

forms @work

Enterprise Forms Management

# Reference Manual

Version 6.0

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# System Overview

## Documentation

This guide is one of several which form a complete set of documentation for forms@work:

- The forms@work Reference Guide is a complete statement of the system's functionality and is structured by system function. The text for this manual forms the basis of the online help available in forms@work.
- The forms@work Configuration Guide takes you through the process of setting up a simple system. It is not intended to describe each function in detail, but rather to explain the sequence of steps involved in system configuration.
- The forms@work Installation Guide explains the technical environment in which the system operates and the process of installing the system on your hardware.
- The forms@work Client User Guide explains the ways in which your Employees will work with the system when recording data, expenses, or examining reports.
- The forms@work Scheduler Guide explains how you can set up the Scheduler for periodic execution of forms@work Maintenance functions.
- The forms@work Database Diagrams manual describes the table structures and relationships of key entities in the forms@work database.

## Introduction

forms@work is a software system for organisations that need to record and analyse expenses or other data.

Designed for organisations of any size the system can work in a multi-company, multi-lingual, multi-currency environment. Flexible system design allows each organisation to configure the system to suit its particular needs.

Interfaces are provided to a number of different accounting systems using XML formats.

# Getting Started

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## Client Server Interface

### Logging in

Access to forms@work is protected by user names and passwords. Each User is associated with an Access Profile, which grants particular rights.

When installation of the system is complete you may access the system using a user name which has been prepared by the installation process.

User Name: Admin

This user name has no password.

**It is essential that you apply password protection to this User immediately so that you can prevent unauthorised access to the system (See below – Setting Up Users).**

### System Navigation

Once you have logged on to the system you will see a screen which is divided into a number of different regions:

- Menu Bar
- Tool Bar
- Menu Tree
- Work Area
- Status Bar

#### *Menu Bar*

forms@work	-	Tool Bar, Status Bar, Log Off and Exit
Print	-	Invokes a dialogue for printing from the current table
Grid Fonts	-	Invokes a dialogue for changing the font used in Work Area grids
Drill	-	Activated to enable Drilldown and Up (e.g. Item Group to Item)
Filter	-	Filter by Selection, Cancel Filter
Help	-	Help, About forms@work

### Tool Bar

Drill Down, Drill Up, Print, Menu Tree, Filter by Selection, Cancel Filter, Copy, Import, Budgeting, Excel, etc.

These icons are activated and deactivated according to context.

### Menu Tree

Menu trees are customisable for groups of users to limit and grant access to different screens within forms@work. The menu tree which you see will depend upon your Access Profile.

Clicking on an item in the menu will expand the item or initiate a procedure depending on your current level.

The system is divided into several main groups of menu items:

Set Up	This group of menu items contains screens which you will use during the configuration of forms@work for your own organisation. Only the system administrator will require regular access to the screens in this group.
Maintenance	This group of menu items contains screens which you will use for the maintenance of standard but regularly changing data in the system, such as lists of employees, Item Groups, Items and Sub-Items.
Security	This group of menu items contains screens which you will use for the configuration of system security, such as for the definition of Users and Access Profiles. Access to this group of screens should be carefully limited.
Procedures	This group of screens controls regular tasks such as the routing and posting of Forms, transaction modification, the import and export of data, etc.
Reporting	This group of screens controls report definition and the generation and transmission of reports.
Accounting	This group of menu items includes screens which you will use for the configuration of charts of accounts, account groups and definitions for the generation of accounting transactions from the Form Ledger.
Database Administration	This group enables the system administrator to create new databases, create indexes on the Form Ledger, remove unnecessary data and import and export data between databases.

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## Work Area

The system work area will contain different content according to context:

- Subordinate menu items

If the current item in the menu structure is not the lowest, the work area will contain a list of menu items at the next level.

By clicking on one of these in the work area you may select and/or expand a particular menu item at this next level.

Alternatively, by clicking on an item in the menu area you may expand and/or contract a menu item. This will modify the content of the work area.

- Data Grid

If the current item in the menu structure names an entity in the system (e.g. Employees, or Items, or Calculations) the work area will contain a grid. Most attributes of the entity will be shown in columns and each row will represent an instance of the entity (such as a particular Employee, Item or Calculation).

Standard grid controls allow you to navigate within the grid.

Using the Filter by Selection icon or Menu item you may filter by the value contained in the cell which you have in focus.

A set of standard buttons provide individual row maintenance functions:

*Create* Provides an empty form for the addition of a row.

*Edit* Provides a form view of the current row for data modification.

*Delete* Deletes the current row (subject to confirmation).

Additionally, you may sort the grid by clicking on the appropriate column heading.

You may also highlight a number of rows for printing.

You may freeze columns for scrolling by dragging the leftmost border to a new position.

You may move a column to a new position by dragging a column header and releasing it in a new position.

By double-clicking on a row (or any cell in the row) you will switch to a data maintenance form for the current row. This has the same effect as using the Edit button.

Some grids are related to others, and when this is the case the Drill Down button on the Tool Bar may become active, allowing you to move to a grid of data (such as Items from Item Groups) related to the current row. The Drill Up button on the Tool Bar enables you to return to the grid from which you started.

- Data Maintenance Form

By double clicking on a row within a data grid you will invoke a data maintenance form.

You must use a data maintenance form when creating or modifying data. You may also use the form when you wish to delete data from the database.

Some forms contain subordinate tabbed forms, which group related data when there are a large number of attributes for an entity.

There are standard buttons on every data maintenance form:

- |               |   |
|---------------|---|
| <i>Create</i> | This will save the data you have entered or modified (unless there are errors, in which case you will be asked to correct the data you have entered or modified) and present you with a new and empty form. |
| <i>Save</i>   | This will save the data you have entered or modified (unless there are errors, in which case you will be asked to correct the data you have entered or modified).   |
| <i>Delete</i> | This will delete the current record (unless there are reasons why this is not possible). The next record in the table will be shown (or the last in the table if the deleted record was formerly the last). |
| <i>Cancel</i> | This will cause any modifications to fields within the form to be abandoned. A data grid will be displayed within the work area.  |

## Status Bar

A bar at the bottom of the screen shows your current status:

- Software Version
- User Name
- Server
- Database
- Date
- Time

# Defaults Tables

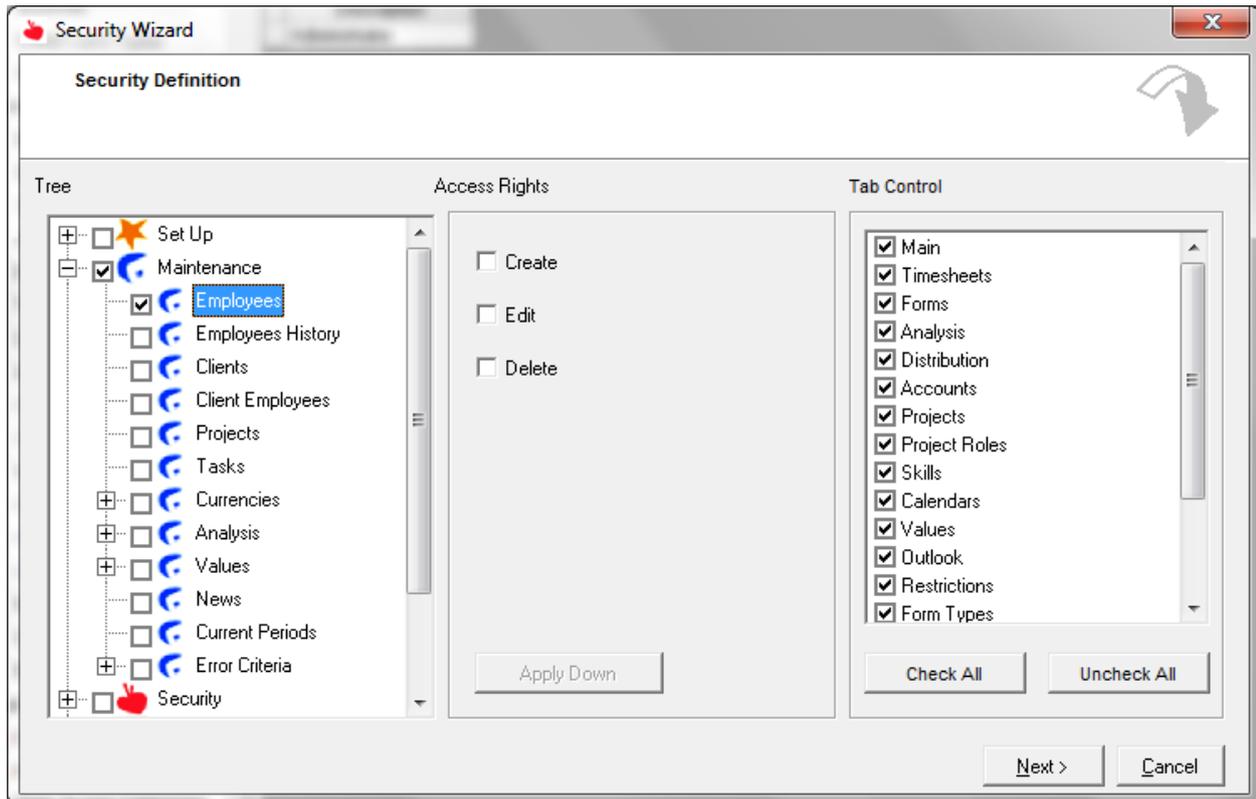
## Search Sequences

Various values in forms@work are determined by searching through a series of defaults. These tables summarises the sequence of these searches:

<i>Status</i>	<i>Cross Rates Parameters</i>	<i>Approval/ Review Role</i>	<i>Item Group/ Item Currency</i>
Form Entry	Calculation	Item	Item
Sub-Item	Item	Item Group	Item Group
Item	Item Group	Company	
Item Group		System Parameters	
Employee			

# Reference Manual

## Access Profiles



Access Profiles define the screens, tabs, and access rights within screens, which are available to Users. An Access Profile may be associated with a particular User through User definition.

### Granting Access to Screens

You may use the Wizard to expand and contract the menu tree in the panel and, by checking the fields, to grant a user access to a group of screens or to a particular screen.

### Access Rights

You may further specify whether Create, Edit or Delete rights are granted (if they are appropriate). Rights to view data are assumed. The right to Create implies the right to Edit.

If you want to apply the same set of rights to a group of screens then the group level name must be current in the panel, and you should use the Apply Down button.

### Tabs

You may also control the Tabs available on a form by Checking or Unchecking the checkbox against each Tab name. Note that some Tabs are mandatory.

### ***Access Profile Name***

You may give a particular access profile any name. This is the name you will associate with Users during User definition.

An Administrator profile with full rights is delivered with the system and may not be modified.

## Account Groups

The screenshot shows a web browser window titled "time@work" with a menu bar (Print, Grid Fonts, Drill, Filter, Help) and a toolbar. The main content area is titled "Account Groups" and contains a form with the following elements:

- A radio button group with four options:  Employee,  Project,  Expense Form, and  Company.
- A text input field labeled "Account Group Number" containing the value "1".
- A text input field labeled "Account Group" containing the value "Expense Account".
- A checkbox labeled "Account Mandatory" which is currently unchecked.

At the bottom of the form, there are buttons for "Create", "Save", "Delete", and "Cancel". Below these buttons is a navigation bar with a "5 / 6" indicator and navigation arrows. The status bar at the very bottom shows "Admin | (local) | Empty230G | 28/09/2003 | 00:08".

Accounts may be associated with Employees, Companies and Items and may be entered on Forms (typically by accounts clerks during Form Review).

Accounts are used when accounting transactions are generated from forms@work for transfer to an accounting system.

Before associating accounts with Employees and Items or defining which accounts are required on Forms you must think about what accounts are required and for what purposes.

For example:

- You may want to post consulting revenue to different accounts for each Employee.
- You may want to Credit a different Balance Sheet account for each Employee when posting his or her expenses
- You may want to post all Sales VAT to a single account for each Company

You can use two Account Groups, for example, to specify the purpose for which an account is to be used on an Employee record. Thus for Employees you might define an Account Group called Consulting Revenue Account and another called Liability to Employee Account.

And when entering data in a Form you may need to be prompted to enter certain accounts.

For example:

- You may need to enter an Form Account (travel, accommodation, etc.) against a line in a Form
- You may need to specify a Supplier account against a line in a Form.

You can do this by defining two Account Groups for Forms, one called Expense Account and one called Supplier Account.

<i>Account Group Type</i>	Check one of Employee, Item or Form
<i>Account Group Number</i>	Enter the next available number between 1 and 10
<i>Account Group Name</i>	Enter the name of the group.  For example, Supplier Account, Expense Account, Consulting Revenue Account, etc.
<i>Account Mandatory</i>	Check this field (for Form Type Account Groups) to force Account entry when an Account Code field appears in a Form.

## Account Masks

Account Groups (see above) are used to define groups of accounts from which particular accounts may be selected for association with Employees and Items or for entry during Form entry.

This screen enables you to define the particular accounts from each Chart of Accounts which belong to these groups.

For example:

An Account Group has been defined for Form Entry called Supplier Account.

Supplier Accounts begin with 321 in the Chart of Accounts defined for the Czech Republic.

Supplier Accounts begin with 456 in the Chart of Accounts defined for Namibia.

<i>Chart of Accounts</i>	Select the Chart of Accounts from which you wish to select accounts for inclusion in a group.
<i>Account Group</i>	Select the Account Group
<i>Debtor Mask</i>	Check the field if Debtor Accounts are to be included in the Group.

	Enter Account Codes or masks to define the group of accounts you wish to include.
<i>Creditor Mask</i>	Check the field if Creditor Accounts are to be included in the Group.  Enter Account Codes or masks to define the group of accounts you wish to include.
<i>Item Group Mask</i>	Check the field if Item Group Accounts are to be included in the Group.  Enter Account Codes or masks to define the group of accounts you wish to include.
<i>Profit &amp; Loss Mask</i>	Check the field if Profit & Loss Accounts are to be included in the Group.  Enter Account Codes or masks to define the group of accounts you wish to include.
<i>Balance Sheet Mask</i>	Check the field if Balance Sheet Accounts are to be included in the Group.  Enter Account Codes or masks to define the group of accounts you wish to include.
<i>Memo Mask</i>	Check the field if Memo Accounts are to be included in the Group.  Enter Account Codes or masks to define the group of accounts you wish to include.

Masking syntax:

Character	Purpose	Examples
%	Allows any number of character substitutions	3% allows 31, 311, 397
_	Underscore character allows a single character substitution	3_ allows 31, 35
-	Range	3-38 allows 3, 31, 311, 3799, 38
;	List separator	3;54;987 allows 3, 54, 987

These control characters may be used in combination.

# Accounting Periods

The screenshot shows a web-based form titled "Accounting Periods" within a "time@work" browser window. The form contains the following fields:

- Accounting Period:
- From Date:
- To Date:
- A Period Analysis 1:
- A Period Analysis 2:
- A Period Analysis 3:
- A Period Analysis 4:
- A Period Analysis 5:

At the bottom of the form, there are buttons for "Create", "Save", "Delete", and "Cancel", along with a pagination control showing "1 of 4". The status bar at the very bottom displays "Status" and system information: "guest CZPC093 timeatwork005 7/18/00 2:56 PM".

When Form lines are posted to the Form Ledger the Accounting Period to which they belong will depend upon the dates defined here for each Accounting Period (unless the implied Accounting Period is not within the open range of Accounting Periods (see System Maintenance, System Parameters)).

Accounting Periods and Calendar Months are independent of each other. You may specify up to 999 Accounting Periods for a year.

You can import Accounting Periods from an Excel or text file (see Data Import).

<i>Accounting Period</i>	Enter the period in the format YYYYPPP, for example 2000010.
<i>From Date</i>	The first day of the Accounting Period
<i>To Date</i>	The last day of the Accounting Period.
<i>A Period Analysis 1 to 5</i>	Enter values which you wish to use during reporting in order to group Accounting Periods together.  For example:  2000001

2000002

2000003

grouped together into Quarter 1 2000

and all Quarters into Year 2000

*Note that you may also use A Period Analysis Values as runtime parameters in Inquiry Profiles such that these determine the target set of transactions used by Accumulations*

## Accounts

forms@work is a multi-company system. Different charts of accounts may be required for each company in the system. In this screen you may set up the Account Codes which you need for generating accounting transactions from the Form Ledger.

Account Codes from one Chart of Accounts may be associated with an Employee if the accounts belong to the Chart of Accounts associated with the Employee's Company.

Account Codes from one Chart of Accounts may be associated with an Item if the accounts belong to the Chart of Accounts associated with the Item's Company.

Account Codes from one Chart of Accounts may be entered on a Form if the accounts belong to the Chart of Accounts associated with the Employee's Company.

Note that Accounts can be imported into forms@work using the Data Import tool.

<i>Chart of Accounts</i>	Select the name of the Chart of Accounts for which you want to specify an account
<i>Account Type</i>	You may choose from:  Balance Sheet  Item Group

---

	Creditor
	Debtor
	Memo
	Profit & Loss
<i>Account Code</i>	Enter the Account Code
<i>Description</i>	Enter a description for the account
<i>Alternative Description</i>	Enter an alternative description for the account

# Accumulations

The screenshot shows a web browser window titled "time@work" with a menu bar (Print, Grid Fonts, Drill, Filter, Help) and a toolbar. The main content area is titled "Accumulations" and contains three form fields:

- Accumulation Name: Mileage
- Calculation Name: Calculation 1
- Inquiry Profile Name: Mileage Accumulation

At the bottom of the form, there are buttons for "Create", "Save", "Delete", and "Cancel", along with a pagination control showing "1 / 1". The status bar at the bottom right displays "Admin", "TD241", "01/05/2004", and "17:18".

Accumulations are used to accumulate values from multiple ledger transactions for use in Calculations.

For example, Accumulations are needed when the rate of reimbursement of mileage (one rate for the first 10,000 miles in any one year, and another value for mileage in excess of 10,000) is determined by the number of miles already reported.

For example, Accumulations are needed when a fee rate depends on the number of days already reported against an Item.

And so on. There are many many ways in which Accumulations can be used in forms@work.

Accumulations can be used in Calculation sequences.

The values 'across which' accumulations can be made (and the use of these is determined by which of them are used as runtime parameters in Inquiry Profiles) are:

- Employee
- Employee Company
- Item

- Item Company
- Item Group
- Sub-Item
- Accounting Period
- Calendar Month
- Form Account
- A Period Analysis
- Transaction Date
- Activity Analysis

<i>Accumulation Name</i>	Enter a descriptive name for the Accumulation.
<i>Calculation Name</i>	<p>Choose the value that is to be accumulated. This may be any of the time related fields:</p> <p>Days, Hours, Minutes</p> <p>Employee Overtime Days, Hours, Minutes</p> <p>Item Group Overtime Days, Hours, Minutes</p> <p>You may also choose from any of the 20 Calculated values in the ledger record.</p>
<i>Inquiry Profile Name</i>	<p>Choose an Inquiry Profile that has been set up to select transactions from the ledger of the kind that you want to accumulate.</p> <p>Note that Runtime Parameters for the Accumulation are resolved at the time of calculation execution. If Employee, or Item, for example, are Runtime Parameters, then the Accumulated value will be determined for the Employee or Item implied or explicitly specified on the transaction line.</p>

## Active Schedule Profiles

Active Schedules are time-based reports or 'schedules' which are available to selected Employees in the Professional Services Workbench.

They provide either an Item-based or an Employee-based view of calculated values across Accounting Periods, Calendar Months or days. Data can be drawn from the Actuals or any Budget ledger.

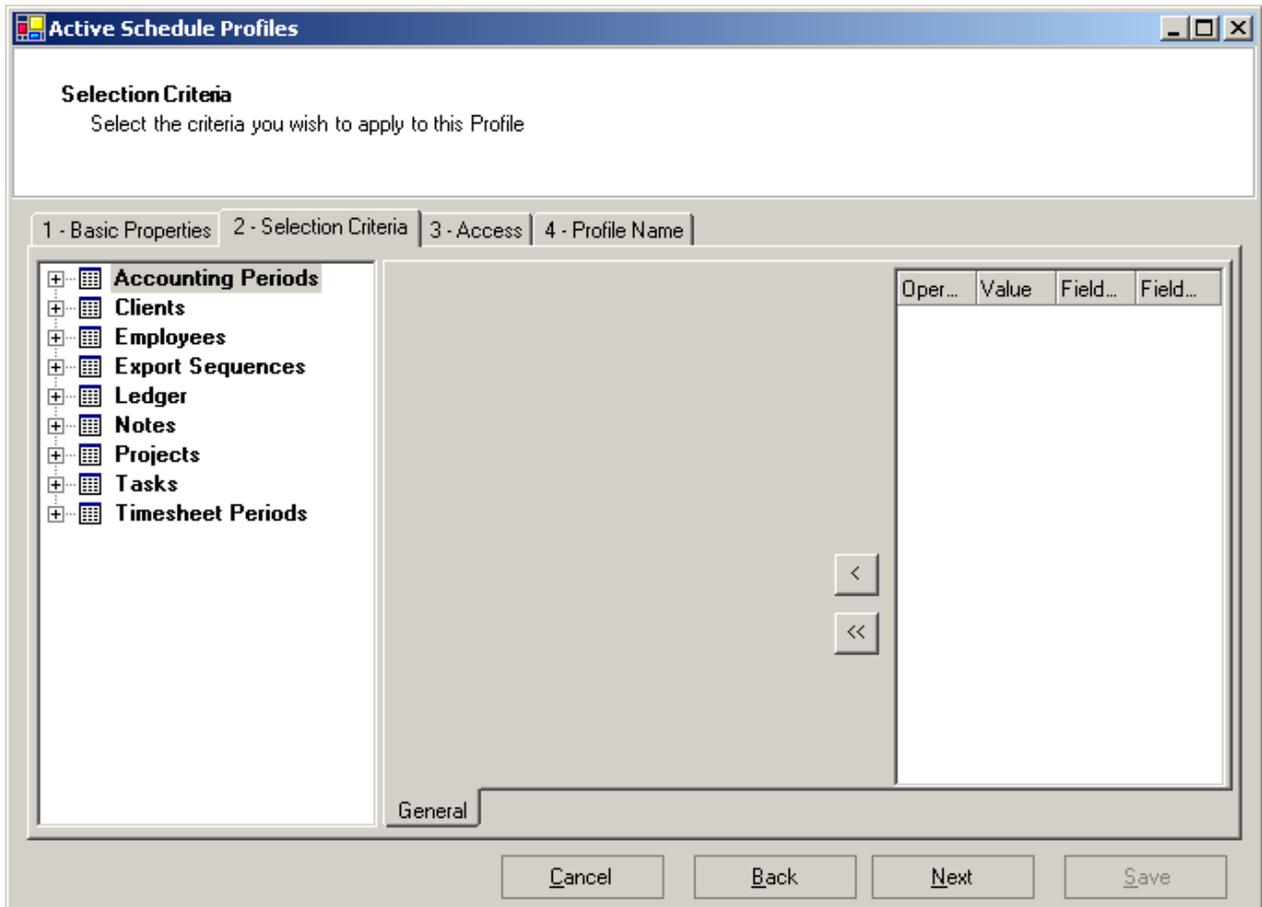
They might be used, for example, to show:

- The forward commitments of Employees to Items in days
- Forecast consulting revenues by Item
- Unexported Work in Progress outstanding in the Actuals Ledger, by Item

Active Schedules are invoked from the Professional Services Workbench but open as separate browser windows. Data are refreshed automatically every specified number of seconds. An Excel button enables export of data to Excel and a report button enables printing.

<i>Number of Columns</i>	Enter the number of columns to be shown
<i>Column Type</i>	Choose A for Accounting Periods, I for Invoice Accounting Period, T for Calendar Months and D for Days.

<i>From ... Period</i>	You may set a fixed first period or date for the profile.
<i>Current</i>	Check this field if you want the first period to be the current period or date.
<i>Ledger</i>	Choose the Actuals ledger or a Budget ledger
<i>Value</i>	Choose a time value or any of the Calculated values in the ledger record
<i>Item Based</i>	Check this field if you wish to show data summarised by Item rather than by Employee
<i>Employee Based</i>	Check this field if you wish to show data summarised by Employee rather than by Item
<i>Refresh Interval</i>	Enter the number of seconds between each automatic refresh of data
<i>Number of Decimals</i>	Enter the number of decimals to be used in showing values
<i>Numeric Reversal</i>	Check this field to reverse the sign of each value in the schedule.



The data to be selected from the Ledger can be filtered using selection criteria. You may want to limit your data by Company, by Employee Analysis Value, by Transaction Type, and so on.

**Active Schedule Profiles**

**Access**  
Select the Employees who will have access to this Profile

1 - Basic Properties | 2 - Selection Criteria | 3 - Access | 4 - Profile Name

Employee	Employee Name
001	Bager Adam
002	Jacobs David
003	Hayes Angela
004	Norman John
005	Jelinek Bartos
006	Jenkins William

> >> < <<

Employee Employee Name

Cancel Back Next Save

Double click on the name of each Employee who is permitted to use this Active Schedule in the Professional Services Workbench. Alternatively specify the group of employees who should have access. Or leave blank to enable access to all Employees.

The screenshot shows a window titled "Active Schedule Profiles" with a blue header bar. Below the header, the "Profile Name" tab is selected, indicated by a blue border and a small star icon. The main content area is divided into four tabs: "1 - Basic Properties", "2 - Selection Criteria", "3 - Access", and "4 - Profile Name". The "4 - Profile Name" tab is active and contains the following fields:

- Profile Name:** A text input field containing "Days by Employee by Timesheet Period".
- PSW Tab:** A dropdown menu with a downward arrow.
- Group:** A dropdown menu with "Timesheets" selected and a downward arrow.

At the bottom of the dialog, there are four buttons: "Cancel", "Back", "Next", and "Save".

You must give your Active Schedule Profile a name. This is the name by which it will be identified in the Professional Services Workbench.

You may specify whether this Active Schedule Profile should be included in the Reports panel on a specific PSW tab by choosing a value in PSW Tab.

You may specify the Group of reports that this Active Schedule Profile should belong to on the Reporting tab in the PSW.

## Additional Ledgers

forms@work allows you to set up any number of Additional Ledgers. You may use these for any number of reasons:

- Recording planned work on an Item
- Forecasting Consulting
- Recording Holiday Plans

This screen is used to set up an Additional Ledger table in the forms@work database.

<i>Budget</i>	Enter the Additional Ledger Name
<i>Next Journal Number</i>	This number is used during the posting of Additional Ledger values from the Planning procedure. You should enter a value 1 and let the system increment it each time new values are posted.
<i>Colour</i>	Choose a colour to associate with this Additional Ledger. This colour is used to highlight Additional Ledger records in Inquiry Profile grid results.
<i>Start Accounting Period</i>	This overrides the default Open Accounting Periods specified on the System Parameters screen. Use it, for example, to prevent Users from updating a forecast in the current month.

---

<i>End Accounting Period</i>	This overrides the default Open Accounting Period specified on the System Parameters screen. If blank, no limit is imposed.
<i>Under Allocation Control</i>	Not in Use
<i>Under Clash Control</i>	Not in Use
<i>Update Exchange Calendar</i>	Not in Use
<i>Excess Checking</i>	Not in Use
<i>Compare...</i>	
<i>With...</i>	

## Analysis Definitions

forms@work provides extensive opportunities for user-defined analysis. There are fifty ways in which Activities can be analysed, forty ways in which Employees and Items can each be analysed, and twenty ways in which Item Groups and Sub-Items can each be analysed. Here on this screen you can describe these ways.

For example, you may decide that you want to analyse Item Groups by geographical location (e.g. USA, France, United Kingdom), or Items by Item manager (e.g. David Lyons, Dorothy Parker), or Employees by grade (e.g. Senior Consultant, Programmer), or activities by activity type (e.g. Tax Advice, Programming, Consulting).

Note that Analysis Values are assigned to Employees, Item Groups and Items on the maintenance screens for Employees, Item Groups and Items. Activity Analysis Values, on the other hand, are entered by Employees on Forms.

Analysis Values may also be numeric and may be used in Calculations. If you want to set up a numeric Activity Analysis category then you may do so here and you may also define some rules for maximum, minimum and intermediate values.

They may also be of Time type. This type can be used for the entry of Start and End Times in Forms. A Time type Analysis Definition must also be defined as Not Validated.

They may also be of Date type. You can use these for recording such items as 'Contract Date', but you may also use these in Calculations for determining the number of days, hours or minutes between two date type analysis values (even if belonging to different entities).

They may also be of Date & Time type. You may use these, for example, for recording a Trip Start date and time, and a Trip End date and time, and then use these to calculate days, hours and minutes between the two.

An 'Activity' type Analysis Definition is often useful to capture the 'historical' value of an Employee, Item Group or Item Analysis Value at the time of posting a transaction to the ledger. For this purpose it is possible to define an Activity Analysis category as to contain a copy of an Employee, Item Group or Item Analysis Value at the time of posting.

You may also copy an activity analysis value to an Employee, Item Group, Item or Sub-Item analysis value.

Use the Check on All Items and the Uncheck on All Items buttons to mark this Activity Analysis definition as active on all Item records.

<i>Employee/Item Group/Item/ Sub-Item/ Activity</i>	Mark which of these entities you wish to establish an analysis category for.
<i>Number</i>	Enter a number between 01 and 20 for Item Group and Sub-Item and between 01 and 50 for Activity analysis. Enter a number between 01 and 40 for Employee and Item analysis. This number determines the sequence of display on the Item, Item Group, Sub-Item or Employee form.
<i>Description</i>	Enter your description of this analysis category (e.g. Geographical Location, Item Manager, Grade, Activity Type).
<i>Null Invalid</i>	Check this field if you want to ensure that a value is always entered for this analysis category on Employee, Item Group, or Item maintenance screens or on Forms.
<i>Use Selection Tool</i>	<p>By default a combo is used in the PSW for the selection of analysis values belonging to this analysis definition. If, however, the number of values is large it can make better sense to use the 'Selection Tool' which opens a new window in the browser (as for Item Group, Item, Sub-Item and Employee) which you can use to search for an analysis value.</p> <p>You must also check this field and use the Selection Tool if you intend to apply restrictions to analysis values for this analysis definition (restrictions limit analysis values available in further analysis fields (analysis values belonging to analysis definitions with a higher number than this analysis definition)).</p>
<i>Time</i>	Check this field if you want to specify Time type Analysis Values (entered as dd:hh:mm values, e.g. 00:08:15 for eight fifteen in the morning).
<i>Date</i>	Check this field if you want to specify Date type Analysis Values.
<i>Date and Time</i>	Check this field if you want to specify Date & Time type Analysis Values.

<i>Not Validated</i>	Check this field if you want to allow values to be entered for this analysis category which have not been set up using Set Up, Analysis, Analysis Values
<i>Allow Multiple Values</i>	Check this if you want to be able to select multiple values for this analysis category. You may only do this if you have selected Not Validated, and it does not apply to Date, Time, Date/Time and Numeric Analysis Definitions.
<i>Separator</i>	Select a character to separate multiple analysis values.
<i>Only for First Day</i>	Not in Use
<i>Numeric</i>	Check this field if you wish this analysis category to be treated as numeric.
<i>Minimum</i>	Optionally, enter a minimum permissible numeric value.
<i>Maximum</i>	Optionally, enter a maximum permissible numeric value.
<i>Multiple</i>	Optionally, enter a multiple to limit valid numeric values. For example, if you enter 50, then the permissible numbers must be multiples of 50.
<i>Regular Expression</i>	Enter a regular expression (an ECMA script-compliant expression) to control the values that may be entered for this analysis value. Regular expressions follow standard conventions. Some examples are shown if you click the Insert Expression button.
<i>Case Insensitive</i>	Check this field if you want the evaluation of the regular expression you have entered to disregard case.
<i>Error Message</i>	Enter the error message you want to display if the entered value infringes the rules of the regular expression you have entered.
<i>Maximum Length</i>	<p>Analysis Values for non-validated text fields may be up to 511 characters in length, but you may enter a maximum here to override this rule.</p> <p>Analysis Values for validated text fields may be up to 255 characters in length, but you may enter a maximum here to override this rule.</p>
<i>Copy Definition From</i>	If you are defining an Activity Analysis category then you may specify that during Posting the value will always be copied from an Employee, Item Group or Item Analysis Value. In this case the analysis category may be defined either as Not Validated or not, but if not then you will have to define a separate set of Analysis Values for this Analysis Definition.

*Automatically Check on All Items*

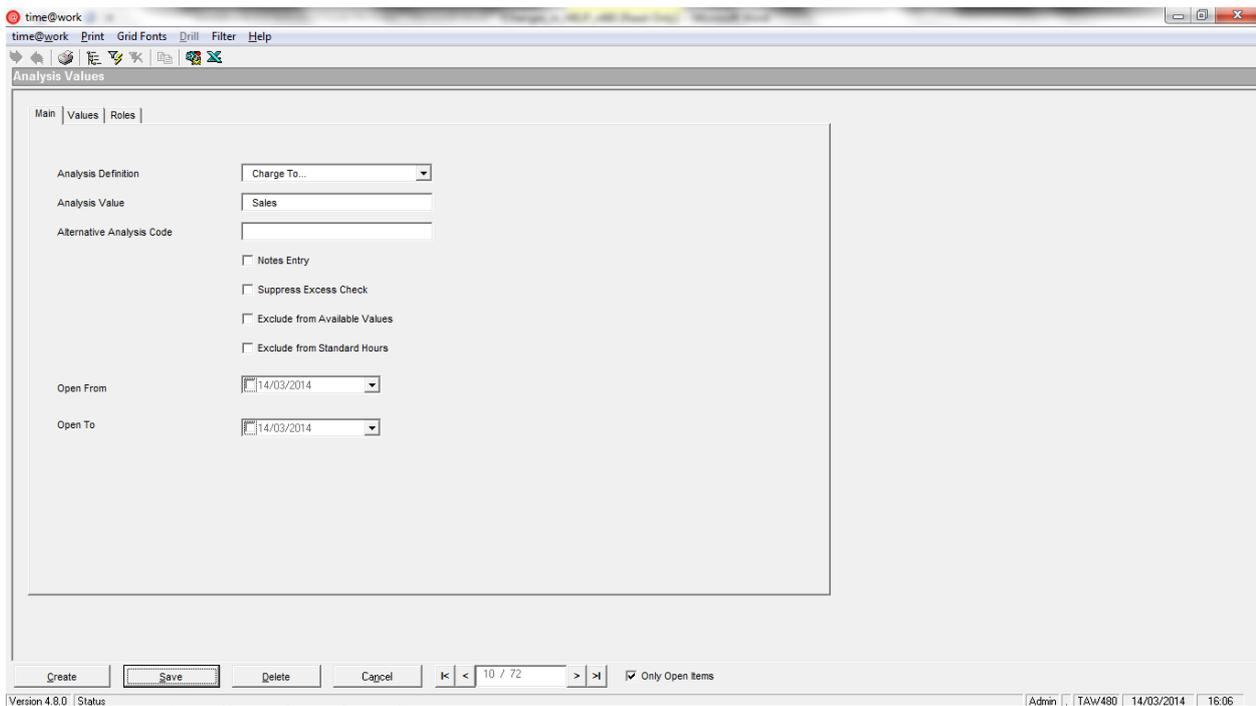
Check this field for an activity analysis definition if you want this activity analysis field always to be activated for an Item for all Forms containing this activity analysis column.

*Automatically Check on All Form Accounts*

If you have checked Automatically Check on All Items then you may also check this field if you want this activity analysis field always to be active for all Form Accounts on Forms.

When you are creating or modifying an Activity Analysis Value you can use the Check on all Items button and Uncheck on all Items buttons to check and uncheck field values on Items that control the enabling of Activity Analysis fields on Forms. This is more convenient than modifying each Item record separately.

# Analysis Values



On this screen you can specify valid values for the analysis categories you have set up. For example, for Geographical Location you can set up USA, France, United Kingdom and other values.

(If for a particular analysis category you have specified that the category need not be validated, then this step is unnecessary.)

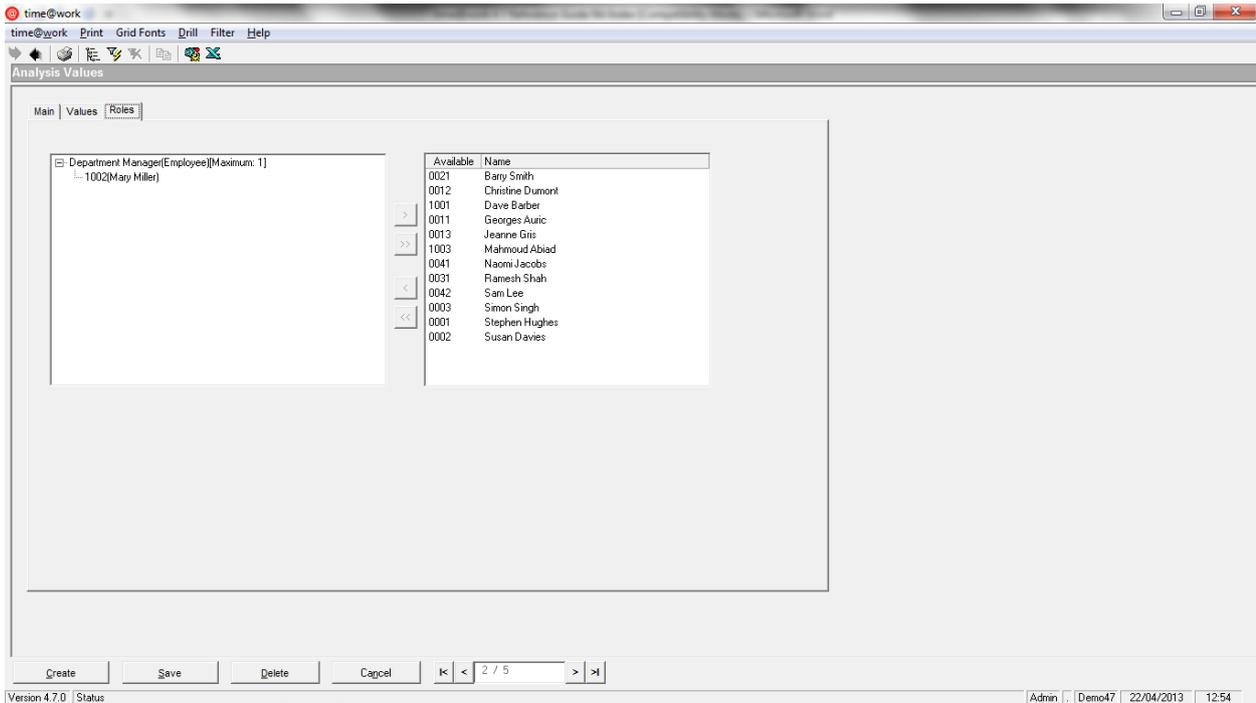
You can also access and update any Value Tables for which the current Analysis Definition is a Criterion.

You can also, in the case of Activity Analysis values, specify who performs a specific role related to this analysis category and value.

<i>Analysis Definition</i>	Choose the category for which you want to specify values.
<i>Description</i>	Specify a value for the analysis category (e.g. France). This may be up to 255 characters in length.
<i>Alternative Analysis Code</i>	Enter a code which you may wish to export (Ledger Export) in preference to the Description field. This field is not available as a search criterion in Inquiry Profiles. This field may be up to 511 characters in length.

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<i>Notes Entry</i>	<p>Check this field if you want to force entry of additional text during entry when this value is used as an activity Analysis Value.</p> <p>Not applicable to Employee, Item Group or Item Analysis Values.</p>
<i>Suppress Excess Check</i>	Not in Use
<i>Exclude from Available Values</i>	Check this field if this Analysis Value is not to be included as a selectable value in forms or in Employee, Item Group, Item and Sub-Item analysis.
<i>Exclude from Standard Hours</i>	Not in Use
<i>Open From</i>	If this is an activity analysis value then you may prevent its submission in a Form if the transaction date is earlier than Open From date.
<i>Open To</i>	If this is an activity analysis value then you may prevent its submission in a Form if the transaction date is later than Open To date.



In some circumstances you may want to present transactions for approval based on activity analysis values. For example, if you want to record a cost centre or department against an expense, then you would probably realise this value as an activity analysis value, and then specify who is to approve transactions for each cost centre or department.

**Role**

Assign an Employee who performs a specific role for this analysis value.



### Restrictions

You may select a restricted set of activity Analysis Values to be made available for subsequent analysis fields when this analysis value is chosen in Forms. If you specify none then all will be available.

Analysis Definition 01 may restrict values in Analysis Definition 02, 05 may restrict 08 and 25, and so on. Analysis Definition 10 may not restrict values in Analysis Definitions 01 to 09.

Note that your selection works in conjunction with any selection made at Employee level, Sub-Item or Item level such that those that are available to an Employee are those that are common to all selections.

Note that this functionality is only available through the PSW.

Note also that you may specify restrictions only for those analysis definitions where you have specified that the Selection Tool is to be used (see Analysis Definition).

## Approval Profiles

Approval Profiles define how Form transactions are to be presented to Employees in the Professional Services Workbench.

They define:

- Which records are to be selected for presentation
- Which fields are to be presented, with what column names and what width
- How transactions are to be sorted
- Which fields are to be potentially modifiable

You cannot approve data until you have set up at least one Approval Status Profile.

### Step 1 - Selection Criteria

**Approval Profile Wizard - Step 1**

**Selection Criteria**  
Choose the data you want to use for your selection

**General**

Operator	Value
IS	<NULL>
=	TIMESHEET
IS	<NULL>
=	Return to Project Manager

Buttons: **Cancel**, **< Back**, **Next >**, **Finish**

When Creating a new Approval Profile you must first determine which transaction records for an Item should be selected for presentation.

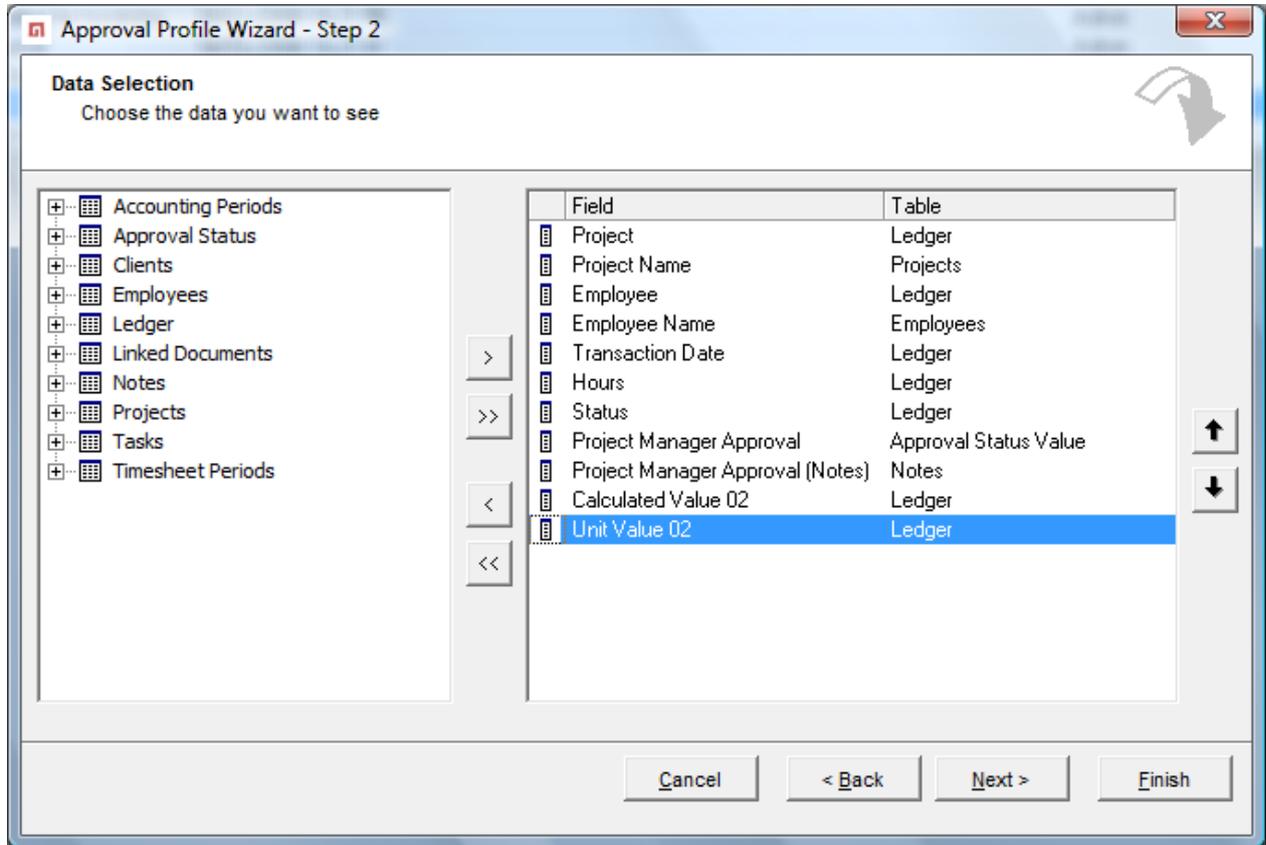
For example, you may want to select only those records which have not yet been considered (the Approval Status Value is Null) and those which you have marked as 'Suspended' (Approval Status Value is 'Suspended').

Or you may want to select records which have been queried to an Employee, or returned.

You could also use this step to restrict the profile to Expense transactions.

You may set up several Profiles for different purposes.

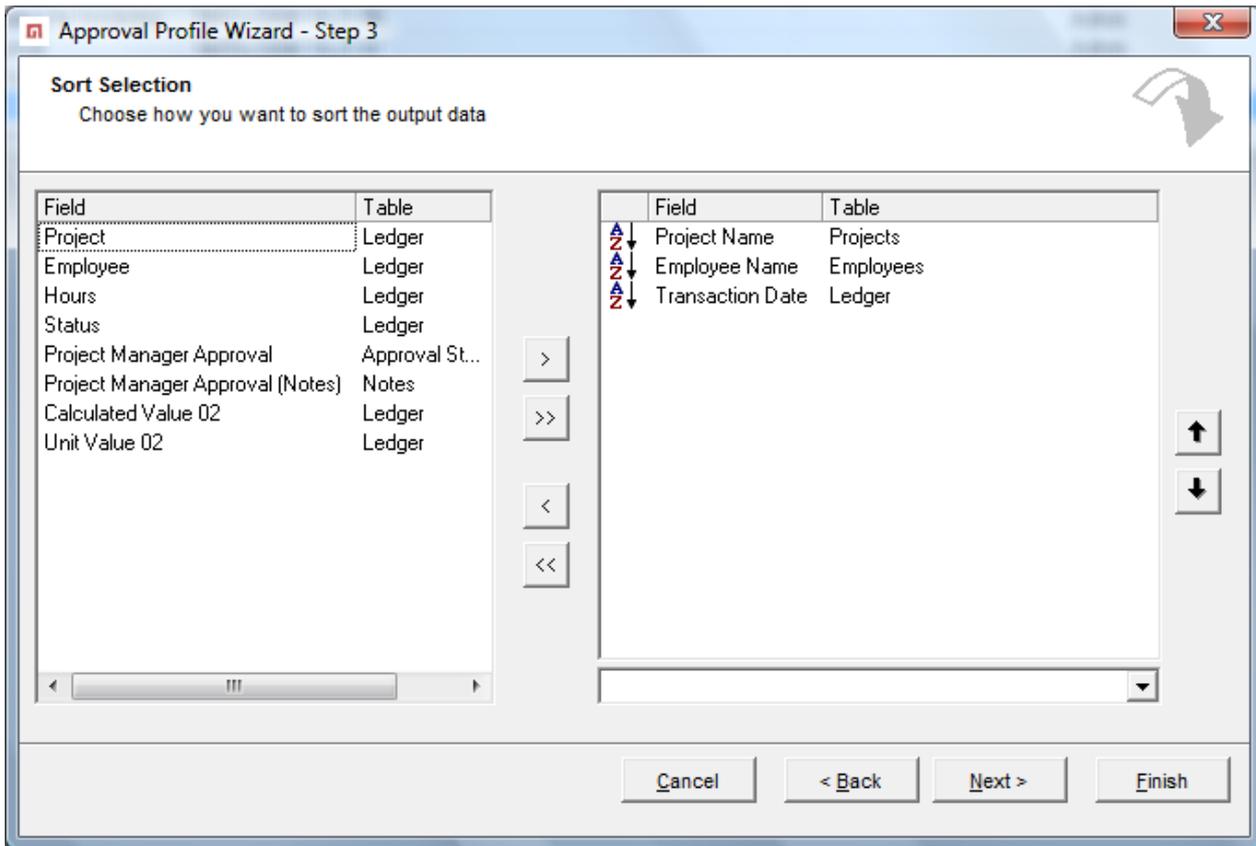
**Step 2 - Data Selection**



In the second step you can define which fields you want the Employee to see in the Approval worksheet in the Professional Services Workbench.

You must include one and only one Approval Status, and if there are Approval Status Values which require notes when they are selected then you should also include the appropriate Approval Status (Notes).

**Step 3 - Sort Selection**



In the third step you can specify the sequence in which the transaction lines will be displayed.

**Step 4 - Set Columns**

Default name	New name	Width	Suppress Total	Editable
Project	Project			<input checked="" type="checkbox"/>
Project Name	Name			
Employee	Employee			<input type="checkbox"/>
Employee Name	Name			
Transaction Date	Date			
Hours	Hours		<input type="checkbox"/>	
Status	Status			<input checked="" type="checkbox"/>
Project Manager Approval	Appr Status			<input checked="" type="checkbox"/>
Project Manager Approval (Note)	Notes	150		<input checked="" type="checkbox"/>
Calculated Value 02	Fees		<input type="checkbox"/>	

In the fourth step you may:

- Specify a column name to be substituted for the default name provided by the system. This is especially useful for Calculated Values.
- Specify the pixel width of a column, though this will never be narrower than the column header. If a width is not given then the default width is the column header width.
- You may suppress totals for numeric values. (This is appropriate, for example, if a calculated value shows a fee or cost rate.)
- You may mark a column as editable. But note that a column becomes editable when the profile is used only if two other conditions are met: Ledger Modification Parameters allow the field to be modified in the system, and the relevant Approval Status Definition allows the approving, transaction Employee or queried Employee to make modifications.

**Step 5 - Profile Name**

Finally you must give a name to this Approval Status Profile. This is the name that the Employee will see.

If this Approval Profile will allow invocation of a subreport then specify the Inquiry Profile that is to be invoked. If this subreport is, by default, to be rendered as a Crystal Report or as a Microsoft Reporting Services report, then check Show as Grid if you want the data to be shown instead in a standard grid. You may also specify the Window Size for grid or report.

You may also specify:

- The number of transaction rows per page (performance improves with fewer rows)
- The default grouping for the initial summary and Item or Employee selection page.
- That transactions for this profile are not to be counted when presented on the Approval Profiles page, where all Profiles are listed, together with the number of records requiring approval. You may wish to suppress counting to improve performance when record numbers are large.
- Whether this profile is to be available for one-click access from the Item Portal or the Employee Index
- Which column is to be used for freezing and whether the user is permitted to modify this when using the profile
- Whether the Edit buttons (Split, Validate, Validate and Post, etc.) should be available for this profile.

- Evaluate Creation Employee - Check this field if you want values in the grid to be filtered by the settings appropriate to the Employee who created the transaction rather than by the Employee field included in the transaction.

# Approval Status Definitions

You may set up as many Approval Status Definitions as you wish to have ways of approving data for an Item, or of being alerted of specific conditions and exceptions.

For example, you may want an Item Manager to approve an expense before it can be exported.

You can also make Approval Statuses conditional. For example, you may wish to force approval only if values exceed a certain figure.

You may want to receive notification of expenses marked as Free on Items which are chargeable.

Only transactions in the Actuals Ledger may be subject to Approval.

Expenses are approved through the Professional Services Workbench (by Employees).

**To clarify:**

**If you are using Approval Statuses for purposes such as determining whether expenses can be reimbursed to an Employee then you may assign conditions to the Status (using an Inquiry Profile).**

<i>Employee/Ext. Employee</i>	Check one of these fields to indicate whether this Approval Status is for Employee.  Ext. Employee is not in use.
<i>Allow Invoice Exclusion</i>	Not in Use

<i>Expiry Days</i>	<p>Enter the number of days after which data are to be treated as if approved if an Employee takes no action to approve or reject data for an Item.</p> <p>Note that if you enter 1 then if expense is prepared for approval on, say, 6/12/2003, then it will be “approved” from 8/12/2003 if no action is taken.</p>
<i>Expiry Status</i>	<p>If you want transactions that have ‘expired’ in respect of an approval status explicitly to be set to an a specified status (usually an ‘approved’ one) then specify that status here. The Approval Notification task (run by the Task Scheduler) will set this status value as required.</p>
<i>Inquiry Profile</i>	<p>Choose an Inquiry Profile to apply conditions to the requirement for Approval for this status. The Selection Criteria in the Inquiry Profile will be used such that only records meeting these criteria will require approval.</p>
<i>From Date</i>	<p>If you wish transactions before a certain date not to be subject to approval then set that date here.</p>
<i>Approval Path</i>	<p>When an approver is determined from a Role held on a Company record then it is important to specify whether the Company is to be determined by Employee Company or Item Company.</p> <p>For example, if approval is in respect of expenses incurred during training, then you would probably follow the Employee Company path. But if approval were in respect of charges to an Item, then you would follow the Item Company path.</p>
<i>Allow Changes to...</i>	<p>Approver</p> <p>If this is checked then an approving Employee may make modifications to transaction data (e.g. Status, or Item, or Sub-Item, etc) if other settings allow it (Ledger Modification Parameters and Approval Profiles).</p> <p>Transaction Employee (Original Employee)</p> <p>If this is checked then the Employee to whom the Form transaction belongs may make modifications to transaction data queried to him or her by an Approving Employee (e.g. Status, or Item, or Sub-Item, etc) if other settings allow it (Ledger Modification Parameters and Approval Profiles).</p> <p>Query Employee</p> <p>If this is checked then an Employee may make modifications to transaction data queried to him or her by an Approving Employee (e.g. Status, or Item, or Sub-Item, etc) if other settings allow it (Ledger Modification Parameters and Approval Profiles).</p>

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<i>Suppress Notifications</i>	Check this field if you wish to suppress email notification of transactions to approve.
<i>Message Text</i>	Enter text here to override the default email text held in the data dictionary.
<i>Past Days to Evaluate</i>	The circumstances that determine whether a transaction is subject to approval can change, and by default the Approvals process will continue to evaluate transactions that have not been subject to approval indefinitely. This can cause performance issues as the number of transactions in the Form Ledger grows. By setting a number of days here, the system will cease to evaluate transactions that are older than a certain number of days.

## Approval Status Values

The screenshot shows the 'Approval Status Values' configuration window. The 'Approval Status Definition' is set to 'Free Work' and the 'Approval Status Value' is 'Queried'. The 'Colour' is a light blue. The following options are checked: 'Approval Notes Entry', 'Query Value', and 'Allow Query to Other Employee'. The 'Associated Status' is empty. The 'Role' table is as follows:

Role	All in Role	Peers	Expand
Bookkeeper	<input type="checkbox"/>		
Department Manager	<input type="checkbox"/>		
Financial Director	<input type="checkbox"/>		
Intermediate	<input type="checkbox"/>		
Junior	<input type="checkbox"/>		
Line Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Every Form transaction for an Item subject to approval can be assigned an approval status value (Approved, Suspended, Queried, Rejected, etc.). Each line may in fact have a sequence of different values as it is considered.

For example:

1. A transaction line is presented to an Approver
2. He/she queries it to the original Employee (for example, 'Are you sure you mean this Item?')
3. The original Employee returns the transaction (for example, 'Yes, I am certain.')
4. The Approver then approves the transaction

When transaction lines are presented to Customers or Item Managers then they can choose to assign an Approval Status Value to each line.

Typically, to manage Item transaction approval by Item Managers you might set up a set of approval status values such as these:

- Approved
- Rejected
- Queried to Employee
- Returned to Approver

These values can be customised to suit your own purposes. You may, for example, want to use a different set of statuses for Customer Approval from those you use for Item Manager approval.

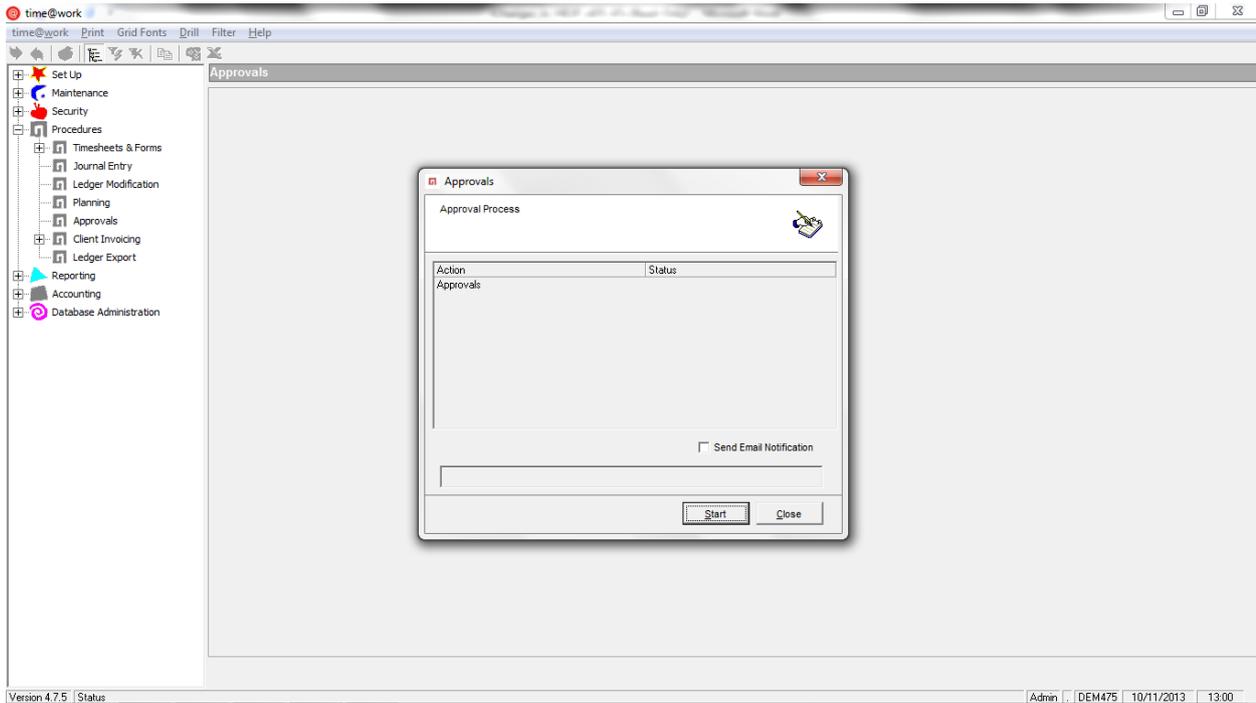
<i>Approval Status Definition</i>	Choose the Approval Status Definition for which you want to specify status values.
<i>Approval Status Value</i>	Enter a value, such as 'Approved', or 'Rejected'
<i>Approval Notes Entry</i>	Check this field if use of this value requires explanatory notes
<i>Exclude from Invoices</i>	Not in Use
<i>Is Query Value</i>	Check this field if this Status Value is to be used either to return a transaction to the Employee to whom it 'belongs' or to another Employee.
<i>Allow Query to Different Employee</i>	Check this field if you want to allow this Query Status Value to be used to query a transaction to Employees other than the Employee to whom it 'belongs'. The set of Employees to whom the transaction might be returned is determined by Role settings, as below.
<i>Return Value</i>	Check this field if this Query Status Value is to be used to return a transaction to the Approver.  Note that if you set up a Status Value with 'Is Query Value' set then you must also set up a Status Value with 'Is Return Value' set.
<i>Evaluate Approvers</i>	If this is checked, then the Approvals process will re-evaluate the approver for this record (which may have changed, for example, if Item has been changed). Null approval status values are always reevaluated.
<i>Associated Status</i>	Choose a Status value to be applied to the transaction if this Approval Status value is chosen. The Status field must be present in the profile and modifiable if this option is to be used.
<i>Roles</i>	If this Status Value is one allowing Querying to 'Different Employees' then Role settings determine which Employees you may choose to query a transaction to.  <i>All in Role</i> signifies that any Employee who is assigned to this Role should be listed.  <i>Peers</i> (only available for Employee-to-Employee Roles) signifies that an Employee who occupies the same level as the Employee to whom the transaction 'belongs' should also be listed. For example:  If A is the Line Manager of AA and AB, then if the transaction belongs to AA and Peers is checked then AB will be available

in the list of Employees to whom the transaction may be queried because AB is a 'peer' of AA.

*Drill Up* (only available for Employee-to-Employee Roles) signifies that Employees further up the hierarchy may also be made available. For example:

If A is the Line Manager of AA and AA is the Line Manager of AAA then if the transaction 'belongs' to AAA and if Drill Up is checked then both A and AA will be available in the list of Employees to whom the transaction may be queried.

# Approvals



Approvals determines from the Form Ledger whether transactions should be prepared for Approval, and notifies approvers by email that transactions need approval.

This task is usually scheduled for execution by the Task Scheduler (Approval Notification) but may also be run from forms@work Maintenance.

Check Send Email Notification to generate approval notifications to approvers.

## Archives

There may come a time when your 'Actuals' Form Ledger becomes too large and certain of your reports become too slow.

At this point you may want to archive some data, moving it from the Actuals Form Ledger to an Archive Form Ledger. Such data must remain available for reporting.

You may set up as many Archive Ledgers as you want. This screen enables you to define a new Archive Ledger.

<i>Archive Name</i>	Enter a name for the Archive
<i>Colour</i>	Choose a colour. This colour is used in the results grid of Inquiry Profiles to mark data that have been sourced from this Archive.

## Archiving

If you are experiencing performance problems because your Form Ledger has become too large, and if you want to make a copy of Actuals or Budget data for any other reason, Archiving can be used:

- to define a set of source transactions
- to move these transactions to an Archive Ledger (created using Set Up - Archives)
- optionally to delete the source transactions

Note that transactions in Archive Ledgers are available for reporting using Inquiry Profiles.

When records are moved from one ledger to another no field value is modified other than the unique database identifier (which is not used in forms@work reporting or other forms@work processes).

Archiving is performed using Archiving Profiles. You may create any number of these for a variety of purposes.

### Step 1 – Defining Source and Destination Ledgers

**Archiving Profile Wizard - Step 1**

**Data Source & Archive Selection**  
Select the Ledger you want to archive and the destination Archive ledger

Source Ledger		Destination Archive	
Ledger Name	Colour	Archive Name	Colour
Project Plan	Green	Archive 2003	Light Blue
Actuals	Green		

Source Ledger:

Destination Archive:

Delete Source Data

Buttons: Cancel, < Back, Next >, Finish

Your source ledger can be the Actuals Ledger or a Budget Ledger. Double click on your chosen ledger in the left hand panel to copy the name of the ledger to the Source Ledger field on the right of the form.

Your Destination Ledger can be any of the Archive Ledgers you have created using Set Up – Archives. Double click on your chosen ledger in the second panel to copy the name of the ledger to the Destination Archive field on the right of the form.

If you are using this Archiving Profile to archive data then you should check the Delete Source Data field.

If you are copying data then check the Override field if you wish to override data that may already have been copied (duplicate data are defined as having identical journal and line numbers).

Otherwise, if you are only copying data then you should leave this field unchecked.

**Archiving Profile Wizard - Step 1**

**Data Source & Archive Selection**  
Select the Ledger you want to archive and the destination Archive ledger

Source Ledger

Ledger Name	Colour
Project Plan	Blue
Forecast	Green
Budget	Green

Destination Archive

Archive Name	Colour
Archived Data 2003	Light Blue
New	Blue
NewNew	Green
Adam	White

Source Ledger: Actuals

Destination Archive: Old Data

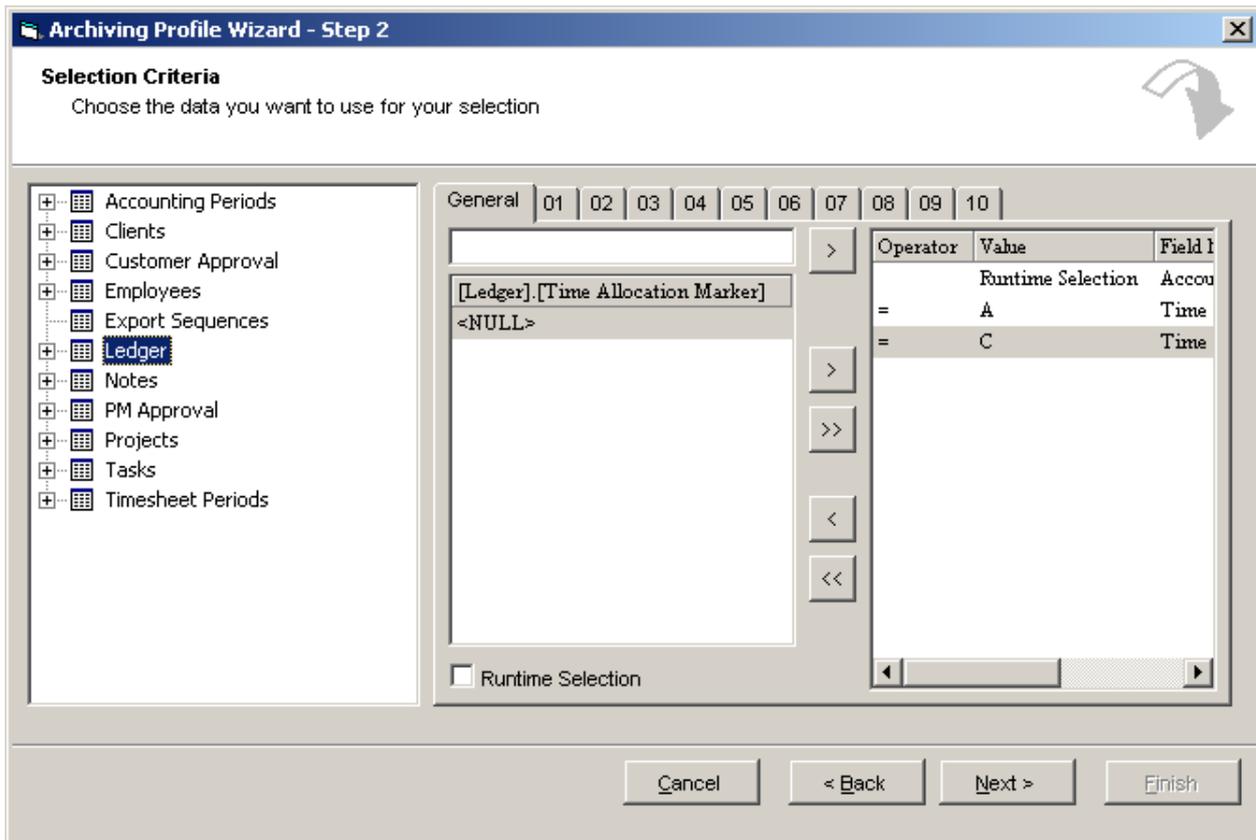
Delete Source Data

Override already archived rows

Buttons: Cancel, < Back, Next >, Finish

Click on the Next button to continue.

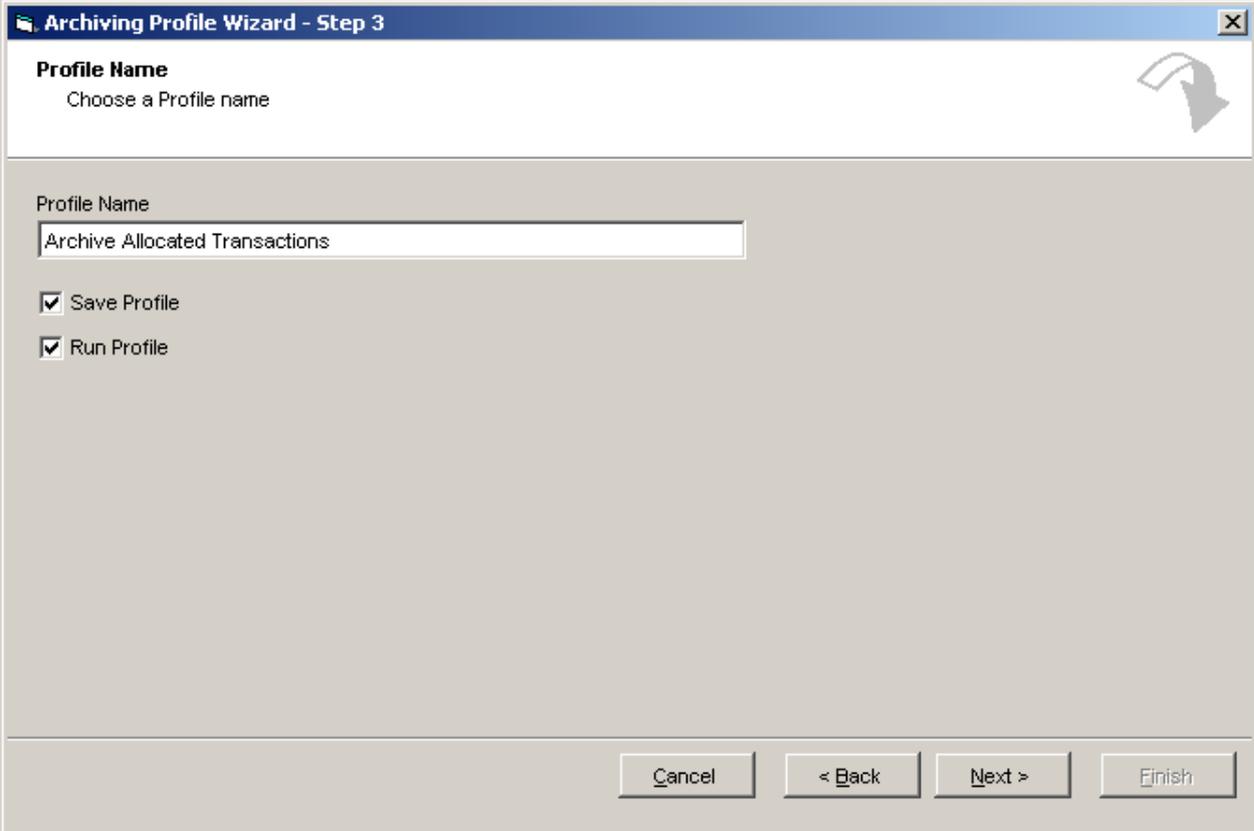
Step 2 – Defining the transaction set



Use fixed or runtime parameters to define the set of transactions you want to archive.

Click on the Next button to continue.

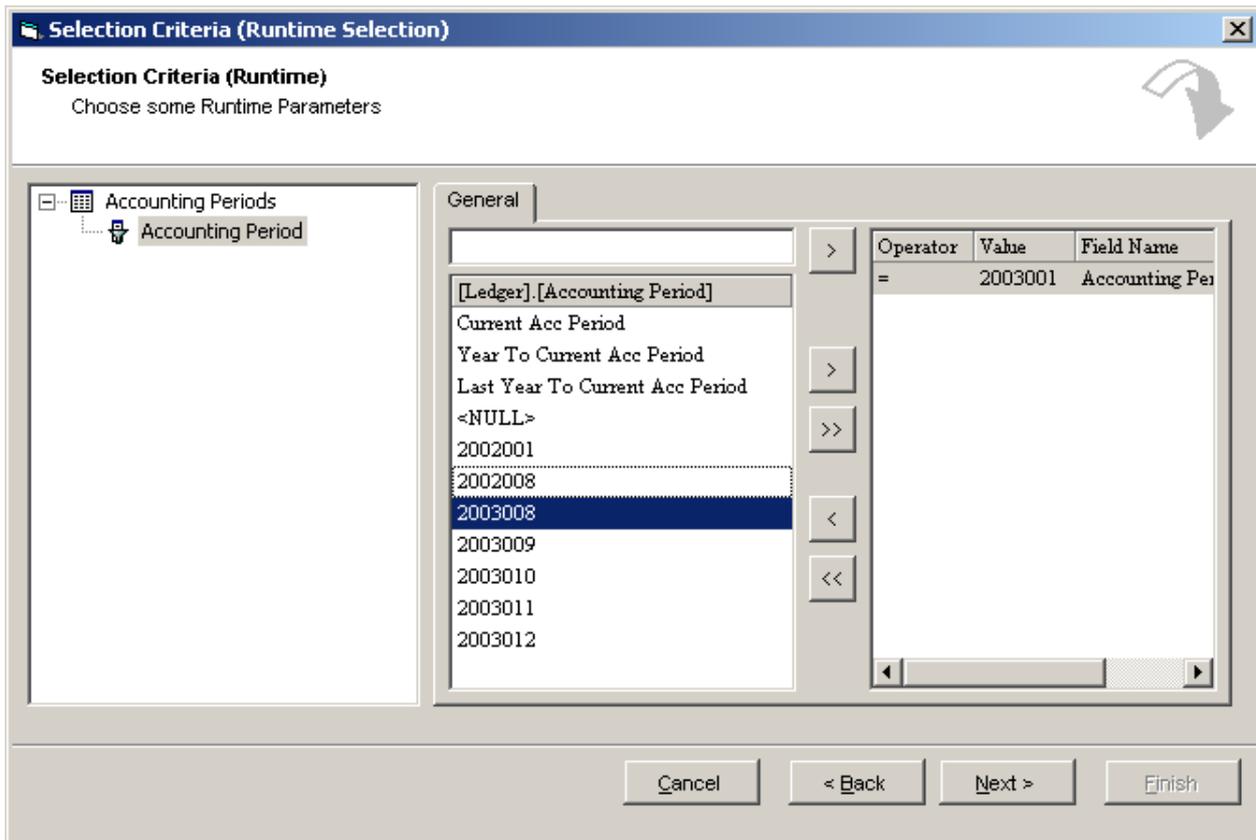
### Step 3 – Naming the Archiving Profile



The screenshot shows a dialog box titled "Archiving Profile Wizard - Step 3". The main heading is "Profile Name" with the instruction "Choose a Profile name". A text input field contains the text "Archive Allocated Transactions". Below the input field are two checked checkboxes: "Save Profile" and "Run Profile". At the bottom of the dialog are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Give your Archiving Profile a unique name.

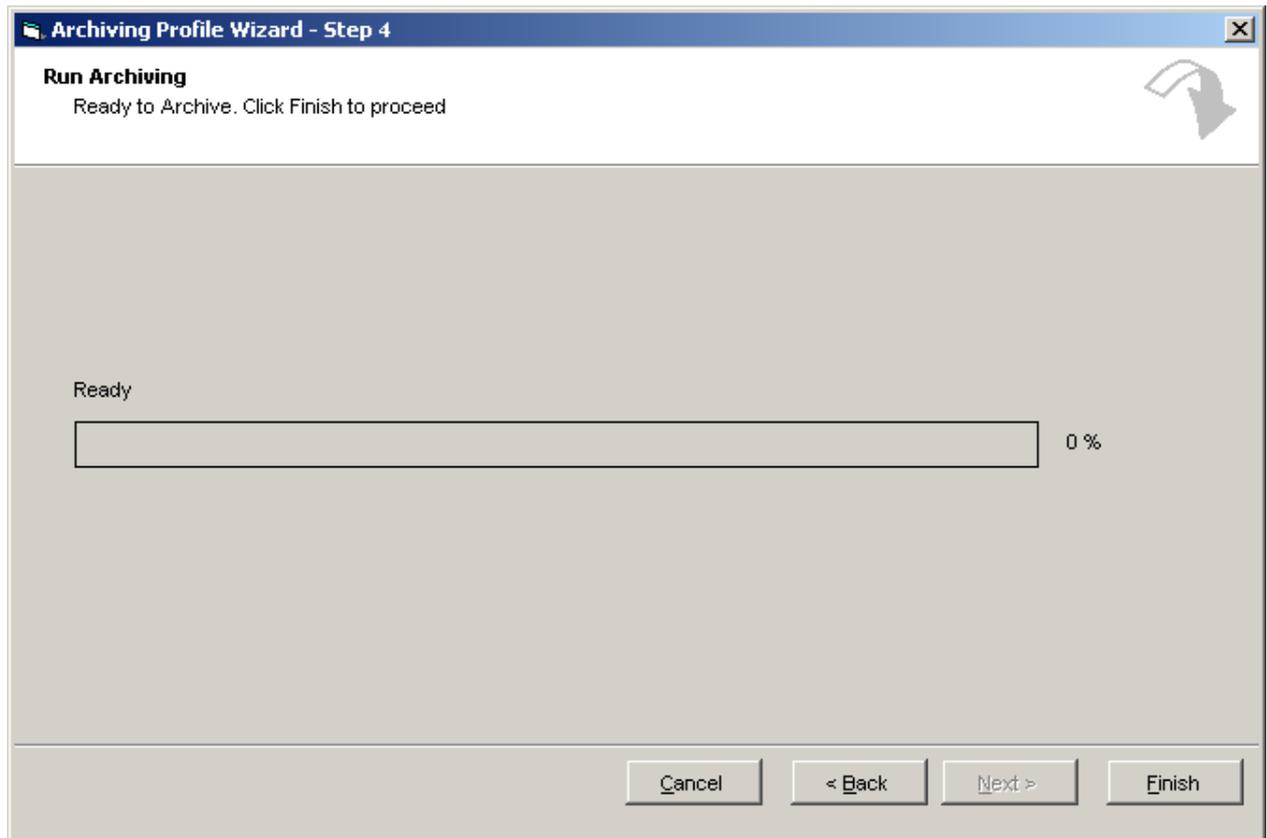
Step 4 – Running an Archiving Profile



Supply any required runtime parameters and click on the Next button to continue.

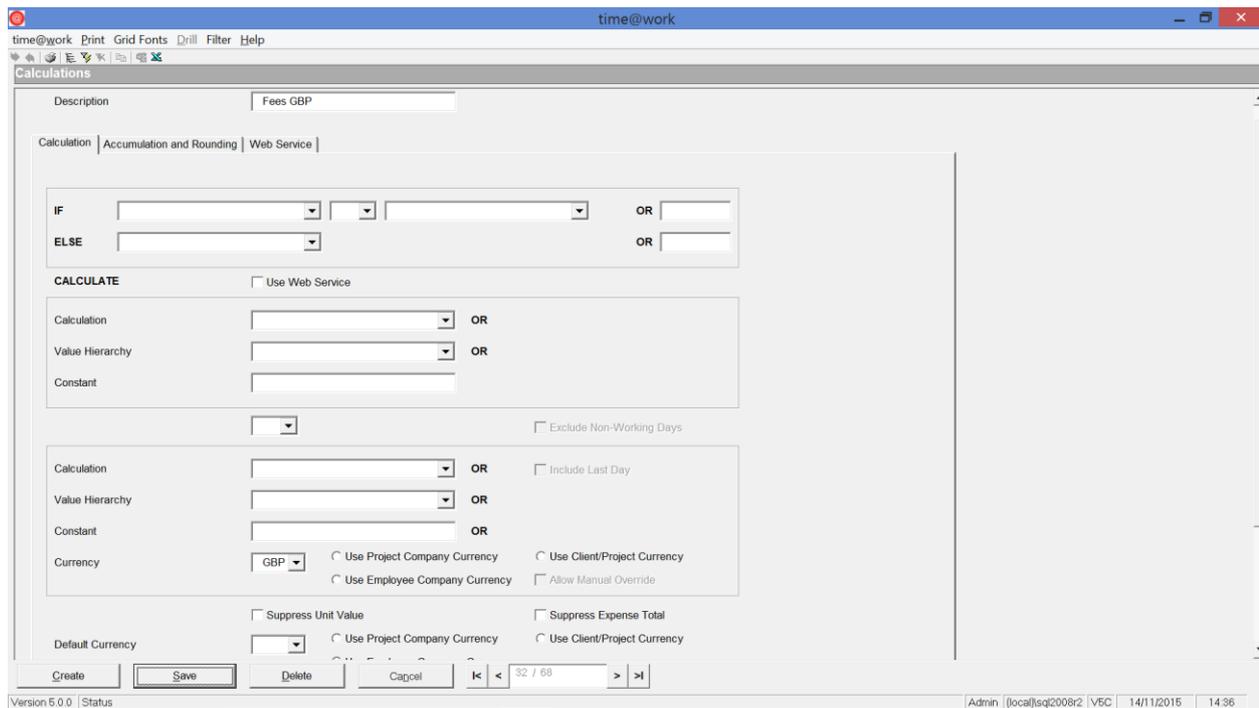
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### Step 5 – Executing an Archiving Profile



Click on the Finish button to start the archiving process.

# Calculations



Up to twenty Calculations can be performed during Planning and Form posting. The particular Calculations to be performed and their sequence is defined using Set Up, Form Types, Procedures or Planning.

Each of the twenty calculated values in a Form Ledger record consists of a numeric value and a Currency (usually a currency code) which indicates the units in which the numeric value is expressed.

For example:

356.78      GBP

23          USD

Calculations can also invoke Web Services to obtain data from sites offering data.

<i>Calculation</i>	Enter the name of the calculated value.
<u><i>Calculation</i></u>	
<i>IF.....First Value</i>	<p>Execution of a Calculation can be made dependent on a comparison of one value with another. These values may be</p> <ul style="list-style-type: none"> <li>• An Analysis Value</li> <li>• A calculated value (or the standard Days, Hours, Minutes, etc.)</li> <li>• Calendar Month</li> <li>• Accounting Period</li> <li>• Item Group</li> <li>• Item</li> <li>• Sub-Item</li> <li>• Employee</li> <li>• Day Type</li> <li>• Employee Company</li> <li>• Item Company</li> <li>• Status</li> <li>• Start Time</li> <li>• End Time</li> <li>• Standard Start Time (Second Value only)</li> <li>• Standard End Time (Second Value only)</li> <li>• Time 01 – 05 (Second Value only)</li> </ul>
<i>Operator</i>	Select the Operator to be used in the comparison.
<i>Second Value – Variable</i>	Leave this blank if you will specify a constant value. Otherwise select a variable value as for First Value.
<i>OR.....Second Value – Constant</i>	Leave this blank if you have specified a variable value. Otherwise enter a constant value.

<i>ELSE</i>	You may specify an alternative Calculation to be executed if the condition is not met, or...
<i>OR</i>	You may specify a constant value to be assigned to the Calculation if the condition is not met.
<i>Use Web Services</i>	Check this field if the calculation is to invoke a web service, as defined on the Web Service tab.
<i>First Term – Calculation</i>	<p>The first term in a Calculation may be</p> <ul style="list-style-type: none"> <li>• A constant,</li> <li>• A value obtained from a Value Hierarchy, or</li> <li>• A value obtained from another Calculation, or</li> <li>• A numeric Activity Analysis Value, or</li> <li>• A Date Activity Analysis Value, or</li> <li>• A Date &amp; Time Activity Analysis Value, or</li> <li>• An Accumulation</li> </ul> <p>Specify here the Calculation from which you wish to obtain a first term. This may be any Calculation used in the current Form Type or Planning Profile (in an earlier position) or one of the standard values (Days, Hours, Minutes, etc.).</p>
<i>First Term – Value Hierarchy</i>	Alternatively specify here the Value Hierarchy which is to be searched for a value.
<i>First Term – Constant</i>	Alternatively specify a constant value.
<i>Operator</i>	<p>Specify the Operator to apply.</p> <p>Note that Operator C means Convert and is used for Currency Conversion (see below).</p> <p>Operator X returns the Cross Rate that would apply in converting First Value to another currency value</p> <p>Operator A means After and may only be used in conjunction with Time comparisons (you may calculate Hours After Standard End Time, for example).</p> <p>Operator B means Before and may only be used in conjunction with Time comparisons (you may calculate Hours Before Standard Start Time, for example).</p> <p>Operator D means Days and may only be used to calculate Days between two Date or Date &amp; Time analysis values.</p>

Operator H means Hours and may only be used to calculate Hours between two Date or Date & Time analysis values.

Operator M means Minutes and may only be used to calculate Minutes between two Date or Date & Time analysis values.

If the Operator is left blank then it is assumed that no Calculation will be performed. This may be a Calculation into which other Calculations in a Form are accumulating values or may be a Calculation into which values are directly entered.

Note that % calculates  $((\text{First Term} * 100) / \text{Second Term})$

*Exclude Non-Working Days*

Check this field to exclude non-working days (days of Day Types with zero standard hours) in the calculation of times between date and date/time analysis fields.

*Include Last Day*

Check this field to include the 'to date' as a full day in calculations of days between dates. For example:

From: 02/12/2013

To: 04/12/2013

If 'Include Last Day' is checked this will result in three days calculated for these two dates.

*Second Term – Calculation*

The second term in a Calculation may be

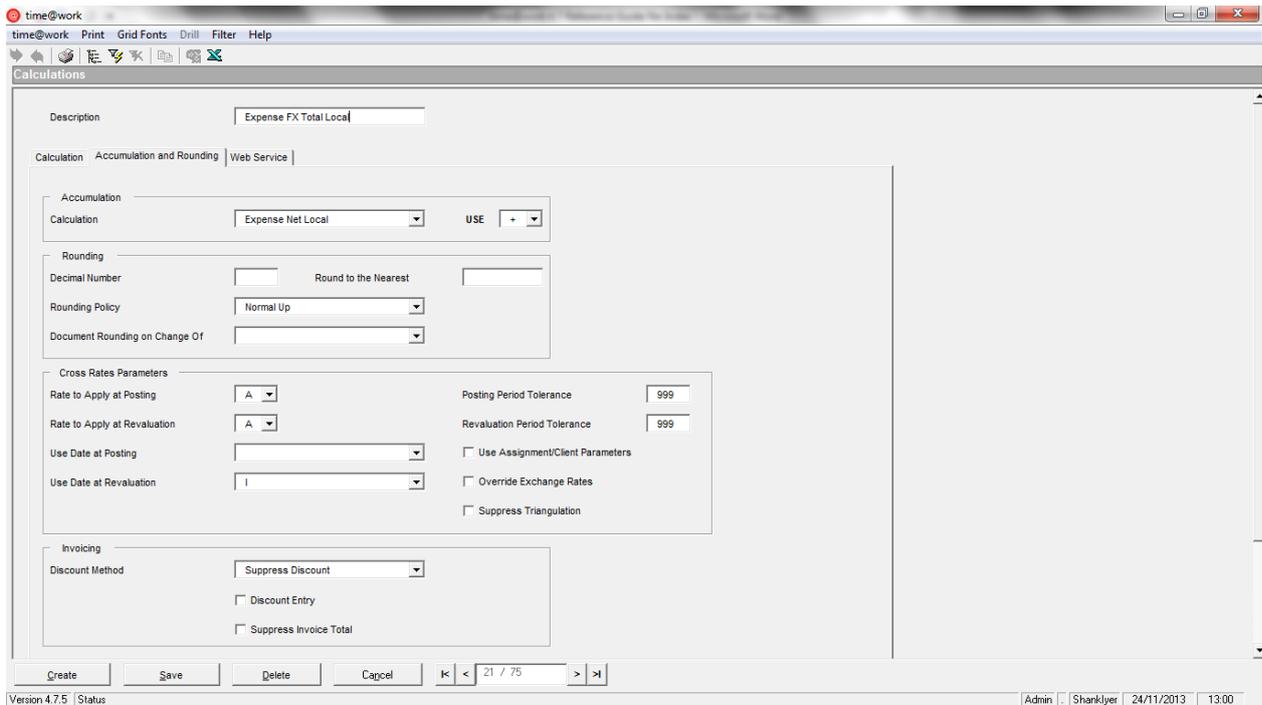
- A constant,
- A value obtained from a Value Hierarchy, or
- A value obtained from another Calculation, or
- A numeric Activity Analysis Value, or
- A Date Activity Analysis Value, or
- A Date & Time Activity Analysis Value, or
- An Accumulation
- Standard Start Time, Standard End Time, Time 01-05

Specify here the Calculation from which you wish to obtain a second term. This may be any Calculation used in the current Form Type or Planning Profile (in an earlier position) or one of the standard values (Days, Hours, Minutes, etc.).

*Second Term – Value Hierarchy*

Alternatively specify here the Value Hierarchy which is to be searched for a value.

<i>Second Term – Constant</i>	Alternatively specify a constant value.
<i>Second Term – Currency</i>	Alternatively specify a currency code (only if you have selected Operator C).
<i>Second Term – Use Proj Company Currency</i>	Alternatively check this field to convert using the currency code of the Company to which the Item belongs.
<i>Second Term – Use Empl Company Currency</i>	Alternatively check this field to convert using the currency code of the Company to which the Employee belongs.
<i>Second Term – Use Item Group/Item Currency</i>	Alternatively check this field to convert using the currency code held on the Item record (or Item Group record, if none on the Item record).
<i>Allow Manual Override</i>	If you have specified Operator C for currency conversion then check this field, if the calculation will be a visible one in a form, to allow the user to override the Cross Rate obtained from the Cross Rates table.
<i>Suppress Unit Value</i>	Check this field if the unit value is to be space-filled for this Calculation.
<i>Suppress Expense Total</i>	Check this field if you wish to suppress the calculation of totals for this calculation on a Form.
<i>Default Currency</i>	<p>Optionally choose a currency to be applied to this calculation if no other currency unit is derived from a value table or conversion.</p> <p>Note that when this calculation is marked as an enterable calculation in a Form Type then this substitution also occurs if the unit field is not filled in. The default currency is shown after a Form is saved and validated.</p>
<i>Use Item Company Currency</i>	Check this field to obtain a default currency from the Item Company table.
<i>Use Employee Company Currency</i>	Check this field to obtain a default currency from the Employee Company table.
<i>Use Item Group/Item Currency</i>	Check this field to obtain a default currency from the Item table (if a currency is specified) otherwise from the Item Group table.



## Accumulation and Rounding

### *Accumulate To Calculation*

Optionally specify the Calculation (earlier or later in the sequence of Calculations specified for the Form Type) to which the resulting value of this Calculation is to added or subtracted.

Note that you may not accumulate from a calculation into which values are being accumulated.

Neither may you accumulate from a value which is an entered value in a Form Type.

### *USE.....Operator*

Specify addition or subtraction for accumulation.

### *Decimal Number*

Specify the number of decimal positions to which the resulting value will be held.

For example, supposing the resulting value is

414.123

Decimal positions

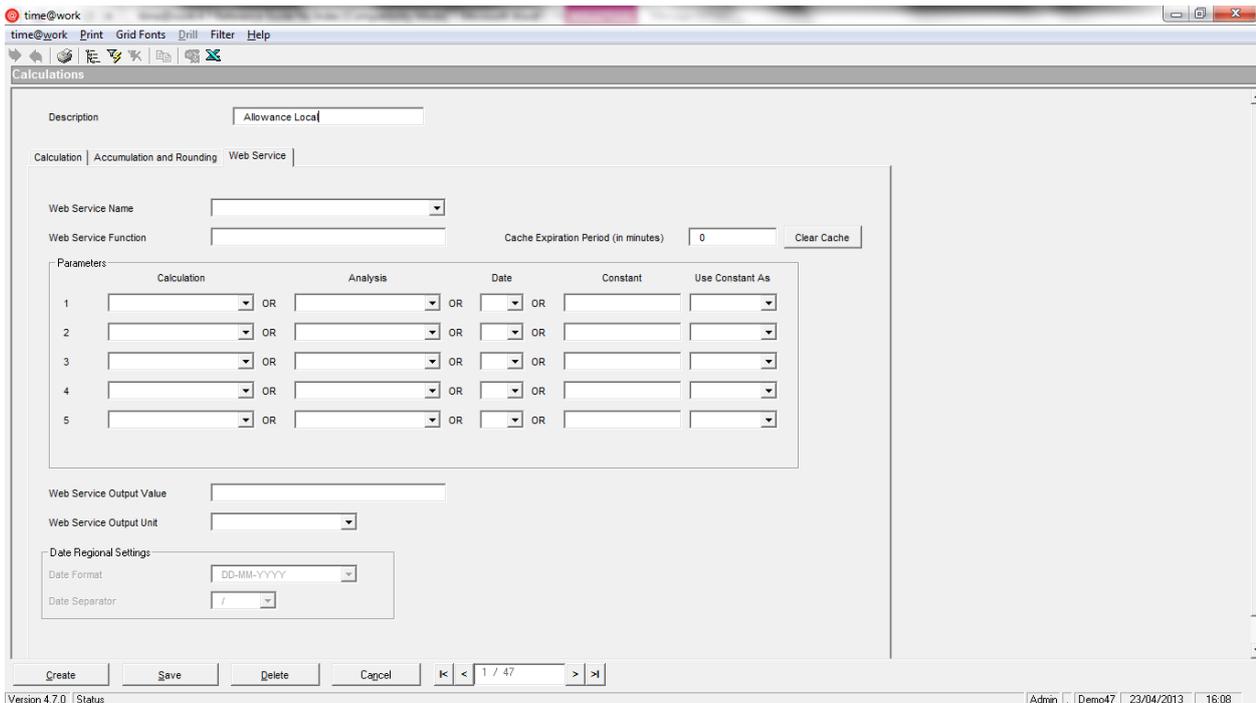
3 results in 414.123

2 results in 414.12

	<p>1 results in 414.1</p> <p>0 results in 414</p> <p>-1 results in 410</p> <p>-2 results in 400</p> <p>(Note that Rounding Policy determines whether a value is rounded up or down..)</p>
<i>Round to the Nearest</i>	Alternatively enter a number (e.g. 0.25) to force rounding to the nearest multiple of this number (up or down to be determined by Rounding Policy).
<i>Rounding Policy</i>	<p>Always Down</p> <p>0.6 is rounded down to 0.0</p> <p>Always Up</p> <p>0.4 is rounded up to 1.0</p> <p>Normal Up</p> <p>0.5 is rounded up to 1.0</p> <p>Normal Down</p> <p>0.5 is rounded down to 0.0</p>
<i>Document Rounding on Change Of</i>	Not in Use
<i>Rate to Apply at Posting</i>	If this Calculation involves converting from one currency to another then you must specify whether a rate based on Accounting Period (A), Calendar Month (T) or Day (D) is to be used during posting.
<i>Posting Period Tolerance</i>	Enter the number of periods (or days) beyond the current period for which an exchange rate is to be regarded as valid.
<i>Rate to Aply at Revaluation</i>	If this Calculation involves converting from one currency to another then you must specify whether a rate based on Accounting Period (A), Calendar Month (T) or Day (D) is to be used during the revaluation of Form Ledger records in Ledger Modification.
<i>Revaluation Period Tolerance</i>	Enter the number of periods (or days) beyond the current period for which an exchange rate is to be regarded as valid.
<i>Use Date at Posting</i>	This affects the way in which a period or date is used to access a Cross Rate during Posting or initial calculation of a Form. Choose T to use the Transaction Date, or a date or

---

	date/time analysis category if listed. Leaving this field blank is equivalent to choosing the Transaction Date.
<i>Use Date at Revaluation</i>	This affects the way in which a period or date is used to access a Cross Rate during Revaluation. Choose I to use the Invoice Date, T to use the Transaction Date, X to use the Tax Date, O to use the Other Date, or a date or date/time analysis category if listed. Leaving this field blank is equivalent to choosing the Transaction Date.
<i>Use Item/Item Group Settings</i>	Check this field if the system is to use the exchange rate settings specified on Item Group and/or Item records instead of the values specified here.
<i>Override Exchange Rates</i>	Check this field if you wish to allow Users to override exchange rates during recalculation in Ledger Modification.
<i>Suppress Triangulation</i>	Check this field if you wish to suppress the use of Triangulation (via the Euro) during any currency conversion invoked by this Calculation.
<i>Discount Method</i>	Not in Use
<i>Discount Entry</i>	Not in Use
<i>Suppress Invoice Total</i>	Not in Use



**Web Service Name**

Choose a web service set up using the Web Services function

**Web Service Function**

A web service may have many functions. Specify the function you wish to invoke.

**Cache Expiration Period (in minutes)**

In order to avoid fees associated with obtaining data from a web service it is convenient to store data once obtained in the database. If the calculation can find the data there it will not invoke the web service.

If this value is set to zero then the Web Service will always be invoked.

If the value has a number higher than zero then the system will search the cache first, using the specified parameters.

For example, in respect of exchange rates you would probably set a very high expiration value so that data are never obtained from the web service more than once.

Click Clear Cache to clear all data stored by this Calculation.

*Note that if a web service is used in two calculations, two separate caches are used, so the web service would always be invoked twice for the same values, and the Clear Cache button will clear each separately.*

**Parameters**

You may pass up to five parameters to the web service. These may be:

- Calculation values

- Analysis values (including dates)
- Dates (Invoice, Transaction, Tax and Other)
- Constants (in which case you must specify the type of constant in the Use Contant lookup)

*Web Service Output Value* Use X-Path syntax to define the Web Service variable that is to deliver its value into the calculation in forms@work

*Web Service Output Unit* Specify the calculation from which the unit should be taken if you want the unit to be other than blank

*Date Regional Settings* Specify the date format in which this Web Service expects to receive dates as parameter values.

## Calendar Months

When lines are posted to the Form Ledger the Calendar Month to which they belong will depend upon the dates defined here for each Calendar Month.

Accounting Periods and Calendar Months are independent of each other.

Note that if you need to close an Accounting Period rapidly and the end of an Accounting Period does not coincide with the end of a Calendar Month then you may need to divide a Calendar Month into two subperiods, each with fewer days.

Instead of a single period

2000005      31.1.2000      to      6.2.2000

you may set up two periods:

2000005A    31.1.2000      to      31.1.2000

2000005B    1.2.2000        to      6.2.2000

Calendar Months may be imported from a text or Excel file using Data Import (see Data Import).

---

<i>Calendar Month</i>	<p>Enter the period by entering the Year, followed by the Period and Subperiod.</p> <p>Year: YYYY</p> <p>Period: NNN</p> <p>SubPeriod: X</p>
<i>From Date</i>	The first day of the Calendar Month.
<i>To Date</i>	The last day of the Calendar Month.
<i>A Period Analysis 1 to 5</i>	<p>Enter values which you wish to use during reporting in order to group Calendar Months together.</p> <p>For example if you have two subperiods</p> <p>2000001A</p> <p>2000001B</p> <p>you can group them together into one period 2000001</p> <p>and all Quarters into Year 2000</p>

## Calendars

If you are using forms@work to record the activities of Employees working for more than one company and if these companies are located in more than one country then you may need to specify separate calendars for these countries and associate each calendar with one or more companies (see Set Up, Companies).

Note that before you can define a calendar you must have defined Day Types in the system. (See Set Up, Day Types).

