



Timesheet

Adam Barr

Logout

Enter Time

2013-07-07 to 2013-07-13

FabrikamFiberCollection/FabrikamFiber (Change)

Query: This week's entries (all cc)

Customize Columns

ID

Title

Sun

Jul 07

Mon

Jul 08

Tue

Jul 09

Wed

Jul 10

Thu

Jul 11

Fri

Jul 12

Sat

Jul 13

Total

244

Incorrect casing for ID column in Forecast model

262

Employee Delete Bug

231

Customers with Canadian addresses not displaying properly.

250

Build Failure in Build: Nightly Fabrikam (Dev)_20130709.3

249

Service ticket creation issue

258

Weather bug

Save

Submit

Totals

0

3

3

3

6

3

0

18

Revert

Weekly Total (all hours): 18

About Imaginet Timesheet

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Timesheet User Guide

This is a basic usage guide that will show you how to work with Timesheet.

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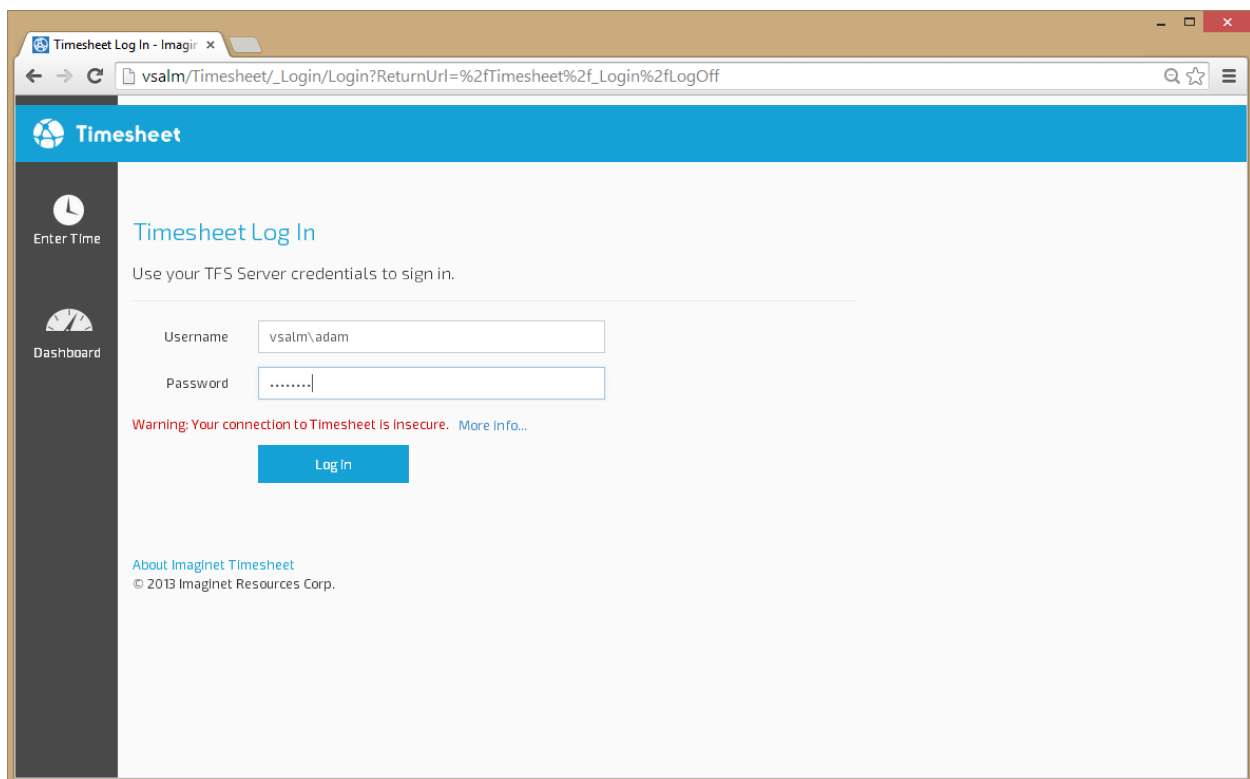
Using Timesheet

