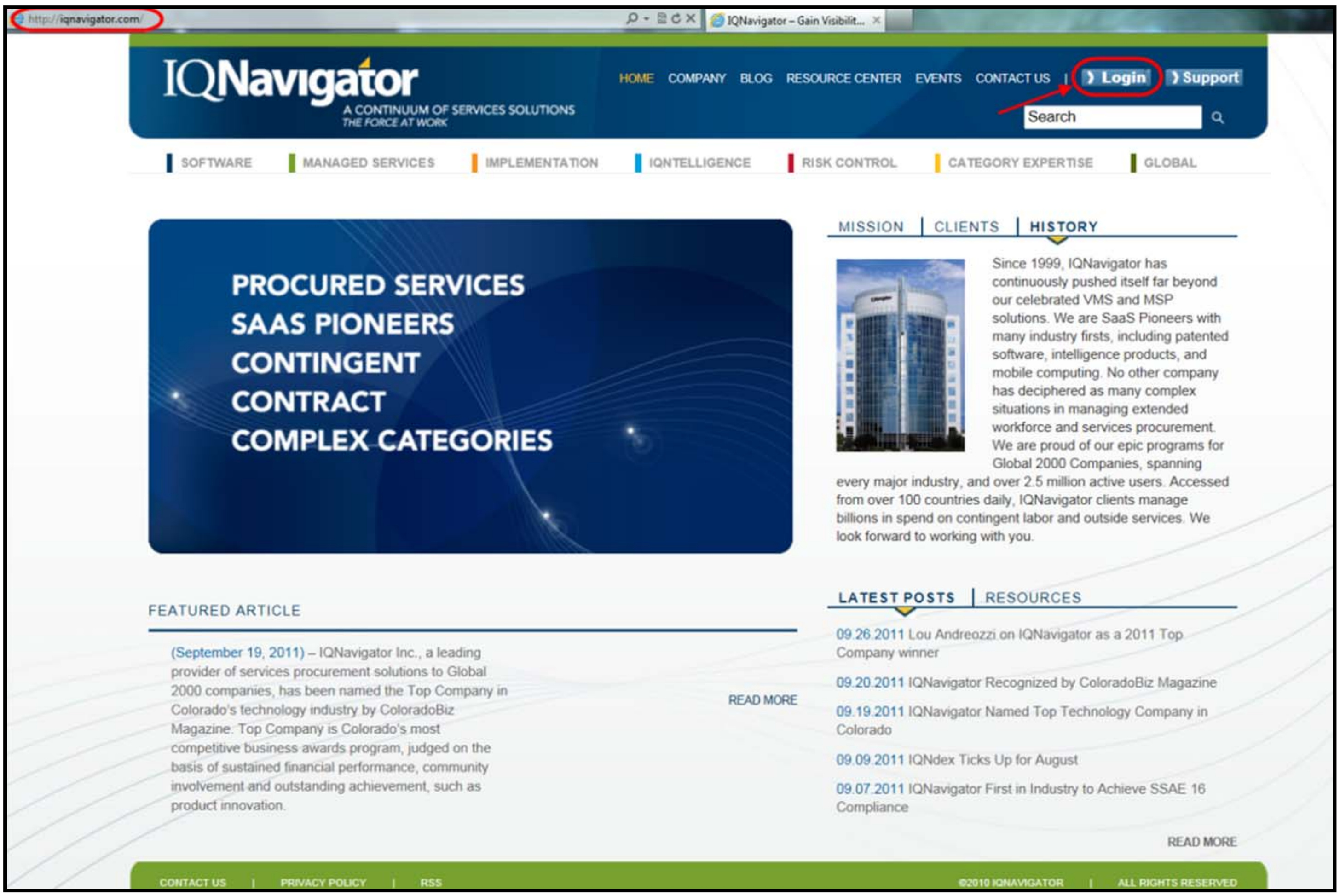
IQNavigator Timecard and Expense Entry Instructions

This document will walk you through how to enter your timecard and expense reports in IQNavigator as a contractor.

1. LOGGING IN

- **a.** Access the IQNavigator System by entering www.iqnavigator.com in your Web-Browser's URL Field.
- **b.** Select "**USER LOGIN"** (LOCATED IN THE 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".**



c. Enter "**USERNAME" and "PASSWORD"** (Both are Case Sensitive).
   Passwords must contain:
   i. Minimum of Eight Characters
   ii. Minimum of One Numeric Character
d. Select "**ENTER"** to log into IQNavigator.
e. 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 **"USERNAME"** and **"EMAIL ADDRESS"** then select "**SUBMIT"**. A temporary password will be emailed to you.

