

Timesheet Navigation and Entry (Pertains to PBIs 340645 & 270892)

Applicable Highlights of What We Know Today:

- When entering selecting a project, project is selected and displayed. When selecting a phase with task(s), task is the selection point in the lookup and both phase and task are populated. If user knows and enters the phase, task is not populated in this manner and the user must enter task as well. Labor Code lookup is still separate (and not discussed in this document).
- If user wants to start with the lookup, they must click the hidden area to launch, at which point the magnifying glass displays, or first click the text area to acquire the cell and then click the magnifying glass that displays after acquiring the cell.

Workflow Scenario

1. William Apple, PM, in Navigator Personal Timesheet decides to add a new row below TOP Library so he selects that row/folder icon and selects Add from the Add/Copy menu.

The screenshot shows the Navigator Timesheet interface. The header includes the 'Navigator' logo, the user name 'William Apple', and several icons. Below the header, there are tabs for 'Timesheet', 'Period Ending: 12/31/2012', 'Period Status: Open', and 'Timesheet Status: In Progress'. There are also buttons for 'Cell Entry Panel', 'Totals View', 'Save', and 'Submit'. The main table has columns for Project, Phase, Task, Labor Code, Labor Category, and dates from 12/3 to 12/16. A dropdown menu is open for the 'Add/Copy' button, showing options: 'Add', 'Copy', and 'Vacation'. The table contains several rows of data, including 'NERD Center' and 'TOP Library'.

Project	Phase	Task	Labor Code	Labor Category	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15	12/16
NERD Center	Phase 1	Task 1	Labor Code 1	Labor Cat. 1														
NERD Center	Phase 2	Task 2	Labor Code 2	Labor Cat. 2	.50													
NERD Center	Phase 3	Task 3	Labor Code 3	Labor Cat. 3														
CERN Nutshell	Phase 1	Task 1	Labor Code 1	Labor Cat. 1														
TOP Library	Phase 1	Task 1	Labor Code 1	Labor Cat. 1														