Calendars are used to determine Day Types. The appropriate Calendar used for an Employee is the one assigned to the Company to which an Employee belongs – *except that* for specified periods exception Calendars can be defined for an Employee. This is useful when an Employee of a Company located in one country works temporarily in another country.

Calendars are also used to determine when a Form action is overdue and must be rerouted to an alternative or backup Employee.

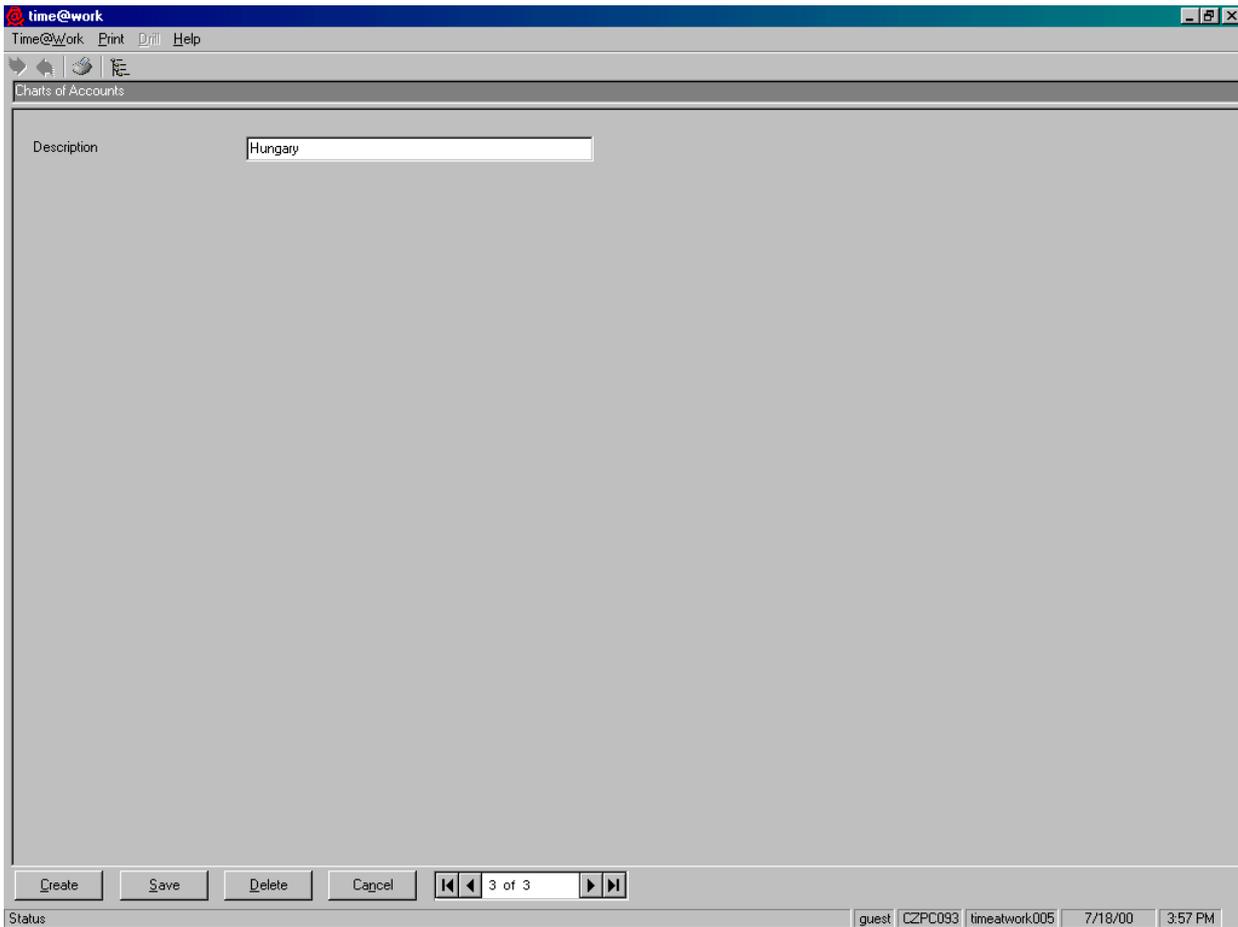
<i>Calendar</i>	Enter the name of the Calendar (for example, England, USA, France, etc.).
-----------------	---

<i>Monday to Sunday</i>	Choose the Day Type for each day of the week.
-------------------------	---

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<i>Special Days – Date</i>	Enter the date of a special day (such as a Public Holiday).
<i>Day Type</i>	Choose the Day Type for this special day.
<i>Annual</i>	Check this field if you wish this special day to apply every year rather than in only one year.

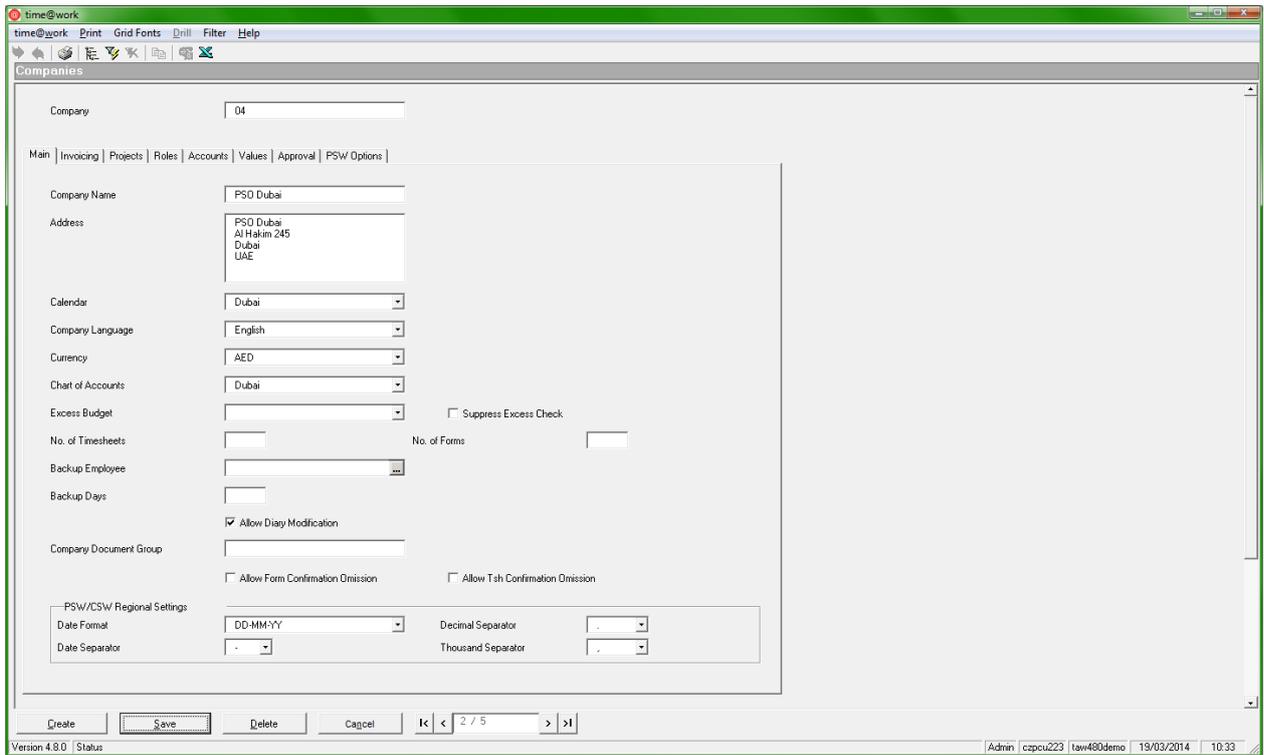
## Charts of Accounts



A number of different Charts of Accounts may be set up in forms@work and associated with Companies. This screen defines a Chart of Accounts.

<i>Description</i>	Enter the name of the Chart of Accounts
--------------------	---

# Companies



Companies in forms@work are organisations to which Employees and Items belong. An Employee generally belongs to a company if that company is his legal employer. An Item generally belongs to a company.

<b>Company</b>	Enter the Company identifier
<b><u>Main Values</u></b>	
<b>Company Name</b>	Company Name
<b>Address</b>	Address
<b>Calendar</b>	Countries differ in terms of working days and public holidays. Choose the appropriate calendar for the company you are establishing on this screen (use Set Up, Dates and Periods, Calendars to establish a correct calendar for the country in which this company operates if you have not done so already).  Note that if an Employee works temporarily to a different Calendar (for example if he or she is on extended

	assignment in another country) an alternative Calendar can be assigned to an Employee for a defined period.
<i>Company Language</i>	In a multi-lingual environment where multiple data dictionaries have been established, this language will be the language in which, by default, all Employees of this company will see Forms.
<i>Currency</i>	Choose the Currency for the local currency of the country in which this company operates (use Maintenance, Currencies, Currencies to establish an appropriate Currency if you have not done so already).
<i>Chart of Accounts</i>	Choose the Chart of Accounts you wish to associate with this company. This will affect the set of accounts which you may associate with Employees, Items, Companies and assign on Forms.
<i>Excess Budget</i>	Not in Use
<i>Suppress Excess Check</i>	Check this field if you wish to suppress Budget Excess checking for Items belonging to this Company.
<i>No. of Timesheets</i>	Not in Use
<i>No. of Forms</i>	Defines the number of Forms to be listed on a page when Historical Forms are listed in the PSW.
<i>Backup Employee</i>	Enter a default backup Employee to whom Forms for Employees of this Company should be routed after the specified Backup Days if they have not been submitted (authorisation and review).
<i>Backup Days</i>	Enter the number of days after which the Backup Employee is to be sent Forms for authorisation or review.
<i>Allow Diary Modification</i>	<p>Check this field if you want all Employees of this Company to be able to update their own Diary (My Diary option) in the PSW (Professional Services Workbench).</p> <p>Note that if this field is checked on the System Parameters record then it need not be checked here.</p>
<i>Company Document Group</i>	Enter a free-form 'group' identifier that will enable documents/images belonging to Employees assigned to Companies with the same Company Document Group to be available for assigning to Form transactions or Forms in the PSW.
<i>Allow Form Confirmation Omission</i>	Check this field to allow Confirmation Omission for forms submitted by Proxies for all Employees of this company.
<i>Allow Tsh Confirmation Omission</i>	Not in Use

**PSW/CSW Regional Settings**

**Decimal Separator/Thousand Separator**

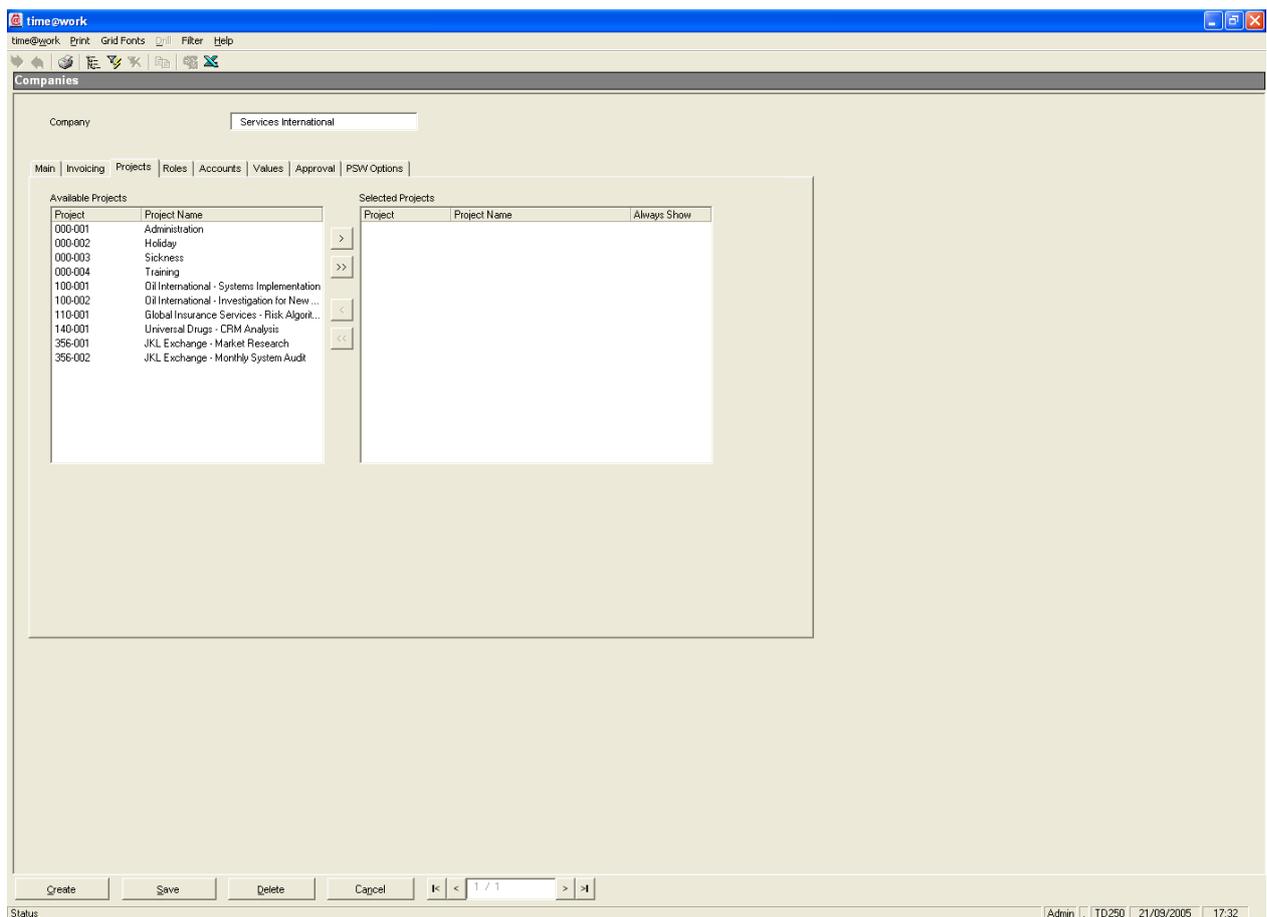
**Date Format**

**Date Separator**

Decimal and thousand separators for numeric fields in the PSW can be set at System, Company and Employee level, with each level overriding the prior level in succession.

Chose a Date Format if you want to override, for Employees in this company, the default Date Format chosen at System Parameters level. This format determines the format for date display, entry and export of date fields from the PSW.

Choose a Date Separator.



**Items**

**Available Items**

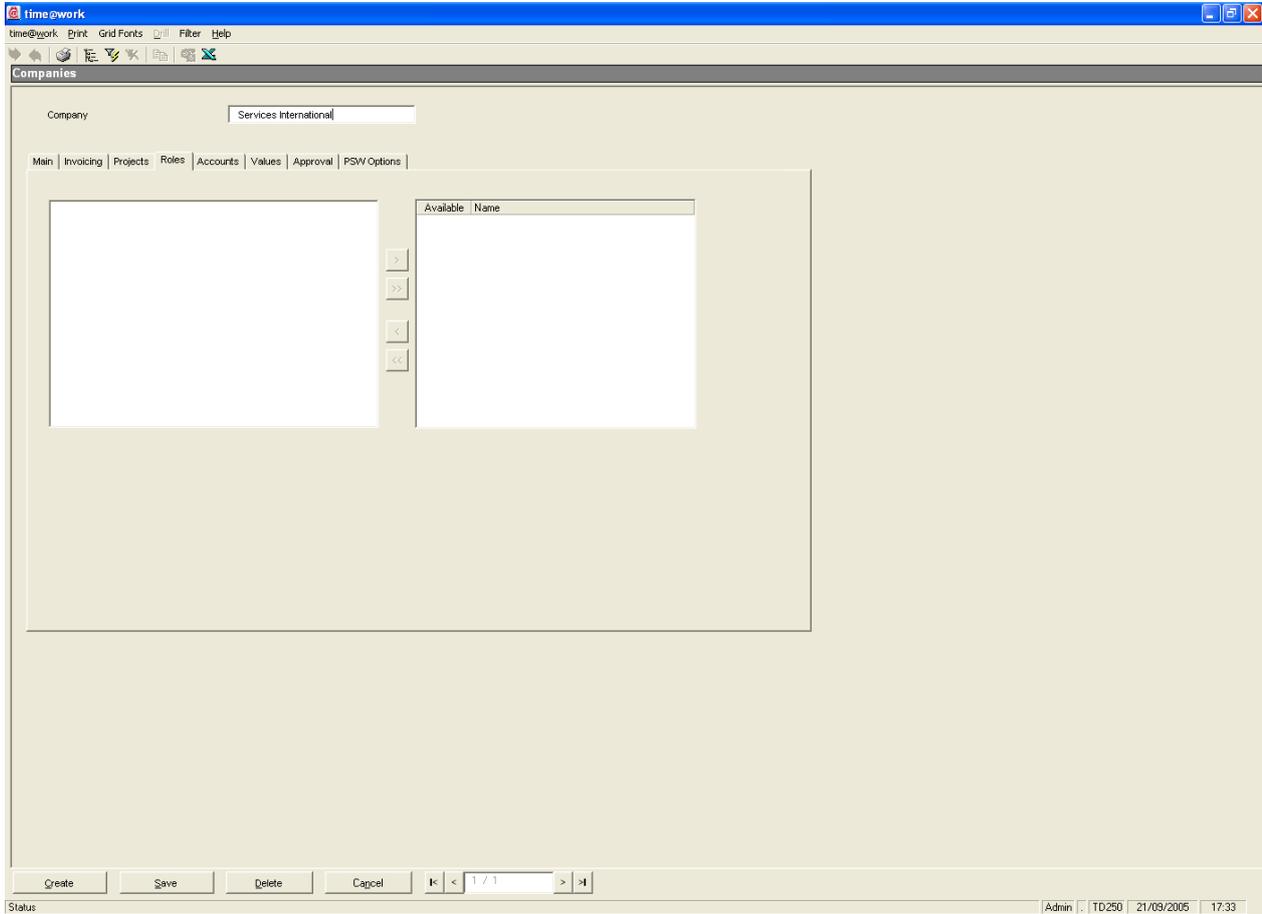
**Selected Items**

Choose from all available Items those which you wish to make available to Employees of this Company during entry. Note that this supplements the functionality of Distribution Masks, and is therefore optional.

These will always be made available to Employees of this Company.

*Always Show*

Not in Use



## Roles

### *Role*

Using this screen you can specify which Employees or Users perform roles associated with a Company.

The title for the role is shown in the left hand panel together with information as to which entity (Employee, User) is associated with this role, and, if a maximum number has been specified, the maximum number of Employees or Users who can be assigned to this role.

time@work

time@work Print Grid Fonts Filter Help

Companies

Company: Services International

Main | Invoicing | Projects | Roles | Accounts | Values | Approval | PSW Options

Revenue Account	13000	Consultancy Sales
Purchase VAT Account	94200	Purchase Tax
Sales VAT Account	94100	Sales Tax

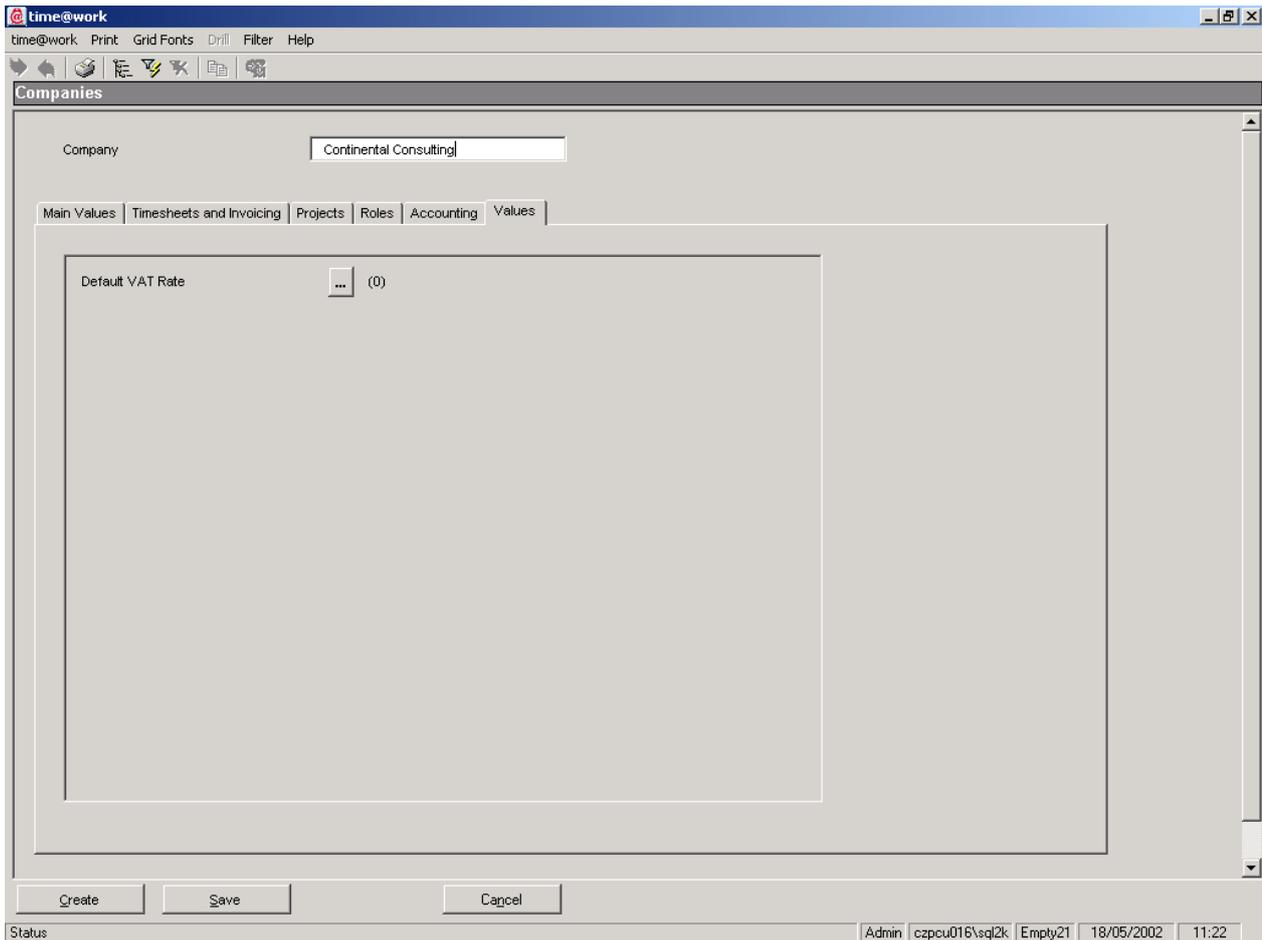
Create Save Delete Cancel K < 1 / 1 >

Status Admin TD250 21/09/2005 17:33

## Accounting

### *Account*

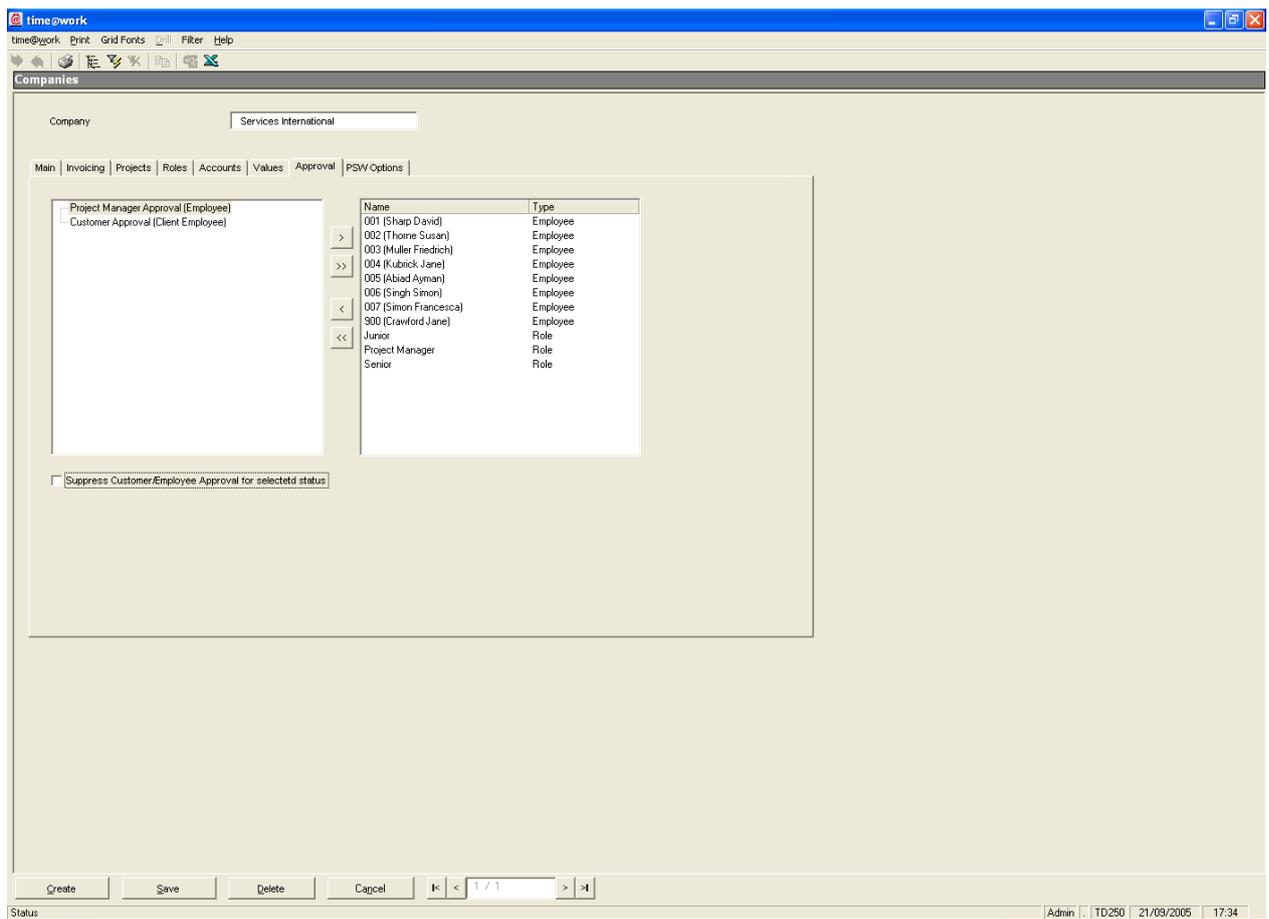
Choose the accounts you wish to associate with this Company.



## Values

### *Value Table Name*

Any Value Table for which a Criterion is Employee Company or Item Company will be listed here and may be accessed for inquiry or update. The number of values related to the current Company record is shown.



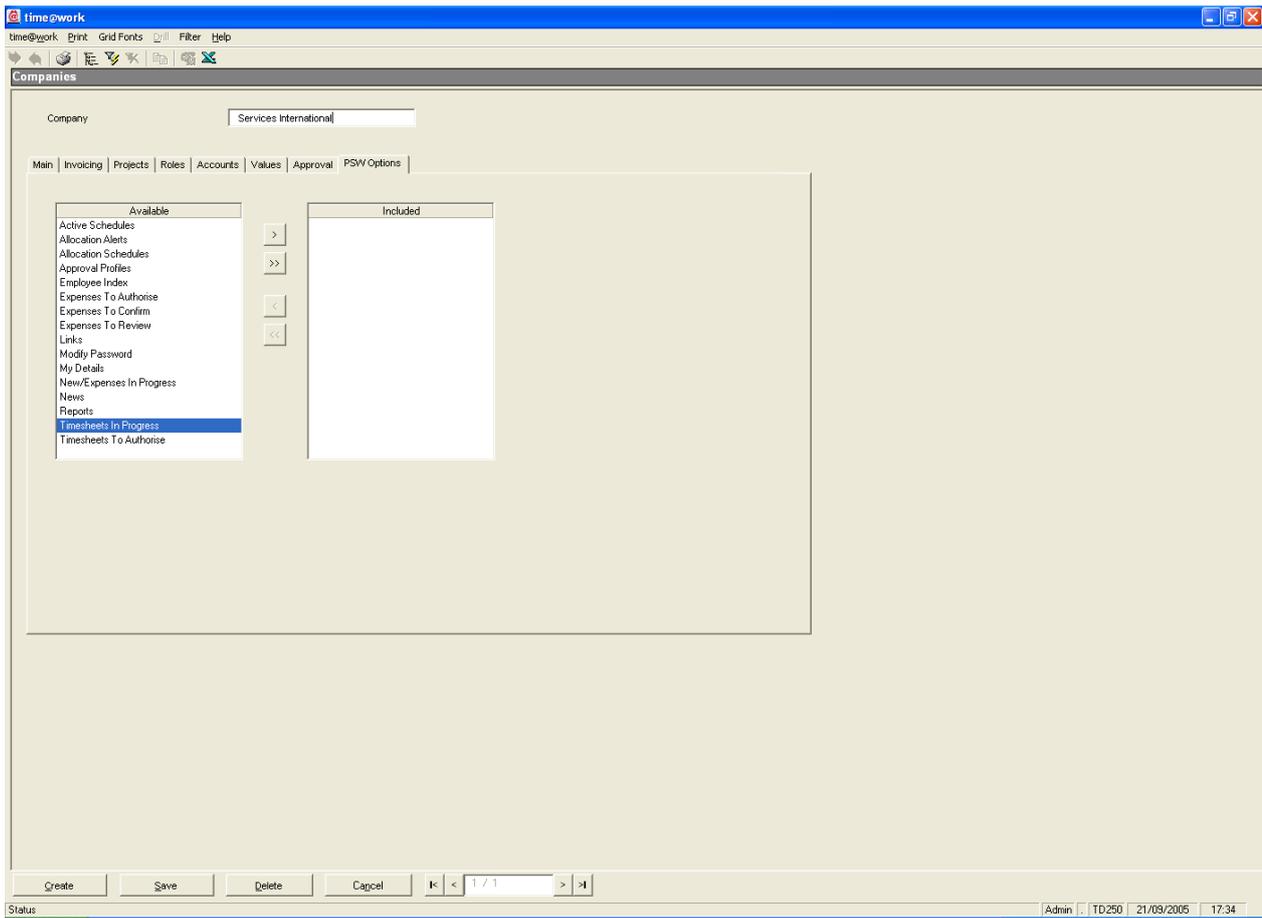
## Approval

### *Approval Statuses*

Assign the Employee (or Role) who is to approve data (using the selected Approval Status) by default for Items belonging to this Company.

### *Suppress Approval*

You may also suppress approval for a given Approval Status for all Items belonging to this Company.



PSW Options

*Available/Included*

You may specify the default combination of Professional Services Workbench options you want to make available to Employees of this company.

If there are options defined at Employee level then they will override these options (and will not be combined with them).

If no options are specified here then the default options will be taken from System Parameters.

## Credit Card Types

time@work

time@work Print Grid Fonts Drill Filter Help

Credit Card Types

Credit Card Type

Create Save Delete Cancel 1 / 1

Status Admin Demo24 21/03/2004 11:40

If you wish to import electronic credit card statements and present these as Forms for Employees to complete (by assigning cost centres, etc.) then you will need to set up one or more Credit Card Types in forms@work. Once you have set up a Credit Card Type then you can assign credit card numbers to Employees using Employee Credit Cards.

*Credit Card Type*

Enter a unique Credit Card name.

## Cross Rates

The screenshot shows a web-based form titled "Cross Rates" within a "time@work" application window. The form has the following fields:

- Source Currency: HUF
- Resulting Currency: EUR
- Period Type: A
- From: 2001001
- Rate: 250
- Calculate Use: /

At the bottom of the form, there are buttons for "Create", "Save", "Delete", and "Cancel". Below these buttons is a navigation bar showing "3 of 4" and a status bar with the text "Status", "guest", "CZPC093", "timeatwork005", "7/18/00", and "2:59 PM".

Use this screen to set up a cross rate between two currencies for a period (Accounting Period, Calendar Month or Date).

Cross Rates can also be imported from a text or Excel file (see Data Import).

Cross Rates can be maintained either using forms@work Maintenance or in the PSW.

Note that you may set up several different rates for the same two currencies – based on different periods. For example, during Posting and Validation you may use a provisional Calendar Month rate for the conversion of values from one currency to another. At the end of the month, you may want to recalculate all provisional postings using a single rate based on Accounting Period.

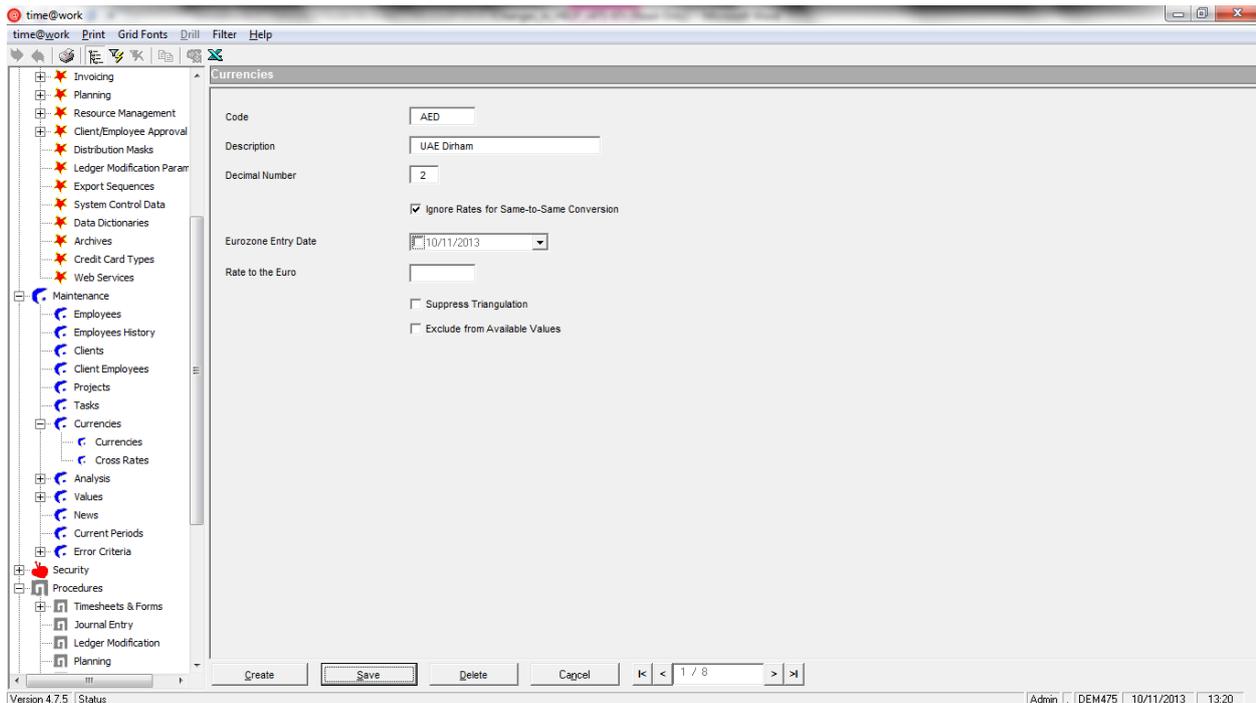
Note that if Enable Cross Rate Reversal is checked on System Parameters then you need only set up a rate between 'A' and 'B', even if you are converting from 'B' to 'A'.

<i>Source Currency</i>	Choose from one of the currency codes you have already set up
------------------------	---

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<i>Resulting Currency</i>	Choose from one of the currency codes you have already set up
<i>Period Type</i>	Enter A if you are setting up a rate for an Accounting Period, T for a Calendar Month, D for a Date.
<i>From</i>	Enter the specific period or date.
<i>Rate</i>	Enter the rate to apply.
<i>Calculation Operator</i>	<p>Choose * if you intend that the Source Currency value should be multiplied by the Rate to achieve the Resulting Currency value.</p> <p>Choose / if you intend that the Source Currency value should be divided by the Rate to achieve the Resulting Currency value.</p>

# Currencies



forms@work is a multi-base currency system. In a single Form Ledger you may hold Expense records for more than one company. Each company may be located in a different country and use a different local base currency.

Additionally you may price your fees in a number of different foreign currencies.

Each currency you use must be set up using the Currency definition screen.

The Euro must always be entered as EUR.

<b>Code</b>	Enter the currency code, for example USD, EUR, GBP, HUF.
<b>Description</b>	Enter the name of the currency, for example US Dollars, Euro, Sterling, Hungarian Forint.
<b>Decimal Number</b>	Enter the number of decimal positions for this currency, for example 2 for EUR.
<b>Ignore Rates for Same-to-Same Conversion</b>	Check this box to prevent the system from looking for a cross rate between a currency and itself. In this case the rate is assumed to be 1.
<b>Eurozone Entry Date</b>	Enter the date from which Triangulation via the Euro will be required for this Currency
<b>Rate to the Euro</b>	Enter the official exchange rate for this Currency to the Euro
<b>Suppress Triangulation</b>	Suppress the use of triangulation when this Currency is either a Source or Resulting Currency.

This might be used when a Currency is external to the Eurozone and the 'advised' method of using Triangulation is not required.

For example:

CZK to DEM where DEM is in the Eurozone and CZK is not.

The 'advised' method is convert from CZK to EUR (a floating exchange rate) and then to DEM at the fixed rate.

If you suppress triangulation then you will convert directly from CZK to DEM using a floating exchange rate.

*Exclude from Available Values*

Check this field to exclude this currency from values available in the Currency lookup on forms.

## Current Periods

It is useful to be able to run reports for the current period (or to obtain year to date data) without having to specify this period (or group of periods) during report execution.

Inquiry Profiles and other Profiles enable you to use a variable Current Accounting Period and variable Calendar Month that are derived from 'Today's Date' but if you wish to control Current Period by specifying it in one place then you may want to use this table.

Current Periods enables you define a 'current period' and the group of periods that constitute 'year to date' in one place and to use specific variable terms, such as 'Current Period' in Inquiry Profiles. When Inquiry Profiles are being used by Transmission Profiles that you want to run using the forms@work Task Scheduler, or from the PSW as Immediate Reports, then the use of variable terms defined here, is essential.

Five 'Current Acc Periods' and five 'Current Cal. Months' are set aside for any purposes you choose, such as 'Previous Period', or 'Same Period Last Year'. You may rename these in the Data Dictionary.

The values associated with these variable terms are forwarded to Crystal Reports templates so that you can use them for the formatting of reports.

Note that you can move one period backwards or forwards using the arrow buttons.

*Reprint Invoices: Default*    Not in Use  
*Periods to Show*

## Data Access Categories

The screenshot shows a web-based application window titled "time@work". The main content area is labeled "Data Access Categories" and contains a form with a "Name" label and a text input field containing the word "Team". The bottom of the window features a toolbar with buttons for "Create", "Save", "Delete", and "Cancel", along with navigation arrows and a page indicator "3 of 3". The status bar at the bottom shows "Status" on the left and "PAV CZPC093 timeatwork 1/23/2001 2:21 PM" on the right.

Access to data in forms@work can be controlled at individual record level for:

- Employees
- Item Groups
- Items
- Value Tables
- Inquiry Profiles
- Ledger Modification Profiles
- Ledger Export Profiles

Access can be granted to a record or profile by classifying it in terms of the the groups of Users who can access it and by specifying which groups each User belongs to.

For example, suppose that Items can be classified by the Cost Centres which execute them, and suppose that there are five Items and two Cost Centres:

---

Item	Cost Centre
P01	T01
P02	T01
P03	T02
P04	T01
P05	T02

There are three Users to whom you want to grant access as follows:

User 1 can access all records belonging to both T01 and T02

User 2 can access all records belonging to both T01

User 3 can access all records belonging to both T02

This is managed in forms@work by setting up a Data Access Category called 'Cost Centre', by setting up Data Access Category Values (see below) T01 and T02, and by relating Users (see below) to 'Cost Centres'.

Name	Specify a Category Name
------	-------------------------

## Data Access Category Values

time@work

time@work Print Drill Help

Data Access Category Values

Category Name Team

Value T01

Create Save Delete Cancel 10 of 10

Status PAV CZPC093 timeatwork 1/23/2001 2:39 PM

Access to data in forms@work can be controlled at individual record level for:

- Employees
- Item Groups
- Items
- Value Tables
- Inquiry Profiles
- Ledger Modification Profiles
- Ledger Export Profiles

Access can be granted to a record by classifying each record in terms of the the groups of Users who can access it and by specifying which groups each User belongs to.

For example, suppose that Items can be classified by the Cost Centres which execute them, and suppose that there are five Items and two Cost Centres:

---

Item	Cost Centre
P01	T01
P02	T01
P03	T02
P04	T01
P05	T02

There are three Users to whom you want to grant access as follows:

User 1 can access all records belonging to both T01 and T02

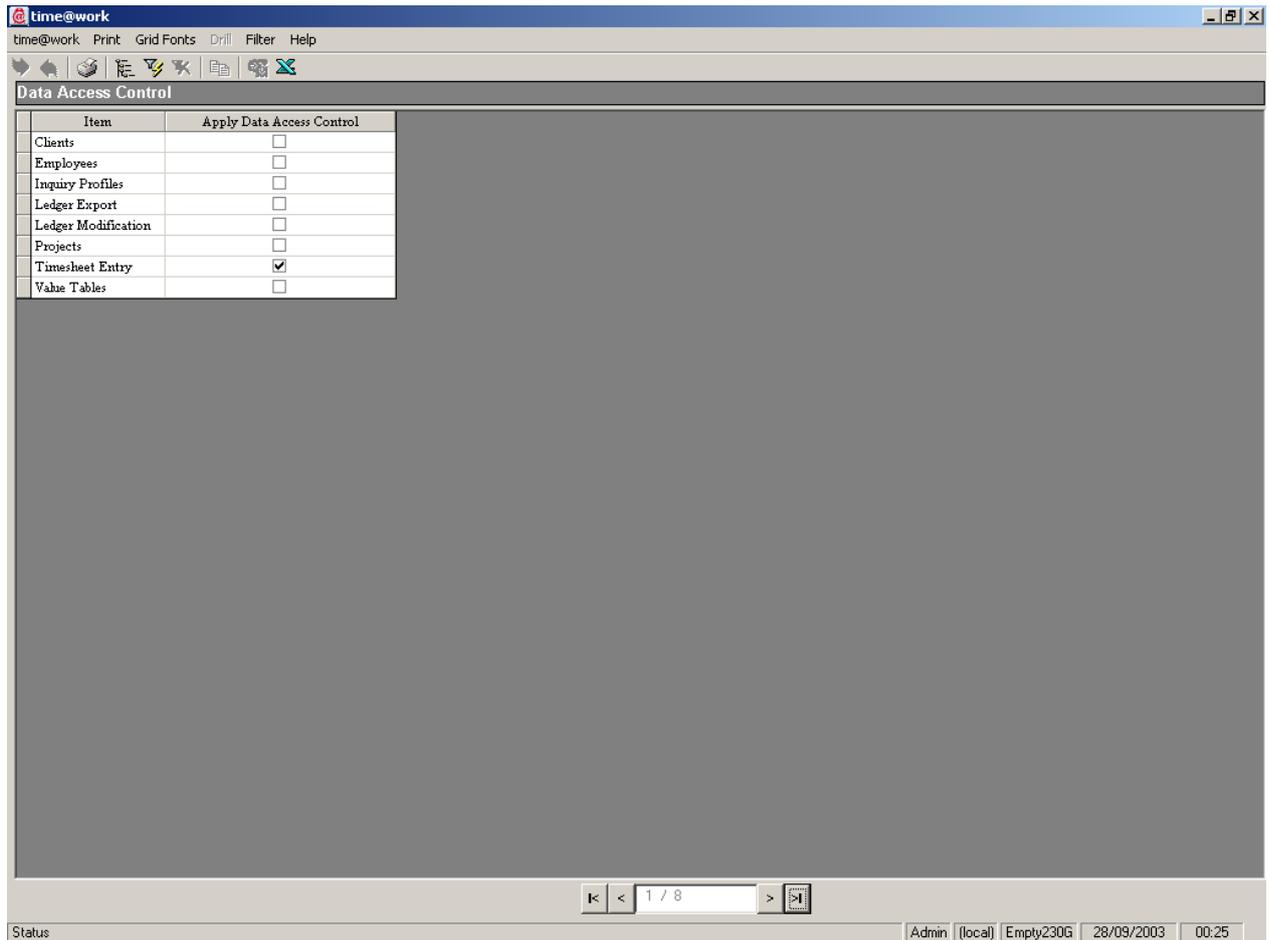
User 2 can access all records belonging to both T01

User 3 can access all records belonging to both T02

This is managed in forms@work by setting up a Data Access Category called 'Cost Centre' (see above), by setting up Data Access Category Values T01 and T02, and by relating Users (see below) to 'Cost Centres'.

<i>Category Name</i>	Specify a Category Name
<i>Value</i>	Specify a Data Access Category Value

## Data Access Control



Access to data in forms@work can be controlled at individual record level for:

- Employees
- Item Groups
- Items
- Value Tables
- Inquiry Profiles
- Ledger Modification Profiles
- Ledger Export Profiles

This screen enables you to specify which tables you wish to control in this way.

*Item Groups*                      Check this field to establish access control

*Employees*                        Check this field to establish access control

---

<i>Inquiry Profiles</i>	Check this field to establish access control
<i>Ledger Export</i>	Check this field to establish access control
<i>Ledger Modification</i>	Check this field to establish access control
<i>Items</i>	Check this field to establish access control
<i>Timesheet Entry</i>	Not in Use
<i>Values Tables</i>	Check this field to establish access control

## Data Dictionary

All terms used in menus, screens, most buttons, messages and reports are derived from a data dictionary for each language. Employees and Users are able to choose the language in which they view the system. Note that some Button terms come from the Windows operating system and will be shown in the language of your current settings.

A new language can be created by copying the contents of one data dictionary to another.

<i>Language</i>	For example, English, German, American, French.
<i>Copy From</i>	The data dictionary from which you wish to copy the contents.
<i>Code Page</i>	Select the Code Page which this Data Dictionary requires for correct display and data entry through a browser.
<i>Reserved</i>	Check this field if you wish to prevent deletion of this data dictionary.
<i>Right-to-Left</i>	Check this field if this language is a right-to-left language such as Arabic or Hebrew.

ID	Text	Length	Type	Screen	Modified
200024	\$1\$.OK	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200025	\$1\$...rejected by the user	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
2720010	- Step 1	30	lbl - Invoice Data Profile		15.5.2001 10:02:00
2720011	- Step 2	30	lbl - Invoice Data Profile		15.5.2001 10:02:00
2720012	- Step 3	30	lbl - Invoice Data Profile		15.5.2001 10:02:00
2720013	- Step 4	30	lbl - Invoice Data Profile		15.5.2001 10:02:00
2720014	- Step 5	30	lbl - Invoice Data Profile		15.5.2001 10:02:00
2720015	- Step 6	30	lbl - Invoice Data Profile		15.5.2001 10:02:00
2720016	- Step 7	30	lbl - Invoice Data Profile		15.5.2001 10:02:00
180013	\$1\$ cannot be left empty	50	Message	smazat	15.5.2001 10:02:00
2510003	Client Selection	30	fra - Invoicing		15.5.2001 10:02:00
2510001	Company Selection	30	fra - Invoicing		15.5.2001 10:02:00
3980008	errors have been found	150	Msg	Web	15.5.2001 10:02:00
4250001	Filter Values	50	Form's caption	frmReprintInvoicesFilter	15.5.2001 10:02:00
2510004	Invoice Details	30	fra - Invoicing		15.5.2001 10:02:00
2510002	Project Selection	30	fra - Invoicing		15.5.2001 10:02:00
220020	\$1\$	10	TS Generation lbl		15.5.2001 10:02:00
201123	\$1\$ errors have been found	100	msg	Timesheet Client, Document	15.5.2001 10:02:00
4080074	\$1\$ record(s) have been exported	100	msg		15.5.2001 10:02:00
4080073	\$1\$ record(s) have been exported using Export Sequence	100	msg		15.5.2001 10:02:00
200052	\$1\$ Timesheet(s) have been successfully generated...	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
280002	\$1\$ Timesheets have been transmitted	100	TS Generation msg - status message		15.5.2001 10:02:00
220007	\$1\$% done	40	TS Generation lbl		15.5.2001 10:02:00
200046	\$1\$...Employee \$1\$ not found	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200047	\$1\$...Employee alias not found	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200036	\$1\$...No analysis values defined for analysis category \$2\$	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200032	\$1\$...No projects available	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200043	\$1\$...No recording units specified	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200038	\$1\$...No statuses for expense authorisation were generated	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200037	\$1\$...No statuses for expense entry were generated	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200039	\$1\$...No statuses for expense review were generated	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200034	\$1\$...No statuses for Timesheet Entry were generated	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200035	\$1\$...No statuses for Timesheet Authorisation were generated	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200033	\$1\$...The following projects lack task(s):	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200044	\$1\$...Timesheet type \$1\$ not found	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200045	\$1\$...Timesheet type not specified	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200049	\$1\$...Transmission Type not specified	100	Error description	frm Timesheet Generation	15.5.2001 10:02:00
200041	\$1\$...Unexpected generation error	100	msg	frm Timesheet Generation	15.5.2001 10:02:00

Terms in a data dictionary can be modified (and thus translated).

<b>ID</b>	This is a unique reference used by forms@work program modules when accessing text and must never be changed
<b>Text</b>	<p>Modifiable text.</p> <p>Note that some values are supplied by the program modules at run time (for example, Item names, or field names) and replace markers of the form \$n\$ where n indicates the number of the value supplied at runtime.</p> <p>For example:</p> <p><i>Item \$1\$ is not available for Employee \$2\$</i></p> <p>might read</p> <p><i>Item MATAV Implementation is not available for Employee Melinda Dreska</i></p> <p>when the terms 'MATAV Implementation' and 'Melinda Dreska' are supplied by the program modules.</p>

---

<i>Length</i>	This controls the maximum length of the text and may not be changed
<i>Type</i>	This indicates how the text is used in the system
<i>Screen</i>	This indicates where text is used in the system
<i>Modified Date</i>	This shows the date on which the term was created or last modified.

---

## Data Import

You will often want to import data into the forms@work database from other sources. For example, Accounts from an external Accounting System, or Credit Card Statements.

This Data Import tool is a generic tool for importing:

- 'Reference' data such as Accounts, Employees, Items, Item Groups, Sub-Items, Analysis Values, Cross Rates, Employee Credit Cards, Form Accounts, etc.,
- Data that are in a many-to-one relationship with such records (for example, Roles to Employees, Restrictions to Items),
- Transaction data into Forms in progress for specific employees explicitly defined or implied by credit card number,
- Transaction data into Forms in progress for the Employee executing Data Import, and
- Transaction data into Actuals or Budgets.

In the case of some records you may want to update only chosen fields of existing records using Data Import. This is also possible.

<i>Data Source</i>	You may choose between two file types:  <i>Text file</i>  <i>Excel 2007 Workbook</i>
<i>File Name</i>	Locate the file which you will import
<i>Use External Application</i>	Check if you want to run a pre-processing application on your nominated file. This leaves the original file unchanged.
<i>Application Path</i>	Specify the application that you want to run.
<i>Application Timeout (Secs)</i>	Specify the timeout period for the application, in seconds, after which execution will be cancelled.
<i>Regional Settings</i>	
<i>Decimal Separator</i>	Specify the decimal separator used in the input file
<i>Thousand Separator</i>	Specify the thousand separator used in the input file
<i>Date Format</i>	Specify the date format used in the input file
<i>Date Separator</i>	Specify the date separator used in the input file

## Importing a Text File

**Data Import**

**Select file format**  
To import data confirm the format of the source file and confirm that the file properties have been correctly detected before proceeding

Delimited. Columns are separated by a specific character  
 Fixed field. Data are aligned into columns of equal width

File Type:  Skip rows:   
 Text qualifier:   First row contains column names  
 Row delimiter:

Preview of file: C:\Users\pspichal\Desktop\delete.txt

```
Code, Name, Company, Department, Locn, Position, Avaiability_Factor
4567, Adam Joe Bond, 01, Sales, London, Senior, 1
3452, Doctor Who, 01, Sales, London, Senior, 1
```

You must then give forms@work some information about the text file you are importing:

- Whether it contains delimited or non-delimited data.
- If the data are delimited then you will have to specify the delimiter in the next step
- If the data are not delimited then you will have to indicate the starting position of each field
- The type of File
- Whether the first row contains field names
- Whether a number of records should be skipped
- The Row Delimiter (if Skip Rows has been specified)
- What the Text Qualifier is:
  - Double Quote, or
  - Single Quote, or
  - None

A text qualifier is used when a delimiter is used as part of the text in a delimited file.

For example, assuming a comma delimited file, the following text:

000001,Harrods, Knightsbridge, London

would be separated into four columns:

000001	Harrods	Knightsbridge	London
--------	---------	---------------	--------

If the desired result is two columns:

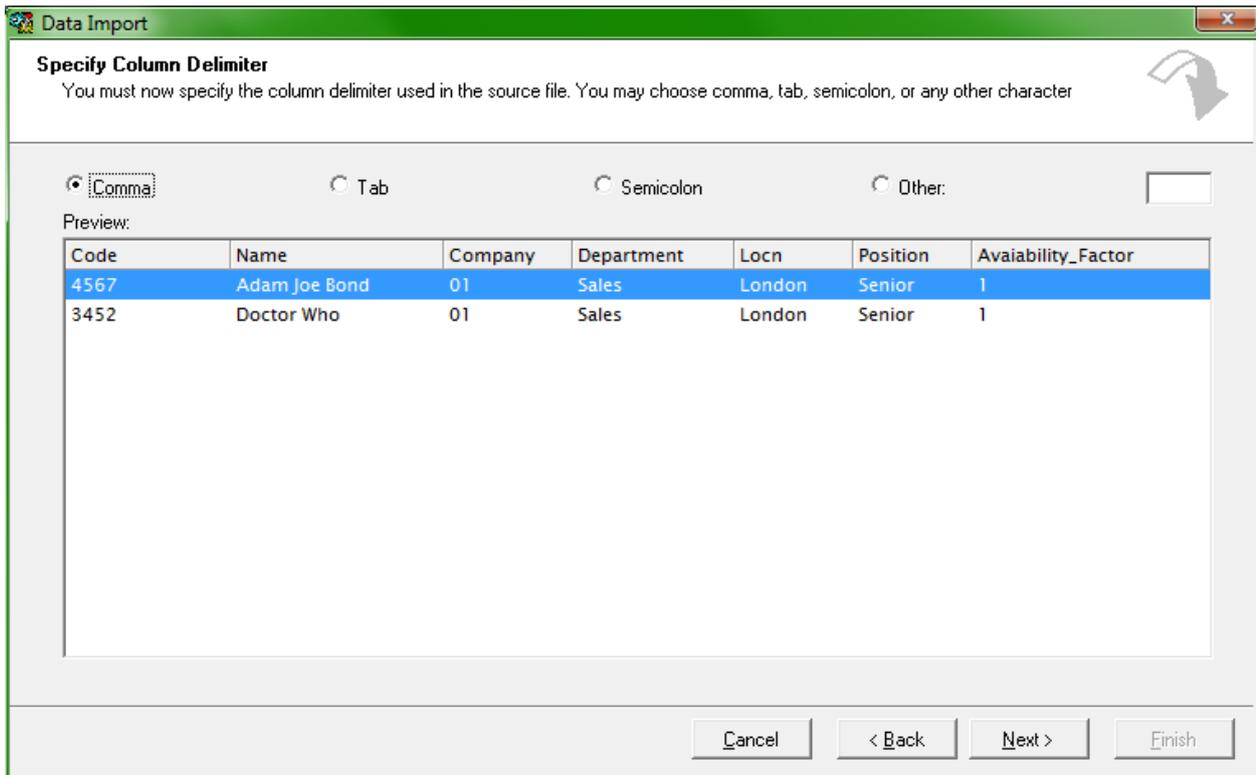
000001	Harrods, Knightsbridge, London
--------	--------------------------------

then you would have to use a text qualifier. Assuming that the qualifier is a double-quote, the import file should be prepared as follows:

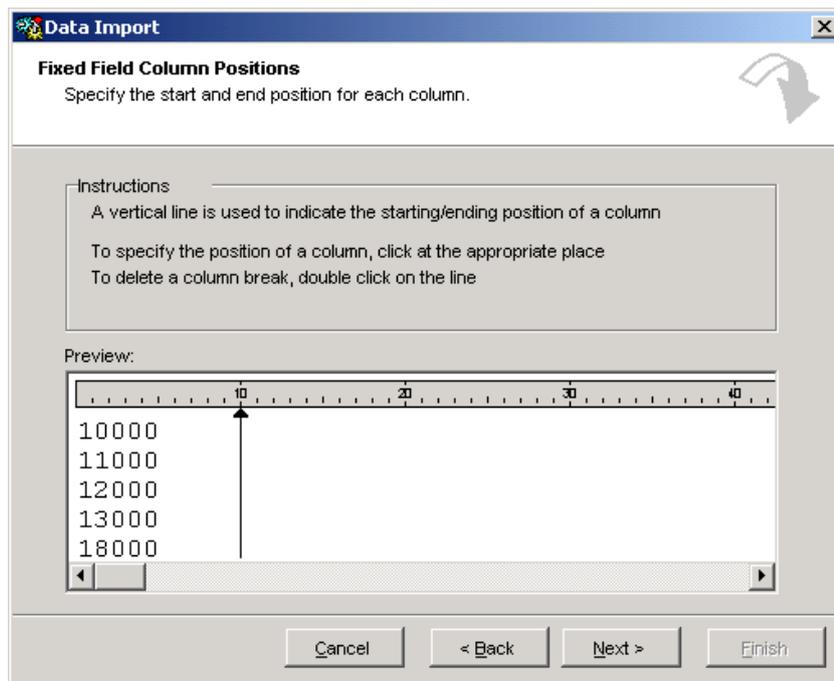
000001,"Harrods, Knightsbridge, London"
---

When you have provided this information click on the Next button to go to the next step.

If you have specified that the file contains delimited data then you must specify the delimiter.



If you have specified that the file contains undelimited data then you must specify the field positions.



When you have provided this information click on the Next button to go on to the next step.

**Data Import - [Accounting Periods]**

**Field Mapping**  
Specify field mapping rules, data transformation and defaults

Destination: Accounting Periods

Source	Destination	Mandatory	
Accounting Period	Accounting Period	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>
From Date	From Date	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>
To Date	To Date	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>
Month	Month	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
Year	Year	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
Quarter	Quarter	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
Month-Year	Month-Year	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
Tax Year	A Period Analysis 5	<input type="checkbox"/>	<a href="#">Data Transformation...</a>

Overwrite Duplicates     
 Update mapped fields     
 Automatically truncate text fields

You must now specify:

Into which forms@work table you want to import data (Accounts, Employees, Item Groups, Items, Sub-Items, Analysis Values, Cross Rates, Accounting Periods, Calendar Months, Error Tables and Value Tables)

How the fields in the import file are mapped to fields in the destination forms@work record

How data are to be transformed or supplied during the import process

Whether existing records (duplicates) are to be overwritten by records in this file

Whether you want data values that are too long to be automatically truncated without error reporting

Or, whether you want to update only the mapped fields on already existing records

**Field Mapping**  
Specify field mapping rules, data transformation and defaults

Destination: Employees - Form Types

Source	Destination	Mandatory	
Col001	Employee	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>
	Form Type	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>

Keep Current Values  Automatically truncate text fields

Cancel < Back Next > Finish

Note that if you choose a destination which is a 'many-to-one' record (for example, Employees – Form Types) then you may specify that all existing records should be retained (Keep Current Values), otherwise existing many-to-one records will be deleted before the current set of many-to-one records are added.

## Mapping

If the first row of the file you are importing did not contain field names, then default field names (Col001, Col002, Col003, etc.) will be supplied.

These fields must be mapped to the fixed Destination fields of your destination forms@work record type.

You can choose from the available fields in the import file using the lookup function.

There may be some fields which are not in the import file. In this case you can omit the Source field name.

Source	Destination	Mandatory	
Accounting Period	<b>Accounting Period</b>	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>
From Date	From Date	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>
To Date	To Date	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>
Month	Month	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
Year	Year	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
Quarter	Quarter	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
Month-Year	Month-Year	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
	A Period Analysis 5	<input type="checkbox"/>	<a href="#">Data Transformation...</a>

## Transformation

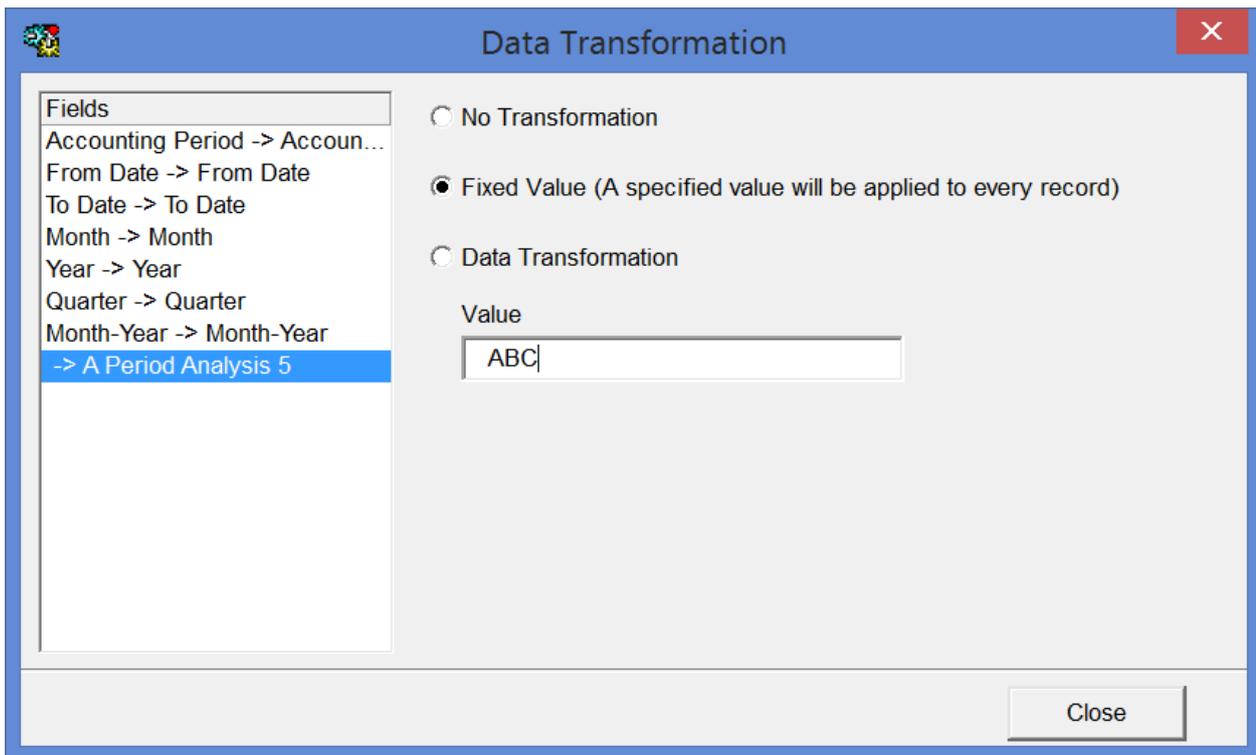
Once you have mapped the fields you may want to specify some transformation rules. Transformation rules enable you to:

Leave the data unchanged

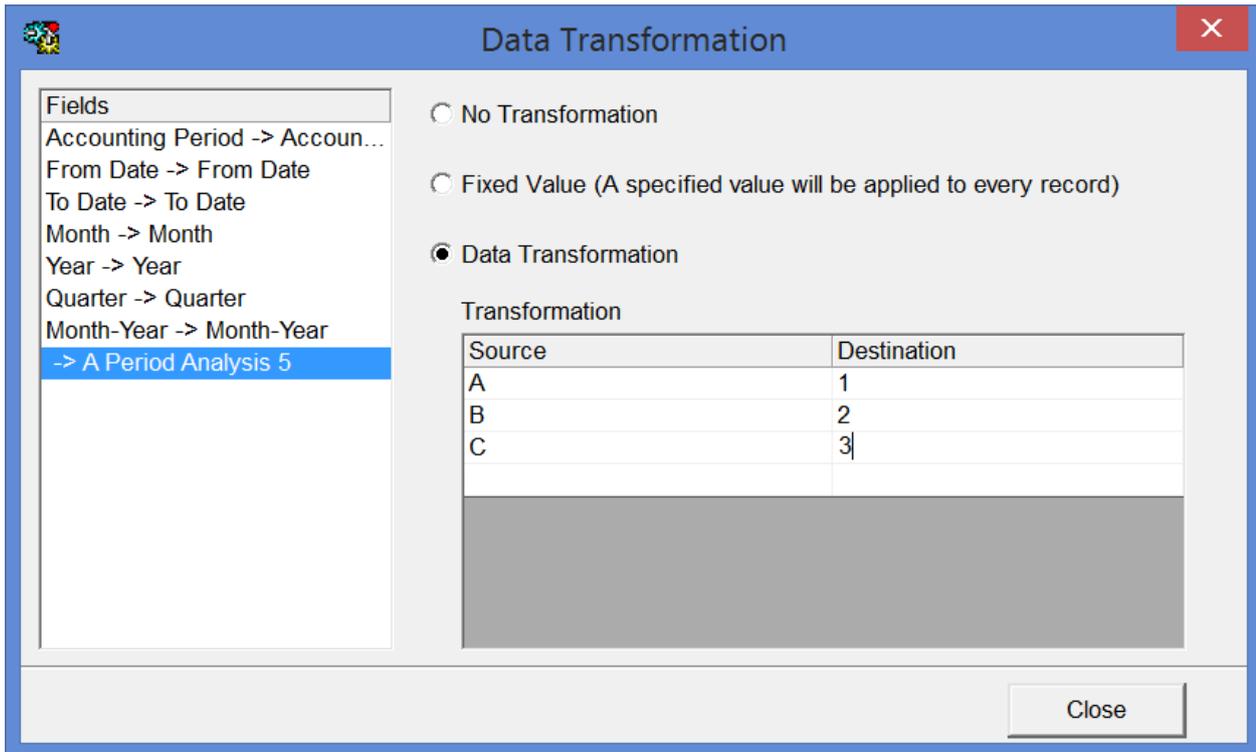
Transform data in the source file by setting up a cross matching table of values

Specify a fixed value

You can specify a fixed value like this:



You can specify a transformation table like this:



When you have specified transformation rules for each field (if needed), Close the Data Transformation window.

You are now ready to import the data.

**Data Import - [Accounting Periods]**

**Run Import**  
Press Finish button to import. You can also specify if you want to save the profile for later use

Progress:

Run immediately  PSW Data Import

Show import summary

Save import profile  
Profile name  
Accounting Periods

Post Valid Records  Post Valid File  Validate File

Cancel < Back Next > Finish

You may specify an Import Profile name.

Check the PSW Data Import field to enable this Profile for PSW access.

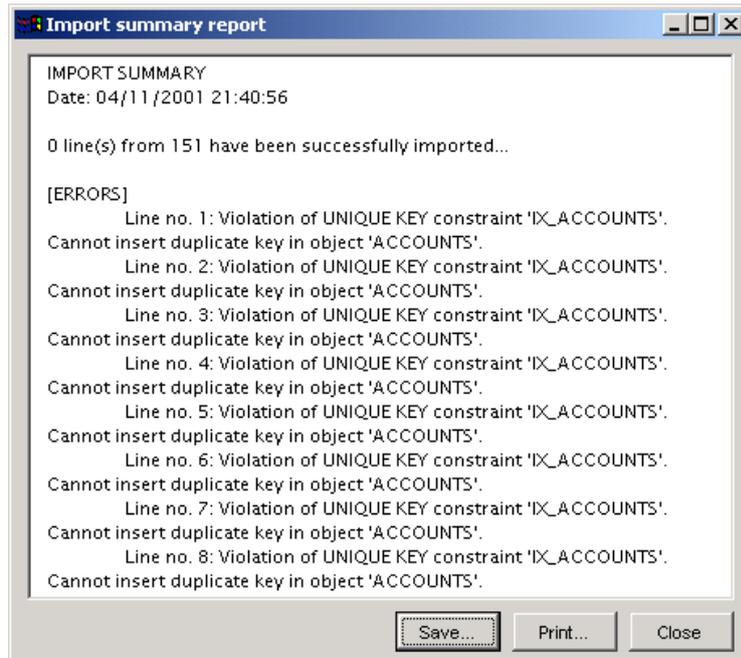
Click on the Finish button to initiate Data Import.

Check Post Valid Records if you want to post any records that are valid.

Check Post Valid File if you want to post records only if the entire file of records is valid.

Check Validate File if you want only to validate records and to post nothing.

On completion you have the option to view an import summary which gives details of the number of records successfully imported and an error message for each record which could not be imported.



In this example records have not been imported because they already exist in the destination table and overwrite duplicates has not been specified.

Importing an Excel Spreadsheet

**Import Type**  
From where do you want to import data? You can import data from one of the following sources:

Data Source: Excel 2007 Workbook

You must choose an Excel spreadsheet file if you want to import from Microsoft Excel

File Name: C:\Users\labager\Documents\system@work Standard Import Files\Accounting Period: ...

Use External Application

Application Path: ...

Execution Timeout (Secs): ...

Regional Settings

Decimal Separator: . Date Format: DD-MM-YY

Thousand Separator: , Date Separator: -

Buttons: Cancel < Back Next > Finish

Following file selection forms@work will display the file.

**Select Sheet**  
To import data confirm the source sheet

First row contains column names

Sheets

- Sheet1
- Sheet2
- Sheet3

Preview:

Accounting Period	From Date	To Date	Month	Year	Quarter	Month-Year	Tax Year
2015001	01/01/2015	31/01/2015	Jan	2015	Q1	01/01/2015	2015
2015002	01/02/2015	28/02/2015	Feb	2015	Q1	01/02/2015	2015
2015003	01/03/2015	31/03/2015	Mar	2015	Q1	01/03/2015	2015
2015004	01/04/2015	30/04/2015	Apr	2015	Q2	01/04/2015	2016
2015005	01/05/2015	31/05/2015	May	2015	Q2	01/05/2015	2016
2015006	01/06/2015	30/06/2015	Jun	2015	Q2	01/06/2015	2016
2015007	01/07/2015	31/07/2015	Jul	2015	Q3	01/07/2015	2016
2015008	01/08/2015	31/08/2015	Aug	2015	Q3	01/08/2015	2016
2015009	01/09/2015	30/09/2015	Sep	2015	Q3	01/09/2015	2016

Buttons: Cancel < Back Next > Finish

**Data Import - [Accounting Periods]**

**Field Mapping**  
Specify field mapping rules, data transformation and defaults

Destination: Accounting Periods

Source	Destination	Mandatory	
Accounting Period	Accounting Period	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>
From Date	From Date	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>
To Date	To Date	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>
Month	Month	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
Year	Year	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
Quarter	Quarter	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
Month-Year	Month-Year	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
Tax Year	A Period Analysis 5	<input type="checkbox"/>	<a href="#">Data Transformation...</a>

Overwrite Duplicates
  Update mapped fields
  Automatically truncate text fields

You must now specify:

Into which forms@work table you want to import data (currently Accounts, Item Groups, Items, Sub-Items, Analysis Values, Value Tables, Cross Rates and Employees only)

How the fields in the import file are mapped to fields in the destination forms@work record

How data are to be transformed or supplied during the import process

Whether existing records (duplicates) are to be overwritten by records in this file

This process is the same as for the importing of a text file.

## Importing a Credit Card Statement

Credit Card Statements (and other data) can be imported to Forms. You must specify the Destination 'Forms'.

**Field Mapping**  
Specify field mapping rules, data transformation and defaults

Destination: Forms

Source	Destination	Mandatory	
	Form Type	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>
	Employee	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
	Timesheet Period	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
	Accounting Period	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
Date	Trans. Date	<input checked="" type="checkbox"/>	<a href="#">Data Transformation...</a>
	Due Date	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
	Project	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
	Task	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
	Expense Type	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
	Status	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
LinkedReader	Notes	<input type="checkbox"/>	<a href="#">Data Transformation...</a>
A02	Calculated Value 01	<input type="checkbox"/>	<a href="#">Data Transformation...</a>

Append to Existing     
  Split By Acc Period     
  Automatically truncate text fields

Card Import

Card Type: American Express      Card No: CreditCardNumber  
 UniqueKey Source: UID      UniqueKey Destination: Credit Card Ref

Notification

Email Subject: Credit Card Notification      [Insert System Value...](#)

Message Text for Employee: A Form has been created for your completion from a credit card stat  
 Message Text for Proxy: A Form has been created for your completion on behalf of \$EXP\_FC

[Cancel](#)    [< Back](#)    [Next >](#)    [Finish](#)

### Append to Existing

Check this field if you want new transactions to be appended to an existing form still at Entry or Proxy stage.

<i>Split by Acc Period</i>	Check this field to distribute transactions across different forms by the accounting period to which each transaction belongs.
<i>Automatically Truncate Text Fields</i>	Check this field if you want text fields from source files to be truncated if they are longer than destination fields allow.
<i>Card Import</i>	Check this field if the import file is a credit card statement and you wish to determine Document Employee (the Employee to whom the Form will belong) from a credit card number field in the file.
<i>Card Type</i>	Select the Credit Card Type to which this credit card statement relates.
<i>Card No</i>	Specify the field in which the credit card number can be found
<i>UniqueKey Source</i>	Optionally specify a field in the import file that contains a unique key or reference
<i>UniqueKey Destination</i>	Optionally specify a field to which the unique key or reference should be mapped in forms@work. If, during import, a UniqueKey is found in the import file which already exists in the forms@work database then the record will be rejected and not imported.
<i>Notification</i>	Check this field if you want to notify employees of forms created for them by Data Import.
<i>Email Subject</i>	Specify some text for the Email subject
<i>Message Text for Employee</i>	Specify text for the Email body for emails sent to Employee.
<i>Message Text for Proxy</i>	Specify text for the Email body for emails sent to Proxy.

Note that if you want to enable Employees to import data into Forms for themselves (for example, a credit card statement obtained by the Employee from his or her bank) then you must set up Document Employee with a Fixed Value as follows (Current Employee checked).

Data Transformation
✕

Fields

- i» A11 -> Document Emp...
- A12 -> Form Type
- A13 -> Employee
- A14 -> Timesheet Period
- A15 -> Accounting Period
- A21 -> Transaction Date
- A22 -> Due Date
- ExportSequence -> Project
- ExportSequenceNo -> Task
- > Expense Type
- > Status
- > Notes
- > Calculated Value 01
- > Unit Value 01
- > Calculated Value 02
- > Unit Value 02
- > Calculated Value 03

No Transformation

Fixed Value (A specified value will be applied to every record)

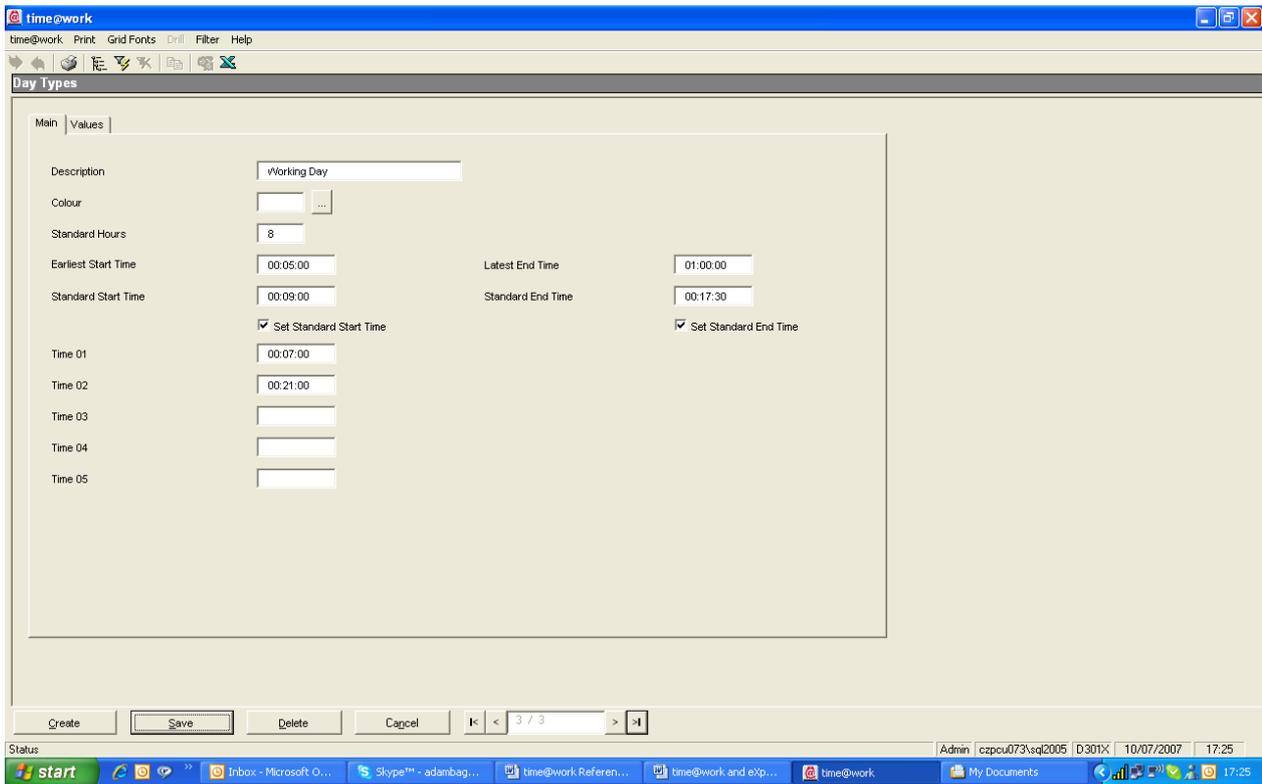
Data Transformation

Value

Current Employee

Close

# Day Types

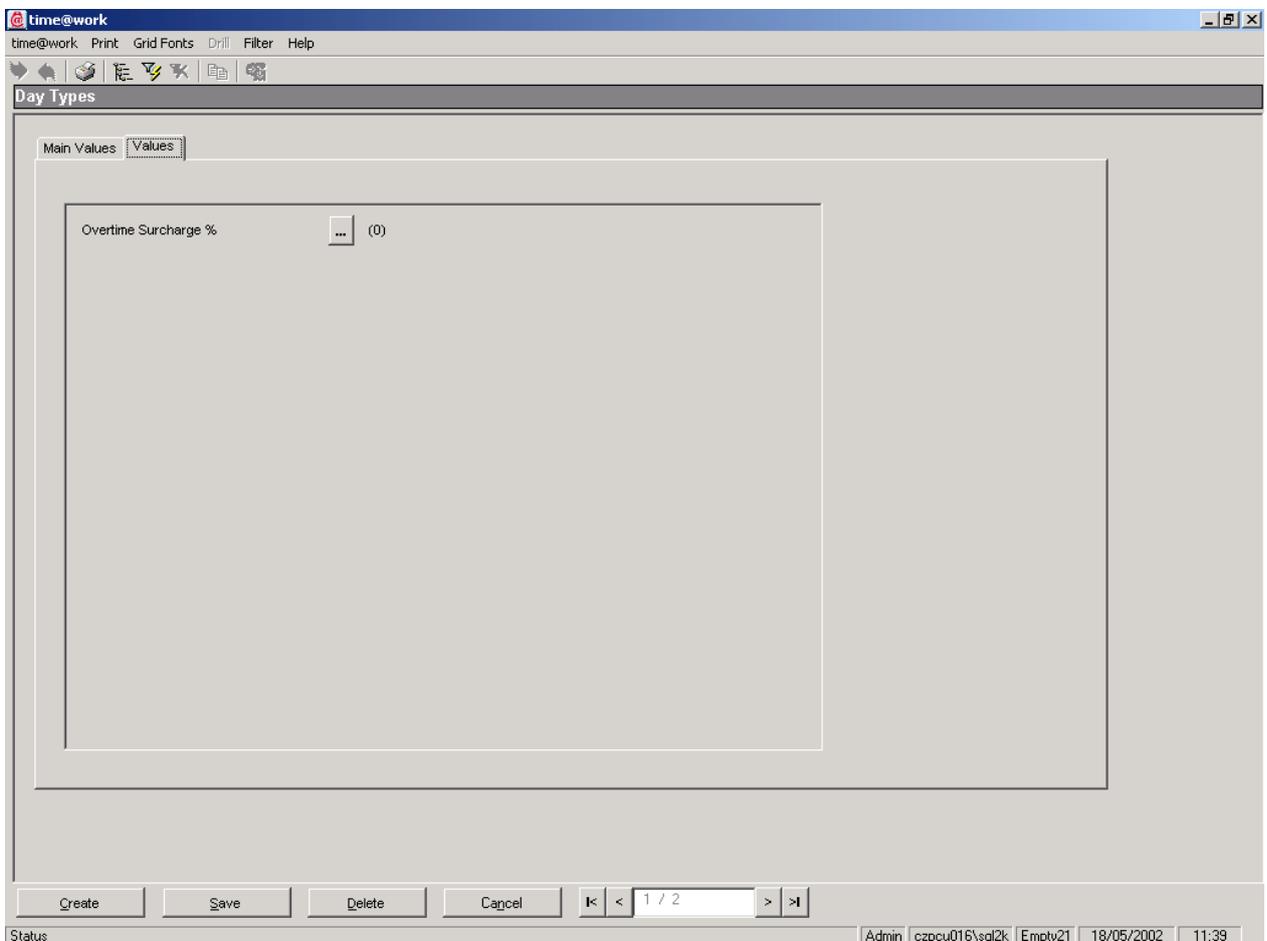


Calendars are user-defined for each country in which there are companies whose Employees or Items are recorded in your system. The Day Types (for example, Normal Working Day, Weekend, Public Holiday, Half Day) you need for each calendar depend on two factors:

- Standard hours for each day type
- Whether values used in Calculations (for example, 'weekend fee rates') depend on day types

<i>Description</i>	Day Type (for example, 'Normal Weekday').
<i>Colour</i>	This will determine the colour of the appropriate column, Allocation Schedule Column or Allocation Profile column.
<i>Standard Hours</i>	Normal working hours for this day type (for example, zero for 'Weekend').  Note that when standard hours are zero the system will not count this day when determining whether a Form is overdue for action.
<i>Earliest Start Time</i>	Not in Use
<i>Standard Start Time</i>	This field can be used to set a standard start time for days of this type. This field can be used in Calculations for calculating hours before or after this time.

<i>Latest End Time</i>	Not in Use
<i>Standard End Time</i>	This field can be used to set a standard end time for days of this type. This field can be used in Calculations for calculating hours before or after this time.
<i>Set Standard Start Time</i>	Not in Use
<i>Set Standard End Time</i>	Not in Use
<i>Time 01-05</i>	<p>These fields may be used to hold time values for comparison in Calculations with End Time and Start Time.</p> <p>For example, if you need to calculate specific values for time worked after a certain time (e.g. 10pm) then you might set time01 to 00:22:00 and use a Calculation to determine Hours After Time 01.</p>



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Values

*Value Table Name*

Any Value Table for which a Criterion is Day Type will be listed here and may be accessed for inquiry or update. The number of values related to the current Day Type record is shown.

## Distribution Masks

The screenshot shows a web-based application window titled "time@work". The main content area is titled "Distribution Masks" and contains three input fields: "Category Number" (value: 2), "Category Description" (value: Nice), and "Category Group" (value: Geography). Below the form are buttons for "Create", "Save", "Delete", and "Cancel". A pagination control shows "2 of 8". The status bar at the bottom displays "admin", "CZPC093", "timeatwork005", "7/18/00", and "1:58 PM".

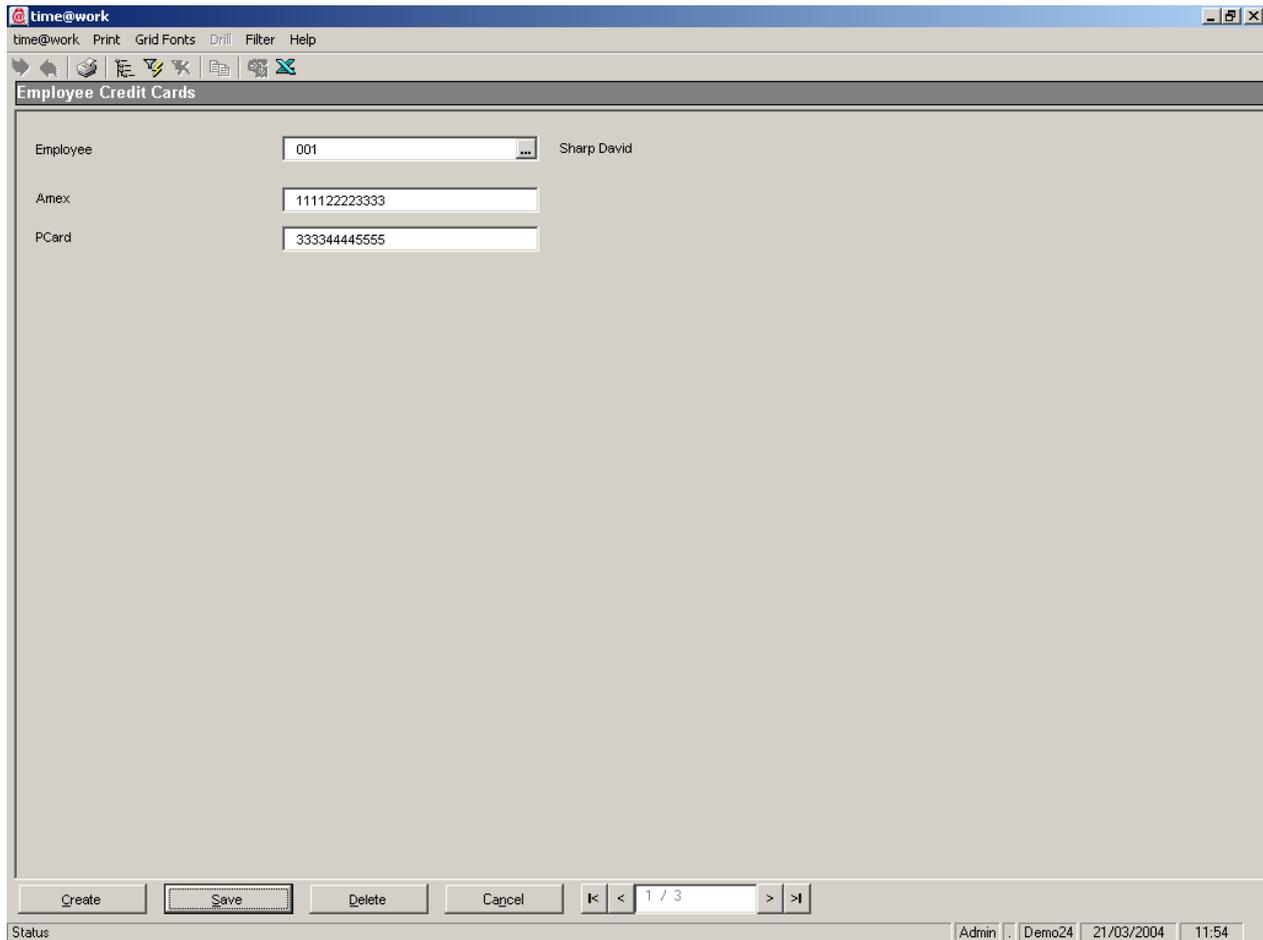
Lists of Items are made available to Employees when Forms are created. In a large organisation this list can be long. In order to limit the size of the Item list and to prevent Employees from assigning work to inappropriate Items, both Items and Employees can be grouped so that the right list of Items is made available to the right Employees.

This screen is used for the definition of the ways in which both Items and Employees can be grouped for this purpose. For example, if your organisation consists of several companies in different geographical locations you may want to group your Items and Employees in this way so that Employees receive only Items for the geographical location in which they are situated.

Distribution Masks are also used to determine the visibility of News items for Employees in the Professional Services Workbench.

<i>Category Number</i>	There are up to fifty ways in which you can group Item and Employees.
<i>Category Description</i>	Enter a name for the Category.
<i>Category Group</i>	Enter the name of the group of categories to which this category name belongs.

## Employee Credit Cards



The screenshot shows a web browser window titled "time@work" with a menu bar (Print, Grid Fonts, Drill, Filter, Help) and a toolbar. The main content area is titled "Employee Credit Cards" and contains the following fields:

Employee	<input type="text" value="001"/>	Sharp David
Amex	<input type="text" value="111122223333"/>	
PCard	<input type="text" value="333344445555"/>	

At the bottom of the form, there are buttons for "Create", "Save", "Delete", and "Cancel". A navigation bar shows "1 / 3" with left and right arrows. The status bar at the bottom right displays "Admin | Demo24 | 21/03/2004 | 11:54".

Employee Credit Card numbers are required if you are to import electronic credit card statements as Forms for Employees to complete (assigning cost centres, etc.).

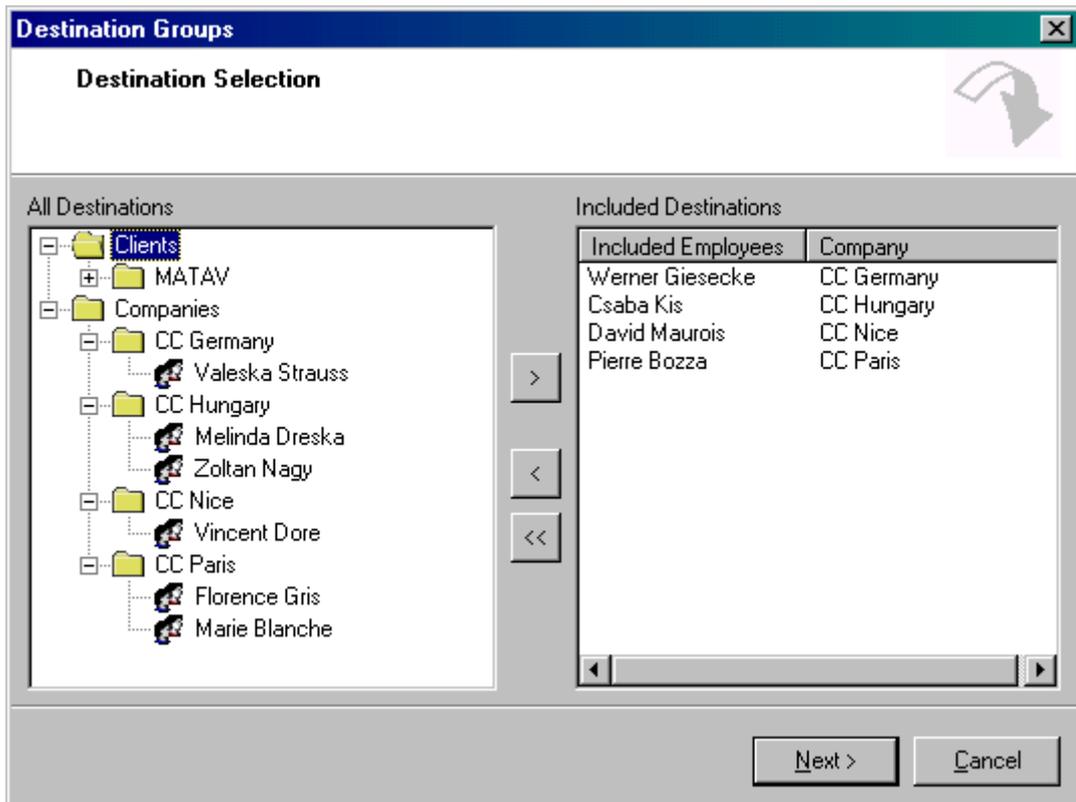
The Credit Card Import procedure will take the credit card number held against each transaction in the electronic statement and use Employee Credit Card data to derive the forms@work Employee to whom the transaction belongs.

The number of Credit Card numbers you may enter here will depend on the number of Credit Card Types you have set up.

Note that the number is held in encrypted form in the database.

Employee Credit Cards can be imported (see Data Import).

## Employee Groups



forms@work reports can be sent as Email attachments to Employees using Transmission Profiles. (Alternatively, for Employees, reports can be published on the Web.)

Active Schedules may also be made available to Employees using Employee Groups.

This screen enables you to set up a group of destinations.

You may then specify this group as a destination for a report when setting up a Transmission Profile rather than specifying each destination singly.

Choose from the available list of Employees and then save the group with a unique name.

# Employees

The screenshot shows the 'time@work' application window with the 'Employees' form open. The form is divided into several sections:

- Employee Information:** Employee (001), Sharp David, Employee Name (Sharp David), Company (01, PSO UK), E-mail, Proxy, Backup Employee, Backup Days, Queue Length.
- Login Information:** Login Name (ds), Active Directory Login (checked), Password (masked), Associated User (dropdown), Confirm Password (masked), Is Logged In (checkbox), From (dropdown), Last Connection At (dropdown), Reset button.
- Open Dates:** Open From (13.3.2012), Open To (13.3.2012), Allow Diary Modification (checkbox).
- Document Grouping:** Employee Document Group (dropdown), No. of Timesheets (input), No. of Forms (input).
- Regional Settings:** PSW/CSW Regional Settings, Date Format (dropdown), Date Separator (dropdown), Decimal Separator (dropdown), Thousand Separator (dropdown).

At the bottom of the form, there are buttons for 'Create', 'Save', 'Delete', and 'Cancel'. A status bar at the very bottom shows 'Version 4.5.6 | Status | admin localhost law460 | 13.3.2012 | 15:41'.

You must set up an Employee record for each Employee whose activities or expenses you wish to record using forms@work. Employee data are also visible in the Employee Index in the Professional Services Workbench.

Note that Employees that have Open To dates earlier than today are initially excluded from the grid. Uncheck the checkbox Only Open Items at the bottom of the screen if you want to see all Employees.

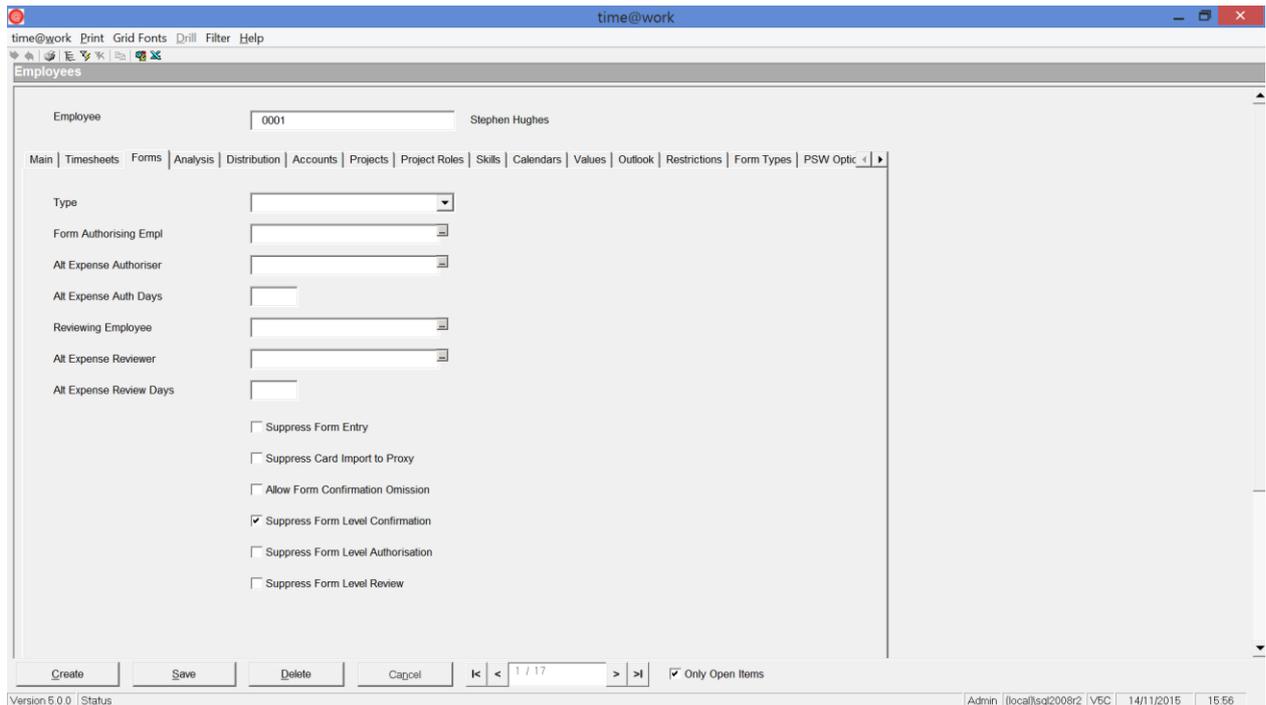
Employee records may be imported (see Data Import).

Note that when Creating a new Employee record you may Copy From an existing one. All values will be copied except for Photograph, Employee and Employee Name.

forms@work prevents an Employee from logging in to the PSW more than once at the same time by recording the time of the Employee's last activity on this record. If browser connection is lost then an Employee is unable to login for five minutes, unless the Reset button on the Main tab is used to reset the Employee for immediate login.

<i>Employee</i>	Enter a unique identifier for an Employee.
<u>Main Values</u>	
<i>Employee Name</i>	Optionally you may specify an Employee Name.
<i>Company</i>	Choose from the companies set up using Set Up, Companies. This will usually be the legal employer of the Employee.
<i>Email Address</i>	This is the address for all emails including reminders and notifications of approvals, etc.
<i>Proxy</i>	If you wish to enable another Employee to enter your expenses or other Forms (prior to forwarding them to you for confirmation) then specify that Employee here.
<i>Backup Employee</i>	Specify an Employee to whom tasks (authorisation and review) can be rerouted if this Employee fails to perform them within the days given by Backup Days.
<i>Backup Days</i>	Specify the number of days that must pass before tasks are rerouted to the Backup Employee.
<i>Queue Length</i>	Specify the maximum number of forms that may be distributed to this Employee when forms are randomly distributed to members of a Role.
<i>Login Name</i>	If this Employee is to access the PSW then he or she must have a login name.
<i>Password</i>	....and a password
<i>Confirm Password</i>	....and must confirm the password
<i>Active Directory Login</i>	Enter the value that identifies this Employee in your Active Directory (if you are using Active Directory Integration in forms@work).
<i>Associated User</i>	Enter the User whose security profile is to be used when determining the options and data to be enabled and viewed in data maintenance (Employees, Item Groups, Items, Sub-Items and Analysis) in the PSW (Professional Services Workbench)
<i>Logged</i>	If this field is checked then the Employee is currently logged in to the system across the Web.
<i>is Logged In</i>	This is shown as checked if the Employee is logged in to the PSW

<i>From</i>	Shows the PC from which the Employee is connected.
<i>Last Connection At</i>	Shows the last activity time for the Employee in the PSW.
<i>Open From</i>	Enter the date from which this Employee record is active.
<i>Open To</i>	Enter the date until which this Employee is active.
<i>Language</i>	Enter the language in which the Employee is to see his or her Form.
<i>Allow Diary Modification</i>	<p>Check this field if you want to allow this Employee to update his or her own diary (My Diary option) in the PSW (Professional Services Workbench).</p> <p>Note that if this field is checked on the Company record for this Employee's company or on the System Parameters record then it need not be checked here.</p>
<i>Employee Document Group</i>	Enter a free-form 'group' identifier that will enable documents/images belonging to Employees with the same Employee Document Group to be available for assigning to Form transactions or Forms in the PSW.
<i>No. of Timesheets</i>	Not in Use
<i>No. of Forms</i>	Enter the number of forms to be shown per page when listed in the PSW.
<i>PSW/CSW Regional Settings</i>	
<i>Decimal Separator</i>	These determine the decimal and thousand separators to be used for numeric fields in the PSW. They override settings at Company and System level.
<i>Thousand Separator</i>	
<i>Date Format and Date Separator</i>	<p>Choose a Date Format and Separator for this Employee if you want to override the format selected either at Company or at System Parameters level. This format determines the entry and display format for dates, as well as the format of dates exported into Excel from the PSW.</p> <p>Note that Employees can select and modify Date Format and Separator themselves if Date Forma has been selected as a modifiable field in the Portal definitions for the Employee Index.</p>



## Forms

**Type**

Not in Use

**Exp. Authorising Employee**

Choose the Employee to whom the Employee's Form will be sent for authorisation if you are not using role-based Routing Rules for this purpose.

