



Client Portal

Quick Reference Guide

Welcome to the Time Portal

Welcome to The Time Portal

Home |

Please login below

User Name

Password

[Forgotten Your Username/Password?](#)

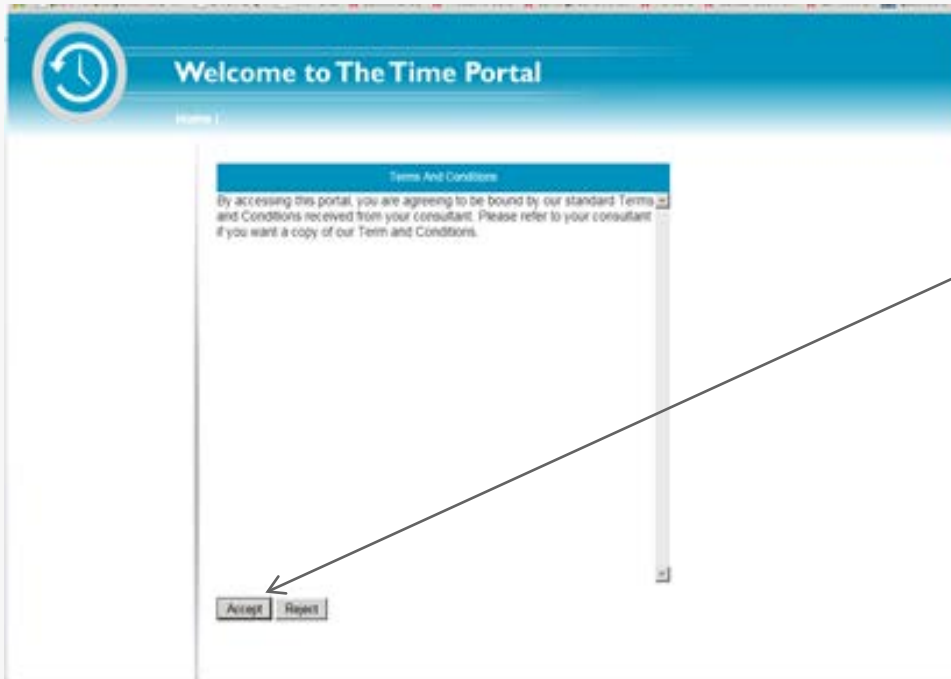
Access your Time Portal through
www.thetimeportal.co.uk

Top Tip – Save the link to your favourites

Enter the user name & password provided. You are advised to change your password the first time you log in.

If you forget your Username & Password : Click here for an e-mail & link to reset.

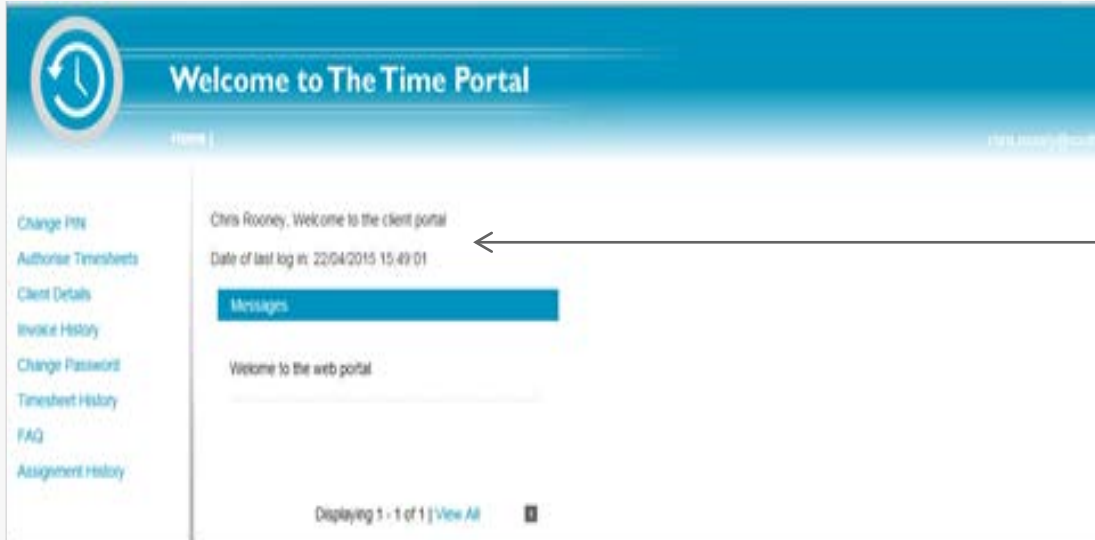
Welcome to the Time Portal



Read the terms of acceptance and click on accept to access your portal.

You will be asked to accept the terms whenever you enter the portal.

Home Page



Summary of last log in and will include details of the most recent payment.

