



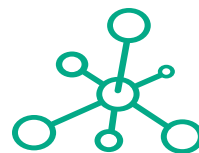
# Project and Portfolio Management Center

Software Version: 9.40

## Mobile Website Client User's Guide

Document Release Date: September 2016

Software Release Date: September 2016



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# Chapter 1: Overview of PPM Mobile Website Client

PPM Mobile Website Client enables you to access PPM Center by typing mobile URL on your iPhone or Android smart phones and then manage requests and time sheets on the smart phones. With this client, PMOs and managers can be more productive, working in a secured, personalized, and intuitive way.

This guide describes how to use the client on your smart phones. Before using the client, you are suggested to read the following sections of the guide first:

- ["System Requirements" below](#)
- ["Overview of PPM Mobile Website Client" on the next page](#)

## System Requirements

Before using the mobile client on your smart phones, make sure that you meet the following requirements:

### **Software Version:**

- PPM Center 9.32

### **Supported devices:**

- Smart phone

### **Device operating system (on recommended devices):**

- iOS 7 (on iPhone 5/5S), or iOS 8 (on iPhone 6/6 plus)
- Android 4.2 (on Samsung Galaxy S4), or Android 4.4 (on Samsung Galaxy S5)

**Device browser:**

- Safari
- Chrome
- Default browser of Android system

**Mobile connectivity:**

- Standard communication with the PPM Server, such as Wi-Fi or 3G/4G

## Overview of PPM Mobile Website Client

PPM Mobile Website Client includes the following items:

- **PPM Request**

It is the mobilized version of the Project and Portfolio Management Center (PPM Center) product, available only for workflow decision steps of the Demand Management module of PPM Center. PPM Center users who are working outside of an office or without VPN access can act on request approval workflow steps from their smart phones, without having to connect to the standard PPM user interface.

- **TM Approval**

It is the mobilized version of the Project and Portfolio Management Center (PPM Center) product, available only for time sheet approval actions of the Time Management module of PPM Center. PPM Center users, or more specifically, TM approvers, who are working outside of an office or without VPN access can approve or reject time sheets from their smart phones, without having to connect to the standard PPM user interface.

- **TM Submission**

It is the mobilized version of the Project and Portfolio Management Center (PPM Center) product, available for time sheet creating, editing and submission action of the Time Management module of PPM Center. PPM Center users who are working outside of an office or without VPN access can create, edit, or submit time sheets from their smart phones, without having to connect to the standard PPM user interface.

- **PPM Dashboard**

Clicking it links you to the standard user interface of PPM Dashboard. It is NOT the mobilized version of the PPM Dashboard. For information about PPM Dashboard page, see the *Getting Started* guide or the *Creating Portlets and Modules* guide.

## Supported Languages

PPM apps support all languages that PPM Center supports:

- English (en)
- Russian (ru)
- Portuguese (pt\_BR)
- Spanish (es)
- Chinese (zh\_CN)
- German (de)
- French (fr)
- Korean (ko)
- Turkish (tr)
- Italian (it)
- Japanese (ja)
- Dutch (nl)

## Related Information

For information about how to use Demand Management and Time Management, see the following PPM Center documents:

- *Release Notes*
- *Getting Started Guide*
- *Creating Portlets and Modules Guide*
- *Demand Management User's Guide*
- *Demand Management Configuration Guide*

- *Tracking and Managing IT Demand Configuration Guide*
- *Tracking and Managing IT Demand User's Guide*
- *Commands, Tokens, and Validations Guide and Reference*
- *Time Management User's Guide*
- *Time Management Configuration Guide*
- *Reports Guide and Reference*
- *Project Management User's Guide*
- *HPE-Supplied Entities Guide (includes descriptions of all Demand Management portlets, request types, and workflows)*



## Chapter 2: Enabling and Logging on to PPM Mobile Website Client

### Enabling PPM Mobile Website Client

1. Make sure you install PPM Center 9.40.
2. Open the `server.conf` file in the `<PPM_Home>` directory.
3. Add the following line:

```
com.kintana.core.server.ENABLE_MOBILITY_APPS = true
```

