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Version Management

Date	Version	Author	Comments
29-05-2012	1.0	Uroš Malnaršič Information Builders	Initial Version
27-08-2012	1.1	Uroš Malnaršič Information Builders	Sub-section added: 'Inserting new project code for work done in another country'
11-09-2012	1.2	Uroš Malnaršič Information Builders	File and document renamed from "IBI Online Timesheet User's Manual" to "Online Timesheet User's Manual"
09-11-2012	1.3	Uroš Malnaršič Information Builders	 Renamed 'New project codes' into 'My Projects' and changed its functionalities (not editable anymore) Removed 'Customers' Added the new Welcome e-mail message sent to new users Updated some screen shots

Section	
1	INTRODUCTION

Booking worked hours is a part of a consultant's job. Entering the hours in the Excel sheet tool which creates raw text format (.txt) files that are easy to be uploaded into Information Builder's own billing system RMATS usually takes a significant amount of time every week. The new application makes this much easier and faster and is available everywhere and anytime as long as one has access to the World Wide Web. One does not need to have Excel installed anymore to be able to book and send their weekly hours files.

In this document we will show how to get started and how to use all the options that are available in the application.

Section

SETTING UP THE TIMESHEET APPLICATION

Sign Up

In order to be able to use the application, you first need to Sign Up using your @ibi.com e-mail address.

External consultants can be added to the application by their local timesheet administrators.

Enter your e-mail address, select your country, then select the Sign Up option and click on the Submit button.

Ø	Online Timesheet	version 2.3 (November 2012)	5 m.
	Login page Email address Country United Kingdom (UK) Enter your IEI email-address to register. Submit Change password Forgot p	assword V Sign up	

You will now receive confirmation pointing you should check your e-mail mailbox for the initial password to access this system.

IBI Online Times	heet version 2.1	141
Login page Email address Country United Kingdom (UK) Enter your 11 email:address to register. Submit Change password For	om System message Emailaddress has been added and password was sent. Check your email for password to access this system. OK	

You will get a welcome e-mail message containing the login info for your first Sign In.

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Subject: Welcome to Online Timesheet

Dear <Your Name>,

You have been added as a new user to the Online Timesheet Application. Below you will find the link and your login data.

URL: http://emeatimesheets.ibi.com

Login e-mail address: <Your e-mail address>

Login password: <Your password>

For the usage of the application please refer to the User Manual available for download on the login screen (click on the book and magnifying glass icon).

Kind Regards, Your Timesheet Administrator

Click OK and uncheck the Sign Up option.

Before the first log in you should change the random password into your own password for security reasons.

Check the option to Change password, enter the Password you have received in an e-mail, enter New Password, Retype new Password and click Submit.



Login page 😐	
Email address	uros_malnarsic@ibi.com
Country	United Kingdom (UK)
Password	•••••
New Password	•••••
Retype new Password	•••••
Submit Char	nge password 🔲 Forgot password 🔲 Sign up

Click OK.

IBI OI Date: 23-04-2012	nline Timesheet version 2.1	5 m
Login Email a Countr Passwo Sub	ddress uros_malnarsic@ibi.com United Kingdom (UK) System message System message Maint Change password For Pasword has been changed OK	

Now enter your new password and click Submit to log in.

IBI Online Timesheet Version 2.1	
Login page Email address Country Password Submit Change password Forgot password Sign up	

Next thing is setting up the application with the basic user information (User Settings).

IBI Date: 02-04	Online Tim	nesheet ^{versid}	n 2.1		
Adduct Focal Point Financial Content Interface Before using this application, you need to fill in all methods required fields Project Codes Use Settings Other Export to Excel Export	Full name RMATS initials Global user-id Email address for timesheets Year Target (in days) Bonus amount (per day) *) = Required field Save	*) Uros Malnarsic *) UM *) UM UM12223 *) PSAdminNL@ibi.com]	coggeo m es: uros, manaracero, com (uk)

Enter your full name, RMATS initials as provided to you by your timesheet administrator, global user ID, e-mail address where your weekly timesheet files will be sent to and if you like also your personal Year Target (in days) and your personal Bonus amount (per day) for better personalized reporting within the application. When done, click Save.

