Web TimeSheet

Integration Manager for Microsoft Project Server

Version 2.4

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Chapter 1 - What is the Integration Manager?

Introduction

The Web TimeSheet Integration Manager for Microsoft Project® Server allows users to update project/task information, project team assignments, and timesheet data between Web TimeSheet and Microsoft Project® Server 2003 easily and efficiently. Once installed, the Integration Manager is accessible from the Web TimeSheet folder in the Start menu on the employee's local machine.

The Integration Manager allows one-way transfer of timesheet/hours data from Web TimeSheet to Microsoft Project. Bi-directional data transfer is available for project/task information and project team assignments. Bi-directional project/task information includes:

- Project/task structure, up to ten levels
- Project leader
- Task estimated cost, with roll-up to the parent level
- Task start/end dates.

The project/start end dates can be transferred one way, from Microsoft Project to Web TimeSheet (these dates are automatically determined in Microsoft Project based on the task start/end dates).

Technical Specifications

This section contains the requirements for the Web TimeSheet Integration Manager for Microsoft Project, and explains how the module works.

Requirements

- Administrator access for installation
- Compatible version of Web TimeSheet as specified at www.replicon.com/compatibility
- Microsoft Project® Server 2003 using Enterprise option
- All projects saved in a Microsoft Project Server 2003 installation
- Microsoft Internet Explorer 5.5 or above

Technology

The Web TimeSheet Integration Manager for Microsoft Project uses streaming XML (Extensible Markup Language) technology, Microsoft Project Object Model, PDS (Project Data Service) and PDS extensions to update data between Web TimeSheet and Microsoft Project. The Integration Manager establishes a link with both the Web TimeSheet database and the Microsoft Project database and transfers data depending on the specified criteria.

Note ...

To successfully install the Web TImeSheet Integration Manager for Microsoft Project, Microsoft Project Server must be configured for Enterprise functionality.

If Microsoft Project Server is not configured for Enterprise functionality, the installation will fail.

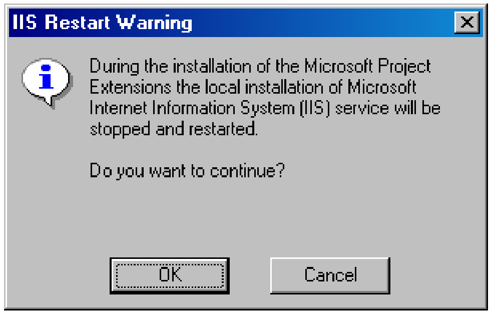
Before Installing the Integration Manager

Before you can connect to the Microsoft Project Server via the Integration Manager, you will need to install the Microsoft Project Server Extensions on the Microsoft Project Server machine. It is recommended that you install the Microsoft Project Server Extensions first.

You will need to obtain the *RPDSExtension24.exe* file from Replicon Customer Support (the file should have been included with the Integration Manager for Microsoft Project Server).

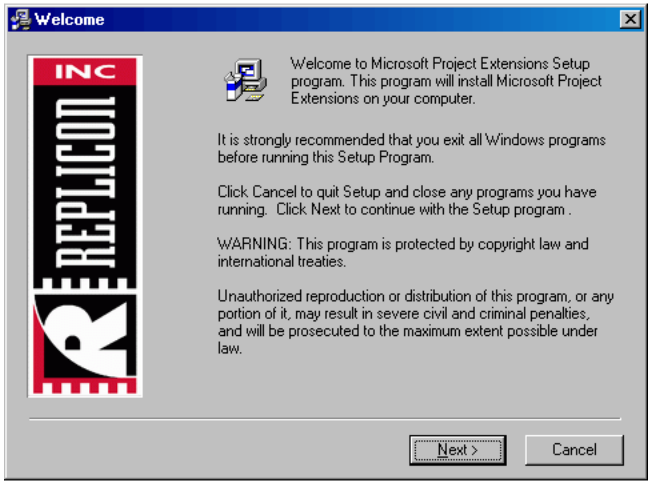
The Installation Wizard will guide you through the installation process.

1. To make the installation effective, you will need to stop the IIS service (and restart at the end of the installation). Select “Yes” to automatically stop and restart the service (recommended).



   If you prefer to stop and restart the service manually, make sure you stop the service before running the installation for Microsoft Project Server Extensions. You will also need to remember to restart the IIS service once the installation is complete.

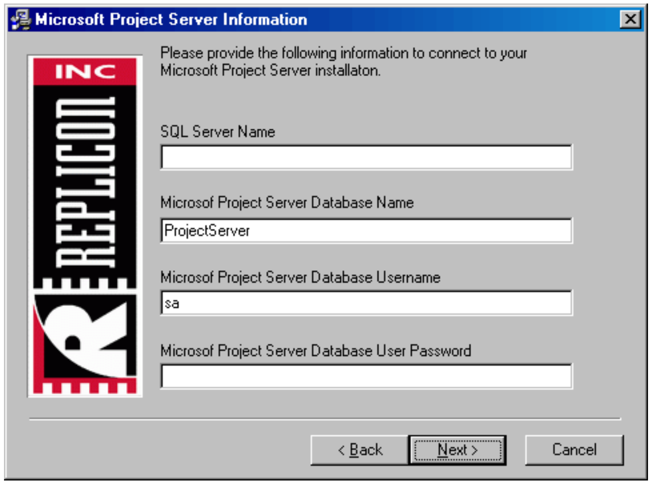
2. The first installation screen is the Welcome screen. Read this screen carefully, then click Next to continue.



