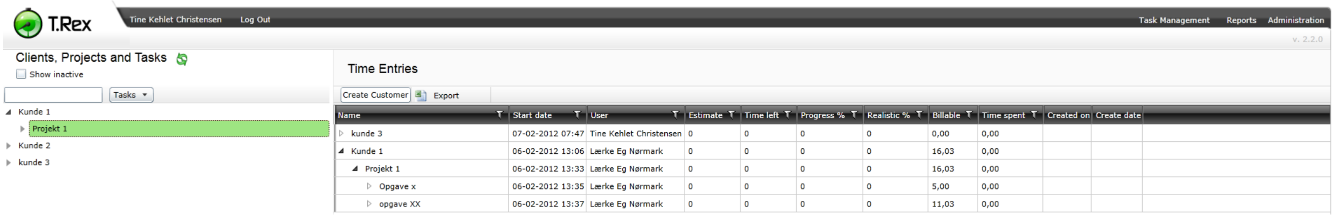
T.Rex Administration Manual

- T.Rex administration
- Create roles
- Create users
- Create customers
- Reports
- Further information and support

T.Rex administration:

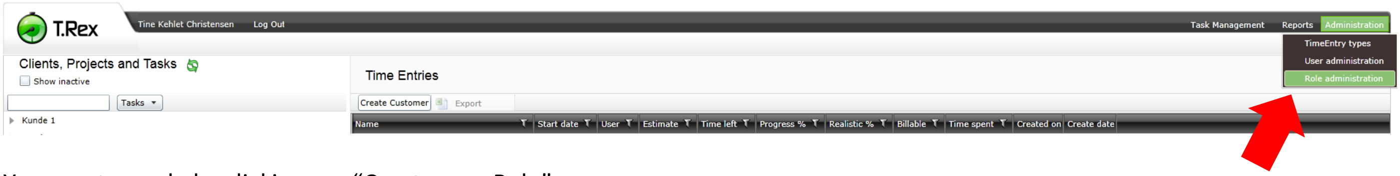
T .Rex administration keeps track of your company's different projects. Here you can create new users, roles and customers. Follow this link to enter T.Rex Administration: http://trexcloud.d60.dk/administration/.

You can use the administration module to get an overview of the different projects in your company, as well as their time consumptions. As you click the different tasks, they will appear with information about calculated time consumption.

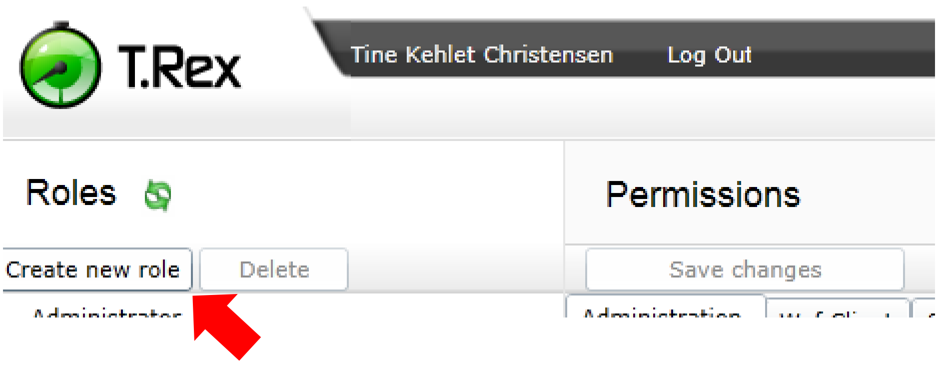


Create roles

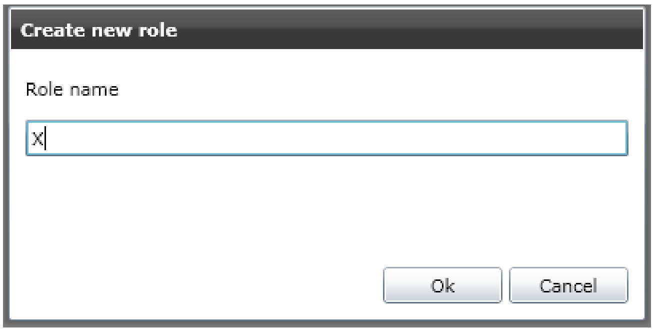
In the T.Rex administration module you are able to create roles and assign specific rights to each role, depending on which function the user has in the system. In order to create the roles you need to click: Administration > Role administration at the upper-right corner of the screen.



