

ChronoSheets is a **cost effective** and **highly configurable** timesheet solution, available on Desktop and Mobile.

Use our **Open API** to create new **integrations** between your systems and ChronoSheets.



ChronoSheets key features:



Jobs & Tasks

Define your own jobs and tasks to be used in timesheet submission.



Clients & Projects

Define your own clients with projects. Set estimated project cost for tracking.



Employee Management

Invite your employees so they can submit timesheets.



Reporting

Generate charts quickly to visualise timesheet activities across your company.



Rostered Hours

Setup employee rosters so you can detect overtime submission and pay.



GPS Tracking

Use the iOS or Android apps to track GPS trips, setup a vehicle fleet with fuel costs.



Email Alerts

Subscribe to automated email alerts that keep you on top of timesheet activities.



Pay Rates

Set employee pay rates so ChronoSheets can calculate exact amounts for each recorded timesheet.

ChronoSheets User Guide

Document Version 11.0 - 15th October 2021

Written by Lachlan Pearce.

Signing up to ChronoSheets	7
Choosing a plan	7
Your company/organisation information	8
Your account information	8
Verify your email address	8
Quick start with the ChronoSheets setup wizard	8
Step 1: Adding your first client	9
Step 2: Adding a project to your first client	9
Step 3: Creating your first job code	9
Step 4: Creating your first set of tasks	10
Step 5: Adding employees to your organisation account	10
Submitting your first timesheet	10
Time format	11
Validation	11
Timer function	11
Logging into ChronoSheets	11
Resetting your ChronoSheets password	12
Updating your ChronoSheets account	12
Updating general account information	13
Changing your account password	13
Your personal reports	13
Clients and projects	14
Creating clients and projects	15
Tasks	15
Creating tasks	16
Job Codes	16
Creating job codes	17
Set up your vehicle fleet	17
Setting vehicle fuel cost to track trip expense	18
Adding your employees to your ChronoSheets account	18
Entering employee account information	19
Login instructions sent to the employee	20

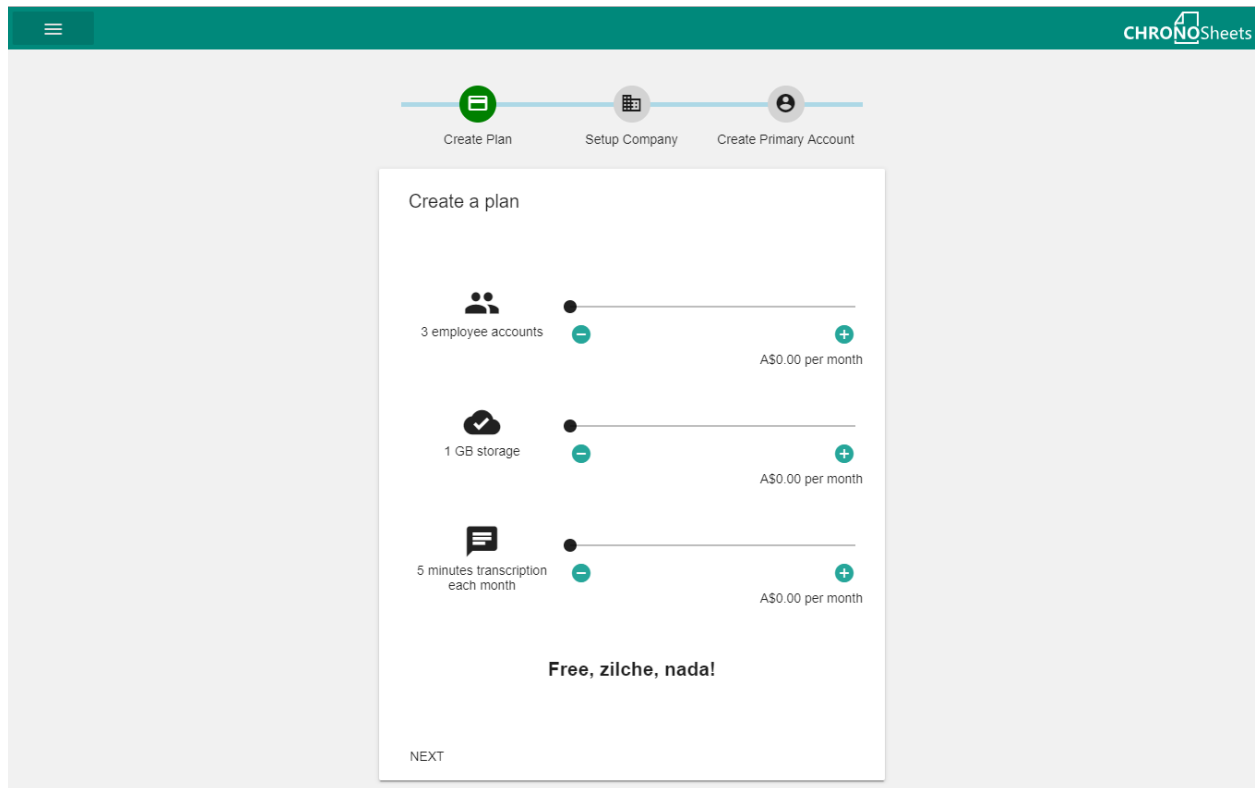
Setup employee pay rates	20
Standard and overtime pay rates	21
Archive of pay rates	21
Setup employee rosters	21
Seven-day working week	22
Rostered time slots	22
ChronoSheets permissions system	23
Permission explanations	24
“Submit timesheet”	24
“Manage jobs and tasks”	24
“Manage clients and projects”	24
“Manage organisation users”	24
“Can view their own reports”	24
“Can view all employee reports”	24
“Manage organisation groups”	25
“Organisation administrator”	25
“Manage fleet”	25
“Can view their own trips”	25
“Access Billing”	25
Organisation Groups	25
ChronoSheets alerts system	26
Alerts explanation	26
“Non-rostered working hours”	26
“Project cost alerts”	27
Updating your organisation account information	27
Connecting to Xero Payroll	28
Getting started	28
Integration settings	28
Step 01: Name the Xero integration	29
Step 02: Link to Xero ‘Tenant’	29
Step 03: Select the Xero payroll calendar	29
Step 04: Link pay rates	29
Step 05: Link ChronoSheets employees to Xero	29
Sending the Timesheets to Xero	29
Some limitations	30

Managing your subscription	31
Viewing organisation level reports	31
Filtering by a date range	32
Filtering by a select set of employees	32
Changing the unit of measure	33
Consolidated view	33
Project costs view	33
Hide and show projects from the reports	33
Project timelines	33
Vehicle fleet view	33
File attachments	33
Speech transcripts	34
Jobs and tasks view	34
Jobs timeline	34
Tasks timeline	34
Jobs totals	34
Task totals	34
Clients and projects view	34
Clients timeline	34
Projects timeline	35
Clients totals	35
Project totals	35
Raw data	35
Exporting raw timesheet data	35
Why export?	36
The fields in the export	36
The format of the export	37
Viewing your own vehicle trips and costs	38
Filtering by a date range	38
Filtering by vehicle	38
Using the ChronoSheets Pro app for iOS and Android to record your timesheets	39
Installation	39
Standard timesheet submission	40
Recording vehicle trips	40
Viewing your trip history	40
Updating your account information	40

The ChronoSheets API	41
Introduction	41
API playground	41
Obtaining your Auth Token	42
Using the Auth Token in your first API request	44

Signing up to ChronoSheets

To start using ChronoSheets, you will need to create an account via the ChronoSheets website. This account sign-up will set up a company profile and your first personal account. The company profile (also called “organisation”) is an umbrella for all the configuration, accounts of your employees and your first account. The first account will be set up with full access to all features and you’ll be able to set up jobs, tasks, clients, projects, vehicle fleet and employee account management once you log in.

The screenshot shows the ChronoSheets website's sign-up process. At the top, there's a teal header with a menu icon and the 'CHRONOSheets' logo. Below the header, a progress bar indicates three steps: 'Create Plan' (active), 'Setup Company', and 'Create Primary Account'. The main content area is titled 'Create a plan' and features three adjustable sliders. The first slider is for '3 employee accounts' with a minus button on the left and a plus button on the right, showing 'A\$0.00 per month'. The second slider is for '1 GB storage' with similar minus and plus buttons, also showing 'A\$0.00 per month'. The third slider is for '5 minutes transcription each month' with minus and plus buttons, also showing 'A\$0.00 per month'. Below the sliders, the text 'Free, zilche, nada!' is displayed. At the bottom left of the form, there is a 'NEXT' button.

The ChronoSheets sign up form

Choosing a plan

You can decide to use a free plan or paid plan on ChronoSheets. If your company has less than 3 employees (seats, including yourself), 1GB storage and 5 minutes audio transcription then you’ll be able to use all the features for free. For companies that have more employees, require more storage or audio transcription, you can adjust the sliders to see how much it will cost.

Your company/organisation information

The next step of the signup process is to enter your company/organisation information. Enter the company name, address, phone number, email address and timezone. Click next to proceed to the next step.

Your account information

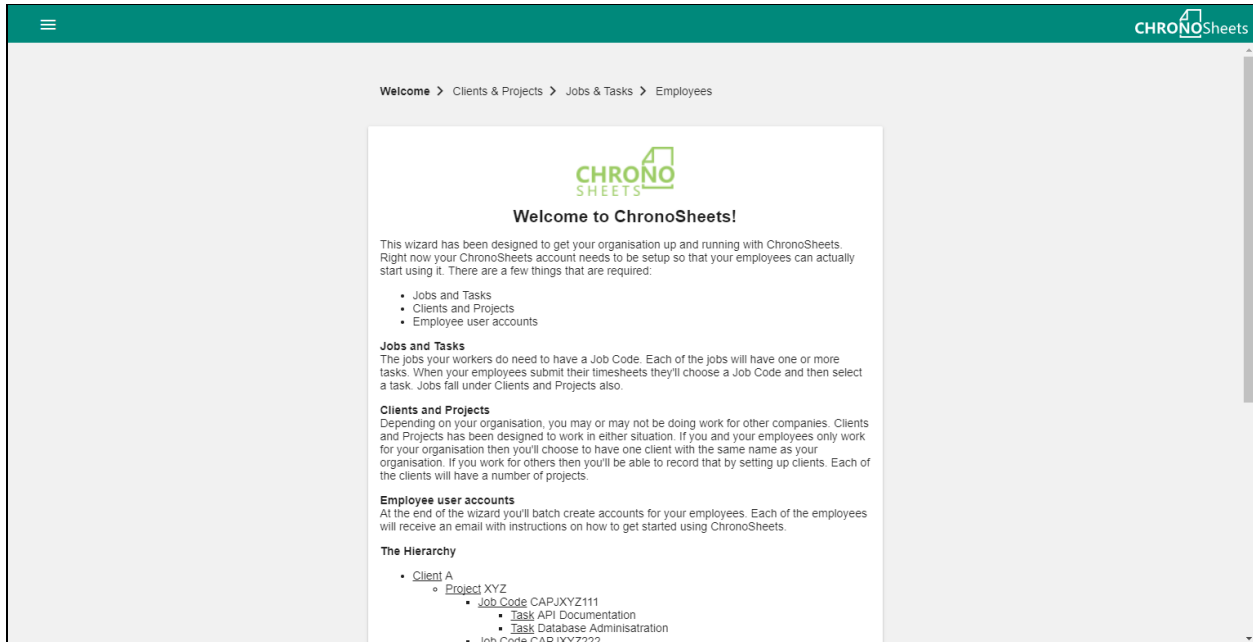
On the final step of the signup process, you'll need to enter your account information. This account will be a user under the organisation (like all the other employees you can add later) but it will have full access and control over all the settings in the ChronoSheet organisation account. The email address for the account can be the same as the company/organisation email address, but it's recommended this first account be a real employee. Take for example a project manager that wants to use ChronoSheets to better understand where time is being spent. They may be acting on behalf of their company by signing up for ChronoSheets. Ideally, they should be putting their own details into the first account. They shouldn't share the account username and password, if they want another manager to have full control then another account should be added (See "Adding your employees to your ChronoSheets account"). After completing the form, click the submit button.

Verify your email address

After successfully filling out the signup form, an email will be sent to the email you entered in the second step "Enter your account details". This email will contain a validation link that you need to click on to complete the signup and activate the account. After clicking the link, validation will take place and you'll automatically be logged into your ChronoSheets account.

Quick start with the ChronoSheets setup wizard

After successful signup, you'll automatically be redirected to the setup wizard. The setup wizard will appear every time you log in until the setup wizard has been completed successfully. The setup wizard will set up some basic configuration and act as a tutorial with information to help you along the way.



The ChronoSheets Quick Start wizard

Step 1: Adding your first client

Some companies will be billing other companies for work performed. If this sounds like your company, then you'll be able to create all your clients in ChronoSheets. In step 1 you'll be creating the first client under your account. The client will become available later, when you set up projects and jobs, submit timesheets or run reports. If your company/organisation doesn't perform work for anyone else, then I suppose you only have one client i.e. "yourself". Step 1 will prefill the client name with your organisation name.

Step 2: Adding a project to your first client

You'll be able to add projects to the client you created in step 1. These projects will have some use later on: you'll be able to set project cost estimates and generate reports on project cost tracking (actual cost vs. estimated cost).

