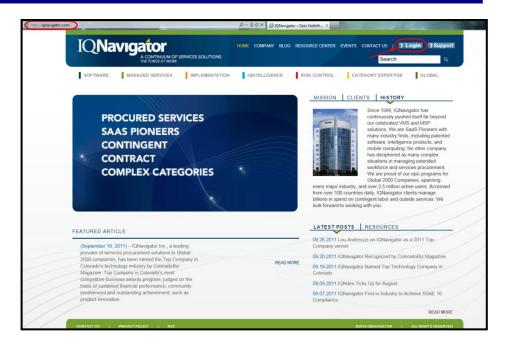


This job aid highlights how to enter a timecard and an expense report in the New User Interface as a contractor.

- 1. Access the IQNavigator system.
- 2. Select **USER LOGIN** (upper right hand corner of the screen).

NOTE: The first time you log into the system you will need to accept the end user license agreement by selecting **OK**.



- 3. Enter USERNAME and PASSWORD (case sensitive). Passwords must contain:
 - A. eight characters minimum
 - B. one numeric character minimum

Select ENTER to log into IQNavigator.

 If you forget your password select the blue hyperlink, FORGOT YOUR PASSWORD? CLICK HERE. You will be brought to the FORGOT PASSWORD screen, enter in your USER NAME and EMAIL ADDRESS, and select SUBMIT. A temporary password will be emailed to you.

IQNavigator
Welcome to IQNavigator 10.6
Please enter your username and password to begin.
Username
Password
Login
Forgot Password Click here Contact the IQNavigator support team
Email: igcustomerservice@ignavigator.com Phone: 303.563.1555 or toll free 877.706.4394
IQNavigator Privacy Policy

IQNavigator

JOB AID: Contractor: Timecard and Expense Entry in the New UI

- 5. Once you login to the IQNavigator system, this will take you to your IQNavigator Dashboard. Many of these fields will be described in more depth throughout this job aid.
 - **A. HOME** Tab: You can click on this tab to get back to your dashboard at any time.
 - **B. CREATE** Tab: Clicking on this tab will create a dropdown where you can choose to Create a Timecard or Create and Expense Report.
 - C. MANAGE Tab: Here you can Manage and Review your submitted Timecards and Expense Reports.
 - **D. MY PROFILE** and **HELP**: By clicking on the MY PROFILE link, you can change your personal information. The HELP link gives you access to any help information your supplier has opted to populate this area with, including important contact information, help documentation, etc.
 - E. LAUNCH: Here you can create a timecard or an expense report by just clicking on the appropriate link.
 - F. ALERTS: This section is used to notify you of missing timecards, problematic timecards and other similar information. You can take action straight from ALERTS.
 - **G. MANAGE:** Similar to the MANAGE Tab; you just don't have to hover over it to get the dropdown menu.
 - **H. ASSIGNMENT INFORMATION:** Here is where you can find out pertinent information about your current assignment.

QNavigator	Hershey Bar (Locout) Best Supplier Close	Session My F	rofile Help Feedba
Home Create - Ma	anage 👻		Ъ С
Home			\smile
			٥.
Launch	Alerts (18)		
Create Timecard	Refresh: එ	Sort By: Da	te Descending 👻
Create Expense Report	11/12/12 Missing Timecard - Accounting Manager (182702)	Create	Ignore
	11/12/12 Missing Timecard - IT Contracts Negotiator 3 (183222)	Create	Ignore
Manage G	11/5/12 Missing Timecard - Accounting Manager (182702)	Create	Ignore
Timecards	11/6/12 Missing Timecard - IT Contracts Negotiator 3 (183222)	Create	Ignore
Expense Reports	10/29/12 Missing Timecard - Accounting Manager (182702)	Create	Ignore
	10/29/12 Missing Timecard - IT Contracts Negotiator 3 (183222)	Create	Ignore
System Messages	10/22/12 Missing Timecard - Accounting Manager (182702)	Create	Ignore
IQN News - System Update Details	First Previous	1 2 3	Next Last
	Assignment Information		
	Administrative Assistant - Best Supplier (182102)		



Creating a Timecard

 From the dashboard, either hover over the CREATE tab and click on CREATE TIMECARD or navigate to the LAUNCH panel on the left hand side of the dashboard and click on CREATE TIMECARD.

