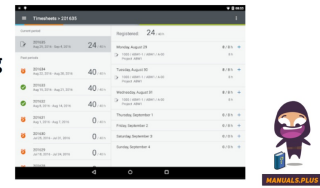


UNIT4 Time Reporting for Sub Consultants



UNIT4 Time Reporting for Sub Consultants User Guide












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UNIT4

UNIT4 Time Reporting for Sub Consultants

Timesheets > 201635		
Current period		Registered: 24 / 40 h
<div>  <div> 201635 Aug 29, 2016 - Sep 4, 2016 </div> </div>	24 / 40 h	Monday, August 29 <div>8 / 8 h +</div> <div>  1000 / ABW1-1 / ABW1 / A-00 Project ABW1 </div>
Past periods		
<div>  <div> 201634 Aug 22, 2016 - Aug 28, 2016 </div> </div>	40 / 40 h	Tuesday, August 30 <div>8 / 8 h +</div> <div>  1000 / ABW1-1 / ABW1 / A-00 Project ABW1 </div>
<div>  <div> 201633 Aug 15, 2016 - Aug 21, 2016 </div> </div>	40 / 40 h	Wednesday, August 31 <div>8 / 8 h +</div> <div>  1000 / ABW1-1 / ABW1 / A-00 Project ABW1 </div>
<div>  <div> 201632 Aug 8, 2016 - Aug 14, 2016 </div> </div>	40 / 40 h	Thursday, September 1 <div>0 / 8 h +</div>
<div>  <div> 201631 Aug 1, 2016 - Aug 7, 2016 </div> </div>	0 / 40 h	Friday, September 2 <div>0 / 8 h +</div>
<div>  <div> 201630 Jul 25, 2016 - Jul 31, 2016 </div> </div>	0 / 40 h	Saturday, September 3 <div>0 / 0 h +</div>
<div>  <div> 201629 Jul 18, 2016 - Jul 24, 2016 </div> </div>	0 / 40 h	Sunday, September 4 <div>0 / 0 h +</div>
<div>  <div> 201628 </div> </div>		

Product Information

- **Version:** 1.0
- **Product Name:** Tidrapportering
- **System:** UBW

Product Usage Instructions

Login to the System

A prerequisite to log in is having a UPN (User Principal Name) from Knowit. Follow these steps:

1. Go to [UBW Login Page](#)
2. Choose Identity Services Auth
3. Authenticate through Knowit ID if prompted

Time Reporting

Period for Time Reporting:

When opening timesheets, select 'Open current period' to access the current week.

Selecting Different Periods:

- Click the calendar symbol to choose a different period.
- If earlier periods are pending, access them from the list of outstanding periods.

Adding Time to Projects/Work Orders

Project/Work Order Selection:

- Search for the desired project/work order.
- Use the type-ahead field for suggestions as you write.
- Select project/work order and click 'Add to timesheet'.

Registering Hours:

Add a new row/work task for each unique project/work order.

Managing Timesheets

Delete/Copy Rows:

Delete a row in editing mode by clicking the X-symbol on the right.

Registering Hours other than Normal Time (Time Codes):

- Modify time for overtime or standby time by changing the Time code field on each row.
- Save the timesheet as a draft during the week for future editing. Complete the timesheet before sending it for approval.

Sending Timesheet for Approval:

Once the timesheet is complete, select 'Send for approval'.

FAQ

Q: What should I do if I experience issues logging in?

A: If you encounter login problems, try opening the web browser in incognito/private mode and attempt to log in again using the provided link.

Time reporting-UBW

Login to the system

A prerequisite to being able to log in to UBW is that you have gotten a login to Knowit, what we call a UPN (User Principal Name).

- **Log in by using this link:** https://ubw.unit4cloud.com/se_kno_prod_web/
- The system is set up with a Single Sign-on login. Choose "Identity Services Auth":

UNIT4
In business for people.

☒ Unit4 Business World On! authentication
☐ Identity Services authentication

User name

Client

Password

Login

- When choosing this you might get the question to authenticate through your Knowit ID by logging in to Office365.

knowit
Sign in
shareit.test@knowit.se
Next
Can't access your account?

Microsoft
shareit.test@knowit.se
Business World IDS - Preview/Accept
Publisher's website: knowitgroup.com
This app would like to:
☒ Sign you in and read your profile
 You should only accept if you trust the publisher (Knowit AB) and if you selected this app from a store or website you trust. Ask your admin if you're not sure.
 Cancel Accept

- The first time you log in to your account you will be asked to allow UBW to log in with your account. Tick both the check boxes "Use your profile information" and "Use your user identifier" and click Allow.

