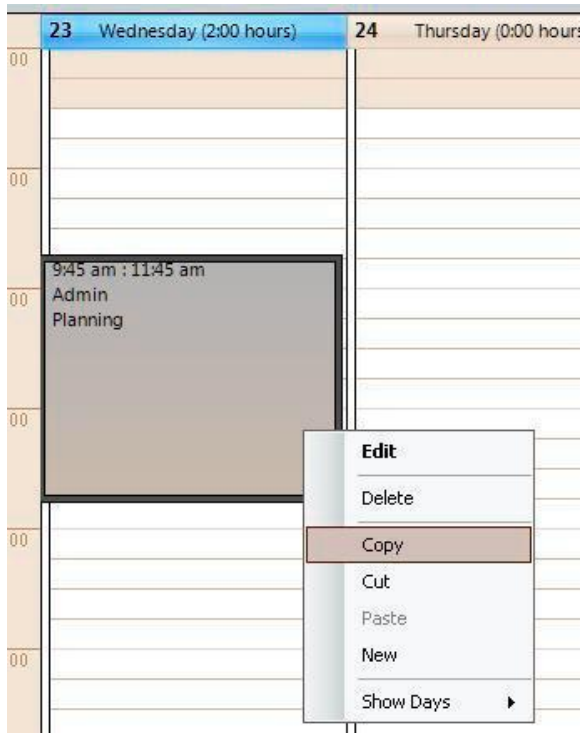


10 Top Tips for TimeVu

Here are a few extra features of TimeVu that you might not have come across.

1. Right hand mouse menu : Copy & Paste/Cut & Paste.

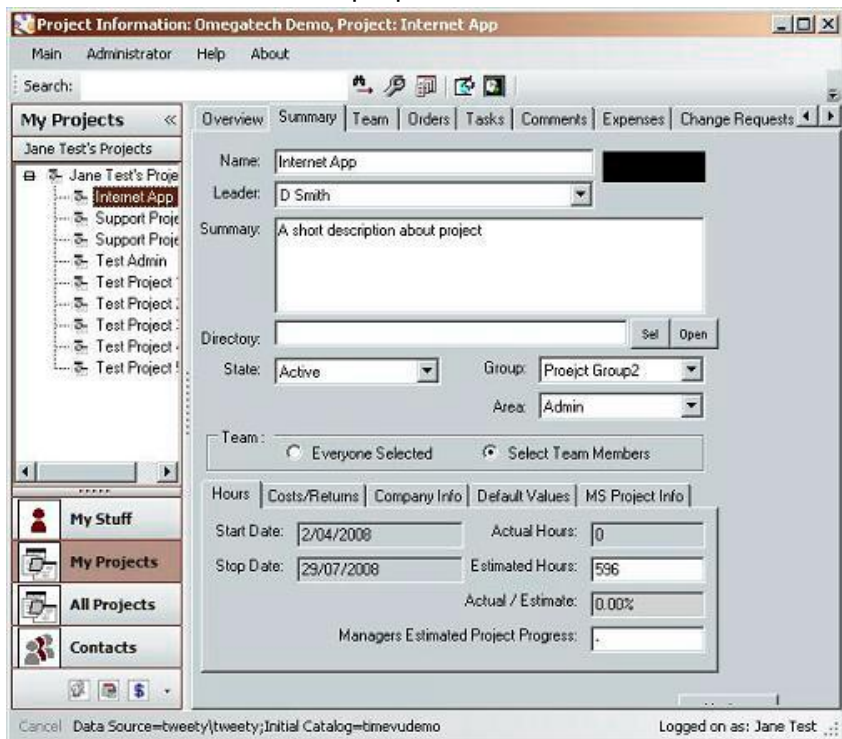
When you select a time-sheet entry and right click the mouse you will be shown a right-hand mouse menu.



When you highlight a time block and right mouse click you get a menu containing the option to "Copy" or to "Cut". Once a block has been copied you can paste this block as many times as you like into a free space on today's grid, another day, or onto another persons time sheet.

2. Project Summary information.

Getting project summary information is easy - just click on the project name – you'll get a dialog which summarizes the project information e.g.



By Project Information also shows other TimeVu documentation such as Comments, Change Requests, and Timesheet information.

