

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**.

ⓘ FEHLER aufgetreten:

Einige deiner Leistungserfassungen wurden nicht korrekt synchronisiert – siehe nachfolgend. Bitte löse deine fehlerhaften Leistungserfassungen auf. Diese werden ansonsten zu Beginn des Folgemonats gelöscht und können weder an den Kunden verrechnet noch dem Dienstleister ausgezahlt werden.

20 1034 TEST Projekt in Produktion für metaBS-Team (Caro, Andrei, Paul) > TEST Projekt in Produktion für metaBS-Team (Caro)

ⓘ Anforderungsmanagement für metaBusinessSystem und timetable

1:01:00

Tue 05 Jul 2022



Exception Message: Es dürfen nicht mehr als 24 Std. pro Tag und Benutzer erfasst werden!

Hier findest du die Timetable Anleitung. Für weitere Fragen kannst du uns gerne unter Billing@metafinanz.de kontaktieren.

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.

Feiertagskalender

Deutschland - DE-BY

September 2022

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| 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 | 2 |

Go to today

Week view Month view

Total Booked this month 8h

☆ 2022-Shop myIT OS&T > Leistungserfassung > Betrieb BS (aus BAs)
TotalPT: 127.5 - AvailablePT: -293.4 Booked this month 0h

☆ 2022-Shop UL Business System (Weiterentwicklung) > Leistungserfassung BS (Weiterentwicklung) > Leistungserfassung BS (Weiterentwicklung)
TotalPT: 0 - AvailablePT: -123.53 Booked this month 8h

2022-BA Sach@Digital > Leistungserfassung > Leistungserfassung Sach@Digital
TotalPT: 90 - AvailablePT: -47.34 Booked this month 0h

20 1034 TEST Projekt in Produktion für metaBS-Team (Caro, Andrei, Paul) > TEST Projekt in Produktion für metaBS-Team (Caro)
TotalPT: 2 - AvailablePT: 1.81 Booked this month 0h

Add personal project

Booking comments

Download activity recordings

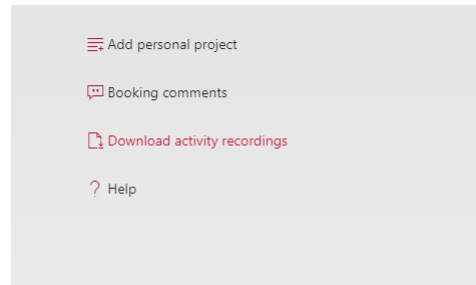
Help



1. Sidebar

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

- ...add a personal project
- ...create and / or edit predefined booking texts, or
- ...download your activity recordings as Excel, as CSV or as PDF



2. Your Dashboard

metafinanz Business & IT Consulting **We ensure Success.**

timetable

2 Feiertagskalender
Deutschland - DE-BY

September 2022

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| 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 | 2 |

Go to today

Week view | Month view
Total Booked this month 8h

1

3

- ☆ 2022-Shop myIT OS&T > Leistungserfassung > Betrieb BS (aus BAs)
TotalPT: 127.5 - AvailablePT: -293.4 Booked this month 0h
- ☆ 2022-Shop UL Business System (Weiterentwicklung) > Leistungserfassung BS (Weiterentwicklung) > Leistungserfassung BS (Weiterentwicklung)
TotalPT: 0 - AvailablePT: -123.53 Booked this month 8h

4

Select comment (optional)

Description (required)

Hours: 8 Minutes: 0 On: Thu 01 Sep 2022 Action: [icon]

✓ Anforderungsmanagement für metaBusinessSystem und timetable 08:00 Thu 01 Sep 2022 [edit] [delete]

- 2022-BA Sach@Digital > Leistungserfassung > Leistungserfassung Sach@Digital
TotalPT: 90 - AvailablePT: -47.34 Booked this month 0h
- 20 1034 TEST Projekt in Produktion für metaBS-Team (Caro, Andrei, Paul) > TEST Projekt in Produktion für metaBS-Team (Caro)
TotalPT: 2 - AvailablePT: 1.81 Booked this month 0h

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.

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 calendar for May 2022 on the left, with the 30th highlighted. The main area displays a list of activity recordings. The first recording is for 'Testing User Story 13976 - Target project for travel' with a total of 20 PT and 0h booked. Below it is a form to add a new recording, with fields for 'Wähle Buchungstext (optional)...', '8' (hours), '0' (minutes), and '30 May 2022'. The second recording is for 'Testing change of order process to sent orders "Immediately" - supplier metafinanz' with a total of 420 PT and 16h booked. Below it is another recording for 'timetable - workpackages not for the whole month > Work package that ends before the month ends' with a total of 6 PT and 8h booked.

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 or delete already existing activity recordings

The screenshot shows a form for adding an activity recording. The form has a dropdown for 'Wähle Buchungstext (optional)...', two spinners for '8' and '0', and a date field for '30 May 2022'. Below the form is a list of activity recordings. The first recording is for 'Testing change of order process to sent orders "Immediately" - supplier metafinanz' with a total of 420 PT and 16h booked. Below it is another recording for 'timetable - workpackages not for the whole month > Work package that ends before the month ends' with a total of 6 PT and 8h booked. The recording is marked as 'Test' and has a time of '08:00' and a date of '16 May 2022'.

