



User Guide

Version 1.6.0



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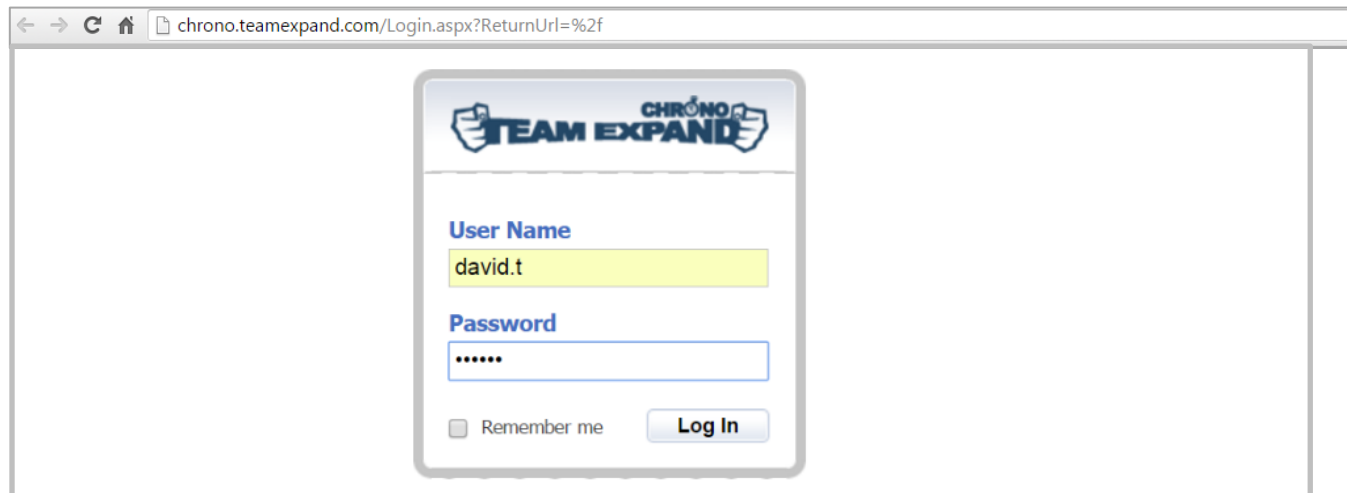
# 1. Working with Timesheets

## 1.1 Logging in

To access Timesheet, open a browser and enter the URL of your Timesheet site. You'll be directed to the Login page.

Step 1: Enter your credentials (username) and password (**NOTE:** Domain is not required)

Step 2: Click Login.



A screenshot of a web browser window showing the login page for Chrono Team Expand. The browser's address bar displays the URL: `chrono.teamexpand.com/Login.aspx?ReturnUrl=%2f`. The login form is centered on the page and features the "CHRONO TEAM EXPAND" logo at the top. Below the logo, there are two input fields: "User Name" with the text "david.t" entered, and "Password" with masked characters "\*\*\*\*\*". At the bottom of the form, there is a checkbox labeled "Remember me" and a "Log In" button.



Once you have logged in you will see the “View my Timesheet” page.

This page will display your TFS and non-TFS Work Items, the Projects they belong to and the Timesheet grid for the current week. You can click on the calendar to select an arbitrary week. Clicking on the navigation buttons will bring you to the previous or next week respectively.

to the previous or next week respectively.

[Timesheet](#) [Timetable](#) [Holidays](#) [Logout](#)

**View my timesheet**  
David Thompson

< [Previous week](#) | Today | **12 - 18 September** | [Calendar](#) | [Next week](#) >

**CHRONO TEAM EXPAND**

**Work Item**

**Status**

**Mo** **Tu** **We** **Th** **Fr** **Sa** **Su** **Total**

**AdventureWorks (CMMI)**

**14 : Cleanup workspace**  
Original Estimate 3 : Work Item Type Task

**15 : Read framework documentation**  
Original Estimate : Work Item Type Task

**16 : Backup production server environment**  
Original Estimate : Work Item Type Task

[Send for approve](#) [Save Changes](#)

[TFS Web Access Link](#)




	Description
<a href="#">TFS Project Name</a>	This is the name of the TFS project that your corresponding Work Items belong to.
<a href="#">Work Item Title</a>	Title of a Work Item. Work Item appears in the timesheet when it is assigned to the user for a particular week and is in active state.
<a href="#">Current Day Shading</a>	This shading highlights the current date for time reporting.
<a href="#">Work Item Summary Field</a>	Field which is enabled for time submission. There could be one or more fields, each defined for a particular Work Item (check Tracking time against TFS Work Items for more details).
<a href="#">Current Week</a>	This field indicates the week that is opened for time reporting at a particular moment.
<a href="#">Calendar View</a>	This menu option allows to quickly chose an arbitrary week for time reporting.
<a href="#">TFS Web Access Link (Work Item ID)</a>	When TX Chrono is configured to work with <b>Team System Web Access</b> (TSWA) the work item ID will be linked to the work item in TSWA.



