



**F2**

# Time Sheet

Version 5.1

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## Reading Guide

This manual is intended for existing, new and potential users of F2 Time sheets. It contains a short introduction and a general description of the functionality and configuration of F2 Time sheets.

Commands (i.e. the buttons you click) are displayed in **bold**. Field or list references are made using "quotation marks".

When referring to other documentation, this is indicated in *italics*.

The manual features a number of screenshots to help you easily find the described functions. Screenshots with lines and associated text show you where to click in F2.

Enjoy!

## Introduction to F2 Time sheet

F2 Time sheet is an acquisition module that enables registration of number of hours spent on cases in F2.

F2 Time sheet shows the overall number of hours spent on a specific case, as well as the time sheet for individual case manager. F2 Time sheet gives you the ability to get an overview of the time spent on a specific case in F2.

The module is not developed to replace an already existing time sheet system, but as a complementary tool to help users get an overview of the time spent on the cases they work with.

The registration happens automatically in an active record and case window and the time is logged by F2 Time sheet on the associated case. That is, when a record or a case is opened, the time sheet automatically starts on the associated case.

The time is registered on the case until you switch to another case after which the time sheet starts on the new case.

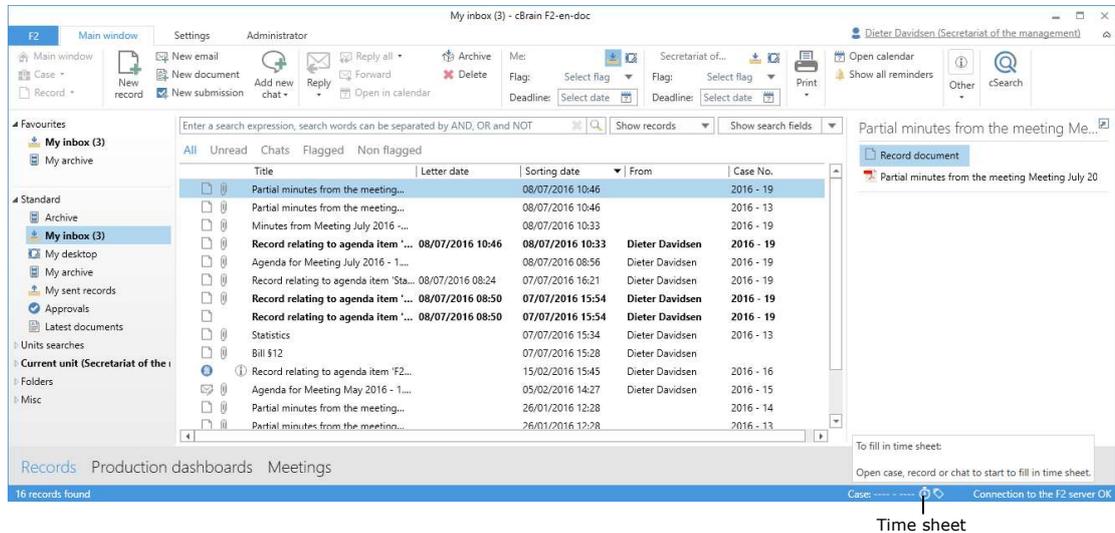
Because the time sheet only takes place on cases and records connected to a case, F2 Time sheet will not be activated if you are working on a record which is not attached to a case.

The ongoing time sheet can be manually paused and started again during for instance at lunch break.

The time used on a specific case is registered and saved, enabling you to see how much time you have spent on a specific case or cases in F2. These time sheets can be used as an input to the already existing time registration system.

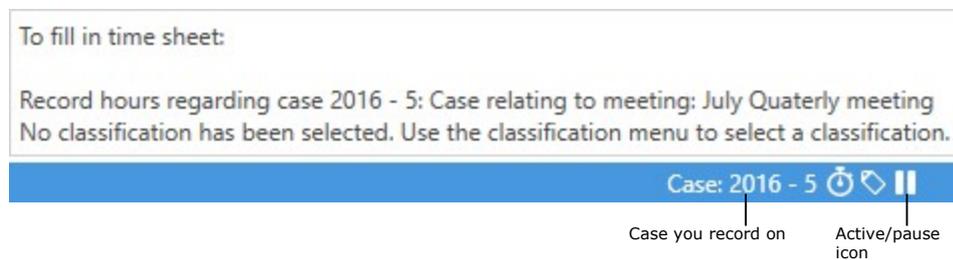
## Activate time registration

F2 Time sheet is accessed through the blue bar in the bottom of F2's main window.



