

Quickguide for PX

Go to the PX portal <https://timereport.prevas.com/>

NB! You will get a warning stating that there is a problem with the website's security certificate. Ignore this by choosing the link "Continue to the website (not recommended)".

The following px login dialogue will be presented:

Please insert the data from the picture above in the fields for 'server' and 'database'.

From the menu under 'personal' select 'Report my time':

Select 'Next unreported period' (or 'Other period' where in PX weeks are named like yyww, e.g. 1208 is week 8 in 2012). Select 'OK'

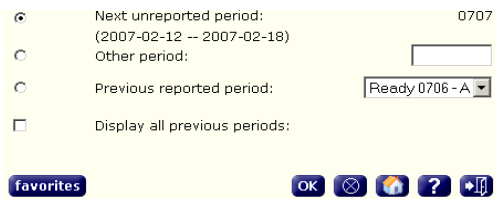
Time code	Project	Activity	Text	Note	Cat	Tot	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Number	Inv type	price per	Cur	Not chg
DL014	MAN	Requirement spec			EMPL	38,6	7,6	7,1	9,7	9,1	5,1	38,6	HRS	810,00	DKK	
Tot							38,6	7,6	7,1	9,7	9,1	5,1				

To start reporting:

- Enter the project code and activity (or use search function to find the project/activity).
- Enter a short form description of your work and select 'load'.
- Enter hours for each working day and add notes in the 'Note' field.
- During the week: save the registration and exit.
- When registration is done, select 'Ready' and 'Save' to finalize the time report.

If you're on vacation or otherwise need a '0'-week:

You cannot report weeks of 0 hours in PX. Instead, please go the menu under personal:



The screenshot shows a software interface with a yellow background. At the top right, the number '0707' is displayed. Below it, there are four radio button options: 'Next unreported period: (2007-02-12 -- 2007-02-18)', 'Other period:', 'Previous reported period:', and 'Display all previous periods:'. The 'Other period:' option is selected. To the right of 'Other period:' is an empty text input field. To the right of 'Previous reported period:' is a dropdown menu showing 'Ready 0706 - A'. At the bottom left, there is a 'favorites' button. At the bottom right, there are five icons: 'OK', a close icon (X), a home icon, a help icon (?), and a refresh icon.

Select 'other period' and type in the new week you want to report your time in (remember that in PX weeks are named like yyww, e.g. 1208 is week 8 in 2012).

Vacation, travel and expenses:

These functions are not to be used by our partners in PX and is for internal employees only. Please add your expenses to a separate invoice and send it to Engineering Manager at the end of the month along with your invoice for hours worked.