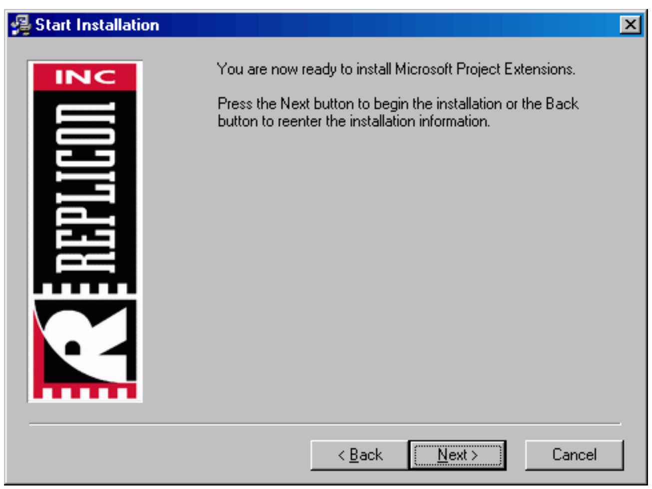
3. Next you will need to specify the directory where the Microsoft Project Server Extensions will be installed.

   The Microsoft Project Server Extensions must be installed in the Microsoft Project Web Server. Use the Browse button to locate the folder (it may be provided by default).

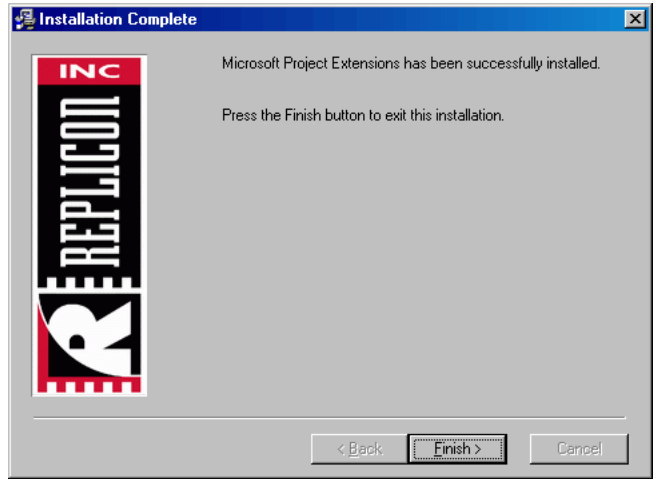
4. Now enter the SQL Server name, Microsoft Project Server database name, Microsoft Project Server database user name, and Microsoft Project Server database password. This information is vital to connect to your Microsoft Project Server installation.



5. Now you are ready to install the Microsoft Project Server Extensions. Click the Next button to start the installation.



6. When the installation is complete, click the Finish button to close the Installation Wizard.



Installing the Integration Manager

This chapter explains how to complete the installation of the Web TimeSheet Integration Manager for Microsoft Project Server.

Installing on the Web TimeSheet Server

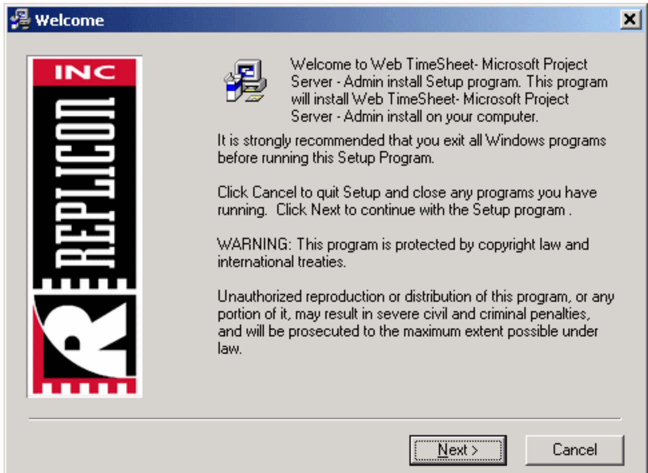
The Web TimeSheet Integration Manager for Microsoft Project Server is an external application (accessed outside of Web TimeSheet) that is installed on a local machine and accessed from the Start menu on the user's local machine. To facilitate installations on all necessary local machines, the administrator may choose to install the Integration Manager on the Web TimeSheet server. Installing on the Web TimeSheet server creates a link in the Web Timesheet **Integration** menu, which users then click on to install the application on their own machines.

Before installing on the Web TimeSheet server, make sure you have already installed a compatible version of Web TimeSheet. The Integration Manager will need to be installed in the Web TimeSheet directory

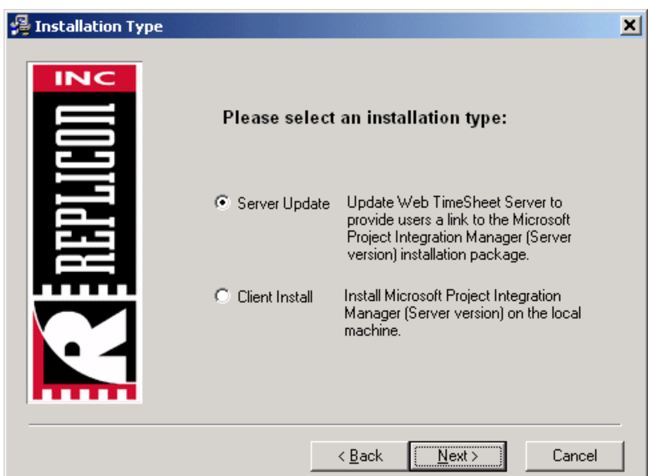
You will need to purchase the Web TimeSheet Integration Manager for Microsoft Project Server and obtain the *MSPServerAdmin24.exe* file from Replicon Customer Support.

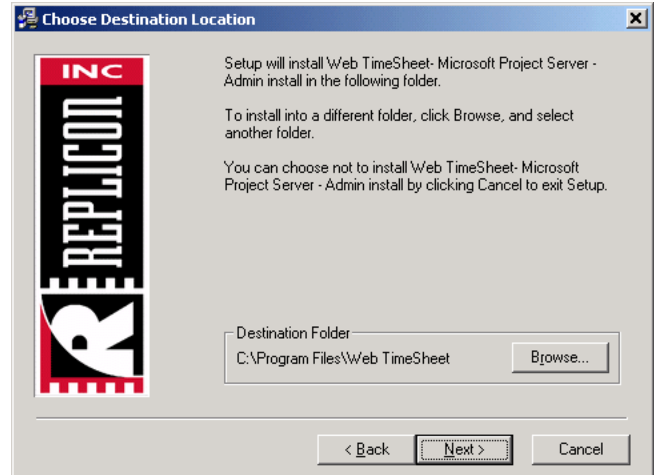
The Installation Wizard will guide you through the installation process.