The list of available Employees is unaffected by the User's Data Access setting.

**Alt Form Authoriser**

Specify an Employee to whom this Employee's Form is to be sent for authorisation if the Authorising Employee has not authorised a Form within the specified number of days and if you are not using role-based Routing Rules for this purpose.

**Alt Expense Alt Auth Days**

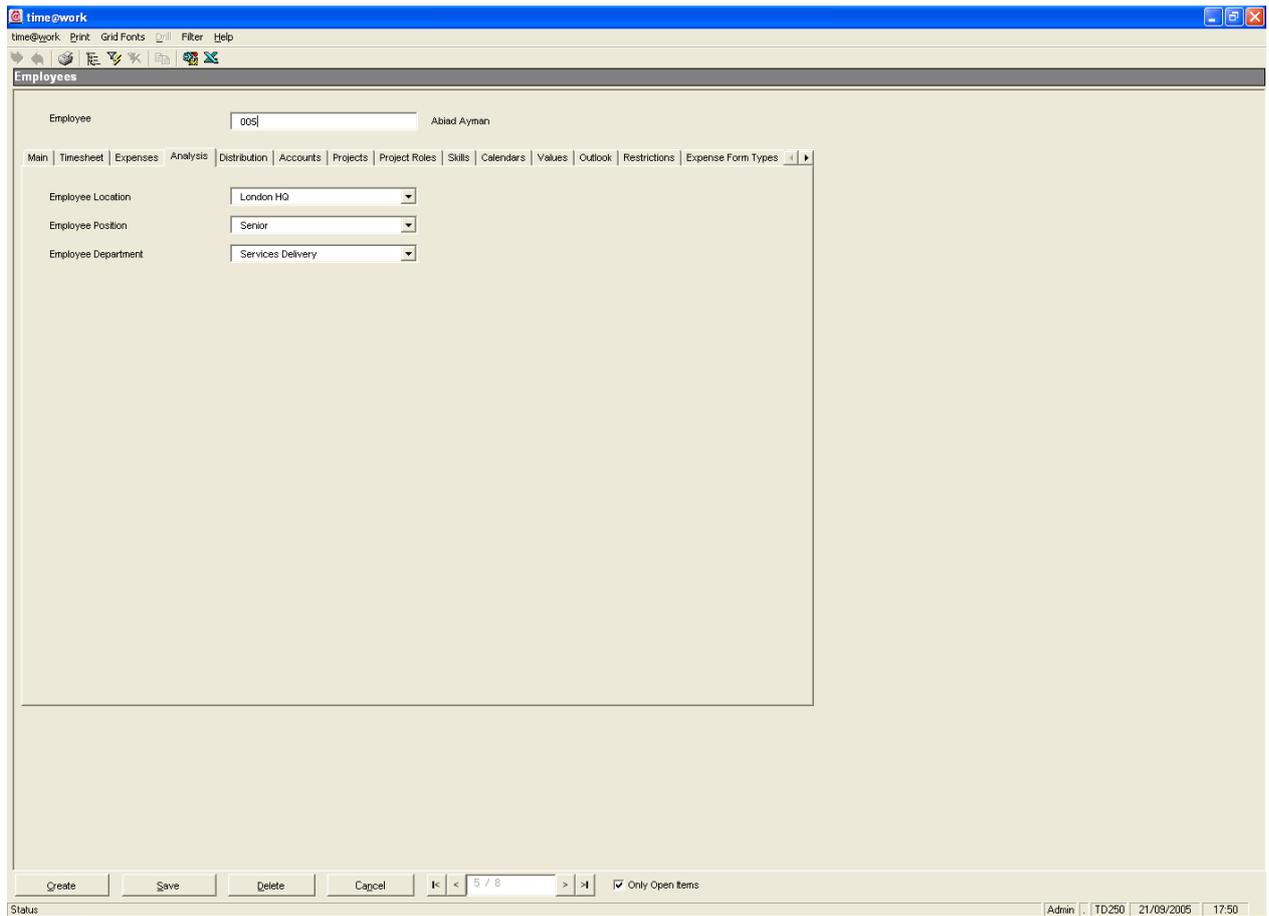
Specify the number of days that must pass before a Form waiting for authorisation by the Authorising Employee is rerouted for authorisation by the Expense Alternative Authoriser if you are not using role-based Routing Rules for this purpose.

**Reviewing Employee**

Choose the Employee to whom the Employee's Form will be sent for review.

The list of available Employees is unaffected by the User's Data Access setting.

<i>Alt Form Reviewer</i>	Specify an Employee to whom this Employee's Form is to be sent for review if the Reviewing Employee has not reviewed a Form within the specified number of days.
<i>Alt Form Review Days</i>	Specify the number of days that must pass before a Form waiting for review by the Reviewing Employee is rerouted for authorisation by the Expense Alternative Reviewer.
<i>Suppress Form Entry</i>	Check this field to prevent the generation of Forms for this Employee.
<i>Suppress Credit Card Import by Proxy</i>	Check this field if credit card forms are to be imported for the Employee rather than his or her Proxy.
<i>Allow Form Confirmation Omission</i>	Check this field to allow confirmation omission when this Employee's Proxy submits a form on behalf of this Employee
<i>Suppress Form Level Confirmation</i>	Check this field to disallow form level confirmation for this Employee
<i>Suppress Form Level Authorisation</i>	Check this field to disallow form level authorisation for this Employee
<i>Suppress Form Level Review</i>	Check this field to disallow form level review for this Employee

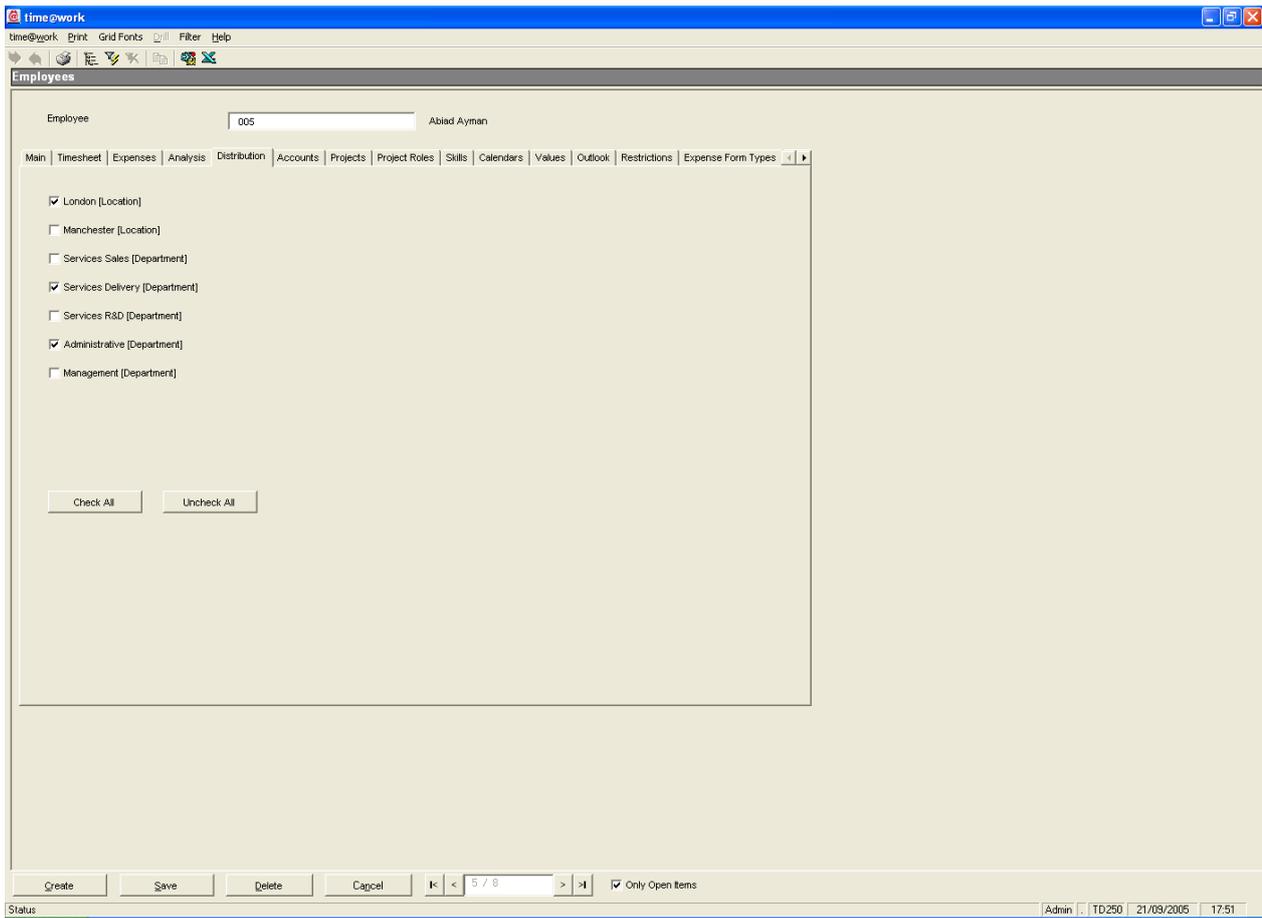


## Analysis

### *Analysis Values*

Enter and/or choose Analysis Values for this Employee

Analysis Values marked as Exclude from Available Values cannot be chosen.

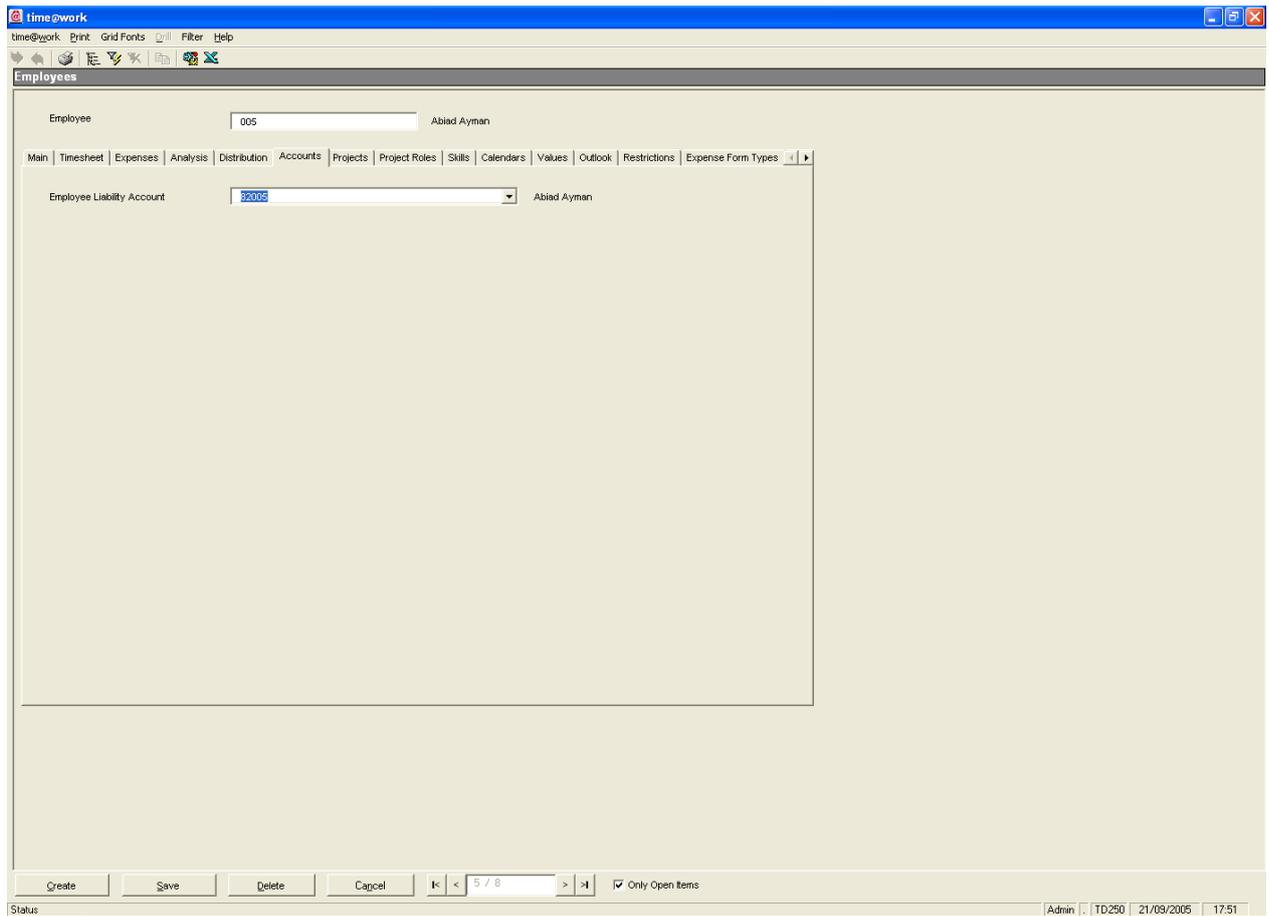


Distribution Mask

Distribution Mask

Choose the groups of Items which this Employee should have available for use in a Form.

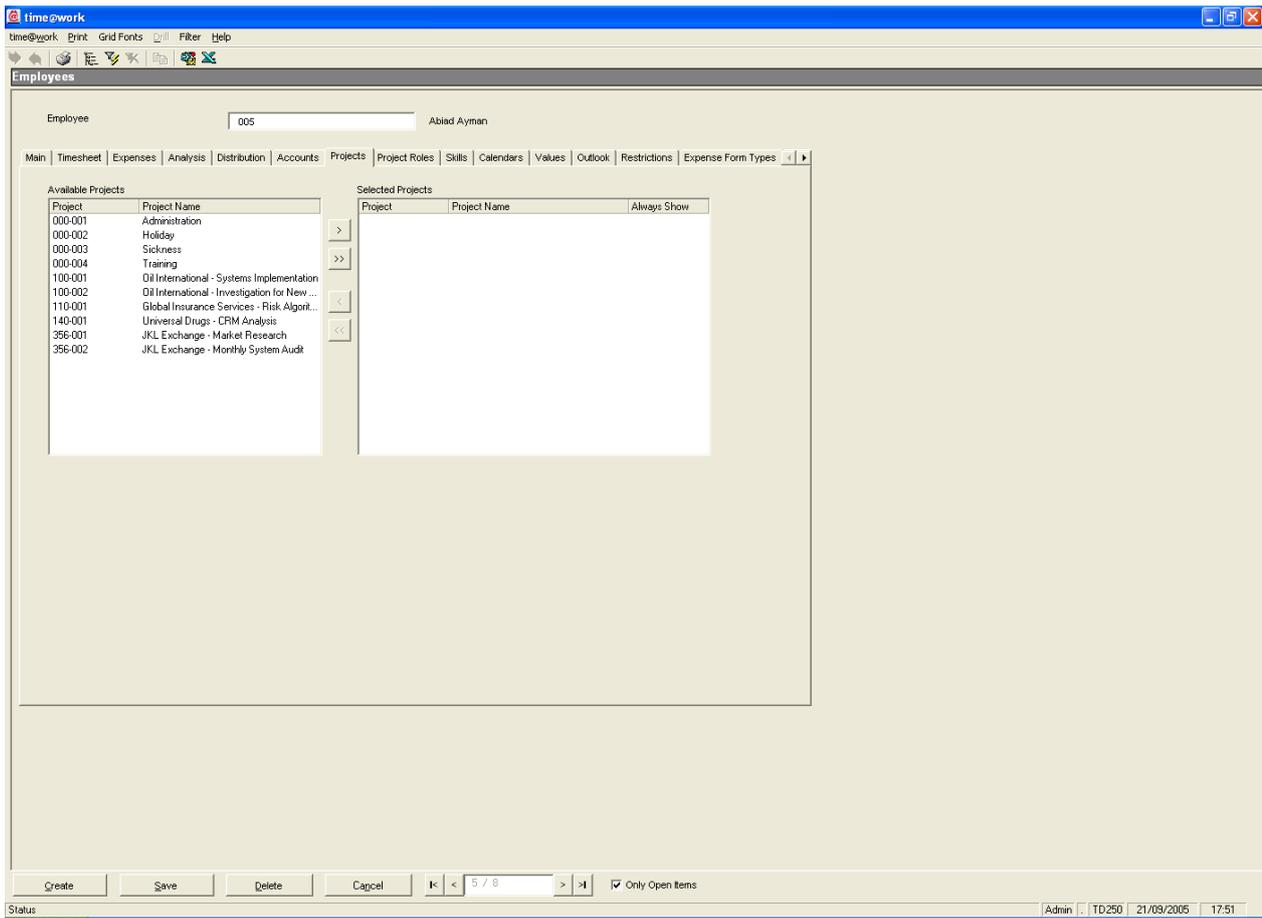
Note that if no field is checked for a group of distribution masks then the group is not considered and an Employee will have access to an Item or News item irrespective of the settings for that group on the Item or News record.



Accounts

*Accounts*

Choose an account (from a list determined by an Account Mask operating on the Chart of Accounts for this Employee's Company).



Items

**Available Items**

Choose from all available Items those which you wish to make available to this Employee during Form entry. Note that this supplements the functionality of Distribution Masks, and is therefore optional.

These values are also automatically updated if an Employee is assigned to a Role on an Item.

**Selected Items**

These will always be made available to this Employee.

**Always Show**

Not in Use

The screenshot shows a web application window titled 'time@work'. The main content area is titled 'Employees' and displays a form for an employee named 'Louis Henry'. The form has several tabs: 'Main Values', 'Timesheet', 'Expense Form', 'Analysis', 'Distribution Mask', 'Accounting', and 'Access Values'. The 'Access Values' tab is active, showing a table with two columns: 'Category Name' and 'Value'. The table contains the following data:

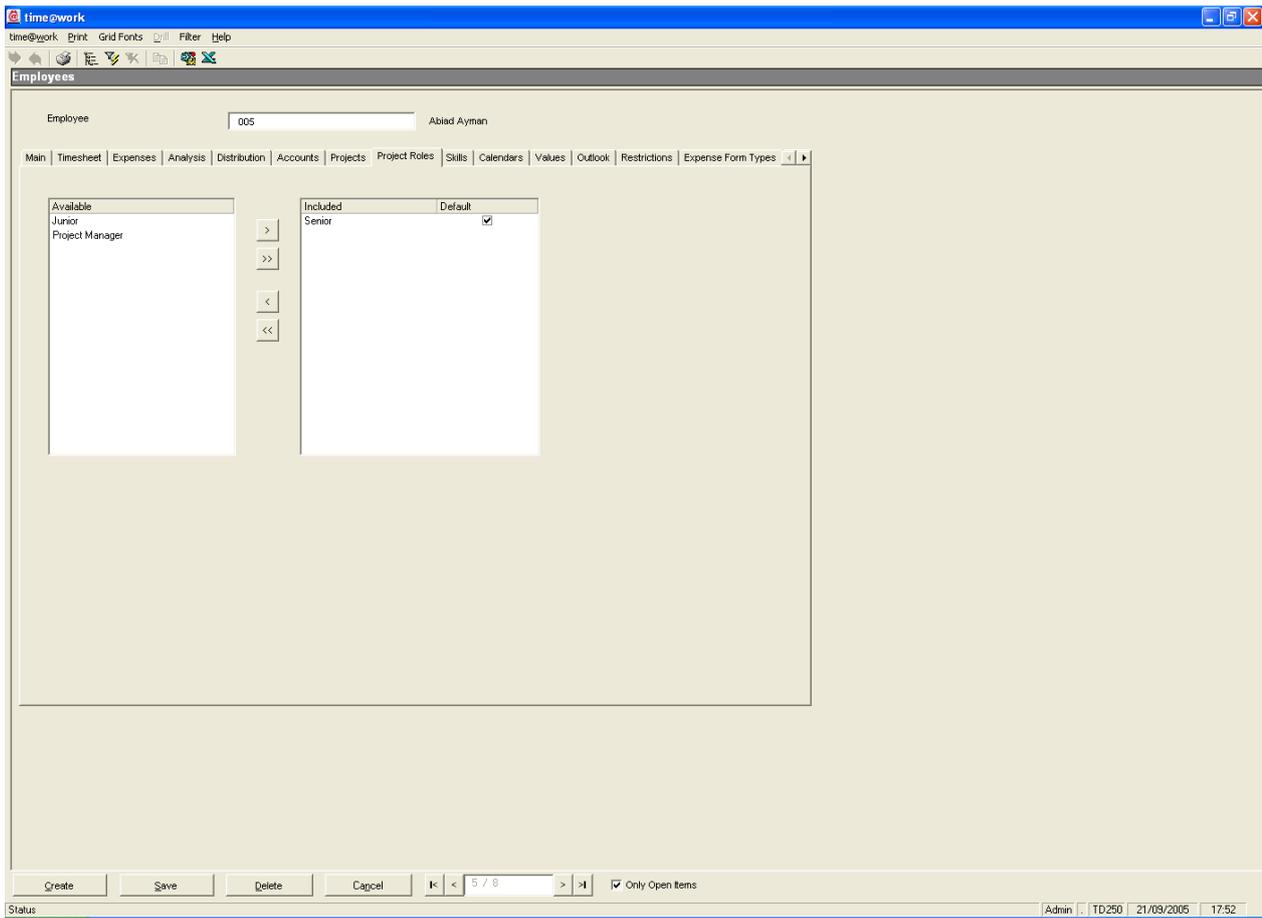
Category Name	Value
Business Stream	General Consulting
Position	Partner

At the bottom of the form, there are buttons for 'Create', 'Save', 'Delete', and 'Cancel', along with a pagination indicator showing '6 of 11'. The status bar at the bottom of the window displays 'Admin | CZTST007 | NewDemoDB | 1/31/2001 | 10:46 AM'.

### Access Values

**Category Name and Value** Define the Access Category Values for this Employee. Some of these will be determined by the Creation Access Mask defined for your User. Some of them you will be able to define by choosing from a list of available values.

A User will be able to access an Employee record if at least one of the Data Access Categories has a value which is included in the Data Access list of values defined on the User record.



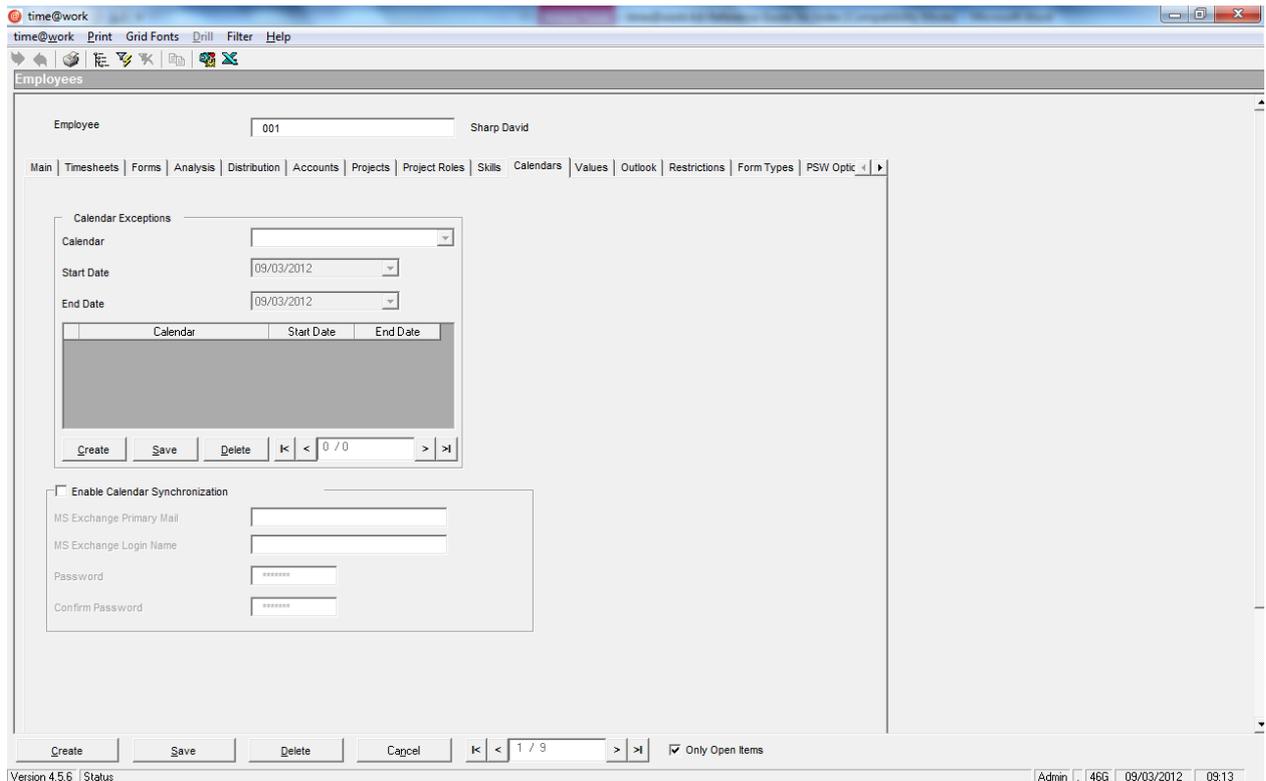
### Item Roles

#### *Role*

You can specify here which Roles an Employee can perform and which is his or her 'default' Role.

This information is used during the Posting of Forms when a Form does not contain information about which role an Employee was performing when entering data on an Item. The system will then try to assign the Role first by looking at which Employees have been assigned to roles on an Item record, and then by looking to see what 'default' role an Employee performs.

If you are not using Roles functionality in forms@work then you can safely ignore this.



## Calendars

### *Calendar Exceptions*

There are times when you may want to override the default Calendar for an Employee. The default Calendar is the Calendar associated with the Company to which an Employee belongs.

For example, if one of your Employees works part time, or if he or she is working on an Item in a country which follows a different Calendar (different working days or different public holidays).

This screen enables you to assign an alternative Calendar to this Employee for specific periods.

### *Enable Calendar Synchronisation*

Not in Use

### *MS Exchange Primary Mail*

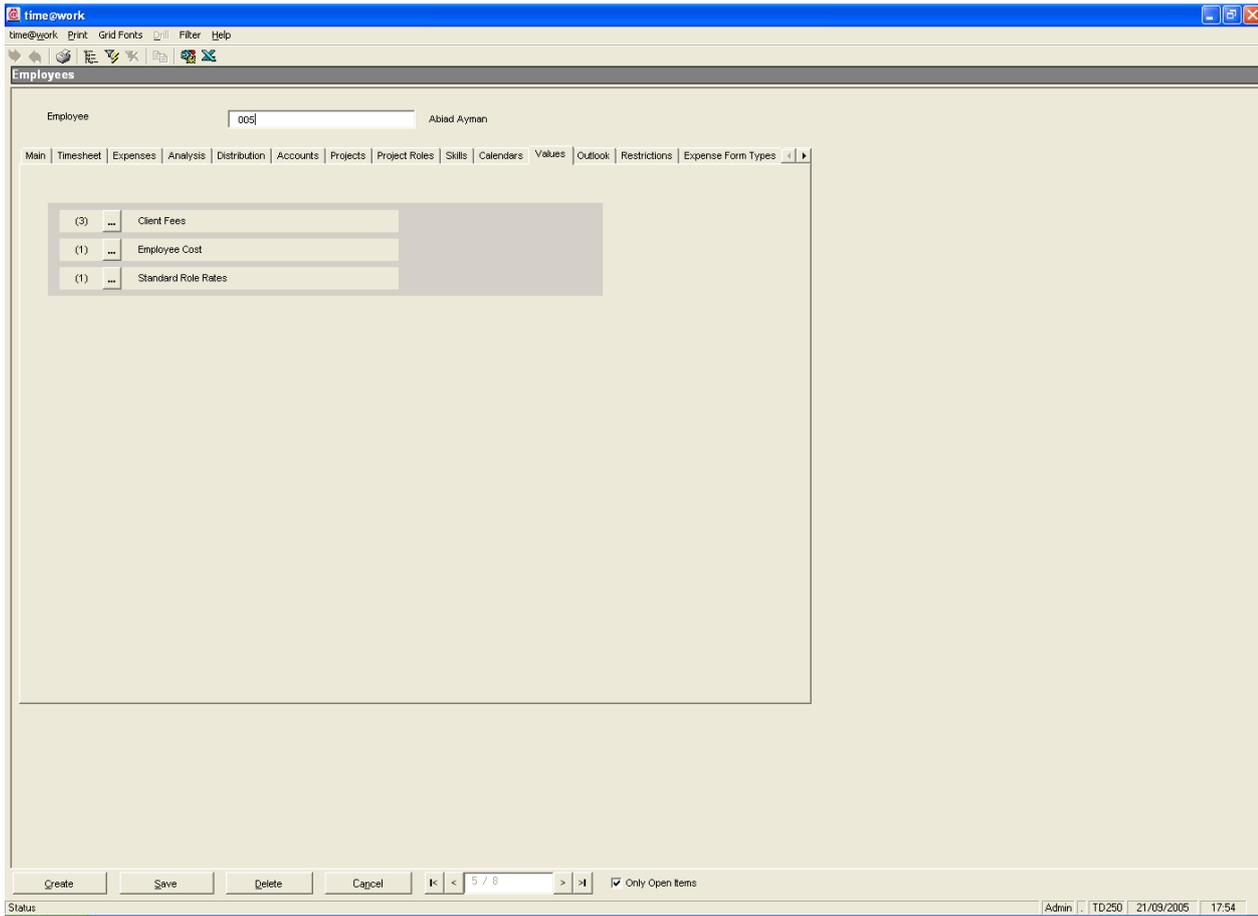
Not in Use

### *MS Exchange Login Name*

Not in Use

### *Password and Confirm Password*

Not in Use



Values

*Value Table Name*

Any Value Table for which a Criterion is Employee, an Employee Analysis Value or Employee Company will be listed here and may be accessed for inquiry or update. The number of values related to the current Employee record is shown.

The screenshot shows the 'time@work' application window. The title bar reads 'time@work'. Below the title bar is a menu bar with 'Print', 'Grid Fonts', 'Filter', and 'Help'. A toolbar contains various icons. The main window title is 'Employees'. The form is for an employee with ID '005' and name 'Abiad Ayman'. A navigation menu includes: Main, Timesheet, Expenses, Analysis, Distribution, Accounts, Projects, Project Roles, Skills, Calendars, Values, Outlook, Restrictions, and Expense Form Types. The form fields are as follows:

Employee	005	Abiad Ayman
First Name	Ayman	Business ZIP/Postal code
Second Name	Abiad	Business Country/Region
Date of Birth	26/06/1968	Home Phone
Age	37	Business Phone
Job Title	Senior Consultant	Mobile Phone
Company	Services International	E-mail
Home Street	34 Davies Mews	Photograph
Home City	Kensington	
Home State/Province	London	
Home ZIP-Postal code	w3	
Home Country/Region	United Kingdom	
Business Street		
Business City		
Business State/Province		

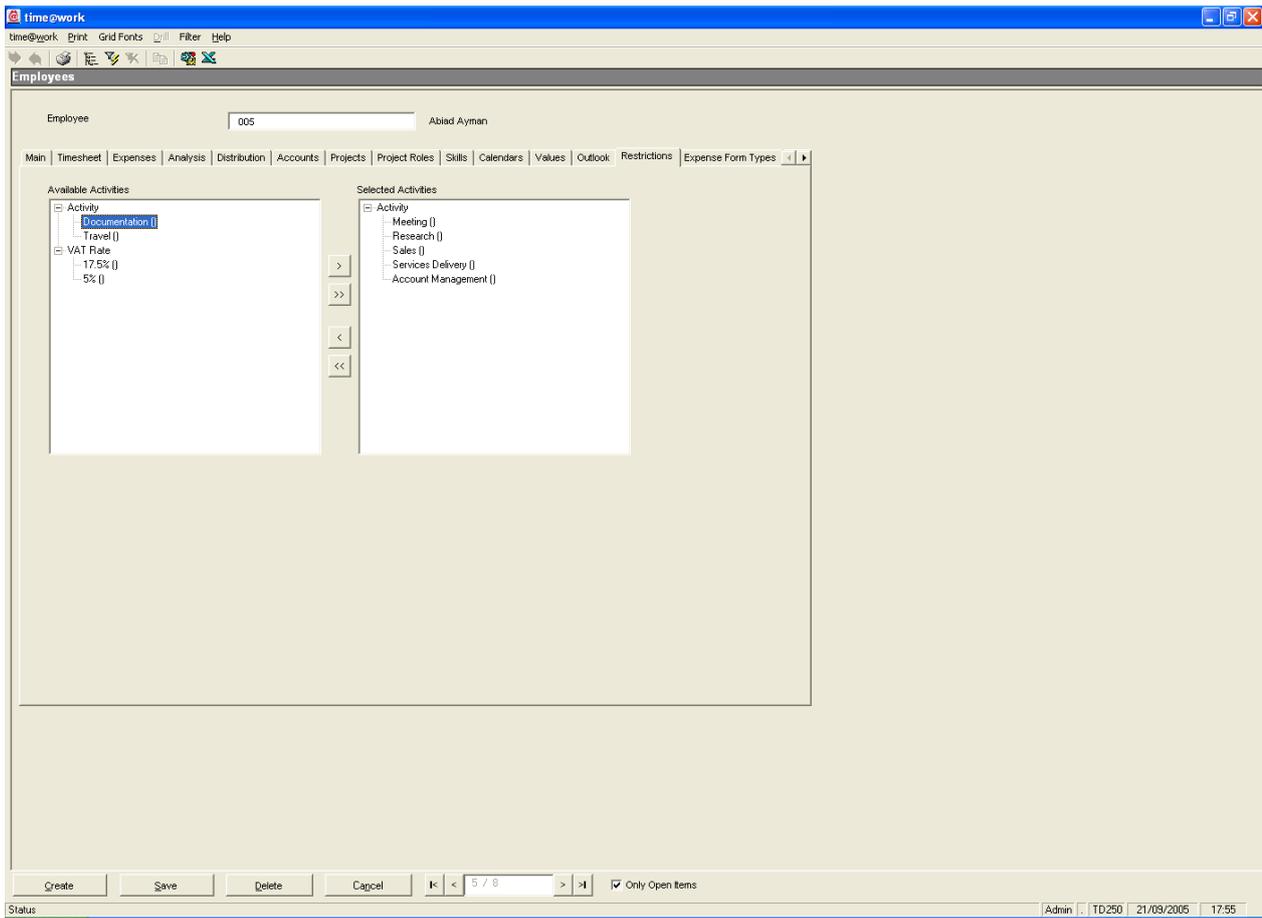
At the bottom of the form are buttons for 'Create', 'Save', 'Delete', and 'Cancel'. A status bar at the very bottom shows 'Status', 'Admin', 'TD.250', '21/08/2005', and '17:54'.

## Outlook

### *Outlook Data*

These are documentary data which can be provided about an Employee and made visible in the Professional Services Workbench. (See Workbench Parameters).

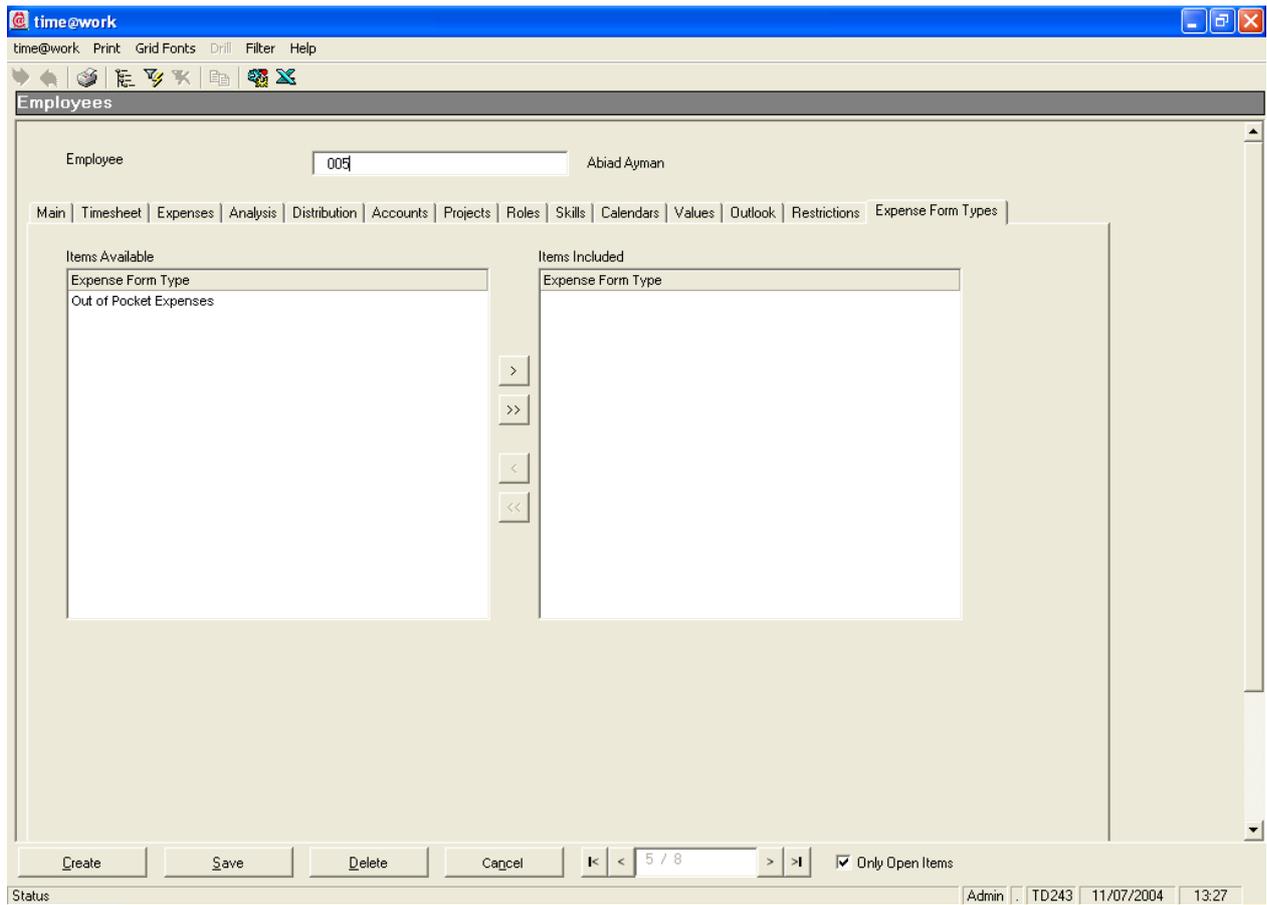
The Professional Services Workbench also provides a mechanism for the export of these data in .vcf format. This enables an employee to incorporate data about his colleagues into his Outlook Contacts file.



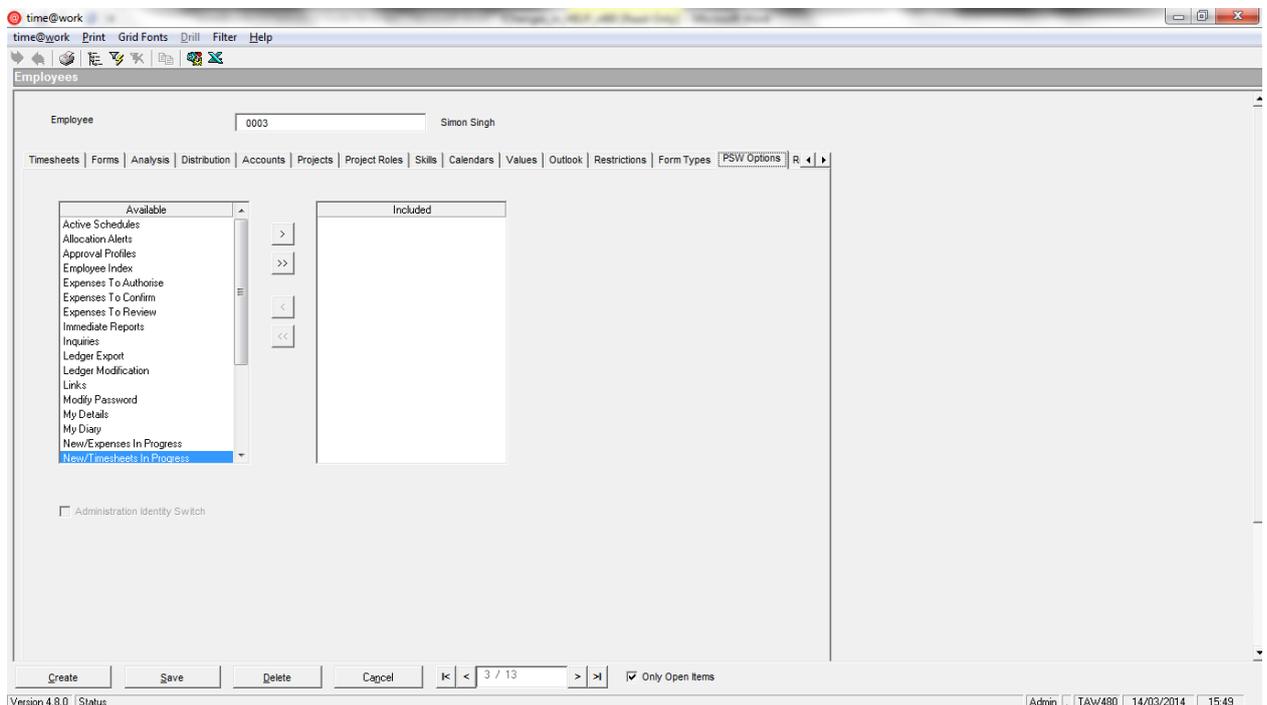
If you wish to restrict the Activity Analysis Values available to an Employee in Forms then choose the values that he should see. If you choose none for an Analysis Definition then all are assumed to be available.

Note that your selection works in conjunction with any selection made at Item level such that those that are available to an Employee are those that are common to both selections.

This functionality is only available in the PSW.



Select Form Types that you wish to make available to an Employee in the PSW. If you choose none then all are assumed to be available.



PSW Options

*Available/Included*

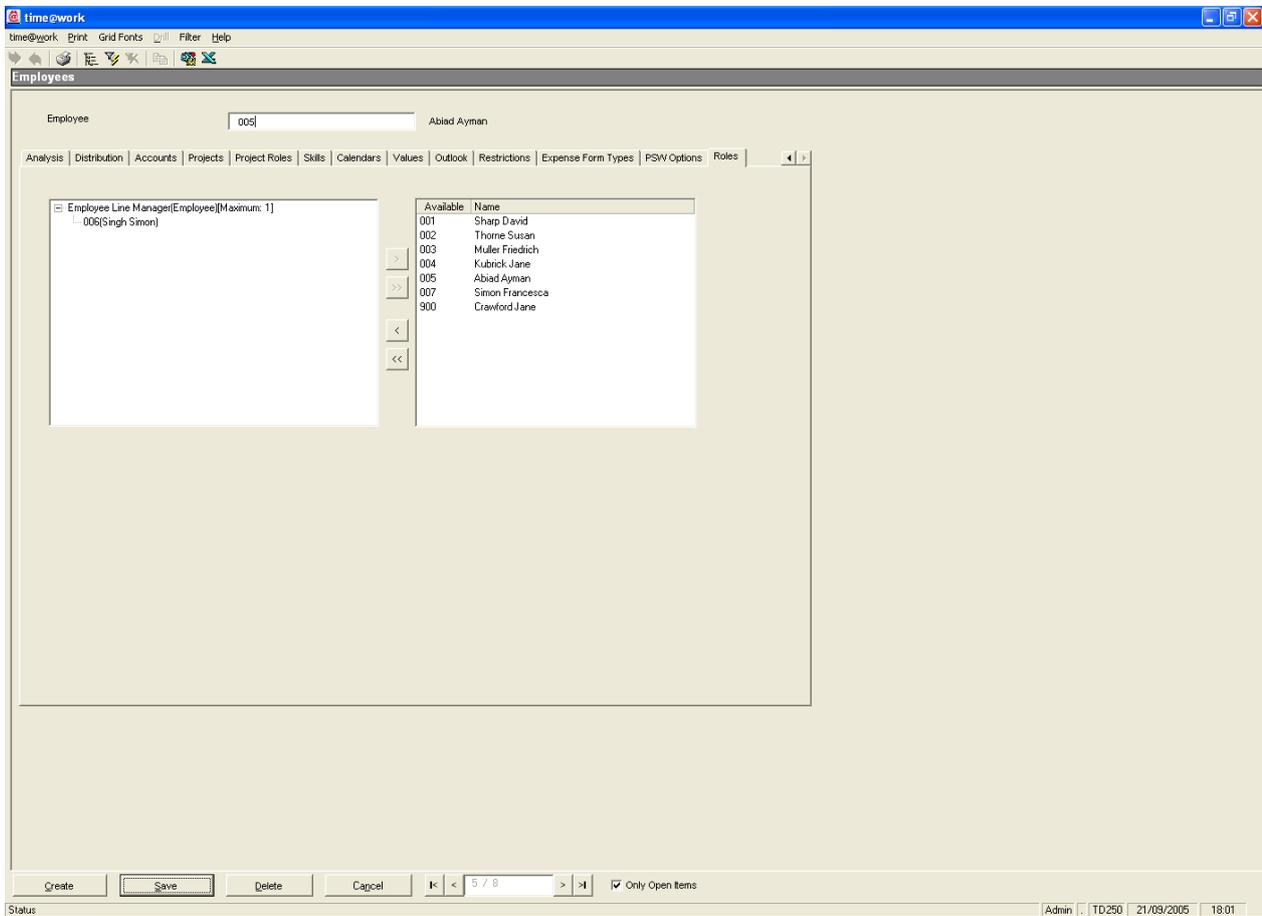
Specify which Professional Services Workbench options you wish to make available to this Employee.

Note that if you specify none, the options defined at Company level for this Employee's company will be used, and if there are none specified at Company level then the options defined at System Parameters level will be used.

*Administration Identity Switch*

If you have specified on System Parameters that you want to enable more than one Employee to Switch Identity in the PSW then you will be able to specify that this particular Employee may do so.

Note that any switching of identity in the PSW is recorded in the forms@work database.

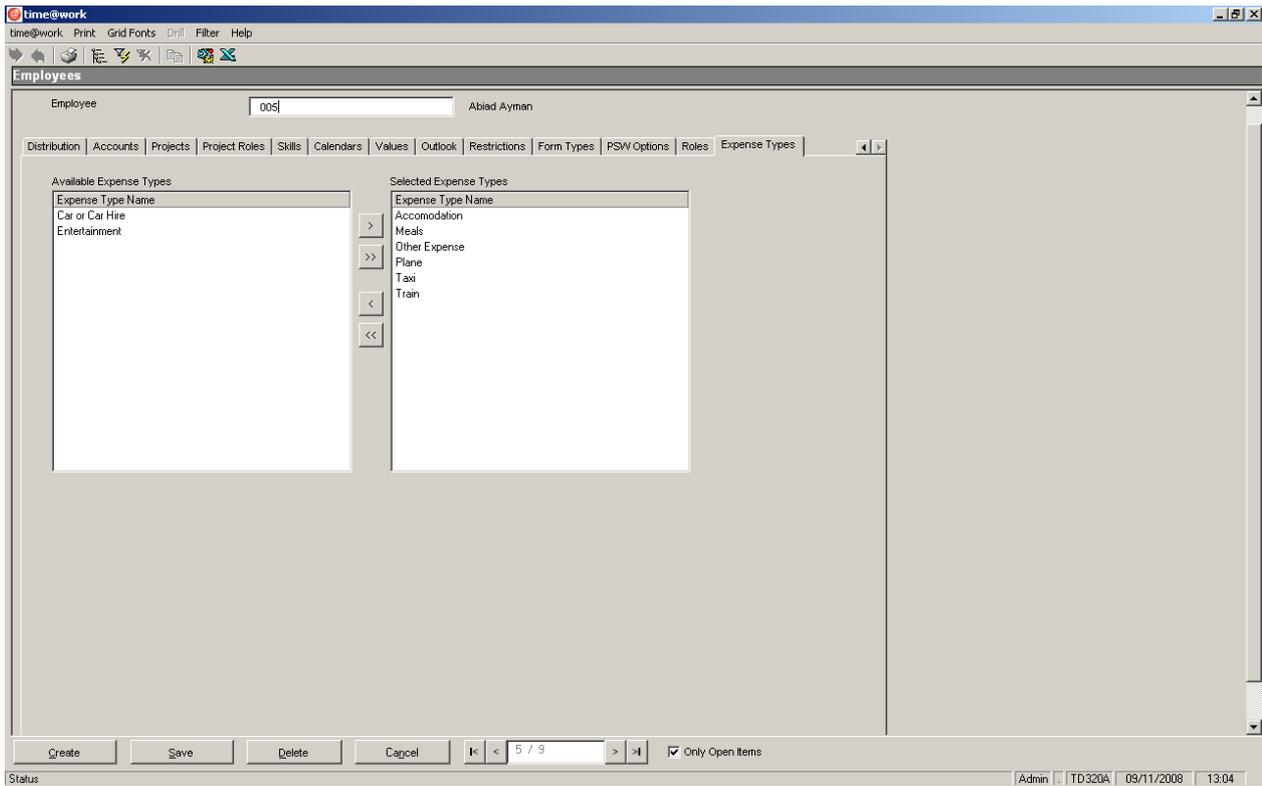


Roles

*Roles*

You may specify the Employee who performs an Employee Role in respect of this Employee. This may be relevant to the approval of data using Approval Profiles in the PSW.

Roles of this kind can also be used to determine the data selected by Active Schedules or Inquiry Profiles when used as Immediate Reports in the PSW.



### Form Accounts

#### *Form Accounts*

You may restrict the Form Accounts that are to be made available to an Employee in Forms.

If no restrictions are set then all are potentially available.

## Employees History

Employee	Employee Name	Modified Date	Modified By	Company	Company Name	Email	Proxy	Backup Employee	Backup Days
001	Sharp David	24/12/2007 13:37:34	Admin	Services International	Services International	david.tharp@demco.com			ds
002	Thorne Susan	06/06/2009 09:03:45	Admin	Services International	Services International	susan.thorne@demco.com			st
003	Muller Friedrich	24/12/2007 13:37:52	Admin	Services International	Services International	friedrich.muller@demco.com			fm
004	Kubrick Jane	06/06/2009 09:01:47	Admin	Services International	Services International	jane.kubrick@demco.com			jk
005	Abiad Ajman	24/12/2007 13:38:07	Admin	Services International	Services International	ajman.abiad@demco.com			aa
006	Singh Simon	24/12/2007 13:38:14	Admin	Services International	Services International	simon.singh@demco.com			ss
007	Simon Francesca	24/12/2007 13:38:23	Admin	Services International	Services International	francesca.simon@demco.com			fs
900	Crawford Jane	06/06/2009 08:56:22	Admin	Services International	Services International	jane.crawford@demco.com			jc
901	Grant David	06/06/2009 09:01:17	Admin	Services International	Services International	david.grant@demco.com			dg

All changes to Employee records are recorded in the Employees History table so that a full audit trail of changes and their author is kept.

Use the filter button to obtain a list of changes for an individual Employee or other grouping.

## Error Hierarchies

An Error Hierarchy defines a set of tables to be searched during Form Entry, Authorisation or Review in the Professional Services Workbench (PSW). Each table is searched using the criteria defined for it on Error Table Definitions and each table may contain multiple error conditions.

When an error condition for a Form transaction is found then the search ceases.

Error Hierarchies can currently be used for Forms.

You may set up several Error Hierarchies. They are considered and searched in alphanumeric order.

<i>Description</i>	Enter the name of the Error Hierarchy
<i>Error Tables 1 to 10</i>	Choose the Error Tables you wish to search, in ascending numerical order
<i>Error Conditions</i>	Specify whether an error found in this table is by default an error, which prevents submission, or a warning.
<i>Default Message</i>	Enter a message which should be used if no message is found at Error Table or Error Table Definition level
<i>Form Types</i>	Check the type(s) of document to which this hierarchy will apply

---

*Action Type*

Check the type(s) of action during which this hierarchy will be searched

## Error Table Definition

Error Table Definitions are used to define the criteria for the definition of error or warning conditions to be checked on Forms entered through the Professional Services Workbench (PSW).

Error Tables are listed in search order on Error Hierarchies.

You might use an Error Table to reject the entry of a value too high for a particular combination of Employee Position and Form Account (e.g. a Junior Consultant may not report a meal as more expensive than 35 GBP).

You might use an Error Table to reject invalid combinations of Activity and Employee Position (e.g. an Item Manager does not do Programming).

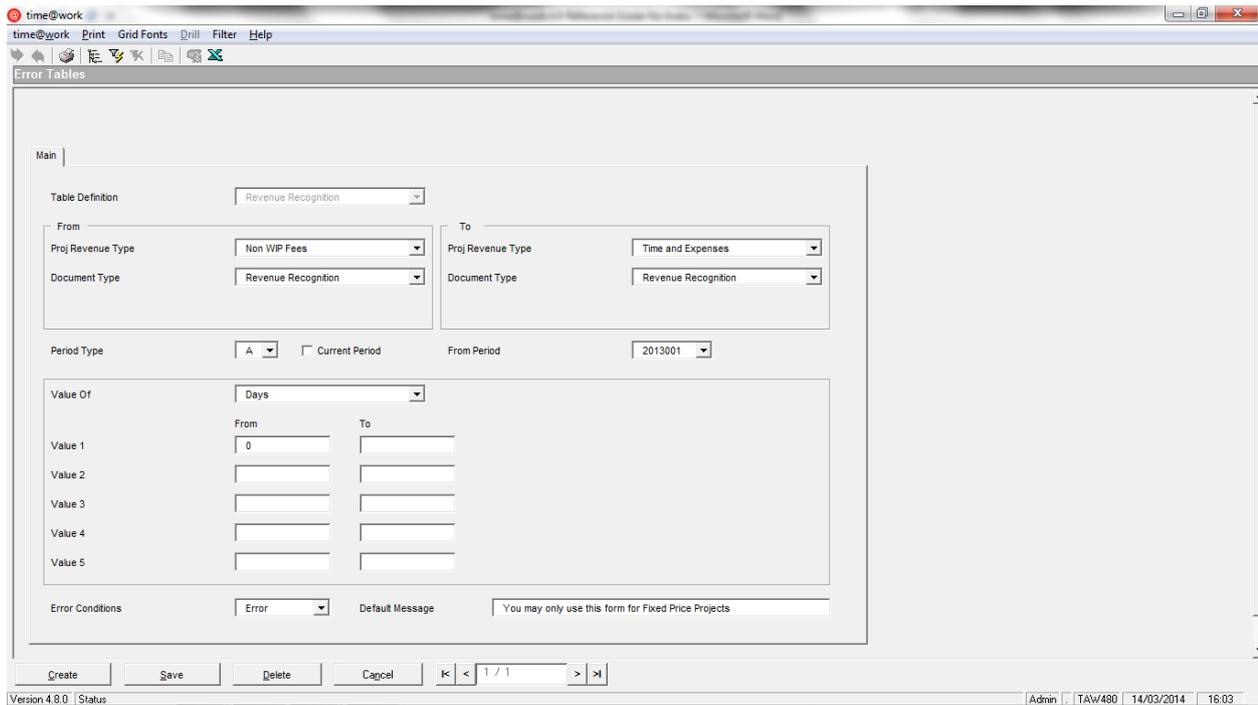
<i>Description</i>	Enter the name of the Error Table
<i>Criterion 1/2/3</i>	Enter up to three criteria to be used in searching this Error Table
<i>Error Conditions</i>	Specify whether the default condition for this table is Error or Warning. An error condition will prevent the submission of a Form.

---

*Default Message*

Enter a default message to be used when an error condition in this table is detected and if there is not specific message associated with that condition.

# Error Tables



Error Tables contain the various error conditions that are to be reported when Forms are submitted from the Professional Services Workbench (PSW).

These might be invalid combinations of Activity and Employee Position, or expense values too high for a particular combination of Form Account and Employee Position, or many other combinations of conditions.

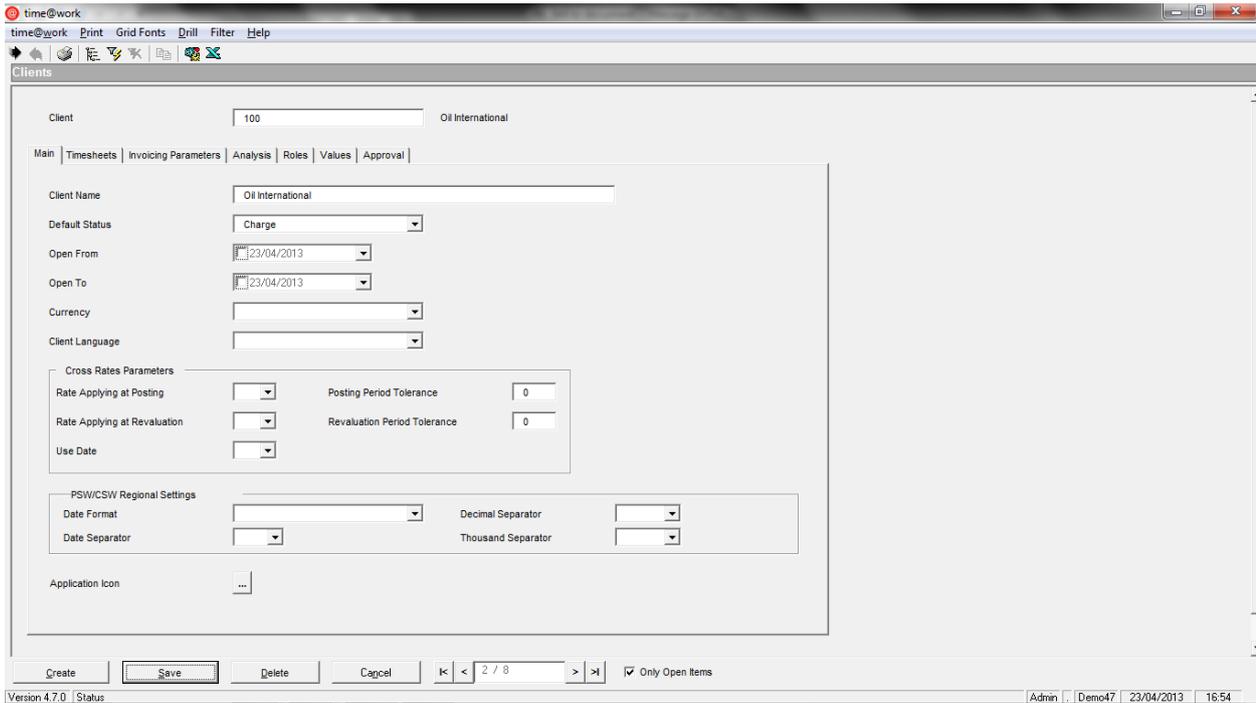
The criteria for an Error Table are defined using Error Table Definition.

<i>Table Definition</i>	Choose from the list of Error Tables defined using Error Table Definition.
<i>From / To</i>	Choose the range(s) of criteria for which you are defining an error condition.
<i>Period Type</i>	Error Tables can be marked as valid from a given Accounting Period (A), Calendar Month (T) or Transaction Date (T).
<i>Current Period</i>	If you want to make an error table active from a date or period that is offset from the current date or period, then check this field.  For example, you would use this if you want to use an error table to capture all transactions in a form that have a transaction date older than, say, 90 days.

---

<i>Offset</i>	If you have checked Current Period then you may enter the offset (negative means backwards into the past) for dates or periods.
<i>From Period</i>	Choose the first period or date from which this table applies.
<i>Value Of</i>	<p>Error conditions are defined in respect of numeric values (calculations) or time values (Days, Hours, Minutes). The calculation or time value that is to be compared with a specified range should be chosen here.</p> <p>For example, if you wish to specify that a Junior may not submit an expense claim for a Meal for more than 30 GBP you might choose 'Expense Gross'.</p>
<i>From / To</i>	<p>Enter the ranges of values that constitute error conditions.</p> <p>For example, 30.01 to 99999999</p> <p>You may also enter negative values.</p>
<i>Error Conditions</i>	Optionally specify whether this is an error or warning condition. An error condition will prevent submission. Note that if no condition is specified here then it is taken from the Error Table Definition and if not specified there from the Error Hierarchy.
<i>Default Message</i>	Optionally specify an error message. Note that if no message is specified here then it is taken from the Error Table Definition and if not specified there from the Error Hierarchy.

# Item Groups



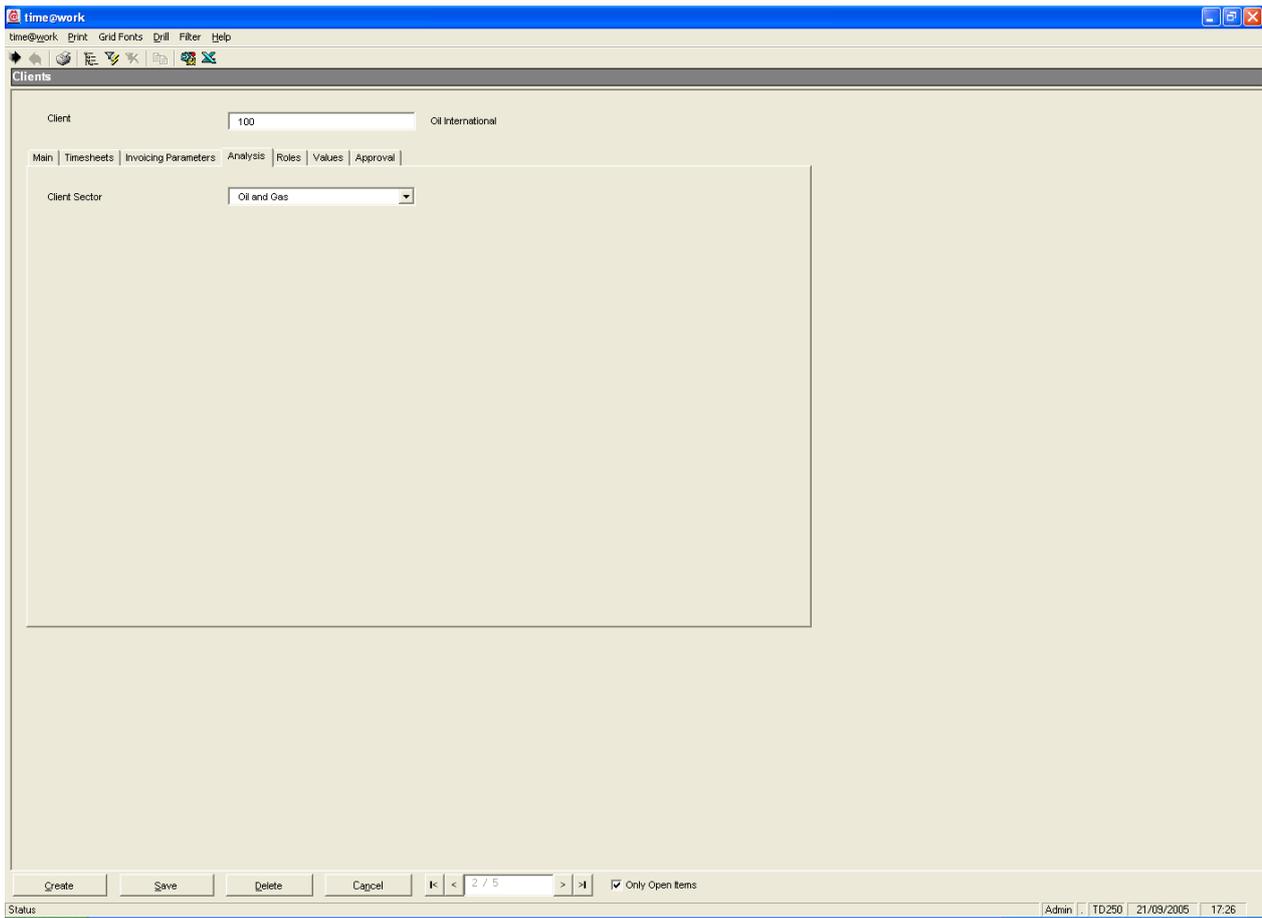
A Item Group record should be established for each customer for whom your Employees work.

Note that Item Groups that have Open To dates earlier than today are initially excluded from the grid. Uncheck the checkbox Only Open Items at the bottom of the screen if you want to see all Item Groups.

Note that when Creating a new Item Group record you may Copy From an existing one. All values will be copied except for Item Group and Item Group Name.

<b>Item Group</b>	Enter the Item Group identifier.
<b><u>Main Values</u></b>	
<b>Item Group Name</b>	Optionally enter a Item Group Name.
<b>Default Status</b>	The status value you choose here will be applied to lines which do not have a status value, as long as no default status value has been given at Sub-Item level.  If no value is specified here then a default status value will be taken from the Employee record.

<i>Open From / To</i>	Enter dates here if you wish to limit the open dates of Items belonging to this Item Group.
<i>Currency</i>	Optionally, choose a currency to associate with this Item Group. This can be used by a Calculation to convert a value into a currency specifically for this Item Group.
<i>Rate to Apply at Posting</i>	<p>If a Calculation involves converting from one currency to another then you must specify whether a rate based on Accounting Period (A), Calendar Month (T) or Day (D) is to be used during posting.</p> <p>These parameters (in this and the following three fields) will only be used when a Calculation specifies that the settings are to be taken from the Item Group and/or Item record.</p>
<i>Posting Period Tolerance</i>	Enter the number of periods (or days) beyond the current period for which an exchange rate is to be regarded as valid.
<i>Rate to Apply at Revaluation</i>	If a Calculation involves converting from one currency to another then you must specify whether a rate based on Accounting Period (A), Calendar Month (T) or Day (D) is to be used during the revaluation of Form Ledger records in Ledger Modification.
<i>Revaluation Period Tolerance</i>	Enter the number of periods (or days) beyond the current period for which an exchange rate is to be regarded as valid.
<i>Use Date</i>	This affects the way in which a period or date is used to access a Cross Rate during Revaluation. Choose I to use the Invoice Date, T to use the Transaction Date, X to use the Tax Date, and O to use the Other Date
<i>PSW/CSW Regional Settings</i>	Not in Use
<i>Decimal Separator</i>	
<i>Thousand Separator</i>	Not in Use
<i>Date Format</i>	Not in Use
<i>Date Separator</i>	Not in Use
<i>Application Icon</i>	You may specify an icon that will be associated with this Item Group in the iPhone Mobile Application.



## Analysis

### *Analysis Values*

Enter the appropriate Analysis Values for this Item Group.

Analysis Values marked as Exclude from Available Values cannot be chosen.

The screenshot shows a web browser window titled 'time@work'. The main content area is titled 'Clients' and displays a form for the client 'British Mines'. The form has several tabs: 'Main Values', 'Invoicing Parameters', 'Analysis', and 'Access Values'. The 'Access Values' tab is currently selected, showing a table with the following data:

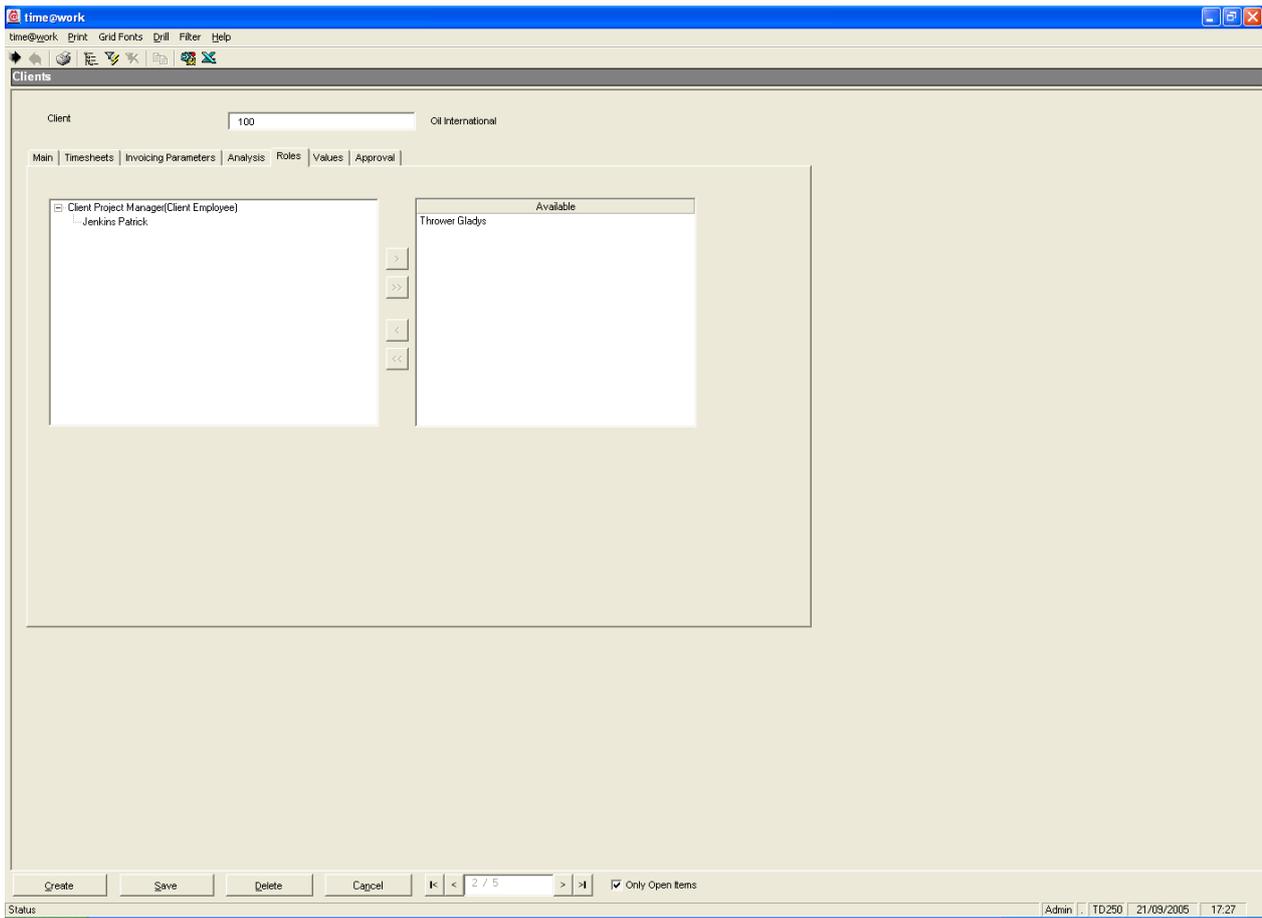
Category Name	Value
Business Stream	General Consulting
Position	Partner

At the bottom of the form, there are buttons for 'Create', 'Save', 'Delete', and 'Cancel', along with a navigation indicator showing '1 of 4'. The status bar at the bottom right displays 'Admin | CZTST007 | NewDemoDB | 1/31/2001 | 10:58 AM'.

### Access Values

**Category Name and Value** Define the Access Category Values for this Item Group. Some of these will be determined by the Creation Access Mask defined for your User. Some of them you will be able to define by choosing from a list of available values.

A User will be able to access a Item Group record if at least one of the Data Access Categories has a value which is included in the Data Access list of values defined on the User record.

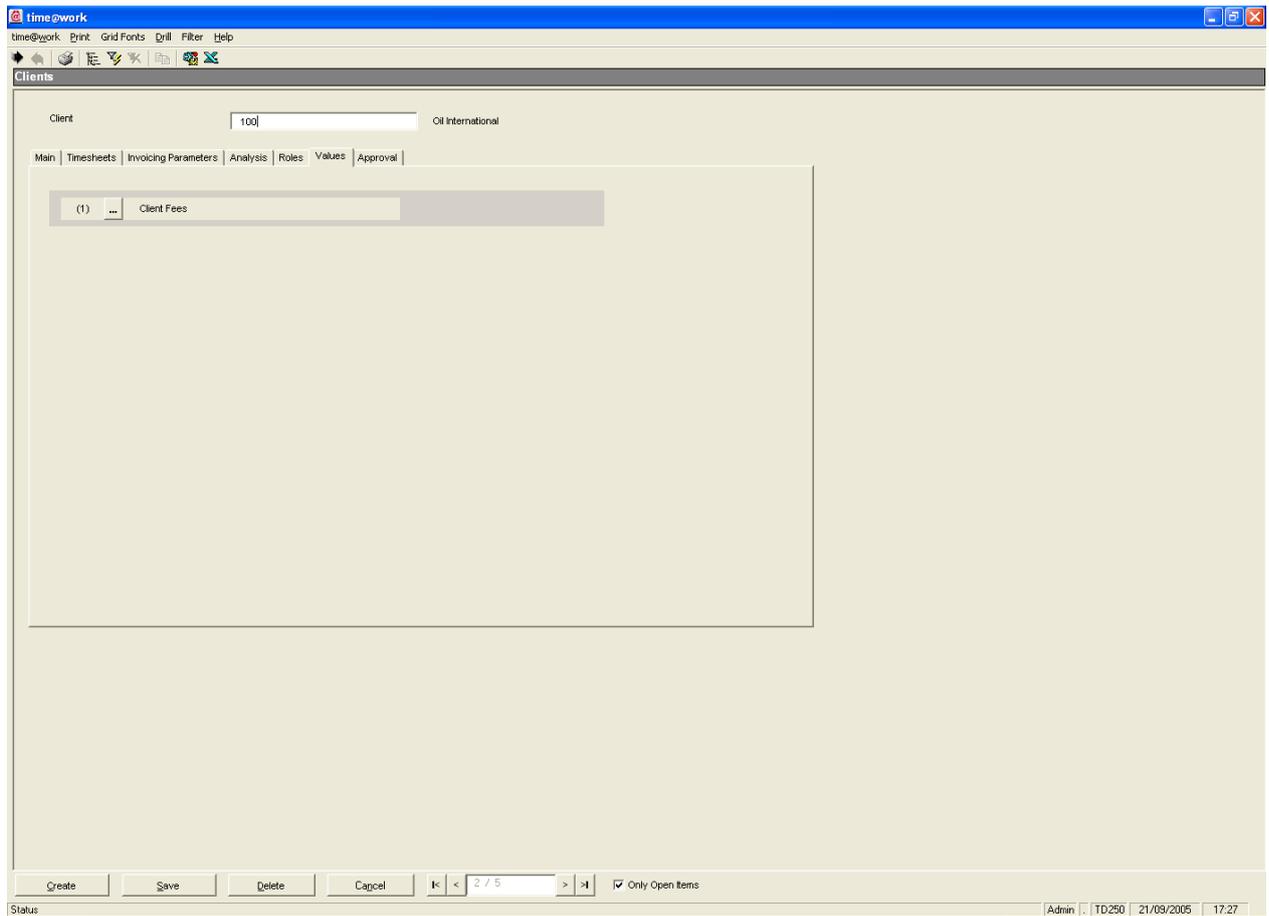


## Roles

### *Role*

Using this screen you can specify which Employees or Users perform roles associated with a Item Group.

The title for the role is shown in the left hand panel together with information as to which entity (Employee, User) is associated with this role, and, if a maximum number has been specified, the maximum number of Employees or Users who can be assigned to this role.

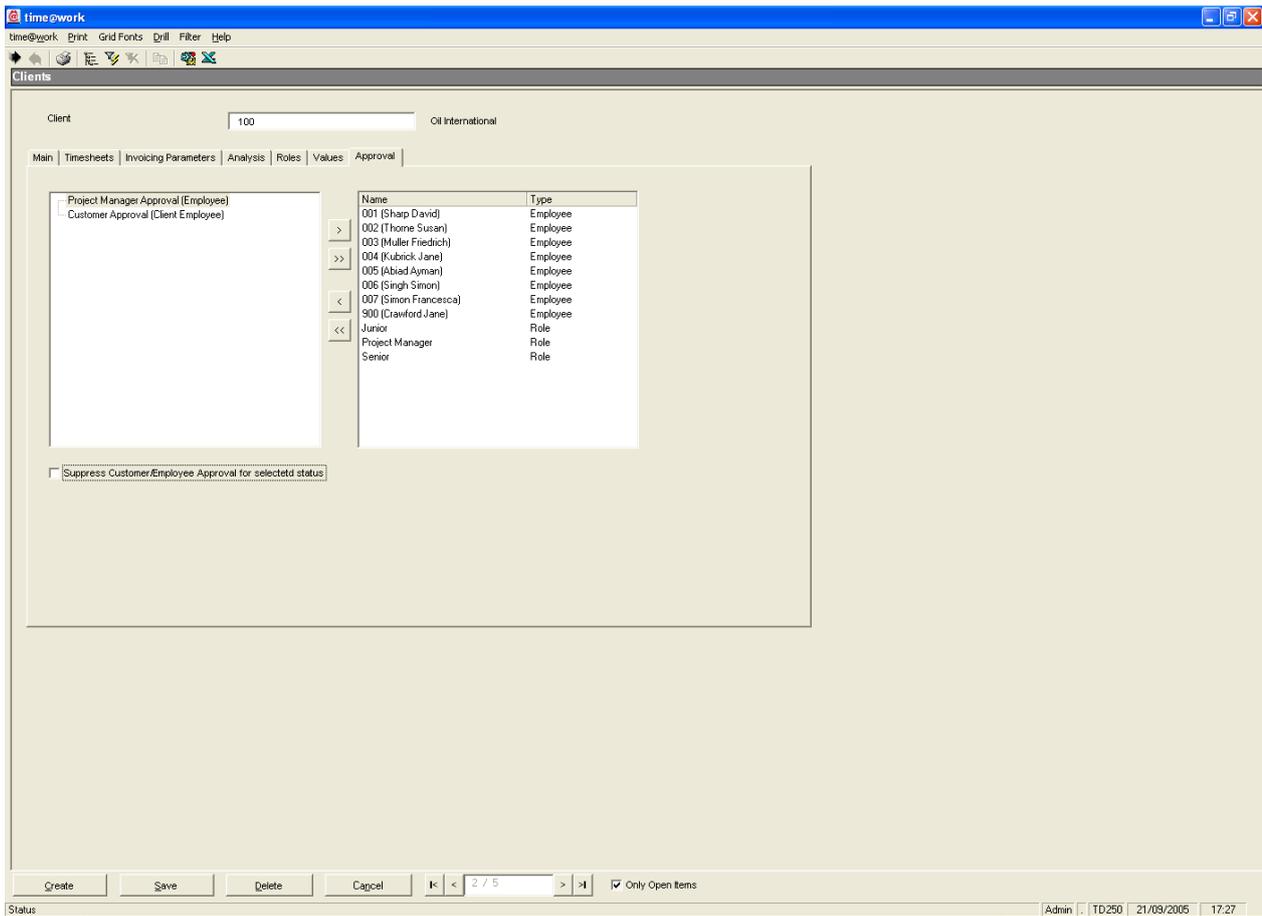


## Values

### *Value Table Name*

Any Value Table for which a Criterion is either Item Group or a Item Group Analysis Value will be listed here and may be accessed for inquiry or update.

The number of values related to the current Item Group record is shown.



## Approval

### *Approval Statuses*

Assign the Employee (or Role) who is to approve data (using the selected Approval Status) by default for Items belonging to this Item Group.

### *Suppress Approval*

You may also suppress approval for a given Approval Status for all Items belonging to this Item Group.

## Items

Form lines are entered against Items. Lists of Items are made available to Employees via the browser-based Professional Services Workbench (PSW).

Note that Items that have Open To dates earlier than today are initially excluded from the grid. Uncheck the checkbox Only Open Items at the bottom of the screen if you want to see all Items.

You may invoke Planning directly from the Item form or grid by clicking on the icon in the Tool Bar.

Note that when Creating a new Item record you may Copy From an existing one. All values will be copied except for Item and Item Name.

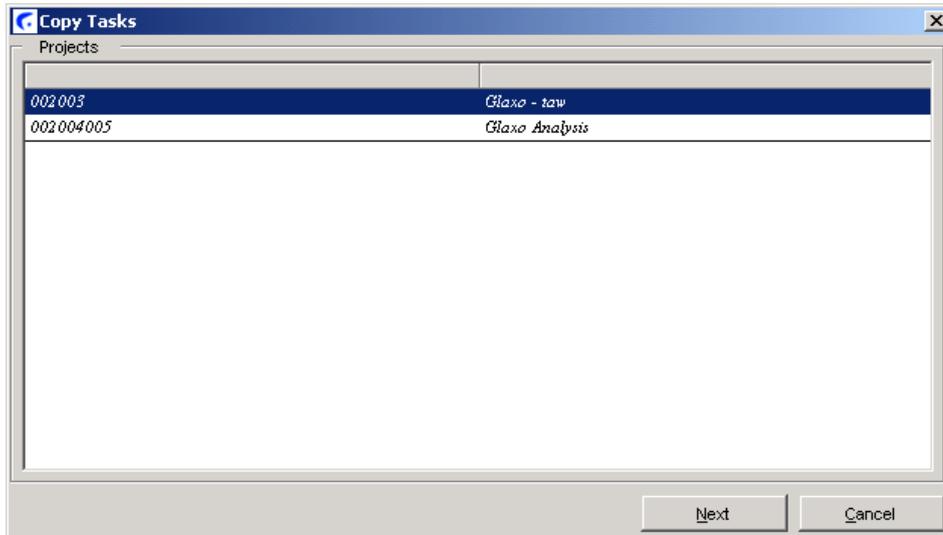
<b><i>Item Group</i></b>	Choose the Item Group to whom this Item belongs.  The list of available Item Groups is limited by the User's Data Access setting.
<b><i>Item</i></b>	Enter a unique Item identifier.
<b><u>Main Values</u></b>	
<b><i>Item Name</i></b>	Optionally enter an alternative name for this Item.
<b><i>Item Company</i></b>	Choose the company to which this Item belongs. Normally this will be the company maintaining expenses for this Item.

<i>Default Status</i>	<p>The status value you choose here will be applied to lines which do not have a status value.</p> <p>If no value is specified here then a default status value will be taken from the Item Group to which this Item belongs, and if no value has been specified at Item Group level, and then finally from the Employee record.</p> <p>Note that if entry is to be at Sub-Item level, then a default status may be taken from the chosen Sub-Item.</p>
<i>Sub-Item Entry</i>	<p>Check this field if lines are to be entered at Sub-Item level rather than at Item level. If this is the case then you must set up Sub-Items for this Item.</p> <p>Note that if Sub-Item level entry has been suppressed for the entire system using System Maintenance, System Parameters, then you may not specify Sub-Item entry for an Item.</p>
<i>Copy Sub-Items</i>	<p>This Button is activated only if the Sub-Item Entry checkbox is checked and if you have saved the Item record. See below for an explanation of how to Copy Sub-Items.</p>
<i>Suppress Status Entry</i>	<p>Check this field if you want to override the specification of status entry at the level of Form Type for this Item.</p>
<i>Prohibit Posting</i>	<p>Check this field if you wish to prevent this Item from being posted to the ledger.</p> <p>Note that if this is the case you will have to use the edit function within the Posting and Validation procedure to modify the Item which the Employee has chosen before the line can be posted.</p>
<i>Rate Applying at Posting</i>	<p>If a Calculation during Form Posting and Validation involves converting from one currency to another then you must specify whether a rate based on Accounting Period (A), Calendar Month (T) or Day (D) is to be used during posting.</p> <p>If these parameters are not given at Item level (and if they are required) then they will be taken from the Item Group record.</p> <p>But note that these parameters (in this and the following three fields) will only be used when a Calculation specifies that the settings are to be taken from the Item Group and/or Item record.</p>
<i>Posting Period Tolerance</i>	<p>Enter the number of periods (or days) beyond the current period for which an exchange rate is to be regarded as valid.</p>
<i>Rate Applying at Revaluation</i>	<p>If a Calculation during Form Posting and Validation involves converting from one currency to another then you must specify whether a rate based on Accounting Period (A),</p>

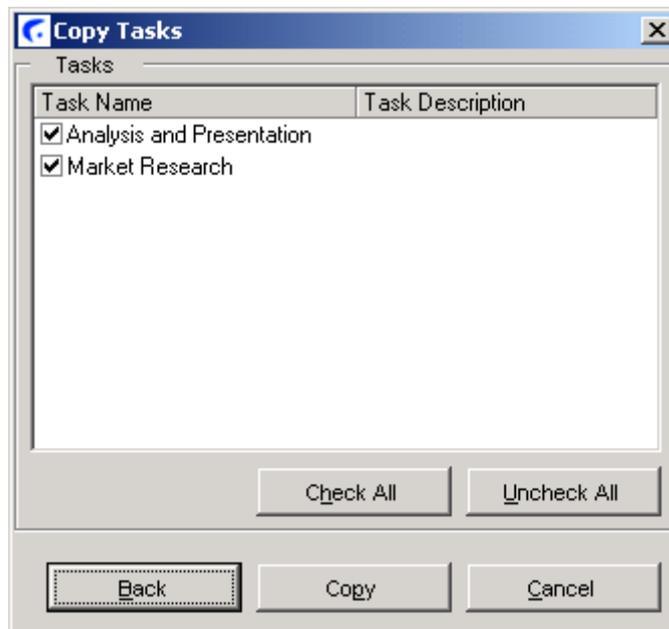
	Calendar Month (T) or Day (D) is to be used during the revaluation of Form Ledger records in Ledger Modification.
<i>Revaluation Period Tolerance</i>	Enter the number of periods (or days) beyond the current period for which an exchange rate is to be regarded as valid.
<i>Use Date</i>	This affects the way in which a period or date is used to access a Cross Rate during Revaluation. Choose I to use the Invoice Date, T to use the Transaction Date, X to use the Tax Date, and O to use the Other Date.
<i>Open From / To</i>	If dates are given here then the Item will be made available within these dates.
<i>Currency</i>	Choose a currency if you want to associate this Item with a currency. This value may be used by a Calculation for conversion. If a Currency is not specified here then a default value may be obtained during calculation from the Item Group record.
<i>Completed</i>	Not in Use
<i>Suppress for Expenses</i>	Check this field to make this Item unavailable during Form Entry (and Authorisation, and Review).
<i>Require Document Link</i>	Check this field if you want to force an Employee to upload and link a document when this Item is used in a Form.
<i>Application Icon</i>	You may specify an Icon to be shown for this Item in the iPhone Mobile App.

## Copying Sub-Items

If you want to copy Sub-Items from one Item to another then click on the Copy Sub-Items button.



First choose the Item from which you want to copy Sub-Items, then click on the Next button.



When you have selected exactly the Sub-Items you want to copy, click on the Copy button.

time@work

time@work Print Grid Fonts Drill Filter Help

Projects

Client: 100 Oil International

Project: 100-001 Oil International - Systems Implementation

Main | Description | Timesheets | Invoicing | Analysis | Activities | Distribution | Accounts | Roles | Skills | Values | Approval | Restrictions

Description: Implementation of Systems to specification EHG-876/SSA

Copy To Invoice Text

Advisory Notes

Create Save Delete Cancel K < 5 / 10 >  Only Open Items

Status Admin TD250 21/09/2005 18:40

Description

<i>Description</i>	Enter an explanatory description of the Item if this is needed.
<i>Copy to Invoice Text</i>	Not in Use
<i>Advisory Note</i>	Enter any advisory notes that you need to record against this Item.

The screenshot displays the 'time@work' application window. At the top, there's a menu bar with options like 'Print', 'Grid', 'Fonts', 'Drill', 'Filter', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Projects' and contains a form with the following fields:

- Client: 100 (Oil International)
- Project: 100-001 (Oil International - Systems Implementation)
- Navigation tabs: Main, Description, Timesheets, Invoicing, Analysis (selected), Activities, Distribution, Accounts, Roles, Skills, Values, Approval, Restrictions
- Project Chargeable?: Yes
- Project Department: Services Delivery
- Project Location: Manchester
- Project VAT Rate: 17.5%
- Project Available Time: Yes
- Project Utilised Time: Yes

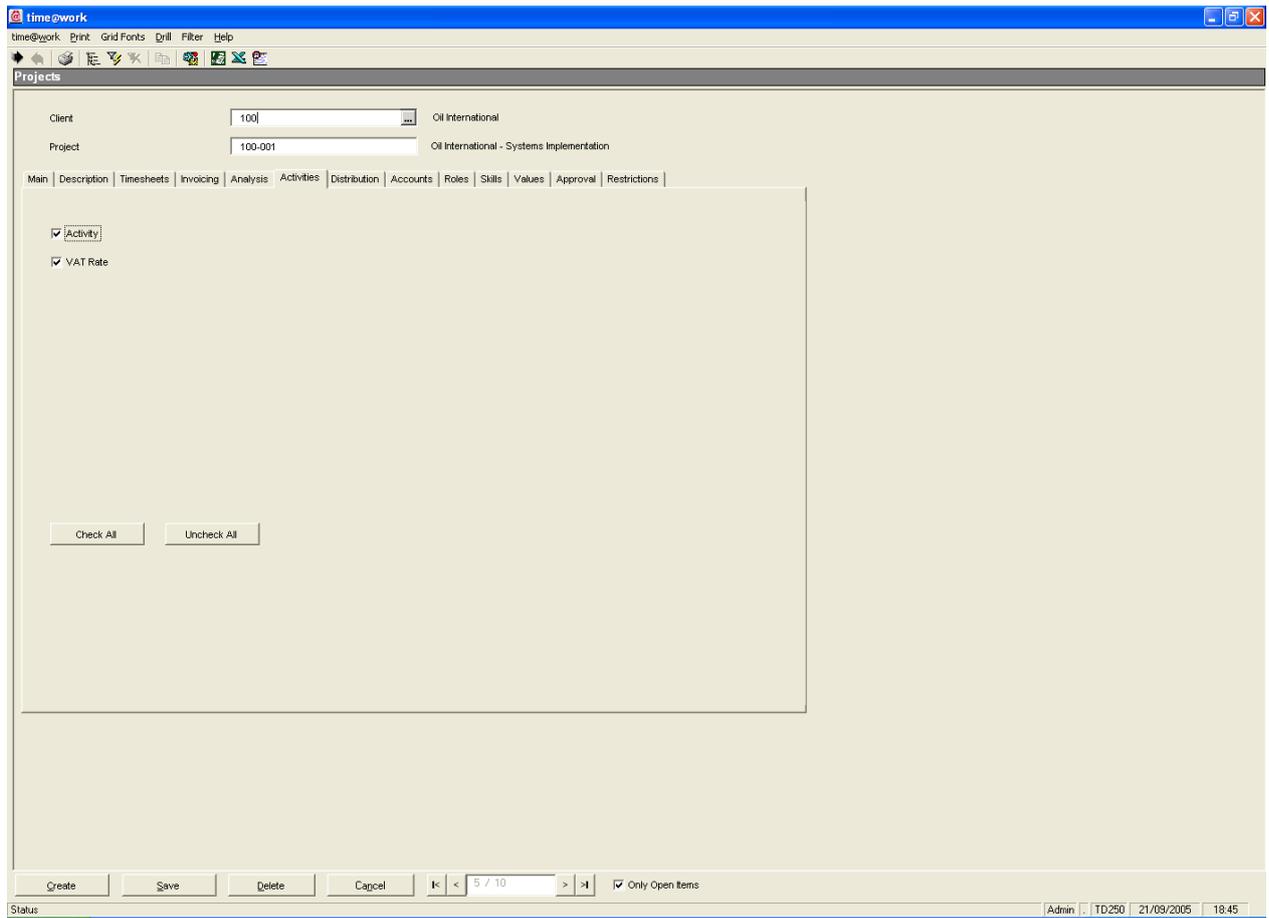
At the bottom of the form, there are buttons for 'Create', 'Save', 'Delete', and 'Cancel'. A status bar at the very bottom shows 'Admin | TD250 | 21/09/2005 | 18:45'.

## Analysis

### *Analysis Values*

Enter the appropriate Analysis Values for this Item.

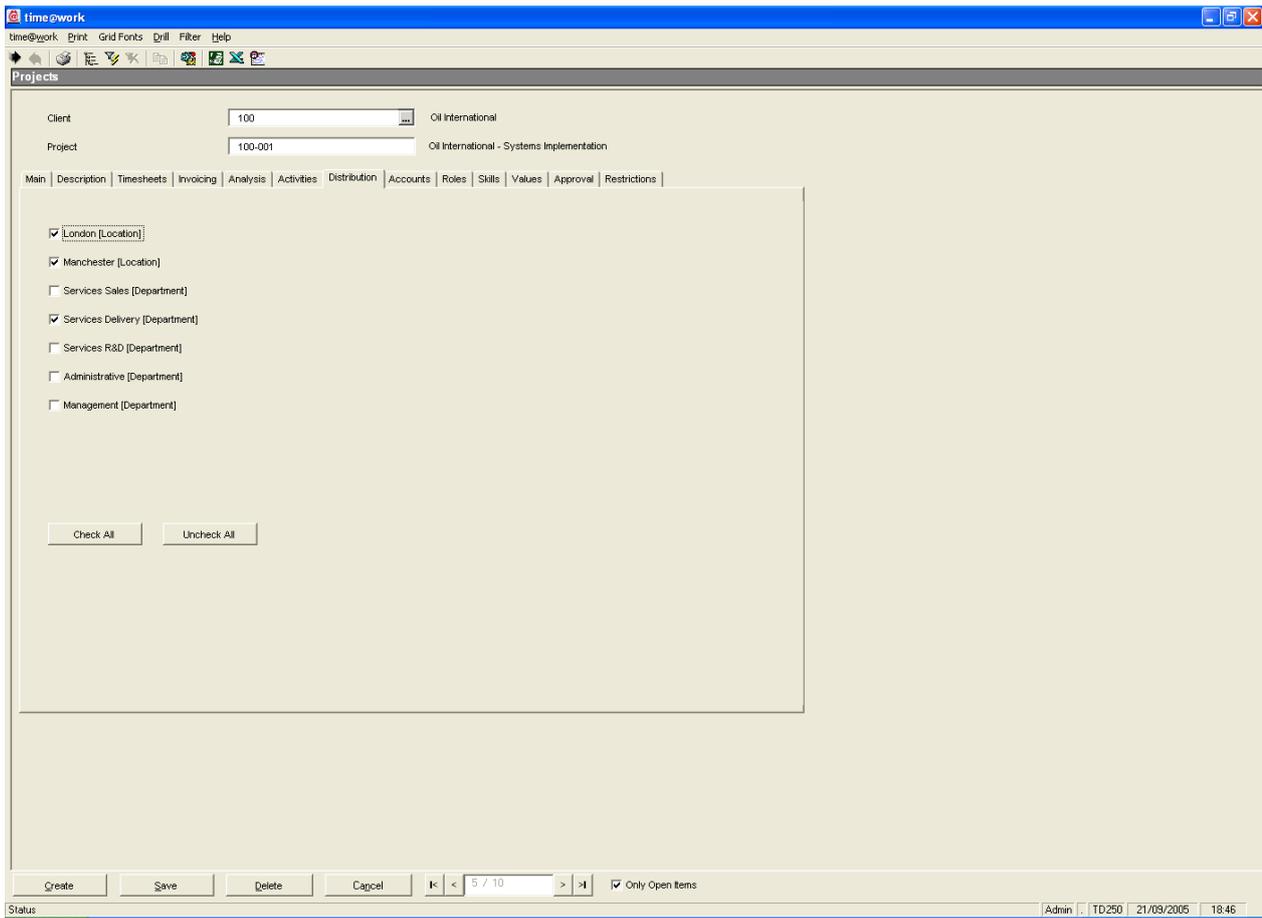
Analysis Values marked as Exclude from Available Values cannot be chosen.



## Activities

### *Activities*

Check each activity analysis category for which values must be entered on Forms when this Item is chosen.



Distribution

*Distribution*

Check the appropriate fields to indicate the groups of Employees to whom this Item is to be sent.

The screenshot shows the 'time@work' application window. The title bar reads 'time@work'. Below the title bar is a menu bar with 'Print', 'Grid Fonts', 'Drill', 'Filter', and 'Help'. A toolbar contains various icons for navigation and editing. The main content area is titled 'Projects' and contains a form with the following fields:

- Client: 100 Oil International
- Project: 100-001 Oil International - Systems Implementation
- Debit Account: 34100 Oil International

Below the form is a horizontal menu with tabs: Main, Description, Timesheets, Invoicing, Analysis, Activities, Distribution, Accounts (selected), Roles, Skills, Values, Approval, and Restrictions. At the bottom of the window is a status bar with buttons for 'Create', 'Save', 'Delete', and 'Cancel', a page indicator '5 / 10', a checkbox for 'Only Open Items', and system information: 'Admin | TD250 | 21/03/2005 | 18:46'.

