



&



Time Recorder Manual User

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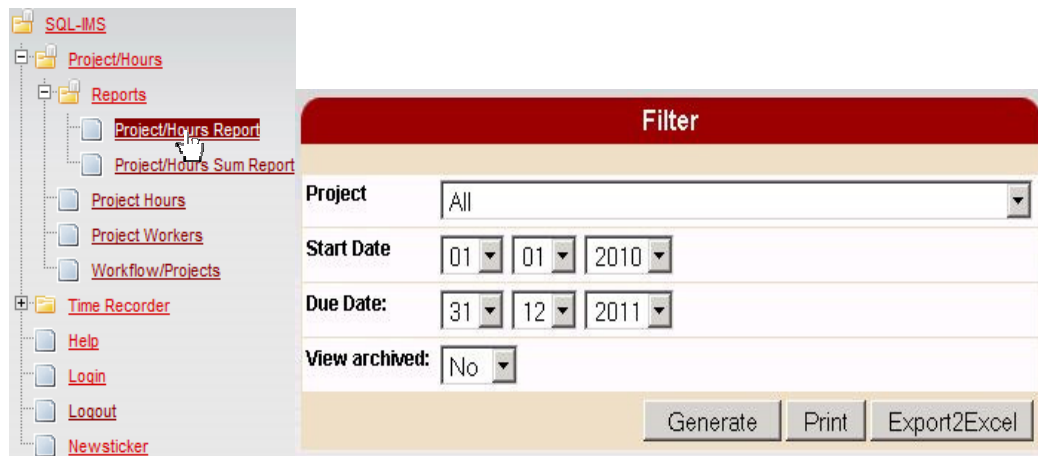
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SQL-IMS

1. Project/Hours

Reports

Project/Hours Report



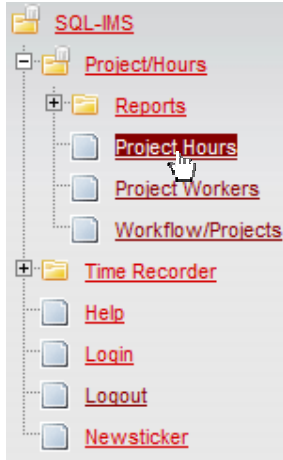
Here you can search projects by using filter and also you can see there how long each user worked on this project and total worked time. You can also print out table or export to .xls document.

Project/Hours Sum Report



You can search on which project each user is working and you can see total amount of worked hours.

Project Hours



Filter

Client	<input type="text" value="Select Value"/>
Company	<input type="text" value="Select Value"/>
Project	<input type="text" value="Select Value"/>
Worker	<input type="text" value="Select Value"/>
Description	<input type="text"/>

Clear
Search

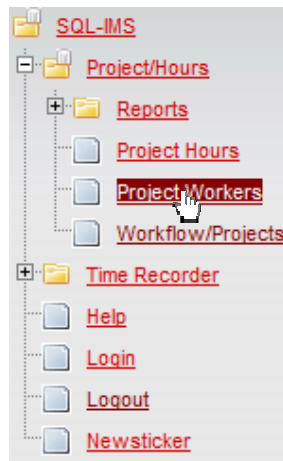
You can filter every project sorted by client, company, project and worker

List of Project Hours											
ID	Client	Company	Project Name	Worker	Due Date	HH	Description	Internal	Deferred	Last Modified	Update by
14	ITPS-AG	ITPS-AG Switzerland	test	Admin	Feb 22 2011 12:17PM	3		No	No	02/22/2011 12:17 PM	User
19	ITPS-AG	ITPS-AG Switzerland	test	Admin		3		No	No	02/22/2011 12:28 PM	Admin
20	ITPS-AG	ITPS-AG Switzerland	test	Admin	Feb 22 2011 1:22PM	3		No	No	02/22/2011 1:22 PM	User
21	ITPS-AG	ITPS-AG Switzerland	test	Admin	22.02.2011	3		No	No	02/24/2011 11:26 AM	User

Add

You can see an overview of all projects. And also here you can add on what project you are currently working, how long and due date of this project.

