

# CATIS2 Standalone Time Reporting

17-June 2008



**Detlef H. Hoffmann**

# Agenda

- **What we will not cover ...**
  - Time Reporting with CATIS2 + CATW
  - In-depth Reports, PM (Managers Session)
- **What we will cover ...**
  - Quick Overview CATIS2
  - The Tasks
    - Activity Planning
    - Time Reporting (Approving a ,Weekly')
    - Projects
    - Month End
    - Consultant (Web-)Reports
    - Reporting a problem
  - Questions???

# I – Quick Overview

- CATIS2 Installed base / Clients
- CATIS2 Application
  - CATIS2 Web-Site
  - CATIS2 Grouping Tools
  - CATIS2 Reporting Services
  - CATIS2 Excel Services
  - CATIS2 Database Services / Versioning

# CATIS II Time Reporting

- \* CATIS II may be used in different ways:
  - o As a Time-Reporting and Planning Solution together with CATW/COMPASS
  - o As a complete Time-Planning and -Reporting Solution (standalone CATIS II)
  - o As a Management Reporting Solution, where time reporting and planning is done in CATW
- \* The 'usage mode' is configured per CATIS II client (an organizational entity, most often a country organization, such as C&I Denmark or Turkey)
- \* Multiple clients can co-exist / Management reporting across client boundaries is possible
- \* Currently we have about 35 clients with a total of 5500 time reporters (mainly C&I EMEA) / May 2008

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# Portal Functions

- Users, Roles and Rights
- Feedback and Notification
- Logging and Tracing
- Search
- WorkAs (Three variants: User level, PA, priv'd search)
- Reporting Framework
- Administration and Configuration
- Grouping
- Client Environment (i.e., different menus in same role)

| Core Utilization | Target Utilization | Cost Center | Delivery Flag | Hours /Week | CATIS II Status | Action(s)  |
|------------------|--------------------|-------------|---------------|-------------|-----------------|--|
| 53.00            | 67.00              | 8340816828  | y             | 40.00       | Enabled         | <input type="button" value="Edit"/> <input type="button" value="Send"/> <input type="button" value="Work as"/> |

Total of 1 entries found

Ralf Guenther, Ratingen  
Role: Consultant

You are working as Ralf Guenther, Ratingen

- Feedback
- Work as ..
- Maintain User Data
- Search Employees

- Data Feeders
- Versioning

Management

- SQL Server Agent
  - Alerts
  - Operators
  - Jobs
- Backup
- Current Activity - 4/7/2005
- Database Maintenance Plan
- SQL Server Logs
- Replication
- Security
- Support Services

DTS\_Import\_Catis2\_v1\_5 (ED\_HR\_HP5D)

DTS\_Import\_Catis2\_v1\_5 (Shrink)

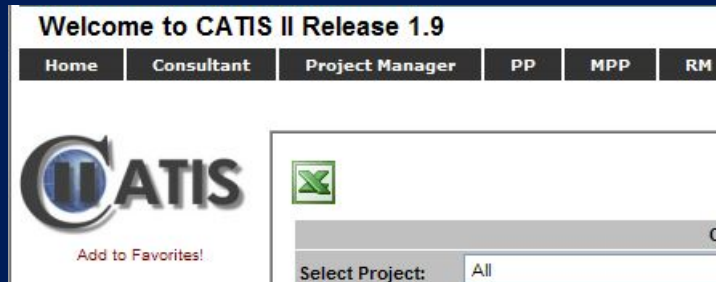
DTS\_Import\_Catis2\_v1\_6

DTS\_Import\_Catis2\_v1\_6 Properties - (local)

General Steps Schedules Notifications

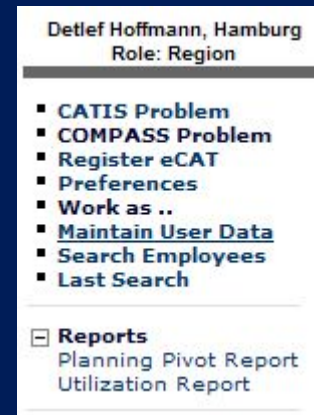
| ID | Step Name               | Type    |
|----|-------------------------|---------|
| 1  | CatisEmployee           | Operati |
| 2  | CatisEngagement         | Operati |
| 3  | CatisEmployeeEngagement | Operati |

# User Roles in CATIS II



- Consultant
- Project Manager
- Project Assistant (PA)
- L1/PP, L2/MPP, L3,
- (Country) HQ, EMEA
- Workforce Manager (RM)
- Resource Broker (RB)
- Region (GWE,..)

- Guest \* (currently not used)
- Client Administrator
- Administrator
- Report Developer
- Developer



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# Entry of Timedata

- Activity Planning
- Time Reporting

November 2007 December 2007 January 2008 Copy Status:  
44 45 46 47 48 48 49 50 51 52 1 1 2 3 4 5 You have 1 Entry from Calendar Week 50 in your Copy Basket.

