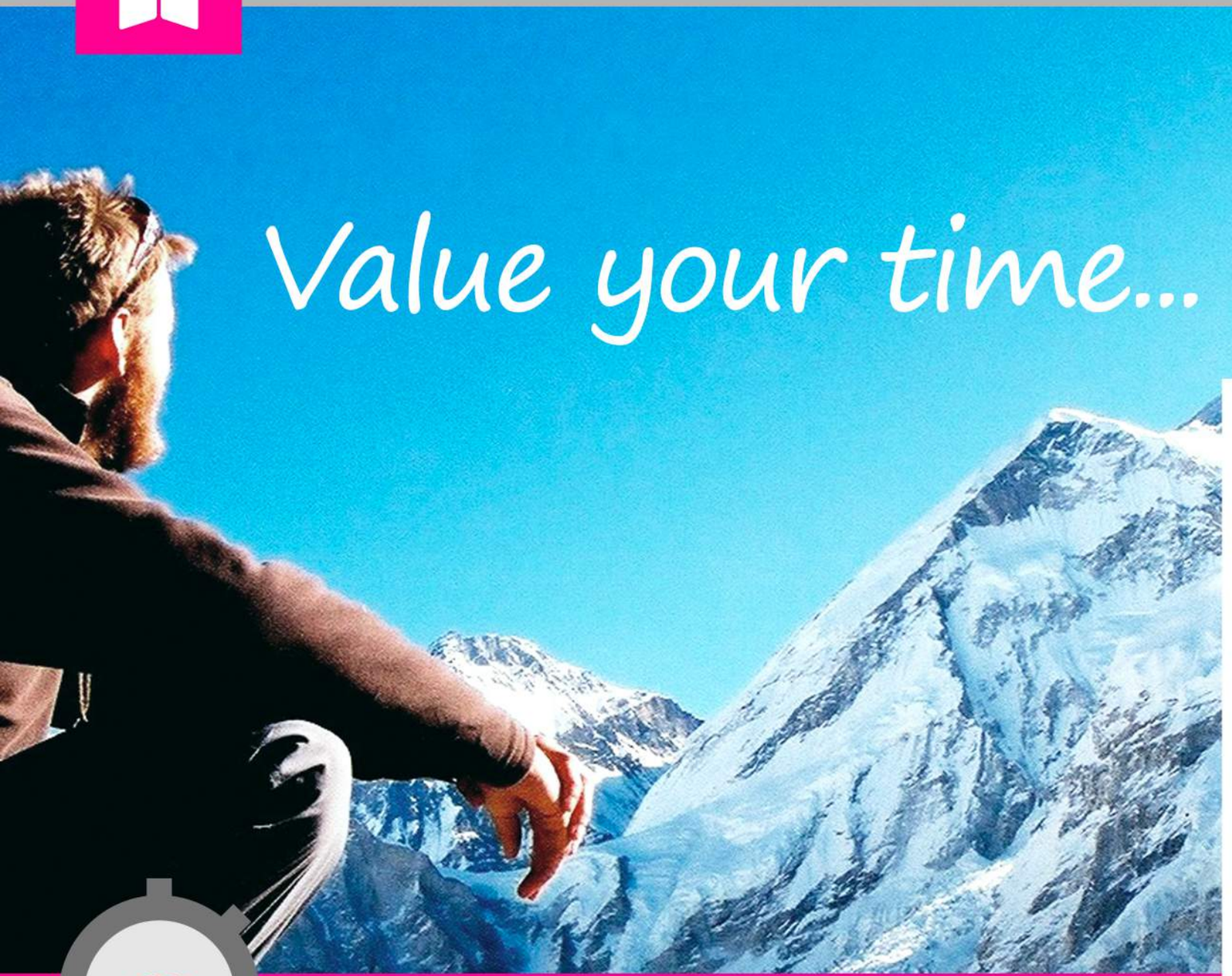
TimeLog Project

# Value your time...



Welcome to the new TimeLog Project! The new version features an updated and more user-friendly design. This guide sums up the main changes.

Enjoy!

info@timelog.com
www.timelog.com

# TimeLog Project towards the future

**Christoffer Lanstorp**
Head of IT and Development
TimeLog A/S

**About the update**
All system updates are carried out at night. If you're using TimeLog Project during a scheduled update, you'll be logged off the system and will need to log back in.

**TimeLog Project OnDemand**
We will provide a few days' notice in addition to performing only nightly updates to minimise disturbances.

**TimeLog OnPremise**
We will contact you in advance with a proposed time for the update.

**Messy memories**
Browsers save visited sites and graphics to ensure quick response times for future visits. Following a system update, new visits and saved sites may appear differently and sometimes quite messy. Simply press Ctrl + F5 to refresh the page including all changes.

