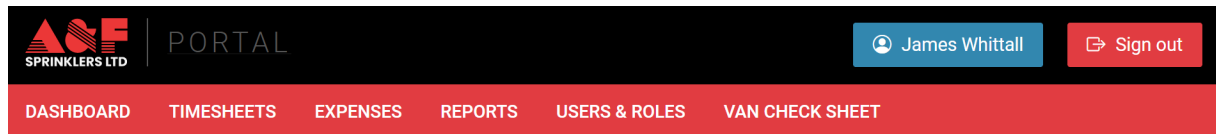


Welcome to the A&F Sprinklers Portal.

This page explains the main features available for you to use in the portal.



Timesheets

Menu: TIMESHEETS

<https://portal.afsprinklers.co.uk/?page=timesheets>

The TIMESHEETS page is a list of records. Each record consists of date, job number and travel time (start, arrival at site, departure from site and end of travel). The system calculates the total time automatically.

Timesheets

 LOG TIME

RECENTLY LOGGED TIME FOR  JAMES WHITTALL

Date (Weekday)	Job Number	Travel (Start)	On Site (Start)	Off Site (End)	Travel (End)	Total Time	
24/01/2023	0001	08:45	09:45	11:45	12:45	04:00	

To add a time log, please press the LOG TIME button at the top of the screen. You do not need to fill in the username field as it is automatically taken after the user is identified in the portal. Specify the date for which you wish to record time and fill in the Job Number field. After specifying all the times, press the SUBMIT TIMESHEET button.

Timesheet Log

Employee / Contractor

James Whittall

Not you? Please [sign out](#).

Times (travel & on-site time)

Weekday (Mon-Sun)		Job Number			
24 / 01 / 2023 		..			
Travel (Start Time)	On Site (Start Time)	Off Site (End Time)	Travel (End Time)	Total H:M	
--:-- 	--:-- 	--:-- 	--:-- 	--:--	
← Back to Timesheets				➡ SUBMIT TIMESHEET	

Only an administrator can delete an entry, if you made a mistake, please contact the payroll.

How to add multiple jobs for one day

The “end travel time” must be the same as the “end job time” on all jobs except the last of the day

Timesheet Log

Employee / Contractor

Andy Gill

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Times (travel & on-site time)

Weekday (Mon-Sun)	Job Number	Travel (Start Time)	On Site (Start Time)	Off Site (End Time)	Travel (End Time)	Total H:M
05/04/2023 	Job 1	06:00 	07:00 	08:00 	08:00 	02:00
05/04/2023 	Job 2	08:00 	09:00 	12:00 	12:00 	04:00
05/04/2023 	Job 3	12:00 	14:00 	17:00 	18:00 	06:00

 Add Row

 Delete Row

 SUBMIT TIMESHEET

How to add a nightshift job (over 2 dates)

Timesheet Log

Employee / Contractor

Andy Gill

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Times (travel & on-site time)

Weekday (Mon-Sun)	Job Number	Travel (Start Time)	On Site (Start Time)	Off Site (End Time)	Travel (End Time)	Total H:M
04/04/2023 	Overnight Job	20:00 	21:00 	23:59 	23:59 	03:59
05/04/2023 	Overnight Job	00:00 	00:00 	04:00 	05:00 	05:00

 Add Row

 Delete Row

 SUBMIT TIMESHEET

[← Back to Timesheets](#)

Expenses

Menu: **EXPENSES**

<https://portal.afsprinklers.co.uk/?page=expenses>

The Expenses page displays the most recent expenses for the current user. The data is arranged in a table view with date, description and receipt columns. There is also an option to upload receipts. The total amount of the expenditure is also displayed.

Expenses

ADD EXPENSE

RECENT EXPENSES FOR  **JAMES WHITTALL**

Date (Weekday)	Description	Receipt	Amount (£)	
14/11/2022	On those early mornings, we could all use a good cup of coffee to kick-start the day. 2	VIEW RECEIPT	55.00	

- To add an expense, press the ADD EXPENSE button.
- You do not need to fill in the username field as it is automatically taken after the user is identified in the portal.
- Indicate the date on which the expense was incurred, enter a description, upload a photo (JPG or PNG) of the receipt and fill in the Amount field correctly.
- If you use a phone, you can directly use the camera function to take a picture of the receipt.
- When you are ready, press the SUBMIT EXPENSE button.
- Please include the Job Number in the description.

Add Expense

Employee / Contractor

James Whittall

Not you? Please [sign out](#).

Expense Occurred

Weekday (Mon-Sun)	Description	Receipt	Amount (£)
24 / 01 / 2023 	...	 Browse... No file selected.	0.00

Please note: Only JPG and PNG file extensions are allowed to be uploaded as attachments.

[← Back to Expenses](#)

[→ SUBMIT EXPENSE](#)

Only an administrator can delete an entry, if you made a mistake, please contact the payroll.