**Weekly data not saved. You must save the data before selecting a new weekly.**

Consultant Name: Hoffmann, Detlef Employee Nr.: 4736609  
 Period: '03-Dec 2007' to '09-Dec 2007' - CalendarWeek: 49

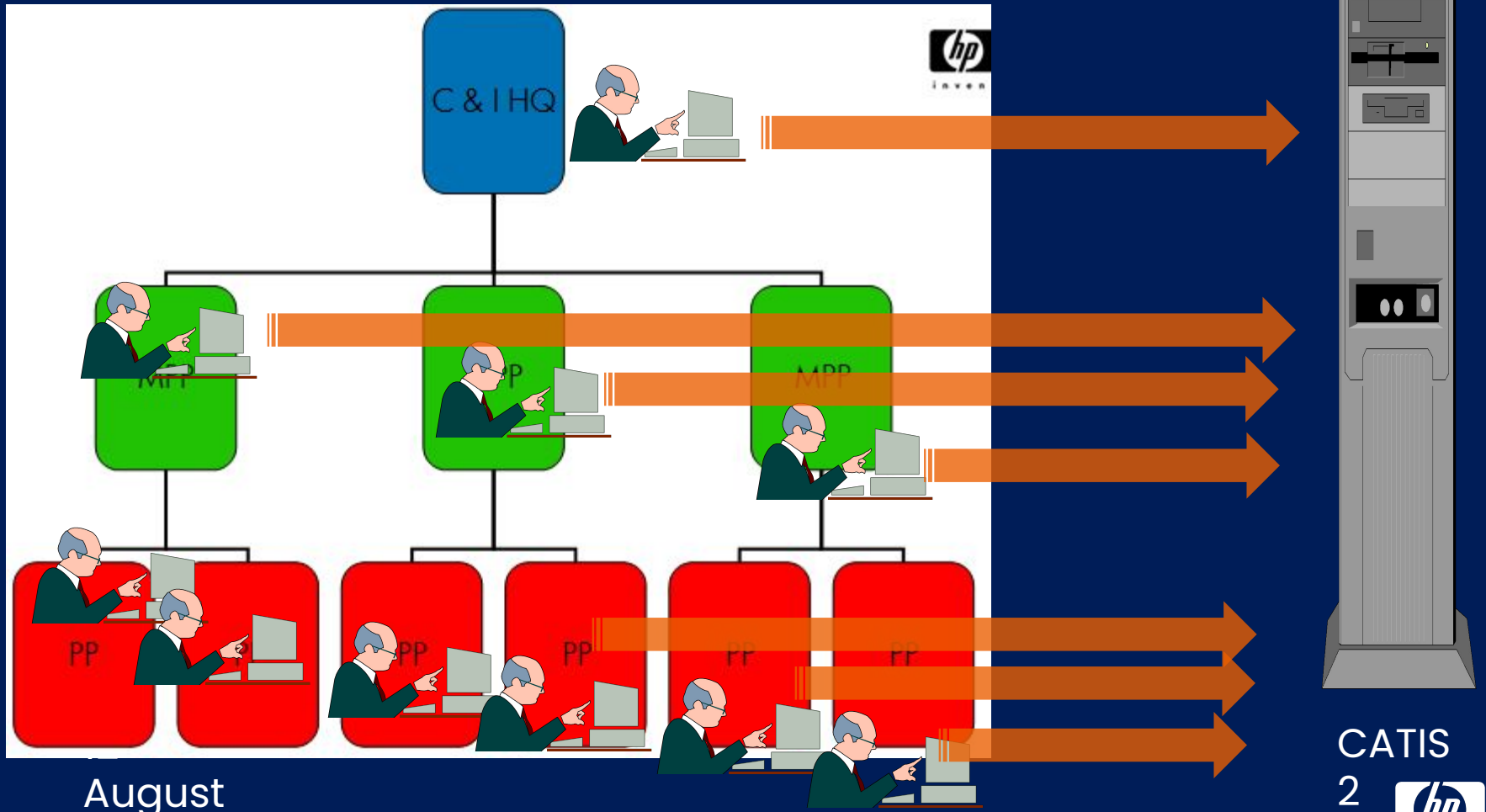
| Copy                     | System/Status | Type | Series | Engagement / WBS-Element | Customer | Subject / ATT-Abs Type        | Role            | Point in time   | Mo 3                     | Tu 4                     | We 5                     | Th 6                     | Fr 7                     | Sa 8                     | Su 9                     | Σ            |    |
|--------------------------|---------------|------|--------|--------------------------|----------|-------------------------------|-----------------|-----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------|----|
| <input type="checkbox"/> | CATIS II      |      | 720    |                          |          | 720 - Administration          |                 |                 | 1.00                     | 0.50                     | 0.50                     | 0.00                     | 1.50                     | 0.00                     | 0.00                     | 3.50         | >⌘ |
| <input type="checkbox"/> | CATIS II      |      | E      | DE2-CATIS.10             | NEW-DE   | 415 - Programming Development | Advanced Expert | normal worktime | 8.00                     | 8.00                     | 8.00                     | 8.00                     | 8.00                     | 3.00                     | 0.00                     | 43.00        | >⌘ |
| <b>Totals</b>            |               |      |        |                          |          |                               |                 |                 | <b>9.00</b>              | <b>8.50</b>              | <b>8.50</b>              | <b>8.00</b>              | <b>9.50</b>              | <b>3.00</b>              | <b>0.00</b>              | <b>46.50</b> |    |
| Copy Day                 |               |      |        |                          |          |                               |                 |                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |              |    |

copy    paste    delete planned data    correction mode    cancel    save    approve    print

| December 2007                                | Mo 3.                               | Tu 4.                | We 5.                | Th 6.                | Fr 7. | Sa 8.                | Su 9.                |
|--|-------------------------------------|----------------------|----------------------|----------------------|-------|----------------------|----------------------|
|  | <input type="text"/>                | <input type="text"/> | <input type="text"/> | <input type="text"/> | 2.5   | <input type="text"/> | <input type="text"/> |
| Engagement/WBS-Element                       | General Times                       |                      |                      |                      |       |                      | <input type="text"/> |
| Att/Abs Type                                 | 710 - Non Productive Hours - Travel |                      |                      |                      |       |                      | <input type="text"/> |
| <input type="checkbox"/> Create a new series | Start Day:                          | <input type="text"/> | End Day:             | <input type="text"/> |       |                      |                      |

delete series    cancel    continue

# CATIS II Management View



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# Web Report – PP Team Weekly Report

