Web TimeSheet

Project & Billing Edition
Time & Attendance Edition
Web Expense
Web Schedule

Data Import Utility

Version 8.26 and Higher

USER GUIDE

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Revision 01/26/12

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CHAPTER 1
Welcome

Welcome to the *Web TimeSheet Data Import Utility User Guide*. This guide provides information on using the import utility to add, modify, or delete data in Web TimeSheet. All the information contained in this guide applies to both the Project & Billing Edition and the Time & Attendance Edition, unless otherwise stated.

About the Web TimeSheet Data Import Utility

The Web TimeSheet Data Import Utility allows you to import data into Web TimeSheet using Comma-Separated Value (CSV) files. The utility is available as a set of zipped files and runs through a simple DOS interface.

The import utility is designed to be used by a Web TimeSheet administrator only, as it provides full access to all Web TimeSheet data and features.

Benefits of the Import Utility

When you have a large amount of data to enter, the import utility offers a method of doing so quickly and easily. For example, instead of manually entering users one at a time using the **Add New User** page, you can enter the data for all the users in a spreadsheet program and save the data in a CSV file. The CSV file can then be imported, at which point the users are added to Web TimeSheet with the appropriate fields automatically populated with the data provided in the files.

The import feature is especially handy when many entries share the same settings. For example, if many users are assigned the same departments and permissions, you can create an entry for the first user in the CSV file and simply copy data from that row for other users.

The Import Process

Data is imported as follows:

1. Set up the import utility, as detailed in *Chapter 2, Setting Up the Import Utility* on page 9. (This step only needs to be done once.)
2. Create a file containing the data to import, as described in *Chapter 3, Creating an Import File* on page 12.
3. Run the utility to import the data in the file, following the instructions given in *Chapter 4, Importing Data* on page 16.

About this User Guide

This document guides you through the process of preparing for import, creating an import file, and performing an import. Additionally, the details of each import command are given in table format for easy reference.

This user guide provides limited conceptual information related to the data and features accessible through the import utility. For more information on each type of data or Web TimeSheet's features, please see the *Web TimeSheet Help*.

Document Conventions

This user guide uses the following conventions:

- References to other areas in the document are shown *in italics and in blue* to indicate active links internal to the document. To automatically navigate to the section being referenced, select the link.
- Hyperlinks to websites or e-mail addresses are shown in blue and underlined to indicate active links external to the document. To open a new browser window to the website or to send an e-mail to the address, select the link.
- Key information is highlighted using a blue background for quick reference. An icon is used to indicate the type of information being provided, as follows.
  - The 🗋 icon indicates a note, which provides a reminder of an important requirement or further details on how the software operates.
  - The ⚠ icon indicates a warning notice. Warnings point out features or actions that can have negative results if used incorrectly.
  - The ☑ icon indicates a tip or hint designed to assist you in using the product more efficiently.

Contacting Support

If you would like assistance configuring or using the import utility, please contact Replicon's Customer Support team using one of the following methods:

Direct Phone:	403-262-6519 ext 3
Toll-Free Phone:	
North America:	1-877-862-2519
Europe/New Zealand:	00-800-8622-5192
Australia:	0011-800-8622-5192
E-mail:	support@replicon.com
Web-Based Form:	www.replicon.com/Support/RequestHelp.aspx
Fax:	403-233-8046

CHAPTER 2

Setting Up the Import Utility

Prior to importing data, you must:

1. Ensure the Web TimeSheet URL is entered in System Preferences.
2. Unzip the import utility files.
3. Copy the Web TimeSheet `Web.config` configuration file to the folder where the import utility resides.
4. Specify the date format to be used during import, if you wish to change the format from the default.

Ensuring the Web TimeSheet URL is entered in System Preferences

Your Web TimeSheet URL must be entered on Web TimeSheet's **System Preferences** page before you can transfer data via the import utility. If the URL is not present, an error will occur and you will be prevented from transferring data.

To confirm the Web TimeSheet URL:

1. Log in to Web TimeSheet as an administrator.
2. Select **Administration** from the top menu.
3. Select **System** > **System Preferences** from the side menu.
4. Scroll down to the **Web Addresses** section at the bottom of the page, and ensure your system's URL is present in the **URL of Web TimeSheet** field.

Unzipping the Files

The import utility is provided as a set of zipped files labeled `ImportEngine.zip`. To prepare for import, unzip the files on a computer with access to the Web TimeSheet server and database. By default, the files will be extracted to a folder labeled `ImportEngine` in the location you specify.

Zip File Contents

The `ImportEngine.zip` file includes:

- `ImportWTS.exe` - The import utility executable
- `ImportWTS.exe.config` - The configuration file for the import utility
- `RTServer.ini` - The file which specifies the date format used by the import utility
- A sub-folder labeled `bin`, which contains a number of Dynamic-Link Library (DLL) files

Once unzipped, do not delete, rename, or move any of these files. For the import utility to operate, the executable and configuration file must be in the same folder and have matching names. In addition, the `.ini` file must be in the folder and all the DLL files listed above must be available in a sub-folder labeled `bin`.

Copying the Web TimeSheet Configuration File

To ensure the import utility can connect to the Web TimeSheet database, copy the file labeled `Web.config`:

- From the APP sub-folder in the location in which Web TimeSheet is installed (typically `C:\Program Files\Replicon Inc\Web TimeSheet`)
- To the folder the import utility executable resides in

⚠ Be sure to only copy the `Web.config` file. Do not remove it from Web TimeSheet installation folder.

Specifying the Date Format

By default, the import utility is configured to use the format `dd/mm/yyyy` for all date fields. For example, January 15, 2007 would be specified as `15/01/2007`. If you wish to change this to another format:

1. Open the file labeled `rtserver.ini` in a text editor.
2. Locate the line:

   ```
   DateFormat = %d/%m/%Y
   ```

3. Replace `%d/%m/%Y` with the one of the formats shown in *Table 1* on page 11.

   For example, if you wish to enter dates in the import file using the format `07 Jan 15`, the line would be changed to the following:

   ```
   DateFormat=%y %b %d
   ```

4. Save the changes to the file.

If you select a date format that includes a comma (`,`), you will need to include each date value in quotes as required by the CSV format.

Table 1: Valid Date Formats

Date Format	Example
%b %d %Y	Jan 15 2007
%b %d, %Y	Jan 15, 2007
%b %d %y	Jan 15 07
%b %d, %y	Jan 15, 07
%b %d [a]	Jan 15
%B %d, %Y	January 15, 2007
%B %d, %y	January 15, 07
%m/%d/%y	01/15/07
%m/%d/%Y	01/15/2007
%m-%d-%y	01-15-07
%m-%d-%Y	01-15-2007
%d %b, %Y	15 Jan, 2007
%d %b %Y	15 Jan 2007
%d %B %Y	15 January 2007
%d %b, %y	15 Jan, 07
%d %b %y	15 Jan 07
%d %B %y	15 January 07
%d %b [a]	15 Jan
%d/%m/%y	15/01/07
%d/%m/%Y (default)	15/01/2007

Date Format	Example
%d-%m-%y	15-01-07
%d-%m-%Y	15-01-2007
%Y/%m/%d	2007/01/15
%y/%m/%d	07/01/15
%Y-%m-%d	2007-01-15
%y-%m-%d	07-01-15
%Y %b %d	2007 Jan 15
%Y %B %d	2007 January 15
%y %B %d	07 January 15
%y %b %d	07 Jan 15
%Y/%d/%m	2007/15/01
%y/%d/%m	07/15/01
%Y-%d-%m	2007-15-01
%y-%d-%m	07-15-01
%Y %d %b	2007 15 Jan
%Y %d %B	2007 15 January
%y %d %b	07 15 Jan
%y %d %B	07 15 January
%b %Y %d	Jan 2007 15

a. If the date format does not include the year, the import utility will automatically set the date to the current year.

CHAPTER 3

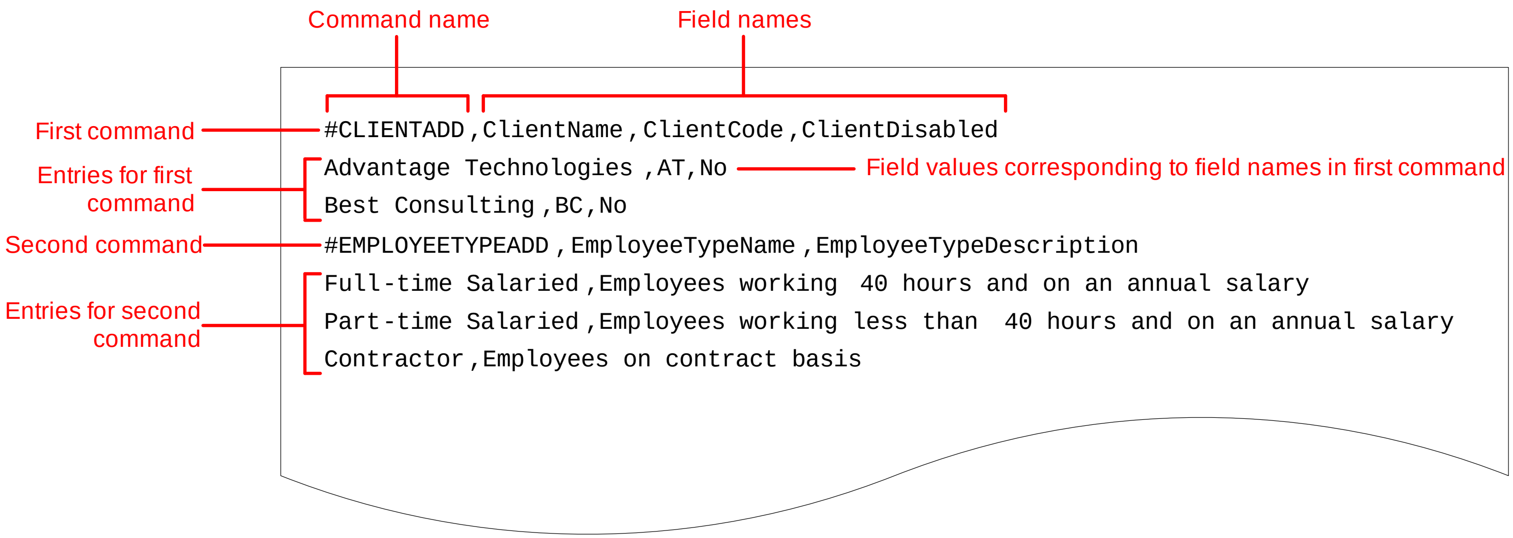
Creating an Import File

Once you have set up the import utility, a file must be created to capture the data to be imported.

About the Import File Format

The import data is entered in a Comma-Separated Value (CSV) file, which is a simple text file that uses commas to separate data values. The file is saved with the extension `.csv`.

The first line of the CSV file contains an import command that indicates the type of data to import and the fields that will be imported for that data type. Each line that follows provides the field values to import for an individual entry, with the values corresponding to the field names given in the command. Once all the entries for the command have been specified, a new import command can be added on the next line to import another type of data, as shown in the image below.



Creating an Import File

To create a CSV file:

1. Open a blank file in a text editor, such as Microsoft® Notepad®, or a spreadsheet program that saves to the CSV format.

   ⚠ Microsoft® Excel® can be used to create import files. However, when the file is saved to the CSV format, Excel will add an additional comma to the end of each entry, which will have to be manually removed before import. See *Additional Comma Added to Each Entry* on page 14.

2. Enter the first command on the first line. The command will consist of a command name, such as `#CLIENTADD`, followed by the names of the fields that values will be provided for, as shown in the image on page 12.

   Information on the available commands and the fields provided with each is given in *Command Formats* on page 21. All fields marked as **Required** must be included. Optional fields should be listed only if you wish to specify a value for them.

   If you are using a text editor, separate the command name and each of the field names with a comma. Do not enter a comma after the final field name.

   If you are using a spreadsheet program, enter the command name in the first column and the field names in the next columns. When you save the file to the CSV format, the necessary commas will automatically be added between each of the columns.

3. On the next line, enter the field values for the first entry to be imported. The order and number of field values must match that of the field names specified in the previous line.

   If you are using a text editor, separate each of the field values with a comma. To leave a field blank, follow the previous value with a comma and then add a second comma to mark the blank field, as shown below.

   ```
   #CLIENTADD,ClientName,ClientCode,ClientDisabled
   Advantage Technologies,,No
   ```

   If you are using a spreadsheet program, enter the field value corresponding to the first field name in the leftmost column. Note that the value will be in a different column than the field name, as shown in *Field Values Aligned One Column Left of Field Names* on page 14. To leave a field blank, leave the appropriate cell empty.

   If a field is included in the import but no value is provided (the field is left blank), any value already existing in the corresponding Web TimeSheet field will be cleared. See *Formatting Overview* on page 18.

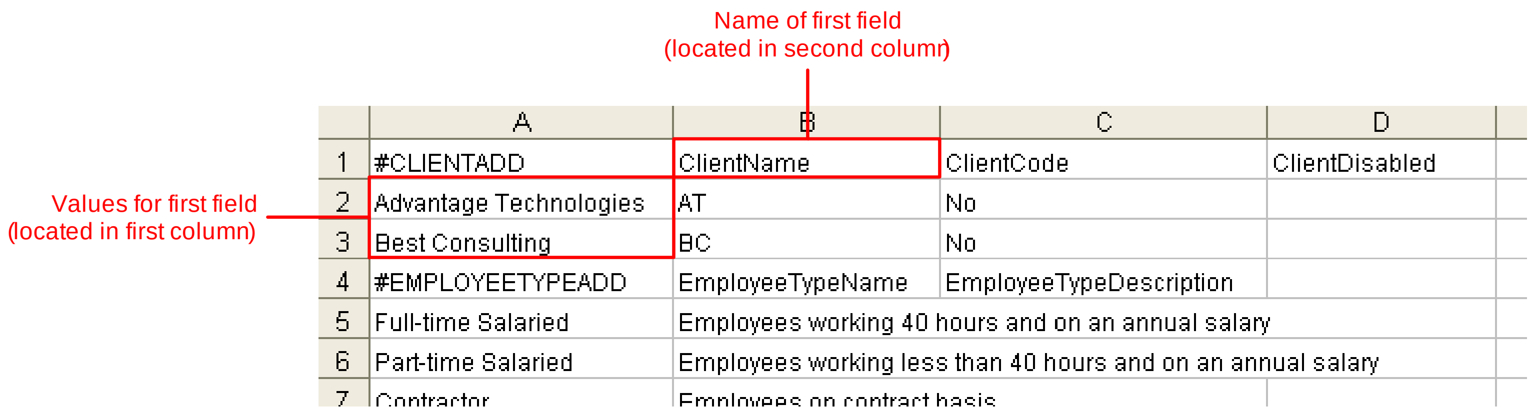
4. Repeat *Step 3* for each entry to be imported using the specified command.
5. Repeat *Step 2* through *Step 4* for each type of data to be imported.
6. Save the file with the extension `.csv`. Take note of the location you saved the file at as you will be asked to specify it when importing the data.

Troubleshooting CSV Files in Microsoft Excel

When using Microsoft Excel to create CSV files, there are a few issues to look out for as described below.

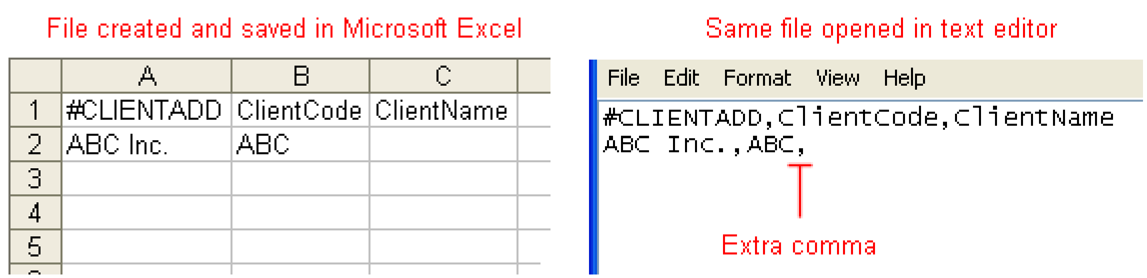
Field Values Aligned One Column Left of Field Names

When creating an import file in Microsoft Excel, or any other spreadsheet program, the field values cannot be located in the same column as the field names. Because the command line includes a column for the command itself, the field values on the lines that follow will always be one column left of the related field names, as shown below. The import file will not be valid if the field values are placed in the same column as the field names.



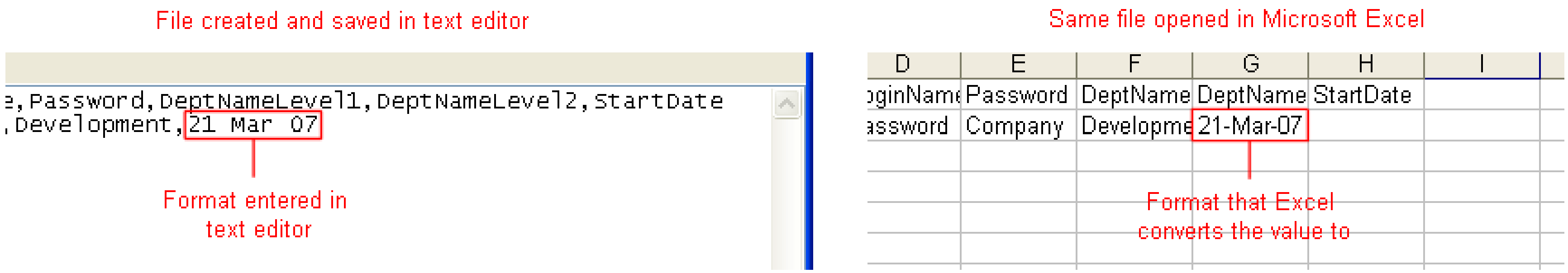
Additional Comma Added to Each Entry

When a file is saved from within Microsoft Excel to the CSV format, Excel automatically adds commas between the fields. Excel, and possibly other spreadsheet programs, assumes that the number of fields in each row is the same. Because each command row contains one more field than each data entry row (the command name), Excel will assume there is a blank field at the end of each data entry row and add an extra comma, as shown below. These extra commas will cause the import engine to fail and, as a result, must be manually removed using a text editor.



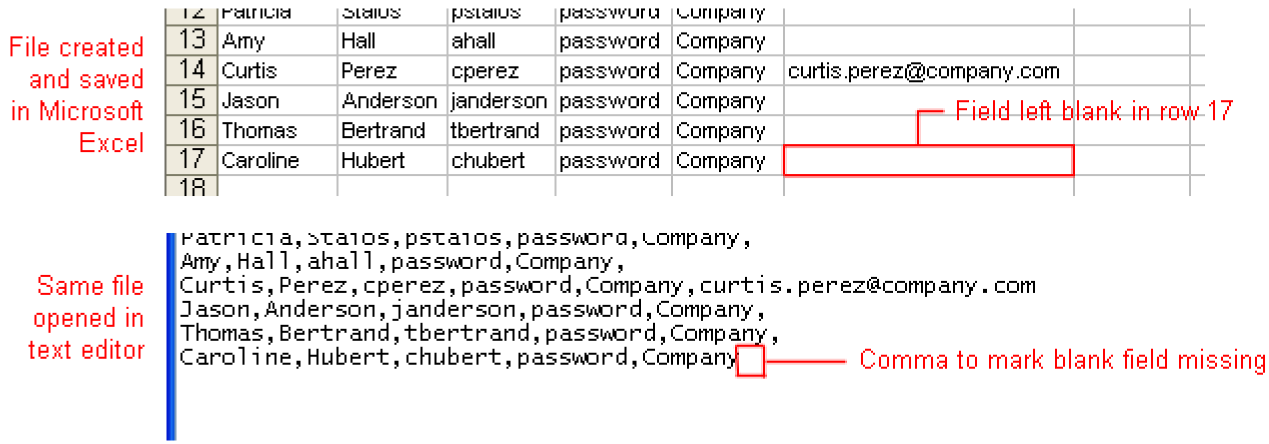
Automatic Formatting of Dates which Does Not Match Required Date Format

If you open an existing CSV file in Microsoft Excel, as shown below Excel may automatically convert any dates into the format specified in your system's **Regional Options** (accessible from the Windows **Control Panel**). This format may not match the format chosen for import in the `rtserver.ini` file (see *Specifying the Date Format* on page 10). As a result, prior to saving the CSV file, ensure all dates are shown in the desired format. If not, select the column and format the cells in the required date format. For information on formatting cells, see the documentation provided with Microsoft Excel.



Missing Commas in Files with More than 15 Rows

If you are using Microsoft Excel to create a CSV file that has more than 15 rows, the import may fail due to an issue with Microsoft Excel. If row 16 or above contains blank columns at the end of the row, Microsoft Excel may fail to put in the correct number of commas when the file is saved to CSV format. If the file is imported without the necessary commas, an error is displayed, typically indicating the number of field columns and the number of data columns do not match. To address this issue, open the CSV file using Notepad or another text editor and manually enter the required commas at the end of the row. For example, if there are three blank fields at the end of a row, there should be three commas after the last value. Save the file and attempt to import the data again.



CHAPTER 4

Importing Data

Once you have created an import file, you can import the data into Web TimeSheet.

Importing a File

To import a file:

1. Open a DOS window.
2. Navigate to the folder in which the utility is located.
3. Enter the following:

    `ImportWTS.exe filename.csv`

    where:

    `filename.csv` is the name of the file you want to import

    If the import file is not in the same folder as the executable, be sure to provide the full path of the import file.

Once the import is complete, the number of errors and warnings encountered will be displayed at the command prompt. The data that was successfully imported will now be available in Web TimeSheet.

If the import fails with an exception error, ensure you have copied the `Web.config` file to the import utility folder, as detailed in *Copying the Web TimeSheet Configuration File* on page 10.

Viewing the Detailed Results of the Import

During the import, the utility creates a log file to record processing statistics and the details of errors and warnings. Once the import is complete, you can view or print the log file to assist with troubleshooting any errors that occurred. The log files are located in the same folder as the utility. The log file from the most recent import is named `importwts.log`. Previous log files are saved with the date and time appended to the file name, such as `importwts.log.05-Mar-2008-11-35-31`.

Recommended Order of Import

As some types of Web TimeSheet data are dependent on others, it is important to add data to Web TimeSheet in a specific order. For example, before adding users, departments should be in place so they can be assigned to the user as they are being created. To ensure a smooth and efficient import, it is recommended that you import data in the following order:

1. Clients (Project & Billing Edition only)
2. Departments
3. Employee Types
4. Holiday Calendars
5. Pay Codes (Time & Attendance Edition only)
6. Time Off Types (Time & Attendance Edition only)
7. Permissions
8. Currencies, and associated exchange rates
9. Activities
10. User Basics (including external users in Project & Billing Edition)
11. User Details
    a. Department assignments
    b. Activity assignments
    c. Time off type enabling (Time & Attendance Edition only)
12. Tax Codes (Expenses only)
13. Expense Codes (Expenses only)
14. Roles (Project & Billing Edition only)
15. Project Basics (Project & Billing Edition only)
16. Project Details (Project & Billing Edition only)
    a. Client assignments (and associated allocations)
    b. Department assignments
    c. Expense code enabling
17. Project Tasks (Project & Billing Edition only)
18. Project Team and Task Assignments (Project & Billing Edition only)
    a. Project team creation
    b. Task assignments
19. Project Billing (Project & Billing Edition only)
    a. Role assignments
    b. Rate assignments
    c. Rate type enabling
20. Time Off Bookings (Time & Attendance Edition only)
21. Project-Based Timesheets (Project & Billing Edition only)
22. Timesheets not based on projects (Time & Attendance Edition only)

The data can all be included in the same import file, but the items should be included in the import file in the order shown above.

CHAPTER 5

Formatting the Data

When creating an import file, follow the command and field formatting outlined in this chapter.

Formatting Overview

Keep the following in mind when creating an import file:

- If a field value contains commas, you must put the entire value in quotations (e.g., `"830, 910 - 7th Avenue SW"`).
- The import entry only needs to include fields marked as **Required**. Other fields can be included if you wish to provide a value for them.
- The field names in the command can be in any order. However, the field values on the lines that follow must match the order specified in the command line.
- The field names are not case sensitive. However, for any text fields, enter the field value exactly as you would like it to appear in Web TimeSheet, including capitalization.
- To leave a field blank, follow the previous value with a comma and then add a second comma to mark the blank field. However, when editing an existing entry in Web TimeSheet, keep in mind that, if a field is include in the import and the value is left blank, the corresponding field will be cleared in Web TimeSheet.

> ⚠ Leaving a value blank in the import file will clear out the existing value in Web TimeSheet. In the example below, any existing data in the **Comments** field will be cleared for the client `123 Technology`.
>
> ```
> #CLIENTUPD,ClientName,ClientComments,ClientDefaultBillingRate
> ABC Communications,Main client for distribution project,175
> 123 Technology,,185
> ```
>
> To edit a field for one entry while ensuring it remains unchanged for others, create two separate command lines, one with the field to be edited and one without. Below, the **Comments** field will be updated for `ABC Communications` but will remain unchanged for `123 Technology`.
>
> ```
> #CLIENTUPD,ClientName,ClientComments,ClientDefaultBillingRate
> ABC Communications,Main client for distribution project,175
> #CLIENTUP,ClientName,ClientDefaultBillingRate
> 123 Technology,185
> ```

- In the tables that follow, the **Default Value if not Specified** column indicates the value the field will be set to if it is not included in import. If the field is included but is left blank, the corresponding Web TimeSheet field will be made blank.
- Field values must match the format indicated by the **Type** column in the command tables, as detailed in the section that follows.

Understanding Field Types

There are five types of fields available when importing data, as listed below. The field type dictates the type of information that can be specified for the field and how the value should be formatted.

- **Text**
  Text fields are used to specify text values, such as names, descriptions, and codes. Text fields are limited to the number of characters shown in the **Size** column.
- **Set**
  Set fields are those for which only pre-defined values are valid. For example, when specifying the accrual method for a time off type, each of the available options corresponds to a pre-defined value that must be entered in the import file.
- **Date**
  By default, date fields must be in the format `dd/mm/yyyy`, for example `25/01/2007`. However, this format may be changed in the `rtserver.ini` file, as detailed in *Specifying the Date Format* on page 10.
- **Time**
  Time fields can be formatted using any standard time format accepted by Web TimeSheet. For example, `5:30 PM`, `17:30`, or `17.50` may be used to import a time entry of 5:30 PM.
- **Numeric**
  Numeric values can be either whole numbers or decimals.
- **Boolean**
  Boolean fields are used to set a flag to either `Yes` or `No`. For example, when adding a client, a boolean field is used to specify whether the client should be enabled in Web TimeSheet. While typically the values `Yes` or `No` are used for boolean fields, additional values are valid. Instead of `Yes`, the values `YES`, `Y`, `y`, and `1` are also acceptable. `NO`, `N`, `n`, or `0` can be used in place of `No`.

> For most data types, the command includes a boolean field to specify whether the entry should be disabled. As a result, a negative value (`No`) is typically used to indicate the entry should be enabled.

Formatting of Specific Fields

Below is additional information to assist in formatting some of the more complex fields used during import.

Specifying User Defined Fields

To import a value for a user defined field (UDF), the UDF must be defined in Web TimeSheet. The imported value must match the **Type** selected for the UDF in Web TimeSheet. For example, if a UDF is configured as a `Drop-Down`, the value being imported must match one of the values defined for the drop-down list. If a UDF is configured to be a `Date`, the value being imported must be a valid date and, if a date range is specified for the UDF, must be within that range.

If a UDF is defined but disabled, any value specified during import will be ignored. Additionally, if a UDF is marked as **Required** in Web TimeSheet, a value must be specified if the field is being included in the import. If the field is left blank, an error will occur.

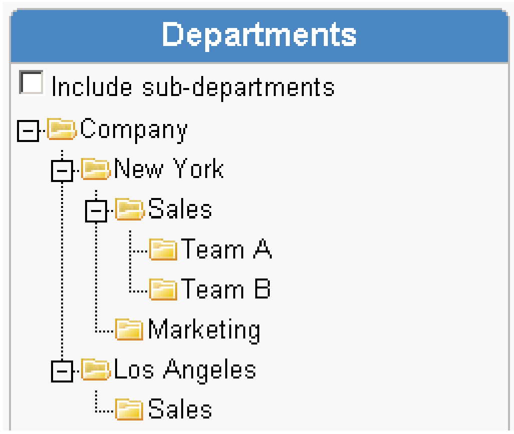
Specifying Departments

To specify a department, seven **DeptNameLevel** fields are provided. These fields are used to provide the full path of the department in the hierarchy.

The full path must be provided when adding a department to indicate to the import utility where in the hierarchy to place the department.

The full path is required when assigning a department, either to a user or a project, as departments of the same name can exist in different places in the hierarchy. By providing the full name, the appropriate sub-department in the correct tree of the hierarchy is assigned.

DeptNameLevel1 is used to specify the highest level department defined in Web TimeSheet, typically labelled `Company`. Each of the next **DeptNameLevel** fields is used to specify a successive department in the hierarchy until the level the desired department resides at is reached. For example, consider the department structure below:



To specify the department `Team B`, the following would be included in the import command:

```
...DeptNameLevel1,DeptNameLevel2,DeptNameLevel3,DeptNameLevel4...
...Company,New York,Sales,Team B...
```

To add a department under the `Company` level, when using the `#DEPTADD` command on page 25, the following would be included:

```
...DeptNameLevel1,DeptNameLevel2...
...Company,Chicago...
```

Specifying Tasks **Project & Billing Edition**

To specify a task, ten **TaskNameLevel** fields are provided. These fields are used to provide the full path of the task in the project hierarchy.

The full path must be provided when adding a task to indicate to the import utility where in the project to place the task.

The full path is required when editing a task, as tasks of the same name can exist in different places in the hierarchy. By providing the full name, the appropriate sub-task in the correct tree of the hierarchy is assigned.

