

# **TimeKeeper**

	- [ W = D.DRESSE #228 tasks#]	
	ndow Help	- 8
tarter guide	🖹 🖻 🛛 🏧 🕼 🖉 💼 📄 🗮 🛄 🕒 🏧 🏭 🖉 Strict Search	n 🗖 DBInfo
0	- 2 0 1 0 5 -	DRESSE
Activity_Alias Task_Alias ETC 11m 12m		TOTAL
RDRTracker FireBird 1		
RDRTracker PCs Install et Config 1		
SANTE-PER: time slots - 12/05/2010 - D.DRESSE		
SANTE-PER: 2↓ wednesday ◀ 12/05/2010 ▼ ▶	DRESSE Denis	
SANTE-PER	Comment	Duration
SIAMU 7		
SIAMU 8 - A 1 US:00 TU:30 CUMMERCIAL 7 STP	▼   réunion More Consulting : stratégie	01:30
SIAMU Mair 2 10:30 11:15 TRANSPORT / TRANS_NON_F	AC 💌 Rix - Parc Léopold	00:45 🚪
STP-DATA 3 11:15 13:30 COMMERCIAL / STP	🚽 🛛 réunion More Consulting notamment au Chirec avec Lydia	02:15
STP - DIVER 0100 14:30 15:00 TBANSPORT / TBANS NON F	AC Parc Léopold - rix	
STP - DIVER		
STP - DIVER 5 15:00 16:00 ADMIN GENERALE / Immo-Dem	ienage 🗾 Jisolation menuisier	01:00
STP - DIVER 6 16:00 18:23 STP - DIVERS / MAINTENANCE	💶 🔄 🔜 suivi STP divers (Dercheid problèmes)	02:23 _
STP - DIVER 7 18:23 19:32 STP - DIVERS / DEVELOPPEM	ENT 🔄 Observatoire, rouler sur les travailleurs affectés dans la section active	01:09
STP - DIVER 9		
STP - DIVER		09.32
STP - DIVER		03.32
STP - DIVER Quick Tip: Try + or * for auto-filling	🕒 🔚 Save	🧵 ок 🛛 🗶 с
STP - DIVER		
STP - DIVERS TRADUC-GENERIC 1		
STP - DIVERS TRADUC-NL 1		•
D. DRESSE TOTAL Hours 10:28 09:32	08:43 36:12 08:38 09:00 10:04 09:35 11:07 48:24	322:31
		J

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## Introduction

The objective of this starter guide is to help you to use the main functionalities of this software, as a simple user and for demonstration purposes.

#### TimeKeeper main issues :

- Timesheet encoding
  - Hours or time slots specified on tasks
  - Helpdesk calls encoding capabilities (and advance search and analysis)
- Simple project follow-up
  - $\circ$  ~ Is the project under control in term of hours spent ?
  - What is the cost of the project in term of workforce...
- Versatile reporting (documents to be attached to the customers invoices)
- To-do's and alarm management

This application should be used, by multiple users, on a network with a relational database as: Oracle, Microsoft SQL Server or Firebird.

The complete reference guide is available for licensed users.

## Starting the application

#### Launch the program TimeKeeper.exe

You will be automatically logged as DEMO1 user, who is administrator of TimeKeeper. With this user, you can access all functionalities in TimeKeeper.

#### Working with other users

Here are the 5 available users in the demonstration of TimeKeeper : DEMO1 to DEMO5.

ë	Signa 7	aletics						X
ſ	Business Ur	nits CA Typs R	egions 🛛 Calendar	s Staff List Categ	gories Tarification Func	tions   Te	ams 🛛 Parameters 🗍 Qualifica	itions
	💦 EDI Search NO	T SINSERT						
	PERNO	LASTNAME 🛃	FIRSTNAME	USID	AUTHORITY	LAN	CAT	^
	1	ADMIN	John	DEM01	administrator	F	Employees	
	2	MANAGER	Maria	DEM02	project manager	F	Management	=
	3	USER3	Antonio	DEM03	user	F	Employees	
	4	USER4	Soledad	DEMO4	user	F	Employees	
	5	USER5	Robert	DEM05	user	F	Employees	
	<					•		>
	Reset Pa	assword			Print	E E	Export	,

If you want to launch TimeKeeper as another user (from DEMO1 to DEMO5), you must change these settings :

- 1. Menu : Management/Signaletics/Parameters. Select, on the left, the "GENERIC" line and on the right specify the parameter : SECURISED\_LOGON = 1.
- 2. Launch the Registry Editor (via Start/Run/Regedit.exe). In the registry of TimeKeeper (located in HKEY\_CURRENT\_USER/Software/d6TK) remove the user DEMO1 from the QuickLogin Key.

