WebTimeSheets   Quick Start Guide

Step 1. Open a browser (preferably IE or a Mozilla browser) and go here:
http:// www.lepp.cornell.edu/proxy/timesheet/cgi/rt.exe

Offsite User Note: To access Replicon Timesheet from outside the lab network, you may be prompted to enter your Unix login and network principal to authenticate. To change your network principal:
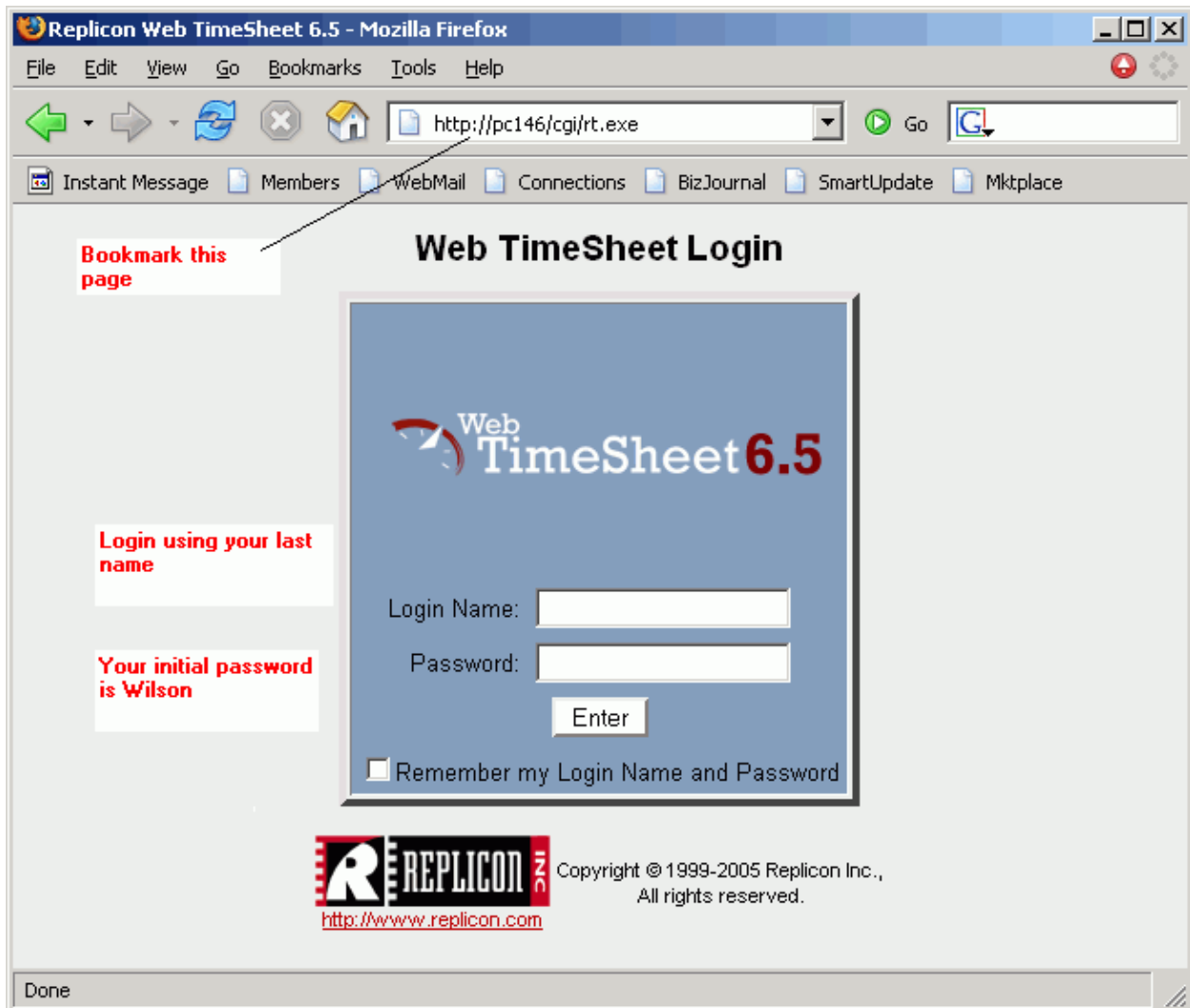Login to a Unix or Linux system. If you do not have a Unix account, email service@lepp.cornell.edu
Type knetpw.
Enter your unix login password.
Enter your new /net password (this is your network principal).
Confirm your new /net password.

Popup Blocker Note: You may need to turn off your popup blocker, or configure it to allow the address www.lepp.cornell.edu through.
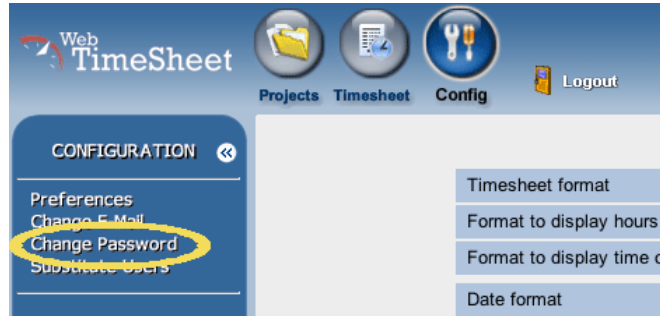

Notice that .exe file in the URL? If you can't get the URL to open, or if alarms and dialog boxes suddenly leap into view, you may have a security setting in your browser, personal firewall, or anti-virus software that is preventing you from accessing URLs that contain executable files. If you need help changing this, email service@lepp.cornell.edu.

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Step 2. Log in (Lastname). Your initial password is Wilson

Step 3. Change your password

> a. Click the Config button at the top of your screen.
> b. From the Configuration screen, choose Change Password from the choices in the left-side menu bar.
> c. Enter your old and new passwords.
> - - -
> Q: Are there any restrictions on my choice of passwords?
> A: Only that it's easy for you to remember and hard for somebody else to figure out. Please do not make it the same as your Windows/Unix/VMS password.
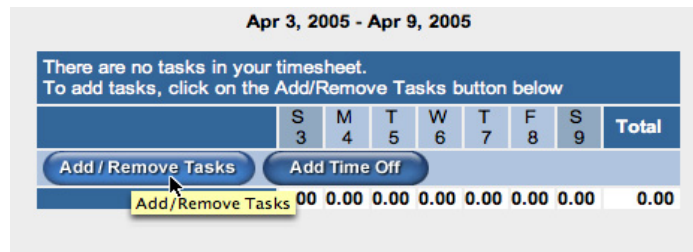

Step 4. Go to your timesheet.
> a. Click the Timesheet button at the top of your screen.
> You will see a blank timesheet with no projects listed on it.

Step 5. Add projects, tasks, and time off categories to your timesheet.
> a. Click the Add/Remove tasks button in the lower part of your screen.

> b. This pops up a new window containing a 2-panel dialog box. All the projects and tasks that are available to you will be listed in the large box on the left. Click the + signs to see the tasks that compose each project, then use the check boxes to select the projects and tasks you expect to use. Use the >> arrows to add your selected projects and tasks to your timesheet.
>
> **Important**: Make sure both drop-down filters at the top – Client and Project -- say < All >
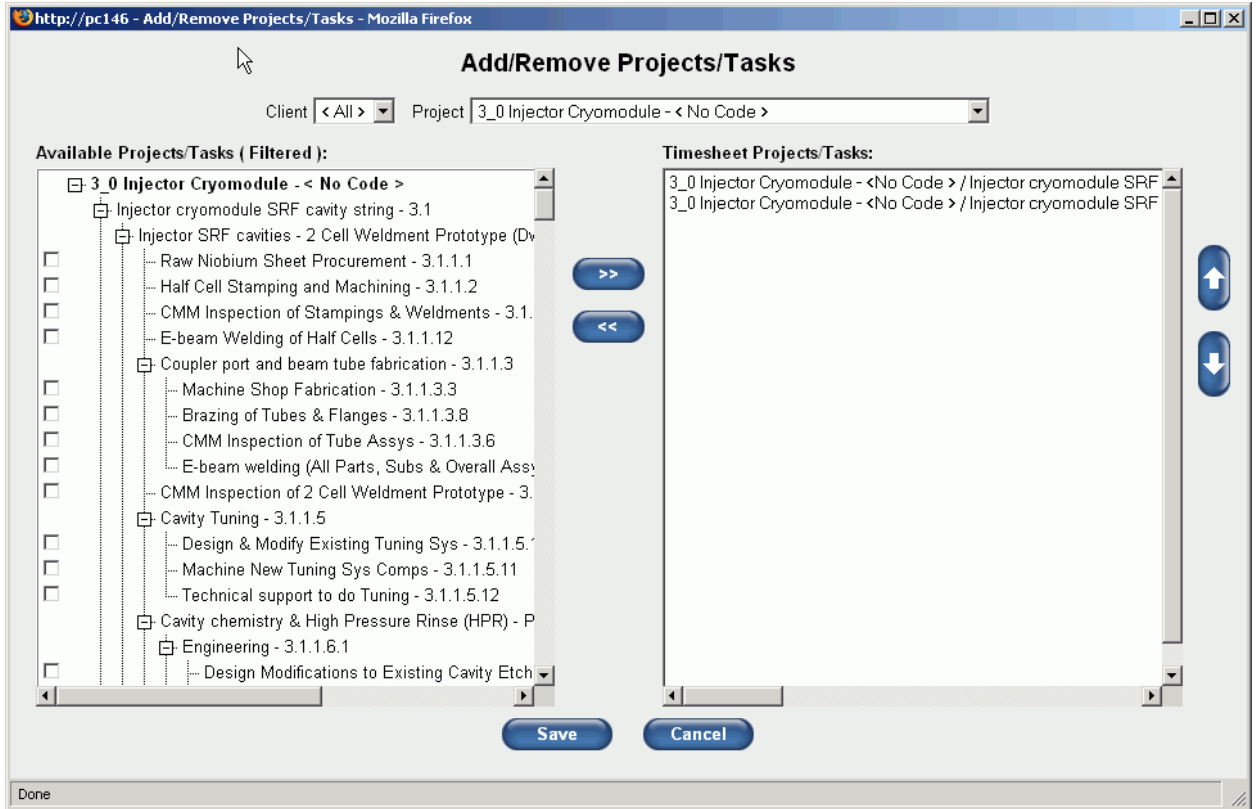
c. In addition to ERL projects, be sure to add the other task form the Z_Admin projects. This is where we record other than ERL – tasks (accounts) from the "pink" sheet. When you're ready to add categories for sick, vacation, holidays, etc. to your timesheet, choose the Add Time Off button.   This is just to get 39 (40) hour week – we are not going to track vacation/sick time with this software for now.
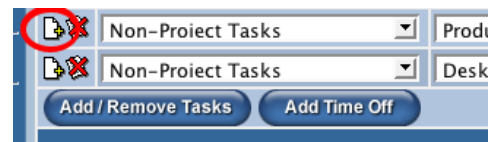
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Step 6. Enter your time.
> a. If you don't already see your timesheet, click the Timesheet button at the top of your screen.
> b. The projects and tasks you've selected will now be listed on your timesheet. You can quickly remove rows you don't need

> by clicking the corresponding
> (removing a row from your current week won't have any effect on previous weeks' timesheets).


> c. Enter time in quarter-hour increments, please. Nothing smaller.
> d. Have something specific you want to say or ask about a particular time entry? Use the Comments field. It couldn't be easier. Just click the box you're attaching your comment to, and type into the box at the bottom of your timesheet screen.

Step 7. Save your entries.

a. Whenever you finish entering your time (or adding/removing projects and tasks) during a session, be sure to hit the Save button at the bottom of the page.
b. If you don't Save before leaving this screen (or closing your browser), any changes you made during this session will be lost.
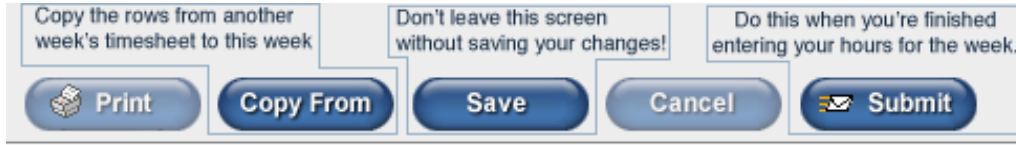
Important: Don't confuse Save with Submit (below).

Final Step Submit your time for the week – Wednesday by the end of the day or Thursday morning.

a. Click the Submit button at the bottom of your screen.

Here's the Submit button again – Get a good look! Use this with caution.

Important: Please don't submit your time until you've entered all your hours for the week.

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Q: If I know I'm going to be out at the end of the week, can I enter and submit my hours in advance?
A: Why, yes you can! Good idea -- if you know you will be, say, on vacation for the rest of a week, please submit your hours before you go.