



User guide

Version 1.5

Table of contents


1. Working with Timesheet	3
2. Project Managers Guide.....	6
2.1 View Timesheets Page.....	7
2.2 Confirm Timesheets Page	9
2.3 CSV Export Page	11
2.4 Project Report Page	13
2.5 Review Timesheets Page.....	16
2.6 Expand Timesheets Page	18
2.7 View My Timetable Page.....	20
2.8 Holidays Page	21
2.9 Date Transfers Page	22

1. Working with Timesheet

When one logs into TXChrono it gets him to View my Timesheet page. This page allows to report time on work items available for time reporting for the selected week.

Description of View my Timesheet page elements:

Timesheet
Timetable
Holidays
Logout



View my timesheet < Previous week | Today | 24 - 30 October | Calendar | Next week >

David T.

Work Item	Status	Week							Total
		Mo 24	Tu 25	We 26	Th 27	Fr 28	Sa 29	Su 30	
710_Tx_Chrono		2	2		17				21
37 : Adm-CA-no-low-1-IR Iteration 710_Tx_Chrono : Estimate 16		2	2		2				6
completed work (default field)		2	2		2				6
remaining work					6				
38 : Test task Iteration 710_Tx_Chrono : Estimate					15				15
900_out_of_office									
-1 : Day Off									
-2 : Sickness									
Total of 40		2	2		17				21

Annotations:

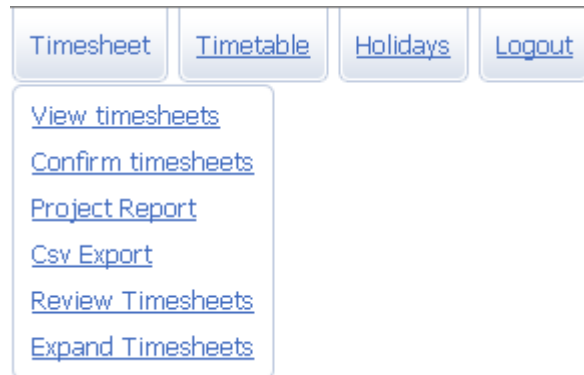
- Expected Project WI Title**: Points to the Work Item column header.
- Expected Week**: Points to the Week column header.
- Virtual Task**: Points to the 'completed work (default field)' row.
- Default Field**: Points to the 'remaining work' row.
- Read-only Fields**: Points to the 'completed work' and 'remaining work' rows.
- WI Summary Field**: Points to the 'Mo' column header.
- Project Summary Field**: Points to the 'Tu' column header.
- Field for Reporting Time**: Points to the 'Sa' and 'Su' columns.
- Weekly Field**: Points to the 'Mo' cell in the 'completed work' row.
- Today Shadding**: Points to the 'Th' column header.
- Holiday Shadding**: Points to the 'Sa' and 'Su' columns.
- Week Total**: Points to the 'Total' column header.

Element	Description
Link on TSWA	When TX Chrono is configured to work with Team System Web Access (TSWA) the work item ID will be linked to the work item in TSWA.
Project Name	Name of the project Work Item belongs to.
WI title	Title of a Work Item. Work Item appears in the timesheet when it is assigned to the user for a particular week and is in active state.
Virtual Task	Task which is not taken from TFS, but defined in TX Chrono itself. Such tasks have negative ID value and don't have links to TSWA. Virtual tasks have only one field for time reporting.
Expected Week Total	Total sum of hours based on personal schedule and expected to be reported over the week.
Week Total	Total sum of hours reported over the selected week.
Holiday Shading	Dates defined as holidays or weekends are shaded as shown in the picture above (see 2.8 Holidays Page).
Today Shading	Current date shadowing as shown at the picture above.
Field For Time Reporting	Field which is enabled for time submission. There could be one or more fields, each defined for a particular Work Item. One of these fields should be marked as default (see Default Field).
Read-Only Fields	Fields with values taken from TFS and displayed under the Work Item title. These values cannot be edited.
Default field	Every work item has only one field for time reporting which is marked as default. You can manage time reported in the default field through the WI Summary Field in case no time is reported in other fields.