1. Stop the service associated with Web TimeSheet and back up the Web TimeSheet database.
2. Launch the *MSPServerAdmin24.exe* file. The Welcome screen is displayed. Note that this is the Admin Setup program for the Integration Manager (only applicable for Server installations). Click Next to continue.



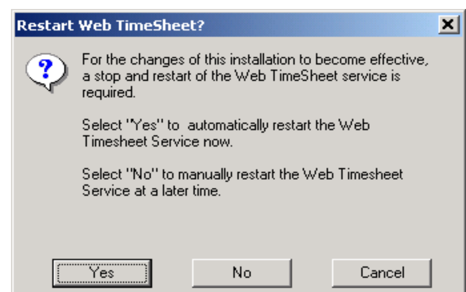
3. Now specify that you would like to install the Integration Manager on the Web TimeSheet server. Installing on the Web TimeSheet server will create a link within Web TimeSheet that will allow individual users to install the application on their local machines.

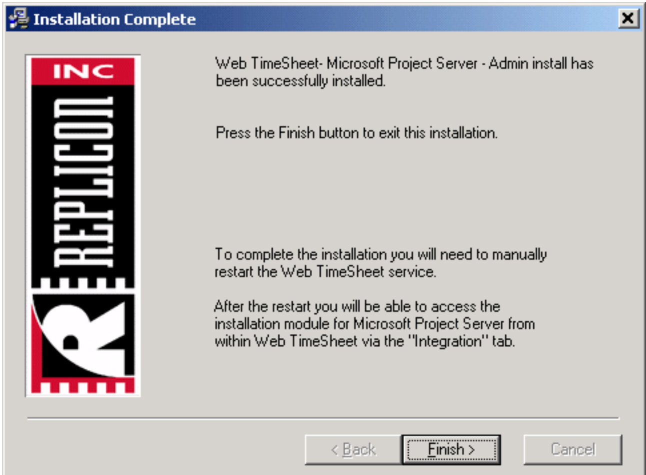




4. Next you will need to specify the directory where the Web TimeSheet Integration Manager for Microsoft Project should be installed.

   The Integration Manager for Microsoft Project Server must be installed in the root of the Web TimeSheet directory. Use the Browse button to locate the Web TimeSheet directory (it may be provided by default).
5. To make the installation effective, you will need to restart the Web TimeSheet service. Select “Yes” to automatically restart the service, or “No” to restart the service manually. If you choose to restart the service manually, you will need to do so at the end of the installation to ensure the features are available in Web TimeSheet.





6. When the installation is complete, click the Finish button to close the Installation Wizard.
7. If you did not already do so in Step 5, restart the Web TimeSheet service.
8. Make sure you have a valid license key for the integration manager. You will need to assign appropriate Web TimeSheet permissions (access to the **Integration** menu) and a seat assignment to each user who will need to access the integration manager for local installations. These users will also need to have permission to install applications on their local machines.

   Users can now install the integration manager from within Web TimeSheet.

Installing on a Local Machine

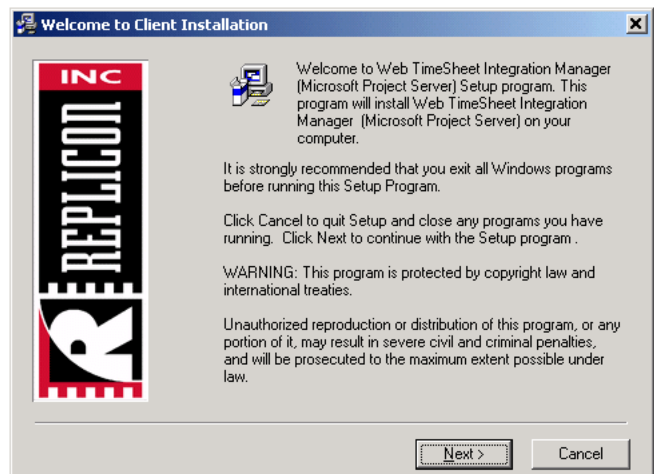
You may install the Integration Manager on a local machine either by downloading/installing from within Web TimeSheet, or by launching the installation file directly on the machine (via CD, network location, etc.). You must have permission to install applications on the local computer.

You will need to purchase the Web TimeSheet Integration Manager for Microsoft Project Server and obtain the *MSPServerAdmin24.exe* file from Replicon Customer Support.

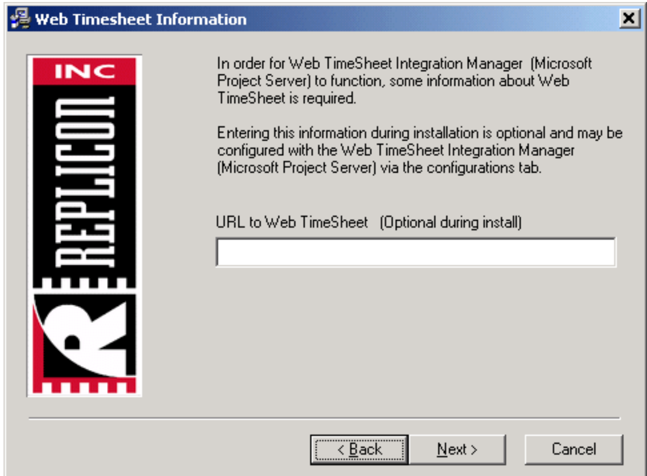
Installing from Within Web TimeSheet

If you are installing from within Web TimeSheet, follow the steps below. Otherwise, skip this section and follow the steps for *Installing via a Local or Network Drive* .

