

# TimeLog Project 5.4

New features and improvements



# A New Way of Working with Projects



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## The Update – in Brief

The update will occur at night. If you are using TimeLog Project during the update, you will be logged out, and asked to log in again.

### TimeLog Project on our servers

We'll give a few days' warning and update at night, to create minimal interruption.

### TimeLog Project on your servers

We'll contact you in advance and set up a time for the update.

### Memory muddle

Browsers save pages and graphics in their memory, so that pages can be shown quickly when revisited. An update can create a difference between what the browser remembers and the new page, and this can look a little messy.

Hold the **Ctrl**-key down and hit **F5** so that the page will be read again from the start.

## TimeLog Tracker for iPhone

TimeLog Tracker for iPhone must be updated to be used with TimeLog Project 5.4. The update is done directly from your iPhone, or iTunes.

TimeLog Project just celebrated its 10th anniversary. We've restructured the project module with new technology, in keeping with customers' needs.

We've pulled out all the stops to improve speed and increase the ability to work effectively. We've also laid the groundwork for upcoming features, and an API.

With customers of varying sizes and maturity, we needed to be able to accommodate both a quick project creation, and more complex project formats. We believe that we have accomplished this.

## One project plan with it all

Projects can now be planned in up to five levels. For convenience, tasks can now be moved and copied directly just by using your mouse.

The creation and editing of tasks with associated allocations are done directly in the project plan, which now appears in three views: hourly, amount, and the Gantt chart.

## Easy resource allocation

It's also easier to add employees to tasks, and manage hours, hourly rates, and time registrations using tools such as our new resource groups, and through new presets for the project.

## Project finances are clear-cut

One of TimeLog Project's greatest attributes is the depth of the management of project financials. Project totals have been streamlined, making project financials easier to read.

The new project factor is a figure that everyone can use as a guideline for the project's current financial status.

## Workflow, from two perspectives

Projects can now have up to seven different statuses, with the current status clearly marked. The contractual aspect is now more fine-grained, and it is easier to follow the progress of projects.

Additionally, internal and technical progress are controlled in stages that you define yourself by your own workflow.

## Save time on routine and repetition

We've removed repetition in the management of projects and added some needed features. Although TimeLog Project has become more advanced, it is now easier to work with.

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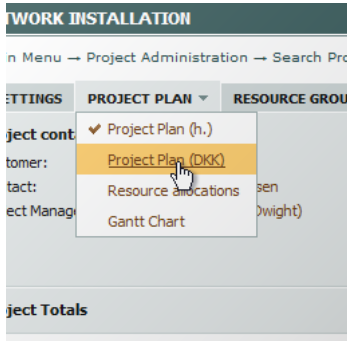
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# Project plan

# All Scheduling on One Page

A project plan that can be built and changed by a mouse click? Incredible! The project plan also has up to five levels now, and is still lightning-fast.



The project plan is divided into multiple views by task. Do you need to make a schedule, allocate employees, or assign an amount to the work? Each display is designed for what it was meant to do.

With a list of choices on the tab display, it's easy to jump to the right display of the project plan from other locations in the project.

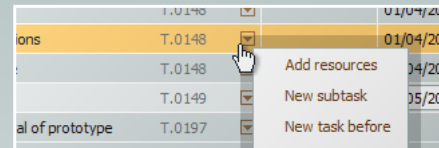
WBS	Name
1	Analysis
1.1	Specifications
1.2	Prototype
1.2.1	Design
1.2.2	Approval of prototype
2	Programming
2.1	API

Tasks and milestones are now sorted in the project plan by their WBS number, even if the WBS numbers are not activated in System Administration. In this case, they work "behind the scenes", and manage the tasks' position and level.

A task can also be moved by entering a new WBS number when the task is edited.

WBS	Name	Type	Start	End	Status	Budget	Alloc.	Actual
1	Analysis	T.0148	01/04/2011	30/04/2011	In Progress	1.000	1.000	605
2	Programming	T.0158	01/05/2011	31/05/2011	In Progress	1.000	1.000	605
2.1	API	T.0158	01/05/2011	23/05/2011	In Progress	989	989	600
2.1.1	Database access	T.0149	01/05/2011	23/05/2011	Not started	500	500	500
2.1.1.1	Rob van Winkle	RVW			Not started		250	200
2.1.1.2	David R. Jones	DRJ			On hold		250	300
2.1.2	C#	T.0147	01/05/2011	23/05/2011	Not started	489	489	100
2.2	Daily batch	T.0147	01/05/2011	31/05/2011	Not started	489	489	100
2.3	Front-end	T.0159	16/05/2011	27/05/2011	In Progress	10	10	5
2.3.1	HTML+CSS	T.0147	16/05/2011	27/05/2011	Not started	489	489	100
2.3.2	Javascript	T.0147	16/05/2011	27/05/2011	On hold	489	489	100
3	Automated test	T.0207	24/05/2011	31/05/2011	In Progress	10	10	5
3.1	Automated test	T.0147	24/05/2011	31/05/2011	On hold	489	489	100
3.2	Usertest	T.0147	24/05/2011	31/05/2011	On hold	489	489	100
3.3	Bugfix	T.0147	24/05/2011	31/05/2011	On hold	489	489	100
4	Delivery date	T.0197		01/06/2011	Uncompleted			