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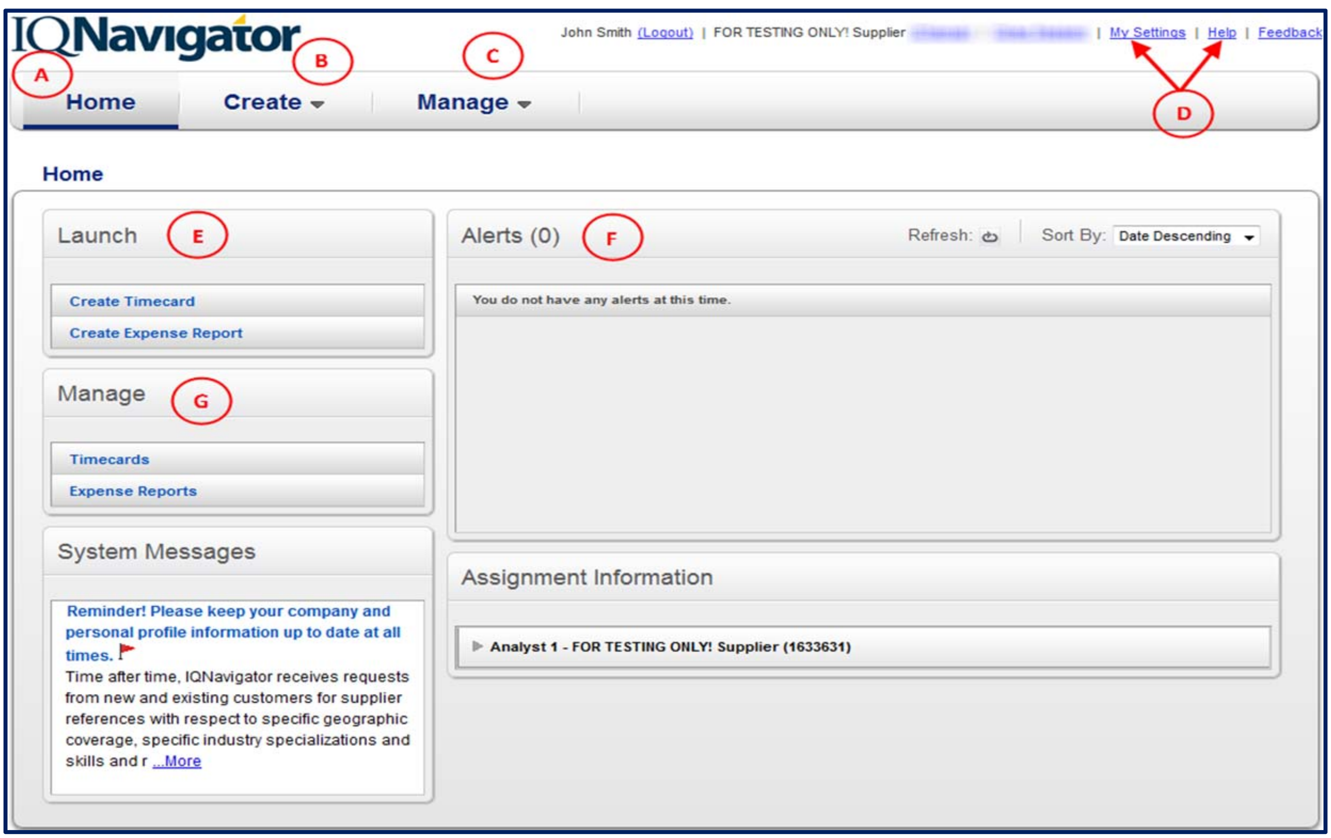
2. IQNAVIGATOR DASHBOARD

Once you login to the IQNavigator System, you will be directed to your IQNavigator Dashboard. Many of these fields will be described in more depth throughout this instruction document.

- **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 Expense Report.
- **c. MANAGE TAB:** Here you can manage and review your submitted Timecards and Expense Reports.
- **d. MY SETTINGS and HELP**: By clicking on the **"MY SETTINGS 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.