**Note:** You can also enable this parameter in the Administration Console. By default, it is disabled.

4. Stop PPM Server.
5. Run `sh ./kUpdateHtml.sh` in the `<PPM_Home>/bin` directory.
6. Start the PPM Server.

### Logging on to PPM Mobile Website Client

**Note:** If you want to access PPM Mobile Website Client from external network, you should use reverse proxy.

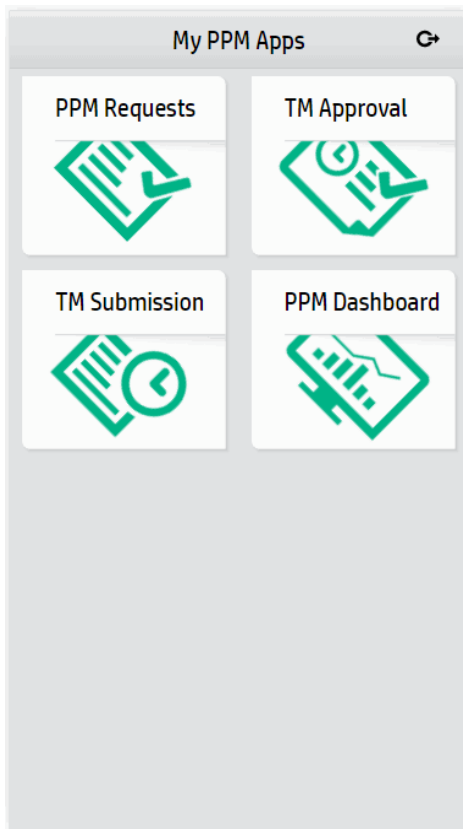
1. Open the browser in your smart phone.
2. Type the URL of PPM instance in the address field. The URL should be in the following format:


```
http://<PPM_Server_IP>:<Port>, or
```

```
http://<PPM_Server_Hostname>:<Port>,
```

3. The PPM Mobility Website Client log-on page opens.
4. Enter the username and password your administrator provides you, and select the language.
5. Tap **Sign-In**.

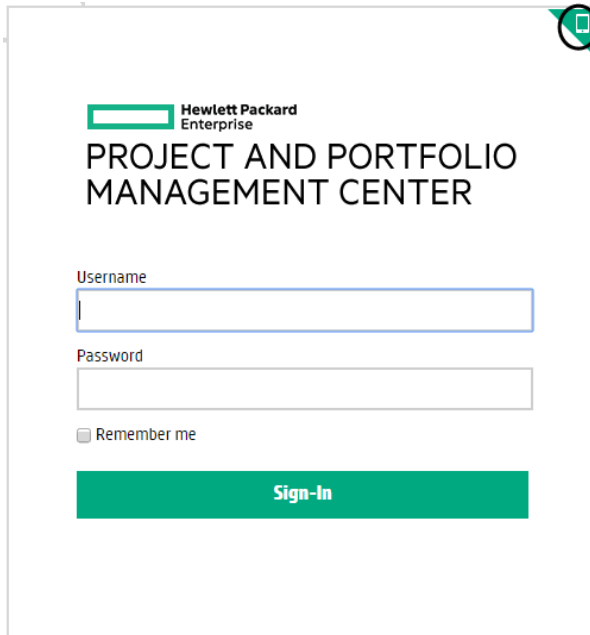
The My PPM Apps page opens, displaying the PPM apps you have access to.




Tap  to log out and you are brought back to the log-on page.

You can also scan QR code with your smart phone to access PPM Mobile Website Client:

1. Open the sign-in page of PPM Center from your PC.
2. Click the mobile phone icon in the upper right corner of the sign-in window.



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## PROJECT AND PORTFOLIO MANAGEMENT CENTER

Username

Password

Remember me

**Sign-In**

3. Scan the QR code with your smart phone.

## Chapter 3: Using PPM Request App

This section provides instructions about setting and using PPM Requests from mobile devices.


- ["Prerequisites" below](#)
- ["\(Optional\) Setting PPM Requests App" below](#)
- [" Viewing and Approving Requests" on the next page](#)
- ["Limitations" on page 17](#)

### Prerequisites

Before using PPM Requests from mobile devices, make sure you meet the following prerequisites:


- You have a PPM Center user account with necessary access grants to the Demand Management module of PPM Center.
- Your mobile device has Internet connection.

### (Optional) Setting PPM Requests App

1. Log on to PPM Mobility Website Client.
2. On the My PPM Apps page, tap **PPM Requests**.
3. In the upper-right corner of the Request List page, tap .
4. Edit the value of the **In last period (days)** field. This value indicates the maximum interval (in days) between the current date and the last update date of the requests. It decides which requests are eligible to be displayed in the PPM Requests app.

For example, if this field is set to 10, the PPM Requests app displays requests that are last updated at most 10 days before the current date.

By default, the value is 30. You can enter any positive integer from 1 to 9,999.

5. Tap  to save the setting.

## Viewing and Approving Requests

Tapping PPM Request in the My PPM Apps page, you can start viewing and approving requests on your smart phone.

- ["Viewing Requests" below](#)
- ["Approving Requests" on page 17](#)

**Note:** When using PPM Mobile Website Client, you should always use the back icon in each app, instead of the back icon in the browser, to return to the previous page.

