



# Timesheet - User Guide

All working days should be registered using the following link: <https://portal.etsi.org/timesheet/>

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## 1 Foreword

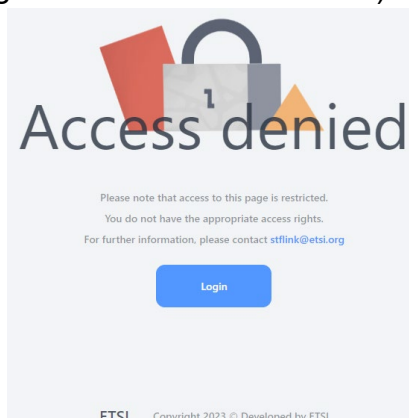
This applies for all types of projects you are involved in (STF, TTF, EC/EFTA, SPLU projects). If you have any comments or need further assistance, please don't hesitate to contact us at: [STFLink@etsi.org](mailto:STFLink@etsi.org)

## 2 Connection

Link to connect: <https://portal.etsi.org/timesheet/>

To connect: use your EoL account credentials.

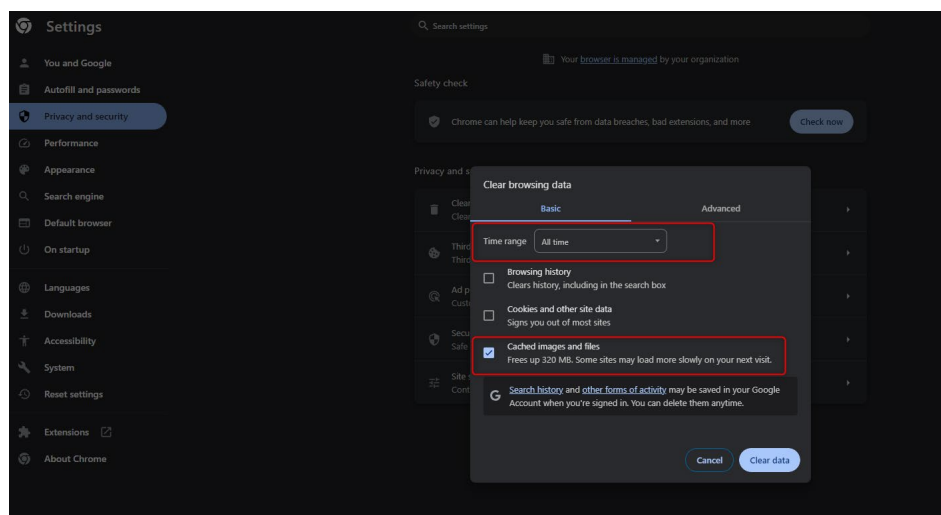
If you do not have your credentials or you encounter an error message (see tip below), please contact [STFLink@etsi.org](mailto:STFLink@etsi.org) (including a screenshot of the issue).



### **Tip:**

In case of error, clean browsing data/cache:

- Click on **“Ctrl” + “Shift” + “Suppr”**
- Click on **“Time range”**
- Select **“All time”**
- Untick all boxes except **“Cached images and files”**





### 3 Landing page

ETSI

Home

History of days logged

Username

Summary of days for user's projects which are "Open".

View as a Leader: Summary of project days for the projects led by the user, which are "Open"

History of spent days for all projects in which the user participated (as expert or leader)

Week picker / navigator

Selected week: W47 (2023)

W43 (2023) W44 (2023) W45 (2023) W46 (2023) W47 (2023)

W47  
20, Nov 2023 - 26, Nov 2023

Project	Project Start	Project End	Total Days	
160_2022 3GPP TTCN_3GPP Funded_2022	2022-01-03	2024-12-31	0	Create
160GCF_2021 3GPP TTCN specifications_GCF Funded_2021	2021-01-02	2024-12-31	0	Edit
625 MEC Sandbox	2022-01-10	2024-12-29	0	Create

Parameters

Action buttons to manage time sheet lines for the displayed projects

The application design can be modified by clicking on the **"Parameters"** button:

Color Scheme

☒ Light

☐ Dark

Topbar and Menu Mode

☒ Light

☐ Dark

Theme Colors

## 4 Timesheet creation

One timesheet per week can be created.

