

Te

V3

# Team TimeSheet (SP)

## Help document for administrators

An add-in for Microsoft® Outlook® that makes it very easy to manage and distribute centralized projects and activities to team members across the organization and collect expenses, timesheets and work done on projects from Outlook to SharePoint.

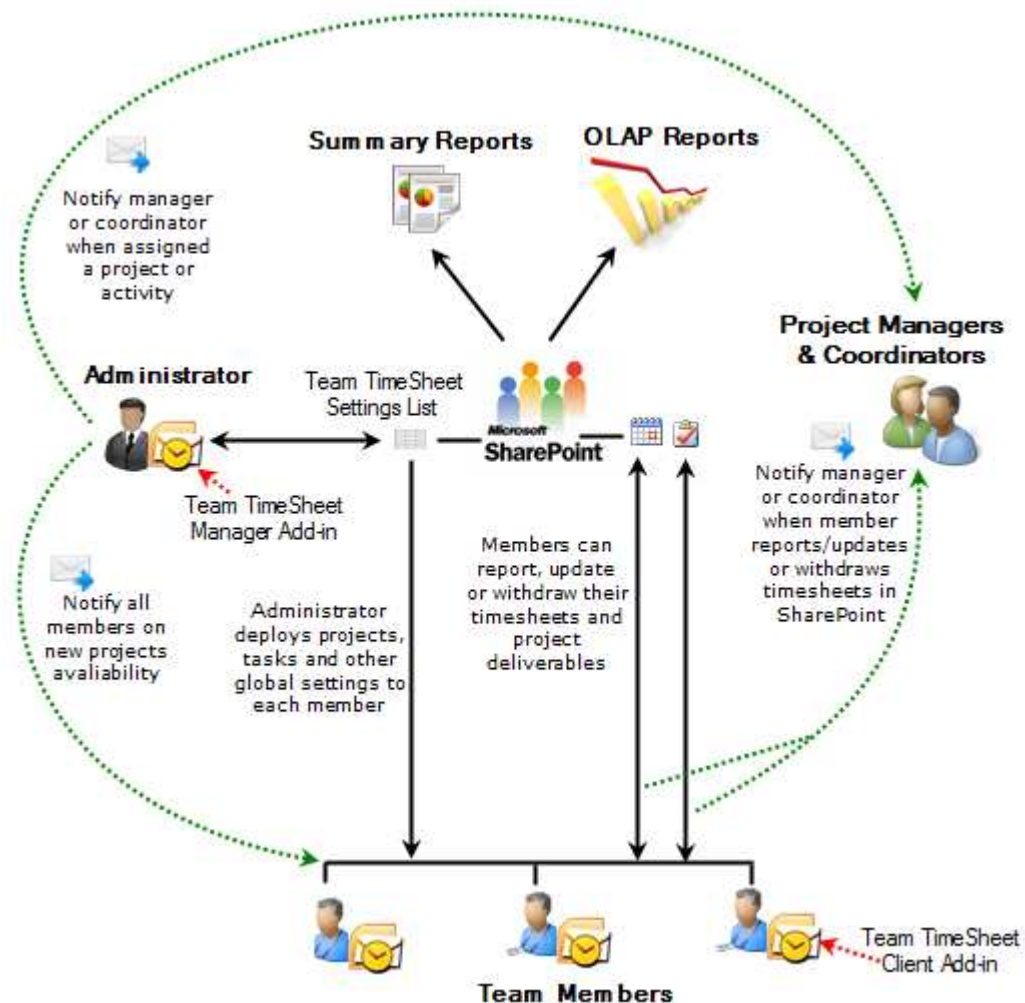
## Manager Tool



## Team TimeSheet for Outlook & SharePoint

Prepare timesheets and track task, mileage and expense for project management, billing and payroll purpose with Microsoft Outlook.

This is an elaborate help documentation that will guide you how to work with the management module of Team TimeSheet for Outlook & SharePoint. For a quick overview, refer to our video demonstration available on the product website.



## Help and Documentation

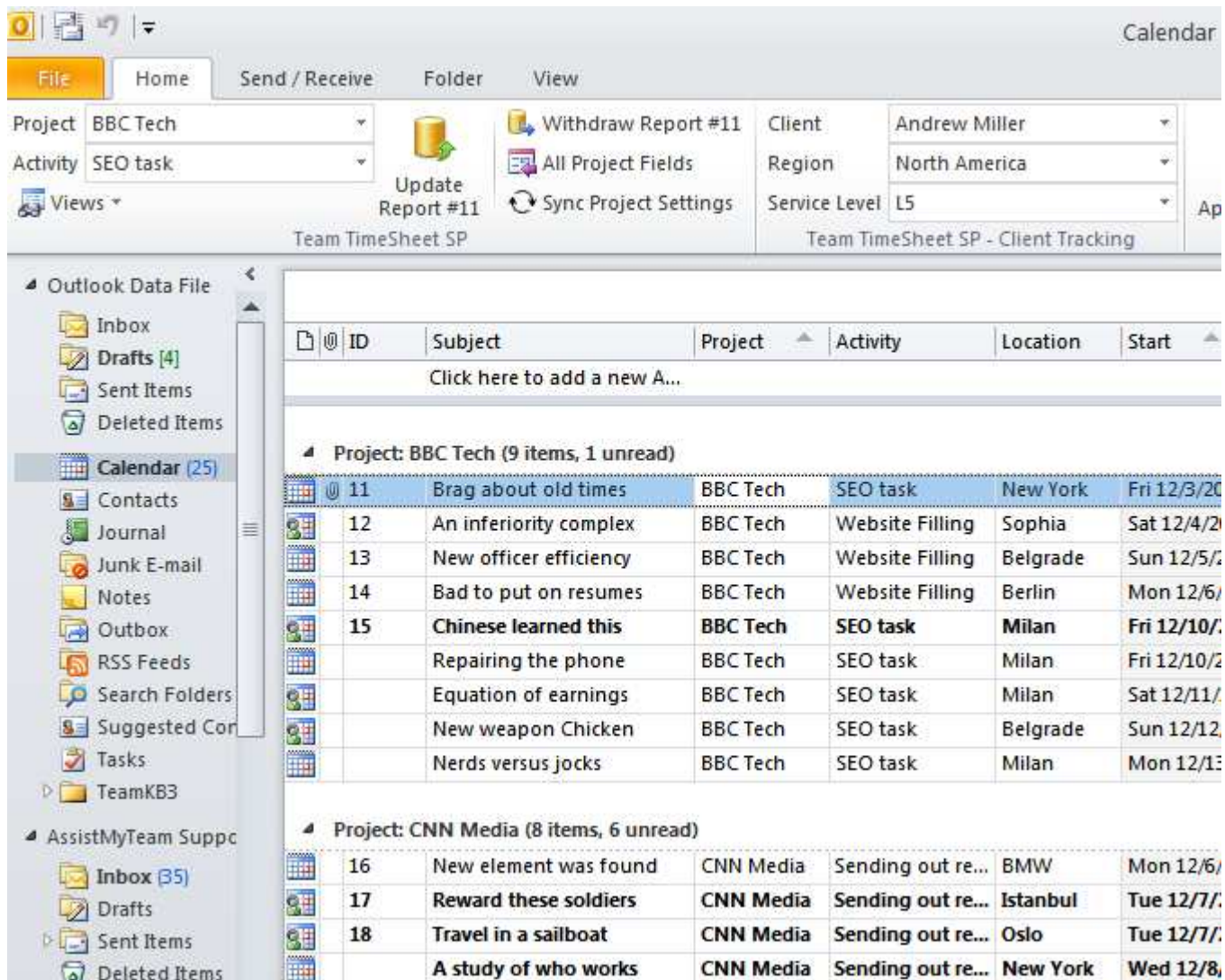
Version 3.0

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## 1. Introduction

*Team TimeSheet for Outlook & SharePoint* is a **reporting solution** for a team of any size to work, plan and execute project related activities and timesheets in Microsoft Outlook that can be published on company's SharePoint lists. It leverages the familiar Outlook calendar and task interface to **track time** and **expenses** towards projects, clients or any entity your business requires. And let you measure **attendance**, **payroll**, **cost estimation** or **billing** for accounting purposes. Due to the seamless integration of timesheet collection in Outlook and SharePoint, user adoption is **maximized**, yet training time and costs are minimized, and most importantly, reporting process of work done and expense is streamlined for all employees, resulting in a highly scalable solution for the organization.



ID	Subject	Project	Activity	Location	Start
Click here to add a new A...					
Project: BBC Tech (9 items, 1 unread)					
11	Brag about old times	BBC Tech	SEO task	New York	Fri 12/3/20
12	An inferiority complex	BBC Tech	Website Filling	Sophia	Sat 12/4/20
13	New officer efficiency	BBC Tech	Website Filling	Belgrade	Sun 12/5/20
14	Bad to put on resumes	BBC Tech	Website Filling	Berlin	Mon 12/6/20
15	Chinese learned this	BBC Tech	SEO task	Milan	Fri 12/10/20
	Repairing the phone	BBC Tech	SEO task	Milan	Fri 12/10/20
	Equation of earnings	BBC Tech	SEO task	Milan	Sat 12/11/20
	New weapon Chicken	BBC Tech	SEO task	Belgrade	Sun 12/12/20
	Nerds versus jocks	BBC Tech	SEO task	Milan	Mon 12/13/20
Project: CNN Media (8 items, 6 unread)					
16	New element was found	CNN Media	Sending out re...	BMW	Mon 12/6/20
17	Reward these soldiers	CNN Media	Sending out re...	Istanbul	Tue 12/7/20
18	Travel in a sailboat	CNN Media	Sending out re...	Oslo	Tue 12/7/20
	A study of who works	CNN Media	Sending out re...	New York	Wed 12/8/20

### Purpose of this add-in

Microsoft Outlook, in its original state, lacks a direct and an efficient solution to track time, expense for payroll and billing purposes. However, there are workers who indulge themselves in some form of timesheet tracking (and often crudely) through capturing the time and other data from appointments and tasks in Outlook and feeding to an external data source manually.

With Team TimeSheet, these processes are streamlined and automated so that administrator specified projects, activities and other related metadata are available on every worker's Outlook. With these project metadata, even if one is offline from the workplace, individual team member can track, measure work done and prepare timesheets for projects from the comfort of Outlook. Once timesheet in appointments or tasks are prepared in Outlook, member can publish to the company's SharePoint lists. Managers can then use these submitted timesheets for calculating expenses, payroll or billing on projects, clients and resources among others.

### Leverage Outlook and SharePoint for team reporting

Leveraging the familiar workflow of Outlook appointments and tasks, Team TimeSheet simplifies timesheet creation, submission and tracking. Besides, it also offers managers and administrators greater control throughout the time reporting process. With the assurance that team members are reporting through Outlook that promotes accurate, consistent time reporting, managers can leverage precise, up-to-date budget and billing reports for project estimation and budgeting.

Designed to provide a fast return on investment, proven and scalable capabilities make Team Timesheet, a must for organizations that require an enterprise time and billing management solution.

## What are the advantages?

- ✓ **Seamless integration** with Outlook & SharePoint
- ✓ Prepare timesheets **in Outlook calendar** or **task**
- ✓ Publish timesheets on the company's **SharePoint repository**
- ✓ **Record time** and **expenses** against configured projects and activities.
- ✓ Support for revision of timesheet periodically over time.
- ✓ Support **color coding** of tagged Outlook items
- ✓ **Access Control** module for controlling which project fields are deployed, how individual member interact and report in Outlook, which members have access to administrative tools and if they are allowed to add their own projects and activities.
- ✓ Enforce **project timeline** (i.e., start, end date and due date) in tagged appointment and task items in Outlook.
- ✓ Keep vital project information fully up to date among the members.
- ✓ Streamline the timesheet collection and reporting techniques via Outlook for all members with **centralized administration** control panel.
- ✓ Set **reporting rules** and guidelines for members, such as minimum work hours, mandatory fields and valid project codes
- ✓ **Offline support** - members can continue on timesheet entry in Outlook, and only report to SharePoint when online.
- ✓ Deploy **Custom Fields** for measuring additional project deliverables
- ✓ Integrated **OLAP reporting tool** with more than 30 pre-defined reports available
- ✓ Supports Office 2010, **Ribbon**, **Backstage View** and context menu
- ✓ Included are project specific **Outlook views** that bring sense to your timesheets
- ✓ Because it is based on Outlook, Team TimeSheet can be deployed rapidly throughout your organization with **high scalability**.
- ✓ And by presenting users with the Outlook user interface they're already familiar with, training time and costs are greatly minimized.
- ✓ Real-time graphical reports provide immediate insight into productivity
- ✓ Automated **e-mail notifications** to prompt timesheet submission and other events
- ✓ Replace paper based timesheet entry and disparate IT systems to avoid data falling into the cracks and information loss.
- ✓ Groupware solution - simple **Managerial** and Client install.
- ✓ Reduces time misappropriation

## 2. Requirements

*Team TimeSheet* is available right inside your Outlook unlike any other stand alone application and web based project and time reporting software. It can easily be deployed through an installer (manually or via a group policy object with MSI) across the entire organization. Please make sure that your system meets the following requirements before installing *Team TimeSheet for Outlook & SharePoint*:

<b>Windows Version</b>	Windows 2000, Windows XP, Windows Vista or Windows 7. Both 32 and 64 bit OS are supported.
<b>Outlook Version</b>	Outlook 2010 (32 bit only), Outlook 2007 or Outlook 2003 (SP2 or above). Team TimeSheet operates directly inside the Microsoft Outlook application (using Microsoft's "COM add-in" technology). Outlook Express is not supported.
<b>SharePoint Version</b>	WSS 2.0, WSS 3.0, MOSS 2007, SharePoint 2010
<b>Others</b>	Microsoft .NET Framework 2.0

### 3. Installation

*Team TimeSheet for Outlook & SharePoint* is a groupware solution and consists of two parts– **managerial install** and **client** install. The managerial install is for project managers and administrators who would setup, configure projects and activities, and maintain drop down lists, templates, reporting settings in a dedicated SharePoint list, that is accessible to all the team members.

The client install is for individual team member that provides an add-in interface in Outlook to allow preparing their timesheets in appointment or task items, and then publishing to the company's SharePoint repository. It also connects to the administrator defined Project SharePoint List, to choose and retrieve deployed projects, activities and other project settings to work on with their Outlook. (Note: project managers and administrators need to install the client tool if they need to prepare and report their timesheets to SharePoint).

Download link: <http://www.assistmyteam.net/TeamTimeSheetSP/download.asp>

#### The downloaded zip file (TeamTimeSheetSPSetups.zip) contains 3 files

##### TeamTimeSheetManagerSPSetup.exe

As the name implies, this install is meant for the manager or administrator who will configure and maintain the Team TimeSheet drop down lists, templates and other settings data.

##### TeamTimeSheetClientSPSetup.exe

This install is meant for individual team member who would be reporting timesheets and other project deliverables to the SharePoint.

##### VersionInfo.txt

This text file contains the current version of the Team TimeSheet Client. This file is used for enabling automatic upgrade of the client tool (if enabled by the administrator).

It is recommended that you place the client setup files (**TeamTimeSheetClientSPSetup.exe** and **VersionInfo.txt**) on a shared network folder, such that all team members can have access to it, and ease the installation and upgrade process.

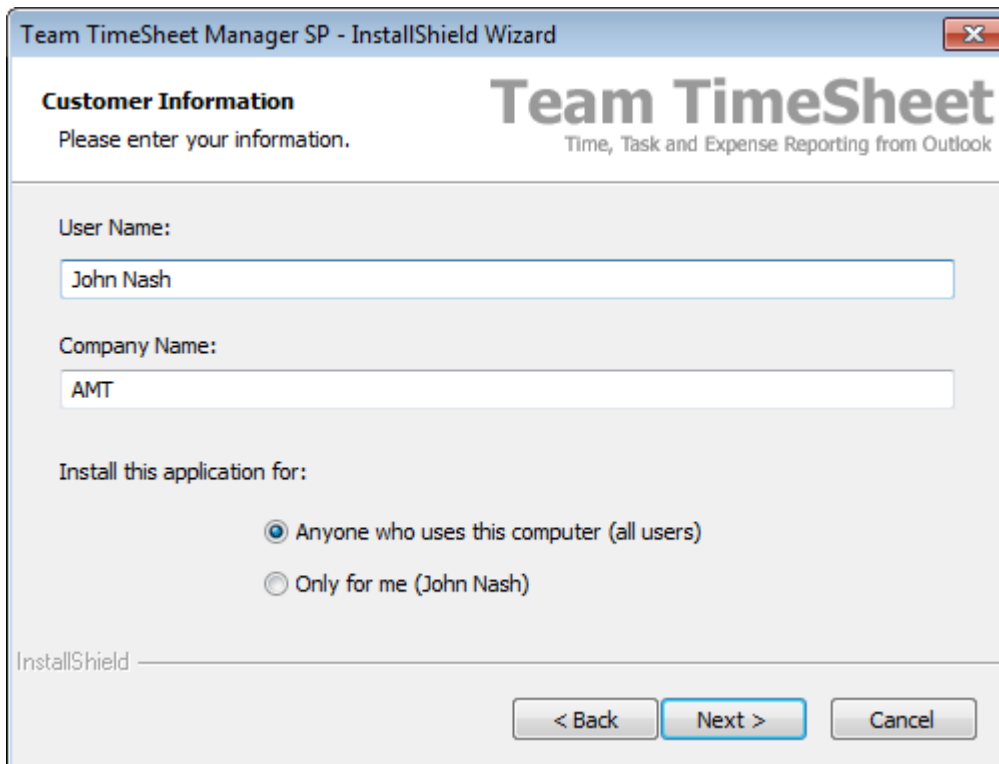
#### Managerial Installation

With the managerial installation, administrator will be able to create and configure a SharePoint list to be used as a workgroup data source for storing projects data and other reporting options that can be deployed to all team members.

Step by step procedure is given below:

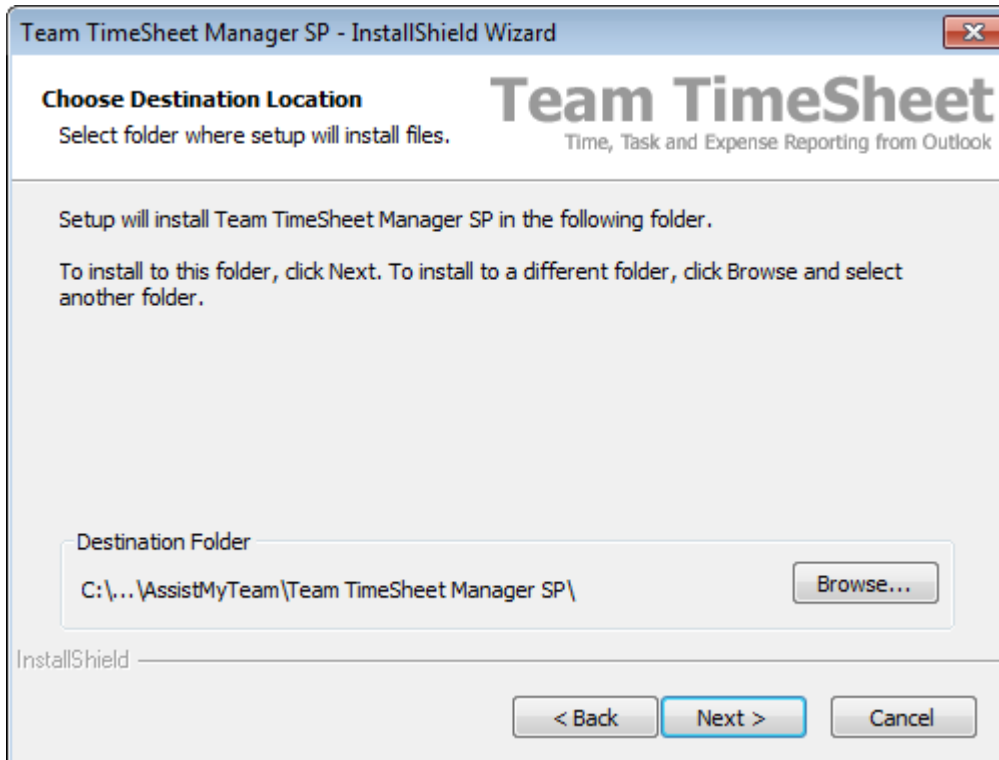


**Step 1.** Run the **TeamTimeSheetManagerSPSetup.exe** to start the installation. Click Next to Continue. If Outlook 2003 (SP2 or above) or later is not installed, the setup wizard will not be able to proceed. Please also ensure Outlook is shutdown (if already running or active in the task manager) as the setup has to install an Outlook add-in.



The screenshot shows the 'Customer Information' dialog box. The title bar reads 'Team TimeSheet Manager SP - InstallShield Wizard'. The main heading is 'Team TimeSheet' with the subtitle 'Time, Task and Expense Reporting from Outlook'. The instruction says 'Please enter your information.' There are two text input fields: 'User Name:' containing 'John Nash' and 'Company Name:' containing 'AMT'. Below these is the section 'Install this application for:' with two radio button options: 'Anyone who uses this computer (all users)' (which is selected) and 'Only for me (John Nash)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'InstallShield' logo is visible in the bottom left corner.

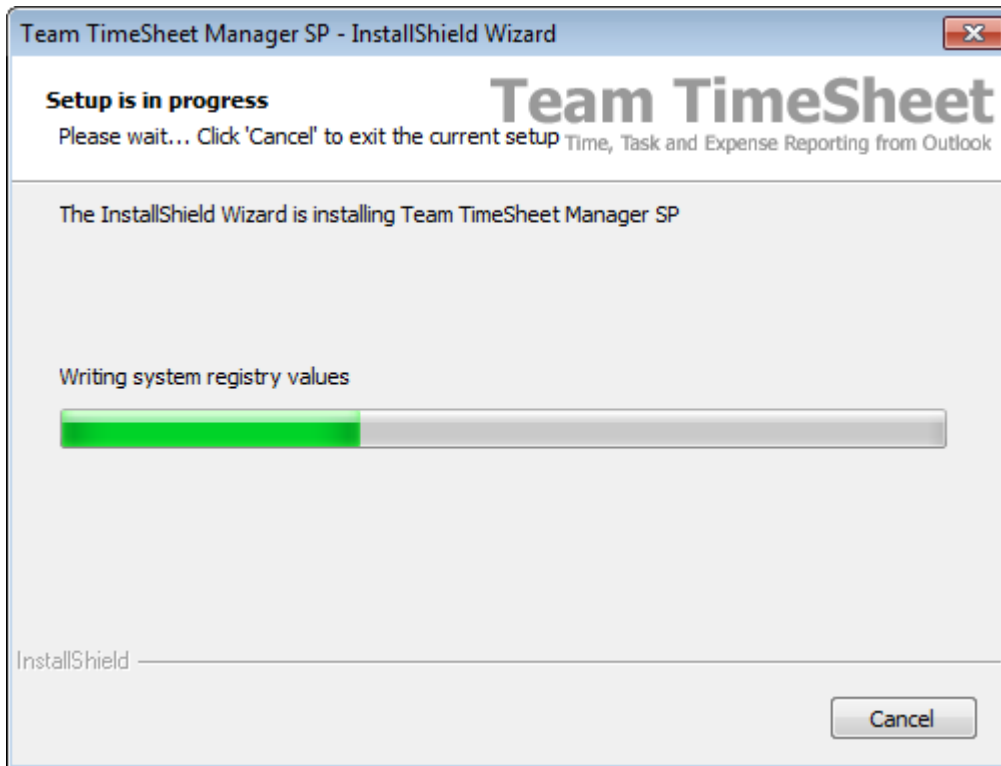
**Step 2.** In the 'Customer Information' dialog, you will be prompted to select if the application has to be installed for all users or only for yourself (current user).



The screenshot shows the 'Choose Destination Location' dialog box. The title bar reads 'Team TimeSheet Manager SP - InstallShield Wizard'. The main heading is 'Team TimeSheet' with the subtitle 'Time, Task and Expense Reporting from Outlook'. The instruction says 'Select folder where setup will install files.' Below this, it states 'Setup will install Team TimeSheet Manager SP in the following folder.' and provides instructions: 'To install to this folder, click Next. To install to a different folder, click Browse and select another folder.' There is a text input field for 'Destination Folder' containing 'C:\...\AssistMyTeam\Team TimeSheet Manager SP\'. To the right of this field is a 'Browse...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'InstallShield' logo is visible in the bottom left corner.

**Step 3.** Select the appropriate destination folder where the application files will be installed. If you change the default folder path, please make sure you have appropriate permission. (Note: by default, it will be installed under your program files folder)





**Step 4.** Once you have verified the previous steps, click **Next** to continue the files extraction. It may take a few minutes to complete the whole copying process



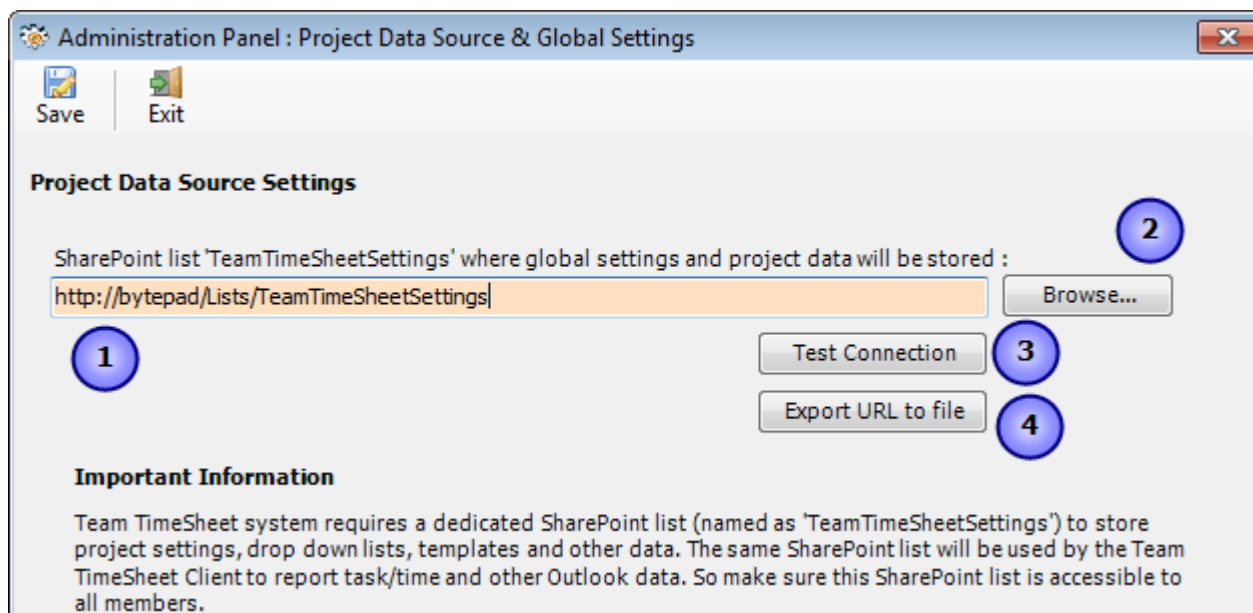
**Step 5.** Click 'Finish' to proceed to the 'Project Data Source' configuration in Microsoft Outlook. This ends the files installation process in your system.

## 4. Configuring a SharePoint List for Project Settings

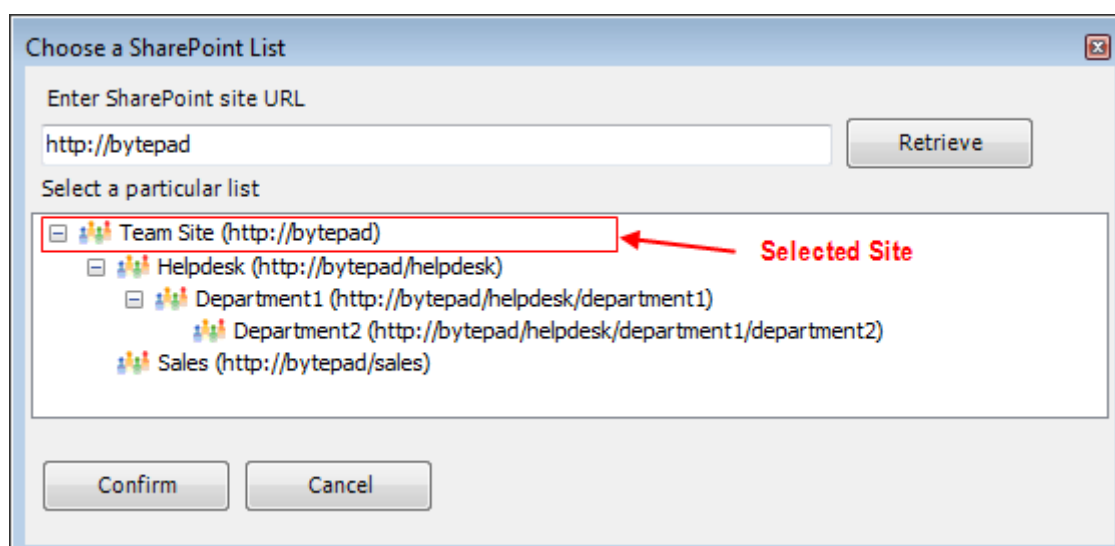
### Team TimeSheet Manager (SP) > Project Data Source

If you have just installed the Team TimeSheet Manager tool, you will get to see a 'Project Data Source' Settings dialog when you start Outlook. Alternatively, you can invoke this dialog box from 'Team TimeSheet Manager (SP)' > Project Data Sourcemenue, in case of Outlook 2003 or 2007. If you are using Outlook 2010, you can get to this route from the *backstage File > Team TimeSheet Manager (SP) > Project Data Source* button.

All the Team TimeSheet settings such as project/activity lists, notification options, email templates, members' list, reporting settings etc. are all stored to a project data repository that is accessible to all members. The project data source is nothing but a simple SharePoint list (*with the name 'TeamTimeSheetSettings'*) that will be created under your company's SharePoint site by the Team TimeSheet Manager tool. In short, these are global settings that streamline the behavior on how all members work, track and publish their timesheets in Outlook.



