

Timesheets

Link to video demo:

<https://video.visualdomain.com.au/65475>

What is timesheeting?

Timesheeting allows businesses to record time spent on tasks, projects, or clients.

It provides us the ability to answer some essential questions:

- Where is my time going?
- How much time are each of my projects taking?
- Are we budgeting/quoting effectively?

With timesheets, we will have better quality information that can help the business work smarter and more effectively.

We will be using it for a number of things, including:

- Project tracking and profitability
- Client analysis
- Business performance
- Staff utilisation

How does it affect me?

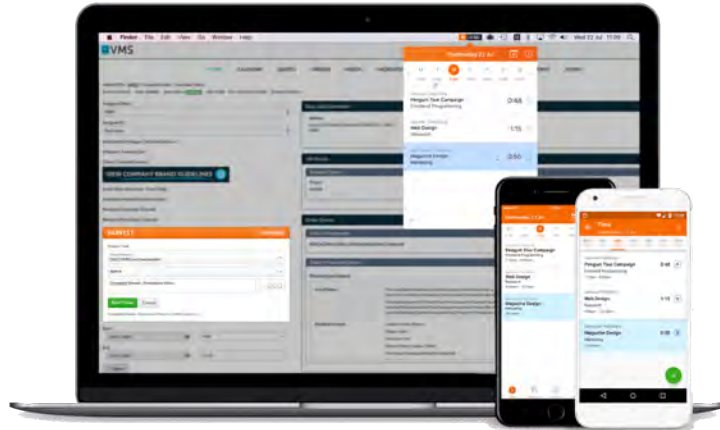
ALL Visual Domain staff will be required to log time through the integration of the third-party application, [Harvest](#). Harvest is a multi-platform application designed to integrate into existing business applications and workflows. This means it will directly interact with the VMS and requires minimal additional effort. You will be able to use Harvest from:

- The VMS
- Mobile app (iPhone and Android)
- Desktop application (Apple and Windows)
- Chrome Extension
- Web Browser

It's completely up to you which one you use, so we have made sure to make all the above options as user-friendly as possible.

****If you are in any of the following roles, you must submit time for every minute you work:***

- Editor
- Animator
- Shooter
- Producer
- Production Assistant
- Production Manager
- Web Developer



How do you use it?

We recognise that time tracking can be a burden. We want to simplify and speed up that process. Whether you want to track in real-time, at the end of the day, or at the end of the week, we feel confident that this new integration will help make time tracking easier for you. Before you can track time, you will need to understand the 2 different types of time we will be recording.

Non-Billable and Billable time

Timesheets are made up of 2 different types of time recordings, Non-Billable and Billable.

Billable refers to any task that would be billed to a customer. In our case, this is Editing, Animation, Shooting, Script Writing, and other Pre-Production tasks.

Non-Billable refers to tasks that cannot be directly attributed to a project or customer. This could be Visual Domain marketing projects, staff management and sales.

Our Production staff will, for the most part, be recording Billable Hours.

Rule of thumb:

- If it's in my VMS calendar, it's billable.
- If it's not in my VMS calendar, it's Non-Billable (OR should it be in my calendar?)

Billable Tasks

- Project Management
- Pre-Production
- Producing
- Shooting
- Additional Shooter
- Shoot Assistant
- Editing
- Animation
- Changes
- Travel

Non-Billable Tasks

- Admin
- New Product Development
- Learning & Development
- Travel

Using Harvest in the VMS

For editors, shooters and staff that use the calendar every day, this will be your best option. We have implemented Harvest's time tracking widget directly into a number of places in the VMS, so you will always know where to find it:

- Calendar
- Order Page
- Projects Page
- Your VMS homepage

To use it via the calendar:

1. Find the calendar event you have been assigned to for the day. And open it up.
You will see this new Orange titled widget called Harvest. It will already come pre-filled with:
 - Company Name
 - Order Name

ANIMATION - 68433 - Craveable Brands - Franchisee Video
 Event ID: 153118 Order: #68433 Order Status: Confirmed Job: 77380 Price (Excl. GST): \$1500 Product: Edit Only

Assigned Office: *

Assigned To: *

Relationship Manager: Stephanie Atuncar
 Producer: Amanda Carr
 Client: Craveable brands

VIEW COMPANY BRAND GUIDELINES [GO](#)

Event Type: Animation - From Order
 Animation Hours Allocated: 6 hours
 Revisions Allocated: 3 rounds
 Revisions Remaining: 3 rounds

HARVEST [Close]

Project / Task

0:00

Start Timer Cancel

Craveable Brands - Franchisee Video has 0:00 tracked to it.