Search USID:			EDIT		
	-		CLE	VAL	
DELETE			SECURISED_DRILLING	0	
USID	NAME		SECURISED_GRAPH	0	
GENERIC	PABAMS		SECURISED_LOADING		
DEM01	ADMIN John		SECURISED_LOGON		
DEM02	MANAGEB Maria		SECURISED_REPORTING		2.
DEMOS	LISEB3 Antonio		STRICTSEAR		
DEMO4	USEB4 Soledad		TODOSLIST_FORMWIDTH	350	- The second sec
DEMOS	USEB5 Bobert		TODOSLIST_NBITEMS	3	
JUCINOS	BSENS HOBER		USE_HDS	1	
			USEWARNINGS	1	
			USF1_FIELDNAME		1
			USF2 FIELDNAME		
		1000			

#### Reference 2 :

t <u>V</u> iew F <u>a</u> vorites <u>H</u> elp				
My Computer	~	Name	Туре	Data
HKEY_CLASSES_ROOT		(Default)	REG_SZ	(value not set)
HKEY_CURRENT_USER		DCOMSERVER	REG_SZ	localhost
🗉 🧰 AppEvents		and QuickAlias	REG_SZ	TK_DEMO
- 🧰 Console		QuickLogin	REG_SZ	DEMO1
🗄 🦲 Control Panel		QuickServerType	REG_SZ	DCOM
Environment		SOCKETSERVER	REG_SZ	localhost
🗉 🦲 Identities				
🕀 🦲 Keyboard Layout				
Network				
🗉 🦲 Printers				
SessionInformation				
🚊 🦲 Software				
🕀 🛄 7-Zip				
🕀 🛄 acer				
🕀 🛄 Acro Software Inc				
🕀 🛄 Adobe				
🗉 🛄 Apple Computer, Inc.				
⊞- <mark>∭</mark> ATI				
🕀 🛄 ATI Technologies Inc.				
🕀 🛄 Audacity				
E BBL				
Bit Offent				
e Classes				
Data Dynamics				

#### Logins

Remark : Login is made possible via the previous step (see previous chapter).

At first login, user introduces:

- His ID (example: DEMO1 to DEMO5).
- A new password (example: myLovelyPassword). Confirmation of this new password will be asked in another window.

<u>At following logins</u>, user introduces: ID + password.

If user wants to change his password, he introduces as password: "123456".

# How to encode your daily timesheet

Click on the calendar date + right-click

Or push on this button:



W = D/DRESSE #	228 tasks#											
A Quick Search	1	0		5	- 2	0 1	0				6	
Activity_Alias	Task_Alias ETC	180 190	2000 2100 3	2 23	24.1 2	- <u>10</u>	27 28	29 30	_31 = 11	2	3	4
DMIN GENERALE	Autres 1	00:30	03:02			12						1
MAIN GENERALE	Compitabilité 1	.00:30										1
MIN GENERALE	Decis : AG, CA, I				_	_	_			_		- 11-
MIN GENERALE	Facturation 1									-		- 12
MEN GENERALE	Gestion de Personnes 1	-		_	100 C		_		_	_	-	-
MIN GENERAL	ime slots - 26/05/2010 - 0	DRESSE					-			-		
MIN GENERAL	91 Al	/05/2010	•1	DB	ESSE Denis				-			
MIN GENERAL	Mal Zel Wednesday				CAT .			1				
MIN GENERAL	From To Task			Camm	ent						Duration	1
MIN GENERAL	1 09.22 10.00 STP-C	IVERS / MAINTE	NANCE -	tupp	ort Erasme, po	our upgrade + pr	oblème Osa	ske.		in.	00.38	IM
MIN GENERAL	2 10:00 11:30 ADMIN	GENERALE / Te	chrique 👻	Instal	Dracle sur m	a machine, prot	élme puis	ОK.			01:30	- bu
MIN GENERAL	Luco land loro a	APPER AND	and a second sec	1.000			10.0			-		
MIN GENERAL	3 411.30 112.24 1518-1	IVERS / MAINTE	NAMELE -	Isupp	on Erasme, po	ur upgrade + p	obierne Usa	ole			00.54	
MIN GENERAL	4		•	-11						10.		hu
D TODELLT .											03.03	-