## 6,000 hours spent on development. After 12 months of preparation, we are happy to introduce the new TimeLog Project!

The design and functionality have been reinvented completely, including updated user rights, system administration, report section and employee module features – all of which share two paramount elements: security and integration possibilities. This is only the first step; next up is the weekly timesheet, which is in need of an interface update.

### Daring design

Redesigning a 13-year-old interface with 650 customers and 15,000 users across 10 countries carries a certain sense of trepidation for the product managers. Nonetheless, we have gone through with it because we believe that in 2014, software needs to look gorgeous and colourful, feature high searchability and easy navigation and appear self-explanatory.

Without any help, the user should be able to figure out how to use all the features related to an assignment starting from a single screen.
That is why we chose to place the menu bar and search function at the top of the screen, where they are readily apparent. Other main examples include integrating the online help and System Administration on every page of the system and giving you the option of adding your own custom help texts and workflows.

### A new way of developing

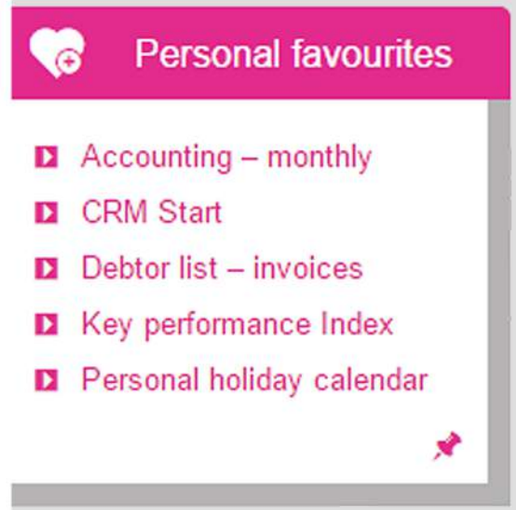
The new TimeLog Project has been developed in cooperation with external experts on user-friendliness, design and web development. These people have previously developed user interfaces for Podio, Microsoft Dynamics and IKEA.
With a 13-year history, we were convinced that the new version of TimeLog Project needed an external spark of inspiration just as much as an internal one. Looking back, it was a challenging and exciting course of events, which resulted in new aspects and possibilities for the system.

### You have the final say

Ultimately, you – the customers and users – have the final say in plotting the course for TimeLog Project. So share your experiences, good or bad, once the new version has been rolled out in your company. Write to us at service@timelog.com or on our LinkedIn group.

### SPOTLIGHT: Save your favourites

Using the Favourites feature, you can easily save your frequently visited system pages to a separate list. After all, having your favourite pages close at hand saves you valuable time every single day. That's why we have given you the option of bookmarking your most-used pages on a handy Favourites list.

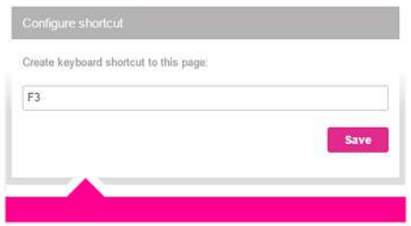



**Use the Favourites feature to save:**

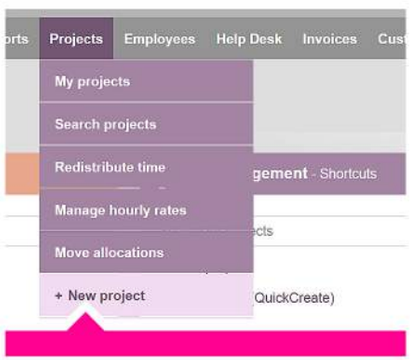
- Reports
- Named customers
- Named projects