☒ **Use your profile information**
 Your user profile information (first name, last name, etc.).

☒ **Use your user identifier (required)**
 The application needs this to be able to securely identify you. If you do not grant this then you can't

By clicking **Allow**, you will allow this application and Unit4 to use your information in accordance with the resp

Allow Deny

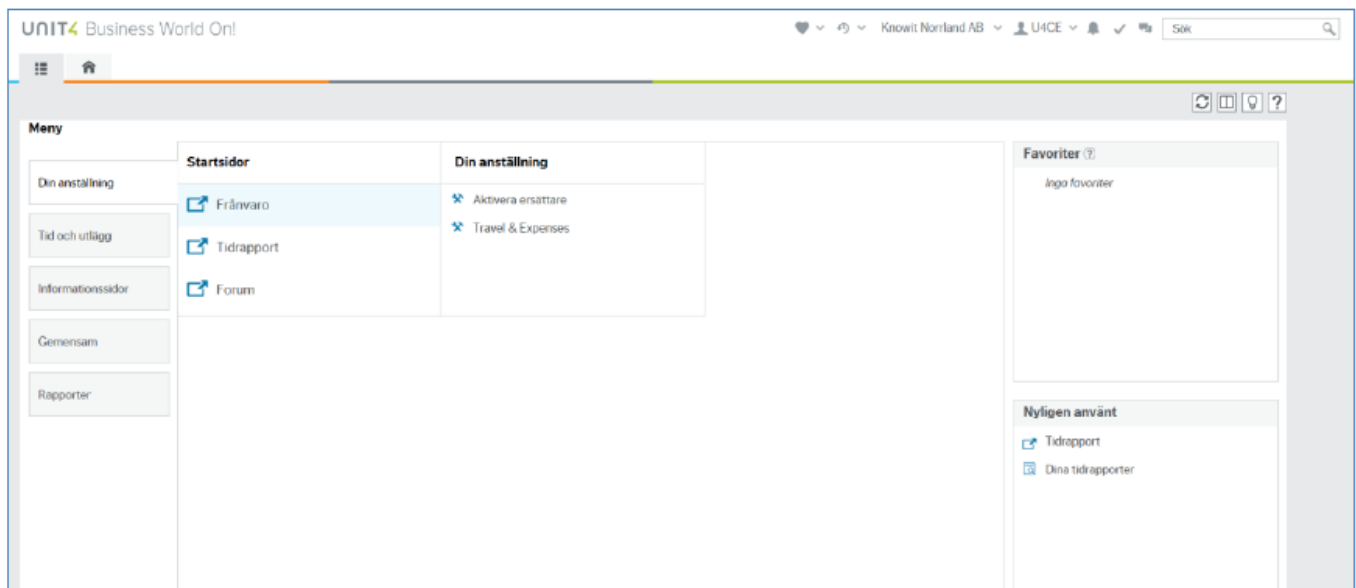
- When this is done, choose Identity Services Authentication again, and this time you will be logged in to UBW.

If problems occur

If you experience issues with logging in, try to open the web browser in incognito/private mode, and try to log in again: https://ubw.unit4cloud.com/se_kno_prod_web/.

