QUICK GUIDE

TIME CENTER OVERVIEW

InEight® PROGRESS

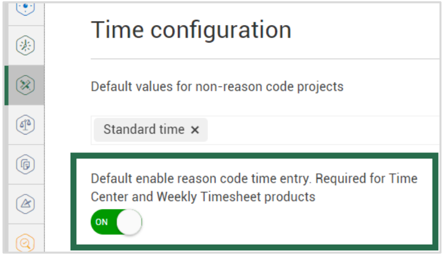
SETTINGS

Required Setting: Reason Codes

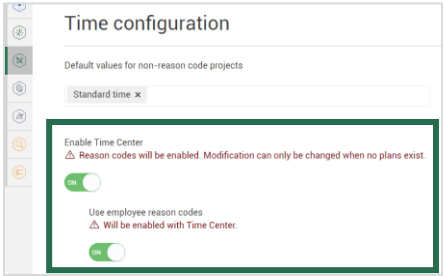
For projects to be available for use in Time Center, the setting **Enable Reason Codes** must be toggled on at the organization and project level.

Ensure this setting is turned on prior to creating any daily plans.

- Organization Level:



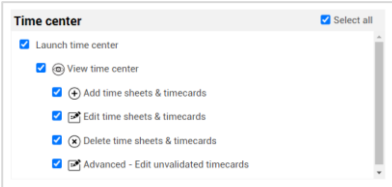
- Project Level:



Permissions

Users must have organization-level permissions to view Time Center.

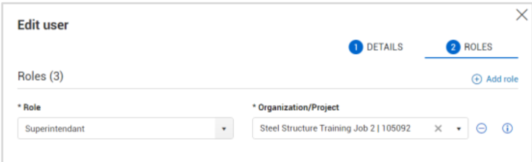
Check configurations in Suite administration > Roles and permissions.



User Roles

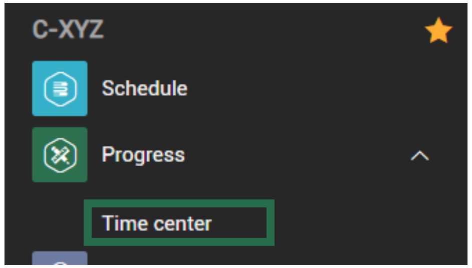
Ensure that the user is assigned a role which includes Time Center permissions.

Check the user's assigned roles in Suite administration > User management.



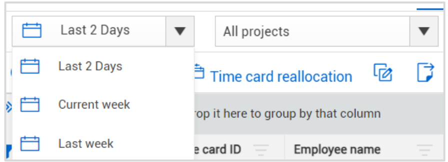
LAUNCH TIME CENTER

1. From the Main Menu, select your organization.
2. Select **Time Center** from the Progress section.

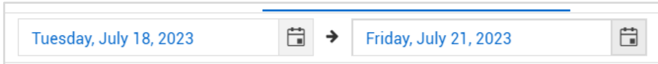


SELECT A DATE RANGE

1. Open the drop-down menu and select a date range.



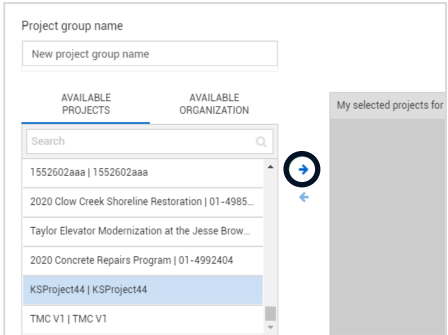
2. To filter for a specific date range, select **Custom Range** from the drop-down. Then input the start and end dates in the calendar fields.



ADD A PROJECT GROUP

1. Select the project group field.

2. Click **Edit**, then click **Add project group**.
3. Input a name for the project group.
4. Select the projects you want to include from the Available Projects list. Click the right-facing arrow.



5. Click **Save**.

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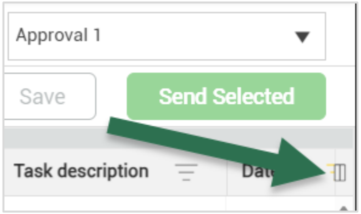
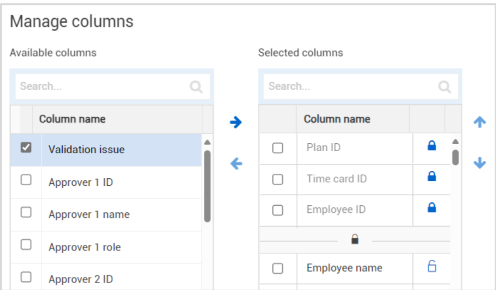
SET UP COLUMNS

1. Click the **Column Chooser** icon from the right menu.



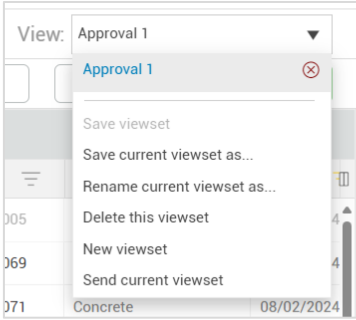
2. In the **Manage Columns** pop-up window, select a column checkbox to modify it.
   - Use the **left and right arrows** to move a column into or out of your view.
   - Use the **up and down arrows** to reorder a column.
   - Click the **lock** icon to add a column to the locked columns on the left side of your view.



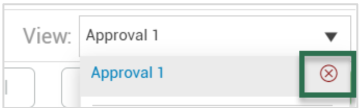
3. When you're finished, click **Save**.

MANAGE VIEWSETS

1. To save your current page layout as a **viewset**, open the Viewset menu and select **Save current viewset as…**



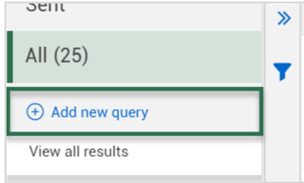
2. To send a viewset to other users, select **Send current viewset**.
   - In the pop-up window, use the drop-down menu to select **Roles** or **Users**.
   - Use the **search bar** to select the roles or users to receive this viewset.
   - When you're finished, click **Save**.
3. To delete a viewset, open the Viewset menu and click the **delete** icon to the right of the viewset.



   - If you delete a **sent viewset**, it will continue to be available to users who previously received it.

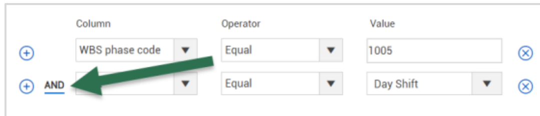
MANAGE QUERIES

1. To create a new query, click **Add new query** from the left menu.



2. Set the **Column**, **Operator**, and **Value** to specify the details for your query.

3. To add more details to this query, click the **Add** icon.
   - Click **AND** to change the modifier to **OR**.



4. To save this query, enter a **name** and click the **Save** icon.
5. When you're finished, click **Apply**.
   - Close the Query Builder to view your query results.
   - Click the arrows in the left panel to reopen the Query Builder and view the query details.