Web TimeSheet

Integration Manager for Microsoft Project Standard/Professional

Version 2.5

www.replicon.com

REPLICON INC

Contact Information

Replicon, Inc.
800, 910 - 7th Ave. S.W.
Calgary, Canada T2P 3N8

Direct:
1-403-262-6519

Toll Free in North America:
1-877-737-5420

Toll Free in Europe:
00-800-7375-4266

Toll Free in Australasia:
011-800-7375-4266

Fax:
1-403-233-8046

http://www.replicon.com

info@replicon.com

The international toll free numbers may not work in some countries. If you experience problems, use the direct line to contact Replicon.

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Chapter 1 - What is the Integration Manager?

Introduction

The Web TimeSheet Integration Manager for Microsoft Project® Standard/Professional allows users to update project and task information, project team assignments, and timesheet data between Web TimeSheet and Microsoft Project® 2002/2003 Standard/Professional easily and efficiently. Once installed, the Integration Manager is accessible from the Tools menu within Microsoft Project.

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

- Project/task structure
- Project manager
- Task estimated cost, with roll-up to the parent level
- Task start and end dates

The project start and 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 and end dates).

Technical Specifications

This section contains the requirements for the Web TimeSheet Integration Manager for Microsoft Project Standard/Professional 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® 2002/2003 Standard or Professional (integrating with local .MPD files)
- All projects saved in a Microsoft Project database file (.MPD file) (Multiple projects can be saved within a single .MPD file.)
- Microsoft Internet Explorer 5.5 or above

Technology

The Integration Manager uses streaming XML (Extensible Markup Language) technology and Microsoft Project Object Model 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.

Chapter 2 - Installing the Integration Manager

Installing the Integration Manager

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

You will need to purchase the Web TimeSheet Integration Manager for Microsoft Project Standard/Professional and obtain the *MSPStdproAdmin25.exe* file from a Replicon representative.

Installing on the Web TimeSheet Server

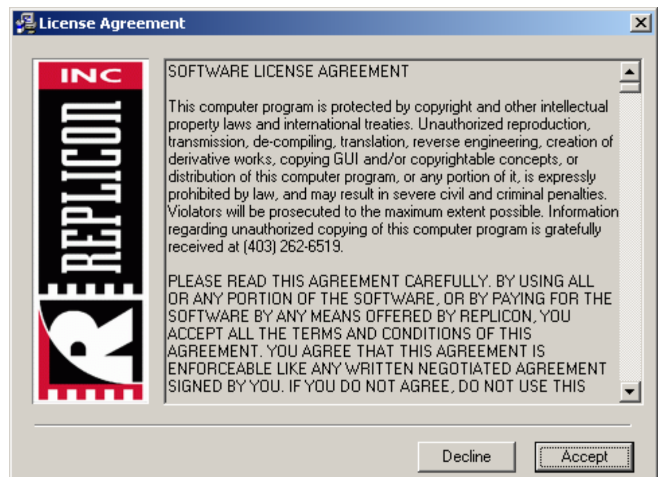
The Web TimeSheet Integration Manager for Microsoft Project Standard/Professional is an external application (accessed outside of Web TimeSheet) that is installed on a local machine and accessed from within Microsoft Project. To facilitate installation on all necessary local machines, the administrator 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 Web TimeSheet. The Integration Manager will need to be installed in the Web TimeSheet directory.

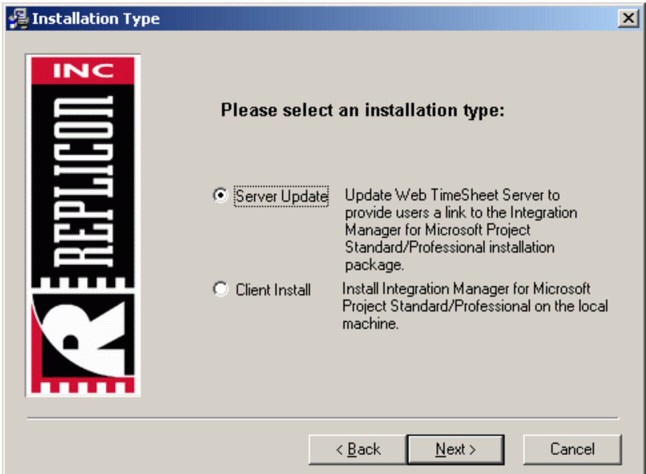
The installation wizard will guide you through the installation process as follows.

