OrangeScrum

User Manual

TIME LOG WITH PAYMENT

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Time Log Add-on User Manual

How Can I Install Time Log with Payment add-on?

Requirements

* Apache with `mod_rewrite`

  * Enable curl in php.ini

  * Change the 'post_max_size' and `upload_max_filesize` to 200Mb in php.ini

* PHP 5.4 or higher and less than PHP 7

* MySQL 4.1 or higher

  * If STRICT mode is On, turn it Off.

Installation

Below prerequisites need to be taken care of prior to installation.

The most important thing is if you have already purchased any add-on before 16th July 2016, then contact us at "**support@orangescrum.org**" before you proceed to the following.

Note: If you have already installed the **AddonInstaller** before then no need to install it again. Only exception is if you are finding any new version of installer or you have not installed before then follow the below steps for successful and seamless installation.

- Make sure to keep a backup of your existing "app" folder of your current working directory.
- Extract the zip file(AddonInstaller-V1.0.zip) to your desktop.

- Remove the existing "app" folder from your working directory then copy and paste the extracted "app" folder inside "AddonInstaller-V1.0" to your working directory.
- If you are using local machine as storage (excluding Amazon S3), please replace the folder, named "files" inside the "app/webroot" folder from the back up to the current "app/webroot" folder.
- Give **write permission** to "**app/Config**", "**app/tmp**", "**app/Plugin**" and "**app/webroot**" folders.

For Example:-chmod -R 777 app/Config

chmod -R 777 app/tmp

chmod -R 777 app/Plugin

chmod -R 777 app/webroot

- Import the "**installer.sql**" files from the extracted files to your current database. If you have already imported installer.sql before then no need to import it again. Only exception is if you are finding any new version of installer.sql then import to your current database.
- Do necessary changes to "**constants.php**" and "**database.php**" inside "**app/Config**" folder again as you have done earlier. For Example SMTP email credentials in constants.php and database credentials in database.php.
- Run your website once.

Ex. http://localhost/orangescrum (if you are using localhost)

http://127.0.0.1/orangescrum (if you are using IP)

http://myprojects.orangescrum.com (if you are using any valid domain)

Note: if you are facing any issue or seeing any blank page after doing all the above steps, then just do the following once.

- Replace "**Configure::write('debug',0);**" with "**Configure::write('debug',2);**" in the **app/Config/core.php**. Run the web url once and restore the debug value to 0 again.

  i.e**Configure::write('debug',0)**;

  Congratulations!!

Add-on Installation:-

- Download the Add-on zip file.
- Place the downloaded zip file(Ex. Timelog-V1.0.zip) in the "app/webroot" folder.
- Log in to the application.
- To install the add-on(Ex. Time log add-on) run below link once and follow the instructions.

  Ex. http://..../install/timelog (for Time Log add-on)

Note: http://.... means your Orangescrum access URL.

Ex. http://localhost/orangescrum (if you are using localhost)

http://127.0.0.1/orangescrum (if you are using IP)

http://myprojects.orangescrum.com (if you are using any valid domain)

- Do the same for other add-ons.

  Ex. http://..../install/invoice (for Invoice add-on)

  http://..../install/taskstatusgroup (for Task Status Group add-on)

  http://..../install/ganttchart (for GanttChart add-on) http://..../install/recurringtask (for Recurring Task add-on)

http://..../install/api (for API add-on)

http://..../install/chat (for Chat add-on)

http://..../install/clientmanagement (for Client Management add-on)

http://..../install/projecttemplate (for Project Template add-on)

Note: you can find notification.js, node-js-installation-linux.pdf, node-js-installation-windows.pdf file in app/plugin folder after install the chat plug-in.

For Upgrading AddonInstaller:-

- Download the AddonInstaller zip file.
- Before installing updated AddonInstaller, make sure to keep a backup of your existing "app/Plugin" and "app/webroot/files" folders.
- Then follow the steps written above to install AddonInstaller.
- After installing the new AddonInstaller, Copy all the folders inside "app/plugin" backup folder to the new "app/Plugin" folder.
- Also copy all the folders inside "app/webroot/files" backup folder to the new "app/webroot/files" folder.

How do I log time?

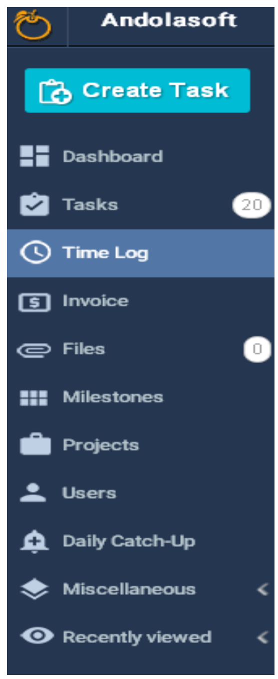
With Orangescrum's Time Log you can log time for your task at any time or for others also. The Time Log sheet will show the time logs of your tasks, but owner and admin can see all the time logs of all resources of the project.

There are two ways you can log time for a task:

- Log Time
- Start Timer

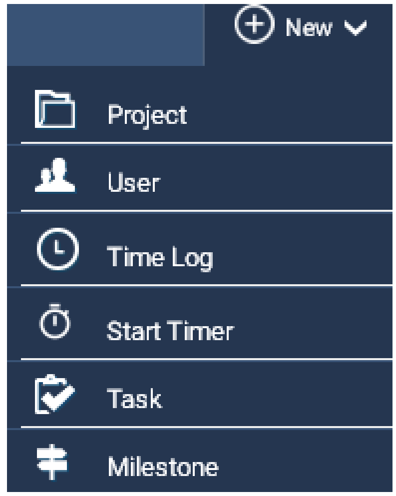
Using Log Time

- Go to the Time Log page by clicking on the Time Log menu from the left side menu panel.

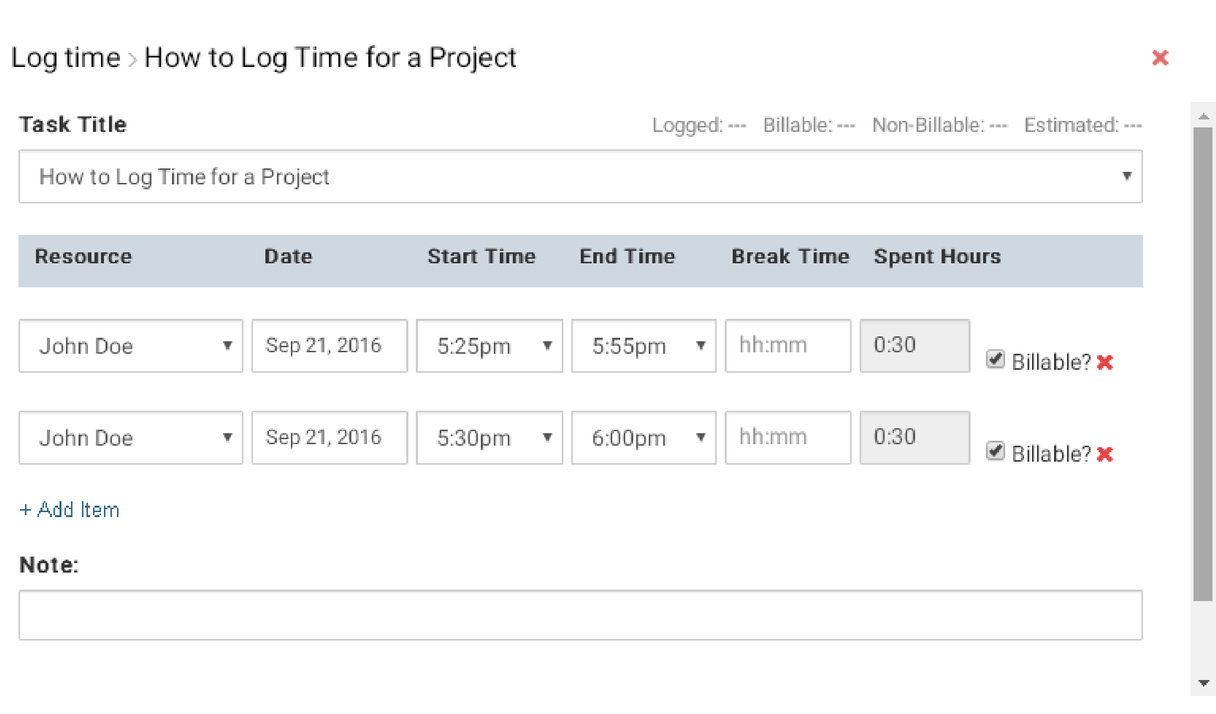


- Hover on + Button on right hand side; click on the Log Time button 

- You can also navigate to the New button on the top menu bar and click **Time Log** from the dropdown.



- On the Log Time pop-up, select& enter the following details:
  - Task
  - Resource Name
  - Date
  - Start Time
  - End Time
  - Break Time



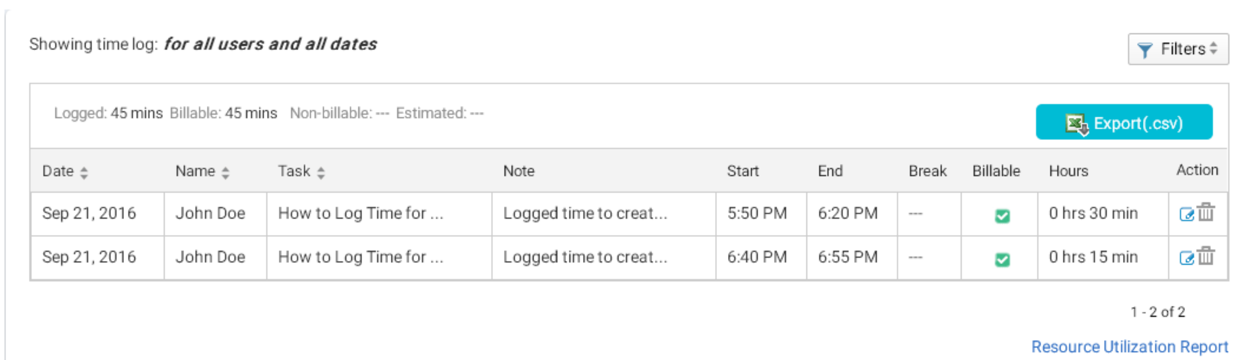
Once the Time entries are done, Orangescrum will automatically calculate the **Spent Hours** for you.

- By default “Billable” field is checked, you can always uncheck in case of non-billable hours.
- Click on “**+ Add Line Item**“, if you want to log more hours for a different resource or same resource different date or different time.
- Enter you Note (if any)
- Click on “**Save**” button to save data.

On the Time Log page, you can view the time log for:

- Resources
- Task
- Date
- Spent Hours
- Billable or Non-billable
- Notes

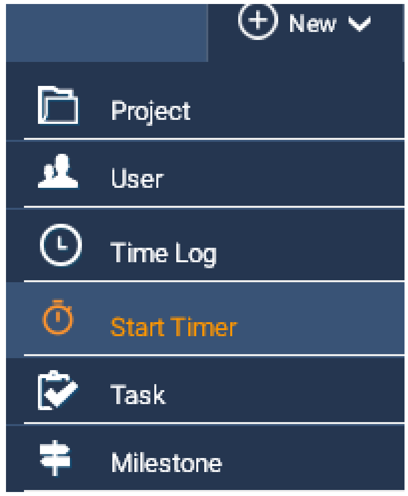
Along with the above information, you can see the **Total Logged Time, Total Billable hours, Non-Billable hours, Estimated Hours** for all users and all dates.



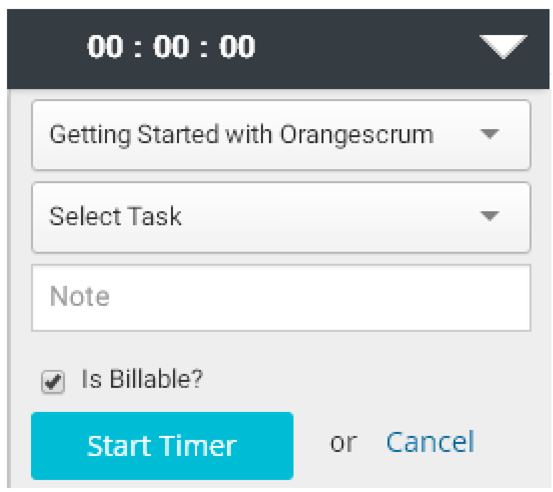
At any time, you can export the data in .csv format.

Using Start Timer

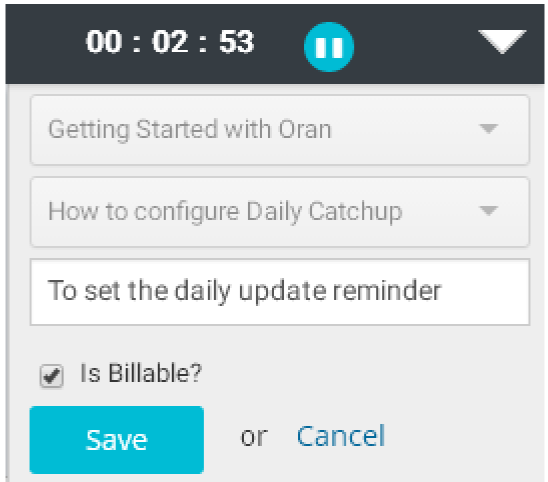
- Hover on the + icon and click on Start Timer to start the Timer.
- Or, Go to New button on the top menu bar and click on the Start Timer button.



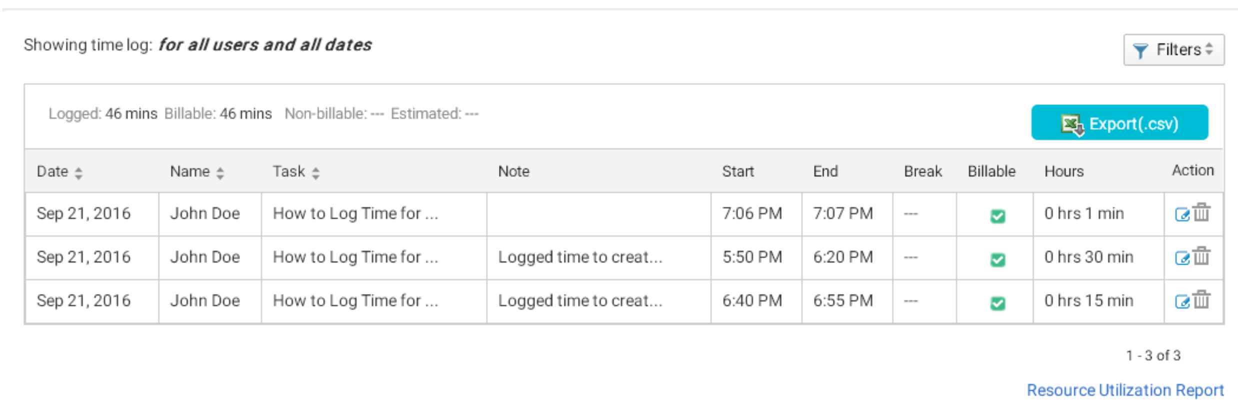
- Once you clicked on the **Start Timer**, the Timer sheet will open.



