

Training „time-plus!“

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1 Time-Plus! Environment

Open the website time-plus! in the internet browser. You will find a link in your browser favorites.

Link for time-plus!: <https://timeplus.loyaltypartner.com/webze/LP>

Link during the testing phase: <https://timeplus-dev.loyaltypartner.com/webze/LP>



Username:

Password:

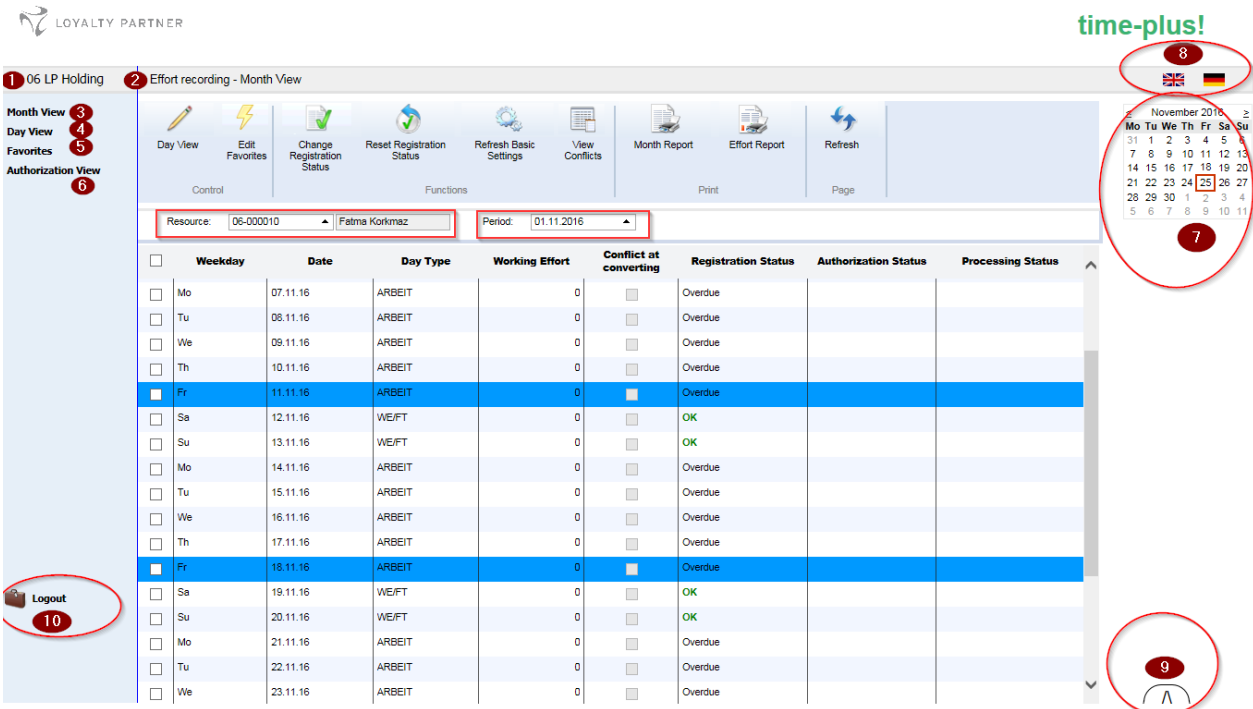
Company:

☒ Use Windows Authentication

Login

On the Website, select the corresponding company.
Make sure the "Use Windows Authentication" Box is checked.
You don't need to type in your password to log in.

1.1 The main page of time-plus!



1 06 LP Holding 2 Effort recording - Month View

Month View 3
Day View 4
Favorites 5
Authorization View 6

Control Functions Print Page

Resource: 06-00010 | Fatma Korkmaz Period: 01.11.2016

Weekday	Date	Day Type	Working Effort	Conflict at converting	Registration Status	Authorization Status	Processing Status
Mo	07.11.16	ARBEIT	0		Overdue		
Tu	08.11.16	ARBEIT	0		Overdue		
We	09.11.16	ARBEIT	0		Overdue		
Th	10.11.16	ARBEIT	0		Overdue		
Fr	11.11.16	ARBEIT	0		Overdue		
Sa	12.11.16	WE/FT	0		OK		
Su	13.11.16	WE/FT	0		OK		
Mo	14.11.16	ARBEIT	0		Overdue		
Tu	15.11.16	ARBEIT	0		Overdue		
We	16.11.16	ARBEIT	0		Overdue		
Th	17.11.16	ARBEIT	0		Overdue		
Fr	18.11.16	ARBEIT	0		Overdue		
Sa	19.11.16	WE/FT	0		OK		
Su	20.11.16	WE/FT	0		OK		
Mo	21.11.16	ARBEIT	0		Overdue		
Tu	22.11.16	ARBEIT	0		Overdue		
We	23.11.16	ARBEIT	0		Overdue		

Logout 10

time-plus!

November 2016

Mo Tu We Th Fr Sa Su

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 1 2 3 4

5 6 7 8 9 10 11

9

In the following the main page after the login on **Time-Plus!** is explained.

Thereby it will be always referenced to the numbers of the screenshot above.

1. Here you can see the **Company** you are logged into. Efforts will be registrated for the Company you logged into.

You can select the **Company** during login with the help of the lookup-button (see: *1Time-Plus! environment*).

2. The first view after login is allways the **Month View**.

The Time-Plus! website offers various views:

- **Month View**
- **Day View**
- **Favorites**
- **Authorization View.**

3.- 6.

7. Calendar

8. The website provides the option of multilingualism; this means the content can be displayed in german as well.

9. The shortcut overview shows several shortcuts for navigating in time-plus!

(Only the **numbers** on the left side of the keyboard can be used for short-cuts, the **numpad does not work**.)

