

TIMEX TUTORIAL

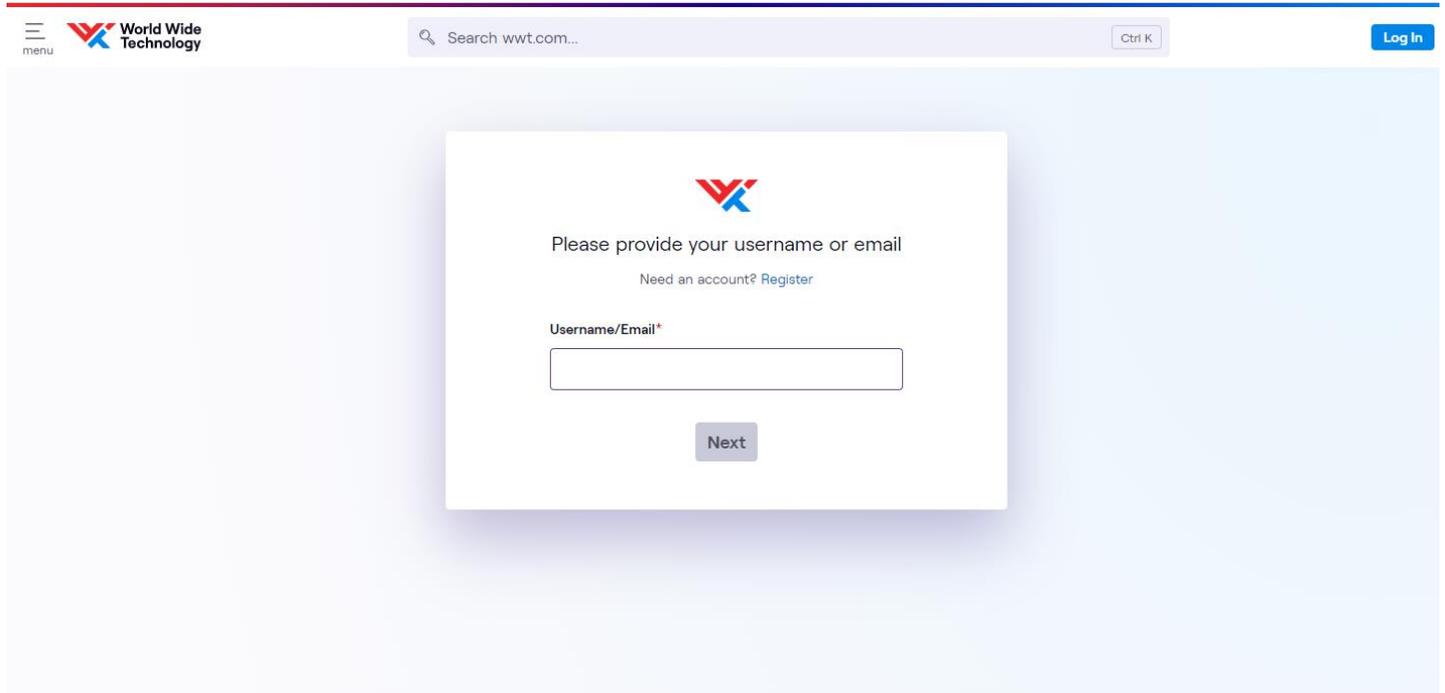
Use either Chrome or Firefox and browse to <http://www.wwt.com>. Your screen should look similar to the one below.

The screenshot shows the WWT website homepage. At the top left is the WWT logo and a menu icon. A search bar is in the top center. In the top right, there is a 'Log In' button. The main banner features the text 'WWT is a great place to work for all!' and 'For the 11th year in a row, Great Place to Work® and Fortune have honored us as one of the 100 Best Companies to Work For® in 2022.' Below this is a 'Read more' link. The 'Featured Insights' section highlights an article titled 'Cloud Maturity Model' with a 'WWT Research' logo. The 'What matters to you?' section has filters for Digital, Networking, Automation & Orchestration, Cloud, Data Center, and Security Transformation. The 'Upcoming Events' section lists a webinar and an experience. A 'Log In' button in the top right corner is highlighted with a red circle.