Weekly Field	Weekly field that contains value from the appropriate field from TFS and allows to change this value only during the current date. The field value does not influence Week Total field.
WI Summary Field	<p>The field shows total time reported on the Work Item for a particular date. There are three states of WI Summary Field:</p> <p><i>disabled (without a border)</i> - you cannot report time on the work item;</p> <p><i>enabled(with a border)</i> - you can report time through this field, time will be reported to the default field;</p> <p><i>with triangle in the right bottom corner</i> - you cannot report time directly through the WI Summary Field, you should expand the fields group and enter time in the specific field.</p>
Project Summary Field	Total amount of time reported on the specific project over a particular date. This field cannot be edited.
Update button	Saves changes made in a timesheet.
Send for approve button	Sends timesheet for approval. Once time is send for approval the timesheet will be disabled and you will not be able to make any changes. At the end of the week every user should send his timesheet for approval.

2. Project Managers Guide

There are several pages available for privileged users only. These pages can be accessed through the drop down option of the Timesheet menu item as shown at the picture below:

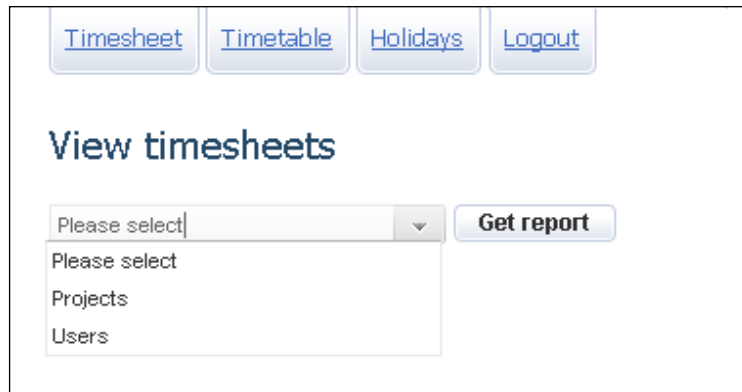


2.1 View Timesheets Page

This page allows to view timesheets of other users.

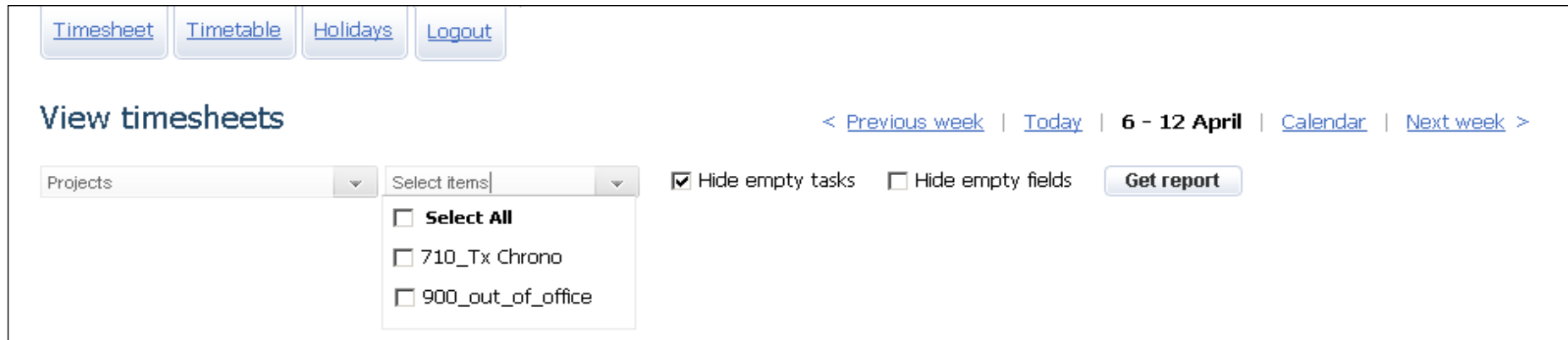
Instructions to view the timesheets:

Choose the way the timesheets will be selected: by the list of users or by the list of projects:



The screenshot shows the 'View timesheets' page with four navigation buttons at the top: 'Timesheet', 'Timetable', 'Holidays', and 'Logout'. Below the title, there is a dropdown menu with the text 'Please select' and a 'Get report' button. The dropdown menu is open, showing two options: 'Projects' and 'Users'.

Choose the list of users or projects in the appeared drop down (depends on the value you selected in the previous step):



The screenshot shows the 'View timesheets' page with the same navigation buttons. Below the title, there is a date range selector: '< Previous week | Today | 6 - 12 April | Calendar | Next week >'. Below that, there is a dropdown menu with 'Projects' selected and a 'Select items' dropdown menu. The 'Select items' dropdown menu is open, showing three options: 'Select All', '710_Tx Chrono', and '900_out_of_office'. There are also two checkboxes: 'Hide empty tasks' (checked) and 'Hide empty fields' (unchecked), and a 'Get report' button.

Press **Get report**

There are two additional options that allow to filter the received data:

Hide empty tasks check box allows to show/hide tasks that have no reported time;

Hide empty fields is available only if the **Hide empty tasks** check box is checked. This option allows to hide lines with empty fields.

Press **Get report**:

View timesheets

< [Previous week](#) | [Today](#) | **24 - 30 October** | [Calendar](#) | [Next week](#) >

yauhenk

Projects 1 item(s) selected Hide empty tasks Hide empty fields

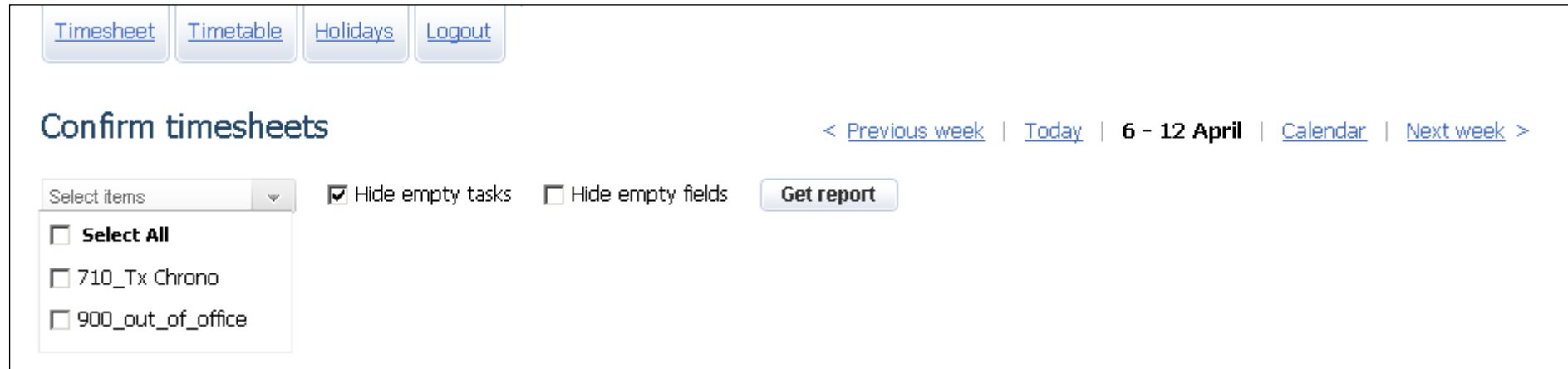
Work Item	Mo 24	Tu 25	We 26	Th 27	Fr 28	Sa 29	Su 30	Total
<input type="checkbox"/> Select All								
<input type="checkbox"/> 710_Tx_Chrono	2	2		17				21
<input type="checkbox"/> David T.	2	2		17				21
<input type="checkbox"/> 37 : Adm-CA-no-low-1-IR Remaining Work : Iteration 710_Tx_Chrono : Estimate 16	2	2		2				6
<input type="checkbox"/> 38 : Test task Remaining Work : Iteration 710_Tx_Chrono : Estimate				15				15
Total	2	2		17				21