### Accounts

#### *Accounts 01 to 10*

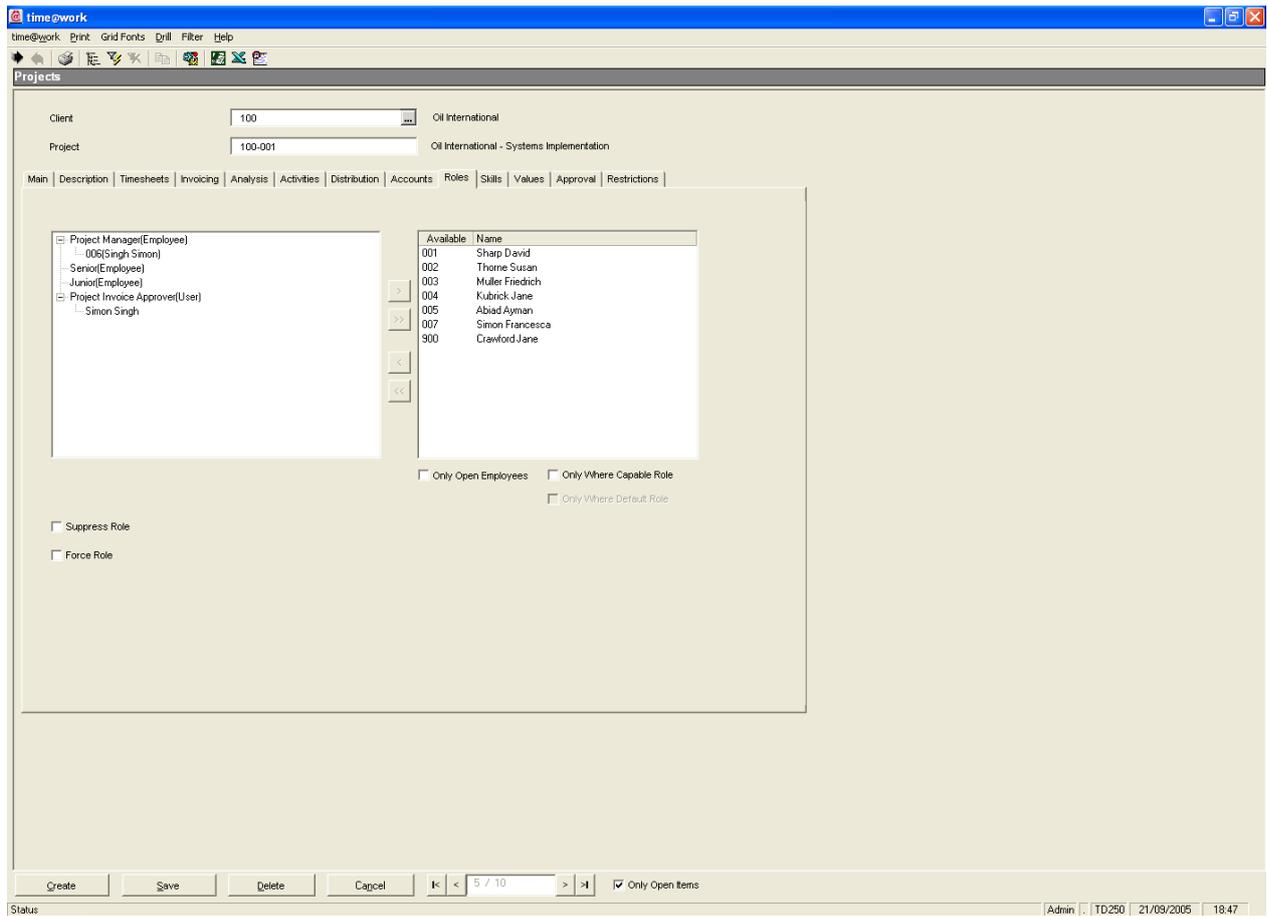
Enter any specific accounts from the Chart of Accounts which you wish to be associated with this Item. These accounts can be used during the generation of accounting entries for transfer from the Form Ledger to an accounting system.

The screenshot shows a web browser window titled 'time@work'. The main content area is titled 'Projects' and displays a record for 'Client: British Mines' and 'Project: British Mines: Safety Study'. Below this, there are tabs for 'Main Values', 'Description', 'Invoicing', 'Analysis', 'Activities', 'Distribution Mask', 'Accounting', and 'Access Values'. The 'Access Values' tab is active, showing a table with two columns: 'Category Name' and 'Value'. The table contains two rows: 'Business Stream' with the value 'General Consulting' and 'Position' with the value 'Partner'. At the bottom of the window, there are buttons for 'Create', 'Save', 'Delete', and 'Cancel', along with a pagination indicator '1 of 7'. The status bar at the very bottom shows 'Admin', 'CZTST007', 'NewDemoDB', '1/31/2001', and '10:56 AM'.

### Access Values

**Category Name and Value** Define the Access Category Values for this Item. Some of these will be determined by the Creation Access Mask defined for your User. Some of them you will be able to define by choosing from a list of available values.

A User will be able to access an Item record if at least one of the Data Access Categories has a value which is included in the Data Access list of values defined on the User record.



## Roles

### *Role*

Using this screen you can specify which Employees or Users perform roles associated with an Item.

The title for the role is shown in the left hand panel together with information as to which entity (Employee, User) is associated with this role, and, if a maximum number has been specified, the maximum number of Employees or Users who can be assigned to this role.

Note that when you assign an Employee to a Role on an Item the Employee's Items tab is automatically updated, to ensure that this Item is included on the Employee's Item list for Form entry.

When you remove an Employee from a Role on this Item then, if the Employee is not assigned to another Role on the Item, the Item is removed from the list of Items on the Employee record.

### *Only Open Employees*

Check this field if you wish to restrict the list of available Employees to those who are open on today's date.

---

<i>Only Where Capable Role</i>	Check this field if you wish to restrict the list of available Employees to those for whom this Role is possible.
<i>Only Where Default Role</i>	Check this field in addition to <i>Only Where Capable Role</i> if you wish to restrict the list of available Employees to those for whom this Role is the default Role.
<i>Suppress Role</i>	Not in Use
<i>Force Role</i>	Not in Use

The screenshot displays the 'time@work' application window. The title bar reads 'time@work'. The menu bar includes 'Print', 'Grid Fonts', 'Drill', 'Filter', and 'Help'. The toolbar contains various icons for navigation and editing. The main area is titled 'Projects' and contains the following fields:

- Client: 001
- Project: 001001
- Shell: Shell
- Shell SS Implementation: Shell SS Implementation

Below these fields is a tabbed interface with the following tabs: 'Main Values', 'Description', 'Invoicing', 'Analysis', 'Activities', 'Distribution Mask', 'Accounting', 'Roles', and 'Values'. The 'Values' tab is active and shows a list of value tables:

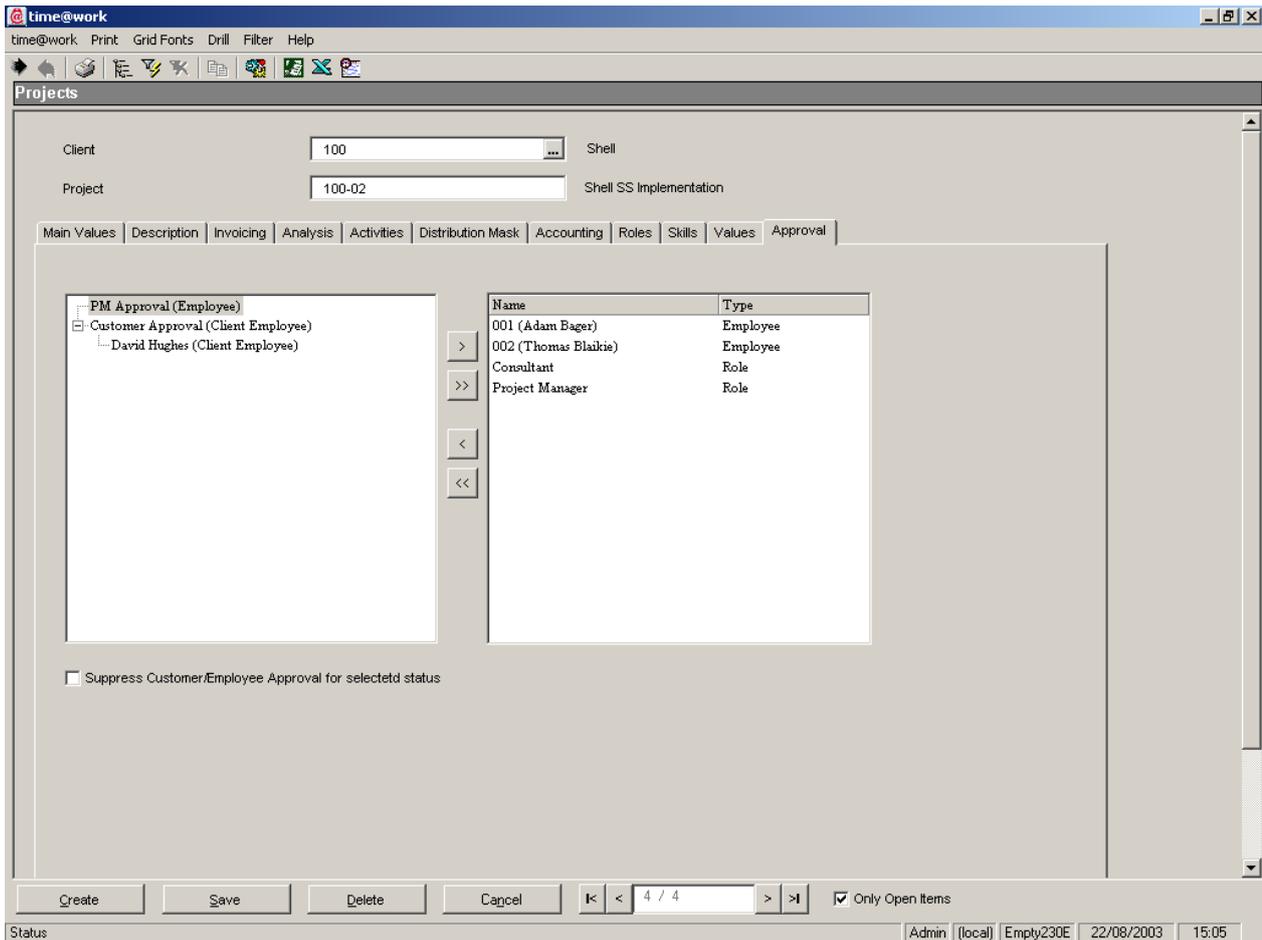
- Default VAT Rate: (0)
- Employee Project: (0)

At the bottom of the form, there are buttons for 'Create', 'Save', 'Delete', and 'Cancel'. A navigation bar shows '3 / 6' with left and right arrow buttons. The status bar at the very bottom displays: 'Status Admin | czpcu016\sql2k | Empty21 | 18/05/2002 | 20:17'.

### Values

*Value Table Name*

Any Value Table for which a Criterion is Item or Item Company or any Item Analysis Category will be listed here and may be accessed for inquiry or update. The number of values related to the current Item record is shown.



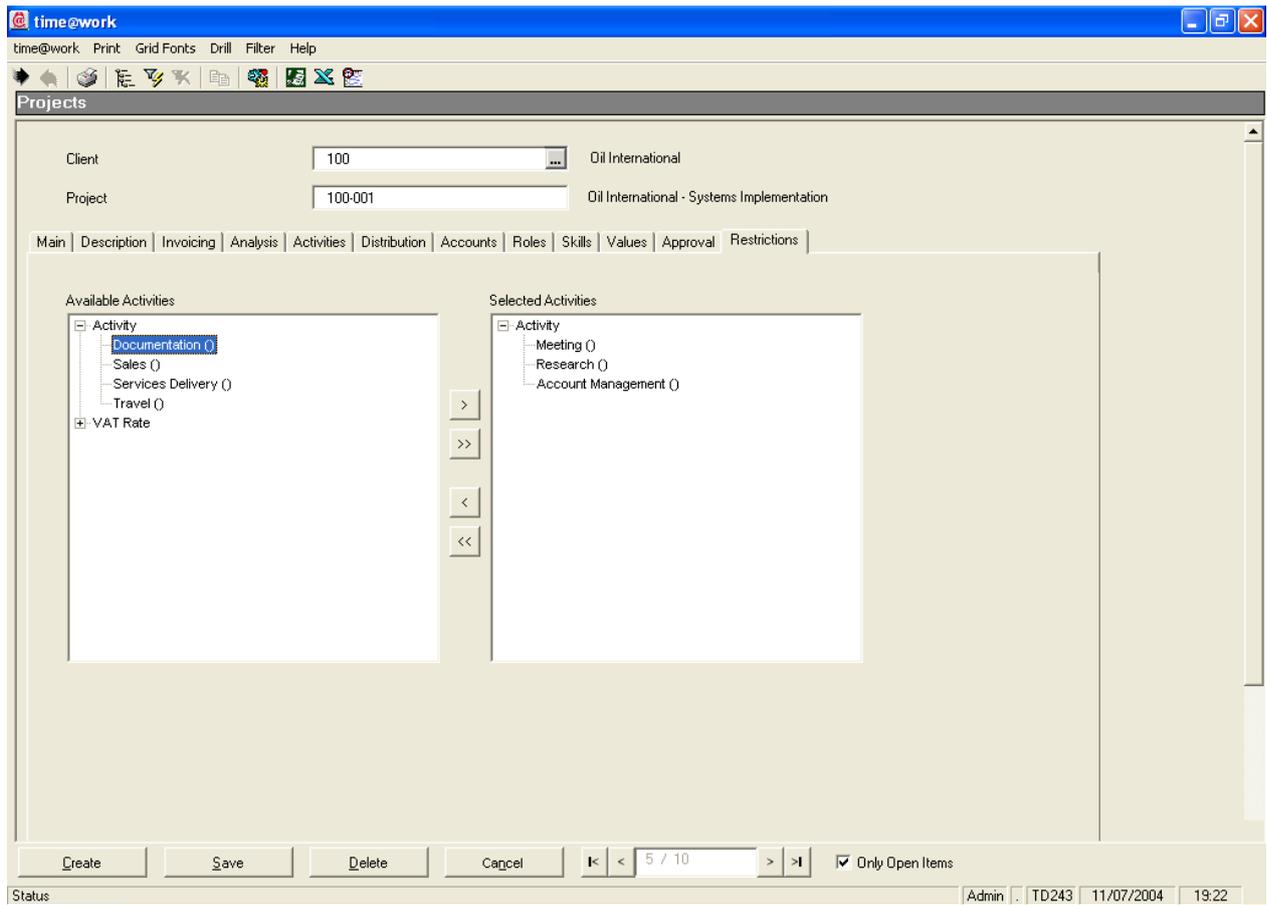
## Approval

### *Approval Statuses*

Assign the Employee (or Role) who is to approve data (using the selected Approval Status) for this Item.

### *Suppress Approval*

You may also suppress approval for a given Approval Status for this Item.



### Restrictions

You may select a restricted set of activity Analysis Values to be made available when entering data against this Item in Forms. If you specify none then all will be available.

Note that your selection works in conjunction with any selection made at Employee level such that those that are available to an Employee are those that are common to both selections.

Note that this functionality is only available through the PSW.

Note also that you may specify restrictions only for those analysis definitions where you have specified that the Selection Tool is to be used (see Analysis Definition).

The screenshot displays the 'time@work' application window. At the top, the title bar reads 'time@work'. Below it, a menu bar includes 'Print', 'Grid', 'Fonts', 'Drill', 'Filter', and 'Help'. A toolbar with various icons is visible. The main content area is titled 'Projects' and contains the following elements:

- Client:** A text box containing '100' and a dropdown arrow, with the text 'Oil International' to its right.
- Project:** A text box containing '100-001' and a dropdown arrow, with the text 'Oil International - Systems Implementation' to its right.
- Navigation Tabs:** A series of tabs: 'Description', 'Timesheets', 'Invoicing', 'Analysis', 'Activities', 'Distribution', 'Accounts', 'Roles', 'Skills', 'Values', 'Approval', 'Restrictions', and 'Calculation Entry Suppression' (which is the active tab).
- Expense Form Type:** A dropdown menu.
- Calculations:** A grid of 20 checkboxes, each labeled 'Calculation 1' through 'Calculation 20'. All checkboxes are currently unchecked.
- Buttons:** 'Create', 'Save', 'Delete', and 'Cancel' buttons are located at the bottom left.
- Status Bar:** At the bottom right, it shows 'Admin', 'TD2511', '28/04/2006', and '13:44'. A page indicator shows '5 / 10'.

By default, all enterable calculations in Form Types are enabled for entry. You may optionally suppress the enterability of a calculation for this Item by checking the appropriate field on this tab. Note that although there is a Form Type lookup on this tab, this is merely to enable you more easily to determine the positions of each calculation. If you check a field here it will apply to ALL Form Types.

### Defaults

The Item used to fill a day to standard hours is determined in the following way:

Determined from  
Timesheet Type

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## Export Sequences

Records from the Form Ledger will frequently be exported to other software systems – to Excel, to accounting systems, to Microsoft Project, etc. Export sequences enable you to mark Form Ledger records as exported.

For example, you may want to export data from forms@work to an accounting system. But you will need to prevent exporting the same data twice.

Five sequence streams are made available and are used in conjunction with Ledger Export Profiles. Each Form Ledger record can thus be marked up to five times as exported for five different purposes.

There are many circumstances, however, when you will not want to mark Form Ledger records as exported. For example, you may want to transfer the outstanding value of Work in Progress to an Accounting System. In these circumstances you will want to export all unallocated records. It will not matter how many times you export such data.

You may also want to re-export data, and in this case the Ledger Export Profile may use the Export Sequence field as a selection criterion, and will certainly not update the sequence field a second time.

This screen enables you to set up the Export Sequences you need, and to specify the next available sequence number for use by Ledger Export. This number will be incremented each time a Ledger Export Profile which uses this Export Sequence is run. The current number will be placed on the Form Ledger record.

<i>Sequence Category</i>	Enter a number between 1 and 5. A Form Ledger record may be marked by up to five separate Ledger Export Profiles.
<i>Description</i>	Enter a descriptive name for the Sequence Category.
<i>Next Sequence Number</i>	This should start with 1. The number will be automatically incremented by the Ledger Export procedure.
<i>Suppress Copy for Audit Journals</i>	When Ledger Modification or Approval Profiles are used to modify transactions, and if those modifications are realised through two new transactions – a reversal of the original, and a new transaction with new values – then you may or may not want to re-export such transactions (for example, to an accounting system). If you want to trigger re-export then you must suppress the copying to the two new records of any export sequence number on the original transaction.

## Form Accounts

Form Accounts can be used to 'preset' account and status values for frequently used expenses of the same kind.

For example your organisation may frequently incur travel and accommodation expenses which must be recorded against the same accounts in all cases. Rather than ask your accounting staff to select the account every time, you can prepare an Form Account with a preset Account Code.

forms@work is a multi-company system and can contain more than one Chart of Accounts. You should set up the appropriate Account Codes for each Chart of Accounts and Form Account.

Form Accounts can also be used to control which input fields are available in Form entry.

### Main Values

<b>Form Account Name</b>	Enter a name for the Form Account. Bear in mind that your Employees will select on the basis of this name.
<b>Chart of Accounts</b>	Choose the Chart of Accounts from which you wish to select Accounts for this Form Account.
<b>Status</b>	Choose the Status value to be preset when this Form Account is used. Note that you may leave this blank.

*Suppress for Journal Entry*

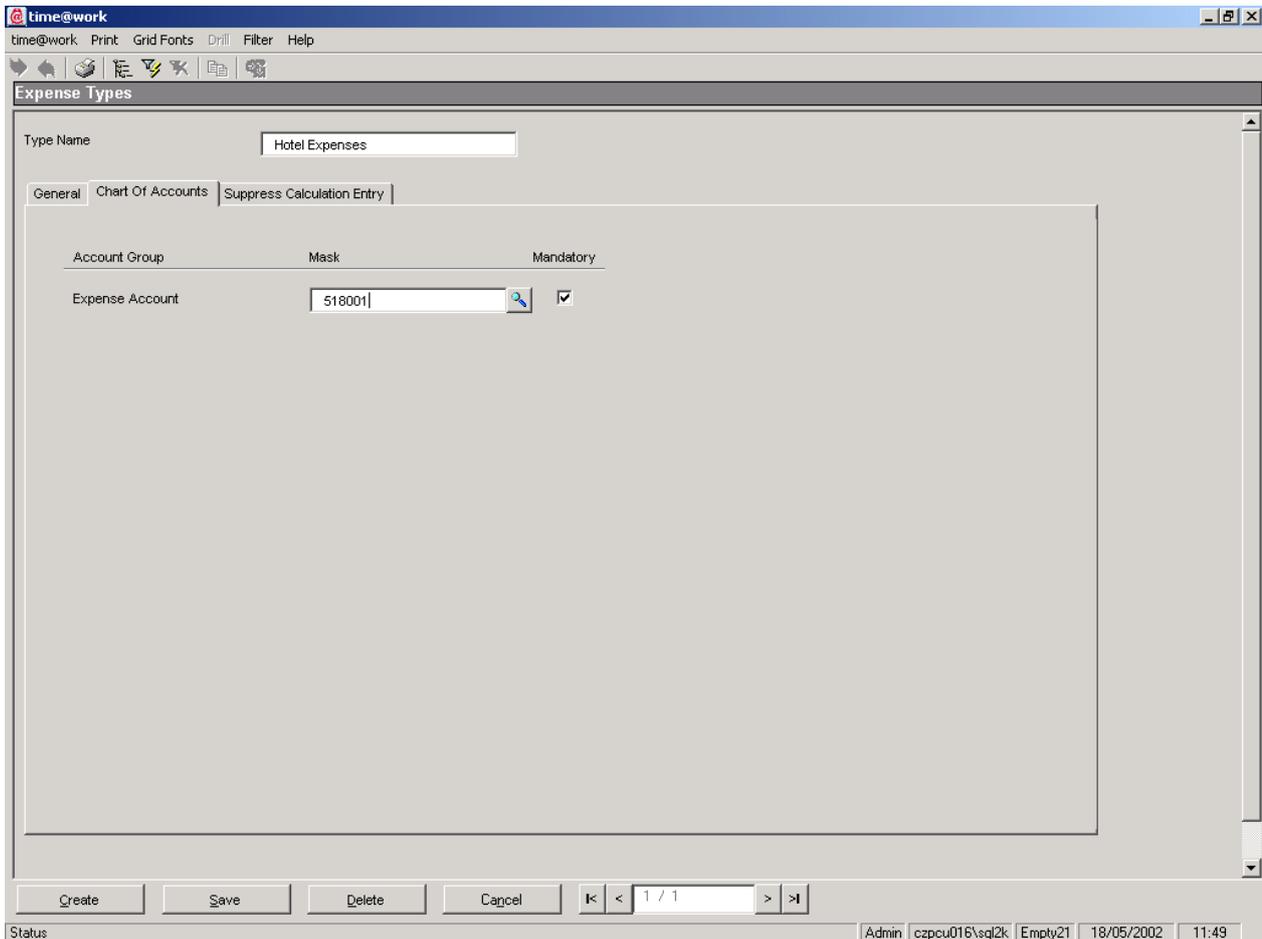
Check this field to make this Form Account unavailable in Form Types in Journal Entry.

*Suppress for Form Entry*

Check this field to make this Form Account unavailable in Form Types in Forms in the Professional Services Workbench.

*Notes Required*

Check this field if you require that text be entered into the Notes field on a form when this Form Account is selected.



Accounts

*Account Group: Mask*

Enter a single Account Code or a 'mask' (see below) which presets or limits the choice of accounts in this Account Group for the Chart of Accounts you have specified.

*Mandatory*

Check this field if an Account Code in this group must be chosen when this Form Account is used.

Masking syntax:

Character	Purpose	Examples
%	Allows any number of character substitutions	3% allows 31, 311, 397
_	Underscore character allows a single character substitution	3_ allows 31, 35
-	Range	3-38 allows 3, 31, 311, 3799, 38
;	List separator	3;54;987 allows 3, 54, 987

These control characters may be used in combination.

### Suppress Value Entry

#### *Form Type*

Choose a Form Type so that you can more easily choose which calculation value field is to have entry suppressed.

#### *Calculation Name*

Check this field to suppress value entry on a Form for this Form Account. Note that many calculations are in any case not defined as enterable. Settings for an Form Account will have no effect in this case. Note also that the settings you give here apply to all Form Types regardless of whichever one you have used to help you decide which values to suppress.

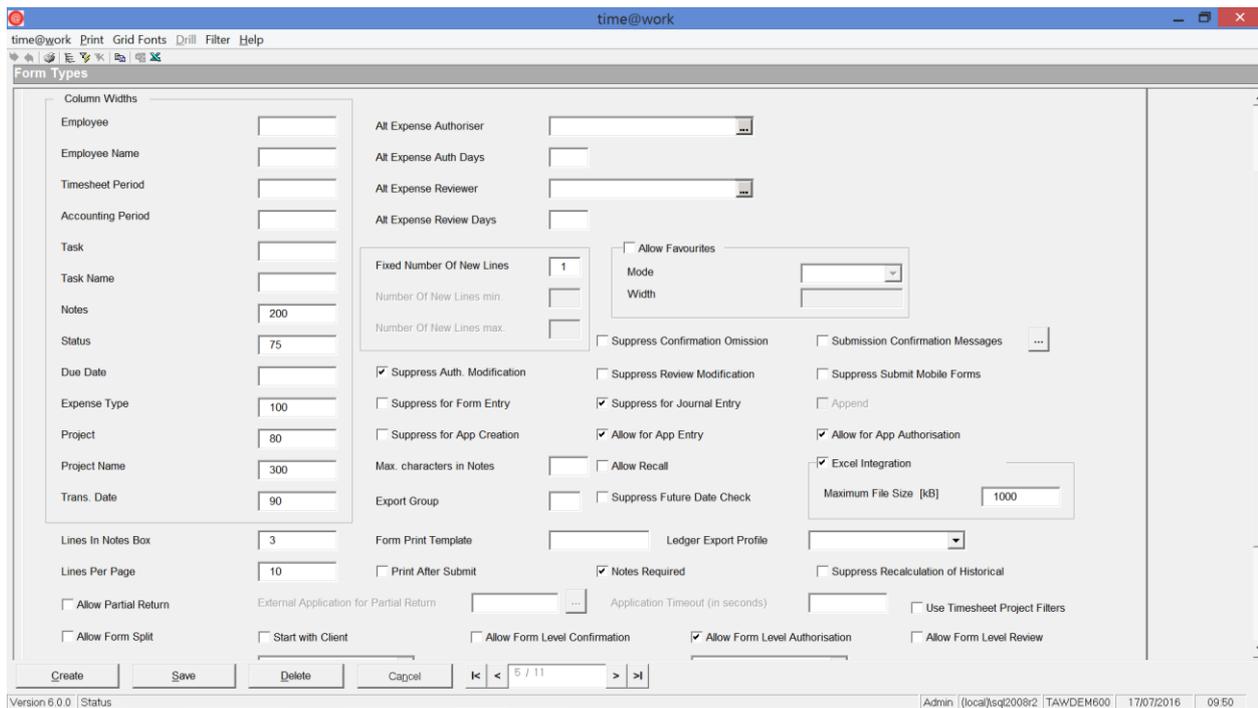
The screenshot shows a web browser window titled 'time@work'. The main content area is titled 'Expense Types'. At the top, there is a 'Type Name' field with the value 'Plane'. Below this, there are four tabs: 'General', 'Accounts', 'Calculation Entry Suppression', and 'Activities'. The 'Activities' tab is active, displaying a list of five checkboxes, all of which are unchecked: 'Activity', 'VAT Rate', 'Start Time', 'End Time', and 'Credit Trans Ref'. At the bottom of this list are two buttons: 'Check All' and 'Uncheck All'. Below the main form area, there are four buttons: 'Create', 'Save', 'Delete', and 'Cancel'. To the right of these buttons is a page indicator showing '6 / 8'. At the very bottom of the browser window, the status bar displays 'Admin', 'TD320A', '09/11/2008', and '13:07'.

Form Accounts may also be used to control Activity Analysis fields on Forms.

If you want an Activity Analysis field on a Form to be available for entry then you must check it here. But note that if Item settings for Activity Analysis do NOT enable an Activity Analysis field then it will NOT be enabled. BOTH settings must be checked.

If you are primarily using Form Accounts to control which Activity Analysis fields are to be enabled on a Form then you should check Suppress Item Enabling on the System Parameters record. This means that when an Item is chosen on a Form in the PSW the action of automatically enabling an Activity Analysis field is suppressed, on the assumption that Form Account settings take precedence.

# Form Types



Forms are used by Employees to record their own or others' expenses or any other data captured in Forms. The information entered on a Form can be used to calculate values to be posted to the Form Ledger. This information and any calculated values are also available for transfer to an accounting system and for inclusion in reports.

Forms can be tailored for different purposes and associated with Employees.

After entry on behalf of an Employee by a Proxy Employee, Forms may be confirmed by the Employee, authorised by managers and then reviewed by accounts clerks before being posted to the Form Ledger.

After entry by Employees, Forms may be authorised by managers and then reviewed by accounts clerks before being posted to the Form Ledger.

Note that different entry fields may be made available at the review stage in order that accounts clerks may enter, for example, Account Codes to be associated with each item.

<i>Form Type</i>	Enter the name of the Form
<i>Application Icon</i>	You may specify an icon to be associated with this Form Type when shown in the iPhone Mobile App.
<i>Main</i>	

<i>Employee Width</i>	Enter the width of this column in pixels if you wish it to be fixed.
<i>Calendar Month Width</i>	Enter the width of this column in pixels if you wish it to be fixed.
<i>Accounting Period Width</i>	Enter the width of this column in pixels if you wish it to be fixed.
<i>Sub-Item Width</i>	Enter the width of this column in pixels if you wish it to be fixed.
<i>Notes Width</i>	Enter the width of this column in pixels if you wish it to be fixed.
<i>Status Width</i>	Enter the width of this column in pixels if you wish it to be fixed.
<i>To Date Width</i>	Enter the width of this column in pixels if you wish it to be fixed..
<i>Form Account Width</i>	Enter the width of this column in pixels if you wish it to be fixed.
<i>Alt Form Authoriser</i>	<p>If you want to specify a specific authoriser for Forms of this Type to whom Forms for Authorisation are to be rerouted and if you have not set up Routing Rules for this purpose after a specific number of days then specify an Employee here.</p> <p>Note that you must also have specified an Authoriser on the Employee record to whom the Form is initially sent.</p>
<i>Alt Expense Auth Days</i>	Specify the number of days that must pass before a Form is rerouted if you have not set up Routing Rules for this purpose. This value can be zero.
<i>Alt Form Reviewer</i>	<p>If you want to specify a specific reviewer for Forms of this Type to whom Forms for Review are to be rerouted after a specific number of days and if you have not set up Routing Rules for this purpose then specify an Employee here.</p> <p>Note that you must also have specified an Reviewer on the Employee record to whom the Form is initially sent.</p>
<i>Alt Form Review Days</i>	Specify the number of days that must pass before a Form is rerouted if you have not set up Routing Rules for this purpose. This value can be zero.
<i>Fixed Number of New Lines</i>	Specify the number of new lines to be added to a Form in the Professional Services Workbench (PSW) when the New Line button is clicked.

<i>Number of New Lines min./max.</i>	Alternatively specify the minimum and maximum number of new lines to be added to a Form in the Professional Services Workbench (PSW) when the New Line button is clicked. The Employee will be asked to specify a number between minimum and maximum.
<i>Allow Favourites Mode</i>	<p>Check this field if you want to allow Favourites for this Form Type. Favourites enables employees to name and store a set of entered fields for a row.</p> <p>There are three modes – Add mode, which allows you to create a new row in a form using favourites values, Fill In mode, which enables you to use favourites values to complete an existing row (this is appropriate, for example, if the Form Type is used for imported credit card statements), and Column mode, which combines both previous.</p>
<i>Width</i>	Enter the width of Favourites / Favourites Name column in pixels if you wish it to be fixed.
<i>Suppress Authorisation Modification</i>	<p>Check this field to prevent an authorising Employee from modifying data during authorisations.</p> <p>Note that <i>Read-Only Templates</i> in conjunction with <i>Routing Rules</i> can be used to control accessibility to fields during workflow at a deeper level.</p>
<i>Suppress Review Modification</i>	<p>Check this field to prevent a reviewing Employee from modifying data during review.</p> <p>Note that <i>Read-Only Templates</i> in conjunction with <i>Routing Rules</i> can be used to control accessibility to fields during workflow at a deeper level.</p>
<i>Suppress Submit Mobile Forms</i>	If you have specified on System Parameters that transactions created on the App should immediately be submitted then you may suppress this for this Form Type, so that transactions from this Form Type will be held in the PSW for submission from the PSW.
<i>Append</i>	If transactions for this Form Type are to be held in the PSW for submission from the PSW then you may additionally specify that transactions should be appended to forms if the content of the Memo field is the same as for a form already held in the PSW.
<i>Suppress for Journal Entry</i>	Check this field to make this Form Type unavailable for Journal Entry.
<i>Suppress for Form Entry</i>	Check this field to make this Form Type unavailable as a Form Type in the Professional Services Workbench.

<i>Suppress Confirmation Omission</i>	Check this field if forms of this type must be confirmed by Employees irrespective of whether they have specified confirmation omission.
<i>Suppress for App Creation</i>	Check this field to suppress creation of transactions of this Form Type in the systems@work App. Forms created in the PSW, or imported into the PSW, or for authorisation may still be available in the App even if this field is checked.
<i>Allow for App Entry</i>	Check this field if you want to enable forms of this type to be editable in the App whether they have been created in the PSW or in the App.
<i>Allow for App Authorisation</i>	Check this field if forms of this Form Type may be authorised in the systems@work App.
<i>Suppress Submit Mobile Forms</i>	Check this field to suppress submission of Forms of this Form Type that are uploaded from a mobile device to the server. These Forms will be held as Forms in Progress for the Employee to complete and submit in the PSW.
<i>Start with Item Group</i>	Check this field if you want the Item Search tool to show Item Groups when it opens, rather than Items.
<i>Submission Confirmation Messages</i>	<p>Check this field if you want the Employee to confirm Submission and Cancellation in the Professional Services Workbench (PSW).</p> <p>If you have checked this field you may also click on the adjoining button to specify a text message which you want the Employee to confirm when submitting this form (see below).</p>
<i>Allow Partial Return</i>	Check this field if you want to enable a Confirming, Authorising or Reviewing Employee to return only some rows within a Form.
<i>Max. Characters in Notes</i>	Specify the maximum number of characters to be permitted in the Notes field in this form.
<i>Allow Recall</i>	Check this field if you wish to allow recall for this form type. This allows an Employee to recall a form after it has been posted (as long as no transactions have been allocated).
<i>Excel Integration</i>	Check this field to allow export to and import from Excel
<i>Maximum File Size</i>	Specify the maximum file size of an Excel worksheet that may be imported
<i>Use Timesheet Item Filters</i>	Not in Use
<i>Item Width</i>	Enter the width of this column in pixels if you wish it to be fixed.

<i>Item Name Width</i>	Enter the width of this column in pixels if you wish it to be fixed.
<i>Sub-Item Name Width</i>	Enter the width of this column in pixels if you wish it to be fixed.
<i>Employee Name Width</i>	Enter the width of this column in pixels if you wish it to be fixed.
<i>Transaction Date Width</i>	Enter the width of this column in pixels if you wish it to be fixed.
<i>Lines per Page</i>	If you wish to limit the number of lines per page of a Form enter the number of lines.
<i>Print After Submit</i>	Check this field if the user is to be asked if he or she wants to print a form of this form type following submission.
<i>Notes Required</i>	Check this field if you wish to force the entry of text into the Notes field in the form.
<i>Target Ledger</i>	<p>If you wish to preset the Ledger (Actuals or a Budget) to which transactions from this Form are to be posted then choose the Target Ledger.</p> <p>Note that Form Types used in the PSW must have a Target Ledger specified.</p>
<i>Lines in Notes Box</i>	Specify the number of lines of text you want to be visible in Notes and Response fields at the bottom of Forms to override the default.
<i>Export Group</i>	You may group Form Types together (by giving them, for example, the same classification 'A' in this field) so that you can copy from a historical Form to a chosen Form Type in this group.
<i>Suppress Future Date Check</i>	Check this field if you wish to suppress warnings about the use of future dates when dates are entered during Form Entry in the PSW.
<i>Form Print Template</i>	Specify the Crystal Reports or MS Reporting Services template you wish to use for formatting Form reports from the Professional Services Workbench. In this field you should specify only the template name without the full path. Note that the full path is prescribed as the Reports folder in the PSW folder in the forms@work Web folder.
<i>Ledger Export Profile</i>	Specify a ledger export profile to be executed on posting.
<i>Suppress Confirmation Omission</i>	If you are allowing Employees to omit confirmation of forms submitted by their Proxies, then you may want, for some forms, to enforce confirmation. Check this field to enforce confirmation in all circumstances.

<i>External Application for Partial Return</i>	<p>Sometimes it is useful to be able to execute a program when a form is split by partial return. One example, might be to rename image files if these follow a convention of having form reference as part of the filename.</p> <p>Name the external application here.</p>
<i>Application Timeout (in seconds)</i>	Enter the number of seconds to allow for application execution before a timeout condition is triggered, in which case an error message is shown in the PSW.
<i>Allow Form Split</i>	Check this field to allow a form to split into more than one form during Entry or Proxy stage.
<i>Suppress Recalculation of Historical</i>	Check this field to prevent recalculation of calculated values when a historical form is opened
<i>Allow Form Level Authorisation</i>	Check this field to allow PSW users to authorise forms of this type at form level, without viewing form rows.
<i>Allow Form Level Review</i>	Check this field to allow PSW users to review forms of this type at form level, without viewing form rows.
<i>Upload As</i>	If this is a Form Type that is used in the systems@work App then you may have chosen to create a simplified version of a Form Type used in the PSW. In this case you may want to upload the simplified form data as if they are data created by the more extensive PSW form. This is a way of uploading abbreviated data into a PSW form for completion through the PSW.
<i>Successor</i>	Specify a form type here if you want a form of that type to be created for the owning Employee when a form of this type is posted. All values will be copied to the new form.
<i>Suppress Successor Prefill</i>	Check this field to suppress the filling of successor forms with data from the predecessor form
<i>Store Predecessor Number</i>	Specify the Activity Analysis field into which the predecessor form number will be placed in both the predecessor and successor forms.

If you choose to specify a submission confirmation message then you must set parameters as follows:

<i>Only Advanced Submission Messages</i>	Check this field if you want to suppress the 'standard' confirmation dialogue in cases where this more 'advanced' confirmation is displayed for confirmation.
<i>Submission Message</i>	Enter the submission message which Employees are to confirm.
<i>Proxy/Entry/Authorisation/Review</i>	Check to specify at which stage of submission this message is to appear for confirmation.

## Calculations

### *Calculation 01 to 20*

Enter the Calculation name for any value which is to be calculated or entered by the Employee.

### *Copy Unit From*

Choose a Calculation from which the Unit field is to be copied.

For example, suppose that you wish to record expenses in a Foreign Currency. You will want to enter the currency code only once and to copy it to any other additional calculations which are also expressed in the same currency (e.g. VAT and Total).

### *Entry/Authorisation – Visible*

Check this field if this Calculation is to be visible on the Form during Entry or Authorisation.

### *Entry/Authorisation – Entry*

Check this field if this Calculation is to be an entry field (as opposed to a calculated field).

### *Entry/Authorisation – Unit*

Check this field if this Calculation's Unit field is to be an entry field.

### *Review - Visible*

Check this field if this Calculation is to be visible on the Form during Review.

### *Review – Entry*

Check this field if this Calculation is to be an entry field (as opposed to a calculated field).

<i>Review – Unit</i>	Check this field if this Calculation’s Unit field is to be an entry field.
<i>Mandatory</i>	Check this field if you wish to make entry of a value into this calculation mandatory.
<i>Width</i>	Enter the width of this column in pixels if you wish it to be fixed.
<i>Total Value</i>	Choose the field that contains the Total Value for the Form. This value will be displayed in lists of Forms (in progress, historical, awaiting authorisation, etc.) in the Professional Services Workbench.
<i>Diarise Mode</i>	Select Create if this form is to be used to generate diary entries between two date analysis fields (as specified in Allocation Schedule Parameters).
<i>Exclude Non-Working Days</i>	Check this field to omit non-working days (defined as days of Day Types with standard hours of zero) from diary entries

The screenshot shows the 'time@work' application window with the 'Form Types' configuration for 'Out of Pocket Expenses'. The window has a menu bar (Main, Calculations, Activities, Accounts, Split Control, Projects, Read Only Settings, Column Sequence, Expense Types, Attachments) and a toolbar. The main area contains a table with columns for 'Activity', 'Header', 'Memo', and 'Column Widths'. The 'Activity' column has checkboxes for 'Activity', 'VAT Rate', 'Start Time', 'End Time', 'Credit Trans Ref', and 'Memo'. The 'Header' column has checkboxes for 'Header' and 'Memo'. The 'Memo' column has radio buttons for 'Header' and 'Memo'. The 'Column Widths' column has input fields for '75' and '108'. At the bottom of the table are 'Check All' and 'Uncheck All' buttons. Below the table is a status bar with 'Create', 'Save', 'Delete', 'Cancel', and navigation buttons. The status bar also shows 'Admin | (local)\SQL2005 | TD330 | 31/05/2009 | 11:35'.

Activity	Header	Memo	Column Widths
<input type="checkbox"/> Activity	<input type="checkbox"/>	<input type="radio"/>	<input type="text"/>
<input checked="" type="checkbox"/> VAT Rate	<input type="checkbox"/>	<input type="radio"/>	<input type="text" value="75"/>
<input type="checkbox"/> Start Time	<input type="checkbox"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> End Time	<input type="checkbox"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Credit Trans Ref	<input type="checkbox"/>	<input type="radio"/>	<input type="text"/>
<input checked="" type="checkbox"/> Memo	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="text" value="108"/>

## Activities

### *Activities 01 to 50*

Check each activity analysis category which is required for each Form line.

### *Header*

Check this field if the Activity Analysis field is to be presented as a Header field (once for the entire form) rather than as a column within the form. When presented as a Header field the value entered into it will be copied to all transactions derived from the form (assuming that the Item allows entry of this activity analysis field).

If this option is chosen then the analysis category must be marked (on Analysis Definitions) as 'automatically checked' on all Items and Form Account.

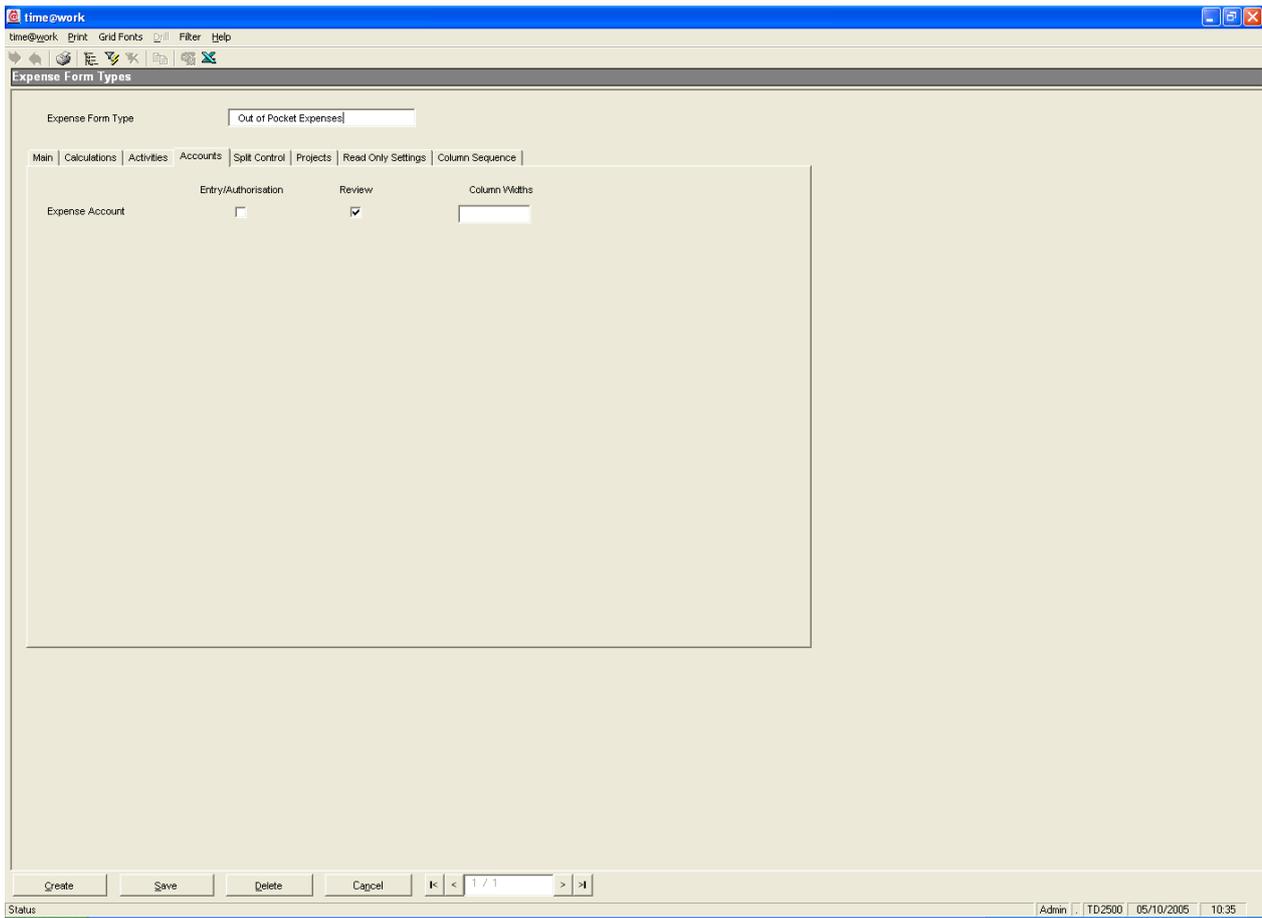
### *Memo*

Check this field to specify that this Header field is to be shown as a 'Memo' field in lists of current or historical Forms in the PSW. Only one Memo field may be chosen.

To be able to choose this option the analysis category must be marked (on Analysis Definitions) as 'automatically checked' on all Items and Form Account.

### *Column Widths*

Enter the width of this column in pixels if you wish it to be fixed.



### Accounts

*Accounts – Entry/Authorisation*

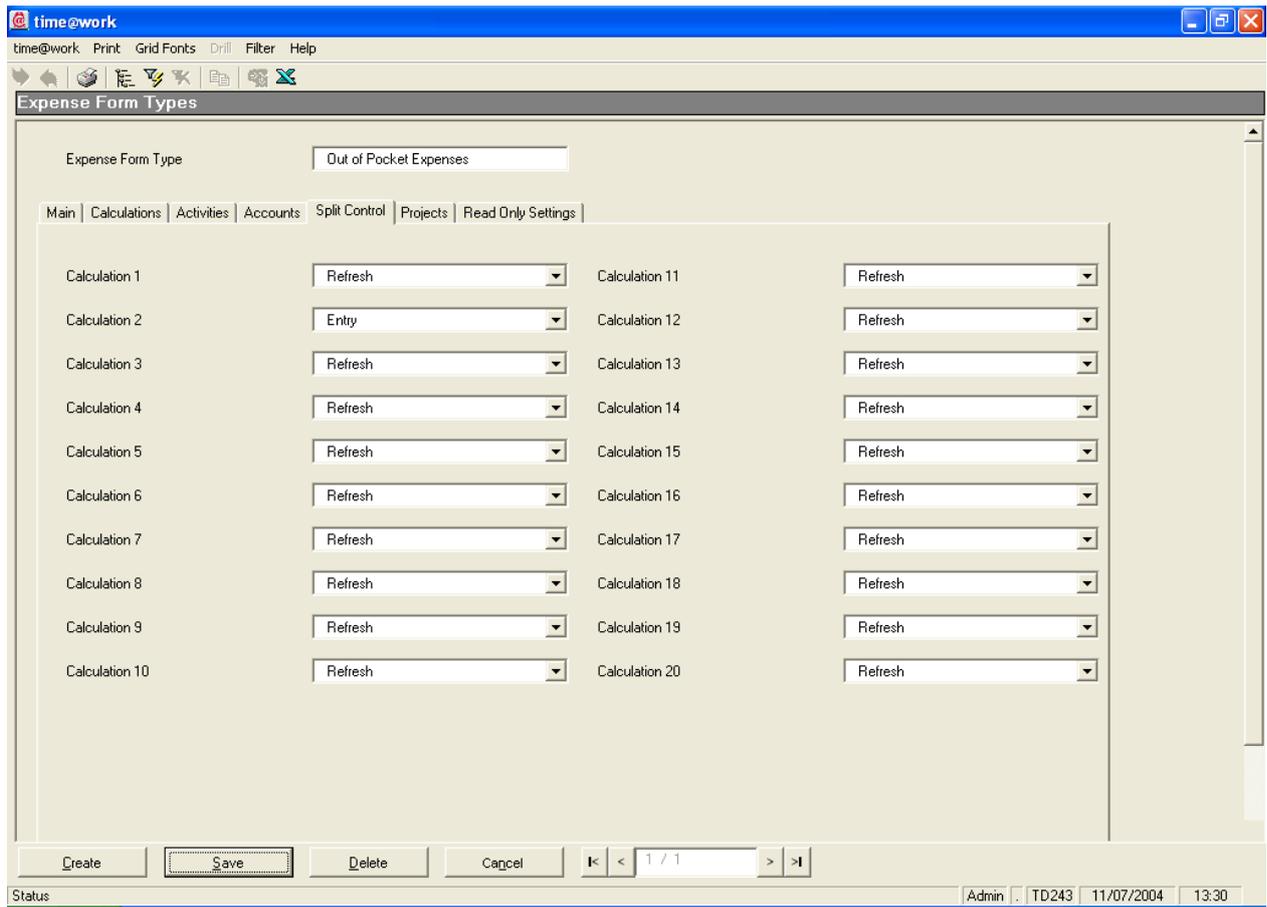
Check the account fields which are to be entered during Form entry or authorisation.

*Accounts – Review*

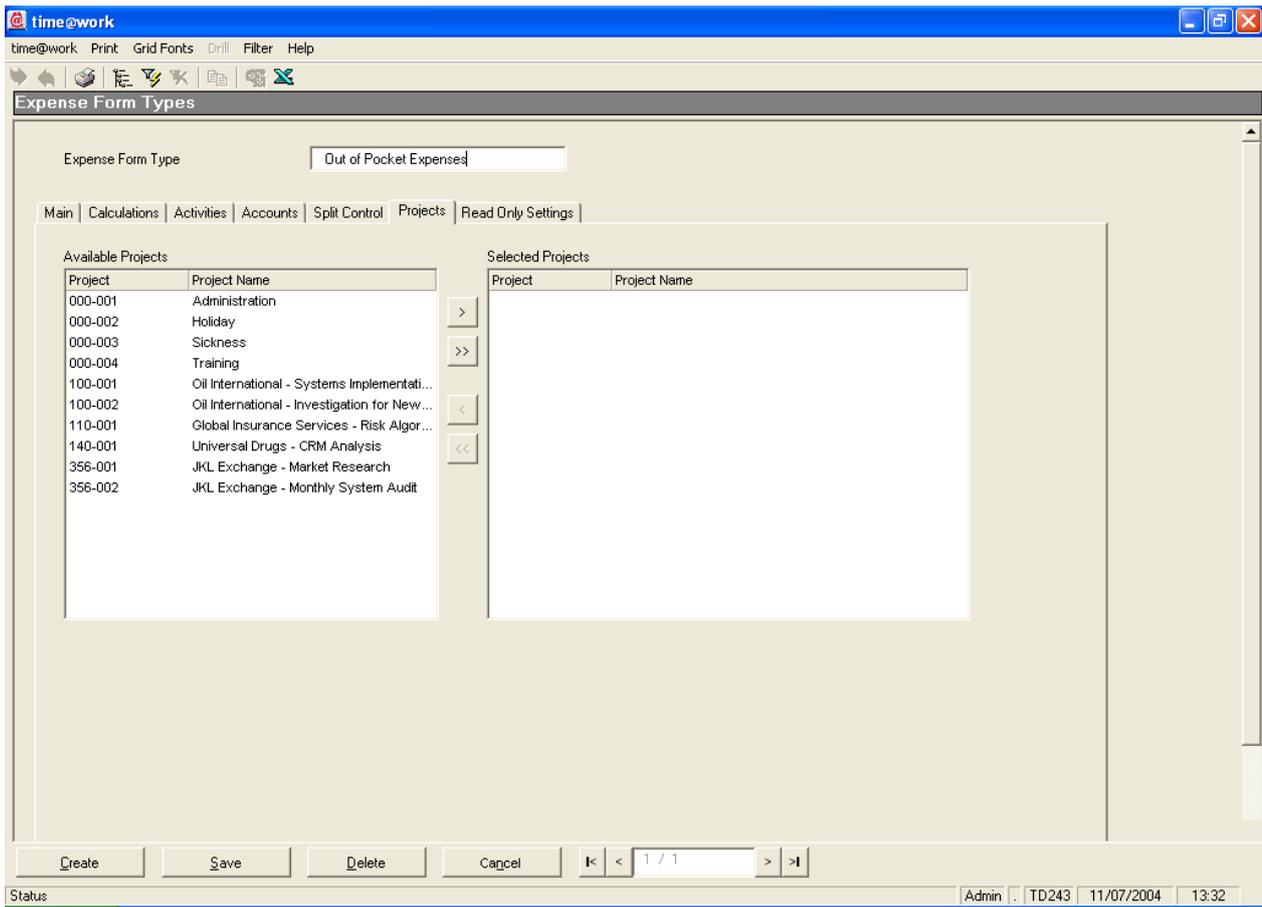
Check the account fields which are to be entered during Form review.

*Column Widths*

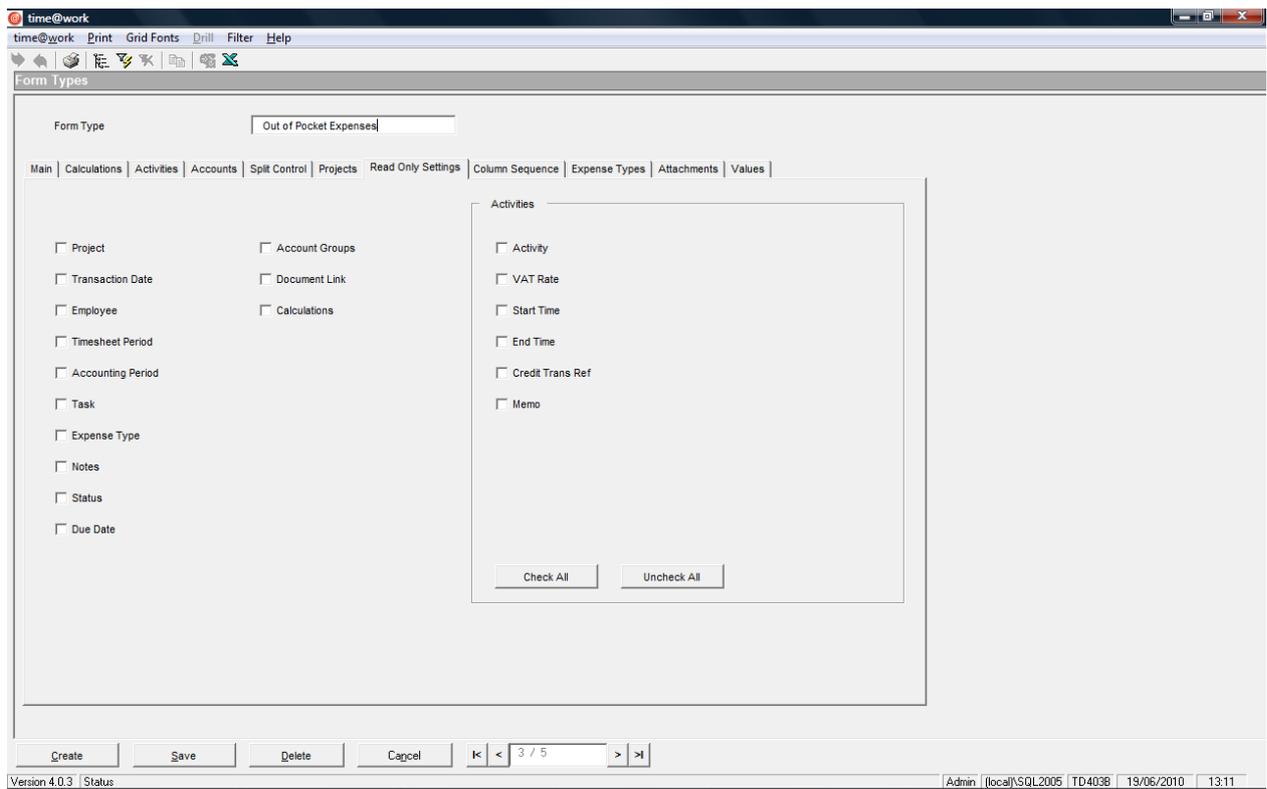
Enter the width of this column in pixels if you wish it to be fixed.



Rows in Forms in the PSW can be split. Here you may indicate which values can be used to specify the split value. More than one calculation may form the basis for a split. All other values are split proportionately. Splitting is appropriate when Form data are imported from Credit Card statements, and calculations are made inaccessible as read-only fields in order to preserve the total value of the Form.



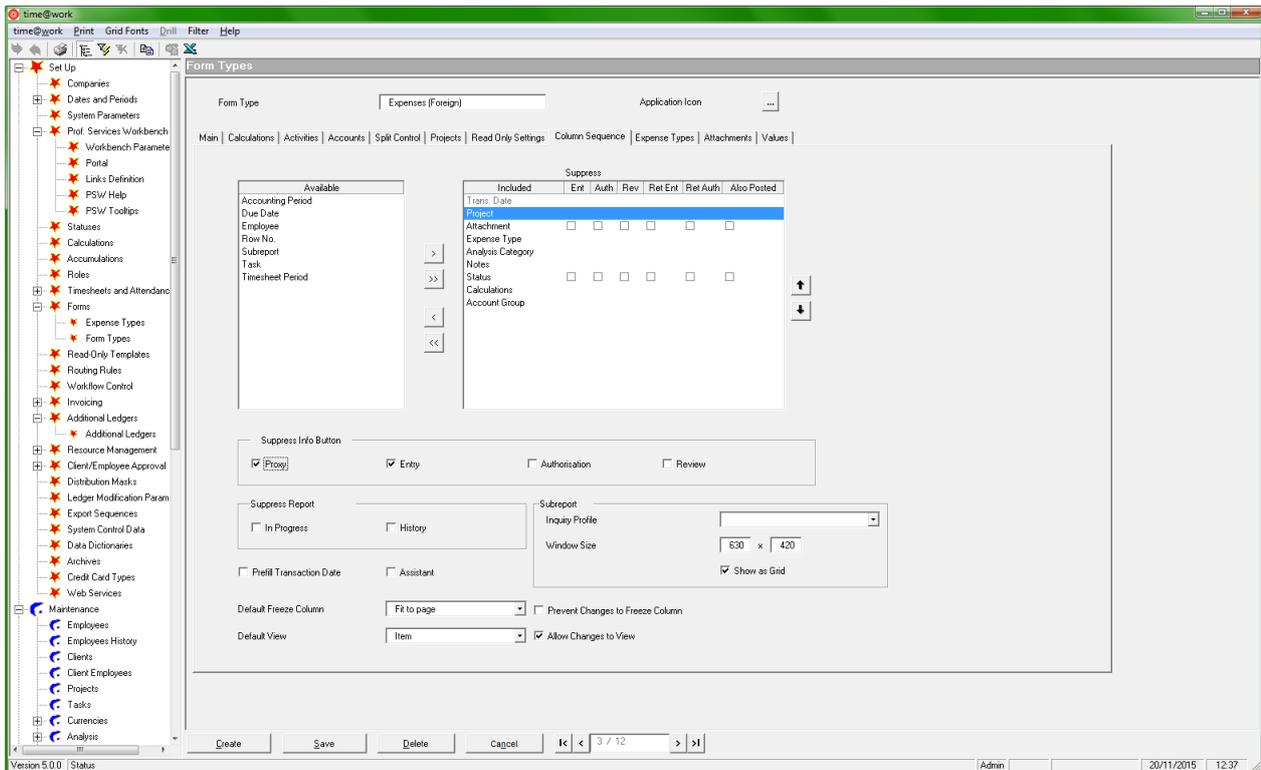
You may limit the Items available for selection in a Form.



When a Form is imported using Credit Card Import or copied from a historical Form you will usually want to prevent changes to imported values. You may do that here by checking the fields for which update is to be prevented.

Note that *Read Only Templates* in conjunction with *Routing Rules* can be used to control accessibility to fields at specific stages of workflow.

The settings on this tab will in all cases control accessibility to fields at Proxy and Employee Entry stages.



## Column Sequence

### *Available/Included*

Specify which columns are to appear in the Form and in which sequence.

Note that Employee is implied (the Employee to whom a Form belongs) but you will include this field if you wish an Employee to enter data on behalf of another (and if you are not using Proxy functionality for this purpose). You will usually do this only if a Form may include data for more than one Employee.

Note that both Calendar Month and Accounting Period are derived from Transaction Date if not included.

You may also specify for Status and Document Link whether the column is to be suppressed when a Form is at Entry (or Proxy Entry), Authorisation, Review, Returned to Employee, Returned to Authoriser, and/or Posted workflow status.

### *Suppress Info Button*

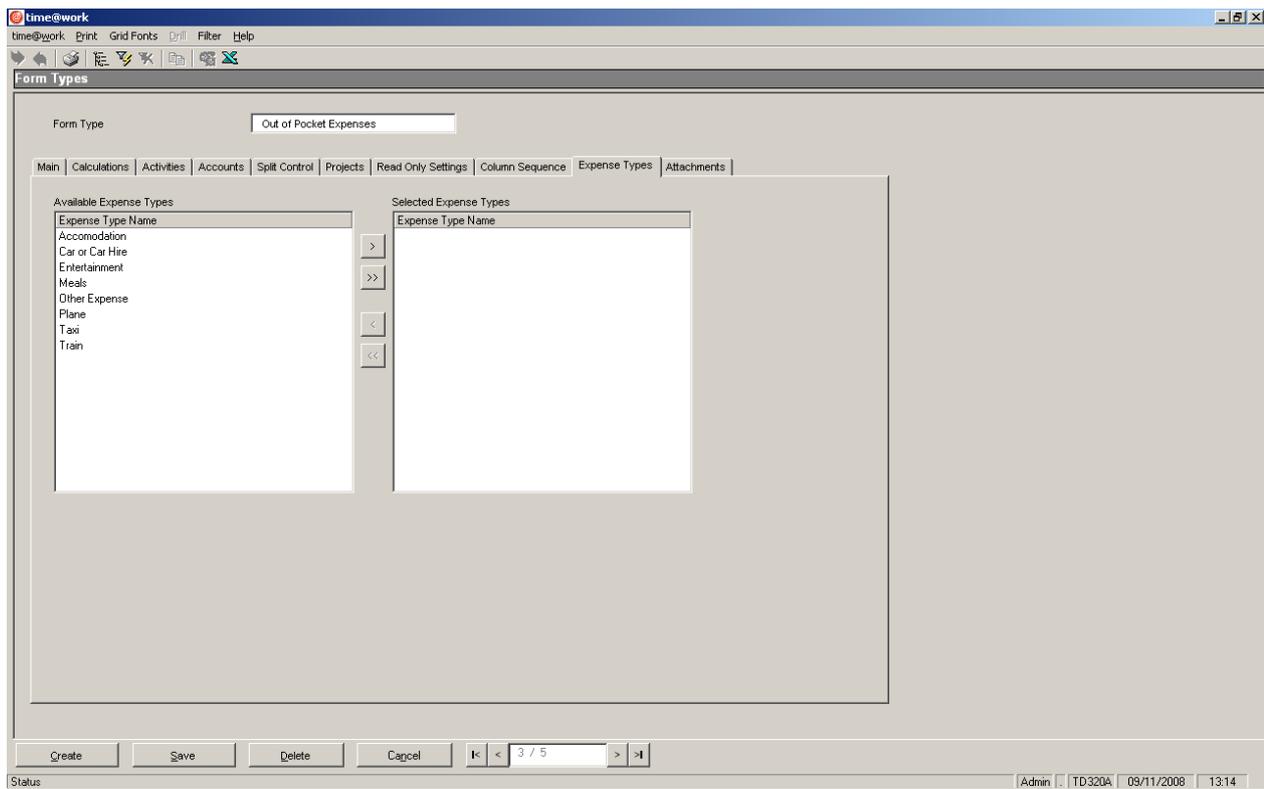
Check these fields to suppress the availability of the Info button at each workflow stage.

### *Suppress Report – History*

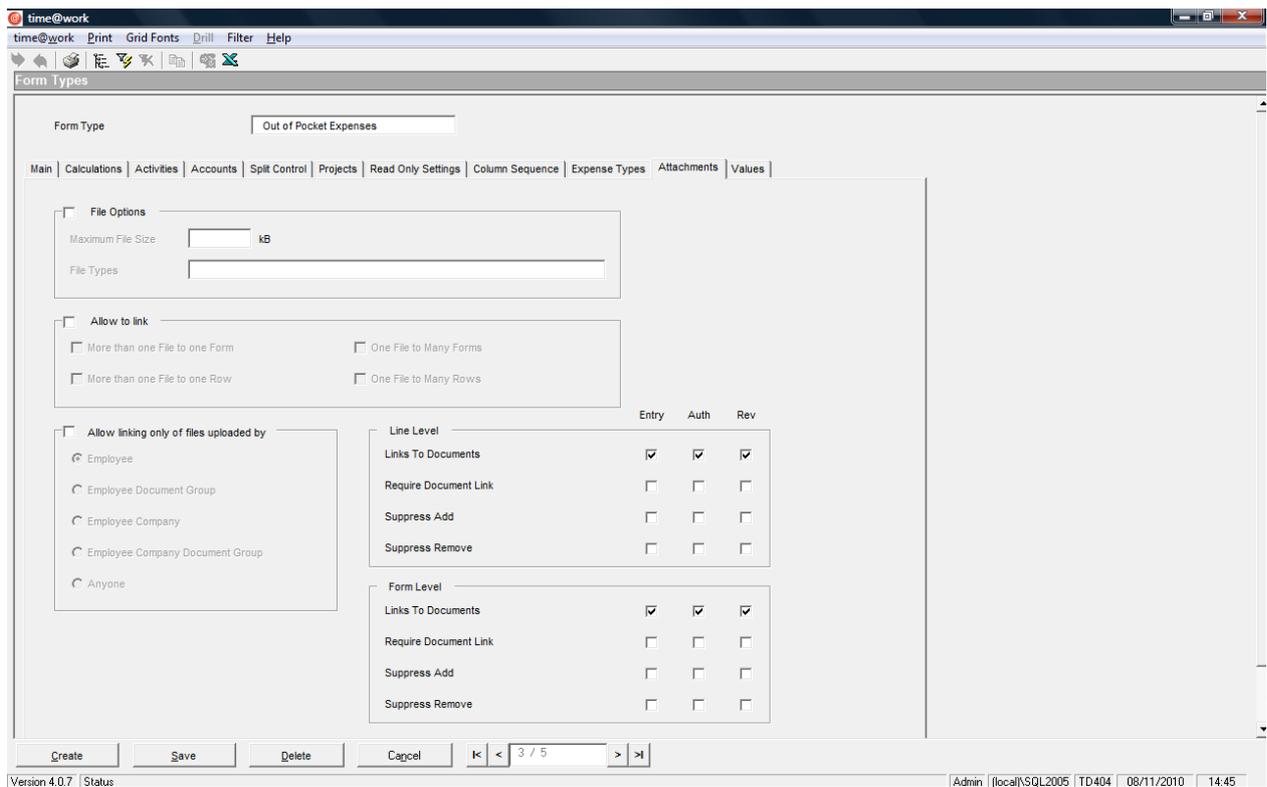
Check this to suppress the Report button on a Form that has been posted.

Note that you may specify this on System Parameters for system wide application.

<i>Suppress Report – In Progress</i>	<p>Check this to suppress the Report button on a Form that is in progress.</p> <p>Note that you may specify this on System Parameters for system wide application.</p>
<i>Subreport Inquiry Profile</i>	Specify the Inquiry Profile that you want to make available in a form.
<i>Window Size</i>	Specify an initial size for the page opened for the subreport.
<i>Show as Grid</i>	Check this always to show the inquiry profile subreport as a grid.
<i>Prefill Transaction Date</i>	Check to prefill transaction date with current date
<i>Assistant</i>	Check to allow the Item Assistant to be invoked for the Item field.
<i>Default Freeze Column</i>	Choose the field beyond which you wish to scroll values in the form, freezing earlier ones.
<i>Prevent Changes to Freeze Column</i>	Check this field if you want to prevent users from changing the default freeze column.
<i>Default View</i>	Choose whether initially you want a form to be opened in Grid view or Item view (data for one Form row distributed across the page).
<i>Allow Changes to View</i>	Check this field to allow Employees to toggle between Grid and Item view.



You may restrict the set of Form Accounts available on this Form. If you make no settings then all are made available (except as determined by settings on the Employee record).



Documents, scanned images and files of any type may be uploaded from an Employee's PC and 'attached' to a Form or to a Row within a Form.

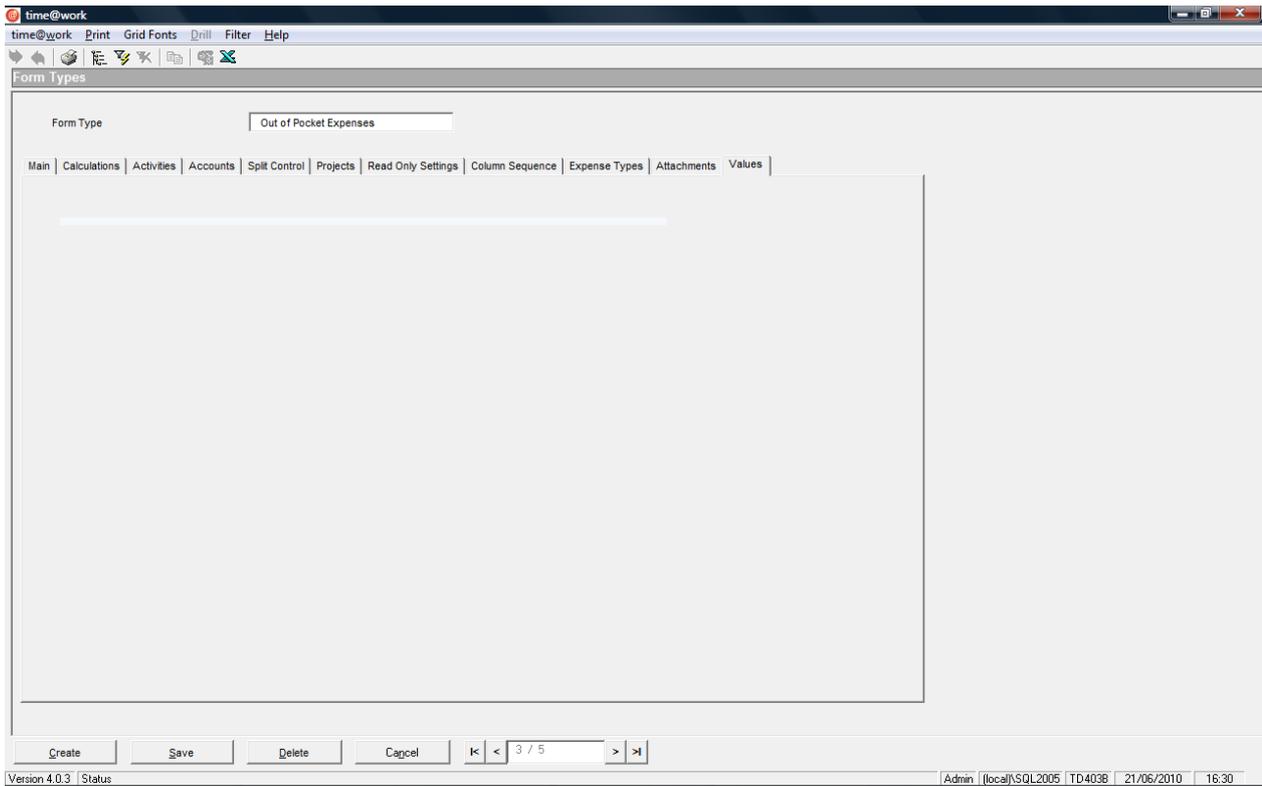
Parameters on this tab determine the way in which attachments work. Note that you must also check either Links to Documents at Form Level and/or Links to Documents at Line Level on the Main tab, and include the Document Link field on the Column Sequence tab.

<b>File Options</b>	Check this if these settings are to override settings on the System Parameters form:
<b>Maximum File Size</b>	You may specify the maximum size of the file/image repository.
<b>File Types</b>	<p>You must list here the file (extension) types that you will allow to be uploaded and assigned from this Form Type. For example:</p> <p>xls,xlsx,jpg,bmp,doc,docx</p> <p>If this is left blank then all file types are allowed.</p> <p>If this Form Type is to be available in the systems@work Mobile App then you must include file types jpg,m4a and pdf.</p>
<b>Allow to Link</b>	Check this if these settings are to override settings on the System Parameters form:

<i>More than one File to one Form</i>	If you have enabled the assignment of files at Form Level (on the Main tab) then here you may enable the association of more than one file to the Form or by leaving the checkbox unchecked you may restrict attachment to one file only.
<i>One File to Several Forms</i>	Check this to allow one file to be attached to more than one Form.
<i>More than one File to one Line</i>	If you have enabled the assignment of files at Line Level (on the Main tab) then here you may enable the association of more than one file to the Line or by leaving the checkbox unchecked you may restrict attachment to one file only.
<i>One File to Several Lines</i>	Check this to allow one file to be attached to more than one Line.
<i>Allow Linking only of Files Uploaded by</i>	Check this if these settings are to override settings on the System Parameters form:
<i>Employee</i>	Check this if an Employee is to be allowed to attach documents uploaded only by himself/herself
<i>Employee's Document Group</i>	Check this if an Employee is to be allowed to attach documents uploaded by himself/herself and any other Employee who shares the same Employee Document Group
<i>Employee's Company</i>	Check this if an Employee is to be allowed to attach documents uploaded by himself/herself and any other Employee of the same Company
<i>Employee Company's Document Group</i>	Check this if an Employee is to be allowed to attach documents uploaded by himself/herself and any other Employee who shares the same Employee Company Document Group
<i>Anyone</i>	Check this if an Employee is to be allowed to attach documents uploaded only by anyone
<i>Line Level/Form Level</i>	<p>Check these fields appropriately if you wish to enable Employees to link scanned or other documents to the Form at line level or form level.</p> <p>Note that these controls can be applied differently at different workflow stages.</p>
<i>Links to Documents</i>	Check this field if you wish to enable Employees to link scanned or other documents
<i>Require Document Link</i>	Check this field if you want to enforce the attachment of a document
<i>Suppress Add</i>	At each workflow stage (Entry (including Proxy Entry), Authorisation and Review) you may specify whether the
<i>Suppress Remove</i>	

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addition or removal of documents at line or form level is to be suppressed.



## Values

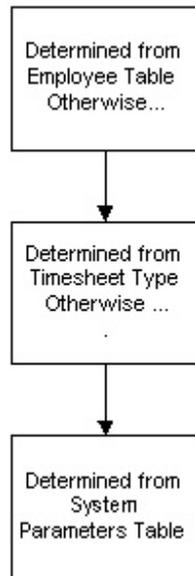
### *Value Table Name*

Any Value Table for which a Criterion is Document Type will be listed here and may be accessed for inquiry or update. The number of values related to the current Form Type record is shown.

---

## Defaults

The Form Type used for an Employee is determined in the following way:



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## Index Management

In extracting data from the Form Ledger SQL will make use of whichever indexes are most appropriate. To make your reports run more rapidly you might set up indexes on the data which you most frequently search.

forms@work is initially installed with the following indexes on the Form Ledger:

Calendar Month
Accounting Period
Item Group
Item
Employee
Allocation Marker

No indexes on Analysis Values are provided at installation. If you frequently run reports based on selections by Analysis Values then you may need to set up additional indexes. You may set up indexes on any combination of fields in the Form Ledger.

When Inquiry Profiles are run the number of extracted records per second is recorded and is visible in the grid. Use this information to judge the effectiveness of your indexes.

Existing indexes are visible in a grid when you invoke the function Index Management. You may modify or delete these indexes if you wish.

To create a new index use the Create Button and follow the two-step Wizard for index creation.

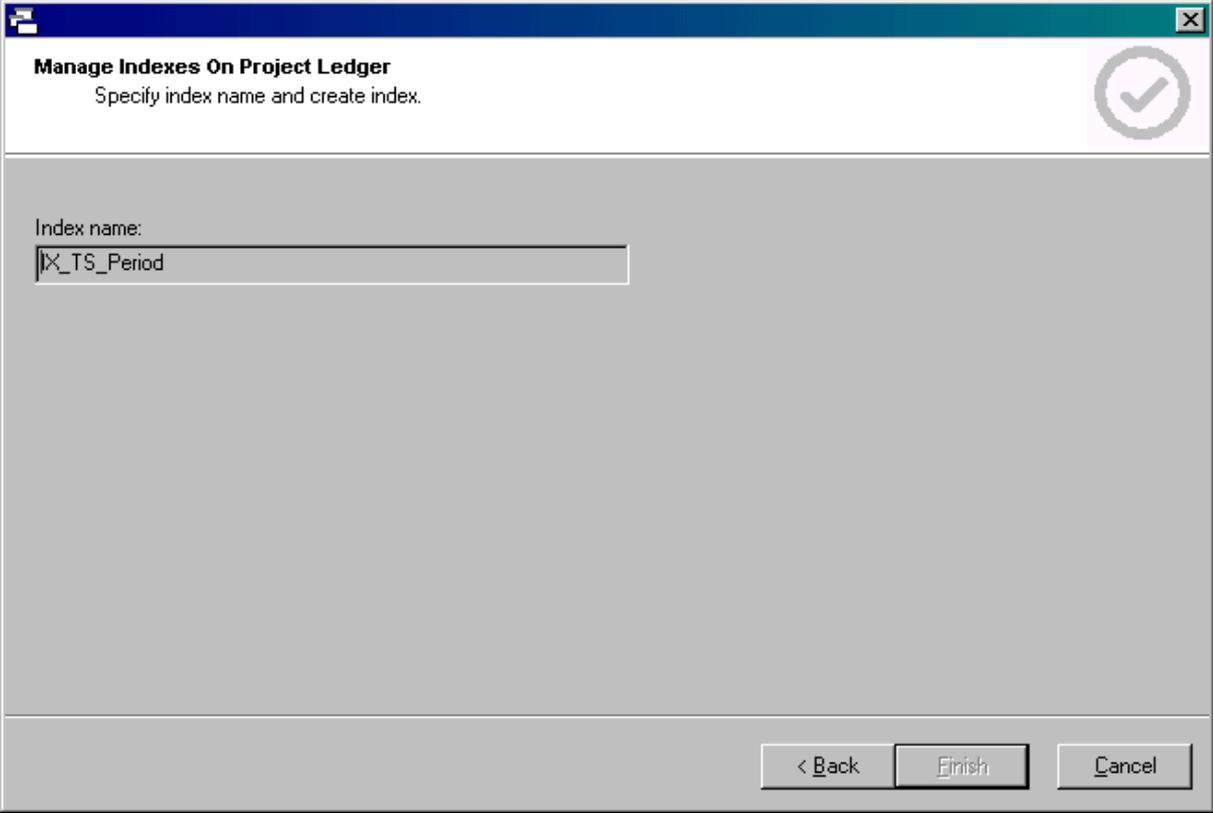
### Step 1 - Specifying the indexed fields

The screenshot shows a window titled "Project Ledger Indexes" with a sub-header "Project Ledger Index Management". Below the sub-header is the question "On which fields would you like to create an index?". A circled number "1" is in the top right corner. The main area is divided into two panels: "Fields:" on the left and "Indexed fields:" on the right. The "Fields:" panel contains a list of fields: "Field", "Account Code 01", "Account Code 02", "Account Code 03", "Account Code 04", "Account Code 05", "Account Code 06", "Account Code 07", "Account Code 08", "Account Code 09", "Account Code 10", "Accounting Period", "Activity Analysis 01", and "Activity Analysis 02". Between the panels are four arrow buttons: a right-pointing arrow, a double right-pointing arrow, a left-pointing arrow, and a double left-pointing arrow. The "Indexed fields:" panel contains a single field "Field" and two buttons: "Move Up" and "Move Down". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

The left hand panel shows all available Form Ledger fields. Use the arrow buttons to select the fields you wish to be included in an index. Note that the higher the field is placed in the right hand panel the higher the index level.

If Calendar Month is placed above Transaction Date, for example, then the index will group records first by Calendar Month and then by Transaction Date within each Calendar Month.

---

**Step 2 - Specifying the index name**

**Manage Indexes On Project Ledger**  
Specify index name and create index.

Index name:  
IX\_TS\_Period

< Back   Finish   Cancel

Specify an Index name and then use the Finish Button to initiate index creation.

The Index name must contain no spaces.

Note that it is unwise to create an index while other users are using the system.

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## Inquiry Profiles

Inquiries and Reports on records in the forms@work Form Ledger are created and run using Inquiry Profiles. These enable you to:

- Define the ledger tables which are to be included in your report. Apart from the 'Actuals' data posted from Forms, you may want to report on Budget data, unposted Expenses.
- Define the selection criteria for your inquiry/report. These may be defined as fixed values for certain fields or as values to be specified at runtime.
- Define the data you want to see in the inquiry/report and how you want it to be summarised.
- Define the sort sequence in which you want to see the data.
- Define the names of fields to be used when this Inquiry is enabled as an Inquiry in the PSW
- Optionally define the Employees or Employee Groups to whom this report will be available in the PSW
- Optionally define the Data Access Category Values for this Inquiry to limit visibility for forms@work Users, or Employees associated with these Users
- Define the name for the Inquiry Profile.
- Specify whether the Inquiry is available as an Immediate Report, an Inquiry or in the Item Portal in the PSW.
- Specify a default freeze column when used as an Inquiry in the PSW
- Select the Crystal Reports or Microsoft Reporting Services template you want to use to format the report.

Note that Inquiry Profiles are also used to determine the target set of records to be used in Accumulations.

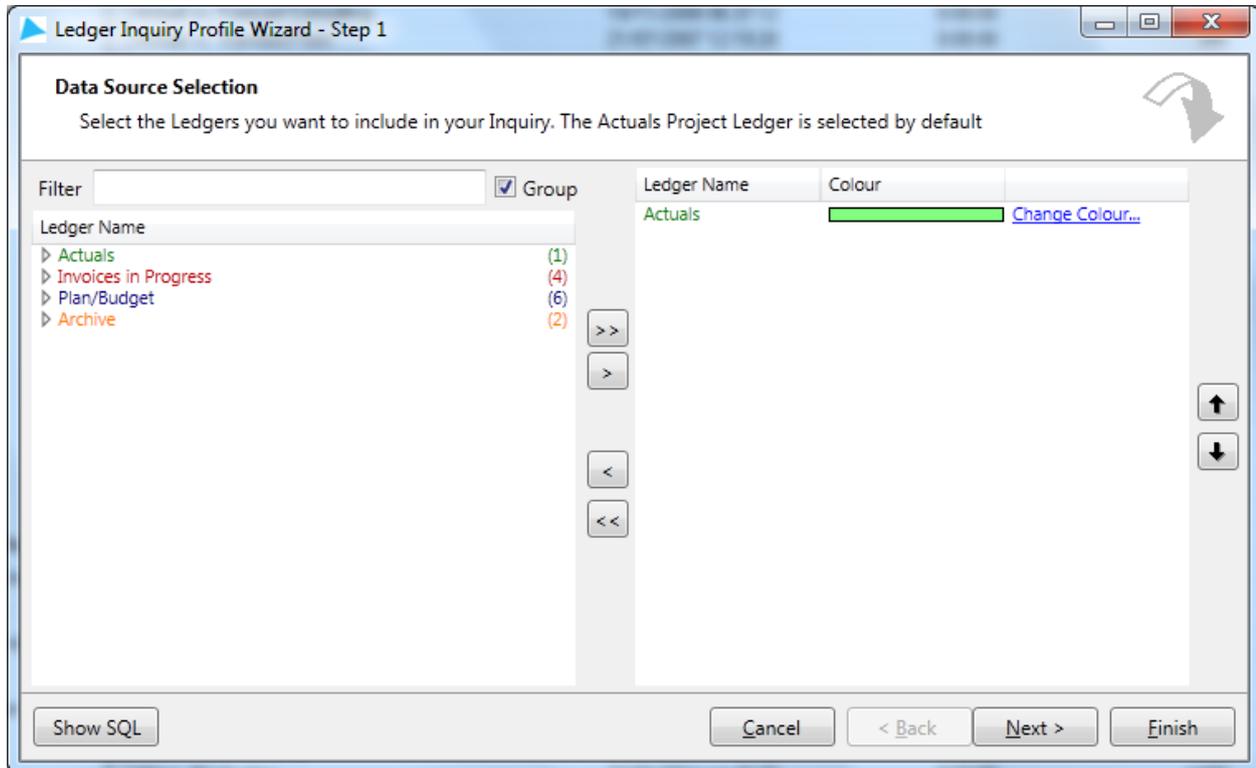
Once you have chosen Inquiry Profiles from the Menu Selection Panel the work area displays a grid of existing profiles. By double clicking on an existing profile (or using the Run button) you may start the process of running an Inquiry Profile.

Otherwise you may choose to Create (or Delete) a new Inquiry Profile

## Creating an Inquiry Profile

A wizard takes you through the process of creating an Inquiry Profile :

### Step 1 – Data Source Selection



You may choose which of the 'ledgers' listed in the left hand panel are to be included in the report by moving them into the right-hand panel. It is assumed that you will include the 'Actuals' ledger but you may deselect it.

There are six kinds of ledger:

- The Actuals Ledger contains records posted from Forms.
- The Unposted Actuals ledger contains records posted from Forms that are still in the process of entry, authorisation and review (records are calculated and posted, validation errors being ignored).
- Budgets contain records posted from Budgeting
- Archive Ledgers contain records which have been copied to or moved to Archive Ledgers from the Actuals or from Budget Ledgers.

The colour shown in the right hand panel is used to highlight the source of rows shown in the results grid. You may change this colour.

Note that the colour is used only if the Data Source is included as a column in the results grid (see Step 3 – Data Selection).

The Next button takes you to the second step of the Wizard.

## Step 2 - Selection Criteria

The Selection Criteria panel on the left of the screen allows you to choose a field from a table in the database on which you wish to base your selection.

Initially fields are listed as grouped within the table to which they belong, but by unchecking the Group field you may see all fields listed in alphanumeric order.

You may search for a field by entering a string of characters into the Filter field.

When you have chosen a field (by clicking on the field name) a central panel displays a list of available values.

### Runtime or Fixed Values

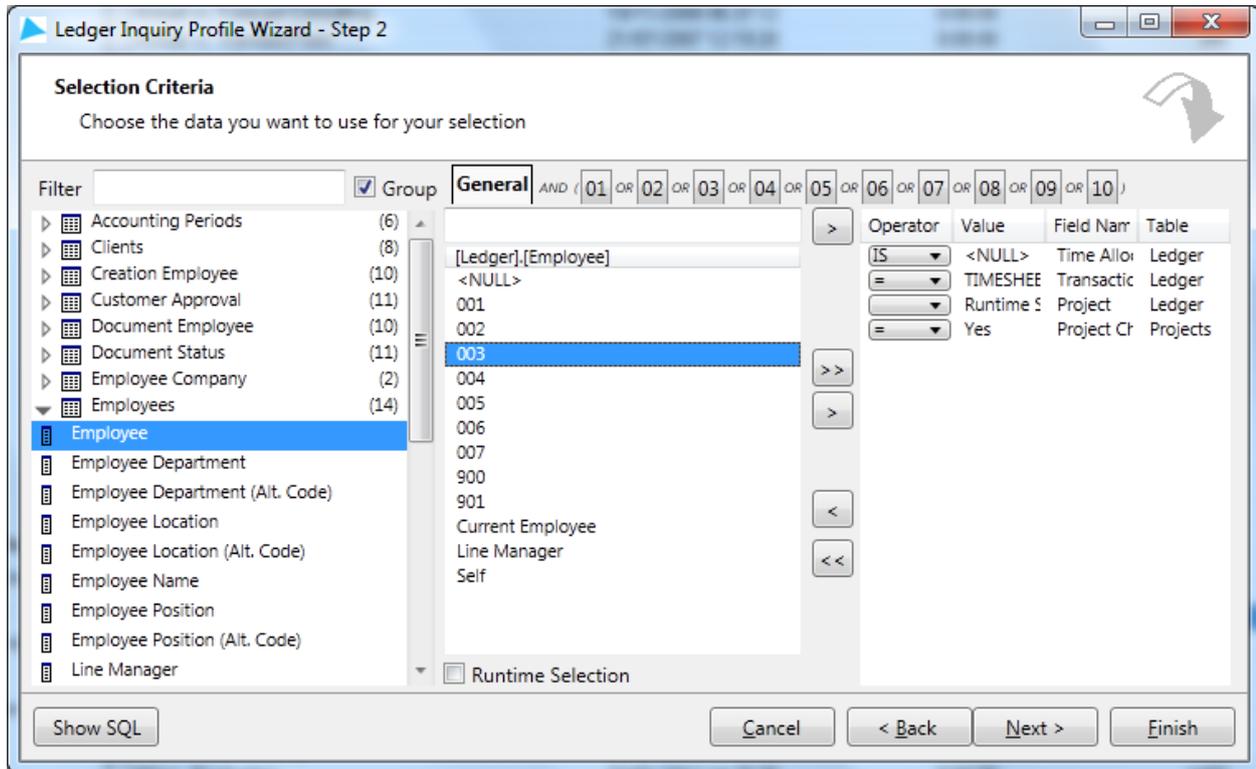
At this point you may choose either to select or specify a number of fixed values for the field or to specify, by checking the Runtime Selection field, that field values are to be given when the Inquiry Profile is run.

Note that if you are choosing a runtime parameter that is to be used for an Accumulation or in a Subreport, you may also specify an operator (such as <=). This operator will be applied according to the context of the accumulation or Subreport.

For example, if you want to accumulate a value within a column of a Planning Profile that will contain all values up to and including the accounting period of the column, then you may use <= and the result will contain only values up to and including the specific accounting period. If you leave the operator blank then the accumulation will include all data, regardless of the accounting period.

Or if you set up a Subreport with a runtime parameter of Accounting Period and an Accounting Period is passed to the Subreport from a row in an inquiry then the operator will be applied.

If you decide to choose specific values rather than to specify Runtime Selection you may transfer values from the central panel to the right-hand panel of chosen criteria.



### Searching on the basis of values not included in the list

You may also use the field above the list of values in the central panel to specify a value to look for in the field. This is especially useful if you are selecting on the basis of Analysis Values for analysis categories which are not validated.

### Inclusive or Exclusive Searches

You may use the operator field for each of the chosen values in the right-hand panel to specify an operator. This defaults to = but you may also choose <> (not equal), >, >=, etc.

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### **Multiple Criteria**

You may specify a set of criteria which must be met by selecting more than one field as a basis for selection. Some fields may have fixed selection criteria. Others may be based on runtime specification.

As you build up your selection criteria you will see them listed in the right-hand panel.

Since you may build up lists of values for a field, a field criterion is met if at least one of the criteria for the field is met.

A record is selected from the Form Ledger if **all** of the different field criteria are met.

### **Alternative (multiple) Criteria**

The selection values which you choose on the first available (General) tab will be applied in all cases.

Up to ten sets of additional and alternative selection criteria may be set up using the ten tabs to the right of the left-hand Selection Criteria panel.

Selection is made on the basis of:

(Conditions on the General tab being met) AND

(

(conditions on the 01 tab being met) OR

(conditions on the 02 tab being met) OR

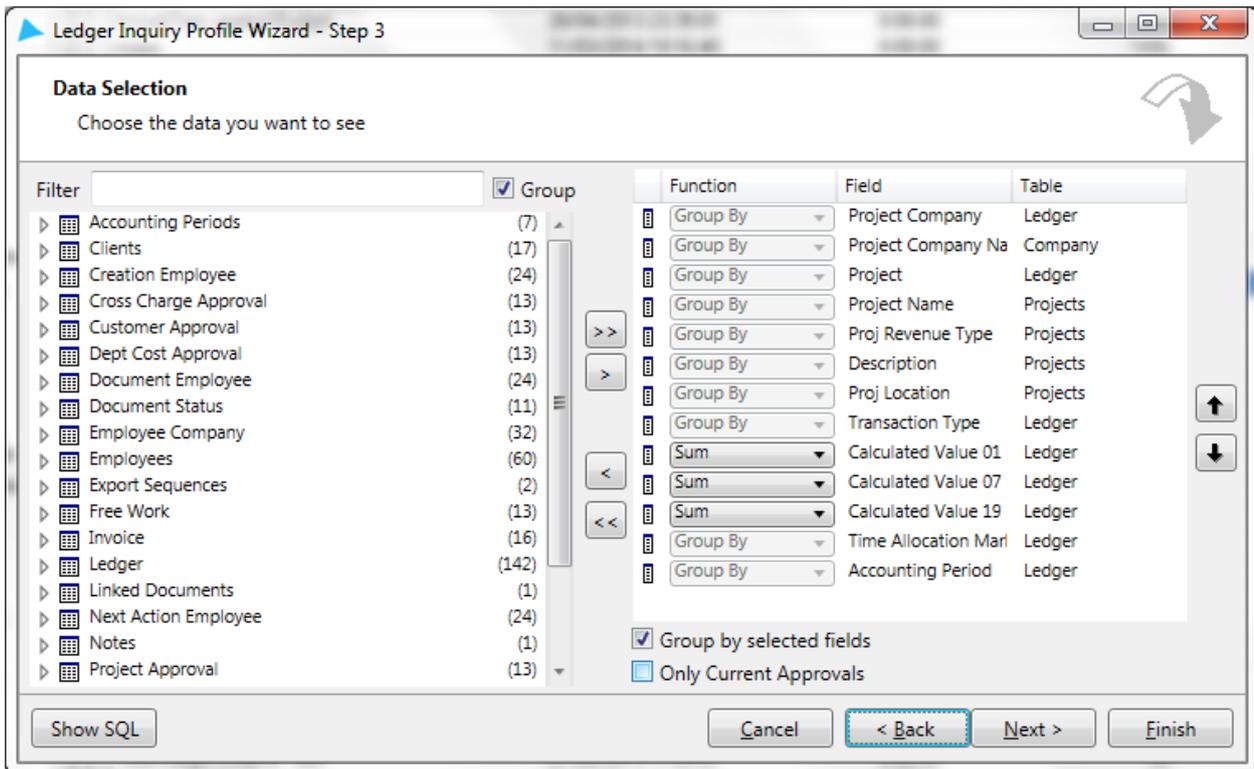
.....

(conditions on the 10 tab being met)

)

The Next button takes you on to the third step of the Wizard.

### Step 3 - Data Selection



The Data Selection panel on the left of the screen allows you to select which data fields you want to see in your inquiry/report.

Initially fields are listed as grouped within the table to which they belong, but by unchecking the Group field you may see all fields listed in alphanumeric order.

You may search for a field by entering a string of characters into the Filter field.

You can also indicate whether you want to summarise data during extraction from the SQL database. You might want to do this to speed up your inquiry or to show summarised data in inquiry grids.

The order in which the fields are to be eventually displayed in an inquiry grid can be modified by highlighting a chosen field in the right-hand Include panel and using the Move Up and Move Down buttons.

Note that if you are including more than one 'ledger' table in your report then you should include Data Source Name so that you can identify the source ledger for each row in the results grid.

If you check the *Group by selected fields* field the data extracted from the SQL database will be automatically summarised:

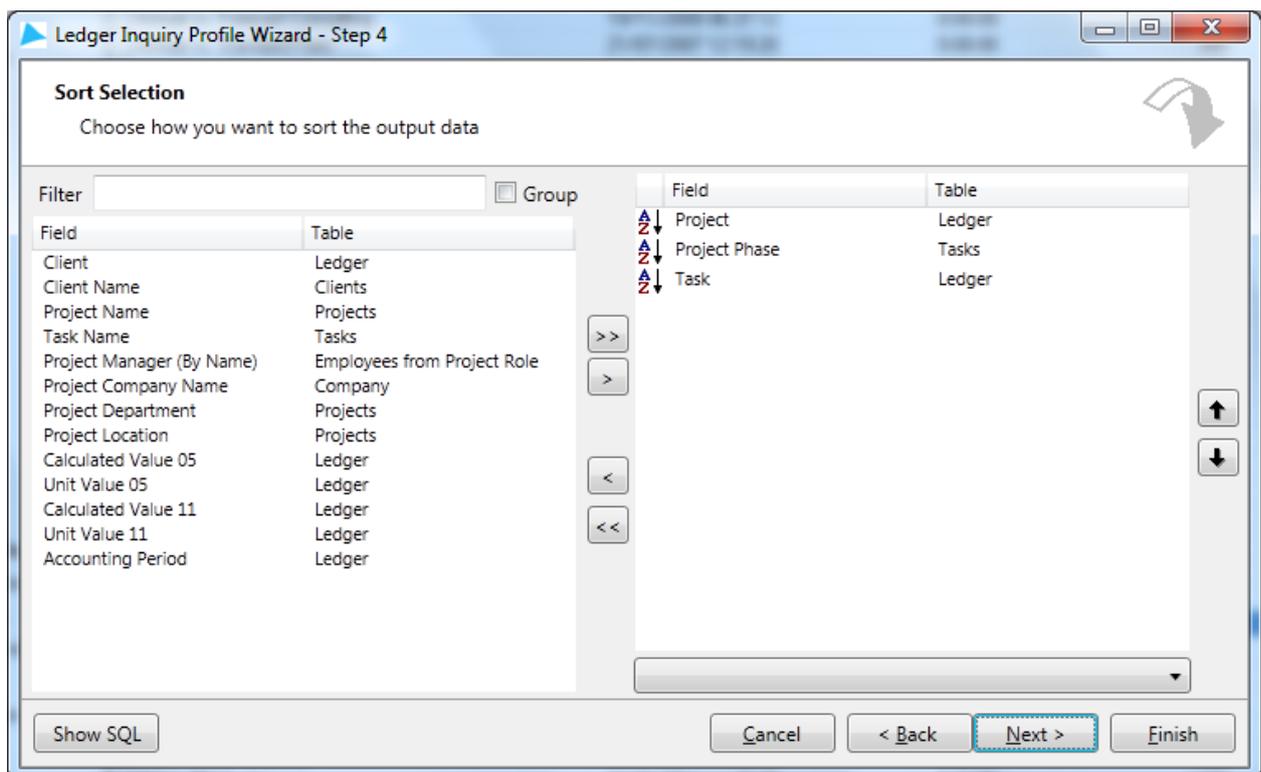
- Non numeric fields will form the basis for summary groupings
- Most numeric fields (such as Days) will be automatically summarised

- Some numeric fields (such as Calculated values) you may optionally specify as to be used for grouping. (You may want to do this, for example, if one of your Calculated values holds a Fee Rate and you want to group by Fee Rate.)