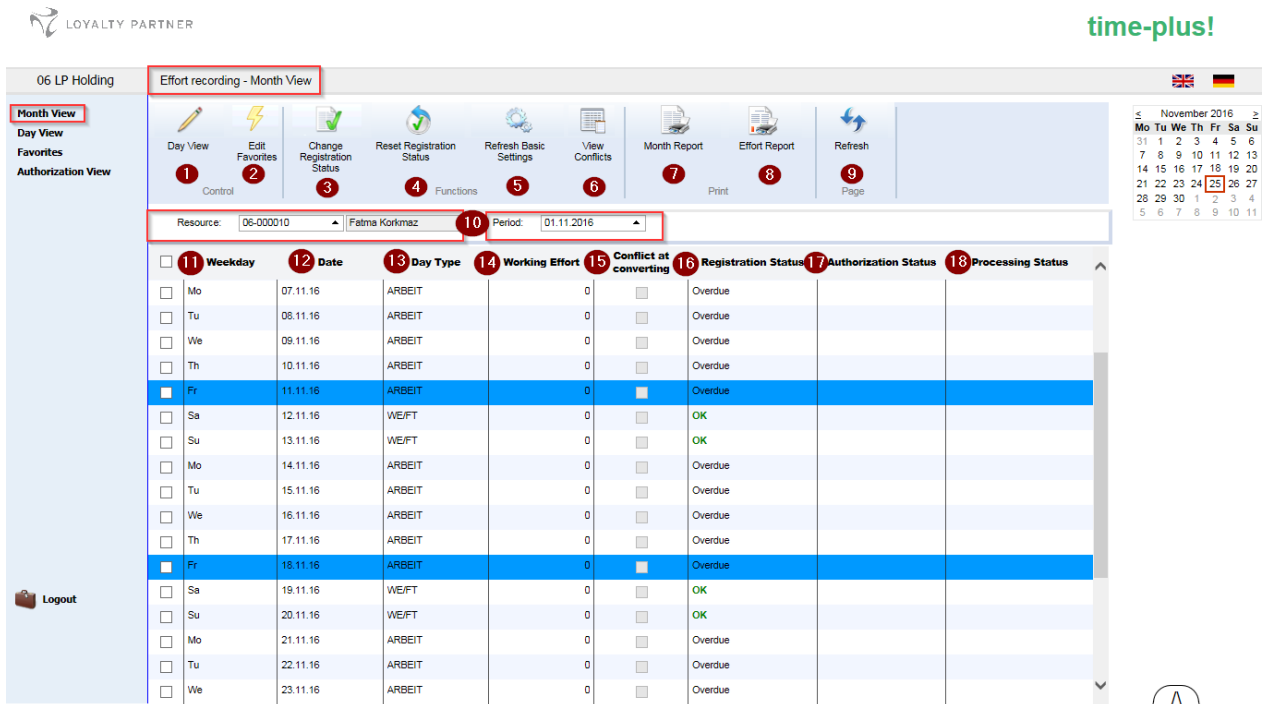


Month View	Ctrl + Alt + V or Alt Gr + V	Day View	Ctrl + Alt + B or Alt Gr + B	Month Report	Ctrl + Alt + 1 or Alt Gr + 1	Mark focused line	Ctrl + Alt + Space or Alt Gr + Space	Open / Close Shortcut Overview	Ctrl + Alt + U or Alt Gr + U
Day View	Ctrl + Alt + T or Alt Gr + T	Edit Favorites	Ctrl + Alt + F or Alt Gr + F	Effort Report	Ctrl + Alt + 2 or Alt Gr + 2	previous line	arrow key up	Open Lookup of focused Field	Ctrl + Alt + F6 or Alt Gr + F6
Favorites	Ctrl + Alt + F or Alt Gr + F	Change Registration Status	Ctrl + Alt + S or Alt Gr + S	Refresh	Ctrl + Alt + 5 or Alt Gr + 5	next line	arrow key down	change language to German	Ctrl + Alt + 9 or Alt Gr + 9
Authorization View	Ctrl + Alt + G or Alt Gr + G	Reset Registration Status	Ctrl + Alt + Z or Alt Gr + Z	next Month	Ctrl + Alt + N or Alt Gr + N			change language to English	Ctrl + Alt + 0 or Alt Gr + 0
Logout	Ctrl + Alt + L or Alt Gr + L	Refresh Basic Settings	Ctrl + Alt + W or Alt Gr + W	previous Month	Ctrl + Alt + P or Alt Gr + P			Mark all lines / remove Mark from lines	Ctrl + Alt + A or Alt Gr + A
		View Conflicts	Ctrl + Alt + K or Alt Gr + K	jump to Resource	Ctrl + Alt + R or Alt Gr + R				

10. Logout with this link.

1.2 The various views of Time-Plus!

1.2.1 Month View



06 LP Holding | Effort recording - Month View

Month View | Day View | Favorites | Authorization View

Day View | Edit Favorites | Change Registration Status | Reset Registration Status | Refresh Basic Settings | View Conflicts | Month Report | Effort Report | Refresh

Resource: 06-000010 | Fatma Korkmaz | Period: 01.11.2016

Weekday	Date	Day Type	Working Effort	Conflict at converting	Registration Status	Authorization Status	Processing Status
Mo	07.11.16	ARBEIT	0		Overdue		
Tu	08.11.16	ARBEIT	0		Overdue		
We	09.11.16	ARBEIT	0		Overdue		
Th	10.11.16	ARBEIT	0		Overdue		
Fr	11.11.16	ARBEIT	0		Overdue		
Sa	12.11.16	WE/FT	0		OK		
Su	13.11.16	WE/FT	0		OK		
Mo	14.11.16	ARBEIT	0		Overdue		
Tu	15.11.16	ARBEIT	0		Overdue		
We	16.11.16	ARBEIT	0		Overdue		
Th	17.11.16	ARBEIT	0		Overdue		
Fr	18.11.16	ARBEIT	0		Overdue		
Sa	19.11.16	WE/FT	0		OK		
Su	20.11.16	WE/FT	0		OK		
Mo	21.11.16	ARBEIT	0		Overdue		
Tu	22.11.16	ARBEIT	0		Overdue		
We	23.11.16	ARBEIT	0		Overdue		

Logout

1. With the button **Day View** you can switch between **Month View** and **Day View**. The **Month View** shows all reports of the current month.

