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PMLineHours 2.5 User Manual

Table of Contents

Installation	2
Pre-Requisites	2
Single User Installation.....	2
Multi User Installation.....	2
Setup And Operation.....	2
First Start-up	2
Quick Find	2
Navigation, Editing and Record Deletion in List Forms	3
Data Entry.....	4
Employees	4
Addresses.....	5
Calendar.....	5
Orders.....	6
Budget.....	7
PD + Exp	8
Company.....	9
Time and Expense Recording	10
Expense Recording	11
Miscellaneous Costs.....	12
Export PDA / Import PDA.....	12
Visa.....	12
Reports	13
Create Time Sheet	13
Create Expense Sheet.....	13
Controlling	13
Monthly Overview	13
Invoicing.....	13
Payment Entries	14
Reminders	14
Auxiliary Functions.....	14
New DB.....	14
Data Link	14
Replication	15

Installation

Pre-Requisites

PMLineHours requires a preinstalled version of Microsoft Access XP (2002) or later, either full or runtime version. Alternatively a version including Access 2003 Runtime is available. For full functionality Microsoft Excel XP and Word XP or later are required. Optionally a version for Microsoft Office 2000 may be obtained.

Included in the download version are the Excel and Word libraries, these are however insufficient to execute functions which require Excel or Word. They merely serve to avoid error messages due to missing libraries.

Single User Installation

Double-click the downloaded file to extract it to your "Temp" directory. Locate the file **setup.exe** in your "Temp" directory and double-click it to start installation. By default, the application will be installed into "C:\Program Files\PMLineHours" and the data and templates into "C:\Program Files\PMLineHours\Data".

Multi User Installation

The installation on each workstation is identical to the single user installation. Then create a data folder with full access rights for all users on your data server. Move the **SampleData.mdb** and the Word and Excel Files from one of the local data folders to the folder on the server. You may then delete all "...Data" folders on the workstations.

Setup And Operation

First Start-up

In general the application starts with an error message on the first start-up.

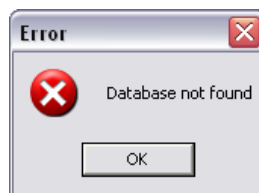



Figure 1: Start-up error message

Confirm with *OK* and locate the file **SampleData.mdb** in the following window. By default it is in the folder "C:\Program Files\PMLineHours\Data".

Quick Find

In several forms you will find the *Down-Arrow* icon to the right of a standard input field as in **Pers. ID** . When you press this arrow, a list will pop up, allowing you to select a record.

Navigation, Editing and Record Deletion in List Forms

Allocation				
Tuesday, 07/06/2005				
Order	PD	Hours	Activity	
▶ 101	51	3.00	Datenüberprüfung (Fehler WBS), Updates EPM3 &	
101	51	0.25	Überprüfung Rechdetabelle	
*	1	0.00		

Record: 1 of 2

Figure 2: Navigation / Editing / Deletion

- To navigate use the buttons at the bottom of the form or the scroll bar at its right.
- To edit click in the field you want to edit.
- To add a record, enter data in the empty record at the end of the list. In long lists, clicking will jump to the first field of a new record.
- Records will be saved automatically, when
 - you go to a different record;
 - you click on the grey square at the left of the record (the icon will change to);
 - close the form.
- To delete a record click on the square at the left of the record and press the "Delete" key. Confirm the warning message.

Data Entry

Employees

Fill out all fields of the start form:

Figure 3: Start form

If you intend to use the cost controlling functions, press *Employee List* and fill in the remaining data. The password to access this list is in the file **DefaultPassword.txt**, which may be found in the data folder.

ID	First Name	Surname	Ini	Password	Empl.	Dep.	Standard Rate	Entrance	Leaving	Holiday Balance	Flexitime	Ini Sup.
1	Walter	Hofmann	WH	**	100%	PMLine	0.00	01/04/2005		0.00	17.25	
2	Lynn	Pritchard	LP		100%	PMLine	0.00	01/04/2005		0.00	0.00	WH
*							0.00			0.00	0.00	

Figure 4: Employee List

The field "Password" is only required for superiors who authorise the monthly time-sheets. If the password has been set, any modification here will be undone. Password modification is possible in the "Visa" window only.

The field "Standard Rate" contains the standard hourly rate for the employee. It can be overwritten in the in individual orders.

