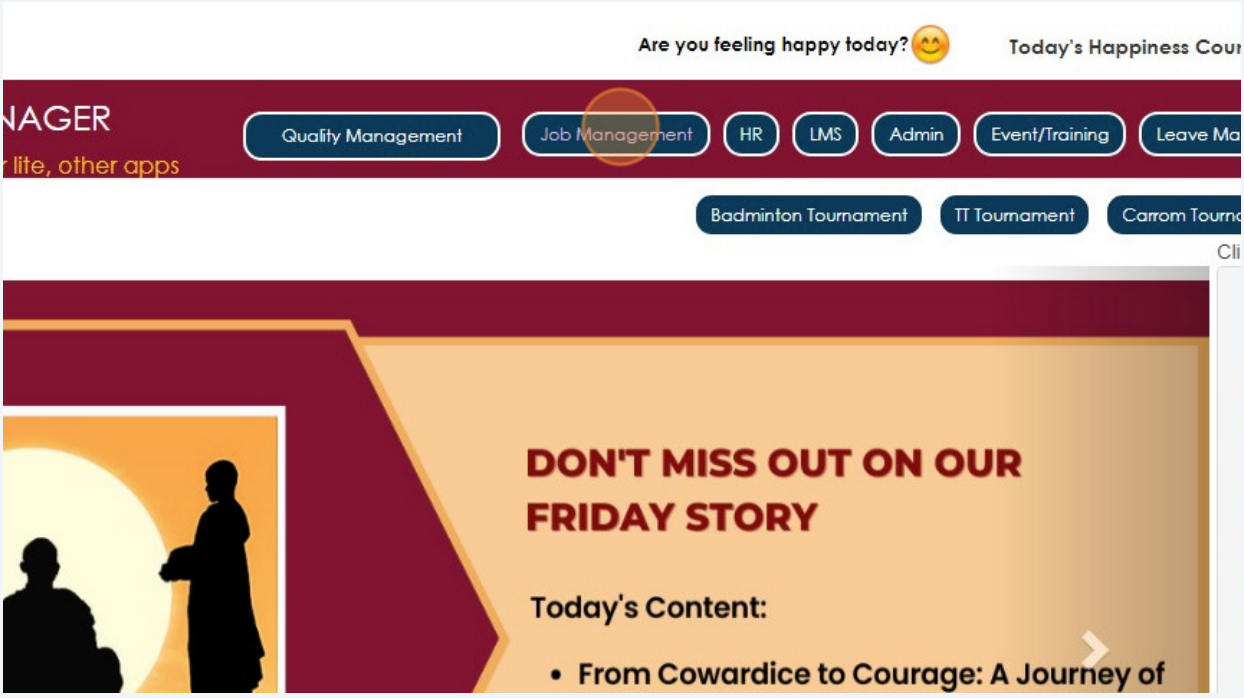
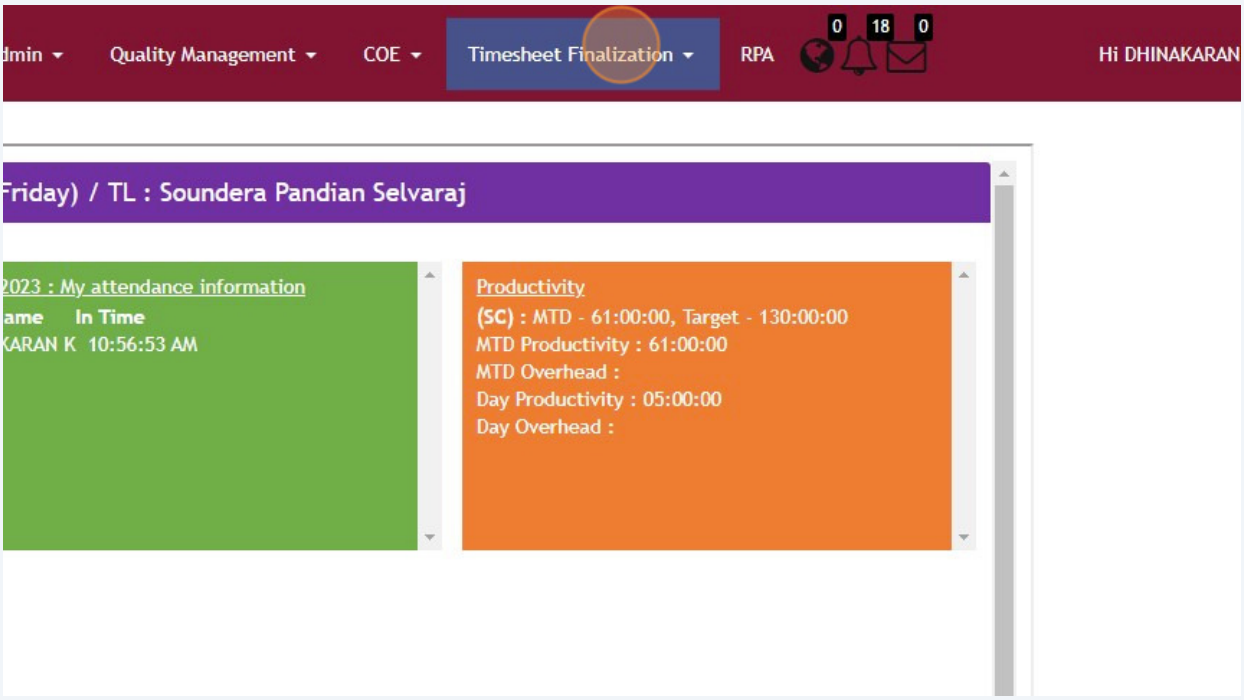
Step-by-Step Guide for Automated Invoicing

1 Navigate to Works Manager

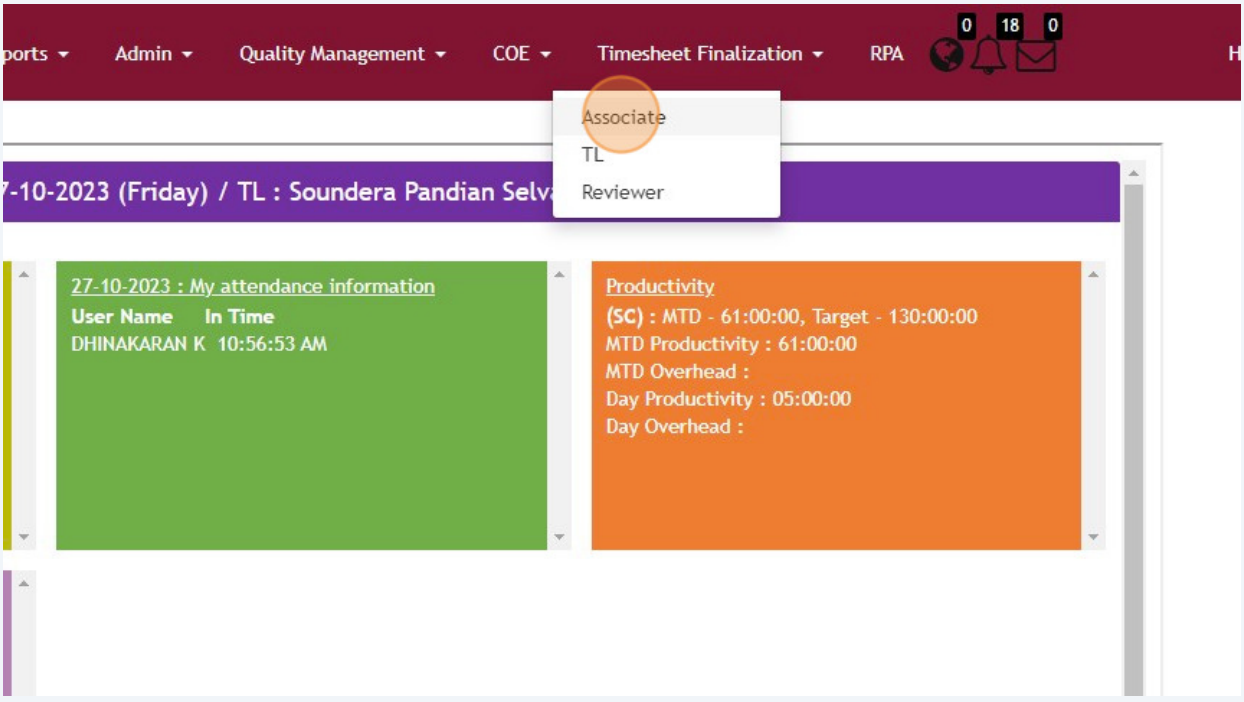
2 Click "Job Management"



