SCMPP – Timesheet Client Tutorial

This is SCMPP Timesheet Client tutorial that resources can use for submitting timesheet on Microsoft Project.

This guide refers to version **2.5** of the SCMPP Timesheet Client

Contents

Requirement

Internet connection and browser (device or desktop).

You must have received your resource identifier via email from the SCMPP platform.

A resource identifier is sent by the system when in an MS Project plan your email is associated with a resource (Email column in the resource sheet). The resource must have a task assigned and the Project Manager initialized the project and published the project through the synchronize operation.

Without the above operation you will not be able to have a Resource ID.

If the resource is involved in multiple projects in all projects the same resource must be configured with the same email because the Timesheet Client allows you to configure only one resource ID.

The resource ID is sent only once by the system, please keep the ID carefully and keep it safe, you must treat this identifier as a password.

Optionally you must have the project password only if the project manager encrypted the project with a password.

This password must be sent to you by the Project Manager using traditional channels (email, sms, ...).

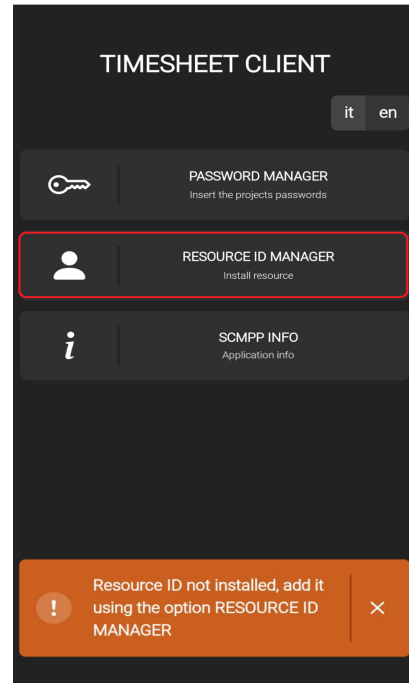The SCMPP system does not send this password because it does not want to know it.

Timesheet Client Home Page

➢ https://client.scmpp.com

Timesheet Client Configuration

Add your resource ID

The first time you open the Timesheet Client you will see a message that the resource id is missing.
Select the RESOURCE ID MANAGER to add your identifier.

This panel allow you to install your ID.
Write your Resource ID and click on the Add button.
If the ID exists the installation is successful.
Now you can start seeing and updating your tasks on projects.

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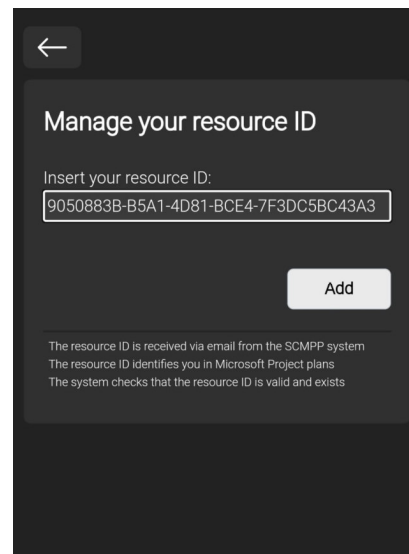
Password Manager

SCMPP uses the End-to-End encryption. Each project is encrypted with a password.

If the Project Manager has specified a password for a project, he must communicate this password to the resources and the resources have to add the password to the Timesheet Client via the Password Manager.

If the Project Manager, has not specified a password for a project, a system password is used and in this case there is nothing else to do.

The resource does not have to worry about associating the password to a specific project. It is important to add the passwords, the system will use the right password for the project.

Using this window you can add one or more passwords. You can track who gave you the password via a description.

