

Online Timesheet
User's Manual

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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	<ul style="list-style-type: none">- 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

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

2

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.



Login page

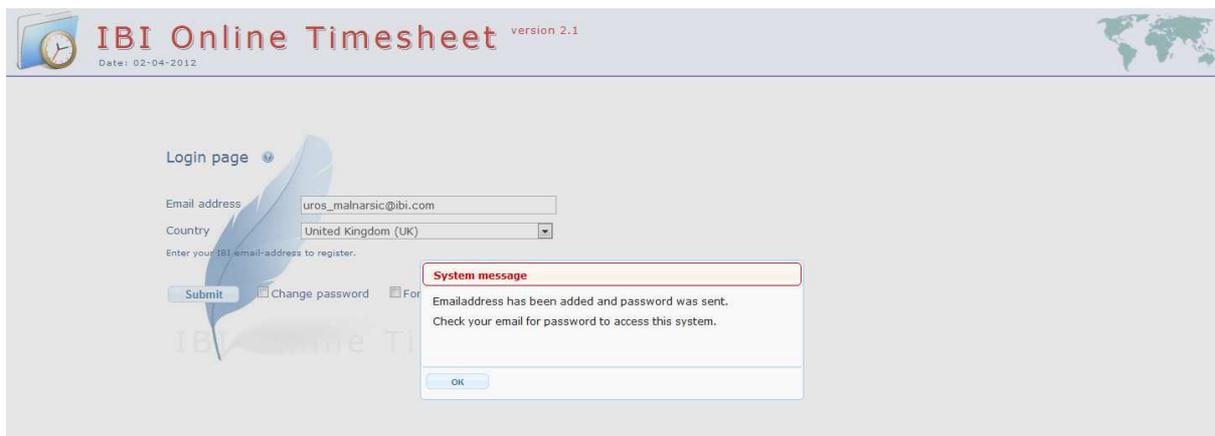
Email address

Country

Enter your IBI e-mail-address to register.

Change password Forgot password Sign up

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



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

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>

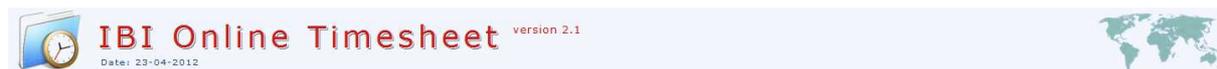
For the usage of the application please refer to the User Manual available for download on the login screen (click on the book and magnifying glass icon).

