project portfolio office

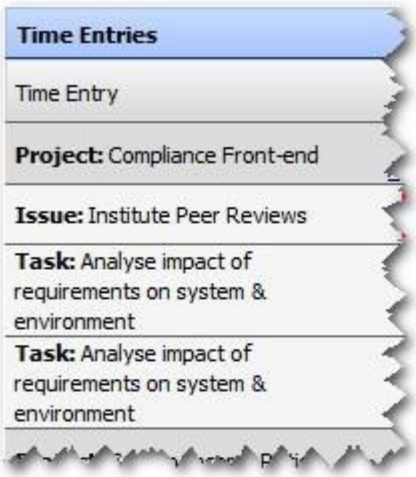
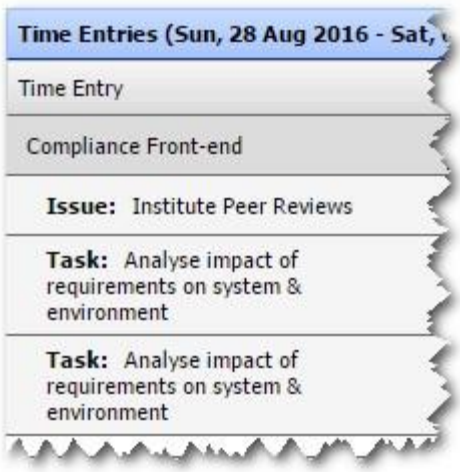
Time Entry Enhancements
Before and After

8 September 2016

The following document explains all the new time entry enhancements that have been deployed between May 2016 and September 2016.

CHANGE 1:
MAKING THE PROJECT LINE MORE PROMIMENT

You will notice that the items underneath each project are now **indented.** We also removed the word "**Project:**" in front of the project name and made the background for the project line slightly darker. These small changes improve the overall readability of the page and help your eyes to easily identify a project, and its associated items.

BEFORE	AFTER
	

CHANGE 2:
CHANGES TO THE PAGE LAYOUT, HISTORY GRAPH AND THE DATE SELECTOR:

2.1 Page layout:
Previously, we had three components that were shown on the right hand side of the page. These were firstly a calendar view, followed by a summary table and then lastly a history graph.

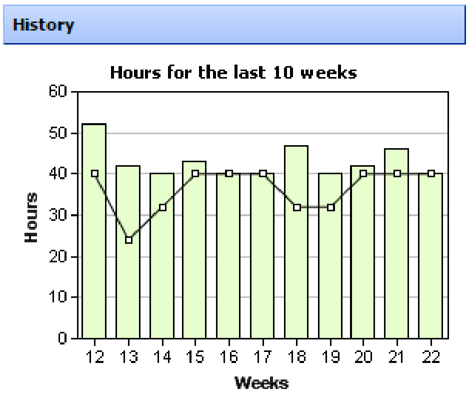
We have now simplified the page layout and freed up screen real estate, by combining, simplifying and re-arranging all these components.

2.2 History graph:

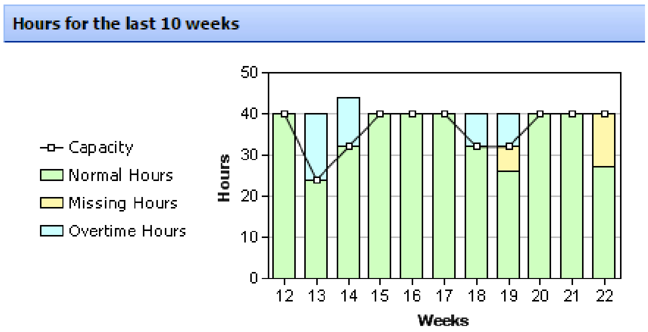
The history graph used to be a simple bar chart showing the total hours booked for the last 10 weeks against your capacity. The new history graph has been changed to a stacked graph, indicating the **normal** hours in green, the **missing** hours in yellow and the **overtime** hours in blue, all on one graph. Take note that the colours are now also brighter and more prominent. You are now also able to click on any week on the graph, which will drill-through to the time entries for that week.

The new stacked graph therefore combines the information from the old history graph, as well as information previously shown separately, on the calendar view.

