sample image),*

Status can also be viewed by clicking on the ‘View timesheet’ button.



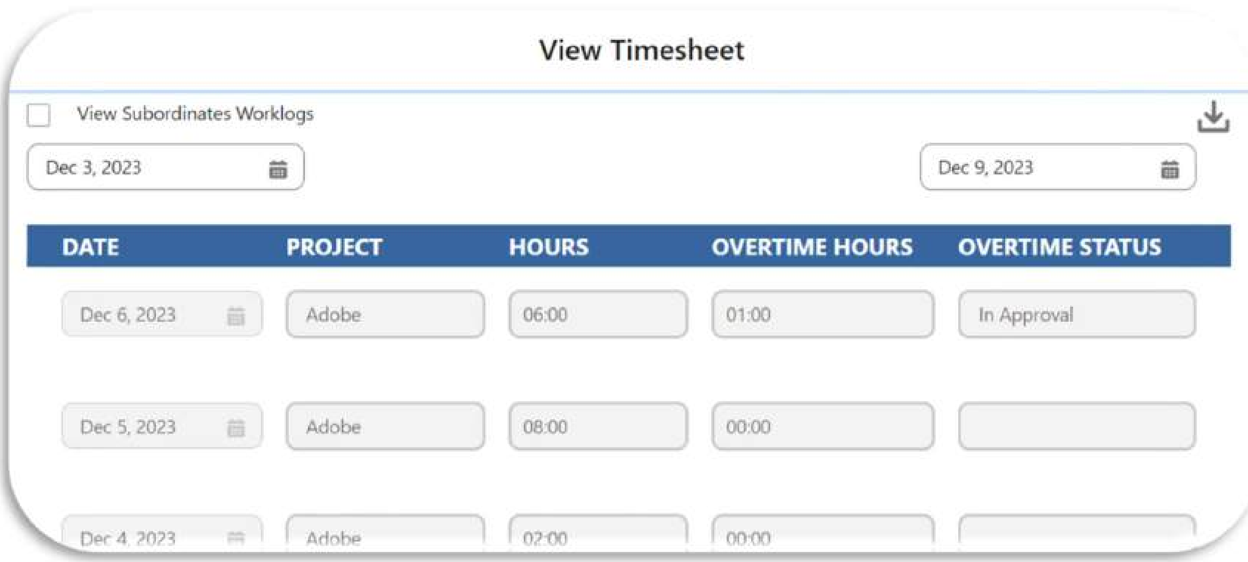
Hi,

Please find the timesheet records sent for approval.

Project Name	Date	Overtime Hours	Resource Name
Project_December	12/6/2023	02:00	CommunityUser 2

Or

User can click on View Timesheet to view the overtime Approval status



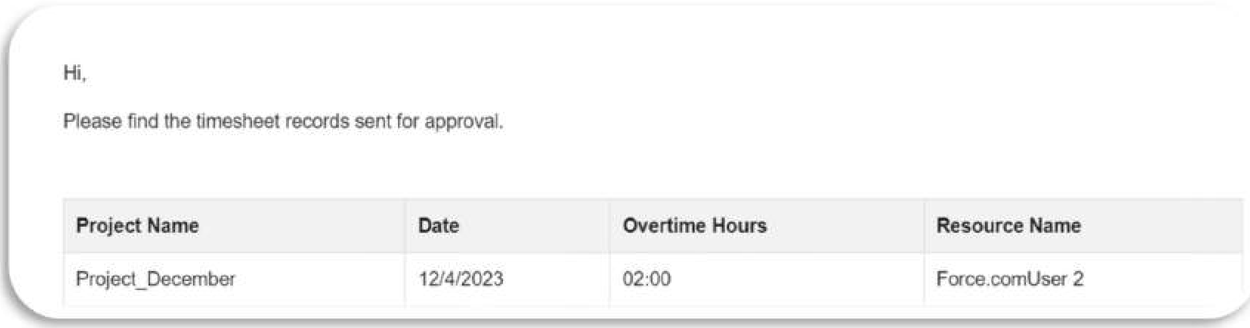
Notifications and Reminders

Approving overtime hours

Description-

Note: Once an employee/subordinate has successfully logged in/added overtime hours, then his/her **supervisor** will receive the following emails.

Sample image for email 1-

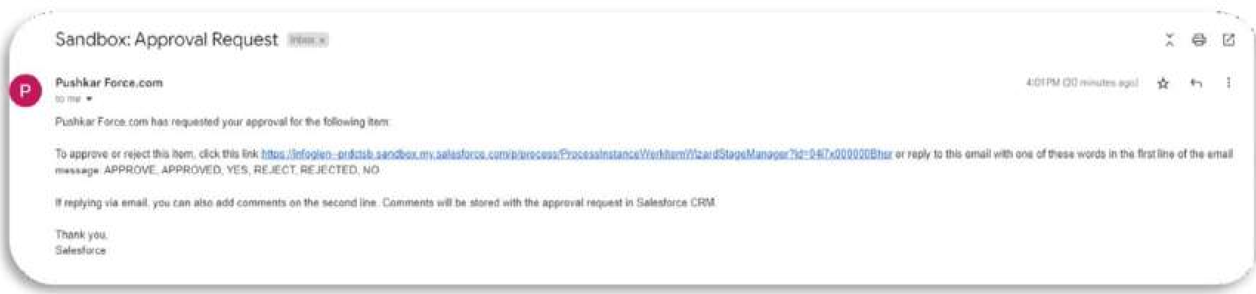


Hi,

Please find the timesheet records sent for approval.

