TIME : STUDY

ADMIN QUICK START GUIDE

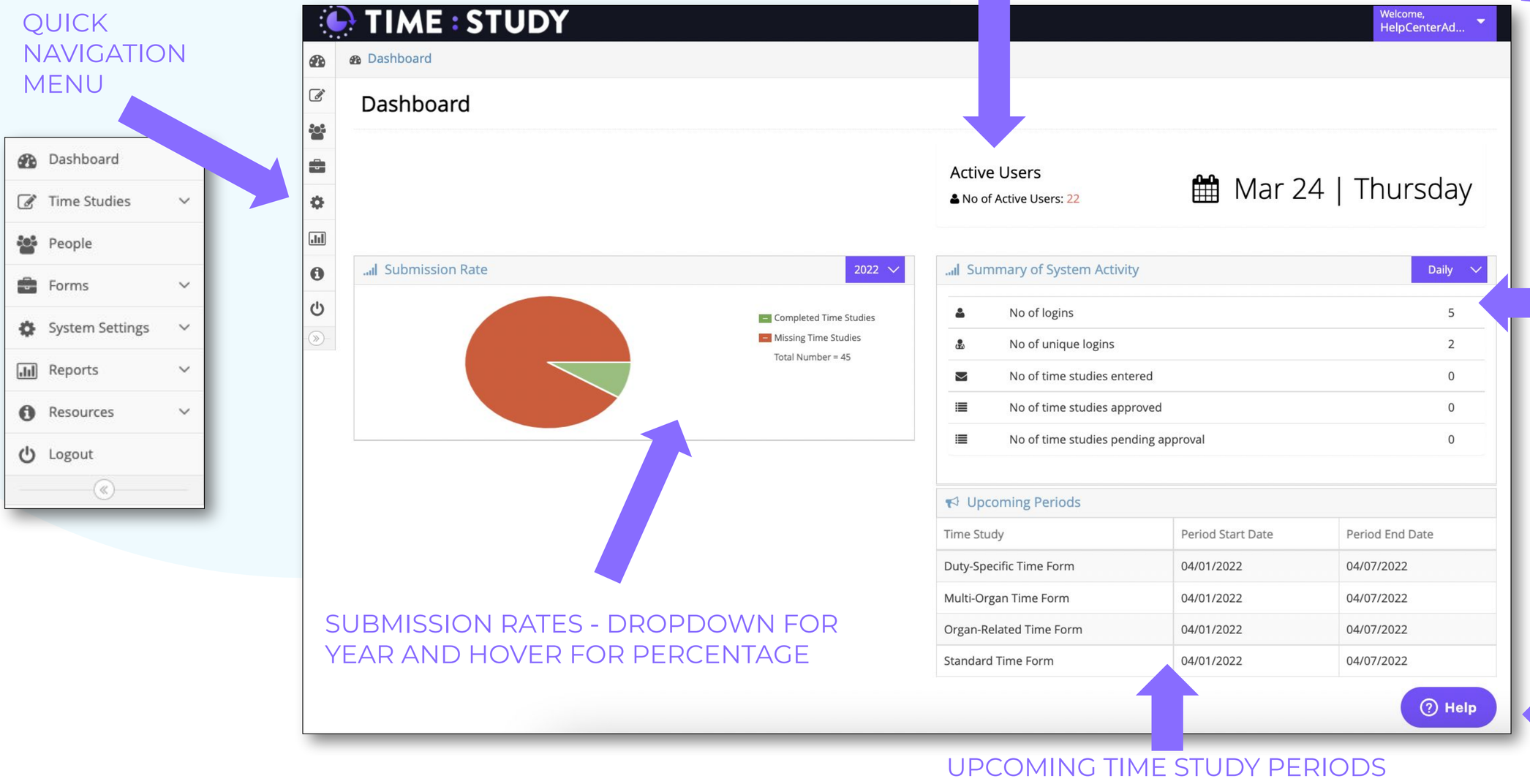
TIME : STUDY

Dashboard

QUICK NAVIGATION MENU

OF ACTIVE USERS

NOTIFICATIONS / MANAGE ACCOUNT



SUMMARY OF SYSTEM ACTIVITY /

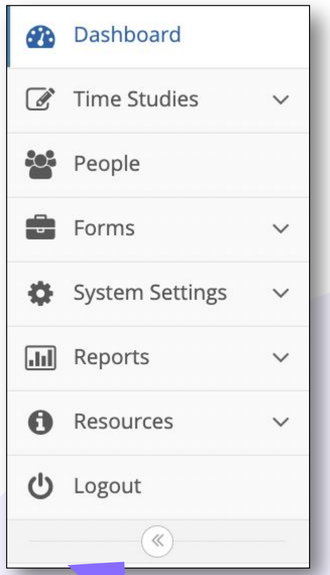
DROPDOWN FOR TIME RANGE

SUBMISSION RATES - DROPDOWN FOR YEAR AND HOVER FOR PERCENTAGE

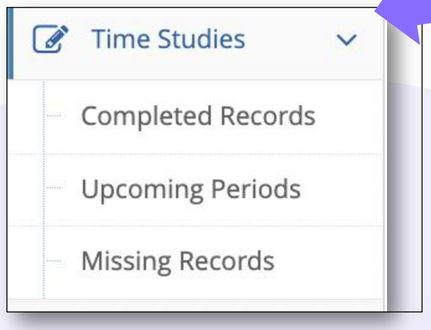
SEARCH THE HELP CENTER

UPCOMING TIME STUDY PERIODS