- On Timer, select;
  - Project
  - Task
  - Enter Note (if any)
  - Mark billable or Non-billable (by default billable field is checked)
- Click on the **Start Timer** button to start the Timer top track your time.
- You can **pause, start** or **cancel** the Timer at any time before saving the tracking time.



- You can minimize the Timer also.
- Click on the **Save** button to save the time for the selected task.
- You can view the logged time for the task in Time Log page.



Date	Name	Task	Note	Start	End	Break	Billable	Hours	Action
Sep 21, 2016	John Doe	How to Log Time for ...		7:06 PM	7:07 PM	---		0 hrs 1 min	
Sep 21, 2016	John Doe	How to Log Time for ...	Logged time to creat...	5:50 PM	6:20 PM	---		0 hrs 30 min	
Sep 21, 2016	John Doe	How to Log Time for ...	Logged time to creat...	6:40 PM	6:55 PM	---		0 hrs 15 min	

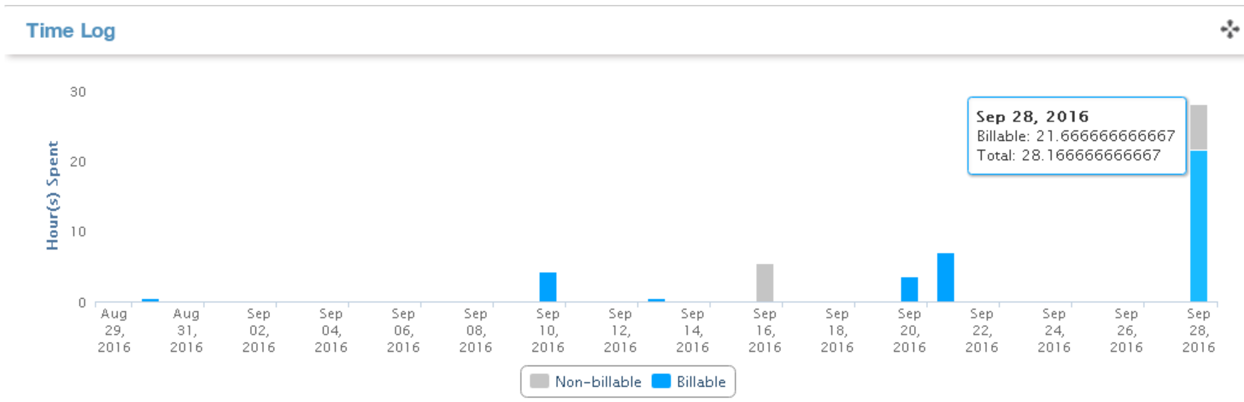
How can I view the total log time for a particular day or date?

You can view total log time for a particular day or date from:

- Dashboard
- Time Log Page
- Resource Utilization Page
- Calendar view

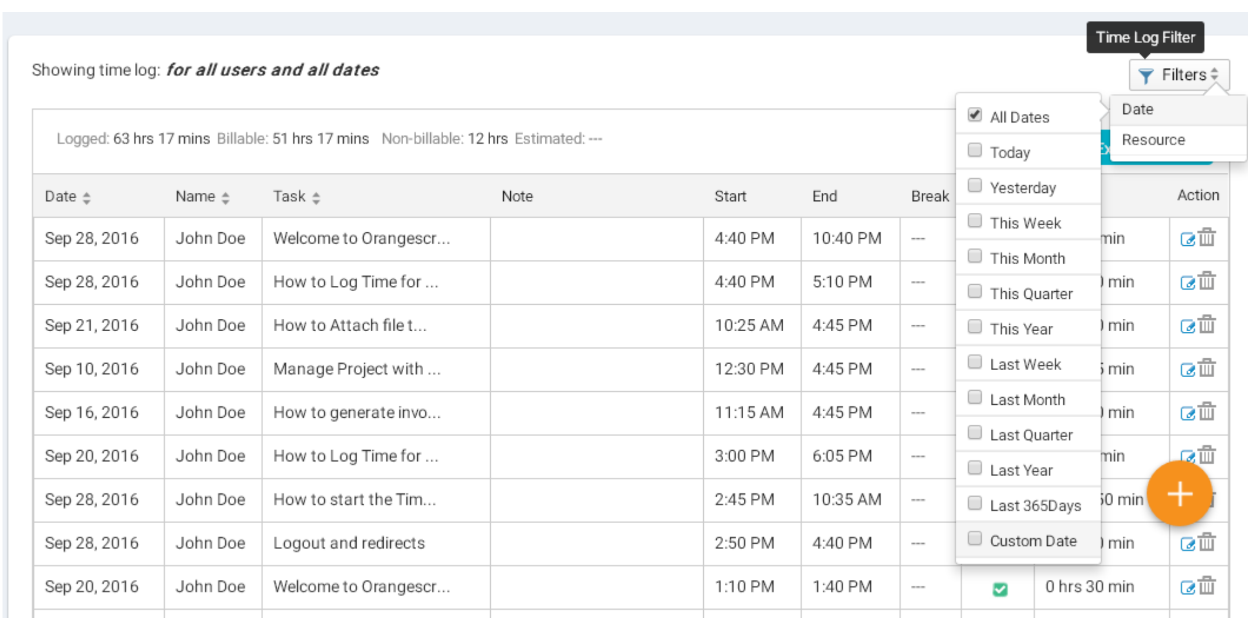
Go to the **Dashboard**, you can view the Time Log bar chart to view the total time log for the day or date for last 30 days. You can also view the total billable and non billable hours of the day or any date for last 30 days.

Here also you can view the total billable or non billable by hover on the time log bar.

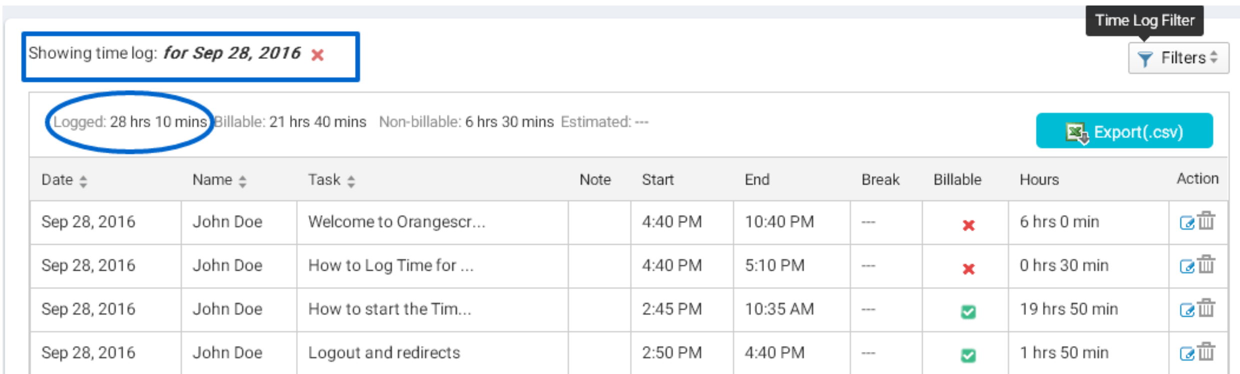


You can also view the total log time for a day in the **Time Log page**.

- Go to the Time Log page.
- Navigate to  on the top right (above the export button) and click on it.
- Click on Date option, and select **today, yesterday, this month, this year**… etc from the option or you can set the **custom date** for your convenience.

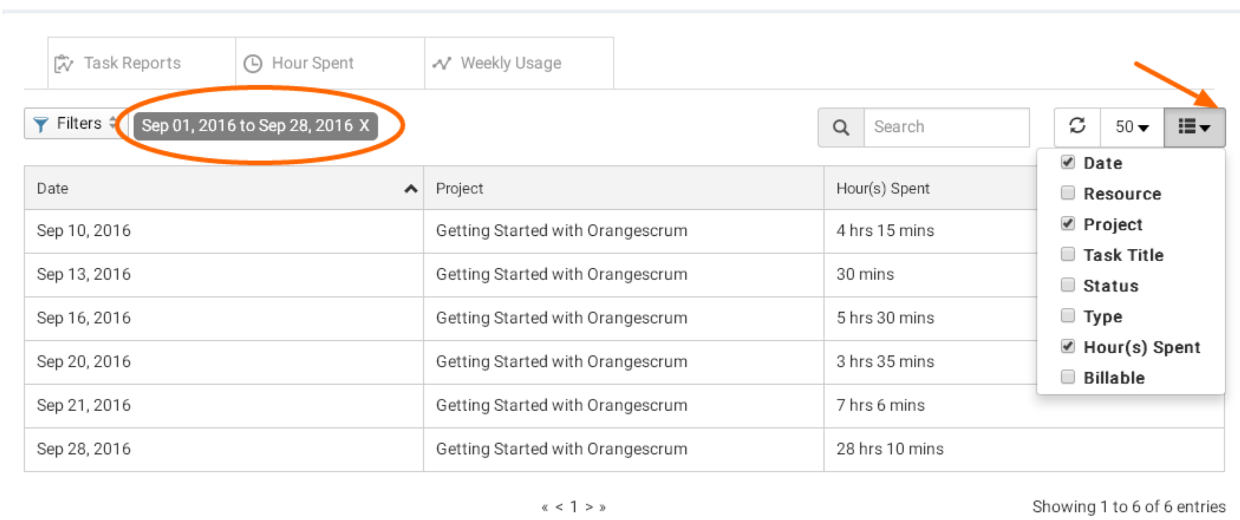


- Once you select your date, you can see the total time log for that day or day along with total billable and non-billable hours with details as shown in below.



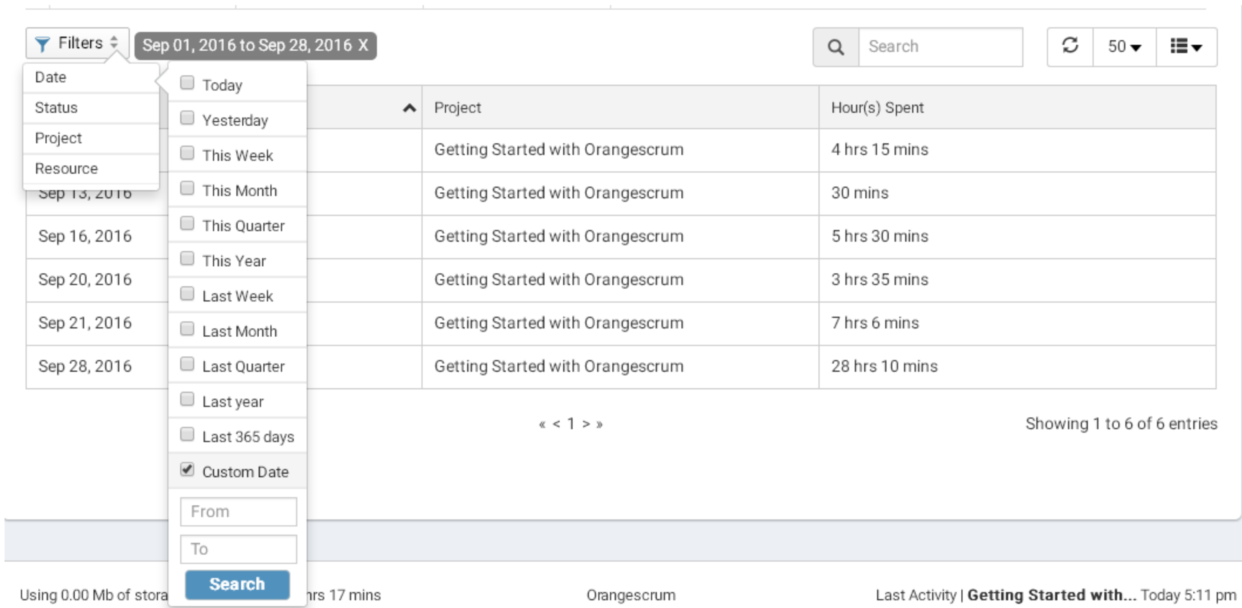
You can view this also in the **Resource Utilization Page**.

- Go to the Resource Utilization page by clicking on the **Resource Utilization Report** below the Time Log table or click on the **Resource Utilization** from the Company Setting.
- The report is for current month which you will see once you visit on the page.
- Click on the **Add/Remove Column**to select the required fields for your report.

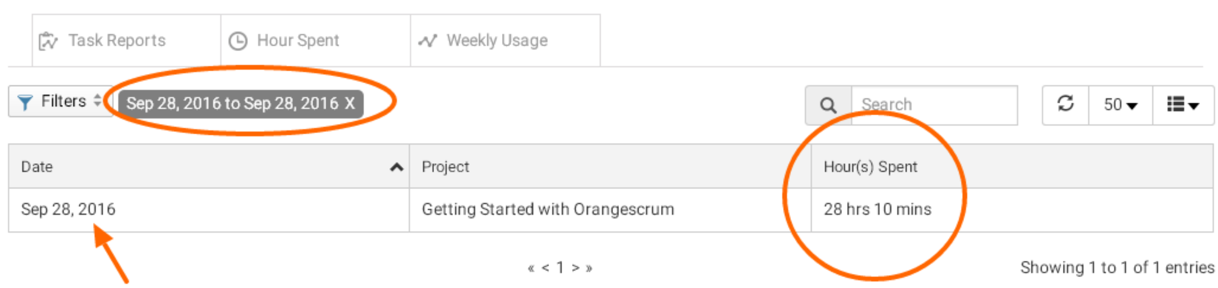


- Select **Date**, **Project**&**Hour(s) Spent**from the column, and click on the  button.

- Click on the **Date** and select day or month or year or any custom date.



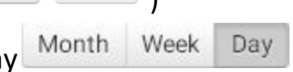
- Click on Search & you can see the total time spent for that day on the project by resources.



