



Process center in TimeLog Project

Save time and increase efficiency.



Make use of internal processes

How to help yourself and your colleagues

You can describe your internal processes, and at the same time help both yourself and your colleagues to remember how tasks are done and what steps to include inside and outside of TimeLog Project.

It can help new employees to a quicker start, and you minimise the risks of mistakes and other things that are overlooked in your internal processes.

Read more in this guide and get inspired to *Value your time...*





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1. edition
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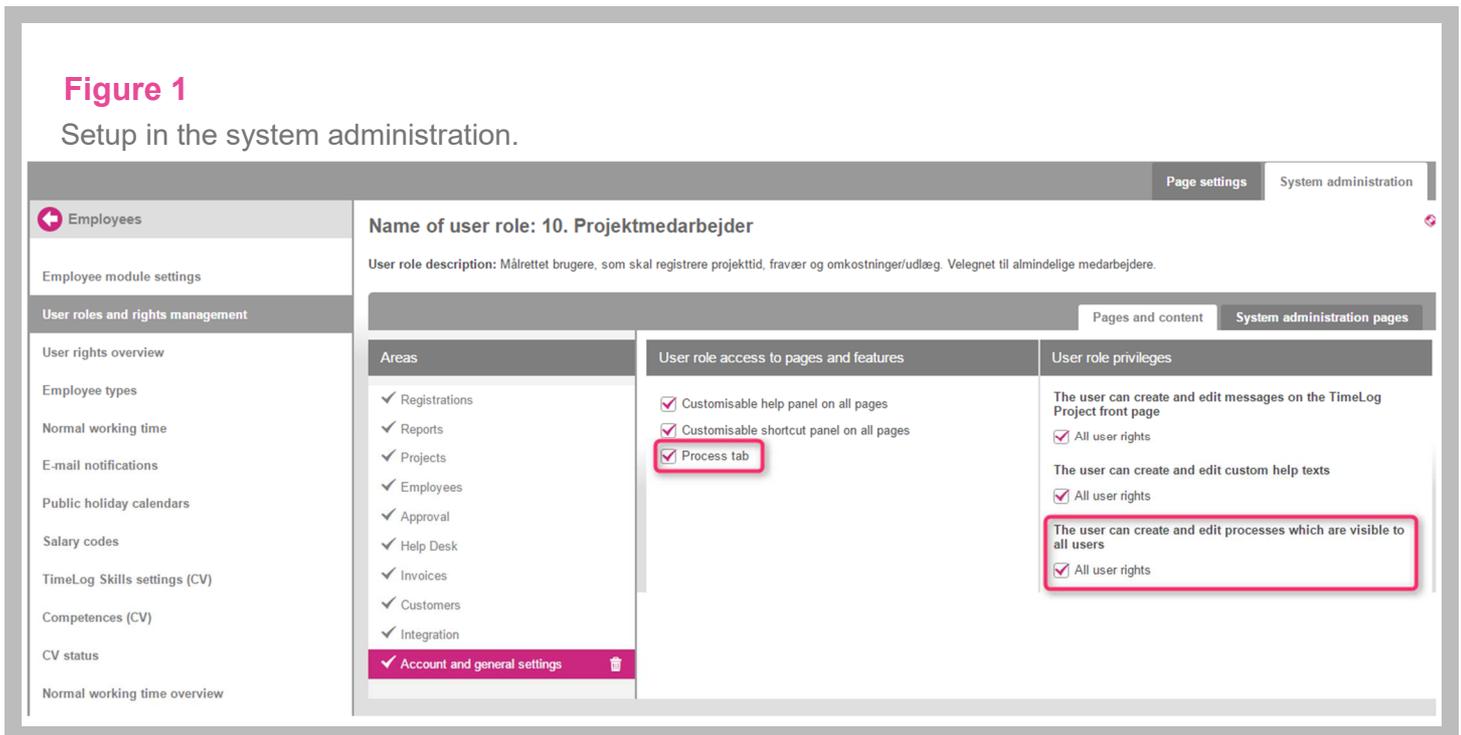


1 Take the first step

The first step to start using and setting up internal processes in TimeLog Process is to enable the functionality for employees on the user roles in the system administration. You find it by navigating to the **System administration -> Employees -> User roles and rights management -> Role -> Areas -> General settings -> User role privileges**. Here you must mark the **Process tab** and remember to mark that the employees can create and edit processes.