2. With **Edit Favorites** you open the Favorites menu.

3. **Change Registration Status** all selected days will be registered and can then be approved.

4. In case of incorrect inputs you can reset the status by choosing **Reset Registration Status**. Then those days can be corrected. Already approved days can't be reset.

5. **Refresh Basic Settings** resets the configurations back to the standard.

6. **View Conflicts** shows details to conflicts of the selected line. In column **15**, a check mark will show existing conflicts.

7. The **Month Report** includes all efforts of a month and offers an overview for the employee. A full month will always be shown as a document.
Important: This Month Report is only used as an overview and can't be used for bills.

8. Effort Report can only be printed for reporting processes when all days of a month are approved by the approver. This report serves as an attachment for the bills of external employee and ANÜs (Friends).

9. The **Refresh** button refreshes the actual page.

10. The field **Resource** shows the resource and its ID.

Period shows the actual calendar month. Here you can change the month.

The end of the intercompany closing **period** is marked as the latest blue marked day in the month overview.

11. The field **Day** displays the day of the week.

12. The next field displays the complete **date**.

13. **Day Type** (Work/Weekend or Holiday).

14. **Working Effort** explains the effort in hours that has been reported.

15. **Conflict at converting** displays possible conflicts which are already explained in **6.**

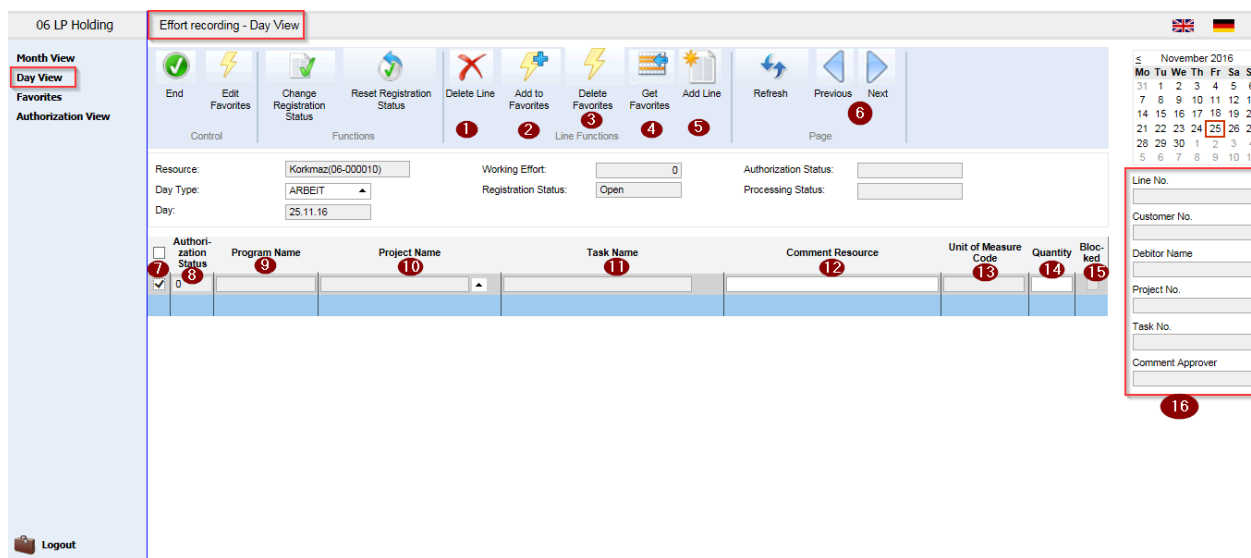
If a conflict exists this field gets a **check mark**.

16. **Registration Status** shows if a day is open, overdue or registered ("OK").

17. **Authorization Status** shows "OK" if the efforts have been approved.