BEFORE



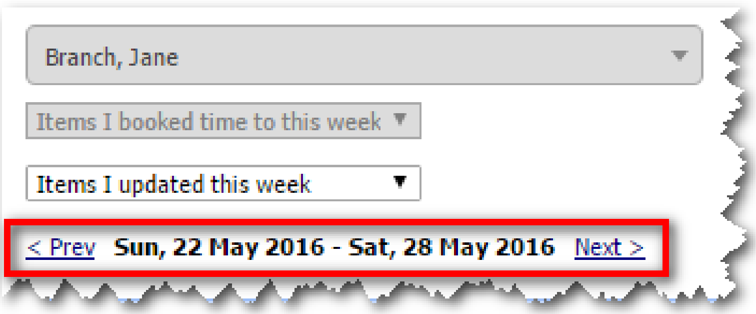
AFTER



2.3 Date / week selector:

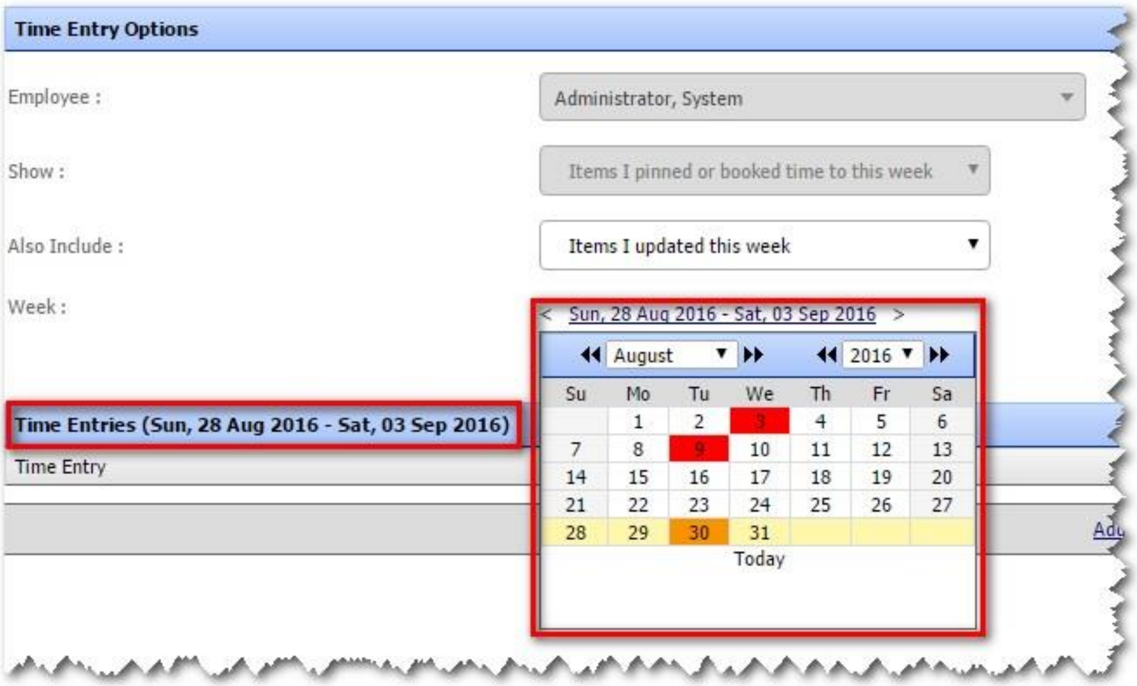
Previously, you could only move forward one week, or back one week, by clicking on the "**Prev**" or "**Next**" links on the date selector. Going back several months, or years, was therefore fairly painful.

BEFORE



We made a change to the date selector, so that it actually drops down a week selector control when you click on it, which allows you to easily select a different week, month or year.

AFTER



Note that the currently selected week is highlighted in yellow (as per the screenshot above). To get back to the current week, you can simply click on the **Today** link, on the calendar.

