

Table of contents

ALPHABETICAL

1. [Ad / remove lines from Favorites](#)
2. [Approve project registrations](#)
3. [Approve/reject weektotals](#)
4. [Change password](#)
5. [Complete week](#)
6. [Edit / delete registration](#)
7. [Edit project information](#)
8. [E-mail, when password is changed](#)
9. [Find activity/task](#)
10. [Find project](#)
11. [Forgot password](#)
12. [No data in the report](#)
13. [Reconcil. \(Balance\)](#)
14. [Register multiple days](#)
15. [Register vacation/absence](#)
16. [Rejected week, what to do](#)
17. [Support](#)

SUBJECT

Time recording

- [Ad / remove lines from Favorites](#)
- [Edit / delete registration](#)
- [Find activity/task](#) - [Find project](#)
- [Register multiple days](#)
- [Register vacation/absence](#)

Project

- [Edit project information](#)

Reports

- [No data in the report](#)
- [Reconcil. \(Balance\)](#)

Week completion and approval

- [Approve project registrations](#)
- [Approve/reject weektotals](#)
- [Complete week](#)
- [Rejected week, what to do](#)

Administration

- [Change password](#)
- [E-mail, when password is changed](#)
- [Forgot password](#)
- [Support](#)

1 Ad / remove lines from Favorites

1. Search for a project
 - Type ahead
 - Choose a project
2. Choose an activity
 - Drop-down list
 - Choose activity
3. Click "Add"
4. Search and add several projects/activities
5. Click the red **x** to remove a line for the favorite list

Favorites

TimeOut - Support TSU 26-06-2017 Go < Week 26 >

Customer/Job	Task	Mo 26-06-2017	Tu 27-06-2017	We 28-06-2017	Th 29-06-2017	Fr 30-06-2017	Sa 01-07-2017	Su 02-07-2017	Total		
Tia Technology TIA 7.5.1.0 (DEV1042)	Account Defects	4	3						7,00	x	
Tia Technology TIA 7.5.1.0 (DEV1042)	Claim Features	1	2	1					4,00	x	
TIA 7.5.1.0 (DEV1042)	..	Add									

[+] Complete week

Account Defects
Account Defects
Account Defects
Account Defects

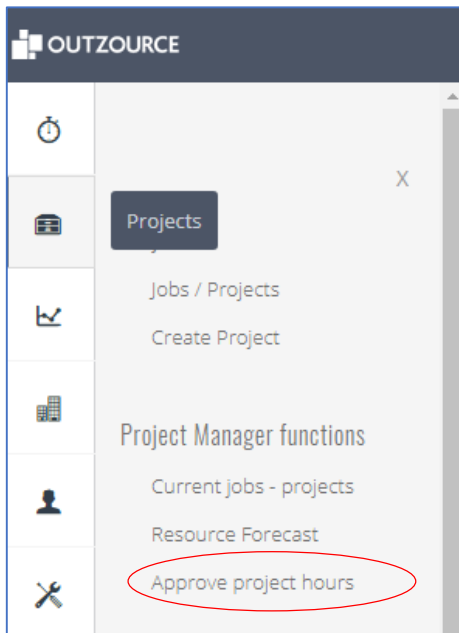
Update

2 Approve project registrations

- MENU:

Projects

Approve project hours




- Search:

- Project

- Choose timeframe

Check each employee if the time registration is correct or not

Click the  to see the activities which the employee has worked on.

Mark the line(s) which can be approved and click the **Approve** button.

Approve job / project hours

Search

Project / Job: Annual License fee (AL1050) From: 01-03-2017 To: 26-08-2017 Search >>

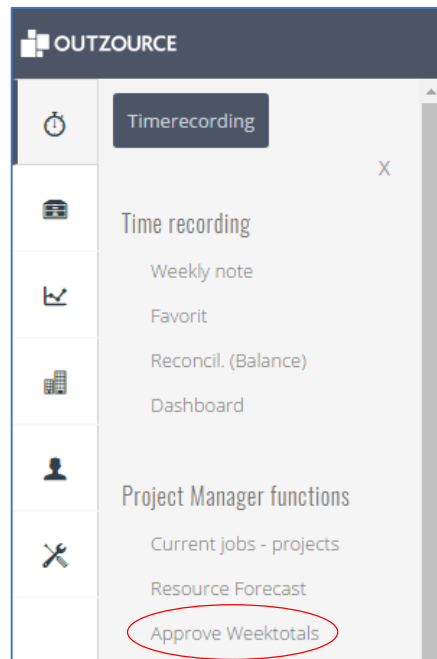
Employee	Mar 2017	Apr 2017	Maj 2017	Jun 2017	Jul 2017	Aug 2017	Total	Approved	
Jonas Skou [jok] ▼				13,00			13,00		<input type="checkbox"/>
- Annual License TIA Core				13					<input type="checkbox"/>
Test user [tu] ▼				4,00			4,00		<input type="checkbox"/>
Total	0,00	0,00	0,00	17,00	0,00	0,00	17,00		Approve

3 Approve/reject weektotals

- Menu:

Timerecording

Approve Weektotals



- Search:

- Project group

- Choose "All"

- Choose Timeframe

Click "Show poll>>"

Check each employee for project hours and absence and if the week has been completed.

If one week IS NOT completed, click "pls. complete week." (an e-mail is send to the employee)

If all weeks are completed, approve or reject - one or more at a time.