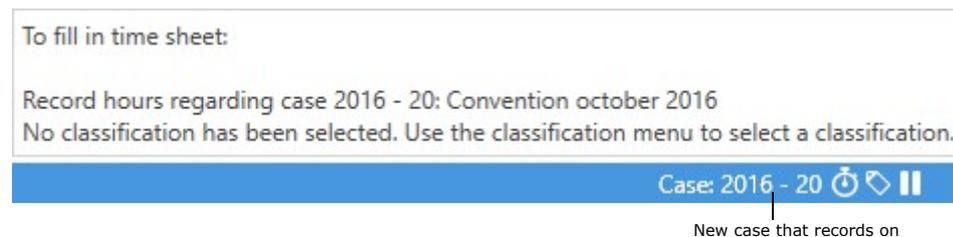
**Figure 1: Location of F2 Time sheet. Registration not started**

As soon as a case, record or a chat/note on a record affiliated with a case is opened, the time sheet will start. It appears in the blue field at the bottom of the main record or case window as displayed below. The field indicates the current case number on which the time is recorded.



**Figure 2: Time sheet and case number. Recording started**

When you switch to a new case, the case number in the bottom right corner of the screen automatically changes to the new case number (in the example below to 2016 - 20) and the time sheet of the previous case stops (in the example here 2016 - 5).



**Figure 3: Time sheet on case 2016 - 20**

As long as the case/record is open the time will be registered.

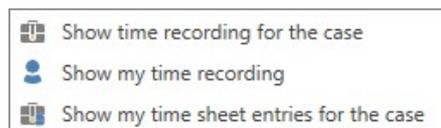
**Note:** If you switch to a record which is not attached to a case, the time sheet will automatically stop.

## The time registrations different options

When this module is active, an icon with information regarding the time sheet will appear in the blue bar in the bottom right corner of the F2 main-, record- and case window.

By clicking the time sheet icon  in the bottom right corner of F2 main-, record- and case window you will get three options to deal with the time sheets:

1. **Show time recording for the case** shows an overview of all users' recorded time for a specific case.
2. **Show my time recording** shows an overview of your recorded time for all cases.
3. **Show my time sheet entries for the case** shows an overview of your recorded time for a specific case.



**Figure 4: View options for recording hours on a specific case**

Below follows a more detailed review of the three options to view time recordings. Each option opens a dialogue with a summary, which amongst other things will show the following information about the recorded time:

- Date.
- Start and end time of the registration.
- Who recorded the time.
- Case number and title.
- Duration of the recording.
- Classification.
- Comments, if any.

### Time recording for the case

By clicking **Show time recording for the case** the dialogue will open as displayed below. The dialogue shows how much time has been spent registering the case you have marked when the dialogue is opened (The case or one of the case's records).

Date	Start	End	Case manager	Case No.	Case title	Duration	Classification	Comments
09/08/2016	10:43	10:51	Vibeke Villasen	2016 - 20	Convention october 2016	00:08:00		
09/08/2016	10:51	10:57	Hanne Winter	2016 - 20	Convention october 2016	00:06:01		
09/08/2016	11:04	11:15	Hanne Winter	2016 - 20	Convention october 2016	00:11:02		
09/08/2016	11:16	11:18	Vibeke Villasen	2016 - 20	Convention october 2016	00:02:00		
09/08/2016	11:20	12:24	Vibeke Villasen	2016 - 20	Convention october 2016	01:04:00		
09/08/2016	12:25	12:56	Vibeke Villasen	2016 - 20	Convention october 2016	00:31:00		
09/08/2016	12:56	13:01	Hanne Winter	2016 - 20	Convention october 2016	00:05:00		
09/08/2016	13:02	16:10	Vibeke Villasen	2016 - 20	Convention october 2016	03:08:01		
10/08/2016	13:44	14:46	Vibeke Villasen	2016 - 20	Convention october 2016	01:02:04		
10/08/2016	15:06	15:07	Vibeke Villasen	2016 - 20	Convention october 2016	00:01:00		
12/08/2016	12:29	15:14	Vibeke Villasen	2016 - 20	Convention october 2016	02:45:03		
15/08/2016	10:42	10:48	Vibeke Villasen	2016 - 20	Convention october 2016	00:06:00		
Total duration:						16:29:51	(17 records)	

**Figure 5: The time sheet of the case**

A more detailed description of the dialogue's different functions will be described in section *The time sheet*.