The fields "Holiday Balance" and "Flexitime Balance" contain the remaining holidays for the current year (in hours) and the flexitime on the first day of the current month.

The field "Ini Sup." contains the initials of the superior who authorises the monthly timesheets.

Addresses

The addresses table contains all client addresses, but can be used for other addresses as well.

The screenshot shows a software window titled "Addresses". At the top, there are navigation buttons (back, forward, search, etc.). Below the title bar, the form is organized into several sections:

- Number:** 269434368 (highlighted in red)
- Company 1:** Emil Artishauser (Zürich) AG
- Company 2:** (empty)
- Company 3:** (empty)
- Title:** Mr
- Title Ext.:** (empty)
- First Name / Name:** Erwin Hauer
- Street:** Holzacherstrasse 78
- Country / City / Zip:** CH Schlieren 8952
- POB / City / Zip:** (empty)
- Search Term:** EMIL ARTIS
- Salutation:** Dear Erwin
- Telephone Private:** 044
- Telephone Company:** 044
- Fax Private:** 044
- Fax Company:** 044
- Mobile:** (empty)
- Category:** Client
- E-Mail:** erwin.hauer@artishauser_zh.ch
- Internet:** (empty)
- VAT Nr.:** 250 122

Figure 5: Addresses

- First define titles (button *Titles*) and categories (button *Categories*).
- Then start entering the addresses
- Use the "POB / City / Zip" fields to enter p. o. box and city / zip if different from the street address.
- The search term and salutation fields are filled in automatically. Both may be overwritten.
- By clicking the envelope icon the e-mail application will be opened, allowing to send e-mails from within PMLineHours directly.
- To search for some address first click inside the field you want to search and then press the field-glasses button.

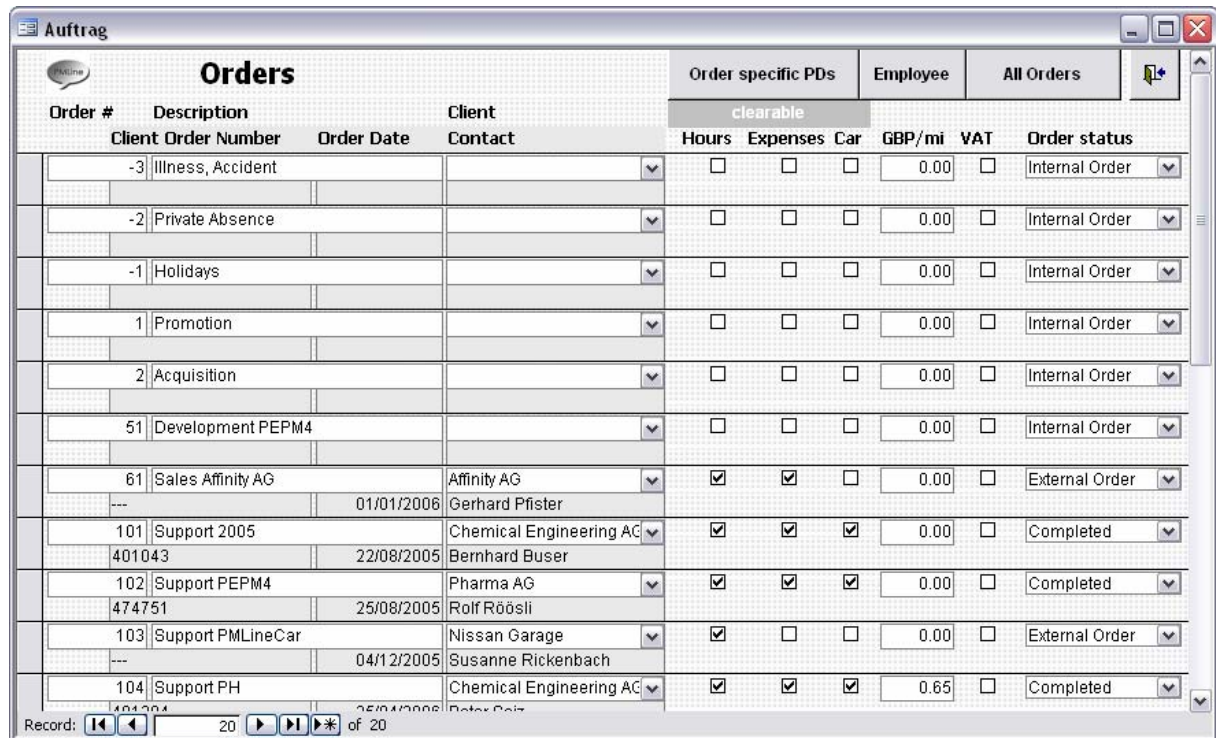
Calendar

This form allows you to define the monthly nominal work hours. The % values indicate the degree of employment.

