

Celerity v2 –Users Guide

Visit the following URL to enter the site:

<https://celerity.sritelecom.net/>

Logging In:

Login Using the Same User Name and Password you've been assigned and select the Week Ending Date:



Celerity

SRI
INTEGRATION SERVICES

Welcome to Celerity!

Review the [Celerity Users Guide](#) then Login:

Username:

Password:

Week Ending:

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Click Login to continue

Navigation:

Use the Navigation bar at the top left of the site to navigate between the various pages in the site:



The following menu items exist:

- [Home](#): Enter, view and submit time.
- [Expenses](#): Enter, view and submit expenses
- [View Summary](#): View unsubmitted time and expenses for the week
- [View History](#): View submitted time and expenses for any week select
- [Log Off](#): Log out of the system and return to the login screen

Adding, Editing and Submitting Time:

From the Home screen click the Add Time Card button

Add Time Card

Click the Add Line button to add a new time entry

SRI
INTEGRATION SERVICES

Week Ending - 11/19/2022

Return To Time Cards

Entry ID	Work Date	Start Time	Stop Time	Total Hours	Job	Phase	Pay Type	Notes	Approver Notes
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Add Line Remove Line

A new line item will appear. Click into the Work Date column and enter the date or click the calendar icon to select a date from the drop down that displays

SRI
INTEGRATION SERVICES

Week Ending - 11/19/2022

Return To Time Cards

Entry ID	Work Date	Start Time	Stop Time	Total Hours	Job	Phase	Pay Type	Notes	Approver Notes
866343				0			R		

Add Line Remove Line

Enter the Start Time in hh:mm am/pm format (for example 8:00am is 8:00 AM, 5:00pm is 5:00 PM, etc)



Week Ending - 11/19/2022

[Return To Time Cards](#)

Entry ID	Work Date	Start Time	Stop Time	Total Hours	Job	Phase	Pay Type	Notes	Approver Notes
▶ 866343	11/17/2022	8:00am		0			R		

[Add Line](#)

[Remove Line](#)

Enter the Stop Time in hh:mm am/pm format (for example 8:00am is 8:00 AM, 5:00pm is 5:00 PM, etc).



Week Ending - 11/19/2022

[Return To Time Cards](#)

Entry ID	Work Date	Start Time	Stop Time	Total Hours	Job	Phase	Pay Type	Notes	Approver Notes
▶ 866343	11/17/2022	8:00am	5:00pm	0			R		

[Add Line](#)

[Remove Line](#)

Move into the Job column and the Total Hours column will auto calculate. You can then type in the Job Number or click any Job from the drop down list.



Week Ending - 11/19/2022

[Return To Time Cards](#)

Entry ID	Work Date	Start Time	Stop Time	Total Hours	Job	Phase	Pay Type	Notes	Approver Notes
▶ 866343	11/17/2022	8:00am	5:00pm	9	31211 - SRI		R		

[Add Line](#)

- 31211 - SRI PTO
- 31212 - SRI Holiday
- 39764 - CA Mira Mesa EDNA Rk Stk
- 39921 - CA Claremont S EDNA Log
- 39922 - CA Scripps Ranch EDNA Log
- 39923 - CA University Cty EDNA

Move into the Phase column and type the Phase Number or click the drop down and select from any Phase from the drop down list



Week Ending - 11/19/2022

Return To Time Cards

Entry ID	Work Date	Start Time	Stop Time	Total Hours	Job	Phase	Pay Type	Notes	Approver Notes
866343	11/17/2022	8:00am	5:00pm	9	39921 - CA Clairemont S EDNA Log	100 - Quoti	R		

Add Line Remove Line

- 100 - Quoting - Site Survey
- 110 - Quoting - Proposal
- 200 - Engineering - Site Survey
- 210 - Engineering-Design
- 220 - Engineering-Documentation
- 300 - Mobilization - In

Enter the Pay Type Code or select any Pay Type from the drop down list.



Week Ending - 11/19/2022

Return To Time Cards

Entry ID	Work Date	Start Time	Stop Time	Total Hours	Job	Phase	Pay Type	Notes	Approver Notes
866343	11/17/2022	8:00am	5:00pm	9	39921 - CA Clairemont S EDNA Log	300 - Mobilization - In	R		

Add Line Remove Line

- R
- H
- V
- SR

Enter any notes for yourself or the approver(s) to view into the Notes column



Week Ending - 11/19/2022

[Return To Time Cards](#)

Entry ID	Work Date	Start Time	Stop Time	Total Hours	Job	Phase	Pay Type	Notes	Approver Notes
▶ 866343	11/17/2022	8:00am	5:00pm	9	39921 - CA Clairemont S EDNA Log	300 - Mobilization - In	R	d an extra hou	

[Add Line](#)

