



TIMESHEET

Project economy, planning and forecasting

AutoPilot ®

Contents

1. Preface	4
1.1 The timesheet – your daily registration tool	4
2. Daily use of the timesheet	5
2.1 Opening the timesheet	5
2.2 Registering time spent on projects	6
2.3 Showing past or future timesheets	6
2.4 Registering absence	6
2.5 Adding notes to hour registrations	6
2.6 Registering out-of-pocket expenses, such as mileage	7
2.7 Special cases	8
2.8 Handing in your registrations	9
2.8 Adding hours to the last day handed in	10
2.9 Days since you last handed in	10
2.11 Correcting erroneous registrations (not handed in)	10
2.12 Correcting erroneous registrations (handed in)	10
2.13 Moving registrations with out of pocket expenses	10
2.14 Holidays, time off in lieu, and holidays/days off	11
2.15 Registering holiday plans / time off	11
3. Adjusting the timesheet	12
3.1 Allocating yourself to projects (self-allocation)	12
3.2 Removing activities	13
3.3 Showing only current projects	13
3.4 Closing activities (project management)	13
3.5 Showing/hiding columns	14
3.6 Enabling hour graphs	15
3.7 Sorting projects	15
3.8 Handing in more than 24 hours	16
4. Consumption and remaining budget	16
4.1 Showing consumption and remaining budget	16
6. Prints	21
6.1 Printing your timesheet	21
6.2 Choosing time period or OOPE statement	21
6.3 Time period report (hours handed in)	21
6.4 Out of pocket expense report (including transport)	22
6.7 Exporting report data	23
Appendix A: AutoPilot project structure	24
Appendix B: Shortcuts	25

Legend:

'Time off'	Expressions enclosed in ' ' refer to terms in the AutoPilot user interface.
[Hand in]	Expressions enclosed in brackets refer to buttons in the AutoPilot user interface.
<Ctrl>	Expressions enclosed in <> refer to keys on the keyboard.

Revised: June 11th 2012, TH

1. Preface

1.1 The timesheet – your daily registration tool

The AutoPilot timesheet is your tool for daily registration of working hours and transportation expenses costs on the projects you work on. The timesheet only shows the projects that you are allocated to. Just open the timesheet and note the number of working hours spent on the project in question – that's all! You don't need to look up project numbers or project names, and erroneous registrations are avoided.

Perspectives for the company

The timesheet is one of the corner stones of AutoPilot. It guarantees the quality of employee registrations, and provides management with valid data, on which to plan and act.

By ensuring that your timesheet is always up to date, you're helping everybody work more efficiently. Many functions in your organization depend on the data you're feeding into the system:

Basis for invoicing

It is vital that invoices are made without unnecessary delay. If you hand in your timesheet on a daily basis the invoices can be made right away.

Project management

The project manager needs to have up to date data to work with. If you hand in your timesheet every day, a daily tally will always be available. Furthermore, you'll be able to see how much work still remains on a given project – both as a sum, and as your own part in it.

When the project manager revises the activity plan on a project, by creating new activities or closing existing ones, the changes will automatically show up on your timesheet.

Holiday

As long as you've handed in your timesheet, it will display the current status for your remaining holiday hours and time off in lieu. The AutoPilot Administrator assigns holidays and time off. Overtime is calculated based on the terms of your employment, and do not require special registration.

Transportation expenses

Compensation for your transportation expenses is based on what you've registered on you timesheet.

2. Daily use of the timesheet

2.1 Opening the timesheet

Open the AutoPilot program dock, by clicking the shortcut on your desktop:



Doing so will open the dock:



Click [Hours] to open your timesheet:

Peter Frost - Debit level this year 95.7

Files Employee Week View Print Projects Hand in Planned absence Help About

Week 22 - May/June 2012

PM	PPM	Project ID	Customer	Project name	P. part	Activity	Mon 28	Tue 29	Tue 29	Wed 30	Thu 31	Fri 01	Sat 02	Sun 03	Cons. PF	Cons. All
LHM	PF	12-01	AB Entreprise	Renov 5 opg, Omfartsvejen	Badeværelser	Forprojekt										
LHM		11-02	Helsingørskommune	Plejecenter	forbindelsesveje	Ekstra arbejde										
PF		11-07	Landskabsarkitekt	Klubhus, Golfklubben Trekanten	Tegningsarbejde	Forprojekt				8						
					Tegningsarbejde	Hovedprojekt										
PC		11-09	Landskabsarkitekt	Gazebo i multiparken		Forprojekt					4					
						Hovedprojekt										
						Tilsyn										
PF		10-10-E	NN Elforsyning	Nielsen & Co	Elrådgivning											
JØ		09-17	Per Præst Consult	Tilbygning til kontor	Skitsefase	Forprojekt		4								
LHM		11-04	Petersen, Poulsen	Ny villa på eksisterende parcel	Tegningsarbejde	Hovedprojekt										
JØ		09-11	Region Midtjylland	Hospice	Hospice - planlægning o	Hovedprojekt		4								
PF		09-10	Region Syd	Patienthotel	Energrådgivning	Varmerådgivning										
PC		X01	Hansen Consult	Administration	Administration 2012	2012										
PC		X03	Hansen Consult	EDB	EDB 2012	2012										
PC		Y01	Hansen Consult	Afholdt afspadsering	Puljetimer/Afspadsering	Afholdt puljetimer										
PC		Y02	Hansen Consult	Ferie med løn	Ferie m løn 2012	Ferie m løn										
PC		Y03	Hansen Consult	Ferie uden løn	Ferie u løn 2012	ferie u løn 12										
PC		Y04	Hansen Consult	Feriefridage	Feriefridage 2012	FF										
PC		Y06	Hansen Consult	Andet fravær	Andet fravær 2012	Barns 1 sygedag										
						Tandlæge										
Standard hours							29.00	0	8	0	8	8	5	0	0	
Entered hours							20.00		8		8	4				

Holidays/Time off in Lieu - Status per 5/29/2012

Paid holiday remaining: 95 Time off in lieu: 6

Non-paid holiday: 0

Extra time off: 6.5

2.2 Registering time spent on projects

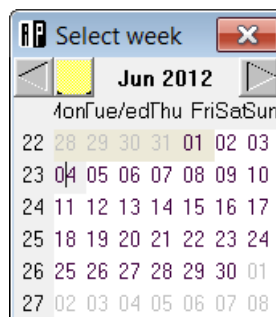
Hours are assigned to an activity, either as full hours, or by using decimal numbers. At the bottom of the timesheet your standard hours are shown day by day, and below the standard hours, the registrations of the day are summed up.

2.3 Showing past or future timesheets

By default the timesheet will show the current week. Click on the left arrow at the top to go back one week, or the right one to go forward. The middle button resets the view to the current week.



If you want to navigate to a specific date, or navigate by month instead of by week, click [Week] in the menu line, and use the popup calendar:



Click on the left arrow at the top to go back one month, or the right one to go forward, and select the given month by double clicking on a given day. The middle button resets the view to the current month.