Step 3: Creating your first job code

You'll need to create at least one job code. This links a client and project to a unique code. These codes will be used by your employees during timesheet submission as a quick reference to some unit of work.

Step 4: Creating your first set of tasks

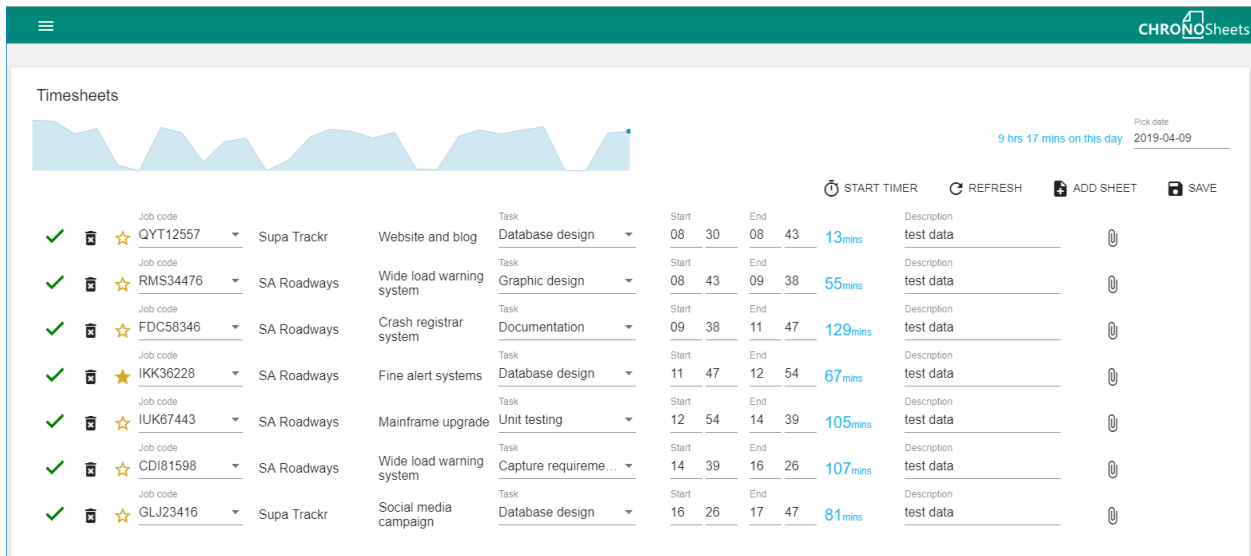
Now you'll enter in some tasks that will be available under the job code created in step 3. Keep in mind these tasks will be reusable across any other job codes you create in the future.

Step 5: Adding employees to your organisation account

Finally, you'll enter some account information for employees you wish to invite to your ChonoSheets account. Each of the employees will receive an email with login details and instructions once the wizard is completed. Most of this information can be altered afterward (for example, you might want to later restrict access by changing permission granted to the user). You can alternatively skip this entire step if you don't want to add employees at this stage.

Submitting your first timesheet

After the setup wizard has completed, you'll be able to finally submit your first timesheet! Head over to the timesheet submission page by clicking on the top LHS main menu icon (hamburger) and then choose "TIMESHEETS". You'll be presented with a mostly blank page (because you haven't submitted timesheets yet). Today's date is automatically selected for you and there are some controls on the top RHS of the page. Click on the "ADD SHEET" button to create an empty record. On the empty record, click the first drop-down labeled "Job code". You will see the job code you created in the wizard, and if you've created other job codes you'll see them here too. Select a task from the drop-down labeled "Task". Enter the start time of the timesheet and enter the end time of the timesheet. Repeat the process for any other timesheet entries and then click "SAVE" to save them.



Job code	Task	Start	End	Duration	Description
QYT12557	Website and blog Database design	08:30	08:43	13mins	test data
RMS34476	Wide load warning system Graphic design	08:43	09:38	55mins	test data
FDC58346	Crash registrar system Documentation	09:38	11:47	129mins	test data
IKK36228	Fine alert systems Database design	11:47	12:54	67mins	test data
IUK67443	Mainframe upgrade Unit testing	12:54	14:39	105mins	test data
CDI81598	Wide load warning system Capture requireme...	14:39	16:26	107mins	test data
GLJ23416	Social media campaign Database design	16:26	17:47	81mins	test data

The ChronoSheets timesheet submission page

Time format

An important thing to note is that the times are in 24-hour format with leading zeros. So 9:15 am should be entered “09:”15” and 8:43 pm should be entered “20:”43”. If this format isn’t adhered to, then you may have validation errors.

Validation

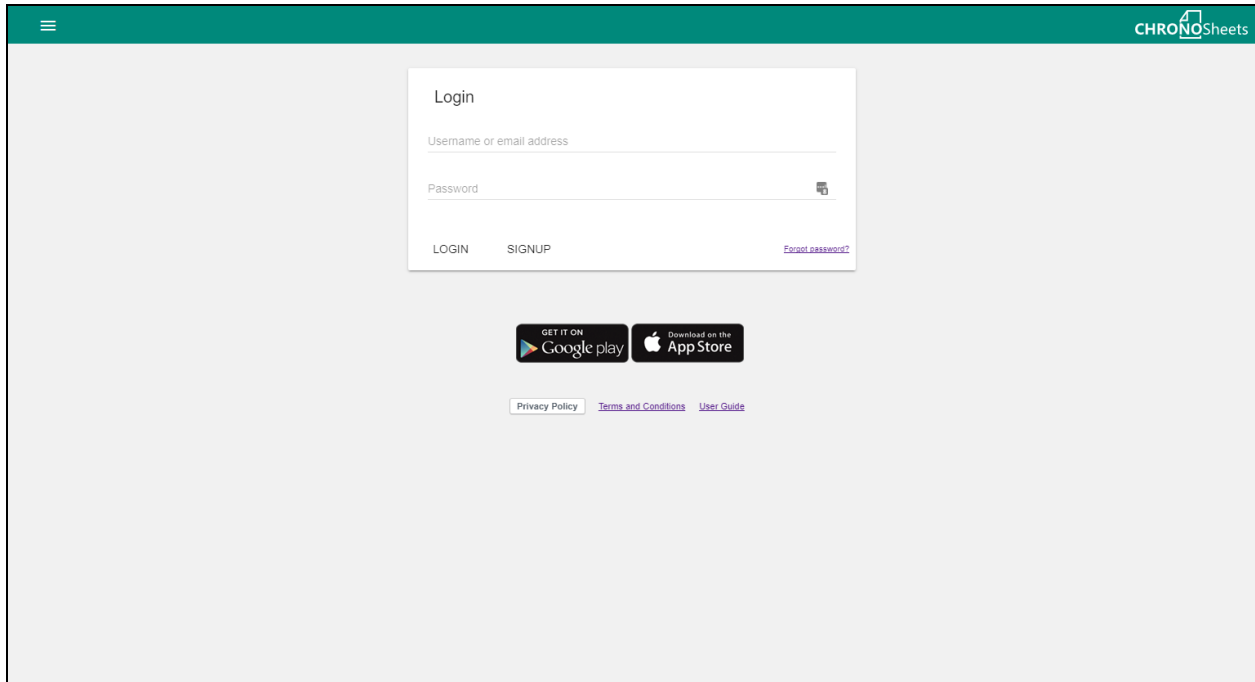
The timesheet records will be validated as you type. On the LHS of the timesheet records, you’ll either see a green tick or a red alert icon. The green tick means the timesheet record is valid and the red alert means that the timesheet record is either invalid or conflicts with another timesheet record.

Timer function

There is a timer function that allows you to conveniently start and stop a timer. When the timer starts, the date and time are recorded. Once you stop the timer, the end date and time is recorded and a timesheet record is automatically created and saved. To start the timer, click on the “START TIMER” button. Choose the job code and task in the dialogue that appears and click “START”. The button changes to show how long the timer is running. Click the button again to stop the timer and save the timesheet.

Logging into ChronoSheets

You can log in to the ChronoSheets website anytime to submit timesheets, manage the organisation setup, export data or generate reports. Goto the ChronoSheets website (app.chronosheets.com) and click on the “LOGIN” button. Enter your username and password and click “LOGIN”. If the login is successful, you’ll see your account information page.



The ChronoSheets login page

Resetting your ChronoSheets password

If you forget your ChronoSheets password, you can choose to have a password reset email sent to the email address you used to sign up to ChronoSheets. Goto the ChronoSheets login page on the website (app.chronosheets.com) and click on the “Forgot password” link on the bottom RHS of the login form. Enter either your username or email address and verify with the reCAPTCHA in the form presented and click “CONFIRM”. An email will be sent to your email address with a special link. When the email arrives in your inbox, click on the link. You’ll be greeted with a form where you can enter a new password.

Updating your ChronoSheets account

You can update most of your account information on the ChronoSheets website. If you’re already logged in, click on the main menu (hamburger at top LHS of the site) and choose the “MY ACCOUNT” menu item. If you’re not logged in, go ahead and log in. The first page you’ll see when you log in is the “MY ACCOUNT” page. There are two sections to the form: the first is for basic information and the second is to change your password. You don’t need to fill out the second section if you don’t want to change your password.

Updating your account information from the ChronoSheets My Account page

Updating general account information

The first top half of the form allows you to change your email address, first name, and last name. After making the required changes, click the “SAVE CHANGES” button to apply.

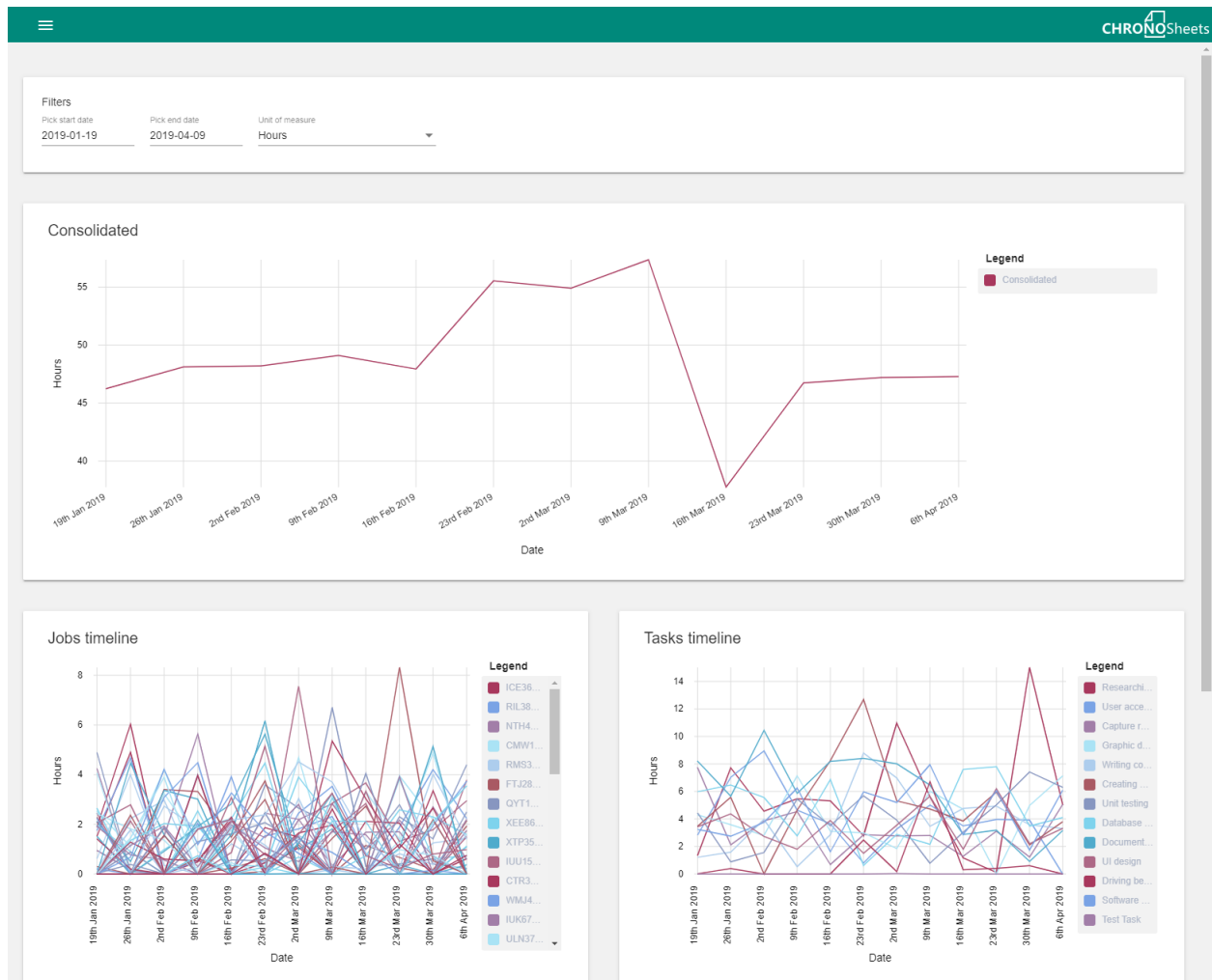
Changing your account password

The second half of the form allows you to change your password. To change your password, you’ll first need to click the checkbox indicating that you would like to change your password. Enter your old password first, then enter the new password twice (the second time is to confirm). Once you’ve finished, click “SAVE CHANGES” to save.

