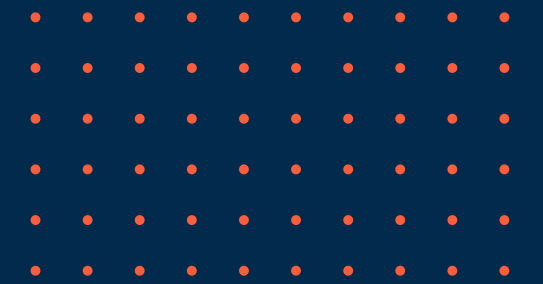




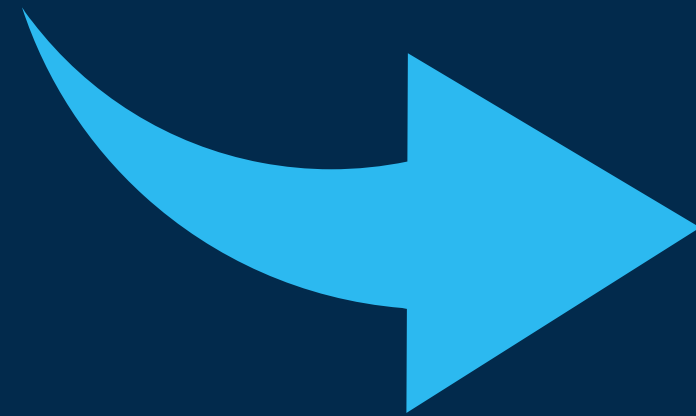
# Welcome!



Klynke Time Management for Microsoft 365 and Teams

## Software Presentation

**Let's begin with  
a quick overview**



# Quick overview 1 of 2



## Microsoft Outlook Calendar

Turn Microsoft Outlook Events into time tracking. Your Outlook appointments can be automatically logged as worked hours.



## Microsoft Teams' Channel to project

Turn Microsoft Teams Channel to a Project Space for time tracking.



## All documents in one place

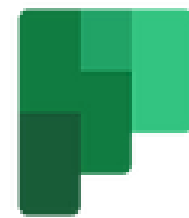
All your documents are stored in Microsoft SharePoint.

# Quick overview 2 of 2



## Your most used daily tools

Klynke is a full capability app for tracking time and custom timesheets within Microsoft 365 and Teams.



## Microsoft Planner

Easy time tracking on your Microsoft Planner Tasks with Klynke.



## Export to Microsoft Excel

Custom filter your timesheets and export them to Microsoft Excel with one click - ready for billing.

# Software Presentation

## Klynke Time Management

Walk through the slides

1

to

8



# How to Track Time

The screenshot displays the 'My Work' interface. On the left is a navigation menu with items: My Work, Timesheet, Projects, Cases, Team, License, and Configure. The main area shows a calendar for Thursday 15 December. A date picker is set to 15/12/2022. Below the date is a text input field labeled 'Your paragraph text'. A table shows a weekly overview with columns for Sun (11/12/2022), Mon (12/12/2022), Tue (13/12/2022), Wed (14/12/2022), Thu (15/12/2022), and Fri (16/12/2022). Each day has a 'Total time: 0:0' entry. A green plus sign is visible on the Thursday column. Below the table is an 'Outlook Calendar' section with a dropdown menu and a table with columns: Add, Date, Subject, Location, and Time of Day.

