

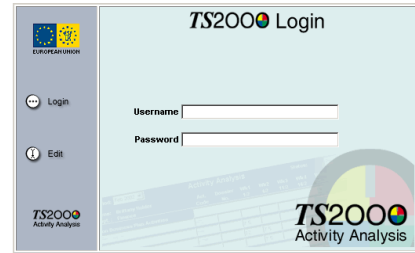
TS2000 Activity Analysis – Quick Start Timesheet Users Guide

Login

- 1 Enter your User name and Password. [See note (a)]
- 2 Click on the Login button. Your browser will refresh confirming your login and will then continue to bring up your timesheet. An invalid login will generate an error message.

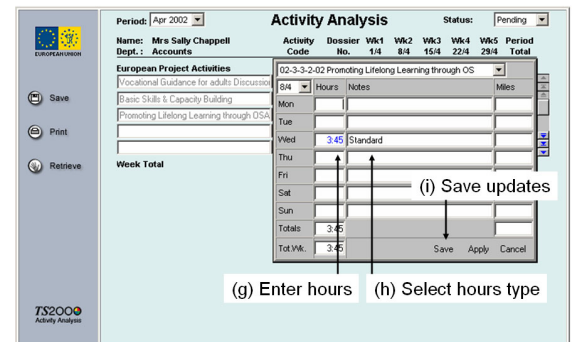
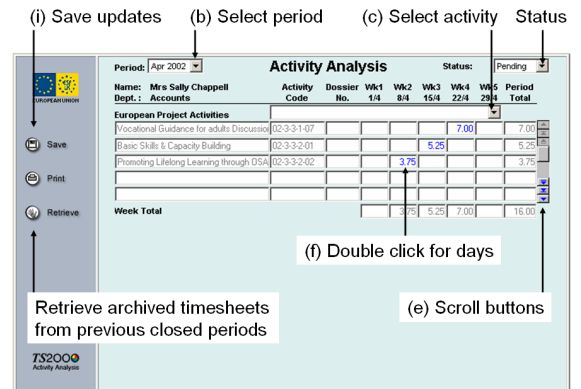
Notes:

- (a) The Local Administrator allocates your user name and initial password. The password should be changed immediately using the Edit button. Passwords are case sensitive.



Timesheet

- 1 Select the timesheet period you require. [See note (b)]
- 2 Select an activity [See note (c)] from the drop-down list or scroll to an activity if it is not in view [See notes (d) and (e)]
- 3 Double-click on the cell where the activity and week intersect to display the days for that week
- 4 Enter your activity hours for each day in the week [See note (g)]. Select the type of hours [See note (h)]
- 5 Click on the Save button to post your updates to the database [See note (i)]. It is recommended that you update your timesheet on a weekly basis.
- 6 At the end of the period or when your timesheet is complete you must change the status of your timesheet from Pending to Submitted and click on Save.
- 7 To print your timesheet click on the Print button. This opens a new browser page displaying print preview – click on the print button to print.
- 8 You can retrieve your timesheets (read-only) from previous closed periods by clicking on the Retrieve button.



Notes:

- (b) The TS2000 Local Administrator may make more than one period available – always check that the period is the one you want
- (c) You can only enter hours against the activities (a.k.a. projects or contracts) set-up for you by the TS2000 Local Administrator
- (d) Selecting an activity will add it to your timesheet, or will scroll to the activity if it is already selected but out of view
- (e) Scroll buttons and a scroll bar allow you to Scroll Up, Page Up, Scroll to First, Scroll Down, Page Down, Scroll to Last. In addition, with your cursor on an hours cell you can use the standard keyboard keys: Home, End, PgUp, PgDn to scroll through your activities
- (f) Double-click on the hours cell to open the day-level form
- (g) Enter hours in either hours and minutes (hh:mm) or decimal format (hh.hh) as determined by the TS2000 Local Administrator
- (h) Select the hours type: Standard, Holiday or Sick Leave
- (i) Remember to Save your timesheet after any changes. If you close your browser or leave the timesheet page (e.g. click on Print) before clicking on Save, your updates will be discarded

Documentation and Support

For full documentation and support, click the TS2000 Activity Analysis logo on your timesheet, or visit www.chl.co.uk/TS2000/support/



Click the logo for your organisation's support page



Timesheet Users

Timesheet users help and documentation



Forum

On-line support forum for TS2000 Activity Analysis users