Alliance Timesheets
Reports quick guide

Contents

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1- *Click on your "Contract Base scope" menu item:*

2- *Define the period of data you want to see:*

3- *Details and explanation on the report:*

Goal of this report: display all hours spent on the contract base scope (i.e. only CWP, not variations) for a determined period: the user has to define the start date and the end date for the report generation.

Timesheet taken into account in this reports are TS whose "Timesheet date" is included between the "From date" (incuded) and "To date" (incuded) parameters.

Only Payable hours are displayed (exemple below of payable hours on a TS detail).

Hours on "agreed suspension" timesheets are not taken into account. These hours are displayed in the "Agreed suspension" report.
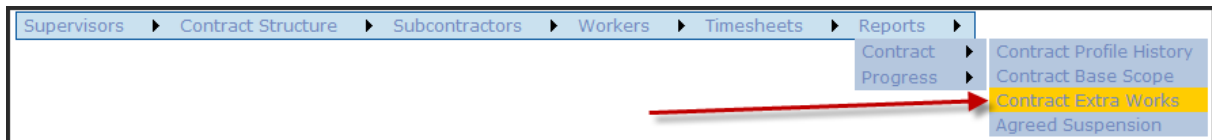
All the contract base scope appears in this report, even if no data has ever been submitted on a specific CWP.

Detail of columns in the report:

- *Up to "Start Date": Man hours spent from the beginning to the "Start Date"*

- *Actual: The man hours spent on the period*

- *To Date "End date": up to "Start Date" + Actual*

- *To Go: Total Allocated – To Date "End date":*

1- Click on your "Contract Extra works" menu item:

Supervisors ▸	Contract Structure ▸	Subcontractors ▸	Workers ▸	Timesheets ▸	Reports ▸	
					Contract ▸	Contract Profile History
					Progress ▸	Contract Base Scope
						Contract Extra Works
						Agreed Suspension

2- Define the period of data you want to see:

Please select your parameters :

From Date* : `01-Feb-11`   To Date* : `28-Feb-11`   [View Report]

Enter your parameters and click on "View report"

3- Details and explanation on the report:

Goal of this report: display all hours spent on the variations (i.e. only variations) for a determined period: the user has to define the start date and the end date for the report generation.

Timesheet taken into account in this reports are TS whose "Timesheet date" is included between the "From date" (incuded) and "To date" (incuded) parameters.

Only Payable hours are displayed (exemple below of payable hours on a TS detail).

			Payable						Non Payable	
			Prod	UnProductive						
Last Name	First Name	Trade	P	T	M	W	I	O	R	O
BANG-OEN	Suwit	HELPER	0	0	0	0	0	10	0	0

payable hours

Only Payable hours are displayed.

Hours on "agreed suspension" timesheets are not taken into account. These hours are displayed in the "Agreed suspension" report.

All the variations defined in the contract's structure appear in this report, even if no data has never been submitted on a specific variation. Moreover, hours spent on undefined variations (i.e. "Other" text box in timesheet submission) for the specified period appear in the report in the "Others" discipline.

<u>*Detail of columns in the report:*</u>

- *<u>Up to "Start Date"</u>: Man hours spent from the beginning to the "Start Date"*

- *<u>Actual</u>: The man hours spent on the period*

- *<u>To Date "End date"</u>: up to "Start Date" + Actual*

- *<u>To Go</u>: Total Allocated – To Date "End date":*

1- Click on your "Agreed suspension" menu item:
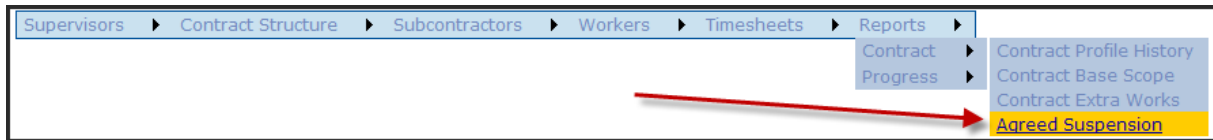
2- Define the period of data you want to see:

3- Details and explanation on the report:

Goal of this report: display all suspension hours spent on the base scope and the variations for a determined period: the user has to define the start date and the end date for the report generation.

Timesheet taken into account in this reports are TS whose "Timesheet date" is included between the "From date" (incuded) and "To date" (incuded) parameters.
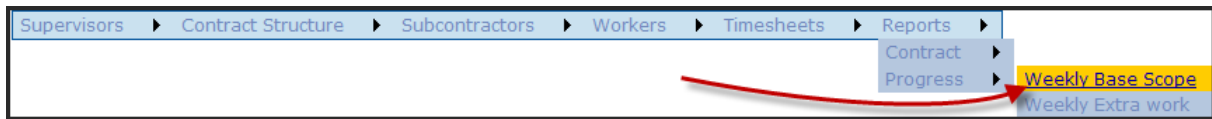
Only "Weather Hours" are displayed.

