



Audience and Context

This document is intended to help clients plan the configuration and use of Dovico Timesheet. It is to be used as a guide since the diversity of circumstances and infrastructures may provide reason to deviate.

Initial Configuration and Setup

Before using Dovico Timesheet, each user's web browser pop-up blocker should be modified to include Dovico Timesheet as a 'safe site' (Allowed Sites).

Check the default Regional Settings set for the database (Navigation bar > Setup > Company > General tab).

Enter your company's name in the Company Name field (Navigation bar > Setup > Company > Company Profile tab).

Assignments

Project, task and employee assignments should be kept specific to each employee's needs. This will allow the software to run at peak performance and will allow the employee simple selections for Timesheet and Expense entry.

Time Approvals

By default, Dovico Timesheet approval workflows are not assigned to employees or projects. Therefore, unless approval workflows are created and assigned, time or expenses submitted by employees are immediately available for reporting, costing, payroll, billing, etc. When creating approval workflows, the absolute minimum number of approving managers should be used. Experience has shown that when more than 2 approving managers are assigned in a workflow, there is considerable delay in getting time/expense entries approved. This is principally the case when employees submit at the very last minute.

Approving managers can be notified by e-mail whenever there are time and/or expenses waiting for their approval. You can setup either an Instant E-mail Notification via the manager's time entry tool's Options tab or you can setup Scheduled Notifications which will only send 1 e-mail summarizing all time and expenses to be approved. The first option is problematic if the manager is approving for many employees, as his or her e-mail inbox could be flooded with approval notice e-mails.

Reporting – Job Scheduler

Any report can be set to be automatically e-mailed to any employee. However, diligence should be used when selecting which reports to send as some reports can contain sensitive information. The total number of reports e-mailed (and their frequency) should be kept to a reasonable minimum.

New Employee

When adding new employees, use this checklist to ensure that everything is ready for time and expense entry.

- ✓ From the Employees view, **add the new employee**. You can either invite an employee to join or enter all the employee's properties now by clicking the Advanced option.

- ✓ If time tracked is used for costing or billing, enter the hourly **Pay Rate** and **Billing Rate** for the employee.
- ✓ **Assign projects and tasks** for the new employee. If the new employee will have similar assignments as an existing employee, you can use the **Copy Assignments** function and then edit individual assignments as necessary.
- ✓ Add the new employee to any applicable **Approval** workflows.
- ✓ Add the employee to relevant **scheduled reporting or notification** jobs (Job Scheduler).
- ✓ Use the **Timesheet Options** view to customize to the employee's time and expense entry screens.
- ✓ Send the new employee the company (database) name, his or her Login ID, Password and the login address. <https://login.dovico.com/index.aspx#Login>
- ✓ **Train** the employee how to use Dovico Timesheet to enter time and expenses (or use our On Demand Training: https://www.dovico.com/versions/dtb_hosted_training/Welcome.htm)

Time Entry Methods

Employees may enter time using more than one method. The following are the more common ways to enter time:

- **Bulk Time Entry** – normally used by employees to enter time (durations) at the end of the day or week. This is the most common method of time entry.
- **Timer Entry** – the most accurate method of tracking time; employees attentively start and stop the timer while working. Effort and commitment by employees is required to use the timer function effectively.

- **Start/End times (In/Out Entry)** – used by employees who don't use the timer function but still require reasonably accurate Start and End times for each time entry.
- **Mobile** – Several mobile applications are available to users to enter their time entry on smart phones and other such mobile devices. These can be found at <https://www.dovico.com/tools>.

Employee Leaves

When an employee leaves the company, or will not be using the software any longer, the seat that is in use for this employee can be freed by simply clicking the 'Deactivate' button in the employee's profile. This is a much better alternative to deleting the employee and all his or her data.

Project Ends

When a project ends, it is recommended that the status of the project be set to Completed to prevent employees from tracking time against completed projects.

Leave/Absences project

Leave and absences are tracked and monitored via the Leave/Absences project. The Leave/Absences project cannot be deleted. The project can be renamed but should not be used for other purposes.

Custom Terminology

Depending upon the company's usual project structure, different terminology may be used. For example, a "Project" may be called an "Entity" or a "Task" may be called a "Job". In this case, the terminology in Dovico Timesheet can be changed to better suite your company or profession. The Custom Terminology may be changed at any time under Company Settings. (For more information, search for "Terminology" in the help files).

Security

Security requirements can vary depending upon the organization's structure. It is not recommended to give all users Administrator security level access. It is recommended that the organization's structure be reviewed and an assessment be made to determine to which views or tools each employee requires access. The built-in security groups may be sufficient to accommodate most organizations' needs. However, if the built-in security groups are not adequate, new security groups may need to be created.

(For more information, search for "Internal Security Groups" or "Security Groups" in the help files).

Deleting items and records

In most administrative views, a delete function is available to delete items (employees, projects, assignments, etc.) from the database. Careful consideration and caution should be used before using the delete function as once an item has been deleted, **it cannot be recovered** except via any database backups. To ensure no one accidentally deletes projects, tasks, etc., create a new security group(s), remove Delete rights to the applicable views and tools for the new security group and then apply it to those employees accessing the administrative functions.

Audit Trail

Dovico Timesheet's powerful Audit Trail logs additions, changes or deletions in numerous types of records in the database. Its usage is critical if your company must adhere to regulatory standards and quality control guidelines for the collection of timesheet information. Audit trails are not only useful in recording what changes have been made, who made them and when they were made, but can be beneficial in recovering lost transactions or even to troubleshoot problems.

Designating an Administrator

The optimum Dovico Timesheet Administrator is someone who will be a significant administrative tool user.

If possible, the Dovico Timesheet Administrator should also be the primary support contact for Dovico. It is best for all other employees using the software to route any support questions or problems through the Administrator.

If practical within the organization, a backup Administrator should also be named to cover for the Administrator as required.