

PLEASE NOTE

Please be aware that errors can occur while creating activity recordings. They must be solved on your own responsibility.

Activity recordings with unsolved errors cannot be invoiced to the customer and furthermore not credited to the supplier.



For further information please see also "4. Status of your activity recording"

Timetable Web Application

You access the timetable web application via <https://timetable.metafinanz.de>. The timetable Web Application is responsive and addressable from desktop as well as with mobile devices. After you have signed in you can find a list of all projects and work packages which are assigned to you.

ⓘ Liebe KollegInnen, bitte beachtet die Buchungsfristen aufgrund des vorgezogenen Jahresabschlusses. Alle weiteren Informationen findet ihr [hier](#).

Holiday Calendar

Deutschland - DE-BY

September 2023

M D M D F S S

28 29 30 31 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 1

test

Accessa PSP Development > Metafinanz only > Project manangement
Total PT: 45 - AvailablePT: 37.37 Booked this week 0h

Select comment (optional) Hours Minutes On Action

Description (required)

No activities recorded for the period 25 Sep 2023 - 01 Oct 2023

Booking comments

Download activity recordings

Changelog


Help

1. Sidebar


In the sidebar on the right there are various options which are explained in more detail below. You have the possibility...

- ...create and / or edit predefined booking texts,
- ...download your activity recordings as Excel, as CSV or as PDF,
- ...get insights into the latest updates and bug fixes (Changelog) or
- ...visit our timetable info/help page


 Buchungstexte

 Leistungserfassungen herunterladen

 Changelog ●

 Hilfe

2. Your Dashboard



① Liebe KollegInnen, bitte beachtet die Buchungsfristen aufgrund des vorgezogenen Jahresabschlusses. Alle weiteren Informationen findet ihr [hier](#).

2 **Feiertagskalender**

Deutschland - DE-BY

1 **September 2023**

D	M	D	F	S	S
28	29	30	31	1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

Heute

Wochenansicht Monatsansicht

Diese Woche total gebucht 0h

Project Groups

1 test

+ Hinzufügen

test

Accesa PSP Development > Metafinanz only > Project manangement
Total PT: 45 - AvailablePT: 37.37 diese Woche gebucht 0h

3 4 5

Wähle Buchungstext (optional)	Stunden	Minuten	Am	Aktion
<input type="text"/>	8	0	Mon 25 Sep 2023	

Beschreibung (erforderlich)

Keine Leistungen für den Zeitraum 25 Sep 2023 - 01 Oct 2023 erfasst

1.) Selected Month

Here you can choose the month (working month) for upcoming bookings or sell already booked activities of previous months. By changing the month, the view of the concerning projects or work packages will change too.

If you want to see how much you already booked this week, you can change to a week view by clicking on "Week View" below the calendar.

2.) Public holiday calendar

Please select the country (within Germany please also the federal state) from which you work. Then you will see the public holidays within your country in the timetable Web Application.

3.) Favorize work packages

You can favorize work packages by clicking the red star. Favorized work packages will be listed on top of the list.

4.) Change the display name of a project / work package

Initially the whole project name is taken from the metaBusinessSystem. You can change the displayed name by clicking on the little pen next to the concerning project / work package and you can change the displayed name. But please keep in mind that the change is only visible for you.

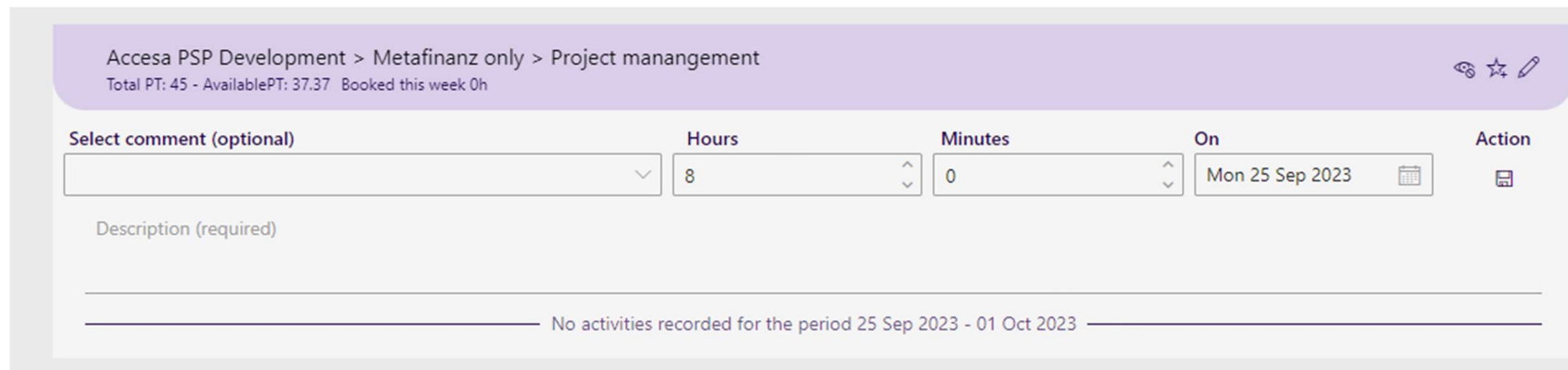
5.) Show or hide a project / work package