Start

End

Upload

Basic Job Information

Address:
 Level 12, 12 Help St, Chats
[MAP](#)

Job Details

Related Orders

Project #35904

Order Details

Order Attachments

Brief for Onerto Video - Fr

Order Production De

Production Notes:

Aim of Video:

Standard Inclusion:

2. From the dropdown list, simply click the event type you are working on. If you're editing, click edit. If you're filming, click shoot. You will only see what you are eligible to be doing.
3. Click the **Start Timer** button. And you're off.
4. To stop, simply come back to this widget and click **Stop Timer**. (You don't have to return to the calendar event, you can go to your mobile app, desktop or anywhere you have Harvest.)
5. If you are wanting to record time after the fact (not in real-time), you can also enter your time manually.

You will find this same time tracking widget on the Homepage, Orders Page and Project Page. You can add your time to these at any time using the above methods.

Order Page:

The screenshot shows the VMS Order Page for Order #68404. The page includes a navigation menu with options like HOME, CALENDAR, QUOTES, ORDERS, VIDEOS, MICROSITES, CLIENTS, ANALYTICS, ACCOUNT MANAGEMENT, and ADMIN. The main content area displays order details for 'Deliver B2B Promo Video (Confirmed)'. Key information includes: Order Reference: 68404, Created: 03 Jun 2020, and a confirmation message: 'A confirmation has already been sent for this order.' The 'HARVEST' widget is visible on the right side, showing a 'Start Timer' button and a 'Stop Timer' button. Below the order details, there is a 'Production Notes' section with a text area for notes.

Homepage:

The screenshot shows the VMS Homepage. The page features a navigation menu with options like HOME, CALENDAR, QUOTES, ORDERS, VIDEOS, MICROSITES, CLIENTS, ANALYTICS, ACCOUNT MANAGEMENT, and ADMIN. The main content area displays a welcome message: 'Welcome back Calvin Liono'. Below this, there is a 'TEAM WEBSITE' button with the text 'CLICK HERE FOR EVERYTHING YOU NEED TO KNOW!'. The 'Today's Events' section is visible, showing a list of events with details like 'Crestvale Brands' and '09:00 am to 11:30 am'. The 'HARVEST' widget is also present, showing a 'Start Timer' button and a 'Stop Timer' button.

Project Page:

Project #35904

BLACK FRIDAY 3 HOUR PRODUCTION PACK

Office	Relationship Manager	Producer	Created
Crowville 1 (video)	Stephanie Abanto	Visual Domain	27 Feb 2019
View Summary of this Campaign			
Total Price	Total Allocated Hours	Total Hours Worked	Hourly Rate
\$22,800.00	68 hours	37.75 hours	\$335.00

ORDERS

Order #	Name	Relationship Manager	Producer	Created	Time Harvest
8832	Crowville Branch Promotion Video	Stephanie Abanto	Visual Domain	08 Jan 2019	
8833	Crowville Branch Service Video	Stephanie Abanto	Visual Domain	10 Jan 2019	
8834	BLACK FRIDAY 3 HOUR PRODUCTION PACK	Stephanie Abanto	Visual Domain	27 Feb 2019	

Project #36075

Deliver 828 Promo Video

HARVEST (No Harvest)

Project Title: [Input Field]

Visual System: [Dropdown Menu]

Admin: [Input Field]

Deliver 828 Promo Video

0:00

Start Timer Cancel

Note: The Project is instead a little stopwatch, clicking that will make the widget appear.