| PP Consultant Weekly Status Report October 2005 |                 |                       |                   |                 |                 |                 |                 |                 |                 |                  |
|---|-----------------|-----------------------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Employee Number                                 | Consultant Name | Standard weekly hours | Week 39 September | Week 39 October | Week 40 October | Week 41 October | Week 42 October | Week 43 October | Week 44 October | Week 44 November |
| 1000000000                                      | AS AM           | 40.00                 | 100%              | 0%              | 98%             | 95%             | 0%              | 0%              | 0%              | 0%               |
| 1000000000                                      | AM              | 35.00                 | 0%                | 0%              | 0%              | 0%              | 0%              | 0%              | 0%              | 0%               |
| 1000000000                                      | AM              | 40.00                 | 198%              | 0%              | 200%            | 200%            | 100%            | 100%            | 0%              | 0%               |
| 1000000000                                      | AM              | 40.00                 | 0%                | 0%              | 0%              | 0%              | 0%              | 0%              | 0%              | 0%               |
| 1000000000                                      | AM              | 40.00                 | 100%              | 0%              | 200%            | 100%            | 0%              | 0%              | 0%              | 0%               |
| 1000000000                                      | AM              | 40.00                 | 160%              | 0%              | 0%              | 0%              | 0%              | 0%              | 0%              | 0%               |
| 1000000000                                      | AM              | 40.00                 | 225%              | 0%              | 198%            | 198%            | 0%              | 0%              | 0%              | 0%               |
| 1000000000                                      | AM              | 40.00                 | 125%              | 0%              | 173%            | 105%            | 0%              | 0%              | 0%              | 0%               |
| 1000000000                                      | AM              | 40.00                 | 120%              | 0%              | 220%            | 205%            | 200%            | 200%            | 20%             | 0%               |
| 1000000000                                      | AM              | 40.00                 | 118%              | 0%              | 183%            | 100%            | 0%              | 0%              | 0%              | 0%               |
| 1000000000                                      | AM              | 40.00                 | 100%              | 0%              | 100%            | 275%            | 0%              | 0%              | 0%              | 0%               |
| 1000000000                                      | AM              | 40.00                 | 190%              | 0%              | 260%            | 100%            | 110%            | 0%              | 0%              | 0%               |
| 1000000000                                      | AM              | 35.00                 | 202%              | 0%              | 111%            | 103%            | 114%            | 114%            | 23%             | 0%               |
| 1000000000                                      | AM              | 40.00                 | 100%              | 0%              | 120%            | 103%            | 0%              | 0%              | 0%              | 0%               |
| 1000000000                                      | AM              | 30.00                 | 0%                | 0%              | 0%              | 0%              | 0%              | 0%              | 0%              | 0%               |
| 1000000000                                      | AM              | 40.00                 | 108%              | 0%              | 120%            | 113%            | 0%              | 0%              | 0%              | 0%               |
| Average:  |                 |                       | 117%              | 0%              | 133%            | 109%            | 33%             | 26%             | 3%              | 0%               |

Split weeks for week number 39


Split weeks for week number 44

Records are sorted on Employee last name

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# Team Utilization Report (Web)



**ORG Team Utilization Report: Belgium**

Select a Utilization:   Show Virtual Group(s)

| Employee number  | Employee name                           | Standard weekly hours | Jul '07 | Aug '07 | Sep '07 | Oct '07 | Nov '07 | Dec '07 | Jan '08 | YTD  |
|--|---|-----------------------|---------|---------|---------|---------|---------|---------|---------|------|
| 151224 <a href="#">A</a> <a href="#">N</a> <a href="#">U</a> <a href="#">W</a> | Leemans, William                        | 0.0                   |         |         |         |         |         |         |         | 0.0  |
| 133566 <a href="#">A</a> <a href="#">N</a> <a href="#">U</a> <a href="#">W</a> | Minten, Geert                           | 0.0                   |         |         |         |         |         |         |         | 0.0  |
| 20152659   | <a href="#">Debelie, Danny</a>          | 40.0                  | 15.9    | 0.0     | 1.3     | 6.5     | 36.4    | 28.6    | 0.0     | 21.1 |
| 133566   | <a href="#">Minten, Geert</a>           | 40.0                  | 57.8    | 46.4    | 59.3    | 71.7    | 45.5    | 27.2    | 14.3    | 58.4 |
| 197011   | <a href="#">Putmans, Eric</a>           | 38.8                  | 56.2    | 50.1    | 67.7    | 74.9    | 59.8    | 34.1    | 10.3    | 64.7 |
| 133581   | <a href="#">Stichelbout, Peter</a>      | 40.0                  | 5.1     | 12.5    | 16.3    | 23.1    | 8.0     | 0.0     | 0.0     | 26.3 |
| 133471   | <a href="#">Van Beirendonck, Herman</a> | 40.0                  | 27.3    | 0.0     | 0.0     | 0.0     | 0.0     | 0.0     | 0.0     | 28.0 |
| <b>Average:</b>  |   | 39.8                  | 54.0    | 47.3    | 63.6    | 71.2    | 55.8    | 32.0    | 10.1    | 61.9 |

previous month      next month      print

## In Roles:

- RM
- HQ, MPP, PP

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# Utilization Report (Excel)

