



# Axosoft University

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OT-101: End-User Essentials



## **Four Main Ways to Access OnTime**

OnTime Windows

OnTime Web

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OnTime Customer Portal

## **OnTime Fundamentals**

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Easy-To-Use Layout

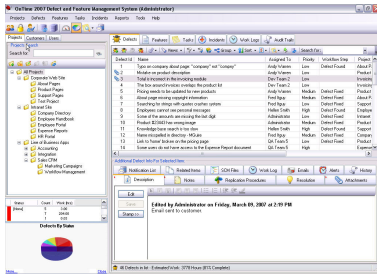
Data Searching

Data Manipulation

### Four Main Ways to Access OnTime

There are four main applications that can be used to access the OnTime 2009 system:

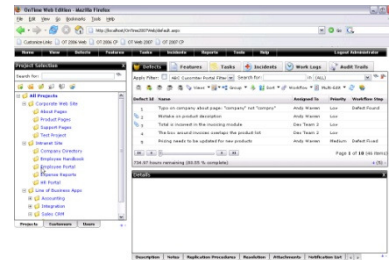
#### OnTime Windows



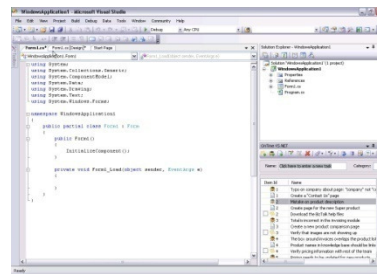
The Windows version is the most popular method for working with data in OnTime 2009. Access to this system is a snap if you can easily access your network from your workstation! This Windows-rich environment allows for rapid data entry, data analysis, trend tracking, and reporting in a slick and easy-to-use interface.

#### OnTime Web

The Web version is a more flexible alternative to the Windows version. Do you have time in your day where you have access to the Internet but not your company's network? You can reach OnTime through any machine with a web browser by using our powerful Web product to access your data.



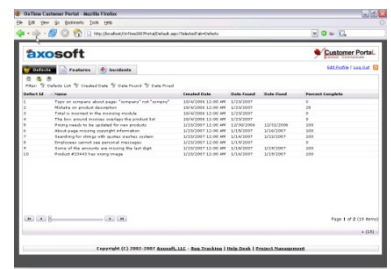
#### OnTime Visual Studio



Visual Studio is an important tool for programmers—OnTime 2008 can integrate with VS 2005 and VS 2008 to bring the power of defect-tracking directly into your IDE! The core functionality of OnTime is available here and allows programmers to get more out of their day by having software code and defect/feature information in the same window.

#### OnTime Customer Portal

Customer Portal is accessed through a different set of users: your customers. Through this Web interface, customers can view their tickets, add new items, and edit existing work. Administration of Customer Portal is easy and powerful through the use of permission and access controls.



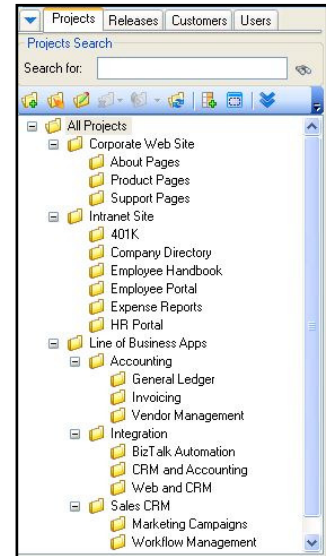
### OnTime Fundamentals

#### Four Main Objects

The four main objects in OnTime are Defects, Features, Tasks, and Incidents. Defects, Features, and Tasks are pretty similar. Incidents have customizable ID numbers and integrate more fully with Customer Portal. Defects, Features, Tasks, and Incidents are kept completely separate so as to provide a range of flexibility when customizing these items.

#### Hierarchy View

The Hierarchy View is a logical tree of data that helps you to properly organize your Defects, Features, Tasks, and Incidents. This structure can be configured with a variety of settings to help you properly manage and interact with the items in your database. The Hierarchy View can be used to organize your items by Projects, Releases, Customers or Users.