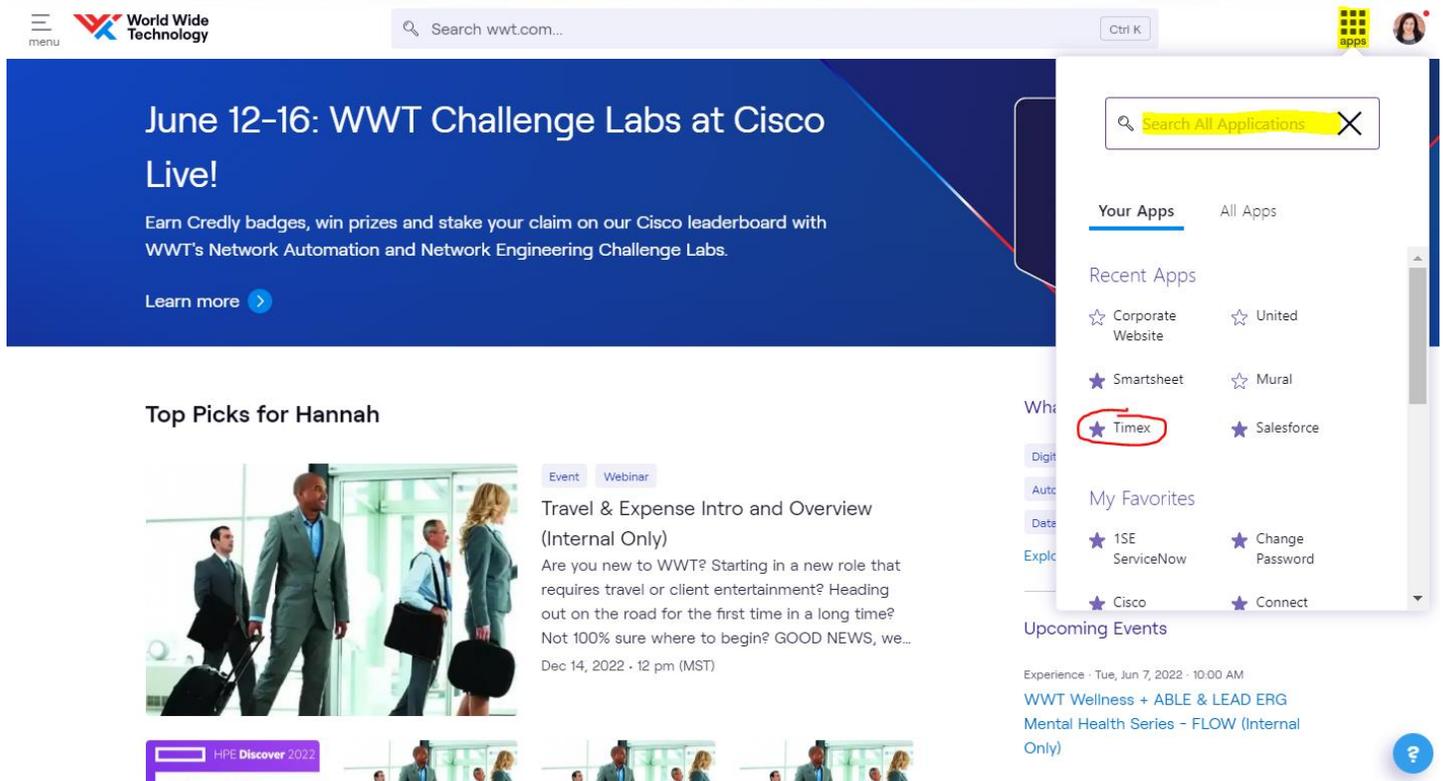
Next, click the login in the upper right corner of the screen.

