Star System Solutions Pty Ltd

TimeRecorder Version 6.x

User Manual

TimeRecorder Version 6.x - Table of Contents

About this manual

Overview

This section explains the features of this manual. It is intended to assist the user in getting the most out of TimeRecorder, by knowing how to use the manual effectively.

This manual describes and outlines the set up procedures, maintenance, and day-to-day use of TimeRecorder in a manner that will fulfil the business requirements of your company.

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.

How to use this manual

Overview

Introduction This manual has been written to assist in setting up and using the 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.

Introduction to TimeRecorder

Overview

Introduction This section explains how TimeRecorder is structured and how it is used to enable the various functions of the system to operate within the business requirements.

This section This section is divided into the following topics:

- Overview of TimeRecorder structure
- Overview of Timesheet
- Overview of Timesheet line
- Overview of Expense line
- Overview of Reports and lists
- Overview of Synchronise
- Overview of Synchronise error log
- Overview of Submitting timesheets
- Overview of Un-submitting timesheets/expenses
- Overview of Submitting expenses
- Overview of Purge old timesheets
- Overview of Preferences

TimeRecorder system

Overview of TimeRecorder structure

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 assigned a preferences security level. The security level assigned controls the allowable access of the user to the preference tabs and all fields within these tabs. The default security level adopted when TimeRecorder is install is – Normal. Changes to the default security level is normally carried out by the Database Administrator and should comply with the guideline set out in accordance with your company standards.

The system consists of the following functions that are configured to customise TimeRecorder to suit your company's requirements.

The functions are:

- Timesheet
- Timesheet line
- Expenses
- Reports and Lists
- Submit
- Synchronise
- Un-Submit
- Purge
- Preferences

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.

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Timesheet line is one line within a timesheet that captures one portion of work: assigned to a particular client, project, phase, activity & task (if applicable). Each timesheet line can contain the following fields:

- Date
- Day
- Start time (optional)
- End Time (optional)
- Duration
- Client
- Project
- Phase (optional)
- Activity (optional)
- No charge checkbox (optional)
- Task (optional)
- Task Done checkbox (optional)
- Task % Complete (optional)
- Suggest Close checkbox (optional)
- Call out checkbox (optional)
- Clientele call number (optional)
- Client Ref (optional)
- Location (optional)
- Internal Comments (optional)
- Details (optional)
- Extended Notes (optional)

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Expenses allows the user to enter expense lines into the 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 and exchange rates. Each expense line can contain the following fields:

- Expense
- Date
- Client
- Project
- Phase (optional)
- Paid With
- Currency
- Quantity
- Natural rate inc. Tax
- Extended Amount Inc. Tax
- Tax %
- Exchange Rate
- Tax code
- Reimbursement Amount
- Reimbursable checkbox
- No Charge checkbox
- Receipt Obtained checkbox
- Details
- Client ref (optional)
- Location (optional)

Reports allow the user to view or print the data that has been entered into TimeRecorder. The data can be viewed in various ways using filter buttons. Valid reports and listings that exist include:

- Detailed Transaction Log
- Weekly Summary Report
- Transaction Lists
- Master Lists
- Overtime
- Travel Diary
- Tasks Lists
- Time Analysis
- Expense Report

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Submit allows the user to submit a timesheet(s) to the central invoicing system. The submitting process changes the colour of the timesheet line text so that the user can distinguish a timesheet line that has been submitted from one that is at present unsubmitted. TimeRecorder will not allow the user to change any information on a submitted timesheet line.

Synchronise allows the user to refresh the TimeRecorder database to include any new masterfile details that have occurred in the central invoicing system. The information that is updated includes any new employees, client; project; phase, activities and tasks and these changes/additions are reflected in the TimeRecorder Master lists.

Un-submit allows the user to reverse a submit process for a selected timesheet. The un-submit process locates and deletes the submitted file (.TSH) that was created when the timesheet was submitted. The second part of the un-submit process involves all lines being flagged as un-submitted. This allows the user to make any changes required to the timesheet header or lines and re-submit the timesheet when complete. The existing .TSH file is renamed to an .UNS file in way of an audit trail to the unsubmitted process.

View Un-Submitted allows the user to view a list of unsubmitted timesheets and move directly to a selected un-submitted timesheet.

Purge allows the user to remove/delete old timesheet records from the TimeRecorder data directory.

Preferences are values or switches that can be configured to customise the way functions of TimeRecorder will work for your company. Preferences are set for each user of TimeRecorder. Some preferences include user security; functions and warning triggers.

Timesheet

Overview of timesheet

A timesheet is the combination of a timesheet header and any number of timesheet lines that have been entered by a user in order to document the work that they have performed within a specified 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.
- Open an existing timesheet.
- Delete an existing unsubmitted timesheet.
- Submit a timesheet.
- Unsubmit a timesheet.
- Purge existing submitted timesheets.
- Synchronise from the central invoicing system in order to update TimeRecorder with current masterfile data.
- 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 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.

Details that the timesheet screen displays are:

- The Employee code and name.

- The Week Ending date.

- The summarised line details of the highlighted timesheet line including client code and description; project code and description; phase code and description (if applicable); activity code and description (if applicable).

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- 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 TimeRecorder calculates the charge ratio percentage - See Appendix 2.)

- 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 productive and non-productive hours worked; leave and total hours. (For a description on how TimeRecorder calculates the productive hours - See Appendix 2.)

- Detailed view of actual timesheet lines entered including date, day, start time and end time (if applicable), duration, client, project, phase (if applicable), activity (if applicable), no charge checkbox (if applicable), task (if applicable), task done checkbox (if applicable), task % complete (if applicable), suggest close checkbox (if applicable), call out checkbox (if applicable), clientele call no (if applicable), client reference (if applicable), location (if applicable), internal comments (if applicable), details, extended notes and full log number. All timesheet lines appear on the timesheet in chronological date and time order from top to bottom of the timesheet line screen.

- 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 and blue text indicates that the timesheet lines are in a submitted state.

Timesheet line

Overview of a timesheet line

A Timesheet line is a single line on a TimeRecorder timesheet. Timesheet lines capture 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 to a specific client, project, phase, activity and task (if applicable).

A timesheet line provides fields for the entry of information as follows:

- Date
- Day
- Start (optional)
- End (optional)
- Duration
- Client
- Project
- Phase (optional)
- Activity (optional)
- No charge checkbox (optional)
- Task (optional)
- Task Done checkbox (optional)
- Task % Complete (optional)
- Suggest Close checkbox (optional)
- Call out checkbox (optional)
- Clientele call number (optional)
- Client Ref (optional)
- Location (optional)
- Internal Comments (optional)
- Details (optional)
- Extended Notes (optional)

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 week ending 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.

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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 start and end fields define the start and end times for this timesheet line. 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.

The start and end times, phase, activity, no charge, task, task done, suggest close, call out, clientele call number, client ref, location, internal comments and details fields will be visible to a user when TimeRecorder' Function Preferences are set to use these fields.

TimeRecorder will calculate the duration time by using the start and end times entered less time set in Preferences for lunch 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 Preferences. 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 the timesheet line duration to calculate the cost that will appear on an invoice or report for this timesheet line.

Please note: 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 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.

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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.

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. If this field is visible to a user it cannot be left blank for any timesheet line.

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 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. Tasks listed can be filtered to show all resources tasks by the preference, options, show other person’s tasks setting (if applicable).

The task done checkbox allows the user to flag the project task as completed. This selected checkbox will raise the completed 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.

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

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

The clientele call 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.

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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. The existence of extended notes on a timesheet line will cause a .memo file to be created that contains the extended notes for that line when the timesheet is submitted. These memo files must be stored with the .TSH file so that the extended notes are automatically imported into Star Projects along with the timesheet.

TimeRecorder automatically assigns each timesheet line a unique log number. This log number can be found at the bottom left in the grey area of the timesheet entry screen and 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.

Expenses

Overview of an expense line

An Expense line is a single line within the expenses screen of a TimeRecorder timesheet. An expense line captures a cost that has been incurred by the resource, whilst carrying out their work on any particular day. 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 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 the facility to maintain travel diary details for the same week (if applicable).

An expense line provides fields for the entry of information as follows:

- Expense
- Date
- Day
- Client
- Project
- Phase
- Activity
- Paid With
- Currency
- Qty
- Natural rate inc. TAX
- Extended Amount Inc. TAX
- Tax
- Exchange Rate
- Tax Code
- Reimbursement Amount
- Reimbursable checkbox
- No charge checkbox
- Receipt Obtained checkbox
- Client Ref (optional)
- Location (optional)
- Details
- Extended Notes

The expense field allows the user to select a relevant expense from the drop down list to indicate what type of item was purchased.

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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 timesheet relates if set in preferences.

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.

The phase field is used to apply this expense line to a particular project for the selected client (optional).

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

The paid with 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 quantity field allows the user to enter a quantity amount if the expense chosen for the selected expense line is configured to use quantity.

The natural rate inc. tax field shows the user the total dollar amount that was paid for the individual expense in the currency selected, including tax if applicable.

The extended amount inc. tax field shows the user the quantity multiplied by the natural rate inc. tax that is the total dollar amount that was paid in the currency selected, including tax if applicable.

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The tax field calculates the tax amount included in the extended amount inc. tax, if applicable, or enables multi level tax amounts to be entered via the '...' button. If the system is configured to allow overriding of tax this field will be editable.

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 tax code field allows the user to view the tax code associated with the expense selected. If the system is configured to allow overriding of the tax code this field will be editable.

The reimbursement amount field 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 reimbursable checkbox allows the user to indicate if the expense line is reimbursable.

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 receipt obtained checkbox allows the user to indicate if a receipt was supplied.

The client ref 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 details 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. The existence of extended notes on a timesheet line will cause a .memo file to be created that contains the extended notes for that line when the timesheet is submitted. These memo files must be stored with the .TSH file so that the extended notes are automatically imported into Star Projects along with the timesheet.

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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. A general ledger report displaying any GL codes that the expense is assigned to is also printed with the expense claim form. 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 expense lines separately to the timesheet lines within each timesheet. The submitting of expense lines occurs when the submit button is selected within the expense grid screen or the submit item is selected from the file drop down menu. This then creates a .CSV, .Memo & _MLT.tax files for the expense lines. These files can then be read into an external accounting system for the purposes of reimbursement, payment and on costing.

Reports

Overview of reports and lists

TimeRecorder contains reports and lists that users, are able to print or view. All reports can be accessed via the view menu. These reports are as follows:

- Detailed Transaction Log
- Weekly Summary Report
- Transaction Lists
- Master Lists
- Overtime
- Travel Diary
- Tasks Lists
- Time Analysis Summary
- Expense Report

TimeRecorder reports can either be viewed to the screen or a hard copy printed. 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.

The detailed 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 view menu or immediately 'Hot printing' the report for a selected timesheet line by selecting the button. The detailed transaction log can be viewed to the screen or a hard copy printed.

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 user should select the 'Report' button to view the report to the screen that can then be on printed to a selected printer. The report also totals the number of hours worked each day and for the week. A user can gain access to print this report from the view menu or immediately 'Hot printing' the report for a selected week by selecting the button. The weekly summary report can be viewed to the screen or a hard copy printed.

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The transaction list allows the user to select a client, project, staff and date range to control the report transactions that will be displayed. The user can also select to view all projects before clients within this report. Once the filters are set the user should select the report button to view the report to the screen. In order to clear the date filters selected the user should select the show all dates button. The transaction lists can be viewed to the screen or the report button selected to allow the user to print a hard copy of the report. An approval report can additionally be printed which can be signed and dated.

The TimeRecorder master lists will display the valid clients, projects, staff, expenses, no charge reasons and locations which, exist within the database Masterfiles after being synchronised from the central invoicing system. The master lists can only be viewed to the screen.

The overtime menu item allows the user to enter up to 5 levels of overtime and compensatory time against the highlighted timesheet line. The compensatory time records time worked by a staff member for later use instead of being paid extra. This information can be used to track time worked and time taken off within a central invoicing system such as Star System Solutions Pty Ltd's "Star Projects".

The travel diary allows the user to select a client, project, staff and date range to control the report transactions that will be displayed. The user can also select to view all projects before clients within this report. Once the filters are set the user should select the report button to view the report to the screen. When filters are changed select the show button to refresh the display. The travel diary can be viewed to the screen or the report button selected to allow the user to print a hard copy of the travel diary.

The tasks list will display the valid tasks for a selected client, project, employee and date range. The user can also select to view all projects before clients; show unassigned and show completed tasks by clicking the show button once options have been selected.

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The TimeRecorder time analysis summary allows the user to run an enquiry for a particular employee, or all employees for which timesheets exist within the local database. Each enquiry allows the user to view summary information in both grid and graphical format of all work performed during the selected period. The enquiry can be configured to optionally display all information within the following headings at the time that the analysis is updated: Employee; Client; Project and Activity. However once updated, the enquiry data can then be totalled or grouped by any of the existing levels to provide a different graphical profile.

The user is able to use their mouse to right click on a number within the analysis grid in order to access options that allow them to:

- Show the pivot (grouping) controls
- Print the graph
- Change the data source to another database alias

Synchronise

Overview of synchronise

Synchronise allows the user to update all masterfiles to include any new information that has been entered and saved within the central invoicing system. The information that is updated which therefore allow the user to be able to enter timesheet lines that apply to any new Masterfile, includes any of the following:

- Activities
- Clients
- Currency Rates
- Currency Codes
- Expenses
- Locations
- Method of Payments
- No Charge Codes
- Activity, Resource, Resource Class, Company, Department, Manager, Section and Workgroup Restrictions
- Projects
- Resources
- Tasks
- Tax Codes
- Multi Level Tax Codes and Details
- Multi Level Tax Types and Details

The extension of all these files that are created by Star Projects is .LSV.

The concept of updating Masterfile information from a central invoicing system allows strict control over the users who are able to enter Masterfile information and thus would assist with the accuracy of the information within the Masterfiles. Users with security access to the central invoicing system would be able to enter, change and delete Masterfile information and all users can then perform a synchronise at any time in order to gain access to use this Masterfile information within TimeRecorder.

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A parameter can also be set within the submit tab area of TimeRecorder' preferences, which will enable TimeRecorder to automatically perform a Synchronise every time the user submits a timesheet. This function ensures that every user would be automatically updated with accurate and up to date Masterfile information on a regular basis (with every submit). It also avoids staff having to remember to manually run a synchronise unless they specifically wanted to update some new Masterfile information but were not ready to submit their timesheet as yet.

An additional parameter can be set within the submit tab area of TimeRecorder' preferences to synchronise on starting TimeRecorder or prompt the user to synchronise or not on starting TimeRecorder.

The synchronise path is set within the submit tab area of TimeRecorder' preferences. The path set within this field defines the location of the Masterfile data to be updated into TimeRecorder.

Overview of synchronise error log

The synchronise log is a .txt file created by the TimeRecorder system when a synchronise process is complete. Users have the choice of creating this log or not via the Preferences, System option. This text file created, logs all occurrences during the synchronise thus providing an error log of the process.

The synchronise log is created within the programs default directory and is overwritten each time the synchronise process is run.

Submit Timesheets

Overview of submitting timesheets

Submit enables the user to submit a completed timesheet to the central invoicing system. The submit process creates .TSH and .memo file, these files can then be imported into the central invoicing system and be use it to prepare 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. Preferences allow the user to choose colours for submitted lines. 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 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.

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The submit path is set within the submit tab of TimeRecorder' preferences. The path set within this field defines the location that the timesheet files will be submitted to.

Please note: Each user should check **all timesheet line details** very carefully prior to submitting a timesheet because once submitted, the only way that the timesheet lines can be altered is by processing the unsubmit timesheet command, if allowed.

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 button is selected within the expense grid screen or the submit item is selected from the file drop down menu. This then creates both .CSV & .Memo files for the expense lines. These files can then be imported into an external accounting system for the purposes or reimbursement, payment and on costing.

Submit Expenses

Overview of submitting expenses

Submit enables the user to submit all completed expense lines within a timesheet to the central invoicing system. This then creates .CSV, .Memo & MLT.tax files for the expense lines. These files can then be imported into an external accounting system for the purposes or reimbursement, payment and on costing.

The submit path is set within the submit tab of TimeRecorder' preferences. The path set within this field defines the location that the expense timesheet files will be submitted to.

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 button is selected within the expense grid screen or the submit item is selected from the file drop down menu.

Un-Submit Timesheets/Expenses

Overview of un-submit

The *unsubmit timesheets or expenses* command will rename the file created when the timesheet or expense was submitted and mark all lines within the timesheet or expense as unsubmitted. The .TSH file becomes .UNS file, the .CSV & _MLT.tax files become .UEX once unsubmitted as a way of providing an audit trail to the unsubmit process.

This function is one that is usually carried out by the database administrator and can only be carried out by a user who has permission set within the preferences screen.

Please note: An unsubmit timesheet or expense that is performed can have substantial implications.
1: If the submitted file is not present to be deleted. (It may have already been imported into the central invoicing system.)
2: If a timesheet or expense has been partially submitted on two occasions and the timesheet or expense has been imported into the central invoicing system between the times when the timesheet or expense was submitted. This would result in the timesheet or expense lines that existed within the timesheet or expense when it was first submitted and then imported to be unable to be imported again, thereby avoiding duplication. See the on line help within TimeRecorder for more information on this matter.

Purge old Timesheets

Overview of purge old timesheets

The purge old timesheets functionality within the TimeRecorder system enables the user to delete all submitted timesheet lines within a selected timesheet from their local TimeRecorder database.

It is important to note that once a purge process has been run - the historical timesheet lines that were included in the purge will NOT be able to be restored unless a backup of the TimeRecorder data was taken prior to the purge occurring.

Please note: The system will not permit a user to purge a timesheet that has one or more unsubmitted timesheet lines within it.

Preferences

Overview preferences

Preferences are values or parameters that can be set or altered to customise the way functions of TimeRecorder will work. TimeRecorder preferences are accessed via the Preferences menu item. Within this menu the options are separated into nine areas, these being:

- Display
- Functions
- Warnings
- Options
- Submit
- Security
- Labels
- Company Details
- Overtime

The Display tab allows the user to set the search mode when using TimeRecorder, (code or name) and to display the project before client. Other default options within this area include being able to show the version number and path in the window title, show the splash screen on opening TimeRecorder, and whether the weekly summary report is able to be accessed by the user. Screen colours can additionally be set under the display tab.

The Functions tab allows the definition of the fields that will be seen by the user when TimeRecorder is used for timesheet entry, or the permission is given to allow the user the selected functionality within the TimeRecorder timesheet and expense entry screen. An unselected checkbox ensures that the field will not appear in the timesheet or expense entry screen, or the function will not be accessible by the user.

Continued on the next page

The Warnings tab contains parameters that can be set by the database administrator in order to define what occurrences will trigger TimeRecorder to deliver the user an error or warning message. For example a user may be required to enter detail text on a client and admin line type but not on a timesheet line that applies to leave.
A warning message suggests to the user that further action should be taken but does not stop the user.
An error message prevents the user from continuing until the error is fixed, or certain action is taken.

The Options tab allows the definition of selected parameters that control the manner in which TimeRecorder functions during timesheet entry. The fields contained within this screen are:

- Definition of the end of week allowing the week ending date to be validated when a timesheet header is created.
- Definition of the time increment that will control the way that TimeRecorder will calculate each timesheet duration from the entered start and end times.
- Definition of the callout chargeable time to be added by TimeRecorder to users hours calculations each time a timesheet line contains a call out flag.
- Maintenance of the reimbursement currency code used by the system within the expenses screen and decimal point precision.
- Definition of the lunch break time deducted from automatic calculation of duration for a users lunch break.
- Definition of the financial year allowing the financial year to be validated when running reports based on date selections.
- Maintenance of a set number of hours per week to warn the user once the set number of hours has been reached.
- Enforcement of the requirement to respect all constraints set within the Masterfiles of the central invoicing system.
- Enforcement of the requirement for expenses to be in the week relevant to the timesheet week ending date range.
- Maintenance of travel diary used by the system when requesting an expense report to ask the user if a travel diary is required when the Expense Masterfile is set as travel diary required.
- Option to show other persons tasks in the timesheet tasks field drop down list.
- Option to show codes before descriptions on the weekly summary report.
- Option to calculate charge ratio on a standard hours or actual hours worked basis.
- Maintenance of days to exclude as expected working days in charge ratio calculation based on standard hours.

Continued on the next page

The Submit tab allows paths, submit method, unsubmit, timesheet creation and synchronise methods to be defined.

- The submit timesheet path controls the location that TimeRecorder places the timesheets and expenses submitted ready for importing into the central invoicing system.
- The synchronise path controls the location where TimeRecorder retrieves the Masterfile data from the central invoicing system.
- The master preferences path controls the location where TimeRecorder retrieves different user preference settings (from the timerecorderini.csv file).
- The database alias is the name that the TimeRecorder database is known (TimeRecorderCurrentDir is the only alias).
- The submit method allows timesheets to be sent via the network or email, either zipped or unzipped and a submit data version defined. The submit data version controls the format in which the .TSH file is created when the timesheet is submitted. This ensures that the appropriate version of Star Projects can read the submitted timesheet when it is imported. The expenses version is a read only system setting that enables the correct expense .LSV files to be synchronised for use within TimeRecorder.
- Unsubmit timesheet authority can be allowed.
- Timesheet creation can be defined as automatic, copy by default when a timesheet is submitted and authority to copy when creating a new timesheet, with the option to clear quantities on the copy of a timesheet when start and end times are not being used.
- Unsubmitted weeks can be shown when submitting or after submitting the current week.
- Timesheet submitted can be defined to submit with or without 0 duration lines.
- The synchronise method allows the method that synchronisation is to occur to be defined, on start up or after submit.

