

Web TimeSheet 4.9 New Features

Administration

- Approval Paths
Approval paths define the approval process and are assigned to individual users in their user profiles. Approval paths have replaced the global Approval Preferences.
- Holidays
The administrator can create holiday calendars -- used to define a set of statutory (civic) holidays -- and assign the calendars to specific users. Assigned holidays are identified in users' timesheets. User can view the holiday calendars from the **Timesheet** screen, depending on their permissions.
- User Hourly Cost History
Users' hourly cost rates have been enhanced to include historical data, ensuring that reports return accurate project costing calculations based on date-specific hourly cost rates.
- New Edit Permission Screen
The **Edit Permission** screen has been enhanced to simplify the setup process for users' access to Web TimeSheet.
- Email Notifications - New Tags
The following new tags have been added to e-mail notifications (where appropriate) to include the name of the user to whom the notification applies:
 - \$FIRSTNAME (displays the user's first name)
 - \$LASTNAME (displays the user's last name)
 - \$NAME (displays the user's name in the format "last, first")
- Time Off Accruals Allow Four Decimal Places
Accruals now accommodate up to four decimal places, without truncating the values (as in previous versions).
- User Quick Add - Add More Check Box
The Add More button on the **Quick Add** screen has been changed to a check box. To use this feature, the administrator will need to select the check box and then save the data.

Projects

- Project Leader Approvals
Project leader approvals can now be disabled at the project level.

Timesheet

- Stopwatch
The Stopwatch feature allows users to keep a precise record of the time they spend working on projects/tasks.

- Offline Timesheet
The Offline Timesheet is a new module that allows users to fill out their timesheets when they are not connected to the Internet. The offline timesheet is an HTML form that users can set up in Web TimeSheet and then e-mail to a computer with limited Internet access. After emailing the timesheet form, a user can go offline and use the HTML form to record their hours. The offline timesheet allows the user to save and/or submit the data by storing the information in their e-mail outbox until they are connected to the Internet.

Approvals

- New Approval Engine
A new Approval engine has been developed to allow more flexibility in setting up approval processes. The administrator creates different approval paths to mimic the organization's current business logic. Each approval path is then assigned to the appropriate users.

Reports

- Department History
Reports have been enhanced to take into account the user's department history, ensuring that cost calculations are allocated correctly.
- New Report - User Holidays
The User Holidays report allows administrators and supervisors to view a list of holidays assigned to various users. Individual users can view a list of their own assigned holidays.
- Fields Added

Timesheet *User Detail*
Approval Path -

Expense Approval *User Detail*
Path -

Client Name - *Timesheet Detail, Project Raw Data*

Client Code - *Timesheet Detail, Project Raw Data*

Expense Date - *Expense Status, Expense Awaiting Approval, Expense Reimbursements*

Incurred Date - *Expense Status, Expense Awaiting Approval, Expense Reimbursements*

- Grouping Options Added

Client Name - *Timesheet Detail*

Client Code - *Timesheet Detail*

Refer to the "Reports Field Matrix" in the documentation library for a complete list of fields and grouping options available in Web TimeSheet 4.9 reports.

Configuration

- Switch User
A new mechanism allows substitute users to quickly switch between users without logging out of Web TimeSheet and logging back in.

System

- Hide Billing Information
A new system preference allows the administrator to show/hide billing information across the application.