#### Using the Main Grid in OnTime (Win, Web, VS.Net)

#### Easy-To-Use Layout

It's easy to control what columns appear in the main grid, in the order that you want with the spacing that you want! Get a clear view of the data that fits your individual needs through easily adjustable grid columns. Don't forget "Views" that store your data preferences or "Color Coding" to see colors based on row data.

A screenshot of the OnTime Main Grid. The table displays a list of defects with columns for Defect Id, Name, Workflow Step, Assigned To, Priority, Status, and Date Requested. The data is as follows:

Defect Id	Name	Workflow Step	Assigned To	Priority	Status	Date Requested
2	QuickCalc not adding 6th field	Fixed	David Roll (Dev)	High	Closed	
3	QuickCalc tool in the Invoicing application does not add 6 values prop...	Duplicate	Marcus Funchess (QA)	High	Closed	
5	Invoicing application crashes when you enter japanese characters	Fixed	Administrators	High	Closed	
6	wants to be able to print QuickCalc data	Fixed	David Roll (Dev)	High	Closed	
10	Total is incorrect in the invoicing module	Fixed	Jacob Caruso (Dev)	Low	Closed	3/2/2009
13	search string with quotes causes the application to crash	Fixed	Cathy O'Leary (Dev)	High	Closed	4/22/2009
20	font for application title should be bold	Fixed	David Roll (Dev)	Low	Closed	4/22/2009
21	when editing a vendor, the location picklist is missing items	Fixed	Jacob Caruso (Dev)	High	Closed	4/22/2009
22	no confirmation when deleting a custom calculation	Fixed	Cathy O'Leary (Dev)	High	Closed	4/22/2009
29	reporting an GL list as XML creates a file with the incorrect extension	Fixed	Jacob Caruso (Dev)	Low	Closed	
43	when not entering a value for an entry, the error message is blank	Fixed	Jacob Caruso (Dev)	High	Closed	
45	saving an invoice with over 230 entries causes the application to halt	Fixed	Jodie Gilmore (Dev)	Low	Closed	
57	installer crashes when being installed from a remote windows share	Fixed	Jodie Gilmore (Dev)	Low	Closed	
59	memory leak when using Windows Vista	Fixed	David Roll (Dev)	Low	Closed	
59	printing entries with more than 4025 characters causes the right column t...	Fixed	Jodie Gilmore (Dev)	Low	Closed	
70	Application crashes if network connection is lost	Fixed	Cathy O'Leary (Dev)	Low	Closed	
71	accounting security group does not allow users to create new entries	Fixed	Jacob Caruso (Dev)	Medium	Closed	

#### Data Searching

Through a few simple clicks of the mouse, you can quickly sort and group columns to organize data and examine only the data you want to view. A simple text search allows you to search for a key word or number across your list of selected items. More advanced searches are available through our powerful "Filters" system: Create and store precise sets of parameters to pinpoint the data that you need!

#### Data Manipulation

Adding, editing, and viewing items is easy with OnTime. Moving items around in your project tree and copying items across objects types is also simple with our easy-to-learn interface. The ability to change multiple rows of data is also available through the "Multi-Edit" functionality of the main grid.



## OnTime 2009

Ship Software OnTime



### Call for More Information

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*International*

+1 (480) 362-1900

### Visit us Online

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[www.axosoft.com/products/services.aspx](http://www.axosoft.com/products/services.aspx)

*Store*

<https://store.axosoft.com>

### Web Site Guide

#### **Schedule a Demo:**

*Products > OnTime 2009 > Schedule a Demo*

#### **Video Overviews & Tutorials:**

*Download or Host > Media Center*

#### **Community – Forums, Blogs, Customer Portal:**

*Community*

Axosoft is passionate about: building superior customer relationships, creating software that continues to lead our industry, offering tremendous value for our customers, and developing a product that inspires our employees.