#### This (optional) button calls a specialised window helping user to choose the proper task...

From To Task	Comment	c
1 10022 10:00 STP-DIVERS / MAINTENANCE	[support Erasme, pour upgrade + problème Oracle.	
2 10.00 11:30 ADMIN GENERALE / Technique	finstall Oracle sur ma machine, problème puis OK	
3 11:30 12:24 STP-DIVERS / MAINTENANCE	support Erasme, pour upgrade + problème Gracle.	
~		
U f_SelectTaskEtc		
All activities and tasks	Recent activities and tasks	2+↑ 2↓
ADMIN GENERALE / Autres	When Task Comment	
ADMIN GENERALE / Comptabilité ADMIN GENERALE / Jocis : AG, CA, ADMIN GENERALE / Facturation ADMIN GENERALE / Gestion de Personnel ADMIN GENERALE / Gestion de projet ADMIN GENERALE / Infrastructures ADMIN GENERALE / Infrastructures ADMIN GENERALE / Paie ADMIN GENERALE / Paie ADMIN GENERALE / Paie ADMIN GENERALE / Paie ADMIN GENERALE / Réunion hebdo ADMIN GENERALE / Réunion quotidienne ADMIN GENERALE / Réunion quotidienne ADMIN GENERALE / Réunion quotidienne ADMIN GENERALE / Technique ADMIN GENERALE / Technique ARP - FORFAIT-2008 / 104554 ARP - FORFAIT-2008 / 120653 ARP - FORFAIT-2008 / 120653 ARP - FORFAIT-2008 / 120653 ARP - FORFAIT-2008 / 120654 ARP - FORFAIT-2008 / 120653 ARP - FORFAIT-2	YEST.       COMMERCIAL / Site DECIS       ajout de TK sur Tucow + di         YEST.       STP - DIVERS / MAINTENANCE       divers         YEST.       ADMIN GENERALE / Technique       install Oracle sur ma machin         Tue       COMMERCIAL / Site DECIS       Instal de TimeKeeper en de         Tue       STP - DIVERS / MAINTENANCE       suivis divers         Tue       COMMERCIAL / Site DECIS       Instal de TimeKeeper en de         Tue       STP - DIVERS / MAINTENANCE       suivis divers         Tue       STP - DIVERS / MAINTENANCE       suivis divers         Tue       STP - DIVERS / MAINTENANCE       suivis divers         Fri       COMMERCIAL / STP       révision de la démo STPeop         Tue       STP - DIVERS / MAINTENANCE       suivis divers         Fri       ADMIN GENERALE / Autres       debriefing emmanuel + encities de la idere - Rix         Fri       STP - MEETINGS / USERCLUB       Userclub au Bois de la Piere - Rix         Pri       STP - MEETINGS / USERCLUB       Userclub au Bois de la Piere - Rix         19/05       COMMERCIAL / STP       prépa user club notamment         19/05       COMMERCIAL / STP       prépa user club notamment         18/05       ABP = DIVERS_DECIS / NON FACTURA       Timesheets à transmette à         18/05	vers  de + problème Oracle e, problème puis 0 wnload sur le site + p vie disponible pour l'E wishes dans STP et s odage sur TK des der e avec yves l'arp fain faut revoir les s Dimanches à 15h (s Club
ARP - FORFAIT-2008 / 124480 ARP - FORFAIT-2008 / 126768 ARP - FORFAIT-2008 / 126788 ARP - FORFAIT-2008 / 128421 ARP - FORFAIT-2008 / 130469 ARP - FORFAIT-2008 / 13305 ARP - FORFAIT-2008 / 133405 ARP - FORFAIT-2008 / 133461 ARP - FORFAIT-2008 / 13461 ARP - FORFAIT-2008 / 13499 ARP - FORFAIT-2008 / 144937 ARP - FORFAIT-2008 / 145546 ARP - FORFAIT-2008 / 146062 ARP - FORFAIT-2008 / 66641 ARP - FORFAIT-2008 / 97442	Favorites       ★ Delete         ADMIN GENERALE / Autres       COMMERCIAL / STP         COMMERCIAL / STP       STP - DIVERS / MAINTENANCE         STP - DIVERS / MAINTENANCE       STP - DIVERS / DEVELOPPEMENT         STP-ARP / MAINTENANCE       TRANSPORT / TRANS_NON_FAC         ARP - DIVERS_DECIS / NON FACTURABLE       ARP - DIVERS_DECIS / NON FACTURABLE         ARP - SITAVES / DEVELOP       SANTE-PERSO / PERSONNEL	
		K X Cancel

This (optional) button calls a specialised window helping user to choose the proper commentary based on previous days...

