



USER GUIDE - TIMESHEET

31-January-2018

To enter PMWeb Timesheet, open any browser window, type <https://pmweb.hamad.qa/PMWeb/> at the address bar. Once you reach the PMWeb login page use below information to login.

Username: Your HMC Windows User name

Password : Your HMC Windows Password

PMWeb

Secure | https://pmweb.hamad.qa/PMWeb/Default.aspx?reason=ULO

PMWeb®

User Login

PMWeb Version: 5.0.06
Database Version: 5.0.06
Client #: 1101184
Client Name: Hamad Medical Corporation - Qatar

Database: PMWeb

User:

Password:

Remember Me

Login

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[Visit PMWeb.com](#)

Hamad Medical Corporation - Health Facilities Development

PORTFOLIO & PROGRAM MANAGEMENT

- Project Management
- Document Management
- Visual Workflow
- Estimating
- Scheduling
- Asset Management

Links

- [Vendor Approval 2](#)

1. Enter HMC User Name
2. Enter HMC Password

(Portfolio) > Toolbox > Timesheets

Welcome back timesheet , your last login 30-Jan-2018 13:43:14

Timesheet

1 of 1 Find | Next

Timesheets Log for timesheet (timesheet) as of Tuesday, January 30, 2018 2:20 PM

Status:Draft

From	To	Status
31-Dec-17	06-Jan-18	Draft

Toolbox

1. Click here to expand / hide
- 2 . Click on Timesheet

1

Toolbox

Timesheets

Select Time Sheet...



Post to Non-commitment Costs

Timesheet #

From To

Resource

Program*

Project

Revision Date

Status

Sequence #

Funding Code

Period

Details Notes Attachments

Drag a column header and drop it here to group by that column

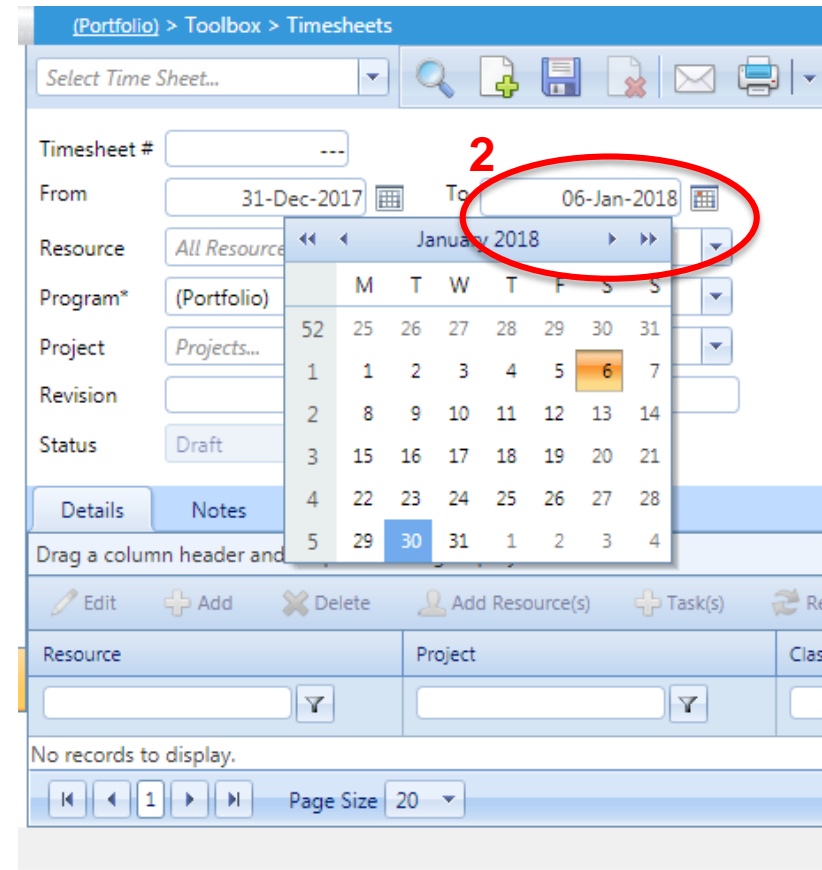
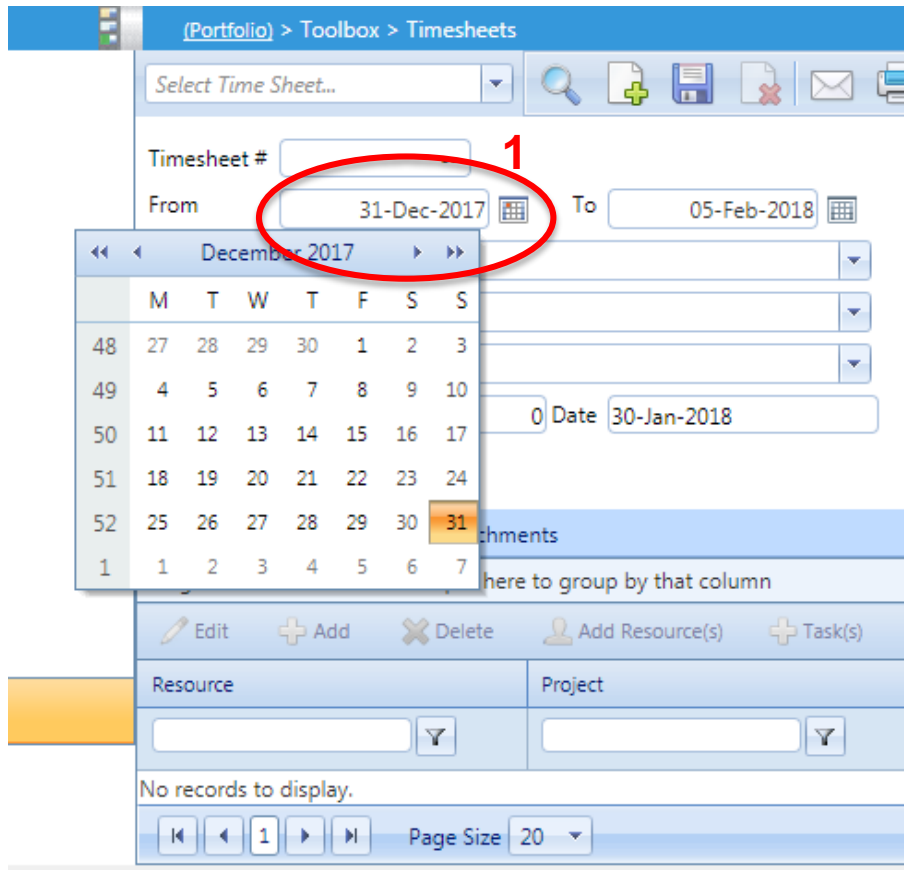
Edit Add Delete Add Resource(s) Task(s) Refresh Paste From Excel Export To Excel Layouts