Your personal reports

Personal reports can give you a window into where you’re spending your time. ChronoSheets provides personal reports to all employees that have the required permission (permissions are set by your manager). Personal reports break down timesheet data into five different graphs: consolidated, jobs and tasks timeline, clients and projects timeline, job and task totals and client and project totals. The aim is for employees to see how they’re spending their time at a quick glance. A date range filter can also be applied, so if the employee wants to see how they spent their time for one particular week during a busy period, they can. To access your personal

reports, click on the main menu icon at the top RHS and click “MY REPORTS”. If you cannot see this menu item it’s because you haven’t been given permission.

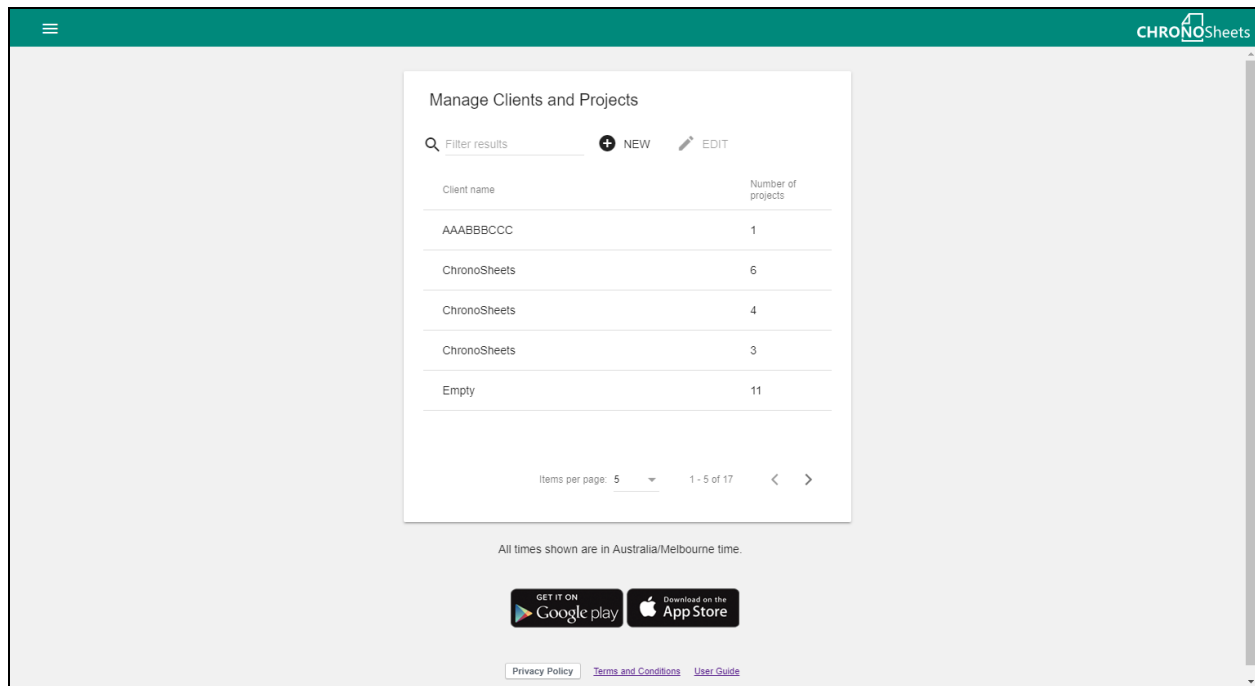


Viewing personal timesheet reports data in the ChronoSheets My Reports view

Clients and projects

As your business grows and you start doing more work for other businesses, you’ll want to keep track of how much time is being spent across all these clients and projects. A client can have as many projects as you want, and this can be a good way of recording all the work you’ve been doing for other companies. Clients and projects become assignable to job codes (you’ll learn about them later). When a job code is created, a client and one of the clients’ projects are selected. As timesheets are recorded for a job code, ChronoSheets can work out how much time is being spent on clients and projects. This cost data can further be exported from ChronoSheets for processing with other software for invoicing/billing.

Start creating clients and projects by clicking on the main menu icon (hamburger) at the top left-hand side of the ChronoSheets site (after you have logged in). Choose the “CLIENTS AND PROJECTS” menu item. The first view you’ll see will show you your clients. You may have not defined any yet.



Managing Clients and Projects from the ChronoSheets Client page

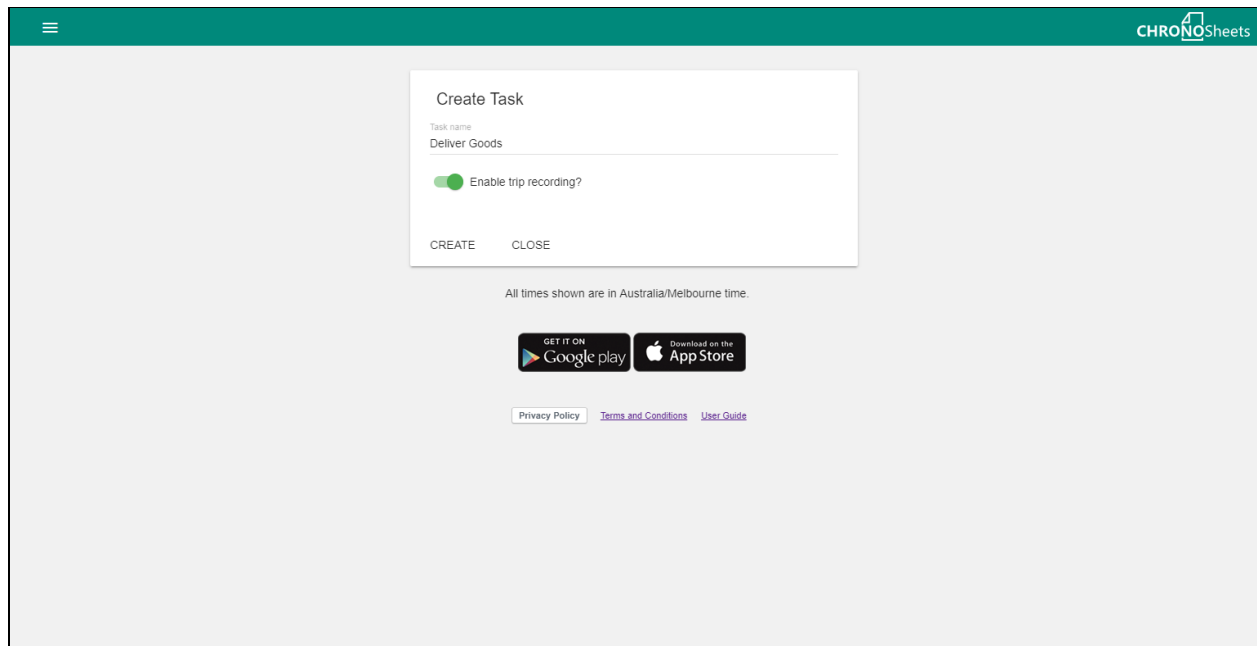
Creating clients and projects

On the clients and projects page, click on the “NEW” button above the data grid. A dialogue appears, so enter the name of the client and click “CREATE”. Now you’ll be taken to a view where you can start adding the projects for this new client. Go ahead and start adding projects by first clicking on the “NEW” button above the project’s data grid. Enter the project name and if you want to track actual project cost vs. estimated cost, enter the estimated cost of the project. Save by clicking “CREATE”. Repeat the process for more projects under this new client. Go back to the grid of clients to create a new client with its own projects.

Tasks

Tasks in ChronoSheets are considered to be contained in a library of tasks that can be reused by job codes. This means that you won’t need to keep entering a task every time that task is required on all the different job codes. As an example, you might have a common task such as “Writing Documents”. This task could be under a number of different job codes. Your

employees might be working on two job codes, “HG645” and “IO334”, for two different clients. As part of these tasks, employees are required to write documents. So the “Writing Documents” task can be reused and shared across them.



Creating a Task in ChronoSheets

Creating tasks

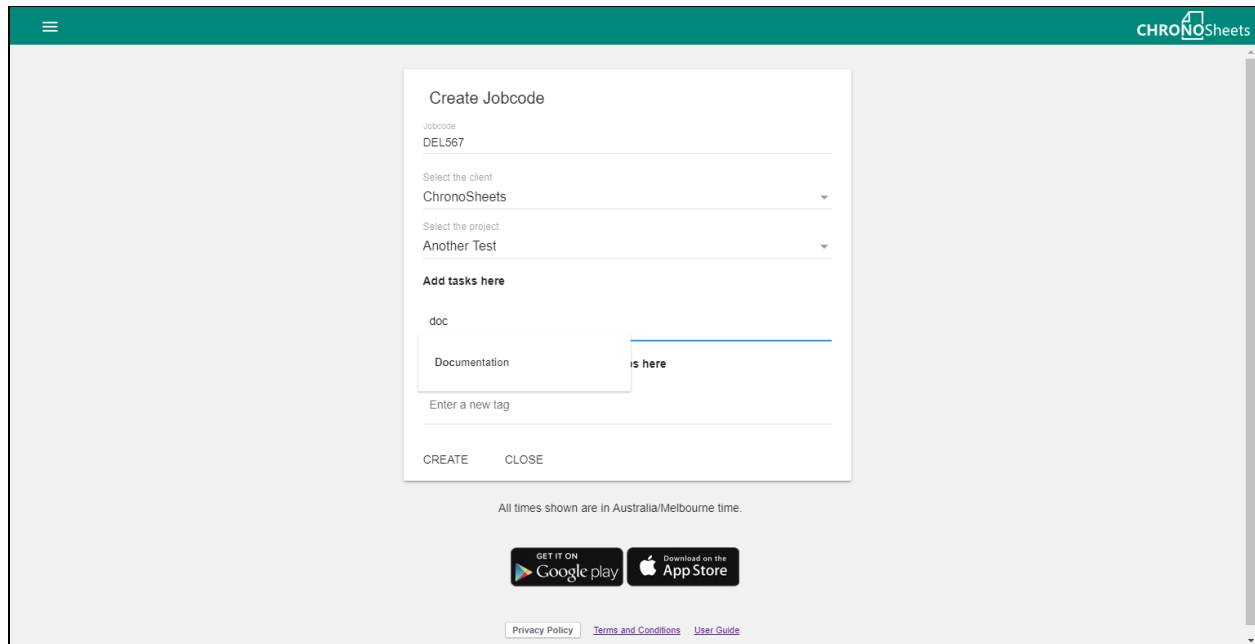
Click on the main menu icon at the top left-hand side of the ChronoSheets website (assuming you have logged in) and choose the “JOBS AND TASKS” menu item. You’ll see two grids: jobs and tasks. Over on the tasks grid, click the “NEW” button. Enter the name of the task, and if the new task can be used with a vehicle (for vehicle fleet tracking) you can toggle the option to enable trip recording.

The behavior of this option is as follows: if an employee is using the ChronoSheets Stopwatch iOS and Android app and they choose a job code then choose this task, with the trip recording option switched on they’ll get an additional prompt allowing them to record the GPS tracking. Even with the trip recording enabled, they can opt-out of recording the trip. With trip recording disabled, the experience is streamlined because that prompt won’t appear.

Finally, click “CREATE” to save the new task. The task will be added to your library of tasks so it can be reused throughout your jobs.

Job Codes

A job code identifies some work to be done for a project belonging to a client. A job code is like a short name or tag that can be selected by your employees as they are entering timesheets. Job codes don't need to be cryptic, they can contain words or numbers. Generally, job codes that you create become available to all your employees, but you can restrict job code usage to organisation groups if you require that segmentation.

A screenshot of the ChronoSheets web application showing the 'Create Jobcode' form. The form is a white modal box centered on a light gray background. At the top of the modal is a teal header bar with a menu icon on the left and the 'CHRONOSheets' logo on the right. The form itself has a title 'Create Jobcode' and a 'jobcode' field containing 'DEL567'. Below this are two dropdown menus: 'Select the client' with 'ChronoSheets' selected, and 'Select the project' with 'Another Test' selected. A section titled 'Add tasks here' contains a text input field with 'doc' and a button labeled 'Documentation' next to it. Below this is a field for 'Enter a new tag' and two buttons at the bottom: 'CREATE' and 'CLOSE'. At the bottom of the modal, there is a small note 'All times shown are in Australia/Melbourne time.' and two app store download buttons for Google Play and the App Store. At the very bottom of the page, there are links for 'Privacy Policy', 'Terms and Conditions', and 'User Guide'.