From	To	Task		Comment	
09.22	10.00	STP DIVERS / MAINTENANCE	•	support Erasme, pour upgrade + problème Oracle.	100
10.00	11:30	ADMIN GENERALE / Technique	•	install Oracle sur ma machine, problème puis OK.	12
11:30	12:24	STP - DIVERS / MAINTENANCE	•	support Erasme, pour upgrade + problème Oracle.	

Sélectionnez un commentaire récent (COMMERCIAL / Site DECIS)

YESTERDAY	ajout de TK sur Tucow + divers
Tuesday	Instal de TimeKeeper en download sur le site + page de limitation de licences + english
Friday	Tk trial sur le site
03/05	création de nouveau id pour Jolimont et rectification de tous les ID (pour qu'ils commencent par le nom de famille, plus facile à rechercher qqun)
28/04	préparation réunion Derscheid CHBW
22/04	réglage pour ne montrer les visites que pour les managers du site
20/04	consultation et réponse au forum STP
06/04	révision ancien site (redirection)
02/04	ajout de post sur le forum de StaffPlanner
02/04	Fini l'ancien site, j'ai mis une page d'accueil qui pointe vers le nouveau site (et toujours un micro-accès vers l'ancien pour ne pas perdre le référencement)
01/04	Ajout d'info sur GeoSupport
01/04	Introduction de la fonctionnalité PODIUM et traduction en anglais
01/04	ajout de JoomlaWatch : supervision de site et compteurs de visiteur
-	- VOK X Cancel

## Initialize the name of users

With the demo, you get generic names as "user1"... You can change these names in order to reflect your organisation.

	Management	Maintenance	Window	Help
	Signaletics	N		
-	Project stru	ucture		
C	💾 Podium			
1	Closing			
7	Archivage			

Ĉ	3	Signalet	ics									
	B	usiness Ur	nits	CA	Турз	B	egions	Calendar	s Staff List	Categ	gories	Tarification
	9	👸 EDI' iearch NO	т M:	🧯 IN:	SERT	7	K DEL	ETE				
		PERNO	L	ASTNA	ME	₽↓	FIRS	TNAME	USI	D	A	UTHORITY
		13	_TF				_REP0	DRT	TR		user	
		27	AN:				Muriell	е	MA		no-ac	cess
		41	ARI				FORF/	AIT.	FFT-D6		admin	istrator
		42	BA(				В		BACK_BVI	Η	user	
		44	BA(				E		BACK_EV	R	user	
		43	BA(				F		BACK_FVI	DΡ	user	
		9	BOI				Bonie		BONIE		no-ac	cess
		31	CEL				Nicola	s	NICOLAS		no-ac	cess
		23	DAI		5		gautier		GAUTIER		no-ac	cess
		12	DE				Luc		LDB		no-ac	cess

## Modify the project structure

Ma	anagement	Maintenance	Window
	Signaletics		
	Project stru	icture	
: 223	Podium		
1	Closing		
	Archivage		

And use the popup on the selected project node:

Edit : edit project or task properties

Add Task: add sub nodes...

Projects have a structure organised in 3 levels: GROUP - ACTIVITY - TASK



#### Edition of a task:

Var 🗌 🔤	bud.	_			
Desc					_
Start date 01/	02/2010		End date	1	•
Doxing date		•	Budget (H)	-	
			Qualif	-	
Comment					
✓ Comment need	ded in perfor	narices			

#### Edition of an activity (or project)

Desc			
Start date	01/02/2010	End date	•
Closing date		•	
Тур		💌 Qualif	•
Comment			
🗸 Commer	nt needed in perfor	mances	

## Adding a task to the timesheet of a worker

Open the project structure (see previous chapter)

In the specific task, select the RESOURCES item, as shown here under.

Then insert the worker who will work on this task.