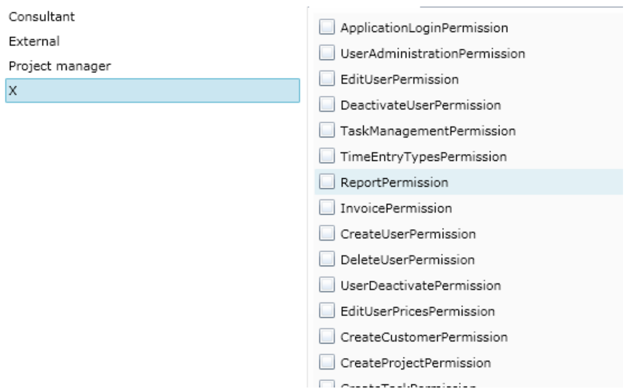
You create a role by clicking on: "Create new Role".



In the pop-up window you type the name of the role.

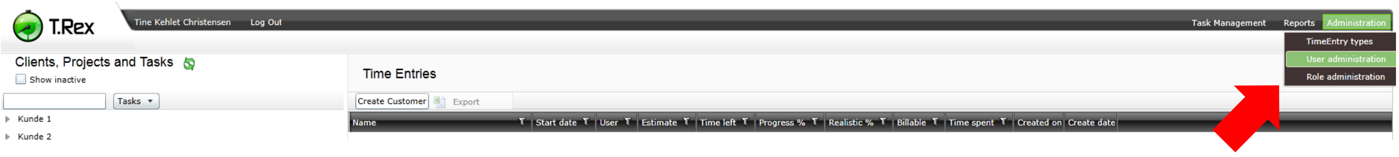


The roles you have created will appear in the left side of the screen. By clicking on each role you will have the opportunity to assign rights. Do not forget to save every time you have made a change. In this way, you will make sure that the changes are registered in the system.

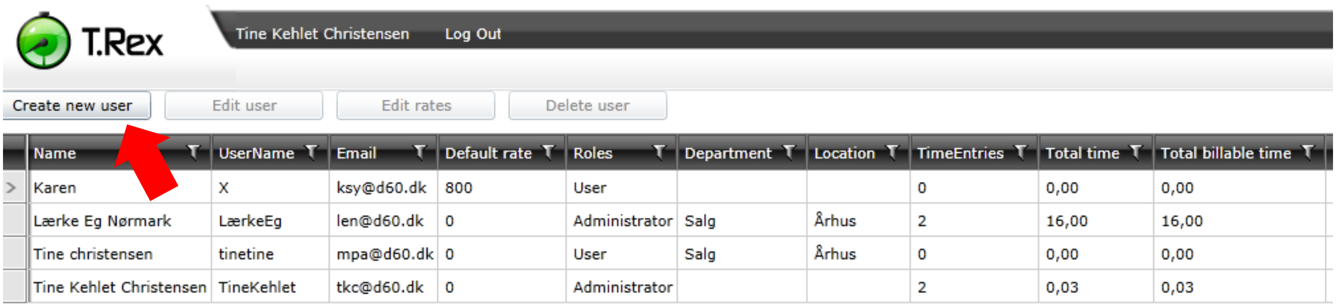


Create users

Before the users can start registering their time in T.Rex, they have to be created in the system by an administrator through the administration module. This module is found in the right corner at the top navigation under: Administration > User administration.