Entering Time

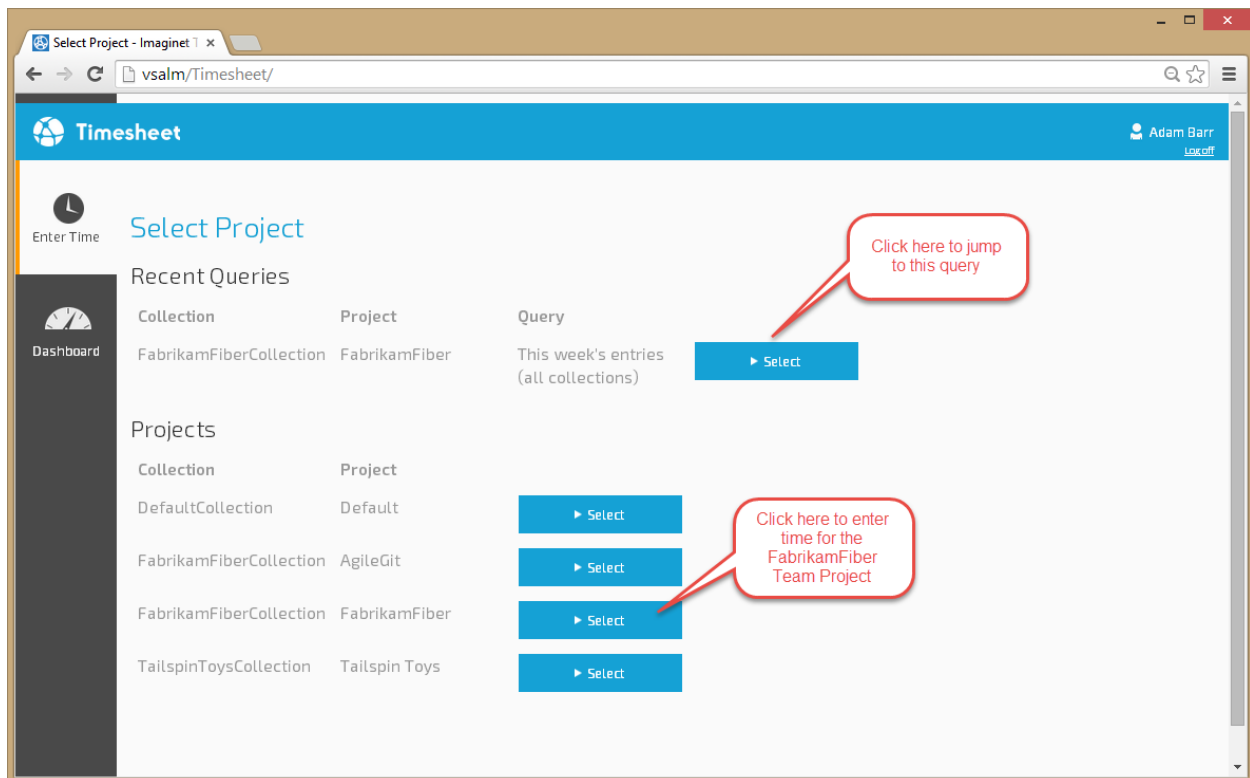
To enter time in a Timesheet, you'll have to select a date (a week for work) as well as a Work Item Query. Any work item query you see in TFS Web Access – either personal queries in the My Queries folder or shared queries – is visible within Timesheet.

Logging in

To access Timesheet, open a browser and enter the URL of your Timesheet site. You'll be presented with the Login page. Use your TFS credentials - enter your username (using domain\username) and password. Click Login.