Parameters	×
Parameters saved succesfully	
ок	

Click OK to close the window.

Section

MY PROJECTS

List of Project Codes available

Here you should see the list of the project codes that you have been assigned to by your local Online Timesheet administrator. Most probably this will be empty upon your first login. But after you will request the admin to do that for you, at least one project code should appear on this list. This is (or these are) the project code(s) you can book your hours to.

There is no option available for you to edit the details of the project codes. Your local administrator of the Online Timesheet application will take care of that for you. If there is a project code you are missing in your list, you should contact your application administrator to get it added to the list.

Date: 06-11-2	ne Ti	meshe	eet	version 2.	.3 (November 2012)						59	
About Focal Point T	ech Support	Documentation	Information Build	ers Google	User's Manual	Logout				Logged in as:	gerard_brugma	ns@ibi.com [NI] [User]
About Focal Point T Timesheet Update Timesheet Update Timesheet Adhoc Reporting Adhoc Report Adhoc Report User Settings Other Export To Excel Logout	ech Support Project Coo F Filter Namat 12NR	Documentation iles scode Country DC001A Netherlands	Information Build	ers Google Project Code End N/A	User's Manual Customer Country I Not Applic	Logout nvoicing End Castomer able	<mark>Billable</mark> Yes	Active Yes	Customer RDC	Logped in as:	gerord_brugma	ss@ibi.com [N	-] [User]

After you will be using the application for quite some time already, your list of projects will get longer and will include the split between active and non-active project codes as you can see in the example screenshot below:



Online Timesheet

version 2.3 (November 2012)



Timesheet

Update Timesheet Reporting Summary Report Adhoc Reporting Maintenance My Projects User Settings Other Export To Excel Logout

Projec	t Codes								
Filter									
	Rmatscode	Country	Description	Project Code End Customer	Country Invoicing End Customer	Billable	Active	Customer	Location
	12NAKZO01A	Netherlands	Fix adapter	N/A	Not Applicable	Yes	Yes	Akzo Nobel	Arnhem
	11NAKZO03E	Netherlands	AkzoNobel migration	N/A	Not Applicable	Yes	Yes	Akzo Nobel	Arnhem
	12NPRES01N	Netherlands	Pre Sales Activities	N/A	Not Applicable	No	Yes	IBV	Amstelveen (NL)
	8BINDA001C	Netherlands	Ondersteuning Indaver	N/A	Not Applicable	Yes	Yes	Indaver	Singelberg (BE)
	9N2949001C	Netherlands	Adress validation DQC	N/A	Not Applicable	Yes	Yes	Informa	Eindhoven
	12NRDC001A	Netherlands	Market Monitor v2	N/A	Not Applicable	Yes	Yes	RDC	Amsterdam
Non-act	ive project co	de(s)							
	10NAKZO14E	Netherlands	Migration iSM 5.5 -> 6.0	N/A	Not Applicable	Yes	No	Akzo Nobel	Arnhem
	9NAKZO011C	Netherlands	Migration 5.5 - 6.0	N/A	Not Applicable	Yes	No	Akzo Nobel	Arnhem
	9NAKZO010C	Netherlands	OneView	N/A	Not Applicable	Yes	No	Akzo Nobel	Arnhem
	11NAPB001N	Netherlands	Prepare answer to tender APB together with Sogeti	N/A	Not Applicable	No	No	APB	Brussel (BE)
	10NCWZ003C	Netherlands	Signaalijsten	N/A	Not Applicable	Yes	No	Canisius Wilhelmina Ziekenhuis	Nijmegen
	11NIBS002E	Netherlands	iWay Training Switzerland	N/A	Not Applicable	Yes	No	IB Switzerland	Switzerland
	11NIBUS01N	Netherlands	BAM UI & Driver	N/A	Not Applicable	Yes	No	IB USA	New York
	11NIBV002N	Netherlands	Presales activties IBINL	N/A	Not Applicable	Yes	No	IBV	Amstelveen (NL)
	8BINDA001C	Netherlands	Ondersteuning vakantie Pascal	N/A	Not Applicable	Yes	No	Indaver	Singelberg (BE)
	11BLUMI01T	Netherlands	Training Luminus	N/A	Not Applicable	Yes	No	Luminus	Hasselt (BE)