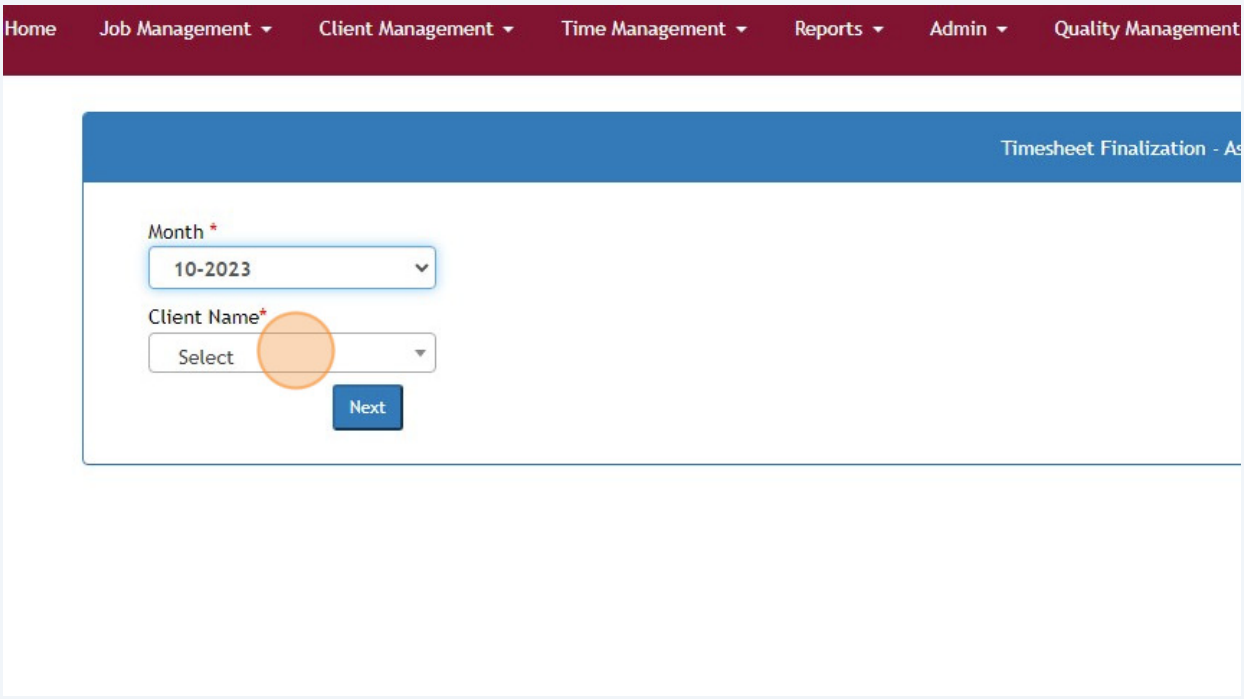
3 Click "Timesheet Finalization"



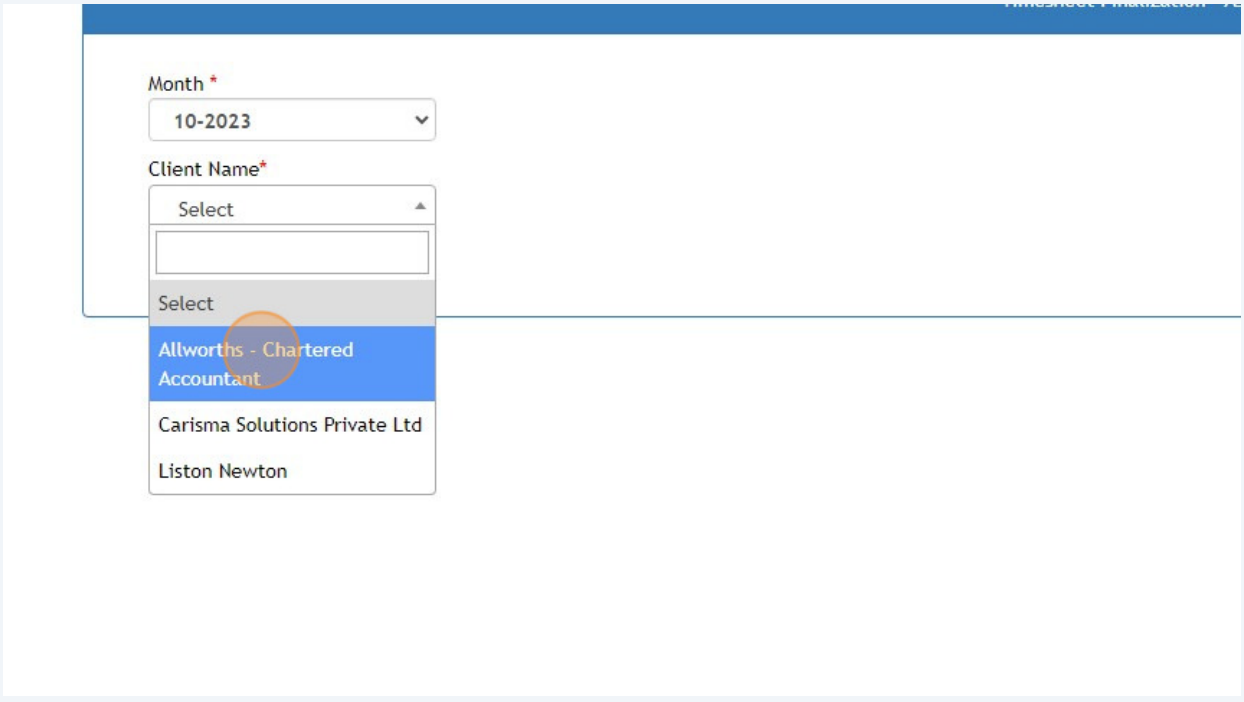
4 Click "Associate"