TaskNameLevel1 is used to specify tasks at the highest level, right under the project level. Each of the next **TaskNameLevel** fields is used to specify a successive task in the hierarchy until the level the desired task resides at is reached. For example, consider the task structure below:

Menu	Name	Code	Status	Billing Status	Time Entry	Progress
	Fundraising Dinner		Open	Both	Allowed	
	Advertising		Open	Both	Allowed	
	Book ad in local paper		Open	Both	Allowed	
	Mail invite to clients		Open	Both	Allowed	
	Catering		Open	Both	Allowed	
	Get quotes from three caterers		Open	Both	Allowed	
	Finalize menu		Open	Both	Allowed	

To specify the task `Mail invite to clients`, the following would be included in the import command:

```
...ProjectName,TaskNameLevel1,TaskNameLevel2...
...Fundraising Dinner,Advertising,Mail invite to clients...
```

To add a task under the `Get quotes from three caterers` level, when using the `#PROJECTTASKADD` command on page 108, the following would be included:

```
...ProjectName,TaskNameLevel1,TaskNameLevel2,TaskNameLevel3...
...Fundraising Dinner,Catering,Get quotes from three caterers,Estimate number of attendees...
```

Command Formats

The following sections provide the details of the commands and fields used to import data.

Clients Project & Billing Edition

The following commands can be used to add, edit, or delete clients in the Project & Billing Edition.

Adding a Client — #CLIENTADD

To add a client, use the `#CLIENTADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ClientName	Text	255	Yes	N/A	Name of the client to add
ClientCode	Text	255	No	Empty	Code for the client
ClientComments	Text	255	No	Empty	Comments regarding the client
ClientDefaultBillingRateCurrency	Text	50	No	`Base currency` selected in Web TimeSheet	Currency of the client's default billing rate. The value specified must match the **Symbol** of an existing currency.
ClientDefaultBillingRate	Numeric	N/A	No	Empty	Client's default billing rate
ClientDefaultBillingRateDescription	Text	255	No	Empty	Description for the client's default billing rate
ClientAddress1	Text	255	No	Empty	Client's address
ClientAddress2	Text	255	No	Empty	Client's address, additional
ClientCity	Text	255	No	Empty	Client's City
ClientStateProvince	Text	255	No	Empty	Client's state or province
ClientZipPostalCode	Text	255	No	Empty	Client's zip code or postal code
ClientCountry	Text	255	No	Empty	Client's country
ClientTelephone	Text	255	No	Empty	Client's telephone number
ClientFax	Text	255	No	Empty	Client's fax number
ClientWebsite	Text	255	No	Empty	Client's website address
ClientDisabled	Boolean	N/A	No	Enabled	Enter `No` to enable the client or `Yes` to disable the client
ClientInfoX	Text	255	No	Empty	Value to enter in Client-type User Defined Field[a]. The X represents which Client-type field the value should be entered against, from 1 to 12.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#CLIENTADD,ClientName,ClientCode,ClientComments,ClientDefaultBillingRateCurrency,ClientDefaultBillingRate,ClientAddress1
,ClientCity,ClientStateProvince,ClientZipPostalCode,ClientCountry,ClientTelephone,ClientWebsite,ClientInfo1
ABC Hardware,ABC,Managed by Bob,CAD$,50,1 Main Street,Springfield,Illinois,55555,USA,(888)555-5555,www.abchard-
ware.com,jim@abchardware.com
```

Editing a Client — #CLIENTUPD

To edit an existing client, use the `#CLIENTUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ClientName	Text	255	Yes	N/A	Name of the client to be edited. Must match the **Name** of an existing client.
ClientNameModify	Text	255	No	No change	New name to assign to the client
ClientCode	Text	255	No	No change	New code for the client
ClientComments	Text	255	No	No change	New comments regarding the client
ClientDefaultBillingRateCurrency	Text	50	No	No change	New currency of the client's default billing rate. The value specified must match the **Symbol** of an existing currency.
ClientDefaultBillingRate	Numeric	N/A	No	No change	New default billing rate for client
ClientDefaultBillingRateDescription	Text	255	No	No change	New description for the client's default billing rate
ClientAddress1	Text	255	No	Empty	New client address
ClientAddress2	Text	255	No	Empty	New client address, additional
ClientCity	Text	255	No	Empty	New client City
ClientStateProvince	Text	255	No	Empty	New client state or province
ClientZipPostalCode	Text	255	No	Empty	New client zip code or postal code
ClientCountry	Text	255	No	Empty	New client country
ClientTelephone	Text	255	No	Empty	New client telephone number
ClientFax	Text	255	No	Empty	New client fax number
ClientWebsite	Text	255	No	Empty	New client website address
ClientDisabled	Boolean	N/A	No	Enabled	Enter `No` to enable the client or `Yes` to disable the client
ClientInfoX	Text	255	No	No change	New value to enter in Client-type User Defined Field[a]. The X represents which Client-type field that the value should be entered against, from 1 to 12.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#CLIENTUPD,ClientName,ClientNameModify,ClientInfo1
ABC Hardware,ABC Inc.,sally@abchardware.com
```

Deleting a Client — #CLIENTDEL

To delete a client, use the `#CLIENTDEL` command followed by the fields in the table below.

A client can only deleted if it is not assigned to any projects. For information on changing a client assignment for a project, see page 104, respectively.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ClientName	Text	255	Yes	N/A	Name of the client to delete. Must match the **Name** of an existing client.

Example

```
#CLIENTDEL,ClientName
ABC Inc.
```

Departments

The commands that follow can be used to add, edit, or delete departments. Once you have created a department, you can assign it to a user as detailed in *User Details* on page 83. Additionally, if hierarchy filtering is enabled in the Web TimeSheet Project & Billing Edition, projects can be made visible to users within the department. For more information, see *Assigning a Department to a Project — #PROJECTDEPARTMENTADD* on page 105.

Adding a Department — #DEPTADD

To add a department, use the `#DEPTADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
DeptNameLevel1	Text	255	Yes	N/A	Full path of the department to add. See *Specifying Departments* on page 20 for more information on using the **DeptNameLevel** fields. When adding a sub-department, the department at each higher level in the hierarchy must already exist in Web TimeSheet or be included as an earlier entry in the import file.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
DeptCode	Text	255	No	Empty	Code for the department
DeptComments	Text	255	No	Empty	Comments regarding the department
DeptInfoX	Text	255	No	Empty	Value to enter in Department-type User Defined Field [a]. The X represents which Department-type field the value should be entered against, from 1 to 12.
DeptDisabled	Boolean	N/A	No	Enabled	Enter `No` to enable the department or `Yes` to disable the department

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#DEPTADD,DeptNameLevel1,DeptNameLevel2,DeptNameLevel3,DeptNameLevel4,DeptCode
Company,Chicago,,,CHI
Company,Chicago,Sales,,CHI-SA
Company,Chicago,Sales,Large Accounts,CHI-SA-LA
```

Editing a Department — #DEPTUPD

To edit a department, use the `#DEPTUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
DeptNameLevel1	Text	255	Yes	N/A	Full path of the department to edit. See *Specifying Departments* on page 20 for more information on using the **DeptNameLevel** fields. The department specified must already exist in Web TimeSheet.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
DeptNameModify	Text	255	No	No change	New name of the department
DeptCode	Text	255	No	No change	New code for the department
DeptComments	Text	255	No	No change	New comments regarding the department
DeptInfoX	Text	255	No	No change	New value to enter in Department-type User Defined Field 1[a]. The X represents which Department-type field the value should be entered against, from 1 to 12.
DeptDisabled	Boolean	N/A	No	No change	Enter `No` to enable the department or `Yes` to disable the department

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#DEPTUPD,DeptNameLevel1,DeptNameLevel2,DeptNameModify,DeptComments
Company,Chicago,Chicago Team,Dept in downtown Chicago
```

Deleting a Department — #DEPTDEL

To delete a department, use the `#DEPTDEL` command followed by the fields in the table below.

A department can only deleted if it or its sub-departments are not assigned to any users or, if hierarchy filtering is enabled, any projects. For information on removing a department assignment from a user or project, see page 84 and page 106, respectively.

Field Name	Type	Size	Required	Default Value if not Specified	Description
DeptNameLevel1	Text	255	Yes	N/A	Full path of the department to delete. See *Specifying Departments* on page 20 for more information on using the **DeptNameLevel** fields.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			

Example

```
#DEPTDEL,DeptNameLevel1,DeptNameLevel2
Company,Chicago Team
```

Employee Types

The commands that follow can be used to add, edit, or delete employee types. Once you have created an employee type, you can assign it to a user as detailed in *Adding a User — #USERADD* on page 66 and *Editing a User — #USERUPD* on page 72.

Adding an Employee Type — #EMPLOYEETYPEADD

To add an employee type, use the `#EMPLOYEETYPEADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
EmployeeTypeName	Text	50	Yes	N/A	Name of the employee type to add
EmployeeTypeDescription	Text	255	No	Empty	Description of the employee type
EmployeeTypeInfoX	Text	255	No	Empty	Value to enter in Employee Type-type User Defined Field[a]. The X represents which Employee Type-type field the value should be entered against, from 1 to 20.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#EMPLOYEETYPEADD,EmployeeTypeName,EmployeeTypeDescription
Student,Education Work Program
```

Editing an Employee Type — #EMPLOYEETYPEUPD

To edit an employee type, use the `#EMPLOYEETYPEUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
EmployeeTypeName	Text	50	Yes	N/A	Name of the employee type to edit. Must match the **Name** of an existing employee type.
EmployeeTypeNameModify	Text	50	No	No change	New name of the employee type
EmployeeTypeDescription	Text	255	No	No change	New description of the employee type
EmployeeTypeInfoX	Text	255	No	No change	New value to enter in Employee Type-type User Defined Field[a]. The X represents which Employee Type-type field the value should be entered against, from 1 to 20.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#EMPLOYEETYPEUPD,EmployeeTypeName,EmployeeTypeNameModify
Student,Student Spring Term
```

Deleting an Employee Type — #EMPLOYEETYPEDEL

To delete an employee type, use the `#EMPLOYEETYPEDEL` command followed by the fields in the table below.

An employee type can only deleted if it is not assigned to any users.

Field Name	Type	Size	Required	Default Value if not Specified	Description
EmployeeTypeName	Text	50	Yes	N/A	Name of the employee type to delete. Must match the **Name** of an existing employee type.

Example

```
#EMPLOYEETYPEDEL,EmployeeTypeName
Student Spring Term
```

Holiday Calendars

The following commands can be used to add, edit, or delete holiday calendars, also called holiday sets. Once you have added a holiday calendar, you can assign it to a user as described in *Adding a User — #USERADD* on page 66 and *Editing a User — #USERUPD* on page 72.

Adding a Holiday Calendar — #HOLIDAYCALENDARADD

To add a holiday calendar, use the `#HOLIDAYCALENDARADD` command followed by the fields in the table below.

Once you create a holiday calendar, you must add holidays to it as detailed on *Adding a Holiday to a Holiday Calendar — #HOLIDAYADD* on page 31.

Field Name	Type	Size	Required	Default Value if not Specified	Description
HolidayCalendar	Text	50	Yes	N/A	Name of the holiday calendar to add

Example

```
#HOLIDAYCALENDARADD,HolidayCalendar
Holidays for Sweden
```

Editing the Name of a Holiday Calendar — #HOLIDAYCALENDARUPD

To edit the name of an existing holiday calendar, use the `#HOLIDAYCALENDARUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
HolidayCalendar	Text	50	Yes	N/A	Current name of the holiday calendar for which to change the name
HolidayCalendarModify	Text	50	Yes	No change	New name of the holiday calendar

Example

```
#HOLIDAYCALENDARUPD,HolidayCalendar,HolidayCalendarModify
Holidays for Sweden,Holidays for Norway
```

Adding a Holiday to a Holiday Calendar — #HOLIDAYADD

To add a holiday to an existing holiday calendar, use the `#HOLIDAYADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
HolidayCalendar	Text	50	Yes	N/A	Name of the holiday calendar to add the holiday to. Must match the **Name** of an existing holiday set.
HolidayDescription	Text	255	Yes	N/A	Description for the holiday
HolidayDateInfo	Date	N/A	Yes	N/A	Date of the holiday
HolidayIcon	Text	50	No	`Generic.gif`	Name of the icon to display for the holiday. Must match the full filename of an existing image in the `html\common\icons\holidays` folder in the Web TimeSheet installation folder. The file must be of the format `.gif` or `.jpg` and no larger than 16 by 16 pixels.

Example

```
#HOLIDAYADD,HolidayCalendar,HolidayDescription,HolidayDateInfo,HolidayIcon
Holidays for Norway,New Year’s Day,01/01/2007,NewYear.gif
```

Editing the Icon for a Holiday — #HOLIDAYUPD

To edit the icon for an existing holiday in a holiday calendar, use the `#HOLIDAYUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
HolidayCalendar	Text	50	Yes	N/A	Name of the holiday calendar for which to change the holiday. Must match the **Name** of an existing holiday set.
HolidayDescription	Text	255	Yes	N/A	Description for the holiday to change the icon for. Must match the **Description** of an existing holiday.
HolidayDateInfo	Date	N/A	Yes	N/A	Date of the holiday to change the icon for. Must match the **Date** of the holiday specified in the **HolidayDescription** field.
HolidayIcon	Text	50	No	No change	Name of the new icon to display for the holiday. Must match the full filename of an existing image in the `html\common\icons\holidays` folder in the Web TimeSheet installation folder. The file must be of the format `.gif` or `.jpg` and no larger than 16 by 16 pixels.

Example

```
#HOLIDAYUPD,HolidayCalendar,HolidayDescription,HolidayDateInfo,HolidayIcon
Holidays for Norway,New Year’s Day,01/01/2007,Generic.gif
```

Deleting a Holiday from a Holiday Calendar — #HOLIDAYDEL

To delete a holiday from a holiday calendar, use the `#HOLIDAYDEL` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
HolidayCalendar	Text	50	Yes	N/A	Name of the holiday calendar for which to delete the holiday Must match the **Name** of an existing holiday set.
HolidayDescription	Text	255	Yes	N/A	Description for the holiday to delete. Must match the **Description** of an existing holiday.
HolidayDateInfo	Date	N/A	Yes	N/A	Date of the holiday to delete. Must match the **Date** of the holiday specified in the **HolidayDescription** field.

Example

```
#HOLIDAYDEL,HolidayCalendar,HolidayDescription,HolidayDateInfo
Holidays for Norway,New Year’s Day,01/01/2007
```

Deleting a Holiday Calendar — #HOLIDAYCALENDARDEL

To delete a holiday calendar, use the `#HOLIDAYCALENDARDEL` command followed by the fields in the table below.

A holiday calendar can only be deleted if it is not assigned to any users. For information on changing a user’s holiday calendar, see page 72.

Field Name	Type	Size	Required	Default Value if not Specified	Description
HolidayCalendar	Text	50	Yes	N/A	Name of the holiday calendar to delete. Must match the **Name** of an existing holiday set.

Example

```
#HOLIDAYCALENDARDEL,HolidayCalendar
Holidays for Norway
```

Pay Codes Time & Attendance Edition

The commands that follow can be used to add, edit, or delete pay codes in the Time & Attendance Edition. Once you have created a pay code, you can assign it to a time off type as detailed in *Adding a Time Off Type — #TIMEOFFCODEADD* on page 35 and *Editing a Time Off Type — #TIMEOFFCODEUPD* on page 37.

Adding a Pay Code — #PAYCODEADD

To add a pay code, use the `#PAYCODEADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
PayCodeName	Text	50	Yes	N/A	Name of the pay code to add
PayCodeCode	Text	255	Yes	N/A	Code for the pay code
PayCodeDescription	Text	255	No	Empty	Description of the pay code
PayCodeMultiplier	Numeric	N/A	Yes	N/A	Pay rate multiplier for the pay code

Example

```
#PAYCODEADD,PayCodeName,PayCodeCode,PayCodeMultiplier
Triple Overtime,TT,3.0
```

Editing a Pay Code — #PAYCODEUPD

To edit a pay code, use the `#PAYCODEUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
PayCodeName	Text	50	Yes	N/A	Name of the pay code to edit. Must match the **Name** of an existing pay code.
PayCodeCode	Text	255	No	No change	New code for the pay code
PayCodeDescription	Text	255	No	No change	New description of the pay code
PayCodeMultiplier	Text	N/A	No	No change	New pay rate multiplier for the pay code

Example

```
#PAYCODEUPD,PayCodeName,PayCodeCode
Triple Overtime,3OT
```

Deleting a Pay Code — #PAYCODEDEL

To delete a pay code, use the `#PAYCODEDEL` command followed by the fields in the table below.

A pay code can only deleted if it is not selected within any time off types or overtime rules.

Field Name	Type	Size	Required	Default Value if not Specified	Description
PayCodeName	Text	50	Yes	N/A	Name of the pay code to delete. Must match the **Name** of an existing pay code.

Example

```
#PAYCODEDEL,PayCodeName
Triple Overtime
```

Time Off Types Time & Attendance Edition

The commands that follow can be used to add, edit, or delete time off types with one or no default policies, at the system level of the Time & Attendance Edition.

For information on configuring an employee's time off settings, see *Adding a User — #USERADD* on page 66 and *Editing a User — #USERUPD* on page 72.

Adding a Time Off Type — #TIMEOFFCODEADD

To add a time off type, use the `#TIMEOFFCODEADD` command followed by the fields in the table below.

You can use this command to set up **a single default policy** for each new time off type. If you would prefer to create a set of default policies based on the anniversary of the user's start date, first create the time off type using this command and specify **no accrual or reset settings**, and then add the set of anniversary-based policies using the commands outlined in *Adding Anniversary Time Off Policy Settings — #ANNIVERSARYACCRUALADD* on page 39.

By default, all time off types added through import will require booking.

Field Name	Type	Size	Required	Default Value if not Specified	Description
TimeOffName	Text	255	Yes	N/A	Name of the time off type to add
TimeOffDescription	Text	255	No	Empty	Description of the time off type
PayCode	Text	50	Yes	N/A	Pay code to use for time entered against this type. Must match the **Name** of an existing pay code.
IsTimeOffDisabled	Boolean	N/A	No	Enabled (`Yes`)	Enter `No` to enable the time off type or `Yes` to disable the time off type
DisplayOnCalendar	Boolean	N/A	No	Enabled (`Yes`)	Enter `No` to specify that time off bookings or entries of this type should not display on time off calendars.
IsBookingRequired	Boolean	N/A	No	Enabled (`Yes`)	Enter `Yes` if users must make a booking to enter time off against this type. Enter `No` if users can make a booking or enter time off directly in their timesheet against this type.
TrackInTsAs	Set	N/A	No	`Do not track in timesheet`	How time off for this type will be tracked. Enter one of the values listed in *Table 1* on page 45.
BalanceSetTo	Numeric	N/A	No	Previous balance, if one exists, or 0	Enter the default starting balance for the time off type. The time unit (hours or days) set in System Preferences will be used. You cannot specify both this field and `BalanceCarryUpTo`. If neither field is specified, end balance of previous time off policy will be used, or 0, if no previous policy exists.
BalanceCarryUpTo	Numeric	N/A	No	Previous balance, if one exists, or 0	Enter the maximum amount of time that should be carried over from the previous policy's end balance. The time unit (hours or days) set in System Preferences will be used. You cannot specify both this field and `BalanceSetTo`. If neither field is specified, end balance of previous time off policy will be used, or 0, if no previous policy exists.
AccrueType	Set	N/A	No	`No Accrue`	The interval at which time will be added to the balance for this time off type. Enter one of the values listed in *Table 2* on page 45.
AccrueDate	Set	N/A	Yes, if `AccrueType` specified	N/A	The days on which to add time to the balance. Enter one of the values listed in *Table 3* on page 45, depending on the accrual type selected.

Field Name	Type	Size	Required	Default Value if not Specified	Description
AccrueDays	Numeric	N/A	Yes, if `AccrueType` specified	N/A	The amount of time, in days, to add to the balance at the specified interval. If the **System Preferences** are configured to display time off in hours, this value will automatically be converted to hours. Note that only one of **AccrueDays** or **AccrueHours** needs to be specified. If both are specified, the **AccrueHours** value will be used.
AccrueHours	Numeric	N/A	Yes, if `AccrueType` specified	N/A	The amount of time, in hours, to add to the balance at the specified interval. If the **System Preferences** are configured to display time off in days, this value will automatically be converted to days. Note that only one of **AccrueDays** or **AccrueHours** needs to be specified. If both are specified, the **AccrueHours** value will be used.
AccrueProrated	Boolean	N/A	No	Enabled (`Yes`)	Enter `Yes` to accrue time off on a prorated basis, based on what proportion of the preceding accrual period was worked. Enter `No` for no prorating to occur. Refer to the Web TimeSheet online help for more information on accrual prorating.
ResetType	Set	N/A	No	`No Reset`	The interval at which the balance for this time off type will be reset. Enter one of the values listed in *Table 2* on page 45.
ResetDate	Set	N/A	Yes, if `ResetType` specified	N/A	The days on which to reset the balance. Enter one of the values listed in *Table 3* on page 45, depending on the reset type selected.
ResetDays	Numeric	N/A	Yes, if `ResetType` specified	N/A	The amount of time, in days, to reset the balance to at the specified interval. If the **System Preferences** are configured to display time off in hours, this value will automatically be converted to hours. Note that only one of **ResetDays** or **ResetHours** needs to be specified. If both are specified, the **ResetHours** value will be used.
ResetHours	Numeric	N/A	Yes, if `ResetType` specified	N/A	The amount of time, in hours, to reset the balance to at the specified interval. If the **System Preferences** are configured to track time off in days, this value will automatically be converted to days. Note that only one of **ResetDays** or **ResetHours** needs to be specified. If both are specified, the **ResetHours** value will be used.
IsResetToMax	Boolean	N/A	No	Disabled (`No`)	Enter `No` to reset the balance to the specific ResetDays or ResetHours value. Enter `Yes` to make the reset balance the value of the existing, pre-reset balance, to a maximum of the ResetDays or ResetHours value specified.
MaximumOverdrawDays	Numeric	N/A	No	No maximum	The maximum number of days by which the balance can be overdrawn. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. Note that only one of **MaximumOverdrawDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumOverdrawHours** value will be used.[c]
MaximumOverdrawHours	Numeric	N/A	No	No maximum	The maximum number of hours by which the balance can be overdrawn. If the **Entered In** field for the system-level **time off type is** set to **Days**,this value will automatically be converted to days. Note that only one of **MaximumOverdrawDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumOverdrawHours** value will be used.[c]

Example

```
#TIMEOFFCODEADD,TimeOffName,IsBookingRequired,PayCode,TrackInTsAs,AccrueType,AccrueDate,AccrueDays,ResetType,ResetDate,R
esetDays
Vacation,No,Time Off,Days Remaining,Monthly,15,1,Semi-Annually,"January, July 1st",5
```

Editing a Time Off Type — #TIMEOFFCODEUPD

To edit general settings for any time off type, or to edit policy settings for time off types with a single default time off policy, use the `#TIMEOFFCODEUPD` command followed by the fields in the table below.

⚠ To edit a set of default policies based on the anniversary of the user's start date, refer to *Editing Anniversary Time Off Policy Settings — #ANNIVERSARYACCRUALUPD* on page 41.

To modify the accrual or reset settings, all of the accrual or reset fields, respectively, must be specified in the import. For example, to update an accrual to 1.5 days instead of 1 day, the import must include the **AccrueType**, **AccrueDate**, and **AccrueDays** fields. If only the **AccrueDays** field is specified, the accrual amount will not be updated.

The **Time Off in Lieu** time off type (used to bank time) can be updated using this command. If fields that do not apply to banked time are included in the import file, they will be ignored.

Field Name	Type	Size	Required	Default Value if not Specified	Description
TimeOffName	Text	255	Yes	N/A	Name of the time off type to edit. Must match the **Name** of an existing time off type.
TimeOffNameModify	Text	255	No	No change	New name of the time off type
TimeOffDescription	Text	255	No	No change	New description of the time off type
PayCode	Text	50	No	No change	New pay code for the time off type
IsTimeOffDisabled	Boolean	N/A	No	No change	Enter `No` to enable the time off type or `Yes` to disable the time off type
DisplayOnCalendar	Boolean	N/A	No	No change	Enter `No` to specify that time off bookings or entries of this type should not display on time off calendars. Enter `Yes` if you would like bookings or entries of this type to display on calendars.
IsBookingRequired	Boolean	N/A	No	No change	Enter `Yes` if users must make a booking to enter time off against this type. Enter `No` if users can make a booking or enter time off directly in their timesheet against this type.
TrackInTsAs	Set	N/A	No	No change	How time off for this type will be tracked. Enter one of the values listed in *Table 1* on page 45 if you wish to change the current setting.
BalanceSetTo	Numeric	N/A	No	Previous balance, if one exists, or 0	Enter the default starting balance for the time off type. The time unit (hours or days) set in System Preferences will be used. You cannot specify both this field and `BalanceCarryUpTo`. If neither field is specified, end balance of previous time off policy will be used, or 0, if no previous policy exists.
BalanceCarryUpTo	Numeric	N/A	No	Previous balance, if one exists, or 0	Enter the maximum amount of time that should be carried over from the previous policy's end balance. The time unit (hours or days) set in System Preferences will be used. You cannot specify both this field and `BalanceSetTo`. If neither field is specified, end balance of previous time off policy will be used, or 0, if no previous policy exists.
AccrueType	Set	N/A	No	No change	New interval at which time will be added to the balance for this time off type. Enter one of the values listed in *Table 2* on page 45.
AccrueDate	Set	N/A	Yes, if `AccrueType` specified	No change, unless the accrual type has changed	New days on which to add time to the balance. Enter one of the values listed in *Table 3* on page 45 depending on the accrual type selected.

Field Name	Type	Size	Required	Default Value if not Specified	Description
AccrueDays	Numeric	N/A	Yes, if `AccrueType` specified	No change, unless the accrual type has changed	New amount of time, in days, to add to the balance at the specified interval. If the **System Preferences** are configured to display time off in hours, this value will automatically be converted to hours. Note that only one of **AccrueDays** or **AccrueHours** needs to be specified. If both are specified, the **AccrueHours** value will be used.
AccrueHours	Numeric	N/A	Yes, if `AccrueType` specified	No change, unless the accrual type has changed	New amount of time, in hours, to add to the balance at the specified interval. If the **System Preferences** are configured to display time off in days, this value will automatically be converted to days. Note that only one of **AccrueDays** or **AccrueHours** needs to be specified. If both are specified, the **AccrueHours** value will be used.
AccrueProrated	Boolean	N/A	No	Enabled (`Yes`)	Enter `Yes` to accrue time off on a prorated basis, based on what proportion of the preceding accrual period was worked. Enter `No` for no prorating to occur. Refer to the Web TimeSheet online help for more information on accrual prorating.
ResetType	Set	N/A	No	No change	New interval at which the balance for this time off type will be reset. Enter one of the values listed in *Table 2* on page 45.
ResetDate	Set	N/A	Yes, if `ResetType` specified	No change, unless the reset type has changed	New days on which to reset the balance. Enter one of the values listed in *Table 3* on page 45 depending on the reset type selected.
ResetDays	Numeric	N/A	Yes, if `ResetType` specified	No change, unless the reset type has changed	New amount of time, in days, to reset the balance to at the specified interval. If the **System Preferences** are configured to display time off in hours, this value will automatically be converted to hours. Note that only one of **ResetDays** or **ResetHours** needs to be specified. If both are specified, the **ResetHours** value will be used.
ResetHours	Numeric	N/A	Yes, if `ResetType` specified	No change, unless the reset type has changed	New amount of time, in hours, to reset the balance to at the specified interval. If the **System Preferences** are configured to display time off in days, this value will automatically be converted to days. Note that only one of **ResetDays** or **ResetHours** needs to be specified. If both are specified, the **ResetHours** value will be used.
IsResetToMax	Boolean	N/A	No	No change, unless the reset type has changed	Enter `No` to reset the balance to the specified ResetDays or ResetHours value. Enter `Yes` to make the reset balance the value of the existing, pre-reset balance, to a maximum of the ResetDays or ResetHours value specified.
MaximumOverdrawDays	Numeric	N/A	No	No change, unless the reset type has changed	The maximum number of days by which the balance can be overdrawn. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. Note that only one of **MaximumOverdrawDays** or **MaximumOverdrawHours** needs to be specified. If both are specified, the **MaximumOverdrawHours** value will be used.[c]
MaximumOverdrawHours	Numeric	N/A	No	No change, unless the reset type has changed	The maximum number of hours by which the balance can be overdrawn. If the **Entered In** field for the system-level **time off type is** set to **Days**,this value will automatically be converted to days. Note that only one of **MaximumOverdrawDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumOverdrawHours** value will be used.[c]

Example

```
#TIMEOFFCODEUPD,TimeOffName,TimeOffNameModify,AccrueType,AccrueDate,AccrueDays
Vacation,Earned Vacation,Monthly,15,1.25
```

Deleting a Time Off Type — #TIMEOFFCODEDEL

To delete a time off type with a single default time off policy or no default policies defined, use the `#TIMEOFFCODEDEL` command followed by the fields in the table below.

A time off type can only deleted if no time has been entered against the type. The **Time Off in Lieu** time off type cannot be deleted.

Field Name	Type	Size	Required	Default Value if not Specified	Description
TimeOffName	Text	255	Yes	N/A	Name of the time off type to delete. Must match the **Name** of an existing time off type.

Example

```
#TIMEOFFCODEDEL,TimeOffName
Earned Vacation
```

Adding Anniversary Time Off Policy Settings — #ANNIVERSARYACCRUALADD

To add a set of default policies based on anniversaries of the user's start date to an existing time off type, use the `#ANNIVERSARYACCRUALADD` command followed by the fields in the table below.

You can only add these settings to an existing time off type. If anniversary policies already exist for a time off type, you can add additional policies using the fields below, providing each policy has a unique effective date. For information on adding a time off type, refer to *Adding a Time Off Type — #TIMEOFF-CODEADD* on page 35.

Field Name	Type	Size	Required	Default Value if not Specified	Description
TimeOffName	Text	255	Yes	N/A	Name of the time off type to add
EffectiveDateOffset	Integer	N/A	Yes	N/A	Specify the policy's effective date by entering the amount of time from the user's start date to the effective date. For example, enter 0 to use user's start date as the effective date, and enter 1 to make the effective date 1 year, month or day (depending on the `EffectiveDateUnit` you enter) from the user's start date.
EffectiveDateUnit	Set	N/A	Yes	N/A	Specify the units for the `EffectiveDateOffset`, either *days*, *months* or *years*.
BalanceSetTo	Numeric	N/A	No	Previous balance, if one exists, or 0	Enter the default starting balance for the time off type. The time unit (hours or days) set in System Preferences will be used. You cannot specify both this field and `BalanceCarryUpTo`. If neither field is specified, end balance of previous time off policy will be used, or 0, if no previous policy exists.
BalanceCarryUpTo	Numeric	N/A	No	Previous balance, if one exists, or 0	Enter the maximum amount of time that should be carried over from the previous policy's end balance. The time unit (hours or days) set in System Preferences will be used. You cannot specify both this field and `BalanceSetTo`. If neither field is specified, end balance of previous time off policy will be used, or 0, if no previous policy exists.