The method of moving tasks around in the project plan is similar to the file management in Windows or MacOS. Tasks with subtasks can be moved and placed over, under, or within another task. Hold the **Ctrl**-key down to copy.



Using the arrow to the right of the task's name, access the context menu. This allows access to create a new task below, after, or before the phase, or to edit, rename, or delete the task. You can also allocate resources from the menu.

You can also choose more tasks at a time, change their status, delete them, or move them to other projects. You can also adjust the schedule's timeframe back and forth for the selected tasks.

2.1	API	T.0158
2.1.1	Database access	T.0149
	Rob van Winkle	RVW
	David R. Jones	DRJ
2.1.2	C#	T.0147

Employees are allocated directly in the project plan. They can only be allocated to subtasks that have a green arrow, and when you click on them, you can see which employees are allocated to the phase.

## Project plans in up to five levels

Project plans could previously be created in two levels, but now, can be created in up to five. Project plans are now even more detailed.

All relevant areas of TimeLog Project now support five levels, such as the weekly timesheet, TimeLog Tracker, and reports.

Milestones are now moved into project plans. Milestones are in an improved context, and are more visible and useable – even in the Gantt chart.

## Move and copy tasks by mouse click

Tasks are dragged and moved into the appropriate spot in the project plan. Move the task a level up or down, or move it into another task. Move a task and all its subtasks at once. With tasks in many levels, it's a great capability, and an efficient way of working.

If the **Ctrl** key is held down at the same time that the task is moved, the task will be copied. This makes it very quick to create tasks on a project.

## Automatic updating and indexing by WBS

WBS assigns each task an index number relative to its placement in the project plan hierarchy, ex. "1.2.3.1". When the tasks switch positions, or new tasks are created in the middle of a project plan, the WBS number updates automatically.

## Allocate employees directly into the project plan

Employees are allocated directly in the project plan. Click a task to see the allocated employees, and add or remove allocations.

# A Clear Project Portfolio

With multiple project status types and a new project stage, the project's workflow can be used even more precisely.

<b>Progress</b>	
Order status:	Active (20/08/2010)
Forecast %:	100
Stage:	Development
	Select project stage
	Idea
	Development
	Delivered
	Completed
Allow time tracking:	
Default hourly rate:	

Unlike project status, you can define and name project stages in relation to the internal processes. This is completed in System Administration. When the project stage is changed, the date will be added.

There are now 7 types of project statuses, and each are assigned a date when the status is changed. The date can be changed if the project status is not corrected in time, and you can see when the date was edited.

There are now both start and end dates for projects. Both are manually entered, so it's a good idea to compare this to a calculated date from the project plan. The end date helps measure the project's level of completion.

Under "Offer" and "Approved", you can choose whether time may be registered for a project. You cannot register time on projects with the status of "Paused, Completed, Archived, and Cancelled".

From Task defaults, choose whether a new project should have the status of Not started or In progress. A task type, settlement type, or if the task is billable. Everything can be changed later if needed.

## Now, seven different project statuses

Previously, projects had the option of being active or inactive. We have broadened the possibilities into seven status types:

**Quotation:** The project has the intent to calculate a bid.

**Approved:** The quote was accepted by the customer.

**Ongoing:** Work is ongoing on the project.

**Pause:** The project is frozen in its current state. All settings will continue when resumed.

**Completed:** All work on the project is complete, and the value of the work is recognized as income (without the EVM).

**Archived:** The project has been removed from the search and selection lists. This is suitable for cleanup.

**Cancelled:** Used when the project is not approved or set in motion, and therefore cannot be considered closed.

The first four are grouped under **Active Projects**, while the last three belong to **Inactive Projects**.

Tasks now have five statuses: **Not started, In Progress, Paused, Completed, and Cancelled**.

We can now work more accurately with order statuses and history, as well as searching and filtering.