If you check Only Current Approvals then if you have included approval status fields in your report (which may have a many to one relationship to a ledger record) then you can be sure that the profile will include only one instance of ledger record fields in the resulting grid or data set sent to Crystal or Microsoft Reporting Services.

The Next button takes you on to the fourth step of the Wizard.

#### Step 4 - Sort Selection



The left hand panel shows you a complete list of the fields you have selected for your inquiry/report.

You may choose the fields on which you want to base the sequence of records in the inquiry grid. This choice has no effect on the order of columns determined by the previous Data Selection Wizard.

You may reverse the default sort sequence by using the Order field on the right-hand side of the screen. Order affects on the highlighted field. You may therefore sort one field in descending sequence within another field in ascending sequence.

You may use the Move Up and Move Down buttons to change the priority of fields.

The Next button takes you on to the fifth step of the Wizard.

## Step 5 – Field Names

Default name	New name <input type="checkbox"/> Use in Templates	Width	Suppress Total
Client	Client		
Client Name	Client Name		
Project	Project		
Project Name	Project Name		
Project Phase	Project Phase		
Task	Task		
Task Name	Task Name		
Project Manager (By Name)	Project Manager		
Project Company Name	Project Company Name		
Project Department	Project Department		
Project Location	Project Location		

You may override the default field names to be used as column headers in PSW Inquiries and forms@work Maintenance inquiry grids. And you may set column widths in pixels and suppress column totals if appropriate (for PSW inquiries).

Check the Use in Templates field if you want these overriding field names to be forwarded to Crystal Reports or to Microsoft Reporting Services. This is useful in a multi-lingual configuration, since it ensures that the template can be used for displaying a report to an Employee irrespective of the Employee's language..

**Step 6 – Web Access**

**Web Access**  
Select the Employees who will have access to this Profile

Filter   Group

Employee	Employee Name
001	Sharp David
002	Thorne Susan
003	Muller Friedrich
004	Kubrick Jane
005	Abiad Ayman
006	Singh Simon
007	Simon Francesca
900	Crawford Jane
901	Grant David

Employee	Employee Name
Managers	[GROUP]

>> > < <<

Show SQL Cancel < Back Next > Finish

If this is an Inquiry which will be used for an Immediate Report or Inquiry in the PSW then you may specify who has access to this, or which Employee Group will have access to this.

If you leave the right hand panel blank then all Employees will have access.

### Step 7 – Data Access Value

If access to Inquiry Profiles is controlled using Data Access Category values then specify which data access category values apply to this Inquiry Profile.

Category Name	Value
User Type	Admin

## Step 8 - Profile Name

Specify a unique Inquiry Profile name.

If this Inquiry Profile will allow invocation of a subreport then specify the Inquiry Profile that is to be invoked. If this subreport is, by default, to be rendered as a Crystal Report or as a Microsoft Reporting Services report, then check Show as Grid if you want the data to be shown instead in a standard grid. You may also specify the Window Size for grid or report.

You may choose whether you want to run and/or to save the profile when you click on the Finish button.

If you wish to make this Inquiry Profile available in the PSW then check the PSW field.

If you wish this Inquiry Profile to be available on the Employee Index then check PSW Employee Index.

If you wish to make this Inquiry Profile available as an Inquiry in the PSW then check the field PSW Inquiry.

If you have checked PSW Immediate Report or PSW Inquiry then you may want to limit the Items and Employees from which an Employee can make a selection when Item or Employee is a runtime selection. Check Data Access Restrictions to limit this Item or Employee list using Data Access Restrictions set on Items and Employees, and limited on Users associated with Employees. Check Standard Item Restrictions to limit the Item List to those which an Employee would usually see on a Form. Leave both unchecked to enable unlimited access.

If you wish this Inquiry Profile to be available on the Item Portal then check PSW Item Portal.

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If you wish this Inquiry Profile to be available on the page displayed when the Information Button is clicked on a Form, then check the field PSW Additional Information.

If you have specified that this Inquiry Profile is to be available as a PSW Inquiry then specify the number of rows per page.

If you have specified that this Inquiry Profile is either an Immediate Report or a PSW Inquiry then specify the number of rows of data above which you wish to be warned of large data volumes when running the report or inquiry in the PSW. Leave blank if you want no warning.

Check Prohibit Excess on Line Limit if you want to prevent the inquiry or report from being run if the number of lines it will extract exceeds the limit specified.

If you have included Subreport as a column in Step 3 then you must specify the Subreport that will be invoked from this profile. You must make sure that any runtime parameters in the Subreport can be supplied from columns in this profile.

If you want to suppress the warning that you will receive if you specify no runtime parameters when this profile is invoked in the PSW, then check Suppress No-Parameter Message.

Using the PSW Tab field you can specify that this Inquiry Profile should be available as a report on that tab.

You may choose an existing Group or create a new Group for this Inquiry Profile on the Reporting tab in the PSW.

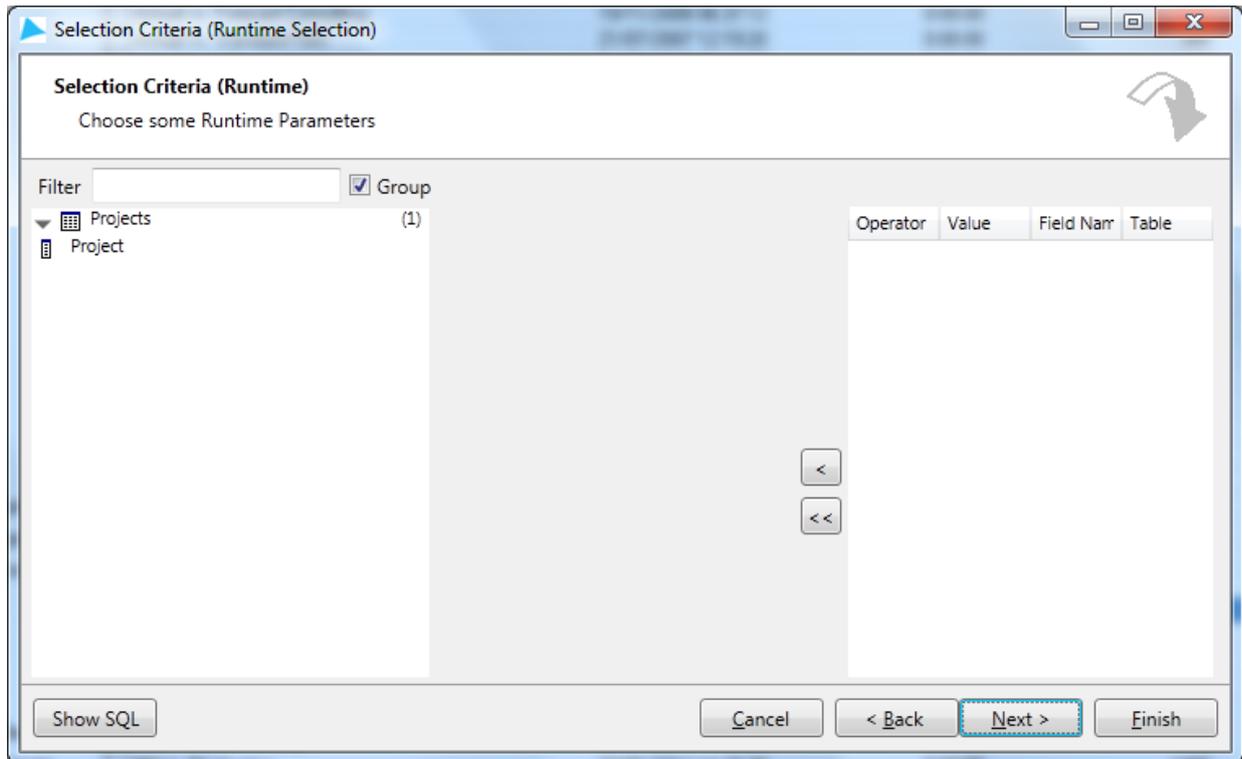
You may select a column as a default freeze column and you may prevent an Employee from overriding this default.

## Running an Inquiry Profile

### *Step 1 - Selecting Runtime Values*

If there are runtime criteria to be specified you will be presented with the Selection Criteria screen. A list of fields for which you may now specify values is displayed in the left-hand panel.

If you do not specify values for a field then **all** values are selected



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### **Selecting values**

Highlighting a particular field will result in all predefined values for the field being shown in the central panel. You may then select the values you want to include or exclude from the inquiry/report.

### **Selecting values which are not predefined**

You may also specify further values which are not in the list by using the field above the list of field values in the central panel.

As you select values you will see a list build up in the right-hand panel.

### **Inclusive or exclusive selection**

You may modify the operator (<, <>, <=, =, etc) to be applied to each chosen value in the right-hand panel.

### **Alternative Selection Criteria**

If you have set up alternative selection criteria for this inquiry profile then you will see a tabbed form for each set of alternative criteria.

When you have made your selections click on the Finish button.

## Step 2 - Selecting Grid View or a Template

You may choose to view the data you are selecting from the database either in a simple grid (with no summary values) or through a templates (either Crystal or Microsoft Reporting Services).

The central panel shows a list of available templates (see below Creating templates).

Check the appropriate field to make this choice and then click on the Finish button.

Note that if you check the field *Use these settings as default* then you will see the report output in the selected format whenever you subsequently use the Finish button from any step.

### Creating Templates

You can create either a Crystal Reports template or a Microsoft Reporting Services template for use with this inquiry. You may create several of both.

#### Creating a Crystal Reports Template

To create a new Crystal Reports Template you must check the Crystal Reports field and then click on the Create New button.

If Crystal Reports has been properly installed on your computer to allow you to create reports then the system will ask you to provide a name for the template and will then transfer you to Crystal Reports where you may then use the standard features of this software to create report templates based on the data items in your grid.

If you want to create a new template from an existing one then check the Create from a Template field.

A new template will automatically be associated with this Inquiry Profile. You can use the Delete button to remove a template, or the Add button to associate a template that has been already created.

#### *Creating a Microsoft Reporting Services Template*

To create a new Microsoft Reporting Services Template you must check the Reporting Services (RDL) field and then click on the Create New button.

Check the Create from a Template field if you want to create a new template by modifying an existing one.

Type:

- Header Only – Choose this if you want only to pass field names to the template editor.
- Data Sample – Choose this if you want to pass some sample data to the template editor. You must then specify the number of rows of data to pass.
- SQL Query – Choose this if you want to pass an SQL query to the template editor instead of field names. This would enable you to create a template that could be used without forms@work.

Check the Include Fields field (active for SQL Query and Data Sample) if you want to use the field names specified in this forms@work Inquiry Profile.

## Manipulating Data in the Grid

If you have chosen to view data in the grid, then there are a number of ways in which you can manipulate the data you have extracted.

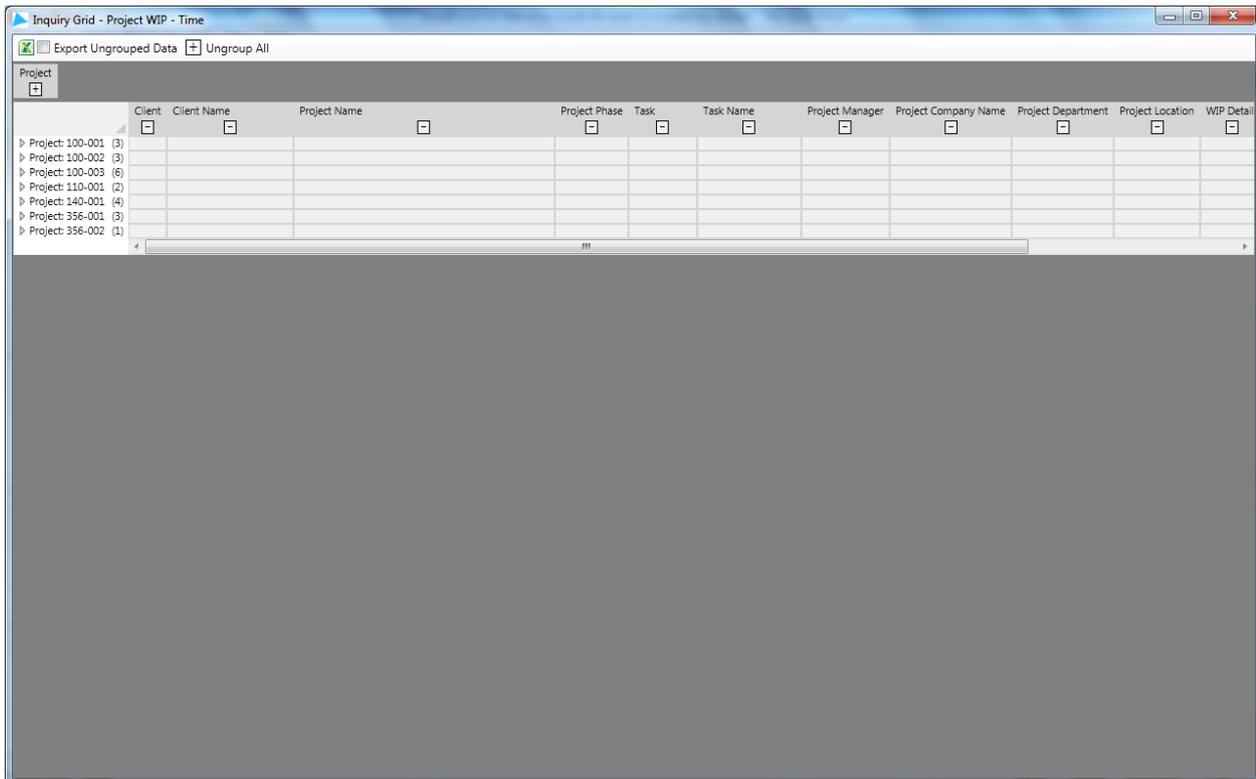
Client	Client Name	Project	Project Name	Project Phase	Task	Task Name	Project Manager	Project Company Name	Project Department	Project Location	WIP Details	Local V
100	Oil International	100-001	Oil International - Systems Implementation	Execution	100-001-001	Analysis	Singh Simon	PSO UK	Services Delivery	Manchester		
100	Oil International	100-001	Oil International - Systems Implementation	Execution	100-001-002	System Specification	Singh Simon	PSO UK	Services Delivery	Manchester		
100	Oil International	100-001	Oil International - Systems Implementation	Execution	100-001-003	System Build	Singh Simon	PSO UK	Services Delivery	Manchester		
100	Oil International	100-002	Oil International - Investigation for New Device Design				Singh Simon	PSO France	Services R&D	London HQ		
100	Oil International	100-002	Oil International - Investigation for New Device Design				Singh Simon	PSO France	Services R&D	London HQ		
100	Oil International	100-002	Oil International - Investigation for New Device Design				Singh Simon	PSO France	Services R&D	London HQ		
100	Oil International	100-003	Oil International - Fixed Price Interface Project	Execution	100-003-002	System Specification	Kubrick Jane	PSO UK	Services Delivery	Manchester		
100	Oil International	100-003	Oil International - Fixed Price Interface Project	Execution	100-003-002	System Specification	Kubrick Jane	PSO UK	Services Delivery	Manchester		
100	Oil International	100-003	Oil International - Fixed Price Interface Project	Execution	100-003-002	System Specification	Kubrick Jane	PSO UK	Services Delivery	Manchester		
100	Oil International	100-003	Oil International - Fixed Price Interface Project	Execution	100-003-003	System Build	Kubrick Jane	PSO UK	Services Delivery	Manchester		
100	Oil International	100-003	Oil International - Fixed Price Interface Project	Execution	100-003-003	System Build	Kubrick Jane	PSO UK	Services Delivery	Manchester		
100	Oil International	100-003	Oil International - Fixed Price Interface Project	Execution	100-003-003	System Build	Kubrick Jane	PSO UK	Services Delivery	Manchester		
110	Global Insurance Services	110-001	Global Insurance Services - Risk Algorithm Analysis				Kubrick Jane	PSO UK	Services R&D	London HQ		
110	Global Insurance Services	110-001	Global Insurance Services - Risk Algorithm Analysis				Kubrick Jane	PSO UK	Services R&D	London HQ		
140	Universal Drugs Inc	140-001	Universal Drugs - CRM Analysis				Singh Simon	PSO UK	Services Delivery	London HQ		
140	Universal Drugs Inc	140-001	Universal Drugs - CRM Analysis				Singh Simon	PSO UK	Services Delivery	London HQ		
140	Universal Drugs Inc	140-001	Universal Drugs - CRM Analysis				Singh Simon	PSO UK	Services Delivery	London HQ		
140	Universal Drugs Inc	140-001	Universal Drugs - CRM Analysis				Singh Simon	PSO UK	Services Delivery	London HQ		
140	Universal Drugs Inc	140-001	Universal Drugs - CRM Analysis				Singh Simon	PSO UK	Services Delivery	London HQ		
356	JKL Exchange	356-001	JKL Exchange - Market Research	Execution	356-001-002	Market Sampling	Kubrick Jane	PSO France	Services Delivery	Manchester		
356	JKL Exchange	356-001	JKL Exchange - Market Research	Execution	356-001-003	Report Collation	Kubrick Jane	PSO France	Services Delivery	Manchester		
356	JKL Exchange	356-001	JKL Exchange - Market Research	Initiation	356-001-001	Market Definition	Kubrick Jane	PSO France	Services Delivery	Manchester		
356	JKL Exchange	356-002	JKL Exchange - Monthly System Audit				Kubrick Jane	PSO UK	Services Delivery	Manchester		

At first, data are simply shown in rows, presented field by field in the order specified in the Inquiry Profile.

### Grouping Data

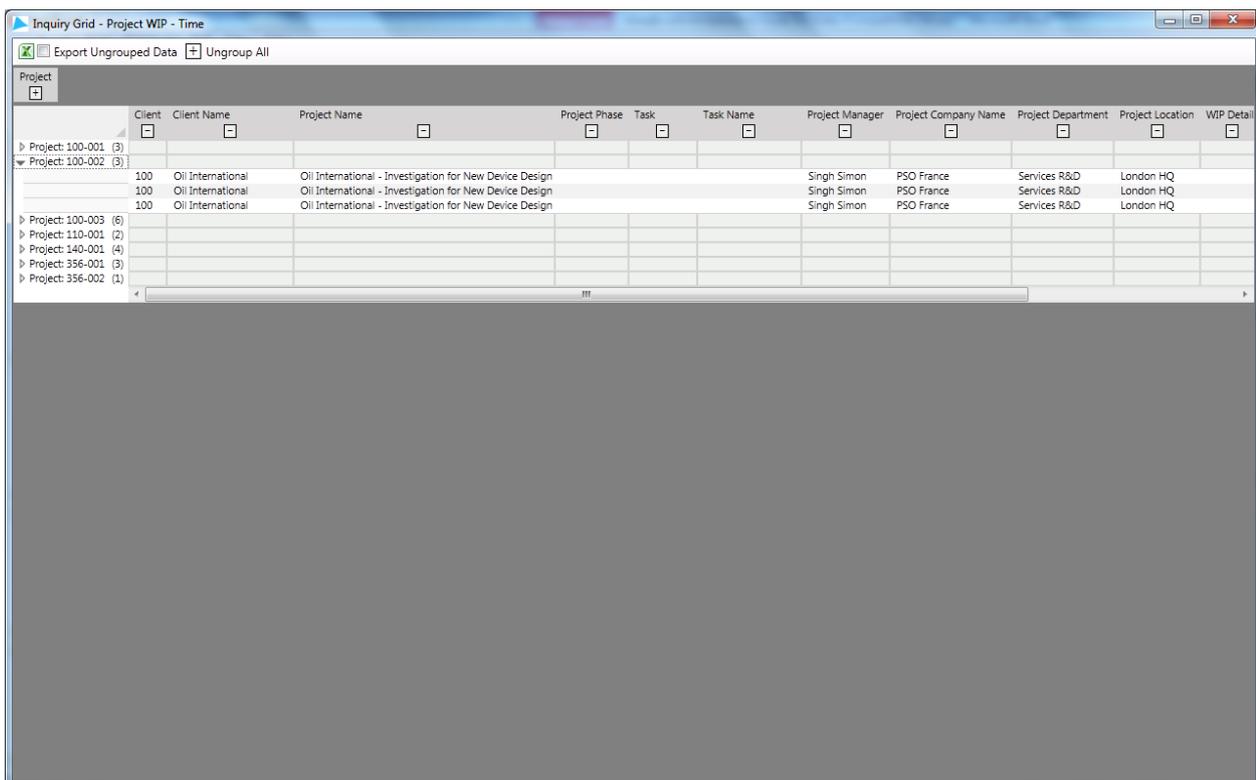
If you want to group data by one of the fields in the grid then you must click on the [-] button in the column header.

Group fields are shown in the top margin of the screen. They may be dragged into a different sequence and removed by clicking the [+] button.



This has the effect of collapsing the data into one row for each different value in the chosen field. Numeric fields are automatically summarised.

You may expand each row to view same data as in the original grid.



You may group by more than one field:

Project	Project Phase	Client	Client Name	Project Name	Task	Task Name	Project Manager	Project Company Name	Project Department	Project Location	WIP Details
Project: 100-001	(3)										
Project: 100-002	(3)										
Project: 100-003	(6)										
Project Phase: Execution	(6)										
100	Oil International	Oil International	Oil International - Fixed Price Interface Project	100-003-002	System Specification	Kubrick Jane	PSO UK	Services Delivery	Manchester		
100	Oil International	Oil International	Oil International - Fixed Price Interface Project	100-003-002	System Specification	Kubrick Jane	PSO UK	Services Delivery	Manchester		
100	Oil International	Oil International	Oil International - Fixed Price Interface Project	100-003-002	System Specification	Kubrick Jane	PSO UK	Services Delivery	Manchester		
100	Oil International	Oil International	Oil International - Fixed Price Interface Project	100-003-003	System Build	Kubrick Jane	PSO UK	Services Delivery	Manchester		
100	Oil International	Oil International	Oil International - Fixed Price Interface Project	100-003-003	System Build	Kubrick Jane	PSO UK	Services Delivery	Manchester		
100	Oil International	Oil International	Oil International - Fixed Price Interface Project	100-003-003	System Build	Kubrick Jane	PSO UK	Services Delivery	Manchester		
Project: 110-001	(2)										
Project: 140-001	(4)										
Project: 356-001	(3)										
Project: 356-002	(1)										

The system will then show summary totals at each level.

### Sorting Data

Click on a column header to sort the data in the grid. Column headers used for sorting are indicated with green shading.

Project	Project Phase	Task	Task Name	Project Manager	Project Company Name	Project Department	Project Location	WIP Details	Local Value	Curr	GBP Value	GBP	Accounting Period
Project: 100-001	(3)										3,680		
Project: 100-002	(3)										13,080		
Project: 100-003	(6)										42,540		
Project Phase: Execution	(6)										42,540		
		Fixed Price Interface Project	100-003-002	System Specification	Kubrick Jane	PSO UK	Services Delivery	Manchester	320	GBP	320	GBP	2010008
		Fixed Price Interface Project	100-003-002	System Specification	Kubrick Jane	PSO UK	Services Delivery	Manchester	7,440	GBP	7,440	GBP	2010009
		Fixed Price Interface Project	100-003-003	System Build	Kubrick Jane	PSO UK	Services Delivery	Manchester	2,560	GBP	2,560	GBP	2010009
		Fixed Price Interface Project	100-003-002	System Specification	Kubrick Jane	PSO UK	Services Delivery	Manchester	6,660	GBP	6,660	GBP	2010010
		Fixed Price Interface Project	100-003-003	System Build	Kubrick Jane	PSO UK	Services Delivery	Manchester	24,280	GBP	24,280	GBP	2010010
		Fixed Price Interface Project	100-003-003	System Build	Kubrick Jane	PSO UK	Services Delivery	Manchester	1,280	GBP	1,280	GBP	2010011
Project: 110-001	(2)										3,440		
Project: 140-001	(4)										6,373.1		
Project: 356-001	(3)										3,826.08		
Project: 356-002	(1)										1,043.48		

### ***Changing the Order of fields***

Drag a column header to a new position to change the order of columns in the grid.

### ***Exporting Data from the Grid into Excel***

Click on the Excel button in the tool bar to export the entire grid into Microsoft Excel.

### **Copying an Inquiry Profile**

Use the Copy button on the Tool Bar to make a copy of an Inquiry Profile. The new Profile will be named 'Copy of *original name*'.

## Journal Entry

Journal Entry is a way of entering EXPENSE transactions without Employees using Forms. It is especially useful when you want to enter expenses or calculate values which are not related to Employees' out-of-pocket expenses.

**Journal Entry**

You must select an Form Type to create a new Form, or you may select a saved journal

Create new Form

Company  
Services International

Form Type  
Out of Pocket Expenses

Target Ledger  
Actuals

Open Existing Journal

Form(s)

Form Type	Unique No.	Company	Created	Target Ledger
-----------	------------	---------	---------	---------------

Recalculate Form Automatically  
 Recalculate Form Manually

OK Cancel

You can Create a new journal by choosing a Form Type. Alternatively you can retrieve an existing journal which has been saved but not posted.

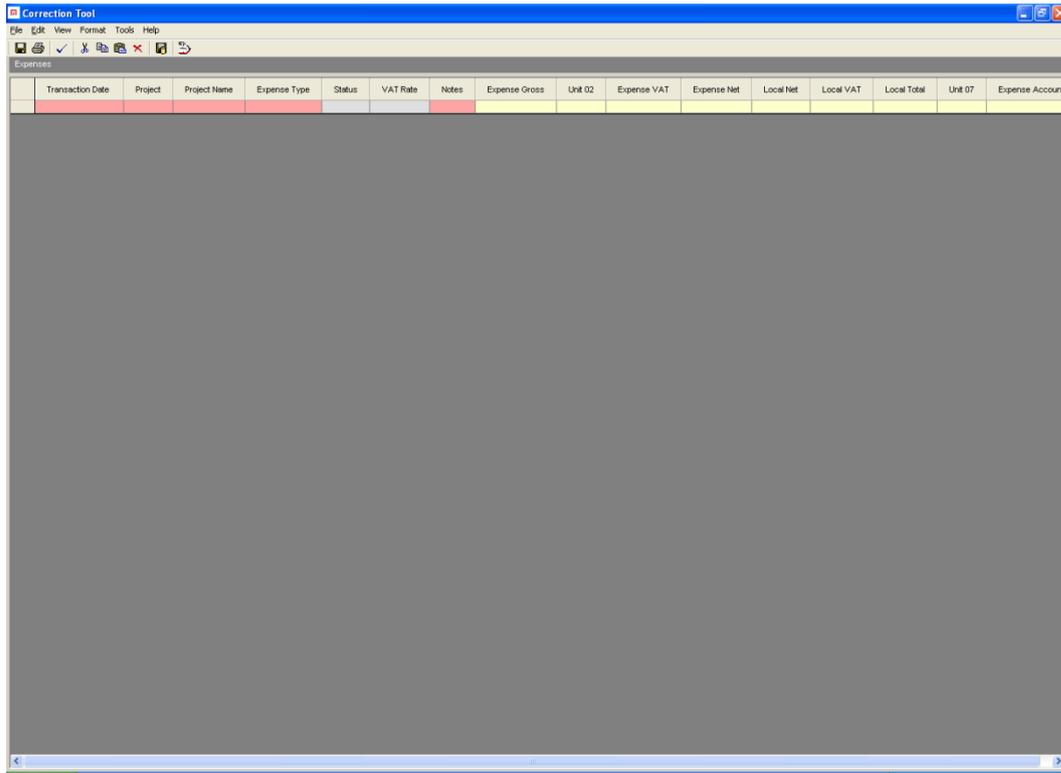
You must specify the Company against which these data will be recorded. This will determine the available Chart of Accounts if no Employee is specified.

When you have chosen a Form Type the system will prepare a Journal Entry worksheet based on the parameters associated with the Form Type.

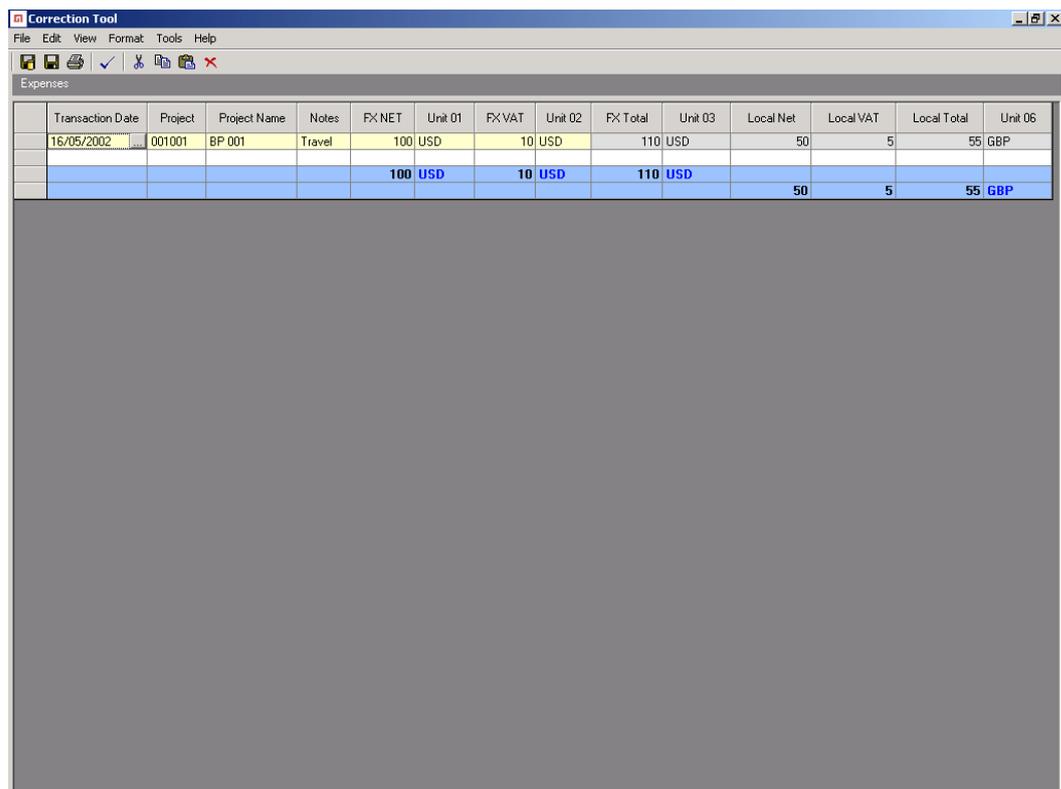
If the Target Ledger is not set by the Form Type automatically then you must choose it.

Note that Form Types that are defined with Suppress for Journal Entry are not available.

You can prevent the immediate calculation of row values by checking Recalculate Form Manually.



Enter data into the worksheet exactly as you would enter data into a Form. Calculations specified for the Form will be executed as you enter data.



Alternatively you may use the Copy Journal button to enable selection of a journal already posted to the Actuals Ledger (or to a Budget ledger). The grid will show only journals posted using the Form Type you have selected at the start of this Journal Entry session.

Journal	Entry Date	User	Project
68	16/10/2003	Admin	100-001 (Oil International - Systems Implementator
75	16/10/2003	Admin	100-001 (Oil International - Systems Implementator
76	16/10/2003	Admin	356-001 (JKL Exchange - Market Research)
53	13/10/2003	Admin	140-001 (Universal Drugs - CRM Analysis)
54	13/10/2003	Admin	100-002 (Oil International - Investigation for New C
55	13/10/2003	Admin	100-002 (Oil International - Investigation for New C
56	13/10/2003	Admin	100-001 (Oil International - Systems Implementator
57	13/10/2003	Admin	140-001 (Universal Drugs - CRM Analysis)
65	13/10/2003	Admin	356-002 (JKL Exchange - Monthly System Audit)
66	13/10/2003	Admin	000-001 (Administration)
67	13/10/2003	Admin	100-001 (Oil International - Systems Implementator
24	10/10/2003	Admin	100-002 (Oil International - Investigation for New C
25	10/10/2003	Admin	000-001 (Administration)
29	10/10/2003	Admin	110-001 (Global Insurance Services - Risk Algorith
32	10/10/2003	Admin	000-001 (Administration)
2	09/10/2003	Admin	100-001 (Oil International - Systems Implementator
7	09/10/2003	Admin	140-001 (Universal Drugs - CRM Analysis)
9	09/10/2003	Admin	100-001 (Oil International - Systems Implementator
10	09/10/2003	Admin	000-001 (Administration)
13	09/10/2003	Admin	100-001 (Oil International - Systems Implementator

When you have selected a previously posted journal it will be copied into your journal worksheet. Note that you may copy more than once.

When you have completed the journal you may choose either to Post it or to Save it using the buttons on the Tool Bar.

If you have chosen to Post the journal you will be transferred immediately to the Posting screen. You may Post the journal now or, by Closing the screen, defer Posting until the normal execution of the Posting and Validation program.

**Timesheet and Expenses Posting**

Post Timesheets and Forms to the Project Ledger

Select Timesheets and/or Forms for Posting and Correct Validation Errors

What do you want to Post?

All
  Timesheets
  Forms

	Type	Employee	Employee Name	Company	TS Period	Unique No	Target Ledger
✓	FORM	900	Crawford Jane	Services Internat	2008022	109	Actuals

Posting errors

No errors...

If you have chosen to Save the journal then you will be able to retrieve it and continue processing it by initiating the Journal Entry process at some other time.

## Ledger Export

Records from the Form Ledger (and other ledgers) will frequently be exported to other software systems – to Excel, to accounting systems, to Microsoft Project, etc.

Ledger Export is a tool enabling you to select records and fields for export, specify the format of the export file (using an XSL Stylesheet), and, if necessary, mark records as exported using Export Sequences.

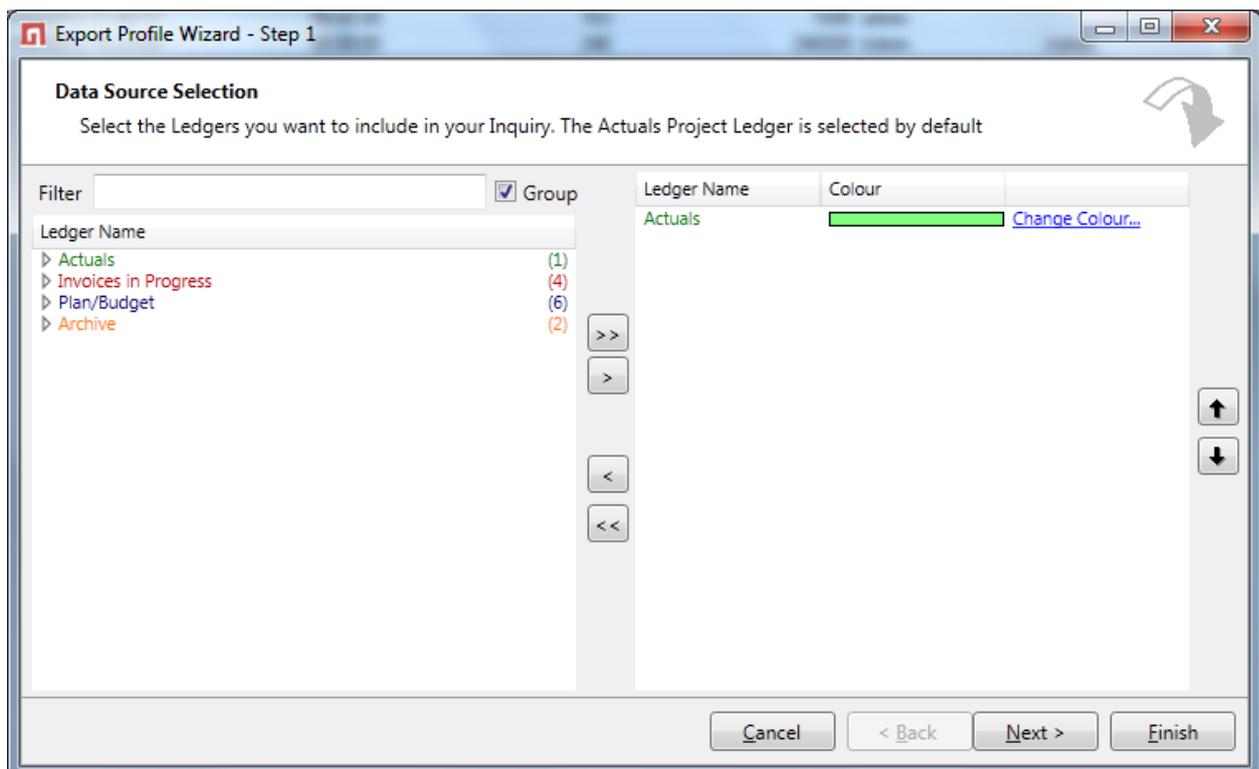
Once you have chosen Ledger Export from the Menu Selection Panel the work area displays a grid of existing profiles. By double clicking on an existing profile (or using the Run button) you may start the process of running a Ledger Export Profile.

Otherwise you may choose to Create a new Ledger Export Profile or Edit, or Delete an existing one.

Note that you may call forms@work from another program using parameters to define an export profile and output file. Further details of this possibility are available through your support channel.

### Creating a Ledger Export Profile

A wizard takes you through the process of creating a Ledger Export Profile :



#### Step 1 – Source Selection

Choose the ledger or ledgers you want to export data from by clicking a ledger into the righthand panel. Note that these are grouped in the lefthand panel and can be expanded by clicking on the group name.

### Step 2 - Selection Criteria

The Selection Criteria panel on the left of the screen allows you to choose a field from a table in the database on which you wish to base your selection.

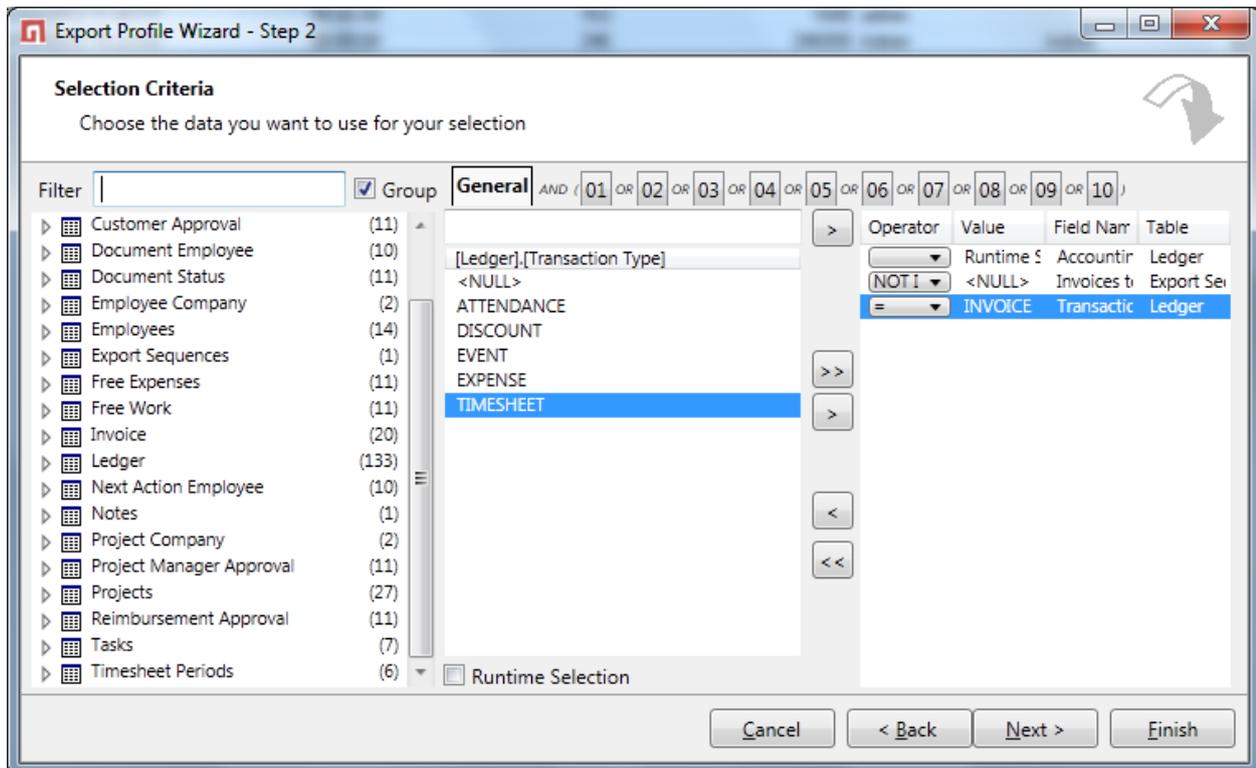
When you have chosen a field (by clicking on the field name) a central panel displays a list of available values.

### Runtime or Fixed Values

At this point you may choose either to select or specify a number of fixed values for the field or to specify, by checking the Runtime Selection field, that field values are to be given when the Ledger Export Profile is run.

If you decide to choose specific values rather than to specify Runtime Selection you may transfer values from the central panel to the right-hand panel of chosen criteria.

You can find fields using the Filter field at the top of the lefthand panel, and if you uncheck the Group checkbox all fields will be listed in alphabetic order in the lefthand column regardless of the record they belong to.



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### *Searching on the basis of values not included in the list*

You may also use the field above the central panel to specify a value to look for in the field. This is especially useful if you are selecting on the basis of Analysis Values for analysis categories which are not validated.

### *Inclusive or Exclusive Searches*

You may use the operator field in the right-hand panel to choose how to treat the value you have chosen (=, <>, <=, >=, etc.).

### *Multiple Criteria*

You may specify a set of criteria which must be met by selecting more than one field as a basis for selection. Some fields may have fixed selection criteria. Others may be based on runtime specification.

As you build up your selection criteria you will see them listed in the right-hand panel.

A record is selected from the Form Ledger if **all** of the criteria in the panel are met.

### *Alternative (multiple) Criteria*

The selection values which you choose on the first available (General) tab will be applied in all cases.

Up to ten sets of additional and alternative selection criteria may be set up using the ten tabs to the right of the left-hand Selection Criteria panel.

Selection is made on the basis of:

(Conditions on the General tab being met) AND

(

    (conditions on the 01 tab being met) OR

    (conditions on the 02 tab being met) OR

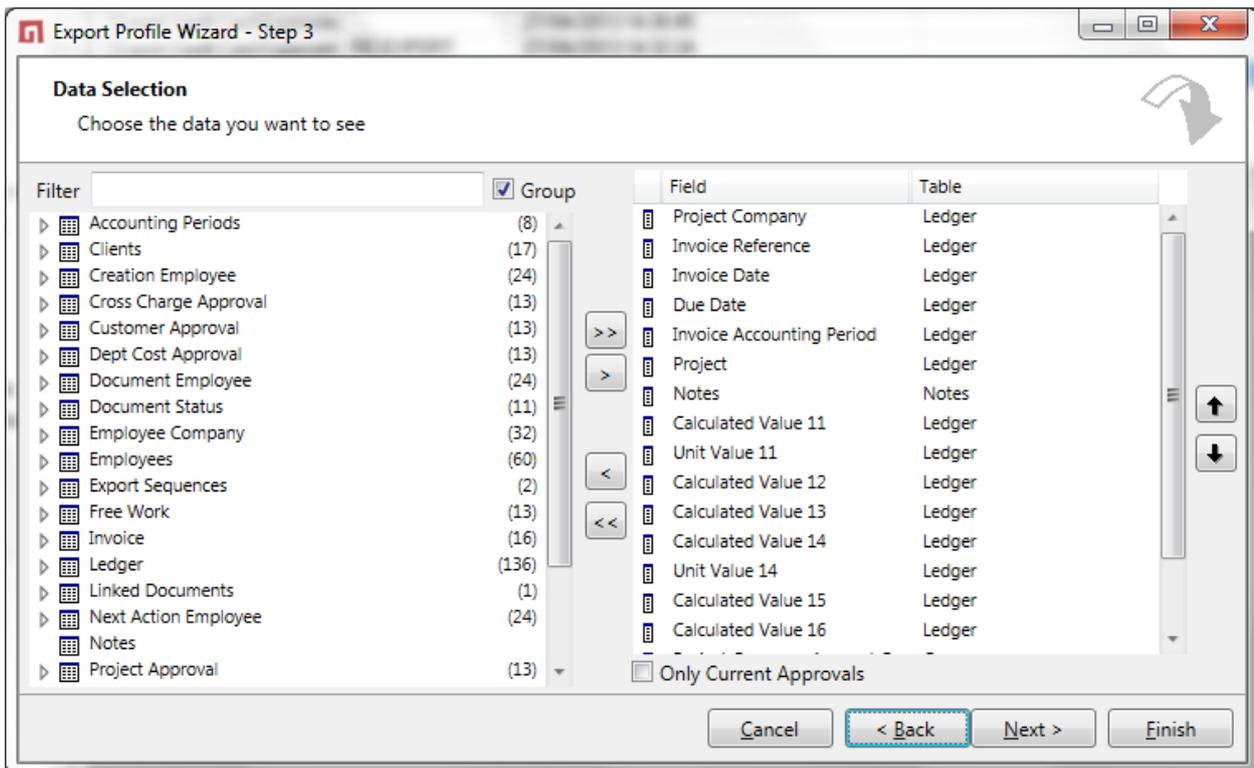
    .....

    (conditions on the 10 tab being met)

)

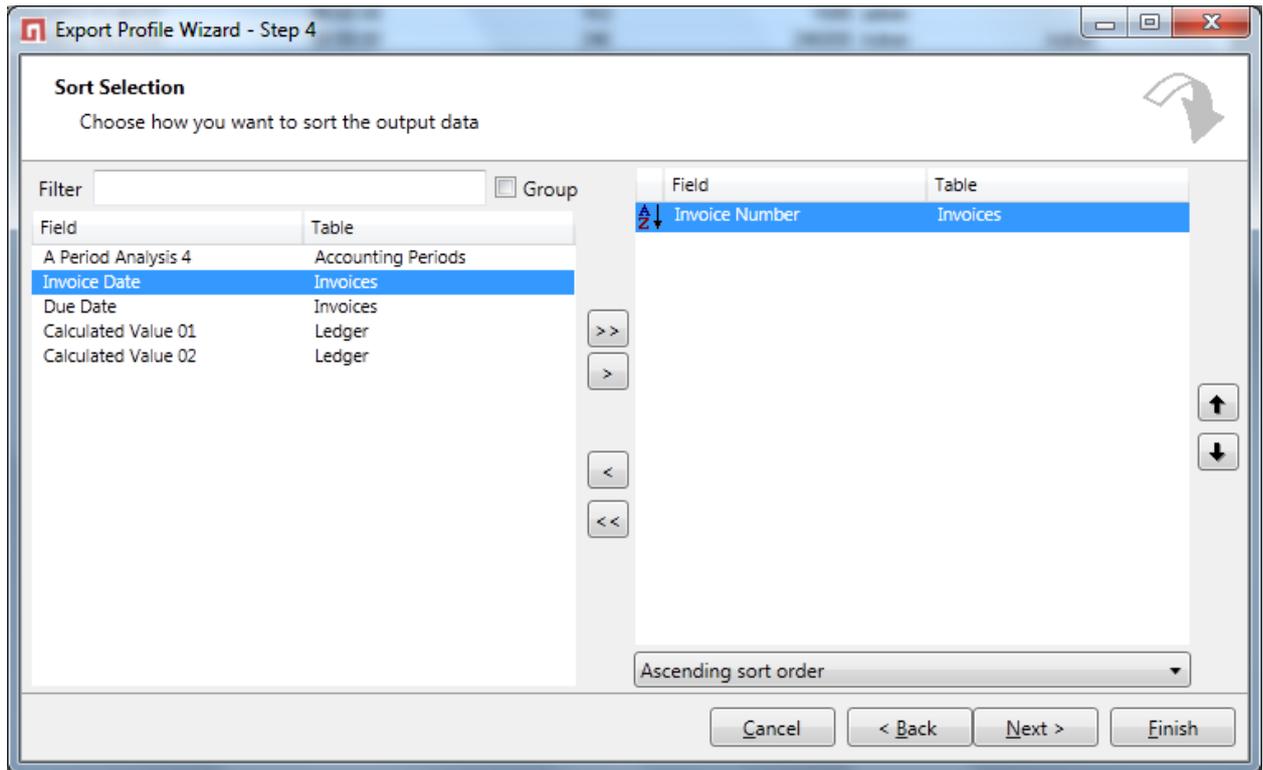
The Next button takes you on to the second step of the Wizard.

### Step 3 – Data Selection



Select the fields you want to export by clicking them into the righthand panel. Note that you can search for fields using the filter field at the top of the lefthand column, and if you uncheck the Group checkbox all fields will be listed in alphabetic order in the lefthand column regardless of the record they belong to.

If you check Only Current Approvals then if you have included approval status fields in your report (which may have a many to one relationship to a ledger record) then you can be sure that the profile will include only one instance of ledger record fields in the resulting grid or data set sent to Crystal or Microsoft Reporting Services.

**Step 4 – Sort Selection**

Specify the sort sequence for data preview and for export.

Step 5 – Column Properties

**Set columns**  
Set column properties

Default name	New name	Width	Suppress Total
A Period Analysis 4	Year		
Invoice Number	Invoice Number		
Invoice Date	Invoice Date		
Due Date	Due Date		
Calculated Value 01	Gross Value		<input type="checkbox"/>
Calculated Value 02	Tax Value		<input type="checkbox"/>
Project Account Code 01	Debtor Account		

Buttons: Cancel, < Back, Next >, Finish

Specify names for fields output in the preview grid and in the export file. If there are numeric values you can suppress totals in the preview grid. You can also specify the pixel widths of fields in the preview grid in the PSW.

**Step 6 – Web Access**

**Web Access**  
Select the Employees who will have access to this Profile

Filter   Group

Employee	Employee Name
001	Sharp David
002	Thorne Susan
003	Muller Friedrich
004	Kubrick Jane
005	Abiad Ayman
006	Singh Simon
007	Simon Francesca
900	Crawford Jane
901	Grant David
Managers	[GROUP]

Employee Employee Name

>> > < <<

Cancel < Back Next > Finish

Specify which employees or groups of employees may have access to this Ledger Export Profile in the PSW.

**Step 7 – Data Security**

Category Name	Value
Access	All

If you have used Data Access Control to specify that access to Ledger Export Profiles should be individually controlled then you must specify the data access category values to which this profile should be available.

## Step 8 – XSL Stylesheets Selection

**XSL Stylesheets Selection**  
Choose the XSL Stylesheets you want to apply

Use XML processing application

External application  ... Timeout (in seconds)

Optional parameters

XSL Stylesheets

XSL Stylesheets

Show SQL Cancel < Back Next > Finish

Ledger Export generates XML based on the data fields selected.

Sometimes you may want to process this XML before passing it forward to XSL stylesheet(s). You may optionally specify such programs, together with parameters and execution limits, here.

XSL Stylesheets control the conversion of exported data into the appropriate format for the target software (and including Excel). The development of these stylesheets requires a deep understanding of XSL, the forms@work XML schema and of the target software. Consulting support is usually needed for this task.

Select one or more existing XSL stylesheets and use the arrows to control the sequence with which they are applied. XSL stylesheets have an extension 'xsl'.

The Next button takes you on to the third step of the Wizard.

## Step 9 – Output File Selection

Specify the name of the output file. If this file already exists you will be asked if you wish to overwrite it when you come to run the Ledger Export Profile.

Note that you may include the variables:

**\$DT\$** - This includes a date-time in the filename

**\$ES\$** - This includes the export sequence name and number for this batch

You may optionally specify a program for processing the data output by the XSL stylesheet before the data are passed to the nominated Output file.

You may specify the Encoding format of Output file.

You must check the Use UNICODE Output field if you wish to encode Output file in a UNICODE format.

If you want to mark Ledger records as having been exported, specify the Export Sequence you want to use for this purpose. Your system will contain a maximum of five Export Sequences. When the Ledger Export Profile is run the system will obtain the next sequence number from the Export Sequence record and mark each exported record with this number.

Note that the Export Sequence can be used as a Selection criterion in the first step of the Wizard. But in these cases you would rarely want to update the field by specifying an Export Sequence in this step of the Wizard.

You may also specify a Data Import Profile to be immediately executed after export, and a logfile to record the results of the import.

## Step 10 – Profile Name

Specify a unique Ledger Export Profile name if you are opting to save the Profile.

You may also select to run the Profile at this stage or save it or both.

If you want this Profile to be available in the PSW then you must check the PSW Ledger Export checkbox. If you do this you may also specify that it can be invoked from the Employee Index or the Item Portal.

If you want to restrict selectable values according to the settings for the User associated with the Employee who is running the profile from the PSW then check Data Access Restrictions.

If you want to restrict Item selection to include only those Items available to the Employee in a Form then check Standard Item Restrictions.

You can specify a limit to the number of rows that can be selected from the ledger(s). If the number exceeds this value the user will be warned. If you also check the Prohibit Excess on Line Limit field then the user will be prevented from running the profile.

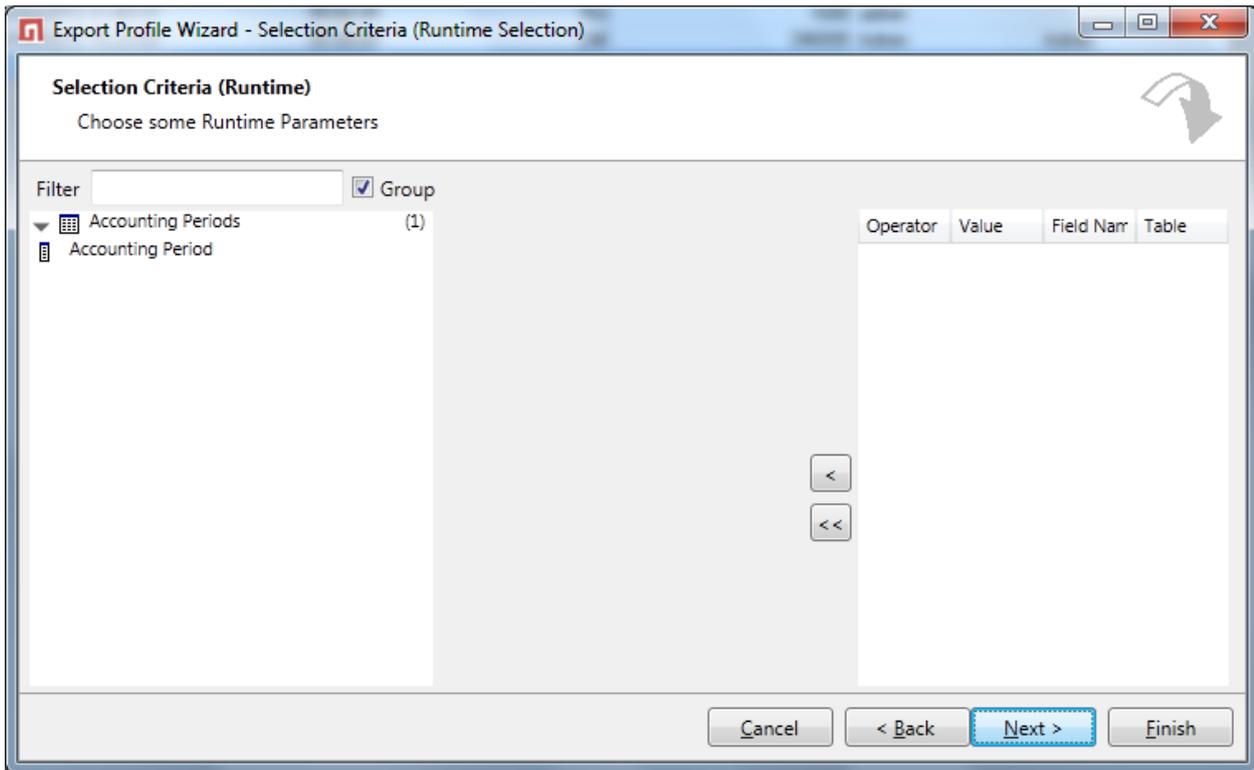
You can also specify the number of rows to be shown in the preview grid, whether preview is available, and the number of records to be extracted for preview.

You can also set a default freeze column for the Preview and prevent change to this by the Employee viewing it.

If you want to suppress the warning that is given when you attempt to run this profile in the PSW without specifying any parameter values then check Suppress No-Parameter Message.

## Running a Ledger Export Profile

## Step 1 - Selecting Runtime Values



If there are runtime criteria to be specified you will be presented with the Selection Criteria screen. A list of fields for which you may now specify values is displayed in the left-hand panel.

If you do not specify values for a field then **all** values are selected.

### Selecting values

Highlighting a particular field will result in all predefined values for the field being shown in the central panel. You may then select the values you want to include or exclude from the inquiry/report.

### Selecting values which are not predefined

You may also specify further values which are not in the list by using the field above the central panel.

As you select values you will see a list build up in the right-hand panel.

### Inclusive or exclusive selection

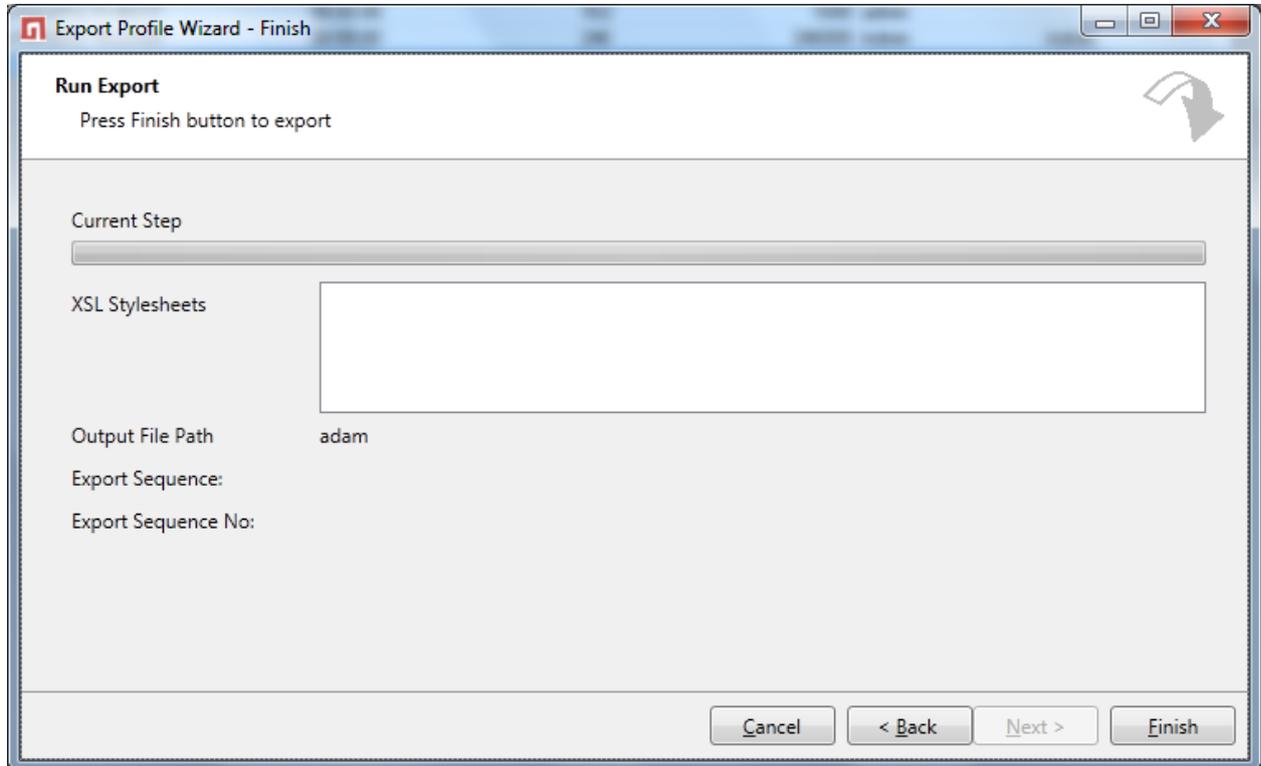
You may specify the operator (=, <>, <=, >=, etc.) to apply to the chosen values during record selection.

### Alternative Selection Criteria

If you have set up alternative selection criteria for this inquiry profile then you will see a tabbed form for each set of alternative criteria.

When you have made your selections click on the Finish button.

### Step 2 – Exporting Data



You will now see the name of the XSL Stylesheet you are about to use, the name of the output file you will create or overwrite and the Export Sequence you are about to use (if any).

Click on the Finish Button to initiate the Ledger Export.

The export process involves the extraction of records from the Form Ledger, conversion of these records into XML using the forms@work XML schema and the subsequent reformatting of the XML output using the named XSL Stylesheet.

### Copying a Ledger Export Profile

Use the Copy button on the Tool Bar to make a copy of a Ledger Export Profile. The new Profile will be named 'Copy of *original name*'.

---

## Ledger Modification

Ledger Modification is a tool which allows you to find and modify data in the Form Ledger or in Additional Ledgers. You may choose the criteria by which you wish to select records from these ledgers and the data you wish to see (and modify).

Ledger Modification is available in forms@work Maintenance and in the Professional Services Workbench (as permitted by PSW Options).

The fields which you are allowed to modify and whether an audit trail of these modifications is required are defined using Ledger Modification Parameters in the Set Up menu. Note that audit only applies to the Actuals Form Ledger.

You obtain access to Form Ledger records and Additional Ledger records using Ledger Modification Profiles.

These profiles enable you to:

- Define the Ledger you wish to modify (note that you may define only one).
- Define the selection criteria for the records you want to see. These selection criteria may be defined as fixed values for certain fields or as values to be specified at runtime.
- Define the data you want to see.
- Define the sort sequence in which you want to see the data.
- Optionally associate the profile with a data access value to restrict access to the profile. (This is only effective if Data Access Control has been activated for Ledger Modification.)
- Define the name for the Ledger Modification Profile.

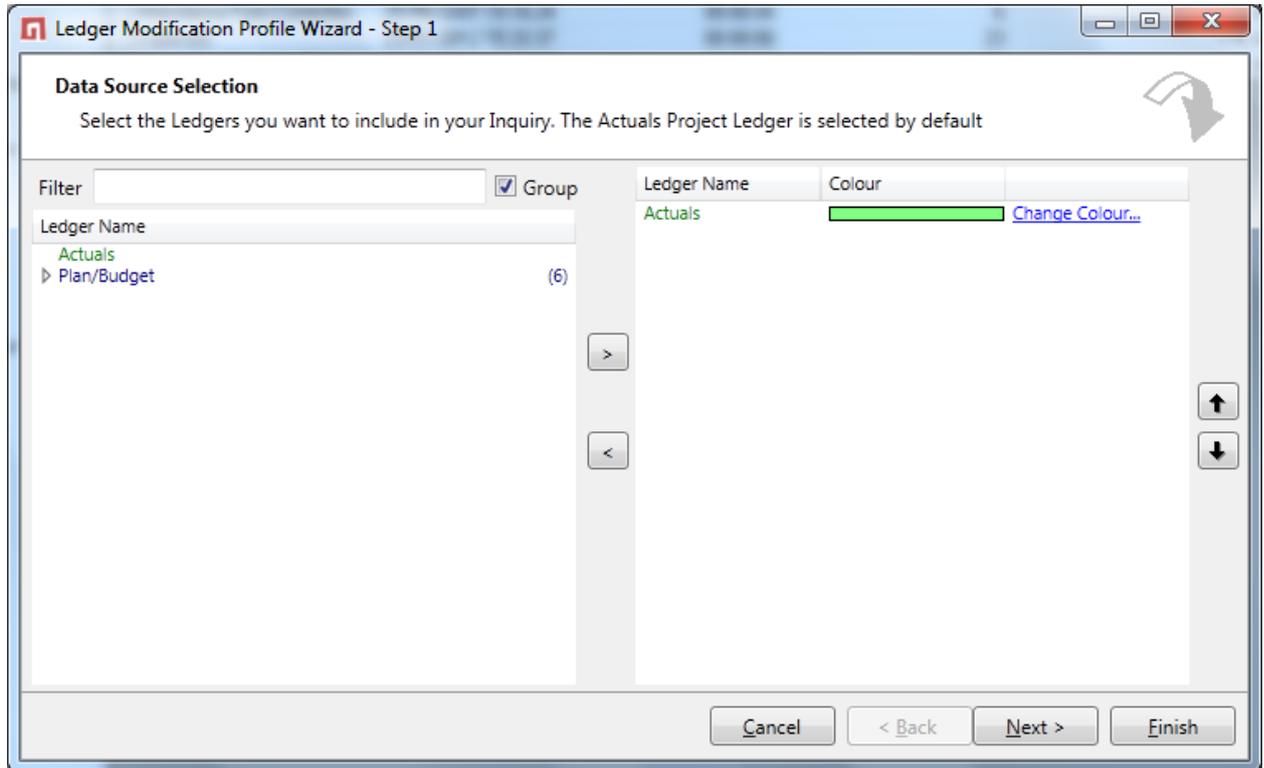
Once you have chosen Ledger Modification from the Menu Selection Panel the work area displays a grid of existing profiles. By double clicking on an existing profile (or using the Edit button) you may start the process of running a Ledger Modification Profile.

Otherwise you may choose to Create (or Delete) a new Ledger Modification Profile

A Wizard takes you through the process of creating a Ledger Modification Profile.

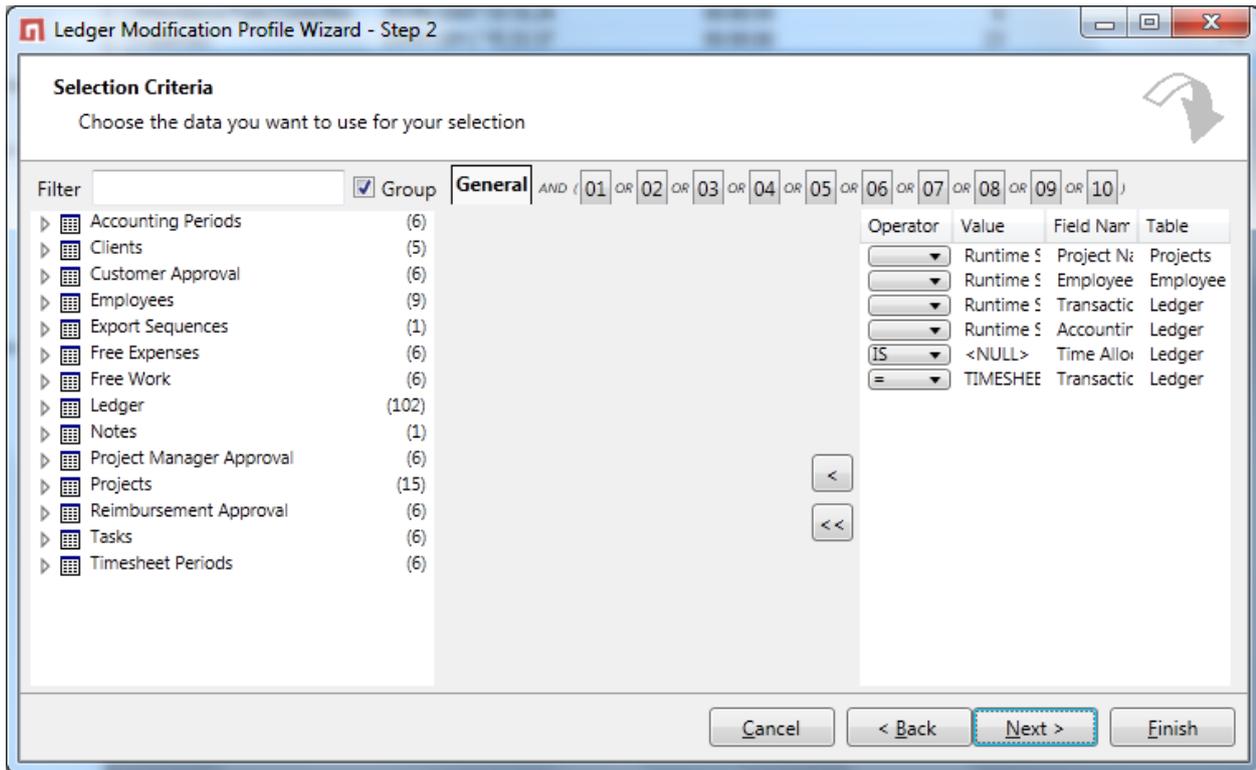
## Creating a Ledger Modification Profile

### Step 1 – Data Source Selection



Select the Ledger that you wish to modify.

**Step 2 – Data Selection Criteria**



The Selection Criteria panel on the left of the screen allows you to choose a field from a table in the database on which you wish to base your selection. (You can search for a field using the Filter.)

When you have chosen a field (by clicking on the field name) a central panel displays a list of available values.

**Runtime or Fixed Values**

At this point you may choose either to select or specify a number of fixed values for the field or to specify, by checking the Runtime Selection field, that field values are to be given when the Ledger Modification Profile is run.

If you decide to choose specific values rather than to specify Runtime Selection you may transfer values from the central panel to the right-hand panel of chosen criteria.

**Searching on the basis of values not included in the list**

You may also use the field above the central panel to specify a value to look for in the field. This is especially useful if you are selecting on the basis of Analysis Values for analysis categories which are not validated.

**Inclusive or Exclusive Searches**

You may use the operator field in the right-hand panel to apply an operator (=, <, <=, <>, etc.) to the values you have selected.

---

### **Multiple Criteria**

You may specify a set of criteria which must be met by selecting more than one field as a basis for selection. Some fields may have fixed selection criteria. Others may be based on runtime specification.

As you build up your selection criteria you will see them listed in the right-hand panel.

A record is selected from the Form Ledger if **all** of the criteria in the panel are met.

### **Alternative (multiple) Criteria**

The selection values which you choose on the first available (General) tab will be applied in all cases.

Up to ten sets of additional and alternative selection criteria may be set up using the ten tabs to the right of the left-hand Selection Criteria panel.

Selection is made on the basis of:

(Conditions on the General tab being met) AND

(

(conditions on the 01 tab being met) OR

(conditions on the 02 tab being met) OR

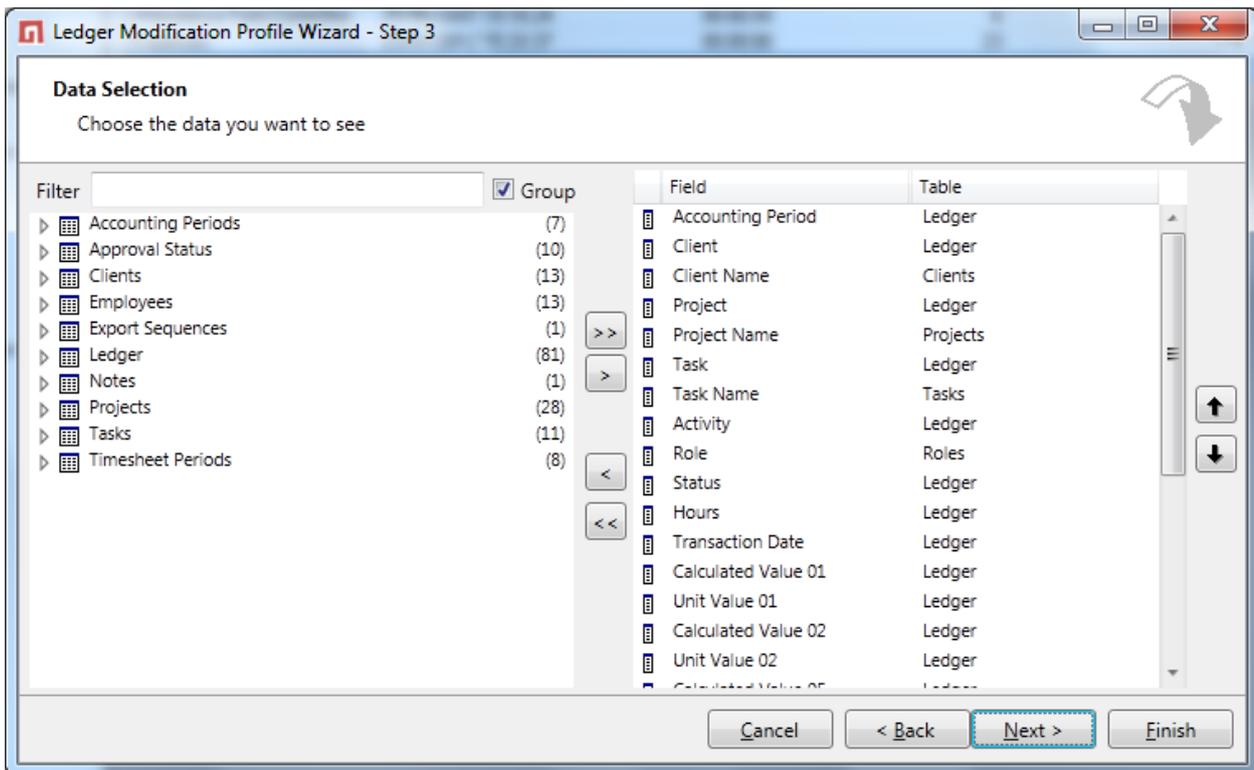
.....

(conditions on the 10 tab being met)

)

The Next button takes you on to the second step of the Wizard.

### Step 3 - Data Selection



The Data Selection panel on the left of the screen allows you to select which data fields you want to see in the modification worksheet.

The order in which the fields are to be eventually displayed in the modification grid can be modified by highlighting a chosen field in the right-hand Include panel and using the Move Up and Move Down buttons.

The Next button takes you on to the third step of the Wizard.

### Step 4 - Sort Selection

The left hand panel shows you a complete list of the fields you have selected for the modification worksheet.

You may choose the fields on which you want to base the sequence of records in the modification grid. This choice has no effect on the order of columns determined by the previous Data Selection Wizard.

You may reverse the default sort sequence by using the Order field on the right hand side of the screen. Order affects on the highlighted field. You may therefore sort one field in descending sequence within another field in ascending sequence.

You may use the Move Up and Move Down buttons to change the priority of fields.

The Next button takes you on to the fourth step of the Wizard.

### Step 5 – Column Properties

**Ledger Modification Profile Wizard - Step 5**

**Set columns**  
Set column properties

Default name	New name	Width	Suppress Total	Editable
Accounting Period	Accounting Period			
Client	Client			<input checked="" type="checkbox"/>
Client Name	Client Name			
Project	Project			<input checked="" type="checkbox"/>
Project Name	Project Name			
Task	Task			<input checked="" type="checkbox"/>
Task Name	Task Name			
Activity	Activity			<input checked="" type="checkbox"/>
Role	Role			<input checked="" type="checkbox"/>
Status	Status			<input checked="" type="checkbox"/>
Hours	Hours		<input type="checkbox"/>	

Here you can specify alternative column header names, the width of each column in the PSW, whether totals should be suppressed for a column and whether the column is to be editable.

**Step 6 – Access**

**Web Access**  
Select the Employees who will have access to this Profile

Filter   Group

Employee	Employee Name
001	Sharp David
002	Thorne Susan
003	Muller Friedrich
004	Kubrick Jane
005	Abiad Ayman
006	Singh Simon
007	Simon Francesca
900	Crawford Jane
901	Grant David
Managers	[GROUP]

Employee Employee Name

>> > < <<

Cancel < Back Next > Finish

In this step you can specify who should have access to this profile. You may do this by choosing one or more individual employees or by choosing a group, or both.

**Step 7 – Data Access**

Category Name	Value
User Type	Admin

If Data Access Control has been enabled for Ledger Modification you will be required to assign a Data Access value to the Ledger Modification Profile for at least one Data Access Category Value.

In this example the use of this Ledger Modification Profile is limited to Users who have access to records and profiles marked with User Type 'Admin'.

## Step 8 - Profile Name

Specify a unique Ledger Modification Profile name.

You may choose whether you want to run and/or to save the profile when you click on the Finish button.

You may also choose whether to enable use of this profile in the PSW, and if you do, whether the profile will be available from the Employee Index or the Item Portal, and whether data access categories will be used to determine which entities can be selected when the profile is run.

If the profile is used in the PSW you may want to restrict the number of transaction rows that can be shown, and either to warn the user if this number is exceeded or prevent use of the profile. Lines per page in the PSW can also be specified, and whether this profile will allow the user to 'undo' the export sequence markers applied by Ledger Export.

If you want to restrict the list of Items and Employees available to Employees using this profile in the PSW then you may alternatively check Data Access Restrictions in order to limit this list to those available to the User associated with the Employee, or check Standard Item Restrictions to limit the list to those Items available to an Employee in a Form.

If you want to set a default freezing column for the grid displayed in the PSW then you can choose one, and you may also prevent the Employee from changing the freeze column.

If you want to suppress the warning that you will receive if you specify no runtime parameters when this profile is invoked in the PSW, then check Suppress No-Parameter Message.

By default the system will ensure that only the appropriate data are available when data are modified. This means that Ledger Modification must determine, using Workflow Status data,

who created a record that might be modified. This can have serious impacts on the performance of Ledger Modification and it is expedient, often, to switch off this process by unchecking Evaluate Creation Employee.

Check the Reduce Analysis Filtering field if you want to allow the user of Ledger Modification to see and potentially apply all Activity Analysis values irrespective of Employee Restrictions.

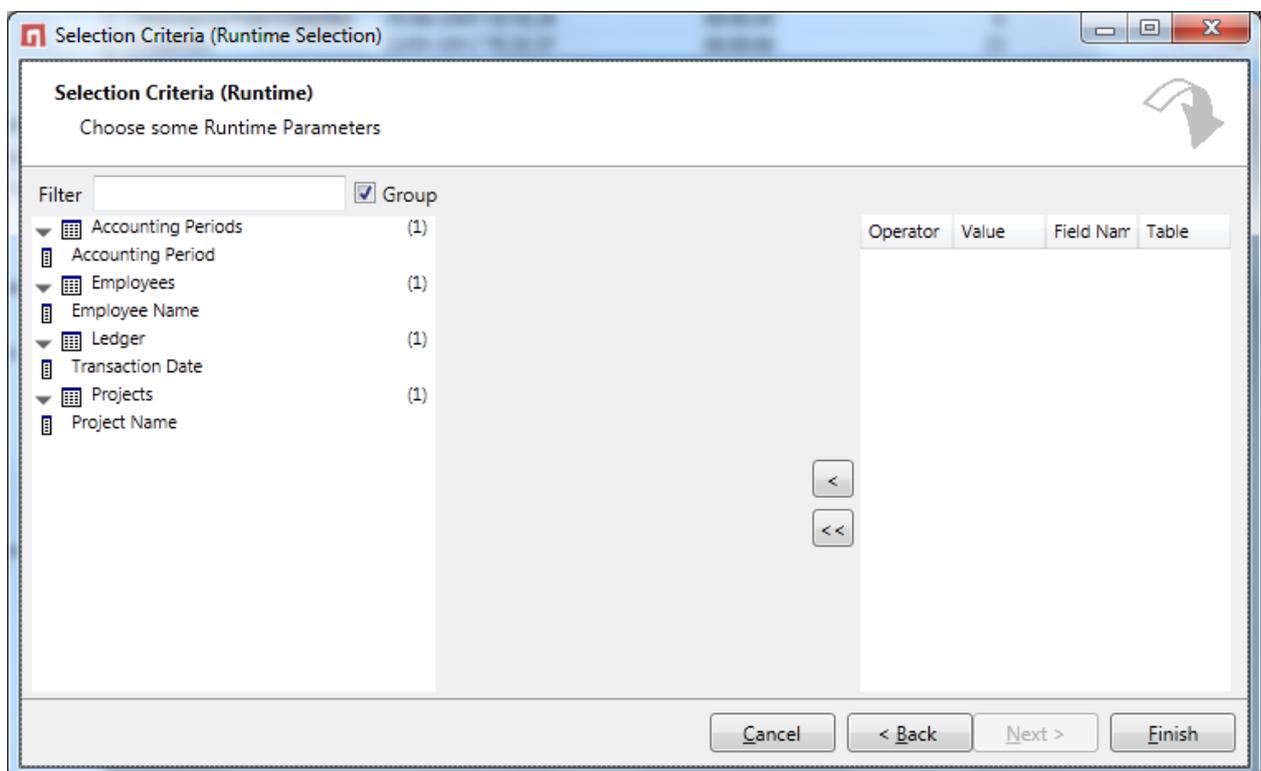
## Running a Ledger Modification Profile

### Step 1 - Selecting Runtime Values

If there are runtime criteria to be specified you will be presented with the Selection Criteria screen. A list of fields for which you may now specify values is displayed in the left-hand panel.

If you do not specify values for a field then **all** values are selected.

### Selecting values



Highlighting a particular field will result in all predefined values for the field being shown in the central panel. You may then select the values you want to include or exclude from the modification grid.

### Selecting values which are not predefined

You may also specify further values which are not in the list by using the field above the central panel.

As you select values you will see a list build up in the right-hand panel.

**Inclusive or exclusive selection**

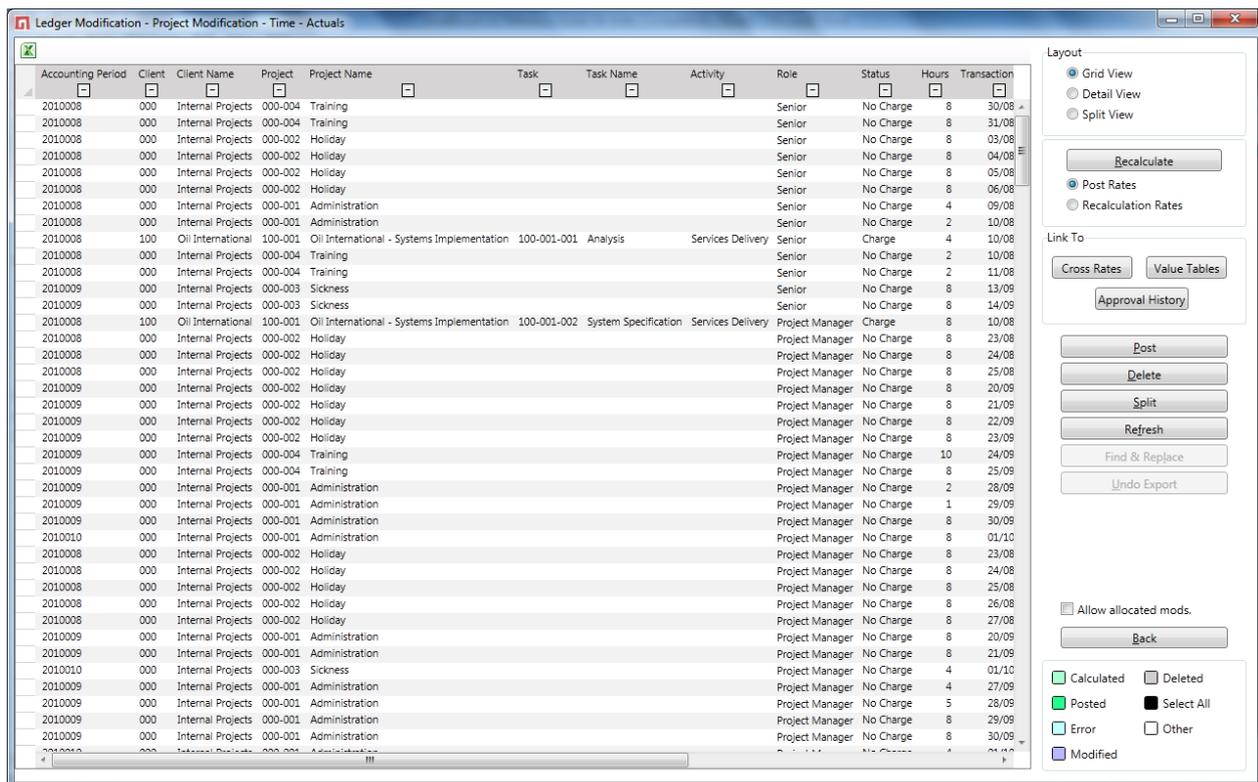
You may specify the operator (=, <, >, <=, <>, etc.) to apply to the chosen values.

**Alternative Selection Criteria**

If you have set up alternative selection criteria for this inquiry profile then you will see a tabbed form for each set of alternative criteria.

When you have made your selections click on the Finish button.

**Step 2 - The Modification Worksheet**



Data from the Form Ledger are presented in a modification worksheet.

This worksheet has three modes which you can switch using the Layout checkboxes in the upper right of the page.

- Grid View
- Detail View
- Split View

Grid view is shown above.

Details view allows you to edit data for one transaction row in a form:

Ledger Modification - Project Modification - Time - Actuals

Main | Analysis | Calculations | Accounts | Linked Fields

Accounting Period: 2010008  
 Client: 000 Internal Projects  
 Project: 000-004 Training  
 Task:  
 Role: Senior  
 Status: No Charge  
 Hours: 8  
 Transaction Date: 30/08/2010

Layout:  
 Grid View  
 Detail View  
 Split View

Recalculate  
 Post Rates  
 Recalculation Rates

Link To:  
 Cross Rates | Value Tables  
 Approval History

Post  
 Delete  
 Split  
 Refresh  
 Find & Replace  
 Undo Export

Allow allocated mods.  
 Back

Calculated  Deleted  
 Posted  Select All  
 Error  Other  
 Modified

Save - Recalculate | Save - Recalculate - Post | 1 / 340

Split view enables both views simultaneously.

Ledger Modification - Project Modification - Time - Actuals

Main | Analysis | Calculations | Accounts | Linked Fields

Accounting Period	Client	Client Name	Project	Project Name	Task	Task Name	Activity	Role	Status	Hours	Transaction
2010008	000	Internal Projects	000-004	Training				Senior	No Charge	8	30/08
2010008	000	Internal Projects	000-004	Training				Senior	No Charge	8	31/08
2010008	000	Internal Projects	000-002	Holiday				Senior	No Charge	8	03/08
2010008	000	Internal Projects	000-002	Holiday				Senior	No Charge	8	04/08
2010008	000	Internal Projects	000-002	Holiday				Senior	No Charge	8	05/08
2010008	000	Internal Projects	000-002	Holiday				Senior	No Charge	8	06/08
2010008	000	Internal Projects	000-001	Administration				Senior	No Charge	4	09/08
2010008	000	Internal Projects	000-001	Administration				Senior	No Charge	2	10/08
2010008	100	Oil International	100-001	Oil International - Systems Implementation	100-001-001	Analysis	Services Delivery	Senior	Charge	4	10/08
2010008	000	Internal Projects	000-004	Training				Senior	No Charge	2	10/08
2010008	000	Internal Projects	000-004	Training				Senior	No Charge	2	11/08
2010009	000	Internal Projects	000-003	Sickness				Senior	No Charge	8	13/09
2010009	000	Internal Projects	000-003	Sickness				Senior	No Charge	8	14/09
2010008	100	Oil International	100-001	Oil International - Systems Implementation	100-001-002	System Specification	Services Delivery	Project Manager	Charge	8	10/08
2010008	000	Internal Projects	000-002	Holiday				Project Manager	No Charge	8	23/08
2010008	000	Internal Projects	000-002	Holiday				Project Manager	No Charge	8	24/08
2010008	000	Internal Projects	000-002	Holiday				Project Manager	No Charge	8	25/08

Layout:  
 Grid View  
 Detail View  
 Split View

Recalculate  
 Post Rates  
 Recalculation Rates

Link To:  
 Cross Rates | Value Tables  
 Approval History

Post  
 Delete  
 Split  
 Refresh  
 Find & Replace  
 Undo Export

Allow allocated mods.  
 Back

Calculated  Deleted  
 Posted  Select All  
 Error  Other  
 Modified

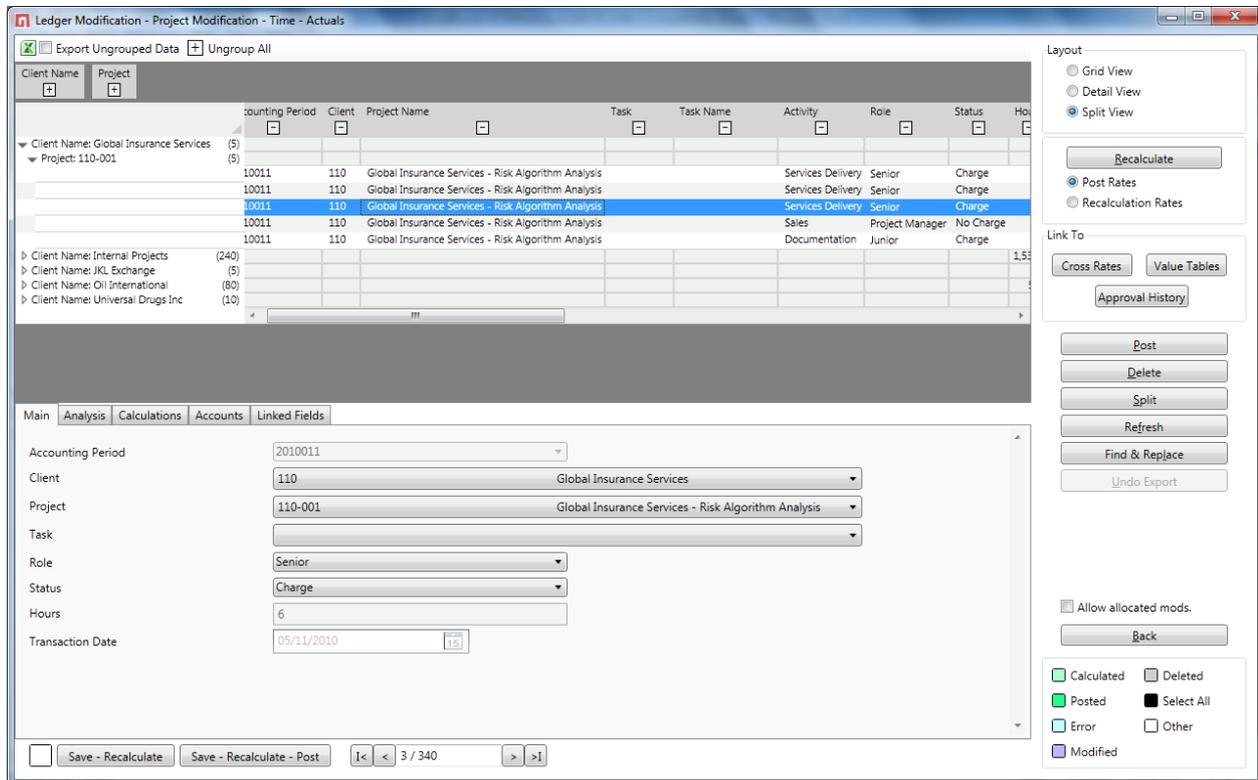
Accounting Period: 2010008  
 Client: 000 Internal Projects  
 Project: 000-004 Training  
 Task:  
 Role: Senior  
 Status: No Charge  
 Hours: 8  
 Transaction Date: 30/08/2010

Save - Recalculate | Save - Recalculate - Post | 1 / 340

Note that in Grid view and in Split view you can group transactions using the [-] buttons in column headers and expand each group using the arrow buttons in the left hand margin.

The fields by which you group data are shown in the margin at the top of the page, and you may drag these field buttons into a different sequence, as needed.

You can sort the grid by clicking column headers.



### Transaction Modification

You may modify a field value (if Ledger Modification Parameters permit you to do so) by moving to a row in the worksheet and double-clicking or clicking on the Edit button. This takes you to Form view for the current row.

You will by default only be permitted to modify unallocated transactions. However if you check the Allow Allocated Mods checkbox you may override this restriction. You should do this only with extreme caution, since forms@work reporting works best when allocated transactions are in balance, and there is a risk of out of balance allocations if you allow modification (and recalculation and posting) of allocated lines.

**Ledger Modification - Project Modification - Time - Actuals**

Main | Analysis | Calculations | Accounts | Linked Fields

Accounting Period: 2010011

Client: 110 Global Insurance Services

Project: 110-001 Global Insurance Services - Risk Algorithm Analysis

Task: [Empty]

Role: Senior

Status: Charge

Hours: 8

Transaction Date: 04/11/2010

Layout:
 

- Grid View
- Detail View
- Split View

Recalculate:
 

- Post Rates
- Recalculation Rates

Link To:
 

- Cross Rates
- Value Tables
- Approval History

Buttons: Post, Delete, Split, Refresh, Find & Replace, Undo Export

Allow allocated mods.  Back

Legend:
 

- Calculated
- Posted
- Error
- Deleted
- Select All
- Other
- Modified

Save - Recalculate | Save - Recalculate - Post | 2 / 340

Once you have modified a field value the record in the grid will be marked in the left hand column with the Modified Colour (as defined in System Parameters).

**Ledger Modification - Project Modification - Time - Actuals**

Export Ungrouped Data | Ungroup All

Client Name	Project	Accounting Period	Client	Project Name	Task	Task Name	Activity	Role	Status	Hours
Client Name: Global Insurance Services (5)										
Project: 110-001 (5)										
		10011	110	Global Insurance Services - Risk Algorithm Analysis			Services Delivery	Senior	Charge	
		10011	110	Global Insurance Services - Risk Algorithm Analysis			Services Delivery	Senior	No Charge	
		10011	110	Global Insurance Services - Risk Algorithm Analysis			Services Delivery	Senior	Charge	
		10011	110	Global Insurance Services - Risk Algorithm Analysis			Sales	Project Manager	No Charge	
		10011	110	Global Insurance Services - Risk Algorithm Analysis			Documentation	Junior	Charge	
Client Name: Internal Projects (240)										
Client Name: JKL Exchange (5)										
Client Name: OII International (80)										
Client Name: Universal Drugs Inc (10)										

Layout:
 

- Grid View
- Detail View
- Split View

Recalculate:
 

- Post Rates
- Recalculation Rates

Link To:
 

- Cross Rates
- Value Tables
- Approval History

Buttons: Post, Delete, Split, Refresh, Find & Replace, Undo Export

Allow allocated mods.  Back

Legend:
 

- Calculated
- Posted
- Error
- Deleted
- Select All
- Other
- Modified

Note that if you modify Days, Minutes, Hours, Item Overtime Days, Item Overtime Hours, Item Overtime Minutes, Employee Overtime Days, Employee Overtime Hours or Employee Overtime

Minutes, times will be made automatically consistent. An adjustment in Hours will immediately be reflected in an adjustment in Days and Minutes.

### Multiple Modification

A Find & Replace option allows you to perform multiple modifications for certain fields. These are:

Item Group

Item

Sub-Item

Role

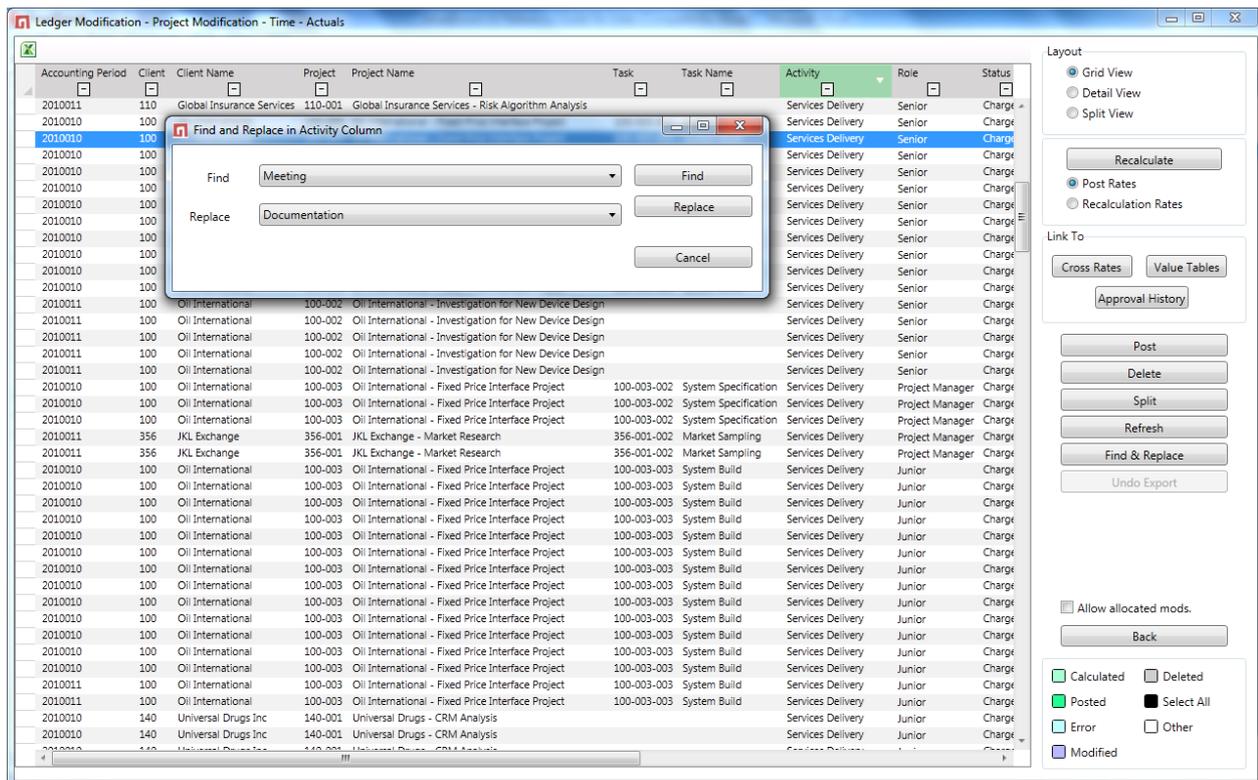
Status

Activity Analysis Value

Approval Statuses

You must also be sure that these fields are allowed for modification (as defined on Set Up, Ledger Modification Parameters)

Click on the column header of the field which you want to modify. Then click on Find & Replace.



Enter the Find and Replace values (or only the Find value if you do not intend to replace a value but only to select rows containing a particular value).

Click on Replace. forms@work will tell you how many times a value has been found and replaced, and rows where a replacement has occurred will be marked as Modified.

### Recalculation

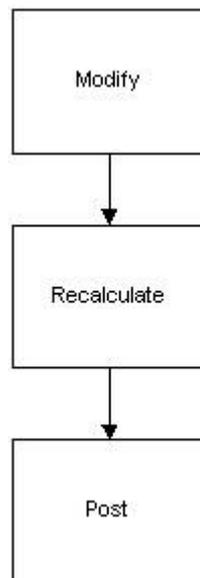
Before any modification is reflected in the Form Ledger you must Recalculate the record (in case the changes you have made affect any of the calculated values) and then Post the record.

Recalculation might result in error conditions. Error messages will appear in the lower panel and records in error will be given the Error Colour (as defined in System Parameters). You will not be able to Post records which have errors.

If Recalculation is successful the recalculated records will be given the Calculated Colour (as defined in System Parameters).

After Posting the records will be given the Posted Colour (as defined in System Parameters).