- 1 **Project Data Source Settings** – The SharePoint site where the Project Settings list (i.e., *TeamTimeSheetSettings*) is located or would be created (if it does not exist). For example, in the above screenshot, the specified SharePoint site is *http://bytepad* and the list '*TeamTimeSheetSettings*' is located (or will be created) under this site.
- 2 **Browse to choose a SharePoint site** where the Project Settings list (i.e., *TeamTimeSheetSettings*) would be created or is located (in case it already exists). In the screenshot below, the root 'Team Site' is the chosen site. Notice that there are sub-sites within the parent site. *Note: if you are a 'Site Collection Administrator', then you would be to select any one of the sub sites within the specified site. To successfully create a project data list, you need to have at least 'Contribute' permission level over the SharePoint site, otherwise, you will get an error message on 401: Not Authorized*



You can export this SharePoint site URL to file and deploy it to other members so that they don't have to specify the URL again, instead they can simply import that file to get configured and connected to the project Settings list.

## 5. Mapping fields between Outlook and SharePoint

### **Team TimeSheet Manager (SP) > Tasks Fields Mapping / Appointments Fields Mapping**

There are two types of Outlook items that can be reported or published on an administrator specified SharePoint list – Outlook **Appointment** or **Task**. As an administrator, you can choose which Outlook fields and other custom fields get published on the SharePoint list, when individual team member reports their timesheet from Outlook to SharePoint. All you need to do is map the Outlook fields with a relevant field of the SharePoint list.

Team TimeSheet supports publishing almost all of the predefined fields of the Outlook appointment or task, project, activity and other custom fields. The following appointment fields are available for publishing on a SharePoint calendar or list.

#### **Predefined Appointment Fields**

*All Day Event, Billing Information, Busy Status, Categories, Companies, Creation Time, Duration, End Date, Entry ID, Importance, IS Recurring, Last Modification Time, Location, Meeting Status, Mileage, No Aging, Optional Attendees, Organizer, Recurrence State, Reply Time, Required Attendees, Resources, Response Requested, Response Status, Sensitivity, Start Date, Net meeting Organizer Alias, Subject, Body, HTML Body*

#### **Predefined Task Fields**

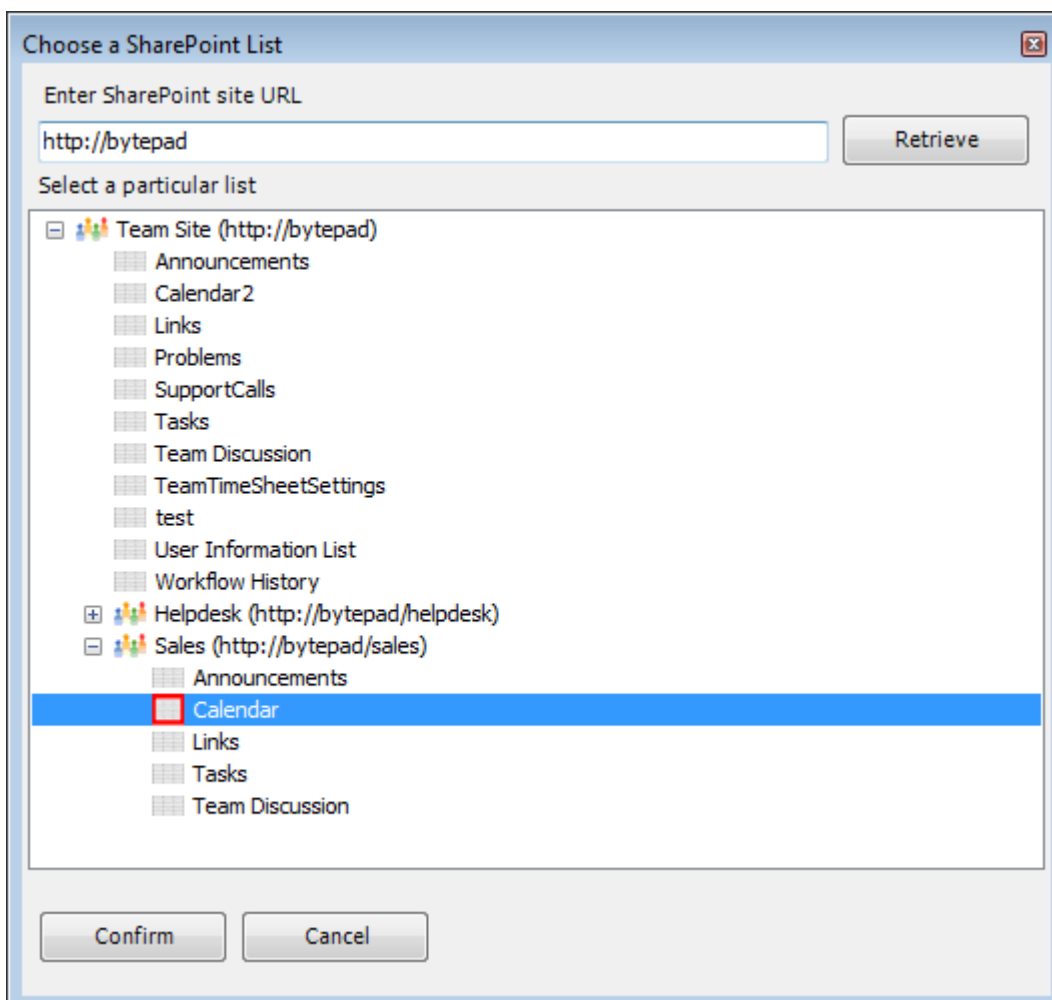
*Actual Work, Billing Information, Categories, Companies, Contact Names, Creation Time, Date Completed, Delegation State, Delegator, Due Date, Entry ID, Importance, Is Recurring, Last Modification Time, Mileage, No Aging, Ordinal, Owner, Ownership, Role, Schedule Priority, Sensitivity, Start Date, Status, Status on Completion Recipients, Status Update Recipients, Subject, Team Task, Total Work, Body, HTML Body*

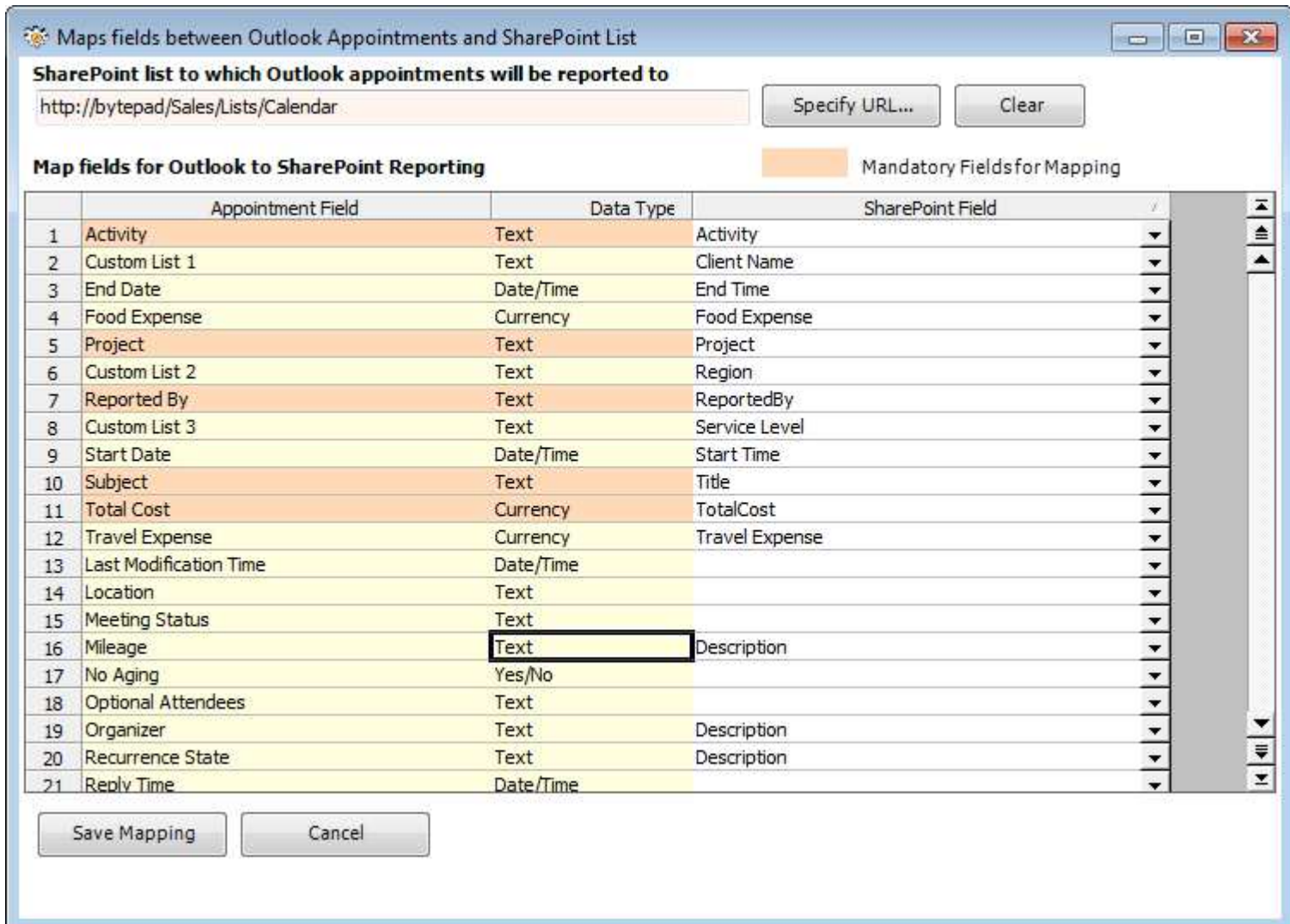
#### **Custom Fields**

*Project, Activity, Reported Date, Reported By, Total Cost, Custom Field 1, Custom Field 2, .....Custom Field 10.*

#### **Mapping between Outlook fields and SharePoint Fields**

Before you start mapping, first you need to define and specify a particular SharePoint list (can be predefined SharePoint calendar or task list too). And it would be used to store all the published timesheets from all the team members.



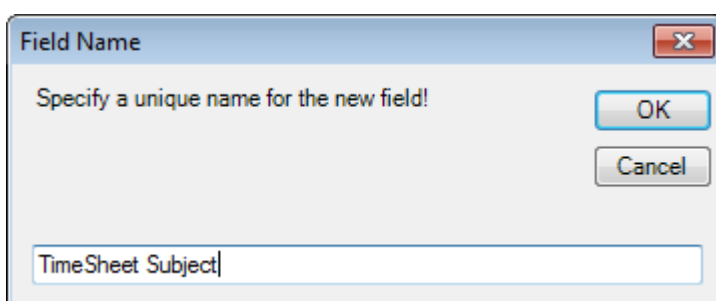
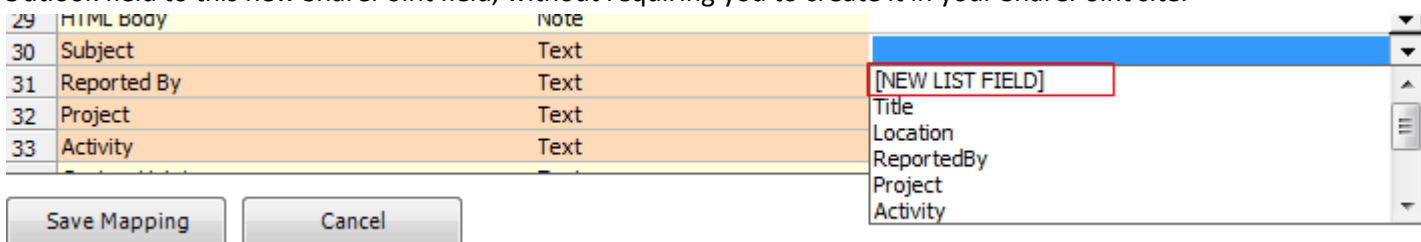


In the mapping dialog box (above), the first column lists all predefined Outlook fields, TimeSheet specific fields and custom fields. In the third column, there is a drop down list on each row, consisting of all available SharePoint fields. Just simply choose a SharePoint field from the drop down box to map it to the corresponding Outlook field.

For example, in the screenshot above, Outlook Appointment field 'Subject' is mapped to SharePoint field 'Title' or Outlook appointment field 'Start Date' to SharePoint field 'Start Time' etc.

### Create New SharePoint Field - on the fly

In the drop down list of the SharePoint field, you will also notice that there is an item '[NEW LIST FIELD]'. You can select this item to create a new field in the particular SharePoint list, directly from this mapping tool, so that you can map the specific Outlook field to this new SharePoint field, without requiring you to create it in your SharePoint site.



Specify a field name that you would like to appear in the SharePoint list. Only input valid characters and avoid using special characters such as symbols.

The new SharePoint field will have the same data type as that of the corresponding Outlook field.

29	HTML Body	Note	
30	Subject	Text	TimeSheet Subject
31	Reported By	Text	ReportedBy
32	Project	Text	Project
33	Activity	Text	Activity

### Mandatory Fields for Mapping

Note that the following Outlook fields are mandatory when you perform mapping:

**Subject, Reported By, Project, Activity, Total Cost.**

If any of these mandatory field(s) are not mapped, you will get a 'mandatory fields not mapped' warning message and the settings won't be saved.

### Mapping multiple Outlook fields to the same SharePoint Field

You can map multiple Outlook fields to the same SharePoint field having a 'Note' data type.

For example, in the above screenshot of appointment fields mapping to SharePoint calendar list, you can see that the Outlook fields 'Mileage', 'Organizer', 'Recurrence State' and 'Body' are all mapped to the single SharePoint field 'Description' (which is a note field).

When multiple Outlook fields are mapped to the same single SharePoint field, that value of the Outlook fields will be appended in next line.

Calendar - Painting shows it all

View Custom Commands

Version History Alert Me

Manage Permissions

Edit Item Delete Item

Manage Actions

Title	Painting shows it all
Location	
Start Time	12/26/2010 8:30 AM
End Time	12/28/2010 8:30 AM
Description	Hi! John's answering machine is broken. This is his refrigerator. Please speak very slowly, and I'll stick your message to myself with one of these magnets.  <b>Mileage:</b> 714 <b>Organizer:</b> AssistMyTeam Support <b>Recurrence State:</b> Appointment Not Recurring
ReportedBy	John K
Project	XtremeLab
Activity	Trademark - Search/View Assignments of Ownership
TotalCost	\$192.00
Client Name	Adrien Silva

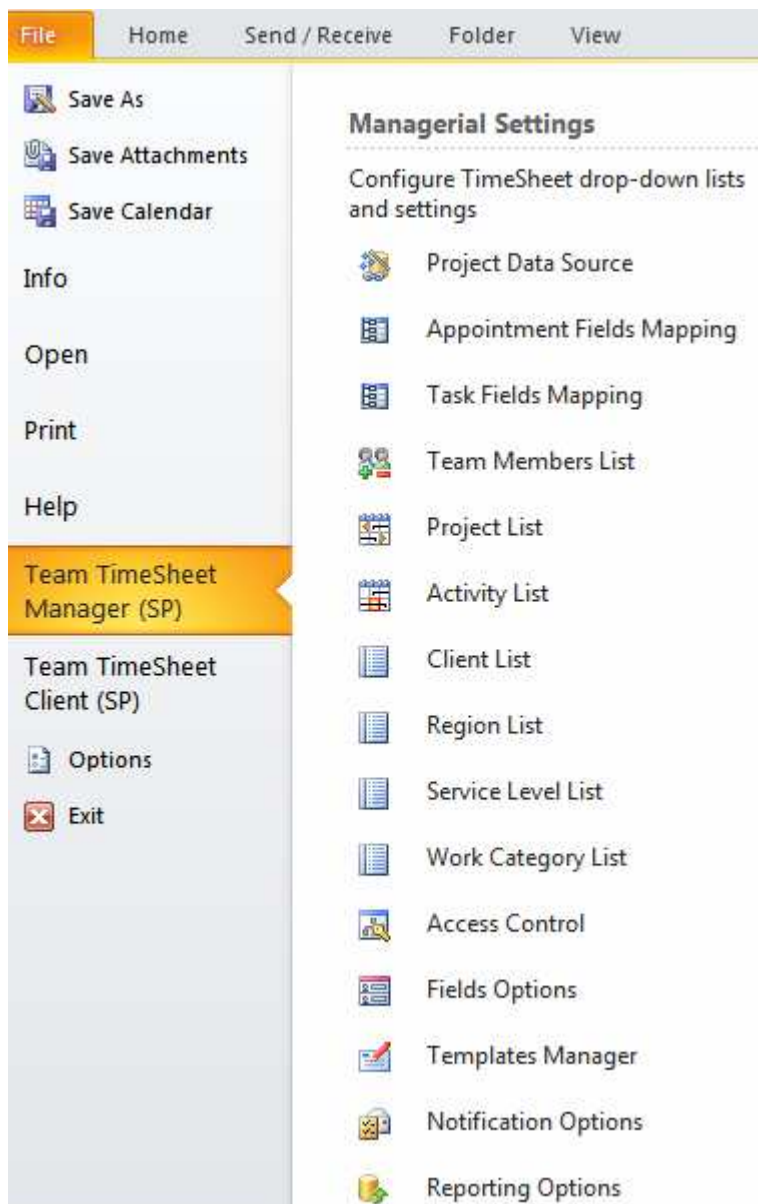
One limitation of using a single SharePoint field to store multiple Outlook fields is the absence of these Outlook fields in reports and OLAP statistics.

## 6. Managerial Settings

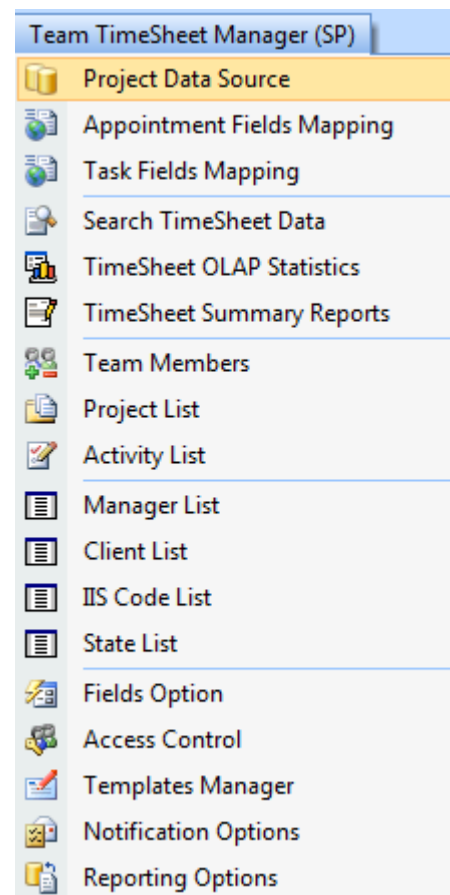
The Team TimeSheet Managerial tool provides a central panel that allows administrator to customize the contents of all project drop-down boxes, templates for outgoing emails, notification options, custom fields etc. Project data and managerial settings are stored in a SharePoint list, accessible to all members of the organization.

The Team TimeSheet menu serves as the gateway to launch most of the functionalities and tools available in Team TimeSheet with Outlook. In Outlook 2010, you would find the Team TimeSheet Manager menu in the backstage file button, as shown below.

**Team TimeSheet Manager (backstage view of Outlook 2010)**



**Team TimeSheet Manager Menu (in Outlook 2007)**



## 6.1 Team Members

Team TimeSheet Manager (SP) > Team Members

Team TimeSheet Manager needs to maintain the detail of each member that would be reporting timesheets to the SharePoint. The name of a member and his or her email address are mandatory fields and should be unique for each member in the list.

	Name	Email	Department	Rate	Admin Access	Notify To Report
1	Aaron Beit	aaron.beit@someXYZcompany.cor	Sales	4	<input type="checkbox"/>	Notify
2	Ab	ie@someXYZcompany.cor	HRM	6	<input checked="" type="checkbox"/>	Notify
3		@someXYZcompany.cor	Sales	5	<input type="checkbox"/>	Notify
4		@someXYZcompany.cc	Customers	8	<input type="checkbox"/>	Notify
5	Ad	va@someXYZcompany.cc	Customers	3	<input checked="" type="checkbox"/>	Notify
6	Albert	l.souza@someXYZcompany.c	Customers	4	<input type="checkbox"/>	Notify
7	Alexander Buck	alexandar.buck@someXYZcompan	Customers	6	<input checked="" type="checkbox"/>	Notify
8	Alfred Cary	alfred.cary@someXYZcompany.co	Sales	5	<input type="checkbox"/>	Notify
9	Andrew Miller	andrew.miller@someXYZcompany.	Sales	2	<input checked="" type="checkbox"/>	Notify
10	Austin Jane	austin.jane@someXYZcompany.cc	Customers	5	<input type="checkbox"/>	Notify
11	Baldwin Bevis	baldwin.bevis@someXYZcompany.	Customers	6	<input checked="" type="checkbox"/>	Notify
12	Barday Basil	barday.basil@someXYZcompany.c	Sales	5	<input type="checkbox"/>	Notify
13	Benjamin Franklin	benjamin.franklin@someXYZcomp	HRM	4	<input type="checkbox"/>	Notify
14	Christian Barnard	christian.barnard@someXYZcomp	Customers	8	<input checked="" type="checkbox"/>	Notify
15	Christopher Columbus	christopher.columbus@someXYZcc	HRM			Notify
16	Curtis Bruce	curtis.bruce@someXYZcompany.c	HRM			Notify
17	George Bernard	george.bernard@someXYZcompar	HRM			Notify
18	John Abraham	john.abraham@someXYZcompany	Sales			Notify
19	John Barrett	john.barrett@someXYZcompany.c	HRM			Notify
20	Michael Moore	michael.moore@someXYZcompany	HRM			Notify
21	Raymond Wong	raymond.wong@someXYZcompan	HRM			Notify
22	Richard Branson	richard.branson@someXYZcompar	Sales	6		Notify
23	Robert Gonzalez	robert.gonzalez@someXYZcompar	Customers	4	<input type="checkbox"/>	Notify

**Import members from Global Address List/Active Directory** - Most likely, you might already have contact details of the members in the exchange global address list. Use the 'Import...' button to display the address book and select those contacts that you want to import. The name of a member, email address, department fields would be then automatically filled in the grid.

**Admin Access** – You can grant administrative rights to certain members so that they can also view statistics for all members, and to allow them to add their own projects/activities and other project data from their Outlook. For more on admin access, refer to 'Access Control' settings.

**Notify a member to report their timesheet** – As a project manager or supervisor, from time to time, you might need to inform a particular member to report their project deliverables such as timesheets to SharePoint. Just click the corresponding 'Notify' button to send out email alerts instantly. You can also customize the email template for this alert from the 'Templates Manager'.

## 6.2 Projects List

Team TimeSheet Manager (SP) > Projects list

The Projects list panel allows the administrator to add projects and their related data such as manager, hourly rate, project start and end date, project code and Outlook color code. There is no limit as to the number of projects that can be set up in the system.

	Project	Manager	Rate	Start Date	Finish Date	Description	Project Code	Color Code	Notify To Report
1	Web Portal - QU	Richard Branson	8	09-Jun-2010	14-Aug-2010	Web portal	P107	Blue	Notify All Members
2	Storage Upgrade	John Barrett	4	13-May-2010	06-Jul-2010	Drives upgr	P104	Green	Notify All Members
3	RNA World	John Abraham	9	28-May-2010	28-Jul-2010	Website de	P102	Peach	Notify All Members
4	BBC Tech	Aaron Beit	20	13-Jul-2010	17-Jul-2010	BBC Techno	P100	Red	Notify All Members
5	Zeta Grid	Curtis Bruce	9	24-Jul-2010	10-Sep-2010	deliver grid	P103	Yellow	Notify All Members
6	LifeMapper	Adam Smith	12	10-Apr-2010	15-Jul-2010	estimates s	P101	Orange	Notify All Members
7	XtremeLab	George Bernard	12	01-May-2010	20-Jul-2010	distributed	P105	Teal	Notify All Members
8	Distributed Comp	Benjamin Fran	8	05-Jul-2010	15-Oct-2010	Business Ex	P106	Olive	Notify All Members

The project manager is chosen from drop down list of the team members that you get by clicking the down button.

To specify the project start or finish date, just double-click the particular cell and it would popup the date picker.

Start Date	Finish Date	Description	Project Code
13-Jul-2010	17-Jul-2010	BBC Technolo	P100
8 05-Jul-2010	15-Oct-2010	Business Expe	P106

15 October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

OK Cancel

The description field allows for a short description of the project. This short description is displayed to each team member in the 'My Projects & Activities' settings of the Team TimeSheet Client tool. So it is a good practice to put up a meaningful description of each project.

If you have any internal naming convention for project, you can enter it in the 'Project Code' field.



To specify a color code of the particular project, click the corresponding button on the 'color code' column of the row to display the color picker. Note that, only 26 colors are supported for color coding Outlook items (such as appointments and tasks).

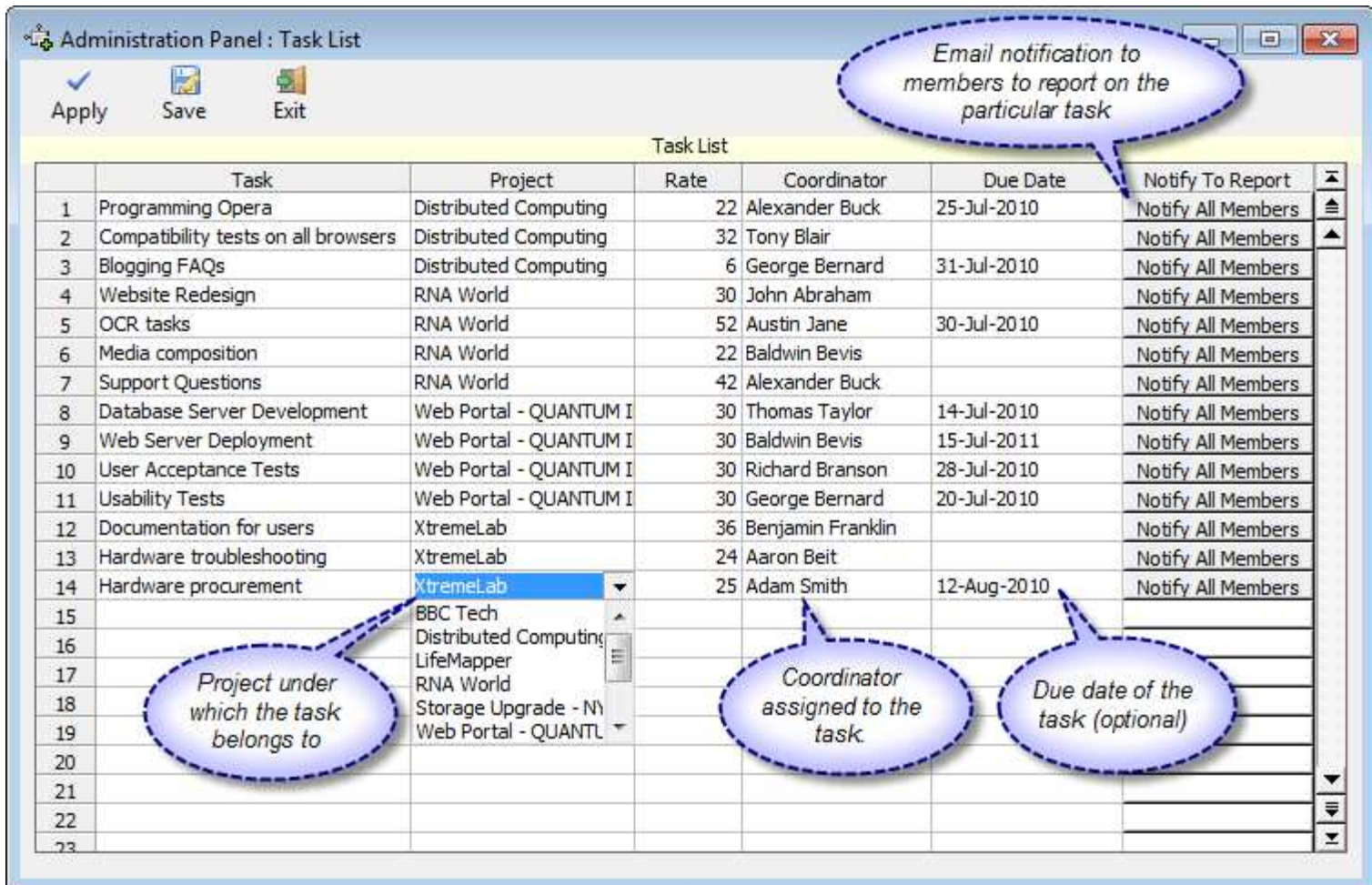
Project List			
Finish Date	Description	Project Code	Color Code
7-Jul-2010	BBC Technolog	P100	Red
5-Oct-2010	Business Expe	P106	Olive
5-Jul-2010	estimates.cou	P101	Orange
8-Jul-201			Peach
6-Jul-201			Green
4-Aug-20			Blue
0-Jul-201			Teal
0-Sep-20			Yellow
			None

Lastly, administrator can click the corresponding 'Notify all Members' button of a particular project to send out an email alert to all or selected members to report their work and timesheets (relating to the particular project) from Outlook to SharePoint. The administrator can customize this email template via the 'Templates Manager' panel.

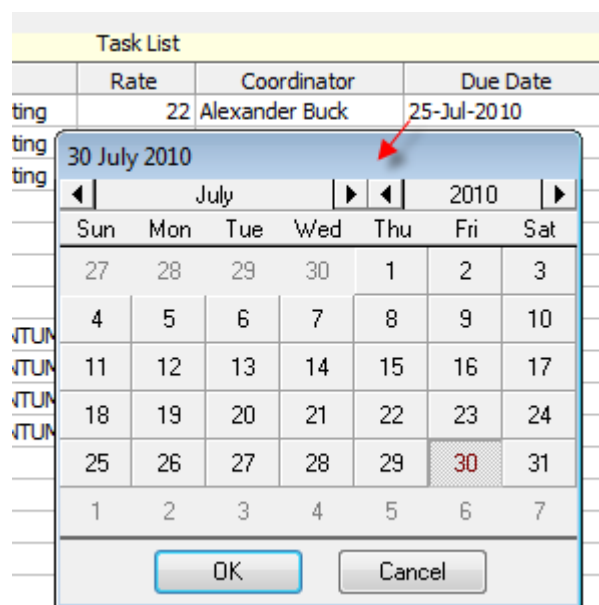
## 6.3 Activities List

Team TimeSheet Manager (SP) > Activities list

The Activities list in the project management system is the central place where all activities on projects are added. There is no limit to the number of activities per project.



You can define the due date for each activity by double-clicking the corresponding cell of the 'Due Date' column.