Project Information: Omegatech Demo, Project: Support Project 1

Main Administrator Help About

Search:

My Projects <<

Jane Test's Projects

- Jane Test's Proj
- Internet App
- Support Proj
- Support Proj
- Test Admin
- Test Project
- Test Project
- Test Project
- Test Project
- Test Project

My Stuff

My Projects

All Projects

Contacts

Comments Expenses Change Requests TimeSheets Locations Search Locations Ir <>

Id	Name	Date ▼	Proj	Comment
3...	Jane Test	4/09/2008	Support Project 1	Continue work on MFG Spec
2...	Jane Test	20/08/2008	Support Project 1	Discuss Red Embedded response wi...
1...	Jane Test	15/08/2008	Support Project 1	review email from Daivid lesley regar...
1...	Jane Test	5/08/2008	Support Project 1	Call from Red embedded suggesting t...
1...	Jane Test	4/08/2008	Support Project 1	Work on MFG specification
59	Jane Test	24/07/2008	Support Project 1	work on MFG spec, review packagin...
60	Jane Test	24/07/2008	Support Project 1	Work on Mfg spec document
63	Jane Test	24/07/2008	Support Project 1	reviewing Red Embedded 2nd Propo...
71	Jim Ford	23/07/2008	Support Project 1	Further work on identifying standards.
75	Jane Test	23/07/2008	Support Project 1	Work on MFG spec
55	Jane Test	22/07/2008	Support Project 1	Work on Manufacturing specification
70	Jim Ford	22/07/2008	Support Project 1	Identify required standards for this p...
69	Jim Ford	21/07/2008	Support Project 1	Research what is required for a Man...
42	Jane Test	18/07/2008	Support Project 1	Meeting with Red embedded for them...
2	Jane Test	8/07/2008	Support Project 1	Meeting at Redhill to review platform ...
61	Jane Test	7/07/2008	Support Project 1	Review Cambridge Consultants Prop...
62	Jane Test	7/07/2008	Support Project 1	Logged
34	Jane Test	2/07/2008	Support Project 1	Review Sagentia 2nd proposal□□
1...	Jane Test	30/06/2008	Support Project 1	reviewing updated Apptech proposal...
1...	Jane Test	30/06/2008	Support Project 1	Logged□□
1...	Jane Test	30/06/2008	Support Project 1	reviewing red Embedded proposal a...
1...	Jane Test	30/06/2008	Support Project 1	Logged□□
1...	Jane Test	27/06/2008	Support Project 1	Logged□□
1...	Jane Test	27/06/2008	Support Project 1	reviewing BoM estimates to find reas...
1...	Jane Test	26/06/2008	Support Project 1	send Green product stuff to Mark @ ...
1...	Jane Test	24/06/2008	Support Project 1	Find and edit Green product definitio...

Cancel Projects : 9 Support Project 1 Timesheets : 63 , Hours Worked: 110.59, Value: \$7,189.00 Logged on as: Jane Test ..

You can filter these data sets using the right hand menu, select the column you want to filter on and right-click on the data with the term you want to filter with, the right click menu shows you the filter term e.g.;

3...	Jane Test	4/03/2008	Support Project 1	Continue work on mfg spec
2...	Jane Test	20/08/2008	Support Project 1	Discuss Red Embedded response wi...
1...	Jane Test	15/08/2008	Support Project 1	review email from Daivid lesley regar...
1...	Jane Test	5/08/2008	Support Project 1	Call from Red embedded suggesting t...
1...	Jane Test	4/08/2008	Support Project 1	Work on MFG specification
59	Jane Test	24/07/2008	Support Project 1	work on MFG spec, review packagin...
60	Jane Test	24/07/2008	Support Project 1	Work on Mfg spec document
63	Jane Test	24/07/2008	Support Project 1	reviewing Red Embedded 2nd Propo...
71	Jim Ford	23/07/2008	Support Project 1	Further work on identifying standards.
75	Jane Test	23/07/2008	Support Project 1	Work on MFG spec
55	Jane Test	22/07/2008	Support Project 1	Work on Manufacturing specification
70	Jim Ford	22/07/2008	Support Project 1	Identify required standards for this p...
69	Jim Ford	22/07/2008	Support Project 1	Research what is required for a Man...
42	Jan		1	Meeting with Red embedded for them...
2	Jan		1	Meeting at Redhill to review platform ...
61	Jan		1	Review Combridge Consultants Prop...
62	Jan		1	Logged
34	Jan		1	Review Sagentia 2nd proposal□□
1...	Jan		1	reviewing updated Apptech proposal...
1...	Jan		1	Logged□□
1...	Jan		1	reviewing red Embedded proposal a...
1...	Jan		1	Logged□□
1...	Jan		1	Logged□□

Information at the top of the dialog lets you know whether you have a filter set.

