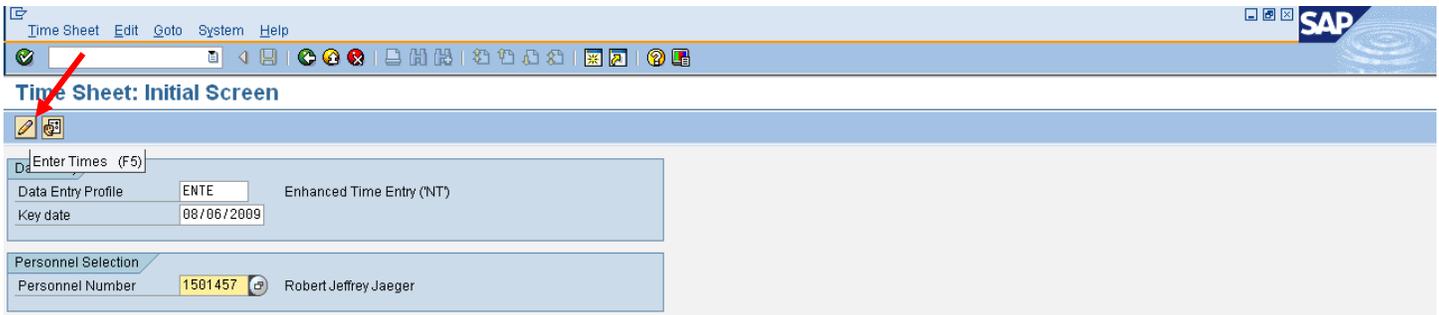
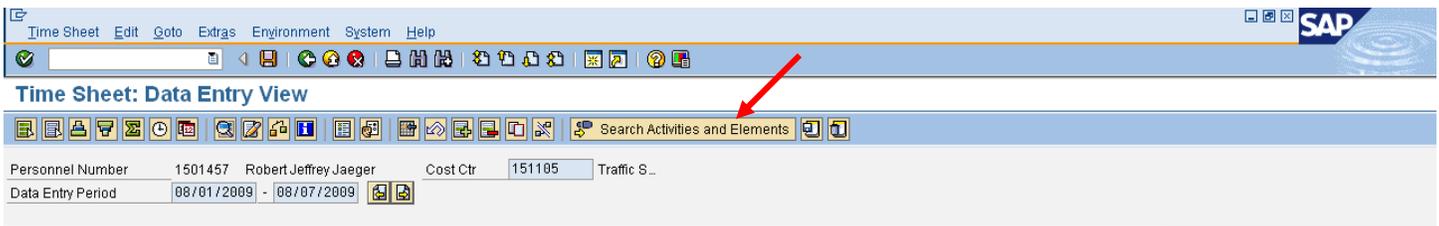


TMSD Work Management System Time Entry Quick Card

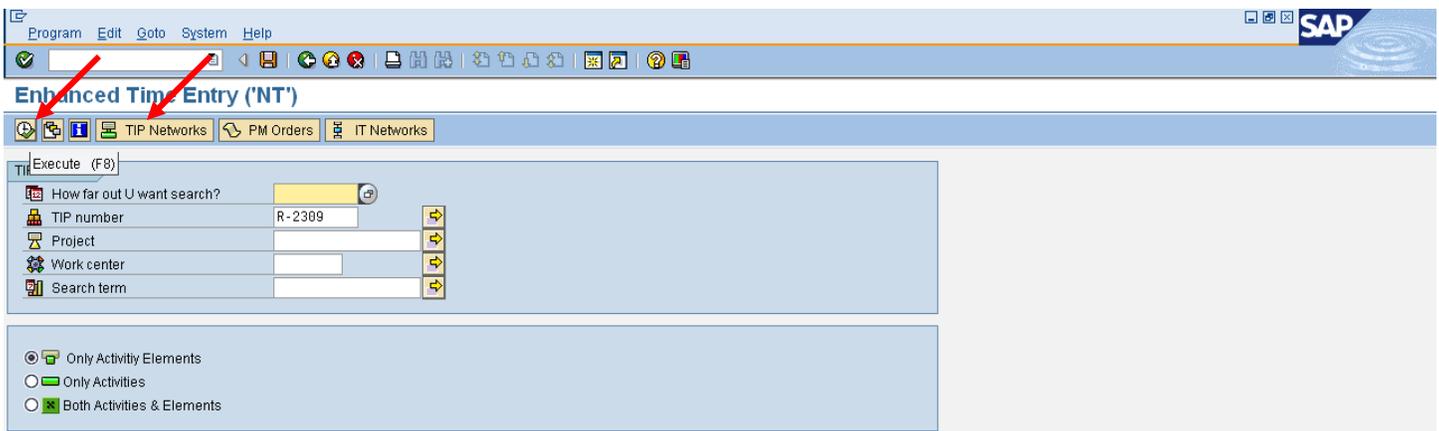
1. Use transaction CAT2 (data entry profile = "ENTE") and click on "Enter Times"



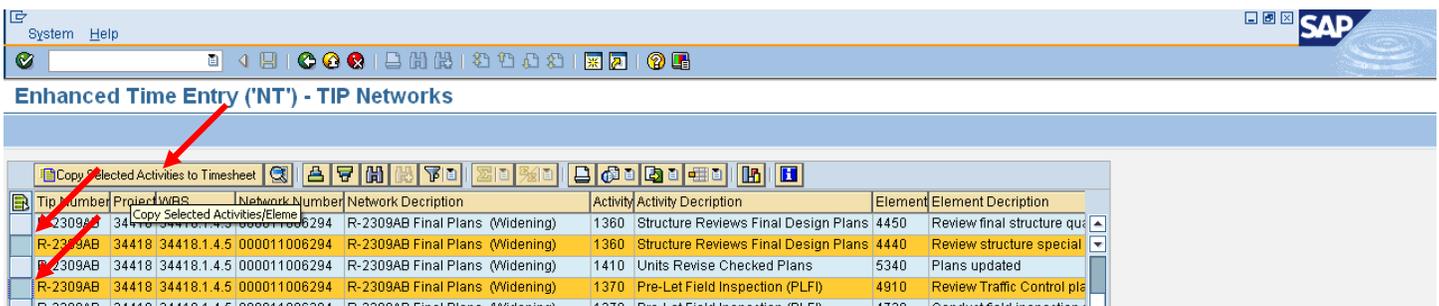
2. To record work click on the "Search Activities and Elements" button



3. To record work on a TIP project, select "TIP Networks", enter the project, and select "Execute" (Note – you can narrow your search by entering other criteria such as work centers, etc.)

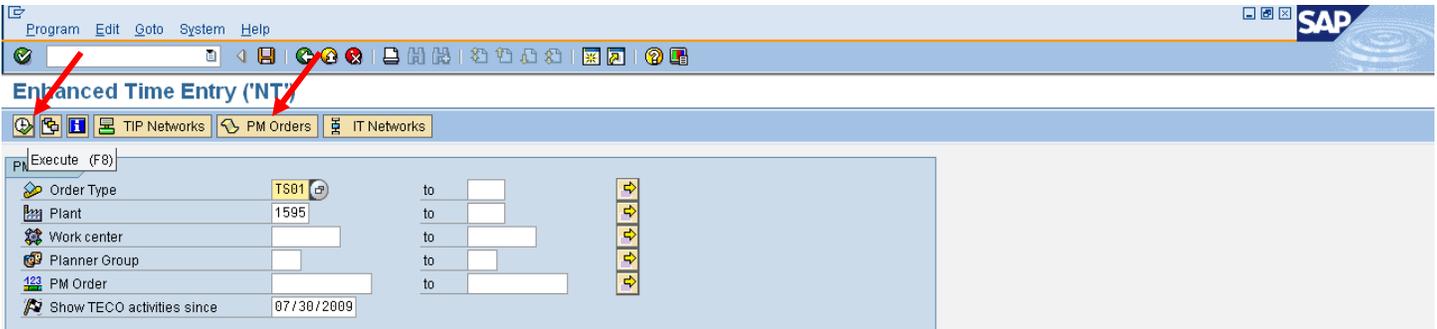


4. Select the activities and/or elements worked on by clicking the button to the left of the line (select multiple lines by holding the "Ctrl" key) and click on the "Copy Selected Activities to Time Sheet" button

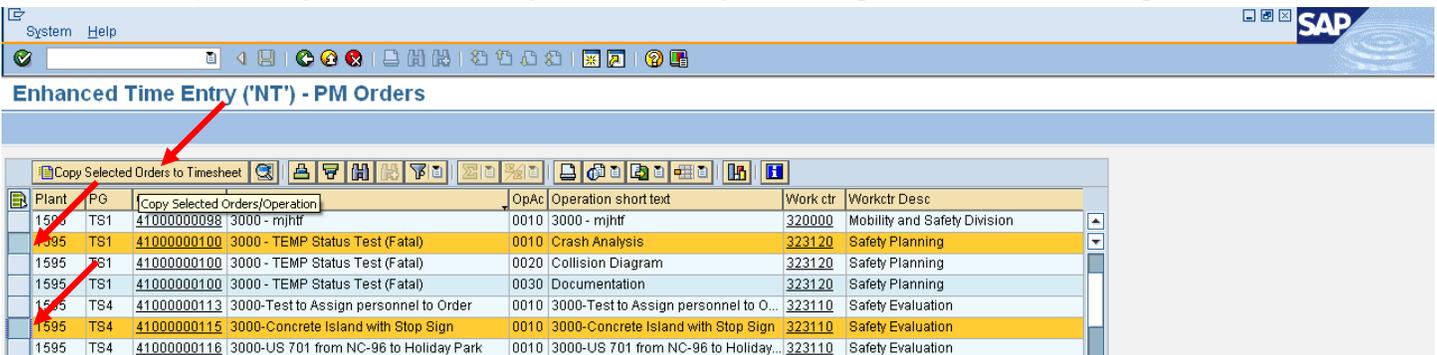


TMSD Work Management System Time Entry Quick Card (continued)

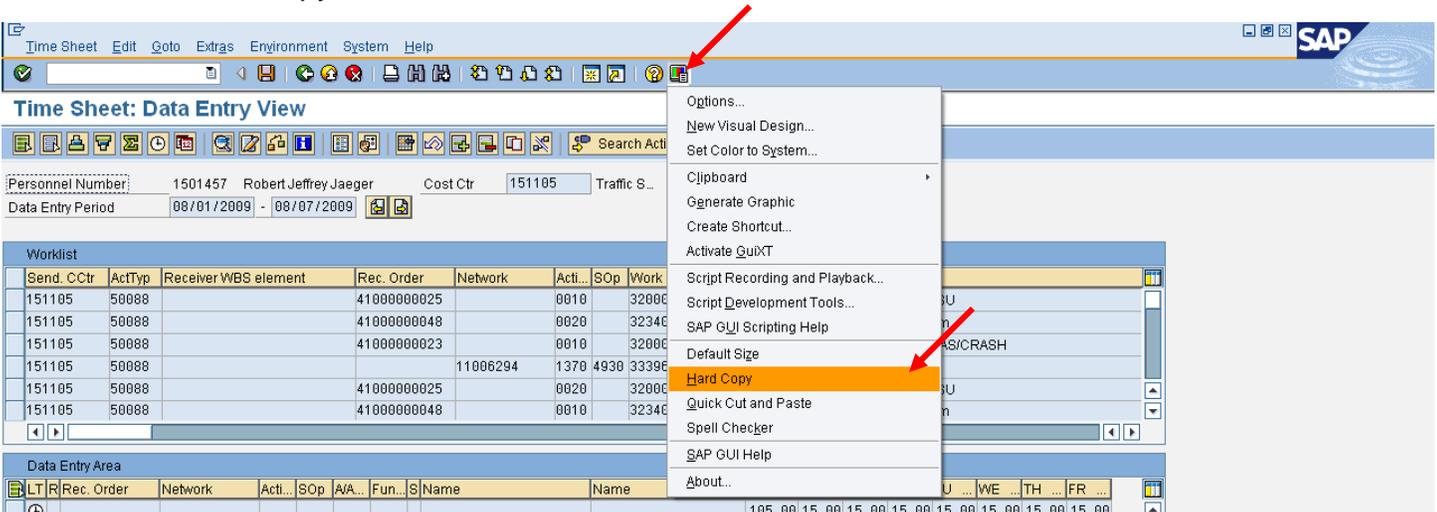
- To record work on an Order, select "PM Orders" then "Execute" (Note – you can narrow your search by entering criteria such as work centers, order numbers, planner group, etc.)



- Select the orders and operations worked on by clicking the button to the left of the line (select multiple lines by holding the "Ctrl" key) and click on the "Copy Selected Orders to Time Sheet" button (Note – you can narrow your search by selecting a column and using the filter button)



- Enter your hours for each item worked on for each day worked.
- Manually enter any leave time.
- Print a hard copy.



- Save your time.
- Use transaction ZHR1 to print your time sheet.