On this page you can **Unlock** the submitted time so that the user who submitted it could correct it and send for approval once again. To accomplish this, use the checkboxes to select the work items that need to be modified and press **Unlock**.

2.2 Confirm Timesheets Page

This page allows to confirm/decline time reported by other users.

To view timesheets you should select projects in the drop down and press **Get report**.



The screenshot shows the 'Confirm timesheets' page. At the top, there are four navigation buttons: 'Timesheet', 'Timetable', 'Holidays', and 'Logout'. Below these is the main heading 'Confirm timesheets'. To the right of the heading is a navigation bar with links: '< Previous week | Today | 6 - 12 April | Calendar | Next week >'. Below the heading, there is a dropdown menu labeled 'Select items' with a downward arrow. The dropdown menu is open, showing three options: 'Select All', '710_Tx Chrono', and '900_out_of_office'. To the right of the dropdown menu are two checkboxes: 'Hide empty tasks' (checked) and 'Hide empty fields' (unchecked). To the right of these checkboxes is a 'Get report' button.

Hide empty tasks and **Hide empty fields** options work the same way as described above (see **View Timesheets Page**).

And press **Get report** button.

Example of the Confirm timesheets page:

Confirm timesheets < Previous week | Today | **24 - 30 October** | Calendar | Next week >

yauhenk

Projects: 1 item(s) selected Hide empty tasks Hide empty fields **Get Report**

Work Item

	Mo 24	Tu 25	We 26	Th 27	Fr 28	Sa 29	Su 30	Total
<input type="checkbox"/> Select All								
<input type="checkbox"/> 710_Tx_Chrono	2	2		17				21
<input type="checkbox"/> David T. ↻	2	2		17				21
<input type="checkbox"/> 37 : Adm-CA-no-low-1-IR Remaining Work : Iteration 710_Tx_Chrono : Estimate 16	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6
completed work (default field)	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6
<input type="checkbox"/> + 38 : Test task Remaining Work : Iteration 710_Tx_Chrono : Estimate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	15
Total	2	2		17				21

Approve **Decline** **Save Changes**

On this page you can:

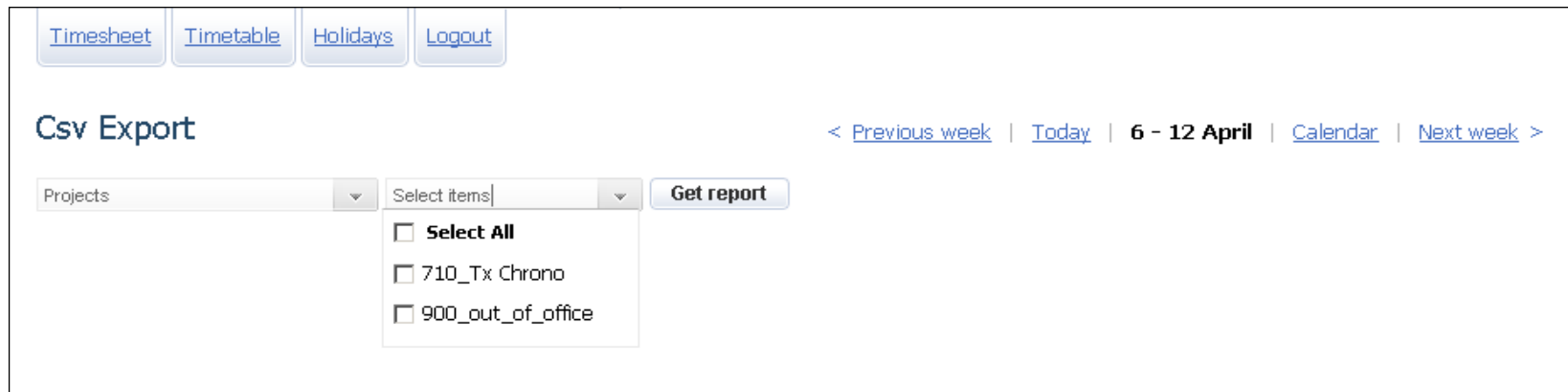
- Approve/decline reported time (check appropriate tasks and press **Approve** or **Decline**);
- Correct reported time (enter valid time and press **Save Changes**).

