

Biz Timesheet Manager

User's manual

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Biz Timesheet Manager

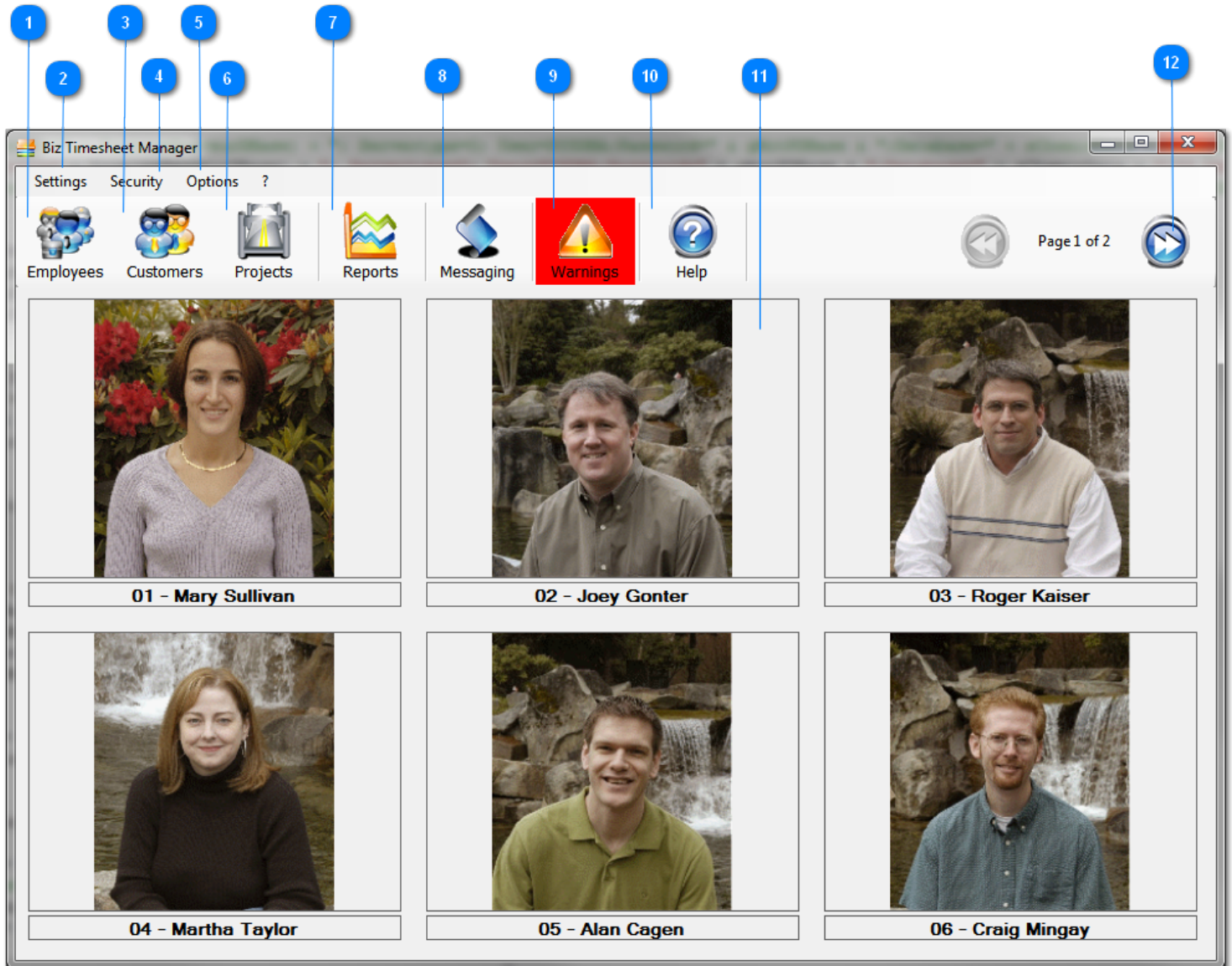
Biz Timesheet Manager is a time tracking software for enterprises. It allows employees to enter their time by themselves, easily and efficiently, no matter what their level of knowledge with computer is.

Biz Timesheet Manager will allow you to see in real-time the time performed by your employees on all your projects, assignments, contracts, service calls, etc.

This software is provided for **manufacturing companies, machine shops, production lines, as well as service companies** such offices of lawyers, architects, accountants, etc.

All editions of **Biz Timesheet Manager** can be shared over a local network. This allows your employees to enter their time directly from their desktop.

Biz Timesheet Manager main window



The welcome screen of Biz Timesheet Manager. It displays images of employees to quickly access their timesheets. To access the timesheet of an employee, simply click on his photo.

*Note that it is possible to **reduce the image size** to allow the display of more employees on the same page. To do this, just right click the mouse button between the images. A menu will appear allowing you to change these parameters.*

1



To access the [employees management window](#).

2

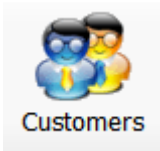
Settings

Access to "Settings" menu

The "Settings" menu holds the following sub menus:

1. Employees - This menu allows access to the [employees management window](#)
2. Customers - This menu allows access to the [customers management window](#)
3. Professions - This menu allows access to the [professions management window](#)
4. Departments - This menu allows access to the [departments management window](#)
5. Working schedules - This menu allows access to the [working schedules management window](#)
6. Project groups - This menu allows access to the [project groups management window](#)
7. Projects - This menu allows access to the [projects management window](#)

3



To access the [customers management window](#)

4

Security

Access to "Security" menu

The "Security" menu holds the following sub menus:

1. [Security Options](#) - This menu allows configuration of security options such as the administrator password and enabling or disabling the user management
2. Access Levels - This menu allows access to the [access levels management window](#)
3. Users - This menu allows access to the [users management window](#)
4. Lock - Allows you to lock the software and thus force the next user to identify

5

Options

Access to the "Options" menu

The "Options" menu contains the following elements:

1. Language - Allows you to change the language of the software.
2. Parameters - Allows access to the [parameters window](#)
3. Database connection settings - Allows you to specify the server host name and the location of the database on it.
4. Messaging - Allows access to the [messaging](#) features
5. Warnings - Allows access to the [warnings](#)
6. Backup Database - To make a backup of the database
7. Restoring database - Shows how to restore a database file

6



To access the [projects management window](#)

7



To access the [reporting window](#)

8



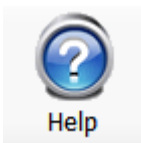
To access the [messaging window](#)

9



To access the [warnings window](#)

10



Access to help files

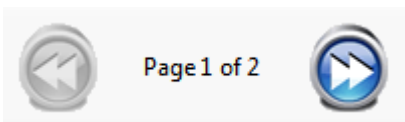
11



To access the [timesheet](#) of an employee, click on his picture

*Note that it is possible to **reduce the image size** to allow the display of more employees on the same page. To do this, just right click the mouse button between the images. A menu will appear allowing you to change these parameters.*

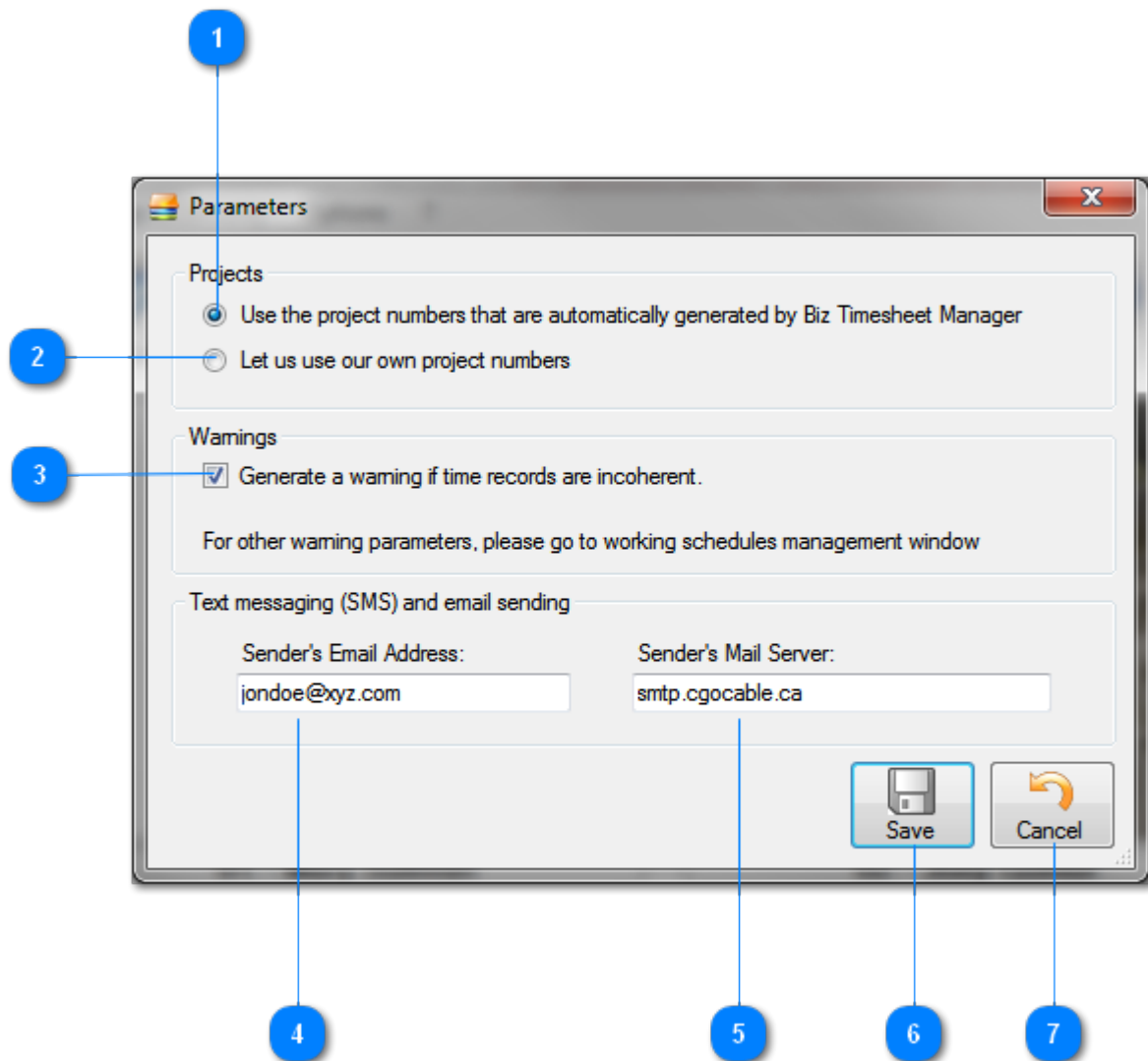
12



Allows to navigate among the employees pages to show the desired one

*Note that it is possible to **reduce the image size** to allow the display of more employees on the same page. To do this, just right click the mouse button between the images. A menu will appear allowing you to change these parameters.*

Parameters



Setting of software parameters

- 1** ☒ Use the project numbers that are automatically generated by Biz Timesheet Manager

If this option is selected, the project numbers generated by Biz Timesheet Manager will be used.

- 2** ☐ Let us use our own project numbers

If this option is selected, the project numbers will be determined by you.

- 3** ☒ Generate a warning if time records are incoherent.

If this option is selected, [warnings](#) will be generated if time records are incoherent in employee's time sheets.

4

Sender's Email Address:

jondoe@xyz.com

Sender's email address

This allows the sending of messages using email and SMS. View the [message](#) window for more details.

5

Sender's Mail Server:

smtp.cgocable.ca

Outgoing Mail Server

It allows sending messages using SMS and email. View the [message](#) window for more details.

6



Save the current changes

7



Cancel the current changes

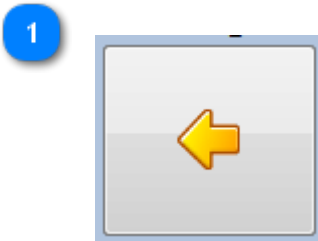
Timesheet

The screenshot shows the Timesheet application interface. At the top, it displays '03 - Roger Kaiser' and the date '15/12/2009 14:20:06'. Below this is a navigation bar with buttons for days of the week: Sunday, Monday, Tuesday, Wednesday (highlighted in yellow), Thursday, Friday, and Saturday. Callout 1 points to a left arrow button, and callout 2 points to the Wednesday button. Below the navigation bar is a table with columns: Project, Customer, Description, Activity, Start, End, Duration, OT Multipl., and Reference. Callout 21 points to the table header. The table contains four rows of data. Below the table is a large gray area. At the bottom, there is a detailed view for the selected row (SC000022, Ramatech inc., Trouble shooting of a C15 machine on field., Mechanical repair). This section includes buttons for time adjustments (-15, +15, -1, +1), Start and End buttons, a time display showing '18:15', and buttons for Activity and OT Multipl. adjustments. Callouts 3 through 15 point to various buttons and fields in this section. On the right side, there are buttons for Save, Cancel, and Exit, with callouts 18 and 22 pointing to the Exit button. Callout 19 points to the Save button, and callout 20 points to the Cancel button.

This is the timesheet that employees use to enter their time.

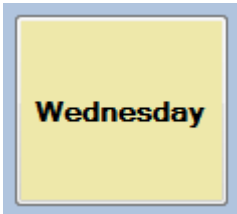
The grid displays the time of the current day. The current day is the one represented by the yellow button at the top of the grid.

You can switch from one day to another by simply clicking on the button representing the desired day. You can change week by using the buttons with arrows at the left and right sides.



This button allows navigation from one week to another and thus show the data of the day desired

2



The week days buttons allow you to select the day to display in the grid. The yellow button is the current day. To move from one week to another, use the [navigation buttons](#) at the left and right

3



Button "Up". This button skips to the upper record in the grid. You can also manually click on the grid to change the selection.

4



Button "Up". This button skips to the lower record in the grid. You can also manually click on the grid to change the selection.

5



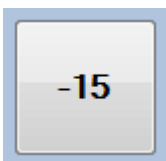
Adds a time record in the grid using the [project selection window](#).

6



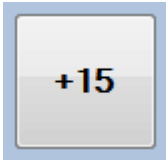
Allows to delete the selected time record.

7



Removes 15 minutes to the [current time selection](#)

8



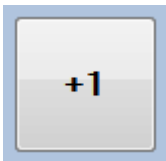
Add 15 minutes to the [current time selection](#)

9



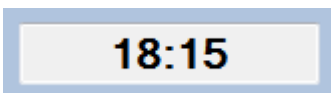
Removes 1 minute to the [current time selection](#)

10



Add 1 minutes to the [current time selection](#)

11



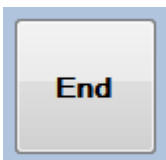
Current time selection. This is the time that will go down in time record if you click "[Start](#)" or "[End](#)".

12



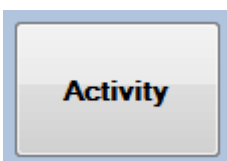
Clicking on "Start" will replace the start time of the current record with the [current time selection](#).

13



Clicking on "End" will replace the end time of the current record with the [current time selection](#).

14



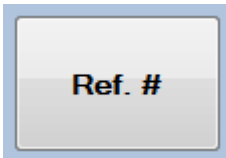
Allows you to change the activity of the current time record using the [activities selection window](#).

15



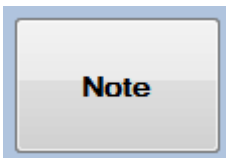
Allows you to change the multiplier for overtime. You can include "Simple", "And a half" "Double" or "Triple". The time for the record will then be calculated according to this multiplier.

16



Allows you to change the reference number of the current time record using [this window](#).

17



Allows you to change the note of the current time record using [this window](#).

18

A light blue rectangular window with a thin gray border. It contains two rows of text. The first row is "Total duration" in a small, dark gray font. Below it, there are two rows of text: "Working time of the day" followed by a text box containing "8,000", and "Working time of the week" followed by a text box containing "40,250".

Total duration	
Working time of the day	8,000
Working time of the week	40,250

Displays the total time of the current day and week.

19



Save the current changes

20



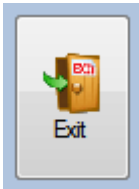
Cancel the current changes

21

Project	Customer	Description	Activity	Start	End	Duration	OT Multipl.	Referen
PR000020	Airix industries inc.	Building of 3 C15 machine.	Welding	08:00	09:15	01:15	Simple	
PR000020	Airix industries inc.	Building of 3 C15 machine.	Assembling	09:15	12:00	02:45	Simple	
PR000020	Airix industries inc.	Building of 3 C15 machine.	Assembling	13:00	15:45	02:45	Simple	
SC000022	Ramatch inc.	Trouble shooting of a C15 machine on field.	Mechanical repair	15:45	17:00	01:15	Simple	

The list of time of the selected day. To change the day, use the [week days buttons](#).