**Your data – right at your fingertips!**

# Speedy navigation and overview

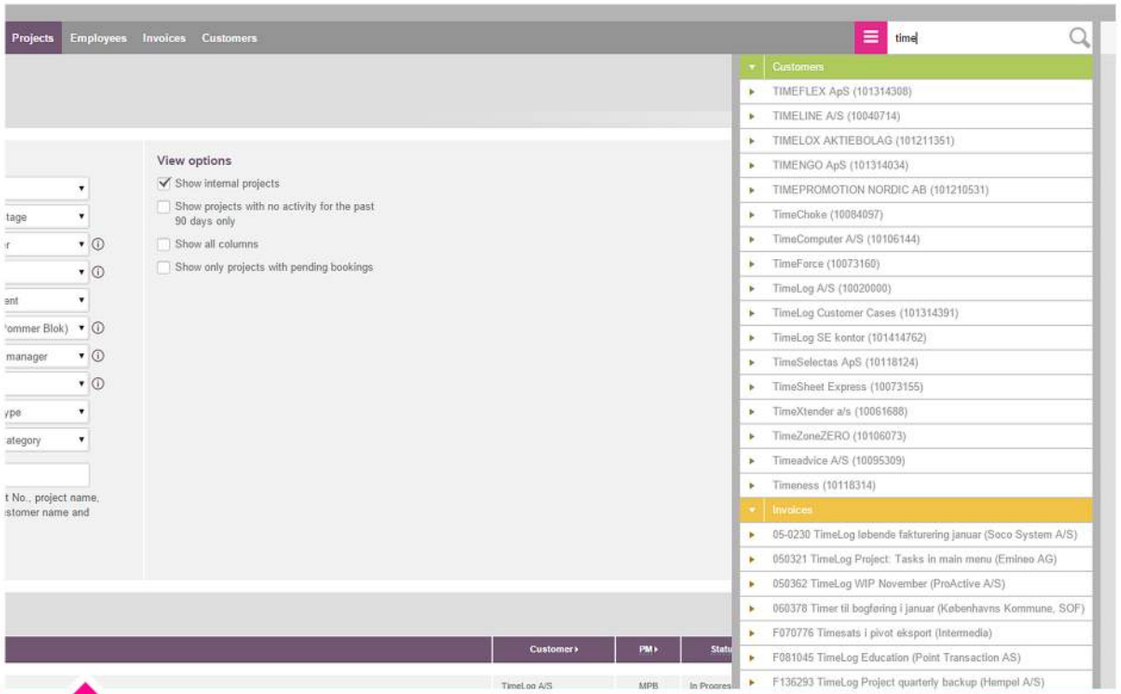



**Create your own keyboard shortcuts**
Using the gears icon, creating custom keyboard shortcuts to key features of the system is easy.

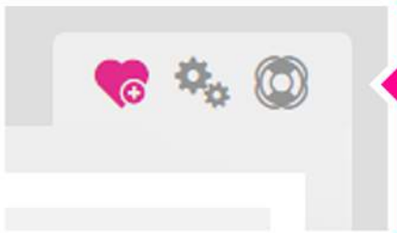



**All roads lead to …**
Regardless of which page you're on, you can always create new customers, contacts, projects, support cases, employees and invoices.

**The new top menu offers all the system's features at the click of a button – or tap of a finger for mobile users. Mobility and user-friendliness are key.**




Whether you use the desktop or mobile version, the Super Search is easy to use. The number of hits even adapts to the size of your screen.



- Click **Favourite** to add the current page to your Favourites list.
- Click **Settings** to configure the settings for the current page or go to System Administration.
- Click **Help** to go to the online help for the current page.

## Individual user rights

From the top menu, you can access all system features, which are fully customisable in terms of individual needs and user rights. At the click of a button, you can allow financial controllers access to invoicing features and KPIs and let project managers add projects, customers and outlays.

Once the available system content matches your job function, you become more efficient. Furthermore, having everything at your fingertips facilitates routine processes and workflows.

## Integrated system administration

Every page in TimeLog Project provides access to System Administration via the gears icon at the top. Each page has its own settings, so you can quickly find what you need without having to leave the page you're on.

## New Super Search

With the Super Search, you can easily find customers, companies, contacts and employees in TimeLog Project. The feature even adapts the number of hits to the size of the screen; that way, you only need to scroll once. From their profile settings, users can customise which data to search.