## Viewing Requests

- ["Searching Requests" below](#)
- ["Viewing Request Section Details" on the next page](#)
- ["Viewing Request Notes" on page 16](#)

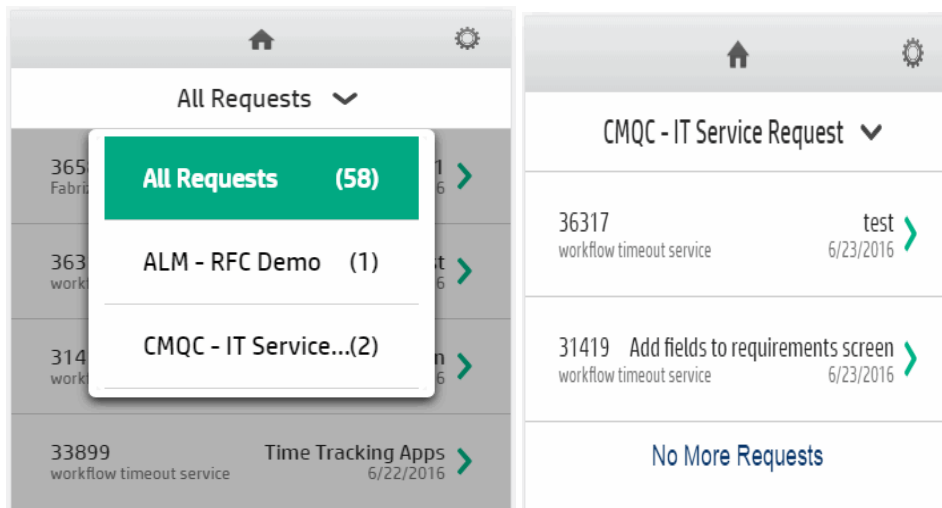
## Searching Requests

1. Log on to PPM Mobility Website Client.
2. In the My PPM Apps page, tap **PPM Requests**.

The Request List page opens.

This page lists all eligible requests awaiting for your actions in the order of last update time, with the latest listed on the top. Request ID, request subject, and request creator are also displayed. Swipe up or down to view more requests.

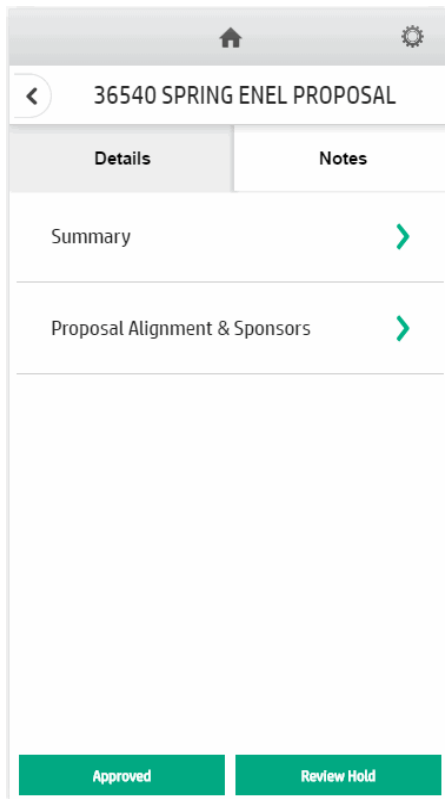
3. To list request of a certain request type, tap **All Requests** above the request list, and then tap the desired request type.



4. Tap the desired request.

## Viewing Request Section Details

1. Search the desired request.
2. Tap the request to open the Request Detail page.



Swipe up or down to see more request sections.

**Note:** **PPM Request** only displays the fields that have values. If a section has no filled fields, the section will not be displayed in the **Details** tab.

3. In **Details** tab of the Request Detail page, tap the section you want to view.

The Request Section Details page opens.

Summary	
Proposal No.	36540
Request Type	PFM - Proposal
Created By	Gori Gianluca
Business Unit	Corporate
Proposal Name	SPRING ENEL PROPOSAL
Executive Overview	
Driving Process	PFM - Proposal
Status	New

4. To expand field details, tap . To collapse field details, tap .
5. To go back to the previous page, tap in the top left corner of the screen.

## Viewing Request Notes

1. Search the desired request.
2. Tap the request to open the Request Detail page.
3. Tap the **Notes** tab of the Request Detail page.

The **Notes** tab lists all notes of the request, including note creator and note subject. Notes are ordered by last update time, with the latest one listed on the top.

4. Tap the desired note to view the details.
5. To go back to the previous page, tap in the top left corner of the screen.



## Approving Requests

1. Search the desired request.
2. Tap the request to open the Request Detail page.
3. Tap an available action button.

The confirmation dialog box pops up asking for your confirmation.

**Note:** If there are any empty required fields in the current step of the request:


- An error message is displayed at the top of the Request Details page.
- Empty required fields are highlighted in red, with an asterisk and an exclamation mark.
- The corresponding action buttons are disabled.

The request cannot be processed until the required fields are completed from the Web interface.

**Limitation:** If the workflow action buttons have long text, the text cannot be fully displayed.

4. Tap **OK** to continue. Otherwise, tap **Cancel**.

If the action you performed is successfully processed, an Information dialog box pops up informing you of the success.

