

TBS Group - Timesheet Collection System

User guide

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Presentation

The official address of the Timesheet Collection System for the personnel of TBS Group is <http://web.italtbs.com/timesheet>.

To connect to the site you require a browser like MS Internet Explorer 5.0 or Netscape Navigator 4.0, or later versions of these. When connecting to the site for the first time, you will be prompted with the request to download the *ORACLE Jinitiator* software, that creates a java applet on your PC: please proceed to the download and installation (with MS Explorer all this happens automatically). The required disk space is about 20 MB; the download may require several minutes, depending on the network throughput.

For any other information or comment please contact us at the address: si.support@italtbs.com.

User Authentication

All the employees of the TBS Group are allowed to connect to the site in order to record, verify and hardcopy one's own timesheets. The responsables may ask the Office of Human Resources for the permission to see the time records of their subordinates.

When connecting to the site, you will be prompted with a login form requesting your username and password. The username is generally the employee's family name: in case you have been given a username that differs from your family name, you will be personally informed. The initial password will be notified to each employee privately: in order to preserve the privacy of your data, please change your password at your first connection: the site provides a function to do that. The system is insensitive to uppercase and lowercase as regards usernames and passwords.

Main Data Entry Form

Here is a picture of the main data entry form:

The screenshot displays the 'EMPLOYEES TIMESHEETS' application window. At the top, it shows 'TIMESHEET OF: TEST USER 1' and 'EMP.NO.: XXX 1'. Below this are buttons for 'USER GUIDE' and 'EXIT'. The main interface is divided into several sections:

- RECORD A DAY:** Includes buttons for 'MANUALLY', 'AUTOMATICALLY', 'SAVE RECORD', and 'DELETE RECORD'.
- DATE:** Fields for 'day' (01), 'month' (JUNE), 'year' (20 04), and 'day of the week' (TUESDAY). Navigation buttons include '< PREV.', 'NEXT >', '<< FIR...', '< B. MON.', 'E. MON. >', and 'LAST...'. There are also 'PREV. YEAR' and 'NEXT YEAR' buttons.
- TIME:** A table with columns for 'start' (08 30), 'end' (12 30), and 'work / reason for absence' (WORKTIME). A second row shows '13 00' to '17 00' for 'WORKTIME'. A 'DELETE CURRENT ROW' button is present. Summary statistics show 'UNRECORDED HRS.: 00.00', 'recorded hrs.: work 08.00', and 'absence 00.00'.
- TASKS:** A table with columns for 'perc.' (100), 'contract or cost center' (TEST CONTRACT: NORTHERN HOSPITAL), and 'task' (CORRECTIVE MAINTENANCE). It includes 'DELETE CURRENT ROW' and 'ADD A JOB NOTE' buttons.
- VALID:** 'YES' button and an 'ERROR:' field.
- SOURCE:** 'FORM' button and a 'NOTE:' field.
- RECORD SEARCH:** 'ENTER', 'APPLY', 'CANCEL', 'ADVANCED FILTER', 'PREV. YEAR', and 'NEXT YEAR' buttons.
- SEND MESSAGES:** 'TO OFFICE OF HUMAN RES.' and 'TO SYSTEM MANAGER' buttons.
- OTHER SERVICES:** 'MONTH OVERVIEW', 'YEAR OVERVIEW', 'MONTHLY REPORT', and 'CHANGE PASSWORD' buttons.

The available functions are:

- Visualization of the recorded days
- Search of specific days
- Manual recording of a day
- Automatized recording of a day
- Update of a day's record
- Deletion of a day's record
- On-line visualization of the user guide
- Overview of the month and of the year
- Monthly report
- Password change
- Send/Receive messages to/from the Office of Human Resources or the System Manager
- Soft exit

Record Visualization

When you enter the form, this is in read mode and allows you to see the days you recorded up to now. The system normally shows the most recent day recorded (except if you inserted holidays in advance); you can scroll the records backwards and forwards using the six buttons <PREV., NEXT.>, <<FIRST, LAST>>, <B.MON. and E.MON.> (meaning respectively *beginning* and *end of month*), or the *up-arrow* and *down-arrow* keys.

Record Search

You may need to see a specific day or set of days: in that case you must assign the search filter, using the buttons that are in the *RECORD SEARCH* frame.

By clicking the *ENTER* button the form is put in filter definition mode, and you can set the search filter (when the form is in this mode, all the data you enter aren't written into the database, but are only used as search criteria for the incoming query).

After that is done, clicking the *APPLY* button starts the query and then puts the form back in read mode: now only the days that have passed the given filter become visible. If you click the *CANCEL* button instead, all the days become visible again.

You may filter the records by their date, and so visualize a single day, a month, a year or a particular weekday. To specify a month or a weekday you may just digit the first three letters of its name, or use the available lists of values (see Appendix).

The users that are allowed to see other people's data may also choose which employee's records to visualize: click the 'V' button on the right of the *TIMESHEET OF* field and a list of names becomes visible, among which you may choose one.