To create a timesheet:

- Select the appropriate week
- Click on **"Create"** in the relevant project

### Timesheet

My Days

Project	Total Days
160_2022	0
160GCF_2021	0
625	0

Project Days

Project	Total Days
160GCF_2021	0

<

Selected week: W47 (2023)

W43 (2023)

W44 (2023)

W45 (2023)

W46 (2023)

W47 (2023)

W47

20, Nov 2023 - 26, Nov 2023

Project ↓↑	Project Start ↓↑	Project End ↓↑	Total Days ↓↑	
160_2022 3GPP TTCN_3GPP Funded_2022	2022-01-03	2024-12-31	0	Create
160GCF_2021 3GPP TTCN specifications_GCF Funded_2021	2021-01-02	2024-12-31	0	Edit
625 MEC Sandbox	2022-01-10	2024-12-29	0	Create

A new window opens in the selected week with the title, start date, end dates and tasks description of the project.

The Terms of References can be available for consultation.

### Edit Timesheet

< Back

#### Project 625

Project title: MEC Sandbox

- [Project Terms of Reference \(ToR\)](#)
- Start date: 2022-01-10
- End date: 2024-12-29

<

Selected week: W47 (2023)

Task ID	Task Description	20 Nov Monday	21 Nov Tuesday	22 Nov Wednesday	23 Nov Thursday	24 Nov Friday	25 Nov Saturday	26 Nov Sunday	Total	Status
TASK00	Project Management	0	0	0	0	0	0	0	0 day	Open
TASK01	MEC Sandbox & AdvantEDGE familiarisation	0	0	0	0	0	0	0	0 day	Open
TASK02	MEC Sandbox Maintenance and Support	0	0	0	0	0	0	0	0 day	Open
TASK03	MEC Sandbox Enhancement – Feature Set #1 (MEC-030 V2X)	0	0	0	0	0	0	0	0 day	Open
TASK04	MEC Sandbox Enhancement – Feature Set #2 (MEC-015: BWM and MTS; MEC-016 Mx2)	0	0	0	0	0	0	0	0 day	Open
TASK05	MEC Sandbox Enhancement – Feature Set #3 (features to be selected with the STF SG)	0	0	0	0	0	0	0	0 day	Open

[Reset all Open lines](#)

Discard

Save

Submit



## 5 Timesheet registration

### 5.1 Timesheet status description

The timesheet follows a validation process to be validated in the system. The associated status changes accordingly.

The status depends on its achievement.

Timesheets status	Description
<b>Open</b>	Working line is registered but not submitted You can still modify the line
<b>Submitted</b>	Working line is submitted You need to click the "Reopen" button to modify the line
<b>Approved</b>	Working line is approved You can no longer modify the line
<b>Rejected</b>	Working line is rejected You can no longer modify the line

Note: If you want to modify the **"Approved"** or **"Rejected"** status lines, please contact [STFLink@etsi.org](mailto:STFLink@etsi.org).

Once the status has been modified from **"Approved"** or **"Rejected"** to **"Submitted"**, you will be able to change the working line by using the **"Reopen"** button.

## 5.2 Creation of a timesheet line

- Click on a day
- Enter the appropriate amount of time

Task ID	Task Description	20 Nov Monday	21 Nov Tuesday	22 Nov Wednesday	23 Nov Thursday	24 Nov Friday	25 Nov Saturday	26 Nov Sunday	Total	Status
TASK00	Project Management	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0.50"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	2.50 days	Open
TASK01	MEC Sandbox & AdvantEDGE familiarisation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.50"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.50 day	Open
TASK02	MEC Sandbox Maintenance and Support	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.25"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.25 day	Open
TASK03	MEC Sandbox Enhancement – Feature Set #1 (MEC-030 V2X)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.25"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.25 day	Open
TASK04	MEC Sandbox Enhancement – Feature Set #2 (MEC-015: BWM and MTS; MEC-016 Mx2)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0 day	Open
TASK05	MEC Sandbox Enhancement – Feature Set #3 (features to be selected with the STF SG)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0 day	Open

[Reset all Open lines](#)

 Discard

 Save

 Submit

Note that **"1"** means full day (8 hours), then **"0.5"** means 4 hours, **"0.25"** means 2 hours, etc.