Continued on the next page

The Security tab allows the preference in which the users access to the TimeRecorder preference screen to be set. There are five levels of security, which are as follows:

- **0 -** The user has no access to TimeRecorder Preferences, as a security level has not yet been set.
- **No Access**– Security has been set – the user has no access to the preferences screen.
- **Read Only** – The user has read access only to all preference tabs.
- **Normal** – The user has read only access to all preference tabs except the display tab. The user is able to edit the fields within the display tab.
- **Administrator** – The user has unlimited access to all tabs within TimeRecorder preferences and every field within each tab.

TimeRecorder can be set to limit timesheet and expense entry to one person that is the default staff code defined. Access to purge old timesheets can be set and the host system integrated with TimeRecorder can be set.

The Labels tab allows the user is to rename the header labels and productivity labels used within the TimeRecorder system.

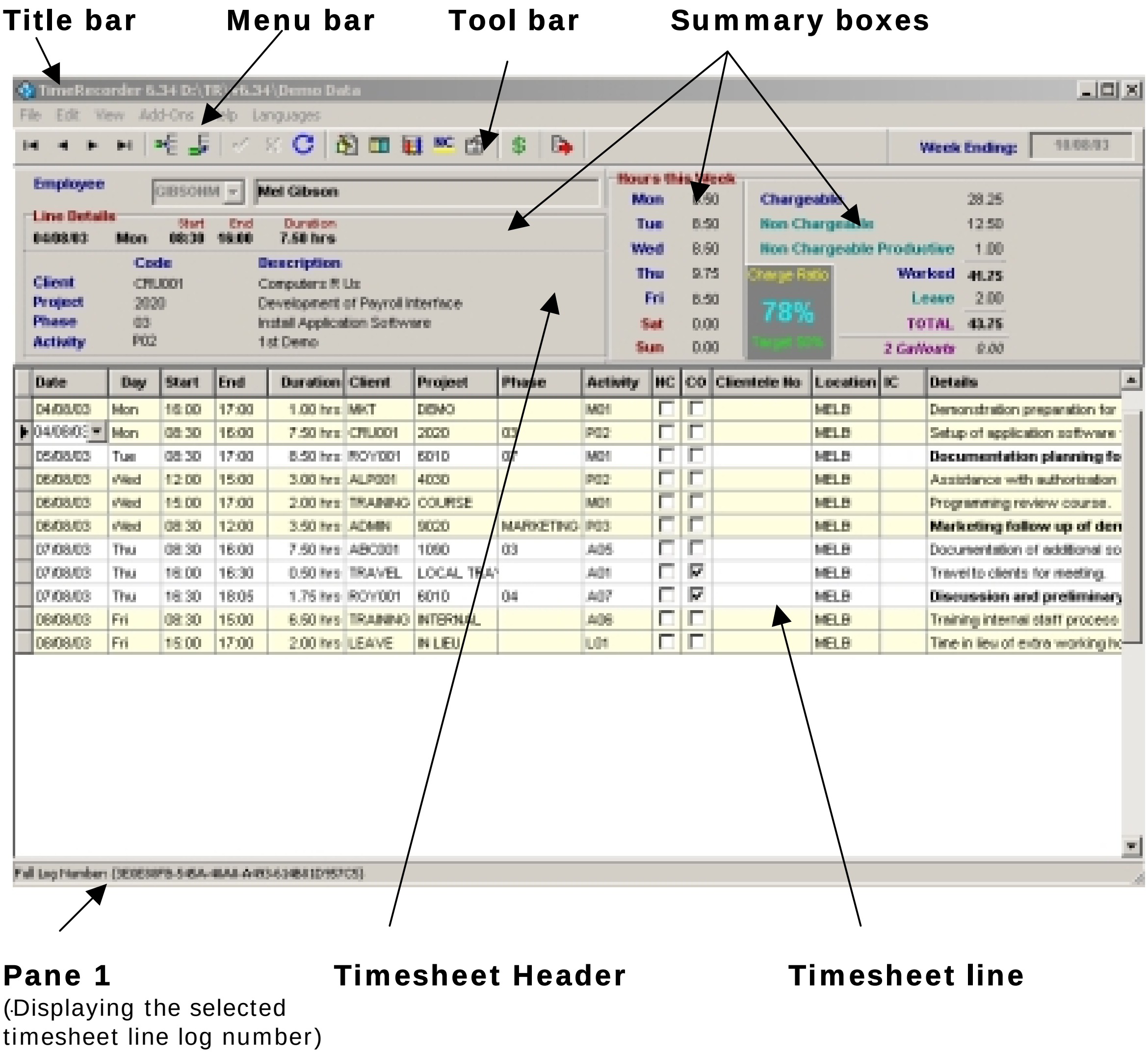
The Company Details tab allows the user to set the company details, which will print on any detailed transaction log printed from the TimeRecorder system.

The Overtime tab allows the user to specify the breakdown of a selected timesheet line in to normal hours and up to 5 levels of overtime. Also the user can assign compensatory time. This information is then transferred to the external accounting system during the submit process.

Please note: The preferences are updated at the time of synchronisation and are controlled by the TimeRecorderini.CSV file, refer to Appendix 3 for more information.

Main menu

TimeRecorder – Main menu. The key functions and screen buttons are explained in the following diagram.



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Tool bar – Contains the buttons or icons which, when selected, displays the additional screen functions.

Menu bar – displays the following list of menu options (usually a drop down menu.)

- File menu – displays general menu options used to create a New timesheet, Copy timesheet, Open an existing timesheet, Delete a timesheet, Show Unsubmitted timesheets, Submit a timesheet, Unsubmit timesheet (if applicable), Synchronise, Expense transactions, Purge Old timesheets (if applicable), Preferences and Exit TimeRecorder.
- Edit menu – allows the user to Cut, Copy and Paste information as well as Repeat, Insert, Append and or Delete a line, enter a No Charge Reason and Restore Sort to the Default setting.
- View menu – gives the user access to the Detailed Transaction Log report, Weekly Summary report, Transaction list, Master Lists, Overtime (if applicable), Travel Diary, Tasks and Time Analysis available within TimeRecorder.
- Help menu – displays commands used to access the online help and associated functions.

Summary boxes – display the timesheet line details summary, hours worked summary, productive / non productive hours summary and charge ratio (if applicable).

Title bar – displays the screen title and version number (if applicable).

Pane 1 – Displays such information as the selected timesheet line log number.

Timesheet line – Displays the timesheet line details in chronological date and time order within the grid.

Moving around

Introduction

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
Hot Keys	A hot key is a combination of a and the letter underlined in a button or menu title. Once actioned, a hot key will display a menu or screen. Example: a + F will display the File menu; a + F + U will display the Synchronise screen which is on the File drop down menu.
!	Display the online help.
a t	Toggles between TimeRecorder and other open Windows applications.

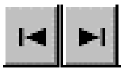
Data entry – data can be entered into the field on a screen by two different ways; by direct entry or from a drop down list.

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

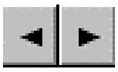
- Drop down list – this is a drop down list button. When selected, it displays a list of values. Select a value and it will display into the selected field.

Program Icons

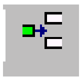
Common buttons – below is a list of the most commonly used buttons.



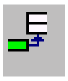
Scroll to First record – Scroll to last record



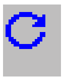
Scroll back to next record – Scroll forward to next record



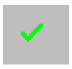
Insert Line – Allows the user to insert a line above the selected timesheet line.



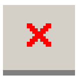
Append Line – Allows the user to add a line below the last existing timesheet



Repeat Line – Allows the user to repeat a selected timesheet line.

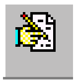


Save record.

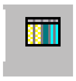


Cancel record.

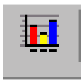
Common buttons continued



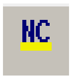
Detailed Transaction Log – Hot prints to the screen the detailed transaction log for the selected timesheet line.



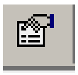
Weekly summary report – Opens the weekly summary screen to view the timesheet that is selected at the time and allows the summary report to be printed.



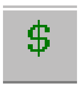
Time Analysis – Opens the time analysis enquiry tool, prompting the user to enter the enquiry parameters and update the analysis.



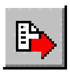
Reason for No Charge – Opens the reason for no charge screen for the selected timesheet line, prompting the user to enter the code and notes.



Tasks – Opens the tasks screen and displays the valid tasks for a selected client, project, employee and date range.



Expenses – Opens the expenses screen for the selected timesheet week.



Submit – Is used to submit either a timesheet or submit saved expense lines to a central location depending on which screen is open when the submit button is pressed.

How to access TimeRecorder

Introduction The security level of each user controls the user's ability to access the preferences tab screens and perform functions within those tabs. The database administrator will establish the user security level as defined in the security preference tab.

Conditions The user must be set up in the external invoicing systems resource Masterfile and have a security level of 'Administrator' or above in order to be able to access the preference tabs.

Procedure How to log on:

From Program Manager:

1. Double r click on the TimeRecorder icon, or menu option.

If the….	Then….
TimeRecorder screen appears.	this procedure is complete.

Result: You have opened the TimeRecorder program.

How to exit TimeRecorder

Conditions There are various ways that a user can exit TimeRecorder. The user must be logged into TimeRecorder before the exit functions can be performed.

Procedure How to exit TimeRecorder:

From the timesheet entry screen, select one of the following options:

- E**x**it from the **F**ile menu or press a + F and X
- Double r click on the Control box (top left hand corner icon)
- Single r click the Control box and select Close
- Single r click on the X (top right hand corner)

Please note: If any changes are pending, the system will prompt you to save before exiting. r click on the Yes button to save changes.

Result: You have logged out of TimeRecorder.

Using TimeRecorder

Overview

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

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

- Access maintenance functions
- Timesheet
- Timesheet line
- Expenses
- Reports
- Synchronise
- Submit
- Unsubmit
- Purge

Access maintenance functions

Introduction

This section will explain the different ways of accessing the maintenance functions available within TimeRecorder.

The procedures outlined in this manual will concentrate on the functions of the *menu bar.*

Condition

There are both keyboard and mouse functions, outlined below:

- Context menu (Right Mouse Button)
- File menu (Menu bar)
- Icons (Tool bar)

Procedure

For Example: To repeat all fields within a timesheet line onto another timesheet line.

Context menu (o right mouse button)

1. From TimeRecorder timesheet entry screen.
2. Highlight the information that you wish to repeat.
3. o click and select Repeat.
4. Select the number of days that the timesheet line is to be repeated for.
5. The line has been repeated.

Continued on the next page

For Example: To repeat all fields within a timesheet line onto another timesheet line.

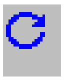
File menu (menu bar)

1. From TimeRecorder timesheet entry screen.
2. Select the Edit menu, select Repeat Line.
3. Select the number of days that the timesheet line is to be repeated for.
4. The line has been repeated.

For Example: To repeat all fields within a timesheet line onto another timesheet line.

Icon (Tool bar)

1. From TimeRecorder timesheet entry screen.
2. Highlight the line, which you want to repeat.
3. From the Tool bar, r click on the repeat button.



4. Select the number of days that the timesheet line is to be repeated for.
5. The timesheet line is repeated.

Timesheet

New

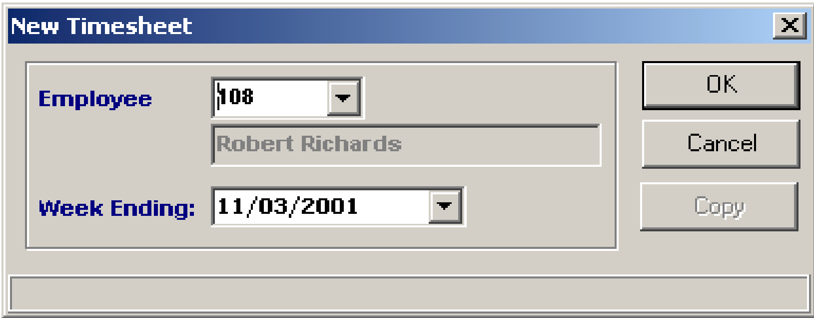
Introduction This section explains how a user creates a new timesheet header.

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

Procedure How to create a new timesheet.

From the timesheet entry screen:

1. Select the File menu.
2. Select New Timesheet.
3. A screen similar to that, which follows, will appear.



4. Select the relevant employee code from the drop down box.
5. Enter the relevant week ending date, or accept the default.
6. r click on the OK button.

Result: A new timesheet header has been created.

Change

Introduction	This section explains how a timesheet is changed.
Conditions	The employee code and period ending date of an existing timesheet header can **not** be changed from within the timesheet entry screen. If either of these details are 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, page 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 can **not** be copied from within the timesheet entry screen. If either of these details are incorrect the timesheet needs to be deleted and a new timesheet copied with the correct information.

The allow copy when create new timesheet option on the submit tab within the TimeRecorder preferences must be ticked.

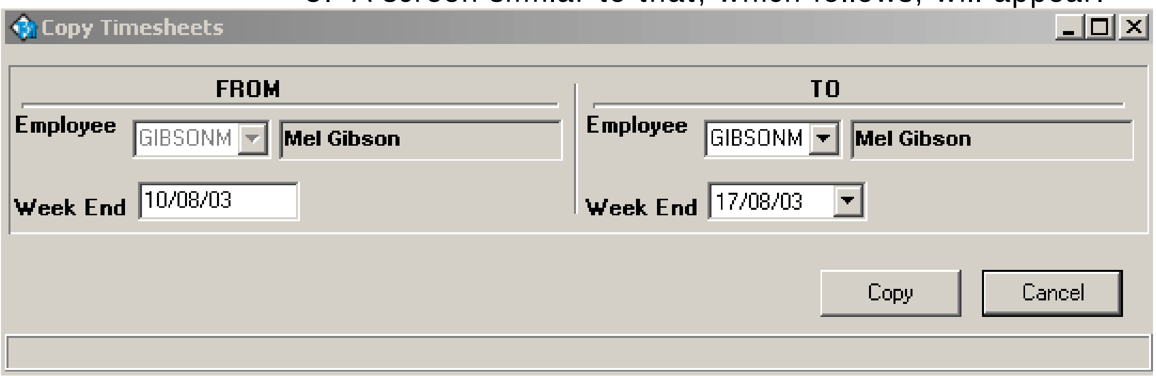
Procedure How to copy a timesheet.

From the timesheet entry screen:

1. Select the File menu.

2. Select Copy Timesheet.

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



4. r click on the z button and select the staff code from the drop down list for the timesheet to be copied to.

5. Select the weekend ending from the drop down calendar facility for the timesheet to be copied to.

6. r click on the copy button.

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

Delete

Introduction This section explains how to delete a timesheet.

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

A submitted timesheet cannot be deleted.

When an unsubmitted timesheet is deleted all timesheet lines within the selected timesheet header are also deleted.

Procedure How to delete a timesheet.

From the timesheet entry screen:

1. Select File menu, Open.
2. Highlight the existing timesheet to be deleted. (using the employee number and period ending date as your selection criteria).
3. r click on the OK button.
4. Select the File menu.
5. Select Delete Timesheet.
6. r click on the Yes button to confirm the deletion of the timesheet and all timesheet lines.

Result: The timesheet and all timesheet lines within the selected timesheet header has been deleted.

Timesheet line

New

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

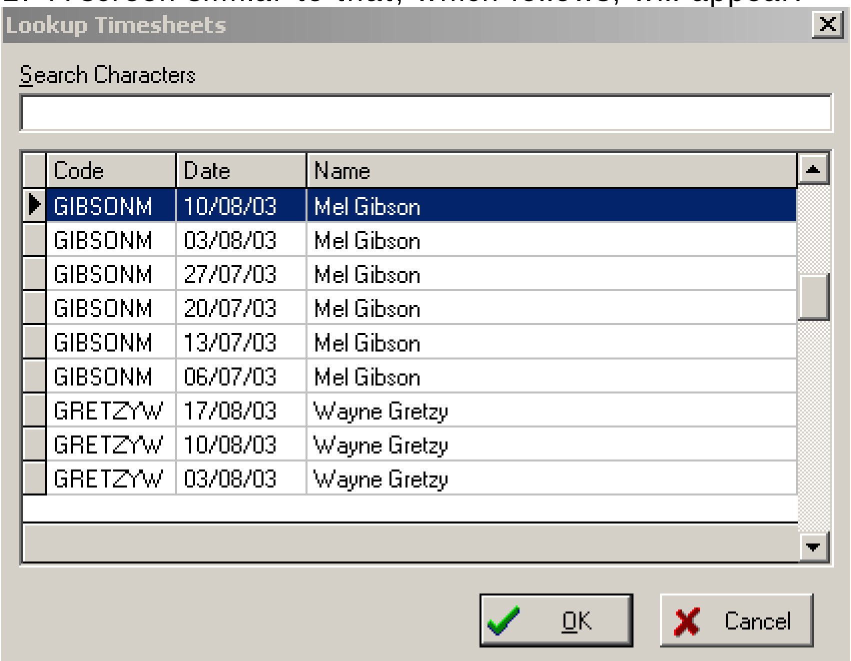
Condition A timesheet line has a significant impact on TimeRecorder, and careful consideration has to be taken into account when all details within a line are entered.

Procedure How to open an existing timesheet.

From the timesheet entry screen:

1. Select File menu, Open Timesheet.

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



3. Highlight the existing timesheet that you wish to enter a timesheet line to (using the employee number and period ending date as your selection criteria).

4. r click on the OK button.

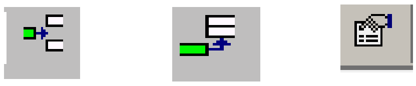
Result: The timesheet required will appear on the screen.

Continued on the next page

Procedure How to enter a new timesheet line.

From the timesheet entry screen:

1. r click on either the insert or append buttons. Alternatively r click on the task button (if applicable) to select a task and r click on the 'Do Task' button.



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

3. Press t 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. To automatically enter the actual present time press a “” (Space bar). (TimeRecorder uses a **twenty four-hour** clock.)

6. Enter the end time required for this line in the same manner as was explained above for the start time. To automatically enter the actual present time press a “” (Space bar). (TimeRecorder uses a **twenty four-hour** clock.)

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

8. o right click on the line to access the overtime screen or press c +M. Type in the overtime and compensatory time, (if applicable).

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9. r click on the client code or name from the drop down list - press # to view the list in code order and $ to view the list in name alphabetical order.

10. r click on the project code or name from the drop down list - press # to view the list in code order and $ to view the list in name alphabetical order.

11. r click on the phase from the drop down list, (if applicable).

12. r click on the activity from the drop down list, (if applicable).

13. Select (tick) the no charge checkbox if the client is not to be charged for this work, (if applicable).

14. o right click on the line to access the reason for no charge screen or press c +G. Select the reason for no charge code and type in notes, (if applicable).

15. r click on the task (if applicable) from the drop down list or r click on the task button, then select the task and r click on the 'Do Task' button.

16. Select (tick) the task done checkbox if the task is completed, (if applicable).

17. Type in the task percentage complete between 0 and 100, (if applicable).

18. Select (tick) the suggest close checkbox if the project is completed, (if applicable).

19. Select (tick) the call out checkbox if the client is to be charged a call out fee relating to this timesheet line, (if applicable).

20. Type in the clientele call no. as required for this timesheet line, (if applicable).

21. Type in the client ref number as required for this timesheet line, (if applicable).

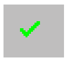
Continued on the next page

22. Select the location from the drop down list, (if applicable).

23. Type in fee form text as required into the internal comments field, (if applicable).

24. Type one line of free form text as required into the details field. The extended notes field will automatically open once the line is full.

25. Type as much free form text as required into the extended note field and r click on the OK button.

26. r click on the save button. 

Result: The timesheet line has been entered and saved.

Change

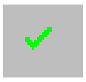
Introduction This section explains how to maintain or view a timesheet line.

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

Procedure How to change or view a timesheet line.

From the timesheet entry screen:

1. Select File menu, Open Timesheet.
2. Highlight the existing timesheet that you wish to change or view (using the employee number and period ending date as your selection criteria).
3. r click on the OK button.
4. Highlight the relevant timesheet line within the grid. The summary box shows details relating to the timesheet line such as client, project, phase and activity.
5. Make changes or view details as required.
6. Press t to move between fields as required.
7. r click on the save button.



Result: The changes have been saved and information within the timesheet line viewed.

Repeat

Introduction

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

Condition

A timesheet line has a significant impact on 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 timesheet entry screen:

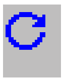
1. Select File menu, Open Timesheet.

2. Highlight the existing timesheet, which contains the line that you wish to repeat. (using the employee number and period ending date as your selection criteria).

3. r click on the OK button.

4. Highlight the relevant timesheet line within the grid. The summary box shows details relating to the timesheet line such as client, project, phase and activity.

5. r click on the repeat button.



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6. The following screen will appear.

7. Enter the number of days to repeat the current record for and r click on 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.

Delete

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

Condition A timesheet line has a significant impact on TimeRecorder, and careful consideration has to be taken into account when timesheet lines are deleted.

A submitted timesheet line cannot be deleted.

Procedure How to delete a timesheet line.

