

THE FINAL RESULT

Name: Rabholz, Heather (5894)		Edit Timesheet		Ending Date: 6/15/01				
Dept: OFC2035 - Off-line Studio NY				Manager: O'Donoghue, Shaun				
Sort order: [v]		Green Activities are Billable Blue Activities are Non-Billable		[?] Help				
Activity / description	Location	Mon	Tue	Wed	Thu	Fri	Tot	Comments (<60 chars)
BNRA03 Invalid Activity Code	NY [v] [?]				2		2	Job Manager Ir
SRS607 Invalid Activity Code	NY [v] [?]					3.5	3.5	Job Manager Ir
BANG11 Invalid Activity Code	NY [v] [?]	0.75	2	3	0.75	2	8.5	Job Manager Ir
EBCG05 Invalid Activity Code	NY [v] [?]	2	4	2.75	2.75	2	13.5	Job Manager Ir
LOGG23 Invalid Activity Code	NY [v] [?]	6					6	Job Manager Ir
LOGG29 Invalid Activity Code	NY [v] [?]		0.5		1.25		1.75	Job Manager Ir
CRDM02 Invalid Activity Code	NY [v] [?]			0.5			.5	Job Manager Ir
GLDM01 Invalid Activity Code	NY [v] [?]			0.75			.75	Job Manager Ir
PROG06 Invalid Activity Code	NY [v] [?]			0.5			.5	Job Manager Ir
SCRX63 Invalid Activity Code	NY [v] [?]			0.5			.5	Job Manager Ir
	[?] [v]						0	
Totals		8.75	6.5	8	6.75	7.5	37.5	re-calc
		Mon	Tue	Wed	Thu	Fri	Tot	

Save Timesheet Submit Timesheet Add Activities Change Activities Save & Exit

The final result is a timesheet that has all the data that Job Manager captured over the course of the week. The interface has placed a comment in the entries that it created.

You may add time for internal numbers such as USVAC, USHOL and other numbers that Job Manager does not track. Just add the activities and enter the time.

Please take care to check that the time Job Manager has captured is accurate to the best of your knowledge. By clicking "submit" you take responsibility for these hours.

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DIGITAS

Job Manager OLTS Timesheet Interface



**Important information on
how to import
Job Manager Data into OLTS.**



Job Manager

TASK LEVEL TRACKING

JOB MANAGER IS A TASK LEVEL TRACKING SYSTEM USED TO ACCURATELY REPORT THE LEVEL OF EFFORT PUT INTO A JOB. THIS GUIDE WILL HELP YOU UNDERSTAND HOW TO USE THAT CAPTURED TIME, FOR DIGITAS TIMESHEETS, WITH A REDUCED LEVEL OF EFFORT.

FOUR EASY STEPS

- 1 Start the process as you normally would, by creating a new timesheet for the week. However, instead of entering hours and job numbers, just save and exit. This will take you back to the main menu.

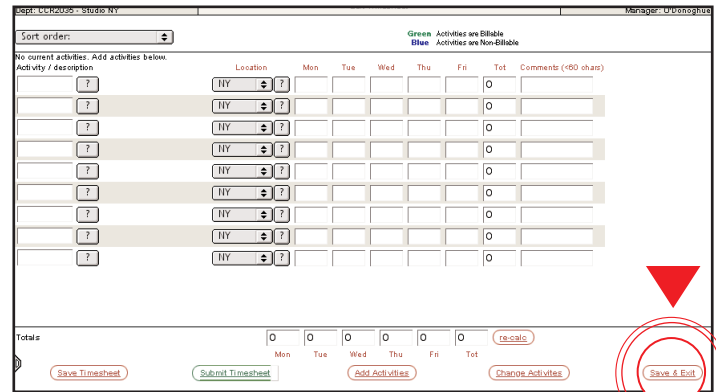


Figure A. SAVE AND EXIT

- 2 Now back on the main page, go into the Options menu and select “Job Manager Interface.” This is a new addition to the timesheet system.

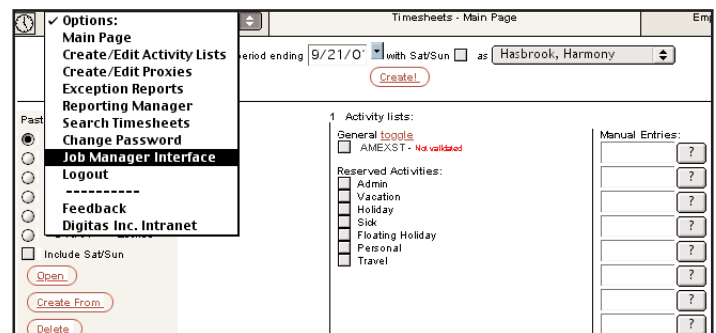


Figure A. OPTIONS MENU

- 3 Once in the Job Manager Interface, select your office location and the time sheet date to which the data will be imported. These dates will only appear if you have created the respective timesheets (see step 1). Once you have selected the proper parameters, click “Run.”

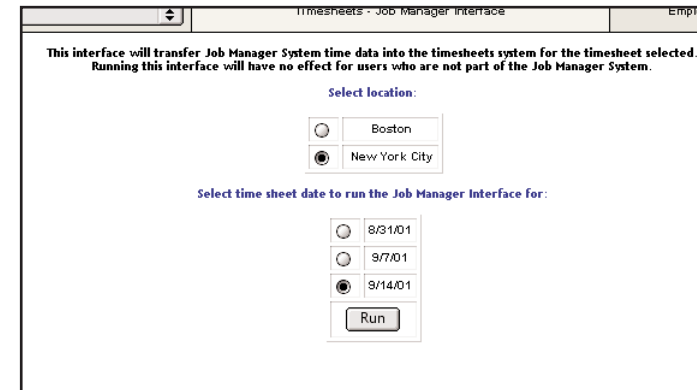


Figure A. JOB MANAGER INTERFACE

- 4 After clicking Run, if the data was successfully imported, the interface will give a full report, including the date of the timesheet, how many entries were read and how many job codes will appear on your timesheet. To see your timesheet you will have to go back to the main page and open it.

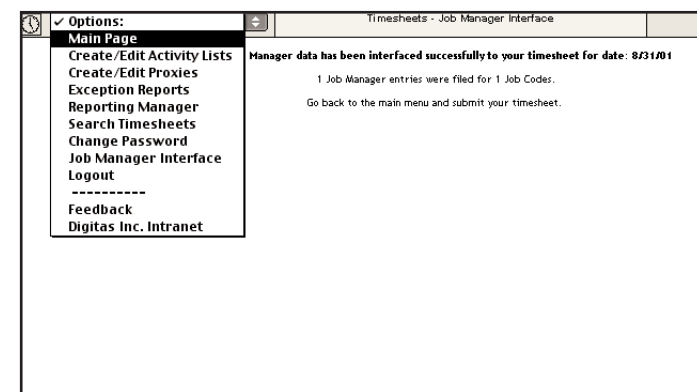


Figure A. RUN REPORT

SEE THE RESULTS! ►