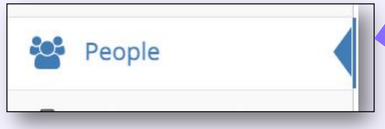
Quick Nav



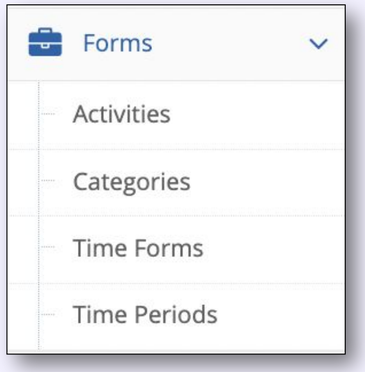
EXPAND THE MENU



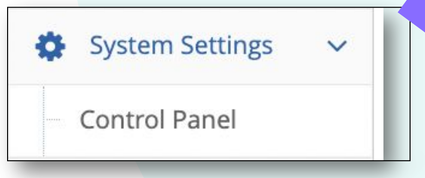
TIME STUDIES:
PAST / PRESENT / FUTURE



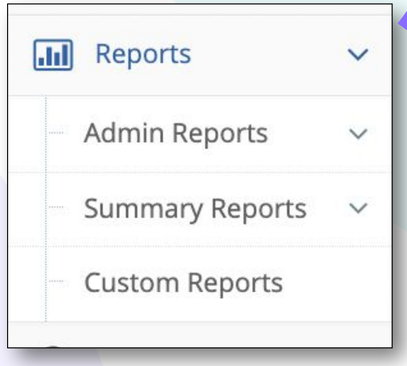
MANAGE PEOPLE



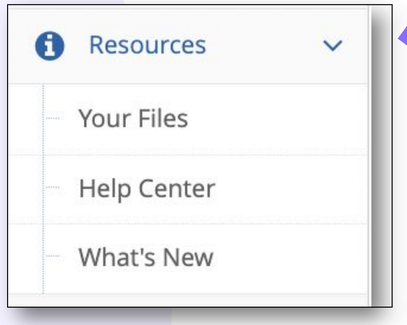
MANAGE FORMS



SYSTEM SETTINGS



RUN REPORTS

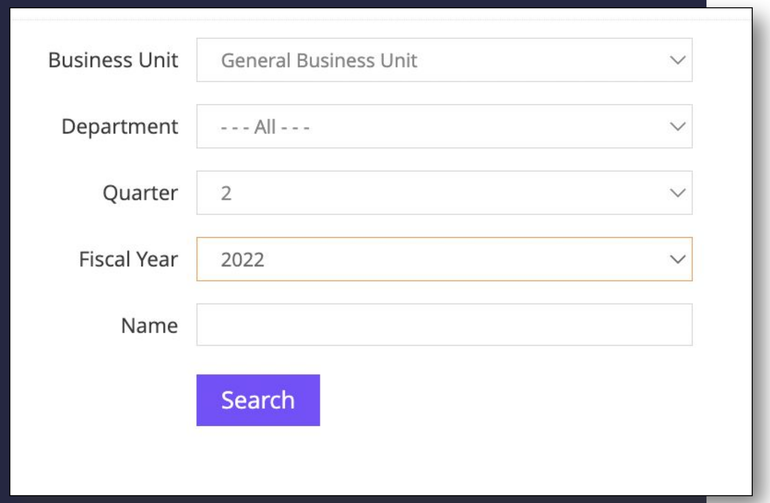


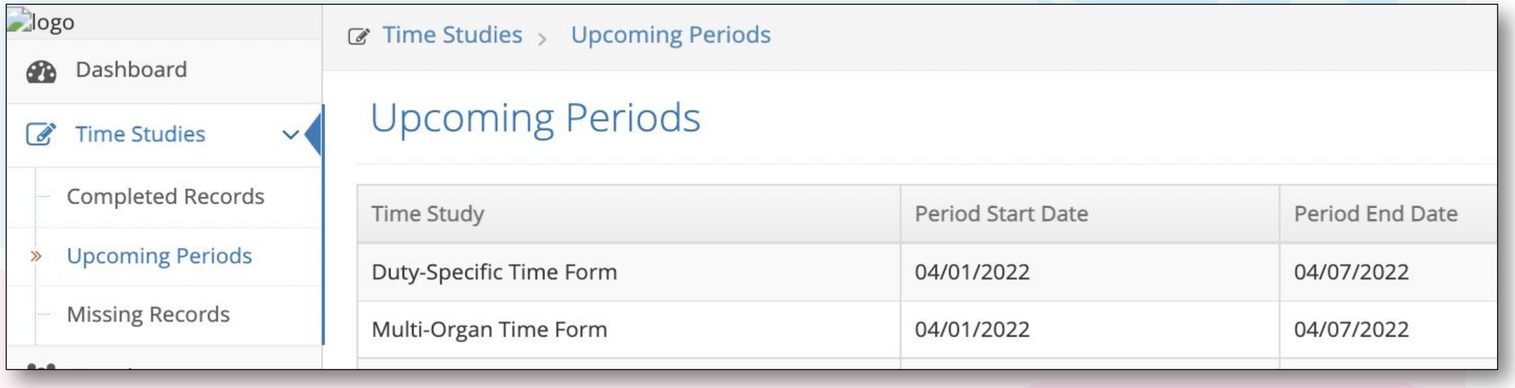
ACCESS RESOURCES