### My time recording

By clicking **My time recording** the dialogue below will open. The overview now looks like this and displays all your recorded time on different cases.

Date	Start	End	Case manager	Case No.	Case title	Duration	Classification	Comments
17/08/2016	14:51	14:58	Vibeke Villasen	2016 - 5	Case relating to meeting...	00:07:00		
17/08/2016	14:58	15:18	Vibeke Villasen	2016 - 20	Convention october 2016	00:20:14		
16/08/2016	10:43	15:31	Vibeke Villasen	2016 - 20	Convention october 2016	04:48:06		
15/08/2016	15:51	16:25	Vibeke Villasen	2016 - 20	Convention october 2016	00:34:00		
15/08/2016	10:53	10:58	Vibeke Villasen	2015 - 3	Recruitment of a new em...	00:05:00		
15/08/2016	10:52	10:53	Vibeke Villasen	2015 - 10	Climate report based on t...	00:01:00		
15/08/2016	10:49	10:52	Vibeke Villasen	2016 - 21	Citizen request august	00:03:00		
15/08/2016	10:42	10:48	Vibeke Villasen	2016 - 20	Convention october 2016	00:06:00		
12/08/2016	10:30	12:29	Vibeke Villasen	2015 - 3	Recruitment of a new em...	01:59:01		
12/08/2016	12:29	15:14	Vibeke Villasen	2016 - 20	Convention october 2016	02:45:03		
12/02/2016	10:53	10:54	Vibeke Villasen	2016 - 5	Case relating to meeting...	00:01:00		
10/08/2016	13:44	14:46	Vibeke Villasen	2016 - 20	Convention october 2016	01:02:04		
Total duration:						25:10:48	(33 records)	

**Figure 6: Time sheet on multiple cases**

See the section *Time sheet* for further information about the functionality of the dialogue.

## My time sheet entries on the case

When you work on a case or a record attached to a case you can at any time click **Show my time sheet entries on the case** regardless of the window opened at that same moment. Hereafter the dialogue below opens with an overview of the case manager's time sheet on the specific case.

Date	Start	End	Case manager	Case No.	Case title	Duration	Classification	Comments	
17/08/2016	12:41	14:26	Vibeke Villasen	2016 - 20	Convention october 2016	01:45:02			
17/08/2016	14:30	14:32	Vibeke Villasen	2016 - 20	Convention october 2016	00:02:00			
17/08/2016	14:58	15:28	Vibeke Villasen	2016 - 20	Convention october 2016	00:29:32			
16/08/2016	10:43	15:31	Vibeke Villasen	2016 - 20	Convention october 2016	04:48:06			
15/08/2016	10:42	10:48	Vibeke Villasen	2016 - 20	Convention october 2016	00:06:00			
15/08/2016	15:51	16:25	Vibeke Villasen	2016 - 20	Convention october 2016	00:34:00			
12/08/2016	12:29	15:14	Vibeke Villasen	2016 - 20	Convention october 2016	02:45:03			
10/08/2016	13:44	14:46	Vibeke Villasen	2016 - 20	Convention october 2016	01:02:04			
10/08/2016	15:06	15:07	Vibeke Villasen	2016 - 20	Convention october 2016	00:01:00			
09/08/2016	10:43	10:51	Vibeke Villasen	2016 - 20	Convention october 2016	00:08:00			
09/08/2016	11:16	11:18	Vibeke Villasen	2016 - 20	Convention october 2016	00:02:00			
09/08/2016	11:20	12:24	Vibeke Villasen	2016 - 20	Convention october 2016	01:04:00			
Total duration:							16:25:48	(14 records)	

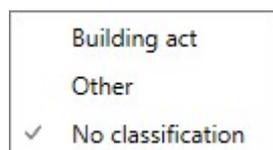
**Figure 7: Time sheet with "My time records" on the case 2016-20**

In the dialogue there are postings displayed on the case, on which you are currently working (in the example above, case 2016 - 20). If there are several postings on the same case it is because work has been done on the case multiple times or because there has been a break in the registration.

In the dialogue it is also possible to see the time sheets for other case managers, cases and classification as well as selecting a time interval. This will be demonstrated in section *Search in time sheets*.