Figure 1

2. The new row is created, selected, and ready for project lookup.

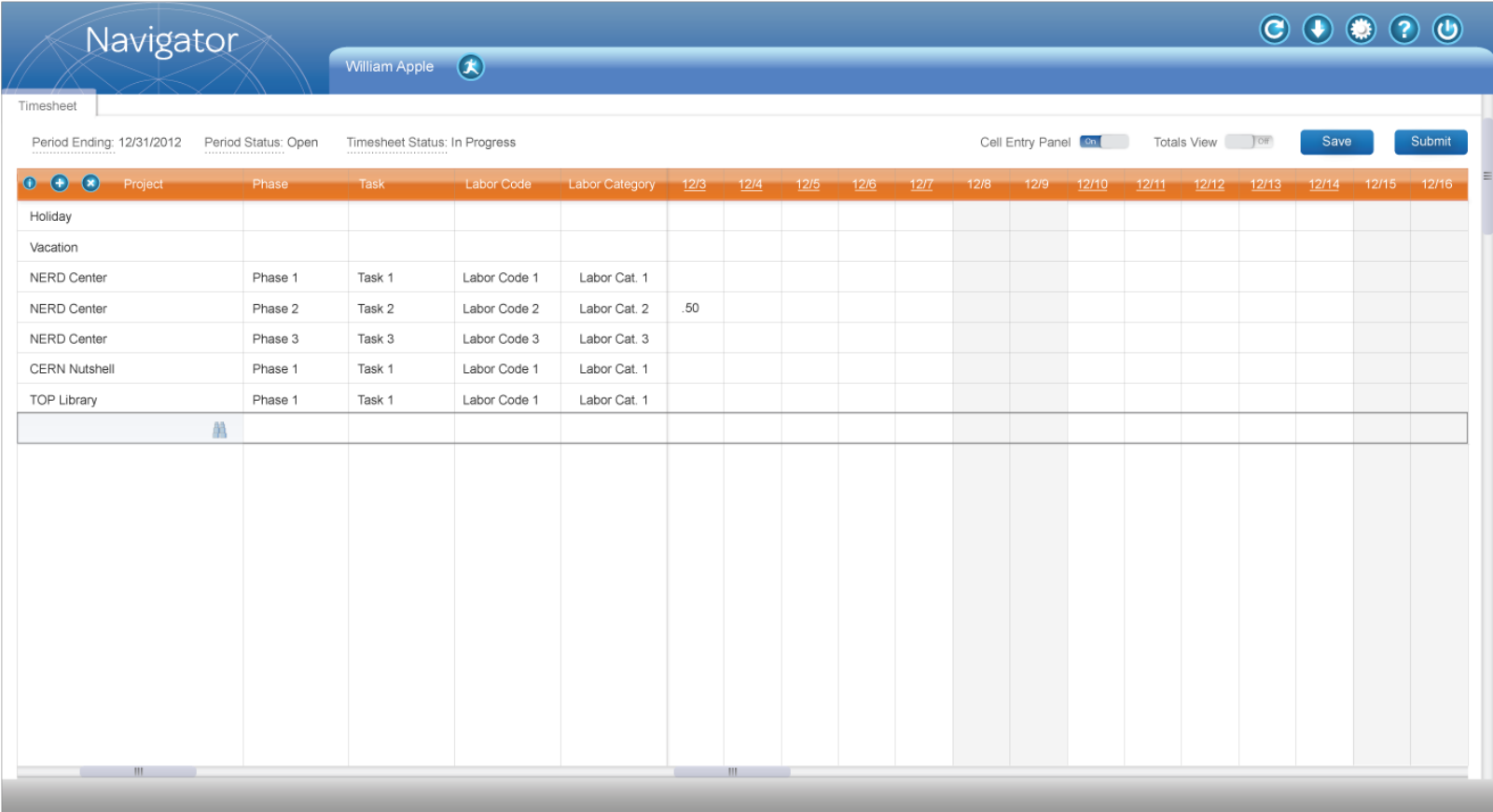


Figure 2

3. William Apple chose to type in the empty field. He types “Proj” and a list displays up to 100 entries matching his lookup criteria. He expands “5 Project number and name” project and selects the associated phase and task that he wants. Note that if a project does not have an associated phase/task an expansion icon does not display.

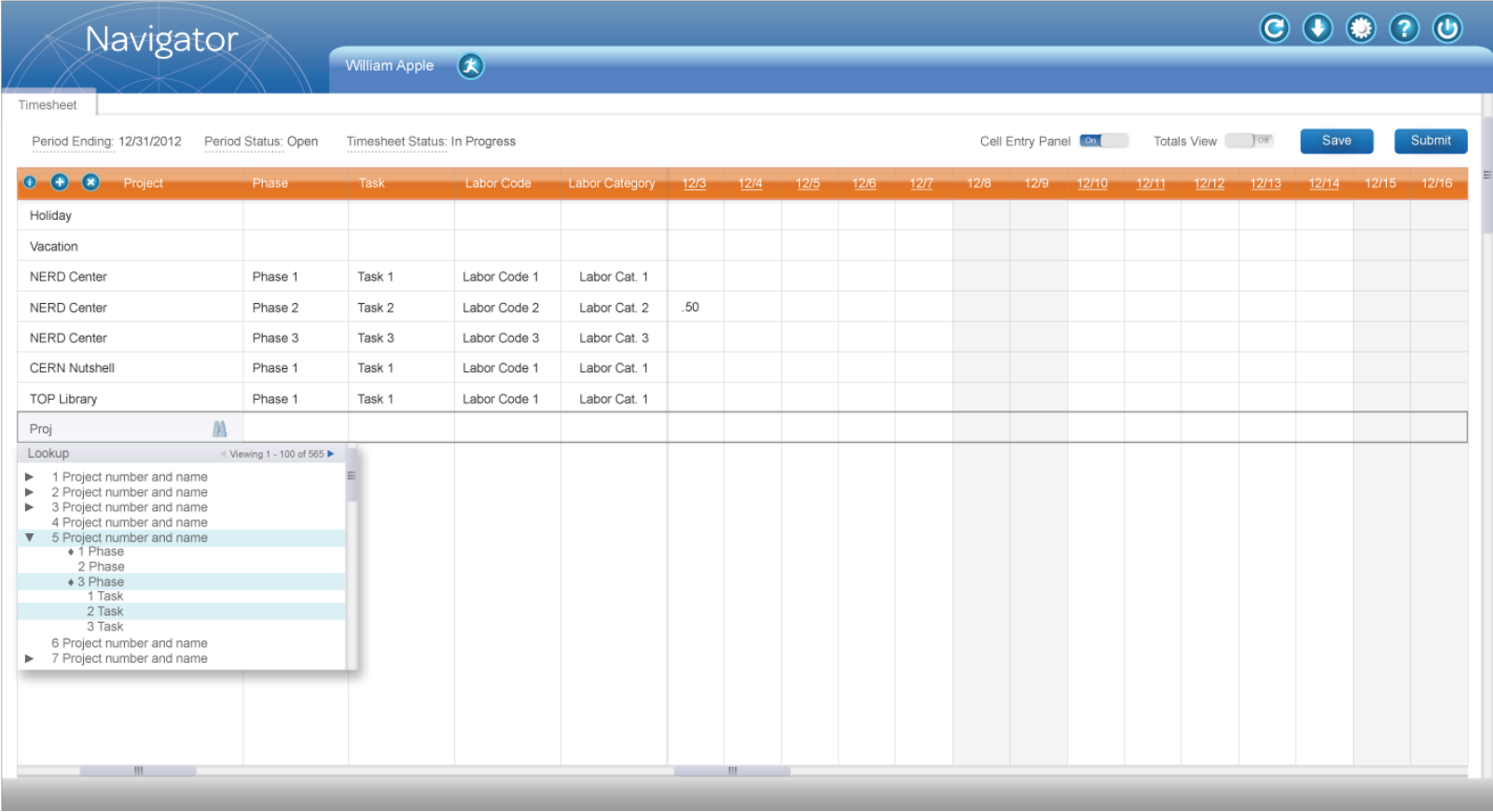


Figure 3

4. User progresses to the selected Project, Phase, and Task display in their respective locations in Figure 4. Note that the Labor Code cell is selected and still needs to be filled.