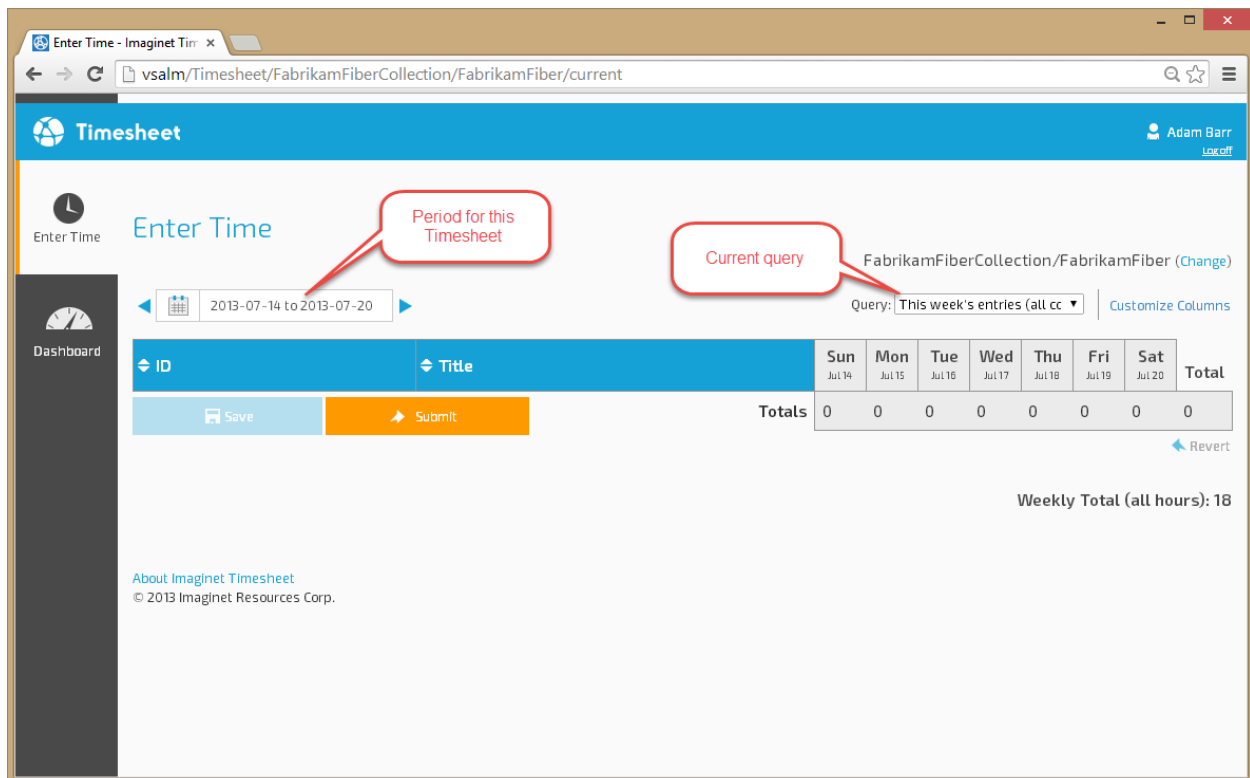
Once you've logged in, you'll see the "Select Project" page. This page shows the last 3 queries you used within Timesheet (so that you can jump to those queries quickly) as well as a list of Team Projects. Click on a Team Project's "Select" button to start entering time.



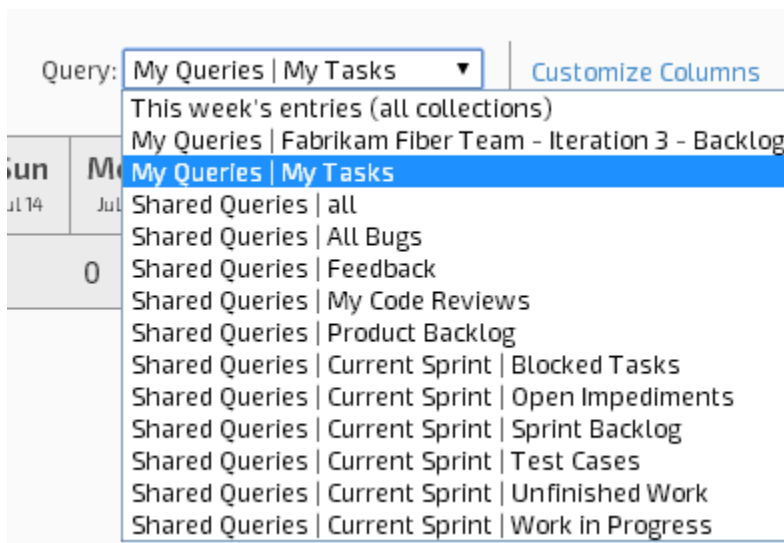
Selecting a Query

Once you've selected a Team Project, you'll see the Timesheet grid. The date for the current timesheet is displayed in the upper left corner. If you have not entered any time for any work items for this period, the grid will contain no rows.

You can click on the calendar icon (📅) to select an arbitrary week. Also clicking on the ◀ or ▶ icons will navigate you to the previous or next week respectively.



The Query selected in the dropdown shows the current query for this Timesheet. To select a new query, expand the dropdown and select a query.



For this example, let's select the "My Queries | My Tasks" query. This will create a row per work item that is returned when running this query in TFS.