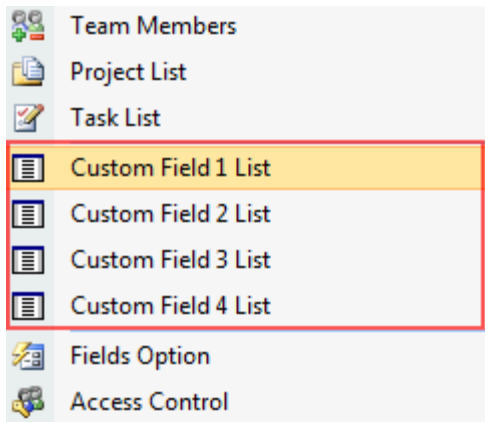
The activity coordinator is chosen from drop down list of the team members that you get while clicking the down button.

Lastly, administrator can click the corresponding 'Notify all Members' button of a particular activity to send out an email alert to all or selected members to report their timesheets and related project data from Outlook to SharePoint. The administrator can customize this email template via the 'Templates Manager' panel.

## 6.4 Custom Fields

Team TimeSheet Manager (SP) > Custom Field List

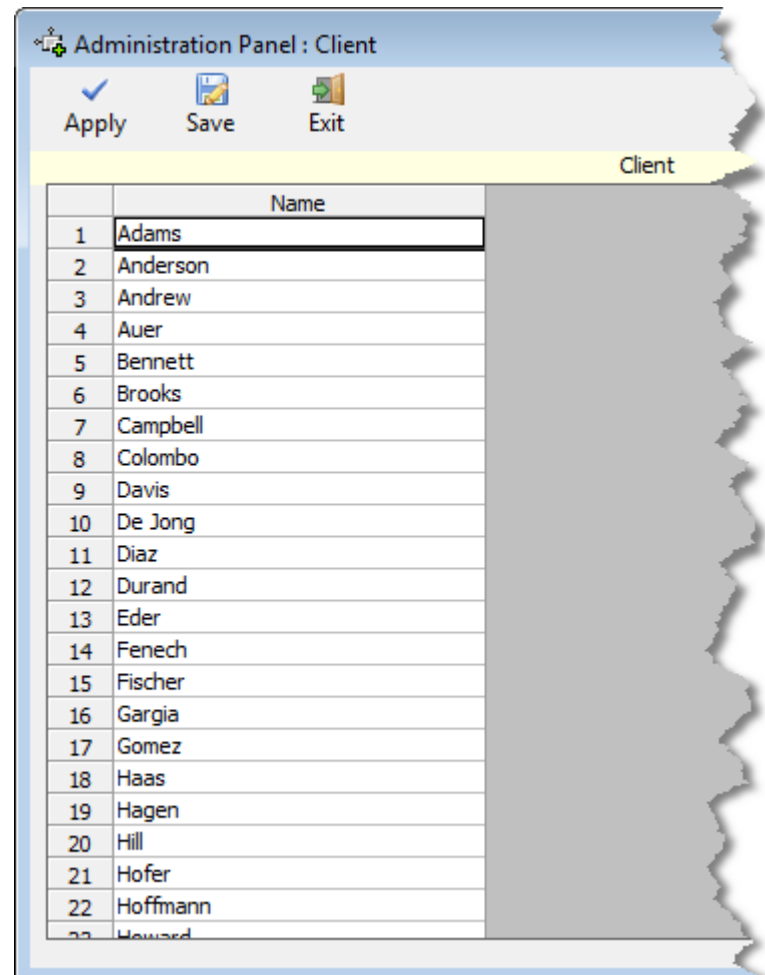
You can use up to 10 custom fields for extracting additional project or activity related data when reporting from within the Outlook task or appointment item.



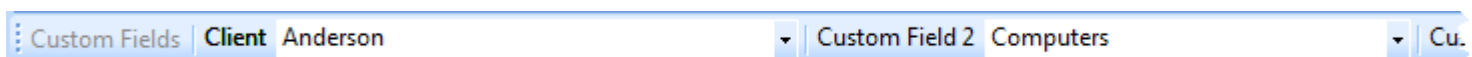
Four (4) of these fields are available as administrator defined drop down lists, two (2) of these are currency fields and the rest as statistic text or numeric data.

The titles of these custom fields can be edited to get the proper meaningful label that signifies the information the field store. For example, the first drop down field can be titled as 'Client' and the administrator can fill up the names of all their clients for whom projects are contracted.

Optionally, these custom fields can be made mandatory when reporting, so that without being filled, the Outlook appointment or task item cannot be reported.



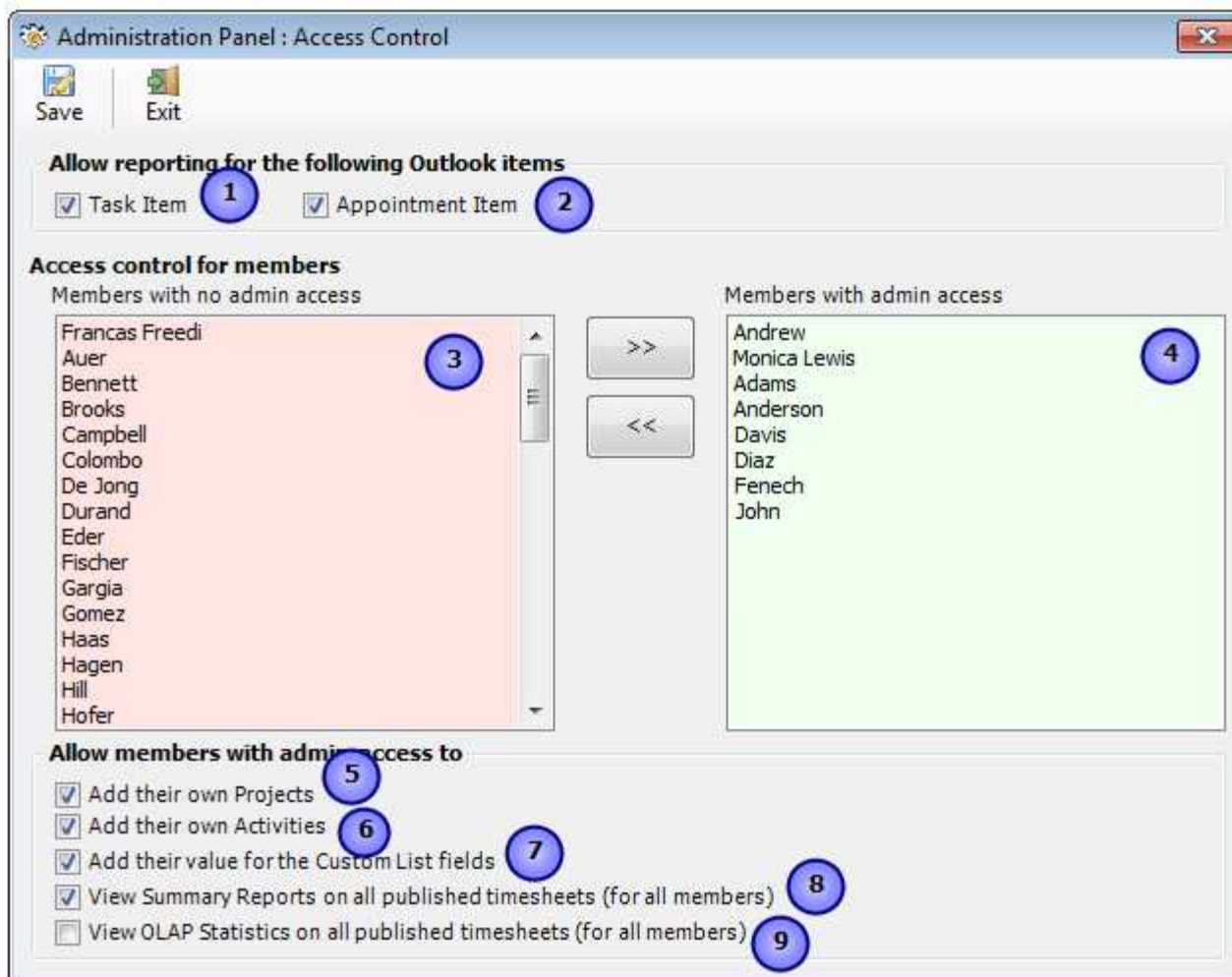
In Outlook (with Team TimeSheet Client tool installed), custom fields that are enabled for data collection for reporting, would show up in 'Custom Fields' toolbar in the Outlook explorer or inspector window.



## 6.5 Access Control

Team TimeSheet Manager (SP) > Access Control

In this panel, the administrator can control that particular subset of features and options to be made available to team members.



- 1 **Allow reporting for Task item** – Check this option to enable all team members to report from any Outlook task item. If enabled, team members will see the project and custom field toolbars in the Outlook explorer and inspector of task folder/item.
- 2 **Allow reporting for Appointment item** – Check this option to enable all team members to report from any Outlook appointment item. If enabled, team members will see the project and custom field toolbars in the Outlook explorer and inspector of appointment folder/item.
- 3 List of team members with no admin access (one with the red background). You can use the buttons >> or << to swap the access level.
- 4 List of team members with admin access (one with the green background). You can use the buttons >> or << to swap the access level.
- 5 **Add their own Projects** – Enabling this option would allow team members with admin access to add new projects from within the Team TimeSheet Client tool (*Team TimeSheet Client > My Projects & Activities List*).
- 6 **Add their own activities** – Enabling this option would allow team members with admin access to add new activities for a project from within the Team TimeSheet Client tool (*Team TimeSheet Client > My Projects & Activities List*).
- 7 **Add their value for the Custom List fields** – This would allow team members with admin access to add new items to any of the four drop down custom fields from within the Team TimeSheet Client tool (*Team TimeSheet Client > My Projects & Activities List*).
- 8 **View Summary Reports on all published timesheets (for all members)** – If this is checked, only members with admin access can view summary reports of published timesheets for the entire team. Leaving it unchecked would load the summary reports of the current member only. (*Team TimeSheet Client > My TimeSheet Summary Reports*)



**View OLAP Statistics on all published timesheets (for all members)** – If this is enabled; only members with admin access can view OLAP Statistics on published timesheets for the entire team. Leaving it unchecked would load the OLAP Statistics reports for the current member only. (*Team TimeSheet Client > My TimeSheet OLAP Statistics*)

## 6.6 Fields Options

Team TimeSheet Manager (SP) > Fields Options

The administrator has the provision to customize the titles of the project, activity and custom fields to suit their line of business and logic. The changes in the titles here are reflected to the Team TimeSheet Client tool i.e., in the Outlook toolbars and ribbons.

	1 Title to use	2 Deploy	3 Mandatory	4 Choosable List
For Project	Project		<input checked="" type="checkbox"/>	
For Activity	Activity		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
For 'Custom Field 1'	Client	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For 'Custom Field 2'	Region	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
For 'Custom Field 3'	Service Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For 'Custom Field 4'	Work Category	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For 'Custom Field 5'	Custom Field 5	<input type="checkbox"/>	<input type="checkbox"/>	
For 'Custom Field 6'	Custom Field 6	<input type="checkbox"/>	<input type="checkbox"/>	
For 'Custom Field 7'	Custom Field 7	<input type="checkbox"/>	<input type="checkbox"/>	
For 'Custom Field 8'	Custom Field 8	<input type="checkbox"/>	<input type="checkbox"/>	
For 'Custom Field 9'	Food Expense	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
For 'Custom Field 10'	Travel Expense	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Deploy Check it to make it available to members  
 Mandatory Check it to make it mandatory when reporting  
 Choosable list Check it to allow members to choose relevant values from the drop down lists

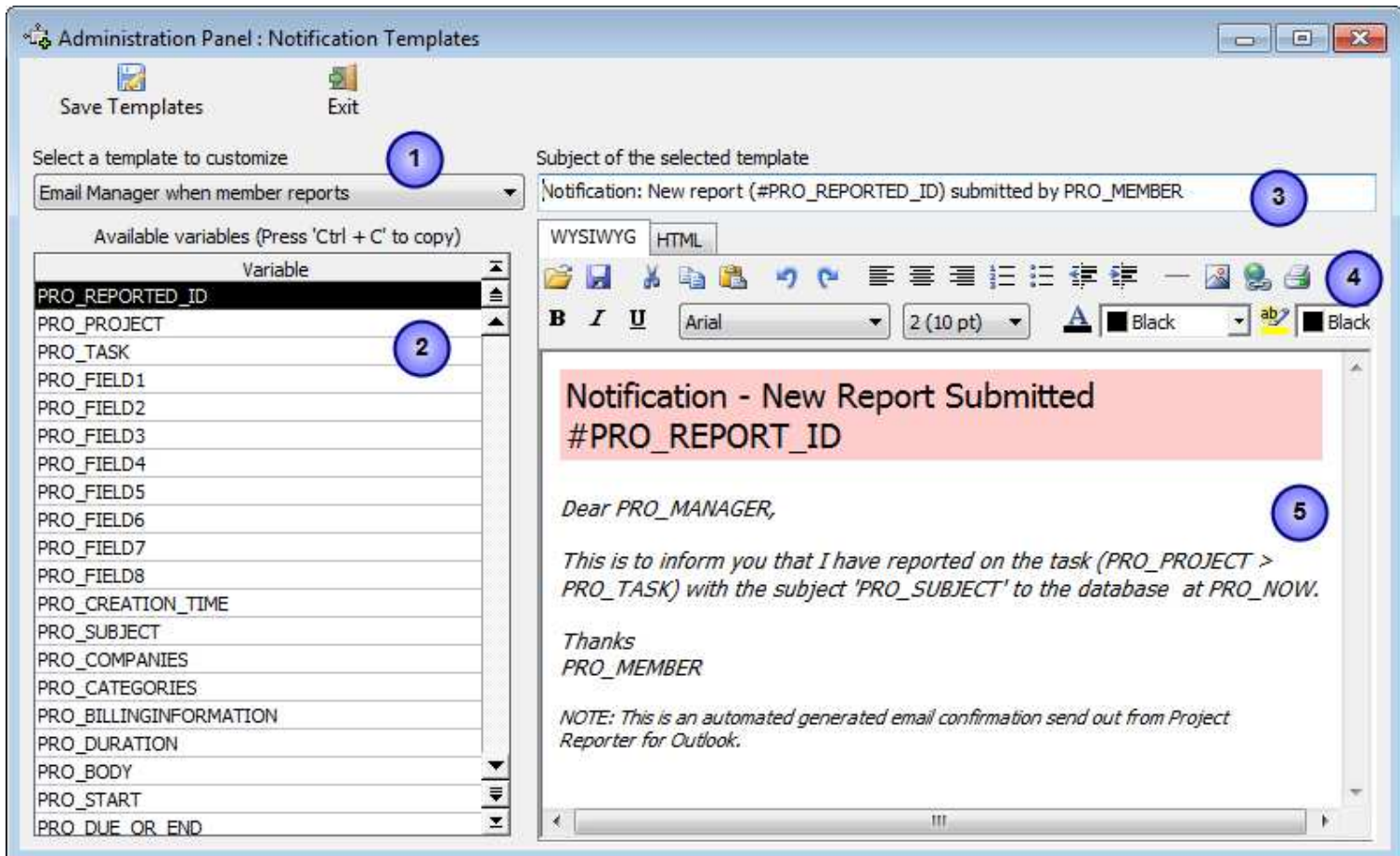
Specify a title for Custom Fields toolbar Client Tracking

- 1 **Title to use** – Input the meaningful label that best describes the data the field would store. These labels would be deployed to the Outlook clients (in toolbars). So, best practice would be to use a single word or two, which is easily recognizable to the kind of data it would store. By default, project field uses 'Project' and for 'Activity' for the Activity field.
- 2 **Deploy** – The project and activity fields are always deployed. According to the reporting need for additional fields, as an administrator you can activate how many custom fields are to be deployed across the team.
- 3 **Mandatory** – When team members submit their time sheets and other data, you can set certain fields as required or mandatory before accepting the reported data (into the SharePoint). When a team member tries to submit timesheet or other reportable data without filling in the mandatory fields, the Team TimeSheet Client process would automatically display a warning message.
- 4 **Choosable List** – You can enable each field that takes a drop down list, to be chosen or customized i.e., allow team members to choose their own relevant items from the drop down lists. If the items under a drop down field can be chosen, these would be presented with a checkbox options in the *Team TimeSheet Client tool* > 'My Projects & Activities List' panel.
- 5 If you want to give a more meaningful title to the Custom Fields toolbar that is displayed in Outlook (via Team TimeSheet Client tool), you can set it here.

## 6.7 Templates Manager

Team TimeSheet Manager (SP) > Templates Manager

Team TimeSheet for Outlook & SharePoint uses various emails for sending out notifications and reminders to managers and team members - both manual and automatic. Email notifications take HTML.



There are a whole lot of notification options for different events such as email to manager when a new timesheet is submitted or withdrawn, or when new projects or activities are added by the administrator, or when a project manager is assigned etc. Automated emails are sent out directly when a relevant event occurs and the whole exercise is transparent to the users.

1 A list of all templates used for printing and email notifications:

Template	Purpose
<b>Email Manager when member publishes timesheet</b>	- HTML template of the notification email that is sent automatically to the project manager when a user submits timesheet and other deliverables from Outlook to SharePoint.
<b>Email Coordinator when member publishes timesheet</b>	- HTML template of the notification email that is sent automatically to the activity coordinator when a user submits timesheet and other deliverables from Outlook to SharePoint.
<b>Email Members when new projects are added</b>	- HTML template of the notification email that is sent to all members when the administrator adds new projects.
<b>Email Members when new activities are added</b>	- HTML template of the notification email that is sent to all members when the administrator adds new activities of a project.
<b>Email Manager when assigned a project</b>	- HTML template of the notification email that is sent to the particular manager when a project is assigned.

<b>Email Coordinatator when assigned an activity</b>	- HTML template of the notification email that is sent to the particular coordinator when an activity of a project is assigned.
<b>Email Manager on withdrawal of published timesheet</b>	- HTML template of the notification email that is sent to the project manager when a member withdraws a reported timesheet from SharePoint.
<b>Email Coordinator on withdrawal of published timesheet</b>	- HTML template of the notification email that is sent to the activity coordinator when a member withdraws a reported timesheet from the SharePoint.
<b>Email Members to submit timesheets on a project</b>	- HTML template for email that is sent out to selected or all members by the administrator ( <i>via the Team TimeSheet Manager &gt; Projects list</i> ) manually to notify to submit deliverables and timesheets on a particular project.
<b>Email Members to submit timesheets on an activity</b>	- HTML template for email that is sent out to selected or all members by the administrator ( <i>via the Team TimeSheet Manager &gt; Activities list</i> ) manually to notify to submit deliverables and timesheets on a particular activity of a project.
<b>Email Member to submit timesheets</b>	- HTML template for email that is sent to a particular member by the administrator ( <i>via the Team TimeSheet Manager &gt; Team Members</i> ) manually to notify to report their timesheets and project deliverables.
<b>Email Manager when member updates (revises) timesheet</b>	- HTML template of the notification email that is send automatically to the project manager when a user updates or revises existing timesheet and other deliverables from Outlook to SharePoint.
<b>Email Coordinator when member updates (revises) timesheet</b>	- HTML template of the notification email that is send automatically to the activity coordinator when a user updates or revises existing timesheet and other deliverables from Outlook to SharePoint.

2

A list of all **placeholder variables** available for inserting into a particular template. In runtime (that is, when the actual email is generated from the template), the enclosed variables will be substituted by their corresponding values. The followings list all the supported variables:

<b>Variable</b>	<b>Purpose</b>
PRO_REPORTED_ID	- Unique ID that is automatically generated when a report is submitted to SharePoint.
PRO_PROJECT	- Project name of the reported item
PRO_ACTIVITY	- Activity name for a project of the reported item
PRO_FIELD1	- The value of the 1st custom field
PRO_FIELD2	- The value of the 2nd custom field
PRO_FIELD3	- The value of the 3rd custom field
PRO_FIELD4	- The value of the 4th custom field
PRO_FIELD5	- The value of the 5th custom field
PRO_FIELD6	- The value of the 6th custom field
PRO_FIELD7	- The value of the 7th custom field
PRO_FIELD8	- The value of the 8th custom field
PRO_FIELD9	- The value of the 9th custom field
PRO_FIELD10	- The value of the 10th custom field
PRO_CREATION_TIME	- Creation time of Outlook item that is being reported



PRO_SUBJECT	-	Subject of the Outlook item that is bring reported
PRO_COMPANIES	-	Companies field of the Outlook item that is being reported
PRO_CATEGORIES	-	Categories field of the Outlook item that is being reported
PRO_BILLINGINFORMATION	-	Billing Information field of the Outlook item that is being reported
PRO_DURATION	-	Duration of the Outlook item that is being reported
PRO_BODY	-	Body description of the reported Outlook item
PRO_START	-	Start date of the Outlook item
PRO_DUE_OR_END	-	Due date (in case of task item) or End date (in case of appointment item)
PRO_REPORTED_DATE	-	Date/time the Outlook item was reported to SharePoint
PRO_MEMBER	-	Name of a particular member
PRO_TOTALCOST	-	Total cost that is computed after the item is reported successfully
PRO_MANAGER	-	The manager of the particular project
PRO_COORDINATOR	-	The Coordinator of the particular activity of a project
PRO_ACTIVITY_DUE_DATE	-	The Due Date of the particular activity of the project
PRO_NOW	-	Current date/time stamp
PRO_REPORTED_BY	-	Name of the member who submitted the item to SharePoint

Note:

- Some of the variables might not be available for embedding on certain templates when not applicable.

3

**Subject** of the active template. This can be customized and can take placeholder variables.

4

A **WYSIWYG** HTML editor with which you can customize the contents, apply HTML formatting as well as insert the placeholder variables. The look and feel as well as the buttons and functionalities are similar to Microsoft FrontPage authoring tool.

5

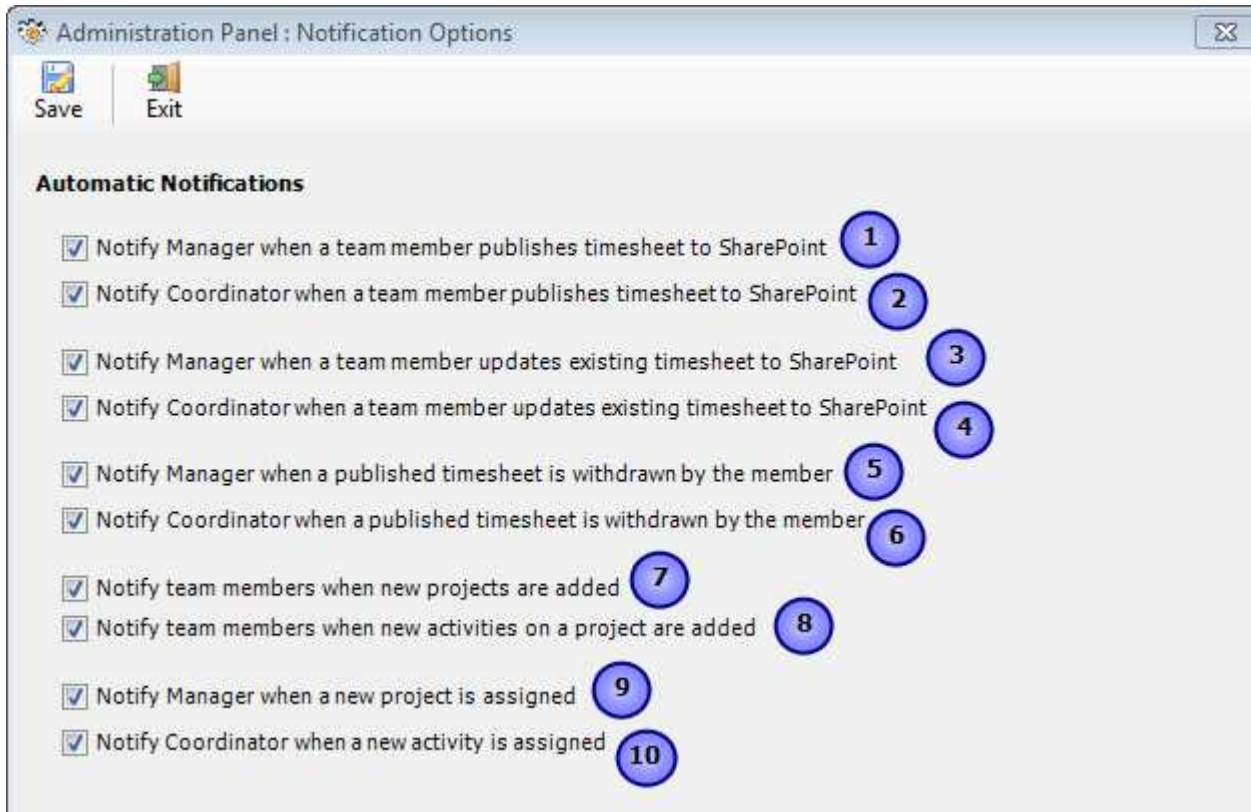
The actual template in its raw state.

## 6.8 Notification Options

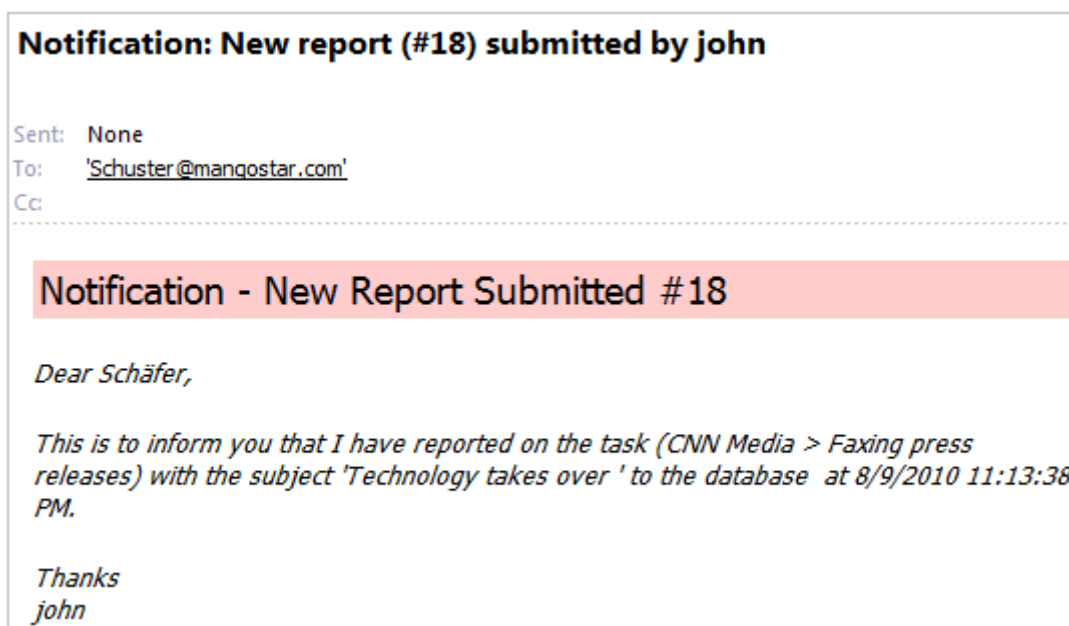
Team TimeSheet Manager (SP) > Notification Options

**Automatic Email Notifications** - Email notifications and alerts are essential to keep managers and team members informed with the progress and status of the project. Team TimeSheet offers a whole lot of notification options for different events of project management and tracking. These email templates can be altered using the 'Templates Manager'. Automatic emails are sent out directly when a relevant event occurs and the whole exercise is transparent to the users.

Check the box of the corresponding notification that you want to enable and then click 'Save' button.

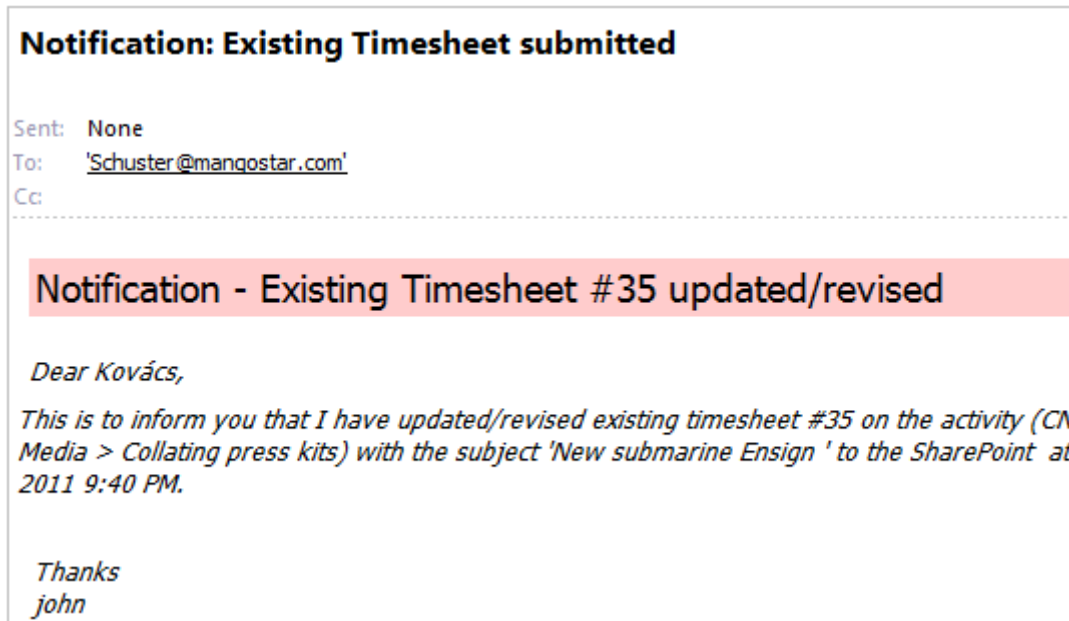


- 1** **Notify Manager when a team member publishes timesheets to SharePoint** – This notification email is sent to the concerned manager in-charge of the particular project on which the member has reported.