## Project Stages take into account the project's internal progress

While the project status is fixed, you define the number of project stages and their names.

While the project status is geared towards deliveries to the customer, project stages are used to look at the project's progress and the businesses internal lifecycle.

## Getting Started

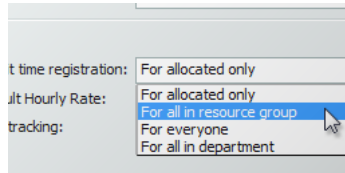
### Project stages

Project stages can be turned on in System Administration in **Setup**, under **Projects**.

Then, project stages can be created and edited in System Administration, in **Project Stages**, which is also found under **Projects**.

# Easy Allocations of Resources

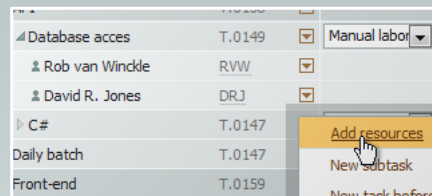
By collecting all employees into one resource group, it becomes incredibly easy to allocate and assign hourly rates.



In the project's settings, you can choose time registration for everyone in the resource group. Therefore, it is not necessary to allocate to open a time registration.

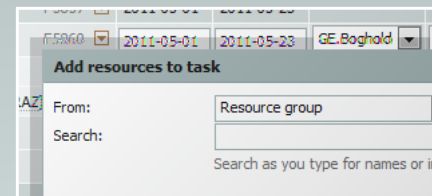
Name	Employee Type	Department	Work load	Hourly rate
Annie M. Baker	AMB	Consulting	78%	1.250,00 Consultancy
David R. Jones	DRJ	10 Consultant	86%	1.000,00 Project mana
Reginald K. Dwight	RKD	40 Stab	84%	1.250,00 Consultancy
Rob van Windle	RWW	20 Extern consultant	25%	1.100,00 Development
Robert Alan Zimmerman	RAZ	30 Developer	81%	1.100,00 Development
Roger Nelson	RON	10 Consultant	72%	1.250,00 Consultancy
Sam L. Underwood	SLU	10 Consultant	144%	1.250,00 Consultancy
Georgios K. Panayiotou	GKP	10 Consultant	N/A	1.100,00 Development
Gordon Sumner	GOS	10 Consultant	N/A	1.000,00 Project mana

It's easy to find employees for a resource group. The list is updated instantly by search criteria, after which you choose the employee and click "Add".



Allocated employees to a task from the project plan. Click on the task, and choose **Add resources**.

The workload indicator shows which employees are overloaded during the project's duration, so that you can avoid allocating employees that already have enough to do.



Use the window to choose one or more employees to add. Employees from the resource group are pre-selected.

## Lightning fast retrieval of resources

In the **Resource group** tab, you can collect employees to work on a project.

Departments and employee types can be filtered when employees are added to a resource group. Search by names or initials. The search results are immediate, even in larger companies with more data.

## Calculate workload

The resource group can show the employee's current workload in the project's duration. It can be used to assess who should be added to the project, and whether to replace resources.

Employees that no longer need to work on the project can be deactivated.

## Determine hourly rates from the start

In the resource group, you can choose the standard hourly price that the employee should use on the project. That will be used, if another is not chosen, and it eases allocation.

## Time registration without allocation

In general projects, all company employees can register time without being allocated to the project. Now, general projects can be created for the resource group.

## Allocating directly from the project plan

In the project plan, employees can be added directly to a task. Members of a resource group will be suggested, but other employees can also be chosen, and then will be included in the resource group.

## Get started

### Hierarchy for hourly rates

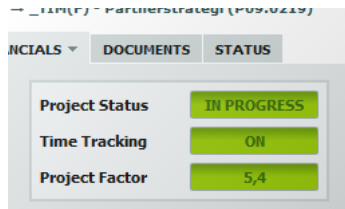
To facilitate appointment of hourly rates, TimeLog Project uses several layers of presets which can all be disabled.

The hierarchy for hour rates is as follows:

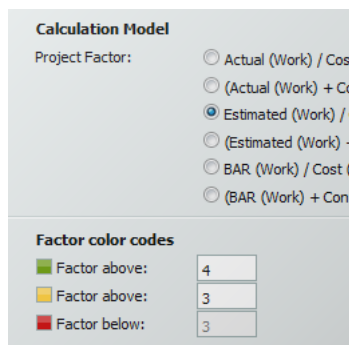
1. Employees' hourly rate chosen for the task.
2. The task's standard hourly rate.
3. The hourly rate from the resource group.
4. The project's standard hourly rate.
5. The employee's standard hourly rate.