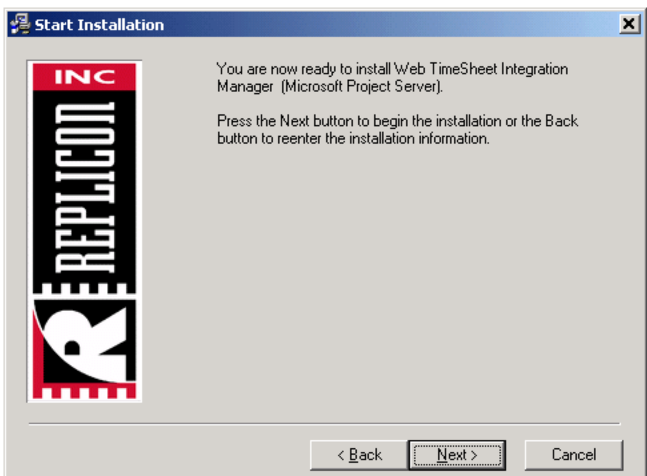
1. Log into Web TimeSheet using your login name and password.
2. Click on the **Integration** button at the top of the screen, and select **Microsoft Project** from the side menu. You will be able to access the Integration menu only if you have appropriate Web TimeSheet permissions and a seat assignment for the module.
3. On the **Integration - MIcrosoft Project** screen, click on the link labeled *Web TimeSheet integration for Microsoft Project Server*.
4. The File Download window will prompt you to either open or save the file. Click the Open button to start the installation.
5. The first installation screen is the Welcome screen. Read this screen carefully, then click Next to continue.



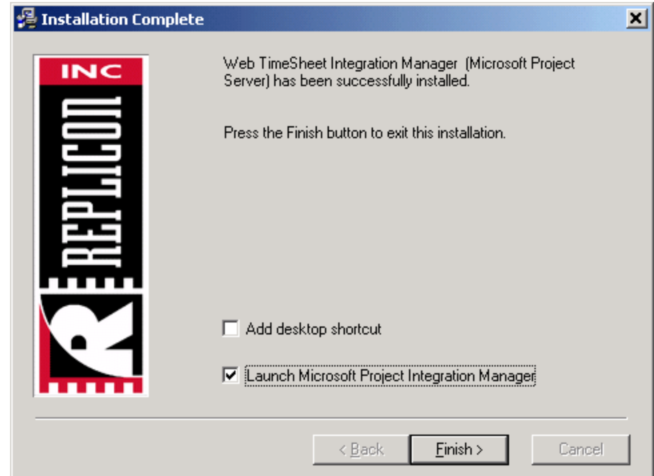
6. Now type in the Web TimeSheet URL (optional), which is the URL used to access Web TimeSheet on the server. The Web TimeSheet URL will be required the first time you log into the Integration Manager; however, you do not have to enter it now. If you are unsure of the URL, check with your system administrator.



7. Now you are ready to install the Web TimeSheet Integration Manager for Microsoft Project Server. Click the Next button to start the installation.



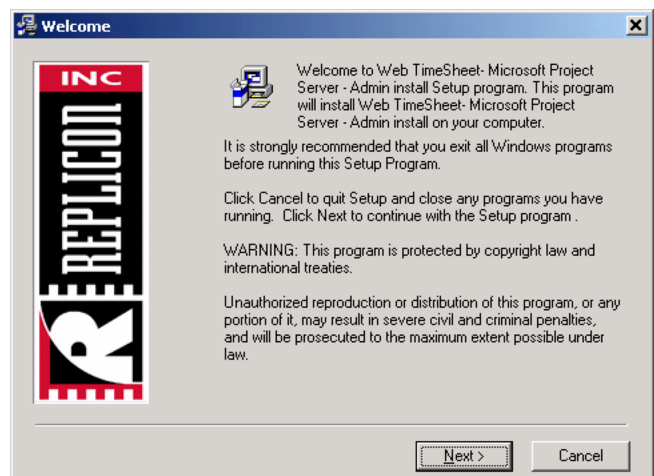
8. When the installation is complete, click the Finish button to close the Installation Wizard.



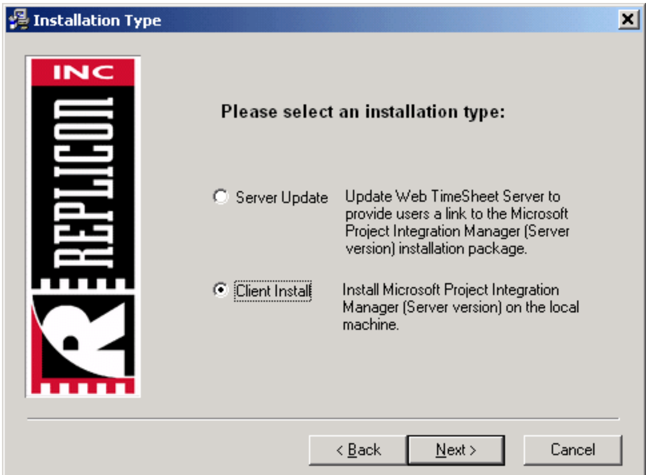
Installing via a Local or Network Drive

If you are installing the Integration Manager on your local machine directly (via local or network drives), you will need to locate the *MSPServerAdmin24.exe* file. Once located, double click on the file to launch the Installation Wizard. The Installation Wizard will guide you through the installation process.