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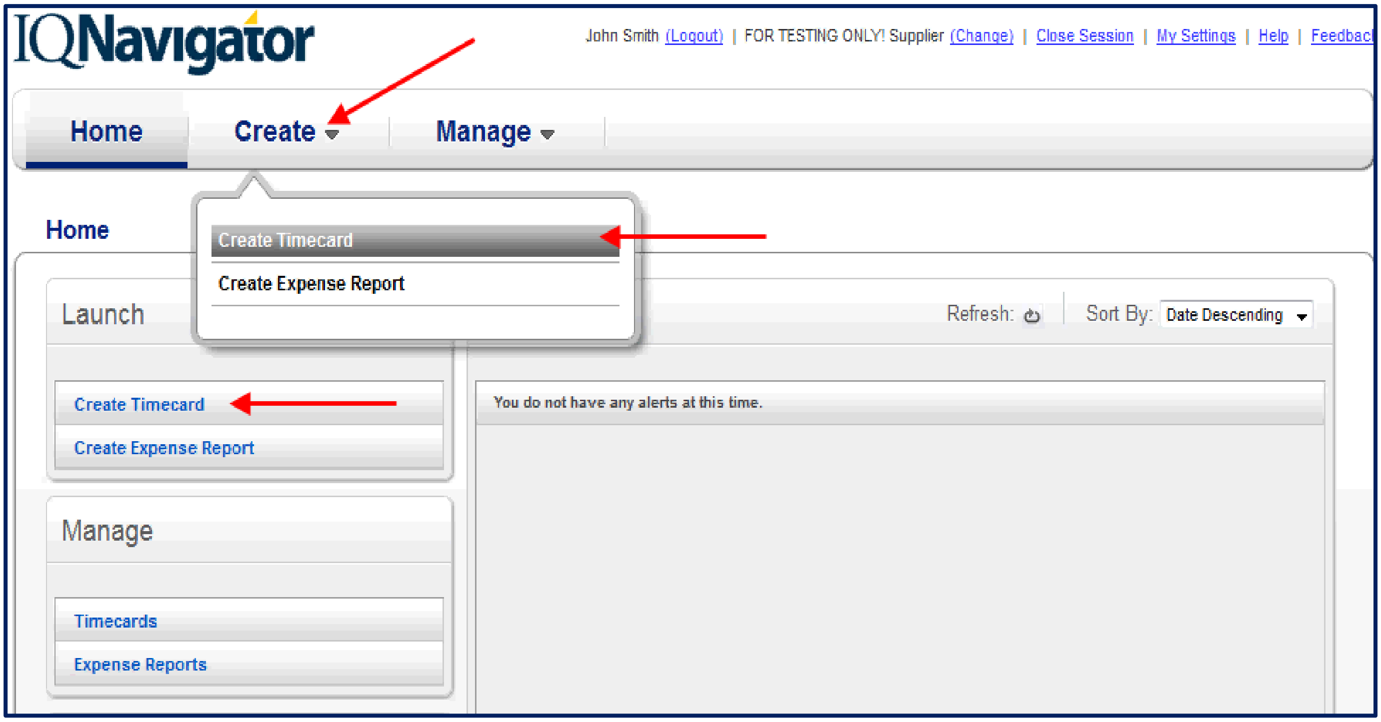
3. CREATING A TIMECARD

a. 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"**.



b. 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".**

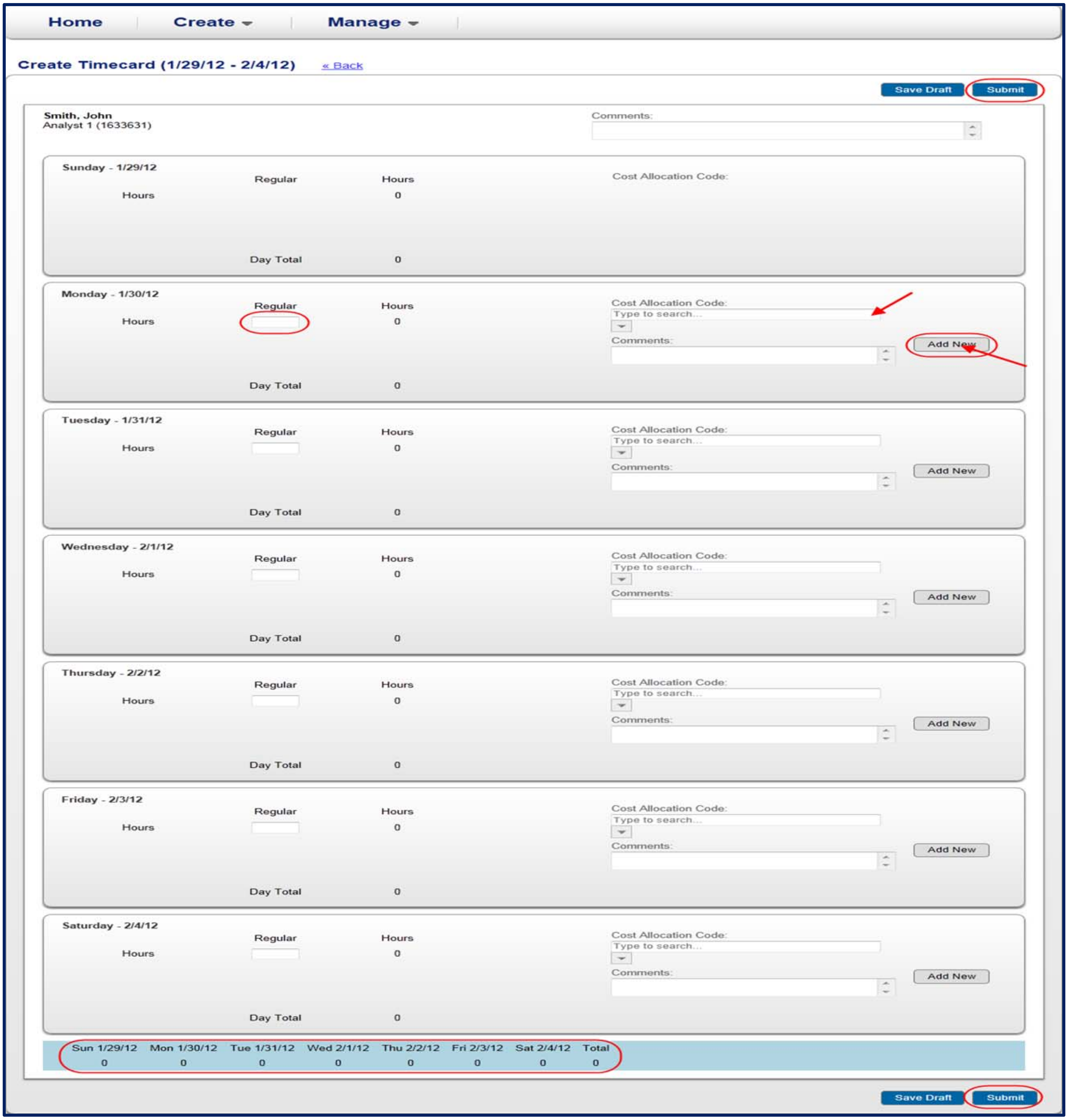
c. On the next screen you will enter your time for the week selected.