Approve weeks for employees

Project groups:
Admin - All project groups, otherwise all you are team leader for.
100 Commercial: Sales Mgt.
300 S&S: PS
320 S&S: Customer Support
330 S&S: Solutions
400 Commercial: Marketing
600 Development (610, 500)
700 Management: CEO, HR, Finance & Administration
All:suppen (alle medarbejdere)
ingen

Employees: (237)
Sue Gutmann [XSGT]
Svetlana Oirda [XSOR]
Søren Bentzen [SBE]
Søren Schmidt [SCH]
Søren Stryhn [SST]
Tanja Borch [XATBO]
Test PM [tp]
Test user [tu]
TimeOut - Support [TSU]

Period
Year: 2017
Month:
februar
marts
april
maj
juni

☐ Show disabled employees.
☐ Only show disa. Terminated within the last 12 months.
☒ Show passive employees

Show employees >>

☐ Export directly to excel (faster load)
(+) Filter: (advanced)

Show poll >>

Print & Functions
Export to .csv >>
Printable

juni 2017
computed per 28. juni 2017 (yesterday incl.)

TimeOut - Support [TSU]

Week - date	Rated	Hours realized (Reported on (thereof activity-) billable) pay period)	Correction (Transferred balance from Last closed period)	Flextime bal. +/- Realized / Rated / Raised	Flextime bal. +/- Accumulated / Realized / Raised	Earned time Saved + (unit)	time off in lieu Disbursed	Wish dis.	Earned time Balance	Holiday held ~ days	Holiday held without salary ~ days	Special holidays held ~ days (incl. paid out)	Ill ~ days	Child sick Week ~ days ~ days	Week closed?	Approve Week?
22 - 28. maj	37,00			-37,00	-37,00										ja	TSU
23 - 5. jun	29,60			-29,60	-66,60										ja	TSU
24 - 12. jun	37,00	5,00	(5,00)	-32,00	-98,60										ja	TSU
25 - 19. jun	37,00	22,20	(22,20)	-14,80	-113,40										ja	Reject/tp. >>
26 - 26. jun	37,00	23,00	(23,00)	-14,00	-127,40											Ask for completion >>
Total	177,36	50,20	(50,20)	(0,00)	-127,40	-127,40	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00		

Approve selected >>

Content

3a Continued - Approve/reject weektotals

Pop-up "Ask for completion"

< week 25 week 27 >

Approve Weekly note week 26 - 2017
For TimeOut - Support [TSU]

Approve week (26)
For approver (leader)

Approve Week
This Week can Not approves until it has been completed by the employee.

Send e-mail with info that Week needs to be completed

[Send message >>](#)

Pop-up Approve/Reject

< week 24 week 26 >

Approve Weekly note week 25 - 2017
For TimeOut - Support [TSU]

Approve week (25)
For approver (leader)

Approve Week
When a Week approves, approves all the registrations of period automaticly

[Approve Week >>](#)

Reject this Week
Reason:

[Reject Week >>](#)

Sends an e-mail to the employee that the weeklynote is rejected and might open approved the weeklynote again.

Pop-up – Confirmation

< week 22 week 24 >

Approve Weekly note week 23 - 2017
For TimeOut - Support [TSU]

Approve week (23)
For approver (leader)

This Week is approved!
13-06-2017 by TimeOut - Support

Reject this Week
Reason:

[Reject Week >>](#)

Sends an e-mail to the employee that the weeklynote is rejected and might open approved the weeklynote again.

Approve/rejected week (! ✓)

III Child sick Week

- days	~ days	closed?	<input type="checkbox"/> Approve Week?
		Ja	<input checked="" type="checkbox"/> TSU
		Ja	<input checked="" type="checkbox"/> V- TSU
		Ja	<input checked="" type="checkbox"/> V- TSU
		Ja	<input type="checkbox"/> Reject/Ap. >>
			Ask for completion >>

0,00 0,00

< week 21 week 23 >

Approve Weekly note week 22 - 2017
For TimeOut - Support [TSU]

Approve week (22)
For approver (leader)

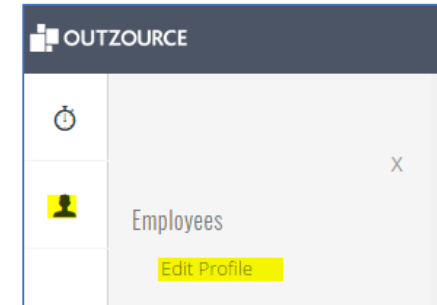
Week is rejected!
13-06-2017 by TimeOut - Support

Approve Week
When a Week approves, approves all the registrations of period automaticly

[Approve Week >>](#)