💛 Projects			
File Action			
Search In Show Level	👸 EDIT 🛛 💈 INSERT	🛪 DELETE 🛛 🛪 DELETE A	ALL
Selected Node	LASTNAME	FIRSTNAME	ETC 1
<ul> <li>ARP-OLD</li> <li>AWIPH</li> <li>SEFORE TK - Prestations actives résumées</li> <li>CARTO - d6Carto</li> <li>CORIOLIS</li> <li>D_P - Gestion de carrière en Delphi à Saint-Luc</li> <li>AATATRAK</li> <li>DIVERS</li> <li>FSE</li> <li>FSE - OLD - Fonds Social Européen</li> <li>GEOSUPPORT</li> <li>IBGE</li> <li>Interfédération EFT-OISP</li> <li>INBO - Bestek-1 - Datacommunicatie en tracking</li> <li>IVBO - GeoGuidance</li> <li>BU</li> <li>PHASES</li> <li>RESOURCES</li> <li>Analyse</li> <li>RESOURCES</li> <li>DEV GeoMobile Guidance</li> <li>DEV GeoSupport Guidance</li> <li>DEV GeoSupport Guidance</li> </ul>			

In this example, the task "Analyse" of the activity "IVBO-GeoGuidance" will be added to the timesheet of Emmanuel.

## How to add a task I need on my timesheets

Here, my chief forgot to assign me some task. I can get this task myself.

Click on the green + icon.

File	Edit	View	Repo	rting
	11	2 +	101	1

You select an activity on the left side and on the right side the corresponding task(s) .

These tasks will be added to your timesheet.

😽 NEW TASK for Denis	DRESSE		_	
None				
O BU	<b>_</b>			
C Group				
С Тур				
Activities	Locate description 77 171		Tasks	Locate description
Alias	Description		Alias	Description
ІММО	Immobilier, gestion co-propriété	*	Administratie	
Interfédé-FSEStagiaires			ANA	
Interfédé-Importation			Connectic en testen	
Interfédé-Statistiques			GeoCollection	
IVBO - Bestek-1	Datacommunicatie en tracking		GeoSupport	
IVBO - GeoGuidance			GeoTalk-PC-Nokia	Communicatie Nokia
MIEL	ULB - Micro-électronique		GeoTeam	
MSP-GENERAL	Mobile Status Providers		Soft in Waveon	
PROQUAL DEV			StaffPlanner	
PROQUAL Distrib			TeleAtlas	préparation de la nouvelle release
RDR - GeoSupport				
RDRTracker				
SANTE-PERSO	PERSO-SANTE	Ŧ		
Load Activity			Load Task	Load All Tasks Close

## How to print the timesheets

😽 Tir	ne Ke	epin	g (	DECIS SA)	01/04/2010 - 30	0/06/2010
File	Edit	Vie	w	Reporting	Management	Mainten
	11	-	+	Individ	ual Time-Sheet	<b>4Σ</b> ►
r		_		Generic	8511	NE

On the left side, select a domain item + report.

On the right side, select people and projects to print.

C Reports			_	
Start date: Between	and	Finish Date: 30/06/2010	• •	<ul> <li>Performances in days (7.6 hours)</li> <li>TimeSlots</li> </ul>
Domains			Filtering	
User-Summary Month-Summary Activity Year-Summary Tasks Inventory Audit Decis Valorisation HD Cost Latecomers Date/Activity/Task Activity Activity/Task Activity/Task Activity/Task/Date	Users Projec All Logged ANSJOT ARP BACI BACI BACI BACI BACI BACI DALI DE 1 DE 1 V MEMI V MEMI V MEMI V MAN V VAN V VAN V VAN V VAN V VAN V VERLOLL	C My Team	© Sorted by © Sorted by © Sorted by Murielle FORFAIT B E F Bonie Nicolas gautier Luc STEPHANE Denis Ana Sébastien Caroline Raluca Tanya Sébastien CHRISTOPHE Philippe Patrick André Frédéric mathieu Jacques REPORT Frédéric Emmanuel ALINE Bruno Anne	Name Team OLD OLD OLD OLD EVELOPMENT OLD
7				Preview Export 👖 Close
<u>.</u>				

More than 100 presentations are available, with filters on people and projects...

Any report can be exported to a delimited text file, wich can be imported into a spreadsheet (as Excel).