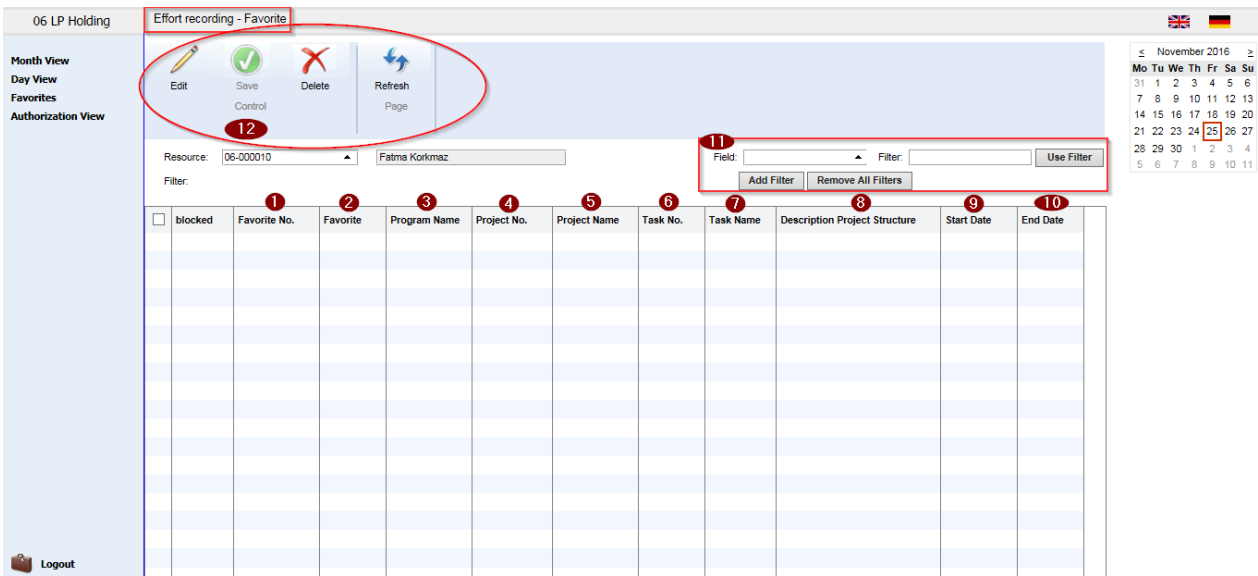
18. After the intercompany closing booked days will be marked with "booked" in the **Processing Status** field.

1.2.2 Day View



1. With **Delete Line** you can delete the selected line. To delete a line, the quantity field has to be empty.
2. **Add to Favorites** adds the task to the **Favorites**.
3. **Delete Favorites** deletes the task from the **Favorites**.
4. The function **Get Favorites** adds all Favorites into the open **Day View**.
5. **Add Line** adds a new line for reporting time for a new task or project.
6. With these two **arrows** you can navigate to the prior and next day.
7. The **check mark** shows which line is selected.
8. **Authorization Status** shows the status of the approve process.
9. **Program name** shows to which program the project belongs.
10. **Project Name** displays the complete name of the project.
11. **Task name** is the name of the selected task. If there is a project with only one existing task the field fills in automatically.
12. In this field the employee can enter his **comment** during time reporting.
13. **Unit of Measure Code** shows the measure of your time report. (Hours)
14. The effort is entered in the field **Quantity**.
15. **Blocked** signals a blocked task. You will then not be able to report time for this task.
16. Here are displayed **details** of your selected task. For disapproved efforts, the "Comment Approver" field will show the disapprove reason.

1.2.3 Favorites View



1. Favorite No.
2. Favorite: Here you can set a check mark, if you want the favorite to be loaded in the day view.
3. Program Name.
4. Project No.
5. Project Name
6. Task No.
7. Task Name.
8. The **Description of Project Structure** is shown here. (Task and all higher layers)
9. The **Start Date** of your favorite that you have added.
10. The **End Date** of your favorite. After that date the favorite will no longer be loaded into the day view.
11. These fields can be used for **filtering** among your favorites.
12. The fields above are for **editing**, **saving** or **deleting** your lines.

1.2.4 Authorization View

PAYBACK time-plus!

01 PB GmbH | Authorization View 🇬🇧 🇩🇪

Month View
Day View
Favorites
Authorization View

Confirmation Show Details Hide Details

sort by: Resource

Resourcenname	to approve	Overdue	Rejected	already approved
0	0	135	0	0
2	462	0	0	0
0	430	0	0	0
44	4	0	0	0
1	0	0	0	0
7	0	0	0	0
87	0	0	0	0
214	0	0	0	0
213	0	0	0	0
213	0	0	0	0
4	0	0	0	0
0	0	0	0	0

December 2016

Mo	Tu	We	Th	Fr	Sa	Su
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	7	8

1. **Resourcenname**
2. **To approve** shows all efforts ready for approval.
3. **Overdue** show all days that miss an effort report.
4. **Rejected** efforts of the actual intercompany closing period can be checked here.
5. **Already approved** efforts of the actual intercompany closing period can be checked here.

Authorization View

Confirmation Show Details Hide Details

Date Filter: ☐ Resource Filter: ☒

sort by: Resource

Status Filter: to approve

Approval	Rejection	Description Resource	Comment Approver	Work Type	Hours
☐	☐	Sabine Herok			20

1. With the **Confirmation** button the selection of approved and rejected efforts gets confirmed.
2. With **Show Details** all existing details are shown.
3. With **Hide Details** folds up all shown lines.
4. Filter for **date** and **resources**.
5. **Sort by** switches between resource view and project view.
6. **Status Filter** switches between efforts with the status “to approve”, “already approved” and “rejected”.