## Registration of hours for a specific classification

Besides registering the time used on a case, the time recording also enables you to classify the recordings. Depending on which classification you may choose, the time recording will be maintained on all such classifications. These classifications are defined by an administrator in F2 and can only be changed by an administrator through menu item "Value list administration" under tab "Administration".



**Figure 8: Classification**

In the example displayed you can choose the following classifications: "Building act", "Other" and "No classification", where the default classification is "No classification". These options appear by clicking the icon  at the bottom right corner in F2's main-, record- or case window.

Classification of time sheets are set when you activate the time recording.

**Note:** It is only possible to set classification, if the time recording has started.

The classification will also appear in the time sheet next to individual recordings as displayed below.

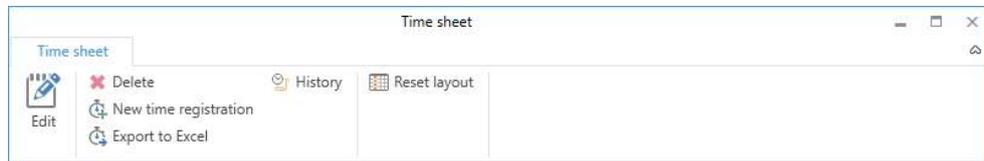
Classification

Date	Start	End	Case manager	Case No.	Case title	Duration	Classification	Comments
18/01/2016	13:49	17:32	Vibeke Villasen	2016 - 2	Case relating to meeting...	03:42:16	Other	
18/08/2016	09:23	09:24	Vibeke Villasen	2016 - 22	Board meeting October 2...	00:01:00	Other	
17/08/2016	14:58	15:46	Vibeke Villasen	2016 - 20	Convention october 2016	00:48:00	Building act	
17/08/2016	16:03	16:04	Vibeke Villasen	2016 - 20	Convention october 2016	00:01:00	Building act	
18/08/2016	09:26	09:26	Vibeke Villasen	2015 - 10	Climate report based on t...	00:00:20	Building act	
18/08/2016	09:24	09:24	Vibeke Villasen	2016 - 17	Project Steering Committee	00:00:34	Building act	
17/08/2016	16:04	16:05	Vibeke Villasen	2016 - 20	Convention october 2016	00:01:00	Building act	
17/08/2016	15:47	16:03	Vibeke Villasen	2016 - 20	Convention october 2016	00:16:00		
17/08/2016	14:51	14:58	Vibeke Villasen	2016 - 5	Case relating to meeting...	00:07:00		
12/08/2016	10:30	12:29	Vibeke Villasen	2015 - 3	Recruitment of a new em...	01:59:01		
17/08/2016	12:41	14:26	Vibeke Villasen	2016 - 20	Convention october 2016	01:45:02		
16/08/2016	10:43	15:31	Vibeke Villasen	2016 - 20	Convention october 2016	04:48:06		
Total duration:		25:59:01	(40 records)					

**Figure 9: Overview of the case manager's time sheet per classification**

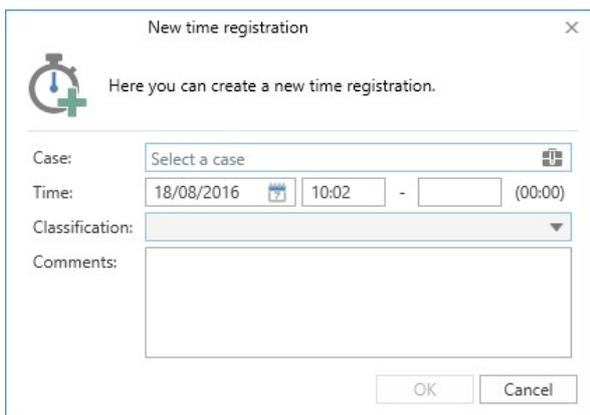
# The time sheet

The time sheet gives an overview of the time registrations at the Authority. On top of the time sheet is a ribbon menu with items to administer the time registrations.



**Figure 10: The time sheet's ribbon**

The different menu items are described in the table below.

Field	Purpose
 Edit	Edits the marked time record. See the section <i>Edit, comment and classify time registration</i> for further information.  <b>Note:</b> It is not possible to edit other users' time registrations.
 Delete	Deletes the marked time record.  <b>Note:</b> It is not possible to delete other users' time registrations.
 New time registration	Creates a new time registration. The following dialogue opens: <div data-bbox="782 1321 1372 1736" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

**Figure 11: Create a new time registration**

Here the following is indicated:

- Case to be registered.
- Date and time spent on the case.