## Fixed price

# Easier Budgeting and Contract Overview



The project factor shows in one number whether or not the project is cost-effective. This figure can function as a shared indicator, and is easily communicated.



In System Administration, you can choose between six different calculation models for the project factor.

You can also set threshold values for the project factor's color codes.

Project totals have gotten a boost, so that they are easier to budget, and it is easier to manage the project's contractual settlement.

Project Totals [ Change to simple budgeting ]									
Hours	Budget				Realised				
	Contract	Project	Tasks	Alloc.	Cost	Actual	Estimated	BAR	Invoiced
Work, fixed price project	-	0	0	0	-	0	0	0	-
Work, fixed price tasks	-	0	0	0	-	0	0	0	-
Work, time and material	-	34	54	22	-	71	59	36	36
<b>Total</b>	-	34	54	22	-	71	59	36	36

DKK	Budget				Realised				
	Contract	Project	Tasks	Alloc.	Cost	Actual	Estimated	BAR	Invoiced
Work, fixed price project	0	0	0	0	0	0	0	0	0
Work, fixed price tasks	0	0	0	0	0	0	0	0	0
Work, time and material	51.500	42.580	51.500	12.500	20.744	48.428	46.175	33.017	3.849
Expenses	-	0	-	-	0	0	0	0	0
Travel Expenses	-	0	-	-	8.153	8.153	8.153	8.153	8.153
<b>Total</b>	51.500	42.580	51.500	12.500	28.897	56.581	54.328	41.170	12.002

This is how the project totals look when everything is included, and there are many new features:

**Invoiced** is a new column under **Realised**, and this includes all three calculation types. This gives the project totals a complete overview of the project's finances.

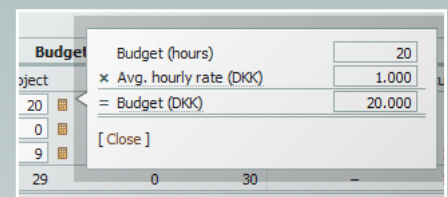
The project budget can be edited from all tabs and views of the project. An hourly rate calculator is shown when the cursor is placed in a Work field (see below).

The project totals can be shown in **Detailed budgeting** with all three types of calculation types or in **Simple budgeting**, which takes up less space.

The number of columns depends on the System Administration settings. If you don't use a function such as billing in TimeLog Project, for example, the number of columns will be smaller.

Updating the project totals is continuous, and this means that when you allocate employees to project tasks in the project plan, for example, you can see the results immediately in the project totals, creating a good overview.

The display of the project totals is also shown in its last saved state. If the last view included detailed budgeting, it will be the same if you switch to another tab or another project.



The hourly rate calculator appears when the cursor is placed in a work-related field in project budgeting. Budget (hours), avg. hourly rate, and budget are linked, so that if you edit one of the numbers, the other two values will be recalculated. It is particularly useful in fixed-price projects where you know the budgeted amount and the budgeted number of hours.

### Project Factor – a new, central key figure

How are the project finances right now? A new key figure, the project factor, has the answer in a single number. The amount comes from one of six different calculation methods.

The project factor will be shown directly in projects with a green, yellow, or red color – according to how well the project matches the profitability requirements. You can create the settings that determine the project factor.

### Project totals give a complete overview of finances

The project totals now include the invoiced value divided in to three settlement types: fixed-price project, fixed-price tasks, and time spent. It's all project finances combined in one place – even for contracts with a mix of payment types.

### Budgeting by settlement type

Project totals are now displayed by simple or detailed budgeting. In the detailed view, the budget is divided into three settlement types, while the simple display is more compact, because it consolidates settlement types.

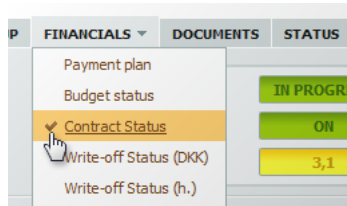
With the new contract status display, the project manager can easily review the financials, including the remaining value for revenue recognition or invoicing and the non-booked figures.

### Built-in price calculator

For fixed-price projects, an hourly rate is often used that calculates the budgeted value shared with the budgeted amount of hours. This is supported now in budgeting and allocations, so that you can automatically calculate the budgeted value by the budgeted hours, and vice versa. This creates balanced, fair budgets.

# The Project's Value

The financial section of the project is now super-strong by a restructuring of displays and tables. It is now much easier for the project manager to follow value creation.



With the restructuring of the **Finance**-tab, it's easier to manage and analyze a project's progress and read off specific key figures for work in progress, appreciation or depreciation of hours and amount, and see a log of invoices and income attachments.

