# 1 Enhanced Time sheets

Time sheets now allow the ability to track material in addition to time. In fact, both can be tracked together.

The tracking of time has been improved with the ability to round to a set minimum interval with 1 (bill by the minute) as a starting interval. Your set minimum interval determines the rounding to be applied to the calculated duration, which becomes the corrected effort.

**Note:** Rounding will not occur if the maximum hour value is exceeded.

## Demo - Timesheet Add Material - Time sheet input

Short text value

Billing code
Digital Design

Corrected effort
Hours        Minutes
0            15

Material Billing code    Material quantity
Layout                   1                    [page]

Description
Internal Review

Date In          Time In
09-05-2023       01:08 pm

Date Out         Time Out
09-05-2023       01:19 pm

Calculated duration:
11 Minutes

Save and Exit

# 2 Hold Task

This feature allows you to pause a workflow at its active step if there is a need to add a reviewer who was missed in a previous step. While on hold, the tasks cannot be opened. Once the missed reviewer completes their review, the held tasks can be released manually or automatically per the release date.

To put a task on hold, navigate to Project Details → Tasks and select the task(s) ☑. Click "Hold Selected". You can select one, several, or all tasks at a step to put on hold.
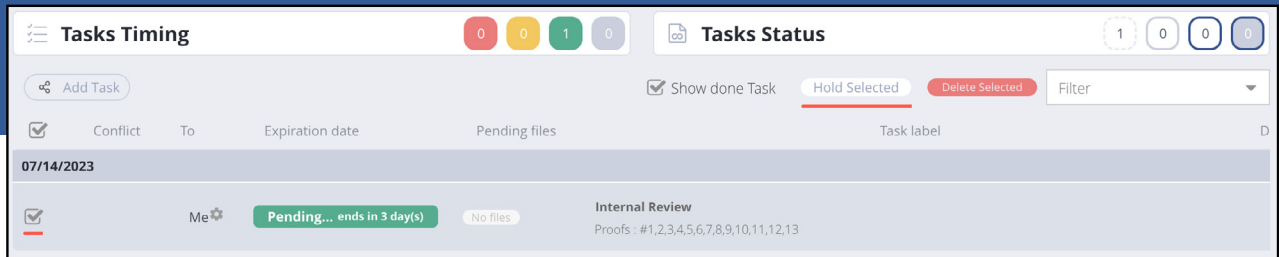


To enter an optional release date in the confirmation popup, click 📅 to pull up the Date/Time picker. If desired, this date can be overridden by manually releasing the task(s) earlier.

If this field is left empty, the task deadline Date/Time will be used for the release date.
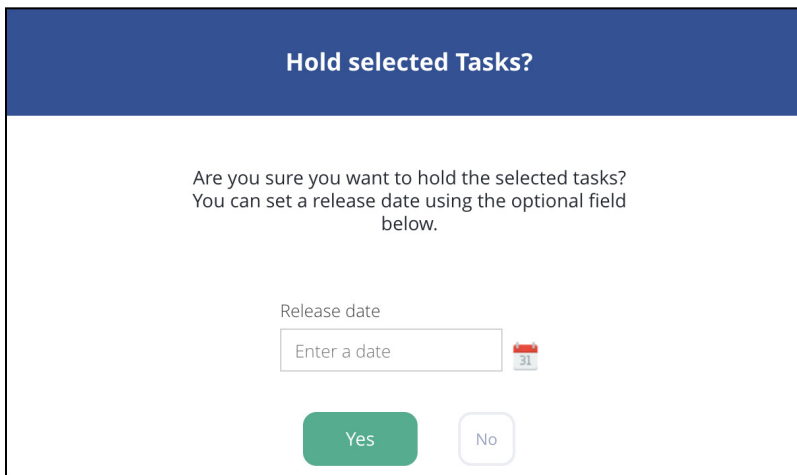