## 1.2 Tracking time against TFS Work Items





TX Chrono allows to enter and manage time against TFS Work Items using specific TFS fields like Completed Work, Remaining Work, ect. To start tracking time against a Work Item you should:

Step 1: Click on the “” icon to get the list of Work Items related to the Project

### View my timesheet

David Thompson






< [Previous week](#) | Today | **12 - 18 September** | [Calendar](#) | [Next week](#) >

Work Item	Status	Mo 12
 AdventureWorks (CMMI)		
 Contoso (Scrum)		
 Fabrikam (Agile)		
 Out Of Office		
Total of 40		

### View my timesheet

David Thompson

< [Previous week](#) | Today | **12 - 18 September** | [Calendar](#) | [Next week](#) >

Work Item	Status	Mo 12
 AdventureWorks (CMMI) 		
 <a href="#">14</a> : Cleanup workspace Original Estimate 3 : Work Item Type Task		
 <a href="#">15</a> : Read framework documentation Original Estimate : Work Item Type Task		
 <a href="#">16</a> : Backup production server environment Original Estimate : Work Item Type Task		



Step 2: Click on the “+” icon next to the Work Item title to see Time Reporting Fields

**View my timesheet** [< Previous week](#) | Today | **12 - 18 September** | [Calendar](#) | [Next week >](#)

David Thompson

Work Item	Status	Mo 12	Tu 13
AdventureWorks (CMMI)			
<div> <b>14</b> : Cleanup workspace            Original Estimate <b>3</b> : Work Item Type <b>Task</b> </div>			
completed work (default field)			
remaining work			
<div> <b>15</b> : Read framework documentation            Original Estimate : Work Item Type <b>Task</b> </div>			
<div> <b>16</b> : Backup production server environment            Original Estimate : Work Item Type <b>Task</b> </div>			

There could be one or more Time Reporting Fields defined for a particular Work Item.

**NOTE:** Each Work item has only one field for time reporting which is marked as default (see **Default Field**) and used for entering time.

**NOTE:**

- You can enter part-hours using a period
- TX Chrono does not allow entering more than 24 hours per WI per day



**Step 3:** Enter working hours in the field that is marked as “**Default field**”

AdventureWorks (CMMI)	2							2
14 : Cleanup workspace Original Estimate 3 : Work Item Type Task	2							2
completed work (default field)	2							2
remaining work	4							
15 : Read framework documentation								

**Step 4:** Manually update other fields (for example, Remaining Work) accordingly

AdventureWorks (CMMI)	2							2
14 : Cleanup workspace Original Estimate 3 : Work Item Type Task	2							2
completed work (default field)	2							2
remaining work	4							
15 : Read framework documentation								

**NOTE:**

**Read-Only Fields** – a the fields with values taken from TFS (Estimate, Work Item Type, etc.) and displayed under the Work Item title. These fields and values are configured in TFS and cannot be edited through TX Chrono.



**Weekly Editable Field** – a field that contains value from the appropriate field from TFS and allows to change this value only during the current date. This field value does not influence Week Total field.

**Step 5:** Press **Save Changes** or **Send for Approve** button

**NOTE:** Once time is sent for approval the timesheet will be disabled and you will not be able to make any changes unless the Project Manager 'unlocks' this time period for editing. At the end of the week every user should send his timesheet for approval.

Work Item	<u>Project Summary Field</u>	Status	Mo 12	Tu 13	We 14	Th 15	Fr 16	Sa 17	Su 18	Total
AdventureWorks (CMMI)			2	2	6					10
+ 14 : Cleanup workspace Original Estimate 3 : Work Item Type Task	<u>Work Item Summary Field</u>		2	2	2					6
+ 15 : Read framework documentation Original Estimate : Work Item Type Task					2					2
+ 16 : Backup production server environment Original Estimate : Work Item Type Task					2					2
+ Contoso (Scrum)										
+ Fabrikam (Agile)										
+ Out Of Office										
Total of 40	<u>Expected Week Total</u>		2	2	6					10

Week Total

Send for approve Save Changes



<a href="#">Project Summary Field</a>	Total amount of time reported on the specific project over a particular date. This field cannot be edited.
<a href="#">WI Summary Field</a>	<p>The field shows total time reported on the Work Item for a particular date. There are three states of WI Summary Field:</p> <ul style="list-style-type: none"><li>• <i>disabled (without a border)</i> - you cannot report time on the work item;</li><li>• <i>enabled(with a border)</i> - you can report time through this field, time will be reported to the default field;</li><li>• <i>with triangle in the right bottom corner</i> - you cannot report time directly through the WI Summary Field, you should expand the fields group and enter time in the specific field.</li></ul> <p><b>NOTE:</b> You can manage time reported in the default field through the <b>WI Summary Field</b> in case no time is reported in other fields.</p>
<a href="#">Week Total</a>	Total sum of hours reported over the selected week.
<a href="#">Expected Week Total</a>	Total sum of hours based on personal schedule and expected to be reported over the week
Save Changes	This button allows to save updates to the Work Item without sending time for approval.
Send for Approval	This button sends timesheet for approval.



### 1.3 Tracking time against non-TFS Work Items

TX Chrono uses so called **Virtual Tasks** and **Virtual Projects** to enable tracking time against non-TFS Work Items. Virtual Tasks have negative ID and only one field - **Work Item Summary** field - available for entering time.