QNav	igator	John Smith (Logout) FOR TESTING ONLY! Suppler (Change) Close Session My Settings Hele Feed
Home	Create	Manage 👻
Home Launch	Create Timecard Create Expense Report	Refresh: ی Sort By: Date Descending ب
Create Timeo Create Expen		You do not have any alerts at this time.
Manage		
Timecards		
Expense Rep	orts	

 This takes you to the CREATE TIMECARD screen. Here you will need to choose the week for which you would like to submit a timecard. Then click on the CREATE TIMECARD button.

Home reate Timecard		Manage 👻	
29 30 31 1 5 6 7 8 12 13 14 15	y 2012 D Th Fr Sa 2 3 4 3 9 10 11 5 16 17 18 2 23 24 25	January 29, 2012 - February 4, 2012 Assignment: Analyst 1 (1633831) Assignment Duration: 1/30/12 - 2/5/12	Create Timecard



8. On the next screen you will enter your time for the week selected.

 Enter the number of hours worked under the REGULAR hour's section. Enter the Cost Allocation Code associated with those working hours. If you worked hours under two different Cost Allocation Codes, click the ADD NEW button to add another timecard for that same day to split the time worked.

				Save Draft Submit
imith, John Inalyst 1 (1633631)			Comments:	
Analyst 1 (1633631)				* *
Sunday - 1/29/12			Cost Allocation Code:	
Hours	Regular	Hours 0	Cost Allocation Code.	
	Day Total	0		
Monday - 1/30/12	Regular	Hours	Cost Allocation Code:	/
Hours	Regulai	O	Type to search	×
	\bigcirc		Comments:	Add New
	Day Total	0		
Tuesday - 1/31/12				
	Regular	Hours	Cost Allocation Code: Type to search	
Hours		0		
			Comments:	Add New
				*
	Day Total	0		
Wednesday - 2/1/12				
Hours	Regular	Hours 0	Cost Allocation Code: Type to search	
Hours		U	Comments:	
			oonmento.	Add New
	Day Total	0		
Thursday - 2/2/12	Regular	Hours	Cost Allocation Code:	
Hours		0	Type to search	
			Comments:	Add New
				A VIG NOW
	Day Total	0		
Friday - 2/3/12				
	Regular	Hours	Cost Allocation Code: Type to search	
Hours		U	Comments:	
			Gommistita.	Add New
	Day Total	0		
Saturday - 2/4/12	Regular	Hours	Cost Allocation Code:	
Hours		0	Type to search	
			Comments:	Add New
				÷
	Day Total	0		
			Sat 2/4/12 Total	

10.	The total hours worked for the week will
	tabulate at the bottom of the screen.

- 11. You can either SAVE your timecard to add additional time during the week, or SUBMIT the timecard for approval.
- You will see "You have saved successfully" highlighted in yellow once you have submitted your timecard.

Edit Timecard (1/29/12 You have submitted succe		5	
Smith, John T-L378698-0 (Status: Approval Analyst 1 (1633631)			
Sunday - 1/29/12			
Monday - 1/30/12	Regular	Hours	Cost Allocation Code:
Hours	8	8	



Creating an Expense Report

13. From the Dashboard, either hover over the **CREATE** tab and click on **CREATE EXPENSE REPORT** or navigate to the **LAUNCH** panel on the left hand side of the dashboard and click **on CREATE EXPENSE REPORT**.

)Navı	gator	John Smith (Logout) FOR TESTING ONLY! Supplier (<u>Change</u>) <u>Close Session</u> <u>My Settings</u> <u>Help</u> <u>Fe</u>
Home	Create - M	lanage 🗸
lome	Create Timecard	
Launch	Create Expense Report	Refresh: 💩 Sort By: Date Descending 🗸
Create Timeca	ard	You do not have any alerts at this time.
Create Expens	se Report	
Manage		
Timecards Expense Repo	irts	
System Me	essages	Assignment Information
personal profi times. Time after time from new and references with	ase keep your company and le information up to date at all e, IQNavigator receives requests existing customers for supplier in respect to specific geographic clic industry specializations and	Analyst 1 - FOR TESTING ONLY! Supplier (1633631)
skills and r <u>N</u>	lore	

14. This will take you to the **CREATE EXPENSE REPORT** screen. Your assignment should be listed below. Click on the **CREATE EXPENSE REPORT** button.

Home	Create 🗸	Manage 👻
Create Expens	e Report	
Choose an Ass		
	yst 1	



15. On the next screen, you will Title your Expense Report and can add a Purpose. Click on the **ADD EXPENSE** button to start adding expenses.