#### Example of printout

DECIS SATU	ser's performances grouped by Date, Activity and Task			CPS117	From 01/04/20	110 10 30/06/2010
Date	Activity	Task		Hours	Hours	
	Comment	Central				
DRESSE Deni	Press and a second s					
SL/04/2000	ADMD: GENERALE	Technique Installation de programme, Netto	rage disques, Test	00:34		
	discussion E/T. redevertion du site					
			Total Date :	98.34		98.34
02/04/2010	ADMIN GENERALE	Acaters		00:32		
	nettoyage de sails					
	ADMIN GENERALE	Technique Installation de programme, Nettu	rage disspen, Test	00:30		
	mah et down		-	195.110		
			Total Date :	00:02		02:02
06/04/2010	ADMD/ GENERALE	Technique Installation de programme, Netto	yage diaques, Test.	00/05		
	avec Patricic probleme de commande Entroniz					
			Total Date :	90:96		00.95
07/04/2000	ADMIN OEVERALE	Comptabilità Comptabilità avec 3207		00:00		
	probleme paterner: Devoleté sur Dynapsie + commande licences ()-Pierre					
	ADMD: GENERALE	Facturation Clients		02:30		
	ta point avec Alina sur toutes ha suinterantes + IPN		010000000000000			
			Total Date :	02:40		02:40
09/04/2010	ADMDV GENERALE	Recrutement		02:10		
	offer d'emplai COROF-+ 14.0 + mice à june du site		1.0	1.12040		
			Total Date	82;29		02:19
19:04/2000	ADMDN GENERALE	Acatees		09.58		
	stalls, intervation hotel puis deviservation, + tel Mare i saite suivi stalls.			-		
			Total Date :	63:58		03-58
20:04/2010	ADMIN GENERALE	Autors		00:40		
	drivers Mare, reads, prospect Antiva					
			Total Date :	20:40		00:40
21/04/2010	ADMIN GENERALE	Autom		00:55		
	6 ves	X.433.041		20020		
			Total Date :	00:55		00.55
23 64/2018	ADADS GENERALE	Rentgenord		02-00		
	extraction descents any insertion linearies linear Laurent intertion linear Laurent					
			Total Date :	82.68		02:99
3404/3010	APPARTIC CONTROL AT F	A result	100000000000000000000000000000000000000	00.44		0.07625
Charles and C	Kine recontenant intervention, mally	(manual)		100.97		
			Total Date -	81-45		01-45
				1000		01.42

25-93-2010

DECIS 5.4

Page 1 of 17

# Change colour of tasks

Select a task in the grid + popup

ADMIN GENERAL	E Réunion quotidienne.	1	
ADMIN GENERAL	.E Technique	1	
ADMIN GENERAL	.E Tickets resto	1	
ARP - FORFAIT-24	108 127261	1	
ARP - FORFAIT-2	III Graph of Performances		
ARP - FORFAIT-2	Colum width	•	
ARP - FORFAIT-2	Color		
ARP - FORFAIT-2	Copy Task Colors		
ARP - FORFAIT-2	Paste Task Colors		
ARP - FORFAIT-2	Hide selected		
ARP - FORFAIT-2	Hide / Show		
ARP - FORFAIT-2	Show all		
ARP - FORFAIT-20	008 121559		
ARP - FORFAIT-20	008 121697	1	
ARP - FORFAIT-20	008 124480	1	

Choose a colour for the background and the text :



# Load timesheet for some team's member(s)



#### You check the people you want to work on

😽 Load a team			
<ul> <li>O Users in team</li> <li>C All user</li> <li>✓ registered users only</li> </ul>	s Sorted by Team	C Sorted by Name	✓ Load activities with ETC > 0
✓ DRES ✓ FROJ ✓ KRAS □ LERC □ NILH □ NUYH □ VAN □ VAN □ VAN □ VAN	Pokrall Denis Ana YVES Patrick André Frédéric Emmanuel Bruno ALINE	DEVELOPMENT DEVELOPMENT DEVELOPMENT DEVELOPMENT DEVELOPMENT DEVELOPMENT DEVELOPMENT DEVELOPMENT STP	All None C Each in separate window C All in new window C All in active window
	λ		OK Cancel

And you get a timesheet grid for each worker.