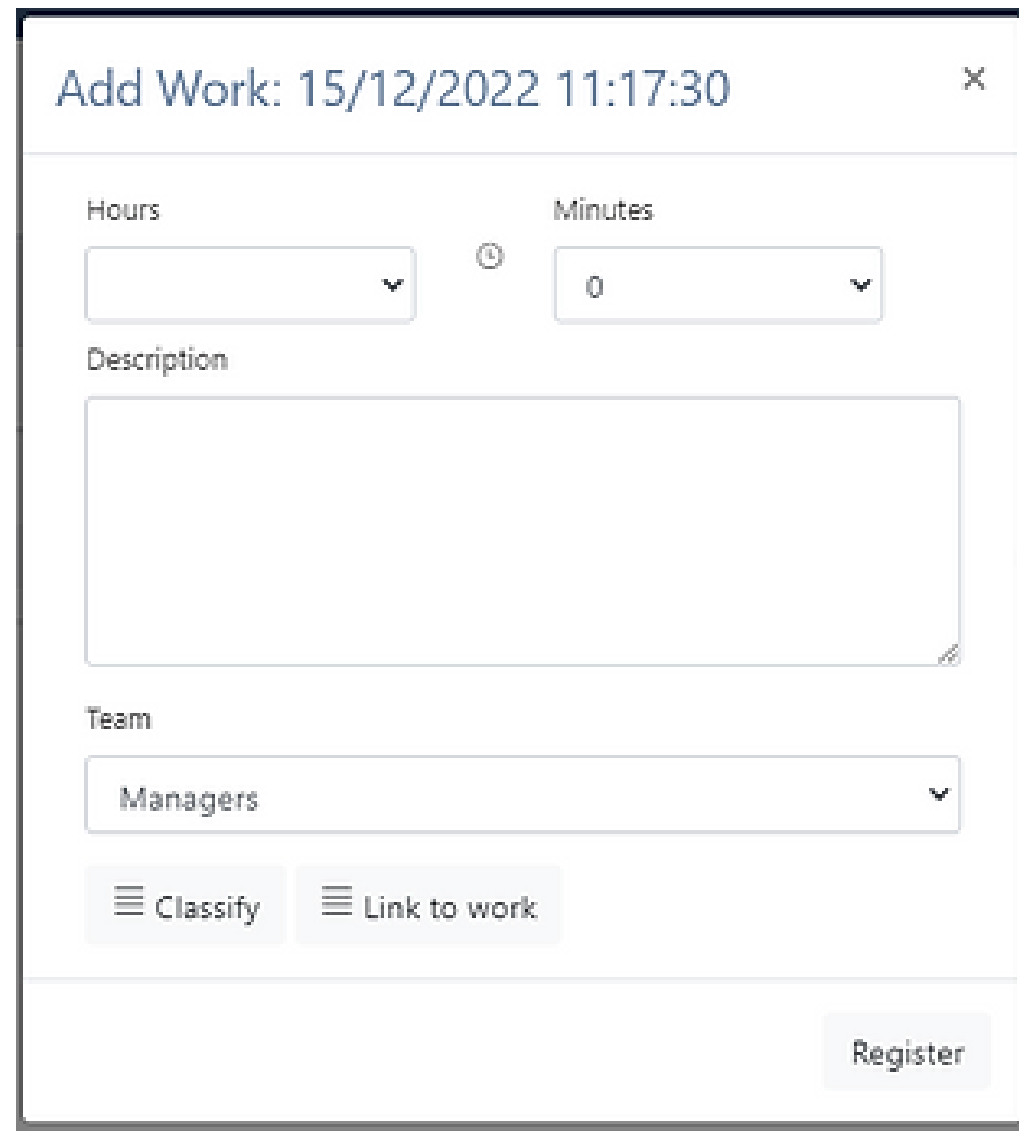
From the drop-down-calendar in the upper left corner you can pick a date to register your work.

Hover over a day in the My Work week calendar, select and click to choose specific day and click the green + to register your work.

To start tracking time select **My Work** from the left side menu.

Choose the date you want to track time on and select the green plus sign “+” and a dialogue box appears that enables time tracking.

# Add Your Work Hours



The screenshot shows a dialog box titled "Add Work: 15/12/2022 11:17:30". It contains the following elements:

- Hours:** A dropdown menu currently showing an empty field.
- Minutes:** A dropdown menu showing the value "0".
- Description:** A large text area for entering details about the work.
- Team:** A dropdown menu showing "Managers".
- Buttons:** "Classify" and "Link to work" buttons are located below the team dropdown. A "Register" button is located at the bottom right of the dialog.

Dialog box to register your work.

Simply enter the number of your worked hours and/or minutes and describe the work as needed. Then press **“Register”** and your entry will immediately show in the **“My Work”** calendar.

# Microsoft Outlook Calendar Event

Thursday 15 December

Date 26/10/2022

Sun 23/10/2022	Mon 24/10/2022	Tue 25/10/2022
Total time: 0:0	<b>Support</b> Addressing usage to Client of standard product ⌚2h	<b>Administration</b> Working on new vision for the company ⌚8h
	Total time: 2:0	<b>HR Manager</b> ⌚30m

Outlook Calendar Calendar

Add	Date	
✓	25/10/2022	HR Manager
✓	26/10/2022	Board meeting
+	27/10/2022	Conference

The default Microsoft Outlook Calendar is your normal personal calendar but you can also select any Microsoft Outlook Calendar that you have access to and register time directly from events.

