



## Replicon Quick Start Guide Entering Data in an In-Out Timesheet


This guide provides a visual overview of the steps required to enter and submit time using an In-Out format timesheet. An In-Out timesheet allows you to record your start and end times for each task you work on, or for each day.

### **Does your In-Out timesheet have a Punch In button?**

If your timesheet has a **Punch In** button, you are assigned the "[Locked](#)" version of the In-Out timesheet. With the locked version, you must punch in and out to record your start and end times, and you cannot change these times.

- Refer to Replicon's [online help](#) for more information on using timesheets.

## Entering Data

-  Depending on your licenses, permissions and other assigned settings, you may not have access to some of the timesheet options described below, such as projects, tasks, billing statuses, activities, or user defined fields.


Each In-Out timesheet is made up of a set of daily entry pages. Typically, you should complete one daily entry page each day you work.

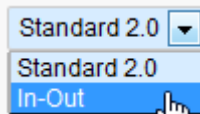
To enter time using an In-Out timesheet:

### 1. **Select Timesheet from the top menu**



Today's timesheet entry page will display, by default.

-  **If the timesheet that displays does not have In and Out columns**, then you are currently using a Standard timesheet. You can change to the In-Out format by selecting **Settings** from the top, right-hand corner of Replicon, and then selecting *In-Out* from the **Timesheet format** field.



If the **Timesheet format** field isn't available, you don't have permission to use the In-Out format.

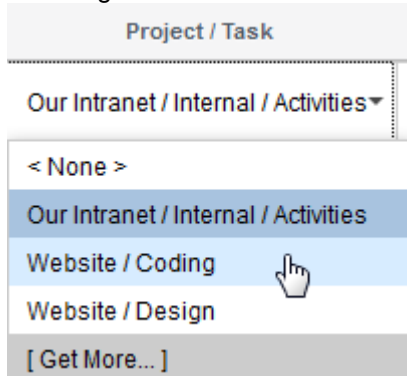
### **Changing which timesheet period displays**

If you want your oldest unsubmitted timesheet to display by default instead of the current timesheet, click the **Settings** button and update the **Default timesheet to display** option.



## 2. Select tasks to enter time against, if applicable

For each row on your timesheet, select an option from the **Project/Task** column to enter your hours against.



To filter the list of available projects, you can select a client from the **Client** column, if available.

### **If the task you're looking for isn't available in this drop-down, either...**

#### **Select the [Get More ...] option from the drop-down list**

All projects for the Client selected in that timesheet row will be available.

Select a project from the filter at the top of the window, and a task from the box.

#### or **Click the Add/Remove Tasks button**

All projects and tasks to which you are assigned will be available to choose from.

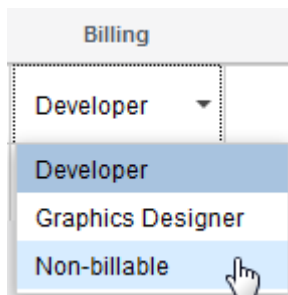
You can use this option to populate all of the rows in your timesheet in one step.

This option is not available in [Locked In-Out](#) timesheets.

## 3. Complete the Billing column, if available









For certain tasks, you may have to select whether the work you performed is billable or not. Or, you may be required to choose at what rate the work should be billed – the project rate, your user/department rate, or a rate associated with a role you are assigned.




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#### 4. Enter hours and comments for work you performed

For each task or activity you worked on, enter two of the following: the **In** time, the **Out** time, or the **Hours** worked. Replicon will calculate the third field automatically.

	In	Out	Hours	Project / Task
  	8:00 AM	11:00 AM	3.00	Software Redesign / Deliverable
  	11:00 AM	12		Website / Coding

You can duplicate a task row by clicking , and delete a row by clicking .

**If stopwatch icons  are available on your timesheet**, you can click these icons to enter your exact start and end times for tasks or activities. For information on how to use the stopwatch, refer to the Replicon's [online help](#).

**If you don't enter time against projects**, or if you completed work not associated with a project, simply enter the hours you worked for each day against <None>.

**If you are using a Locked In-Out timesheet**, you enter in and out times by selecting the **Punch In** and **Punch Out** buttons, rather than entering start and end times or duration. You cannot edit these in and out times.

**In your timesheet, time displays either in decimal format (default), or HH:MM format**  
If your timesheet is using decimal format, and you enter time using the HH:MM format, time values will be converted to decimal time when displayed. For example, if you enter 3:15 in your timesheet, it will display as 3.25, the decimal equivalent. You can change the time display format via Settings.

#### 5. Complete any additional fields that display on your timesheet









Your timesheet may include custom **user defined fields**. You may be required to complete certain custom fields, denoted with an asterisk (\*), before you will be allowed to submit your timesheet.

If user defined fields are available in your timesheet, they will be located as illustrated below:

Sam Pole  
Aug 14, 2011 - Aug 20, 2011  
Due Date: Aug 20, 2011

1

Aug 18, 2011  
Thursday

	In	Out	Hours	Project / Task	Billing	Custom Field	Custom Field
  				Website / Design	Development	Custom value	Custom value option 2
  				Website / Coding	Development	2	3

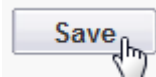
Use these fields to enter additional information at the:

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1	Timesheet Level	Data relates to the entire timesheet
2	Row Level	Data relates to all hours entered in a single row
3	Hour Level	Data relates to hours entered in a single time cell

## 6. Click Save

Be sure to save each daily entry page before exiting it.

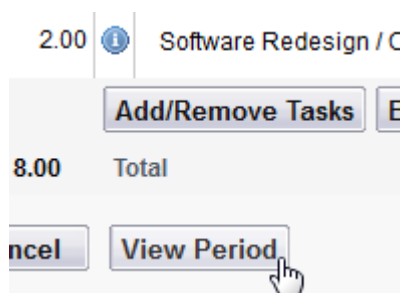


## 7. Complete each daily entry page for an entire timesheet

Each In-Out timesheet is made up of a set of daily entry pages. Typically, you should complete one daily entry page each day you work.

## 8. Preview your entire timesheet before submitting

Once you've completed all of the daily entry pages for your timesheet period, click the **View Period** button that is available at the bottom of each daily entry page.



A **Period in View** page will display where you can view all of your hours for that entire timesheet.

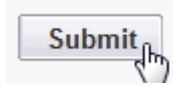
Sam Pole						Period In View
Aug 14, 2011 - Aug 20, 2011						
Due Date: Aug 20, 2011						
In	Out	Hours	Client	Project / Task	Billing	
<u>Sunday, Aug 14, 2011</u>						
Total		0.00				
<u>Monday, Aug 15, 2011</u>						
9:00 AM	4:00 PM	7.00	Big Game Inc	Software Redesign / Coding	Developer	
3:00 PM	5:00 PM	2.00	Big Game Inc	Software Redesign / Coding	Graphics Designer	
Total		9.00				
<u>Tuesday, Aug 16, 2011</u>						
8:00 AM	4:00 PM	8.00	Big Game Inc	Software Redesign / Coding	Developer	

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If any of your **In** and **Out** times overlap, they will be indicated in **red**; you may be required to fix overlapping time before you'll be allowed to submit your timesheet.

Click the daily links to return to return to the daily entry pages, if you need to change anything.

**9. Once you are satisfied that your timesheet data is correct, click Submit.**



When submitted, your timesheet will be sent to your assigned approver or approvers.

- Use the **Copy From** feature to copy time and task data from an existing timesheet to a new timesheet. For information on using this feature, refer to Replicon's [online help](#).

## Additional Resources

For further information on this topic, refer to the Replicon 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