Star | System | Solutions

Star Web TimeRecorder

Version 6.x User Manual

Web TimeRecorder Version 6.x - Table of Contents

How to use this manual

Overview

Introduction	This manual has been written to assist in setting up and using the Web TimeRecorder system.
Access aids	There are various access aids to help you to find the information required. ❑ Table of Contents – The listing of this manual's content, which is located at the front of the manual. ❑ Topic titles – The major headings on each page, for example, the heading "How to use this manual" located on this page. ❑ Block labels – The minor headings on each page for example, the heading "Access aids" located on this page.
Requirement	The user must ensure they have Adobe Acrobat Viewer Version 4 or above installed on their computer in order to display this PDF user manual correctly.

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Introduction to Web TimeRecorder

Overview

Web TimeRecorder is a system used for capturing timesheet entries electronically.

The system works best when used in conjunction with a central invoicing system such as Star System Solutions Pty Ltd's "Star Projects".

Each user must be configured for Web TimeRecorder within the central invoicing system and changes to the default settings are normally carried out by the Database Administrator and should comply with the guidelines set out in accordance with your company standards.

Dashboard is a user summary of outstanding unsubmitted timesheets / expenses, rejected timesheets / expenses and timesheet / expense and invoice approvals with links to the records.

Timesheet is the finished combination of a timesheet header and a number of timesheet lines that have been entered by the user in order to document the work that they have performed within that period.

There are various functions that can be carried out by a user from the timesheet screen. These include:

- Create a new timesheet or view previously entered timesheet.
- Copy an existing timesheet (including expenses).
- Open an existing timesheet.
- Delete an existing timesheet.
- Discard all changes for current week.
- Submit a timesheet.
- Edit an unsubmitted timesheet line.
- Add a new timesheet line to a submitted timesheet and then submit the timesheet a second time. Every time that a timesheet is submitted Web TimeRecorder will submit any unsubmitted timesheet lines within it.
- Repeat existing timesheet lines within a timesheet.
- Run a report / listing.
- Add an expense line to either a submitted or unsubmitted timesheet.

Timesheet line is one line within a timesheet that captures one portion of time on a particular day that when submitted will appear on invoices and reports. Using the timesheet line the user assigns this portion of time or monitors time for a specific client, project, phase, activity and task (if applicable).

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Expenses allows the user to enter expense lines into the Web TimeRecorder system and define each expense line as Chargeable, whether it is to be reimbursed and indicate if a receipt is supplied. Expenses can be entered in differing currencies, exchange rates and with multi level tax (if applicable).

Expenses are required to be recorded in order to facilitate reimbursement of funds to the resource or on costing of the expense as a disbursement to the relevant client / project. The Web TimeRecorder Expenses screen allows the user to enter and maintain all expenses, print an Expense claim form in order to summarise all expenses incurred within a selected week along with generating a reimbursement form and the facility to maintain travel diary details for the same week (if applicable).

Expense line is a single line within the Expenses screen of a Web TimeRecorder timesheet. An Expense line captures a cost that has been incurred by the resource, whilst carrying out their work on any particular day.

Submit allows the user to submit a timesheet or expense lines directly to the central invoicing system. The Timesheets or Expenses function will not allow the user to change any information on submitted timesheet or expense lines.

Reports allow the user to view or print the data that has been entered into Web TimeRecorder. There are four reports and two lists that users, are able to print or view. The data can be viewed using HTML, Java or ActiveX format in the same window or a new window and display various information using filter buttons.

My Tasks allows the user to view and create a timesheet line that captures one portion of work for a task assigned to a particular client, project, phase & activity (if applicable).

There are various functions that can be carried out by a user from the my tasks screen. These include:

- Select the staff code to view tasks for.
- Select the week ending date to created timesheet line on when do task selected.
- Filter tasks displayed as required by client, project, phase, date and WBS code.
- Show unassigned tasks.
- Show completed tasks.
- Show other users tasks, when the option view other users tasks in my tasks is set within the Module Manager, Web TimeRecorder, Configuration, Timesheet Entry parameters.
- Select task and do task to create timesheet line entry.

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Summary allows the user to view or print a list of all transactions by client and project for a specified period end and or resource that have been saved by resources.

There are various functions that can be carried out by a user from the summary screen. These include:

- Select the staff code to view and or print.
- Select the week ending date to view and or print.
- Sort summary by client, project, name or description.
- Print the weekly summary report.

Rejected Timesheets allows the user to view, edit and delete timesheet lines that have been rejected during the authorisation process to resolve the rejected reason and re-submit to the central invoicing system.

There are various functions that can be carried out by a user from the rejected timesheets screen. These include:

- Select the staff code and week ending date to view rejected timesheets for.
- Edit a rejected timesheet line.
- Delete a rejected timesheet line, when the option allow delete of rejected items is set within the Module Manager, Web TimeRecorder, Configuration, Options parameters.
- Submit a timesheet.

Rejected Expenses allows the user to view, edit and delete expense lines that have been rejected during the authorisation process to resolve the rejected reason and re-submit to the central invoicing system.

There are various functions that can be carried out by a user from the rejected expenses screen. These include:

- Select the staff code and week ending date to view rejected expenses for.
- Edit a rejected expense line.
- Delete a rejected expense line, when the option allow delete of rejected items is set within the Module Manager, Web TimeRecorder, Configuration, Options parameters.
- Submit an expense.

Parameters are values or switches that can be configured to customise the way functions of Web TimeRecorder will work for your company. Parameters are set within Module Manager. Some parameters include list functions, configuration functions, timesheet and expense functions and system settings.

Navigation

Introduction

Web TimeRecorder provides a variety of navigational tools that will assist the user in moving around the system quickly and easily, including:

- Mouse and keyboard
- Data entry
- Common buttons

Mouse and keyboard – the user can use the keyboard to perform the same actions as the mouse. Some important keyboard actions are described below:

Keys	Description
Links	A link is an underlined word that can be selected using the mouse or enter key. Once actioned, a pop up list / window opens. Example: Client - will display the client search list; Date - will display a pop up calendar.
F1	Display the online help for the Explorer program.
Alt Tab	Toggles between Web TimeRecorder and other open Windows applications.

Hot keys – A hot key is a combination of Alt, and the letter underlined in a button. Once actioned, a hot key will display a screen or perform the action required.

Data entry – data can be entered into the field on a screen by three different ways; by direct entry, from a drop down list or pop up list.

- Direct entry – to enter text into a field place the cursor inside the field and type in the data.

- Drop down list – this is a drop down list button. When selected, it displays a list of values. Select a value and it will display into the selected field.

- Pop up list – when a field label link is clicked on, the field is double r clicked in or Ctrl + Z pressed a search pop up list box displays a list of options. The user selects an option either by using their mouse or using the keyboard tab and the enter key. Once selected the option will appear in the relevant field.

Program Icons

Common buttons – below is a list of the most commonly used buttons.

Save	Save – Saves the timesheet and expense lines within the Timesheet.
Print Week	Print Week – Allows the user to print a transaction list for the selected week.
Submit	Submit – Is used to submit Timesheets or Expenses directly to the central invoicing system.
New Week	New Week – Allows the user to create a new week for a selected staff code.
Delete Week	Delete Week – Allows the user to delete a week for a selected staff code.
Discard	Discard – Allows the user to discard new timesheet or expense line for the current week.
New	New – Allows the user to add a new line into the existing timesheet or expense displayed within the main grid.
Copy	Copy – Allows the user to copy a selected line.
Repeat	Repeat – Allows the user to repeat a selected line.
Delete	Delete – Deletes the selected line.
Print	Print – Allows the user to view and print details for the selected line.
Cancel	Cancel Changes – Cancels any changes made to the current line.
Confirm	Confirm Changes – Saves any changes made to the current line.

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How to access and exit Web TimeRecorder

Introduction

There are two ways you can access the Web TimeRecorder, through your local LAN or through the Internet. Refer to the Web TimeRecorder Installation Guide for further information.

ConditionTs

The user must be set up in the external invoicing systems resource Masterfile and have Microsoft Internet Explorer version 5 or later browser to access the Web TimeRecorder.

Procedure

How to log on:

1. From Microsoft Internet Explorer screen.
2. Select the File menu, select Open.
3. Enter the applicable Web TimeRecorder location based on how access have been setup;

   Access from the Local LAN
   - type the computer name eg. http://WEBSERVER1/WebTR

   Access over the Internet
   - type the fully qualified domain name (FQDN)
     eg. http://www.mycompany.com/WebTR

4. Select OK.

If the….	Then….
TimeRecorder Log in screen appears.	you have accessed the Web TimeRecorder site.

5. Enter the User Name, Password and select Log In.
6. Select from the module selection at the top left hand corner the module TimeRecorder.

If the….	Then….
TimeRecorder Main screen appears.	you have accessed the Web TimeRecorder.

Please note:

Integration with the Star System Solutions Pty Ltd's "Star Projects" allows the User Name to be either the Resource code or user name setup within the Resource Masterfile. The option login with resource code within the Module Manager, Configuration, Options parameters determines the applicable user name. The Password is set within the Resource Masterfile.

Result: You have accessed the Web TimeRecorder.

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Procedure How to exit:

1. From the TimeRecorder Main screen select the Log Off module selection.

2. Select Yes to confirm you want to log off.

Please note: If any changes are pending, the system will prompt you to save before exiting. The system will exit once you have advised changes are to be saved or not.

Result: You have logged out of Web TimeRecorder.

How to change the Web TimeRecorder password

Introduction

This section explains how a user changes the Web TimeRecorder login password.

Conditions

You need to be logged into Web TimeRecorder.

Procedure

How to change the password:

From the TimeRecorder Main screen:

1. Select the Password module selection.

2. Enter the old password, press Tab to move between fields as required.
3. Enter the new password.
4. Re-enter the new password to confirm.
5. Press the Change button.

Result: The user password has been changed.

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Web TimeRecorder Layout

Overview

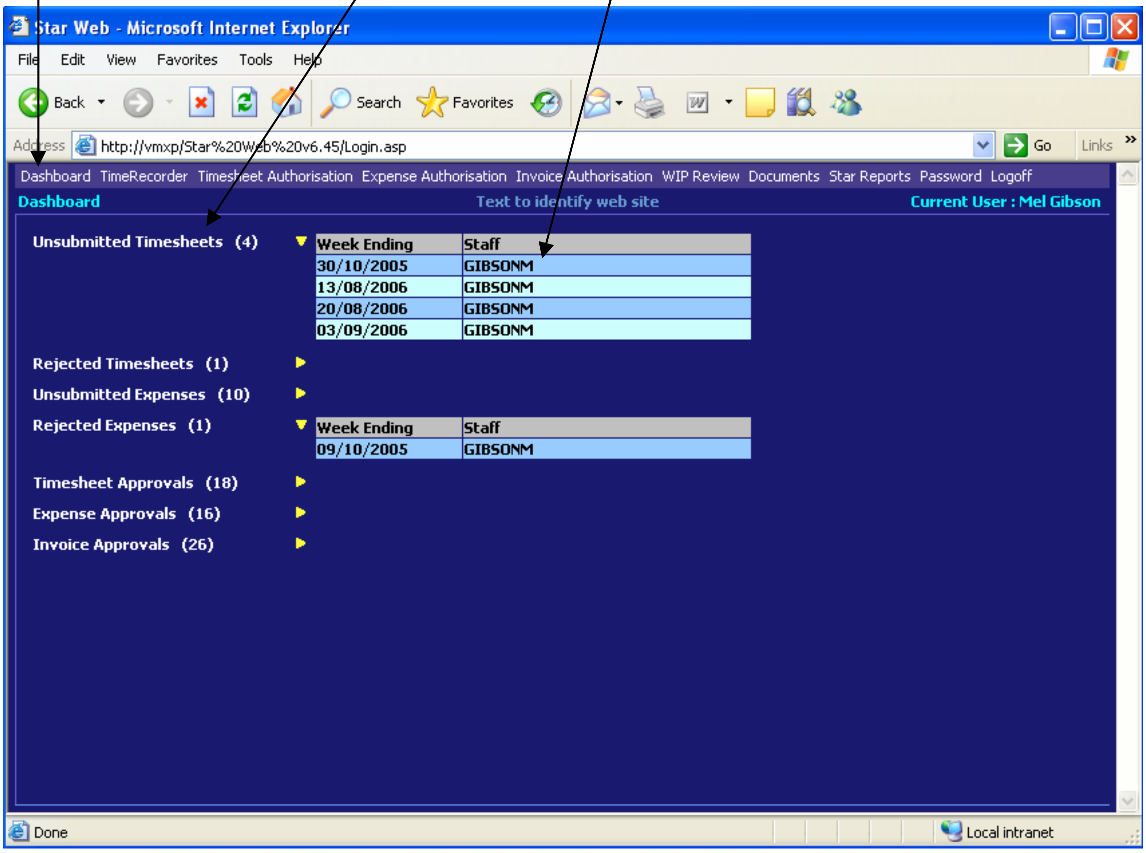
Web TimeRecorder module consists of a number of tabs, each tab screen can consists of a grid, line details, buttons and or reports, each representing a Web TimeRecorder Function. You can customise the availability of the function tabs and line details through the Web TimeRecorder module parameters in Module Manager. The module parameters allow you to configure search lists, expense and timesheet entry options, expense and timesheet fields, function tabs enabled, configuration options and reports.

Dashboard

Introduction

The key functions and screen buttons are explained in the following diagram.

Module selection **Summary** **Records**



Module Selection

Enable access to and defines what Star Web module is being displayed. Dashboard, TimeRecorder, Timesheet Authorisation, Expense Authorisation, Invoice Authorisation, WIP Review, Documents and Star Reports modules are available.

Summary

Displays number of unsubmitted timesheets and expenses, rejected timesheets and expenses and timesheet, expense and invoice approvals records.

Records

Selecting the ► link to show or hide details of the records and select the record required to open within the relevant module.

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Record grids Displays the unsubmitted timesheets and expenses, rejected timesheets and expenses and timesheet and expense approvals week ending date and staff name details. The invoice approvals grid can display any of the following;

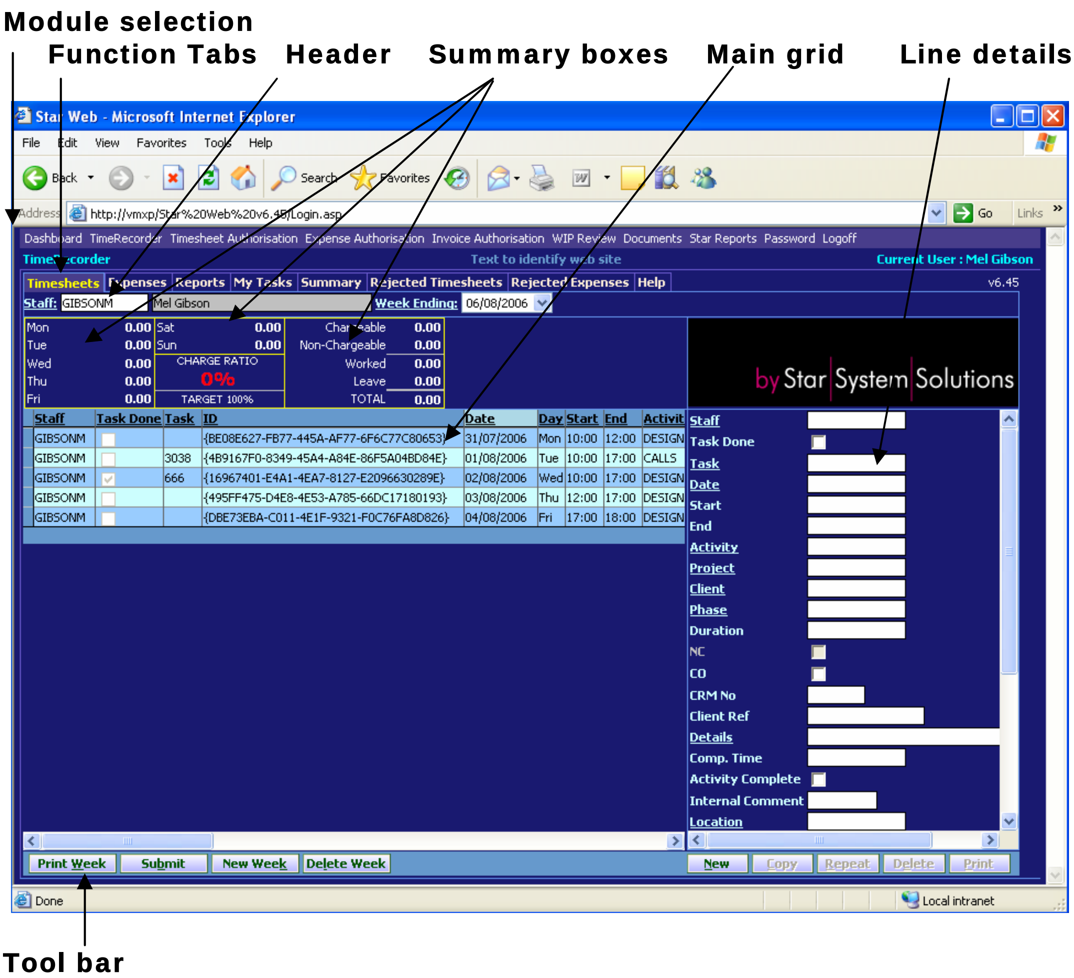
- Control number
- Invoice number
- Approved status
- Reviewed status
- Client code and description
- Project code and description
- Phase code and description
- Fee Basis code and description
- Apply to
- Company
- Discount % and Type
- Home Currency and Rate
- Operational Currency and Rate
- Manager
- Tax % and code
- Write off code and description
- Date
- Progress and normal invoice status
- On Hold and void status
- Currency
- WIP amount
- No Charge amount
- Write off amount
- PO number
- Invoicable amount
- Discount amount
- Pre Tax amount
- Tax amount
- Invoice total

Please note: The grid details displayed are setup within the Module Manager, Web Dashboard, Parameters. The summary caption and grid sort field can be set within the Parameters, Display Settings.

Timesheets

Introduction

The key functions and screen buttons are explained in the following diagram.



Module Selection

Enable access to and defines what Star Web module is being displayed. Dashboard, TimeRecorder, Timesheet Authorisation, Expense Authorisation, Invoice Authorisation, WIP Review, Documents and Star Reports modules are available.

Tool bar

Contains the buttons which, when selected, displays additional screen functions. Refer to the Navigation, Program Icons section within this manual for additional information.

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Function Tabs Enables access to and defines what function is being displayed within the TimeRecorder module. Timesheets, Expenses, Reports, My Tasks, Summary, Rejected Timesheets, Rejected Expenses and Help functions are available.

Version Displays the current Web TimeRecorder version number.

Header Displays the Staff code and name of the person who owns the timesheet and the week ending date of the timesheet.

Summary boxes Displays the timesheet hours worked summary, chargeable / Non-chargeable hours summary, charge ratio and target percentage (if applicable).

Main grid Displays the timesheet line detail in chronological date and time order that make up the Timesheet. A user is able to clicking on a column heading to sort the timesheets by the selected column field.

A user is able to recognise a timesheet that has not been submitted from one that has been submitted by looking at the colour of the timesheet line text. Black text indicates that the timesheet lines are in an unsubmitted state.

Line details Displays the timesheet line details of the selected line within the main grid.

Fields Details that the Timesheet screen displays are:

- The Employee code and name.
- The Week Ending date.
- The total hours worked by the user on each day within the period.
- The pro-rata charge ratio percentage achieved by the user. (For a description on how Web TimeRecorder calculates the charge ratio percentage - See Appendix 1.)
- The target charge ratio percentage for this user for the period, which is configured within the Resource Masterfile.
- An hour's calculation summary showing totals for chargeable and non-chargeable hours worked; leave and total hours. (For a description on how Web TimeRecorder calculates the Chargeable hours - See Appendix 1.)

Continued on the next page

Fields Detailed view of actual Timesheet lines entered, include:

- The date field confirms the actual date of the year that this timesheet line applies to. A user is only able to select a date that is within the period that this timesheet relates. The default for each new timesheet line will be the date that was entered into the previous timesheet line – the user can however manually select another valid date for this timesheet line at this time.