**NOTE:** These projects are visible to all TX Chrono Users.

**View my timesheet** [< Previous week](#) | Today | **12 - 18 September** | [Calendar](#) | [Next week >](#)

David Thompson

Send for approve
 Save Changes

Work Item	Status	Mo 12	Tu 13	We 14	Th 15	Fr 16	Sa 17	Su 18	Total
+ AdventureWorks (CMMI)									
+ Contoso (Scrum)									
+ Fabrikam (Agile)									
- Out Of Office									
-1 : Annual Leave									
-2 : Sickiness									
-3 : Leave without Pay									
-4 : Public Holiday									
<b>Total of 40</b>									

Send for approve
 Save Changes

**Annotations:**


- Virtual Task ID:** Points to the negative ID field (e.g., -1, -2, -3, -4) in the Work Item column.
- Field for Reporting Time:** Points to the input fields in the days of the week columns (Mo-Su) where time is reported.



#### 1.4 “View my timetable” page

On this page user can see and edit the hours he/she is expected to report for each day of the week. Chose and click on the Timetable section from the left-hand menubar of the Home Page.


[Timesheet](#) [Timetable](#) [Holidays](#) [Logout](#)




### View my timetable

David Thompson


Mo	Tu	We	Th	Fr	Sa	Su	Total
8	8	8	8	8	0	0	40


 [Update](#)

 [Update](#)

You can use this grid to enter the required amount of hours for each day of the week and click **Update**.

**NOTE:** TX Chrono will show the warning if the total weekly amount of reported hours does not match the **Total** value of the timetable

**Send for Approve: Incomplete Timesheet** 



Entered time does not match timetable:

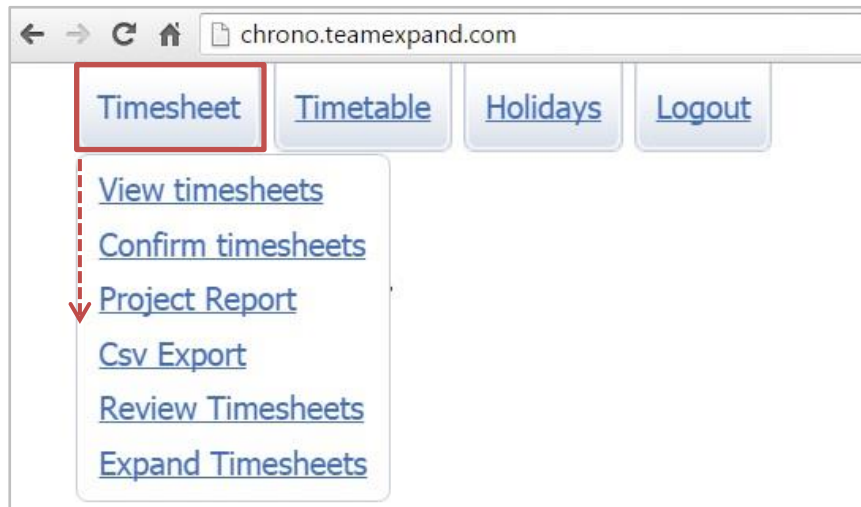
- Entered Time (hours): 32
- Timetable (hours): 40

Are you sure you want to send timesheet for approve?

[Yes, continue](#) [Cancel](#)



## 2. Project Manager's guide



There are several pages available for privileged users only. These pages can be accessed through the drop down of the Timesheet menu.



## 2.1 “View timesheets” page

This page allows to view the submitted timesheets of the subordinate Users and unlock them for editing. To see a specific timesheet:

- A. Choose if you would like to select timesheets by **Users** or by **Projects**;

The screenshot shows the 'View timesheets' page for Alan White. At the top, there are navigation links: '< Previous week', 'Today', '19 - 25 September', 'Calendar', and 'Next week >'. Below the user name, there is a dropdown menu currently set to 'Projects'. A red box highlights this dropdown and its open list, which includes 'Please select', 'Projects', and 'Users'. To the right of the dropdown is another dropdown labeled 'Select items'. Further right are two checkboxes: 'Hide empty tasks' (checked) and 'Hide empty fields' (unchecked). A 'Get Report' button is on the far right.

- B. Choose the list of users or projects in the appeared drop down (depends on the value you selected in the previous step);

This screenshot shows the same 'View timesheets' page, but the 'Projects' dropdown is now open, showing a list of projects with checkboxes: 'Select All', 'AdventureWorks (CMMI)', 'Contoso (Scrum)', and 'Fabrikam (Agile)'. A red box highlights this list. The 'Select items' dropdown is still present. The 'Hide empty tasks' checkbox remains checked, and the 'Hide empty fields' checkbox remains unchecked. The 'Get Report' button is still visible. A green box highlights the 'Hide empty tasks' and 'Hide empty fields' checkboxes.



You can sort out data by choosing the following options:

**Hide empty tasks** Check box allows to show/hide tasks that have no reported time

**Hide empty fields** - Is available only if the **Hide empty tasks** check box is checked. This option allows to hide lines with empty fields

**C.** Press **Get Report** button. You'll be redirected to the **View Timesheets Page**.

On this page you can **Unlock** the submitted time so that the user who submitted it could correct it and send for approval once again.

Step 1: Use the checkboxes to select the work items that need to be modified;

Step 2: Press the **Unlock button**.