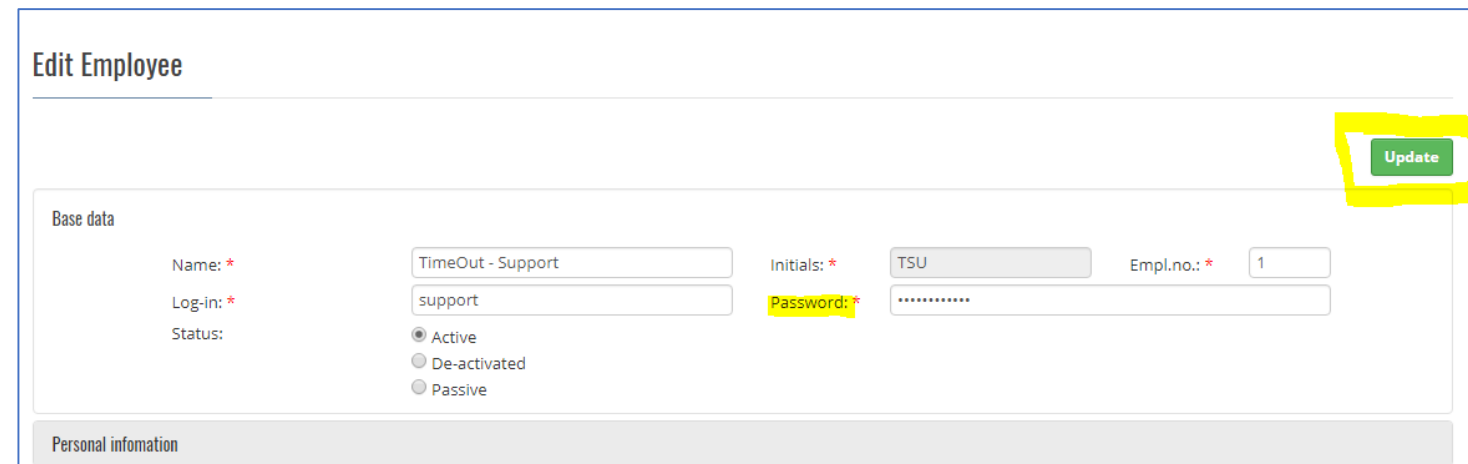
4 Change password

1. Choose in the Menu:
Employees_Edit Profile



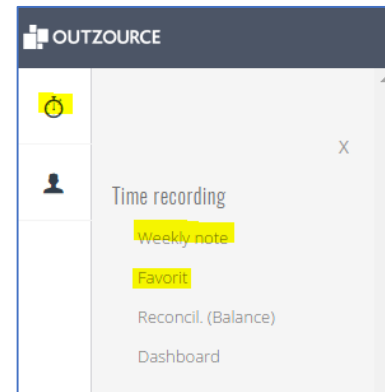
2. Type new password

3. Click "Update"

A screenshot of the 'Edit Employee' form. The form has a title 'Edit Employee' and a 'Base data' section. The 'Base data' section contains fields for 'Name' (TimeOut - Support), 'Log-in' (support), 'Status' (Active, De-activated, Passive), 'Initials' (TSU), 'Password' (highlighted in yellow), and 'Empl.no.' (1). A green 'Update' button is highlighted in yellow in the top right corner. Below the 'Base data' section is a 'Personal information' section.

5 Complete week

- Where to Complete
 - Weekly note
 - Favorite

A screenshot of the 'Weekly note' form. It contains several input fields: 'Admin / Teamlead.' with a dropdown menu showing 'Test user [tu]', a date field with '26/6/2017', a 'Customer/Job' field, and a 'Hours' field. There is also a 'Comment' field at the bottom. A green button labeled '[+] Complete week' is highlighted in yellow.A screenshot of the 'Favorites' form. It contains a search bar with 'Test user tu' and a date field with '26-06-2017'. Below the search bar, there is a table with columns: 'Customer/job', 'Task', 'Ma 26-06-2017', 'Ti 27-06-2017', and 'On 28-06-2017'. A green button labeled '[+] Complete week' is highlighted in yellow.

- How to Complete
 - Mark the week number
 - Click "Complete now >>"

A screenshot of the 'Complete week' page. It shows the user 'Test user [tu]' and their employment period '01-06-2017'. Below this, it says 'Your next period to be completed are: Week: 22, 2017'. A green button labeled 'Complete now >>' is highlighted in yellow. Below the button, there is a green bar chart showing the progress of the week. The text below the bar chart says 'You have registered: 0 hours / 40 = 0 % in week 23 (man. 05-06-2017 - sen. 11-06-2017)'. At the bottom, it says 'Your weeks need to be completed by: man. kl. 12:00 Following week' and a link '[+] View completed periods 2017'.

6 Edit / delete registration

- Edit or delete a registration by typing

A: a new time (number) –

Replace the number

B: Type 0 (zero) = delete

Before

Favorites

TimeOut - Support TSU

26-06-2017

Go

< Week 26 >

Customer/Job	Task	Ma 26-06-2017	Ti 27-06-2017	On 28-06-2017	To 29-06-2017	Fr 30-06-2017	Lø 01-07-2017	Sø 02-07-2017	Total	
Tia Technology TIA 7.5.1.0 (DEV1042)	<div>Account Defects</div>	4	3						7,00	✖
Tia Technology TIA 7.5.1.0 (DEV1042)	<div>Claim Features</div>	1	2	1					4,00	✖

Search customer/job

..

Add

Update

After

Favorites

TimeOut - Support TSU

26-06-2017

Go

< Week 26 >

Customer/Job	Task	Ma 26-06-2017	Ti 27-06-2017	On 28-06-2017	To 29-06-2017	Fr 30-06-2017	Lo 01-07-2017	Se 02-07-2017	Total	
Tia Technology TIA 7.5.1.0 (DEV1042)	<div>Account Defects</div>	0	3						7,00	
Tia Technology TIA 7.5.1.0 (DEV1042)	<div>Claim Features</div>	2	2	1					4,00	
<div>Search customer/job</div>	<div>..</div>	<div>Add</div>								

Update

6a Edit / delete registration

- Edit and deletion on the Weekly Note
- Click the "Blue" hour-number
- A pop-up gives the option to edit the registration
- Correct the hour(s) – that is...replace the number.
- Click Update
- Delete = use the red button

Edit time recording

Edited by: TimeOut - Support 26. juni 2017

Contact: Tia Technology (2001741)

Job: TIA 7.5.1.0 (DEV1042)