- The day of the week will automatically appear in the day field of the timesheet line once the user has selected a date for the line – this is to assist the user to confirm that they have selected the correct date. The day is controlled by the date selected and cannot be altered by the user.

- The staff field is used to apply this timesheet line to the resource that the work was performed by. A central invoicing system uses this field to apply this timesheet line to the correct project resource when reports are printed.

- The start and end fields define the start and end times for this timesheet line. Web TimeRecorder uses these fields to calculate the duration of the timesheet line. The information entered into these fields can be set to appear on reports. These fields can be left blank and the user would then need to manually enter the duration of time that applies to the timesheet line in the duration field.

Please note: The start, end and duration fields can be updated using the Time Monitor. Refer to the Timesheet line Monitor section of this manual for further information.

The hour's values will be zero when coping or repeating a line when Module Manager, Web TimeRecorder, Configuration, Timesheet Entry, Zero hours on copy parameter is set.

The staff, start and end times, compensatory time, normal hours, overtime 1-5, phase, activity, activity complete, no charge, task, task done, task % complete, suggest close, call out, clientele number, client ref, location, internal comments and details fields will be visible to a user when Module Manager, Web TimeRecorder, Timesheet Fields parameters are set to use these fields. The overtime 1-5 fields can be set to be independent of the duration entered and hours set to zero on copy within the Module Manager, Web TimeRecorder, Configuration, Timesheet Entry Parameters.

Please note: Module Manager parameters are normally setup by the Database Administrator, refer to the 'Web TimeRecorder Installation Guide' for further information.

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Web TimeRecorder will calculate the duration time by using the start and end times entered and will automatically fill in the duration. The user can however manually enter a different duration to deduct a lunch break for example that should not be included in the duration if different to time set in the end meal break and start meal break options within the Module Manager, Configuration, Timesheet Entry parameters. If the user has chosen not to enter start and end times within a timesheet line the user can also manually enter the relevant duration for this timesheet line at this time. A central invoicing system uses a rate and scale table in conjunction with timesheet line duration to calculate the cost that will appear on an invoice or report for this timesheet line.

Please note: Web TimeRecorder will also allow a timesheet line to be saved with the duration field left blank – in this case the timesheet line will appear on the invoice and report as usual however the duration and cost will appear as zero.

- The compensatory time, normal hours and overtime fields are used to breakdown the timesheet line duration into Normal hours with up to 5 levels of overtime and allocate compensatory time. A central invoicing system uses these fields when reports are created and when integrated with a payroll system.

- The client field is used to apply this timesheet line to the client that the work was performed for. A central invoicing system uses this field to apply this timesheet line to the correct client when invoices and reports are created. This field cannot be left blank for any timesheet line.

- The project field is used to apply this timesheet line to a particular project for the client. A central invoicing system uses this field to apply this timesheet line to the correct client project when invoices and reports are created. It cannot be left blank for any timesheet line. The project field is always visible.

- The phase field is used to apply this timesheet line to a particular phase that is part of a specified project for the client. A central invoicing system uses this field to apply this timesheet line to the correct client project phase when invoices and reports are created. The user is not required by the system to make an entry into the phase field for every timesheet line.

Please note: Web TimeRecorder can be set to validate project/phase start and end dates at time of entry when Star Projects, Options Explorer, Synchronise, Setup, Projects: Use Start/End Dates is set.

- The activity field is used to apply this timesheet line to a particular activity that is part of a project for the client. A central invoicing system uses this field to apply this timesheet line to the correct project activity when reports are printed.

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- The No charge checkbox allows the user to assign a timesheet line to a client project phase (if applicable) however by selecting this checkbox the client cost of this timesheet line will be shown as no charge on any invoice that is created by a central invoicing system.

- The No charge code field allows the user to assign a reason for assigning the timesheet line as no charge (if applicable). A central invoicing system uses this field to apply this timesheet line to the correct no charge reason when reports are printed.

- The no charge details field is a free form text field that allows the user to enter unlimited lines of free form text. The text typed into this field will not appear on invoices and reports that are prepared by a central invoicing system.

- The task field can be set to be required by specific projects and phases within a central invoicing system. If a Project Masterfile is set to require a task whenever a user enters a timesheet line applying to that project TimeRecorder will not allow the user to finish the timesheet line until an entry has been made into the task field.

Please note: Other users tasks can be entered when the View Other Users Tasks in My Tasks is set within the Module Manager, Web TimeRecorder, Configuration, Timesheet Entry, Parameters.

- The task done checkbox allows the user to flag the project / task as completed. This selected checkbox will raise the completed task flag within this timesheet line within the central invoicing system.

- The task % complete field allows the user to enter a percentage the task is complete by. This field will be used by the central invoicing system to allocate the client/project task percentage complete.

- The suggest close checkbox allows the user to flag the project / Phase or activity as completed. This selected checkbox will raise the suggest close flag within this timesheet line within the central invoicing system.

- The call out checkbox allows the user to note, by selecting this check box, that this timesheet line should also incur a Flat fee call out charge to cover the company for the users travel for example.

Please note: A central invoicing system uses this checkbox to add a nominated flat fee (maintained in the Rate/Scale Masterfile) to the client invoice for each timesheet line that has this checkbox selected.

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- The Clientele number field allows the user to enter a reference that will flow through to the central invoicing system and allow the user to use an external report writer / other external program such as 'Clientele' to write reports and gather information linked to a selected clientele call number. If this field is visible in the timesheet entry screen the use of it is still optional.

- The client Ref field can be set to be required by specific projects and phases within a central invoicing system. If a Project Masterfile is set to require a client ref whenever a user enters a timesheet line applying to that project TimeRecorder will not allow the user to finish the timesheet line until an entry has been made into the client ref field.

- The location field is used to apply this timesheet line to a particular location that is relevant to a project for the client. A central invoicing system uses this field to apply this timesheet line to the correct project location when reports are printed. If this field is visible the user is not required by the system to make an entry into the location field for every timesheet line.

- The internal comments field is a free form text field that allows the user to enter unlimited lines of free form text. The text typed into this field will not appear on invoices and reports that are prepared by a central invoicing system.

- The details field is a free form text field that allows the user to type one line of text required. Each detail line accepts eighty characters of alphanumeric entry. The text typed into this field appears on invoices and reports that are prepared by a central invoicing system.

- The extended note field allows the user to enter unlimited lines of free form text. The text typed into this field appears on invoices and reports that are prepared by a central invoicing system. A user is able to recognise a timesheet line that has extended notes by the timesheet line details displayed in bold characters.

- The ID is a unique log number Web TimeRecorder automatically assigns each timesheet line. This log number enables a central invoicing system to individually track very timesheet line for enquiry, report and audit purposes.

Please note: Timesheet lines can be repeated within a timesheet for a defined number of days. This facility copies all details from every field of the selected timesheet line and duplicates those records onto timesheet lines for subsequent days within the timesheet period up to the number of days selected in the repeat record edit screen. The system will not repeat the record past the last day within the timesheet week ending date that is set in the Timesheet header when the timesheet was created.

Submit timesheets

Submit enables the user to submit a completed timesheet directly into the central invoicing system to be used in the preparation of invoices and reports.

When a submit is performed all unsubmitted timesheet lines that have been saved on the timesheet will be submitted. The text of the submitted timesheet lines will change colour from black to blue text. The user is **unable** to edit or change any timesheet line information within any of the submitted timesheet lines. New timesheet lines can be added to a submitted timesheet at any time. This timesheet can then be submitted for a second time and Web TimeRecorder will submit all unsubmitted timesheet lines that had been added to the submitted timesheet.

A user must submit their timesheet to the central invoicing system in order for it to have the timesheet details required to prepare invoices. It is therefore important that a submitting schedule be drawn up that specifies how often a user must submit their timesheets. This ensures that the timesheet line details are submitted to the central invoicing system at intervals appropriate to when the user responsible for preparing invoices requires.

The details of the Database that the timesheets are directly submitted are setup within the global.asa file and are normally setup by the Database Administrator.

Please note: Additional Database integration setup is required during the Web TimeRecorder installation process; refer to the 'Web TimeRecorder Installation Guide' for further information.

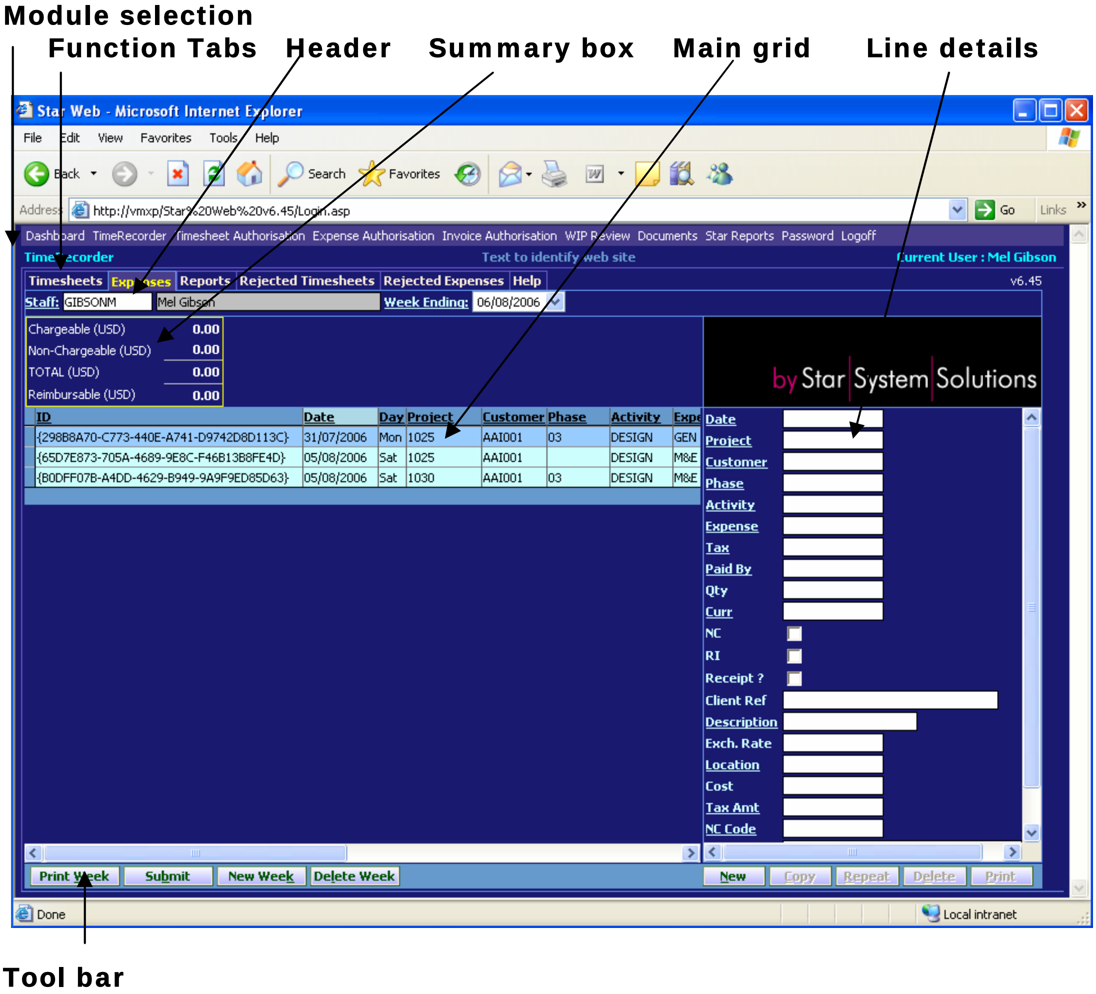
Please note: Each user should **check and save all timesheet line details very carefully** prior to submitting a timesheet. Once submitted, the only way that the timesheet lines can be altered is from within the central invoicing system or via the rejected timesheets function.

Please note: The user must submit all expense lines separately to the timesheet lines within each timesheet. The submitting of expense lines occurs when the submit icon is selected within the expense grid screen. These files are directly submitted into an external accounting system for the purposes of reimbursement, payment and on costing.

Expenses

Introduction

The key functions and screen buttons are explained in the following diagram.



Module Selection

Enable access to and defines what Star Web module is being displayed. Dashboard, TimeRecorder, Timesheet Authorisation, Expense Authorisation, Invoice Authorisation, WIP Review, Documents and Star Reports modules are available.

Tool bar

Contains the buttons which, when selected, displays additional screen functions. Refer to the Navigation, Program Icons section within this manual for additional information.

Function Tabs

Enables access to and defines what function is being displayed within the TimeRecorder module. Timesheets, Expenses, Reports, My Tasks, Summary, Rejected Timesheets, Rejected Expenses and Help functions are available.

Continued on the next page

Version Displays the current Web TimeRecorder version number.

Header Displays the Staff code and name of the person who owns the expenses and the week ending date of the expenses.

Summary box Displays the expenses break down of chargeable, non-chargeable, total and reimbursable amounts.

Main grid Displays the expense line detail in chronological date and client/project order that make up the Expenses. A user is able to clicking on a column heading to sort the expenses by the selected column field.

A user is able to recognise an expense that has not been submitted from one that has been submitted by looking at the colour of the expense line text. Black text indicates that the expense lines are in an unsubmitted state.

Line details Displays the expense line details of the selected line within the main grid.

Fields Details that the Expense screen displays are:

- The Employee code and name.
- The Week Ending date.

Fields Detailed view of actual Expense lines entered, include:

- The Expense field allows the user to select a relevant expense from the drop down list to indicate what type of item was purchased.
- The Date field confirms the actual date of the year that this expense line applies to. A user is only able to select a date that is within the period that this expense relates if the option RespectWeekConstraints is set within the Module Manager, Web TimeRecorder, Configuration, Timesheet Entry parameters.
- The Day of the week will automatically appear in the day field of the expense line once the user has selected a date for the line – this is to assist the user to confirm that they have selected the correct date. The day is controlled by the date selected and cannot be altered by the user.
- The Client field is used to apply this expense line to the client that the work was performed for.
- The Project field is used to apply this expense line to a particular project for the selected client.

Continued on the next page

- The Phase field is used to apply this expense line to a particular project for the selected client.

- The Activity field is used to apply this expense line to a particular activity that is part of a project for the selected client.

Please note: The phase, activity, location, tax, Extended Notes, client reference, no charge fields will be visible to a user when Module Manager, Web TimeRecorder, Timesheet Fields parameters are set to use these fields.

Module Manager parameters are normally setup by the Database Administrator, refer to the 'Web TimeRecorder Installation Guide' for further information.

- The Paid By field allows the user to select a relevant method of payment from the drop down list to indicate how the item was paid for.

- The Currency field allows the user to select a relevant Natural currency from the drop down list to indicate the currency in which the item was paid.

- The Qty field allows the user to enter a Quantity amount if the Expense chosen for the selected expense line is configured to use Quantity.

Please note: The monetary values will be zero when coping or repeating a line when Module Manager, Web TimeRecorder, Configuration, Expense Entry, Zero monetary values of copy parameter is set.

- The Exchange Rate field allows the user to view the exchange rate associated with the currency selected. If the system is configured to allow overriding of exchange rates this field will be editable.

- The Reimb. Amt displays the total Home Currency amount including Tax if applicable (relevant to the Home currency of the Company that the Resource entering the expense belongs to).

- The Cost (inc. Tax) field allows the user to enter the amount paid for the individual expenses in the currency selected, including tax if applicable.

- The Tax field calculates the Tax amount included in the Cost (inc. tax) if applicable, or enables multi level tax amounts to be entered via the Tax Amt link. If the system is configured to allow overriding of tax this field will be editable.

- The ‘Reimbursable’ checkbox allows the user to indicate if the expense line is reimbursable.

Continued on the next page

- The ‘No Charge’ checkbox allows the user to assign an expense line to a client project, however indicate by selecting this checkbox that the client is not to be charged.

- The No charge code field allows the user to assign a reason for assigning the expense line as no charge (if applicable). A central invoicing system uses this field to apply this expense line to the correct no charge reason when reports are printed.

- The no charge details field is a free form text field that allows the user to enter unlimited lines of free form text. The text typed into this field will not appear on invoices and reports that are prepared by a central invoicing system.

- The ‘Receipt Obtained’ checkbox allows the user to indicate if a receipt was supplied.

- The Client Reference field allows the user to type in a reference relevant to the client. If this field is visible in the expense entry screen the use of it is still optional.

- The Description field allows the user to type in free form text to describe the expense line in more detail.

- The extended note field allows the user to enter unlimited lines of free form text. The text typed into this field appears on invoices and reports that are prepared by a central invoicing system. A user is able to recognise a timesheet line that has extended notes by the timesheet line details displayed in bold characters.

Please note: Expense lines can be repeated for a defined number of days. This facility copies all details from every field of the selected expense line and duplicates those records onto expense lines for subsequent days within the expense period up to the number of days selected in the repeat record edit screen. The system will not repeat the record past the last day within the expense week ending date that is set in the Expense header when the timesheet was created.

The user is able to the print an Expense Claim Form that will display all details of each expense line maintained within the weekly timesheet and total these expenses for reimbursement and on costing purposes. The Expense Claim Form is also formatted in such a manner as to allow the maintenance of any travel diary details relating to the timesheet (if applicable).

Please note: The user must submit all timesheet lines separately to the expense lines within each timesheet. The submitting of timesheet lines occurs when the submit icon is selected within the timesheet grid screen. These files are directly submitted into an external accounting system for the purposes of reimbursement, payment and on costing.

Submit expenses

Submit enables the user to submit all completed expense lines within a timesheet to the central invoicing system for the purposes or reimbursement, payment and on costing.

When a submit is performed all unsubmitted expense lines that have been saved on the timesheet will be submitted. The text of the submitted expense lines will change colour from black to blue text. The user is **unable** to edit or change any expense line information within any of the submitted expense lines. New expense lines can be added to a submitted timesheet at any time. This expense can then be submitted for a second time and Web TimeRecorder will submit all unsubmitted expense lines that had been added to the submitted timesheet.

A user must submit their expenses to the central invoicing system in order for it to have the expense details required to prepare invoices. It is therefore important that a submitting schedule be drawn up that specifies how often a user must submit their expenses. This ensures that the expense line details are submitted to the central invoicing system at intervals appropriate to when the user responsible for preparing invoices requires.

The details of the Database that the expenses are directly submitted are setup within the global.asa file and are normally setup by the Database Administrator.

Please note: Additional Database integration setup is required during the Web TimeRecorder installation process; refer to the 'Web TimeRecorder Installation Guide' for further information.

Please note: Each user should **check and save all expense line details very carefully** prior to submitting expenses. Once submitted, the only way that the expense lines can be altered is from within the central invoicing system or via the rejected expenses function.

Please note: The user must submit all timesheet lines separately to the expense lines within each timesheet. The submitting of timesheet lines occurs when the submit icon is selected within the timesheet grid screen. These files are directly submitted into an external accounting system to be used in the preparation of invoices and reports.