SCMPP Timesheet Client Tutorial
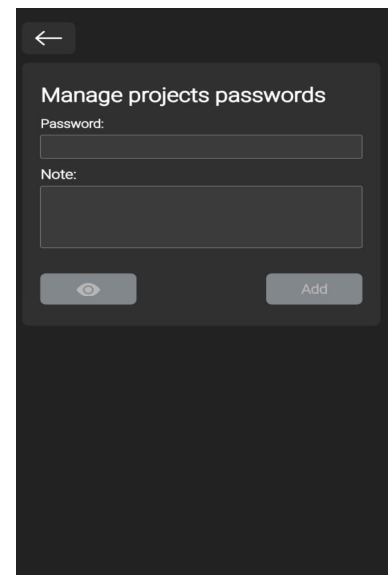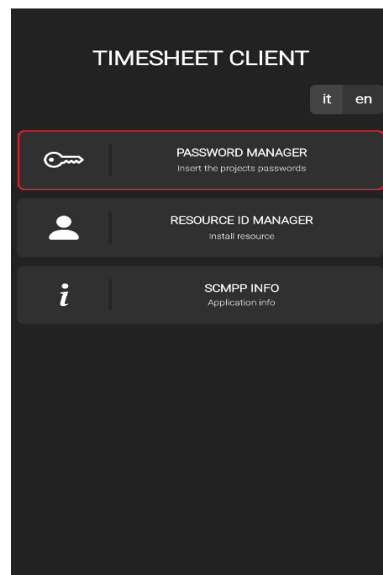
Projects and Tasks

Introduction

Using this menu option, the resource can view the list of all assigned tasks for each project they are involved in.

This menu option is available if the resource identifier has been successfully installed.
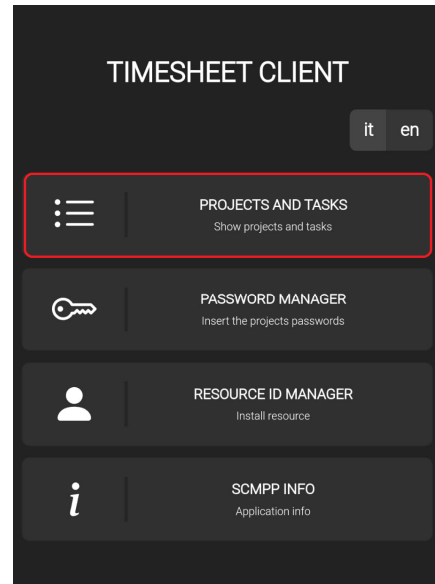
This window shows you the list of projects. A possible message notifies you that there are other projects, but they are not shown because for these projects there is no password that matches the project password.
Click on the project to see the list of tasks.
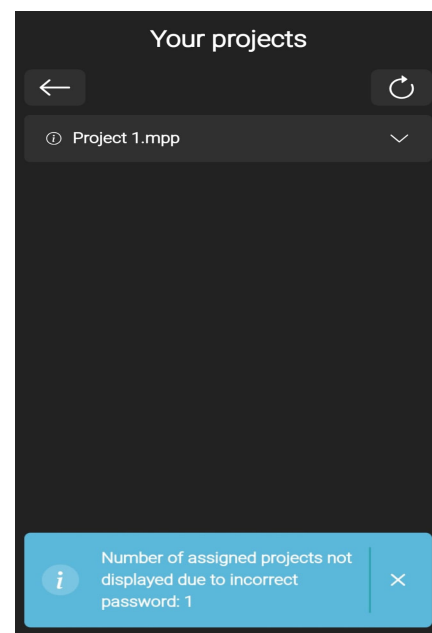
Task modification options are not always the same for all projects, but depend on how the project manager has configured the project. The various modification options available are:

- ➢ percentage of completion
- ➢ current total actual work
- ➢ current actual work day by day, week by week or month by month
- ➢ task termination
- ➢ adding notes
- ➢ suggesting a new task to the Project Manager

This is an example of various Projects/Tasks assigned to a resource.

In order to show the different possibilities, each project has been initialized by the Project Manager with different options.