Field Name	Type	Size	Required	Default Value if not Specified	Description
AccrueType	Set	N/A	No	`No Accrue`	The interval at which time will be added to the balance for this time off type. Enter one of the values listed in *Table 2* on page 45.
AccrueDate	Set	N/A	Yes, if `AccrueType` specified	N/A	The days on which to add time to the balance. Enter one of the values listed in *Table 3* on page 45, depending on the accrual type selected.
AccrueDays	Numeric	N/A	Yes, if `AccrueType` specified	N/A	The amount of time, in days, to add to the balance at the specified interval. If the **System Preferences** are configured to display time off in hours, this value will automatically be converted to hours. Note that only one of **AccrueDays** or **AccrueHours** needs to be specified. If both are specified, the **AccrueHours** value will be used.
AccrueHours	Numeric	N/A	Yes, if `AccrueType` specified	N/A	The amount of time, in hours, to add to the balance at the specified interval. If the **System Preferences** are configured to display time off in days, this value will automatically be converted to days. Note that only one of **AccrueDays** or **AccrueHours** needs to be specified. If both are specified, the **AccrueHours** value will be used.
AccrueProrated	Boolean	N/A	No	Enabled (`Yes`)	Enter `Yes` to accrue time off on a prorated basis, based on what proportion of the preceding accrual period was worked. Enter `No` for no prorating to occur. Refer to the Web TimeSheet online help for more information on accrual prorating.
ResetType	Set	N/A	No	`No Reset`	The interval at which the balance for this time off type will be reset. Enter one of the values listed in *Table 2* on page 45.
ResetDate	Set	N/A	Yes, if `ResetType` specified	N/A	The days on which to reset the balance. Enter one of the values listed in *Table 3* on page 45, depending on the reset type selected.
IsResetCarryUpTo	Boolean	N/A	No	`No`	Enter `Yes` to carry over the existing balance up to the reset specified, enter `No` to enter a specific reset value.
ResetDays	Numeric	N/A	Yes, if `ResetType` specified	N/A	The amount of time, in days, to reset the balance to at the specified interval. If the **System Preferences** are configured to display time off in hours, this value will automatically be converted to hours. Note that only one of **ResetDays** or **ResetHours** needs to be specified. If both are specified, the **ResetHours** value will be used.
ResetHours	Numeric	N/A	Yes, if `ResetType` specified	N/A	The amount of time, in hours, to reset the balance to at the specified interval. If the **System Preferences** are configured to track time off in days, this value will automatically be converted to days. Note that only one of **ResetDays** or **ResetHours** needs to be specified. If both are specified, the **ResetHours** value will be used.
MaximumBalanceHours	Numeric	N/A	No	No maximum	The maximum balance a user can carry for this time off type while this policy is in effect. Days accrued beyond this value are lost. If the Entered In field for the system-level time off type is set to Days, this value will automatically be converted to days. Note that only one of MaximumBalanceDays or MaximumBalanceHours needs to be specified. If both are specified, the MaximumBalanceHours value will be used.
MaximumBalanceDays	Numeric	N/A	No	No maximum	The maximum balance a user can carry for this time off type while this policy is in effect. Days accrued beyond this value are lost. If the Entered In field for the system-level time off type is set to Days, this value will automatically be converted to days. Note that only one of MaximumBalanceDays or MaximumBalanceHours needs to be specified. If both are specified, the MaximumBalanceHours value will be used.

Field Name	Type	Size	Required	Default Value if not Specified	Description
MaximumOverdrawHours	Numeric	N/A	No	No maximum	The maximum number of hours by which the balance can be overdrawn. If the **Entered In** field for the system-level **time off type is** set to ***Days***,this value will automatically be converted to days. Note that only one of `MaximumOverdrawDays` or `MaximumOverdrawHours` needs to be specified. If both are specified, the **MaximumOverdrawHours** value will be used.[C]
MaximumOverdrawDays	Numeric	N/A	No	No maximum	The maximum number of days by which the balance can be overdrawn. If the **Entered In** field for the system-level **time off type is** set to ***Hours***, this value will automatically be converted to hours. Note that only one of `MaximumOverdrawDays` or `MaximumOverdrawHours` needs to be specified. If both are specified, the **MaximumOverdrawHours** value will be used.[C]

Example

```
#ANNIVERSARYACCRUALADD,TimeOffName,EffectiveDateOffset,EffectiveDateUnit,BalanceSetTo,AccrueType,AccrueDate,AccrueDays,
AccrueProrated,ResetType,ResetDate,ResetHours
Vacation,0,Years,0,Yearly,Anniversary,15,Yes,,,
Vacation,1,Years,0,Yearly,Anniversary,15,No,Yearly,May 31,0
Vacation,3,Years,0,Yearly,Anniversary,20,No,Yearly,May 31,0
```

Editing Anniversary Time Off Policy Settings — #ANNIVERSARYACCRUALUPD

To edit a set of default policies based on anniversaries of the user's start date, use the `#ANNIVERSARYACCRUALUPD` command followed by the fields in the table below.

For information on editing other time off type settings, refer to *Editing a Time Off Type — #TIMEOFFCODEUPD* on page 37.

To modify the accrual or reset settings, all of the accrual or reset fields, respectively, must be specified in the import. For example, to update an accrual to 1.5 days instead of 1 day, the import must include the **AccrueType**, **AccrueDate**, and **AccrueDays** fields. If only the **AccrueDays** field is specified, the accrual amount will not be updated.

Field Name	Type	Size	Required	Default Value if not Specified	Description
TimeOffName	Text	255	Yes	N/A	Name of the time off type to edit
EffectiveDateOffset	Integer	N/A	Yes	N/A	Specify the effective date of the policy you wish to edit by entering the amount of time from the user's start date to the effective date. For example, enter 0 to use user's start date as the effective date, and enter 1 to make the effective date 1 year, month or day (depending on the `EffectiveDateUnit` you enter) from the user's start date.
EffectiveDateUnit	Set	N/A	Yes	N/A	Specify the units for the `EffectiveDateOffset`, either *days*, *months* or *years*.
NewEffectiveDateOffset	Integer	N/A	No	No change	Specify the policy's new effective date.
NewEffectiveDateUnit	Set	N/A	No	No change	Specify the units for the new `EffectiveDateOffset`, either *days*, *months* or *years*.

Field Name	Type	Size	Required	Default Value if not Specified	Description
BalanceSetTo	Numeric	N/A	No	Previous balance, if one exists, or 0	Enter the new default starting balance for the time off type. The time unit (hours or days) set in System Preferences will be used. You cannot specify both this field and `BalanceCarryUpTo`. If neither field is specified, end balance of previous time off policy will be used, or 0, if no previous policy exists.
BalanceCarryUpTo	Numeric	N/A	No	Previous balance, if one exists, or 0	Enter the new maximum amount of time that should be carried over from the previous policy's end balance. The time unit (hours or days) set in System Preferences will be used. You cannot specify both this field and `BalanceSetTo`. If neither field is specified, end balance of previous time off policy will be used, or 0, if no previous policy exists.
AccrueType	Set	N/A	No	`No Accrue`	New interval at which time will be added to the balance for this time off type. Enter one of the values listed in *Table 2* on page 45.
AccrueDate	Set	N/A	Yes, if `AccrueType` specified	N/A	New days on which to add time to the balance. Enter one of the values listed in *Table 3* on page 45, depending on the accrual type selected.
AccrueDays	Numeric	N/A	Yes, if `AccrueType` specified	N/A	New amount of time, in days, to add to the balance at the specified interval. If the **System Preferences** are configured to display time off in hours, this value will automatically be converted to hours. Note that only one of **AccrueDays** or **AccrueHours** needs to be specified. If both are specified, the **AccrueHours** value will be used.
AccrueHours	Numeric	N/A	Yes, if `AccrueType` specified	N/A	New amount of time, in hours, to add to the balance at the specified interval. If the **System Preferences** are configured to display time off in days, this value will automatically be converted to days. Note that only one of **AccrueDays** or **AccrueHours** needs to be specified. If both are specified, the **AccrueHours** value will be used.
AccrueProrated	Boolean	N/A	No	Enabled (`Yes`)	Enter `Yes` to accrue time off on a prorated basis, based on what proportion of the preceding accrual period was worked. Enter `No` for no prorating to occur. Refer to the Web TimeSheet online help for more information on accrual prorating.
ResetType	Set	N/A	No	`No Reset`	New interval at which the balance for this time off type will be reset. Enter one of the values listed in *Table 2* on page 45.
ResetDate	Set	N/A	Yes, if `ResetType` specified	N/A	New days on which to reset the balance. Enter one of the values listed in *Table 3* on page 45, depending on the reset type selected.
IsResetCarryUpTo	Boolean	N/A	No	`No`	Enter `Yes` to carry over the existing balance up to the reset specified, enter `No` to enter a specific reset value.
ResetDays	Numeric	N/A	Yes, if `ResetType` specified	N/A	New amount of time, in days, to reset the balance to at the specified interval. If the **System Preferences** are configured to display time off in hours, this value will automatically be converted to hours. Note that only one of **ResetDays** or **ResetHours** needs to be specified. If both are specified, the **ResetHours** value will be used.
ResetHours	Numeric	N/A	Yes, if `ResetType` specified	N/A	New amount of time, in hours, to reset the balance to at the specified interval. If the **System Preferences** are configured to track time off in days, this value will automatically be converted to days. Note that only one of **ResetDays** or **ResetHours** needs to be specified. If both are specified, the **ResetHours** value will be used.

Field Name	Type	Size	Required	Default Value if not Specified	Description
MaximumBalanceHours	Numeric	N/A	No	No maximum	New maximum balance a user can carry for this time off type while this policy is in effect. Days accrued beyond this value are lost. If the Entered In field for the system-level time off type is set to Days, this value will automatically be converted to days. Note that only one of MaximumBalanceDays or MaximumBalanceHours needs to be specified. If both are specified, the MaximumBalanceHours value will be used.[c]
MaximumBalanceDays	Numeric	N/A	No	No maximum	New maximum balance a user can carry for this time off type while this policy is in effect. Days accrued beyond this value are lost. If the Entered In field for the system-level time off type is set to Days, this value will automatically be converted to days. Note that only one of MaximumBalanceDays or MaximumBalanceHours needs to be specified. If both are specified, the MaximumBalanceHours value will be used.[c]
MaximumOverdrawHours	Numeric	N/A	No	No maximum	New maximum number of hours by which the balance can be overdrawn. If the **Entered In** field for the system-level **time off type is** set to **Days**,this value will automatically be converted to days. Note that only one of **MaximumOverdrawDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumOverdrawHours** value will be used.[c]
MaximumOverdrawDays	Numeric	N/A	No	No maximum	The maximum number of days by which the balance can be overdrawn. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. Note that only one of **MaximumOverdrawDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumOverdrawHours** value will be used.[c]

Example

```
#ANNIVERSARYACCRUALUPD,TimeOffName,EffectiveDateOffset,EffectiveDateUnit,BalanceSetTo,AccrueType,AccrueDate,AccrueDays,
AccrueProrated,ResetType,ResetDate,ResetHours,MaximumOverdrawHours
Vacation,0,Years,0,Yearly,Anniversary,15,Yes,,,,9
Vacation,1,Years,0,Yearly,Anniversary,20,No,Yearly,May 31,0,9
Vacation,3,Years,0,Yearly,Anniversary,25,No,Yearly,May 31,0,9
```

Deleting Anniversary Time Off Policy Settings — #ANNIVERSARYACCRUALDEL

To delete settings for a set of default policies based on anniversaries of the user's start date, use the `#ANNIVERSARYACCRUALDEL` command followed by the fields in the table below.

For information on deleting a time off type, refer to *Deleting a Time Off Type — #TIMEOFFCODEDEL* on page 39.

Field Name	Type	Size	Required	Default Value if not Specified	Description
TimeOffName	Text	255	Yes	N/A	Name of the time off type to delete
EffectiveDateOffset	Integer	N/A	Yes	N/A	Specify the effective date of the policy you wish to delete by entering the amount of time from the user's start date to the effective date. For example, enter 0 to use user's start date as the effective date, and enter 1 to make the effective date 1 year, month or day (depending on the `EffectiveDateUnit` you enter) from the user's start date.

Field Name	Type	Size	Required	Default Value if not Specified	Description
EffectiveDateUnit	Set	N/A	Yes	N/A	Specify the units for the `EffectiveDateOffset`, either *days*, *months* or *years*.

Example

```
#ANNIVERSARYACCRUALDEL,TimeOffName,EffectiveDateOfSet,EffectiveDateUnit
Earned Vacation,0,days
```

Table 1: Time Off Tracking Options

Valid Values	Description
Days Remaining	Calendar, bookings, and timesheets will show the amount of time remaining under the time off type. Note that this option is used regardless of whether the Web TimeSheet **System Preferences** are set to display time off in days or hours. If time off is tracked in hours and `Days Remaining` is entered in the import file, the `Hours Remaining` option will be selected in Web TimeSheet.
Days Taken	Calendar, bookings, and timesheets will show the amount of time taken under the time off type. Note that this option is used regardless of whether the Web TimeSheet **System Preferences** are set to track time off in days or hours. If time off is tracked in hours and `Days Taken` is entered in the import file, the `Hours Taken` option will be selected in Web TimeSheet.
Do not track in Timesheet	Calendar, bookings, and timesheets will not show any information about the time remaining or taken against the time off type.

Table 2: Accrual Type Options

Valid Values	Description
No Accrue	Time will not be added to the balance for this time off type.
Weekly	Time will be added to the balance on a weekly basis on the day specified in the **AccrueDate** field. The amount to add is specified in the **AccrueDays** or **AccrueHours** field.
Bi-weekly	Time will be added to the balance every two weeks on the days specified in the **AccrueDate** field. The amount to add is specified in the **AccrueDays** or **AccrueHours** field.
Semi-Monthly	Time will be added to the balance twice a month on the days specified in the **AccrueDate** field. The amount to add is specified in the **AccrueDays** or **AccrueHours** field.
Monthly	Time will be added to the balance once a month on the day specified in the **AccrueDate** field. The amount to add is specified in the **AccrueDays** or **AccrueHours** field.
Semi-Annually	Time will be added to the balance twice a year on the days specified in the **AccrueDate** field. The amount to add is specified in the **AccrueDays** or **AccrueHours** field.
Yearly	Time will be added to the balance once a year on the day specified in the **AccrueDate** field. The amount to add is specified in the **AccrueDays** or **AccrueHours** field.

Table 3: Accrual and Reset Date Options

Accrual or Reset Type	Valid AccrualDate or ResetDate Values
No Accrue or No Reset	No value required
Weekly	One of the following: • Sunday • Monday • Tuesday • Wednesday • Thursday • Friday • Saturday

Table 3: Accrual and Reset Date Options

Accrual or Reset Type	Valid AccrualDate or ResetDate Values
Semi-Monthly	One of the following: • 1&16 • 2&17 • 3&18 • 4&19 • 5&20 • 6&21 • 7&22 • 8&23 • 9&24 • 10&25 • 11&26 • 12&27 • 13&28 • 14&29 • 15&Last
Monthly	A day of the month from `1` to `31` , or `Anniversary`[a]
Semi-Annually	One of the following: • January, July dd • February, August dd • March, September dd • April, October dd • May, November dd • June, December dd where dd is the ordinal day of the two months the accrual is to take place, any day from `1st` to `31st, or Anniversary`[a]. For example, to accrue time on March 15th and September 15th, enter `"March, September 15th"`. For this accrual type, be sure to specify the day in ordinal format; for example, enter `2nd` instead of `2`. Additionally, as the value has a comma in it, surround the value in quotes if you are creating the import file using a text editor.
Yearly	A day of the year in the format `month dd`, such as `January 1.` Enter `Anniversary` to use the anniversary of the user's start date.

a. Enter `Anniversary` to specify the anniversary of the user's start date. For example, if the user's start date is May 3, the accrual or reset will occur on the 3rd day of the appropriate month. This option is available only when adding or editing a set of policies based on users' anniversaries, using the following commands: *Adding Anniversary Time Off Policy Settings — #ANNIVERSARYACCRUALADD* on page 39 or *Editing Anniversary Time Off Policy Settings — #ANNIVERSARYACCRUALUPD* on page 41.

Permissions

The commands that follow allow you to add, edit, or delete permission profiles in Web TimeSheet. Once added, permissions can be assigned to users to provide them access to Web TimeSheet's features, as detailed in *User Basics* on page 66. In the Project & Billing Edition, permissions are split into two types based on whether the permission can be assigned to standard users or to external users.

Adding a Permission Profile — #PERMISSIONADD

To add a permission profile that can be assigned to users, use the `#PERMISSIONADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
PermissionName	Text	50	Yes	N/A	Name of the permission profile to add
PermissionDescription	Text	255	No	Empty	Description for the permission profile
IsExternalUser	Boolean	N/A	No	Permission profile is for standard users	Enter `No` if the permission profile is to be available for standard users or `Yes` if it applies to external users. Applies to the Project & Billing Edition only.
ActionType	Set	N/A	Yes	N/A	Category under which the action to enable is listed. Enter one of the values listed in *Table 4* on page 50.
AddAction[a]	Set	N/A	Yes	N/A	Name of the action to enable within the permission. Enter one of the actions listed in *Table 4* on page 50. The action must be listed under the category specified in the **ActionType** field. If the permission is being created for external users, the action must be applicable to external user permissions, as shown in *Table 4*.
PermissionStatus	Boolean	N/A	No	Enabled	Enter `No` to enable the permission profile or `Yes` to disable the permission profile

a. This field can be listed multiple times to assign additional actions within the category. In the command line, the field name must be repeated for each value to be assigned. For example, to assign three `Administration` actions to the user, enter the following in the import file:

```
...AddAction,AddAction,AddAction...
...AddHolidays,AddEmployeeTypes,AddThemes...
```

Note that you can only enable actions within one category when adding a permission profile. To enable actions within other categories, use the `#PERMISSIONUPD` command on page 48.

Example

```
#PERMISSIONADD,PermissionName,ActionType,AddAction,AddAction,AddAction
Finance Manager,Administration,AddCurrencies,EditCurrencies,DeleteCurrencies
```

Editing a Permission Profile — #PERMISSIONUPD

To modify a permission profile, use the `#PERMISSIONUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
PermissionName	Text	50	Yes	N/A	Name of the permission profile to edit
PermissionNameModify	Text	50	No	No change	New name of the permission profile
PermissionDescription	Text	255	No	No change	New description for the permission profile
ActionType	Set	N/A	Yes, if adding or removing actions	N/A	Category under which the action to enable or disable is listed. Enter one of the values listed in *Table 4* on page 50.
AddAction[a]	Set	N/A	No	No change	Name of the action to enable within the permission. Enter one of the actions listed in *Table 4* on page 50. The action must be listed under the category specified in the **ActionType** field. If the permission is for external users, the action must be applicable to external user permissions, as shown in *Table 4*.
RemoveAction[a]	Set	N/A	No	No change	Name of the action to disable within the permission. Enter one of the actions listed in *Table 4* on page 50. The action must be listed under the category specified in the **ActionType** field and must be currently enabled within the permission profile.
PermissionStatus	Boolean	N/A	No	No change	Enter `No` to enable the permission profile or `Yes` to disable the permission profile

a. This field can be listed multiple times to assign additional actions within the category. In the command line, the field name must be repeated for each value to be assigned. For example, to assign three `Administration` actions to the user, enter the following in the import file:

```
...AddAction,AddAction,AddAction...
...AddHolidays,AddEmployeeTypes,AddThemes...
```

Example

```
#PERMISSIONUPD,PermissionName,ActionType,AddAction,AddAction,RemoveAction
Finance Manager,Administration,,,DeleteCurrencies
Finance Manager,Projects,EditAllProjectExpenses,EditRoles
```

Deleting a Permission Profile — #PERMISSIONDEL

To delete a permission profile, use the `#PERMISSIONDEL` command followed by the fields in the table below.

A permission profile can only be deleted if it is not assigned to any users.

Field Name	Type	Size	Required	Default Value if not Specified	Description
PermissionName	Text	50	Yes	N/A	Name of the permission profile to delete

Example

```
#PERMISSIONDEL,PermissionName
Finance Manager
```

Table 4: Permission Action Type and Action Options[a b]

Valid ActionType Values	Name of Action in Web TimeSheet		Valid Action Value to Specify in Import	Edition/Module it Applies To	Applies to External User Permissions[c]
SYSTEM ACTIONS					
Administration	Set Up Timesheet Periods		SetUpTimesheetPeriods	Either edition	No
	Send Broadcast Messages		SendBroadcast		
	Add/Edit Disclaimers		ModifyDisclaimers		
	Mark Expenses as Paid		MarkExpensesAsPaid	Expenses	
	Mark Expenses as Not Paid		MarkExpensesAsNotPaid		
	Modify Preferences		ModifyPreferences	Either edition	
	Override Validation on Historical Timesheets (Submit)		ValidationOverrideSubmit	Time & Attendance	
	Override Validation on Historical Timesheets (Approve)		ValidationOverrideAdminApprove		
	Historical Time Off	Submit	TimeOffRequestHistorySubmit	Time & Attendance	
		Approve	TimeOffRequestHistoryApprove		
		Reject	TimeOffRequestHistoryReject		
		Edit	TimeOffRequestHistoryEdit		
		Delete	TimeOffRequestHistoryDelete		
	Historical Timesheets	Submit	TimesheetSubmit	Either edition	
		Reopen	TimesheetReopen		
		Approve	TimesheetApprove		
		Reject	TimesheetReject		
		Edit	AdminEditTimesheet		
		Delete	TimesheetDelete		
		Offline	TimesheetOffline		
	Historical Expenses	Submit	UseSubmitExpense	Expenses	
		Reopen	UseReopenExpense		
		Approve	UseApproveExpense		
		Reject	ExpensesReject		
		Edit	AdminEditExpense		
		Delete	UseDeleteExpense		
	Activities	View	ViewActivities	Either edition	
		Edit	EditActivities		
		Add	AddActivities		
		Delete	DeleteActivities		
	Approval Paths	View	ViewApprovalPaths	Either edition	
		Edit	EditApprovalPaths		
		Add	AddApprovalPaths		
		Delete	DeleteApprovalPaths		
	Approver Types	View	ViewApproverTypes	Either edition	
		Edit	EditApproverTypes		
		Add	AddApproverTypes		
		Delete	DeleteApproverTypes		

Table 4: Permission Action Type and Action Options[a b]

Valid ActionType Values	Name of Action in Web TimeSheet		Valid Action Value to Specify in Import	Edition/Module it Applies To	Applies to External User Permissions[c]
Administration	Business Rules	View	ViewBusinessRules	Time & Attendance	No
		Edit	EditBusinessRules		
		Add	AddBusinessRules		
		Delete	DeleteBusinessRules		
	Currencies	View	ViewCurrencies	Either edition	
		Edit	EditCurrencies		
		Add	AddCurrencies		
		Delete	DeleteCurrencies		
	Departments	View	ViewDepartments	Either edition	
		Edit	EditDepartments		
		Add	AddDepartments		
		Delete	DeleteDepartments		
	E-mail Notifications	View	ViewEmailNotifications	Either edition	
		Edit	EditEmailNotifications		
	Employee Types	View	ViewEmployeeTypes	Either edition	
		Edit	EditEmployeeTypes		
		Add	AddEmployeeTypes		
		Delete	DeleteEmployeeTypes		
	Expense Codes	View	ViewExpenseCodes	Expenses	
		Edit	EditExpenseCodes		
		Add	AddExpenseCodes		
		Delete	DeleteExpenseCodes		
	Holidays	View	ViewHolidays	Either edition	
		Edit	EditHolidays		
		Add	AddHolidays		
		Delete	DeleteHolidays		
	Pay Codes	View	ViewPayCodes	Time & Attendance	
		Edit	EditPayCodes		
		Add	AddPayCodes		
		Delete	DeletePayCodes		
	Payment Methods	View	ViewPaymentMethods	Expenses	
		Edit	EditPaymentMethods		
		Add	AddPaymentMethods		
		Delete	DeletePaymentMethods		
	Permissions	View	ViewPermissions	Either edition	
		Edit	EditPermissions		
		Add	AddPermissions		
		Delete	DeletePermissions		

Table 4: Permission Action Type and Action Options[a b]

Valid ActionType Values	Name of Action in Web TimeSheet		Valid Action Value to Specify in Import	Edition/Module it Applies To	Applies to External User Permissions[c]
Administration	System/License Info	View	ViewSystemLicenseInfo	Either edition	No
		Edit	EditSystemLicenseInfo		
		Add	AddSystemLicenseInfo		
		Delete	DeleteSystemLicenseInfo		
	Tax Codes	View	ViewTaxCodes	Expenses	
		Edit	EditTaxCodes		
		Add	AddTaxCodes		
		Delete	DeleteTaxCodes		
	Themes and Custom Logos	View	ViewThemes	Either edition	
		Edit	EditThemes		
		Add	AddThemes		
		Delete	DeleteThemes		
	Time Off Types	View	ViewTimeOffCodes	Time & Attendance	
		Edit	EditTimeOffCodes		
		Add	AddTimeOffCodes		
		Delete	DeleteTimeOffCodes		
	User Defined Fields	View	ViewUserDefinedFields	Either edition	
		Edit	EditUserDefinedFields		
		Delete	DeleteUserDefinedFields		
	Users	View	ViewUsers	Either edition	
		Edit	EditUsers		
		Add	AddUsers		
		Delete	DeleteUsers		
	Users - Business Rules	View	ViewUserBusinessRules	Time & Attendance	
		Edit	EditUserBusinessRules		
	Users - Access Rights	View	ViewUsersAccessRights	Either edition	
		Edit	EditUsersAccessRights		
	Users - Activities	View	ViewUsersActivities	Either edition	
		Edit	EditUsersActivities		
	Users - Advanced Settings	View	ViewUsersAdvancedSettings	Either edition	
		Edit	EditUsersAdvancedSettings		
	Users - Approval Paths	View	ViewUserApprovalPaths	Either edition	
		Edit	EditUserApprovalPaths		
	Users - Default Billing Rate	View	ViewUserDefaultBillingRate	Project & Billing	
		Edit	EditUserDefaultBillingRate		
	Users - Departments	View	ViewUsersDepartments	Either edition	
		Edit	EditUsersDepartments		
		Add	AddUsersDepartments		
	Users - E-mail Notifications	View	ViewUsersEmailNotifications	Either edition	
		Edit	EditUsersEmailNotifications		

Table 4: Permission Action Type and Action Options[a b]

Valid ActionType Values	Name of Action in Web TimeSheet		Valid Action Value to Specify in Import	Edition/Module it Applies To	Applies to External User Permissions[c]
Administration	Users - Hourly Cost	View	ViewUserHourlyCost	Project & Billing	No
		Edit	EditUserHourlyCost		
	Users - Hourly Payroll	View	ViewUserHourlyPayroll	Time & Attendance	
		Edit	EditUserHourlyPayroll		
	Users - Login	View	ViewUsersLogin	Either edition	
		Edit	EditUsersLogin		
		Add	AddUsersLogin		
	Users - Seat Assignments	View	ViewUserSeatAssignment	Either edition	
		Edit	EditUserSeatAssignment		
	Users - Time Off Settings	View	ViewUsersTimeOffSettings	Time & Attendance	
		Edit	EditUsersTimeOffSettings		
Projects	Client/External Approver		Client	Project & Billing	Yes
	Project Leader		ProjectLeader		No
	Add/Delete Project Notes		JournalMenu		
	Productivity		ProMax		
	Edit User Productivity		ProMaxEditUserProductivity		
	Productivity Preferences		ProMaxPreferences		
	Edit Productivity Data Generation Settings		EditDashboards		
	View Company Productivity		ProMaxCompanyProductivity		
	View Department Productivity		ProMaxGroupsProductivity		
	View User Productivity		ProMaxIndividualsProductivity		
	Clients	View	ViewClients	Project & Billing	
		Edit	EditClients		
		Add	AddClients		
		Delete	DeleteClients		
	Roles	View	ViewRoles	Project & Billing	
		Edit	EditRoles		
		Add	AddRoles		
		Delete	DeleteRoles		
	All Projects	View	ViewAllProjects	Project & Billing	Yes
		Delete	DeleteAllProjects		No
	All Projects - Assignments/Team	View	ViewAllProjectAssignments		Yes
		Edit	EditAllProjectAssignments		No
	All Projects - Departments	Edit	EditAllProjectDepartments		No
	All Projects - Expenses	View	ViewAllProjectExpenses	Project & Billing + Expenses	
		Edit	EditAllProjectExpenses		
	All Projects - Project Information	View	ViewAllProjectInformation	Project & Billing	
		Edit	EditAllProjectInformation		
	All Projects - Rates	View	ViewAllProjectRates		
		Edit	EditAllProjectRates		

Table 4: Permission Action Type and Action Options[a b]