|                       |                      |                         | Year   | Month | Data   |        |       |       |
|-----------------------|----------------------|-------------------------|--------|-------|--------|--------|-------|-------|
|                       |                      |                         | 2007   |       |        |        |       |       |
|                       |                      |                         | 11     |       |        |        |       |       |
| MPP                   | PP                   | Consultant              | Core   | Bid   | C+B    | Invest | Admin |       |
| Debelie, Danny        | Debelie, Danny       | Van Hooste, Marc        | 36.36  | 54.55 | 90.91  |        |       |       |
|                       | Debelie, Danny Total |                         | 36.36  | 54.55 | 90.91  |        |       |       |
| Debelie, Danny Total  |                      |                         | 36.36  | 54.55 | 90.91  |        |       |       |
| Minten, Geert         | Minten, Geert        | Antoine, Bernard        |        |       |        |        |       |       |
|                       |                      | Blaise, Olivier         |        |       |        |        |       |       |
|                       |                      | Couvreur, Pascal        | 11.08  |       | 11.08  |        |       | 9.09  |
|                       |                      | de Baynast, Charles     | 106.82 |       | 106.82 | 8.52   |       |       |
|                       |                      | Francart, Jean-Marie    | 90.91  |       | 90.91  |        |       |       |
|                       |                      | Larbiere, Andre         | 86.93  |       | 86.93  | 4.55   |       |       |
|                       | Want, Jean-Yves      | 22.73                   |        | 22.73 |        |        | 4.55  |       |
| Minten, Geert Total   |                      |                         | 45.50  |       | 45.50  | 1.87   |       | 1.95  |
| Minten, Geert Total   |                      |                         | 45.50  |       | 45.50  | 1.87   |       | 1.95  |
| Putmans, Eric         | Deneyer, Ingrid      | Baete, Steve            | 72.73  |       | 72.73  |        |       |       |
|                       |                      | De Zutter, Mathieu      | 94.89  |       | 94.89  |        |       | 3.41  |
|                       |                      | Deneyer, Ingrid         | 40.91  |       | 40.91  | 27.27  |       |       |
|                       |                      | Dias, Melvyn            | 63.64  |       | 63.64  | 4.55   |       |       |
|                       |                      | Dom, Kris               | 72.73  |       | 72.73  | 19.32  |       | 1.14  |
|                       |                      | Gajewski, Patryk        | 93.75  |       | 93.75  |        |       | 1.7   |
|                       |                      | Gall, Nicolas           | 56.11  |       | 56.11  | 17.05  |       | 0.71  |
|                       |                      | Gilbert, Etienne        | 42.33  | 21.31 | 63.64  |        |       | 9.38  |
|                       |                      | Helmer, Maarten         | 46.02  |       | 46.02  | 30.11  |       | 14.77 |
|                       |                      | Macoye, Frank           | 95.45  |       | 95.45  |        |       |       |
|                       |                      | Stenten, Hans           | 72.73  |       | 72.73  |        |       |       |
|                       |                      | Steukers, Erik          | 74.38  |       | 74.38  | 22.73  |       | 4.26  |
|                       |                      | Van den Eynden, Patrick |        |       |        |        |       |       |
|                       |                      | Vanderlinden, Jelle     |        |       |        |        |       |       |
| Vergauwe, Sigurd      | 80.61                |                         | 80.61  | 15.76 |        | 5.45   |       |       |
| Deneyer, Ingrid Total |                      |                         | 60.42  | 1.42  | 61.84  | 9.12   |       | 2.72  |

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# II – Time Reporting with CATIS II

- 1. The Environment**
  - o **System Status / Messages**
  - o **WorkAs**
- 2. Projects**
- 3. Activity Planning**
- 4. Time Reporting**
- 5. Month End**
- 6. Consultant (Web-)Reports**
- 7. Reporting a problem**

# Connect to CATIS II ...

## Secure Web Access (SWA)



**Secure Web Access to HP (SWA)** is a secondary remote access solution for HP employees and authorized contingent workers. SWA is a "browser-based" solution that allows you to use a web browser (on a broad range of platforms) to gain access to HP internal web sites, file share contents and limited set of applications. It will also provide full VPN access for Mac and Linux users through SWA Network Connect.

### Secure Web Access to HP prerequisites:

- ▶ Requires approved Secure Web Access Service account. ([How do I apply?](#))
- ▶ Requires either a valid Class-A DigitalBadge or One Time Passcode for authentication. ([How do I get a DigitalBadge?](#))

### Use SWA:

Once you have signed up for SWA, it can be accessed by visiting one of the URLs below.