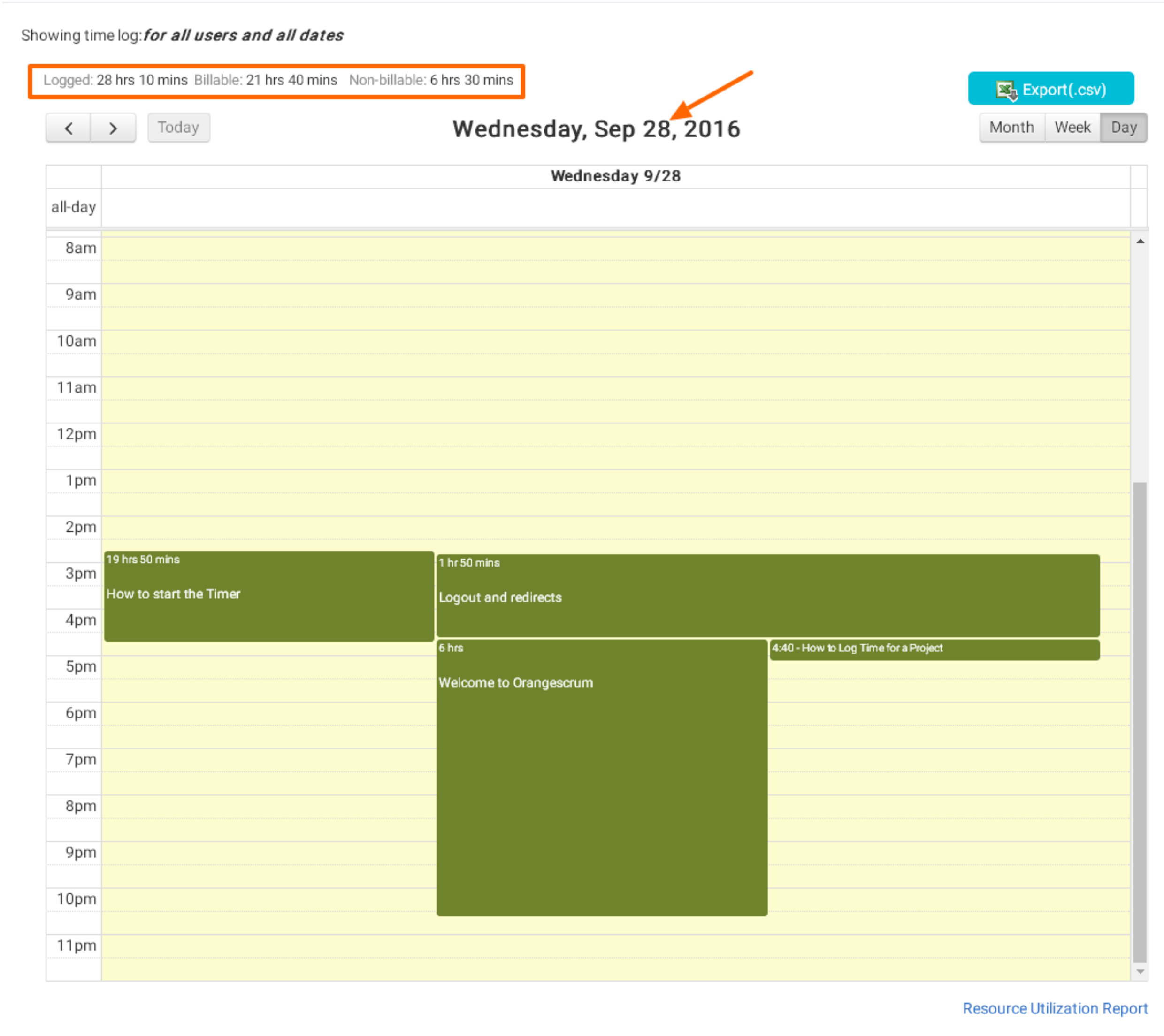
Similarly you can add more columns to view different reports like total log time by Resources on a particular date or task or project.

On the **Calendar view**, you can also view the total log time for the day or any particular date.

- Go to the Time Log calendar view.
- Select the Month from monthly view and select the day (To change the month use this button )

- Click on the Day  from the view button.

- You can see at the top of the calendar how much time spent for the day along with billable and non-billable hours of the day.



How can I view total time log for a resource of a project?

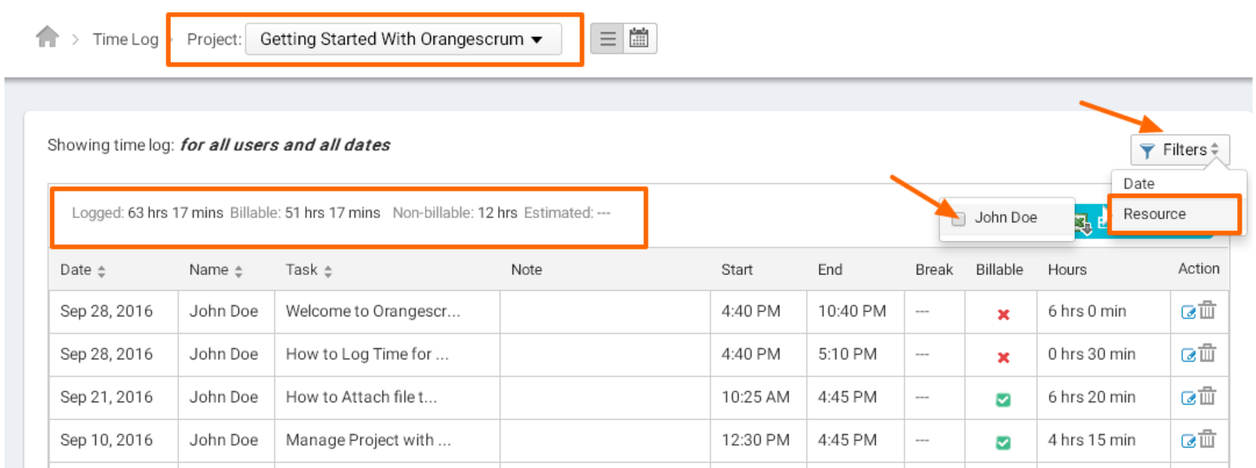
You can view this by the following two ways:

- Time Log List view
- Resource Utilization view

Time Log List view

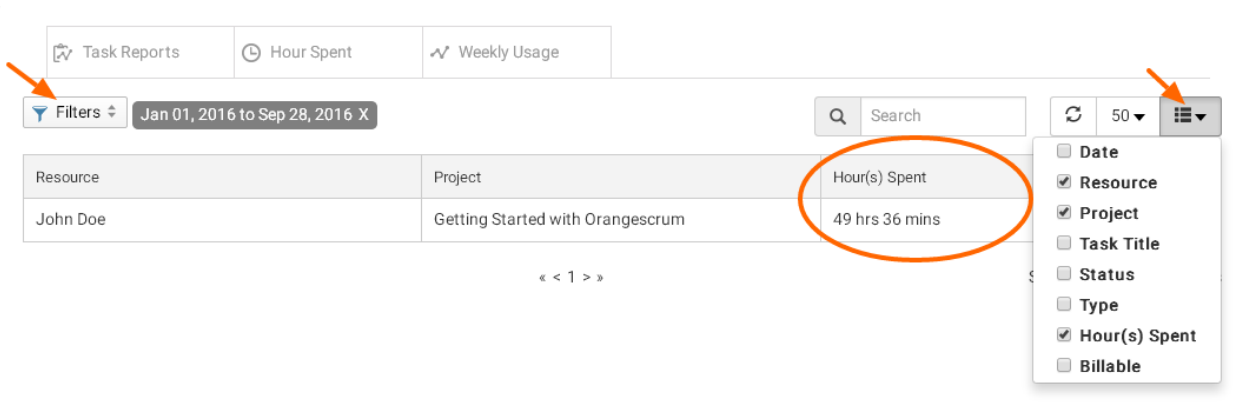
- Go to Time Log page
- Select the Project from the dropdown on the top menu bar
- Click on the Filters button
- Click on Resource option
- Select the Resource

You can see the total log time (see Logged Time) for a Resource of a Project as shown in below:

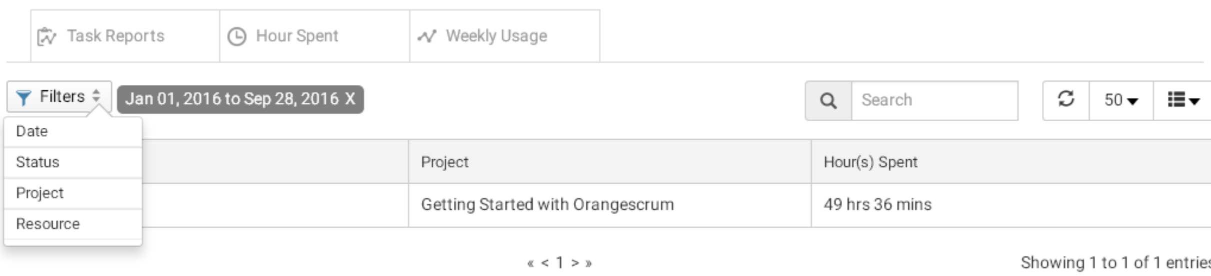


Resource Utilization View

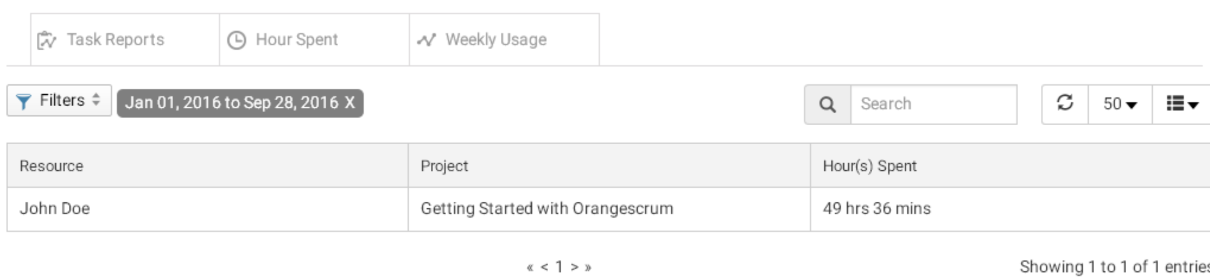
- Go to Resource Utilization Page (You can go by clicking on the **Resource Utilization report** in the Time Log Page or from the Company Setting clicking on the **Resource Utilization**)
- Click on the Add/Remove Button
- Select **Resource**, **Project**, **Hour(s) Spent** columns



- Click on the Filters
- Click on the Date & select the date range
- Select Project & Resource



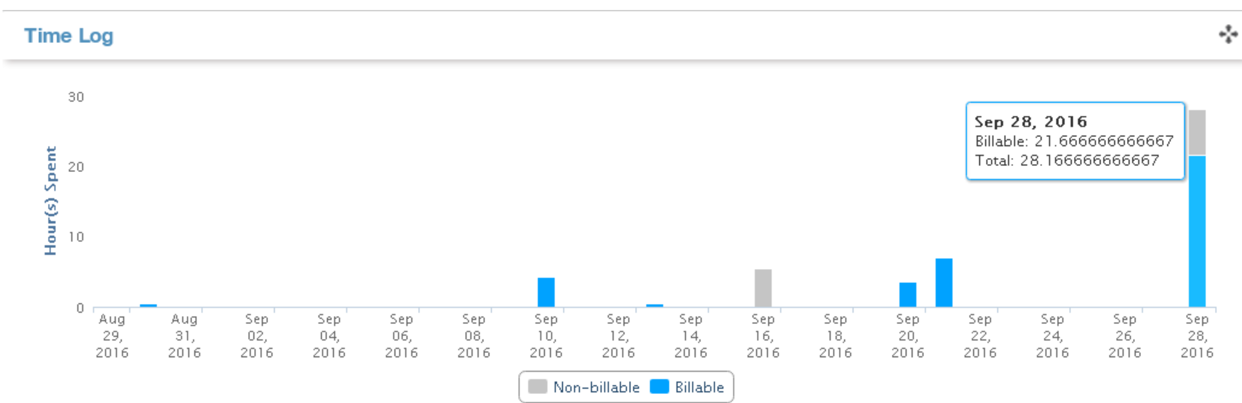
You can see the total time spent by the resource for that project with the given date range.



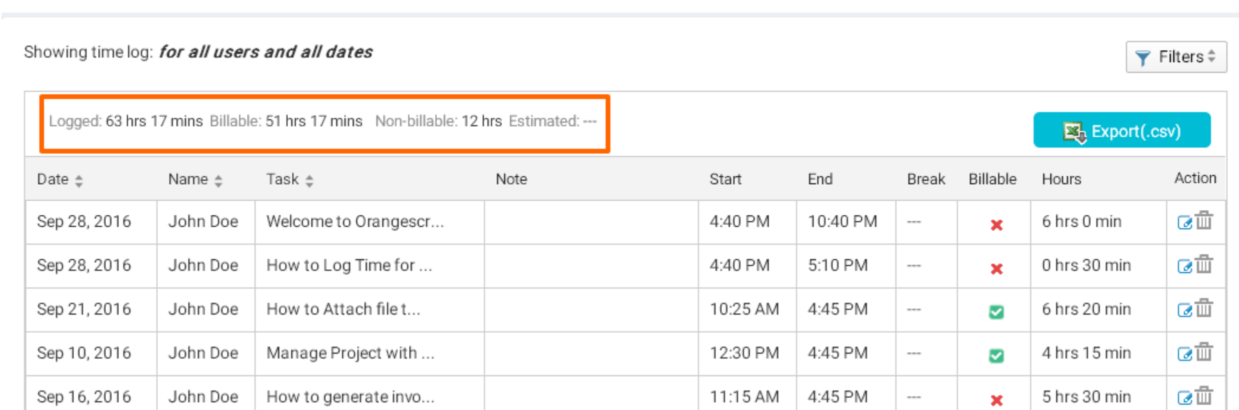
How can I view total billable hours for a project?

You can view the Total billable hours on Dashboard, Time Log List view and Time Log Calendar view.

- On Dashboard page, scroll down to see the time Log bar chart.
- Hover on the Time Log bar to see the total hours spent with total billable hours like shown in the image.



- On the Time Log List view, see at the top of the time log table. You can view total billable hours for the project.



