

Step-By-Step Guide

TDLPro Time Entry 101

AUDIENCE CSOM Subcontractors

TDL (Technical Direction Letter) Pro is a forecasting tool, developed specifically for the CSOM team to track TDLs and resource hours allocation. TDLPro allows practitioners to see their current planned hours and balance remaining by project. All CSOM Subcontractors are required to enter their time into TDLPro daily. Timesheets will be locked for editing after a period of four weeks. This guide provides our subcontractors with a quick step-by-step guide on how to enter their time accurately in TDLPro. If you have any questions or if you are locked out of timesheets that need editing, please reach out to the PMO at fda_cber_csom_pmo@deloitte.com.

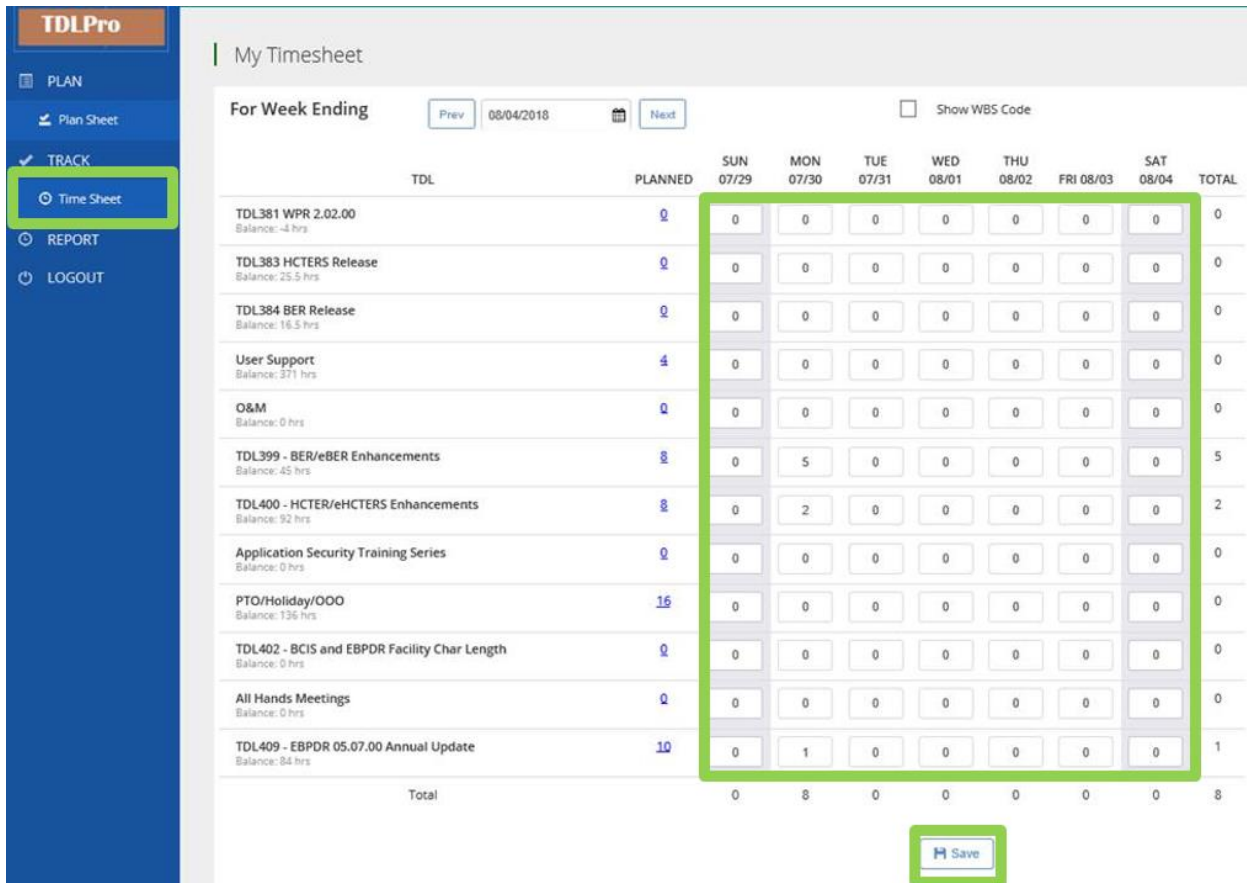
Step 1. Navigate to TDLPro using the following link: <http://18.191.112.73/tdlpro/>.

Step 2. Using your unique username and password, log into the system.

Step 3. Your Time Sheet should automatically populate.

a. If you aren't routed directly to Time Sheet, click  on the left hand side of the screen.

Step 4. Within your timesheet, verify the charge authorizations in your queue are correct, enter the hours worked against each project, and click the Save button. Follow steps 1-5 daily.



TDLPro

PLAN
Plan Sheet
TRACK
Time Sheet
REPORT
LOGOUT

My Timesheet

For Week Ending: 08/04/2018 ☐ Show WBS Code

TDL	PLANNED	SUN 07/29	MON 07/30	TUE 07/31	WED 08/01	THU 08/02	FRI 08/03	SAT 08/04	TOTAL
TDL381 WPR 2.02.00 Balance: -4 hrs	0	0	0	0	0	0	0	0	0
TDL383 HCTERS Release Balance: 25.5 hrs	0	0	0	0	0	0	0	0	0
TDL384 BER Release Balance: 16.5 hrs	0	0	0	0	0	0	0	0	0
User Support Balance: 371 hrs	4	0	0	0	0	0	0	0	0
O&M Balance: 0 hrs	0	0	0	0	0	0	0	0	0
TDL399 - BER/eBER Enhancements Balance: 45 hrs	8	0	5	0	0	0	0	0	5
TDL400 - HCTER/eHCTERS Enhancements Balance: 92 hrs	8	0	2	0	0	0	0	0	2
Application Security Training Series Balance: 0 hrs	0	0	0	0	0	0	0	0	0
PTO/Holiday/000 Balance: 136 hrs	16	0	0	0	0	0	0	0	0
TDL402 - BCIS and EBPDR Facility Char Length Balance: 0 hrs	0	0	0	0	0	0	0	0	0
All Hands Meetings Balance: 0 hrs	0	0	0	0	0	0	0	0	0
TDL409 - EBPDR 05.07.00 Annual Update Balance: 84 hrs	10	0	1	0	0	0	0	0	1
Total		0	8	0	0	0	0	0	8