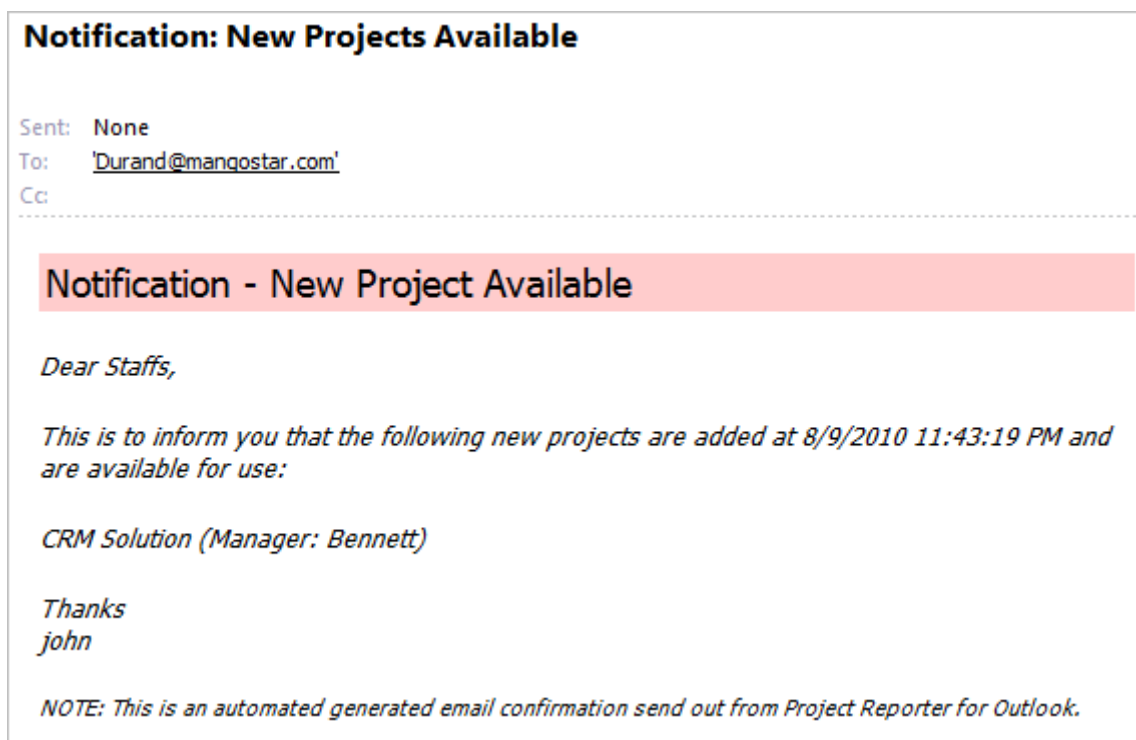


- 2** **Notify Coordinator when a team member publishes timesheets to SharePoint** – This notification email is sent out to the concerned coordinator in-charge of the particular activity of a project on which the member has reported.

- 3** **Notify Manager when a team member updates timesheets to SharePoint** – This notification email is sent out to the concerned manager in-charge of the particular project when a member updates and revises an existing timesheet in SharePoint.



- 4** **Notify Coordinator when a team member publishes updates to SharePoint** – This notification email is sent out to the concerned coordinator in-charge of the particular activity of a project when a member updates or revises an existing timesheet in SharePoint.
- 5** **Notify Manager when a published timesheet is withdrawn by a member** – If withdrawal of published timesheet is allowed, this notification email would be sent to the concerned project manager when any member withdraws the published timesheet from Outlook.
- 6** **Notify Coordinator when a published timesheet is withdrawn by a member** - If withdrawal of published timesheet is allowed, this notification email would be sent to the concerned activity coordinator when any member withdraws the published timesheet from Outlook.
- 7** **Notify team members when new projects are added** – This notification email is sent out to team members informing about the availability of new projects when manager or administrator adds new projects from Team TimeSheet Managerial tool.



- 8** **Notify team members when new activities are added** – This notification email is sent out to team members informing about the availability of new activities of a project when administrator adds new activities from Team

TimeSheet Managerial tool.

**Notification: New Tasks Available**

Sent: None  
 To: '[Durand@manqostar.com](mailto:Durand@manqostar.com)'  
 Cc:

---

**Notification - New Tasks Available**

*Dear Staffs,*

*This is to inform you that the following new tasks are added at 8/10/2010 12:52:15 AM and are available for use:*

**Database Tunning** (Coordinator: Brooks, Project: CRM Solution)  
**Database Replication** (Coordinator: Anderson, Project: CRM Solution)

*Thanks*  
*john*

9

**Notify manager when new project is assigned** – This notification email is sent out to the newly assigned manager informing about the assignment of the particular project.

**Notification: Project 'CRM Solution' Assignment**

Sent: None  
 To: '[Haas.polik@manq35.com](mailto:Haas.polik@manq35.com)'  
 Cc:

---

**Notification - Project Assigned to You**

*Dear Bennett,*

*This is to inform you that you have been assigned as manager for the project 'CRM Solution' at 8/9/2010 11:46:52 PM . You can now start creating new tasks and other necessary preparation on this project.*

*Thanks*  
*john*

*NOTE: This is an automated generated email confirmation send out from Project Reporter for Outlook.*

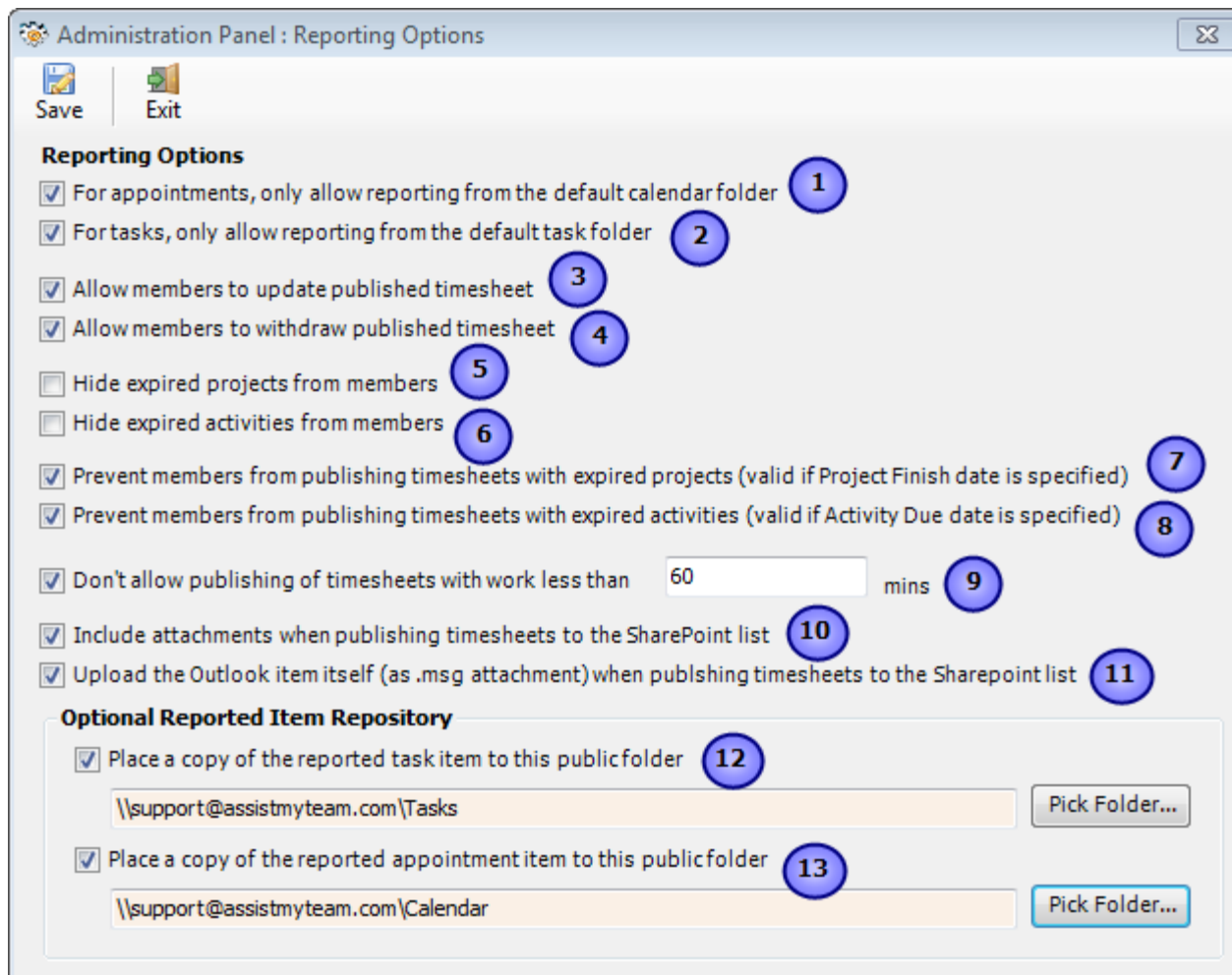
10

**Notify coordinator when new activity is assigned** - This notification email is sent out to the newly assigned coordinator informing about the assignment of the particular activity.

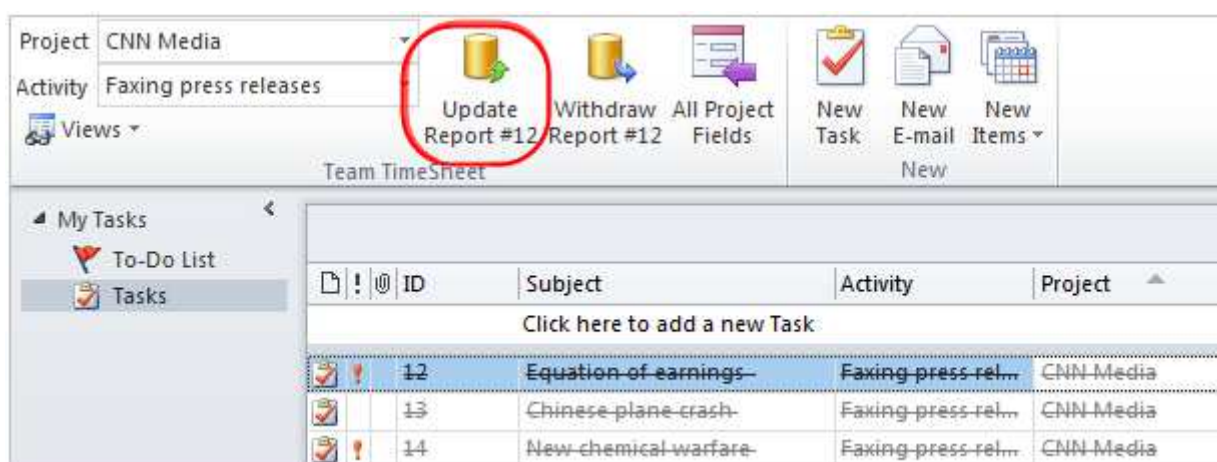
## 6.9 Reporting Options

Team TimeSheet Manager (SP) > Reporting Options

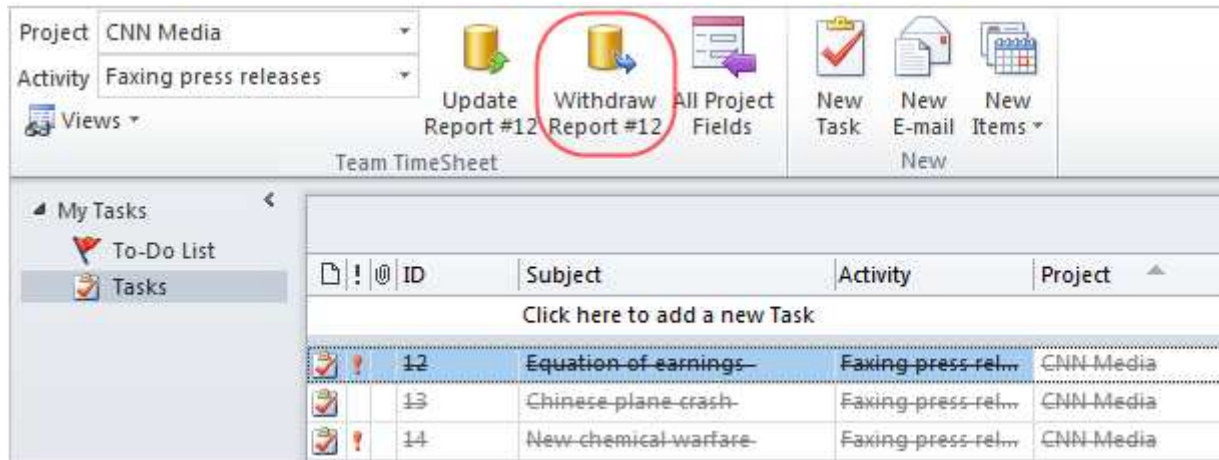
With the reporting options, administrators can control and streamline how all members report project deliverables from the Outlook client to the project data repository.



- 1 **For appointments, only allow reporting from the default calendar folder** – If this option is enabled, Team TimeSheet client in Outlook will only function from the default calendar folder of the primary mailbox. This can be used to limit the reporting of project deliverable and timesheets from a single calendar in Outlook.
- 2 **For tasks, only allow reporting from the default task folder** – If this option is enabled, Team TimeSheet client in Outlook will only function from the default task folder of the primary mailbox. This can be used to limit the reporting of project deliverable and work done from a single task in Outlook.
- 3 **Allows members to update published timesheet data** – If this option is enabled, it would allow members to re-submit reported timesheets or deliverables and overwrite existing data on SharePoint. A new button (in case of Outlook 2007 and before) or UI ribbon button (in case of Outlook case 2010) with the caption 'Update Report #12' for example, would appear in the Team TimeSheet Outlook toolbar or ribbon. This feature helps members to report their incomplete timesheet or task deliverables, while at the same time, giving them flexibility to re-submit or update the same reported data in due course of time.



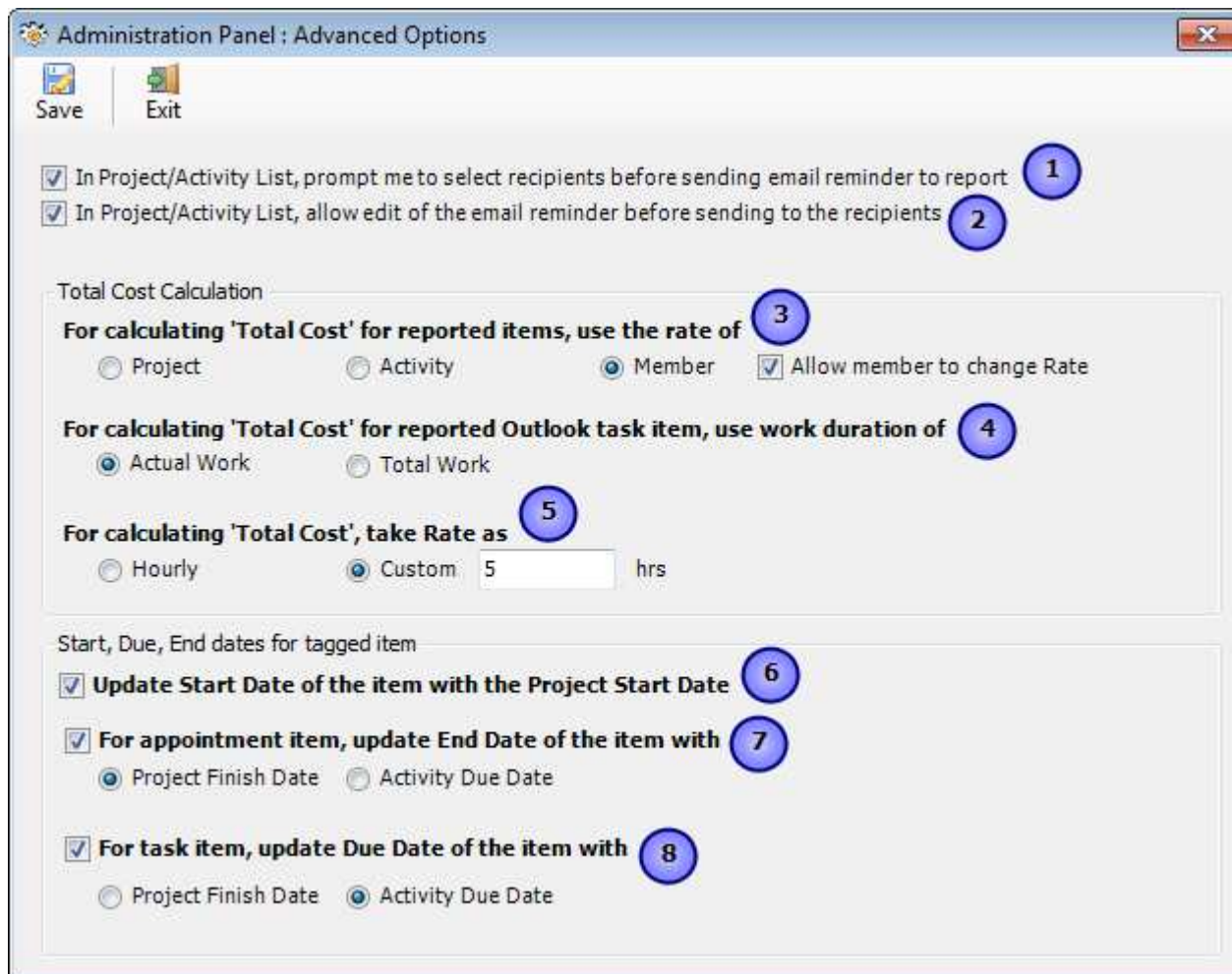
- 4 Allow members to withdraw published timesheet** - If this option is enabled, it would allow members to withdraw (remove) reported timesheets or deliverables from SharePoint. A new button (in case of Outlook 2007 and before) or UI ribbon button (in case of Outlook case 2010) with the caption 'Withdraw Report' would be available in the Team TimeSheet toolbar or ribbon in Outlook. This withdrawal feature comes handy when members want to start-over their timesheet or work done which were already submitted.



- 5 Hide expired projects from members** – when enabled, Team TimeSheet would automatically hide expired projects to prevent members from using them to tag appointments or tasks in outlook.
- 6 Hide expired activities from members** - when enabled, Team TimeSheet would automatically hide expired activities of all projects to prevent members from using them to tag appointments or tasks in outlook.
- 7 Prevent members from posting items with expired projects** - when enabled, Team TimeSheet would prevent members from submitting timesheets and other deliverables from Outlook, if the tagged project has expired already.
- 8 Prevent members from posting items with expired activities** - when enabled, Team TimeSheet would prevent members from submitting timesheets and other deliverables from Outlook, if the tagged activity of the project has expired already.
- 9 Don't allow posting of items with work less than X mins** – If you have a minimum work time required for accepting timesheet and other project deliverables, you can set it in minutes. When members report their timesheets to SharePoint, if the work duration (i.e., duration of the appointment item or total work hours for task item) is less than the minimum required time, the reporting would stop and a friendly message is displayed.
- 10 Include attachments when publishing timesheets to the SharePoint list** – You can check this option to allow Team TimeSheet to include and upload any attachments found in the Outlook item when publishing timesheet to a SharePoint list.
- 11 Upload the Outlook item itself (as a .msg file) when reporting to a SharePoint list** – Additionally, when member reports their timesheet to the SharePoint list, a .MSG file of the actual Outlook item can be included as an attachment to the published SharePoint item.
- 12 Reported repository for task items** – enable this option to place a copy of the reported task item to a public task folder.
- 13 Reported repository for appointment items** – enable this option to place a copy of the reported appointment item to a public calendar folder.

## 6.10 Advanced Options

Team TimeSheet Manager (SP) > Advanced Options



- 1** In Project/Activity List, prompt me to select recipients before sending email reminder to report – Administrator can send email alert manually to members to notify to submit their timesheets on a particular project or activity. By default, it is sent out to all members, but enabling this check option would allow the administrator send the alert email to the chosen members only.

Project List								
Project	Manager	Rate	Start Date	Finish Date	Description	Project Code	Color Code	Notify To Report
BBC Tech	Auer	20	05-Aug-2010	19-Aug-2010	C'mon... you	PFE009	Red	Notify All Members
CNN Media	Kovács	4			You know wha	P1234	Purple	Notify All Members
Colour Manag	Nelson	5			You have read	P1235	Maroon	Notify All Members
Distributed Co	Brooks							Notify All Members
Exchange Mail	Winkler							Notify All Members
HTML page se	Maier							Notify All Members
LifeMapper	Brooks							Notify All Members
Linux World	Campbell							Notify All Members
Network Test	Bennett							Notify All Members
NetworkMana	Mayer							Notify All Members
Outlook Maint	Wouters							Notify All Members
RNA World	Campbell							Notify All Members
Storage upgra	Wouters							Notify All Members
Time Manager	Auer							Notify All Members
Unix Revamp								Notify All Members
Web Portal - C	Mortensen							Notify All Members
XtremeLab	Adams							Notify All Members
Zeta Grid	Schuster							Notify All Members

Select recipients

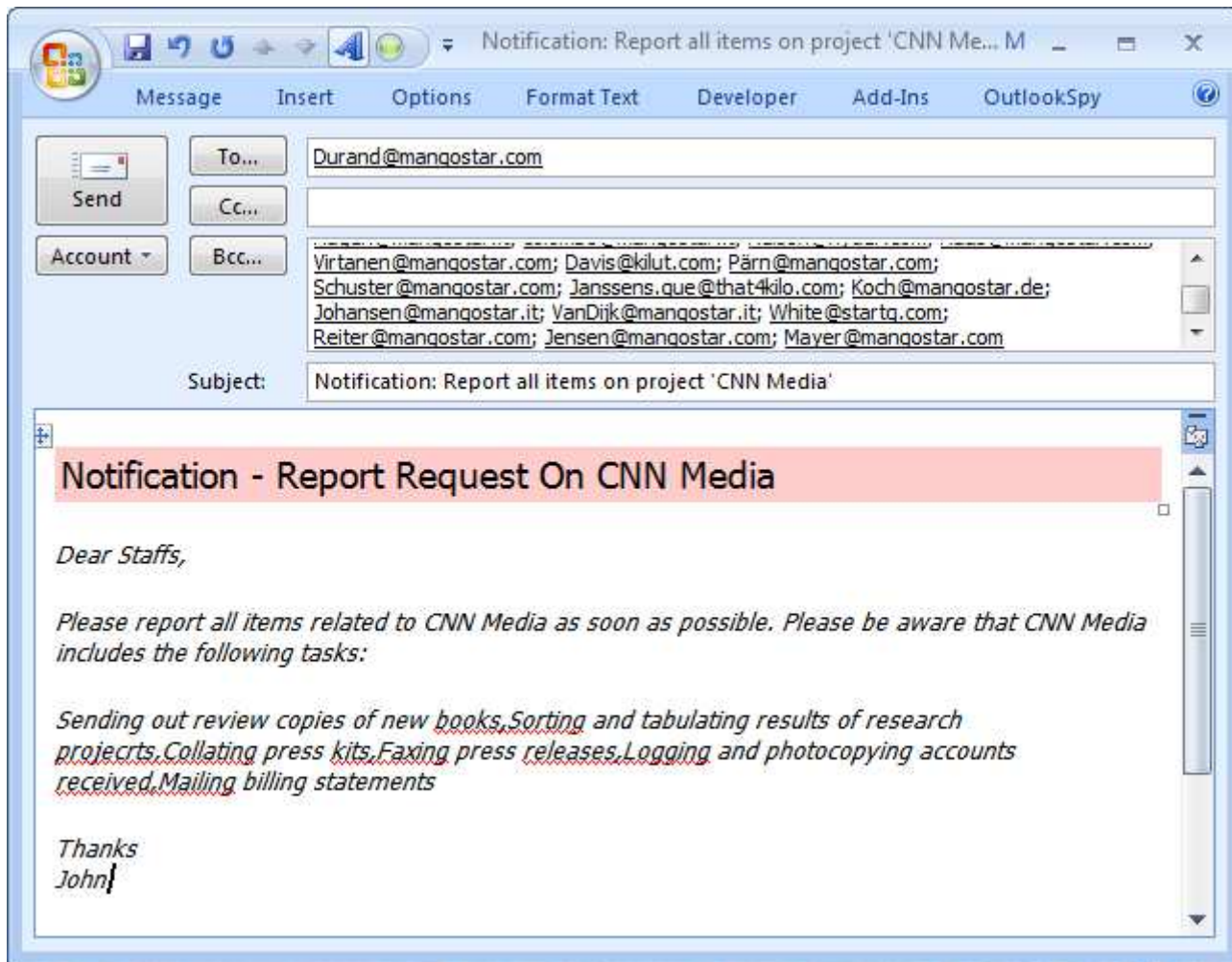
Select members for notification

- Reiter
- Rodriguez
- Schäfer
- Schmid
- Schmidt
- Schneider
- Schuster
- Schwarz
- Scott
- Spiteri
- Van Dijk
- Virtanen
- Weber
- White
- Willems
- Winkler
- Wouters

Select All

OK Cancel

- 2 In Project/Activity List, allow editing email reminder before sending to the recipients – Enabling this option would allow the administrator edit the email alert before sending out to the members.



- 3 To calculate 'Total Cost' for reported timesheet, you can use the rate from one of the three –Project, Activity or Member. The total cost is calculated automatically when member reports timesheets to SharePoint. By default, the rate for project is used.

Rate in Projects List

Administration Panel : Project List			
Project	Manager	Rate	
1	BBC Tech	Auer	20
2	CNN Media	Kovács	4
3	Colour Manager	Nelson	5
4	Distributed Con	Brooks	8
5	Exchange Main	Winkler	4
6	HTML page set	Maier	7

Rate in Activities List

Administration Panel : Task List			
Task	Project	Rate	
1	Website Fill	BBC Tech	22
2	SEO task	BBC Tech	6
3	Sending out	CNN Media	30
4	Sorting and	CNN Media	30
5	Collating pre	CNN Media	30
6	Faxing pres	CNN Media	24
7	Logging and	CNN Media	25

Rate in Members List

Administration Panel : Members				
Name	Email	Departm	Rate	
1	Adams	Durar	Professor	3
2	Anders	Auer	Marketing	7
3	Auer	Lechr	Marketing	3
4	bahrur	bahrur	HRM	4
5	Bennet	Haas	Marketing	9
6	Brooks	Gome	Doctors	2
7	Campbe	Diaz	Customer	4



- 4 To calculate 'Total Cost' for Outlook task items, you can use one of these two works done field of the item – 'Actual Work' or the 'Total Work'.

The screenshot shows the Outlook Task ribbon with the 'Team TimeSheet' pane open. The 'Total work' field is set to '23 minutes' and the 'Actual work' field is set to '11 minutes'. Both fields are highlighted with a red border. Other fields visible include 'Date completed: None', 'Mileage:', 'Billing information:', and 'Company: BMW'.

- 5 For calculating 'Total Cost', you can set the rate to be taken as either hourly or your specified hours. By default, rate is calculated on hourly basis.

- 6 Update Start date of the item with the Project Start Date – If this is enabled, when member tags an appointment or task item in Outlook, the start date of the Outlook item would be automatically updated to that of the Project Start Date (provided the start date is defined in for that particular project in the list). If it is null, it is ignored.

Start date of the project 'BBC Tech' in the Projects List

	Project	Manager	Rate	Start Date	Finish Date	
1	BBC Tech	Auer	20	15-Aug-2010	19-Aug-2010	<input type="checkbox"/>
2	CNN Media	Kovács	4			<input type="checkbox"/>
3	Colour Manag	Nelson	5			<input type="checkbox"/>
4	Distributed Co	Brooks	8	06-Aug-2010	28-Aug-2010	<input type="checkbox"/>

The screenshot shows the Outlook Task ribbon with the 'Team TimeSheet' pane open. The 'Start date' field is set to 'Sun 15-08-2010' and is highlighted with a red border. A red arrow points from the 'Start Date' column of the 'BBC Tech' row in the project list table to this field. Other fields visible include 'Due in 9 days', 'Subject: Send Team Projects beta version', 'Due date: Thu 19-08-2010', and 'Reminder: None'.

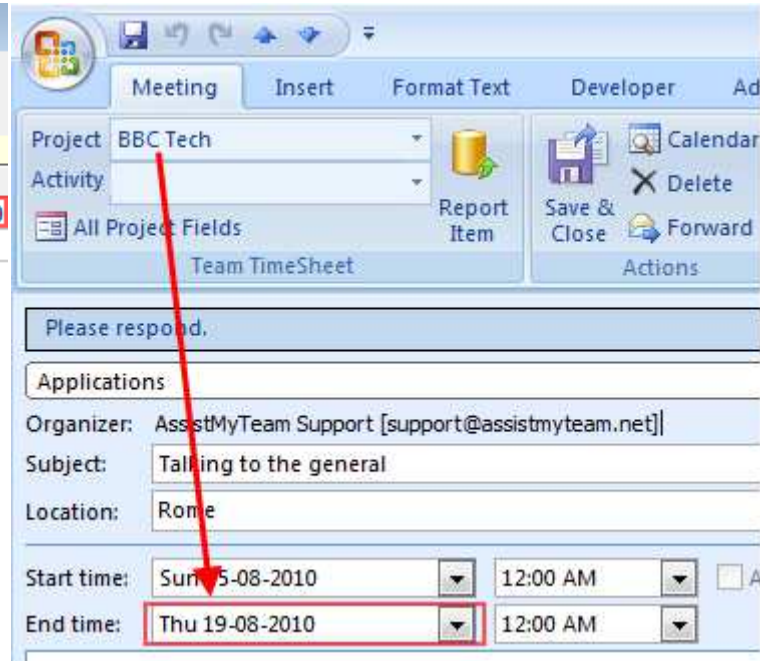
When the project 'BBC Tech' is selected and tagged to the task item, the start date of that project is automatically assigned to the start date of the task item in Outlook. E.g. 15<sup>th</sup> August 2010.

- 7 For Outlook appointment item, update End Date of the item with either the Project Finish Date or the Activity Due Date

Administration Panel : Project List

Apply Save Exit

	Project	Manager	Rate	Start Date	Finish Date
1	BBC Tech	Auer	20	15-Aug-2010	19-Aug-2010
2	CNN Media	Kovács	4		

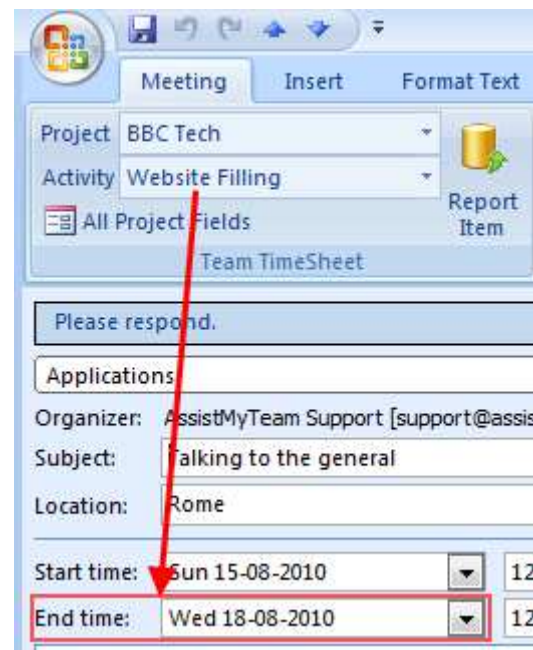


If **Project Finish Date** were chosen, when member tags an appointment item with a project from the drop down in Outlook, the end date of the appointment item would be automatically updated to that of the Project Finish Date (provided the start date is defined for that particular project in the list). *E.g. 19<sup>th</sup> August 2010*. If it is empty/null, it is ignored.

