Updating Activity Progress in Team Member

Log into Team Member at http://codc1itslswl884:7001/p6tmweb/

Find the activity worked on since the last Timesheet Tuesday:

1. Filter activities by using one or more of the following fields (on the top bar of your screen):
   a. Project Name
   b. Status (active, overdue, completed, starred)
   c. Time Frame
   d. Keywords Filter (e.g. SP, bridge no., activity ID, description, route number, or any combination of these)
2. Select the activity you want to update by clicking on the activity.

Update an activity that has just been started:

1. Click the Start button

2. Provide the actual start date
   Note: You must provide a start date!! Otherwise an incorrect start date will be reported.

3. Enter the Percent Complete

4. Enter the Remaining Duration
   Note: Do not enter hours – only days! Remaining duration should not be greater than original duration unless confirmed with the PM. Hit the TAB key to register the entry.

5. Click the Save button

Update an activity that is in progress:

1. Enter the Percent Complete
2. Enter the Remaining Duration
   Note: Do not enter hours – only days! Remaining duration should not be greater than original duration unless confirmed with the PM. Hit the TAB key to register the entry.
3. Click the Save button

Update an activity that has been completed:

1. Zero out the resource units (Time Left).
   Note: Type in zero for Days AND Hours. Hit the TAB key to register the entry. You do not need to zero out the remaining duration.

2. Click the Save button

3. Click the white check mark.
   Note: Never click "Save" after you've checked the activity!! You must first also enter a finish date. If you click save before entering a finish date, you will no longer be able to provide a finish date. Please contact your SSC.

4. Provide the actual finish date.
   Note: You must provide a finish date!! Otherwise an incorrect start date will be reported.

5. Click the Save button