

# Configure Timesheet

## ISSUE ATTRIBUTES

Statuses

Resolutions

Priorities

## WORKLOG ATTRIBUTES

Worklog Types

## MINYAA SCHEMES

Timesheet Schemes

Reports Schemes

Link Schemes

Issue security schemes

Notification schemes

Permission schemes



### Under contruction

Thanks for noting that this documentation site is under construction. You can refer to [Minyaa Time 3.5.x](#) .

### On this page:

- [Timesheet Configuration](#)
- [Timesheet Activation](#)
- [Timesheet Scheme Configuration](#)

When you install **Minyaa Time**, the **Timesheet Management** is not configured !

You need to go the Administration **Issue** section and to follow below steps to be able to use it.

1. The Timesheet Configuration
2. The Timesheet Activation
3. The project association

## Timesheet Configuration

During the Timesheet Configuration, Minyaa will create all needed JIRA configuration allowing to activate the Timesheet Management using [Project Configuration Factories](#):

1. Issue Constant creation : *Issue Type, Status*
2. Customfield : *Start and End Date*
3. Event Type :
  - Timesheet Submitted,
  - Timesheet needs a review
  - Review needed for a Worklog,
  - Timesheet Modified,
  - Timesheet Validated
4. Project Role
5. Reserved Schemes :
  - Timesheet Workflow Scheme
  - Timesheet Issue Types Scheme
  - Timesheet Field Configuration Schemes
  - Timesheet Screen Scheme
  - Timesheet Notification Scheme (with associated Template Mail)
  - Timesheet Permission Scheme
  - Timesheet Security Scheme
  - and Timesheet Scheme as a default configuration

## Timesheet Management

Minyaa allows you to manage Users Timesheets (Visualisation and Approbation).

**Timesheet Management** consists in an integrated mechanism based on dedicated project with its own schemes. Each time a user log time for a work, the logged time is linked to a technical issue in this project. This issue will represent the Timesheet, but the access to the issue will be reserved to Administrators. Users and Approvers will be able to access to the Timesheet using Timesheet Gadgets.

Configuration for Timesheet Management is currently **OFF**.

**Timesheet Configuration** needs to be configured by clicking on **Configure ...**  
All required configurations will automatically created.

Activation for Timesheet Management is currently **OFF**.

As soon as all Timesheet Management configurations will be performed, a default Project can be activated.  
**Timesheet Activation** with a default project can be done by clicking on **Activate ...**

Configure

## Timesheet Activation

During the Timesheet Activation, Minyaa will complete the Timesheet Management :

<div>1. The creation of the reserved Project <b>Minyaa Timesheet Project</b> using previously created schemes,</div> <div>2. <b>Auto-Transition Service</b> for Auto-Transition defined in Workflows</div>	<div><h2>Timesheet Management</h2><hr/><p>Minyaa allows you to manage Users Timesheets (Visualisation and Approbation).</p><p><b>Timesheet Management</b> consists in an integrated mechanism based on dedicated project with its own schemes. Each time a user log time for a work, the logged time is linked to a technical issue in this project. This issue will represent the Timesheet, but the access to the issue will be reserved to Administrators. Users and Approvers will be able to access to the Timesheet using Timesheet Gadgets.</p><p>Configuration for Timesheet Management is currently <b>ON</b>.</p><hr/><p>Activation for Timesheet Management is currently <b>OFF</b>.</p><p>As soon as all Timesheet Management configurations will be performed, a default Project can activated. <b>Timesheet Activation</b> with a default project can be done by clicking on <b>Activate</b> ...</p><hr/><div>Activate</div></div>
--	--

## Timesheet Scheme Configuration

After the Timesheet Management activation, a **Default Timesheet Scheme** is created.

A Timesheet Scheme is defined by following properties :

- **Timesheet Relative Start Date** : When starts a Timesheet depending on Today.

The date is expressed in [Relative Date](#)

- **Timesheet Period** : How long is the Timesheet period beginning from Timesheet Relative Start Date.

The period is expressed in [Relative Date](#)

- **Timesheet Aggregation Criteria** : How Worklogs will be aggregated and displayed in the [Timesheet Gadget](#).

By default, the period is starting at the begin of the week (BOW) for 1 week (+1W).

## Timesheet Schemes

Minyaa allows you to manage Users Timesheets (Visualisation and Approbation).

**Timesheet Management** consists in an integrated mechanism based on dedicated project with its own schemes.

Each time a user log time for a work, the logged time is linked to a technical issue in this project.

This issue will represent the Timesheet, but the access to the issue will be reserved to Administrators.

Users and Approvers will be able to access to the Timesheet using Timesheet Gadgets.

Name	Projects	Operations
<b>Default Timesheet</b> Default Timesheet Scheme (by Minyaa Time)	<a href="#">Test</a>	<a href="#">Timesheet Entity</a>   <a href="#">Copy</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

[Add a new Timesheet Scheme](#) | [Refresh all Timesheet Schemes](#)

## Edit Timesheet Scheme Entities

This form allows to edit a Timesheet Scheme Entities.

[View all Timesheet Schemes](#)

Relative Start Date:

A Relative Date has to be used (BOM, EOM, BOM-1M, -1D, ...) See [Relative Date Operator](#)

Period:

A Relative Date Operator has to be used (+1D, +1M, ...) See [Relative Date Operator](#)

Aggregation Criteria: 

Resource, Project, Issue.

Project.

Issue.

Resource, Issue.

Resource, Project, Issue.

Resource, Project, Issue, Issue type.

Resource, Project, Issue type, Worked.

[Timesheet Gadget](#)