Field	Purpose
	<ul style="list-style-type: none"> <li>Any classification and comments concerning the registration.</li> </ul> <p>To create the new time registration, click <b>OK</b>.</p>
 Export to Excel	Exports the content of the time sheet to Excel. See section <i>Export of time sheet to Excel</i> for further information.
 History	<p>Opens the dialogue "History" where any changes to a time registration will be displayed.</p> <p><b>Note:</b> The menu item "History" is only active for time registrations where previous changes have been made.</p>
 Reset layout	Overwrites the current column settings with the standard global column settings.

## Searches in the time sheet

With F2 Time sheet you are able to search for specific time registrations on the basis of their information. Below is a list of the search fields:

Field	Purpose
<p>Case manager</p> <input type="text" value="Vibeke Villasen"/>	You are able to search for a specific user's time registrations by typing the user's name in the field. You choose between users from F2's participant register.
<p>From</p> <input type="text"/>	Here you enter the start date for time registrations.
<p>To</p> <input type="text"/>	Here you enter the end date for time registrations.
<p>Case</p> <input type="text" value="Select a case"/>	If you wish to see time registrations for a specific case, you enter the case number or case's title into the field.
<p>Classification</p> <input type="text"/>	Here you can search for time registrations with a specific classification. The classification is chosen in the drop down menu that opens by clicking the field.

If you for example wish to find the cases a user has been working with in a specific time period, it can be done through a search. The case manager's name is entered

in the top left corner and the start and end time (date) is indicated in the middle as displayed below.

Indicates the case managers name      Indicates start and end time (date)

The screenshot shows the 'Time sheet' application interface. At the top, there are navigation buttons: 'Edit', 'Delete', 'New time registration', and 'Export to Excel'. Below these are 'History' and 'Reset layout' buttons. The main search area includes fields for 'Case manager' (Vibeke Villasen), 'From' (01/07/2016), 'To' (Today), 'Case' (Select a case), and 'Classification'. Below the search fields is a table with the following columns: Date, Start, End, Case manager, Case No., Case title, Duration, and Classification. The table contains 13 records. At the bottom, a summary bar shows 'Total duration: 20:52:11 (33 records)'.

Date	Start	End	Case manager	Case No.	Case title	Duration	Classification
22/07/2016	08:38	08:39	Vibeke Villasen	2016 - 5	Case relating to meeting:...	00:01:00	
22/07/2016	12:11	12:12	Vibeke Villasen	2015 - 3	Recruitment of a new em...	00:01:00	
09/08/2016	10:43	10:51	Vibeke Villasen	2016 - 20	Convention october 2016	00:08:00	
09/08/2016	11:16	11:18	Vibeke Villasen	2016 - 20	Convention october 2016	00:02:00	
09/08/2016	11:20	12:24	Vibeke Villasen	2016 - 20	Convention october 2016	01:04:00	
09/08/2016	12:24	12:25	Vibeke Villasen	2016 - 5	Case relating to meeting:...	00:01:00	
09/08/2016	12:25	12:56	Vibeke Villasen	2016 - 20	Convention october 2016	00:31:00	
09/08/2016	13:02	16:10	Vibeke Villasen	2016 - 20	Convention october 2016	03:08:01	
10/08/2016	13:44	14:46	Vibeke Villasen	2016 - 20	Convention october 2016	01:02:04	
10/08/2016	15:02	15:03	Vibeke Villasen	2015 - 3	Recruitment of a new em...	00:01:00	
10/08/2016	15:06	15:07	Vibeke Villasen	2016 - 20	Convention october 2016	00:01:00	
10/08/2016	15:08	15:26	Vibeke Villasen	2015 - 3	Recruitment of a new em...	00:18:01	

Total duration: 20:52:11 (33 records)

**Figure 12: Time sheet searches**

If you instead want a summary of every time registration on case 2016 -20 you have to remove the case manager's name from the field "Case manager" and only write the case number in the field "Case" as displayed below.