**Timesheet application does not accept three signals after the dot and required a dot, not a comma.**

- Click on **"Discard"** if you do not want to keep your unsaved modifications
- Click on **"Save"** in order to save all changes done

The status of the timesheet will stay in **"Open"** and can be modified until it is **"Submitted"**.



## 5.3 Modification of a timesheet line

An **"Open"** timesheet can be modified directly.

To modify a **"Submitted"** timesheet:

- Click on **"Reopen"**

Task ID	Task Description	20 Nov Monday	21 Nov Tuesday	22 Nov Wednesday	23 Nov Thursday	24 Nov Friday	25 Nov Saturday	26 Nov Sunday	Total	Status
TASK00	Project Management	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0.5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	2.5 days	Submitted
TASK01	MEC Sandbox & AdvantEDGE familiarisation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.5 day	Submitted
TASK02	MEC Sandbox Maintenance and Support	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.25"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.25 day	Submitted
TASK03	MEC Sandbox Enhancement – Feature Set #1 (MEC-030 V2X)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.25"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.25 day	Submitted
TASK04	MEC Sandbox Enhancement – Feature Set #2 (MEC-015: BWM and MTS; MEC-016 Mx2)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0 day	Open
TASK05	MEC Sandbox Enhancement – Feature Set #3 (features to be selected with the STF SG)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0 day	Open

[Reset all Open lines](#)

- Make the modification

Once you finish all modifications, click on **"Save"** in order to save all changes done.

The status of the timesheet will stay in **"Open"** and can be modified until it is **"Submitted"**.



## 5.4 Deletion of a timesheet line

To delete the working day's value in a task:

- Click on the red cross next to the task line

To delete all entered days in all tasks:

- Click on **"Reset all Open lines"**

Task ID	Task Description	20 Nov Monday	21 Nov Tuesday	22 Nov Wednesday	23 Nov Thursday	24 Nov Friday	25 Nov Saturday	26 Nov Sunday	Total	Status
TASK00	Project Management	1	1	0.5	0	0	0	0	2.5 days	Submitted
TASK01	MEC Sandbox & AdvantEDGE familiarisation	0	0	0.5	0	0	0	0	0.5 day	Submitted
TASK02	MEC Sandbox Maintenance and Support	0	0	0	0.25	0	0	0	0.25 day	Submitted
TASK03	MEC Sandbox Enhancement – Feature Set #1 (MEC-030 V2X)	0	0	0	0.25	0	0	0	0.25 day	Submitted
TASK04	MEC Sandbox Enhancement – Feature Set #2 (MEC-015: BWM and MTS; MEC-016 Mx2)	0	0	0	0	0	0	0	0 day	Open
TASK05	MEC Sandbox Enhancement – Feature Set #3 (features to be selected with the STF SG)	0	0	0	0	0	0	0	0 day	Open


[Reset all Open lines](#)

[Discard](#) [Save](#) [Submit](#) [Reopen](#)





## 5.5 Submission of a timesheet line

 Be sure that **all** the week's working days have been filled in before submitting your timesheet.

- Click on **"Submit"** if you have finished registering all your working days

Once submitted, the status of the timesheet will change from **"Open"** to **"Submitted"**.

Task ID	Task Description	20 Nov Monday	21 Nov Tuesday	22 Nov Wednesday	23 Nov Thursday	24 Nov Friday	25 Nov Saturday	26 Nov Sunday	Total	Status
TASK00	Project Management	1	1	0.5	0	0	0	0	2.5 days	Submitted
TASK01	MEC Sandbox & AdvantEDGE familiarisation	0	0	0.5	0	0	0	0	0.5 day	Submitted
TASK02	MEC Sandbox Maintenance and Support	0	0	0	0.25	0	0	0	0.25 day	Submitted
TASK03	MEC Sandbox Enhancement – Feature Set #1 (MEC-030 V2X)	0	0	0	0.25	0	0	0	0.25 day	Submitted
TASK04	MEC Sandbox Enhancement – Feature Set #2 (MEC-015: BWM and MTS; MEC-016 Mx2)	0	0	0	0	0	0	0	0 day	Open
TASK05	MEC Sandbox Enhancement – Feature Set #3 (features to be selected with the STF SG)	0	0	0	0	0	0	0	0 day	Open

[Reset all Open lines](#)

[Discard](#) [Save](#) [Submit](#) [Reopen](#)



### 5.6 Approval of a timesheet line

The system automatically approves timesheets on a weekly basis (every Sunday).  
If you have made a mistake, feel free to contact [STFLink@etsi.org](mailto:STFLink@etsi.org).