## Analyse the evolution of a project

IBGE-MOBIWEB	ANA	1
IBGE-ROD	ANA	1
IVBO - Bestek-1	Administratie	1
IVBO - Bestek-1	ANA	1
IVBO - Bestek-1	StaffPlanner	
RDRTracker	Coordi	Graph of Performances
RDRTracker	FireBird	Colum width
RDRTracker	PCs Install et (	Color
SANTE-PERSO	MALADIE	Copy Task Colors
SANTE-PERSO	PERSONNEL	Paste Task Colors
SANTE-PERSO	VACANCES	Hide selected
SIAMU 7	Analyse	Hide / Show
SIAMU 8 - Avril 2008	Nouveau filtre	Show all
SIAMU Maintenance	Coordination	
SIAMU Maintenance	MAINTENAN	NCE 1
STP - DATAWARE	BASE	1

Select a project or a task on the grid + popup

And you get the analysis for the task "StaffPlanner" of the project "IVBO-Bestek".

>>> Worked : 237 hours, budgeted : 80 hours.



Click on the yellow rectangle to investigate...

And you get the people having worked on this task for this month :

👸 IVBO - Bestek-1 - StaffPlanr	er 🗆 🗖 🗮 🗙		
DRESSE Denis	4		
Total	4		
(Double click on row for report of	(Double click on row for report of performances)		

Double-click on this man and you get the corresponding reporting: GREAT!

DECIS SA : User's per	formances grouped by Activity, Task and Date			From 0	1/04/2010 to 3	0/04/2010
Activity Task Date	Comment	Contact	Hours standard	Hours overtime	Тур	PH
DRESSE Denis						
IVBO - Bestek-1 Datacom	nunicatie en tracking					
StaffPlanner 19/04/2010	10.00-11.00 support Marnix voor upgrade STP 15:50-15:00 support Mariette met sieswigleden		02:10		FORFAIT	
20/04/2010	08:55-10:30 bug verbeterd (Grid in bord tabel Codes en uitzonderingen)		01:35			
			03:45			03:45
		Total Activity	03:45			03:45
		Total User:	03:45			03:45
		Grand Total from 01/04/2010 to 30/04/2010	03:45			03:45

## How to encode helpdesk calls

You can encode a number in the comment field's begin, as shown below. It will be recorded as a reference item (for example: helpdesk call, file reference...). As simple as this!



The sum of the time spent on this call will be displayed at the end of the comment field.

A double-click on this field, will give you the possibility to define a budget for this call.

I BUDGET (hours:minutes) 40:00
1

In the example : for the call 158182, a maximum of 40 hours was budgeted, but a total of 47h44 has been recorded for all the workers.

The red colour is associated with an overtaking of the budget.

#### And a popup on this line give you access to the reporting on this reference number

175539 (p design forr	laignant inco mat DCO pou	onnu dand: ur ajout dal	s HDN) ta; 2e p	HD extraction a Da Strict reporting	nd reporting on selection					
DECIS SA : 1 HD Date	Performances gro	uped by HD/Da	de/User	[Filter: (HD = 175539)] Commonf				Hours standard	From 01/04/200 Hears	19 to 30/06/2010
175539 (ARP 01/04/2010	AlloProNetHD - I VAN DER P	DEVELOP-200 Friden 15	8) 15-15-21	178538 (plaignant inconnu danda HON)			Tetal HD :	00-06 60-05		00.0
					Grand Total from	01/04/2009 to	30/06/2010	00-06		80.0