1. Stop the service associated with Web TimeSheet and back up the Web TimeSheet database.
2. Launch the *MSPStdproAdmin25.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. Review the license agreement and select Accept if you agree to the terms.

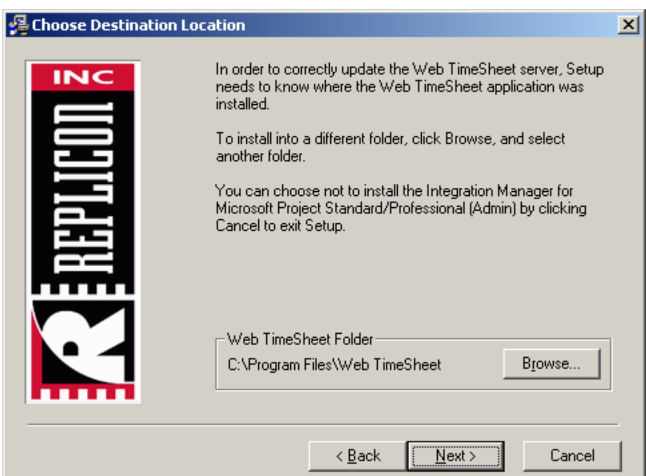


4. Now specify that you would like to install the Integration Manager on the Web TimeSheet server. Installing on the Web TimeSheet server will create a link within Web TimeSheet that will allow individual users to install the application on their local machines.

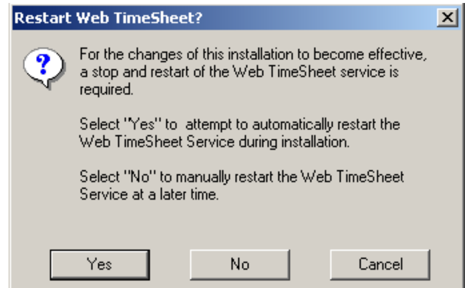


5. Next you will need to specify the folder in which TimeSheet is installed, which is where the Integration Manager must be installed.

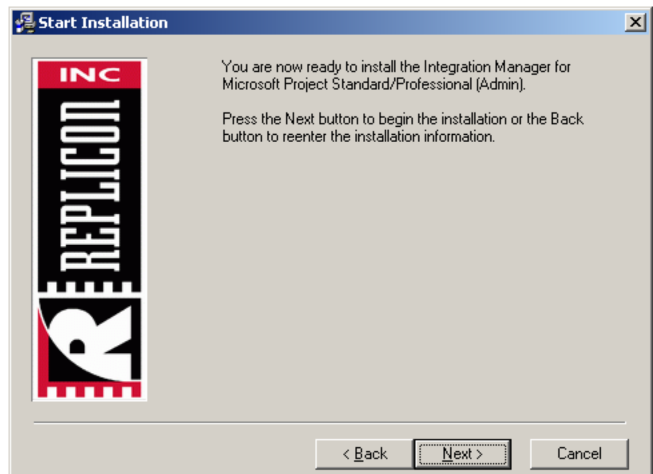
   Use the Browse button to locate the Web TimeSheet folder.



6. 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.



7. Now you are ready to install the Integration Manager. Click the Next button to start the installation.



8. When the installation is complete, click the Finish button to close the Installation Wizard.
9. If you did not already do so in Step 6, restart the Web TimeSheet service.

