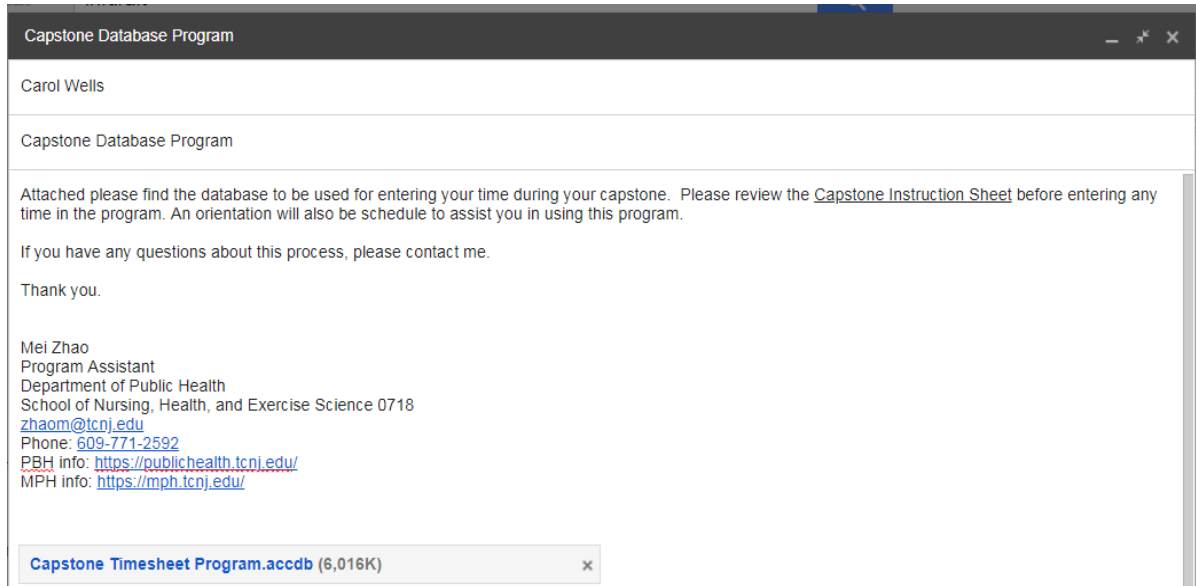
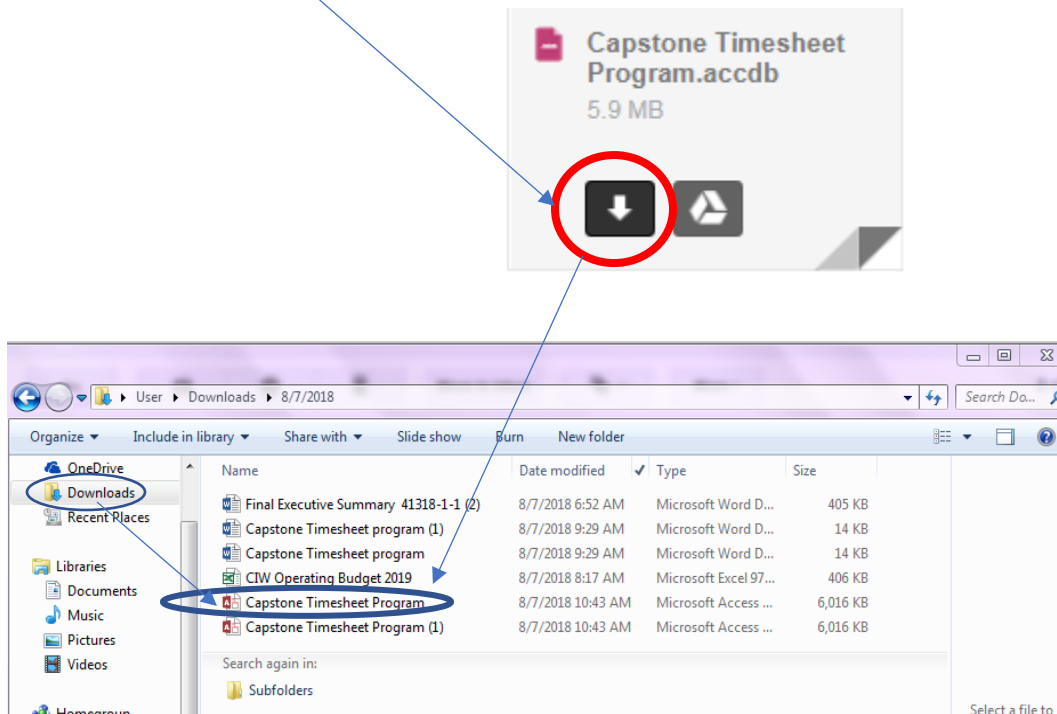


