

Power Totals 2010

WEB PART



Power Totals 2010 Allows You To:

- Works on both the Timesheet and Tasks page.
- Displays time entry summaries, by day, by week and by project on the Timesheet page or Tasks page.
- Prints well-formatted timesheets from Project Web App when used on the Timesheet page.

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Allow your users to print timesheets and give them the timesheet summary information that they need to efficiently enter time into the Timesheet or Tasks page in Project Server 2010 using Power Totals 2010, a web part that you simply install and add to the Timesheet page or Tasks page in your Project Server instance. The Power Totals 2010 web part provides summary timesheet information as each user enters time and allows users to print timesheets.

Problem:

Many organizations need to generate printed timesheets from Project Server. Many Project Server users get frustrated entering time into the Timesheet or Tasks page in Project Server because they cannot see summary level information for the time that they enter by project, requiring that they add the time manually to assure that they have accounted for their required hours. The built-in weekly total function on the Timesheet page requires the user to click a separate button to update the weekly totals. Instead, the Power Totals 2010 web part updates with every keystroke.

Solution:

Add the Power Totals 2010 web part to the Timesheet page or the Tasks page to provide your users with summary information as they enter their time and provide them with the ability to generate printed timesheets.

Using the Power Totals 2010 Control Panel

The Power Totals 2010 web part controls are easy to use, offering fields that allow you to change display language in the web part as well as control the web part's position on the page. The web part also provides extensive controls for timesheet printing. To access the Power Totals 2010 control panel, place your Timesheet page or Tasks page into edit mode, click the *Edit* button at the top right of the web part, and select the *Modify Shared Web Part* item from the drop down list to expose the control panel. The control panel should appear as in the figure on the left.

Registration Keys

Two registration keys display at the top of the web part, and in the page where you place the web part when you have not entered a valid temporary or permanent key in the *License Key* field. Be certain to harvest the correct key for the license type you purchased before entering it into the Project Daddy licensing site as per the instructions in the installation guide.

License Key field

Enter your trial or permanent license key in this field. The Power Totals 2010 web part will not function without a valid trial or permanent license key.

Display Web-Part selector

When you set this selector to *No*, your web part will not display on the page. Use this setting to park your web part on the page without activating it.

Web Part Header

Enter the title you would like to appear above the web part. This defaults to “Timesheet Summary.”

Total Row Header

Enter the title you would like to display for the Total Row Header in this field. By default, this is set to “Totals.”

Grand Total Column Header

Enter the title you would like to display for the Grand Total Column Header into this field. By default, this is set to “Grand Total.”

Web Part Location

Select *Left*, *Right* or *Center* to control the position that the web part assumes on the page.

Group Admin Time

Select *Yes* or *No* to determine whether admin time displays as one total or as detailed line items in the Totals display grid.

| | |
|-------------------------------|--|
| Project Name Header: | <input type="text" value="Project Name"/> |
| Task Name Header: | <input type="text" value="Task Name"/> |
| Billing Category Name Header: | <input type="text" value="Billing Category"/> |
| Date Column Header Language: | <input type="text" value="English (United States)"/> |
| Date Separator Char: | <input type="text" value="/"/> |
| Date Display Order: | <input type="text" value="Month, Day"/> ▼ |
| Period Begin Header: | <input type="text" value="PERIOD BEGIN"/> |
| Period End Header: | <input type="text" value="PERIOD END"/> |
| Timesheet Status Header: | <input type="text" value="TIMESHEET STATUS"/> |
| Admin Time Display: | <input type="text" value="ADMIN TIME DISPLAY"/> |
| Include Tasks Display: | <input type="text" value="TASKS"/> |
| Button Text Display: | <input type="text" value="Generate Excel Report"/> |
| User Name Display: | <input type="text" value="NAME"/> |
| Employee's Signature: | <input type="text" value="EMPLOYEE"/> |

Working with Export to Excel Settings

The selections and fields in the *Export to Excel* section give you the ability to completely localize the Power Totals 2010 display or customize it with terms and language appropriate for your application.

Project Name Header

Enter the text you want to use for the Project Name Display label in the printed timesheet.

Task Name Header

Enter the text you want to use for the Task Name Display label in the printed timesheet.

Billing Category Name Header

Enter the text you want to use for the Billing Category Display label in the printed timesheet.

Date Column Header Language

Use the selector to set your language and country to display the date column headers in the correct format for your locale.

Date Separator Char

Enter the symbol you want to use for the date separator.

Date Display Order

Allows you to choose Day/Month or Month/Day for date display.

Period Begin Header

Enter the text you want to use for the Period Begin Heading.

Period End Header

Enter the text you want to use for the Period End Heading.

Timesheet Status Header

Enter the text you want to use for the Timesheet Status Heading.

Admin Time Display

Enter the text you want to use for the Admin Time Display label.

Include Tasks Display

Enter the text you want to use for the Include Tasks Display label.

Button Text Display

Enter the text you want to use for the Button Text Display label.

User Name Display

Enter the text you want to use for the User Name Display label.

Employee's Signature

Enter the text you want to use for the Employee's Signature Display label.

The screenshot shows a configuration window with the following fields and their values:

- Supervisor's Signature: SUPERVISOR
- Admin Time Row Header: Administration Time
- Secondary Header: EMPLOYEE ID #:
- Non Working Days: 1,7
- Employee Header: EMPLOYEE
- Free Text Header: FREE TEXT
- Free Text Line1: Default Free Text Line 1
- Free Text Line2: Default Free Text Line 2

Supervisor's Signature

Enter the text you want to use for the Supervisor's Signature Display label.

Admin Time Row Header

Enter the text you want to use for the Admin Time Header Display label.

Secondary Header

Enter the text you want to use for the Secondary Header Display label.

Non Working Days

Enter the day numbers that you want to appear as shaded non-working days in the Excel sheet. Separate your entries using a comma.

Employee Header

Enter the text you want to use for the Employee Display label.

Free Text Header

Enter the text you want to use for the Free Text Header Display label.

Free Text Line 1

Enter the first line of free text you want to appear above the signature lines.

Free Text Line 2

Enter the second line of free text you want to appear above the signature lines.

Using the Power Totals 2010 Web Part

Once you install the Power Totals 2010 web part, enter a valid license key and add the web part to the Timesheet page or Tasks page in Project Server, the web part requires no administrative or user attention. When you first install the web part on the Timesheet page, and before you enter any time, the web part displays as shown in the figure below.

Power Totals 2010

PERIOD BEGIN: 2/6/2011 TIMESHEET STATUS: AllExisting EMPLOYEE: Gary Chefetz

PERIOD END: 2/12/2011 ADMIN TIME: TASKS: [Generate Excel Report](#)

| Project Name | Grand Total | Sun 2/6 | Mon 2/7 | Tue 2/8 | Wed 2/9 | Thu 2/10 | Fri 2/11 | Sat 2/12 |
|--------------|-------------|---------|---------|---------|---------|----------|----------|----------|
| Totals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Power Totals 2010 web part without time entered

As you enter time into the Timesheet time grid, the Power Totals 2010 web part updates as you complete your entry into each cell. For each project for which you enter time, the Power Totals 2010 web part automatically adds a row to the grid to display the totals for each specific project giving you totals by day, totals by week, and totals by project. The figure below shows the Power Totals 2010 web part after entering time for a project. Note that the width of the grid changes to accommodate project names.

Power Totals 2010

PERIOD BEGIN: 1/9/2011 TIMESHEET STATUS: AllExisting EMPLOYEE: Gary Chefetz

PERIOD END: 1/15/2011 ADMIN TIME: TASKS: [Generate Excel Report](#)

| Project Name | Grand Total | Sun 1/9 | Mon 1/10 | Tue 1/11 | Wed 1/12 | Thu 1/13 | Fri 1/14 | Sat 1/15 |
|----------------|-------------|---------|----------|----------|----------|----------|----------|----------|
| Totals | 26 | 0 | 10 | 8 | 8 | 0 | 0 | 0 |
| test plan | 12 | 0 | 5 | 3 | 4 | 0 | 0 | 0 |
| Test Plan 2 | 4 | 0 | 0 | 0 | 4 | 0 | 0 | 0 |
| Admin:Vacation | 10 | 0 | 5 | 5 | 0 | 0 | 0 | 0 |

Power Totals 2010 web part after time entry

Notice the downward-pointing arrows in the upper left above the web part title. You use the left-most arrow indicator to collapse the entire web part display. Use the right-most arrow indicator to collapse only the Generate Excel Report area.