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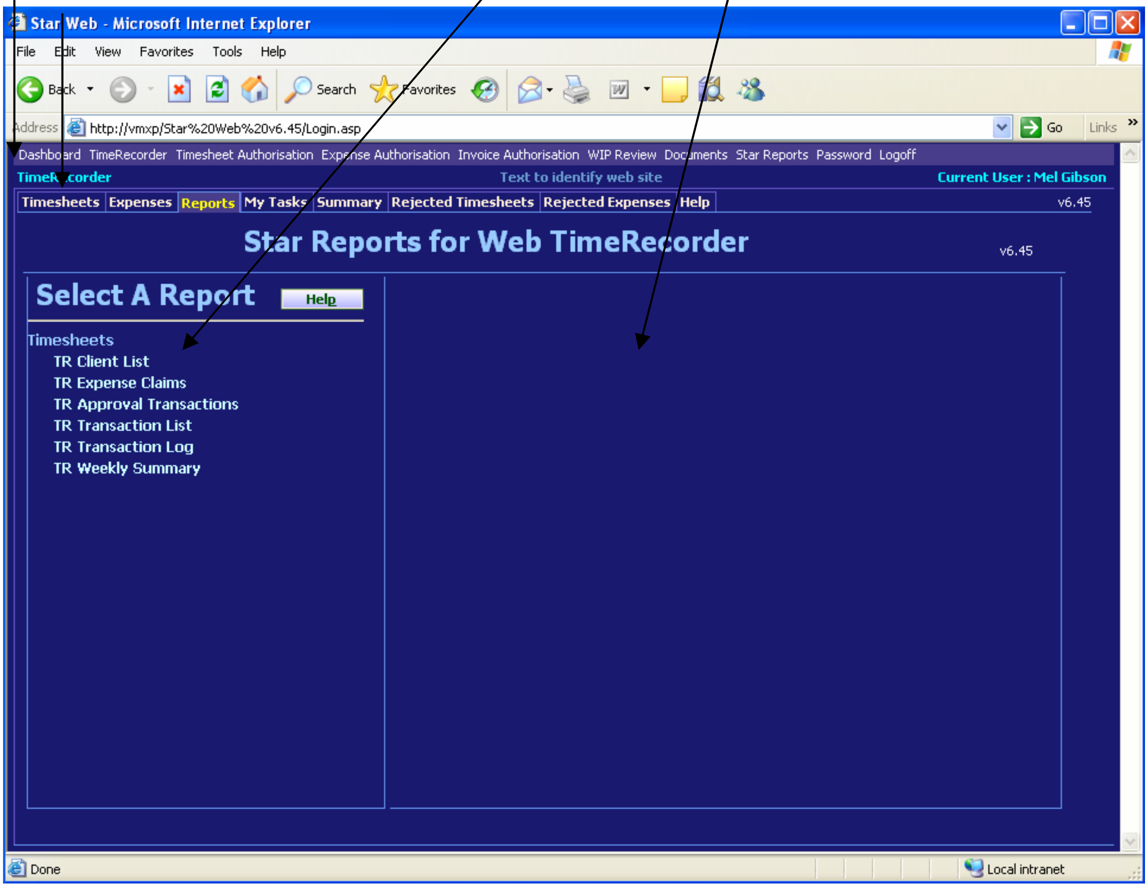
Reports

Introduction The key functions and screen buttons are explained in the following diagram.

Module selection
Function Tabs **Select A Report** **Report Parameters**



Module Selection Enable access to and defines what Star Web module is being displayed. Dashboard, TimeRecorder, Timesheet Authorisation, Expense Authorisation, Invoice Authorisation, WIP Review, Documents and Star Reports modules are available.

Function Tabs Enables access to and defines what function is being displayed within the TimeRecorder module. Timesheets, Expenses, Reports, My Tasks, Summary, Rejected Timesheets, Rejected Expenses and Help functions are available.

Version Displays the current Web TimeRecorder version number.

Select A Report Lists the Timesheets reports and lists that users, are able to print or view.

Continued on the next page

Report Parameters Enables TimeRecorder reports to be viewed using HTML, Java or ActiveX format in the same window or a new window and a hard copy printed if required. The reports are non-configurable, however all parameters available within the report screen will allow the user to filter the information that the report shows.

Reports Detailed view of reports, include:

- The Weekly summary report groups all timesheet lines within the selected timesheet by Client and then Project and displays the total number of hours for each group entered each day of that week. The report also totals the number of hours worked each day and for the week. The report is view within a separate window and can then be on printed to a selected printer. A user can gain access to print this report from the Reports function tab that allows the user to select a resource and period end or by ‘Hot printing’ the report for a selected week by selecting the 'Summary' icon within the Timesheets function tab.

- The Web Time Recorder TR Transaction list allows the user to select a client, project, resource and date range to control the report transactions that will be displayed. A user can gain access to print this report from the Reports function tab or by selecting the 'Print' icon within the Timesheets function tab. Once the filters are set the transaction lists can be run to view and the print button selected to allow the user to print a hard copy of the report.

- The Web Time Recorder TR Transaction Log enables the user to print a hard copy of any timesheet line that has been entered and saved on a timesheet. A user can gain access to print this report from the Reports function tab that allows the user to select a transaction id or immediately ‘Hot printing’ the report for a selected timesheet line by selecting the 'Print Log' icon within the Timesheets function tab. The detailed transaction log can be viewed to the screen or a hard copy printed.

- The TimeRecorder Client Lists displays client master file data for a selected Company or Client Type and can be used as a contacts list. The report allows the user to include Active, Inactive or all Client Master files and to include postal addresses if required. A user can gain access to view and then print this list from the Reports function tab.

Continued on the next page

- The Expense Claims report allows the user to view and print an expense claim form displaying a list of all expenses for a resource and period end date. A reimbursement report is included displaying all reimbursable expenses within the date range for the selected resource and the use has the option to include a Travel Diary. A user can gain access to print this report from the Reports function tab or by selecting the 'Print' icon within the Expenses function tab. Once the filters are set the expense claim report can be run to view and the print button selected to allow the user to print a hard copy of the report.

- The Approval Transactions report allows the user to view and print a list of all timesheet items for a selected client, project, resource and date range to control the report transactions that will be displayed. The report provides a section where an approver can sign and date the report indicating the timesheet items have been approved. A user can gain access to print this report from the Reports function tab, once the filters are set the approval transactions report can be run to view and the print button selected to allow the user to print a hard copy of the report for approval.

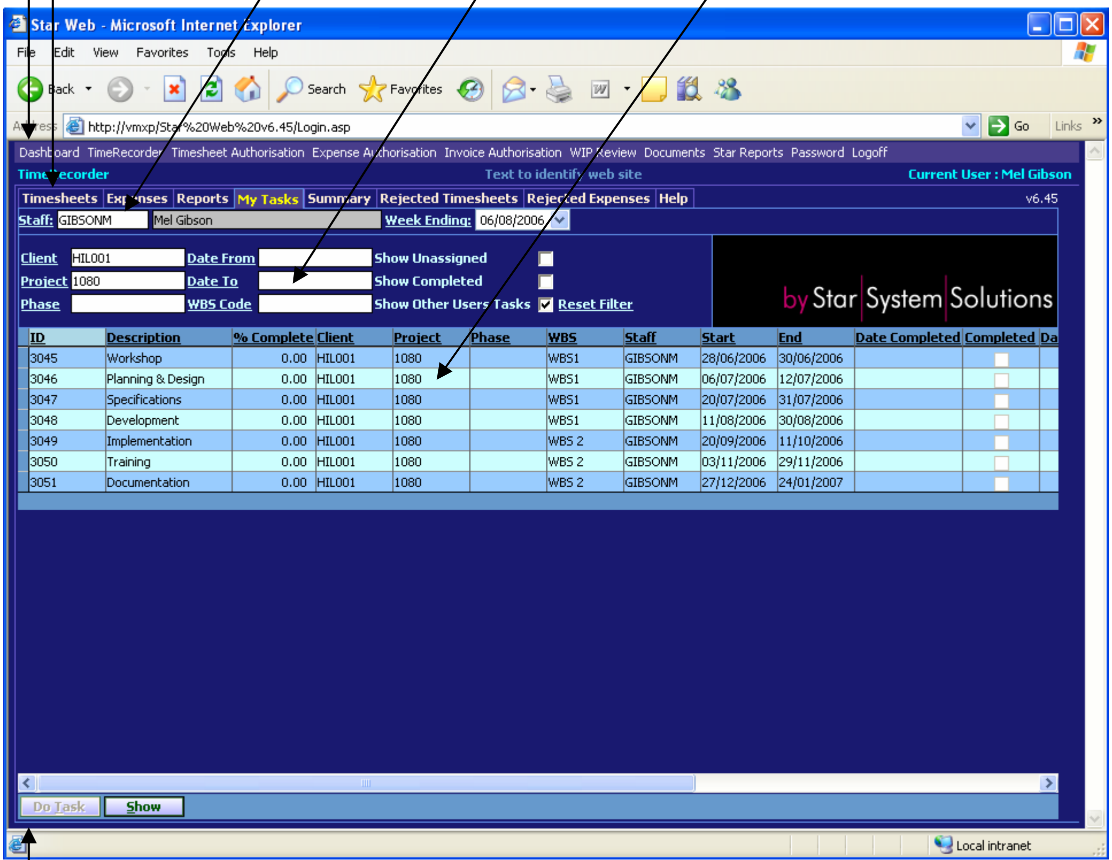
Please note: The report path must be set within the Module Manager, Web TimeRecorder, Reports, Options parameters.

My Tasks

Introduction The key functions and screen buttons are explained in the following diagram.

Module selection

Function Tabs **Header** **Filters** **Main grid**



Tool bar

Module Selection Enable access to and defines what Star Web module is being displayed. Dashboard, TimeRecorder, Timesheet Authorisation, Expense Authorisation, Invoice Authorisation, WIP Review, Documents and Star Reports modules are available.

Tool bar Contains the buttons which, when selected, displays additional screen functions. Refer Navigation, Program Icons section within this manual for additional information.

Continued on the next page

Function Tabs Enables access to and defines what function is being displayed within the TimeRecorder module. Timesheets, Expenses, Reports, My Tasks, Summary, Rejected Timesheets, Rejected Expenses and Help functions are available.

Version Displays the current Web TimeRecorder version number.

Header Displays the Staff code and name of the person who owns the timesheet, the week ending date of the timesheet.

Filters Display the selection criteria fields by which the tasks can be filters by prior to displaying.

Main grid Displays the tasks that match the filter criteria in client and task ID order from top to bottom of the my tasks screen by default. A user is able to clicking on a column heading to sort the tasks by the selected column field.

Fields Details that the My Tasks screen displays are:

- The Employee code and name.
- The Week Ending date.
- The filter criteria fields.
- The client, project, phase and WBS code and name.
- The staff assigned to the task. (For other user tasks to be shown the parameter within Module Manager must be set).
- Start date, completed date, % complete, date completed, completed checkbox and date assessed (if applicable).
- Target qty, cost, charge, no charge checkbox, reference and specification file information (if applicable).

Please note: The My Tasks function tab is accessible when the Timesheets function tab is selected.

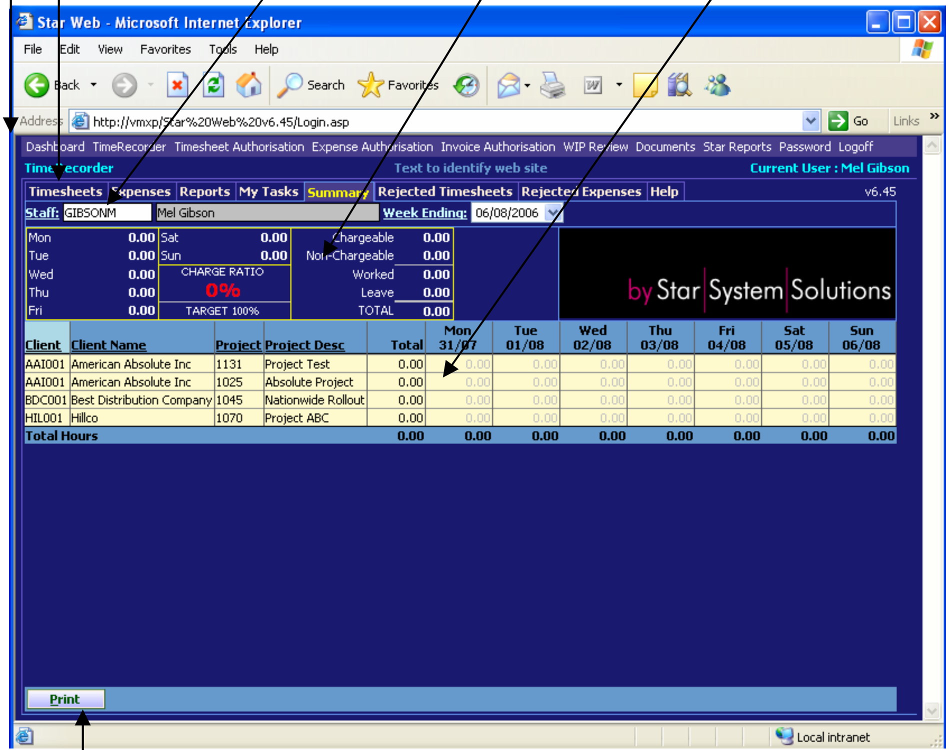
Summary

Introduction

The key functions and screen buttons are explained in the following diagram.

Module selection

Function Tabs **Header** **Summary boxes** **Main grid**



Tool bar

Module Selection

Enable access to and defines what Star Web module is being displayed. Dashboard, TimeRecorder, Timesheet Authorisation, Expense Authorisation, Invoice Authorisation, WIP Review, Documents and Star Reports modules are available.

Tool bar

Contains the buttons which, when selected, displays additional screen functions. Refer Navigation, Program Icons section within this manual for additional information.

Continued on the next page

Function Tabs Enables access to and defines what function is being displayed within the TimeRecorder module. Timesheets, Expenses, Reports, My Tasks, Summary, Rejected Timesheets, Rejected Expenses and Help functions are available.

Version Displays the current Web TimeRecorder version number.

Header Displays the Staff code and name of the person who owns the timesheet, the week ending date of the timesheet.

Summary boxes Display the summary timesheet hours worked summary, chargeable / Non-chargeable hours summary, charge ratio and target percentage (if applicable).

Main grid Displays a summary of timesheet line detail in chronological client and project order that make up the Timesheet. A user is able to clicking on a column heading to sort the timesheets by the selected column field.

Fields Details that the Summary screen displays are:

- The Employee code and name.
- The Week Ending date.
- The total hours worked by the user on each day within the period.
- The pro-rata charge ratio percentage achieved by the user. (For a description on how Web TimeRecorder calculates the charge ratio percentage - See Appendix 1.)
- The target charge ratio percentage for this user for the period, which is configured within the Resource Masterfile.
- An hour's calculation summary showing totals for chargeable and non-chargeable hours worked; leave and total hours. (For a description on how Web TimeRecorder calculates the Chargeable hours - See Appendix 1.)
- A summary view of actual timesheet lines entered by client code, name, project code, description, total hours and break down of hours worked for each day of the week.

Please note: The Summary function tab is accessible when the Timesheets function tab is selected.

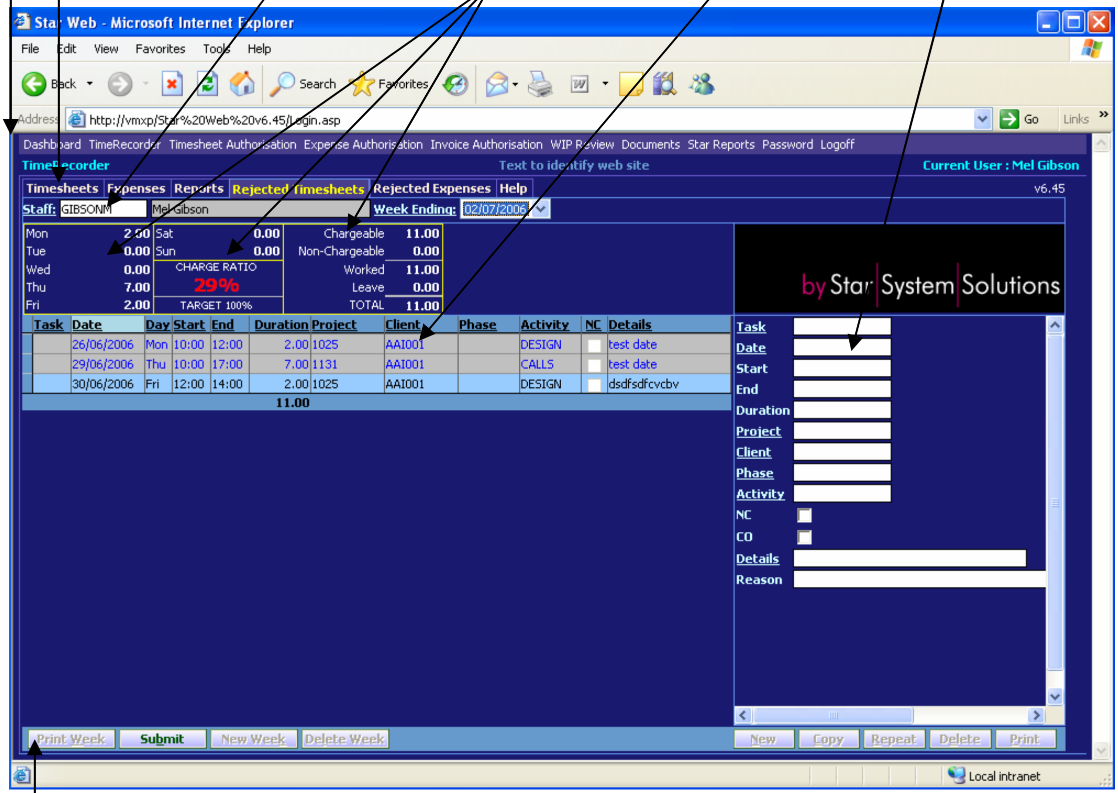
Rejected Timesheets

Introduction

The key functions and screen buttons are explained in the following diagram.

Module selection

Function Tabs **Header** **Summary boxes** **Main grid** **Line details**



Tool bar

Module Selection

Enable access to and defines what Star Web module is being displayed. Dashboard, TimeRecorder, Timesheet Authorisation, Expense Authorisation, Invoice Authorisation, WIP Review, Documents and Star Reports modules are available.

Tool bar

Contains the buttons which, when selected, displays additional screen functions. Refer Navigation, Program Icons section within this manual for additional information.

Continued on the next page

Function Tabs Enables access to and defines what function is being displayed within the TimeRecorder module. Timesheets, Expenses, Reports, My Tasks, Summary, Rejected Timesheets, Rejected Expenses and Help functions are available.

Version Displays the current Web TimeRecorder version number.

Header Displays the Staff code and name of the person who owns the rejected timesheet, the week ending date of the rejected timesheet.

Summary boxes Displays the rejected timesheet hours worked summary, chargeable / Non-chargeable hours summary, charge ratio and target percentage (if applicable).

Main grid Displays the rejected timesheet line details in chronological date and time order that make up the Rejected Timesheet. A user is able to clicking on a column heading to sort the rejected timesheets by the selected column field.

A user is able to recognise a rejected timesheet line that has not been rejected from one that has been rejected by looking at the colour of the rejected timesheet line text. Black text indicates that the rejected timesheet lines are in a rejected state.

Line details Displays the rejected timesheet line details of the selected line within the main grid.

Fields Refer to Web TimeRecorder Layout, Timesheets section for additional information on fields that the Rejects Timesheet screen displays.

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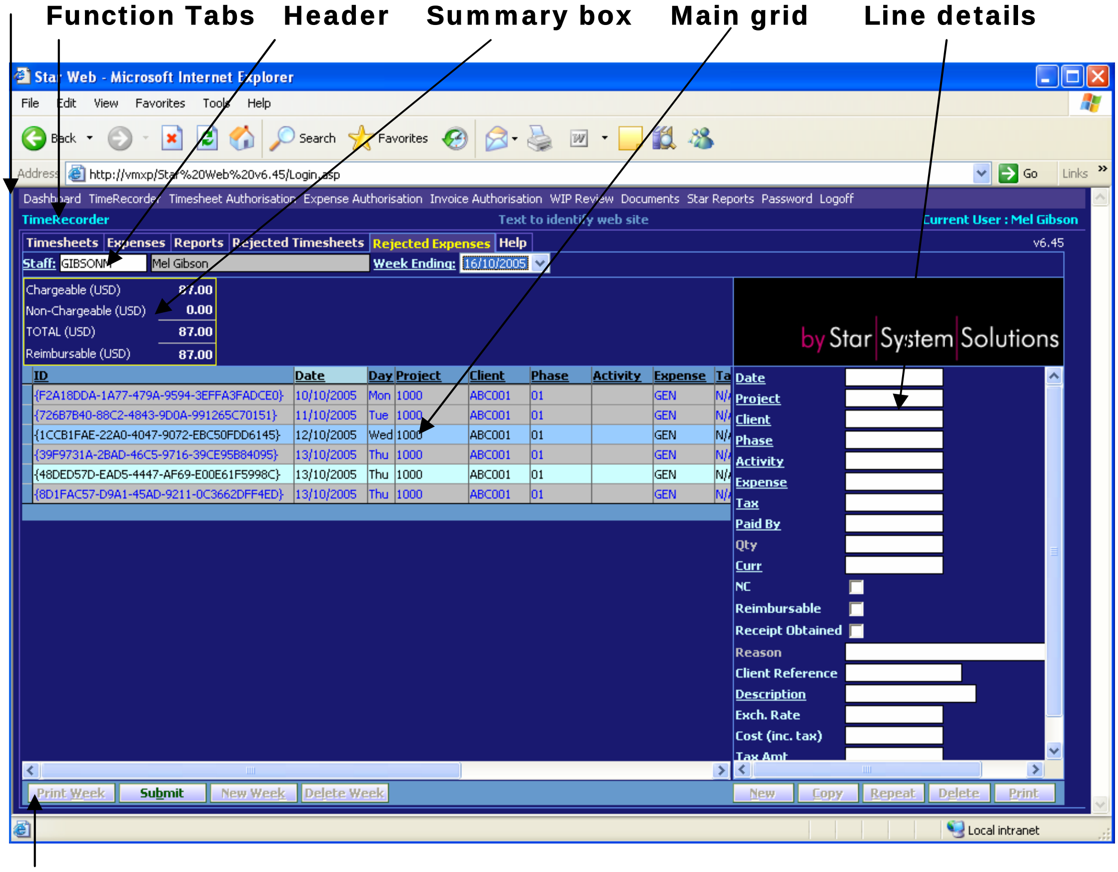
Rejected Expenses

Introduction

The key functions and screen buttons are explained in the following diagram.