2.4 Registering absence

Absence due to sickness, holidays with pay, holidays without pay, time off in lieu, holidays/days off, as well as time off in lie due to staggered working hours are registered like any other hours, but each has their own activity. They appear at the bottom of the list of available activities.

Note: the sum of absent hours on a given day can be no more than the sum of your standard hours, which AutoPilot manages automatically.

Note: you can't hand in absence hours for the current day – only for days passed.

2.5 Adding notes to hour registrations

When you're registering hours, you can add a short note. The notes are shown in relevant summaries as well as in invoice attachments. In the cell where you fill in the hours you'll see a drop down:

Diverse							
Forprojekt		3,5	6	3	5	1,5	
Tilsyn							

Pressing <F4> or clicking the drop down button, will display the note window:

Monday 04/06/2012

Korsgaard EDB
19980127 - Markedsføring af AutoPilot

Planlægning

Note- (constitutes specification of hours on eventual invoice)

This is my note... I did so and so.

Get previous note

☒ Expenses ☐ Goods

Expense ID	Description	Number	Unit	Price/unit	Sum	Note	Purpose
*							

Here you can write your note in the white section. When you're finished, close the window or press <Esc>. Hours with a note attached to them are indicated by a thin yellow vertical line on the right side of the cell.

2.6 Registering out-of-pocket expenses, such as mileage

To register out-of-pocket expenses, go to the bottom of the note window, or press <F6>:

☒ Expenses ☐ Goods

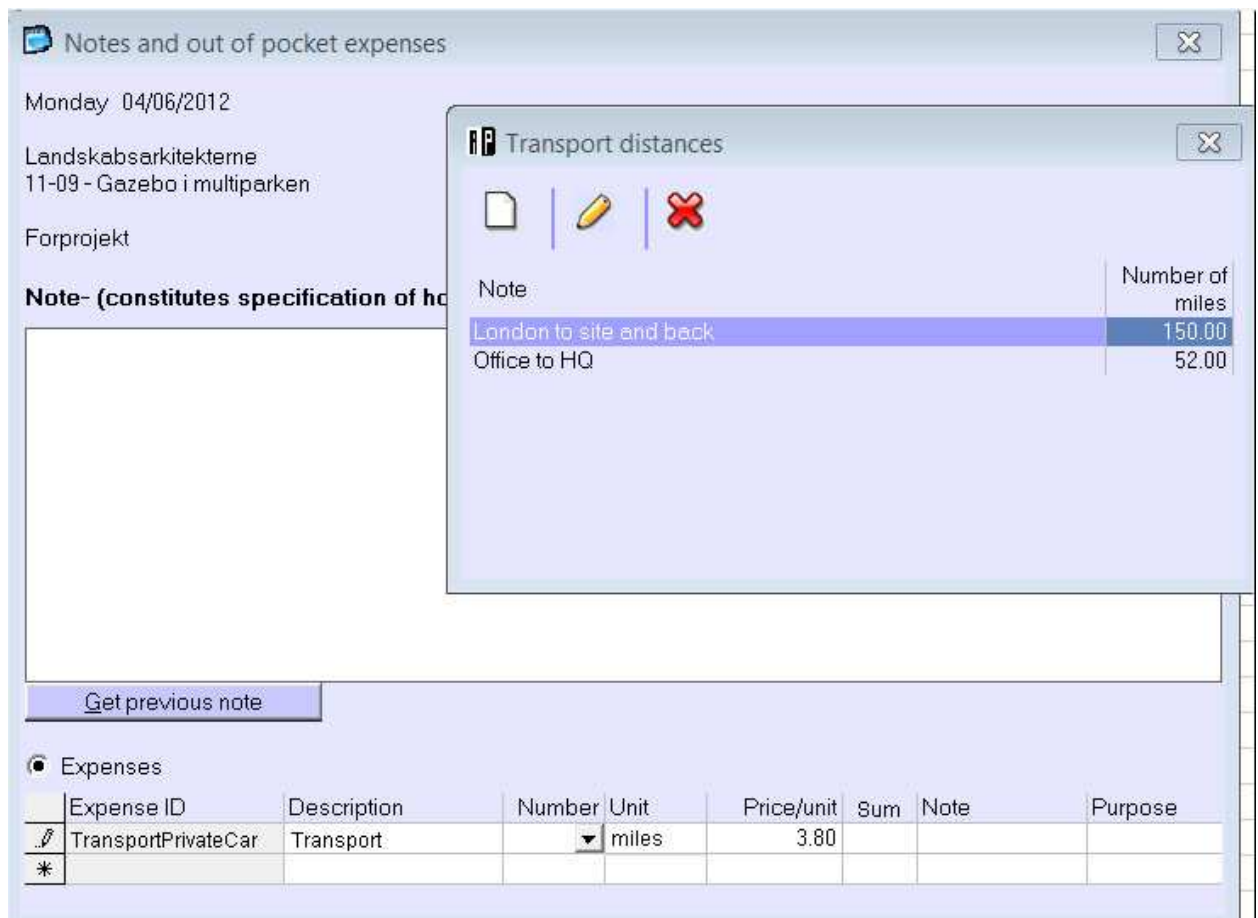
Expense ID	Description	Number	Unit	Price/unit	Sum	Note	Purpose
* TransportPrivateCar	Transport	50	miles	3.80	190.00		Meeting customer

First you click the drop down to select the type of out-of-pocket expense. You can edit your choices later on.

If you need to make a new type of out-of-pocket expense, please ask the AutoPilot Administrator to do so. The registration of out-of-pocket expenses is indicated by a thin green vertical line on the right side of the cell containing the hour registration.

To register ad hoc mileage, simply enter distance.

To register predefined mileage, go to the [Number] column, and click the arrow, hereby opening [Transport distances]:



Notes and out of pocket expenses

Monday 04/06/2012

Landskabsarkitekterne
11-09 - Gazebo i multiparken

Forprojekt

Note- (constitutes specification of h

Get previous note

Expenses

Expense ID	Description	Number	Unit	Price/unit	Sum	Note	Purpose
TransportPrivateCar	Transport		miles	3.80			
*							

Transport distances

Note

Note	Number of miles
London to site and back	150.00
Office to HQ	52.00

Here you'll find predefined trips/routes and their length.

Predefined routes belong to a given project, and can be accessed by everybody.

2.7 Special cases

Usually you will register your work as it is done. There are however, two special cases that require a bit more work.

1. If you are entitled to overtime (e.g. 1:1.x) you have to decide whether your overtime should figure as staggered overtime or ordered overtime. AutoPilot will use the hours differently, so pay attention.