**View timesheets** < [Previous week](#) | Today | **5 - 11 September** | [Calendar](#) | [Next week](#) >

Alan White

Projects  1 item(s) selected ☐ Hide empty tasks ☐ Hide empty fields [Get Report](#)

**Step 2** → [Unlock](#)

Work Item	Mo 5	Tu 6	We 7	Th 8	Fr 9	Sa 10	Su 11	Total
<input type="checkbox"/> Select All								
<input type="checkbox"/> AdventureWorks (CMMI)	3	4						7
<input type="checkbox"/> + Alan White								
<input type="checkbox"/> David Thompson	3	4						7
<input type="checkbox"/> + 14 : Cleanup workspace Remaining Work 2 : Original Estimate 3 : Work Item Type Task	2	2						4
<input type="checkbox"/> + 15 : Read framework documentation Remaining Work : Original Estimate : Work Item Type Task		2						2
<input type="checkbox"/> + 16 : Backup production server environment Remaining Work : Original Estimate : Work Item Type Task	1							1
<b>Total</b>	3	4						7

**Step 1** → [Unlock](#)



## 2.2 “Confirm timesheets” page

This page allows to confirm/decline time reported by other users according to Approval hierarchy and policy.

To view timesheets you should select projects in the drop down menu and press the Get Report button.

The screenshot shows the 'Confirm timesheets' page. At the top, there are four buttons: 'Timesheet', 'Timetable', 'Holidays', and 'Logout'. Below these, the title 'Confirm timesheets' is displayed on the left, and navigation links '< Previous week | Today | 12 - 18 September | Calendar |' are on the right. Under the title, the name 'Alan White' is shown. Below this, there is a 'Projects' dropdown menu with a downward arrow, showing 'Please select' and options for 'Projects' and 'Users'. To the right of the dropdown is a text box indicating '3 item(s) selected' with another downward arrow. Further right are two checkboxes: 'Hide empty tasks' and 'Hide empty fields', both currently unchecked. A 'Get Report' button is located to the right of these checkboxes.

You can sort out data by choosing the following options:

**Hide empty tasks** Check box allows to show/hide tasks that have no reported time

**Hide empty fields** - Is available only if the **Hide empty tasks** check box is checked. This option allows to hide lines with empty fields.



Step 1: To **APPROVE/ DECLINE** reported time **check the box** next to the appropriate tasks and press **Approve** or **Decline**

Step 2: To **EDIT** and **UPDATE** the reported time enter valid time and press **Save Changes**

**Confirm timesheets** [< Previous week](#) | [Today](#) | **12 - 18 September** | [Calendar](#) | [Next week >](#)

Alan White

Projects  3 item(s) selected ☐ Hide empty tasks ☐ Hide empty fields [Get Report](#)

**Step 2** → [Approve](#) [Decline](#) [Save Changes](#)

Work Item	Mo 12	Tu 13	We 14	Th 15	Fr 16	Sa 17	Su 18	Total
<input type="checkbox"/> Select All								
<input type="checkbox"/> AdventureWorks (CMMI)	8	8	8	8	8			40
<input type="checkbox"/> David Thompson ↻	8	8	8	8	8			40
<b>Step 1</b> → <input type="checkbox"/> <b>14</b> : Cleanup workspace Remaining Work 2 : Original Estimate 3 : Work Item Type Task	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	8
<input type="checkbox"/> <b>15</b> : Read framework documentation Remaining Work : Original Estimate : Work Item Type Task	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="6"/>	<input type="text"/>	<input type="text"/>	17
<input type="checkbox"/> <b>16</b> : Backup production server environment Remaining Work : Original Estimate : Work Item Type Task	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	15
<input type="checkbox"/> Contoso (Scrum)								
<input type="checkbox"/> Fabrikam (Agile)								
<b>Total</b>	8	8	8	8	8			40

[Approve](#) [Decline](#) [Save Changes](#)



### 2.3 “Project report” page

Project Report page allows to retrieve detailed information about reported time on a project and export these data to an MS Word and MS Excel file.

Chose and click on the Project Report section from the drop down menu to navigate to this page.

Timesheet Timetable Holidays Logout

View timesheets  
Confirm timesheets  
**Project Report**  
Csv Export  
Review Timesheets  
Expand Timesheets

Users  
Select items

9/19/2016

9/25/2016

Available fields

Assigned fields

First grouping field  
None

Second grouping field  
None

☐ Approved tasks only

Get Report

CHRONO TEAM EXPAND



To generate a report:

Step 1: Select the project in Project drop down;

Step 2: Select the list of users in User drop down;

Step 3: Select From and To dates;

Step 4: Select Fields that you want to see in the report (highlight the Field and click on the “▶” icon);

Step 5: Chose how you want the data to sorted out (User, Work Item, Date);

**NOTE:** “**Approved tasks only**” option allows to show only time that was approved. This option is available when the selected date range starts with Monday;

Step 6: Press the Get Report button.

The screenshot displays the 'Project Report' interface with the following components and annotations:

- Navigation Bar:** Timesheet, Timetable, Holidays, Logout.
- Logo:** CHRONO TEAM EXPAND.
- Project Report Section:**
  - Project:** Alan White. **Step 1** points to the Project dropdown menu.
  - Users:** Select items. **Step 2** points to the Users dropdown menu.
  - Dates:** 9/12/2016 and 9/19/2016. **Step 3** points to the date selection area.
  - Available fields:** Completed Work, Remaining Work, Work Item Type, Original Estimate. **Step 4** points to the '▶' icon for selecting fields.
  - Assigned fields:** An empty list box.
  - First grouping field:** User. **Step 5** points to the dropdown menu.
  - Second grouping field:** None. **Step 5** points to the dropdown menu.
  - Options:** ☐ Approved tasks only. **Step 6** points to the 'Get Report' button.