10. 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. See the Web TimeSheet help for more information on licenses, permissions, and seat assignments. 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

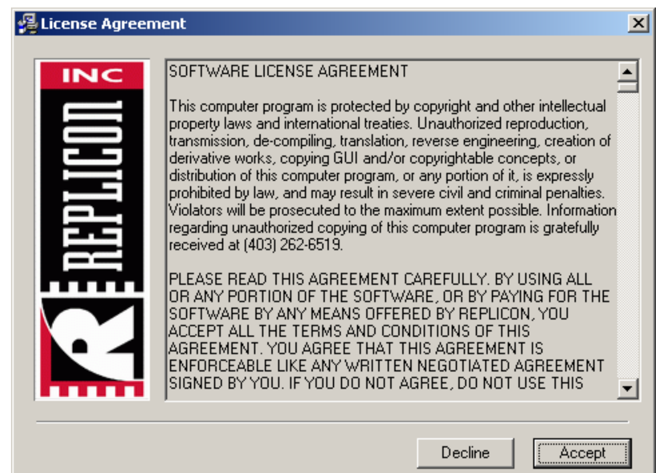
You may install the Integration Manager on a local machine either by downloading/installing from within Web TimeSheet, or by launching the installation file directly on the machine (via CD, network location, etc.). You must have permission to install applications on the local computer.

Installing from Within Web TimeSheet

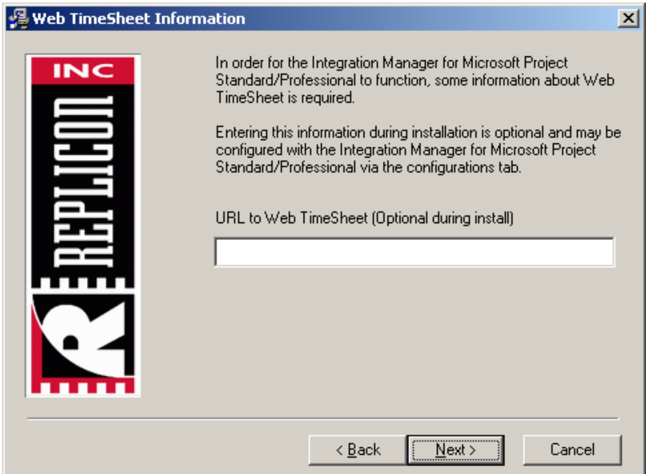
If you are installing from within Web TimeSheet, follow the steps below. Otherwise, skip this section and follow the steps in the *Installing via a Local or Network Drive* section.

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 Manager for Microsoft Project Standard/Professional*.
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.

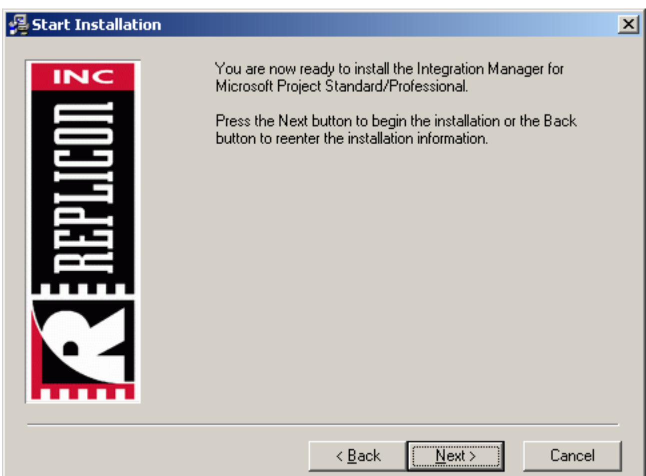
6. Review the license agreement and select Accept if you agree to the terms outlined.



7. Now, if you wish, type in the Web TimeSheet URL, 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.



8. Now you are ready to install the Integration Manager. Click the Next button to start the installation.



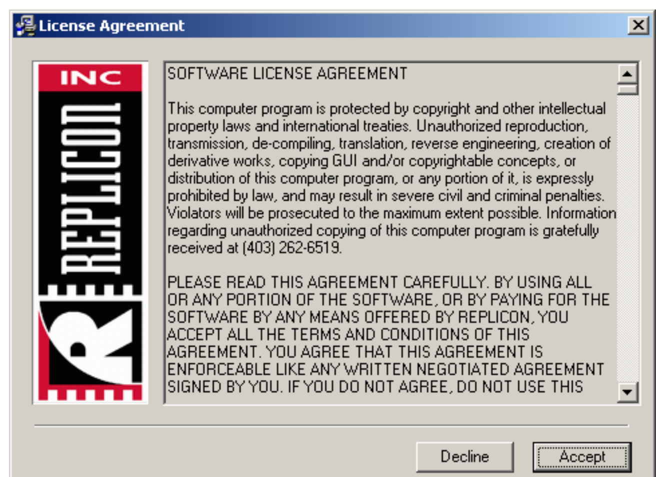
9. When the installation is complete, click the Finish button to close the installation wizard.