Administration Panel : Task List

Apply Save Exit

	Task	Project	Rate	Co	Due Date
1	Website Filling	BBC Tech	22	Aue	18-Aug-2010
2	SEO task	BBC Tech	6	Ben	17-Aug-2010
3	Sending out	CNN Media	30	Koc	28-Aug-2010



If **Activity Due Date** were chosen, when member tags an appointment item with an activity value from the drop down in Outlook, the end date of the appointment item would be automatically updated to that of the activity Due Date (provided the due date is defined for that particular activity in the list). *E.g. 18<sup>th</sup> August 2010*. If it is empty or null, it is ignored.

9

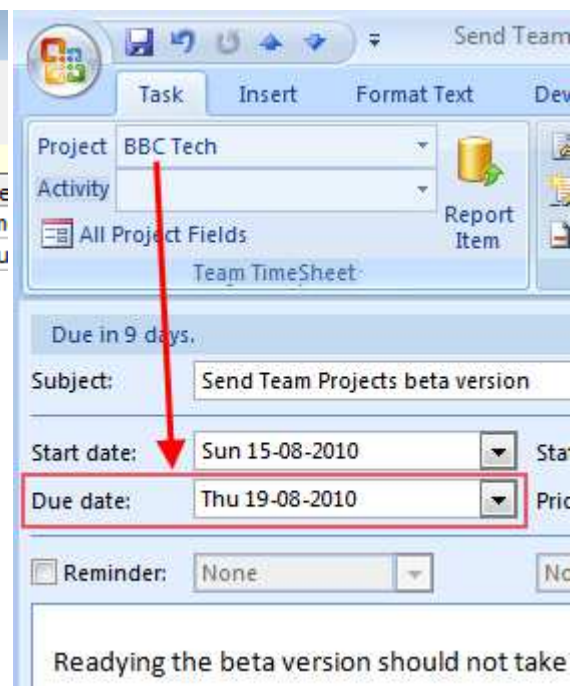
For Outlook task item, update Due Date of the item with either **Project Finish Date** or **Activity Due Date**

Administration Panel : Project List

Apply Save Exit

Project List

	Project	Manager	Rate	Start Date	Finish Date	De
1	BBC Tech	Auer	20	15-Aug-2010	19-Aug-2010	C'm
2	CNN Media	Kovács	4			You



If **Project Finish Date** were chosen, when member tags a task item with a project from the drop down in Outlook, the due date of the task item would be automatically updated to that of the Project Finish Date (provided the finish date is defined for that particular project in the list). *E.g. 19<sup>th</sup> August 2010*. If it is empty/null, it is ignored.

Administration Panel : Task List

Apply Save Exit

Task List					
	Task	Project	Rate	Coordina	Due Date
1	Website Filling	BBC Tech	22	Auer	18-Aug-2010
2	SEO task	BBC Tech	6	Bennett	17-Aug-2010
3	Sending out review cop	CNN Media	30	Koch	28-Aug-2010
4	Sorting and tabulating r	CNN Media	30	Brooks	12-Aug-2010

If **Activity Due Date** were chosen, when member tags a task item with an activity value from the drop down in Outlook, the due date of the task item would be automatically updated to that of the Activity Due Date (provided the due date is defined for that particular Activity in the list). *E.g. 18<sup>th</sup> August 2010*. If it is empty or null, it is ignored.

Task Insert Format Text

Project: BBC Tech

Activity: Website Filling

All Project Fields

Report Item

Team TimeSheet

Due in 8 days:

Subject: Send Team Projects beta version

Start date: Sun 15-08-2010

Due date: Wed 18-08-2010

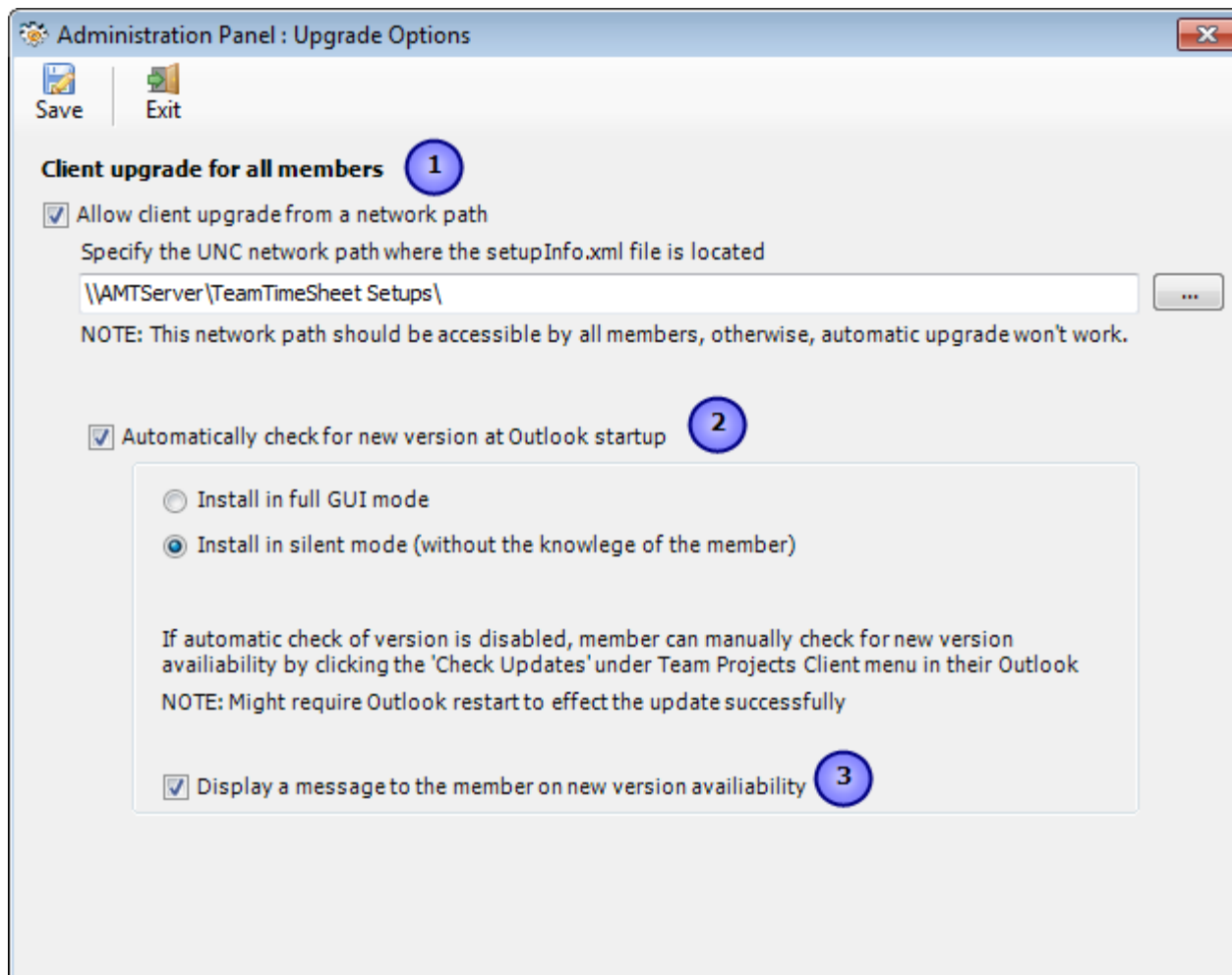
Reminder: None

Readying the beta version should not ta

## 6.11 Upgrade Options

Team TimeSheet Manager (SP) > Upgrade Options

This feature would enable you to upgrade the current version of team TimeSheet Client on each member's system automatically to an updated one, when available. If enabled, it checks for new version availability at Outlook startup.



- 1** **Allow client upgrade from a network path** - Check this option to enable automatic upgrade of Team TimeSheet Client from a network path.

In the text box, specify the network shared folder where the Client setup files (*TeamTimeSheetSPClientSetup.exe* and *VersionInfo.txt*) are placed. Whenever new versions are available, all you need to do is download the latest version from the Team TimeSheet download page, and place the *TeamTimeSheetSPClientSetup.exe* and *VersionInfo.txt* into the network folder.

- 2** **Automatically check for new version at Outlook startup** - Check this option to let Team TimeSheet Client tool on each member's system to check for new versions from the specified network folder path at Outlook startup. If a newer version is found, there are two sub options you can set for the install mode.

The first one, **GUI mode** will display the user interface of the installer wizards and user needs to click the Next button to continue with the upgrade.

The second one, **silent mode**, as it implies, would automatically perform the upgrade in the background and no UI would be shown to the user. In both cases, user needs to restart Outlook to complete the upgrade.

- 3** **Display a message to the member on new version availability** - This would display a message about new version availability if found.

## 7. Search TimeSheets Data

Team TimeSheet Manager (SP) > Search TimeSheets Data

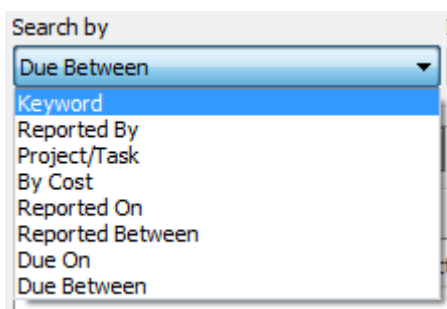
With the *Search* utility, administrators and managers can run queries on the submitted reports and timesheets. Many filters are available such as search by keywords, member, project, and activity or by date range.

**Search Result: 433 items found!**

Subject	ID	Project	Activity	Cost	Last Reported
☑ I'm at the wrong bank	1	Web Porta...	Database Server Development	1,344.00	04-08-2010
☑ China blames America	2	CNN Media	Mailing billing statements	504.00	04-08-2010
☑ New government study	3	XtremeLab	Trademark - Check Status via Phone	1,344.00	04-08-2010
☑ Piloting your plane	10	CNN Media	Collating press kits	336.00	04-08-2010
☑ Tribute to the Marines	13	Zeta Grid	Assisting customers	168.00	04-08-2010
☑ Valid identification	54	BBC Tech	SEO task	344.00	08-09-2010
☑ New chemical warfare	78	Unix Revamp	Patent - Attorney/Agent Search	0.00	20-09-2010
☑ Tribute to the Marines	79	BBC Tech	SEO task	504.00	27-09-2010
☑ Painting shows it all	80	BBC Tech	SEO task	336.00	27-09-2010
☑ Give colonel's orders "...	81	BBC Tech	SEO task	336.00	27-09-2010
☑ Your job requirements ...	82	BBC Tech	Website Filling	1,344.00	28-09-2010
☑ Get a three day pass	83	BBC Tech	SEO task	504.00	28-09-2010
☑ Bad to put on resumes	84	BBC Tech	Website Filling	672.00	28-09-2010
☑ Bring some more ammo	94	BBC Tech	SEO task	336.00	03-10-2010
☑ Repairing the phone	95	BBC Tech	SEO task	504.00	03-10-2010
☑ Be politically correct	96	BBC Tech	SEO task	504.00	03-10-2010
☑ Nerds versus jocks	97	BBC Tech	SEO task	504.00	03-10-2010
☑ Finish overseas tour	98	BBC Tech	SEO task	840.00	03-10-2010
☑ Lease nuclear bombs	99	BBC Tech	SEO task	1,176.00	03-10-2010
☑ The tight travel budget	100	BBC Tech	SEO task	168.00	03-10-2010
☑ High military ranks	101	BBC Tech	SEO task	168.00	03-10-2010
☑ Technology takes over	102	BBC Tech	SEO task	168.00	03-10-2010

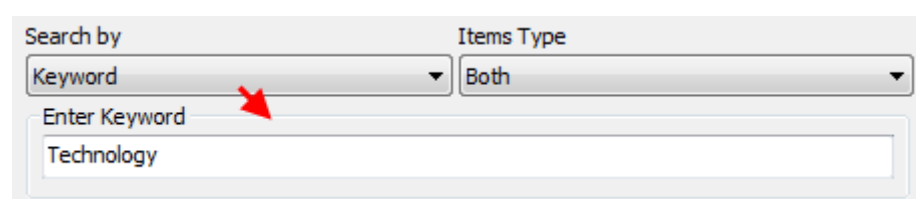
**1 Items Type** – You can choose if to only search the appointment items or the task items or both.

**2 Search by** lists all the available filters. Selecting a filter would show up the corresponding options just below it. The followings filters are available:



### Keyword

You can specify keywords to perform a free-text search on all the available fields of the report timesheets in SharePoint. Items that match the keyword would be listed in the result box.



**Reported By**

To show all the reported items from a particular member, select a member name from the drop down.

**Project/Activity**

To perform a search by project/activity, select the particular project value from the first drop down. The list of activities available for that selected project would be loaded in the second drop down box.

**By Cost**

You can query the published timesheets in the SharePoint by specifying a cost value and then selecting the operator i.e., *Equal To (=)*, *Greater or Equal to (>=)* and *Less or Equal to (<=)*

**Reported On**

To search for items that were reported on a particular day, click the drop down button (right edge) to popup the date picker and select the particular date. You can also directly click the date portion (day, month, year) and type in or using the UP and DOWN key to change the value.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

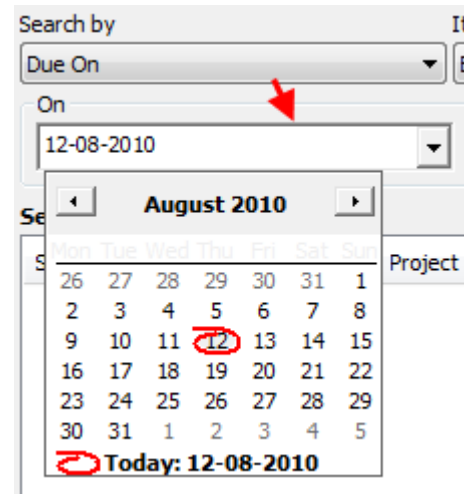
**Reported Between**

To search for items that were reported between two specified dates, select the starting date (first date) and the ending date (second date).

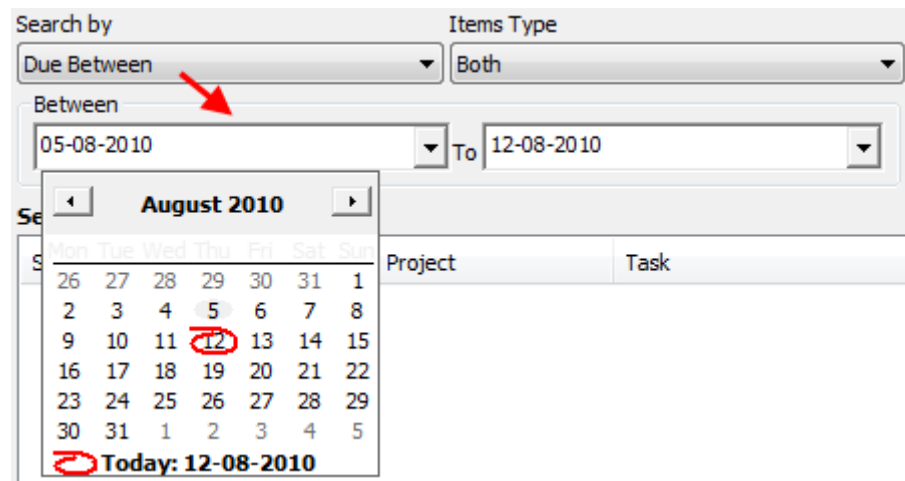
Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**Due on**

To search for items that were/are due on a particular day, click the drop down button (right edge) to popup the date picker and select a particular date. You can also directly click in date portion (day, month, and year) and type in or using the UP and DOWN key to change the value.

**Due Between**

To search for items that were/are due between two specified dates, select the starting date (first date) and the ending date (second date).



3

**Search Result** – The items that fulfill the searched criteria are listed in this list box. You can differentiate between appointment and task items by the distinct icon (same as that of Outlook). You can re-arrange the width of the column headers to suit your need, and settings would be retained in subsequent operations and will load up. You can click a particular item to display the body description of that item in the box below it. While using delete or print functions, you need to select one or more items.

4

**Delete selected items** – Select the particular items from the search result box to delete from the SharePoint permanently. You will be prompted for a confirmation message before continuing on with the delete operation.

5

**Open selected SharePoint item in web browser** – opens the selected timesheet or task in a web browser .

## 8. TimeSheet OLAP Statistics

*Team TimeSheet Manager (SP) > TimeSheet OLAP Statistics*

With the integrated Online Line Analytical Processing (OLAP) tool, managers can analyze submitted timesheets and other project deliverables in multidimensional view to extract critical information and intelligence that will enable them to take better decisions in business. The tool will allow you to explore large complex data sets and allows displaying in grids, charts and graphs and support most common operations such as pivoting, drill down/slice and dice, filtering etc.

### **Advantage of OLAP**

Real strength of OLAP is its ability to examine and view data in ways not ordinarily possible. By allowing varying levels of granularity during data inspection and visualization a lot of information can be revealed that would otherwise be hard to attain. Given that most business models are constrained by more than three dimensions, it is hard to fully evaluate a business without the ability to inspect each dimension in detail while preserving context eliminating all guesswork. OLAP is perfectly suited for this purpose. Now it's easier than ever to spot new trends and discover unknown problems in your data flow. The statistical tool will help you gain an insight into your data and make new discoveries. It comes with various inbuilt reports specific to Team TimeSheet.

**Reporting made easier** - The statistical tool's simplistic point-and-click interface will ensure managers easily achieve the high-level views of information they require. Additionally, the OLAP client makes creating reports destined for different management levels a simple task - eliminating managers' dependence on IT personnel. By unifying data analysis needs on a single platform, it provides an unparalleled array of reporting tools for web portals, intranet applications, websites, and other data-rich applications.

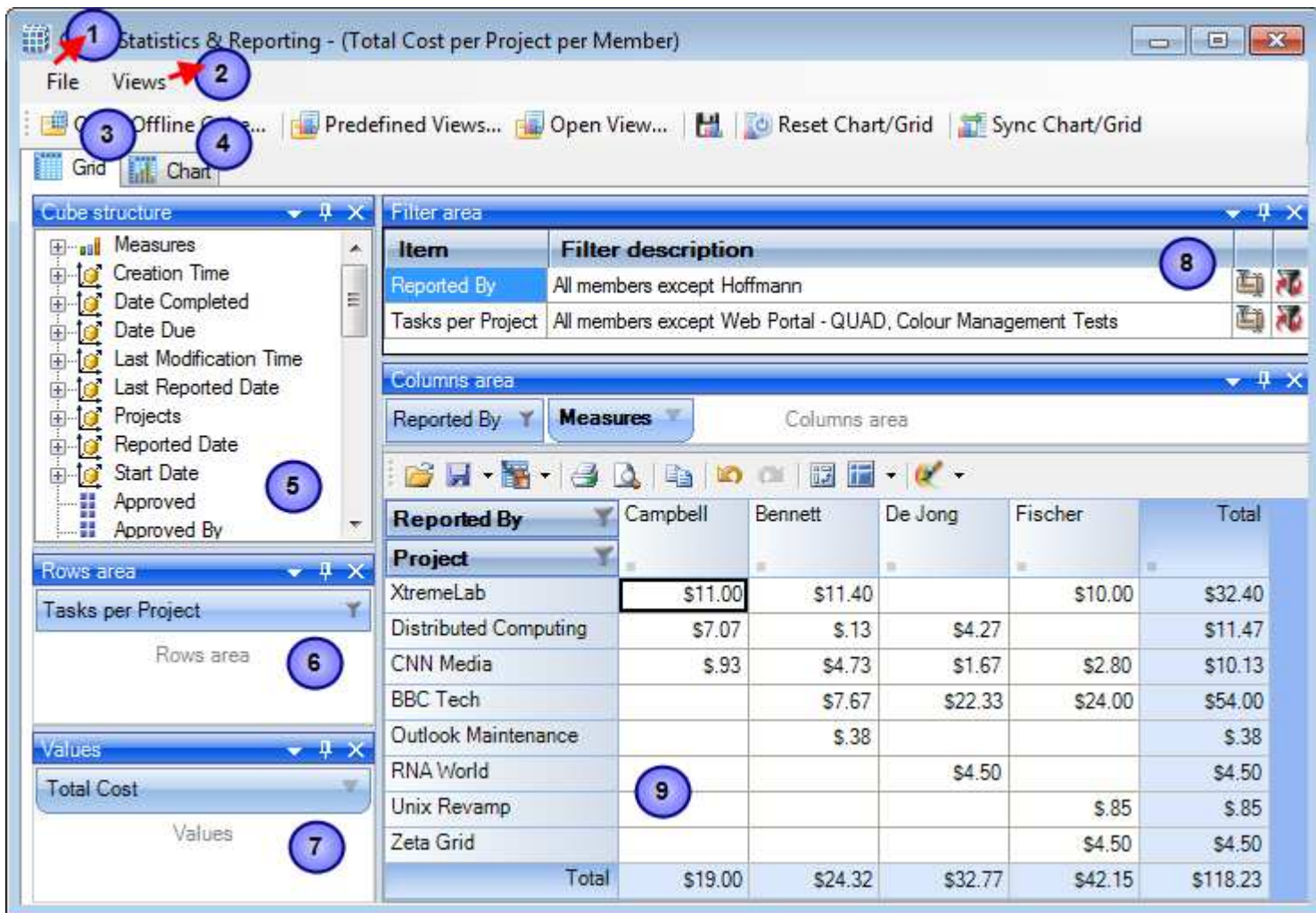
**Printing capabilities** - You can print your report to share it with others using the built-in Print Preview window. You can tune your page/printer settings before printing. Also if you want to share the report through the net or by email you can easily export it to a wide range of formats including PDF, XLS, CSV, JPG, etc.

**Copy to Clipboard** - Select any data range in Chart/Grid and copy to clipboard. Then you'll be able to paste it in an Office program for further analysis. You can also paste the chart like a picture to illustrate your investigations. This greatly simplifies the task of creating detailed, data-rich documents.

**Save Reports in file** - At any stage managers and members can save the report and distribute it to another person for analysis by network or email, so when the recipient gets the file he can open it and see the same OLAP slice.



## 8.1 The User Interface



This statistical tool presents an easy-to-use interface for operating an OLAP-slice. The basic data is displayed in the working area. The environment tools for managing the content and characteristics of the slice are placed on the pivot panels. You can set the panels' layout the way you like. To drag a panel to a different location, you need to capture and drag its header with the mouse. This will highlight all the possible locations where it can be dropped. You can detach a panel from the component; it will be displayed as a float window.

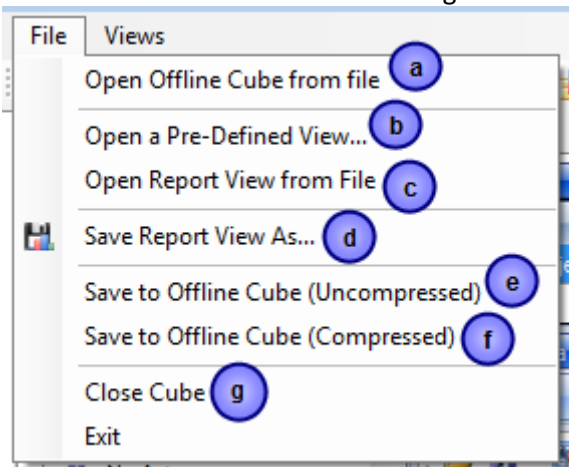
Instrumental panels can be:

- Attached to any side of the component;
- Placed into any existing panel;
- Displayed as bookmarks on any panel;
- Set as auto-hidden panels;

Used as float windows.

### 1 The File menu

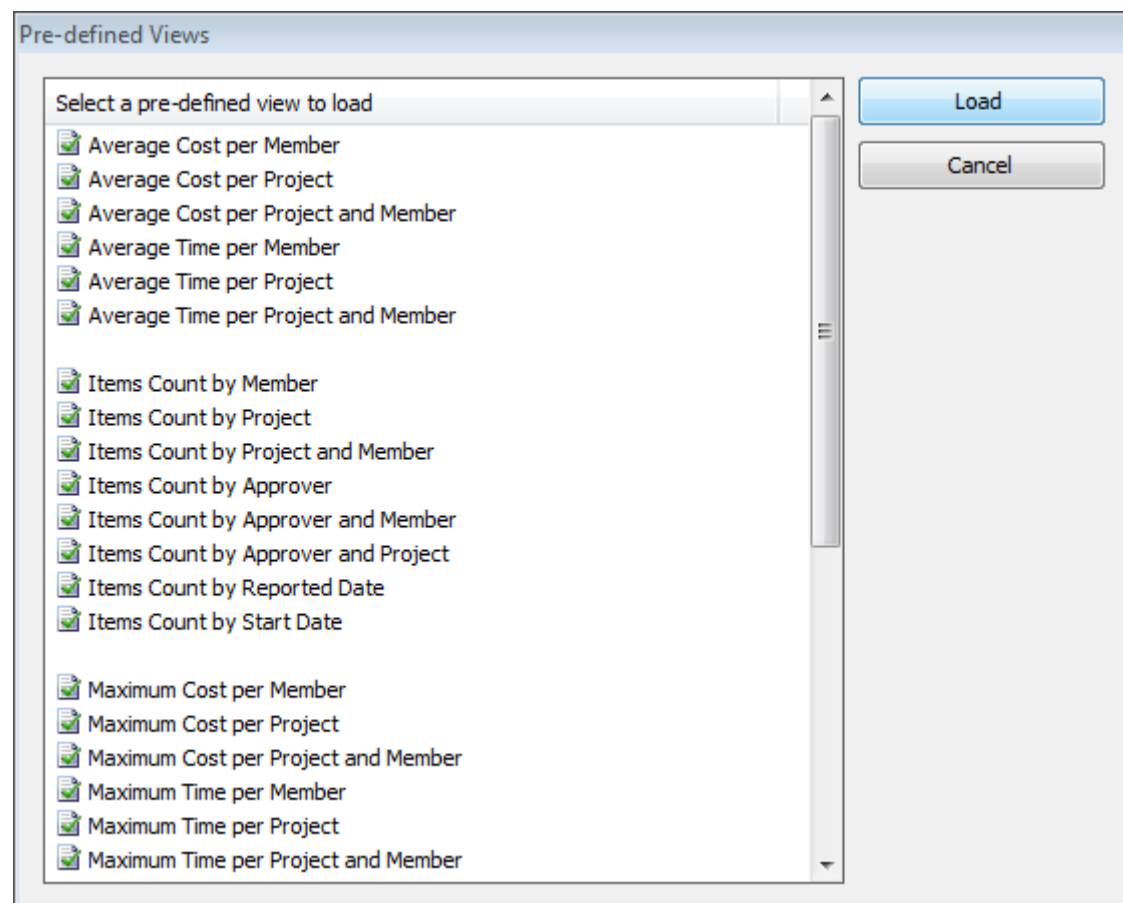
The file menu consists of the following commands:



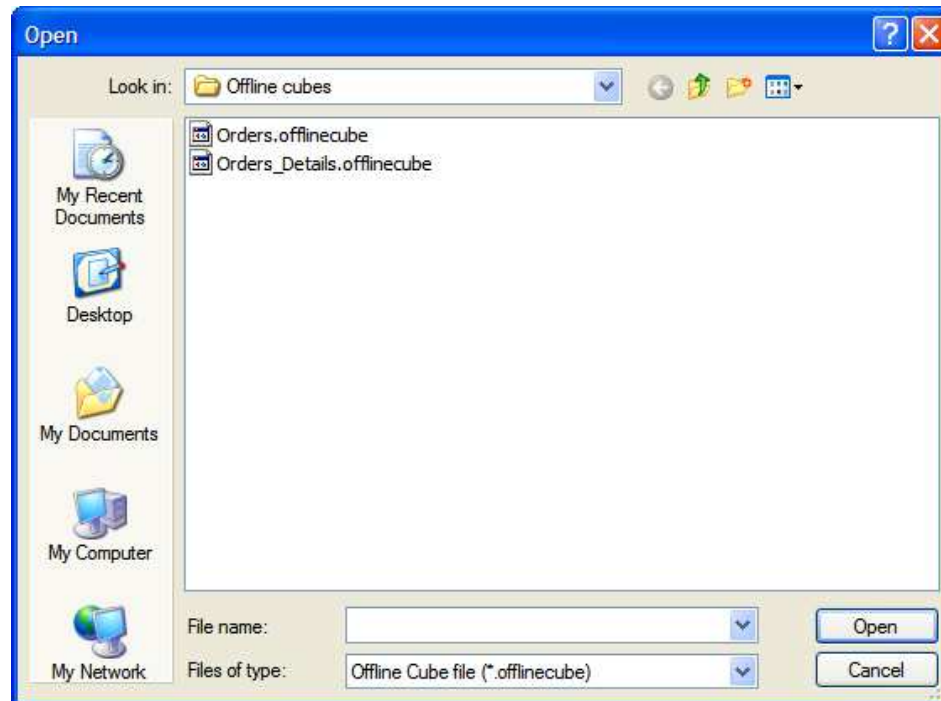
- a) **Open Offline Cube from file** - While generating a live cube from SharePoint provides the advantage of analyzing live data, often, you might be away or disconnected from the network.

In such scenario, you have the option of connecting to an offline cube, which was previously generated and saved to your local folder using this utility. An offline cube file has the extension – *‘.offlinecube’* and can be either in compressed or uncompressed format. An offline cube gives the same functionality as that of a live cube (which is generated from the SharePoint at real time), except that the data in the offline cube is only current to the time the cube was saved to file. This provides the flexibility to continue analyzing the cube and writing reports etc, while you are on the move.