Creating a Job code in ChronoSheets

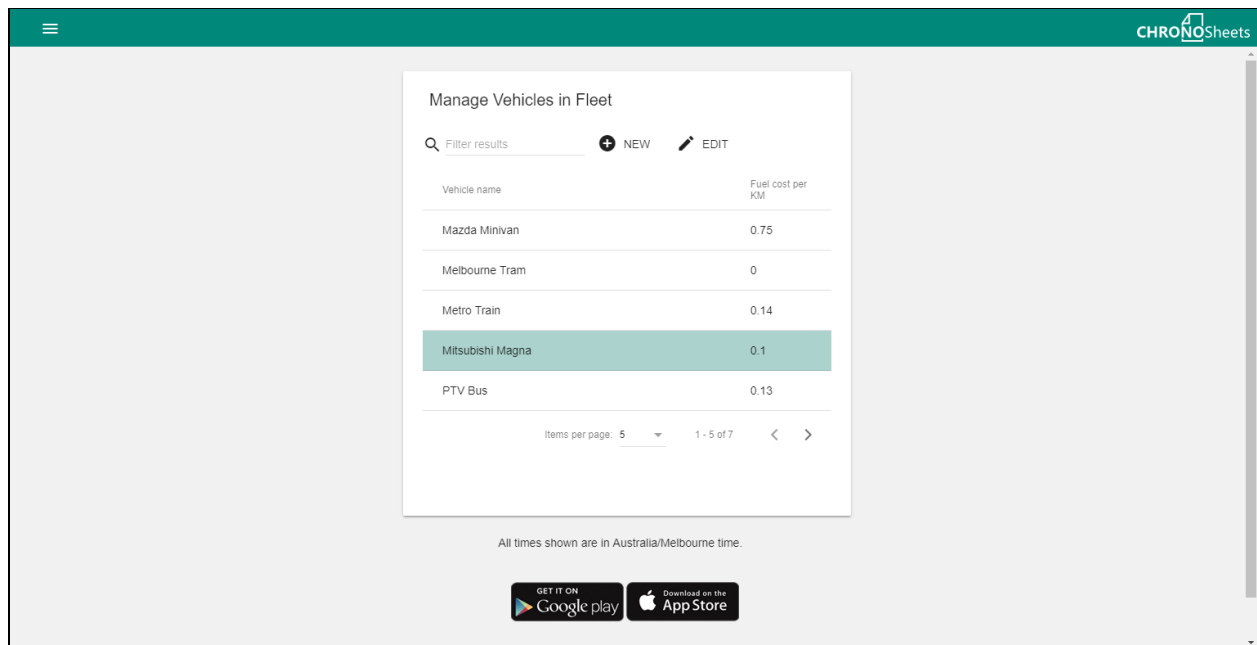
Creating job codes

To create a job, you'll need to have either completed the setup wizard or created at least one client, project and task. From the main menu at the top left-hand side of the ChronoSheets website (assuming you're logged in), click on the "JOBS AND TASKS" menu item. You'll see two grids. The left-hand side grid contains existing job codes (if you've created some already). To create a new job code, click on the "NEW" button at the top of the job code grid. Type a meaningful job code name, select the client and project, and type tasks that should be available to employees that select this job code during timesheet submission. Click "CREATE" to finalise the process and save the job code. You'll be redirected back to the JOBS AND TASKS page. You may or may not see the new job code straight away, if you can't see it you may need to enter the job code in the search filter.

Set up your vehicle fleet

Your company may have a vehicle fleet, and ChronoSheets offers a great way to track mileage and fuel cost. By setting up a vehicle fleet in ChronoSheets, your employees will be able to tag timesheets against the vehicle they are driving and save the full GPS trip history. To begin using this feature, you'll need to access the ChronoSheets website and enter the vehicle details. Once the vehicles in the fleet have been saved to your organisation account, they become available to use in the ChronoSheets Stopwatch iOS and Android apps.

To start, click on the main menu icon at the top left-hand side of the ChronoSheets website (assuming you are logged on) and then click on "ORGANISATION FLEET". Create your first vehicle by clicking on the "NEW" button, entering a vehicle name, vehicle fuel cost per KM, vehicle make, model and year, and the license plate number. Click "SAVE CHANGES" to save the vehicle to your fleet records.



Managing your vehicle fleet in ChronoSheets

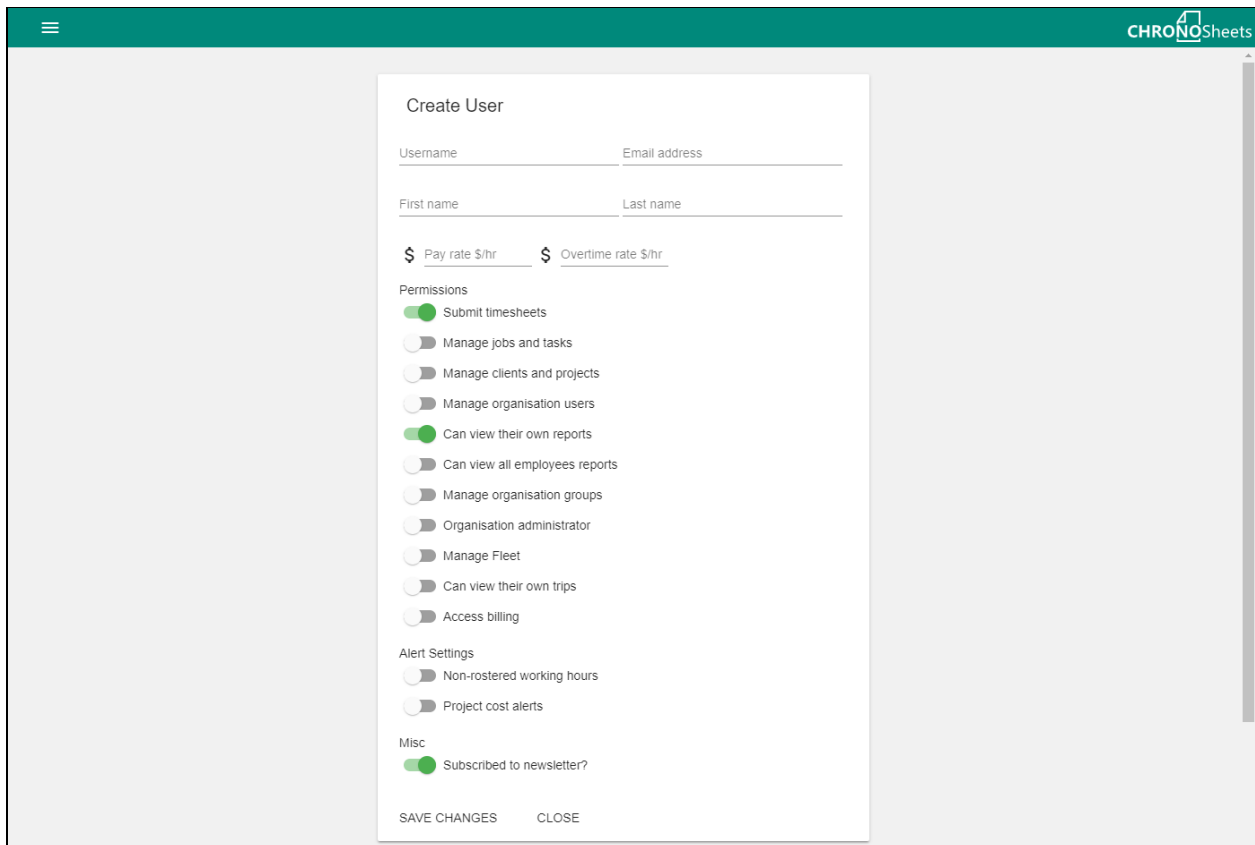
Setting vehicle fuel cost to track trip expense

The vehicle fuel cost will be used when a timesheet is recorded with a task that has been set to track the trip. ChronoSheets will multiply the distance of the trip by the fuel cost/km at the time the timesheet is saved. This data is then saved for reference/reporting later. Fuel costs can fluctuate from week to week, so you can go ahead and regularly update the fuel cost for

vehicles in your fleet - it won't alter existing saved trip data and any trips submitted after the change will have the new fuel cost applied until the fuel cost is changed again.

Adding your employees to your ChronoSheets account

The whole purpose of ChronoSheets is to be used by all employees in your company/organisation and to have all the timesheet information in one place, so you'll need a convenient way to add your employees to ChronoSheets. Start by clicking on the main menu icon at the top left-hand side of the ChronoSheets website (assuming you're logged on). Next click on the "USERS" menu item. At the top, click on "CREATE NEW". In the presented form, enter the employee details.

The screenshot shows the 'Create User' form within the ChronoSheets web application. The form is centered on a light gray background. At the top of the form, there's a title 'Create User'. Below it, there are input fields for 'Username' and 'Email address'. Further down, there are fields for 'First name' and 'Last name'. Below these are two fields for rates: '\$ Pay rate \$/hr' and '\$ Overtime rate \$/hr'. A section titled 'Permissions' follows, containing a list of toggle switches for various permissions: 'Submit timesheets' (checked), 'Manage jobs and tasks' (unchecked), 'Manage clients and projects' (unchecked), 'Manage organisation users' (unchecked), 'Can view their own reports' (checked), 'Can view all employees reports' (unchecked), 'Manage organisation groups' (unchecked), 'Organisation administrator' (unchecked), 'Manage Fleet' (unchecked), 'Can view their own trips' (unchecked), and 'Access billing' (unchecked). Below the permissions is an 'Alert Settings' section with two toggles: 'Non-rostered working hours' (unchecked) and 'Project cost alerts' (unchecked). A 'Misc' section at the bottom has one toggle: 'Subscribed to newsletter?' (checked). At the very bottom of the form are two buttons: 'SAVE CHANGES' and 'CLOSE'. The ChronoSheets logo is visible in the top right corner of the application window.

Creating a user in ChronoSheets

Entering employee account information

- Username
This is the user account name for the employee. It's best to use something that will help managers identify who the user is

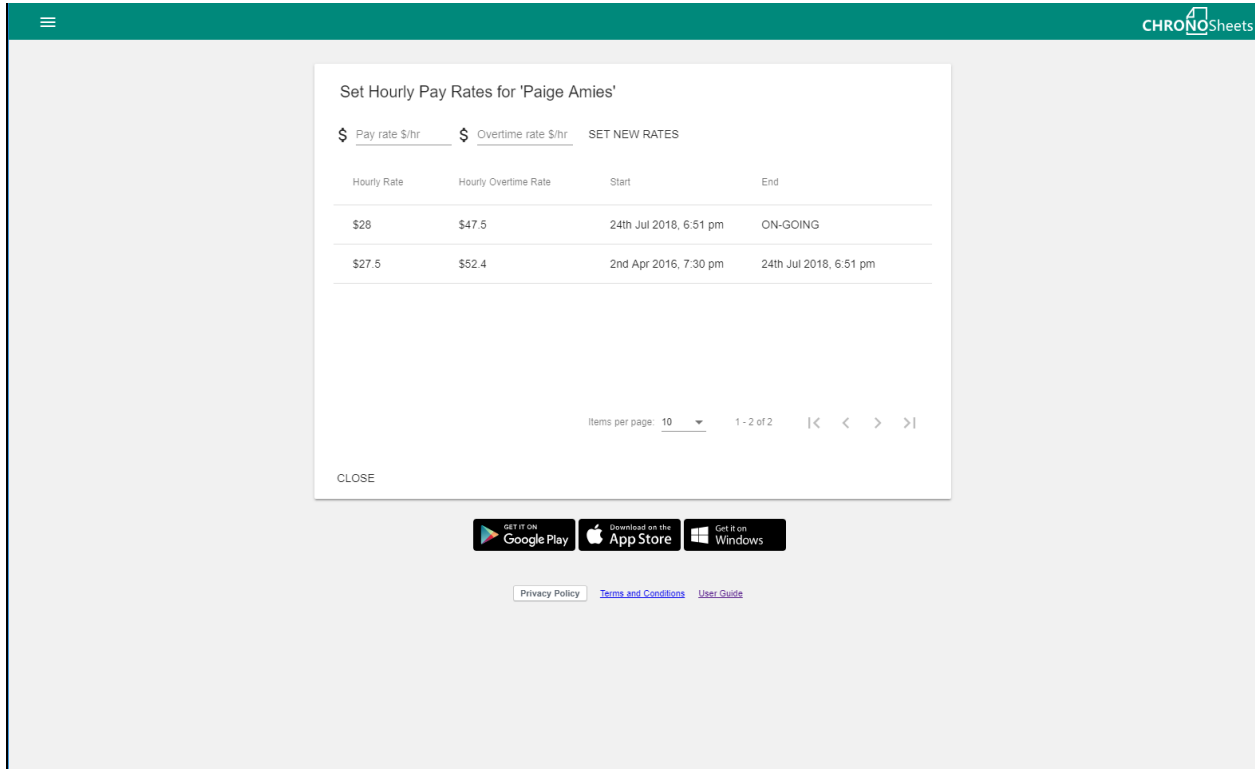
- Email address
This MUST be a valid email address. All communications from ChronoSheets will be sent to this email address, including the initial setup instructions email.
- First and last name
The first and last names of the employee
- Pay rates
If you like, you can enter the normal pay rate (\$/hour for normal working time) and overtime pay rate (\$/hour for overtime). These values are used to calculate the cost of timesheets
- Permissions
Setup the employee with the required permissions
- Alert settings
Choose if this employee will receive alerts from ChronoSheets (these are usually for management employees)
- Subscribed to newsletter
Sometimes ChronoSheets will send out a newsletter to all users regarding updates, changes, and news.

Login instructions sent to the employee

Click “SAVE CHANGES” to finish creating the user. An email will be sent within a few minutes to the new user with instructions on how to log in for the first time and change their default password. If the employee doesn’t appear to have received the email within 5 minutes, make sure they check their junk mail folder in their email account.