Save time and track time directly from any Microsoft Outlook event by selecting the green plus sign **+** in front of a chosen event in the Microsoft Outlook Calendar list. The event will be marked with a check mark **✓**

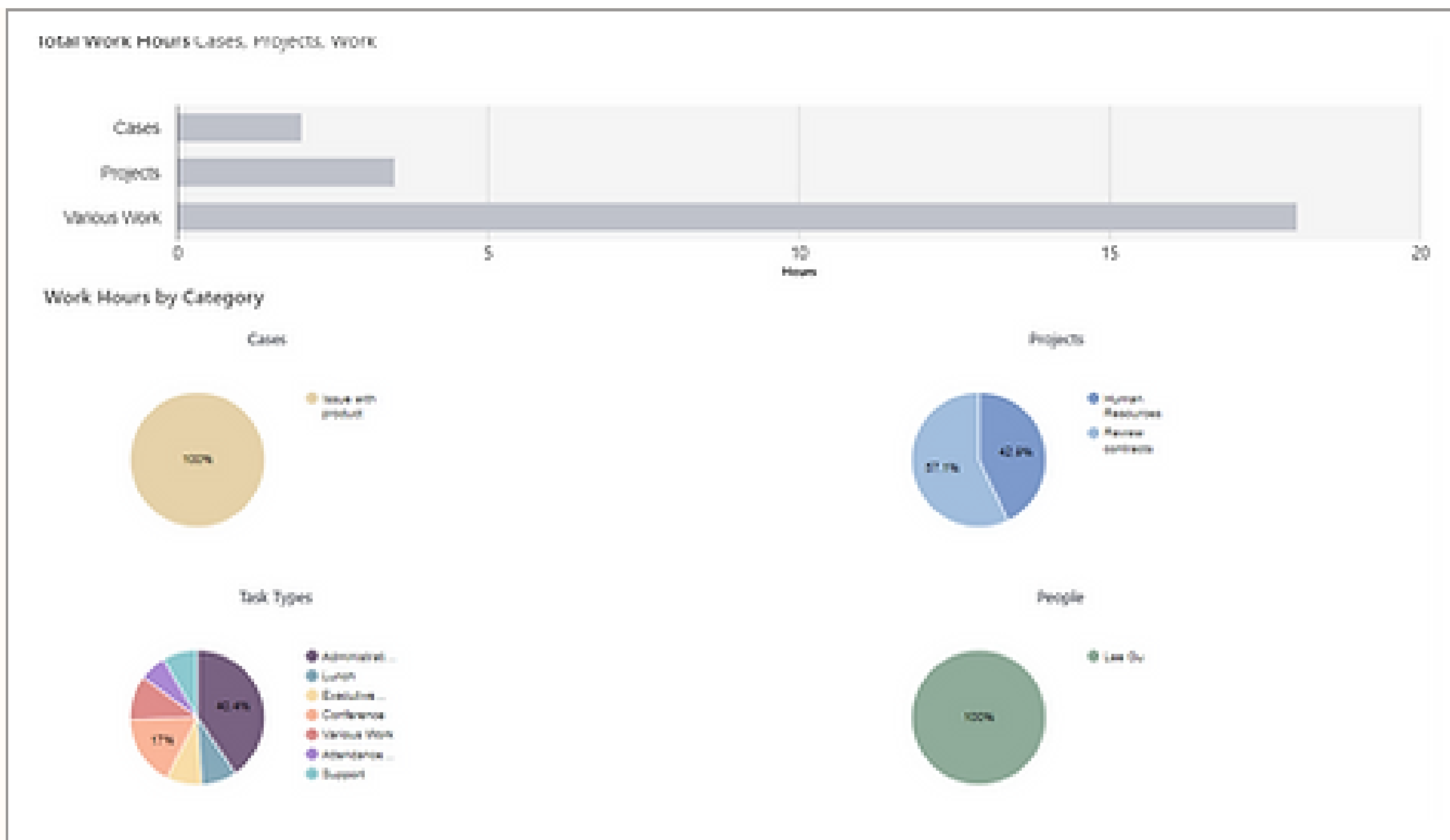


# How To Work With Timesheets

The screenshot shows a 'Timesheet Filter' interface. On the left is a navigation menu with 'My Work', 'Timesheet', 'Projects', 'Cases', 'Team', 'License', and 'Configure'. The main area contains several filter fields: 'Period' (01/09/2022 to 31/10/2022), 'Team' (All), 'Task Type' (All), 'Billing' (All), 'Project' (All), 'Case' (All), and 'People' (Lee Gu). A callout box points to the date range, stating: 'Filter your timesheet based on a date range by selecting the start and end dates.' Another callout box points to the 'People' field, stating: 'People: Klynke users can only view their own data. The project manager and the project owner can view data of their projects. The Klynke admin has permission to view all entered data.'

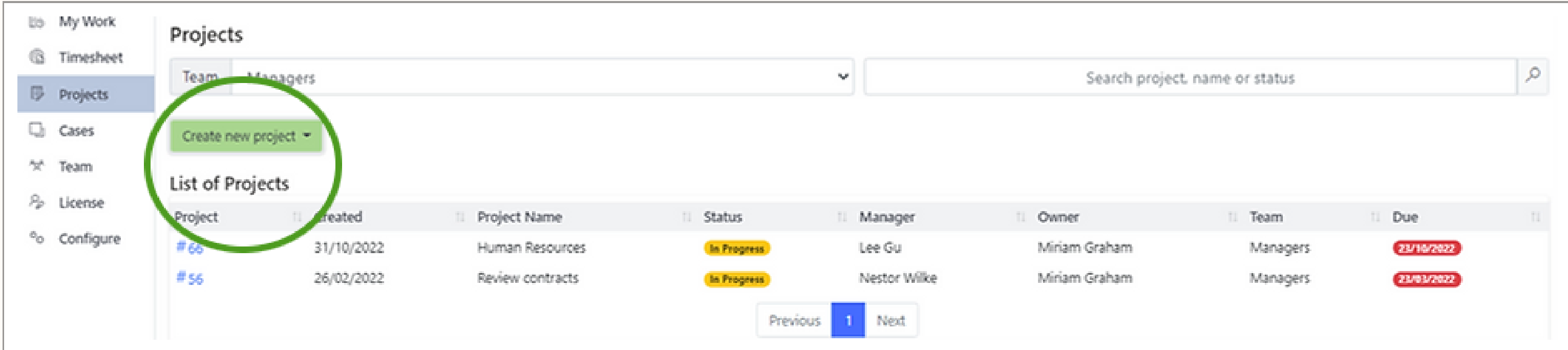
The powerful Timesheet Filter allows to custom filter your timesheet according to your pick of Time Period, Team, Task Type, Billing, Project, Case, and People. Ready for export to Microsoft Excel with one click.

# Overview With Timesheet Charts



An example of a visual dashboard summary of worked time for a period of time depending on the timesheet filter.

# The Project Management Tool



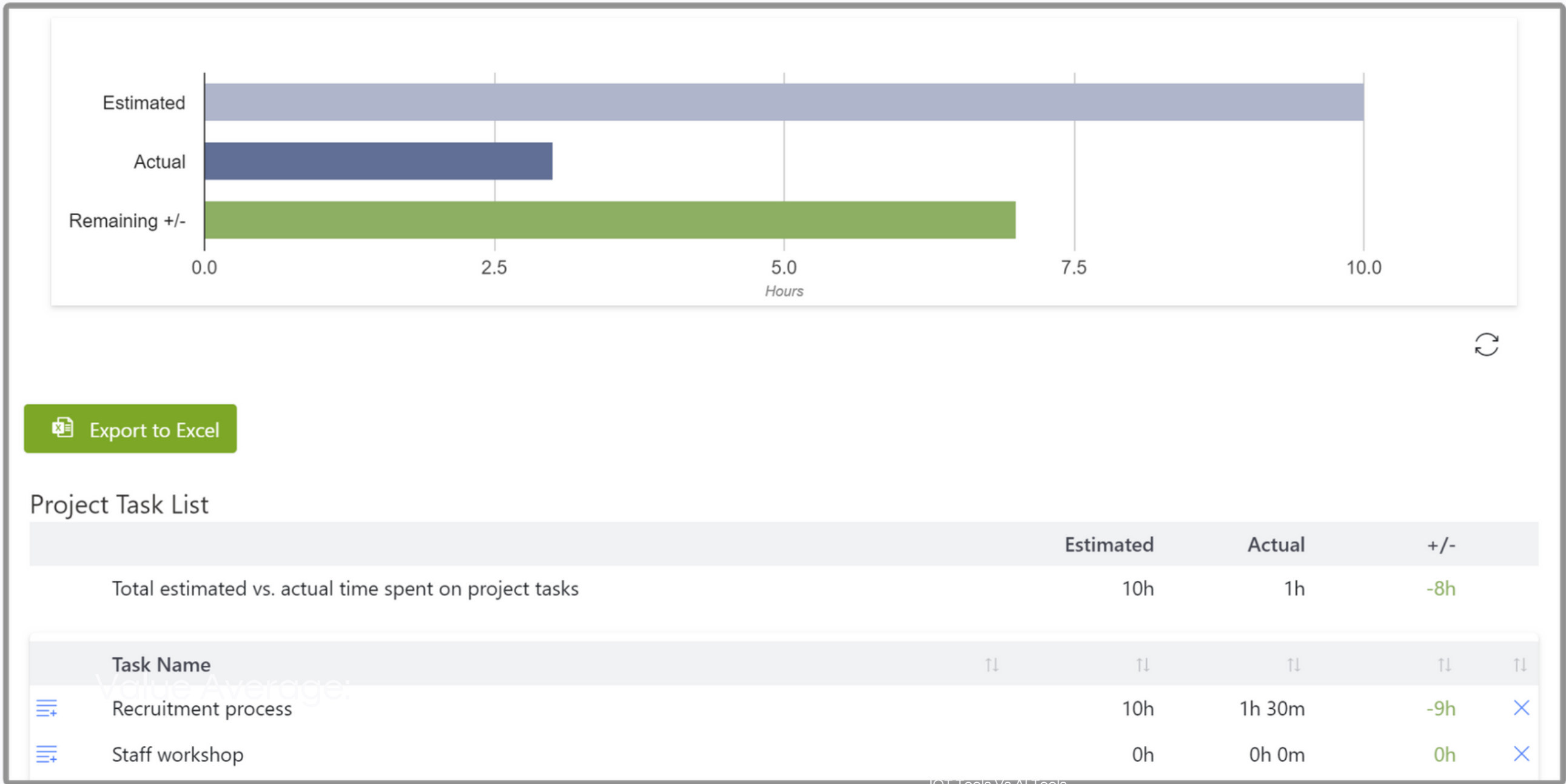
The screenshot shows the Klynke Project Management Tool interface. The left sidebar contains navigation options: My Work, Timesheet, Projects (selected), Cases, Team, License, and Configure. The main content area is titled 'Projects' and features a dropdown menu for 'Team' (set to 'Managers') and a search bar for 'Search project, name or status'. A green circle highlights the 'Create new project' button. Below this is a 'List of Projects' table with the following data:

Project	Created	Project Name	Status	Manager	Owner	Team	Due
#66	31/10/2022	Human Resources	In Progress	Lee Gu	Miriam Graham	Managers	23/10/2022
#56	26/02/2022	Review contracts	In Progress	Nestor Wilke	Miriam Graham	Managers	23/03/2022

At the bottom of the table, there are navigation buttons: 'Previous', '1' (selected), and 'Next'.

The Klynke project management tool is simple and helps teams to track their work and time on projects and tasks. You can track time on your projects and your Microsoft Planner tasks with Klynke.

# Estimate vs. Actual



Estimate vs. Actual and Remaining. A visual overview and performance of a chosen project. Dashboard with instant overview of timesheet.



# Case Management

Case	Created	Topic	Client	Status	Due	Team	Assigned
106	01/10/2022	Issue with product	John Smith	In Progress	05/11/2022	Managers	
188	02/03/2021	Weekly sync	Miriam Graham	Registered	18/11/2021	Managers	

The Klynke Case Management tool is for handling case-based “smaller projects and issues” that normally lasts only few hours or days. Cases are handled in the same way as projects in Klynke.

# And the Add-In: Klynke Teams App

Everyone with a Klynke subscription can get our Klynke Teams App for free!

- For use in Teams, Outlook and Microsoft 365

Klynke for Microsoft Teams is a great tool focusing on [time tracking](#) and [timesheets](#).

[Get your free Klynke Teams app in the Microsoft Teams Store!](#)

# Learn More...

## Online Quick-Reference Guide



Learn how to make time tracking simple.

Walk through the basics with the online quick-reference guide on our website and build your knowledge base in just a few minutes.



# Thank You!

We're here to help!

Our mission is that with Klynke, you and your team can save time and get overview in one place with the seamless integration of Klynke with your Microsoft 365 and Teams subscription.



Website  
[www.klynke.com](http://www.klynke.com)

[Contact](#)