

Time Registration:

Entering and viewing time registration.

Purpose: Enter time for tasks done, keep track of hours used, and gain overview of hours used and hours available on projects or tasks.

Perspective: "Time Registration"

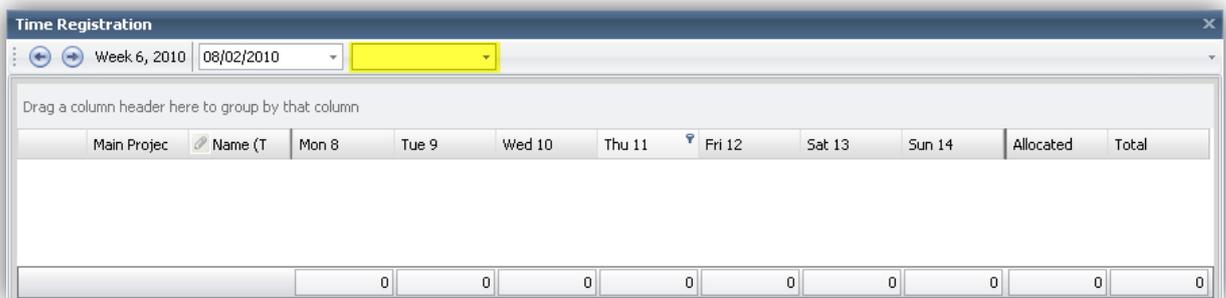
In this tutorial we explore:

1.1 Entering time registration

1.2 Following up on hours in the People Gantt Chart

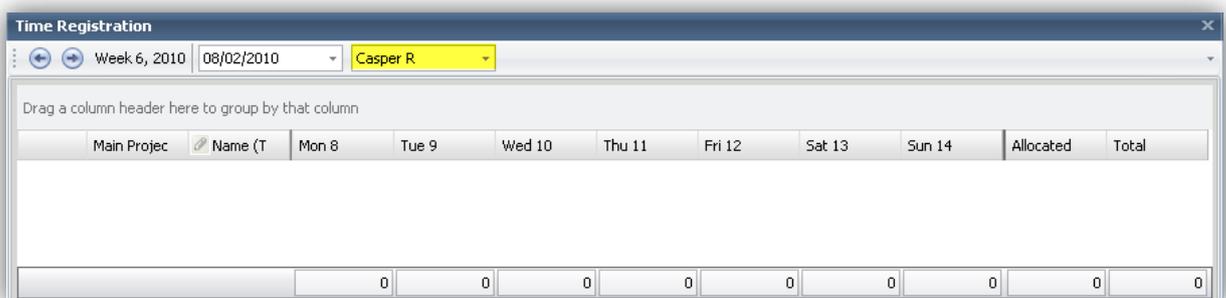
1.1 Enter time registration:

Open the Time Registration view. If you are using a database system, your name should already be entered already but if not, choose your name from the drop down menu.



The screenshot shows the 'Time Registration' window. At the top, there are navigation arrows, 'Week 6, 2010', and a date dropdown set to '08/02/2010'. Below this is a yellow dropdown menu. The main area contains a table with the following structure:

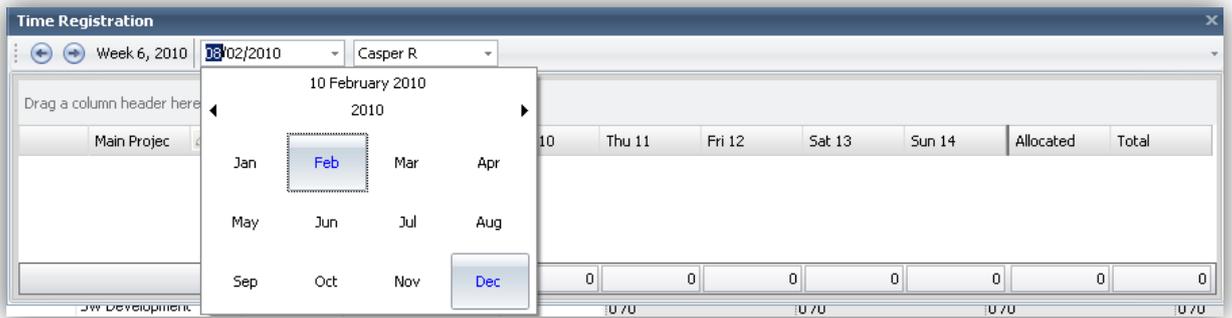
Drag a column header here to group by that column										
Main Projec	Name (T)	Mon 8	Tue 9	Wed 10	Thu 11	Fri 12	Sat 13	Sun 14	Allocated	Total
		0	0	0	0	0	0	0	0	0



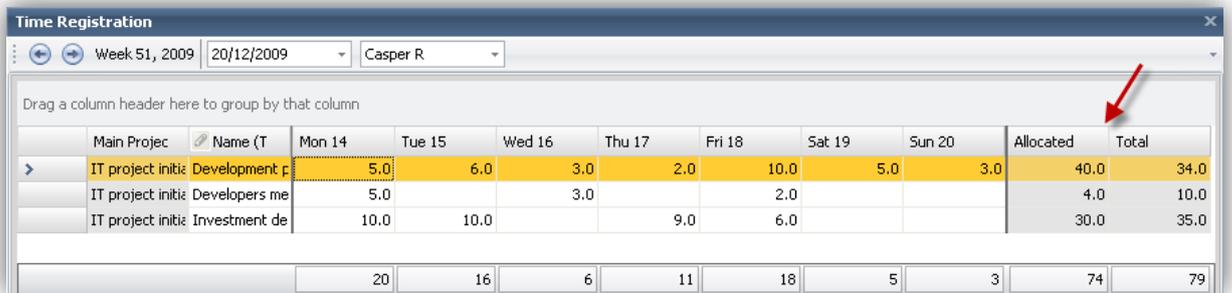
This screenshot is identical to the one above, but the yellow dropdown menu now displays 'Casper R'.