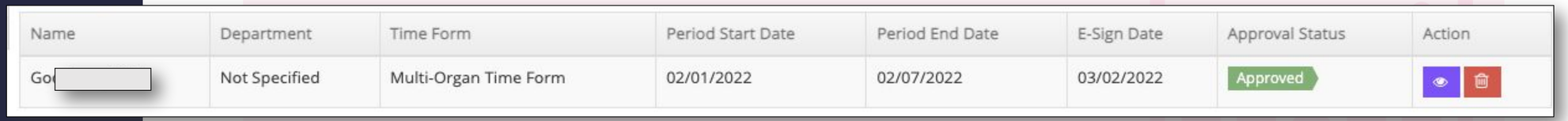
Time Studies

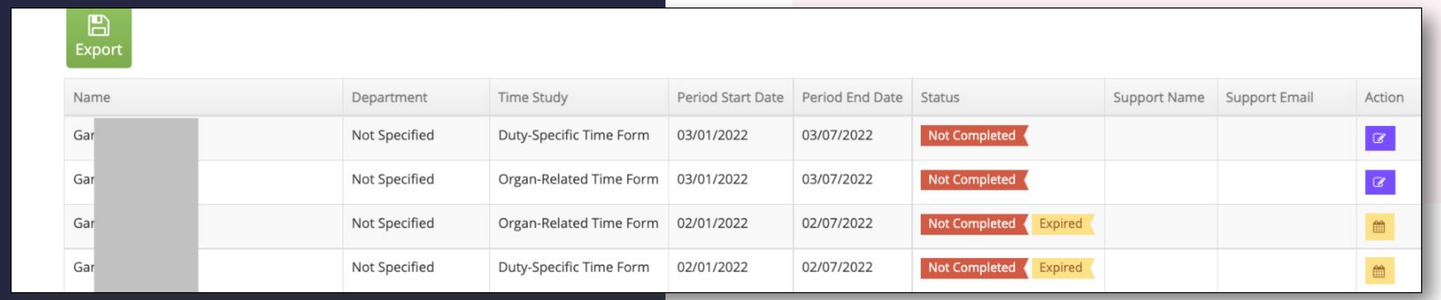
Admins can drill down to see:

1. Completed Records - filter, export the list, view or delete individual approved records
2. Upcoming Periods - informative only
3. Missing Records - filter, export the list, view records unstarted or on hold, see the assigned Supporter, open a record to view or edit, or extend the deadline for an expired Time Period