Detail of columns in the report:

- *Timesheet Number*

- *Timesheet Date*

- *The scope*

- *Main activities:* in order to display the agreed suspension reference number

- *Total Man Hours:* The man hours spent on the period

Progress – Weekly base scope

1- Click on your "Weekly base scope" menu item:

Supervisors ▶	Contract Structure ▶	Subcontractors ▶	Workers ▶	Timesheets ▶	Reports ▶	
					Contract ▶	
					Progress ▶	**Weekly Base Scope**
						Weekly Extra work

2- Define the week you want to see:

Please select your parameters :

From Date* : 28-Mar-11   View Report

Report is displayed for a given week, so just enter the first day of the wanted week and click on "view report"

3- Details and explanation on the report:

Goal of this report: display for each CWP of the contract base scope, how many hours have been spent by type of hour (Productive, travel, materials,…) by how many workers and this detailled for each day of a defined week: the user has to define the week start date for the report generation and then it generates a weekly of 6 following days (for example: you start on Saturday, the weekly will include all data from Saturday to Friday included).

All types of hours are displayed (payable and non payable hours).

Hours on "agreed suspension" timesheets are taken into account.

All the contract base scope appears in this report, even if no data has ever been submitted on a specific CWP.

When values are equal to zero, cells are leaved as blank.
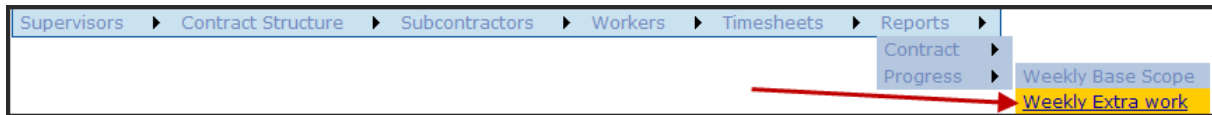
Detail of columns in the report:

- **Detail by day**

  - **Man**: number of workers who worked on the scope for the day and for this type of hours. This figure is not the real figure. It is calculated as follow: **nb hours / 10**.

  - **Hours**: total worked hours for a scope/day/type of hours

- **Weekly summary:** sum of man and hours for each day with detail by type of hours

- ***Overall summary:*** *overall sum of man and hours for the week*

- ***Total number of workers (real):*** *Number of workers who worked on the base scope for the day (based on the quantity of name counted by the sytem who submitted hours on base scope). A worker is counted only one time (even if he worked on several portion of the base scope for the considered day)*

- ***Total number of workers (redundant):*** *Number of workers who worked on the base scope and also on variations for the day. A worker is counted only one time.*

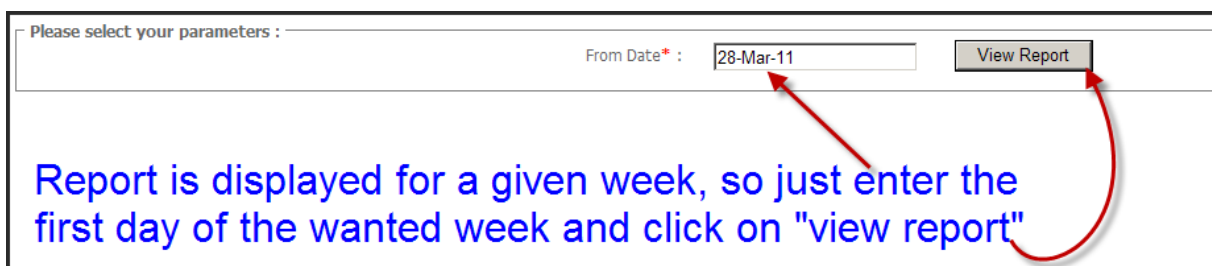- ***Total number of workers (proposed):*** *total number of workers for the day proposed by the system. Total = Tot workers (name) - tot workers (redundant)*

Progress – Weekly Extra works

1- Click on your "Weekly Extra work" menu item:

2- Define the week you want to see:

Report is displayed for a given week, so just enter the first day of the wanted week and click on "view report"

3- Details and explanation on the report:

Goal of this report: *display for each variation of the contract, how many hours have been spent by type of hour (Productive, travel, materials,…) by how many workers and this detailled for each day of a defined week: the user has to define the week start date for the report generation and then it generates a weekly of 6 following days (for example: you start on Saturday, the weekly will include all data from Saturday to Friday included).*

All types of hours are displayed (payable and non payable hours).

Hours on "agreed suspension" timesheets are taken into account.

All the variations of the contract appear in this report, even if no data has ever been submitted on a specific variation.

When values are equal to zero, cells are leaved as blank.

Detail of columns in the report:

- **_Detail by day_**

  - **_Man_**: *number of workers who worked on the scope for the day and for this type of hours.This figure is not the real figure. It is calculated as follow: nb hours / 10.*

  - **_Hours_**: *total worked hours for a variation/day/type of hours*

- **_Weekly summary:_** *sum of man and hours for each day with detail by type of hours*

- **_Overall summary:_** *overall sum of man and hours for the week*

- ***Total number of workers (real):*** *Number of workers who worked on the base scope for the day (based on the quantity of name counted by the sytem who submitted hours on base scope). A worker is counted only one time (even if he worked on several portion of the base scope for the considered day)*

- ***Total number of workers (redundant):*** *Number of workers who worked on the base scope and also on variations for the day. A worker is counted only one time.*

- ***Total number of workers (proposed):*** *total number of workers for the day proposed by the system.*
  Total = Tot workers (name) - tot workers (redundant)