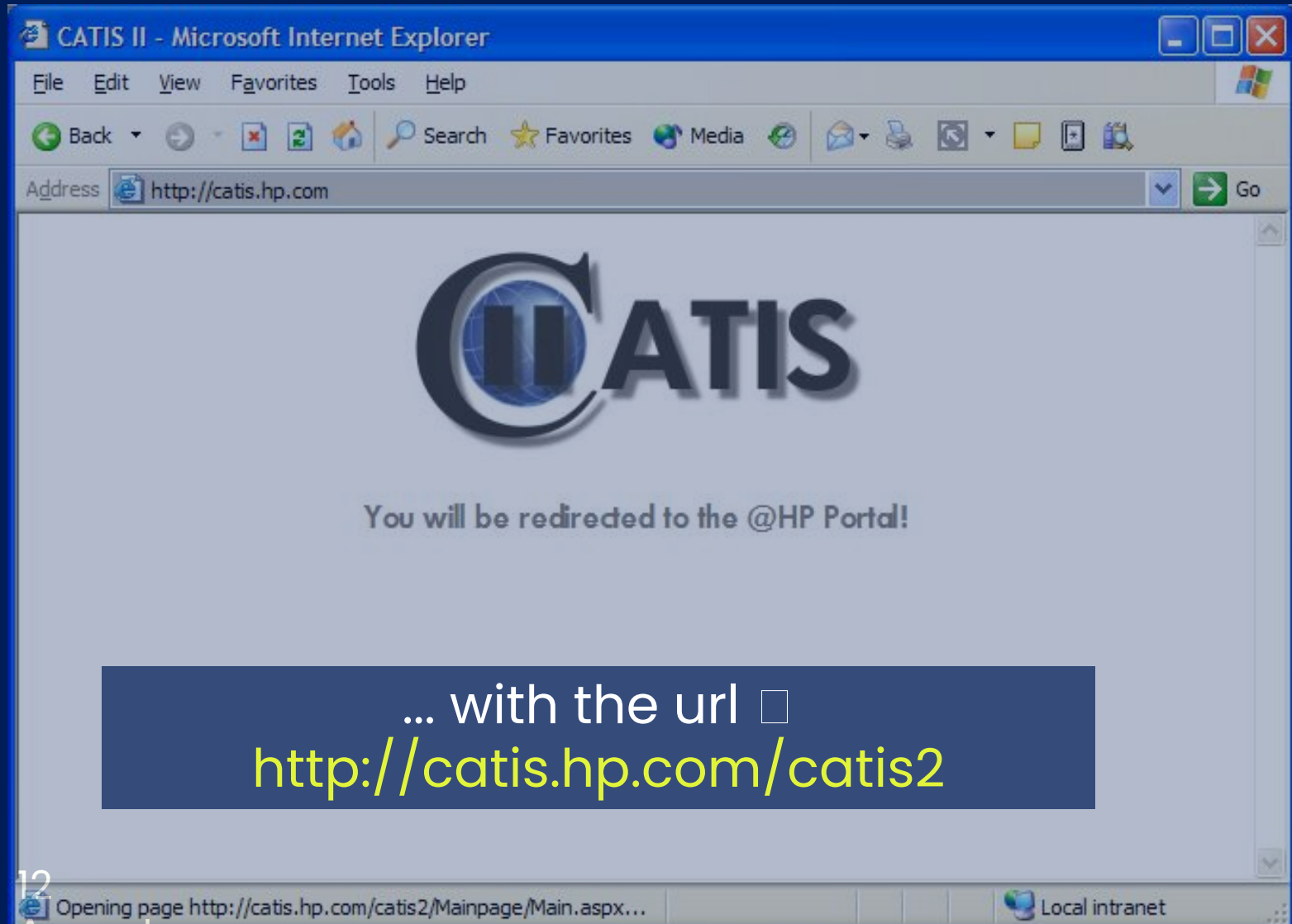
- ▶ [Americas WebAccess](#)
- ▶ [EMEA WebAccess](#)
- ▶ [APJ WebAccess](#)

[SWA information](#) - User guides, FAQ, and self-support troubleshooting.

<http://intranet.hp.com/HPIT/GetIT/EmpRemoteAccess/Pages/SWA.aspx>

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# Connect to CATIS II ...



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# User Access to the CATIS2 Web-Site

http://catis.hp.com/catis2



Single Sign-On through SiteMinder

You will be redirected

**Log On**  
Choose a log-on option:

Log On with E-mail ID  
E-mail Address:  
Format: sally.smit@hp.com  
Password:

Log On with ...  
This site provides

Security Info ? Help

Log on with E-mail ID

E-mail Address:  
Format: sally.smit@hp.com

Password:

Log On with ...  
This site provides

Key Links  
Add My Link | Log Off

Job Tools & Services | Benefits, Careers & Policies | Organizations & Locations

PeopleFinder: Search:

Welcome to CATIS II Release 1.9

Home | Consultant | Project Manager | PP | MPP | RM | Client Administrator | Administrator | Logout

COMPASS/CATSDB Data Import Status: Last Time Download: 11/8/2007 8:01:47 PM

**Monthly Closing: 30-Oct 2007 15:00**

|                          | Date / Time           | From     | Message   | Action |
|--------------------------|-----------------------|----------|---|--------|
| <input type="checkbox"/> | 11/8/2007 2:04:23 AM  | CATIS II | New ACTIVE Employee: WEIGELT, SELVI (00115563 / 8370812128) (hoursPerWeek = 40.00)  |        |
| <input type="checkbox"/> | 11/8/2007 2:04:11 AM  | CATIS II | Employee BRANDENBURG, NICOLE (00122812 / 8310816128) set to ACTIVE by system HPSD (hoursPerWeek = 40.00)  |        |
| <input type="checkbox"/> | 11/8/2007 2:03:00 AM  | CATIS II | New ACTIVE Employee: Loeblein, Philipp (20330710 / 8360814028) (hoursPerWeek = 40.00)   |        |
| <input type="checkbox"/> | 11/2/2007 11:19:20 AM | CATIS II | Bitte im Zeitraum vom 01.11.07 bis 14.11.07 KENE CATW-Eingaben durchführen! Grund ist der FY-Wechsels und die Anpassungen der Stundensätze in CATW/Compass. |        |
| <input type="checkbox"/> | 11/1/2007 1:58:28 AM  | CATIS II | New ACTIVE Employee: Breuer, Nils (00127438 / 8340816828) (hoursPerWeek = 40.00)  |        |
| <input type="checkbox"/> | 11/1/2007 12:02:59 AM | CATIS II | Planned records from Month October were deleted from the system.  |        |
| <input type="checkbox"/> | 10/29/2007 8:04:08 AM | CATIS II | New ACTIVE Employee: Hamza, Hassen (20346958 / T400800502) (hoursPerWeek = 40.00)   |        |
| <input type="checkbox"/> | 10/29/2007 8:04:08 AM | CATIS II | New ACTIVE Employee: Izuora, Arinze (20367636 / EV00816028) (hoursPerWeek = 40.00)  |        |
| <input type="checkbox"/> | 10/29/2007 8:04:07 AM | CATIS II | New ACTIVE Employee: Stefan, Jiri (20219962 / L800822328) (hoursPerWeek = 40.00)  |        |
| <input type="checkbox"/> | 10/29/2007 8:04:06 AM | CATIS II | New ACTIVE Employee: Prinda, Jan (20198969 / L800822328) (hoursPerWeek = 40.00)   |        |