If you want to hide a project / work package, please click on the "eye symbol". If you want to show the hidden project / work package again, click on "Show hidden projects" in the menu on the right. Then the hidden project / work package is displayed again. To display it again permanently, please click on the "eye symbol" again. If you don't do this, the project / work package will be hidden again the next time you open the application.

3. Add activity recordings

After selecting the right month and the right project, you can book various hours on various work packages, including a significant booking comment. Book your activities regularly, at best on a daily basis. If you are on sick leave or on vacation, you do not need to book an activity. At the beginning of each month the previous month of the project will be invoiced. That means, that all previous months are locked, and no further bookings or changes can be made.

To add a new activity recording, click on the name of the project for which you want to create an activity recording and the following input mask will open:



The screenshot shows a web interface for adding an activity recording. At the top, a purple header bar contains the breadcrumb 'Accesa PSP Development > Metafinanz only > Project management' and summary statistics: 'Total PT: 45 - AvailablePT: 37.37 Booked this week 0h'. To the right of the header are icons for eye, star, and edit. Below the header is a form with the following fields: 'Select comment (optional)' (a dropdown menu), 'Hours' (a numeric input field with up/down arrows, containing '8'), 'Minutes' (a numeric input field with up/down arrows, containing '0'), 'On' (a date input field showing 'Mon 25 Sep 2023' with a calendar icon), and 'Action' (a button with a save icon). Below these fields is a text area labeled 'Description (required)'. At the bottom of the form, a message states 'No activities recorded for the period 25 Sep 2023 - 01 Oct 2023'.

Here you can add your activity recording and a meaningful description.

In the minutes field only the values 15, 30, 45 and 0 are accepted. If you enter values other than these, it is mathematically rounded up or down to the nearest valid value.

If you want to create an activity recording for another day, click on the calendar and you can select the appropriate day.

After saving the entered working hours you can either add more activity recordings, edit, copy or delete already existing activity recordings.

Description (required)

✓ short1 in long and verylong

08:00

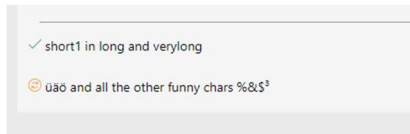
Mon 25 Sep 2023



4. Status of your activity recording

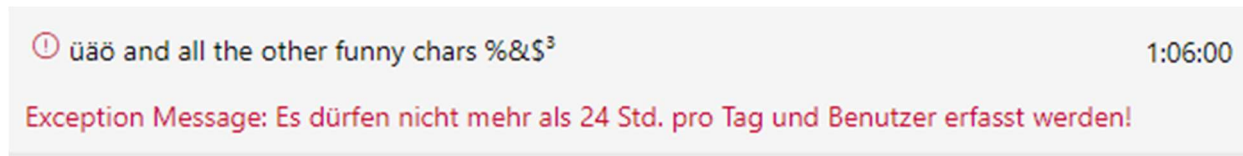
After saving the entered working hours the status will appear in form of the following colors:

- Green means „successfully synchronized in the metaBusinessSystem“
- Yellow means „In Progress“
- Red means „Synchronization in the metaBusinessSystem failed“



Please be aware that the synchronization in the metaBusinessSystem must be ensured at all costs. Only synchronized activity recordings can be viewed by the Business Services colleagues and if applicable invoiced to the customer and credited to the supplier.