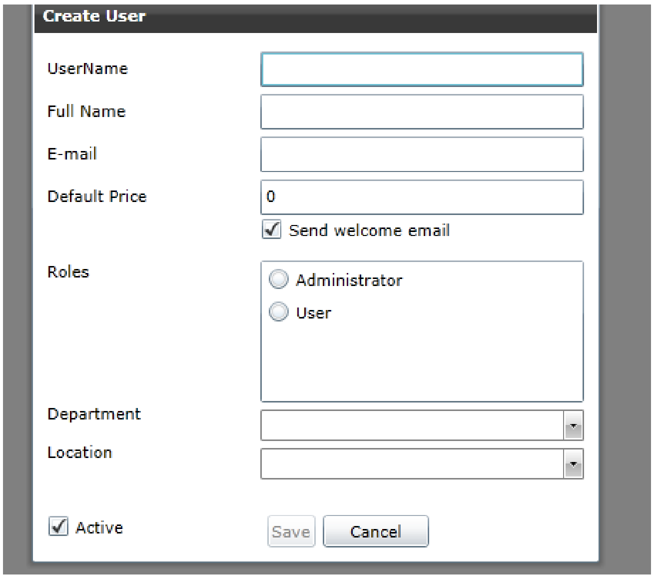


You create users by clicking on: “Create new user”.



Name	UserName	Email	Default rate	Roles	Department	Location	TimeEntries	Total time	Total billable time
Karen	X	ksy@d60.dk	800	User			0	0,00	0,00
Lærke Eg Nørmark	LærkeEg	len@d60.dk	0	Administrator	Salg	Århus	2	16,00	16,00
Tine christensen	tinetine	mpa@d60.dk	0	User	Salg	Århus	0	0,00	0,00
Tine Kehlet Christensen	TineKehlet	tkc@d60.dk	0	Administrator			2	0,03	0,03

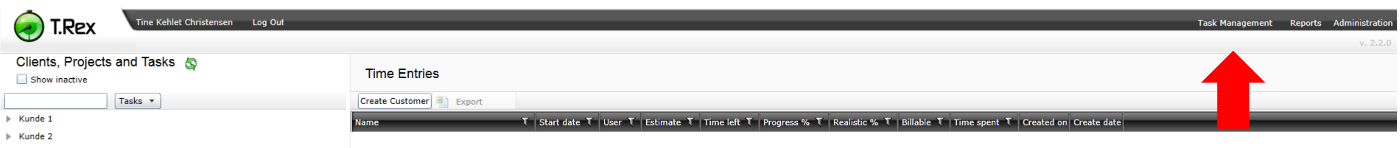
When you create a new user in the system, you need to assign the user one of the roles you have defined in the system. Furthermore you need to type in the hourly rate of the user and define the apartment he is employed, including the location e.g. Aarhus or Copenhagen.



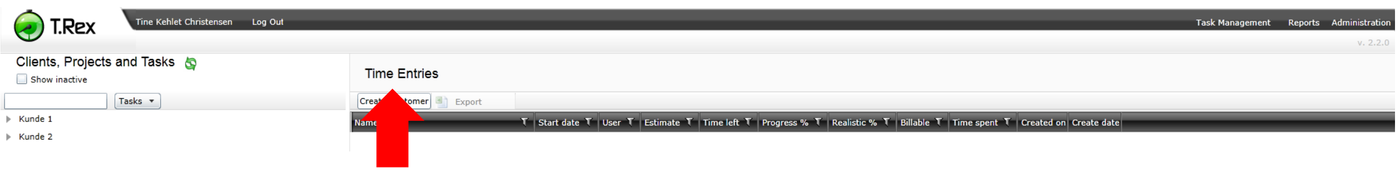
The information will be saved in T.Rex administration regarding generation of reports etc.
Do not remove the check mark in the box “Send welcome email”. The user is dependent on the email to get the typed information and the password to T.Rex.