We can now enter hours in the timesheet application. Click on the link Update Timesheet in the menu on the left side of the screen.

1	Fimesheet
	Update Timesheet
_	

Then click on the **+** icon to insert new record.

Insert new ti	imesheet record	
Date	*) Week:	
Projectcode	×	
Activity	*) Select Activity code 💽 🎯	
Customer		
Location		
Description		
Hours	*)	
*) = Required	field	
ОК	Cancel Reset	

Click in the Date field and select the date when you have delivered the hours.

Inservice din	eshe	et r	ecor	i					
Date	*)				Weel	k: [
Projectcode		0	Γ	Nov	-	201	2 🔽]	D
Activity	*)	Wk	Мо	Ти	We	Th	Fr	Sa	Su
Customer		44	29	30	-31	1	2	3	4
Location		45	5	6	7	8	9	10	11
Description		46	12	13	14	15	16	17	18
Hours	*)	47	19	20	21	22	23	24	25
*) = Required fie	Ы	48	26	27	28	29	30	1	2
ОК		Cano	sel		Re	eset			

Click in the Projectcode field and select the project code from the list.

Insert new tim	List Of Values: Projects X	×
Date	12NABCD01A / ABNAMRO (Test project for another country)	
Projectcode	12NAKZO01A / Akzo Nobel (Fix adapter) 12NAKZO01A / Akzo Nobel (AkZO Fix Project)	
Activity	12ETEST02E / Akzo Nobel (Testing new country functionality 10NAKZ010E / Akzo Nobel (AKZO 2010)	
Customer	11NAKZO03E / Akzo Nobel (Akzo Nobel Migration Activities) 12ETEST02E / Akzo Nobel (Testing new country functionality	
Location	10NAKZO14E / Akzo Nobel (Copy channels to SVN for change 12NATOS04A / ATOS Wordline (WE and Dashboard Consultin	
Description	Patos / Atos Worldline (install DEV/TST omgeving Atos World 12NATOS01A / Atos Worldline (Installation Developer Studio	
Hours	12NATOS03A / Atos Worldline (1 dag ondersteuning ATOS W 11NBERG01E / Bergman Clinics (Installation)	
*) = Required fie		
ОК	ОК	

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The application will automatically select Activity '140 – Consultancy', but you can change it to any other project-related activity (see the ^(a) help for more info on available activity codes).

Edit timeshee	t		x
Date	*) 2012-11-06 Week: 45		
Projectcode	12NABCD01A X		
Activity	*) 140 - Consultancy	▼ 0	
Customer	ABNAMRO		
Location	Amstelveen		
Description	Testing for Manual		
Hours	*) 8.0		
*) = Required f	ield		
ок	Save as new Cancel		

The Customer name will also be populated automatically and you can't change it. The Location, Description and Hours fields however CAN be changed.

Let's repeat this procedure for two weeks of work on the same project code for the same customer where we have delivered 8 billable hours per day.

