REPLICON™

Replicon Quick Start Guide
Entering Data in a Standard 2.0 Timesheet

This guide provides a visual overview of the steps required to enter and submit time using a Standard 2.0 (Smart Interface) timesheet. A Standard timesheet allows you to enter the duration of time you worked on each task or each day, without recording start and end times.

Certain Features are not yet available in the Standard 2.0 timesheet
The stopwatch, schedule discrepancies, timecard comparison, and offline features are not available in Standard 2.0 timesheets at this time.

Refer to Web TimeSheet's online help for more information on using timesheets.

Entering Data

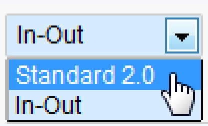
Depending on your licenses, permissions and other assigned settings, you may not have access to some of the timesheet options described below, such as projects, tasks, billing statuses, activities, or user defined fields.

To enter time using a Smart Interface timesheet:

1. Select Timesheet *from the top menu*

Your current timesheet will display, by default.

If the timesheet that displays has* In *and* Out *time entry columns, then you are currently using an In-Out timesheet. You can change to the Standard format by selecting **Settings** from the top, right-hand corner of Web TimeSheet, and then selecting *Standard 2.0* from the **Timesheet format** field.



If the **Timesheet format** field isn't available, or if only *Standard* is listed as an alternative format, you don't have permission to use the Standard 2.0 format.

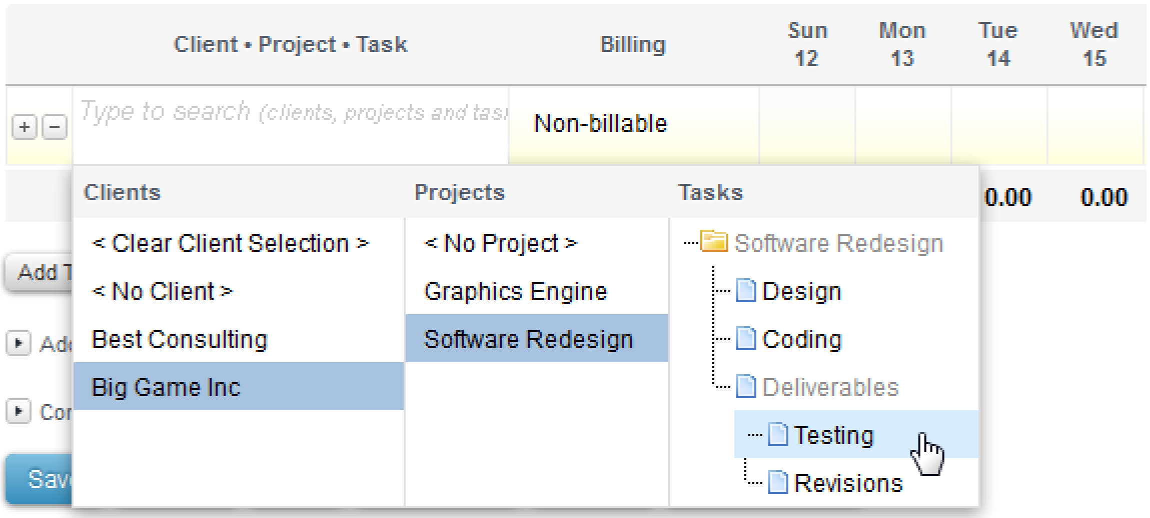
Changing which timesheet period displays
If you want your oldest unsubmitted timesheet to display by default instead of the current timesheet, click the **Settings** button and update the **Default timesheet to display** option.

2. Select tasks to enter time against, if applicable

Find your tasks using the **Client · Project · Task** field:

- Search for a task by entering its name or the name of its client or project in this field, or

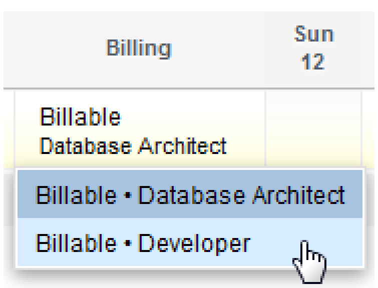
- Click this field, and then select a client in the selector that displays. This will update the lists of projects and tasks to show only ones associated with that client. You can also select a project to filter the list of tasks further.



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

3. *Complete the* **Billing** *column, if available*

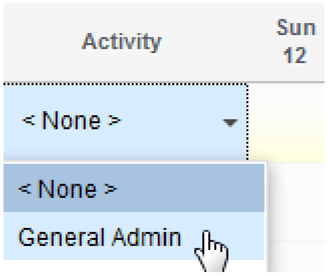
For certain tasks, you may have to select whether the work you performed is billable or not. Or, you may be required to choose at what rate the work should be billed – the project rate, your user/department rate, or a rate associated with a role you are assigned.



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

Enter the duration of time you worked on each task, on the correct day. You can enter comments related to each task in the pop-up that displays when you click each cell.

TIMEATTEND TIMEBILL ***If an* Activities *column appears in your timesheet***, you can select an activity to enter hours against.



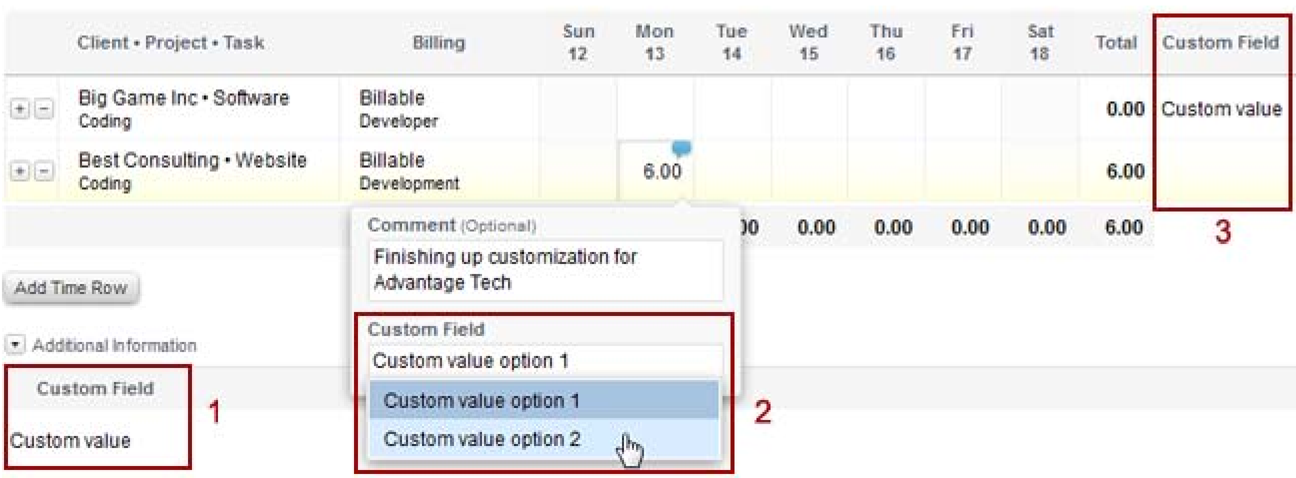
If you don’t enter time against activities, or if you completed work not associated with an activity, simply enter the hours you worked for each day against <*None*>.

☑ ***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:

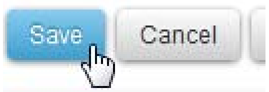


Use these fields to enter additional information at the:

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

☑ You may be able to ***book or add time off*** in your timesheet. For more information on this, refer to Web TimeSheet’s online help.

6. Select **Save**



☑ It is often good practice to enter and save your hours on each day you work, to make it easier to remember task durations and what you worked on.

7. Once your timesheet is complete, select **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 Web TimeSheet's 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 2
Toll-Free Phone:	
North America:	1-877-862-2519 ext 2
Europe/New Zealand:	00-800-8622-5192 ext 2
Australia:	0011-800-8622-5192 ext 2
E-mail:	support@replicon.com
Web-Based Form:	www.replicon.com/Support/RequestHelp.aspx
Fax:	403-233-8046