Setup employee pay rates

Employee pay rates can be set up so management, human resourcing, and accounting teams can track how much each timesheet entry costs the business. If employee rates are set up then when the employees submit timesheets, the cost for the unit of time is calculated and saved at that point. ChronoSheets also archives pay rates for historical purposes, so management teams can see past rates easily. ChronoSheets decides whether the cost for the timesheet should be charged at the standard pay rate or overtime pay rate based on employee rosters. Rosters are required if you want to track the pay rates properly.



Setting hourly pay rates in ChronoSheets

Standard and overtime pay rates

The standard pay rate applies when part or all of the timesheet entry is during rostered hours. The overtime pay rate applies when it's for non-rostered hours. If an employee is rostered to work on Mondays from 10 am - 3 pm but they submit a timesheet for 10 am - 6 pm, then they have worked under a normal pay rate of 5 hours and an overtime pay rate of 3 hours. The standard pay rate will only be applied to the 5 hours, but the timesheet cost will also include the overtime pay rate applied to the extra 3 hours.

Archive of pay rates

Pay rates will remain in ChronoSheets even after a pay rate has been updated. When you update the pay rates, the old rates will be archived and the new pay rates will become active. This is so that historical timesheets can still be entered and correct timesheet cost can be calculated.

Setup employee rosters

Rosters are necessary for timesheet cost calculations - without rosters ChronoSheets will not be able to determine if the timesheet is during normal working hours (rostered hours) or overtime hours (non-rostered hours). The employee roster view aims to be easy to use but also has some features which make rosters flexible. Start by clicking on the main menu icon located in the top left-hand side of the website (assuming you have logged in) and choose the “USERS” menu item. Select a user from the grid displayed (if you cannot see any users, it’s because you haven’t added anyone yet. Check the section in this document about user management) and click on the “ROSTER” button at the top. You’ll see panels for each day of the week.

The screenshot displays the 'Set Roster for Apple Dev' interface in ChronoSheets. At the top, there's a teal header bar with a menu icon on the left and the 'CHRONOSheets' logo on the right. Below the header is a white title bar with the text 'Set Roster for Apple Dev' and two buttons: 'SAVE CHANGES' and 'CLOSE'. The main content area is divided into six panels, one for each day of the week: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Each panel shows '0.00 hours' in blue text and 'No time slots defined' in grey text. At the bottom of each panel is an 'ADD TIME SLOT' button. The interface is clean and modern, with a light grey background and white panels.

Creating a roster for an employee/user in ChronoSheets

Seven-day working week

The rosters are entered into a seven-day working week (Monday-Sunday). When a timesheet is submitted on a Tuesday, ChronoSheets will use the Tuesday roster to calculate timesheet cost.

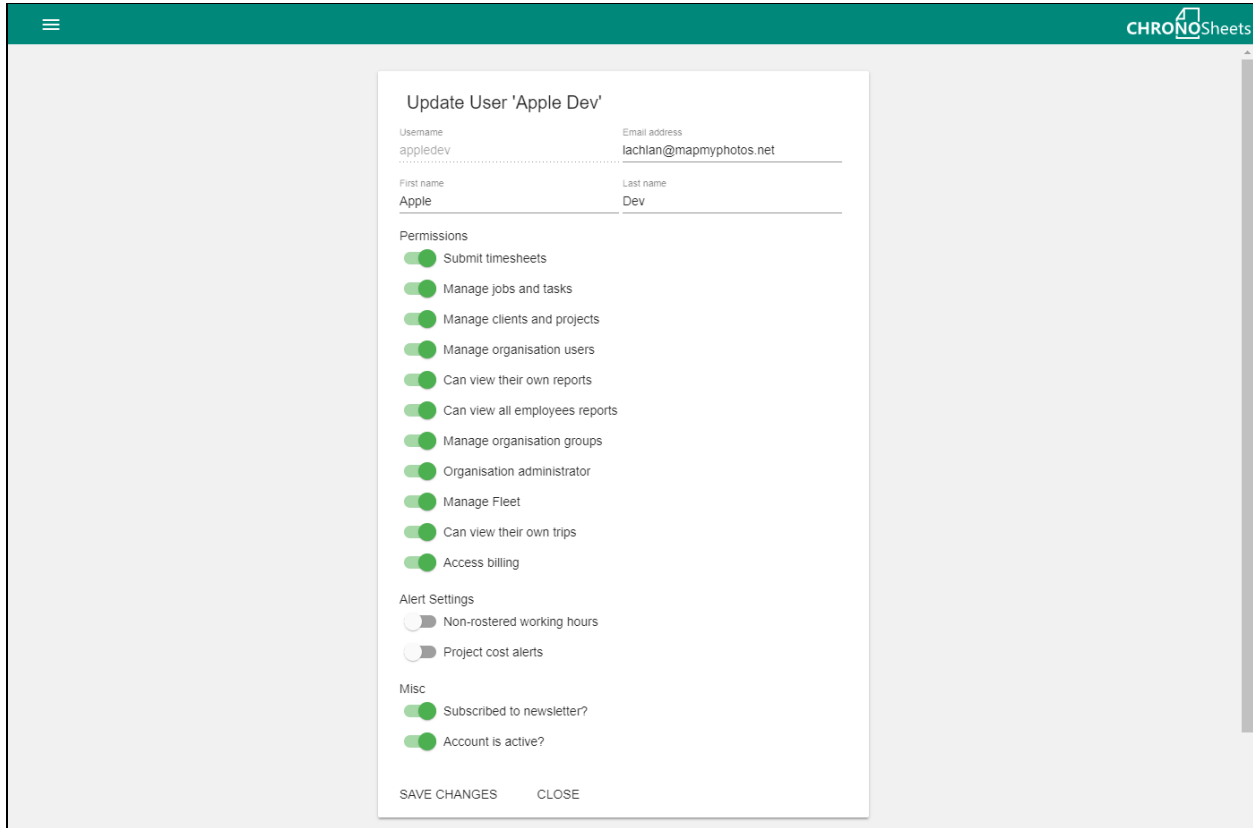
Next to each day's title is some blue text that indicates the total time, in hours, for the day. Although many companies work Monday-Friday, there are still some that work on weekends.

Rostered time slots

Each of the days in the roster can have as many time slots as required. This is useful if you have a shift worker that works from 1 am - 4 am on Sunday morning and 8pm-11pm on Sunday night. You would define two slots for Sunday. The time slots are also validated, so if you see a red cross next to time slots, then you know you need to fix the times to make them valid. When you've finished making adjustments, click on the "SAVE CHANGES" button at the top to save the changes.

ChronoSheets permissions system

By now you may have added several employees as ChronoSheets users under your account. Often organisations/companies will have a clear structure in terms of chain of command, or roles and responsibilities. ChronoSheets assists companies in maintaining this structure by utilising a permissions system. Most of the different aspects of configuring or viewing data have been tied to permissions. Changing permissions will not only show/hide various sections of ChronoSheets, but it will also prevent unauthorised attempts to forge fake requests to the ChronoSheets system (if a malicious employee did go to this length). Permissions are also enforced on the ChronoSheets API.



Updating a user account in ChronoSheets

Permission explanations

“Submit timesheet”

This permission will give the employee the ability to submit timesheets via the website and the ChronoSheets Stopwatch iOS and Android apps. This permission should be granted to most employees. You may have external contractors that don't need timesheet submission and only need to generate reports, in that case, the permission can be switched off.

“Manage jobs and tasks”

This permission will allow the employee access to the jobs and tasks management pages. This permission is ideal for project managers that are managing the jobs and tasks employees are performing.

“Manage clients and projects”

This permission will give the employee access to the clients and projects management pages. This permission can be assigned to project managers or client-liaisons. The employee with this

permission will be able to create and update the clients and projects, which includes entering a project cost estimation.

“Manage organisation users”

This permission will give the employee access to user management pages. This includes updating user details, pay rates, rostered hours and inviting new employees. This permission may be granted to an employee in an HR role.

“Can view their own reports”

This permission will allow an employee to view reports about their own timesheets. This may or may not be required depending on the company policy on giving employees access.

“Can view all employee reports”

This permission will give an employee access to all other employee timesheet reports including project cost tracking and raw data export. Use this permission with caution. Depending on the company policy, timesheet data may contain sensitive information that shouldn't be generally known by the employees such as actual/estimated project costs.

“Manage organisation groups”

This permission will allow the employee to manage the grouping of employees into organisation groups. This permission may be granted to an employee in an HR.

“Organisation administrator”

This permission will allow the employee to alter the organisation/company details such as email address, business address, and name.

“Manage fleet”

This permission will allow the employee to create or update vehicles in the fleet. The employee will be able to change vehicle fuel costs, vehicle name, make and model. This permission may be granted to an employee that is in charge/responsible for the vehicles and monitoring fuel costs.

“Can view their own trips”

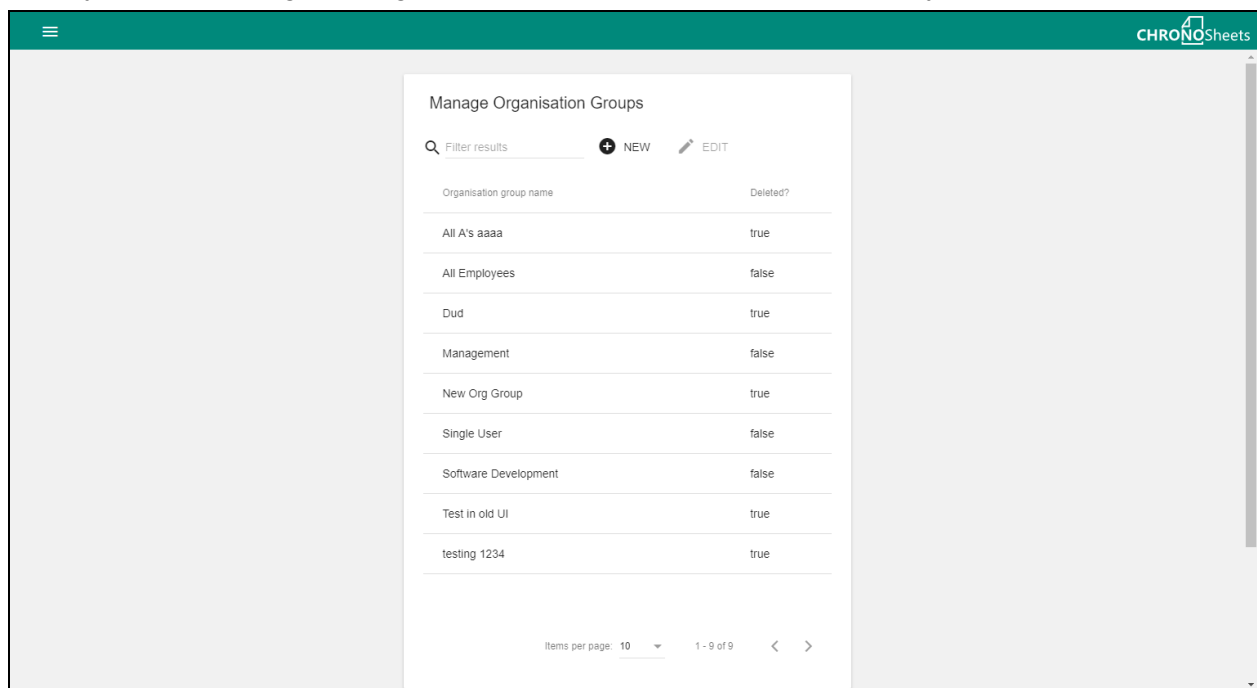
This permission will allow the employee to view their own GPS trip history. They'll be able to see maps detailing their trips along with fuel costs, start and end addresses, and distances. This may or may not be required depending on the company policy on giving employees access.

“Access Billing”

This permission will allow the employee to access the Billing page and update the organisation’s payment method or change the plan type. This permission should be given out with precaution because an organisation could incur unnecessary costs if they, for example, upgraded the plan from 20 seats to 300 seats.

Organisation Groups

Organisation groups are employee groups within an organisation. Employees can belong to more than one group if required. An example where organisation groups are used in ChronoSheets is with job codes. You may want to only allow access to a management-related job code by management employees. In this case, you can define a management organisation group and then restrict access to the management job code so that only the management group will be able to use it. This has two bonuses: firstly, it means that the other employees won’t see job codes they don’t use; secondly, it means that the other employees will never know about the management job codes. To manage organisation groups, go to the main menu from the icon at the top left-hand side of the ChronoSheets website (assuming you’re logged on). Choose the “ORGANISATION GROUPS” menu item. To create a new group, click on the “NEW” button at the top. Enter a name for the group (e.g. Management), and then start typing the names of the employees that belong to this group. Click the “CREATE” button when you’ve finished.



The Organisation Groups listing page in ChronoSheets

ChronoSheets alerts system

At present, there are two types of alerts that can be sent from ChronoSheets. To receive the alert, your account must have the alerts settings switched on (see the section on Adding your employees to your ChronoSheets account). Alerts are sent via email and contain a summary of the topic which should help you keep up to date with employee activity.

Alerts explanation

“Non-rostered working hours”

This alert will be sent when an employee enters a timesheet that falls outside their normal working hours. It will contain a summary including the employee details, timesheet details, and overtime length and cost.