Standard hours	23.00	0	8	8	8	5	0	0	
Staggered working hours	2.00				2				
Ordered overtime	3.00			3					
Entered hours	34.00		8	11	10	5			

2. If your company allows hours to be either 50%, 100% or specialist hours, you have to mark those hours accordingly.

Do so in the note window:

Timesheet	
Total	12.00
50% time	4.00
100% time	2.00
specialist time	
Standard hours	6.00

2.8 Handing in your registrations

Handing in the hours you've registered has the following implications:

- Hours and out-of-pocket expenses can be invoiced
- Hours and out-of-pocket expenses are shown in the Project Manager's project summary
- Your holidays and time off in lieu balances are updated
- Hours spent and budget hours remaining are updated

To hand in registered hours, attached notes, and out-of-pocket registrations, click [Hand in] in the menu line or click:



This window is displayed:

Date	Standard hours	Number of hours
25/05/2012	5.00	1.00

Date	Expenses	Number	at price	Total amount	Note
------	----------	--------	----------	--------------	------

On the left hand side of the window you'll see the days since the last time you handed in your hours. You'll also see the standard hours and total registrations for a given date. If you only want to hand in part of the registered hours, click the last day of the series of days you want to hand in, and click Yes.

Note: you can't hand in less than the number of your standard hours. That is, you have to account for the total number of standard hours. Also, please be aware that absence such as holidays, time off in lieu, and sickness must be registered in the timesheet.

On the right hand side you'll see any out-of-pocket expenses you have registered. Please, check all registrations of out-of-pocket-expenses before handing in. If needed you can go back to the date on the timesheet, where you made the registration and correct it before handing in.

2.8 Adding hours to the last day handed in

Once an entire day has been handed in, it will remain open to further registrations, until the following day. Should you need to add further hours, you can unlock the previous (and *only* the previous) day using the unlock icon:



You can hand in several times on a given day, which enables you to invoice your work right away.

If you hand in the current day, it is divided into two columns. In the first column you'll see registrations that have been handed in; in the second column you can register additional hours.

							Week 21 - May 2012					
PM	PPM	Project ID	Customer	Project name	P. part	Activity	Mon 21	Tue 22	Wed 23	Wed 23	Thu 24	Fri 25
PC		10-02	Helsingørskommune	Pavillon daginstitution	Tegningsarbejde	Tilsyn						
					Indhentning af tilladelser	Ekstra arbejde						
LHM		11-02	Helsingørskommune	Plejecenter	Hovedbygning	Hovedprojekt						
AJ		11-07	Landskabsarkitekterne	Klubhus, Golfklubben Trekø	Tegningsarbejde	Forprojekt						
PC		11-09	Landskabsarkitekterne	Gazebo i multiparken		Tilsyn						
AJ		10-05	Odsherred Growware	Renovering af hovedkontor	Renoveringsplanlægning	Akkvisition						
AJ		12-03	Odsherred Growware	Friis og Moltke		Hovedprojekt						
						Tilsyn						
JØ		09-11	Region Midtjylland	Hospice	Hospice - planlægning	Hovedprojekt						
AJ		09-10	Region Syd	Patienthotel	Indbyggende og lyst	Adgang for handicappede	7	8	8	1.5		
					Indbyggende og lyst	Lydisolering						
					Indbyggende og lyst	Skyllerum/hygienje						
PC		09-09	Tømmermester Planke	Udvikle typehus	Tegninger og udeudvikling	Hovedprojekt						
					Tegninger og udeudvikling	Tilsyn						
PC		X01	Hansen Consult	Administration	Administration 2012	2012						

2.9 Days since you last handed in

At the top of your timesheet you'll see the number of days since you last handed in hours. If that is today, nothing is shown.

Latest 11 days are not handed in						
Week 21 - May 2012						
Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27

Week 23 - June 2012						
Mon 04	Tue 05	Wed 06	Thu 07	Fri 08	Sat 09	Sun 10

2.11 Correcting erroneous registrations (not handed in)

As long as you haven't handed in the timesheet you can edit both hours and out of pocket expenses. The cells for the days that have not been handed in yet are white.

2.12 Correcting erroneous registrations (handed in)

After handing in (cells are grey) you can't edit the registrations any longer. You need to ask your AutoPilot Administrator to do so.

2.13 Moving registrations with out of pocket expenses

If you need to move a registration, with an attached note and/or out of pocket expense, you click the cell and press <Delete> or <Ctrl-x> and the entire registration is saved in the clipboard.

You can tell by the appearance of this cut-out icon:



Navigate to where you want the registration to go, and Press <Ctrl-v>. Again, you can't move hours that have been handed in – only registrations.

2.14 Holidays, time off in lieu, and holidays/days off

The bottom of the timesheet shows you how much holiday time/time off, you have remaining. The number of status cells varies according to the rules for overtime in your company.

Holidays/Time off in Lieu - Status per 29/05/2012	
Paid holiday	178
Time off in lieu	35
Non-paid holiday	0
Extra time off	3

The cells are updated every time you hand in your timesheet (the last hand in date is displayed above the cells).

2.15 Registering holiday plans / time off

If you know you're going to be absent, merely browse to the day(s) in question, and fill out the correct activity. Once you hand in your timesheet, any registrations on a future date will be treated as budgeted absence.

Press 'Planned absence' in the menu line, to see what you've planned for the future.

Plans for absence				
Week	Date	Type of time off	Activity	Numbe
28	13/07/2012	Paid holiday	2012	7.00
	16/07/2012	Paid holiday	2012	7.50
29	17/07/2012	Paid holiday	2012	7.50
	18/07/2012	Paid holiday	2012	7.50
	19/07/2012	Paid holiday	2012	7.50
	20/07/2012	Paid holiday	2012	7.00
	23/07/2012	Paid holiday	2012	7.50
30	24/07/2012	Paid holiday	2012	7.50
	25/07/2012	Paid holiday	2012	7.50
	26/07/2012	Paid holiday	2012	7.50
	27/07/2012	Paid holiday	2012	7.00
	30/07/2012	Paid holiday	2012	7.50
31	31/07/2012	Paid holiday	2012	7.50
	01/08/2012	Paid holiday	2012	7.50
	02/08/2012	Paid holiday	2012	7.50
	03/08/2012	Paid holiday	2012	7.00
32	06/08/2012	Paid holiday	2012	7.50
	07/08/2012	Paid holiday	2012	7.50

3. Adjusting the timesheet

3.1 Allocating yourself to projects (self-allocation)

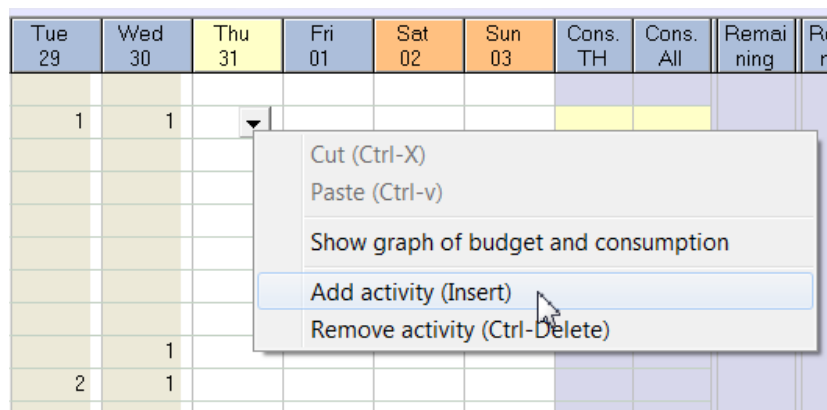
Project managers assign activities to appear on your timesheet. However, you also have the option of self-allocating activities.