# Access to the "TO-DO" management



Here you can encode and consult To-do's for you and your colleagues

Alarms & Todos							Filters on the TO-DO list	x		
Fyp	arm (* 1 (SERT   <mark>)</mark> M	ToDo ( DELETE	I Active I Current	PreSelection	t Nivate 1 In other mai <del>(</del>	2	Importance Nul Medium Medium High Highest All None Broup			
DWAIED		renuorre	T	CODIE	Lines	0750	1000			
Dursen D	Diama D	Van warmen	E. Vanda 1	GHUUP:	IMPS	In montes	Described de Line Kenner, L'Adilisateur deit neuroit nelsieur eù il instelle an	61-		
· Dresse D	Dues	in tossum	E, VANDE I	DDMLA		in progres	Madala/bi adalaria Hardi Bina Torona la mana da maria la mana da bila barrana da b			
Dresse D	Duess		0	TP	-	Stated	<ul> <li>- recursive autorogen, natoral missi notiver le moyen de sevor le notible de relechagement Howerkin 21/05/10, ST J HC, autor formula particula doct la natarabitiva limit d'actur 60 aut 60</li> </ul>			
Dresse D	Duess		0	TP	-	Stated	Haverlub 21/05/10 OP o augmention tight 1; mettre parametering discoverter 3; your st			
Dresse D	Diess		4	BP	1	Stated	Timesheeto avril 2010 - Denit : OK- André : OK- Ana : OK- Bruno : OK- Yvas : questions - F	-		
Dresse D	Dien		6	TPNET		ACCORDENT.	Erasme - anuter le calcul de paie - montrer le planning de l'équipe lancours en discussion avec	-		
Dresse D	Diess	um E	Ă	DMIN		1.00	TRAVALOC: commander: 4 sacs de 4 plaques de 12 cm d'épaisseur, acheter 1 LED encastr	Mac		
Divesse D	Diess	Δ.	5	TP		Done @	Pourrais-tu me faire un topo du DIRIHM, style brainstorming, me dire où est où car dans ma d	ě		
Dresse D	Diess	e	5	TP	-		Carte de congé : raiouter les dates limites de prise des congé (quand celles-ci différent du 31 o			
Dresse D	Diess		S	TPeople	1		Offre EQUIPE + infrastructure de test	£		
Dvesse D	Diess	um E	6	EOSUPPORT			IVBD : liaison STP -> GeoSupport1- Deni jour : Traval / congé.On doit pouvoir guand même	2		
Dresse D	Dress	ium E	5	TP			VALIDA : commande pointeuseInstallation Denis + STPTime			
Dresse D	Diets		5	TP			Aller à St-Jean et coniger les traductions-NL avec un portable			
📫 Dresse D	Dress	plancke	F A	RP			CICOLES 2.0 : 158182 (new algo) révision tables pour framework test; suite début création p			
<ul> <li>Dresse D</li> </ul>	Dress			TP		Done 🚳	Offre Piramedia			
ቱ Van det plancke i	Diess	plancke	F. Vanden 1	K.	In progress		1 TK ToDio, proposition: lorsqu'un point todo est déclaré "job done", ne plus le montrer dans la fi			
📫 Dresse D	Diess	haute 8	3.	MICORE		Done 🔘	EXPORT UNICORE : (dans TK pointer sul Export/SAP)Inside TK exerve add a flexible interfu	6		
📫 Dresse D	Diess	sum E	1	ECH		In progress	Projet stage de Ana.			
<ul> <li>Dresse D</li> </ul>	Dress		5	TP		1000000000	LissageDans la journée- pas d'anomalie si l'heure du code n'est pas encore arrivée (pointage s			
Dresse D	Dress		5	TP		Done 🔘	AutomaticPeriodPublishing[voir mail]			
Dresse D	Diess	Α	9	TPImport		Done 🔘	Question Erasme : la commande UB (Update Balance) a l'elle changé récemment ?(ils ont une			
Dvesse D	Dress	Α.	S	TPNET		and the state of	STPNET : 1- ajouter les exceptionsPS : pouvoir préciser qu'une exception est affichable dans	8		
Dresse D	Diess	A,	5	IP			placements rapides via palette : utiliser la fonction des placements rapides (mix au planning en	6		
Dresse D	Diezi	A	9	TP		and the second second	Analyse des balances- comportement bizarre sur mon PC (Firebird) dans falignement de la grill			
Divesse D	Dress	A.	S	TP	-	Done 🕥	Pour into St-Pierre a commande - STPTime (50 personnes) avec STPServer-VirtualChecker.			
Poette D	Diesse D. N	upens A.	94 (	var:		Shakeu	Carte electronique cluwinale : - chercher le driver (ava pour la lecture: developpemenin>>> 0			
rows								- e		
sse D				1			MAIN TEXT THEIR TEXT			
09/2009 - 18/09/201	0			Download de	TimeKee	sper.	VANDENHAUTE: L'adaptation pour la	ebird de		
NR IN				1 Salinan a	al orașe	de rederines of	Installe son TK Ion ki connote une Insakration par	o conti		
ources: DRESSEAW	N ROSSUM/	VANDENHAUT	TE	defaul CVPn	WEAR FL	- Decis Tim	Kasner/1			
			Info	ormation	<mark>on t</mark>	he sele	cted TO-DO			
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				Denis						
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