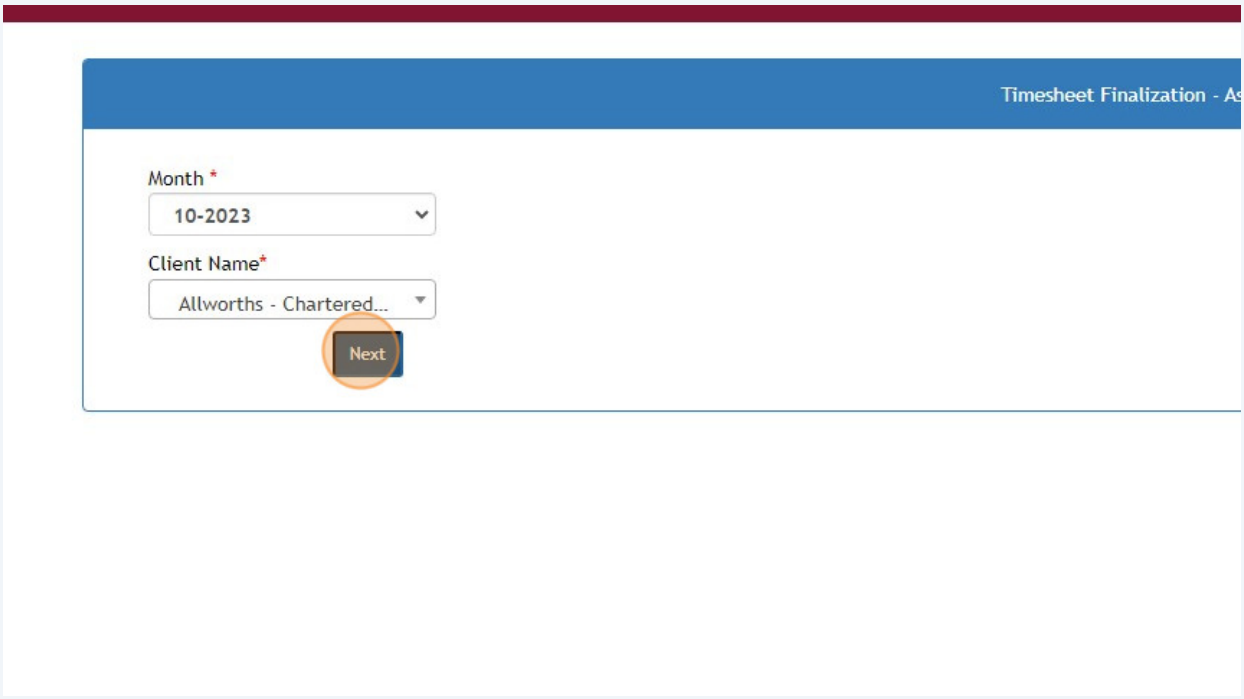
5 Select your client



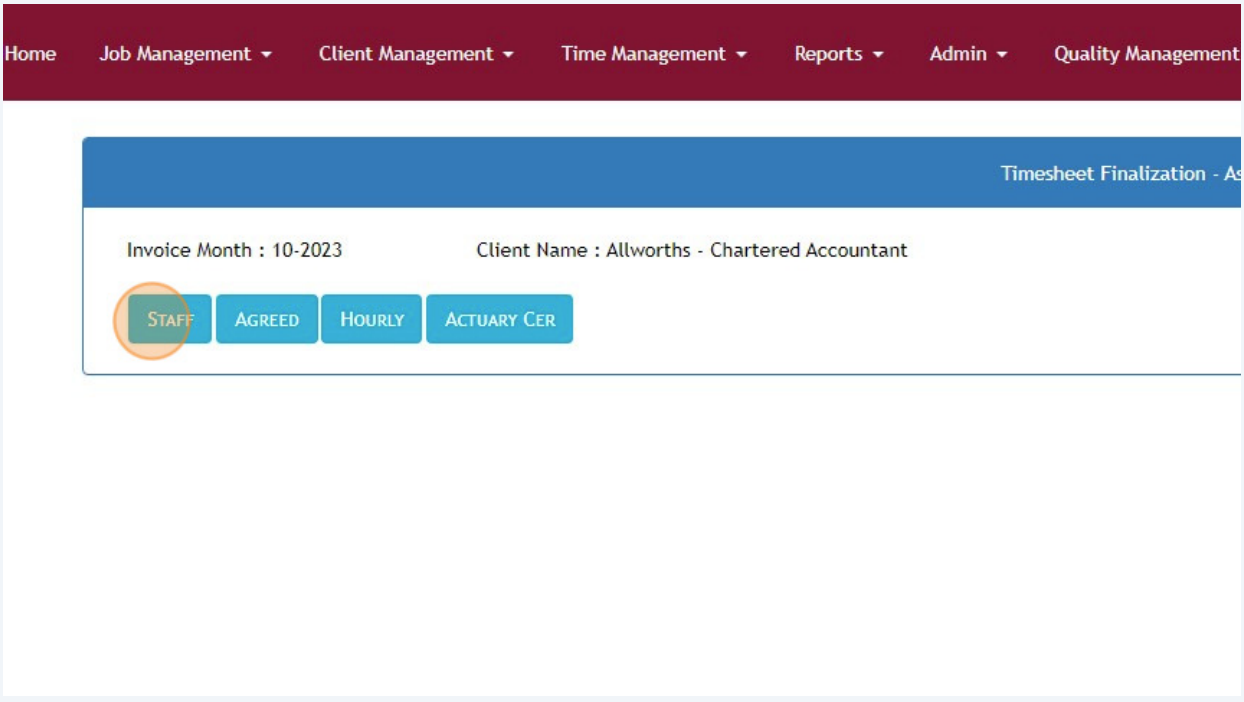
6 For Example "Allworths - Chartered Accountant"



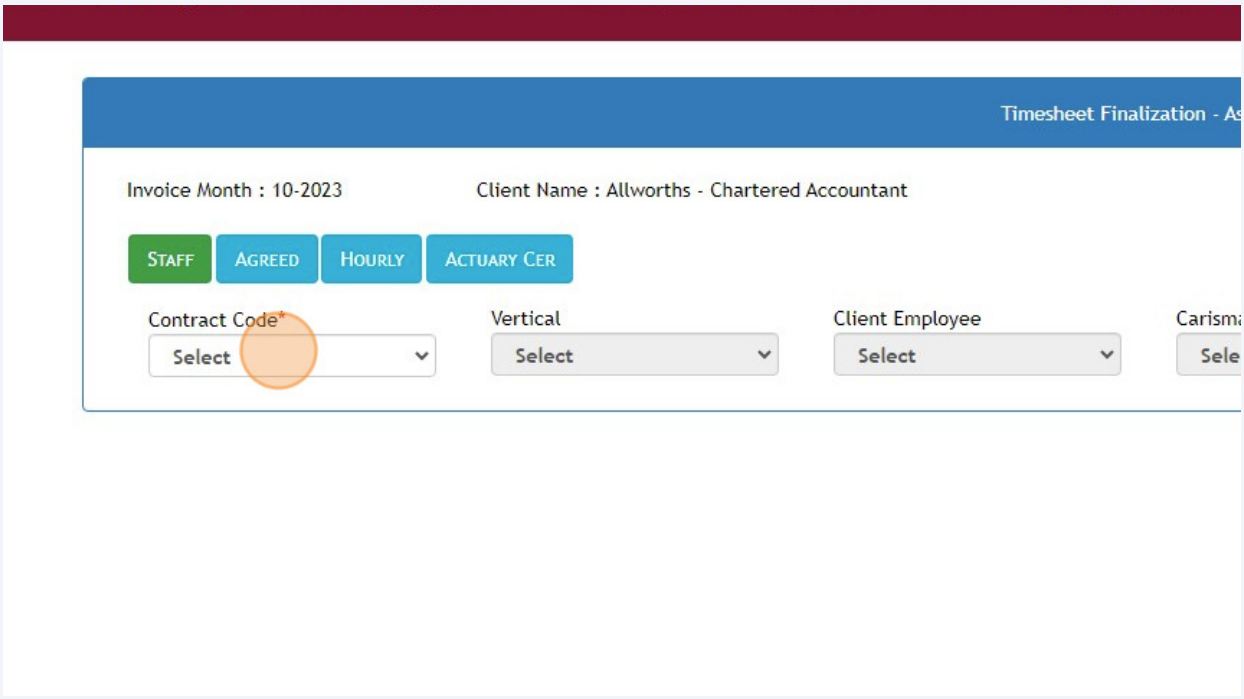
7 Click Next button.