Module selection

Function Tabs **Header** **Summary box** **Main grid** **Line details**



Tool bar

Module Selection

Enable access to and defines what Star Web module is being displayed. Dashboard, TimeRecorder, Timesheet Authorisation, Expense Authorisation, Invoice Authorisation, WIP Review, Documents and Star Reports modules are available.

Tool bar

Contains the buttons which, when selected, displays additional screen functions. Refer Navigation, Program Icons section within this manual for additional information.

Continued on the next page

Function Tabs Enables access to and defines what function is being displayed within the TimeRecorder module. Timesheets, Expenses, Reports, My Tasks, Summary, Rejected Timesheets, Rejected Expenses and Help functions are available.

Version Displays the current Web TimeRecorder version number.

Header Displays the Staff code and name of the person who owns the rejected expenses, the week ending date of the rejected expenses.

Summary box Displays the rejected expenses break down of chargeable, non-chargeable, total and reimbursable amounts

Main grid Displays the rejected expense line detail in chronological date and client/project order that make up the Rejected Expenses. A user is able to clicking on a column heading to sort the rejected expenses by the selected column field.

A user is able to recognise a rejected expense line that has not been rejected from one that has been rejected by looking at the colour of the rejected expense line text. Black text indicates that the rejected expense lines are in a rejected state.

Line details Displays the rejected expense line details of the selected line within the main grid.

Fields Refer to Web TimeRecorder Layout, Expenses section for additional information on fields that the Rejects Expense screen displays.

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Web TimeRecorder Functions

Overview

Introduction This section explains how to create, change and delete each of the different procedural functions within Web TimeRecorder.

In this section This section is divided into the following topics:

- Search links
- Dashboard
- Timesheet
- Timesheet line
- Expense
- Expense line
- Reports
- My Tasks
- Summary
- Rejected Timesheets
- Rejected Expenses
- Parameters

Search links

Introduction

This section explains the search link maintenance functions available within Web TimeRecorder.

Condition

You must be logged into Web TimeRecorder. A field description must be underlined indicating a search link function is available, for example <u>Client</u>.

Procedure

For Example: To search and select a client code within a timesheet line.

1. click the <u>Client</u> or Tab to <u>Client</u> and press the Enter key to access the search link. Alternatively within the client field double click or press Ctrl + Z to access the search link.

2. The following screen will be displayed, listing a maximum 10 records at a time.

3. click on the <u>code</u> or <u>name</u> column heading to sort the selected column.

Continued on the next page

4. Use the search list of clients by drop down lists to select the column you wish to search by, i.e. Code and where in the column you wish to search, i.e. Starts with.

5. Enter the search criteria in the field below the search options and select the Search button. The first 10 records that match the search criteria will be displayed.

Please note: The current field value can be set to default as the search criteria within the global settings, refer to the Star Web Install Notes for further information.

6. User the Next > button to scroll to the next 10 records and the < Previous button to scroll to the previous 10 records displayed within the search window.

7. click the client code or client name to select the Client. Selection of a client closes the search link window and fills the Client field within the timesheet line with the selected Client.

Result: Clients have been search and the required Client selected.

Dashboard

View

Introduction

This section explains how a user can view summary records.

Conditions

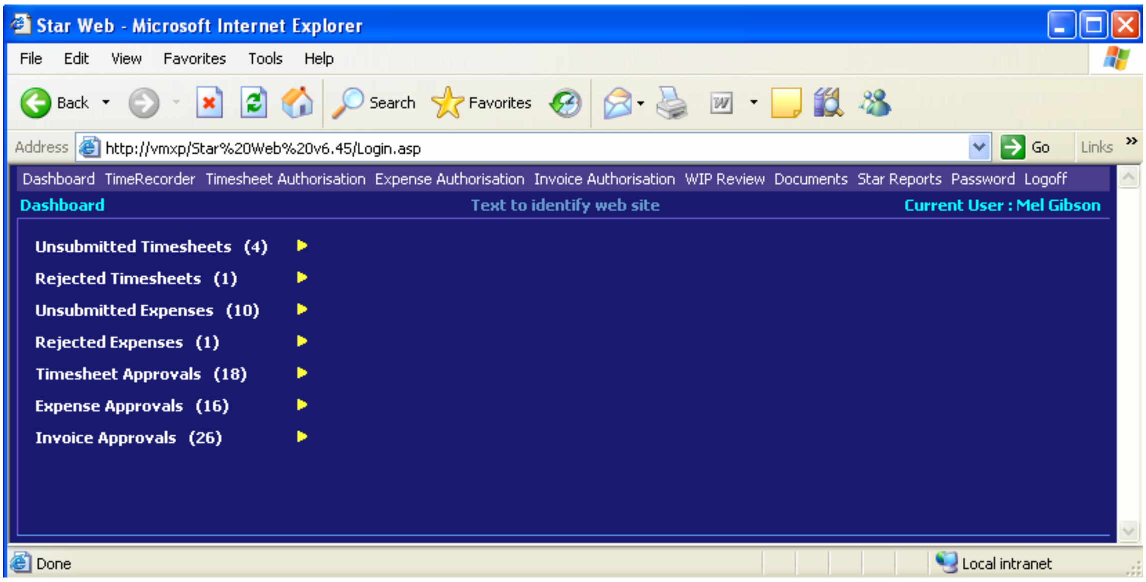
You must be logged into Web TimeRecorder**.**

Procedure

How to view outstanding records.

From the Main screen:

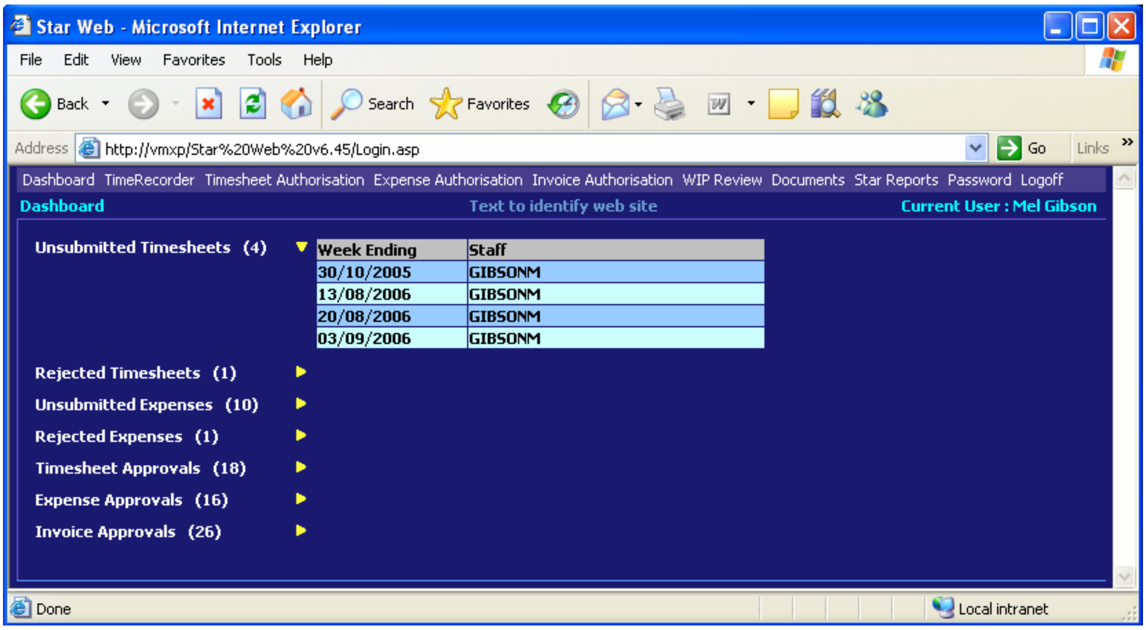
1. Select the Dashboard function tab and a screen similar to that which follows will appear.



2. Select the relevant ▶ link to show the record details.

Continued on the next page

3. A screen similar to that which follows will appear.



Result: The outstand records have been viewed.

Please note: Select the record required to open within the relevant module. You must have access to the Web “TimeRecorder”, “Timesheet Authorisation”, “Expense Authorisation” and “Invoice Authorisation” modules to enable this jump function.

Timesheet

New

Introduction

This section explains how a user creates a new timesheet header.

Conditions

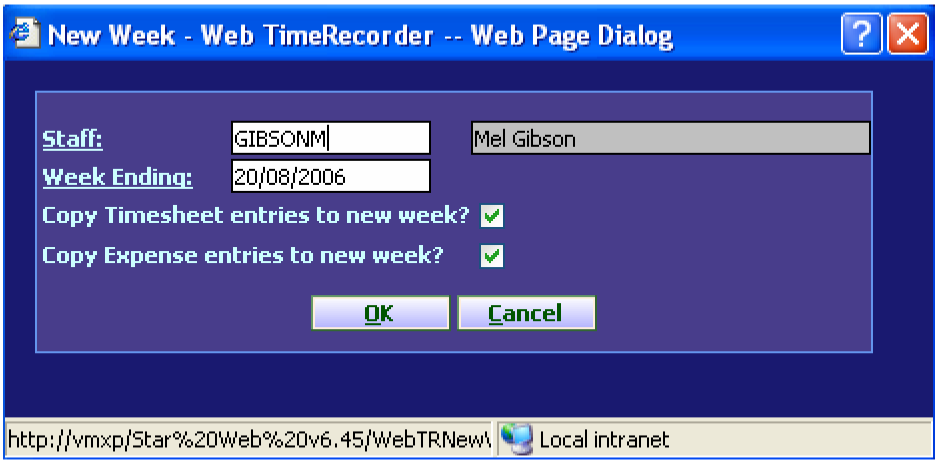
A timesheet has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when timesheet details are entered.

Procedure

How to create a new timesheet.

From the Main screen:

1. Select the Timesheets function tab.
2. Select New Week, a new week screen will appear.



3. Select the relevant staff code from the staff search link.
4. Enter the relevant week ending date, accept the default or select from the <u>week ending</u> calendar search link.
5. Tick the Copy current Timesheet entries to new week checkbox (if applicable).
6. Tick the Copy current Expense entries to new week checkbox (if applicable).
7. Press OK.

Result: A new timesheet header has been created.

Please note:

The creation of a timesheet header automatically creates an expense header for the same week ending and vice versa.

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Change

Introduction

This section explains how a timesheet is changed.

Conditions

The employee code and period ending date of an existing timesheet header **cannot** be changed from within the timesheet entry screen. If either of these details is incorrect the timesheet needs to be deleted and a new timesheet created with the correct information.

Procedure

For information on how to delete a timesheet refer to the Timesheet, Delete section within this manual.

Copy

Introduction

This section explains how to copy a timesheet.

Conditions

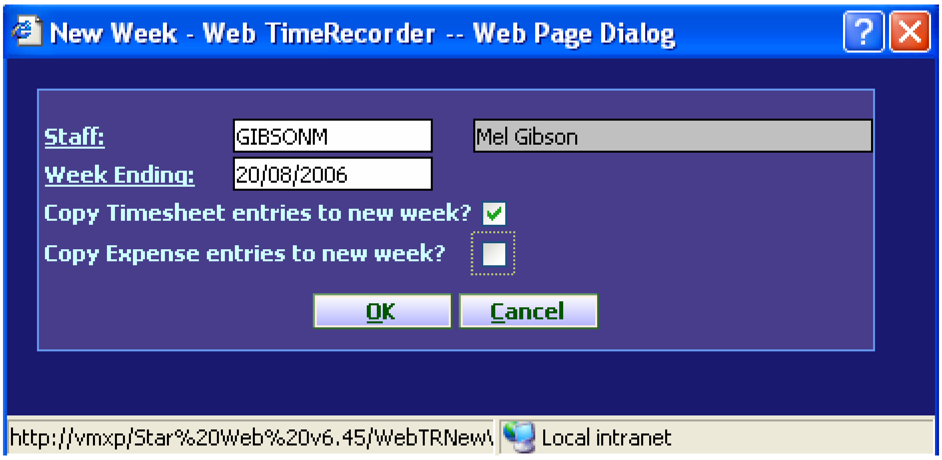
The employee code and period ending date of an existing timesheet header **cannot** be copied from within the timesheet entry screen. If either of these details is incorrect the timesheet needs to be deleted and a new timesheet copied with the correct information.

Procedure

How to copy a timesheet.

From the Main screen:

1. Select the Timesheets function tab.
2. Select New Week, a new week screen will appear.



3. Select the relevant staff code from the staff search link (if applicable) for the timesheet to be copied to.
4. Enter the relevant week ending date, accept the default or select from the week ending calendar search link for the timesheet to be copied to.
5. Tick the Copy current Timesheet entries to new week checkbox.
6. Press OK.

Result: The timesheet and all timesheet lines within the selected timesheet header are copied to the selected resource and week ending.

Please note:

Timesheet entries will not be copied if the staff member for the timesheet to be copied to, is not permitted access to the client/project within the central invoicing system.

Save

Introduction

This section explains how to save timesheet lines and expense lines within the timesheet.

Conditions

A timesheet has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when timesheet and expense details are entered.

Prior to saving timesheet or expense line changes must be confirmed or cancelled. Timesheets not saved result in the loss of any timesheet or expense line changes prior to the last time the timesheet was saved.

Procedure

How to save timesheet lines.

From the Main screen:

1. Select the Timesheets function tab.
2. Confirm or cancel any timesheet line changes (if applicable).
3. Select the Save button. 

Result: The timesheet and all timesheet lines within the selected timesheet header are saved.

Procedure

How to save expense lines.

From the Main screen:

1. Select the Expenses function tab.
2. Confirm or cancel any expense line changes (if applicable).
3. Select the Save button. 

Result: The expense lines within the selected timesheet header are saved.

Please note:

Saving a timesheet within the Timesheets function tab will not save any expense line details within the Expenses function tab. Expense and timesheet lines need to be saved within their respective function tabs prior to selecting another tab.

The save process within Web TimeRecorder can be set to auto save within the global.asa file to make dial up access quicker which will hide the save button.

Discard

Introduction

This section explains how to discard timesheet and expense line changes within the Database.

Conditions

A timesheet has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when timesheet and expense changes are discarded.

Prior to discarding timesheet or expense line changes must be confirmed. Timesheets not saved result in the loss of any timesheet or expense line changes prior to the last time the timesheet was saved.

Procedure

How to discard timesheet line changes.

From the Main screen:

1. Select the Timesheets function tab.
2. Confirm or cancel any timesheet line changes (if applicable).
3. Select the Discard button. 

4. Select OK to confirm you want to discard all changes for this week.

Result: All timesheet line changes made since last saved are discarded.

Continued on the next page

Procedure How to discard expense line changes.

From the Main screen:

1. Select the Expenses function tab.

2. Confirm or cancel any expense line changes (if applicable).

3. Select the Discard button. 

4. Select OK to confirm you want to discard all changes for this week.

Result: All expense line changes made since last saved are discarded.

Please note: Discarding timesheet changes within the Timesheets function tab will not discard any expense line changes within the Expenses function tab. Expense and timesheet line changes need to be discarded within their respective function tabs prior to selecting another tab.

Delete

Introduction

This section explains how to delete a timesheet and expense header.

Conditions

A timesheet has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when timesheet and expense details are deleted.

When a timesheet is deleted all unsubmitted timesheet and expense lines within the selected timesheet week ending header are deleted. Submitted timesheet and expense lines cannot be deleted.

When an unsubmitted timesheet is deleted all timesheet lines within the selected timesheet are deleted along with the header unless expense lines exist for the same week ending date and vice versa.

Procedure

How to delete a timesheet.

From the Main screen:

1. Select the Timesheets function tab.
2. Select the Week Ending link to open the search timesheets by window.
3. Select the existing timesheet that you wish to delete (using the period ending date as your selection criteria) or select from the Week Ending drop down list an existing timesheet to be deleted.
4. Select the Delete Week button. 

5. Click on OK button to confirm you want to delete this week.

Result: All unsubmitted timesheet lines within the selected timesheet header are deleted.

Continued on the next page

Procedure How to delete an expense.

From the Main screen:

1. Select the Expenses function tab.

2. Select the Week Ending link to open the search timesheets by window.

3. Select the existing timesheet, which contains the expenses you wish to delete (using the period ending date as your selection criteria) or select from the Week Ending drop down list an existing timesheets expenses to be deleted.

4. Select the Delete Week button. 

5. Click on OK button to confirm you want to delete this week.

Result: All unsubmitted expense lines within the selected expense header are deleted.

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Submit

Introduction

This section explains how to submit a timesheet and expenses to the central invoicing system.

Condition

You must be logged into Web TimeRecorder.

Procedure

How to submit a timesheet.

From the Main screen, Timesheets function tab:

1. Select the timesheet that you wish to submit. (Using the Week Ending drop down list or Week Ending search link.)
2. Check all details of both the timesheet header and each timesheet line to ensure that the information is correct.
3. Select the Submit button. 

4. Select the OK button.

Result: The timesheet is submitted to the central invoicing system.

Please note:

This will not submit expense lines within the timesheet. These must be submitted separately using the submit icon within the Expenses function tab.

Procedure

How to submit an expense.

From the Main screen, Expenses function tab:

1. Select the existing timesheet, which contains the expenses you wish to submit. (Using the Week Ending drop down list or Week Ending search link.)
2. Check all details of both the expense header and each expense line to ensure that the information is correct.
3. Select the Submit button. 

4. Select the OK button.

Result: The expense lines are submitted to the central invoicing system.

Please note:

This will not submit timesheet lines within the timesheet. These must be submitted separately using the submit icon within the Timesheets function tab.

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Timesheet line

New

Introduction

This section explains how to enter a new timesheet line into an existing timesheet header.

Condition

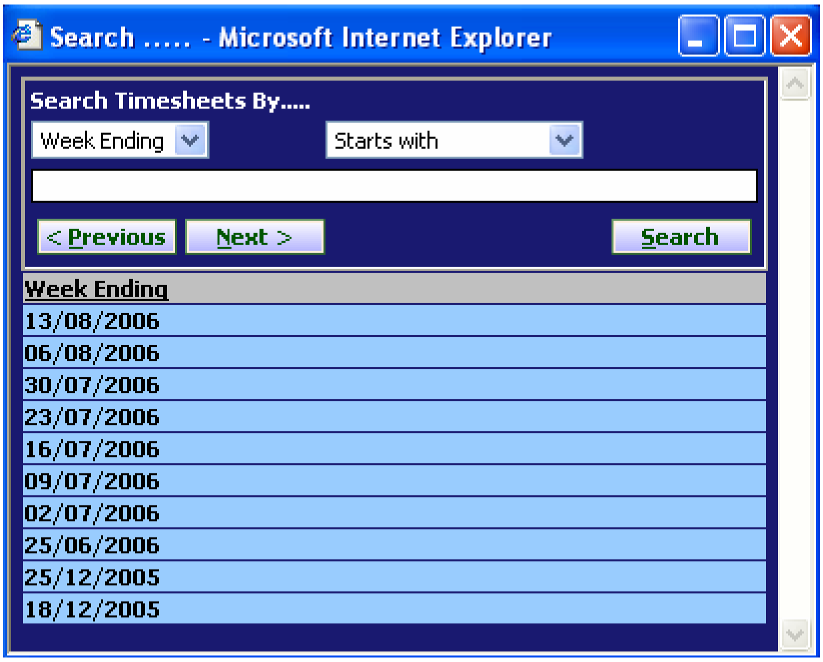
A timesheet line has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when all details within a line are entered.