Valid ActionType Values	Name of Action in Web TimeSheet		Valid Action Value to Specify in Import	Edition/Module it Applies To	Applies to External User Permissions[c]
Projects	All Projects - Roles	Edit	EditAllProjectRoles	Project & Billing	No
	All Projects - Task Information	View	ViewAllProjectTasks		
		Edit	EditAllProjectTasks		
	Project Leader's Projects	View	ViewProjects		
		Add	AddProjects		
		Delete	DeleteProjects		
	Project Leader's Projects - Assignments/Team	View	ViewProjectAssignments		
		Edit	EditProjectAssignments		
	Project Leader's Projects - Departments	Edit	EditProjectDepartments		
	Project Leader's Projects - Expenses	View	View Project Expenses	Project & Billing + Expenses	
		Edit	EditProjectExpenses		
	Project Leader's Projects - Project Information	View	ViewProjectInformation	Project & Billing	
		Edit	EditProjectInformation		
	Project Leader's Projects - Rates	View	ViewProjectRates		
		Edit	EditProjectRates		
	Project Leader's Projects - Roles	Edit	EditProjectRoles		
	Project Leader's Projects - Task Information	View	ViewProjectTasks		
		Edit	EditProjectTasks		
Timesheet	Use Timesheet	Standard or In-Out	*Enable the* ClassicTimesheet *and* InOutTimesheet *actions*	Either edition	No
		Standard	ClassicTimesheet		
		In-Out	InOutTimesheet		
		Locked In-Out[d]	LockedInOutTimesheet		
	Allow time to be entered (if using Time & Attendance only)		NonProjectTimesheet	Time & Attendance	
	Allow time to be entered (if using Project & Billing only)		ProjectTimesheet	Project & Billing	
	Allow time to be entered (if using both editions)	<Both>	*Enable the* NonProjectTimesheet *and* ProjectTimesheet *actions*	Time & Attendance + Project & Billing	
		Without requiring...	NonProjectTimesheet		
		Against projects	ProjectTimesheet		
	Enter time against time off types not requiring booking		TimeOffTimesheet	Time & Attendance	
	Unsubmit timesheet		UnsubmitTimesheet	Either edition	
	Allow reopen of timesheet after approval		ReopenTimesheet		
	View/select billing options for projects/tasks		BillingTimesheet	Project & Billing	
	Allow overlapping time for In-Out timesheet		OverlappingTime	Either edition	
	Allow copying from previous timesheets		AllowCopyPreviousTime		
	Show task progress in timesheet		TimesheetTaskProgress	Project & Billing	
	Allow blank timesheet comments		AllowBlankTimesheetComments	Either edition	
	Allow blank resubmission comments		AllowBlankResubmitComment		
	Show Summary of Time by Pay Code		TimesheetHoursSummary	Time & Attendance	

Table 4: Permission Action Type and Action Options[a] [b]

Valid ActionType Values	Name of Action in Web TimeSheet		Valid Action Value to Specify in Import	Edition/Module it Applies To	Applies to External User Permissions[c]
Timesheet	Timesheet Hours User Defined Field #1		TimesheetEntryUDF1	Either edition	No
	Timesheet Hours User Defined Field #2		TimesheetEntryUDF2		
	Timesheet Hours User Defined Field #3		TimesheetEntryUDF3		
	Timesheet Hours User Defined Field #4		TimesheetEntryUDF4		
	Timesheet Hours User Defined Field #5		TimesheetEntryUDF5		
	Timesheet Row User Defined Field #1		TaskTimesheetUDF1		
	Timesheet Row User Defined Field #2		TaskTimesheetUDF2		
	Timesheet Row User Defined Field #3		TaskTimesheetUDF3		
	Timesheet Row User Defined Field #4		TaskTimesheetUDF4		
	Timesheet Row User Defined Field #5		TaskTimesheetUDF5		
	Timesheet User Defined Field #1		ReportPeriodUDF1		
	Timesheet User Defined Field #2		ReportPeriodUDF2		
	Timesheet User Defined Field #3		ReportPeriodUDF3		
	Timesheet User Defined Field #4		ReportPeriodUDF4		
	Timesheet User Defined Field #5		ReportPeriodUDF5		
	Holiday Calendar		ListStatHolidays		
	Allow entry of arbitrary e-mail address for Offline TimeSheet		UseArbitraryEmail		
	Use the Stopwatch		TimesheetStopwatch		
	Show Activities in Timesheet		TimesheetDisplayActivities		
Timecard	Use Timecard		UseTimecard	Time & Attendance	No
	Use Timecard Dashboard		UseTimecardDashboard		
	Timecard Admin	View	TimecardAdminView		
		Edit	TimecardAdminEdit		
		Add	TimecardAdminAdd		
		Delete	TimecardAdminDelete		
TimeOff	View calendar		ViewCalendar	Time & Attendance	No
	View calendar - Display other user's approved bookings		DisplayOthersBookings		
	View calendar - Allow export to Outlook		OutlookExport		
	View calendar - Allow use of iCal feed		iCalFeed		
	Submit time off bookings		TimeOffBookingUser		
	Edit/delete future time off bookings		EditFutureTimeOffBookingUser		
	Time Off User Defined Field #1		TimeOffUDF1		
	Time Off User Defined Field #2		TimeOffUDF2		
	Time Off User Defined Field #3		TimeOffUDF3		
	Time Off User Defined Field #4		TimeOffUDF4		
	Time Off User Defined Field #5		TimeOffUDF5		

Table 4: Permission Action Type and Action Options[a] [b]

Valid ActionType Values	Name of Action in Web TimeSheet		Valid Action Value to Specify in Import	Edition/Module it Applies To	Applies to External User Permissions[c]
Expenses	Enter Expenses (if not using Project & Billing)		NonProjectExpense	Expenses	No
	Enter Expenses (if using Project & Billing)	<Both>	*Enable the* NonProjectExpense *and* ProjectExpense *actions*	Project & Billing + Expenses	
		Not Project Specific	NonProjectExpense		
		Project Specific	ProjectExpense		
	Override exchange rates		OverrideExchangeRate	Expenses	
	Override amount for rated expenses		OverrideRatedExpenseAmount		
	Unsubmit expense sheet		UnsubmitExpense		
	Allow entry of arbitrary e-mail address for Offline Expense		UseArbitraryEmailExp		

Table 4: Permission Action Type and Action Options[a b]

Valid ActionType Values	Name of Action in Web TimeSheet		Valid Action Value to Specify in Import	Edition/Module it Applies To	Applies to External User Permissions[c]
Approvals	Supervisor		Supervisor	Either edition	No
	Show task progress in timesheets awaiting approval		ApprovalTaskProgress	Project & Billing	Yes
	Allow blank rejection comments		ApproverAllowBlankRejectComment	Either edition	
	View timecards from timesheet		ApproverViewTimecards	Time & Attendance	
	Edit timecard entries from timesheet		ApproverEditTimecards		
	Timesheet - Time Information	Approve	ApproveTimesheetTask	Either edition	
		Edit	ApproverEditTimesheetTask		
		View All	ApproverViewAllTimesheetTask		
	Timesheet - Time Off	Approve	ApproveTimesheetTimeOff	Time & Attendance	
		Edit	ApproverEditTimesheetTimeOff		
		View All	ApproverViewAllTimesheetTimeOff		
	Expense	Approve	ApproveExpense	Expenses	
		Edit	ApproverEditExpense		
		View All	ApproverViewAllExpense		
	Time Off Booking	Approve	ApproveTimeOffBooking	Time & Attendance	
Integration	Can authorize integration application		IntegrationSetup	Either edition	No
	Billing Integration for QuickBooks		IntegrationQBI	Project & Billing	
	Integration Manager for Microsoft Project		IntegrationMSPI	Project & Billing	
	Integration Manager... - Integrate with Microsoft Project Standard/ Professional		IntegrationMSPIStdPro		
	Integration Manager... - Integrate with Microsoft Project Server		IntegrationMSPIServer		
	Integration Manager... - Override permissions to allow exporting of all data in Web TimeSheet		GeneralExport		
	Integration Manager... - Override permissions to allow importing of all data in Web TimeSheet		GeneralImport		
	Data Exports		DataExports	Either edition	
	Data Exports - Add Public Exports		AddPublicExport		
	Data Exports - Delete Public Exports		DeletePublicExport		
	Data Exports - Add/Delete Private Exports		AddDeletePrivateExport		
	Data Exports - Edit Export Settings		EditExportSettings		
	Data Exports - ADP Web Applications		FFFB0B18-7158-42F7-963C-7EFD64B6320E	Time & Attendance	
	Data Exports - ADP: PC/Payroll v5.1		BC1DE8E5-ADBE-4430-B269-5B57E16D31E8		
	Data Exports - Expense Raw Data Export		C28098B9-F3B6-4C39-9AA9-BED5488467B0	Expenses	
	Data Exports - Project Raw Data Export		F51E54D2-979D-400C-9A5C-DA15E1340011	Project & Billing	
	Data Exports - Timesheet Raw Data Export		ECDF4441-87F8-42D1-BFFD-06E4F39096A7	Either edition	

Table 4: Permission Action Type and Action Options[a] [b]

Valid ActionType Values	Name of Action in Web TimeSheet	Valid Action Value to Specify in Import	Edition/Module it Applies To	Applies to External User Permissions[c]
Integration	QuickBooks IIF Exports	QuickBooksExport	Time & Attendance	No
	QuickBooks IIF Exports - Expense Export to QuickBooks	Expense Export	Time & Attendance + Expenses	
	QuickBooks IIF Exports - Time Off Export to QuickBooks	Time Off Export	Time & Attendance	
	QuickBooks IIF Exports - Timesheet Export to QuickBooks	Timesheet Export		
Settings	Preferences	UserPreferences	Either edition	Yes
	Change internal e-mail address	ChangeEmail		
	Change external e-mail address	ChangeExternalEmail		No
	Change password	ChangePassword		Yes
	Substitute user	SelectSubstituteUser		
REPORTS ACTIONS[e]				
Reports	Can View All Report Data	CanViewAllReportData	Either edition	Yes
	Allow Entry of arbitrary e-mail address for reports	UseArbitraryEmailReport		
	Add/Delete Report Schedules	AddDeleteScheduledReports		
	Add Public Reports	AddPublicReport		No
	Delete Public Reports	DeletePublicReport		
	Add/Delete Private Reports	AddDeletePrivateReport		Yes
	Edit Report Settings	EditReportSettings		
	Show billable rates and amounts	ReportsShowProjectBillingData	Time & Attendance	
	Show billable hours	ReportsShowBillableHours	Project & Billing	
	Show project cost data	ReportsShowProjectCostData		No
	Show payroll data	ReportsShowPayrollData		

a. The available permission actions depend on the features enabled and the licenses entered in Web TimeSheet.
b. For actions with **View**, **Edit**, **Add**, and **Delete** options, if you enable the **Edit**, **Add**, or **Delete** option, the **View** option will be automatically enabled.
c. External user permissions are only available in the Project & Billing Edition.
d. This *LockedInOutTimesheet* action cannot be used with the *TimesheetStopwatch*, *AllowCopyPrevious*, and *OverlappingTime* actions. If you try to import *LockedInOutTimesheet* with one or more of those three actions, only the *LockedInOutTimesheet* action will be enabled.
e. For additional report permission action values, contact Replicon Customer Support.

Currencies

The commands that follow can be used to add, edit, or delete currencies. Additional commands are provided to create an exchange rate history for the currencies.

Adding a Currency — #CURRENCYADD

To add a currency, use the `#CURRENCYADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
CurrencyName	Text	50	Yes	N/A	Name of the currency to add
CurrencySymbol	Text	16	Yes	N/A	Symbol to display for the currency
CurrencyExchangeRate	Numeric	N/A	Yes	N/A	Exchange rate for the currency, following the formula: `BC = ER * CUR` where: `BC` = 1 unit of the `Base Currency` defined in Web TimeSheet `ER` = Exchange rate `CUR` = 1 unit of the currency being added
IsCurrencyDisabled	Boolean	N/A	No	Enabled	Enter `No` to enable the currency or `Yes` to disable the currency

Example

```
#CURRENCYADD,CurrencyName,CurrencySymbol,CurrencyExchangeRate
South African Rand,ZAR,7.055
```

Editing a Currency — #CURRENCYUPD

To edit a currency, use the `#CURRENCYUPD` command followed by the fields in the table below.

Each currency defined in Web TimeSheet has a default exchange rate, which does not have an effective date associated with it. Additional exchange rates can be added with effective dates to create an exchange rate history. The `#CURRENCYUPD` command allows you to update the existing default exchange rate. To add a new exchange rate to the history, see *Adding an Exchange Rate to a Currency — #EXCHANGERATEADD* on page 61.

Field Name	Type	Size	Required	Default Value if not Specified	Description
CurrencyName	Text	50	Yes	N/A	Name of the currency to edit. Must match the **Name** of an existing currency.
CurrencySymbol	Text	16	Yes	N/A	Current symbol for the currency to edit. Must match the **Symbol** of the currency specified in **CurrencyName**.
CurrencySymbolModfiy	Text	16	No	No change	New symbol to display for the currency
CurrencyExchangeRate	Numeric	N/A	Yes	No change	New exchange rate for the currency, following the formula: `BC = ER * CUR` where: `BC` = 1 unit of the `Base Currency` defined in Web TimeSheet `ER` = Exchange rate `CUR` = 1 unit of the currency being added
IsCurrencyDisabled	Boolean	N/A	No	No change	Enter `No` to enable the currency or `Yes` to disable the currency

Example

```
#CURRENCYUPD,CurrencyName,CurrencySymbol,CurrencyExchangeRate
South African Rand,ZAR,7.057
```

Adding an Exchange Rate to a Currency — #EXCHANGERATEADD

To add an exchange rate to an existing currency, use the `#EXCHANGERATEADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
CurrencyName	Text	50	Yes	N/A	Name of the currency to add the exchange rate to. Must match the **Name** of an existing currency.
CurrencySymbol	Text	16	Yes	N/A	Symbol for the currency to add the exchange rate to. Must match the **Symbol** of the currency specified in **CurrencyName**.
CurrencyExchangeRate	Numeric	N/A	Yes	N/A	Exchange rate to add to the currency, following the formula: `BC = ER * CUR` where: `BC` = 1 unit of the `Base Currency` defined in Web TimeSheet `ER` = Exchange rate `CUR` = 1 unit of the currency being added
ExchangeRateEffectiveDate	Date	N/A	Yes	N/A	Effective date for the exchange rate

Example

```
#EXCHANGERATEADD,CurrencyName,CurrencySymbol,CurrencyExchangeRate,ExchangeRateEffectiveDate
South African Rand,ZAR,7.072,12/01/2007
```

Editing an Exchange Rate for a Currency — #EXCHANGERATEUPD

To edit the rate for an existing entry in the exchange rate history, use the `#EXCHANGERATEUPD` command followed by the fields in the table below.

To change the exchange rate for a date other than an effective date already in the rate history, use the `#EXCHANGERATEADD` command.

Field Name	Type	Size	Required	Default Value if not Specified	Description
CurrencyName	Text	50	Yes	N/A	Name of the currency for which to edit the exchange rate. Must match the **Name** of an existing currency.
CurrencySymbol	Text	16	Yes	N/A	Symbol for the currency for which to edit the exchange rate. Must match the **Symbol** of the currency specified in **CurrencyName**.
CurrencyExchangeRate	Numeric	N/A	Yes	N/A	New exchange rate for the existing effective date, following the formula: `BC = ER * CUR` where: `BC` = 1 unit of the `Base Currency` defined in Web TimeSheet `ER` = Exchange rate `CUR` = 1 unit of the currency being added
ExchangeRateEffectiveDate	Date	N/A	Yes	N/A	Effective date for the exchange rate being modified. Must match the **Effective Date** of an existing exchange rate for the currency.

Example

```
#EXCHANGERATEUPD,CurrencyName,CurrencySymbol,CurrencyExchangeRate,ExchangeRateEffectiveDate
South African Rand,ZAR,7.079,12/01/2007
```

Deleting Exchange Rates from a Currency — #EXCHANGERATEDEL

To delete all exchange rates other than the default from a currency's rate history, use the `#EXCHANGERATEDEL` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
CurrencyName	Text	50	Yes	N/A	Name of the currency to delete the exchange rates from. Must match the **Name** of an existing currency.
CurrencySymbol	Text	16	Yes	N/A	Symbol for the currency to delete the exchanges rate from. Must match the **Symbol** of the currency specified in **CurrencyName**.

Example

```
#EXCHANGERATEDEL,CurrencyName,CurrencySymbol
South African Rand,ZAR
```

Deleting a Currency — #CURRENCYDEL

To delete a currency, use the `#CURRENCYDEL` command followed by the fields in the table below.

A currency can only deleted if it is not used on any expense sheets or within any projects.

Field Name	Type	Size	Required	Default Value if not Specified	Description
CurrencyName	Text	50	Yes	N/A	Name of the currency to delete. Must match the **Name** of an existing currency.
CurrencySymbol	Text	16	Yes	N/A	Symbol for the currency to delete. Must match the **Symbol** of the currency specified in **CurrencyName**.

Example

```
#CURRENCYDEL,CurrencyName,CurrencySymbol
South African Rand,ZAR
```

Activities

The commands that follow can be used to add, edit, or delete activities. Once you have created an activity, you can assign it to users, as detailed in *Assigning an Activity to a User — #USERACTIVITYADD* on page 85.

Activities must be enabled in the Web TimeSheet **System Preferences** in order to use these commands.

Adding an Activity — #ACTIVITYADD

To add an activity, use the `#ACTIVITYADD` command followed by the fields in the table below.

The **ActivityEnabled** field operates opposite of the status field for the majority of the other import commands. `Yes` indicates the activity is enabled.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ActivityName	Text	50	Yes	N/A	Name of the activity to add
ActivityCode	Text	50	No	Empty	Code for the activity
ActivityDescription	Text	255	No	Empty	Description for the activity
ActivityEnabled	Boolean	N/A	No	Enabled	Enter `Yes` to enable the activity or `No` to disable the activity

Example

```
#ACTIVITYADD,ActivityName,ActivityCode
Processing Invoices,INV
```

Editing an Activity — #ACTIVITYUPD

To edit an activity, use the `#ACTIVITYUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ActivityName	Text	50	Yes	N/A	Name of the activity to edit. Must match the **Name** of an existing activity.
ActivityNameModify	Text	50	No	No change	New name of the activity
ActivityCode	Text	50	No	No change	New code for the activity
ActivityDescription	Text	255	No	No change	New description for the activity
ActivityEnabled	Boolean	N/A	No	No change	Enter `Yes` to enable the activity or `No` to disable the activity

Example

```
#ACTIVITYUPD,ActivityName,ActivityDescription
Processing Invoices,Processing invoices for payment
```

Deleting an Activity — #ACTIVITYDEL

To delete an activity, use the `#ACTIVITYDEL` command followed by the fields in the table below.

An activity can only be deleted if is it not assigned to any users and time has not been entered against it.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ActivityName	Text	50	Yes	N/A	Name of the activity to delete. Must match the **Name** of an existing activity.

Example

```
#ACTIVITYDEL,ActivityName
Processing Invoices
```

User Basics

The commands that follow can be used to add, edit, or delete users and external users.

> Web TimeSheet Project & Billing Edition includes support for two types of users: **Users** and **External Users**. A **User** is typically created for each employee and can be provided full access to Web TimeSheet's features. A user is associated with one or more departments. An **External User**, on the other hand, is usually created when someone external to the organization requires limited access to Web TimeSheet. Each external user is associated with a client. For more information, see the *Web TimeSheet Help*.

Adding a User — #USERADD

To add a standard user, use the `#USERADD` command followed by the fields in the table below.

> In order to specify a supervisor for a user, that supervisor must already exist in Web TimeSheet, either through import or manual entry. As a result, it is recommended that you import users from the top of your organizational structure down.

Field Name	Type	Size	Required	Default Value if not Specified	Description
FirstName	Text	50	Yes	N/A	First name of the user
LastName	Text	50	Yes	N/A	Last name of the user
EmployeeID	Text	255	No	Empty	Employee ID of the user
Email	Text	255	No	Empty	Internal e-mail address of the user
LoginName	Text	255	Yes	N/A	Login name of the user. Must not duplicate an existing user's login name. If using Windows NT or Integrated Windows authentication, the user's Windows login name. If using Active Directory authentication, the user's userPrincipleName or sAMAccountName. If using SAML authentication, the user's SAML login name.
AuthenticationType	Set	N/A	Yes, if using Windows NT/Active Directory, or SAML authentication	Web TimeSheet authentication	Authentication method to assign to the user. One of the following values: • `WTS` for Web TimeSheet authentication, which uses a login name and password specific to Web TimeSheet • `WindowsNT` for Windows NT or Active Directory authentication (only valid if Windows NT/Active Directory login verification is enabled in the **System Preferences)** • `SAML` for SAML Authentication (only valid if SAML authentication is enabled in the **System Preferences)**
Password	Text	50	Yes, if using Web TimeSheet or Integrated Windows authentication	N/A	If using Web TimeSheet authentication, this field defines the initial password of the user. Note that the **Force password change on next login** option will be enabled for these users added via the import utility. If using Integrated Windows authentication, this field must be included to avoid an error - the value you enter does not define the user's password. In this case, enter any 'dummy' value, at least 6 characters long, in the **Password** field.

Field Name	Type	Size	Required	Default Value if not Specified	Description
Domain	Text	50	Yes, if using Windows NT/Active Directory authentica-tion	N/A	Domain name of the Windows NT or Active Directory server. Only applies if Windows NT or Active Directory authenticaton is being used by the user.
IsUserDisabled	Boolean	N/A	No	Login enabled	Enter `No` to enable login for the user or `Yes` to disable login for the user. If login is disabled, the user will not be able to access the system.
DeptNameLevel1	Text	255	Yes	N/A	Primary department of the user. To specify the department, you must specify the department's full path in the hierarchy from the highest department level to the level of the desired department. For more information, see *Specifying Departments* on page 20. To specify additional department assignments, see *User Details* on page 83.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
AddSeatAssignment[a]	Set	N/A	No	See *Table 5* on page 80	Seat to assign to the user. Enter one of the values listed in *Table 6* on page 80. Note that each user is assigned the default seat from *Table 5* on page 80, whether additional seats are assigned or not.
RemoveSeatAssignment[a]	Set	N/A	No	N/A	Seat to remove for the user. Enter one of the values listed in *Table 6* on page 80.
AddUserPermission[a]	Text	50	No	See *Table 5* on page 80	Permission to assign to the user. Must match the **Name** of an existing user permission. Note that each user is assigned the default permission from *Table 5* on page 80, whether additional permissions are assigned or not.
RemoveUserPermission[a]	Text	50	No	N/A	Permission to remove for the user. Must match the **Name** of an existing user permission currently assigned to the user.
SupervisorLoginName	Text	255	No	No supervisor	Supervisor of the user. Must match the **Login Name** of an existing user whose assigned permissions include the **Supervisor** option.
SupervisorStartDate	Date	N/A	No	No date	Date the supervisor assignment goes into effect
SupervisorEndDate	Date	N/A	No	No date	Date the supervisor assignment ends
EmployeeTypeName	Text	50	No	First employee type listed on the **Employee Types** page	Employee type to assign to the user. Must match the **Name** of an existing employee type.
TimesheetPeriodType	Set	N/A	No	`System`	The type of timesheet period that applies to the user. One of the following values: `System`, `Employee Type`, or `Department`.
StartDate	Date	N/A	No	Date user is imported	Start date of the user
EndDate	Date	N/A	No	No date	End date of the user

Field Name	Type	Size	Required	Default Value if not Specified	Description
CostHourlyRateCurrency	Text	50	No	`Base currency` selected in Web TimeSheet	Currency of the user's hourly cost. The value specified must match the **Symbol** of an existing currency. Applies to Project & Billing Edition users only.
CostHourlyRate	Numeric	N/A	No	0	Hourly cost for the user. Applies to Project & Billing Edition users only.
CostHourlyRateEffectiveDate	Date	N/A	No	Date of initial rate	Effective date of the specified hourly cost rate for the user. Applies to Project & Billing Edition users only.
PayrollHourlyRateCurrency	Text	50	No	`Base currency` selected in Web TimeSheet	Currency of the user's hourly payroll rate. The value specified must match the **Symbol** of an existing currency. Applies to Time & Attendance Edition users only.
PayrollHourlyRate	Numeric	N/A	No	0	Hourly payroll rate for the user. Applies to Time & Attendance Edition users only.
PayrollHourlyRateEffectiveDate	Date	N/A	No	Date of initial rate	Effective date of the specified hourly payroll rate for the user. Applies to Time & Attendance Edition users only.
DefaultBillingCurrency	Text	50	No	`Base currency` selected in Web TimeSheet	Currency of the user's default billing rate. The value specified must match the **Symbol** of an existing currency. Applies to Project & Billing Edition users when **Use billing information** is enabled in the **System Preferences**.
DefaultBillingRate	Numeric	N/A	No	None	Default billing rate for the user. Applies to Project & Billing Edition users when **Use billing information** is enabled in the **System Preferences**.
TimesheetApprovalPath	Text	255	No	Default timesheet approval path selected in Web TimeSheet	Approval path for the user's timesheets. Must match the **Approval Path Name** of an existing timesheet approval path in Web TimeSheet.
TimeOffRequestApprovalPath	Text	255	No	Default time off approval path selected in Web TimeSheet	Approval path for the user's time off bookings. Must match the **Approval Path Name** of an existing time off approval path in Web TimeSheet. Applies to Time & Attendance Edition users only.
ExpenseApprovalPath	Text	255	No	Default expense approval path selected in Web TimeSheet	Approval path for the user's expense sheets. Must match the **Approval Path Name** of an existing expense approval path in Web TimeSheet. Only applicable with a license for the **Expense** module.
UserInfoX	Text	255	No	Empty	Value to enter in User-type User Defined Field[b]. The X represents which User-type field the value should be entered against, from 1 to 50.
HoursPerDay	Numeric	N/A	No	**Default hours per day** defined in **System Preferences**	Standard hours worked per day by the user
HoursPerDayEffectiveDate	Date	N/A	No	No date	Date the hours per day comes into effect for the user
WorkWeek	Set	N/A	No	**Default work week for overtime** defined in **System Preferences**	User's work week, for overtime calculations. Enter one of the values listed in *Table 6* on page 80. Applies to Time & Attendance Edition users only.

Field Name	Type	Size	Required	Default Value if not Specified	Description
AddDayOff[a]	Set	N/A	No	**Default weekly days off** defined in **System Preferences**	Weekly day off to add for the user. Enter one of the days of the week, such as `Monday`.
RemoveDayOff[a]	Set	N/A	No	N/A	Weekly day off to remove for the user. Enter one of the days of the week, such as `Monday`.
HolidayCalendar	Text	50	No	No holiday calendar	Holiday calendar for the user. Must match the **Name** of an existing holiday calendar.
TimeZone	Text	N/A	No	**Default time zone** defined in **System Preferences**	User's time zone, Enter one of the values listed in *Table 9* on page 82.
OvertimeRuleName	Text	50	No	No rule	Overtime rule to apply to the user's timesheets. Must match the **Name** of an existing overtime rule. Applies to Time & Attendance Edition users only.
OvertimeRuleStartDate	Date	N/A	No	No date	Date the overtime rule comes into effect for the user. Applies to Time & Attendance Edition users only.
OvertimeRuleEndDate	Date	N/A	No	No date	Date the overtime rule is no longer in effect for the user. Applies to Time & Attendance Edition users only.
TimesheetValidationRuleName	Text	50	No	No rule	Validation rule to apply to the user's timesheets. Must match the **Name** of an existing validation rule. Applies to Time & Attendance Edition users only.
TimesheetValidationRuleStartDate	Date	N/A	No	No date	Date the validation rule comes into effect for the user. Applies to Time & Attendance Edition users only.
TimesheetValidationRuleEndDate	Date	N/A	No	No date	Date the validation rule is no longer in effect for the user. Applies to Time & Attendance Edition users only.
AddUserTimeOff	Text	50	No	All time off types enabled at the system level are enabled for the user	Time off type for which to specify an initial balance or change the time off policy from their default values for the user. Must match the **Name** of an existing time off type. (As all time off types enabled in the system are assigned to the user by default, this field is only required if settings are to be changed.)
AllowedDays	Numeric	N/A	No	0	Initial balance, in days, to allow the user under the time off type specified in **AddUserTimeOff**. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. If both **AllowedDays** and **AllowedHours** are specified, the **AllowedHours** value will be used.
AllowedHours	Numeric	N/A	No	0	Initial balance, in hours, to allow the user under the time off type specified in **AddUserTimeOff**. If the **Entered In** field for the system-level **time off type is** set to **Days**, this value will automatically be converted to days. If both **AllowedDays** and **AllowedHours** are specified, the **AllowedHours** value will be used.
AsOfDate	Date	N/A	Yes, if time off settings specified	N/A	Date on which the time off policy (initial balance, accrual settings, reset settings, maximum balance) comes into effect. If the date of import is specified, the default policy will be overwritten. Otherwise, a new policy will be added in addition to the default policy (the default policy will include the defaults for the time off type, effective the date of import).