[Remove Line](#)

You can then click the Add Line button to add an additional line. You can edit any existing line by clicking into the row and column you want to change and making the adjustments. To delete an existing line click the line and click the Remove Line button

To submit the Time for Approval click the Submit for Approval button

[Add Time Card](#)

	Employee ID	Employee Name	Regular Hours	Vacation Hours	Holiday Hours	Total Hours	Submitted
Edit Delete	LICE001	Alejandro Licea	9.00	0.000	0.000	9.00	No

[Submit for Approval](#)

Adding Editing and Submitting Expenses:

Click the Expenses button in the Navigation menu to add, view, edit and submit expenses



Select the Job Number, the Phase, the Work Date and the Expense Type. Optionally you can enter Notes.

Job: Phase:

Work Date:

Expense Type: Amount:

Notes:

Attachment: No file chosen

Job: Phase:

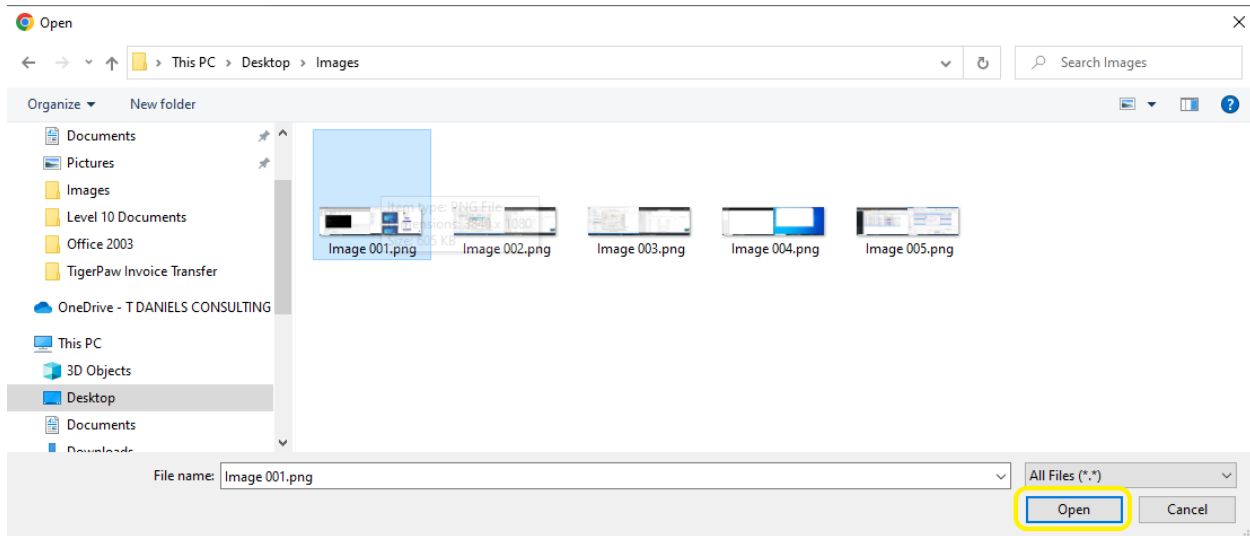
Work Date:

Expense Type: Amount:

Notes:

Attachment: No file chosen

To add an Attachment click then Choose File button, select the folder and file and click Open button to prepare the attachment for upload



Once the file is selected you'll see it's name listed next to the Choose file button. If you clicked the wrong file click the "Choose File" button again and select the proper file

Job: Phase:

Work Date:

Expense Type: Amount:

Notes:

Attachment:

Click the Upload File button to upload the attachment. If you do not click the Upload file button the file will not be uploaded and attached. If you clicked a file by mistake and do not want to upload the attachment skip this step and everything but the attachment will be uploaded

Job: 39921 - CA Clairemont S EDNA Log Phase: Mobilization - In - 300

Work Date:
11/17/2022

Expense Type: Per Diem Amount: 50.00

Notes: Per Diem

Attachment: Choose File Image 001.png

Upload File

Add Edit Delete

Submit for Approval

When the file is upload the file name will be replaced with a link to the uploaded file. This let's you know the file was uploaded and attached to the record. If you want to delete the uploaded attachment because it was the wrong file or you do not wish to upload any attachment click the Delete File button and you're attachment will be removed but other details about the expense will remain as input

Job: 39921 - CA Clairemont S EDNA Log Phase: Mobilization - In - 300

Work Date:
11/17/2022

Expense Type: Per Diem Amount: 50.00

Notes: Per Diem

Attachment: [Image 001.png](#) Delete File

Add Edit Delete

Submit for Approval

Click the Add button to add the Expense

Job: Phase:

Work Date:

Expense Type: Amount:

Notes:

Attachment: [Image_001.png](#)

Once added you'll see the expense listed in the grid. You can click the Select button then the Edit button to edit an existing expense or the Delete button to delete the expense.

