



## Web TimeSheet Quick Start Guide

### Entering Data in a Timesheet – Project & Billing Edition

This guide provides information on how to enter time in Standard and In-out format timesheets for those using Web TimeSheet Project & Billing Edition.

#### Selecting a Timesheet Entry Format

If you have permission to use both the **Standard** and **In-Out** timesheet formats, you can select your preferred format by changing your user preferences. To do so:


1. Select **Settings** from the top, right-hand corner of Web TimeSheet.
2. From the **Timesheet format** field, select one of the following options:

- **Standard**


Select this option if you would like to enter the number of hours you worked.

- **In-Out**

Select this option if you would like to record when you began working and when you finished working.

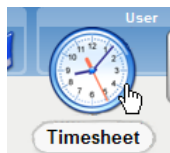
 Your administrator may have assigned you a “Locked” In-out timesheet. If you are using the Locked version:

- You must punch in and out when, respectively, you start and stop working on a task
- You cannot edit your in and out times


 The appearance of your timesheet (for example, which columns appear) depends on how your organization has set up your timesheet and on your permissions and preferences.

#### Entering Time

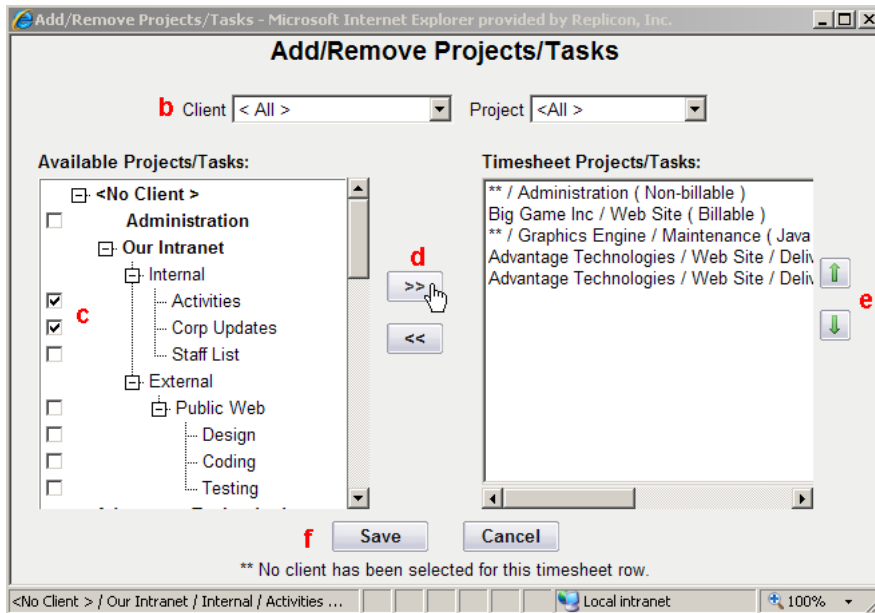
1. Open your timesheet by selecting **Timesheet** from the top menu.



Your current timesheet displays in the format specified by your permissions and preferences.

 If you are using an In-out timesheet, each day of the timesheet period has its own entry page. If today’s entry page does not display automatically, select today’s date from the calendar in the side menu.

2. Select tasks to enter time against.
  - a. Select the  button. The **Add/Remove Projects/Tasks** window displays.



Only projects and tasks to which you are assigned will be available to add. If you are using a Locked In-out timesheet, your administrator will select projects and tasks for you to enter time against, therefore no **Add/Remove Tasks** button will be available.

The appearance of the **Available Projects/Tasks** drop-down list depends on which **Timesheet Name Display** options are enabled on the **Edit User Preferences** page.

- b. Select the appropriate client and project from the filters at the top of the window.
- c. Enable the check boxes next to all tasks you want to add to your timesheet.
- d. Click the >> button to add tasks. Click << to remove selected tasks.

If you need multiple rows for the same task, you can select the same task multiple times by enabling its check box and clicking the >> button, once for each row required.

- e. Adjust the order of the task rows in your timesheet by using the up and down arrows, if desired:

Re-ordering the tasks in your timesheet does not re-order the **Timesheet Projects/Tasks** drop-down list; tasks in the drop-down list are always displayed in alphabetical order.


- f. Select the **Save** button. All tasks you selected will be added to your timesheet.

Select the **Cancel** button to cancel the action without saving any selected tasks.

3. Set up tasks in the timesheet grid, if required


a	b Client	c Project	Task	e Activity	f Billing
	< All >	Administration	None	< None >	Non-billable
	Big Game Inc	Web Site	None	< None >	Billable
	< All >	Graphics Engine	Maintenance	< None >	Java Developer



- a. **Duplicate a task** row by selecting its associated  icon. The new row will be identical to the row it is based upon, except that the selected billing option will be the next billing option in the list.

For each row you can:

- b. **Select a client**, if applicable.  
The **Client** column may be located to the right of the **Task** column in your timesheet.
- c. **Select a project and a task**.  
Projects and tasks may be combined in one **Project/Task** column in your timesheet.

 For the **Client**, **Project**, or **Task** fields, the option you select from a field determines which options display in the columns located to the right of that field. For example, when you select a project, only tasks available in that project will display in the **Task** field, if the **Task** field is located to the right of the **Project** field.


- d. **Select the [Get More ...] option** if you want to select a task that does not appear in the drop-down list.  
A list of all your assigned tasks for the selected project displays. Select a task by highlighting it and selecting **OK**.

- e. Select an activity, if applicable.  
Activities are global tasks that users can enter time against, that are typically common to multiple projects.

- f. Select the task's billing status, if applicable.  
You may have to select whether the task is billable or non-billable, and/or what type of billing rate (the project rate, your user/department rate, or a rate associated with a role you are assigned), should be used.










4. If you are using a/n:

- **Standard timesheet**, enter the number of hours you worked on the task/activity in the appropriate time entry field

M	T	W	T	F
	9	10	11	12
	8.00			
		8.00		
			4.00	
			4.00	

If the page scrolls and you can no longer see the task information, refer to the row details in the expandable box that surrounds the time entry field.

- **In-out timesheet**, enter the number of hours you worked on the task/activity

In	Out	Hours	Client	Project
 8:00 AM	 10:00 AM	2.00	AT 	Software Redesign
 10:00 AM			BGI 	Graphics Engine
			< All > 	Our Intranet



Before you can submit a timesheet, the **In** time, the **Out** time, and the **Hours** worked fields must be completed. If you enter data in any two of these fields, Web TimeSheet will calculate the third field automatically.

- Web Timesheet highlights overlapping in and out times with a red line. Depending on your permissions, you may be required to fix the overlapping time before saving or submitting your timesheet.



If you are using a Locked in-out timesheet, you enter in and out times by selecting the **Punch In** and **Punch Out** buttons. You cannot edit these in and out times.

- You may save, but not submit, partial data in your timesheet.

Time is entered in either HH:MM format or decimal format, depending on which format is selected on your **Edit User Preferences** page. For example:

If you enter...	In HH:MM format, this displays as...	In Decimal format, this displays as...
3.15	3:09	3.15
3.25	3:15	3.25
3:15	3:15	3.25
3:25	3:25	3.42

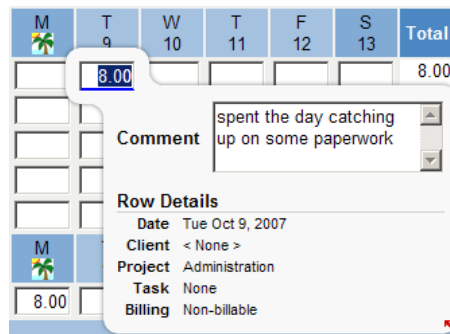
5. Use the stopwatch, if desired

If available, the stopwatch allows you to record the exact number of hours and minutes you worked on a task/activity in a Standard timesheet  or in an In-out timesheet . For information on how to use the stopwatch, refer to the Web TimeSheet online help.

6. Add Comments

If you are using a/n:

- Standard timesheet**, click in a time entry cell. Enter information in the **Comments** field of the box that displays.



- A blue line displays at the base each cell for which comments have been entered. Click on a cell to view previously-entered comments. You can maximize or minimize the box by selecting the small red arrow on the corner of the box.

**Row Details** listed in the box allow you to identify which client, project, task, and billing status has been selected for that row, even if those fields are not visible.

- In-out timesheet**, enter text directly in the **Comments** field for each task row.

7. Enter any additional information, if required



Additional information can be added to user defined fields (UDFs), if these appear on your timesheet. There are three kinds of UDFs:

	UDF Type	Data applies to...
1	Timesheet	The entire timesheet
2	Hour Level	The actual hours entered for a particular task and date
3	Row Level	A task row

If you are using a/n:

- **Standard Timesheet**, the UDFs are located as follows:

- **In-out Timesheet**, the UDF's are located as follows:

8. Select the **Save** button to save your timesheet data at any time during the time entry process, and before exiting your timesheet.
9. If you are using an In-out timesheet, you must first select the **View Period** button. A summary of time entered for all the days in the timesheet period will display.
10. Select the **Submit** button to submit your completed timesheet.

- 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 the Web TimeSheet online help.

### Additional Resources

For further information on this topic, refer to the Web TimeSheet online help, or contact Replicon Customer Support using one of the following methods:

**Direct Phone:** 403-262-6519 ext 3

**Toll-Free Phone:**



North America:	1-877-862-2519
Europe/New Zealand:	00-800-8622-5192
Australia:	0011-800-8622-5192
<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