



Journyx Timesheet 7.0 – Accessing New Features

This guide includes descriptions of new features in Journyx Timesheet 7.0 and is intended for existing Journyx customers who are upgrading to version 7.0 from previous versions. If you have additional questions about a feature, please contact your account representative, email the Journyx Support Department at support@journyx.com, or sign up to participate in a New Features Review class by sending email to training@journyx.com.

Timesheet 7.0 development efforts were focused on implementing a completely new design for the user interface. The new design is intended to make daily activities easier to carry out, as well as improve the look and feel of the program. In order to make the interface easier to use, the navigation was overhauled and some of the terminology was changed. The following two sections outline the name and navigation changes:

Renamed Features

5.6 Terminology		7.0 Renamed Features
Global Preferences	=	System Settings
Time Schedules	=	Memorized Sheets
Entry Column Management	=	Field Values
Web Interface Lockout	=	Login Restriction
Extra Fields	=	Custom Fields
Rates & Rules	=	Policies
Approval Templates/Management	=	Approval Plans
Mass Population and Approval	=	Advanced Approvals
Start/Stop Timer	=	Stopwatch
Journals	=	Project Notes
Diary Notes	=	Project Entry Notes
Project Allocations	=	Clients

Sitemap/New Navigation

System Sitemap - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Journeyx Sitemap Logout

Open Toolbar Reports Approvals Management Preferences Configuration

System Sitemap Help ?

Reports

- Standard Reports
- Scheduled Reports
- Saved Reports
- Sheet Status Reports
- System Reports
- Rate Reports

Approvals

- Time Approvals
- Expense Approvals
- Mileage Approvals
- Project Approval
- Advanced

Management

- Users
 - User Management
 - Passwords
 - Accruals
 - Punch Conversions
 - Records Management
 - Timekeeping for Others
 - Disconnected Users
- Groups
- Projects
 - Project Management
 - Project Notes
 - Clients
- Field Values
- Approval Plans
- Memorized Sheets
- Memorized Entries
- Leave Requests
 - Leave Request
 - Calendar
- Domains

Preferences

- Reset Password
- User Details

Configuration Quickstart

Configuration

- Entry Screens
 - Time Entry Screens
 - Punch Screens
 - Stopwatch Modules
 - Expense Entry Screens
 - Mileage Entry Screens
- Custom Fields
- Policies
 - Rule & Policy Management
 - Rate Check
- Roles
- Search Fields
- Periods
- Conversions
 - Currency Conversion
 - Mileage Conversion
- Imports
- System Settings
 - System Information
 - Entry Sheets
 - Branding
 - Screen Appearance
 - Approval Plans
 - Server and Email
 - Leave Requests
 - Disconnected Users
 - Projects
 - Security
 - Login Restriction
 - Logging
 - License Key
 - Custom Bug Reports

FAQs

- What should I do first when setting up my system?
- How do I brand the product with my company's logo and colors?
- How do I add a new user?
- How do I create a new project and assign users to it?
- What is a group?
- What are entry screens and how do I create them?
- How do I see a timesheet?
- What are approval plans and how do I create one?
- How do I change a user's time entry?
- How do I add a new field value?

More FAQs...

Local intranet

Other New Features

- Leave requests
 - Go to Configuration → Roles to assign/remove the leave request ability. User accounts have it by default.
 - Go to Configuration → System Settings → Leave Requests for the following:
 - Option to require supervisor notification
 - Option to require that supervisor provide reasons for declined requests
 - Go to Management → Leave Requests to view and create leave requests
 - Go to Management → Leave Requests → Leave Request Calendar for supervisor review of scheduled leave
- International character entry
 - Includes National Language Support by selecting your database character set
 - Unicode is not currently supported as a native database character set
 - View detailed information here: <http://www.journyx.com/support/externaldb.html>
- Subtotal by several different parameters in reports
 - Edit any Time or Expense Report by going to Reports → Standard Reports and clicking on the name of the report
 - Scroll down the Report Output Options table and select what type of field you want to use for subtotaling
- Add scrollbars for selection and hour entry areas for “wide” timesheets
 - Users can go to Preferences → Entry Screens and enable the “Add inner scrollbars to fit wide entry screens into browser if necessary” setting
 - This allows users to see some portion of the dates for time entry next to the selection fields even when project names are long, time periods are long, or other configuration options make the entry screens scroll off the browser view
- Limit on items to display in dropdown menus
 - Go to Configuration → System Settings → Screen Appearance
 - If maximum number is exceeded, the dropdown menu is replaced with a textbox with the option to search for a selection
 - This setting improves entry screen load times when a user has access to a large number of items in a single field
 - The default setting is 5,000, so your users could see the change in behavior on their entry screens if they have access to more than 5,000 items in a dropdown menu
- Ability to copy settings from existing user and projects to new ones
 - Available under Management → Users → User Management and Management → Projects → Project Management
 - Click on Create button and search for/select user or project for copying in the upper right corner
- Ability to submit several sheets at once while timekeeping
 - Search for users under Management → Timekeeping
 - Time, expense and mileage sheets that are open and can be submitted for approval include checkboxes to the left of search results
- Ability to customize new Toolbar under System Settings → Screen Appearance
 - Includes dynamic calendar and shortcuts to leave requests, approval queues and sheet history
 - Extra button in previous versions is now the custom link in the Toolbar
- Sheet status reports now standard for Administrators and Managers
 - Shows approval status of employee time, expense and mileage sheets – including filtering for sheets that are late and need to be submitted
 - This report was previously available as an add-on upon request
- Ability to remove a user from an approval plan
 - Go to Management → Users → User Management and click on the selected user to remove him from his assigned plan on the user modification page

- This replaces the need to create an individual plan for user in order to deactivate the user's approval plan
- Option to disable email reminders that are sent on weekends
 - Go to Management → Approval Plans and create a new plan or click on an existing plan to modify it
 - Expand the table for Approval Email Configuration and set the "Send late notice emails on weekends" to No
 - This will block late notices from being sent over the weekend and avoid filling up users' inboxes unnecessarily
- New options for making prior period corrections in approved sheets
 - Go to Configuration → System Settings → Approval Plans and review the options for changes to approved sheets
 - "force resubmission for approval" requires a sheet to be resubmitted for approval when corrections are save to a previously approved sheets
 - "be added as approved entries" automatically approves the corrections when they are saved to a previously approved sheets
 - "not be allowed" disables prior period corrections entirely
 - All changes, including the person who made the correction and the date of the correction, are captured in the Sheet History report
- Actual approver now visible in Sheet History reports
 - Previous versions showed designated approver only in Sheet History
 - Actual approver (i.e., backup approver for a given week) is now displayed in System Notes