Knowledge Services presents:

Getting Started with dotStaff™

State of Indiana

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Key Buttons

Add	Save	Open	Calendar	Refresh	Close	Accept	Reject	Edit

Send for Approval	Include All	Include One	Remove One	Remove All	Delete

Approve	Deny	Print	Show All Activity	Show Most Recent 30-Day Activity	Cancel	Save as Template	Close

How to Reset a Password

TO DO THIS	DO THIS
Reset a Password log in.	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 "Reset password" link at the bottom. 4. Answer the two challenge questions. As a new user, the questions will be: a. What is your first name? b. What is your last name? 5. Click the "Login" button. 6. At the prompt, create a new password. 7. Confirm the new password. 8. Press "Continue".

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 Designate Project Approvers

TO DO THIS	DO THIS
Select or De-Select Project Approvers	1. Navigate to **Time\Project Mgt> Projects**. 2. Double click on the Project to be viewed. 3. Select the "Edit" button. 4. Open the **Project Approvers** area. 5. To add a 'back-up time approver,' place a check in the box adjacent to the individual's name in the Approvers Selection List and click the "Include One" down arrow button. ⓘ To de-select someone, place a check in the box adjacent to the individual's name in the Selected Approvers area and click the "Remove One" up arrow button. 6. Click the "Save" button to retain your list of Approvers. The pop-up window will close. 7. Click the "Save" button at the top of the Project.

How to Approve or Deny Time

TO DO THIS	DO THIS
Approve or Deny a Time Entry	1. Navigate to **Time\Project Mgt>Time Approval**. ⓘ Timesheet entries must be acted upon (Approved) for those timesheets to be invoiced. 2. Carefully review the time entries with a status of Awaiting Approval. Make certain to note those which should not be approved. 3. Click the check box associated with the time entry to approve or deny. 4. Click the "Approve" or "Deny" button on the action bar. 5. Enter comments in the Approve/Deny Comments field in the toolbar. For example: *Tom, I think you meant to say you worked six hours on Friday, not eight. That's why I am denying your time sheet this week. Please make the appropriate corrections.* 6. Select the "Save" button. Print from this screen using the "Print" button. ⓘ Client Users can only view, approve or deny time sheet entries for which permission has been granted. Client Administrators can view, approve or deny all time sheet entries.