Installing via a Local or Network Drive

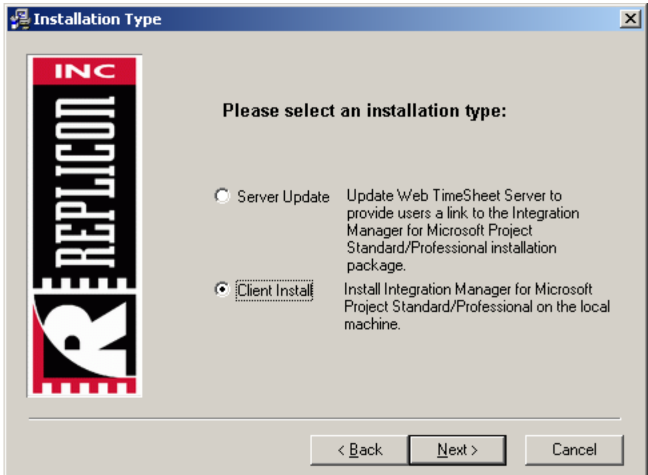
If you are installing the Integration Manager on your local machine directly (via local or network drives), you will need to locate the *MSPStdproAdmin25.exe* file. Once located, double click on the file to launch the installation wizard, which will guide you through the installation process.

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

2. Review the license agreement and select Accept if you agree to the terms outlined.

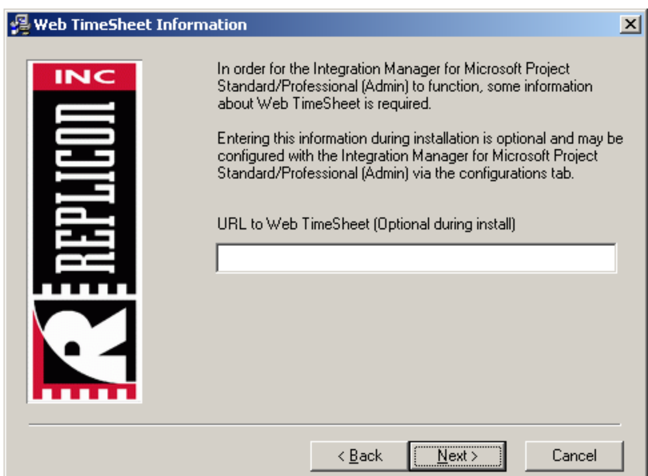


3. Now specify that you would like to install the Integration Manager on the client machine (i.e., the local machine).

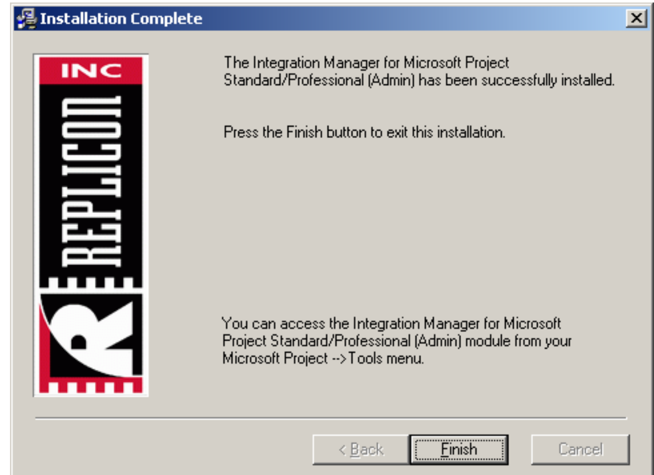


4. Now, if you wish, type in the Web TimeSheet URL, which is the URL used to access Web TimeSheet on the server. The Web TimeSheet URL will be required the first time you log into the Integration Manager; however, you do not have to enter it now. If you are unsure of the URL, check with your system administrator.

   Select Next to begin the installation.