The screenshot shows the 'Time sheet' application window. At the top, there are two labels: 'No case manager' and 'Case number'. The main interface features a ribbon with buttons for 'Edit', 'Delete', 'New time registration', and 'Export to Excel'. Below the ribbon is a search bar with 'Case manager' and 'Case' fields. The 'Case' field contains '2016 - 20'. A table below displays time registration records. The table has columns: Date, Start, End, Case manager, Case No., Case title, Duration, and Classification. The following table represents the data shown in the screenshot:

Date	Start	End	Case manager	Case No.	Case title	Duration	Classification
09/08/2016	10:43	10:51	Vibeke Villasen	2016 - 20	Convention october 2016	00:08:00	
09/08/2016	10:51	10:57	Hanne Winter	2016 - 20	Convention october 2016	00:06:01	
09/08/2016	11:04	11:15	Hanne Winter	2016 - 20	Convention october 2016	00:11:02	
09/08/2016	11:16	11:18	Vibeke Villasen	2016 - 20	Convention october 2016	00:02:00	
09/08/2016	11:20	12:24	Vibeke Villasen	2016 - 20	Convention october 2016	01:04:00	
09/08/2016	12:25	12:56	Vibeke Villasen	2016 - 20	Convention october 2016	00:31:00	
09/08/2016	12:56	13:01	Hanne Winter	2016 - 20	Convention october 2016	00:05:00	
09/08/2016	13:02	16:10	Vibeke Villasen	2016 - 20	Convention october 2016	03:08:01	
10/08/2016	13:44	14:46	Vibeke Villasen	2016 - 20	Convention october 2016	01:02:04	
10/08/2016	15:06	15:07	Vibeke Villasen	2016 - 20	Convention october 2016	00:01:00	
12/08/2016	12:29	15:14	Vibeke Villasen	2016 - 20	Convention october 2016	02:45:03	
15/08/2016	10:42	10:48	Vibeke Villasen	2016 - 20	Convention october 2016	00:06:00	

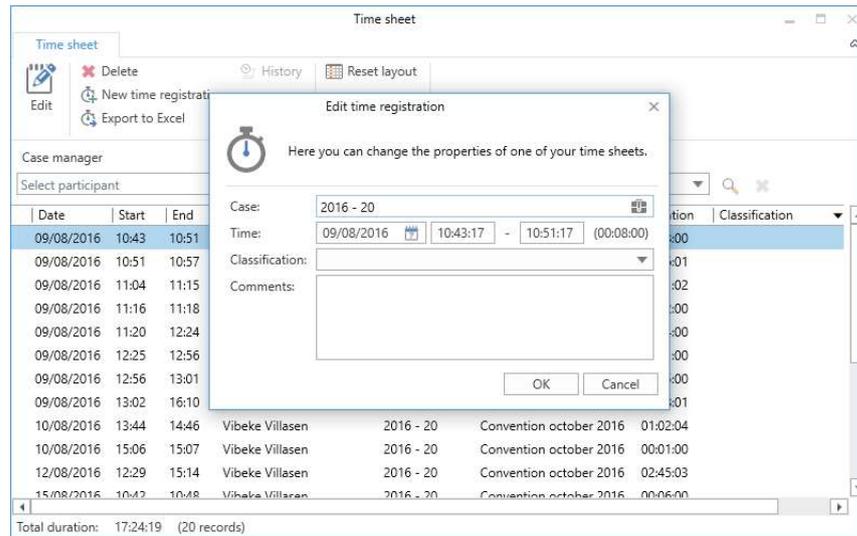
At the bottom of the table, it says 'Total duration: 17:24:19 (20 records)'.

**Figure 13: Time registration for the case**

## Edit, comment and classify time registration

On the time sheet you have the opportunity to edit, comment and classify your time registrations. This is done by marking the time registration you wish to edit and clicking **Edit**, either using the menu item in the ribbon or through the right click menu.

By clicking **Edit** the dialogue "Edit time registration" will open where you are able to make adjustments of the time registered on the given case. The classification can also be changed and comments can be added to the registration.