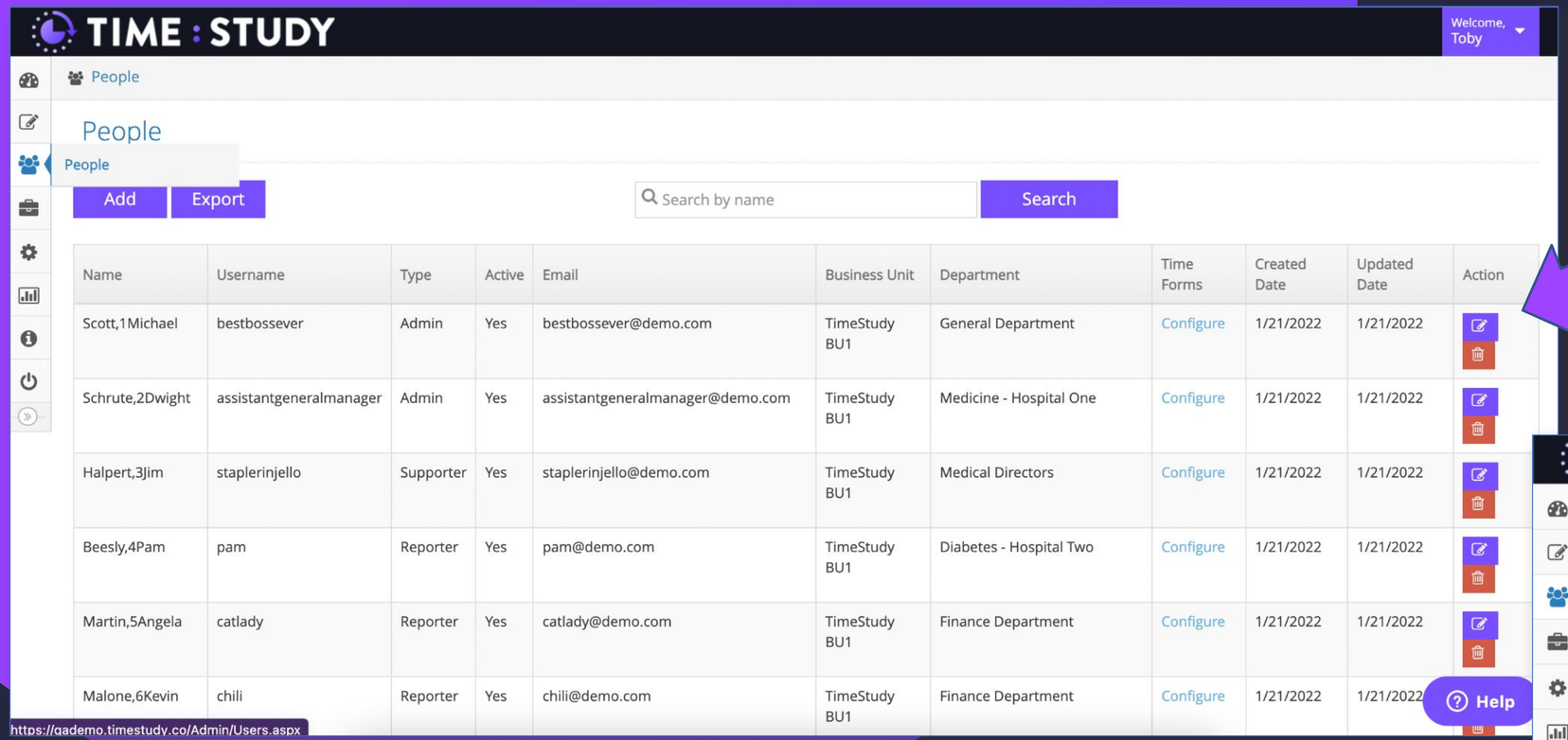




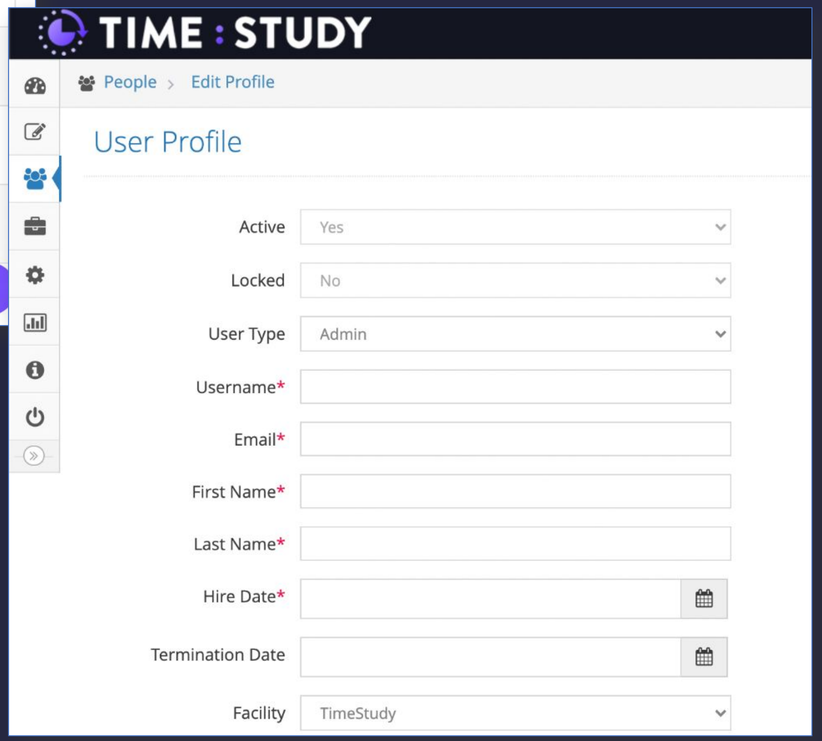




People



Click the Edit button in the list view in order to enter the User Profile

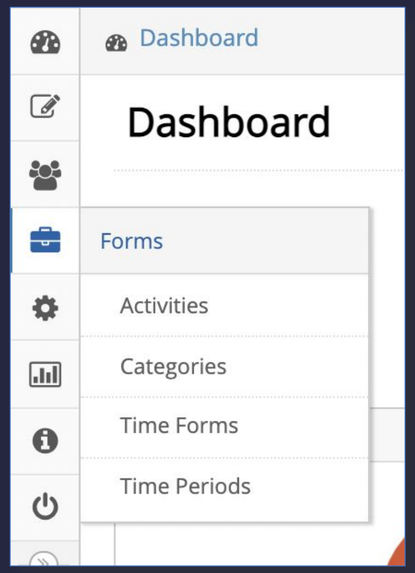


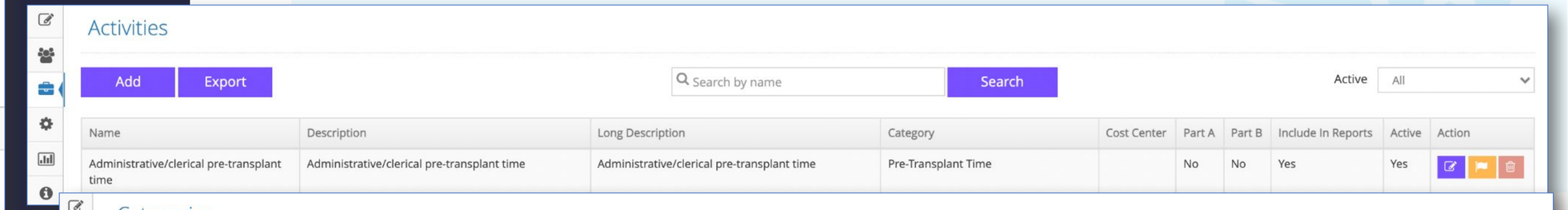
During Implementation, users are added and configured for you by Time Study. After