d. 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 CODE"**, click the **"ADD NEW BUTTON"** to add another timecard for that same day to split the time worked.

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

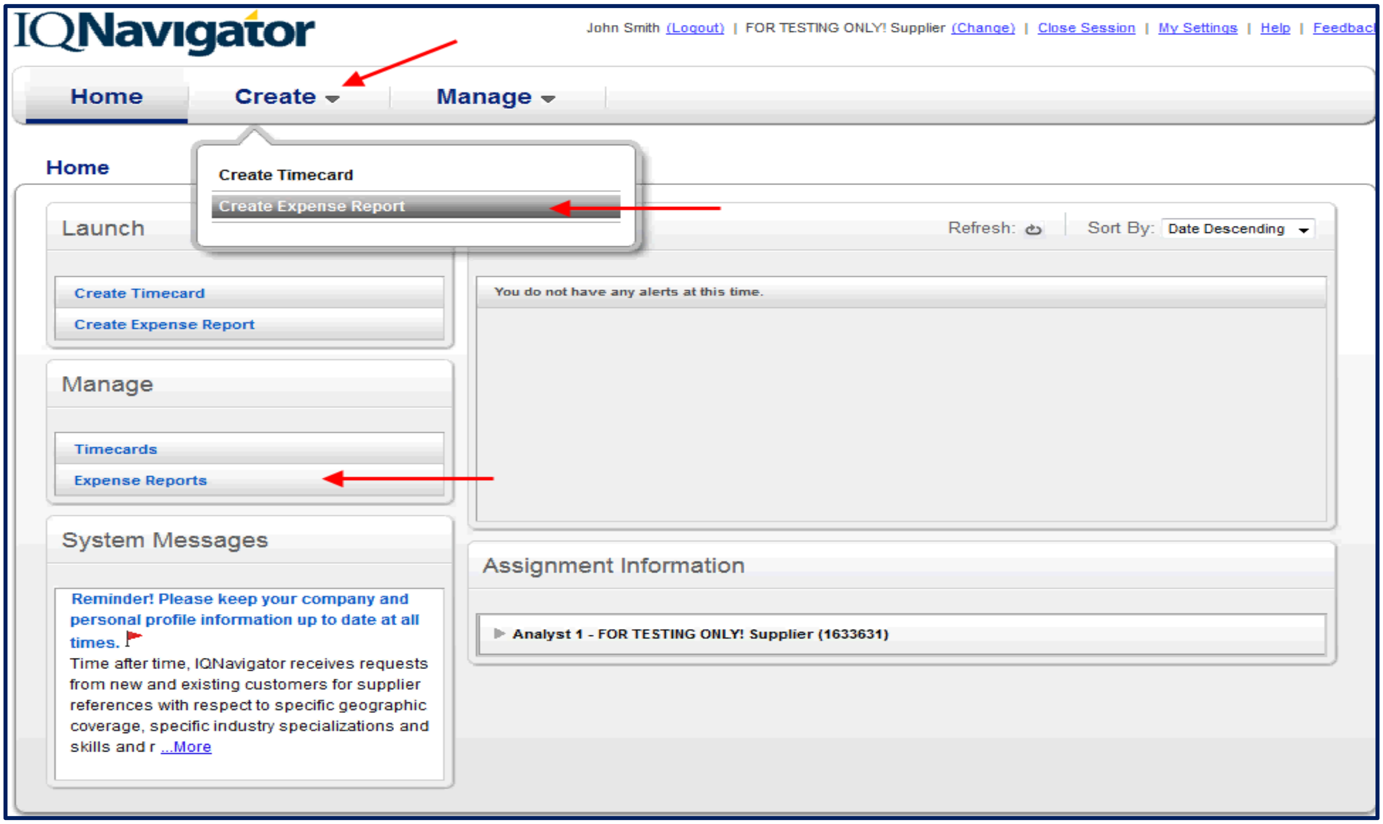
f. You can either **"SAVE"** your timecard to add additional time during the week, or **"SUBMIT"** the timecard for approval.

g. You will see **"YOU HAVE SAVED SUCCESSFULLY"** highlighted in yellow once you have submitted your timecard.