- Enter the hours in decimal format in the 100% column, all other columns will be filled automatically
- When nearing the end of the current year, press *Generate Calendar 20xx* to generate next year's calendar.

Orders

New orders are opened in the form below:



Orders				Order specific PDs	Employee	All Orders				
Order #	Description	Client		clearable						Order status
Client Order Number	Order Date	Contact		Hours	Expenses	Car	GBP/mi	VAT		
-3	Illness, Accident			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	Internal Order	
-2	Private Absence			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	Internal Order	
-1	Holidays			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	Internal Order	
1	Promotion			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	Internal Order	
2	Acquisition			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	Internal Order	
51	Development PEPM4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	Internal Order	
61	Sales Affinity AG	Affinity AG		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	External Order	
---		Gerhard Pfister	01/01/2006							
101	Support 2005	Chemical Engineering AC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>	Completed	
401043		Bernhard Buser	22/08/2005							
102	Support PEPM4	Pharma AG		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>	Completed	
474751		Rolf Rösli	25/08/2005							
103	Support PMLineCar	Nissan Garage		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	External Order	
---		Susanne Rickenbach	04/12/2005							
104	Support PH	Chemical Engineering AC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.65	<input type="checkbox"/>	Completed	
401204		Peter Reiz	25/04/2006							

Figure 6: Orders

Orders with a negative order number are used for absences of the employee; positive numbers are used for internal and external orders.

The column GBP/mi indicates the car expense rate in GBP per mile.

Currently, five order statuses are defined:

- o Offer < 80%: Offer with a realisation probability of < 80%
- o Offer > 80%: Offer with a realisation probability of > 80%
- o Internal order
- o External order
- o Completed

You can open "orders" even before the actual order has arrived, i.e. when they are still open offers, to better estimate future workload. Assign these a temporary order number. You can change it anytime later.

- Press *All Orders / Ongoing Orders* to toggle between them.
- If you need a special sub-order classification, press the *Order specific PDs* button and enter the partial deliveries. The same numbers as the general numbers may be used (see Chapter PD + Exp).
- Press the *Employee* button to assign the employees to the selected order.

Employee	Rate [GBP/h]	Budget [h]	Actual Expense	Rem. Budget [h]	Budget [GBP]	Rem. Budget [GBP]
Hofmann Walter	50.00	300.00	264.50	35.50	15,000.00	1,775.00
Pritchard Lynn	29.00	20.00	0.00	20.00	580.00	580.00
	0.00	0.00	0.00	0.00	0.00	0.00

Record: 3 of 3 (Filtered)

Figure 7: Employee Assignment

- Select the employee from the list
- Enter the rate if different from the standard rate
- Enter the budgeted work in hours

Budget

The budget form serves to plan and control the work hours. Expenses and other cost are not considered.

The budget can be set up by employee and partial deliveries. The total is then calculated.

Order	PD	Budget [h]	Budget [GBP]	Actual Exp. [h]	Earned Value [GBP]	Rem. Budg. [h]	Rem. Budg. [GBP]
103	51	3.00	144.27	0.75	2.25	103.05	
103	53	12.00	577.09	9.75	2.25	103.05	
103	71	1.00	48.09	1.50	0.00	0.00	
103	72	6.00	288.55	7.50	0.00	0.00	
103	54	0.00	0.00	0.00	0.00	0.00	
* 103	0	0.00	0.00	0.00	0.00	0.00	
Sum		22.00	1,058.00	19.50	4.50	206.10	

Order	Name	Rate [GBP]	Budget [h]	Budget [GBP]	Actual	Rem. Budg. [h]	Rem. Budg. [GBP]
103	Walter Hofmann	50.00	20.00	1,000.00	12.00	8.00	400.00
103	Lynn Pritchard	29.00	2.00	58.00	0.00	2.00	58.00
103		0.00	0.00	0.00	0.00	0.00	0.00
Sum		22.00	1,058.00	12.00	10.00	458.00	

Figure 8: Budget

The status date is automatically set to the last day of the previous month. Actual hours of the current month are not considered.