When the form is in filter definition mode, click the *ADVANCED FILTER* button and a small pop-up form is displayed: it allows you to filter days that contain given values in the fields *work / reason for absence, contract or cost center, task* and/or *error*. You can do so by means of lists of values: just click the 'V' button on the right of the corresponding field, choose a value and then apply the filter.

Please notice carefully: values must not be digitated in the aforesaid fields *TIMESHEET OF, work / reason for absence, contract or cost center, task* and *error*; these fields can be filled only by means of their lists of values, activated by the 'V' buttons as described before.

After a filter has been applied, if you want to see again all your recorded days, just click the *ENTER* and then the *APPLY* buttons, with no filters at all.

Anyway, the form only visualizes the records of a single year at a time: you can see the other years by clicking the *PREV. YEAR* and *NEXT YEAR* buttons.

Manual Day Recording

By clicking the *MANUALLY* button in the *RECORD A DAY* frame, the form is put in manual entry mode and you can record a day.

Just when the button is clicked, the *DATE* fields are automatically filled with the date of the first unrecorded workday that follows the day that was visualized last. If this is not the day you want to record, you may set another date in one of the following ways: clicking the <PREV. and NEXT> buttons, or pressing the *up-arrow* and *down-arrow* keys respectively, the date scrolls back and forward; or else you may just digit the day number, the month's name and the year (the weekday name is assigned automatically); to specify a month just digit the first three letters of its name or use the list of values.

After having set the date, enter the *TIME* frame and go to the *start* fields (you get there also by pressing the *enter* or *tab* keys). Enter here the hours and minutes of the start time; then do the same in the *end* fields.

Entering the field *work / reason for absence* that follows, a list of items is automatically displayed: choose the one corresponding to the time you are recording (e.g. worktime, overtime, holiday etc.).

Record one time period per row. After recording a row, you enter a new one by pressing the *enter* or *tab* or *down-arrow* keys, or using the mouse.

Each time you enter a record, the system automatically updates the values of the fields *UNRECORDED HRS.*, *Recorded hrs.:work* and *absence* that lay below; these help you to check that the time record is complete, that is, you reported all the hours that are in your schedule (overtime is not counted here).

After the recording of time is completed, enter the *TASKS* frame and go to the *perc.* field. You should specify the contracts or cost centers you have been working for and the tasks you performed, partitioning the time by percent among the tasks (an approximate evaluation is good enough). The percentage value is assigned automatically to ease your work, but you can modify it if needed.

Entering the fields *contract or cost center* and *task* that follow, lists of items are automatically displayed; these lists show first the values that have already been used by you, so it's easier for you to find the cost centers you frequently work for or your usual tasks; the other values are in alphabetical order.

Clicking the '>' button on the right of the *task* field, a small pop-up window is displayed in which you can write a brief job note (max 1000 characters) relating to the task performed.

Here follow some important notes about the use of this part of the form:

- You can enter an unlimited number of rows both in the *TIME* and in the *TASKS* frames; to see the rows that do not appear, use the scrollbars that are on the left of the respective frames or the *up-arrow* and *down-arrow* keys.
- Values must not be digitized in the fields *work / reason for absence*, *contract or cost center* and *task*; these fields are to be valorized only by means of the lists of values connected to them.
- You can delete a record of time or a task by clicking the button DELETE CURRENT ROW of the respective frames; there is no other way to delete a record (it's no use entering the fields and deleting the characters !).

Finally, you can write a short note about the current day into the field *NOTE*; if you do overtime, you must write the motivation into this field.

Saving Data, Validation and Errors

After having recorded a day you must click the *SAVE RECORD* button in order to have the data written to the disc; you cannot see any other record until you press this button. This also puts the form back into read mode.

When saving the data, the system performs some checks about their consistency, and discovers various errors that may occur: time inversion or overlapping, incomplete percentages, unallowed codes, etc. As a result, the day is marked as valid or invalid: the value can be read in the *VALID* field; in case of error you'll get a beep and a message, that will appear also in the *ERROR* field.

Notice that an invalid record is saved on the disk anyway, and can be read in the future also if you exit the form now; only, it is not taken into account by the Office of Human Resources. Please acknowledge the error, amend it and click the *SAVE RECORD* button again in order to have your record re-checked (if the error persists contact the System Manager).

Record Update and Deletion

When the form is in read mode, you may always modify the values of the currently displayed record, whether valid or not; only, you cannot change its date. After any update you'll have to click the *SAVE RECORD* button again, so your data will be saved and checked.

A day's record can only be deleted by clicking the *DELETE RECORD* button; there is no other way to delete a day's record. Before the deletion happens, you'll be prompted with a request to confirm it. If you click the *DELETE RECORD* button while manually recording a day, the recording is aborted.

Automatized Day Recording

Under some conditions, you may record a day just by clicking the *AUTOMATICALLY* button in the *RECORD A DAY* frame. This mode may be used to record either a day of work or an absence for any reason, but only on working days; if you have to record worktime done on a public or bank holiday, you will have to do it manually.