Important messages from Eden Brown / Eden Brown Synergy will appear here

Authorising Timesheets

Click on Authorise Timesheets

Then click on 'Authorise Selected Timesheets'.

The screenshot shows the 'Welcome to The Time Portal' interface. The main content area displays a table of timesheets with the following data:

Timesheet No.	Worker Name	Timesheet Date	Total Charge	Bulk
XXXXXXXXXX	Bernadette, Toomey	26/04/2015	1400.00	<input type="checkbox"/>

Below the table is a button labeled 'Authorise Selected Timesheets'. The left sidebar contains a menu with options: Change PIN, Authorise Timesheets, Client Details, Invoice History, Change Password, Timesheet History, FAQ, and Assignment History. A dropdown menu for 'Timesheet Types' is set to 'Both'.

You can bulk authorise timesheets by ticking the correct boxes in the 'Bulk' column.

Authorising Timesheets

You can view more detail on the timesheet by clicking on the timesheet number

Click on 'Authorise Timesheet' if you are happy with the hours submitted.

Expense History
Authorize Timesheets
Client Details
Invoice History
Change Password
Timesheet History
FAQ
Assignment History

Timesheet Types: Both

Timesheet No	Worker Name	Timesheet Date	Total Charge	Bulk
1967.00	Edward, Dean	07/06/2015	1967.00	

Timesheet History

Worker Charge	Date	Rate	Start	Break	Finish	Total Time	Bill	Charge
Client Authoriser Notification	03 Jun 2015	Standard Days				1.00	393.40	393.40
09/06/2015 10:45	01 Jun 2015	Standard Days				1.00	393.40	393.40
E. Doon: Worker Requests Authorisation	05 Jun 2015	Standard Days				1.00	393.40	393.40
09/06/2015 10:41	02 Jun 2015	Standard Days				1.00	393.40	393.40
eikend_33@live.co.uk: Worker Timesheet Cutoff Reminder	04 Jun 2015	Standard Days				1.00	393.40	393.40
09/06/2015 10:39								
E. Doon: Timesheet Recalled By Worker								
09/06/2015 10:39								
							Total	1967.00

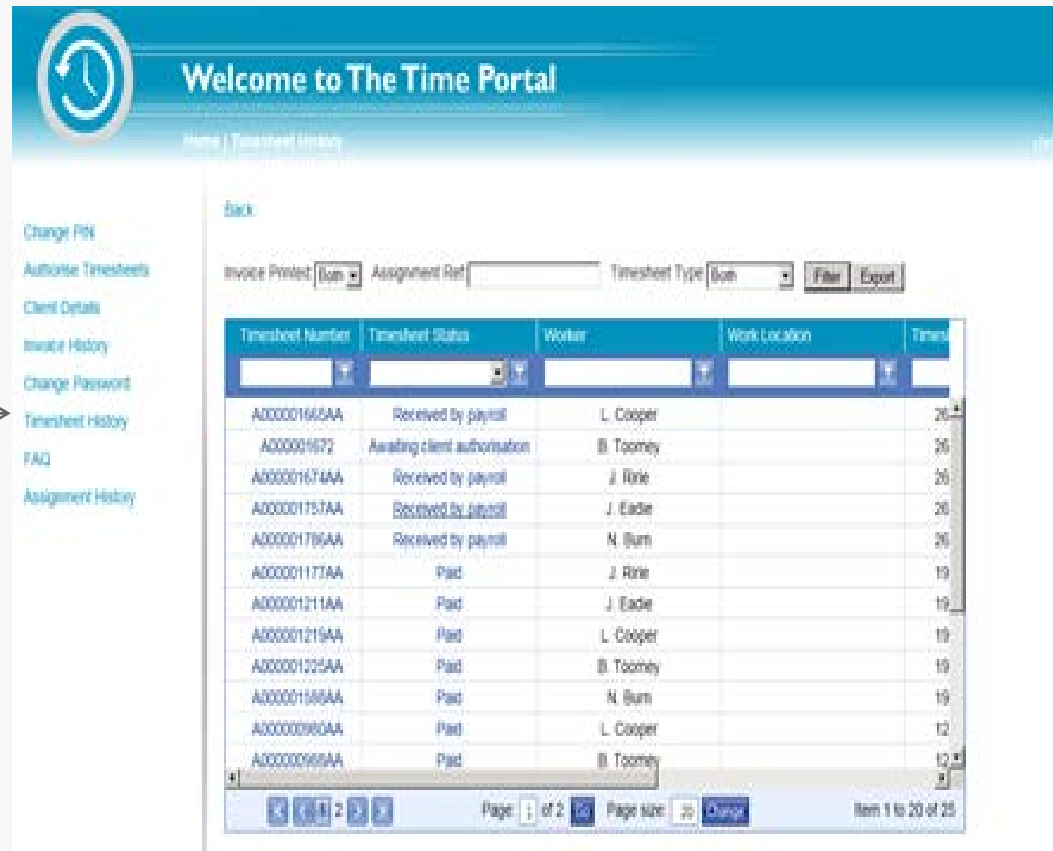
Authorize Timesheet | Reject Timesheet

Authorize Selected Timesheets

If you need to reject the timesheet, click on 'Reject Timesheet' and detail the reason for rejection which will be emailed to the candidate.