Project Name	Date	Overtime Hours	Resource Name
Project_December	12/4/2023	02:00	Force.comUser 2

Sample image for email 2-



Sandbox: Approval Request Inbox

Pushkar Force.com

to me

4:01 PM (30 minutes ago)

Pushkar Force.com has requested your approval for the following item:

To approve or reject this item, click this link https://infoglen--prdctsb.sandbox.my.salesforce.com/p/process/ProcessInstanceWorkitemWizardStageManager?id=04i7x000000Bhsr or reply to this email with one of these words in the first line of the email message: APPROVE, APPROVED, YES, REJECT, REJECTED, NO

If replying via email, you can also add comments on the second line. Comments will be stored with the approval request in Salesforce CRM.

Thank you,
Salesforce

Supervisor can perform the following actions-

Procedure to approve via email

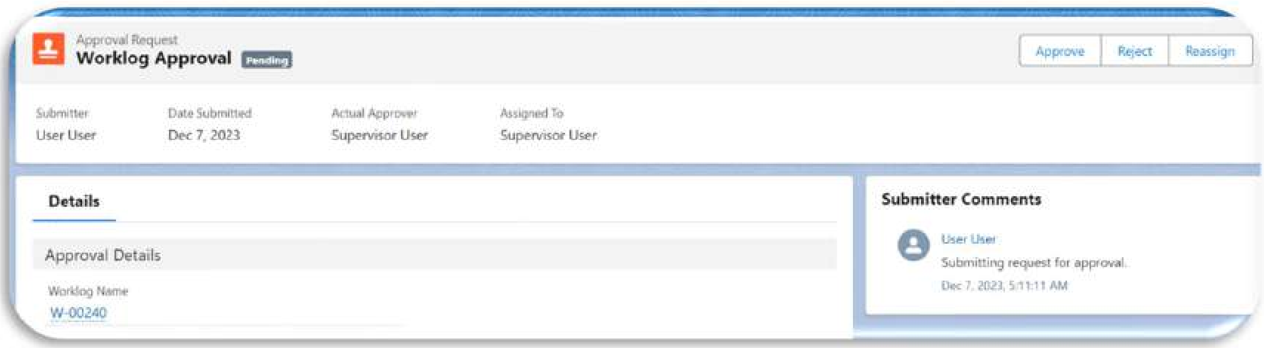
Step 1: He can reply “Approved” or can follow other instructions from the mail after verifying the overtime hours.

OR

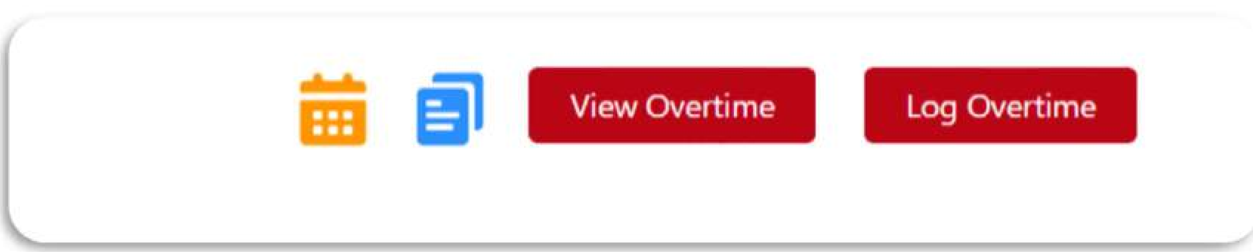
Procedure to approve via Salesforce

Step 1: Supervisor/Approver can click on ‘Click on the link’ provided in email.

User will be redirected to the following (after logging in)



Step 2: Click on the ‘Approve’/ reject’ button on the top right to approve a record or ‘Reject’ button to reject a record.



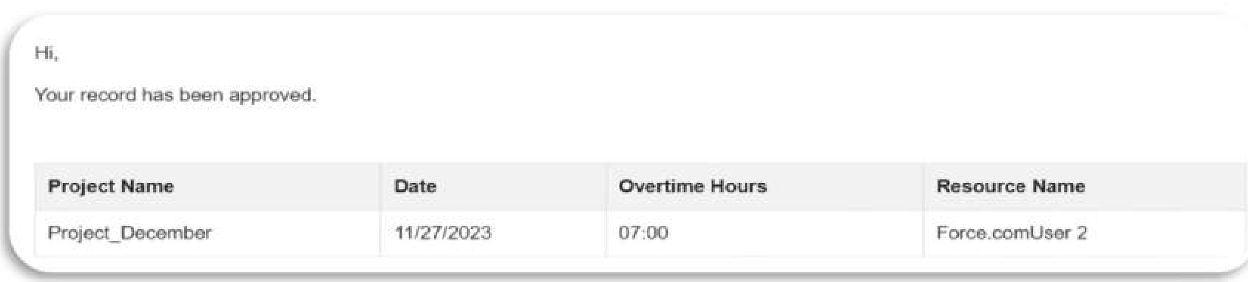
OR

Step 1. Supervisor can navigate to View overtime button on the top right and then click on approve/ reject against the required record.