2.3 CSV Export Page

This page allows to create reports for a selected week in cvs format.

Instructions:

Choose the way you want to generate the report: by projects or by users



The screenshot shows the 'Csv Export' page with navigation links: Timesheet, Timetable, Holidays, Logout. The main heading is 'Csv Export' with navigation: < Previous week | Today | 6 - 12 April | Calendar | Next week >. Below the heading is a dropdown menu labeled 'Projects' which is open, showing options: Select All, 710_Tx Chrono, and 900_out_of_office. A 'Get report' button is visible to the right of the dropdown.

Choose the list of projects or users (depends on the value you have selected on the previous step)



The screenshot shows the 'Csv Export' page with navigation links: Timesheet, Timetable, Holidays, Logout. The main heading is 'Csv Export' with navigation: < Previous week | Today | 6 - 12 April | Calendar | Next week >. Below the heading is a dropdown menu labeled 'Please select' which is open, showing options: Please select, Projects, and Users. A 'Get report' button is visible to the right of the dropdown.

Press **Get report**.

Csv format of the report:

User, TaskId, Project Name, TimeMon, TimeTue, TimeWed, TimeThu, TimeFri, TimeSat, TimeSun

Where:

User - user login;

Task Id – ID of a work item from TFS or a virtual task;

Project Name – name of a project

Time Mon – total number of hours reported on Monday from selected date range in all the fields for time reporting;

...

Time Sun – total number of hours reported on Sunday from selected date range in all the fields for time reporting.

2.4 Project Report Page

Project Report page allows to retrieve information about reported time on a project and export this information into doc or xls.

Go to **Report Page** menu item:

The screenshot shows the 'Project Report' page with the following elements:


- Navigation buttons: Timesheet, Timetable, Holidays, Logout.
- Section title: Project Report.
- Project: 710_Tx Chrono (dropdown).
- User: 6 item(s) selected (dropdown).
- From: 4/6/2009 (calendar icon).
- To: 4/12/2009 (calendar icon).
- Available fields: Summary, Completed Work, Completed Overtime, Remaining Work, Estimate, Area (list with arrows).
- Assigned fields: (empty list with arrows).
- First filtering: None (dropdown).
- Second filtering: None (dropdown).
- Approved tasks only: Approved tasks only.
- Get Report button.

To generate report:

1. Select the project in **Project** drop down;
2. Select the list of users in **User** drop down;
3. Select **From** and **To** dates;
4. Select **Fields** that you want to see in the report;
5. Select how you want to group the data;
6. **Approved tasks only** option allows to show only time that was approved. This option is available only if the selected date range starts with Monday;
7. Press **Get Report**.