Capstone Timesheet Instruction Sheet

1. The program will be sent as an attachment via email from the Public Health office - see example below:



2. Click on the attachment to download the program:

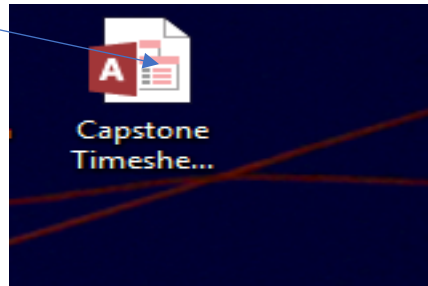


3. After the program has downloaded, find the file in the download folder and copy the file to your desktop. **NOTE: You must have the Access database program [part of Microsoft Office] as well as the Adobe PDF program software on your machine in**

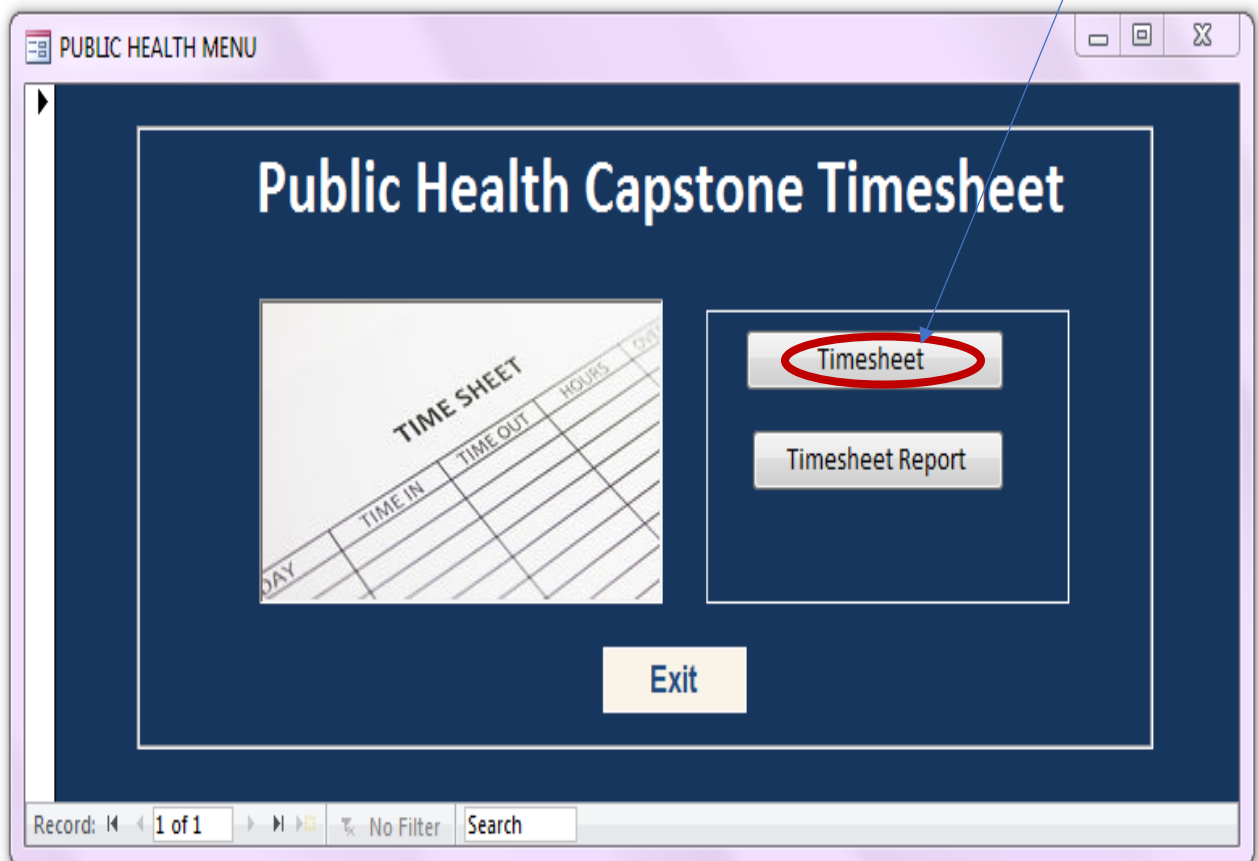
Capstone Timesheet Instruction Sheet

order to use this program. If you do not have these programs, email the Public Health department office for assistance.