**Project Status** IN PROGRESS  
**Time Tracking** ON  
**Project Factor** 2,2

**Project Totals** [Switch to detailed budgeting]

Hours	Budget				Realised				
	Contract	Project	Tasks	Alloc.	Cost	Actual	Estimated	BAR	Invoiced
Total	-	34	54	22	-	71	59	36	36

DKK	Contract	Project	Tasks	Alloc.	Cost	Actual	Estimated	BAR	Invoiced
Work	51.500	42.580	51.500	12.500	20.744	48.428	46.175	33.017	3.849
Expenses	-	0	-	-	0	0	0	0	0
Travel Expenses	-	0	-	-	8.153	8.153	8.153	8.153	8.153
Total	51.500	42.580	51.500	12.500	28.897	56.581	54.328	41.170	12.002

**Kontrakt, summeret**

Type	Contract	BAR	Inv.	WIP	Bal., BAR	Bal., Inv.	Est. NBS
Work	51.500,00	33.016,95	3.849,05	29.167,90	18.483,05	47.650,95	13.158,33
Expenses	-	0,00	0,00	0,00	-	-	0,00
Travel Expenses	-	8.152,95	8.152,95	0,00	-	-	0,00
Misc.	-	0,00	0,00	0,00	-	-	-
<b>Total, Contract</b>	<b>51.500,00</b>	<b>41.169,90</b>	<b>12.002,00</b>	<b>29.167,90</b>	<b>18.483,05</b>	<b>47.650,95</b>	<b>13.158,33</b>

**Time & Material**

WBS	Task Name	Contract	BAR	Inv.	WIP	Bal., BAR	Bal., Inv.	Est. NBS
1	10. Preparation	5.000,00	4.995,64	0,00	4.995,64	4,36	5.000,00	0,00
2	15. Travel time	0,00	3.849,05	3.849,05	0,00	-3.849,05	-3.849,05	0,00
3	20. Workshop 1	5.000,00	5.008,35	0,00	5.008,35	-8,35	5.000,00	0,00
4	25. Workshop 2	22.500,00	0,00	0,00	0,00	22.500,00	22.500,00	0,00

The **Contract status** view makes it easy to follow how much is missing to be invoiced and booked as revenue, and what amount works for both the entire project, and the subtasks.

**Estimated IBA** is a new key figure that shows how much turnover at the time of reading the project is expected to deliver in the accounting period.

## Gather figures for invoicing and revenue recognition

The **Finance** tab is sectioned into four new views, so that each cover a separate analysis requirement. **Payment plans** are now under the same tab, to gather billing and revenue recognition in one place.

## Contract status

The contract status shows the financial progress of the project based on posted invoiced and income documents. The displays are arranged by settlement type and then broken down at stage level.

## Budget status

The budget status shows the financial progress based on the registered time for the project. The budgets, actual costs and value growth for the project are divided by settlement type, and then broken down by task level.

## Analysis of depreciation in hours or amount

The two views for depreciation status make it easy to review the parts of the project that acquired appreciation or depreciation in hours or amount at invoicing.

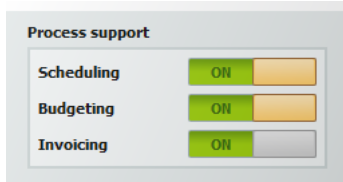
This enables early catching of problems by error estimation or overuse, and making the necessary adjustments for budgets and estimations.

## All project billing documents, on one page

Booked invoices, credit notes and income annexes now have their own display so that they are easier to find, even on projects with multiple billing documents.

# A Good Place to Start

With the many new features in TimeLog Project 5.4, checking System Administration to update the setup and activate new functions is recommended.



The project processes show what has been activated. This has important implications for what can be done with the projects, and what data are shown in the projects.

Scheduling and budgeting can be activated in project setup, but invoicing is activated in **General Settings**.

Project features	Project dimensions	Project fields
<input checked="" type="checkbox"/> Baseline	<input checked="" type="checkbox"/> Project types	<input checked="" type="checkbox"/> Contact
<input checked="" type="checkbox"/> Milestones	<input type="checkbox"/> Make it required	<input checked="" type="checkbox"/> P.O. no.
<input checked="" type="checkbox"/> Project stages	<input checked="" type="checkbox"/> Project categories	<input checked="" type="checkbox"/> Account manager
<input checked="" type="checkbox"/> Project factor	<input type="checkbox"/> Make it required	<input type="checkbox"/> Partner
<input checked="" type="checkbox"/> Project forecast		<input checked="" type="checkbox"/> Description
<input type="checkbox"/> Documents		<input checked="" type="checkbox"/> Link
<input checked="" type="checkbox"/> Status reports		
Task features	Task dimensions	Task fields
<input checked="" type="checkbox"/> WBS numbers	<input checked="" type="checkbox"/> Task types	<input type="checkbox"/> Description
<input type="checkbox"/> Task numbers	<input type="checkbox"/> Make it required	<input type="checkbox"/> Link

Features, dimensions, and forms are collected on one page and clearly grouped. This makes it easier to add things you need, and remove the things you don't.