## Project Report

Alan White

## Project

AdventureWorks (CMMI) ▼

9/12/2016 

## Available fields

## Assigned fields

Completed Work  
Remaining Work  
Work Item Type  
Original Estimate


## First grouping field

User ▼

☐ Approved tasks only

## Users




1 item(s) selected ▼

9/19/2016 

## Second grouping field

Work Item ▼

**Get Report**Export to  Excel  Word

Date	Summary	CW	RW	WIT	E
 David Thompson	40	40			
 14 : Cleanup workspace	10	10			
9/12/2016	2	2	2	Task	3
9/13/2016	1	1	2	Task	3
9/14/2016	2	2	2	Task	3
9/15/2016	2	2	2	Task	3
9/16/2016	3	3	2	Task	3
 15 : Read framework documentation	15	15			
 16 : Backup production server environment	15	15			
Total	40	40			

Click here to expand or  
hide Work Item data

Total hours reported

**CW** - Completed Work; **RW** – Remaining Work; **WIT** – Work Item Total; **E** - Estimated



## 2.4 [“Export to .CSV” page](#)

This page allows to create reports over the selected week in CSV format.

Step 1: Chose if you would like to sort data our by Users or by Projects (chose the appropriate option from the drop down menu)

Step 2: Chose the appropriate Projects/Users from the drop down list

Step 3: Once the Step 1 and 2 are completed you'll see the list of filed available for this report. Chose the required fields and move them to the Assigned fields box by clicking on the “▶” icon

Timesheet Timetable Holidays Logout

CHRONO TEAM EXPAND

Csv Export

Alan White

< [Previous week](#) | Today | **19 - 25 September** | [Calendar](#) | [Next week](#) >

**Step 1** → Projects

**Step 2** → 1 item(s) selected

**Step 3** → Available fields

Assigned fields

Completed Work  
Remaining Work  
Work Item Type  
Original Estimate

Submitted Time  
Approved Time

☒ Hide Empty Tasks

**Step 4** → Get Report

Step 4: Press the Get Report button. The following message should appear:



Generating data for CSV export. This may take some time. Please wait. At the end of generation a popup suggesting to open or download report will appear.

**CSV format of the report:**

User, TaskId, Project Name, TimeMon, TimeTue, TimeWed, TimeThu, TimeFri, TimeSat, TimeSun

Where:

**User** - user login;

**Task Id** – ID of a work item from TFS or a virtual task;

**Project Name** – name of a project

**Time Mon** – total number of hours reported on Monday from selected date range in all the fields for time reporting;

...

**Time Sun** – total number of hours reported on Sunday from selected date range in all the fields for time reporting.



## 2.5 [“Review timesheets” page](#)

This page allows you to quickly verify whether time reported by Users is in accordance with their schedules and whether submitted time has been approved. Chose and click on the Review Timesheet section from the drop down menu to navigate to this page

The screenshot shows the 'Review Timesheets' page. At the top, there are four tabs: 'Timesheet', 'Timetable', 'Holidays', and 'Logout'. Below the 'Timesheet' tab, a dropdown menu is open, listing several options: 'View timesheets', 'Confirm timesheets', 'Project Report', 'Csv Export', 'Review Timesheets' (which is highlighted with a red box), and 'Expand Timesheets'. To the right of the dropdown, the text 'eets' is visible. Further right, there is a navigation bar with links: '< Previous week | Today | 12 - 18 September | Calendar | Next week >'. Below the navigation bar, there are two dropdown menus. The first is labeled 'Users:' and shows '1 item(s) selected'. The second is partially visible and also shows '1 item(s) selected'. Below these, there is a section titled 'Columns to display' with two checkboxes: 'Timetable' and 'Submitted', both of which are checked.

Step 1: Chose the projects from the Project drop down menu

Step 2: Select the required users from the Users drop down menu

Step 3: Chose colums to display (check the box next to the appropriate field)

Step 4: Press the Get Report button



## Review Timesheets

< [Previous week](#) | [Today](#) | **12 - 18 September** | [Calendar](#) | [Next week](#) >

Alan White

**Projects:** 2 item(s) selected  **Step 1**

**Users:** 1 item(s) selected  **Step 2**

---

**Columns to display**

- ☒ Timetable
- ☒ Submitted
- ☒ Sent for Approval
- ☒ Approved

**Step 3**

---

☐ Hide rows with equal column values


**Get Report** **Step 4**

Once done you'll see the following report grid:



☐ Hide rows with equal column values

[Get Report](#)

 [Export to Excel](#)

User	Timetable	Submitted	Sent for Approval	Approved
<input type="checkbox"/> Select All				
<input type="checkbox"/> David Thompson	40	40	40	0
<b>Total</b>	<b>40</b>	<b>40</b>	<b>40</b>	0

Confirm Link

Confirm

If **Submitted** time doesn't match the **Timetable** it will be **highlighted in red**. The same will occur for **Sent for Approval** and **Approved** if they do not coincide with **Submitted** or **Sent for Approval**. Therefore, if user submits time in accordance with personal schedule and it actually gets approved by the manager, there will not be highlighted fields.

If you want to see only those Users who have issues with time reporting, set the **Hide rows with equal values** option and click the **Get Report button**. You can quickly navigate to the Confirm Timesheets page by selecting users whose time you want to approve and clicking the Confirm link.