5. Tap **OK** to complete the step.
6. Tap  in the top left corner of the screen to go back to the previous page, or the Request List page to view and approve another request.

## Limitations

As the mobilized version of the Demand Management module of PPM Center, PPM Requests app is designed primarily for stakeholders to perform request approval actions. Therefore, not all features and functionality available with the full version of Demand Management module of PPM Center are available with the app:

- The following component types are not supported:
  - Staffing profile: Only displays staffing profile ID.
  - Table component: Only displays number of entries.
  - URL and link: Address of the URL or link is displayed, but clicking the address does not bring users to the desired page.
  - Attachment: Only displays attachment filename.
- The following rule events are not supported for request type rules:
  - Apply on creation
  - Apply on field change
  - Apply on copy

To perform approval actions on requests with the above rule events, you need to access the full version of PPM Center.

- Requests accessed from mobile devices are not editable.
- Only eligible requests are visible to end users. Requests awaiting approval actions are considered eligible.
- For the workflow action buttons with long text, the text cannot be fully displayed.
- End users cannot process request approval workflow actions successfully in the following situations:
  - A workflow step requires authentication.
  - A workflow transition requires notes but there are no notes in the requests.
  - Required fields are empty on look-ahead pages.
  - Required fields are empty on the request detail page.

## Chapter 4: Using TM Approval App

This section provides instructions about setting and using TM Approval from mobile devices.

- ["Prerequisites" below](#)
- ["\(Optional\) Setting TM Approval App" on the next page](#)
- [" Viewing and Approving Time Sheets" on the next page](#)

### Prerequisites

Before using TM Approval from mobile devices, make sure you meet the following prerequisites:

- You have a PPM Center user account with necessary access grants to the Time Management module of PPM Center.
- Your mobile device has Internet connection.
- You have enabled Mobile TM Approval Service. For detailed instructions, see ["Enabling Mobile TM Approval Service" below](#).


### Enabling Mobile TM Approval Service

Before using the TM Approval app, you should enable the Mobile TM Approval service.

1. Log on to PPM Center using your PC.
2. From the menu, select **Open > Administration > Schedule Services**.
3. From the Schedule Services page, select the Mobile TM Approval Service.
4. In the Status column, select **Enabled**. By default, it is disabled.
5. In the Schedule column, select a time duration. It indicates how long your actions on TM Approval take effect.

By default, it is 30 seconds.


## (Optional) Setting TM Approval App

1. Log on to PPM Mobility Website Client.
2. On the My PPM Apps page, tap **TM Approval**.
3. In the upper-right corner of the Summary View page, tap .

The Application Settings page opens.

4. Edit the following fields as you want.

Field	Description
Past Periods	Specifies the number of past time periods you want to display on the All Time Sheets page.  You should set the value to a number between 1 and 10, and the default value is 5.
Upcoming Periods	Specifies the number of upcoming time periods you want to display on the All Time Sheets page.  You should set the value to a number between 1 and 5, and the default value is 2.

5. Tap  to save the setting.

## Viewing and Approving Time Sheets

Tapping TM Approval in the My PPM Apps page, you can start viewing and approving time sheets on your smart phone.

- [" Approving All Time Sheets" on page 22](#)
- [" Approving Selected Time Sheets" on page 23](#)
- [" Rejecting Selected Time Sheets" on page 23](#)
- [" Viewing Detail Page of a Time Sheet" on page 24](#)

**Note:**

- The TM Approval app does not support approving or rejecting time sheet lines.
- When using PPM Mobile Website Client, you should always use the back icon in each app, instead of the back icon in the browser, to return to the previous page.

When you tap the TM Approval app, the Summary View page opens.

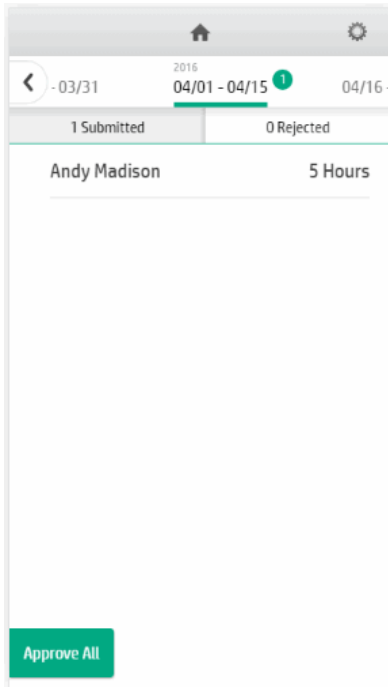


The time sheets awaiting approval are categorized by period type, that is , weekly, semi-monthly, bi-weekly, and monthly. The number in each box indicates the amount of time sheets available for approval in the period type.

