



AspenTech Enterprise Project Solutions

Oracle® Self-Service Time

Quick Reference Guide

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Getting Started

How to Get Help

System Requirements: You must have Internet Explorer 5.x installed on your local computer.

If you need further help with Oracle Self-Service Applications,

- For further documentation on *Oracle Self-Service Time* functionality, access the Oracle online help files. (Use caution—these are not customized for AspenTech.)
 - For help regarding AspenTech standards related to charging time to projects, contact your Project Administrator or your department Administrative Assistant.
 - For system issues, contact the AspenTech IS Help desk.
 - During the first 30-45 days after implementation of Self-Service Web Applications, send an email to **EPS Help**.
 - After 30-45 days, log in to the ISC Help Desk and submit your issue.
URL: <http://HELPIS.aspentech.com>
 - If you are unable to access the web, you may call one of the EPS Help numbers.
 - **1-281-584-1900** for normal priority issues (Priorities 3 and 4). You will receive a response during normal business hours.
 - **1-281-584-1911** for *business critical issues only* (Priorities 1 and 2). You will receive a response within an hour.
- Caution:* Please do not call the business critical number unless the issue meets the Priority 1 or 2 definition of significantly impacting AspenTech's ability to do business.

Overview of Self-Service Time

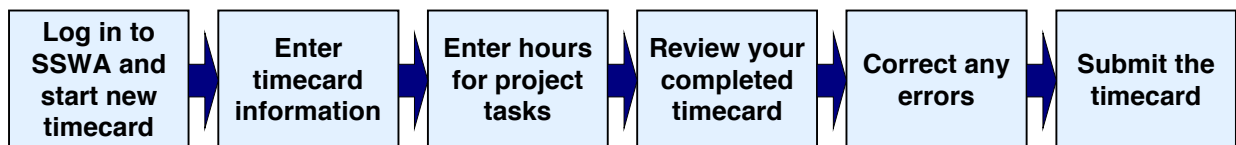



Figure 1: The Self-Service Time Reporting Process

Hints on Using Oracle's Search Feature

- To access the search feature for a particular field, click the up-arrow icon  next to the field.
- Use an unrestricted search for fields with a limited amount of available information, such as task number. For fields with a large amount of available information (such as Project number), use a restricted search.
- Project and task numbers are case-sensitive. Make sure **Match case** is not checked if you are unsure of the exact way an attribute appears in the LOV.

Oracle icons and buttons in Self-Service Time








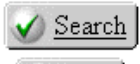


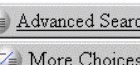







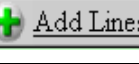
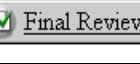
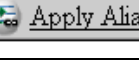
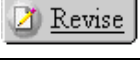
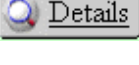
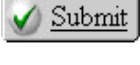


The large round icons appear in the upper right area of the window			
 Exit	Exit Exit Self-Service Time and return to the Oracle Web Applications Home Page	 Menu	Menu Return to the Main Menu (also called the Menu)
 Help	Help Access the Oracle Self-Service Time Help files	 New Search	New Search Perform a new search (Search window)
 Previous Next	Previous and Next arrows Move to the previous or next window or record in a series	 Export	Export This functionality has not been implemented
Small round icons appear singly, or combined with text on buttons			
	Login Log in to Oracle Self-Service Web Applications	 	Search / Find Search on the parameters entered (Search window)
	Clear all Clear data from a comments field	 	Advanced Search / More Choices Show additional search fields
	Copy Timecard Copy a timecard (Modify Timecards and Timecard History windows)		Delete Timecard Delete a timecard (Modify Timecards window)
	Copy Line Copy a line of data to the next empty line (Enter Hours window)		Cancel Cancel actions without saving and return to the Main Menu
	Clear line Clear all data from a line		Save Save timecard
	Add Lines Add five blank lines to timecard		Final Review Review timecard
	Apply Alias Enter data from an Alias you created		Revise Revise timecard
	Details Make a note about hours worked on a project task		Submit Submit timecard
The up and down arrows appear next to fields			
	List of Values (LOV) search Open a search window for a field. Perform a search and click on a hyperlink within the resulting LOV to enter data.		Poplist Open a poplist of preset values for the field. Highlight and click an item from the list to enter data.