Resource	Project	Classification	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

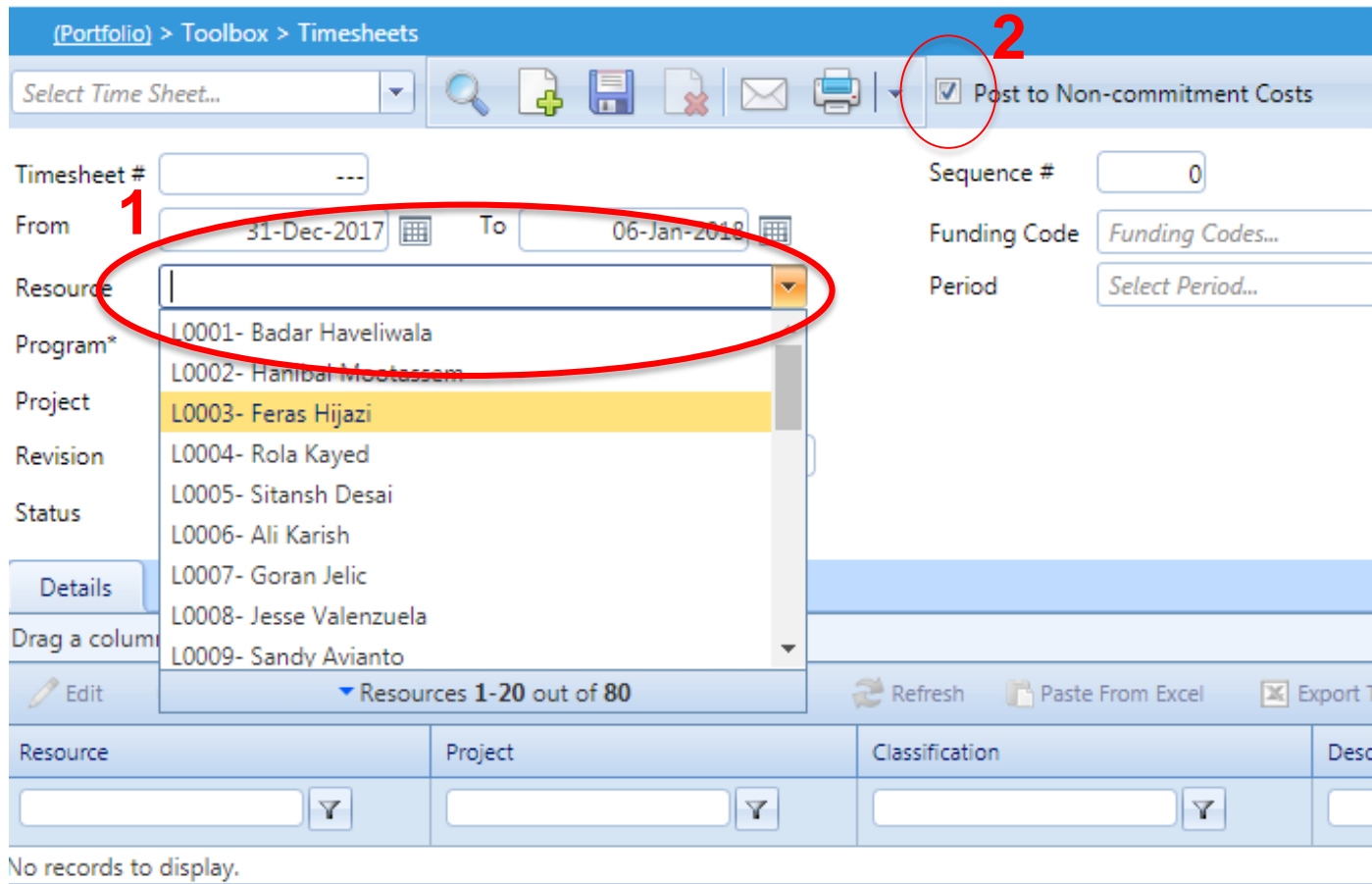
No records to display.

