

TIME ACCOUNTING APPLICATION

- A new WEB based APP from the FIDO Sub Committee
 - Utilizes the credentials for access to FIDO
 - Works with Apple or Android devices
 - Also works on tablets, laptops, desk top and other WEB accessible Devices
 - Posting project times by the Team Leader or Assistant
- 

How do you get to the APP?

On your device, enter the following into your browser or search window:

<https://fctsfido.org/hours/>

If you are having problems reaching the APP try changing your browser

We recommend Firefox or Chrome

Friends of the

Cumbres & Toltec Scenic Railroad

Project Time Entry Form

Time Recorder Username:

Password:

Log In

The APP opens to the log-in screen – Remember to use your FIDO credential's

Friends of the

Cumbres & Toltec Scenic Railroad

Project Time Entry Form

Time Recorder Username:

Password:

[Log In](#)

Enter your user name and password – click
log-in

Friends of the

Cumbres & Toltec Scenic Railroad

Project Time Entry Form

Welcome John Eng!

Log Out

Select Year: 2021 ▾ Session: A ▾ Project Number: 0200 ▾

Get Project

When log-in is accepted this screen appears – the select year is defaulted to the current posting year. Next use the pull-down menu to select the correct scheduled session or special session; do the same for the project number and click on get project. You are only allowed to post to projects you are listed as a Team Leader or Alternate for.

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Project Time Entry Form

Welcome John Eng!

Log Out

2021-A Project 0200 - Chama restoration session Site Leader.

Change

Daily Crew Report (hours worked)

Retrieved at 04:07:41pm

Name	Mon 05/17	Tue 05/18	Wed 05/19	Thu 05/20	Fri 05/21
John Eng	1	1		4	

NOTES:

Working out of Antonito

Update

Modify This Form

When 'get project' is entered the above screen appears. This is the posting screen. It lists team members in the left column followed by the days of the session. Entry of hours worked is made daily in the block provided. A text section for short notes is provided. These notes are not recorded anywhere other than on the time sheet.

Friends of the
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Project Time Entry Form

Welcome John Eng!

Log Out

2021-A Project 0200 - Chama restoration session Site Leader.

Change

Daily Crew Report (hours worked)

Retrieved at 04:32:17pm

Name	Mon 05/17	Tue 05/18	Wed 05/19	Thu 05/20	Fri 05/21
John Eng	1	1		4	
Add Personnel: <input type="text"/>	Add Sun 05/16	Add Sat 05/22			

NOTES:

Working out of Antonito

Finish Modifying

When “Modify This Form” is entered the screen turns pink to indicate you are making assignment changes to team members, adding others; or adding days at the beginning or end of the session. The modify mode also allows additional members to be deleted or days removed. While in this mode no posting of hours is permitted. When form adjustments are complete, click on finish modifying.

Friends of the
Cumbres & Toltec Scenic Railroad
Project Time Entry Form

Welcome John Eng!

Log Out

Select Year: Session: Project Number:

This is an example of a time posting where no schedule utilized. Each entry requires that the day of posting be entered. Even though there is no schedule for work the individual team members must be assigned to the project.

Friends of the
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Project Time Entry Form

Welcome John Engls!

Log Out

2022-COS Project 1125 - Maintain COS Site Facilities and Area

Change

Daily Crew Report (hours worked)

Retrieved at 08:43:58pm

Name	Sat 04/23	Sat 09/03	Sat 09/17	Mon 10/17	Sat 10/29	Sat 11/05	Sat 12/03
Don Atkinson	4.25		7	2			3
John Engs	5.25	7.25	7				
Craig McMullen	4	7	7				
Michael Brabec	3.25						
Duncan Burdick		3.5					
Glenn Butcher	4						
John Caulfield		6	6				
Robert Gee		7.25					
John Kenney		6	6				
William Lowes		5.5					2
Larry Marquess	4.25						2
Dean Myers	5.75		7				
Ronald Schaefer		7	7			2.25	3
John Weed		7	7	5.5	6	5.2	

NOTES:

Update

Modify This Form

- ▶ This shows the posting for only the days that work was accomplished and only by those working that day. The date of work is entered in the “Modify This Form” element. Entry of time can only be done from this screen with a background in yellow.

Friends of the
Cumbres & Toltec Scenic Railroad
Project Time Entry Form

Welcome John Eng!

Log Out

2022-COS Project 1125 - Maintain COS Site Facilities and Area

Change

Daily Crew Report (hours worked)

Retrieved at 09:25:06pm

Name	Sat 04/23	Sat 09/03	Sat 09/17	Mon 10/17	Sat 10/29	Sat 11/05	Sat 12/03
Don Atkinson	4.25		7	2			3
John Engs	5.25	7.25	7				
Craig McMullen	4	7	7				
✗ Michael Brabec	3.25						
✗ Duncan Burdick		3.5					
✗ Glenn Butcher	4						
✗ John Caulfield		6	6				
✗ Robert Gee		7.25					
✗ John Kenney		6	6				
✗ William Lowes		5.5					2
✗ Larry Marquess	4.25						2
✗ Dean Myers	5.75		7				
✗ Ronald Schaefer		7	7			2.25	3
✗ John Weed		7	7	5.5	6	5.2	
Add Personnel: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>

NOTES:

Finish Modifying

At the bottom of the posting screen on the left side you can add or remove personnel to the right of that you can add or remove work days. When finished with the changes click on "Finish Modifying". The red "X" indicates an added member to the project.

Let's demonstrate the APP's functional versatility:

<https://fctsfido.org/hours/>

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

What are the results from time entries?

Entering this URL will display posting of time by year, project, session or individual.

<https://fctsfido.org/hoursAcct>

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

When a need arises to look at specific project and/or session, individual time sheets are available

<https://fctsfido.org/timeSheets>

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

<https://fctsfido.org/hours/>

A special test account has been set up so you can see how easy it is to use. Keep in mind you can look but will not be able to change any entries. Use the hyperlink and log-in.

Credentials: jadams@williamsburg.com Password: ja8602

Year: 2022 Session: COS Project: 1373