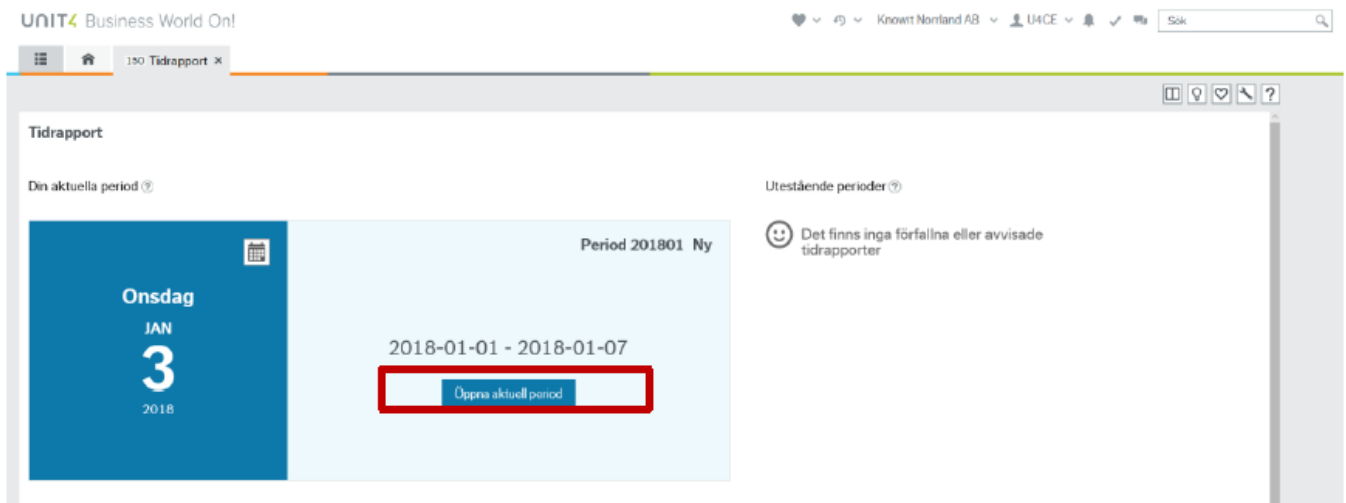
Time reporting

Open the timesheet from Your employment – Timesheets.