4. Find the icon on your desktop and double click to open the database.

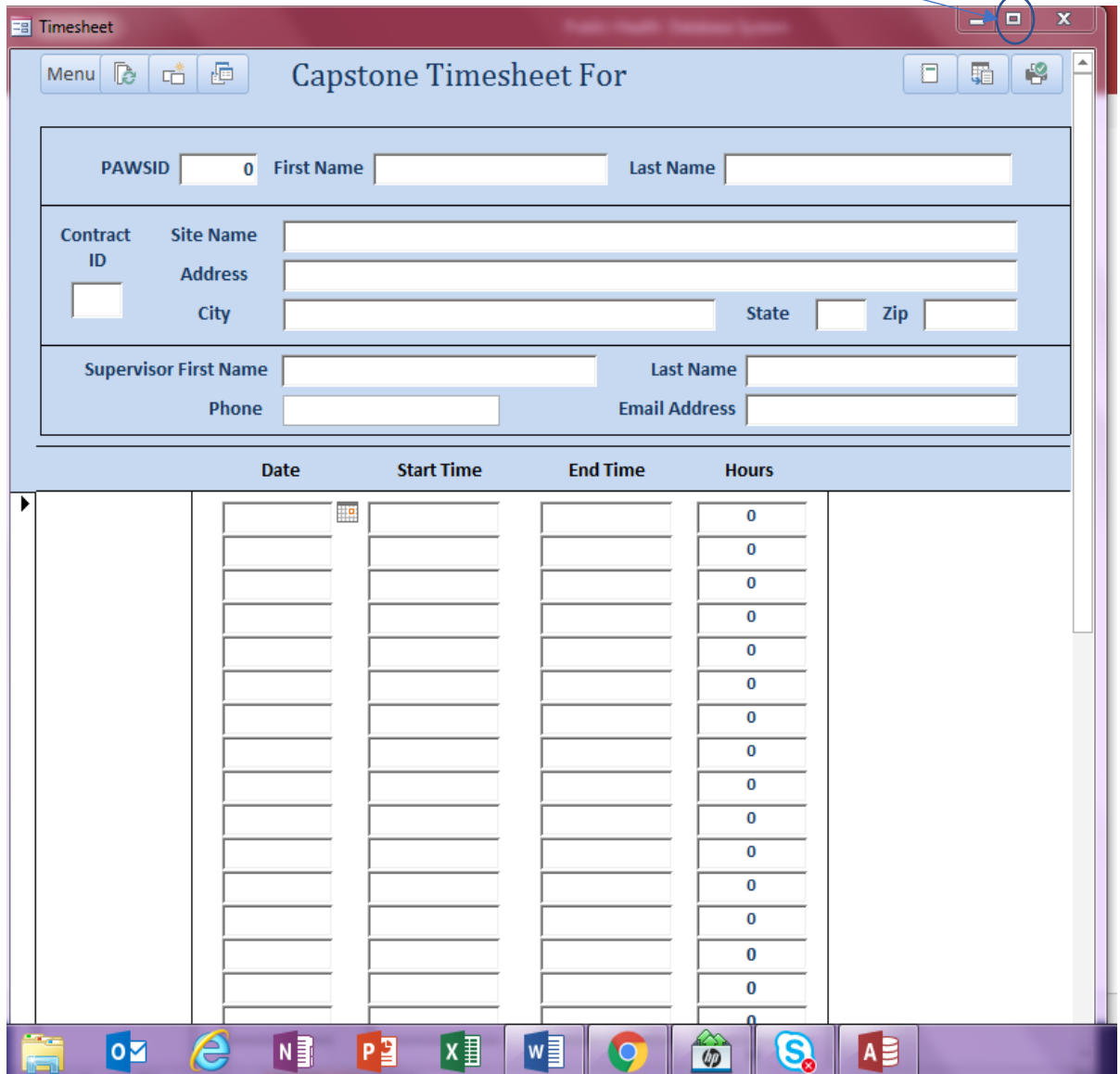


5. The program will load the Public Health Capstone Timesheet database menu. Click on the Timesheet menu bar to open the timesheet form.



Capstone Timesheet Instruction Sheet

- A blank timesheet will be displayed on your screen. Make sure you click the full screen button located top right corner of screen (square in middle) to maximize the screen.



Capstone Timesheet Instruction Sheet

7. Once the screen is maximized, the timesheet will be expanded to fill the screen.

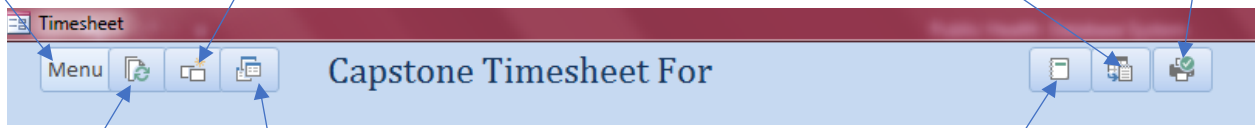
8. Below is the program button identification guide [button function will appear when hovering over button as well]. **Left** side buttons relate to the **timesheet form** while the **right** side of the relates to the **timesheet report**. The button descriptions are below.

Menu button will take you back to the Main Menu.

Duplicate Record button will copy current record.

Report to File button will save file to required PDF format.

Print Report button



Refresh button will reset timesheet totals when necessary.

Print current form

Open Report button will show you the print preview.