Activity: Tech Features

Employee: TimeOut - Support

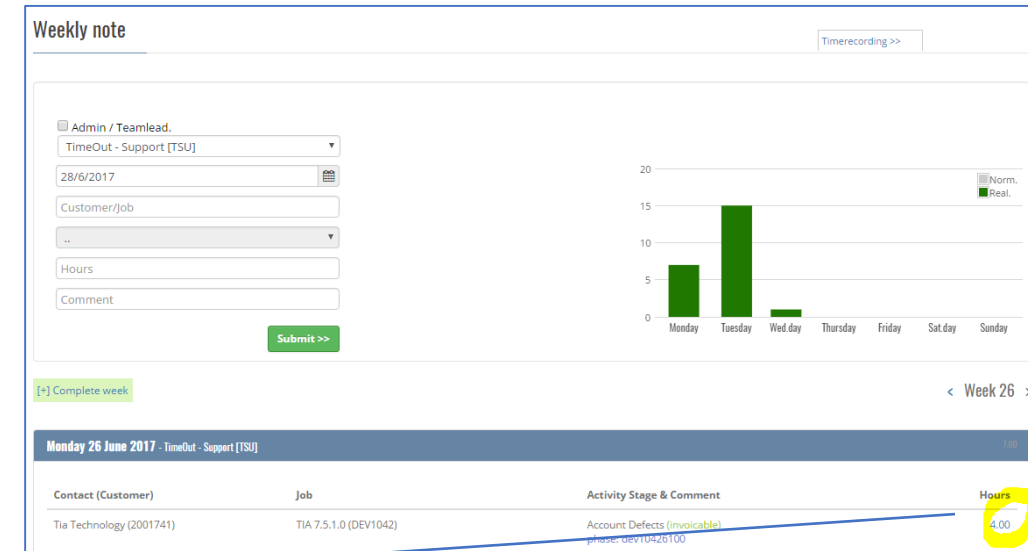
Date: 26 jun 2017

Amount: 2

Tidspunkt: hh:mm hh:mm

Hourly rate: 850 DKK

Comment:

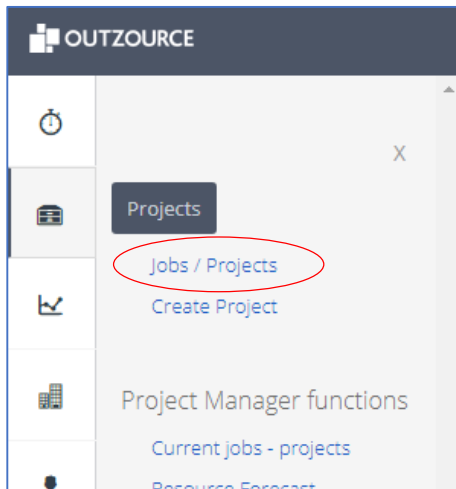


7 Edit project information

- Menu:

Projects

Jobs / Projects

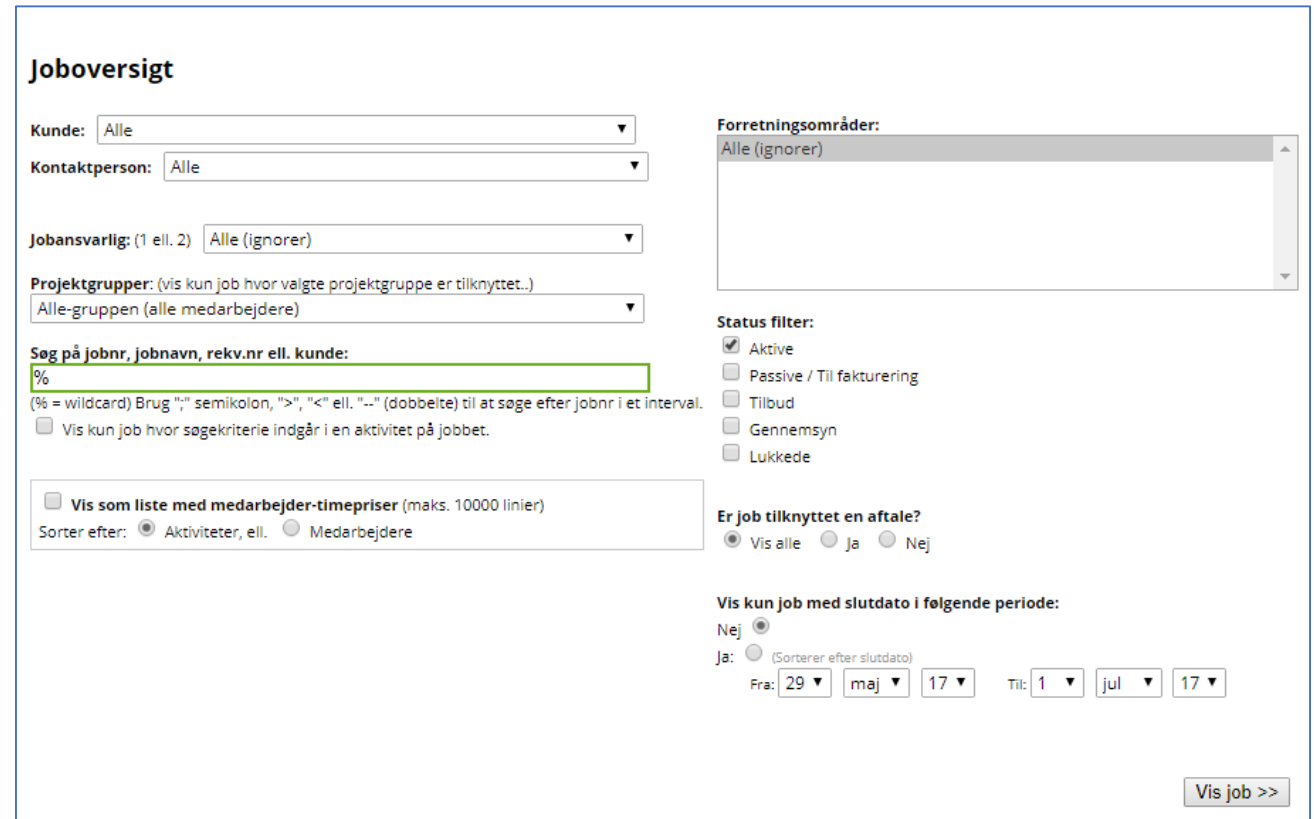


- Search:

Either:

- Customer (kunde)
- PM (Jobansvarlig)
- Project (Green box)

Click “Vis Job >>”

A screenshot of the 'Joboversigt' (Job Overview) page. The page has a dark header with the 'OUTSOURCE' logo. Below the header, there are several filter sections: 'Kunde' (Customer) with a dropdown set to 'Alle'; 'Kontaktperson' (Contact person) with a dropdown set to 'Alle'; 'Jobansvarlig' (Job responsible) with a dropdown set to 'Alle (ignorer)'; and 'Projektgrupper' (Project groups) with a dropdown set to 'Alle-gruppen (alle medarbejdere)'. There is a search bar labeled 'Søg på jobnr, jobnavn, rekv.nr ell. kunde:' with a green border and a '%' wildcard. Below the search bar, there is a checkbox for 'Vis kun job hvor søgekriterie indgår i en aktivitet på jobbet.' and a checkbox for 'Vis som liste med medarbejder-timepriser (maks. 10000 linier)'. To the right of these filters, there is a 'Forretningsområder' (Business areas) section with a dropdown set to 'Alle (ignorer)'. Below that, there is a 'Status filter' section with checkboxes for 'Aktive', 'Passive / Til fakturering', 'Tilbud', 'Gennemsyn', and 'Lukkede'. Further down, there is a section 'Er job tilknyttet en aftale?' (Is the job linked to an agreement?) with radio buttons for 'Vis alle', 'Ja', and 'Nej'. At the bottom right, there is a section 'Vis kun job med slutdato i følgende periode:' (Show only jobs with end date in the following period:) with radio buttons for 'Nej' and 'Ja: (Sorterer efter slutdato)'. The 'Ja' option is selected, and there are date pickers for 'Fra' (From) and 'Til' (To). The 'Fra' date is set to '29 maj 17' and the 'Til' date is set to '1 jul 17'. At the bottom right of the page, there is a button labeled 'Vis job >>'.

Joboversigt

Kunde:

Kontaktperson:

Jobansvarlig: (1 ell. 2)

Projektgrupper: (vis kun job hvor valgte projektgruppe er tilknyttet...)

Søg på jobnr, jobnavn, rekv.nr ell. kunde:

(% = wildcard) Brug ";", ":", ">", "<" ell. "--" (dobbelte) til at søge efter jobnr i et interval.
☐ Vis kun job hvor søgekriterie indgår i en aktivitet på jobbet.

☐ Vis som liste med medarbejder-timepriser (maks. 10000 linier)
Sorter efter: ☒ Aktiviteter, ell. ☐ Medarbejdere

Forretningsområder:

Status filter:
☒ Aktive
☐ Passive / Til fakturering
☐ Tilbud
☐ Gennemsyn
☐ Lukkede

Er job tilknyttet en aftale?
☒ Vis alle ☐ Ja ☐ Nej

Vis kun job med slutdato i følgende periode:
Nej ☒
Ja: ☐ (Sorterer efter slutdato)
Fra: Til:

7a Continued - Edit project information

- Find project on the list
- Click the project name (in blue)

Alka Forsikring A/S (2102) Earnix (PS1129) (Lbn, timer) 24. marts 2017 - 1. januar 2001 Rekvnr.: 0	Aktiviteter (aktive) (18) 01. NAV-SUM billable - offsite billable - onsite billable - travel	0,00 Forkalk: 0,00 Realiseret: 0,00 Heraf fakturerbar: 0,00 Bal. = 0,00 0,00	<input checked="" type="radio"/> Aktiv <input type="radio"/> Passiv/Fak. <input type="radio"/> Tilbud <input type="radio"/> Gen.syn <input type="radio"/> Lukket	Print / PDF >> Kopier job >> Indtast mat./udlæg >> Joblog >> Print joboverblik >> Timeregistrering >> Opret faktura >>	Alle-gruppen (alle m) ✖ Faktureret (basisvaluta): 0,00 DKK
Allianz plc (200031) DNB2 - TFA projekt (PS1065) (Lbn, timer) 1. januar 2017 - 31. december 2017 Rekvnr.: 0	Aktiviteter (aktive) (2) 01. NAV-SUM Priority Support SUBTASK Priority Support	0,00 Forkalk: 0,00 Realiseret: 0,00 Heraf fakturerbar: 0,00 Bal. = 0,00 0,00	<input checked="" type="radio"/> Aktiv <input type="radio"/> Passiv/Fak. <input type="radio"/> Tilbud <input type="radio"/> Gen.syn <input type="radio"/> Lukket	Print / PDF >> Kopier job >> Indtast mat./udlæg >> Joblog >> Print joboverblik >> Timeregistrering >> Opret faktura >>	Alle-gruppen (alle m) ✖ Faktureret (basisvaluta): 0,00 DKK
Alm. Brand Forsikring (212400) Upgrade support (PS1138) (Lbn, timer) 13. juni 2017 - 1. januar 2001 Rekvnr.: 0	Aktiviteter (aktive) (2) 01. NAV-SUM SUBTASK	0,00 Forkalk: 0,00 Realiseret: 0,00 Heraf fakturerbar: 0,00 Bal. = 0,00 0,00	<input checked="" type="radio"/> Aktiv <input type="radio"/> Passiv/Fak. <input type="radio"/> Tilbud <input type="radio"/> Gen.syn <input type="radio"/> Lukket	Print / PDF >> Kopier job >> Indtast mat./udlæg >> Joblog >> Print joboverblik >> Timeregistrering >> Opret faktura >>	Alle-gruppen (alle m) ✖ Faktureret (basisvaluta): 0,00 DKK
Assurator ApS (2380) Assurator - Consulting Ad Hoc (PS1039) (Lbn, timer) 1. januar 2001 - 1. januar 2001 Rekvnr.: 0	Aktiviteter (aktive) (14) 01. NAV-SUM billable-travel Consulting Ad Hoc	0,00 Forkalk: 0,00 Realiseret: 0,00 Heraf fakturerbar: 0,00 Bal. = 0,00 0,00	<input checked="" type="radio"/> Aktiv <input type="radio"/> Passiv/Fak. <input type="radio"/> Tilbud <input type="radio"/> Gen.syn <input type="radio"/> Lukket	Print / PDF >> Kopier job >> Indtast mat./udlæg >> Joblog >> Print joboverblik >> Timeregistrering >> Opret faktura >>	Alle-gruppen (alle m) ✖ Faktureret (basisvaluta): 0,00 DKK
Assurator ApS (2380) KLP L&P Phase 2 (PS1048) (Lbn, timer) 1. januar 2001 - 31. december 2015 Rekvnr.: 0	Aktiviteter (aktive) (6) 01. NAV-SUM Billable travel tim Development Non billable travel	0,00 Forkalk: 0,00 Realiseret: 0,00 Heraf fakturerbar: 0,00 Bal. = 0,00 0,00	<input checked="" type="radio"/> Aktiv <input type="radio"/> Passiv/Fak. <input type="radio"/> Tilbud <input type="radio"/> Gen.syn <input type="radio"/> Lukket	Print / PDF >> Kopier job >> Indtast mat./udlæg >> Joblog >> Print joboverblik >> Timeregistrering >> Opret faktura >>	Alle-gruppen (alle m) ✖ Faktureret (basisvaluta): 0,00 DKK
Assurator ApS (2380) Tryg project (PS1137) (Lbn, timer) 6. juni 2017 - 1. januar 2001 Rekvnr.: 0	Aktiviteter (aktive) (2) 01. NAV-SUM TIA-4051 Data for Tr SUBTASK TIA-4051 Data for Tr	0,00 Forkalk: 0,00 Realiseret: 0,00 Heraf fakturerbar: 0,00 Bal. = 0,00 0,00	<input checked="" type="radio"/> Aktiv <input type="radio"/> Passiv/Fak. <input type="radio"/> Tilbud <input type="radio"/> Gen.syn <input type="radio"/> Lukket	Print / PDF >> Kopier job >> Indtast mat./udlæg >> Joblog >> Print joboverblik >> Timeregistrering >> Opret faktura >>	Alle-gruppen (alle m) ✖ Faktureret (basisvaluta): 0,00 DKK