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# User Access to the CATIS2 Web-Site .. after login to CATIS II

The screenshot shows the CATIS II Main page in Microsoft Internet Explorer. The browser address bar displays `http://catis.hp.com/catis2/mainpage/MainPage_V1.7-GWE/main.aspx`. The page header includes navigation links for Job Tools & Services, Benefits, Careers & Policies, and Organizations & Locations. A search bar is visible on the right. The main content area features a navigation menu with Home, Consultant, MPP, and Logout. A status message indicates 'COMPASS/CATSDB Data Import Status: Last Time Download: 5/26/2006 9:02:48 PM'. A prominent yellow banner reads 'Monthly Closing: April 27 2006 15:00'. Below this is a table with columns for Date / Time, From, Message, and Action. The table contains a message about removing selected messages, selecting all, or selecting none. A sidebar on the left lists user options: Feedback, Work as .., Maintain User Data, Search Employees, Preferences (circled in red), Reports, and Tools. The bottom of the page shows the 'Done' status and 'Local intranet' connection.

**Import/Data Status**

Here, you see the role, you actually work in

Choose „Preferences“ to customize your work environment

**Message to all Consultants**



# User Access to CATIS II Web-Site Access Failure



We are sorry. A problem occurred in signon and access authorization to the site.

The Reason for the problem is in most cases detailed below.

***The error code is: NotAuthorized***

Date/Time: ***09-Nov 2007 15:40:20***

Catis2 Version: ***V1.9-15 - 29-Oct 2007***


12 If this issue persists, please open a CATIS II support call by [clicking here](#).


# Projects in CATIS II

CATIS II Projects are from different Sources:

  COMPASS

  CATIS II

  CATIS II Client Projects

 CATIS II Temporary Projects

- User specific
- Global





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# Projects and Memberships

- Only selected projects are available for time reporting (membership)
- If a project has **open membership**, a user can add a membership in 'self service'
- Otherwise the project owner or client administrator can set the membership (closed or **controlled membership**)

# 4. Project Attributes

**Create New CATIS Project**

**Consultant Name:** Hoffmann, Detlef    **Employee Nr.:** 4736609

|                        |  |                   |
|------------------------|--|-------------------|
| <b>Project ID</b>      | DH-Testing   | +                 |
| <b>Description</b>     | DHH Test 6   |                   |
| <b>Customer Name</b>   | Test customer  |                   |
| <b>Project Type</b>    | B - Bid Development - MPC Business Development   | +                 |
| <b>Cost Location</b>   | 1111111111   |                   |
| <b>PM (Owner)</b>      | 4736609  |                   |
| <b>Unit/Team-Lead</b>  | 4736609  |                   |
| <b>Start/StopDates</b> | Start: 1-Jan 2006  | Stop: 31-dec 2008 |
| <b>Attributes</b>      | <input checked="" type="checkbox"/> Active/Bookable <input type="checkbox"/> Global Project <input checked="" type="checkbox"/> Explicit Memberships |                   |

[members ..](#)    [cancel](#)    [save](#)

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# Utilization Definition

| Compass Mapping to ERGO - V2 - 25 April 06        |  |  |   |   |  |
|---|--|--|---|---|--|
| Reports Category                                  | Metrics Category   | ERGO Category                                      | SAP Project Type(s)   | A/A type  | Notes/Comments   |
| <b>Core Utilization</b><br>as<br>% of Total Hours | External Chargeable hours  | Chargeable   | <b>C</b> - Customer Chargeable Delivery<br><b>L</b> - On-Loan Chargeable Delivery                             | 400, 401, 411, 412, 413, 414, 415, 421, 422, 431, 432, 433, 434, 441, 442, 443, 444, 445, 451, 452, 453, 454, 461, 462, 463, 464, 465, 466                | IPO Project level 3  |
|   |  | IPO Delivery                                       | <b>R</b> - IPO Delivery   | 491, 492, 493   | Japan ONLY   |
|   | Internal Chargeable hours  | Charge Outs  | <b>J</b> - Cross-Charge outside of HPS<br><b>O</b> - Internal Project Chargeable on Non-Compass Company Codes | 400, 401, 411, 412, 413, 414, 415, 421, 422, 431, 432, 433, 434, 441, 442, 443, 444, 445, 451, 452, 453, 454, 461, 462, 463, 464, 465, 466, 491, 492, 493 | <b>J</b> - generates automatic JVs<br><b>O</b> - manual JVs in COMPASS |
| <b>Bid Utilization</b><br>as<br>% of Total Hours  | Bid Development Hours  | Customer Business Development Within Country       | <b>B</b> - Business Development   | 400, 401, 411, 412, 413, 414, 415, 421, 422, 431, 432, 433, 434, 441, 442, 443, 444, 445, 451, 452, 453, 454, 491, 492, 493                               | <b>J</b> - generates automatic JVs                                     |
|   |  | Customer Business Development outside host country | <b>M</b> - Multi-Customer Business Development  |   | <b>O</b> - manual JVs in COMPASS                                       |
| <b>Investment</b><br>as<br>% of Total Hours       | Investment Hours   | Practice Improvements                              | <b>P</b> - Operational Process Improvements<br><b>E</b> - Solution Initiative Development                     | 400, 401, 411, 412, 413, 414, 415, 421, 422, 431, 432, 433, 434, 441, 442, 443, 444, 445, 451, 452, 453, 454, 491, 492, 493                               |  |
|   |  | Training   |   | 730   |  |
|   |  | Knowledge Management                               |   | 760   |  |
|   |  | People Management, Mentoring, Coaching, Counseling |   | 770, 740, 750   |  |
| <b>Non-Productive</b><br>as<br>% of Total Hours   | Non Productive Hours   | Travel   |   | 710   | travel not charged to project  |
|   |  | Administration                                     |   | 700, 720  |  |
|   |  | HSV (Holiday, Sick, Vacation or other paid leave)  |   | 100, 110, 120 (791 - Part time workers only)  |  |
| <b>Notes</b>                                      | <ul style="list-style-type: none"> <li>~ Hours entered against a project with an A/A Type of 499 for Standby time, is excluded from ERGO</li> <li>~ Remember 400 series A/A Types must be combined with a Project WBS Element</li> <li>~ Remember 100 &amp; 700 A/A Types are never combined with a Project WBS Element</li> <li>~ Activity codes 781 (available time) and 782 (soft booking) are NOT reported in ERGO but are used for Utilization Forecasting ONLY. In case they are not converted to valid codes at time of weekly validation, these hours will be converted to "unreported hrs" in ERGO</li> </ul> |  |   |   |  |