22



To close the timesheet

Selecting a project

1

2

3

4

5

Project groups		Projects		
Short descr.	Description	Project	Customer	Description
IW	Internal work	PR000020	Airix industries inc.	Building of 3 C15 machine.
SC	Service calls	PR000044	Ramatech inc.	Building of 2 D14 machines
AD	Administration			
PR	Production work			
RD	Research and development			

Type in the project's number manually

A	B	C	D	E	F	G	←				
H	I	J	K	L	M	N	0	1	2	3	4
O	P	Q	R	S	T	U	5	6	7	8	9
V	W	X	Y	Z	Project : <input type="text"/>						

Selected project

Project : PR000020

Cust. : Airix industries inc.

Descr. : Building of 3 C15 machine.

OK Cancel

This window allows the selection of a project to add to the [time sheet](#).

Project groups	
Short descr.	Description
IW	Internal work
SC	Service calls
AD	Administration
PR	Production work
RD	Research and development

List of [project groups](#). Click on the project group to display the projects included in this group in the right list.


2

Projects		
Project	Customer	Description
PR000020	Airix industries inc.	Building of 3 C15 machine.
PR000044	Ramatech inc.	Building of 2 D14 machines

List of projects. Click here to select a project.

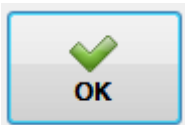
3

Type in the project's number manually

A	B	C	D	E	F	G					
H	I	J	K	L	M	N	0	1	2	3	4
O	P	Q	R	S	T	U	5	6	7	8	9
V	W	X	Y	Z			Project : <input type="text"/>				

This area allows you to type the project number on screen (in the case of using a touch screen).

4



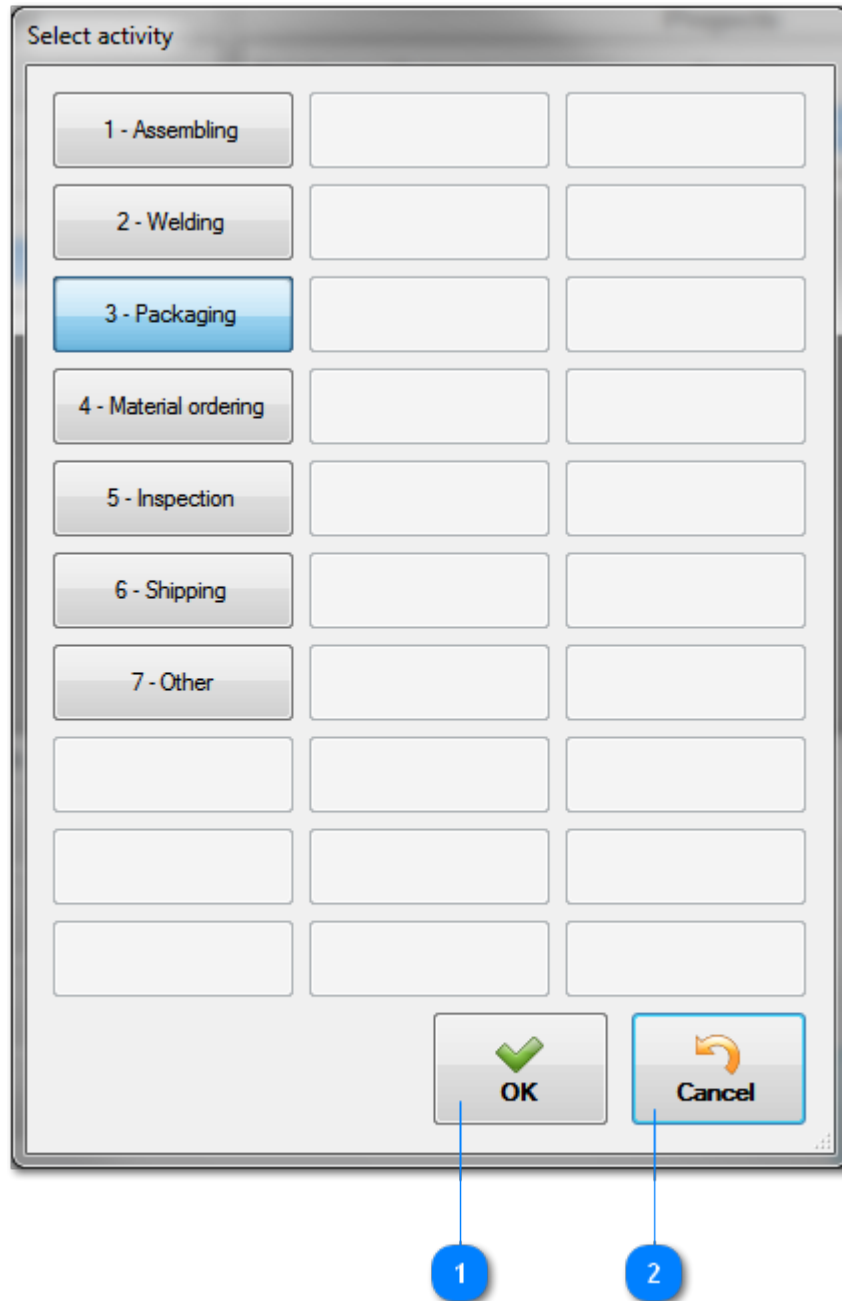
Validate the project selection

5



Cancel the project selection

Selecting an activity



This window allows the selection of an activity for the current time record of the [time sheet](#).

1



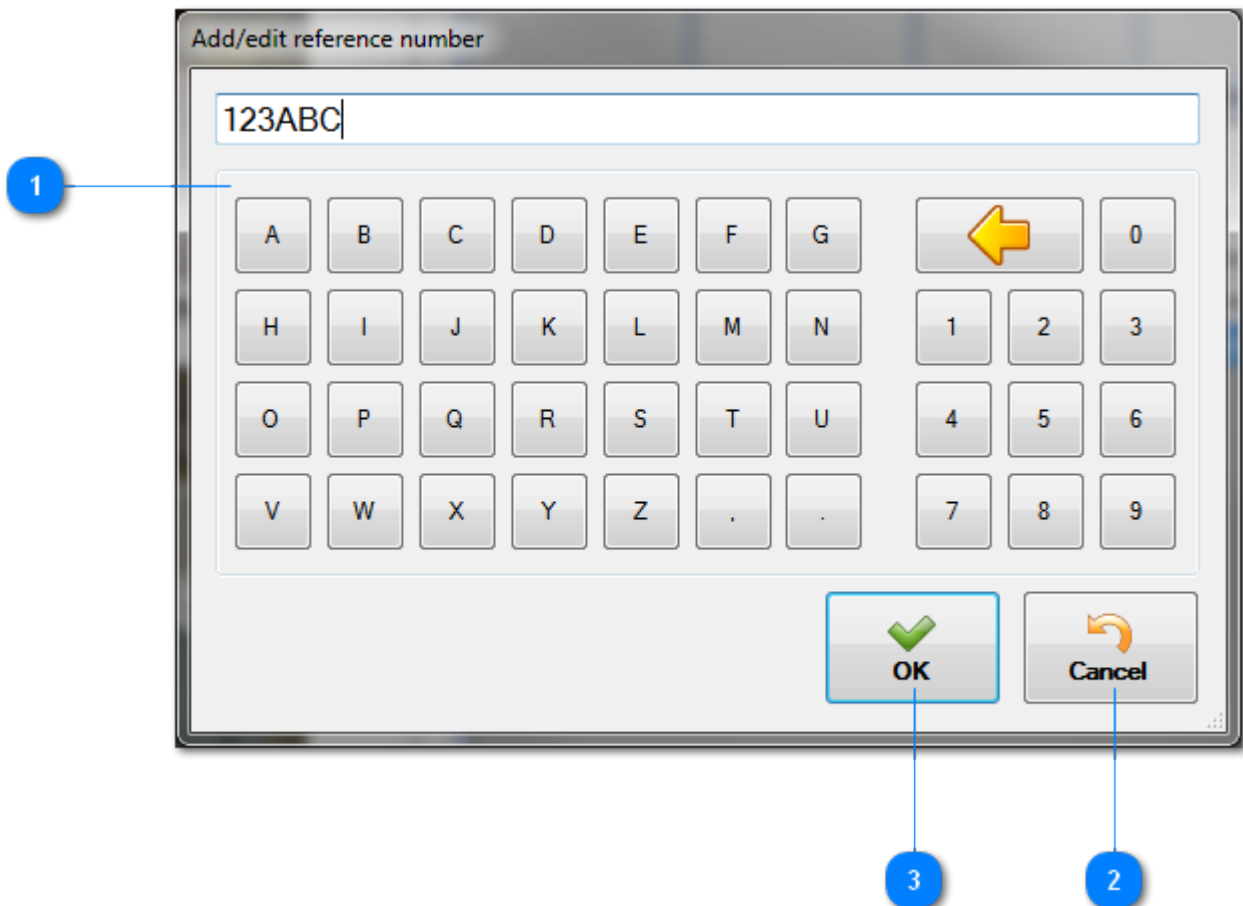
Validate the activity selection

2

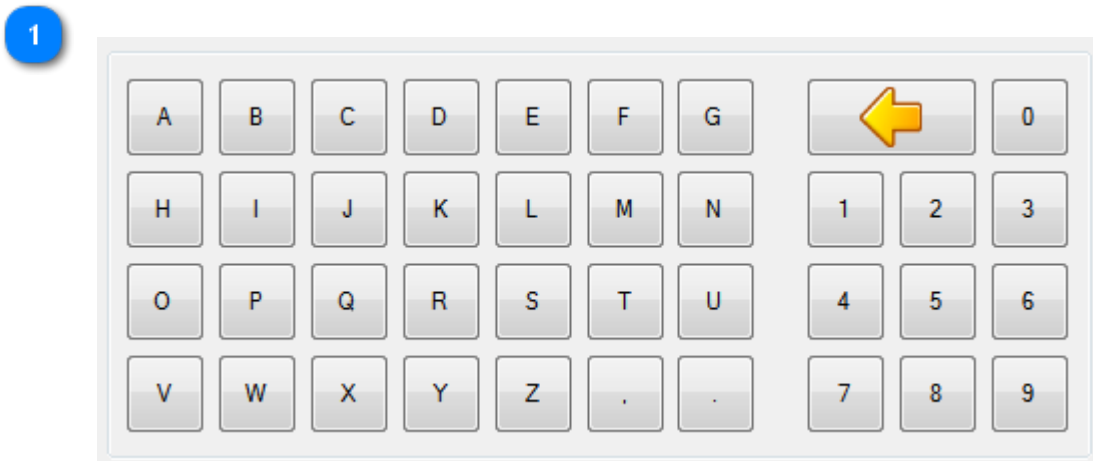


Cancel the activity selection

Typing a reference number



This window allows you to enter a reference number.

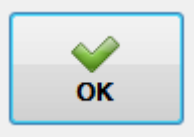


This area allows you to type the reference number on screen (in the case of using a touch screen).



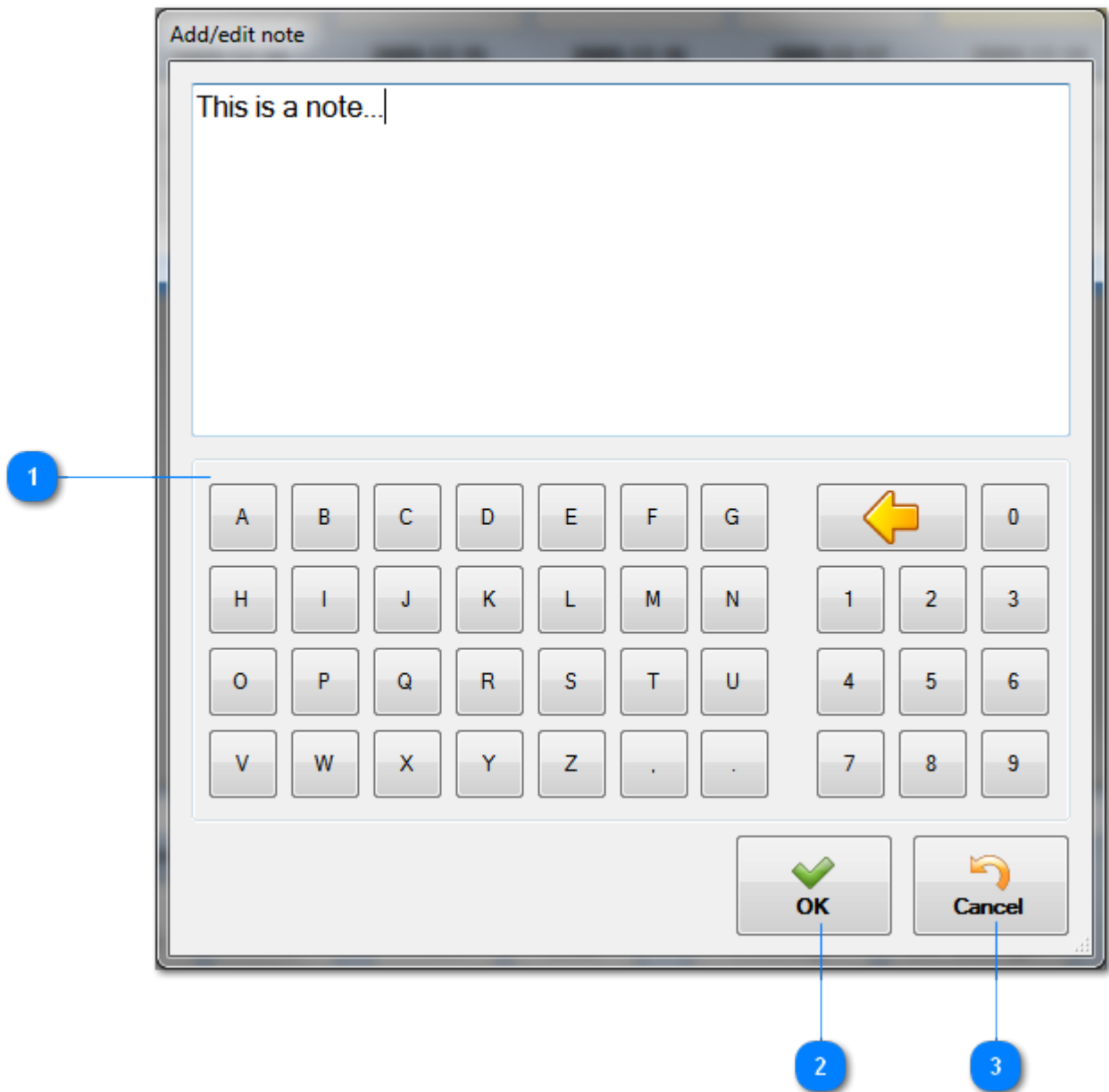
Cancel the reference number selection

3

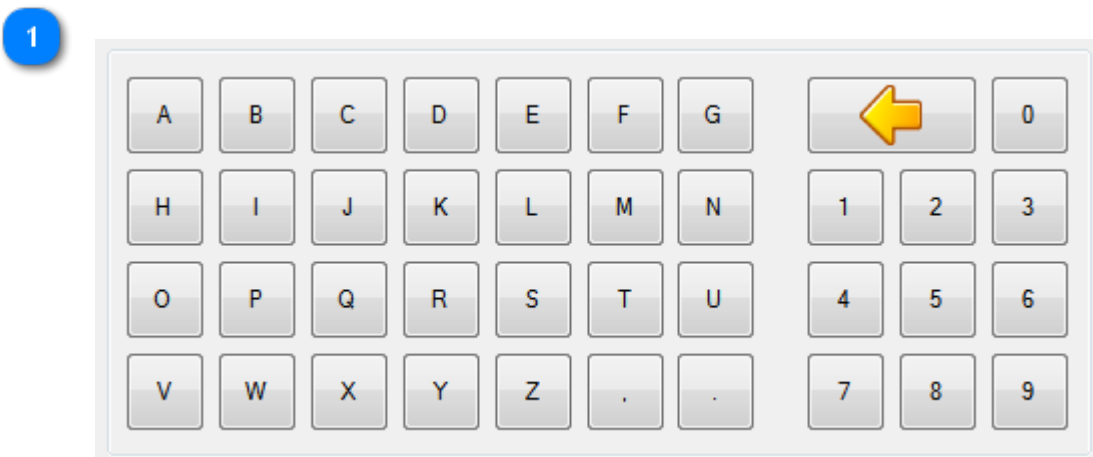


Validate the reference number selection

Typing a note

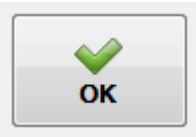


This window allows you to enter a note



This area allows you to type the note on screen (in the case of using a touch screen).