This screenshot is identical to the one above, but the 'Log In' button in the top right corner is highlighted with a red circle, indicating the next step in the tutorial.

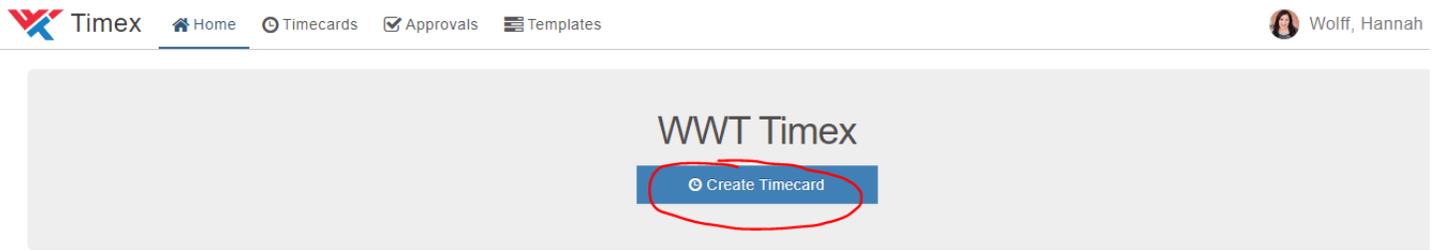
Login with the WWT credentials that have been provided to you.



Once logged in, click the application grid in the top right corner to drop down the applications available to you. Search for and select Timex. Click the star icon to save Timex as a favorite.



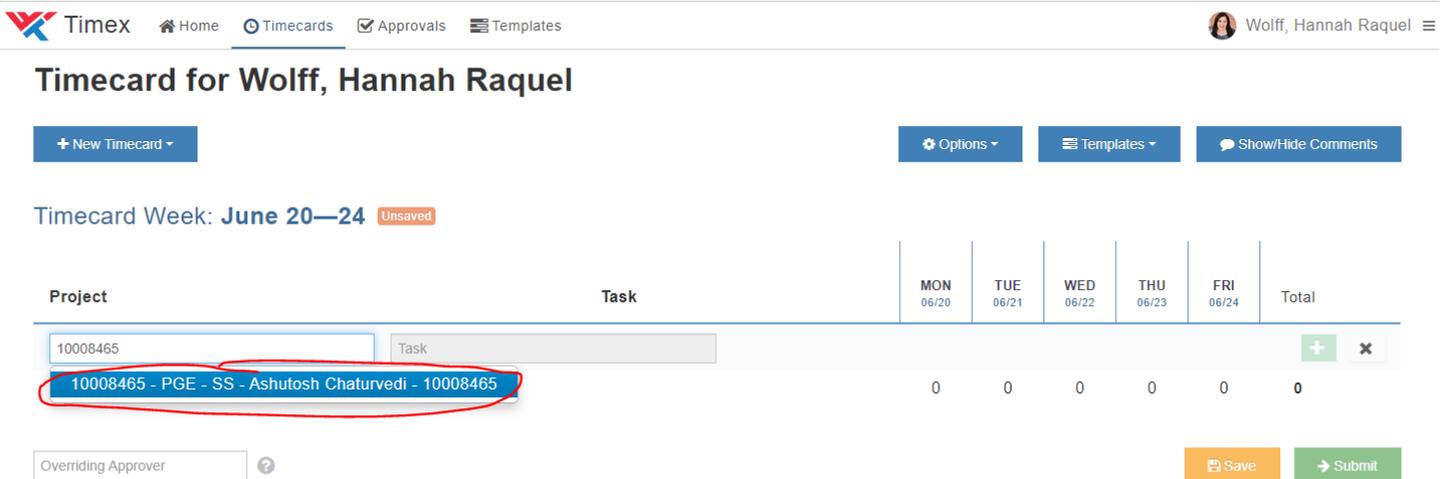
Once you open Timex, you will see a screen similar to the one below. Click the Create Timecard button.



Click Add New Line to enter the project number provided to you by your SEM.