# Weekly Timesheet (Weekly)

←
October 2007
November 2007
December 2007
→

40 41 42 43 44 45 46 47 48 49 50 51 52 1

**Weekly data approved.**

Consultant Name: Hoffmann, Detlef    Employee Nr.: 4736609  
 Period: '12-Nov 2007' to '18-Nov 2007' - CalendarWeek: 46

| Copy                     | System/Status | Type | Series | Engagement / WBS-Element | Customer | Subject / ATT-ABS Type        | Role            | Point in time   | Mo 12                    | Tu 13                    | We 14                    | Th 15                    | Fr 16                    | Sa 17                    | Su 18                    | Σ            |
|--------------------------|---------------|------|--------|--------------------------|----------|-------------------------------|-----------------|-----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------|
| <input type="checkbox"/> | CATIS II      | E    |        | DE2-CATIS.10             | NEW-DE   | 415 - Programming Development | Advanced Expert | normal worktime | 8.00                     | 8.00                     | 8.00                     | 8.00                     | 8.00                     | 3.00                     | 0.00                     | 43.00        |
| <b>Totals</b>            |               |      |        |                          |          |                               |                 |                 | <b>8.00</b>              | <b>8.00</b>              | <b>8.00</b>              | <b>8.00</b>              | <b>8.00</b>              | <b>3.00</b>              | <b>0.00</b>              | <b>43.00</b> |
| Copy Day                 |               |      |        |                          |          |                               |                 |                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |              |

copy    paste    **correction mode**    cancel    save    approve    print

- Planning data (blue) current and future month's
- Time reporting (green) facts for charging cost

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2 2023



# Edit functions

October 2007 | **November 2007** | December 2007

40 41 42 43 44 45 46 47 48 49 50 51 52 1

**Weekly data approved.**

Consultant Name: Hoffmann, Detlef Employee Nr.: 4736609  
 Period: '12-Nov 2007' to '18-Nov 2007' - CalendarWeek: 46

| Copy                     | System/Status | Type | Series | Engagement / WBS-Element | Customer | Subject / ATT-ABS Type        | Role            | Point in time   | Mo 12 | Tu 13 | We 14 | Th 15 | Fr 16 | Sa 17 | Su 18 | Σ     |
|--------------------------|---------------|------|--------|--------------------------|----------|-------------------------------|-----------------|-----------------|-------|-------|-------|-------|-------|-------|-------|-------|
| <input type="checkbox"/> | CATIS II      | E    |        | DE2-CATIS.10             | NEW-DE   | 415 - Programming Development | Advanced Expert | normal worktime | 8.00  | 8.00  | 8.00  | 8.00  | 8.00  | 3.00  | 0.00  | 43.00 |
| <b>Totals</b>            |               |      |        |                          |          |                               |                 |                 | 8.00  | 8.00  | 8.00  | 8.00  | 8.00  | 3.00  | 0.00  | 43.00 |
| Copy Day                 |               |      |        |                          |          |                               |                 |                 |       |       |       |       |       |       |       |       |

copy paste correction mode cancel save approve print

| November 2007                                | Mo 12.  | Tu 13.               | We 14.               | Th 15.               | Fr 16.               | Sa 17.               | Su 18.               |  |
|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
|  | <input type="text"/>                                    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |  |
| Engagement/WBS-Element                       | General Times   |                      |                      |                      |                      |                      |                      |  |
| Att/Abs Type                                 | 120 - Non Productive Hours - Vacation, Personal Holiday |                      |                      |                      |                      |                      |                      |  |
| <input type="checkbox"/> Create a new series | Start Day:  |                      | <input type="text"/> |                      | End Day:             |                      | <input type="text"/> |  |
|  |   |                      |                      | delete series        |                      | cancel               | continue             |  |

- Cut and Paste (selective/all)
- Edit entry by clicking in 'Type' field
- Series
- Long Comments
- Additional fields (see Preferences)

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# Additional fields: Role, Point in Time, Complete

**User Preferences**

Employee: 4736609      Last Login: 13-Nov-2007 21:26  
 Name: Detlef Hoffmann  
 User ID:

Main Content: Messages      Default VGroup: \_49\_20060915103306110Virtual

Info By Message:       PA Msg By Mail:

Info By Mail:       Mail Address: Detlef.Hoffmann@hp.com

Export Availability to RMMP:       Region: EMEA

Consultant Forecast:  Conflict Check      Display Mode:  Wide

Consultant Forecast:  Use Default Role      Consultant Forecast:  Use Default Point In Time

Set Excel Access:

Time Reporting System:  COMPASS  CATIS  Omega

| December 2007                                | Mo 17.                              | Tu 18.               | We 19.               | Th 20.               | Fr 21.               | Sa 22.               | Su 23.                   |
|--|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------------------|
|  | <input type="text"/>                | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>     |
| Subject                                      | Development                         |                      |                      |                      | Completion flag      |                      | <input type="checkbox"/> |
| Engagement/WBS-Element                       | DE2-CATIS.10 - Development - NEW-DE |                      |                      |                      |                      |                      | <input type="text"/>     |
| Att/Abs Type                                 | <input type="text"/>                |                      |                      |                      |                      |                      | <input type="text"/>     |
| Role   | <input type="text"/>                |                      |                      |                      |                      |                      | <input type="text"/>     |
| Point in time                                | <input type="text"/>                |                      |                      |                      |                      |                      | <input type="text"/>     |
| <input type="checkbox"/> Create a new series | Start Day:                          |                      | <input type="text"/> | End Day:             |                      | <input type="text"/> |                          |
|  |                                     |                      |                      | delete series        |                      | cancel               | continue                 |

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# Color coding of Weekly Calendar

|   |        |  |
|---|--------|--|
|    | Grey   | No data present                            |
|    | Blue   | Planning data available for the given week |
|    | Green  | Approved Timedata                          |
|   | Yellow | Planning and approved timedata available   |
|  | Red    | Conflicts / Errors                         |

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# Month End

1. Click the 'i' button in 'Monthly Closing Control' for details

 Monthly Closing: 30-Oct 2007 15:00

2. Select 'Modify Closing Date' to change date/time



 Monthly Closing:

[Modify Closing Date](#)

30-Oct 2007 15:00

November

October 2007 December

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28  | 29  | 30  | 31  | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |

CATIS/CATW Eingabeschluß für Consultants ist Dienstag der 30. Oktober 2007, 15:00 Uhr!!

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# Reporting a problem

- Please do not send Emails!
- Use the standard IT Facilities instead



Welcome to CATIS II Release 1.9

Home Consultant Project Manager PP MPI



Add to Favorites!

Detlef Hoffmann, Hamburg  
Role: Consultant

- CATIS Problem
- COMPASS Problem
- Register eCAT
- Preferences
- Work as ..
- Maintain User Data
- Search Project(s)

- ▣ PlanningWeeklies
  - Plan Weeklies
  - Comparison Report
  - Conflict Checker
  - CATW/COMPASS
  - Weekly Report
  - Temp Proj. Catis II
- ▣ Reports
  - Standard Utilization
  - Normalized Utilization
  - Utilization Details
  - Engagement List

[https://mysupport.hp.com/radix/bin/quick\\_call\\_qualification?externalId=catis-ii](https://mysupport.hp.com/radix/bin/quick_call_qualification?externalId=catis-ii)

COMPASS/CATSDB Data I

Monthly Closing: 30

## Create service call

Please qualify your request

Mouse over the section bars below (e.g. Qualification path) for additional help.

**Qualification shortcuts**

Use your saved shortcuts to quicken your service call qualification. You can create a new shortcut at any step when navigating

TSG TSS EMEA>Local Solutions-Names Starting A to C>[CATISII](#)

TSG TSS EMEA>Local Solutions-Names Starting S to Z>[SIS - Supplier Information System](#)

**Qualification search**

Enter keywords for searching qualifications (results will contain at least one of these words).

**Qualification path**

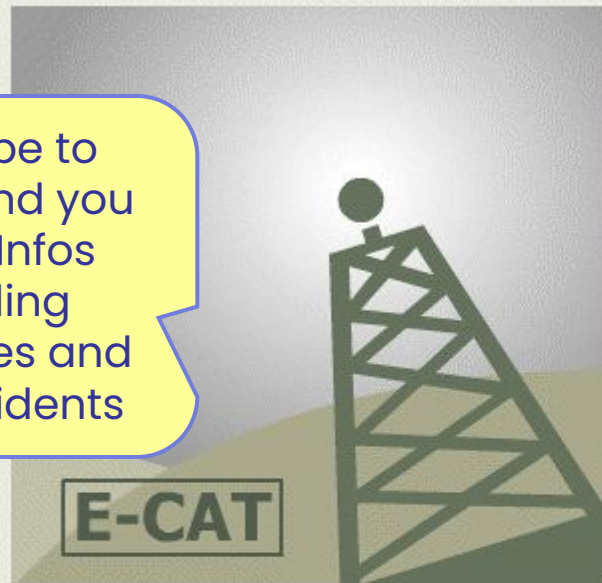
Current qualification:

[TSG TSS EMEA > Local Solutions-Names Starting A to C > CATISII](#)

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# Getting Notifications: eCAT

Subscribe to CATIS II and you will get Infos regarding Downtimes and other Incidents



E-CAT is the combined downtime logging and customer communication tool.

Support contact - [Liam Mckeown](#) (0117 3128642)  
Process/Training contact - [Sue Jefferson](#)  
(0117 3128916)

## E-CAT event logging

I want to...

## E-CAT subscription

E-CAT communications

[Update my current subscription de](#)

Please enter your primary email address

VERIFY ADDRE

## Other E-CAT related links

Admin links

Info links

Link available from CATIS II Portal

2 12 August 2023  
9 <http://ecat.atlanta.hp.com/ecat>

# Links (Summary)

- Secure Web Access (from Internet, see):
  - <http://intranet.hp.com/HPIT/GetIT/EmpRemoteAccess/Pages/SWA.aspx>
- CATIS2 Web-Site:
  - <http://catis.hp.com/catis2>
- Log a call:
  - [https://mysupport.hp.com/radix/bin/quick\\_call\\_qualification?externalId=catis-ii](https://mysupport.hp.com/radix/bin/quick_call_qualification?externalId=catis-ii)
- Register for eCAT Notifications:
  - <http://ecat.atlanta.hp.com/ecat>

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# Whom to contact ...

## CATIS II Client Administration (Middle East):

Marianito Real :

[marianito.real@hp.com](mailto:marianito.real@hp.com)

Mobile: 00 973 3 9695042