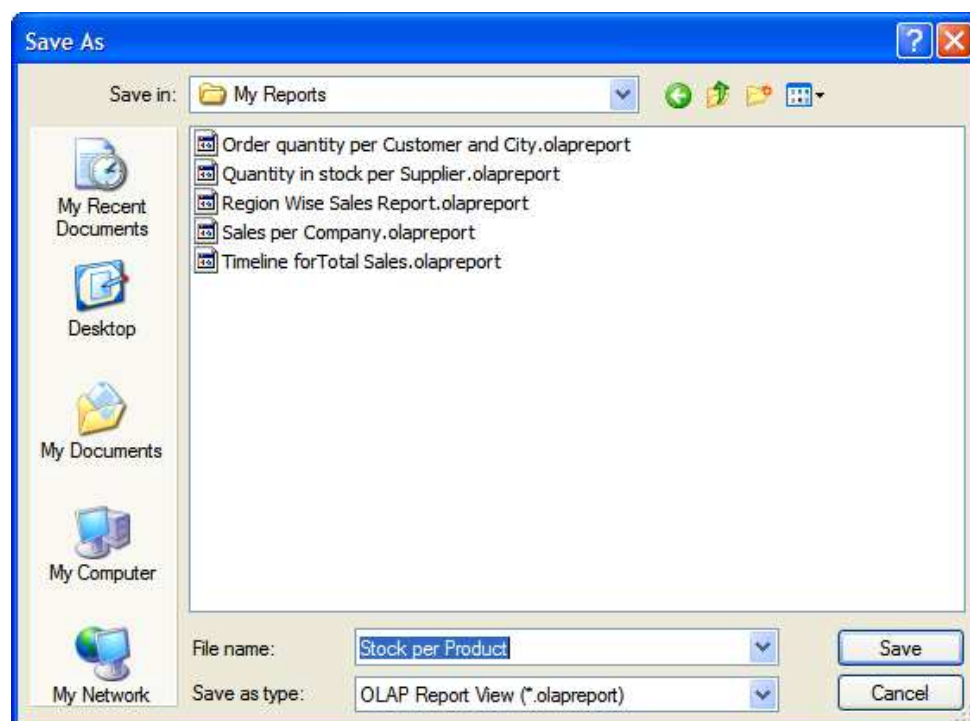
- b) **Open a Predefined View** - More than 30 views specifically designed for Team TimeSheet are included. Simply select a view and click ‘Load’ or double-click to load the statistical analysis of that report, the result will be displayed in the Grid or Chart (depending on the current active view).



- c) **Open report view from file** - Once a particular snapshot of the statistics is achieved, you may want to save it for future reference or share it among your team members. A report view is the current state of the statistics in the Grid/Chart working area, with specific member fields on the pivot panels (Rows and Column areas) and measure fields in the values area. It has a file extension *‘.olapreport’*.



- d) **Save report view as** - If you want to share a report view with others, you can save the current report (state of the statistics along with the pivot details) to a file folder of your choice - could be a network folder also.

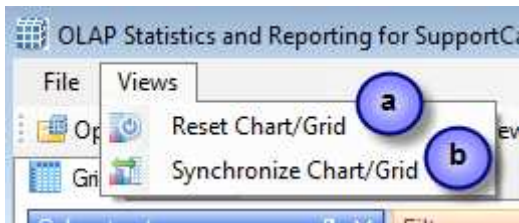


- e) **Save to offline Cube** – Once you have loaded a live cube from the SharePoint, you have the option to save the entire cube data to a file (with the extension .offlinecube) for offline use, when you are disconnected from the network. Offline cube can be saved in compressed or uncompressed format, the former option will enable you to reduce the file size considerably.
- f) Same as e. (above)
- g) **Close the cube** - This option closes the cube from the OLAP Statistics and free up the memory for loading another cube.

## 2

### View Menu

Contains actions that you can perform on the current report view.



- a) **Reset Chart/Grid** - Empty all the member fields from the pivot as well as the data from the working area of the chart/grid. This is useful if you want to start over on a new report view.
- b) **Synchronize Chart/Grid** - This option allows you to reflect the state of the statistics between Grid and chart. It is particularly useful, for example, when you have build up a grid with aggregated data, but with a more visual representation of the statistics in the form of graphs and bars. Also note that, the synchronization will be done to the other part (grid or chart) based on the current interface.

*For example, if you are in the grid view, and if you press 'Synchronize Chart/Grid' it would read the state of the Grid view and impart the same state (same members and measures) to the Chart view and vice versa. Each of the Grid and Chart views can be worked independently as long as you don't press this synchronize option.*

3

### OLAP Grid panel

The OLAP Grid control comprises of a multi-dimensional table with expandable nodes. These nodes group and display data according to the hierarchies used to define the measures and dimensions upon which the underlying data has been organized. A unique feature of control allows for building the OLAP-reports of the exceptional level of complexity. In tandem with the OLAP Chart, the OLAP Grid provides an ideal means of clearly conveying data to the user.

4

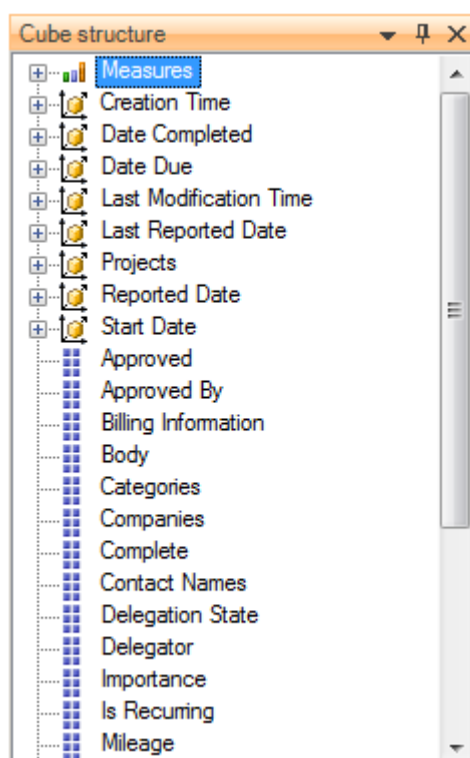
### OLAP Chart panel

While OLAP Grid allows working with numbers, the OLAP Chart allows representing the project data graphically. This gives managers and members a unique opportunity to analyze their project data visually, dealing with charts rather than numbers, which is much easier to perceive.

5

### Cube structure panel

The panel contains the Cube structure - measures and hierarchies as a tree. The measures are grouped in the set, displayed in a branch. Rest of the tree nodes are the dimensions that contain hierarchies.



- Measure

- Dimension

- Attribute hierarchy

- Multilevel hierarchy

To select a measure for display you need to drag-n-drop it to the Measures panel or the data area.

To select a hierarchy for display – drag-n-drop it to the hierarchy area or the pivot panel (rows or columns area).

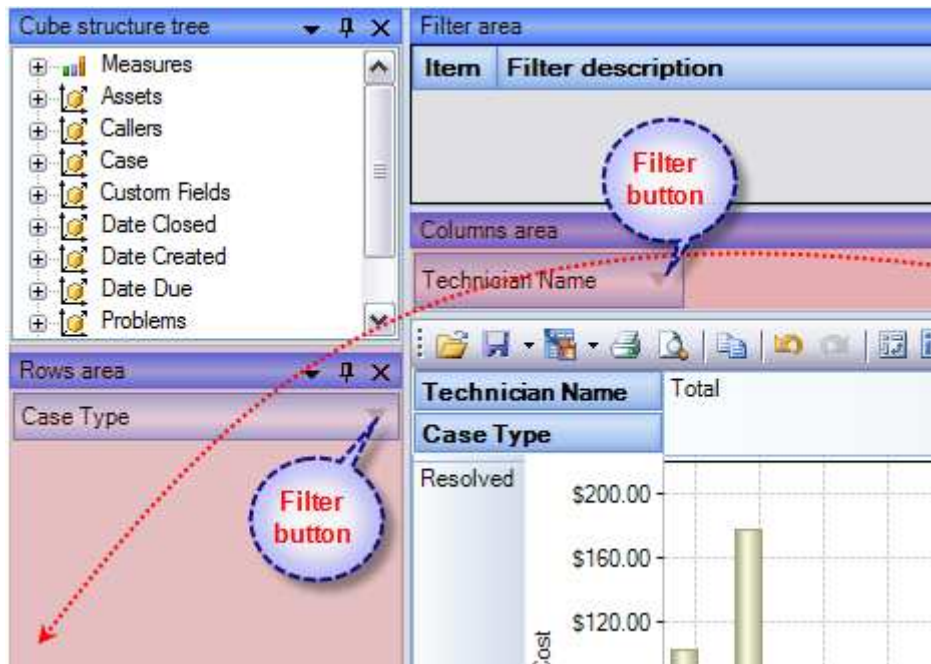
- Measures are grouped in the Measures category.
- Hierarchies are sorted into folders - dimensions. If there's only one dimension in a hierarchy, it will be displayed in the tree root.

Both hierarchies and measures have their own menus. Right click will call the context menu that gives you an option to place the element where you like. You can also filter the selected element (see Filtering hierarchies and measures) or place it to the selected panel.

6

### Pivoting panels

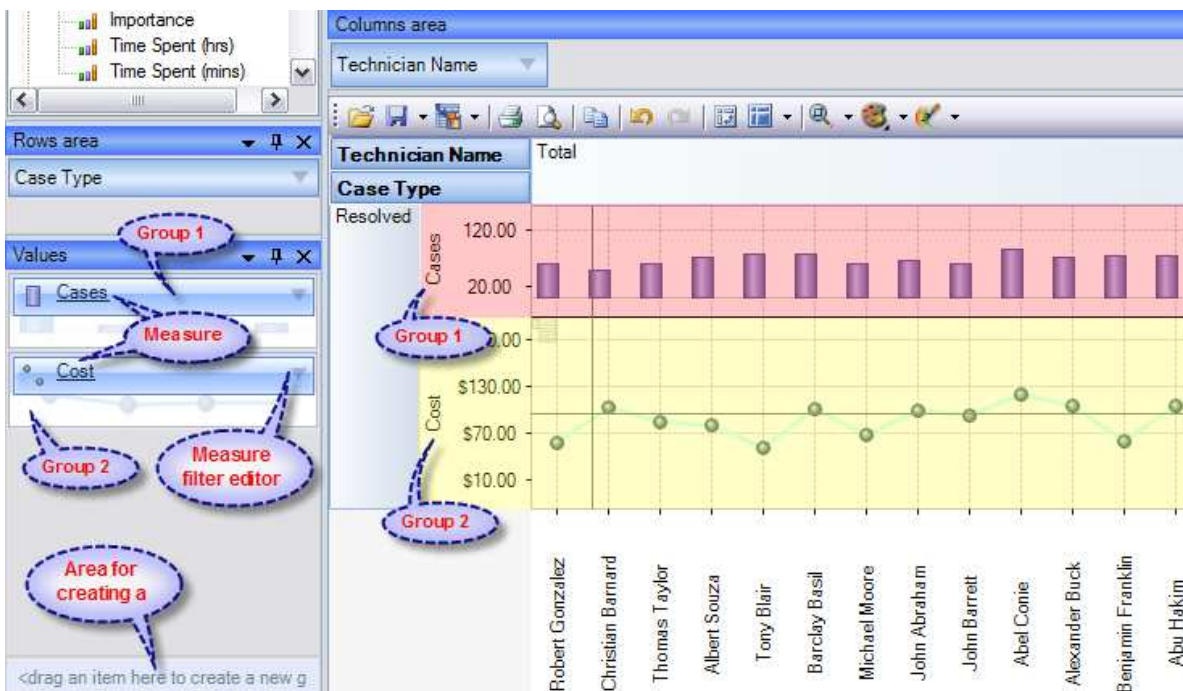
A pivot table lets user design the report online by dragging and dropping measures, dimensions and levels into the pivoting panels. Note that the column panel may contain no more than one (!) measure. Panel elements can be dragged with the mouse to other panels. To filter elements, press the Filter button (see Pivot panel view) or use the appropriate items from the context menu.



7

### Measure panel

Measure panel consists of groups of measures that make up the charts' vertical axes (see Measure panel components). Each group of measures corresponds to a set of charts in the data area. Groups of measures are situated in the main part of the panel.



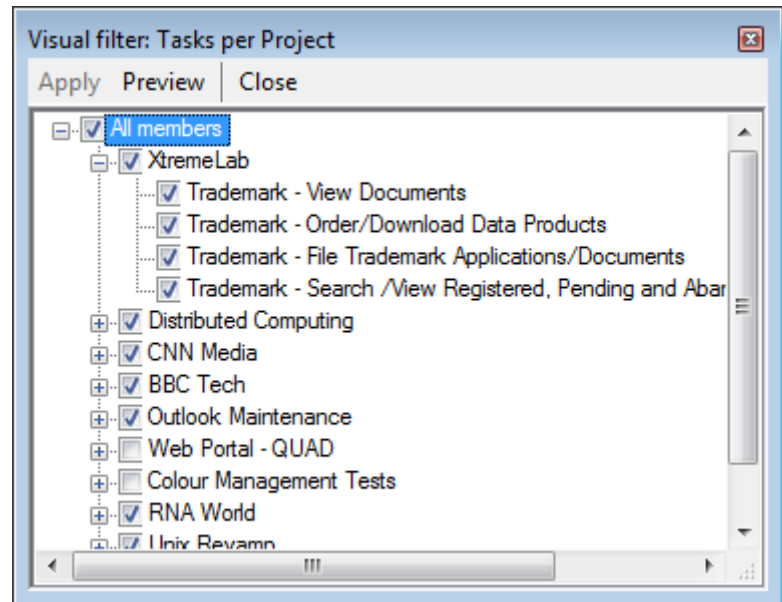
You can drag measures from one group to another, or extract measures from groups to delete them. To create a new group, you need to drag a measure to a place on the panel not occupied by another group or to the <drop an item to create a new group> panel.

Clicking a mouse button on measures will call the context menu. From here, you can move a measure to one of the pivot panels or to the modifiers axis, or assign a measure filter. Also, you can assign the marker type of a chart point and its color.

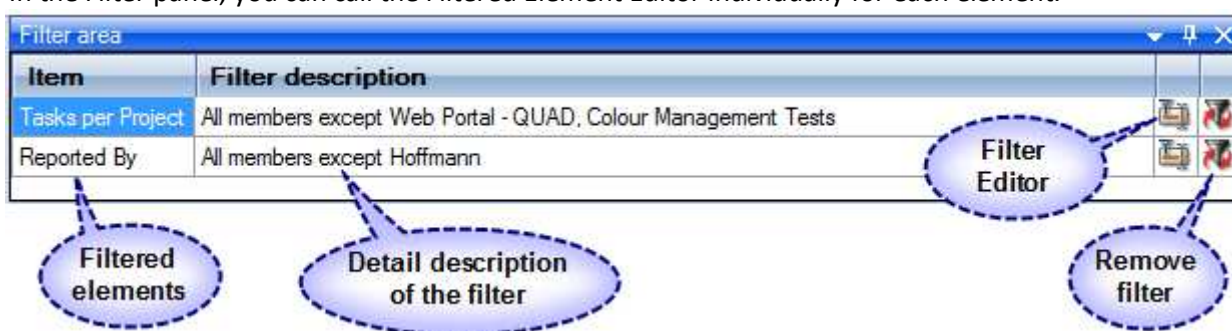
**8 Filter panel**

This statistical tool allows for easy selection on what data you want to see and what you don't. You can apply powerful filters to anything including hierarchy members, and measure values, thus leaving out the unimportant data. You can sort the data to see, for example, the top 10 values and then you can gather the rest of the values into a single group, so you only have what you really need.

The filtered elements (hierarchies and measures) are automatically transferred to the Filter panel. To assign a filter, you have to move an element to the Filter panel. If the element hasn't been filtered the appropriate visual filter editor will be shown, similar to the one on the right:



In the Filter panel, you can call the Filtered Element Editor individually for each element.



**9 Working Area**

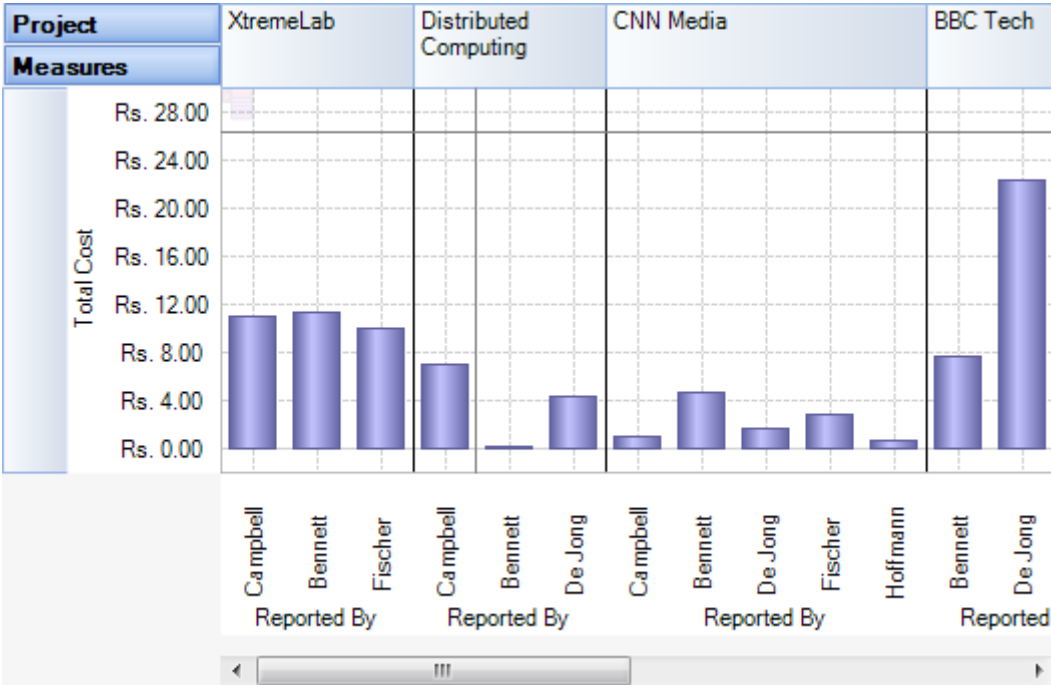
The OLAP-slice data is displayed in working area. In its upper part there is a menu for the quick access to the frequently used commands<sup>2</sup>. The rest is occupied by the current OLAP-slice and consists of the following parts - Cube Axis headers, Cube Axes, Data Axes, Data Axis headers, Chart Panes.

You can change the view of the slice by relocating measures and hierarchies within the environment panel. When you start dragging an element, all the possible locations, where it can be dropped to, will be highlighted. Most elements have context menus that duplicate the mouse actions and provide additional control functions for managing the slices' view.

**Grid working area**

Reported By	Campbell	Bennett	De Jong	Fischer	Total
Project					
XtremeLab	\$11.00	\$11.40		\$10.00	\$32.40
Distributed Computing	\$7.07	\$1.13	\$4.27		\$11.47
CNN Media	\$0.93	\$4.73	\$1.67	\$2.80	\$10.13
BBC Tech		\$7.67	\$22.33	\$24.00	\$54.00
Outlook Maintenance		\$0.38			\$0.38
RNA World			\$4.50		\$4.50
Unix Revamp				\$0.85	\$0.85
Zeta Grid				\$4.50	\$4.50
Total	\$19.00	\$24.32	\$32.77	\$42.15	\$118.23

**Chart working area**



## 8.2 Working with OLAP Grid

The OLAP Grid view comprises of a multi-dimensional table with expandable nodes. These nodes group and display data according to the hierarchies used to define the measures and dimensions upon which the underlying data has been organized. In tandem with the OLAP Chart view, the OLAP Grid view provides an ideal means of clearly conveying data to the user. It is highly navigable and quickly provides detailed information to the user. The speed with which data recall occurs and the strong formatting the grid enforces ensure data is always presentable and easily understandable. Consequently, OLAP Grid views can easily be ported to spreadsheet applications for report compilation purposes.

Additionally the OLAP Grid view allows users to effortlessly add and remove categories, filter and sort categories, and drill up or drill down on data using powerful built-in menus. One of its greatest benefits is that it allows users to explore, navigate and refine data until the desired snapshot is achieved. Once in place this snapshot can be reflected in a complementary chart. This is possible as OLAP operations in Grid view can be synchronized with Chart view. These two data views can then be deployed side-by-side or on top of one another.

- ✓ *Unicode support.*
- ✓ *Simultaneous display of several different measures in the Grid.*
- ✓ *Simultaneous drilling down based on different parameters: up to the nearest child, up to the next level, up to the next hierarchy.*
- ✓ *Saving and restoring the current OLAP-slice.*
- ✓ *Hierarchy members grouping (including multilevel and parent-child hierarchies).*
- ✓ *Separate sorting on different hierarchy levels. Possibility to override any sorting method.*
- ✓ *Ascending or descending sorting based on the cell values in any column of the Grid.*
- ✓ *Filtering of hierarchy members with or without applying these filters to the OLAP calculations.*
- ✓ *Auto filtering of the hierarchy members depending on their values in the Grid. Major/minor member's selection, either based on their rank or on the Pareto principle.*
- ✓ *Replacing hierarchy members by drag-n-dropping them within the Grid.*
- ✓ *Auto sizing of cells depending on their contents.*
- ✓ *Flexible export to MS Excel, HTML, GIF, JPG, PNG, BMP, CSV, TXT, PDF formats.*

### Operating the OLAP-slice

The OLAP-slice data are displayed in a table, whose appearance may be amended to some extent. To operate the current OLAP-slice, the following functions are available:

1. **Navigation**
2. **Selecting and copying data**
3. **Drilling, sorting and moving hierarchy members**
4. **Operating context menus**
5. **Filtering data**
6. **Editing data**
7. **Setting the column width**

**1. Navigation** - You can easily navigate the data using the keyboard:

<i>Button</i>	<i>Action</i>
<b>Home</b>	Move to the first cell of the row
<b>End</b>	Move to the last cell of the row
<b>PageUp</b>	Move one page up
<b>PageDown</b>	Move one page down
<b>Ctrl+Home</b>	Move to the top left cell
<b>Ctrl+End</b>	Move to the bottom right cell

Using the mouse, you can scroll the table up and down.

<i>Mouse Action</i>	<i>Component Action</i>
<b>Scrolling the mouse wheel</b>	Vertical scrolling of the table
<b>Scrolling the mouse wheel with the Shift button held down</b>	Horizontal scrolling of the table

**2. Selecting and copying data** - The data area in the component can be selected like everything else in Windows:



- Select all the cells pressing Ctrl+A;
- Capture the area with the mouse;
- Change the boundaries of the selected area with direction buttons, holding down the Shift button.

You can copy the data from the selected area to the clipboard by pressing Ctrl+C. If there's no selection, pressing these buttons will copy the whole OLAP-slice to the clipboard.

### 3. Drilling, sorting and moving hierarchy members

- To perform the drilling of the hierarchy members press buttons on the Grid cells. If there's only one drilling button in a cell, then, instead of pressing it, you can double-click the cell itself. By default, the drilling buttons are shown only in the cells under mouse. To see all the buttons, press the Ctrl button. The last cells in column area of the hierarchy members allow showing the sorting direction. A pointer that indicates the descending order of data illustrates it. You can manage the sorting modes by single clicking on the cells of the specified area: they are changed cyclically [descending sorting] -> [ascending sorting] -> [no sorting].

Case Type	Resolved	Total
<b>Problem Category</b>	<b>Problem Type</b>	
Accessories	Apple Wireless Mouse	25.82
	Time Capsule	19.90
	Airport Base Station	17.15
	Apple Wireless Keyboard	16.42
	Apple TV	16.07
	Accessories	95.35
Services	Complains	22.72
	Loyalty Scheme	17.42
	AppleCare	17.17
	Sales	14.75
	Apple Rental	10.77
	Buy Back Scheme	8.73
	Services	91.55

**4. Operating context menus** -The context menu, called by right clicking a table cell, partly duplicates the OLAP-slice control functions.

Case Type	Resolved
<b>Problem Ca</b>	
Accessories	25.82
	19.90
	17.15
	16.42
	16.07
	95.35
Services	91.55
Applications	84.45
Music Players	20.57
	20.40
	18.65
	18.62
	78.23
Notebooks	14.83
	14.82
	13.73
	43.38

### Hierarchy levels' menu

The view of context menu of the hierarchy levels' area. There is a list of commands available in the context menu of the hierarchy levels' area:

Command	Function
Show totals first	Show the aggregated cells before all the rest
Show totals last	Show the aggregated cells after all the rest
Don't show totals	Do not show the aggregated cells
Default sorting	Range hierarchy members by default
Sort ascending	Range the hierarchy members by values from the bottom to the top
Sort descending	Range the hierarchy members by values from the top to the bottom

<b>Aggregate all hierarchy members</b>	Aggregate all the hierarchy members (including hidden)
<b>Aggregate visible members only</b>	Aggregate the visible hierarchy members only
<b>Drill all down\ to the next hierarchy</b>	Drill all down to the next hierarchy
<b>Drill all down\ to the next level</b>	Drill all down to the next level
<b>Drill all down\ to the same-level children</b>	Drill all down to the same-level children
<b>Drill all up</b>	Collapse all the elements of this level
<b>Clear filter</b>	Remove any applied filters
<b>Filter on captions</b>	Set the filter for measures
<b>Show empty cells</b>	Show the cells with no aggregated values
<b>Create new group ...</b>	Create a new group. It will appear at the first level of the hierarchy
<b>Copy selection</b>	Copy the selected area to clipboard
<b>Conditional formatting</b>	Show the Conditional formatting menu

### Hierarchy members' menu

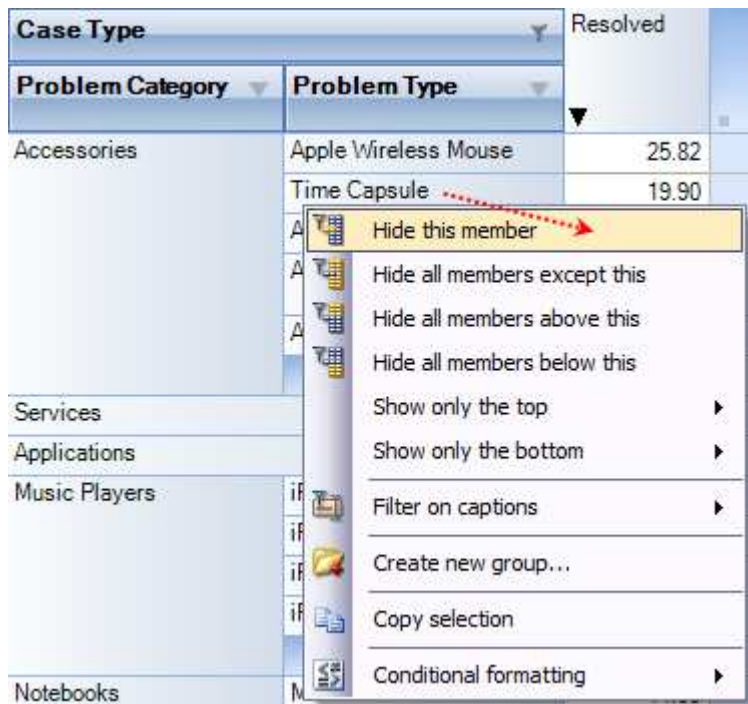
Case Type	Problem Category	Problem Type	Resolved
Accessories			95.35
Services			91.55
Applications			84.45
Music Player			20.57
			20.40
			18.65
			18.62
			78.23
Notebooks			14.83
			14.82
			13.73
Operating S			43.38
			39.75
Mobiles		iPhone	21.92

The view of the context menu of the hierarchy members' area

<b>Command</b>	<b>Function</b>
<b>Drill down to the next hierarchy</b>	Open the node up to the next hierarchy in the current area, ignoring all the lower levels of the current hierarchy
<b>Hide this member</b>	Hide the member
<b>Hide all members except this</b>	Hide all the members of the hierarchy, except the selected one
<b>Hide all members above this</b>	Hide all the members of the hierarchy above the selected one
<b>Hide all members below this</b>	Hide all the members of the hierarchy below the selected one
<b>Show only the top</b>	Show the top elements of the level. Their number is specified in the sub-menu. If you specify a percent value there, then the picking of members will be such that their total value does not exceed the one, specified in the sub-menu. You can choose a threshold value from those offered in the appropriate menu item or set your own one, selecting Other from the menu.
<b>Show only the bottom</b>	Show the bottom elements of the level. Their number is specified in the sub-menu. If you specify a percent value there, then the picking of members will be such that their total value does not exceed the one, specified in the sub-menu. You can choose a threshold value from those offered in the appropriate menu item or set your own one, selecting Other from the menu.
<b>Filter on captions</b>	Set the filter for measures
<b>Create new group..</b>	Create a new group on the current level

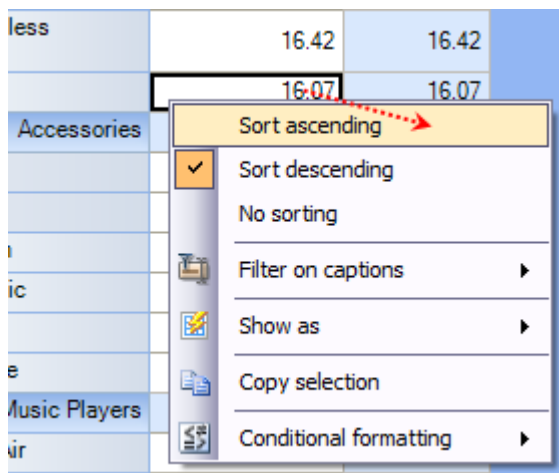
<b>Copy selection</b>	Copy the selected area to clipboard
<b>Conditional formatting</b>	Show the Conditional formatting menu

### The menu for groups of hierarchy members



The context menu that appears above the group cell.