You may recalculate and post several records at once. The Recalculate and Post Buttons operate on records which have been selected. You may select by clicking on a row, or by using other Windows conventions. You may also select by clicking on the colour buttons at the bottom right of the worksheet.



### Recalculate

A Ledger Modification Profile can be used to revalue records in the Form Ledger which might have been affected by exchange rates or changes in Value Tables.

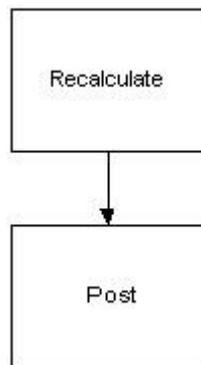
To recalculate Form Ledger records you must first select them (the usual Windows conventions apply to selecting records in the grid, or you may use the coloured buttons at the bottom right of the screen) and then use the Recalculate Button (you must specify whether you want to use exchange rate rules for Posting (the rules which apply when Forms are first posted) or for Revaluation)).

Recalculation might result in error conditions. Error messages will appear in the lower panel and records in error will be given the Error Colour (as defined in System Parameters). You will not be able to Post records which have errors.

If Recalculation is successful the recalculated records will be given the Calculated Colour (as defined in System Parameters).

After Posting the records will be given the Posted Colour (as defined in System Parameters).

You may recalculate and post several records at once. The Recalculate and Post Buttons operate on records which have been selected. You may select by clicking on a row, or by using other Windows conventions. You may also select by clicking on the colour buttons at the bottom right of the worksheet.



### Delete

You may delete records from the Form Ledger.

All deletion is carried out by creating a record which exactly reverses each record in the Form Ledger. This provides an audit trail for deletion. The original and the reversing line are allocated together (Time Allocation Marker will be set to 'C' and the Time Allocation Reference will be taken from the Next Time Allocation Reference on the System Control record).

To delete records you must first select them and then use the Delete Selection Button. You may select by clicking on a row, or by using other Windows conventions. You may also select by clicking on the colour buttons at the bottom right of the worksheet.

Deletion has an immediate effect on the Form Ledger. There is no additional need for Posting.

Following deletion the records will be given the Deleted Colour (as defined in System Parameters).



## Split

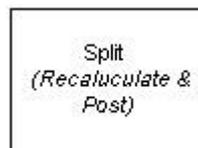
There will be occasions when you want to split records so that you can modify only part of an Form record.

In the case of Expense lines you will be presented with a window showing calculation values which were originally enterable values (according to the Form Type). You may make changes to these values. You may also specify a percentage value.

Split lines are automatically recalculated, and if there are no errors the lines are immediately written to the Form Ledger.

A split line will have the same journal number as the original number and the next higher line number available within the journal.

Note that all new Form Ledger records created during Ledger Modification audit reversals and deletions will have new journal numbers and line numbers.

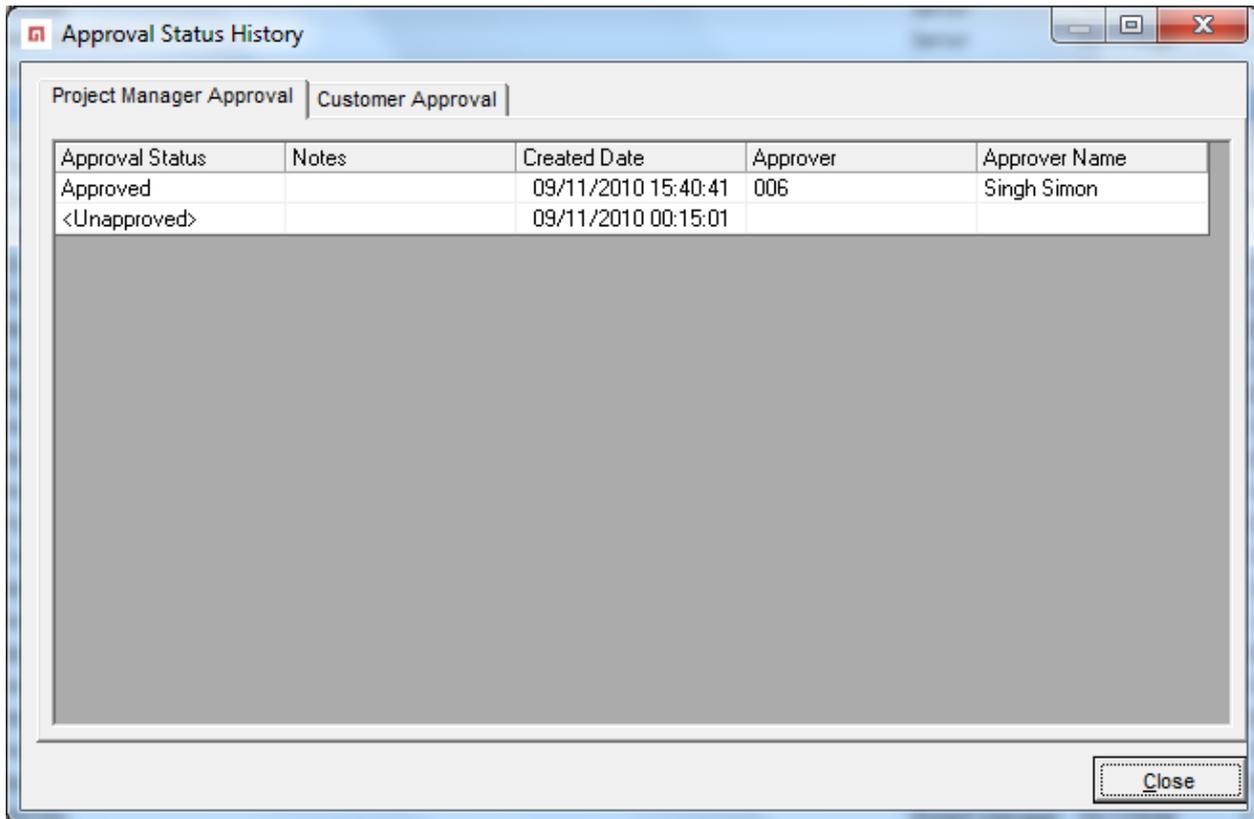


## Linking to Cross Rates and Value Tables

If you need to update Cross Rates and/or Value Tables you may use the Link To buttons .

## Examining the Approval History of a Line

Clicking on the Approval History button will show the complete Approval History of the current line.



The screenshot shows a window titled "Approval Status History" with two tabs: "Project Manager Approval" and "Customer Approval". The "Project Manager Approval" tab is active, displaying a table with the following data:

Approval Status	Notes	Created Date	Approver	Approver Name
Approved		09/11/2010 15:40:41	006	Singh Simon
<Unapproved>		09/11/2010 00:15:01		

A "Close" button is located in the bottom right corner of the window.

Each Approval Status has a separate tabbed form.

## Copying a Ledger Modification Profile

Use the Copy button on the Tool Bar to make a copy of a Ledger Modification Profile. The new Profile will be named 'Copy of *original name*'.

## Ledger Modification Parameters

Field Name	Modify	Audit
Account Code 01	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Account Code 02	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Account Code 03	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Account Code 04	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Code 05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Code 06	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Code 07	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Account Code 08	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Account Code 09	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Account Code 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accounting Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activity Analysis 02	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 03	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 04	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 05	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 06	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 07	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 08	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 09	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 14	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 16	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 18	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 19	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity Analysis 20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cash Allocation Date	<input type="checkbox"/>	<input type="checkbox"/>
Cash Allocation Marker	<input type="checkbox"/>	<input type="checkbox"/>
Cash Allocation Reference	<input type="checkbox"/>	<input type="checkbox"/>

It may be necessary to make corrections to values posted to the Form Ledger. But you may wish to prevent the modification of some of the ledger fields, and you may require that some changes be auditable.

This screen enables you define which fields are available for modification and which modifications require that original postings be reversed and replaced with new journals, so that modifications to original values can be tracked.

These settings affect modifications in:

- Ledger Modification
- Approval Profiles in the PSW

# Links

The screenshot shows a web browser window titled 'time@work'. The main content area is a form titled 'Links'. The form contains the following fields and values:

- Link:** LLP Group Website
- URL:** http://www.llpgroup.com
- Alternative Description:** (empty)
- Notes:** LLP Group
- Display Separately:**

At the bottom of the form, there are buttons for 'Create', 'Save', 'Delete', and 'Cancel'. Below the buttons is a status bar with the text 'Admin | czpcu016\sql2k | Empty21 | 19/05/2002 | 12:31'.

Links are used to create hyperlinks from the Professional Services Workbench to other websites.

<i>Link</i>	Enter the name or description which you want to appear in the Professional Services Workbench.
<i>URL</i>	Enter the complete URL for the website.
<i>Alternative Description</i>	Enter an alternative description.
<i>Notes</i>	Enter some explanatory notes which will appear with the Link name.
<i>Display Separately</i>	Check this field if you want this link to be listed in the left hand bar of the Professional Services Workbench as well as in the complete list of Links on the Links page.

## News

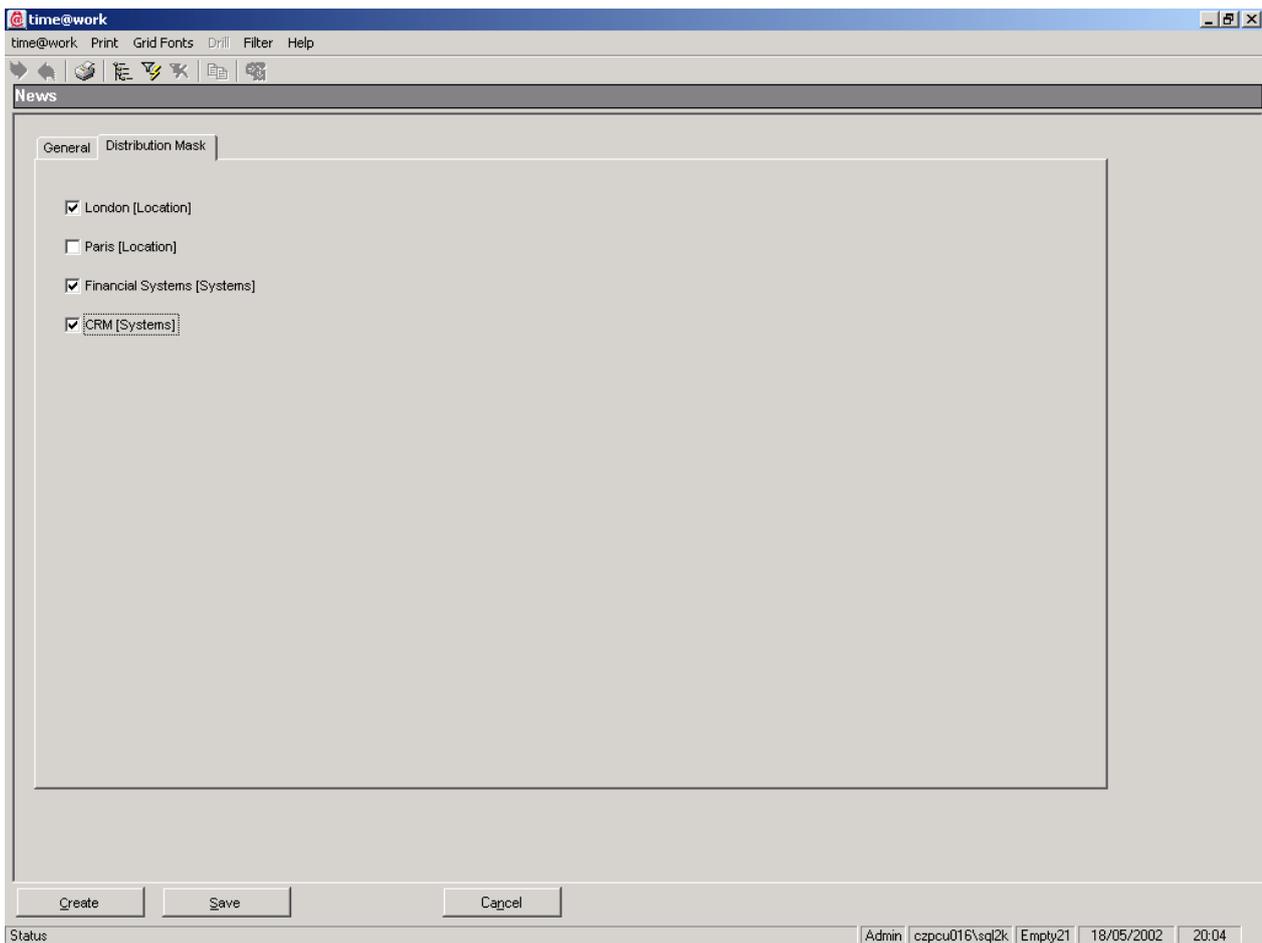
News are published on the Professional Services Workbench (the browser based interface for Form Entry, Approval and Review) and can be incorporated into Transmission Text.

Using the Distribution Mask (which additionally controls the list of Items available to Employees in Forms) you can restrict the distribution of News.

Note that you can maintain news items through the PSW, and in the PSW you can attach images to News items (the forms@work Maintenance News maintenance screen does not allow this).

### General

<i>News Caption</i>	Enter a summary News Caption
<i>News Date</i>	This defaults to the current date but can be modified
<i>News Time</i>	This defaults to the current time but can be modified
<i>News Text</i>	Enter the full text for your news item



*Distribution Mask*

*Mask Options*

Check the appropriate fields.

In this example the news item will be visible to any Employee marked with Location London irrespective of which Systems he or she works with.

## Overdue Notifications

Document Status Notification

Action	Status
Send Notification	

Notifications settings

Timesheets

- Issued for Authorisation
- Overdue
- Issued for Confirmation, Returned to Assignor
- In Progress (Proxy), Returned to Proxy

Forms

- Issued for Authorisation, Returned to Authorisation
- Issued for Review
- Issued for Confirmation, Returned to Assignor
- In Progress, Returned to Employee
- In Progress (Proxy), Returned to Proxy

Start Close

Overdue Notifications runs the Notification task that is usually scheduled in the Task Scheduler. You may select forms for which you want to generate email reminders by status.

---

## Planning

Planning is the process of entering expense values into Plans/Budgets (Item Plans and Diaries) and calculating financial and other values.

Plans/Budgets may serve several purposes in forms@work:

- To hold expense values for comparison with values posted from Forms into the Actuals ledger.
- To hold Item Plans imported from MS Project
- To copy data from one Additional Ledger to another. For example, to copy an Original Item Plan to a Latest Item Plan before amending it.
- To report on, but not update, actual data

Planning is controlled by Planning Profiles. These define worksheets in a variety of ways and you may set up any number of them, with different characteristics. These characteristics include:

- The Additional Ledger to be shown and worked on
- The runtime or fixed parameters used to select data from an Additional Ledger
- The fields to be shown in the Planning worksheet
- The initial sort sequence for the Planning worksheet
- Column widths (in pixels) when a Planning Profile is used in the PSW (Professional Services Workbench)
- The number of time columns to be shown in the Planning worksheet
- The type of time column to be shown in the Planning worksheet (Day, Calendar Month or Accounting Period)
- The unit of entry (Days, Hours, Minutes, etc)
- The entry calculation for expenses if EXPENSE type transactions are to be included in the plan.
- The Employee or groups of Employees for whom this Profile will be available in the PSW.
- The calculations to be performed and shown in the Planning worksheet
- The name of the Planning Profile
- Whether this Planning Profile is to be made available in the PSW, and if so, in the Item Portal and or the Employee Index.

- Whether values in the Planning Profile are for display only.
- How data are to be initially grouped.
- Whether Items or Employees should be shown regardless of whether there are data to be shown in planning cells.
- What column should be the default freeze column.

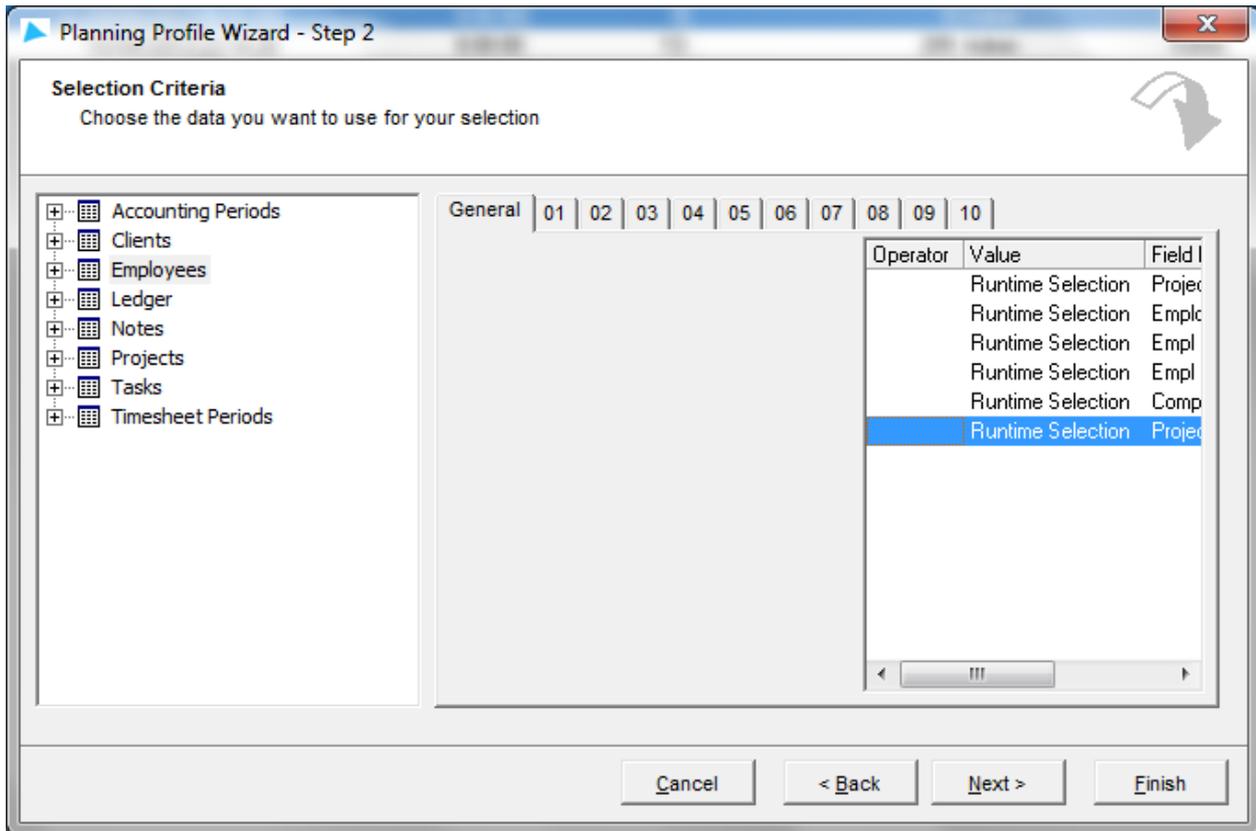
## Creating a Planning Profile

Click Create to Create a new Planning Profile

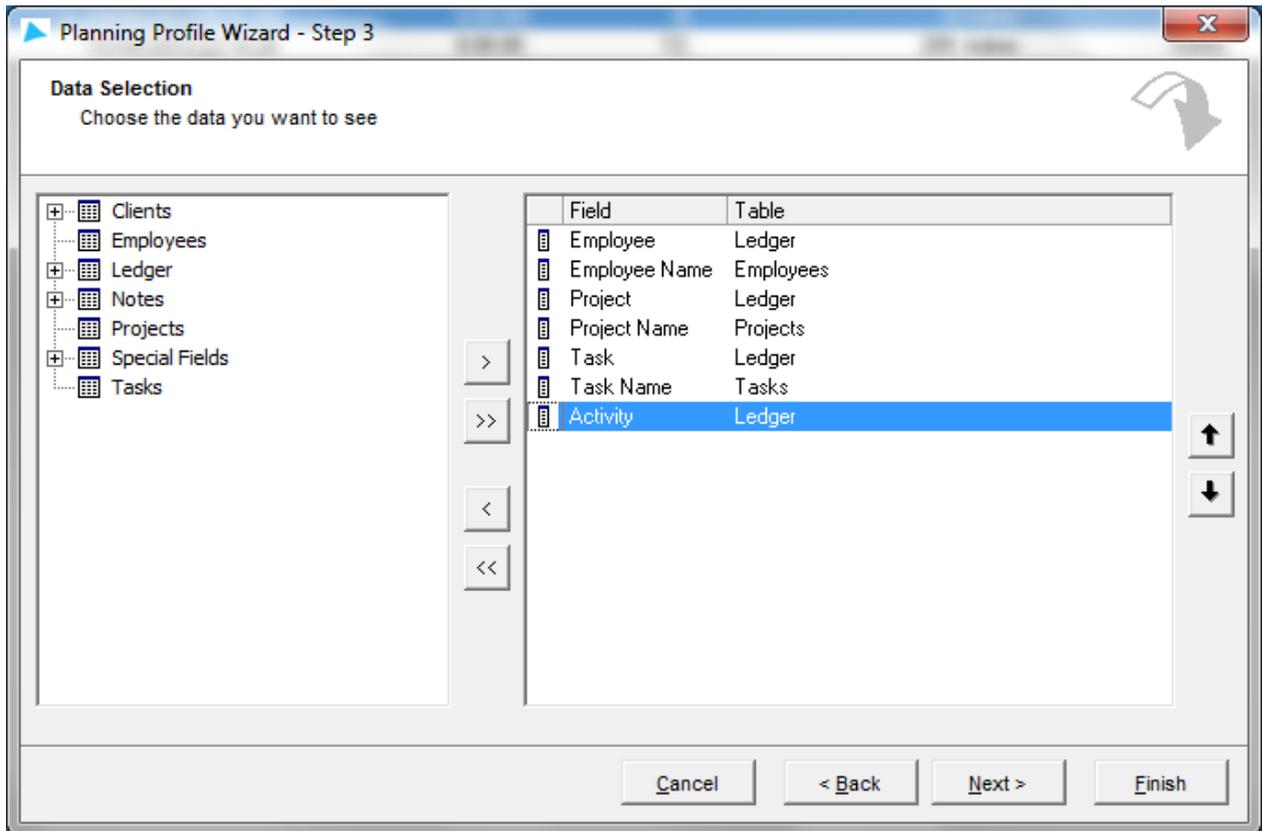
### Step 1 - Data Source Selection

Choose the Additional Ledgers you want to include in this Planning Profile. Data from each Additional Ledger will be shown in a separate tab in the Planning Worksheet in forms@work Maintenance. Only one tab is shown in the PSW.

Step 2 - Selection Criteria



Choose the fixed and runtime parameters you want to apply. Note that if you are budgeting or planning the future it is sensible (for performance reasons) to use a fixed parameter to limit data to those after today's Calendar Month or Accounting Period.

**Step 3 - Data Selection**

Specify the data that you want to include in the Planning worksheet. These are a limited set of fields including:

- Item Group, Item Group Name, Item, Item Name, Employee Employee Name and Sub-Item, Sub-Item Name
- Notes
- Role
- Status
- Activity Analysis (up to 50)
- Transaction Type (TIMESHEET or EXPENSE)
- Form Account

**Step 4 - Sort Selection**

**Sort Selection**  
Choose how you want to sort the output data

Field	Table
Employee	Ledger
Employee Name	Employees
Project	Ledger
<b>Project Name</b>	<b>Projects</b>
Task	Ledger
Task Name	Tasks
Activity	Ledger

Field	Table
-------	-------

Buttons: > >> < << ↑ ↓

Buttons: Cancel < Back Next > Finish

Specify the sequence in which you want data initially to be sorted in the Planning worksheet.

Step 5 - Calculations

Specify the calculations to be executed when data are entered into the Planning worksheet. You may also specify which are to be visible and whether the (currency) unit is to be displayed in row total fields.

You may also specify here whether the value is to be accumulated into a Row Total, Column Total, into both Column and Row Totals, or neither.

You may also specify the Row Total column width in pixels.

Step 6 - Grid Parameters

Specify the way in which time columns are to be displayed and entered and whether you want to determine cell-colour (Day Type dependent) on a line basis. This involves determining the appropriate calendar for each Item and is greatly more time consuming.

<i>Type</i>	Choose D for Day, T for Calendar Month and A for Accounting Period (note that this is an initial value which can be changed once the Planning worksheet has been displayed)
<i>by</i>	Specify how you want time columns initially to be grouped. For example, if you specify D by T then daily columns will be initially grouped by Calendar Months.
<i>Columns</i>	Set the number of columns to be displayed in the Planning worksheet
<i>Column Width</i>	Specify the pixel width of the column (note that if you are planning only values you need not specify a width).
<i>Timesheet Units</i>	Choose the unit of entry (Hours, Days, Minutes, etc.)
<i>Default Transaction Type</i>	TIMESHEET or EXPENSE

	This is the default transaction type that will be created by this profile in the absence of a column for Transaction Type.
<i>Entry Calculation</i>	Specify which calculation (defined in Step 5) is to be the entry calculation for EXPENSE type values.
<i>Entry Unit</i>	Specify the unit in which this calculation value is to be held (you may specify only one unit, and all numerical values entered into the Entry Calculation are assumed to be in this unit).
<i>Line Based Calendar Evaluation</i>	<p>If Line-based calendar evaluation is set to 'Yes' then cell colouring based on calendar is evaluated according to this logic:</p> <p style="padding-left: 40px;">If Employee is available in the transaction (even if not visible) then the line will be coloured according to Employee Calendar (with his exceptions)</p> <p style="padding-left: 40px;">If Employee is not available and Item is specified then the line will be coloured according to Item Company Calendar</p> <p style="padding-left: 40px;">If neither Employee nor Item is available, the line will be coloured according to Current Employee Calendar (PSW) or System Administrator's Calendar (Maintenance).</p>
<i>Cell Based Notes</i>	If you have specified that Notes are to be included in the Planning Profile, you may optionally specify that they may be entered at cell level.
<i>Suppress Totals</i>	Check this field if you want to suppress the profile's automatic column totals. These automatic totals do not include Row Totals specified for Calculations in Step 5.
<i>Prevent Changes for</i>	Choose Past or Future to prevent changes, when running a Planning Profile, for cells containing data related to the future or past.
<i>Offset (days)</i>	If you want to prevent changes to data from, say, two weeks in the future then enter 14, in combination with Future.
<i>All Selected Items</i>	Check this field if you want the profile to display data for all Items falling within the selection criteria irrespective of whether there are data for an Item.
<i>All Selected Employees</i>	Check this field if you want the profile to display data for all Employees falling within the selection criteria irrespective of whether there are data for an Employee.
<i>Allow Loss of Detail</i>	Check this field to allow posting of data at a level of granularity (Date, Calendar Month or Accounting Period) different from the level at which the data are currently held in the ledger

**Step 7 - Column Specification for PSW**

Field Name	Width	Grouping
Employee	80	<input checked="" type="checkbox"/>
Employee Name	150	<input checked="" type="checkbox"/>
Project	80	<input type="checkbox"/>
Project Name	150	<input type="checkbox"/>
Task	80	<input type="checkbox"/>
Task Name	100	<input type="checkbox"/>
Activity	90	<input type="checkbox"/>

Specify the pixel width of each data column when this Planning Profile is invoked from the PSW (as My Diary).

You may use the checkbox fields to specify that you want all data initially to be shown as summarised by these fields. Checking Employee and Employee Name, for example, will result in the Planning Profile initially showing only one row for each Employee.

**Step 8 - Web Access**

Employee	Employee Name
001	Sharp David
002	Thorne Susan
003	Muller Friedrich
004	Kubrick Jane
005	Abiad Ayman
006	Singh Simon
007	Simon Francesca
900	Crawford Jane
901	Grant David
Managers	[GROUP]

Employee	Employee Name
----------	---------------

You may optionally specify which Employees or Employee Groups will have access to this Planning Profile. If you do not specify anyone, then all will have access.

## Step 9 - Profile Name

Specify the name of the Planning Profile (and whether you want to save the Profile for later use and/or Run the Profile immediately).

If this Planning Profile will allow invocation of a subreport then specify the Inquiry Profile that is to be invoked. If this subreport is, by default, to be rendered as a Crystal Report or as a Microsoft Reporting Services report, then check Show as Grid if you want the data to be shown instead in a standard grid. You may also specify the Window Size for grid or report.

You may also specify that this Planning Profile is to be available in the PSW, and if so, in the Item Portal and/or the Employee Index.

Check the Disable Editing checkbox if you wish employees only to see but not to modify data in this profile.

Check Standard Item Restrictions to apply, during Item selection, the standard rules which determine which Items are visible to the current Employee in a Form.

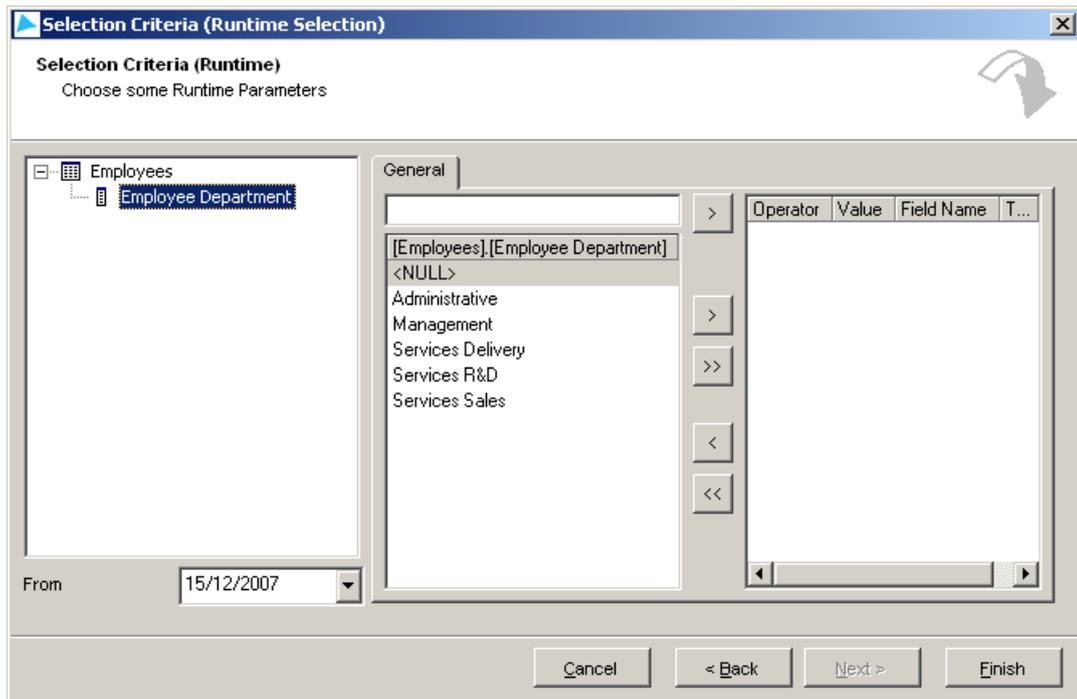
Check Data Access Restrictions to apply, during Item and Employee selection, the rules associated with the User associated with the current Employee.

Check Suppress No-Parameter Message to suppress the warning message that is shown when the Profile is run in the PSW with no parameter values selected.

Choose a Default Freeze column and check the checkbox if you want to prevent an Employee from changing this Freeze Column.

Set the number of lines per page to be displayed in the PSW.

## Using a Planning Profile



If there are runtime parameters for the Planning Profile then you must specify them (or allow the profile to default to inclusion of all data). You do this by choosing values in the central panel and double-clicking them across to the right-hand panel (or by using the arrows to transfer them). If your parameter field is a non validated field (such as a date field) then you must use the field above the central panel to specify values, and the adjacent arrow button to include this value in the right-hand panel. You may also modify the default operator to another value (>=, <=, LIKE, etc.).

You must also specify the starting date, Calendar Month or Accounting Period. This determines the first column in the Planning worksheet.

Click on Finish to extract data from the Planning ledger or ledgers into the Planning worksheet.

Project	Project Name	Task	Task Name	Employee	Employee Name	Dec 2007 Sat 15	Dec 2007 Sun 16	Dec 2007 Mon 17	Dec 2007 Tue 18	Dec 2007 Wed 19	Dec 2007 Thu 20	Dec 2007 Fri 21	Dec 2007 Sat 22	Dec 2007 Sun 23	Dec 2007 Mon 24	Dec 2007 Tue 25	Dec 2007 Wed 26	Dec 2007 Thu 27	Dec 2007 Fri 28
000-002	Holiday			001	Sharp David						8	8			8				
110-001	Global Insurance Services - Risk Algorithm Analysis			001	Sharp David														
356-002	JKL Exchange - Monthly System Audit			001	Sharp David			8	8	8								8	8
110-001	Global Insurance Services - Risk Algorithm Analysis			001	Sharp David														
000-002	Holiday			002	Thorne Susan							4			8				
100-002	Oil International - Investigation for New Device Design			002	Thorne Susan		4	4	4	4									
100-002	Oil International - Investigation for New Device Design			003	Muller Friedrich														
110-001	Global Insurance Services - Risk Algorithm Analysis			003	Muller Friedrich														
110-001	Global Insurance Services - Risk Algorithm Analysis			004	Kubnick Jane			8	8	8	8	8							
140-001	Universal Drugs - CRM Analysis			004	Kubnick Jane														
000-002	Holiday			005	Abiad Ayman														
110-001	Global Insurance Services - Risk Algorithm Analysis			005	Abiad Ayman														
110-001	Global Insurance Services - Risk Algorithm Analysis			005	Abiad Ayman														
140-001	Universal Drugs - CRM Analysis			005	Abiad Ayman														
140-001	Universal Drugs - CRM Analysis			006	Singh Simon														
140-001	Universal Drugs - CRM Analysis			007	Simon Francesca			4	4	4	4	4							
100-001	Oil International - Systems Implementation	100-001-001	Analysis	002	Thorne Susan		6												
100-001	Oil International - Systems Implementation	100-001-001	Analysis	003	Muller Friedrich		2												
100-001	Oil International - Systems Implementation	100-001-002	System Specification	003	Muller Friedrich				1.6	1.6	1.6	1.6			1.6	1.6	1.6	1.6	1.6
100-001	Oil International - Systems Implementation	100-001-002	System Specification	005	Abiad Ayman				3.2	3.2	3.2	3.2			3.2	3.2	3.2	3.2	3.2
100-001	Oil International - Systems Implementation	100-001-002	System Specification	007	Simon Francesca				3.2	3.2	3.2	3.2			3.2	3.2	3.2	3.2	3.2
100-001	Oil International - Systems Implementation	100-001-003	System Build	002	Thorne Susan													4.8	4.8
100-001	Oil International - Systems Implementation	100-001-003	System Build	003	Muller Friedrich													0.8	0.8
100-001	Oil International - Systems Implementation	100-001-003	System Build	005	Abiad Ayman													2.4	2.4
356-001	JKL Exchange - Market Research	356-001-001	Market Definition	006	Singh Simon														
356-001	JKL Exchange - Market Research	356-001-002	Market Sampling	002	Thorne Susan														
						0.0	0.0	32.0	32.0	32.0	32.0	32.0	0.0	0.0	24.0	8.0	8.0	24.0	24.0

In the Planning worksheet you can:

- Click between different Planning data using the tabs (Diary and Forecast in this example)
- Move forwards and backwards in time using the arrow buttons
- Find the earliest extracted data by clicking on the Find First button
- Find the latest extracted data by clicking on the Find Last button
- Find previous data (this may be several days, or periods earlier) by clicking on the Find Previous button
- Find next data (this may be several days or periods later) by clicking on the Find Next button
- Show all selected data (over unlimited days or periods) by clicking on the Show All button (note that if there are large volumes of data this operation may take some considerable time)
- Change the starting date or period for the worksheet (you must then click on the Refresh button)
- Change the number of columns in the worksheet (you must then click on the Refresh button)
- Change the column type (Day, Calendar Month or Accounting Period)
- Copy data from another Additional Ledger into the worksheet (adding or replacing all data for the current selection criteria in all periods/dates)

In the worksheet itself you can:

- Sort the data by clicking on a column header
- See if there are extracted data for the same combination of fields (Employee, Item, Sub-Item, etc.) earlier or later than the data currently shown (the left- and right-pointing arrows indicate these conditions)
- Enter new data in the last row of the worksheet
- Select, copy and paste data (rows and field values)
- Select, copy (or cut) and paste time values within the worksheet
- 'Stretch' time values across days (for example 8 hours on one day may be stretched across two days as two 4-hour time values)
- Recalculate or Post (and calculate) the worksheet by clicking on Recalculate or Post
- Abandon the current values by clicking on Back so that you can start again

Note that you may enter negative values into time cells.

Errors in calculations will be highlighted in the lower part of the screen.

Rows which have been calculated are marked in the first column with the calculated colour.

Rows which contain an error are marked in the first column with the error colour.

Cells containing data are highlighted using Budgeted Time Colour defined using the System Parameters screen.

## Portal

This option allows you to define the features of:

- The Employee Index
- The Item Portal
- The Information Button page

In the case of the Employee Index (*check the Employee checkbox*):

- You can specify how many Employees are to be displayed per page
- You can determine how long an Employee is to be regarded as 'new' by setting up New Employee Expiration Days.
- You can determine which fields are available for filtering and sorting in the Employee Index grid.
- You can determine which Employee data fields are to be made visible in the Professional Services Workbench (accessed from the Employee Index grid)
- You can determine which data fields an Employee may update himself or herself

The screenshot shows the 'time@work' Portal configuration window. At the top, there are radio buttons for 'Employee' (selected) and 'Project'. Below this, there are input fields for 'Employees per Page' (set to 15) and 'New Employee Expiration Days' (set to 28). A section titled 'Filter/Sort' contains two tabs: 'Visible' and 'Available for Update'. The 'Visible' tab is active, showing a list of fields and their associated tables. The fields listed are: Employee, Employee Name, Company, Company Name, Employee Department, Employee Location, and Employee Position. The tables listed are: Employees, Employees, Employees, Employees, Analysis, Analysis, and Analysis. Below the list, there are navigation arrows (>, >>, <, <<) and up/down arrows. At the bottom of the window, there is a 'Save' button, a 'Cancel' button, and a page indicator '1 / 1'. The status bar at the very bottom shows 'Version 4.5.6 Status' on the left and 'Admin Demo45 13/02/2012 19:29' on the right.

Field	Table
Employee	Employees
Employee Name	Employees
Company	Employees
Company Name	Employees
Employee Department	Analysis
Employee Location	Analysis
Employee Position	Analysis

**New Employee Expiration Days**

Employees created earlier than today's date minus the number of days specified here will not be shown separately as 'New Employees' in the Professional Services Workbench.

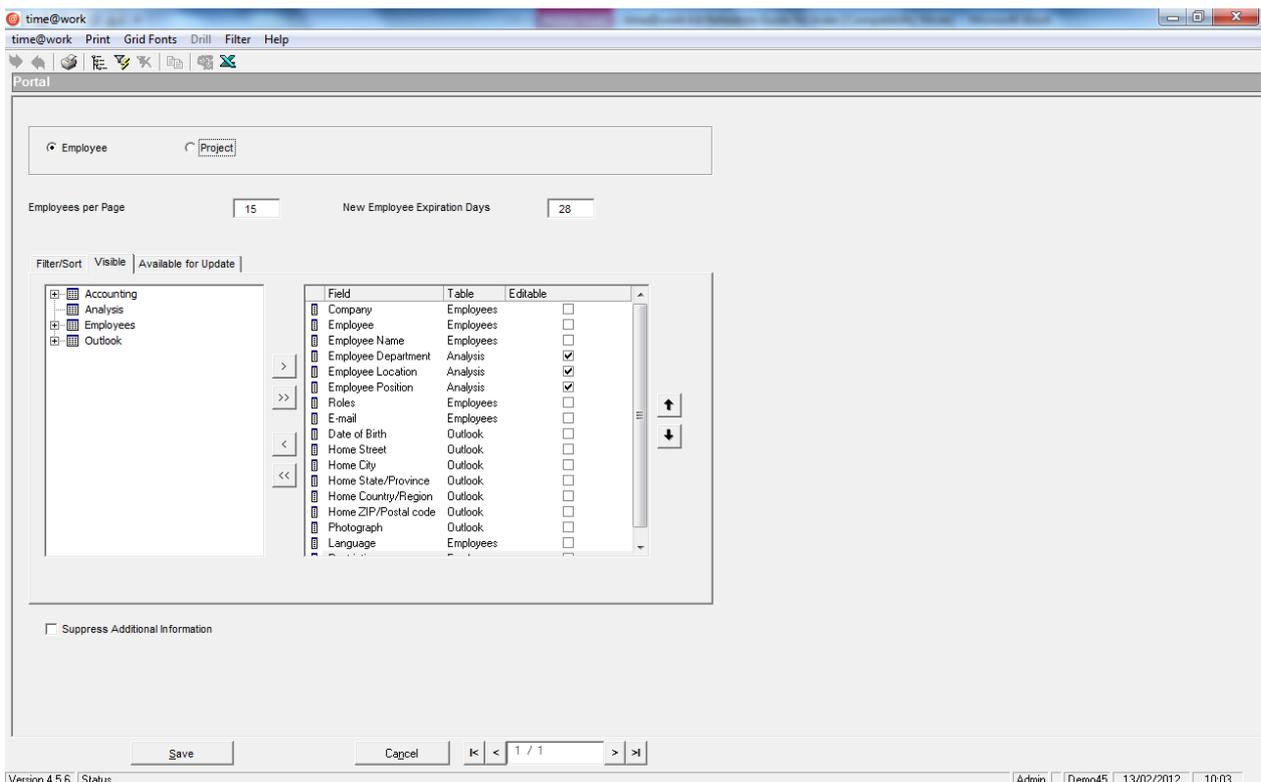
**Filter/Sort**

**Available Fields**

Select which of the available fields you wish to use as columns for filtering and sorting in the Employee Index.

**Suppress Additional Information**

Check this field if you want to prevent access to data items selected in the Visible tab from My Details.



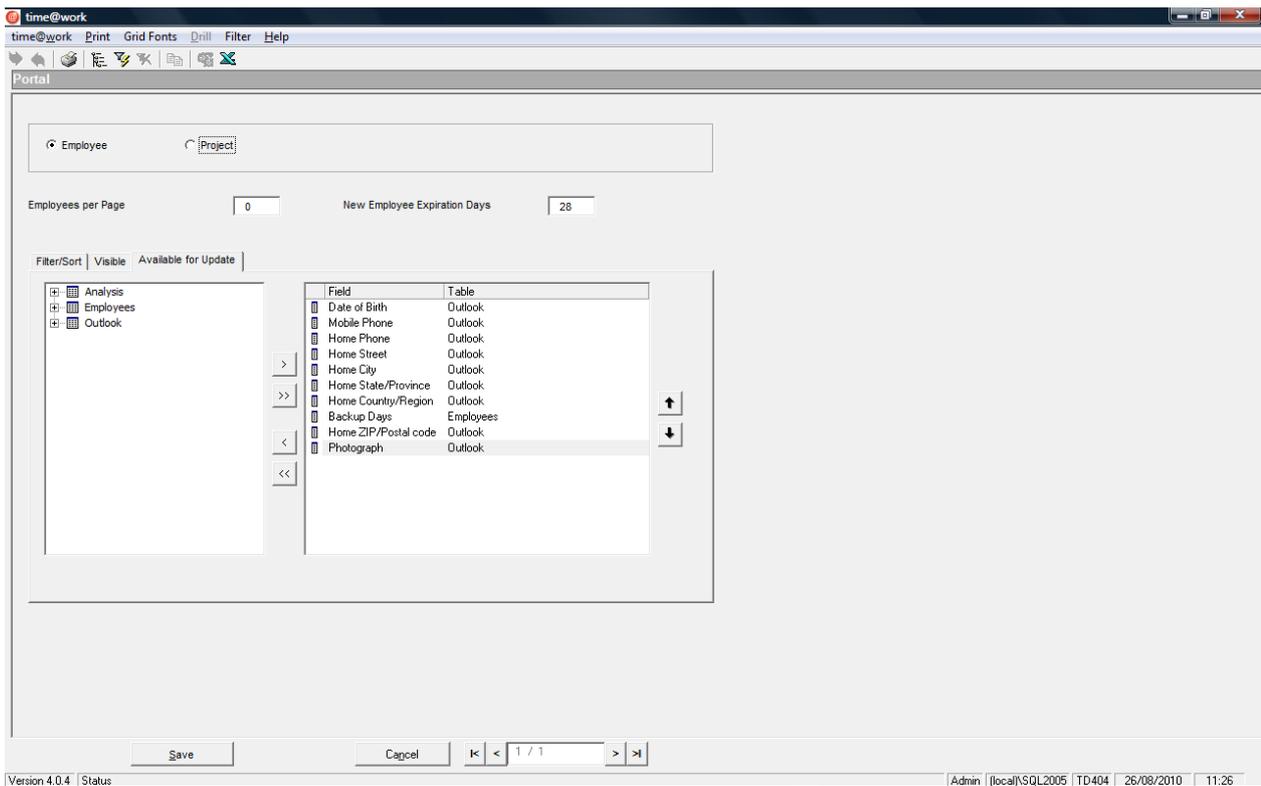
**Visible**

**Available Fields**

Select which of the available fields you wish to make visible in the Employee Details page of the PSW after the user has selected an Employee from the Employee Index.

**Editable**

Check the Editable field if you want employees to be able to modify values in this field in the page that is shown when an Employee clicks the Information Button in a form.



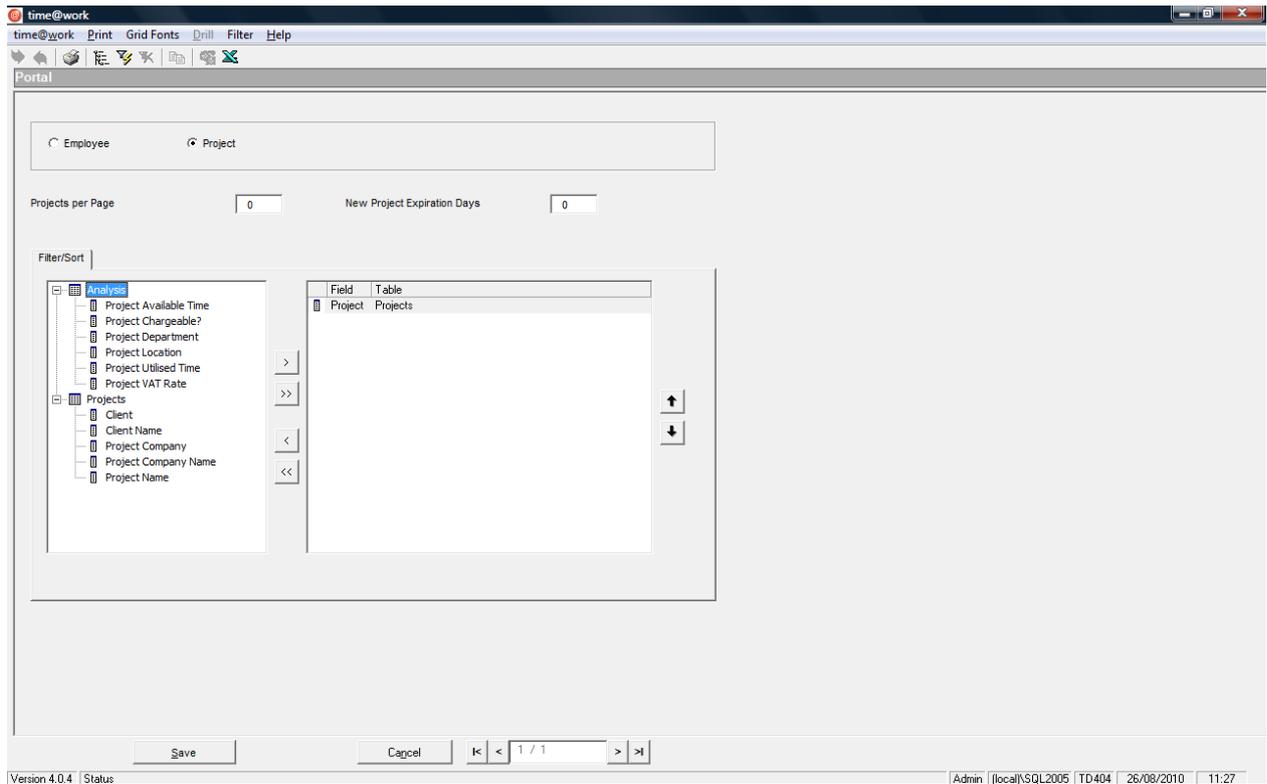
## Available for Update

### Available Fields

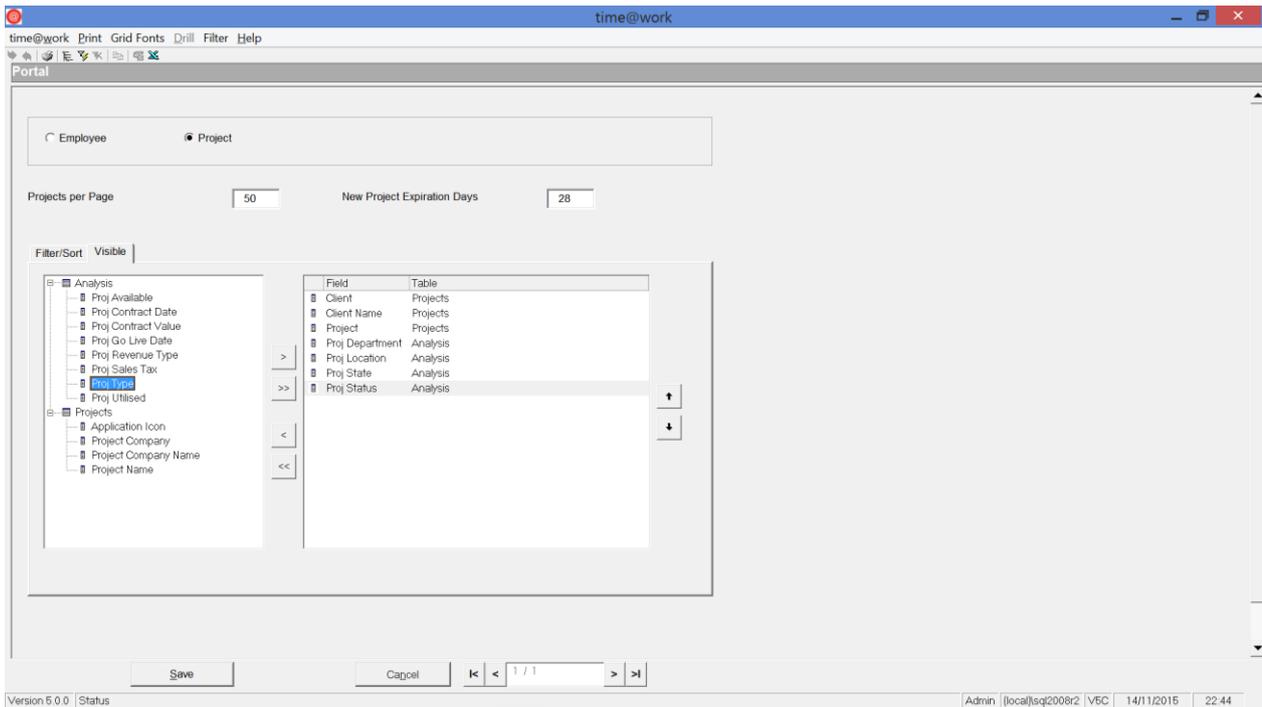
Select which of the available fields you wish to make available for the Employee to update from My Details in the PSW.

In the case of the Item Portal (*check the Item checkbox*):

- You can determine which fields are available for filtering and sorting in the Item Portal grid.
- You can determine the fields that should be shown in the Item Assistant in the PSW



<i>Items per Page</i>	Specify the number of Items to be shown in the grid per page
<i>New Item Expiration Days</i>	Items created earlier than today's date minus the number of days specified here will not be shown separately as 'New Items' in the Professional Services Workbench.
<u><i>Filter/Sort</i></u>	
<i>Available Fields</i>	Select which of the available fields you wish to use a columns for filtering and sorting in the Item Portal.



Click available fields in the right-hand panel to include them in the Item Assistant.

## Posting and Validation

When Forms have been received, (optionally) authorised and (optionally) reviewed they can be submitted for Posting and Validation to the Form Ledger.

Note that Posting and Validation can be scheduled for periodic execution using the forms@work Task Scheduler. When running under the Task Scheduler all dialogues are suppressed and any Form which would cause a dialogue to be initiated will be ignored and will remain unposted.

Timesheet and Expenses Posting

Post Timesheets and Expenses to the Project Ledger

Select Timesheets and/or Expense Forms for Posting and Correct Validation Errors

What do you want to Post?

All  Timesheets  Expenses

Type	Employee	Company	TS Period	Unique No
------	----------	---------	-----------	-----------

Check All Uncheck All

Posting errors

Post Edit... Close

### Posting and Validation

The procedure shows Forms currently available for Posting and Validation.

Clicking on the Post button will initiate the process of Posting and Validation. Forms in which there are no validation errors will be posted and will be removed from the current list.

Forms containing errors may be edited using a version of the Form Client software. Corrected Forms may be once more Validated and Posted.

## Posting

During the Posting process the system calculates the values defined for the Form Type (these are user-defined but might include such values as charge rates, costs, utilisation, VAT, and so on).

Each Form line is posted as a Debit to the Form Ledger.

There are the following Transaction Types in forms@work:

TIMESHEET	Not in Use
EXPENSE	Created during Posting and Validation
INVOICE	Not in Use
DISCOUNT	Not in Use
ATTENDANCE	Not in Use

The following tables describe the values which are assigned to fields in the Form Ledger during the Posting process:

### Form Records

<i>Item Group</i>	The Item Group to which the chosen Item belongs
<i>Item</i>	The Item chosen on the Form
<i>Sub-Item</i>	The Sub-Item chosen on the Form (if required)
<i>Employee</i>	The Employee who has entered (and usually incurred) the data
<i>Role</i>	Null
<i>Journal Number</i>	The next available number from the System Control table. The Journal Number is incremented for each Form. The Form Ledger should contain a continuous sequence of journals.
<i>Line Number</i>	The line number within a Journal (starting with line 1). Each Expense line is a separate Journal Line.
<i>User</i>	The User who has used Posting and Validation to Post the Form.
<i>Details Archived</i>	<i>Currently Unused</i>
<i>Reference</i>	The Unique Form Number

<i>Entry Date</i>	The date on which the Form is Posted. Derived from the PC on which Posting and Validation is run.
<i>Transaction Date</i>	The date for which data has been reported on a Form line
<i>Calendar Month</i>	Null
<i>Accounting Period</i>	The Accounting Period to which the Form line belongs (determined from the Transaction Date unless the Accounting Period is closed in which case the Period is chosen by the user of the Posting and Validation Procedure from a list of open Accounting Periods).
<i>Transaction Type</i>	EXPENSE
<i>Form Type</i>	Form Type
<i>Debit/Credit</i>	D
<i>Invoice Reference</i>	Null
<i>Invoice Date</i>	Null
<i>Invoice Accounting Period</i>	Null
<i>Invoice User</i>	Null
<i>Held Invoice Reference</i>	Currently unused – Null
<i>Item Company</i>	The Company to which the chosen Item belongs
<i>Employee Company</i>	The Company to which the Employee belongs
<i>Inter Company Indicator</i>	True if the Item Company differs from the Employee Company
<i>Days</i>	Zero
<i>Hours</i>	Zero
<i>Minutes</i>	Zero
<i>Employee Overtime Days</i>	Zero
<i>Employee Overtime Hours</i>	Zero
<i>Employee Overtime Minutes</i>	Zero
<i>Item Group Overtime Days</i>	Zero
<i>Item Group Overtime Hours</i>	Zero

<i>Item Group Overtime Minutes</i>	Zero
<i>Calculated Value 01</i>	A value is calculated using the rules set up for the Calculation defined for the current Form Type. If no operator is specified for a calculation then the value is entered by the Employee.
<i>Unit Value 01</i>	The unit in which the Calculated Value is held (e.g. USD) if the value has been obtained from a Value Table. Otherwise spaces or * to indicate that a value has not been found from a Value Table.
<i>Calculated Values 02-20</i>	Values calculated according to the Calculation rules applying to the current Form Type. If no operator is specified for a calculation then the value is entered by the Employee.
<i>Unit Values 02-20</i>	As for Unit Value 01.
<i>Analysis Values 1-50</i>	Analysis Values as entered on a Form. Each Form Type (and Item) may require entry of a different set of Activity Analysis Values.
<i>Status</i>	<p>As entered by an Employee on a Form if the current Form Type allows Status Entry and Status Entry has not been suppressed for the current Item.</p> <p>If a status value is not entered then a status value is obtained from the Sub-Item, Item, Item Group, or Employee tables.</p>
<i>Time Allocation Marker</i>	Null
<i>Time Allocation Reference</i>	Null
<i>Time Allocation Date</i>	Null
<i>Cash Allocation Marker</i>	<i>Currently unused</i>
<i>Cash Allocation Reference</i>	<i>Currently unused</i>
<i>Cash Allocation Date</i>	<i>Currently unused</i>
<i>Inter Company Allocation Marker</i>	<i>Currently unused</i>
<i>Inter Company Allocation Reference</i>	<i>Currently unused</i>
<i>Inter Company Allocation Date</i>	<i>Currently unused</i>

<i>Transfer Status</i>	<i>Currently unused</i>
<i>Under Invoice Review</i>	<i>Currently unused</i>
<i>Account Codes 01-10</i>	As entered on a Form or null
<i>To Date</i>	As entered on an Expesne Form or null
<i>Original Transaction Type</i>	EXPENSE
<i>Day Type</i>	The Day Type (determined from the Calendar associated with the Employee Company) of the Transaction Date (the date for which data has been entered onto a Form).
<i>Form Account</i>	As entered on a Form or null.
<i>Allocation Level</i>	Null

# PSW Help

PSW Help enables you to:

- a) Modify default delivered help text for the Professional Services Workbench
- b) Create Help Text to describe your own policies or procedures.

### *Help Reference Number*

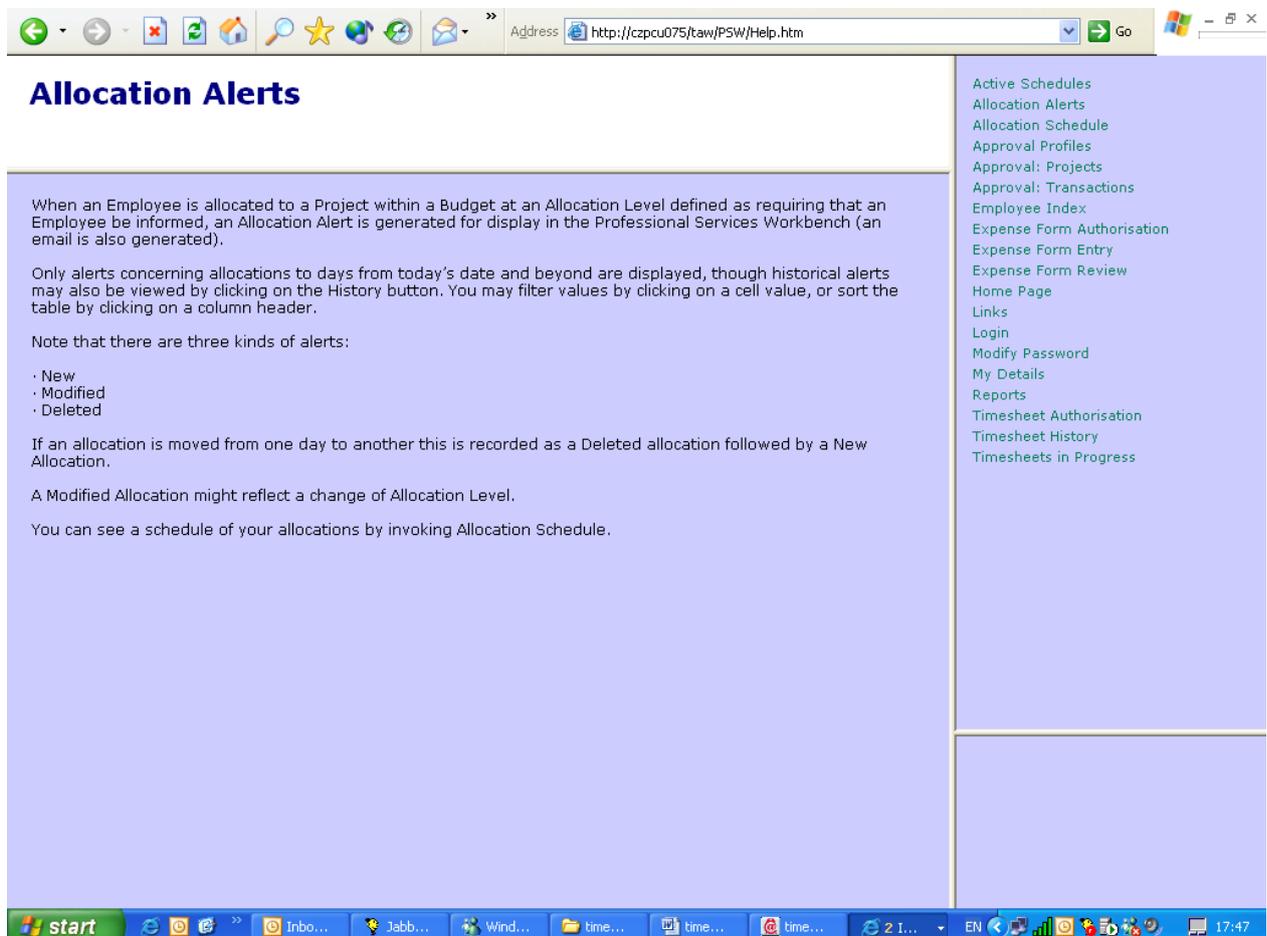
Numbers 1 to 1000 are reserved for internal use and you will find that you can neither create nor delete Help Text records with Help Reference Numbers in this range.

You may create your own Help Text using any number in excess of 1000.

### *Help Language*

This must be one of the languages defined by a Data Dictionary. The Professional Services Workbench will display Help Text in the language appropriate to the Employee if it exists. In the absence of any other Help Text, Help in English will be shown.

<b>Help Title</b>	When Help is invoked in the PSW then you may choose a topic using Help Titles, which are shown in a right hand border in alphabetical order.  Note that Help Titles for reserved Help Text are shown in the upper panel. Help Titles for Help Text with Help Reference Numbers in excess of 1000 are shown in a separate lower panel, also in alphabetical order.
<b>Help Text</b>	This is the body of text to be displayed. Note that you may not use any formatting characters in this text.
<b>Help Redirection URL</b>	Here you may alternatively specify another URL to be invoked when Help is requested from this page. Note that if you do not specify a URL here and if you have specified a Help Redirection URL at System Level then the default PSW Help pages will not be shown.



## PSW Tooltips

The screenshot shows a software window titled "time@work" with a menu bar (time@work, Print, Grid Fonts, Drill, Filter, Help) and a toolbar. The main content area is titled "PSW Tooltips" and contains a form with the following fields:

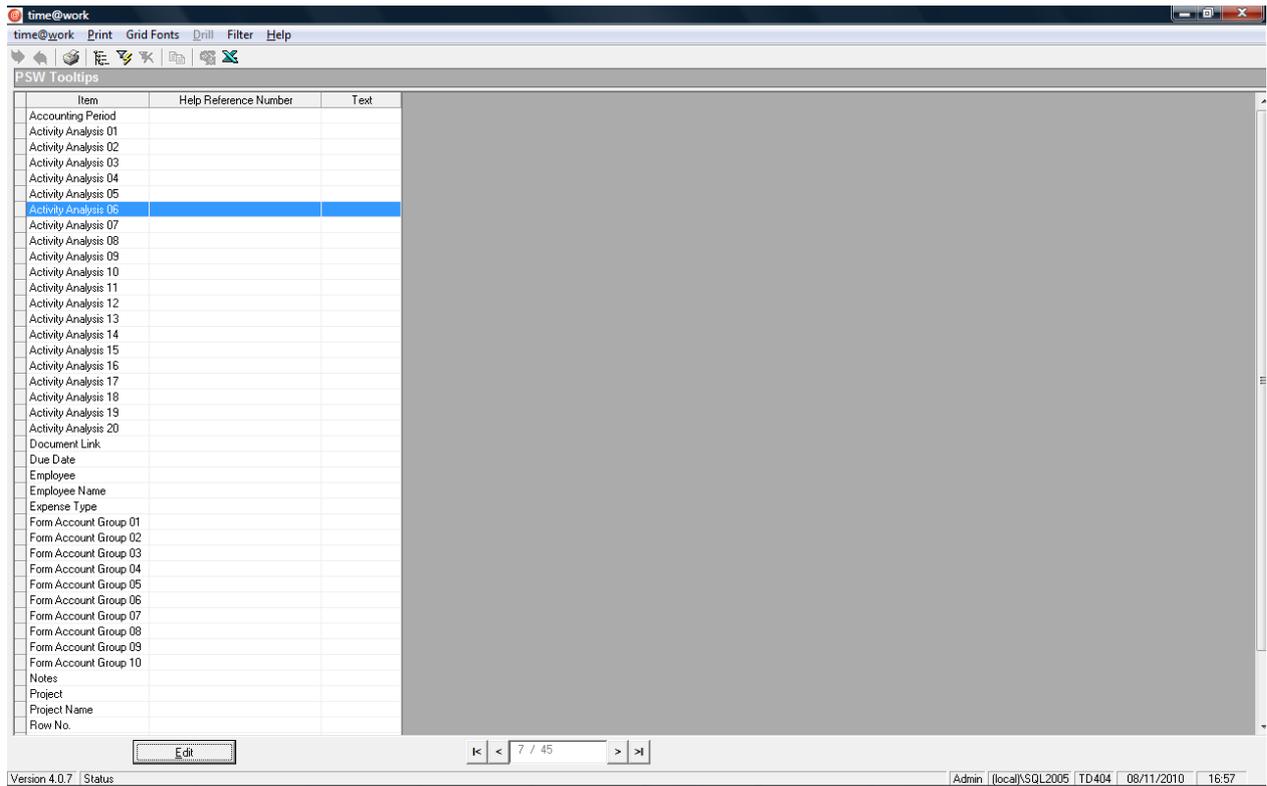
- Item: Activity Analysis 01
- Help Reference Number: (empty)
- Text: (large empty text area)

At the bottom of the window, there are "Save" and "Cancel" buttons, a page indicator "2 / 45", and a status bar showing "Version 4.0.7", "Status", "Admin", "(local)\SQL2005", "TD404", "08/11/2010", and "16:50".

PSW Tooltips enable the specification of helpful text that can be displayed for columns in Forms. When text has been specified for a field/column a question mark (?) is shown in the field's column header, and the text is displayed as a tooltip when the cursor is placed over the question mark.

The fields for which tooltips may be specified are limited and tooltip records are preloaded into the database with blank content.

To open and edit a tooltip item double click on the appropriate row.



*Item*

Shows the item/field you have chosen to edit.

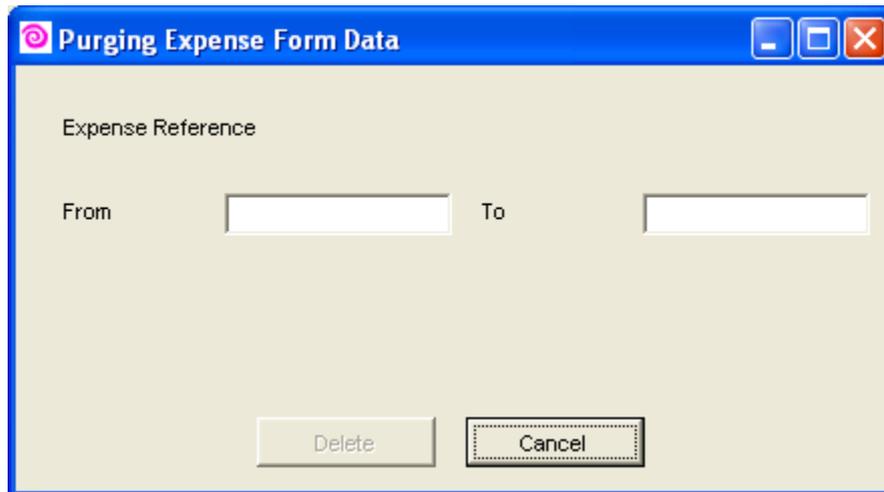
*Help Reference Number*

You may specify that pre-existing PSW Help Text should be used as tooltip text. This is appropriate if you want to use multilingual text since the system will look for PSW Help text in the user's language.

*Text*

Alternatively, you may specify the text in this field.

## Purge Form Data



The screenshot shows a dialog box titled "Purging Expense Form Data". The dialog has a blue title bar with standard window controls (minimize, maximize, close). The main content area is light beige and contains the text "Expense Reference" at the top. Below this, there are two input fields: "From" followed by a text box, and "To" followed by another text box. At the bottom, there are two buttons: "Delete" and "Cancel".

Enter the range of Form references that you wish to purge from the Expense Data table.

Note that Forms are purged only if they are posted or completed.

Note that once purged a Form is no longer visible in Form History in the Professional Services Workbench (PSW).

## Purge Status Records

Status records track the progress of Forms. They remain in the Status table until deleted by this function. You should run this whenever you want to reduce the number of records in the Status table for performance reasons.

The Purge Status Records function is similar to the Status Inquiry function and contains the same possibilities for selection.

A Wizard takes you through the process of creating a Purge Status Record Profile.

### Creating a Purge Status Record Profile

#### Step 1 - Selection Criteria

The screenshot shows a software window titled "Status Inquiry Profile Wizard - Step 1". The main heading is "Selection Criteria" with the instruction "Choose the data you want to use for your selection". On the left, a tree view shows a hierarchy of database tables: "Employees", "Next Action Employee", "Timesheet in Progress" (with sub-items: "Current Status", "Expense Form Number", "Status", "Status Date", "Timesheet Number", "Type"), "Timesheet Period", and "Timesheet Types". The "Employees" table is selected. In the center, there are tabs labeled "General" and "01" through "10". The "General" tab is active, and it contains a table with columns "Operator", "Value", "Field Name", and "T...". The table is currently empty. At the bottom, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

The Selection Criteria panel on the left of the screen allows you to choose a field from a table in the database on which you wish to base your selection.

When you have chosen a field (by clicking on the field name) a central panel displays a list of available values.

### *Runtime or Fixed Values*

At this point you may choose either to select or specify a number of fixed values for the field or to specify, by checking the Runtime Selection field, that field values are to be given when the Purge Status Record Profile is run.

If you decide to choose specific values rather than to specify Runtime Selection you may transfer values from the central panel to the right-hand panel of chosen criteria.

Note that for a set of Status records for a particular Form, only one will have the field Current Status set to True. Choosing only records where Current Status is True is a way of finding out the latest status of each Form.

### *Searching on the basis of values not included in the list*

You may also use the field above the central panel to specify a value to look for in the field. This is especially useful if you are selecting on the basis of Analysis Values for analysis categories which are not validated.

### *Inclusive or Exclusive Searches*

You may use the operator field for each of the chosen values in the right-hand panel to specify an operator. This defaults to = but you may also choose <> (not equal), >, >=, etc.

### *Multiple Criteria*

You may specify a set of criteria which must be met by selecting more than one field as a basis for selection. Some fields may have fixed selection criteria. Others may be based on runtime specification.

As you build up your selection criteria you will see them listed in the right-hand panel.

A record is selected from the Status Table if **all** of the criteria in the panel are met.

### *Alternative (multiple) Criteria*

The selection values which you choose on the first available (General) tab will be applied in all cases.

Up to ten sets of additional and alternative selection criteria may be set up using the ten tabs to the right of the left-hand Selection Criteria panel.

Selection is made on the basis of:

(Conditions on the General tab being met) AND

(

(conditions on the 01 tab being met) OR

(conditions on the 02 tab being met) OR

.....

(conditions on the 10 tab being met)

)

---

The Next button takes you on to the second step of the Wizard.

## Step 2 - Data Selection

**Status Inquiry Profile Wizard - Step 2**

**Data Selection**  
Choose the data you want to see

Employees

- Company
- Grade

Next Action Employee

Timesheet in Progress

- Current Status
- Expense Form Number
- Type

**Timesheet Period**

- T Period Analysis 1
- T Period Analysis 2
- T Period Analysis 3
- T Period Analysis 4
- T Period Analysis 5

Timesheet Types

Field	Table
Status	Timesheet in Progress
Status Date	Timesheet in Progress
Timesheet Number	Timesheet in Progress
Employee	Next Action Employee
Timesheet Period	Timesheet Periods

Buttons: Cancel, < Back, Next >, Finish

The Data Selection panel on the left of the screen allows you to select which data fields you want to see in your inquiry/report.

The order in which the fields are to be eventually displayed in an inquiry grid can be modified by highlighting a chosen field in the right-hand Include panel and using the Move Up and Move Down buttons.

The Next button takes you on to the third step of the Wizard.

### Step 3 - Sort Selection

**Status Inquiry Profile Wizard - Step 3**

**Sort Selection**  
Choose how you want to sort the output data

Field	Table
Status	Timesheet in Progress
Status Date	Timesheet in Progress
Timesheet Number	Timesheet in Progress

Field	Table
Timesheet Period	Timesheet Periods
Employee	Next Action Employee

Ascending sort order

Buttons: Cancel, < Back, Next >, Finish

The left hand panel shows you a complete list of the fields you have selected for your inquiry/report.

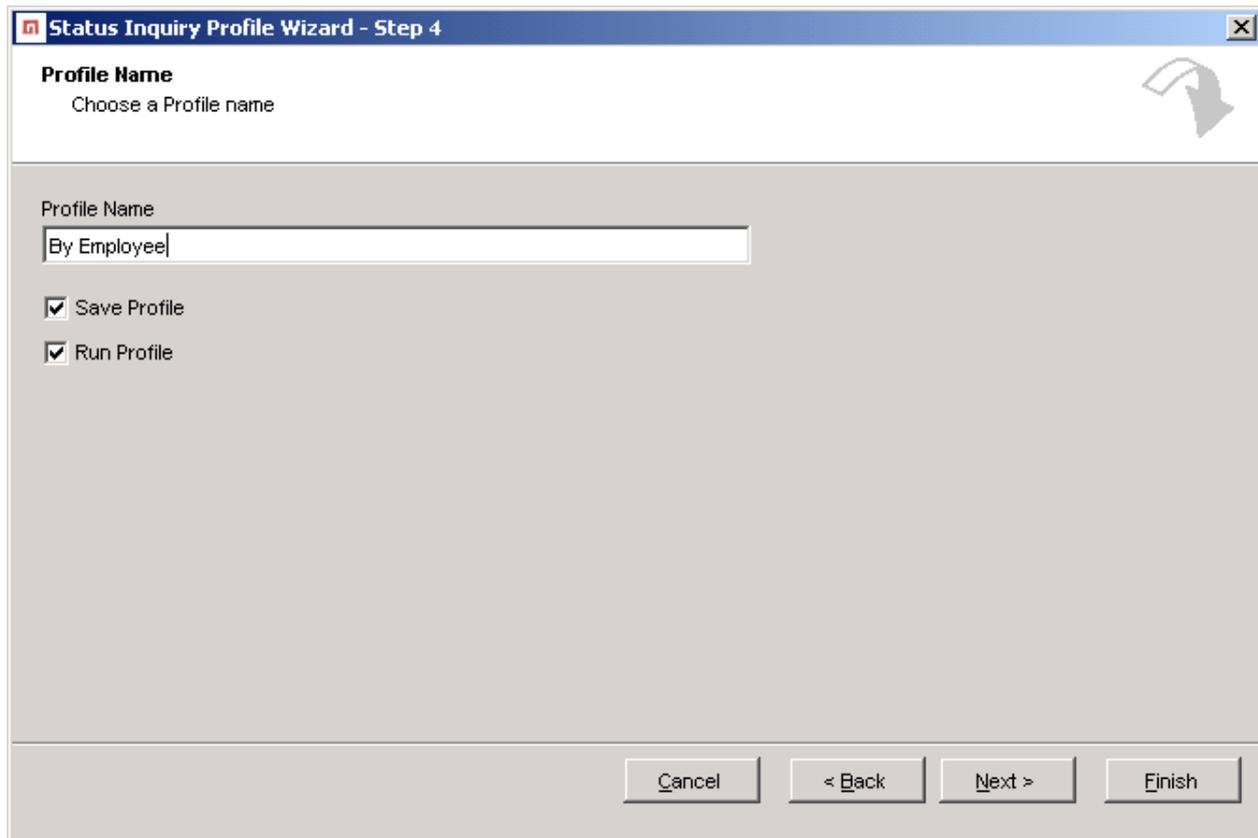
You may choose the fields on which you want to base the sequence of records in the inquiry grid. This choice has no effect on the order of columns determined by the previous Data Selection Wizard.

You may reverse the default sort sequence by using the Order field on the right hand side of the screen. Order affects the highlighted field. You may therefore sort one field in descending sequence within another field in ascending sequence.

You may use the Move Up and Move Down buttons to change the priority of fields.

The Next button takes you on to the fourth step of the Wizard.

---

**Step 4 - Profile Name**

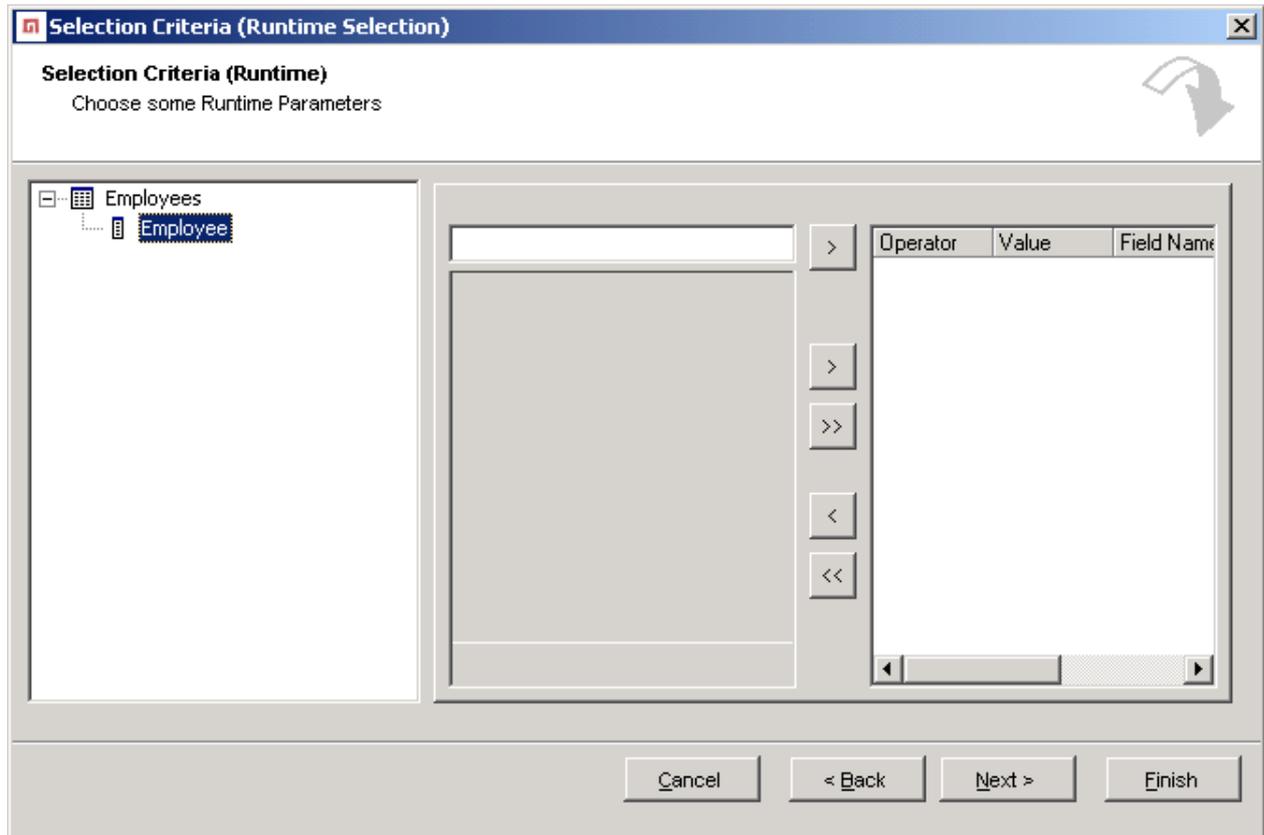
The screenshot shows a Windows-style dialog box titled "Status Inquiry Profile Wizard - Step 4". The dialog has a white header area with the title and a close button (X) in the top right corner. Below the header, the text "Profile Name" is followed by the instruction "Choose a Profile name". A grey arrow icon points to the right. The main area of the dialog is light grey and contains a text input field labeled "Profile Name" with the text "By Employee" entered. Below the input field are two checked checkboxes: "Save Profile" and "Run Profile". At the bottom of the dialog, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Specify a unique Purge Status Record Profile name.

You may choose whether you want to run and/or to save the profile when you click on the Finish button.

## Running a Purge Status Record Profile

### Step 1 - Selecting Runtime Values



If there are runtime criteria to be specified you will be presented with the Selection Criteria screen. A list of fields for which you may now specify values is displayed in the left-hand panel.

If you do not specify values for a field then **all** values are selected.

#### Selecting values

Highlighting a particular field will result in all predefined values for the field being shown in the central panel. You may then select the values you want to include or exclude from the inquiry/report.

#### Selecting values which are not predefined

You may also specify further values which are not in the list by using the field above the central panel.

As you select values you will see a list build up in the right-hand panel.

### ***Inclusive or exclusive selection***

You may modify the operator (<, <>, <=, =, etc) to be applied to each chosen value in the right-hand panel.

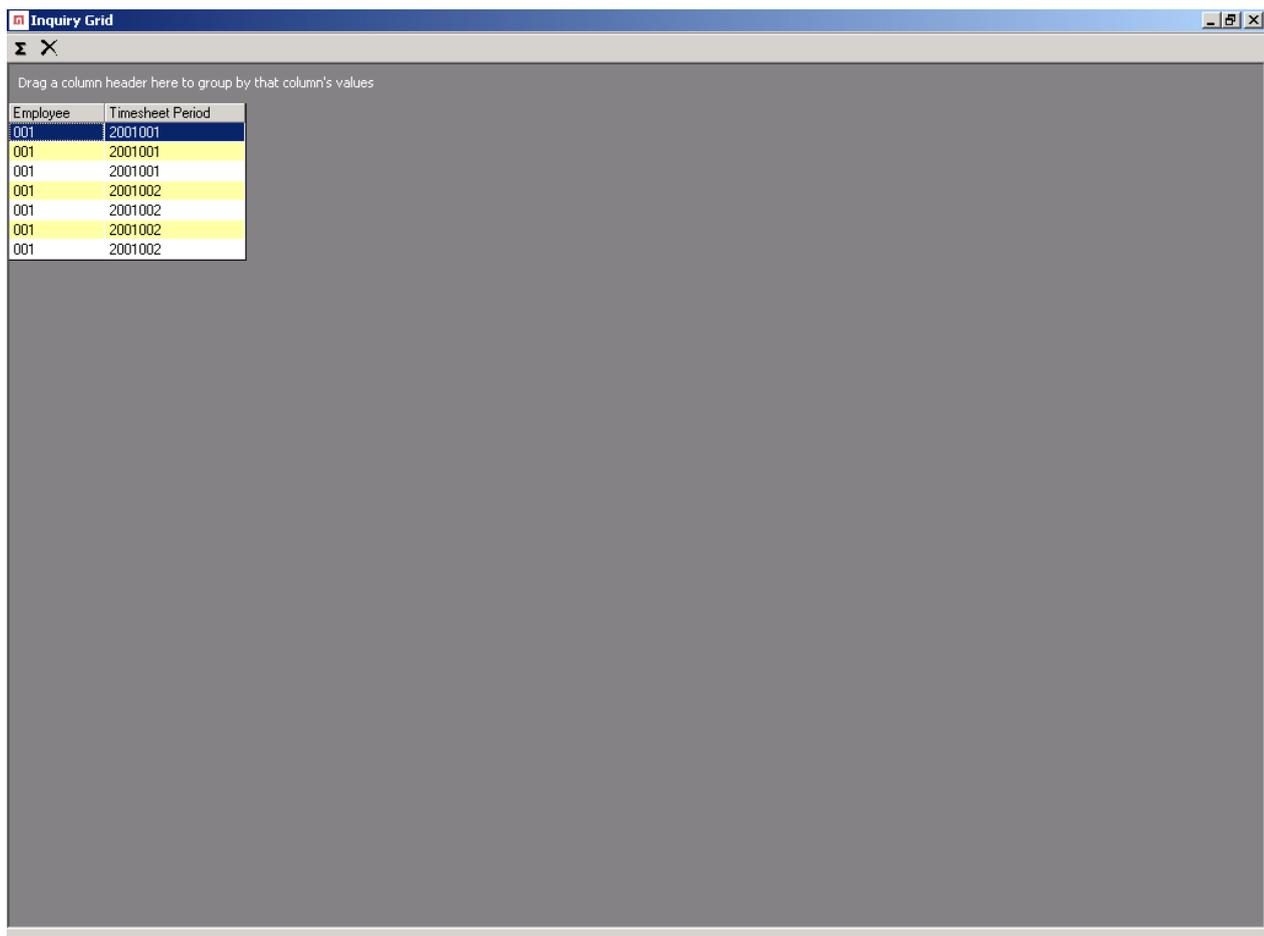
### ***Alternative Selection Criteria***

If you have set up alternative selection criteria for this inquiry profile then you will see a tabbed form for each set of alternative criteria.

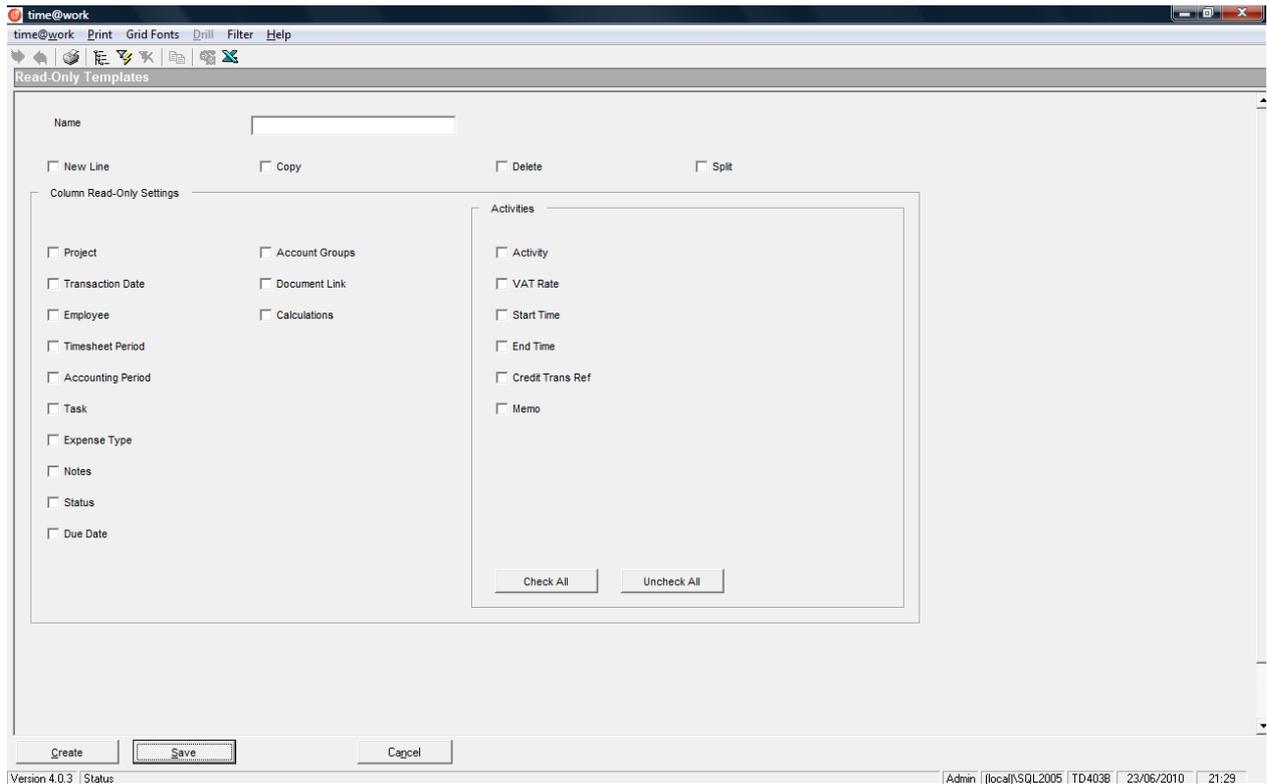
When you have made your selections click on the Finish button.

### ***Purging Status Records***

You may delete the selected Status records by clicking on the Delete button during Grid view.



## Read-Only Templates



Form Types enable you to define whether data are modifiable at Authorisation and Review stages during document workflow. However they don't allow you define this in respect of particular fields nor in respect of specific steps in the document workflow, as might be defined using Routing Rules.

Read-Only Templates allow you to associate templates specifying field modifiability with specific steps in Routing Rules.

You may also use Read-Only Templates to control button availability at specific workflow stages.

Check a button-name field to mark it as available.

Check a field to mark it as read-only.

Note that read-only settings for entry and proxy-entry steps are defined on Form Types on the Read Only Settings tab.

## Roles

The screenshot shows the 'Roles' configuration interface. The 'Entity Type' is set to 'Employee'. The 'Role' is 'Line Manager' and it is not mandatory. The 'Role Type' is 'Employees'. The maximum number of roles is 1. The 'Employee Index Settings' table is as follows:

	Visible	Update
Supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Peer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subordinate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Expand	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drill Up	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The 'Group Name' is 'My Team'. The interface includes buttons for 'Create', 'Save', 'Delete', and 'Cancel', and a page indicator '6 / 14'.

Roles have several different uses in forms@work.

You may wish to establish Item Group and Item related roles, such as Item Group Manager, Item Manager, Senior Consultant, or Consultant and assign Employees to these Roles. You might do this for at least the following reasons:

- So that you can document the roles that Employees perform on Items and in relation to Item Groups
- So that you can report on the experience each Employee has in each different Item or Item Group related Role
- So that you can compare actual expenses for Items with expenses which have been budgeted against Roles rather than Employees. (Often when you are estimating the value of an Item you will not know which specific Employees will work on the Item and you will record your estimates against Roles.)
- So that you can determine fees for an Item according to the Role an Employee performs on the Item
- So that you can define authorising and reviewing Employees for Forms by relating an Employee to another as his Line Manager or Cost Centre Leader
- So that you can define rights in respect of Diary visibility and update in the PSW

As well as Item Group and Item related Roles in forms@work there are also 'Workflow'-related Roles.

### *Item Approval*

For example you might want to establish a specific Employee as performing the Role of Item Management Approver (or Item Group Management Approver) for a particular Item.

*Employee Expense Approval*

For example you might want to establish a specific Employee as performing the Role of Employee Line Manager for a group of Employees.

You might also want to relate an Employee to an analysis values such as Cost Centre or Department so that you can present data to Cost Centre managers for approval.

In fact forms@work allows you to set up Roles for:

- Employees
- Users

And you can specify these Roles against:

- System Parameters
- Companies
- Item Groups
- Items
- Employees
- Analysis Values

Employee Roles can be used to establish the Roles performed by Employees on Items. Budgets can be prepared against Roles, and Inquiry Profiles established to compare actual values (against Roles) against budgeted values.

Employee Roles can also be used to establish who performs Approval.

They can also be used to define viewing and update rights for Employees of other Employees' Diaries.

Roles can also be used to select data at runtime when an Active Schedule, Inquiry Profile (Immediate Report) or Status Inquiry Profile (Workflow Status) is used in the PSW. Supposing that the following Roles have been defined for Employees as follows:

Company	Company Managing Director
Employee	Line Manager

By selecting in Active Schedules, Inquiry Profiles or Status Inquiry Profiles:

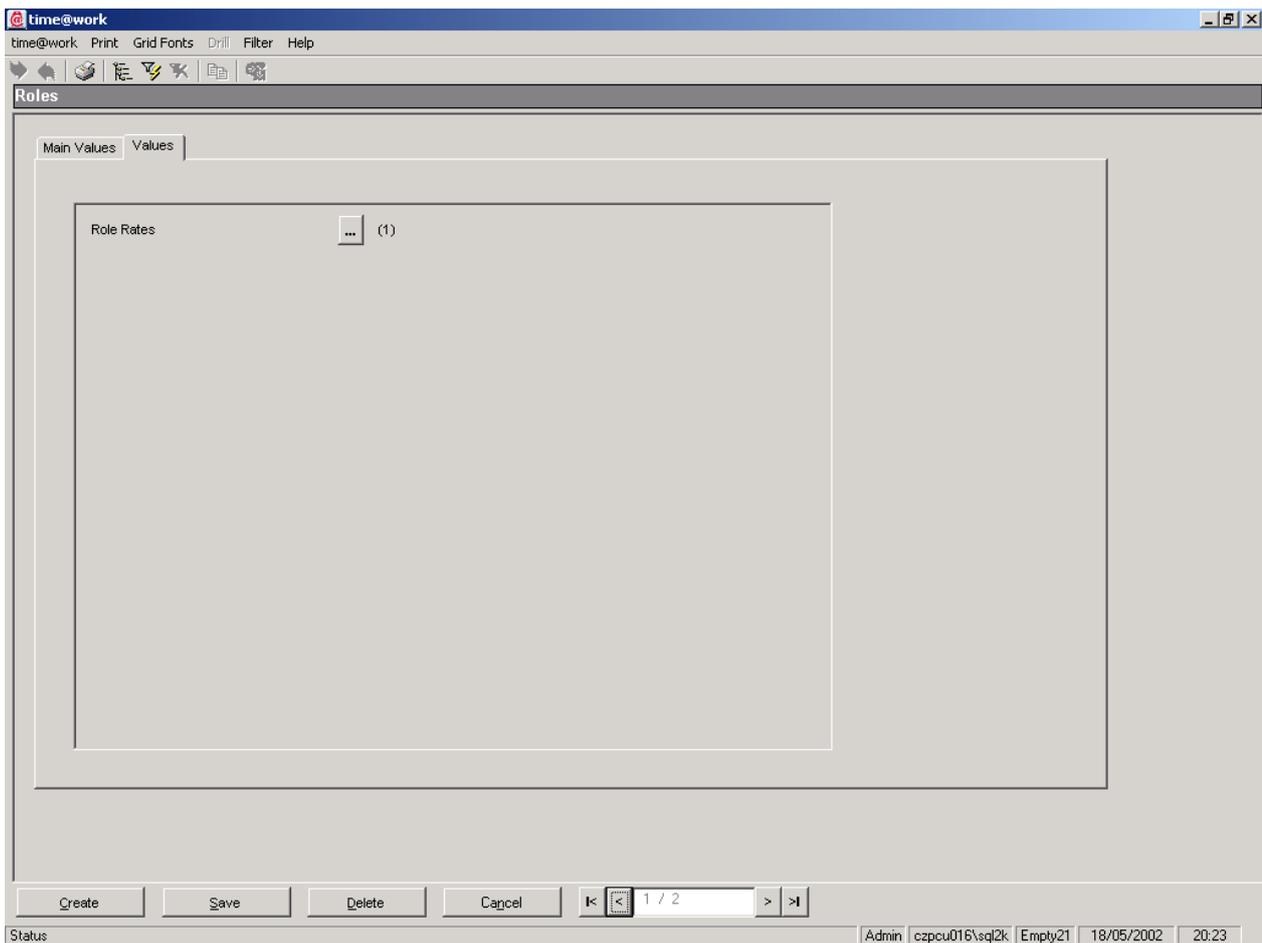
Employee = Line Manager

Employee Company = Company Managing Director

...you are effectively restricting the selected Employees to those for whom the currently logged in employee performs the appropriate Role.

<i>Entity Type:</i> <i>System, Company, Item Group, Item, Employee</i>	Check which entity in relation to which you want to establish a Role
<i>Role</i>	Enter the Role name
<i>Mandatory</i>	Where Entity Type is Employee you may specify that the specification of an Employee for a Role is mandatory
<i>Role Code</i>	Specify a Role Code if you might want to export this instead of Role using Ledger Export
<i>Role Type:</i> <i>Employee, Ext. Employee, Users</i>	Check which of these entities will perform the Role Ext. Employee is not in use
<i>Maximum:</i>	Enter the maximum number of Employees or Users who can be assigned to a single Role.  Leave blank to allow an unlimited number.
<i>Auto Fill with</i>	You may specify that an Employee to Employee Role, where there is a Maximum of 1, should be set automatically to the Employee (defined on the Employee record) as:  Employee  Proxy  Backup Employee  Timesheet Authoriser  Alt. Timesheet Authoriser  Form Authoriser  Alt. Form Authoriser  Form Reviewer  Alt. Form Reviewer  This enables the use of these 'legacy' fields in Routing Rules without significant effort.

<i>Exclude for Timesheets</i>	Not in Use
<i>Employee Index Settings</i>	
<i>Supervisor – Visible/Update</i>	<p>Check Visible if Employees are allowed to view their Supervisor’s Diary.</p> <p>Check Update if Employees are allowed to update their Supervisor’s Diary.</p>
<i>Peer – Visible/Update</i>	<p>Check Visible if Employees are allowed to view their Peers’ Diaries.</p> <p>Check Update if Employees are allowed to update their Peers’ Diaries.</p>
<i>Subordinate – Visible/Update</i>	<p>Check Visible if Employees are allowed to view their Subordinates’ Diaries.</p> <p>Check Update if Employees are allowed to update their Subordinates’ Diaries.</p>
<i>Expand – Visible/Update</i>	<p>Check Visible if Employees are allowed to view their Subordinates’ Subordinates’ Diaries (to any number of levels).</p> <p>Check Update if Employees are allowed to update their Subordinates’ Subordinates’ Diaries (to any number of levels).</p>
<i>Drill Up – Visible/Update</i>	<p>Check Visible if Employees are allowed to view their Supervisor’s Supervisor’s Diary (to any number of levels).</p> <p>Check Update if Employees are allowed to update their Supervisor’s Supervisor’s Diary (to any number of levels).</p>
<i>Group Name</i>	Enter a string of characters (for example Cost Centre) that will be used to form a Button (such as My Cost Centre) that will filter the Employee Index.
<i>Item Portal Settings</i>	If you want to be able to filter the Item Portal Item list to include only Items for which the current employee performs this Role, specify a ‘Group Name’ such as ‘My Items’ here. This will become a filter button in the Item Portal.
<i>Group Name</i>	
<i>Analysis Definition</i>	When you create a role related to an Activity Analysis category then you must also specify the category.