1.3 Time reporting and Approval Process

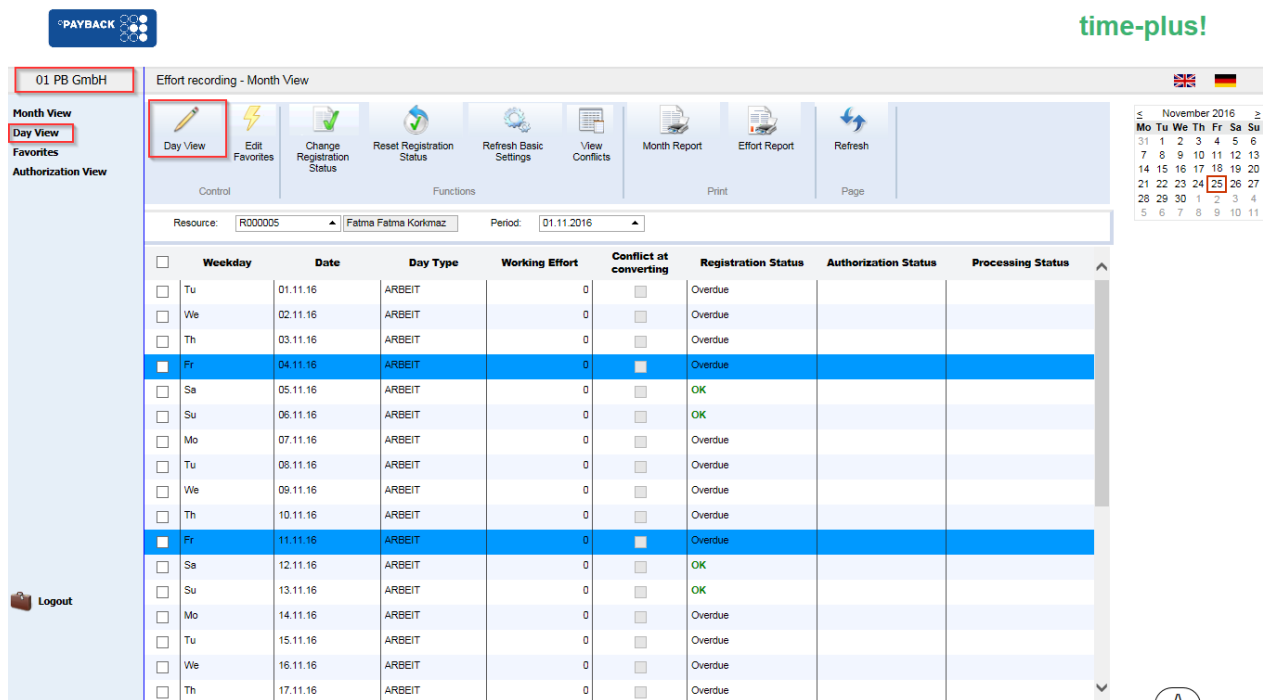
1.3.1 Time Reporting Process

1.3.1.1 Log on time-plus! via the respective company



Username:
 Password:
 Company:
☒ Use Windows Authentication

On the Web site, select the corresponding company.
Make sure the "Use Windows Authentication" Box is checked.
You don't need to type in your password to log in.



01 PB GmbH

Month View
Day View
 Favorites
 Authorization View

Effort recording - Month View

Control:

Functions:

Resource: Period:

Weekday	Date	Day Type	Working Effort	Conflict at converting	Registration Status	Authorization Status	Processing Status
☐ Tu	01.11.16	ARBEIT	0	☐	Overdue		
☐ We	02.11.16	ARBEIT	0	☐	Overdue		
☐ Th	03.11.16	ARBEIT	0	☐	Overdue		
☒ Fr	04.11.16	ARBEIT	0	☒	Overdue		
☐ Sa	05.11.16	ARBEIT	0	☐	OK		
☐ Su	06.11.16	ARBEIT	0	☐	OK		
☐ Mo	07.11.16	ARBEIT	0	☐	Overdue		
☐ Tu	08.11.16	ARBEIT	0	☐	Overdue		
☐ We	09.11.16	ARBEIT	0	☐	Overdue		
☐ Th	10.11.16	ARBEIT	0	☐	Overdue		
☒ Fr	11.11.16	ARBEIT	0	☒	Overdue		
☐ Sa	12.11.16	ARBEIT	0	☐	OK		
☐ Su	13.11.16	ARBEIT	0	☐	OK		
☐ Mo	14.11.16	ARBEIT	0	☐	Overdue		
☐ Tu	15.11.16	ARBEIT	0	☐	Overdue		
☐ We	16.11.16	ARBEIT	0	☐	Overdue		
☐ Th	17.11.16	ARBEIT	0	☐	Overdue		

Logout

time-plus!

November 2016

Mo	Tu	We	Th	Fr	Sa	Su
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	1	2	3	4
5	6	7	8	9	10	11

1.3.1.2 Report time via Day View

Double-click on a day to open the **Day View**.

Effort recording - Month View

Control: Day View, Edit Favorites, Change Registration Status, Reset Registration Status, Refresh Basic Settings, View Conflicts, Month Report, Effort Report, Refresh

Resource: RES-5748 Period: 01.12.2016

Weekday	Date	Day Type	Working Effort	Conflict at converting	Registration Status	Authorization Status	Processing Status
Th	01.12.16	ARBEIT	0		Open		
☒ Fr	02.12.16	ARBEIT	0		Open		
Sa	03.12.16	ARBEIT	0		Open		
Su	04.12.16	ARBEIT	0		Open		
Mo	05.12.16	ARBEIT	0		Open		
Tu	06.12.16	ARBEIT	0		Open		
We	07.12.16	ARBEIT	0		Open		
Th	08.12.16	ARBEIT	0		Open		
☒ Fr	09.12.16	ARBEIT	0		Open		
Sa	10.12.16	ARBEIT	0		Open		
Su	11.12.16	ARBEIT	0		Open		
Mo	12.12.16	ARBEIT	0		Open		
Tu	13.12.16	ARBEIT	0		Open		
We	14.12.16	ARBEIT	0		Open		
Th	15.12.16	ARBEIT	0		Open		
☒ Fr	16.12.16	ARBEIT	0		Open		

(1) In the Day View:

- With the lookup button (small triangle) in the field **Project name** you can open the list of projects. Click on the needed one to select it for the effort registration.
- With the lookup button in the field **task name** chose the task. If there is only one task it will be selected automatically.
- In the field **comments** you are also able to leave a comment.
- The efforts are entered in the **quantity** field. (0,5 = 30 minutes)