Field Name	Type	Size	Required	Default Value if not Specified	Description
CarryOver	Set	N/A	No	*None* (i.e. balance will be set to specified *AllowedDays* or *AllowedHours*)	For time off type entered for **AddUserTimeOff**, specify one of the following: • **CarryOver** - to make the new policy's balance the value of the expiring policy's balance, to a maximum of the *AllowedDays* or *AllowedHours* value specified. If no *'Allowed'* values are specified, the carry over value defaults to 0. • **PreviousBalance** - to make the policy's balance the value of the expiring policy's balance. • **None** - to set the new policy's balance to the specified *AllowedDays* or *AllowedHours* value. If no '*Allowed'* values are specified, the balance will be set to 0.
AccrueType	Set	N/A	No	System-level default for the time off type	The interval at which time will be regularly added to the balance for time off type specified in **AddUserTimeOff**. Enter one of the values listed in *Table 2* on page 45.
AccrueDate	Set	N/A	Yes, if **Accrue-Type** specified	System-level default for the time off type	The days on which to add time to the balance. Enter one of the values listed in *Table 3* on page 45, depending on the accrual type selected.
AccrueDays	Numeric	N/A	Yes, if **Accrue-Type** specified	System-level default for the time off type	The amount of time, in days, to add to the balance at the specified interval. Il the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. Note that only one of **AccrueDays** or **AccrueHours** needs to be specified. If both are specified, the **AccrueHours** value will be used.[c]
AccrueHours	Numeric	N/A	Yes, if **Accrue-Type** specified	System-level default for the time off type	The amount of time, in hours, to add to the balance at the specified interval. If the **Entered In** field for the system-level **time off type is** set to **Days**, this value will automatically be converted to days. Note that only one of **AccrueDays** or **AccrueHours** needs to be specified. If both are specified, the **AccrueHours** value will be used.[c]
AccrueProrated	Boolean	N/A	No	Enabled (`Yes`)	Enter `Yes` to accrue time off on a prorated basis for this time off type, based on what proportion of the preceding accrual period was worked. Enter `No` for no prorating to occur. Refer to the Web TimeSheet online help for more information on accrual prorating.
ResetType	Set	N/A	No	System-level default for the time off type	The interval at which the balance for this time off type will be reset. Enter one of the values listed in *Table 2* on page 45.
ResetDate	Set	N/A	Yes, if **ResetType** specified	System-level default for the time off type	The days on which to reset the balance. Enter one of the values listed in *Table 3* on page 45, depending on the reset type selected.
ResetDays	Numeric	N/A	Yes, if **ResetType** specified	System-level default for the time off type	The amount of time, in days, to reset the balance to at the specified interval. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. Note that only one of **ResetDays** or **ResetHours** needs to be specified. If both are specified, the **ResetHours** value will be used.[c]

Field Name	Type	Size	Required	Default Value if not Specified	Description
ResetHours	Numeric	N/A	Yes, if **ResetType** specified	System-level default for the time off type	The amount of time, in hours, to reset the balance to at the specified interval. If the **Entered In** field for the system-level **time off type is** set to **Days**, this value will automatically be converted to days. Note that only one of **ResetDays** or **ResetHours** needs to be specified. If both are specified, the **ResetHours** value will be used.[c]
IsResetToMax	Boolean	N/A	No	Disabled (`No`)	Enter `No` to reset the balance to the specified ResetDays or ResetHours value. Enter `Yes` to make the reset balance the value of the existing, pre-reset balance, to a maximum of the ResetDays or ResetHours value specified.
MaximumBalanceDays	Numeric	N/A	No	No maximum	The limit on the balance, in days. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. Note that only one of **MaximumBalanceDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumBalanceHours** value will be used.[c]
MaximumBalanceHours	Numeric	N/A	No	No maximum	The limit on the balance, in hours. If the **Entered In** field for the system-level **time off type is** set to **Days**,this value will automatically be converted to days. Note that only one of **MaximumBalanceDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumBalanceHours** value will be used.[c]
MaximumOverdrawDays	Numeric	N/A	No	No maximum	The maximum number of days by which the balance can be overdrawn. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. Note that only one of **MaximumOverdrawDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumOverdrawHours** value will be used.[c]
MaximumOverdrawHours	Numeric	N/A	No	No maximum	The maximum number of hours by which the balance can be overdrawn. If the **Entered In** field for the system-level **time off type is** set to **Days**, this value will automatically be converted to days. Note that only one of **MaximumOverdrawDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumOverdrawHours** value will be used.[c]
RemoveUserTimeOff[a]	Text	50	No	All time off types enabled at the system level are enabled for the user	Time off type to disable for the user. Must match the **Name** of an existing time off type.
AddUserEmailNotification[a]	Set	N/A	No	See *Table 8* on page 81	E-mail notification to enable for the user. Enter one of the values listed in *Table 8* on page 81.
RemoveUserEmailNotification[a]	Set	N/A	No	See *Table 8* on page 81	E-mail notification to disable for the user. Enter one of the values listed in *Table 8* on page 81.

a. This field can be listed multiple times to assign or disable additional values for the user. In the command line, the field name must be repeated for each value to be assigned. For example, to assign three e-mail notifications to the user, enter the following in the import file:

```
...AddUserEmailNotification,AddUserEmailNotification,AddUserEmailNotification...
...Timesheet Due,Timesheet Overdue,Timesheet Waiting...
```

b. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

c. To change the amount to accrue or reset to from the default values, the full set of accrual or reset fields must be specified in the import. For example, to change the default accrual of 1.25 days on the 1st of every month to 1.5 days every month, enter the following in the import file:

```
...AddUserTimeOff,AllowedDays,AsOfDate,AccrueType,AccrueDate,AccrueDays...
...Sick,3,Jan 1 07,Monthly,1,1.5...
```

The update will not occur if **AccrueDays** is specified without **AccrueType** and **AccrueDate**.

Example

```
#USERADD,FirstName,LastName,Email,LoginName,Password,DeptNameLevel1,DeptNameLevel2,PayrollHourlyRate,AddUserPermis-
sion,TimeZone
John,Davies,jdavies@company.com,jdavies,password,Company,Development,135,Project Resource - Billable”(UTC+01:00) Saraje-
vo, Skopje, Warsaw, Zagreb”
```

Editing a User — #USERUPD

To edit the settings for a standard user, use the `#USERUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
FirstName	Text	50	No	No change	New first name of the user
LastName	Text	50	No	No change	New last name of the user
EmployeeID	Text	255	No	No change	New employee ID of the user
Email	Text	255	No	No change	New internal e-mail address of the user
LoginName	Text	255	Yes	N/A	Current login name of the user
NewLoginName	Text	255	No	No change	New login name of the user. Must not duplicate an existing user’s login name. If using Windows NT or Integrated Windows authentication, the user’s Windows login name. If using Active Directory authentication, the user’s userPrincipleName or sAMAccountName. If using SAML authentication, the user’s SAML login name
AuthenticationType	Set	N/A	No	N/A	Authentication method to assign to the user. One of the following values: • `WTS` for Web TimeSheet authentication, which uses a login name and password specific to Web TimeSheet • `WindowsNT` for Windows NT or Active Directory authentication (only valid if Windows NT/Active Directory login verification is enabled in the **System Preferences**) • `SAML` for SAML Authentication (only valid if SAML authentication is enabled in the **System Preferences)**
Password	Text	50	Yes, if **NewLogin-Name** specified	No change	New password for the user. Only applies if Web TimeSheet or Integrated Windows authentication is being used by the user. If using Integrated Windows authentication, this field must be included to avoid an error - the value you enter does not define the user’s password. In this case, enter any ‘dummy’ value, at least 6 characters long, in the **Password** field.

Field Name	Type	Size	Required	Default Value if not Specified	Description
Domain	Text	50	Yes, if **NewLogin-Name** specified	No change	Domain name of the Windows or Active Directory server. Only applies if Windows NT or Active Directory authentication is being used by the user.
IsUserDisabled	Boolean	N/A	No	No change	Enter `No` to enable login for the user or `Yes` to disable login for the user. If login is disabled, the user will not be able to access the system.
DeptNameLevel1	Text	255	No	No change	New primary department of the user. To specify the department, you must specify the department's full path in the hierarchy from the highest department level to the level of the desired department. For more information, see *Specifying Departments* on page 20.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
AddSeatAssignment	Text	50	No	No change	Seat assignment to add for the user. Enter one of the values in *Table 6* on page 80.
RemoveSeatAssignment	Text	50	No	No change	Seat assignment to remove for the user. Enter one of the values in *Table 6* on page 80.
AddUserPermission[a]	Text	50	No	No change	Permission to assign to the user. Must match the **Name** of an existing user permission.
RemoveUserPermission[a]	Text	50	No	No change	Permission to remove for the user. Must match the **Name** of an existing user permission currently assigned to the user.
SupervisorLoginName	Text	255	No	No change	New supervisor of the user. Must match the **Login Name** of an existing user whose assigned permissions include the **Supervisor** option. Note that any existing supervisor assignments, whether current or for other dates, are all replaced.
SupervisorStartDate	Date	N/A	No	No change, or no date if a new supervisor is specified	Date the new supervisor assignment goes into effect
SupervisorEndDate	Date	N/A	No	No change, or no date if a new supervisor is specified	Date the new supervisor assignment ends
EmployeeTypeName	Text	50	No	No change	New employee type to assign to the user. Must match the **Name** of an existing employee type.
TimesheetPeriodType	Set	N/A	No	No change	The new type of timesheet period that applies to the user. One of the following values: `System`, `Employee Type`, or `Department`.
StartDate	Date	N/A	No	No change	New start date of the user
EndDate	Date	N/A	No	No change	New end date of the user
CostHourlyRateCurrency	Text	50	No	No change	New currency of the user's hourly cost. The value specified must match the **Symbol** of an existing currency. Applies to Project & Billing Edition users only.

Field Name	Type	Size	Required	Default Value if not Specified	Description
CostHourlyRate	Numeric	N/A	No	No change	New hourly cost for the user. Applies to Project & Billing Edition users only.
CostHourlyRateEffectiveDate	Date	N/A	No	Date of initial rate	Effective date of the specified hourly cost rate for the user. If no cost rate of this date exists for the user, a new rate will be created. Applies to Project & Billing Edition users only.
RemoveCostHourlyRateEffectiveDate	Date	N/A	No	N/A	The effective date of the hourly cost rate you want to delete. Applies to Project & Billing Edition users only.
PayrollHourlyRateCurrency	Text	50	No	No change	New currency of the user's hourly payroll rate. The value specified must match the **Symbol** of an existing currency. Applies to Time & Attendance Edition users only.
PayrollHourlyRate	Numeric	N/A	No	No change	New hourly payroll rate for the user. Applies to Time & Attendance Edition users only.
PayrollHourlyRateEffectiveDate	Date	N/A	No	Date of initial rate	Effective date of the specified hourly payroll rate for the user. If no cost rate of this date exists for the user, a new rate will be created. Applies to Time & Attendance Edition users only.
RemovePayrollHourlyRateEffectiveDate	Date	N/A	No	N/A	The effective date of the hourly payroll rate you want to delete. Applies to Project & Billing Edition users only. Applies to Time & Attendance Edition users only.
DefaultBillingCurrency	Text	50	No	No change	New currency of the user's default billing rate. The value specified must match the **Symbol** of an existing currency. Applies to Project & Billing Edition users when **Use billing information** is enabled in the **System Preferences**.
DefaultBillingRate	Numeric	N/A	No	No change	New default billing rate for the user. Applies to Project & Billing Edition users when **Use billing information** is enabled in the **System Preferences**.
TimesheetApprovalPath	Text	255	No	No change	New approval path for the user's timesheets. Must match the **Approval Path Name** of an existing timesheet approval path in Web TimeSheet.
TimeOffRequestApprovalPath	Text	255	No	No change	New approval path for the user's time off bookings. Must match the **Approval Path Name** of an existing time off approval path in Web TimeSheet. Applies to Time & Attendance Edition users only.
ExpenseApprovalPath	Text	255	No	No change	New approval path for the user's expense sheets. Must match the **Approval Path Name** of an existing expense approval path in Web TimeSheet.Only applicable with a license for the **Expense** module.
UserInfoX	Text	255	No	No change	New value to enter in User-type User Defined Field[b]. The X represents which User-type field the value should be entered against, from 1 to 50.
HoursPerDay	Numeric	N/A	No	No change	New standard hours worked per day by the user
HoursPerDayEffectiveDate	Date	N/A	No	No change	Date the hours per day comes into effect for the user. If no date or an existing record with the same **Effective Date** is specified, the existing value will be updated.
WorkWeek	Set	N/A	No	No change	New work week, for overtime calculations. Enter one of the values listed in *Table 6* on page 80. Applies to Time & Attendance Edition users only.
AddDayOff[a]	Set	N/A	No	No change	Weekly day off to add for the user. Enter one of the days of the week, such as `Saturday`.
RemoveDayOff[a]	Set	N/A	No	No change	Weekly day off to remove for the user. Enter one of the days of the week, such as `Saturday`.

Field Name	Type	Size	Required	Default Value if not Specified	Description
HolidayCalendar	Text	50	No	No change	New holiday calendar for the user. Must match the **Name** of an existing holiday calendar.
TimeZone	Text	N/A	No	No change	User's new time zone. Enter one of the values listed in *Table 9* on page 82.
OvertimeRuleName	Text	50	No	No change	New overtime rule to apply to the user's timesheets. Must match the **Name** of an existing overtime rule. Note that any existing overtime rules assignments, whether current or for other dates, are all replaced.
OvertimeRuleStartDate	Date	N/A	No	No change, or no date if a new rule is specified	Date the new overtime rule comes into effect for the user
OvertimeRuleEndDate	Date	N/A	No	No change, or no date if a new rule is specified	Date the new overtime rule is no longer in effect for the user
RemoveOvertimeRuleName	Text	50	No	No change	Overtime rule to remove from the user's profile. Must match the **Name** of an existing overtime rule assigned to the user.
RemoveOvertimeRuleEffectiveDate	Date	N/A	Yes, if removing overtime rule	N/A	Effective date of overtime rule to remove from the user's profile. Must match the **Start Date** of the overtime rule as set in Web TimeSheet.
TimesheetValidationRuleName	Text	50	No	No rule	New validation rule to apply to the user's timesheets. Must match the **Name** of an existing validation rule. Note that any existing validation rule assignments, whether current or for other dates, are all replaced.
TimesheetValidationRuleStartDate	Date	N/A	No	No change, or no date if a new rule is specified	Date the new validation rule comes into effect for the user
TimesheetValidationRuleEndDate	Date	N/A	No	No change, or no date if a new rule is specified	Date the new validation rule is no longer in effect for the user
RemoveTimesheetValidationRuleName	Text	50	No	No change	Validation rule to remove from the user's profile. Must match the **Name** of an existing validation rule assigned to the user.
RemoveTimesheetValidationRule-EffectiveDate	Date	N/A	Yes, if removing validation rule	N/A	Effective date of validation rule to remove from the user's profile. Must match the **Start Date** of the validation rule as set in Web TimeSheet.
AddUserTimeOff	Text	50	No	No change	Time off type to enable for the user or for which to create a new policy. Must match the **Name** of an existing time off type.
AllowedDays	Numeric	N/A	No	No change, or none if a time off type is specified	Initial balance, in days, to allow the user under the time off type specified in **AddUserTimeOff**. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. If both **AllowedDays** and **AllowedHours** are specified, the **AllowedHours** value will be used.

Field Name	Type	Size	Required	Default Value if not Specified	Description
AllowedHours	Numeric	N/A	No	No change, or none if a time off type is specified	Initial balance, in hours, to allow the user under the time off type specified in **AddUserTimeOff**. If the **Entered In** field for the system-level **time off type is** set to **Days**, this value will automatically be converted to days. If both **AllowedDays** and **AllowedHours** are specified, the **AllowedHours** value will be used.
AsOfDate	Date	N/A	Yes, if time off settings specified	No change	Date on which the time off policy (initial balance, accrual settings, reset settings, maximum balance) comes into effect. If you specify the Effective Date of any existing policy, the settings for that policy will be changed. If you specify another date, a new policy will be created.
CarryOver	Set	N/A	No	No change	For time off type entered for **AddUserTimeOff**, specify one of the following: • **CarryOver** - to make the policy's balance the value of the expiring policy's balance, to a maximum of the *AllowedDays* or *AllowedHours* value specified. If no Allowed values are specified, the carry over value defaults to 0. • **PreviousBalance** - to make the policy's balance the value of the expiring policy's balance. • **None** - to set the new policy's balance to the specified *AllowedDays* or *AllowedHours* value. If no *'Allowed'* values are specified, the balance will be set to 0.
AccrueType	Set	N/A	No	No change, or system-level default if a time off type is specified	The interval at which time will be regularly added to the balance for this time off type. Enter one of the values listed in *Table 2* on page 45.
AccrueDate	Set	N/A	Yes, if **Accrue-Type** specified	No change, or system-level default if a time off type is specified	The days on which to add time to the balance. Enter one of the values listed in *Table 3* on page 45, depending on the accrual type selected.
AccrueDays	Numeric	N/A	Yes, if **Accrue-Type** specified	No change, or system-level default if a time off type is specified	The amount of time, in days, to add to the balance at the specified interval. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. Note that only one of **AccrueDays** or **AccrueHours** needs to be specified. If both are specified, the **AccrueHours** value will be used.[c]
AccrueHours	Numeric	N/A	Yes, if **Accrue-Type** specified	No change, or system-level default if a time off type is specified	The amount of time, in hours, to add to the balance at the specified interval. If the **Entered In** field for the system-level **time off type is** set to **Days**, this value will automatically be converted to days. Note that only one of **AccrueDays** or **AccrueHours** needs to be specified. If both are specified, the **AccrueHours** value will be used.[c]
AccrueProrated	Boolean	N/A	No	Enabled (Yes)	Enter Yes to accrue time off on a prorated basis for the time off type you specified in the **AddUserTimeOff** column. Accruals are prorated based on what proportion of the period preceding the first and last accrual the user worked. Enter No for no prorating to occur. Refer to the Web TimeSheet online help for more information on accrual prorating.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ResetType	Set	N/A	No	No change, or system-level default if a time off type is specified	The interval at which the balance for this time off type will be reset. Enter one of the values listed in *Table 2* on page 45.
ResetDate	Set	N/A	Yes, if **ResetType** specified	No change, or system-level default if a time off type is specified	The days on which to reset the balance. Enter one of the values listed in *Table 3* on page 45, depending on the reset type selected.
ResetDays	Numeric	N/A	Yes, if **ResetType** specified	No change, or system-level default if a time off type is specified	The amount of time, in days, to reset the balance to at the specified interval. If the **System Preferences** are configured to track time off in hours, this value will automatically be converted to hours. Note that only one of **ResetDays** or **ResetHours** needs to be specified. If both are specified, the **ResetHours** value will be used.[c]
ResetHours	Numeric	N/A	Yes, if **ResetType** specified	No change, or system-level default if a time off type is specified	The amount of time, in hours, to reset the balance to at the specified interval. If the **System Preferences** are configured to track time off in days, this value will automatically be converted to days. Note that only one of **ResetDays** or **ResetHours** needs to be specified. If both are specified, the **ResetHours** value will be used.[c]
IsResetToMax	Boolean	N/A	No	Disabled (No)	Enter No to reset the balance to the specified ResetDays or ResetHours value. Enter Yes to make the reset balance the value of the existing, pre-reset balance, to a maximum of the ResetDays or ResetHours value specified.
MaximumBalanceDays	Numeric	N/A	No	No change	The limit on the balance, in days. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. Note that only one of **MaximumBalanceDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumBalanceHours** value will be used.[c]
MaximumBalanceHours	Numeric	N/A	No	No change	The limit on the balance, in hours. If the **Entered In** field for the system-level **time off type is** set to **Days**, this value will automatically be converted to days. Note that only one of **MaximumBalanceDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumBalanceHours** value will be used.[c]
MaximumOverdrawDays	Numeric	N/A	No	No change	The maximum number of days by which the balance can be overdrawn. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. Note that only one of **MaximumOverdrawDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumOverdrawHours** value will be used.[c]
MaximumOverdrawHours	Numeric	N/A	No	No change	The maximum number of hours by which the balance can be overdrawn. If the **Entered In** field for the system-level **time off type is** set to **Days**,this value will automatically be converted to days. Note that only one of **MaximumOverdrawDays** or **MaximumBalanceHours** needs to be specified. If both are specified, the **MaximumOverdrawHours** value will be used.[c]
RemoveUserTimeOff[a]	Text	50	No	No change	Time off type to disable for the user. Must match the **Name** of an existing time off type currently assigned to the user.
AddUserEmailNotification[a]	Set	N/A	No	No change	E-mail notification to enable for the user. Enter one of the values listed in *Table 8* on page 81.

Field Name	Type	Size	Required	Default Value if not Specified	Description
RemoveUserEmailNotification[a]	Set	N/A	No	No change	E-mail notification to disable for the user. Enter one of the values listed in *Table 8* on page 81.

a. This field can be listed mutliple times to assign or disable additional values for the user. In the command line, the field name must be repeated for each value to be assigned. For example, to assign three e-mail notifications to the user, enter the following in the import file:

```
...AddUserEmailNotification,AddUserEmailNotification,AddUserEmailNotification...
...Timesheet Due,Timesheet Overdue,Timesheet Waiting...
```

b. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

c. To change the amount to accrue or reset to from the default values, the full set of accrual or reset fields must be specified in the import. For example, to change the default accrual of 1.25 days on the 1st of every month to 1.5 days every month, enter the following in the import file:

```
...AddUserTimeOff,AllowedDays,AsOfDate,AccrueType,AccrueDate,AccrueDays...
...Sick,3,Jan 1 07,Monthly,1,1.5...
```

The update will not occur if AccrueDays is specified without AccrueType and AccrueDate.

Example

```
#USERUPD,LastName,LoginName,PayrollHourlyRate,OvertimeRuleName,RemoveUserEmailNotification,TimeZone
Davies,jdavies,150,Single Condition Rule,Timesheet Due,”(UTC+10:00) Canberra, Melbourne, Sydney”
```

Deleting a User — #USERDEL

To delete a standard user, use the `#USERDEL` command followed by the fields in the table below.

A user can only be deleted if they have not entered time or expenses and are not assigned as another user's supervisor, as a project leader, a client/external approver for a project, or as an approver type. To disable a user instead, see *Editing a User — #USERUPD* on page 72.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LastName	Text	50	Yes	N/A	Last name of the user to delete, as entered in Web TimeSheet
LoginName	Text	255	Yes	N/A	Login name of the user to delete, as entered in Web TimeSheet

Example

```
#USERDEL,LastName,LoginName
Davies,jdavies
```

Table 5: Default Permissions and Seats

Version	Edition	Type of User	Default Permission	Default Seat Assignment
Installed version 8.2 or later	Project & Billing	Standard User	Project Resource - Billable	Project & Billing
		External User	Client Approver	N/A
	Time & Attendance	Standard User	Non Exempt - Time and Time Off	Time & Attendance
	Both	Standard User	Non Exempt - Time and Time Off	Project & Billing and Time & Attendance
		External User	Client Approver	N/A
Upgraded from version 7.5 or earlier	Project & Billing	Standard User	Timesheet	Project & Billing
		External User	External User	N/A
	Time & Attendance	Standard User	Timesheet	Time & Attendance
	Both	Standard User	Timesheet	Project & Billing and Time & Attendance
		External User	External User	N/A

Table 6: Seat Assignment Options

Valid Values	Description
Project	Project & Billing Edition seat
Payroll	Time & Attendance Edition seat
Expense	Web Expense module seat
Scheduling	Web Schedule module seat

Table 7: Work Week Options

Valid Values	Description
Sun_Sat	Sunday to Saturday
Mon_Sun	Monday to Sunday
Tue_Mon	Tuesday to Monday
Wed_Tue	Wednesday to Tuesday
Thu_Wed	Thursday to Wednesday
Fri_Thu	Friday to Thursday
Sat_Fri	Saturday to Friday

Table 8: E-mail Notification Options

<table>
<tr><th>Valid Values</th><th>Description of Corresponding E-mail Notification in Web TimeSheet</th><th>Module/Edition it Applies To</th><th>Applies to External Users[a]</th><th>Default Status if Not Specified</th></tr>
<tr><td>Broadcast</td><td>Broadcast message</td><td rowspan="2">Either edition</td><td>Yes</td><td>Enabled</td></tr>
<tr><td>System_Error</td><td>System Error/Warning</td><td>No</td><td>Disabled</td></tr>
<tr><td>TimeOff Booking Waiting</td><td>Time off booking is waiting for approval</td><td rowspan="4">Time & Attendance</td><td rowspan="6">No</td><td rowspan="23">Enabled</td></tr>
<tr><td>TimeOff Booking Approved</td><td>Time off booking is approved</td></tr>
<tr><td>TimeOff Booking Rejected</td><td>Time off booking is rejected</td></tr>
<tr><td>TimeOff Booking Cancelled</td><td>Time off booking is cancelled</td></tr>
<tr><td>Timesheet Approved</td><td>Timesheet is approved</td><td rowspan="12">Either edition</td></tr>
<tr><td>Timesheet Rejected</td><td>Timesheet is rejected</td></tr>
<tr><td>Timesheet Waiting</td><td>Timesheet is waiting for approval</td><td rowspan="3">Yes</td></tr>
<tr><td>Timesheet Approval Due</td><td>Timesheet approvals are due (Batch)</td></tr>
<tr><td>Timesheet Approval Overdue</td><td>Timesheet approvals are overdue (Batch)</td></tr>
<tr><td>Timesheet Due</td><td>Timesheet is due</td><td rowspan="2">No</td></tr>
<tr><td>Timesheet Overdue</td><td>Timesheet is overdue</td></tr>
<tr><td>Timesheet Waiting Batch</td><td>Timesheets are waiting for approval (Batch)</td><td>Yes</td></tr>
<tr><td>Timesheet Overdue Batch</td><td>Timesheets are overdue (Batch)</td><td rowspan="11">No</td></tr>
<tr><td>Timesheet Modified</td><td>Timesheet Modified</td></tr>
<tr><td>Timesheet New Period</td><td>New Timesheet Period has started</td></tr>
<tr><td>Timesheet Daily Reminder</td><td>Daily Reminder - Fill in Timesheet</td></tr>
<tr><td>Task Assignments Modified</td><td>Task Assignments Modified (Batch)</td><td>Project & Billing</td></tr>
<tr><td>Expense Approved</td><td>Expense is approved</td><td rowspan="6">Expenses</td></tr>
<tr><td>Expense Rejected</td><td>Expense is rejected</td></tr>
<tr><td>Expense Waiting</td><td>Expense is waiting for approval</td></tr>
<tr><td>Expense Approval Due</td><td>Expense approvals are due</td></tr>
<tr><td>Expense Approval Overdue</td><td>Expense approvals are overdue</td></tr>
<tr><td>Expense Modified</td><td>Expense Modified</td></tr>
</table>

a. External users are available only in the Project & Billing Edition.

Table 9: Time Zone Options

Valid Values (UTC to UTC+5:00)	Valid Values (UTC+5:30 to UTC+13:00)	Valid Values (UTC-01:00 to UTC-12:00)
(UTC) Greenwich Standard Time	(UTC +05:30) Sri Lanka Standard Time	(UTC -01:00) Cape Verde Standard Time
(UTC) UTC	(UTC +05:30) India Standard Time	(UTC -01:00) Azores Standard Time
(UTC) Morocco Standard Time	(UTC +05:45) Nepal Standard Time	(UTC -02:00) Mid-Atlantic Standard Time
(UTC) GMT Standard Time	(UTC +06:00) Central Asia Standard Time	(UTC -03:00) Montevideo Standard Time
(UTC +01:00) Romance Standard Time	(UTC +06:00) Ekaterinburg Standard Time	(UTC -03:00) Greenland Standard Time
(UTC +01:00) W. Europe Standard Time	(UTC +06:30) Myanmar Standard Time	(UTC -03:00) E. South America Standard Time
(UTC +01:00) Central European Standard Time	(UTC +07:00) N. Central Asia Standard Time	(UTC -03:00) SA Eastern Standard Time
(UTC +01:00) Namibia Standard Time	(UTC +07:00) SE Asia Standard Time	(UTC -03:00) Argentina Standard Time
(UTC +01:00) Central Europe Standard Time	(UTC +08:00) W. Australia Standard Time	(UTC -03:30) Newfoundland Standard Time
(UTC +01:00) W. Central Africa Standard Time	(UTC +08:00) Singapore Standard Time	(UTC -04:00) Atlantic Standard Time
(UTC +02:00) Middle East Standard Time	(UTC +08:00) China Standard Time	(UTC -04:00) Paraguay Standard Time
(UTC +02:00) Israel Standard Time	(UTC +08:00) Taipei Standard Time	(UTC -04:00) SA Western Standard Time
(UTC +02:00) Jordan Standard Time	(UTC +08:00) North Asia Standard Time	(UTC -04:00) Pacific SA Standard Time
(UTC +02:00) FLE Standard Time	(UTC +09:00) Tokyo Standard Time	(UTC -04:00) Central Brazilian Standard Time
(UTC +02:00) GTB Standard Time	(UTC +09:00) Korea Standard Time	(UTC -04:30) Venezuela Standard Time
(UTC +02:00) South Africa Standard Time	(UTC +09:00) North Asia East Standard Time	(UTC -05:00) Eastern Standard Time
(UTC +02:00) Egypt Standard Time	(UTC +09:30) Cen. Australia Standard Time	(UTC -05:00) SA Pacific Standard Time
(UTC +03:00) E. Europe Standard Time	(UTC +09:30) AUS Central Standard Time	(UTC -05:00) US Eastern Standard Time
(UTC +03:00) Arabic Standard Time	(UTC +10:00) West Pacific Standard Time	(UTC -06:00) Central America Standard Time
(UTC +03:00) Arab Standard Time	(UTC +10:00) E. Australia Standard Time	(UTC -06:00) Canada Central Standard Time
(UTC +03:00) E. Africa Standard Time	(UTC +10:00) Tasmania Standard Time	(UTC -06:00) Central Standard Time
(UTC +03:30) Iran Standard Time	(UTC +10:00) Yakutsk Standard Time	(UTC -06:00) Central Standard Time (Mexico)
(UTC +04:00) Arabian Standard Time	(UTC +10:00) AUS Eastern Standard Time	(UTC -07:00) US Mountain Standard Time
(UTC +04:00) Russian Standard Time	(UTC +11:00) Vladivostok Standard Time	(UTC -07:00) Mountain Standard Time
(UTC +04:00) Azerbaijan Standard Time	(UTC +11:00) Central Pacific Standard Time	(UTC -07:00) Mountain Standard Time (Mexico)
(UTC +04:00) Caucasus Standard Time	(UTC +12:00) Fiji Standard Time	(UTC -08:00) Pacific Standard Time
(UTC +04:00) Mauritius Standard Time	(UTC +12:00) New Zealand Standard Time	(UTC -08:00) Pacific Standard Time (Mexico)
(UTC +04:00) Georgian Standard Time	(UTC +12:00) Kamchatka Standard Time	(UTC -09:00) Alaskan Standard Time
(UTC +04:30) Afganistan Standard Time	(UTC +13:00) Tonga Standard Time	(UTC -10:00) Hawaiian Standard Time
(UTC +05:00) West Asia Standard Time	(UTC +13:00) Samoa Standard Time	(UTC -12:00) Dateline Standard Time
(UTC +05:00) Pakistan Standard Time		

You can exclude the UTC offset (for example, enter *India Standard Time* rather than *(UTC +05:30) India Standard Time* when importing time zones.

User Details

The commands that follow edit the details associated with standard users, including the departments and activities assigned to them and their time off allowances.

Assigning a Department to a User — #USERDEPARTMENTADD

To assign a department to a user, either a primary or additional department, use the `#USERDEPARTMENTADD` command followed by the fields in the table below. For information on adding departments to Web TimeSheet, see *Departments* on page 25.

The department assigned using the `#USERADD` or `#USERUPD` command is set as the user's **Primary Department**.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User to assign the department to. Must match the **Login Name** of an existing user.
DeptNameLevel1	Text	255	Yes	N/A	Department to assign to the user. To specify the department, you must specify the department's full path in the hierarchy from the highest department level to the level of the desired department. For more information, see *Specifying Departments* on page 20.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
IsPrimaryDepartment	Boolean	N/A	No	Department specified will be added to the user's **Additional Departments**	Enter `Yes` to set the specified department as the user's **Primary Department**. If a **Primary Department** is already in place, the existing primary department will be overwritten with the department specified. Enter `No` to set the specified department as one of the user's **Additional Departments**. If **Additional Departments** are already assigned to the user, the specified department will be added to the list of **Additional Departments**. All existing additional department assignments will remain intact.