7b Continued - Edit project information

- Choose the TAP “Job & Aktivitet”
 - NAV-SUM are the tasks from NAV
- (Do not edit these)
- SUBTASK are created automatically
 - New tasks can be added in two ways:
 - Tilføj Stam-Aktivit...
 - Opret ny aktivitet

REMEMBER.

To give the new task(s) the account number to be used for NAV integration

The screenshot displays the NAV software interface, divided into two main panels. The left panel, titled 'Jobstamdata - Rediger', contains fields for 'Kunde' (Assurator ApS), 'Kontaktperson / filial' (Ingen), and 'Jobnavn' (KLP L&P Phase 2). It also includes a 'Tilbudsnr.' field and a 'Tilknyttet job til aftale?' dropdown. The right panel, titled 'Job forkalkulation og budget', shows financial data including 'Bruttoomsætning' (0,00 DKK), 'Nettoomsætning' (0,00 DKK), and a table of activities. The table has columns for 'Navn', 'Fase', 'Status', 'Type', 'Konto (akt/nr)', 'Timer', 'Pr. time', 'Pris i alt', and 'Res. Slet beløb'. The table lists activities like '01. NAV-SUM', 'Bilable travel time', 'Development', and 'Non billable travel time'. A red circle highlights the 'Konto (akt/nr)' column for the 'SUBTASK' phase, showing values like 'PS10482015', 'PS10482901', and 'PS10482020'.

7c Continued - Edit project information

Add Stam-aktivitetsgr.

- Mark “New subtasks”
- Type the Phase name (TIP. Copy it from project page. It has to be exactly the same)
- Click “Indlæs gruppe..”

Tilføj aktiviteter: [\[+\] Indstil Proj.gruppeadgang & medarb. timepriser på aktiviteter.](#) [\[x\]](#)

Stamaktivitetsgruppe(r):
Kombiner gerne flere, hold [ctrl] nede

(Ingen)
New subtasks (5) (5 stk.)

Angiv fase: subtask

Tilføj	Navn	Fase	Status	Type	Timer	Stk.	Grundlag	Pr. Stk./Time	Pris i alt DKK
<input checked="" type="checkbox"/>	New Subtask	subtask	Aktiv	Fakture.	0,00	0,00	Timer	0,00	= 0,00
<input checked="" type="checkbox"/>	New Subtask	subtask	Aktiv	Fakture.	0,00	0,00	Timer	0,00	= 0,00
<input checked="" type="checkbox"/>	New Subtask	subtask	Aktiv	Fakture.	0,00	0,00	Timer	0,00	= 0,00
<input checked="" type="checkbox"/>	New Subtask	subtask	Aktiv	Fakture.	0,00	0,00	Timer	0,00	= 0,00
<input checked="" type="checkbox"/>	New Subtask	subtask	Aktiv	Fakture.	0,00	0,00	Timer	0,00	= 0,00

[Indlæs gruppe på job >>](#)

7d Continued - Edit project information

“Opret ny aktivitet”

- Type Name
- Choose “Subtask” under Fase:
- Click “Opdater >>”

Opret ny aktivitet

Opdater >>

* Aktivitets navn: Akt. nr / Varenr:
(maks 100 karak. må ikke indeholde 'apostrof eller "situations-tegn")

Status:

Fase: **subtask**

Maks 100 karakterer. Må ikke indeholde .punktum, 'apostrof, &-tegn eller mellemrum.