Do so

1) by clicking [+] on your timesheet's toolbar:

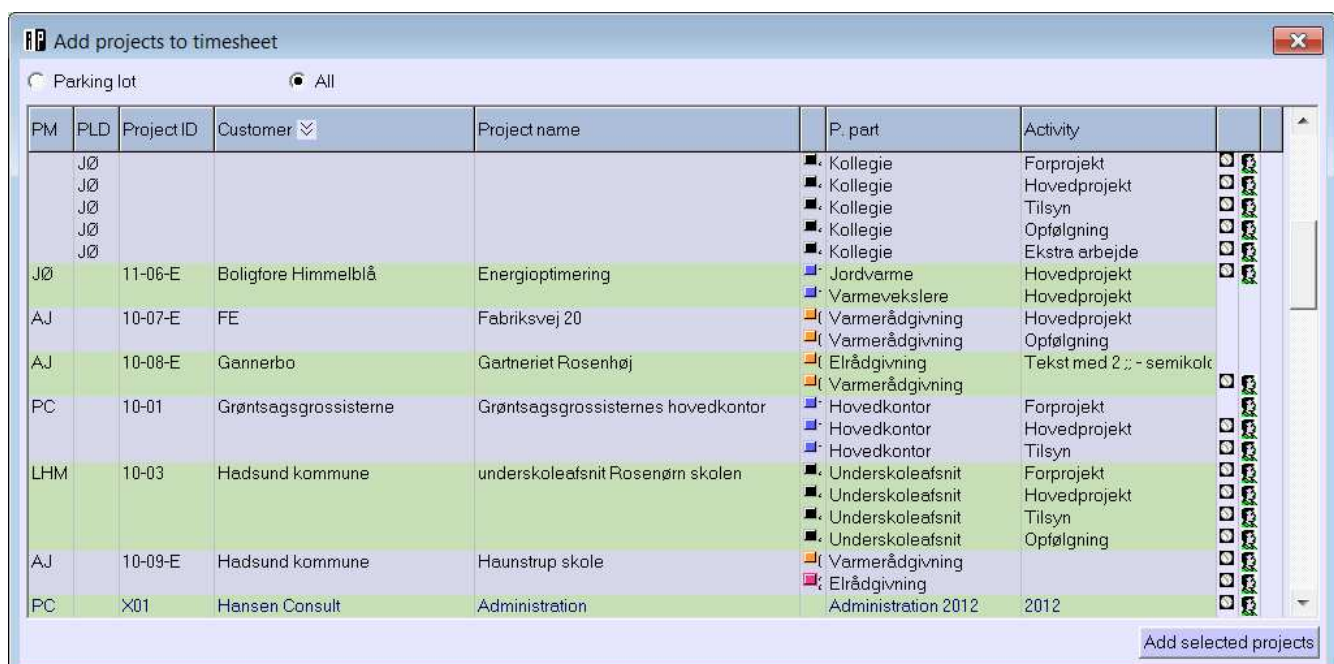


2) or by right-clicking in the main activity window and choosing [Add activity]:



3) or by clicking [Projects] > [Add]

Either option brings up the Add dialog box. Choose the activity in question and double click or click [Add selected projects]



If the activity has been on your timesheet previously, you can find it under [Parking lot]. These are activities that you have “parked” by removing them from your timesheet.

Note: To use self-allocation, the project must allow self-allocation, and your employee-profile must be set up to grant that particular right.

If the project line has a red light on the far right side, it doesn't allow self-allocation.

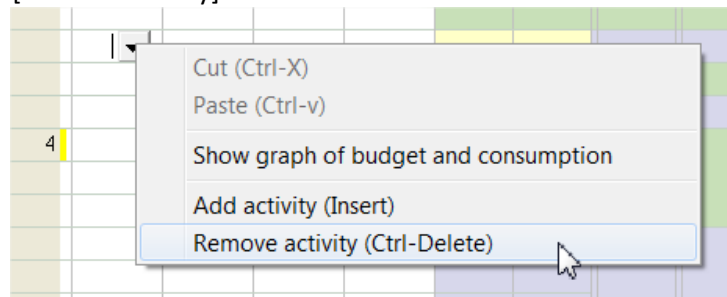
3.2 Removing activities

To remove an activity, select an activity line and press:



or press <Ctrl> and <Delete>

or right click and click [Remove activity]:



Removing an activity moves it to the parking lot.

In some cases the line cannot be removed:

- If you've registered hours on the activity in the current week
- If you've handed in hours on the activity in the current week
- If you've registered hours on the activity in the coming weeks

3.3 Showing only current projects

To clean up you timesheet and only show current projects:

- Select all activities using <Ctrl-a>
- Click [-] to move unused activities to the parking lot
- Consider using [Projects] > [Choose hot] to add activities you've worked on in the last 3 weeks

3.4 Closing activities (project management)

When a Project Manager closes an activity, you can't register hours on it. A closed activity has a red background:

							Week 22 - May/June 2012						
PM	PPM	Project ID	Customer	Project name	P. part	Activity	Mon 28	Tue 29	Wed 30	Thu 31	Fri 01	Sat 02	Sun 03
AJ	JB	09-07	Boligfore Himmelblå	Ungdomsboliger og kollegie	32 ungdomsboliger	Hovedprojekt							
					32 ungdomsboliger	Tilsyn							
					32 ungdomsboliger	Opfølgning							
					Kollegie	Forprojekt							
					Kollegie	Hovedprojekt							
					Kollegie	Tilsyn							
					Kollegie	Opfølgning							
					Kollegie	Ekstra arbejde							
JØ		11-06-E	Boligfore Himmelblå	Energioptimering	Jordvarme	Hovedprojekt							
AJ		10-08-E	Gannerbo	Gartneriet Rosenhøj	Varmerådgivning								

After being closed for 3 weeks, the activity will disappear from you timesheet.

3.5 Showing/hiding columns

Using the [View] window, you can customize the columns displayed on your timesheet.



The last 4 columns are only accessible if your AutoPilot Administrator has actively made it so.

- *PM column*

The Project Manager's initials

- *Customer column*

The customer's search name

- *Project name column*

The project's internal project name

- *Project part column*

Every project consists of at least one project part (refer to Appendix A for the AutoPilot Project Structure). The column shows the name of the project part. If a project has both a fixed price agreement and a time spent agreement, the project has two project parts.