“Project cost alerts”


This alert will be sent at different stages of the actual project cost. Below are the different stages:

1. Actual project cost exceeds 50% of the estimated cost
2. Actual project cost exceeds 70% of the estimated cost
3. Actual project cost exceeds 90% of the estimated cost
4. Actual project cost exceeds 100% of the estimated cost

As employees are submitting timesheets on different projects, the actual cost for these projects will increase. This alert is designed to let project managers know if actual project cost is approaching or exceeds the final estimated cost.

Updating your organisation account information

To update your organisation account information, you'll need to have the “Organisation admin” permission on your account. Click on the main menu icon at the top left-hand side of the ChronoSheets website (assuming you have logged on) and choose the “MY ORGANISATION” menu item. You'll be presented with a form where you can update the organisation details. Change the required fields and click “SAVE CHANGES” to apply.



CHRONOSheets

My Organisation

Organisation Name
ChronoSheets

Address Line 1
123 Test Street

Address Line 2

Suburb
Point Cook

State
Victoria

Postcode
3030

Phone
0426889072

Email Address
lachlan@mapmyphotos.net

Your Local Timezone
Australia/Melbourne

SAVE CHANGES

All times shown are in Australia/Melbourne time.

GET IT ON
Google play

Download on the
App Store

[Privacy Policy](#) [Terms and Conditions](#) [User Guide](#)

Updating Organisation information in ChronoSheets

Connecting to Xero Payroll

Getting started

ChronoSheets can connect to Xero and allow you to send employee timesheet entries for payroll processing. You will need an existing Xero account with a payroll calendar and employees setup within Xero before getting started with the ChronoSheets-Xero integration. You will also need to have created all your ChronoSheets employee/user accounts within ChronoSheets.

You need a few things setup before proceeding with creating Xero integrations.

Requirements in ChronoSheets

You need to do this in ChronoSheets if you haven't already

1. Create employee accounts in ChronoSheets
2. Set normal pay rate and overtime pay rate for each employee
3. Set the roster for each employee

Requirements in Xero

You need to do this in Xero if you haven't already

1. Create employee accounts in Xero
2. Assign a normal rate to each employee
3. Assign a payroll calendar to each employee

To setup the integration, click on the main menu icon at the top left-hand side of the ChronoSheets website (assuming you have logged on) and choose the "INTEGRATIONS" menu item. Initiate the integration by clicking on the "ADD NEW XERO INTEGRATION" button in the middle of the screen. You will now be redirected to Xero where you can login using your Xero account, follow the prompts and you eventually be redirected back to ChronoSheets to complete the integration.

Integration settings

Now that you're back in ChronoSheets, you should be presented with a setup wizard where you can set up the integration. This assists ChronoSheets in knowing when and how to finalise and send timesheet entries to Xero. Timesheet entries are sent to Xero with the APPROVED status.

Step 01: Name the Xero integration

ChronoSheets supports multiple integrations. Giving your integration a name will make it easier to identify when you have a list of integrations.

Step 02: Link to Xero 'Tenant'

Xero is a 'multi tenanted' system, so you need to tell ChronoSheets which Xero tenant it's going to be linked to. Simply choose the Xero tenant you require from the drop down menu and click next. If your employees are divided into more than one tenant then you need to create additional integrations (one for each tenant).

Step 03: Select the Xero payroll calendar

Xero has the ability to have different payroll calendars. So that ChronoSheets knows which employees are within this integration, you need to select the required payroll calendar. Simply select the required payroll calendar from the drop down list and click next. If you have more than one payroll calendar then you need to create additional integrations (one for each payroll calendar).

Step 04: Link pay rates

You now need to link the Xero pay rates with the ChronoSheets pay rates. This is so that ChronoSheets can know which time belongs to overtime or normal time.

Step 05: Link ChronoSheets employees to Xero

Now you need to indicate to ChronoSheets which Xero employee is linked to which ChronoSheets employee. This lets ChronoSheets know who owns the timesheet entries. Go through each line and for each ChronoSheets employee, select the corresponding Xero employee. Once you've linked all required employees, click finish. The integration settings will now be saved.

You can come back to the settings anytime if you need to change them (e.g. if you are onboarding a new employee, go to the integration and proceed to the last step then link the Xero employee to the ChronoSheets employee).

Sending the Timesheets to Xero

Once the setup is complete, the settings will be saved for any future use. At the end of each payroll calendar cycle you need to come into INTEGRATIONS, find the relevant integration and click on "SUBMIT TIMESHEETS". This will launch a timesheet summary for the payroll calendar. You can now review the timesheet summary for employees under that payroll

calendar. To send the timesheet records to Xero, scroll to the bottom of the timesheet summary and click “APPROVE AND SUBMIT”. All your timesheets for the relevant payroll calendar should now be in Xero.

Some limitations

There is one limitation with the Xero integration:

You can’t submit timesheets from a payroll calendar more than once.

You may get an error message such as

Timesheets have already been entered/submitted in Xero for this pay period. Please delete the timesheets in Xero before submitting from ChronoSheets.

This means that you have already submitted the payroll calendar period to Xero or you have existing records in Xero. If you want to submit timesheets from ChronoSheets, there can’t already be timesheets in Xero for the particular payroll calendar period. You may need to delete them from Xero.

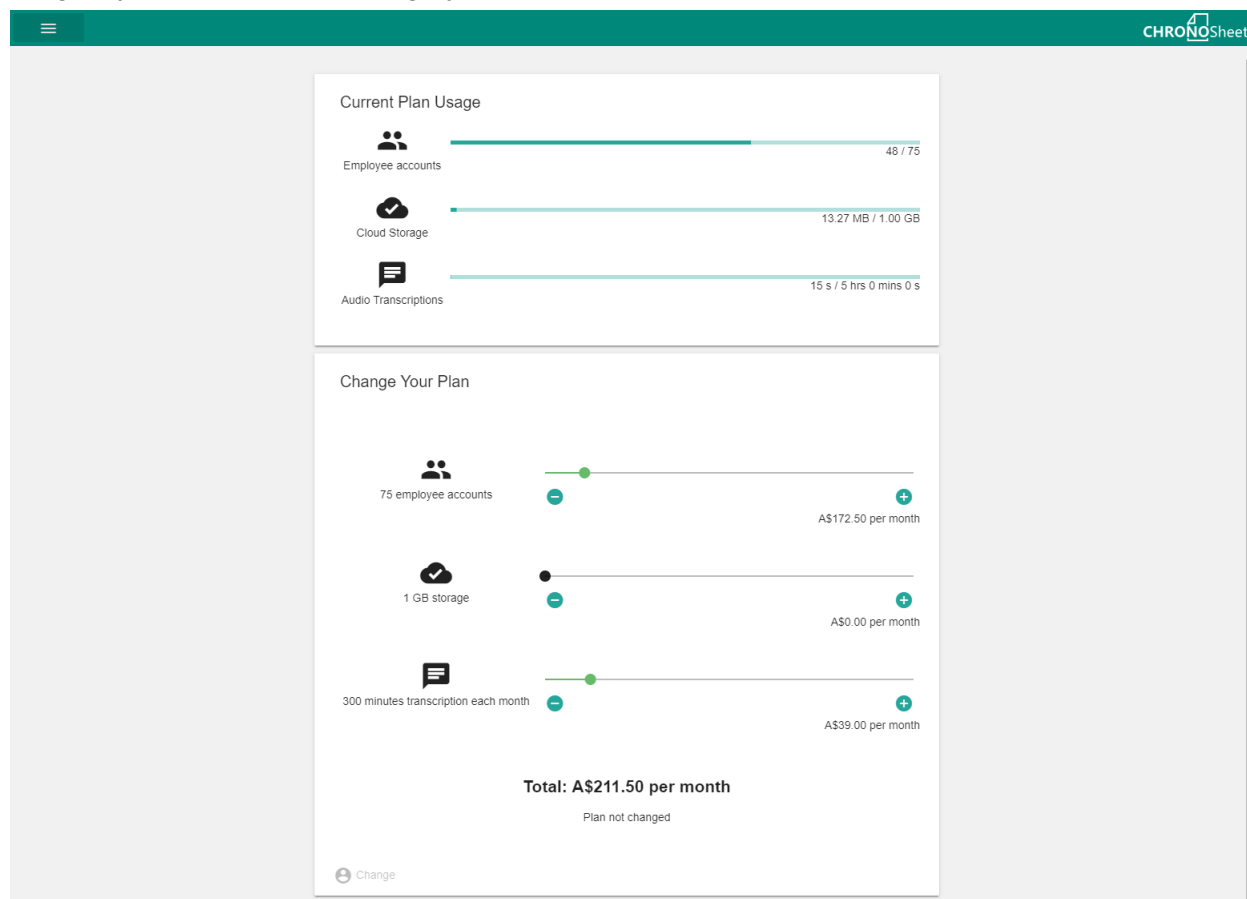
Also, if you goto the SUBMIT TIMESHEETS timesheet summary screen and discover that the timesheet summary is incorrect (e.g. the employee submitted the wrong time or the employee had an incorrect roster which was fixed), that employee may update their timesheet entries. You will then need to click on “REFRESH” to get the latest. If you don’t do this you will get a reminder such as:

Timesheet summary has changed since you last loaded this screen. The screen has been refreshed, please check it again.

The screen will automatically refresh for you, showing the latest records that you can then submit

Managing your subscription

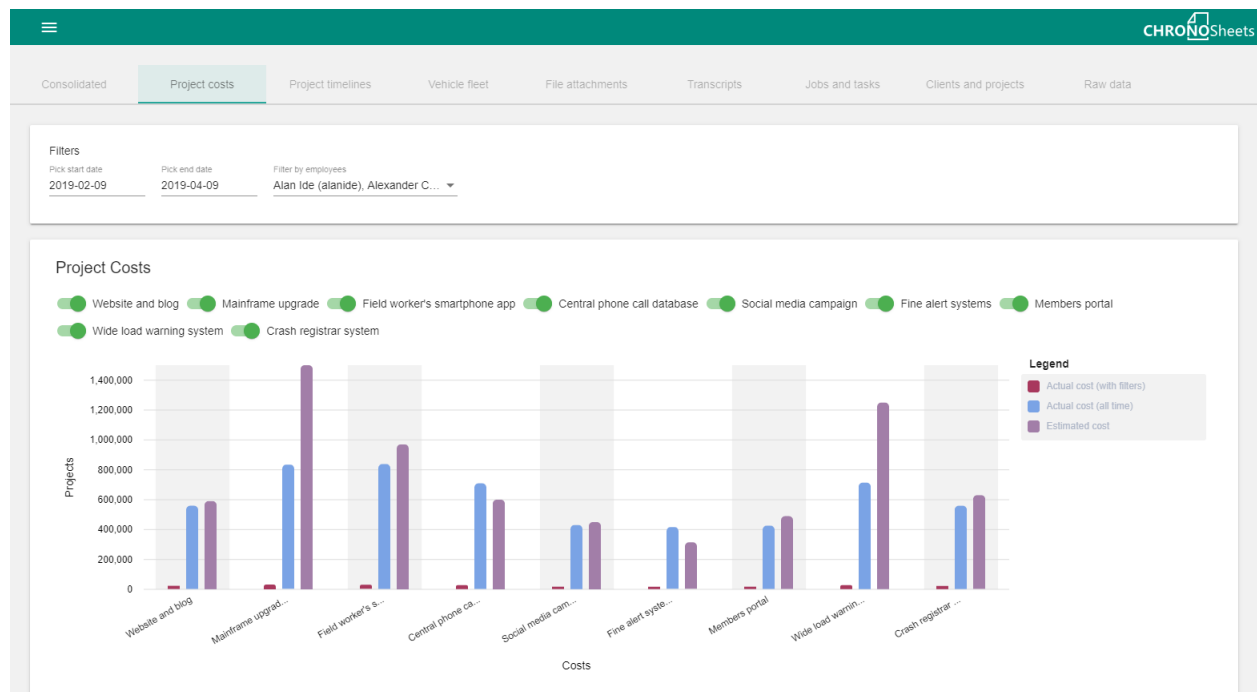
You can change your plan or update your payment card anytime from the Billing page. Choose the “BILLING” menu item from the main menu. The billing page shows your current plan and how many seats, file storage and minutes of audio transcription used. If you are already on a paid plan, then you’ll be able to update your payment card. Being on either free or paid plans will give you the option to change your plan.



Viewing organisation level reports

Organisation reports contain charts and data for all timesheets submitted by all employees under your organisation. To access organisation level reports, you’ll need the “Can view all employees reports” permission on your account. Click the top left-hand side menu on the ChronoSheets website while logged in. Choose the “ORGANISATION REPORTS” menu item from the menu. The organisation reports view is broken up into two main areas: tabs at the very top which allow you to switch between the reports, and below the tabs are filters which apply to the current tab you’re viewing. You may notice, as you switch through tabs, that different filters

are shown. Some reports will have the same or similar filters, others will be different. Most reports have a date range filter so you can narrow down the report to specific dates. Also common is the “employee” filter which lets you report on particular employees.



The Project Costs reports, one of the Organisation reports in ChronoSheets

Filtering by a date range

At the top left of the organisation reports view you’ll see the start date and end date input fields. Click the start date field and a popup will display where you can select a date - you can do the same for the end date. The filter will be applied when you select the dates. The field date format is “YYYY-MM-DD”. The date range filter applies to the current report you’re viewing.