From the timesheet entry screen:

1. Select File menu, Open Timesheet.
2. Highlight the existing timesheet, which contains the line that you wish to delete. (using the employee number and period ending date as your selection criteria).
3. r click on the OK button.
4. Highlight the relevant timesheet line to be deleted.
5. Select the Edit menu.
6. Select the Delete Line.
7. r click on the Yes button to confirm the deletion of the selected timesheet line.

Result: The timesheet line within the selected timesheet has been deleted.

Expense line

New

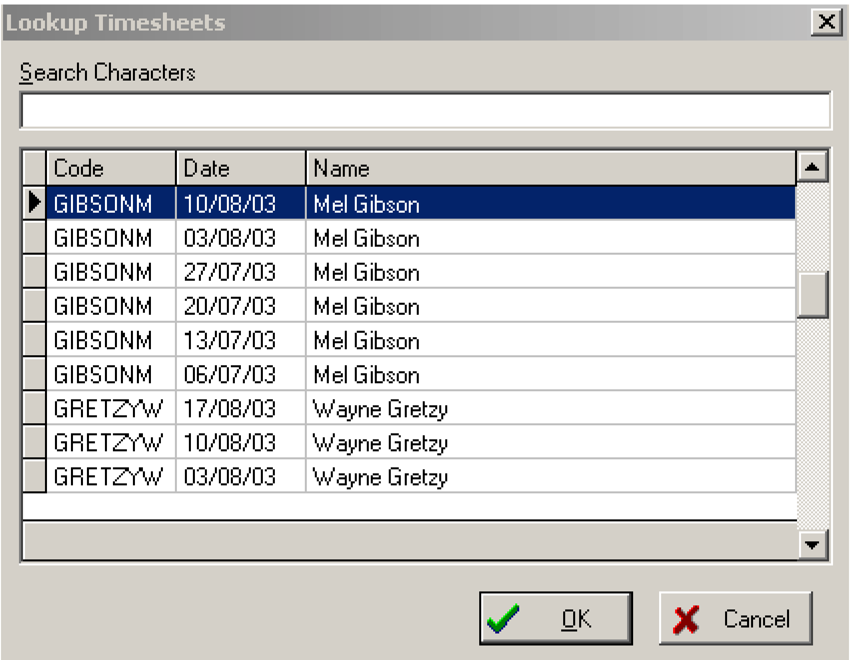
Introduction This section explains how to enter a new expense line into an existing timesheet.

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 open an existing timesheet.

From the timesheet entry screen:

1. Select File menu, Open Timesheet.
2. A screen similar to that, which follows, will appear.



3. Highlight the existing timesheet that you wish to enter new expenses for (using the employee number and period ending date as your selection criteria).

Continued on the next page

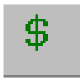
4. r click on the OK button.

Result: The timesheet required will appear on the screen.

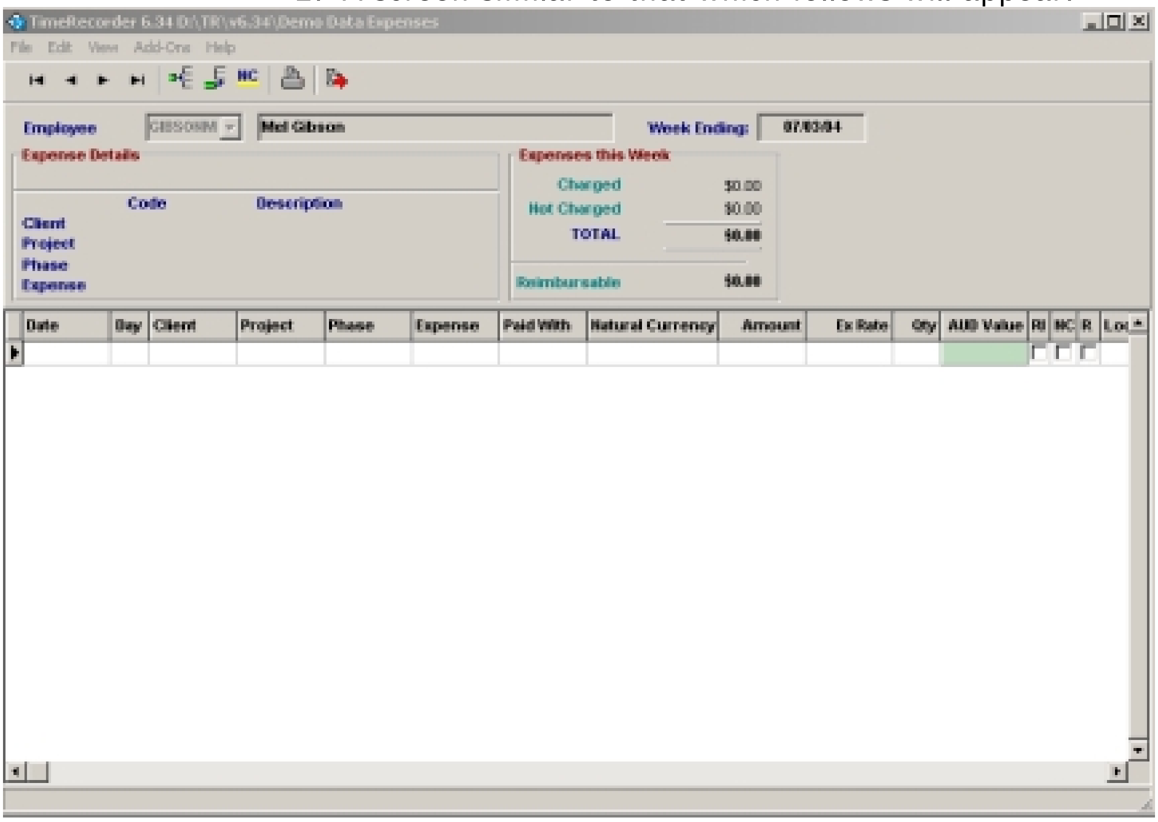
Procedure How to enter a new expense line.

From the timesheet entry screen:

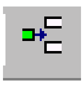
1. r click on the expenses button.

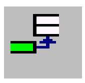


2. A screen similar to that which follows will appear.



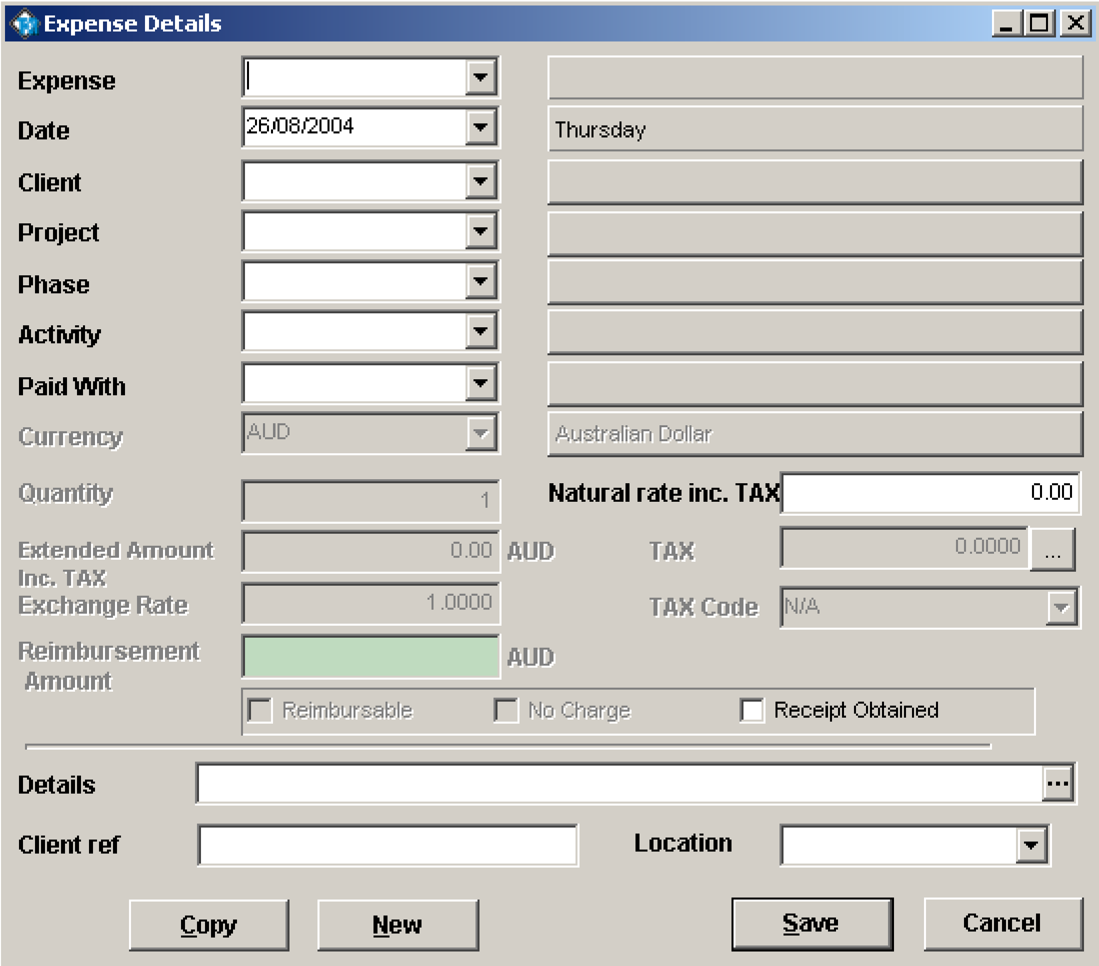
3. Select the insert or append button, or double r click on the expense line.





Continued on the next page

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



8. Select the expense from the drop down list.

9. Press t to move between fields as required.

10. Enter the date required for this expense line by using either the drop down calendar function or typing the date into the field in the following format: DD/MM/YYYY.

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

Continued on the next page

12. r click on the client code or name from the drop down list - press # to view the list in code order and $ to view the list in name alphabetical order.

13. r click on the project code or name from the drop down list - press # to view the list in code order and $ to view the list in name alphabetical order.

14. r click on the phase from the drop down list, (if applicable).

15. r click on the activity from the drop down list, (if applicable).

16. r click on the paid with method from the drop down list.

17. r click on the currency from the drop down list.

18. Type in the quantity for this expense line, (if applicable).

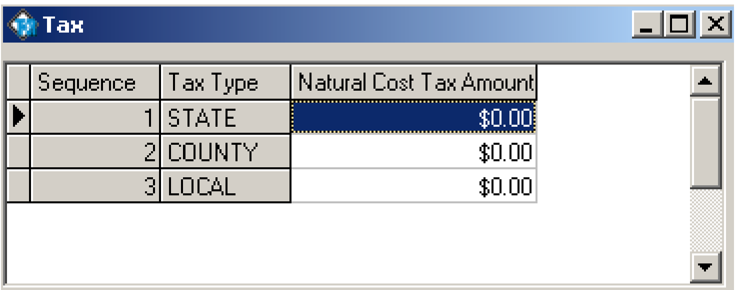
19. Type in the natural rate inc. TAX as required for this expense line, (if applicable).

20. Confirm or override, (if permitted), the extended amount inc. TAX for this expense line.

21. Confirm or override, (if permitted), the TAX Code by r click on the tax code from the drop down list.

22. Confirm or override, (if permitted), the TAX for this expense line, (if applicable).

23. r click on the '…' button to access the Tax breakdown screen and manually enter multi level tax amounts, (if applicable).



Continued on the next page

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

25. Confirm the reimbursement amount.

26. Select (tick) the reimbursable checkbox if the expense is to be reimbursed to the resource, (if applicable).

27. Select (tick) the no charge checkbox if the client is not to be charged for this work, (if applicable).

28. Select (tick) the receipt obtained check box if a receipt has been supplied for the expense, (if applicable).

29. Type in free form text as required into the details field.

30. Type in the client ref as required for this expense line, (if applicable).

31. Select the Location from drop down list, (if applicable).

32. r click on the save button.

Result: The expense line has been entered and saved.

Please note: Select the File, Exit menu item to exit the expenses screen and return to the timesheet entry screen.

Change

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

A submitted expense line cannot be changed.

Procedure How to change or view an expense line.

From the timesheet entry screen:

1. Select File menu, Open Timesheet.
2. Highlight the existing timesheet, which relates to the expense line that you wish to change or view (using employee number and period ending date as your selection criteria).
3. r click on the OK button.
4. r click on the Expenses button.
5. Double r click on the relevant expense line to access the expense details screen.
6. Make changes or view details as required.
7. r click on the save button.

Result: The changes have been saved and information within the expense line viewed.

Please note: Select the File, Exit menu item to exit the expenses screen and return to the timesheet entry screen.

Delete

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

Condition An expense line has a significant impact on TimeRecorder, and careful consideration has to be taken into account when expense lines are deleted.

A submitted expense line cannot be deleted.

Procedure How to delete an expense line.

From the timesheet entry screen:

1. Select File menu, Open Timesheet.
2. Highlight the existing timesheet, which relates to the expense line that you wish to delete (using the employee number and period ending date as your selection criteria).
3. r click on the OK button
4. r click on the Expenses button.
5. Highlight the relevant expense line to be deleted.
6. Select the Edit menu.
7. Select the Delete Line.
8. r click on the Yes button to confirm the deletion of the selected expense line.

Result: The expense line has been deleted.

Please note: Select the File, Exit menu item to exit the expenses screen and return to the timesheet entry screen.

Reports

Detailed Transaction Log

Introduction This section explains how to print a detailed transaction log.

Condition You must be logged into TimeRecorder and viewing the timesheet containing the timesheet line required to print the detailed transaction log for.

Procedure How to print a detailed transaction log.

From the timesheet entry screen:

1. Select the timesheet line that is to be reported on.

2. Select View menu.

3. Select Detailed Transaction Log.

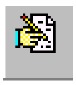
Result: The detailed transaction log is printed to the screen. (See below to direct the report to a selected printer.)

OR

Procedure From the timesheet entry screen:

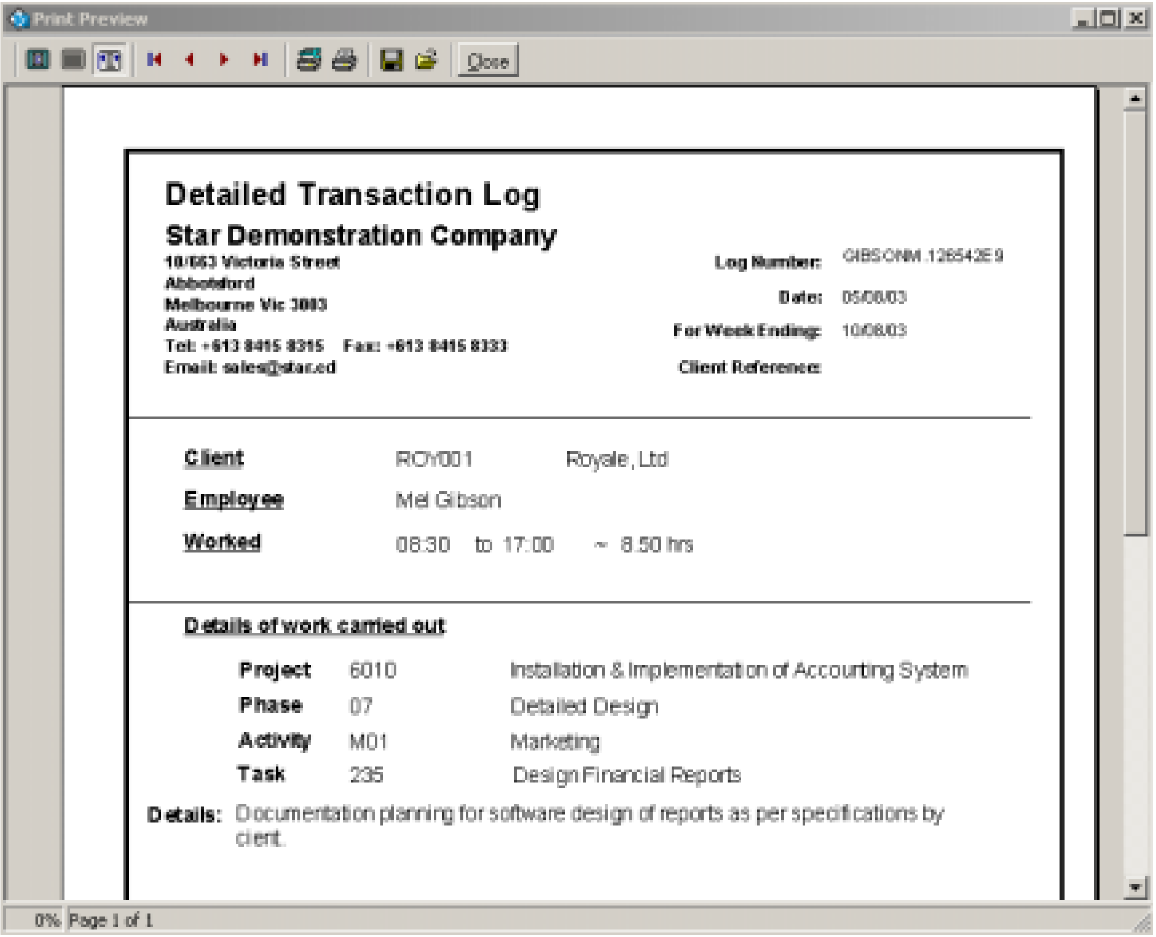
1. Select the timesheet line that is to be reported on.

2. r click on the detailed transaction log button on the tool bar.



3. 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 r click on 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 the detailed transaction log.

From the detailed transaction log screen:

1. Select the relevant printer setup.

2. r click on the print button.

Result: The detailed transaction log has been printed to the selected printer.

Weekly Summary Report

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

Condition You must be logged into TimeRecorder and viewing the timesheet required to view and print the weekly summary for.

Procedure How to view a weekly summary.

From the timesheet entry screen:

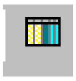
1. Select View menu.
2. Select Weekly Summary.

Result: The weekly summary is viewed.

OR

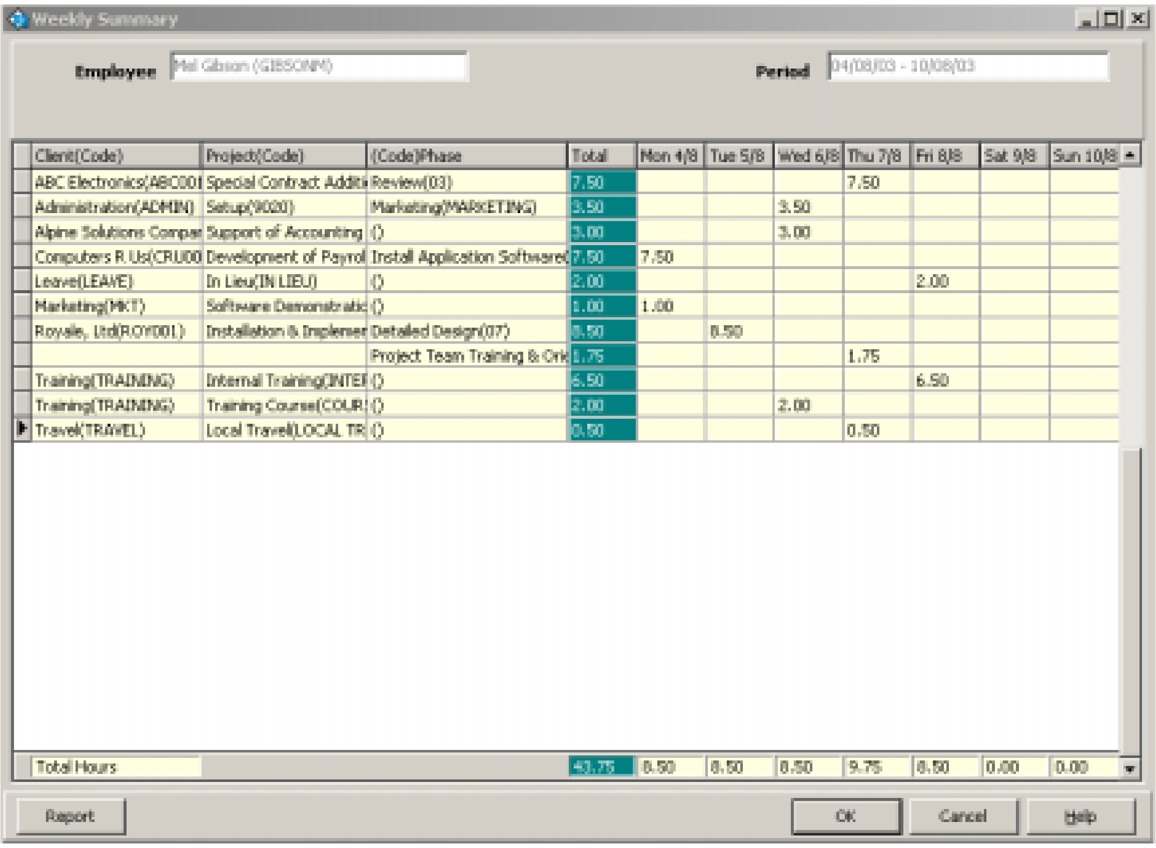
Procedure From the timesheet entry screen:

1. r click on the weekly summary button on the tool bar.



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

Continued on the next page



The user is able to view the weekly summary or r click on the report button to view or print the selected report.

Result: The weekly summary is viewed.
(See below for how to print the weekly summary report.)