# Flexible rights management

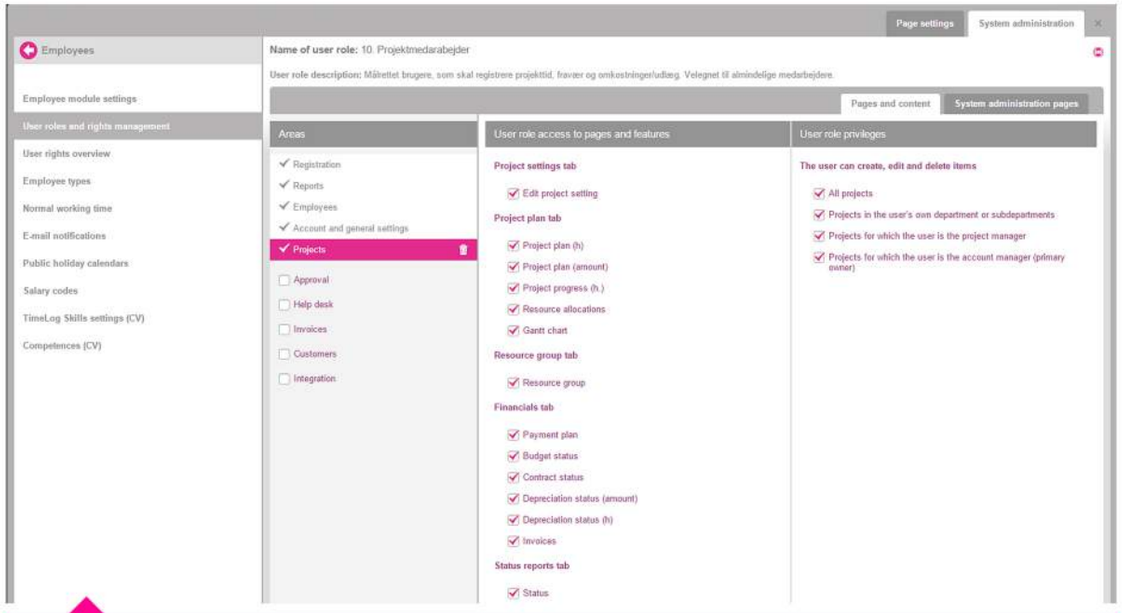
**Configurable access**
You can easily edit user roles and rights for each employee.

**Getting started**
If you don't need to change any user rights, simply leave them as is.

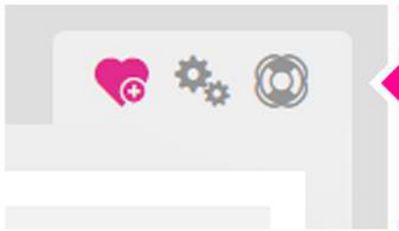
But if you do, just go to the employee overview to see which user roles and rights are assigned to each employee.

The user roles are fully customisable.

## Using the individual user rights management feature, you can customise access to certain parts of the system to match employee assignments.




Go to **System Administration** to manage a range of settings, general as well as user-specific.



From there, you can decide which employees can access specific parts of the system.

### A TimeLog Project for every user

The user roles management feature lets you customise TimeLog Project to fit each employee's needs. Just as the responsibilities of each employee vary greatly, so do the system features they need. That's why TimeLog Project is customisable: to grant the financial controller access to invoicing and debtor management features and to allow the consultant to track time, manage projects and submit KPIs.

The new version of TimeLog Project lets you manage these user rights and assign them to the relevant employees. Flexibility at its best.

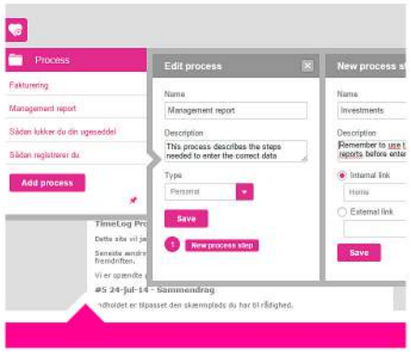
### Look all you like …

The user rights management feature now offers user privilege control for individual areas. Grant access to edit – but not book – invoices, or specify who can create new employees and who can only edit employees.

### Personalising TimeLog Project

Every page in TimeLog Project offers access to the System Administration page. A new feature lets you configure individual user access to specific System Administration sections. For instance, grant the financial controller access to setting up invoice templates, or allow the project manager to create and edit project types.