**Note:** If the number of time sheets of a certain period type is zero, the corresponding box would not appear in this page. For example, in the screenshot above, the boxes for the period types bi-weekly and monthly do not appear because there no time sheets of these period types available for approval.

If there is only one period type of time sheets awaiting approval, for example, weekly, the Weekly category box is not shown and you are immediately taken to the All Time Sheets page shown as below.

Tapping a category, you come to the All Time Sheets page.



The number in the blue bubble to the right of each time period indicates the amount of time sheet eligible for your approval in the time period.

Swiping right in the time periods, you can see time sheet list of the upcoming time periods, while swiping left, you can see time sheet list of the past time periods.

There are two tabs on the All Time Sheets page:

- **<number> Submitted:** Displays all submitted time sheets in the selected time period.
- **<number> Rejected:** Displays all time sheets in the selected time period that were previously rejected. Time sheets that include at least one rejected time sheet line are considered rejected time sheets.

## Approving All Time Sheets

1. From the My PPM Apps page, tap **TM Approval**.
2. Tap your desired period type on the Summary View page.


The All Time Sheets page opens.

3. On the **Submitted** tab or the **Rejected** tab, tap **Approve All**.

The confirmation dialog box opens.

4. Tap **Yes** to continue the approval. Otherwise, tap **No** to cancel.

Successfully processed time sheets would disappear from the screen, The page should display "No timesheets for approval. Please switch to another period for actions."

5. Swipe left or right in the time period to view and approve time sheets of other time periods.
6. Repeat step 2 through step 4 to approve other time sheets.
7. Tap  in the top left corner to go back to the Summary View page.


## Approving Selected Time Sheets

1. From the My PPM Apps page, tap **TM Approval**.
2. Tap your desired period type on the Summary View page.

The All Time Sheets page opens.

3. On the **Submitted** tab or the **Rejected** tab, press and hold a time sheet.

The Actions dialog box opens.

4. Tap **Multi Select**.
5. Tap the time sheets you want to approve.
6. Tap **Approve**.
7. Tap  in the top left corner to go back to the previous page to view and approve more time sheets.

**Note:** You can also approve several time sheets one by one by tapping each time sheet and then tapping **Approve** on the Time Sheet Detail page.

## Rejecting Selected Time Sheets

1. From the My PPM Apps page, tap **TM Approval**.
2. Tap your desired period type on the Summary View page.

The All Time Sheets page opens.

3. On the **Submitted** tab or the **Rejected** tab, press and hold a time sheet.


The Actions dialog box opens.

4. Tap **Multi Select**.
5. Tap the time sheets you want to reject.
6. Tap **Reject**.

The confirmation dialog box opens.

7. Add some note to indicate reasons for rejection.
8. Tap **Yes**.

The rejected time sheets are moved to the **<number> Rejected** tab.

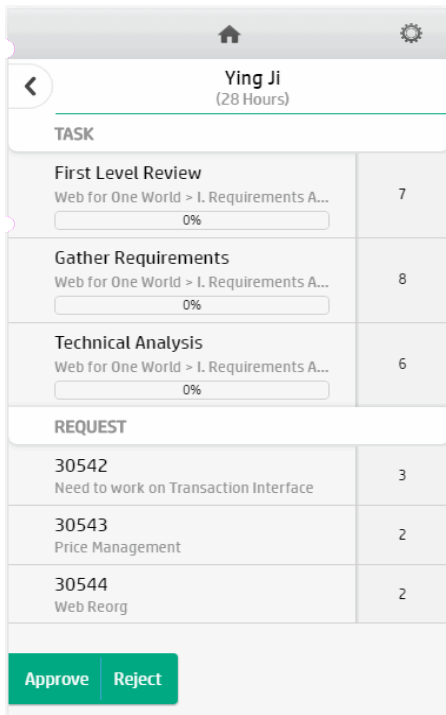
9. Tap  in the top left corner to go back to the previous page to view and approve more time sheets.

**Note:** You can also reject time sheets one by one by tapping each time sheet and then tapping **Reject** on the Time Sheet Detail page.

## Viewing Detail Page of a Time Sheet

If you want to view the detail page of a time sheet, simply tap the desired time sheet on the Submitted tab or the Rejected tab of the All Time Sheets page.





**Note:** Progress bar is displayed for task items only.

Swipe up to view details of other work items.

## Chapter 5: Using TM Submission App

This section provides instructions about setting and using TM Submission from mobile devices.

- ["Prerequisites" below](#)
- ["Creating, Editing, and Submitting Time Sheets" below](#)

### Prerequisites

Before using TM Submission from mobile devices, make sure you meet the following prerequisites:

- You have a PPM Center user account with necessary access grants to the Time Management module of PPM Center.
- Your mobile device has Internet connection.

