
TiMonE – Admin Guide

Version: 2.2

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2. Document Revision History

Version	Date	Name	Description
1.0	04/12/2022	Rego Consulting	Document Creation
1.1	04/21/2022	Rego Consulting	Document Revision
1.2	04/27/2022	Rego Consulting	Document Revision
1.3	04/28/2022	Rego Consulting	Document Revision
1.4	05/02/2022	Rego Consulting	Document Revision
1.5	05/20/2022	Rego Consulting	Document Revision
1.6	06/01/2022	Rego Consulting	Document Revision
1.7	06/25/2022	Rego Consulting	Document Revision
1.8	08/31/2022	Rego Consulting	Document Revision
1.9	09/02/2022	Rego Consulting	Document Revision
2.0	01/06/2023	Rego Consulting	Document Revision
2.1	05/03/2023	Rego Consulting	Document Revision
2.2	05/04/2023	Rego Consulting	Document Revision

3. Purpose

The Rego monday.com TiMonE widget enables enterprise customers to use timesheets and provides insights within monday.com to monitor and report easily through native functionality.

The Rego monday.com TiMonE widget enables you to:

- Engage with a simple widget that tracks time via a user-friendly UI
- Empowers time tracking capabilities in monday.com, working with existing boards and items
- Leverage existing monday.com dashboard functionality, and monitor work in real-time
- Use native functionality to control access following monday.com structure through Workspaces, Dashboards, Boards, and Items
- Track time across items and subitems through multiple users

Using the TiMonE widget:

- Increases team member focus
- Ensures transparency and accountability
- Enables efficient and effective team management
- Helps prioritize

4. Admin Guide

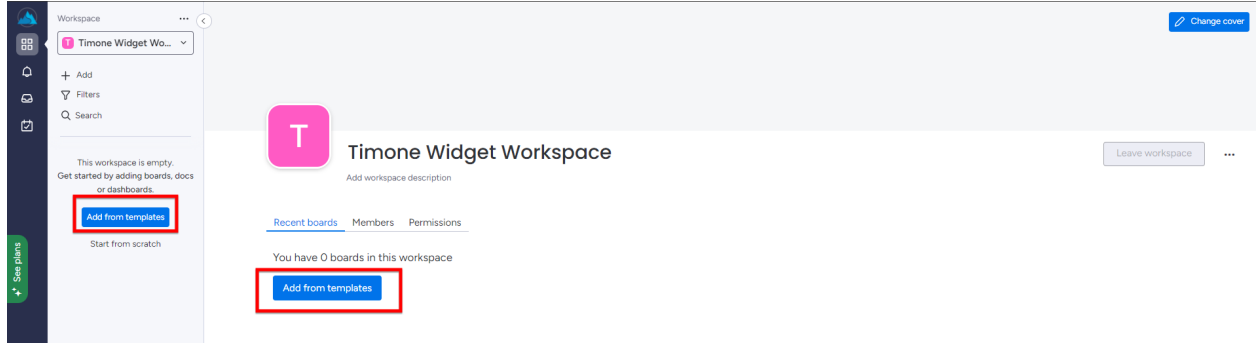
4.1 Pre-Requirements

- 1) TiMone only supports monday.com licensed users; Guests and Viewers are not supported.
- 2) The user must have permissions to the Workspace containing the Worklogs to create items. Similar to the overall monday.com permissions architecture, the only way to interact with the records is having access to the boards. This means the data will be accessible by all members using the widget and therefore recommended to deploy the widget per team or business unit.
- 3) Install the widget through the widget link provided by Rego Consulting or the monday.com Apps Marketplace.
- 4) Create a new Workspace by clicking the dropdown and selecting the "Add a Workspace" option. This will enable storage of the time logs, which can be restricted based on the configuration described below.
- 5) From the address bar, copy the last part of the URL. This will be used as the Workspace ID on the widget config. The URL will follow the following format:

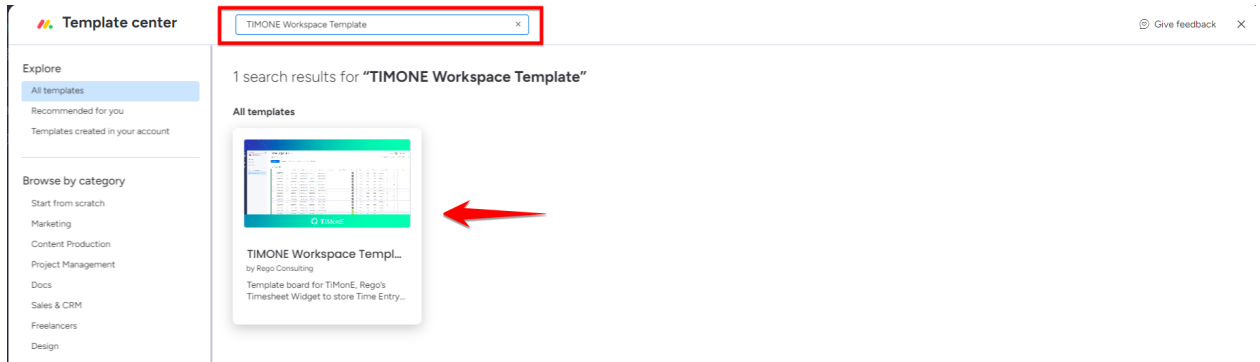
`<your monday.com domain>/workspaces/<workspace id>`

4.2 Configuration

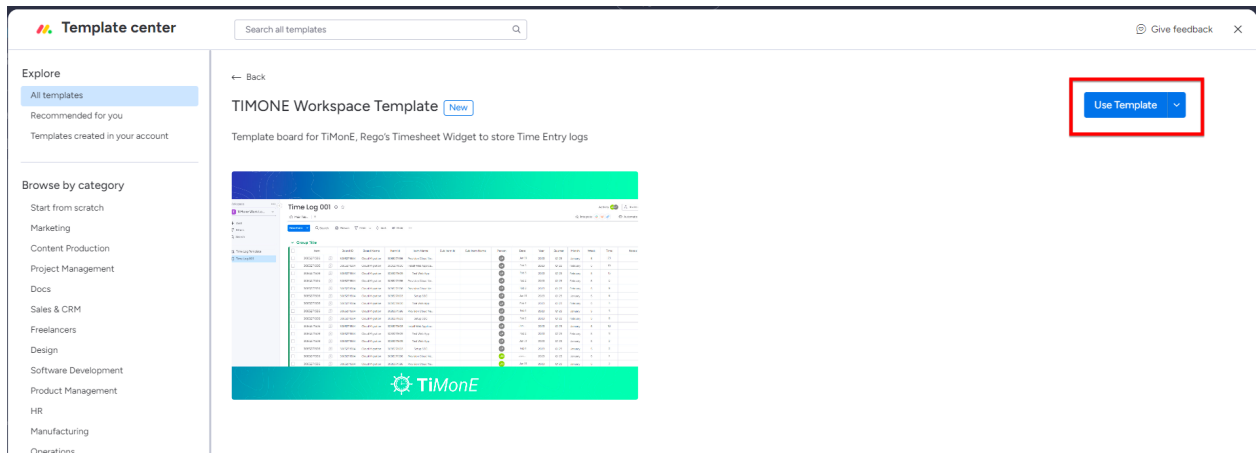
- 1) Once installed, go to the created Workspace and click in the “Add from Templates”:



- 2) Search for “TIMONE Workspace Template”:



- 3) Click in the “Use Template button”:



- 4) Once installed, create a new Dashboard on the users' Workspace where the work is being logged and select the boards accordingly. The widget will display Items and Subitems for the selected boards.
- 5) Add the Rego widget to the dashboard. As a first-time setup, make sure the Dashboard is on Edit mode and select "Settings" option below the gear icon on the upper right corner. The following configuration is required:

Parameter	Type	Description	Required
Time Log Item Limit	Numeric	Max number of items before a new time log board is created	No
Time Log Board Prefix	Text	This is the prefix to name the time log boards as they get created. The prefix will be followed by an incrementing sequence. This also impacts the time logs read, as they get filtered by the prefix. E.g.: If the value "TS" is set, the first-time log board will be created as: "TS 001."	Yes
Workspace ID	Text	Workspace where the time log boards will be created, if empty, the Main Workspace will be used	Yes
Items/Subitems	Dropdown	Displays Items or Items/Subitems in the timesheet view depending on the selection: - Item: Widget will only display Items - Subitem: Widget will only display Subitems - Both: Widget will display both Items and Subitems	Yes
Period Start	Dropdown	Day of week when the timesheet starts E.g.: If set to Monday, the widget will display Monday to Sunday.	Yes
Number of Weeks	Number	Number of weeks to display in the widget	Yes
Week Offset	Number	Starting week that can be selected Note: negative numbers allow for the starting week to be in the past. E.g.: If set to -11, the Dropdown in the widget will start counting from the past 11 weeks.	Yes

Max Hours per Day/Task	Number	Maximum number of hours a user can input for a given item/day combination	Yes
Time Intervals	Dropdown	Time intervals for which time can be entered [in decimal notation] i.e. setting it to 0.25, will only allow users to enter quarter hour intervals like 0.25, 0.5, 0.75, 1.	Yes
Disable Time Entry on Done	Checkbox	Makes the item row read only when the status matches one of the values for "Done Status Labels"	No
Completed Status Values	Text	What the Widget will search for in an item status column to identify its completeness Add multiple by using the " " Char as a delimiter.	Yes
Status Column	Column Selector	The status column in the board[s] that the widget will make use of	Yes
Disable Time Entry on Unassigned	Checkbox	If checked, the user will only be able to enter time on items assigned directly to them. Otherwise, if unchecked, they can enter time to any item independent of assignee.	Yes
People Column	Column Selector	The People column[s] in the board[s] that the widget will make use of	Yes
Linked Board	Checkbox	When enabled, the Time Log items will be linked to the specified columns of the item boards. If not configured properly, it will fail. Note: If enabled, it will actively try to link with the time logs columns for reporting purposes and error out if unable to complete the action.	No
Linked Board Column	Column Selector	The linked board column in the board[s] that the widget will make use of. Note: The linked board column in the boards containing the items must be manually linked to the time logs board and set to "2-way linking". Each time a Time log is created, this linking must be updated, due to known monday.com API limitations.	No
Hide Status Column	Checkbox	Hides the "Status" Column in the Widget.	No
Hide Assignee Column	Checkbox	Hides the "Assignee" Column in the Widget.	No

Save/Reload Delay (Seconds)	Number	Number of seconds to wait after a timesheet is saved to allow records to be returned by the API's cache This only applies if the timesheet contains a new time entry.	No
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5. Appendix

5.1 Widget Screenshot

Board * x v Item Hide Unassigned Entries Hide 'Closed' Entries

Jan 2 - Jan 8 v

BOARD	ITEM	STATUS	ASSIGNEE	MON 02	TUE 03	WED 04	THU 05	FRI 06	SAT 07	SUN 08	TOTAL
Cloud Migration	Install Web Applications	Open		0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0
Cloud Migration	Provision Application Compute Capacity	Open		0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0
Cloud Migration	Provision Cloud Network	Open	Luis Palacios	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0
Cloud Migration	Setup SSO	Open		0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0
Cloud Migration	Test Web App	Open		0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0
Mobile Application	Design App Menu	Open		0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0
Mobile Application	Design Login Screen	Open		0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0
Mobile Application	Publish App	Open		0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0
Mobile Application	REST API for Mobile	Open		0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0 <small>Add Note</small>	0
0											

App Version: 1.5.6

[Time Logs Workspace](#)

5.2 Time Log Board Layout

Item	Board ID	Board Name	Item ID	Item Name	Sub Item ID	Sub Item Name	Person	Date	Year	Quarter	Month	Week	Time	Notes	Suc.	Status	Messages
Task 1																	
3048644330	3048644202	Test Data 1	3048644330	Item 1				Aug 10, 2022	2022	Q3 22	August	33	3			Done	
3048644330	3048644202	Test Data 1	3048644330	Item 1				Aug 9, 2022	2022	Q3 22	August	33	2			Done	
3048644330	3048644202	Test Data 1	3048644330	Item 1				Aug 8, 2022	2022	Q3 22	August	33	1	My note!		Done	
3048644384	3048644202	Test Data 1	3048644384	Item 2				Aug 8, 2022	2022	Q3 22	August	33	1		✓	Done	
3048644384	3048644202	Test Data 1	3048644384	Item 2				Aug 10, 2022	2022	Q3 22	August	33	3		✓	Done	

Column	Description
Item	The Item ID corresponding to the associated item
Board Id	The Board ID to which the item belongs to
Board Name	The Board Name to which the item belongs to
Item Id	The Item ID corresponding to the associated item
Item Name	The name of the Item where the time value is saved
Subitem Id	If the time entry is associated to a subitem, this will store the Subitem ID
Subitem Name	If the time entry is associated to a subitem, this will store the Subitem Name
Person	The person logging time
Date	Calendar Day corresponding to the time entry date
Year	Year portion of "Date"
Quarter	Quarter for the given "Date"
Month	Month for the given "Date"
Week	Week for the given "Date"
Time	The amount of time entered
Notes	Notes entered per value
Success	If we have the linked board functionality activated in the settings, this field will indicate with a "Check" that this value was successfully linked.
Messages	Any validation or error messages for troubleshooting purposes