2



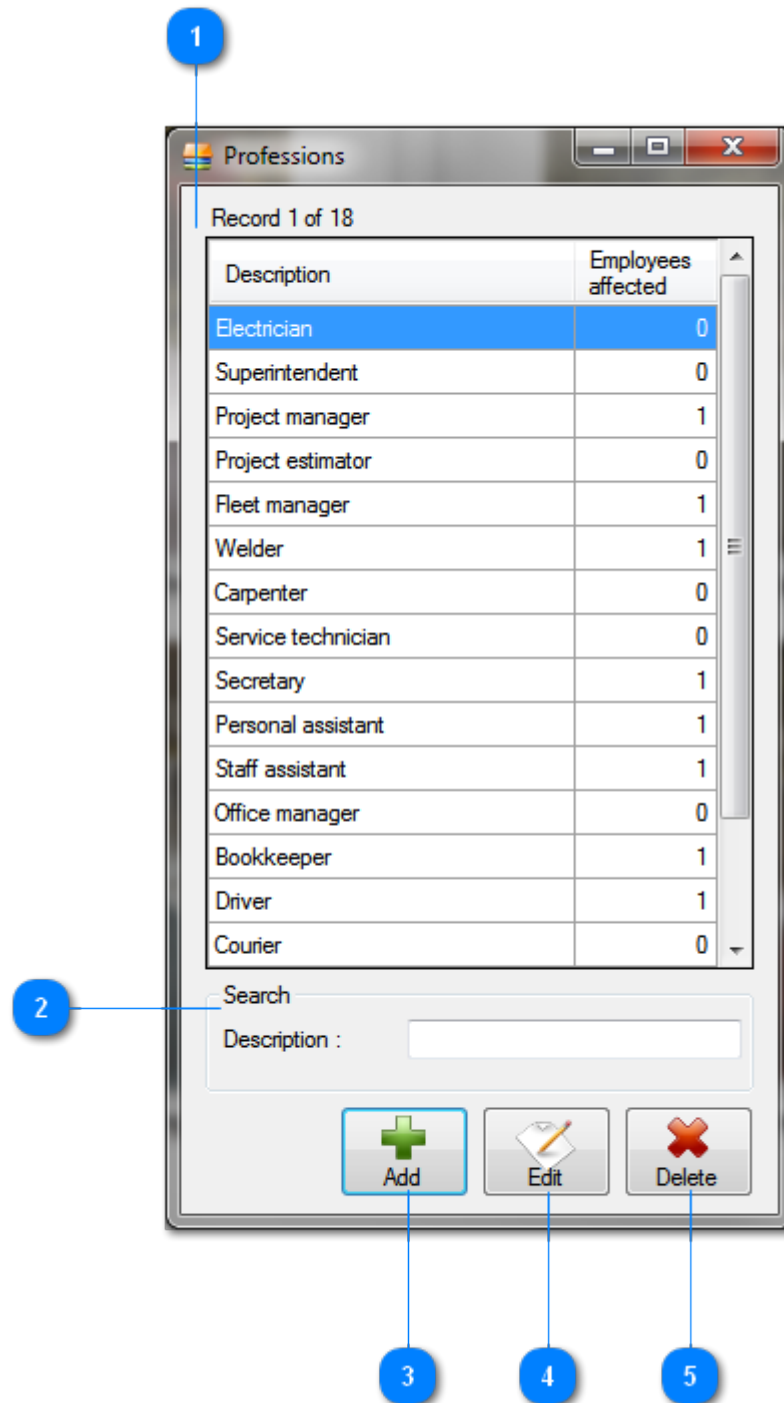
Validate the note selection

3



Cancel the note selection

Professions management



This is the professions management window. The records are displayed according to the [search box](#) located below the list.

Record 1 of 18

Description	Employees affected
Electrician	0
Superintendent	0
Project manager	1
Project estimator	0
Fleet manager	1
Welder	1
Carpenter	0
Service technician	0
Secretary	1
Personal assistant	1
Staff assistant	1
Office manager	0
Bookkeeper	1
Driver	1
Courier	0

This is the list of professions. The records are displayed according to the [search box](#) located below the list.

To edit a record, you can double-click on it or use the "Edit" button to access the [Add/edit professions](#) window.

2

Search

Description :

You can search for a record using the various settings available in this box. The wildcard character "*" is allowed in research.

3



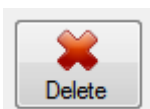
Adds a new profession using the [Add/edit professions](#)

4



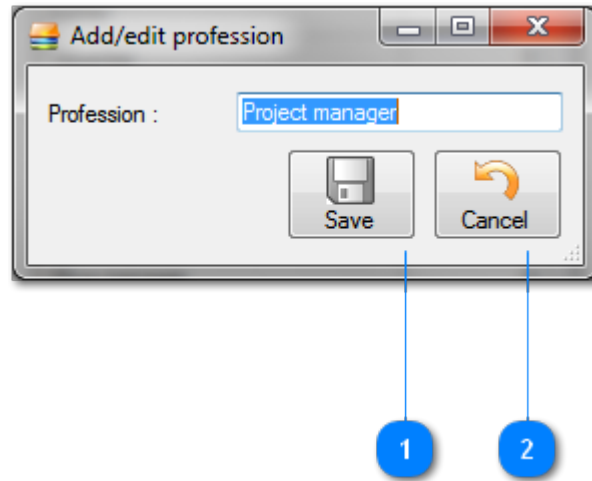
Edit the current profession using the [Add/edit professions](#) window

5



Allows you to delete selected records

Add/edit professions



This window lets you modify or create a new profession. A profession can be assigned to each employee at its creation. [See this section for details on creating employees.](#)

1



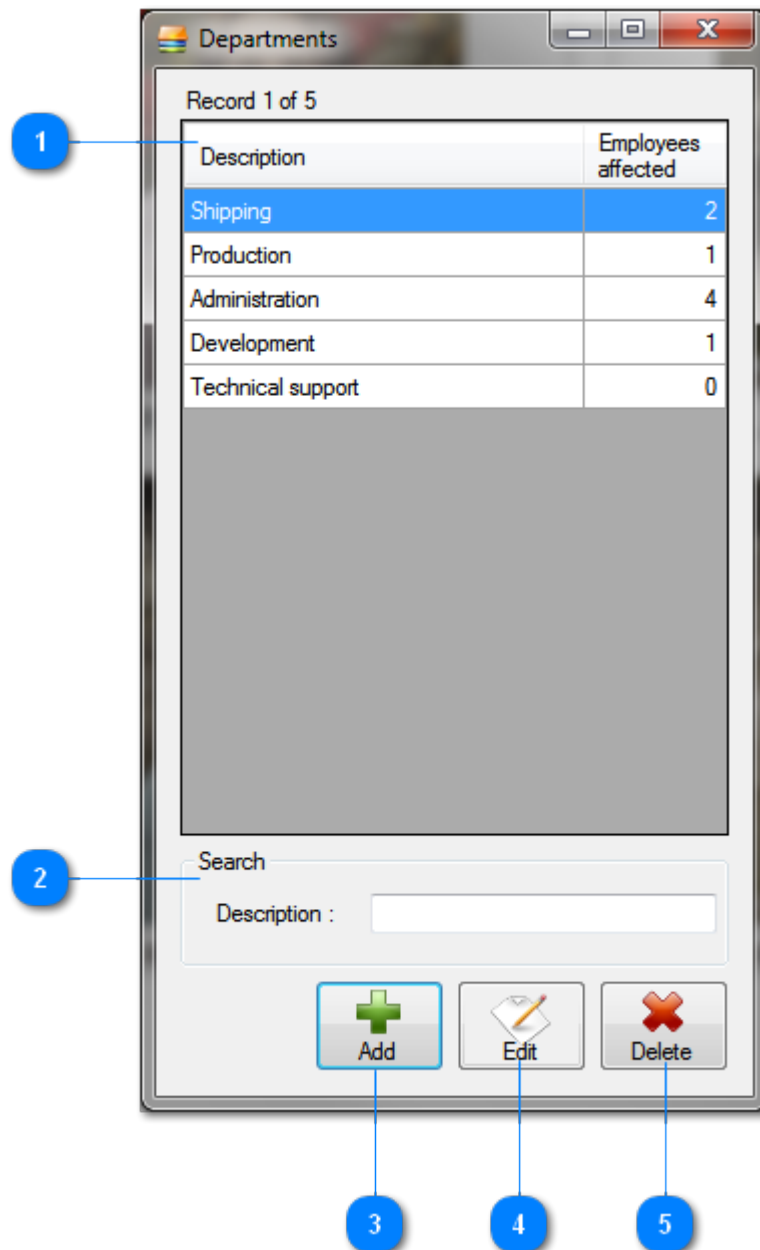
Save the current changes

2



Cancel the current changes

Departments management



This is the departments management window. The records are displayed according to the [search box](#) located below the list.

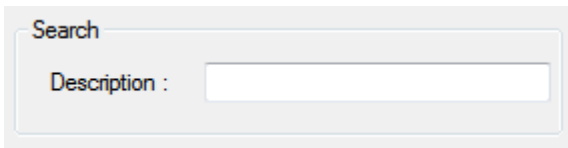
1

Record 1 of 5	
Description	Employees affected
Shipping	2
Production	1
Administration	4
Development	1
Technical support	0

This is the list of departments. The records are displayed according to the [search box](#) located below the list.

To edit a record, you can double-click on it or use the "Edit" button to access the [Add/edit department](#) window.

2

A search box with a light gray border. At the top left, the word "Search" is written in a small, dark font. Below it, the text "Description :" is followed by a white rectangular input field.

You can search for a record using the various settings available in this box. The wildcard character "*" is allowed in research.

3



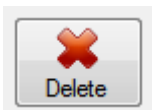
Adds a new department using the [Add/edit department](#) window.

4



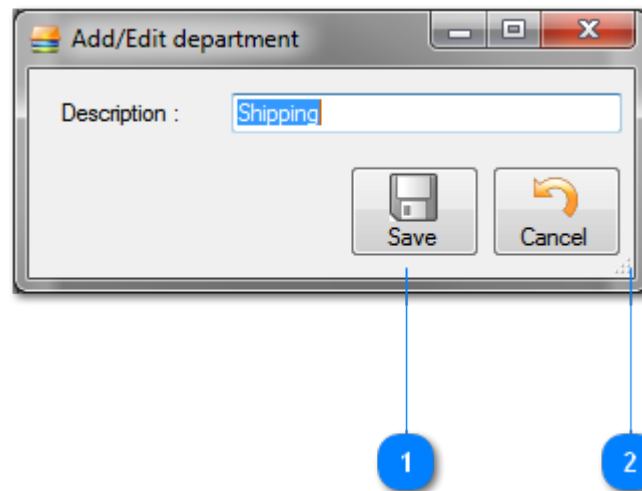
Edit the current department using the [Add/edit department](#) window

5



Allows you to delete selected records

Add/edit department



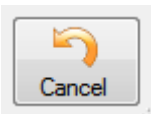
This window lets you modify or create a new department. A department can be assigned to each employee at its creation. [See this section for details on creating employees.](#)

1



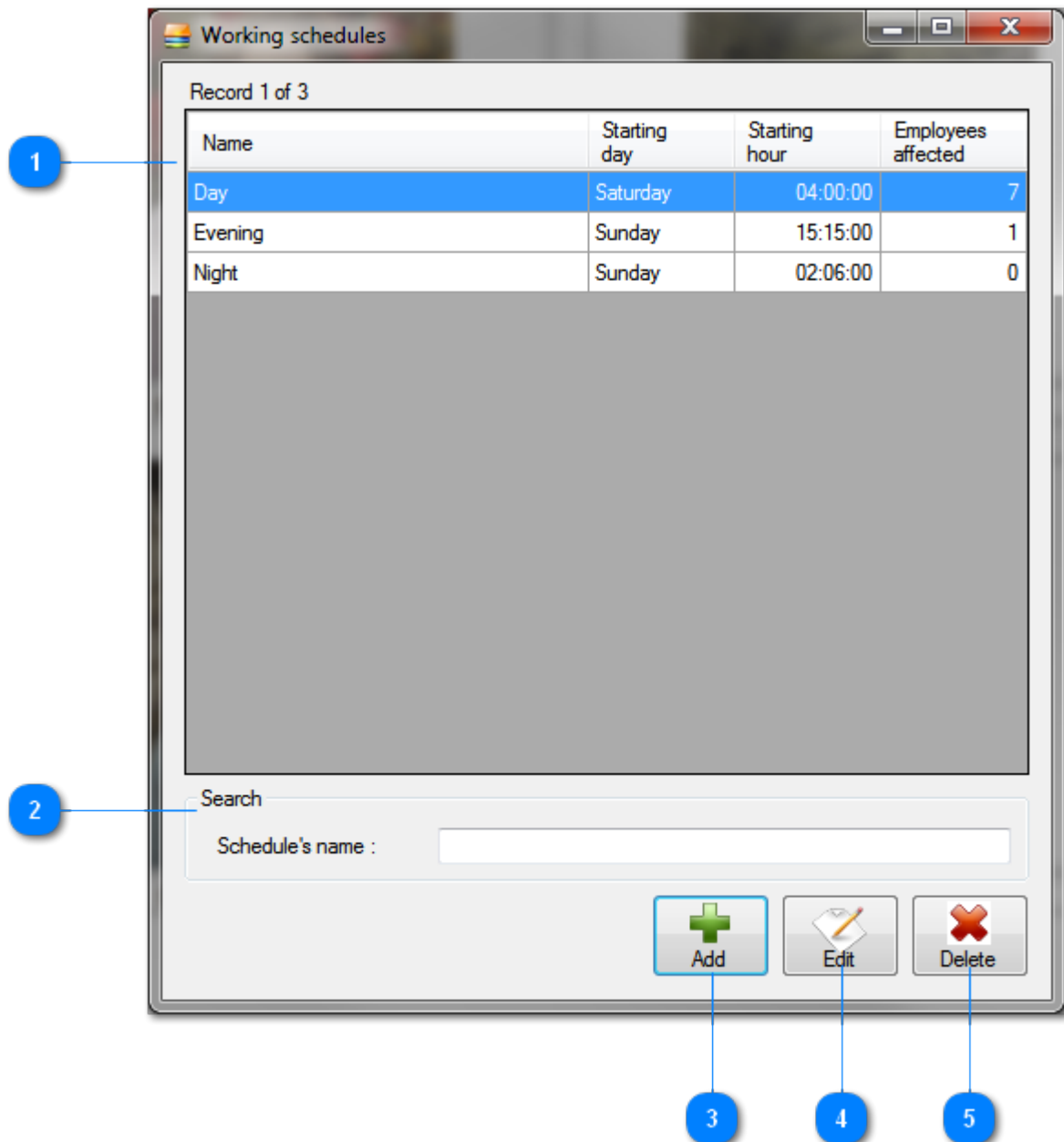
Save the current changes

2



Cancel the current changes

Working schedules management



This is the working schedules management window. The records are displayed according to the [search box](#) located below the list.

1

Record 1 of 3

Name	Starting day	Starting hour	Employees affected
Day	Saturday	04:00:00	7
Evening	Sunday	15:15:00	1
Night	Sunday	02:06:00	0

This is the list of working schedules. The records are displayed according to the [search box](#) located below the list.

To edit a record, you can double-click on it or use the "Edit" button to access the [Add/edit working schedule](#) window.

2

Search

Schedule's name :

You can search for a record using the various settings available in this box. The wildcard character "*" is allowed in research.

3



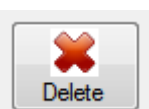
Adds a new working schedule using the [Add/edit work schedules](#) window.

4



Edit the current workin schedule using the [Add/edit work schedules](#) window

5



Allows you to delete selected records

Add/edit work schedules

The screenshot shows a dialog box titled "Add/edit working schedule". It contains the following fields and controls:

- 1**: Name field with the text "Day".
- 2**: First hour of the day of this schedule field with the value "04:00".
- 3**: First day of the week of this schedule section with radio buttons for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Saturday is selected.
- 4**: Setup of the warning parameters section with two rows:
 - Generate a warning if an employee enter more than 10,00 hours in a single day.
 - Generate a warning if an employee enter less than 40,00 hours in a single week.
- 5**: Save button (floppy disk icon) and Cancel button (curved arrow icon).
- 6**: Save button.
- 7**: Cancel button.

This window lets you modify or create a new working schedule. A working schedule must be assigned to each employee at its creation. [See this section for details on creating employees.](#)

1

Name :

The name of the working schedule. For example : Day, Evening, Night...

2

First hour of the day of this schedule :

The start time of shift. If the start time of the shift is 3:00 AM, then the total time of the day will be calculated from recorded times between 3:00 AM and 2:59 AM the next day, and not between midnight and 11 : 59 PM.