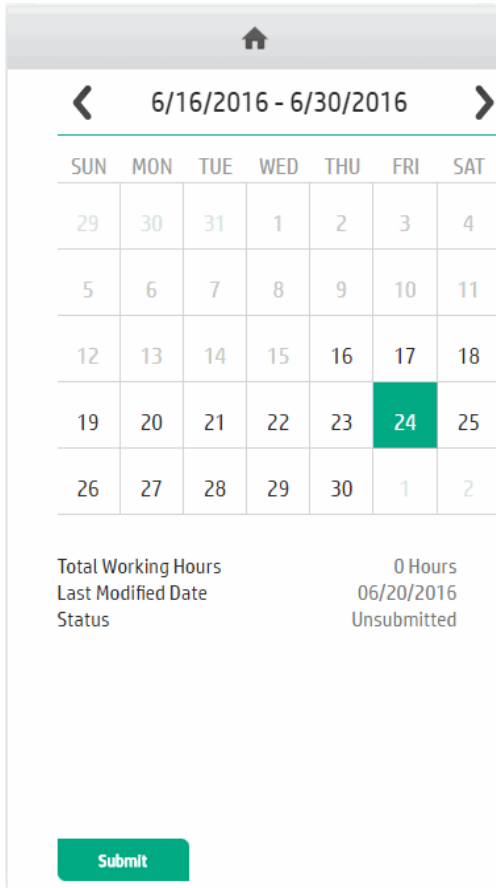
### Creating, Editing, and Submitting Time Sheets



Using the TM Submission app, you can do the following:

- ["Creating a Time Sheet" on page 28](#)
- ["Editing a Time Sheet" on page 30](#)
- ["Submitting a Time Sheet" on page 37](#)

**Note:** When using PPM Mobile Website Client, you should always use the back icon in each app, instead of the back icon in the browser, to return to the previous page.

When you open the TM Submission app, the Calendar View page opens.



The Calendar View page displays the calendar of the current time period by default. Tapping  switches to the calendar of an earlier time period, while tapping  switches to that of a later time period.

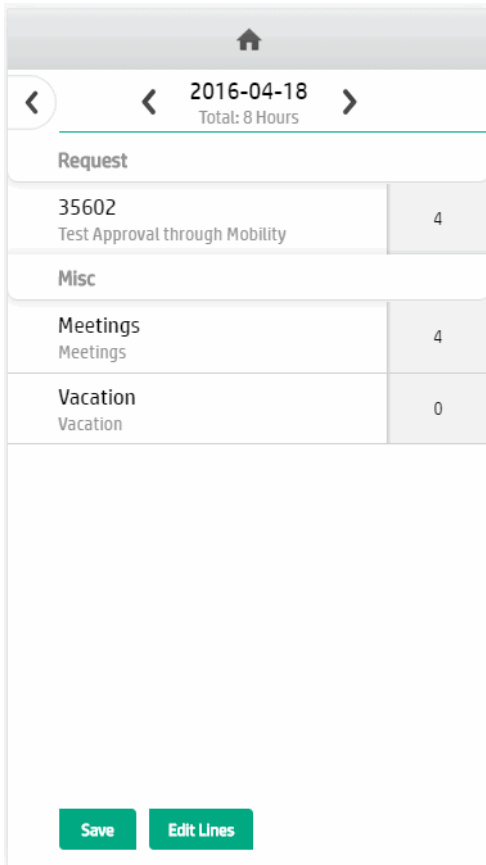
The dates that fall into the current time sheet are in black, with the current date highlighted in blue. The dates with actual time effort have gray angles in the upper right corner of the date cells.

Below the calendar displays the general information of the time sheet: Total Working Hours, Last Modified Date, and Status.

Tapping the **Submit** button at the bottom submits the time sheet.

**Note:** If the **Submit** button is greyed out, it means the time sheet has already been submitted, or no time sheet is created for this time period.

If you want to see time sheet details for a particular day, tap that date in the calendar. The Daily Time Sheet View page opens.






This page lists the work items information of the time sheet. You can swipe up to see more work items.

The following two buttons are displayed at the bottom of this page:

- **Save:** Tapping it saves the changes you have done to efforts.
- **Edit Lines:** Tapping it brings you to the Edit Work Item View page.

**Note:** When the **Submit** button is greyed out in the Calendar View page, the **Save** button in this page is also greyed out, and the **Edit Lines** button becomes the **View Lines** button.

Tapping  besides the date at the top of the page switches to Daily Time Sheet View page of the previous day, while tapping  switches to that of the following day.

Tapping  in the upper left corner brings you back to the Calendar View page.

## Creating a Time Sheet

Follow the instructions below creates a time sheet for the time period.

**Note:** You can create only one time sheet for a time period on your smart phone, even when time sheet policy allows you to create multiple time sheets for the same time period.

1. Go to the Calendar View page of the time period in which you want to create a time sheet.

SUN	MON	TUE	WED	THU	FRI	SAT
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	3	4

Total Working Hours: 0 Hours  
Last Modified Date: 06/24/2016  
Status: Unsubmitted

Submit

The **Submit** button at the bottom is disabled and the Total Work Hours is zero.