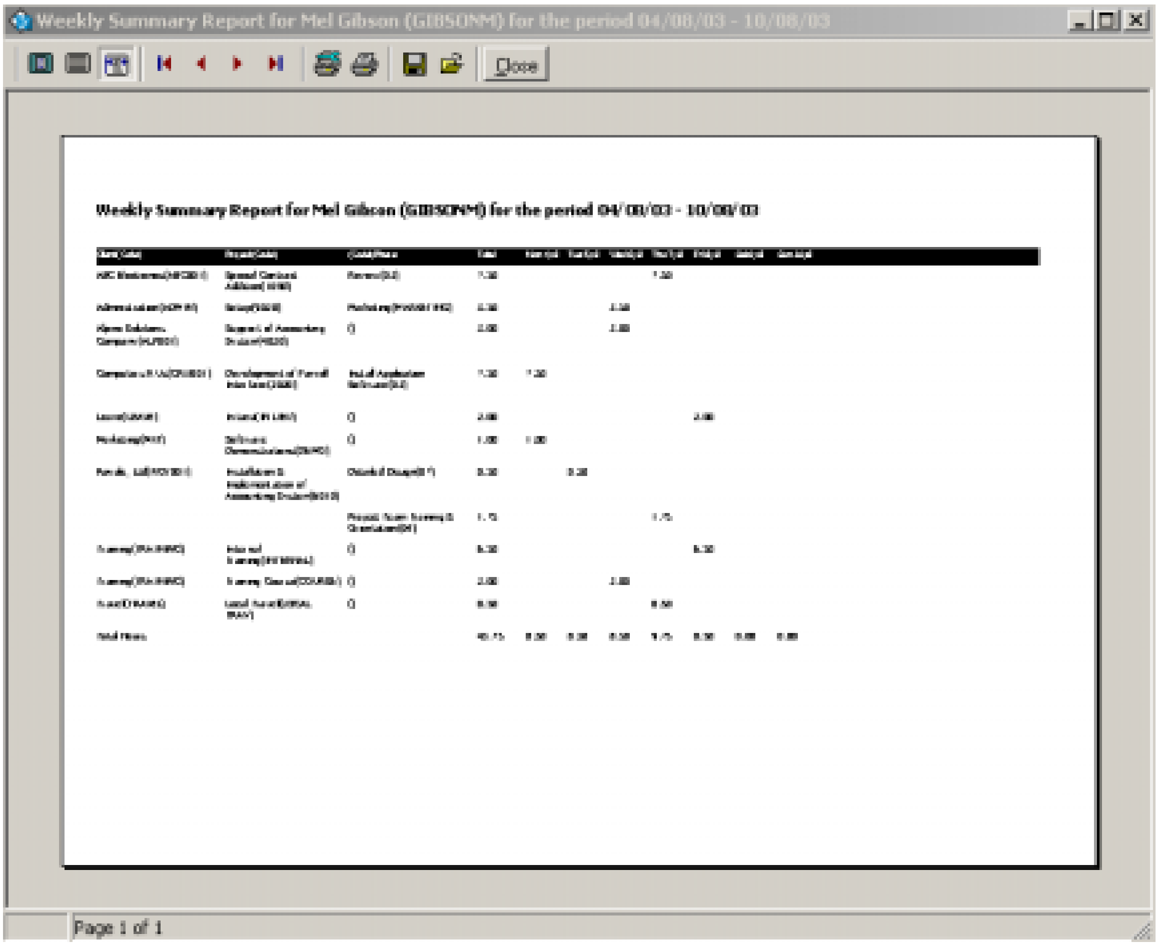
Procedure How to print a weekly summary report.

From the weekly summary screen:

1. r click on the report button.

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

Continued on the next page



The user is able to view the weekly summary report to the screen or r click on the print button to print the report to a selected printer.

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

Procedure

How to print the weekly summary report.

From the weekly summary report screen:

1. Select the relevant printer setup.
2. r click on the print button.

Result: The weekly summary report has been printed to the selected printer.

Transaction Lists

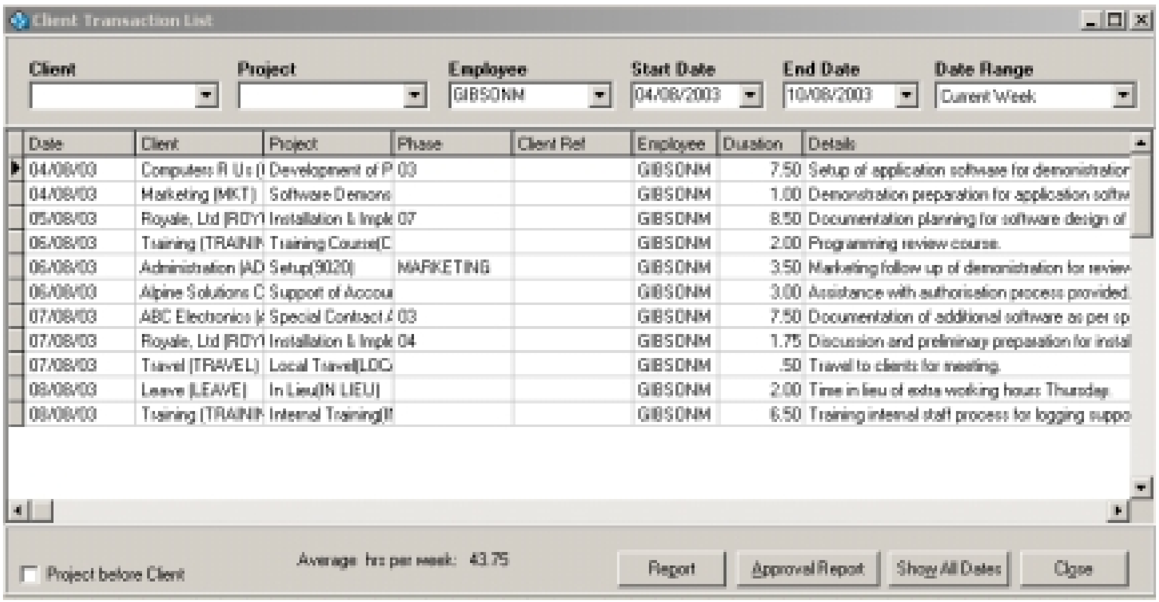
Introduction This section explains how to view and print a transaction list.

Condition You must be logged into TimeRecorder. The option to print the charge ratio in the transaction report must be set as required on the functions tab within the TimeRecorder preferences.

Procedure How to view a transaction list.

From the timesheet entry screen:

1. Select View menu.
2. Select Transaction List.
3. A screen similar to that, which follows, will appear.



Continued on the next page

4. Use the filter fields to select the relevant filters for the transaction list:

    - Client - press # to view the list in code order and $ to view the list in name alphabetical order.
    - Project - press # to view the list in code order and $ to view the list in name alphabetical order.
    - Employee
    - Start Date and End Date or
    - Date Range

5. Select (tick) the project before client checkbox to list the project before client, (if applicable).

Result: The transaction list is viewed.

Procedure

How to print a transaction list.

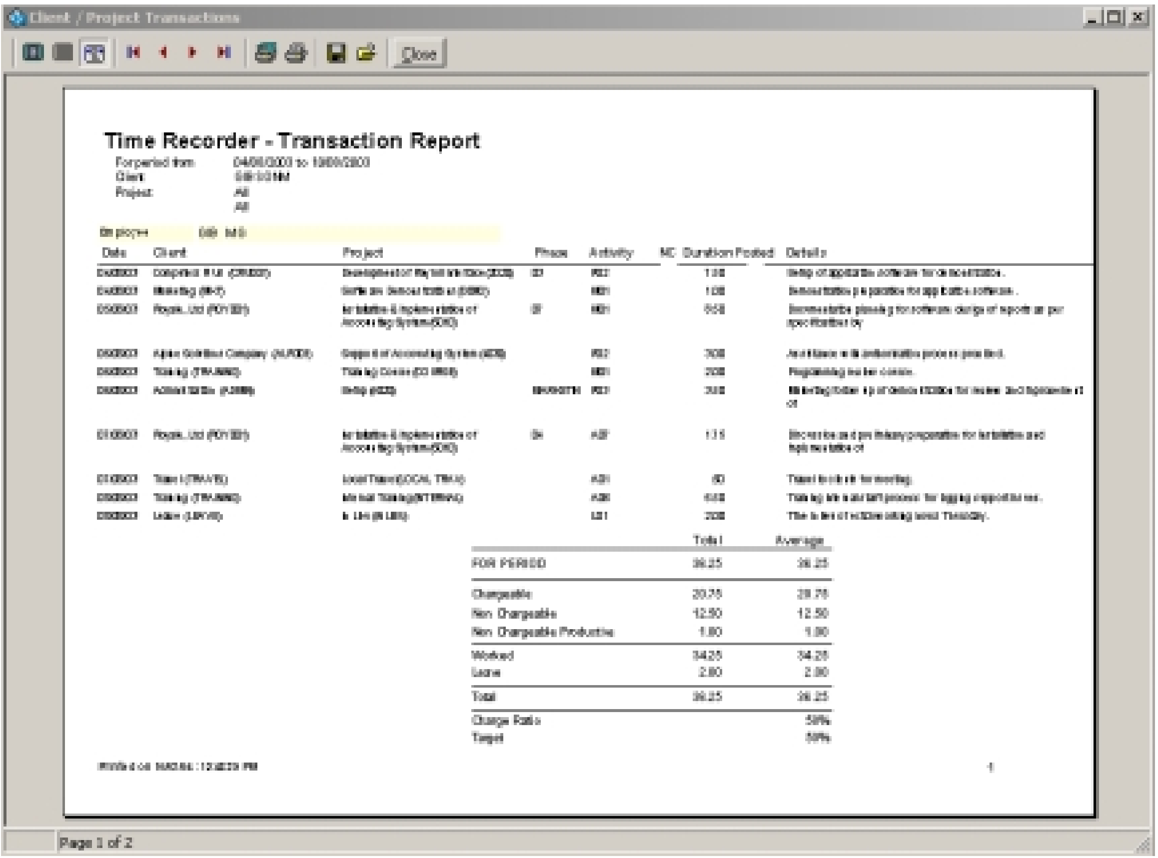
From the transaction list screen:

1. r click on the report button or approval report button to prompt the system to generate the report from the filtered transactions shown.

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

Continued on the next page

(Report button selected with preference set to print charge ratio in transaction report)



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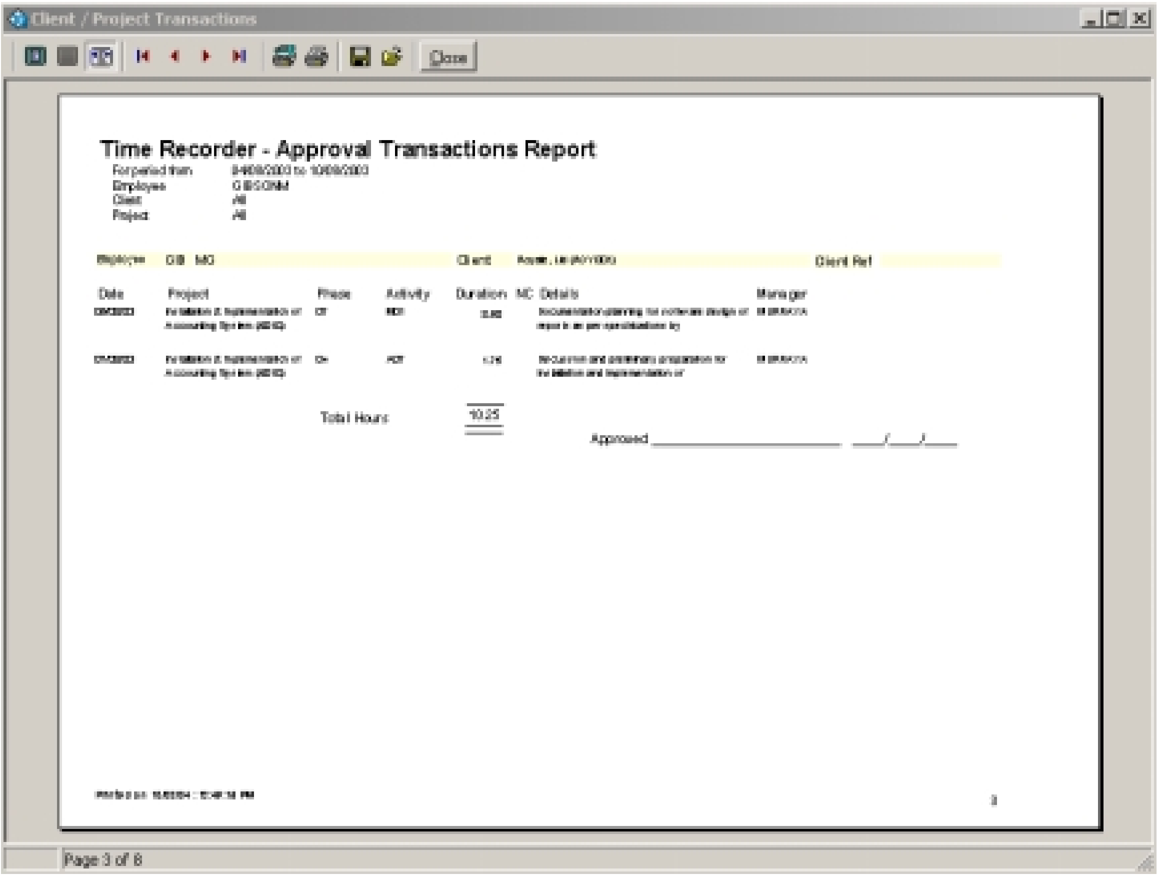
(Approval report button selected)



The user is able to view the transaction or approval transaction report to the screen or r click on the print button to print the report 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 the transaction list.

From the transaction report screen:

1. Select the relevant printer setup.
2. r click on the print button.

Result: The transaction list has been printed to the selected printer.

Master Lists

Introduction This section explains how to view a client, project, employee, expenses, no charge reason, locations and tax codes lists

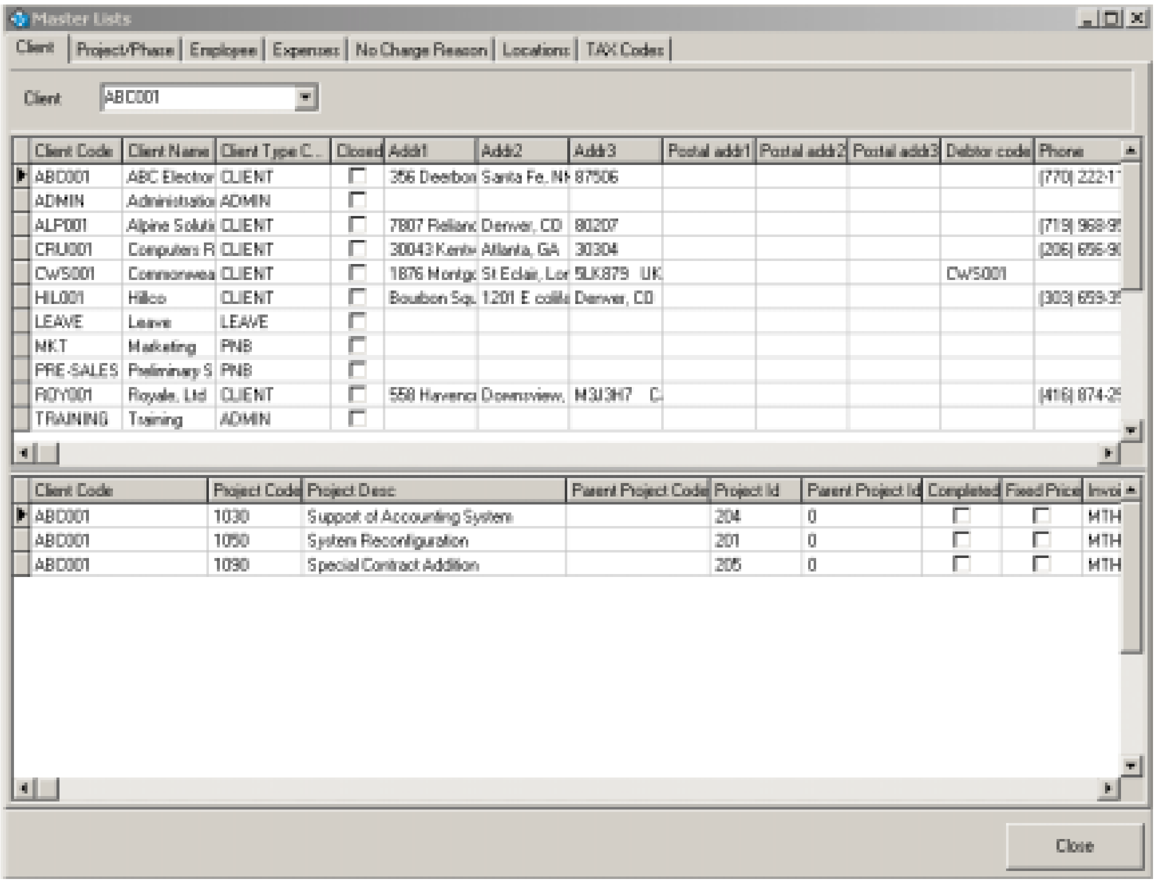
Condition You must be logged into TimeRecorder. Master lists cannot be printed only viewed on screen.

Procedure How to view a Master List.

From the timesheet entry screen:

1. Select View menu.
2. Select Master List.
3. r click on the tab that the list is to be viewed for:
   - Client
   - Project/Phase
   - Employee
   - Expenses
   - No Charge Reason
   - Locations
   - Tax Codes
4. A screen similar to that which follows will appear.

Continued on the next page



5. Manipulate the filter fields and column headings to ensure that the information is displayed in the manner that is required.

Result: The required Master List has been viewed.

Overtime

Introduction This section explains how to enter overtime and or compensatory time to a selected timesheet line.

Condition You must be logged into TimeRecorder and the use overtime option with the TimeRecorder preferences must be set to use overtime.

Procedure How to enter overtime and or compensatory to a selected timesheet line.

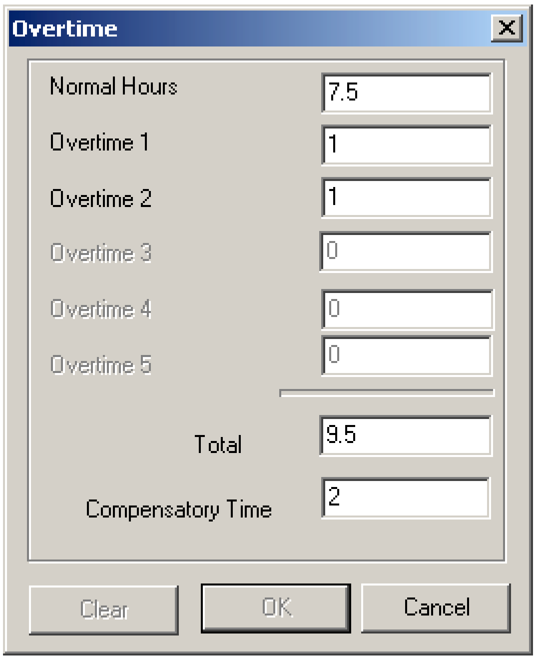
On the timesheet line the overtime or compensatory time is for:

1. Select View menu.

2. Select Overtime.

Continued on the next page

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



4. Type in the relevant overtime hours and compensatory time.

5. Press t to move between fields as required.

Please note: The normal hours and overtime fields have been set to adjust automatically to ensure they always equal the total field (the timesheet line duration). Compensatory time entered is to be included in the total.

6. r click on the OK button.

Result: The overtime and or compensatory time for the timesheet line has been entered.

Travel Diary

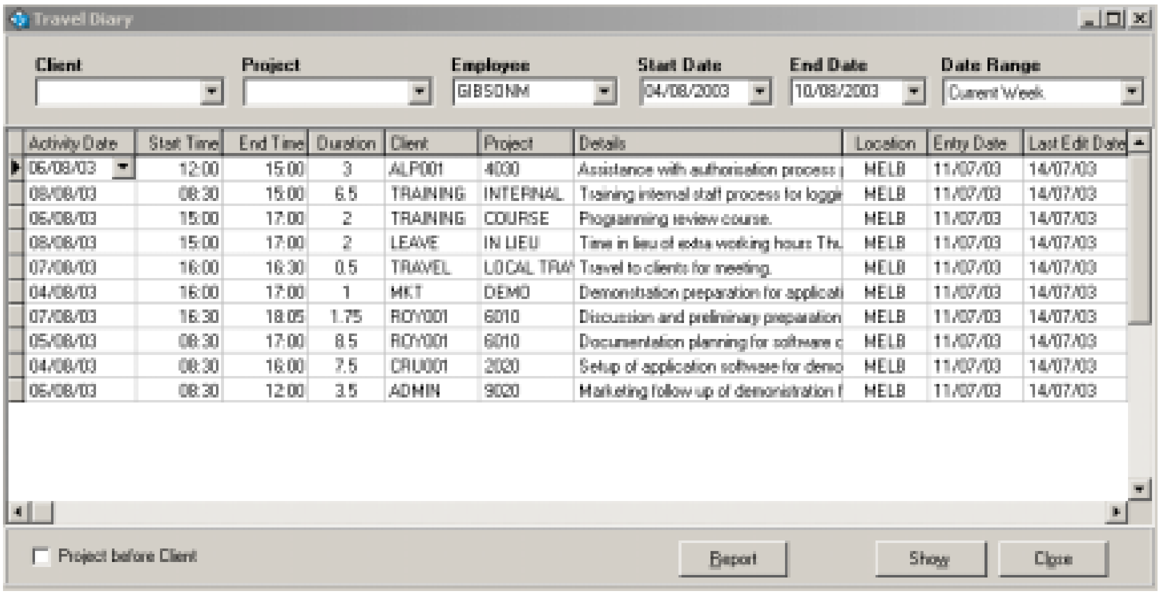
Introduction This section explains how to print a travel diary.