[illegible]

Figure 4

5. User decides to change the associated phase and task, so he selects the “3 Phase” cell. Unlike the previous start from scratch lookup detailed in Figure 3, the phase lookup is open to the exact location for easy switch within the phase/task for the associated project.

Navigator

William Apple

Timesheet

Period Ending: 12/31/2012

Period Status: Open

Timesheet Status: In Progress

Cell Entry Panel

Totals View

Save

Submit

	Project	Phase	Task	Labor Code	Labor Category	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15	12/16
Holiday																			
Vacation																			
NERD Center		Phase 1	Task 1	Labor Code 1	Labor Cat. 1														
NERD Center		Phase 2	Task 2	Labor Code 2	Labor Cat. 2	.50													
NERD Center		Phase 3	Task 3	Labor Code 3	Labor Cat. 3														
CERN Nutshell		Phase 1	Task 1	Labor Code 1	Labor Cat. 1														
TOP Library		Phase 1	Task 1	Labor Code 1	Labor Cat. 1														
5 Project number and name		3 Phase	2 Task																

Lookup

5 Project number and name

- 1 Phase
- 2 Phase
- 3 Phase
 - 1 Task
 - 2 Task
 - 3 Task

Figure 5

6. After some deliberation, William Apple decides to leave the phase and task as is, and instead change the project in the CERN Nutshell row. He does this by selecting the existing project row/cell and clicking on the binoculars to produce the first 100 projects; he can get to the next 100 by clicking on the right facing arrow. He could also have actively removed the CERN Nutshell text by deleting it or typing over it to produce projects with a similar number/name to what he is typing. Note that existing project text (i.e., CERN Nutshell) is not automatically removed just because a cell is selected or a lookup is started. Only after project selection or active removal/deletion of the text by the user is the existing text removed. This is the case for all entries/cells/rows/etc.

Note: In terms of the lookup/flyout menu display, if the scenario had been focused on a row that was close to or at the bottom of the browser window (e.g., scrolled down), the lookup would have displayed above the focus row.