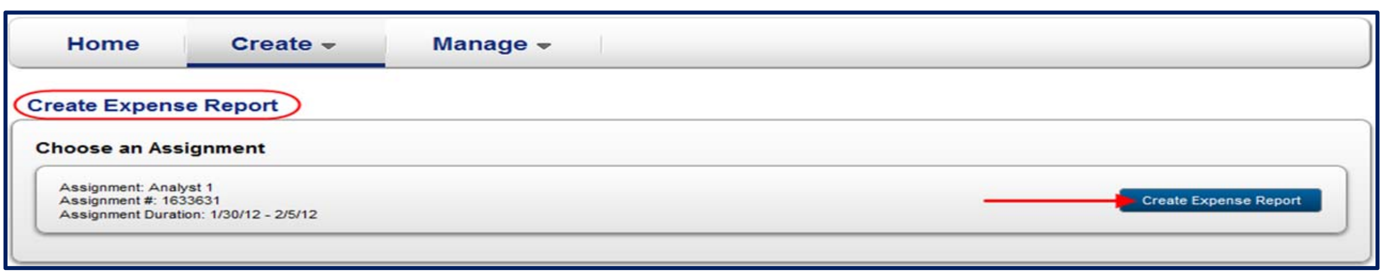

Home
Create
Manage
Create Timecard (1/29/12 - 2/4/12)
« Back
Save Draft
Submit
Smith, John
Analyst 1 (1633631)
Comments:
Sunday - 1/29/12
Regular
Hours
Hours
0
Cost Allocation Code:
Day Total
0
Monday - 1/30/12
Regular
Hours
Hours
0
Cost Allocation Code:
Type to search...
Comments:
Add New
Day Total
0
Tuesday - 1/31/12
Regular
Hours
Hours
0
Cost Allocation Code:
Type to search...
Comments:
Add New
Day Total
0
Wednesday - 2/1/12
Regular
Hours
Hours
0
Cost Allocation Code:
Type to search...
Comments:
Add New
Day Total
0
Thursday - 2/2/12
Regular
Hours
Hours
0
Cost Allocation Code:
Type to search...
Comments:
Add New
Day Total
0
Friday - 2/3/12
Regular
Hours
Hours
0
Cost Allocation Code:
Type to search...
Comments:
Add New
Day Total
0
Saturday - 2/4/12
Regular
Hours
Hours
0
Cost Allocation Code:
Type to search...
Comments:
Add New
Day Total
0
Sun 1/29/12 Mon 1/30/12 Tue 1/31/12 Wed 2/1/12 Thu 2/2/12 Fri 2/3/12 Sat 2/4/12 Total
0 0 0 0 0 0 0 0
Save Draft
Submit

4. CREATING AN EXPENSE REPORT

a. 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"**.



b. This will take you to the **"CREATE EXPENSE REPORT SCREEN"**. Your assignment should be listed below. Click on the **"CREATE EXPENSE REPORT BUTTON.**



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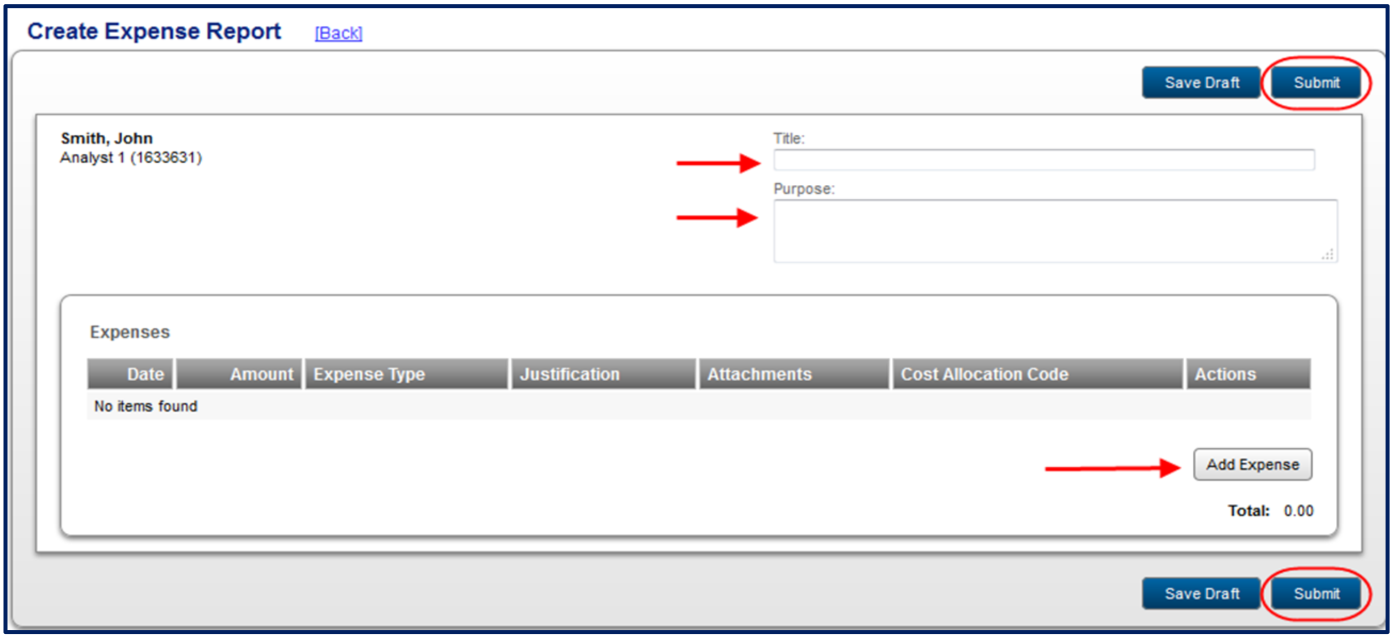
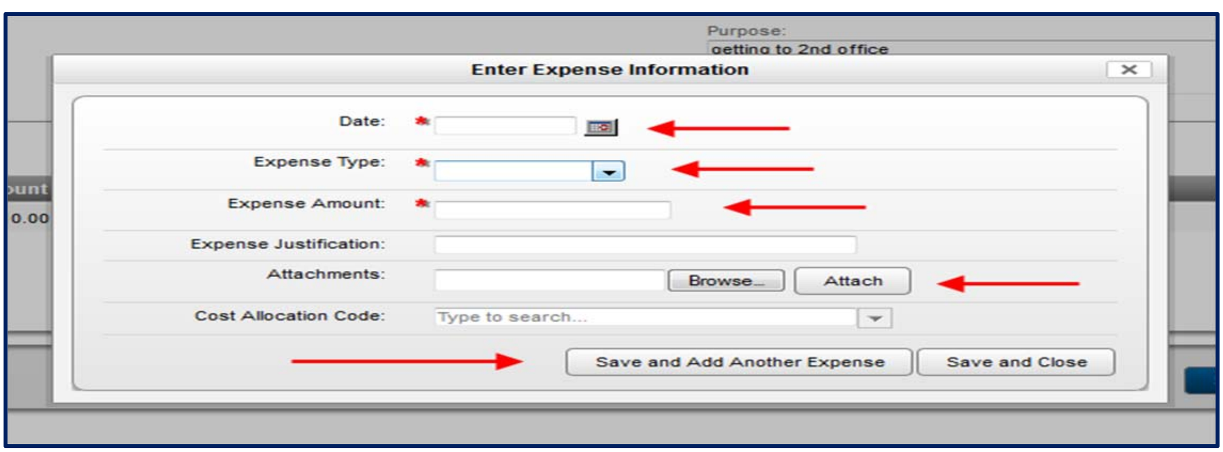
c. On the next screen, you will **"TITLE"** your Expense Report and can add a **"PURPOSE"**. Click on the **"ADD EXPENSE BUTTON"** to start adding expenses.



