

Consultant's Invoice Management System



User Manual

November 2019

Dhaka

Overview of the System

A web-based **Consultant's Invoice Management System** has been developed to automate the existing invoice with timesheet submission system of CEGIS contacted staffs for their salary. Using this web application, the Contracted Staff of CEGIS will be able to submit their timesheet from anywhere at any time. The web application will also assist the accounts and admin to manage the employee timesheet in more efficient and faster way.

The web address (URL) of **Consultant's Invoice Management System** is <http://www.cegisbd.com/invoice/>. You can browse the web application using any of the web browser like Mozilla Firefox, Google Chrome or Internet Explorer from your Desktop PC or Tablet Device or Mobiles. The home page of the application will appear with a login screen.

The screenshot shows the login interface for the CEGIS Online Timesheet Submission system. The page title is "CEGIS Online Timesheet Submission". Navigation links include "Time Sheet Submit" and "Time Sheet". User actions are available via "[Register]" and "[Log in]".

The central "Sign In" form includes a "Forgot password?" link, an "Initial" input field, a "Password" input field with a visibility toggle, and a "Log in" button. A red-bordered box highlights the text "Not a member yet? Register Now !" with a red arrow pointing to it from a callout box that says "Don't Register Yes? Click here to Register". Three green-bordered callout boxes with arrows point to the "Initial" field ("Enter Your Initial"), the "Password" field ("Enter Your Password"), and the "Log in" button ("Click Her to Login").

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Figure 1: User Login

Follow the following steps to login to the Consultant's Invoice Management System:

1. Enter your initial
2. Enter your password
3. Click on **Log in** button

After logging in, you will be able to submit timesheet by clicking on the "**Time Sheet Submit**" menu:

If you are unable to login, you have to be registered in to the system.

Follow the following steps to be registered in to the **Consultant's Invoice Management System**. It is similar to our online Vehicle Requisition system (VR).

1. Click on the **Register** link.
2. You will see the following screen.
3. Select or type your Initial.
4. After selecting your initial, you will be able to view the following screen:
5. Enter your email address if it is not provided earlier.
6. Enter your Phone number if it is not provided earlier.
7. Enter your Password
8. Enter your Password again to confirm
9. Click on **Register** button

Click Here for Registration

Sign In [Forgot password?](#)

Initial

Password

[Not a member yet? Register Now !](#)

Figure 2: New User Registration Menu

Registration

Initial

Select Your Initial

Already Register! Please click here

Figure 3: New User Registration Form (Part-1)

The image shows a registration form titled "Registration" with a "Sign In Now!" link. The form contains the following fields and callouts:

- Initial:** A dropdown menu with "RMO" selected.
- Name:** A text input field containing "Moshiur Rahman Rimu".
- Email:** A text input field containing "moshiur@cegisbd.com". A callout bubble points to this field with the text: "Enter your email address if it is not provided earlier."
- Phone No:** A text input field containing "01710290257". A callout bubble points to this field with the text: "Enter your phone number if it is not provided earlier."
- Password:** A text input field. A callout bubble points to this field with the text: "Enter your Password".
- Confirm password:** A text input field. A callout bubble points to this field with the text: "Enter your Password again to confirm".

A "Register" button is located at the bottom right of the form.

Figure 4: New User Registration Form (Part-2)

After successful completion of registration process, you will be able to login to the online timesheet submission system using your initial and password

Step-1:

After successful login, you will be able to see the following screen:

C₃GIS Online Timesheet Submission

[Time Sheet Submit](#) [Time Sheet](#) [User Guide](#)

Moshiur Rahman Rimu ▾

List of Time Sheet

NOVEMBER ▾ 2019 ▾

Show 10 rows

Search:

Submit Datetime	Initial	Name	Month	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries

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Figure 5: User Dashboard after Login

Step-2:

- i. Click on the Timesheet submit menu and you will be able to see the following screen:

C&GIS Online Timesheet Submission

Time Sheet Submit Time Sheet

Moshiur Rahman Rimu ▾

Time Sheet

SEPTEMBER ▾

2019 ▾

Date	1-09-2019	2-09-2019	3-09-2019	4-09-2019	5-09-2019	6-09-2019	7-09-2019	8-09-2019	9-09-2019	10-09-2019
Hours	08:40:00	08:30:00	08:35:00	08:35:00	08:35:00	GH ▾	GH ▾	08:45:00	08:55:00	GH ▾
Date	11-09-2019	12-09-2019	13-09-2019	14-09-2019	15-09-2019	16-09-2019	17-09-2019	18-09-2019	19-09-2019	20-09-2019
Hours	08:45:00	09:20:00	GH ▾	GH ▾	08:40:00	08:25:00	08:25:00	08:45:00	08:45:00	GH ▾
Date	21-09-2019	22-09-2019	23-09-2019	24-09-2019	25-09-2019	26-09-2019	27-09-2019	28-09-2019	29-09-2019	30-09-2019
Hours	GH ▾	08:35:00	08:30:00	08:40:00	08:35:00	08:50:00	GH ▾	00:35:00	08:00:00	09:15:00

Save Time

Figure 6: Time Update Form

Note: You can't change which time you have already punched in punch machine. But you will be able to include the time which is not yet punched by you.

- ii. By default the current month of invoice submission will be selected. But you will be able to select any month for submitting your invoice if required.
- iii. Update your time using dropdown list

Figure 6: Timesheet Update or Save form

Step-3: After Updating or saving your time, you will be able to view the following screen:

The screenshot displays the 'Online Timesheet Submission' interface. At the top, there is a header with the CEGIS logo and the text 'Online Timesheet Submission'. Below the header, there are navigation links for 'Time Sheet Submit' and 'Time Sheet', and a user profile dropdown for 'Moshiur Rahman Rimu'. The main content area is divided into two sections: 'Time Sheet Details' and 'Activity Reporting'.

Time Sheet Details

Day	1-09-2019	2-09-2019	3-09-2019	4-09-2019	5-09-2019	6-09-2019	7-09-2019	8-09-2019	9-09-2019	10-09-2019	11-09
Hours	08:40	08:30	08:35	08:35	08:35	GH	GH	08:45	08:55	GH	08:45

Activity Reporting

Total Hours : 182:40

Project Code	Project Name	Project Activity	Project PL	Hours	Actoin
UDB003	Digital CEGIS	Developing Timesheet	ARH	100	Remove
UDB001	UCP - Database division	Update Fieldshedule	AKM	80	Remove
UDB001					Add

SUBMIT TIME SHEET

Figure 7: Project Activities save form

- i. Now Select a Project Code from the dropdown list
- ii. Enter the project activities you have involved throughout the month.
- iii. Enter project wise time input in Hours
- iv. And then click on “Add” Button

After adding all project activities and time input, you will be able to submit your timesheet by clicking “SUBMIT TIMESHEET” Button. And then, a mail will automatically be sent to all of the corresponding Project Leaders for their recommendation.

Note: Your project activities time hours can't be greater than total hours

Step-4:

This step is pending for Project Leader’s (PL) Recommendation. PL will be able to update project activity time if necessary.



Figure 8: User Dashboard

Step-4: After Recommendation of PL, a mail will automatically be sent to your division director for approval.

CEGIS Online Timesheet Submission

Time Sheet Submit Time Sheet Moshiur Rahman Rimu ▾

List of Time Sheet

NOVEMBER 2019 Search:

Show 10 rows

Submit Datetime	Initial	Name	Month	Status	Action
11/25/2019 10:59:36 AM	RMO	Moshiur Rahman Rimu	NOVEMBER	Pending for Director Approval	Details

Showing 1 to 1 of 1 entries Previous 1 Next

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Figure 9: User Dashboard

Step-5: After approval of Director, you will able to see the following screen:

C&GIS Online Timesheet Submission

Time Sheet Submit Time Sheet Abul Kashem Md. Hasan ▾

Division Database, ICT and System Management ▾

List of Time Sheet

NOVEMBER ▾ 2019 ▾

Show 10 rows Search:

Submit Datetime	Initial	Name	Month	Status	Action
11/25/2019 10:59:36 AM	RMO	Moshiur Rahman Rimu	NOVEMBER	Approved	Details

Showing 1 to 1 of 1 entries Previous 1 Next

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Figure 10: User Dashboard

This is the final step for online timesheet submission. In this step, a mail will automatically be sent to accounts section to take necessary action for consultant's timesheet.