### 5.7 Archive of a timesheet line

All the time approved for the previous year is archived in March the year after.

## 6 Reporting

To do a search:

- Click on **"History of days logged"**



Timesheet - History of days logged				
My Days Logged				
Project Status	Project	Project Start	Project End	Total Days
Open	160_2022	2022-01-03	2024-12-31	0
Open	160GCF_2021	2021-01-02	2024-12-31	0
Open	625	2022-01-10	2024-12-29	3.5
Project Days (Logged by all Experts)				
Project Status	Project	Project Start	Project End	Total Days
> Open	160GCF_2021	2021-01-02	2024-12-31	0



- Click on the appropriate part:
  - My Days Logged
  - Project Days (Logged by all Experts) – Only for the Project Leader

Timesheet - History of days logged

Spent days details for all user's projects (independently of user's role) → **My Days Logged**

Project Status	Project	Project Start	Project End	Total Days
Open	160_2022	2022-01-03	2024-12-31	0
Open	160GCF_2021	2021-01-02	2024-12-31	0
Open	625	2022-01-10	2024-12-29	3.5

Total project spent days, declared by all team, for the projects managed by the user → **Project Days (Logged by all Experts)**

Project Status	Project	Project Start	Project End	Total Days
> Open	160GCF_2021	2021-01-02	2024-12-31	0

- Click on to export data in Excel

*Examples of Excel report:*

For an expert view:

MyDaysLogged.xlsx  
5.2 KB • Done

PROJECT STATUS	PROJECT NAME	PROJECT START	PROJECT END	TOTAL DAYS
Open	160_2022	2022-01-03	2024-12-31	0
Open	160GCF_2021	2021-01-02	2024-12-31	0
Open	625	2022-01-10	2024-12-29	3,5



For the Project Leader view:

More details are available by clicking on the appropriate project:

Timesheet

My Days

Project	Total Days
160_2022	0
160GCF_2021	0
625	3.5

Project Days


Project	Total Days
160GCF_2021	0
625	52.5

< Back

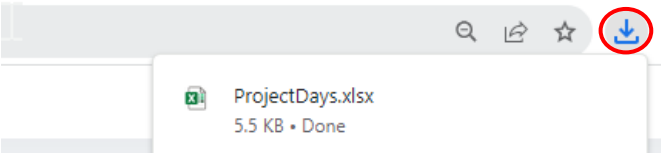
Project 625

Total days: 52.5

Name ↑↓	Organisation ↑↓	Days in progress	Days submitted	Days validated	Total Days
Expert1	ServiceProvider1	25	0	0	25
Expert2	ServiceProvider2	0	3.50	0	3.50
Expert3	ServiceProvider3	0	0	0	0
Expert4	ServiceProvider4	0	18	6	24
Expert5	ServiceProvider5	0	0	0	0

Click on  to export data in Excel  
*Examples of Excel report:*

For a Project Leader view:



PROJECT STATUS	PROJECT NAME	PROJECT START	PROJECT END	TEAM MEMBER NAME	TEAM MEMBER ORGANISATION	TEAM MEMBER DAYS	TOTAL DAYS
Open	160GCF_2021	2021-01-02	2024-12-31	Expert1	ServiceProvider1	0	0
Open	625	2022-01-10	2024-12-29	Expert2	ServiceProvider2	25	52,5
Open	625	2022-01-10	2024-12-29	Expert3	ServiceProvider3	3.50	52,5
Open	625	2022-01-10	2024-12-29	Expert4	ServiceProvider4	0	52,5
Open	625	2022-01-10	2024-12-29	Expert5	ServiceProvider5	24	52,5
Open	625	2022-01-10	2024-12-29	Expert6	ServiceProvider6	0	52,5



If you have any questions, feel free to contact us at [STFLink@etsi.org](mailto:STFLink@etsi.org)