01 PB GmbH Effort recording - Day View

Control: End, Edit Favorites, Change Registration Status, Reset Registration Status, Delete Line, Add to Favorites, Delete Favorites, Get Favorites, Add Line, Refresh, Previous, Next

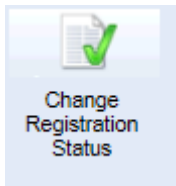
Resource: Fatma Korkmaz(R000005) Working Effort: 0 Authorization Status: Registration Status: Open Processing Status:

Day Type: ARBEIT Day: 25.11.16

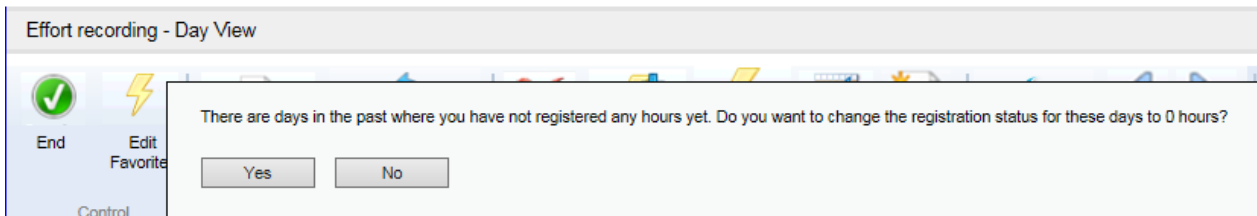
Authorization Status	Program Name	Project Name	Task Name	Comment Resource	Unit of Measure Code	Quantity	Blocked
☒ blank		PVR Performance Test	Teilaktivität Performancetest		STD.		
☐ 0							

Line No. Customer No. Debitor Name Project No. Task No. Comment Approver

- (2) After entering **all** efforts click **“Change Registration Status”**.



- (3) This **message only appears** if you have **overdue days** in the past, with no reported efforts:

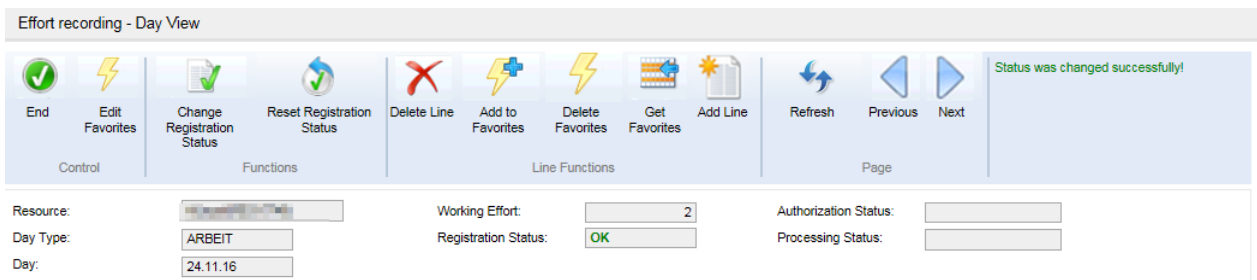


If you chose **“yes”** all open, overdue days in the past will be registered with 0 hours and their **status** will change to **“ok”**.

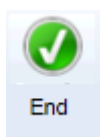
If you don't want those days to be registered with 0 hours, just press **“no”**.

- (4) When the **registration was successful** a message on the top right will inform you about it.

If there was a problem, an error message will tell you the reason.



- (5) With **End** you can get back to the **Month View**



1.3.1.3 How to check the effort reportings

(1) The **registration status** is shown in the Month View:

Day View

Edit Favorites

Change Registration Status

Reset Registration Status

Refresh Basic Settings

View Conflicts

Month Report

Effort Report

Refresh

Control
Functions
Print
Page

Resource: RES-5748
Period: 01.11.2016

☐	Weekday	Date	Day Type	Working Effort	Conflict at converting	Registration Status	Authorization Status	Processing Status
☐	Tu	08.11.16	ARBEIT	5	☐	OK		
☐	We	09.11.16	ARBEIT	0	☐	OK		
☐	Th	10.11.16	ARBEIT	3	☐	OK		
☒	Fr	11.11.16	ARBEIT	2	☐	OK		
☐	Sa	12.11.16	WE/FT	0	☐	OK		
☐	Su	13.11.16	WE/FT	0	☐	OK		
☐	Mo	14.11.16	ARBEIT	12	☐	OK		
☐	Tu	15.11.16	ARBEIT	0	☐	OK		
☐	We	16.11.16	ARBEIT	2	☐	OK		
☐	Th	17.11.16	ARBEIT	3	☐	OK		
☒	Fr	18.11.16	ARBEIT	3	☐	OK		
☐	Sa	19.11.16	WE/FT	12	☐	OK		
☐	Su	20.11.16	WE/FT	0	☐	OK		
☐	Mo	21.11.16	ARBEIT	333	☐	OK		
☐	Tu	22.11.16	ARBEIT	55	☐	OK		
☐	We	23.11.16	ARBEIT	0	☐	OK		

Rejected efforts will have an **"Error"** in the registration status field

Once the approver approves the times an **"OK"** will be shown in **Authorization Status**.

☐	Weekday	Date	Day Type	Working Effort	Conflict at converting	Registration Status	Authorization Status	Processing Status
☐	Tu	11.10.16	ARBEIT	6	☐	OK	OK	

1.3.1.4 How to correct effort reportings

If an effort gets **rejected** by the approver it will be visible by the **registration status "Error"**.

☐	Mo	26.09.16	ARBEIT	4	☐	OK	OK	Posted
☐	Tu	27.09.16	ARBEIT	0	☐	OK		
☐	We	28.09.16	ARBEIT	2	☐	Overdue		
☐	Th	29.09.16	ARBEIT	8	☐	Error		
☒	Fr	30.09.16	ARBEIT	29	☐	Error		

To correct the effort reporting:

- (1) **Double-click** on the day that has to be corrected.