Procedure

Open an existing timesheet.

From the Main screen:

1. Select the Timesheets function tab.
2. Select the Week Ending link to open the search timesheets by window.



3. Select the existing timesheet that you wish to enter a timesheet line to (using the period ending date as your selection criteria) or select from the Week Ending drop down list an existing timesheet.

Result: The timesheet header required will appear on the screen.

Continued on the next page

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Procedure How to enter a new timesheet line.

From the Main screen, Timesheets function tab:

1. Select the New button. 

2. Enter the date required for this timesheet line by using the Date calendar link or typing the date into the field in the following format: DD/MM/YYYY.

3. Press Tab to move between fields as required.

4. The day will automatically appear, check to ensure that it is correct.

5. Using the numeric keys on your keyboard enter the start time required for this timesheet line.

6. Enter the end time required for this line in the same manner as was explained above for the start time.

7. The duration will automatically be calculated, enter an amended duration or accept the calculation.

8. Enter the normal hours, overtime and compensatory time (if applicable).

9. Enter the client code required for this timesheet line or select the Client code link to search clients using the client code and client name as your selection criteria. Select the relevant client.

10. Enter the project code required for this timesheet line or select the Project code link to search projects using the project code and project description as your selection criteria. Select the relevant project.

11. Enter the phase code required for this timesheet line (if applicable) or select the Phase code link to search phases using the subproject code and subproject description as your selection criteria. Select the relevant phase.

12. Enter the activity code required for this timesheet line (if applicable) or select the Activity code link to search activities using the activity code and activity description as your selection criteria. Select the relevant activity.

13. Select the activity compete (if applicable) check box if the activity is completed.

14. Select the no charge check box if the client is not to be charged for this work.

Continued on the next page

15. Enter the no charge code required for this timesheet line (if applicable) or select the NC code link to search no charge codes using the no charge code and no charge description as your selection criteria. Select the relevant no charge code.

16. Type in free form text as required into the No Charge Details field (if applicable).

17. Enter the task code required for this timesheet line (if applicable) or select the Task code link to search tasks using the task id and task description as your selection criteria. Select the relevant task.

18. Select the task completed (if applicable) check box if the task is completed.

19. Enter the Task percentage complete (if applicable) between 0 and 100.

20. Select the suggest close check box (if applicable) if the project is completed.

21. Select the call out check box (if applicable) if the client is to be charged a call out fee relating to this timesheet line.

22. Manually type in the clientele no. (if applicable) as required for this timesheet line.

23. Manually type in the client ref number (if applicable) as required for this timesheet line.

24. Enter the location code required for this timesheet line (if applicable) or select the Location code link to search locations using the location code and location description as your selection criteria. Select the relevant location.

25. Enter the staff code required for this timesheet line (if applicable) or select the Staff code link to search resources using the resource code and resource description as your selection criteria. Select the relevant resource.

26. Enter the resource class code required for this timesheet line (if applicable) or select the Class code link to search resource classes using the resource class code and resource class description as your selection criteria. Select the relevant resource class.

27. Type in free form text as required into the Internal Comments field (if applicable).

Continued on the next page

28. Type one line of free form text as required into the Details field.

29. Select the Details link to access the Notes Editor for additional extended notes to be entered (if applicable).

30. Type as much free form text as required into the Notes Editor click OK.

31. Select the Confirm button. 

Result: The timesheet line has been entered and saved.

Please note: This process temporarily saves the timesheet line within the timesheet. The timesheet must be saved for new timesheet lines to be recorded within the Database, refer to the Timesheet, Save section within this manual.

Change

Introduction This section explains how to maintain or view a timesheet line.

Condition A timesheet line has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when any details within a line are changed.

A submitted timesheet line cannot be changed.

Procedure How to change or view a timesheet line.

From the Main screen, Timesheets function tab:

1. Select the timesheet, which contains the line that you wish to change or view. (Using the Week Ending drop down list or Week Ending search link.)

2. Highlight the relevant timesheet line within the Main grid. The details relating to the timesheet line such as client, project, phase and activity are displayed in the line details fields on the right hand side of the screen.

3. Make changes in any or all fields, or view details as required.

4. Press the confirm button, or another timesheet line to the view the details.

Result: Changes saved, or information within timesheet line has been viewed.

Please note: This process temporarily saves the timesheet line changes within the timesheet. The timesheet must be saved for the timesheet line changes to be recorded within the Database, refer to the Timesheet, Save section within this manual.

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Copy

Introduction

This section explains how to copy a timesheet line.

Conditions

A timesheet line has significant impact on Web TimeRecorder, and careful consideration has to be taken into account when all details within a line are copied.

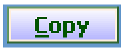
Procedure

How to copy a timesheet line.

From the Main screen, Timesheets function tab:

1. Select the timesheet, which contains the line that you wish to copy. (Using the Week Ending drop down list or Week Ending search link.)

2. Highlight the relevant timesheet line within the Main grid. The details relating to the timesheet line such as client, project, phase and activity are displayed in the line details fields on the right hand side of the screen.

3. Select the copy button. 

Result: The timesheet line has been copied.

Please note:

This process temporarily saves the timesheet line copied within the timesheet. The timesheet must be saved for the copied timesheet lines to be recorded within the Database, refer to the Timesheet, Save section within this manual.

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Repeat

Introduction

This section explains how to repeat a timesheet line for a defined number of days within the timesheet header.

Condition

A timesheet line has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when all details within a line are repeated.

Procedure

How to repeat a timesheet line.

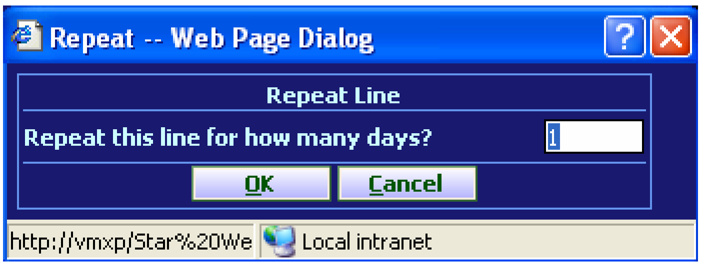
From the Main screen, Timesheets function tab:

1. Select the timesheet, which contains the line that you wish to repeat. (Using the Week Ending drop down list or Week Ending search link.)

2. Highlight the relevant timesheet line within the Main grid. The details relating to the timesheet line such as client, project, phase and activity are displayed in the line details fields on the right hand side of the screen.

3. Select the repeat button. 

4. The following screen will appear.



5. Enter the number of days to repeat the selected line for and select the OK button.

Please note:

The maximum number of days to repeat the current record is 6 days and the selected timesheet line will not be repeated beyond the last day of the timesheet week ending date.

Result: The timesheet line has been repeated for the selected number of days or up to the last day of the timesheet week ending date.

Please note:

This process temporarily saves the timesheet lines repeated within the timesheet. The timesheet must be saved for the repeated timesheet lines to be recorded within the Database, refer to the Timesheet, Save section within this manual.

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Delete

Introduction

This section explains how to delete a timesheet line from a timesheet header.

Condition

A timesheet line has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when all details within a line are deleted.

A submitted timesheet line cannot be deleted.

Procedure

How to delete a timesheet line.

From the Main screen, Timesheets function tab:

1. Select the timesheet, which contains the line that you wish to delete. (Using the Week Ending drop down list or Week Ending search link.)

2. Highlight the timesheet line to be deleted within the Main grid. The details relating to the timesheet line such as client, project, phase and activity are displayed in the line details fields on the right hand side of the screen.

3. Select the Delete button. 

4. Select the OK button to confirm you want to delete this line.

Result: The timesheet line is deleted from the timesheet header.

Please note:

This process temporarily deletes the timesheet line within the timesheet. The timesheet must be saved for deleted timesheet lines to be removed from the Database, refer to the Timesheet, Save section within this manual.

Monitor

Introduction

This section explains how to monitor time for a timesheet line within the timesheet header.

Condition

A timesheet line has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when time details within a line are saved, changed or deleted.

Procedure

How to monitor time for a timesheet line.

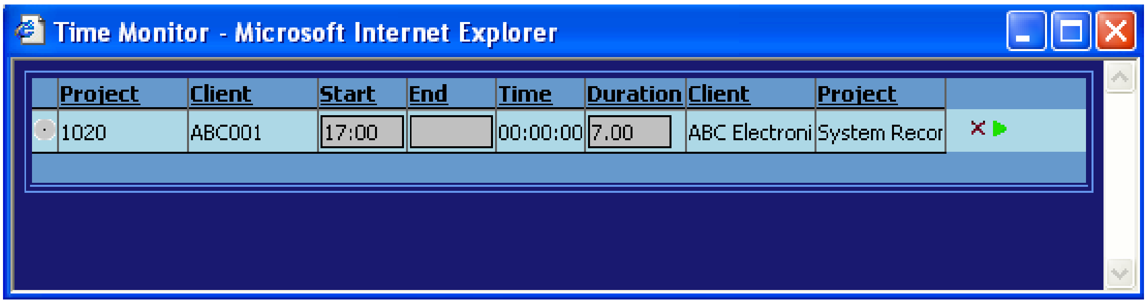
From the Main screen, Timesheets function tab:

1. Select the timesheet, which contains the line that you wish to monitor time for. (Using the Week Ending drop down list or Week Ending search link.)

2. Double click on the qty field in the main grid to open the Time Monitor screen.

Please note: The qty field is by default the Time Monitor launch field and can be changed within the Module Manager Web TimeRecorder, Configuration, Timesheet Entry, Parameters.

3. A screen, similar to that which follows, will appear.



4. Select the required icon to monitor time for the timesheet line as follows:
   - start
   - stop
   - pause
   - delete
   - save

Please note: The save icon will record the start, end and duration within the timesheet line (**refresh the screen** to view updated timesheet line details). Options to allow multiple concurrent timers and save open timers on exit can be set within the Module Manager Web TimeRecorder, Configuration, Timesheet Entry, Parameters.

Result: Time has been monitored and recorded for the selected timesheet line within the timesheet header.

Expense line

New

Introduction

This section explains how to enter a new expense line into an existing timesheet.

Condition

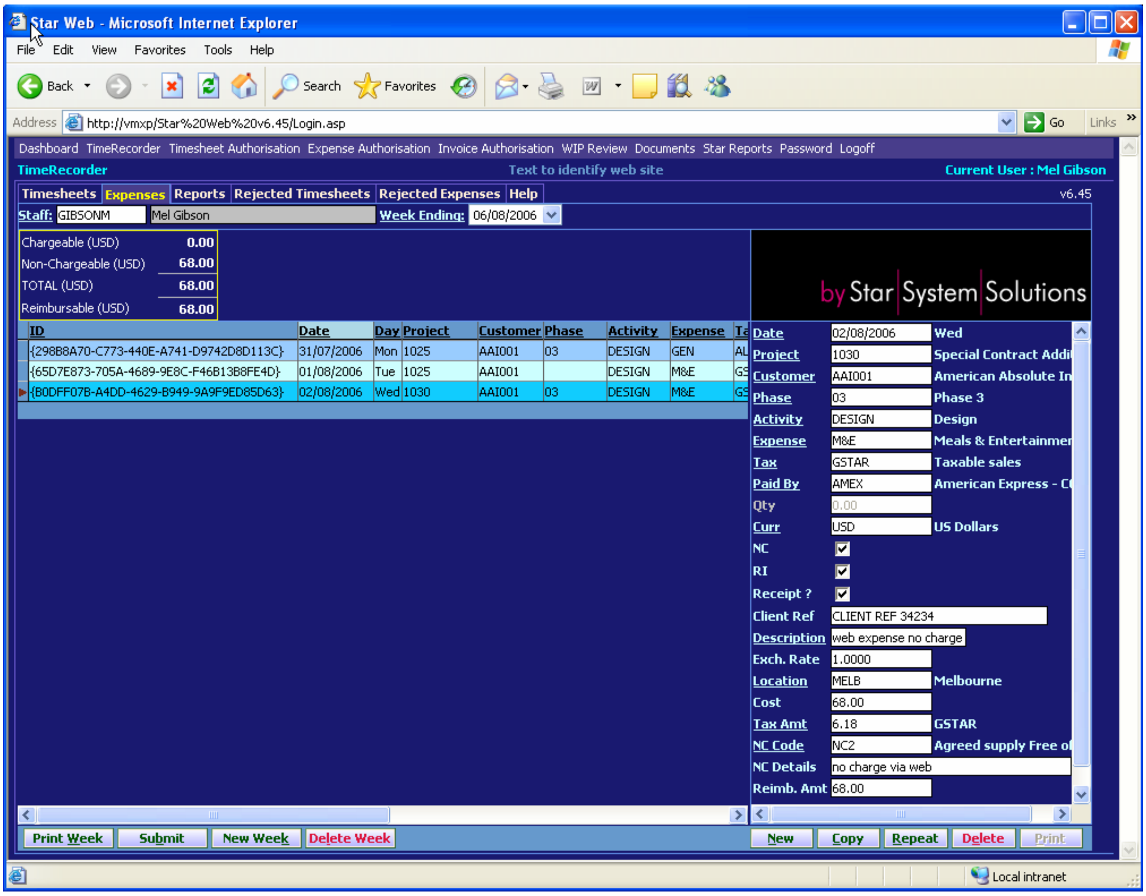
An expense line has a significant impact on TimeRecorder, and careful consideration has to be taken into account when all details within a line are entered.

Procedure

How to enter an Expense line.

From the Main screen:

1. Select the Expenses function tab.
2. A screen similar to that which follows will appear.



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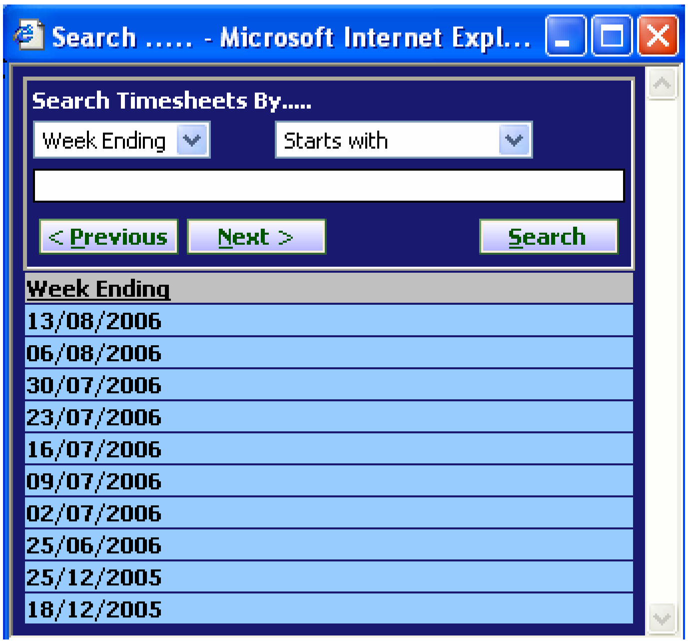
3. Select the Week Ending link to open the search Timesheets by window.



4. Select the existing timesheet week that you wish to enter an expense line to (using the period ending date as your selection criteria) or select from the Week Ending drop down list an existing timesheet.

Result: The timesheet expenses required will appear on the screen.

Procedure

How to enter a new expense line.

From the Expenses function tab:

1. Select the New button. 

2. Enter the date required for this expense line by using the Date calendar link or typing the date into the field in the following format: DD/MM/YYYY.

3. Press [Tab] to move between fields as required.

4. The day will automatically appear, check to ensure that it is correct.

5. Enter the client code required for this expense line or select the Client code link to search clients using the client code and client name as your selection criteria. Select the relevant client.

6. Enter the project code required for this expense line or select the Project code link to search projects using the project code and project description as your selection criteria. Select the relevant project.

Continued on the next page

7. Enter the phase code required for this expense line (if applicable) or select the Phase code link to search phases using the subproject code and subproject description as your selection criteria. Select the relevant phase.

8. Enter the activity code required for this expense line (if applicable) or select the Activity code link to search activities using the activity code and activity description as your selection criteria. Select the relevant activity.

9. Enter the expense code required for this expense line (if applicable) or select the Expense link to search expense codes using the expense code and expense description as your selection criteria. Select the relevant expense.

10. Enter the paid by code required for this expense line (if applicable) or select the Paid By link to search the method of payment (mop) codes using the mop code and mop description as your selection criteria. Select the relevant mop.

11. Enter the currency code required for this expense line (if applicable) or select the Curr link to search currencies using the currency code and currency description as your selection criteria. Select the relevant currency.

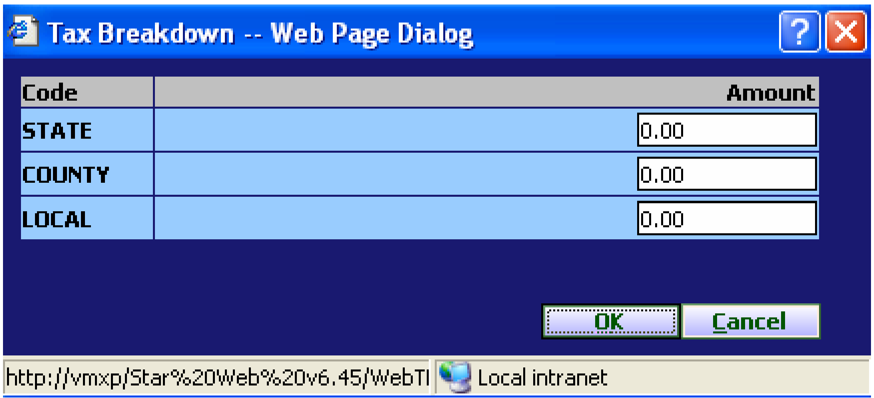
12. Manually type in the Qty (if applicable) as required for this expense line.

13. Manually type in the Cost (inc. tax) paid (if applicable) as required for this expense line.

14. Confirm or override, (if permitted), the exchange rate for this expense line.

15. Confirm or override, (if permitted), the Tax (if applicable) for this expense line.

16. Select the Tax Amt link to open the Tax Breakdown window and manual enter multi level tax amounts, (if applicable).



Continued on the next page

17. Confirm or override, (if permitted), the Reimb. Amt for this expense line.

18. Select the Reimbursable check box if the expense is to be reimbursed to the resource.

19. Select the No Charge (if applicable) check box if the client is not to be charged for this work.

20. Enter the no charge code required for this expense line (if applicable) or select the NC code link to search no charge codes using the no charge code and no charge description as your selection criteria. Select the relevant no charge code.

21. Type in free form text as required into the No Charge Details field (if applicable).

22. Select the Receipt Obtained check box if a receipt has been supplied for the expense.

23. Enter the location code required for this expense line (if applicable) or select the Location code link to search locations using the location code and location description as your selection criteria. Select the relevant location.

24. Manually type in the client ref number (if applicable) as required for this expense line.

25. Type one line of free form text as required into the Description field.

26. Select the Description link to access the Notes Editor for additional extended notes to be entered (if applicable).

27. Type as much free form text as required into the Notes Editor click OK.

28. Select the Confirm button. 

Result: The expense line has been entered and saved.

Please note: This process temporarily saves the expense line within the timesheet. The timesheet must be saved for new expense lines to be recorded within the Database, refer to the Timesheet, Save section within this manual.

Change

Introduction

This section explains how to maintain or view an expense line.

Condition

An expense line has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when any details within a line are changed.

A submitted expense line cannot be changed.

Procedure

How to change or view an expense line.

From the Main screen, Expenses function tab:

1. Select the timesheet, which relates to the expense line that you wish to change or view. (Using the Week Ending drop down list or Week Ending search link.)

2. Highlight the relevant expense line within the Main grid. The details relating to the expense line such as client, project, phase and expense are displayed in the line details fields on the right hand side of the screen.

3. Make changes into any or all fields, or view details as required.

4. Press the confirm button, or another expense line to the view the details.

Result: Changes saved, or information within expense line has been viewed.