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“

Leistungserfassungen erfolgreich angelegt.

Mai 2022 ↑ ↓ Testing User Story 13976 - Target project for travel > Testing User Story 13976 - Target project for travel ☆ ✎

TotalPT: 20 - AvailablePT: 20 diesen Monat gebucht 8h

Wähle Buchungstext (optional)... 8 0 30 May 2022 📅 📄

Beschreibung

☹️ Test of timetable responsive application 08:00 30 May 2022 ✎ 🗑️

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:

Mai 2022 ↑ ↓ Testing User Story 13976 - Target project for travel > Testing User Story 13976 - Target project for travel ☆ ✎

TotalPT: 20 - AvailablePT: 20 diesen Monat gebucht 8h

Wähle Buchungstext (optional)... 8 0 30 May 2022 📅 📄

Beschreibung

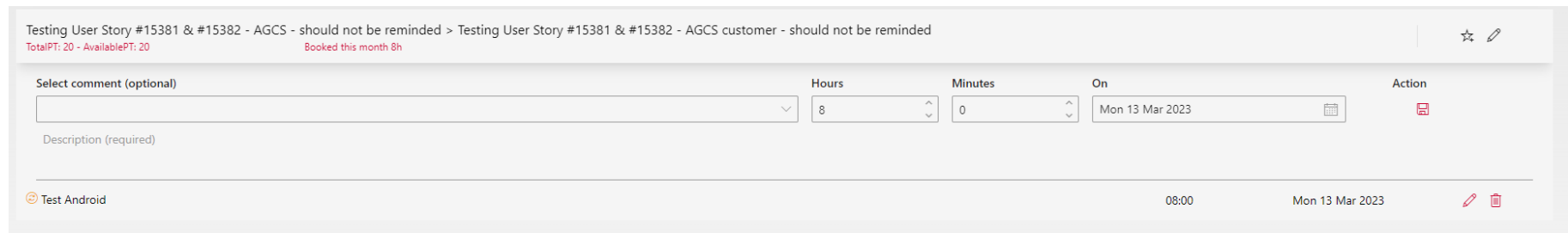
⚠️ Test of timetable responsive application 08:00 30 May 2022 ✎ 🔄 🗑️

Exception Type: FaultException*1 Exception Message: The date range until 31.05.2022 has already been closed by the project leader. No more bookings can be added, altered or deleted! Please contact us via Billing@metafinanz.de for further assistance. Stack Trace: at Microsoft.CDSRuntime.SandboxW...

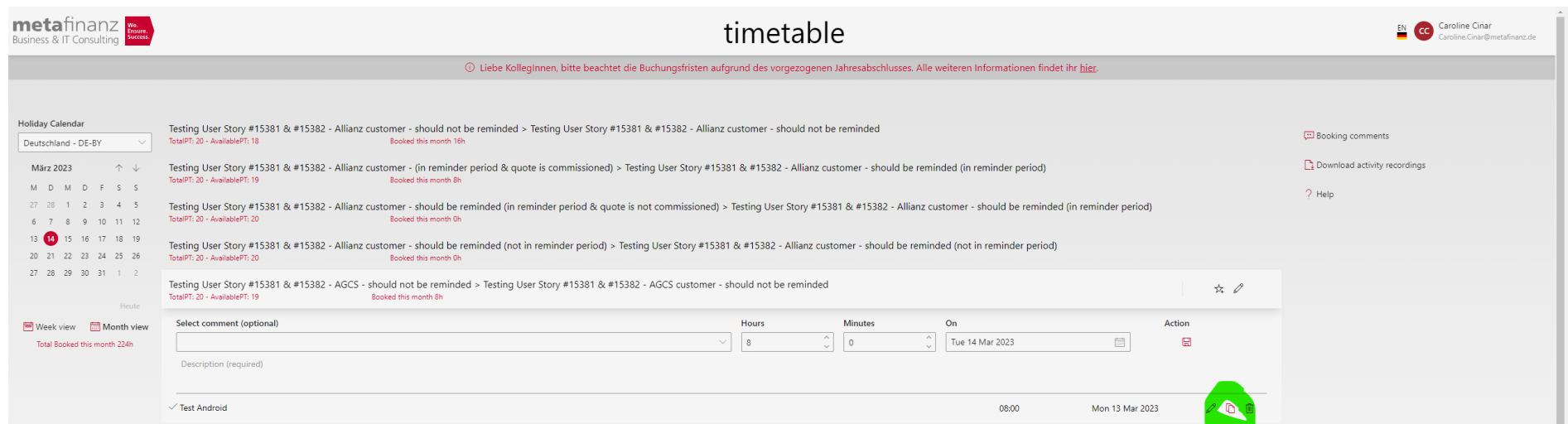
As there are incorrect bookings from time to time, timetable will inform you via email. You get an email from billing@metafinanz.de containing all relevant information of the false booking(s). If you do not correct your booking(s) you will receive an email every Thursday which provides a summary of all 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 work package:



As soon as the activity recording has been synchronized to the metaBusinesssystem, you will see the button for copying an activity recording:



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

timetable

Select the period for which the activity recording of 08:00 and the comment Test Android shall be copied on the work package Testing User Story #15381 & #15382 - AGCS - should not be reminded > Testing User Story #15381 & #15382 - AGCS customer - should not be reminded.