5. 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 Integration Manager 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. Launch Microsoft Project and open a project file.
2. In the Tools menu, select “Web TimeSheet Integration...”
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 include:

- 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 a valid license key and/or seat assignment for the Web TimeSheet Integration Manager for Microsoft Project Standard/Professional, 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 Standard/Professional is designed to allow you to update data between Web TimeSheet and Microsoft Project Standard/Professional 2002/2003.

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).

About Microsoft Project Database Files

Projects to be created or updated in Web TimeSheet from Microsoft Project must be saved to a Microsoft Project database file (.MPD file). If the project in Microsoft Project has not already been saved, you will be prompted to save it to a database file when you launch the Integration Manager.

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.

If the Integration Manager is not available from the Tools menu, access it using the standalone version. The standalone version can be accessed from the Windows Start menu.

If using the standalone version, when the Integration Manager launches, you will need to specify the Microsoft Project database file containing the projects you wish to work with. For information on how to specify the database file, refer to the Configuration Settings section of this chapter.

Note...

If you have set up your project in Web TimeSheet and want to transfer it to Microsoft Project, you will need to open and save a blank project in Microsoft Project before launching the Integration Manager.

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

The Integration Manager will save two sets of setup options, the setup options from the last update to Web TimeSheet and those from the last update to Microsoft Project.

When updating for the first time, it is recommended that you update all hours within the project start and end dates to ensure all the necessary data is available in both applications.

Once this initial transfer of data is complete, you may perform regular updates for shorter time periods easily and efficiently.

General Setup Options

The General tab is the first tab displayed on the Integration Manager window. This tab is used to specify the direction of the update and the projects to be updated (when applicable).

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 in the source application. Select 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 the list of selected projects. To ensure the list of available projects is up to date, it is recommended that you click the Refresh List button before selecting projects.

   If updating data from Web TimeSheet to Microsoft Project, you can select any number of the projects available within Web TimeSheet. If a project generated in Web TimeSheet has not been previously updated to Microsoft Project, when the update occurs a new project will be created in Microsoft Project under the project name used in Web TimeSheet.

   If updating data from Microsoft Project to Web TimeSheet, you can select any number of the projects available in the active Microsoft Project database file (.MPD file), that is the database file in which the currently open project resides. If a project generated in Microsoft Project has not been previously updated to Web TimeSheet, when the update occurs a new project will be created in Web TimeSheet under the project name used in Microsoft Project.
3. If you want to perform an update, click the Update Now button. The update will include all setup options you selected on the General tab, as well as the filters and field mapping relationships you set up on the Select Data to Update and Field Mapping tabs. When the update is finished, the Integration Manager will notify you of any errors or issues for concern and allow you to view the log file.

   Once you have begun the update process, data will be transferred between the Web TimeSheet and Microsoft Project databases. This process cannot be cancelled. It is recommended that you allow the Integration Manager to complete the process; however, if you close the window early, be aware that data that has already been updated will remain intact (i.e., it will not revert back to its original state).

Log File

The 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).

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).

   Time will be updated only for resources who are set up explicitly as members of the project team in Web TimeSheet (not members who receive their assignments via an <All> or department assignment). 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:
   - All
   - Timesheet Period
   - From/To (date range)

   If All is selected, all dates for which hours have been entered into Web TimeSheet for that project will be included, including those outside of the estimated project start and end dates. If any of the dates do fall outside of the project dates set in Microsoft Project, the project start and end dates will automatically be adjusted to include these dates.

   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, including any of the items below.
   - 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 using the Resource Name Mapping field. The default selection is FirstName LastName (e.g., John Smith). Other options include LastName, FirstName (Smith, John) or Login Name (jsmith).

   - Task Start Date
   - Task End Date
   - Project Team

     Updating the project team information will add/remove employees from the project resources (Microsoft Project) or project team (Web TimeSheet) depending on the direction of the data transfer.

     When transferring project team information, using the Resource Name Mapping field you must specify the name format the Integration Manager should use to identify the employee in the target application. The default selection is FirstName LastName (e.g., John Smith). Other options include LastName FirstName (Smith John) or Login Name (jsmith). Note that this format will also be used for mapping the Project Manager if Update Project Manager is selected.

