

# DOVICO Timesheet™ v10

## QUICK START GUIDE

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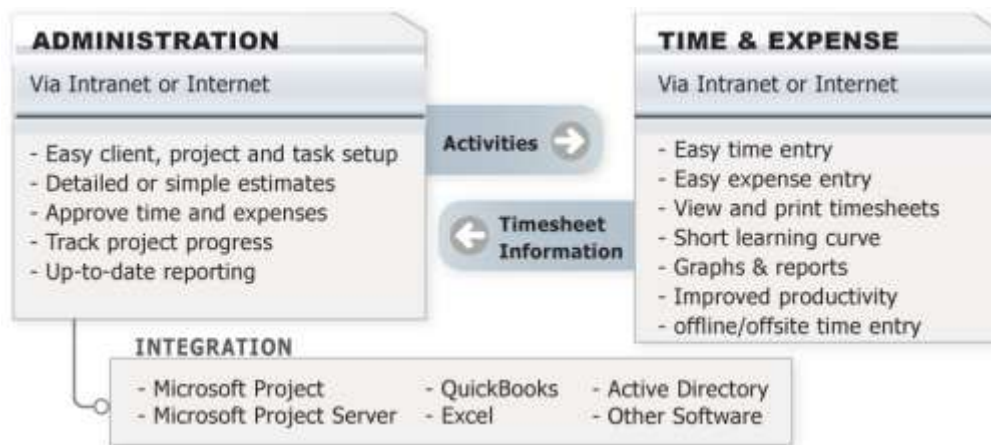
# 1

## What is DOVICO Timesheet?

In today's highly competitive marketplace, you need **every advantage** to manage your employee time. DOVICO Timesheet software eliminates the time wasted, and inaccuracies of, manually recording data. It enables you to keep track of all work-related or billable time and makes it easy to prepare estimates on projects.

This valuable asset to on-the-job productivity is also easy to use. With the click of a mouse, this innovative product eliminates the labor and takes the guesswork out of time keeping.

In a typical multi-user installation, **everyone** uses timesheet entry tools on a daily basis for time and expense entry while **managers** or empowered employees use the administrative functions for project monitoring and reporting.



### DOVICO TIMESHEET COMPONENTS:

DOVICO Timesheet includes two major categories of functions; administrative functions used by managers for setup, monitoring and reporting, and time and expense entry views used by everyone to enter time and expenses.

DOVICO Timesheet includes other useful tools:

- **Job Scheduler** used to automate some reporting and database functions.
- **Offline Timesheet** used by those not always connected to the database.
- **Database Manager** used for maintenance functions on the database.
- **Import-Export Tool** (XML, HTML, .csv, .txt)
- **Microsoft® Project & Microsoft® Project Server Synchronization**
- **QuickBooks® Synchronization**
- **Active Directory:** An integrated link to Microsoft's® Active Directory service allows employees to be imported from Active Directory and also authenticates DOVICO Timesheet login user IDs and passwords against Active Directory.

# 2 Installation

## INSTALLING DOVICO TIMESHEET

### Online 30-Day trial

No installation is required if evaluating DOVICO Timesheet using our Online 30-Day trial. Simply click on the *Login to DOVICO Timesheet* link provided in the e-mail received following your completion of the sign up form and then go to the next page of this guide to get on your way.

A personalized database is created when using "Try It Free". This personalized database is available anytime during your 30 day evaluation.

### Important things to note:

- Free technical support is available for your 30-Day trial period.
- DOVICO Timesheet is delivered with a demo database to help you review and familiarize yourself with the software. A blank database can easily be created using the Database Manager.
- Before using DOVICO Timesheet, popup blockers should either be disabled or have the site where DOVICO Timesheet is installed flagged as a safe site for your popup blocker.
- DOVICO Timesheet's Database Manager and Data linking tools (Import/Export, QuickBooks®) are only available when the software is installed on your server.

### Installed 30-Day trial


If you have chosen to download and install DOVICO Timesheet on your computer or server, then review the **Detailed Installation Guide** located at <http://www.dovico.com/client.html> for system requirements and instructions on the installation process. Then go to next page of this guide.