Remember to stop your timer when you no longer need it. Harvest will prompt you automatically if it seems you are inactive.

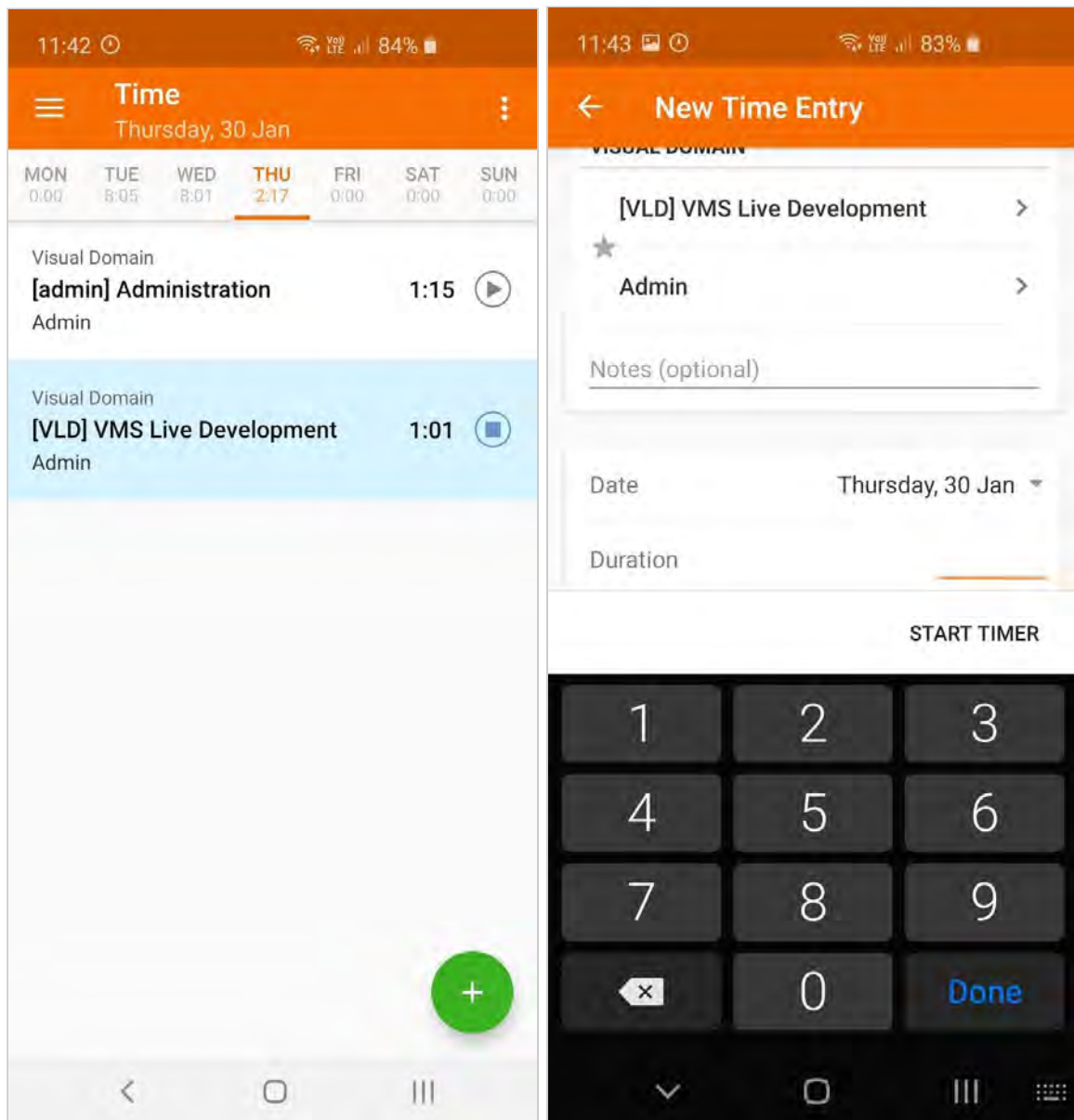
To make sure these prompts are active, make sure they are enabled in your notification page on Harvest: <https://visualdomain1.harvestapp.com/people/2783061/notifications>

Using it on your mobile device:

Harvest comes with a free mobile app, you will need to download it from the app store if you wish to use it.