2. Tap any date cell in the calendar to open the Daily Time Sheet View page.

The screenshot shows a mobile application interface for a time sheet. At the top, there is a home icon and a date selector for '2016-04-18' with a 'Total: 8 Hours' indicator. Below this, there are sections for 'Request', 'Misc', 'Meetings', and 'Vacation'. Each section has a corresponding number of hours: 'Request' (35602 Test Approval through Mobility) has 4 hours, 'Meetings' has 4 hours, and 'Vacation' has 0 hours. At the bottom, there are two green buttons: 'Save' and 'Edit Lines'.

Category	Hours
Request 35602 Test Approval through Mobility	4
Misc	
Meetings Meetings	4
Vacation Vacation	0

3. Tap the **Edit Lines** button at the bottom.

The Edit Work Item View page opens.

4. The work items in the previous time sheet is automatically copied to the current time sheet. If the current time sheet is empty, tap **Add** to add work items. For more information, see ["Adding Work Items" on the next page](#).
5. Tap  to return to the Calendar View page. The time sheet is created. And the **Submit** button is enabled.

## Editing a Time Sheet

- ["Adding Work Items" on the next page](#)
- ["Deleting Work Items" on page 32](#)
- ["Adding Activities" on page 33](#)

- "Deleting Activities" on page 33
- "Editing Charge Codes" on page 33
- "Editing Effort" on page 35

**Note:** You can edit a time sheet line only when its status is Unsubmit or Reject. When it is editable, you can edit its charge codes and effort, and add or delete activities.

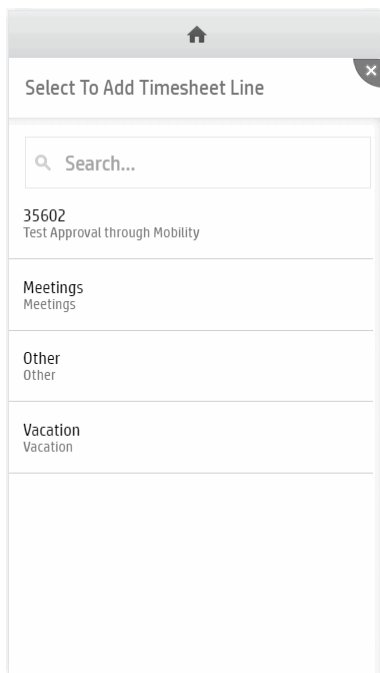
You can edit a time sheet only when its status is Unsubmit or Rework. When it is editable, you can work on editable time sheet lines and add work items.

For more information about the time sheet line status and time sheet status, see *Time Management User's Guide*.

## Adding Work Items

1. Go to the Edit Work Item View page.
2. Tap **Add** at the bottom.

The Add Work Item View page opens.



**Note:** The work items available to select include:

- Items that are both assigned to you and that you are scheduled to work on during the current time period.
- Items that were in your previous time sheet and are still open, and that you are scheduled to work on during the current time period.
- Miscellaneous items, including meetings, vacation, and other.

Tap the delete button in the upper right corner and you will leave this page.

3. Tap the work item you want to add.

**Note:** To find the desired work item more quickly, you can type the key word of the work item in the text field. The work item would filter itself out.

The work item is added to the time sheet, and you are back to the Edit Work Item View page.

4. Repeat step 2 through step 3 if you want to add more work items.

**Note:** If you add a work item that exists in a previous time sheet, and the work item contains activities or charge codes that follow policies of the previous time sheet, you may find that these activities or charge codes are added to the current time sheet as they were in the previous time sheet, even though the policies of the previous time sheet is different from the policies of the current time sheet. In this case, the activities or charge codes may go against the current time sheet policies.

To address this issue, you should delete this work item from the current time sheet and then add it back using your PC.

## Deleting Work Items

1. Go to the Edit Work Item View page.
2. Swipe left on the work item you want to delete.
3. Tap **Delete**.

Your changes are saved automatically.



## Adding Activities

1. Go to the Edit Work Item View page.
2. Swipe left on the work item for which you want to add activities.
3. Tap **Add Activities**.

The Add Activities View page opens.

Tap the delete button in the upper right corner and you will leave the page.

4. Tap the activity you want to add.

The activity is added to the work item, and you are back to the Edit Work Item View page.

**Note:** To find the activity of interest more quickly, you can type the key word of the activity in the text field. The activity will filter itself out.

## Deleting Activities

1. Go to the Edit Work Item View page.
2. Swipe left on the work item you want to delete.
3. Tap **Delete Activities**.

Your changes are saved automatically.

## Editing Charge Codes

- ["Editing Charge Codes Percentage" on the next page](#)
- ["Adding Charge Codes" on the next page](#)

**Note:** You may not be able to edit the charge codes of some work items. For more information, see *Time Management Configuration Guide*.

## Editing Charge Codes Percentage

1. Go to the Edit Work Item View page.
2. Tap the work item whose charge codes you want to edit.

The Work Item Detail page opens.

3. Tap the charge code you want to edit.

The numeric keyboard appears.

4. Tap your desired number and then tap **Done**.

You should make sure that the percentages of all charge codes for this work item add up to 100%. Otherwise, the error message window pops up.

5. Tap **Save** at the bottom.

You are back to the Edit Work Item View page.

If you leave the page without tapping Save after editing the charge codes percentage, a Confirmation prompt would pops up.

If you tap **Yes**, you leave this page with the changes saved; if you tap **No**, the changes are discarded.

## Adding Charge Codes

1. Go to the Edit Work Item View page.
2. Tap the work item for which you want to add charge codes.
3. Tap Add at the bottom.

The Add Charge Code View page opens.

Tap the delete icon in the upper right corner and you will leave this page.

4. Tap the charge code you want to add.

The charge code is added to the work item, and you are back to the Edit Charge Code View page.

**Note:** To find the desired charge code you more quickly, you can type the key word of the charge code in the text field. The charge code will filter itself out.

5. Edit the charge codes percentage to make sure that the percentages of all charge codes of the work item add up to 100%.
6. Tap **Save** at the bottom.

You are back to the Edit Work Item View page.

If you leave the page without tapping **Save** after adding a charge code, a Confirmation prompt would pop up.

If you tap **Yes**, you leave this page with the changes saved; if you tap **No**, the changes are discarded.

## Editing Effort

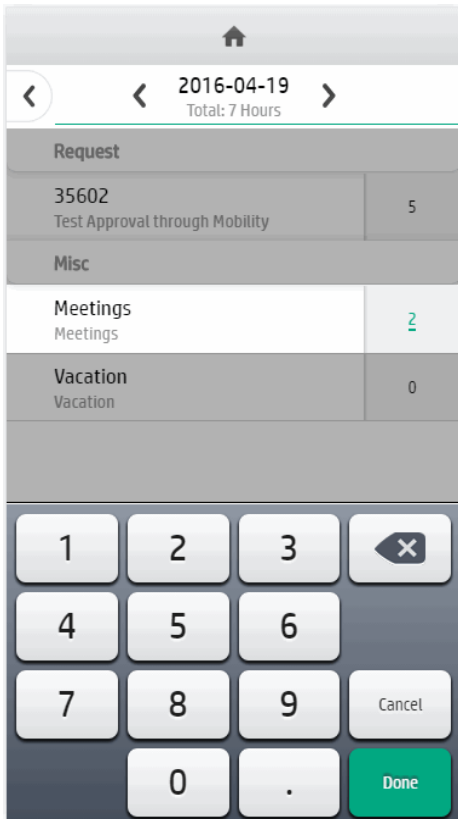
You can edit effort by the following units, depending on the time sheet policies you have applied:

- Days in Hours
- Period in Hours
- Period in percent
- Day in Days
- Period in Days

For more information about time sheet policies, see *Time Management Configuration Guide*.

The following instructions are based on editing effort by Days in Hours unit.

1. From the Calendar View page, tap the date whose effort you want to edit.  
The Daily Time Sheet View page opens.
2. Tap the effort of the desired time sheet line.



The numeric keyboard appears.

**Note:** In Mobile Website Client, you can only enter time effort for each time sheet line. The system automatically calculates the percentage of complete of the time sheet line according to the time effort.

3. Tap the desired number, and tap **Done**.
4. Tap **Save** at the bottom.

You are back to the Calendar View page.

If you leave the page without tapping **Save** after adding a charge code, a Confirmation prompt would pop up.

If you tap **Yes**, you leave this page with the changes saved; if you tap **No**, the changes are discarded.

## Submitting a Time Sheet

**Note:** Since you can only create one time sheet for the same time period on the smart phone, the efforts logged against the duplicate time sheets in the laptop are not displayed in the smart phone.

1. Go to the Calendar View page of the desired time period.
2. (Optional) If you want to edit the time sheet, follow the instructions in ["Editing a Time Sheet" on page 30](#).
3. Tap **Submit** at the bottom.  
The Confirmation prompt pops up.
4. Tap **Yes**, and the time sheet is submitted.  
The status of the time sheet becomes Pending Approval.

## Send documentation feedback

If you have comments about this document, you can [contact the documentation team](#) by email. If an email client is configured on this system, click the link above and an email window opens with the following information in the subject line:

**Feedback on Mobile Website Client User's Guide (Project and Portfolio Management Center 9.40)**

Just add your feedback to the email and click send.

If no email client is available, copy the information above to a new message in a web mail client, and send your feedback to your `_IE_team_PDL@hpe.com`.

We appreciate your feedback!