Create Expense Report [Back]	
	Save Draft Submit
Smith, John Analyst 1 (1633631)	Title:
	Purpose:
-	→
	li.
Expenses	
Date Amount Expense Type Justification	Attachments Cost Allocation Code Actions
No items found	
	Add Expense
	Total: 0.00
	Save Draft Submt

16. A pop up window will appear. Enter the required fields notated with a Red *: Date, Expense Type (chosen from the drop down menu), and expense amount. You can also enter a justification if needed, upload an attachment such as a scanned receipt and add the Cost Allocation Code. When you have the report the way you need it, you can either SAVE AND ADD ANOTHER EXPENSE or SAVE AND CLOSE. Click which ever button is appropriate.

	aettina to 2nd office	
	Enter Expense Information	×
	Date: *	
	Expense Type: *	_
-	Expense Amount:	
	Expense Justification:	
	Attachments: Browse_ Attach	1
	Cost Allocation Code: Type to search	
	Save and Add Another Expense Save and Close	•
-		

- 17. You will return to the screen behind the pop up window. Click on the SUBMIT button to submit your expense report. (above screenshot).
- You will see "You have saved successfully" highlighted in yellow once you have submitted your expense report.

	ack]				
u have submitted successfully. Smith, John E-407688 (Status: Approval In Process) Analyst 1 (1633631)			Title: cab fare Purpose: getting to 2nd office		
Amount	Expense Type	Justification	Attachments	Cost Allocation Code	
10.00	Misc. Travel	had to get to 2nd office	No Documents Attached		
	oval in Proc		oval In Process) Amount Expense Type Justification	Amount Expense Type Justification Attachments	Amount Expense Type Justification Attachments Cost Allocation Code



Managing Timecards and Expense Reports

 You can view your pending timecards by clicking on the MANAGE tab and clicking on TIMECARDS from the dropdown menu. You can also use the left side pane under MANAGE and click on TIMECARDS.

Home Create -	Manage -
Home	Timecards
Launch	Expense Reports Refresh: 💩 Sort By: Date Descending 🗸
Create Timecard Create Expense Report	You do not have any alerts at this time.
Manage	
Timecards Expense Reports	
System Messages	Assignment Information
Reminder! Please keep your company personal profile information up to date times.	at all Analyst 1 - FOR TESTING ONLY! Supplier (1633631)

This will bring up your TIMECARDS screen. There is a list of the timecards that have been submitted and the status they are currently in. You can also use the SEARCH functionality at the top of the screen to search for additional timecards.

Home C	create 👻 🤇	Manage 🔻							
				Show:	Timecards Expense Repo				
Timecards Image: Search for Filter: 1 Configurable Columns: Export to:									
Timecard Number	Quick View	Weekending Date	Total Timecard Hours	Status	Actions				
<u>T-L378698-0</u>	3	2/4/12		8 Approval Pending	View History See all Actions				

To view your expense report, click on the number of the report in the left hand column, or click on the **VIEW HISTORY** or **SEE ALL ACTIONS** under the ACTIONS column on the far right hand side.



20. You can view your pending expense reports by clicking on the **MANAGE** tab and clicking on **EXPENSE REPORTS** from the dropdown menu. You can also use the left side pane under **MANAGE** and click on **EXPENSE REPORTS.**

Home Create -	Manage -
	Timecards
Launch	Expense Reports Refresh: ம Sort By: Date Descending ↓
Create Timecard	You do not have any alerts at this time.
Create Expense Report	
Manage	
Timecards	
Expense Reports	-
System Messages	
	Assignment Information
Reminder! Please keep your company and personal profile information up to date at all times.	Analyst 1 - FOR TESTING ONLY! Supplier (1633631)

Home C	Create -	Manage 🔻					
				Show:	Timecards Expense Reports		
Expense Reports (2) Search for	S	ced Search			Filter: 1 month 🔹		
Configurable Columns: 🔠 Export to: 📾							
Expense Report #	Quick View	Last Modified	Total Expense Report Cost	Expense Report Status	Actions		
E-407688	B	2/1/12 11:14 AM	USD 10.00	Approval In Process	View History See all Actions		

This will bring up your **EXPENSE REPORTS** screen. There is a list of the expense reports that have been submitted and the status they are currently in. You can also use the SEARCH functionality at the top of the screen to search for additional expense reports.

To view your expense report, click on the number of the report in the left hand column, or click on the **VIEW HISTORY** or **SEE ALL ACTIONS** under the ACTIONS column on the far right hand side.