Click the button **Show details** to see the description for every line you have entered.

	ech Support	2	Documentation	Informatio	n Builders	Google Us	er's Manual Logout			Logged in as: uros_ma
Timesheet	+ 0	1	🗙 🖨	R	Year: 2	012 💌 Last 4	weeks 💽 C Asc 🖲 Desc 🦳	lide details		
Update Timesheet	Te	Г	Week 45	Customer	Location	RMATScode	Project	Activity	Hours	Date sent Description
Reporting	饱 / 6		2012-11-05 (Mon)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0	Testing for Manua
Summary Report	龟 / 6		2012-11-06 (Tue)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0	Testing for Manua
Adhoc Reporting	饱 🖉 🖌		2012-11-07 (Wed)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0	Testing for Manua
	龟/6		2012-11-08 (Thu)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0	Testing for Manua
My Projects	10 / 6		2012-11-09 (Fri)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0	Testing for Manua
User Settings		Su	btotal for week 45						40.0	
Other	(_{fill}	Г	Week 44	Customer	Location	RMATScode	Project	Activity	Hours	Date sent Description
Export To Excel	1000		2012-10-29 (Mon)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0	Testing for Manua
Logout	10 / 6		2012-10-30 (Tue)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0	Testing for Manua
	10 / 6		2012-10-31 (Wed)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0	Testing for Manua
	11 / 6		2012-11-01 (Thu)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0	Testing for Manua
	電 🦯 🖌		2012-11-02 (Fri)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0	Testing for Manua

Non--project related hours can be booked like this, for example:

Insert new ti	imesheet record	×
Date	*) 2012-11-07 Week: 45	
Projectcode	×	
Activity	*) 002 - Holiday/Vacation	
Customer		
Location		
Description	Took a day off	
Hours	*) 8	
*) = Required (field	
ОК	Cancel Reset	

Section

TIMESHEET TOOLS

There are a few tools available that will help you work with the timesheet easier:

违 – 'Copy record to next day' or 'Copy week records to other week'

When your work was for the same project code and same customer several days in a row, you can use this tool to quickly book your working hours. In case the number of hours worked each day or the description of your work differs, use 'Edit record' to amend copied values.

- 'Edit record'

If you need to change details of booked hours, you can do it by clicking the 'Edit record'.

// Mark record

You can 'Mark record' to highlight specific line in your timesheet.

+ - 'Insert new record'

Use 'Insert new record' to add a line in the timesheet.

— 'Mail selected records'

Use 'Mail selected records' when you want to send selected records (usually you would select a whole week or just a part of the split week in the beginning or at the end of the month). You can only e-mail lines from the same week in one e-mail.

You can edit the e-mail message text and click the Send button.

Mail timesheet		
From To Subject Attachment	: IBI Online Timesheet : uros_malnarsic@ibi.com;uros_malnarsic@ibi.com : Timesheet UM Week 2012-45 : UM201245.txt	
Message		×
Send Vi	ew File Cancel	

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Use this when you want to 'Delete selected records'.

'Print selected records to new window'

Use this when you want to 'Print selected records to new window' in a Timesheet Approval Sheet format.



🧭 – 'Refresh report'

Use 'Refresh report' after you have done some changes that have not been refreshed automatically.

Year: 2012 💌 Last 4 weeks 💌 💿 Asc 💿 Desc – 'Selection menu'

In the 'Selection menu' you can change the selection of the period shown on the screen and the sorting order of the entries in the timesheet shown on the screen.



There are two options of reporting within IBI Online Timesheet. One is 'Summary Report' and the other option is 'Adhoc Reporting'.

Summary Report

Reporting						
Summary Report						
Adhoc Reporting						

This is a personalized yearly Summary Report of the most important indicators based on the information entered in your Timesheet and optionally also based on your User Settings ('Year Target (in days)' and 'Bonus amount (per day)').

Date: 07-11-2	ne Timesheet	version 2.3 (November 2012)	5 P.
About Focal Point T	ech Support Documentation Information	Builders Google User's Manual Logout	Logged in as: uros_malnarsic@ibi.com [NL] [User]
Timesheet Update Timesheet Reporting	Summary Report For year: 2012 Bonusable Days Ext (+ Int) Moth Hover Days Days YD Poner YD Po	Hours by Month (Ext + Int)	
Adhoc Reporting Maintenance My Projects User Settings Other Export To Excel Logout	Autor Description Description <th< td=""><td>Days per month for 2012.</td><td></td></th<>	Days per month for 2012.	
	Hours by Customer (Ext) Customer Hours Days ABNAMRO 80.00 10.00 Total 80.00 10.00	Hours by Activity (Ext + Int) Ext/Int Description Hours Days EXT Consultancy 80.00 10.00 Subtotal EXT 80.00 10.00 Total 80.00 10.00	

Year Target of 180 EXTernal (billable) days per consultant is standard and defined by the management.