Filtering by a select set of employees

Next to the date range filters, at the top of most reports, is the employee filter selector. Click the drop-down and you’ll see a list of employees under the organisation. You can click one or many employees and only timesheet data for these employees will show. If you want you can also clear the current selection by clicking on the “x” icon next to the filter.

Changing the unit of measure

This isn't a filter - it's a display option. You can choose if you want to display the data by minutes or hours by using this option, but this will only apply to the charts (not the raw data grid view).

Consolidated view

The consolidated view will show total time submitted across all jobs, tasks, clients, and projects. The x-axis is the date and the y-axis is the time sum (daily) in either hours or minutes depending on the unit of measure.

Project costs view

The project cost view will show all projects indicating actual cost vs. estimated cost in the format of bar charts.

Hide and show projects from the reports

At the top of the project, costs report view, you'll see a switch for each of the projects in your account. Click the switch to show/hide the bar charts for the project. This can be used if you only want to see a particular project cost cart.

Project timelines

This report will show a timeline of all the projects you have in your ChronoSheets account. This is a basic Gantt chart showing where each project sits within a linear timeline stretching horizontally. You can view actual project costs here (showing how much each project has cost, compared to the estimated cost). You can also slide the start and end times to adjust the project start and end dates.

Vehicle fleet view

The vehicle fleet view will show all GPS vehicle trips across the entire organisation. The report administrator can filter by employees to show GPS vehicle trips for specific employees. Each trip has an embedded map detailing the trip, along with some general trip information.

File attachments

This report gathers file attachments submitted by all of your employees into one central location. Here you can find tax invoices, receipts or worksite photos. You can use the filters to further

narrow your search (e.g. search for all file attachments from Jeremy in January 2019). You can then download the file attachments when required.

Speech transcripts

This report will gather speech to text transcriptions submitted by all of your employees. These are audio recordings that have automatically had their audio analyzed and converted into searchable text. This means that you can find audio records by entering a keyword in the filters at the top. You can also view the raw transcript or download the original audio file.

Jobs and tasks view

The Jobs and tasks reporting view will give you insight into where time is being spent in relation to jobs and tasks. There are four chart panels in this view. Each chart panel has a legend and you can hover over the chart elements to see more information.

Jobs timeline

Shows a time series chart with the sum of time spent on job codes (daily) with respect to time.

Tasks timeline

Shows a time series chart with the sum of time spent on tasks (daily) with respect to time.

Jobs totals

Shows a pie chart with the total for each job.

Task totals

Shows a pie chart with the total for each task.

Clients and projects view

The clients and projects reporting view will give you an insight into where time is being spent in relation to your clients and projects. There are four chart panels in this view. Each chart panel has a legend and you can hover over the chart elements to see more information.

Clients timeline

Shows a time series chart with the sum of time spent on clients (daily) with respect to time.

Projects timeline

Shows a time series chart with the sum of time spent on projects (daily) with respect to time.

Clients totals

Shows a pie chart detailing the sum of time for each of the clients.

Project totals

Shows a pie chart detailing the sum of time for each of the projects.

Raw data

The raw data tab is very useful if you need to view and extract the raw timesheet data. The other chart views you have seen so far are aggregates of all this raw data and may not be appropriate if you want to see individual timesheet records. This raw data can be exported as CSV format and then you can use the CSV file in Microsoft Excel for further data processing or visualisation if you have some other charting requirement that ChronoSheets doesn't provide.

Exporting raw timesheet data

You can export the raw data in ChronoSheets with the click of a single button. First, though, you'll need to apply filters so you can get the correct data. To get to the raw data view, click on the main menu icon at the top left-hand side (assuming you have logged in) then click on "ORGANISATION REPORTS". You'll need the "Can view all employees reports" permission to see and access this page. Now click on the "Raw data" tab to the very end of the view. You'll see a data grid containing timesheets submitted within the date range specified in the filters at the top. Adjust the date range at the top to match the required date range - only timesheet data within the date range will be shown.

The Raw Data view in the Organisation level reports page in ChronoSheets

Why export?

Your organisation may have some requirements that ChronoSheets doesn't offer such as the following:

- Archiving and backup
- Generate charts for quarterly updates
- Perform deep analysis over large time periods
- Export the data from ChronoSheets so it can be processed or imported into other systems.

The fields in the export

When you click the “EXPORT (CSV)” button, a download will begin. A CSV file containing the raw data will be saved to your computer. If you open this file up in Excel (or some other program that supports CSV) you'll see rows of data with fields.

Field name	Description	Format	Position
Fullname	The full name (first and last) of the employee	String	0
Email Address	The email address of the employee	String	1
Job Code	The job code for the submitted timesheet	String	2
Task Name	The name of the task for the submitted	String	3

	timesheet		
Client Name	The name of the client for the submitted timesheet	String	4
Project Name	The name of the project for the submitted timesheet	String	5
Start Date	The date and time for the start of the timesheet	MM/DD/YYYY hh:mm:ss am/pm	6
End Date	The date and time for the end of the timesheet	MM/DD/YYYY hh:mm:ss am/pm	7
Total (in minutes)	The total time of the timesheet, in minutes	Decimal to 2 decimal points	8
Total (in seconds)	The total time of the timesheet, in seconds	Number	9
Description	The description that was entered while filling out the timesheet	String	10
Pay Amount	If the employee has a roster and pay rates defined, then the pay amount will be calculated and saved here. This is the normal pay amount (during rostered hours).	Decimal to 2 decimal points	11
Pay Overtime Amount	If the employee has a roster and pay rates defined, then the pay overtime amount will be calculated and saved here. This is the overtime pay amount (during non-rostered hours).	Decimal to 2 decimal points	12
Trip Fuel Cost	The total cost of the vehicle trip (if the employee turned on the GPS tracking feature and submitted the timesheet with the Stopwatch app on iOS or Android)	Decimal to 2 decimal points	13
Trip Distance (m)	The total trip distance that was recorded via GPS tracking using the Stopwatch app on iOS and Android	Decimal to 2 decimal points	14

The format of the export

The exported file is in CSV - Comma Separated Values. The first line in the file contains the column names, separated by commas. The other lines are the individual records with timesheet raw data. Each record is separated by line break.

Viewing your own vehicle trips and costs

You can view your own trips that have been recorded with the ChronoSheets Stopwatch for iOS or Android. To get to the page, click on the main menu icon located at the top left hand side of the ChronoSheets website (assuming you have logged in). Choose the “MY TRIPS” menu item from the menu. If you have recorded any trips, you should see them here. The trips view will show a panel for each trip that includes information about the trip such as start time, end time, trip origin and destination, total fuel cost and trip distance. To view the map, click on the “LOAD MAP” button. You can also enlarge the map by clicking on the “expand” icon at the top right hand side of the map.

The screenshot shows the ChronoSheets website interface for viewing trips. At the top, there are filters for 'Pick start date' (2017-11-02), 'Pick end date' (2017-11-26), and 'Vehicle' ([ANY VEHICLE]). Below the filters, there are four trip cards arranged in a 2x2 grid. Each card contains a map thumbnail, trip details, and a 'LOAD MAP' button. The trip details include start and end times, start and end locations, vehicle type, fuel cost, trip distance, and recording device.

Map Thumbnail	Started trip	Ended trip	Started trip from	Ended trip at	Using vehicle	Total fuel cost	Trip distance	Recorded on
[Map thumbnail]	17th Nov 2017, 7:46 am	17th Nov 2017, 8:17 am	146 Saltwater Promenade, Point Cook VIC 3030, Australia	Altair St, Williams Landing VIC 3027, Australia	PTV Bus	\$1.02	7.82km	Android
[Map thumbnail]	14th Nov 2017, 8:22 am	14th Nov 2017, 8:45 am	Princes Fwy & M1 & Palmers Rd, Victoria, Australia	90 Triholm Ave, Laverton VIC 3028, Australia	Metro Train	\$0.04	298.06m	Android
[Map thumbnail]	14th Nov 2017, 7:47 am	14th Nov 2017, 8:09 am	158 Saltwater Promenade, Point Cook VIC 3030, Australia	Altair St, Williams Landing VIC 3027, Australia	PTV Bus	\$1.04	8.02km	Android
[Map thumbnail]	10th Nov 2017, 8:03 pm	10th Nov 2017, 8:19 pm	Altair St, Williams Landing VIC 3027, Australia	153 Saltwater Promenade, Point Cook VIC 3030, Australia	PTV Bus	\$1	7.71km	Android

Viewing your trip history in ChronoSheets

Filtering by a date range

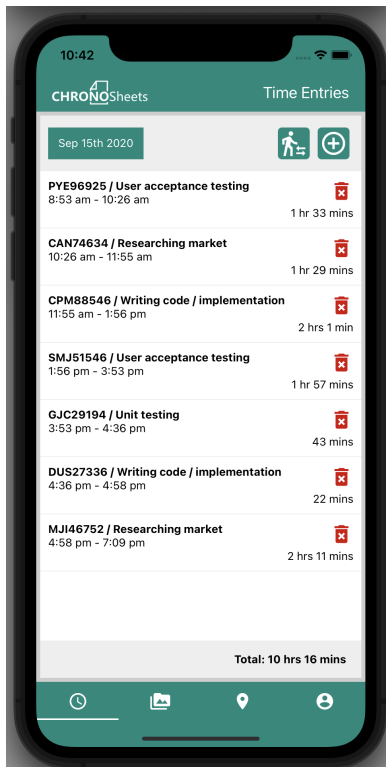
If you want to show only trips made during a date period, use the date pickers at the top of the trips view. The date will be applied as you make changes to the date selection.

Filtering by vehicle

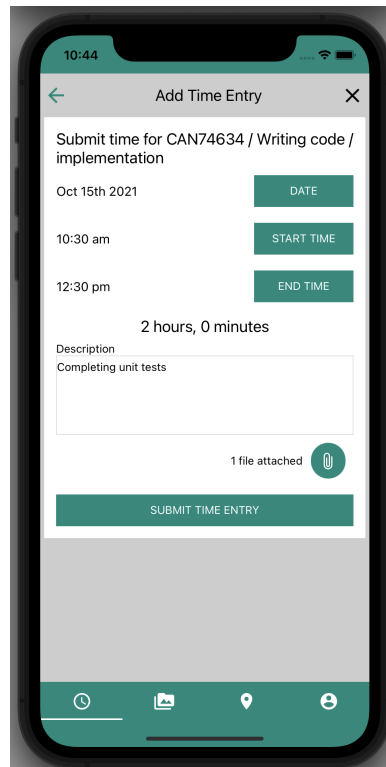
You can also filter by vehicle type. These are all the vehicles that have been entered into the fleet management under the organisation. Click the drop down and choose which vehicle you want to filter by.

Using the ChronoSheets Pro app for iOS and Android to record your timesheets

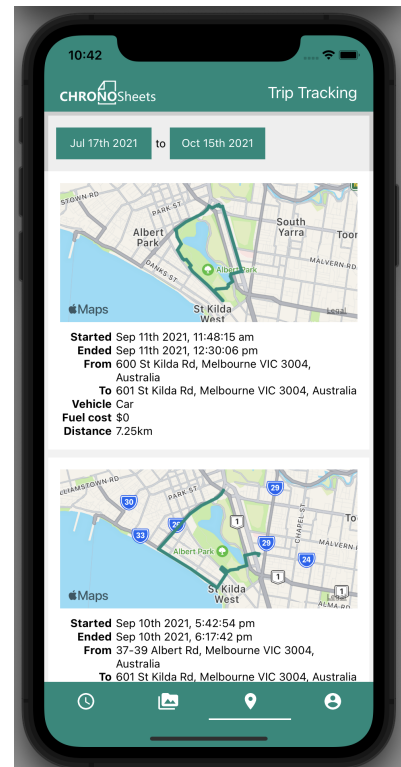
The ChronoSheets Pro app for iOS and Android is a streamlined way of submitting timesheets. You simply choose a job, task and whether you want to record GPS location. Let the stopwatch tick over while you're doing your task and tap stop to finish the timesheet and automatically save to your ChronoSheets account. Internet access is required for this to work.



View your timesheet records



Create manual timesheet entries with attachments



View your GPS history

Installation

To start submitting timesheets and viewing your reports on your mobile device, you'll first have to install the app. Below are the links for Android and iOS. You'll also need to have signed up to ChronoSheets via the ChronoSheets website (app.chronosheets.com).

www.tsheets.xyz/androidapp

www.tsheets.xyz/iosapp

Standard timesheet submission

To submit a standard timesheet via the app, open the app and login with your ChronoSheets account. Tap on the “Timesheets” tab in the app, click on the “plus” button, choose a job code, choose a task and click “next”. If this task was set up to not record GPS data, then the timer will start (otherwise there is an additional step that asks if you want to record the GPS data). When you’ve completed your task, tap the STOP button. The app will save the timesheet to your ChronoSheets account.