Example of Project Report page:

[Timesheet](#)
[Timetable](#)
[Holidays](#)
[Logout](#)



Project Report

Project
710_Tx Chrono

User
6 item(s) selected

From
4/6/2009

To
4/12/2009

Available fields

Assigned fields

- Summary
- Completed Work
- Completed Overtime
- Remaining Work
- Estimate
- Area

First filtering
User

Second filtering
Date

Approved tasks only

Get Report

Value

None Select items

Clear All Filter **Apply Filter**

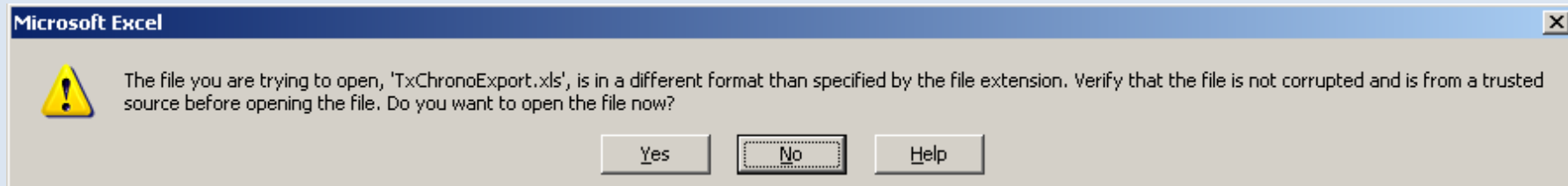
Task	Sum	CW	CO	RW	Est	Area
[-] Betts Remley	17	11	6			
[-] Monday, April 06, 2009	1	1				
Adm-CA-no-low-1-IR	1	1			1	710_Tx Chrono
[-] Tuesday, April 07, 2009	4	2	2			
Adm-CA-no-low-1-IR	4	2	2		1	710_Tx Chrono
[-] Wednesday, April 08, 2009	3	3				
Adm-CA-no-low-1-IR	3	3			1	710_Tx Chrono
[-] Thursday, April 09, 2009	4		4			
Adm-CA-no-low-1-IR	4		4		1	710_Tx Chrono

You can filter the data in the report by adding filters and pressing **Apply Filter**.

At the bottom of the page you can see the block that allows you to export the report into **Word** or **Excel**:



Note: If you have MS Office 2007 or MS Office 2010 installed on your computer during the export into Excel you will get the following message:



This message appears because the document is generated in the format of 98-2003 Excel. To open the document press "Yes".

Note: If you have Excel parsing switched on in your Excel double values will be converted into Date format. To avoid this go to Options ->Excel options ->Advanced and uncheck **Use system separator** option.

2.5 Review Timesheets Page

This page allows you to quickly verify whether time reported by user is in accordance with their schedules and whether submitted time has been approved.

Select **Review Timesheets** menu item:

Review Timesheets < [Previous week](#) | [Today](#) | **24 - 30 October** | [Calendar](#) | [Next week](#) >

yauhenk

Projects: ▼

Users: ▼

Columns to display

Timetable

Submitted

Sent for Approval



Approved

Hide rows with equal column values


To view the report::

1. Select projects in **Project** drop down;
2. Select a list of users in **User** drop down;
3. Select **Columns to display**;
4. Press **Get Report**

Example of Review Timesheets page:

 [Export to Excel](#)  [Confirm](#)

User	Timetable	Submitted	Sent for Approval	Approved
<input type="checkbox"/> Select All				
<input type="checkbox"/> David T.	40	21	21	0
<input type="checkbox"/> Remley B.	40	40	40	40
Total	80	61	61	40

 [Confirm](#)

If **Submitted** time doesn't match the **Timetable** it will be highlighted with red. The same will occur for **Sent for Approval** and **Approved** if they do not coincide with **Submitted** or **Sent for Approval**. Therefore, if user submits time in accordance with personal schedule and it actually gets approved by the manager, there will not be highlighted fields.

If you want to see only those users who have issues with time reporting, set the **Hide rows with equal values** option and click **Get report**.

To go quickly to the **Confirm Timesheets** page select users whose time you want to approve and click the **Confirm** link.

2.6 Expand Timesheets Page

Here you can expand the time period during which user is allowed to report time on a work item. You may need it if a user started the work on a task before it got into his/her timesheet.