Figure 1

Setup in the system administration.



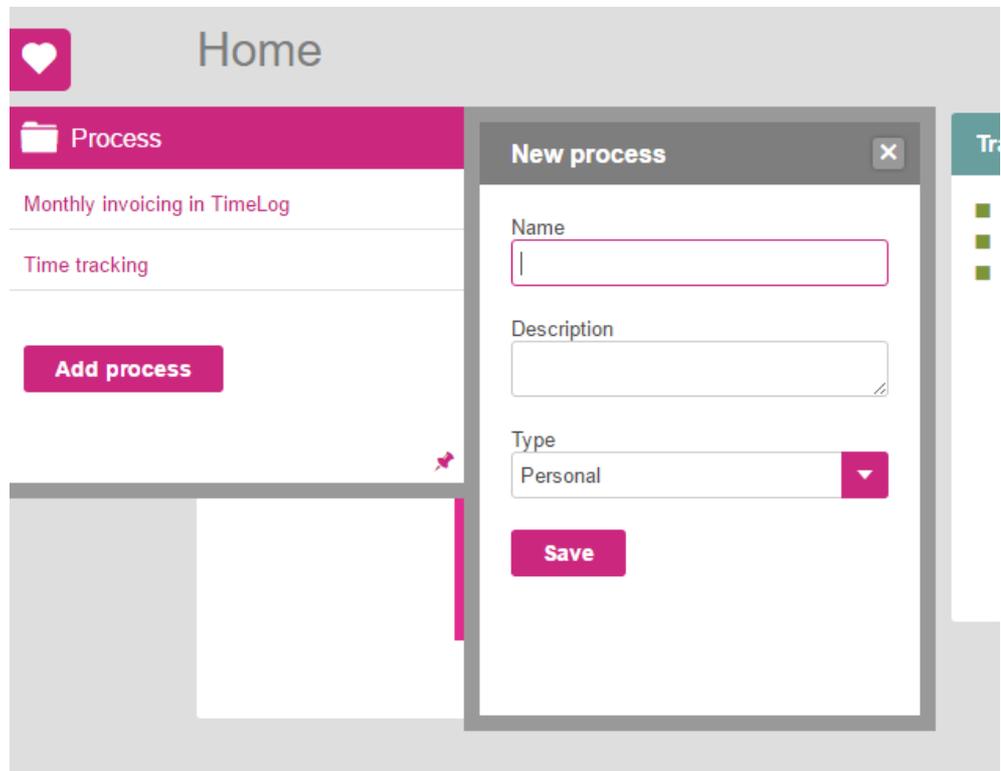
Thereafter, you and the employees, where the function is enabled, create processes by clicking the pink folder icon to the left, when you are logged into TimeLog Project. Here, you can explain a process step by step, e.g. how you track time or your invoicing process. When you create a process, you need to enter a name and a description. Hereafter, you can select if it is for you personally, or if you want to share it with the rest of the organization (see [Figure 2](#) on the next page).





Figure 2

Here are the fields you need to fill out, when you create a new process.