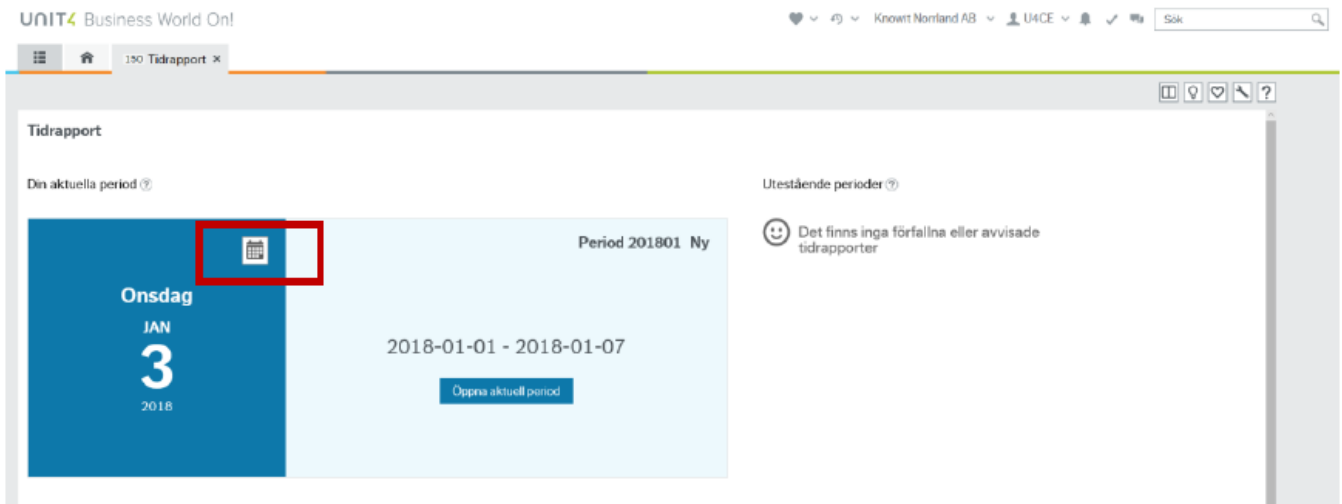


Period for time reporting

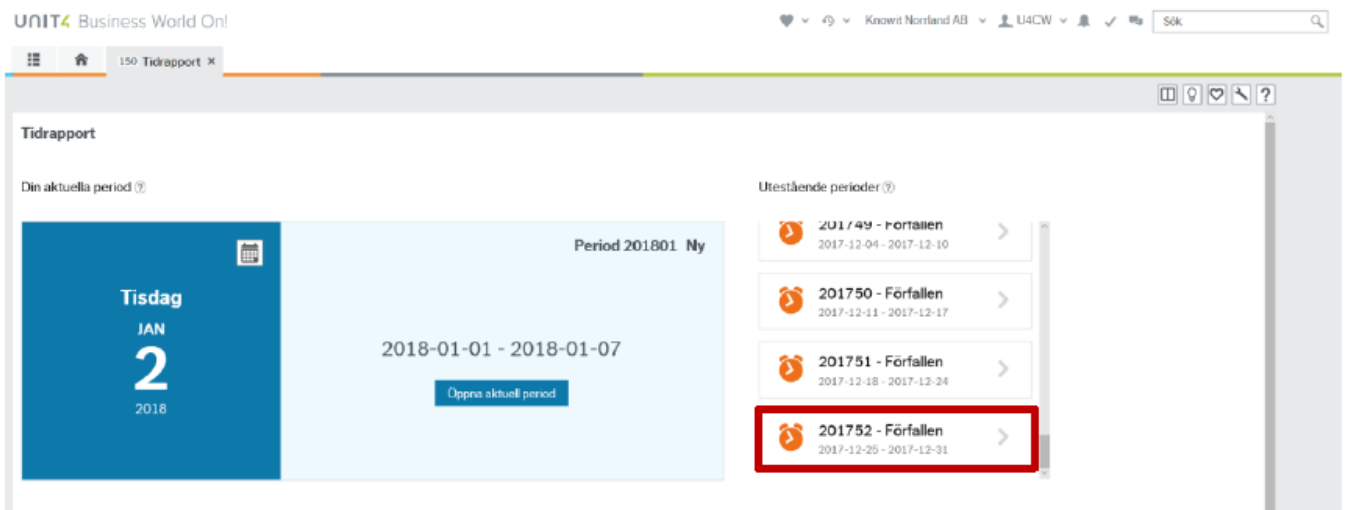
When opening timesheets, choose “Open current period” which will take you to the current week.



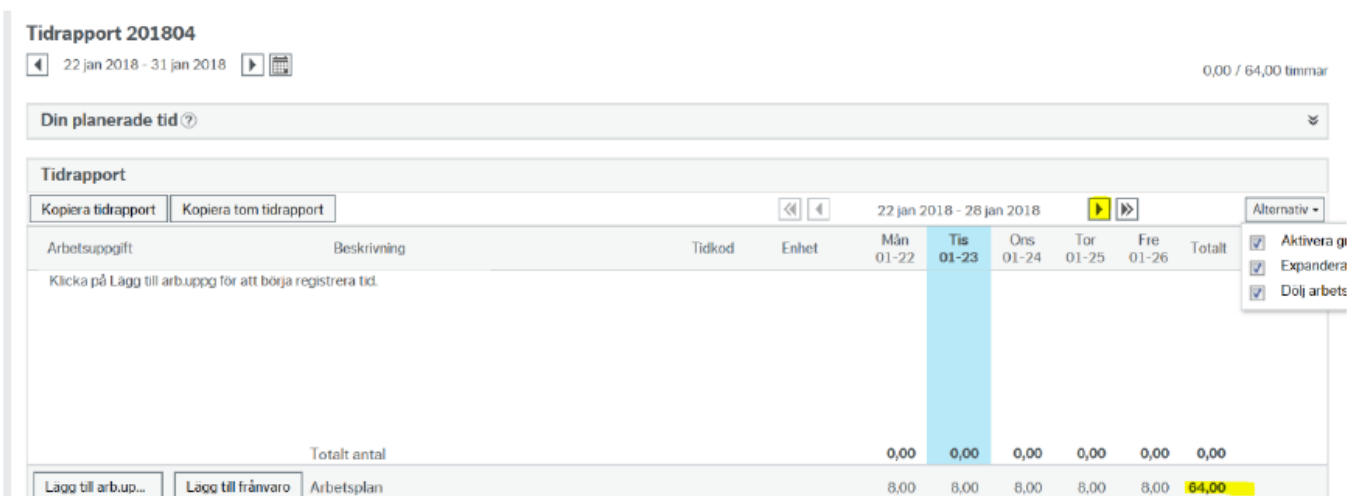
To choose a different period you may click on the calendar symbol as shown in the picture.



If earlier periods have not been submitted, then you may open them from the list with outstanding periods.



Note that if the month ends in the middle of a week, then the time report might contain more than one week



An indication of more than seven days in the week is that the work schedule for the given period will state that you should report more than 40/37,5 hours pr week. In this example, 64 hours. To see the rest of the days you should register time for, click the arrow to the right of the dates. Remember to save before you move between weeks.

The field is set up with “type ahead” and will give you suggestions as you write.

UNIT4 Business World On!