3

First day of the week of this schedule :

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☒ Saturday

First day of the week of this schedule. If the first day of the shift is Monday, for example, the total time of the week will be calculated as of Monday, at the first hour of the shift until the following Monday at the same time.

4

Generate a warning if an employee enter more than hours in a single day

Generate a [warning](#) if an employee enter more than a certain number of hours in a day.

5

Generate a warning if an employee enter less than hours in a single week

Generate a [warning](#) if an employee enter less than a certain number of hours in a week.

6



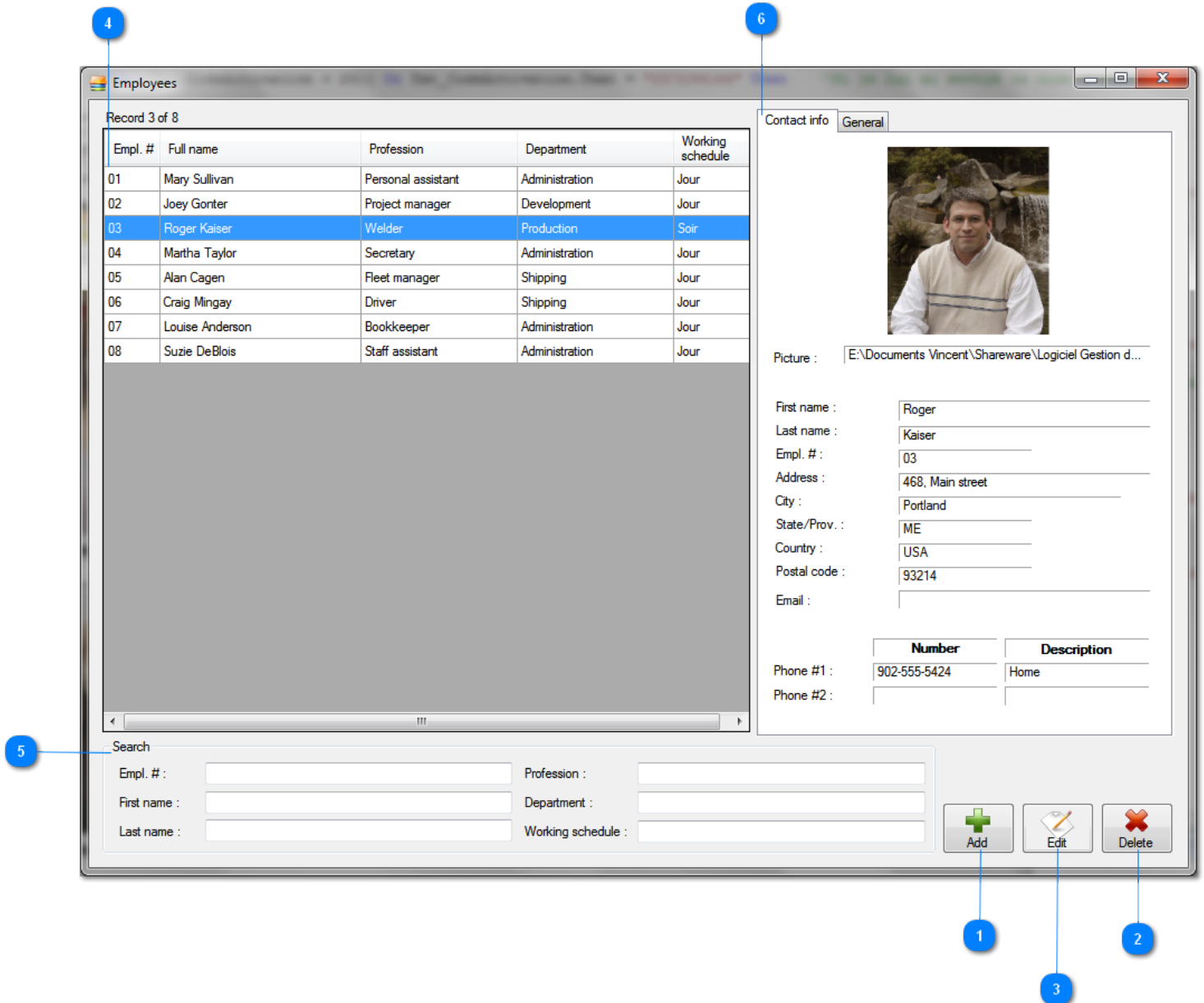
Save the current changes

7



Cancel the current changes

Employees management



This is the employees management window. The records are displayed according to the [search box](#) located below the list.

Information regarding the selected employee is displayed to the right of the screen.



Adds a new employee using the [Add/edit employees](#) window.



Allows you to delete selected records

3



Edit the current employee using the [Add/edit employees](#) window

4

Record 3 of 8

Empl. #	Full name	Profession	Department	Working schedule
01	Mary Sullivan	Personal assistant	Administration	Jour
02	Joey Gonter	Project manager	Development	Jour
03	Roger Kaiser	Welder	Production	Soir
04	Martha Taylor	Secretary	Administration	Jour
05	Alan Cagen	Fleet manager	Shipping	Jour
06	Craig Mingay	Driver	Shipping	Jour
07	Louise Anderson	Bookkeeper	Administration	Jour
08	Suzie DeBlois	Staff assistant	Administration	Jour

This is the list of employees. Those employees will appear in the main window. The records are displayed according to the [search box](#) located below the list.

To edit a record, you can double-click on it or use the "Edit" button.

5


Search

Empl. # :	<input type="text"/>	Profession :	<input type="text"/>
First name :	<input type="text"/>	Department :	<input type="text"/>
Last name :	<input type="text"/>	Working schedule :	<input type="text"/>

You can search for a record using the various settings available in this box. The wildcard character "*" is allowed in research.

6

Contact info	General
--------------	---------



Picture : E:\Documents Vincent\Shareware\Logiciel Gestion d...

First name : Roger

Last name : Kaiser

Empl. # : 03

Address : 468, Main street

City : Portland

State/Prov. : ME

Country : USA

Postal code : 93214

Email :


	Number	Description
Phone #1 :	902-555-5424	Home
Phone #2 :		

Show information about the selected employee.

Add/edit employees - "Contact info" tab

Add/edit employee

Contact info General



Picture : E:\Documents Vincent\Shareware\Logiciel Ges ...

First name : Roger

Last name : Kaiser

Empl. # : 03

Address : 468, Main street

City : Portland

State/Prov. : ME

Country : USA

Postal code : 93214

Email :

Number	Description
Phone #1 : 902-555-5424	Home
Phone #2 :	

Save Cancel

1 2 3 4


This window lets you edit or create employees.

1

Picture : E:\Documents Vincent\Shareware\Logiciel Ges ...

Selects the picture of the employee. This image will be displayed in the main window so that the employee can quickly access their timesheet by clicking on it.

2



Picture : E:\Documents Vincent\Shareware\Logiciel Ges ...

First name : Roger

Last name : Kaiser

Empl. # : 03

Address : 468, Main street

City : Portland

State/Prov. : ME

Country : USA

Postal code : 93214

Email :

	Number	Description
Phone #1 :	902-555-5424	Home
Phone #2 :		

Enter here the contact information of the employee.

3



Cancel the current changes

4



Save the current changes

Add/edit employees - "General info" tab

The screenshot shows a software window titled "Ajout/modification d'employé" with two tabs: "Contact info" and "General". The "General" tab is active. The form contains the following fields and controls:

- Created on :** Date picker set to 2008-10-01.
- Hiring date :** Checkmark icon, date picker set to 2008-09-20.
- Firing date :** Date picker set to 2010-03-15.
- Birth date :** Date picker set to 2010-03-15.
- Profession :** Dropdown menu showing "Personal assistant" with a "+" button next to it (callout 1).
- Department :** Dropdown menu showing "Administration" with a "+" button next to it (callout 2).
- Working schedule :** Dropdown menu showing "Day" with a "+" button next to it (callout 3).
- PIN :** Text input field and a "?" button (callout 4).
- Billing rate :** Text input field showing "66,40 \$".
- Hourly cost :** Text input field showing "15,00 \$" (callout 5).
- Text messaging (SMS) section:**
 - Ten digits phone number :** Text input field showing "5555555555" (callout 7).
 - Cellular Carrier :** Dropdown menu showing "@msg.telus.com" (callout 8).
- Buttons:** "Save" button (callout 9) and "Cancel" button (callout 10).

Numbered callouts 1 through 10 are placed to the right of the form, with lines pointing to the specific elements described above.

This window lets you edit or create employees.

1

Profession :

Personal assistant +

Select the [profession](#).

2

Department :

Select the [department](#).

3

Working schedule :

Select the [working schedule](#).

4

PIN :

PIN (personal identification number) of the employee. This PIN allows secure access to the timesheet of the employee. The employee must enter their PIN to gain access to it. If the PIN field is left blank when creating an employee, the PIN will not be required to access the timesheet.

5

Billing rate :

Billing rate of employee

6

Hourly cost :

Hourly cost of employee. Used to calculate cost of projects.

7

Ten digits phone number :

Settings for text [messaging](#) (SMS)

Enter the 10 digits phone number of the employee

For text messaging to work, you must also configure the email address and the outgoing mail server. See the [Parameters](#) window for details.

8

Cellular Carrier :

Settings for text [messaging](#) (SMS)

Enter the cellular carrier of the employee

For text messaging to work, you must also configure the email address and the outgoing mail server. See the [Parameters](#) window for details.

9



Save the current changes

10



Cancel the current changes

To edit a record, you can double-click on it or use the "Edit" button to access the [Add/edit working schedule](#) window.

2

Search

Name :

Contact :

City :

Phone #1 :

You can search for a record using the various settings available in this box. The wildcard character "*" is allowed in research.

3

Name :	Airix industries inc.	
Address :	234 Oak street	
City :	Bradford	
State/Prov. :	IL	
Country :	USA	
Postal code :	98746	
Contact :	Mike Smith	
	Number	Description
Phone #1 :	907-555-8742	Main
Phone #2 :	555-555-5555	Cell phone
Fax :	907-555-8743	
Email :	msmith@airix.com	
Note :		

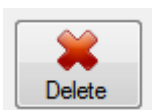
Show information about the selected customer.

4



Adds a new customer using the [Add/edit customers](#) window.

5



Allows you to delete selected records

6



Edit the current customer using the [Add/edit customers](#) window

Add/edit customers

The screenshot shows a window titled 'Add/edit customer' with the following fields and controls:

- Name : Airix industries inc.
- Address : 234 Oak street
- City : Bradford
- State/Prov. : IL
- Country : USA
- Postal code : 98746
- Contact : Mike Smith
- Not solvent : ☐ ? (Callout 1 points to this checkbox)
- Inactive customer : ☐ ? (Callout 2 points to this checkbox)
- Phone #1 : 907-555-8742 (Main)
- Phone #2 : 555-555-5555 (Cell phone)
- Fax : 907-555-8743
- Email : msmith@airix.com
- Note : (Empty text area)
- Save button (Callout 4 points to this button)
- Cancel button (Callout 3 points to this button)

This window lets you edit or create customers.

1

Not solvent

☐

Not solvent. Indicates whether the customer is a deadbeat. When you create a project with this client, a warning will indicate that it is not solvent.

2

Inactive customer

☐

Inactive customer. An inactive customer cannot be used to create new projects. Customers no longer used, rather than being suppressed, are setted inactive because data from previous projects can always be related thereto.

3



Cancel the current changes

4



Save the current changes

Project groups management

The screenshot shows a window titled "Project groups" with a standard Windows-style title bar. The window is divided into several sections:

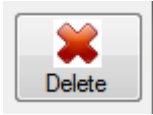
- Record 1 of 5**: Located at the top left.
- Description list**: A vertical list on the left side with the following items: "Description", "Research and development" (highlighted in blue), "Internal work", "Administration", "Service calls", and "Production work". A blue circle with the number "1" points to this list.
- Form fields**: On the right side, there are two text input fields: "Short description (2 characters max.):" containing "RD" and "Description (1 or 2 words):" containing "Research and development".
- Activity table**: A table below the form fields with 30 rows, numbered 1 to 30. The first 8 rows contain the following activities: 1: Electronical development, 2: Mechanical development, 3: Software development, 4: Project management, 5: Mechanical drawing, 6: Electrical drawing, 7: Marketing, 8: Other. Rows 9 through 30 are empty.
- Search section**: At the bottom left, there is a "Search" label and two input fields: "Short description :" and "Description :". A blue circle with the number "2" points to the "Search" label.
- Action buttons**: At the bottom right, there are three buttons: "Add" (with a green plus icon), "Edit" (with a pencil icon), and "Delete" (with a red X icon). Blue circles with numbers "3", "4", and "5" point to these buttons respectively.

This is the project groups management window. The records are displayed according to the search box located below it.

Project groups are used for classifying the projects into categories to let your employees easily create their timesheets and for you to have clear reports. [See this section for details on entering projects in the timesheet.](#) You could, for example, create a project group "SC" for "Service Calls". The short description in this case would be "SC" and the description would be "Service Calls". When you will create a project in this group, the project number will begin with the letters "SC". Example: "SC000001".

You can create as many project groups you want.

You can configure up to 30 different activities for each project group. Activities could include, for example, "Carriage" "Design", "Drawings," "Project Management", "Collage," "Assembly", "Packaging", "Administration", etc. ... If you choose to set up activities for a project group, when employees will enter time in this project group, they will have to select which activity they performed. See this window for details about [selecting an activity](#) in the timesheet.



Allows you to delete selected records

Add/edit project groups

The screenshot shows a dialog box titled "Add/edit project group". It contains the following elements:

- 1**: Title bar of the dialog box.
- 6**: "Short description (2 characters max.) :" label and input field containing "RD".
- 6**: "Description (1 or 2 words) :" label and input field containing "Research and development".
- 3**: ": Use activities for this type of project" label and a checked checkbox.
- 2**: "Activities" section containing a list of 30 items (1-30) with input fields. The first 8 items are pre-filled: 1: Electronical development, 2: Mechanical development, 3: Software development, 4: Project management, 5: Mechanical drawing, 6: Electrical drawing, 7: Marketing, 8: Other.
- 5**: "Save" button.
- 4**: "Cancel" button.
- Note :** A text area on the right containing the following text: "Projects in this type of projects are not directly billable and not related to a particular customer. It's products development project that will eventually be sellable to more than a single client. When we will create projects in this group, customers will probably have to be our own company."

This window lets you edit or create project groups.

1: Short description (2 characters max.) : RD

Entering the abbreviated description. It will appear at the beginning of the project number. Example: "RD000001"

2: : Use activities for this type of project ☒

Check this box if you wish to activate activities for this project group.

You can configure up to 30 different activities for each project group. Activities could include, for example, "Carriage" "Design", "Drawings," "Project Management", "Collage," "Assembly", "Packaging", "Administration", etc. ... If you choose to set up activities for a project group, when employees will enter time in this project group, they will have to select which activity they performed. See this window for details about [selecting an activity](#) in the timesheet.

3

Activities	
1 :	Electronical development
2 :	Mechanical development
3 :	Software development
4 :	Project management
5 :	Mechanical drawing
6 :	Electrical drawing
7 :	Marketing
8 :	Other
9 :	
10 :	
11 :	
12 :	
13 :	
14 :	
15 :	
16 :	
17 :	
18 :	
19 :	
20 :	
21 :	
22 :	
23 :	
24 :	

Enter here the activities of this project group. You can register up to 30 activities.