To choose all of the available options in the Advanced Settings section, select Select All. To deselect all enabled options, select Deselect All.

When transferring the project team, you may choose to transfer only the resources for a project team, or the resources along with their task assignments.

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 permission to add new users in Web TimeSheet in order to create new users during the update process.

If you choose to add new users, the format the Integration Manager uses to create each new user's login name in Web TimeSheet will be based on the value the Resource Name Mapping field is set to. For example, if the resource name is “AAA BBB” and the Resource Name Mapping field is set to “LoginName”, the user’s name will be set to “AAA BBB” and the login name will be “AAA BBB”. If the mapping field is set to “FirstName LastName”, the user name will be “BBB, AAA” and the login name will be “AAABBB”. Finally, if the mapping field is set to “LastName FirstName”, the user name will be set to “AAA, BBB” and the login name will be set to “BBBAAA”. For all selections, all new users' passwords will default to "password".

Note that when a new user is created, the user automatically receives permission to access timesheets.

Note...

When you are updating from Microsoft Project to Web TimeSheet it is recommended that you create new users for employees who do not already have a user profile. 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.

Note that when a new user is created, the user automatically receives permission to access timesheets.

When updating hours from Web TimeSheet to Microsoft Project, the Integration Manager calculates the total actual work for the project.

The Work field will not be affected by these calculations because this field is automatically calculated by Microsoft Project based on multiple variables.

Note...

The resource data file is a Microsoft Project resource pool file that contains information on common resources shared across projects.

Field Mapping

Use the Field Mapping 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 (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 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 Relationships 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 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 or off any time you wish.
4. To set the resource pool configuration, select Browse to locate the resource data file on your local machine or network. This file must be accessible from the computer you are using to perform updates. Select the appropriate Microsoft Project resource pool file (.MPP file) and click the Open button. Note that the file you selected is inserted in the field for the Local resource data file.
5. Now select the format the Integration Manager should use to identify the resources from the resource file 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).

   If the direction is set to update from Microsoft Project to Web TimeSheet, you may also select Microsoft Project custom fields to use for the login name and password of any resources that will be transferred to Web TimeSheet as new users. 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"). These fields are disabled if the direction is set to update from Web TimeSheet to Microsoft Project as new users are only added in one direction, from Microsoft Project to Web TimeSheet.
6. If you wish to update the resource pool, click the Update Now button in the Resource Pool Configuration section. The update will begin immediately.
7. If you are using the standalone version of the Integration Manager, an additional field labeled Project File Configuration will be available. This field is used to specify the Microsoft Project database file (.MPD file) containing the projects you wish to update. To set the Project File, select Browse to locate the Microsoft Project database file and click the Open button. The Integration Manager will automatically update the Available Projects list in the General tab when the database file is selected.

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.

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 you can then either close the window or continue performing updates. Once you have saved your settings you can 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 and saving 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 and field mapping relationships set up on the Select Data to Update and Field Mapping 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

Note...

To prevent errors when updating from Web TimeSheet to Microsoft Project, ensure the Prompt Before Saving option is disabled in Microsoft Project.

To disable the Prompt Before Saving option, select Options from the Tools menu. Then, select the Save tab in the Options dialog box and unselect the Prompt Before Saving checkbox in the Auto Save section. Close and reopen Microsoft Project.

Notes on Working with Embedded and Externally Linked Projects

There are special considerations when working with projects created in Microsoft Project Standard/Professional that contain embedded projects or externally linked tasks. When working with a project in which a second project is embedded, keep in the mind the following:

- Avoid changing the structure and resource assignments within the project using Web TimeSheet. If you wish to make changes, do so in Microsoft Project only and then transfer the updated information to Web TimeSheet.
- If there is a resource with the same name both in the main project and the project embedded within it, the Integration Manager considers those resources as identical.
- The currency symbol used by each project affects the operation of the Integration Manager as follows:
    - If the main and embedded projects are set to use different currency symbols, data transfer will not occur and the Integration Manager will log an error.
    - If the main project has no currency symbol associated with it and the embedded project's currency symbol matches that of the regional settings, data will be transferred successfully. If the embedded project's currency symbol does not match the regional settings, data transfer will fail and the Integration Manager will log an error.
    - If the embedded project has no currency symbol associated with it, data will be transferred successfully, regardless of the main project's currency symbol.