**IMPORTANT:** regardless what the release date is set to, the orange "On Hold" label will display the task deadline date. If the task on hold expires, the task will change status from on hold to expired. With the task expiration date within the hold label, the person who held the task can easily see if the task deadline needs to be extended.
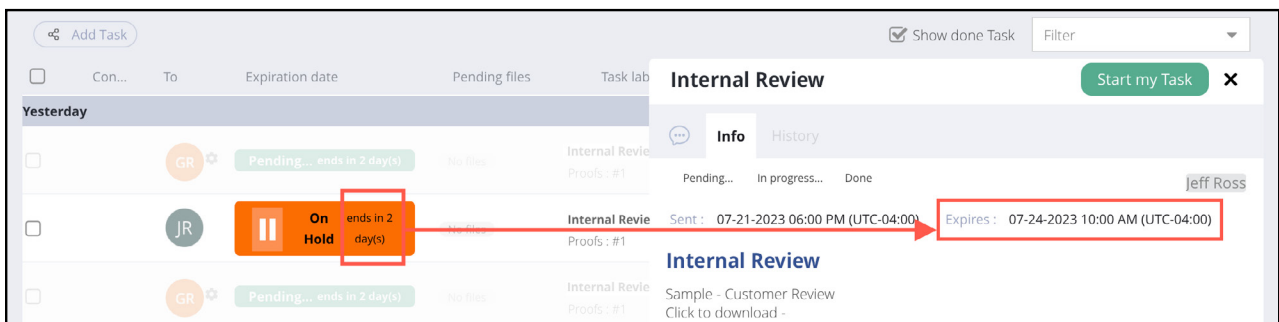
## Accessibility

A task on hold will present as such in the User Dashboard:

- Tasks Dashboard - hidden from the Tasks List.
- Project Details → Tasks - visible, but cannot be opened. The user will receive an explicit message that the task is currently on hold.
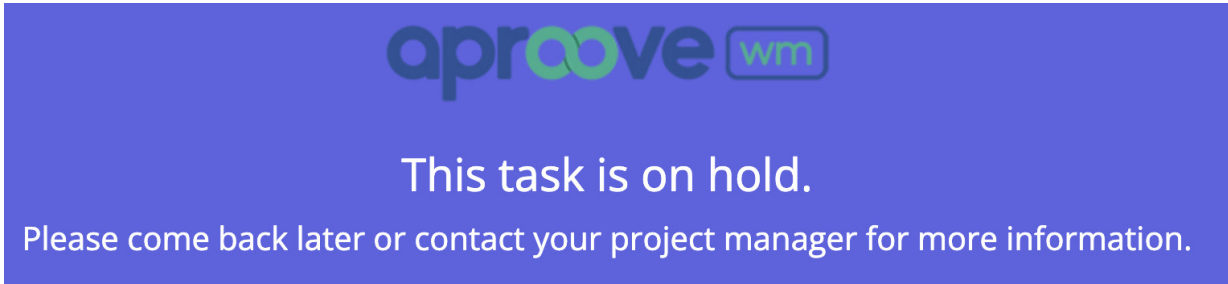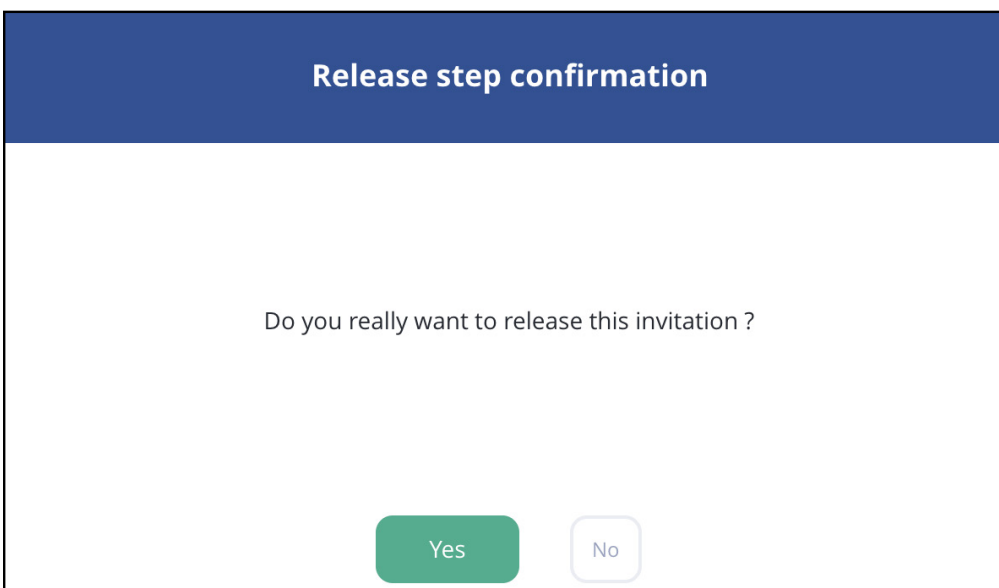