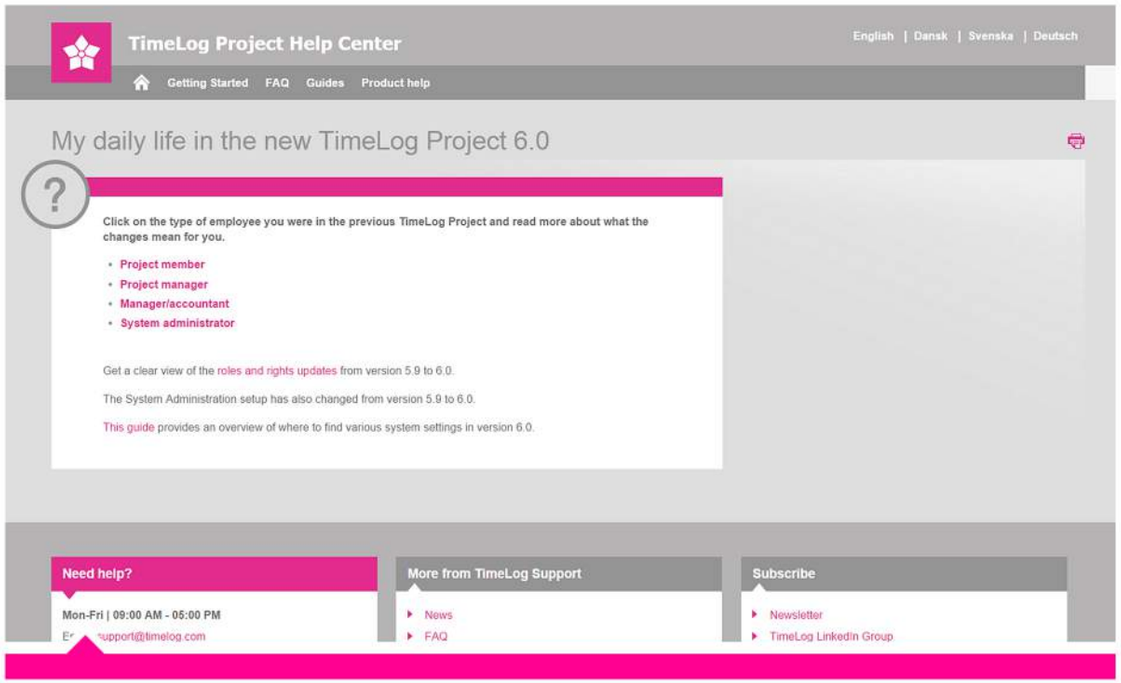
# Help is just a click away



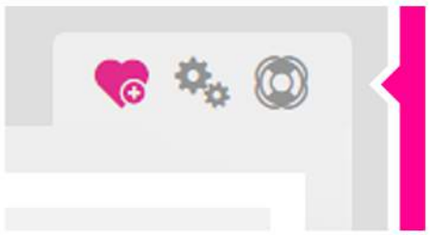

**Creating workflows**
With the integrated workflow tool, you can create workflows for all key business processes.

**For the next 12 months, we will focus on developing the help section to ensure every page in TimeLog Project is explained in detail.**

**Every TimeLog Project page now has its own help section. If that is not enough, you can author your own help texts and create personal or shared workflows for essential assignments.**




Covering everything from FAQs to extensive white papers and process guides, visit help.timelog.com for all the support you need to fully utilise the system.



To access the help section, simply click the lifebuoy icon on the right for information on the current page.

## New context-sensitive online help

The new version of TimeLog Project offers an integrated help feature. Click the lifebuoy on the right side of the screen to get help and detailed information on the page you are currently viewing.

A brand new monitoring feature tracks visitors to the help section, including new pages for which help texts have yet to be authored. This allows us to optimise our support and easily communicate with the users who have previously visited the help section in vain.

## Create and share your own help texts

You can write your own help texts for each page, and you can choose to make them personal or share them with colleagues. This can be an effective way of incorporating workflows and provide know-how sharing for specific TimeLog Project pages and features.

## Consolidate related actions in workflows

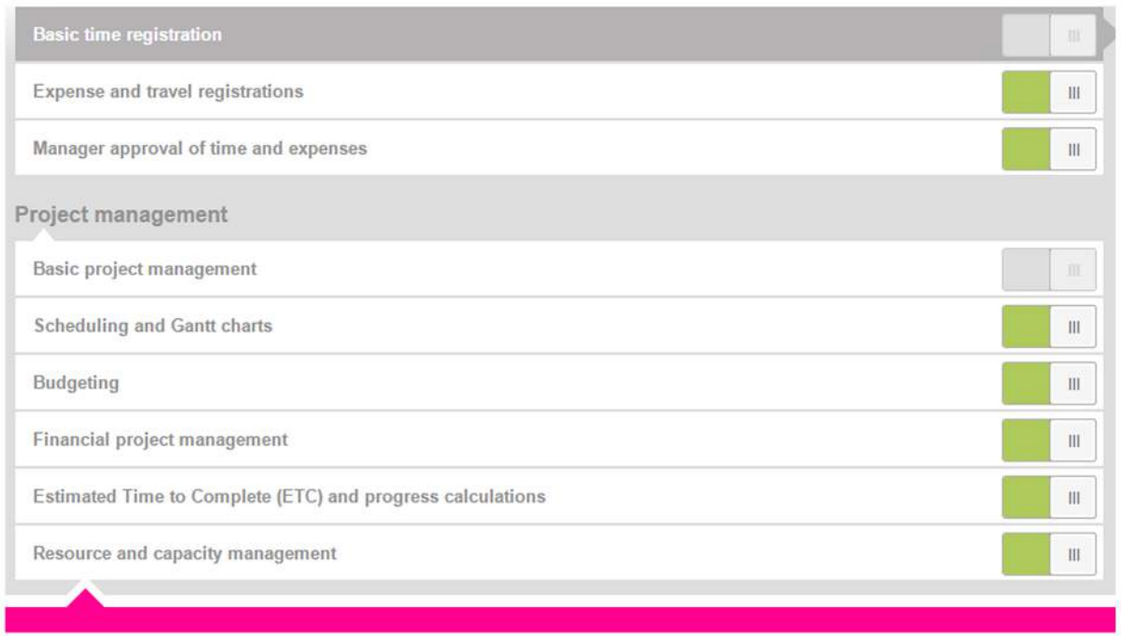
In TimeLog Project, you can create and describe your own workflows and those of your company, for example managing salaries and closing projects. All described workflows are added to a side bar, and you can create internal workflow page links for each step. Not only do these processes ensure consistency in your work, they facilitate the introduction of company workflows to new employees.