Tech Demo, Project: Support Project 1						
About						
Name = Jim Ford						
its	Expenses	Change Requests	TimeSheets	Locations	Search Locations	Invoices
ne	Date ▼	Proj	Comment	Start	Stop	
Ford	23/07/2008	Support Project 1	Further work on identifying standards.	11:00...	12:30...	
Ford	22/07/2008	Support Project 1	Identify required standards for this p...	11:30...	1:30 ...	
Ford	21/07/2008	Support Project 1	Research what is required for a Man...	11:00...	12:00...	

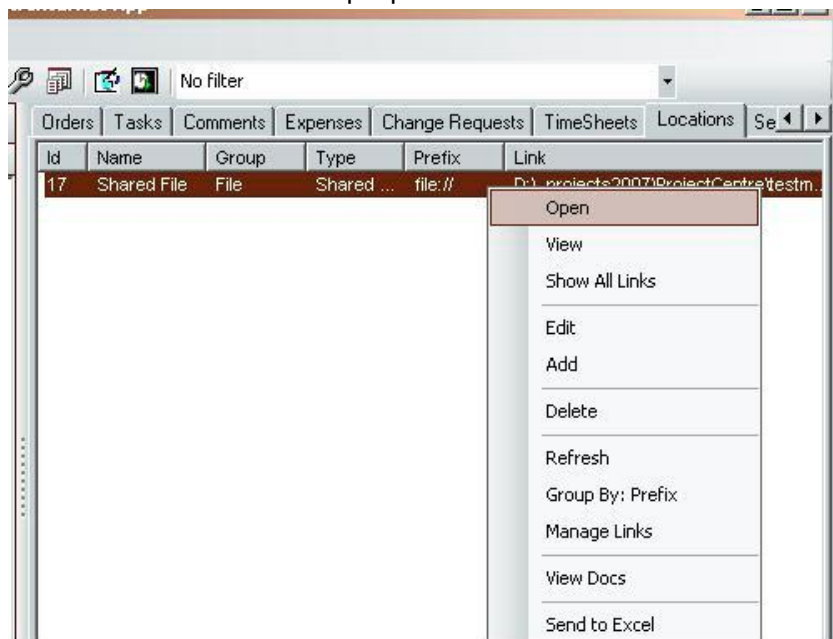
Information at the bottom lets you know how much data your seeing:

Cancel	Support Project 1 Timesheets : 3 , Hours Worked: 4,50, Value: \$292.50
--------	--

By pressing the builder buttons next to the control labelled "Filename" you can jump directly to these areas if they have been defined.

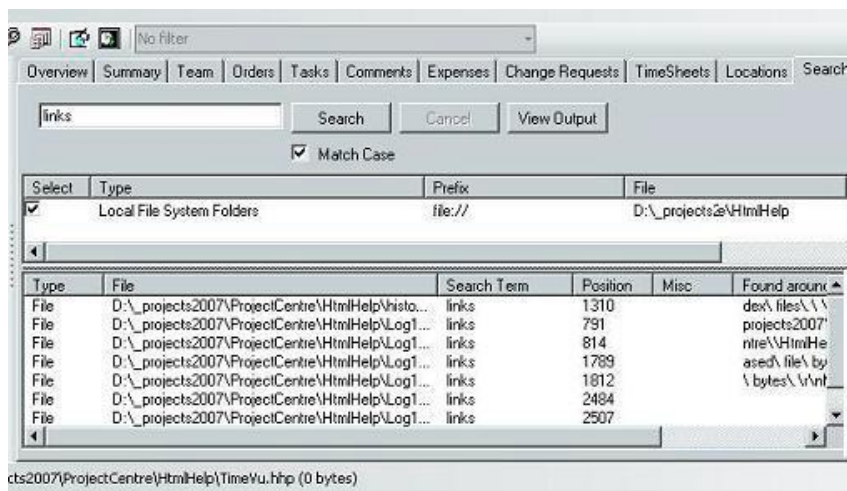
Overview	Summary	Team	Orders	Tasks	Comments	Expenses	Change	
Name:	Internet App							
Leader:	D Smith							
Summary:	A short description about project							
Directory:							Sel	Open
State:	Active	Group:	Project Group2					
		Area:	Admin					
Team:	<input type="radio"/> Everyone Selected <input checked="" type="radio"/> Select Team Members							
Hours	Costs/Returns	Company Info	Default Values	MS Project Info				
Filename:	ojects2007\ProjectCentre\testmpps\IntranetProject update.mpp						Sel	Open
<input type="checkbox"/>	Do not import Tasks with this flag set:							
Import		Export		Open Plan				