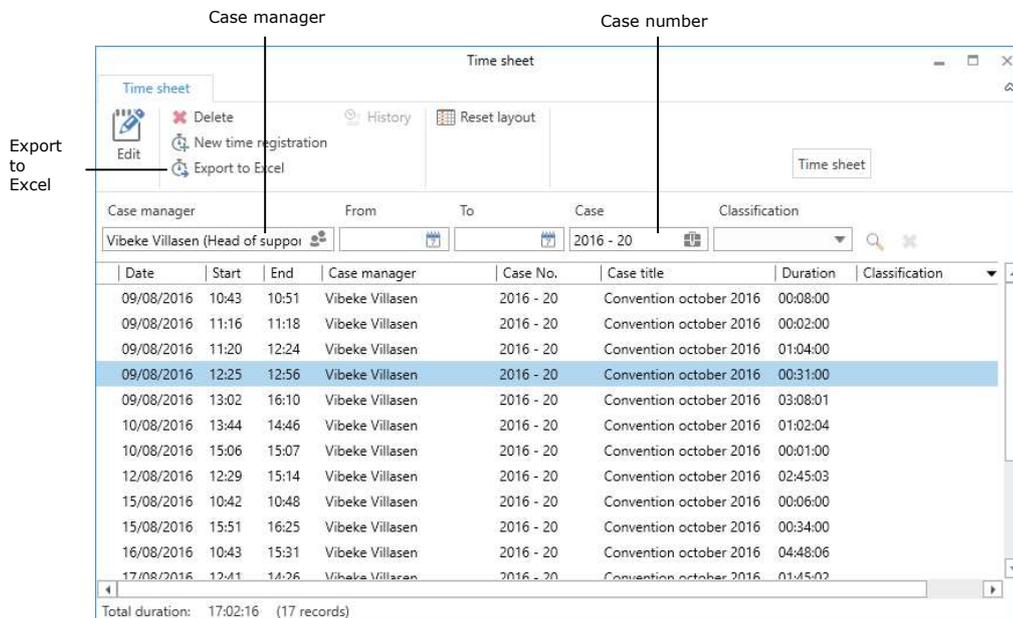
**Figure 14: Edit, comment, classify time registration**

After editing click **OK** and the adjustment will be saved.

## Export of time sheet to Excel

Besides editing and commenting on time registrations the content of the time sheet can also be exported to Excel.

In the example below you can see the time sheet for the case manager Vibek Villasen on the case number 2016 – 20.



**Figure 15: Export to Excel**

By clicking **Export to Excel** in the ribbon of the dialogue "Time sheet", all postings will be exported to an Excel sheet as displayed below.

	A	B	C	D	E	F	G	H	I
1	Date	Start	End	Case manager	Case No.	Case title	Duration	Classification	Comments
2	09-08-2016	10:43	10:51	Vibeke Villasen	2016 - 20	Convention october 2016	00:08:00		
3	09-08-2016	11:16	11:18	Vibeke Villasen	2016 - 20	Convention october 2016	00:02:00		
4	09-08-2016	11:20	12:24	Vibeke Villasen	2016 - 20	Convention october 2016	01:04:00		
5	09-08-2016	12:25	12:56	Vibeke Villasen	2016 - 20	Convention october 2016	00:31:00		
6	09-08-2016	13:02	16:10	Vibeke Villasen	2016 - 20	Convention october 2016	03:08:01		
7	10-08-2016	13:44	14:46	Vibeke Villasen	2016 - 20	Convention october 2016	01:02:04		
8	10-08-2016	15:06	15:07	Vibeke Villasen	2016 - 20	Convention october 2016	00:01:00		
9	12-08-2016	12:29	15:14	Vibeke Villasen	2016 - 20	Convention october 2016	02:45:03		
10	15-08-2016	10:42	10:48	Vibeke Villasen	2016 - 20	Convention october 2016	00:06:00		
11	15-08-2016	15:51	16:25	Vibeke Villasen	2016 - 20	Convention october 2016	00:34:00		
12	16-08-2016	10:43	15:31	Vibeke Villasen	2016 - 20	Convention october 2016	04:48:06		
13	17-08-2016	12:41	14:26	Vibeke Villasen	2016 - 20	Convention october 2016	01:45:02		
14	17-08-2016	14:30	14:32	Vibeke Villasen	2016 - 20	Convention october 2016	00:02:00		
15	17-08-2016	14:58	15:46	Vibeke Villasen	2016 - 20	Convention october 2016	00:48:00	Building act	
16	17-08-2016	15:47	16:03	Vibeke Villasen	2016 - 20	Convention october 2016	00:16:00		
17	17-08-2016	16:03	16:04	Vibeke Villasen	2016 - 20	Convention october 2016	00:01:00	Building act	
18	17-08-2016	16:04	16:05	Vibeke Villasen	2016 - 20	Convention october 2016	00:01:00	Building act	
19									
20	Total duration:						17:02:16		
21									
22									

**Figure 16: Excel sheet with Vibeke Villasen’s time sheet for case 2016-20**

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