Example

```
#USERDEPARTMENTADD,LoginName,DeptNameLevel1,DeptNameLevel2,IsPrimaryDepartment
sally,Company,Development,No
```

Removing a Department Assignment from a User — #USERDEPARTMENTDEL

To remove a department assignment for a user, so that user is no longer a member of the department, use the `#USERDEPARTMENTDEL` command followed by the fields in the table below.

If the department you specify to remove is the user's **Primary Department**, one of the user's **Additional Departments** will automatically become the user's **Primary Department**. If the user has more than one **Additional Department** assigned, the **Additional Department** at the highest level is made the **Primary Department**. If there is more than one **Additional Department** at the highest level, the **Additional Department** listed first at that level will be chosen. If the user does not have any **Additional Departments** assigned, the **Primary Department** assignment cannot be removed and an error will be logged.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	Login name of user to remove the department assignment for. Must match the **Login Name** of an existing user.
DeptNameLevel1	Text	255	Yes	N/A	Department to remove the assignment of. To specify the department, you must specify the department's full path in the hierarchy from the highest department level to the level of the desired department. For more information, see *Specifying Departments* on page 20.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			

Example

```
#USERDEPARTMENTDEL,LoginName,DeptNameLevel1,DeptNameLevel2
sally,Company,Development
```

Assigning an Activity to a User — #USERACTIVITYADD

To assign an activity to a user, use the `#USERACTIVITYADD` command followed by the fields in the table below. If a user is assigned an activity and their permissions allow for it, they can select the activity when entering time in their timesheet. For information on adding activities to Web TimeSheet, see *Activities* on page 64.

Activities must be enabled in the Web TimeSheet **System Preferences** in order to use this command.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	Login name of the user to assign the activity to. Must match the **Login Name** of an existing user.
ActivityName	Text	50	Yes	N/A	Name of the activity to assign to the user. Must match the **Name** of an existing activity.

Example

```
#USERACTIVITYADD,LoginName,ActivityName
sally,Training
frank,Hiring
```

Removing an Activity Assignment from a User — #USERACTIVITYDEL

To remove an assignment of an activity so the user can no longer select the activity in their timesheet, use the `#USERACTIVITYDEL` command followed by the fields in the table below.

Activities must be enabled in the Web TimeSheet **System Preferences** in order to use this command.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	Login name of the user for whom to remove the activity assignment. Must match the **Login Name** of an existing user.
ActivityName	Text	50	Yes	N/A	Name of the activity for which to remove the assignment. Must match the **Name** of an existing activity.

Example

```
#USERACTIVITYDEL,LoginName,ActivityName
frank,Hiring
```

Assigning Substitute Users — #SUBSTITUTEUSERADD

To assign substitute users for a user, use the `#SUBSTITUTEUSERADD` command followed by the fields in the table below.

> If you add multiple substitution time periods for a single substitute user, their substitution date ranges may not overlap. `Yes` must be entered for at least one of *TimeAccess*, *ApprovalAccess*, *ExpenseAccess*, and *FullAccess.*

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User to whom to assign substitutes. Must match the **Login Name** of an existing user.
SubstituteUserLoginName	Text	50	Yes	N/A	User who will act as the user's substitute. Must match the **Login Name** of an existing user.
StartDate	Numeric	N/A	No, unless that substitute already exists for that user	No start date	Date when the substitute can begin accessing the other user's Web TimeSheet account.
EndDate	Numeric	N/A	No	No end date	Date when the substitution period ends.
TimeAccess	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to access Time features, enter `No` to disallow access.
ApprovalAccess	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to access Approval features, enter `No` to disallow access.
ExpenseAccess	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to access Expense features, enter `No` to disallow access.
ScheduleAccess	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to access Schedule features, enter `No` to disallow access.
FullAccess	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to access all features available to the user, enter `No` to disallow access.
TimeNotify	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to receive the user's e-mail notifications relating to Time features. The substitute must also be assigned *TimeAccess*, enter `No` to disallow.
ApprovalNotify	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to receive the user's e-mail notifications relating to Approval features, enter `No` to disallow. The substitute must also be assigned *ApprovalAccess*.
ExpenseNotify	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to receive the user's e-mail notifications relating to Expense features, enter `No` to disallow. The substitute must also be assigned *ExpenseAccess*.
FullNotify	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to receive all of the user's e-mail notifications, enter `No` to disallow.

Example

```
#SubstituteUserAdd,LoginName,SubstituteUserLoginName,StartDate,EndDate,TimeAccess,ApprovalAccess,ExpenseAccess,ScheduleA
ccess,FullAccess,TimeNotify,ApprovalNotify,ExpenseNotify,FullNotify
sam,admin,03/05/2006,04/06/2006,yes,yes,no,no,no,no,yes,no,no
```

Editing Substitute Users — #SUBSTITUTEUSERUPD

To modify substitute user assignments for a user, use the `#SUBSTITUTEUSERUPD` command followed by the fields in the table below. Updated data will overwrite all existing data for the range you specify. This import is available as of Web TimeSheet version 8.14.

> If you include multiple substitution time periods for a single substitute user, their substitution date ranges may not overlap. `Yes` must be entered for at least one of *TimeAccess*, *ApprovalAccess*, *ExpenseAccess*, and *FullAccess.*

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User whose substitutes are to be modified. Must match the **Login Name** of an existing user.
SubstituteUserLoginName	Text	50	Yes	N/A	User who will act as the user's substitute. Must match the **Login Name** of an existing user.
StartDate	Numeric	N/A	No, unless that substitute already exists for that user	No start date	Date when the substitute can begin accessing the other user's Web TimeSheet account.
EndDate	Numeric	N/A	No	No end date	Date when the substitution period ends.
TimeAccess	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to access Time features, enter `No` to disallow access.
ApprovalAccess	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to access Approval features, enter `No` to disallow access.
ExpenseAccess	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to access Expense features, enter `No` to disallow access.
ScheduleAccess	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to access Schedule features, enter `No` to disallow access.
FullAccess	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to access all features available to the user, enter `No` to disallow access.
TimeNotify	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to receive the user's e-mail notifications relating to Time features. The substitute must also be assigned *TimeAccess*, enter `No` to disallow.
ApprovalNotify	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to receive the user's e-mail notifications relating to Approval features, enter `No` to disallow. The substitute must also be assigned *ApprovalAccess*.
ExpenseNotify	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to receive the user's e-mail notifications relating to Expense features, enter `No` to disallow. The substitute must also be assigned *ExpenseAccess*.
FullNotify	Boolean	N/A	Yes	N/A	Enter `Yes` to allow the substitute to receive all of the user's e-mail notifications, enter `No` to disallow.

Example

```
#SubstituteUserUpd,LoginName,SubstituteUserLoginName,StartDate,EndDate,TimeAccess,ApprovalAccess,ExpenseAccess,ScheduleA
ccess,FullAccess,TimeNotify,ApprovalNotify,ExpenseNotify,FullNotify
sam,admin,03/05/2006,04/06/2006,yes,yes,no,no,no,no,yes,no,no
```

Deleting Substitute Users — #SUBSTITUTEUSERDEL

To delete substitute users for a user, use the `#SUBSTITUTEUSERDEL` command followed by the fields in the table below. This import is available as of Web TimeSheet version 8.14.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User whose substitute user assignments will be deleted. Must match the **Login Name** of an existing user.
SubstituteUserLoginName	Text	50	Yes	N/A	Substitute user to be deleted. Must match the **Login Name** of an existing user assigned as the user's substitute.
StartDate	Numeric	N/A	No, unless that substitute already exists for that user	N/A	Substitutes will be deleted as of this date.
EndDate	Numeric	N/A	No	N/A	Substitutes who cover periods from the Start Date you specify up to this date will be deleted.

Example

```
#SubstituteUserDel,LoginName,SubstituteUserLoginName,StartDate,EndDate
sam,admin,03/05/2006,04/06/2006
```

Enabling a Time Off Type for a User — #USERTIMEOFFADD Time & Attendance Edition

To enable a time off type for a user in the Time & Attendance Edition, as well as specify an initial balance, use the `#USERTIMEOFFADD` command followed by the fields in the table below. For information on adding time off types to Web TimeSheet, see *Time Off Types* on page 35.

When a time off type is enabled, the accrual and reset schedules set at the system level will be applied by default. To edit the accrual and reset settings for a specific user, see *Editing a User — #USERUPD* on page 72.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User for whom to enable the time off type. Must match the **Login Name** of an existing user.
TimeOffCode	Text	50	Yes	**N/A**	Time off type to enable for the user. Must match the **Name** of an existing time off type.
AllocatedDays	Numeric	N/A	No	N/A	Initial balance, in days, to provide the user under the specified time off type. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. If both **AllowedDays** and **AllowedHours** are specified, the **AllowedHours** value will be used.
AllocatedHours	Numeric	N/A	No	N/A	Initial balance, in hours, to provide the user under the specified time off type. If the **Entered In** field for the system-level **time off type is** set to **Days**, this value will automatically be converted to days. If both **AllowedDays** and **AllowedHours** are specified, the **AllowedHours** value will be used.
AsOfDate	Date	N/A	No	N/A	Date on which the policy (initial balance plus the default accrual and reset settings) comes into effect. If not specified, the current (import) date is used. If a policy already exists for the AsOfDate, it will be overwritten by the imported policy.

Example

```
#USERTIMEOFFADD,LoginName,TimeOffCode,AllocatedDays,AsOfDate
matt,Personal Leave,5,01/01/2007
```

Editing a User's Time Off Allowance — #USERTIMEOFFUPD Time & Attendance Edition

To edit the initial balance entered for a user under a specific time off type in the Time & Attendance Edition, use the `#USERTIMEOFFUPD` command followed by the fields in the table below.

To edit the accrual and reset schedules for a time off type, see *Editing a User — #USERUPD* on page 72.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User for whom to edit the initial balance. Must match the **Login Name** of an existing user.
TimeOffCode	Text	50	Yes	**N/A**	Time off type for which to edit the initial balance. Must match the **Name** of an existing time off type enabled for the user.
AllocatedDays	Numeric	N/A	Yes	N/A	New initial balance, in days, to provide the user under the specified time off type. If the **Entered In** field for the system-level **time off type is** set to **Hours**, this value will automatically be converted to hours. If both **AllowedDays** and **AllowedHours** are specified, the **AllowedHours** will be used.
AllocatedHours	Numeric	N/A	Yes	N/A	New initial balance, in hours, to provide the user under the specified time off type. If the **Entered In** field for the system-level **time off type is** set to **Days**, this value will automatically be converted to days. If both **AllowedDays** and **AllowedHours** are specified, the **AllowedHours** will be used.
AsOfDate	Date	N/A	Yes	N/A	Date of the time off policy you wish to update the initial balance for. Must match the date of an existing policy for the user.

Example

```
#USERTIMEOFFUPD,LoginName,TimeOffCode,AllocatedDays,AsOfDate
matt,Personal Leave,7,01/01/2007
```

Clearing a User's Time Off Policies — #USERTIMEOFFDEL Time & Attendance Edition

To clear all time off policies allocated to a user under a specific time off type in the Time & Attendance Edition, use the `#USERTIMEOFFDEL` command followed by the fields in the table below.

To disable a time off type for a user, see *Editing a User — #USERUPD* on page 72.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User for whom to clear the policies. Must match the **Login Name** of an existing user.
TimeOffCode	Text	50	Yes	N/A	Time off type for which to clear the policies. Must match the **Name** of an existing time off type enabled for the user.

Example

```
#USERTIMEOFFDEL,LoginName,TimeOffCode
matt,Personal Leave
```

Tax Codes

The commands that follow can be used to add, edit, or delete tax codes. Once you have created a tax code, you can assign it to expense codes, as detailed in *Expense Codes* on page 93.

To access this feature, a valid license for the Web TimeSheet **Expense** module is required.

Adding a Tax Code — #TAXCODEADD

To add a tax code, use the `#TAXCODEADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
TaxCode	Text	50	Yes	N/A	Name of the tax code to add
TaxCodeFormula	Text	50	Yes	N/A	Default formula to use to calculate the tax based on the net amount of the expense. Create a formula using the operators detailed in *Table 10* on page 92.
IsTaxCodeDisabled	Boolean	N/A	No	Enabled	Enter `No` to enable the tax code or `Yes` to disable the tax code

Example

```
#TAXCODEADD,TaxCode,TaxCodeFormula,IsTaxCodeDisabled
State Sales Tax,$Net*0.0725,No
```

Editing a Tax Code — #TAXCODEUPD

To edit a tax code, use the `#TAXCODEUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
TaxCode	Text	50	Yes	N/A	Name of the tax code to edit. Must match the **Name** of an existing tax code.
TaxCodeModify	Text	50	No	No change	New name of the tax code
TaxCodeFormula	Text	50	No	No change	New formula for the tax code
IsTaxCodeDisabled	Boolean	N/A	No	No change	Enter `No` to enable the tax code or `Yes` to disable the tax code

Example

```
#TAXCODEUPD,TaxCode,TaxCodeFormula
State Sales Tax,$Net*0.075
```

Deleting a Tax Code — #TAXCODEDEL

To delete a tax code, use the `#TAXCODEDEL` command followed by the fields in the table below.

A tax code can only be deleted if it is not enabled for an expense code. For information on disabling a tax code within an expense code, see *Editing an Expense Code — #EXPENSECODEUPD* on page 94.

Field Name	Type	Size	Required	Default Value if not Specified	Description
TaxCode	Text	50	Yes	N/A	Name of the tax code to delete. Must match the **Name** of an existing tax code.

Example

```
#TAXCODEDEL,TaxCode
State Sales Tax
```

Table 10: Tax Formula Operators

Operator	Description
+	Add
-	Subtract
*	Multiply
/	Divide
( )	Indicates precedence - values in brackets will be calculated first
$Net	Tag for the net amount, which is used to calculate the tax amount

Expense Codes

The commands that follow can be used to add, edit, or delete expense codes in Web TimeSheet. Once you have created an expense code, you can add it to projects so expenses can be entered against it, as detailed in *Assigning an Expense Code to a Project — #PROJECTEXPENSECODEADD* on page 107.

To access this feature, a valid license for the Web TimeSheet **Expense** module is required.

Adding an Expense Code — #EXPENSECODEADD

To add an expense code, use the `#EXPENSECODEADD` command followed by the fields in the table below.

This command allows you to enable up to five tax codes for the expense code being added. If you wish to enable more than five tax codes, enable the first five when adding the expense code and then use the `#EXPENSECODEUPD` command, detailed on page 94, to enable the remaining tax codes.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ExpenseName	Text	50	Yes	N/A	Name of the expense code to add
ExpenseDescription	Text	255	No	Empty	Description for the expense code
ExpenseCode	Text	50	No	Empty	Code for the expense code
IsExpenseTypeDisabled	Boolean	N/A	No	Enabled	Enter `No` to enable the expense code or `Yes` to disable the expense code
ExpenseRateType	Set	N/A	No	`FlatAmount`	Enter one of the following based on the type of value that will be entered under the expense code: • `FlatAmount` for expenses that are flat amounts, such as meals • `ExpenseRate` for expenses that are calculated based on a number of units, such as mileage (25¢ per mile)
ExpenseRateCurrency	Text	16	No	`Base Currency` selected in Web TimeSheet	Currency of the expense rate. Must match the **Symbol** of an existing currency. Only applicable if **ExpenseRateType** is set to `ExpenseRate`.
ExpenseRate	Numeric	N/A	No	`0`	Rate per unit of the expense. Only applicable if **ExpenseRateType** is set to `ExpenseRate`.
ExpenseUnitLabel	Text	50	Yes, if expense is rated	N/A	A descriptor for the unit the rate applies to, such as `miles`. Only applicable if **ExpenseRateType** is set to `ExpenseRate`.

Field Name	Type	Size	Required	Default Value if not Specified	Description
AddTaxCode1	Text	50	No	By default, all tax codes are disabled for the expense code. If a tax code is enabled but no formula is provided, the tax code's default formula is used.	First tax code to enable for this expense code. Must match the **Name** of an existing tax code.
AddTaxCodeFormula1	Text	50	No		Formula to use for the tax code specified in **AddTaxCode1**[a]
AddTaxCode2	Text	50	No		Second tax code to enable for this expense code. Must match the **Name** of an existing tax code.
AddTaxCodeFormula2	Text	50	No		Formula to use for the tax code specified in **AddTaxCode2**[a]
AddTaxCode3	Text	50	No		Third tax code to enable for this expense code. Must match the **Name** of an existing tax code.
AddTaxCodeFormula3	Text	50	No		Formula to use for the tax code specified in **AddTaxCode3**[a]
AddTaxCode4	Text	50	No		Fourth tax code to enable for this expense code. Must match the **Name** of an existing tax code.
AddTaxCodeFormula4	Text	50	No		Formula to use for the tax code specified in **AddTaxCode4**[a]
AddTaxCode5	Text	50	No		Fifth tax code to enable for this expense code. Must match the **Name** of an existing tax code.
AddTaxCodeFormula5	Text	50	No		Formula to use for the tax code specified in **AddTaxCode5**[a]
NetFormula	Text	50	No	No formula	Gross to net formula for the expense code. The formula instructs Web TimeSheet how to calculate backwards from the gross (total expense amount) to the net (pre-tax amount) for an individual expense. See *Table 11* on page 96 and the *Web TimeSheet Help* for more information on creating a formula. Only applicable if **ExpenseRateType** is set to `FlatAmount`.

a. If a formula is specified for the tax code, it overrides the default formula, but only for this expense code. To use the default formula as defined in the tax code, do not include this field in the import.

Example

```
#EXPENSECODEADD,ExpenseName,ExpenseDescription,ExpenseRateType,AddTaxCode1,AddTaxCodeFormula1,AddTaxCode2
Course Fees,Fees for training courses paid by employees,FlatAmount,PST,$Net*0.05,GST
```

Editing an Expense Code — #EXPENSECODEUPD

To edit an expense code, use the `#EXPENSECODEUPD` command followed by the fields in the table below.

The **ExpenseRateType** field cannot be changed after an expense code has been added.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ExpenseName	Text	50	Yes	N/A	Name of the expense code to edit. Must match the **Name** of an existing expense code.
ExpenseNameModify	Text	50	No	No change	New name of the expense code
ExpenseDescription	Text	255	No	No change	New description for the expense code
ExpenseCode	Text	50	No	No change	New code for the expense code
IsExpenseTypeDisabled	Boolean	N/A	No	No change	Enter `No` to enable the expense code or `Yes` to disable the expense code
ExpenseRateCurrency	Text	16	No	No change	New currency of the expense rate. Must match the **Symbol** of an existing currency. Only applicable if the expense code is of the type `Expense Rate`.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ExpenseRate	Numeric	N/A	No	No change	New rate per unit of the expense. Only applicable if the expense code is of the type `Expense Rate`.
ExpenseUnitLabel	Text	50	No	No change	New descriptor for the unit the rate applies to, such as `miles`. Only applicable if the expense code is of the type `Expense Rate`.
AddTaxCode1	Text	50	No	Unless a tax code is specified in an **AddTaxCode** or **RemoveTaxCode** field, its current status (whether it is enabled or disabled), will remain unchanged. If a tax code is being enabled and a formula is not specified, the default formula for the tax code will be used.	First tax code to enable for this expense code. Must match the **Name** of an existing tax code.
AddTaxCodeFormula1	Text	50	No		Formula to use for the tax code specified in **AddTaxCode1**[a]
AddTaxCode2	Text	50	No		Second tax code to enable for this expense code. Must match the **Name** of an existing tax code.
AddTaxCodeFormula2	Text	50	No		Formula to use for the tax code specified in **AddTaxCode2**[a]
AddTaxCode3	Text	50	No		Third tax code to enable for this expense code. Must match the **Name** of an existing tax code.
AddTaxCodeFormula3	Text	50	No		Formula to use for the tax code specified in **AddTaxCode3**[a]
AddTaxCode4	Text	50	No		Fourth tax code to enable for this expense code. Must match the **Name** of an existing tax code.
AddTaxCodeFormula4	Text	50	No		Formula to use for the tax code specified in **AddTaxCode4**[a]
AddTaxCode5	Text	50	No		Fifth tax code to enable for this expense code. Must match the **Name** of an existing tax code.
AddTaxCodeFormula5	Text	50	No		Formula to use for the tax code specified in **AddTaxCode5**[a]
RemoveTaxCode1	Text	50	No		First tax code to disable for this expense code.[b] Must match the **Name** of an existing tax code.
RemoveTaxCode2	Text	50	No		Second tax code to disable for this expense code.[b] Must match the **Name** of an existing tax code.
RemoveTaxCode3	Text	50	No		Third tax code to disable for this expense code.[b] Must match the **Name** of an existing tax code.
RemoveTaxCode4	Text	50	No		Fourth tax code to disable for this expense code.[b] Must match the **Name** of an existing tax code.
RemoveTaxCode5	Text	50	No		Fifth tax code to disable for this expense code.[b] Must match the **Name** of an existing tax code.
NetFormula	Text	50	No	No change	New gross to net formula for the expense code. The formula instructs Web TimeSheet how to calculate backwards from the gross (total expense amount) to the net (pre-tax amount) for an individual expense. See *Table 11* on page 96 and the *Web TimeSheet Help* for more information on creating a formula. Only applicable if the expense code is of the type `Flat Amount`.

a. If a formula is specified for the tax code, it overrides the default formula, but only for this expense code. To use the default formula as defined in the tax code, do not include this field in the import.

b. If a tax code is disabled, the formula that was in place for the tax code will be cleared.

Example

```
#EXPENSECODEUPD,ExpenseName,RemoveTaxCode1
Course Fees,PST
```

Deleting an Expense Code — #EXPENSECODEDEL

To delete an expense code, use the `#EXPENSECODEDEL` command followed by the fields in the table below.

An expense code can only be deleted if expenses have not been entered against it and it is not assigned to a project.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ExpenseName	Text	50	Yes	N/A	Name of the expense code to delete. Must match the **Name** of an existing expense code.

Example

```
#EXPENSECODEDEL,ExpenseName
Course Fees
```

Table 11: Gross to Net Formula Operators

Operator	Description
+	Add
-	Subtract
*	Multiply
/	Divide
( )	Indicates precedence
$Gross	Tag for the gross amount, which is used to calculate the net amount

Roles **Project & Billing Edition**

The commands that follow can be used to add, edit, or delete roles at the system level in the Project & Billing Edition. Once you have created a role, you can assign to a project, as detailed in *Adding a Role to a Project — #PROJECTROLEADD* on page 117.

Adding a Role — #ROLEADD

To add a role, use the `#ROLEADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectRoleName	Text	50	Yes	N/A	Name of the role to add
ProjectRoleDescription	Text	255	No	Empty	Description of the role
ProjectRoleDefaultBillingRateCurrency	Text	50	No	`Base Currency` selected in Web TimeSheet	Currency of the role's default billing rate. Must match the **Symbol** of an existing currency.
ProjectRoleDefaultBillingRate	Numeric	N/A	No	`0`	Default billing rate for the role
IsProjectRoleDisabled	Boolean	N/A	No	Enabled	Enter `No` to enable the role or `Yes` to disable the role

Example

```
#ROLEADD,ProjectRoleName,ProjectRoleDefaultBillingRateCurrency,ProjectRoleDefaultBillingRate
Project Manager,CAD$,150
```

Editing a Role — #ROLEUPD

To edit a role, use the `#ROLEUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectRoleName	Text	50	Yes	N/A	Name of the role to edit. Must match the **Name** of an existing role.
ProjectRoleNameModify	Text	50	No	No change	New name of the role
ProjectRoleDescription	Text	255	No	No change	New description of the role
ProjectRoleDefaultBillingRateCurrency	Text	50	No	No change	New currency of the role's default billing rate. Must match the **Symbol** of an existing currency.
ProjectRoleDefaultBillingRate	Numeric	N/A	No	No change	New default billing rate for the role
IsProjectRoleDisabled	Boolean	N/A	No	No change	Enter `No` to enable the role or `Yes` to disable the role

Example

```
#ROLEUPD,ProjectRoleName,ProjectRoleNameModify,ProjectRoleDefaultBillingRate
Project Manager,Senior Project Manager,180
```

Deleting a Role — #ROLEDEL

To delete a role, use the `#ROLEDEL` command followed by the fields in the table below.

A role can only be deleted if it is not selected for any projects and time has not been entered against it.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectRoleName	Text	50	Yes	N/A	Name of the role to delete. Must match the **Name** of an existing role.

Example

```
#ROLEDEL,ProjectRoleName
Senior Project Manager
```

Project Basics **Project & Billing Edition**

The commands that follow allow you to add, edit, or delete a project in the Project & Billing Edition. Once you have added a project, you can create tasks, assign users, and set up billing rates, as detailed in the sections starting with *Project Tasks* on page 108.

Adding a Project — #PROJECTADD

To add a project, use the `#PROJECTADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project to add
ProjectCode	Text	50	No	Empty	Code for the project
ProjectLeaderLoginName	Text	255	No	No project leader	User to assign as project leader. Must match the **Login Name** of an existing user who's permissions include the *Project Leader* option.
ClientBillingAllocation	Set	N/A	No	Single client or none	Number of clients assigned to the project, and, if multiple clients are assigned, how costs will be allocated amongst them. Enter one of the values listed in *Table 12* on page 103. (To assign a client, see page 104.)
DefaultBillingRateCurrency	Text	50	No	`Base Currency` selected in Web TimeSheet	Currency of the project's default billing rate. Must match the **Symbol** of an existing currency. Only applicable if billing is enabled in the **System Preferences**.
DefaultBillingRate	Numeric	N/A	No	`0`	Default billing rate for the project. Only applicable if billing is enabled in the **System Preferences**.
ProjectDescription	Text	255	No	Empty	Description for the project
EstimatedHours	Numeric	N/A	No	`0`	Estimated number of hours for the project
EstimatedCostCurrency	Text	50	No	`Base Currency` selected in Web TimeSheet	Currency of the project's estimated cost. Must match the **Symbol** of an existing currency.
EstimatedCost	Numeric	N/A	No	`0`	Estimated cost for the project
EstimatedExpensesCurrency	Text	50	No	`Base Currency` selected in Web TimeSheet	Currency of the project's estimated expenses. Must match the **Symbol** of an existing currency. Only applicable with a valid license for the **Expense** module.
EstimatedExpenses	Numeric	N/A	No	`0`	Estimated expenses for the project. Only applicable with a valid license for the **Expense** module.
ClientApproverLoginName	Text	255	No	No approver	User assigned to approve entries against the project. Must match the **Login Name** of an existing user who's permissions include the *Client/External Approver* option.
IsApprovalOfProjectLeaderRequired	Boolean	N/A	No	`Yes`	Enter `Yes` to require that time entered against the project be approved by the Project Leader. Enter `No` to not require approval.
TimeEntryAllowed	Boolean	N/A	No	`Yes`	Enter `Yes` to allow time to be entered against the project or `No` to prevent time entry
EntryStartDate	Date	N/A	No	No date	Beginning of period when time can be entered against the project

Field Name	Type	Size	Required	Default Value if not Specified	Description
EntryEndDate	Date	N/A	No	No date	End of period when time can be entered against the project
ExpenseEntryStartDate	Date	N/A	No	No date	Beginning of period when expenses can be entered against the project. Only applicable with a valid license for the **Expense** module.
ExpenseEntryEndDate	Date	N/A	No	No date	End of period when expenses can be entered against the project. Only applicable with a valid license for the **Expense** module.
ProjectStatus[a]	Set	N/A	No	`Open`	Enter one of the following to indicate the status of the project: • `Open` to indicate users can enter time and expenses against the project • `Closed` to prevent users from entering time and expenses against the project
BillableOption	Set	N/A	No	`Both`	Enter one of the following to indicate the billing status of the project: • `Billable` to ensure all time is billed • `Nonbillable` to ensure no time is billed • `Both` to allow users to select whether their time should be billed Only applicable if billing is enabled in the **System Preferences**.
ProjectInfoX	Text	255	No	Empty	Value to enter in Task-type User Defined Field[b] (or Project/Task-type User Defined Field, if you are using a pre-8.26 version of Web TimeSheet). The X represents which Task-type field the value should be entered against, from 1 to 20.
ProjectOnlyInfoX	Text	255	No	Empty	Value to enter in a Project User Defined Field[c]. These fields are available as of version 8.26. The X represents which Project field the value should be entered against, from 1 to 20.
DeptNameLevel1	Text	255	No	Highest-level department (typically labelled `Company)`	Department the project is visible to. To specify the department, you must specify the department's full path in the hierarchy from the highest department level to the level of the desired department. For more information, see *Specifying Departments* on page 20. Only applicable if hierarchy filtering is enabled in the Web TimeSheet **System Preferences**. To add additional departments to the project's visibility, see page 105.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			

a. Projects cannot be set to `Archived` status using the import utility. You can set this status using the CSV Import feature within the Web TimeSheet interface, via the RepliConnect API, by editing each project individually or by mass editing imported projects via the user interface.
b. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.
c. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#PROJECTADD,ProjectName,ProjectCode,ClientBillingAllocation,DefaultBillingRate,ProjectLeaderLoginName,EstimatedHours
Manufacturing Set Up,MAN,CostAllocation,150,mark,80
```

Editing a Project — #PROJECTUPD

To edit a project, use the `#PROJECTUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project to edit
ProjectNameModify	Text	255	No	No change	New name of the project
ProjectCode	Text	50	No	No change	New code for the project
ProjectLeaderLoginName	Text	255	No	No change	User to assign as new project leader. Must match the **Login Name** of an existing user who's permissions include the *Project Leader* option.
ClientBillingAllocation	Set	N/A	No	No change	Number of clients assigned to the project, and, if multiple clients are assigned, how costs will be allocated amongst them. Enter one of the values listed in *Table 12* on page 103. (To assign a client, see page 104.)
DefaultBillingRateCurrency	Text	50	No	No change	New currency of the project's default billing rate. Must match the **Symbol** of an existing currency. Only applicable if billing is enabled in the **System Preferences**.
DefaultBillingRate	Numeric	N/A	No	No change	New default billing rate for the project. Only applicable if billing is enabled in the **System Preferences**.
ProjectDescription	Text	255	No	No change	New description for the project
EstimatedHours	Numeric	N/A	No	No change	New estimated number of hours for the project
EstimatedCostCurrency	Text	50	No	No change	New currency of the project's estimated cost. Must match the **Symbol** of an existing currency.
EstimatedCost	Numeric	N/A	No	No change	New estimated cost for the project
EstimatedExpensesCurrency	Text	50	No	No change	New currency of the project's estimated expenses. Must match the **Symbol** of an existing currency. Only applicable with a valid license for the **Expense** module.
EstimatedExpenses	Numeric	N/A	No	No change	New estimated expenses for the project. Only applicable with a valid license for the **Expense** module.
ClientApproverLoginName	Text	255	No	No change	New user assigned to approve entries against the project. Must match the **Login Name** of an existing user who's permissions include the *Client/External Approver* option.
IsApprovalOfProjectLeaderRequired	Boolean	N/A	No	No change	Enter `Yes` to require that time entered against the project be approved by the Project Leader. Enter `No` to not require approval.
TimeEntryAllowed	Boolean	N/A	No	No change	Enter `Yes` to allow time to be entered against the project or `No` to prevent time entry
EntryStartDate	Date	N/A	No	No change	New beginning of period when time can be entered against the project
EntryEndDate	Date	N/A	No	No change	New end of period when time can be entered against the project
ExpenseEntryStartDate	Date	N/A	No	No change	New beginning of period when expenses can be entered against the project. Only applicable with a valid license for the **Expense** module.
ExpenseEntryEndDate	Date	N/A	No	No change	New end of period when expenses can be entered against the project. Only applicable with a valid license for the **Expense** module.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectStatus[a]	Set	N/A	No	No change	Enter one of the following to indicate the status of the project: • `Open` to indicate users can enter time and expenses against the project • `Closed` to prevent users from entering time and expenses against the project
BillableOption	Set	N/A	No	No change	Enter one of the following to indicate the billing status of the project: • `Billable` to ensure all time is billed • `Nonbillable` to ensure no time is billed • `Both` to allow users to select whether their time should be billed Only applicable if billing is enabled in the **System Preferences**.
ProjectInfoX	Text	255	No	No change	New value to enter in Task-type User Defined Field[b] (or Project/Task-type User Defined Field, if you are using a pre-8.26 version). The X represents which Task-type field the value should be entered against, from 1 to 20.
ProjectOnlyInfoX	Text	255	No	No change	New value to enter in a Project User Defined Field[c]. These fields are available as of version 8.26. The X represents which Project field the value should be entered against, from 1 to 20.
DeptNameLevel1	Text	255	No	No change	New department the project is visible to. To specify the department, you must specify the department's full path in the hierarchy from the highest department level to the level of the desired department. For more information, see *Specifying Departments* on page 20. The value specified will replace all existing department assignments. Only applicable if hierarchy filtering is enabled in the Web TimeSheet **System Preferences**.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			

a. Projects cannot be set to `Archived` status using the import utility. You can set this status using the CSV Import feature within the Web TimeSheet interface, via the RepliConnect API, by editing each project individually or by mass editing imported projects via the user interface.
b. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.
c. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#PROJECTUPD,ProjectName,ProjectCode,DefaultBillingRate
Manufacturing Set Up,MANUF,170
```

Deleting a Project — #PROJECTDEL

To delete a project, use the `#PROJECTDEL` command followed by the fields in the table below.