### Values

*Value Table Name*

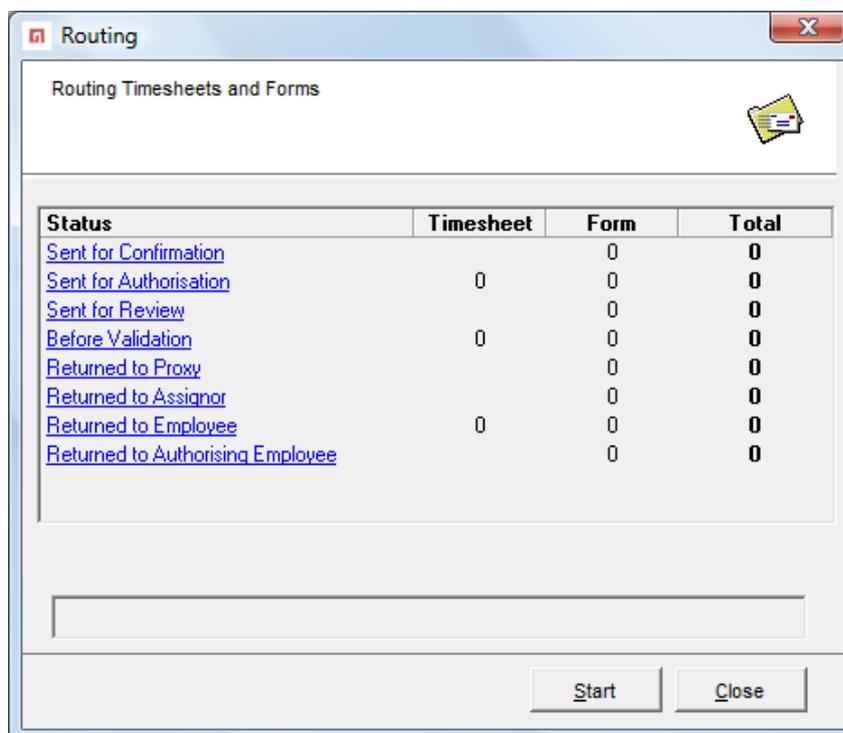
Any Value Table for which a Criterion is Role will be listed here and may be accessed for inquiry or update. The number of values related to the current Role record is shown.

## Routing

The Routing procedure:

- Forwards Forms for authorisation
- Returns Forms to Employee or Authorising Employee
- Forwards Forms for review
- Forwards Forms for Posting and Validation
- Forwards Form to Alternative or Backup Employees if the specified number of days has passed and no authorisation or review has taken place
- Determines if Forms that have been sent for authorisation or review are overdue for action, and reroutes these documents to Alternative or Backup Employees.
- Updates the Status table to reflect the latest status of a Form

Note that Routing may be scheduled for periodic execution, using the forms@work Task Scheduler.



Status	Timesheet	Form	Total
<a href="#">Sent for Confirmation</a>		0	0
<a href="#">Sent for Authorisation</a>	0	0	0
<a href="#">Sent for Review</a>		0	0
<a href="#">Before Validation</a>	0	0	0
<a href="#">Returned to Proxy</a>		0	0
<a href="#">Returned to Assignor</a>		0	0
<a href="#">Returned to Employee</a>	0	0	0
<a href="#">Returned to Authorising Employee</a>		0	0

Click on the Start button to begin the process of Routing.

The result of the Routing procedure are shown. Forms which are cancelled and/or cannot be Routed due to an error are listed.

## Routing Rules

Routing Rules supplement or replace the routing parameters placed on Employee and Form Type records. On those records Employee-based rules allow you to specify who will authorise or review an Employee's Form, and who will act as an alternative authoriser or reviewer if a specified number of business days (days with standard hours greater than zero) have passed without authorisation or review by the primary authoriser or reviewer.

Routing Rules are role based and:

- Allow additional authorisation and review steps to be specified so that each may comprise up to 21 steps (one primary, and twenty additional)
- Enable conditions to be specified for each additional step. For example this would enable you to specify that a Form is to be routed on the basis of its total value, or on the basis of its containing a row with a calculated value in a specified range
- Allow specification of alternatives based on elapsed business days
- Enable specific field protection rules to be specified at each stage using Read-Only Templates
- Allow specification of the workflow stage at which a 'start date' is to be recorded for the form
- Allow specification that an employee can select the next employee to whom a form will be sent following submission, authorisation or review.
- Specify the step to be followed next (within Authorisation or Review) when this is not the next step in the list (it may even be a preceding step)

<i>Company</i>	Optionally specify the Employee Company for whom these Routing Rules are created.
<i>Employee</i>	Optionally specify the Employee for whom these Routing Rules are created.
<i>Transaction Type</i>	Optionally specify TIMESHEET or EXPENSE
<i>Document Type</i>	Optionally specify the Form Type for which these Routing Rules are created.
<i>[Primary] Role</i>	Specify the Role (Employee, Company or System) which will be used to evaluate the Employee who will authorise or review.
<i>[Primary] Alternative Role</i>	Specify the Role (Employee, Company or System) which will be used to evaluate the alternative Employee who will authorise or review if the specified number of elapsed business days have passed.
<i>[Primary] Days</i>	Specify the number of business days (days with standard hours greater than zero) which must elapse before the alternative is evaluated and a Form rerouted.
<i>Description</i>	Optionally enter a short descriptive name for this routing step. This may be used in Transmission Text.
<i>Summary</i>	For additional routing steps you may specify conditions. These are expressed in terms of the summary value of a nominated calculation or the occurrence of a single calculation value in a specific range. Check this field to specify that the condition is to apply to the summary value of the nominated calculation for the entire form.
<i>Value of</i>	Specify the Calculation or time value which is to be evaluated for conditional routing.
<i>From</i>	Enter the lower end of a range of values, or leave blank to assume zero
<i>To</i>	Enter the upper end of a range of values, or leave blank to assume infinity
<i>Role</i>	Specify the Role (Employee, Company or System) which will be used to evaluate the Employee who will authorise or review at this additional step.
<i>Alternative Role</i>	Specify the Role (Employee, Company or System) which will be used to evaluate the alternative Employee who will authorise or review if the specified number of elapsed business days have passed for this additional step.
<i>Days</i>	Specify the number of business days (days with standard hours greater than zero) which must elapse before the

	alternative is evaluated and a Form rerouted for this additional step.
<i>Description</i>	Optionally enter a short descriptive name for this additional routing step. This may be used in Transmission Text.
<i>Read-Only Templates</i>	Optionally specify the field-protection rules embodied in a specific Read-Only Template for this step in the Workflow process.
<i>Next Step</i>	Specify the next Routing step when it is not to be the next one in the list. It may be a preceding one. You may choose only steps within the Authorisation (20 steps) or Review (20 steps) group to which the current step belongs. It may also be an empty step, in which case the system will look for the next step in the list.
<i>Record Date</i>	Check this field to record the date on which the form passes through this workflow stage as the 'start date'. The 'start date' is visible in PSW form lists.
<i>Selectable</i>	Check this field to allow employees to choose the employee to whom the form will be submitted. Eligible employees in the role will be displayed.  Note that Selectable Routing must also be checked on System Parameters.
<i>Routing Repetition Policy</i>	<p>Sometimes you will not want a Form to be routed to an Employee who has already entered it, or authorised or reviewed it. Sometimes this does not matter.</p> <p>The policies you choose here will override those on System Parameters.</p> <p>Allow</p> <p>This means that the system will allow a form to be routed to an Employee who has already seen it.</p> <p>Forbid (and Inform)</p> <p>This means that the Form will not be routed and a message will be sent to the system administrator to inform him or her of the problem.</p> <p>Skip</p> <p>This means that Routing will skip an Employee if he or she has already seen the Form and will consider the next Routing step.</p>

*Consider as Duplicates*

When considering whether an Employee has already seen a Form the system will consider only Employees who have seen the Form at the stages checked here.

## Serialisation

Users		Modules	
Timesheet Users	10	<input checked="" type="checkbox"/> Invoicing	
Form Users	10	<input checked="" type="checkbox"/> Planning	
CSW Users	10	<input checked="" type="checkbox"/> International	
		<input checked="" type="checkbox"/> Mobile Applications	

Current Serialisation Code		
Entity ID	Serialisation Code	
Demo	USAMC	4oGC5ICi5oCA6lOs6oOE7IKg7oKCx
Serial Number	Starting Date	Validity
1236547836	06/11/2015	150

New Serialisation

Access to forms@work functionality is determined by the licence that you buy.

Essentially you are buying:

- Users
- Modules

### Users

Form Users – This limits the number of open Employees in the Employee table (an open Employee is one whose open from date (if specified) is on or before transaction's date, and whose open to date (if specified) is on or after transaction's date).

### Modules

- Planning (including Budgeting and Resource Scheduling)
- International (including Multilanguage, Multi-company and Multi-currency)
- Mobile Applications (allowing form upload from mobiles)

Reporting, export and import functions are provided in all cases.

Each licence for forms@work has a unique Serial Number. This *serial number*, in combination with an *Entity ID* (the name of the legal entity for which use of forms@work is licenced), a *starting date* and *number of days validity*, and the precise combination of *Users* and *Modules* is used to generate a **Serialisation Code**.

A serialisation code is provided to you when you purchase a licence for forms@work.

Click on the New Serialisation button and enter your serialisation code in two parts.

Click on Serialise to activate the code.

forms@work decodes the serialisation code and will show you the values for Serial Number, Entity ID, and so on, from which the code has been generated and which reflect your licence. Check that these details meet your expectations.

Contact your supplier if your serialisation fails or if the decoded details appear to be incorrect.

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## Static Data Profiles

Static Data Profiles provide reports on Employees, Item Groups, Items, Sub-items and Analysis Values and some related data. They enable you to:

- Define the selection criteria for your inquiry/report. These may be defined as fixed values for certain fields or as values to be specified at runtime.
- Define the data you want to see in the inquiry/report and how you want it to be summarised.
- Define the sort sequence in which you want to see the data.
- Define the names of fields to be used when this Inquiry is enabled as an Inquiry in the PSW
- Optionally define the Employees or Employee Groups to whom this report will be available in the PSW
- Define the name for the Static Data Profile.
- Specify whether the Inquiry is available in the PSW.
- Specify a default freeze column when used as an Inquiry in the PSW
- Select the Crystal Reports or Microsoft Reporting Services template you want to use to format the report.

There are three different types of Static Data Profile:

- One for Employees
- One for Item Groups, Items and Sub-items
- One for Analysis Values

This single section of the manual covers the management of all three types, taking Employees as the model.

Once you have chosen one of the three types of Static Data Profiles from the Menu Selection Panel the work area displays a grid of existing profiles. By double clicking on an existing profile (or using the Run button) you may start the process of running a Static Data Profile.

Otherwise you may choose to Create (or Delete) a new Static Data Profile

## Creating a Static Data Profile

A wizard takes you through the process of creating a Static Data Profile :

### Step 1 – Selection Criteria

**Selection Criteria**  
Choose the data you want to use for your selection

Filter:   Group **General** AND ( 01 OR 02 OR 03 OR 04 OR 05 OR 06 OR 07 OR 08 OR 09 OR 10 )

Table	Count
Alt Form Authorisers	(2)
Alt Form Reviewers	(2)
Alt Timesheet Authorisers	(2)
Backup Employees	(2)
Company	(2)
Employees	(23)
Form Authorisers	(2)
Form Reviewers	(2)
Proxy Employees	(2)
Timesheet Authorisers	(2)

Operator	Value	Field Name	Table
▼	Runtime S	Company	Company
▼	Runtime S	Empl Dep	Employee
▼	Runtime S	Empl Loca	Employee
▼	Runtime S	Empl Posi	Employee
▼	Runtime S	Employee	Employee

Buttons: Show SQL, Cancel, < Back, Next >, Finish

The Selection Criteria panel on the left of the screen allows you to choose a field from a table in the database on which you wish to base your selection.

Initially fields are listed as grouped within the table to which they belong, but by unchecking the Group field you may see all fields listed in alphanumeric order.

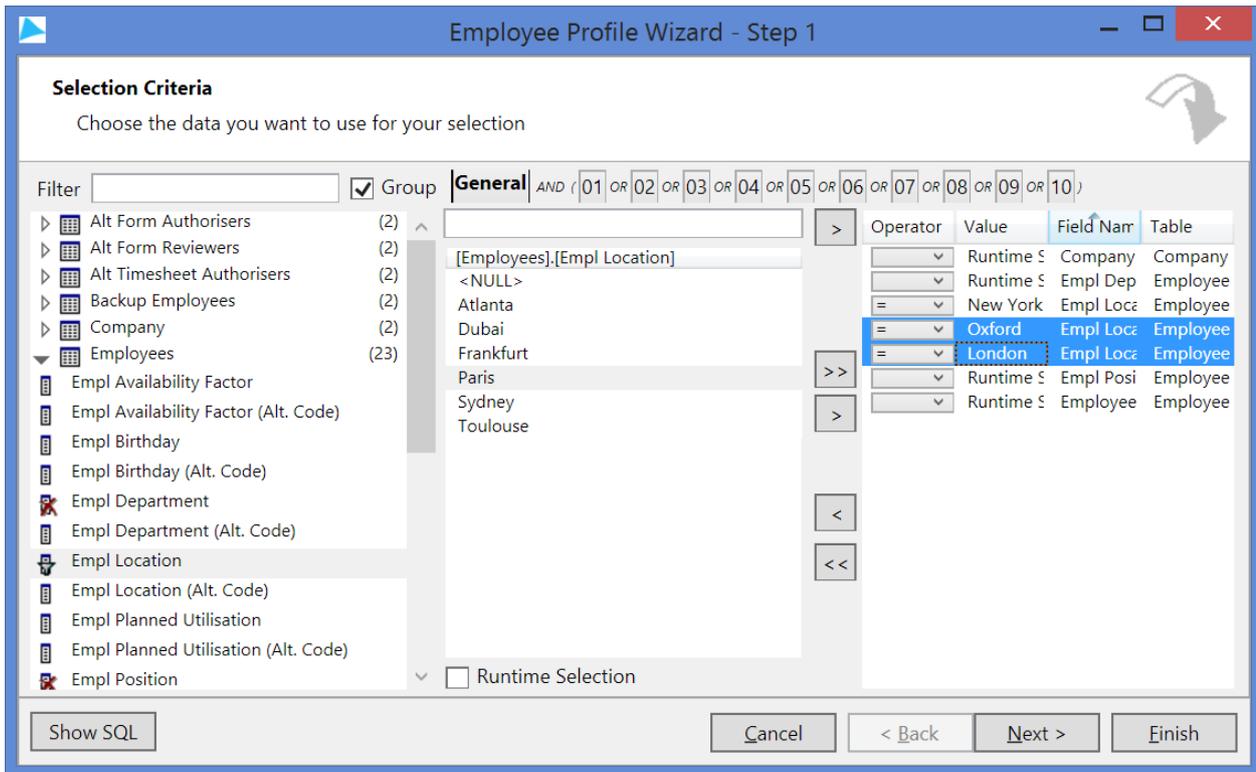
You may search for a field by entering a string of characters into the Filter field.

When you have chosen a field (by clicking on the field name) a central panel displays a list of available values.

### Runtime or Fixed Values

At this point you may choose either to select or specify a number of fixed values for the field or to specify, by checking the Runtime Selection field, that field values are to be given when the Inquiry Profile is run.

If you decide to choose specific values rather than to specify Runtime Selection you may transfer values from the central panel to the right-hand panel of chosen criteria.



**Searching on the basis of values not included in the list**

You may also use the field above the list of values in the central panel to specify a value to look for in the field. This is especially useful if you are selecting on the basis of Analysis Values for analysis categories which are not validated.

**Inclusive or Exclusive Searches**

You may use the operator field for each of the chosen values in the right-hand panel to specify an operator. This defaults to = but you may also choose <> (not equal), >, >=, etc.

**Multiple Criteria**

You may specify a set of criteria which must be met by selecting more than one field as a basis for selection. Some fields may have fixed selection criteria. Others may be based on runtime specification.

As you build up your selection criteria you will see them listed in the right-hand panel.

Since you may build up lists of values for a field, a field criterion is met if at least one of the criteria for the field is met.

A record is selected if **all** of the different field criteria are met.

**Alternative (multiple) Criteria**

The selection values which you choose on the first available (General) tab will be applied in all cases.

Up to ten sets of additional and alternative selection criteria may be set up using the ten tabs to the right of the left-hand Selection Criteria panel.

Selection is made on the basis of:

(Conditions on the General tab being met) AND

(

(conditions on the 01 tab being met) OR

(conditions on the 02 tab being met) OR

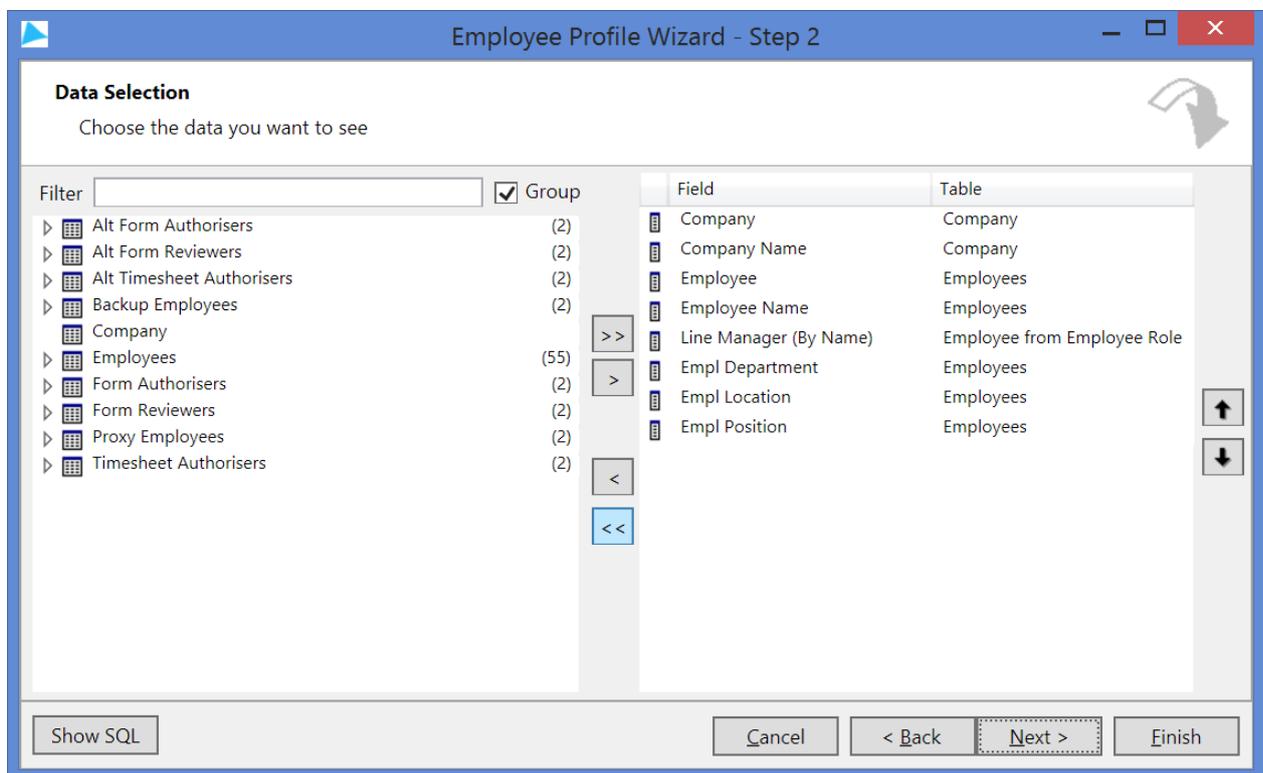
.....

(conditions on the 10 tab being met)

)

The Next button takes you on to the second step of the Wizard.

### Step 2 - Data Selection



The Data Selection panel on the left of the screen allows you to select which data fields you want to see in your inquiry/report.

Initially fields are listed as grouped within the table to which they belong, but by unchecking the Group field you may see all fields listed in alphanumeric order.

You may search for a field by entering a string of characters into the Filter field.

The order in which the fields are to be eventually displayed in an inquiry grid can be modified by highlighting a chosen field in the right-hand Include panel and using the Move Up and Move Down buttons.

The Next button takes you on to the third step of the Wizard.

### Step 3- Sort Selection

**Sort Selection**  
Choose how you want to sort the output data

Filter   Group

Field	Table
Company Name	Company
Employee Name	Employees
Line Manager (By Name)	Employee from Employee Role
Empl Department	Employees
Empl Location	Employees
Empl Position	Employees

Field	Table
Company	Company
Employee	Employees

Ascending sort order

Show SQL Cancel < Back Next > Finish

The left hand panel shows you a complete list of the fields you have selected for your inquiry/report.

You may choose the fields on which you want to base the sequence of records in the inquiry grid. This choice has no effect on the order of columns determined by the previous Data Selection Wizard.

You may reverse the default sort sequence by using the Order field on the right-hand side of the screen. Order affects on the highlighted field. You may therefore sort one field in descending sequence within another field in ascending sequence.

You may use the Move Up and Move Down buttons to change the priority of fields.

The Next button takes you on to the fourth step of the Wizard.

### Step 4 – Field Names

Employee Profile Wizard - Step 4

**Set columns**  
Set column properties

Default name	New name <input type="checkbox"/> Use in Templates	Width	Suppress Total
Company	Company		
Company Name	Company Name		
Employee	Employee		
Employee Name	Employee Name		
Line Manager (By Name)	Line Manager		
Empl Department	Empl Department		
Empl Location	Empl Location		
Empl Position	Empl Position		

Show SQL      Cancel      < Back      Next >      Finish

You may override the default field names to be used as column headers in PSW Inquiries and forms@work Maintenance inquiry grids. And you may set column widths in pixels and suppress column totals if appropriate (for PSW inquiries).

Check the Use in Templates field if you want these overriding field names to be forwarded to Crystal Reports or to Microsoft Reporting Services. This is useful in a multi-lingual configuration, since it ensures that the template can be used for displaying a report to an Employee irrespective of the Employee's language.

Step 5 – Web Access

**Web Access**  
Select the Employees who will have access to this Profile

Filter   Group

Employee	Employee Name
0001	Stephen Hughes
0002	Susan Davies
0003	Simon Singh
0006	Travis Brown
0007	Mark Evans
0011	Georges Auric
0012	Christine Dumont
0013	Jeanne Gris
0021	Barry Smith
0031	Ramesh Shah
0041	Naomi Jacobs
0042	Sam Lee
1001	Dave Barber
1002	Mary Miller
1003	Mahmoud Abiad

Employee	Employee Name
Managers	[GROUP]

Show SQL      Cancel      < Back      Next >      Finish

If this is an Inquiry which will be used for a Report or Inquiry in the PSW then you may specify who has access to this, or which Employee Group will have access to this.

If you leave the right hand panel blank then all Employees will have access.

## Step 7 - Profile Name

Specify a unique Static Data Profile name.

You may choose whether you want to run and/or to save the profile when you click on the Finish button.

If you wish to make this Static Data Profile available in the PSW then check the PSW field.

If you wish this Static Data Profile to be available on the Employee Index then check PSW Employee Index.

If you wish this Static Data Profile to be available on the Item Portal then check PSW Item Portal.

If you have checked PSW then you may want to limit the records from which an Employee can make a selection when Item or Employee is a runtime selection. Check Data Access Restrictions to limit this Item or Employee list using Data Access Restrictions set on Items and Employees, and limited on Users associated with Employees. Check Standard Item Restrictions to limit the Item List to those which an Employee would usually see. Leave both unchecked to enable unlimited access.

If you wish this Static Data Profile to be available on the page displayed when the Information Button is clicked on a Form, then check the field PSW Additional Information.

You may specify whether this Static Data Profile should be included in the Reports panel on a specific PSW tab by choosing a value in PSW Tab.

You may specify the Group of reports that this Static Data Profile should belong to on the Reporting tab in the PSW.

If you have specified that this Static Data Profile is to be available as a PSW Inquiry then specify the number of rows per page.

If you have specified that this Static Data Profile is to be available in the PSW then specify the number of rows of data above which you wish to be warned of large data volumes when running the report or inquiry in the PSW. Leave blank if you want no warning.

Check Prohibit Excess on Line Limit if you want to prevent the inquiry or report from being run if the number of lines it will extract exceeds the limit specified.

If you want to suppress the warning that you will receive if you specify no runtime parameters when this profile is invoked in the PSW, then check Suppress No-Parameter Message.

You may select a column as a default freeze column and you may prevent an Employee from overriding this default.

## Running a Static Inquiry Profile

### Step 8 - Selecting Runtime Values

If there are runtime criteria to be specified you will be presented with the Selection Criteria screen. A list of fields for which you may now specify values is displayed in the left-hand panel.

If you do not specify values for a field then **all** values are selected

---

### **Selecting values**

Highlighting a particular field will result in all predefined values for the field being shown in the central panel. You may then select the values you want to include or exclude from the inquiry/report.

### **Selecting values which are not predefined**

You may also specify further values which are not in the list by using the field above the list of field values in the central panel.

As you select values you will see a list build up in the right-hand panel.

### **Inclusive or exclusive selection**

You may modify the operator (<, >, <=, =, etc) to be applied to each chosen value in the right-hand panel.

### **Alternative Selection Criteria**

If you have set up alternative selection criteria for this inquiry profile then you will see a tabbed form for each set of alternative criteria.

When you have made your selections click on the Finish button.

## Step 9 - Selecting Grid View or a Template

You may choose to view the data you are selecting from the database either in a simple grid (with no summary values), through a templates (either Crystal or Microsoft Reporting Services), or you may specify that the data will be exported to a file (see below).

The central panel shows a list of available templates (see below Creating templates).

Check the appropriate field to make this choice and then click on the Finish button.

Note that if you click the Set button then you will see the report output in the selected format whenever you subsequently use the Finish button from any step.

### Creating Templates

You can create either a Crystal Reports template or a Microsoft Reporting Services template for use with this inquiry. You may create several of both.

#### Creating a Crystal Reports Template

To create a new Crystal Reports Template you must check the Crystal Reports field and then click on the Create New button.

If Crystal Reports has been properly installed on your computer to allow you to create reports then the system will ask you to provide a name for the template and will then transfer you to Crystal Reports where you may then use the standard features of this software to create report templates based on the data items in your grid.

If you want to create a new template from an existing one then check the Create from a Template field.

A new template will automatically be associated with this Static Data Profile. You can use the Delete button to remove a template, or the Add button to associate a template that has been already created.

### Creating a Microsoft Reporting Services Template

To create a new Microsoft Reporting Services Template you must check the Reporting Services (RDL) field and then click on the Create New button.

Check the Create from a Template field if you want to create a new template by modifying an existing one.

Type:

- Header Only – Choose this if you want only to pass field names to the template editor.
- Data Sample – Choose this if you want to pass some sample data to the template editor. You must then specify the number of rows of data to pass.
- SQL Query – Choose this if you want to pass an SQL query to the template editor instead of field names. This would enable you to create a template that could be used without forms@work.

Check the Include Fields field (active for SQL Query and Data Sample) if you want to use the field names specified in this forms@work Static Data Profile.

### Creating a File

**Employee Profile Wizard - Step 9**

**Report Selection**  
Choose how you want to show the output data

Grid
  Report Template
  File

File Type: Text File

Output File Path:  ...

Encoding: utf-8  Use Unicode Output

Separator:

Text Qualifier: Double Quote { " }

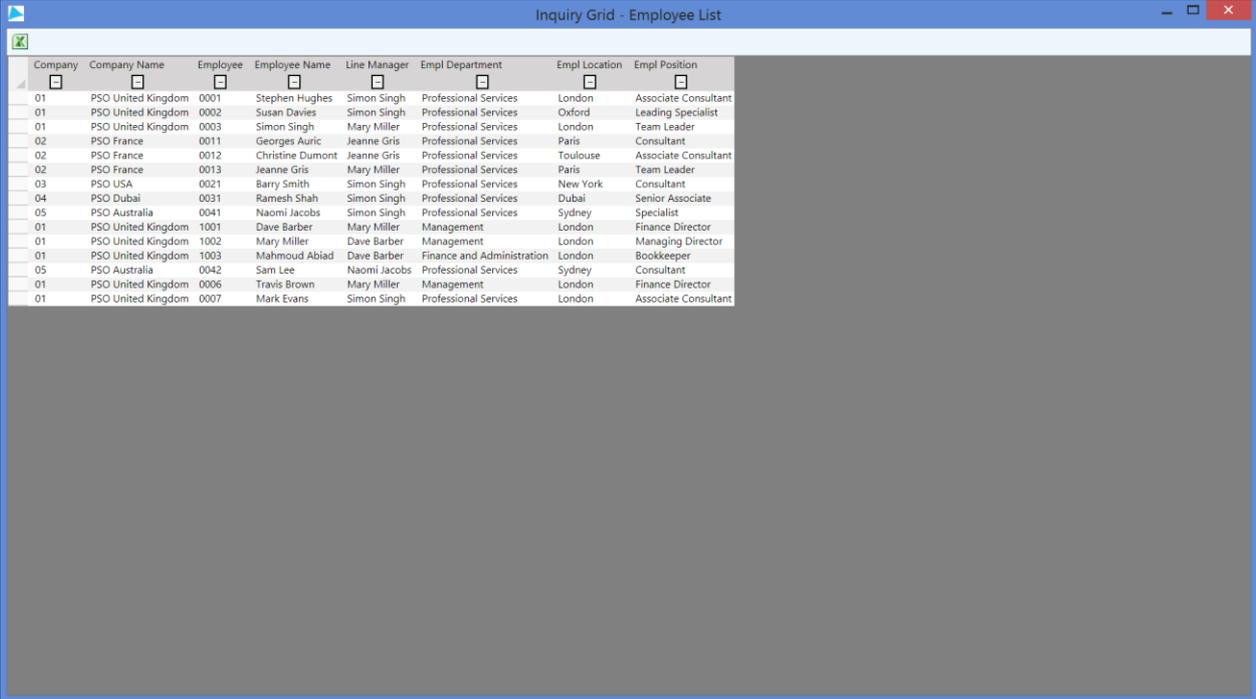
Default settings  
Show as: 'Grid'

If you have specified that the Static Data Profile should create a file when run:

- Specify whether a text file or Excel file should be produced
- Specify the location and name of the file
- Specify the encoding for the file and whether output should be in Unicode if you have specified a Text type file
- Specify the field delimiter to be used for a Text type file
- Specify the text qualifier for a Text type file

## Manipulating Data in the Grid

If you have chosen to view data in the grid, then there are a number of ways in which you can manipulate the data you have extracted.



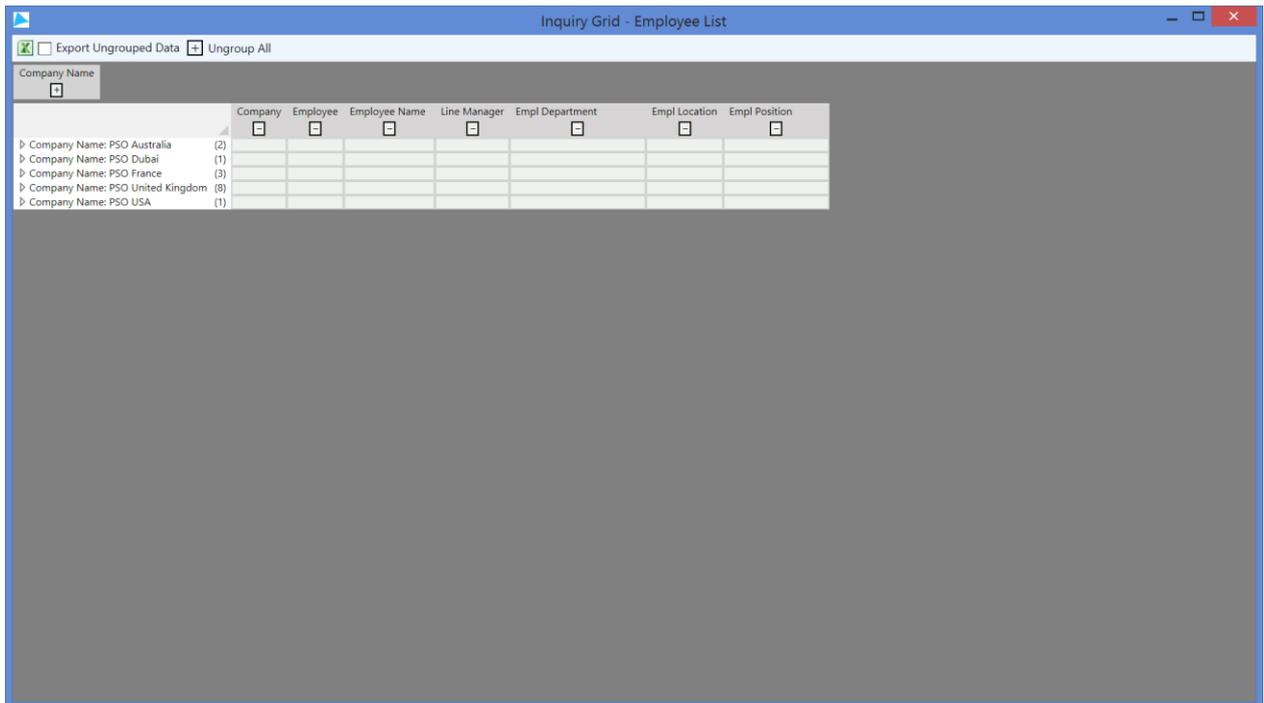
Company	Company Name	Employee	Employee Name	Line Manager	Empl Department	Empl Location	Empl Position
01	PSO United Kingdom	0001	Stephen Hughes	Simon Singh	Professional Services	London	Associate Consultant
01	PSO United Kingdom	0002	Susan Davies	Simon Singh	Professional Services	Oxford	Leading Specialist
01	PSO United Kingdom	0003	Simon Singh	Mary Miller	Professional Services	London	Team Leader
02	PSO France	0011	Georges Auric	Jeanne Gris	Professional Services	Paris	Consultant
02	PSO France	0012	Christine Dumont	Jeanne Gris	Professional Services	Toulouse	Associate Consultant
02	PSO France	0013	Jeanne Gris	Mary Miller	Professional Services	Paris	Team Leader
03	PSO USA	0021	Barry Smith	Simon Singh	Professional Services	New York	Consultant
04	PSO Dubai	0031	Ramesh Shah	Simon Singh	Professional Services	Dubai	Senior Associate
05	PSO Australia	0041	Naomi Jacobs	Simon Singh	Professional Services	Sydney	Specialist
01	PSO United Kingdom	1001	Dave Barber	Mary Miller	Management	London	Finance Director
01	PSO United Kingdom	1002	Mary Miller	Dave Barber	Management	London	Managing Director
01	PSO United Kingdom	1003	Mahmoud Abiad	Dave Barber	Finance and Administration	London	Bookkeeper
05	PSO Australia	0042	Sam Lee	Naomi Jacobs	Professional Services	Sydney	Consultant
01	PSO United Kingdom	0006	Travis Brown	Mary Miller	Management	London	Finance Director
01	PSO United Kingdom	0007	Mark Evans	Simon Singh	Professional Services	London	Associate Consultant

At first, data are simply shown in rows, presented field by field in the order specified in the Inquiry Profile.

### Grouping Data

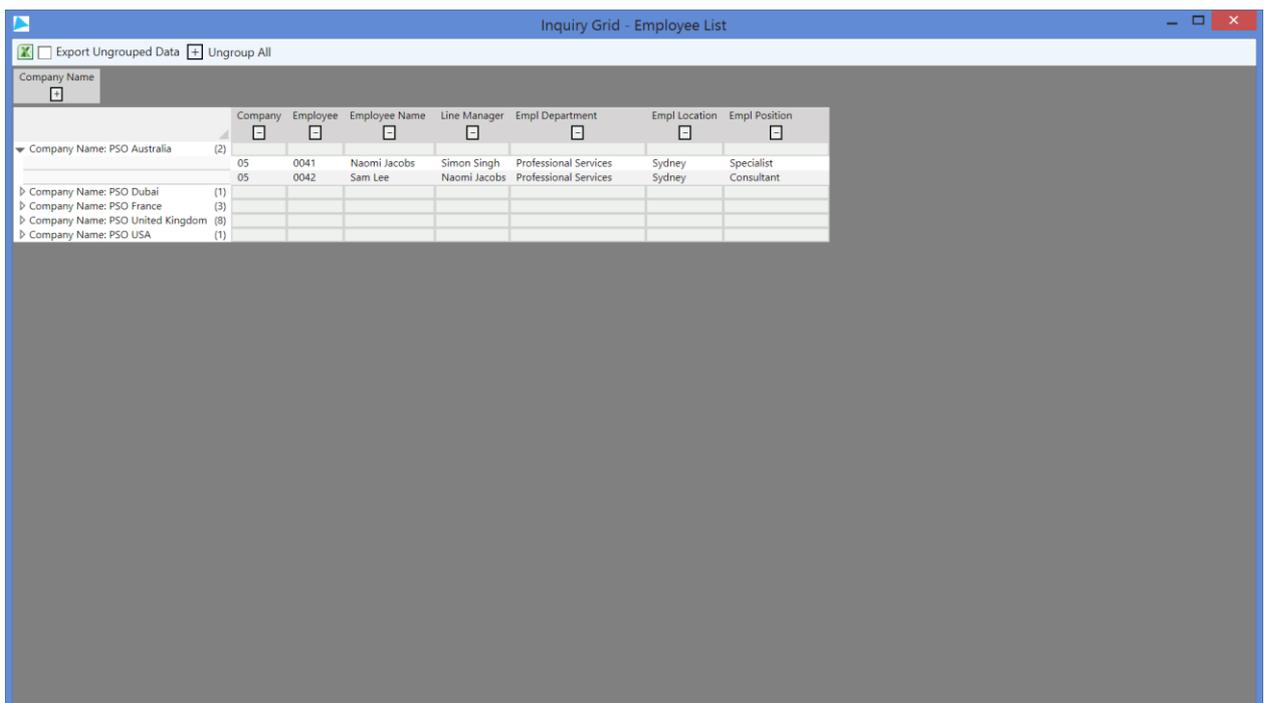
If you want to group data by one of the fields in the grid then you must click on the [-] button in the column header.

Group fields are shown in the top margin of the screen. They may be dragged into a different sequence and removed by clicking the [+] button.



This has the effect of collapsing the data into one row for each different value in the chosen field. Numeric fields are automatically summarised.

You may expand each row to view same data as in the original grid.



You may group by more than one field:

Export Ungrouped Data Ungroup All

Company Name	Line Manager	Company	Employee	Employee Name	Empl Department	Empl Location	Empl Position
Company Name: PSO Australia (2)							
Line Manager: Naomi Jacobs (1)		05	0042	Sam Lee	Professional Services	Sydney	Consultant
Line Manager: Simon Singh (1)							
Company Name: PSO Dubai (1)							
Company Name: PSO France (3)							
Company Name: PSO United Kingdom (8)							
Company Name: PSO USA (1)							

The system will then show summary totals at each level.

### Sorting Data

Click on a column header to sort the data in the grid. Column headers used for sorting are indicated with green shading.

Export Ungrouped Data Ungroup All

Company Name	Line Manager	Company	Employee	Employee Name	Empl Department	Empl Location	Empl Position
Company Name: PSO Australia (2)							
Company Name: PSO Dubai (1)							
Company Name: PSO France (3)							
Company Name: PSO United Kingdom (8)							
Company Name: PSO USA (1)							

### Changing the Order of fields

Drag a column header to a new position to change the order of columns in the grid.

### ***Exporting Data from the Grid into Excel***

Click on the Excel button in the tool bar to export the entire grid into Microsoft Excel.

### **Copying a Static Data Profile**

Use the Copy button on the Tool Bar to make a copy of a Static Data Profile. The new Profile will be named 'Copy of *original name*'.

## Status Inquiry

Once an incoming Form is detected or created, the progress of the Form is tracked through the system. A Status record is created to mark each step.

The following is the full sequence of status values:

### *Proxy Entry*

Issued by Proxy	(New Form by Proxy)
Proxy Entry Complete	(Form Proxy Submission)
Returned to Proxy	(Form Confirmation, Authorisation or Review)

### *Employee Entry*

Issued	(New Form)
Web Entry Complete	(Form Entry)
Issued for Confirmation	(Routing)
Returned to Employee	(Routing)
Returned from Confirmation	(Form Entry)
Web Confirmation Complete	(Form Confirmation)

### *Authorisation*

Issued for Authorisation	(Routing)
Web Authorisation Complete	(Form Authorisation)
Returned from Authorisation	(Form Authorisation)
Returned to Authorising Employee	(Routing)
Returned to Proxy	(Routing)

### *Review*

Issued for Review	(Routing)
Web Review Complete	(Form Review)
Returned from Review to Empl	(Form Review)
Returned from Review to Confirm	(Form Review)
Returned from Review to Proxy	(Form Review)

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Returned from Review to Auth (Form Review)

*Posting and Validation*

Before Validation (Routing)

Posted (Posting and Validation)

Cancelled (Routing/Posting and Validation)

*Journal Entry*

Directly Entered Expenses (Journal Entry)

*Timesheet Entry*

Direct Entry Complete (Timesheet Entry)

Direct Authorisation Complete (Timesheet Entry)

*Workflow Control*

Returned by Workflow Control

Status Inquiry Profiles can be created and used to make inquiries and reports on current or historical status values.

These Profiles are available for execution in forms@work Maintenance but can also be enabled for viewing through the Professional Services Workbench (PSW) if the following conditions are met:

- The Profile has no runtime parameters
- The Profile has an associated Crystal Report or Microsoft Reporting Services template (the first in the list will be chosen during report creation in the PSW) placed in the Reports folder within the PSW folder withing the forms@work Web folder on the IIS server.

Note that whilst runtime parameters are not permitted for Status Inquiry Profiles viewed from the PSW you may nevertheless select data by using:

- Current Periods fields for the selection of Calendar Month
- Roles for the selection of Employees, or Employee Company. For example, if you would like a Line Manager to see only outstanding Forms for his Employees then you may select Employee = Line Manager. During the execution of the Status Inquiry Profile in the PSW the system will select only those Employees for whom the logged-in Employee is the Line Manager. A similar mechanism might be used to select Employee Company (for example Employee Company = Company Manager).

Typically you will use Status Inquiry Profiles to find out which Forms have not been submitted, or which have not been authorised, or which have not been posted.

A Wizard takes you through the process of creating a Status Inquiry Profile.

## Creating a Status Inquiry Profile

### Step 1 - Selection Criteria

**Status Inquiry Profile Wizard - Step 1**

**Selection Criteria**  
Choose the data you want to use for your selection

Filter:   Group **General** AND ( 01 OR 02 OR 03 OR 04 OR 05 OR 06 OR 07 OR 08 OR 09 OR 10 )

Table	Field Name	Value	Operator
Creation Employee			
Employees			
Form Types			
Next Action Employee			
Timesheet Period			
Timesheet Types			
Timesheets/Forms in Progress			

Operator	Value	Field Name	Table
=	Returned	Status	Forms in f
=	Directly Ei	Status	Forms in f
=	Issued for	Status	Forms in f
=	Web Auth	Status	Forms in f
=	Issued for	Status	Forms in f
=	Returned	Status	Forms in f
=	Returned	Status	Forms in f
=	Returned	Status	Forms in f
=	Web Revi	Status	Forms in f
=	Direct Aut	Status	Forms in f
=	Issued	Status	Forms in f
=	TIMESHEE	Type	Forms in f
=	True	Current St	Forms in f
=	Direct Ent	Status	Forms in f
=	Before Va	Status	Forms in f
=	Web Entry	Status	Forms in f

Buttons: Show SQL, Cancel, < Back, Next >, Finish

The Selection Criteria panel on the left of the screen allows you to choose a field from a table in the database on which you wish to base your selection.

When you have chosen a field (by clicking on the field name) a central panel displays a list of available values.

You can search for a field name by entering a string of characters into the Filter field. You can choose to see these fields grouped under table names or in a list by checking the Group checkbox.

### Runtime or Fixed Values

At this point you may choose either to select or specify a number of fixed values for the field or to specify, by checking the Runtime Selection field, that field values are to be given when the Status Inquiry Profile is run.

If you decide to choose specific values rather than to specify Runtime Selection you may transfer values from the central panel to the right-hand panel of chosen criteria.

Note that for a set of Status records for a particular Form, only one will have the field Current Status set to True. Choosing only records where Current Status is True is a way of finding out the latest status of each Form.

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### *Searching on the basis of values not included in the list*

You may also use the field above the central panel to specify a value to look for in the field. This is especially useful if you are selecting on the basis of Analysis Values for analysis categories which are not validated.

### *Inclusive or Exclusive Searches*

You may use the operator field for each of the chosen values in the right-hand panel to specify an operator. This defaults to = but you may also choose <> (not equal), >, >=, etc.

### *Multiple Criteria*

You may specify a set of criteria which must be met by selecting more than one field as a basis for selection. Some fields may have fixed selection criteria. Others may be based on runtime specification.

As you build up your selection criteria you will see them listed in the right-hand panel.

A record is selected from the Status Table if **all** of the criteria in the panel are met.

### *Alternative (multiple) Criteria*

The selection values which you choose on the first available (General) tab will be applied in all cases.

Up to ten sets of additional and alternative selection criteria may be set up using the ten tabs to the right of the left-hand Selection Criteria panel.

Selection is made on the basis of:

(Conditions on the General tab being met) AND

(

(conditions on the 01 tab being met) OR

(conditions on the 02 tab being met) OR

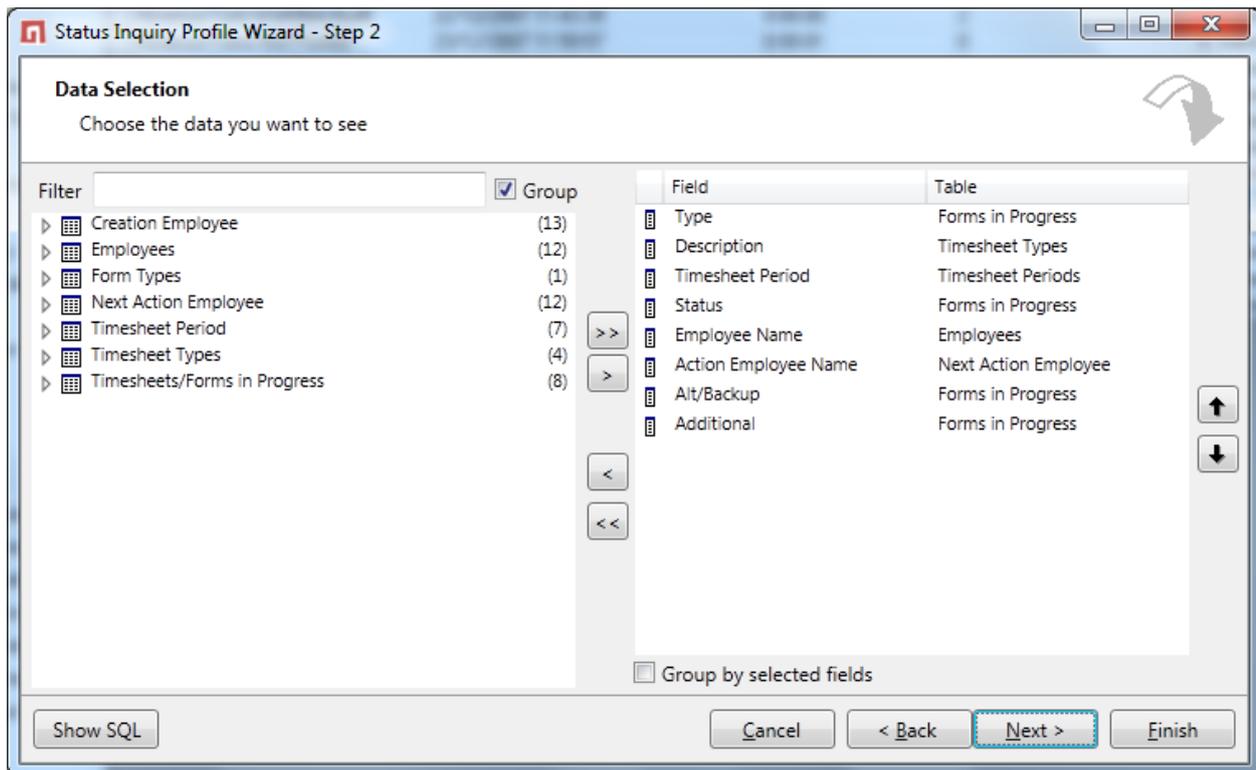
.....

(conditions on the 10 tab being met)

)

The Next button takes you on to the second step of the Wizard.

## Step 2 - Data Selection

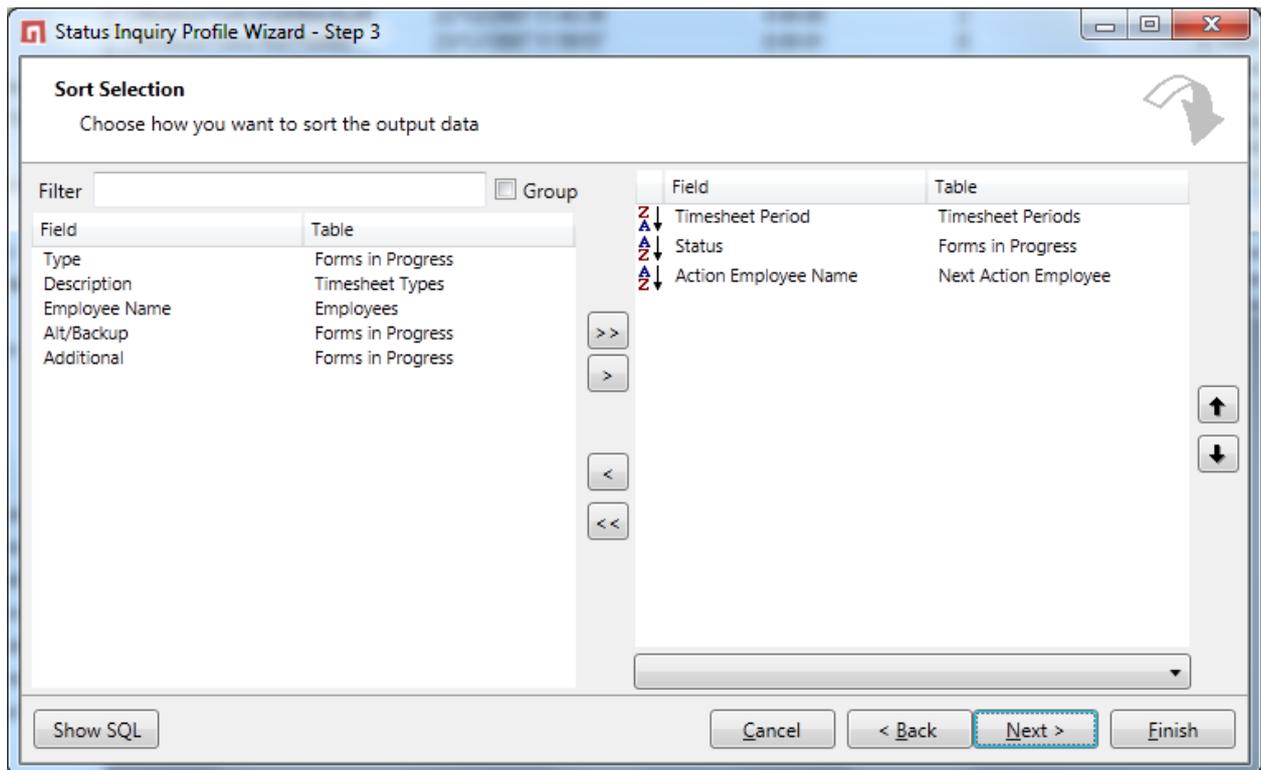


The Data Selection panel on the left of the screen allows you to select which data fields you want to see in your inquiry/report.

The order in which the fields are to be eventually displayed in an inquiry grid can be modified by highlighting a chosen field in the right-hand Include panel and using the Move Up and Move Down buttons.

The Next button takes you on to the third step of the Wizard.

### Step 3 - Sort Selection



The left hand panel shows you a complete list of the fields you have selected for your inquiry/report.

You may choose the fields on which you want to base the sequence of records in the inquiry grid. This choice has no effect on the order of columns determined by the previous Data Selection Wizard.

You may reverse the default sort sequence by using the Order field on the right hand side of the screen. Order affects the highlighted field. You may therefore sort one field in descending sequence within another field in ascending sequence.

You may use the Move Up and Move Down buttons to change the priority of fields.

The Next button takes you on to the fourth step of the Wizard.

## Step 4 - Access

**Web Access**  
Select the Employees who will have access to this Profile

Filter   Group

Employee	Employee Name
001	Sharp David
002	Thorne Susan
003	Muller Friedrich
004	Kubrick Jane
005	Abiad Ayman
006	Singh Simon
007	Simon Francesca
900	Crawford Jane
901	Grant David
Managers	[GROUP]

Show SQL    Cancel    < Back    Next >    Finish

You can define which employees or groups of employees may have access to this status inquiry profile in the PSW

Leave blank to permit access to all employees.

## Step 5 – Profile Name

**Profile Name**  
Choose a Profile name

Profile Name  
Tshts Not Posted

Save Profile  
 Run Profile

PSW Report  
 PSW Additional Information

PSW Employee Index  
 Data Access Restrictions  
 Suppress No-Parameter Message

PSW Tab: Today  
Group: Workflow

Lines Limit: 1000  
 Prohibit Excess on Line Limit  
Lines Per Page: 15

Default Freeze Column:   
 Prevent Changes to Freeze Column

Show SQL    Cancel    < Back    Next >    Finish

Specify a unique Status Inquiry Profile name.

You may choose whether you want to run and/or to save the profile when you click on the Finish button.

If you would like this Status Inquiry Profile to be executable through the PSW then you may check either PSW Report (if the profile is to use a template) or PSW Inquiry (if you want just to see a grid of data).

Check PSW Additional Information if you want this profile to be accessible from the Information Button from Form Entry, Authorisation or Review.

Check PSW Employee Index if you want this profile to be available from the Employee Index.

Check Data Access Restrictions if you want the restrictions associated with the User associated with the Employee using the Profile to apply. This might limit the selection of Employees available.

Check Suppress No-Parameter Message to suppress the warning you will receive when running this profile in the PSW with no parameter values chosen.

If you want this Status Inquiry Profile to appear in the Reports panel on a particular PSW tab then choose the appropriate tab in the PSW Tab field.

You may include this Status Inquiry Profile in a particular group on the Reporting tab in the PSW by specifying or choosing a group in the Group field.

Sometimes reports return too much data to the browser. To prevent this you may set a limit to the number of lines the inquiry may return. This will trigger a warning unless you also check Prohibit Excess on Line Limit.

Set the number of lines per page if you will invoke this profile as an inquiry in the PSW.

You may also set a Default Freeze Column when this profile is used as an inquiry in the PSW, and check the checkbox to prevent an Employee from changing this once the data are displayed.

## Running a Status Inquiry Profile

### Step 1 - Selecting Runtime Values

If there are runtime criteria to be specified you will be presented with the Selection Criteria screen. A list of fields for which you may now specify values is displayed in the left-hand panel.

If you do not specify values for a field then **all** values are selected.

#### Selecting values

Highlighting a particular field will result in all predefined values for the field being shown in the central panel. You may then select the values you want to include or exclude from the inquiry/report.

#### Selecting values which are not predefined

You may also specify further values which are not in the list by using the field above the central panel.

As you select values you will see a list build up in the right-hand panel.

### **Inclusive or exclusive selection**

You may modify the operator (<, >, <=, =, etc) to be applied to each chosen value in the right-hand panel.

### **Alternative Selection Criteria**

If you have set up alternative selection criteria for this inquiry profile then you will see a tabbed form for each set of alternative criteria.

When you have made your selections click on the Finish button.

## **Step 2 - Selecting Grid View or a Template**

You may choose to view the data you are selecting from the database either in a simple grid (with no summary values) or as a Crystal Report or Microsoft Reporting Services report..

The panel shows a list of available templates (see below Creating Report Templates).

Check the appropriate field to make this choice and then click on the Finish button.

Note that if you click the Set button then you will see the report output in the selected format whenever you subsequently use the Finish button.

### **Creating Report Templates**

You can create either a Crystal Reports template or a Microsoft Reporting Services template for use with this inquiry. You may create several of both.

### *Creating a Crystal Reports Template*

To create a new Crystal Reports Template you must check the Crystal Reports field and then click on the Create New button.

If Crystal Reports has been properly installed on your computer to allow you to create reports then the system will ask you to provide a name for the template and will then transfer you to Crystal Reports where you may then use the standard features of this software to create report templates based on the data items in your grid.

If you want to create a new template from an existing one then check the Create from a Template field.

A new template will automatically be associated with this Inquiry Profile. You can use the Delete button to remove a template, or the Add button to associate a template that has been already created.

### *Creating a Microsoft Reporting Services Template*

To create a new Microsoft Reporting Services Template you must check the Reporting Services (RDL) field and then click on the Create New button.

Check the Create from a Template field if you want to create a new template by modifying an existing one.

Type:

- Header Only – Choose this if you want only to pass field names to the template editor.
- Data Sample – Choose this if you want to pass some sample data to the template editor. You must then specify the number of rows of data to pass.
- SQL Query – Choose this if you want to pass an SQL query to the template editor instead of field names. This would enable you to create a template that could be used without forms@work.

Check the Include Fields field (active for SQL Query and Data Sample) if you want to use the field names specified in this forms@work Inquiry Profile.

## Manipulating Data in the Grid

If you have chosen to view data in the grid, then there are a number of ways in which you can manipulate the data you have extracted.

Type	Description	Timesheet Period	Status	Employee Name	Action Employee Name	Alt/Backup	Additional
TIMESHEET	Standard Timesheet PM	2012006	Issued	Singh Simon	Singh Simon		
TIMESHEET	Standard Timesheet PM	2012005b	Issued	Singh Simon	Singh Simon		
TIMESHEET	Standard Timesheet PM	2012005a	Issued	Singh Simon	Singh Simon		
TIMESHEET	Standard Timesheet PM	2012004	Issued	Singh Simon	Singh Simon		
TIMESHEET	Standard Timesheet PM	2012003	Issued for Authorisation	Singh Simon	Crawford Jane		
TIMESHEET	Standard Timesheet	2010046	Issued	Abiad Ayman	Abiad Ayman		
TIMESHEET	Standard Timesheet PM	2010046	Issued	Kubrick Jane	Kubrick Jane		
TIMESHEET	Standard Timesheet	2010046	Issued	Muller Friedrich	Muller Friedrich		
TIMESHEET	Standard Timesheet Daily	2010046	Issued	Sharp David	Sharp David		
TIMESHEET	Standard Timesheet	2010046	Issued	Simon Francesca	Simon Francesca		
TIMESHEET	Standard Timesheet PM	2010046	Issued	Singh Simon	Singh Simon		
TIMESHEET	Standard Timesheet	2010046	Issued	Thorne Susan	Thorne Susan		
TIMESHEET	Standard Timesheet	2010045	Issued	Abiad Ayman	Abiad Ayman		
TIMESHEET	Standard Timesheet PM	2010045	Issued	Kubrick Jane	Kubrick Jane		
TIMESHEET	Standard Timesheet	2010045	Issued	Muller Friedrich	Muller Friedrich		
TIMESHEET	Standard Timesheet Daily	2010045	Issued	Sharp David	Sharp David		
TIMESHEET	Standard Timesheet	2010045	Issued	Simon Francesca	Simon Francesca		
TIMESHEET	Standard Timesheet PM	2010045	Issued	Singh Simon	Singh Simon		
TIMESHEET	Standard Timesheet	2010045	Issued	Thorne Susan	Thorne Susan		
TIMESHEET	Standard Timesheet	2010044	Issued for Authorisation	Sharp David	Singh Simon		
TIMESHEET	Standard Timesheet	2010039	Returned to Employee	Sharp David	Sharp David		

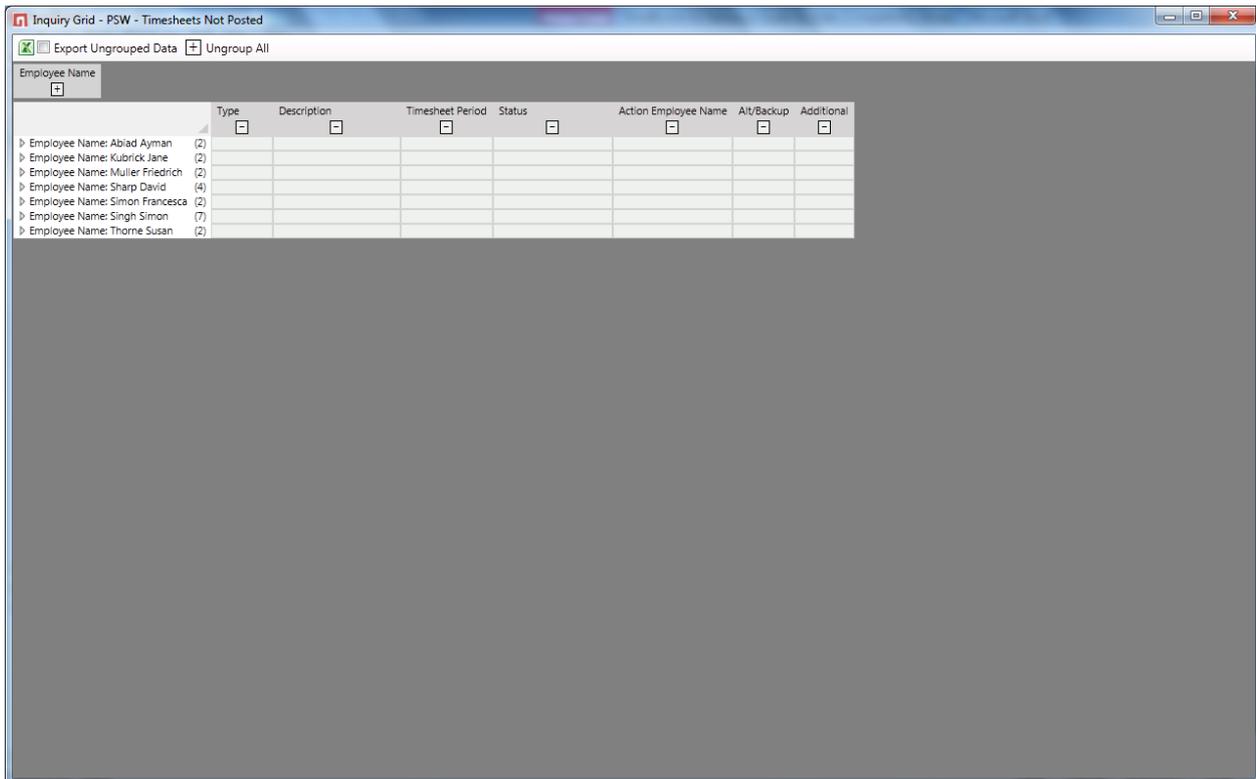
At first, data are simply shown in rows, presented field by field in the order specified in the Status Inquiry Profile.

### Grouping Data

If you want to group data by one of the fields in the grid then you should click the [-] button in the column header.

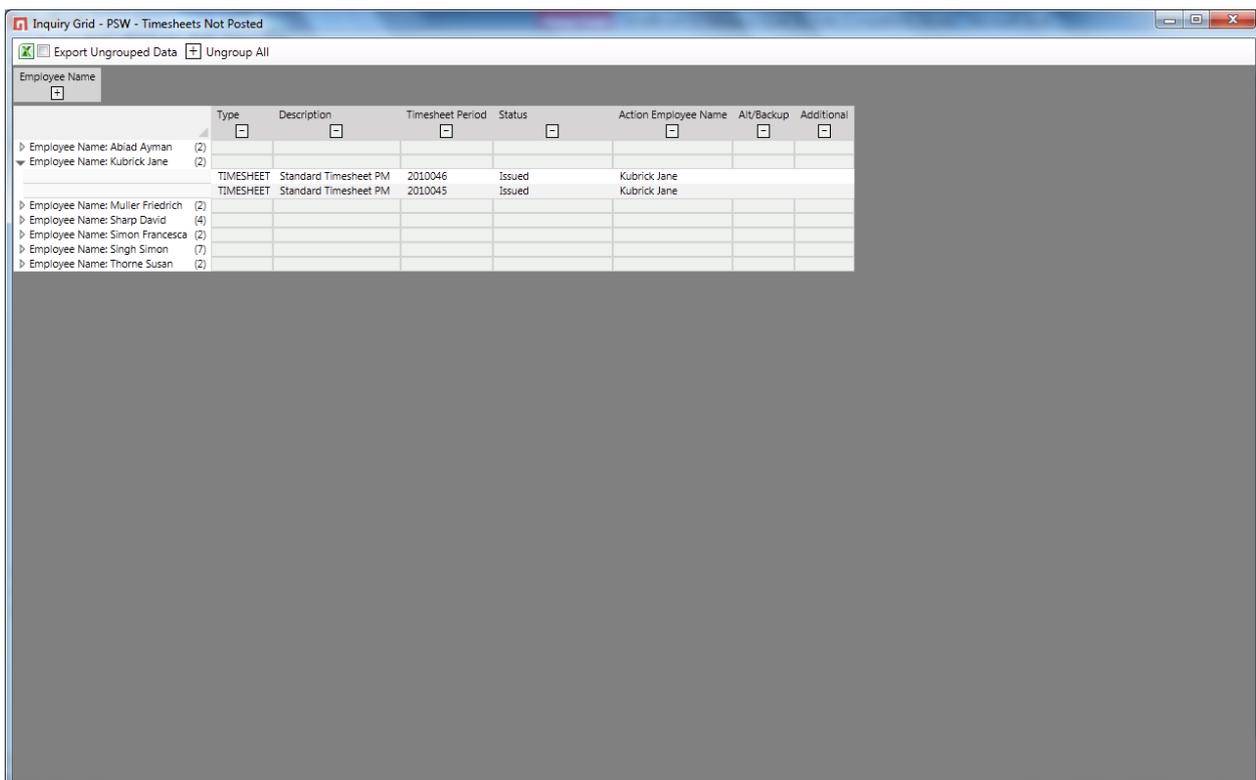
Note that you may group by more than one column header. Each header is represented by a button in the top margin of the page. You may drag each of these to create a different group order.

Click on the the [+] to delete the grouping.



This has the effect of collapsing the data into one row for each different value in the chosen field.

You may expand each row to view same data as in the original grid.



### **Sorting Data**

Click on a column header to sort the data in the grid.

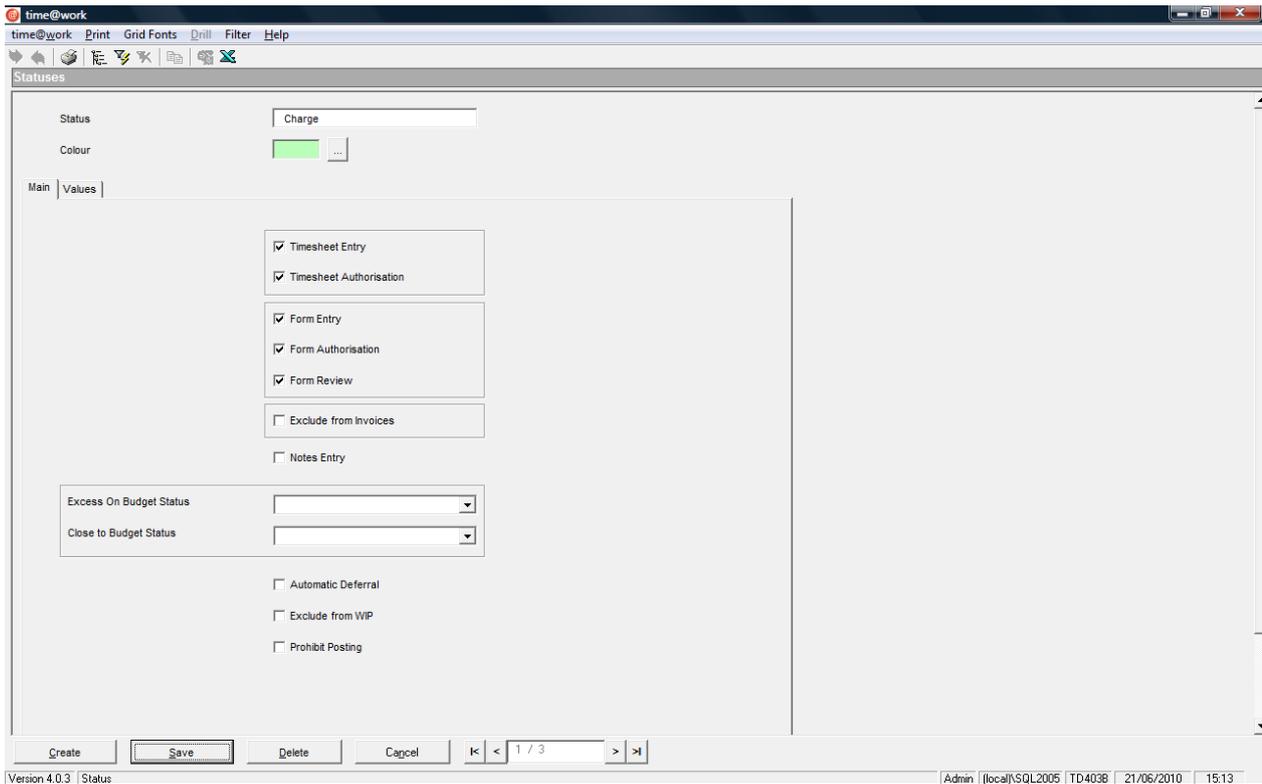
### **Changing the Order of fields**

Drag a group column header to a new position to change the order of columns in the grid.

### **Copying a Status Inquiry Profile**

Use the Copy button on the Tool Bar to make a copy of a Status Inquiry Profile. The new Profile will be named 'Copy of *original name*'.

# Statuses



Each Form transaction can optionally be assigned a status. You may define as many status values as you need.

For example:

Chargeable

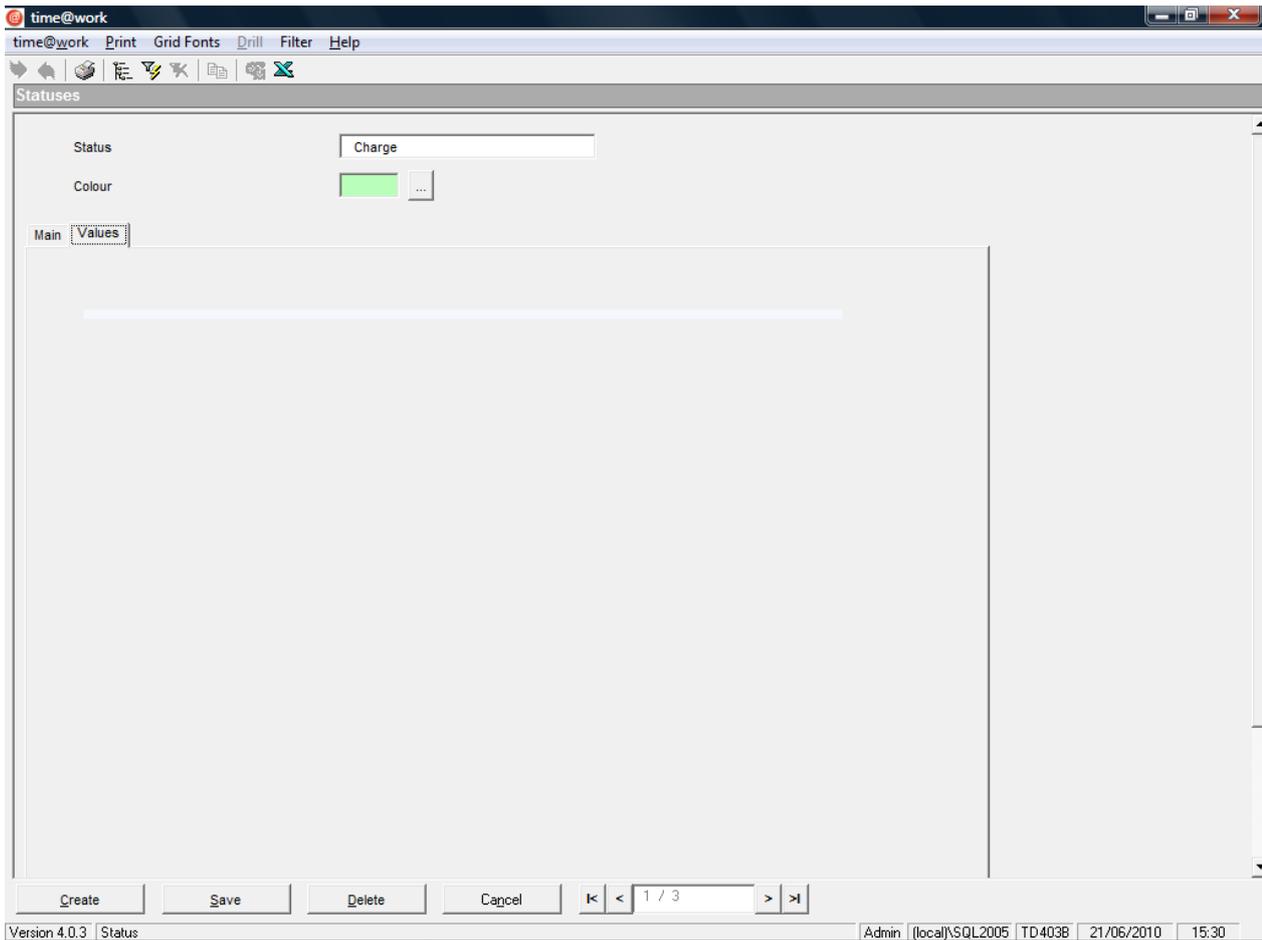
Undecided

Free of charge

Status values are entered on Forms if the Form Type is defined with status entry. However, if an Item is defined with Suppress Status Entry then the status field on the Form is made inaccessible when this Item is chosen.

<i>Main Values</i>	
<i>Status</i>	Status
<i>Colour</i>	Not in Use
<i>Available at Timesheet Entry</i>	Not in Use
<i>Available at Authorisation</i>	Not in Use

<i>Available at Form Entry</i>	Check this field if you want to include this status value in those available to Employees entering data into Forms.
<i>Available at Form Authorisation</i>	Check this field if you want to include this status value in those available to Employees authorising Forms.
<i>Available at Form Review</i>	Check this field if you want to include this status value in those available to Employees reviewing Forms.
<i>Exclude from Invoicing</i>	Not in Use
<i>Notes Entry</i>	Check this field if additional notes are to be entered whenever this Status is applied to a row.
<i>Excess on Budget Status</i>	This is substituted for the Status value when the time reported exceeds the time budgeted in a specific Budget (specified at System Parameters, Company, Item Group or Item level).
<i>Close to Budget Status</i>	This is substituted for the Status value when the values reported reaches the percentage specified on the Item Group or Item record of the value budgeted in a specific Budget (specified at System Parameters, Company, Item Group or Item level).
<i>Automatic Deferral</i>	Not in Use
<i>Exclude from WIP</i>	Not in Use
<i>Prohibit Posting</i>	Form transactions with this status will not be posted to a ledger.



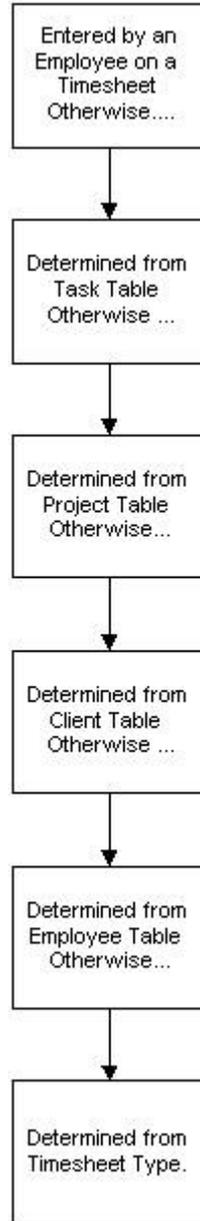
Values

*Value Table Name*

Any Value Table for which a Criterion is Status will be listed here and may be accessed for inquiry or update. The number of values related to the current Status record is shown.

*Defaults*

The Status applied to a line is determined in the following way:



## Sub-Items

If required, Form entry for an Item may be at Sub-Item level rather than at Item level. A set of Sub-Items must then be set up for the Item.

Note that you can copy Sub-Items from one Item to another using the Copy Sub-Item button on the Items maintenance screen.

You may also import Sub-Items from Microsoft Project. See MS Project tab for Items.

Note that Sub-Items that have Open To dates earlier than today are initially excluded from the grid. Uncheck the checkbox Only Open Items at the bottom of the screen if you want to see all Sub-Items.

<i>Item</i>	Choose the Item for which you wish to set up Sub-Items. The list of available Items is limited by the User's Data Access setting.
<i>Sub-Item</i>	Enter the unique Sub-Item identifier.
<u><i>Main</i></u>	
<i>Sub-Item Name</i>	Enter an alternative name for this Sub-Item.

---

<i>Description</i>	Enter an explanatory description of the Sub-Item if this is needed.
<i>Default Status</i>	<p>The status value you choose here will be applied to lines which do not have a status value.</p> <p>If no value is specified here then a default status value will be taken from the Item to which this Sub-Item belongs, and if not specified at Item level, from the Item Group to which the Item belongs, and if not specified at Item Group level, and then finally from the Employee record.</p>
<i>Notes Entry</i>	Check this field if you wish to force Employees to enter descriptive text for this Sub-Item.
<i>Open From / To</i>	If dates are given here then the Sub-Item will be made available within these dates.
<i>Completed</i>	Not in Use

The screenshot shows the 'time@work' application window. The title bar reads 'time@work'. The menu bar includes 'Print', 'Grid Fonts', 'Drill', 'Filter', and 'Help'. The toolbar contains various icons for navigation and editing. The main content area is titled 'Tasks' and contains the following fields:

- Project:** 100-001 (with a dropdown arrow)
- Task:** 100-001-001 (with a dropdown arrow)
- Analysis:** Analysis (text label)
- Phase:** (empty dropdown menu)

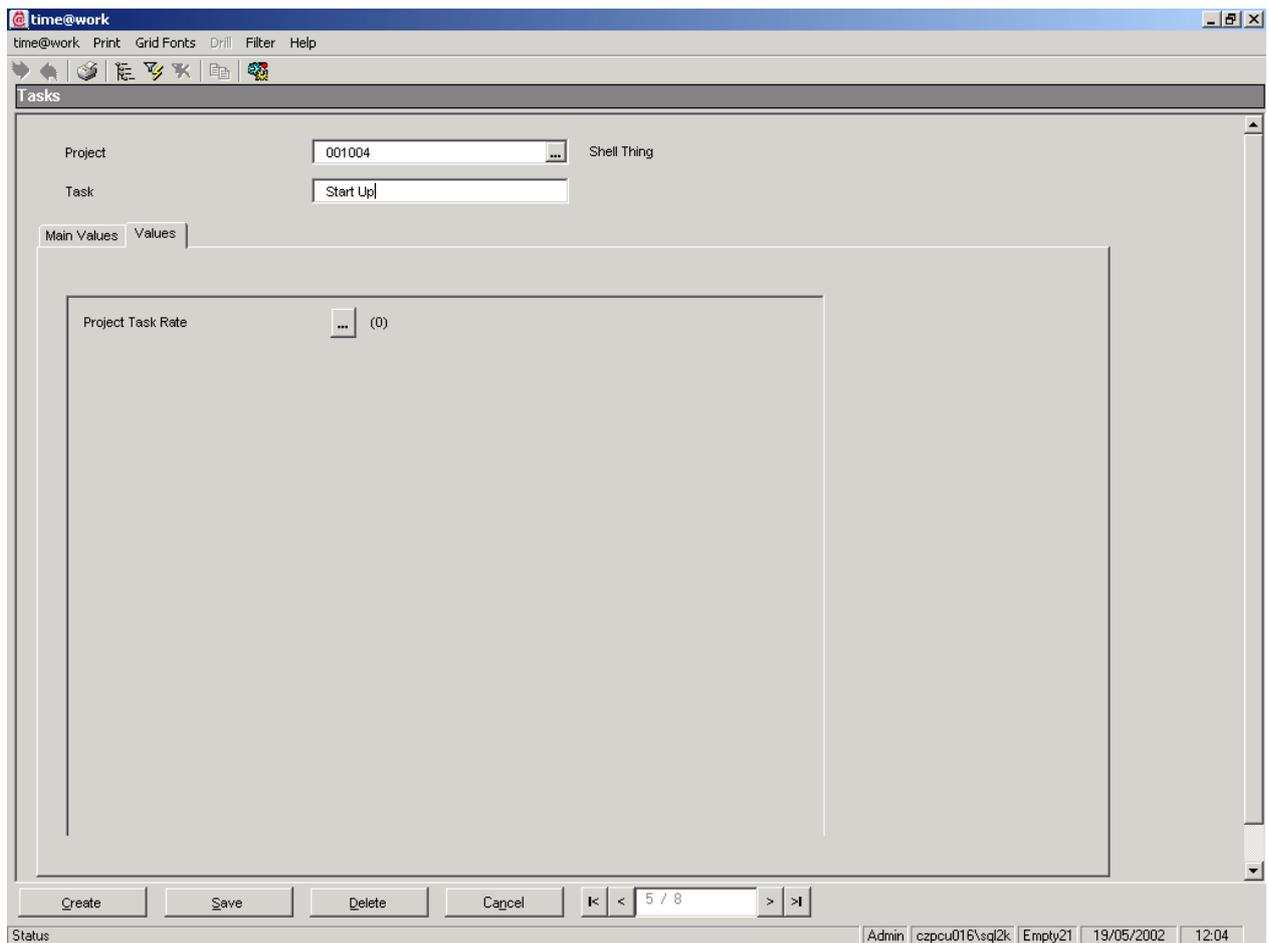
At the bottom of the window, there is a status bar with the following information: 'Version 4.0.3 | Status', 'Admin | local\SQL2005 | TD4038 | 21/06/2010 | 16:59'. Below the status bar, there are buttons for 'Create', 'Save', 'Delete', and 'Cancel', along with a pagination control showing '1 / 3' and a checkbox for 'Only Open Items'.

## Analysis

### *Analysis Value*

Choose or enter an analysis value as required for this Sub-Item. Analysis values are used for structuring data in reports and inquiries, and for the specification of values in Value Tables and validation rules using Error Tables.

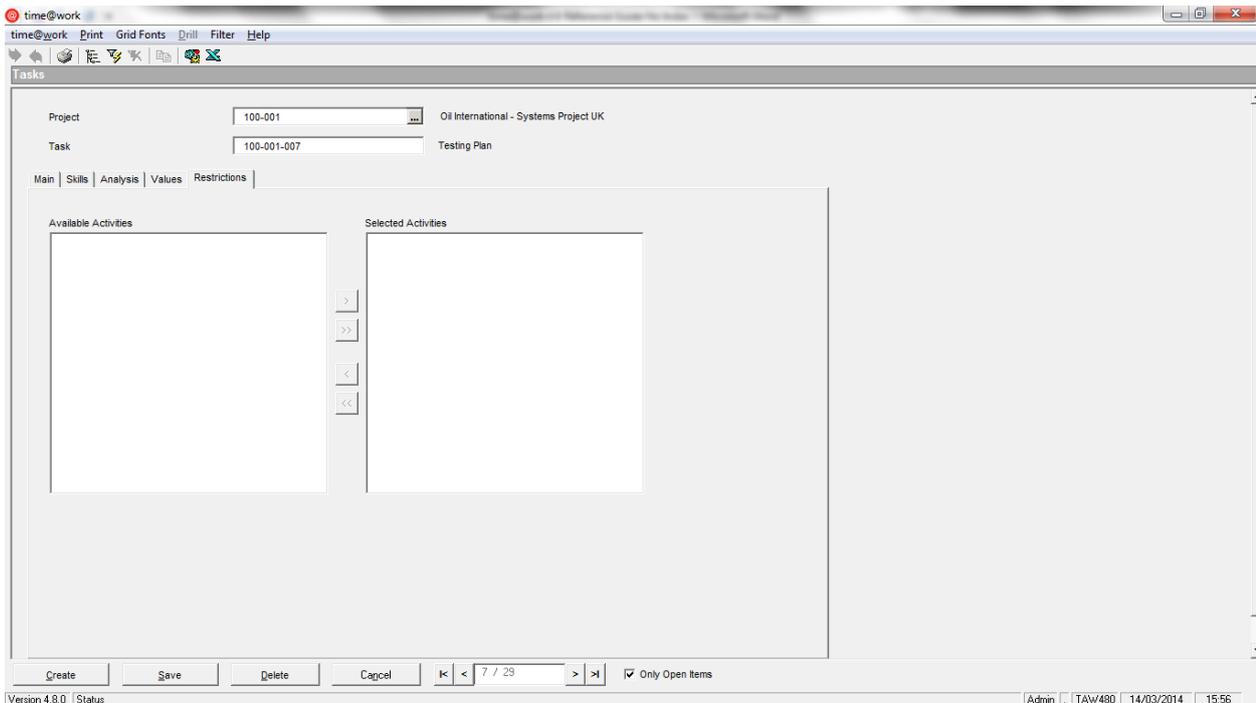
Analysis Values marked as Exclude from Available Values cannot be chosen.



## Values

### *Value Table Name*

Any Value Table for which a Criterion is Sub-Item will be listed here and may be accessed for inquiry or update. The number of values related to the current Sub-Item record is shown.



### Restrictions

You may select a restricted set of activity Analysis Values to be made available when entering data against this Sub-Item in Forms. If you specify none then all will be available.

Note that your selection works in conjunction with any selection made at Employee level or Item level such that those that are available to an Employee are those that are common to all selections.

Note that this functionality is only available through the PSW.

Note also that you may specify restrictions only for those analysis definitions where you have specified that the Selection Tool is to be used (see Analysis Definition).

## System Control Data

The screenshot shows the 'System Control Data' configuration window. The left sidebar lists system components such as Companies, Dates and Periods, System Parameters, Prof. Services Workbench, Statuses, Calculations, Accumulations, Roles, Timesheets and Attendance, Forms, Read-Only Templates, Routing Rules, Workflow Control, Invoicing, Planning, Resource Management, Client/Employee Approval, Distribution Masks, Ledger Modification Parameters, Export Sequences, System Control Data, Data Dictionaries, Archives, Credit Card Types, Web Services, Maintenance, Security, Procedures, Reporting, Accounting, and Database Administration.

The main area displays the following settings:

- Next Timesheet Number: 390
- Next Form Number: 156
- Next Attendance Form Number: 93
- Next Journal Number: 2231
- Next Time Allocation Ref. Number: 3
- Next Approval Reference Number: 47
- Next Planned Invoice Number: 46
- Database Version Number: 4.5.6
- WEB Enabled:

Process Status Summary:

Process	Enabled	Auto Start Interval (Minutes)	Last Started At
Generation	<input checked="" type="checkbox"/>	10	2.3.2012 12:04:51
Routing	<input checked="" type="checkbox"/>	10	5.3.2012 14:59:48
Posting	<input checked="" type="checkbox"/>	10	9.2.2012 14:38:16
Approval	<input checked="" type="checkbox"/>	10	21.11.2010 9:42:03
Export	<input checked="" type="checkbox"/>	10	6.3.2012 12:14:55
Task Scheduler	<input type="checkbox"/>	From: [ ]	Last Connection At: [ ]

Buttons: Save, Cancel, Page navigation (1 / 1).

Footer: Version 4.5.6 | Status | admin localhost law460 13.3.2012 16:26

A number of different processes in forms@work make use of sequence numbers. Forms, for example, are each assigned a unique Form number during creation, and each journal posted into the Form Ledger has a unique number.

<i>Next Timesheet Number</i>	Not in Use
<i>Next Form Number</i>	Holds the next Form number.
<i>Next Attendance Form Number</i>	Not in Use
<i>Next Journal Number</i>	Holds the next journal number to be used by any process which posts values to the Form Ledger.
<i>Next Time Allocation Reference</i>	Not in Use
<i>Next Approval Reference Number</i>	Not in Use

<i>Next Planned Invoice Number</i>	Not in Use
<i>Database Version Number</i>	<p>This field displays the current version number of the database you are using. It should be the same version number as that of the forms@work software.</p> <p>When minor upgrade scripts are executed against your database this version number will change.</p>
<i>WEB Enabled</i>	<i>Not in Use</i>
<i>Generation</i>	<p>If this is checked then the specific procedure may proceed. While the procedure is in progress the field will be unchecked.</p>
<i>Routing</i>	
<i>Posting</i>	<p>However if the number of minutes specified in 'Auto Start Interval in Minutes' has passed since the last execution of the program then it may be started despite the 'Enabled' checkbox being checked.</p>
<i>Approval</i>	
<i>Export</i>	
<i>Task Scheduler: Is Running</i>	<p>This is checked if the Task Scheduler is running for this database.</p> <p>This and the following fields are designed to ensure that only one Task Scheduler is running for the database.</p>
<i>Reset</i>	<p>Click this button to reset these fields so that a different Task Scheduler may be established for the database.</p>
<i>From</i>	<p>This specifies the server on which the Task Scheduler is running.</p>
<i>Last Connection</i>	<p>This field is regularly updated by the Task Scheduler and establishes that it is still running.</p>

# System Parameters

There are a number of parameters which have system-wide application.

## Main

*Open Calendar Months* Not in Use

*Open Accounting Periods* Transactions may only be generated and posted for Accounting Periods in this range.  
If these fields are blank then all Accounting Periods are open.

*System Administrator* Specify the Employee within your organisation who is responsible for the administration of forms@work.

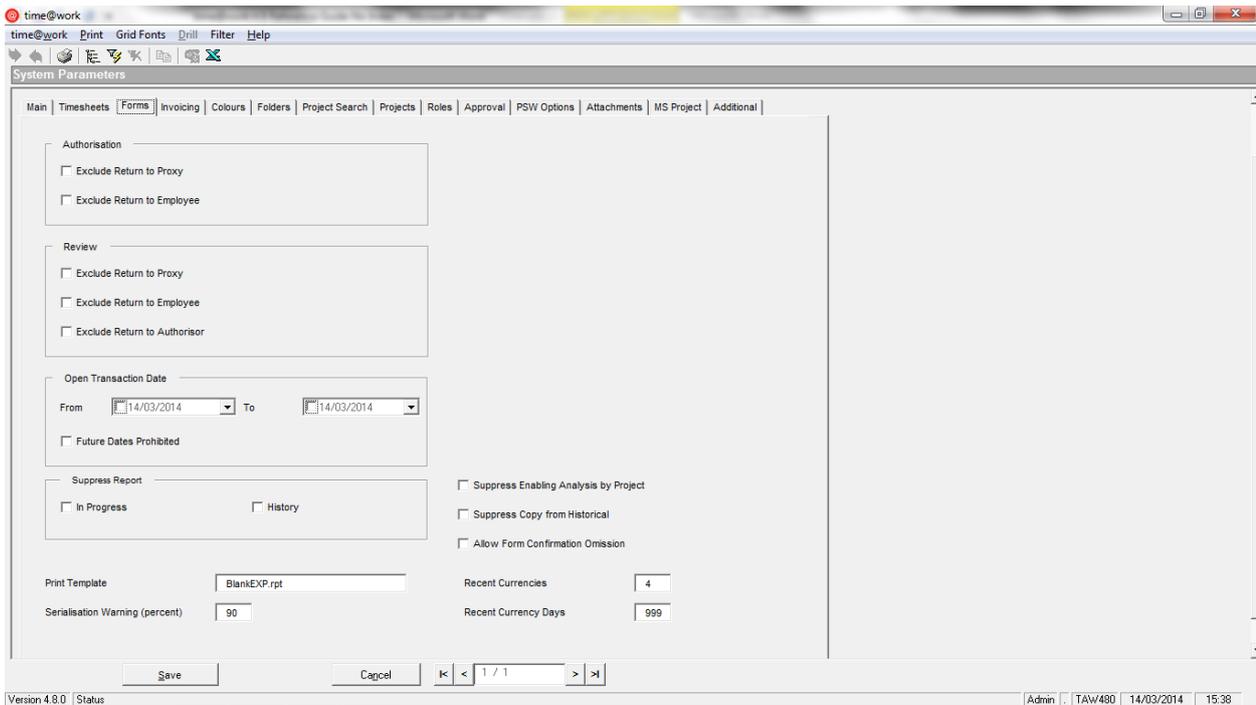
*Administration Identity Switch* Check this field to enable the System Administrator to switch identity whilst logged in to the PSW, so that he or she can view and work within the PSW as if logged in as another Employee.

*Use Employee Settings* If you want to enable more than one Employee to Switch Identity then check this field and then specify on an Employee record that you want to enable a specific Employee to Switch Identity in the PSW.

*Allow Concurrent Login* Check this field to allow identity switch to an Employee who is already logged in.

<i>Language</i>	Specify the default language for the system. This will be the language in which the login screen is shown.
<i>Default Planning Profile</i>	Specify the Planning Profile to be used for Item Planning when the Item Planning button is clicked from the Item maintenance screen in forms@work Maintenance.
<i>Backup Employee</i>	Enter a default backup Employee to whom Forms should be routed after the specified Backup Days if they have not been submitted (authorisation and review).
<i>Backup Days</i>	Enter the number of days after which the Backup Employee is to be sent Forms for authorisation or review.
<i>Return Email Address</i>	Specify the Email address to which Forms are to be returned automatically by Employees.
<i>SQL Command Timeout (in seconds)</i>	Defaults to 60 seconds. Increase this if your SQL commands in Inquiry Profiles or elsewhere time out.
<i>Items to Show</i>	Enter the number of items you want to show in the Item, Sub-Item and Employee search tools, and by default in Employee Index and PSW Maintenance grids.
<i>Disable Items to Show</i>	Check this to prevent restriction of number of items shown.
<i>Password Expiry Period</i>	Optionally specify the number of days after which an Employee must enter a new password for the PSW. If this period is specified then additional requirements (that the password should not be null, and must be at least six characters in length) will also apply.
<i>Suppress Sub-Item Entry</i>	Check this field to suppress Sub-Item entry for the entire system.
<i>Email Notification</i>	Check this field if you wish to notify Employees of Forms to Enter, Authorise or Review. Notification uses Transmission Text for the Subject and Body of the Email.
<i>No. of Timesheets</i>	Not in Use
<i>No. of Forms</i>	Enter the number of Forms per page that by default should be shown in lists of historical forms in the PSW.
<i>Enable Cross Rate Reversal</i>	Check this field if you wish Cross Rates to be considered in reverse when conversion calculations are executed. If a Cross Rate is given between A and B, and a conversion between B and A is required, then in the absence of a rate between A and B the system will search for a rate between B and A if this field is checked.
<i>Enable Button Retrieval</i>	Check this field if you need to enable a button in the Professional Services Workbench Form Entry that will bring

	back the Cancel, Save and Validate, Submit and other buttons if they are not shown.
<i>Show All Open Items</i>	Check this field if you want to override Distribution Mask and Item List settings (on System Parameters, Companies, Employees) in order to make all open Items available to Employees in Form Entry.
<i>Allow Diary Modification</i>	Check this field if you want to allow all Employees in the system to modify their diaries using the My Diary option in the PSW (Professional Services Workbench).
<i>Start Time</i>	Specify which Activity Analysis field will hold Start Time.
<i>End Time</i>	Specify which Activity Analysis field will hold End Time.
<i>PSW/CSW Regional Settings</i>	
<i>Decimal Separator</i>	Specify the decimal and thousand separators to be used, by default, throughout the system for numeric values in the PSW.
<i>Thousand Separator</i>	
<i>Date Format</i>	Specify the default data format for Employees in the PSW. This will determine the forma in which dates are displayed and must be entered and also determines the date format for exports to Excel from the PSW.
<i>Date Separator</i>	Specify the date separator to use by default for all Employees using the PSW.
<i>Document Autosave</i>	Check this field if forms are to be saved automatically when the number of rows in a form changes (e.g. New Line, Delete, Copy).
<i>Inactivity Timeout (in Mins)</i>	Specify the number of minutes inactivity permitted in the PSW before an Employee is warned of automatic logout.
<i>Item Group Currency Mandatory</i>	Check this field if currency is to be a mandatory field on the Item Group record.
<i>Item Currency Mandatory</i>	Check this field if currency is to be a mandatory field on the Item record.
<i>Company Currency Mandator</i>	Check this field if currency is to be a mandatory field on the Company record.