<b>Command</b>	<b>Function</b>
<b>Hide this member</b>	Hide the selected member
<b>Hide all members except this</b>	Hide all the hierarchy members except the selected one
<b>Hide all members above this</b>	Hide all the hierarchy members above the selected one
<b>Hide all members below this</b>	Hide all the hierarchy members below the selected one
<b>Show only the top</b>	Show the top elements of the level. Their number is specified in the sub-menu. If you specify a percent value there, then the picking of members will be such that their total value does not exceed the one, specified in the sub-menu. You can choose a threshold value from those offered in the appropriate menu item or set your own one, selecting Other from the menu.
<b>Show only the bottom</b>	Show the bottom elements of the level. Their number is specified in the sub-menu. If you specify a percent value there, then the picking of members will be such that their total value does not exceed the one, specified in the sub-menu. You can choose a threshold value from those offered in the appropriate menu item or set your own one, selecting Other from the menu.
<b>Filter on captions</b>	Set the filter for measures
<b>Create new group</b>	Create a new group
<b>Delete this group</b>	Delete the selected group
<b>Clear this group</b>	Clear the selected group
<b>Rename this group</b>	Rename the selected group
<b>Copy selection</b>	Copy the selected area to clipboard
<b>Conditional formatting</b>	Show conditional formatting menu

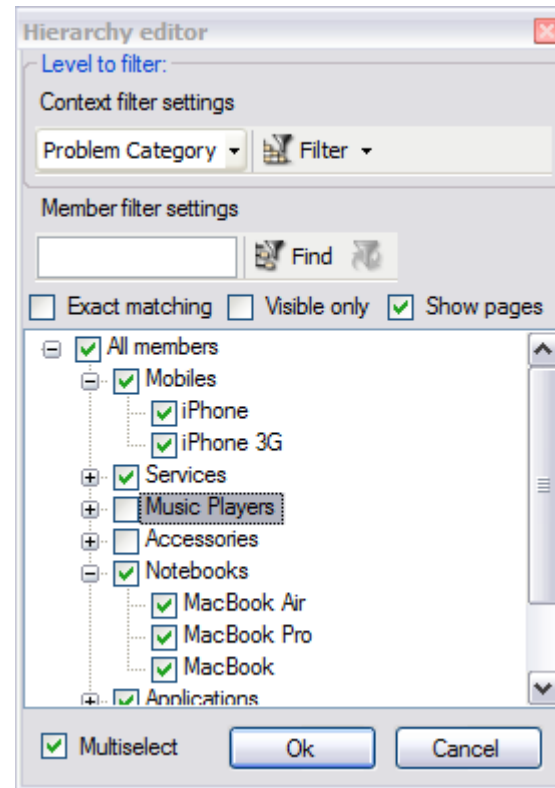
**Measure values' menu**

The context menu that appears above the group cell:

<b>Command</b>	<b>Function</b>
<b>Sort ascending</b>	Range the cells in the column by values from the bottom to the top
<b>Sort descending</b>	Range the cells in the column by values from the top to the bottom
<b>No sorting</b>	Remove any sorting
<b>Filter on captions</b>	Set the filter for measures
<b>Hide this measures</b>	Hide the selected measure
<b>Show as</b>	Specify the display mode of the current measure in the Grid: default percent aggregated value in the row percent parent element of the row percent parent element of the column percent total aggregated value
<b>Copy selection</b>	Copy the selected area to clipboard
<b>Conditional formatting</b>	Show conditional formatting menu

**5. Filtering data** - The filtered elements (hierarchies or measures) are automatically placed on the filters' panel. To start filtering, move the element to the filters' panel. In case the element has not been filtered, the appropriate editor will launch (the Hierarchy Editor for hierarchies and the Measure Filter Editor for measures). In the filters' panel, you can launch an editor for each element independently.

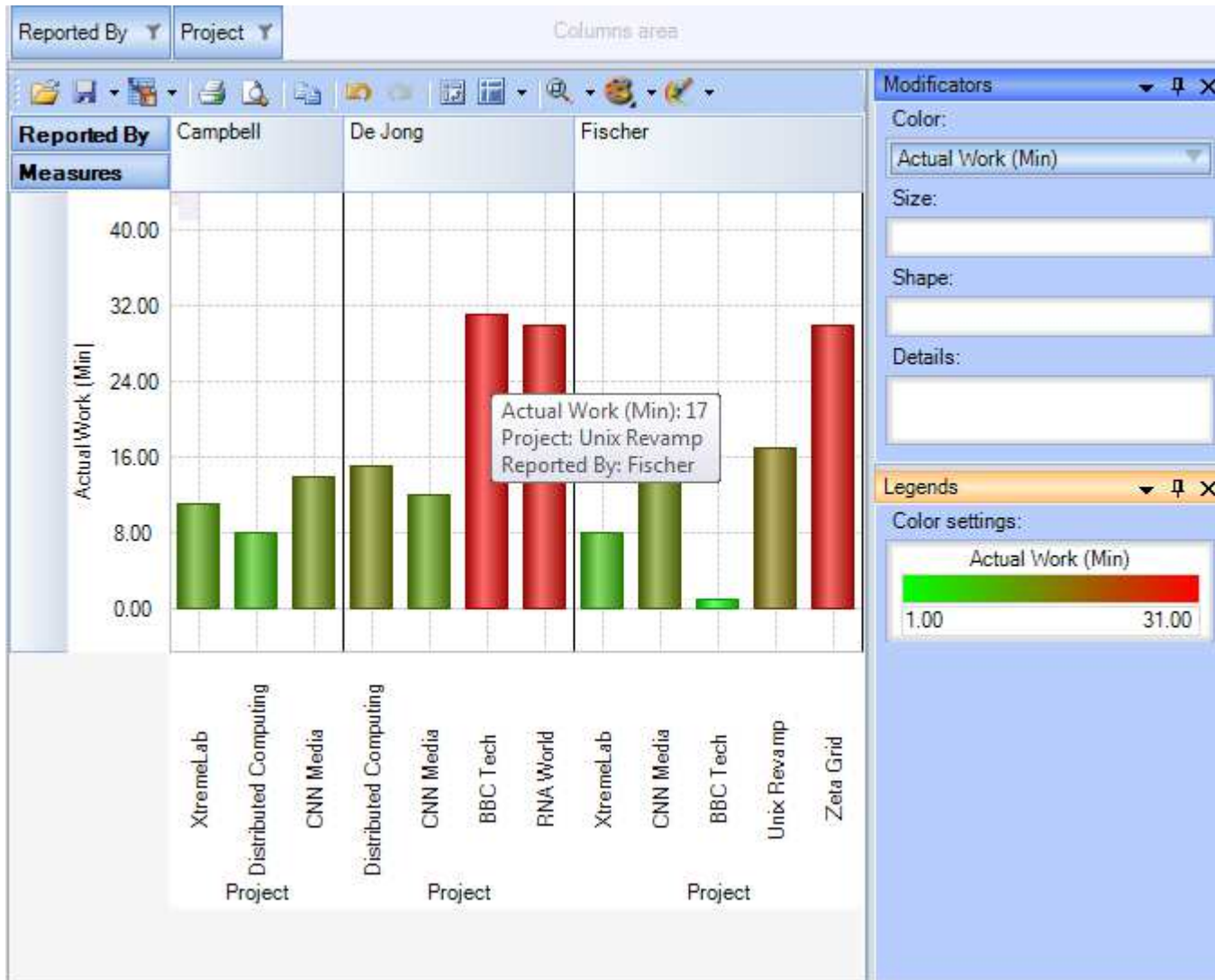
The buttons for launching the editor (▼) are placed on the panels in the Hierarchy levels' area. If the button looks like this (Y), it means the hierarchy had hidden members inside. Pressing the button starts the Hierarchy editor.



**6. Setting the columns' width** - You can change the width of columns in the data display area by dragging the right boundary with the mouse. If possible, these changes will be saved during other operations with the table (like drilling, sorting, etc.) To return to the original width, double click the right boundary of the column where it is visible. In case there were such changes in the table that saving the assigned width of the columns was impossible (for example, if as a result of the Collapse drilling, the column with the assigned width has disappeared), it will be set automatically. Unfortunately, if you operate a big table, calculating the columns' width takes up too much time. That is why if there are more than 10,000 cells in your table, their width will be set to default, but it can be corrected later.

## 8.3 Working with OLAP Chart

While the Grid view allows working with numbers, chart view allows representing submitted project data graphically. This gives you and other managers a unique opportunity to analyze reported data visually, as dealing with charts rather than numbers, is much easier. Now it's easier than ever to spot new trends and discover unknown problems in your data flow. The statistical tool will help you gain an insight into your data and make new discoveries.



### Tools panel

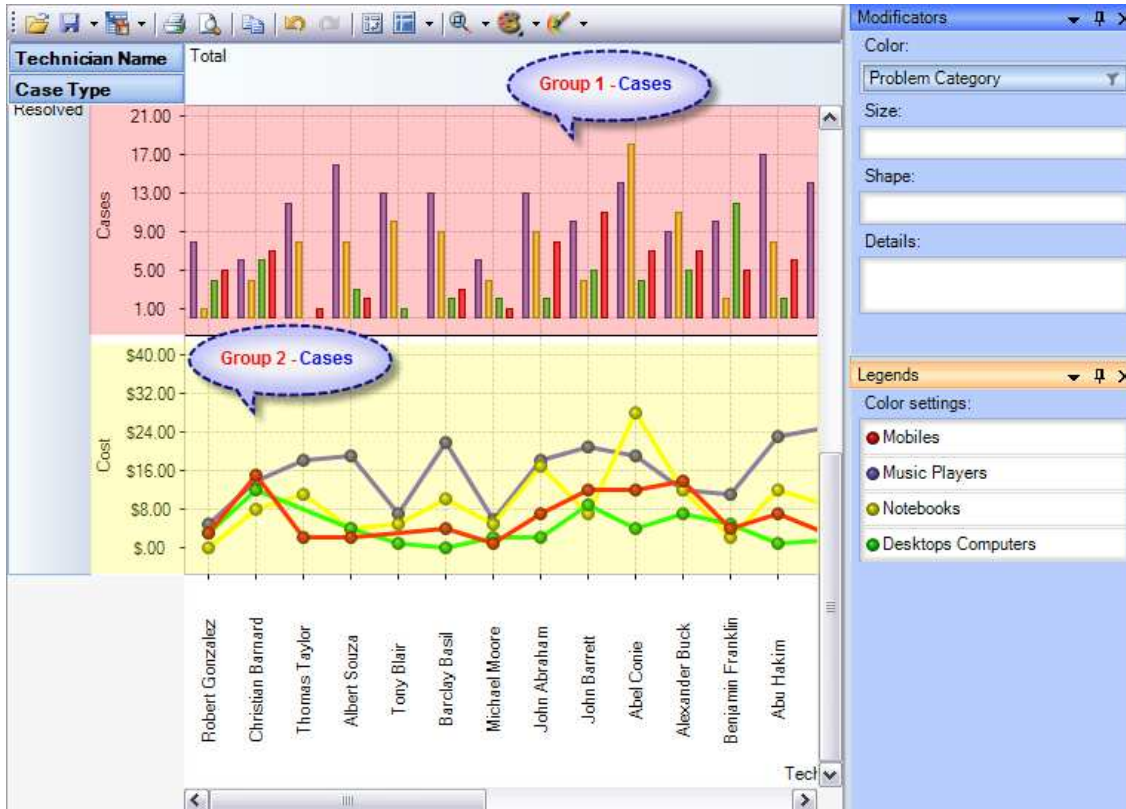
This panel houses all the frequently used operations on the OLAP chart - save, export, print and display options.

Button	Function
	Load the Grid state
	Save the Grid state
	Export OLAP-slice data
	Print OLAP-slice data
	Preview
	Undo
	Redo
	Switch axes
	Select the docking panels layout
	Set the scale of Chart display
	Select the color palette for measures

### Modifier panel

Modifiers are easy and powerful means of data representation. You can choose your data be shown in different colors, using different shapes and sizes, so that you can easily distinguish them in a single graph. You can simply place a dimension or a measure on a modifier's pane and get the graph showing different values in a different manner.

For example, you might place the "Problem Category" dimension on Color pane and get the Chart showing problem categories in different colors. Or you can place the "Cost" measure on Color pane to highlight the top rates of supporting the service requests. The same can be done for Shape and Size so that you can make your data perfectly distinguished.



The layout of panels and hierarchies on the Modifier panel allows you to change the appearance of the displayed slice. When an element is placed to the modifier panel (except for Details), its legend will contain the display parameters. If you modify the color and shape of an element, the appropriate parameters can be amended.

Modifier	The changes made upon placing a Chart element to the modifier area of...	
	a measure	a hierarchy
Color	The color of the Chart elements will be chosen from the standard set of gradient colors	Hierarchy members will be painted with the colors from the current palette
Size	The elements with the minimal value will be painted with the first of the gradient colors, and the elements with the maximal value - with the last one	N/A
Shape	Depending on the value of the measure the size of the Chart points will vary from the minimal to the maximal.	Hierarchy members will differ in size
Details	Forbidden	Hierarchy members will differ in shape. If the number of hierarchy members will exceed the number of available shapes, some of them will be used more than once
	Forbidden	The panels will display series for all hierarchy members

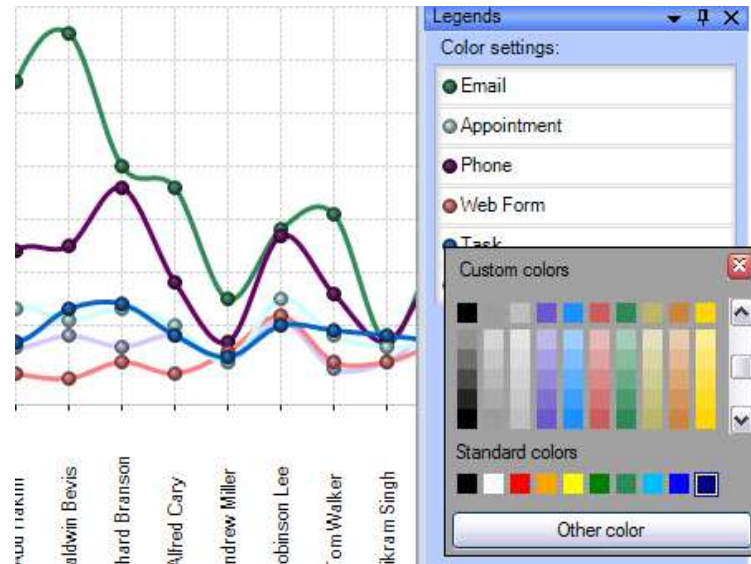
If a measure is placed on the Color pane, its values range is mapped to the given colors range so that it's tremendously easy to spot the top/low values. If you select the discrete gradient type, you'll be able to set threshold values for filling the Chart elements while the continuous gradient will let you evaluate the trend as a whole. To select the gradient type and tune its content, turn to the legend panel.

**The Legend panel**

The panel contains descriptions of the modified elements. The value, shape and color of a legend element can be edited.

*Setting the Color legend*

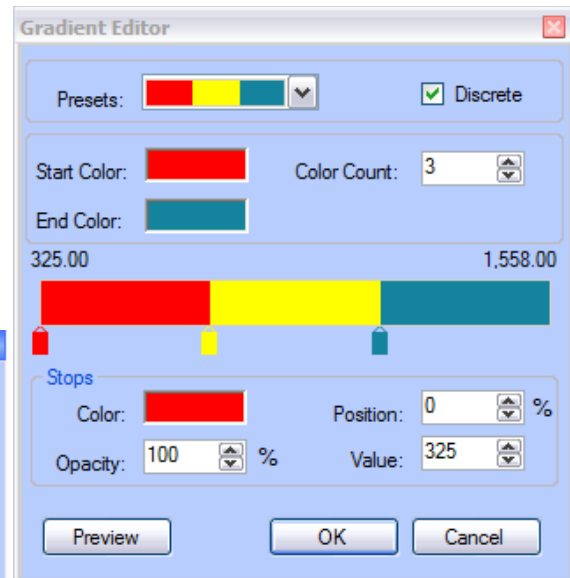
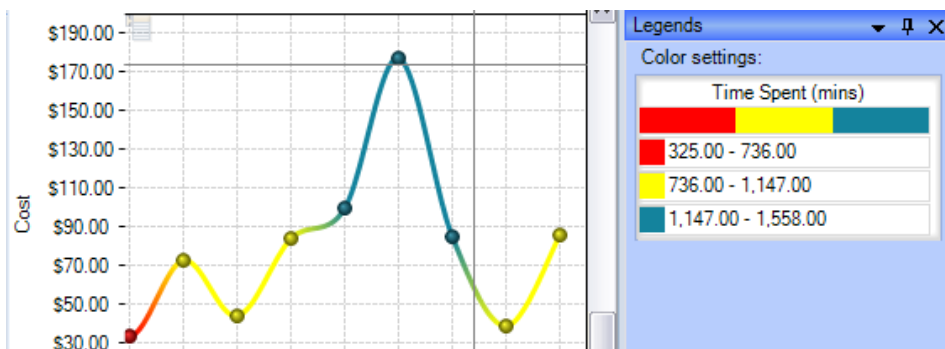
To select a color, simply double-click the appropriate element and choose a color from the pop-up editor.



*Setting the Gradient legend*

To edit the gradient, double-click the element and tune the settings in the editor. In the Gradient Editor there are:

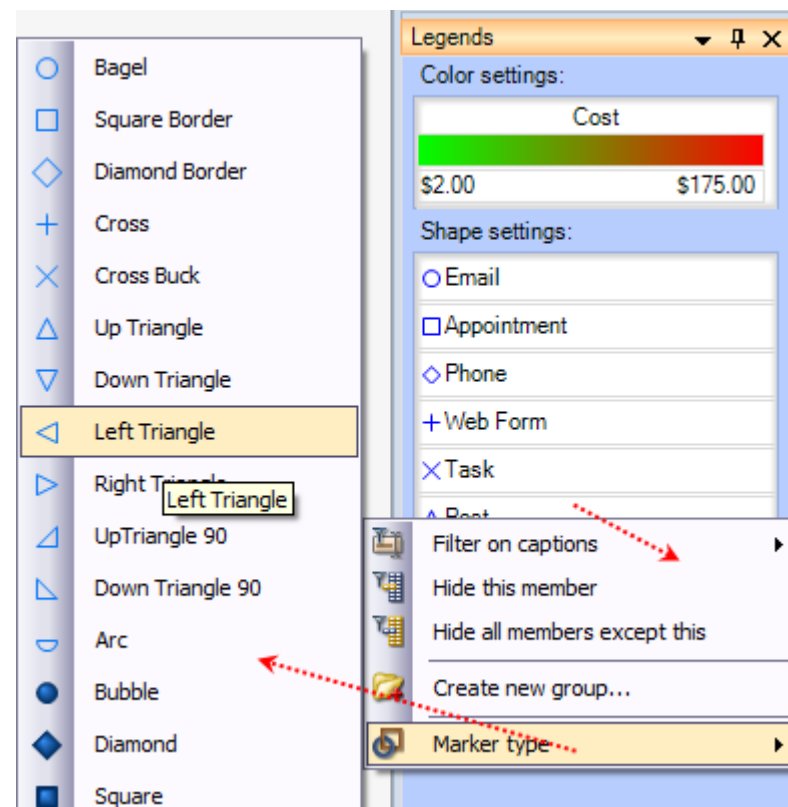
- a set of pre-made gradients;
- selecting gradient option (continuous or discrete);
- creating a gradient with a set number of intermediate colors option;
- setting threshold in per cent and measure values option;



*Selecting threshold color option.*

**Setting the Shape legend**

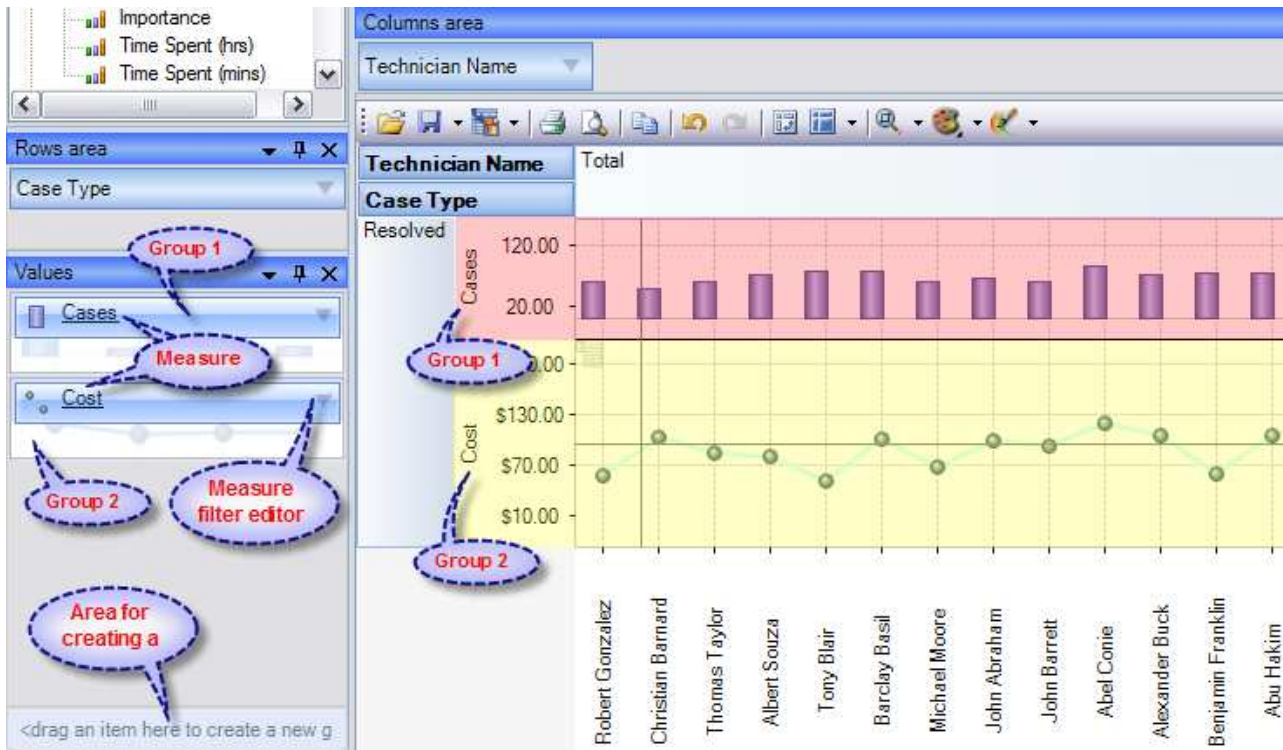
The shape selection is made through the context menu. This option is available only for points or lines Charts. If the number of hierarchy members exceeds the number of available shapes, they will be repeated.



**Chart Panes**

The bulk of the OLAP-slice data are placed into cells with Charts. Each measure group has its own set of panes.





Measure groups with corresponding Charts in the working area

### Chart Type

In the upper left part of each Chart, there will appear a context menu for selecting its type. There are six (6) charts that you can use, namely, *Point Chart*, *Histogram*, *Point Shape Selection*, *Lines*, *Curved lines* and *Step lines*. By default, the Histogram is used.

The size of Charts can be changed to some extent. To expand a Chart along either one of the axes, you need to capture its boundary with the mouse and drag it. You can change the size along both axes (and return to default) through the tool menu in the upper part of the working area.

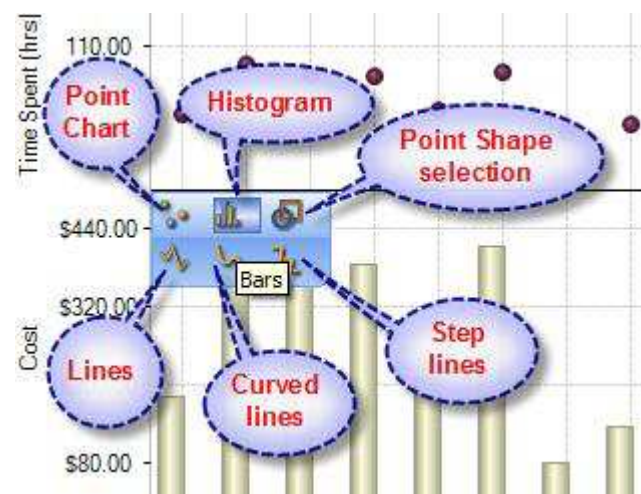


Chart type menu

### Hot keys for changing the scale

Ctrl+*	Reset Scale to 1:1
Ctrl+Num+	Zoom In
Ctrl+Num-	Zoom Out

### Navigation

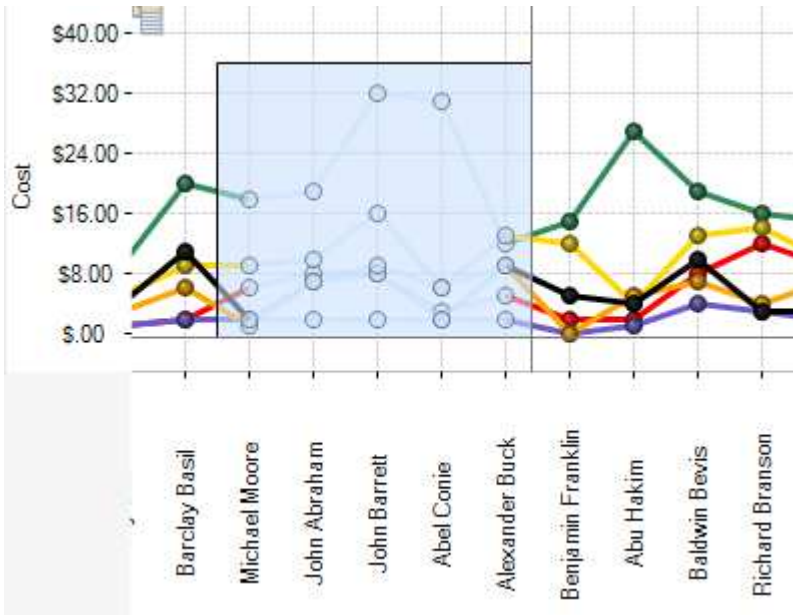
If the content of the Grid exceeds the client area, the scroll bars will appear. You can scroll down the data using the mouse wheel. To scroll the Grid in the vertical direction, turn the mouse wheel, while holding Shift.

### Selecting Data

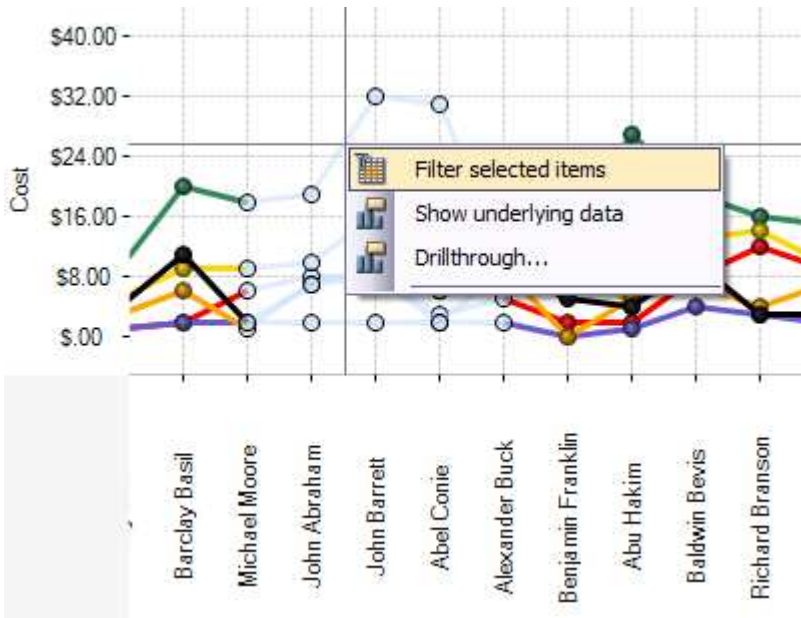
You can select Chart points with the standard Windows' method. Holding down the Ctrl button, you can add selected points, holding down the Shift button, you can select the horizontal range. You can filter the Grid's points while selecting. In that case, the corresponding hierarchy members will be filtered automatically.

### Selecting and filtering parts of Charts

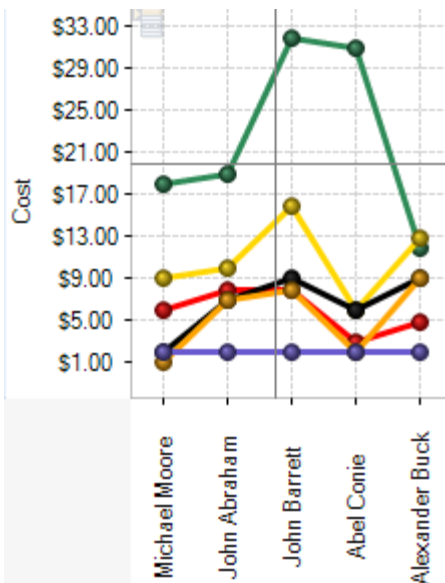
a. *Selecting some of the Chart points*



b. Selecting the Filter command



c. The result



Note: While moving the mouse cursor over a data axis, you are able to select a continuous range of members (if the axis is composed of them) or a range of values in Charts.

### Filtering hierarchies

In case you don't need to collect data from the whole Grid, but just from a part of it, the component has a few functions at your disposal: that let you select or remove elements from the slice. Also, there is a standard option of exporting data into a number of formats and printing out the content of OLAP-slices. The simple way of selecting data is through the context menu. When you click a hierarchy member on the Cube axis, there is a set of commands for quick operations with members:

- Hide this member
- Hide all members except this
- Hide all members above this
- Hide all members below this

### Filter on hierarchy level

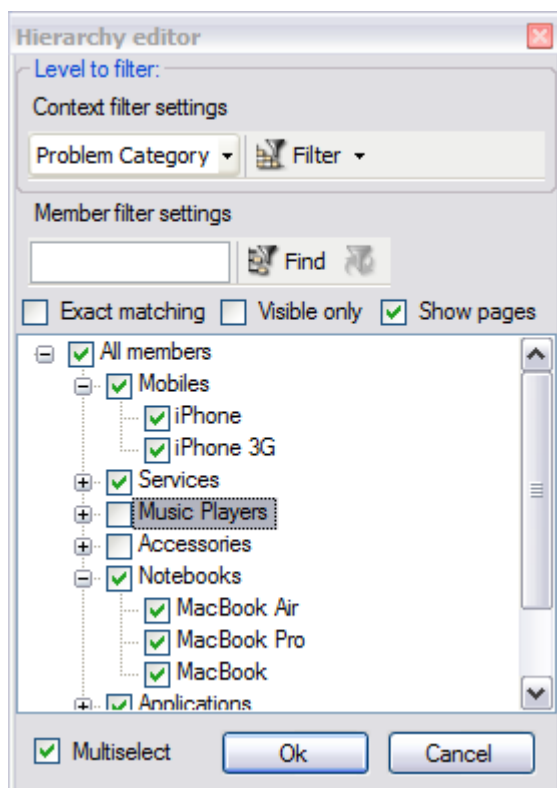
The Filter area of the Editor becomes visible only if filtering through hierarchy levels is available. To apply a filter to hierarchy members, you need to select a hierarchy level (if there's more than one) and assign the Filter condition in the Filter menu. In the same menu, there's a command to clear filter.

### Filtering hierarchy members

If the search field is not empty, the "Find" command will make the component perform a search for hierarchy members, whose levels contain the specified string. You can narrow the search results by checking the "Exact matching" box.