Showing time log: ***for all users and all dates***

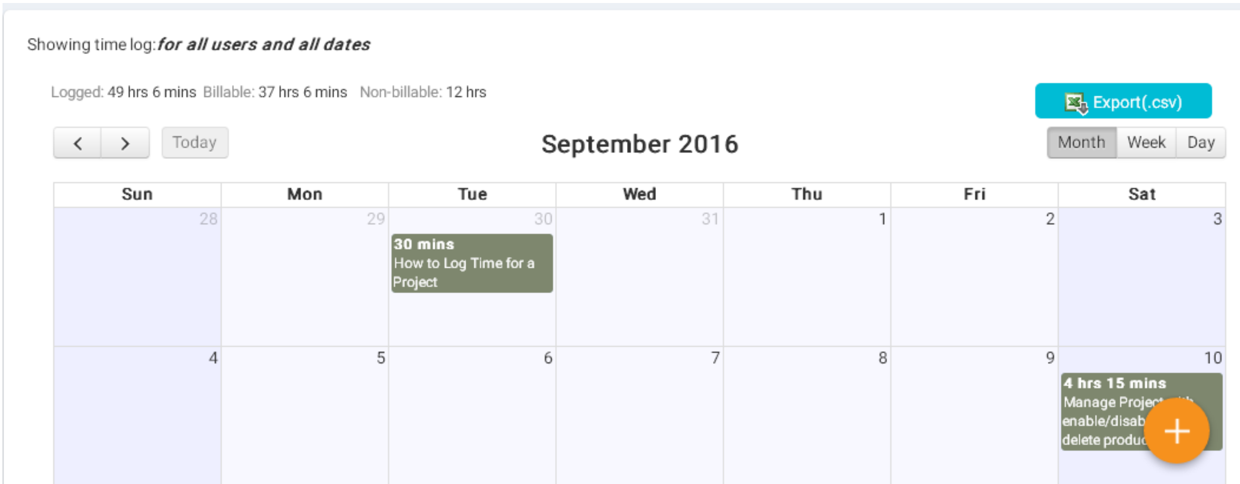
Filters

Logged: 63 hrs 17 mins Billable: 51 hrs 17 mins Non-billable: 12 hrs Estimated: ---

Export(.csv)

Date	Name	Task	Note	Start	End	Break	Billable	Hours	Action
Sep 28, 2016	John Doe	Welcome to Orangescr...		4:40 PM	10:40 PM	---	✗	6 hrs 0 min	
Sep 28, 2016	John Doe	How to Log Time for ...		4:40 PM	5:10 PM	---	✗	0 hrs 30 min	
Sep 21, 2016	John Doe	How to Attach file t...		10:25 AM	4:45 PM	---	✓	6 hrs 20 min	
Sep 10, 2016	John Doe	Manage Project with ...		12:30 PM	4:45 PM	---	✓	4 hrs 15 min	
Sep 16, 2016	John Doe	How to generate invo...		11:15 AM	4:45 PM	---	✗	5 hrs 30 min	

- On the Time Log Calendar view, at top of the calendar you can see total billable hours of the project or resources.

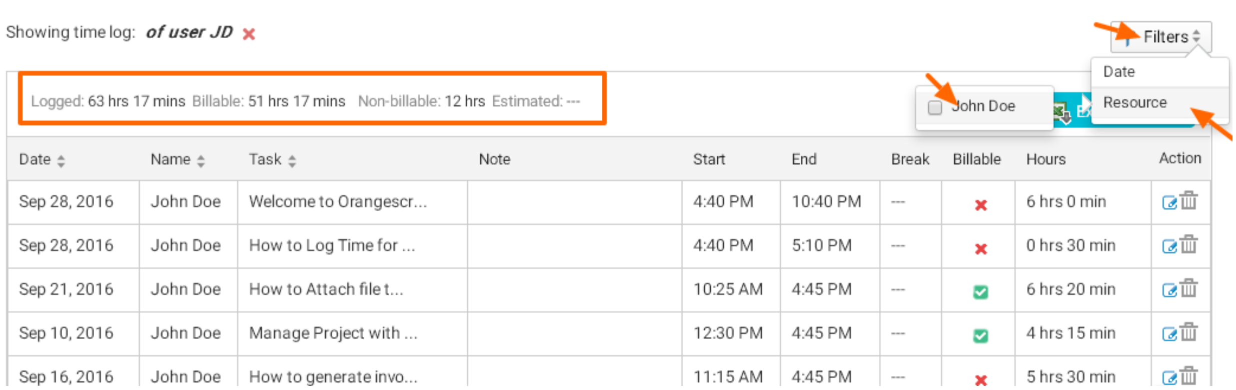


How can I view total hours spent by resources for a project on a particular date?

Total hours spent by resources can be viewed from the Time Log & Resource Utilization page.

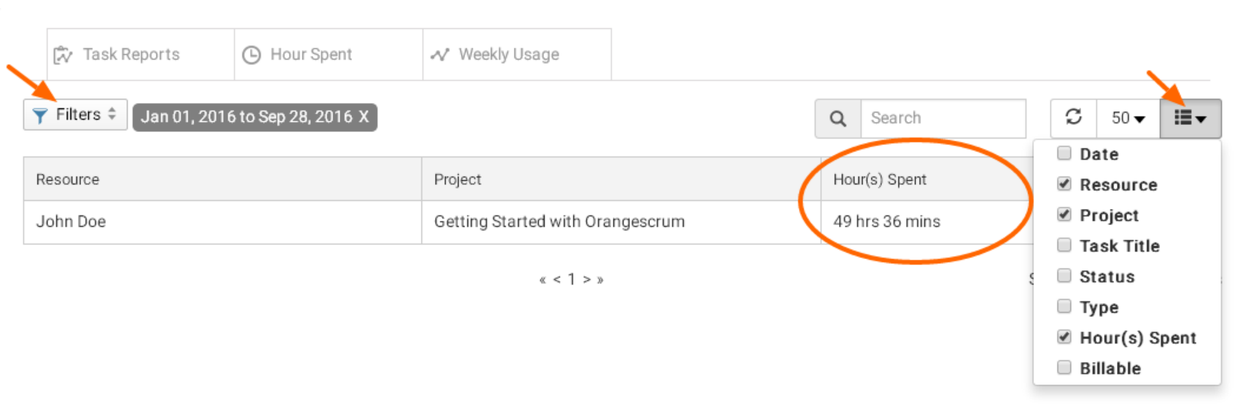
- Go to the Time Log page
- Click on the Filters
- Select the option Resources & click on the resource

You can view the total hours spent by the resources.



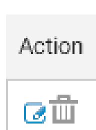
- On the Resource Utilization page, (You can go by clicking on the **Resource Utilization report** in the Time Log Page or from the Company Setting clicking on the **Resource Utilization**)
- Click on the Add/Remove Button
- Select **Resource**, **Project**, **Hour(s) Spent** columns
- Click on the Filters
- Click on the Date & select the date range
- Select Project & Resource

You can view the total hours spent by resources on that project.



Can I edit the Log Time?

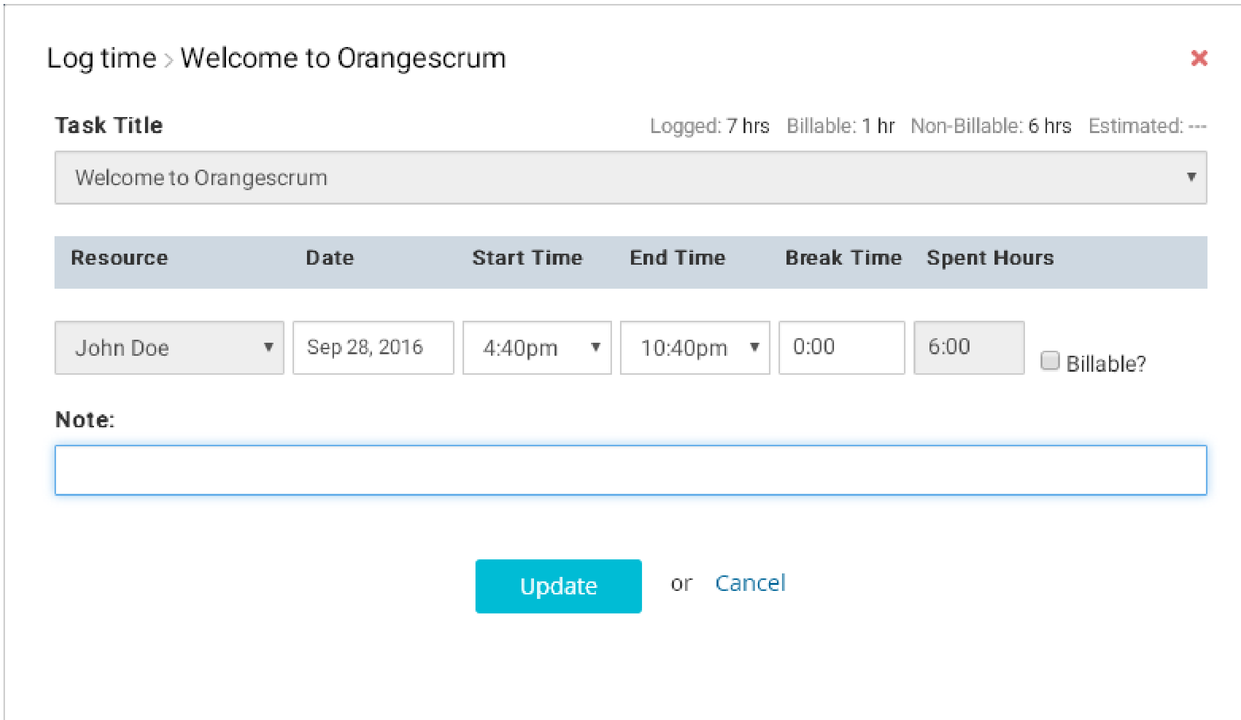
Yes, you can edit the Time Log entries.

- Go to the Time Log page
- Select the Time Log entries you want to edit
- Navigate to Action
- Click on the Edit option 

On the Time Log edit pop-up, you can edit:

- Date
- Start Time
- End Time

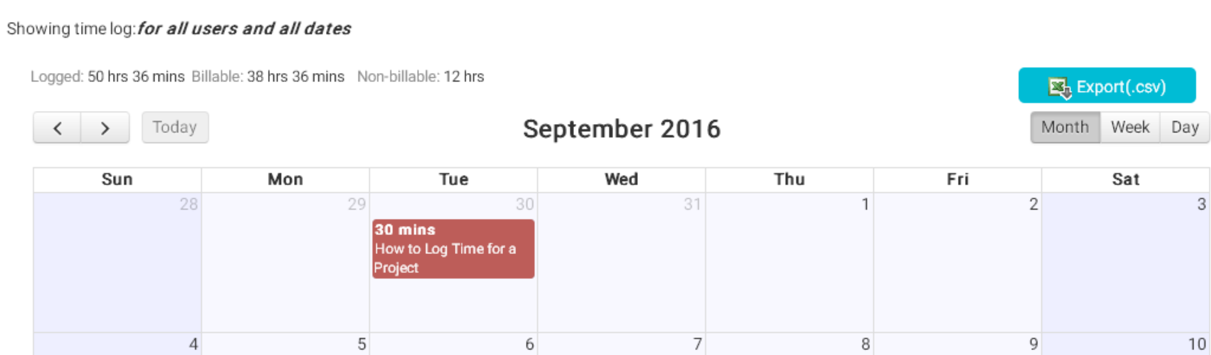
- Break Time
- Check field of Billable
- Note



- Click Update to save your changes.

You can also edit the Time Log entries from the Time Log calendar view.

- Click on any time log entries from the calendar
- Edit the Time, Date, Note and Update the fields
- Time Log entries will be updated automatically



Can I edit the time entries by the timer?

You can edit the time log entries from the Time Log page List view or calendar view.

- Click on the **edit** option under the **Action**
- On the Time Log Edit Pop-up, edit the time entries and click on **Update**

Who can edit the Time Logs?

There are four types of users in Orangescrum. They are:

- Owner
- Admin
- User
- Clients

Owner and Admin can view all users' time log entries and able to see the Resource Utilization report. But Users and Clients can see their own time log entries and can't see the Resource Utilization report.

Owner & Admin can edit all users' time log entries where as Users & clients can only edit their own time log entries.

Can I view time logs of all resources at a time?

You can view time log entries of all resources at a time in the Time Log page and Resource utilization page.

- Go to the Time Log page
- Click on the Filters
- Select Resources

Upon selection of resources, you can see the time log entries by resources of that project.

But with Resource Utilization page, you can see more clarity on the resources time spent on tasks or projects.

- Go the Resource Utilization Page from the **Time Log** or **Company Setting**
- Click on Add/ Column and select Resource, Project, Hours Spent
- Navigate to Filters
- Click on the Resources, mark all resources
- Select the date or a date range
- Select Project

You can see the Time Log entries of all resources by Project wise.

If you want to see time log entries by one resource at a time for a single project, select that resource from the filter and view the report.

Can I edit the Note in the Time Log?

- Select the Tasks and time log entry
- Click on the edit option from Action field
- Go to Note on the Edit pop-up, edit the Note & click on the **Update** button to save the changes.

Can I delete a time log entry?

- Select the Task from the Time Log List view
- Go the Action
- Click on the Delete icon
- Click **Ok**on thepop-up

Your time log entry will be deleted successfully.

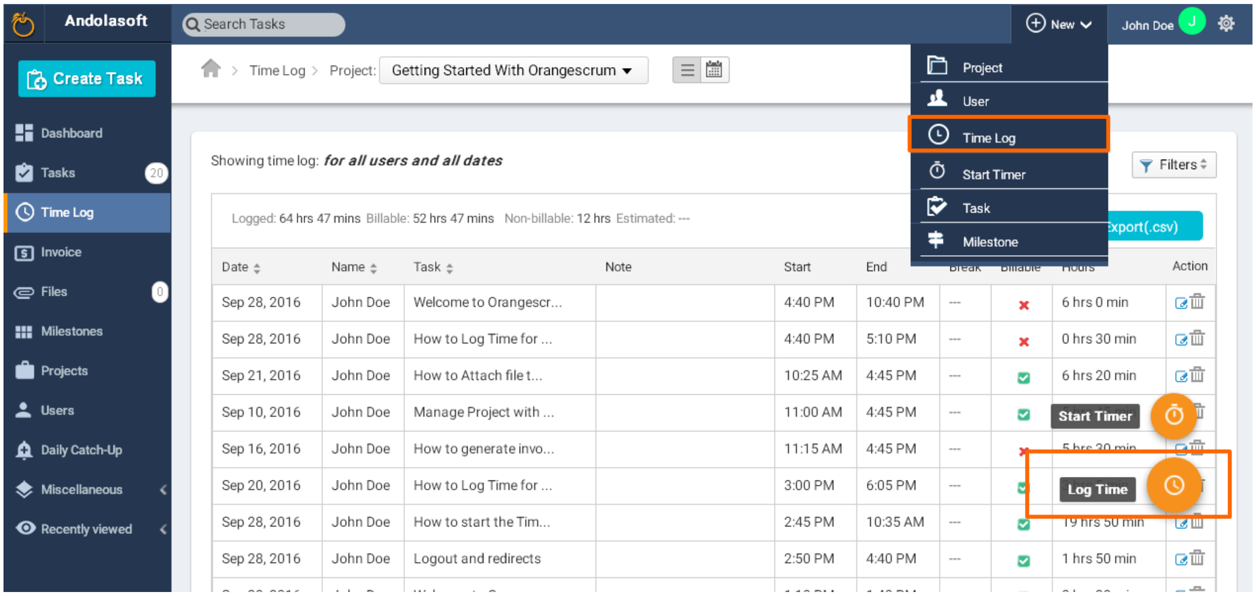
At any time you can edit, delete or entry time for that task.

