



PREFERENCE FEATURES FOR VERSION 3.+

'Php Web Based Timesheet, And Project Tracking Software'
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6. Preference

Click the "PREFERENCE" icon at the top menu to access the PREFERENCE Module.



Figure 1: Preference Top Menu




Figure 2: Preference Left Menu

6.1 User Preference

User Preference

Click the " General Preference" Tab to update your General Preference.

 **User Preference For Glyes, Dutro**

Details


| | |
|--|--|
| Date Format: | DD-MONTH-YYYY ▾ |
| Name Format: | FName, LName ▾ |
| Currency Preference: | Euro Dollar ▾ |
| List Max Lines Per Page: | 10 |
| Default Thousand Separator (SPC For Space): | , |
| Default Decimal Separator (SPC For Space): | . |
| Task Wrapping: | <input checked="" type="radio"/> Auto Wrap <input type="radio"/> No Wrap |
| Show Only Open Tasks In Open Projects List?: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Expand All Project Tasks By Default?: | <input type="radio"/> Yes <input checked="" type="radio"/> No |

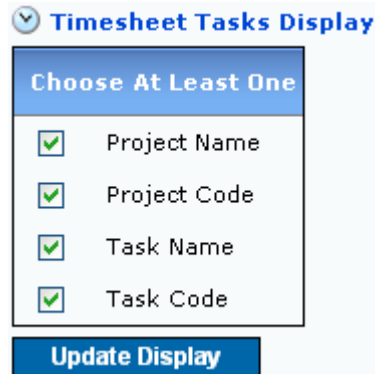
Update Preference

Figure 3: User General Preference

- ◆ **Date Format:** Date display preference. All your dates in system will follow this format
- ◆ **Name Format:** Name display preference. All your names in system will follow this format
- ◆ **Currency Preference:** Default currency. Any currency selection will default to this selected currency symbol
- ◆ **List Max Lines Per Page:** All listings in page will have the total list as shown. Listings that exceed the number will overflow to the next page
- ◆ **Default Thousand Separator (SPC For Space):** Default separator for thousands
- ◆ **Default Decimal Separator (SPC For Space):** Default separator for decimal numbers
- ◆ **Task Wrapping:** Tasks will wrap automatically to a new line during Timesheet activities
- ◆ **Show Only Open Tasks In Open Projects List?:** Only Tasks with Open status will be shown during Project Selections
- ◆ **Expand All Project Tasks By Default?:** Project Treeview to expand or collapse by default

6.1.1 Timesheet Display Preference

Click the " **Timesheet Display**" Tab to update your Timesheet Display Preference.



Timesheet Tasks Display

Choose At Least One


- ☒ Project Name
- ☒ Project Code
- ☒ Task Name
- ☒ Task Code


Update Display

Figure 4: Timesheet Display Preference

- ◆ **Project Name:** Display Project Name is Timesheet Window
- ◆ **Project Code:** Display Project Code is Timesheet Window
- ◆ **Task Name:** Display Task Name is Timesheet Window
- ◆ **Task Code:** Display Task Code is Timesheet Window


6.1.2 Off Days Preference

Click the " Off Days" Tab to update your Off Days Preference.

 **Current Off Days Selection / Off Days Configuration**

| Effective Date | Day Off |
|------------------|-----------------|
| 19-November-2006 | Saturday Sunday |

| Off Days Configuration | |
|-------------------------------------|-----------|
| <input checked="" type="checkbox"/> | Sunday |
| <input type="checkbox"/> | Monday |
| <input type="checkbox"/> | Tuesday |
| <input type="checkbox"/> | Wednesday |
| <input type="checkbox"/> | Thursday |
| <input type="checkbox"/> | Friday |
| <input checked="" type="checkbox"/> | Saturday |