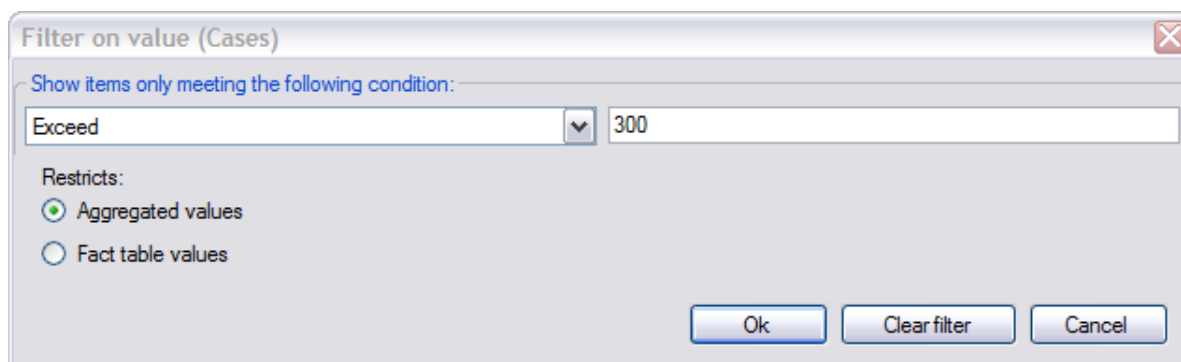
### Filtering a single member of a hierarchy

By default, the Editor is able to select any number of hierarchy members. To switch to the single-select mode, uncheck the "Multiselect" box. In that case, only one the hierarchy member with all its parents and members will be selected.



### Filtering measures

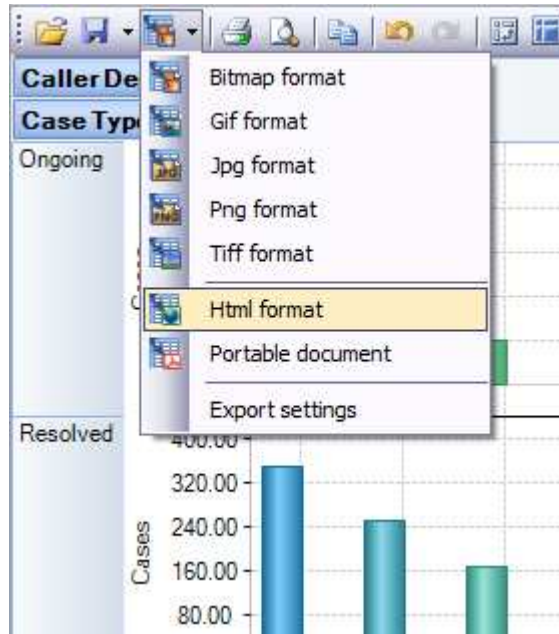
There is a number of available parameters for filtering measures. In the same Editor, you can clear the filter.



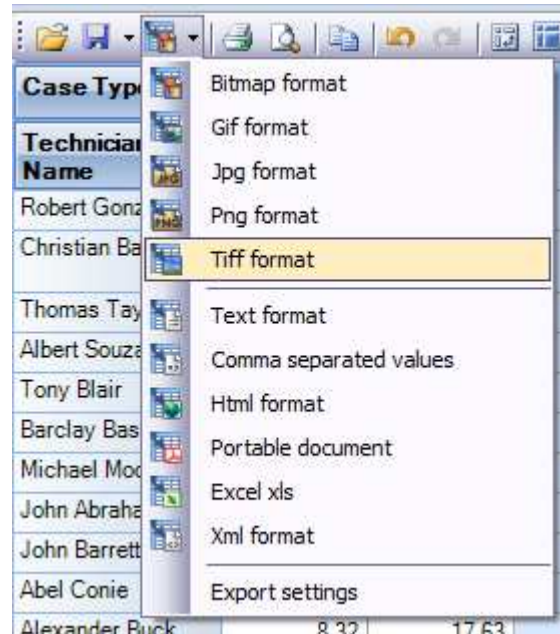
## 8.4 Printing, exporting statistical data and charts

Now that you have successfully designed a report, you might want to save it for future reference or share it with others.

Reuse your work! You can now save data snapshots to HTML, BMP, CSV, GIF, HTML, JPEG, PDF, PNG, TIFF, TXT, XLS and XML as a simple way of reusing your data for documents and spreadsheets. Depending on the active view (Grid or Chart), the saved file would either take the grid data or the chart.



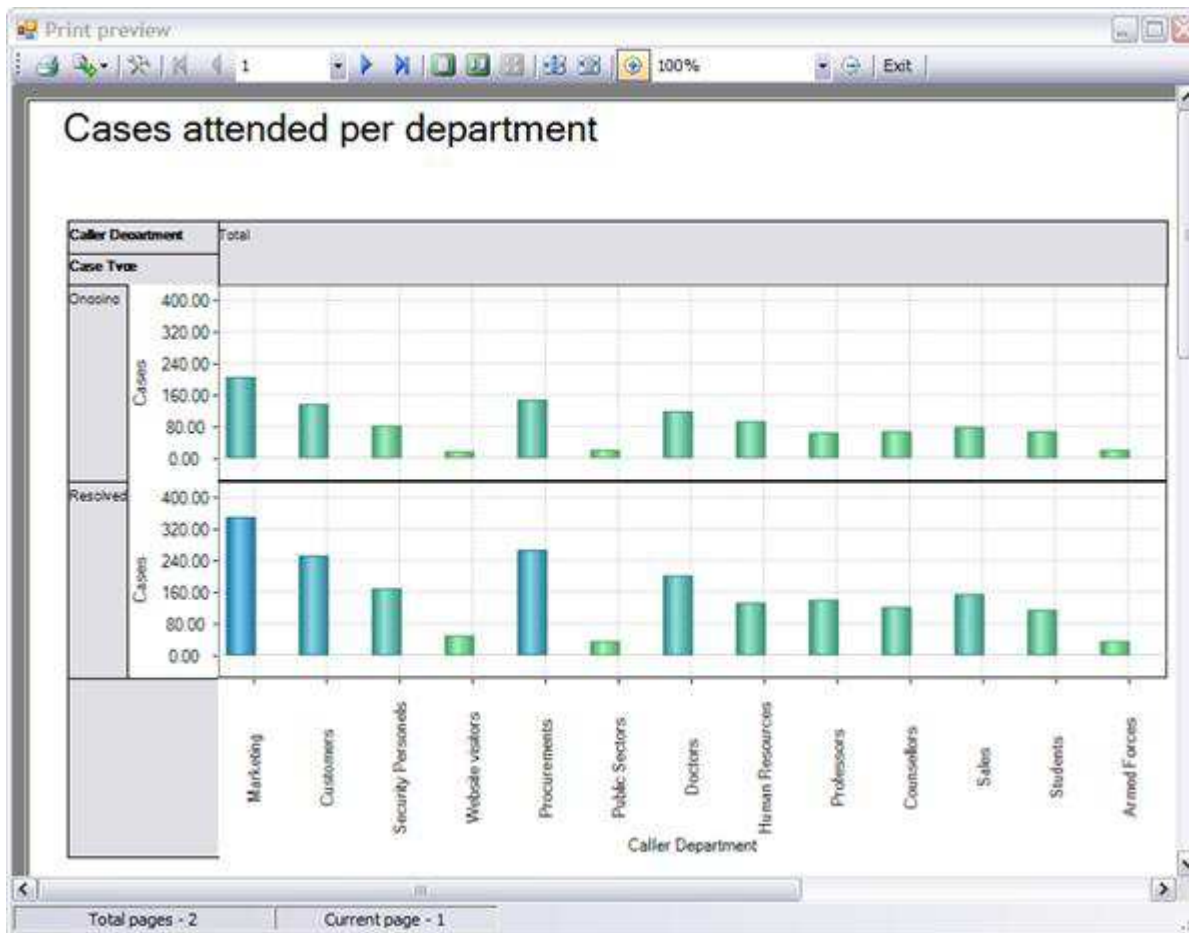
Available export formats in Chart View



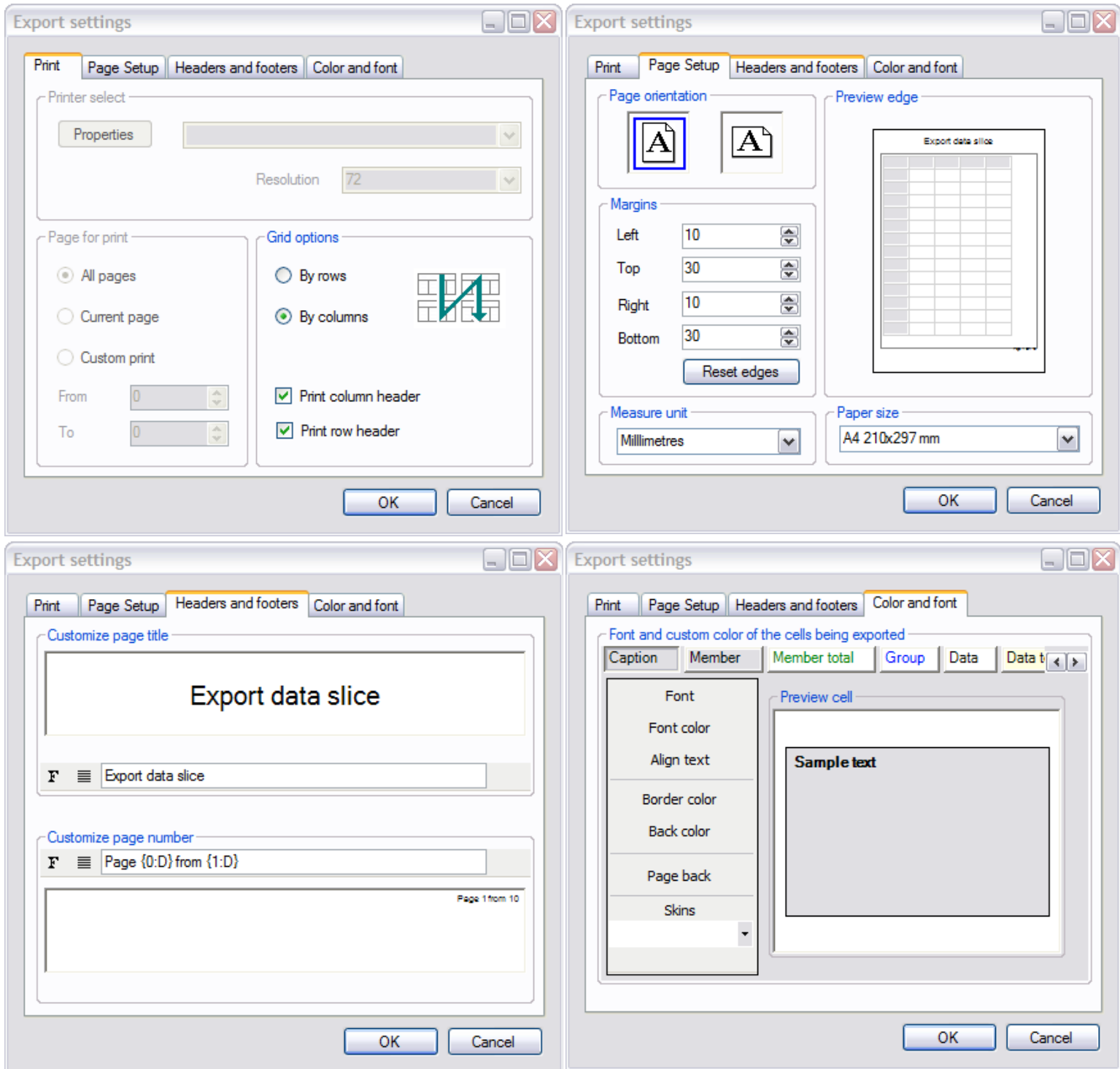
Available export formats in Grid View

### Printing

You can print your report to share it with others using the built-in Print Preview window. You can tune your page/printer settings before printing. Also if you feel like sharing the report through the net or by email you can easy export it to a wide range of formats including PDF, XLS, CSV, JPG, etc.



**Export Settings** -This tool allows you to customize the appearance of the reports to be printed or saved to a file format. You can specify the page size, orientation, headers & footers and color of the fonts and page background.



## 9. TimeSheet Summary Reports

Team TimeSheet Manager (SP) > TimeSheet Summary Reports

Reports summary reports play a vital role in keeping administrators informed about submitted deliverables, timesheets and aggregate hours and expenses for the selected period. Managers would find it handy to keep track of current budget deficit and work done, and plan and forecast requirements for resources and man power for remaining part of the projects etc

It can be used to generate summarized and aggregate reports on submitted timesheets based on different time intervals such as *today, this week, this month, last month etc.* Any predefined Outlook, user-defined and project specific fields can be chosen for inclusion into the reports. Aggregated and summarized reports can then be exported to Excel, Text, XML or HTML web page or printed for sharing and easy distribution.

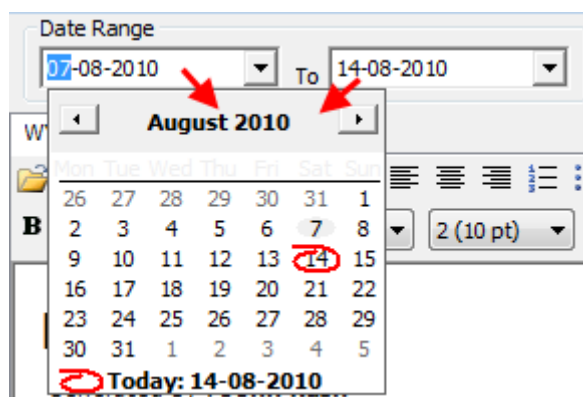
	Subject	Project	Activity	Food Expense	Travel Expense
23	Repairing the phone	CNN Media	Mailing billing statements	50.00	200.00
24	New officer efficiency	CNN Media	Sending out review copies of new books	12.00	34.00
25	Bad to put on resumes	CNN Media	Sending out review copies of new books	12.00	23.00

- 1 **Select a time period** from the drop down list for which a summary report is to be generated. The following periods are available for selection:

- Today
- Yesterday
- This Week
- Last Week
- This Month
- Last Month
- This Year
- Last Year
- Date Range..

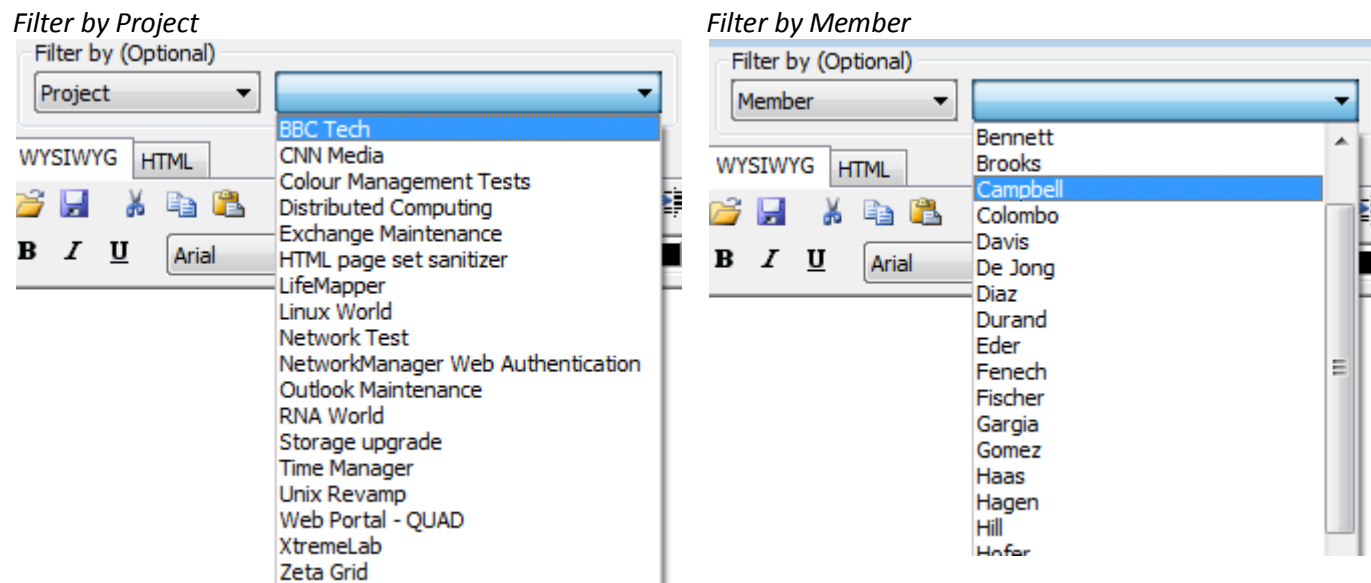
**Note:** When using current intervals such as this week, this month, this year etc., it would not take into account the remaining days required for completing that interval (say, week, month) from the current day.

The last option '**Date Range..**' allows for user selection of start and end date.



2

**Filter By (Optional)** –You can filter the summary report to be generated by applying a specific search criteria.



3

**Select reported items type** – This gives you a choice of the item type that will be included in the report. You can choose to include *appointments* or *tasks* or *both*. The fields available to be included into the report, depend on the selected item type.

The following table gives you the list of available fields on each item type:

<i>Appointments</i>	<i>Tasks</i>	<i>Common Fields</i>
ID	ID	ID
All Day Event	Actual work	Billing Information
Billing Information	Billing Information	Categories
Categories	Categories	Companies
Companies	Companies	Creation Time
Creation Time	Complete	Importance
Duration	Contact Names	Is Recurring
End Date	Creation Time	Last Modification Time
Delegation State	Date Completed	Mileage
Delegator	Delegation State	No Aging
Due Date	Delegator	Sensitivity
Importance	Due Date	Start Date
Is Recurring	Importance	Due Date
Last Modification Time	Is Recurring	Subject
Mileage	Last Modification Time	Body
No Aging	Mileage	Reported By
Location	No Aging	Reported Date
Recurrence State	Ordinal	Project
Meeting Status	Owner	Activity
Response Status	Ownership	Total Cost
Resources	Role	Custom Field 1*
Sensitivity	Sensitivity	Custom Field 2*
Start Date	Start Date	Custom Field 3*
Subject	Status	Custom Field 4*
Option Attendees	Subject	Custom Field 5*
Organizer	Team Task	Custom Field 6*
Body	Total Work	Custom Field 7*
Reported By	Body	Custom Field 8*
Reported Date	Reported By	Custom Field 9*
Project	Reported Date	Custom Field 10*
Activity	Project	
Total Cost	Activity	
Custom Field 1*	Total Cost	
Custom Field 2*	Custom Field 1*	
Custom Field 3*	Custom Field 2*	
Custom Field 4*	Custom Field 3*	
Custom Field 5*	Custom Field 4*	

Custom Field 6*	Custom Field 5*
Custom Field 7*	Custom Field 6*
Custom Field 8*	Custom Field 7*
Custom Field 9*	Custom Field 8*
Custom Field 10*	Custom Field 9*
	Custom Field 10*

\* - These custom fields will be available for inclusion into the report if the administrator has enabled them. The title of each of this custom field will be substituted with the admin specified caption at runtime.

**4** **Fields to be included** - Select all fields to be included into each selected section of the report. The tool automatically remembers your choice of fields in subsequent reporting. For a list of available fields for inclusion into the report, refer to point 3 (above).

**5** **The report document area.** At the top of the document, the manger name is automatically inserted as well as the time the report was generated.

## Report

Generated by : **John K**

Time : **05-01-2011 1:33 PM**

Reported TimeSheets | Date Range...[02-12-2010 to 02-01-2011] - **15 items**

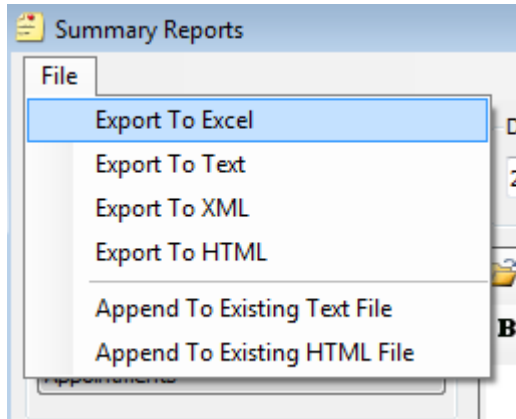
	Subject	Project	Activity	Food Expense	Travel Expense	Total Cost
23	Repairing the phone	CNN Media	Mailing billing statements	50.00	200.00	384.00
24	New officer efficiency	CNN Media	Sending out review copies of new books	12.00	34.00	480.00
25	Bad to put on resumes	CNN Media	Sending out review copies of new books	12.00	23.00	384.00
26	Stop being late to work	CNN Media	Sending out review copies of new books	23.00	12.00	480.00
27	Tribute to the Marines	CNN Media	Sending out review copies of new books	50.00	30.00	96.00
28	Daddy is going to war	CNN Media	Collating press kits	6.00	9.00	192.00
29	Fishing on the lake	CNN Media	Collating press kits	6.00	9.00	192.00
30	How you made money	CNN Media	Collating press kits	6.00	9.00	288.00
31	Question and answer	CNN Media	Collating press kits	6.00	9.00	288.00
41	Review Transcript - Larry Live	CNN Media	Faxing press releases	6.00	7.00	192.00
42	Correspondent Review	CNN Media	Faxing press releases	6.00	7.00	288.00
43	Bank customer service	CNN Media	Mailing billing statements	3.00	4.00	288.00
44	Fishing on the lake	CNN Media	Mailing billing statements	3.00	4.00	288.00
45	Chocolate pudding	CNN Media	Mailing billing statements	3.00	4.00	384.00
46	Speak more precisely	CNN Media	Mailing billing statements	3.00	4.00	480.00
				<b>195.00</b>	<b>365.00</b>	<b>4704.00</b>

**6** **Print the current report** - When you click 'Print', you would be presented with the print dialog (similar to one used by Internet Explorer browser). Within that dialog, you would be able to customize the print settings.



7

**Save the current report to file** – You can save the report to an Excel Spreadsheet (\*.XLS), Text file (\*.TXT), XML data file (\*.XML) or to a web page file (\*.HTM) for sharing and future use.



	A	B	C	D	E	F	G	H	I
	ID	End Date	Start Date	Subject	Project	Activity	Food Expense	Travel Expense	Total Cost
2	23	21-12-2010 8:30	17-12-2010 8:30	Repairing the phon	CNN Media	Mailing billing staten	50.00	200.00	384.00
3	24	11-12-2010 8:30	06-12-2010 8:30	New officer efficier	CNN Media	Sending out review	12.00	34.00	480.00
4	25	11-12-2010 8:30	07-12-2010 8:30	Bad to put on resur	CNN Media	Sending out review	12.00	23.00	384.00
5	26	22-12-2010 8:30	17-12-2010 8:30	Stop being late to v	CNN Media	Sending out review	23.00	12.00	480.00
6	27	19-12-2010 8:30	18-12-2010 8:30	Tribute to the Marir	CNN Media	Sending out review	50.00	30.00	96.00
7	28	11-09-2010 7:37	09-09-2010 7:37	Daddy is going to v	CNN Media	Collating press kits	6.00	9.00	192.00
8	29	11-09-2010 7:37	09-09-2010 7:37	Fishing on the lake	CNN Media	Collating press kits	6.00	9.00	192.00
9	30	12-09-2010 7:37	09-09-2010 7:37	How you made mor	CNN Media	Collating press kits	6.00	9.00	288.00
10	31	12-09-2010 7:37	09-09-2010 7:37	Question and answe	CNN Media	Collating press kits	6.00	9.00	288.00
11	41	04-10-2010 7:37	02-10-2010 7:37	Review Transcript	CNN Media	Faxing press releas	6.00	7.00	192.00
12	42	05-10-2010 7:37	02-10-2010 7:37	Correspondent Rev	CNN Media	Faxing press releas	6.00	7.00	288.00
13	43	05-10-2010 7:37	02-10-2010 7:37	Bank customer ser	CNN Media	Mailing billing staten	3.00	4.00	288.00
14	44	05-10-2010 7:37	02-10-2010 7:37	Fishing on the lake	CNN Media	Mailing billing staten	3.00	4.00	288.00
15	45	06-10-2010 7:37	02-10-2010 7:37	Chocolate pudding	CNN Media	Mailing billing staten	3.00	4.00	384.00
16	46	07-10-2010 7:37	02-10-2010 7:37	Speak more precise	CNN Media	Mailing billing staten	3.00	4.00	480.00
17							195	365	4,704.00

Screenshot: Exported to an Excel Spreadsheet

```
<?xml version="1.0" encoding="UTF-8" ?>
- <Reports>
- <TimeSheet>
  <ID>23</ID>
  <End_x0020_Date>21-12-2010 8:30 AM</End_x0020_Date>
  <Start_x0020_Date>17-12-2010 8:30 AM</Start_x0020_Date>
  <Subject>Repairing the phone</Subject>
  <Project>CNN Media</Project>
  <Activity>Mailing billing statements</Activity>
  <Food_x0020_Expen_x0020_E>50.00</Food_x0020_Expen_x0020_E>
  <Travel_x0020_Expen_x0020_E>200.00</Travel_x0020_Expen_x0020_E>
  <Total_x0020_Cost>384.00</Total_x0020_Cost>
</TimeSheet>
- <TimeSheet>
  <ID>24</ID>
```

Screenshot: Exported to an XML data file

ID	End Date	Start Date	Subject	Project	Activity	Food Expense	Travel Expense
23	21-12-2010 8:30 AM	17-12-2010 8:30 AM	Repairing the phone	CNN M	Repairing the phone	50.00	200.00
24	11-12-2010 8:30 AM	06-12-2010 8:30 AM	New officer efficiency	CNN M	New officer efficiency	12.00	34.00
25	11-12-2010 8:30 AM	07-12-2010 8:30 AM	Bad to put on resumes	CNN M	Bad to put on resumes	12.00	23.00
26	22-12-2010 8:30 AM	17-12-2010 8:30 AM	Stop being late to work	CNN M	Stop being late to work	23.00	12.00
27	19-12-2010 8:30 AM	18-12-2010 8:30 AM	Tribute to the Marines	CNN M	Tribute to the Marines	50.00	30.00
28	11-09-2010 7:37 AM	09-09-2010 7:37 AM	Daddy is going to war	CNN M	Daddy is going to war	6.00	9.00
29	11-09-2010 7:37 AM	09-09-2010 7:37 AM	Fishing on the lake	CNN M	Fishing on the lake	6.00	9.00
30	12-09-2010 7:37 AM	09-09-2010 7:37 AM	How you made money	CNN M	How you made money	6.00	9.00
31	12-09-2010 7:37 AM	09-09-2010 7:37 AM	Question and answer	CNN M	Question and answer	6.00	9.00
41	04-10-2010 7:37 AM	02-10-2010 7:37 AM	Review Transcript - Larry Live	CNN M	Review Transcript - Larry Live	6.00	7.00
42	05-10-2010 7:37 AM	02-10-2010 7:37 AM	Correspondent Review	CNN M	Correspondent Review	6.00	7.00
43	05-10-2010 7:37 AM	02-10-2010 7:37 AM	Bank customer service	CNN M	Bank customer service	3.00	4.00
44	05-10-2010 7:37 AM	02-10-2010 7:37 AM	Fishing on the lake	CNN M	Fishing on the lake	3.00	4.00
45	06-10-2010 7:37 AM	02-10-2010 7:37 AM	Chocolate pudding	CNN M	Chocolate pudding	3.00	4.00
46	07-10-2010 7:37 AM	02-10-2010 7:37 AM	Speak more precisely	CNN M	Speak more precisely	3.00	4.00
						195.00	365.00
						4,704.00	

Screenshot: Exported to a Text file (notice the exported columns are separated by tab)

	A	B	C	D	E	F	G
1	ID	Subject	Project	Activity	Food Expense	Travel Expense	Total Cost
3	23	Repairing the phone	CNN Media	Mailing billing statements	50.00	200.00	384.00
4	24	New officer efficiency	CNN Media	Sending out review copies of new books	12.00	34.00	480.00
5	25	Bad to put on resumes	CNN Media	Sending out review copies of new books	12.00	23.00	384.00
6	26	Stop being late to work	CNN Media	Sending out review copies of new books	23.00	12.00	480.00
7	27	Tribute to the Marines	CNN Media	Sending out review copies of new books	50.00	30.00	96.00
8	28	Daddy is going to war	CNN Media	Collating press kits	6.00	9.00	192.00
9	29	Fishing on the lake	CNN Media	Collating press kits	6.00	9.00	192.00
10	30	How you made money	CNN Media	Collating press kits	6.00	9.00	288.00
11	31	Question and answer	CNN Media	Collating press kits	6.00	9.00	288.00
21	41	Review Transcript - Larry Live	CNN Media	Faxing press releases	6.00	7.00	192.00
22	42	Correspondent Review	CNN Media	Faxing press releases	6.00	7.00	288.00
23	43	Bank customer service	CNN Media	Mailing billing statements	3.00	4.00	288.00
24	44	Fishing on the lake	CNN Media	Mailing billing statements	3.00	4.00	288.00
25	45	Chocolate pudding	CNN Media	Mailing billing statements	3.00	4.00	384.00
26	46	Speak more precisely	CNN Media	Mailing billing statements	3.00	4.00	480.00
27					195.00	365.00	4,704.00

Screenshot: Exported to a Web Page file(HTML)

Optionally, you can also append the report/statistical data to an existing TEXT or HTML file.

## 10. Important links

### [Team TimeSheet for Outlook & SharePoint - Home page](#)

Go to the official website of Team TimeSheet for Outlook & SharePoint.

### [Video Tutorial clips](#)

Watch video tutorials that teach you how to install, configure and work with Team TimeSheet Manager Tool.

### [Knowledgebase articles](#)

Looking for an in-depth understanding of this application? Browse through a series of knowledge base articles on Team TimeSheet online.

### [Support Maintenance contract](#)

At AssistMyTeam, we're committed to give you the best support for all the products that we offer and more! The AssistMyteam Support Contract helps you use our products more efficiently and work out any issues that you encounter during the course of their use.

### [Submit an online support ticket](#)

Use this web form to create a ticket with AssistMyTeam Technical Support.

Have any queries on Team TimeSheet for Outlook & SharePoint? [Contact us through Live Chat](#)

Now you can receive efficient help faster! Whenever you need support, you can simply visit this particular link and initiate a chat session with our support technicians! You don't need to download and install anything to your system. It doesn't get easier than this.