Selecting date

Choose the date you want to report time for by using the arrow keys or the calendar drop down to move to the correct date.

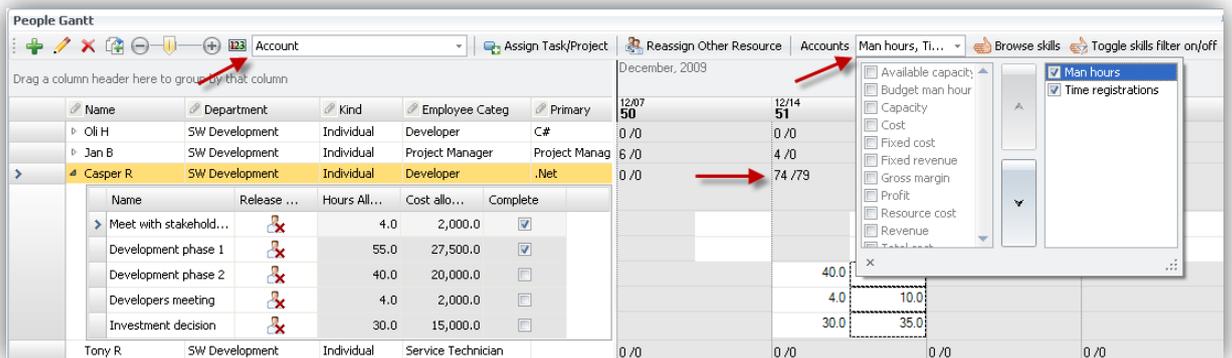


The tasks appear under the Main Project Name. The allocated column shows the amount of hours entered by managers; this is the amount of hours expected for the task to be completed. The total column indicates how many actual hours were used based on a sum of the hours entered.



In the bottom bar, you can see the daily totals for all tasks within a day.

1.2 Following up on hours in the People Gantt Chart



In the People Gantt, choose "Account" view, and then under "Accounts" select both Man Hours and Time Registrations. You can see the allocated hours first (74) and the total entered hours second (79) represented by 74/79. If you are using the tutorial.mpi data file, this is already set up for you.

To more clearly see the difference between time registration hours and man hours, you can color the columns.

Accounts			
Drag a column header here to group by that column			
	Name	Description	Color
>	Man hours	Working hours for resources	<input type="checkbox"/>
	Time registrations	Time registrations of work performed by resources.	<input checked="" type="checkbox"/>
	Resource rate	Redirects to the rate of a resource or assignment.	<input type="checkbox"/>
	Budget man hours	Working hours for budget resources	<input type="checkbox"/>
	Resource cost	Cost of a resource for one hour, as an internal expense	<input type="checkbox"/>

Below, you can see the registered hours in blue, and the expected hours in grey.

People Gantt Chart						
Time Registration Projects & Tasks People Gantt Chart						
Display Account Cells/Bars Cells and Bars						
View Options Accounts Man hours, Ti...						
Drag a column header here to group by that column						
					November, 2009	
	Assign Acti	Name	Con	10/29	11/02	
		Oli H	Plannir	44	45	
		Jan B	Plannir	0	0	
		Casper R	Plannir	0	55	0
		Tony R	Mainte	0	0	0

Using the small grey triangle icon, you can expand on Jan's tasks to see which hours were used for particular tasks. The totals are still at the top as indicated by the red arrow, but the breakdown of hours is below, explained for each task.

People Gantt Chart																		
Drag a column header here to group by that column																		
					November, 2009													
	Assign Acti	Name	Con	10/29	11/02	11/09												
		Oli H	Plannir	44	45	46												
		Jan B	Plannir	0	0	0												
		<table border="1"> <thead> <tr> <th>Name</th> <th>Total Re...</th> </tr> </thead> <tbody> <tr> <td>> Assign needed people</td> <td>14400</td> </tr> <tr> <td>Developers meeting</td> <td>3200</td> </tr> <tr> <td>Prepare presentation</td> <td>4800</td> </tr> <tr> <td>IT project initiation</td> <td>0</td> </tr> <tr> <td>Review budget</td> <td>0</td> </tr> </tbody> </table>	Name	Total Re...	> Assign needed people	14400	Developers meeting	3200	Prepare presentation	4800	IT project initiation	0	Review budget	0				
Name	Total Re...																	
> Assign needed people	14400																	
Developers meeting	3200																	
Prepare presentation	4800																	
IT project initiation	0																	
Review budget	0																	
				12.0	6.0	6.0												
					27.0													

For more tutorials, visit our online Learning Center at http://marstrandinnovation.com/downloads/knowledge/learning_center/ where you can read step-by-step tutorial PDFs or watch MPI in action through our videos.