Kontakt | Job: (multi-tildel samtidig på andre aktive job og tilbud)

Alka Forsikring A/S (2102) Earnix (PS1129) Antal atk.: 18
Alka Forsikring A/S (2102) Alka.dk Gavekort (PS1134) Antal atk.: 2
Allianz plc (200031) DNB2 - TFA projekt (PS1065) Antal atk.: 2
Alm. Brand Forsikring (212400) Upgrade support (PS1138) Antal atk.: 2
Assurator ApS (2380) Assurator - Consulting Ad Hoc (PS1039) Antal atk.: 14
Assurator ApS (2380) KLP L&P Phase 2 (PS1048) Antal atk.: 6

Antal aktive job og tilbud: 152

8 E-mail, when password is changed

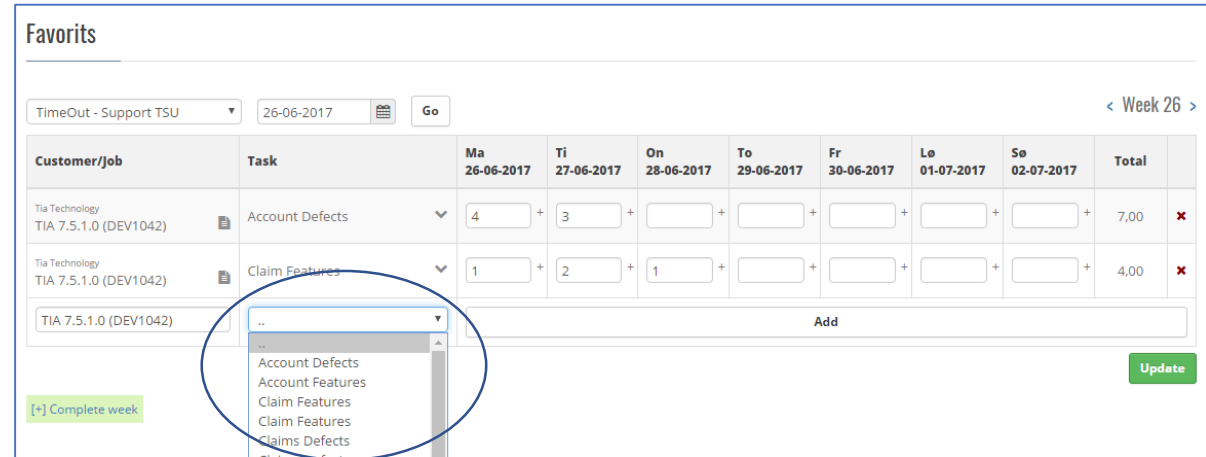
- If the administrator or the user changes the password, an e-mail is send to the user with info about the password.
- All e-mails are send encrypted.
- The e-mail is send to the user, to help, as passwords in TimeOut cannot be seen by anyone – even the administrator.

9 Find activity

- If an activity cannot be found either on the Weekly note or the Favorite list, it can be because of:
 1. It does not exist
 2. You do not have access to that activity
 3. It is not yet active
 4. A budget has not been added to the specific activity

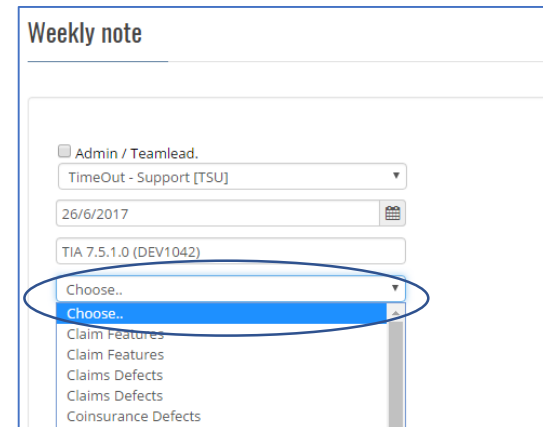
Solution:

- Contact the Project manager for further information



The 'Favorites' interface displays a table with columns for Customer/Job, Task, and days of the week (Ma, Ti, On, To, Fr, Le, Se) along with a Total column. The table contains two rows of data for 'Tia Technology TIA 7.5.1.0 (DEV1042)'. The first row is for 'Account Defects' with values 4, 3, and a total of 7.00. The second row is for 'Claim Features' with values 1, 2, and a total of 4.00. A dropdown menu is open for the 'Task' column, showing a list of activities including 'Account Defects', 'Account Features', 'Claim Features', 'Claim Features', 'Claims Defects', and 'Claims Defects'. The 'Add' button is visible at the bottom right of the table.

Customer/Job	Task	Ma 26-06-2017	Ti 27-06-2017	On 28-06-2017	To 29-06-2017	Fr 30-06-2017	Le 01-07-2017	Se 02-07-2017	Total
Tia Technology TIA 7.5.1.0 (DEV1042)	Account Defects	4	3						7,00
Tia Technology TIA 7.5.1.0 (DEV1042)	Claim Features	1	2	1					4,00



The 'Weekly note' interface shows a form with fields for 'Admin / Teamlead.', 'TimeOut - Support [TSU]', '26/6/2017', and 'TIA 7.5.1.0 (DEV1042)'. A dropdown menu is open for the 'Task' field, showing a list of activities including 'Choose..', 'Choose..', 'Claim Features', 'Claim Features', 'Claims Defects', 'Claims Defects', and 'CoInsurance Defects'.

