



Employee Self-Service: Project Overview

- Time-sheet registration for projects
- Ideal for internal employees as well as external consultants
- Intranet/extranet application
- Access anywhere; only a browser and internet connection needed
- Flexible range of time-registration options
- Project-hierarchy structure
- Linked with Project Management and Human Resources modules
- Time sheet registration on daily, week, monthly basis
- Streamlines process of generating invoices for time and materials
- Easy to generate reports for time usage and costs for projects

Employee Self-service: Project

Presenting the Navision Axapta Employee Self-Service: Project web application

The Employee Self-Service: Project web application enables employees and consultants to register time used on projects.

This application is ideal for companies that want to simplify and streamline the process of registering time and materials for projects and subsequently generating invoices and/or reports for time usage and costs.

The key capabilities provided by the Employee Self-Service: Project application include:

- Easy to set up new users and projects
- Flexible user interface for time registration
- Easy to generate invoices and reports for projects

The above capabilities are described in this fact sheet.

Part of an integrated enterprise solution

Like all web applications available from Navision, the Employee Self-Service: Project application is fully integrated with the core Navision Axapta system.

This means that all data and functionality in your particular Navision Axapta system are immediately accessible to the Employee Self-Service: Project application.

Using the powerful web tools delivered with Navision Axapta, it's easy to adapt and extend the Employee Self-Service: Project application to meet specific

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requirements. It takes just minutes to modify functionality and make new enhancements available to users across the system.

Easy to set up new users and projects

The Employee Self-Service: Project web application makes it easy for managers to set up new users and projects. To simplify this process, the application extends functionality provided by the core Navision Axapta system.

Built on Human Resources and Project Modules

The Employee Self-Service: Project web application builds on capabilities provided by the Navision Axapta Human Resources module and Project module.

Typically, all employees that work on projects are already registered in the Human Resources module. In addition, all projects are typically registered in the Project module. Consultants that work on projects are registered in either both modules or just the Project Module.

Using this approach, basic information about project

Employee Self-Service

Start page | Info | Help

Find customer: Go

System

- Inquiries
 - Periods
 - Journal approval
 - Web journal
 - Hour journal
 - Project list
- Setup
- Test

Project periods - Employee

List of the periods set up for you. For each individual period you can also see regular hours according to the calendar, the quantity of hours registered in journals, and the quantity of posted transactions.

Start	End	Calendar	Web journal	Journal	Posted	Balance
04-09-2000	10-09-2000	0,00	0,00	0,00	0,00	0,00
11-09-2000	17-09-2000	0,00	0,00	0,00	0,00	0,00
18-09-2000	24-09-2000	0,00	0,00	0,00	0,00	0,00
25-09-2000	01-10-2000	0,00	0,00	0,00	0,00	0,00
02-10-2000	08-10-2000	0,00	0,00	0,00	0,00	0,00
09-10-2000	15-10-2000	0,00	0,00	0,00	0,00	0,00
16-10-2000	22-10-2000	0,00	0,00	0,00	0,00	0,00

Period - Inquiry

From date: 01-09-2000

To date: 19-10-2000

OK

@SYS68789

Powered by Damgaard Axapta

Local intranet

Employees can check all projects they work on and register hours directly via a browser.

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participants and projects is entered only once in the system and is easily accessible to the Employee Self-Service: Project application as well as for back-office purposes. This includes invoicing and cost analysis.

Takes just seconds

When a new project is established or new participant is ready to join a project, it takes just seconds to set up the necessary information so that time registration via the web can take place.

Either a manager assigns participants to projects or participants assign themselves to projects. To specify the project, the user clicks Setup in the Employee Self-Service: Project application. From there, the list of current projects (that have been set up in the Project module) are accessible. Here project participants can be assigned to particular projects.

Cost and sales price can be set up for the project category, or by employee number, by project number, or any combination thereof. The cost or sales price applied will be the price with the highest level of detail. Prices are automatically applied when you enter transactions in an hour journal.

Flexible user interface for time registration

The Employee Self-Service: Project application is designed to simplify and expedite the process that each project participant goes through when registering time usage and costs for projects. A key time-saver is the personal projects list.

Personal projects list

Each project participant can set up his or her own personal projects list. Using this list, users can not only quickly register time used for each project, but users can also easily sort and arrange projects to make it easy to find a particular project and enter precisely the time-usage and cost information that is necessary.

Various levels of detail

Individual users have the flexibility to specify various levels of detail about the time and cost information they enter. For example, if required, only hours used per day, week, or month can be entered. Or, when necessary, the hours used for activities and sub-activities can be entered.

In addition, travel-related costs can be entered and costs for materials can be entered.

Online help

Extensive online help is provided to assist users with questions they may have about how to enter time and cost usage, as well as how to navigate in the Employee Self-Service: Project application.

Easy to generate invoices and reports for projects

Once hours are entered for particular projects, these hours must be transferred to the appropriate journal in the Project module. This takes just seconds.

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Once in the Project module, the information can be used for generating invoices for external projects, generating reports regarding time usage, and for performing cost analysis.

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