Job: Phase:

Work Date:

Expense Type: Amount:

Notes:

Attachment: No file chosen

	Entry ID	Date	Name	Job	Name	Phase	Type	Description	Amount	Miles	Mileage Amount	Notes	Attachment	Submitted	Approver Notes
<input type="button" value="Select"/>	866344	11/17/2022	Alejandro Licea	39921	CA Clairemont S EDNA Log	300	J1	Per Diem	\$50.00	0.0	\$0.00	Per Diem	Image_001.png	No	

When editing an expense the Add button changes to a button labeled Update and you may click that button to save the changes that you make to the expense.


Viewing Unsubmitted Time and Expenses for the Week:

From the Navigation menu select View Summary

The Employee Summary report will display showing you unsubmitted Time and/or Expenses for the Week. Once submitted they can be accessed via the View History Report. Totals are displayed at the bottom of the report and you may need to scroll down the screen to see them.

Celerity

[Home](#) [Expenses](#) [View Summary](#) [View History](#) [Log Off](#)



Employee Time Summary
Week Ending 11/19/2022

Run By ALLCEA
On 11/17/2022 - 2:49 PM

Hours:

Employee	Date	Job	Job Name	Phase	Type	Description	Total Hours	Notes	Approver	Notes
Alejandro Licea	11/17/2022	39921	CA Claremont S EDNA Log	300	R	Regular	9.00	Worked an extra hour		

Expenses:

Employee Name	Date	Job	Job Name	Phase	Type	Description	Total Amount	Total Miles	Mileage Amount	Attachment	Approver	Notes
Alejandro Licea	11/17/2022	39921	CA Claremont S EDNA Log	300	J1	Per Diem	50.00	0.0	0.00	image001.png		

Totals:

Total Hours	Total Expenses	Total Miles	Mileage Amount
9.00	50.00	0.0	0.00

[Return to Time Card](#)

Viewing Time and Expenses History:

From the Navigation menu select View Summary

The Employee History report will display showing you the Time and/or Expenses for the Week Ending Date you select:



Employee Time Summary

Week Ending: 10/16/2021

Run By ALICEA
On 11/17/2022 - 3:51 PM

Hours:

Employee	Date	Job	Job Name	Phase	Type	Description	Total Hours	Notes	Approver Notes
Alejandro Licea	10/11/2021	38629	CA (48) Node Seg PO_88372	410	R	Regular	8.00		
Alejandro Licea	10/12/2021	38629	CA (48) Node Seg PO_88372	410	R	Regular	8.00		
Alejandro Licea	10/13/2021	38629	CA (48) Node Seg PO_88372	410	R	Regular	8.00		
Alejandro Licea	10/14/2021	38629	CA (48) Node Seg PO_88372	410	R	Regular	8.00		
Alejandro Licea	10/15/2021	38629	CA (48) Node Seg PO_88372	410	R	Regular	8.00		

Expenses:

Employee Name	Date	Job	Job Name	Phase	Type	Description	Total Amount	Total Miles	Mileage Amount	Attachment	Approver Notes
Alejandro Licea	10/11/2021	38629	CA (48) Node Seg PO_88372	410	J5	Auto Allowance	25.00	0.0	0.00		
Alejandro Licea	10/11/2021	38629	CA (48) Node Seg PO_88372	410	J1	Per Diem	25.00	0.0	0.00		
Alejandro Licea	10/12/2021	38629	CA (48) Node Seg PO_88372	410	J5	Auto Allowance	25.00	0.0	0.00		
Alejandro Licea	10/12/2021	38629	CA (48) Node Seg PO_88372	410	J1	Per Diem	25.00	0.0	0.00		
Alejandro Licea	10/13/2021	38629	CA (48) Node Seg PO_88372	410	J5	Auto Allowance	25.00	0.0	0.00		
Alejandro Licea	10/13/2021	38629	CA (48) Node Seg PO_88372	410	J1	Per Diem	25.00	0.0	0.00		
Alejandro Licea	10/14/2021	38629	CA (48) Node Seg PO_88372	410	J5	Auto Allowance	25.00	0.0	0.00		
Alejandro Licea	10/14/2021	38629	CA (48) Node Seg PO_88372	410	J1	Per Diem	25.00	0.0	0.00		
Alejandro Licea	10/15/2021	38531	CA (48) Node Seg PO_80410	410	J5	Auto Allowance	25.00	0.0	0.00		
Alejandro Licea	10/15/2021	38629	CA (48) Node Seg PO_88372	410	J1	Per Diem	25.00	0.0	0.00		

Totals:

Total Hours	Total Expenses	Total Miles	Mileage Amount
40.00	250.00	0.0	0.00