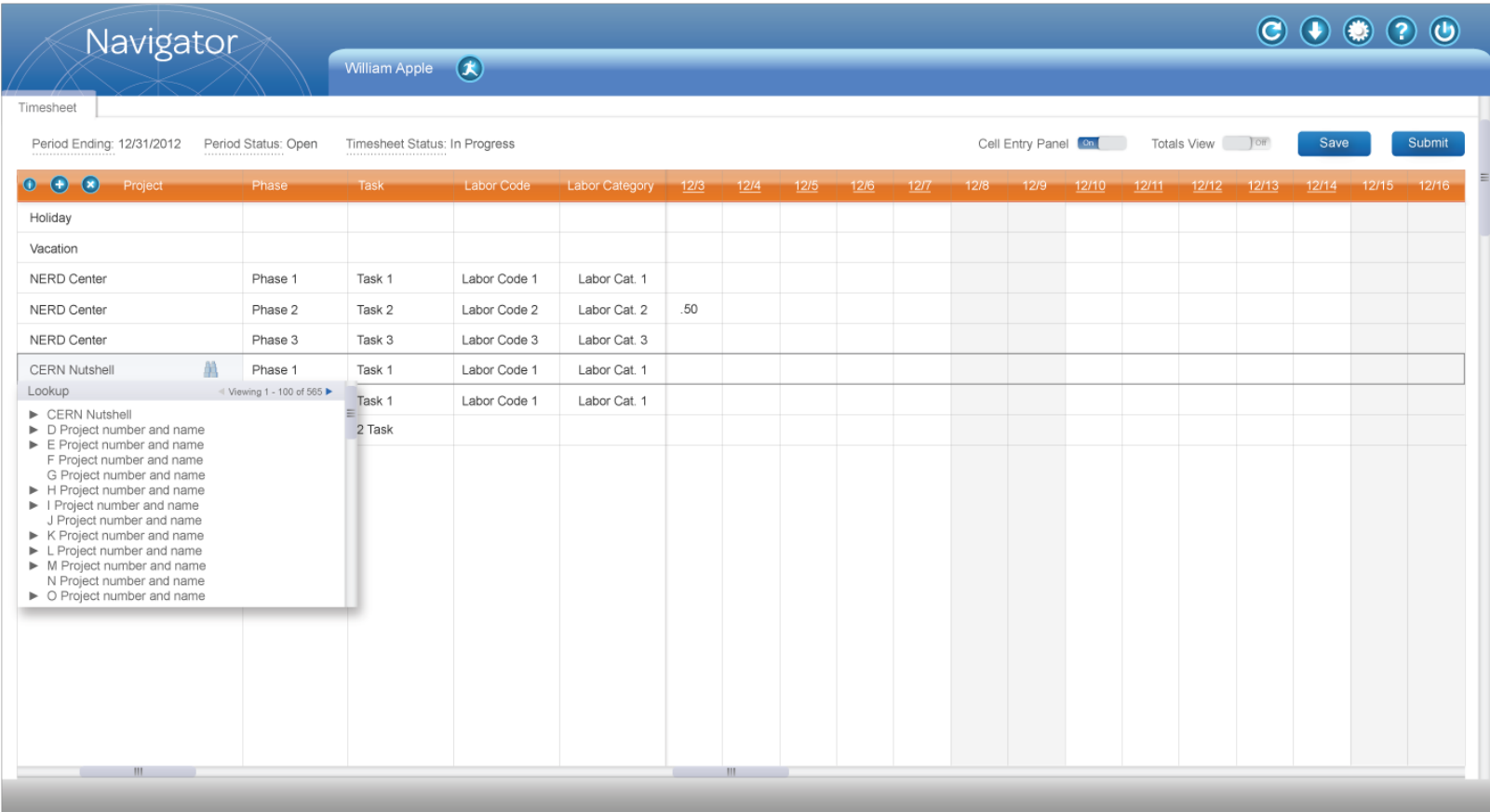


Figure 6

7. In **Figure 7a** the user selects the 12/3 cell for the CERN Nutshell project (with Entry Layer On selected - default) and can update the existing regular time entry in the cell or make multiple entries for overtime, overtime 2, and comments on the displayed layer. When complete, user can close the cell entry panel, click into another cell not covered by the movable cell entry panel, or drag to move the cell entry panel to gain access to all cells.

Note: If the user toggles the “Cell Entry Panel” to the off position, the layer does not display (overtime fields and comments are not accessible).

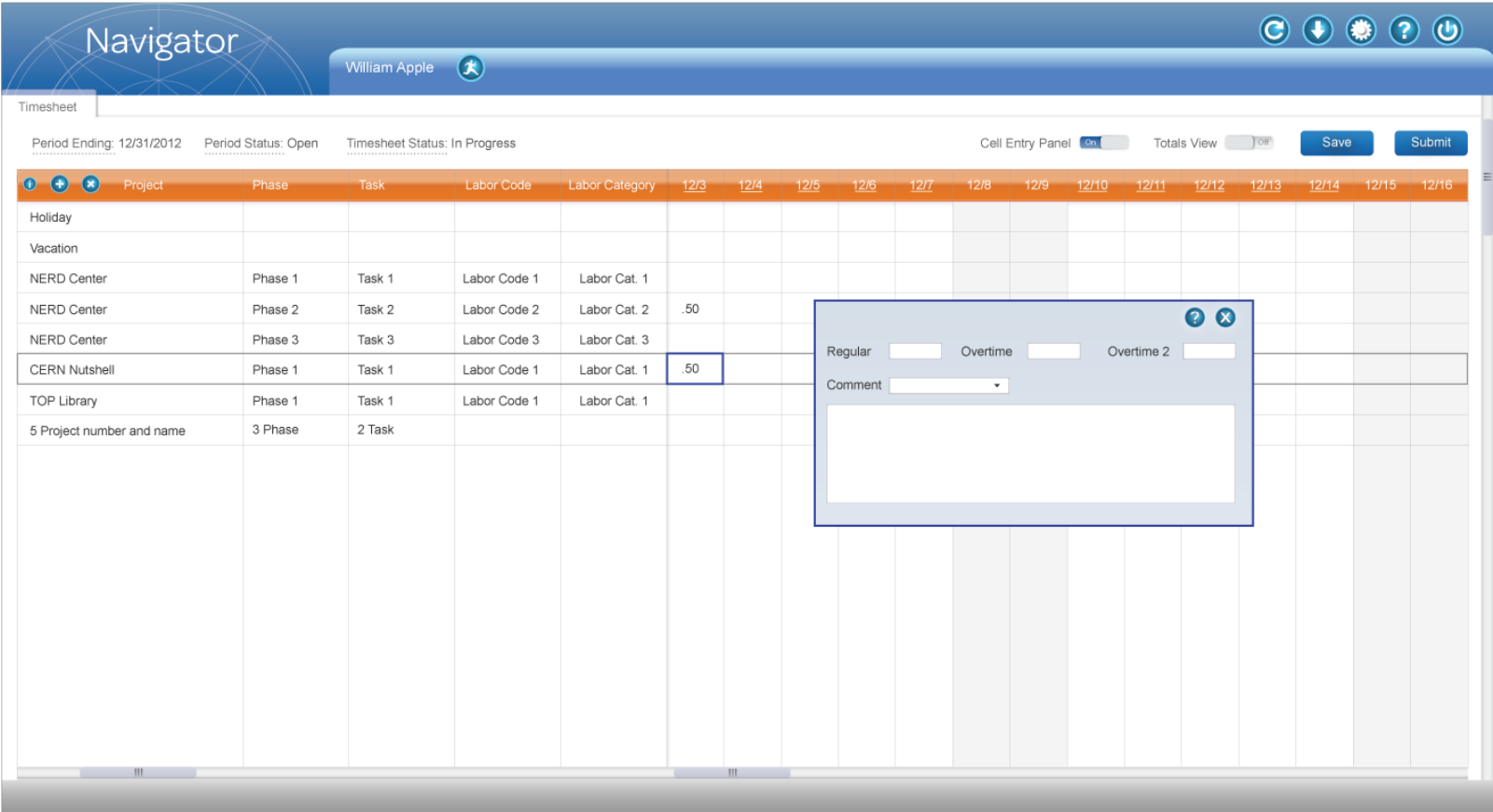


Figure 7a

User clicks into the cell for the Holiday row at 12/3 (**Figure 7b**); the cell outline is focused on that location, but the cell entry panel has not been moved by the user because the 12/3 Holiday cell could be acquired without moving the layer.