launch, Admins access & maintain the data for the three types of users: Admins, Supporters, and Reporters.

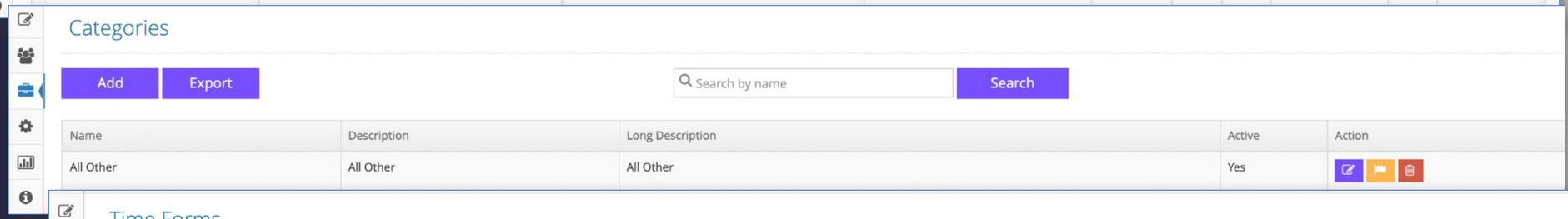
Forms

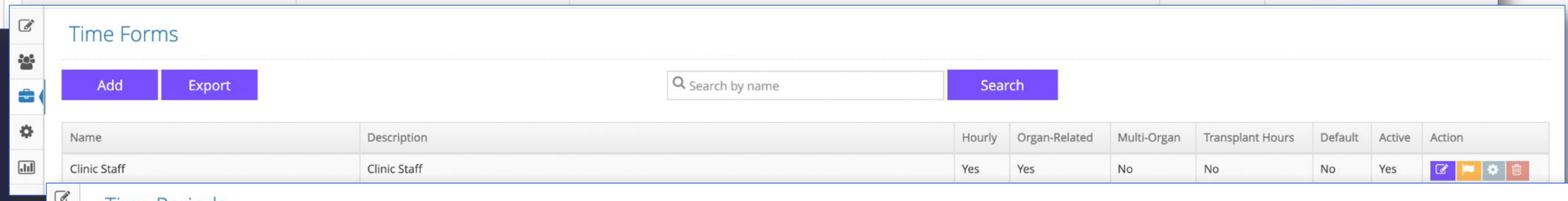
During Implementation, form setup is configured for you by Time Study. After launch, Admins access & maintain the components necessary for reporting time:

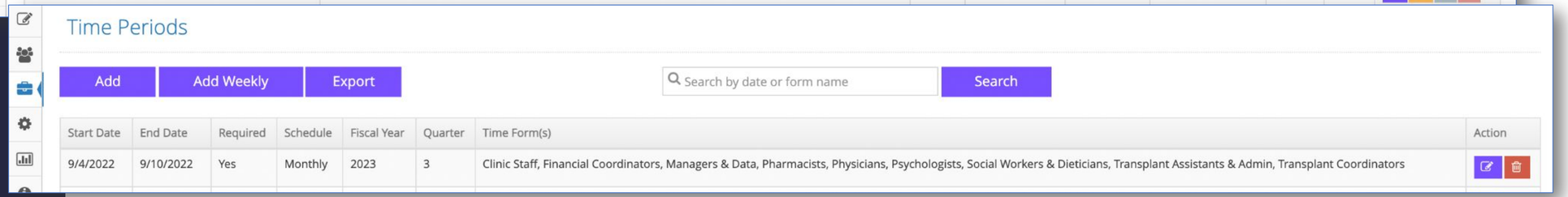
1) ACTIVITIES – specific functions being carried out and reported on
2) CATEGORIES - groups of specific timed activities
3) TIME FORMS - forms that Reporters access to submit time
4) TIME PERIODS - timeframes of the year when you are capturing data