Project Workers



Filter

Client	<input type="text" value="ITPS"/>
Company	<input type="text" value="ALPHA-000"/>
Project	<input type="text" value="Select Value"/>
Person	<input type="text" value="Select Value"/>

Clear
Search

You can filter every project sorted by client, company, project

Workers

Filter

Keyword

[Clear](#)

List of Persons

ID	Client	Company	Name	Contractor	Country	Adress	Phone	Mail	Last Modified	Update by
3	ITPS-AG	ITPS-AG	Switzerland	Admin					02/22/2011 11:14 AM	Admin
4	ITPS-AG	ITPS-AG	Switzerland	Mananger					02/22/2011 11:14 AM	Admin
5	ITPS-AG	ITPS-AG	Switzerland	User					02/22/2011 11:14 AM	Admin

Here you can manage all project workers.

Add new project workers

This is example of managing project worker

Add/Edit Project Workers

Client

Customer

Project

Person

Work Description

Update by

Editing workers

If you want something modify on worker you have to click on ID number

17	ITPS	ALPHA-000	
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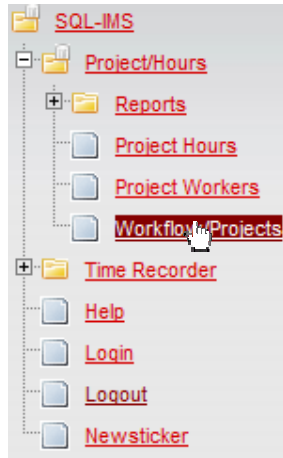
After click on ID number appears table where you can edit all parameters of worker.

Delete workers

If you want delete worker you have to click on ID number and press „Delete“ button.

Workflow/Projects

Here you can add/edit ongoing projects.



Filter

Client Ref ID

Customer Ref ID

Project Name

List of projects

ID	Client	Company	Project Name	Archived	Last Modified	Update by
2	ITPS	ITPS AG Switzerland		<input type="checkbox"/>	08/30/2010 12:55 PM	
5	ITPS	ITPS AG Switzerland		<input type="checkbox"/>	08/30/2010 12:54 PM	
6	ITPS	ITPS AG Switzerland		<input type="checkbox"/>	03/08/2011 11:00 AM	
7	ITPS	ITPS AG Switzerland		<input type="checkbox"/>	08/31/2010 11:03 AM	
14	ITPS	ITPS AG Switzerland		<input type="checkbox"/>	09/07/2010 8:43 AM	
15	ITPS	ITPS AG Switzerland		<input checked="" type="checkbox"/>	03/23/2011 4:24 PM	
16	ITPS	ITPS AG Switzerland		<input checked="" type="checkbox"/>	03/23/2011 4:24 PM	
17	ITPS	ITPS AG Switzerland		<input checked="" type="checkbox"/>	03/23/2011 4:24 PM	
18	ITPS	ITPS AG Switzerland		<input checked="" type="checkbox"/>	03/23/2011 4:24 PM	
19	ITPS	ITPS AG Switzerland		<input type="checkbox"/>	10/18/2010 11:14 AM	
21	ITPS	ITPS AG Switzerland		<input type="checkbox"/>	10/15/2010 1:36 PM	
22	ITPS	ITPS AG Switzerland		<input checked="" type="checkbox"/>	03/23/2011 4:24 PM	
23	ITPS	ITPS AG Switzerland		<input checked="" type="checkbox"/>	03/23/2011 4:25 PM	
24	ITPS	ITPS AG Switzerland		<input type="checkbox"/>	10/29/2010 12:56 PM	
26	ITPS	ITPS AG Switzerland		<input checked="" type="checkbox"/>	03/23/2011 4:25 PM	
27	ITPS	ITPS AG Switzerland		<input checked="" type="checkbox"/>	03/23/2011 4:25 PM	
36	ITPS	ITPS AG Switzerland		<input type="checkbox"/>	01/12/2011 2:51 PM	
30	ITPS	ITPS AG Switzerland		<input checked="" type="checkbox"/>	03/23/2011 4:26 PM	
32	ITPS	ITPS AG Switzerland		<input checked="" type="checkbox"/>	03/23/2011 4:26 PM	
33	ITPS	ITPS AG Switzerland		<input type="checkbox"/>	11/30/2010 3:01 PM	