Note: In case of Dependencies, you can't log time for a dependent task, until you finish the parent task.

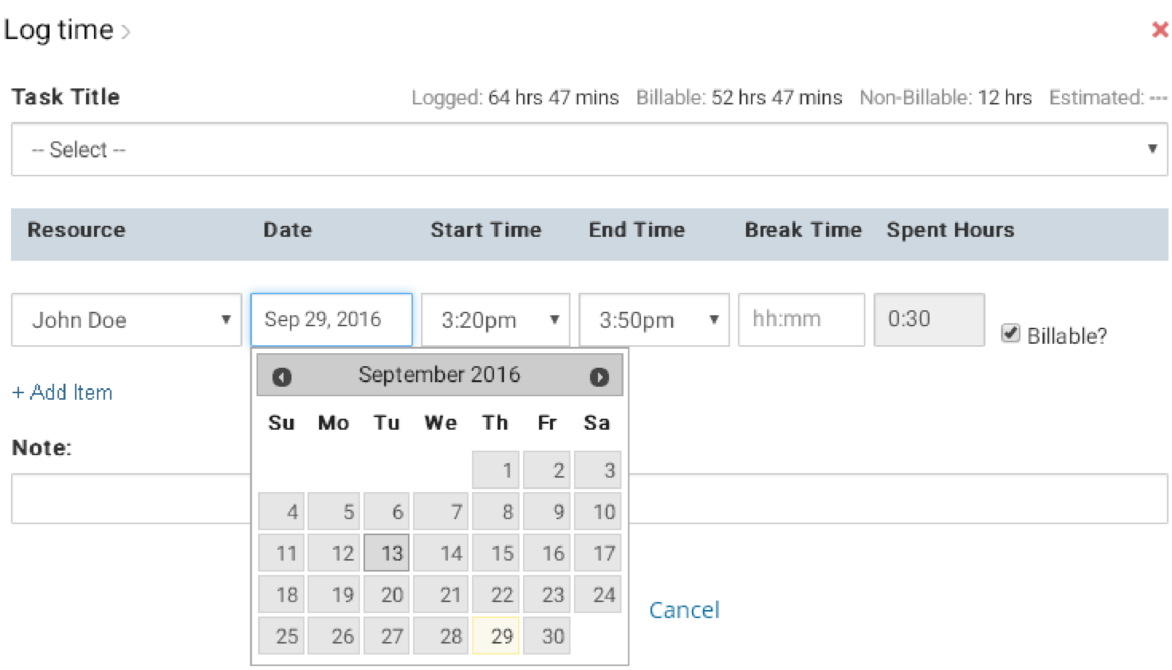
Can I log time for a back date?

You can log time for any date from the Time Log and time log calendar page.

- Go to the Time Log page.
- Click on the Log Time from the button or from the **New**at the top right menu bar**,** click Time Log.



- On the Time Log Entry page, select a date as per your convenience.
- Click on Save to log your time for that date.



You can edit a time log entries to change the date of the log time.

What can I know from the Resource Utilization report?

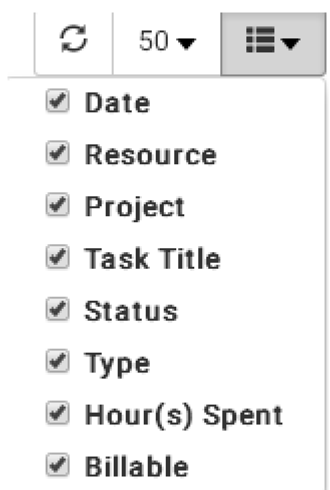
The Resource Utilization report can be viewed by owner and admin. This is not accessible to a user and clients.

On this report, you can see:

- Which resource worked how many hours
- Total hours spent on a project
- Total hours spent by resources on a day or particular date

On the Resource Utilization Page, Click on the Add/Remove Column to add fields to generate different reports. The fields are:

- Date
- Resource
- Project
- Task Title
- Status
- Type
- Hour(s) Spent
- Billable



With the help of **Filters,** you can get specific results.

Filters | Jan 01, 2016 to Sep 29, 2016 X | Search | 50

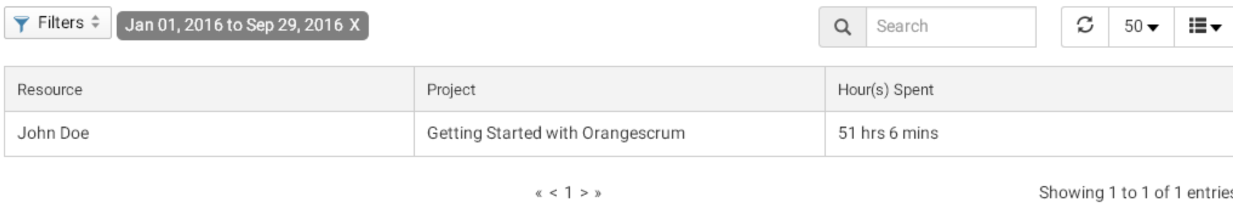
Date	Resource	Project	Task Title	Status	Type	Hour(s) Spent	Billable
Aug 30, 2016	John Doe	Getting Started w..	How to Log Time...		Bug	30 mins	Yes
Sep 10, 2016	John Doe	Getting Started w..	Manage Project ...		Development	5 hrs 45 mins	Yes
Sep 13, 2016	John Doe	Getting Started w..	Welcome to Oran...		Others	30 mins	Yes
Sep 16, 2016	John Doe	Getting Started w..	How to generate...		Others	5 hrs 30 mins	No
Sep 20, 2016	John Doe	Getting Started w..	Welcome to Oran...		Others	30 mins	Yes
Sep 20, 2016	John Doe	Getting Started w..	How to Log Time...		Bug	3 hrs 5 mins	Yes
Sep 21, 2016	John Doe	Getting Started w..	How to Attach fil...		Others	6 hrs 20 mins	Yes
Sep 21, 2016	John Doe	Getting Started w..	How to Log Time...		Bug	46 mins	Yes
Sep 28, 2016	John Doe	Getting Started w..	How to start the ...		Unit Testing	19 hrs 50 mins	Yes
Sep 28, 2016	John Doe	Getting Started w..	Logout and redir...		Development	1 hr 50 mins	Yes
Sep 28, 2016	John Doe	Getting Started w..	How to Log Time...		Bug	30 mins	No
Sep 28, 2016	John Doe	Getting Started w..	Welcome to Oran...		Others	6 hrs	No

Note: The default date range for the Resource Utilization is the current month. So change it from the Filters and select your date or date range to view your required reports.

Can I know project wise resources hours spent?

- Go to the Resource Utilization page.
- Select Project, Resources & Hours Spent from the Add/Remove Column
- From the Filters, select your Project

You can see the total hours spent by resources for the project.

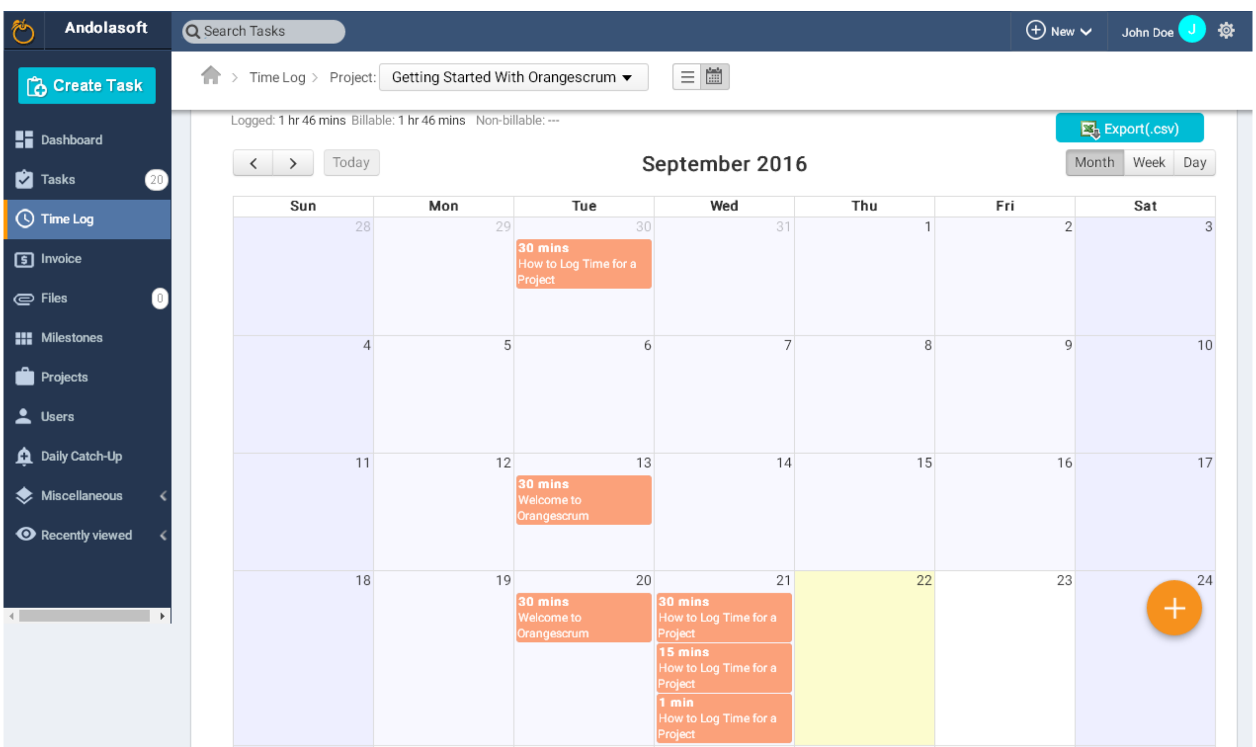


What can I view in Time Log calendar?

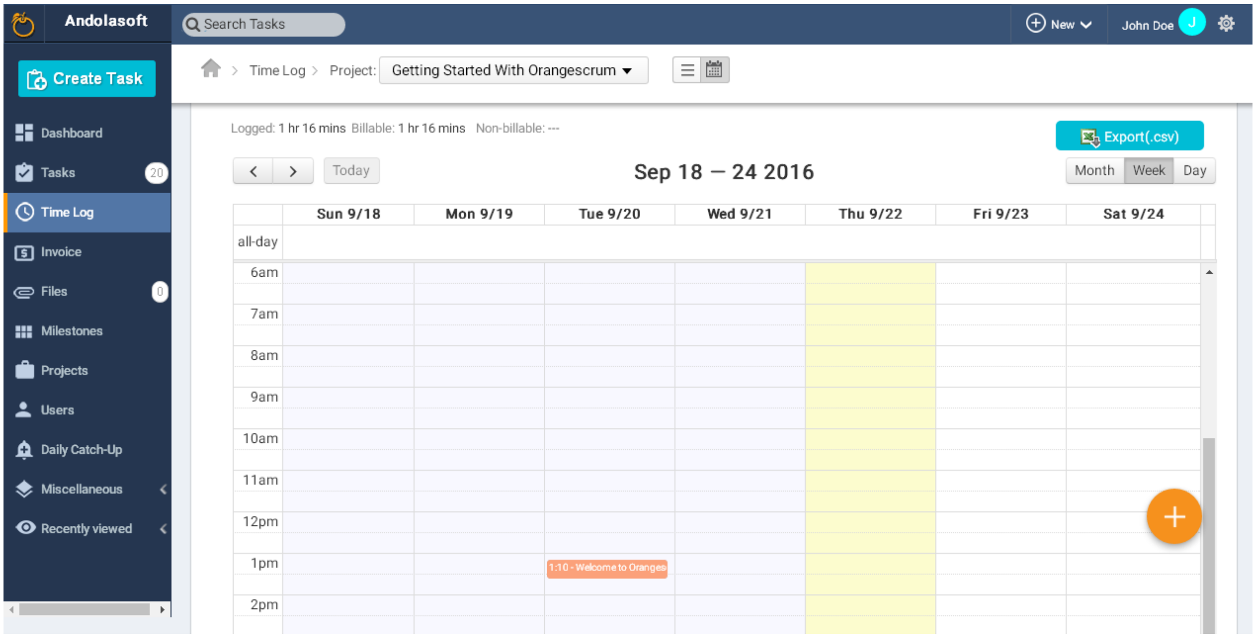
You can view the time log calendar view using the following steps:

- Click on the **Time Log** menu from the menu panel.
- Select the Project you want to view the Time Log entries.
- Click on the Calendar icon to view the Time Log calendar details

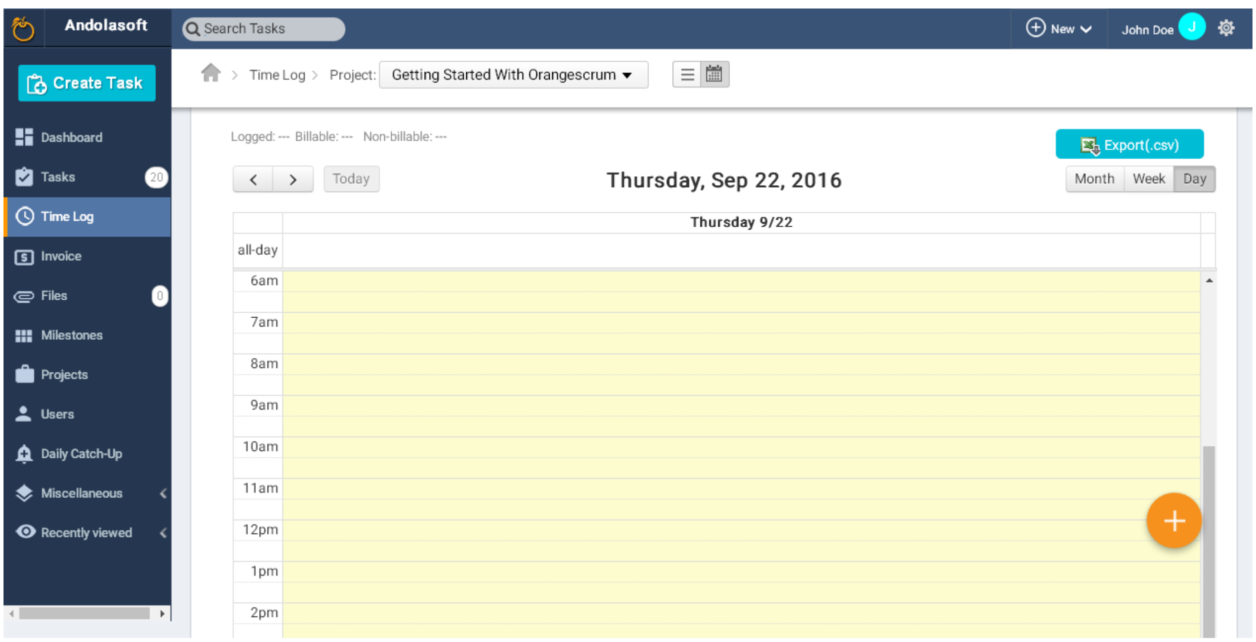
- On the calendar page, we have the following three views:
  - Monthly view
  - Weekly view
  - Day wise view



(Monthly View)



(Weekly View)



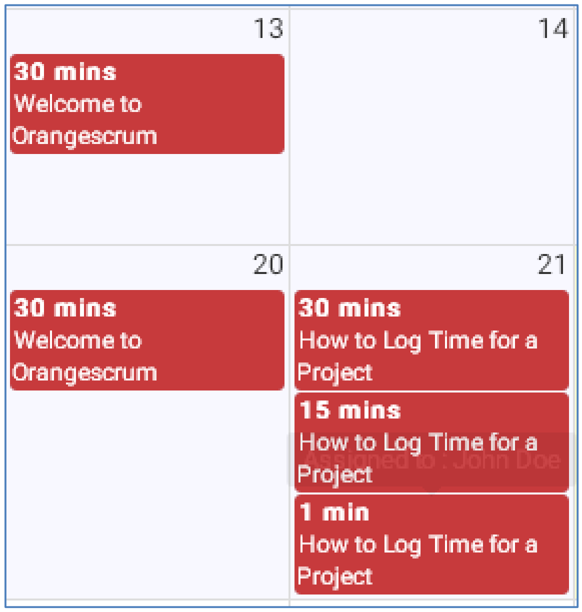
(Day wise view)

- To change the current month/week/day, you can use the left or right button

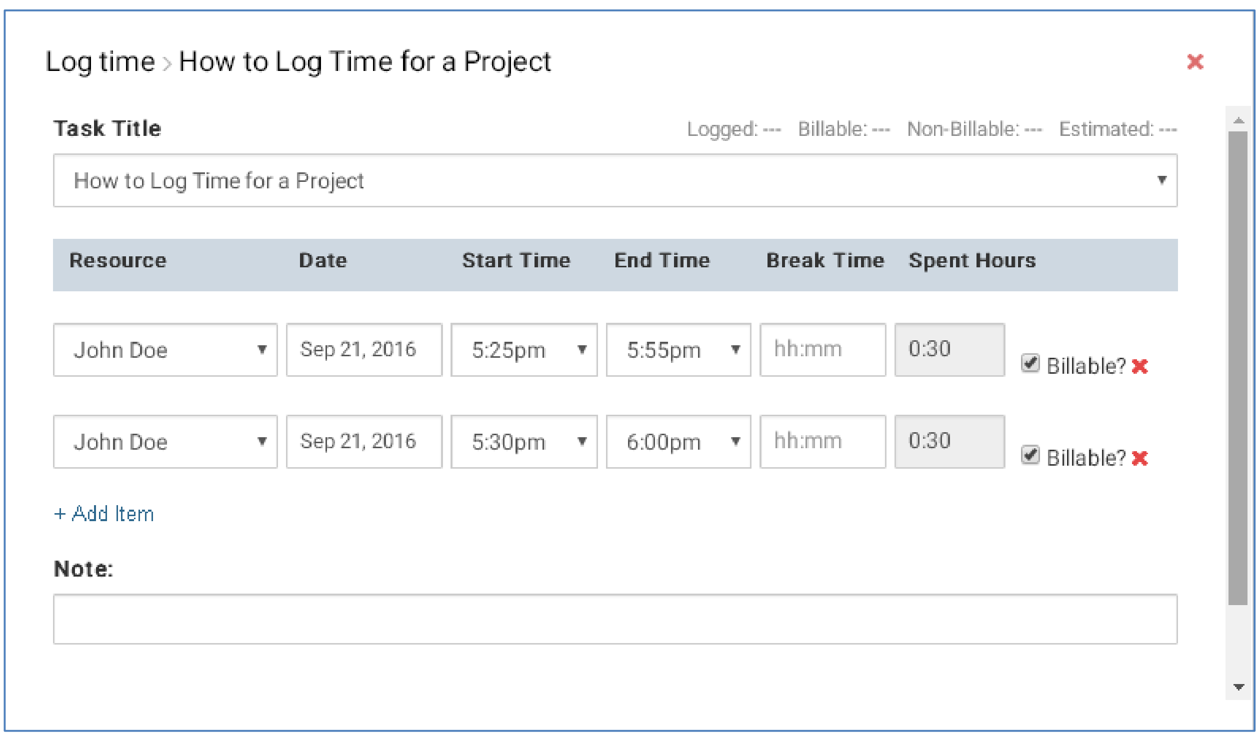
  

- At any time you can click on **Today** to return to the current date.
- On the calendar page, you can view the following time log details:
  - Task Title

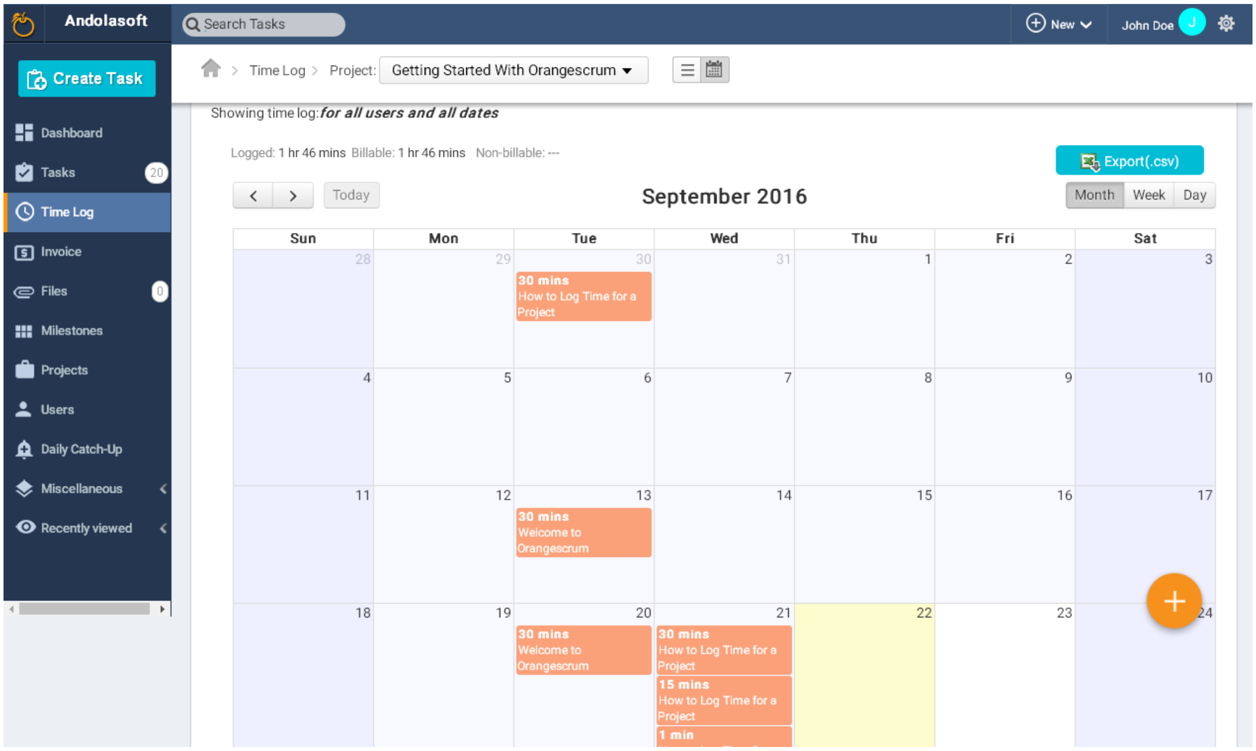
- Time Logged in for the day
- Assigned To



- You can log time for any day by clicking on the day box, and enter & select the required field in the Log Time pop-up.



- Your calendar will be look like this:



What can I export from the Time Log page?

You can export your time log entries by clicking on the 

button.

The following data will be exported in a .csv format:

- Date
- Name/Resource
- Task
- Note
- Start Time
- End Time
- Break time
- Billable or Not
- Hours Spent
- Export Date
- Total fields exported
- Total Billable Hours
- Total Non-billable hours
- Total Hours

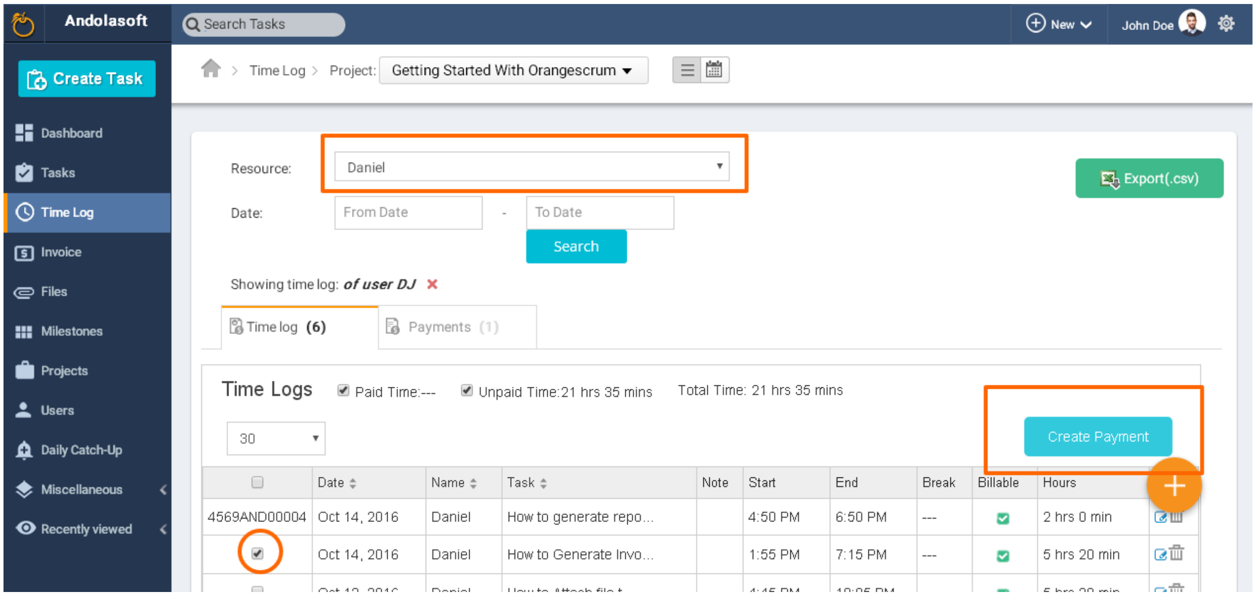
	Date	Name	Task	Note	Start	End	Break	Billable	Hours
2	28/09/2016	John Doe	Welcome to Orangescrum		4:40pm	10:40pm	---	No	6 hrs
3	28/09/2016	John Doe	How to Log Time for a Project		4:40pm	5:10pm	---	No	30 mins
4	21/09/2016	John Doe	How to Attach file to task - copy		10:25am	4:45pm	---	Yes	6 hrs 20 mins
5	10/9/2016	John Doe	Manage Project with enable/disable and delete		11:00am	4:45pm	---	Yes	5 hrs 45 mins
6	16/09/2016	John Doe	How to generate invoice without Time Log		11:15am	4:45pm	---	No	5 hrs 30 mins
7	20/09/2016	John Doe	How to Log Time for a Project		3:00pm	6:05pm	---	Yes	3 hrs 5 mins
8	28/09/2016	John Doe	How to start the Timer		2:45pm	10:35am	---	Yes	19 hrs 50 mins
9	28/09/2016	John Doe	Logout and redirects		2:50pm	4:40pm	---	Yes	1 hr 50 mins
10	20/09/2016	John Doe	Welcome to Orangescrum		1:10pm	1:40pm	---	Yes	30 mins
11	30/08/2016	John Doe	How to Log Time for a Project		1:10pm	1:40pm	---	Yes	30 mins
12	13/09/2016	John Doe	Welcome to Orangescrum		6:50pm	7:20pm	---	Yes	30 mins
13	1/1/1970	John Doe	How to Log Time for a Project		5:30am	7:11pm	---	Yes	13 hrs 41 mins
14	21/09/2016	John Doe	How to Log Time for a Project		7:06pm	7:07pm	---	Yes	1 min
15	21/09/2016	John Doe	How to Log Time for a Project	time to create the Task te	5:50pm	6:20pm	---	Yes	30 mins
16	21/09/2016	John Doe	How to Log Time for a Project	time to create the Task te	6:40pm	6:55pm	---	Yes	15 mins
18	Export Date	9/29/2016 10:52							
19	Total	15 records							
20	Total Billable Hours	52 hrs 47 mins							
21	Total Non-Billable Hours	12 hrs							
22	Total Hours	64 hrs 47 mins							

What is the Payment feature in Time Log with Payment?

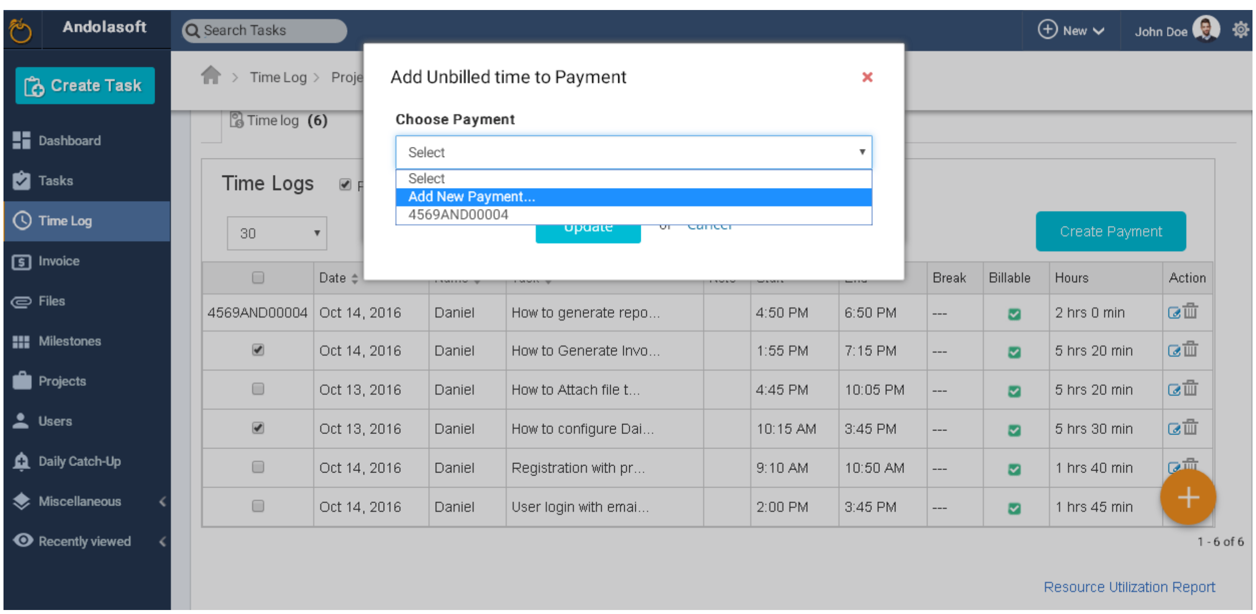
The Payment feature will help you to keep track of your payables along with your team's time to ensure transparent management of contractors, freelancers, third Party Vendors, Technology Service Providers, distributors etc.