Condition You must be logged into TimeRecorder.

Procedure How to print a travel diary.

From the timesheet entry screen:

1. Select View menu.
2. Select Travel Diary.
3. A screen similar to that, which follows, will appear.



Continued on the next page

4. Use the filter fields to select the relevant filters for the travel diary:

    - ❑ Client
    - ❑ Project
    - ❑ Employee
    - ❑ Start Date and End Date or
    - ❑ Date Range

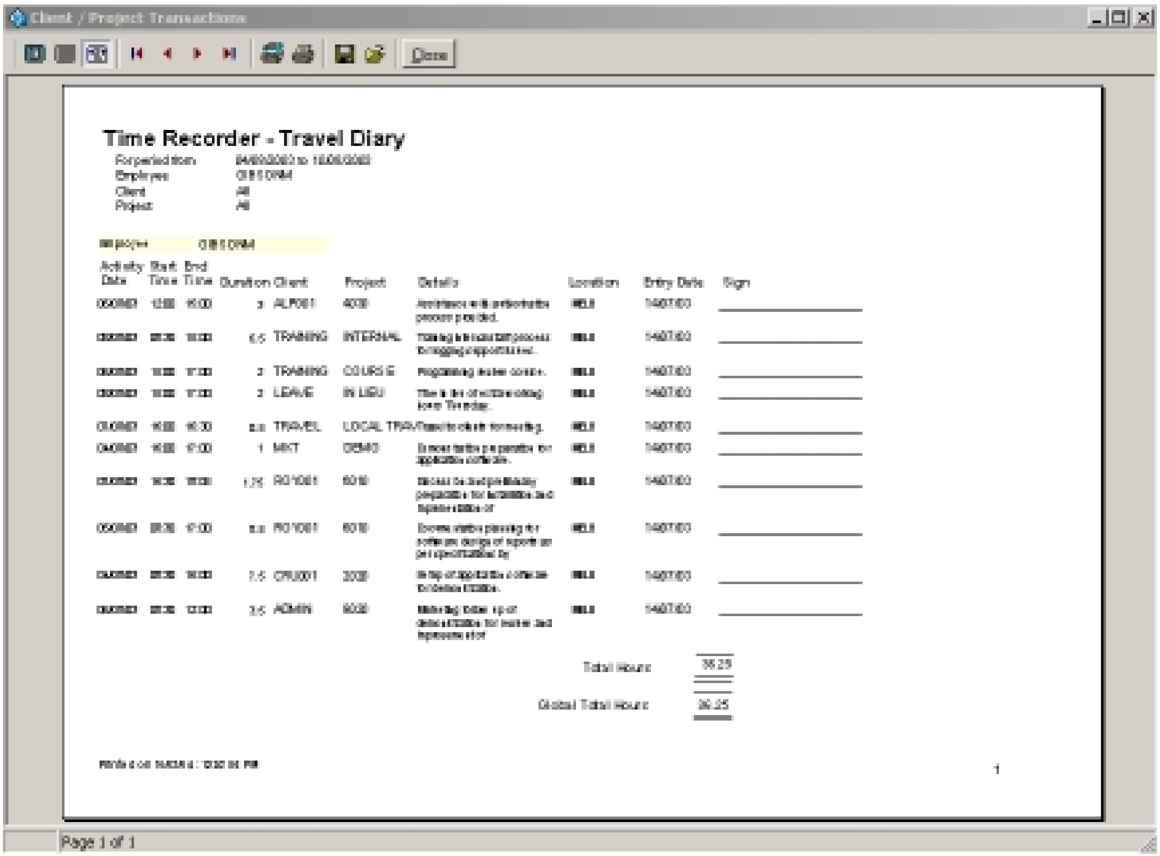
5. Select (tick) the project before client checkbox to list the project before client, (if applicable).

6. r click on the report button to prompt the system to generate the report from the filtered transactions.

7. r click on the show button when existing filters are changed to ensure that all transactions are listed for the relevant criteria.

Continued on the next page

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



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

Procedure How to print the travel diary.

From the travel diary screen:

1. Select the relevant printer setup.

2. r click on the print button.

Result: The travel diary has been printed to the selected printer.

Task Lists

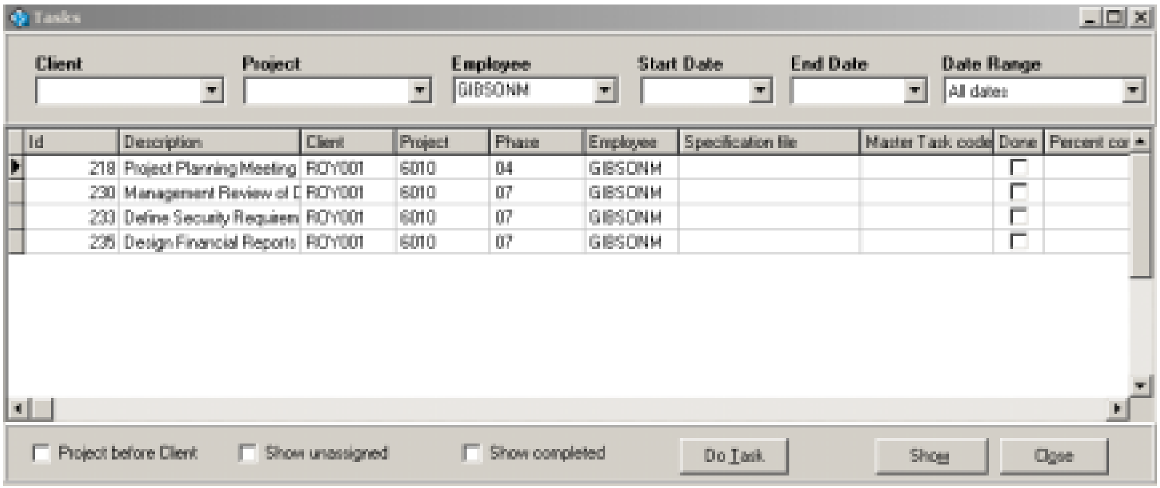
Introduction This section explains how to view a task list and allocate time to a selected task.

Condition You must be logged into TimeRecorder. Task lists cannot be printed only viewed on screen.

Procedure How to view a task list and allocate time to a task.

From the timesheet entry screen:

1. Select View menu.
2. Select Tasks.
3. A screen similar to that which follows will appear.



4. Use the filter fields to select the relevant filters for the transaction list:
   - Project
   - Client
   - Employee
   - Start and End Date or
   - Date Range
5. Select (tick) the project before client checkbox to list the project before client, (if applicable).

Continued on the next page

6. Select (tick) the show unassigned checkbox to list tasks unassigned to an employee, (if applicable).

7. Select (tick) the show completed checkbox to list completed tasks, (if applicable).

8. r click on the show button.

Result: The required Task list has been viewed.

Procedure How to allocate time to a selected task.

From the tasks screen:

9. Select the task that time is to be allocated to.

10. r click on the do task button.

Result: A timesheet line has been created for the selected task or the task inserted into a current timesheet line for time to be allocated.

Time Analysis

Introduction

This section explains how to run, view and print a time analysis enquiry.

Condition

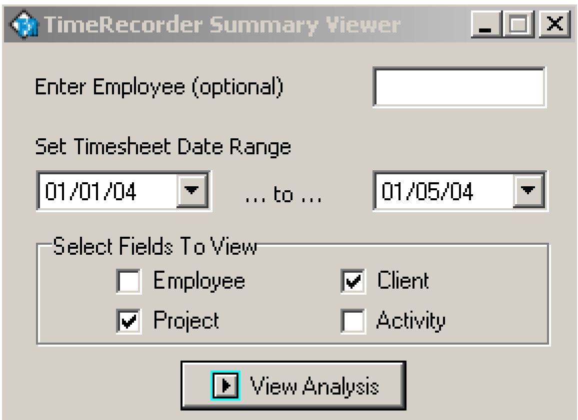
You must be logged into TimeRecorder.

Procedure

How to run a time analysis enquiry.

From the timesheet entry screen:

1. Select View menu.
2. Select Time Analysis.
3. The following screen will appear.

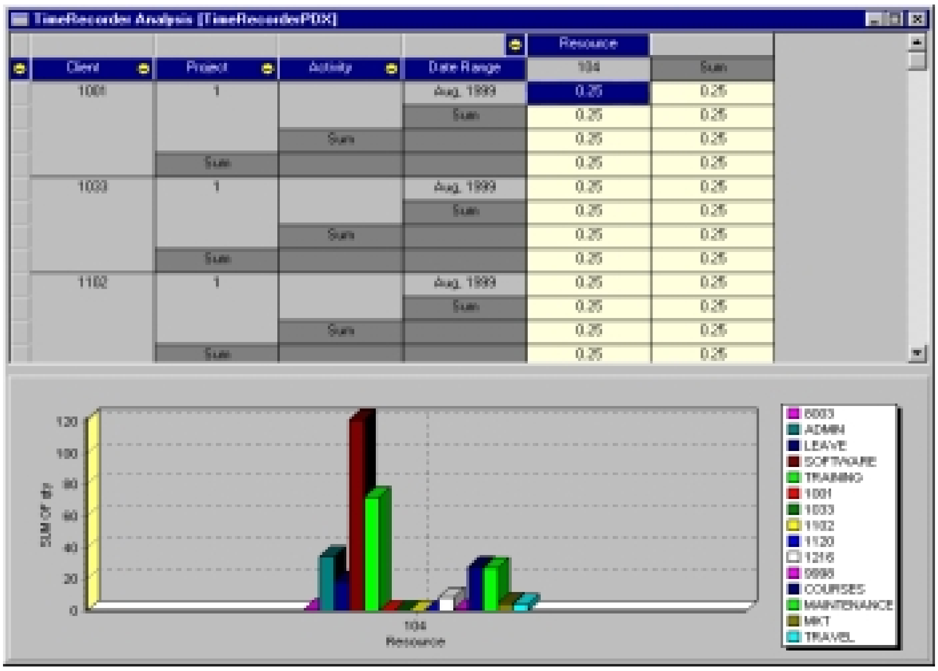


4. Select the employee that you wish to analyse or leave blank to analyse all timesheet data that is maintained on the local database.
5. Enter the date range that you wish to include.
6. Select the fields to include in the enquiry:
   - Employee
   - Client
   - Project
   - Activity

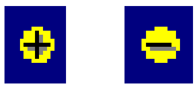
Continued on the next page

7. r click on the view analysis button.

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



9. The user is able to select the yellow + or – icons (or o right click on a number in the graph) in order to change the grouping pivot controls of the enquiry in order to alter the graphical profile displayed.



10. The user can also o right click on the grid screen in order to select to print the graph or change the data source to a different database alias.

Result: The time analysis has been run, viewed and printed.

Submit

Submit timesheets

Introduction This section explains how to submit a timesheet to a selected location.

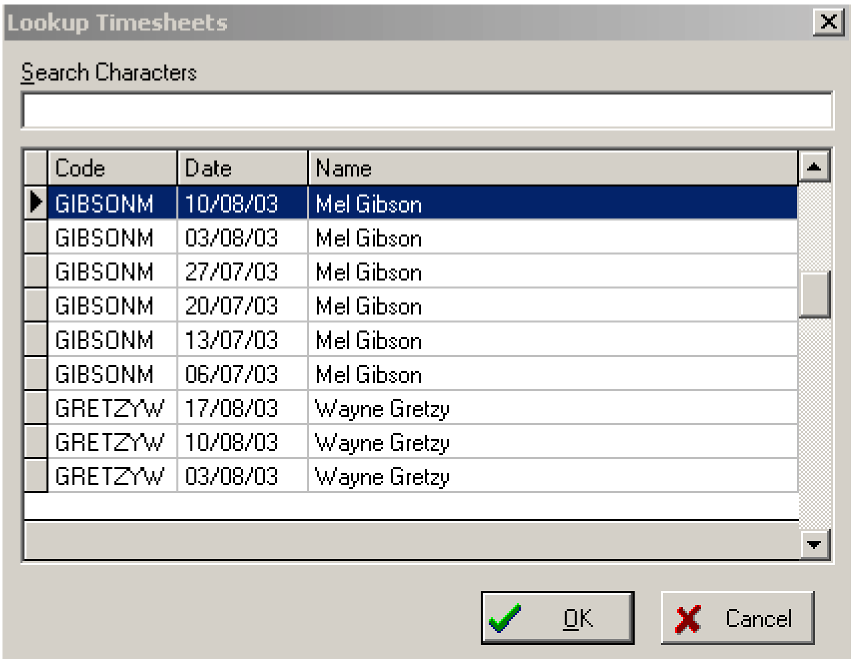
Condition You must be logged into TimeRecorder and have the submit timesheet path and options setup on the submit tab within the TimeRecorder preferences.

Procedure How to submit a timesheet.

From the timesheet entry screen:

1. Select File menu, Open Timesheet.

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



3. Highlight the existing timesheet that you wish to submit (using the employee number and period ending date as your selection criteria).

4. r click on the OK button.

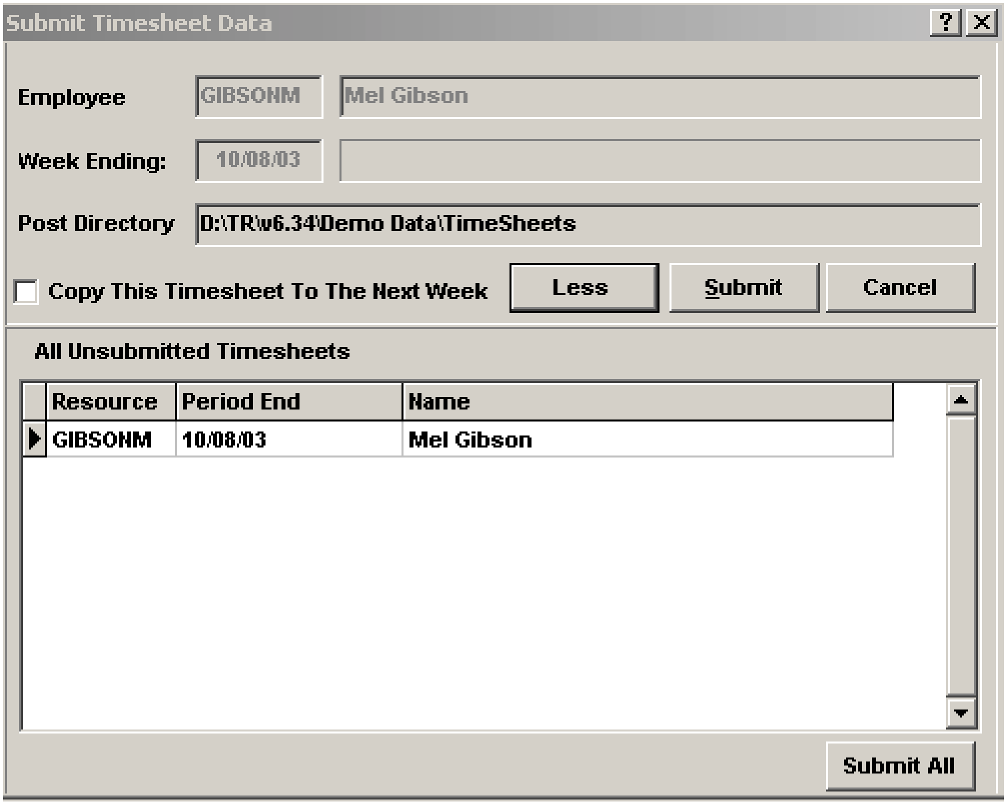
Continued on the next page

5. Check all details of both the timesheet header and each timesheet line to ensure that the information is correct.

6. Select File menu.

7. Select Submit Timesheet.

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



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If…….	**Then……..**
The week ending date/s and submit path is correct	Select the copy this timesheet to next week checkbox, (if applicable) and press the submit or submit all button
OR	
If the week ending date is incorrect	Press the cancel button and change the timesheet so that the period ending date is correct and then re-select the submit button.
OR	
If the submit path is incorrect	Press the cancel button and change the submit path in the TimeRecorder preferences and then re-select the submit button.

Result: The timesheet has been submitted to the selected location and a .TSH and .memo file is created.

Please note: This will not submit expense lines within the timesheet. These must be submitted separately using the submit button within the expense grid screen.

Submit expenses

Introduction

This section explains how to submit expense lines to a selected location.

Condition

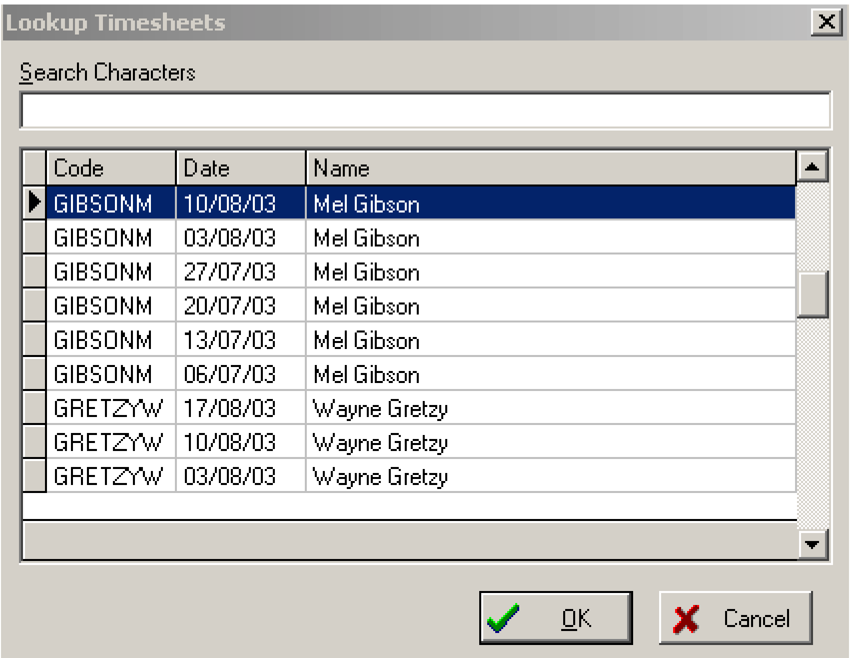
You must be logged into TimeRecorder and have the submit timesheet path and options setup on the submit tab within the TimeRecorder preferences.

Procedure

How to submit expense lines.

From the timesheet entry screen:

1. Select File menu, Open Timesheet.
2. A screen similar to that, which follows, will appear.



3. Highlight the existing timesheet, which relates to the expenses that you wish to submit (using the employee number and period ending date as your selection criteria).
4. r click on the OK button.
5. r click on the expenses button.

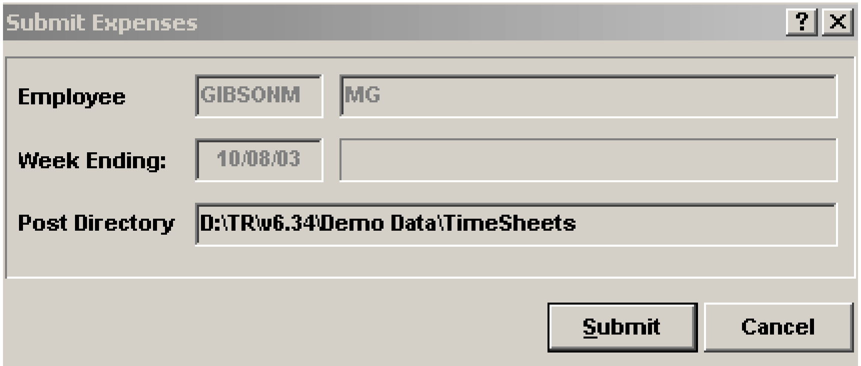
Continued on the next page

6. Check all details of each expense line to ensure that the information is correct.

7. Select File menu.

8. Select Submit Expenses.

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



If…….	**Then……..**
The week ending date and submit path is correct	Press the submit button
OR	
If the week ending date is incorrect	Press the cancel button and change the expense sheet so that the period ending date is correct and then re-select the submit button
OR	
If the submit path is incorrect	Press the cancel button and change the submit path in the TimeRecorder preferences and then re-select the submit button

Result: The expense lines have been submitted to the selected location and a .CSV, .Memo & MLT.tax files are created.

Please note: This will not submit timesheet lines within the timesheet. These must be submitted separately using the submit button within the timesheet entry screen.

Unsubmit

Unsubmit timesheets

Introduction

This section explains how to unsubmit a previously submitted timesheet.

Condition

You must be logged into TimeRecorder and the allow unsubmit of timesheets option on the submit tab within the TimeRecorder preferences must be ticked.