You don't have to use the app, but if you are a Shooter or Producer it can be a handy way to add your time on the road.

It functions a little bit different than the VMS widget, instead it shows your week/full day, as well as lists all your time captured for the day. You can edit these previously captured times if you wish.



You will need to add time here manually by clicking the “+ Button”. This will prompt you to select a Company and then search for an Order Name, or ID.

Once you have located these details, simply select the Task Type (Shoot, Edit, Pre-Production) and start the timer or add your time manually if it’s after the fact.

Remember to stop your timer when you no longer need it. Harvest will prompt you automatically if it seems you are inactive.

Using it on your desktop.

There are a couple of ways you can use Harvest on your desktop computer. It is up to you which method you prefer, however we recommend the version on Harvest’s actual website (or of course, the VMS).

Link: <https://visualdomain1.harvestapp.com/time>



Wednesday, 29 Jan Return to Today																											
M	T	W	Th	F	S	Su	Total: 19:06																				
0:00	8:05	6:01	3:00	0:00	0:00	0:00																					
<table border="1"> <tr> <td>[admin] Administration (Visual Domain)</td> <td>Admin</td> <td>2:50</td> <td>Start</td> <td>✎</td> </tr> <tr> <td>[acc] Accounts (Visual Domain)</td> <td>Reporting</td> <td>3:11</td> <td>Start</td> <td>✎</td> </tr> <tr> <td>[VLD] VMS Live Development (Visual Domain)</td> <td>Admin</td> <td>2:00</td> <td>Start</td> <td>✎</td> </tr> <tr> <td colspan="2">Total:</td> <td>8:01</td> <td colspan="2"></td> </tr> </table>								[admin] Administration (Visual Domain)	Admin	2:50	Start	✎	[acc] Accounts (Visual Domain)	Reporting	3:11	Start	✎	[VLD] VMS Live Development (Visual Domain)	Admin	2:00	Start	✎	Total:		8:01		
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[VLD] VMS Live Development (Visual Domain)	Admin	2:00	Start	✎																							
Total:		8:01																									

On the website, it will show your whole week and the list of times you have captured. On this page, you can edit the existing time, or create new entries with the “+ - New Entry” button.

When you are adding a new time entry on the website, you will be prompted to select a Company and then search for an Order Name, or ID.

Once you have located these details you simply select the Task Type (Shoot, Edit, Pre-Production) and start the timer or add your time manually if it’s after the fact.

Along with the website version, you can also download an extension to Chrome, or even an application directly to your computer. Neither is required, but helpful if that’s how you prefer to work. They function the same as the browser and mobile versions.

You can download them here: <https://www.getharvest.com/apps-and-integrations/mac>

I'm a Producer, how do I submit my time?

It's a little more complicated, but still the same workflow. As a Producer, a lot of your time is split between Billable and Non-Billable time, and we need to see this represented in your timesheets. It is crucial to understand where time is being spent, to help up ensure that we are recovering our time spent.

We do not expect you to enter in every email you send, however the aim is to recover as much of our time as possible.

However, if you are working on a brief, script or meeting directly with a client and it's going to take longer than 15 minutes, this needs to be recorded as **Billable** time to that company.

Your days could end up having multiple time entries, and it's up to you how you submit your time. It's up to you whether you do it in real-time with the stop/start button, or after the fact at the end of the day. We just need 100% of your hours recorded.

Producers will also have the requirement to fill out "Project Notes" found at the top of the individual Projects page. The intention of this is to provide Producers a spot to add notes to a project, to explain why a project went overtime or under time.

We have a Multiple Clickable Checkbox with the following options.

"Please tick the relevant reasons to why this project went over the allocated time"

1. Staff error
2. Technical Error
3. Client error
4. Business development
5. Underquoted
6. Staff development
7. Scope creep

We will also allow an optional text box to be filled in.