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Add project

If you want create new project click on „Add“-Button.
This is example of adding new project.

Add/Edit Projects

Client

Company

Project Name

Archived

Update by on

Add/edit project

If you want edit project you have to click on ID number.
In following dialogue you can also delete project.

Date:
5/10/2011

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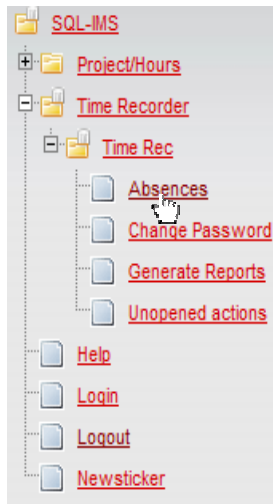
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2. Time Recorder

Time Rec

Manage Users Absences

Here you can manage your absences.



Plan your absence

Username: Type: Start Date: Due Date:

Here you can plan your absences.

Your Absences

ID	Username	Client	Company	Start Date	Due Date	Total Absence Days	Remaining Absence Days	Type
141	[REDACTED]	ITPS	ITPS CZ	18.04.2011	18.04.2011	1	9	Compensation

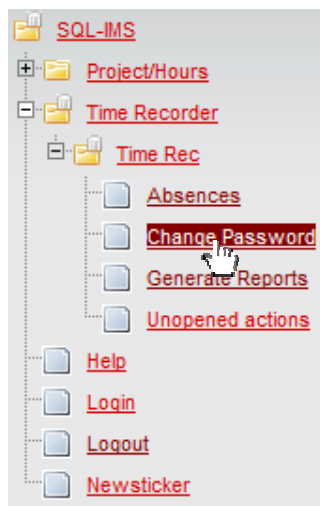
Here you can see all your planned absences

Total allowed absences for User User

Username	Client	Company	Year	Holidays	Sick Days	Compensation Days	Education Days	Unpaid Days
User	ITPS-AG	ITPS-AG Switzerland	2011	20	365	10	20	10

Here you can see all of allowed absences.

Change password



Change your password

Type your username:

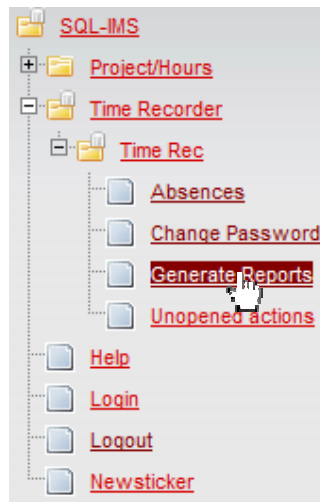
Current password:

New password:

Retype new password:

Here you can change your current password to some new password

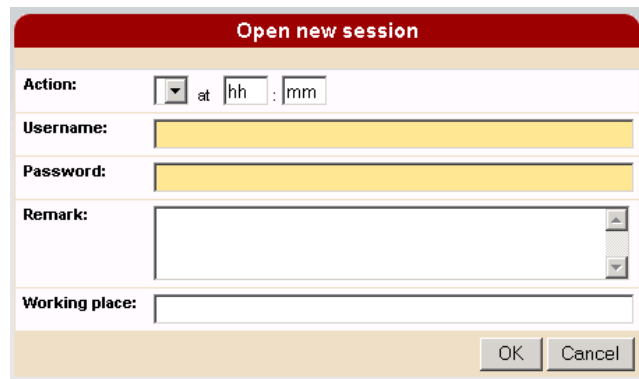
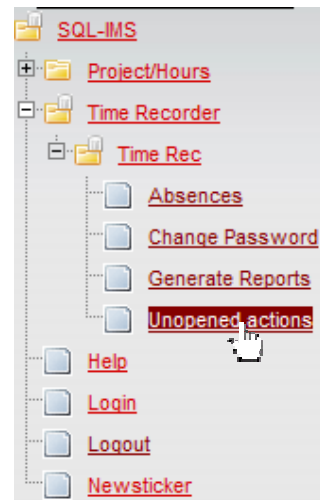
Generate Reports



You can filter by **Start Date** and **Due Date** and then click on **Generate** button. You can also print out or export .xls file.

The compact view should show only the first login of the day and the last logout. The extended view will show all activities from 1 day (first login, first logout, first break etc.)

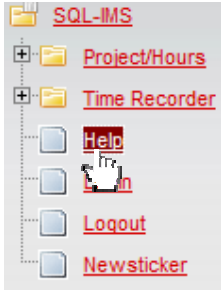
Unopened Actions



Open new session you can use in case when you cannot log in properly, if you have some connection problems or other complications. (Doctor, business journey..)

SQL-IMS

Help



Filter

Keyword

Clear
Search

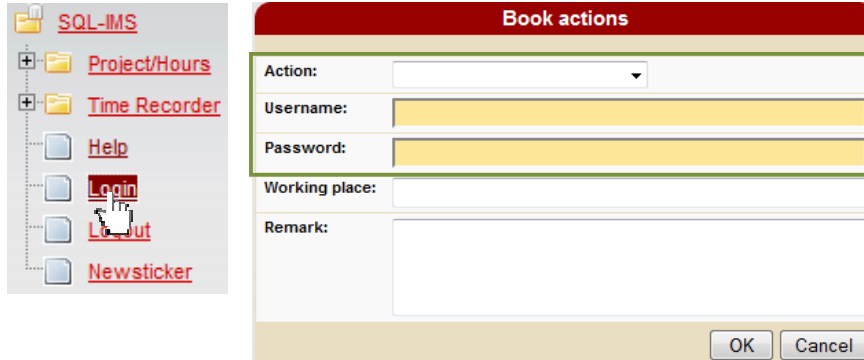
If you need some help you can use **Filter** and type **Keyword** to find it out.

Online Help			
ID	Node Name	Language	Menu Hilfe Text
2345	SQL-IMS	en	
2348	Time Recorder	en	
2349	Configuration	en	
2360	Menu	en	Managing the Menu-structure
2361	Transactions	en	Managing transaction. Each dialogue can be a transaction with a single right.
2362	Groups	en	Managing the groups within Time-Rec
2363	Users	en	Managing the user within Time-Rec
2364	Assigning User/Group	en	Managing user to groups
2365	Assigning Group/Transaction	en	Assigning Group/Transaction
2366	Clients	en	Managing clients within Time-Rec
2471	Project/Hours	en	
2475	Standing data configuration	en	
2493	Workflow/Projects	en	
2495	Project Hours	en	
2497	Project Workers	en	
2520	Help	en	
2521	Logout	en	
2522	Workers	en	All users working for projects.
2523	Companies	en	Managing the clients within a company
2524	Time Rec	en	

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Last

In **Online Help** you can manually find **Node Name** where is shown description of searched word.

Login



This **Login** you have to use for book any actions during your working day. You must choose **Action** and then fill out your **Username** and your **Password** and working place if it's demanded and then press OK button.

Logout



If you want logout click on Logout and press **Yes** button.

Newsticker

Here you can read all information or messages.