Your projects

←   ↻

ⓘ Project 3.mpp   ⌄

ⓘ Project 2.mpp   ⌄

ⓘ Project 1.mpp   ⌄

ⓘ Project 4.mpp   ⌄

ⓘ Project 5.mpp   ⌄

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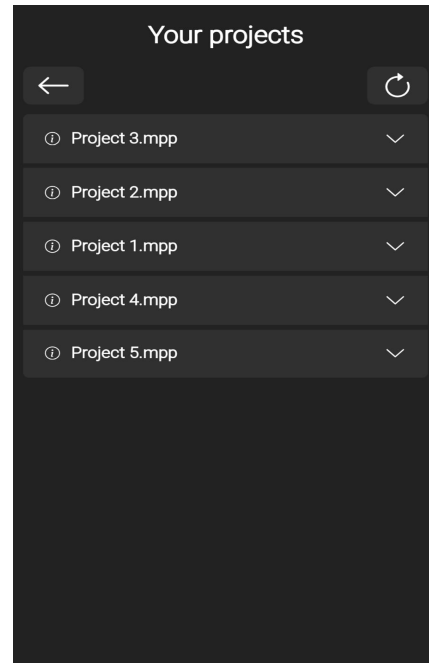
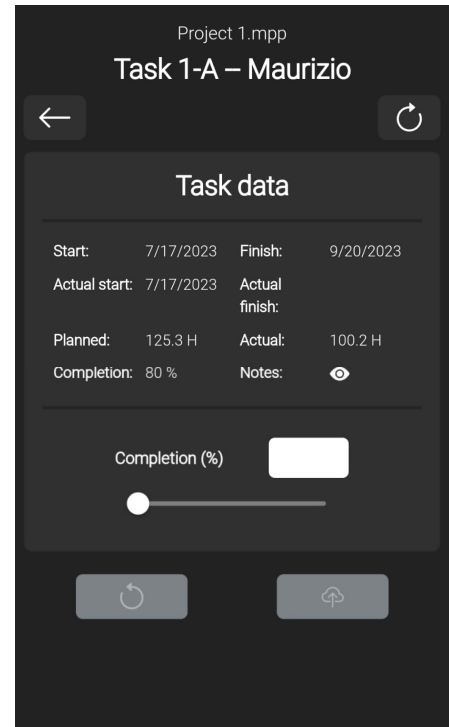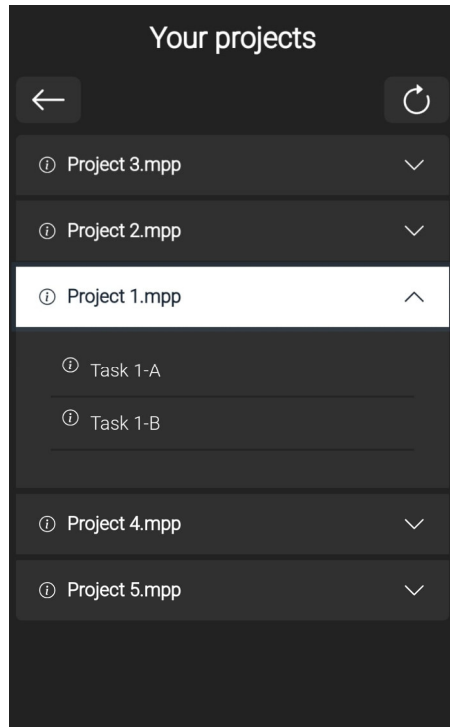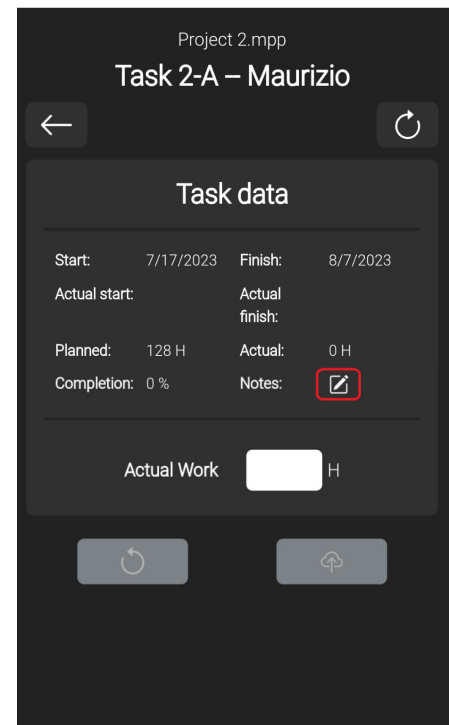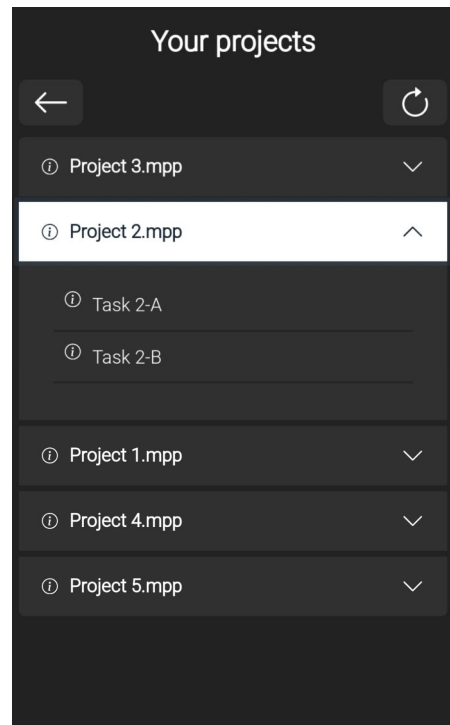## Project 1. Change the total percentage of completion