You can install the Power Totals 2010 web part to the Timesheet page or to the Tasks page, or both. Note that if you install Power Totals 2010 to the Tasks page, the Power Totals 2010 totals grid functions just as it does on the Timesheet page, providing you totals by day, totals by week, and totals by project. Because Power Totals 2010 uses the Timesheet tables to generate printed timesheets as an Excel Report, this feature works only when you use the Power Totals 2010 on the Timesheets page.

WARNING: When you enter time in a cell and then overwrite it with a new entry, the web part may not update the totals correctly. When this happens, save the timesheet, and refresh the page.

Printing Timesheets

To generate a printable timesheet from the Power Totals 2010 web part, first select a timesheet period date range by entering a Period Begin date and a Period End date in their respective fields. Next, select a Timesheet Status from the Timesheet Status selector. Finally, select or deselect the option boxes to include administrative time categories or task-level detail in the export. The system selects all time periods that fall completely within your date range selection and timesheet status selection.

Select the *Admin Time* checkbox to include administrative time categories on the printed timesheet and select the *Tasks* checkbox to include the task detail and administrative time detail in the printed timesheet. With this option deselected the timesheet prints with time summarized at the project level.

Click the *Generate Excel Report* button to generate your printable timesheet report. When you click the button, the system may display an Active X control warning. Click the *Yes* button to allow the operation to continue. The following figure shows the Excel report with both admin time and task detail selected.

| | A | B | C | D | E | F | G | H | I | J | K |
|----|--------------------------|------------------|-----------|-----|----|-----|----|------------------------|-----|-----|-------------|
| 1 | NAME: Gary Chefetz | | | | | | | PERIOD BEGIN: 1/2/2011 | | | |
| 2 | EMPLOYEE ID #: | | | | | | | PERIOD END: 1/8/2011 | | | |
| 3 | | | | | | | | | | | |
| | | | | Sun | Mo | Tue | We | Thu | Fri | Sat | |
| 4 | Project Name | Billing Category | Task Name | 1/2 | n | 1/4 | d | 1/6 | 1/7 | 1/8 | Grand Total |
| 5 | test plan | Standard | . | 0 | 0 | 6 | 2 | 0 | 0 | 0 | 8 |
| 6 | test plan | Standard | test | 0 | 0 | 6 | 2 | 0 | 0 | 0 | 8 |
| 7 | Test Plan 2 | Standard | . | 0 | 0 | 2 | 6 | 0 | 0 | 0 | 8 |
| 8 | Test Plan 2 | Standard | Task One | 0 | 0 | 2 | 6 | 0 | 0 | 0 | 8 |
| 9 | Administration Time | Administrative | . | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 4 |
| 10 | Administration Time | Administrative | . | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 4 |
| 11 | Totals | . | . | 0 | 4 | 8 | 8 | 0 | 0 | 0 | 20 |
| 12 | | | | | | | | | | | |
| 13 | Default Free Text Line 1 | | | | | | | | | | |
| 14 | Default Free Text Line 2 | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | EMPLOYEE | | | | | | | SUPERVISOR | | | |

Requirements

To use the Power Totals 2010 web part, you must set your Project Server tracking settings to support tracking by time. From the Project Server *Quick Launch Menu*, select the *Server Settings* option. Then, from the *Time and Task Management* section, select the *Task Settings and Display* option. On the *Task Settings and Display* page, select the *Hours of Work Done per Period* option in the *Tracking Method* section. In the *Reporting Display* section, you must select the *Resources should report their hours worked every day* option.

Licensing

MSProjectExperts licenses this web part for each Project Server instance. You must acquire a separate license for each Project Web App URL including sandbox or development instances. Each license covers one Project Server instance with unlimited users.

Support

You can obtain installation support from MSProjectExperts by email at support@msprojectexperts.com on a best-effort basis. Telephone support is available for a charge of \$250.00 USD per incident. MSProjectExperts contract support clients may access support for web parts based on the terms of their contract.