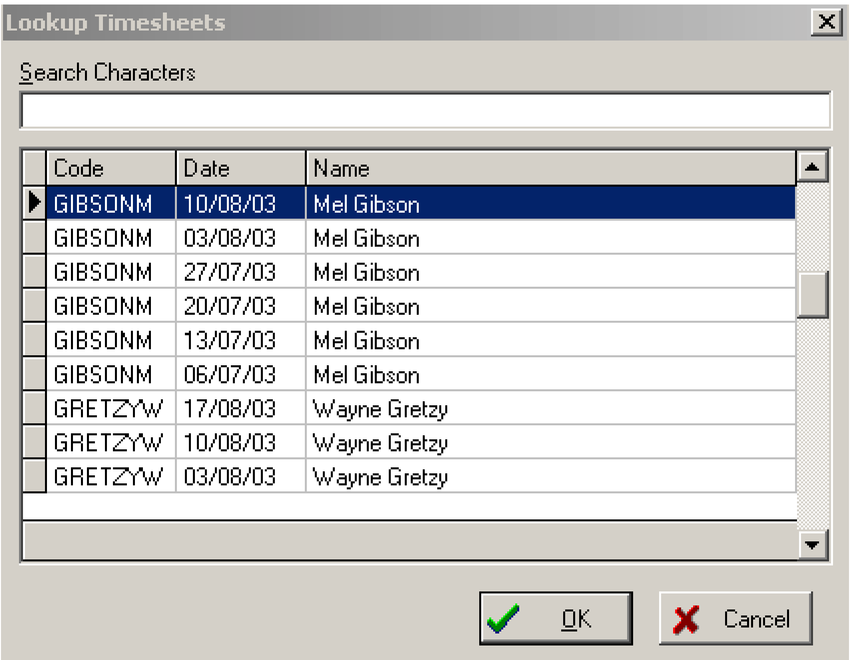
Procedure

How to unsubmit a timesheet.

From the timesheet entry screen:

1. Select File menu, Open Timesheet.

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



3. Highlight the existing submitted timesheet that you wish to unsubmit (using the employee number and period ending date as your selection criteria).

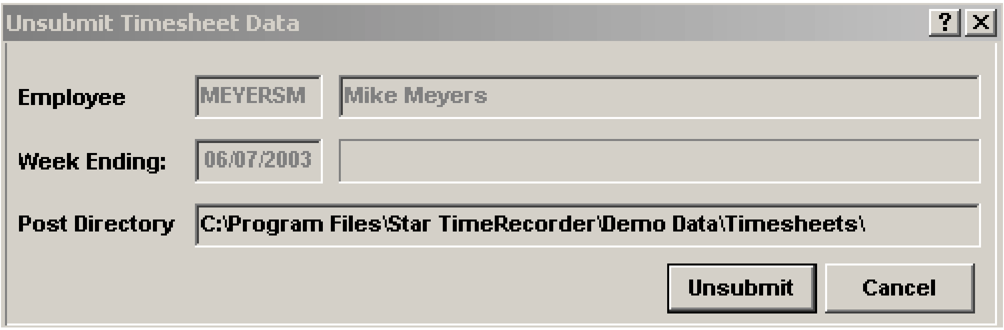
4. r click on the OK button.

Continued on the next page

5. Select File menu.

6. Select Unsubmit Timesheet.

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



8. r click on the unsubmit button.

9. When prompted confirm that the selected timesheet is to be unsubmitted by selecting the Yes button.

Result: The selected timesheet and all timesheet lines within it have been unsubmitted and the file created when the timesheet was submitted has been renamed to a .UNS file.

Unsubmit expenses

Introduction

This section explains how to unsubmit previously submitted expenses.

Condition

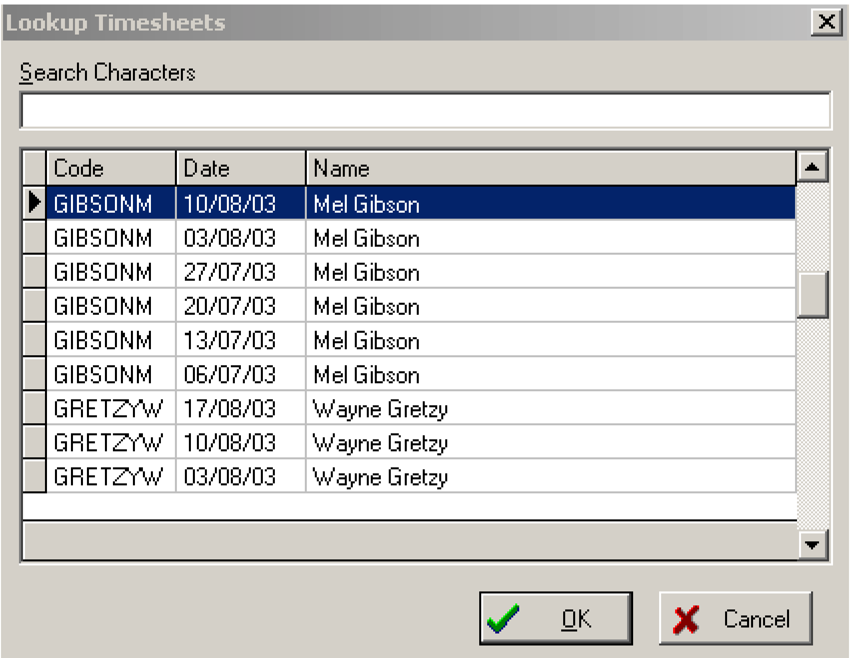
You must be logged into TimeRecorder and the allow unsubmit of timesheets option on the submit tab within the TimeRecorder preferences must be ticked.

Procedure

How to unsubmit expenses.

From the timesheet entry screen:

1. Select File menu, Open Timesheet.
2. A screen similar to that, which follows, will appear.



3. Highlight the existing timesheet, which relates to the expenses that you wish to unsubmit (using the employee number and period ending date as your selection criteria).
4. r click on the OK button.

Continued on the next page

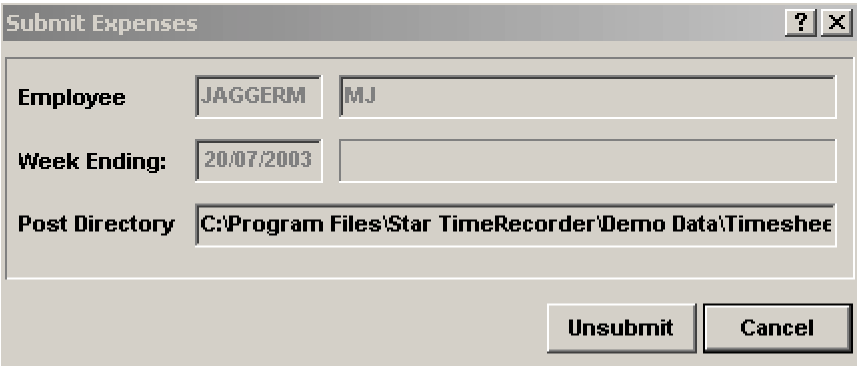
5. r click on the expenses button.

6. Check all details of the expense to ensure it is the correct one to be unsubmitted.

7. Select File menu.

8. Select Unsubmit Expenses.

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



7. r click on the unsubmit button.

8. When prompted confirm that the selected expenses is to be unsubmitted by selecting the Yes button.

Result: The selected expenses have been unsubmitted and the file created when the expense was submitted is renamed to a .UNS file.

Synchronise

Synchronise Masterfiles

Introduction

This section explains how to synchronise Masterfile data from a central invoicing system.

Condition

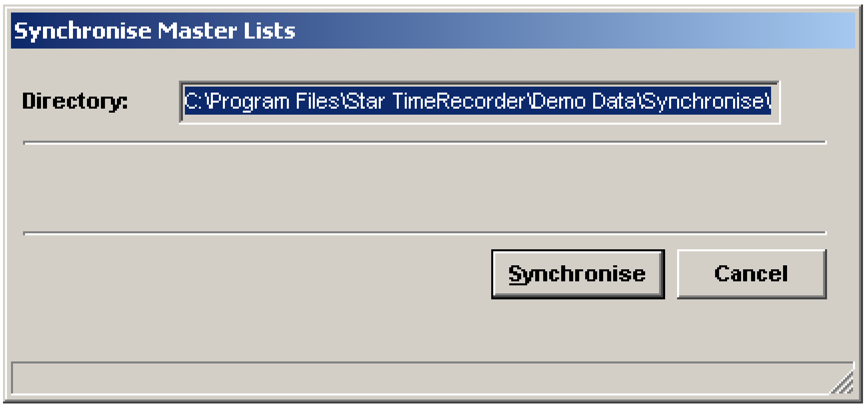
You must be logged into TimeRecorder and have the synchronise path setup on the submit tab within the TimeRecorder preferences.

Procedure

How to synchronise Masterfiles.

From the timesheet entry screen:

1. Select File menu.
2. Select Synchronise.
3. A screen similar to that, which follows, will appear.



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If…….	Then……..
The directory is correct	Press the synchronise button
OR	
If the directory is incorrect	Press the cancel button and change the synchronise path in the TimeRecorder preferences and then re-select the synchronise button

Result: TimeRecorder masterfiles are updated from the central invoicing system.

OR

If…….	Then……..
You are unsure	Press the cancel button and seek assistance

Result: TimeRecorder Masterfiles are not updated on the client computer.

Purge

Purge old timesheets

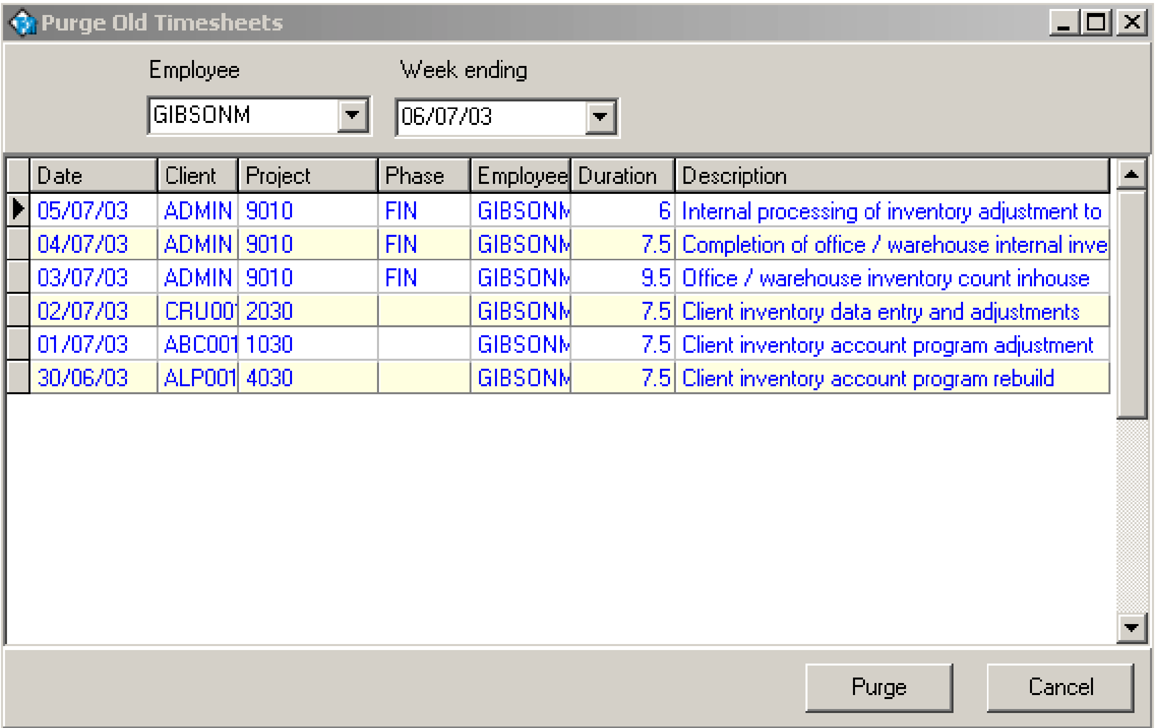
Introduction This section explains how to purge old submitted timesheets.

Condition You must be logged into TimeRecorder and the allow purge old timesheets option on the security tab within the TimeRecorder preferences must be ticked.

Procedure How to purge old submitted timesheets.

From the timesheet entry screen:

1. Select File menu.
2. Select Purge Old Timesheets.
3. A screen similar to that, which follows, will appear.



Continued on the next page

4. r click on the z button and select the employee for which the timesheets are to be purged.

5. Select the week ending from the drop down calendar facility for which the timesheets are to be purged.

6. r click on the purge button.

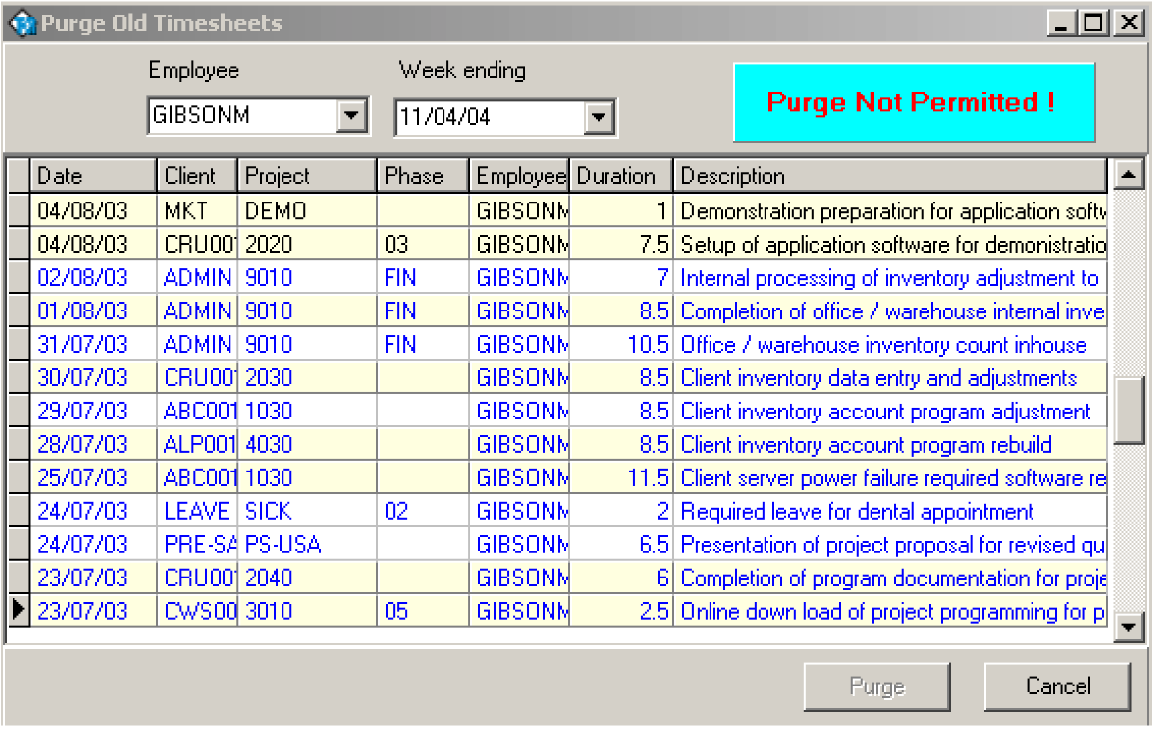
7. r click on the Yes button to confirm the deletion of the timesheet and lines.

Result: The timesheet and lines for the selected resource and week ending have been purged or deleted from the system.

Please note: The system will not permit a user to purge a timesheet that has one or more unsubmitted timesheet lines within it.

If a screen with a warning similar to that which follows appears – the timesheet that is selected to be purged contains unsubmitted timesheet lines and cannot be purged until all lines have been submitted to the central invoicing system.

Continued on the next page



In a case such as displayed above – the timesheet lines at the top of the screen (in black text) are the unsubmitted timesheet lines, which are preventing the timesheet from being able to be purged.

1. r click on the cancel button

2. Select File / Open Timesheet - or File / Show Unsubmitted and select the relevant timesheet from the list.

3. r click on the OK button.

4. Submit the timesheet to the central invoicing system as usual.

5. Re-open the purge old timesheet screen and run the purge process for that timesheet as set out in the steps above.

Result: The timesheet and lines for the selected resource and week ending have been purged or deleted from the system.

Appendix 1

TimeRecorder Preferences

Display

Introduction This section explains the display options within the TimeRecorder preferences screen, with emphasis on how to set these parameters within TimeRecorder.

Conditions This option has significant effect on TimeRecorder and careful consideration has to be taken into account when any details within the display preference screen are defined or changed.

You must be logged into TimeRecorder and have security access to edit the display tab within the TimeRecorder preferences.

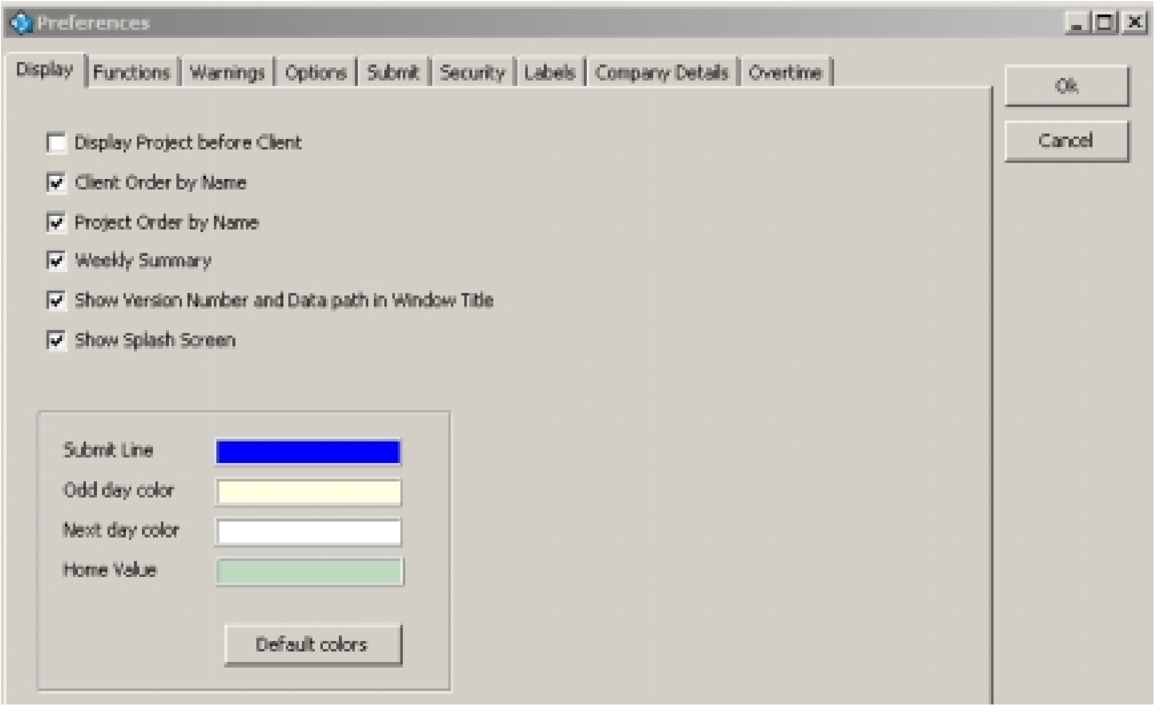
Procedure How to set the display options.

From the timesheet entry screen:

1. Select File menu.
2. Select Preferences.
3. r click on the display tab of the preferences screen.

Continued on the next page

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



5. Select (tick) or unselect (untick) the display field checkboxes to define the options that are to be applied when TimeRecorder is used.

6. To save the changes exit the screen by select the OK button.

Functions

Introduction This section explains the functions within the TimeRecorder preferences screen, with emphasis on how to set these parameters within TimeRecorder.

Conditions This option has significant effect on TimeRecorder and careful consideration has to be taken into account when any details within the functions preference screen are defined or changed.

You must be logged into TimeRecorder and have security access to edit the functions tab within the TimeRecorder preferences.

Procedure How to set functions.

From the timesheet entry screen:

1. Select File menu.
2. Select Preferences.
3. r click on the functions tab of the preferences screen.
4. The following screen will appear.

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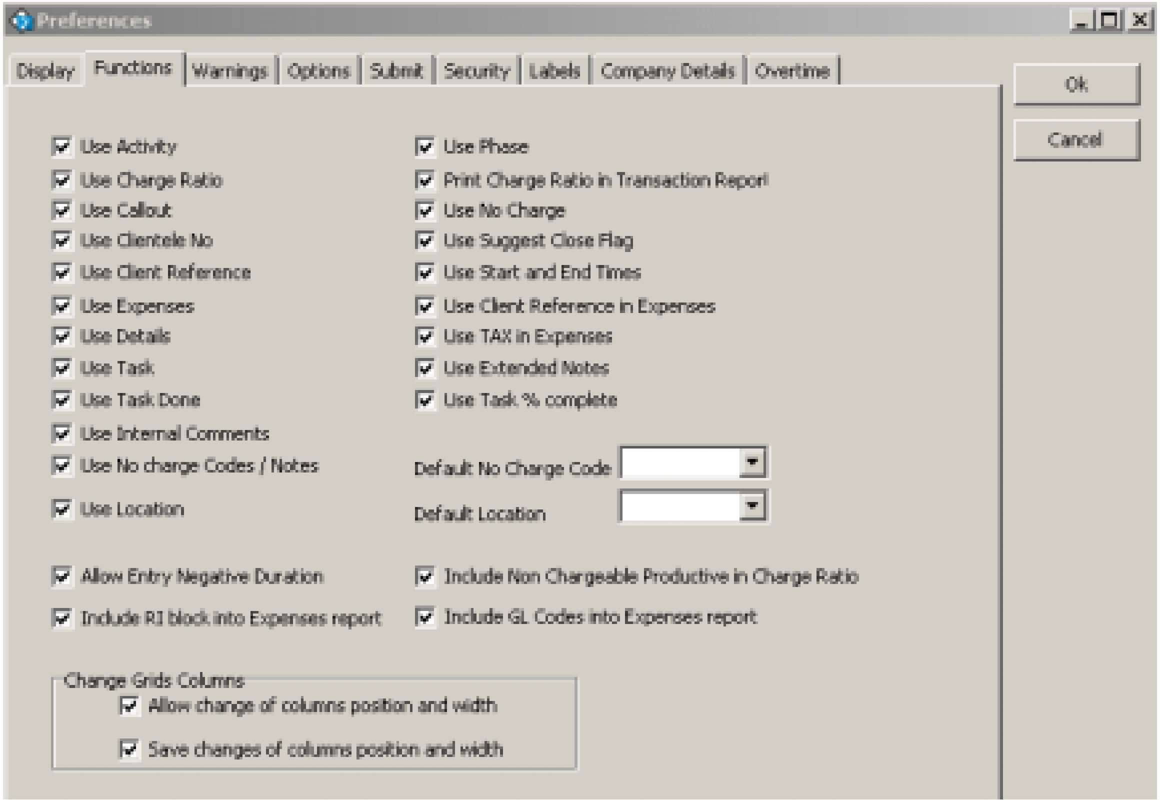

5. Select (tick) or unselect (untick) each function checkbox to define that the relevant function is to be assessable to the user within TimeRecorder.