Page Size 20

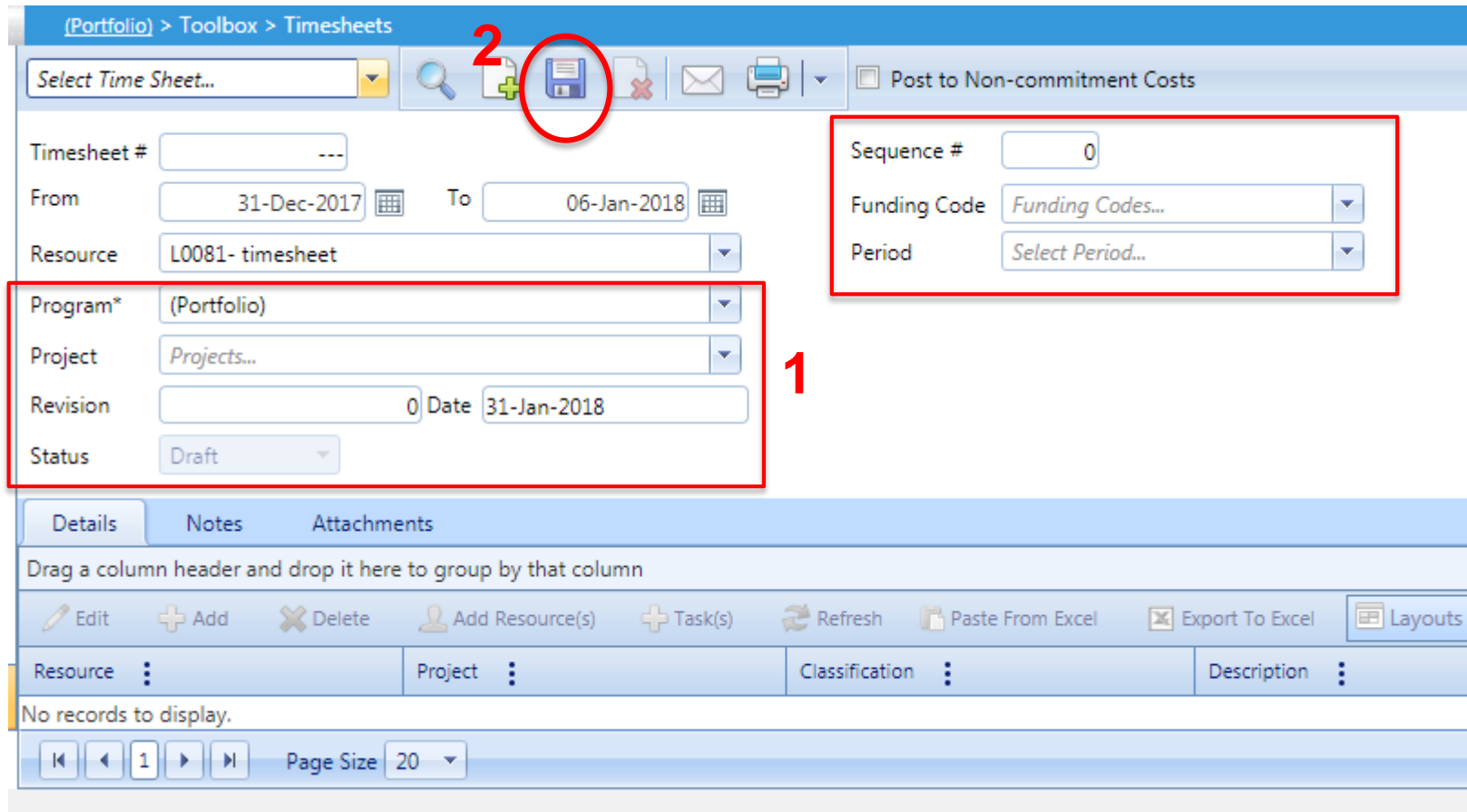
1 – Click add, to create new Timesheet



1. Select “From Date” (it should be Sunday)
2. Select “To Date” (it should be Saturday) to prepare one week Timesheet.



1. Select Your Name from the drop-down list as Resource (“use type ahead feature”)
2. Remove tick from “Post to Non-commitment Cost”



1. Leave default settings , do not change anything.

2. Click save.

* This way your initial settings for header part are saved and will assist in generating future timesheets for yourself.

(Portfolio) > Toolbox > Timesheets

Portfolio 31/12/2017~06/01/201

Post to Non-commitment Costs

Timesheet # Sequence #

From To

Resource Funding Code

Program* Period

Project

Revision Date

Status

Details Notes Attachments Workflow

Drag a column header and drop it here to group by that column

Resource	Project	Classification	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

Page Size

1. Click add to enter timesheet details for the week selected (from date and to date)

Details | Notes | Attachments | Workflow

Drag a column header and drop it here to group by that column

Save Cancel

Resource	Project	Classification	Description	Su	M	T	W	Th	F	Sa	Total
L0081- timesheet	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

No records to display.

Page Size 20

timesheet of HMC - Hamad Medical corp

Database: PMWeb

Details | Notes | Attachments | Workflow

Drag a column header and drop it here to group by that column

Save Cancel

Resource	Project	Classification	Description	Su	M	T	W	Th	F	Sa	Total
L0081- timesheet	GC.GN.12 \ Plot Q - Energy Cent	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

