My Home Page

My Home Page is one of the most useful areas of Projector Web and is the landing page once you log in. The dashboard provides an overview of everything that is important to your work within Projector, highlighting items that need your attention. It shows time that needs your attention, outstanding expense reports, accumulated vacation time-off, your upcoming schedule, and more.

Reach your home page by pointing your browser to http://app.projectorpsa.com/dashboard or choosing **Topics | Deliver | My Home Page**

Permissions and Settings

To login and view the dashboard you must have a user profile.

> **Someone Else's Home Page**
>
> If you have cost center permission **View Employee Home Page for Others** then you can view the home page of other users. Everything you see on the page is what that user would see *except* for the **My Management Alerts**, **Request time off**, and **My Favorite Searches** which always display the currently logged in users items. If you want to verify My Management Alerts, you can create a proxy user with the same permissions. There is not an alternate way to verify My Favorite Searches.

To view Utilization data on your dashboard, your installation manager must tick **Show Utilization** on the Resource Types Editor.

Your available time-off reasons are determined by the Time Off Reason Editor and your resource type.

If your user profile has advanced analytics enabled, then dashboards displayed on your home page are determined by your user type.

My Schedule shows booked roles and assigned tasks. Hours can be suppressed via the stage setting **Display Booked Roles on Dashboard**.

To edit Announcements, Headlines, or Links use the Projector Web Editor.

Announcements

Announcements are messages that all employees see when they view their dashboard. It is used for company messaging. If you have questions about the content of your announcements then please contact your Projector administrator. Administrators can change announcement messages from the Projector Web Editor.

Time & Expenses

This subsection gives you quick access to time entry and expense reports. It also flags time and cost of import.

Timesheets

Timesheets needing your attention are shown in this section. The first link is always to the **Current timesheet** for this week. You may also have additional links to weeks with missing, draft, or rejected time. Hovering over a specific week invokes a popup that tells you why the week needs your attention.

Weeks with rejected or draft time cards are always shown in this list. Once the rejected or draft time is corrected, the week will be removed. Missing time is shown only for open accounting periods and if it is less than eight weeks old. To remove a week from the list, click the trashcan icon (🗑).

Time Needing Attention	Description
Draft	You have entered and saved the time, but not submitted it for approval yet. Submit the time for approval or delete the time cards to clear the flagged week.
Missing	Your organization expects you to enter a minimum number of hours either per day or per week. You need to submit additional hours to reach this minimum. The number of missing hours is shown in red on your time entry screen.
Rejected	Time cards can be rejected for many reasons - some of them automatic, some of them manual. Rejected time cards appear red in time entry. Click on one to view the rejection reason. Make your corrections and resubmit the time. You can also delete rejected time by clearing the hours and clicking Save.

Expense Reports

Expense Reports contain a list of expenses against a project or projects. Click the View expense reports link to view all your current and past expense reports. Click the Create expense report link to start a new expense report.

This section also includes a list of expense reports with draft or rejected expenses. Hover over an expense report name to view a tooltip about its current status.

TIME & EXPENSES

⬮ EXPENSE REPORTS

View expense reports | Create expense report

DRAFT AND REJECTED EXPENSES

Client Trip to Arizona
Product Training Seminar

This report has draft costcard(s)

Alerts

This section shows you things that need your attention.

Alerts

Delivery Alerts (i)
   Unsubmitted time
   Missing time
   Rejected time
   Unsubmitted expenses
My Management Alerts (i)
   Time to approve
   Expenses to approve
   Expenses to approve to pay

Delivery Alerts

The following alerts are associated with time and expense entry. Click on an alert to jump to a page where you can address it.

- **Unsubmitted Time** - time cards still in draft
- **Missing time** - fewer hours entered than expected for a given week
- **Rejected time** - time cards in rejected status
- **Unsubmitted expenses** - cost cards in draft status
- **Rejected expenses** - cost cards in rejected status

My Management Alerts

The following alerts are associated with time and expense approval. Click on an alert to jump to a page where you can address it.

- **Time to approve** - time is awaiting your approval
- **Expenses to approve** - expenses are awaiting your approval
- **Expenses to approve to pay** - expenses are waiting for approval to reimburse to a resource
- **Expenses to approve to invoice** - expenses are waiting for approval to be passed onto a client

Headlines

The headlines section links out to articles you may find useful. The articles come from RSS feeds that your organization has subscribed to. The most recent twenty feeds are shown.