Budget overruns are shown on red background colour.

- Every ongoing order has to be opened separately to update it.
- Press *Resource Load Plan* to enter the planned monthly load.

Order	Actual		Plan												Sum Plan		
	2007		5	6	7	8	9	10	11	12	2008	1	2	3		4	5
103			0.75	0.00	0.75	0.75	0.75	0.75	0.75	0.75	0.00	0.00	0.00	0.00	0.00	0.00	4.50
																	4.50
Hofmann			0.75	0.00	1.00	0.50	0.50	0.50	1.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	4.00
Pritchard			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.50
*			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Figure 9: Monthly Budget

The form always shows the last 2, the current and the next 11 months.

The top row contains the linear distribution of the remaining hours until the planned finish date (here Dec 07).

The table below can be used to plan the monthly hours for each employee involved in an order.

- Pressing *Graphic selected Employee* or *Graphic all Employees* opens the Excel file **Auslastung.xls**, showing the planned load as entered in the monthly budget form.

PD + Exp

In the PD (partial deliveries) and Exp (expenses) form you can predefine general codes to assign work hours and expenses. The code "0" for "Absences" is reserved; all others can be defined according to your needs.

Project specific partial delivery codes can be entered in the "Orders" form.

Partial Deliveries		Expenses			
PD	Description	Exp.	Description	VAT	Category
	Absences	1	Car 0.50/mile	0.00%	Car
1	Various Activities	2	Travel abroad	0.00%	Expenses
51	Diverse Aktivitäten	3	Travel domestic	0.00%	Expenses
52	Datenerfassung	4	Meals	0.00%	Expenses
53	Programmierung	5	Hotel	0.00%	Expenses
54	Manuels	6	Parking	0.00%	Expenses
61	Sitzungen	11	Literature	0.00%	Expenses
62	Bedienung EPM	12	Copies	0.00%	Expenses
63	Projekt- und Stammdaten	31	Licenses	0.00%	Expenses
64	Schulung	49	Various costs	0.00%	Expenses
71	Telefonsupport	51	Auto CHF 0.65/km	0.00%	Car
72	Support via Citrix	52	Auslandreisen	0.00%	Expenses
73	E-Mail Support	53	Inlandreisen	0.00%	Expenses
*		54	Verpflegung	0.00%	Expenses
		55	Hotel	0.00%	Expenses
		56	Parking	0.00%	Expenses
		61	Literatur	0.00%	Expenses
		99	Diverse Kosten	0.00%	Expenses
		*			

Figure 10: Partial Deliveries and Expenses

Company

This form contains the user data for your company:

User Data													
Company Name	PMLine Ltd												
Street	3 Burghfield Bridge Close												
City Zip	Reading RG30 3XL												
Signee	Walter Hofmann												
Function													
E-Mail	info@pmline.co.uk												
VAT Number													
Registered Office													
Time for 1st Reminder	30 Days												
Time for 2nd Reminder	45 Days												
Start Month of Financial Year	5												
Currency	GBP												
Distance Unit	mi												
Admin Password	****												
<table border="1"> <thead> <tr> <th colspan="2">VAT Rates [%]</th> </tr> <tr> <th>Kind</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>MWST0</td> <td>0</td> </tr> <tr> <td>MWST1</td> <td>17.5</td> </tr> <tr> <td>MWST2</td> <td>0</td> </tr> <tr> <td>MWST3</td> <td>0</td> </tr> </tbody> </table>		VAT Rates [%]		Kind	Rate	MWST0	0	MWST1	17.5	MWST2	0	MWST3	0
VAT Rates [%]													
Kind	Rate												
MWST0	0												
MWST1	17.5												
MWST2	0												
MWST3	0												
<table border="1"> <thead> <tr> <th colspan="2">Payment Conditions</th> </tr> <tr> <th>Short</th> <th>Conditions</th> </tr> </thead> <tbody> <tr> <td>Immediately Coop</td> <td>Please transfer the invoice total within the next few days to our account at The Co-operative Bank p.l.c., Skelmersdale, sort code</td> </tr> <tr> <td>*</td> <td></td> </tr> </tbody> </table>		Payment Conditions		Short	Conditions	Immediately Coop	Please transfer the invoice total within the next few days to our account at The Co-operative Bank p.l.c., Skelmersdale, sort code	*					
Payment Conditions													
Short	Conditions												
Immediately Coop	Please transfer the invoice total within the next few days to our account at The Co-operative Bank p.l.c., Skelmersdale, sort code												
*													

Figure 11: User Data

- Logo:
Copy your company logo from any bitmap file and paste it in the field "Logo".
- Admin Password:
In future you can use this password to open this form and the form "Employee List". Note that the default password remains functional.

Time and Expense Recording

Timer

The timer is a convenient way to record the time spent on an order. The timer runs as long as the form is open.

Figure 12: Timer

The start time is inserted automatically when you open the form.

- Select an order and a partial delivery code from the dropdown boxes and enter a short description of your activities.
- Press *From* and *To* to start and stop the timer manually.
- Pressing *Finish* will transfer the time spent to the timesheet tables.

Note that the time recorded will be rounded up or down to the next quarter hour. Times less than 7.5 minutes will not be recorded.

Time Recording

This form allows the entry of presence and order allocation on a weekly basis.

When opening this form, the current day and morning start are selected, so that data entry can begin immediately.

- Enter start and finish times in decimal format, i.e. 11.75 for 11:45.
- For absences just enter the normal work hours in one of the finish fields.
- Then select "Order" and "PD" (partial delivery) in the "Allocation" sub form, enter hours and a description. Only those activities can be selected to which the employee has been assigned and which are not completed.
- The same order / pd combination may be selected multiplicate.

The daily total of presence and allocation has to be identical in order to be able to print the timesheet without error message.

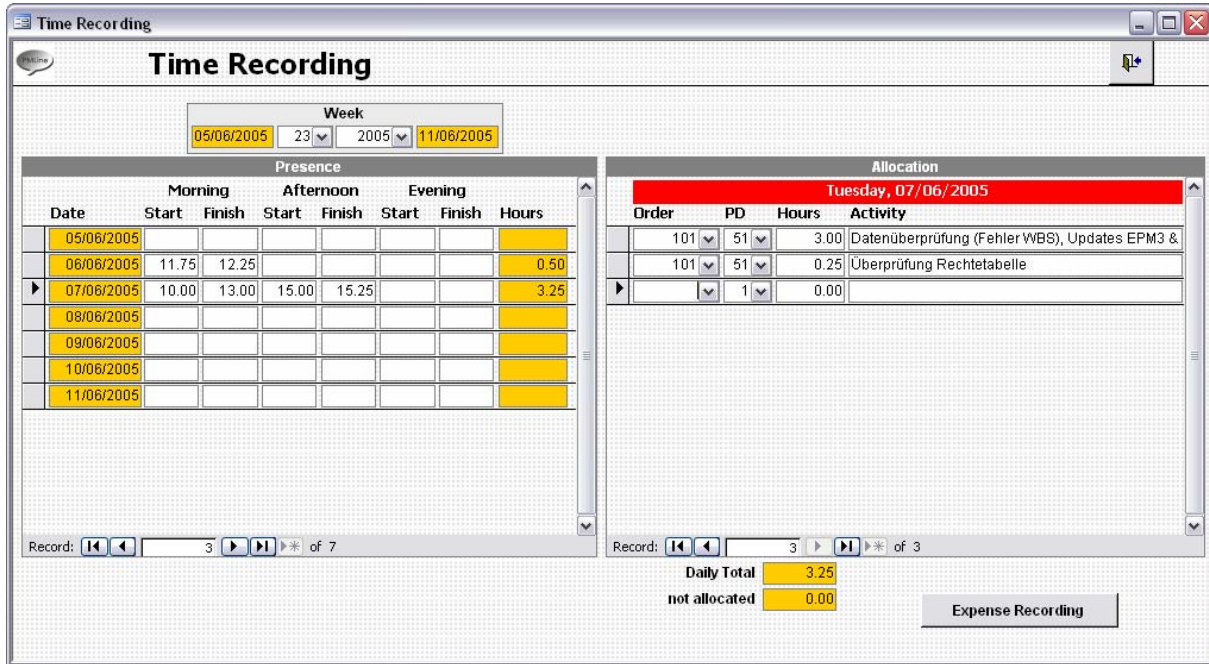


Figure 13: Time Recording

Expense Recording

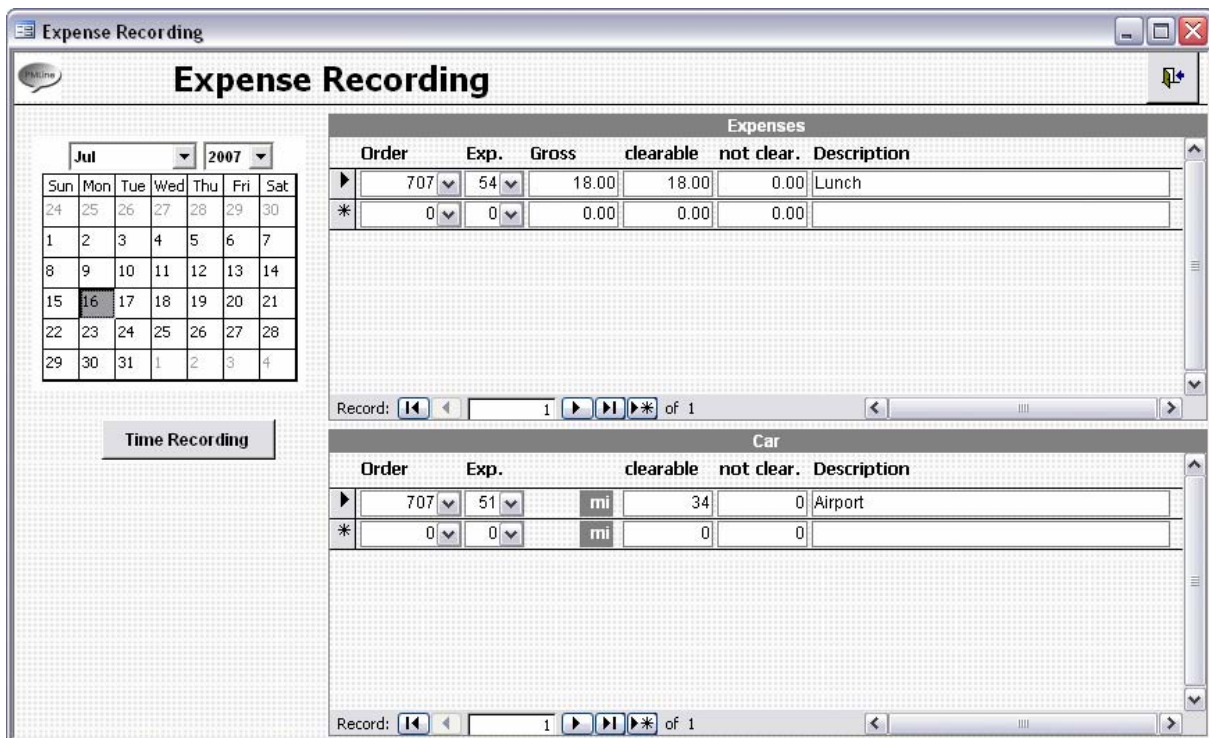


Figure 14: Expenses

- Select the date in the calendar.
- Select "Order" and "Exp" (expense code) for **Expenses**. Enter the gross amount and a description. If a VAT rate applies to the expense code, the field "clearable" contains the net amount, the field "not clear." the VAT amount. If the whole amount is not clearable, i.e. expenses on internal orders, the gross amount is carried over to the "not clear." field.

- Select "Order and "Exp" for **Car**. Enter the driven miles in the "clearable" or "not clear." field and add a description. If the miles have been entered in the "clearable" field, but the order is not clearable, they will be carried over to the "not clear." field and vice versa.

Miscellaneous Costs

This form allows you to enter other cost, i.e. invoices from subcontractors.

Order	Exp.	Date	Description	Gross	clearable	not clear.
707	99	16/07/2007	Sub-Contractor ...	349.90	349.90	0.00
0	0			0.00	0.00	0.00

Figure 15: Miscellaneous Costs

The data entry is analogous to the expense recording.

Export PDA / Import PDA

The data for the current week will be exported to or imported from the Excel file **Palm.xls**. This file can be transferred to and from a PDA using a suitable synchronisation application, e.g. DocumentsToGo from DataViz.

Note: Export / import overwrite existing data on the target system.