4



Cancel the current changes

5



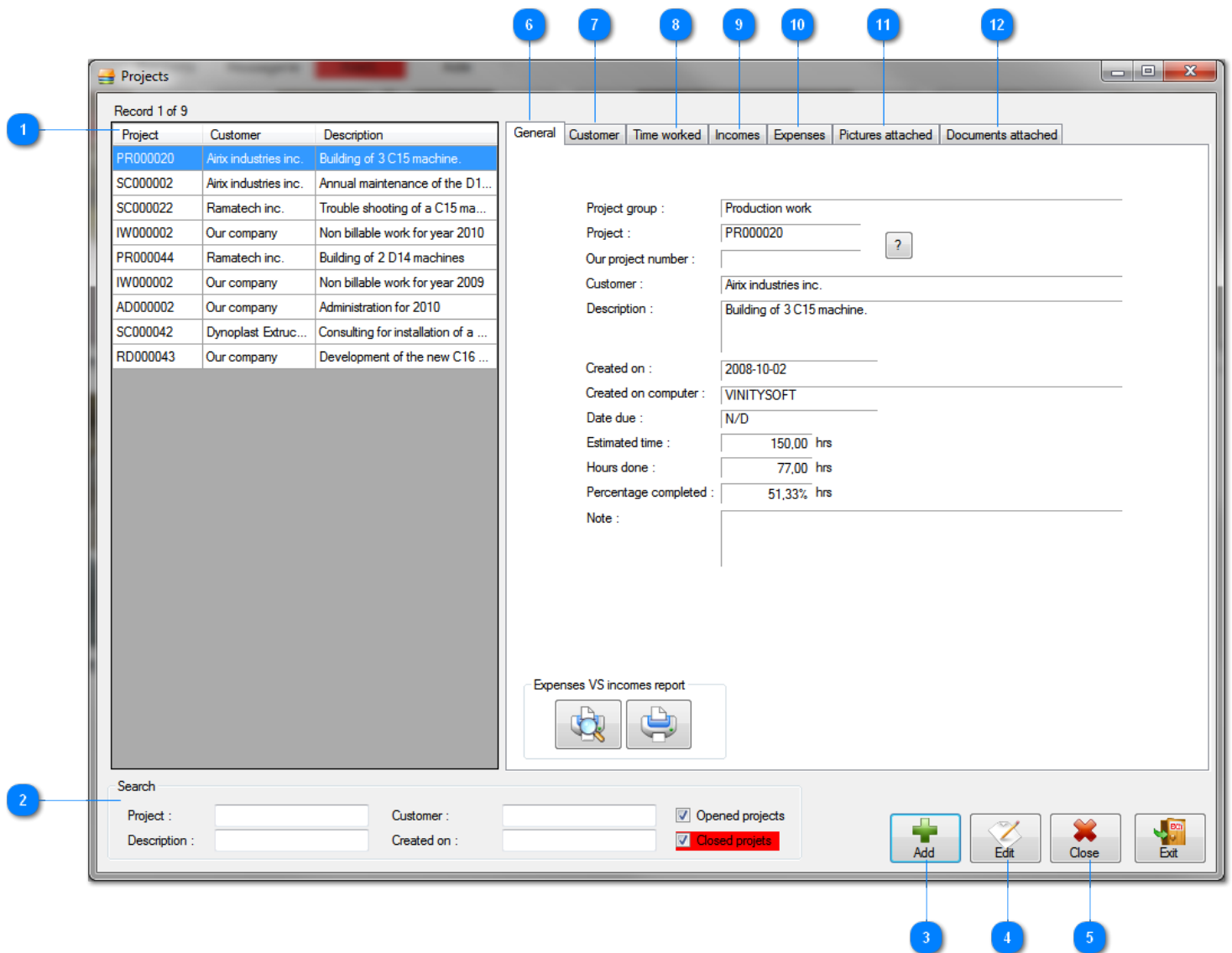
Save the current changes

6

Description (1 or 2 words) :

The description of the project group

Project management



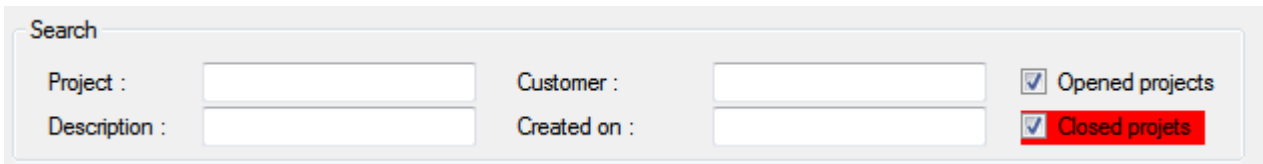
This is the project management window. The records are displayed according to the [search box](#) located below it. When entering their timesheet, your employees will have to select a project using the [Selecting a project](#) window.

1

Record 1 of 9		
Project	Customer	Description
PR000020	Airix industries inc.	Building of 3 C15 machine.
SC000002	Airix industries inc.	Annual maintenance of the D1...
SC000022	Ramatech inc.	Trouble shooting of a C15 ma...
IW000002	Our company	Non billable work for year 2010
PR000044	Ramatech inc.	Building of 2 D14 machines
IW000002	Our company	Non billable work for year 2009
AD000002	Our company	Administration for 2010
SC000042	Dynoplast Extruc...	Consulting for installation of a ...
RD000043	Our company	Development of the new C16 ...

This is the list of projects. The records are displayed according to the search box located below the list. To edit a record, you can double-click on it or use the "Edit" button to access the [Add/edit projects](#) window.

2



The search box is titled "Search" and contains four input fields: "Project :", "Customer :", "Description :", and "Created on :". To the right of these fields are two checkboxes: "Opened projects" (checked) and "Closed projects" (checked). The "Closed projects" checkbox is highlighted with a red background.

You can search for a record using the various settings available in this box. The wildcard character "*" is allowed in research.

3



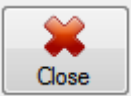
Adds a new project using the [Add/edit project groups](#) window.

4





Edit the current project using the [Add/edit projects](#) window

5



Allows you to delete selected records

6

General	Customer	Time worked	Incomes	Expenses	Pictures attached	Documents attached
Project group :	Production work					
Project :	PR000020					
Our project number :	<input type="text"/> <input type="button" value="?"/>					
Customer :	Airix industries inc.					
Description :	Building of 3 C15 machine.					
Created on :	2008-10-02					
Created on computer :	VINITYSOFT					
Date due :	N/D					
Estimated time :	150,00 hrs					
Hours done :	77,00 hrs					
Percentage completed :	51,33% hrs					
Note :	<input type="text"/>					
<div>Expenses VS incomes report</div> <div>   </div>						

The "General" tab contains general information about the selected project. For more information about the data of this tab, see the [Add/edit projects](#) window.

General	Customer	Time compilation	Pictures attached	Documents attached
<p>Name : Airix industries inc.</p> <p>Address : 234 Oak street</p> <p>City : Bradford</p> <p>State/Prov. : IL</p> <p>Country : USA</p> <p>Postal code : 98746</p> <p>Phone #1 : 907-555-8742</p> <p>Contact : Mike Smith</p>				

The "Customer" tab contains information regarding the customer of the project.

8

General	Customer	Time compilation	Pictures attached	Documents attached			
Date	Emp ...	Employee	Start	End	Duration	OT Mul...	Cost
Activity: Assembling							
2009-12-15	03	Roger Kaiser	10:45 ...	12:00 ...	1.25	1.00	\$23.75
2009-12-15	03	Roger Kaiser	1:00 PM	5:00 PM	4.00	1.00	\$76.00
2009-12-16	03	Roger Kaiser	9:15 AM	12:00 ...	2.75	1.00	\$52.25
2009-12-16	03	Roger Kaiser	1:00 PM	3:45 PM	2.75	1.00	\$52.25
2009-12-18	03	Roger Kaiser	8:00 AM	9:30 AM	1.50	1.00	\$28.50
2009-12-17	05	Alan Cagen	8:00 AM	12:00 ...	4.00	1.00	\$88.00
2009-12-17	05	Alan Cagen	1:00 PM	2:45 PM	1.75	1.00	\$38.50
						18.00	\$359.25
Activity: Inspection							
2009-12-17	02	Joey Gontor	10:30 ...	12:15 ...	1.75	1.00	\$45.50
2009-12-17	02	Joey Gontor	1:00 PM	5:00 PM	4.00	1.00	\$104.00
						5.75	\$149.50
Activity: Material ordering							
2009-12-14	02	Joey Gontor	8:00 AM	10:15 ...	2.25	1.00	\$58.50
2009-12-15	02	Joey Gontor	11:15 ...	12:00 ...	0.75	1.00	\$19.50
2009-12-15	02	Joey Gontor	12:45 ...	2:30 PM	1.75	1.00	\$45.50
2009-12-15	02	Joey Gontor	3:15 PM	5:00 PM	1.75	1.00	\$45.50
						6.50	\$169.00
Activity: Packaging							
2009-12-18	03	Roger Kaiser	3:15 PM	5:00 PM	1.75	1.00	\$33.25
2009-12-18	05	Alan Cagen	3:15 PM	5:00 PM	1.75	1.00	\$38.50
						3.50	\$71.75

The "Time worked" tab includes time data recorded so far in the selected project. It can display and print project reports according to several criteria.

9

Général	Client	Main d'oeuvre	Revenus	Dépenses	Images attachées	Documents attachés
Date	Description	Référence	Montant			
2010-03-15	Income #1	ABC123	100,00 \$			
2010-03-15	Incom #2	XYZ987	250,00 \$			

The "income" tab allows to assign incomes to the selected project. You can then generate a comparison report between incomes and expenses regarding the project.




10

Date	Description	Reference	Ammount
2010-03-15	Expense #1	456QWE	125,00 \$
2010-03-15	Expense #2	789POI	275,00 \$

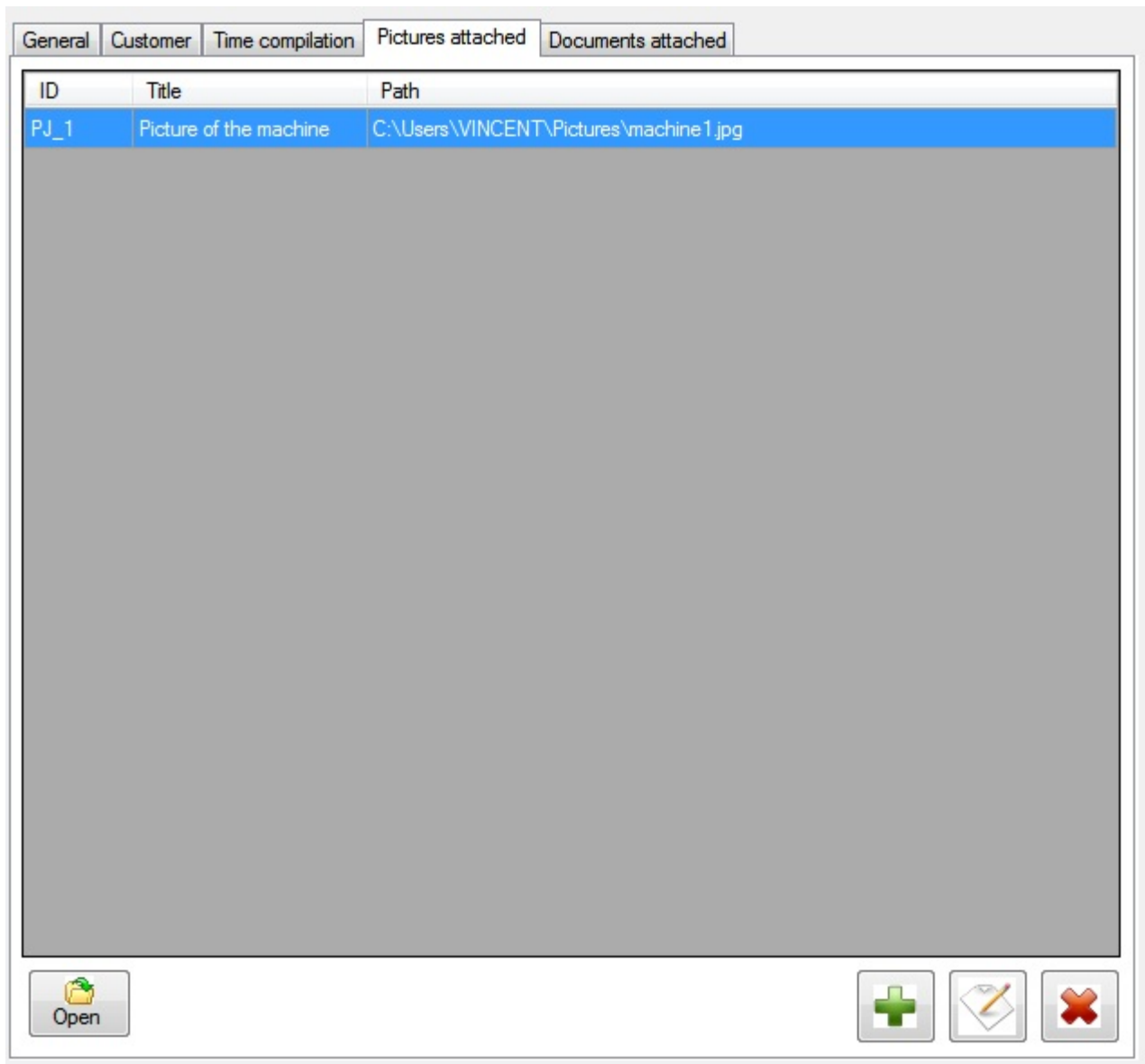
Total : 400,00 \$

Total cost of time worked : 1 658,25 \$

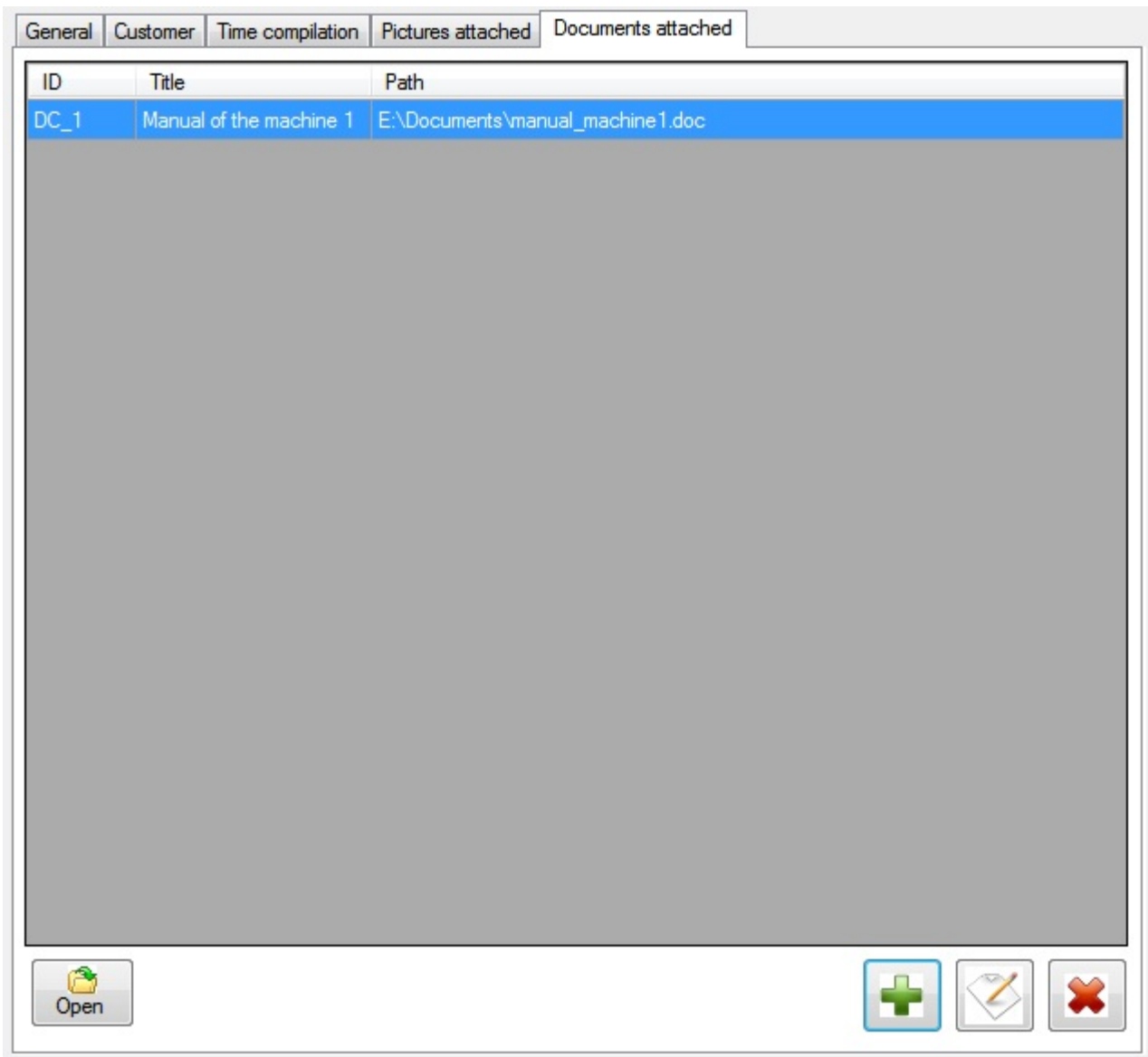
Total expenses : 2 058,25 \$

The "Expenses" tab allows to assign expenses to the selected project. You can then generate a comparison report between incomes and expenses regarding the project.



The "Images" tab allows you to assign images to the selected project.



The "Documents" tab allows you to assign documents to the selected project.

Add/edit projects

The screenshot shows a window titled "Add/edit project" with the following fields and controls:

- 1** Project group : Production work (dropdown menu)
- 2** Customer : Airix industries inc. (dropdown menu with "..." and "+" buttons)
- 3** Description : Building of 3 C15 machine. (text area)
- 4** Date due : 15/12/2009 (calendar icon and dropdown)
- 5** Estimated time : 150,00 (text field)
- 6** Save (button with floppy disk icon)
- 7** Cancel (button with circular arrow icon)

This window lets you edit or create projects.

