Manual



Mobile timesheet

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Mobile timesheet

1. Getting started

The mobile timesheet lets you record your hours on a phone, as you finish a task, instead of collecting them until you are back at a desk. It covers time recording only — expenses, approvals, projects and reports stay in the desktop application (see §8).

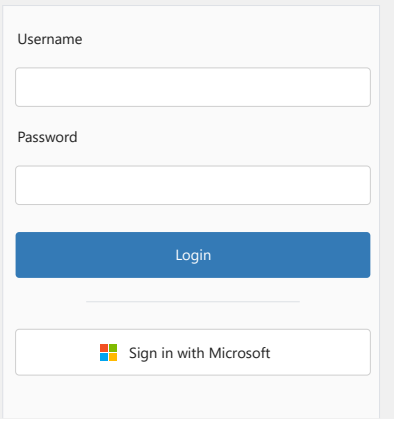
1.1 Opening the mobile timesheet

The mobile timesheet is a web application. Open it in the phone browser under the `/myparm/m` path of your myPARM installation; it works on iOS and on Android, and there is nothing to download from an app store.

For quicker access, save the address as an icon on the home screen of your device. That icon is a browser bookmark — the application is not installed on the phone and does not work without a network connection.

1.2 Logging in

Enter your **Username** and **Password** and press **Login**. Where Microsoft Entra ID is configured for your installation, the screen also offers **Sign in with Microsoft**, set apart by a line — press that one instead to authenticate with your corporate account. When a login fails, a message is displayed and you can try again.



Four conditions have to be met before the mobile timesheet opens: your myPARM user must be active, you must be currently employed, your installation must hold the TET licence, and you must have the access right for the timesheet.

1.3 Finding your way around

The header names the view you are in. The **menu button** on its left opens the navigation drawer, which holds the **Timesheet** entry. The **initials button** on its right shows your name and the **Logout** command.

Inside the date, activity and details screens you can swipe to the right to go one step back. That is the same as pressing **Cancel**.

Language, date format and decimal separator follow the culture settings of your user profile in the desktop application.

How an activity name is put together — which of project, PLA and activity is shown, and whether each appears as its name, its short form or its number — follows the application setting `Mobile.Timesheet.ActivityFormat`. The figures in this manual show the project name and the activity name.

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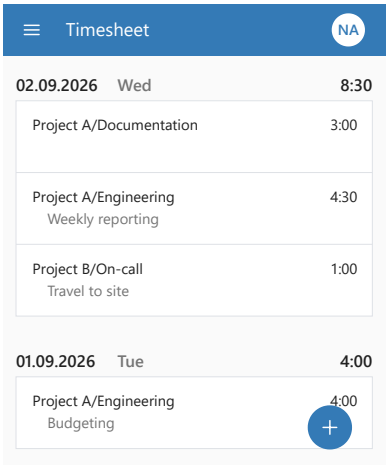
2. The timesheet list

After logging in, the timesheet opens on the entries of the current and the previous calendar week — from the Monday of the previous week to the Sunday of the current one — grouped by day, most recent day first.

Each day group is headed by the date, the weekday and the total of that day. Each entry shows the activity, the comment and the recorded duration. An activity name too long for the row is shortened with an ellipsis.



Load more, at the end of the list, loads earlier entries. The same button is shown in the middle of the screen when there is no data at all.

The whole entry is clickable: tap it to open its details (see §4). Entries that can no longer be changed are shown in grey (see §6).

The blue + button in the bottom right corner starts a new entry.

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3. Recording time

Press the + button to start a new entry. You are taken through three steps — date, activity, details. **Cancel**, or a swipe to the right, takes you one step back.

Several entries per day and per activity are allowed. The sum of all entries of one day cannot exceed 24 hours.

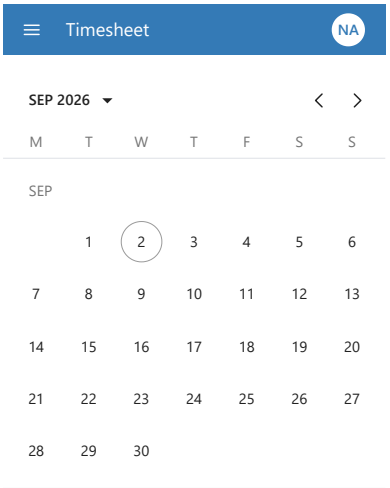
3.1 Choosing the date

The calendar opens with today pre-selected. Only dates you are allowed to book on can be picked. A date is selectable when it lies

- in an open period — not in a closed or a temporarily closed one,
- after the date up to which your entries have been completed by you or approved by the project leader, and
- inside one of your employment periods.

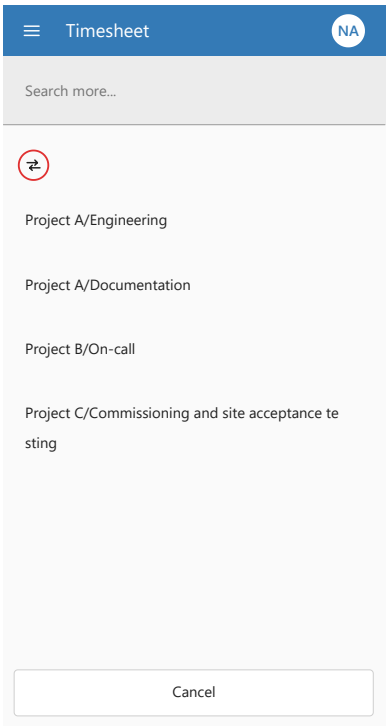
The earliest date you can pick is therefore the later of two dates: the start of the first period that is not closed, and the day after your last completed or approved day.

Employment periods that ended before that date are not offered at all, and a period without an end date stays open into the future. If you have two employment periods — say 01.01.2024 to 31.08.2024 and 01.12.2024 onwards — you can select dates inside either of them, as far as the period and approval limits allow, but nothing between 01.09.2024 and 30.11.2024.



3.2 Choosing the activity

Once the date is set, the activity list opens. It offers the activities of the entries currently loaded — that is, the ones you booked on in the weeks the list has loaded, so it grows as you load more weeks. The **repeat** icon, marked in red in the figure, heads this list of activities you have used before.



Only activities that are valid on the date you chose and that are not restricted for you are offered. An activity appears when

- it is a leaf activity of the project structure,
- the date of the entry falls between the activity's start and end date,
- the project is active and the PLA is open,
- time entries are allowed on it, and
- no TET restriction excludes you — where the team checkbox is set you must be a member of the team, and where the org unit checkbox is set you must be assigned today to one of the marked org units.

Deleted and draft activities are never offered. Only activities of the project's active version are shown, so an activity deleted in a later version is not offered even though the first version still holds it.

To book on anything else, use **Search more** and type part of the name. The list refreshes as you type, and it is searched on the format defined by `Mobile.Timesheet.ActivityFormat`. The ✕ button empties the search box.

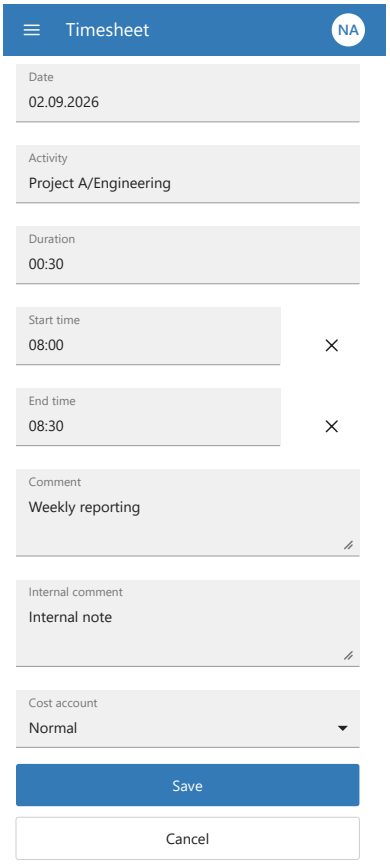
When nothing matches, the message *No activities were found matching your search* is displayed.

Tap an activity to select it. The selected activity is highlighted.

3.3 Filling in the details

The details page opens with the date and the activity already filled in.

Field	Behaviour
Date	Read-only. To record on another date, cancel and start again.
Activity	Tap the field to return to the activity list and pick a different activity.
Duration	Time picker. Preset to 30 minutes. Must be a multiple of the minutes precision of your installation, and at most 23:59.
Start time	Time picker, optional — mandatory when the activity requires start and end time. Clear it with the ✕ beside it.
End time	Time picker, optional — mandatory when the activity requires start and end time. Clear it with the ✕ beside it.
Comment	Free text over several lines, of limited length. Mandatory when the activity requires a timesheet comment.
Internal comment	Free text over several lines, of limited length, for your own use.
Cost account	Selection list, mandatory. Prefilled where a default is available (see §3.5).

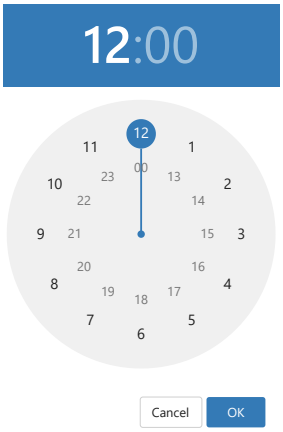


Both comment fields are ordinary text fields, so the dictation function of your phone keyboard can be used to fill them in.

Save stores the entry. It becomes active only once something has been changed and every mandatory field holds a valid value; a field that is not valid shows the reason directly under it. **Cancel** discards the entry, and asks for confirmation if you had already changed something (see §7).

3.4 Duration, start time and end time

All three are set with the same 24-hour time picker: choose the hours, the picker switches to the minutes, then confirm with **OK**.



The three values are kept consistent for you — enter two of them and the third is calculated:

You have already	You then set	The application recalculates
Duration	End time	Start time
Duration	Start time	End time
Start time	End time	Duration
Start time	Duration	End time
End time	Start time	Duration
End time	Duration	Start time
Duration, start and end	Duration	End time
Duration, start and end	Start time	End time

The pickers only offer values that keep the entry inside a single day. Clearing the duration also clears the start and the end time.

3.5 Cost account

Every time entry needs a time cost account. The field is prefilled from the first of these that supplies a value:

1. the default cost account of the selected activity, or of its PLA,
2. your default timesheet cost account from *myDefaults* in the desktop application,

3. the default from the administrator setting `Mobile.Timesheet.DefaultCostAccount`.

If none of them supplies a value — or the value found is inactive, not TET-relevant, or restricted for you — the field stays empty, is marked as required, and **Save** stays inactive until you pick an account yourself.

The selection list holds the active, TET-relevant cost accounts you are entitled to. Whether an account is offered depends on its own attribute — own, foreign or all — together with the attribute of your employment model in HR:

Employment model HR / cost account	TET relevant, active	TET irrelevant, active	TET relevant, inactive	TET irrelevant, inactive
own / own	visible	hidden	hidden	hidden
foreign / own	hidden	hidden	hidden	hidden
own / foreign	hidden	hidden	hidden	hidden
foreign / foreign	visible	hidden	hidden	hidden
own / all	visible	hidden	hidden	hidden
foreign / all	visible	hidden	hidden	hidden

On an entry that already exists, the account it was booked on is shown as well, even when it is no longer available, so that the entry can still be read.

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4. Changing an entry

Tap an entry in the timesheet list to open its details straight away — the date and activity steps are skipped. Everything except the date can be changed, the activity included. **Save** stores the change; **Cancel**, or a swipe to the right, returns you to the list and asks for confirmation if there are unsaved changes.

If somebody else changed or deleted the entry in the meantime, a message is displayed and the list is reloaded, so that you always work on current data.

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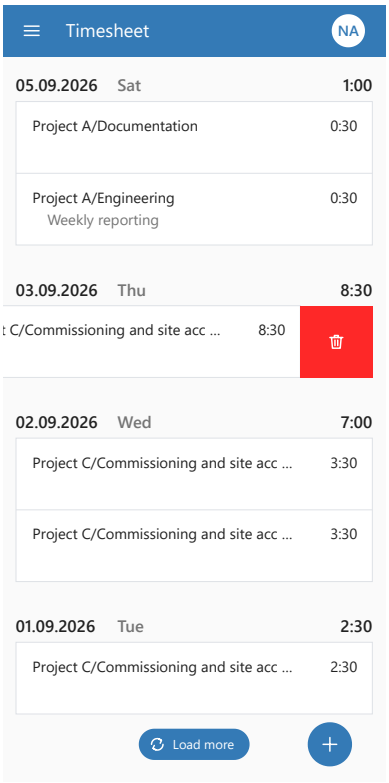
5. Deleting an entry

Swipe the entry in the timesheet list to the left or to the right; the two short red marks at the edges of a row show that both directions work. A red bin appears at the edge of the row — tap it and the entry is deleted, confirmed by a short vibration.



There is no confirmation question, so swipe carefully. If you swiped by mistake, wait — the bin disappears again after three seconds.

Deleting is refused when

- the activity belongs to a closed or a temporarily closed PLA, or to a project that is not active;
- the entry is approved by the project leader, invoiced, imported, or marked as a correction;
- the date falls in a closed or a temporarily closed period, in a time you have marked complete, or in a time approved by the organisation leader; or
- the entry is not yours.

An entry that can no longer be changed cannot be swiped at all (see §6).

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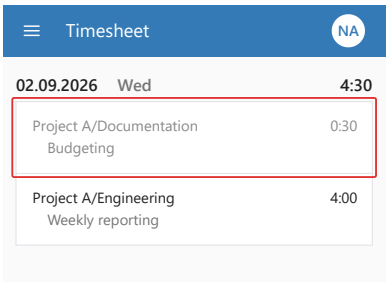
6. Entries that can no longer be changed

Some entries are final. They stay in the list, in grey, and can be opened and read, but they carry no **Save** button and cannot be swiped for deletion. The figure marks one of them in red.



An entry is read-only when

- the entry itself is invoiced, approved by the project leader, imported from a connected interface, marked as a correction, or negative;
- its date lies in a closed or a temporarily closed period, in a time you have marked complete, or in a time approved by the organisation leader; or
- its activity belongs to a closed or a temporarily closed PLA, to a project that is not active, to an activity on which time entries are not allowed, or to a project restricted for you by TET rules.

Appendix A lists these conditions with what each of them means.

Two cases lock part of the entry only:

- On an entry whose duration is negative, or 24 hours or more, the duration, start time and end time are locked, while the comment, the internal comment and the cost account can still be changed. Entries like these are created by a TET-Admin in the desktop timesheet.
- Where the minutes precision of your installation is a quarter or a half hour and the entry holds a duration that does not fit it — 0:13, for example — the duration field alone is disabled.

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7. Leaving a screen without saving, and logging out

When you leave a details screen without saving — with **Cancel**, with a swipe to the right, by navigating away, or by logging out — a confirmation is displayed:

> Are you sure you want to leave without saving? All of your changes will be lost.

Yes discards the changes, **No** keeps you in the entry.

To log out, press the **initials button** in the top right corner and then **Logout**. The login screen is displayed again.

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8. What the mobile timesheet does not cover

Not on the phone	Where to find it
Expenses and expenditures	Desktop, TET module — see the TET manual, §4 and §7
Balances — work time, duty, working-time balance, holiday balance	Desktop timesheet
Favourites, default comments and default cost accounts	Desktop, *myDefaults*
Recording hours for another employee	Desktop, TET-Admin and TET-Manager
Project approval and organisation approval	Desktop, TET module
The schedule view and the reports	Desktop, TET module

Appendix A — Why an entry can be locked

An entry can be read-only, and deleting it can be refused, for any of the following reasons.

Condition	Meaning
Closed period	The accounting period is closed.
Temporarily closed period	
Closed PLA	The project element is closed.
Temporarily closed PLA	
Approved by the organisation leader	
Approved by the project leader	
Day marked complete	By the employee.
Invoiced	The entry has been invoiced.
Imported	The entry came from an external system.
Correction entry	A negative duration, or 24 hours or more. Created by a TET-Admin in the desktop timesheet.
Outside the activity dates	The day falls before the activity starts or after it ends.
Outside the employment period	
Time entry not allowed on this activity	
Access restricted	You are not permitted to see this activity.
Project inactive	

Appendix B — Settings that vary per installation

The following behaviour is configured per customer, so it may differ from what this manual describes:

- **Minutes precision** — durations may be restricted to whole minutes, quarter hours or half hours (§3.3, §6).
- **Activity name format** — the setting `Mobile.Timesheet.ActivityFormat` decides which of project, PLA and activity is shown, and whether each appears as name, short form or number (§1.3).

- **Default cost account** — the setting `Mobile.Timesheet.DefaultCostAccount` supplies the account used when neither the activity nor your *myDefaults* does (§3.5).
- **Comment required** and **start and end time required** — set per activity (§3.3).
- **Available cost accounts** — restricted by your employment relationship, which is why some accounts may be missing from the list (§3.5).
- **Microsoft Entra ID** — the **Sign in with Microsoft** button appears only where single sign-on is configured (§1.2).
- **First day of the week and date format** — taken from the culture settings of your user profile (§1.3).
- **Interface language and labels**, which come from the translation dictionary.

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