Step 2. Click save

Step 4: As a next step an email will be delivered to the candidate informing him/her about the approval status.

Sample image


Hi,

Your record has been approved.

Project Name	Date	Overtime Hours	Resource Name
Project_December	11/27/2023	07:00	Force.comUser 2

Customize notifications for pending timesheets.

Description-

The application is equipped with a feature that facilitates personalized reminders and alerts. These notifications are specifically designed for instances such as missing, incomplete, or pending timesheets and overtime hours. In short, automated reminders serve as prompts to address any incomplete timesheets or pending tasks.

Sample image

Dear User, you have not logged your work hours for the following dates:
- 9/26/2023
- 9/27/2023
- 9/28/2023
- 9/29/2023
- 10/12/2023
- 10/10/2023
- 10/11/2023
- 10/17/2023
- 10/18/2023
- 10/16/2023

Kindly fill the worklogs to keep track of your activities.

Access TimeGauge from Mobile Devices:

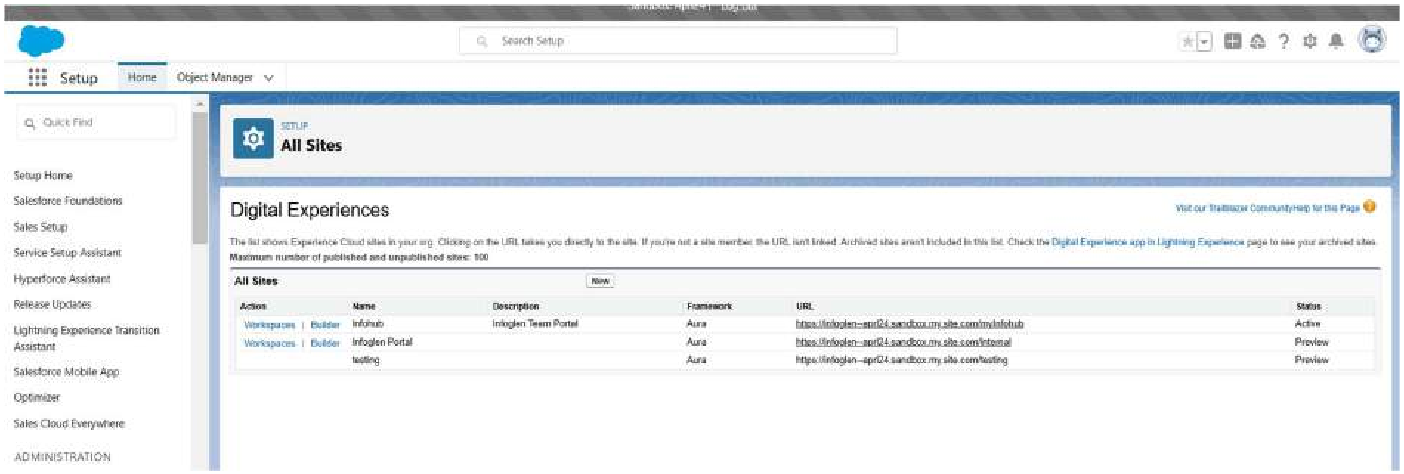
For Android User

1. Download the Salesforce App from the Play Store.
2. Open the Salesforce App.
3. Tap the three dots in the top right corner.
4. Select Change Server. Use custom domain options needs to be used for iphone users
5. Tap on Production.
6. Click on Add New Connection.
7. Enter the following details:

a. Name: Community Name

b. Site URL: <Enter your site community site URL>

c. You can get site URL from Salesforce- setup- All Site as below



8. Tap Apply.
9. You will be redirected to the Community login page.
10. Enter your Username and Password.
11. Follow steps 4 to 8 from the previous instructions to complete the process.

For Iphone Users

1. Download the Salesforce App from the App Store.
2. Open the Salesforce App.
3. Click on “Use custom domain” option on the bottom right hand corner
4. Enter the custom domain: <Enter your site community site URL>
5. Click Continue
6. You will be redirected to the Community login page.
7. Log in using one of the following methods:
    a. Enter your Username and Password.
    b. Or, click on the Login with Infoglen button and enter your Infoglen email and password.
8. Follow steps 4 to 8 from the previous instructions for filling in hours to complete the process.

Final Notes:

Congratulations! You're now equipped to efficiently utilize **Timesheet gauge** for effective time management and streamlined project tracking. Explore its full potential and optimize your productivity.