# 3 Administrative Functions

**DOVICO Timesheet**'s administrative functions are used to create the projects and tasks all employees track their time against, and to monitor and report on time, costs, progress, etc. for one or more projects.

Administrative functions are only available to those users with suitable software access rights and security levels as defined when each user is added to the software.

## LOGIN IN



If evaluating DOVICO Timesheet using our 30-Day Online trial, click on the *Login to DOVICO Timesheet* link provided in the e-mail received following your completion of the sign up form. The first time you login, you will be brought to the Time Entry screen. To access Administrative functions, click the  **Administration** button located in the upper left corner of the toolbar.

Before using DOVICO Timesheet, popup blockers should either be disabled or have the site where DOVICO Timesheet is installed flagged as a safe site for your popup blocker.

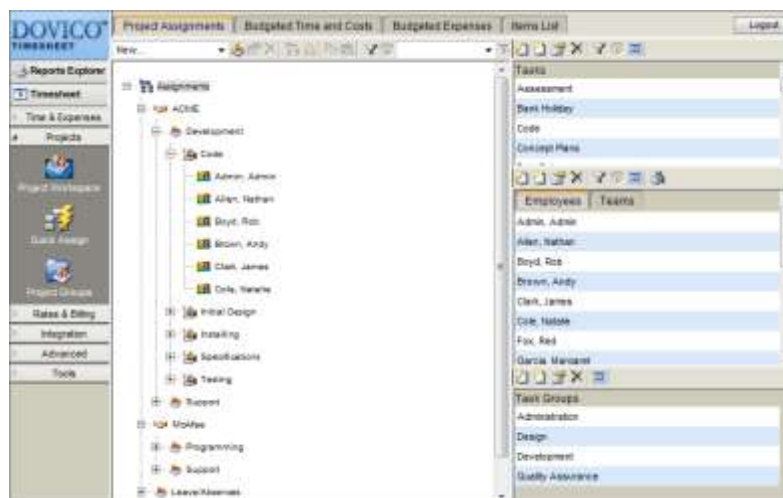
If evaluating after **downloading** and installing the software, locate and click on **DOVICO Timesheet** (located under Start/All Programs/DOVICO Timesheet). When you start DOVICO Timesheet for the first time, the software will prompt you to create an Administrator Account for your personalized demo database. Your personalized database will be accessible for 30 days.

## NAVIGATING WITHIN DOVICO TIMESHEET™:

DOVICO Timesheet offers access to all administrative views and tools through buttons on the left side navigation bar.

To access the time and expense entry views, click the  **Timesheet** button near the top of the side navigation bar. Click the  **Administration** button to return to the administrative views.





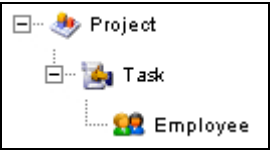
This Quick Start Guide does not detail how to setup and use the software, but instead directs you to several key views based on general and specific requirements for time and project management. For detailed instructions on how to setup and use DOVICO Timesheet, please refer to the Help files or the User's Guide.



Project Workspace

GENERAL REQUIREMENTS




Before employees can begin tracking their time and expenses, these general requirements must be completed.

 Employees	<p>In DOVICO Timesheet, anyone who enters time and expenses, or who manages, monitor or reports on project activities is considered an <b>Employee</b>.</p> <p>The Employees list pane (in the Project Assignments tab of the Project Workspace view) is the location where employees using DOVICO Timesheet are listed and can be added or edited. For each employee, a profile stores their user id, password, security level, their pay/charge out rates and many more useful details.</p>
 Projects	<p><b>Projects</b> are the combined endeavors undertaken to create a unique product, service or result. A project is a fundamental component required for time tracking. Project information can include details such as a project manager, project start/end dates and project status.</p> <p>Projects are added and edited from the Assignment tree in the Project Assignments tab of the Project Workspace view.</p>
 Tasks	<p><b>Tasks</b> are activities or work efforts against which employees track their time. Tasks are fundamental components required for time tracking.</p> <p>The Tasks list pane (in the Project Assignments tab of the Project Workspace view) is the location where tasks are listed and can be added or edited.</p>
 Assignments	<p><b>Assignments</b> are the unique links between projects, tasks, and employees that define how a project is organized for time entry. Assignments must be created before employees can begin tracking their time.</p> <div data-bbox="774 1108 1045 1260" style="text-align: center;">  <pre>                     graph TD                         Project[Project] -.-&gt; Task[Task]                         Task -.-&gt; Employee[Employee]                     </pre> </div> <p style="text-align: center;"><i>Simplified assignment structure</i></p> <p>The Project Assignments tab (in the Project Workspace view) is where assignments are created and managed. Assignments made in this view appear in DOVICO Timesheet's time entry view with each employee only seeing the specific projects and tasks that have been assigned to them.</p>