In Project 1 the resource can change the total %complete of the task.

Your projects

← ↻

ⓘ Project 3.mpp ⌄

ⓘ Project 2.mpp ⌄

ⓘ Project 1.mpp ⌃

ⓘ Task 1-A

ⓘ Task 1-B

ⓘ Project 4.mpp ⌄

ⓘ Project 5.mpp ⌄

Project 1.mpp
Task 1-A – Maurizio

← ↻

Task data

Start:	7/17/2023	Finish:	9/20/2023
Actual start:	7/17/2023	Actual finish:	
Planned:	125.3 H	Actual:	100.2 H
Completion:	80 %	Notes:	👁

Completion (%) [   ]

●——————————

↻   ☁

Project 2. Change the total actual work

In Project 2 the resource can change the total actual work of the task and can add notes.

Your projects

← ↻

ⓘ Project 3.mpp ⌄

ⓘ Project 2.mpp ⌃

ⓘ Task 2-A

ⓘ Task 2-B

ⓘ Project 1.mpp ⌄

ⓘ Project 4.mpp ⌄

ⓘ Project 5.mpp ⌄

Project 2.mpp
Task 2-A – Maurizio

← ↻

Task data

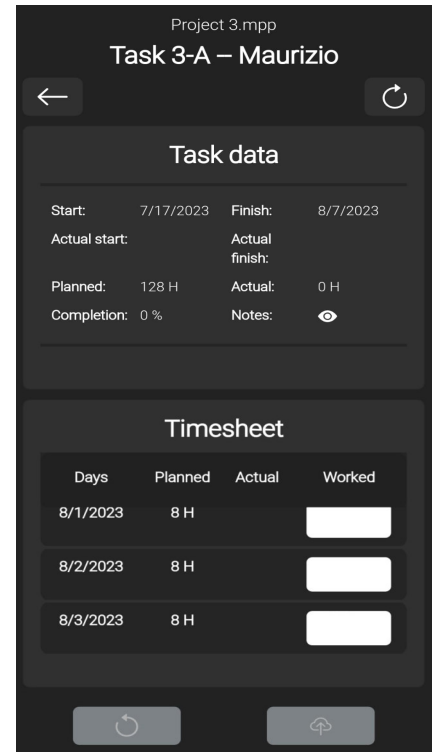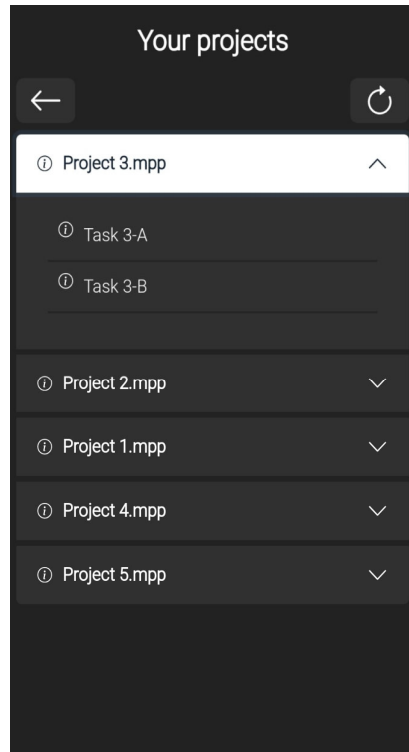|			
Start:	7/17/2023	Finish:	8/7/2023
Actual start:		Actual finish:	
Planned:	128 H	Actual:	0 H
Completion:	0 %	Notes:	📝

Actual Work [   ] H

↻   ☁

Project 3. Change the actual work of each period

In Project 3 the resource can change the actual work of each available period. Periods where planned work is zero cannot be changed.

The period can be a day, a week or a month. It is the Project Manager who decides this configuration.
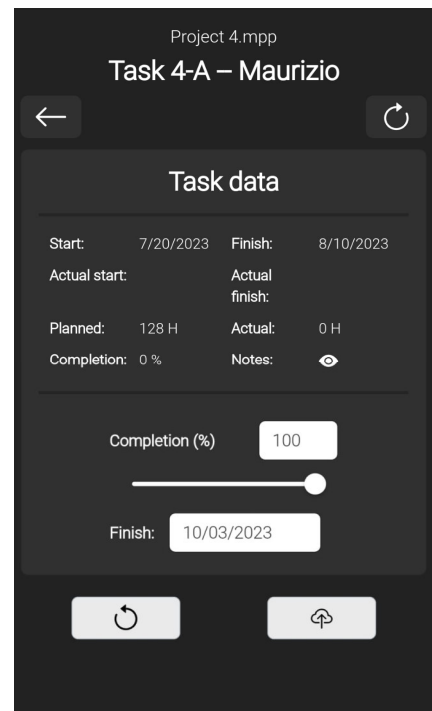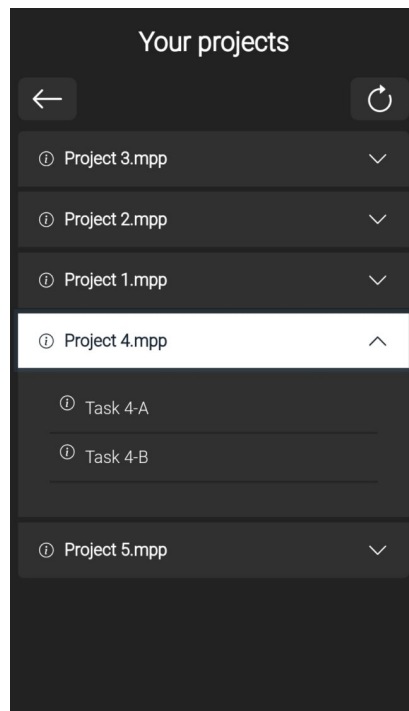
The number of displayable periods is also decided by the Project Manager.

The periods are always consecutive and also include public holidays.