Adhoc Reporting

Reporting
Summary Report
Adhoc Reporting

Here you can put together a lot more flexible and personalized report based on ALL information you have previously entered in the Timesheet. You can make single or multiple selections for all available fields and report based on those values. For multiple selection hold the Control key (Ctrl) on the keyboard while selecting several values in each field by clicking on the selected values with the left mouse button. You can also add filters for easier grouping of the values. You can then select the columns that you want to be visible in your Adhoc Report. To produce the report, click on the Submit button.



Based on the selections above we get the report as per below.

Date: 07-11-2	ne Ti	ime	st	neet		ersion 2.3	I (November 2012)				51
About Focal Point T	ech Support	Docume	ntation	Informa	tion Builders	Google	User's Manual Logout			Logged in as: uros	_malnarsic@ibi.com [N
Fimesheet Update Timesheet	Adhoc Rej	porting									
	Back										
Summary Report	Years	: 2012									
Adhoc Reporting	Months	: Nover	mber-20	12							
	Activities	: 120 -	Training	preparation .	121 - Public Trainir	ng Teacher /	122 - Training On-site / 129 - Other billable train	ning activity / 130 - In	stallation	/ 140 - Consultancy	6
aintenance	Customers	: All									
My Projects	Projects	: All									
User Settings	Printdate	: Nover	mber 07	2012 (8:21:	13)						
ther	Year Mont	th	Week	Date	Activity	Customer	Project	Description	Hours	Days	
ther Export To Excel	Year Mon 2012 Nove	th mber-2012	Week 44	Date 2012-11-01	Activity 140 - Consultancy	Customer ABNAMRO	Project 12NABCD01A - Test project for another countr	Description y Testing for Manual	Hours 8.0	Days 1.00	
ther Export To Excel Logout	Year Mont 2012 Nove 2012 Nove	th Imber-2012 Imber-2012	Week 44 44	Date 2012-11-01 2012-11-02	Activity 140 - Consultancy 140 - Consultancy	Customer ABNAMRO ABNAMRO	Project 12NABCD01A - Test project for another countr 12NABCD01A - Test project for another countr	Description y Testing for Manual y Testing for Manual	Hours 8.0 8.0	Days 1.00 1.00	
ther Export To Excel Logout	Year Mon 2012 Nove 2012 Nove 2012 Nove	th imber-2012 imber-2012 mber-2012	Week 44 44 45	Date 2012-11-01 2012-11-02 2012-11-05	Activity 140 - Consultancy 140 - Consultancy 140 - Consultancy	Customer ABNAMRO ABNAMRO ABNAMRO	Project 12NABCD01A - Test project for another countr 12NABCD01A - Test project for another countr 12NABCD01A - Test project for another countr	Description y Testing for Manual y Testing for Manual y Testing for Manual	Hours 8.0 8.0 8.0	Days 1.00 1.00 1.00	