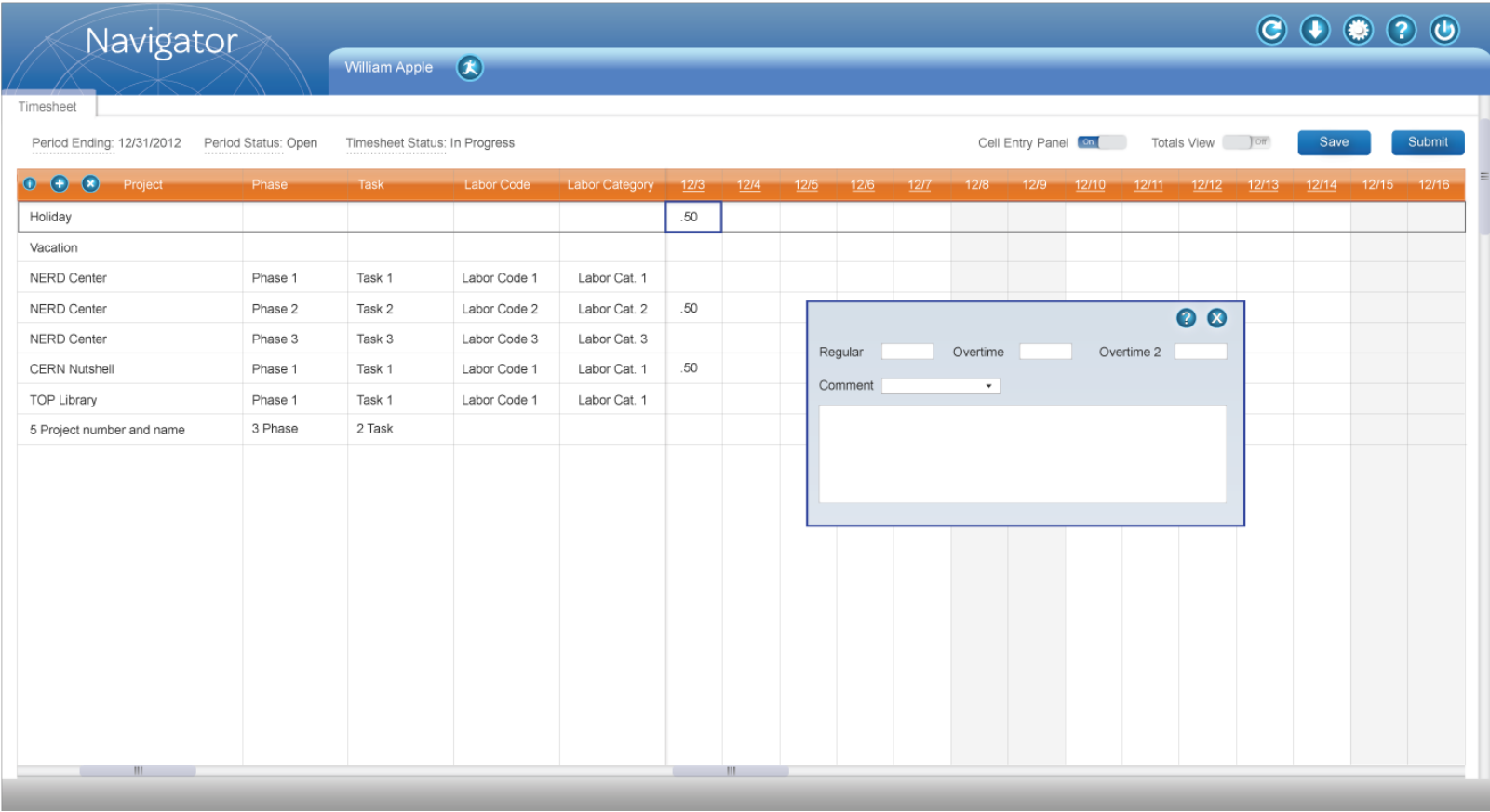


Figure 7b

The user selects the CERN Nutshell project row again with a focus/selection on 12/10 after moving the cell entry panel to acquire that cell. In this case, user enters regular time and overtime.