150 Tidrapport 201801 x

Tidrapport > Tidrapport 201801

Tidrapport 201801

01 jan 2018 - 07 jan 2018

Välj arbetsuppgift

Sök

Alla

faz

Arbetsorder

Fazer fa lösn ao1	15010001-1
Fazer fa lösn ao2	15010001-2
Fazer fa lösn ao3	15010001-3
Fazer fa lösn ao4	15010001-4
Fazer fa lösn ao5	15010001-5
Fazer fa lösn ao6	15010001-6

Choose project and work order (if activity should also be used for the project, then that will also show as an option). When you have marked your choices click Add to timesheet.

UNIT4 Business World On!

150 Tidrapport 201801 x

Tidrapport > Tidrapport 201801

Tidrapport 201801

01 jan 2018 - 07 jan 2018

Välj arbetsuppgift

Fazer fa lösn test (15010001)
Fazer fa lösn ao1 (15010001-1)
Analys / design (11)

Välj arbetsorder och aktivitet

Arbetsorder

Filter

✓ Fazer fa lösn ao1

Fazer fa lösn ao2

Fazer fa lösn ao3

Fazer fa lösn ao4

Fazer fa lösn ao5

Fazer fa lösn ao6

Aktivitet

Filter

✓ Analys / design

Architecture

Documentation

Felut/Bug fixing

Lägg till i tidrapport

Tillbaka

Lägg till arb.up...

Lägg till frånvaro

Arbetsplan

Register hours per day

Tidrapport > Tidrapport 201801

Tidrapport 201801
 01 jan 2018 - 07 jan 2018 16,00 / 32,00 timmar

Din planerade tid

Tidrapport
 Kopiera tidrapport Kopiera tom tidrapport Alternativ

Arbetsuppgift	Beskrivning	Tidkod	Enhet	Mån 01-01	Tis 01-02	Ons 01-03	Tor 01-04	Fre 01-05	Lör 01-06	Sön 01-07	Totalt
▼ Fazer fa lösen test Lägg till arb uppg.											
Fazer fa lösen ao1 Analys / design	Fazer fa lösen test	N	Timmar	0	8	8	0	0	0	0	16,00
Totalt antal				0,00	8,00	8,00	0,00	0,00	0,00	0,00	16,00
Lägg till arb.up...	Lägg till frånvaro	Arbetsplan		0,00	8,00	8,00	8,00	8,00	0,00	0,00	32,00

Skicka för attest Spara som utkast Förhandsgranska utskrift

Add a new row/work task for each unique project/work order.

Tidrapport
 Kopiera tidrapport Kopiera tom tidrapport Altern

Arbetsuppgift	Beskrivning	Tidkod	Enhet	Mån 01-01	Tis 01-02	Ons 01-03	Tor 01-04	Fre 01-05	Lör 01-06	Sön 01-07	Totalt
▼ Fazer fa lösen test Lägg till arb uppg.											
Fazer fa lösen ao1 Analys / design	Fazer fa lösen test	N	Timmar		8,00	8,00					16,00
Fazer fa lösen ao2 Architecture	Fazer fa lösen test	N	Timmar	0	0	0	8	4	0	0	12,00
Totalt antal				0,00	8,00	8,00	8,00	4,00	0,00	0,00	28,00
Lägg till arb.up...	Lägg till frånvaro	Arbetsplan		0,00	8,00	8,00	8,00	8,00	0,00	0,00	32,00

- When a work task has been added earlier it will show under Favourites and recent work tasks.
- Further down we explain how to add a favourite task.

Tidrapport 201802

08 jan 2018 - 14 jan 2018

Välj arbetsuppgift

Sök

Alla

Sök projekt eller arbetsorder

Favoriter och nyligen använda arbetsuppgifter

- Fazer fa lösn test
- Fazer fa lösn ao1
- Analys / design
- Fazer fa lösn test
- Fazer fa lösn ao2
- Architecture
- ABB lastsystem
- ABB lastsystem etapp1
- Analys / design

Lägg till i tidrapport

Lägg till arb.up... Lägg till frånvaro Arbetsplan

Delete/Copy rows

A row can be deleted when it is in editing mode by clicking the X-symbol to the right of the row.

Tidrapport 201802

08 jan 2018 - 14 jan 2018

Din planerade tid

Tidrapport

Kopiera tidrapport Kopiera tom tidrapport

Arbetsuppgift	Beskrivning	Tidkod	Enhet	Mån 01-08	Tis 01-09	Ons 01-10	Tor 01-11	Fre 01-12	Lör 01-13	Sön 01-14	Totalt
ABB lastsystem	ABB lastsystem etapp1 Analys / design	N	Timm	0	0	0	0	0	0	0	0

Under the little menu symbol to the right of the X, you have the following options:

- **Copy row** – Copy the row including the registered time
- **Add favorite** – Add the work task as a favorite under “Favourites and recent work tasks” for easy access later
- **Change work task** – Make changes to the work task e.g., change the activity

UNIT4 Business World On!