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

Country

Password

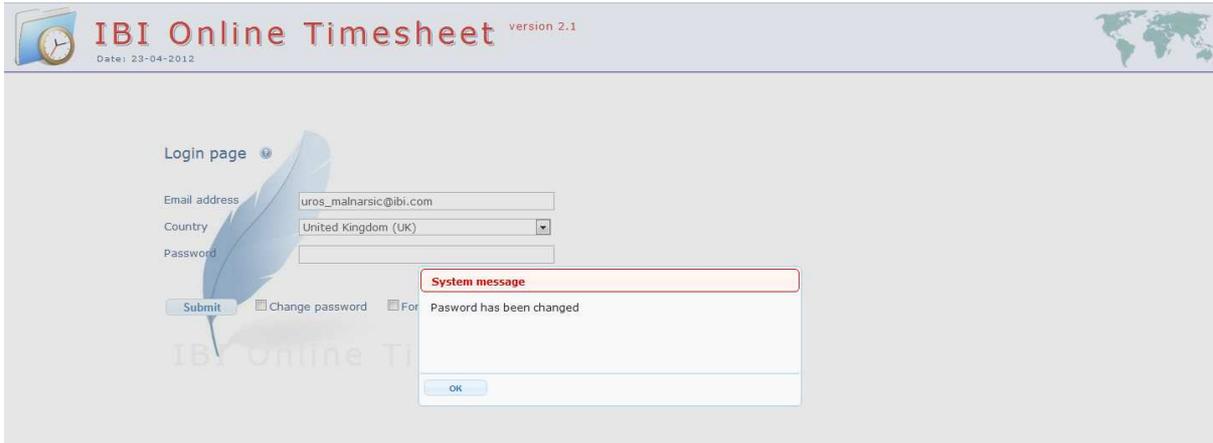
New Password

Retype new Password

Change password Forgot password Sign up

IBI Online Timesheet

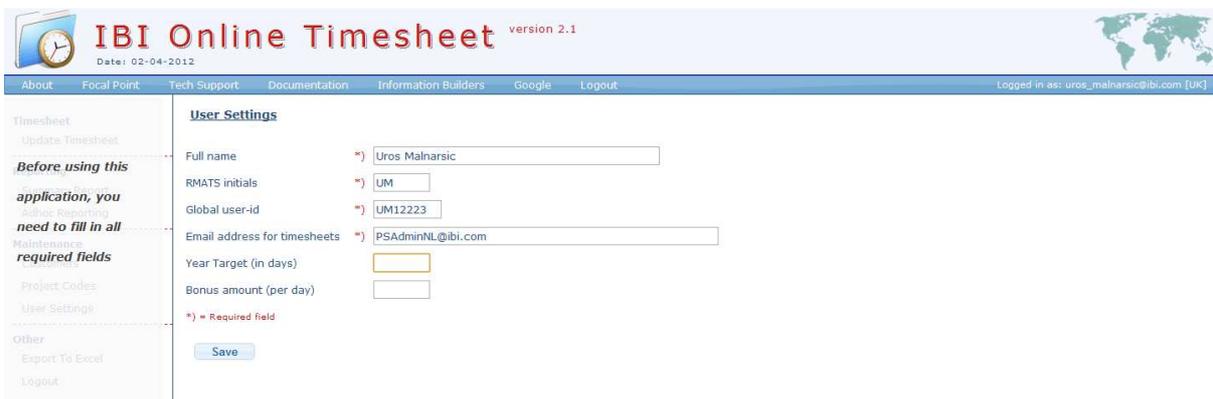
Click OK.



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



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



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.



Click OK to close the window.

Section

3

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.

The screenshot shows the 'Online Timesheet' application interface. The header includes the logo, version 2.3 (November 2012), and a world map. The navigation bar contains links for About, Focal Point, Tech Support, Documentation, Information Builders, Google, User's Manual, and Logout. The user is logged in as gerard_brugmans@ibi.com [NL] [User].

The main content area is titled 'Project Codes' and features a table with the following data:

Rmatscode	Country	Description	Project Code	End Customer	Country Invoicing	End Customer	Billable	Active	Customer	Location
12NRDC001A	Netherlands	RDC ADM Project	N/A		Not Applicable		Yes	Yes	RDC	Amsterdam

The left sidebar contains a menu with the following items: Timesheet (Update Timesheet), Reporting (Summary Report, Adhoc Reporting), Maintenance (My Projects, User Settings), and Other (Export To Excel, Logout).

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:

**Timesheet**[Update Timesheet](#)**Reporting**[Summary Report](#)[Adhoc Reporting](#)**Maintenance**[My Projects](#)[User Settings](#)**Other**[Export To Excel](#)[Logout](#)**Project Codes**

Filter

Rmatscode	Country	Description	Project Code End Customer	Country Invoicing End Customer	Billable	Active	Customer	Location
12NAKZ001A	Netherlands	Fix adapter	N/A	Not Applicable	Yes	Yes	Akzo Nobel	Arnhem
11NAKZ003E	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	Infoma	Eindhoven
12NRDC001A	Netherlands	Market Monitor v2	N/A	Not Applicable	Yes	Yes	RDC	Amsterdam

Non-active project code(s) ...

10NAKZ014E	Netherlands	Migration ISM 5.5 -> 6.0	N/A	Not Applicable	Yes	No	Akzo Nobel	Arnhem
9NAKZ0011C	Netherlands	Migration 5.5 - 6.0	N/A	Not Applicable	Yes	No	Akzo Nobel	Arnhem
9NAKZ0010C	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
11NIBU001N	Netherlands	BAM UI & Driver	N/A	Not Applicable	Yes	No	IB USA	New York
11NIBV002N	Netherlands	Presales activities 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)

Section

4

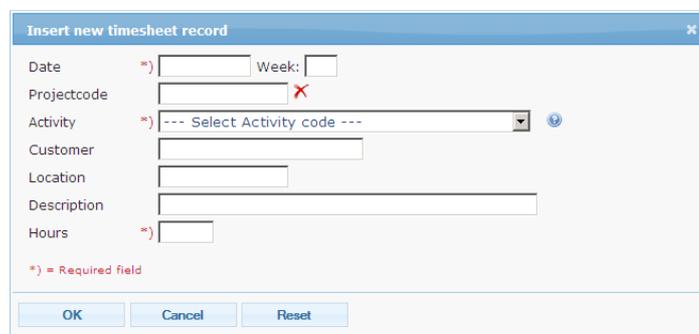
ENTERING HOURS IN THE TIMESHEET

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.

Timesheet

Update Timesheet

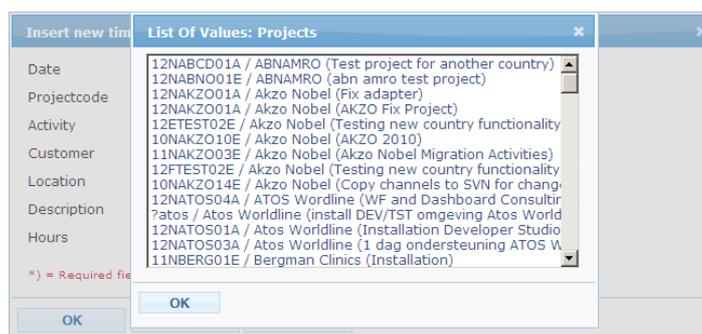
Then click on the  icon to insert new record.