Checking the status of your Timesheets

You can check the status of the timesheets you authorise by clicking on '**Timesheet History**'. You can view the status of your current and historical timesheets.



The screenshot shows the 'Welcome to The Time Portal' interface. The main content area displays a table of timesheet history. The table has the following columns: Timesheet Number, Timesheet Status, Worker, Work Location, and Time. The data rows are as follows:

Timesheet Number	Timesheet Status	Worker	Work Location	Time
A00001660AA	Received by payroll	L. Cooper		26
A00001672	Awaiting client authorisation	B. Toomey		26
A00001674AA	Received by payroll	J. Rine		26
A00001757AA	Received by payroll	J. Eadie		26
A00001760AA	Received by payroll	N. Burn		26
A00001777AA	Paid	J. Rine		19
A00001211AA	Paid	J. Eadie		19
A00001219AA	Paid	L. Cooper		19
A00001225AA	Paid	B. Toomey		19
A00001588AA	Paid	N. Burn		19
A00000990AA	Paid	L. Cooper		12
A00000999AA	Paid	B. Toomey		12

The interface also includes a navigation menu on the left with options: Change PIN, Authorise Timesheets, Client Details, Invoice History, Change Password, Timesheet History (highlighted), FAQ, and Assignment History. At the top, there is a 'Welcome to The Time Portal' header and a 'Home | Timesheet History' breadcrumb. Below the header, there are search filters for 'Invoice Project', 'Assignment Ref', and 'Timesheet Type', along with 'Filter' and 'Export' buttons. The bottom of the page shows pagination information: 'Page 1 of 2', 'Page size', and 'Item 1 to 20 of 25'.

Viewing Invoices

You can view your current and historical Invoices.

Click on Invoice History

To open the Invoice, click on the relevant Pay Date

Welcome to The Time Portal

Home | Invoice History

- Change PIN
- Authorise Timesheets
- Client Details
- Invoice History
- Change Password
- Timesheet History
- FAQ
- Assignment History

Invoice / Credit Number	Posted	Date	Total	Invoice / Credit	Type
3001121	✓	23/04/2015	£1620.60	Invoices	Timesheet
3001122	✓	23/04/2015	£964.00	Invoices	Timesheet
3001123	✓	23/04/2015	£1706.20	Invoices	Timesheet
3001124	✓	23/04/2015	£7104.00	Invoices	Timesheet
3001365	✓	24/04/2015	£1726.60	Invoices	Timesheet
3001366	✓	24/04/2015	£2042.40	Invoices	Timesheet
3000499	✓	14/04/2015	£761.52	Invoices	Timesheet
3000097	✓	16/04/2015	£1292.10	Invoices	Timesheet
3000098	✓	16/04/2015	£1443.40	Invoices	Timesheet
3000099	✓	16/04/2015	£2042.40	Invoices	Timesheet
3000700	✓	16/04/2015	£1776.00	Invoices	Timesheet
3000701	✓	16/04/2015	£1776.00	Invoices	Timesheet
3000702	✓	16/04/2015	£1776.00	Invoices	Timesheet
3000860	✓	17/04/2015	657.00	Invoices	Timesheet
3000861	✓	17/04/2015	£1314.00	Invoices	Timesheet
3000167	✓	09/04/2015	£2042.40	Invoices	Timesheet
3000429	✓	11/04/2015	£1182.60	Invoices	Timesheet
3000430	✓	11/04/2015	£1314.00	Invoices	Timesheet

Page 1 of 1 Page size: 18 Item 1 to 18 of 18

Other Benefits

You can view the details held by us.

You can change your portal password

You can view all assignments



The screenshot shows the 'The Time Portal' interface. At the top, there is a blue header with a clock icon and the text 'Welcome to The Time Portal'. Below the header, there is a navigation menu on the left with the following items: 'Change PIN', 'Authorise Timesheets', 'Client Details', 'Invoice History', 'Change Password', 'Timesheet History', 'FAQ', and 'Assignment History'. The 'Change Password' option is highlighted. To the right of the navigation menu, there is a 'Change Password' form with three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below the input fields are two buttons: 'Change' and 'Cancel'. Below the form, there is a table with the following data:

Validation Rule	Min / Max
Length	1 / 16
Upper Case	0 / 0
Lower Case	0 / 0
Digits	0 / 0
Symbol	0 / 0