Headlines 🔊

📰	**Mid-summer Update** Projector for Mac installer, next release preview, PTO balance management, SSO, more. *19 Aug 2016*
▶	**AAM – Configuring View-only Users & Sharing Tutorial [5:01]** Learn how to configure view-only users and sharing within Projector. *18 Aug 2016*
▶	**AAM – Configuring "View & Administer" Users Tutorial [4:55]** Learn how to configure "View & Administer" Users within Projector. *18 Aug 2016*
▶	**Configuring Paid Time-Off (PTO) Balances Tutorial [5:45]** Learn the ins and outs of configuring paid time-off for your resources in a fast and easy way. *18 Aug 2016*
📰	**The Two Faces of the Professional Services Automation Market** Two distinct segments of the PSA software market. *17 Aug 2016*
👤	**Project Manager Playlist** Ifyou are a Project Manager, this playlist is for you. *29 Jul 2016*
▶	**AAM – Configuring Home Page Dashboards Tutorial [6:16]** Learn how to configure Home Page Dashboards in Projector.

Stats

Projector automatically calculates statistics about your performance for the previous year and this year. This includes both your utilization and the amount of time-off you have taken. Each is discussed in detail in their respective sections below. Current year's numbers are for Jan 1 to the end of the previous week. We do not include the current week because it is likely the time is still in flux. This could result in skewed statistics, particularly at the beginning of the year.

Stats (Based on submitted and approved time)

|	2015	2016
UTILIZATION		
Billable	77%	64%
Chargeable	67%	57%
Productive	87%	82%
Total	105%	93%
TIME OFF		
Vacation	49.0	40.0
Personal Day	16.0	0.0
Sick Day	24.0	0.0
Paternity Leave	40.0	0.0

Utilization

The utilization section shows billable, chargeable, productive, and total utilization percentages. You may see only some of these values, or none of these values, depending on whether your system administrator has chosen to display them. Calculations are made using these parameters

- the numerator is Submitted + Approved hours from Jan-1 through the end of last week.
- the denominator is your expected working hours. Expected working hours vary by installation. See Utilization Basis Hours.

If your resource type should change during the course of the year, your targets will be based upon a weighted average of your resource types.

You'll notice that your utilization bars not only display a percentage, but also colored dots and possibly a dark gray marker. The dark gray marker is your target. The idea is to keep your dot within it. The dots color is determined by your administrator. A common scenario would be green (good) when within the dark gray line and red (bad) when outside of it.
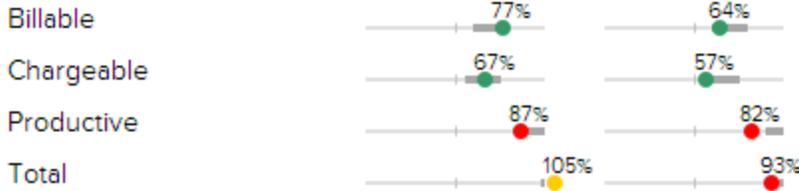
When calculating utilization for your dashboard, Projector uses what we call the capacity method. This is a measure of the amount of work you have done compared to what you *could* have done. For example, if you typically work a forty hour week, but only log 30 hours, you were 75% utilized. The reason why you worked 30 hours might be because you took time-off, had a company holiday, or perhaps you just forgot to show up 😅. How each organization handles these cases is different. Some might consider you 100% utilized in the above scenario because holidays are holidays. Others might not. So you should consult your administrator if you are curious how your numbers are calculated. The table below gives you a short example of each utilization type.

Utilization Type	Description
Total	Total utilization is a measure of how many hours you worked vs. what you are expected to work. For example, if you only worked thirty of forty hours in a week then your total utilization would be 75%.
Billable	Billable utilization is a measure of how many of your hours can potentially be billed. If you work forty hours, but twenty were on non-billable projects, then your billable utilization is 50%.
Chargeable	Chargeable utilization is a measure of how many of your hours were actually billed to a client. If you work forty hours, but only 10 were billed, your chargeable utilization is 25%.
Productive	Productive utilization is a measure of how much of your time the organization considers productive. It is determined by the type of engagement you are working on. If you are a sales person, you may generate very little billable work, but your work is certainly productive because you are bringing in billable work. If you work a 40 hour week, and 32 hours are on sales, then your productive utilization is 80%.

Time Off

The time-off area shows the number of submitted hours and approved hours you have taken off through end of last week. The reasons for time off vary by organization and are set via the Time Off Reason Editor.