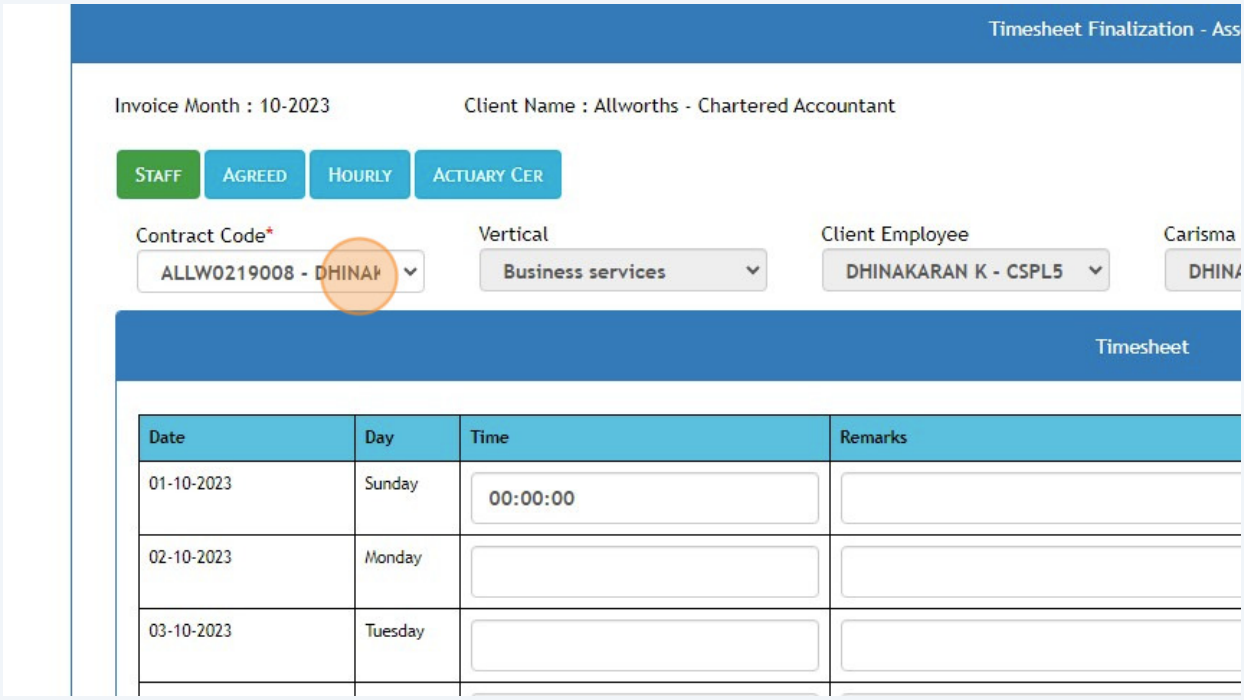
8 Select your mode of Contract. Ex : Staff or Agreed or Hourly



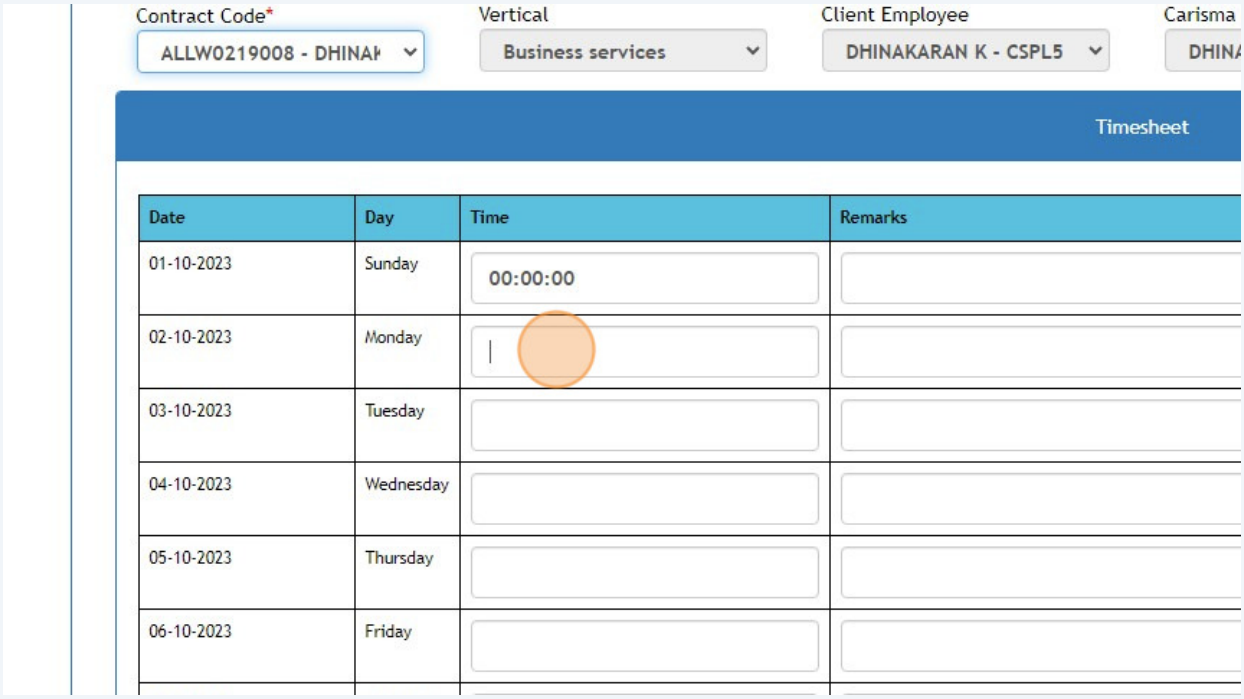
9 Select your Contract Code



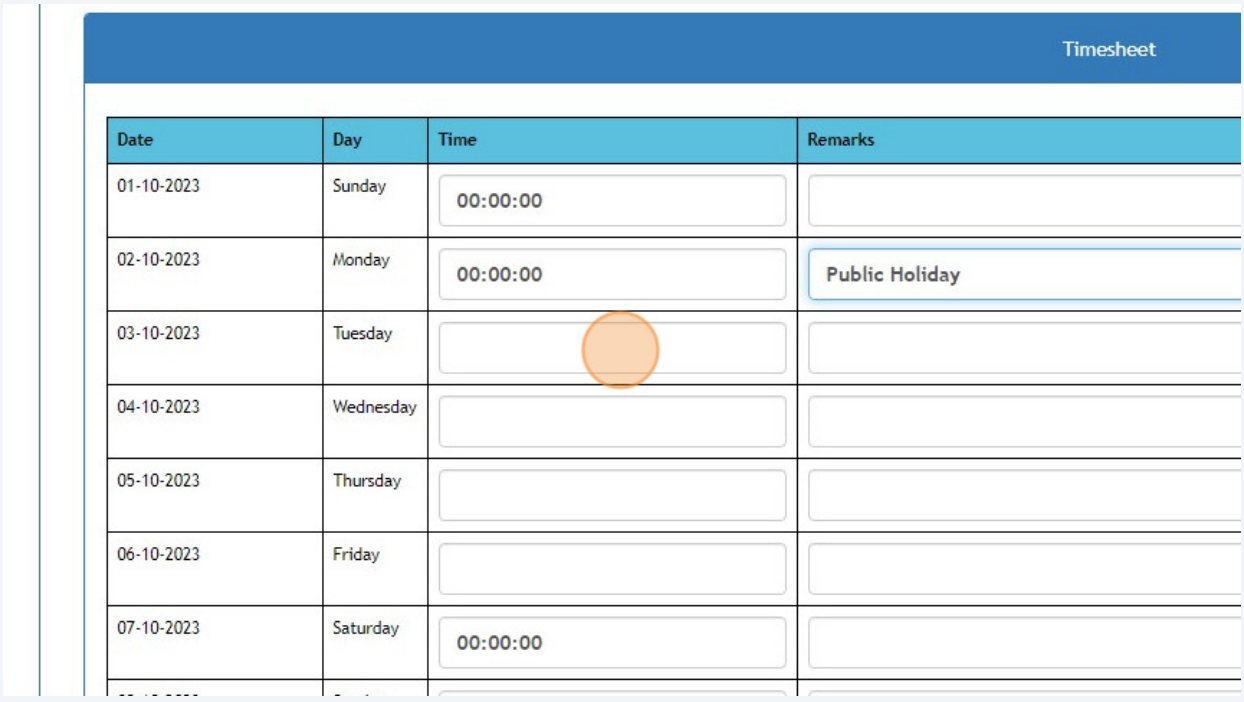
10 Select the appropriate contract and Ensure client employee(Name A) , Carisma employee(Name B) and Committed hours are correct.



11 Enter your each day billable hours for the month



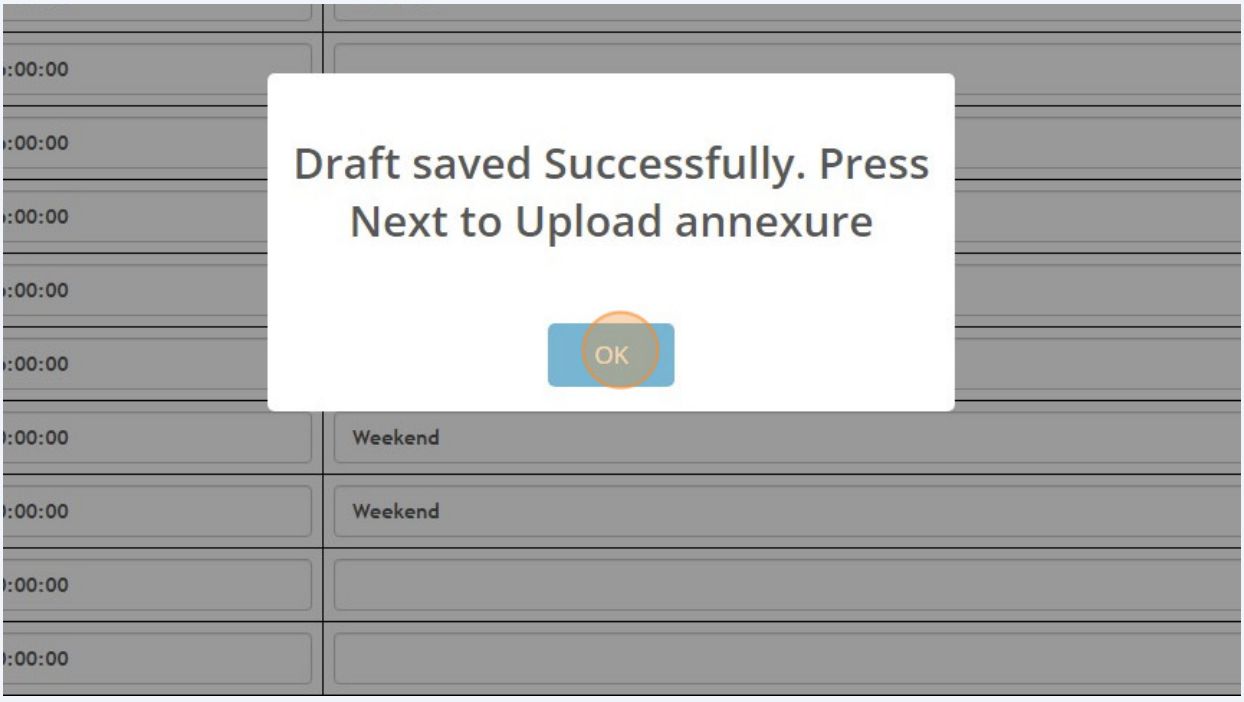
12 Enter in remarks sections for Weekend Holidays , Public Holidays , Sick leaves , Casual leaves , Exams Leaves , Permissions etc



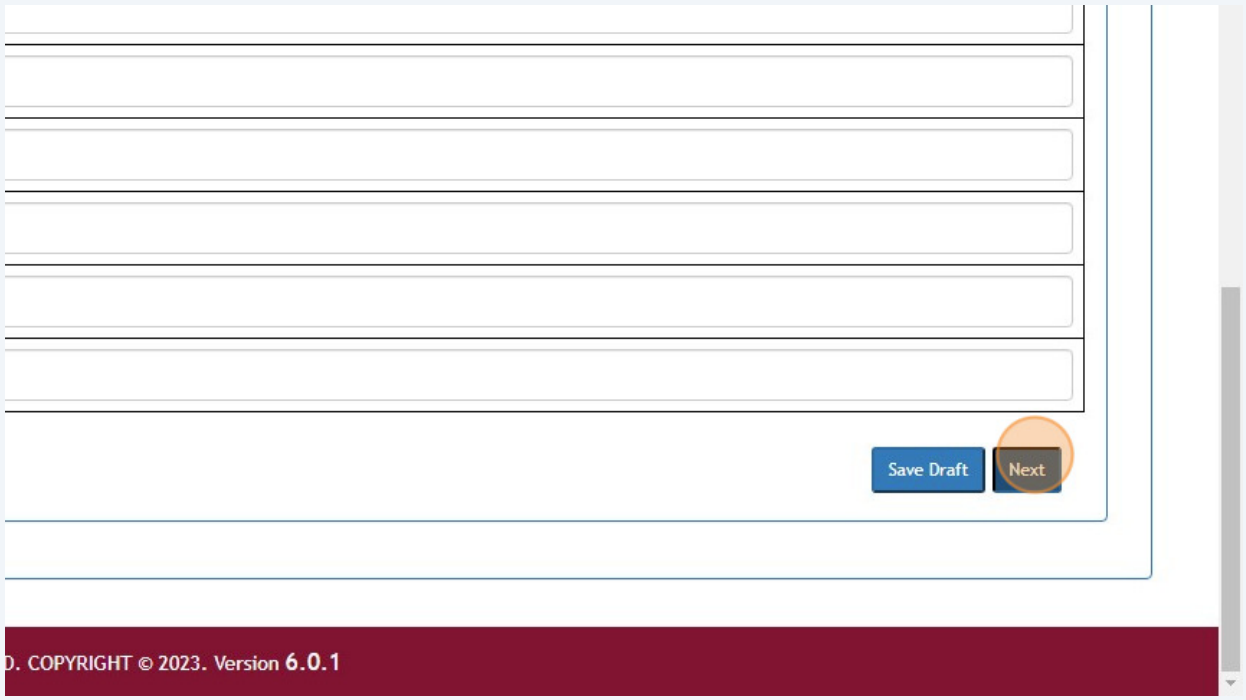
13 Once you have completed entering billable hours for the month. Click Save Draft