Enter Time - Imaginet Timesheet

vsalm/Timesheet/FabrikamFiberCollection/FabrikamFiber/current

Timesheet

Adam Barr

Enter Time

FabrikamFiberCollection/FabrikamFiber (Change)

Query: My Queries | My Tasks

Customize Columns

ID	Title	Sun Jul 14	Mon Jul 15	Tue Jul 16	Wed Jul 17	Thu Jul 18	Fri Jul 19	Sat Jul 20	Total
252	Add weather type column to Forecast table								0
263	Create weather icons								0
264	Create build for FabFiber website								0
Totals		0	0	0	0	0	0	0	0

Save Submit

Revert

Weekly Total (all hours): 0

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Customizing the Columns

You'll notice that only the ID and Title of the work items is shown in the grid. Let's imagine that you want to see the State field as well. Click the "Customize Columns" link just above and to the right of the grid. Then select the State column and move it to the Selected Columns on the right. ID and Title cannot be removed from the selected columns, and you can select up to 6 columns in total.

Customize Columns

Available Columns

Revised Date
Risk
Severity
Stack Rank
Start Date
State Change Date
State Code
Steps
Story Points
System Info
Tags
Target Date
Team Project
Watermark

> <

Selected Columns (Max 6)

ID
Title
State

Update Cancel

When you've selected your columns, click "Update". You'll see that the State column now appears in the grid.

Enter Time - Imaginet Time

vsalm/Timesheet/FabrikamFiberCollection/FabrikamFiber/2013-07-14/5cc68756-e99c-4712-a76b-a81f6df42659

Timesheet Adam Barr

Enter Time

FabrikamFiberCollection/FabrikamFiber (Change)

Query: My Queries | My Tasks Customize Columns

2013-07-14 to 2013-07-20

ID	Title	State	Sun Jul 14	Mon Jul 15	Tue Jul 16	Wed Jul 17	Thu Jul 18	Fri Jul 19	Sat Jul 20	Total
252	Add weather type column to Forecast table	In Progress								0
263	Create weather icons	To Do								0
264	Create build for FabFiber website	To Do								0
Totals			0	0	0	0	0	0	0	0

Save Submit

Revert

Weekly Total (all hours): 0

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Sorting the Grid by Column

If you've selected a flat query, then you will be able to sort the columns. Clicking the ID column header will sort the rows by ID ascending. Clicking it again will sort by ID descending. The sort column header changes from blue to orange, and the direction of the sort is also displayed.

The screenshot shows the 'Enter Time' interface in the Timesheet application. The browser address bar displays the URL: `vsalm/Timesheet/FabrikamFiberCollection/FabrikamFiber/2013-07-14/5cc68756-e99c-4712-a76b-a81f6df42659`. The application header includes the 'Timesheet' logo and the user 'Adam Barr' with a 'Logout' link. The main content area is titled 'Enter Time' and shows a date range of '2013-07-14 to 2013-07-20'. A sidebar on the left contains a 'Dashboard' link. The main grid displays work items sorted by ID (264, 263, 252). The grid columns are: ID, Title, State, and days of the week (Sun to Sat), followed by a Total column. The work items are: ID 264, Title 'Create build for FabFiber website', State 'To Do'; ID 263, Title 'Create weather icons', State 'To Do'; ID 252, Title 'Add weather type column to Forecast table', State 'In Progress'. The 'Totals' row shows 0 hours for each day and 0 total. A 'Save' button and a 'Submit' button are at the bottom of the grid. A 'Revert' link is at the bottom right. The 'Weekly Total (all hours): 0' is displayed at the bottom right. The footer includes 'About Imagnet Timesheet' and '© 2013 Imagnet Resources Corp.'.

ID	Title	State	Sun Jul 14	Mon Jul 15	Tue Jul 16	Wed Jul 17	Thu Jul 18	Fri Jul 19	Sat Jul 20	Total
264	Create build for FabFiber website	To Do								0
263	Create weather icons	To Do								0
252	Add weather type column to Forecast table	In Progress								0
Totals			0	0	0	0	0	0	0	0

Clicking on the ID of the work item will open the work item in Web Access.