The project part column is preceded by a square, coloured either orange, magenta, blue or black. Orange indicates that the activity is based on a time spent agreement. Blue or black indicates that the activity is a fixed price agreement. Magenta means a time spent agreement, with an upper limit, after which it turns into a fixed price agreement.

- *Activity column*

All project parts have an activity plan with a minimum of one activity (refer to Appendix A for AutoPilot Project Structure). The column shows the activity name of the given activity.

- *Consumption EMPLOYEE INITIALS*

The number of hours that you (the employee) have spent on the activity. To show the numbers in this and the following columns, click [Calculate consumption and remaining budget]:



- *Consumption All*

Total consumption of hours for the activity.

- *Remaining EMPLOYEE INITIALS*

The number of hours you've been allocated on the activity. Note: to show these numbers the Project Manager must spread out the budget on the individual employees. Otherwise this column will be empty.

- *Remaining All*

The total number of hours left on the activity for all project participants. If the budget runs on a project part level, you'll see the sum total left for all the activities of the project part.

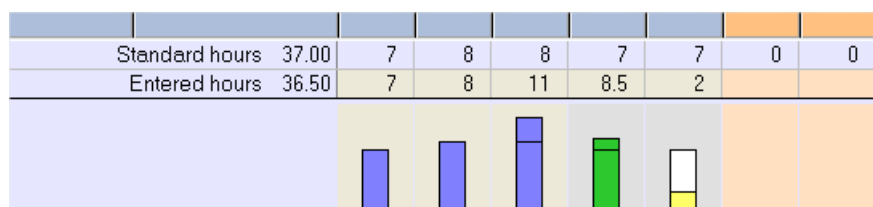
3.6 Enabling hour graphs

To show the standard hours versus registered hours graphically, click [Graph for each day]:



A row of columns appears below the hour sums. Their colour reflects your current status:

- Green: you've registered equal to or more than your standard hour amount
- Yellow: you've registered less than your standard hour amount
- Blue: hours handed in
- Purple: absence



3.7 Sorting projects

To sort activity lines according to a given column, click the column headline. The double arrow icon shows you which column you're sorting by.

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← → + - [Icon] [Icon] [Icon] [Icon]

PM	PPM	Project ID	Customer	Project name	P. part
LHM	PF	12-01	AB Entrepise	Renov 5 opg. Omfartsvejen	Badeværelser
LHM		11-02	Helsingørskommune	Plejecenter	forbindelsesveje
PF		11-07	Landskabsarkitekt	Klubhus, Golfklubben Trekanten	Tegningsarbejde
					Tegningsarbejde
PC		11-09	Landskabsarkitekt	Gazebo i multiparken	
PF		10-10-E	NN Elforsyning	Nielsen & Co	Elrådgivning
JØ		09-17	Per Præst Consult	Tilbygning til kontor	Skitsefase
LHM		11-04	Petersen, Poulsen	Ny villa på eksisterende parcel	Tegningsarbejde
JØ		09-11	Region Midtjylland	Hospice	Hospice - planlægning o
PF		09-10	Peter Frost	Restitutions	Restitutions

3.8 Handing in more than 24 hours

In a few cases you may need to hand in more than 24 hours in a day. Doing so is only possible if it has been set up by your AutoPilot Administrator.

4. Consumption and remaining budget

4.1 Showing consumption and remaining budget

If your manager has opted to make project statuses available on your timesheet, you can see the current status of a project by selecting an activity and clicking [Calculate consumption and remaining budget]:



Doing so will display a view of the current budget and consumption so far, divided into the sum total for the activity in question, and your own part in it.

You'll see two pairs of columns. The first pair shows the total budget and consumption for the activity in question.

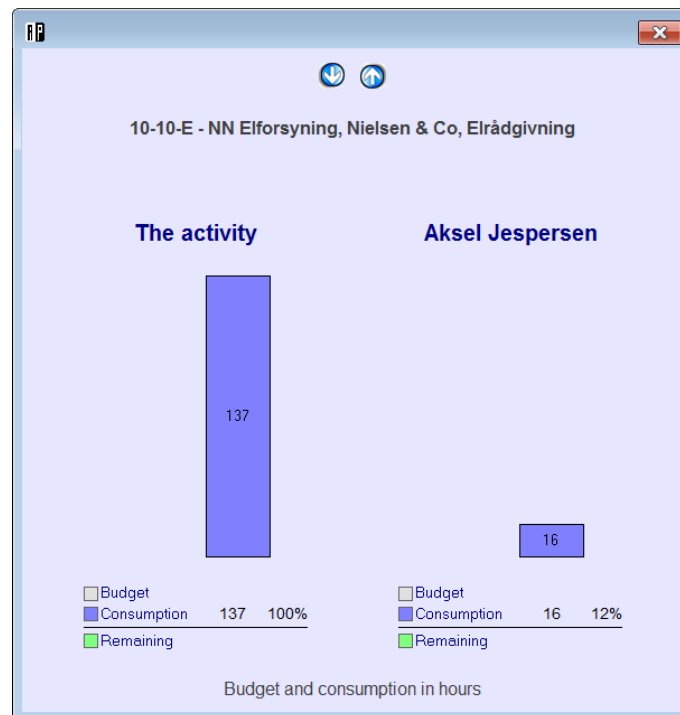
The second pair shows your individual budget and consumption for the activity in question.

Use the top arrows to browse through the activities on your timesheet.

The data will be displayed in one of four ways, as follows:

1) No budget

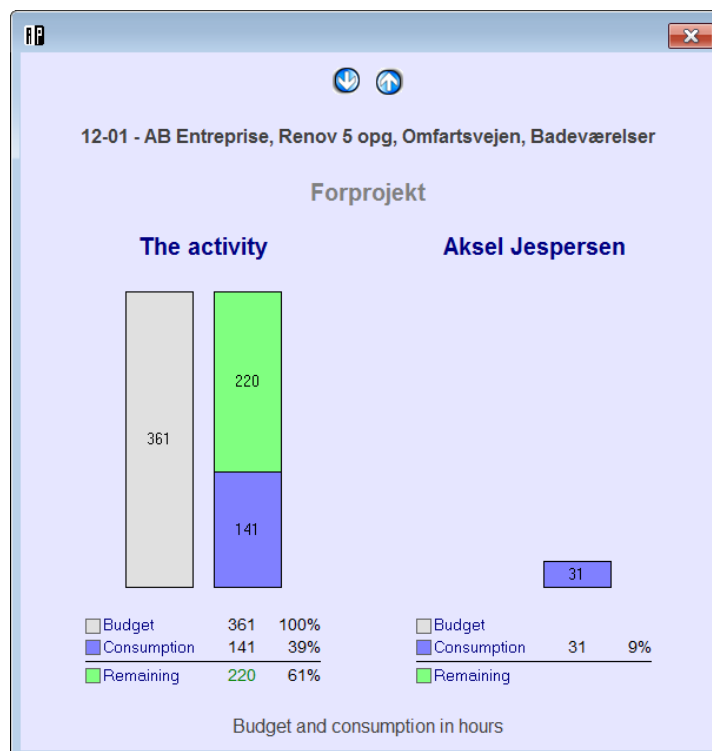
You'll see the total consumption for the given activity as well as your own share.



2) Project part budget

You'll see the budget and total consumption for the entire project part in the first pair of columns.

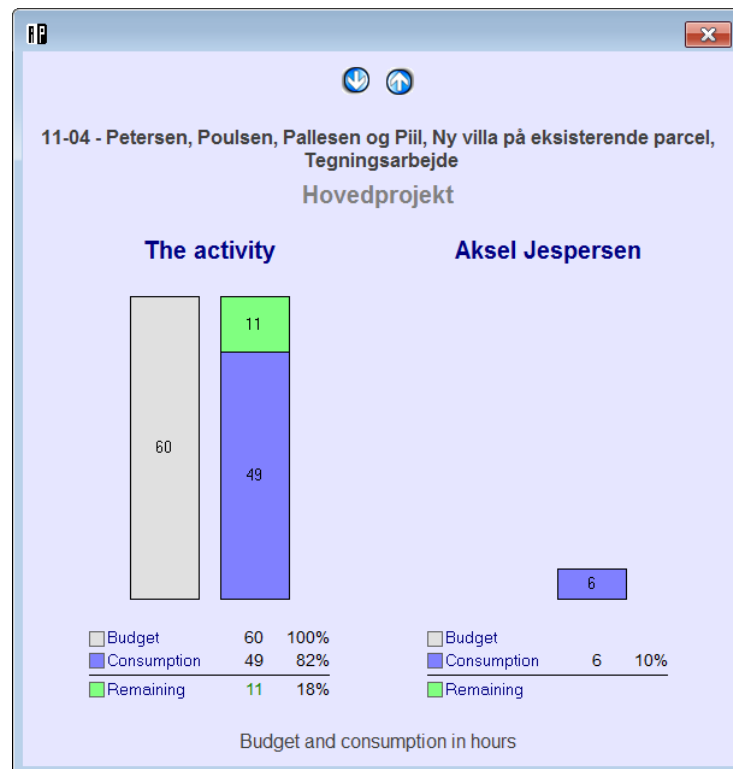
Your own share of the given activity is shown in the second pair of columns.



3) Budget on a given activity

You'll see the budget and consumption for the entire activity in the first pair of columns.

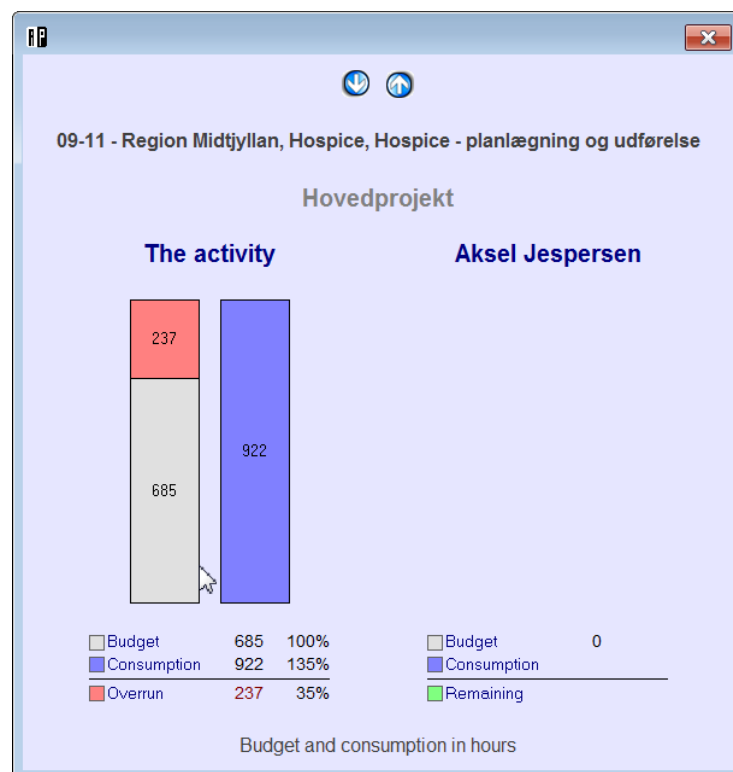
Your own share of the given activity is shown in the second pair of columns.



4) Budget on a given employee

You'll see the budget and consumption for the entire activity in the first pair of columns.

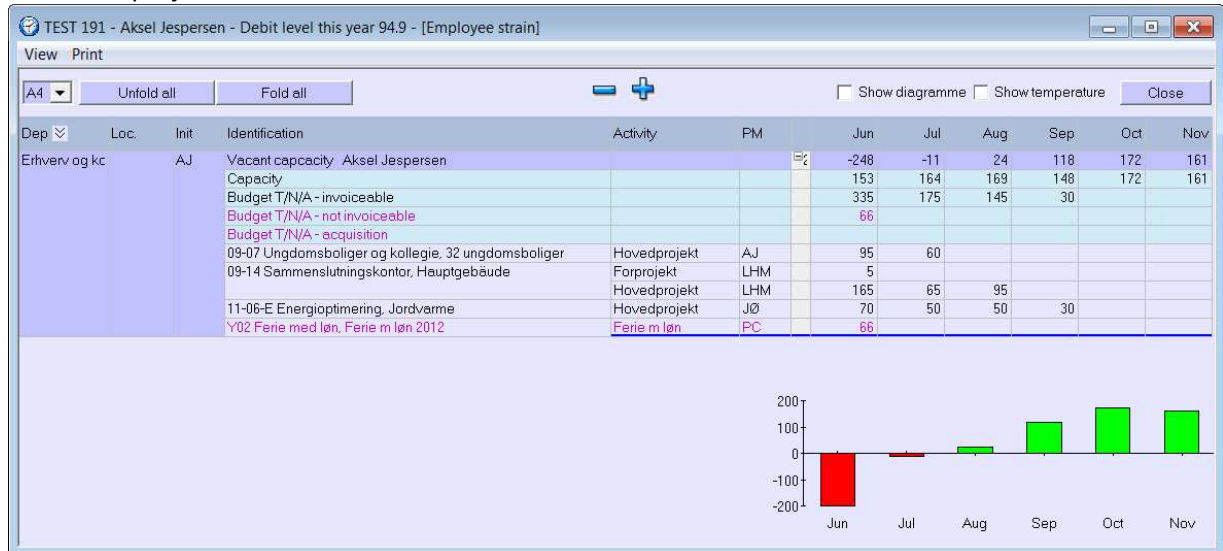
Your own budget and consumption is shown in the second pair of columns. The red bit of the column on the far left, shows us that the budget has been exceeded.



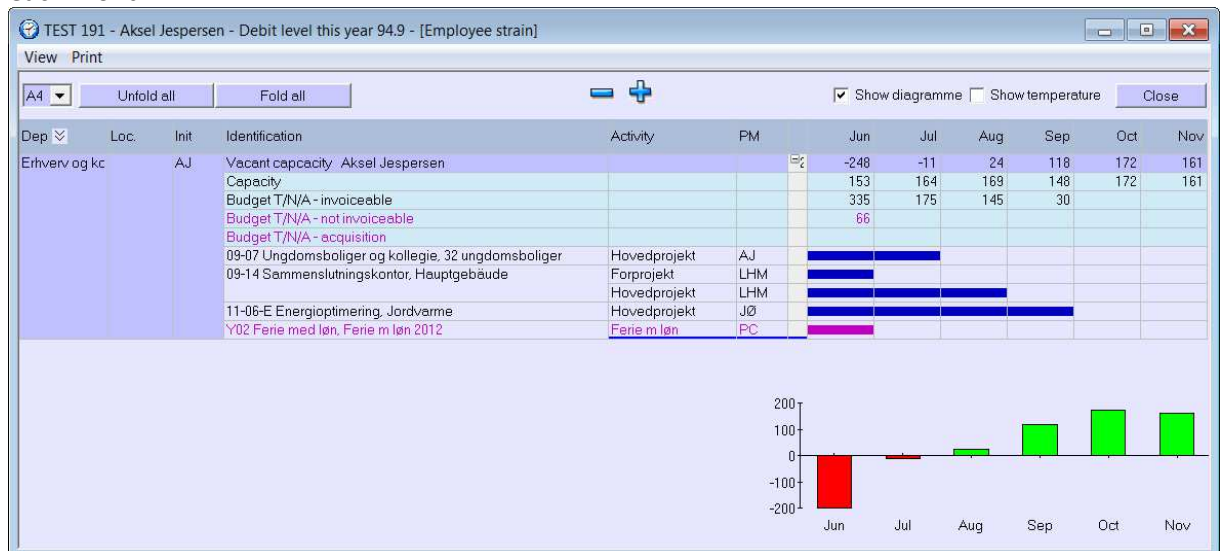
5. Load summary (optional)



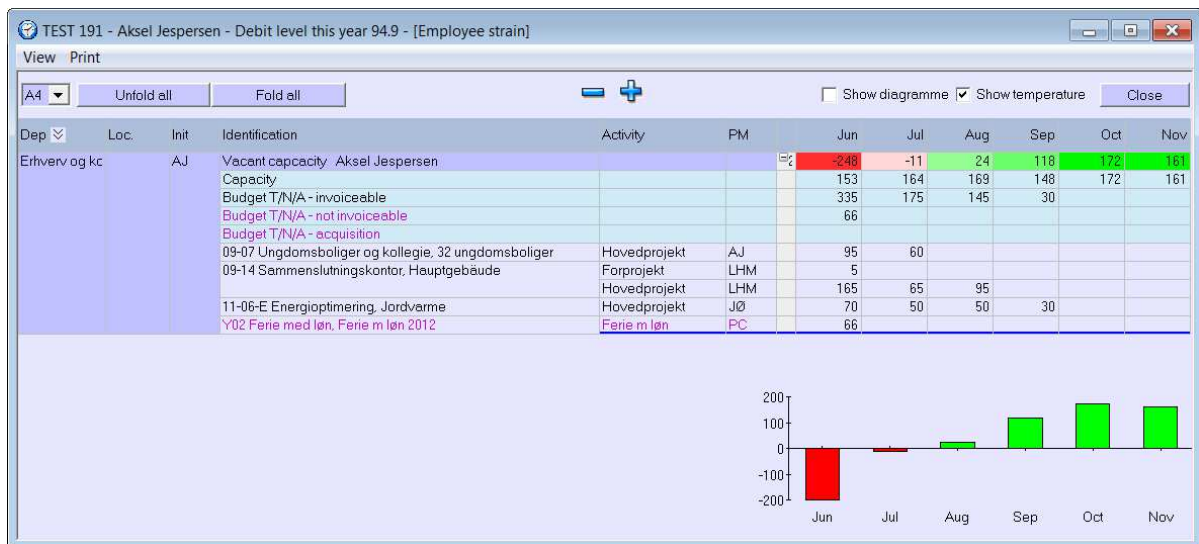
The load summary shows a calendar with the number of hours you're budgeted to work on each individual project.



You can see the specific number of hours per month, or click [Show diagram] to see the blue bars for each month.



By clicking [Show temperature] the individual cells are coloured, reflecting the degree to which you're expected to work. The scale ranges from green (you have excess capacity) to bright red (you're expected to work more hours than your standard hours).



The load summary is updated every time you hand in your timesheet and every time the Project Manager revises the project budget.

The histogram on the bottom right shows your excess capacity in hours.

Note: this function requires the “Capacity and planning” license.

6. Prints

6.1 Printing your timesheet

The timesheet can be printed in a number of different configurations, detailing various periodical summaries of your hours and out of pocket expenses. Click [Print] > [Hours and out of pocket expenses] in the menu to open the print window.

The print window has 3 basic reports:

1. Report for hours handed in
2. Report for out of pocket expenses handed in
3. Report for transportation expenses

Every report can be limited to a given period in time.

6.2 Choosing time period or OOPE statement

Choosing either "Time period" or "OOPE statement" gives you further sub-options.

Time period lets you further define which period the report should cover:

Whereas OOPE statement lets you select a given (monthly) statement:

6.3 Time period report (hours handed in)

First, click [Time period].

Next, choose a period. If you've chosen Week, Month or Year, you can use the right arrow buttons to show the next interval, left arrow button to show the previous, and the centre button, to reset the view.

You can further customize the report by using the radio buttons below:

The report shows a general view of the hours you've handed in, on which projects, and when:

Handed in hours - Anders Blankgaard

May 2012

Project ID	Customer	Project name	Activity	Sum	Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Sun 06	Mon 07	Tue 08	Wed 09	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27	Mon 28	Tue 29	Wed 30	Thu 31	
10-05	Osthered Groware	Rensering af hovedkøret, Renseringsskandag 9	Aktivitet	8.00	8.00																															
09-10	Region Syd	Patientrolle, indbyggende og lyst	Adgang for handicappede	8.00		8.00																														
09-10			Tegninger	8.00			8.00																													
09-10			Lydisolering	8.00							8.00																									
09-10			Tekniskskoling (IT mm)	8.00								8.00																								
12-02	Aalborg Kommune	Ny barneby, tegningsarbejde	Forprojekt	0.00																																
12-02		Ny barneby, tegningsarbejde, Modellering og visualisering	Forprojekt	8.00									8.00																							
11-09	Landskabsarkitekterne	Gazebo i multiparken	Forprojekt	8.00									8.00																							
12-02	Aalborg Kommune	Ny barneby, tegningsarbejde	Hovedprojekt	0.00																																
				56.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00			32.00																			
									24.00																											
Normtid				151.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00		8.00			8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00
Overarbejde																																				

6.4 Out of pocket expense report (including transportation)

To see all your out of pocket expenses, including any transportation expenses you may have had, click "OOPE statement" > choose a period > click "Sort by date" or "Sort by project". Either sorting will include the notes made when registering.