Effort recording - Day View

Control: End, Edit Favorites, Change Registration Status, Reset Registration Status, Delete Line, Add to Favorites, Delete Favorites, Get Favorites, Add Line, Refresh, Previous, Next

Resource: Working Effort: Authorization Status:
Day Type: Registration Status: Processing Status:
Day:

Authori- zation Status	Program Name	Project Name	Task Name	Comment Resource	Unit of Measure Code	Quantity	Bloc- ked
☒ Rejects		Projekt Name	Name des Task		STD.	2	☐
☐ 0							☐

- (2) reset the **registration status**



- (3) The field registration status no longer shows **"Error"**, but **"open"**.

Effort recording - Day View

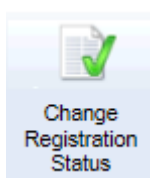
Control: End, Edit Favorites, Change Registration Status, Reset Registration Status, Delete Line, Add to Favorites, Delete Favorites, Get Favorites, Add Line, Refresh, Previous, Next

Resource: Working Effort: Authorization Status:
Day Type: Registration Status: Processing Status:
Day:

Authori- zation Status	Program Name	Project Name	Task Name	Comment Resource	Unit of Measure Code	Quantity	Bloc- ked
☒ Rejects		Projekt Name	Name des Task		STD.	2	☐

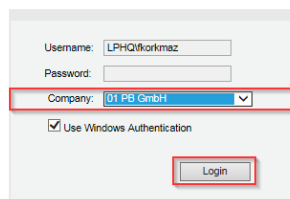
- (4) Correct the reported effort.

- (5) Click **"Change Registration Status"**



1.3.2 Approval Process

1.3.2.1 Log on time-plus! via the respective company

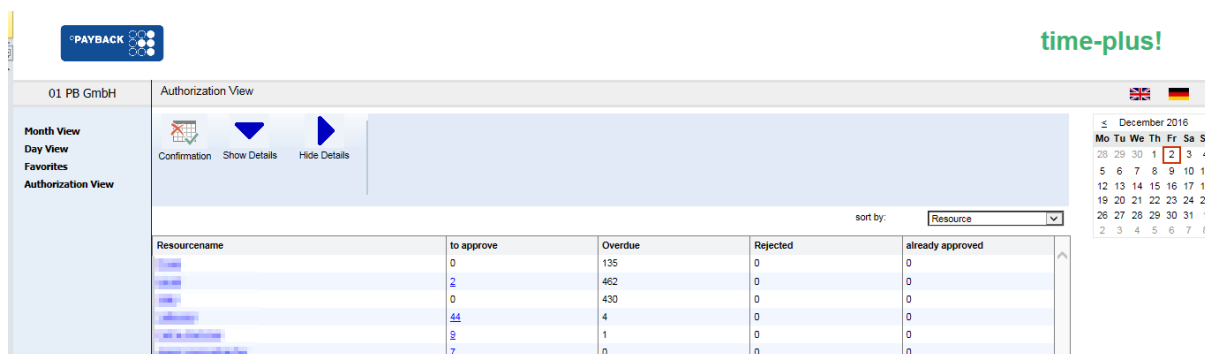
On the Web site, select the corresponding company.
Make sure the “Use Windows Authentication” Box is checked.
You don’t need to type in your password to log in.

1.3.2.2 Seeing in time reports via Authorization View

The **Authorization View** offers an overview of efforts which you can approve.

The efforts are always assigned to the resources that reported them.

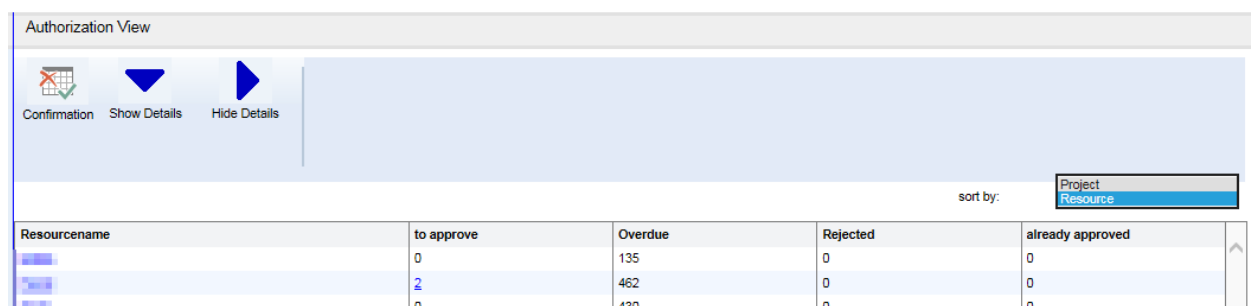
Also you can see overdue days of the employee, and check on already approved or rejected efforts.



Resourcenname	to approve	Overdue	Rejected	already approved
...	0	135	0	0
...	2	462	0	0
...	0	430	0	0
...	4	0	0	0
...	1	0	0	0
...	0	0	0	0

You can change the Authorization view from **Resource View** to **Project view**.

If you sort by “Project” all efforts that can be approved by you will be shown sorted by the projects they have been reported on.