1

Project group : Production work (dropdown menu)

To select the project group.

2

Customer : Airix industries inc. (dropdown menu with "..." and "+" buttons)

To select the customer

The " ..." button allows to select the customer from a list.

You can create a new [customer](#) using the "+" button.

3

Description : Building of 3 C15 machine. (text area)

The project's description

4

Date due :

The deadline of the project

5

Estimated time :

The estimated time of project

6



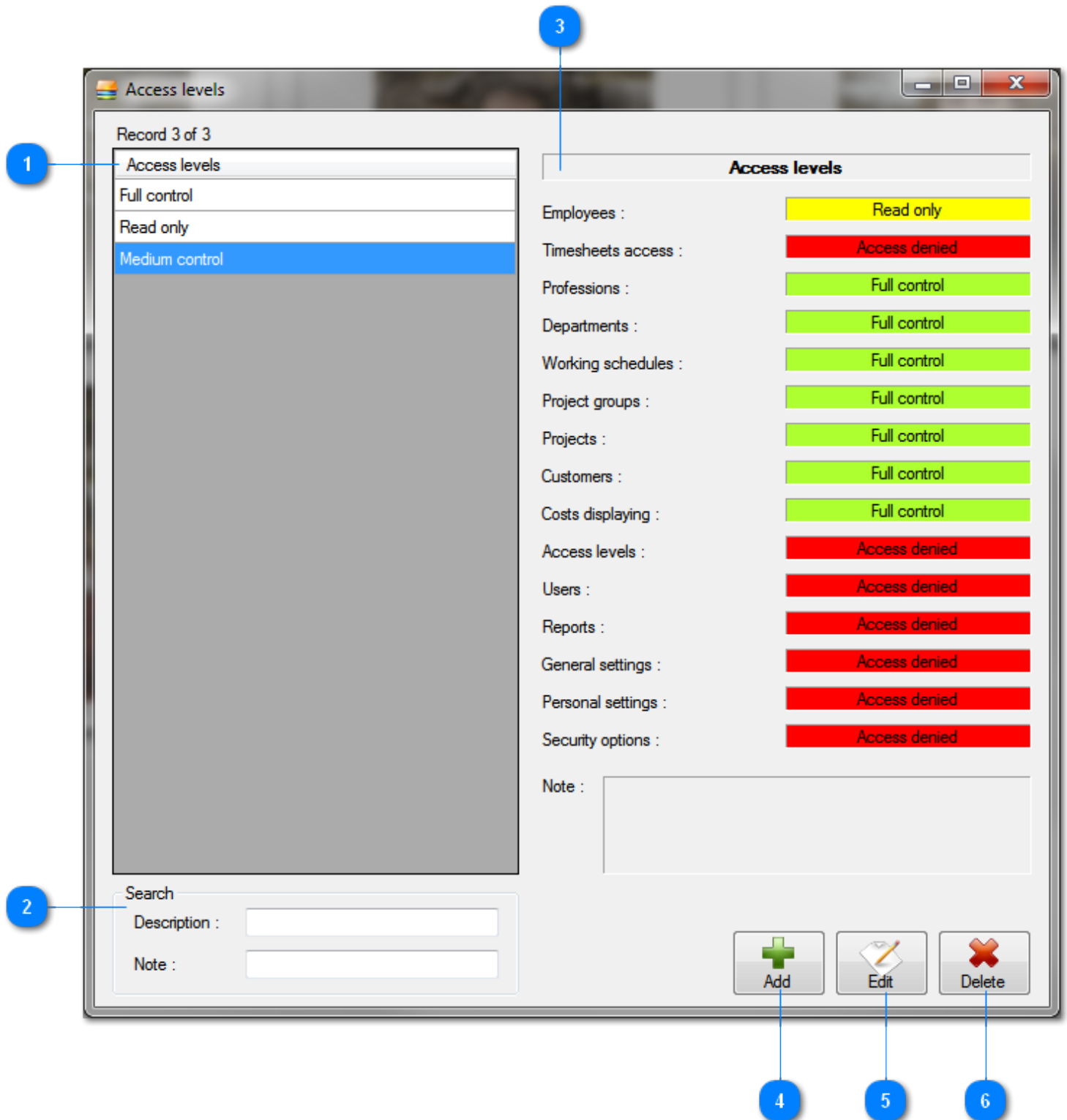
Save the current changes

7



Cancel the current changes

Access level management



This is the access levels management window. The records are displayed according to the [search box](#) located below it.

Record 3 of 3

Access levels
Full control
Read only
Medium control

This is the list of access levels. The records are displayed according to the search box located below the list.

To edit a record, you can double-click on it or use the "Edit" button to access the [Add/edit access levels](#) window.

2

Search

Description :

Note :

You can search for a record using the various settings available in this box. The wildcard character "*" is allowed in research.

3

Access levels	
Employees :	Read only
Timesheets access :	Access denied
Professions :	Full control
Departments :	Full control
Working schedules :	Full control
Project groups :	Full control
Projects :	Full control
Customers :	Full control
Costs displaying :	Full control
Access levels :	Access denied
Users :	Access denied
Reports :	Access denied
General settings :	Access denied
Personal settings :	Access denied
Security options :	Access denied

Settings of the selected access level.

4



Adds a new access level using the [Add/edit access levels](#) window.

5



Edit the current access level using the [Add/edit access levels](#) window

6



Allows you to delete selected records

Add/edit access levels

The screenshot shows a window titled "Add/edit access level" with a standard Windows-style title bar. Inside, there are two text input fields at the top: "Description :" containing "Full control" and "Note :". Below these are ten grouped boxes, each with three radio button options: "Access denied", "Read only", and "Full control". The "Full control" option is selected in all boxes. The boxes are labeled: Employees, Professions, Departments, Working schedules, Project groups, Projects, Customers, Costs displaying, Access levels, Users, Reports, Timesheets access, General settings, Personal settings, and Security options. The "Timesheets access" group has four options instead of three. At the bottom right are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with a curved arrow icon). Two blue callout circles with numbers "1" and "2" point to the "Save" and "Cancel" buttons respectively.

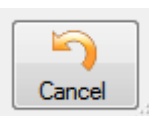
This window lets you edit or create access level.

1



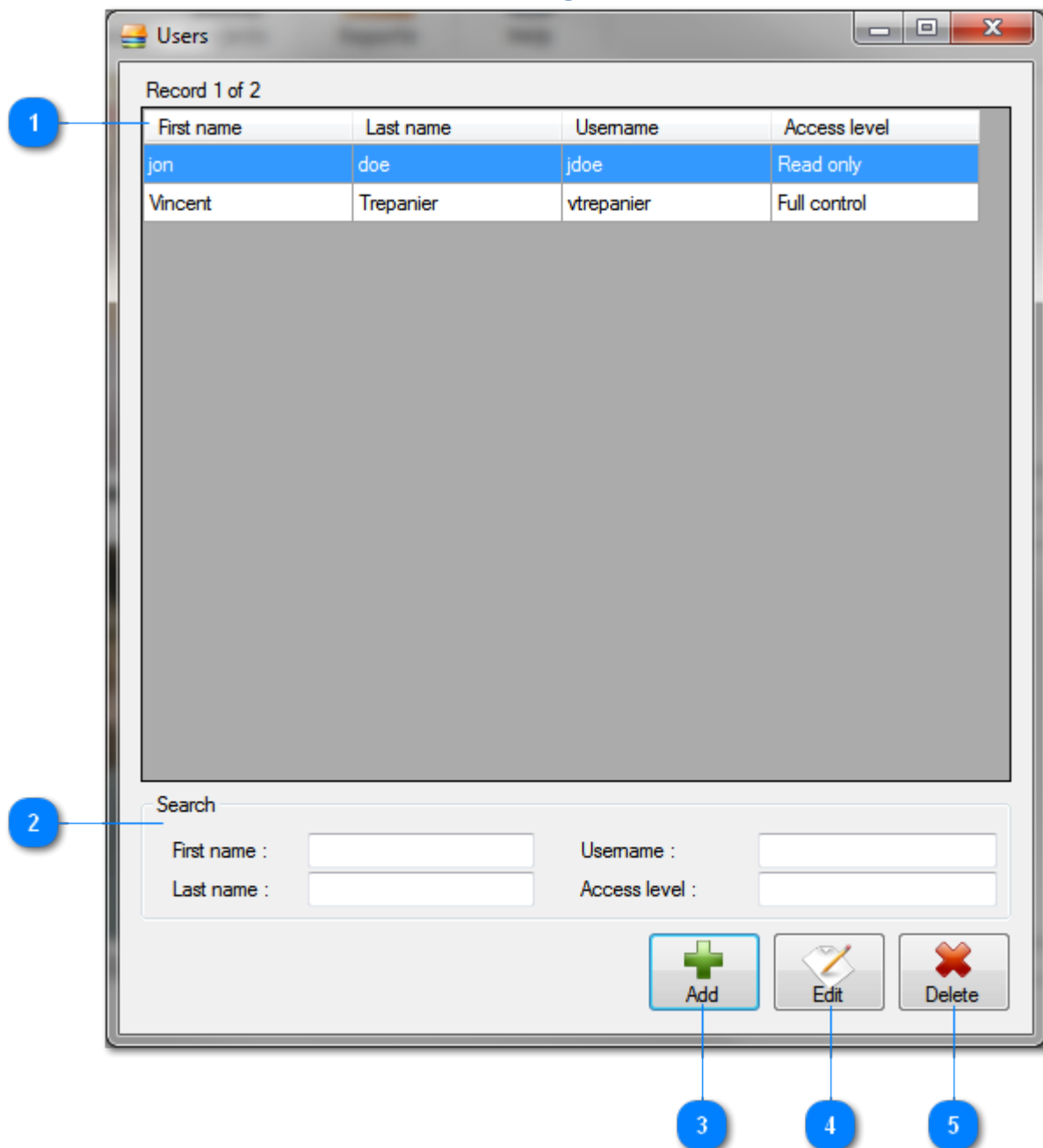
Save the current changes

2



Cancel the current changes

User management



This is the users management window. The records are displayed according to the [search box](#) located below it. You can set [access levels](#) and [users](#). This let you limit access to various features of the software for some users. To enable the management of users, you must check the "Activate security login" of the [Security options](#) window. When launching the software, a window will ask the user to identify himself using his username and its password. The username "admin" is configured by default with a blank password. This username can access all the features of the software and can not be deleted. However, you can change the "admin" password using the button provided therefor in the [Security Options](#) window.

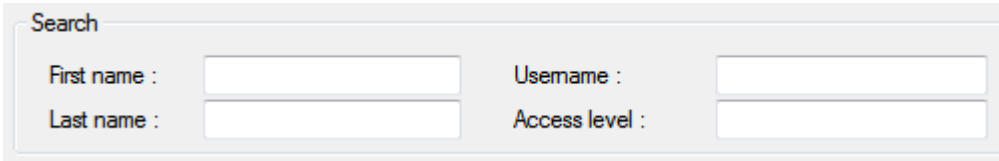
1

Record 1 of 2			
First name	Last name	Username	Access level
jon	doe	jdoe	Read only
Vincent	Trepanier	vtrepanier	Full control

This is the list of users. The records are displayed according to the [search box](#) located below the list.

To edit a record, you can double-click on it or use the "Edit" button to access the [Add/edit users](#) window.

2



A search box titled "Search" containing four input fields arranged in a 2x2 grid. The top row contains "First name :" and "Username :". The bottom row contains "Last name :" and "Access level :". Each label is followed by an empty text input field.

You can search for a record using the various settings available in this box. The wildcard character "*" is allowed in research.

3



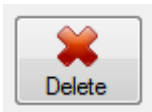
Adds a new user using the [Add/edit users](#) window.

4



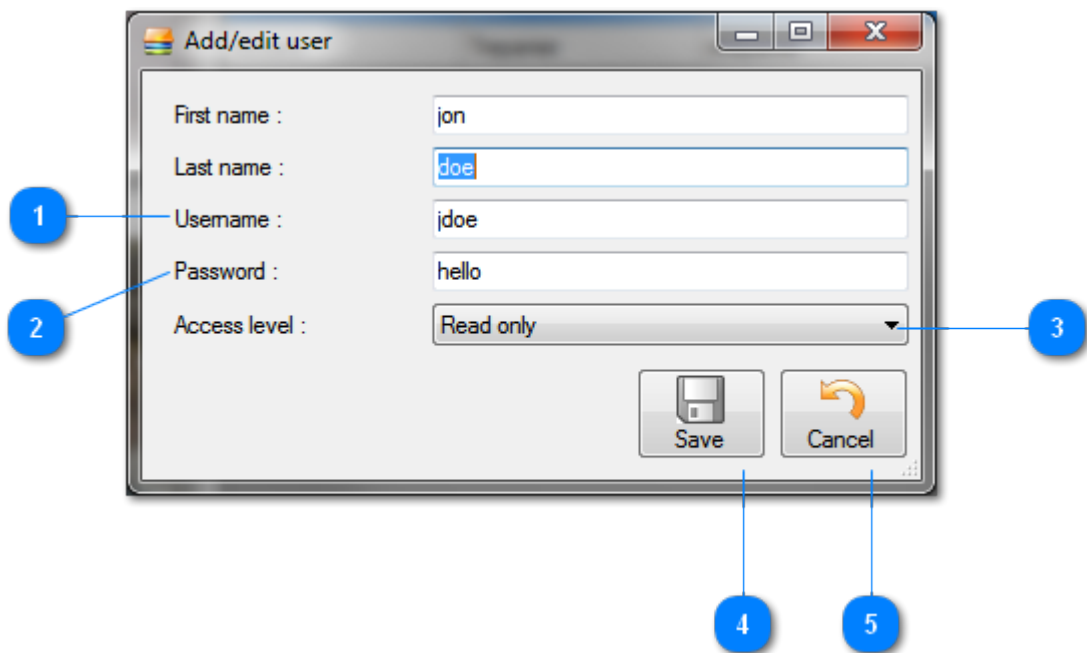
Edit the current user using the [Add/edit users](#) window

5

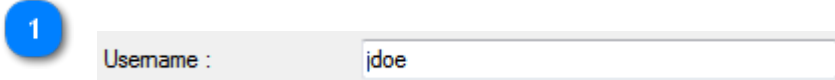


Allows you to delete selected records

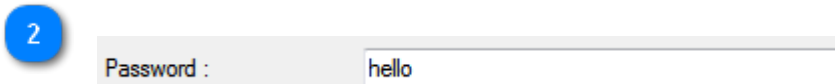
Add/edit users



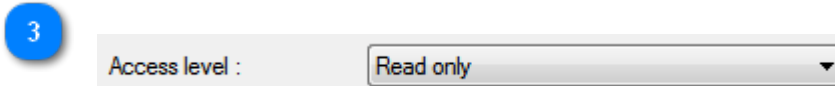
This window lets you edit or create users.



The username. It will be asked when the software is launched (if security logins are enabled). See the [Security Options](#) window for details.



The password. It will be asked when the software is launched (if security logins are enabled). See the [Security Options](#) window for details.



Let you select the [access level](#) of the user.

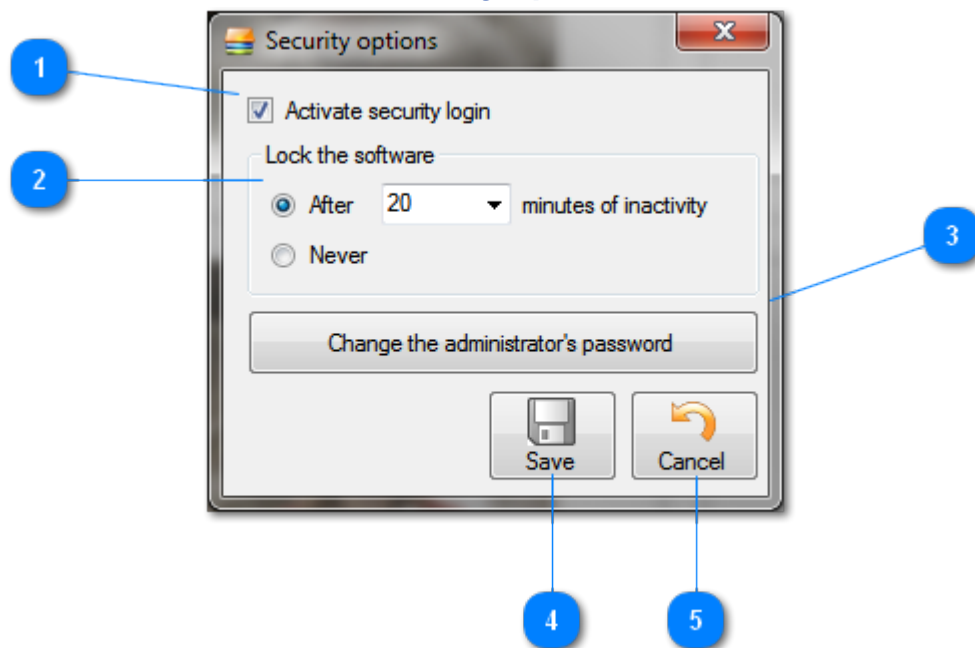


Save the current changes



Cancel the current changes

Security options



This window allows the management of security options related to user logins used to access the software. You can set [access levels](#) and [users](#). This let you limit access to various features of the software for some users. To enable the management of users, you must check the "Activate security login" of the [Security options](#) window. When launching the software, a window will ask the user to identify himself using his username and its password. The username "admin" is configured by default with a blank password. This username can access all the features of the software and can not be deleted. However, you can change the "admin" password using the button provided therefor in the [Security Options](#) window.