Find new functions and forms in the project set-up, including the project factor, project forecast, requisition number, project stage, and files.

Defaults for new blank external projects	Defaults for new blank internal projects
Project Status: <input type="text" value="Quotation"/>	Project Status: <input type="text" value="In progress"/>
Time tracking: <input type="text" value="Off"/>	Time tracking: <input type="text" value="On"/>
Time registration: <input type="text" value="For all in resource group"/>	Time registration: <input type="text" value="For all in department"/>
Project stage: <input type="text" value=""/>	Project stage: <input type="text" value=""/>
Default hourly rate: <input type="text" value="Employee's hourly rate"/>	Default hourly rate: <input type="text" value="0,00 TimeLog Internal"/>
Defaults for new tasks in external projects	Defaults for new tasks in internal projects
Status: <input type="text" value="Not started"/>	Status: <input type="text" value="In Progress"/>
Invoicing Type: <input type="text" value="Time &amp; Material"/>	Invoicing Type: <input type="text" value="Time &amp; Material"/>
<input checked="" type="checkbox"/> New tasks are billable	<input type="checkbox"/> New tasks are billable

All new projects and tasks will use the standard set-up as a starting point, so that relevant pre-selections will save a lot of time and unnecessary repetition.

For this reason, the standard set-up is divided between internal and external projects, as there is a need for different pre-selections for each.

## One page for project setup

Use TimeLog Project 5.4 as an opportunity to look through the project settings. This has been made easier, with everything gathered on one page in System Administration. Everyone uses TimeLog Project differently, and perhaps there is something that can be activated or deactivated.

## Project processes

With project process scheduling, budgeting, and invoicing, you can cut down on project administration. For example, if invoicing is not activated, some columns and features will be unnecessary, and therefore not be shown.

## New features and forms

Here are three new items that are activated in project setup:

**Project factor** – A figure that shows the project's current state. The figure is calculated from one of six different formulas.

**Forecast** – Denotes the probability in percentage that a project will be carried out. Suitable in a bid task.

**Documents** – File manager, where you can create links to files at a shared location, such as a server. Folder structures can also be created.

## Standard setup for new projects and tasks

Now you can create presets that save time and minimize the possibility of error when creating new projects and tasks.

Internal and external projects are handled differently, such as with respect to prices and invoice potential, and therefore, there is a standard setup for each.

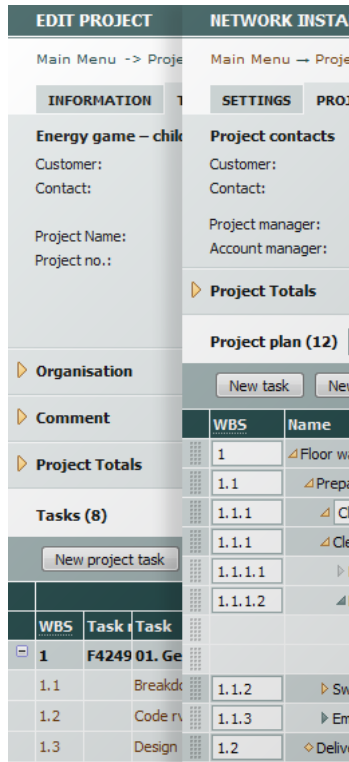
## Get started

### Project setup

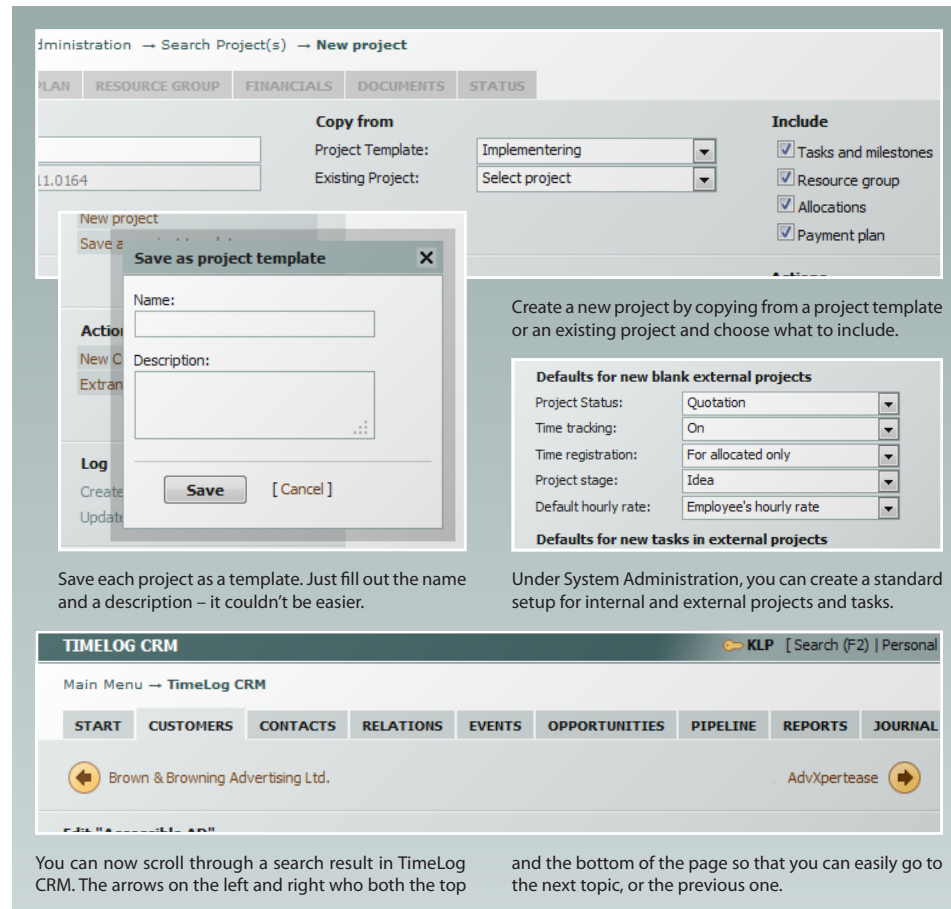
All features, dimensions and fields can be activated or deactivated in System Administration in **Setup** under **Projects**.

# Speed Up Routine Work

The reorganization of the project module means a larger overview and a consistency in project administration, that makes work flow easy and effortless.



On the left is shown the earlier page layout for projects, and on the right is the new page. This is a clear, shorter path to the project plan, which means less scrolling while working with projects.



Save each project as a template. Just fill out the name and a description – it couldn't be easier.

Under System Administration, you can create a standard setup for internal and external projects and tasks.

You can now scroll through a search result in TimeLog CRM. The arrows on the left and right who both the top

and the bottom of the page so that you can easily go to the next topic, or the previous one.

## Presets avoid repetition

In System Administration, project settings, and in the resource group, you can make a few selections to save time on repetitions, and can just change settings in the places that differ from the preset.

## Projects from templates or from a copy

All projects can be easily saved as a template that includes options, a project plan, a resource group, allocations, and a payment plan.

The project template supports standard projects and streamlines the creation of projects that resemble each other. You can also create projects as copies of existing projects.

## Move tasks and time registrations between projects

Tasks – with time registrations - can now be moved from a project to another from the project plan. With the new **Time Entry**, registrations can be easily moved between projects.

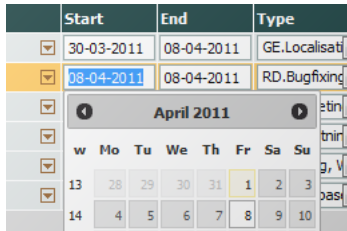
## Back and forth in TimeLog CRM

You can now scroll back and forth in customer search results, contacts, and tasks in TimeLog CRM, so that you could create a telephone list.

Tasks in CRM can also now have a status of cancelled, so that dead assignments can be better managed.

# Make it a Great Experience

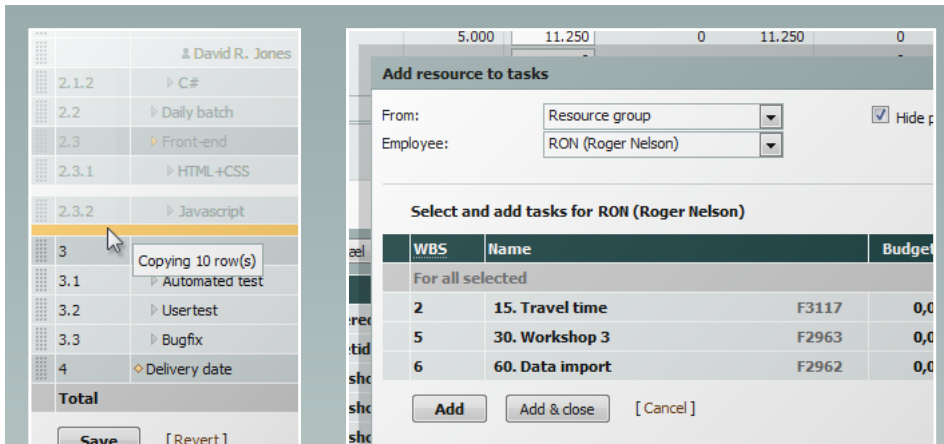
With this version, we're introducing several new ways of working that modernize the user experience and just make everything easier.



The button for the date selector to the right of the date field is removed from the project plan, and now pops up when you place the cursor in the date field. This saves clicking or keyboard navigation.

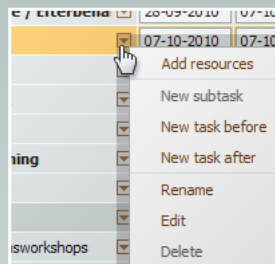
You can also still hold the **CTRL** button down and use the arrows to navigate the dates displayed and in the adjacent months.

Use **Page Up/Page Down** to go back and forth, month by month. Choose the date with the **Return** key.

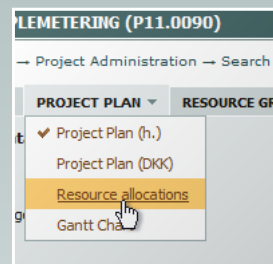


Hold the mouse still, and space will be created around the task, where you can add the things you have moved or copied.

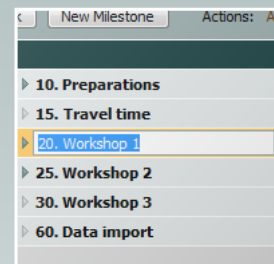
Going forward, more popup windows will open as smaller windows in the same browser window. Only one can be open at a time, and it will close if you click outside. The small windows permit you to focus when handling a single task.



Click the arrow icon to show what can be done in the task.



From the tabs, you can now access a group of subpages.



Rename a task in the project plan by double-clicking the name.

## Move and copy tasks in the project plan

Move a task with a sub-task to another place in the project plan with your mouse. Hold the **CTRL** key down to copy. This is easy, intuitive, and makes it easy to build a project plan.

## Rename a task

Double-click a task name in the project plan to rename. Enter the new name and click the **Tab** key, or click outside the field to save. Use the **Esc** key to close without saving.

## Choose your next move right here

Clicking the down arrow next to a task shows a list of options that can be performed in the task: add resources, new subtask, rename, edit, delete, etc. Options that cannot be performed within the current context are also shown, but are deactivated.

## Tabs with more choices

A tab can now represent a group of subpages. Hold the mouse over the tab and choose a subpage to gain quick access from all other locations in the project.

## At last, a goodbye to pop-up windows

More popup windows become small windows in the same browser window. They are faster, they appear in an expected place, and do not disappear behind other open windows.

## The date selector pops up independently

The icon for the date selector is gone from the project plan. Instead, it will pop up, ready for use, when the cursor is moved into the date field. This saves space and clicking.

# Much more on the way

Many more new features are coming in 2011, when we continue work on project administration and integration with other systems.

## Several tools for project work

We are not done improving project management. We're working on new tools to work with project progress and completion. We also have a brand new report with visualization of project stages on the drawing board.

## Integration with e-conomic and Microsoft Dynamics C5

Integration with Microsoft Dynamics C5 and the online accounting program, e-conomic, are on the way. Specialized invoicing processes are the focus.

## API extended with projects

The new TimeLog API will also be extended to include projects and subsequent invoices. The API for customers and time registrations is already complete.

## Messages from TimeLog in the main menu

Perhaps you've already noticed: In the main menu we've added a box where we announce new events and products. The goal is to reach all TimeLog Project users, so they can get updates and enjoy new features and other offers.

## TimeBlog

On TimeLog's new blog, our staff share their knowledge in each of their speciality areas about business, projects, productivity, software, and the good (work) life.

## Spring webinars

Registration is still open for spring webinars on the website. The first Tuesday of every month, we hold an introduction for new users, and anyone who would just like a refresher.

Everything about TimeLog Project 5.4  
[www.timelog.com/whatsnew/](http://www.timelog.com/whatsnew/)

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