Hierarchical Queries

Timesheet supports hierarchical queries. Let's select the Iteration Backlog query:

The screenshot shows the 'Enter Time' interface in the Timesheet application. The browser address bar shows the URL: `vsalm/Timesheet/FabrikamFiberCollection/FabrikamFiber/2013-07-14/5cc68756-e99c-4712-a76b-a81f6df42659`. The user is logged in as Adam Barr. The interface includes a sidebar with 'Enter Time' and 'Dashboard' options. The main area displays a grid of work items for the week of 2013-07-14 to 2013-07-20. The grid has columns for ID, Title 1, Title 2, State, and days of the week (Sun to Sat), along with a Total column. The work items are listed as follows:

ID	Title 1	Title 2	State	Sun Jul 14	Mon Jul 15	Tue Jul 16	Wed Jul 17	Thu Jul 18	Fri Jul 19	Sat Jul 20	Total
211	Technician can see service tickets on Windows Phone.		Committed								0
212		Review application design with technicians.	Done								0
213		Design application workflow.	Done								0
214		Create Windows Phone 7 app.	In Progress								0
215		Submit application to Marketplace.	Done								0
216	Technician can report busy/late on Windows Phone.		Committed								0
217		Review feature with technician early adopters.	Done								0
218		Implement feature in app and wire up to back-end database.	Done								0

You'll see that the "parent items" have their title in the Title 1 columns, while "child items" are indented by 1 column and have their Titles in the Title 2 column. You cannot sort the grid when viewing a Hierarchical query.

The "This week's entries" Query

There may be times when work items don't appear in a query any longer. For example, you may have a query that shows Active Tasks, which you enter time against. If any of the Tasks transition to the "Done" state, they won't appear in the grid any longer because they won't appear in the TFS query.

If you want to see which work items you've entered Time for for a given week, irrespective of query, you can select a special query called "This week's entries (all collections)". This will display a grid of all the work items that you have entered time for.

Timesheet Adam Barr [Log off](#)

Enter Time

FabrikamFiberCollection/FabrikamFiber ([Change](#))

Query: [This week's entries \(all cc\)](#) [Customize Columns](#)

2013-07-07 to 2013-07-13

ID	Title	State	Sun Jul 07	Mon Jul 08	Tue Jul 09	Wed Jul 10	Thu Jul 11	Fri Jul 12	Sat Jul 13	Total
244	Incorrect casing for ID column in Forecast model	Approved						3		3
262	Employee Delete Bug	New		3						3
231	Customers with Canadian addresses not displaying properly.	New					3			3
250	Build Failure in Build: Nightly Fabrikam (Dev)_20130709.3	New				3				3
249	Service ticket creation issue	New					3			3
258	Weather bug	New			3					3
Totals			0	3	3	3	6	3	0	18

[Save](#) [Submit](#) [Revert](#)

Weekly Total (all hours): 18

Entering Time

To enter time, simply add the hours that you worked for a work item in the grid for the corresponding day that you worked.

You can enter part-hours using a period. Edited cells are shown in orange. As you type in time, the column and row totals are updated automatically.

Enter Time - Imaginet Timesheet

vsalm/Timesheet/FabrikamFiberCollection/FabrikamFiber/2013-07-14/5cc68756-e99c-4712-a76b-a81f6df42659

Timesheet Adam Barr [Logout](#)

Enter Time

FabrikamFiberCollection/FabrikamFiber ([Change](#))

Query: [My Queries](#) | [My Tasks](#) [Customize Columns](#)

2013-07-07 to 2013-07-13

ID	Title	State	Sun Jul 07	Mon Jul 08	Tue Jul 09	Wed Jul 10	Thu Jul 11	Fri Jul 12	Sat Jul 13	Total
252	Add weather type column to Forecast table	In Progress		2	1					3
263	Create weather icons	To Do		3	2.4	5		8		18.4
264	Create build for FabFiber website	To Do		3	4.6	3				10.6
Totals			0	8	8	8	0	8	0	32

[Save](#) [Submit](#) [Revert](#)

Weekly Total (all hours): 50

[About Imaginet Timesheet](#)
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When you've finished entering time, click the blue Save button just below the grid. This saves your edits to the Timesheet database, and also subtracts the total time entered from the remaining work field for each work item. Of course remaining work can never go below 0.

ID	Title	State	Sun Jul 07	Mon Jul 08	Tue Jul 09	Wed Jul 10	Thu Jul 11	Fri Jul 12	Sat Jul 13	Total
252	Add weather type column to Forecast table	In Progress		2	1					3
263	Create weather icons	To Do		3	2.4	5		8		18.4
264	Create build for FabFiber website	To Do		3	4.6	3				10.6
Totals			0	8	8	8	0	8	0	32

You'll see a green "Save successful" message just above the grid when the save is completed. Your numbers are no longer orange in the grid.

If you check the history of a work item, you'll see a "Modified by Timesheet" message as well as the changed fields for the work item.