1

☒ Activate security login

To enable the users management functionalities. When opening the software, a window will ask the user to identify himself with his username and its password.

2

Lock the software

☒ After 20 minutes of inactivity
☐ Never

Sets the locking parameters. You can choose to lock the program after a certain time or you can choose to never lock. Once the software is locked, a user must enter their username and password in order to unlock.

3

Change the administrator's password

The username "admin" is configured by default with a blank password. This username can access all the features of the software and can not be deleted. However, you can change the "admin" password using this button.

4



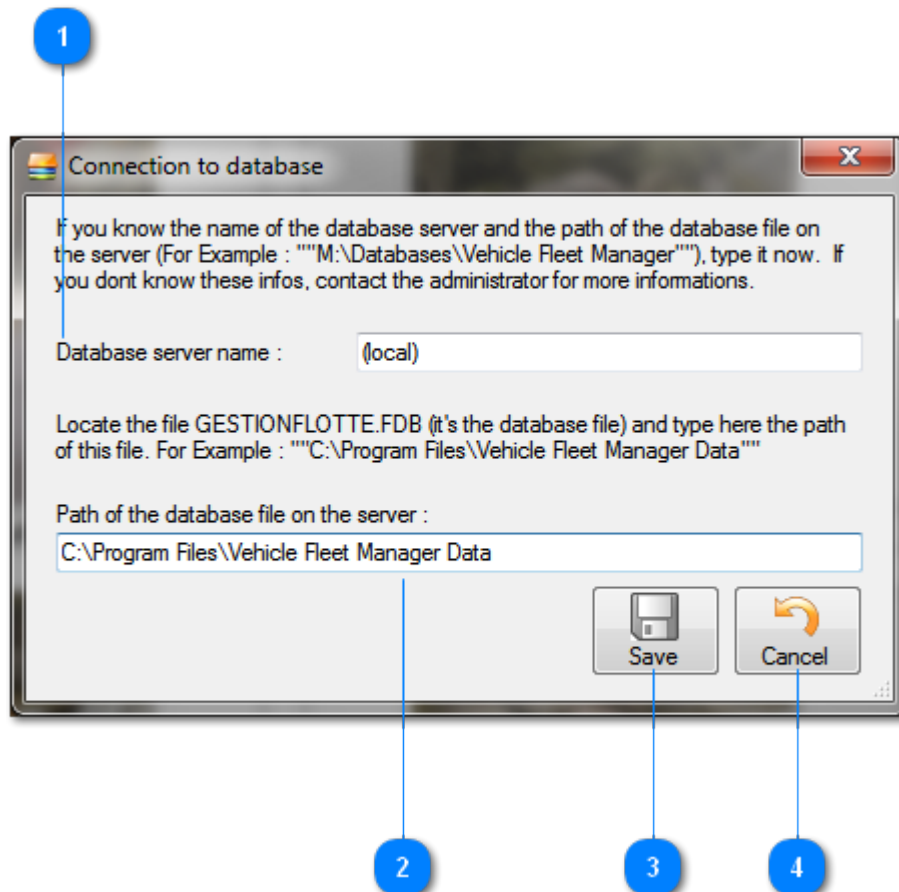
Save the current changes

5



Cancel the current changes

Connection to database



This window allows configuration of database connection settings. For more details on how to setup the program on a local network, see topic [How to setup Biz Timesheet Manager on a network](#)

1

Database server name : (local)

The Database server name. This is the name of the computer on which resides the database. If Biz Timesheet Manager is used in local mode only, you must enter "(local)" in this field, as shown in the picture. Otherwise, you must enter the computer name. See topic [How to setup Biz Timesheet Manager on a network](#) for more details.

2

Path of the database file on the server :
C:\Program Files\Vehicle Fleet Manager Data

The path of the database file on the server. This is the database location on the server computer. See topic [How to setup Biz Timesheet Manager on a network](#) for more details.

3



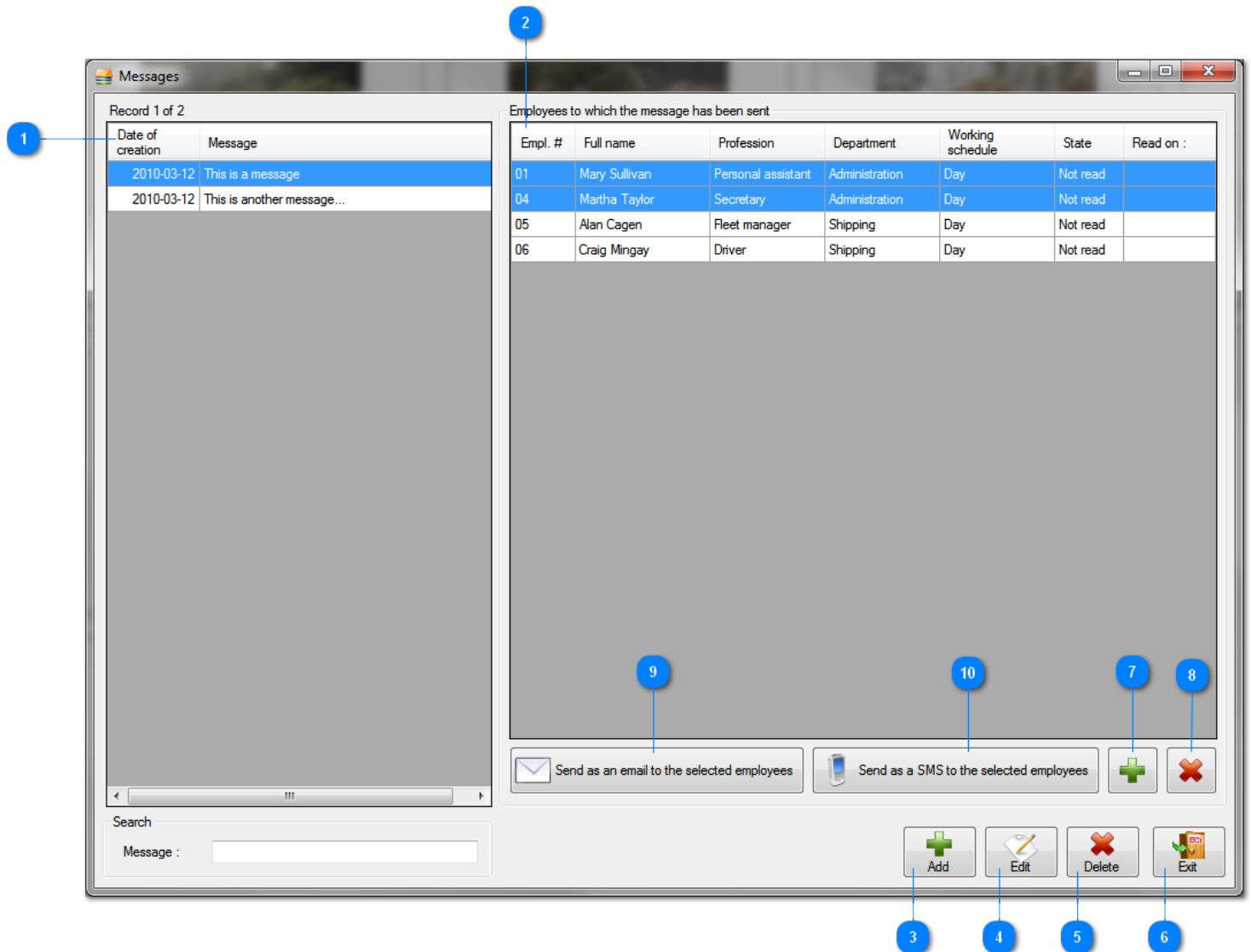
Save the current changes

4



Cancel the current changes

Messaging



This window allows you to create and send messages to employees. You first have to create your message in the left list and then assign employees to them using the right list. Messages will be displayed to employees at the opening of their time sheet.

If you wish, you can also send messages via email or text message (SMS). To do this you need to configure email, cell phone number and cellular carrier of your employees in [Employees management](#) window. You must also configure the [sender's email address](#) and the [outgoing SMTP email server](#) in the [Parameters](#).

1

Date of creation	Message
2010-03-12	This is a message
2010-03-12	This is another message...

This is the list of messages.

To edit a record, you can double-click on it or use the "Edit" button to access the [Add/edit messages](#) window.

2

Employees to which the message has been sent

Empl. #	Full name	Profession	Department	Working schedule	State	Read on :
01	Mary Sullivan	Personal assistant	Administration	Day	Not read	
04	Martha Taylor	Secretary	Administration	Day	Not read	
05	Alan Cagen	Fleet manager	Shipping	Day	Not read	
06	Craig Mingay	Driver	Shipping	Day	Not read	

This is the list of employees who are assigned to the selected message in the left list.

3



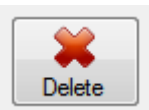
Adds a new message using the [Add/edit messages](#) window.

4



Edit the current message using the [Add/edit messages](#) window

5



Allows you to delete selected records

6



Exit this window

7



Allows you to assign employees to the selected message using the [Selecting employee\(s\)](#) window.

8



Allows you to remove the selected employees from the list.

9



Send as an email to the selected employees

This button allows you to send the selected message to selected employees as an email.

To use this feature you need to configure email of your employees in [Employees management](#) window. You must also configure the [sender's email address](#) and the [outgoing SMTP email server](#) in the [Parameters](#).

10

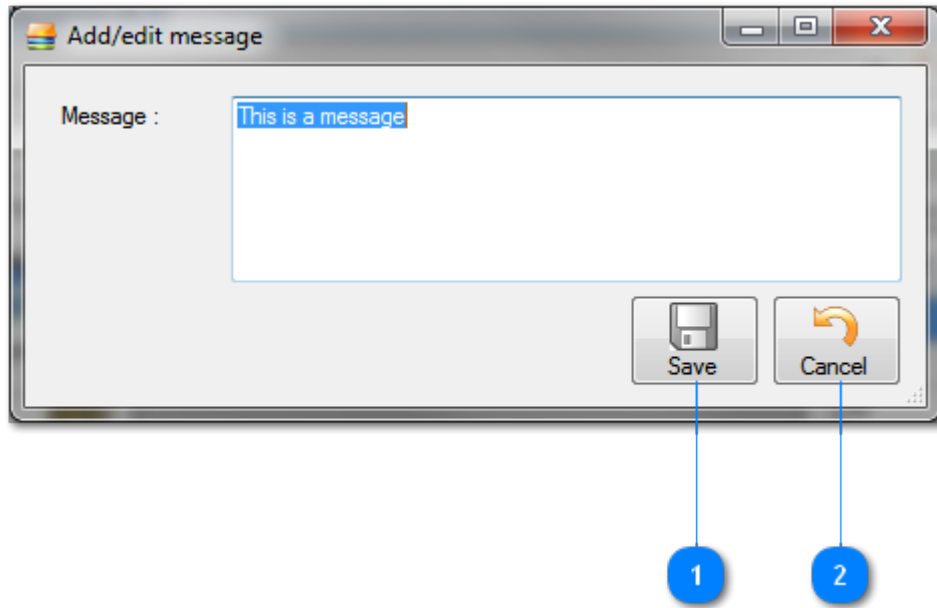


Send as a SMS to the selected employees

This button allows you to send the selected message to selected employees as an SMS (text message).

To use this feature you need to configure cell phone number and cellular carrier of your employees in [Employees management](#) window. You must also configure the [sender's email address](#) and the [outgoing SMTP email server](#) in the [Parameters](#).

Add/edit messages



This window lets you edit or create messages.

1



Save the current changes

2



Cancel the current changes

Selecting employee(s)

Select employee(s)

Record 3 of 8

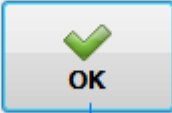

Empl. #	Full name	Profession	Department	Working schedule
01	Mary Sullivan	Personal assistant	Administration	Day
02	Joey Gonter	Project manager	Development	Day
03	Roger Kaiser	Welder	Production	Evening
04	Martha Taylor	Secretary	Administration	Day
05	Alan Cagen	Fleet manager	Shipping	Day
06	Craig Mingay	Driver	Shipping	Day
07	Louise Anderson	Bookkeeper	Administration	Day
08	Suzie DeBlois	Staff assistant	Administration	Day

Search

Empl. # : Profession :

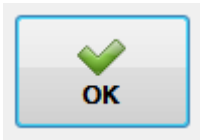
First name : Department :

Last name : Working schedule :

1 2

This window allows you to select one or more employees



Validate the selection

2



Cancel the selection

Warnings

The screenshot shows a window titled "Warnings" with a table of employee warnings. The table has 7 columns: Date, Empl. #, Full name, Profession, Department, Working schedule, and Warning. Below the table is a control panel with four buttons: "Mark as VERIFIED" (with a green checkmark icon), "Mark as NOT VERIFIED" (with a yellow warning triangle icon), "Send a reminder to employees" (with a document icon), and "Delete the selected warnings" (with a red X icon). Below these buttons are search fields for Empl. #, First name, Last name, Profession, Department, and Working schedule. There are also checkboxes for "Not verified" and "Verified". An "Exit" button is in the bottom right corner. Numbered callouts point to specific elements: 1 points to the "Mark as VERIFIED" button, 2 points to the "Delete the selected warnings" button, 3 points to the "Exit" button, 4 points to the "Mark as NOT VERIFIED" button, and 5 points to the search fields.

Date	Empl. #	Full name	Profession	Department	Working schedule	Warning
2010-03-12	05	Alan Cagen	Fleet manager	Shipping	Day	Too much time was entered for this day (30 hrs)
2010-02-20	01	Mary Sullivan	Personal assistant	Administration	Day	Not enough time was entered for the week starting on 2010-02-20 (1,25)
2010-02-27	01	Mary Sullivan	Personal assistant	Administration	Day	Not enough time was entered for the week starting on 2010-02-27 (1,25)
2010-02-13	01	Mary Sullivan	Personal assistant	Administration	Day	There is no time for the week starting on 2010-02-13
2010-02-27	02	Joey Gorter	Project manager	Development	Day	There is no time for the week starting on 2010-02-27
2010-02-20	02	Joey Gorter	Project manager	Development	Day	There is no time for the week starting on 2010-02-20
2010-02-13	02	Joey Gorter	Project manager	Development	Day	There is no time for the week starting on 2010-02-13

Record 3 of 7

1: Mark as VERIFIED

2: Delete the selected warnings

3: Exit

4: Mark as NOT VERIFIED

5: Search fields

This window allows the management of warnings related to erroneous entries in the time sheets of employees. Several types of warnings can be generated:

1. Too much time was entered for a day
2. Not enough time was entered for one week
3. Time overlap

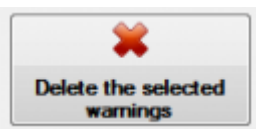
1



Mark as VERIFIED

Allows you to mark the selected messages as verified. They then appear in green.

2



Delete the selected warnings

3



Exit this window

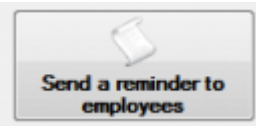
4



Mark as NOT VERIFIED

If one or more messages are marked as VERIFIED, this button allows to mark the selected messages as NOT VERIFIED. They then appear in white.

5



Send a reminder to employees

This button will send a reminder to employees of selected warnings. This message will appear to them at the next opening of their timesheet.

Reports

The screenshot shows the 'Reports' window with the 'Employees' tab selected. It contains two main tables and a search section. Callout 1 points to the 'Working schedules list' table. Callout 2 points to the 'Employees list of the selected schedule' table. Callout 3 points to the 'Period' selection controls. Callout 4 points to the search filters. Callout 5 points to the 'Report type' selection.

