Knowledge Services presents:

Getting Started with dotStaff™

Resource

the right resource. the right time. the right price.

www.dotStaff.com

317.806.6161

Getting Started with dotStaff™

Key Buttons

Add	Save	Open	Calendar	Refresh	Close	Edit	Upload Resume

Include All	Include One	Remove One	Remove All	Delete	Save as a Template

Submit	Print	Show All Activity	Show Most Recent 30-Day Activity	Cancel	Clear Filter	Close

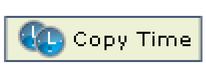
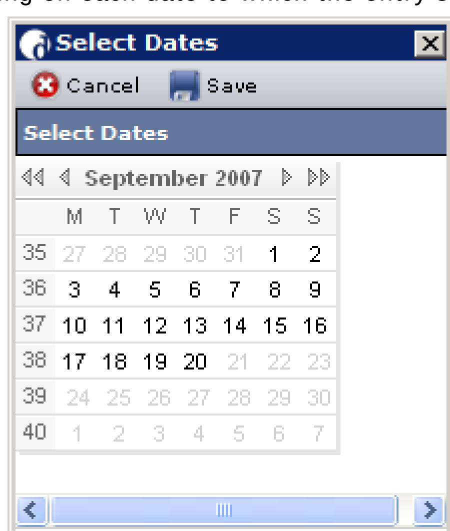
How to Register

TO DO THIS	DO THIS
Login	1. Go to www.dotStaff.com and click the "Login" button. 2. On Login form, enter your email address on the Account: line. 3. Select the "New User? Register" link. 4. Answer the two questions that appear and click "Login".
Create a Password	1. On the 'Create Password' form, enter a new password. 2. Confirm the new password. 3. Create two questions with associated answers that only you would know. 4. Press "Continue".
Complete the Registration	1. On the dotStaff™ Welcome screen, read the User Agreement form and click "I Agree to USER Agreement" 2. Complete Account fields and re-enter your challenge questions and answers. ⓘ A concise, but accurate description of the company's business should be included. This description is displayed for viewing by clients in dotStaff™. 3. Press "Next".

How to Login

TO DO THIS	DO THIS
Login  	1. Go to www.dotStaff.com and click the “Login” button. 2. Enter your email address on the Account line. 3. Enter your password on the password line. 4. Click the “Login” button.

How to Create a Time Entry

TO DO THIS	DO THIS
Create a Time Entry	1. Navigate to **Time\Project Mgt>Add Timesheet**. 2. As a Resource, your name should be the only one to be listed in the “Enter Time For” field. 3. Contract details are displayed in the bottom left of the window. Only one contract should appear in the drop down. 4. Select the proper “Project” field entry and if applicable, designate a “Category.” 5. Use the calendar buttons to enter both the Start and End Dates for the time worked. The End date will default to the Start date selected. 6. Mark the Start Time and End Time, ensuring to select AM or PM. For the End Time, enter the number of hours WORKED rather than when the shift ended. Do not include time on a “lunch break” as the dotStaff™ system will not calculate an assumed break. ⓘ Remember that midnight is 12am and Noon is 12pm. 7. If further details are necessary, enter them in the “Description” field. 8. Click the “Save” button.
Copy a Time Entry  	1. Following the creation of a Time Entry, the screen refreshes to display the completed entry. At this point, the Time Entry can be copied. Click the “Copy Time” button. 2. The “Select Dates” window will open displaying a calendar. Use this calendar to select the additional date or dates onto which the most recent time entry is to be copied. Do so by clicking on each date to which the entry should be copied. 

	3. Click the “Save” button. 4. A window displaying the confirmation message, “Successfully created timesheet entries for the selected date/s.” will be displayed. Click the “OK” button and the screen returns to the Time Sheet Entry window. ⓘ The bar graph displayed in the lower right corner defaults to today’s date, so a copied entry may not appear in the “Day of the Week” graph. 5. Click the Time Sheet Entry window’s “Save” button to retain all entries made.

How to View Timesheets

TO DO THIS	DO THIS
View Timesheets	1. Navigate to **Time\Project Mgt>Timesheets Placed**. 2. Click the “Show All” button to bring forward all timesheets placed. Click the “Recent Activity” button to limit the display to those placed within the last 30 days. 3. Results can further be filtered. Enter the relevant search term in the relating column, click the drop down button, and choose the appropriate filter parameter (i.e. Contains, Starts With, Equal To, etc.) 4. Results displayed can be exported to Excel 2007, Word 2007, Excel 2003, and Word 2003 by clicking on the corresponding button and opting to save the file.

How to Edit a Timesheet (denied or incorrect)

TO DO THIS	DO THIS
Edit Timesheets Edit	1. Navigate to **Time\Project Mgt>Timesheets Placed**. 2. Click the “Show All” button to bring forward all timesheets placed. Click the “Recent Activity” button to limit the display to those placed within the last 30 days. 3. Results can further be filtered. Enter the relevant search term in the relating column, click the drop down button, and choose the appropriate filter parameter (when entering a date, such as 04/15/2008, choose the **Equal To** filter. When entering a status, such as “Denied,” choose the **Contains** filter.) 4. Double click on the line item that needs to be corrected. 5. Select the “Edit” button. 6. Edit the information as needed, by re-entering the hours correctly, if this was the issue. 7. In the gray action tool bar, click the “Save” button after you have edited the timesheet.