März 2023 ↑ ↓

| M | D | M | D | F | S | S |
|----|----|----|----|----|----|----|
| 27 | 28 | 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 | 31 | 1 | 2 |

Select all (working days)

Hours: 8 Minutes: 0 On: Tue 14 Mar 2023

08:00

User Story #15381 & #15382 - AGCS customer - should be reminded (in reminder period & #15382 - External Customer - should not be reminded)

User Story #15381 & #15382 - External customer - should be reminded (in reminder period)

User Story #15381 & #15382 - External Customer - should be reminded (in reminder period)

User Story #15381 & #15382 - External Customer - should be reminded (not in reminder period)

is "Allianz Technology"

Save

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

timetable

aufgrund des vorgezogenen Jahresabschlusses. Alle weiteren Informationen fi

z customer - should not be reminded

5381 & #15382 - Allianz customer - should be reminded (in reminder period)

) > Testing User Story #15381 & #15382 - Allianz customer - should be remind

381 & #15382 - Allianz customer - should be reminded (not in reminder perio

- should not be reminded

| Hours | Minutes | On |
|-------|---------|-----------------|
| 8 | 0 | Tue 14 Mar 2023 |

08:00

381 & #15382 - AGCS customer - should be reminded (in reminder period &

81 & #15382 - AGCS customer - should be reminded (not in reminder period)

ernal Customer - should not be reminded

15381 & #15382 - External customer - should be reminded (in reminder perio

15381 & #15382 - External Customer - should be reminded (in reminder perio

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Select the period for which the activity recording of 08:00 and the comment Test Android shall be copied on the work package Testing User Story #15381 & #15382 - AGCS - should not be reminded > Testing User Story #15381 & #15382 - AGCS customer - should not be reminded.

März 2023

| M | D | M | D | F | S | S |
|----|----|----|----|----|----|----|
| 27 | 28 | 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 | 31 | 1 | 2 |

| Description | On | Time |
|--------------|------------|-------|
| Test Android | 15/03/2023 | 08:00 |
| Test Android | 16/03/2023 | 08:00 |
| Test Android | 14/03/2023 | 08:00 |
| Test Android | 17/03/2023 | 08:00 |

Select all (working days)

Save

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

Testing User Story #15381 & #15382 - AGCS - should not be reminded > Testing User Story #15381 & #15382 - AGCS customer - should not be reminded
 TotalPT: 20 - AvailablePT: 17 Booked this month 40h

Select comment (optional) Hours Minutes On Action

Description (required)

| Description | Hours | Minutes | On | Action |
|----------------|-------|---------|-----------------------|--------|
| ☺ Test Android | 8 | 0 | Tue 14 Mar 2023 | |
| ✓ Test Android | | | 08:00 Thu 16 Mar 2023 | |
| ✓ Test Android | | | 08:00 Wed 15 Mar 2023 | |
| ✓ Test Android | | | 08:00 Tue 14 Mar 2023 | |
| ✓ Test Android | | | 08:00 Mon 13 Mar 2023 | |

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

timetable

aufgrund des vorgezogenen Jahresabschlusses. Alle weiteren Informationen fi

z customer - should not be reminded

5381 & #15382 - Allianz customer - should be reminded (in reminder period)

) > Testing User Story #15381 & #15382 - Allianz customer - should be remin

381 & #15382 - Allianz customer - should be reminded (not in reminder perio

- should not be reminded

Hours Minutes On

8 0 Tue 14 Mar 2023

Select the period for which the activity recording of 08:00 and the comment Test Android shall be copied on the work package Testing User Story #15381 & #15382 - AGCS - should not be reminded > Testing User Story #15381 & #15382 - AGCS customer - should not be reminded.

Your Working Package "Testing User Story #15381 & #15382 - AGCS - should not be reminded > Testing User Story #15381 & #15382 - AGCS customer - should not be reminded" does not have enough budget left to copy your time recording for all of your selected dates. The time recording was not copied for the following dates: 29/03/2023, 30/03/2023, 31/03/2023.

| März 2023 | | | | | | | Description | On | Time |
|-----------|----|----|----|----|----|----|--------------|------------|-------|
| M | D | M | D | F | S | S | | | |
| 27 | 28 | 1 | 2 | 3 | 4 | 5 | Test Android | 29/03/2023 | 08:00 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | Test Android | 30/03/2023 | 08:00 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | Test Android | 31/03/2023 | 08:00 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | | | |

Select all (working days)