Capstone Timesheet Instruction Sheet

9. On the blank record, fill out the following fields - see example below:

The screenshot shows a web-based timesheet application. The form is titled "Capstone Timesheet For" and includes the following fields:

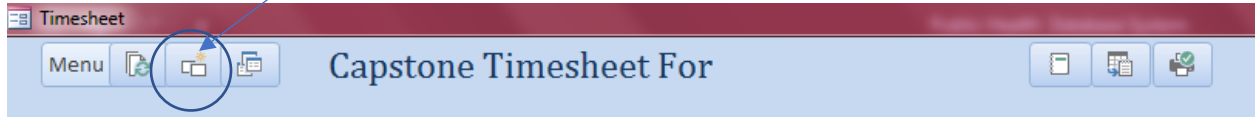
- PAWSID: 999999
- First Name: Carol
- Last Name: Wells
- Contract ID: 99
- Site Name: Smithville Hospital
- Address: 123 Jones Way
- City: Smithville
- State: NJ
- Zip: 999999
- Supervisor First Name: Mei
- Supervisor Last Name: Watters
- Supervisor Phone: (609) 667-6699
- Supervisor Email Address: watters@smithville.org

Below the form is a table with the following columns: Date, Start Time, End Time, and Hours. The Hours column contains zeros for each row. A blue arrow points from the "Contract ID" field to the table. At the bottom of the screenshot, there is a status bar showing "Record: 1 of 1", "Unfiltered", and a search box.

Field Name	Description
PAWSID	Six-digit number used in PAWS program.
First Name	First name of student.
Last Name	Last name of student.
Contract ID	Contract ID two-digit number found on Website Site Listing Report.
Site Name	Name of site [must match the Internship Acceptance Form]
Address	Site address [must match the Internship Acceptance Form]
City	Site city [must match the Internship Acceptance Form]
State	Site state [must match the Internship Acceptance Form]
Zipcode	Site zipcode [must match the Internship Acceptance Form]
Supervisor First Name	First name of supervisor [must match the Internship Acceptance Form]
Supervisor Last Name	Last name of supervisor [must match the Internship Acceptance Form]
Phone	Phone number of supervisor [must match the Internship Acceptance Form]
Email	Email address of supervisor [must match the Internship Acceptance Form]

Capstone Timesheet Instruction Sheet

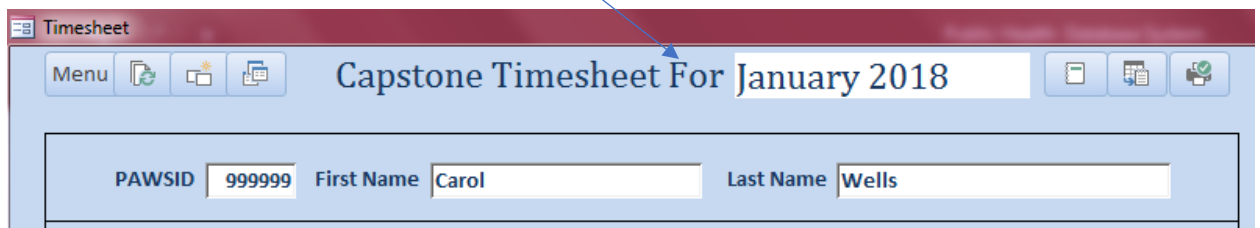
10. **Do not enter** any additional information **until** you duplicate the current record. Press the duplicate button (third program button) on menu bar 11 times to produce 11 duplicate records for a total of 12 records for twelve months. By duplicating the records you do not have to enter the information over again for each month.



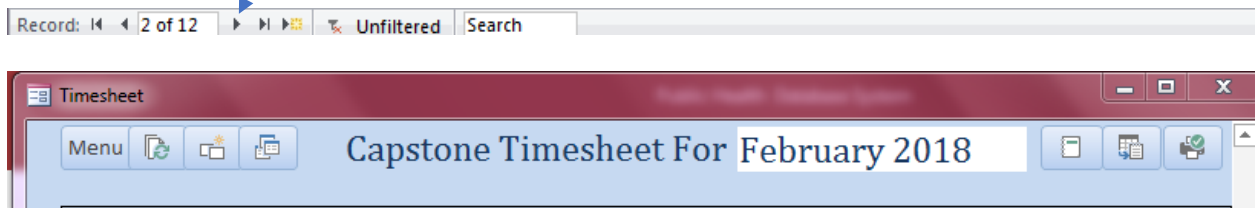
The record bar will now read:



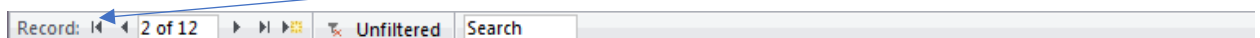
11. After all 12 records have been created, it is time to enter the month for each record. To do this, click on the field after the word For [see below] and enter the month:



12. Move to the next record by clicking on the next record button at the bottom of the screen and add the next month until all 12 records contain the respective months:

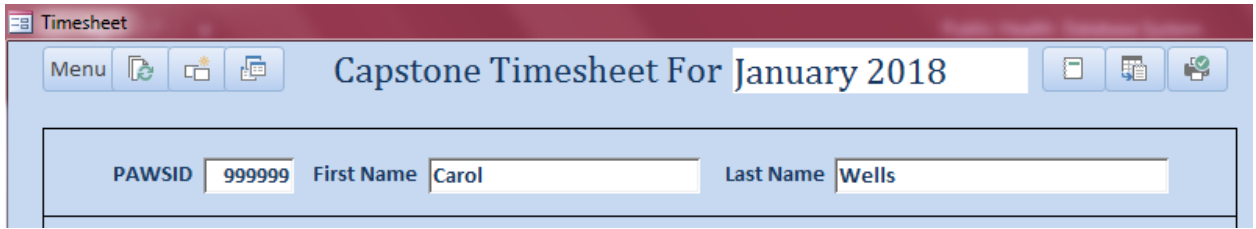


13. After all the months have been entered, click the first record button to go back to January.

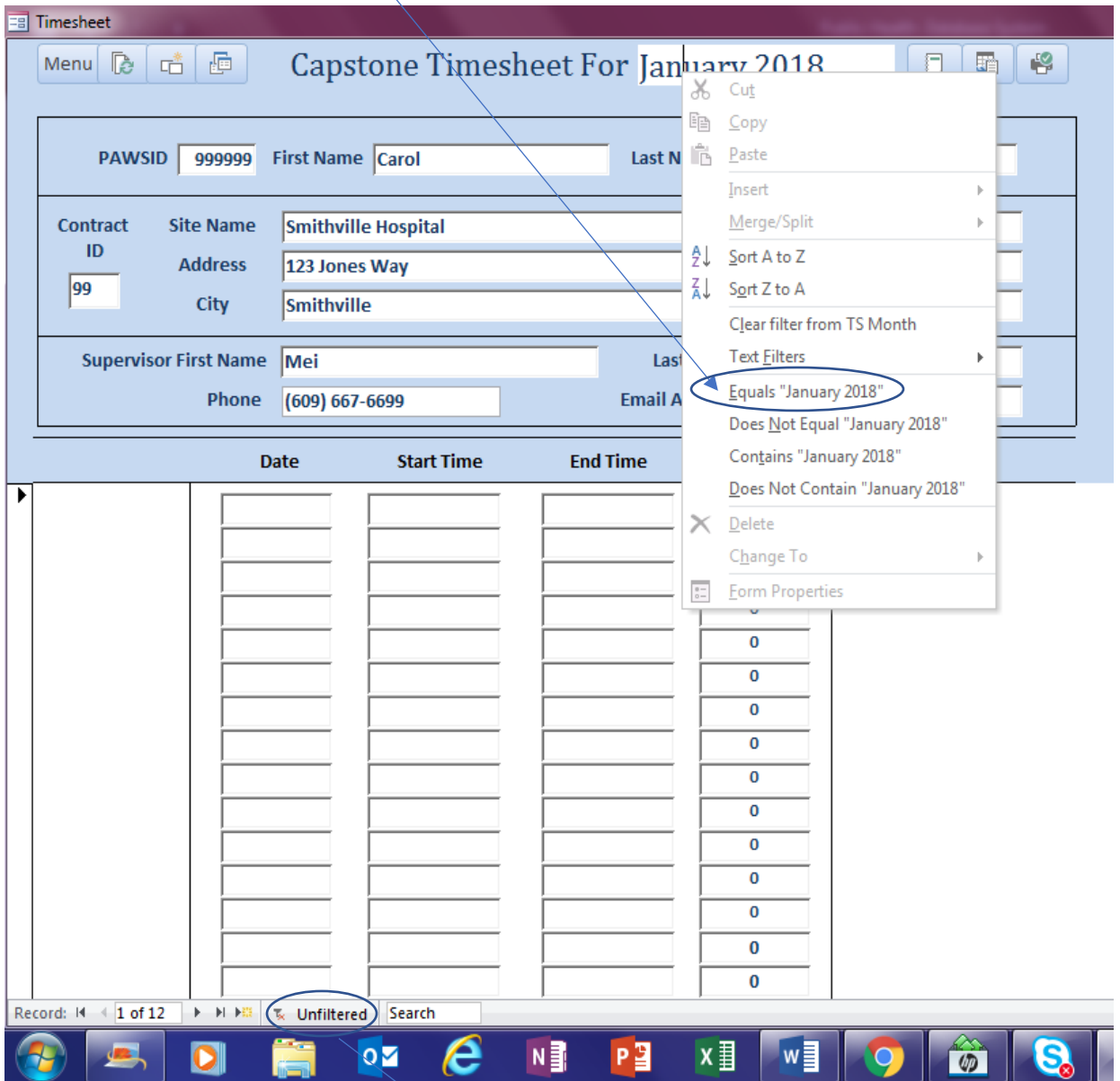


Capstone Timesheet Instruction Sheet

14. Right click on the field that contains the word January.



15. Click on Equals "January 2018" to filter the record and adjust timesheet totals to display for the month only. Unfiltered status will display a cumulative total of all timesheets.