These 4 steps (adding employees, projects, tasks and creating assignments) are the minimum steps required to be completed before employees can begin tracking time and expenses. The next 2 pages outline what is required for more targeted goals such as creating estimates/budgets, etc.

## SPECIFIC GOALS





**Are projects on time and on budget?**

 Budgeted Time & Costs	The <b>Budgeted Time &amp; Costs</b> tab (in the Project Workspace view) is used to establish detailed company and client cost budgets (estimates) and for those tracking actual time and costs against estimates.
 Rates	The <b>Rates</b> view (in the Rates & Billing section) is used to create hourly pay and billing rates which are applied to employee time entries to determine your company and client costs.
 Reports Explorer	The <b>Reports Explorer</b> view is used to display a wide variety of time and cost reports. For example; locate and double click on the <b>Project Time &amp; Costs</b> report (located in the Time and Costs / Client and Company Costs folder) to view one of the many available reports.

**Collect time for payroll purposes, review and approve employee timesheets and expenses?**

 Time & Expense Approvals	The <b>Approval Workspace area</b> (located in the Time & Expenses section) is used to review, approve or reject time and expenses submitted by employees.
 Workflow	The <b>Workflows</b> tab (located in the Approval Workspace section) is used to establish which manager must approve an employee's timesheet and/or expense submissions before those submissions can be processed for project costs, billing, reports, etc.
 Leave/Absences Rules	The <b>Leave/Absences Rules</b> view (located in the Advanced section) allows a manager to apply the policies that automatically calculate how much vacation, sick leave, and other leave that an employee accumulates.
 Reports Explorer	The <b>Reports Explorer</b> view is used to display a wide variety of time related reports. Locate and double click the <b>Time entries by Employee</b> report (located in the Time / Time folder) to see actual hours worked for each employee by date, project, and task.

**Track time and expenses to accurately bill clients?**

 Clients	<p><b>Clients</b> are companies, business units, or individuals for whom work is performed. Clients can be linked to specific projects if time or expenses associated with projects are billable.</p> <p>Clients are added and edited from the Assignment tree in the Project Assignments tab of the Project Workspace view.</p>
 Approved Expenses	<p>The <b>Approved Expenses</b> view (in the Time &amp; Expenses section) is used to review or edit expense information.</p>
 Rates	<p>The <b>Rates</b> view (in the Rates &amp; Billing section) is used to create hourly pay and billing rates which are applied to employee time entries to determine client costs.</p>
 Reports Explorer	<p>The <b>Reports Explorer</b> view is used to display a wide variety of costing and billing reports. The <b>Client Time and Costs</b> report (located in the Time and Costs / Client and Company Costs folder) provides a summary of actual hours worked, and the client and company costs.</p>

# 4 Time and Expense entry

Only once projects and tasks have been created and assigned to employees (Section 3) are users able to start tracking time and expenses using DOVICO Timesheet. Projects and tasks are used to identify what you are tracking. Projects and tasks are created and assigned by managers or empowered employees using DOVICO Timesheet's administrative functions and views.

This section introduces you to only the **very basic concepts** and commands required to track time. To fully benefit from all the features, please review DOVICO Timesheet's help system or the User's Guide.

**Time and Expense entry views** are available to all employees tracking their time and expenses. To quickly learn how to enter time, access DOVICO Timesheet's free On Demand Training by clicking on the [Training](#) button from the Login screen.

## HOW EMPLOYEES ENTER TIME AND EXPENSES

Each employee is assigned a unique User ID and Password from the administrative tools. These should be communicated to each employee along with the URL required to launch DOVICO Timesheet.

To enter time against a task:

The time entry screen is accessed by clicking the Timesheet tab near the top of the screen.

1. Check the **task assignments** you wish to track time against (from the assignment tree on the left).
2. Add these to the weekly grid by clicking the **Add to Timesheet** button.
3. In the timesheet grid, click in the **cell intersecting** the appropriate **task** and **day of the week**.
4. Enter the **number of hours** worked against that task.
5. Optionally enter **details** for the time entry using the lower part of the screen.
6. Enter time on other task assignments as required.
7. Click the **Submit** button once all entries have been made for the day, week or as chosen by your company policies.

The screenshot shows the DOVICO Timesheet application interface. At the top, there are tabs for 'Timesheet', 'Expenses', 'Reports', and 'Options'. Below the tabs, there is a navigation bar with 'Submit', 'Logout', and 'Offline' buttons. The main area is divided into a left sidebar with 'Assignments' and 'Favorites' sections, and a central grid. The grid shows a weekly view for May 09 - May 15, 2010, with columns for days of the week and a 'Total' column. The grid contains entries for 'ACME - Development' and 'McAfee - Support' tasks. A detailed view for '5/13/2010 - ACME - Development - Code' is shown at the bottom, including 'Track Your Time' and 'Task Progress' sections.

Task	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	ETC
ACME - Development									
Assessment		5.00	1.00	3.00				9.00	12.00
Code		2.00	4.25	3.00	1.50			10.75	60.00
McAfee - Support									
E-Mail		1.00	0.50	0.50				2.50	
Phone			0.50					0.50	
Training		1.00	1.00					2.00	12.00
Web Meeting								0.00	8.00
Leave/Absences								0.00	
Vacation								0.00	
Approved	0.00	8.00	7.35	7.50	2.30	0.00	0.00	25.15	

5/13/2010 - ACME - Development - Code

Track Your Time: \* Start: 08:00 | \* End: 09:30 | \* Duration: 1.50

Time Entry: All programming in development towards upgrades of system

Task Progress: Start: Thursday, January 01, 2009; Finish: Saturday, July 31, 2010; Budget - Actual: 75.00 - 10.75 = 64.25; Estimate To Complete (ETC): 60.00

To enter an expense:

The expense entry screen is accessed by clicking the Expenses tab near the top of the screen.

1. Click the **New sheet** button on the toolbar to create the new sheet.
2. Enter a **Sheet name**.
3. Select a **project** for this sheet from the Project drop-down list.
4. Enter **information** in the applicable expense view columns.
5. Click in an empty row to save the entry and create a new row.
6. Click the **Submit** button once you have entered/verified each entry for the expense sheet.

* Date	Expense Category	Quantity	Amount	Reimbursable	Description
4/5/2010	[None]		\$42.98	No	Power Adapter
4/5/2010	Meals		\$13.92	Yes	
4/6/2010	Transportation		\$15.00	Yes	Taxi
4/8/2010	Accomodations		\$348.95	Yes	Marriott - 2 nights
4/8/2010	Mileage (\$0.38 per mile)	145.00	\$55.10	Yes	Personal vehicle

# 5

## Contact Information

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**By Telephone:**

Sales - North American toll free number: 1-800-618-8463

Sales - International toll free number: 00 800 4618 8463

**Through the Internet:**

<http://www.dovico.com> or by e-mail at [sales@dovico.com](mailto:sales@dovico.com)

**By Fax:**

Sales Fax North America: 1-506-384-0727

Sales Fax United Kingdom: +44 (0) 1625 429888

### TECHNICAL SUPPORT

**Through the Internet:**

Support email: [support@dovico.com](mailto:support@dovico.com)

Online Knowledge base: <http://www.dovico.com/techtips.html>

Online Support form: <http://www.dovico.com/support.html>

Detailed Installation Guide: <http://www.dovico.com/client.html>

**By Telephone:**

Toll Free North America: 1-800-618-8463

Toll Free International: 00 800 4618 8463

Direct: 1-506-855-4477

Fax: 1-506-384-0727

DOVICO Timesheet Manuals, Instruction Guides, and other information: <http://www.dovico.com/client.html>