## 2.6 “Expand timesheet” page

You can expand the time period during which user is allowed to report and edit time against a TFS Work Item. You may need it, for example, if a user started working on a task before it actually got into his/her timesheet (was assigned to him/her in TFS).

Chose and click on the Expand Timesheets section from the drop down menu to navigate to this page.

To expand the period a work item is available for time reporting:

Step 1: Specify Work Item ID;

Step 2: Select the user who needs to report time on this Work Item;

Step 3: Specify the period within which you want to make work item available for time reporting (use the drop down menu);

Step 4: Press the Get Weeks button.

The screenshot shows the 'Expand timesheets' page. At the top, there are navigation tabs: 'Timesheet', 'Timetable', 'Holidays', and 'Logout'. The 'Timesheet' tab is selected. In the top right corner, there is a logo for 'CHRONO TEAM EXPAND'. The main heading is 'Expand timesheets' with the name 'Alan White' below it. The form contains four fields with red arrows and labels indicating the steps:

- Step 1**: An arrow points to the 'Work Item ID' input field, which contains the value '37'.
- Step 2**: An arrow points to the user selection dropdown menu, which currently shows 'David Thompson'.
- Step 3**: An arrow points to the period selection dropdown menu, which is open and shows options: 'Select Period', 'Last Month' (highlighted), 'Last 2 Months', '2016', and '2015'.
- Step 4**: An arrow points to the 'Get Weeks' button.



You'll be redirected to the page where you can set the exact dates to expand the Work Item.

Step 5: Check the box next to the appropriate week(s);

Step 6: Press the Save Changes button.

## Expand timesheets

Work Item ID:

Title: Adm-CA-no-low-1-IR

Project: 710\_Tx\_Chrono

**Step 5**

- ☐ 7 - 13 November
- ☐ 31 October - 6 November
- ☐ 24 - 30 October
- ☐ 17 - 23 October
- ☐ 10 - 16 October
- ☐ 3 - 9 October

**Step 6**



[Save Changes](#)




[Save Changes](#)



## 2.7 Setting up holidays


This page allows administrators to set up dates that will be shaded in timesheet as holidays. Chose and click on the Holidays section in the left-hand menubar on top of the Home Page.

Step 1: Specify date by cliking on an "" icon and chosing date/month/year.

Step 2: Fill out the Description filed (typically the name of the holliday)


Step 3: Chose the location (sue drop down menu)

**NOTE:** that the list of **Locations** matches the locations configured in your Active Directory (AD). If you do not see required items in this list you, contact your network administrator.

Step 4: Click on the OK "" icon.




[Timesheet](#) [Timetable](#) [Holidays](#) [Logout](#)



## Holidays

Alan White


Year  Locations

Date	Description	Location	Actions
9/22/2016	Thanksgiving day	For all locations	

◀ Nov 2016 ▶

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Step 1****Step 2****Step 3****Step 4**

**NOTE:** To delete holiday just click the corresponding Delete “” icon.



## 2.8 “[Date transfers](#)” page

If your team needs to work retroactively in order to compensate a holiday, you can use the Transfer working days page to configure TX

Chrono appropriately:

Step 1: Select Holidays => Date Transfers from the drop down menu


Step 2: Use the From column to specify the day when your team is supposed to have a day off

Step 3: Use the To column to specify the day when your team is supposed to work instead

Step 4: Fill out the Description field


Step 5: Chose the location.

**NOTE:** that the list of **Locations** matches the locations configured in your Active Directory (AD). If you do not see required items in this list you, contact your network administrator

Step 6: Click on the OK “” icon.






[Timesheet](#) [Timetable](#) [Holidays](#) [Logout](#)



### Transfer working days

Alan White

Year  Location

From	To	Description	Location	Actions
11/24/2016	11/26/2016	Thanksgiving Day	For all locations	 
9/22/2016			For all locations	


Nov 2016

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

In users' timesheets TX Chrono will shade the "From" date as a holiday and display the "To" date as the working day. Weekly reported time and user's schedule will be adjusted automatically.




[Timesheet](#) [Timetable](#) [Holidays](#) [Logout](#)




## View my timesheet


Alan White


< [Previous week](#) | [Today](#) | **21 - 27 November** | [Calendar](#) | [Next week](#) >


 [Send for approve](#)

 [Save Changes](#)

Work Item	Status	Mo 21	Tu 22	We 23	Th 24	Fr 25	Sa 26	Su 27	Total
+ AdventureWorks (CMMI)									
+ Contoso (Scrum)									
+ Fabrikam (Agile)									
+ Out Of Office									
Total of 40									

 [Send for approve](#)

 [Save Changes](#)

**NOTE:** To delete holiday just click the corresponding Delete “” icon.



## 3. Synchronization

### 3.1 From TFS to TX Chrono synchronization

During configuration, TX Chrono subscribes to events from Team Foundation Server and reports any changes made to the time spent on a particular Work Item to TFS. Users log in to TX Chrono using a browser. TX Chrono synchronizes data stored in TX Chrono Database with information located in Team Foundation Server. Background synchronization runs approximately every hour and helps users keep the application's data up-to-date.

So when you add time the time will be added to the value of the appropriate field, when you remove time from the timesheet the value of the appropriate field will be decreased on the same number.