Please note:

This process temporarily saves the expense line within the timesheet. The timesheet must be saved for new expense lines to be recorded within the Database, refer to the Timesheet, Save section within this manual.

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Copy

Introduction

This section explains how to copy an expense line.

Conditions

An expense line has significant impact on Web TimeRecorder, and careful consideration has to be taken into account when all details within a line are copied.

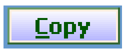
Procedure

How to copy an expense line.

From the Main screen, Expenses function tab:

1. Select the timesheet, which contains the expense line that you wish to copy. (Using the Week Ending drop down list or Week Ending search link.)

2. Highlight the relevant expense line within the Main grid. The details relating to the expense line such as client, project, phase and activity are displayed in the line details fields on the right hand side of the screen.

3. Select the copy button. 

Result: The expense line has been copied.

Please note:

This process temporarily saves the expense line copied within the timesheet. The timesheet must be saved for the copied expense lines to be recorded within the Database, refer to the Timesheet, Save section within this manual.

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Repeat

Introduction

This section explains how to repeat an expense line for a defined number of days within the timesheet.

Condition

An expense line has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when all details within a line are repeated.

Procedure

How to repeat an expense line.

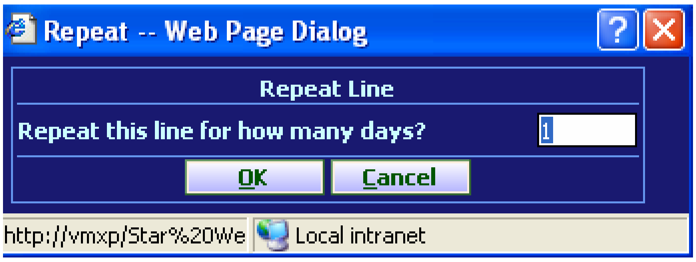
From the Main screen, Expenses function tab:

1. Select the timesheet, which contains the expense line that you wish to repeat. (Using the Week Ending drop down list or Week Ending search link.)

2. Highlight the relevant expense line within the Main grid. The details relating to the expense line such as client, project, phase and expense are displayed in the line details fields on the right hand side of the screen.

3. Select the repeat button. 

4. The following screen will appear.



5. Enter the number of days to repeat the current record for and select the OK button.

Please note: The maximum number of days to repeat the current record is 6 days and the selected expense line will not be repeated beyond the last day of the expense week ending date.

Result: The expense line has been repeated for the selected number of days or up to the last day of the expense week ending date.

Please note: This process temporarily saves the expense line repeated within the timesheet. The timesheet must be saved for the repeated expense lines to be recorded within the Database, refer to the Timesheet, Save section within this manual.

Delete

Introduction

This section explains how to delete an expense line from an existing timesheet.

Condition

An expense line has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when all details within a line are deleted.

A submitted expense line cannot be deleted.

Procedure

How to delete an expense line.

From the Main screen, Expenses function tab:

1. Select the timesheet, which relates to the expense line that you wish to delete. (Using the Week Ending drop down list or Week Ending search link.)

2. Highlight the expense line to be deleted within the Main grid. The details relating to the expense line such as client, project, phase and expense are displayed in the line details fields on the right hand side of the screen.

3. Select the Delete button. 

4. Select the OK button to confirm you want to delete this line.

Result: The expense line is deleted from the expense header.

Please note:

This process temporarily deletes the expense line within the timesheet. The timesheet must be saved for deleted expense lines to be removed from the Database, refer to the Timesheet, Save section within this manual.

Reports

TR Transaction Lists

Introduction

This section explains how to view and print a Transaction List.

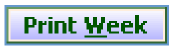
Condition

You must be logged into Web TimeRecorder.

Procedure

How to view a Transaction List.

From the Main screen, Timesheet function tab:

1. Select the relevant timesheet.
2. Select the Print Week button. 

3. Enter the client code required for the transaction list or select the Client code link to search clients using the client code and client name as your selection criteria. Select the relevant client.
4. Press Tab to move between fields as required.
5. Enter the project code required for the transaction list or select the Project code link to search projects using the project code and project description as your selection criteria. Select the relevant project.
6. Enter the resource code required for the transaction list or select the Resource link to search resources using the resource code and name as your selection criteria. Select the relevant Resource.
7. Enter the date range for transactions to be included in the transaction list.
8. Select the format for the report (HTML, Java or ActiveX) from the drop down list.
9. Select to print to a new window by ticking the New Window? checkbox.
10. Select the Run button.

Result: The Transaction Report screen is shown.

Continued on the next page

OR

Procedure From the Main screen, Reports function tab:

1. Select the TR Transaction List from the reports listed on the left hand side of the screen.

2. Enter the client code required for the transaction list or select the Client code link to search clients using the client code and client name as your selection criteria. Select the relevant client.

3. Press Tab to move between fields as required.

4. Enter the project code required for the transaction list or select the Project code link to search projects using the project code and project description as your selection criteria. Select the relevant project.

5. Enter the resource code required for the transaction list or select the Resource link to search resources using the resource code and name as your selection criteria. Select the relevant Resource.

6. Enter the date range for transactions to be included in the transaction list.

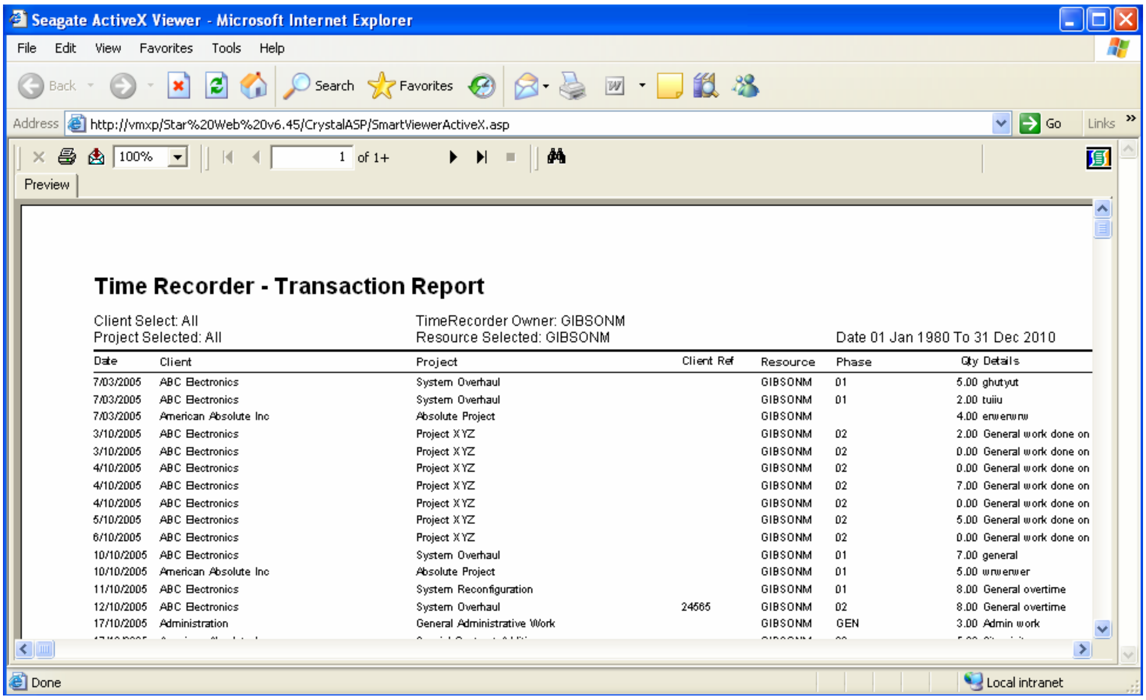
7. Select the format for the report (HTML, Java or ActiveX) from the drop down list.

8. Select to print to a new window by ticking the New Window? checkbox.

9. Select the Run button.

10. A screen similar to that which follows will appear.

Continued on the next page



Time Recorder - Transaction Report

Client Select: All
Project Selected: All
TimeRecorder Owner: GIBSONM
Resource Selected: GIBSONM
Date 01 Jan 1980 To 31 Dec 2010

Date	Client	Project	Client Ref	Resource	Phase	Qty	Details
7/03/2005	ABC Electronics	System Overhaul		GIBSONM	01	5.00	ghutyut
7/03/2005	ABC Electronics	System Overhaul		GIBSONM	01	2.00	tuiiu
7/03/2005	American Absolute Inc	Absolute Project		GIBSONM		4.00	erwerwrw
3/10/2005	ABC Electronics	Project XYZ		GIBSONM	02	2.00	General work done on
3/10/2005	ABC Electronics	Project XYZ		GIBSONM	02	0.00	General work done on
4/10/2005	ABC Electronics	Project XYZ		GIBSONM	02	0.00	General work done on
4/10/2005	ABC Electronics	Project XYZ		GIBSONM	02	7.00	General work done on
4/10/2005	ABC Electronics	Project XYZ		GIBSONM	02	0.00	General work done on
5/10/2005	ABC Electronics	Project XYZ		GIBSONM	02	5.00	General work done on
6/10/2005	ABC Electronics	Project XYZ		GIBSONM	02	0.00	General work done on
10/10/2005	ABC Electronics	System Overhaul		GIBSONM	01	7.00	general
10/10/2005	American Absolute Inc	Absolute Project		GIBSONM	01	5.00	wrwerwer
11/10/2005	ABC Electronics	System Reconfiguration		GIBSONM	01	8.00	General overtime
12/10/2005	ABC Electronics	System Overhaul	24565	GIBSONM	02	8.00	General overtime
17/10/2005	Administration	General Administrative Work		GIBSONM	GEN	3.00	Admin work

The user is able to view the Transaction List or select the print button to print the list to a selected printer.

Result: The Transaction List is printed to the screen. (See below to direct the report to a selected printer.)

Procedure

How to print a Transaction List.

From the screen view of the Transaction List:

1. Click the Print button or select the File, Print menu item.
2. Select the relevant printer and setup.
3. Press the OK / Print Button.

Result: The Transaction List is printed to the selected printer.

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TR Transaction Log

Introduction

This section explains how to view and print a Detailed Transaction Log.

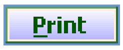
Condition

You must be logged into Web TimeRecorder.

Procedure

How to view a Detailed Transaction Log.

From the Main screen, Timesheets function tab:

1. Select the relevant timesheet line.
2. Select the Print button. 

3. Select the format for the report (HTML, Java or ActiveX) from the drop down list.
4. Select to print to a new window by ticking the New Window? checkbox.
5. Select the Run button.

Result: The Detailed Transaction Log is printed to the screen. (See below to direct the report to a selected printer.)

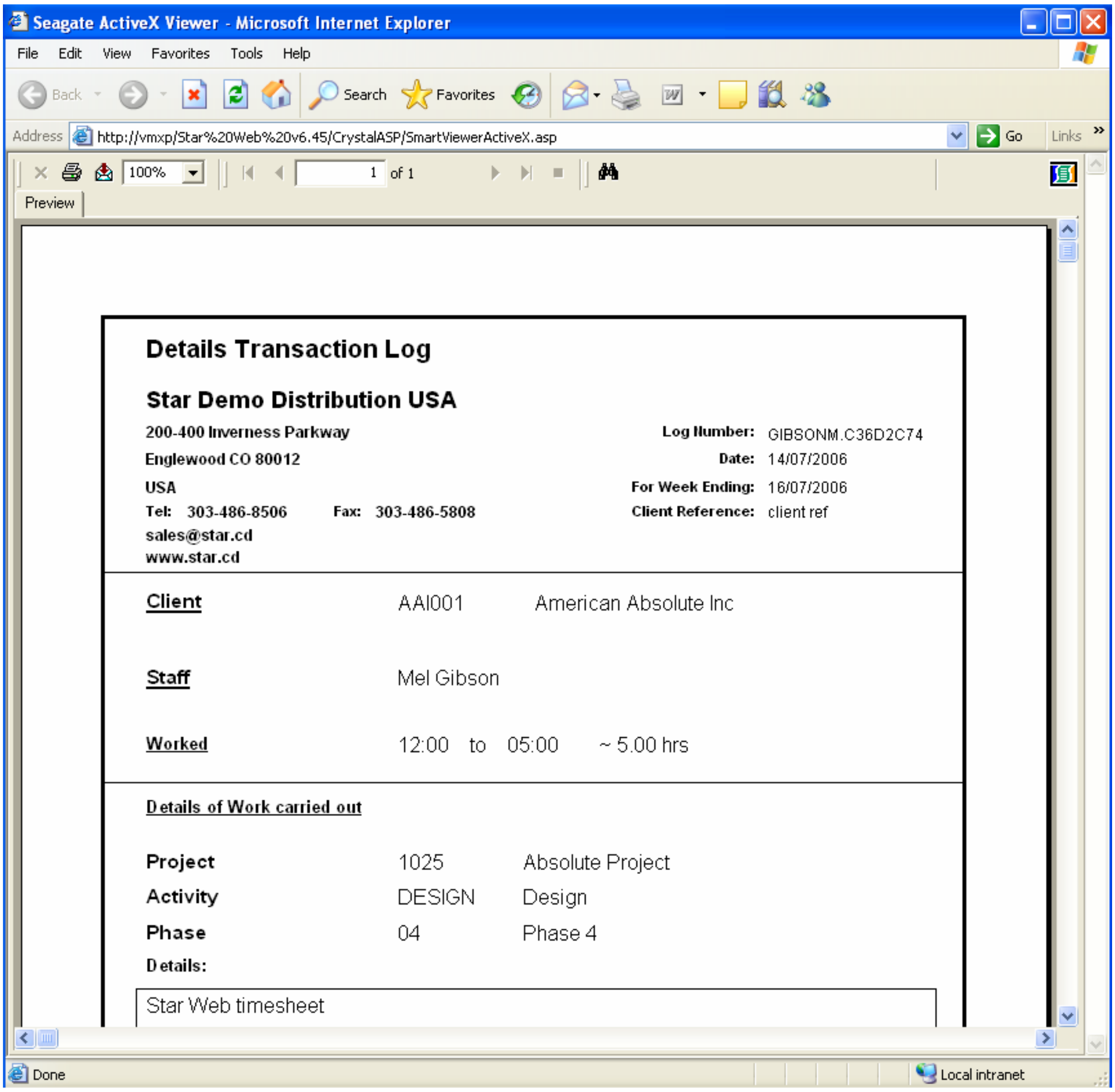
OR

Procedure

From the Main screen, Reports function tab:

1. Select the TR Transaction Log from the reports listed on the left hand side of the screen.
2. Enter the WebTR Transaction Id of the timesheet line required for this transaction log or select the WebTR Transaction Id link to search WebTR Transaction Id's using the Transaction Detail Id as your selection criteria. Select the relevant WebTR Transaction Id.
3. Select the format for the report (HTML, Java or ActiveX) from the drop down list.
4. Select to print to a new window by ticking the New Window? checkbox.
5. Select the Run button.
6. A screen similar to that which follows will appear.

Continued on the next page



The user is able to view the Detailed Transaction Log to the screen or select the print button to print the Log to a selected printer.

Result: The Detailed Transaction Log is printed to the screen. (See below to direct the report to a selected printer.)

Procedure

How to print a Detailed Transaction Log.

From the screen view of the Detailed Transaction Log:

1. Click the Print button or select the File, Print menu item.
2. Select the relevant printer and setup.
3. Press the OK / Print Button.

Result: The Detailed Transaction Log is printed to the selected printer.

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TR Client List

Introduction

This section explains how to view and print a Client List.

Condition

You must be logged into Web TimeRecorder.

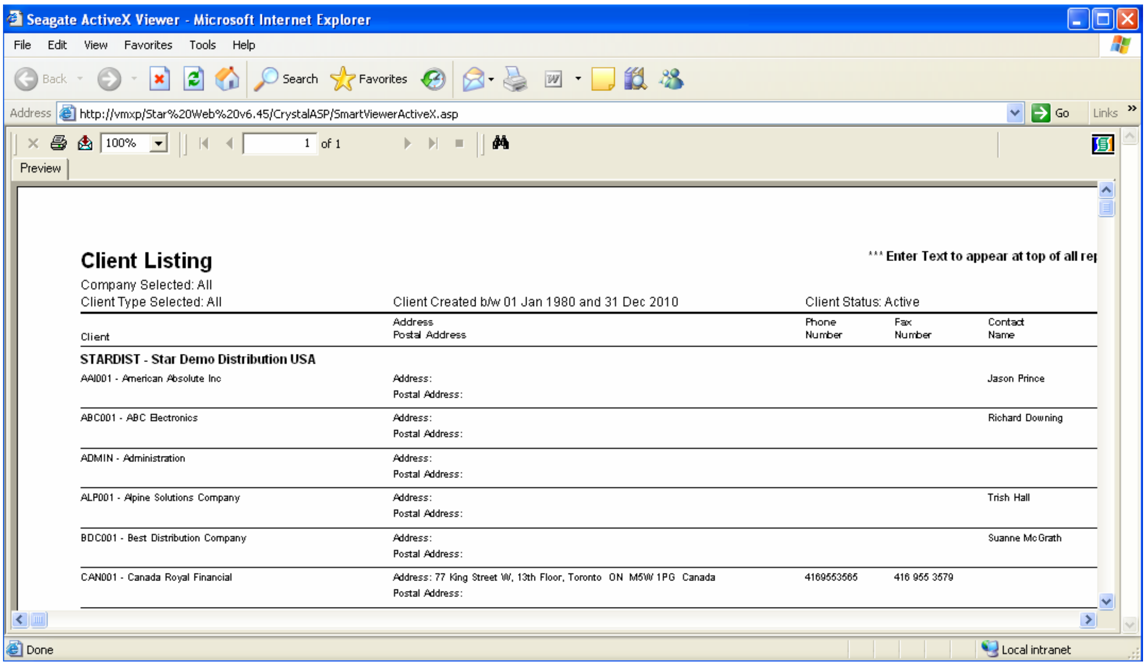
Procedure

How to view a Client List.

From the Main screen, Reports function tab:

1. Select the TR Client list from the reports listed on the left hand side of the screen.
2. Enter the company code required for the client list or select the Company code link to search companies using the company code and company name as your selection criteria. Select the relevant company.
3. Press Tab to move between fields as required.
4. Enter the client type required for the client list or select the Client Type link to search client types using the client type code and client type name as your selection criteria. Select the relevant client type.
5. Enter the date range for clients to be included in the Client list.
6. Select to include Active, Inactive or Active and Inactive client details on the Client list.
7. Select to include the client postal addresses on the Client list.
8. Select to sort the client list by client code or client description.
9. Select the format for the report (HTML, Java or ActiveX) from the drop down list.
10. Select to print to a new window by ticking the New Window? checkbox.
11. Select the Run button.
12. A screen similar to that which follows will appear.

Continued on the next page



The user is able to view the Client List to the screen or select the print button to print the Client List to a selected printer.

Result: The Client List is printed to the screen.
(See below to direct the report to a selected printer.)

Procedure

How to print a Client List.

From the screen view of the Client List:

1. Click the Print button or select the File, Print menu item.
2. Select the relevant printer and setup.
3. Press the OK / Print Button.

Result: The Client List is printed to the selected printer.

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Introduction

This section explains how to view and print an Expense Claim and Reimbursement form with a Travel Diary.

Condition

You must be logged into Web TimeRecorder.

Procedure

How to view an Expense Claim, Reimbursement form and Travel Diary.

From the Main screen, Expenses function tab:

1. Select the relevant timesheet.
2. Select the Print Week button. 

3. Enter the resource code required for the expense claim or select the Resource link to search resources using the resource code and name as your selection criteria. Select the relevant Resource.
4. Press Tab to move between fields as required.
5. Enter the Period End date for the week ending required for this expense claim.
6. Select 'Yes' to Print Travel Diary.
7. Select the format for the report (HTML, Java or ActiveX) from the drop down list.
8. Select to print to a new window by ticking the New Window? checkbox.
9. Select the Run button.

Result: The Expense Claim, Reimbursement form and Travel Diary screen is shown.

Continued on the next page

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OR

Procedure

From the Main screen, Reports function tab:

1. Select the TR Expense Claims from the reports listed on the left hand side of the screen.

2. Enter the resource code required for the expense claim or select the Resource link to search resources using the resource code and name as your selection criteria. Select the relevant Resource.