In the event of an incorrect synchronization, you will receive a notification informing about the occurred error:



As there are incorrect bookings from time to time, timetable will inform you via email. You get an email from billing@metafinanz.de containing all relevant information of the false booking(s). If you do not correct your booking(s) you will receive an email every Thursday which provides a summary of all incorrect booking(s). If you do not correct your booking(s) until the end of the month they will be deleted automatically. You will receive an email informing you about the deleted bookings afterwards.

5. Copying of activity recordings

There is also the possibility to copy activity recordings. To display the option to copy n activity recording, create an activity recording on a project:

✓ short1 in long and verylong 08:00 Mon 25 Sep 2023   

As soon as you click on the copy button, the following input mask will appear:

Select the days for which the activity recording with the comment short1 in long and verylong shall be copied on the work package Accesa PSP Development > Metafinanz only > Project management.

September 2023

M	D	M	D	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Select all (working days)

Select the days for which you want to copy the activity record and click on "Save" at the bottom:

September 2023	Description	On	Time																																										
<table border="1"><thead><tr><th>M</th><th>D</th><th>M</th><th>D</th><th>F</th><th>S</th><th>S</th></tr></thead><tbody><tr><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td></tr></tbody></table>	M	D	M	D	F	S	S	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	short1 in long and verylong	18/09/2023	8 <input type="text"/> ^ v 0 <input type="text"/> ^ v
M	D	M	D	F	S	S																																							
28	29	30	31	1	2	3																																							
4	5	6	7	8	9	10																																							
11	12	13	14	15	16	17																																							
18	19	20	21	22	23	24																																							
25	26	27	28	29	30	1																																							
	short1 in long and verylong	20/09/2023	8 <input type="text"/> ^ v 0 <input type="text"/> ^ v																																										
	short1 in long and verylong	27/09/2023	8 <input type="text"/> ^ v 0 <input type="text"/> ^ v																																										
	short1 in long and verylong	29/09/2023	8 <input type="text"/> ^ v 0 <input type="text"/> ^ v																																										
	short1 in long and verylong	06/09/2023	8 <input type="text"/> ^ v 0 <input type="text"/> ^ v																																										

Select all (working days)

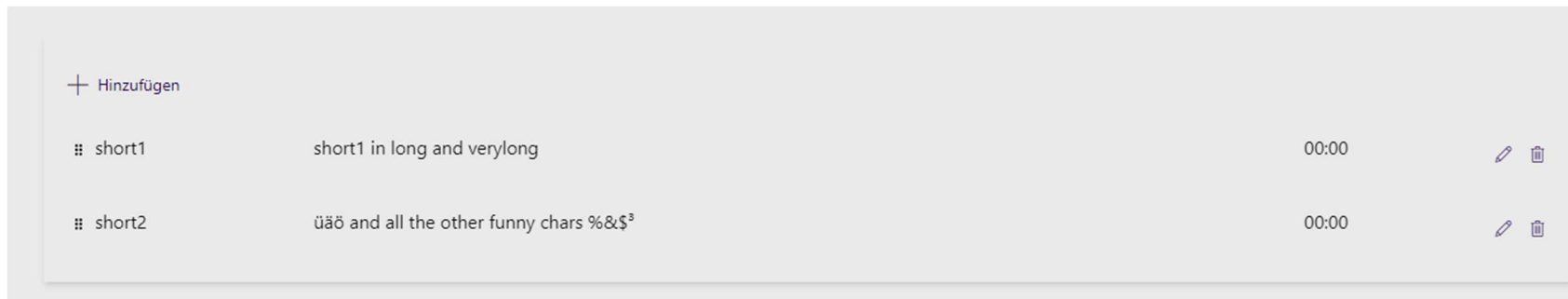
 Save

The activity recordings for the selected dates will be created automatically:

PLEASE NOTE: We only copy activity recordings if enough budget is available on the work package. If this is not the case, an error message is shown:

6. Sorting of Booking comments

If you have predefined booking comments, you can now sort them as well. Simply click on the symbol in front of the booking comment...







... and drag & drop the booking comment to the desired position.

The booking comments are then displayed on the projects / work packages in the defined order.



7. Predefined hours per Booking Comment

Furthermore, you now have the option of setting a fixed number of hours per booking comment. This predefined value is then automatically displayed on the work package when you select this booking comment.