# Simple system administration

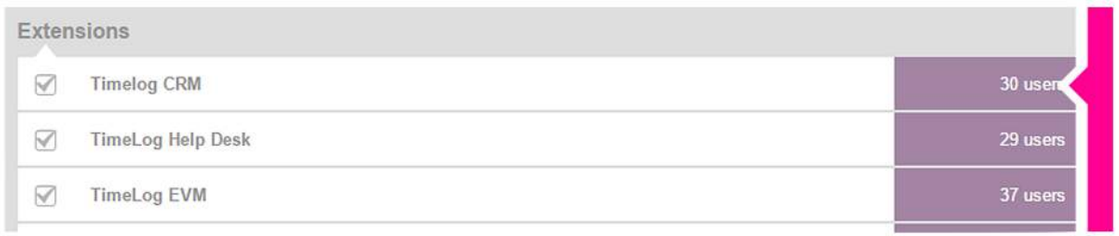
Each main process supported in TimeLog Project is described on the front page of the **System Administration**. Click a process and be inspired!

The **System Administration** page has been divided into feature sections. Each page in TimeLog Project leads you to the relevant feature section.

**The TimeLog Project System Administration is divided into feature sections to show you how to utilise the system. With just a few clicks, you can customise the system to meet the needs of your company.**




Personal profiles contain a shortcut to the **System Administration** page, the settings hub of TimeLog Project with 20 business processes. Learn more about the individual workflows, including the extension modules and user rights required to enable the main process behind the many features of the system.




## System Administration OnDemand

You no longer need to stop working to make minor adjustments to TimeLog Project. Introducing the gears icon in the top right corner of the screen which offers System Administration access from all pages. All it takes is a click to open a pop-up window with system settings – you no longer need to leave the current page.

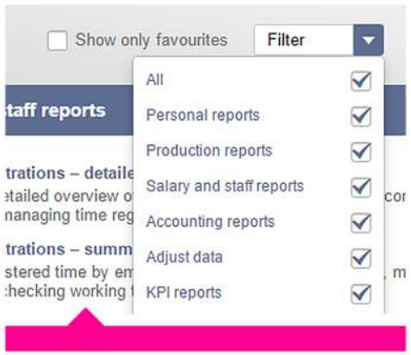
## Transparent payments

Subscription status and service overviews are readily accessible from the System Administration. The account page offers a complete overview of the users and modules you are paying for. From there, you can also learn more about the features and possibilities of the various extension modules and request a quote for the modules you're interested in.

## Delegate administrative jobs

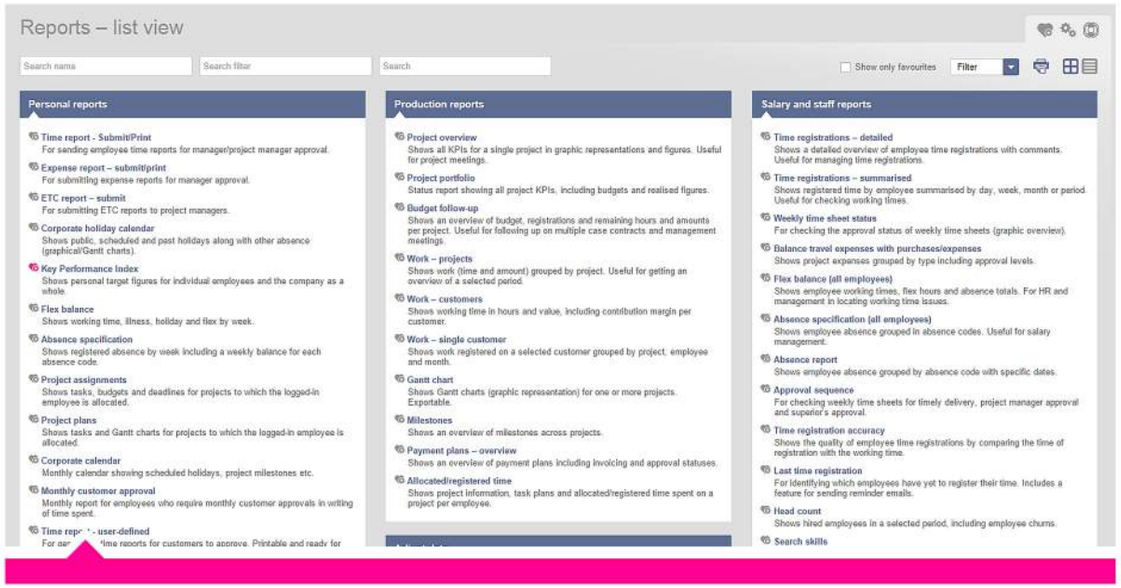
TimeLog Project is a comprehensive system used by many employees with highly diverse job roles. Now you can assign different user rights to different employees. For example, you can grant the sales manager access to creating groups in TimeLog CRM, while the financial controller is the only user with the rights to create and deactivate employees. This eliminates unwanted waiting times due to having only one person with the rights to configure the system.