Create customers

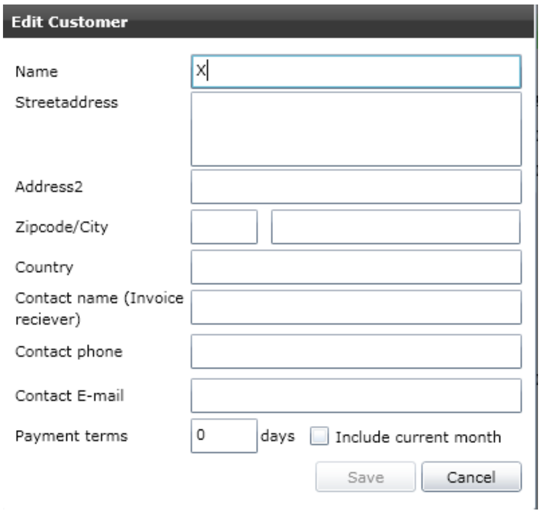
Every customer has to be created before the users can register their time in T.Rex. You create the customer in the administration module by clicking “Task Management” at the upper-right corner of the top navigation.



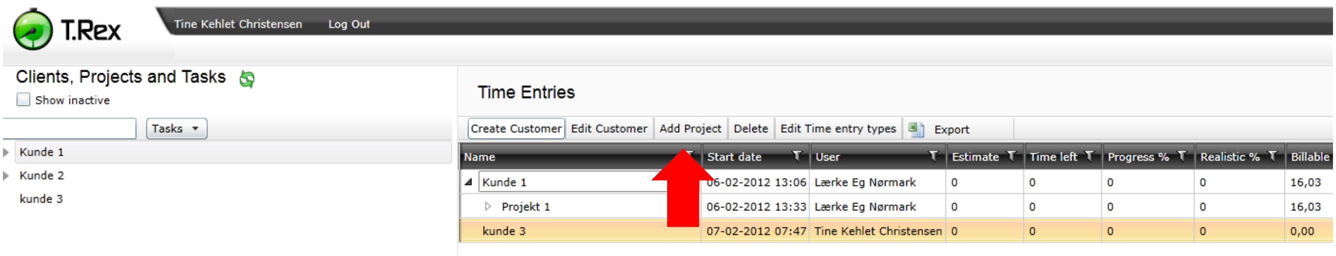
You create customers by clicking on “Create Customer”.



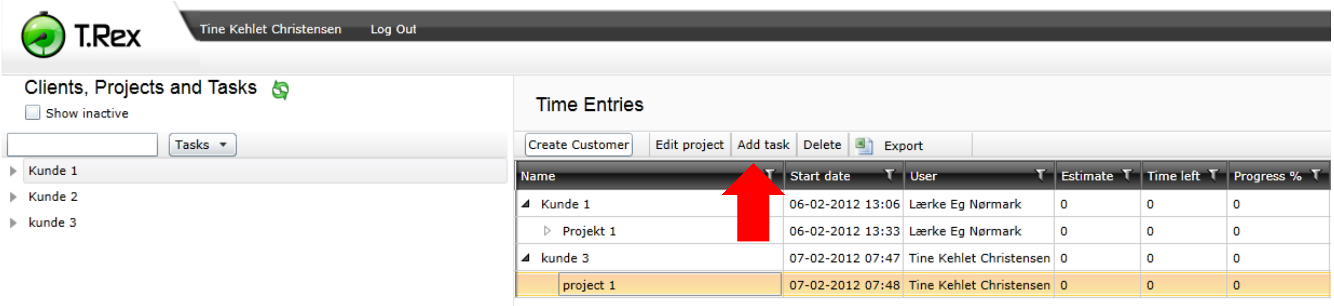
A pop-up window will appear in which you can type the information about your client.



After the customer has been created, tasks can be added to every customer by clicking on "Add project".

