

# DATA BASICS

## Time v8.2 | Quick Reference Guide

### Browser Requirements

#### **DATABASICS Recommends:**

For a full list of supported browsers, [click here](#).

### Logging In

- Enter your login ID.
- Enter your password.
- The password *is* case sensitive.
- You will be taken to the Dashboard.



### Dashboard

- This contains company policies and announcements and summarizes the status of timesheets that have been created.
- Click on the **Timesheet** tab to begin a timesheet.


### Reporting Time

This screen shows you a list of timesheets. You can view prior, current, and future timesheets from the list. You can also preview the timesheets from the list along with print out reports.



#### **Time Entry**

- Click on a timesheet period to begin entering your time.
- Click the **Add** button to add the first entry for the timesheet.
- Enter a Time Code, WBS, and your hours in the corresponding fields.
- To look up a specific code, click on the search icon  next to the corresponding field.
- To save your entry, hit the Enter button on your keyboard or you can use the save icon .
- To add more lines, click the **Add** button.
- When done, click on **Save as Draft & Exit**.

#### **Time In and Time Out**



- Click on a timesheet period to begin entering your time.
- Click the **Add** button to add the first entry for the timesheet.
- Enter a Time Code, WBS, and hours in the corresponding fields.
- To look up a specific code, click on the search icon  next to the corresponding field.
- Click on **Next**.
- Select the date you want to use to enter your time. You can use the drop down box or the arrows to go back and forth on the dates.
- Add the total number of hours worked
- Click on **Apply** to save your entry.
- To add more lines, click the **Add** button.
- When done, click on **Save as Draft & Exit**.

#### **Time Clock Entry**

- On the home page on the left hand side you will have an option under today's date that has a Clock In icon  with today's date. Click on this to open clock in screen.
- Enter a Time Code, WBS, and hours in the corresponding fields.
- To look up a specific code, click on the search icon  next to the corresponding field.
- Select an **Auto Clock Out** option if you want the system to automatically clock you out after a certain time.
- Click **Clock In**. The timer will start and record your time until you click on **Clock Out**.

### Adding Notes


Notes can be added to specific range of dates on any line.

- To enter notes for specific hours, click on the note icon  for the line you wish to add a note.
- In the pop up window, add the notes and select the date range this note is applicable.
- Click the **Save & Close** button when finished.
- To view all the notes on a timesheet, click on the **Notes**  tab on the left.

#### **\*Notes may be required for certain lines:**




- **Policy violation**
- **Modifying previously approved or committed lines**
- **Specific projects**

### Validation

At any time, click the **Validation**  tab to validate the timesheet. This will take you to the validation log where any validation errors or warnings will be displayed.

### Looking Up Codes

Start typing the code or the name directly in the field to see the list of potential matches. If a match is not found click on the

- search icon  next to the corresponding field.
- Enter search criteria in the **Find** field.
  - Click on the **Search** button
  - Click on  to drill down to the next level.
  - Click on  to select and copy the code(s) to the timesheet.



### Favorites

**Favorites** allows you to save frequently used WBS/OBS codes to be used on future timesheets.


#### **Adding Favorites:**

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- To save a WBS/OBS code, click the Favorites  tab.
- Select the line  on the timesheet and click the **Add to Favorites**. The lines will appear below.

### Using Favorites:

- To copy a WBS/OBS line from the template onto the timesheet, click on the **Favorites** tab.
- Click the **Add to Timesheet** icon  to add the line to the timesheet.

### Removing Favorites:

Click the  icon to remove the line from your favorites.

### Submitting the Timesheet

At the end of the reporting period, click on the **Submit** button to release your timesheet and send it to the approver(s). The timesheet will be automatically validated for any policy violations.

### Mobile App

Simply download DATABASICS app from the Apple® Store or the Android™ Market and follow the instructions on how to download.




For a step-by-step guide on how to activate DATABASICS App on a Mobile Device, please view the video below. [\*\*VIDEO: How to Activate DATABASICS App on a Mobile Device\*\*](#)

### Timesheet Status

Timesheet statuses are displayed on the timesheet list and on the timesheet itself.

- New Timesheet:** Never been opened.
- Open:** In use or not properly saved
- Draft:** Saved but not ready for approval.
- Released:** Ready for approval.
- In Approval Process:** Approval process started but has not yet finished.
- Approved:** Approved by all approvers.

### Reports

To print your timesheet, click on the printer icon  and select one of the following reports:

- Timesheet Report

- Adjustment Report
- Leave Balance Report
- Audit Report
- Audit Report of Deletion
- Audit Report of Rejection

### User Preferences

User Preferences allow the user to customize certain aspects of DATABASICS Time and to set defaults for timesheets.

To access User Preferences, click on the drop down arrow next to your name on the right top corner of the application and select **My Preferences**.


























- Time Code:** Select the default pay code for your timesheets.
- Auto scroll to today's date:** Select this to automatically scroll to today's date in an open timesheet.
- Auto populate lines from the Favorites for new timesheets:** Select this to populate the timesheet with lines from your Favorites.
- Copy lines to the Favorites on timesheet release:** Choose this to copy all lines in the current timesheet that contain hours to the template once it gets released.
- Auto populate notes from Favorites:** Select this to populate the timesheet with notes from your favorites
- Timesheet WBS/OBS Width (10-70%):** Determines how much space will be taken up by the WBS/OBS portion of the timesheet
- Timesheet Hours Width(%):** Determines how much space will be taken up by the Hours portion of the timesheet
- My Day Starts/Ends:** Defines the start/end time of the options available in the Time In/Time Out fields. This would normally be the same as the standard start/end time of a workday for a user.
- Display Time In and Out In AM/PM:** This option allows to set a preference to display the time in military time or the AM/PM format.
- Enable Timesheet line ascending sort:** To default the timesheet line order to be ascending vs descending.
- Time Attendance:** Used only if you need to track your attendance Time in and Out per day.
- Daily Note:** Select this to be prompted to add a note on a daily basis

### Contacts

Questions:

<b>Contact:</b>	
<b>Phone:</b>	
<b>e-mail:</b>	


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Icon	Name	Description
	<b>Add to Favorites</b>	Add entry to Favorites template
	<b>Add to Timesheet</b>	Add entry to timesheet from Favorites template
	<b>Approve / Reject</b>	Approve and Reject Actions
	<b>Attachment</b>	Attach document to the timesheet
	<b>Audit Row History</b>	Display row history modifications
	<b>Cancel/Undo</b>	Cancel/Undo entry edit
	<b>Current Timesheet</b>	Current timesheet icon on mobile app
	<b>Delete</b>	Delete Entry
	<b>Edit</b>	Make an edit to a previous entry
	<b>Filter</b>	Filter
	<b>Time Off</b>	Future Timesheet to request time off
	<b>Menu of Options</b>	Click to see a menu of options applicable to the selected screen
	<b>Message Notification</b>	Click on the icon to add a notification.
	<b>Note</b>	Add a note
	<b>Note Added</b>	Icon indicates there is a note entered
	<b>Posted</b>	Extracted and Posted
	<b>Print</b>	Print and Preview
	<b>Refresh</b>	Refresh
	<b>Save</b>	Save Entry
	<b>Search Icon</b>	Click on the icon to bring up the search window.
	<b>Select an Option</b>	Select a WBS option
	<b>Settings</b>	Click to go to Setting menu
	<b>Validation</b>	Click to see the associated validations
	<b>Validation Failed</b>	The timesheet failed validation. The timesheet cannot be submitted until these issues are corrected.
	<b>Validation Warning</b>	There are potential errors on the timesheet. The user can still submit the timesheet, but should investigate the warning first.