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



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



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

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  to see the description for every line you have entered.

Week	Customer	Location	RMAATScode	Project	Activity	Hours	Date sent	Description
Week 45								
2012-11-05 (Mon)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0		Testing for Manual
2012-11-06 (Tue)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0		Testing for Manual
2012-11-07 (Wed)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0		Testing for Manual
2012-11-08 (Thu)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0		Testing for Manual
2012-11-09 (Fri)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0		Testing for Manual
Subtotal for week 45						40.0		
Week 44								
2012-10-29 (Mon)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0		Testing for Manual
2012-10-30 (Tue)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0		Testing for Manual
2012-10-31 (Wed)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0		Testing for Manual
2012-11-01 (Thu)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0		Testing for Manual
2012-11-02 (Fri)	ABNAMRO	Amstelveen	12NABCD01A	Test project for another country	140 - Consultancy	8.0		Testing for Manual
Subtotal for week 44						40.0		

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

Section

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TIMESHEET TOOLS

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



– '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 : IBI Online Timesheet
To : uros_malnarsic@ibi.com; uros_malnarsic@ibi.com
Subject : Timesheet UM --- Week 2012-45
Attachment : UM201245.txt

Message

Send View File Cancel

 – 'Delete selected records'

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: 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.

Section

6

TIMESHEET REPORTING

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)').



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.

Year	Month	Week	Date	Activity	Customer	Project	Description	Hours	Days
2012	November-2012	44	2012-11-01	140 - Consultancy	ABNAMRO	12NABCD01A - Test project for another country	Testing for Manual	8.0	1.00
2012	November-2012	44	2012-11-02	140 - Consultancy	ABNAMRO	12NABCD01A - Test project for another country	Testing for Manual	8.0	1.00
2012	November-2012	45	2012-11-05	140 - Consultancy	ABNAMRO	12NABCD01A - Test project for another country	Testing for Manual	8.0	1.00
2012	November-2012	45	2012-11-06	140 - Consultancy	ABNAMRO	12NABCD01A - Test project for another country	Testing for Manual	8.0	1.00
2012	November-2012	45	2012-11-07	140 - Consultancy	ABNAMRO	12NABCD01A - Test project for another country	Testing for Manual	8.0	1.00
2012	November-2012	45	2012-11-08	140 - Consultancy	ABNAMRO	12NABCD01A - Test project for another country	Testing for Manual	8.0	1.00
2012	November-2012	45	2012-11-09	140 - Consultancy	ABNAMRO	12NABCD01A - Test project for another country	Testing for Manual	8.0	1.00
Subtotal:								56.0	7.00

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

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

Customer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ABNAMRO											56.00		56.00
Total	0.00	56.00	0.00	56.00									

- By Activity across month

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

Online Timesheet version 2.3 (November 2012)
Date: 07-11-2012

Logged in as: uros_malnarsic@ibi.com [NL] [User]

Adhoc Reporting

[Back](#)

Years : 2012
Months : November-2012
Activities : 120 - Training preparation / 121 - Public Training Teacher / 122 - Training On-site / 129 - Other billable training activity / 130 - Installation / 140 - Consultancy
Customers : All
Projects : All
Printdate : November 07, 2012 (8:28:11)

(All numbers are in hours)

Code	Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
140	Consultancy											56.00		56.00
Total		0.00	56.00	0.00	56.00									

- By Customer / by Activity across month

Online Timesheet version 2.3 (November 2012)
Date: 07-11-2012

Logged in as: uros_malnarsic@ibi.com [NL] [User]

Adhoc Reporting

Filters:

Years: 2012
 Months: October-2012, November-2012
 Activities: Int Ext: 121 - Public Training Teacher, 122 - Training On-site, 129 - Other billable training act, 130 - Installation, 140 - Consultancy
 Customers: ABNAMRO, Akzo Nobel
 Project Codes: 12NABCD01A - Test project for, 12NABND01E - abn amro test, 12TETST02E - Testing new cou, 10NAKZ010E - AKZO 2010, 11NAKZ003E - Akzo Nobel Mig

Adhoc reporting Predefined reports

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.

Online Timesheet version 2.3 (November 2012)
Date: 07-11-2012

Logged in as: uros_malnarsic@ibi.com [NL] [User]

Adhoc Reporting

[Back](#)

Years : 2012
Months : November-2012
Activities : 120 - Training preparation / 121 - Public Training Teacher / 122 - Training On-site / 129 - Other billable training activity / 130 - Installation / 140 - Consultancy
Customers : All
Projects : All
Printdate : November 07, 2012 (8:36:16)

(All numbers are in hours)

Customer	Code	Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ABNAMRO	140	Consultancy											56.00		56.00
Total			0.00	56.00	0.00	56.00									

Section

7

EXPORT TO EXCEL

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.