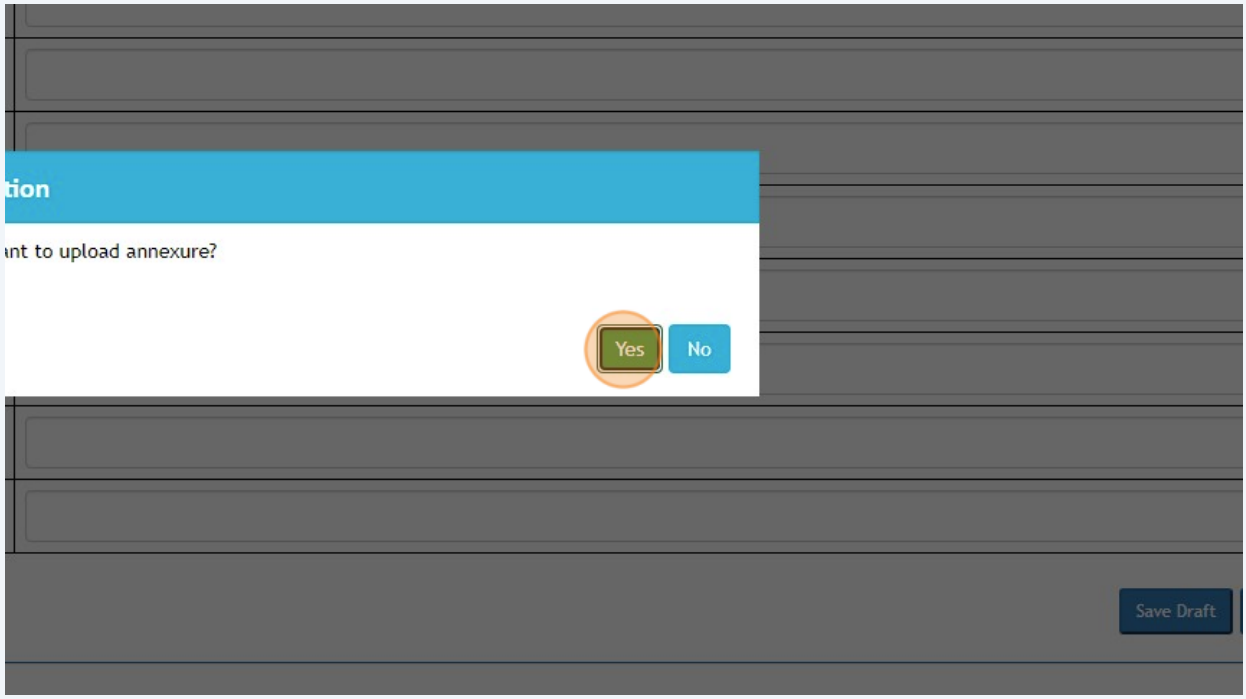
14 Click "OK"



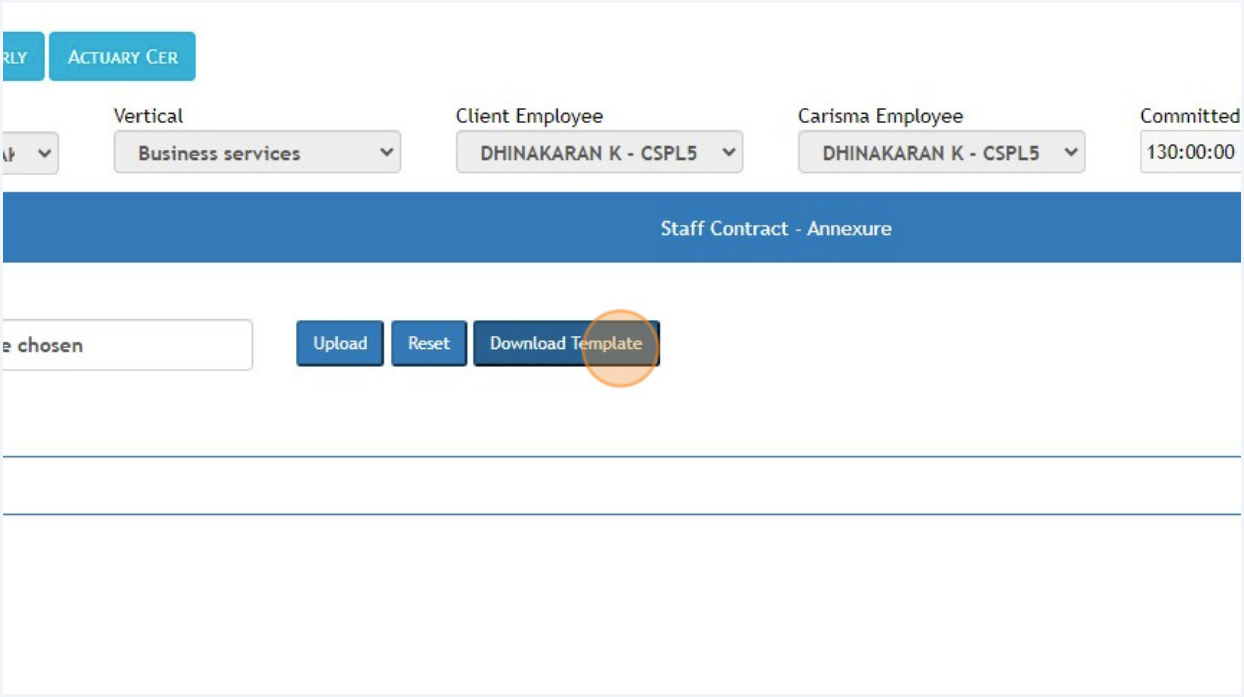
15 Click 'Next'



16 Click yes to upload annexure and Click No if your annexure is with another contract , And also note if you click No , you cannot upload annexure for this contract , Reach out to IT if you still need to upload Annexure.