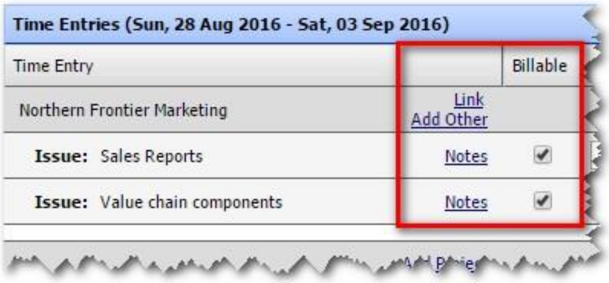
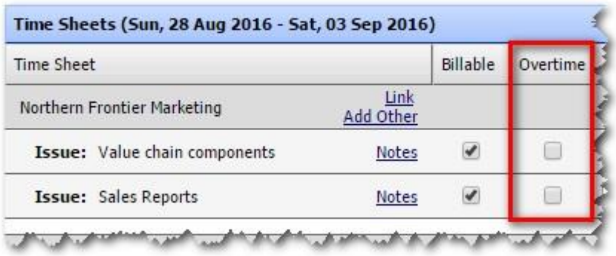
CHANGE 3:

ADDING AND REMOVING COLUMNS

Previously, it was not possible to add your own custom columns or remove any of the default columns on the time entries maintenance page.

This has been changed so that you are now able to hide the "**Billable**" flag column, as well as the "**Activity** "column if you do not require them. You are also able to add additional columns, e.g. a sub-activity or an overtime flag field, if this is what you need.

Below is an example of what the page will look like once you have removed the "**Activity**" column as an example, or added your own "**Overtime**" column.

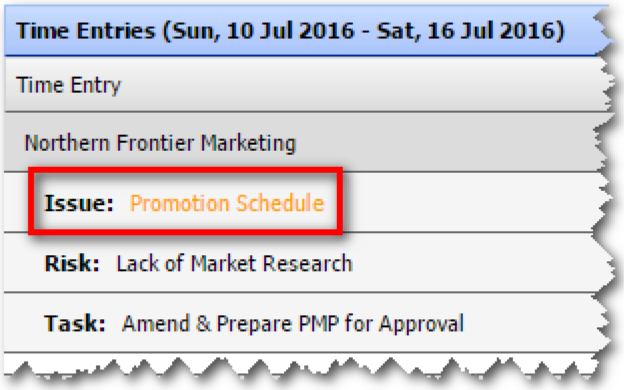
WITHOUT THE "ACTIVITY" COLUMNS	WITH AN "OVERTIME" COLUMN
	

Please contact the PPO support desk if you would like to customise your time entries maintenance page.

CHANGE 4:

HYPERLINKING OF PROJECTS AND LINKED ITEMS

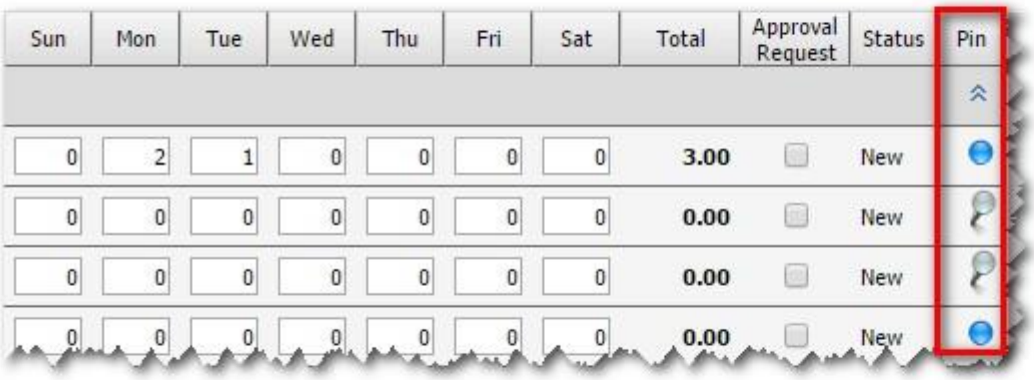
You are now able to click on any project, or linked item, on the time entries maintenance page, and it will open in a new window or tab. This is very useful if you want to see additional information about an item, while capturing your time.



CHANGE 5:
PINNING OF TIME ENTRY RECORDS

If there are items that you **regularly** book time to, for example weekly meetings, it might be useful to "**pin**" that item on the page. You can also pin the "**Other**" time-entry records**.** When pinning an item, it will also remember the Activity, as well as the value of the Billable flag that was selected, when you pinned the item.

To **pin** an item, simply click on the "**clear**" pin on the far right. Once an item has been pinned, it will show as a blue pin-head. To **unpin** an item, simply click on it again.



Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Approval Request	Status	Pin
0	2	1	0	0	0	0	3.00		New	
0	0	0	0	0	0	0	0.00		New	
0	0	0	0	0	0	0	0.00		New	
0	0	0	0	0	0	0	0.00		New	

CHANGE 6:

APPLYING FILTERS WHEN ADDING PROJECTS OR LINKING ITEMS MANUALLY

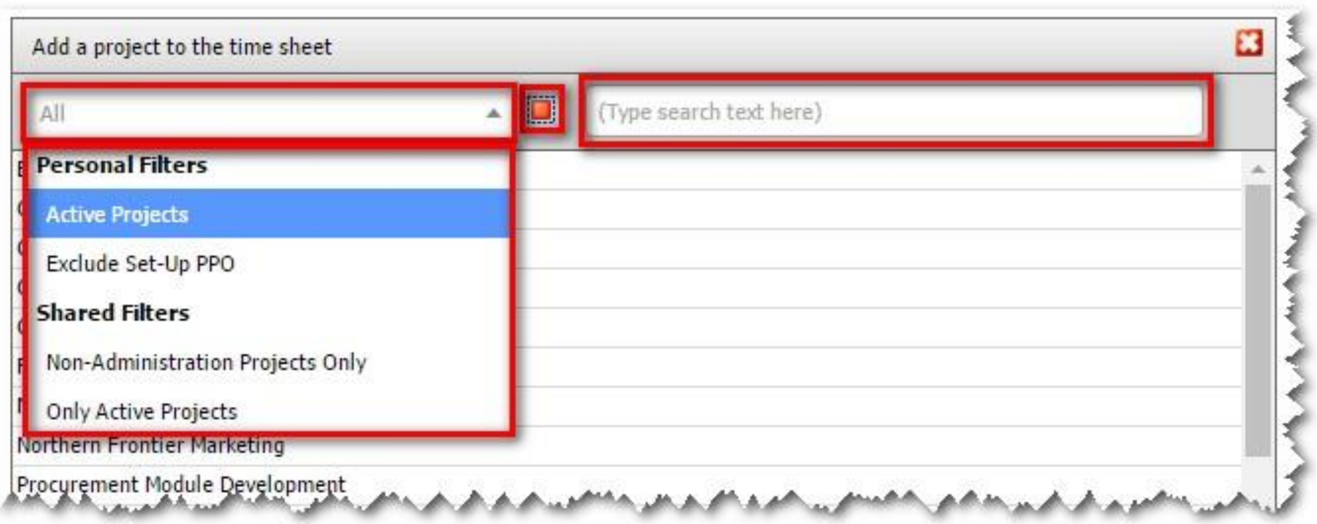
Previously, when manually adding a project to your timesheet, you could type in any part of the project name in the search box provided and it would show you matching projects.

Alternatively you could click on **"Show All"** and it would then show you all the projects (up to a maximum of 1000). You could however NOT limit the project list in any way, to for example only show projects where you are the project manager. You could also NOT show projects which have been filtered out as a result of a global filter, as the global filter was automatically applied.

BEFORE FOR PROJECTS

We have now introduced advanced filtering options, similar to what you have on list pages. You can now choose whether to apply the global filter or not, or to select a personal or shared filter, while still allowing you to search within the results as well.

AFTER FOR PROJECTS



Similarly, when manually linking an item such as an issue or task, you previously had the option to search for the item in the **search** box provided or to use the "**Show All**" option to see all the items for that project.

By default, the global filter was ignored and there was no way for you to limit the list that is shown. This made it very difficult to find the item that you wanted to link.

BEFORE FOR PROJECT RELATED ENTITIES

Similar to the change when adding projects, you are now able to decide whether to apply a global filter or not, select a personal or shared filter and also still search within the results set.

You can now for example show only issues assigned to you by selecting an appropriate shared or personal filter. If the results list is still too big, you can filter the list further by typing any phrase contained in the display value of the item.

AFTER FOR PROJECT RELATED ENTITIES

CHANGE 7:

Notes displayed on the time entries maintenance page

The ability to add Notes to time entry records has always been possible. With the new change, the notes are now **displayed** on the time entries maintenance page without you having to click on the Notes link to see the content. To add or update a note, you still need to click on the **Notes** link.