A project can only be deleted if no time or expenses have been submitted against it. To close a project instead, see *Editing a Project — #PROJECTUPD* on page 101.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project to delete

Example

```
#PROJECTDEL,ProjectName
Manufacturing Set Up
```

Table 12: Client and Billing Allocation Options

Valid Values	Description
None	No clients are associated with the project
Single	One client is associated with the project
Bucket	Multiple clients are associated with the project. Users will select which client their time and expenses will be billed to. The bucket method option must be enabled in the **System Preferences**.
CostAllocation	Multiple clients are associated with the project. The costs will be allocated to the clients based on a percentage. The cost allocation option must be enabled in the **System Preferences**.

Project Details Project & Billing Edition

In the Project & Billing Edition, the commands that follow allow you to edit the clients assigned to the project and, if hierarchy filtering is enabled, the departments the project is visible to. Commands are also provided to enable or disable expense codes within a project.

Assigning a Client to a Project — #PROJECTCLIENTADD

To assign a client to a project, use the `#PROJECTCLIENTADD` command followed by the fields in the table below. For information on adding clients to Web TimeSheet, see *Clients* on page 22.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Project to assign the client to. Must match the **Project Name** of an existing project.
ClientName	Text	255	Yes	N/A	Client to assign to the project. Must match the **Name** of an existing client.
ClientPercentage	Numeric	N/A	Yes, if using cost allocation	N/A	The percentage of the project cost to allocate to the client, expressed as a number between `0` and `1`. For example, to allocate 30% to the client, enter `0.3`. Only applicable if the project has been configured to use cost allocation.

Example

```
#PROJECTCLIENTADD,ProjectName,ClientName,ClientPercentage
Manufacturing Set Up,Best Consulting,0.25
Manufacturing Set Up,Big Game Inc,0.75
```

Updating a Client's Cost Allocation — #PROJECTCLIENTUPD

To update a client's allocation percentage, use the `#PROJECTCLIENTUPD` command followed by the fields in the table below.

This command only applies if the project uses cost allocation for client billing.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Project to update the cost allocation for. Must match the **Project Name** of an existing project.
ClientName	Text	255	Yes	N/A	Client to update the cost allocation for. Must match the **Name** of a client assigned to the project.
ClientPercentage	Numeric	N/A	Yes	N/A	New percentage of the project cost to allocate to the client, expressed as a number between `0` and `1`. For example, to allocate 55% to the client, enter `0.55`.

Example

```
#PROJECTCLIENTUPD,ProjectName,ClientName,ClientPercentage
Manufacturing Set Up,Best Consulting,0.3
Manufacturing Set Up,Big Game Inc,0.7
```

Removing a Client Assignment from a Project — #PROJECTCLIENTDEL

To remove a client from a project, use the `#PROJECTCLIENTDEL` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Project to delete the client assignment from. Must match the **Project Name** of an existing project.
ClientName	Text	255	Yes	N/A	Client to remove from the project. Must match the **Name** of a client assigned to the project.

Example

```
#PROJECTCLIENTDEL,ProjectName,ClientName
Manufacturing Set Up,Best Consulting
```

Assigning a Department to a Project — #PROJECTDEPARTMENTADD

To assign a department so the project is visible to users within the department, use the `#PROJECTDEPARTMENTADD` command followed by the fields in the table below.

This command only applies if hierarchy filtering is enabled in the **System Preferences**.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Project to make visible to the specified department. Must match the **Project Name** of an existing project.
DeptNameLevel1	Text	255	Yes	N/A	Department to make the project visible to. To specify the department, you must specify the department's full path in the hierarchy from the highest department level to the level of the desired department. For more information, see *Specifying Departments* on page 20.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			

Example

```
#PROJECTDEPARTMENTADD,ProjectName,DeptNameLevel1,DeptNameLevel2
Manufacturing Set Up,Company,Development
```

Removing a Department Assignment from a Project — #PROJECTDEPARTMENTDEL

To remove a department assignment, so the project is no longer visible to the department's users, use the `#PROJECTDEPARTMENTDEL` command followed by the fields in the table below.

This command only applies if hierarchy filtering is enabled in the **System Preferences**.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Project to remove the department assignment from. Must match the **Project Name** of an existing project.
DeptNameLevel1	Text	255	Yes	N/A	Department to remove the assignment for. To specify the department, you must specify the department's full path in the hierarchy from the highest department level to the level of the desired department. For more information, see *Specifying Departments* on page 20.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			

Example

```
#PROJECTDEPARTMENTDEL,ProjectName,DeptNameLevel1
Manufacturing Set Up,Company
```

Assigning an Expense Code to a Project — #PROJECTEXPENSECODEADD

To assign an expense code to a project so those expenses can be entered against the project, use the `#PROJECTEXPENSECODEADD` command followed by the fields in the table below.

> This command only applies with a valid license for the **Expense** module.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Project for which to allow the expense code. Must match the **Project Name** of an existing project.
ExpenseCode	Text	255	Yes	N/A	Expense code to allow users to enter project expenses against. Must match the **Name** of an existing expense code.

Example

```
#PROJECTEXPENSECODEADD,ProjectName,ExpenseCode
Manufacturing Set Up,Airfare
Manufacturing Set Up,Meals
```

Removing an Expense Code Assignment from a Project — #PROJECTEXPENSECODEDEL

To remove an expense code from a project so project expenses cannot be entered under it, use the `#PROJECTEXPENSECODEDEL` command followed by the fields in the table below.

> This command only applies with a valid license for the **Expense** module.
>
> An expense code can only be removed if no expenses have been submited against it under this project.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Project for which to delete the expense code assignment. Must match the **Project Name** of an existing project.
ExpenseCode	Text	255	Yes	N/A	Expense code to remove from the project. Must match the **Name** of an existing expense code assigned to the project in Web TimeSheet.

Example

```
#PROJECTEXPENSECODEDEL,ProjectName,ExpenseCode
Manufacturing Set Up,Meals
```

Project Tasks **Project & Billing Edition**

The commands the follow allow you to add tasks to projects and, subsequently, to edit or delete them in the Project & Billing Edition.

Adding a Task to a Project — #PROJECTTASKADD

To add a task to a project, use the `#PROJECTTASKADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project to add the task to
TaskNameLevel1	Text	255	Yes	N/A	Full path of the task to add. See *Specifying Tasks* on page 21 for more information on using the **TaskNameLevel** fields. When adding a sub-task, the task at each higher level in the hierarchy must already exist in Web TimeSheet or be included as an earlier entry in the import file.
TaskNameLevel2	Text	255			
TaskNameLevel3	Text	255			
TaskNameLevel4	Text	255			
TaskNameLevel5	Text	255			
TaskNameLevel6	Text	255			
TaskNameLevel7	Text	255			
TaskNameLevel8	Text	255			
TaskNameLevel9	Text	255			
TaskNameLevel10	Text	255			
TaskCode	Text	50	No	Empty	Code for the task
TaskDescription	Text	255	No	Empty	Description of the task
EstimatedHours	Numeric	N/A	No	`0`	Estimated number of hours for the task
EstimatedCostCurrency	Text	50	No	`Base Currency` selected in Web TimeSheet	Currency of the task's estimated cost. Must match the **Symbol** of an existing currency.
EstimatedCost	Numeric	N/A	No	`0`	Estimated cost for the task
TimeEntryAllowed	Boolean	N/A	No	`Yes`	Enter `Yes` to allow time to be entered against the task or `No` to prevent time entry
EntryStartDate	Date	N/A	No	No date	Beginning of period when time can be entered against the task
EntryEndDate	Date	N/A	No	No date	End of period when time can be entered against the task
TaskStatus	Set	N/A	No	`Open`	Enter one of the following to indicate the status of the task: • `Open` to indicate users can enter time against the task • `Closed` to prevent users from entering time against the task
BillableOption	Set	N/A	No	`Both`	Enter one of the following to indicate the billing status of the task: • `Billable` to ensure all time is billed • `Nonbillable` to ensure no time is billed • `Both` to allow users to select whether their time should be billed Only applicable if billing is enabled in the **System Preferences**.

Field Name	Type	Size	Required	Default Value if not Specified	Description
TaskInfo1	Text	255	No	Empty	Value to enter in Project/Task-type User Defined Field 1[a]. The x represents which field that the value should be entered against, from 1 to 10.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#PROJECTTASKADD,ProjectName,TaskNameLevel1,TaskNameLevel2,EstimatedHours
Manufacturing Set Up,Planning,,100
Manufacturing Set Up,Planning,Designing Manufacturing Process,80
Manufacturing Set Up,Planning,Creating Supply List,20
```

Editing a Task in a Project — #PROJECTTASKUPD

To edit a task already existing in a project, use the `#PROJECTTASKUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project that contains the task to be edited
TaskNameLevel1	Text	255	Yes	N/A	Full path of the task to edit. See *Specifying Tasks* on page 21 for more information on using the **TaskNameLevel** fields.
TaskNameLevel2	Text	255			
TaskNameLevel3	Text	255			
TaskNameLevel4	Text	255			
TaskNameLevel5	Text	255			
TaskNameLevel6	Text	255			
TaskNameLevel7	Text	255			
TaskNameLevel8	Text	255			
TaskNameLevel9	Text	255			
TaskNameLevel10	Text	255			
TaskNameModify	Text	255	No	No change	New name of the task being edited
TaskCode	Text	50	No	No change	New code for the task
TaskDescription	Text	255	No	No change	New description of the task
EstimatedHours	Numeric	N/A	No	No change	New estimated number of hours for the task
EstimatedCostCurrency	Text	50	No	No change	New currency of the task's estimated cost. Must match the **Symbol** of an existing currency.
EstimatedCost	Numeric	N/A	No	No change	New estimated cost for the task
TimeEntryAllowed	Boolean	N/A	No	No change	Enter `Yes` to allow time to be entered against the task or `No` to prevent time entry
EntryStartDate	Date	N/A	No	No change	New beginning of period when time can be entered against the task

Field Name	Type	Size	Required	Default Value if not Specified	Description
EntryEndDate	Date	N/A	No	No change	New end of period when time can be entered against the task
TaskStatus	Set	N/A	No	No change	Enter one of the following to indicate the status of the task: • `Open` to indicate users can enter time against the task • `Closed` to prevent users from entering time against the task
BillableOption	Set	N/A	No	No change	Enter one of the following to indicate the billing status of the task: • `Billable` to ensure all time is billed • `Nonbillable` to ensure no time is billed • `Both` to allow users to select whether their time should be billed Only applicable if billing is enabled in the **System Preferences**.
TaskInfoX	Text	255	No	No change	New value to enter in Project/Task-type User Defined Field[a]. The X represents which Project/Task-type field that the value should be entered against, from 1 to 10.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#PROJECTTASKUPD,ProjectName,TaskNameLevel1,TaskNameLevel2,TaskNameModify,EstimatedHours
Manufacturing Set Up,Planning,Designing Manufacturing Process,Designing Process,90
```

Deleting a Task from a Project — #PROJECTTASKDEL

To delete a task from a project, use the `#PROJECTTASKDEL` command followed by the fields in the table below.

A task can only be deleted if no time has been entered against it. To close a task instead, see *Editing a Task in a Project — #PROJECTTASKUPD* on page 109.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project that contains the task to be deleted
TaskNameLevel1	Text	255	Yes	N/A	Full path of the task to delete. See *Specifying Tasks* on page 21 for more information on using the **TaskNameLevel** fields.
TaskNameLevel2	Text	255			
TaskNameLevel3	Text	255			
TaskNameLevel4	Text	255			
TaskNameLevel5	Text	255			
TaskNameLevel6	Text	255			
TaskNameLevel7	Text	255			
TaskNameLevel8	Text	255			
TaskNameLevel9	Text	255			
TaskNameLevel10	Text	255			

Example

```
#PROJECTTASKDEL,ProjectName,TaskNameLevel1,TaskNameLevel2
Manufacturing Set Up,Planning,Creating Supply List
```

Project Team and Task Assignments Project & Billing Edition

In the Project & Billing Edition, the following commands are used to specify who can enter time against the project by creating a project team and assigning users to tasks.

Adding Users to the Project Team — #PROJECTTEAMADD

To add all users, a department, or a specific user to the project team, use the `#PROJECTTEAMADD` command followed by the fields in the table below.

> Team member's will be automatically assigned the project's default billing rate when they are added. To change the member's billing rate, see *Project Billing* on page 117.
>
> When a member is added to the project team, the member is automatically assigned to all tasks within the project. This allows the team member to enter time against all tasks within the project. If you prefer to control task assignments individually, assign users to tasks before creating the project team. With this method, each user assigned to a task will automatically be added to the project team.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project to add the team member to. Must match the **Name** of an existing project.
ProjectTeamType	Set	N/A	Yes	N/A	Enter one of the following: • `All` to add all users to the project team • `Department` to add a department to the project team • `User` to add a specific user to the project team
DeptNameLevel1	Text	255	Yes, if type set to `Depart-ment`	N/A	Full path of the department to add to the project team. Only applicable if **ProjectTeamType** is set to `Department`. See *Specifying Departments* on page 20 for more information on using the **DeptNameLevel** fields.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
LoginName	Text	255	Yes, if type set to `User`	N/A	User to add to the project team. Must match the **Login Name** of an existing user. Only applicable if **ProjectTeamType** is set to `User`.

Example

```
#PROJECTTEAMADD,ProjectName,ProjectTeamType,DeptNameLevel1,DeptNameLevel2,LoginName
Manufacturing Set Up,Department,Company,Development,
Manufacturing Set Up,User,,,sally
```

Removing a Member from the Project Team — #PROJECTTEAMDEL

To remove a member from the project team, use the `#PROJECTTEAMDEL` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project to remove the team member from. Must match the **Name** of an existing project.
ProjectTeamType	Set	N/A	Yes	N/A	Enter one of the following: • `All` to remove an existing assignment of all users from the project team • `Department` to remove an existing department assignment from the project team • `User` to remove an existing user assignment from the project team
DeptNameLevel1	Text	255	Yes, if type set to `Depart-ment`	N/A	Full path of the department to remove from the project team. Only applicable if **ProjectTeamType** is set to `Department`. See *Specifying Departments* on page 20 for more information on using the **DeptNameLevel** fields.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
LoginName	Text	255	Yes, if type set to `User`	N/A	User to remove from the project team. Must match the **Login Name** of an existing user assigned to the team. Only applicable if **ProjectTeamType** is set to `User`.

Example

```
#PROJECTTEAMDEL,ProjectName,ProjectTeamType,LoginName
Manufacturing Set Up,User,sally
```

Assigning Users to a Task — #TASKASSIGNMENTADD

To assign all users, the users belonging to a department, or a specific user to a task so they can enter time against it, use the `#TASKASSIGNMENTADD` command followed by the fields in the table below.

> When creating task assignments, the assignee is automatically added to the project team. If you wish to have all members of the project team assigned to all tasks, add them to the project team first. Anyone added to the project team is automatically assigned to all tasks.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project to add the task assignment to
TaskNameLevel1	Text	255	Yes	N/A	Full path of the task to assign users to. See *Specifying Tasks* on page 21 for more information on using the **TaskNameLevel** fields.
TaskNameLevel2	Text	255			
TaskNameLevel3	Text	255			
TaskNameLevel4	Text	255			
TaskNameLevel5	Text	255			
TaskNameLevel6	Text	255			
TaskNameLevel7	Text	255			
TaskNameLevel8	Text	255			
TaskNameLevel9	Text	255			
TaskNameLevel10	Text	255			
AssignmentType	Set	N/A	Yes	N/A	Enter one of the following: • `All` to assign all users to the task • `Department` to assign a department to the task • `User` to add a specific user to the task
DeptNameLevel1	Text	255	Yes, if type set to `Depart-ment`	N/A	Full path of the department to assign to the task. Only applicable if **AssignmentType** is set to `Department`. See *Specifying Departments* on page 20 for more information on using the **DeptNameLevel** fields.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
LoginName	Text	255	Yes, if type set to `User`	N/A	User to assign to the project team. Must match the **Login Name** of an existing user. Only applicable if **AssignmentType** is set to `User`.
TaskAssnStatus	Text	50	No	Allowed	Enter `Allow` to allow the assignee to enter time against the task. Enter `Deny` to prevent the assignee from entering time against the task.

Example

```
#TASKASSIGNMENTADD,ProjectName,TaskNameLevel1,AssignmentType,DeptNameLevel1,DeptNameLevel2
Manufacturing Set Up,Planning,Department,Company,Human Resources
```

Changing the Status of a Task Assignment — #TASKASSIGNMENTUPD

To change an existing task assignment to either allow or deny time entry by the assignee, use the `#TASKASSIGNMENTUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project for which to change the task assignment
TaskNameLevel1	Text	255	Yes	N/A	Full path of the task to change the assignment for. See *Specifying Tasks* on page 21 for more information on using the **TaskNameLevel** fields.
TaskNameLevel2	Text	255			
TaskNameLevel3	Text	255			
TaskNameLevel4	Text	255			
TaskNameLevel5	Text	255			
TaskNameLevel6	Text	255			
TaskNameLevel7	Text	255			
TaskNameLevel8	Text	255			
TaskNameLevel9	Text	255			
TaskNameLevel10	Text	255			
AssignmentType	Set	N/A	Yes	N/A	The type of the assignment being changed, one of the following: • `All` to change an existing assignment of all users • `Department` to change an existing department assignment • `User` to change an existing user assignment
DeptNameLevel1	Text	255	Yes, if type set to `Depart-ment`	N/A	Full path of the department for which to change the assignment. Only applicable if **AssignmentType** is set to `Department`. See *Specifying Departments* on page 20 for more information on using the **DeptNameLevel** fields.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
LoginName	Text	255	Yes, if type set to `User`	N/A	User for which to change the assignment. Must match the **Login Name** of an existing user assigned to the task. Only applicable if **AssignmentType** is set to `User`.
TaskAssnStatus	Text	50	Yes	N/A	Enter `Allow` to allow the assignee to enter time against the task. Enter `Deny` to prevent the assignee from entering time against the task.

Example

```
#TASKASSIGNMENTUPD,ProjectName,TaskNameLevel1,AssignmentType,DeptNameLevel1,DeptNameLevel2,TaskAssnStatus
Manufacturing Set Up,Planning,Department,Company,Human Resources,Deny
```

Removing a Task Assignment — #TASKASSIGNMENTDEL

To remove a task assignment, use the `#TASKASSIGNMENTDEL` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project for which to remove the task assignment
TaskNameLevel1	Text	255	Yes	N/A	Full path of the task for which to remove the assignment. See *Specifying Tasks* on page 21 for more information on using the **TaskNameLevel** fields.
TaskNameLevel2	Text	255			
TaskNameLevel3	Text	255			
TaskNameLevel4	Text	255			
TaskNameLevel5	Text	255			
TaskNameLevel6	Text	255			
TaskNameLevel7	Text	255			
TaskNameLevel8	Text	255			
TaskNameLevel9	Text	255			
TaskNameLevel10	Text	255			
AssignmentType	Set	N/A	Yes	N/A	The type of assignment to be removed, one of the following: • `All` to removing an existing assignment of all users • `Department` to remove an existing department assignment • `User` to remove an existing user assignment
DeptNameLevel1	Text	255	Yes, if type set to `Depart-ment`	N/A	Full path of the department for which to remove the assignment. Only applicable if **AssignmentType** is set to `Department`. See *Specifying Departments* on page 20 for more information on using the **DeptNameLevel** fields.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
LoginName	Text	255	Yes, if type set to `User`	N/A	User for whom to remove the assignment. Must match the **Login Name** of an existing user. Only applicable if **AssignmentType** is set to `User`.

Example

```
#TASKASSIGNMENTDEL,ProjectName,TaskNameLevel1,AssignmentType,DeptNameLevel1,DeptNameLevel2
Manufacturing Set Up,Planning,Department,Company,Human Resources
```

Project Billing **Project & Billing Edition**

In the Project & Billing Edition, the commands that follow can be used to manage the rates project time is billed at, including adding and removing roles, assigning rates, and enabling rate types for team members.

The commands in this section only apply if the billing feature is enabled in the Web TimeSheet **System Preferences**.

Adding a Role to a Project — #PROJECTROLEADD

To add a role to a project so it can be assigned to project team members, use the `#PROJECTROLEADD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project for which to add the role. Must match the **Name** of an existing project.
RoleName	Text	50	Yes	N/A	Role to add to the project. Must match the **Name** of an existing role.

Example

```
#PROJECTROLEADD,ProjectName,RoleName
Manufacturing Set Up,Graphics Designer
```

Removing a Role from a Project — #PROJECTROLEDEL

To remove a role from a project, use the `#PROJECTROLEDEL` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project for which to remove the role. Must match the **Name** of an existing project.
RoleName	Text	50	Yes	N/A	Role to remove from the project. Must match the **Name** of an existing role assigned to the project.

Example

```
#PROJECTROLEDEL,ProjectName,RoleName
Manufacturing Set Up,Graphics Designer
```

Add a Rate within a Project — #PROJECTRATEADD

Use the `#PROJECTRATEADD` command followed by the fields in the table below to:

- Assign a rate to the project as a whole (either by replacing the default rate or adding a rate with an effective date)
- Assign a rate to a role assigned to the project
- Assign a rate to a department assigned to the project team
- Assign a rate to a user assigned to the project team

The rate can be assigned as the default rate, or you can specify the date the rate should take effect.

> Once you have assigned a rate to a role, department, or user on the project team, you must enable that rate type for the applicable team member using the `#PROJECTTEAMRATEADD` command detailed on page 121. For example, consider a project team that includes the user Mark Robbins, whose time is to be billed at a rate specific to him. To do so, you must assign a rate to Mark using the `#PROJECTRATEADD` command and then enable the `Override` rate type for Mark using the `#PROJECTTEAMRATEADD` command.
>
> If you use the `#PROJECTRATEADD` command and the related rate types have not already been enabled for team members, a warning will be logged when you import the rates.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project for which to assign the rate. Must match the **Name** of an existing project.
RateItem	Set	N/A	Yes	N/A	Enter one of the following to indicate where the rate should be assigned: • `Project` to assign the rate as the default billing rate for the project • `Role` to assign the rate to a role assigned to the project • `Department` to assign the rate to a department assigned to the project team • `User` to assign the rate to a user assigned to the project team
RoleName	Text	255	Yes, if **RateItem** set to `Role`	N/A	Role to assign the rate to. Must match the **Name** of an existing role enabled for the project. Only applicable if **RateItem** is set to `Role`.
DeptNameLevel1	Text	255	Yes, if **RateItem** set to `Depart-ment`	N/A	Full path of the department to assign the rate to. Only applicable if **RateItem** is set to `Department`. See *Specifying Departments* on page 20 for more information on using the **DeptNameLevel** fields.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
LoginName	Text	255	Yes, if **RateItem** set to `User`	N/A	User to assign the rate to. Must match the **Name** of an existing user who is a member of the project team. Only applicable if **RateItem** is set to `User`.

Field Name	Type	Size	Required	Default Value if not Specified	Description
EffectiveDate	Date	N/A	No	No date (rate becomes default "initial" rate)	The date the rate takes effect
Currency	Text	50	No	`Base Currency` selected in Web TimeSheet	Currency of the rate being assigned. Must match the **Name** of an existing currency.
Rate	Numeric	N/A	No	If enabling a user rate, the user's default billing rate, if set. Otherwise, `0`.	Hourly billing rate to assign

Example

```
#PROJECTRATEADD,ProjectName,RateItem,RoleName,DeptNameLevel1,DeptNameLevel2,Rate,EffectiveDate
Manufacturing Set Up,Department,,Company,Development,125,03/04/2007
Manufacturing Set Up,Role,Graphics Designer,,,130,
```

Deleting a Rate from a Project — #PROJECTRATEDEL

To delete a rate from a project, use the `#PROJECTRATEDEL` command followed by the fields in the table below.

> The default “initial” rate cannot be deleted. Only rates with an effective date can be deleted.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project for which to delete the rate. Must match the **Name** of an existing project.
RateItem	Set	N/A	Yes	N/A	Enter one of the following to indicate where the rate to be deleted is assigned: • `Project` to delete a rate for the project • `Role` to delete a rate assigned to role within the project • `Department` to delete a rate assigned to a department on the project team • `User` to delete a rate assigned to a user on the project team
RoleName	Text	255	Yes, if **RateItem** set to `Role`	N/A	Role to delete the rate from. Must match the **Name** of an existing role enabled for the project. Only applicable if **RateItem** is set to `Role`.
DeptNameLevel1	Text	255	Yes, if **RateItem** set to `Depart-ment`	N/A	Full path of the department to delete the rate from. Only applicable if **RateItem** is set to `Department`. See *Specifying Departments* on page 20 for more information on using the **DeptNameLevel** fields.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
LoginName	Text	255	Yes, if **RateItem** set to `User`	N/A	User to delete the rate from. Must match the **Name** of an existing user who is a member of the project team. Only applicable if **RateItem** is set to `User`.
EffectiveDate	Date	N/A	Yes	N/A	The date the rate to delete takes effect, as assigned in Web TimeSheet

Example

```
#PROJECTRATEDEL,ProjectName,RateItem,DeptNameLevel1,DeptNameLevel2,EffectiveDate
Manufacturing Set Up,Department,Company,Development,03/04/2007
```

Enabling a Rate Type for a Team Member — #PROJECTTEAMRATEADD

To enable a rate type for a team member so they can select the rate type when entering time, use the `#PROJECTTEAMRATEADD` command followed by the fields in the table below.

> You can assign a rate specific to each department or user on the project team as follows:
>
> 1. Assign a rate to the department or user using the `#PROJECTRATEADD` command on page 118. This must be completed because default rates do not exist for departments or users.
> 2. Use the `#PROJECTTEAMRATEADD` command defined below to enable the `Override` rate type for the department or user.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project for which to enable the rate type. Must match the **Name** of an existing project.
RateType	Set	N/A	Yes	N/A	The type of rate to enable for the team member, one of the following: • `Project` to enable the project rate for the team member • `Role` to enable a role rate for the team member • `Override` to enable a department- or user-specific rate for the team member (only applicable if **ProjectTeamType** is set to `Department` or `User`)
RoleName	Text	255	Yes, if rate type set to `Role`	N/A	Role to enable for the team member. Must match the **Name** of an existing role enabled for the project. Only applicable if **RateType** is set to `Role`.
ProjectTeamType	Set	N/A	Yes	N/A	The type of team member for whom to enable the rate type, one of the following: • `All` to enable the rate type for an existing assignment of all users • `Department` to enable the rate type for an existing department assignment • `User` to enable the rate type for an existing user assignment
DeptNameLevel1	Text	255	Yes, if team type set to `Depart-ment`	N/A	Full path of the department for whom to enable the rate type. Only applicable if **ProjectTeamType** is set to `Department`. See *Specifying Departments* on page 20 for more information on using the **DeptNameLevel** fields.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
LoginName	Text	255	Yes, if team type set to `User`	N/A	User for whom to enable the rate type. Must match the **Name** of an existing user who is a member of the project team. Only applicable if **RateItem** is set to `User`.