Effective Start Date:
Nov 19 2006 

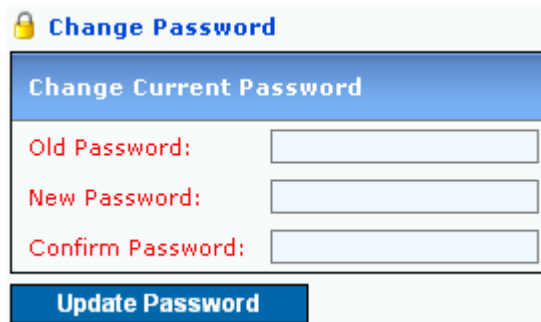
Update Off Days

Figure 5: Off Days Preference

- ◆ **Off Days Configuration:** Define Your Specific Off Day
- ◆ **Effective Start Date:** Effective Start Date of your Off Day

6.1.3 Changing Your Password

Click the " Password" Tab to Change Your Password.




The image shows a web form titled "Change Password" with a lock icon. Below the title is a blue header bar with the text "Change Current Password". Underneath, there are three input fields labeled "Old Password:", "New Password:", and "Confirm Password:". At the bottom of the form is a blue button labeled "Update Password".

Figure 6: Change Password

- ◆ **Old Password:** Your Old Password
- ◆ **New Password:** Your New Password
- ◆ **Confirm Password:** Confirm Your New Password

6.2 Quicklinks

Quicklinks Configuration

Click the “ QuickLinks List” Tab to Configure your Quicklinks settings.

6.2.1 Adding Quicklinks

Quicklinks will 'remember' your favourite pages in the system by adding it to the Quicklinks Menu on your left. Quicklinks feature is activated by default. For every page that supports Quicklinks, click the “Add Quicklinks” button as per the figure below and the menu on your left will be automatically updated.

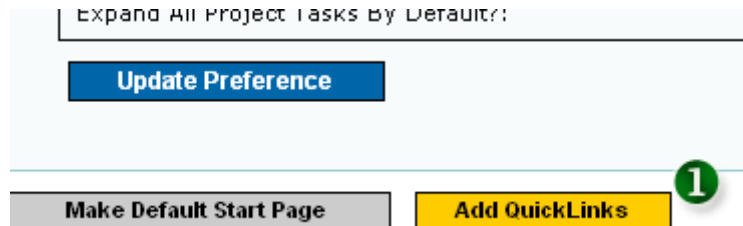


Figure 7: Adding Quicklinks

1. CLICK TO ADD QUICKLINKS

6.2.2 Verifying Quicklinks

After the button is clicked, you can Verify the availability of the page on the Left Hand Quicklinks Menu.

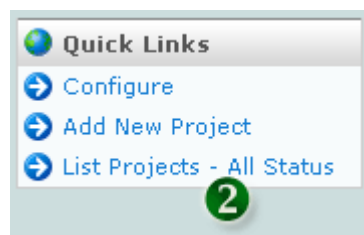


Figure 8: Verifying Quicklinks

2. VERIFY QUICKLINKS ADDED IN THE QUICKLINKS MENU

6.2.3 Removing Quicklinks

To remove the Quicklinks selection, simply click the same button again or remove it from the "Quicklinks List" tab in this page.

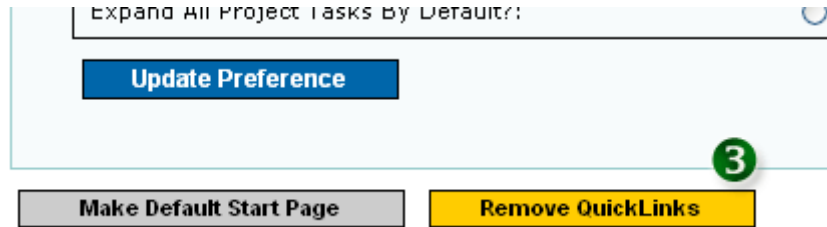


Figure 9: Removing Quicklinks

3. CLICK TO REMOVE QUICKLINKS