To define the number of hours for a predefined comment, please first click on the pencil symbol on the respective booking comment:

+ Hinzufügen			
# short1	short1 in long and verylong	00:00	 
# short2	üäö and all the other funny chars %&\$³	00:00	 

Then you can enter the hours and minutes that you want to pre-define on the booking comment:

short1	short1 in long and verylong	1	30	 
--------	-----------------------------	---	----	---

Then click on "Save".

If the booking comment is now selected on the project / work package, the activity recording is automatically adjusted to the predefined number of hours:

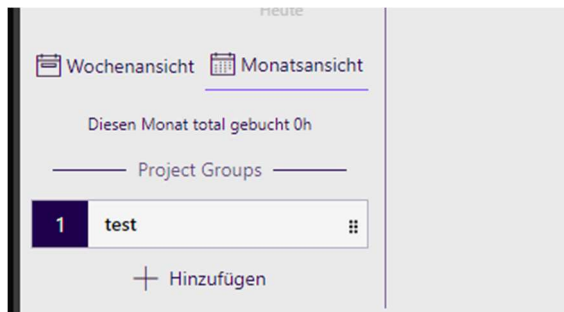
If you want to book more or fewer hours than the predefined hours, you can do this using the arrow symbols.

If you want to change or delete the predefined hours, proceed in the same way as if you wanted to save predefined hours on a booking comment.

8. Grouping of projects/work packages

If many work projects/work packages are assigned to you, you now have the option of creating groups (e.g. by customer, topic, ...) and assigning the desired work packages/projects to the group.

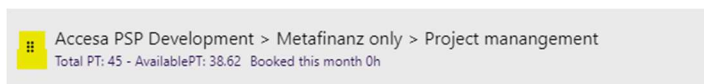
To create a group, please click on the "+ Add" button in the right menu...:



To create a group please give it a name and then click on the "Save" icon:



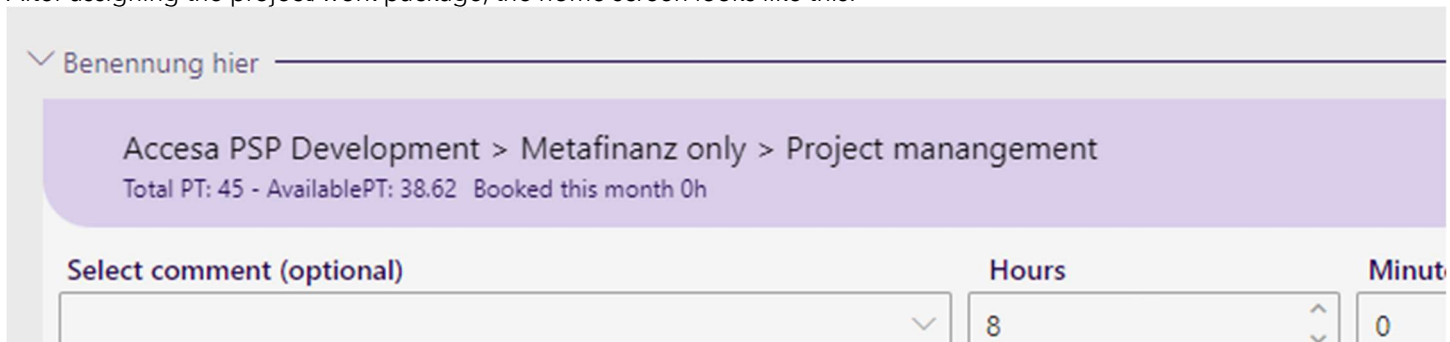
The group can be seen right here. Furthermore, a symbol for assigning a project/work package is now displayed in front of each individual project/work package:




By clicking on the symbol in front of the project/work package, you can now assign the project/work package to this group by using drag & drop:



After assigning the project/work package, the home screen looks like this:



You can create as many groups as you like. The first group is always expanded, all other groups are closed when the homepage is opened.

You can also change the order of the groups by clicking on the  icon next to the group and rearranging the order of the groups by using drag & drop.



If you want to remove a project/work package from a group, click again on the icon in front of the work package and drag it downward:

If you want to rename or delete a group, please right-click on the group and you will be presented with two options:

