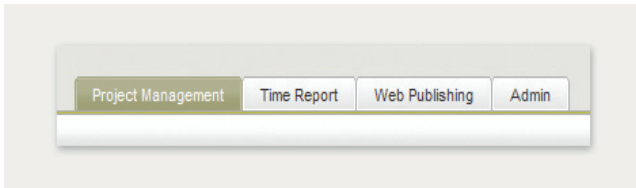This guide gives you a quick start to the system. It explains the first steps you as an administrator/user need to perform to get going.


Step 1 Log in
Log in by using the URL, user name and password received in the invitation mail or by your administrator.

Step 2 Add Users, Groups and other resources (Administrator only)
All project activities are assigned to users or other resources, so users/resources should be added before planning projects.

Add Users in the admin section by clicking "Users" on the Administration menu bar. If any of the users should have other than the default permissions, change the Project Management parameters.
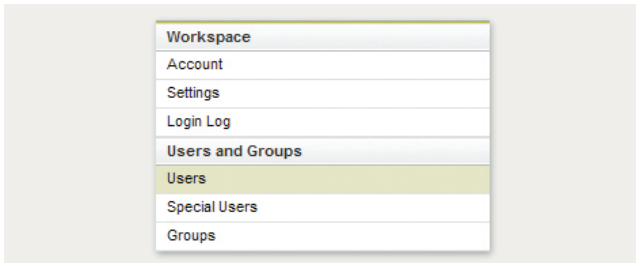

Make sure the users belong to at least one group with access to the Project Management and/or Time Report tabs depending on what they should have access to. If there is no suitable group, add a new group by clicking on Groups in the left pane and set module permissions and then assign users to the newly created group(s).

Users that should be administrators must belong to a group with "Administrator" permission and users that should be allowed to add new projects, but not administer the Project Management module, must belong to at least one group with "Create Projects" permissions.

Step 3 Add Projects
All time is reported on Projects, so before reporting time, set up projects by clicking on the Project Management tab. Add a project by clicking on "New" or copy an existing project by marking it in the list and click on "Copy Project".
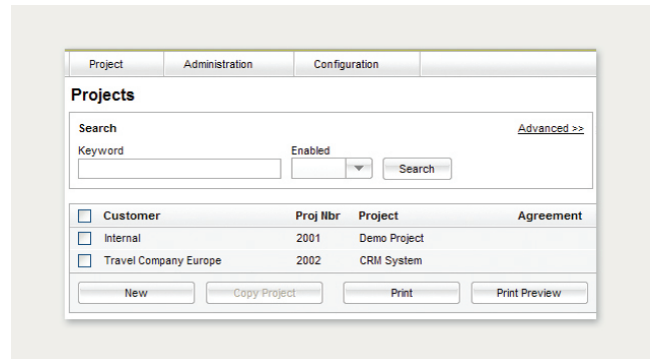

Add all necessary information about the project, such as customer, project name, currency, a default rate for project resources and a start date. For internal projects, a suggestion is to use "Internal" as customer.
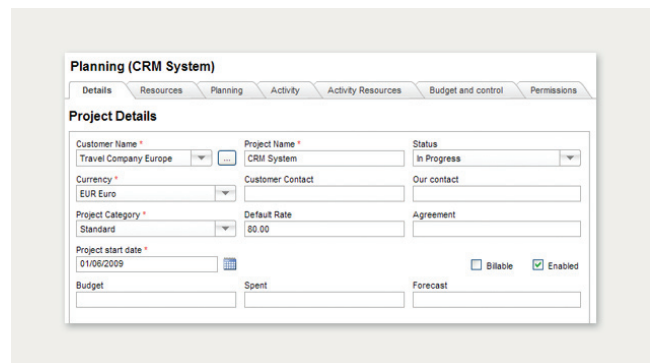
Go to the resource tab and choose the resources that should be involved in the project, i.e. assigned to project activities and tasks.

Plan activities on the planning tab. Enter all the activities, then arrange them using the arrow buttons in the toolbar. Set start and end dates for activities and assign resources to the activities by pressing the assign resources button. The GANTT-scheme is updated by pressing the GANTT-button in the toolbar.
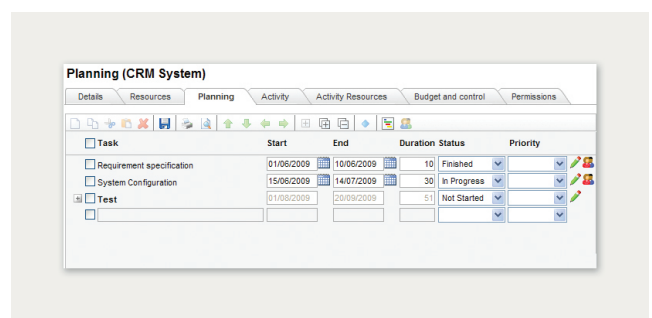
Go to the Budget and Control tab if you want to add a project budget. ETC means Estimate To Complete and is a way to keep track of time left once the project has started, without having to change budget.

Step 4 Report time

Time reporting is done using the Time Report tab, you can use a weekly (default) or daily view. The daily view is good if you have a lot of comments that you want to enter together with the time.
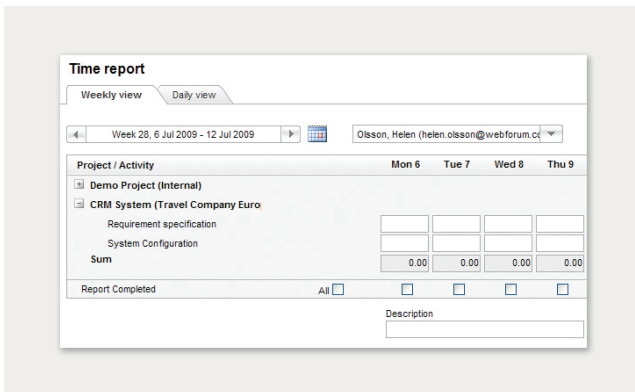
Step 5 Reporting and analysis

With a minor delay, budget and time values entered will also show up in the reporting and analysis tool. This tool can be reached by clicking "Reports and analysis" under the Projects menu on the Project Management tab.
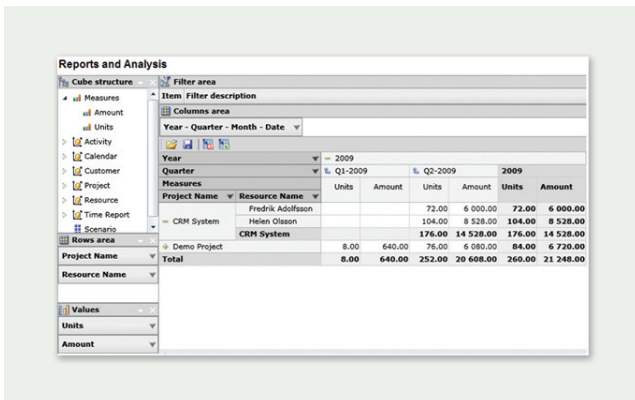
Start by choosing measures and drag them to the "Values" section of the report. Then add additional dimensions, such as project name or resource name, to either the rows or columns areas. Your report will now show up in the middle of the screen. You can add or delete as many dimensions as you wish in order to create exactly the type of report that you need.