Knowit Norrland AB UACE

150 Tidrapport 201802

Tidrapport > Tidrapport 201802

Tidrapport 201802

08 jan 2018 - 14 jan 2018

42,00 / 40,00 timmar

Din planerade tid

Tidrapport

Kopiera tidrapport Kopiera tom tidrapport

Arbetsuppgift	Beskrivning	Tidkod	Enhet	Mån 01-08	Tis 01-09	Ons 01-10	Tor 01-11	Fre 01-12	Lör 01-13	Sön 01-14	Totalt
ABB lastsystem	ABB lastsystem	N	Timmar	0	8	0	0	0	0	0	8,00
Absence time	Semester	80	Dagar				1,00				1,00

Alternativ

Utkast

Register hours other than "normal time": Time codes

This shows how you register time that is e.g. overtime or standby time. You make the change on each row in the field Time code and enter the number of hours for this specific time code.

UNIT4 Business World On!

Knowit Norrland AB UACE

150 Tidrapport 201802

Tidrapport > Tidrapport 201802

Tidrapport 201802

08 jan 2018 - 14 jan 2018

26,00 / 40,00 timmar

Din planerade tid

Tidrapport

Kopiera tidrapport Kopiera tom tidrapport

Arbetsuppgift	Beskrivning	Tidkod	Enhet	Mån 01-08	Tis 01-09	Ons 01-10	Tor 01-11	Fre 01-12	Lör 01-13	Sön 01-14	Totalt
ABB lastsystem	ABB lastsystem	N	Timmar	0	8,00	0	0	0	0	0	8,00
Fazer fa lösen test	Fazer fa lösen test	N	Timmar	0	0	4,00	0	0	0	0	4,00
Fazer fa lösen test	Fazer fa lösen test	N	Timmar	8,00	0	4,00	0	0	0	0	12,00
Fazer fa lösen test	Fazer fa lösen test	N	Timmar	0	2	0	0	0	0	0	2,00
Totalt antal				10,00	8,00	8,00	0,00	0,00	0,00	0,00	26,00
Arbetsplan				8,00	8,00	8,00	8,00	8,00	0,00	0,00	40,00

Alternativ

Utkast

Lägg till arb.upp. Lägg till frånvaro

Sticka för attest Spara som utkast Förhandsgranska utskrift

Save the timesheet as a draft

Save the timesheet as a draft throughout the week to be able to edit it again. OBS: Do not send for approval until the timesheet is complete.

Tidrapport

Kopiera tidrapport

Kopiera tom tidrapport

Arbetsuppgift	Beskrivning	Tidkod	Er
▼ Fazer fa lösen test Lägg till arb.uppg.			
Fazer fa lösen ao1 Analys / design	Fazer fa lösen test	N	Ti
Fazer fa lösen ao2 Architecture	Fazer fa lösen test	N	Ti

Totalt antal

Lägg till arb.up...

Lägg till frånvaro

Arbetsplan

Skicka för attest

Spara som utkast

Förhandsgranska utskrift

Send the complete timesheet for approval

When the timesheet is complete for the given period, choose Send for approval.

Tidrapport

Kopiera tidrapport

Kopiera tom tidrapport

Arbetsuppgift	Beskrivning	Tidkod	Er
▼ Fazer fa lösen test Lägg till arb.uppg.			
Fazer fa lösen ao1 Analys / design	Fazer fa lösen test	N	Ti
Fazer fa lösen ao2 Architecture	Fazer fa lösen test	N	Ti

Totalt antal

Lägg till arb.up...

Lägg till frånvaro

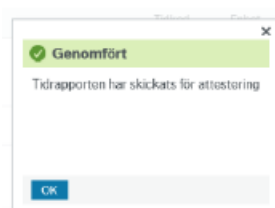
Arbetsplan

Skicka för attest

Spara som utkast

Förhandsgranska utskrift

You get a confirmation that the timesheet has been sent.



Warning – if the number of hours reported is less than your normal work schedule

If you have registered less time than expected for the period, you will get a pop-up warning when you try to send it for approval. If the time reported is correct, click Save and continue to send it for approval.