To prompt the release confirmation popup, do one of the following:

1. Select the task(s) and click "Release Selected".
2. Click on the orange expiration date label
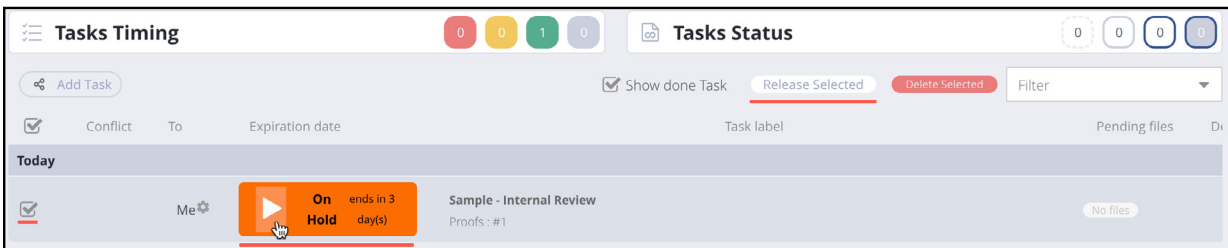


1. When the task(s) is released, an email task invitation will be sent.

# 3 Bulk Contact Import

The process of inputting many contacts one at a time into a form field can be very time-consuming. This feature makes that endeavor much easier. It is dependent on two conditions:

1. More than just a few contacts require entry
2. The list of contacts is made available to the project creator (typically in an Excel spreadsheet) prior to project creation.



Click the bulk contact import icon in the form field to load the "Import Contact" window.

**Note:** if is not clickable, that form field is not configured for bulk contact import.

Copy the bulk list of either user logins or email addresses and paste them into the import window. List items can be separated by a comma, semi-colon, or line feed (copied/pasted from an Excel sheet).

**Note:** to select all email addresses in the column of an Excel file, click on the column header.

| A | B | C |
|---|---|---|
| **Name** | **Email** | **Phone** |
| Jeff Ross | jr@aproove.com | 1-828-871-0824 |
| India Pennington | quis@client.com | 1-515-585-2857 |
| Tarik Mueller | nibh.enim@client.com | 1-214-614-1881 |
| Nerea Carroll | gravida@client.com | 1-743-865-2975 |
| Devin Bonner | magna@client.com | 1-826-815-1258 |
| Murphy Sloan | est@client.com | 1-508-227-3368 |
| Porter Holland | nonummy@client.com | 1-649 560-5338 |
| Iola Mccullough | fringilla@client.com | 1-758-582-2480 |
| Wynter Booker | suspendisse@@client.com | 1-182-119-1473 |
| Carla Sanders | et.pede@@client.com | 1-632-726-4776 |

Once the email addresses are pasted in, click "Submit".

**Import contact**                                              ✕

Import contacts with email addresses (use line break, "," or ";" to separate email addresses)

jr@aproove.com
quis@client.com
nibh.enim@client.com
gravida@client.com
magna@client.com
est@client.com
nonummy@client.com

⦿ Email ○ Login

Submit    Back                                                 Cancel

Email addresses linked to a user with a login will load that licensed user as seen below for jr@aproove.com. A non-existing contact will load as a guest and be added to the user address book.

Select "Import only existing contacts" to import only those contacts in the user or system address book.

Click "Import" to add the list of contacts to the form field.

# 4 Additional Proof Tag Filter Options

In Project Plan View, the Proof tag filter now includes options to filter on proofs with no proof tag or any proof tag. More than one filter can be applied at once.

**Note:** there must be at least one proof with a proof tag for this filter to appear.