DISCUSSION ONLY **ALL CHANGES**

Adam Barr added comment, made field changes (9 months ago)

Updated via Timesheet

Fields

Field	New value	Old value
Rev	5	4
Remaining Work	0	2

Adam Barr made field changes (9 months ago)

Submitting a Timesheet

Saving time for a Timesheet saves your entries to the Timesheet database. If you need a mechanism of signaling a "completed" Timesheet, then you can optionally Submit a Timesheet. In this version of Timesheet there is no approval workflow or notification mechanism – Submitting simply changes the status of the hours in the Timesheet database. You'll see the reports will show Saved/Submitted hours.

Once you've Submitted a Timesheet, the Timesheet is locked. When a Timesheet is locked, values cannot be edited in the grid.

The screenshot shows the 'Enter Time' interface in a web browser. The browser address bar shows a URL starting with 'vsalm/Timesheet/FabrikamFiberCollection/FabrikamFiber/2013-07-14/5cc68756-e99c-4712-a76b-a81f6df42659'. The page has a blue header with the 'Timesheet' logo and the user 'Adam Barr' with a 'Log off' link. On the left, a sidebar contains a clock icon for 'Enter Time' and a gauge icon for 'Dashboard'. The main content area has a title 'Enter Time' and a date range '2013-07-07 to 2013-07-13'. A yellow banner states: 'This time sheet was submitted for approval on 2013-07-10.' Below this is a table with columns for ID, Title, State, and days of the week (Sun to Sat), plus a Total column. The table contains three rows of tasks. Below the table is an orange 'Reopen' button. At the bottom right, it says 'Weekly Total (all hours): 50'.

ID	Title	State	Sun Jul 07	Mon Jul 08	Tue Jul 09	Wed Jul 10	Thu Jul 11	Fri Jul 12	Sat Jul 13	Total
252	Add weather type column to Forecast table	In Progress		2	1					3
263	Create weather icons	To Do		3	2.4	5		8		18.4
264	Create build for FabFiber website	To Do		3	4.6	3				10.6
Totals			0	8	8	8	0	8	0	32

You can unlock a Timesheet by clicking “Reopen”. This will allow you to reopen a Timesheet (you’ll need to supply a reason for doing so that is saved into the database). Only then can you edit the Timesheet.

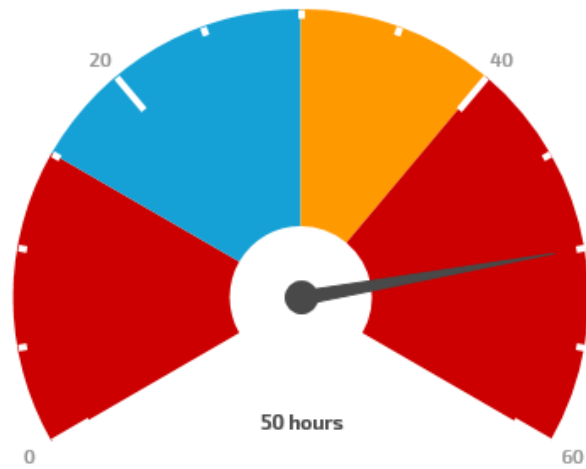
Using the Dashboard

Clicking on the Dashboard icon in the left hand bar will open the Dashboard. The dashboard is a quick visualization of your recent Timesheets.

Hours Entered This Week shows a gauge of hours entered this week.