6. To save the changes exit the screen by select the OK button.

Warnings

Introduction This section explains the warnings within the TimeRecorder preferences screen, with emphasis on how to set these parameters within TimeRecorder.

Conditions This option has significant effect on TimeRecorder and careful consideration has to be taken into account when any details within the warnings preference screen are defined or changed.

You must be logged into TimeRecorder and have security access to edit the warnings tab within the TimeRecorder preferences.

Procedure How to set the warnings.

From the timesheet entry screen:

1. Select File menu.
2. Select Preferences.
3. r click on the warnings tab of the preferences screen.
4. A screen similar to that, which follows, will appear.

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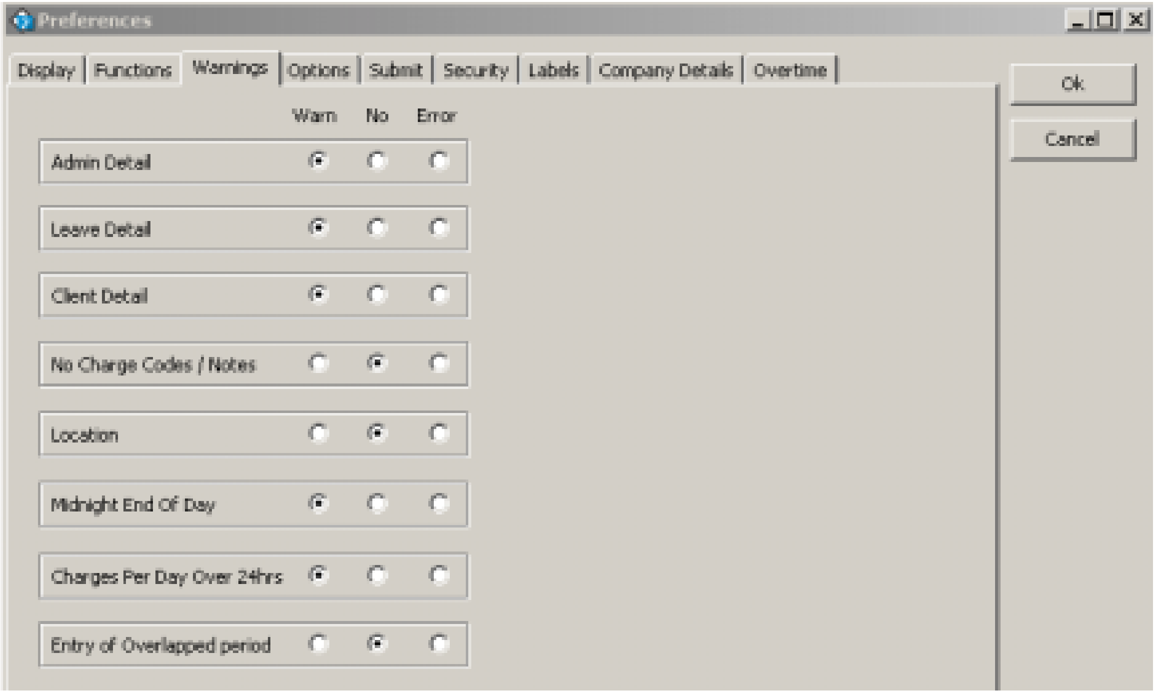

5. Set the type of error or warning message that the user should receive when the parameters listed are met.

   A) Parameters available:
   - Admin Detail
   - Leave Detail
   - Client Detail
   - No Charge Codes / Notes
   - Location
   - Midnight End Of Day
   - Charges Per Day Over 24hrs
   - Entry of Overlapped period

   B) Valid types of error or warning messages are:

   - No message
   - Error message
     - prevents user from continuing
   - Warning message
     – does not prevent user from continuing

6. To save the changes exit the screen by select the OK button.

Options

Introduction

This section explains the options within the TimeRecorder preferences screen, with emphasis on how to set these parameters within TimeRecorder.

Conditions

This option has significant effect on TimeRecorder and careful consideration has to be taken into account when any details within the options preference screen are defined or changed.

You must be logged into TimeRecorder and have security access to edit the options tab within the TimeRecorder preferences.

Procedure

How to set options.

From the timesheet entry screen:

1. Select File menu.
2. Select Preferences.
3. r click on the options tab of the preferences screen.
4. A screen similar to that, which follows, will appear.

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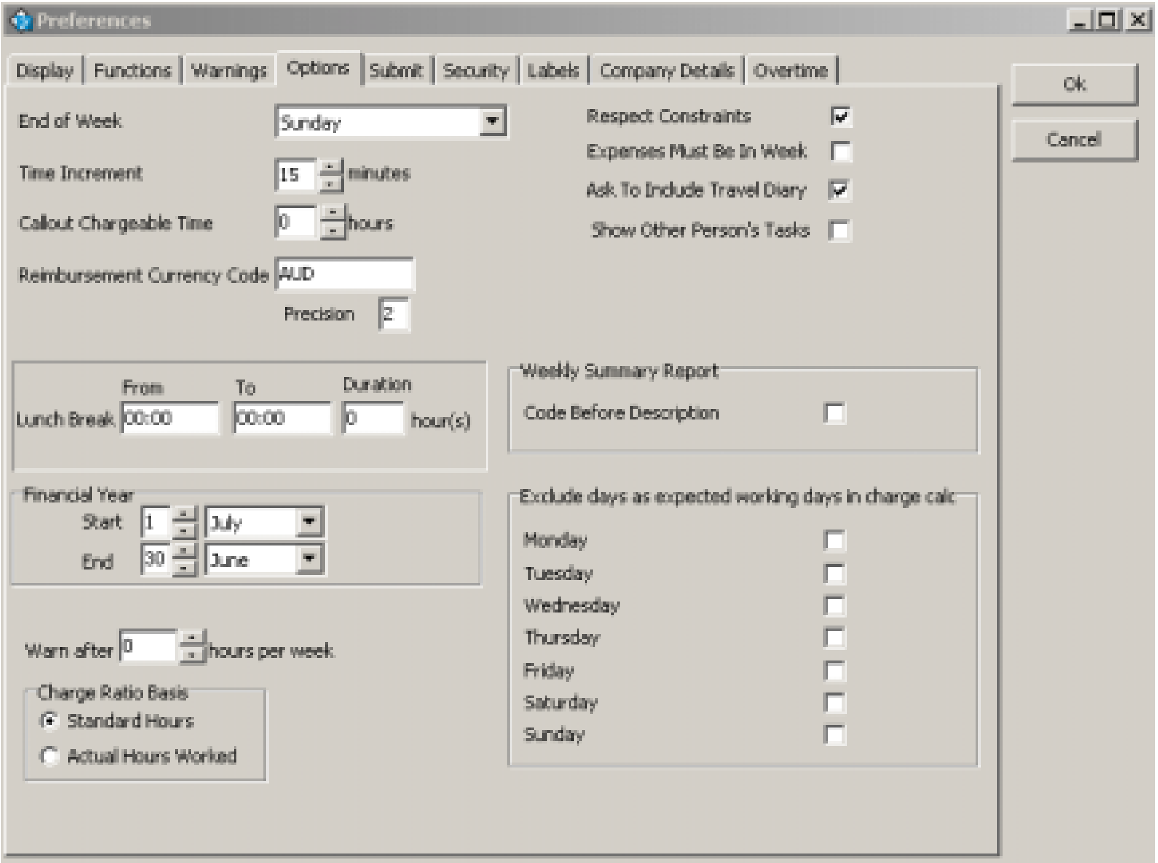


5. r click on the z button and select the end of week for timesheets and expenses.

6. Type in the time increment to define the time increase in duration that the system will use for calculating each timesheet line duration.

7. Type in the callout chargeable time to define the hours added by the system when a timesheet line has the call out checkbox selected.

8. The reimbursement currency code is read only and defines the currency to reimburse the employee in.

9. The precision is read only and defines the number of decimal places used to display expense amounts.

10. Type in the lunch break from and to hours to calculate the duration the system will deduct from the timesheet line duration when the line start and end times incorporate the lunch break time.

Continued on the next page

11. Select the financial year start and end period to be used by the system when running reports.

12. Type in the hours to warn after to define the number of hours per week allowed to be entered before the system warns the user of exceeding this many hours.

13. Select (tick) the respect constraints checkbox to respect the constraints set from within the central invoicing system rather than the TimeRecorder preference parameter settings, (if applicable).

14. Select (tick) the expenses must be in week checkbox to only allow expenses to be saved with a date within the week defined by the week ending date of the timesheet the expenses are related to, (if applicable).

15. Select (tick) the ask to include travel diary checkbox to allow the option of printing or not printing a travel diary when the expense claim form is printed when the Expense Masterfile is set as travel diary required, (if applicable).

16. Select (tick) the show other person's tasks checkbox to show task allocated to other resources within the timesheet task field drop down list.

17. Select (tick) the weekly summary report code before description checkbox to display and print the client, project and or phase codes before the descriptions.

18. Select the charge ratio basis as standard hours or actual hours worked as required.

19. Select (tick) the days to exclude as expected working days in charge calc, (if applicable).

Please note: All of the options settings define the manner in which TimeRecorder will function.

20. To save the changes exit the screen by select the OK button.

Submit

Introduction

This section explains the communication methods that TimeRecorder uses to interface with a central invoicing system, with emphasis on how to set these parameters within TimeRecorder.

Conditions

This option has significant effect on TimeRecorder and careful consideration has to be taken into account when any details within the submit preference screen are defined or changed.

You must be logged into TimeRecorder and have security access to edit the submit tab within the TimeRecorder preferences.

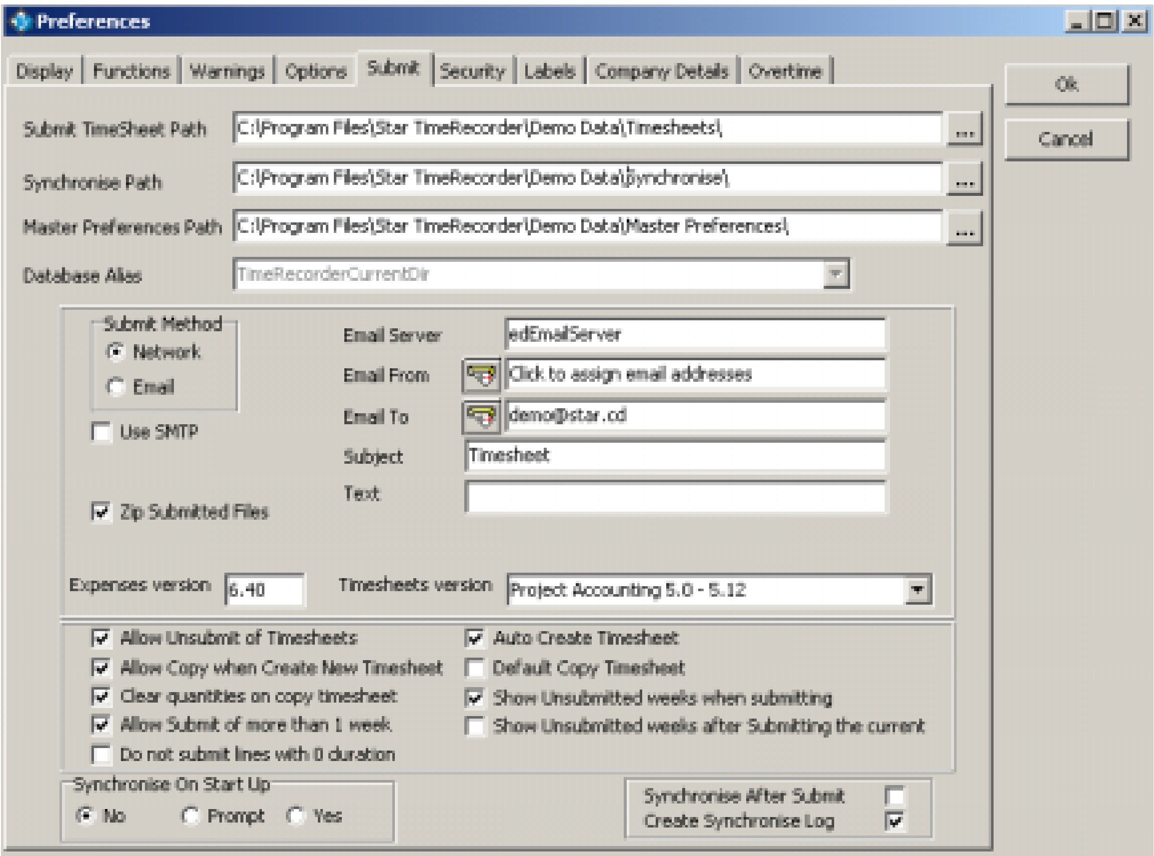
Procedure

How to set the submit methods.

From the timesheet entry screen:

1. Select File menu.
2. Select Preferences.
3. r click on the submit tab of the preferences screen.
4. A screen similar to that, which follows, will appear.

Continued on the next page



5. Set the submit timesheet path that TimeRecorder uses to submit timesheets to a central invoicing system.

   - To set the path the user can manually type it into the path field or activate the browse box by selecting the '**...**' browse button to the right hand side of the path field box and navigate through to the path required.

6. Set the synchronise path that TimeRecorder uses to synchronise Masterfiles from a central invoicing system.

   - To set the path the user can manually type it into the path field or activate the browse box by selecting the '**...**' browse button to the right hand side of the path field box and navigate through to the path required.

Continued on the next page

7. Set the master preferences path that TimeRecorder uses to synchronise preferences from a central invoicing system.

   - To set the path the user can manually type it into the path field or activate the browse box by selecting the '**...**' browse button to the right hand side of the path field box and navigate through to the path required.

8. Set the submit method and options to submit timesheets and expenses to a central invoicing system.

9. Select (tick) or unselect (untick) each function checkbox to define that the relevant function is to be assessable to the user within TimeRecorder.

   Functions available are:
   - Allow unsubmit of timesheets
   - Allow copy when create new timesheet
   - Clear quantities on copy timesheet (applicable when start and end times are not used)
   - Allow submit of more than 1 week
   - Auto create timesheet
   - Default copy timesheet
   - Show unsubmitted weeks when submitting
   - Show unsubmitted weeks after submitting the current
   - Do not submit lines with 0 duration

10. Set the synchronise options to define the way TimeRecorder runs the synchronise process.

    Options available are:
    - Synchronise on start up
      - No
      - Prompt
      - Yes
    - Synchronise after submit
    - Create synchronise log

Please note: All of the submit settings define the manner in which TimeRecorder will function and interact with an external accounting system.

11. To save the changes exit the screen by select the OK button.

Security

Introduction This section explains the security options within the TimeRecorder preferences screen, with the emphasis on how to set these parameters within TimeRecorder.

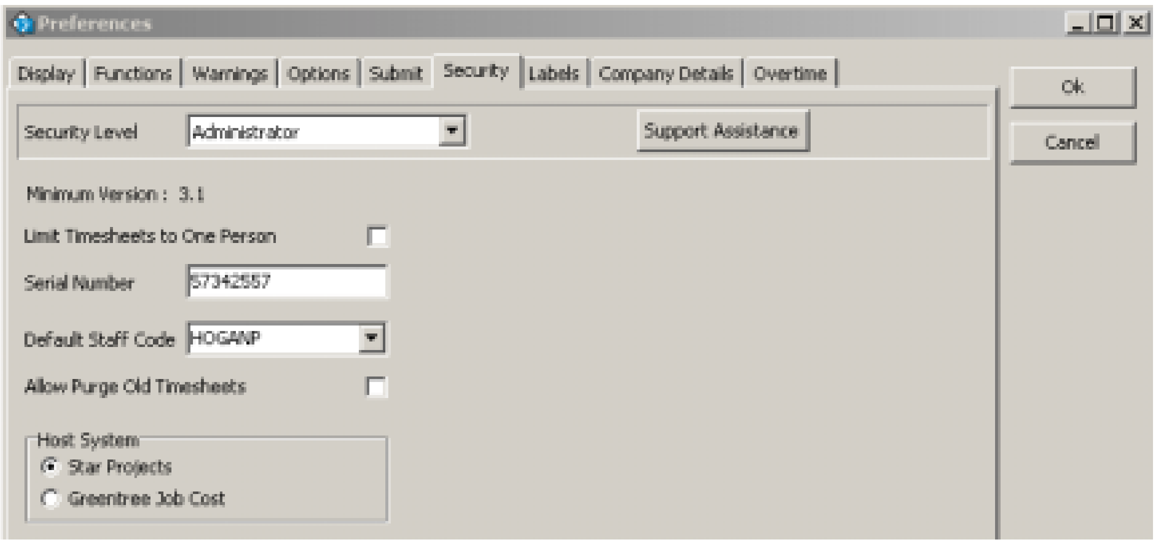
Conditions This option has significant effect on TimeRecorder and careful consideration has to be taken into account when any details within the security preference screen are defined or changed.

You must be logged into TimeRecorder and have security access to edit the security tab within the TimeRecorder preferences.

Procedure How to set security.

From the timesheet entry screen:

1. Select File menu.
2. Select Preferences.
3. r click on the security tab of the preferences screen.
4. A screen similar to that, which follows, will appear.



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5. r click on the z button and select the security level as required for the user.

   Valid security levels are as follows:

   0 - The user has no access to TimeRecorder preferences, as a security level has not yet been set.
   No Access - The user has been set to have no access to TimeRecorder preferences.
   Read Only - The user has read only access to all of the tabs within the preferences screen.
   Normal - The user has read only access to all of the tabs within the preferences screen except the display tab, which the user has read and write access to.
   Administrator - The user has unlimited read and write access to all preference tabs and all fields within each tab.

Please note: The system default for all security access functions within TimeRecorder is **'0'**. The database administrator normally sets up security levels when a new resource is set up within the central invoicing system and TimeRecorder is synchronised to access the resource. All settings should comply with the guideline set out in accordance with company standards.

6. Select (tick) the limit timesheets to one person checkbox to ensure that no other resource except the default employee can enter timesheets into this program.

7. Enter the serial number to register the software.

8. Set the default staff code.

9. Select (tick) the allow purge old timesheets checkbox to define that the function is to be assessable to the user within TimeRecorder.

10. Select the relevant 'Host System' integrated with TimeRecorder.

Continued on the next page

11. To save the changes exit the screen by select the OK button.

Please note: The Support Assistance button is used to enable a user to increase their security level to that of an administrator for one session to facilitate the editing of one or more preference parameters:

- The support assistance button will prompt the user for a password to enable the administrator security to be applied for the current session only.

Labels

Introduction This section explains the labels within the TimeRecorder preferences screen, with the emphasis on how to set these parameters within TimeRecorder.

Conditions This option has significant effect on TimeRecorder and careful consideration has to be taken into account when any details within the labels preference screen are defined or changed.

You must be logged into TimeRecorder and have security access to edit the labels tab within the TimeRecorder preferences.