10 Find project

- If a project cannot be found on either Favorites or the Weekly Note page, it can be because:
 1. It does not exist
 2. You do not have access to the project
 3. It is not yet active
 4. The start date is later than the chosen time frame

Solution:

- Contact the project manager for further information

Favorit liste

TimeOut - Support TSU < Uge 24 >

Kunde/Job	Aktivitet	Ma 2017-06-12	Ti 2017-06-13	On 2017-06-14	To 2017-06-15	Fr 2017-06-16	Lø 2017-06-17	Sø 2017-06-18	Total
Annual License Fee AAS Balta	Annual License Fee	2							2
del	del								
Deloitte - Training (PS1046)									
Old Mutual - TIA IT Architecture Review (I									
RSA/Deloitte Product QA and TIA upgrad									
Delta Lloyd Services, Annual License Fee									
Delta SE CL upgrade, Data Deletion and s									
Delivering estimates to Zurich GC (PS106									

Tilføj

Opdater

Weekly note

☐ Admin / Teamlead.

TimeOut - Support [TSU]

20/6/2017

tia

Allianz plc 200031

Allianz - TIA Services Implementation (PS1041)

Allianz plc, Annual License Fee, TIA User License (/

TIA Services Consulting (PS1072)

Deloitte Consulting (Pty) Ltd 200177

Old Mutual - TIA IT Architecture Review (PS1068)

Deloitte Svergie Filial AF Deloitte AB, Svergie 2001

RSA/Deloitte Product QA and TIA upgrade suppor

..

Hours

Comment

Submit >>

11 Forgot password

- If you forget your password a new password can be issued by using the link on the Sign-in page
- If you type your password wrong three times, just close your browser and reopen TimeOut.
- Alternative to the above is to contact Outzource support on this number: +45 25 36 55 00



OUTZOURCE
TIMEOUT

Have a Nice Tuesday

support

.....

☒ Husk mig

[Forgot password](#)

Sign in →

[tia]

12 No data in the report

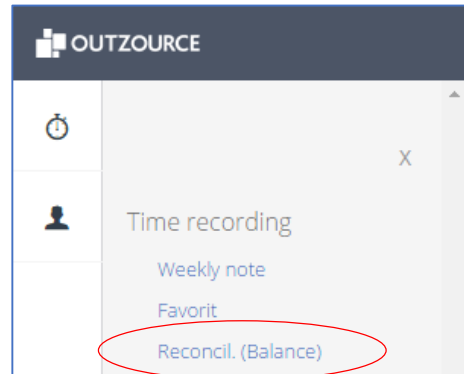
- If a Report is empty (no data), please check for one of these reasons:
 1. Date frame (from and to)
 2. Project status
 3. Employee filter
 - As well as the status of the employees (active, passive, de-activated)
 4. There are no registrations = no data
 5. Project has been deleted
 6. Customer has been deleted
- 7. IF none of the above are the case, please contact Outsource support:
[Support](#)

13 Reconcil.(Balance)

- MENU:

Time recording

Reconcil. (Balance)



- View

The report shows the hours registered as well as all registered absence

NOTE: The report is calculated from yesterday

	Rated	Hours realiseret (reported on activity)	(thereof billable)	Correction (transferred balance from last complete pay period)	Flextime bal. +/- Actual / prescribed	Flextime bal. +/- Accumulated Actual / prescribed	Earned time Saved + Time off in lieu (enh.) - hours	Disbursed	Desired paid	Earned time Balance	Vacation held - days	Vacation held without pay - days	Floating holidays held - days (Incl. Disbursed)	Sick - days	Child sick - days
januar 2017	162,80				-162,80	-15.547,40 >> -15.710,20									
februar 2017	148,00				-148,00	-15.858,20									
marts 2017	170,20				-170,20	-16.028,40									
april 2017	125,80				-125,80	-16.154,20									
maj 2017	148,00	17,00	(17,00)		-131,00	-16.285,20									
juni 2017	140,60	50,20	(50,20)		-90,40	-16.375,60									
Total in Per.	895,40	67,20	(67,20)	0,00	-828,20	-16.375,60	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Grandtotal						-16.375,60	0,00	0,00	0,00	0,00	0,00				

14 Register multiple days

- Both the Weekly note and Favorites support multiple day registration.
- Use the *-sign (multiply)
- The Multiplier is numbers of calendar days
- Example
 - 7,4 hours is the stated hours per day
 - You register two weeks of vacation = 14 calendar days
 - Type 7,4*14 (wo space) – in the field of the first holiday:

15 Register vacation/absence

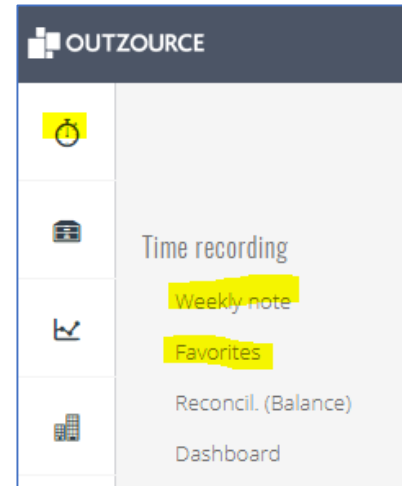
- Registration of vacation and absence is done the same way as project registration.
- The Project is called INTERN
- The activities are:
 - Illness
 - Holiday
 - Extra holiday
 - Unpaid leave
 - Maternity/Paternity leave
 - Time off due to travel (LT)
 - Paid leave

Remember to add a comment for the activity

16 Rejected week, what to do

- If a week is rejected, all you need to do is correct it and Complete it again.

- Corrections are made either:
 - Weekly note
 - Favorites



- Complete week is described here: [Complete week](#)

17 Support

Contact Outsource

- Phone + 45 25 36 55 00
- E-mail support@outsource.dk

TimeOut – Easy start