In the locations tab you can define your own directories or ones for your project group too - and jump directly to these locations [../font>/p>](#)just double click the entry. The right-mouse menu gives you the options to Open, Add, Delete, Edit these links



The Show all links lets you see others peoples links for these projects.

File locations are searchable, from the "Search Locations" Tab [the locations dialog says which are searchable]



Search lets you search from the locations that you defined. You can remove areas you don't want to search by clicking on the 'Select' button in the top view.

Search searches recursively - all folders under the one you have specified - so be careful

selecting the folders you want - but note - it wont search in binary data.

You can cancel the search at any time - press the cancel button.

You can also go directly to files it finds by double clicking on the entries in the top view and in the lower search result view.

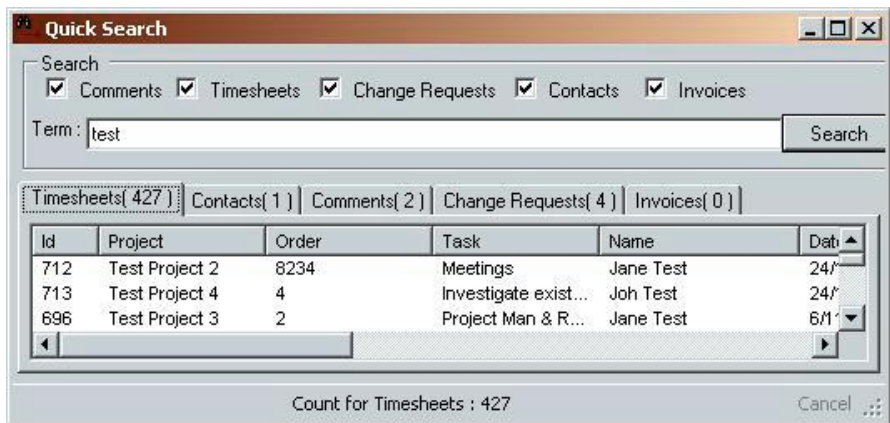
If you want to see more detail about what is being searched while the search is running press the "View Output" button.

3. Quick Search

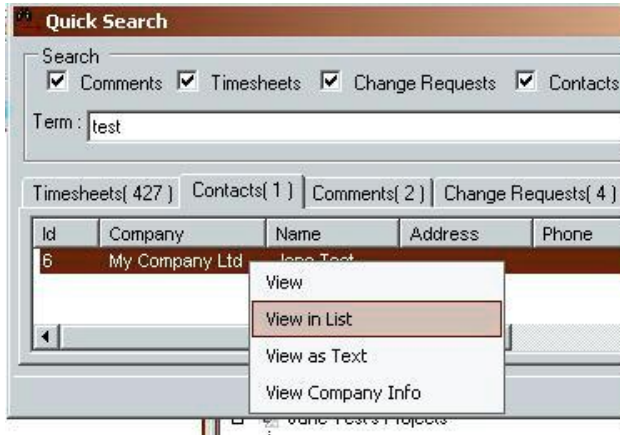
If your looking for some piece of data saved away - maybe as a comment, or a contact - then use the Quick Search option.



Just type in the "Term:" control and press enter. You get search results for each ticked box shown in its own tab



You can view the data in more detail by double clicking the results pane. Other ways of view the data are shown on the right-hand menu:



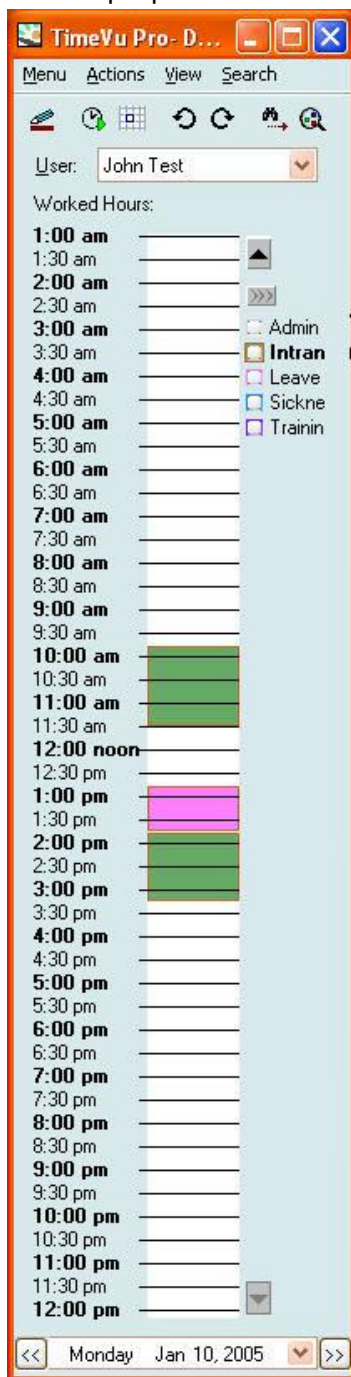
View shows the data in a form, view in list shows the data in the list form, view as text shows it in a text file so that you can then cut and paste into another application. View Company Info shows the company information in the Contacts area..

4. Timesheet Resizing

The dialog resizes both vertically and horizontally and the grid resizes too.

You can also change how many days you show on the grid.

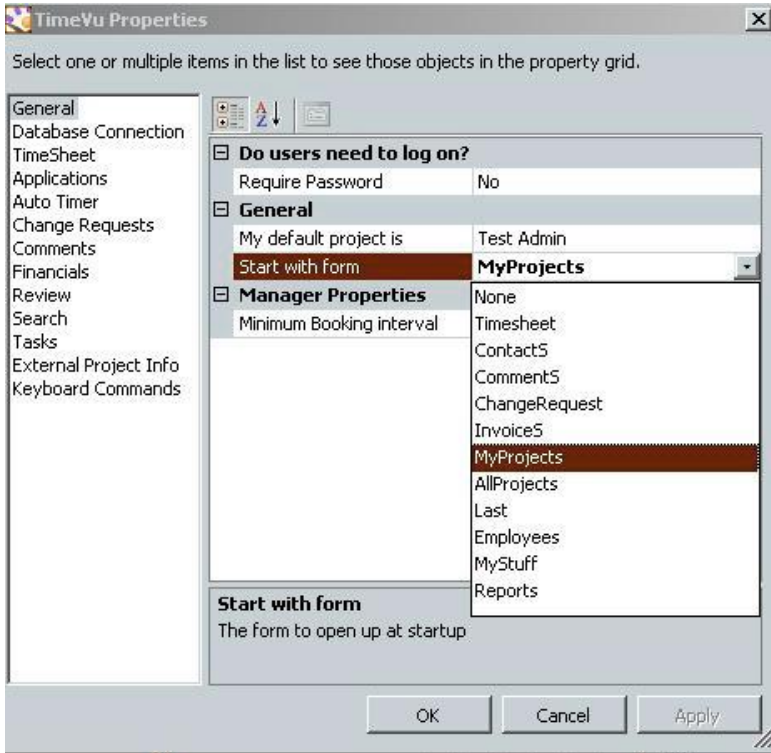
When you resize vertically the grid will resize giving you a larger snapshot of the day. This lets you change the viewing region to match your needs eg



When you close the dialog the sizing options are recorded for when you open it later.

5. Start with the default Dialog.

The Properties give you some control over how the application works for you. One useful property is which dialog will start up when the application begins - you can select None or any one of the dialogs - you can even select to bring up Timesheet and Autotimer together.



6. Delete with {DEL} key

You can delete a time sheet entry from the right hand mouse menu and the delete key. When using the delete key the entry must both be selected and highlighted. Selection occurs only when you click on the entry with the left hand mouse.