Skicka för attest

2018-01-15 - 2018-01-21: Min tillåtet antal timmar för tidskoden 'normaltimmar' är 40 per 1 antal veckor. Resurs: Tina, Eriksson. Ändringarna har inte sparats. Korrigera felen och försök igen.

Spara och fortsätt

Avbryt

UNIT4 Business World On!

Knowit Norrland AB U4CE

Sök

Tidrapport > Tidrapport 201802

Tidrapport 201802

08 jan 2018 - 14 jan 2018

Din planerade tid

Utkast 42,00 / 40,00 timmar

Kopiera tidrapport Kopiera tom tidrapport

Arbetsuppgift	Beskrivning	Tidkod	Enhet	Mån 01-08	Tis 01-09	Ons 01-10	Tor 01-11	Fre 01-12	Lör 01-13	Sön 01-14	Totalt
▼ Absence time											
Absence time Absences, (used by timecode)	Semester	80	Dagar				1,00				1,00
Absence time Absences, (used by timecode)	Sjukdom dag 1	93	Timmar					8,00			8,00
▼ Fazer fa lösn test											
Fazer fa lösn ao1 Analys / design	Fazer fa lösn test	N	Timmar								4,00
Fazer fa lösn ao2 Architecture	Fazer fa lösn test	10	Timmar	2,00							2,00
Fazer fa lösn ao2 Architecture	Fazer fa lösn test	N	Timmar	8,00		4,00					12,00
Totalt antal				10,00	8,00	6,00	8,00	8,00	0,00	0,00	42,00
Lägg till arb.up...				8,00	8,00	8,00	8,00	8,00	0,00	0,00	40,00

Lägg till frånvaro Arbetsplan

Skicka för attest Spara som utkast Förhandsgranska utskrift

Copy timesheet

To copy the timesheet from the previous week, click "Copy timesheet" if you want to copy the project/work order including the reported hours. If you do not want to copy the reported hours, choose "Copy empty timesheet" instead.

Tidrapport > Tidrapport 201802

Tidrapport 201802

08 jan 2018 - 14 jan 2018

Din planerade tid

Kopiera tidrapport Kopiera tom tidrapport

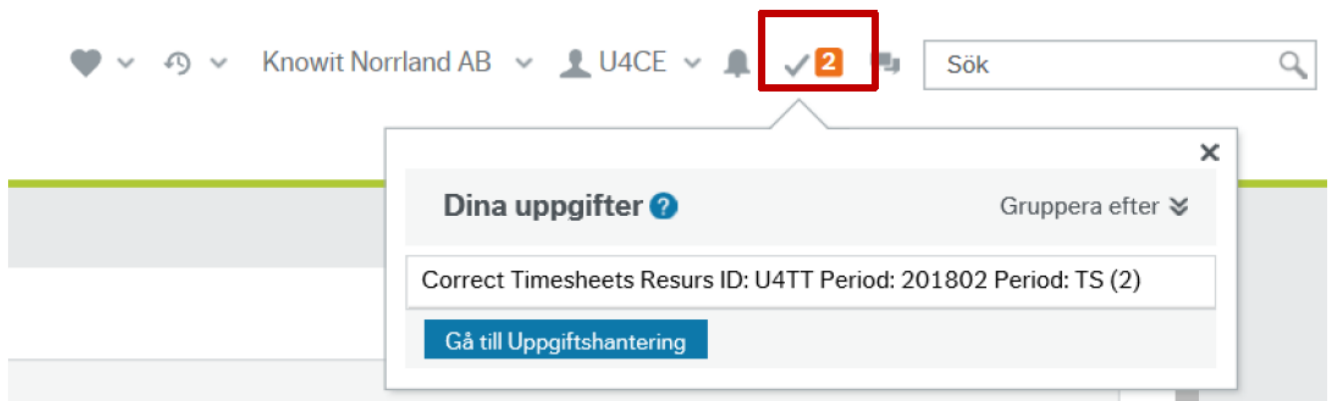
Arbetsuppgift	Beskrivning	Tidkod	Enhet	Mån 01-08	Tis 01-09	Ons 01-10	Tor 01-11	Fre 01-12	Lör 01-13	Sön 01-14	Totalt
Klicka på Lägg till arb.uppg för att börja registrera tid.											
Totalt antal				0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Lägg till arb.up...				8,00	8,00	8,00	8,00	8,00	0,00	0,00	40,00

Lägg till frånvaro Arbetsplan

Skicka för attest Spara som utkast Förhandsgranska utskrift

Correct rejected timesheet

- If the approver rejects your timesheet, you will get a task in UBW, seen as an orange symbol in the right corner of the screen.
- In the example in the picture, the resource has two rows in his/her timesheet for week 2 in 2018 rejected.