Unfiltered record = cumulative total

Capstone Timesheet Instruction Sheet

16. The filter is now set for January and the word Filteredfilter is now highlighted on the bottom of the screen.

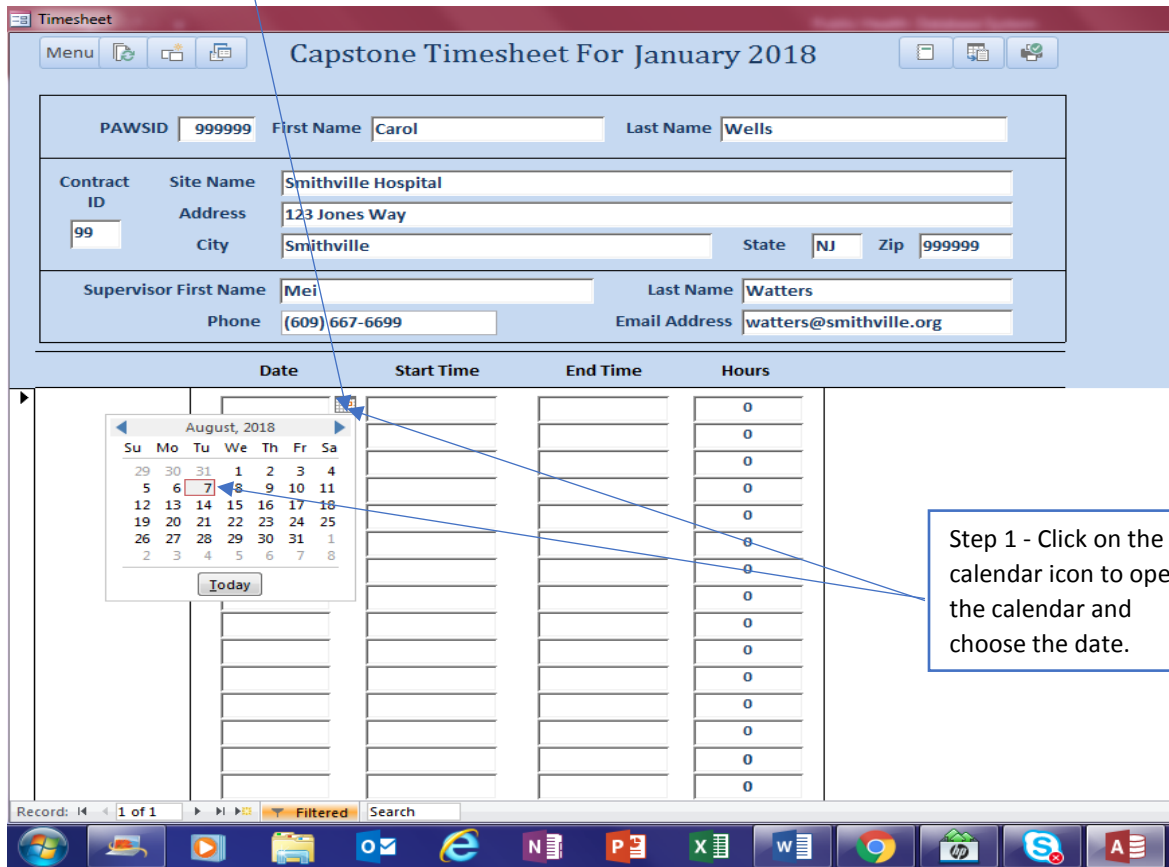
The screenshot displays the 'Capstone Timesheet For January 2018' application window. The top section contains form fields for PAWSID (999999), First Name (Carol), Last Name, Contract ID (99), Site Name (Smithville Hospital), Address (123 Jones Way), City (Smithville), Supervisor First Name (Mei), Last Name, Phone ((609) 667-6699), and Email Address. Below the form is a table with columns for Date, Start Time, End Time, and a numerical column. A context menu is open over the table, listing various actions such as Cut, Copy, Paste, Sort A to Z, Sort Z to A, and Text Filters. The 'Text Filters' sub-menu is expanded, showing options like 'Equals "January 2018"', 'Does Not Equal "January 2018"', 'Contains "January 2018"', and 'Does Not Contain "January 2018"'. The 'Equals "January 2018"' option is selected and circled in blue. At the bottom of the application window, the status bar shows 'Record: 1 of 1' and a 'Filtered' indicator, which is also circled in blue. A blue arrow points from the 'Filtered' indicator to the text 'Filtered Record = monthly total' located below the screenshot.

Filtered Record = monthly total

17. Now it is time to enter the time into the timesheet form.

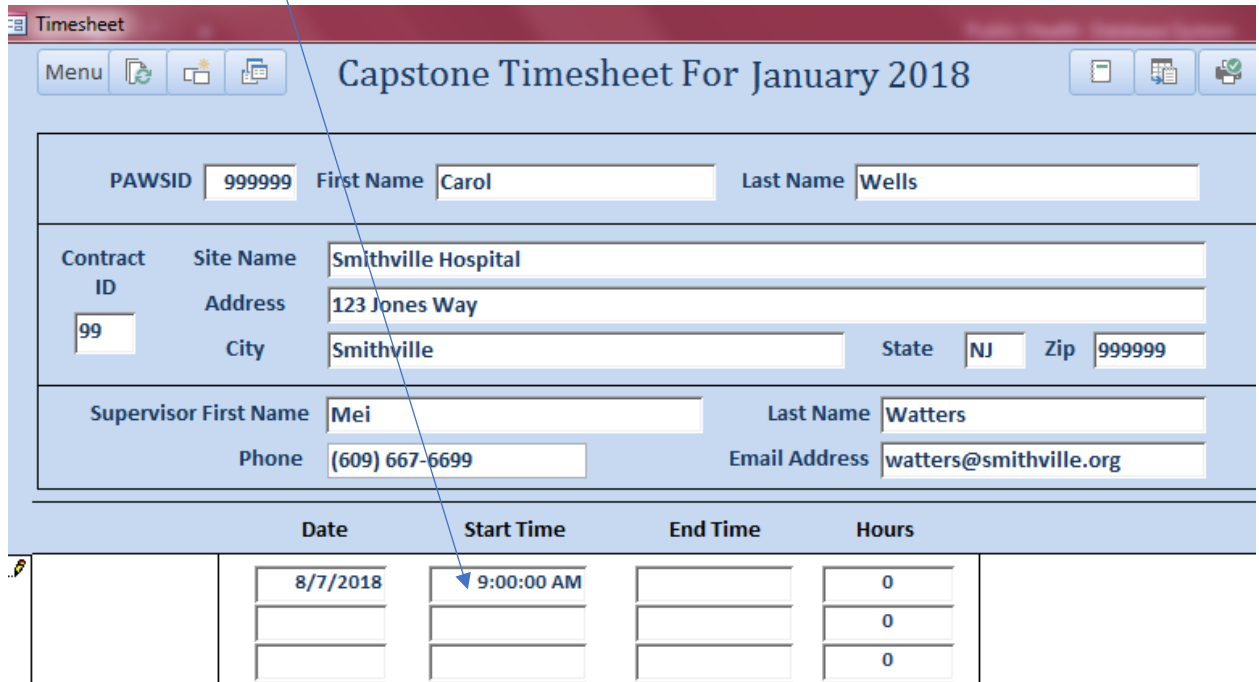
Capstone Timesheet Instruction Sheet

18. Step 1 - Enter the date into the date data field by clicking on the calendar icon, see example below:



Step 1 - Click on the calendar icon to open the calendar and choose the date.

19. Step 2 - Enter the start time into the Start Time data field, see example below:



Capstone Timesheet Instruction Sheet

20. Step 3 - Enter the end time into the End Time data field, see example below:

Date	Start Time	End Time	Hours
8/7/2018	9:00:00 AM	5:00:00 PM	0
			0

21. Step 4 - Enter the hours into the Hours data field, see example below:

Date	Start Time	End Time	Hours
8/7/2018	9:00:00 AM	5:00:00 PM	8
8/16/2018	9:00:00 AM	5:00:00 PM	8
8/23/2018	12:00:00 AM	5:00:00 PM	8

Capstone Timesheet Instruction Sheet

24. Below is the report that will be converted to a PDF to be submitted to the supervisor.

Capstone Timesheet For January 2018				
999999	Carol Wells	99	Smithville Hospital	
Supervisor: (609) 667-6699	Mei Watters watters@smithville.org		123 Jones Way Smithville	NJ 999999

Date	Start Time	End Time	Hours
8/7/2018	9:00:00 AM	5:00:00 PM	8
8/16/2018	9:00:00 AM	5:00:00 PM	8
8/23/2018	12:00:00 AM	5:00:00 PM	8
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Total Hours			24

<p>By submission of this timesheet to my supervisor, I agree that these hours have been worked at the internship site.</p> <p style="text-align: center;">Carol Wells</p> <hr/> <p style="text-align: center;">Tuesday, August 07, 2018</p>	<p style="text-align: center; background-color: yellow;">Supervisor will print name here</p> <hr/> <p>Print Site Supervisor Name</p> <p style="text-align: center; background-color: yellow;">Supervisor signature and date here</p> <hr/> <p>Site Supervisor Signature Date</p>
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Capstone Timesheet Instruction Sheet

25. Choose PDF Format (*.pdf) and press OK button.

The screenshot shows the 'Capstone Timesheet For January 2018' application window. The form contains the following information:

- PAWSID: 999999
- First Name: Carol
- Last Name: Wells
- Contract ID: 99
- Site Name: Smithville Hospital
- Address: 123 Jones Way
- City: Smithville
- Supervisor First Name: Mei
- Phone: (609) 667-6699

An 'Output To' dialog box is open, showing a list of output formats. The 'PDF Format (*.pdf)' option is selected and highlighted with a red circle. The dialog also includes 'OK', 'Cancel', and 'Output' options.

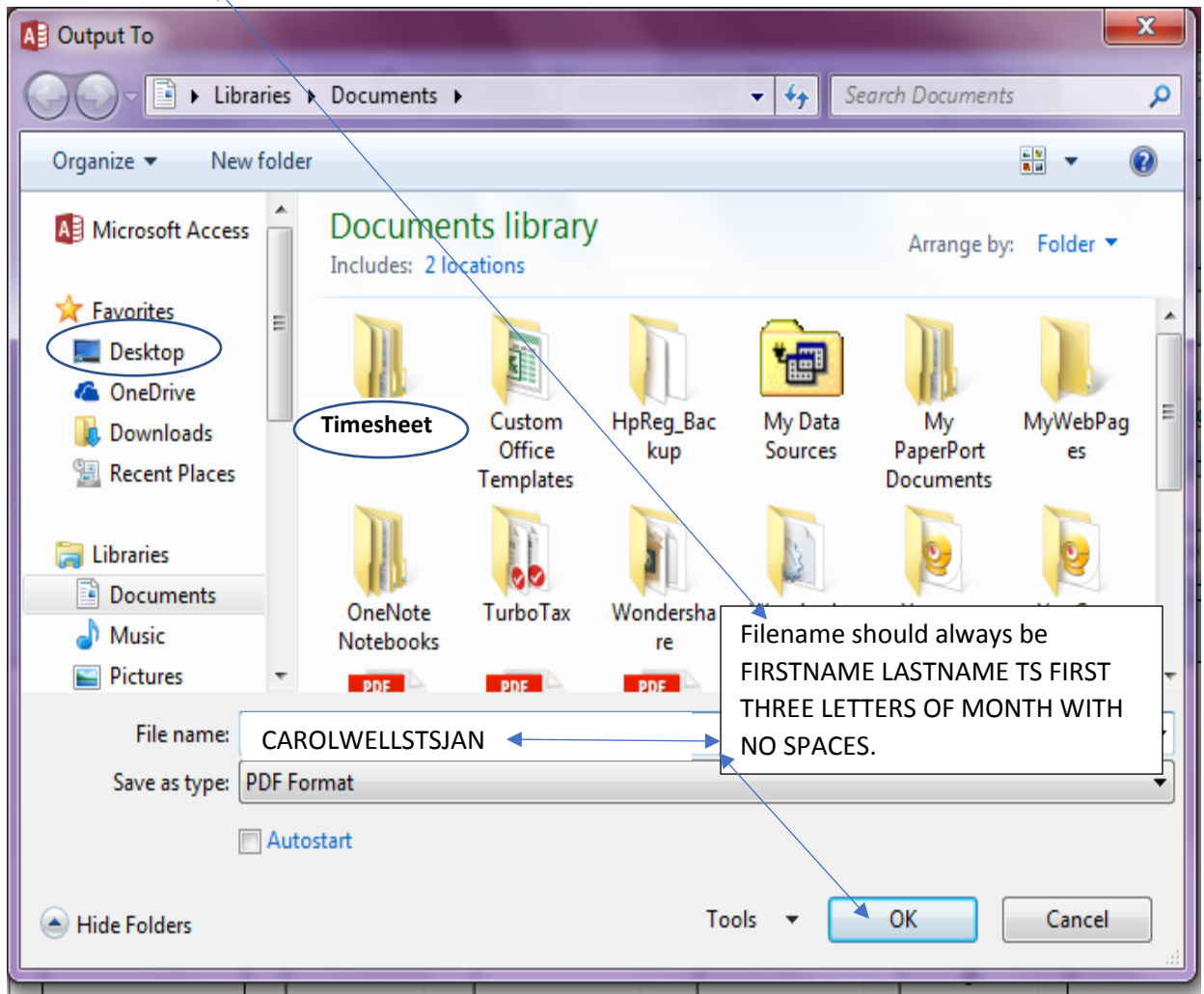
Date	Start Time	End Time	
			0
			0
			0
			0
			0
			0
			0
			0
			0
Total Hours			24

Record: 1 of 1 | Filtered | Search

Windows taskbar icons: Internet Explorer, Outlook, PowerPoint, Excel, Word, Chrome, HP, Skype, Access, and a utility icon.

Capstone Timesheet Instruction Sheet

26. Before saving the file, make sure that you have created a Timesheet folder on your Desktop. When saving the file make sure you save the file to the Timesheet folder you created on the Desktop. Before saving the file, name the file as described below then press okay to create PDF.



27. When the file is saved, send the file via email [email address on timesheet] to the supervisor.
28. Follow up with your supervisor to obtain the signed timesheet and when received via email use the [upload Qualtrics form](#) to send your timesheet to the Public Health department.
29. Please send questions you may have to publiclht@tcnj.edu.