To create a payment for your extended team follow the below steps as mentioned:

- Go to the Time Log Page
- Select one Resource
- Go to the Time Log sheet
- Mark the Time entries to create a Payment
- Click on the Create Payment

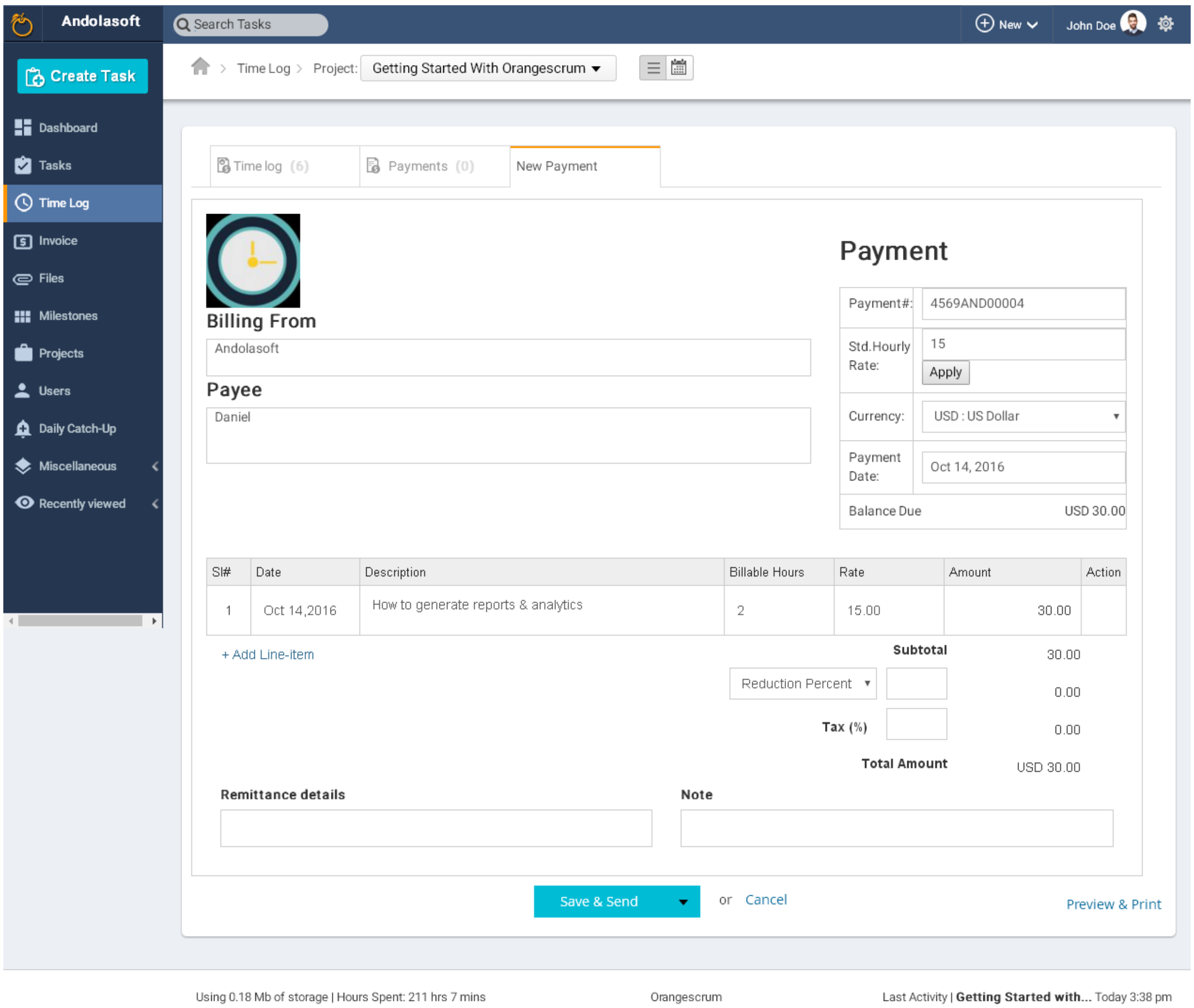


- You can see the Add Unbilled time to Payment pop up form.
- Select the option to create a new **Payment** or to continue with the **existing** Payment.



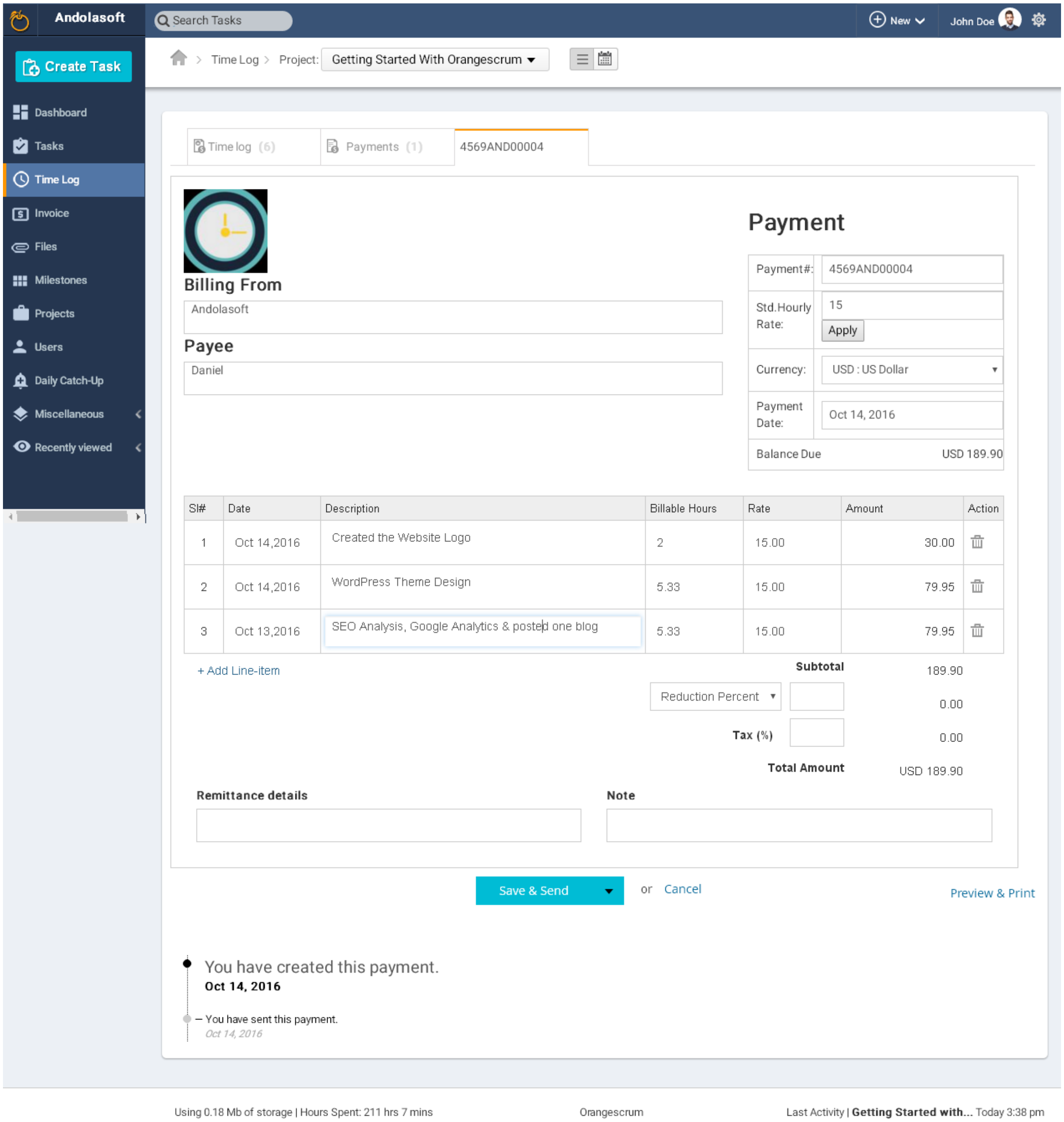
- Select New Payment, you will be redirected to Payment page
- On the Payment page, edit, select or enter the following data:
  - Billing From
  - Payee

- Payment #
- Hourly Rate
- Currency
- Payment Date
- Reduction Percentage or flat Rate
- Tax
- Remittance details
- Note

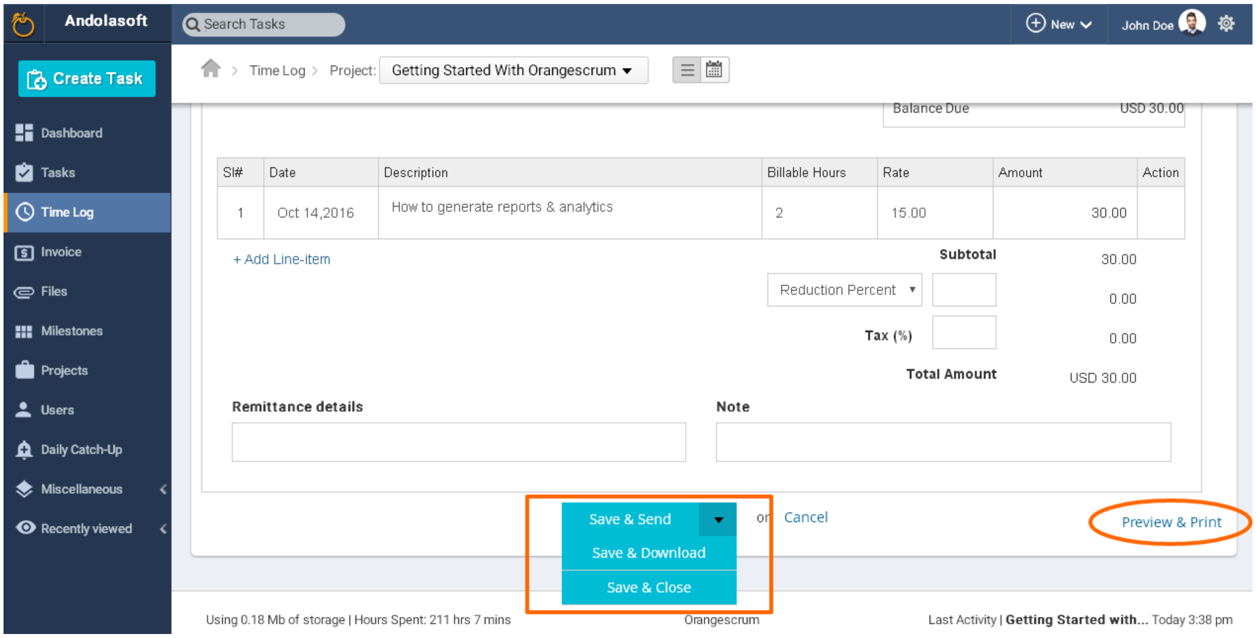


- You can edit the Task Date, Description, Billable Hours, Rate as well.

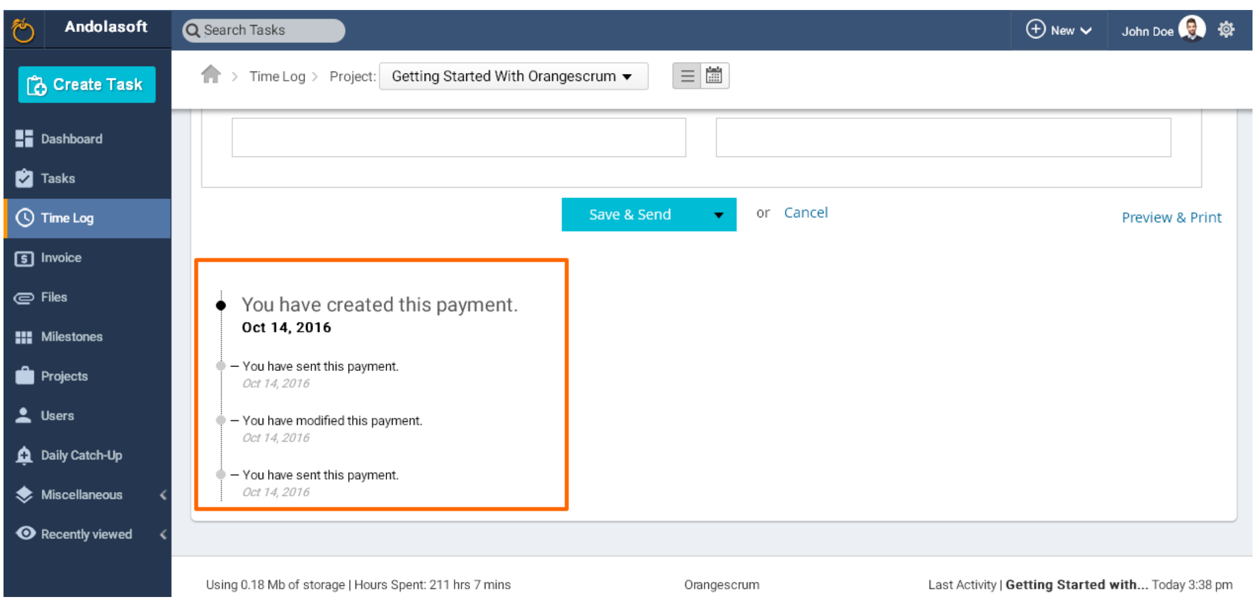
- If you select add Payment to the existing Payment, then the marked billable hours will be automatically updated to the Payment.