7. Export Review to Excel

Time sheet entries can be exported to excel. You can do this from the Week review dialog. Select the data you want to export and press the "Export/Excel" menu item, you will get something like:

Summary		Review		TimeSheets					
Id	Proj...	Name	Date	Start	Stop	Comment	Hours	Order	
6...	Tes...	Jane Test	27/10/2008	11:00...	12:06...	Work on FPGA PCB proposal	1.1	Default	
6...	Tes...	Jane Test	27/10/2008	12:30...	2:00...	Work on FPGA PCB proposal	1.6	Default	
6...	Tes...	Jane Test	27/10/2008	3:30...	6:05...				
6...	Tes...	Jane Test	24/10/2008	10:00...	11:00...				
6...	Tes...	Jane Test	24/10/2008	11:30...	1:00...				
6...	Des...	Jane Test	24/10/2008	2:00...	6:30...				
6...	Des...	Jane Test	23/10/2008	10:00...	12:30...				
6...	Des...	Jane Test	23/10/2008	1:00...	5:30...				
6...	Des...	Jane Test	22/10/2008	9:00...	12:30...				
6...	Sup...	Jane Test	22/10/2008	3:00...	3:30...				
6...	Des...	Jane Test	22/10/2008	3:30...	6:00...				
6...	Des...	Jane Test	21/10/2008	11:00...	12:00...				
6...	Tes...	Jane Test	21/10/2008	9:30...	10:00...				
6...	Tes...	Jane Test	21/10/2008	10:00...	10:30...				
6...	Des...	Jane Test	21/10/2008	12:30...	1:30...				
6...	Tes...	Jane Test	21/10/2008	1:30...	2:00...				

Clipboard		Font	
		Calibri 11	
		B <i>I</i> <u>U</u>	
		A1	
	A	B	C
1	Id	Project	Name Date
2	696	Test Project 3	Jane Test 6/1
3	697	Test Project 3	Jane Test 6/1
4	692	Test Project 3	Jane Test 5/1
5	693	Test Project 3	Jane Test 5/1
6	687	Test Project 3	Jane Test 4/1

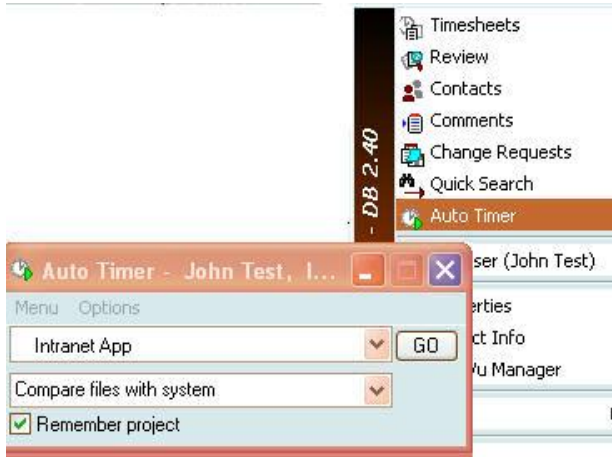
8. Double click to add time-sheet entry.

Double-clicking on the time-sheet grid lets you quickly place a time entry into your day. The tool bar gives you fast options :

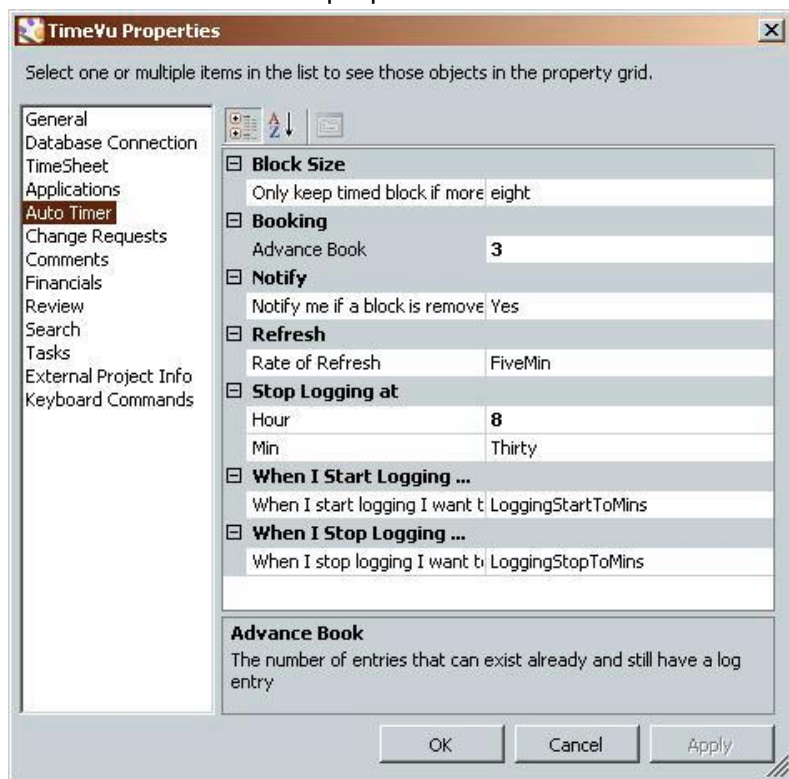


9. Start Auto-timing.

TimeVu can be set to record times in an automated way using the start timing function on the menu of the icon in the task bar, eg



