**WinCapWeb Electronic Timesheets Quick Instruction Guide**

1. Go to [www.wincapweb.com](http://www.wincapweb.com)
2. Login in with user id (email address) and password
3. On the top purple toolbar, left click on the word “Timesheets”
4. On the left hand side of your screen select “Time Card” from the menu
5. A time card will appear on the right hand side of the screen.
6. Make sure the “Date Range” on the upper right hand side of the time card includes the dates you need to enter time for. If it does not, click on the date field and select the correct start and end date from the calendar. Note: If you change the date range, you must click on **“Refresh”** to set the new date range.
7. On the left hand side of the time card, click on “Add New Time”
8. In the field that appears:
9. Select the date you need to enter time for from the drop down menu.
10. Enter the start time in the “In” box. Make sure you enter either a “a” for am or a “p” for pm. (Ex 9:30 AM should be entered 9:30a)
11. Tab over the description field. You do not need to enter anything in this field.
12. Enter the end time in the “Out” box. Make sure you enter either a “a” or a “p”
13. Hit **“Save”** on the lower right hand corner of the time card.
14. Review the total hours reported on the line you entered the time for. If correct **check the “APPR” box** next to the hours box. This is your electronic certification approval that you worked this time. If it is not correct make the appropriate changes.
15. Hit **“Save”** on the lower right hand corner of the time card.
16. To logout of WinCapWeb, go to the upper right hand corner of the screen and click on the “Logout” button that is highlighted in yellow.