Working schedules list

Working schedule	Starting day	Starting hour
Day	Saturday	04:00:00
Evening	Sunday	15:15:00
Night	Sunday	02:06:00

Employees list of the selected schedule

Empl. #	Full name	Profession	Department	Working schedule
01	Mary Sullivan	Personal assistant	Administration	Day
02	Joey Gorter	Project manager	Development	Day
04	Martha Taylor	Secretary	Administration	Day
05	Alan Cagen	Fleet manager	Shipping	Day
06	Craig Mingay	Driver	Shipping	Day
07	Louise Anderson	Bookkeeper	Administration	Day
08	Suzie DeBlois	Staff assistant	Administration	Day

Search

Empl. # : Profession :

First name : Department :

Last name :

Period

☐ Month
☒ Week
☐ Day
☐ Period from to

Print

Report type

☒ Detailed
 ☐ Summary

☒ Selected employees
 ☐ All empl. from this schedule

This window allows you to generate reports regarding employees and customers. For project reports, please consult the ["Time worked" tab](#) of the [Project management](#) window.

1

Working schedules list

Working schedule	Starting day	Starting hour
Day	Saturday	04:00:00
Evening	Sunday	15:15:00
Night	Sunday	02:06:00

List of [work schedules](#). You must first select a work schedule before you can select one or more employees for printing.

2

Employees list of the selected schedule

Empl. #	Full name	Profession	Department	Working schedule
01	Mary Sullivan	Personal assistant	Administration	Day
02	Joey Gonter	Project manager	Development	Day
04	Martha Taylor	Secretary	Administration	Day
05	Alan Cagen	Fleet manager	Shipping	Day
06	Craig Mingay	Driver	Shipping	Day
07	Louise Anderson	Bookkeeper	Administration	Day
08	Suzie DeBlois	Staff assistant	Administration	Day

List of employees. Select the employees you want to include in reports.

3

Period

☐ Month

☒ Week

☐ Day

☐ Period from to

The "Period" frame allows you to select the period to show in the report.

4

☒ Detailed

Show a [detailed report](#) including all time records.

5

☐ Summary

Show a [summary time report](#).

Detailed employee time report

Show before print

Rapport principal

Employee detailed time report

2009-12-18
14:24:05

Display criteria
Week starting on 2009-12-12 to 2009-12-18

Joey Gonter

Project	Activity	Date	Start	End	Durat.	OT Multipl.	# Ref.
PR000020	Material ordering	2009-12-14	8:00	10:15	2,25	1,00	
RD000043	Project management	2009-12-14	10:15	12:15	2,00	1,00	
RD000043	Project management	2009-12-14	13:00	16:45	3,75	1,00	
IW000002	Meeting with customers	2009-12-14	16:45	17:00	0,25	1,00	
IW000002	Marketing	2009-12-15	8:00	11:15	3,25	1,00	
PR000020	Material ordering	2009-12-15	11:15	12:00	0,75	1,00	
PR000020	Material ordering	2009-12-15	12:45	14:30	1,75	1,00	
RD000043	Project management	2009-12-15	14:30	15:15	0,75	1,00	
PR000020	Material ordering	2009-12-15	15:15	17:00	1,75	1,00	
RD000043	Project management	2009-12-16	8:00	12:00	4,00	1,00	
RD000043	Project management	2009-12-16	13:00	17:00	4,00	1,00	
RD000043	Project management	2009-12-17	8:00	10:30	2,50	1,00	
PR000020	Inspection	2009-12-17	10:30	12:15	1,75	1,00	
PR000020	Inspection	2009-12-17	13:00	17:00	4,00	1,00	
IW000002	Meeting with customers	2009-12-18	8:00	12:30	4,50	1,00	
PR000020	Shipping	2009-12-18	13:15	16:15	3,00	1,00	
IW000002	Meeting with representatives	2009-12-18	16:15	17:00	0,75	1,00	

Simple time : 41,00
Time and a half : 0,00
Double time : 0,00
Triple time : 0,00

Total working time : 41,00
Total time with overtime : 41,00

Mary Sullivan

Project	Activity	Date	Start	End	Durat.	OT Multipl.	# Ref.
AD000002	Accounting	2009-12-14	13:00	14:15	1,25	1,00	
AD000002	Data processing	2009-12-14	14:15	17:00	2,75	1,00	
AD000002	Data processing	2009-12-15	8:00	11:30	3,50	1,00	
AD000002	Other	2009-12-15	11:30	12:00	0,50	1,00	
AD000002	Pay processing	2009-12-15	13:00	17:00	4,00	1,00	
AD000002	Pay processing	2009-12-16	8:00	12:00	4,00	1,00	
AD000002	Accounting	2009-12-16	13:00	15:15	2,25	1,00	
AD000002	Invoicing	2009-12-16	15:15	16:15	1,00	1,00	
AD000002	Invoicing	2009-12-17	8:00	10:45	2,75	1,00	
AD000002	Other	2009-12-17	10:45	12:00	1,25	1,00	
AD000002	Accounting	2009-12-17	13:00	17:00	4,00	1,00	
IW000002	Meeting with representatives	2009-12-18	8:00	12:00	4,00	1,00	
AD000002	Data processing	2009-12-18	13:00	17:00	4,00	1,00	
AD000002	Other	2009-12-16	16:15	17:00	0,75	1,00	

Simple time : 36,00
Time and a half : 0,00
Double time : 0,00
Triple time : 0,00

Total working time : 36,00
Total time with overtime : 36,00

Numéro de la page actuelle : 1

Nombre total de pages : 1

Facteur de zoom : 100%

Summary employee time report

Show before print

Rapport principal

Employee's time summary

2009-12-18
14:26:20

Display criteria
Week starting on 2009-12-12 to 2009-12-18

Empl. #	Employee	Working time	Simple	And a half	Double	Triple	Time with OT
01	Mary Sullivan	36,00	36,00	0,00	0,00	0,00	36,00
02	Joey Gontier	41,00	41,00	0,00	0,00	0,00	41,00
04	Martha Taylor	40,00	40,00	0,00	0,00	0,00	40,00
05	Alan Cagen	40,75	40,75	0,00	0,00	0,00	40,75
06	Craig Mingay	47,25	47,25	0,00	0,00	0,00	47,25
07	Louise Anderson	40,00	40,00	0,00	0,00	0,00	40,00
08	Suzie DeBlois	40,25	40,25	0,00	0,00	0,00	40,25
Totals :		285,25	285,25	0,00	0,00	0,00	285,25

Numéro de la page actuelle : 1 Nombre total de pages : 1 Facteur de zoom : 100%

Detailed customer time report

Show before print

Rapport principal

Customer detailed time report

2009-12-18
14:28:49

Display criteria
Week starting on 2009-12-13 to 2009-12-19

Airix industries inc.

Project	Activity	Date	Start	End	Durat.	OT Multipl.	# Ref.
PR000020	Material ordering	2009-12-14	8:00	10:15	2,25	1,00	
PR000020	Welding	2009-12-14	8:00	12:00	4,00	1,00	
PR000020	Welding	2009-12-14	13:00	17:00	4,00	1,00	
PR000020	Welding	2009-12-15	8:00	10:45	2,75	1,00	
PR000020	Assembling	2009-12-15	10:45	12:00	1,25	1,00	
PR000020	Material ordering	2009-12-15	11:15	12:00	0,75	1,00	
PR000020	Material ordering	2009-12-15	12:45	14:30	1,75	1,00	
PR000020	Assembling	2009-12-15	13:00	17:00	4,00	1,00	
PR000020	Material ordering	2009-12-15	15:15	17:00	1,75	1,00	
PR000020	Welding	2009-12-16	8:00	9:15	1,25	1,00	
PR000020	Assembling	2009-12-16	9:15	12:00	2,75	1,00	
PR000020	Assembling	2009-12-16	13:00	15:45	2,75	1,00	
PR000020	Assembling	2009-12-17	8:00	12:00	4,00	1,00	
PR000020	Welding	2009-12-17	9:45	12:00	2,25	1,00	
PR000020	Inspection	2009-12-17	10:30	12:15	1,75	1,00	
PR000020	Inspection	2009-12-17	13:00	17:00	4,00	1,00	
PR000020	Welding	2009-12-17	13:00	17:00	4,00	1,00	
PR000020	Assembling	2009-12-17	13:00	14:45	1,75	1,00	
SC000002	Mechanical repair	2009-12-17	14:45	17:45	3,00	1,00	
PR000020	Assembling	2009-12-18	8:00	9:30	1,50	1,00	
PR000020	Shipping	2009-12-18	13:15	16:15	3,00	1,00	
PR000020	Packaging	2009-12-18	15:15	17:00	1,75	1,00	
PR000020	Packaging	2009-12-18	15:15	17:00	1,75	1,00	

Simple time : 58,00
Time and a half : 0,00
Double time : 0,00
Triple time : 0,00

Total working time : 58,00
Total time with overtime : 58,00

Dynoplast Extruco inc.

Project	Activity	Date	Start	End	Durat.	OT Multipl.	# Ref.
SC000042	Consulting	2009-12-18	9:30	12:15	2,75	1,00	
SC000042	Consulting	2009-12-18	13:00	15:15	2,25	1,00	

Simple time : 63,00
Time and a half : 0,00
Double time : 0,00
Triple time : 0,00

Total working time : 63,00
Total time with overtime : 63,00

Our company

Project	Activity	Date	Start	End	Durat.	OT Multipl.	# Ref.
AD000002	Data processing	2009-12-14	8:00	12:00	4,00	1,00	
IW000002	Vehicle maintenance	2009-12-14	8:00	12:00	4,00	1,00	

Numéro de la page actuelle : 1
Nombre total de pages : 3
Facteur de zoom : 100%

Summary customer time report

Show before print

Rapport principal

Customer's time summary2009-12-18 14:30:33

Display criteria
Week starting on 2009-12-13 to 2009-12-19

Project	Customer	Description	Working time	Simple	And a half	Double	Triple	Tot. with OT
PR000020	Airix industries inc.	Building of 3 C15 machine.	55,00	55,00	0,00	0,00	0,00	55,00
SC000002	Airix industries inc.	Annual maintenance of the D14 machine sold last year.	3,00	3,00	0,00	0,00	0,00	3,00
SC000042	Dynoplast Extruco inc.	Consulting for installation of a new C15	5,00	5,00	0,00	0,00	0,00	5,00
AD000002	Our company	Administration for 2010	148,25	148,25	0,00	0,00	0,00	148,25
IW000002	Our company	Non billable work for year 2010	47,00	47,00	0,00	0,00	0,00	47,00
RD000043	Our company	Development of the new C16 machine	17,00	17,00	0,00	0,00	0,00	17,00
PR000044	Ramatech inc.	Building of 2 D14 machines	47,25	47,25	0,00	0,00	0,00	47,25
SC000022	Ramatech inc.	Troubleshooting of a C15 machine on field.	3,00	3,00	0,00	0,00	0,00	3,00
Totals :			325,50	325,50	0,00	0,00	0,00	325,50

Numéro de la page actuelle : 1 Nombre total de pages : 1 Facteur de zoom : 100%

Detailed project time report

Show before print

Rapport principal

Project time report
2009-12-18
14:51:59

Project
Created on : 2008-10-02
Project# : PR000020
Description : Building of 3 C15 machine.

Client
Customer : Airix industries inc
Address : 234 Oak street
City : Bradford
Phone : 907-555-8742
Contact : Mike Smith

Display criteria
Employees: show all
Period: show all
Activities : show all

Activity : Assembling

Activity	Empl. #	Employee	Start	End	Durat.	OT Multipl	Cost
Assembling	2009-12-15	03 Roger Kaiser	10:45	12:00	1,25	1,00	\$23,75
Assembling	2009-12-15	03 Roger Kaiser	13:00	17:00	4,00	1,00	\$76,00
Assembling	2009-12-16	03 Roger Kaiser	09:15	12:00	2,75	1,00	\$52,25
Assembling	2009-12-16	03 Roger Kaiser	13:00	15:45	2,75	1,00	\$52,25
Assembling	2009-12-18	03 Roger Kaiser	08:00	09:30	1,50	1,00	\$28,50
Assembling	2009-12-17	05 Alan Cagen	08:00	12:00	4,00	1,00	\$88,00
Assembling	2009-12-17	05 Alan Cagen	13:00	14:45	1,75	1,00	\$38,50
Sous-total :					18,00		\$359,25

Activity : Inspection

Activity	Empl. #	Employee	Start	End	Durat.	OT Multipl	Cost
Inspection	2009-12-17	02 Joey Gontier	10:30	12:15	1,75	1,00	\$45,50
Inspection	2009-12-17	02 Joey Gontier	13:00	17:00	4,00	1,00	\$104,00
Sous-total :					5,75		\$149,50

Activity : Material ordering

Activity	Empl. #	Employee	Start	End	Durat.	OT Multipl	Cost
Material ordering	2009-12-14	02 Joey Gontier	08:00	10:15	2,25	1,00	\$58,50
Material ordering	2009-12-15	02 Joey Gontier	11:15	12:00	0,75	1,00	\$19,50
Material ordering	2009-12-15	02 Joey Gontier	12:45	14:30	1,75	1,00	\$45,50
Material ordering	2009-12-15	02 Joey Gontier	15:15	17:00	1,75	1,00	\$45,50
Sous-total :					6,50		\$169,00

Activity : Packaging

Activity	Empl. #	Employee	Start	End	Durat.	OT Multipl	Cost
Packaging	2009-12-18	03 Roger Kaiser	15:15	17:00	1,75	1,00	\$33,25
Packaging	2009-12-18	05 Alan Cagen	15:15	17:00	1,75	1,00	\$38,50
Sous-total :					3,50		\$71,75

Numéro de la page actuelle : 1
Nombre total de pages : 2
Facteur de zoom : 100%

Summary project time report

Show before print

Rapport principal

Project time report

2009-12-18
14:53:44

Project
Created on : 2008-10-02
Project# : PR000020
Description : Building of 3 C15 machine.

Client
Customer : Airix industries inc
Address : 234 Oak street
City : Bradford
Phone : 907-555-8742
Contact : Mike Smith

Display criteria
Employees : show all
Period : show all
Activities : show all

Activity : Assembling

Total duration : 18,00 Total cost : \$359,25

Activity : Inspection
Total duration : 5,75 Total cost : \$149,50

Activity : Material ordering
Total duration : 6,50 Total cost : \$169,00

Activity : Packaging
Total duration : 3,50 Total cost : \$71,75

Activity : Shipping
Total duration : 3,00 Total cost : \$78,00

Activity : Welding
Total duration : 18,25 Total cost : \$346,75

Grand Total : 55,00 \$1 174,25

Numéro de la page actuelle : 1 Nombre total de pages : 1 Facteur de zoom : 100%

How to setup Biz Timesheet Manager on a network

How can I set up Biz Timesheet Manager on my local network?

1. Install the Biz Timesheet Manager programme (www.biztimesheetmanager.com/download/BizTimesheetSetup30.exe) on your data server. The data server can be any computer on your local network.
2. Install the Firebird component on your database server (www.biztimesheetmanager.com/download/fbnetwork.exe). IMPORTANT!: the installer programme will ask you where you want to install the Firebird programme and will then ask you where you want to install the database. The Firebird programme needs to be installed on the same drive as the database itself.
3. Activate your server. To do this send us your server identification code and we will send you the corresponding activation code. To obtain your identification code you need to click on "Activate now" in the Biz Timesheet Manager (trial version) start up window.
4. Make sure that the TS_DBase.FDB database file is in your server's "C:\Program Files\Biz Timesheet Manager Data" folder (or the folder specified during database installation). If the "Program Files" folder on your server is not on the C drive then search for it on the appropriate drive (for example: "M:\Program Files\Biz Timesheet Manager Data"). This path will be the one that you will need to set up on your client workstation at the next stage.
5. Open Biz Timesheet Manager on your server and go to menu "Options - Personnalize". Replace the name of the database server for the server name. If you do not know the name of the database server then, right-click on "Workstation", choose "Properties" and select the "Computer name" tab.
6. Go to a client workstation. Install Biz Timesheet Manager (www.biztimesheetmanager.com/download/BizTimesheetSetup30.exe), launch the application and click on the "Options - Database connection information" menu and enter your server name in the appropriate box. If you do not know the name of the database server then go to your server, right-click on "Workstation", choose "Properties" and select the "Computer name" tab.
7. On the workstation enter the server database path at the appropriate place (for example: "C:\Program Files\Vehicle Fleet Manager Data").
8. Close the Biz Timesheet Manager application on your client workstation and restart it. The programme should automatically connect to the database. If it doesn't work it is probably because the database path is incorrect. If these parameters are correct your server probably has a firewall. Most computers have a firewall. If so, you need to deactivate it or set up a firewall exception. You need to set up a firewall exception for the following programme file: "C:\Program Files\Firebird\Firebird_2_0\fbserver.exe". To add a firewall exception (with Windows XP), go to "Start - Control Panel - Firewall". Click on add programme in the "Exceptions" tab, click on browse and choose the following file: "C:\Program Files\Firebird\Firebird_2_0\Bin\fbserver.exe"