3. Press [Tab] to move between fields as required.

4. Enter the Period End date for the week ending required for this expense claim.

5. Select 'Yes' to Print Travel Diary.

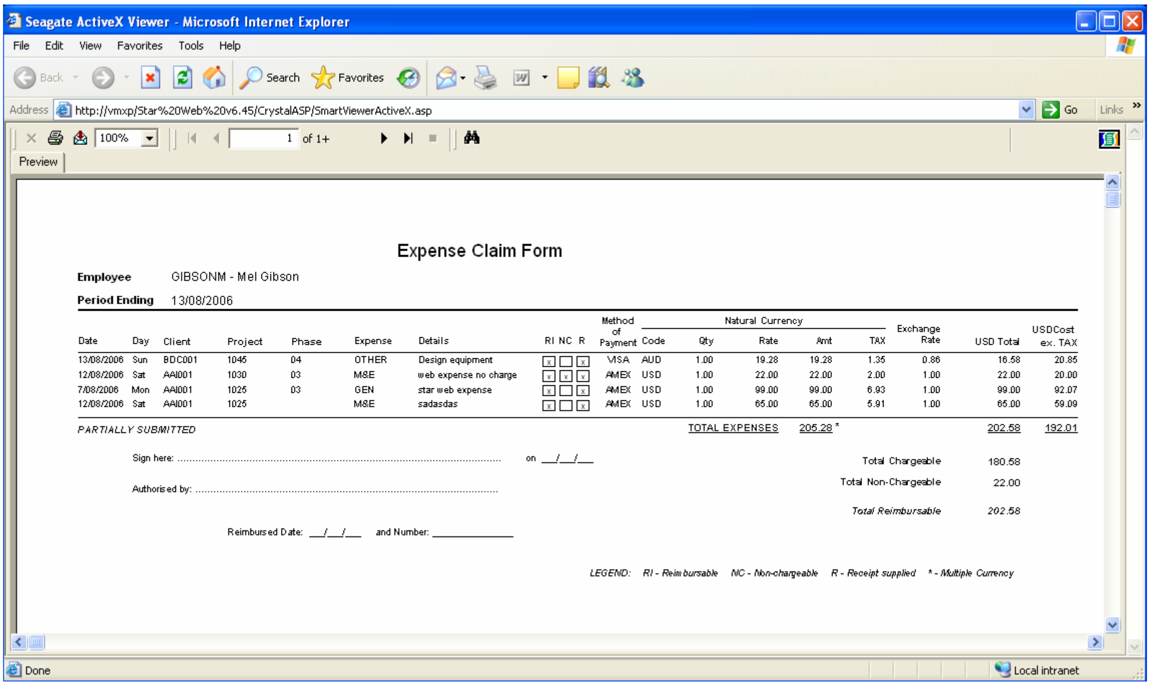
6. Select the format for the report (HTML, Java or ActiveX) from the drop down list.

7. Select to print to a new window by ticking the New Window? checkbox.

8. Select the Run button.

9. A screen similar to that which follows will appear.

Continued on the next page



Expense Claim Form

Employee GIBSONM - Mel Gibson

Period Ending 13/08/2006

Date	Day	Client	Project	Phase	Expense	Details	RI	NC	R	Method of Payment	Natural Currency Code	Qty	Rate	Amt	TAX	Exchange Rate	USD Total	USDCost ex. TAX
13/08/2006	Sun	BDC001	1045	04	OTHER	Design equipment	x		x	VISA	AUD	1.00	19.28	19.28	1.35	0.86	16.58	20.85
12/08/2006	Sat	AAI001	1030	03	M&E	web expense no charge	x	x	x	AMEX	USD	1.00	22.00	22.00	2.00	1.00	22.00	20.00
7/08/2006	Mon	AAI001	1025	03	GEN	star web expense	x		x	AMEX	USD	1.00	99.00	99.00	6.93	1.00	99.00	92.07
12/08/2006	Sat	AAI001	1025		M&E	sadasdas	x		x	AMEX	USD	1.00	65.00	65.00	5.91	1.00	65.00	59.09

PARTIALLY SUBMITTED TOTAL EXPENSES 205.28 * 202.58 192.01

Sign here: .... on __/__/__

Total Chargeable 180.58

Authorised by: ....

Total Non-Chargeable 22.00

Total Reimbursable 202.58

Reimbursed Date: __/__/__ and Number: ________

*LEGEND: RI - Reimbursable NC - Non-chargeable R - Receipt supplied * - Multiple Currency*

The user is able to view the Expense Claim Form and by scrolling through the pages view the Travel Diary and Reimbursement Form or select the print button to print the claim forms to a selected printer.

Result: The Expense Claim, Reimbursement form and Travel Diary screen is shown. (See below to direct the report to a selected printer.)

Procedure

How to print an Expense Claim, Reimbursement form and Travel Diary

From the screen view of the Expense Claim:

1. Click the Print button or select the File, Print menu item.
2. Select the relevant printer and setup.
3. Press the OK / Print Button.

Result: The Expense Claim, Reimbursement form and Travel Diary is printed to the selected printer.

TR Approval Transactions

Introduction This section explains how to view and print Approval Transactions.

Condition You must be logged into Web TimeRecorder.

Procedure How to view Approval Transactions.

From the Main screen, Reports function tab:

1. Select the TR Approval Transactions from the reports listed on the left hand side of the screen.

2. Enter the client code required for the approval transactions or select the Client code link to search clients using the client code and client name as your selection criteria. Select the relevant client.

3. Press [Tab] to move between fields as required.

4. Enter the project code required for the approval transactions or select the Project code link to search projects using the project code and project description as your selection criteria. Select the relevant project.

5. Enter the resource code required for the approval transactions or select the Resource link to search resources using the resource code and name as your selection criteria. Select the relevant Resource.

6. Enter the date range for transactions to be included in the approval list.

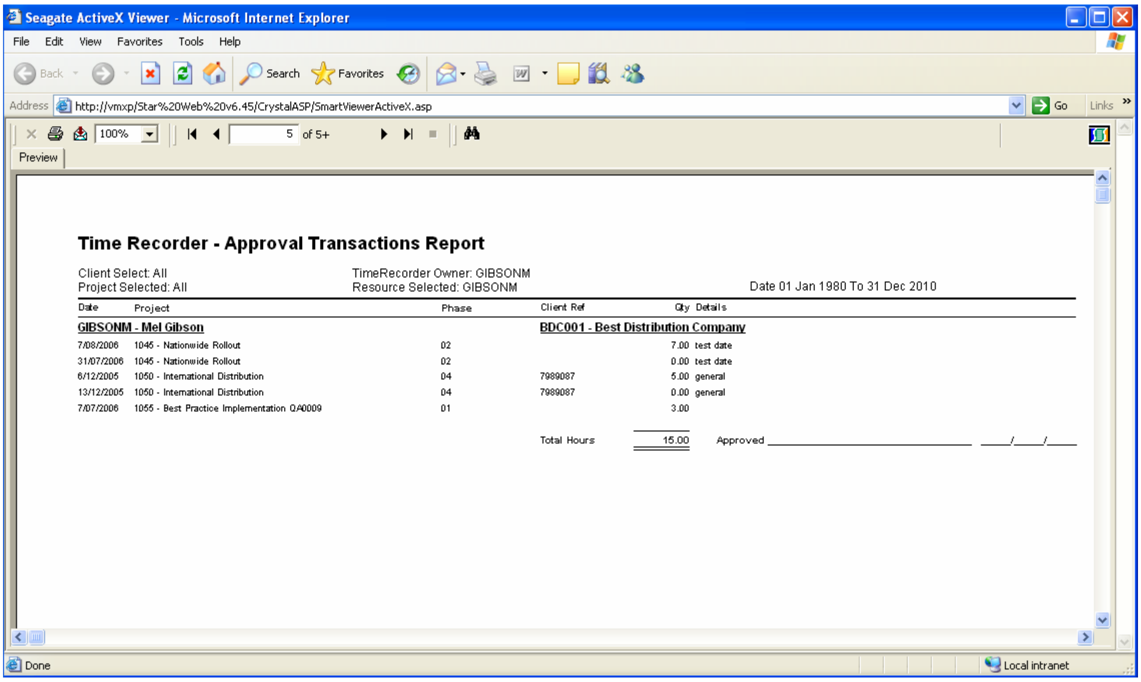
7. Select the format for the report (HTML, Java or ActiveX) from the drop down list.

8. Select to print to a new window by ticking the New Window? checkbox.

9. Select the Run button.

10. A screen similar to that which follows will appear.

Continued on the next page



The user is able to view the Approval Transactions report to the screen or select the print button to print the report to a selected printer.

Result: The Approval Transactions report is printed to the screen. (See below to direct the report to a selected printer.)

Procedure

How to print Approval Transactions.

From the screen view of the Approval Transactions:

1. Click the Print button or select the File, Print menu item.
2. Select the relevant printer and setup.
3. Press the OK / Print Button.

Result: The Approval Transactions report is printed to the selected printer.

TR Weekly Summary

Introduction

This section explains how to view and print a weekly summary.

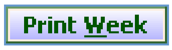
Condition

You must be logged into Web TimeRecorder.

Procedure

How to view a weekly summary.

From the Main screen, Summary function tab:

1. Select the relevant timesheet.
2. Select the Print Week button. 

3. Enter the resource code required for the weekly summary or select the Resource link to search resources using the resource code and name as your selection criteria. Select the relevant Resource.
4. Press Tab to move between fields as required.
5. Enter the Period End date for the week ending required for this weekly summary.
6. Select the format for the report (HTML, Java or ActiveX) from the drop down list.
7. Select to print to a new window by ticking the New Window? Checkbox.
8. Select the Run button.

Result: The Weekly Summary screen is shown.

Continued on the next page

OR

Procedure From the Main screen, Reports function tab:

1. Select the TR Weekly Summary from the reports listed on the left hand side of the screen.

2. Enter the resource code required for the weekly summary or select the Resource link to search resources using the resource code and name as your selection criteria. Select the relevant Resource.

3. Press Tab to move between fields as required.

4. Enter the Period End date for the week ending required for this weekly summary.

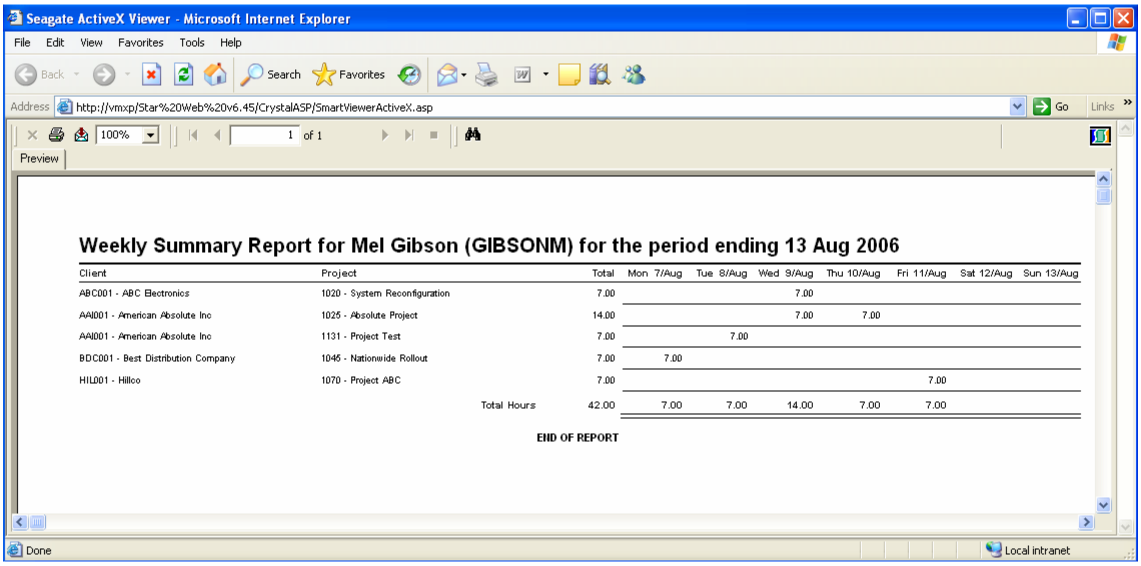
5. Select the format for the report (HTML, Java or ActiveX) from the drop down list.

6. Select to print to a new window by ticking the New Window? checkbox.

7. Select the Run button.

8. A screen similar to that which follows will appear.

Continued on the next page



Weekly Summary Report for Mel Gibson (GIBSONM) for the period ending 13 Aug 2006

Client	Project	Total	Mon 7/Aug	Tue 8/Aug	Wed 9/Aug	Thu 10/Aug	Fri 11/Aug	Sat 12/Aug	Sun 13/Aug
ABC001 - ABC Electronics	1020 - System Reconfiguration	7.00			7.00				
AAI001 - American Absolute Inc	1025 - Absolute Project	14.00			7.00	7.00			
AAI001 - American Absolute Inc	1131 - Project Test	7.00		7.00					
BDC001 - Best Distribution Company	1045 - Nationwide Rollout	7.00	7.00						
HIL001 - Hillco	1070 - Project ABC	7.00					7.00		
	Total Hours	42.00	7.00	7.00	14.00	7.00	7.00		

END OF REPORT

The user is able to view the Weekly Summary or select the print button to print the summary to a selected printer.

Result: The Weekly Summary is printed to the screen. (See below to direct the report to a selected printer.)

Procedure

How to print a Weekly Summary.

From the screen view of the Weekly Summary:

1. Click the Print button or select the File, Print menu item.
2. Select the relevant printer and setup.
3. Press the OK / Print Button.

Result: The Weekly Summary is printed to the selected printer.

My Tasks

View

Introduction This section explains how to view tasks.

Condition You must be logged into Web TimeRecorder.

Procedure How to view tasks

From the Main screen, My Tasks function tab:

1. Use the search links to select the filter criteria as required for the tasks to be viewed.

2. Select (tick) the show unassigned checkbox to view tasks not assigned to a resource (if applicable).

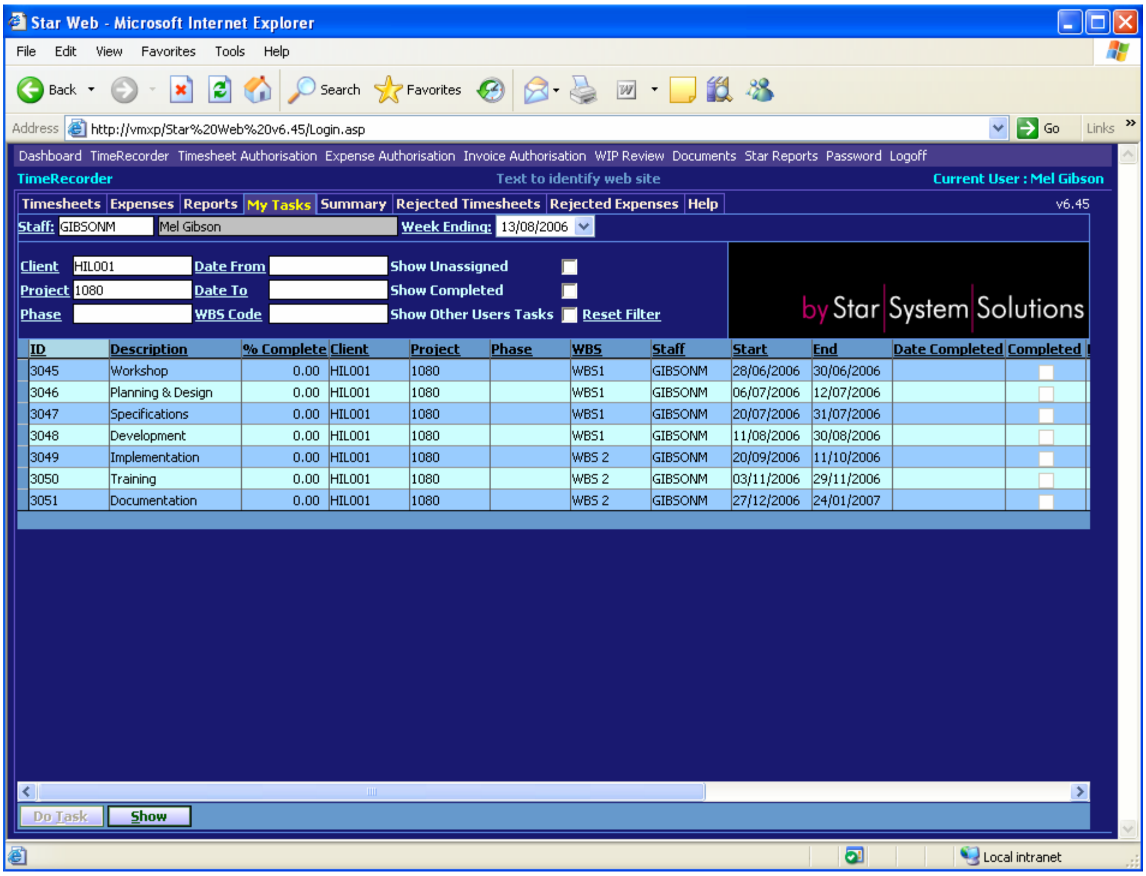
Please note: Tasks for other users are shown when the Module Manager ‘View Other Users Tasks in My Tasks’ parameter under Web TimeRecorder, Configuration, Timesheet Entry is set to ‘Yes’.

3. Select (tick) the show completed checkbox to view tasks completed (if applicable).

4. Select the Show button to display within the grid all the tasks that meet the filter criteria.

Continued on the next page

5. A screen similar to that which follows will appear.



Result: The tasks have been viewed.

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Do Task

Introduction

This section explains how to create a timesheet line to capture one portion of work for a task.

Condition

You must be logged into Web TimeRecorder.

Procedure

How to use the ‘Do Task’ function.

From the Main screen:

1. Select the My Tasks function tab.

2. Select the Week Ending link to open the search timesheets by window.

3. Select the existing timesheet that you wish to capture the time for the task to (using the period ending date as your selection criteria) or select from the Week Ending drop down list an existing timesheet.

Continued on the next page

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4. Use the search links to select the filter criteria as required for the tasks to be viewed.

5. Select (tick) the show unassigned checkbox to view tasks not assigned to a resource (if applicable).

6. Select (tick) the show completed checkbox to view tasks completed (if applicable).

7. Select the Show button to display within the grid all the tasks that meet the filter criteria.

8. click on the task line the time worked is for.

9. Select the Do Task button. 

Result: The task has been added to the timesheet for the selected week ending. (Refer to the Timesheet line New section within this manual to complete timesheet line details and save.)

Summary

View

Introduction This section explains how to view a weekly summary.

Condition You must be logged into Web TimeRecorder.

Procedure How to view a Weekly summary.