# Unique report overview



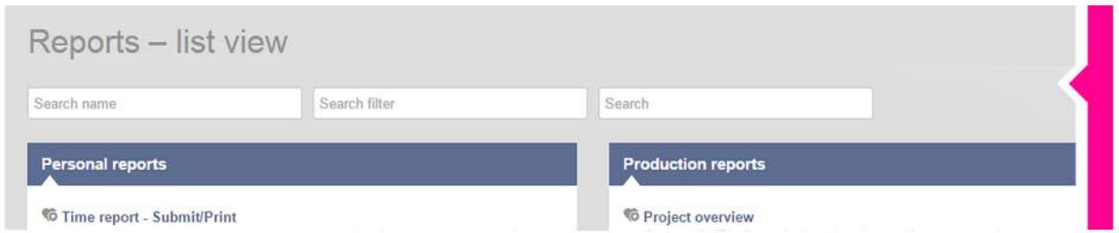

Searching reports has been grouped into areas of use.

**TimeLog Project offers many perspectives on your company's data. With the new search tool, you can easily find the right report for your needs.**




TimeLog Project has been updated with a unique search tool that lets you highlight the reports you need and hide the rest.

You can add the frequently used reports as favourites by clicking the heart icon. That way, you can quickly find them again.




## Quick access to reports

The new version of TimeLog Project features a report section, allowing you to easily find the one you're looking for regardless of the page you're on. Each report includes a description describing which data the report provides access to. Using the subject filters, you can quickly find the reports you need and export them in Word, Excel or XML format.

## Search key and optimum reports

With more than 90 reports in one section, accessing the right data quickly and easily is crucial. The report section features a special search tool that searches report descriptions and names as well as KPIs in the reports.

## Follow the heart

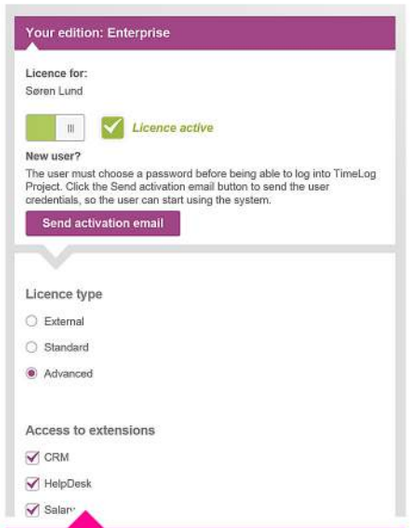
Add the reports you use the most to your list of favourites by clicking the **heart icon** next to each report. That way, you'll have everything you need at the click of a button. This increases job satisfaction and efficiency.

You can also choose to view only your favourites on the report page. You can even make this the standard view under **Personal Settings** for the page via . From now on, when you log in to TimeLog Project, you will see your favourites on the front page. Reports marked as favourites are accessible from all pages in TimeLog Project via the tab on the left. You can always edit these favourites in your personal settings by ticking/unticking the relevant checkboxes.