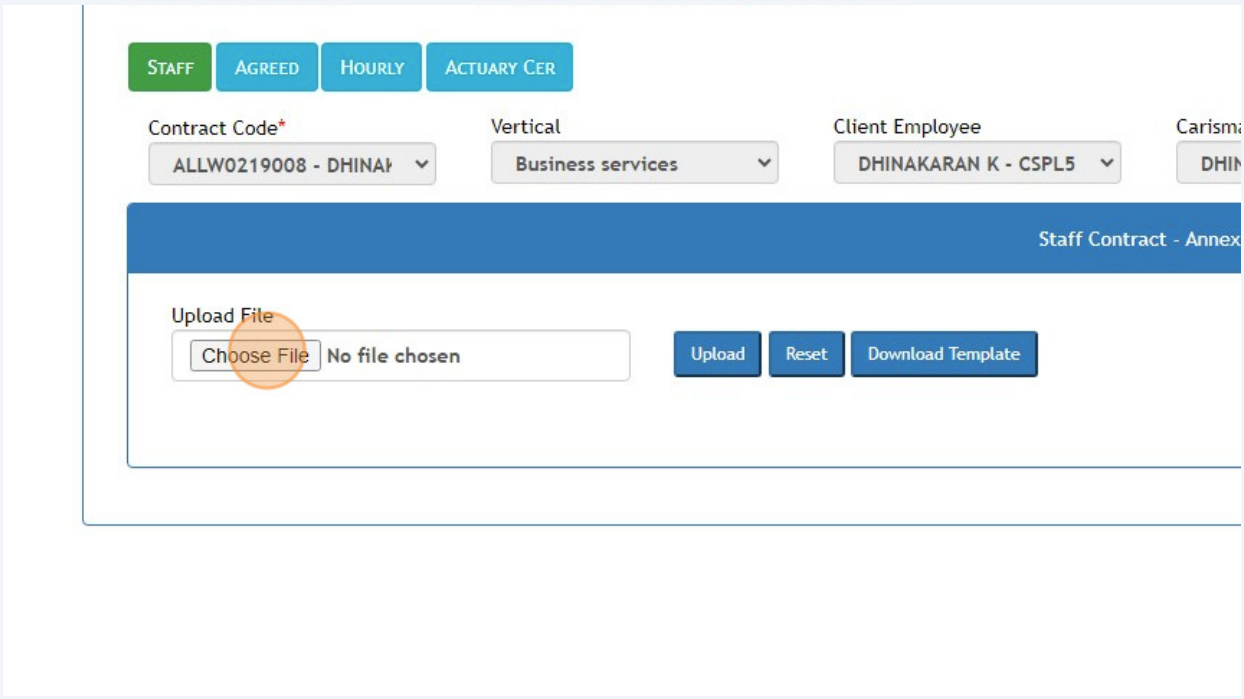


17 Click and Download Template

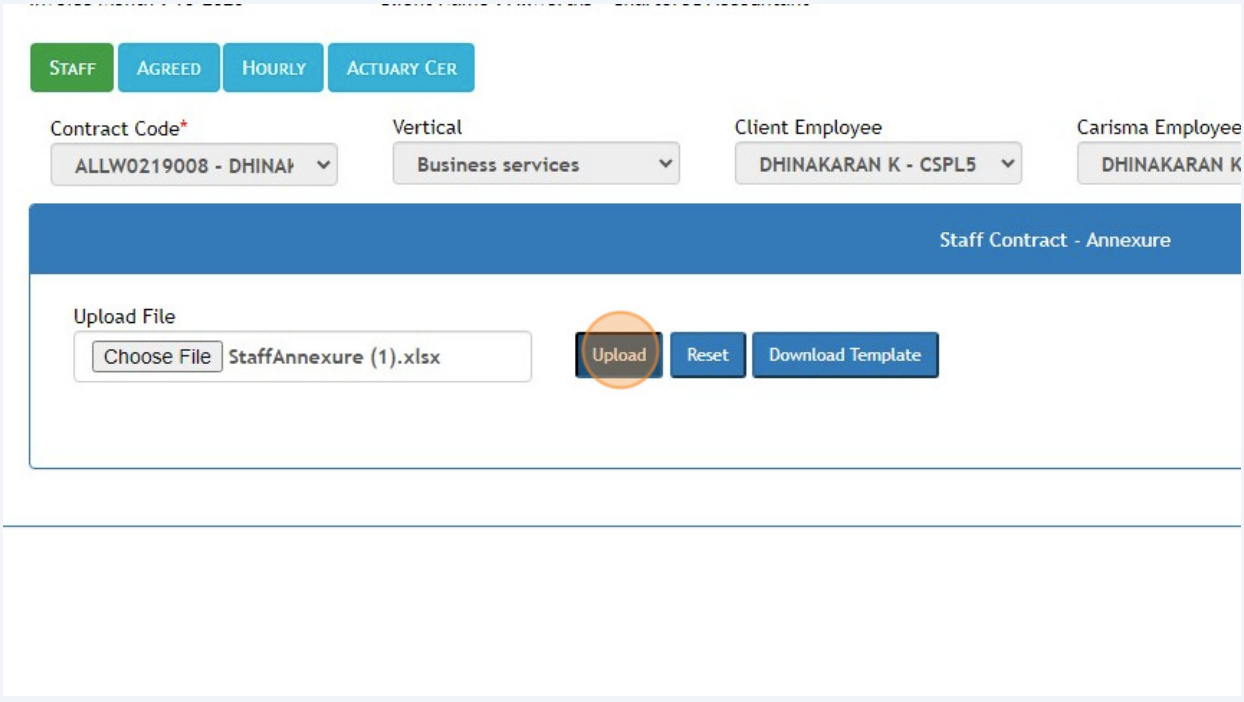


18 Fill the Job details with hours in the Downloaded Template(i.e Job Annexure file). Ensure to use the date format [HH]:MM:SS.