When working with a project in Microsoft Project that includes tasks that are linked externally, that is to a task within another project, note the following:

- The task to which the external link has been made can be transferred from Microsoft Project to Web TimeSheet. However, when transferring back to Microsoft Project, data for the externally linked task will not be transferred as Microsoft Project does not allow the embedded task to be edited within the main project. A message will be logged by the Integration Manager in the log file when this occurs.
- Do not name the externally linked task with the same name as a task present at the same level in the main project. If the externally linked task has the same task name as another task, only one of the tasks will be transferred to Web TimeSheet, as Web TimeSheet does not allow two tasks of the same name at the same level. The task which appears first in Microsoft Project is the one that is transferred to Web TimeSheet. As a result, when transferring data back to Microsoft Project:
    - If the externally linked task appears first in Microsoft Project, it is the one that is transferred to Web TimeSheet. When transferring data back to Microsoft Project, both tasks of the same name are deleted from within the project.
    - If the externally linked task appears second in Microsoft Project, the original task is the one that is transferred to Web TimeSheet. When transferring data back to Microsoft Project, the externally linked task will be deleted from Microsoft Project, but the original task will remain intact.

Chapter 4 - Field Relationships

Task and resource type custom fields may vary from project to project within a single Microsoft Project database file (.MPD). Only those fields that are common across all projects in the Microsoft Project database file (.MPD file) will be available for mapping.

When you map from Microsoft Project custom fields to Web TimeSheet user defined fields, keep in mind that calculated fields are excluded due to the inability of Web TimeSheet user defined fields to perform calculations.

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 Project Company	
Project Code	Project Category Project Keyword Project Subject Project Title	
Project Client	Project Company	
Task Code	Custom Fields (Task Type)	
Task Estimated Cost	Custom Fields (Task Type)	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.
Task Description	Custom Fields (Task Type)	

Note...

Mapping between Web TimeSheet user defined fields and Microsoft Project custom fields is dependent on the field type. This means that data transfer may fail if the data types are not compatible.

For example, a number field cannot successfully transfer data to a date field; however, a number field can successfully transfer data to a text field.

Web TimeSheet to Microsoft Project (continued)

Web TimeSheet Field (source)	Microsoft Project Field (target)	Notes
Task Level User Defined Fields (Proj/Task Category)	Custom Fields (Task Type)	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.
Project Level User Defined Fields (Proj/Task Category)	Project Category Project Keyword Project Subject Project Title Project Comments Project Author Project Company	
User Defined Fields (User Category)	Custom Fields (Resource Type)	

Microsoft Project to Web TimeSheet

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

Note...

Mapping between Web TimeSheet user defined fields and Microsoft Project custom fields is dependent on the field type. This means that data transfer may fail if the data types are not compatible.

For example, a number field cannot successfully transfer data to a date field; however, a number field can successfully transfer data to a text field.

For .MPD database files with multiple projects, only Microsoft Project custom fields common to all projects in the database will be available for mapping.

Microsoft Project to Web TimeSheet (continued)

Microsoft Project Field (source)	Web TimeSheet Field (target)	Notes
Task Priority	Task Level User Defined Fields (Proj/Task Category)	
Task Unique ID	Task Code Task Level User Defined Fields (Proj/Task Category)	
% Complete	Project Level User Defined Fields (Proj/Task Category) Task Level User Defined Fields (Proj/Task Category)	
Microsoft Project File Name	Project Description Project Level User Defined Fields (Proj/Task Category)	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.
Custom Fields (Task Type)	Task Description Task Code Task Estimated Cost Task Estimated Hours Task Level User Defined Fields (Proj/Task Category)	When you map from Microsoft Project custom fields to Web TimeSheet User Defined Fields, calculated fields are excluded.
Custom Fields (Resource Type)	User Defined Fields (User Category)	When you map from Microsoft Project custom fields to Web TimeSheet User Defined Fields, calculated fields are excluded.