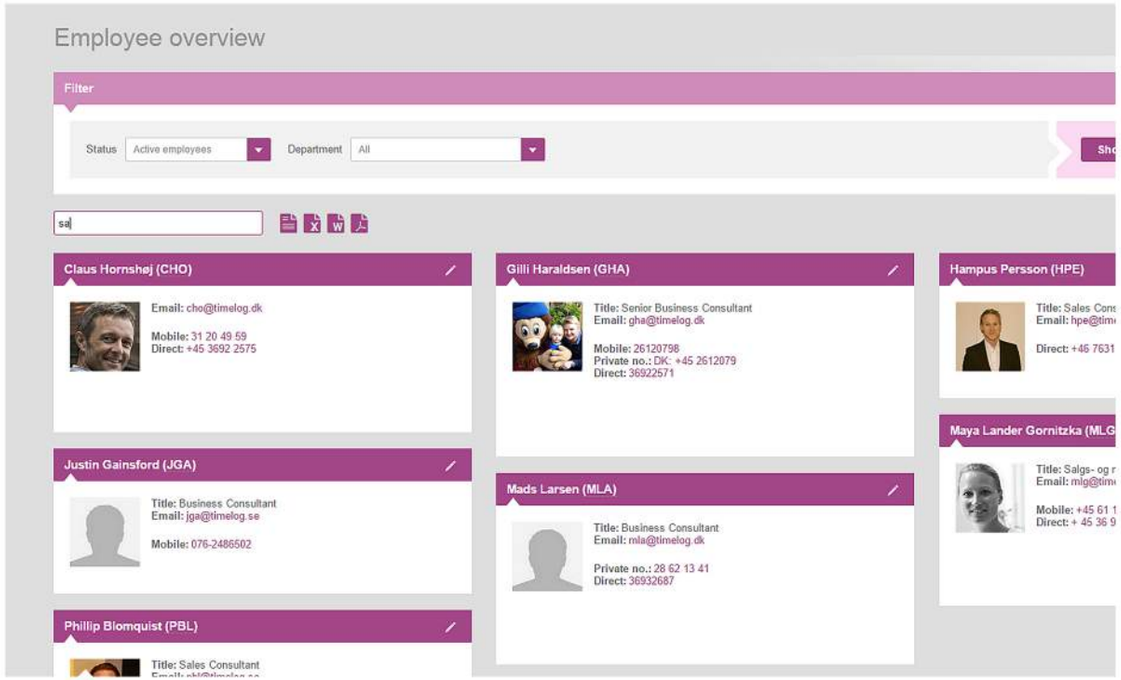
# Improved user management

**Regardless of company size, we have made finding and managing user rights and information easy.**

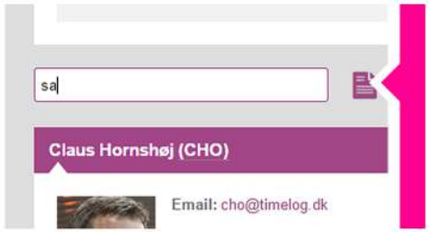
Add a profile picture to TimeLog Project for a personal touch.




Modify user rights directly on individual profiles by enabling or disabling modules and user roles.




All employees have their own employee card with key information such as address, phone number, occupation, title etc.




You can easily search in all employees, regardless of number.

## All employee features in one place

We have compiled all features related to managing employees in the Employees menu.

From there, you can create employees and search for them, approve hours and outlays, adjust flex hours and holiday accounts, view employee capacity in the resource planner or add CVs and skills. This feature is only available in TimeLog Skills or TimeLog Enterprise.

## Find employees

Large companies have a lot of people to manage. That is why we have made it easier for you to search for employees via name, user name, initials or department. Each employee's user name and initials are shown separately, making the search results more manageable.

## Create new employees quickly

Creating new employees is now more simple, too. Using the same interface, manage employee overviews and administration (including access to system features) individually or based on user roles.

This way, you can always get a complete overview of the entire staff.

# Need help?

**TimeLog Consulting is ready to help you get started and ensure a seamless transition to the new design.**

## About the update

All system updates are carried out at night.
If you're using TimeLog Project when a scheduled update is about to occur, you'll be logged off the system and will need to log back in.

### TimeLog Project OnDemand

We will provide a few days' notice in addition to performing only nightly updates to minimise any disturbances.

### TimeLog OnPremise

We will contact you in advance with a proposed time for updating the system.

### Messy memories

Browsers save visited sites and graphics in memories to ensure quick response times for future visits. Following a system update, new visits and saved sites may appear differently and sometimes quite messy. Simply press **Ctrl + F5** to refresh the page including all changes.

## Two recommendations

### Quick course for system administrators

Do you work as a system administrator? And could you use some help in navigating the new design? Our consultants are ready to help you get started using the new version of TimeLog Project.

### Introduction at every user level

Does your company need a generic introduction to the new TimeLog Project? Our consultants are ready to support you in ensuring a quick and easy implementation.

## Want to know more?

### Please contact our consultants

Consultants Pernille Gaustad and Thomas Gudmandsen are ready to provide you with everything you need to overcome any system challenges and streamline your organisation.

Call our consultants now:

+45 70 200 645

or email them at **consult@timelog.com**

TimeLog