



PAVONE TimeSheet

Product Overview

PAVONE TimeSheet provides you with a user-friendly means for recording time spent completing daily activities and project tasks. For project tasks, TimeSheet can be integrated as an extension to PAVONE Project Management, and linked to salary compilation and billing systems based on Lotus Notes/Domino.



Belonging to the tool suite known as PAVONE GroupProject, PAVONE Timesheet offers three possibilities for the recording of employee time and effort.

The concepts in TimeSheet are simple and support the recording and management of various employee activities on a weekly basis. Actual time spent can be entered daily or weekly by each individual employee and processed by their team leader and/or centrally in human resources and controlling. A Workflow process has been integrated for the completion, approval and booking of TimeSheets.

Once booked, TimeSheets can be archived in a separate database to save space, and the recorded values can be exported into yet an additional database. Both databases contain numerous functions for processing the raw numbers, as well as interfacing with additional data processing systems.

Product Features

- **Ease of Use**
TimeSheet receives a high user acceptance rate thanks to the intuitive design of documents, as well as a user-friendly interface for the TimeSheet system.

Whether accessed via a web browser or from the Lotus Notes client, the familiar TimeSheet environment remains exactly the same.

- **High-end Analysis**
Compilation of values located in the Export database allow for individual and group display and analysis of actual effort.
- **Resource Transparency**
At any moment and with a click, the assignments for an employee can be viewed in the categories Projects and Other Work.

Management is provided with a quick overview of remaining effort, and can access these values individually.

Project participants can update their Time-sheets to contain the most current project information; extremely helpful when a task should be completed by a team or workgroup.

Projekt	Vorgang	Anfang	Ende	Mo 05.06	Di 06.06	Mi 07.06	Do 08.06	Fr 09.06	Sa 10.06	So 11.06	Summe
1	OPF	Edisanzählung neu	13.02.2000	23.03.2000	1,00		3,25				4,25
2	OPF	Auftragsbearb. Firmen	27.03.2000	08.04.2000		2,50					2,50
3	OPF	Chromologie	27.03.2000	06.04.2000							
4	OPF	Bauüber-/Offenlokalbauarb./etc.	27.03.2000	06.04.2000							
5	OPF	Planer	27.03.2000	27.04.2000			6,50				6,50
6	OPF	Vermarktung	07.04.2000	19.04.2000							
7	OPF	Bewertung/Baugutachten	17.04.2000	26.04.2000							
8	OPF	Verfahrgänge/Verfahren	25.04.2000	04.05.2000							
9	OPF	Abgabe	04.05.2000	15.05.2000							
10	OPF	Bearbeitung	15.05.2000	22.05.2000				8,00			8,00
11	OPF	Leistungsvergütung/Verfahrensvergütung	22.05.2000	30.05.2000							
12	OPF	Terminbearbeitung	30.05.2000	07.06.2000							
13	MS-Office										
14	SW-Programm	Allgemeines	08.02.1999	12.02.1999	5,00						5,00
15	Umsatz VCS	Einweihungsterm	08.12.1999	22.12.1999			4,00				4,00
16	MS-Office										
17	MS-Office										
18					9,00	0,00	3,25	4,00	8,00		30,25
19					3,00	0,00	6,00	4,00			13,00
20					9,00	0,00	9,25	8,00	8,00		40,25

- Time-Saving**
 Employees, involved in numerous projects, can enter their actual effort centrally via the TimeSheet database. This improves project accuracy and decreases the time needed for entering actual effort.

Jahr - Woche	Mo	Di	Mi	Do	Fr	Sa	So	Summe
Expedit								
↳ Genehmigt								
↳ Genehmigt und gebucht								
↳ Carlson, Jim								
2000 / 02	9,50	9,25	9,25	10,00	8,50	3,00	0,00	49,50
↳ In Arbeit								
↳ Adams, Lisa								
↳ Anderson, Rich								
↳ Braun, Max								
↳ Carlson, Jim								
2000 / 05	10,50	10,25	10,25	8,75	11,25	9,50	0,00	60,50
↳ Eickelmeier, Rainer								
↳ Fabian, Curt								
↳ Forqun, Bailey								
↳ Franklin, Joe								
↳ Friedrichs, Klaus								
↳ Hayes, Suellyn								
↳ Koch, Manuela								
↳ Lindner, Nadja								
↳ Monroe, Tracy								
↳ Oltz, Martha								
↳ Rautmann, Arno								
2000 / 23	9,00	9,00	8,25	8,00	8,00	0,00	0,00	42,25
2000 / 24	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
↳ Schröder, Winfried								
↳ Smith, Mark								
↳ In Arbeit (Vorgesetzter)								
↳ Carlson, Jim								
2000 / 04	11,25	11,75	10,75	10,50	6,00	6,25	0,00	56,50

- Flexible Design**
 The individual projects tasks, as well as the other work displayed in a TimeSheet can be defined for each employee separately. In addition, sub-tasks can be created, to increase task thoroughness.

For individual users or user-groups, weekends can be added as workdays to any TimeSheet.

For each project and for each week, comments can be entered and recorded for each task.

The appearance of the actual TimeSheet can be adjusted to meet company needs. This might include, for example, adding and removing columns and folders. How information is displayed in a TimeSheet is completely flexible.

Enhanced configuration in TimeSheet allows for the inclusion of unique fonts, colors and names.

- Printable**
 Individual TimeSheets can be printed from any client and used for review. In addition, TimeSheet data can be exported to Microsoft Excel, increasing the opportunity for presentation and analysis.

- Competent Archiving**
 The archiving of TimeSheet documents can be set so that they are transferred to a Notes database, or archived in a relational database.
- Platform Independence**
 Combining Java technology with Lotus Notes means that TimeSheet is accessible in exactly the same manner in Lotus Notes as well as in any web client. All functions remain the same, regardless of the environment or client of the user.
- Application Service Providing (ASP)**
 Complete web integration of the Timesheet architecture means that an ASP version is readily available.

Configuration and Administration

PAVONE TimeSheet supports a wide-range of unique configuration settings for each individual user. Each user receives the appropriate project tasks and other work in TimeSheet automatically. The settings and configuration for TimeSheet can be carried out and changed only by those who are authorized with the appropriate access rights.

Supported Server/Client Versions

(*... and higher for all versions)

- Server: Domino 4.6.3*
- Client: Notes 4.6.2*, Netscape Communicator 4.08*, Microsoft Internet Explorer 4.01*

Supported Platforms

- Server: numerous servers with Java-support: approved for Domino
- Client: Windows NT 3.51 and higher
Windows 2000, Windows 98
Windows 95
Linux, OS/2 4.x