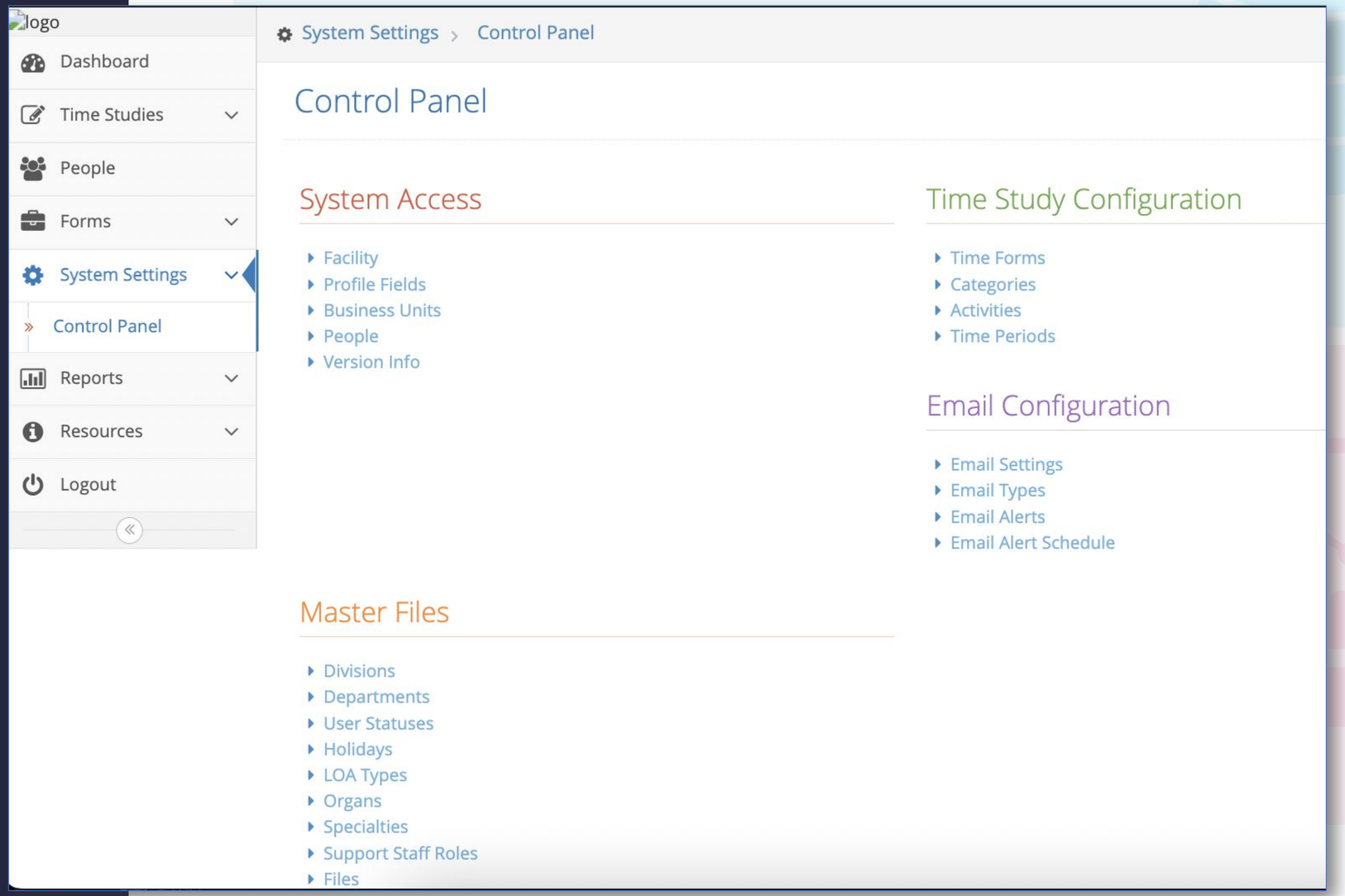


Perform actions like:

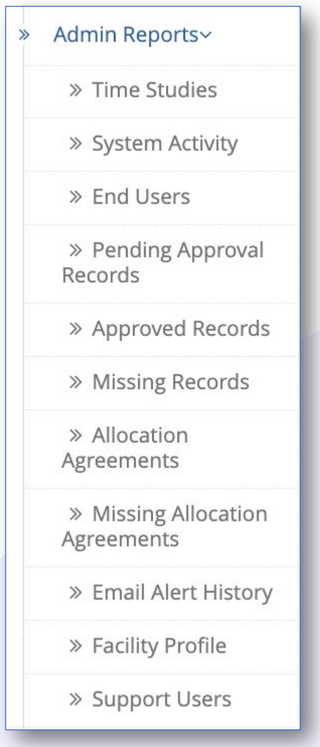
- Add / Delete
- Export
- Search
- Filter
- Edit
- Toggle active/inactive

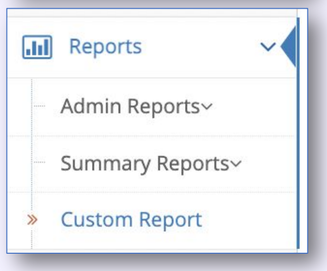
System Settings

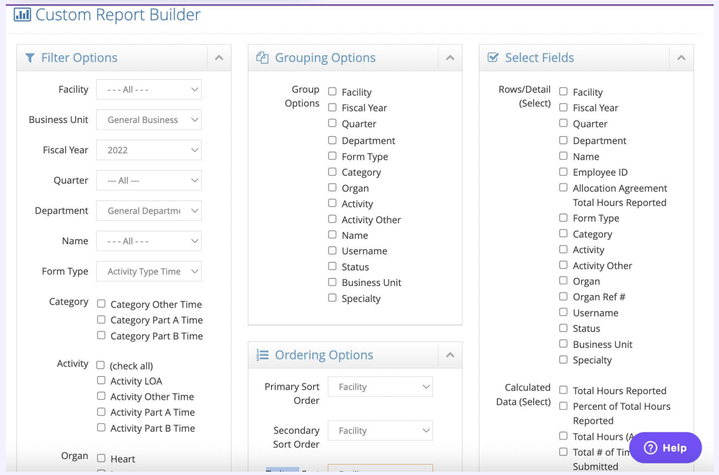
During Implementation, System Settings are configured for you by Time Study. After launch, Admins govern how the system functions using the Control Panel.



Reports







Admins have access to many reports, most of which can be exported, some of which can be used to take action on time study records, and some of which provide calculations meant for analysis purposes.

Filtering: most records permit filtering the search by factors such as: Facility, Business Unit, Department, Fiscal Year, Quarter, Date, or User's Name.

See the list of reports to the left. A few highlights:

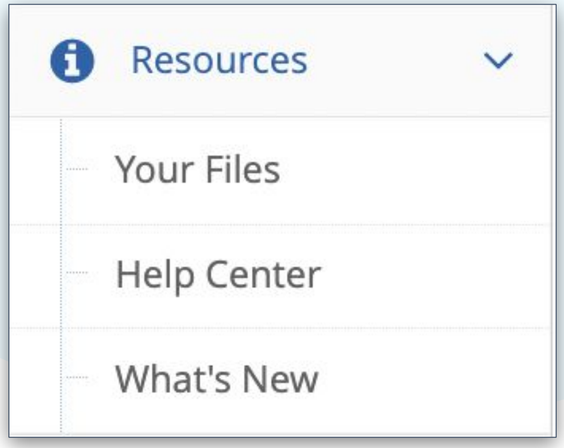
- **Time Studies -** This report returns a list of time studies that are "On Hold" or "Completed."
- **End Users -** This report provides user profile information such as department, email address, and hire date.
- **Pending Approval Records -** If you have decided that time studies will be manually approved, this report provides a place to approve or return the record.
- **Missing Records -** This Report returns a list of time studies that have not been submitted; they are either "On Hold" or not started. You can also see *expired* missing records and take action to extend the deadline date if desired.
- **Support Users -** This report provides a list of Supporters and the Reporters assigned to them.
- **Finance -** This report is used for Cost Reporting Purposes. It provides a calculated breakdown of reported hours by activity: each activity's total hours reported, its annualized hours, what percent of the entity's total hours belongs to each activity.
- **Submission Rate -** This report displays submission rate as a percentage for the fiscal year selected.
- **Department Summary -** This report provides calculations based on how many hours were submitted per activity
- **Custom Report -** This is a very robust tool that will permit you to build your own personalized report, either to use once or to save as a template for re-use.