Figure 2: Oracle Self-Service Time Icons

Launch and Log in to Self-Service Time

- Launch from your Web browser. The *Login* window appears.
- Bookmark the Oracle Self-Service Web Application Login window.
- Enter your User Name and Password to open the *Main Menu*.
 - **User Name** is same as AspenTech network login name.

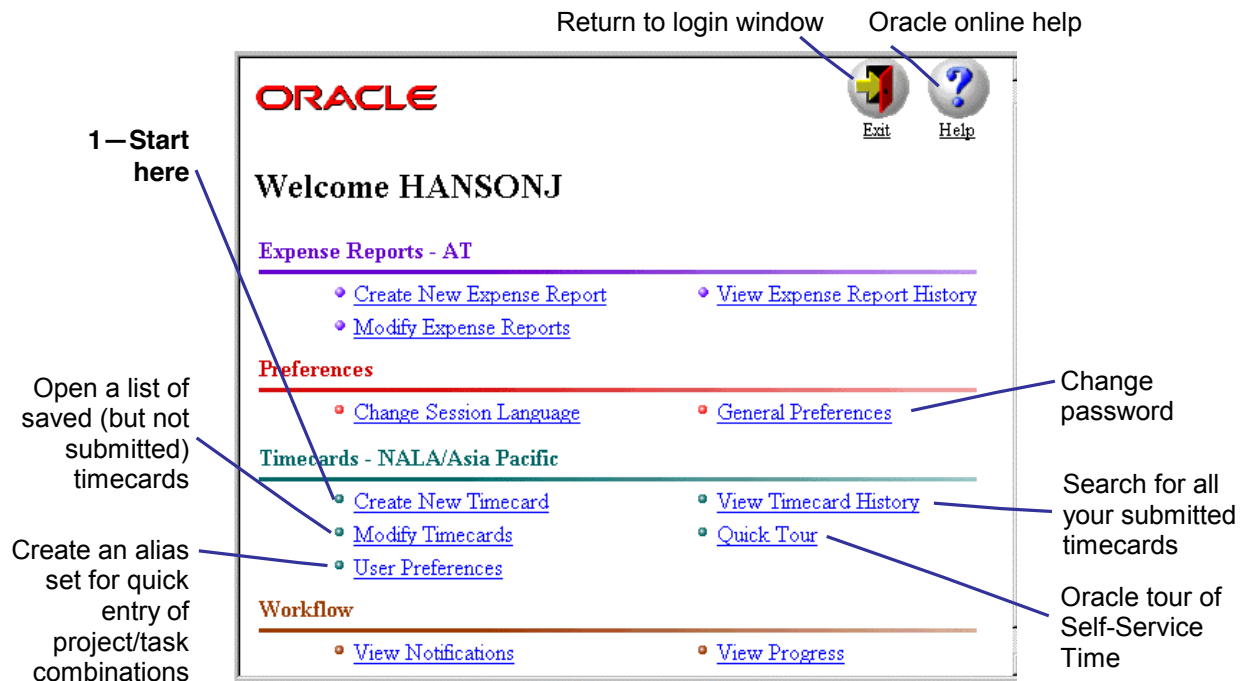


Figure 3: Main Menu (NALA/Asia Pacific, Timecard responsibility)

Notes:

- **Recommended:** Check the *Modify Timecards* window before beginning a new card to make sure you don't have one for the week partly finished!
- The Oracle online Help and Quick Tour files are not customized for AspenTech and may contain misleading information. Use AspenTech documentation first!

Create, Modify, Save, Review and Submit Timecards

Create a New Timecard

1—From the *Main Menu*, click **Create New Timecard** to open the *New Timecard* window.