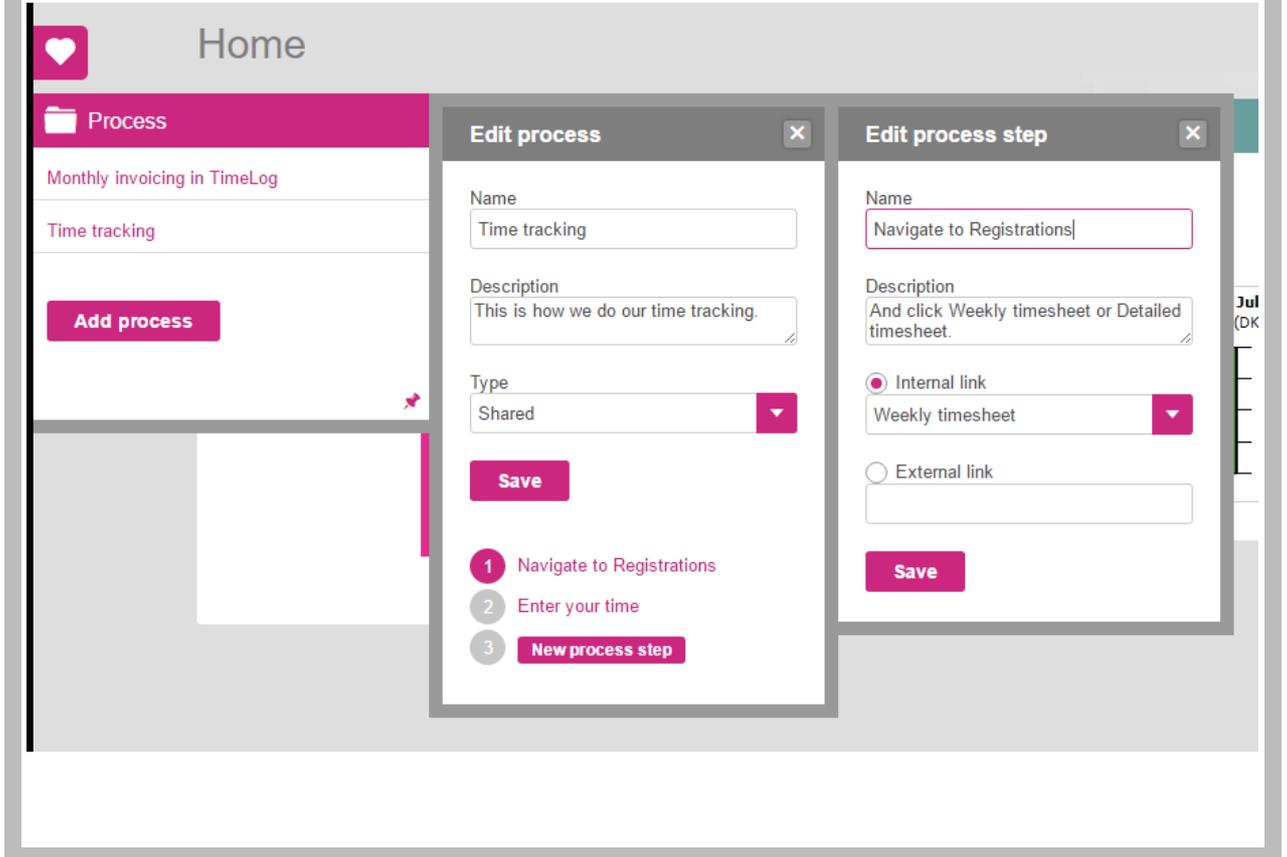
You can enter as many steps as you like, and it is possible to add links to pages both within and outside TimeLog Project (see [Figure 3](#) on the next page). It is a good idea to enter a description of the actions in each step. If you e.g. have a special filter to use in a report, or specific view options to use to get the right data.





Figure 3

You can create as many steps as you like.



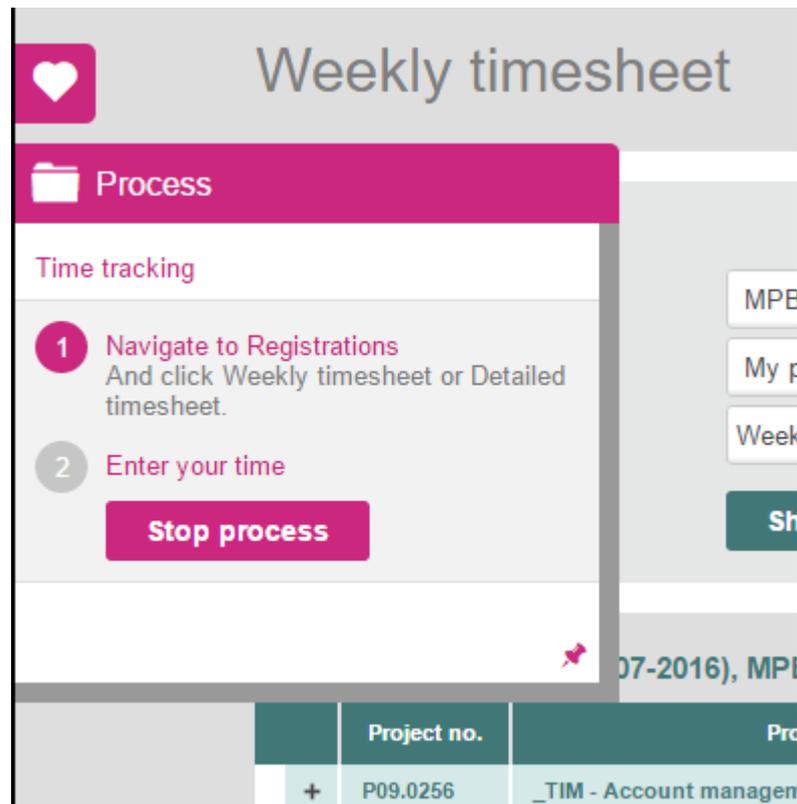
When you have created a process, you will see it in the list to the left, and you start the process by clicking the name. It leads you through the steps, and you end the process by clicking Stop process (see [Figure 4](#) on the next page).