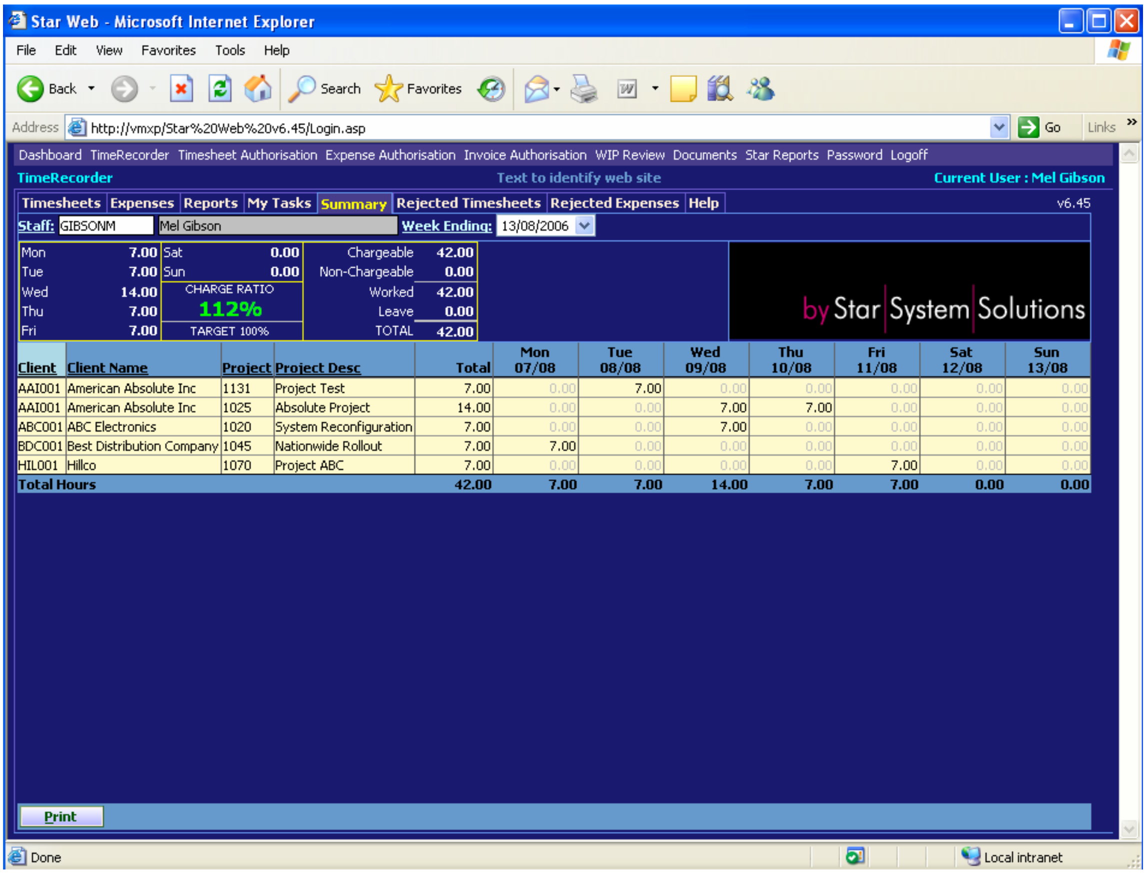
From the Main screen, Summary function tab:

1. Select the Summary function tab.
2. Select the Week Ending link to open the search timesheets by window.

3. Select the existing timesheet that you wish to view the weekly summary for (using the period ending date as your selection criteria) or select from the Week Ending drop down list an existing timesheet.

Continued on the next page

4. A screen similar to that which follows will appear.



5. Select the client, client name, project or project description column headings to sort as required.

Result: The weekly summary has been viewed.

Please note: To print the weekly summary refer to the Reports, TR Weekly Summary section within this manual for additional information.

Rejected Timesheets

Change

Introduction

This section explains how to change a rejected timesheet line and re-submit to the central invoicing system.

Condition

A timesheet line has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when changing details within a line.

Procedure

How to change and re-submit a rejected timesheet line.

From the Main screen:

1. Select the Rejected Timesheets function tab.

2. Select the timesheet, which contains the rejected line or lines that you wish to change. (Using the Week Ending drop down list or Week Ending search link.)

3. Highlight the relevant timesheet line within the Main grid that has been rejected and is to be changed. The details relating to the timesheet line such as client, project, phase, activity and reason for rejection are displayed in the line details fields on the right hand side of the screen.

4. Make changes into any or all fields as required. (Refer to the Timesheet line New section within this manual for further information on timesheet line fields.)

5. Press the confirm button to save changes. 

6. Repeat steps 3 through to 5 for all other timesheet lines within the Main grid that have been rejected.

7. Select the Submit button to re-submit the edited timesheet to the central invoicing system.

Result: The rejected timesheet lines have been changed and the timesheet re-submitted to the central invoicing system.

Please note:

Rejected timesheet lines are indicated by black text and blue text indicates the lines within the timesheet that have been submitted and approved successfully.

Delete

Introduction

This section explains how to delete a rejected timesheet line.

Condition

A timesheet line has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when all details within a line are deleted. The option to allow delete of rejected items must be set within the Module Manager, Web TimeRecorder, Configuration parameters.

Procedure

How to delete a rejected timesheet line.

From the Main screen:

1. Select the Rejected Timesheets function tab.

2. Select the Week Ending link to open the search timesheets by window.

3. Select the rejected timesheet that you wish to delete a timesheet line for (using the period ending date as your selection criteria) or select from the Week Ending drop down list an existing timesheet.

4. Highlight the relevant timesheet line within the Main grid that has been rejected and is to be deleted. The details relating to the timesheet line such as client, project, phase, activity and reason for rejection are displayed in the line details fields on the right hand side of the screen.

5. Press the delete button. 

6. Repeat steps 3 through to 5 for all other timesheet lines within the Main grid that have been rejected and need to be deleted.

7. Select the Submit button to re-submit the edited timesheet to the central invoicing system if changed unsubmitted lines are present.

Result: The rejected timesheets have been changed and re-submitted to the central invoicing system.

Please note:

Rejected timesheets are indicated by black text and blue text indicates the lines within the timesheet that have been submitted and approved successfully.

Rejected Expenses

Change

Introduction

This section explains how to change a rejected expense line and re-submit to the central invoicing system.

Condition

An expense line has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when changing details within a line.

Procedure

How to change and re-submit a rejected expense line.

From the Main screen:

1. Select the Rejected Expenses function tab.

2. Select the timesheet, which contains the rejected expense line or lines that you wish to change. (Using the Week Ending drop down list or <u>Week Ending</u> search link.)

3. Highlight the relevant expense line within the Main grid that has been rejected and is to be changed. The details relating to the expense line such as client, project, phase, expense and reason for rejection are displayed in the line details fields on the right hand side of the screen.

4. Make changes into any or all fields as required. (Refer to the Expense line New section within this manual for further information on expense line fields.)

5. Press the confirm button to save changes. 

6. Repeat steps 3 through to 5 for all other expense lines within the Main grid that have been rejected.

7. Select the Submit button to re-submit the edited expense to the central invoicing system.

Result: The rejected expense lines have been changed and re-submitted to the central invoicing system.

Please note:

Rejected expense lines are indicated by black text and blue text indicates the lines within the expense that have been submitted and approved successfully.

Delete

Introduction

This section explains how to delete a rejected expense line.

Condition

An expense line has a significant impact on Web TimeRecorder, and careful consideration has to be taken into account when all details within a line are deleted. The option to allow delete of rejected items must be set within the Module Manager, Web TimeRecorder, Configuration parameters.

Procedure

How to delete a rejected expense line.

From the Main screen:

1. Select the Rejected Expenses function tab.

2. Select the Week Ending link to open the search timesheets by window.

3. Select the rejected timesheet that you wish to delete an expense line for (using the period ending date as your selection criteria) or select from the Week Ending drop down list an existing timesheet.

4. Highlight the relevant expense line within the Main grid that has been rejected and is to be deleted. The details relating to the expense line such as client, project, phase, expense and reason for rejection are displayed in the line details fields on the right hand side of the screen.

5. Press the delete button. 

6. Repeat steps 3 through to 5 for all other timesheet lines within the Main grid that have been rejected and need to be deleted.

7. Select the Submit button to re-submit the edited expense to the central invoicing system if changed unsubmitted lines are present.

Result: The rejected expenses have been deleted and re-submitted to the central invoicing system.

Please note:

Rejected expenses are indicated by black text and blue text indicates the lines within the expense that have been submitted and approved successfully.

Parameters

Introduction

Module Manager parameters are normally setup by the Database Administrator, refer to the 'Web TimeRecorder Installation Guide' for further information.

Conditions

This option has significant effect on Web TimeRecorder and careful consideration has to be taken into account when any parameters within the system and field settings are defined or changed.

You must be logged into Module Manager and have the "Web TimeRecorder (TR)" module added, refer to the section on Configuring using Module Manager within the Web TimeRecorder Installation Guide.

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Appendix 1

Web TimeRecorder calculations

Productive / Chargeable hours calculation

Introduction

This section explains the way that Web TimeRecorder performs the productive or chargeable hours calculation that appears in the summary box of each timesheet.

Conditions

Productive time is the combined hours of all lines within a timesheet where the lines are assigned to a client maintained as a client type of 'Productive' plus one half hour for each timesheet line that has the call out checkbox selected.

Chargeable time is the combined hours of all lines within a timesheet where the lines are assigned to a client maintained as a client type of 'Productive and Chargeable' plus one half hour for each timesheet line that has the call out checkbox selected that are not marked as No Charge.

Non Chargeable time is the combined hours of all lines within a timesheet where the lines are assigned to a client maintained as a client type of 'Non Productive and Non Chargeable'.

Worked time is the combined hours of all the lines within a timesheet where the lines are assigned to a client maintained as a client type of 'Productive and Chargeable', 'Non Productive and Non Chargeable' and 'Productive and Non Chargeable'.

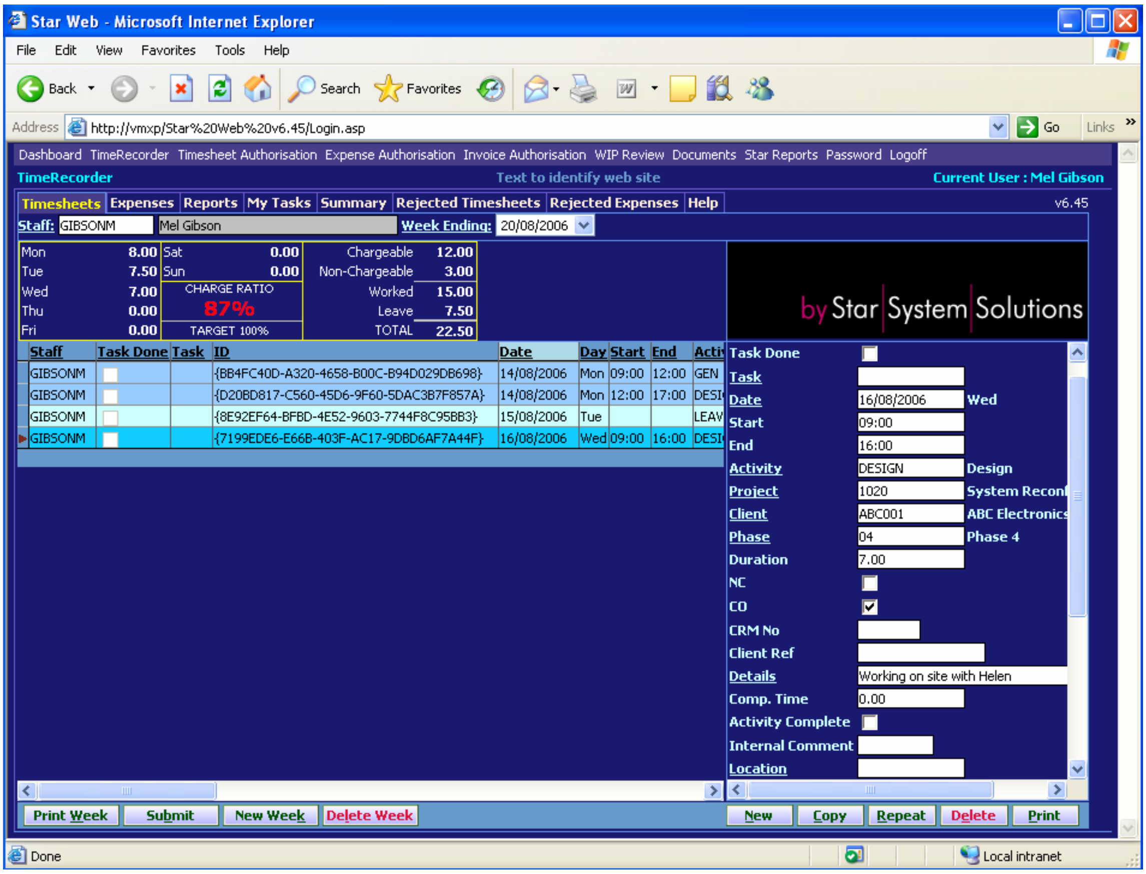
Leave time is the combined hours of all lines within a timesheet where the lines are assigned to a client maintained as a client type of 'Leave'.

Continued on the next page

Example When looking at the timesheet below:

The Chargeable hours is calculated as a combination of timesheet lines that are assigned to clients with client types of 'Productive and Chargeable' plus a half an hour for each timesheet line that is assigned a call out fee*.

Then the Chargeable hours is calculated as follows:
Client 1030 = 5.0 hours plus 0.5 hours for call out
and Client 1020 = 7.0 hours plus 0.5 hours for call out.



Therefore the Chargeable hours calculation for this timesheet is 12 hours.
* The half an hour for each timesheet line that is assigned a call out fee is added to the chargeable hours when calculating the Charge Ratio as follows.

Charge ratio calculation

Introduction

This section explains the way that Web TimeRecorder performs the charge ratio calculation that appears on each timesheet.

Conditions

There must be an entry in the Target Hours field within the Resource Masterfile.

Web TimeRecorder also assumes the number of days worked by the day of the last timesheet line that exists on the timesheet compared to the End of the week set within the Module Manager, Web TimeRecorder, Parameters, Settings, Options, EndOfWeekDay parameter.

Example:

If the End of week is set to Sunday within the parameters, and the timesheet in question has entries for Monday, Tuesday and Wednesday only the calculation will be based on 3 days being worked rather than four because Wednesday is the third day since Sunday.

Example

If the Target Hours / week as set within the central invoicing system resource masterfile = 37.5
Then the total hours that will be expected by the system to be worked each day = 7.5 hours.

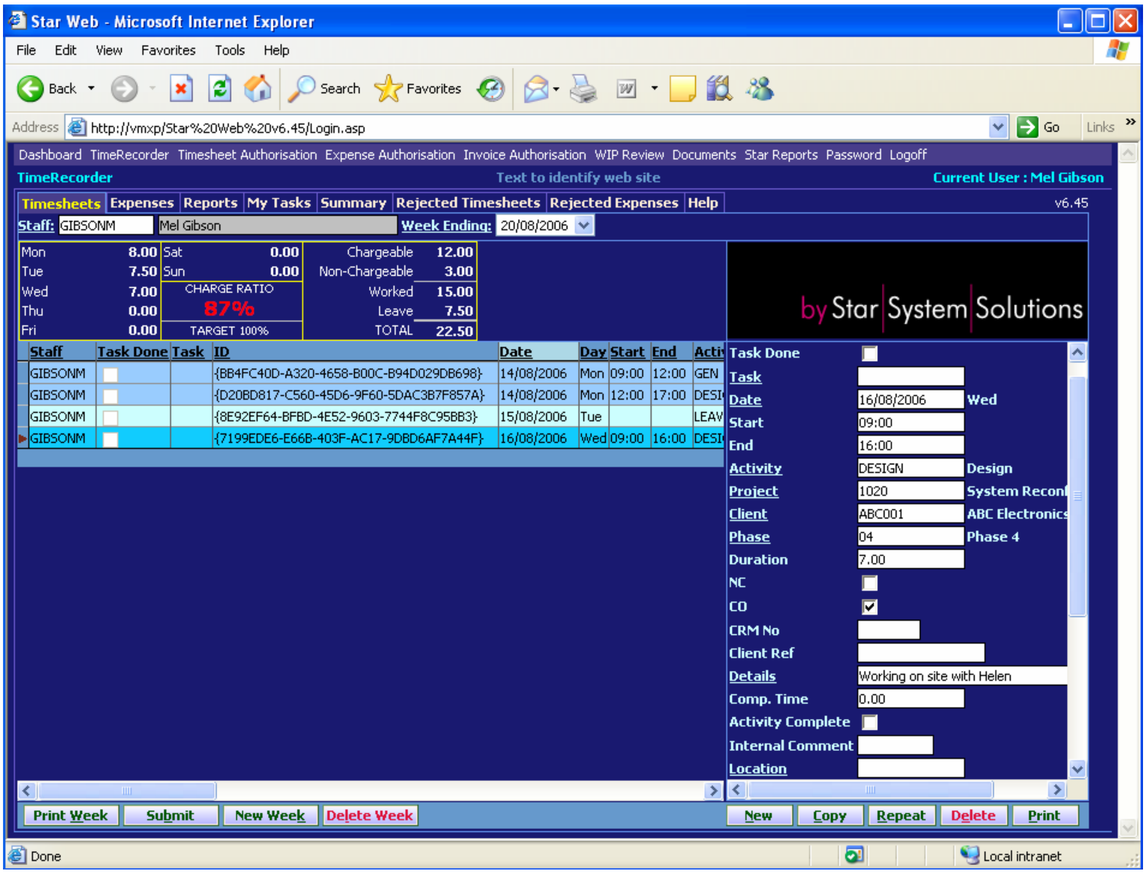
The charge ratio calculation is carried out as follow:

Total hours that are expected to be worked each day (as defined in the resource masterfile) **X** *the n*umber of days worked (Do not include any leave days) = **(A)**
Then
The Chargeable Hours * / **(A)** = **(B)** displayed as a percentage.

* Add half an hour for each timesheet line that is assigned a call out fee and is assigned to a client maintained as a client type of 'productive and chargeable'.

Continued on next page

Therefore:
This resource is expected to work 37.5 hours / week
= 7.5 hours / day



When a user enters their timesheet lines for the period as follows:

The charge ratio percentage is calculated as follows

7.5 X 3 days (Less one day of leave) =7.5 x 2 days = 15
Then 13. / 15 = 0.866666 displayed as a percentage = 87%

Please note: For resource types defined as 'Contractor' (Master List Staff Type 1) the charge ratio is calculated by the charged hours divided by the worked hours (not including leave).

Glossary

Admin Hours – the number of hours entered on a timesheet that are within timesheet lines where the client has a client type of 'Admin'.

Call Out – a call out is a selection made by the staff member to charge the client a flat fee charge to cover travel costs.

Chargeable – the combined hours of all lines within a timesheet where the lines are assigned to a client maintained as a client type of 'Productive and Chargeable' plus one half hour for each timesheet line that has the call out checkbox selected. The central invoicing system will raise an invoice for each relevant client for these hours. See Appendix 1 for how this calculation is performed. (Please Note: the terms 'Chargeable' and 'Productive' can be interchanged.)

Client Hours – the number of hours entered on a timesheet that are within timesheet lines where the client has a client type of 'Client'.

Database – a file composed of records each containing fields, with a set of operations for searching, sorting, combining and other functions.

Database Administrator – an individual responsible for the design and management of the database. The administrator determines the content, internal structure and accesses strategy for the database, defines security and integrity of the data structure.

Expense Line – captures a cost that has been incurred by a resource, whilst carrying out their work on any particular day. Expense lines facilitate reimbursement of funds to the resource or on costing of the expense as a disbursement to the relevant client / project.

Expense claim form – a printed summary of all expenses incurred within a selected timesheet.

Hot Print – to automatically print a report without selecting any print parameters but instead using Web TimeRecorder default printer parameters.

Leave Hours – the number of hours entered on a timesheet that are within timesheet lines where the client has a client type of 'Leave.'

Continued on next page

Non Chargeable – the combined hours of all lines within a timesheet where the lines are assigned to a client maintained as a client type of 'Non Chargeable' or lines marked as "No Charge". (Please Note: the terms 'Non Chargeable' and 'Non Productive' can be interchanged.)

Non Productive – the combined hours of all lines within a timesheet where the lines are assigned to a client maintained as a client type of 'Non Productive' (Please Note: the terms 'Non Productive' and 'Non Chargeable' can be interchanged.)

Not Charged Hours – the total number of hours worked for one period less the charged hours and less any leave hours.

Parameters – various selection criteria set within Module Manager in order to define the way that Web TimeRecorder performs certain functions.

Period – the length of time between a start date and end date inclusively. Web TimeRecorder has a default period of a week within TimeRecorder.

Productive – the number of hours worked within one timesheet that will be invoiced to a client from a central invoicing system. See Appendix 1 for how this calculation is performed. (Please Note: the terms 'Productive' and 'Chargeable' can be interchanged.)

Timesheet – the completed header and line information details on a timesheet.

Timesheet Header – the completed header information fields on a timesheet. Web TimeRecorder timesheet Header information fields are employee number and week ending date.

Timesheet Line – the completed line details field information fields on a timesheet. Web TimeRecorder timesheet line details fields can be configured to include date; day; start; end; staff; duration; compensatory time; normal hours; overtime 1-5; client; project; phase; activity; no charge; no charge code; no charge details; task; task done; task % complete; suggest close; call out; clientele call number; client ref; location; resource class; internal comments; details; extended notes and log number.

Worked Hours – the total number of hours worked and entered into a timesheet regardless of whether they are charged or not charged.