Hours Entered This Week

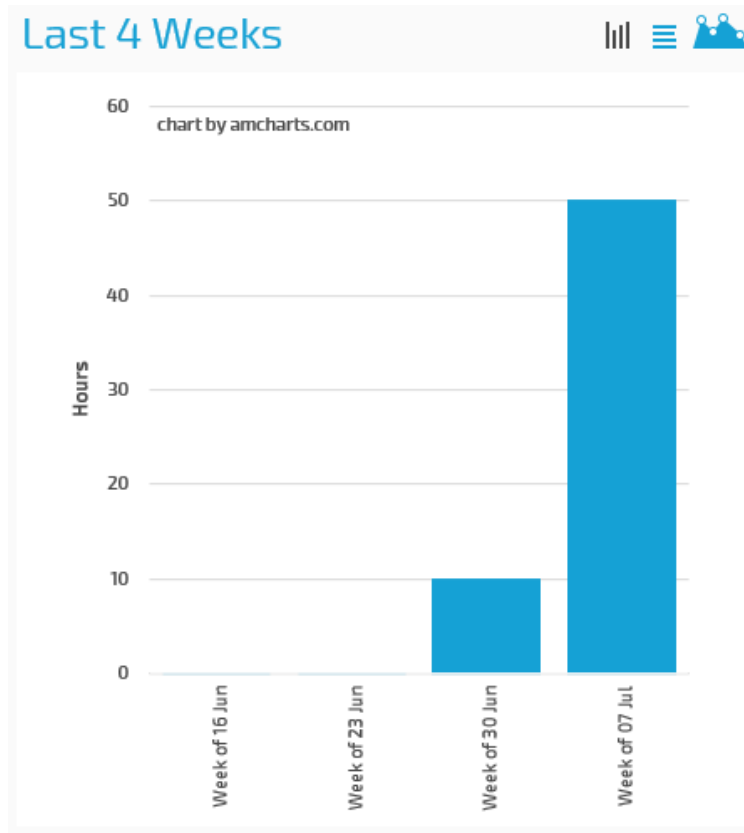
chart by amcharts.com



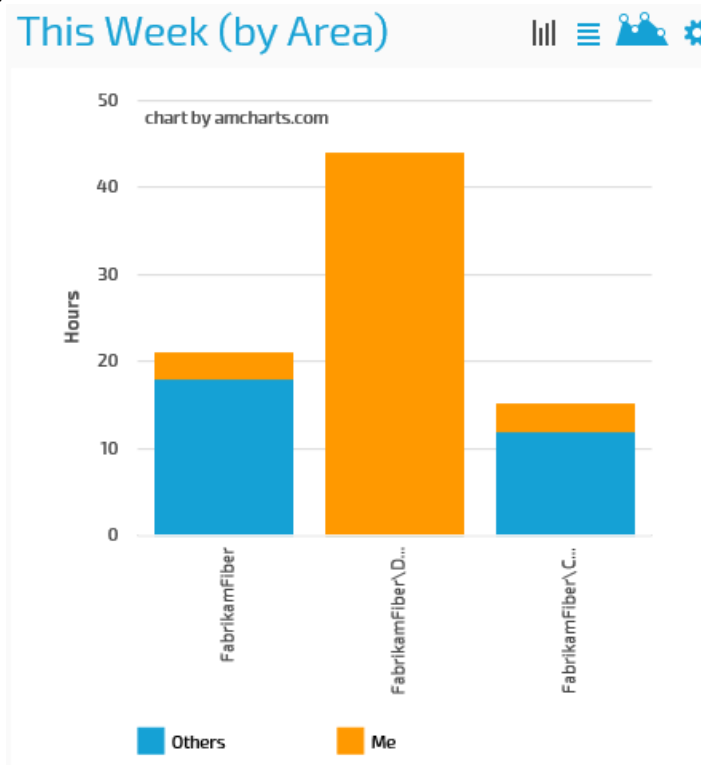
The Last 5 Work Items chart shows the last 5 work items you entered time for. You can change this to a bar, column or area graph using the style buttons in the top-right corner of the chart.




The Last 4 Weeks chart shows a sum of the hours you've entered for the last 4 weeks.



The This Week chart shows the sum of hours (yours and other team members) for a particular pivot. The chart pivots by Area by default.



To change the pivot field, click the  icon in the top right corner, select a field to pivot by and click OK.

Configure Pivot Value

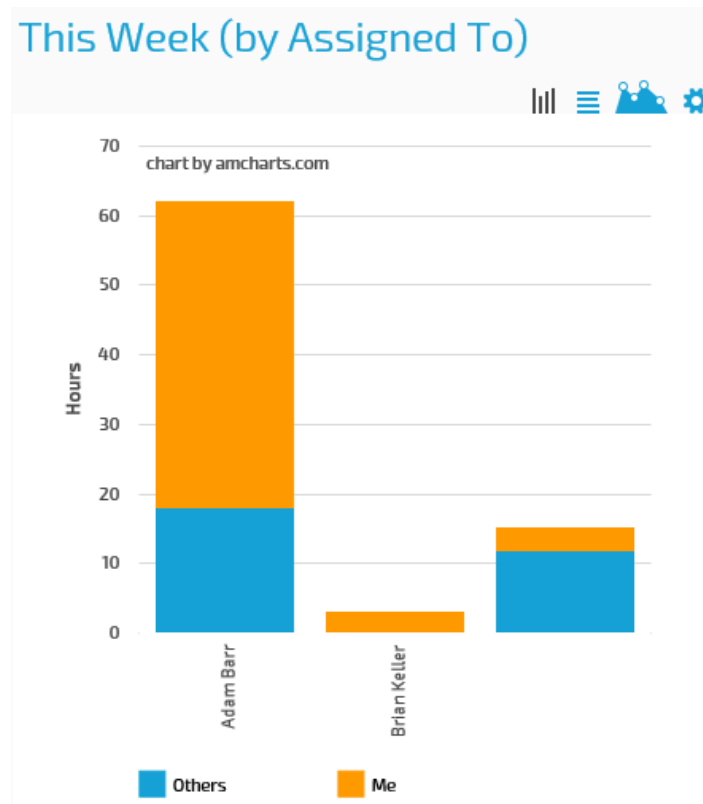
Please select a field to pivot the chart by:

Assigned To

OK

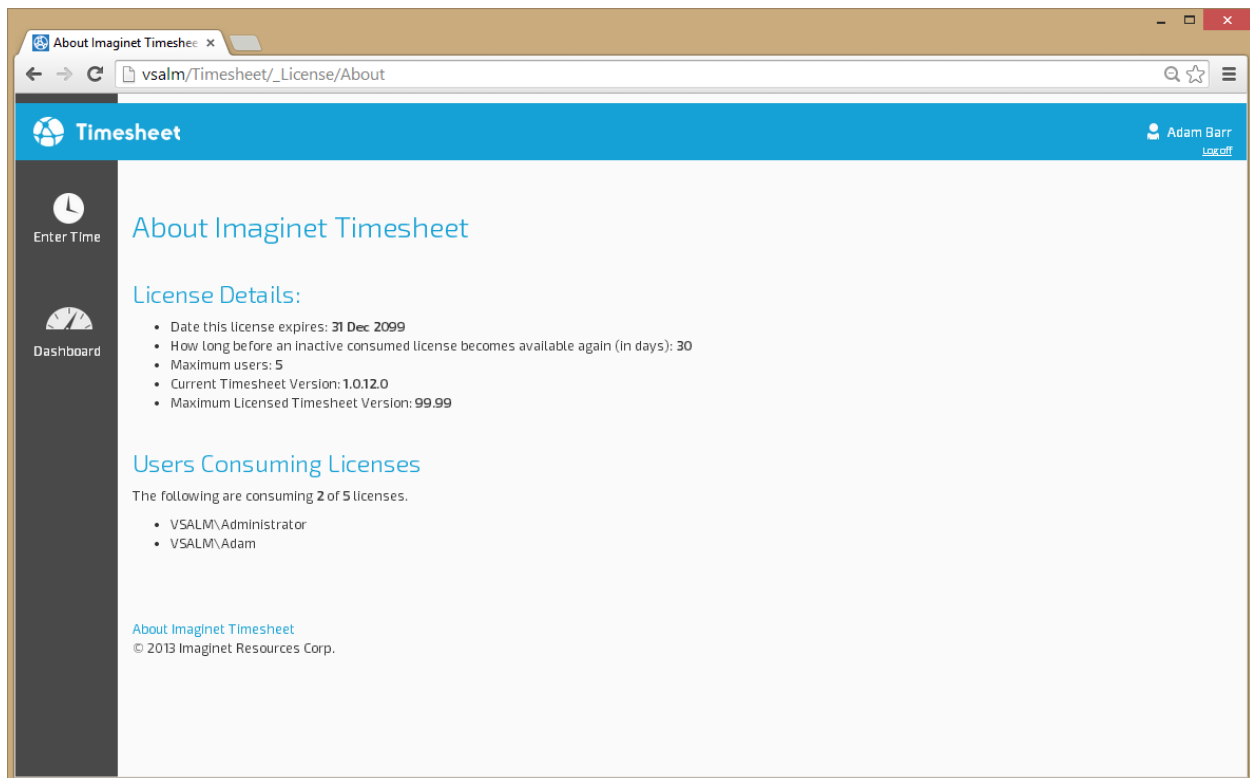
Cancel

This changes the value of the pivot.



Checking Licensing Information

To check licensing information for Timesheet, click the “About Imagnet Timesheet” link at the bottom left of any page.



The License Details section shows the license expiry date, maximum users, current Timesheet version as well as maximum licensed version. It also displays the aging period (in days). If you license a user, and that user is dormant for this period, then that user's license becomes available again.

The Users Consuming Licenses sections shows all users that are currently consuming lincenses.