Recording vehicle trips

Recording a vehicle trip is exactly the same as standard timesheet submission, except you would have to have chosen a task that has trip recording enabled. When this happens, you’ll be prompted by the app whether or not you want to record the GPS trip. Tap yes and the stopwatch will start. At the same time, the GPS trip data will be recorded. You can view the current trip by tapping on the maps icon from the bottom RHS menu. When you’ve completed your trip, tap the STOP button. The app will save your timesheet to your ChronoSheets account.

Viewing your trip history

To view your own trip history in the app, tap on the “Trips” tab on the top of the app. You’ll be presented with a list of trip panels where you can load trip maps, view trip start and end locations, see total trip distance and cost. This list will show the most recent at the top of the view and if you scroll down you can load more by clicking on the “LOAD MORE” button.

Updating your account information

You can use the app to update your basic account information. With the app open, tap on the “My Account” tab on the top of the app. You’ll be presented with a form where you can update your email address and first and last names. You can also optionally update your password from this form. Click save to apply the changes.

The ChronoSheets API

Introduction

The ChronoSheets API is hosted in the cloud, is a RESTful API implementation and will be accessible from your app via HTTP. Your app will need internet access via port 443 (SSL) to access the API methods. The API methods are using a mix of different HTTP verbs (GET/POST/DELETE/PUT etc) - some of them accept a JSON request body and others accept URL query string parameters.

Before you can do anything, you'll need to use the "Login" API method to obtain an Auth Token. Most of the other API methods (such as submitting timesheets, getting job codes, etc) have access control - which means you need to make the request to these with an Auth Token. You will use the "Login" API method first, posting your username and password, to obtain an Auth Token in the response of this method. You can then use the Auth Token in any of the other methods, which should work fine provided your user account has the correct permissions (each of the API methods are protected - for example, if you want to call the "Update Job code" method, your account would need the "Manage Jobs and Tasks" permission).

To use the Auth Token in a request, you set the "x-chronosheets-auth" header value with the Auth Token in the HTTP headers. ChronoSheets will look for and read this header - this is how ChronoSheets can authenticate and authorise you.

Auth Tokens have a rolling expiration, which means that if you continue to make requests within 30 minutes, the Auth Token will continue to be active and valid. If the Auth Token isn't used for over 30 minutes, then the Auth Token will expire and you'll need to request a new one.

There is no separation of standard user accounts and API user accounts in ChronoSheets - anyone can use their account credentials to access API methods. It's recommended that you do set aside an account that is only used for API access though.

API playground

ChronoSheets has an API playground where you can practice API requests and see API responses via your web browser. The API playground allows you to see the full list of API methods available, along with sample requests. To start using the API playground, open this page in your browser:

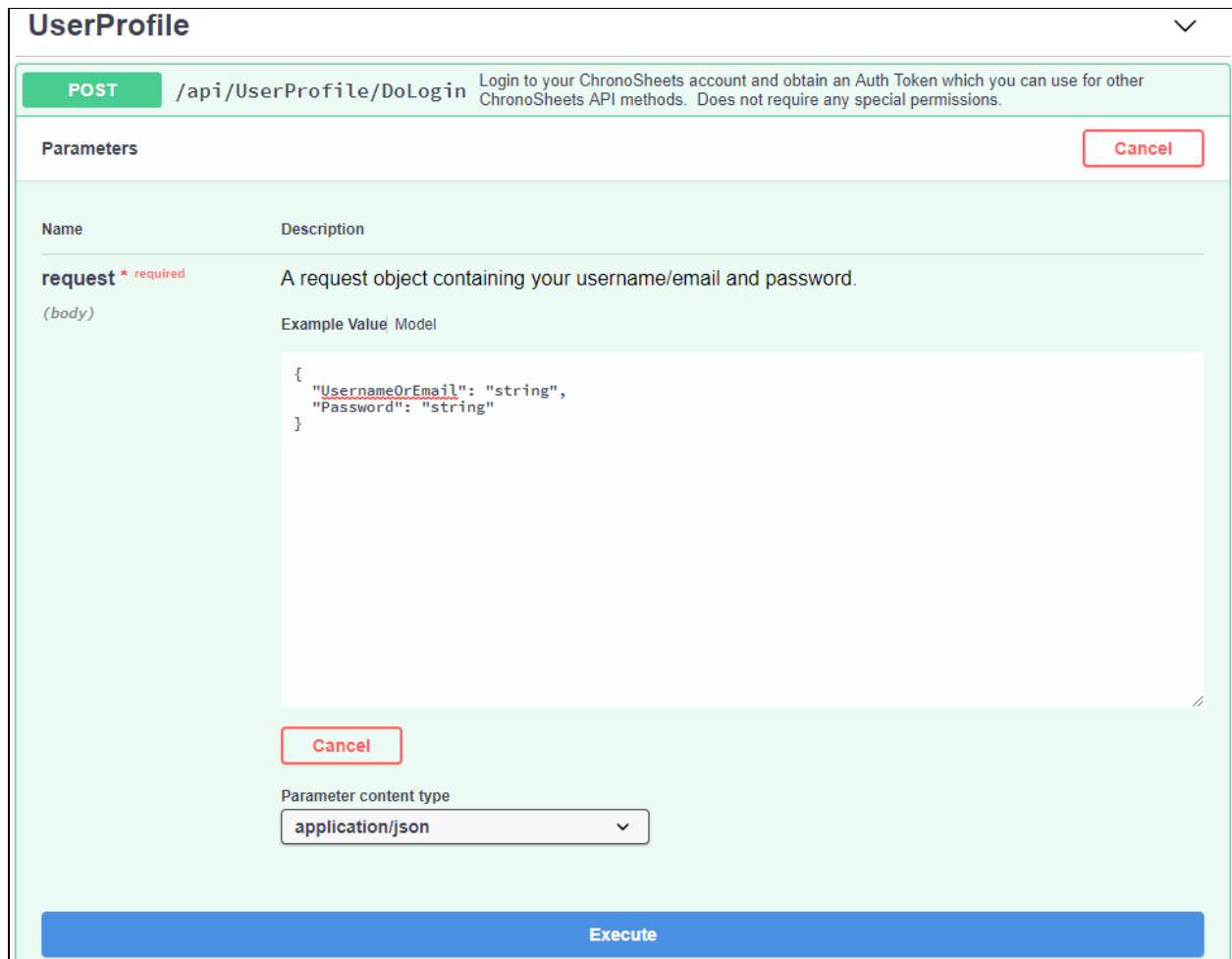
<https://docs.chronosheets.com/>

Obtaining your Auth Token

From the API playground, open the “UserProfile” section. Under this section, open the “/api/UserProfile/DoLogin” method. This method accepts a POST verb, so you’ll be posting a JSON request to it. First, click on the “Try it out” button in the top RHS of this section. You’ll see a pre-filled form with a template of the contents that are going to be POSTed to the API.

```
{
  "UsernameOrEmail": "string",
  "Password": "string"
}
```

Replace the “string” values with your own username and password.



The screenshot shows the 'UserProfile' section of an API playground. The endpoint is '/api/UserProfile/DoLogin' with a 'POST' method. A description states: 'Login to your ChronoSheets account and obtain an Auth Token which you can use for other ChronoSheets API methods. Does not require any special permissions.' The 'Parameters' tab is active, showing a table with two columns: 'Name' and 'Description'. The first row is for the 'request' parameter, marked as 'required' and '(body)'. Its description is 'A request object containing your username/email and password.' Below this, an 'Example Value' is shown in a text area, containing a JSON object: { "UsernameOrEmail": "string", "Password": "string" }. There are 'Cancel' buttons for the parameters section and the example value text area. At the bottom, there is a 'Parameter content type' dropdown menu set to 'application/json' and a large blue 'Execute' button.

The request text area field where you can specify your own username password

Now you can actually make the request - click on the blue “Execute” button at the bottom and the request will be posted to the ChronoSheets API. All requests made to the ChronoSheets API are protected with encryption under SSL/TLS.

With the request made to the API method, the API will respond and the playground will show the following:

Responses Response content type: **application/json**

Curl

```
curl -X POST "https://www.chronosheets.com/api/UserProfile/DoLogin" -H "accept: application/json" -H "Content-Type: application/json" -d '{"UsernameOrEmail": "Nock1997", "Password": "Password02@"}'
```

Request URL

```
https://www.chronosheets.com/api/UserProfile/DoLogin
```

Server response

Code	Details
200	<p>Response body</p> <pre>{ "Data": { "CSAuthToken": "RUFBUFLlZnRzZRCnNLSjB1R1ExeHFMWRWpubzVENENpWDl6QVppK0Y1K0NIRVZR", "LoggedInUser": { "Id": 172, "OrganisationId": 19, "UserName": "Nock1997", "FirstName": "Edward", "LastName": "Osborn", "EmailAddress": "Eden0sborn@armyspy.com", "Roles": 2047, "AlertSettings": 0, "SetupWizardRequired": false, "IsSubscribedToNewsletter": false, "Organisation": { "Id": 19, "Name": "Test Organisation", "AddressLine01": "74 Swanston Street", "AddressLine02": "", "Suburb": "Melbourne", "State": "Victoria", "Postcode": "3000", "Country": "Australia", "Phone": "0426889072", "EmailAddress": "lachlan+4@chronosheets.com", "Timezone": "Australia/Melbourne", } } } }</pre> <p>Response headers</p> <pre>access-control-allow-origin: * cache-control: no-cache content-length: 794 content-type: application/json; charset=utf-8 date: Sun, 08 Jul 2018 08:51:44 GMT expires: -1 pragma: no-cache server: Microsoft-IIS/10.0 status: 200 x-aspnet-version: 4.0.30319 x-powered-by: ASP.NET</pre>

The response data from the Login API request

There's a lot of information here, but for now, the important thing you need to know is under the Response Body area - the CSAuthToken property. This is the Auth Token you can now use to make further API requests.

Using the Auth Token in your first API request

Now you're going to take the Auth Token you received from the above instructions and make an API request to a method that requires authorisation. We're going to use the API to get your organisation/company information. This API method is definitely something that you wouldn't want to be exposed to anyone, so this method is protected by only allowing access by someone with the right permission. Supplying the Auth Token does two things:

1. Identifies you - The Auth Token will be checked and will be used to work out who you are. You've already authenticated yourself to obtain the Auth Token and this has started a session. The Auth Token is your key to any of your private information. Many of the API methods are getting information related to you - but you won't need to explicitly state who you are by using user/organisation IDs - ChronoSheets does this for you.
2. Checks your level of access - The Auth Token will be checked to determine if you have the required level of access to actually perform the API request.

Find and expand the "Organisation" section in the API playground. Next, expand the "/api/Organisation/GetOrganisation" method. You'll see that this method is a GET method.

Organisation

POST

/api/Organisation/UpdateOrganisation

Update an organisation. Requires 'OrganisationAdmin' permission.

GET

/api/Organisation/GetOrganisation

Get your organisation. Requires 'OrganisationAdmin' permission.

Parameters

Try it out

Name	Description
x-chronosheets-auth * required string (header)	The ChronoSheets Auth Token

Responses

Response content type application/json

Code	Description
200	<div>OK</div> <div>Example Value Model</div> <pre>{ "Data": { "Id": 0, "Name": "string", "AddressLine01": "string", "AddressLine02": "string", "Suburb": "string", "State": "string", "Postcode": "string", "Country": "string", "Phone": "string", "EmailAddress": "string", "Timezone": "string", "SubscriptionCustomerId": "string", "SubscriptionPlanId": "string", "SignupToken": "string", "NumberSeatsAvailable": 0 }, "Status": "Succeeded", "Message": "string" }</pre>

The GetOrganisation API method in the API playground

Start by click on the “Try it out” button at the top RHS. Copy the Auth Token from the previous response (from the instructions in the above section) and paste it into the “x-chronosheets-auth” field under “Parameters”. Click the blue “Execute” button to make the request. You’ll see the below response:

Responses
Response content type
application/json

Curl

```
curl -X GET "https://www.chronosheets.com/api/Organisation/GetOrganisation" -H "accept: application/json" -H "x-chronosheets-auth: RUF8QUFLLzNnRzRcnNLSjBlRlEheHFRWpubzVENENpWdl6QVppK8Y1K8NIRVZR"
```

Request URL

```
https://www.chronosheets.com/api/Organisation/GetOrganisation
```

Server response

Code	Details
200	<div> Response body <pre>{ "Data": { "Id": 19, "Name": "Test Organisation", "AddressLine01": "74 Swanston Street", "AddressLine02": "", "Suburb": "Melbourne", "State": "Victoria", "Postcode": "3000", "Country": "Australia", "Phone": "0426889872", "EmailAddress": "lachlan+4@chronosheets.com", "Timezone": "Australia/Melbourne", "SubscriptionCustomerId": "cus_C", "SubscriptionPlanId": "ChronoSheets_75", "SignupToken": null, "NumberSeatsAvailable": 75 }, "Status": 1, "Message": null }</pre> Download </div> <div> Response headers <pre>cache-control: no-cache content-length: 435 content-type: application/json; charset=utf-8 date: Sun, 08 Jul 2018 08:55:58 GMT expires: -1 pragma: no-cache server: Microsoft-IIS/10.0 status: 200 x-aspnet-version: 4.0.30319 x-powered-by: ASP.NET</pre> </div>

The response from the GetOrganisation API method

If your application were to make this request, you'd handle the response and probably deserialize the JSON into an object. Then you'd be able to use the data how you would like.