Example

```
#PROJECTTEAMRATEADD,ProjectName,RateType,ProjectTeamType,DeptNameLevel1,DeptNameLevel2
Manufacturing Set Up,Override,Department,Company,Development
```

Disabling a Rate Type for a Team Member — #PROJECTTEAMRATEDEL

To disable a rate type for a team member so they can no longer select the rate type when entering time, use the `#PROJECTTEAMRATEDEL` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
ProjectName	Text	255	Yes	N/A	Name of the project for which to disable the rate type. Must match the **Name** of an existing project.
RateType	Set	N/A	Yes	N/A	The type of rate to disable for the team member, one of the following: • `Project` to disable the project rate for the team member • `Role` to disable a role rate for the team member • `Override` to disable a department- or user-specific rate for the team member (only applicable if **ProjectTeamType** is set to `Department` or `User`)
RoleName	Text	255	Yes, if rate type set to `Role`	N/A	Role to disable for the team member. Must match the **Name** of an existing role enabled for the team member. Only applicable if **RateType** is set to `Role`.
ProjectTeamType	Set	N/A	Yes	N/A	The type of team member for whom to disable the rate type, one of the following: • `All` to disable the rate type for an existing assignment of all users • `Department` to disable the rate type for an existing department assignment • `User` to disable the rate type for an existing user assignment
DeptNameLevel1	Text	255	Yes, if team type set to `Depart-ment`	N/A	Full path of the department for whom to disable the rate type. Only applicable if **ProjectTeamType** is set to `Department`. See *Specifying Departments* on page 20 for more information on using the **DeptNameLevel** fields.
DeptNameLevel2	Text	255			
DeptNameLevel3	Text	255			
DeptNameLevel4	Text	255			
DeptNameLevel5	Text	255			
DeptNameLevel6	Text	255			
DeptNameLevel7	Text	255			
LoginName	Text	255	Yes, if team type set to `User`	N/A	User for whom to disable the rate type. Must match the **Name** of an existing user who is a member of the project team. Only applicable if **RateItem** is set to `User`.

Example

```
#PROJECTTEAMRATEDEL,ProjectName,RateType,ProjectTeamType,DeptNameLevel1,DeptNameLevel2
Manufacturing Set Up,Override,Department,Company,Development
```

Time Off Bookings Time & Attendance Edition

The following commands allow you to add, edit, and delete time off bookings in the Time & Attendance Edition.

Adding a Time Off Booking — #TIMEOFFADD

To add a time off booking, use the `#TIMEOFFADD` command followed by the fields in the table below.

If the user uses timesheets and the timesheet has already been submitted, the timesheet will be re-opened when a booking is added in that period.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User to add the booking for. Must match the **Login Name** of an existing user.
TimeOffName	Text	50	Yes	N/A	Time off type to book the time off under. Must match the **Name** of an existing time off type that is allowed for the user.
StartDate	Date	N/A	Yes	N/A	Start date of the booking
StartDurationType	Set	N/A	Yes	N/A	The amount of the first day that is being taken off. Enter one of the values in *Table 13* on page 126, ensuring the selected value is supported by the **Minimum amount of time off required in bookings**, which is set in the **System Preferences**.
StartHours	Numeric	N/A	Yes, if `Partial Day`	N/A	The number of hours that are being taken off on the first day. Only applies if **StartDurationType** is set to `Partial Day`. If the **Minimum amount of time off required in bookings** is set to `Full Hour` in **System Preferences**, a full hour (non-decimal) value must be used.
StartTime	Time	N/A	No, unless required by system preference	N/A	The time when the time off begins on the start date. Enter the time in a Web TimeSheet time format. Does not apply if **StartDurationType** is set to `Full Day`.
EndDate	Date	N/A	Yes	N/A	End date for the booking
EndDurationType	Set	N/A	Yes, if end date does not match start date	N/A	The amount of the last day that is being taken off. Enter one of the values in *Table 13* on page 126, ensuring the selected value is supported by the **Minimum amount of time off required in bookings**, which is set in the **System Preferences**. If the start date and end date are the same, the **StartDurationType** will be used.
EndHours	Numeric	N/A	Yes, if `Partial Day`	N/A	The number of hours that are being taken off on the last day. Only applies if **EndDurationType** is set to `Partial Day`. If the **Minimum amount of time off required in bookings** is set to `Full Hour` in **System Preferences**, a full hour (non-decimal) value must be used.
EndTime	Time	N/A	No, unless required by system preference	N/A	The time when the time off ends on the end date. Enter the time in a Web TimeSheet time format. Does not apply if **StartDurationType** is set to `Full Day`.
Comments	Text	255	No	Empty	Comments to include with the booking
TimeOffInfoX	Text	255	No	Empty	Value to enter in Time Off-type User Defined Field[a]. The X represents which Time Off-type field the value should be entered against, from 1 to 5.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#TIMEOFFADD,LoginName,TimeOffName,StartDate,StartDurationType,StartTime,EndDate,EndDurationType,EndHours,EndTime
admin,Vacation,24/08/2009,Quarter Day,3:00pm,27/08/2009,Partial Day,2,10:00am
```

Editing a Time Off Booking — #TIMEOFFUPD

To edit a time off booking, use the `#TIMEOFFUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User that the booking is under. Must match the **Login Name** of the user.
TimeOffName	Text	50	Yes	N/A	Current time off type selected for the booking
StartDate	Date	N/A	Yes	N/A	Current start date of the booking
EndDate	Date	N/A	Yes	N/A	Current end date for the booking
TimeOffNameModify	Text	50	No	No change	New time off type for the booking. Must match the **Name** of an existing time off type that is allowed for the user.
StartDateModify	Date	N/A	No	No change	New start date of the booking
StartDurationType	Set	N/A	Yes, if start date changed	No change	The amount of the first day that is being taken off. Enter one of the values in *Table 13* on page 126, ensuring the selected value is supported by the **Minimum amount of time off required in bookings**, which is set in the **System Preferences**.
StartHours	Numeric	N/A	Yes, if `Partial Day`	No change	The number of hours that are being taken off on the first day. Only applies if **StartDurationType** is set to `Partial Day`. If the **Minimum amount of time off required in bookings** is set to `Full Hour` in **System Preferences**, a full hour (non-decimal) value must be used.
StartTime	Time	N/A	No, unless required by system preference	No change	The time when the time off begins on the start date. Enter the time in a Web TimeSheet time format. Does not apply if **StartDurationType** is set to `Full Day`.
EndDateModify	Date	N/A	No	No change	New end date for the booking
EndDurationType	Set	N/A	Yes, if end date changed and does not match start date	No change	The amount of the last day that is being taken off. Enter one of the values in *Table 13* on page 126, ensuring the selected value is supported by the **Minimum amount of time off required in bookings**, which is set in the **System Preferences**.
EndHours	Numeric	N/A	Yes, if `Partial Day`	No change	The number of hours that are being taken off on the last day. Only applies if **EndDurationType** is set to `Partial Day`. If the **Minimum amount of time off required in bookings** is set to `Full Hour` in **System Preferences**, a full hour (non-decimal) value must be used.
EndTime	Time	N/A	No, unless required by system preference	No change	The time when the time off ends on the end date. Enter the time in a Web TimeSheet time format. Does not apply if **StartDurationType** is set to `Full Day`.
Comments	Text	255	No	No change	New comments to include with the booking
TimeOffInfoX	Text	255	No	No change	New value to enter in Time Off-type User Defined Field 1[a]. The X represents which Time Off-type field that the value should be entered against, from 1 to 5.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#TIMEOFFUPD,LoginName,TimeOffName,StartDate,EndDate,StartDateModify
matt,Vacation,03/04/2007,09/04/2007,03/02/2007
```

Deleting a Time Off Booking — #TIMEOFFDEL

To delete a time off booking, use the `#TIMEOFFDEL` command followed by the fields in the table below

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User that the booking is under. Must match the **Login Name** of the user.
TimeOffName	Text	50	Yes	N/A	Time off type selected for the booking to delete
StartDate	Date	N/A	Yes	N/A	Start date of the booking to delete
EndDate	Date	N/A	Yes	N/A	End date for the booking to delete

Example

```
#TIMEOFFDEL,LoginName,TimeOffName,StartDate,EndDate
matt,Vacation,03/02/2007,09/04/2007
```

Table 13: Duration Type Options

Valid Values	Valid if Minimum amount... in System Preferences is set to...	Description
Full Day	Any value	A whole day is being taken off
Three Quarter Day	`1/4 Day`	Three-quarters of the day is being taken off
Half Day	`1/2 Day`, `1/4 Day`, `Full Hour`, or `<None>`	Half of the day is being taken off
Quarter Day	`1/4 Day`	One-quarter of the day is being taken off
Partial Day	`Full Hour`, or `<None>`	The number of hours specified in **StartHours** or **EndHours** is being taken off.

Project-Based Timesheets Project & Billing Edition

The following commands allow you to add, edit, and delete entries in timesheets in the Project & Billing Edition.

Entering Time in a Timesheet — #TIMESHEETADD

To add time against projects/tasks to a timesheet, use the `#TIMESHEETADD` command followed by the fields in the table below.

> If time has not been entered for the timesheet period containing the entry date, a new timesheet will be created with the specified entry. If a timesheet does exist, the entry will be added to it.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User to enter the time under. Must match the **Login Name** of an existing user.
EntryDate	Date	N/A	Yes	N/A	Date to enter the time under
InTime	Time	N/A	No	Automatically calculated	In time value. Only applies to **In-Out** and **Locked In-Out** timesheets. Must be imported with either an **OutTime** or a **Duration** field value.
OutTime	Time	N/A	No	Automatically calculated	Out time value. Only applies to **In-Out** and **Locked In-Out** timesheets. Must be imported with an **InTime** field value.
Duration	Numeric	N/A	No	`0` if using **Standard** timesheet; automatically calculated if using **In-Out** or **Locked In-Out** timesheet	Number of hours to enter
ClientName	Text	255	Yes, if project uses bucket method	N/A	Client to be billed for the time. Only applicable if bucket method is used to allocate billing to multiple clients on the project.
ProjectName	Text	255	Yes	N/A	Project to enter the time against. Must match the **Name** of an existing project.
TaskNameLevel1	Text	255	Yes, if time entry not allowed at project level	No task	Full path of the task to enter the time against. See *Specifying Tasks* on page 21 for more information on using the **TaskNameLevel** fields.
TaskNameLevel2	Text	255			
TaskNameLevel3	Text	255			
TaskNameLevel4	Text	255			
TaskNameLevel5	Text	255			
TaskNameLevel6	Text	255			
TaskNameLevel7	Text	255			
TaskNameLevel8	Text	255			
TaskNameLevel9	Text	255			
TaskNameLevel10	Text	255			

Field Name	Type	Size	Required	Default Value if not Specified	Description
ActivityName	Text	255	No	No activity	Activity to enter the time against. Must match the **Name** of an existing activity assigned to the user within their profile.
BillableOption	Set	N/A	Yes	N/A	Billing rate to apply to the time. See *Table 14* on page 132 for more information.
RoleName	Text	255	Yes, if billing set to `Billable Role Rate`	N/A	Role associated with the time in order to determine the billing rate. Must match the **Name** of an existing role enabled for the project and the user's team member assignment. Only applicable if **BillableOption** is set to `Billable Role Rate`.
Comments	Text	255	No	Empty	Comments to include with the time entered
TimesheetInfoX	Text	255	No	Empty	Value to enter in Entire Timesheet-type User Defined Field[a]. The X represents which Entire Timesheet-type field the value should be entered against, from 1 to 5.
TimesheetRowInfoX	Text	255	No	Empty	Value to enter in Row Level Timesheet-type User Defined Field[a]. The X represents which Row Level Timesheet-type field the value should be entered against, from 1 to 5.
TimesheetCellInfoX	Text	255	No	Empty	Value to enter in Hour Level Timesheet-type User Defined Field[a]. The X represents which Hour Level Timesheet-type field the value should be entered against, from 1 to 5.
RowNumber	Numeric	N/A	No	First row for this project/task	Row to add the entry to. Only applicable if you wish to create multiple rows with the same project and task combination.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#TIMESHEETADD,LoginName,EntryDate,InTime,Duration,Comments,ProjectName,TaskNameLevel1,TaskNameLevel2,BillableOption
frank,03/04/2007,8:00 AM,3.0,Preparing for status meeting,Our Intranet,Internal,Corp Updates,NonBillable
```

Editing a Time Entry in a Timesheet — #TIMESHEETUPD

To edit time against projects/tasks in a timesheet, use the `#TIMESHEETUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User for which to edit the entry. Must match the **Login Name** of an existing user.
EntryDate	Date	N/A	Yes	N/A	Date for which to edit the entry
InTime	Time	N/A	No	No change	New in time value. Only applies to **In-Out** and **Locked In-Out** timesheets. Must be imported with either an **OutTime** or a **Duration** field value, even if the other value is not changing.
OutTime	Time	N/A	No	No change	New out time value. Only applies to **In-Out** and **Locked In-Out** timesheets. Must be imported with an **InTime** field value, even if the other value is not changing.
Duration	Numeric	N/A	No	No change	New number of hours to enter for the specified date

Field Name	Type	Size	Required	Default Value if not Specified	Description
ClientName	Text	255	Yes, if project uses bucket method	N/A	Client selected for the entry to edit. Only applicable if bucket method is used to allocate billing to multiple clients on the project.
ProjectName	Text	255	Yes	N/A	Project selected for the entry to edit. Must match the **Name** of an existing project.
TaskNameLevel1	Text	255	Yes, if time was entered at task level	No change	Full path of the task selected for the entry to edit. See *Specifying Tasks* on page 21 for more information on using the **TaskNameLevel** fields.
TaskNameLevel2	Text	255			
TaskNameLevel3	Text	255			
TaskNameLevel4	Text	255			
TaskNameLevel5	Text	255			
TaskNameLevel6	Text	255			
TaskNameLevel7	Text	255			
TaskNameLevel8	Text	255			
TaskNameLevel9	Text	255			
TaskNameLevel10	Text	255			
ActivityName	Text	255	No	No change	Activity selected for the entry to edit. Must match the **Name** of an existing activity assigned to the user within their profile.
BillableOption	Set	N/A	Yes	N/A	Billing rate selected for the entry to edit. See *Table 14* on page 132 for more information
BillableOptionModify	Set	N/A	No	No change	New billing rate to assign to the entry to edit
RoleName	Text	255	No	No change	New role associated with the time in order to determine the billing rate. Must match the **Name** of an existing role enabled for the project and the user's team member assignment. Only applicable if **BillableOption** is set to `Billable Role Rate`.
Comments	Text	255	No	No change	New comments to include with the time entered
TimesheetInfoX	Text	255	No	No change	New value to enter in Entire Timesheet-type User Defined Field[a]. The X represents which Entire Timesheet-type field the value should be entered against, from 1 to 5.
TimesheetRowInfoX	Text	255	No	No change	New value to enter in Row Level Timesheet-type User Defined Field[a]. The X represents which Row Level Timesheet-type field the value should be entered against, from 1 to 5.
TimesheetCellInfoX	Text	255	No	No change	New value to enter in Hour Level Timesheet-type User Defined Field[a]. The X represents which Hour Level Timesheet-type field the value should be entered against, from 1 to 5.
RowNumber	Numeric	N/A	No	First row for this project/task	Row number assigned to the entry to edit. Only applicable if you previously created multiple rows with the same project and task combination.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#TIMESHEETUPD,LoginName,EntryDate,InTime,Duration,Comments,ProjectName,TaskNameLevel1,TaskNameLevel2,BillableOption
frank,03/04/2007,8:00 AM,4.5,Preparing for status meeting for mgmt,Our Intranet,Internal,Corp Updates,NonBillable
```

Clearing a Time Entry from a Timesheet — #TIMESHEETDELCELL

To remove the time and comments entered against a project for a specific date in a timesheet, use the `#TIMESHEETDELCELL` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User for which to clear the entry. Must match the **Login Name** of an existing user.
EntryDate	Date	N/A	Yes	N/A	Date for which to clear the entry
ClientName	Text	255	Yes, if project uses bucket method	N/A	Client specified for the entry to clear. Only applicable if bucket method is used to allocate billing to multiple clients on the project.
ProjectName	Text	255	Yes	N/A	Project specified for the entry to clear. Must match the **Name** of an existing project.
TaskNameLevel1	Text	255	Yes, if time was entered at task level	No task	Full path of the task specified for the entry to clear. See *Specifying Tasks* on page 21 for more information on using the **TaskNameLevel** fields.
TaskNameLevel2	Text	255			
TaskNameLevel3	Text	255			
TaskNameLevel4	Text	255			
TaskNameLevel5	Text	255			
TaskNameLevel6	Text	255			
TaskNameLevel7	Text	255			
TaskNameLevel8	Text	255			
TaskNameLevel9	Text	255			
TaskNameLevel10	Text	255			
ActivityName	Text	255	No	No activity	Activity specified for the entry to clear. Must match the **Name** of an existing activity assigned to the user within their profile.
BillableOption	Set	N/A	Yes	N/A	Billing rate specified for the entry to clear. See *Table 14* on page 132 for more information.
RoleName	Text	255	Yes, if billing option set to role rate	N/A	Role associated with the time entry to clear. Must match the **Name** of an existing role enabled for the project and the user's team member assignment. Only applicable if **BillableOption** is set to `Billable Role Rate`.
RowNumber	Numeric	N/A	No	First row for this project/task	Row number assigned to the entry to clear. Only applicable if you previously created multiple rows with the same project and task combination.

Example

```
#TIMESHEETDELCELL,LoginName,EntryDate,ProjectName,TaskNameLevel1,TaskNameLevel2,BillableOption
frank,03/04/2007,Our Intranet,Internal,Corp Updates,NonBillable
```

Deleting a Time Entry Row from a Timesheet — #TIMESHEETDELROW

To delete a complete row of time entry from a timesheet, use the `#TIMESHEETDELROW` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User for which to delete the row. Must match the **Login Name** of an existing user.
EntryDate	Date	N/A	Yes	N/A	Date within the timesheet period for which the row is to be deleted
ClientName	Text	255	Yes, if project uses bucket method	N/A	Client specified in the row to delete. Only applicable if bucket method is used to allocate billing to multiple clients on the project.
ProjectName	Text	255	Yes	N/A	Project specified in the row to delete. Must match the **Name** of an existing project.
TaskNameLevel1	Text	255	Yes, if time was entered at task level	No task	Full path of the task specified in the row to delete. See *Specifying Tasks* on page 21 for more information on using the **TaskNameLevel** fields.
TaskNameLevel2	Text	255			
TaskNameLevel3	Text	255			
TaskNameLevel4	Text	255			
TaskNameLevel5	Text	255			
TaskNameLevel6	Text	255			
TaskNameLevel7	Text	255			
TaskNameLevel8	Text	255			
TaskNameLevel9	Text	255			
TaskNameLevel10	Text	255			
ActivityName	Text	255	No	No activity	Activity specified in the row to delete. Must match the **Name** of an existing activity assigned to the user within their profile.
BillableOption	Set	N/A	Yes	N/A	Billing rate specified in the row to delete. See *Table 14* on page 132 for more information.
RoleName	Text	255	Yes, if billing option set to role rate	N/A	Role associated with the row to delete. Must match the **Name** of an existing role enabled for the project and the user's team member assignment. Only applicable if **BillableOption** is set to `Billable Role Rate`.
RowNumber	Numeric	N/A	No	First row for this project/task	Number of the row to delete. Only applicable if you previously created multiple rows with the same project and task combination.

Example

```
#TIMESHEETDELROW,LoginName,EntryDate,ProjectName,TaskNameLevel1,TaskNameLevel2,BillableOption
frank,03/04/2007,Our Intranet,Internal,Corp Updates,NonBillableTimesheets not Based on Projects
```

Table 14: Billing Options

Valid Values	Description
Billable Default Rate	The time should be billed at the default project billing rate. Only applies if the **Billing Status** of the project or task has been set to `Billable` or `Both`.
Billable Override Rate	The time should be billed at the billing rate assigned to the user or their department. If a user is assigned to the task through both a department and user assignment, their user rate will be used. Only applies if the **Billing Status** of the project or task has been set to `Billable` or `Both`.
Billable Role Rate	The time should be billed based on the role specified in the **RoleName** field. Only applies if roles have been enabled for the project and for the team member assignment that applies to the user. Only applies if the **Billing Status** of the project or task has been set to `Billable` or `Both`.
NonBillable	The time should not be billed to the client(s). Only applies if the **Billing Status** of the project or task has been set to `Non-billable` or `Both` or billing is not enabled in the **System Preferences**.

Timesheets not Based on Projects Time & Attendance Edition

The following commands allow you to add, edit, and delete entries in timesheets in the Time & Attendance Edition.

Entering Time in a Timesheet — #TIMESHEETADD

To add worked time to a timesheet, use the `#TIMESHEETADD` command followed by the fields in the table below.

If time has not been entered for the timesheet period containing the entry date, a new timesheet will be created with the specified entry. If a timesheet does exist, the entry will be added to it.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User to enter the time under. Must match the **Login Name** of an existing user.
EntryDate	Date	N/A	Yes	N/A	Date to enter the time under
InTime	Time	N/A	No	Automatically calculated	In time value. Only applies to **In-Out** and **Locked In-Out** timesheets. Must be imported with either an **OutTime** or a **Duration** field value.
OutTime	Time	N/A	No	Automatically calculated	Out time value. Only applies to **In-Out** and **Locked In-Out** timesheets. Must be imported with an **InTime** field value.
Duration	Numeric	N/A	No	`0` if using **Standard** timesheet; automatically calculated if using **In-Out** or **Locked In-Out** timesheet	Number of hours to enter
ActivityName	Text	255	No	No activity	Activity to enter the time against. Must match the **Name** of an existing activity assigned to the user within their profile.
Comments	Text	255	No	Empty	Comments to include with the time entered
TimesheetInfoX	Text	255	No	Empty	Value to enter in Entire Timesheet-type User Defined Field[a]. The X represents which Entire Timesheet-type field the value should be entered against, from 1 to 5.
TimesheetRowInfoX	Text	255	No	Empty	Value to enter in Row Level Timesheet-type User Defined Field[a]. The X represents which Row Level Timesheet-type field the value should be entered against, from 1 to 5.
TimesheetCellInfoX	Text	255	No	Empty	Value to enter in Hour Level Timesheet-type User Defined Field[a]. The X represents which Hour Level Timesheet-type field the value should be entered against, from 1 to 5.
RowNumber	Numeric	N/A	No	First row for this activity selection	Row to add the entry to. Only applicable if you previously created multiple rows with the same activity, or multiple rows with no activity.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#TIMESHEETADD,LoginName,EntryDate,Duration,ActivityName,Comments
```

```
richard,03/05/2007,8.0,Hiring,Interviewing candidates
```

Editing a Time Entry in a Timesheet — #TIMESHEETUPD

To edit worked time in a timesheet, use the `#TIMESHEETUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User for which to edit the entry. Must match the **Login Name** of an existing user.
EntryDate	Date	N/A	Yes	N/A	Date for which to edit the entry
InTime	Time	N/A	No	No change	New in time value. Only applies to **In-Out** and **Locked In-Out** timesheets. Must be imported with either an **OutTime** or a **Duration** field value, even if the other value is not changing.
OutTime	Time	N/A	No	No change	New out time value. Only applies to **In-Out** and **Locked In-Out** timesheets. Must be imported with an **InTime** field value, even if the other value is not changing.
Duration	Numeric	N/A	No	No change	New number of hours to enter for the specified date
ActivityName	Text	255	Yes, if activity selected	No activity	Activity selected for the entry to edit, if applicable. Must match the **Name** of an existing activity assigned to the user within their profile.
Comments	Text	255	No	No change	New comments to include with the time entered
TimesheetInfoX	Text	255	No	No change	New value to enter in Entire Timesheet-type User Defined Field[a]. The X represents which Entire Timesheet-type field the value should be entered against, from 1 to 5.
TimesheetRowInfoX	Text	255	No	No change	New value to enter in Row Level Timesheet-type User Defined Field[a]. The X represents which Row Level Timesheet-type field the value should be entered against, from 1 to 5.
TimesheetCellInfoX	Text	255	No	No change	New value to enter in Hour Level Timesheet-type User Defined Field[a]. The X represents which Hour Level Timesheet-type field the value should be entered against, from 1 to 5.
RowNumber	Numeric	N/A	No	First row for this activity selection	Row number assigned to the entry to edit. Only applicable if you previously created multiple rows with the same activity, or multiple rows with no activity.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#TIMESHEETUPD,LoginName,EntryDate,Duration,ActivityName
richard,03/05/2007,8.5,Hiring
```

Clearing a Time Entry from a Timesheet — #TIMESHEETDELCELL

To remove the time and comments entered for a specific date, use the `#TIMESHEETDELCELL` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User for which to clear the entry. Must match the **Login Name** of an existing user.
EntryDate	Date	N/A	Yes	N/A	Date for which to clear the entry
ActivityName	Text	255	No	No activity	Activity specified for the entry to clear. Must match the **Name** of an existing activity assigned to the user within their profile.
RowNumber	Numeric	N/A	No	First row for this activity selection	Row number assigned to the entry to clear. Only applicable if you previously created multiple rows with the same activity, or multiple rows with no activity.

Example

```
#TIMESHEETDELCELL,LoginName,EntryDate,ActivityName
richard,03/05/2007,Hiring
```

Deleting a Time Entry Row from a Timesheet — #TIMESHEETDELROW

To delete a complete row of time entry from a timesheet, use the `#TIMESHEETDELROW` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User for which to delete the row. Must match the **Login Name** of an existing user.
EntryDate	Date	N/A	Yes	N/A	Date within the timesheet period for which the row is to be deleted
ActivityName	Text	255	Yes, if activity selected	No activity	Activity specified in the row to delete. Must match the **Name** of an existing activity assigned to the user within their profile.
RowNumber	Numeric	N/A	No	First row for this activity selection	Number of the row to delete. Only applicable if you previously created multiple rows with the same activity, or multiple rows with no activity.

Example

```
#TIMESHEETDELROW,LoginName,EntryDate,ActivityName
richard,03/05/2007,Hiring
```

Entering Time Off in a Timesheet — #TIMESHEETADD

To add unbooked time off to a timesheet, use the `#TIMESHEETADD` command followed by the fields in the table below.

> If time or time off has not been entered for the timesheet period containing the entry date, a new timesheet will be created with the specified entry. If a timesheet does exist, the entry will be added to it.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User to enter the time off under. Must match the **Login Name** of an existing user.
EntryDate	Date	N/A	Yes	N/A	Date to enter the time off under
Duration	Numeric	N/A	No	0	Number of hours to enter
TimeOffName	Text	255	Yes	N/A	Time off type to enter the time against. Must match the **Name** of an existing time off type enabled for the user.
Comments	Text	255	No	Empty	Comments to include with the time off entered
TimesheetInfoX	Text	255	No	Empty	Value to enter in Entire Timesheet-type User Defined Field[a]. The X represents which field Entire Timesheet-type the value should be entered against, from 1 to 5.
TimesheetRowInfoX	Text	255	No	Empty	Value to enter in Row Level Timesheet-type User Defined Field[a]. The X represents which Row Level Timesheet-type field the value should be entered against, from 1 to 5.
TimesheetCellInfoX	Text	255	No	Empty	Value to enter in Hour Level Timesheet-type User Defined Field[a]. The X represents which Hour Level Timesheet-type field the value should be entered against, from 1 to 5.
RowNumber	Numeric	N/A	No	First row for this time off type	Row to add the entry to. Only applicable if you wish to create multiple rows with the same time off type.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#TIMESHEETADD,LoginName,EntryDate,Duration,Comments,TimeOffName
richard,04/04/2007,8.0,Taking long weekend,Vacation
```

Editing a Time Off Entry in a Timesheet — #TIMESHEETUPD

To edit an existing unbooked time off entry in a timesheetn, use the `#TIMESHEETUPD` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User for whom to edit the time off entry. Must match the **Login Name** of an existing user.
EntryDate	Date	N/A	Yes	N/A	Date for which to edit the time off entry
Duration	Numeric	N/A	No	No change	New number of hours to enter
TimeOffName	Text	255	Yes	N/A	Time off type specified for the entry to edit. Must match the **Name** of an existing time off type enabled for the user.
Comments	Text	255	No	No change	New comments to include with the time off entered
TimesheetInfoX	Text	255	No	No change	New value to enter in Entire Timesheet-type User Defined Field[a]. The X represents which Entire Timesheet-type field that the value should be entered against, from 1 to 5.
TimesheetRowInfoX	Text	255	No	No change	New value to enter in Row Level Timesheet-type User Defined Field[a]. The X represents which Row Level Timesheet-type field that the value should be entered against, from 1 to 5.
TimesheetCellInfoX	Text	255	No	No change	New value to enter in Hour Level Timesheet-type User Defined Field[a]. The X represents which Hour Level Timesheet-type field that the value should be entered against, from 1 to 5.
RowNumber	Numeric	N/A	No	First row for this time off type	Row number of the entry to edit. Only applicable if you previously created multiple rows with the same time off type.

a. For information on importing user defined field values, see *Specifying User Defined Fields* on page 19.

Example

```
#TIMESHEETUPD,LoginName,EntryDate,Duration,Comments,TimeOffName
richard,04/04/2007,4.0,Shortened day off,Vacation
```

Clearing a Time Off Entry from a Timesheet — #TIMESHEETDELCELL

To clear an existing unbooked time off entry in a timesheet, use the `#TIMESHEETDELCELL` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User for whom to clear the time off entry. Must match the **Login Name** of an existing user.
EntryDate	Date	N/A	Yes	N/A	Date for which to clear the time off entry
TimeOffName	Text	255	Yes	N/A	Time off type specified for the entry to clear. Must match the **Name** of an existing time off type enabled for the user.
RowNumber	Numeric	N/A	No	First row for this time off type	Row number of the entry to clear. Only applicable if you previously created multiple rows with the same time off type.

Example

```
#TIMESHEETDELCELL,LoginName,EntryDate,TimeOffName
richard,04/04/2007,Vacation
```

Deleting a Time Off Row from a Timesheet — #TIMESHEETDELROW

To delete an existing time off row from a timesheet, use the `#TIMESHEETDELROW` command followed by the fields in the table below.

Field Name	Type	Size	Required	Default Value if not Specified	Description
LoginName	Text	255	Yes	N/A	User for whom to delete the time off row. Must match the **Login Name** of an existing user.
EntryDate	Date	N/A	Yes	N/A	Date within the timesheet period for which the row is to be deleted
TimeOffName	Text	255	Yes	N/A	Time off type specified in the row to delete. Must match the **Name** of an existing time off type enabled for the user.
RowNumber	Numeric	N/A	No	N/A	Number of the row to delete. Only applicable if you previously created multiple rows with the same time off type.

Example

```
#TIMESHEETDELROW,LoginName,EntryDate,TimeOffName
richard,06/04/2007,Vacation
```