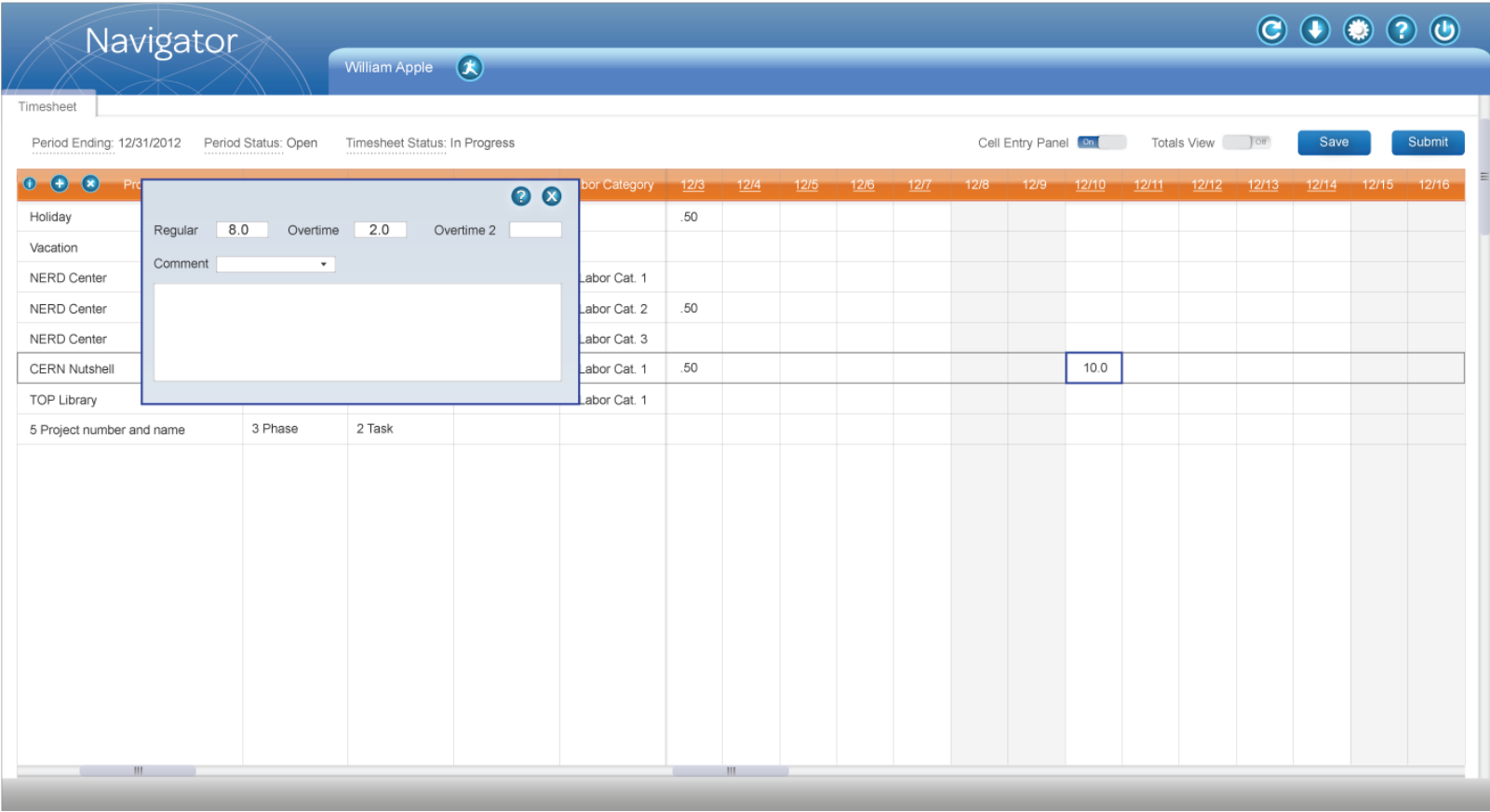


Figure 7c

Note: This design maximizes hour entry space while making all four selections available for easy viewing, including the Totals for rows and columns as well as the grand total in the bottom right-hand corner.



Appendix A

Graphic representations of various dialog windows that are not part of the user workflow.

Figure 9a shows how to access other timesheets from the tools menu. Figure 9b presents the Open timesheet dialog.