Visa

When pressing *Visa* two new fields become visible:

Figure 16: Accessing Visa

Initials: The initials of the superior who signs the time and expense sheets

Password: His password

Having filled these two fields and pressing *Visa* again opens the “*Visa*” form. By default, the previous week will be preselected. The employee list shows the employees for whom the superior is responsible.

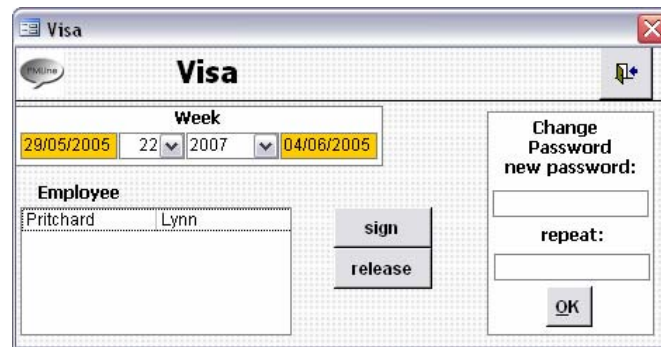


Figure 17: *Visa*

- Select a week and an employee and then press *sign*. The corresponding week in time and expense sheets is now invisible.
- Select a week and an employee and then press *release*. The corresponding week in time and expense sheets is visible again.

Here the superior can also change his password by entering the same new password in the two fields.

Reports

Create Time Sheet

- Press *Create Time Sheet* to create the time sheet for the month corresponding to the start date.

Create Expense Sheet

- Press *Create Expense Sheet* to create the expense sheet for the month corresponding to the start date.

Controlling

- Select an order number from the dropdown list and press *Controlling* to create a detailed report for the month corresponding to the start date.



Figure 18: *Controlling*

Monthly Overview

- Press *Monthly Overview* to create a report summarising all orders for the month corresponding to the start date.

Invoicing

PMLineHours contains an invoicing function using either an Access or a Word report.

Order	Description	Budget	already cleared
707	Update PEPM4	2,860.00	2,860.00

Figure 19: Invoicing

- Select the order by clicking on the corresponding record in the sub-form.
- Select the allocation type, "by Expenditure" or "Lump Sum".
- Overwrite "from" and "to" dates if required.
- Select the payment conditions.
- Press the *Preview Report* or *Print Report* button to create an Access invoice ("by Expenditure" only).
- Press the *Run Word* button to create a Word invoice. The Word invoice uses the **PMLineRG.dot** template, which you may find in the .../Data folder¹.
- Having printed the invoice, confirm that all records for the date period should be marked as billed.

Payment Entries

Once you have sent some invoices, this form will show them. You can then enter the date of payment and the amount received. You also have the possibility to reverse invoices.

Reminders

Pressing *Reminders* will print first or second reminder letters for invoices that have not been paid in the delay specified in the "Company" form¹.

Auxiliary Functions

New DB

Press the *New DB* button to create a new database.

Data Link

Press the *Data Link* button to link PMLineHours to another database.

¹ Contact us, if you require any text modifications

Replication

For employees who are often away there are two possibilities to synchronise their laptop data with the home server.

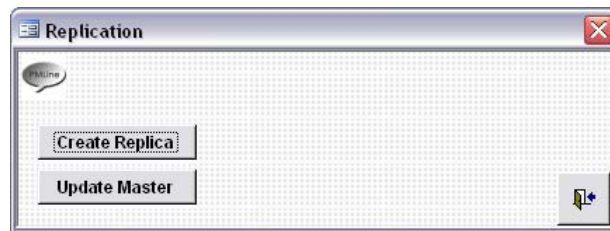


Figure 20: Replication

1. True Replication

The server database will be converted to a so called Design Master (if it isn't already) and a local replication of the database will be created. Just press *Create Replica*.

Note: Do not change the name of the replica.

Warning: Always make a backup of the original database before creating a replica.

You can now close this form and press *Data Link* to link the replicated database to PMLineHours.

From now on the application checks, whether the server database can be accessed. If yes, it is being linked and synchronisation starts automatically. Inversely the local database will be linked, if the server database cannot be accessed.

2. Update Master

The employee maintains a local database, containing only his personal data. The superior linked to the server database periodically presses *Update Master* to import changed and new records from the employee's database to the master database. To be able to perform this update, the local folder containing the employee's database has to be shared and the laptop has to be connected to the network.