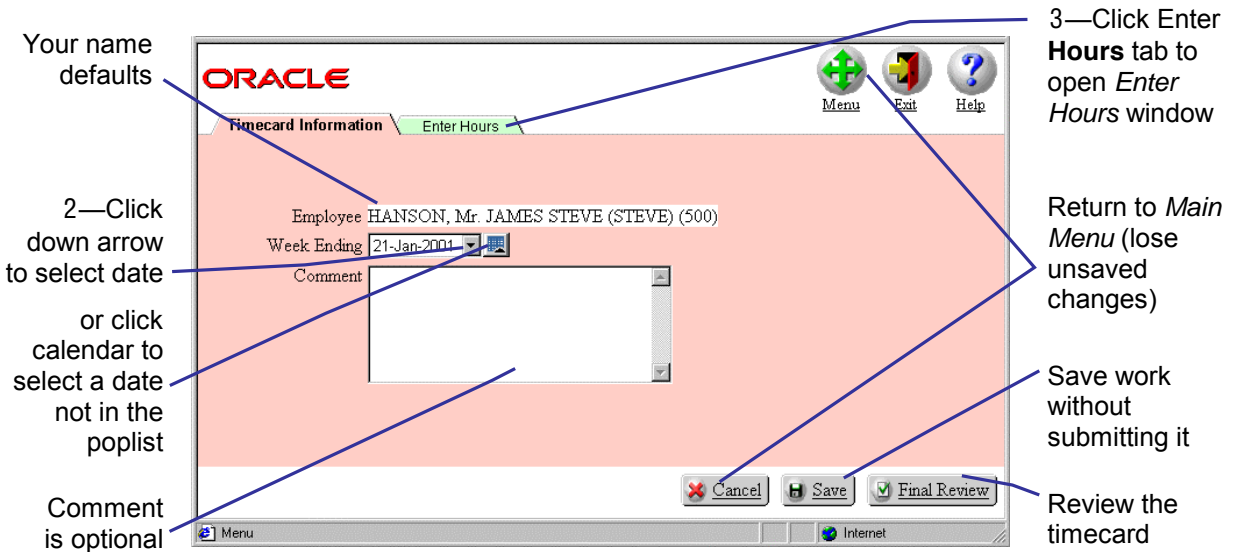


Figure 4: Timecard Information window

Notes:

When you create a new timecard, the default date is always the date following the latest timecard for which you have no timecard saved or submitted.

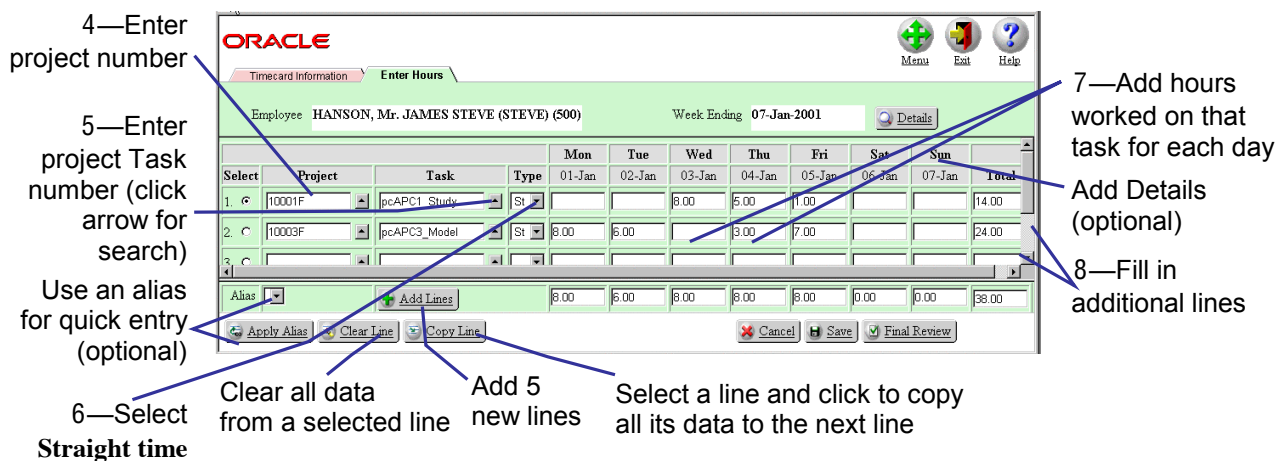


Figure 5: Enter Hours window

Notes:

- Use **ADMIN** project number for all non-project time (e.g., Vacation, Sick time). Non-exempt staff should report overtime hours using the **ADMIN** project number and **Support staff O/T Task**.
- For hours, use up to two decimal places (for example, 2.25, which is 2 hours and 15 minutes).
- All data—including hours—is copied when you copy a line, so be sure to enter the correct number of hours per day on the new line.