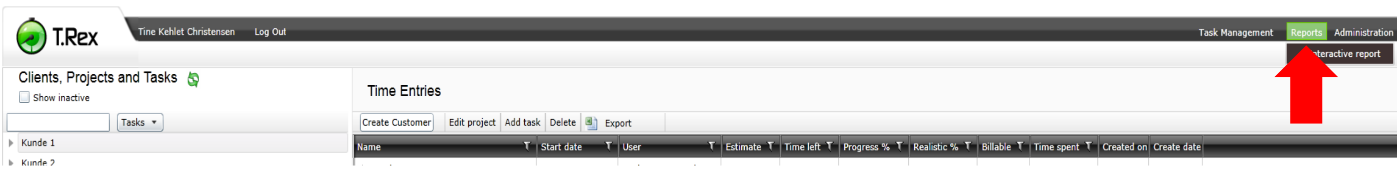


In every project specific tasks can be added by clicking "Add task". The users are able to register their time here.

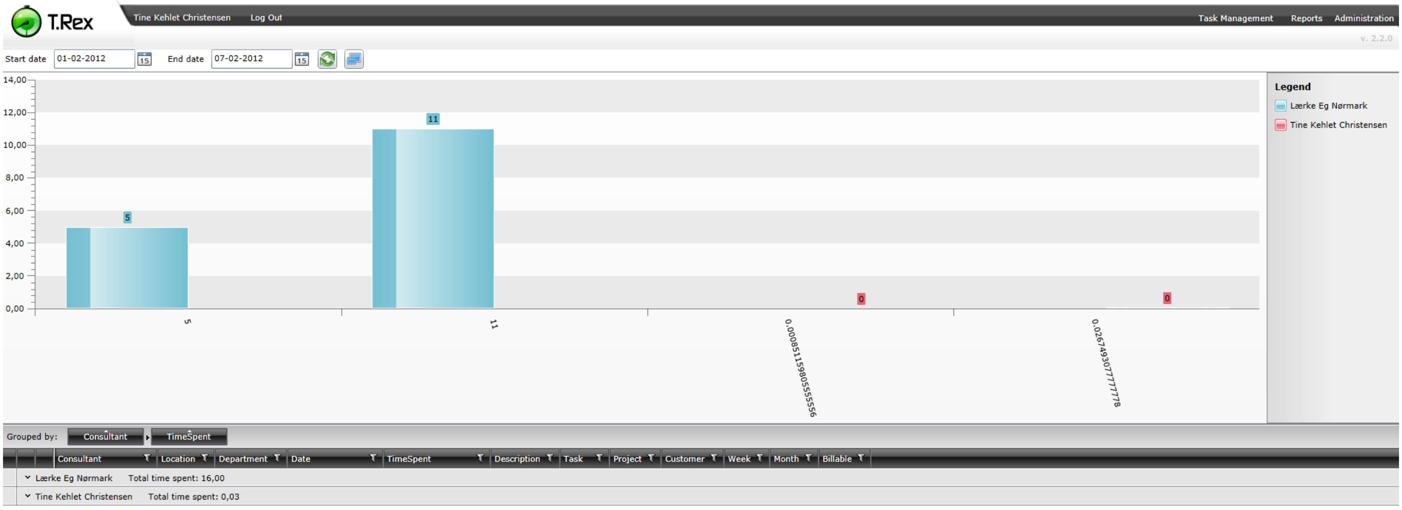


Reports

You constantly have the possibility to withdraw reports in T.Rex. The reports are available in the upper-right corner of the screen: Reports > Interactive report



The report module is interactive. According to which reading you need, you can click on the relevant columns below the table and draw the information needed.



For further Information and Support

You will find more information and support on T.Rex's support site: http://trexsales.d60.dk/home.aspx

If you need any help concerning the use of T.Rex Administration, you are very welcome to contact:

d60, support@d60.dk