

## KEY FEATURES:

Single entry updates timesheet and task status to Project Manager and Timesheet Manager

- JustOnce automatically imports time to My Tasks and submits to Project Manager
- Remaining Work column dynamically changes as time is entered

Prevents submission of time against a task that has been removed from Team Member's assignments since Timesheet was created

- Simplifies and merges notification of Rejection by Project Manager and Timesheet Manager

Rejection by Project Manager automatically recalls timesheet and shows rejection & comments on My Timesheet page

- User corrects and submits once, updating timesheet and tasks to Timesheet Manager and Project Manager automatically

My Timesheet Name	Period	Total Hours	Status	Next Approval	Transaction Comment
My Timesheet	01/01/2008 - 01/31/2008	100.0000	Not Yet Entered	Not Yet Entered	
My Timesheet	01/01/2008 - 01/31/2008	0.0000	Rejected		Task Name: Administrative Implementation of Server-side System Database Change-over Task Period: 01/01/2008 - 01/31/2008 Task Status: Rejected Task Comment: Rejected by Project Manager

Long task or project name wrap

- User Can see the entire task name without hovering or clicking for all tasks.

Project Name	Task name/Description	Remaining Work
Administrative Implementation of Server-side System Database Change-over	Top Level	
Internal Server Farm Configuration for Year-end Budgetary Reconciliation	Administrative Implementation of Server-side System Database Change-over	Planned
Northeast Software Trade Show	Top Level	Planned

Create from last period timesheet

- User selects to create the new period timesheet with all the tasks from the last period plus any new tasks.

### Technical Information

Server-side add-on for Microsoft Office Project Server 2007, SP2 or greater

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# JustOnce

Project Server Timesheet - Task Reporting

JustOnce Submit

Submit **JUSTONCE** to send updates to Timesheet Manager and Project Manager

## BEFORE JustOnce

Team member has to update timesheet and tasks separately

- My Timesheet: enter work/non-work time and submit to Timesheet Manager
- My Tasks: import the timesheet, update remaining work time, submit to Project Manager

Rejection by Project Manager- Team member must be sure to:

- Recall rejected timesheet
- Identify tasks or time that were rejected

Update and resubmit from TWO places:

- My Timesheet: and My Tasks

*Time consuming, multiple steps, and can result in discrepancies between project status and time tracking.*

## AFTER JustOnce

Team member only goes to ONE page to update

- Enter work and non-work time in My Timesheet

Remaining Work dynamically changes as time is entered

- Update Remaining Work if needed
- Everyone stays in synch

*Saves time, reduces errors, results in reliable data.*

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