Resources

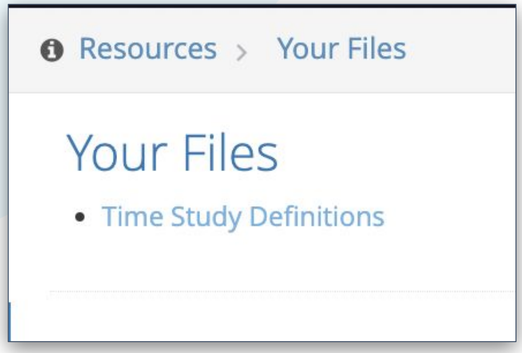
TIME STUDY TECHNICAL SUPPORT

Time Study offers three options in the Resources menu under the information “i” icon in your Quick Nav:

- Your Files
- Help Center
- What’s New

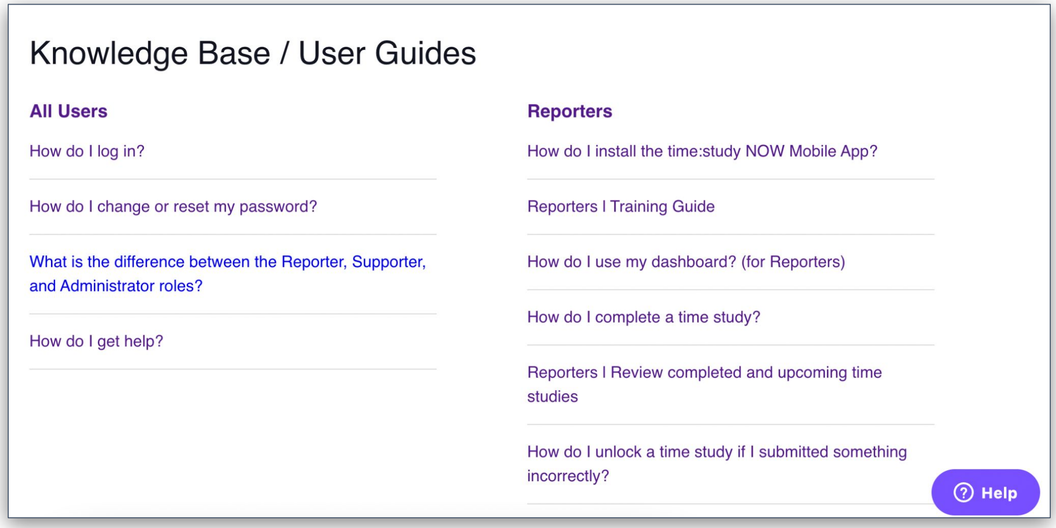


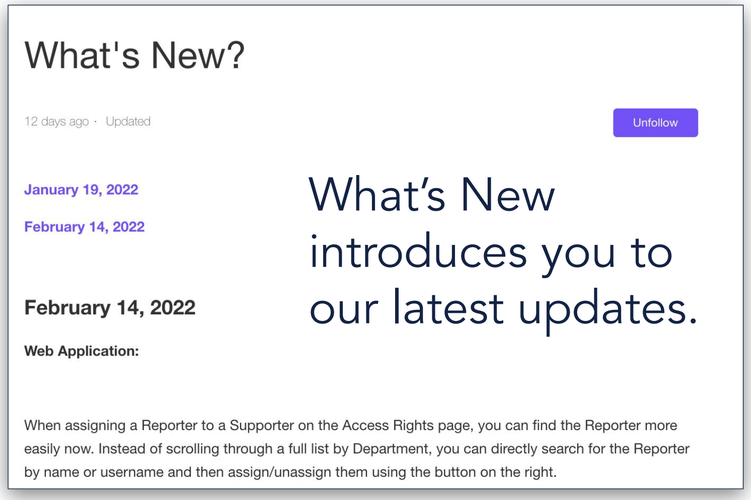
Your Files contains documents created specifically for your company.



If you need technical assistance, please use the Help bubble in the bottom right of the website to create a support ticket.

The Help Center is where you can find User Guides and our Q&A.





What’s New introduces you to our latest updates.