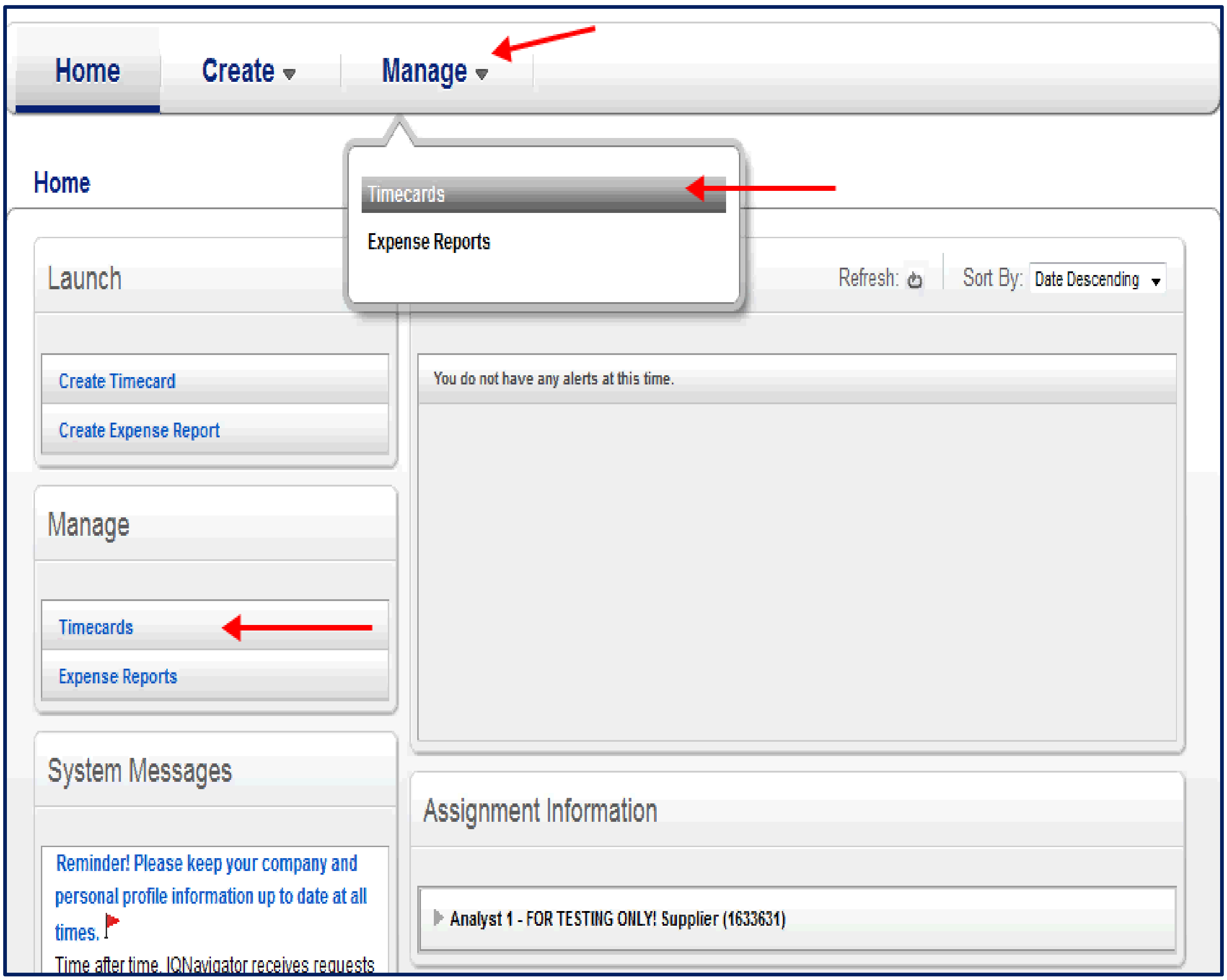
d. A pop up window will appear. Enter the required fields notated with a Red *: **DATE, EXPENSE TYPE** (CHOOSEN FROM THE DROPDOWN MENU), **AND EXPENSE AMOUNT**. You can also enter a **JUSTIFICATION** if needed, **"UPLOAD AND ATTACHEMENT"** such as a scanned receipt and add the **"COST ALLOCATION CODE"**. 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.



- **e.** You will return to the screen behind the pop up window. Click on the **"SUBMIT BUTTON"** to submit your expense report. (ABOVE SCREENSHOT).
- **f.** You will see **"YOU HAVE SAVED SUCCESSFULLY"** highlighted in yellow once you have submitted your expense report.