In order to record a day automatically, first visualize a day in which you have done exactly the same tasks and at the same times as in the day you are recording, then click the button: this will create a record with the same tasks and times as the one you visualized, but on a different date, that is, the earliest working day next to the one visualized and that has not yet been recorded.

The record created in this way is also automatically saved and validated; if needed, you may still modify any part of it (except the date), and then save it again.

Other Functions

The *USER GUIDE* button opens a distinct window of the browser displaying a copy of the document you are reading now.

The *EXIT* button commands a soft exit from the program; if you edited data and then didn't save it, you'll be prompted with a request to save or cancel the data you edited.

The buttons in the *SEND MESSAGES* frame allow you to signal any problem regarding your timesheets or the system, to the Office of Human Resources or to the System Manager respectively, by means of a short message (max 1000 characters). You'll be notified when the recipient has read the message.

The Human Resources and the System Manager may as well send messages to the users of the system. After a message is issued, the recipient sees it the next time he/she connects to the system, or immediately if already connected. Messages are visualized in a pop-up text window.

The buttons in the *OTHER SERVICES* frame activate the following functions:

- *MONTH OVERVIEW*: visualizes a summary of the month currently selected, and shows to you the total number of days recorded, missing and/or invalid.
- *YEAR OVERVIEW*: visualizes a summary of the year currently selected, and shows to you the total number of days recorded, missing and/or invalid, the total workdays, holidays/leaves and overtime hours.
- *MONTHLY REPORT*: visualizes, in a distinct window, a printable report of the month currently selected. The report contains only the valid records, featuring the total times of work/absence. If the month is complete, the report will have fields to write your own and your responsible's signatures in; in the other case, a message will tell you how many days are missing.

- *CHANGE PASSWORD*: allows you to define your own password; the change will have effect from the next connection to the system.

Other services may be implemented in the future.

Appendices: Standard Menu, Function Keys and Lists of Values

The form is implemented in ORACLE Forms and features all of this product's standard functions.

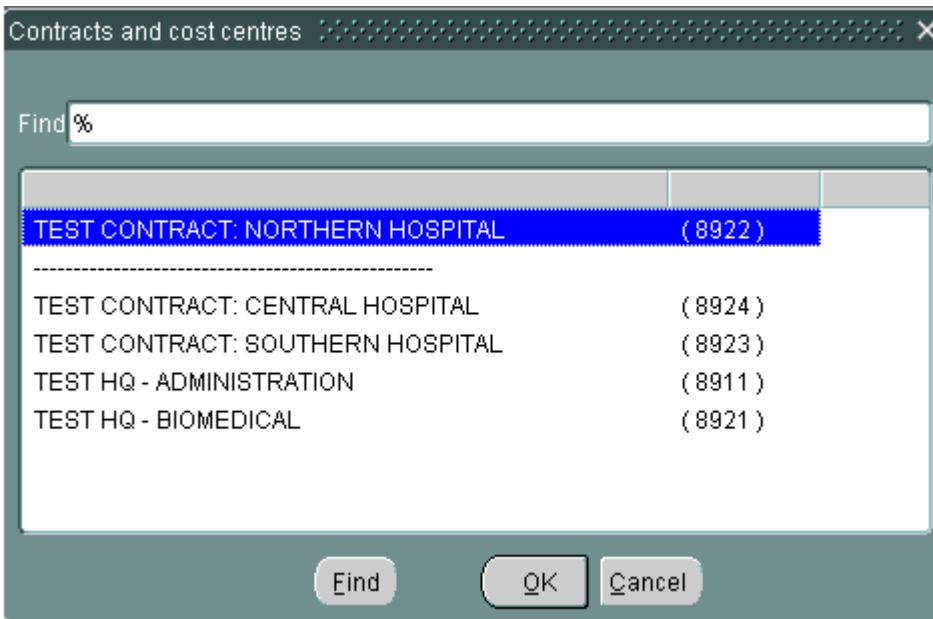
Notably, you can use the Standard Menu's functions to manipulate records, but this is not required



since all the needed functions are already performed by the form's own buttons. Moreover, all the standard functions (saving or deleting a record, entering or executing a query, seeing a list of values) may also be activated by function keys: please pull down the "?" menu and click the *Keys* entry, and a list of the available function keys will be displayed.

The bar at the foot of the form will display the system's messages and warnings.

As already said, in order to fill some fields it is possible (and sometimes required) to use the lists of values. Some lists activate automatically as soon as you reach the field; other are visualized on request by the user, that may be done either clicking the 'V' button on the right of the field, or pressing the *Control-L* key. When the list is visible, if you enter one to three characters the items will be filtered to those item that begin with the given letters. You may search the list by entering a search pattern into the *Find* field on top of it (use the % character as a wildcard) and then clicking the *Find* button (see the picture).



To select the value to be entered in the form field, double-click it, or select it and then click on *OK* or press *Enter*; sif you click *Cancel* or press *Esc* instead, the list disappears and the selection is cancelled.