t her Export To Excel Logout	Year Mont 2012 Nove 2012 Nove 2012 Nove 2012 Nove	th mber-2012 mber-2012 mber-2012 mber-2012	Week 44 45 45	Date 2012-11-01 2012-11-02 2012-11-05 2012-11-06	Activity 140 - Consultancy 140 - Consultancy 140 - Consultancy 140 - Consultancy	Customer ABNAMRO ABNAMRO ABNAMRO ABNAMRO	Project 12NABCD01A - Test project for another countr 12NABCD01A - Test project for another countr 12NABCD01A - Test project for another countr 12NABCD01A - Test project for another countr	Description Y Testing for Manual Y Testing for Manual Y Testing for Manual Y Testing for Manual	Hours 8.0 8.0 8.0 8.0	Days 1.00 1.00 1.00 1.00	
ther Export To Excel Logout	Year Mon 2012 Nove	th mber-2012 mber-2012 mber-2012 mber-2012	Week 44 45 45 45	Date 2012-11-01 2012-11-02 2012-11-05 2012-11-06 2012-11-07	Activity 140 - Consultancy 140 - Consultancy 140 - Consultancy 140 - Consultancy 140 - Consultancy	Customer ABNAMRO ABNAMRO ABNAMRO ABNAMRO ABNAMRO	Project 12NABCD01A - Test project for another countr 12NABCD01A - Test project for another countr 12NABCD01A - Test project for another countr 12NABCD01A - Test project for another countr	Description y Testing for Manual	Hours 8.0 8.0 8.0 8.0 8.0	Days 1.00 1.00 1.00 1.00	
ther Export To Excel Logout	Year Mon 2012 Nove 2012 Nove	th Imber-2012 Imber-2012 Imber-2012 Imber-2012 Imber-2012	Week 44 45 45 45 45	Date 2012-11-01 2012-11-02 2012-11-05 2012-11-06 2012-11-07 2012-11-08	Activity 140 - Consultancy 140 - Consultancy 140 - Consultancy 140 - Consultancy 140 - Consultancy 140 - Consultancy	Customer ABNAMRO ABNAMRO ABNAMRO ABNAMRO ABNAMRO	Project 12NABCD01A - Test project for another countr 12NABCD01A - Test project for another countr	Description y Testing for Manual y Testing for Manual	Hours 8.0 8.0 8.0 8.0 8.0 8.0	Days 1.00 1.00 1.00 1.00 1.00	
t her Export To Excel Logout	Year Mon 2012 Nove 2012 Nove 2012 Nove 2012 Nove 2012 Nove 2012 Nove 2012 Nove 2012 Nove	th ember-2012 ember-2012 ember-2012 ember-2012 ember-2012 ember-2012	Week 44 45 45 45 45 45 45	Date 2012-11-01 2012-11-02 2012-11-05 2012-11-06 2012-11-07 2012-11-08 2012-11-09	Activity 140 - Consultancy 140 - Consultancy 140 - Consultancy 140 - Consultancy 140 - Consultancy 140 - Consultancy 140 - Consultancy	Customer ABNAMRO ABNAMRO ABNAMRO ABNAMRO ABNAMRO ABNAMRO ABNAMRO	Project 12NASCO01A - Test project for another countr 12NASCO01A - Test project for another countr	Description y Testing for Manual	Hours 8.0 8.0 8.0 8.0 8.0 8.0 8.0	Days 1.00 1.00 1.00 1.00 1.00 1.00	