1. The first installation screen is the Welcome screen. Read this screen carefully, then click Next to continue.

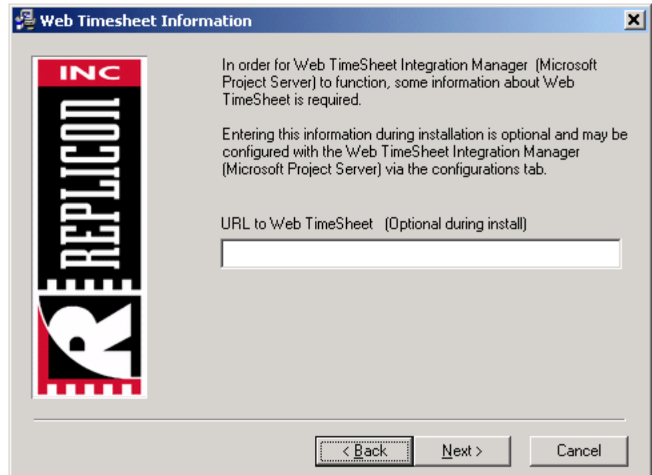


2. Now specify that you would like to install the Integration Manager on the client machine (i.e., the local machine).

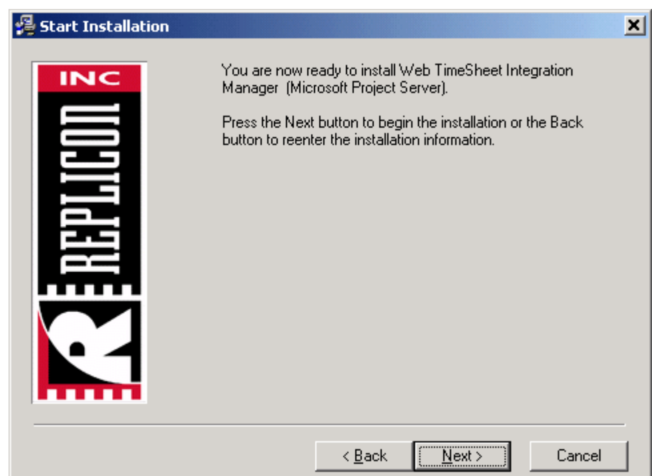


3. You will be prompted with another Welcome screen - this time for the local version of the installation. Again, read this screen carefully, then click Next to continue.

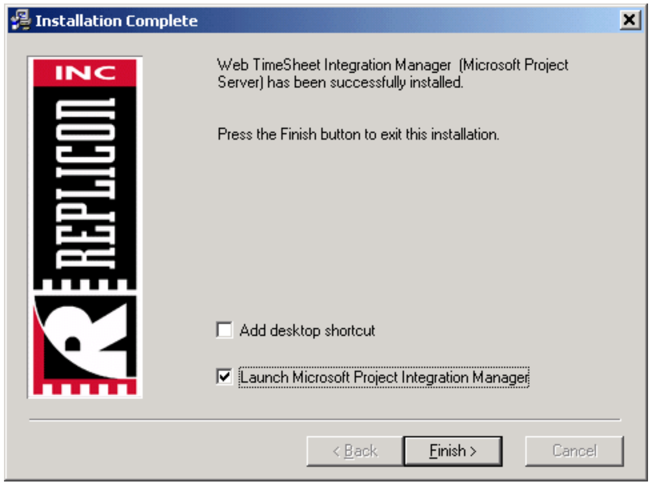
4. Now type in the Web TimeSheet URL (optional), which is the URL used to access Web TimeSheet on the server. The Web TimeSheet URL will be required the first time you log into the Integration Manager; however, you do not have to enter it now. If you are unsure of the URL, check with your system administrator.



5. You are now ready to install the Web TimeSheet Integration Manager for Microsoft Project Server. Click the Next button to start the installation.



6. When the installation is complete, click the Finish button to close the Installation Wizard.



Chapter 3 - Using the Integration Manager

Logging into the Integration Manager

The Web TimeSheet Integration Manager for Microsoft Project Server must be installed on your local computer in order to run a data transfer. Once installed, you can access the Integration Manager following the steps below:

1. Click on the Start menu in your task bar and select Program Files.
2. Locate the Web TimeSheet folder and select Launch Integration Manager for MS Project Server. If you cannot find the Web TimeSheet folder or Integration Manager, check with your system administrator - the file may have been installed in a different location.
3. On the Web TimeSheet Security Login screen, type the Web TimeSheet URL, which is the URL used to access Web TimeSheet on the server (required the first time you log in). If you are unsure of the URL, check with your system administrator.
4. Now enter the login name and password you normally use to log into Web TimeSheet.
5. If you wish to bypass the login screen in the future, check the box at the bottom of the login screen labeled "Automatically Login to Web TimeSheet Next Time". You will still be able to change your login information, if necessary, from the Configuration tab within the Integration Manager.
6. When you are ready, click the Connect button to connect to Web TimeSheet. If the connection is successful , the Integration Manager will open in a new window.

Possible Reasons for Connection Failure

If you are unable to connect to Web TimeSheet, the Integration Manager will pop up an error message indicating the reason why the connection failed. Possible reasons for a failed connection are described below.

- User Name/Password Error
  Your user name does not exist, your user profile has been disabled, or your password is invalid. If you cannot resolve the issue on your own, please contact your Web TimeSheet administrator.
- License Error
  You do not have either a license ora seat assignment for the Web TimeSheet Integration Manager for Microsoft Project, or your license key has expired. Please contact your Web TimeSheet administrator for further information.
- Server Connection Error
  The server location is invalid, or there is a problem connecting to the Web TimeSheet server. Please contact your system administrator for further information.
- Interrupted Connection
  The connection to the Web TimeSheet server has been interrupted. The Integration Manager will automatically try to reconnect before requiring feedback. If you receive this error, you may choose to retry, or cancel the connection and try again later.

Using the Integration Manager

The Web TimeSheet Integration Manager for Microsoft Project is designed to allow you to update data between Web TimeSheet and Microsoft Project Server 2003.

Initially you will need to specify some setup options to ensure that the proper data is updated and the field mapping meets your needs. Later you can perform regular updates based on the setup options you selected (or you can redefine your setup, if necessary).

General Setup Options

The General tab is the first tab displayed on the Integration Manager window. This tab is used to specify the general setup options for the data update process. To define the appropriate setup options, use the instructions that follow.

Note ...

To install and use the integration manager,you must have a valid license key, and each user must have a seat assignment for the module.

Note ...

When updating projects, only the first ten levels of the hierarchy will be updated.

The Web TimeSheet Integration Manager for Microsoft Project will save the setup options for the last two updates completed - one set of options for Web TimeSheet, and one set for Microsoft Project.

Once you have performed an update, Microsoft Project Server will require you to accept the changes. Refer to your Microsoft Project Server documentation for further information about accepting changes to projects and tasks.

1. First, select the direction of the data update. The default selection is from Web TimeSheet to Microsoft Project. To change this setting, click the button next to the option for Microsoft Project to Web TimeSheet.
2. Choose the projects you want to update. The box on the left provides a list of all available projects from the Microsoft Project database file. Click on the projects you wish to update (to select multiple projects, hold down the Ctrl key while clicking on the project names). Click on the >> button to add the projects to list of selected projects.
3. If you want to perform an update now, click the Update Now button. The update will include all setup options you selected on the General tab, as well as the filters/field mapping relationships you set up on the Select Data to Update and Mapping Fields tabs. When the update is finished, the Integration Manager will notify you of any errors or issues for concern and allow you to save the log file. If the update finishes successfully, you will also receive a notification with the option to save the log file.

Update Log File

The update log file provides a complete log of the events that took place during the update process, including errors and items that were not updated due to problems with Web TimeSheet editing permissions (if your permissions did not allow you to edit certain information, see your Web TimeSheet administrator for further clarification).

The log file is available in your Windows temporary directory under the name *MSPILog.txt*. If you are not sure where to find your Windows temporary directory, contact your system administrator.

Select Data to Update

You will use the Select Data to Update tab to specify the types of data you want to update either in Web TimeSheet or in Microsoft Project (depending on the update direction you selected on the General tab). Before selecting the type of data, consider the direction in which data will be updated. Depending on the direction, only certain options will be available in the steps that follow. To specify the types of data to update, use the instructions that follow.

1. If updating from Web TimeSheet, specify whether you want to include task hours in the update. You may choose from all hours (regardless of whether the time has been committed/approved), or from approved hours. Selecting all hours might be beneficial if you have a short project cycle or deadlines that fall outside the usual timesheet due dates. Selecting approved hours might be beneficial if your project has a longer cycle (one where the estimate vs. actual values do not require constant comparison).

   Microsoft Project requires that all task hours fall within the task start and end dates. If any hours fall outside these dates, the Integration Manager will not be able to update those hours. The same applies for hours associated with tasks that do not have specific start and end dates in Microsoft Project. It is recommended that you set up all tasks with appropriate start and end dates before attempting to update any time.

   Note: Time will be updated only resources who are set up as members of the project team in Web TimeSheet. It is recommended that if you add resources to your project, you should perform an update for the project structure/ resources before attempting to update any time.
2. Now select the date range for the task hours, if applicable. Your options are:
   - Within Project Start/End Dates
   - Timesheet Period
   - From/To (date range)

   Whatever you select here will be dependent on the selection you made in Step 1, meaning that only those hours meeting both criteria will be updated.
3. Under the Advanced Settings section, specify whether you want to update project/task information. Options that are grayed out are not available for the update direction you selected on the General tab. You may choose to update any of the following items associated with a project:
   - Project/Task Structure

     When you choose to update the project/task structure, the Integration Manager updates the information for the project and task names, additional project/task information selected in the field mapping, and the task sort order.

The task sort order is updated ONLY for tasks that remain under the same parent project or task. The Integration Manager will not update (i.e., will return an error) if you attempt to update a task that has been moved from one parent to another. If you need to move a task from one parent to another, it is highly recommended that you close the original task and create a new task (with the same name as the closed task) under the correct parent. Following this practice will ensure that all hours associated with the task are retained accurately.

- Project Manager

If you select to update the project manager, you must specify the name format the Integration Manager should use to identify the project manager. The default selection is FirstName LastName (e.g., John Smith). Other options include LastName FirstName (Smith, John) or Login Name (jsmith).

- Project Start Date
- Project End Date
- Estimated Cost

Because Microsoft Project allows entry of the estimated cost only at the bottom-most level of the project/task structure, it is recommended that you do not enter estimated cost values for any parent projects/tasks in Web TimeSheet. Values entered for higher level tasks will not be included in the update process, and will result in inconsistencies between Web TimeSheet and Microsoft Project.

The Project/Task Roll-up feature in Web TimeSheet should be turned on before the first update is performed from Microsoft Project to Web TimeSheet; however, if it is not, the rolled up values will be stored in the database (but they will not be visible in Web TimeSheet). To ensure the Project/Task Roll-up feature is turned on in Web TimeSheet, see your Web TimeSheet administrator.

- Task Start Date
- Task End Date

Editing a task time entry End Date in Web TimeSheet does not update the Finish Date in MS Project after data transfer.

4. Now select, if necessary, to update project resource/project team information. Updating just the project resource/project team information will add/remove employees from the project resources (Microsoft Project)/project team (Web TimeSheet). You must specify the name format the Integration Manager should use to identify the employee. The default selection is FirstName LastName (e.g., John Smith). Other options include LastName FirstName (Smith, John) or Login Name (jsmith).

   You may choose to include task assignments, as well, which will update the individual tasks with their associated resources.

   If updating from Microsoft Project to Web TimeSheet, you have the option to create new users for employees who do not already have a user profile in Web TimeSheet. You must have permissions to add new users in Web TimeSheet in order to create new users during the update process.