Your projects

←   ↻

ⓘ Project 3.mpp   ⋀

   ⓘ Task 3-A

   ⓘ Task 3-B

ⓘ Project 2.mpp   ⋁

ⓘ Project 1.mpp   ⋁

ⓘ Project 4.mpp   ⋁

ⓘ Project 5.mpp   ⋁

Project 3.mpp
Task 3-A – Maurizio

←   ↻

Task data

Start:	7/17/2023	Finish:	8/7/2023
Actual start:		Actual finish:	
Planned:	128 H	Actual:	0 H
Completion:	0 %	Notes:	👁

Timesheet

| Days	Planned	Actual	Worked
8/1/2023	8 H		⬜
8/2/2023	8 H		⬜
8/3/2023	8 H		⬜

↺   ⬆

Project 4. Declare a task finished and set an actual finish date

In project 4, the resource can declare a task finished (completion 100%) by indicating a finish date. This situation is available only for tasks in mode: *auto scheduled* and type *fixed work.*

Your projects

←   ↻

ⓘ Project 3.mpp   ⋁

ⓘ Project 2.mpp   ⋁

ⓘ Project 1.mpp   ⋁

ⓘ Project 4.mpp   ⋀

   ⓘ Task 4-A

   ⓘ Task 4-B

ⓘ Project 5.mpp   ⋁

Project 4.mpp
Task 4-A – Maurizio

←   ↻

Task data

Start:	7/20/2023	Finish:	8/10/2023
Actual start:		Actual finish:	
Planned:	128 H	Actual:	0 H
Completion:	0 %	Notes:	👁

Completion (%)   100

Finish: 10/03/2023

↺   ⬆

Project 5. Detailed timesheet. Declare a task finished

In project 5, the resource can declare a task finished, however is not possible to set a finish date. The system takes the date of the last edited timesheet period as the finish date. This situation is available only for tasks in mode: *auto scheduled* and type *fixed work.*
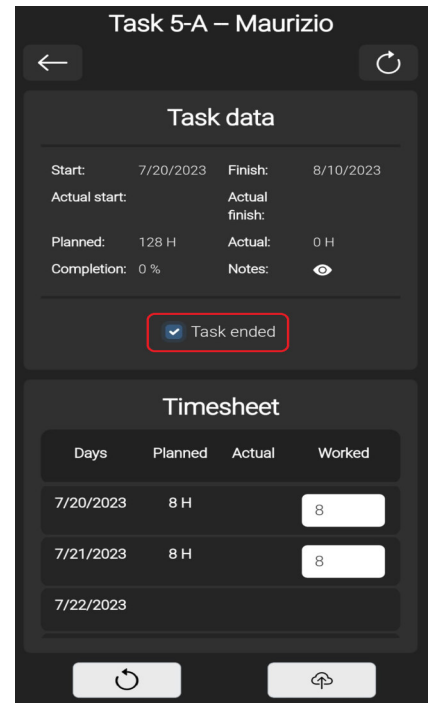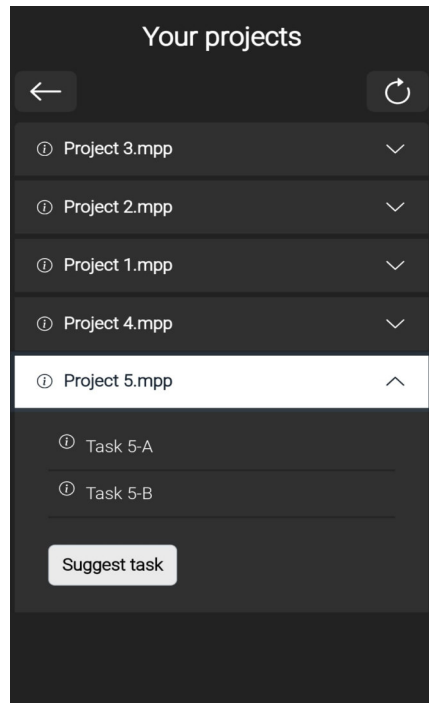
Project 5. Suggest a task

In Project 5 the resource can suggest a task to the Project Manager by entering detailed data: name, estimated number of hours, start date and finish date.
After making the suggestion, the task awaits approval from the project manager. During this wait the resource can decide to remove this request. After the task has been approved the resource will be able to use the tasks to submit its timesheet.

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