First, click [OOPE Statement].

Next, choose a settlement date. Often, expenses will be settled every month. In this case, you'll find a line per month.

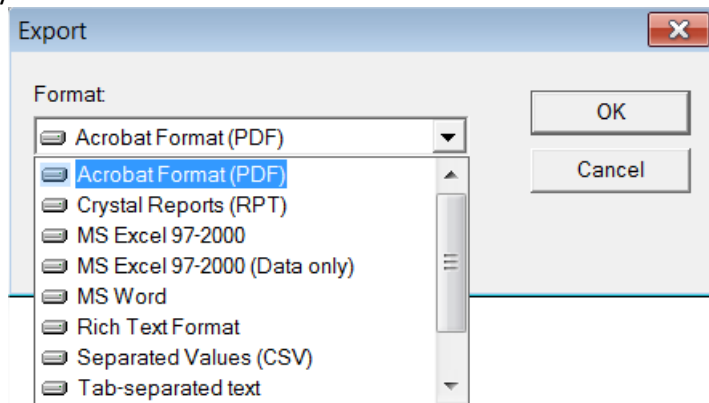
Note: This report isn't meant to be the basis for refunding your expenses. The AutoPilot Administrator has a special for that, which contains the data for every employee.

6.7 Exporting report data

To export the data in a given report to a file, click the Export icon:



Decide which format you want:



And where to save the resulting file.

Appendix A: AutoPilot project structure

When registering hours on your timesheet, you're allocating them to a given activity. Every activity belongs to a project part, which in turn belongs to a project, like so:

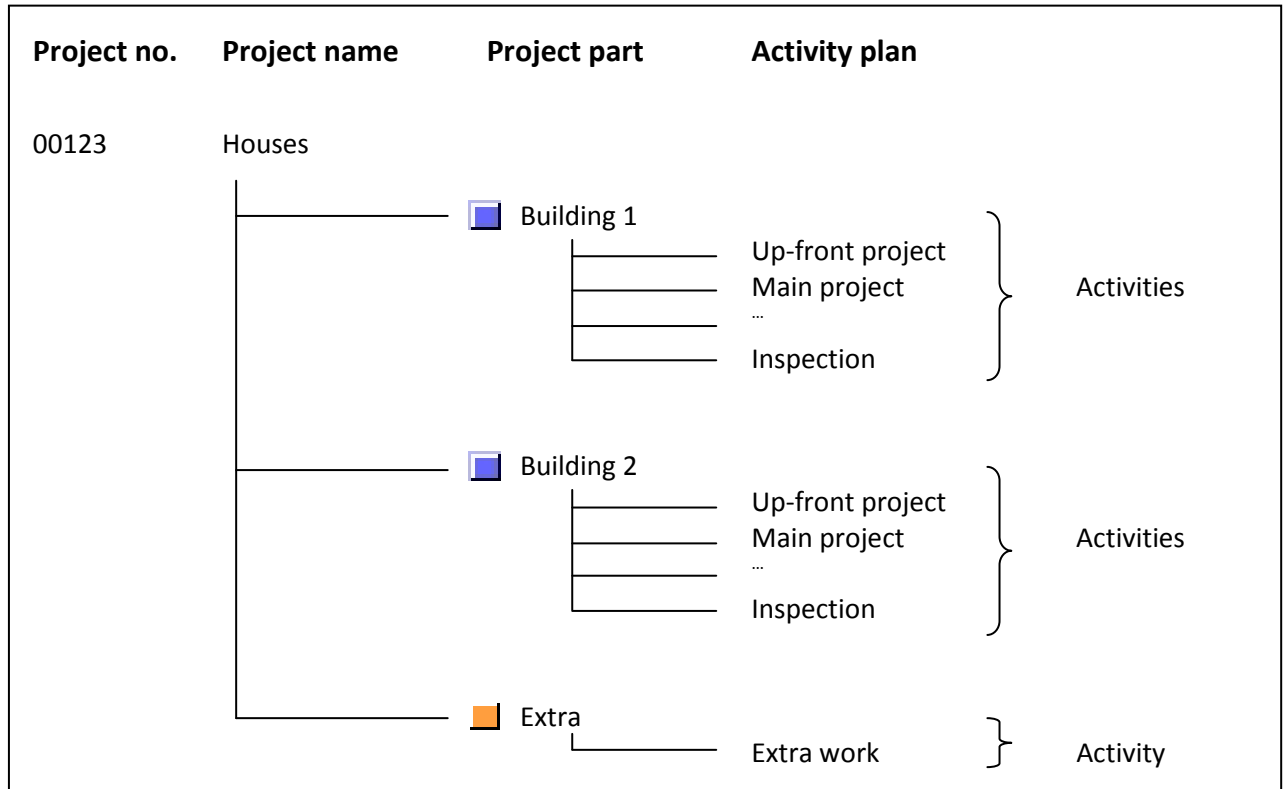


Fig. 1 Autopilot project structure

Project

A project is a central placeholder, which contains a number of projects, all identified by a single name and a unique project number. A project contains a minimum of one project part, with an activity.

Project part

A project part is a financial unit with regards to invoicing and consumption control.

All project parts have their own:

- Agreement
- Activity plan
- Invoicing
- Consumption status
- Status of on-going work

You might need more than one project part if:

1. A part of a project needs to be invoiced according to a fixed price and another part of the project needs to be invoiced by the hour
2. You need separate activity plans for separate parts of the project

Activity plan

Every project part will have a number of activities, letting you allocate project costs to different stages of the project part. Each activity can have its own unique invoicee.

On your timesheet you will only see the activities that you are allocated to.

If you don't want a detailed activity plan on a given project part, just allocate a blank activity. That will satisfy the demand for a project part and an activity, on every project.

Appendix B: Shortcuts

Ctrl – arrow right	Go to next week
Ctrl – arrow left	Go to previous week
Ctrl - .	Go to current week
F6	Go to OOPE registration
F4 (or Alt + arrow down)	Show notes/OOPes
Alt – F	Menu: Files
Alt – U	Menu: Week
Alt – V	Menu: View
Alt – P	Menu: Print
Alt – S	Menu: Projects
Alt – A	Menu: Hand in
Alt – H	Menu: Help
Alt – O	Menu: About
Ctrl – arrow up or down	Browse through activities
Insert	Add project
Ctrl – Delete	Move activity to parking
Ctrl - +	Reopen last registration for editing
Alt - U, arrows, Enter	Jump to a given date using Week > Date
F5	Refresh timesheet
Esc	Close dialog