   It is recommended that resources be created in Microsoft Project Server before running any updates. If you choose to update resources from Web TimeSheet to Microsoft Project, the Integration Manager may prompt you to add resources if they do not already exist (only if you have permission to add new resources in Microsoft Project Server). If you choose to add the new resources, they will be assigned a user name (FirstName LastName) and a blank password (resources will be prompted to change this password the first time they log into Microsoft Project).

Mapping Fields

Use the Mapping Fields tab to set up mapping relationships between Web TimeSheet and Microsoft Project. You can set up mapping relationships for only one update direction at a time (depends on the update direction you selected on the General tab). To set up mapping relationships, use the instructions that follow.

1. Select a field name from the drop-down list at the left. This drop-down list contains all the available fields in the source application (the starting point of the update).
2. From the drop-down list at the right, select the field to which you want to map the information (this is the field in the target application that will receive the information – the ending point of the update). Once you have selected a

Note ...

This option is recommended when you are updating from Microsoft Project to Web TimeSheet. Creating new users will ensure that all necessary information is transferred during the update process, and will avoid the need to postpone the update until you or your Web TimeSheet administrator has added the necessary information.

If you choose to add new users, you may want to set up custom fields in Microsoft Project to collect the login name and password that will be used for each employee. This information is not required; if you do not set up the custom fields, the Integration Manager will use a default login name (Firstname Lastname) and password (password). Once set up, you can select the appropriate login name and password fields on the Configuration tab of the Integration Manager window (under Resource Pool Configuration).

field from this list, it will no longer be available for further mapping.

3. Click the Add button. Note that the selected fields have been moved to the Selected Mapping Relationship list box.
4. To remove mapping relationships, simply highlight the relationship in the list box and click the Remove button.

For a better understanding of the available mapping relationships, refer to *Chapter 4 - Mapping Relationships*.

Configuration Settings

You will use the Configuration Settings tab to change the login information you use to access Web TimeSheet. You will also specify where the resource data file is located, so the Integration Manager can properly match Microsoft Project resources to the appropriate user profiles in Web TimeSheet. To modify your configuration settings, use the instructions that follow.

1. In the Web TimeSheet Server Configuration section, modify the Web TimeSheet URL, which is the URL used to access Web TimeSheet on the server (required the first time you log in). If you wish to test the new connection (or connect so you can begin updating data), click the Connect button.
2. You can also modify your Web TimeSheet user name or Web TimeSheet password. If you are unsure about any of the settings, contact your Web TimeSheet administrator.
3. Now specify whether you want to automatically log into Web TimeSheet each time you start the Integration Manager. You can turn this setting on/off any time you wish.
4. You will need to specify the location of the Microsoft Project Server, and enter your user name and password before running updates between Microsoft Project and Web TimeSheet. Until this information is entered, you will not be able to select projects or run updates from the General tab.

   If Microsoft Project Server is set up to use your Windows account information, select "Use Windows user account". This option will ensure that whenever you change your Windows login information, the Integration Manager will recognize the new information and you will still be able to log in without any problems. When using this option, make sure that Microsoft Project Server is also set up to use your Windows user account information.

   If you are using a unique user name and password in Microsoft Project Server (not your Windows account information), you will need to select "Use a Project Server account" and enter the unique user name and password in the provided fields. This option is selected by default when you launch the Integration Manager.
5. To set the resource pool configuration, type the name and location of the resource data file. This file must be accessible from the computer you are using to perform updates. Click the Browse button to locate the file on your local machine or network. Select the appropriate file and click the Open button. Note that the file you selected is inserted in the field for the Local Resource Data File.
6. Now select the format the Integration Manager should use to identify the resources and match them to users in Web TimeSheet. The default selection is FirstName LastName (e.g., John Smith). Other options include LastName FirstName (Smith, John) or Login Name (jsmith).
7. If you choose to add new users, you may want to set up custom fields in Microsoft Project to collect the login name and password that will be used for each employee. This information is not required; if you do not set up the custom fields, the Integration Manager will use a default login name (Firstname Lastname) and password (password). Once set up, you can select the appropriate login name and password fields under Resource Pool Configuration. These fields apply only when updating resource information from Microsoft Project to Web TimeSheet.
8. If you wish to update the resource pool, click the Update Now button. The update will begin immediately.

Reviewing All Setup Options at a Glance

Before updating, you may want to review the update options you have selected. Click the Review button to launch a separate window containing an overview of the update options from the General, Select Data to Update, and Field Mapping tabs. When you are finished reviewing your selected options, click the OK button to close the window.

Transferring Task Hours

After transferring task hours information from Web TimeSheet to Microsoft Project, the changes may not be visible. In this case, update the information in Microsoft Project as follows:

1. From the Microsoft Project menu, select **Collaborate**>**Update Project Progress**
2. Set the **Accept** status of the desired task, or select **Accept All**
3. Click **Update**

Saving Integration Manager Settings

You can save your Integration Manager settings without performing an update. Simply click the Save button – your settings will be saved and the Integration Manager window will close. You can then return to the Integration Manager at any time to continue the setup process and/or perform an update.

Clicking the Save button does not perform an update.

Canceling Changes Made to the Integration Manager Settings

Click the Exit button to close the Integration Manager window without saving any changes you may have made to the update settings. Clicking the Exit button cancels only those changes made during the current session (meaning that previously saved changes will remain unaffected).

The Update Process

After setting up the options, you can perform updates at regular intervals without needing to repeat the setup process. To start the update process, simply click the Update Now button on the General tab of the Integration Manager window. The update will include all setup options selected on the General tab, as well as the filters/field mapping relationships set up on the Select Data to Update and Mapping Fields tabs.

When the update is finished, the Integration Manager will notify you of any errors or issues for concern and allow you to save the log file.

Recommended Practices

You should use the following recommended practices when transferring data between Web TimeSheet and Microsoft Project.

If you are a Microsoft Project user integrating with Web TimeSheet for the first time:

- Use Microsoft Project to create and maintain your project profile/project information
- Transfer the projects to Web TimeSheet from Microsoft Project
- Enter time against the projects in Web TimeSheet
- Only change the project information in Microsoft Project.