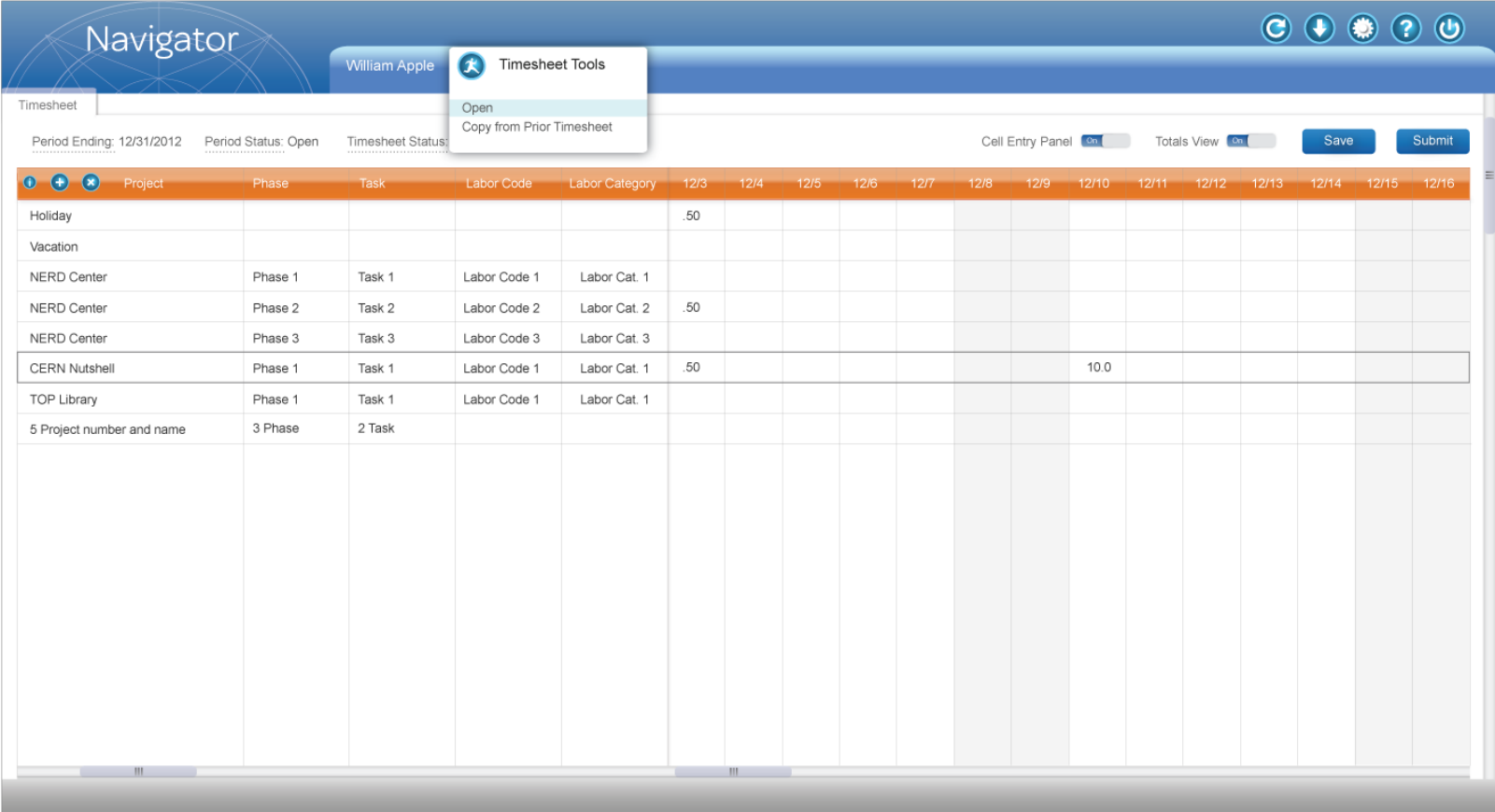


Figure 9a - Click Timesheet Tools icon (running man) to open another timesheet