My Favorite Searches

You can create favorite searches for all sorts of things in Projector Web. Time cards, cost cards, projects, etc. Set favorite a search, see Flex Search and Smart Grid and look for the "Save and Favorite It!" section.
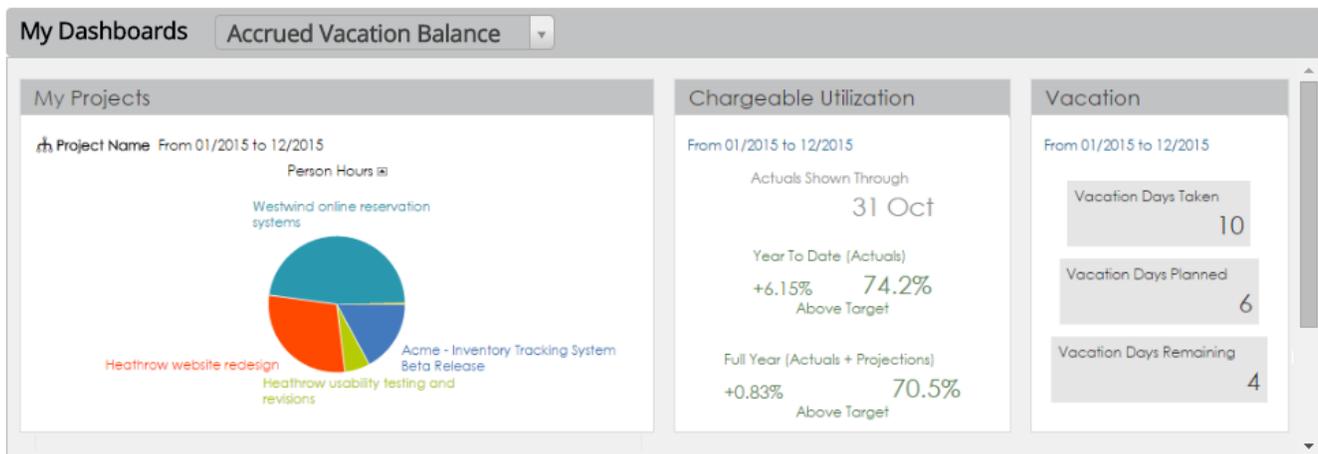
My Favorite Searches

American Express Expenses
Budget Performance-Billable Projects (Time & Cost)
Find old timecards
Issue #21415
Issue# 20804
My Active Projects Dashboard

My Dashboards

Dashboards are customized on a per organization basis. Because of that, we can't predict what kinds of information your administrators have chosen to display here. You should consult your Projector Administrator if you have questions about the data or numbers displayed. Use the dropdown box to switch between dashboards. Projector does come with some prebuilt dashboards that your organization may be using. See ProjectorBI Base Home Page Dashboards.

If your dashboard will not display, try logging out of Projector using the Log Out button. Then log in again.

My Dashboards | Accrued Vacation Balance |

My Projects

Project Name From 01/2015 to 12/2015
Person Hours

Westwind online reservation systems

Heathrow website redesign

Heathrow usability testing and revisions

Acme - Inventory Tracking System Beta Release

Chargeable Utilization

From 01/2015 to 12/2015

Actuals Shown Through

31 Oct

Year To Date (Actuals)

+6.15%   **74.2%**
Above Target

Full Year (Actuals + Projections)

+0.83%   **70.5%**
Above Target

Vacation

From 01/2015 to 12/2015

Vacation Days Taken
10

Vacation Days Planned
6

Vacation Days Remaining
4

My Schedule

Assignments detail what projects and tasks your organization expects you to work on during the current and coming weeks. The current and next week are shown in detail. The following four weeks are shown in a summary view. Depending on your settings you may see detail down to the day (Tuesday you are expected to work 3 hours on Project X) or by week (this week you are expected to work 15 hours on Project Y).

My Schedule | Beginning 06 Dec 2015 `<` `>`

	THIS WEEK							NEXT WEEK							FOLLOWING WEEKS			
	04 NOV SUN	05 NOV MON	06 NOV TUE	07 NOV WED	08 NOV THU	09 NOV FRI	10 NOV SAT	11 NOV SUN	12 NOV MON	13 NOV TUE	14 NOV WED	15 NOV THU	16 NOV FRI	17 NOV SAT	18 - 24 WEEK	25 - 01 WEEK	02 - 08 DEC WEEK	09 - 15 DEC WEEK
PROJECTS																		
■ **TNT Plunger Quality Assurance** P001057-001			10.0							5.0					12.0	6.0	6.0	10.0
■ **Roller Skate Equipped Coyote Testing** P001056-001 Design LATE			20.0							20.0					20.0	20.0	20.0	20.0
■ **Rubber Band 2100XB Research** P001058-001			5.0							5.0					5.0	5.0	5.0	8.0
SUMMARY																		
Total scheduled hours			35.0							30.0					37.0	31.0	31.0	38.0

Each week has a box underneath that fills up with hours. This gives you a quick visualization of your expected time commitment to each project.

5.0	12.0

Summary

At the bottom of the assignments window there is a **Summary** section. The summary section adds up all the hours for the week, giving you an idea of your workload. Weeks where you are overallocated will turn red.

SUMMARY

Total scheduled hours	35.0	70.0	37.0	31.0	31.0	38.0

Project Info

Click on a project name to display additional information about it - like code, your role, managers, and description.

Rocket Propelled Roller Skates

P001056-001

3D Modeling

24.0

PROJECT INFO

Roller Skate Equipped Coyote Testing
P001056-001 | Acme Rockets
Roller Skate Equipped Coyote Testing
08 Apr 2013

Role(s)
Project Manager

Leadership

Engagement Manager
Tom Sherman

Project Manager
Tom Sherman

Links

Your organization may choose to provide links to web based assets. These assets can be changed by an administrator on the Projector Web Editor.