Select a project to time and, as long as there aren't any other entries, TimeVu will begin logging a entry to this selected project at the current time The timing function automatically stops if the section "bumps" into an existing entry. When you want to stop timing this entry you can select either "Stop Timing" from the menu, or "Start Timing" on another project. The next project will begin at the next 15min free slot. If you forget to stop timing your day, don't worry, you can set a predefined stop time in the properties, under the **Auto Logging** tab :



10. Generate invoices

You can use TimeVu to automatically generate invoices from your data - Invoices can be generated directly from the timesheets and expenses using the "Add Invoices" Wizard

Project Information: Omegatech Demo, Project

Main Administrator Help About

Search:

My Projects <<

Jane Test's Projects

- Jane Test's Projects
 - Internet Refresh Projects
 - Support Add Project
 - Support Add Invoice
 - Test Ad
 - Test Pro
 - Test Pro Group by
 - Test Project 3
 - Test Project 4

Overview

ID	Project	Know
233	Internet App	
222	Support Project 1	Looki
229	Support Project 2	Looki
223	Test Admin	-
225	Test Project 1	-
228	Test Project 2	DMX

The wizard can create hourly or fixed price invoices.

Invoice Type | Date Range Selection | Project Selection | Invoice dates | Tax/Comments | Formats

What Type of Invoice

Hourly Rate Contract
 Fixed Price Contract

For Project: Show Active Projects

From timesheets within a certain time range

Invoice - Create

Invoice Type | **Date Range Selection** | Project Selection | Invoice dates | Tax/Comments | Formats | Expenses

This wizard lets you generate invoices against your customers based on the invoicable cost of timesheet entries. You can do this for any selection of times and projects. When the wizard completes you can edit each invoice separately.

Time Interval Selection:

All times included.

Month: February Year: 2009

Interval: Q1 (Jan-Mar) Year: 2009

Custom: Tuesday ,10 February 2009 to Tuesday ,10 February 2009

Timesheet Records in this range :

Invoicable cost of these:

You can set your tax rate, add comments, include your expenses, and add ad-hoc items.

The summary tab brings this all together to show you the figures

- Create

Ipe | Date Range Selection | Project Selection | Invoice dates | Tax/Comments | Formats | Expenses | Add Item | **Summary** | Finish | Times

invoices that will be generated can be summarised as:

Number of invoices: Total Hours: Number of timesheets:

Customer: Total Line Items: Number of Line Items:

Project: Total Expenses: Number of Expenses:

Total Value:

When you are happy with your selection you can click on the "Finish" tab and click the "Create Invoice" Button

invoice - Create

Invoice Type | Date Range Selection | Project Selection | Invoice dates | Tax/Comments | Formats | Expenses | Add Item | Summary | Finish

Generating Hourly Rate invoice for:

Project: Design Investigation
 Company: Customer1
 TimeSheets: 73
 Order: 8193
 Time period: Not Set to Not Set
 Invoice Dates:
 Created On: 10/02/2009

Create Invoice

Omega Technology Ltd
 Software Consultants

Tax Invoice

Invoice Ref: 3

Timesheets and expenses that are invoiced are marked as such in the listviews.

Invoices can be monitored via the invoices tabs in the Project and Contact areas. There is also a Invoices area that shows information about the invoices. This also shows the invoice document.

Invoices

Invoices

- \$ Invoices
 - \$ 2009 (3)
 - \$ [3] Customer1
 - \$ [2] Customer3
 - \$ [1] Customer1

My Stuff

My Projects

All Projects

Contacts

Invoice Data | Invoice Report

Invoice Ref: 3
 Company: Customer1
 Attention Of: Accounts
 Status: Preparation

Project: Design Investigation
 Order:
 Date Payment By: 10/02/2009
 Payment Terms: Please pay by 10 Feb 09.
 Date Fully Paid:

Items | Payments | Timesheets | Financial Summary

InvLineID	InvId	InvRef	Project	Order	LineCategory	Employ
195	77	3	Design Investigat...	8193	LABOUR	Jane T...
196	77	3	Design Investigat...	8193	PARTS	

Cancel