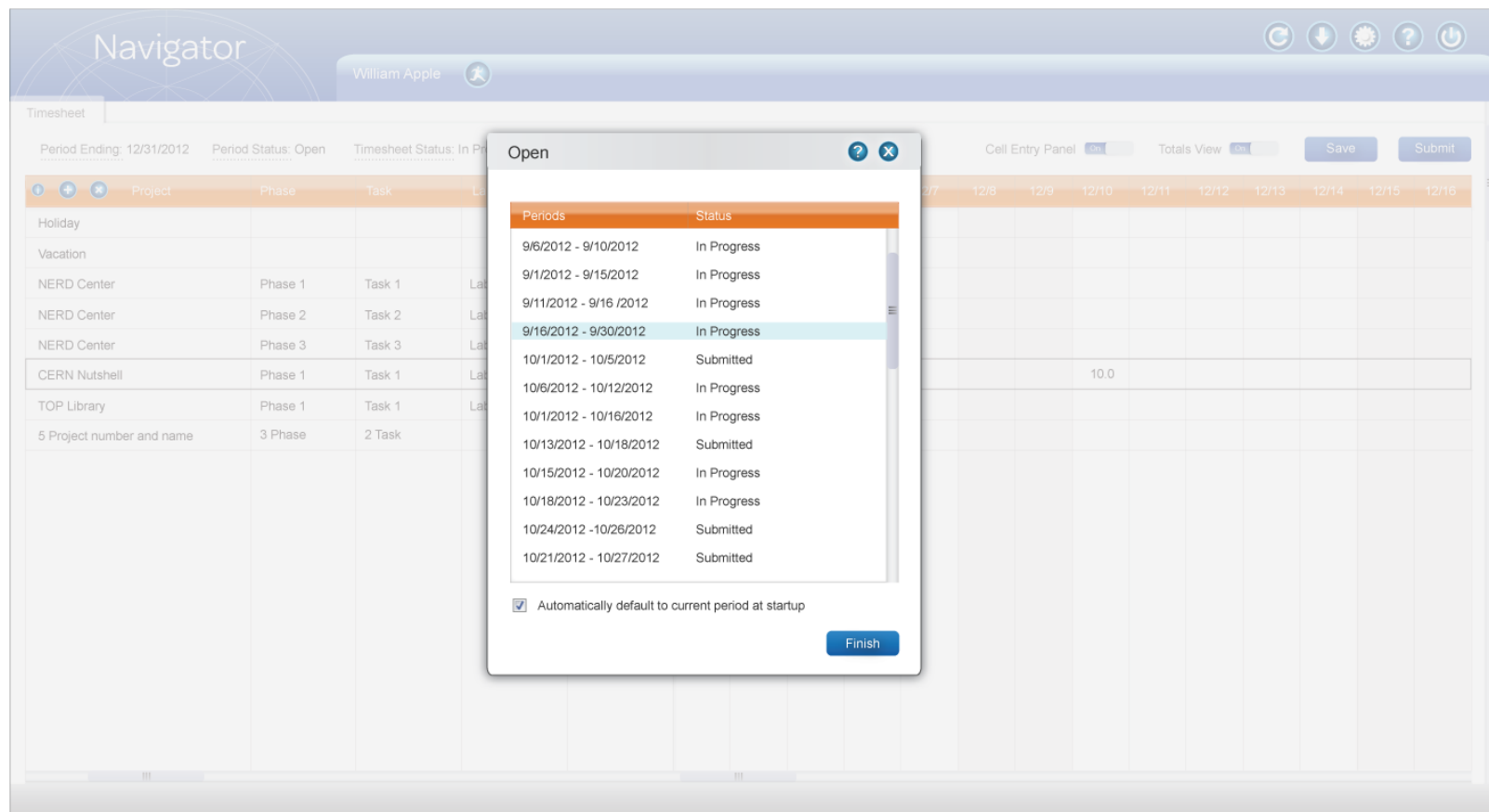


Figure 9b - Open dialog displays

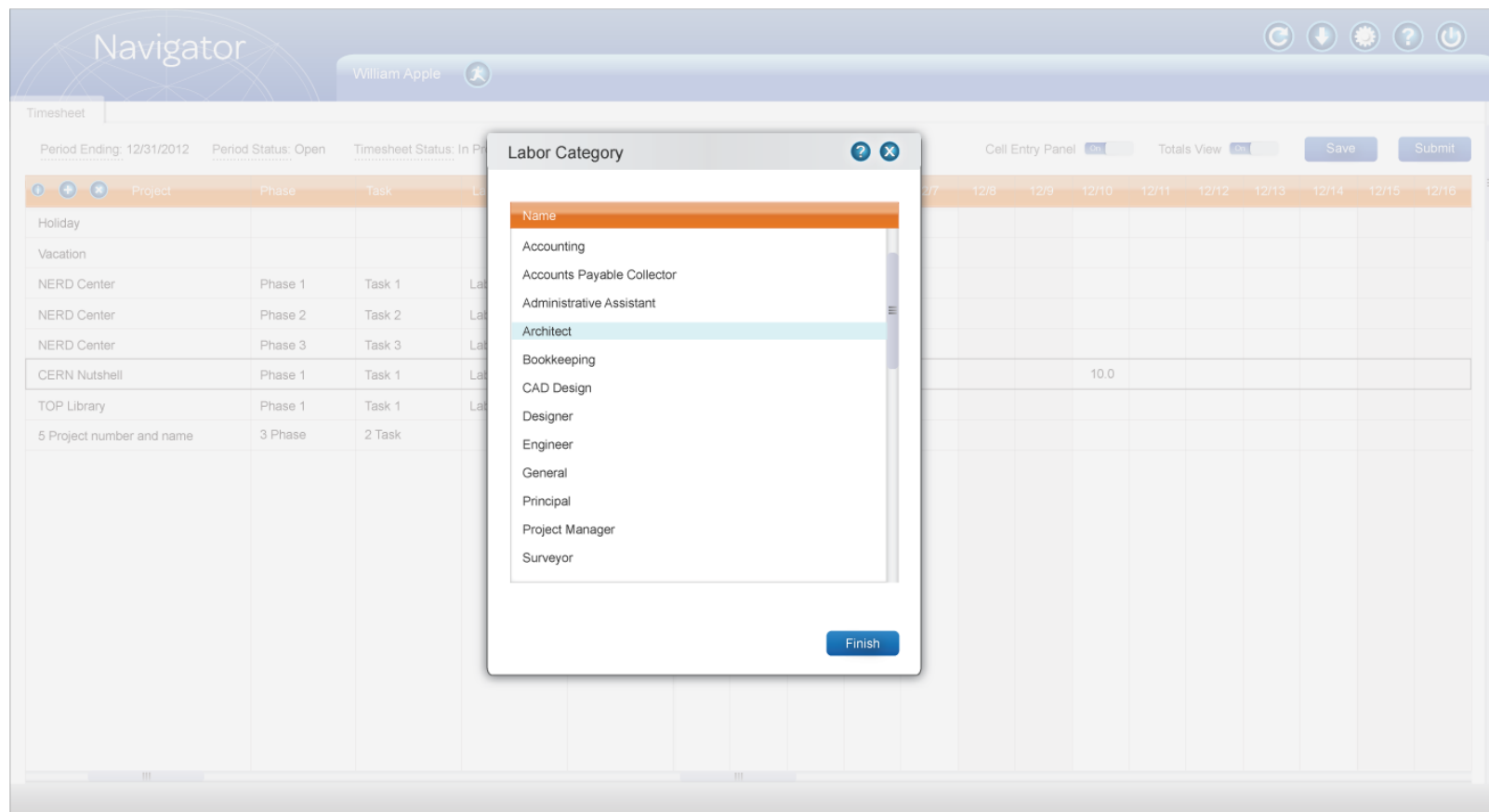


Figure 10 - Labor Category Lookup dialog