There is also an option to run a couple of Predefined reports and show the details either in Hours or in Days.

• By Customer across month

About Focal Point T	re Timesheet version 2.3 (November 2012)	Logged in as: uros_mainarsicqlibi.com [NL] [User]
Timesheet Update Timesheet Reporting Summary Report Adhoc Reporting Maintenance Ny Projects	Adhoc Reporting Filters: X Years X Months X Activities Int Ext X Customers 2012 October-2012 121 Public Training Teacher ARNAMRO 121 October-2012 122 Training Oracher ARNAMRO 122 October-2012 122 Training Oracher ARNAMRO 129 October-2012 123 Training Oracher ARNAMRO 129 October-2012 124 Training Oracher Rever 120 Consultancy Filteri Filteri Filteri	X Project Codes 12NARECDIA - Test project for A 12NARECDIE - abn anno test (12ETESTID2 - Testing new cou 10NA/2010E - AXCO 2010 11NA/2009E - AXCO 2010 Filter:
User Settings Other Export To Excel Logout	C AdHoc reporting C Predefined reports Order By / Group By: Predefined Reports Psy Customer across month By Activity across month By Customer / by Activity across month	

Based on the selections above we get the report as per below.

Onlin Date: 07-11-20	ne Ti	im	es	he	ee	t		ve	rsion 2	.3 (No	vembe	r 2012)							T	
About Focal Point Te	ech Support	Docu	imentat	ion	Inform	nation E	luilders	G	ogle	User	's Mani	ual	Logou	6.			Logg	ed in as: uro	s_malnan	ic@ibi.com	[NL] [User]
Timesheet Update Timesheet	Adhoc Rej	portin	g																		
Penorting	Back																				
Summary Report Adhoc Reporting	Years Months Activities	: 2 : N : 1	012 Iovembe 20 - Trai	r-2012	paration	1/121 -	Public T	Fraining	Teacher	/ 122 -	Training) On-site	/ 129 -	Other billable tr	raining activity / 13	0 - Installati	on / 140	- Consultanc	.Y		
Maintenance	Customers	: A	JI																		
My Projects	Projects	: A	11																		
User Settings	Printdate	: N	lovembe	r 07, 20	12 (8:25	:24)															
Other	(All numbers are	in hours)	>																		
Export To Excel	Customer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total							
Logout	ABNAMRO											56.00		56.00							
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.00	0.00	56.00							

• By Activity across month

Date: 07-11-20	re Timesheet version 2.3 (November 2012)	5 P.S.
About Focal Point T Timesheet Update Timesheet Reporting Summary Report Adhoc Reporting Maintenance My Projects User Settings	Characterization Information Builders Google User's Manual Logout Adhoc Reporting Image: Strate Stra	Logged in as: uros_malharaid@lbi.com [NL] [User] X Project Codes 12NABCC014 - Net project for 12NABC014 - Also amo test p 10NAR2003E - Akzo Nobel Mig X Filteri
Other Export To Excel Logout	Order By / Group By: Predefined Reports In hours In days By Customer across month By Activity across month By Customer / by Activity across month	

Based on the selections above we get the report as per below.

Date: 07-11-2	ne Tin	nes	hee	t		vers	ion 2.	3 (Nov	ember	2012)	io.				59T.
About Focal Point T	ech Support Do	ocumentatio	n: Info	mation B	uilders	Goo	gle	User's	Manua	al i	Logout			Logged in as: uros_mali	arsic@ibi.com [NL] [User]
Timesheet Update Timesheet	Adhoc Report	ing													
Reporting	Back														
Summary Report Adhoc Reporting	Years Months Activities	: 2012 : November-: : 120 - Traini	2012 ng preparati	on / 121 -	Public Tr	aining Tr	eacher /	122 - T	raining ()n-site /	/ 129 - 0	ther billa	ible training activity / 130 -	Installation / 140 - Consultancy	
Maintenance	Customers	: All													
My Projects User Settings	Projects Printdate	: All November (07, 2012 (8:	18:11)											
Other	(All numbers are in hou	ars)				_	_								
Export To Excel	Code Activity	Jan	Feb M	ır Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
Logout	140 Consultar	ncy									56.00		56.00		
	Total	0.00	0.00 0.0	0 0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.00	0.00	56.00		

• By Customer / by Activity across month

Date: 07-11-20	version 2.3 (November 2012)	Loosed in accuracy malescended over 1013 1022
Timesheet Update Timesheet Reporting Summary Report Adhoc Reporting Maintenance My Projects User Settings	Adhoc Reporting Selection Selection Selection Filters: Version Version Version Souther Selection Version Version Version	X Project Codes IZNABCODIA - Test project for IZNABOUGE - abn armo test p IZETESTOZE - Testing new cour IDNAKZOUGE - AKZO Nobel Mig
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Based on the selections above we get the report as per below.

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In case you want or need a copy of your timesheet records in Excel format, you can do this by selecting the 'Export to Excel' option in the menu on the left side, selecting the year and clicking the 'Export' button.

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About Focal Point	Tech Support Documentation	Information Builders	Google	User's Manual	Logout	Logged in as: uros_malnarsic@ibi.com [NL] [User]
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