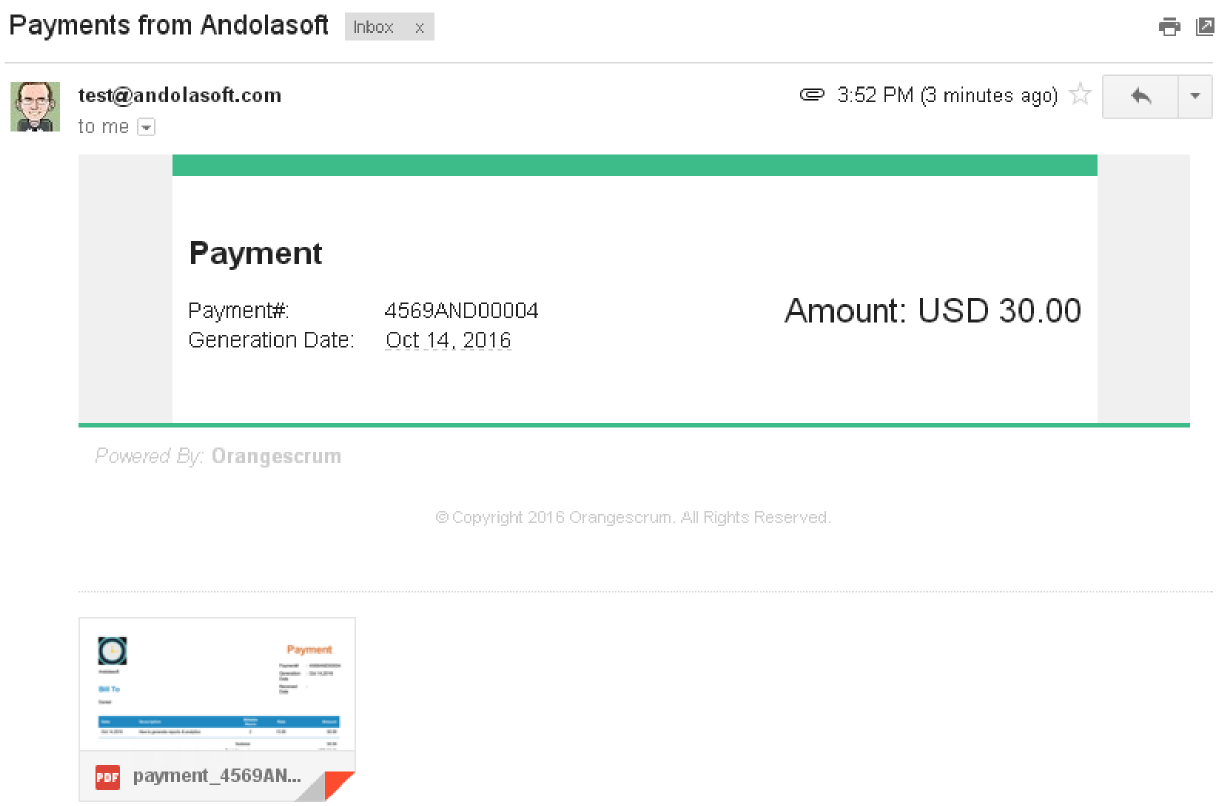
- You can **Save**, **Send**, **Download**, **Print** this Payment.



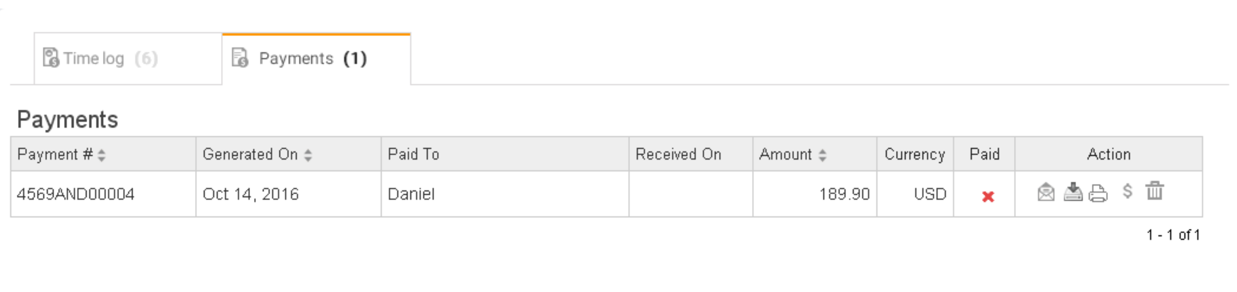
- You can see the update of the same Payment at the bottom of your Payment.



- When you will send Payment to your extended team’s email address, (s)he can view the email with amount, date & the payment PDF like the below screenshot.



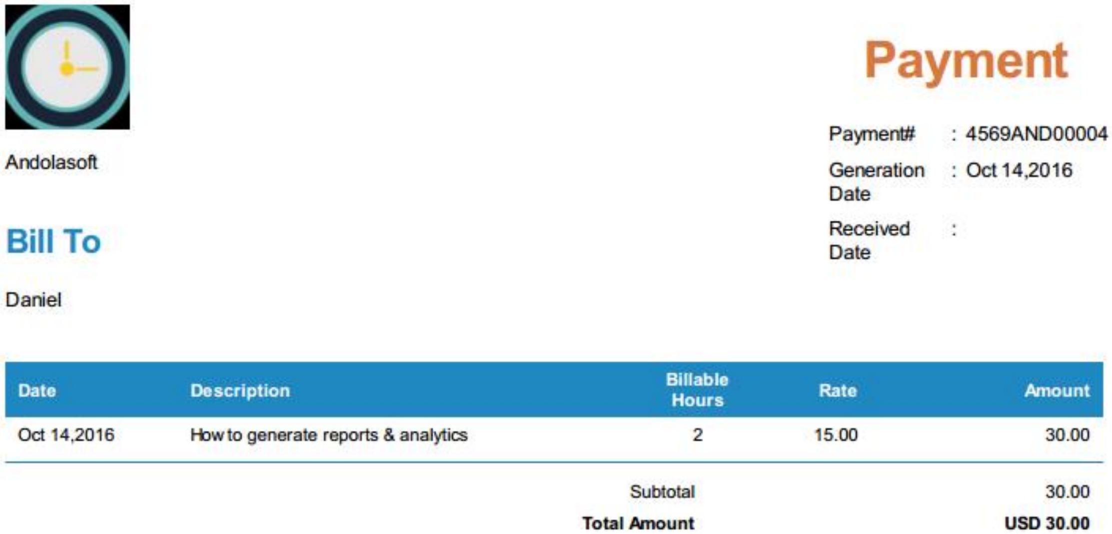
- After you send the Payment, you can see the payment details in the Payment tab.



Payment #	Generated On	Paid To	Received On	Amount	Currency	Paid	Action
4569AND00004	Oct 14, 2016	Daniel		189.90	USD	✖	

1 - 1 of 1

- On Payment tab, you can re-send the Payment, Download & Print the Payment PDF and Delete the Payment as well.



Andolasoft

Payment

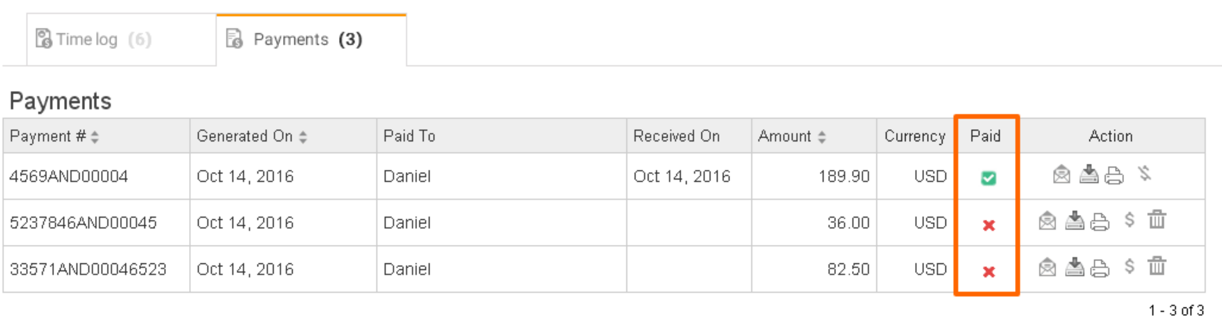
Payment# : 4569AND00004
Generation Date : Oct 14,2016
Received Date :

Bill To

Daniel

Date	Description	Billable Hours	Rate	Amount
Oct 14,2016	How to generate reports & analytics	2	15.00	30.00
		Subtotal		30.00
		Total Amount		**USD 30.00**

- Once you paid the amount you can mark it Paid by clicking on the Dollar icon ($) to close your deal.
- From the Payment page, you can see which payment is paid and which is not.



Time log (6) | Payments (3)

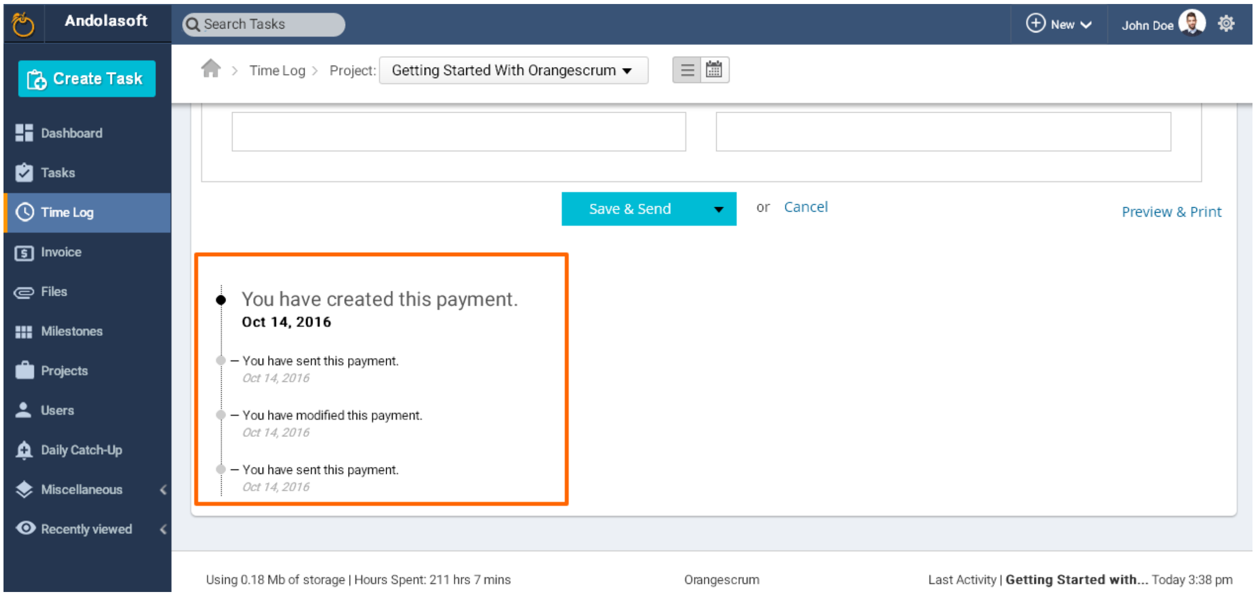
Payments

Payment #	Generated On	Paid To	Received On	Amount	Currency	Paid	Action
4569AND00004	Oct 14, 2016	Daniel	Oct 14, 2016	189.90	USD		
5237846AND00045	Oct 14, 2016	Daniel		36.00	USD		$
33571AND00046523	Oct 14, 2016	Daniel		82.50	USD		$

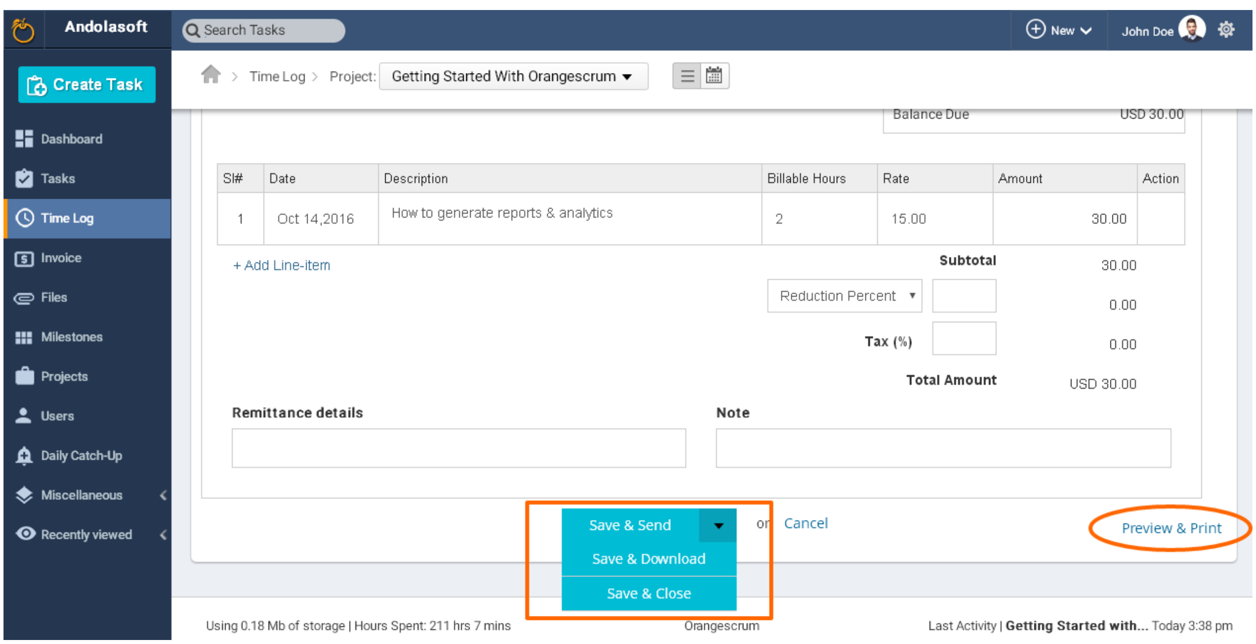
1 - 3 of 3

How can I send the Payment?

- Go to the Time Log Page
- Select the Resource, Date & search
- Click on the Payment Number
- On the below of Payment page, you can see the Payment Updates



- From the Payment Tab, you can also click on the Payment number to check the Payment whether it has been sent or not.
- If it is not sent yet, you can send it by clicking on the Save and Send button.



Can I search which Resource Paid or not?

- Go the Time Log Page
- Select the Payment Tab
- Check which **Payment** has been paid to Resources

Time log (6) | Payments (3)

Payments

Payment #	Generated On	Paid To	Received On	Amount	Currency	Paid	Action
4569AND00004	Oct 14, 2016	Daniel	Oct 14, 2016	189.90	USD	✓	
5237846AND00045	Oct 14, 2016	Daniel		36.00	USD	✗	$
33571AND00046523	Oct 14, 2016	Daniel		82.50	USD	✗	$

1 - 3 of 3

Note: Once you Paid the Payment, mark the Payment number as Paid.

How can I download the Payment?

- Go the Time Log Page
- Select the Payment Tab
- Navigate to Action column
- Download the Payment by clicking on the download icon.

Time log (6) | Payments (3)

Payments

Payment #	Generated On	Paid To	Received On	Amount	Currency	Paid	Action
4569AND00004	Oct 14, 2016	Daniel	Oct 14, 2016	189.90	USD	✓	Download
5237846AND00045	Oct 14, 2016	Daniel		36.00	USD	✗	$
33571AND00046523	Oct 14, 2016	Daniel		82.50	USD	✗	$

1 - 3 of 3