If you are a Web TimeSheet user integrating with Microsoft Project for the first time:

- Transfer any existing Web TimeSheet project information to Microsoft Project for the first time only
- Following this initial transfer of project information, update the projects in Microsoft Project and transfer the updated projects from Microsoft Project back to Web TimeSheet
- Use Web TimeSheet to enter time and transfer only time to Microsoft Project.

Chapter 4 - Field Relationships

You can always set up mapping relationships for any of the custom fields. If you have set up custom field mapping relationships (Mapping Fields tab), and you have not selected any specific projects to update (General tab), the custom field mapping relationships are still listed; however, they will appear as “grayed out” to indicate that they do not currently apply to any projects. When the projects are updated (in either direction), only the mapped custom fields that exist in the updated projects will be included in the update. The log file specifies which fields could not be updated because they did not apply to the selected projects.

For Microsoft Project Server, mapping is available to project/task specific custom fields at the enterprise level ONLY. Custom fields set up in your local version of Microsoft Project are not available for mapping.

Web TimeSheet to Microsoft Project

Web TimeSheet Field(source)	Microsoft Project Field (target)	Notes
Project Description	Project Category Project Keyword Project Subject Project Title Project Comments Project Author Manager Company Custom Fields	
Project Code	Project Category Project Keyword Project Subject Project Title Custom Fields	
Project Client	Project Company Custom Fields	
Task Description	Task WBS Custom Fields	
Task Code	Task WBS Custom Fields	
Task Estimated Cost	Custom Fields	Microsoft Project allows entry of the estimated cost only at the bottom level of the project/task structure, therefore you should not enter estimated cost values for any parent projects/tasks in Web TimeSheet. Values entered for higher level tasks will not be included in the update process. Turn on the Project/Task Roll-up feature in Web TimeSheet before the first update is performed from Microsoft Project to Web TimeSheet.

Web TimeSheet to Microsoft Project (continued)

Web TimeSheet Field(source)	Microsoft Project Field (target)	Notes
Phase (Task)	Task WBS Custom Fields	
Phase (Project)	Project Category Project Keyword Project Subject Project Title Project Comments Project Author Project Company Custom Fields	
Project/Task Specific User Defined Fields	Project Ketword Project Subject Project Category Project Title Task WBS Code Task Notes % Complete Author Manager Company Priority Custom Fields	When mapping from Web TimeSheet to Microsoft Project, you may choose to create mapping relationships between project/task specific user defined fields and Microsoft Project fields. In the list of available fields from Web TimeSheet, you will note that user defined fields include text that identifies the field as project level or task level. Be aware that you cannot map task level user defined fields to a single project field in Microsoft Project because there are many source values (each task may have a different value for the selected field) to a single target value (the project field can only receive one value). If you attempt to map task level user defined fields to project level fields in Microsoft Project, the field data will not be updated and an error will appear in the update log file. The project level field for % Complete in Microsoft Project is automatically calculated based on the task level % Complete. Therefore, when you map to the % Complete field in Microsoft Project, the information is mapped only at the task level.
Currency Symbol	Custom Fields	
% Complete	Custom Fields	The Web TimeSheet % Complete is an automatically calculated value based on the estimates for the project and/or tasks and the user actual hours. It does not reflect the user Earned Value Analysis in Microsoft Project. This mapping to custom fields is to allow the value to be collected in Microsoft project without affecting any original estimates.
User Specific User Defined Fields	Duration Custom Fields	

Notes

For Microsoft Project Server, mapping is available to project/task specific custom fields at the enterprise level ONLY. Custom fields set up in your local version of Microsoft Project are not available for mapping.

Microsoft Project to Web TimeSheet

Microsoft Project Field(source)	Web TimeSheet Field(target)	Notes
Project Keyword	Project Code Project Description Phase (Project) Project/Task Specific User Defined Fields	
Phase Title	Project Code Project Description Phase (Project) Project/Task Specific User Defined Fields	
Project Subject	Project Code Project Description Phase (Project) Project/Task Specific User Defined Fields	
Project Category	Project Code Project Description Phase (Project) Project/Task Specific User Defined Fields	
Project Comments	Project Description Phase (Project) Project/Task Specific User Defined Fields	
Project Work	Project Estimated Hours Phase (Project) Project/Task Specific User Defined Fields	
Project Cost	Project Estimated Hours Phase (Project) Project/Task Specific User Defined Fields	
Project Actual Hours	Phase (Project) Project/Task Specific User Defined Fields	
Task WBS Code	Task Description Task Code Phase (Task) Project/Task Specific User Defined Fields	
Task Duration	Task Estimated Hours Phase (Task) Project/Task Specific User Defined Fields	
Task Work	Task Estimated Hours Phase (Task) Project/Task Specific User Defined Fields	
Task Cost	Task Estimated Hours Phase (Task) Project/Task Specific User Defined Fields	

Microsoft Project to Web TimeSheet (continued)

Microsoft Project Field(source)	Web TimeSheet Field(target)	Notes
Task Notes	Project/Task Specific User Defined Fields	
Microsoft Project File Name	Project Description Project/Task Specific User Defined Fields	If you map the Microsoft Project file name to a User Defined Field, only the specified User Defined Field for the project (not the task)will be updated.
% Complete	Phase (Task) Phase (Project) Project/Task Specific User Defined Fields	
Task Priority	Phase (Task) Project/Task Specific User Defined Fields	
Custom Fields	Project/Task Specific User Defined Fields	When you map from Microsoft Project custom fields to Web TimeSheet User Defined Fields, calculated fields are excluded.
Duration Custom Fields	Project/Task Specific User Defined Fields User Specific User Defined Fields	When you map from Microsoft Project custom fields to Web TimeSheet User Defined Fields, calculated fields are excluded.