Select **Expand Timesheets** menu item:

Expand timesheets

yauhenk

Work Item ID:

To expand the period a work item is available for time reporting follow the instructions:

1. Specify work item ID;
2. Select the user who needs to report time on the work item;
3. Specify the period within which you want to make work item available for time reporting;
4. Press **Get Weeks**.

Example of Expand timesheets page:

Expand timesheets

yauhenk

Work Item ID:

Title: Adm-CA-no-low-1-IR

Project: 710_Tx_Chrono

	<input type="button" value="Save Changes"/>
<input type="checkbox"/> 7 - 13 November	
<input type="checkbox"/> 31 October - 6 November	
<input type="checkbox"/> 24 - 30 October	
<input type="checkbox"/> 17 - 23 October	
<input type="checkbox"/> 10 - 16 October	
<input type="checkbox"/> 3 - 9 October	
	<input type="button" value="Save Changes"/>

On this page select the week(s) you want to make task available for time reporting and click **Save Changes**.


2.7 View My Timetable Page


On this page user can view the number of the hours he/she is expected to report for each day of the week. To get to the page click **Timetable** link. Here you can enter the required amount of hours for each day of the week and click **Update**.

View my timetable

yauhenk

Mo	Tu	We	Th	Fr	Sa	Su	Total
<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	40


 Update

 Update

TX Chrono will show the warning if the total weekly amount of reported hours does not match the **Total** value of the timetable:

- For users when sending time to approval:

Send for Approve: Incomplete Timesheet ✕



Entered time does not match timetable:

- Entered Time (hours): **32**

- Timetable (hours): **40**

Are you sure you want to send timesheet for approve?

Yes, continue
Cancel

- For Project managers on **Review Timesheets** page (see **2.5 Review Timesheets Page**)

2.8 Holidays Page


This page allows administrators to set up dates that will be shaded in timesheet as holidays.

To set up click **Holidays** link:


Holidays

yauhenk

Year Locations

Date	Description	Location	Actions
11/3/2011 	<input type="text" value="Thanksgiving Day"/>	<input type="text" value="For all locations"/>	 
11/10/2011 	<input type="text"/>	<input type="text" value="For all locations"/>	

To add a new holiday, specify **Date**, enter **Description**, select **Location** and click the OK () image.

To delete holiday just click the corresponding Delete () image.

Note that the list of **Locations** matches the locations configured in your Active Directory (AD). If you do not see required items in this list you, contact your network administrator.

For non-administrator users the **Holidays Page** appears in read-only mode as shown below:

Holidays

Year

Date	Description	Location
11/3/2011	Thanksgiving Day	For all locations

2.9 Date Transfers Page










If your team needs to work on a weekend day in order to compensate a holiday, you can use the **Transfer working days** page to configure TX Chrono appropriately:

Select **Holidays => Date Transfers** menu item to get to the following page:


Transfer working days

yauhenk


Year Location

From	To	Description	Location	Actions
11/3/2011 	 11/12/2011 	<input type="text" value="Thanksgiving Day"/>	<input type="text" value="For all locations"/>	 
11/10/2011 	 11/11/2011 	<input type="text"/>	<input type="text" value="For all locations"/>	

To define a new date transfer:

- Select the **Year** of the date transfer;
- In the **From** column specify the date on which your team is not to work;
- In the **To** column specify the date on which your team is to work instead;
- Enter **Description** of the holiday;
- In the **Location** column select the location where the date transfer should take place (Note that the list of Locations reflects the locations configured in your Active Directory (AD). If you do not see required items in this list - contact your network administrator);
- Click OK () image.

In users' timesheets TX Chrono will shade the "From" date as a holiday and display the "To" date as the working day. Weekly reported time and user's schedule will be adjusted automatically.

To delete day transfer just lick the corresponding Delete () image.

For non-administrator users the **Date Transfers Page** appears in read-only mode