Click on the task to open the rejected timesheet. Rejected rows will show up with a comment from the approver about what is wrong.

UNIT Business World On!

Knowit Norrland AB U4CE

Sök

150 Tidrapport 201802

Tidrapport 201802

08 jan 2018 - 14 jan 2018

43,00 / 40,00 timmar

Avvisade tidsrapporter

- [2018-01-15, 12:24] Cecilia Wallin : Avvisad - korriger enligt avtalet
ABB lastsystem: ABB lastsystem etapp1: Analys / design
- [2018-01-15, 12:11] Cecilia Wallin : Korrigera tack

Din planerade tid

Tidrapport

Kopiera tidrapport Kopiera tom tidrapport

Arbetsuppgift	Beskrivning	Tidkod	Enhet	Mån 01-08	Tis 01-09	Ons 01-10	Tor 01-11	Fre 01-12	Lör 01-13	Sön 01-14	Totalt
ABB lastsystem	ABB lastsystem etapp1: Analys / design	N	Timmar	0	5	0	0	0	0	0	5,00
Kommentarer											
[2018-01-15, 12:24] Cecilia Wallin : Avvisad - korriger enligt avtalet											
ABB lastsystem				4,00				4,00			
Totalt antal				10,00	9,00	8,00	8,00	8,00	0,00	0,00	43,00
Arbetsplan				8,00	8,00	8,00	8,00	8,00	0,00	0,00	40,00
Flexi (systemgenererat)					1,00						1,00

Lägg till arbup... Lägg till frånvaro

Skicka för attest Spara som utkast Förhandsgranska utskrift

If several rows have been rejected, click the work task under the approver's comment to show the given row for correction in the timesheet.

UNIT4 Business World On!

150 Tidrapport 201802

Tidrapport 201802

08 jan 2018 - 14 jan 2018

Avvisad

43,00 / 40,00 timmar

Avvisade tidsrapporter:

ABB lastsystem: ABB lastsystem etapp1: Analys / design

Fazer fa lösn test: Fazer fa lösn aol: Analys / design

Din planerade tid:

Tidrapport

Kopiera tidrapport Kopiera som tidrapport

Arbetsuppgift	Beskrivning	Tidkod	Enhet	Mån 01-08	Tis 01-09	Ons 01-10	Tor 01-11	Fre 01-12	Lör 01-13	Sön 01-14	Totalt
PERIOD 1000 Absences, (used by timecode)	Semester	80	Dagar				1,00				1,00
Absence time Absences, (used by timecode)	Spökdom dag 1	93	Timmar					8,00			8,00
Fazer fa lösn test Fazer fa lösn aol Analys / design	Fazer fa lösn test	N	Timmar	10,00	9,00	8,00	8,00	8,00	0,00	0,00	43,00
Kommentarer	[2018-01-15, 12:11] Cecilia Wallin: Kopiera tack			8,00	8,00	8,00	8,00	8,00	0,00	0,00	40,00
	(systemgenererat)				1,00						1,00

Skicka för attest

- Correct the errors and choose “Send for approval” again.
- When the timesheet is opened from the menu, you should also be able to see periods with rejected rows in it. Note that this does not always work, so to make sure you have nothing rejected you should note if you have the orange symbol which indicates tasks.

UNIT4 Business World On!

150 Tidrapport X

Tidrapport

Din aktuella period:

Period 201803 ✓ Klar

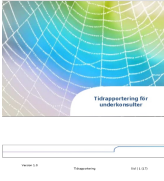
2018-01-15 - 2018-01-21

Öppna aktuell period

Utestående perioder:

201802 - Avvisad
2018-01-08 - 2018-01-14

Documents / Resources

	<p>UNIT4 Time Reporting for Sub Consultants [pdf] User Guide</p> <p>Time Reporting for Sub Consultants, Reporting for Sub Consultants, Sub Consultants, Consultants, Time Reporting, Reporting</p>
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References

- [Login - Unit4 ERP](#)
- [User Manual](#)

Manuals+. Privacy Policy

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