

Replicon Microsoft Project 2000 Module

Set up Guide

General

Please note that installing the MS Project 2000 module overwrites any MS Project 98 import/export functionality in Web TimeSheet.

Installation

1. Download the MS Project 2000 import/export executable into an easily identifiable location.
2. Double click on executable "WTSPrj2000.exe" to begin the installation process.
 - a. The initial install screen will appear – click *Next*
 - b. Install module into the First Level of the current Web TimeSheet 3.3 directory – use the *Browse* function to locate directory and click *OK*.
 - c. A window will appear asking you if you want to overwrite an existing file – click *Yes*.
Note: At this point if you chose the wrong directory an error message will appear saying "*invalid directory – exiting install*" and the install will close out, requiring you to start the installation process over.
3. Click on *Next*
4. You are now ready to install the Microsoft Project 2000 module – click *Next* to install the files.
5. Click on *Finish* to complete installation process.
6. Web TimeSheet service must be re-started in order for the installation changes to take effect.

Windows NT/2000

Launch the Services control panel

- a. Start – Settings – control panel – administrative tools – services – right click on Web TimeSheet expert and click on *restart*

Windows 95/98

- a. Stop Web TimeSheet Expert service in System Tray
- b. Right click and select *stop* in drop down list
- c. Restart the service (Click on *start – programs – Web TimeSheet – rt server*) by clicking on *rt Server*, the service will start again automatically.

You have now successfully completed installing the Web TimeSheet Microsoft Project 2000 Module!

Import/Exporting with MS Project 2000

1. Click on Projects heading in top task bar
2. Click on Import/Export Project 2000. This will bring up the initial import/export project screen. Click *Next*
3. Choose either the Import or Export option
4. Use Browse button to locate appropriate file from which to export or import and click *Next*.
NOTE: MS Project files must be saved as an '.mdb' file*.
*To save as an .mdb file, use the following process when in Microsoft Project:
 - a. Click on *file* in the upper left and *save as* in the dropdown list.
 - b. In the window that appears from the "Save as type" drop down box select *Project Database*
 - c. Click on *Save*
5. The default database that Web TimeSheet is installed on will appear as checked, use the *Browse* button to locate the appropriate Web TimeSheet database. Click *Next*
6. Choose the file that you wish to import/export from the box that appears and click on *Import* or *Export*
Note: please highlight only one file at a time.
7. Click *OK* once you have highlighted the file you wish to import/export.
8. Once finished exporting/importing the file you will be brought back to the window that lists the files available for import/export, should you wish to import/export multiple files.
9. Once you are finished importing/exporting the necessary files, click on *Cancel* to return to initial MS Project 2000 import screen