## Forms

**Authorisation:** Check these fields to exclude options in the Professional Services Workbench (PSW)

*Exclude Return to Proxy*

*Exclude Return to Employee*

**Review:** Check these fields to exclude options in the Professional Services Workbench (PSW)

*Exclude Return to Proxy*

*Exclude Return to Employee*

*Exclude Return to Authorisor*

**Open Transaction Date From/To** Optionally you may enter a From Date to prevent entry of transactions for dates before this date

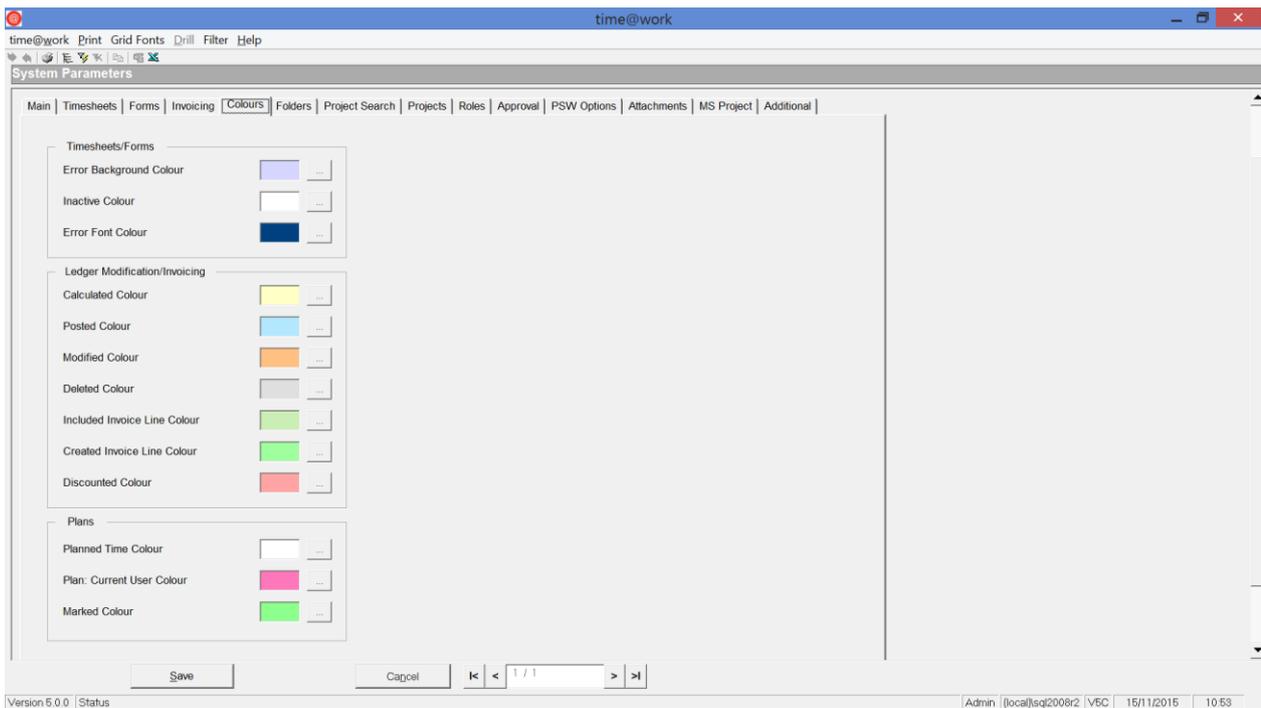
Optionally you may enter a To Date to prevent entry of transaction after this date

**Suppress Report – History** Check this to suppress the Report button on a Form that has been posted.

**Suppress Report – In Progress** Check this to suppress the Report button on a Form that is in progress.

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<i>Future Dates Prohibited</i>	Check this box to prevent entry of a Form transaction date later than today's date
<i>Suppress Enabling Analysis by Item</i>	If you wish to control the enterability of Activity Analysis fields using Form Accounts then you should check this field so that modification of Items on Forms will not incorrectly enable Activity Analysis fields.
<i>Suppress Copy from Historical</i>	Check this field to prevent the creation of new Forms of this type using the Copy function from historical forms.
<i>Allow Form Confirmation Omission</i>	Check this field to allow Confirmation Omission for any Employee in the system.
<i>Print Template</i>	Specify the default template name for form printouts (used from the PSW). Note that you can additionally specify a template name for a Form Type.
<i>Serialisation Warning (in percentage)</i>	Specify in percentage terms (e.g. 95) when you want to be informed by email, as the system administrator, that you are close to the serialisation limit for the posting of forms.
<i>Recent Currencies</i>	Select the number of recent currencies to show at the top of currency (unit) lists next to entry calculations in forms.
<i>Recent Currency Days</i>	When determining if a currency is recent the system will search for currencies used for the current entry calculation for transactions from forms of this type for the number of days specified here.



## Colours

*Error Colour* Specify the colour to be used to highlight errors on Forms.

*Inactive Colour* Specify the colour to be used to indicate that a field is inactive on a Form.

*Message Colour* Specify the colour to be used in the 'Error' grid for Forms

*Calculated Colour* Specify the colour to be used to highlight lines which have been recalculated during Ledger Modification.

*Posted Colour* Specify the colour to be used to highlight lines which have been posted during Ledger Modification.

*Modified Colour* Specify the colour to be used to highlight lines which have been modified during Ledger Modification.

*Deleted Colour* Specify the colour to be used to highlight lines which have been deleted during Ledger Modification.

*Included Invoice Line Colour* Not in Use

*Created Invoice Line Colour* Not in Use

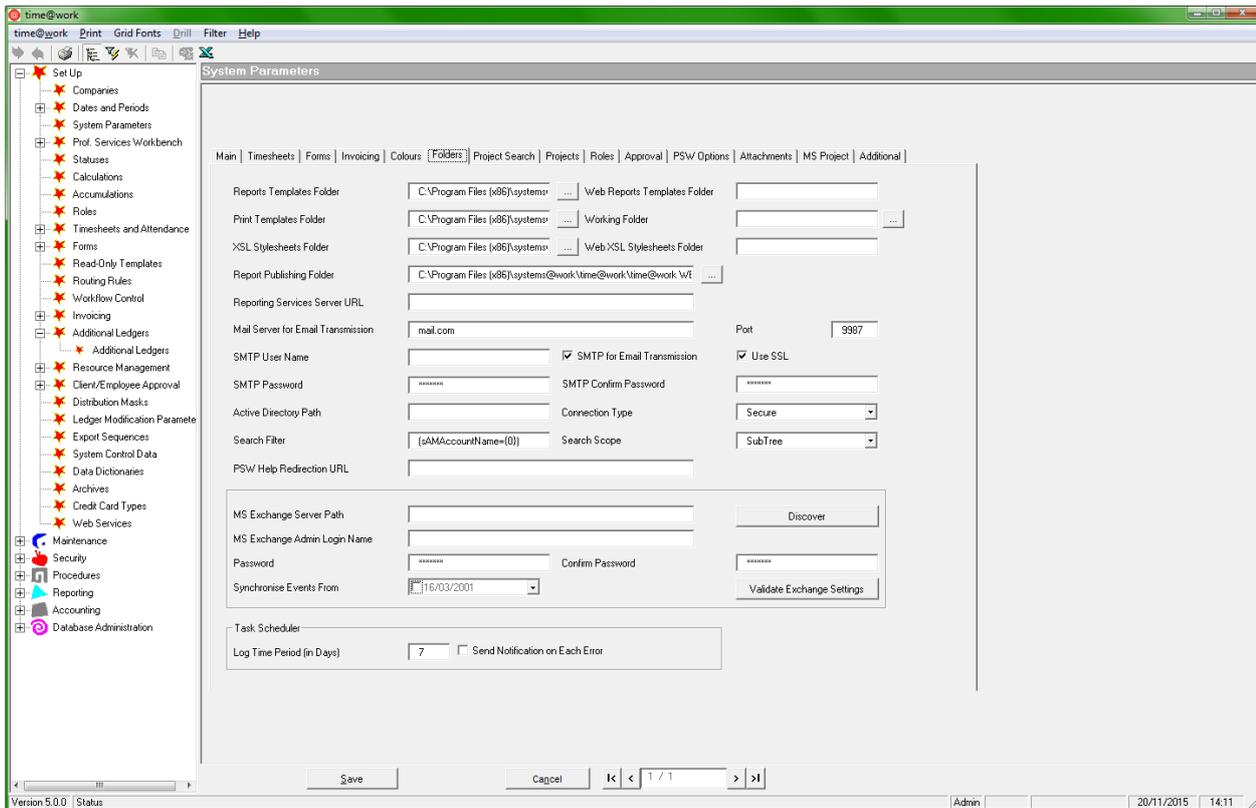
*Discounted Colour* Not in Use

*Budgeted Time Colour*

This colour is used to highlight cells into which a value has been entered in the Planning worksheet.

*Budget Current User Colour*

This colour is used to highlight Items (in the Item list) and Additional Ledger rows (in the Planning worksheet) which have been budgeted/planned by the current User.



**Reports Templates Folder**

Enter the name of the folder where Crystal Reports or Microsoft Reporting Services Templates used by Ledger Inquiry Profiles and Status Inquiry Profiles are stored.

**Web Reports Templates Folder**

Enter the name of the folder where Crystal Reports or Microsoft Reporting Services Templates used from the PSW or CSW are stored.

If no folder is specified then this defaults to the Reports subfolder in the forms@work Web folder.

**Print Templates Folder**

Enter the name of the folder where Crystal Reports and Microsoft Reporting Services Templates used for printing standard system tables are stored.

**Working Folder**

Specify the name of the folder where all temporary files (such as temp.xml) are to be stored during Ledger Export.

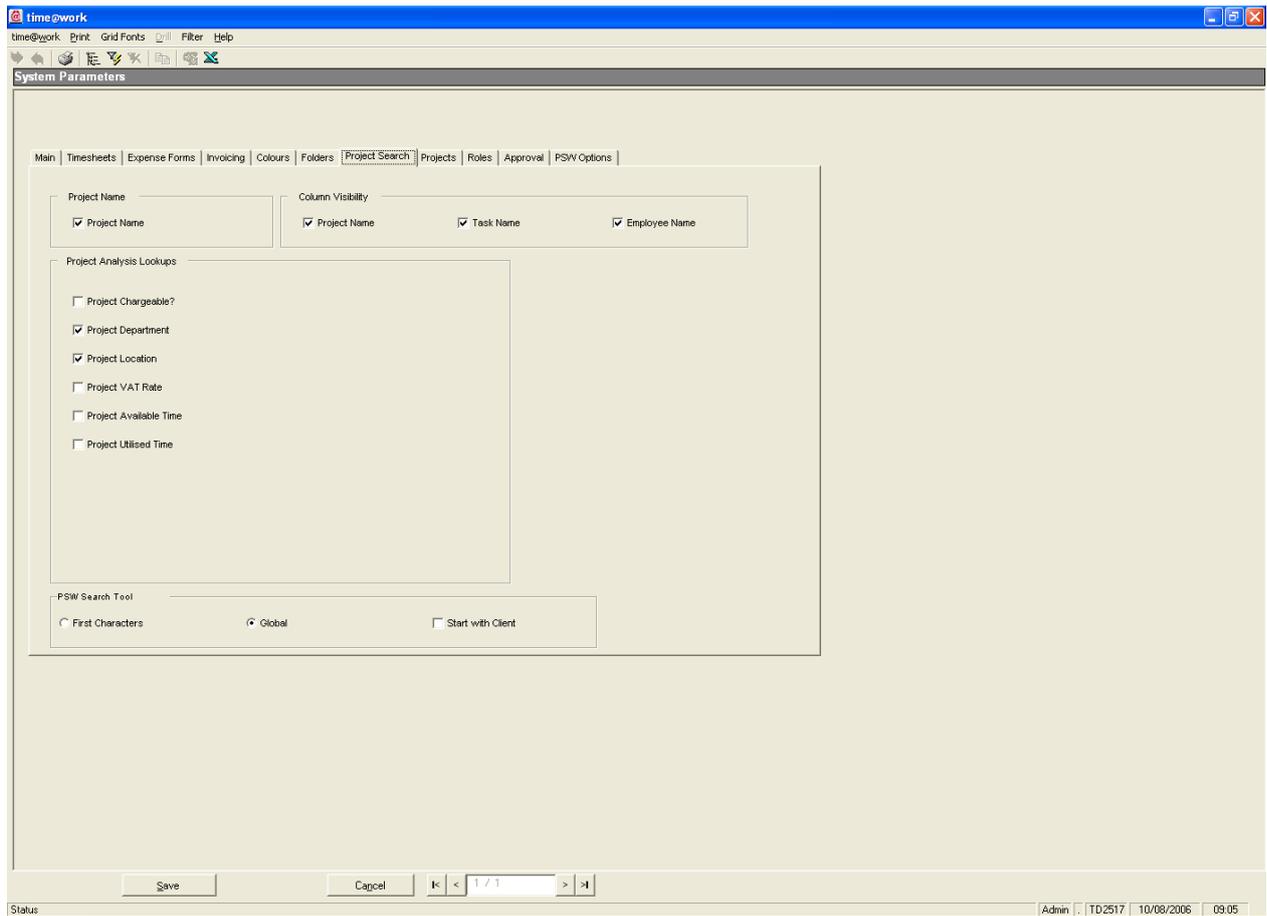
If no folder is specified then the system will use the standard Windows temporary folder for the current operating system user.

**XSL Stylesheet Folder**

Enter the name of the folder where XSL Stylesheets are to be stored. These are used during the export of data from forms@work to other applications using forms@work Maintenance.

<i>Web XSL Stylesheet Folder</i>	<p>Enter the name of the folder where XSL Stylesheets are to be stored. These are used during the export of data from forms@work to other applications from the PSW.</p> <p>If no folder is specified then this defaults to the XSL Stylesheets subfolder in the forms@work Web folder.</p>
<i>Report Publishing Folder</i>	<p>Enter the name of the folder where Transmission Profiles will publish reports for Employee browser access. This must be a folder accessible to Browser software and thus should probably be located within the Program Files forms@work Web application folder.</p>
<i>Reporting Services Server URL</i>	<p>Enter Reporting Services server URL if you want to use it to render reports. Use of Reporting Services server helps to reduce load on the Web server because it prepares data and renders the reports. The Web server sends only the results to the client. This is not recommended if Published Reports are extensively used</p>
<i>Mail Server for Email Transmission</i>	<p>Enter the name of the mail server to be used for sending contacts and Emails from the Professional Services Workbench.</p>
<i>Port</i>	<p>Leave blank to use port 25 if Use SSL is not checked and port 587 if Use SSL is checked</p>
<i>SMTP User Name</i>	<p>If your SMTP server requires a user name and password then enter the User Name here.</p>
<i>SMTP for Email Transmission</i>	<p>Check this field if you want only to use SMTP for Email transmission in forms@work.</p>
<i>Use SSL</i>	<p>Check this field to enable TSL encryption for SMTP communication.</p>
<i>SMTP Password</i> <i>SMTP Confirm Password</i>	<p>If your SMTP server requires a user name and password then enter the Password here.</p>
<i>Active Directory Path</i>	<p>Enter the path of the Active Directory you are using for Active Directory integration with forms@work.</p>
<i>Search Filter:</i>	<p>This specifies how the DN will be searched. Contact your network administrator.</p> <p>Note that for Active Directory this value will be:</p> <p>sAMAccountName={0}</p>
<i>Connection Type</i>	<p>This describes the mode of connection to LDAP. Contact your network administrator to determine which of three values to specify (Plain Text, Secure, and SSL).</p>

<i>Search Scope</i>	This specifies the depth of search for the DN. Contact your network administrator to determine which of three values to specify (Base, OneLevel, SubTree).
<i>PSW Help Redirection URL</i>	If you do not wish to use the delivered PSW Help pages and if you are not redirecting Help at specific page level then you may enter a URL here to which all requests for Help from the PSW will be redirected.
<i>Path to Linked Documents</i>	If you have enabled Employees to link scanned or other documents with Forms or Form Lines and if you have not specified a Path at Employee or Company level then you must specify a Path here to the folder containing the documents you want to link.
<i>MS Exchange Server Path</i>	Not in Use
<i>Discover</i>	Not in Use
<i>MS Exchange Admin Login Name</i>	Not in Use
<i>Password</i>	Not in Use
<i>Confirm Password</i>	
<i>Synchronise Events From</i>	Not in Use
<i>Validate Exchange Settings</i>	Not in Use
<i>Task Scheduler Log Time Period (in Days)</i>	Specify the number of days after which the Task Scheduler log should be sent to the Administrator.
<i>Send Notification on Each Error</i>	Check if you want the Task Scheduler to send the log to the Administrator only when the log contains an error.



You can use this screen to determine whether Item Name in addition to Item, Sub-Item Name in addition to Sub-Item and Employee Name in addition to Employee are to be shown in Forms in the Professional Services Workbench during Form entry.

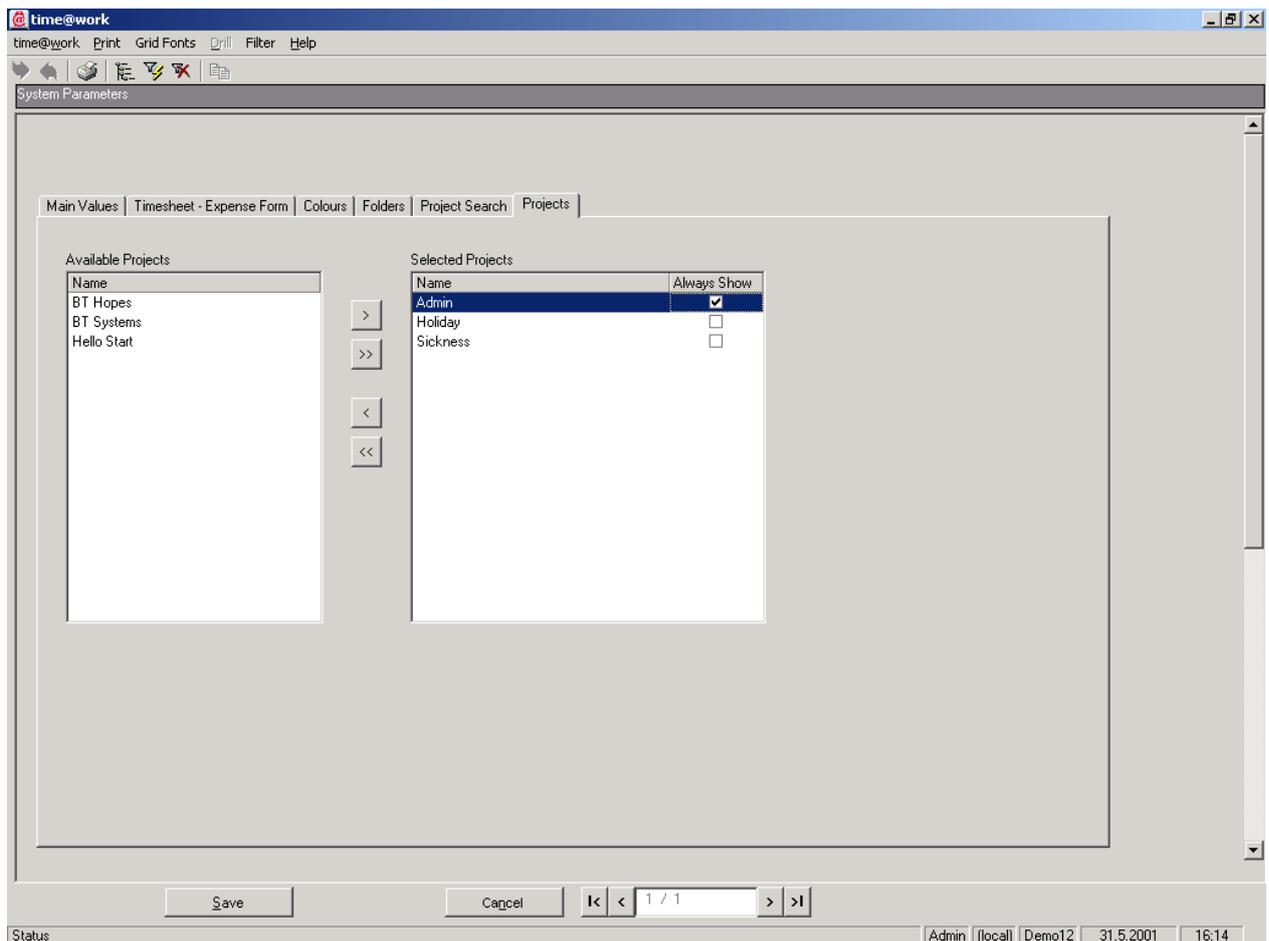
The way in which the Item/Sub-Item search tool works in Forms in the PSW can also be controlled from this screen.

<i>Item Company Lookup</i>	Check this field if Item Company is to be available for lookup.
<i>Item Analysis Lookups</i>	<i>Not used</i>
<i>Visibility of Columns</i>	Check those fields which you wish to be visible in Forms in the Professional Services Workbench during Form entry.
<i>PSW Search Tool</i>	Check this field if you want the default search method to be based on the first characters of Item or Sub-Item or Item Name or Sub-Item Name.
<i>First Characters</i>	
<i>Global</i>	Alternatively, check this field if you want the default search method to be based on any character string occurring in Item or Sub-Item or Item Name or Sub-Item Name.

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*Start with Item Group*

The Item search tool allows you to search initially or additionally by Item Group. Check this field if you want always to begin your Item search with Item Group.



**Items**

**Available Items**

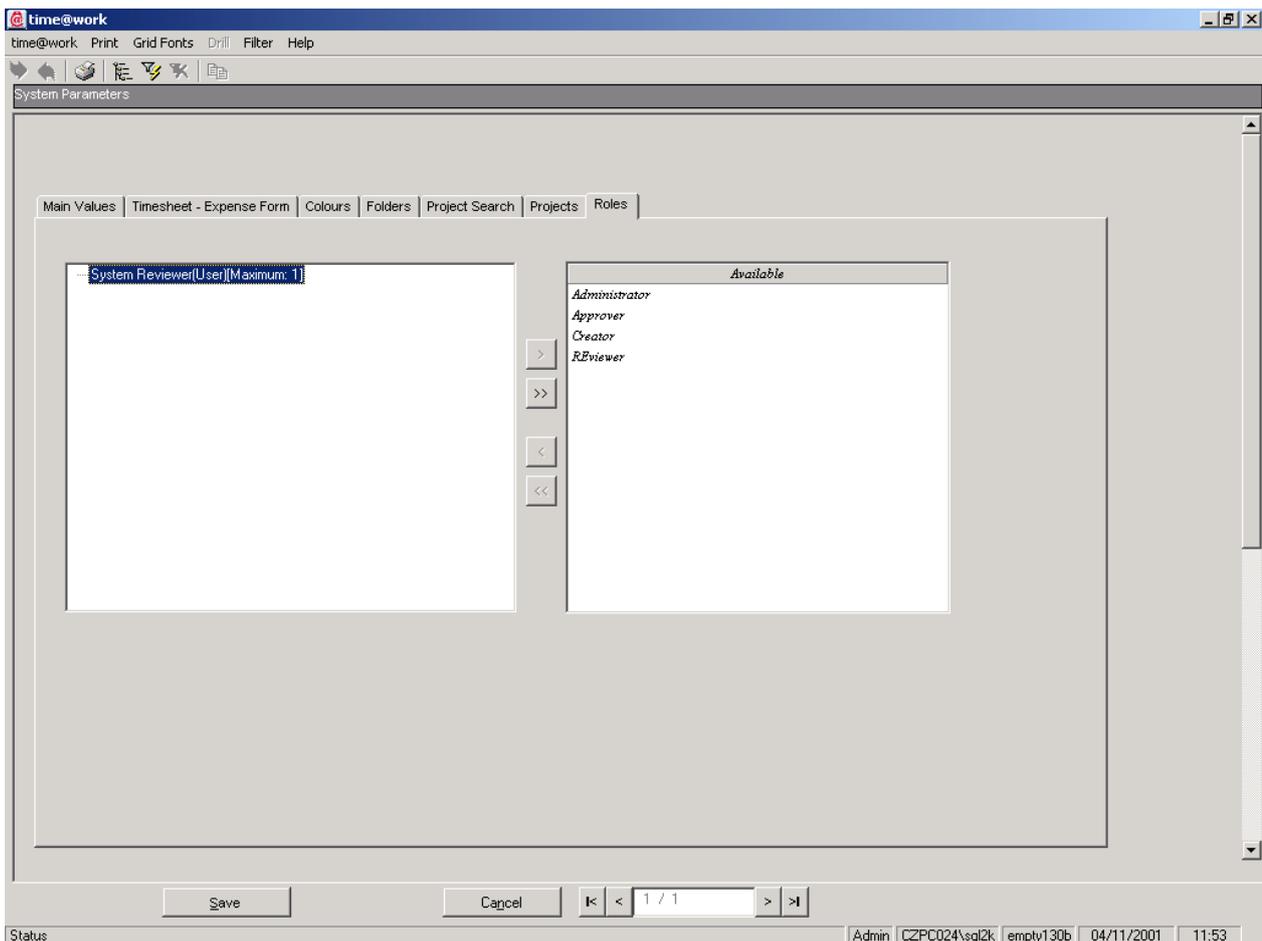
Choose from all available Items those which you wish to make available to all Employees during Form entry. Note that this supplements the functionality of Distribution Masks, and is therefore optional.

***Selected Items***

These will always be made available to all Employees.

***Always Show***

Not in Use

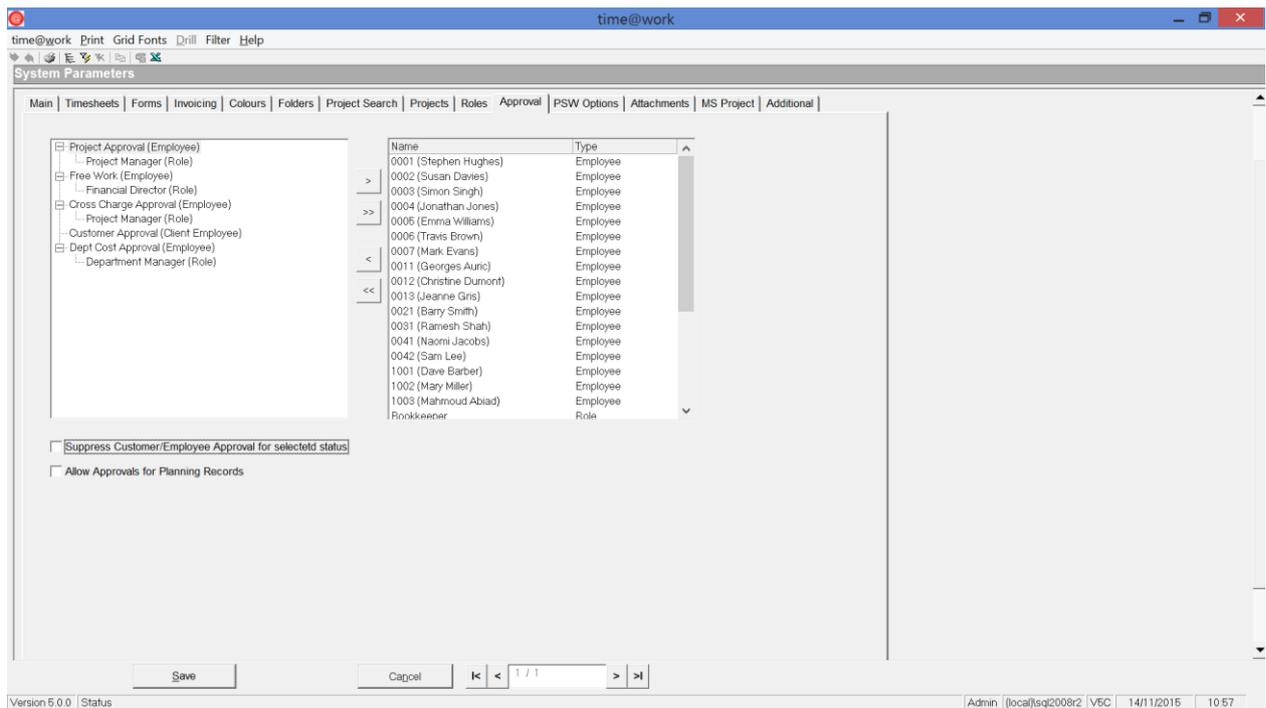


## Roles

### *Role*

Using this screen you can specify which Employees or Users perform roles associated with the entire system.

The title for the role is shown in the left hand panel together with information as to which entity (Employee, User) is associated with this role, and, if a maximum number has been specified, the maximum number of Employees or Users who can be assigned to this role.



## Approval

### *Approval Statuses*

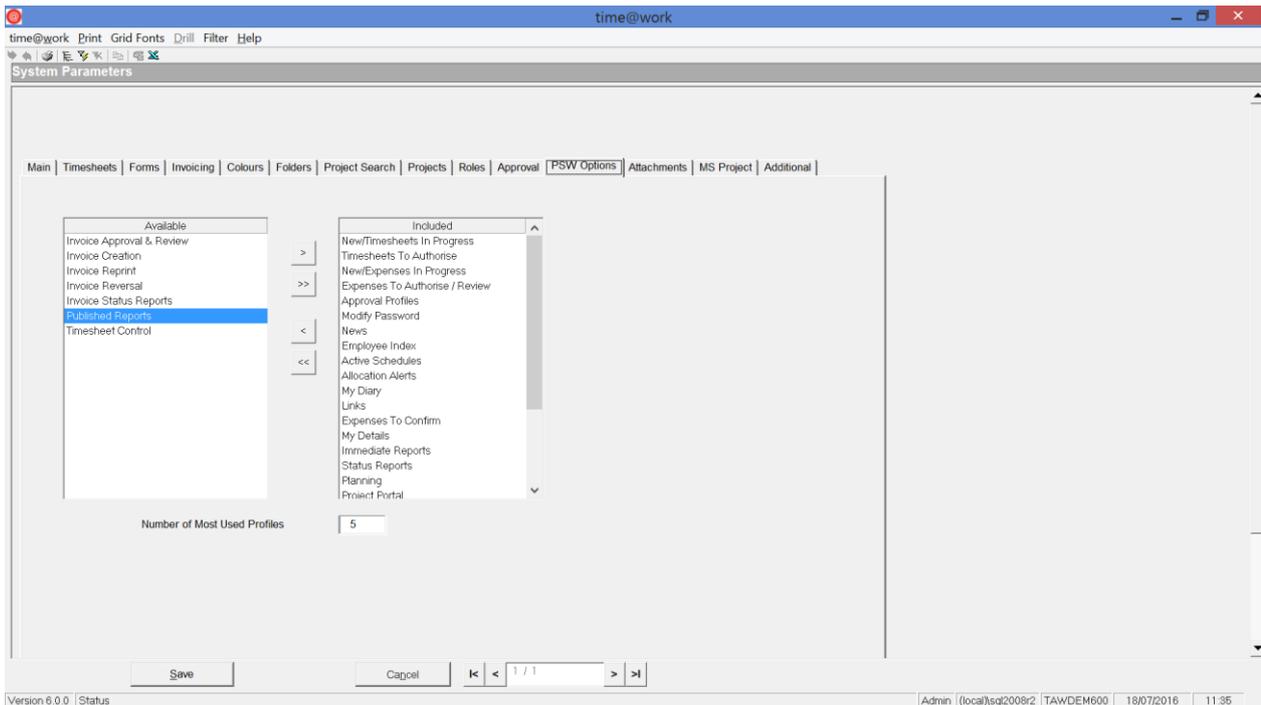
Assign the Employee (or Role) who is to approve data (using the selected Approval Status) by default for all Items in the system.

### *Suppress Approval*

You may also suppress approval for a given Approval Status for all Items in the system.

### *Allow Approvals for Planning Records*

Check this field if there are Planning records in the Actuals ledger that you wish to be subject to Approval.



## PSW Options

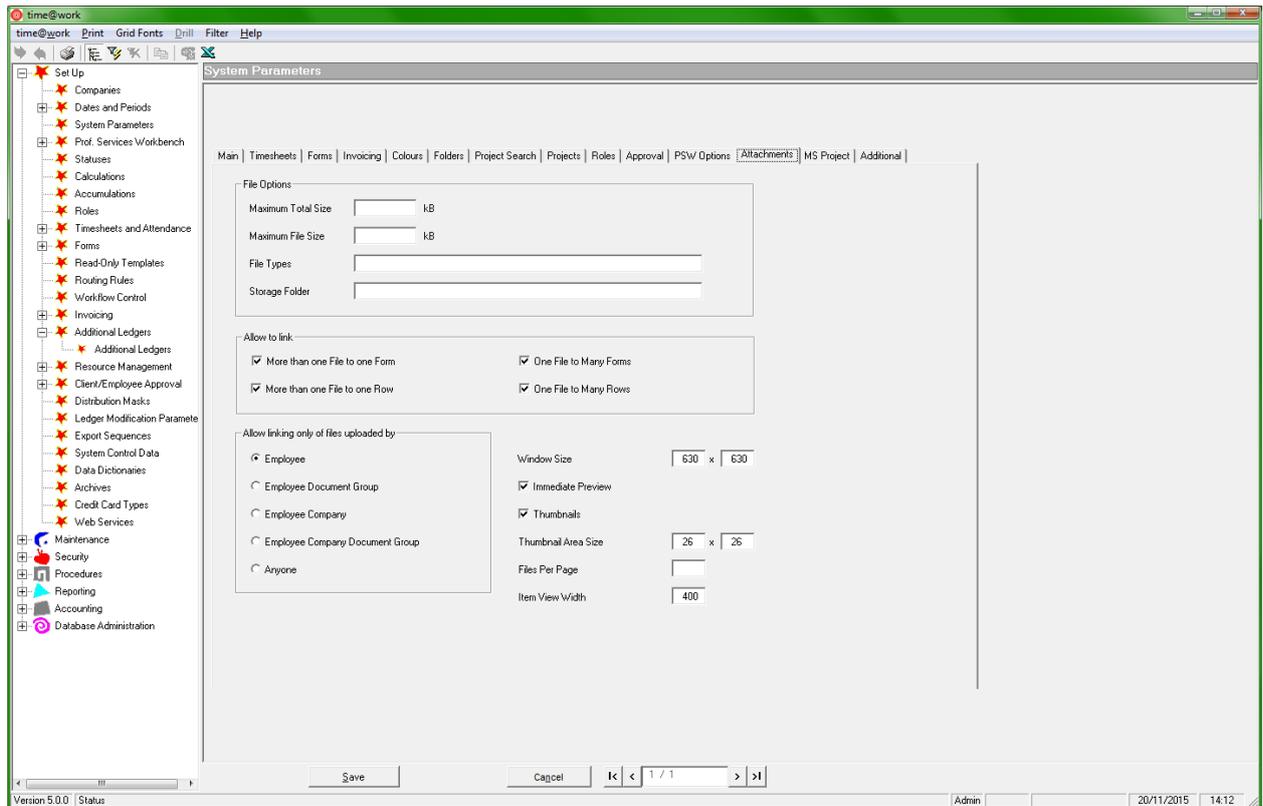
### *Options*

Set the default options for the PSW by including them in the right hand panel.

If no options have been set up for a specific Employee or for a Company then these will apply.

### *Number of Most Used Profiles*

Enter the number of most used profiles (over a three-month period) that you want to see listed in Shortcuts in the PSW, These profiles include Inquiry Profiles, Status Profiles, and Static Data Profiles.



**Attachments**

***Maximum File Size***

You may specify the maximum size of the file/image repository.

***File Types***

You may list here the file (extension) types that you will allow to be uploaded and assigned from this Form Type. For example:

xls,xlsx,jpg,bmp,doc,docx

If this is left blank then all file types are allowed.

***Storage Folder***

Specify a storage folder for images to override the default

***Allow to link***

***More than one File to one Form***

If you have enabled the assignment of files at Form Level (on the Main tab) then here you may enable the association of more than one file to the Form or by leaving the checkbox unchecked you may restrict attachment to one file only.

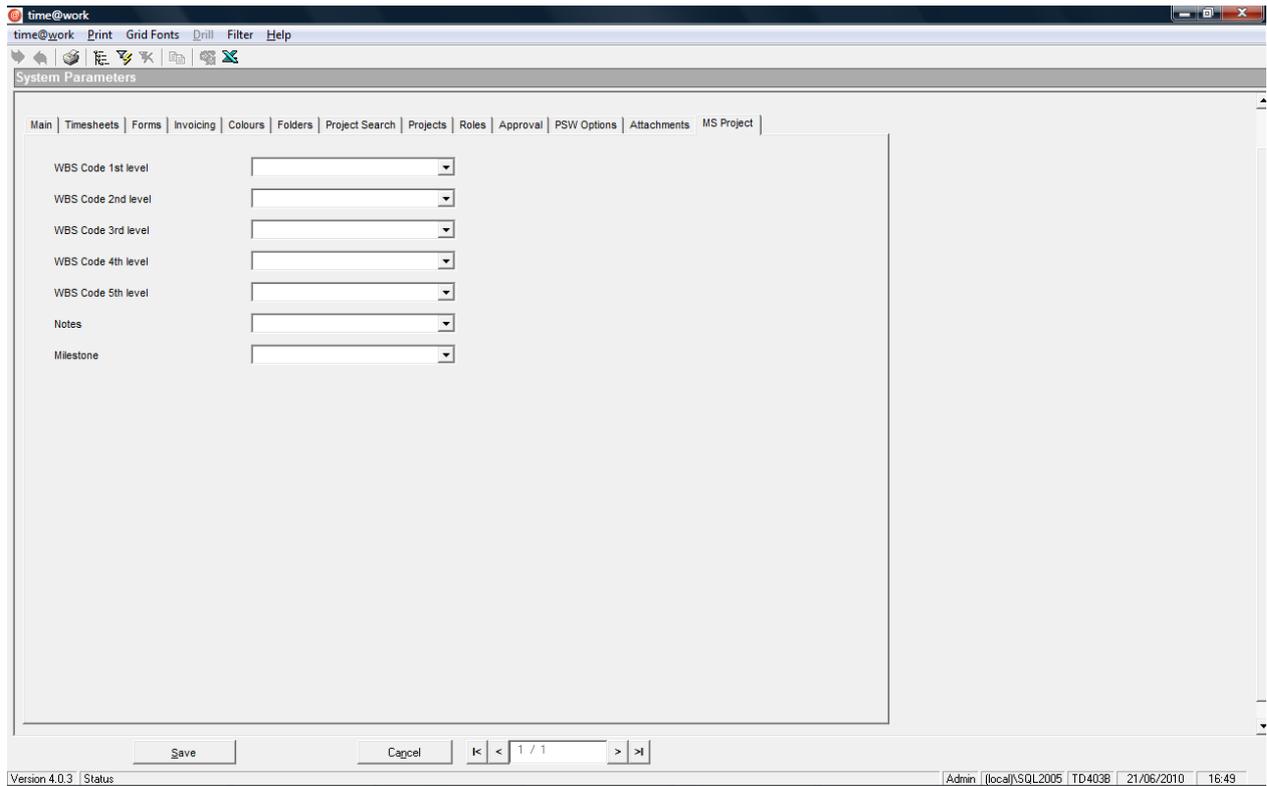
***One File to Several Forms***

Check this to allow one file to be attached to more than one Form.

***More than one File to one Line***

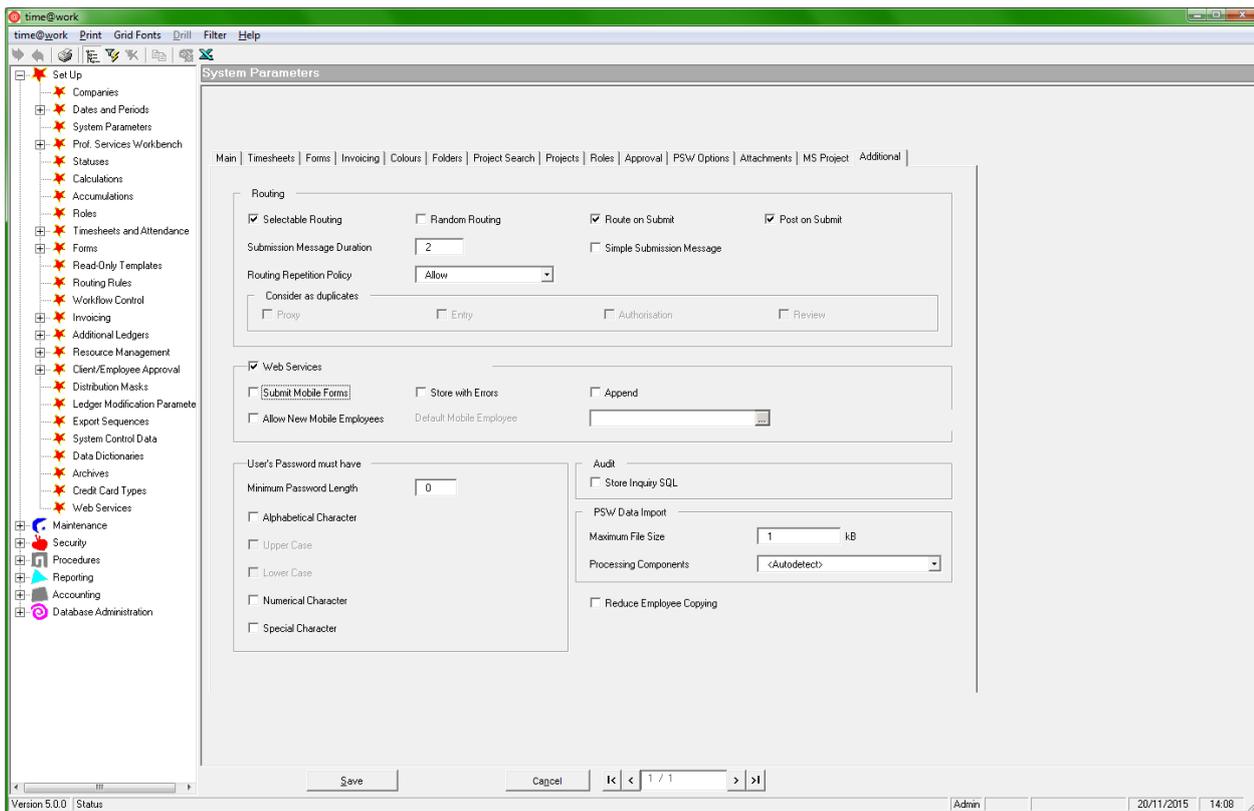
If you have enabled the assignment of files at Line Level (on the Main tab) then here you may enable the association of

	more than one file to the Line or by leaving the checkbox unchecked you may restrict attachment to one file only.
<i>One File to Several Lines</i>	Check this to allow one file to be attached to more than one Line.
<i>Allow linking only of files uploaded by</i>	
<i>Employee</i>	Check this if an Employee is to be allowed to attach documents uploaded only by himself/herself
<i>Employee's Document Group</i>	Check this if an Employee is to be allowed to attach documents uploaded by himself/herself and any other Employee who shares the same Employee Document Group
<i>Employee's Company</i>	Check this if an Employee is to be allowed to attach documents uploaded by himself/herself and any other Employee of the same Company
<i>Employee Company's Document Group</i>	Check this if an Employee is to be allowed to attach documents uploaded by himself/herself and any other Employee who shares the same Employee Company Document Group
<i>Anyone</i>	Check this if an Employee is to be allowed to attach documents uploaded only by anyone
<i>Window Size</i>	Here you may specify, in pixels, the width and depth of the image list page. This is useful because it is this size which determines the size of enlarged thumbnail images.
<i>Immediate Preview</i>	Check this field if you want to expand a thumbnail to fill the page when the cursor is placed over it.
<i>Thumbnails</i>	Check this field if you want thumbnails of images to be shown in the image list page.
<i>Thumbnails Area Size</i>	Specify the width and depth of the area in which a thumbnail is to be shown or partially shown.
<i>Files Per Page</i>	Specify the number of attachments to be shown on one page
<i>Item View Width</i>	Set the width (minimum 300 pixels) of the attachments panel in Form Item view



Integration with MS Project is not available in forms@work.

<i>WBS Code 1<sup>st</sup> Level</i>	Not in Use
<i>WBS Code 2<sup>nd</sup> Level</i>	Not in Use
<i>WBS Code 3<sup>rd</sup> Level</i>	Not in Use
<i>WBS Code 4<sup>th</sup> Level</i>	Not in Use
<i>WBS Code 5<sup>th</sup> Level</i>	Not in Use
<i>Notes</i>	Not in Use
<i>Milestone</i>	Not in Use



**Route on Submit**

Check this field for immediate routing of Forms from the PSW.

**Post on Submit**

Check this field for immediate posting of Forms from the PSW.

**Selectable Routing**

Check this field if you want to enable Employees to select the next destination Employee (from eligible Employees defined for a Role) when submitting, authorising or reviewing forms.

**Random Routing**

Check this field if Routing is to assign authorisers and reviewers randomly when more than one Employee is assigned to a Role specified on Routing Rules.

**Simple Submission Message**

Check this field if you wish to retain the simple submission messages displayed after Form submission from the PSW, rather than the graphical displays which show the path of the document through its defined workflow.

**Submission Message Duration**

Specify the number of seconds for which you want the submission message page to be displayed in the PSW otherwise a default applies.

**Routing Repetition Policy**

Sometimes you will not want a Form to be routed to an Employee who has already entered it, or authorised or reviewed it. Sometimes this does not matter. You may choose an overriding policy here that will be applied

	<p>throughout the system unless you override it on a specific Form Type definition.</p> <p>Allow</p> <p>This means that the system will allow a form to be routed to an Employee who has already seen it.</p> <p>Forbid (and Inform)</p> <p>This means that the Form will not be routed and a message will be sent to the system administrator to inform him or her of the problem.</p> <p>Skip</p> <p>This means that Routing will skip an Employee if he or she has already seen the Form and will consider the next Routing step.</p>
<i>Consider as Duplicates</i>	When considering whether an Employee has already seen a Form the system will consider only Employees who have seen the Form at the stages checked here.
<i>Web Services</i>	Check this field to enable the provision of web services to applications, including the systems@work App.
<i>Allow New Mobile Employees</i>	Check this field to allow Web Services to create new Employees in this database (for example from the systems@work App)
<i>Submit Mobile Forms</i>	If this field is checked then Forms stored from a mobile device to the server will be Submitted rather than held as current Forms in progress for the entering Employee.
<i>Default Mobile Employee</i>	Specify the Employee which is to be treated as a template for the creation of New Employees
<i>Minimum Password Length</i>	Specify a minimum password length for forms@work Maintenance Users
<i>Alphabetical Character</i>	Check this to require an alphabetical character in a password
<i>Upper Case</i>	Check this to require an upper case character
<i>Lower Case</i>	Check this to require a lower case character
<i>Numerical Character</i>	Check this to require an numerical character in a password
<i>Special Character</i>	Check this to require a special character in a password, for example +%\$£”
<i>Audit</i>	

---

<i>Store Inquiry SQL</i>	Check this field if you want to store SQL query used to gather data for Inquiries, Planning, Ledger Modification, etc.  Please note that this may cause a significant growth in database size.
<i>Reduce Employee Copying</i>	Check this field if you want to omit the copying of data on the Accounts and Restrictions tabs when an Employee record is copied.
<i>PSW Data Import</i>	
<i>Maximum File Size</i>	You may set here a maximum file size for PSW Data Import
<i>Processing Components</i>	Choose the Microsoft processing component to be used for Data Import (seek support from your local Support Desk if you do not understand this parameter)

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## Transmission Profiles

The results of Ledger Inquiry Profiles (grids of data, or reports outputs in HTML, Excel, Word or character formats) can be transmitted to Employees or to Employee Groups using Transmission Profiles.

A Transmission Profile requires that you:

- Define the inquiry profiles you wish to use for the transmission of reports
- Define the destinations for the reports
- Define the formats in which you wish to transmit the reports
- Define the name of the transmission profile

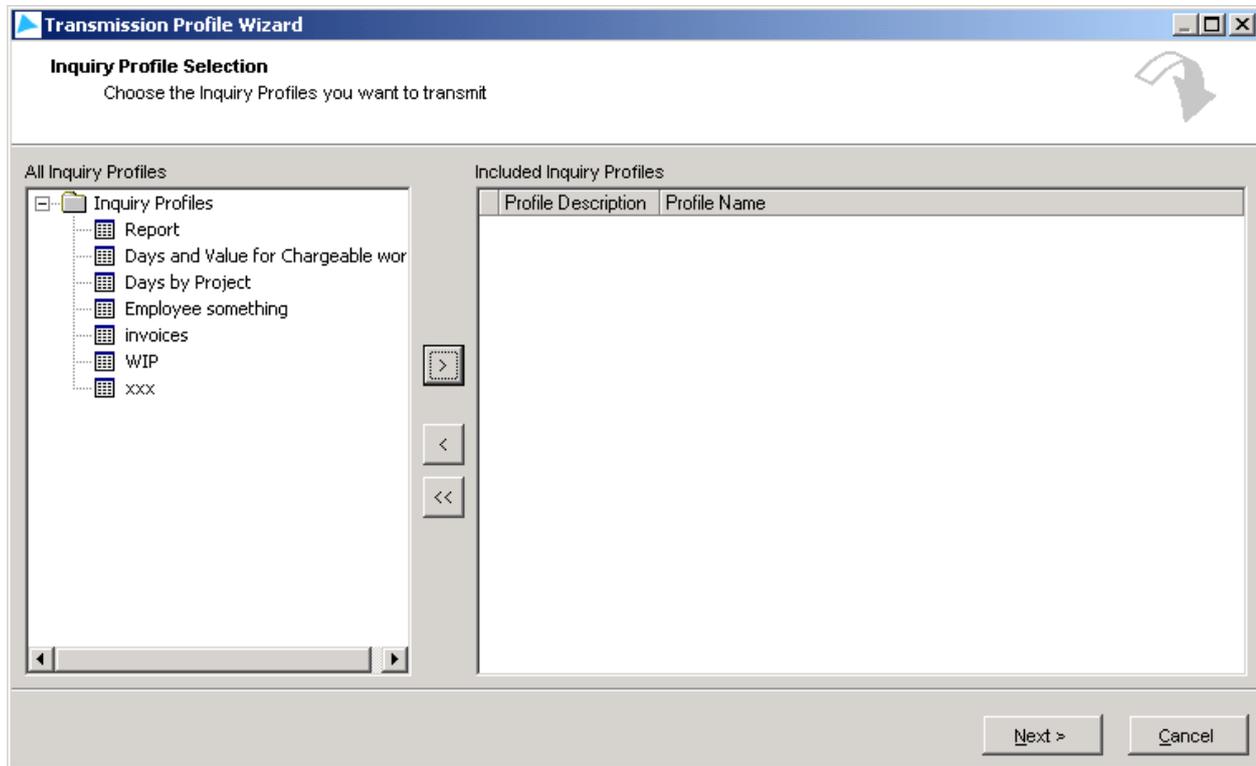
Once you have chosen the option Transmission Profiles from the Menu Selection Panel the work area displays a grid of existing profiles. By double clicking on an existing profile (or using the Edit button) you may start the process of running a Transmission Profile.

Otherwise you may choose to Create (or Delete) a new Transmission Profile

## Creating a Transmission Profile

A Wizard takes you through the process of creating a Transmission Profile.

### Step 1 - Inquiry Profile Selection



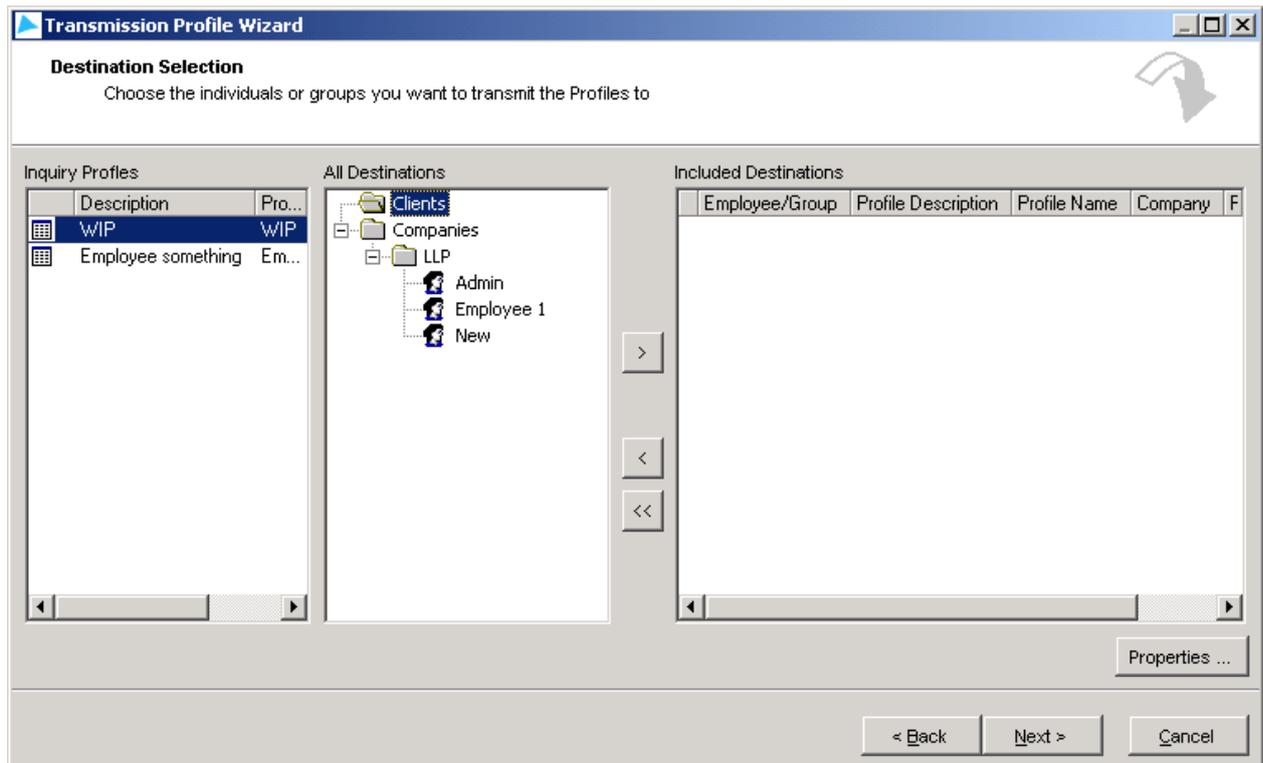
The Selection Criteria panel on the left of the screen allows you to choose the Inquiry Profiles you want to send.

Note that you will often choose the same Inquiry Profile several times, so that you can generate the same report (for example an Item Status report for a Item Group) for several destinations with different runtime parameters each time.

You may change the Profile Description shown in the right hand panel by clicking in the Profile Description column. This will help you to identify the particular Profile for the particular Destination.

The Next button takes you on to the second step of the Wizard.

### Step 2 - Destination Selection



The left hand panel shows the Inquiry Profiles you have selected.

You must highlight each Inquiry Profile in turn and then select the destinations to which you wish to send it (Employee Groups).

You may also specify the format in which the report will be sent to each destination. Highlight each line in the right hand panel and use the Properties Button to invoke the format selection window.

The screenshot shows a dialog box titled "Destination Properties" with a "General" tab. The dialog contains the following fields and controls:

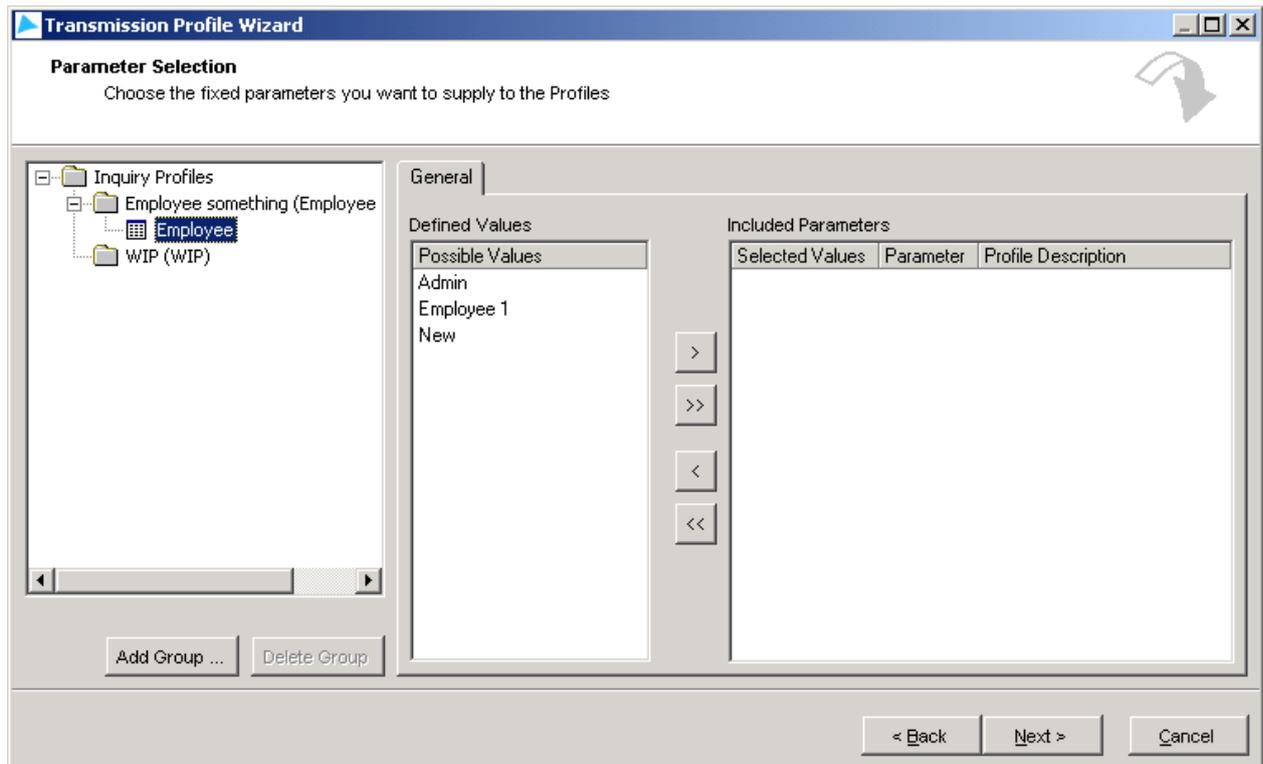
- Profile Description:** Text box containing "Charged Hours (Period, Co, Emp, Hours, SW)".
- Profile Name:** Text box containing "Charged Hours (Period, Co, Emp, Hours, SW)".
- Group Name:** Text box containing "Management Reports".
- Report Template:** A dropdown menu with "Charges Emp" selected.
- Attachment Type:** A dropdown menu with "MS Excel" selected.
- Publish to the WEB:** An unchecked checkbox.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

If there are existing Crystal Reports or MS Reporting Services templates for this Inquiry Profile then you may select which one you want to use. You may then specify the attachment type (Excel, Word, HTML or Text format).

You may also decide whether you want additionally to publish the report on the Web. The folder to which such reports will be written is defined using System Parameters.

The Next button takes you on to the third step of the Wizard.

### Step 3 - Parameter Selection



Most Inquiry Profiles you set up will have runtime parameters (such as Calendar Month, Item or Employee).

When sending the results of Inquiry Profiles to destinations you will want to fix some of these runtime parameters in advance.

For example, suppose that you want to send an Item Status report to three Item Groups at the end of each Accounting Period.

You will use an Inquiry Profile for which the runtime parameters are Accounting Period and Item Group.

Using a Transmission Profile you will run the Inquiry Profile three times, each time with one of the Item Groups as a runtime parameter fixed in advance. You will specify that the Accounting Period will remain a runtime parameter to be specified at the time when you run the Transmission Profile.

Thus, some of the Inquiry Profile's runtime parameters will be 'fixed' in advance and some will not.

However, there is a further complication.

It will often be the case the same runtime parameter (in our example, Accounting Period) will occur in each Inquiry Profile (even when several different Inquiry Profiles are being used in the Transmission Profile).

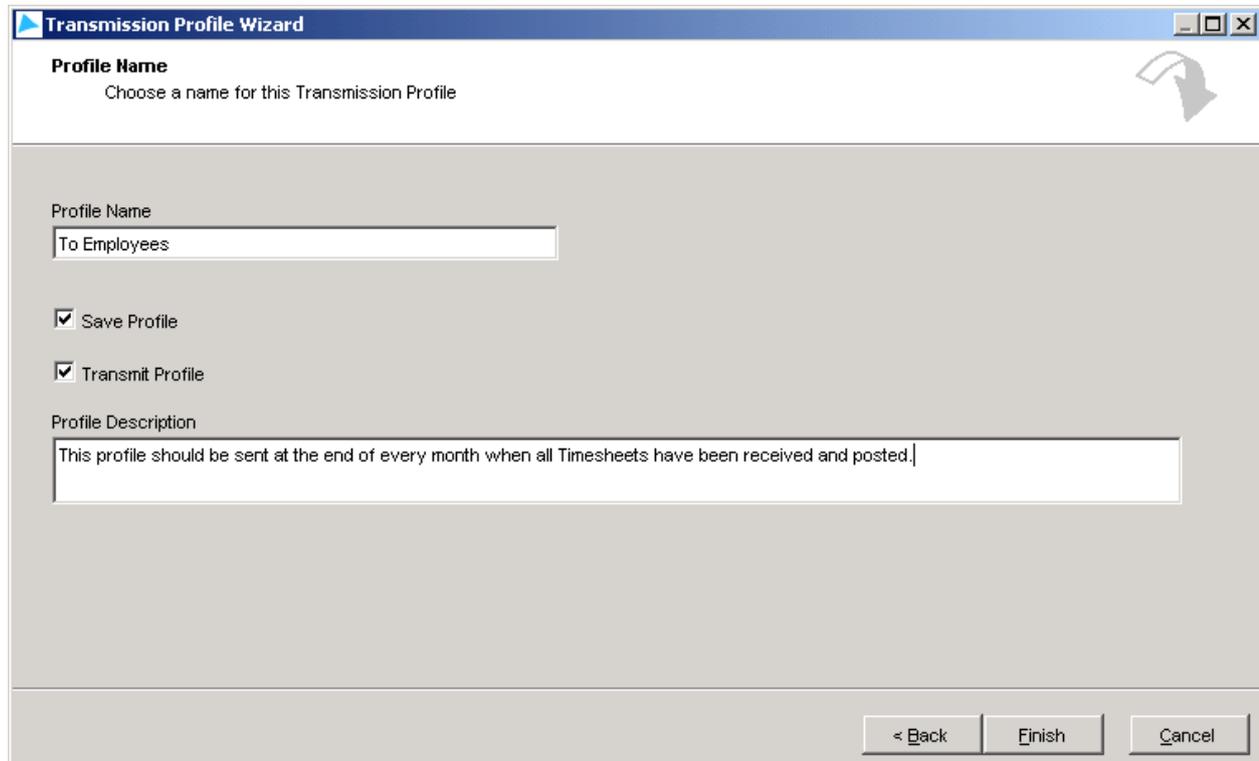
In this case you may want to specify a fixed value once, or to give the parameter only once at runtime (when you run the Transmission Profile).

To make this easier you can group identical runtime parameters together using the Parameter Group feature (use the Create Group Button at the bottom of the left hand panel).

If you want to specify a fixed parameter for a runtime parameter or a parameter group then you must highlight the field in the left hand panel and select from the values offered in the central panel.

The Next button takes you on to the fourth step of the Wizard.

#### Step 4 - Profile Name



The screenshot shows a window titled "Transmission Profile Wizard" with a sub-header "Profile Name" and the instruction "Choose a name for this Transmission Profile". The main area contains a text input field for "Profile Name" with the value "To Employees". Below this are two checked checkboxes: "Save Profile" and "Transmit Profile". A larger text area for "Profile Description" contains the text: "This profile should be sent at the end of every month when all Timesheets have been received and posted." At the bottom right, there are three buttons: "< Back", "Finish", and "Cancel".

Specify a unique Transmission Profile name.

You may choose whether you want to run and/or to save the profile when you click on the Finish button.

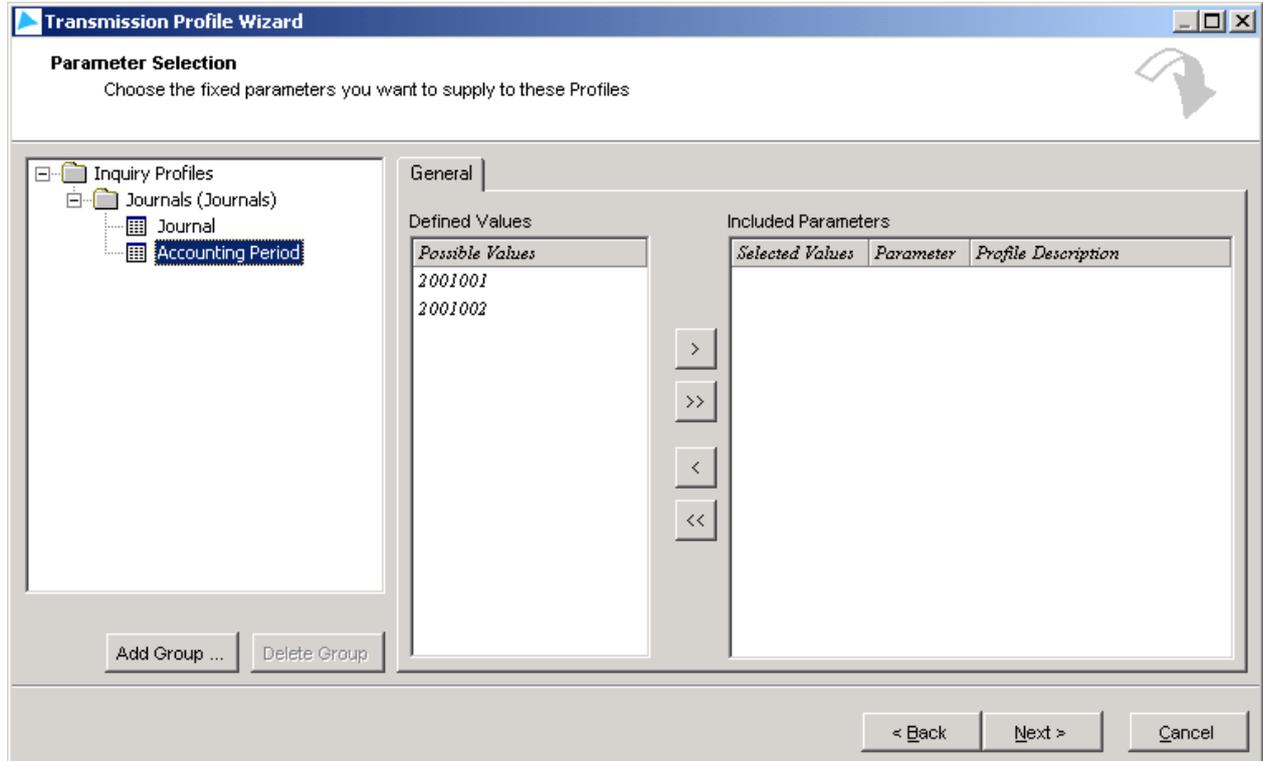
You may also add some explanatory text.

## Running a Transmission Profile

### Step 1 - Selecting Runtime Values

If there are remaining runtime parameters to be specified you will be presented with the Selection Criteria screen. A list of fields for which you may now specify values is displayed in the left-hand panel.

If you do not specify values for a field then **all** values are selected.



### Selecting values

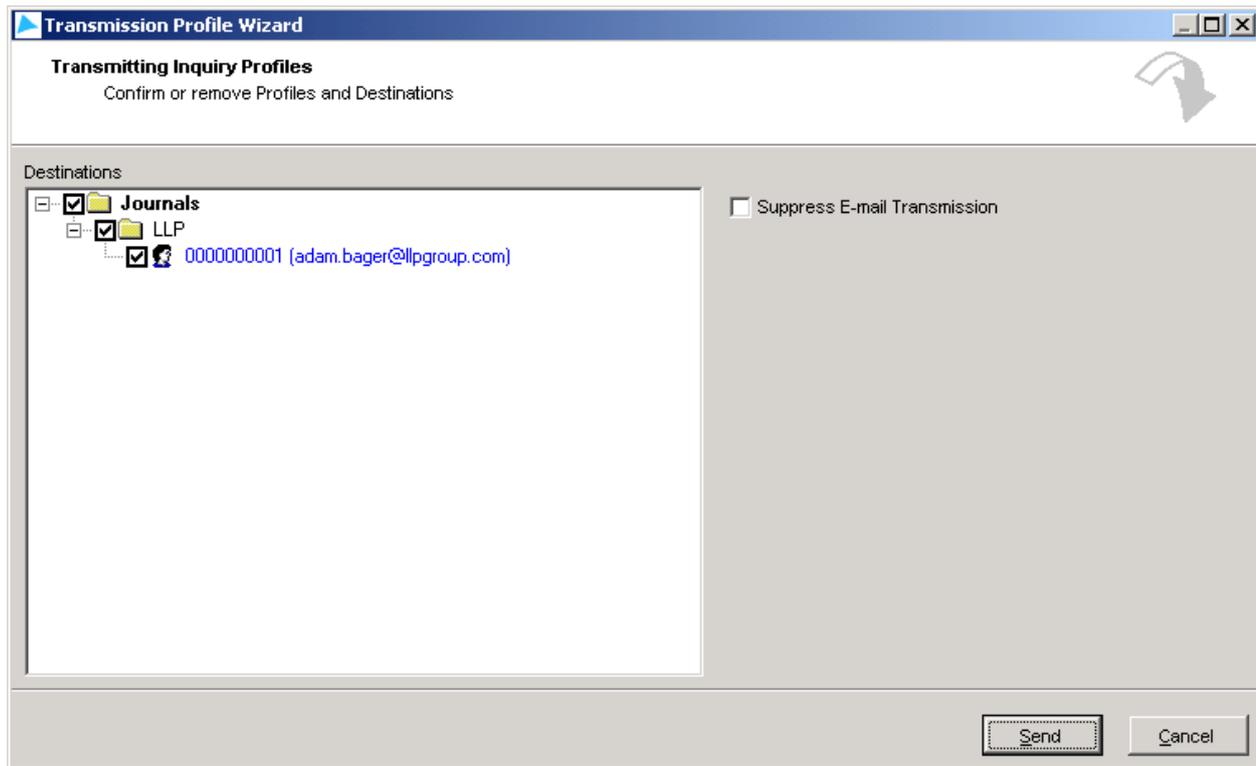
Highlighting a particular field will result in all predefined values for the field being shown in the central panel. You may then select the values you want to include or exclude from the inquiry/report.

### Alternative Selection Criteria

If you have set up alternative selection criteria for this inquiry profile then you will see a tabbed form for each set of alternative criteria.

When you have made your selections click on the Finish button.

## Step 2 - Confirming Destinations



Before finally generating reports for transmission you may remove individual destinations from the list of recipients by modifying the check box value in the left hand panel.

When you are satisfied with the list use the Send Button to start the generation and transmission process.

You may also suppress the Email transmission of reports if you wish only to publish reports on the Web.

## Transmission Text

Emails can be used to inform an employee of a Form related task. The subject and text of these Emails can be specified for each company, or transaction type, document type at a primary or additional routing stage (authorisation and review can each have eleven stages).

You can also use such Emails to broadcast messages concerning changes to the set up of the system or on any other topic.

In both the Subject and Message Text fields variable terms can be used which will be substituted

Use the Copy button to copy text to all Companies.

Calendar	The Calendar being used for this Employee
Creation Employee	The Employee who created this Form (can be an Employee's Proxy)
Creation Employee Name	The name of the Employee who created this Form (can be an Employee's Proxy)
Description	The text associated with a primary or additional routing step.
Employee	The Employee to whom this Timesheet or Form belongs
Employee Company	The Employee's Company

Employee Company Name	The name of the Employee's Company
Employee Name	The Employee's Name
Expenses – Authorising Employee	The Employee nominated to authorise this Employee's Form
Expenses – Authorising Employee Name	The name of the Employee nominated to authorise this Employee's Form
Expenses – Reviewing Employee	The Employee nominated to review this Employee's Form
Expenses – Reviewing Employee	The name of the Employee nominated to review this Employee's Form
Last Action Employee	The Employee whose action preceded the current Routing event (null for Generation)
Last Action Employee Name	The name of the Employee whose action preceded the current Routing event (null for Generation)
News	News assigned to dates falling within the Calendar Month
Return Email Address	The Email address to which Forms will be automatically returned
System Administrator	The Employee defined as System Administrator on the System Parameters record
Timesheet – Authorising Employee	Not in Use
Timesheet – Authorising Employee Name	Not in Use
Calendar Month From Date	The first date of the Calendar Month
Calendar Month To Date	The last date of the Calendar Month
Calendar Month – Name	Calendar Month
Timesheet Type	Not in Use
Timesheet Unit	Not in Use
User Name for Web	The User Name of the Employee to whom the Transmission Text is sent
User Passwrod for Web	The password of the Employee to whom the Transmission Text is sent

<i>Company</i>	Choose one of the companies set up using Set Up, Company Definition. Note that once you have created text for one Company you may use the Copy button to copy the same text to all others.
<i>Transaction Type</i>	Optionally choose TIMESHEET or EXPENSE
<i>Document Type</i>	Optionally choose the Form Type for which you are creating Transmission Text.
<i>Additional Step</i>	Leave blank for the primary Authorisation or Review step or specify 1 to 10 for any of the additional steps.
<i>Action</i>	Choose the Routing action for which you need text. See <i>below</i> .
<i>Subject</i>	Enter the text you wish to appear in the subject line of the Email.
<i>Send Subject as App Notification</i>	Check this field to send this Transmission Text subject as a notification to an Employee via the systems@work App
<i>Suppress Email</i>	Check this field to suppress the sending of this Transmission Text by email
<i>Message Text</i>	Enter the text of the message you wish to appear in the subject line of the Email.

Transmission Text can be created for various of the different 'Routing' actions for Expenses. These are:

#### Forms

- Form Confirmation
- Form Confirmation Omitted
- Form Notification to Proxy of Return from Confirmation
- Form Notification to Proxy of Return from Authoriser
- Form Notification to Proxy of Return from Reviewer
- Form Notification to Employee of Authorisation
- Form Notification to Employee of Review
- Form Notification to Employee of Return
- Form Notification to Employee of Return to Proxy by Authoriser

- Form Notification to Employee of Return to Proxy by Reviewer
- Expense Authorisation (primary or additional steps)
- Form Notification to Authoriser of Review
- Form Notification to Authoriser of Return
- Notification to Authoriser of Return to Employee
- Form Review (primary or additional steps)
- Expense Form submitted for Posting

## User Details

The screenshot shows the 'User Details' screen in the 'time@work' application. The window title is 'time@work' and the menu bar includes 'Print', 'Grid Fonts', 'Drill', 'Filter', and 'Help'. The main content area is titled 'User Details' and contains the following fields:

- Description: Admin
- User Details | Password (tabbed)
- Full Name: Administrator
- Access Profile: Administrator
- Language: English
- E-mail: jane.crawford@demco.com
- Login Information:
  - Is Logged In:
  - From: CZPCU104.lipgroup.com
  - Last Connection At: 23/06/2010 21:33:53
  - Reset button

At the bottom of the form are 'Save' and 'Cancel' buttons, and a navigation bar showing '1 / 1'. The status bar at the bottom of the window displays 'Version 4.0.3 | Status' on the left and 'Admin | local\SQL2005 | TD4038 | 23/06/2010 | 21:35' on the right.

The User Details screen, if access to it is properly controlled, allows a user to modify only his or her own user details, including password.

## Users

forms@work Maintenance is accessible only to named users. Each user may be associated with an Access Profile defining the screens and tabs he or she may see and the access rights available to him or her on each form (e.g. Create, Delete, etc.).

Additionally each User may be given Access Rights to individual Employee, Item Group, Item and Value Table records. Each User may access one of these records if the Data Access Category Value on the record is included in the list of Data Access Values specified for the User.

Furthermore, specific Data Access Category Values can be assigned to a User so that when the User creates an Employee, Item Group, Item or Value Table record these values can be automatically assigned to the record.

Note that Employees' rights in respect of data maintenance in the PSW are established by associating a User with an Employee on an Employee record.

### General

<i>User Name</i>	Enter the User Name
<i>Full Name</i>	Enter the Full Name of the User
<i>Password</i>	Enter a Password

---

<i>Confirm Password</i>	Confirm the Password
<i>Access Profile</i>	Select the Access Profile for this User
<i>Language</i>	Select the language in which this User will view the system
<i>Logged On</i>	This field is checked if the user is currently logged on to the system.
<i>Email</i>	Enter the Email address of the User. This is used for notifying the User.
<i>Login Information</i>	<p>Whilst a user is logged in to the system a 'heartbeat' records the user's continued activity regularly. This ensures that no other user may log in to the system using the same credentials as long as the user is active.</p> <p>The Reset button enables you to erase this information when the connection to the system has been terminally and improperly lost.</p>
<i>Data Import Processing Component</i>	Specify the Microsoft processing component to be used when Data Import is used from forms@work Maintenance or Task Scheduler (seek support from your local Support Desk if you do not understand this parameter)

time@work

time@work Print Drill Help

Users

User Name

General **Creation Access Mask** Data Access

Category Name	Value
Business Stream	General Consulting
Position	Partner

Create Save Delete Cancel 1 of 3

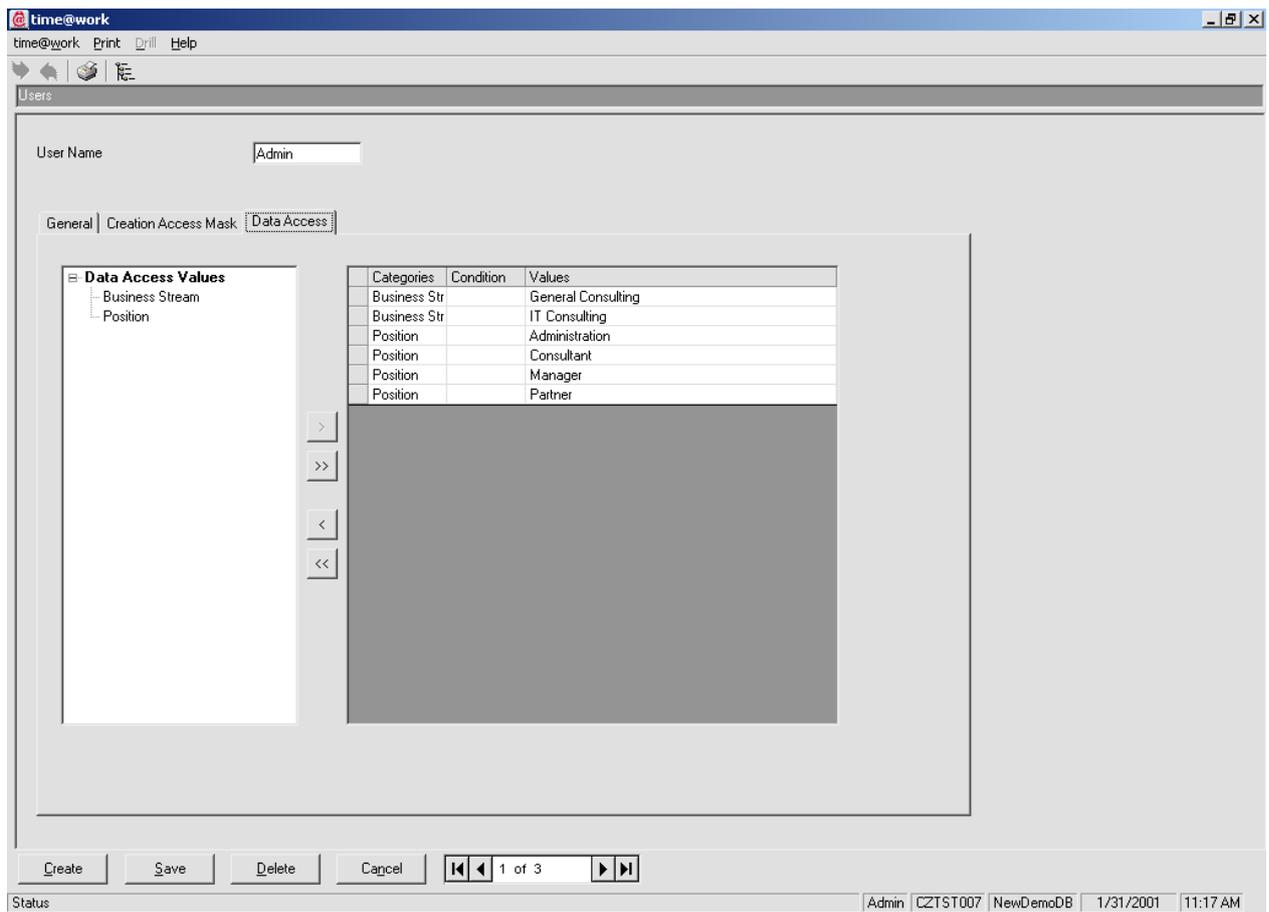
Status Admin CZTST007 NewDemoDB 1/31/2001 11:13 AM

### Creation Access Mask

#### *Data Access Category Values*

Specify values which you wish to have automatically assigned to Employee, Item Group, Item or Value Table records when this User creates them.

Leaving a value blank forces the User to assign a value when the User creates a record.

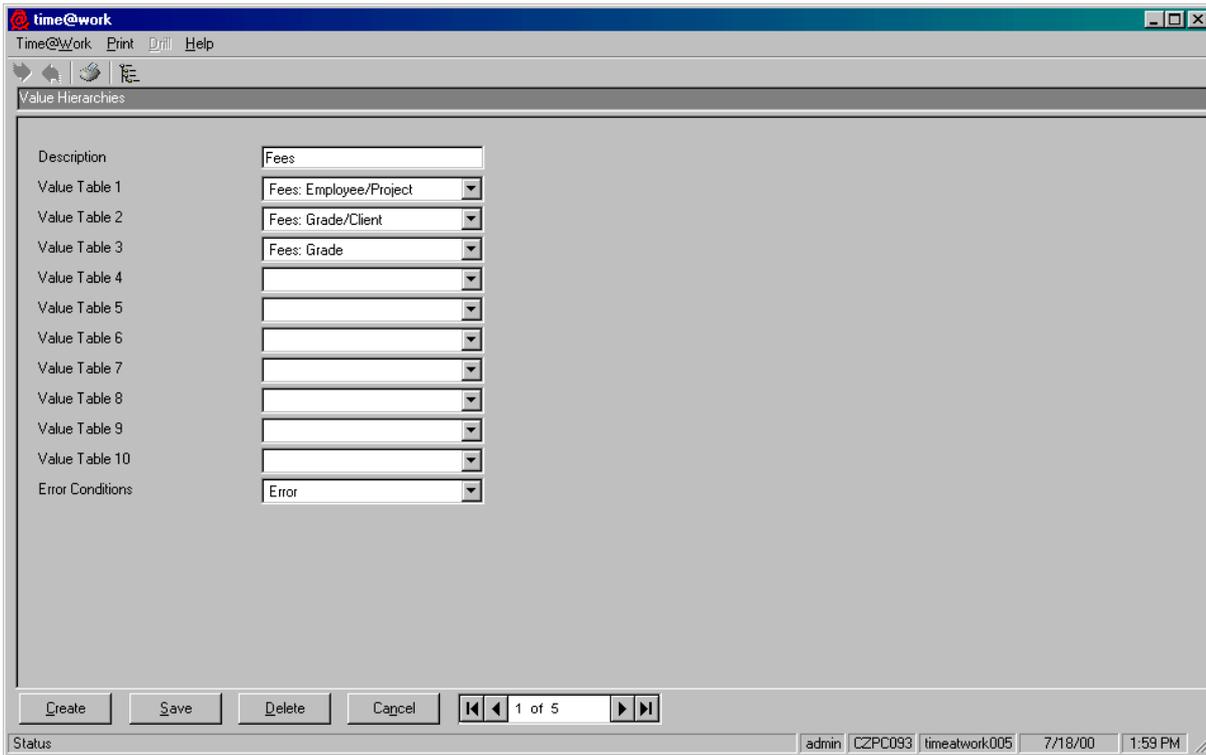


### Data Access

#### *Data Access Values*

Create a list of Data Access Values which this User has access to. If an Employee, Item, Item Group or Value Table record has one of these values then the User has access to it. Note that you can use the NOT operator as an alternative.

# Value Hierarchies



Value hierarchies are used to specify the order in which tables are searched for values during the posting of Planning Profile transactions and Forms. Up to twenty Calculations can be executed during the posting of Forms and Plans/Budgets, and the form of these is user defined.

A Calculation may involve obtaining a value from a value table (for example, the rate at which a consultant is charged to a particular Item Group on a particular Item) and multiplying this rate by the number of hours worked.

Where obtaining a value may depend upon a number of different criteria a list of several different tables with different search criteria can be given. For example, the rules for determining fee rates to be charged to a particular Item Group for a particular Item may be complex:

There may be a particular rate for a particular Employee on a particular Item.

There may be a particular rate for a particular grade for a particular Item Group.

There may be particular rates for particular Employees.

There may be standard rates for each grade.

There might, therefore, be four different tables of rates, the first searched using Employee and Item, the second searched using grade (an analysis category) and Item Group, the third using only Employee, the fourth using only grade (an analysis category).

<i>Table</i>	<i>Criterion 1</i>	<i>Criterion 2</i>	<i>Criterion 3</i>
--------------	--------------------	--------------------	--------------------

Employee/Item	Employee	Item
Item Group	Item Group	
Employee	Employee	
Grade	Grade	

The criteria with which each of these tables should be searched is defined using Value Table Definitions and particular values are given in Value Tables.

Each of these tables may have a different priority. You might want to set them up so that if there is a value specified for a particular Employee on a particular Item then this value will take precedence over a value established for the Employee's grade.

This sequence of precedence is defined on this screen.

<i>Description</i>	The name you give to this Value Hierarchy is used when defining Calculations.
<i>Value Table 1 to 10</i>	Include up to ten value tables which are to be searched. Value Table 1 is searched before Value Table 2. The search is complete when the first value is found.
<i>Error Conditions</i>	<p>Select Error if the Validation procedure is to treat as an error the failure to find a Value Table during a search of this hierarchy. In such cases the Form will not be posted.</p> <p>Select Warning if the Validation procedure is to treat as a warning the failure to find a Value Table during a search of this hierarchy. In such cases the procedure will allow the Form to be posted but will place asterisks * in the Unit Value for the Calculation which uses the Hierarchy.</p> <p>Select Valid if the Validation is to ignore the failure to find a Value Table during a search of this hierarchy.</p>

## Value Table Definitions

time@work

time@work Print Grid Fonts Drill Filter Help

Value Table Definitions

Description Standard Role Rates

Criterion 1 Role

Criterion 2

Criterion 3

Suppress Visibility

Currency Mandatory

Use Stepped Rates

Create Save Delete Cancel

4 / 5

Status Admin TD241 01/05/2004 18:26

Values are needed during the Calculations performed during the posting of Planning Profile transactions and Forms. Value tables differ in the criteria with which they are searched. (The order in which they are searched is defined using Maintenance, Values, Value Hierarchies.)

The criteria available are:

Employee

Role

Item Group

Item

Sub-Item

Employee Analysis Values

Item Group Analysis Values

Item Analysis Values

Activity Analysis Values

Employee Company

Item Company

Day Type

Status

Document Type

Form Account (note that Form Accounts will be truncated and stored as strings of not more than 30 characters in Value Tables)

Account Codes (note that Account Codes will be truncated and stored as strings of not more than 30 characters in Value Tables)

Value Tables are accessible from maintenance forms for Company, Employee, Item Group, Item, Sub-Item, Day Type, and Role, depending on the Criteria used in the Value Table definition. This access can be prevented using the Suppress Visibility check box.

<i>Description</i>	Choose a name for this particular value table (for example, Employee-Item).				
<i>Criteria 1 to 3</i>	Enter up to three criteria which are to be used to search this table.				
<i>Suppress Visibility</i>	Check this field to prevent this Value Table from being accessible for maintenance forms for other records (such as Company, Employee, Item Group, Item, Sub-Item, Day Type, and Role).				
<i>Currency Mandatory</i>	Check this field if you want to enforce the entry of a currency value into Value Tables.				
<i>Use Stepped Rates</i>	<p>Check this field if you want the value determined from the Value Table to depend on more than one range of values.</p> <p>For example:</p> <p>Suppose that the reimbursement rate for mileage is 1 EUR for the first 10,000 miles and then 0.5 EUR thereafter and that you have set up a Value Table with:</p> <table border="0"> <tr> <td>0 to 10,000</td> <td>1 EUR</td> </tr> <tr> <td>10,000 to 999,999</td> <td>0.5 EUR</td> </tr> </table> <p>If you are 'sending' the value 15,000 to the Value Table (and you have specified that stepped rates are to be used) then the value returned will be 12,500 EUR.</p> <p>If Stepped Rates had not been specified then the value returned would be 7,500 EUR.</p>	0 to 10,000	1 EUR	10,000 to 999,999	0.5 EUR
0 to 10,000	1 EUR				
10,000 to 999,999	0.5 EUR				

## Value Tables

The screenshot shows the 'Value Tables' dialog box in the 'time@work' application. The 'General' tab is active. The 'Table Definition' is set to 'Project Task Employee Rates'. Under the 'From' section, the 'Project' field contains '001002', 'Task' contains '001001001', and 'Employee' contains '003'. The 'Resulting Value' field is empty, and the 'Resulting Currency' field is also empty. At the bottom of the dialog are buttons for 'Create', 'Save', and 'Cancel'. The status bar at the bottom right indicates the user is 'Admin | (local) | Empty220' on '25/12/2002' at '10:28'.

Value tables are searched during the execution of the (up to) twenty Calculations performed during Planning Profile transaction and Form posting. The value tables to be searched are specified using Value Hierarchies, and the criteria used for searching a particular table are given using Value Table Definitions.

Value Tables may be maintained either in forms@work Maintenance or in the PSW.

You may create a Value Table using either the Basic or the Advanced form. The Advanced form contains all fields in the Basic view and some additional fields.

When the Basic view is used some field values on the Advanced view are defaulted as follows:

'To' criteria	These values default to the values given in the 'From' criteria fields
Period Type	A
From Period	The earliest Accounting Period in the Accounting Periods table
Value Of	Days

Value 1 From 0

All other fields are Null.

<i>Table Definition</i>	This must be one of the tables defined using Value Table Definitions.
<i>From/To Criteria 1 to 3</i>	Enter the ranges of criteria for which you wish to specify a value.  Form Account, Account Code: (note that Form Accounts and Account Codes will be truncated and stored as strings of not more than 30 characters in Value Tables)
<i>Period Type</i>	Enter A if you wish to specify the Accounting Period from which this value is valid. Enter T if you wish to specify the Calendar Month from which this value is valid. Enter D if you wish to specify the transaction date from which this value is valid.
<i>From Period</i>	Enter the Accounting or Calendar Month from which the specified value will be valid.

<i>Value Of</i>	<p>You may specify a resulting value which depends on ranges of another value.</p> <p>For example, if you want to charge 100 USD per hour for periods of less than eight hours and 95 USD per hour for periods of more than eight hours then you will specify two different resulting values which depend on the 'Value Of' Hours. You may choose to determine the resulting value on the basis of other calculated values.</p>
<i>From/To 1 to 5</i>	<p>Enter the value ranges of the 'Value Of' variable upon which resulting values depend.</p> <p>Negative values are permitted.</p>
<i>Result 1 to 5 – Value</i>	<p>Enter a constant value for the specified range or leave blank if you will specify a Calculation from which a value is to be taken.</p>
<i>Result 1 to 5 – Calculation</i>	<p>Enter a Calculation from which a value is to be taken or leave blank if you will specify a constant value.</p>
<i>Resulting Currency</i>	<p>Enter the Currency in which the resulting value is expressed, for example, USD, GBP, etc.</p> <p>Note than different value tables within the same value table definition may have values expressed in different currencies.</p> <p>This field can be made mandatory by checking the Currency Mandatory field in Value Table Definitions.</p>

time@work

time@work Print Drill Help

Value Tables

General Access Values

Category Name	Value
Business Stream	General Consulting
Position	Partner

Create Save Cancel

Status Admin CZTST007 NewDemoDB 1/31/2001 11:00 AM

### Access Values

**Category Name and Value** Define the Access Category Values for this Value Table. Some of these will be determined by the Creation Access Mask defined for your User. Some of them you will be able to define by choosing from a list of available values.

A User will be able to access a Value Table record if at least one of the Data Access Categories has a value which is included in the Data Access list of values defined on the User record.

## Web Services

time@work

time@work Print Grid Fonts Drill Filter Help

Web Services

Web Service Name

Web Service Path

Create Save Cancel

Version 4.5.6 | Status Admin Demo45 13/02/2012 14:57

Web Services are defined here so that they can be invoked by Calculations during execution of the calculation algorithm. They can be used for such purposes as obtaining exchange rates or distances between two points.

*Web Service Name* Enter your name for the Web Service.

For example:

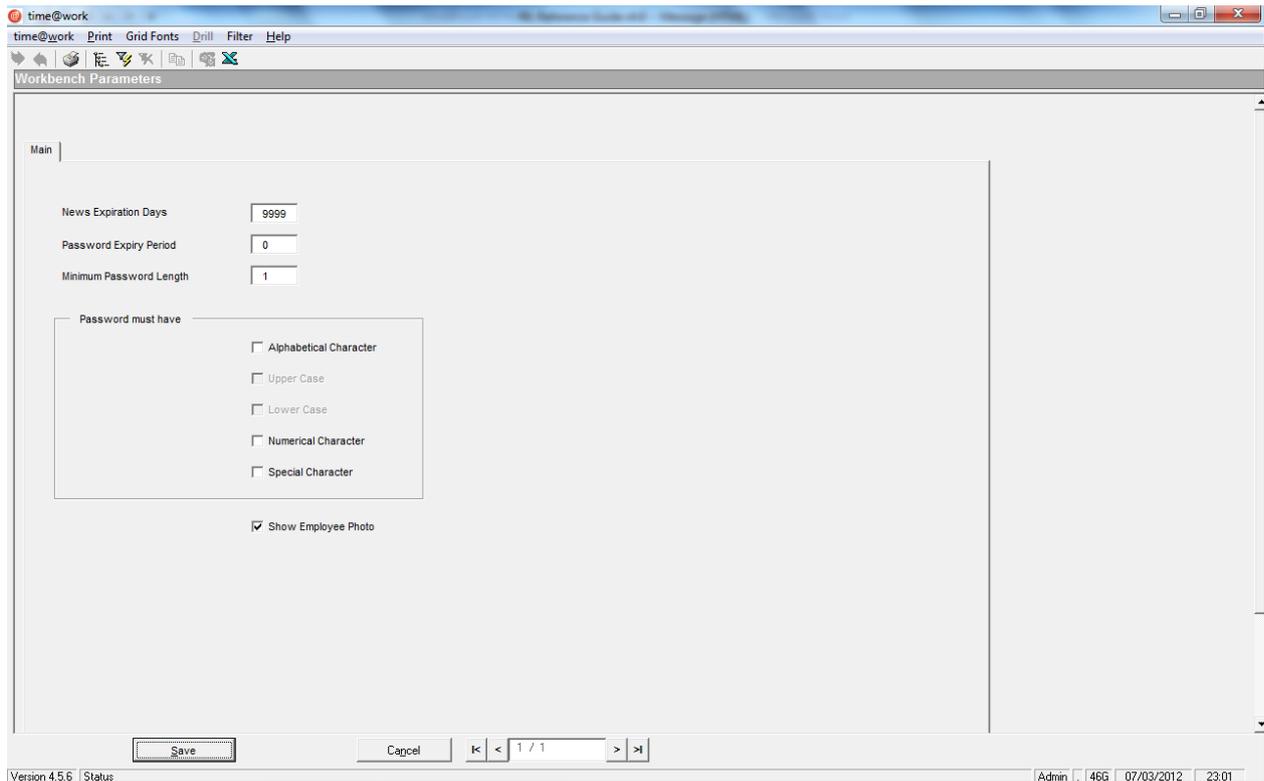
PostcodeServices09

*Web Service Path* Enter the path to the Web Service.

For example:

<http://ws.epostcode.com/uk/postcodeservices09.asmx?WSDL>

## Workbench Parameters

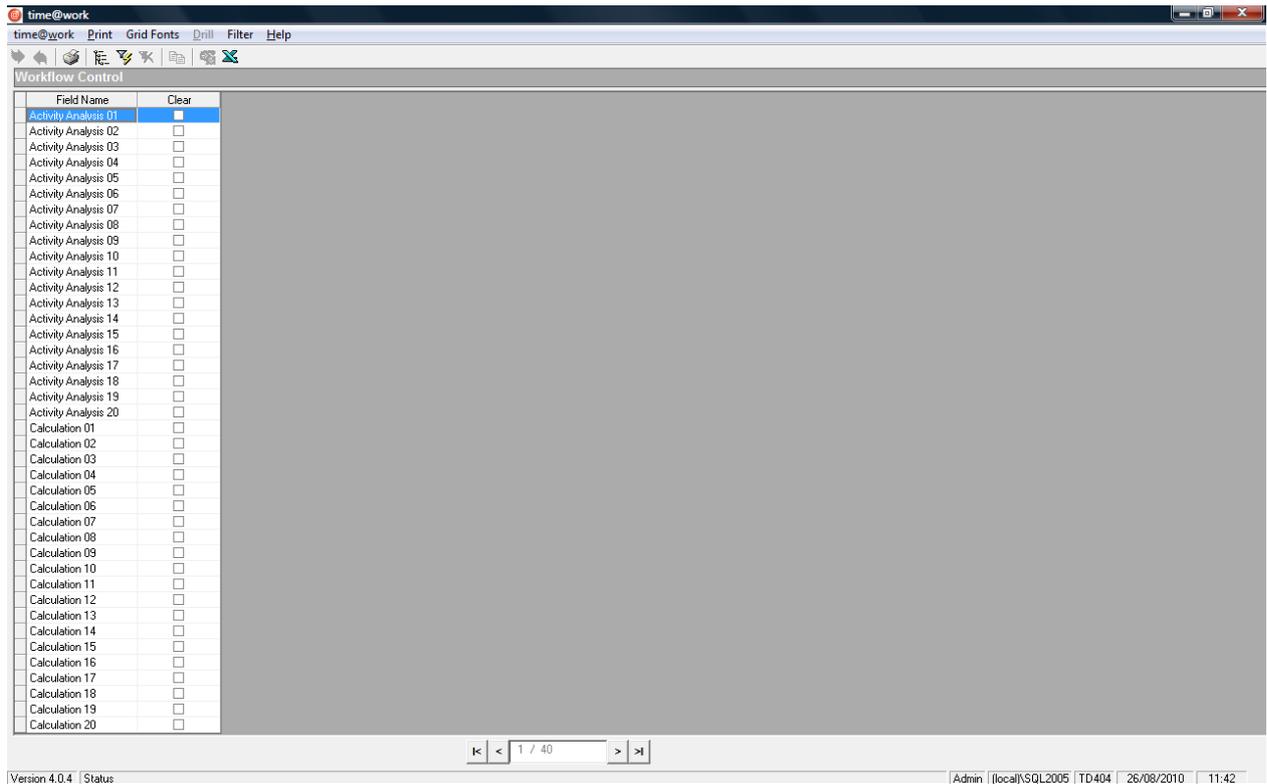


The Workbench Parameters screen is used to control the way in which various aspects of the Professional Services Workbench work.

- You can prevent the display of 'old' News by setting up News Expiration Days
- You can define password policy

<i>News Expiration Days</i>	News older than the number of days specified here will not be listed in the Professional Services Workbench.
<i>Password Expiry Period</i>	Define the number of days for which a password is to be valid before a new one must be specified by an Employee
<i>Minimum Password Length</i>	Specify minimum password length up to 50 characters
<i>Alphabetical Character</i>	Check this to enforce the use of at least one alphabetical character
<i>Upper Case</i>	Check this to enforce the use of at least one upper case alphabetical character
<i>Lower Case</i>	Check this to enforce the use of at least one lower case alphabetical character
<i>Numerical Character</i>	Check this to enforce the use of at least one numerical character
<i>Special Character</i>	Check this to enforce the use of at least one special character such as %#!/?\ etc
<i>Show Employee Photo</i>	Check this field to show Employee photos, when available, in the PSW header.

## Workflow Control



The Workflow Control option in the PSW allows Employees to recall Forms to an earlier status, including from Ledgers, and to reassign Forms at one status from one Employee to another.

Sometimes your use of Calculations and Analysis columns in Forms will determine workflow, depending on your settings in Routing Rules. This option allows you to specify that when a Form is recalled from a later to an earlier status, specific Analysis columns will be set to Null and specific Calculation values will be set to zero.

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