Save a Timecard

9— Save the timecard, without submitting it, for later modification (optional.) Click **Save**, then **Yes**.

If you entered valid information, you get a confirmation message reminding you that you must review a timecard before submitting it. Continue working on the timecard, or return to the *Main Menu*.

If you get a validation error message

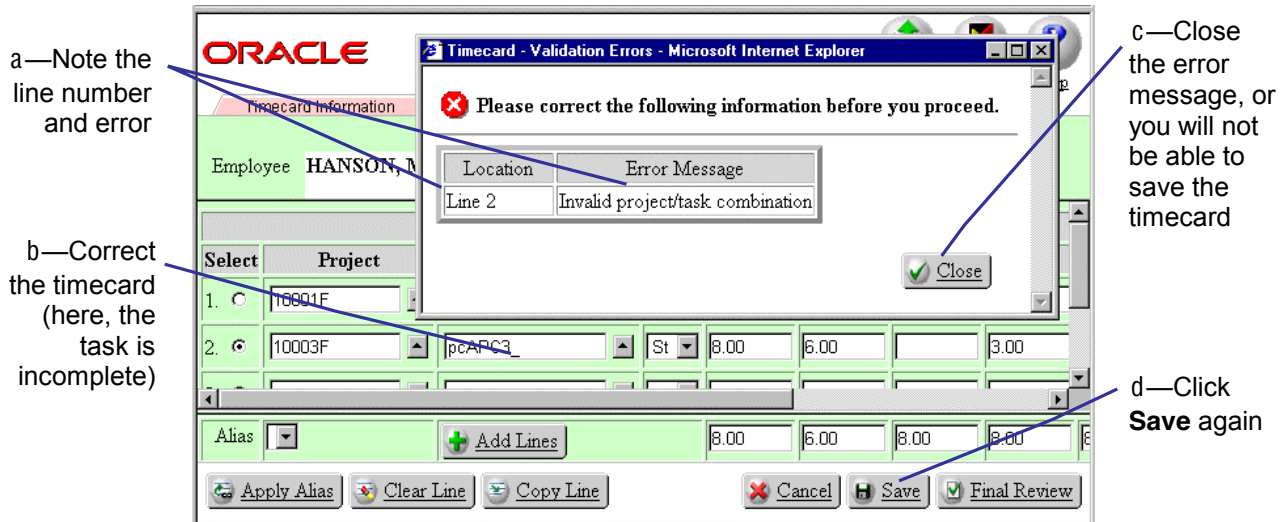


Figure 6: Validation error window (invalid Project/Task combination)

Modify Timecards—Open, Copy, Delete

The *Modify Timecards* window shows a list of all the timecards you have saved, but not yet submitted. You cannot edit or delete a timecard that has been submitted, although you may copy it.

From the *Main Menu*, click **Modify Timecards** to open the *Modify Timecard* window.

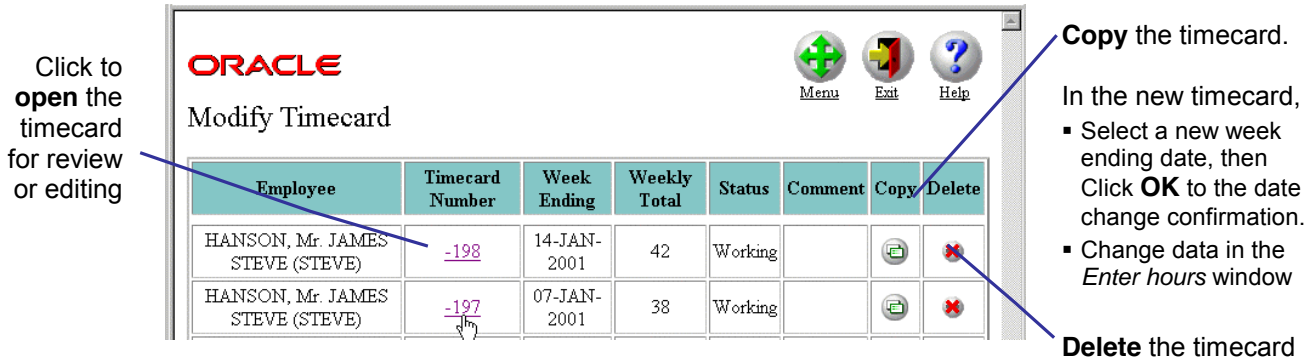


Figure 7: Modify Timecard window

Notes:

- To copy a submitted timecard, click **View Timecard History** in the *Main Menu* to bring up a search window. Perform a search for the timecard you want to copy.
- **Never submit two or more timecards for the same week.**

Review a Timecard

9—Review a timecard.

You must review your timecard for accuracy and completeness before submitting it. You cannot change a submitted timecard.

- Click **Final Review** in the *Timecard Information* or *Enter Hours* window
- If your entries are complete, and you are authorized to charge against the project/task combinations you entered, the *Final Review Confirmation* window opens.

General timecard information

Summary by Day

Summary by Project

Project Details:

- Project nos.
- Task nos.
- Type
- Dates
- Days
- Hours
- Comments

Return to Enter Hours window to modify information

After reviewing, save or submit

Figure 8: Final Review Confirmation window

Notes:

- If you get a validation error message, follow the instructions *If you get a validation error message under Save a Timecard*.
- If you entered data into a line and then erased it cell by cell, you may receive an incompleteness error message for that line. Return to the *Enter Hours* window, select the problem line, and click **Clear Line**.
- A transaction control violation means that you are not authorized to charge against that project/task combination. If the information you entered is complete, but violates transaction controls, correct your entries so that you are using valid and chargeable project/task combinations. If you know your entries are correct and valid, contact your Project or Department Administrator.
- Timecards with incorrect hours (for example, entering 80 instead of 8) are accepted without error. **Check your hour entries carefully!**

Submit a Timecard

9—Submit a timecard.

Once your timecard is confirmed as having valid entries, and you have ensured that the hours entered are correct, you may submit the timecard.

- From the *Final Review Confirmation* window, click **Submit**. The *Timecard Submission Confirmation* window appears. The summary information is same as that which appears in *Final Review* window.

Summary information is the same as in the *Final Review* window.

Timecard Number -196 has been submitted.

Timecard Number -196
 Employee HANSON, Mr. JAMES STEVE (STEVE) (500) Week Ending 31-Dec-2000
 Comment
 Week Total 40.00

Summary By Day

Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Straight Time-Straight Time		8.00	8.00	8.00	8.00	8.00		40.00
Total	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Figure 9: Timecard submission confirmation window (partial view)

Notes:

- You can also submit the time card from the *New Timecard* or *Enter Hours* windows.
- You can submit an unsaved timecard.
- If you submitted an incorrect timecard, inform your Project or Staff Administrator.**

Create an Alias Set

An alias is a short code associated with a particular project/task combination. When you create an Alias Set unique to your projects and tasks, it appears in the LOV for the **Alias** field in the *Enter Hours* window. You may then select an alias from the list to populate the project and task numbers simultaneously.

- From the *Main Menu*, click **Create User Preferences** to open the *User Preferences* window.

a—Enter a unique name

b—Enter a valid project number

c—Enter a valid task number

d—Select Straight Time

e—Repeat steps a – d for each alias you want to create

f—Save and return to Main Menu

Select	Name	Project	Task	Type
1. <input type="checkbox"/>	BP Kickoff	10003T	pcAPC1	Straight Time-Straight Time
2. <input type="checkbox"/>	BP Devel	10003T	pcAPC3	Straight Time-Straight Time
3. <input type="checkbox"/>	Holiday	ADMIN	Regular H	Straight Time-Straight Time
4. <input type="checkbox"/>	Vacation	ADMIN	Vacation	Straight Time-Straight Time
5. <input type="checkbox"/>				

Figure 10: User Preferences window with an alias set

Notes:

- Do not change the Working Days default.**

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