No records to display.

Page Size 20

imesheet of HMC - Hamad Medical corporation

Database: PMWeb

Details | Notes | Attachments | Workflow

Drag a column header and drop it here to group by that column

Save Cancel

Resource	Project	Classification	Description	Su	M	T	W	Th	F	Sa	Total
L0081- timesheet	GC.GN.12 \ Plot Q - Energy Cent	C001 - Project	<input type="text" value=""/>	<input type="text" value="5.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

No records to display.

Page Size 20

1. Search / Select for your Project from dropdown list
2. Select the Classification as "Project" from dropdown list
3. Enter hours worked
4. Click save

1

Resource	Project	Classification	Description	Su	M	T	W	Th	F	Sa	Total
L0081- timesheet	GC.GN.12 \ Plot Q - Energy Centre & C	C001 - Project		5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00

Page Size 20

1. Click add If want to book hours for multiple projects.

5

Drag a column header and drop it here to group by that column

Save Cancel

Resource	Project	Classification	Description	Su	M	T	W	Th	F	Sa	Total
L0081- timesheet	GC.GN.17 \ Hamad General Hos	C001 - Project		3.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
L0081- timesheet	GC.GN.12 \ Plot Q - Energy Centre & C	C001 - Project		5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
				5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00

Page Size 20

2. Select Project
3. Select Classification as "Project"
4. Enter hours worked
5. Click save

1

Resource	Project	Classification	Description	Su	M	T	W	Th	F	Sa	Total
L0081- timesheet	GC.GN.12 \ Plot Q - Energy Centre & C	C001 - Project		5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00