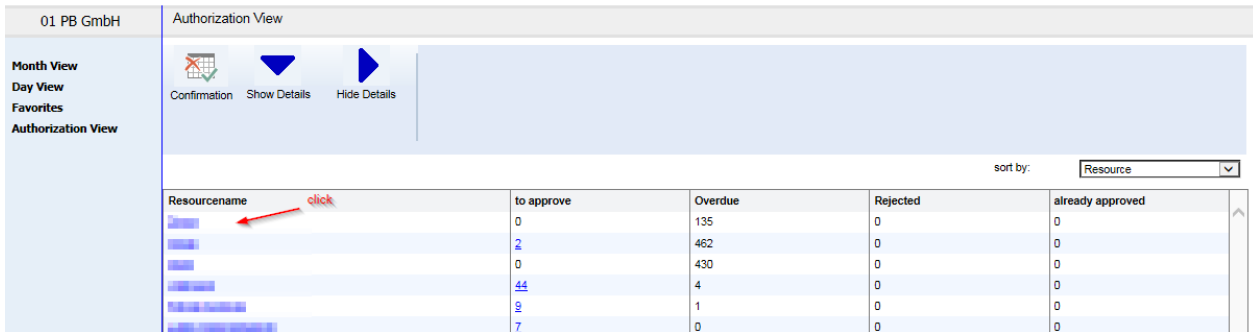
Resourcenname	to approve	Overdue	Rejected	already approved
...	0	135	0	0
...	2	462	0	0
...	0	430	0	0

1.3.2.3 Approve or reject efforts in the Authorization View

To approve or reject efforts you can either click on the resources name or on the number of efforts to approve.

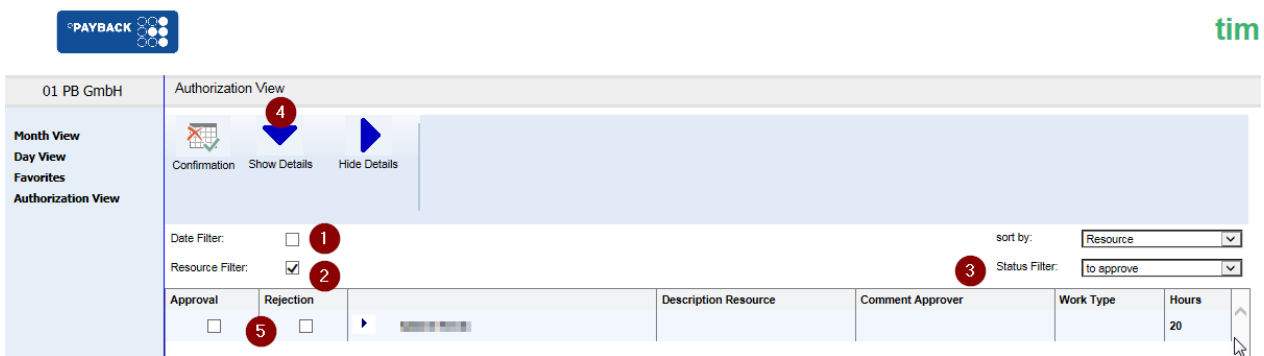
1.3.2.3.1 Approve/reject efforts in the resource view

Chose **sort by** "resource".



Resourcenname	to approve	Overdue	Rejected	already approved
	0	135	0	0
	2	462	0	0
	0	430	0	0
	44	4	0	0
	9	1	0	0
	7	0	0	0

Click on the resource you want to approve.

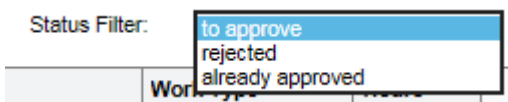


Approval	Rejection	Description Resource	Comment Approver	Work Type	Hours
☐	☐				20

1. With the **Date Filter** you can change the period of time. If checked, only efforts from this period will be shown.

2. The **Resource Filter** is checked after clicking on a resource. When you remove it, all resources that can be approved by you will be shown.

3. **Status Filter** offers the possibility to change between „already approved“, „rejected“ and efforts that are still „to approve“.



Status Filter:
to approve
rejected
already approved

4. Click show details

PAYBACK

time

01 PB GmbH Authorization View

Month View

Day View

Favorites

Authorization View

Confirmation 

Show Details 

Hide Details 

Date Filter: ☐

Resource Filter: ☒

sort by: Resource

Status Filter: to approve

Approval	Rejection	Description Resource	Comment Approver	Work Type	Hours
☐	☐	 [Resource Name]			20
☐	☒	PB Global TO - Global Market			15
☐	☒	 [Resource Name]	please check with me		15
☒	☐	PB Italy SQP - PB Italy SQP - DevPLF			5
☒	☐	 [Resource Name]			5

5. Here you can check the boxes to approve or reject efforts. If you reject efforts you will need to fill in a comment why the effort has been rejected.

Then confirm your selection:



1.3.2.3.2 Approve/reject efforts in the project view

For approving efforts of resources on a specific project chose sort by "project".

Authorization View

Confirmation Show Details Hide Details

Date Filter: ☒ Period: 46 (14/11/2016 - 20/11/2016) Month: November Year: 2016 sort by: Project

Project Filter: ☐

Approval	Rejection	Description Resource	Comment Approver	Work Type	Hours
☐	☐	▶ Performancetest - 30.11."Wir brauchen Euch" Pi			1.702,33
☐	☐	▶ Programmname - Projekt Name			2

Here you can use the Project Filter to see only efforts for a single project.

Authorization View

Confirmation Show Details Hide Details

Date Filter: ☒ Period: 46 (14/11/2016 - 20/11/2016) Month: November Year: 2016 sort by: Project

Project Filter: ☒ Project: Programmname - Projekt Name

Approval	Rejection	Description Resource	Comment Approver	Work Type	Hours
☐	☐	▶ Programmname - Projekt Name			2

Approving and rejecting works similarly to **Fehler! Verweisquelle konnte nicht gefunden werden.**