19 Upload Job Annexure file here

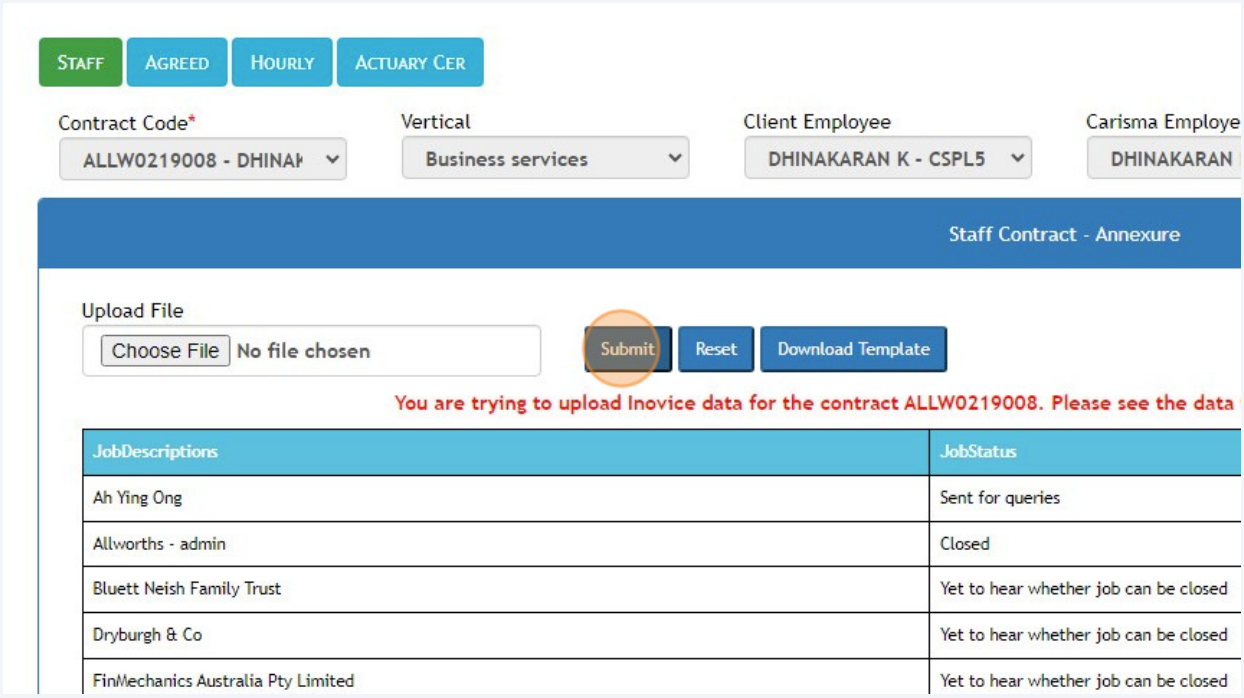


20 Click Upload Button

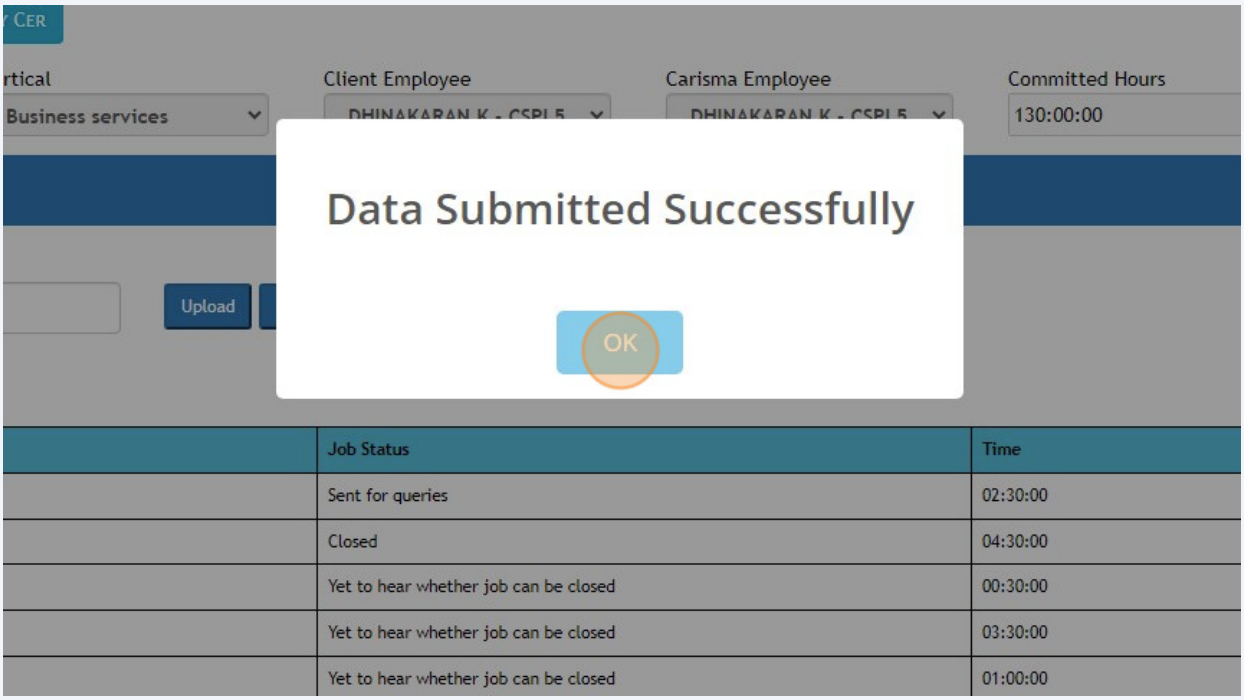


21 If you want to re upload Annexure file , please make sure to give Reset option

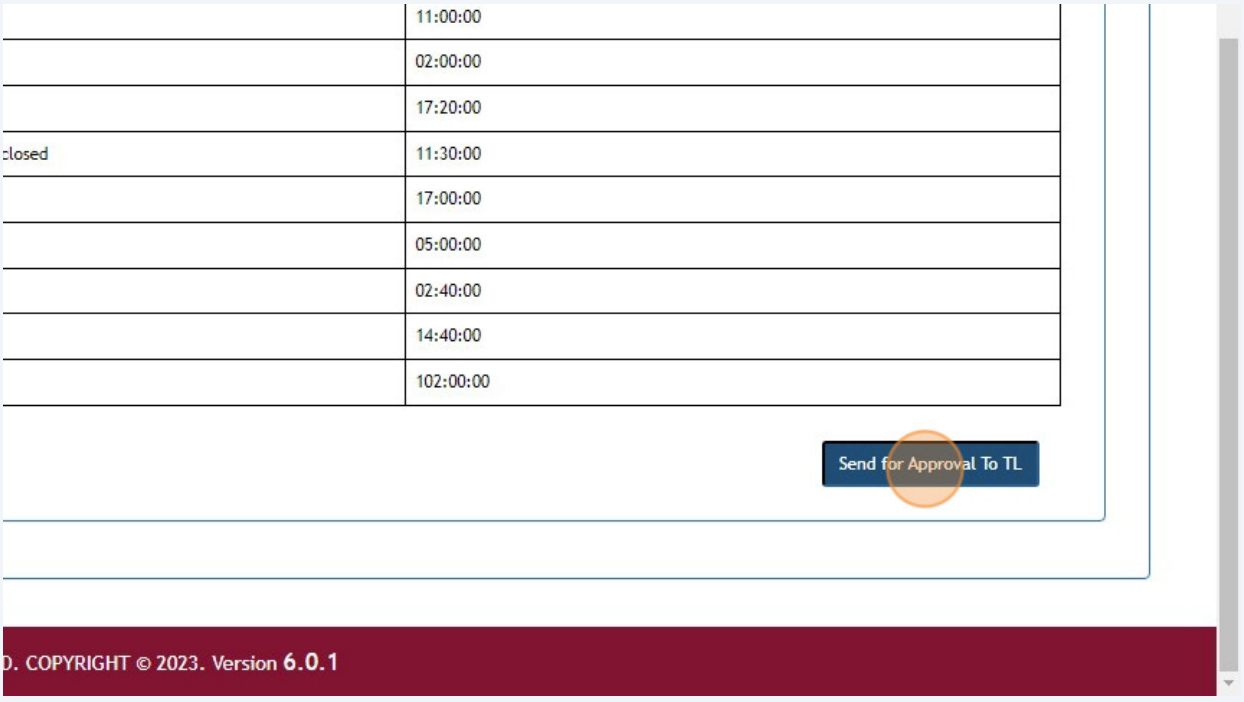
22 After uploading check and submit



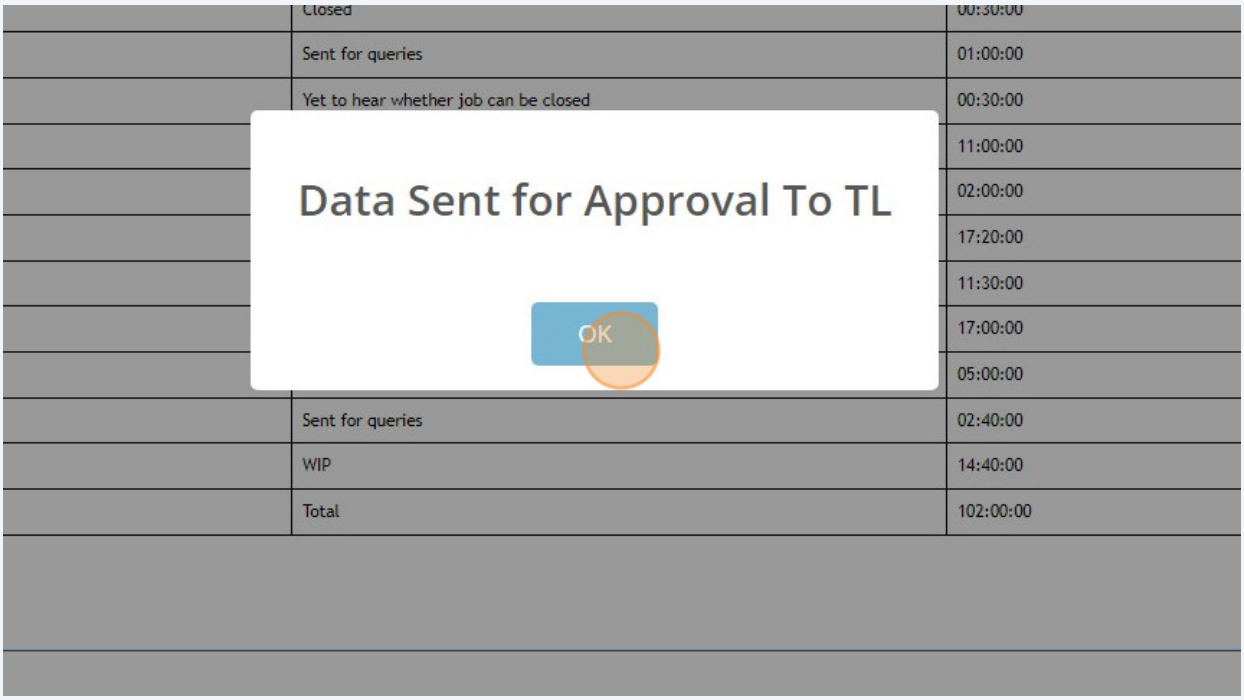
23 Click "OK"



24 Once finalized ,Send for Approval to TL



25 Click "OK"



26 If you still want to edit your data after sent for TL approval , Request your TL to reject it