1. Click add, If want to book hours which are not related to project.

4

3

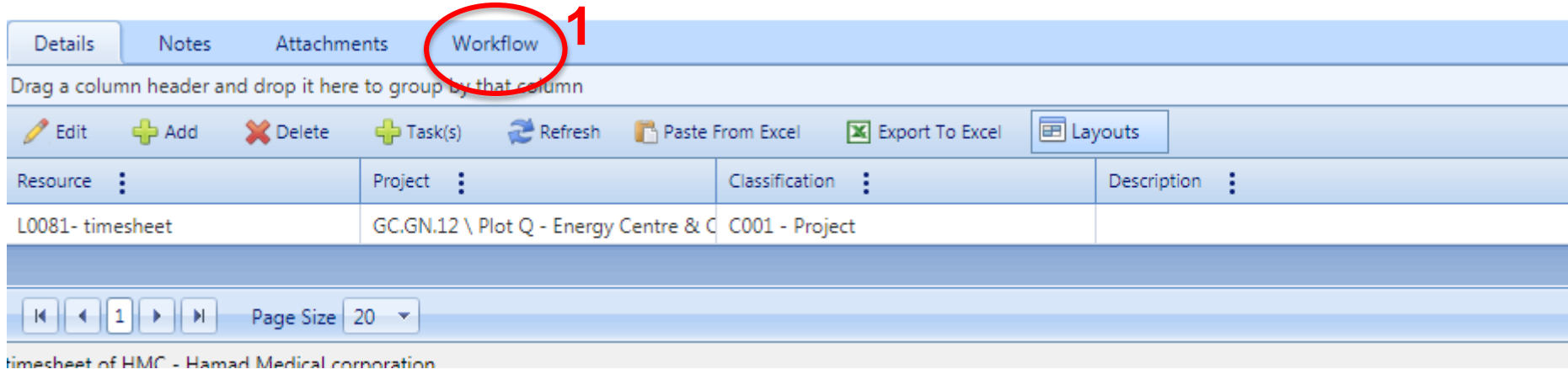
Resource	Project	Classification	Description	Su	M	T	W	Th	F	Sa	Total
L0081- timesheet	Select Project...	C002 - Administration		3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
L0081- timesheet	GC.GN.12 \ Plot Q - Energy Centre & C	C001 - Project		5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
				5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00

2. Select “Administration” from Classification drop down list.

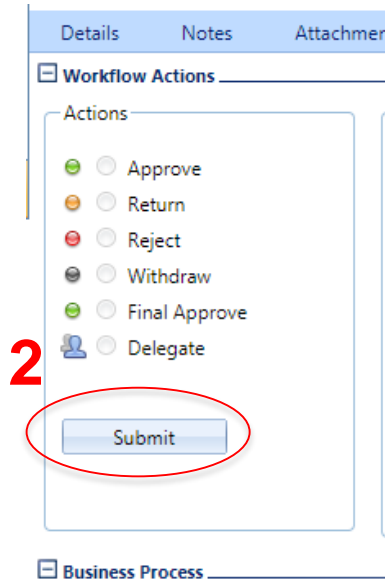
3. Enter hours worked

4. Click save

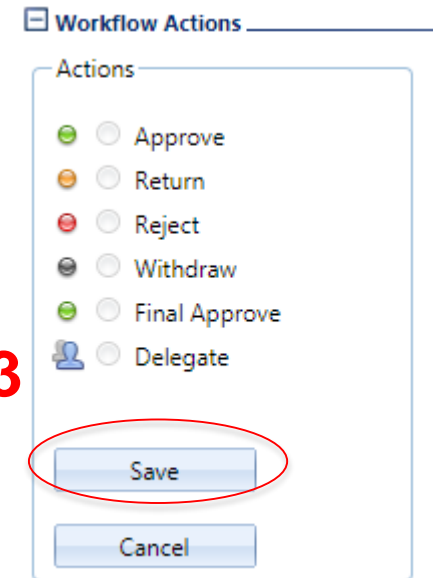
* DO NOT SELECT ANY PROJECT



1. Click workflow tab to submit timesheet at the end of the week



2. Click Submit



3. Click Save

(Portfolio) > Toolbox > Timesheets

Welcome back timesheet , your last login 31-Jan-2018 11:19:12

Timesheet

1 of 1 Find | Next

Timesheets Log for timesheet (timesheet) as of Wednesday, January 31, 2018 3:07 PM

Status:Submitted ¹

From	To	Status
31-Dec-17	06-Jan-18	Submitted

1. Check the status of the timesheet after submission on your dashboard.

(Portfolio) > Toolbox > Timesheets

Portfolio 31/12/2017~06/01/2018

Post to Non-commitment Costs

Timesheet # Sequence # **Generate Next**

From To Funding Code

Resource Period

Program*

Project

Revision Date

Status

Details Notes Attachments Workflow

Drag a column header and drop it here to group by that column

Edit Add Delete Task(s) Refresh Paste From Excel Export To Excel Layouts

Resource	Project	Classification	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

Page Size

1. Click “Generate Next” if want to create timesheet for next week

For any support on PMWeb, kindly contact :

Mr. Gregory Gomes (ggomes@hamad.qa)

Telephone# 40251316

THANK YOU