Select your Project Number



Select Task 1001 – Project Cost Collection (time is ALWAYS booked to Project Cost Collection)

The screenshot shows the Timex interface for a timecard. At the top, there are navigation links: Home, Timecards, Approvals, and Templates. The user's name, Wolff, Hannah Raquel, is in the top right. The main heading is "Timecard for Wolff, Hannah Raquel". Below this, there are buttons for "+ New Timecard", "Options", "Templates", and "Show/Hide Comments". The timecard week is "June 20—24" and is marked as "Unsaved". A table is displayed with columns for days of the week (MON 06/20, TUE 06/21, WED 06/22, THU 06/23, FRI 06/24) and a "Total" column. The "Project" field contains "10008465 - PGE - SS - Ashutosh Chaturvedi - 10C" and the "Task" field is open, showing a dropdown menu with "1001 - Project Cost Collection" selected and circled in red. Other options in the dropdown include "9999 - Non-Billable". There are "Save" and "Submit" buttons at the bottom right.

Click the green + button on the right side of your screen to add this project line to your timecard (the project and task will automatically copy into future timecards as well).

This screenshot shows the same Timex interface, but the "Task" field now contains "1001 - Project Cost Collection". The table below shows a row for this project with a green "+" button circled in red in the "Total" column. The "Save" and "Submit" buttons are still present at the bottom right.

Click Show/Hide Comments to populate a comments section under each day

This screenshot shows the Timex interface with the "Show/Hide Comments" button circled in red. The table now shows a row for "Project Cost Collection (1001)" with a red circle around the data cells (0 for each day and 0 for Total). The "Save" and "Submit" buttons are at the bottom right.

Click the zero in the day box and select the number of hours worked from the drop down.

Timex Home Timecards Approvals Templates Wolff, Hannah Raquel

Timecard for Wolff, Hannah Raquel

+ New Timecard Options Templates Show/Hide Comments

Timecard Week: **June 20—24** Unsaved

Project	Task	MON 06/20	TUE 06/21	WED 06/22	THU 06/23	FRI 06/24	Total
10008465 PGE - SS - Ashutosh Chaturvedi - 10008465	Project Cost Collection (1001)	0	0	0	0	0	0
Add New Line							
Total Hours			0	0	0	0	0

Overriding Approver Save Submit

Note: A dropdown menu is open over the '0' in the MON 06/20 cell, showing options from 0 to 9.5 in increments of 0.5.

Select the shadowed comment bar to drop down a comment section for each day – enter in your status notes of tasks accomplished. Your SEM will identify exact comments/status requirements with you.

Timex Home Timecards Approvals Templates Wolff, Hannah Raquel

Timecard for Wolff, Hannah Raquel

+ New Timecard Options Templates Show/Hide Comments

Timecard Week: **June 20—24** Unsaved

Project	Task	MON 06/20	TUE 06/21	WED 06/22	THU 06/23	FRI 06/24	Total
10008465 PGE - SS - Ashutosh Chaturvedi - 10008465	Project Cost Collection (1001)	View comment	8	8	8	8	40
Add New Line							
Total Hours		8	8	8	8	8	40

Overriding Approver Save Submit

Note: A comment box is open for Monday, Jun. 20, with a yellow highlight on the 'Enter comment here...' text area.

Click **Save** as you update your timecard throughout the week. Click **Submit** when you're ready for your timecard to be routed to your SEM for approval. **Timecards are due no later than 9AM every Monday.**

Timecard for Wolff, Hannah Raquel

+ New Timecard

Options

Templates

Show/Hide Comments

Timecard Week: **June 20—24** Unsaved

Project	Task	MON 06/20	TUE 06/21	WED 06/22	THU 06/23	FRI 06/24	Total	
10008465 PGE - SS - Ashutosh Chaturvedi - 10008465	Project Cost Collection (1001)	8	8	8	8	8	40	
Add New Line								
Total Hours		8	8	8	8	8	40	

Overriding Approver

Save **Submit**