TiMonE User Guide

Version: 1.5

Client Document

1. Contents

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2. Document Revision History

Version	Date	Name	Description
1.0	04/12/2022	Rego Consulting	Document Creation
1.1	08/31/2022	Rego Consulting	Document Update
1.2	09/02/2022	Rego Consulting	Document Update
1.3	01/06/2023	Rego Consulting	Revision
1.4	05/03/2023	Rego Consulting	Revision
1.5	05/04/2023	Rego Consulting	Revision

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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.
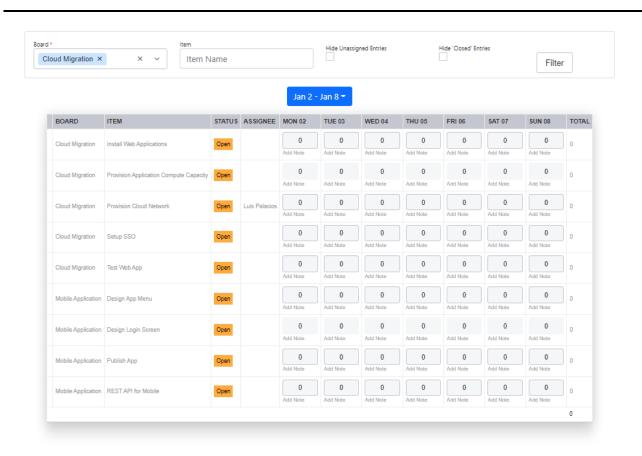
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4.1   Pre-Requirements

- TiMone only supports monday.com licensed users; Guests and Viewers are not supported.
- 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 it is recommended to deploy the widget per team or business unit.

4.2   Using the Widget

1) Navigate to the monday.com dashboard containing the widget. Upon load, TiMonE's layout will display as seen in the image below.

2) The widget is divided into 3 main sections:
    a. Filters: Sorts through the data being displayed
    b. Period Selector: Navigation across the available time periods for time submission
    c. Timesheet Table: Users can enter time and notes on a per Item/Sub item basis

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Time Logs Workspace

3) The Filter Section contains constraints for users to limit the data being returned. The filters available are:
   a. Board: Allows to filter Items/Subitems by a specific board or boards. This will display boards assigned to the dashboard only.
   b. Item: Will look for any Items/Subitems containing the keywords provided.
   c. Hide unassigned entries: When checked, it will hide any Items where the current user is not assigned.
   d. Hide "Closed" Entries: When checked, it will hide any Items where the status label is not "OPEN".

   Upon selection of the filters, the TiMonE Table will be refreshed accordingly.
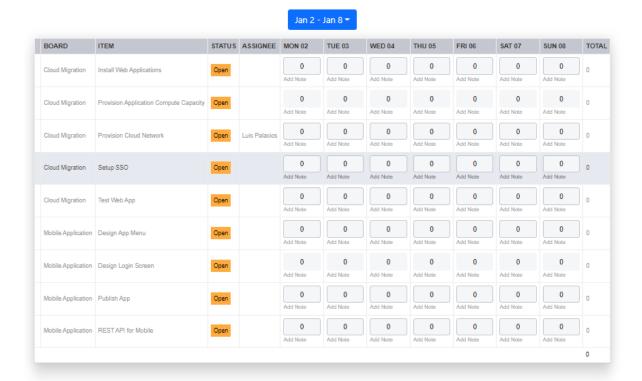
4) Period Selector and Timesheet Table, allows for time entry data to be entered:
   a. Period Selector: Drop down will display all periods configured by the admins. The periods will display the first and last day of the given period.
   b. Timesheet Table: Once the data is filtered and a period is selected, the timesheet table will display all Items and/or Subitems applicable. The table will display the following fields from left to right:
       i. <Subitem Indicator>: Display an icon when the Item displayed is a Subitem
       ii. Item: The Item or Subitem name
       iii. Status: Open when the status is not considered done; Closed when the Item has a status considered done
       iv. Assignee: Current assignee for the Item
       v. <Day Columns>: A column is displayed for each day of the period. Each cell allows for:
           1. Time to be entered, time can only be entered by increments defined by admins
           2. Adding notes by clicking on "Add Note" for additional detail
       vi. Total: Displays the total for each row and timesheet overall

5) Once time is entered or the timesheet is modified, the "Save" button will be enabled to persist all changes. The button can be found before and after the Timesheet table.

5. Appendix

5.1 Time Log Board Layout

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