5. MANAGING TIMECARDS AND EXPENSE REPORTS

- **a.** 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".**



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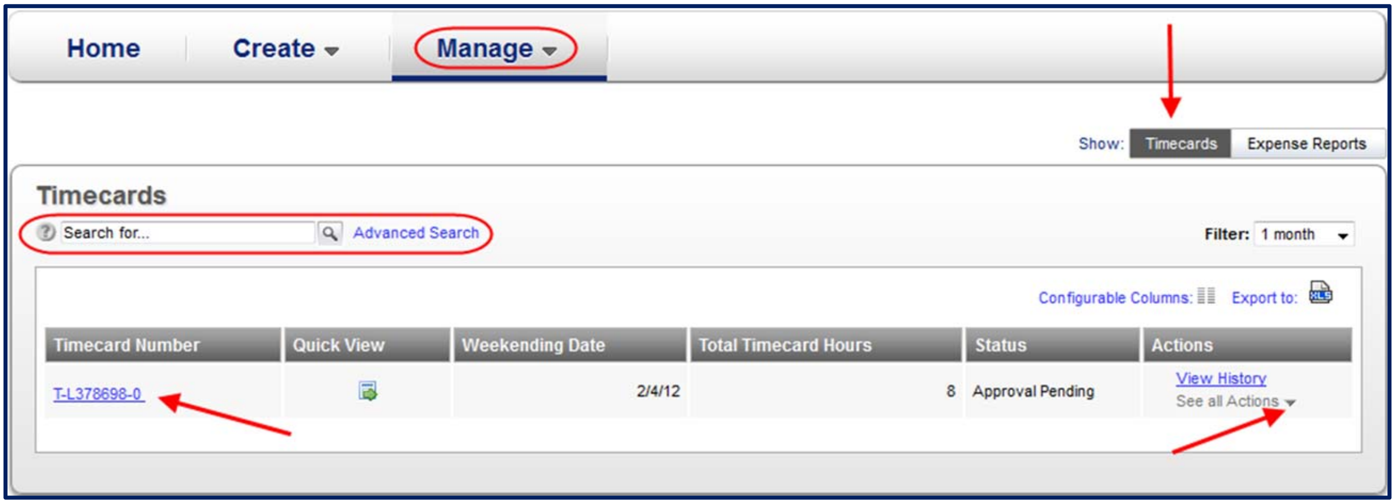
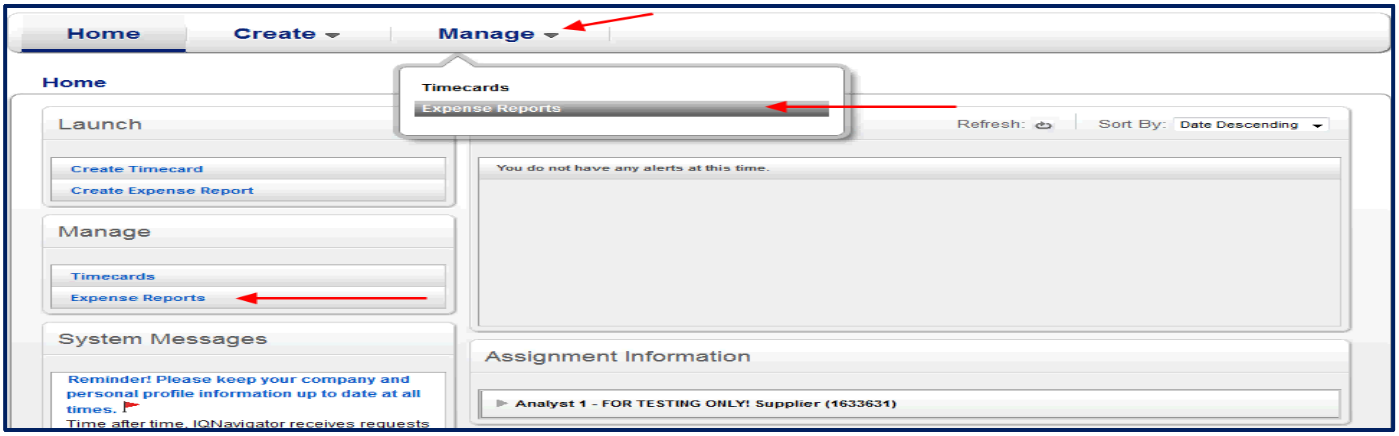
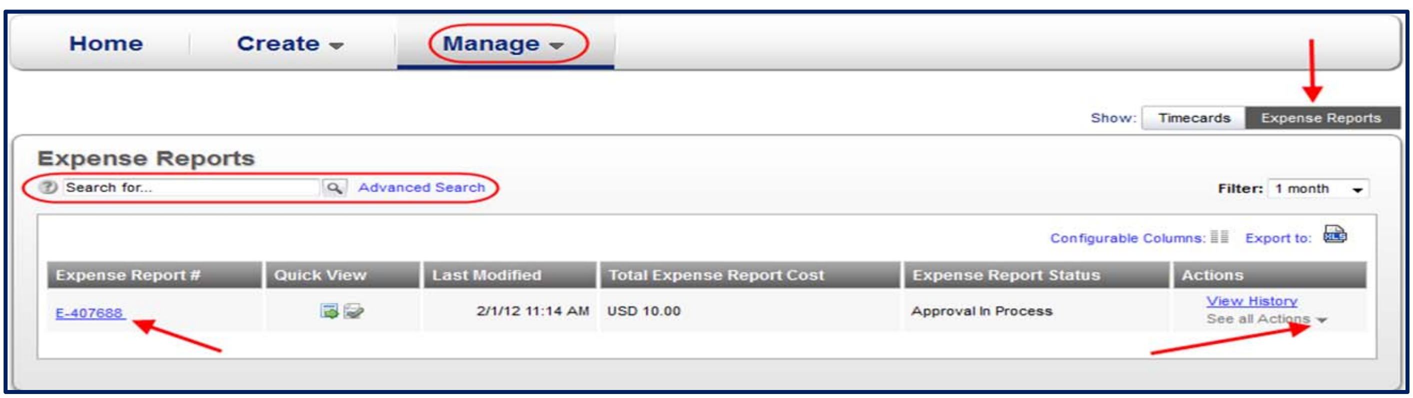
b. This will bring up your **"TIMECARDS SCREEN"**. There will be a list of the timecards that have been submitted and the status they are currently in. You can also use the **"SEARCH"** functionality at the top of the screen to search for additional timecards.



c. 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”.**



d. To view your Expense Report, click on the number associated with 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.



e. 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.

f. 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.