Figure 4

Here you see which process you are in and where you can stop it.



2 What do we do at TimeLog?

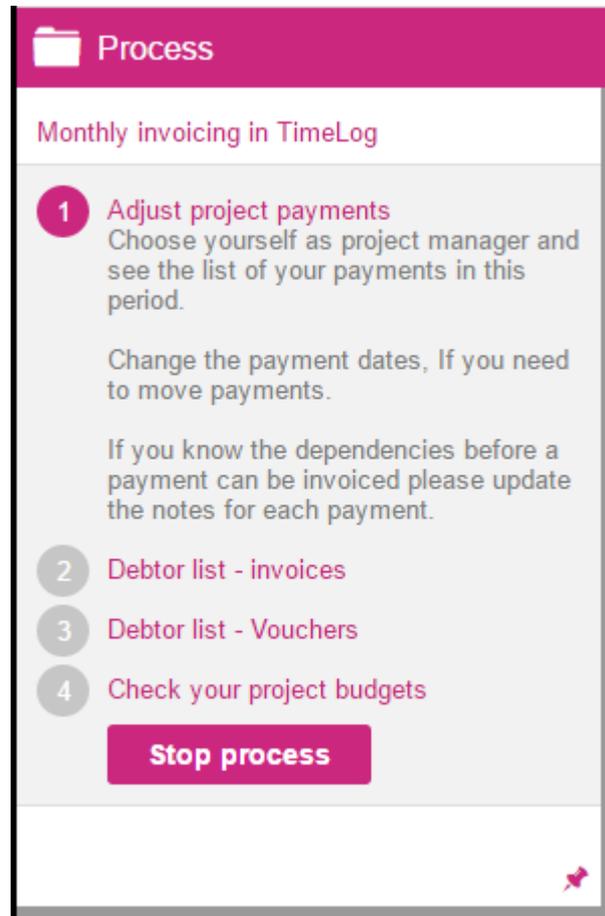
We use the process center for general internal processes, and we have e.g. created a process that explains how project managers should manage the monthly invoicing (see [Figure 5](#) on the next page). It is a four step process that helps us make sure that we invoice all our hours each month and at the same time invoice the correct amounts. When we click through the steps, we are taken to the right pages we need, and we get an explanation of what actions to perform.





Figure 5

TimeLog's process for monthly invoicing.



In this way, no employees are in doubt about how to make invoices ready for booking. It makes it easier for our bookkeeper to manage the invoicing, do quality assurance and make sure nothing is forgotten.

3 The benefits of using the process center

The use of internal processes in TimeLog Project can make the start for new employees a lot easier, as they know exactly how your processes are managed, and you always have the information right at hand. You also save time on explanations, which you can use on other value creating activities.

You furthermore ensure that your important business processes are done correctly, and that no steps are forgotten.





We have made an interactive step by step description of how you create processes in TimeLog Project. When you are logged into TimeLog Project, you find them in the bottom right corner, where you see a pink triangle. When you click it, you can search for specific guides. If you enter **Process**, they will show (if you have the rights to see them), and you start them by clicking the names.

