



## Web Resource Quick Start Guide

### Viewing your Project Assignments and Booking Time Off

Web Resource is a web-based resource management application you can use to [view your project assignments](#), [book time off](#), and [record your job-related skills](#).

#### Logging in to Web Resource

1. Enter your organization's Web Resource URL in a browser.
2. On the login page that displays, enter the user name and password you were assigned.
3. Click **Login**.

**Log In**

**User Name** sam.pole

**Password** ••••••••

Remember my user name and password

Login

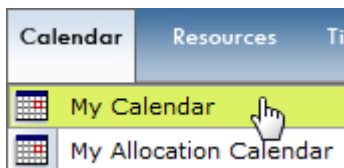
📄 If you don't know the Web Resource URL or your user name and password, contact your supervisor.

If you enable the **Remember my user name and password** checkbox, you won't have to enter this information next time you log in.

#### Viewing Your Assignments and Allocations

Once your project leader or supervisor has assigned you to tasks in Web Resource, you can view the tasks to which you are assigned using Web Resource calendars.

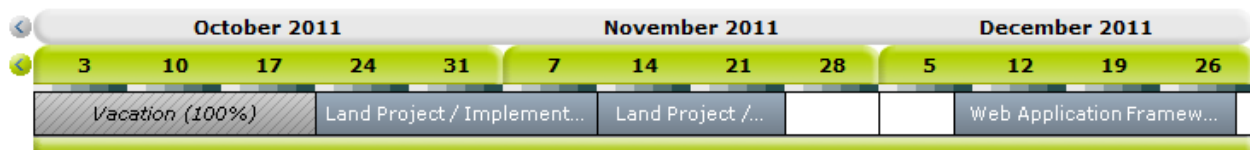
- To view a calendar, click **Calendar** in the top menu, and select the calendar you wish to view.



- To view later or earlier dates, click the arrow icons on either side of the calendar. The 📅 icons move the view by one month; the 📅 icons move the view by one quarter (3 months).
- To view the calendar's color-coding legend, click the **Show Calendar Legend** link.

#### Viewing your Assignments in the My Calendar view

The **My Calendar** view shows the projects and tasks to which you have been assigned over time.



Each entry is color-coded, as indicated by the legend below.

**Legend** ✕

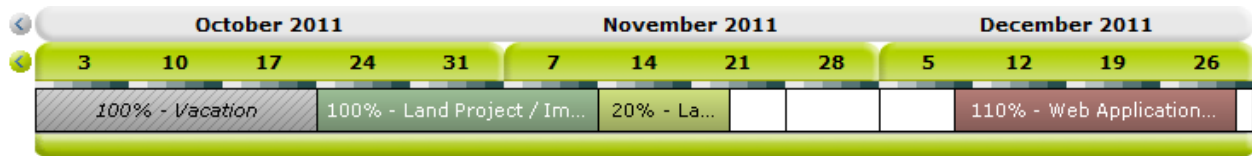
Booked

Unavailable

Available

### Viewing Your Allocations using the My Allocations Calendar

Allocation is the percentage of your time that your manager has assigned for you to spend on a particular task. You can use the **My Allocations** calendar to view your project allocation percentages over time.



Each entry is color-coded, as indicated by the legend below.

**Legend** ✕

Under Allocated

Properly Allocated

Over Allocated

Unavailable

Available

If you hover your cursor over a calendar entry, more information will display.

100% - Land Project / Im... 20% - La...

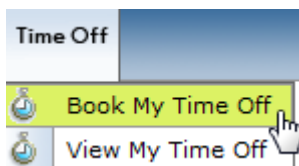
100% allocated  
10/24/2011 - 11/11/2011  
(100%) Land Project / Implementation

### Booking Time Off

You can use Web Resource to book upcoming time off, so your supervisors know when you're available to be assigned to projects.


To book time off for yourself:

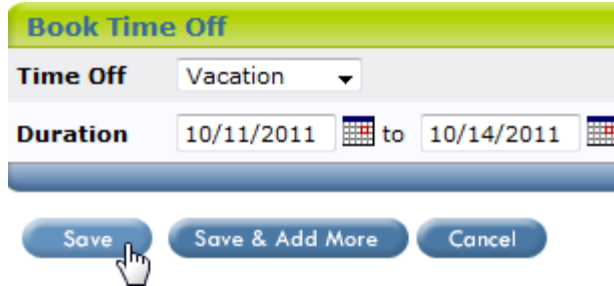
1. Click the **Time Off** top menu.
2. From the drop-down menu that appears, select **Book My Time Off**.





The **Book My Time Off** page displays.

3. From the **Time Off** field, select the type of time off (e.g. *Vacation*) you wish to book.
4. From the **Duration** field, enter the start and end dates of the time off. You can click the  icon to select dates from a pop-up calendar.
5. Click **Save**.



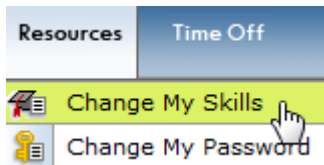
### Updating Your Skills

Web Resource can be used to record your job-related skills, which your supervisors and project leaders may use to help them decide what tasks to assign you to.

You may have permission to update your skills recorded in Web Resource. You can only add skills that your supervisor or an administrator has already defined in Web Resource.

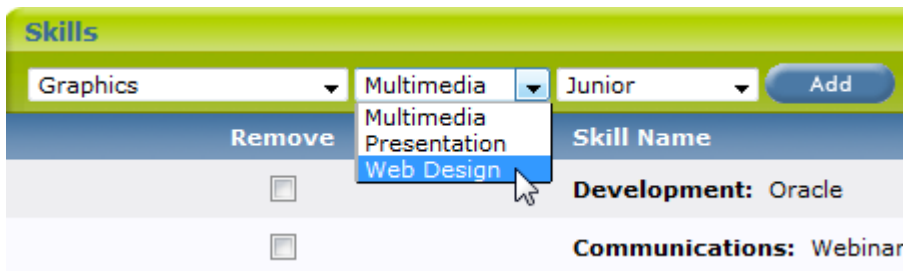
To change your skills:

1. Click the **Resources** top menu.
2. From the drop-down menu that appears, select **Change My Skills**.



The **Edit Resource** page displays.

3. To add a skill, select from the drop-down lists that display.



The first drop-down lists the skill categories. If you select a category, all defined skills within that category will display in the second drop-down. A third drop-down may display that shows levels of proficiency related to the skill selected.

Once you have selected a skill and its level, if applicable, click **Add**.

4. To remove a skill, enable the check box next to it. It will be deleted when you click **Save**.
5. Click **Save**.



## Additional Resources

For further information on using Web Resource, talk to your supervisor, refer to the Web Resource online help, or contact Replicon Customer Support using one of the following methods:

<b>Direct Phone:</b>	403-262-6519 ext 2
<b>Toll-Free Phone:</b>	
North America:	1-877-862-2519 ext 2
Europe/New Zealand:	00-800-8622-5192 ext 2
Australia:	0011-800-8622-5192 ext 2
<b>E-mail:</b>	<a href="mailto:support@replicon.com">support@replicon.com</a>
<b>Web-Based Form:</b>	<a href="http://www.replicon.com/Support/RequestHelp.aspx">www.replicon.com/Support/RequestHelp.aspx</a>
<b>Fax:</b>	403-233-8046