#### 3.1.1 From TX Chrono to TFS synchronization

When you change field value through TFS the synchronization will be performed according to the following rules:

1. Time will be reported for the person to whom the work item is assigned to.
2. If a timesheet of a person to whom the work item is assigned to is sent for approval on the current week the changes made via TFS will be rolled back.
3. If a timesheet is not sent for approval and the field value increased as a result of your changes the added time will be reported on the current date in the timesheet.
4. When you decrease the field value and the timesheet is not sent for approval the time will be removed from the current date to the start of the current week (Monday) while the needed number of hours will not be removed or all the reported time will be removed. In the former case the rest of hours will be added back to the field value.



## 4. Mail Notifications

E-mail notifications are configured through the Admin Interface. The detailed guidance can be found in TX Chrono Configuration Guide document

(sections 2.10). If all requirements are satisfied then notifications will be sent in the following cases:

- Employee (Contributor or Reader) sends Timesheet for approve to Project Administrator
- Project Administrator edits Employee's Timesheet
- Project Administrator declines Employee's Timesheet
- Project Administrator approves Employee's Timesheet
- Project Administrator unlocks Employee's Timesheet

**NOTE:** Notifications about all these actions will be accumulated and sent on daily basis.



#### 4.1 User sends timesheet for approval

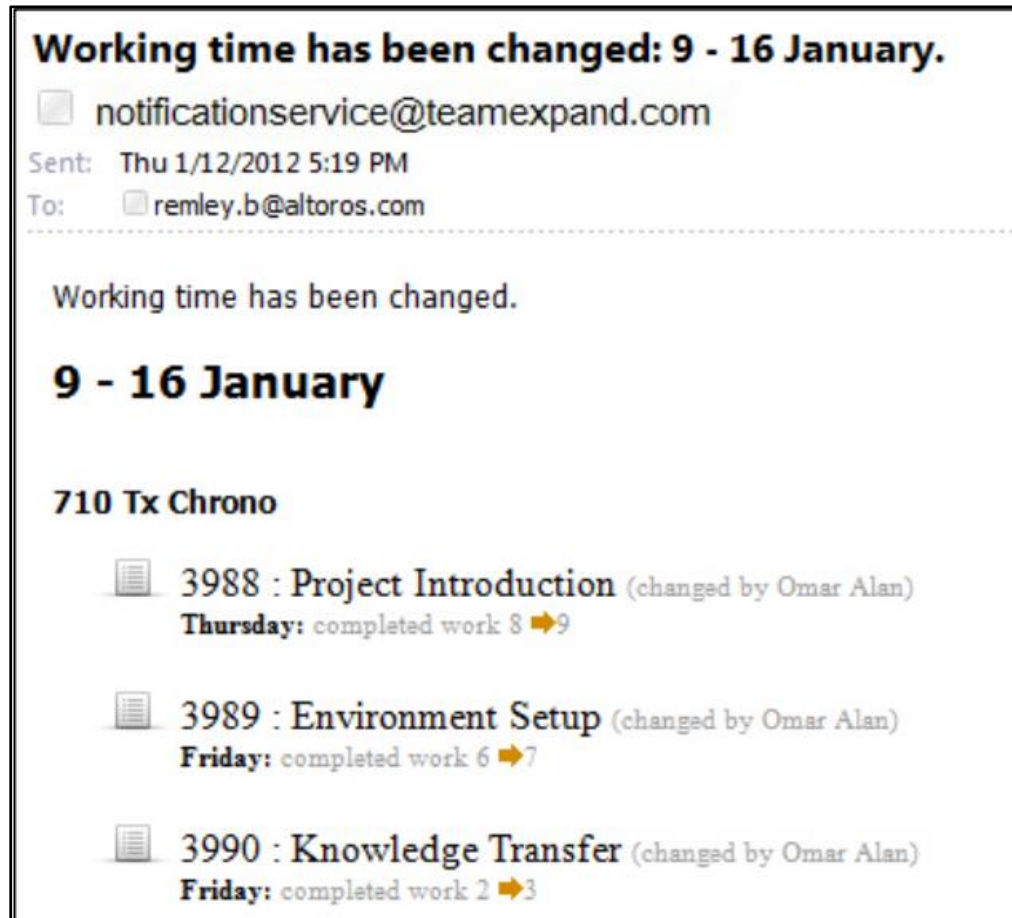
Once User sends his/her timesheet for approval all the other Users who are included into the Project Administrators group (optionally into Team Foundation Administrators Group) will receive an e-mail notification with time approval request as shown below:





#### 4.2 Project Manager edits the timesheet

When Project Manager makes any changes to the submitted timesheet, User will receive an e-mail notification as shown below:







#### 4.3 Project Manager approves the timesheet

When Project Manager approves the submitted timesheet, User will receive an e-mail notification as shown below:

**Working time status has been changed: 9 - 16 January.**

 notificationservice@teamexpand.com

Sent: Thu 1/12/2012 5:54 PM




To:  remley.b@altoros.com

---

The status of your working time has been changed.