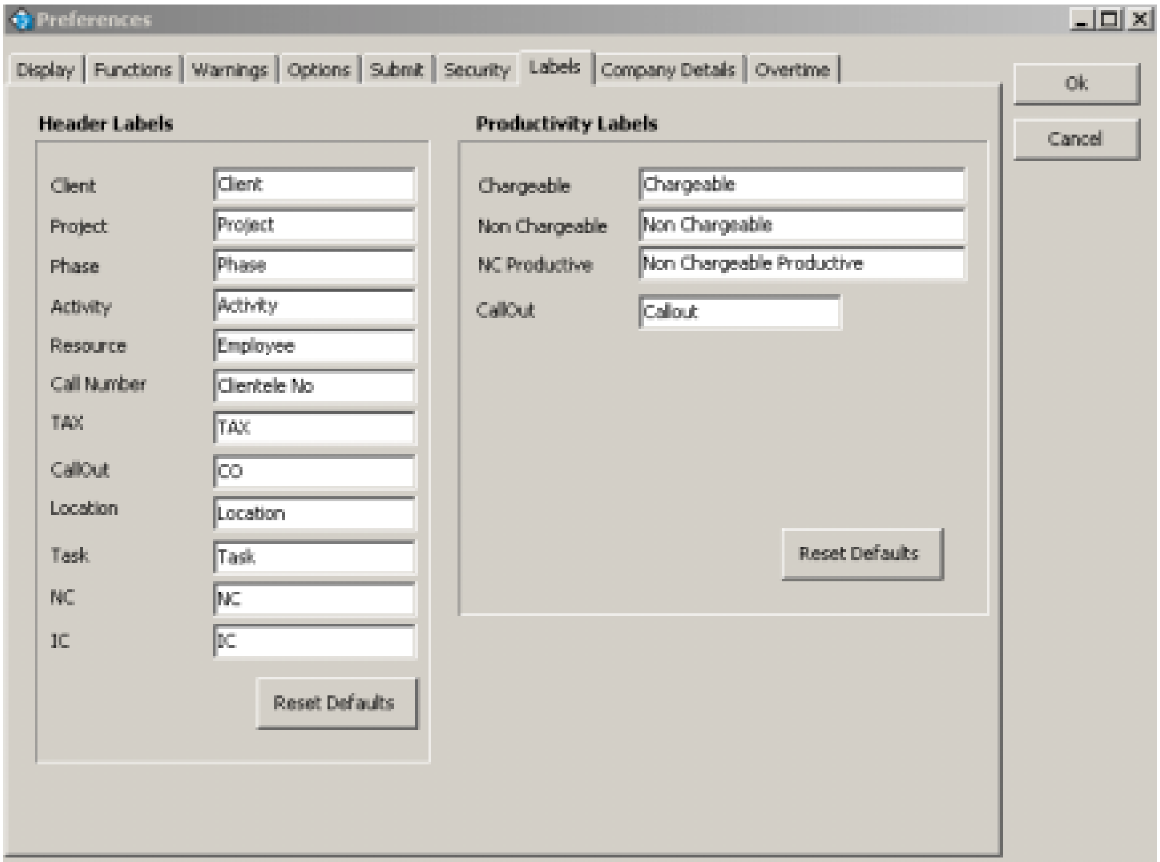
Procedure How to set the labels.

From the timesheet entry screen:

1. Select File menu.
2. Select Preferences.
3. r click on the labels tab of the preferences screen.

Continued on the next page

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



5. r click in the relevant header label fields and type the customised label that is to appear within TimeRecorder.

6. Press t to move between fields as required.

7. r click in the relevant productivity label fields and type the customised label that is to appear within TimeRecorder.

8. To save the changes exit the screen by select the OK button.

Please note: Once changes have been saved to the labels preferences close TimeRecorder and re-open to refresh and show new labels within the system.

Company Details

Introduction

This section explains the company details within the TimeRecorder preferences, with the emphasis on how to set these parameters within TimeRecorder.

Conditions

This option has significant effect on TimeRecorder and careful consideration has to be taken into account when any details within the company details preference screen are defined or changed.

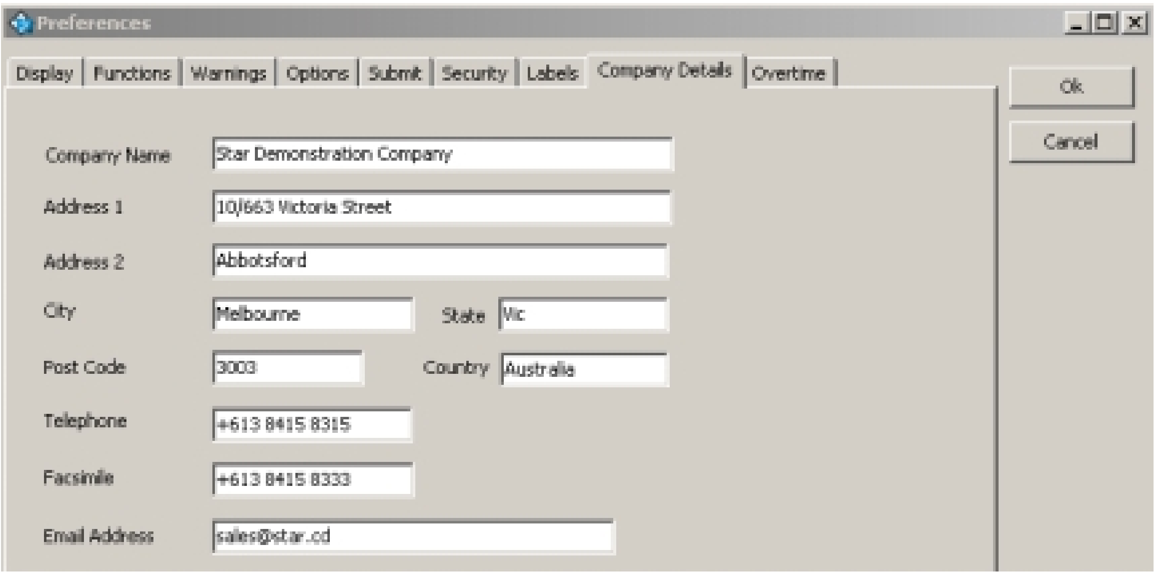
You must be logged into TimeRecorder and have security access to edit the company details tab within the TimeRecorder preferences.

Procedure

How to set the company details.

From the timesheet entry screen:

1. Select File menu.
2. Select Preferences.
3. r click on the company details tab of the preferences screen.
4. A screen similar to that, which follows, will appear.



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5. Type in all company details that are to appear on any detailed transaction log printed from within TimeRecorder.

6. Press t to move between fields as required.

7. To save the changes exit the screen by select the OK button.

Overtime

Introduction This section explains the overtime options within the TimeRecorder preferences screen, with the emphasis on how to set these parameters within TimeRecorder.

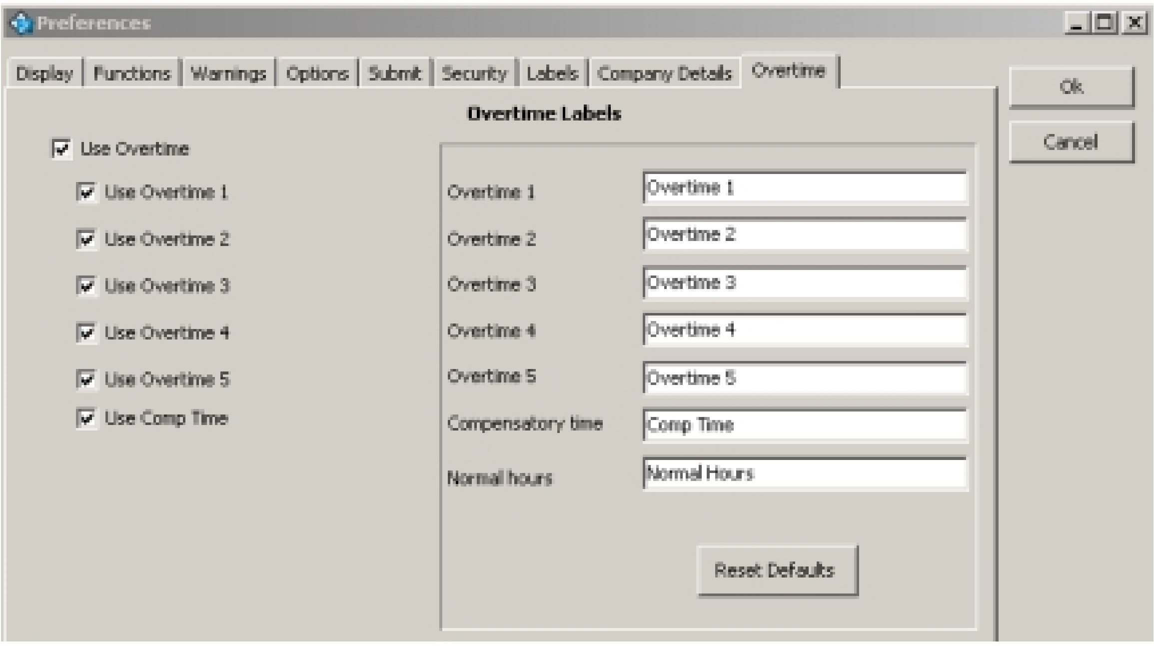
Conditions This option has significant effect on TimeRecorder and careful consideration has to be taken into account when any details within the overtime preference screen are defined or changed.

You must be logged into TimeRecorder and have security access to edit the overtime tab within the TimeRecorder preferences.

Procedure How to set the overtime options.

From the timesheet entry screen:

1. Select File menu.
2. Select Preferences.
3. r click on the overtime tab of the preferences screen.
4. A screen similar to that, which follows, will appear.



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5. Select (tick) the use overtime checkbox to enable access to the overtime function within TimeRecorder, (if applicable).

6. Select (tick) the user overtime 1 to 5 checkboxes to enable access to the required levels of overtime within TimeRecorder, (if applicable).

7. Select (tick) the use comp time checkbox to enable access to the compensatory time function within TimeRecorder, (if applicable).

8. Type in all overtime labels that are to be used within Timesheet records to define the levels of overtime, (if applicable).

9. Press t to move between fields as required.

10. To save the changes exit the screen by select the OK button.

Appendix 2

TimeRecorder calculations

Productive / Chargeable hours calculation

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

Please note: The TimeRecorder preferences labels tab allows the user to define if the labels productive & non productive are to be used rather than chargeable and non chargeable.

The TimeRecorder preferences options tab allows the user to define the charge ratio bases as standard hours or actual hours worked.

Conditions Productive / 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 callout productive time for each timesheet line that is marked as callout.

Non 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 'Non productive and non chargeable' plus the hours for each timesheet line that is marked as no charge.

Productive and 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 'Productive and non chargeable'.

Please note: The TimeRecorder preferences functions tab allows the user to include non chargeable productive time in the charge ratio calculation as productive / chargeable time.

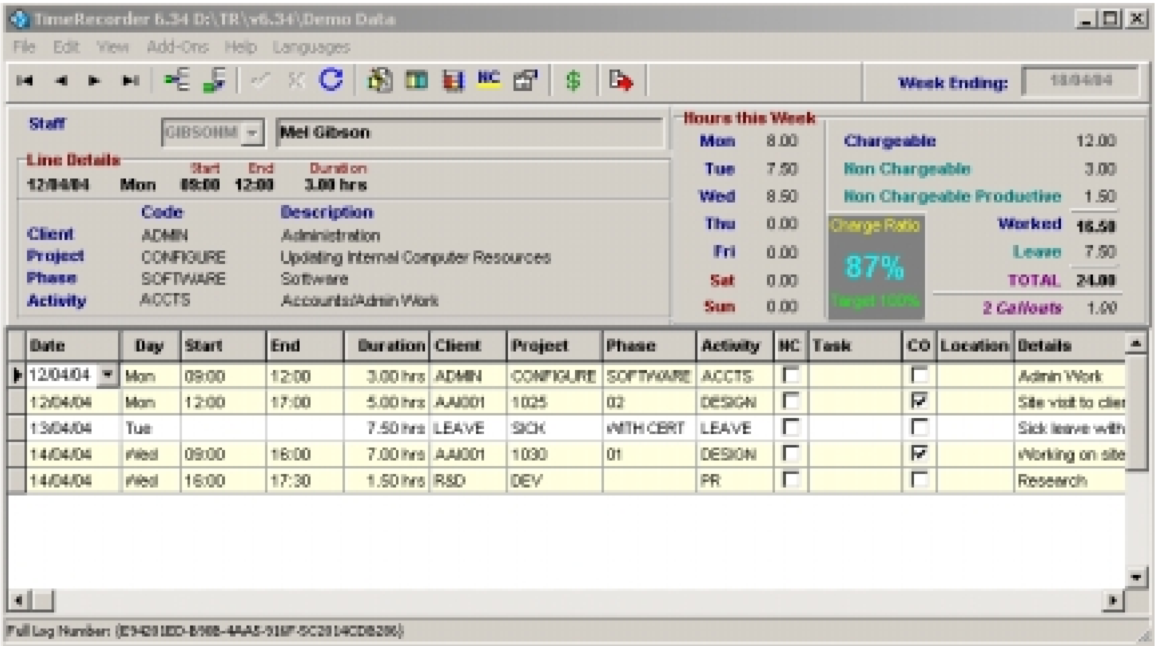
Leave time is the combined hours of all lines within a timesheet where the lines are assigned to a client maintained as a client type of 'Leave'.

Continued on the next page

Example 1: When looking at the timesheet below for charge ratio basis set either standard hours or actual hours:

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

Then the chargeable / productive hours is calculated as follows:
Client ABC001 = 5.0 hours plus 0.5 hours for call out
and Client CRU301 = 7.0 hours plus 0.5 hours for call out.



Therefore the chargeable / productive hours calculation for this timesheet is 13 hours.

Please note: With include non chargeable productive option set chargeable / product hours calculation included non chargeable productive time. Example: 13 + 1.5 = 14.5

Charge ratio calculation

Introduction This section explains the way that 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 for calculation based on standard hours.

When charge ratio basis set as standard hours TimeRecorder 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 options tab of the TimeRecorder preferences.

Example: If the end of week is set to Sunday within the preferences, and the timesheet in question has entries for Monday, Tuesday and Thursday only the calculation will be based on 4 days being worked rather than three because Thursday is the fourth day since Sunday.

Please note: The exclude days as expected working days in charge calc setting within the preferences / options tab controls the expected number of days worked for the charge ratio calculation and a day is only excluded if there is no time allocated. Hence the example above can be based on 3 days being worked if the exclude days as expected working days in charge calc Wednesday checkbox is ticked.

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 in a 5 day week = 7.5 hours.

The charge ratio standard hours calculation is carried out as follows:

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 productive hours / **(A)** = **(B)** displayed as a percentage.

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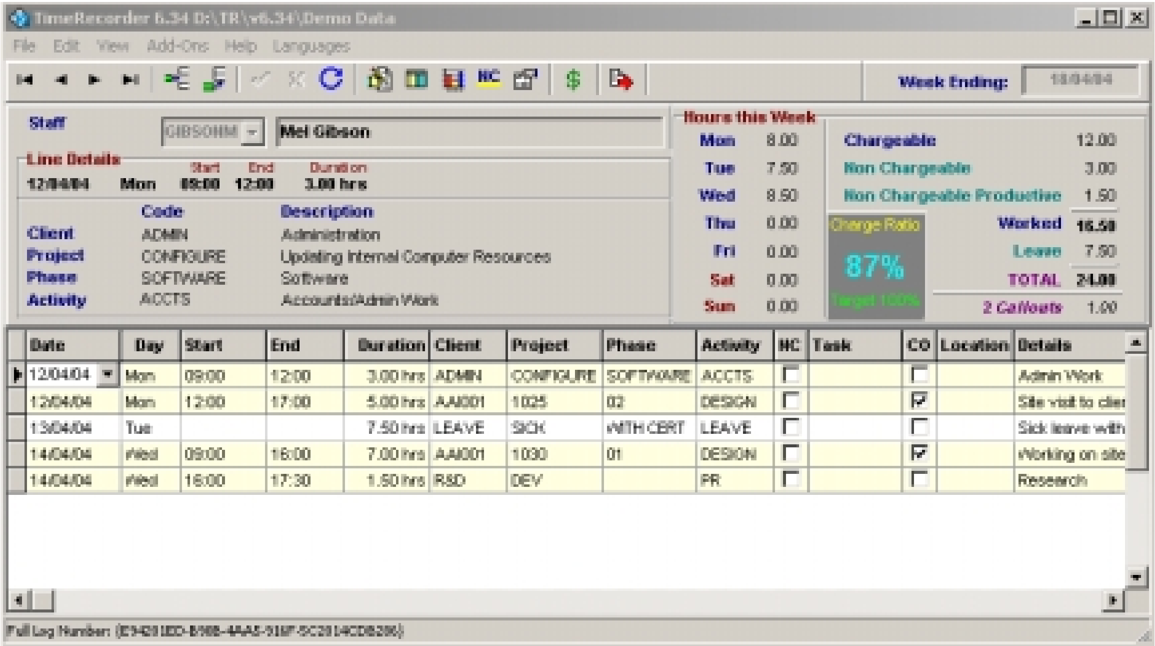
Therefore: This resource is expected to work 37.5 hours / week = 7.5 hours / day. When a user enters their timesheet lines the period as follows:



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: With include non chargeable productive hours 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 14.5 / 15 = 0.966666 displayed as a percentage = 97%

Example: For resource types defined as 'Contractor' (Master List Staff Type 1) or charge ratio basis set as actual hours worked the charge ratio is calculated by the productive hours (including callout productive time) divided by the worked hours (not including leave). Example: 13 / 16.5 = 79%

Please note: With include non chargeable productive hours for resource types defined as ‘Contractor’ or charge ratio basis set as actual hours worked the charge ratio is calculated by the productive hours (including callout productive time) plus non chargeable productive hours divided by the worked hours (not including leave or callout productive time). Example: (13 + 1.5) / 16.5 = 88%

Appendix 3

TimeRecorderINI.CSV File

Introduction

This section explains the way that TimeRecorder uses the TimeRecorderini.csv file to ensure that the TimeRecorder preference settings and parameters are also synchronised from the master file to each users program during the synchronise process.

Conditions

If the TimeRecorderini.csv is to be used during synchronisation the user must ensure that the Master TimeRecorderini.csv is not empty.

Example

If the Master TimeRecorderini.csv file is empty, after synchronisation occurs the user will be unable to start TimeRecorder.

Procedure

To ensure that all TimeRecorder preference settings and parameters are updated at the time of synchronisation the Master TimeRecorderini.csv should contain all preference settings to be updated. Any preference settings that do not need maintenance can be left out of the .CSV file.

User can have more than one .CSV file and difference users have the different path to the Master Preferences Path set to the relevant .CSV file.

If the synchronisation process is <u>not</u> to update preference settings a Master TimeRecorderini.csv file should <u>not exist</u> within the synchronise path.

Please refer to the TimeRecorderIniCsv document to further information on each setting within this file.

Appendix 4

Add-Ons (TimeRecorder.INI file)

Introduction This section explains the way that TimeRecorder uses the TimeRecorder.ini file enabling users to define external applications (.EXE, .BAT, HTML etc) that can be run from the Add-Ons menu within TimeRecorder.

Conditions The TimeRecorder.ini is to contain the path, name and report group configuration for the defined external applications to be accessed from the Add-Ons menu.

Example **If the Master TimeRecorder.ini file contains the following, from within TimeRecorder the Windows Calculator will run when selected from the Add-Ons/Programs/Calculator menu item.**

[ADD-ONS]

Item0='Special,Programs,NA'

Item1='Programs,"Calculator","C:\WINNT\system32\calc.exe"'

Procedure In the TimeRecorderini.csv file add the section [Add-Ons] followed by the path, name and report group configuration for the defined external applications.

Please note: The following rules apply when defining the path, name and report group within the TimeRecorder.ini file:

1. Embrace each line with single quotes (')
2. If there are special characters in the field then embrace this field with double quotes (")
3. Path field cannot be empty
4. To put menu item to level 1 the group name for this item should be empty.

Continued on the next page

Examples

```
[ADD-ONS]
Item0='Special,Special,NA'                              <---Group Item, level 1
Item1='Special,"This is special report A","c:\Program Files\myreps\special.exe"'
                                                        <---menu item level 2
Item2='Special,"This is special report B","c:\Program Files\myreps\special2.exe"'
                                                        <---menu item level 2
Item3=',"This is a sample batch file",h:\testbatch.bat'  <---menu item level 1
Item4='"System Group","System Group",NA'                <---Group Item, level 1
Item5='"System Group",Notepad,C:\WINNT\system32\notepad.exe'
                                                        <--- menu item level 2
Item6='"System Group","Windows explorer",C:\WINNT\explorer.exe'
                                                        <--- menu item level 2
```

Add-Ons Parameters (TimeRecorder.INI file)

Introduction TimeRecorder can pass a number of predefined system variables to external applications that are run from the Add-Ons menu. This section explains what the variables are and how to configure them in the TimeRecorder.ini file.

Conditions The TimeRecorder.ini containing the external application path, name and report group is to contain the parameters to be passed to the defined external application.

Procedure In the TimeRecorder.ini file after the add-ons path, name and reporting group add any of the following parameters;

$RESOURCE	- current resource code
$WEEKENDING	- current timesheet / expense week ending date
$TIMESHEETLINEID	- current timesheet line id
$EXPENSELINEID	- current expense line id
$DATAPATH	- displays current database path

Example **If the Master TimeRecorder.ini file add-on section contains the following, TimeRecorder will pass the current timesheet resource and week ending date to the ExpenseReport.HTA application when the Add-Ons/Programs/Claim menu item is selected.**

```
Item1='Programs,"Claim","C:\DemoData\ExpenseReport.hta $RESOURCE $WEEKENDING"'
```

Please note: The external application will be configured to determine how the parameters passed from TimeRecorder are utilised when received by the external application.

Windows 2000 and NT operating systems only please note:

When parameters are passed to a crystal report running against the TimeRecorder paradox files the following BDE Administrator / Configuration / System / INIT definitions need to be set to allow multi user access to the data;

LOCAL SHARE = TRUE
SHAREDMEMLOCATION = 5BDE

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 2 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 access strategy for the database, defines security and integrity of the data structure.

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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 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.'

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 Productive' 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.

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

Period – the length of time between a start date and end date inclusively. 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 2 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. TimeRecorder timesheet header information fields are employee number and week ending date.

Timesheet Line – the completed line details field information fields on a timesheet. TimeRecorder timesheet line details fields can be configured to include date; day; start; end; client; project; phase; activity; no charge; task; task done; suggest close; call out; clientele call number; client ref; location; 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.