**9 - 16 January**  
Reported 47 : Approved 47 : Declined 0

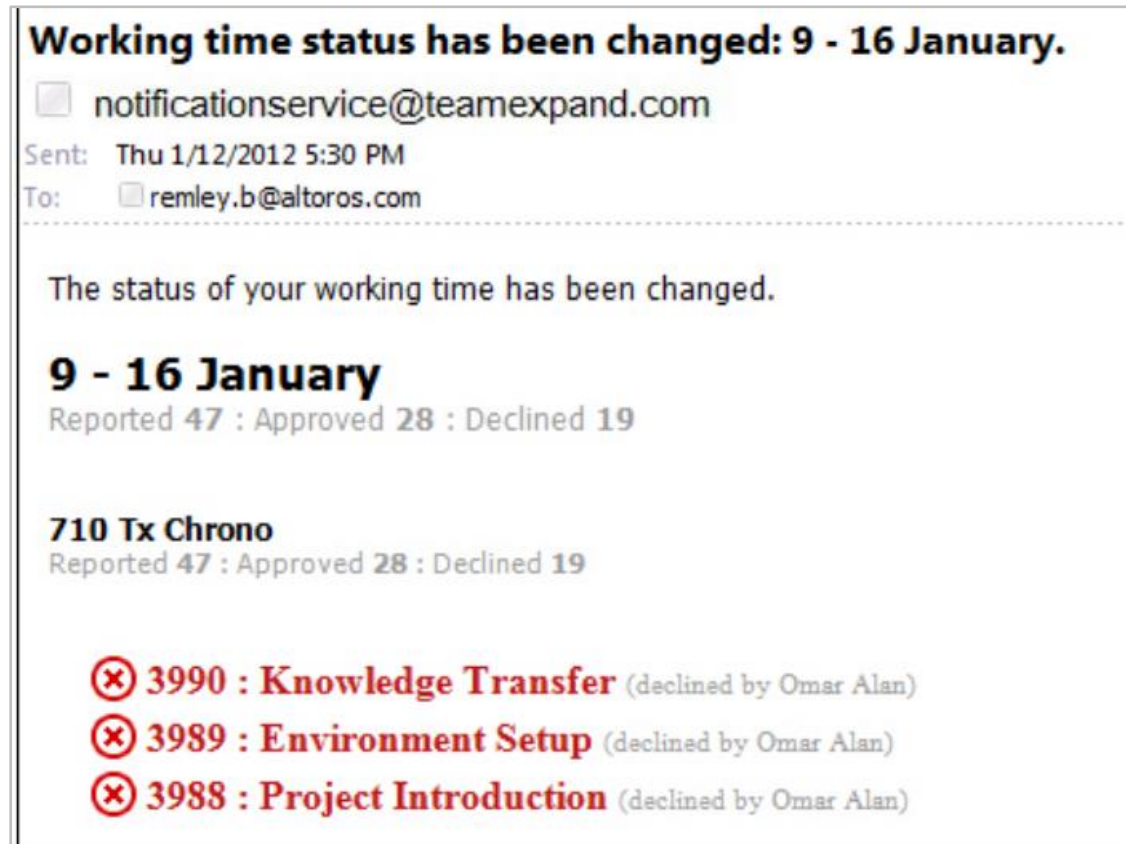
**710 Tx Chrono**  
Reported 47 : Approved 47 : Declined 0

-  3989 : Environment Setup (approved by Omar Alan)
-  3990 : Knowledge Transfer (approved by Omar Alan)
-  3988 : Project Introduction (approved by Omar Alan)



#### 4.4 Project Manager declines the timesheet

When Project Manager declines the submitted timesheet, User will receive an e-mail notification as shown below:





#### 4.5 Project Manager unlocks the timesheet

When Project Manager unlocks the submitted timesheet, User will receive an e-mail notification as shown below:

**Working time status has been changed: 9 - 16 January.**

☐ notificationservice@teamexpand.com

Sent: Fri 1/13/2012 11:32 AM

To: ☐ remley.b@altoros.com

---

The status of your working time has been changed.

**9 - 16 January**  
Reported 47 : Approved 23 : Declined 24

**710 Tx Chrono**  
Reported 47 : Approved 23 : Declined 24

**⊗ 3989 : Environment Setup** (declined by Omar Alan)

**⊗ 3990 : Knowledge Transfer** (declined by Omar Alan)

**⊗ 3988 : Project Introduction** (declined by Omar Alan)



## 5. Managing Licensed Users

TX Chrono allows to delete, edit and add new Users within the total license capacity of your subscription plan (for example, if you have 100 licenses you can delete old Users and add new ones as long as you keep the total number of licenses under 100).

**Note:** Licensed users managing functionality was introduced in the 1.5.4 release. If you use earlier TX Chrono version please contact our support team [support@teamexpand.com](mailto:support@teamexpand.com).

To manage TX Chrono licensed Users you need to have the rights of TX Chrono Administrator (by default members of the Team Foundation Administrators TFS group are TX Chrono administrators). Licenses can be managed through the Administrator interface.

Step 1: Navigate to Licenses -> Licensed Users





**Step 2:** On the Licensed Users page you can explicitly specify who can use TX Chrono by unchecking correspondent checkboxes in front of users' names who are not supposed to use the application anymore:



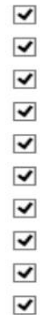
## Licensed users

160 active users of 160

### User Login

vitaliy.bredni  
pavel.stilinski  
anton.dziga  
tatjana.therachina  
yulia.bolshakov  
vitaliy.malin  
egor.yevseyev  
dmitry  
mikhail.mironov  
dmitry.kryazhev

### Active



1 2 3 4 5 6 7 8 9 10 ...

**NOTE:** This User list includes Users who have at least once logged in to TX Chrono.

Once you chose the appropriate Users you'll see the following notification before you actually delete them:

