



# LATITUDE

Professional Practice Management Software

## Latitude Timesheet WordLink Tag List



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## Overview

To design your own Invoice documents, use Microsoft Word to modify any existing Word templates you have. If you do not have any existing templates contact your Latitude vendor for sample templates.

This document contains a full list of all the tags and fields available for you to use in your Timesheet Word templates.

To design a document:

- > Think about the overall layout or look you want for the document
- > Decide what Latitude data you want to display eg. client name, client address, job number, project name, site address, quote amount, delivery date, invoice line items
- > Open a template in Microsoft Word. All templates should be stored in your Latitude Word templates folder eg. L:\WordTemplates\
  - > Draft the static content (static content refers to any parts of a document that always stay the same eg. your address, general introductions, terms and conditions, and can include graphical elements such as logo's)
  - > Determine where you want the data to appear in your document
  - > Search for the tags that represent the fields that hold the data in Latitude
  - > Place tags in all the locations you want data to appear
  - > If you are editing a template that has tags you don't need, delete them. You can add them back again when you need them
- > Set the template path in Latitude
  - ÷ Open any invoice -> on the bottom right click the "Produce Invoice" button
  - ÷ Choose the style you want to add the template to. If you want to enter a new style:
    - Double-click any invoice style from the Invoice style list to open the style table
    - Enter a new style name eg. "Standard Invoice" -> click OK
  - ÷ Click your selected invoice style -> click "Word Template" in the Invoice template list
  - ÷ Click the browse button and locate the invoice Word template eg. "L:\WordTemplates\InvoiceTemplate.dotx"
- > Preview the document in Latitude to check everything is how you want it to appear
  - ÷ Open an invoice -> on the bottom right click the "Produce Invoice" button
  - ÷ Select the style from the invoice style list
  - ÷ Click "Print Preview"
- > Note any problems and changes you want to make
- > Change static content, tags and tag locations in the template and preview again
- > Repeat until everything is perfect

**Timesheet**

<b>Tag</b>	<b>Description</b>
TsPeriod.MainCoyName	Setup Company Name
TsPeriod.MainCoyNumber	Setup Company Number
TsPeriod.MainCoyOtherNumber	Setup Company Other Number
TsPeriod.MainCoyPartnersAssoc	Setup Company Partners/Associates
TsPeriod.MainCoyPhone	Setup Company Phone
TsPeriod.MainCoyPostalAddr	Setup Company Postal Address
TsPeriod.MainCoySpecialities	Setup Company Specialties
TsPeriod.MainCoyWebsite	Setup Company Website
TsPeriod.MainCoyAddr	Setup Company Address
TsPeriod.MainCoyEmail	Setup Company Email
TsPeriod.MainCoyFax	Setup Company Fax
TsPeriod.MainCoyLetterHeadImage	Setup Company Letterhead
TsPeriod.MainCoyLogo1Image	Setup Company Bitmap 1
TsPeriod.MainCoyLogo2Image	Setup Company Bitmap 2
TsPeriod.EmployeeCode	Timesheet Employee Code
TsPeriod.EmployeeGivenName	Timesheet Employee Given Name
TsPeriod.EmployeeSurname	Timesheet Employee Surname
TsPeriod.PeriodTotalOTclaim	Timesheet Total OT claim
TsPeriod.PeriodTotalQty	Timesheet Total Quantity
TsPeriod.RangeStartDate	Timesheet Range Start Date
TsPeriod.RangeEndDate	Timesheet Range End Date
TsPeriod.Day1Label	Timesheet Day 1 Label
TsPeriod.Day1TotalOTclaim	Timesheet Day 1 Total OT claim
TsPeriod.Day1TotalQty	Timesheet Day 1 Total Qty
TsPeriod.Day2Label	Timesheet Day 2 Label
TsPeriod.Day2TotalOTclaim	Timesheet Day 2 Total OT claim
TsPeriod.Day2TotalQty	Timesheet Day 2 Total Qty
TsPeriod.Day3Label	Timesheet Day 3 Label
TsPeriod.Day3TotalOTclaim	Timesheet Day 3 Total OT claim
TsPeriod.Day3TotalQty	Timesheet Day 3 Total Qty
TsPeriod.Day4Label	Timesheet Day 4 Label
TsPeriod.Day4TotalOTclaim	Timesheet Day 4 Total OT claim
TsPeriod.Day4TotalQty	Timesheet Day 4 Total Qty
TsPeriod.Day5Label	Timesheet Day 5 Label
TsPeriod.Day5TotalOTclaim	Timesheet Day 5 Total OT claim
TsPeriod.Day5TotalQty	Timesheet Day 5 Total Qty
TsPeriod.Day6Label	Timesheet Day 6 Label
TsPeriod.Day6TotalOTclaim	Timesheet Day 6 Total OT claim
TsPeriod.Day6TotalQty	Timesheet Day 6 Total Qty
TsPeriod.Day7Label	Timesheet Day 7 Label
TsPeriod.Day7TotalOTclaim	Timesheet Day 7 Total OT claim
TsPeriod.Day7TotalQty	Timesheet Day 7 Total Qty
TsPeriod.Day8Label	Timesheet Day 8 Label
TsPeriod.Day8TotalOTclaim	Timesheet Day 8 Total OT claim
TsPeriod.Day8TotalQty	Timesheet Day 8 Total Qty
TsPeriod.Day9Label	Timesheet Day 9 Label
TsPeriod.Day9TotalOTclaim	Timesheet Day 9 Total OT claim
TsPeriod.Day9TotalQty	Timesheet Day 9 Total Qty
TsPeriod.Day10Label	Timesheet Day 10 Label
TsPeriod.Day10TotalOTclaim	Timesheet Day 10 Total OT claim

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TsPeriod.Day10TotalQty	Timesheet Day 10 Total Qty
TsPeriod.Day11Label	Timesheet Day 11 Label
TsPeriod.Day11TotalOTclaim	Timesheet Day 11 Total OT claim
TsPeriod.Day11TotalQty	Timesheet Day 11 Total Qty
TsPeriod.Day12Label	Timesheet Day 12 Label
TsPeriod.Day12TotalOTclaim	Timesheet Day 12 Total OT claim
TsPeriod.Day12TotalQty	Timesheet Day 12 Total Qty
TsPeriod.Day13Label	Timesheet Day 13 Label
TsPeriod.Day13TotalOTclaim	Timesheet Day 13 Total OT claim
TsPeriod.Day13TotalQty	Timesheet Day 13 Total Qty
TsPeriod.Day14Label	Timesheet Day 14 Label
TsPeriod.Day14TotalOTclaim	Timesheet Day 14 Total OT claim
TsPeriod.Day14TotalQty	Timesheet Day 14 Total Qty
TsPeriodItem.Day1ClockInAndOut2	Item Day 1 Time IN (After Lunch)
TsPeriodItem.Day2ClockInAndOut1	Item Day 2 Time IN (Start Time)
TsPeriodItem.Day2ClockInAndOut2	Item Day 2 Time IN (After Lunch)
TsPeriodItem.Day3ClockInAndOut1	Item Day 3 Time IN (Start Time)
TsPeriodItem.Day3ClockInAndOut2	Item Day 3 Time IN (After Lunch)
TsPeriodItem.Day4ClockInAndOut1	Item Day 4 Time IN (Start Time)
TsPeriodItem.Day4ClockInAndOut2	Item Day 4 Time IN (After Lunch)
TsPeriodItem.Day5ClockInAndOut1	Item Day 5 Time IN (Start Time)
TsPeriodItem.Day5ClockInAndOut2	Item Day 5 Time IN (After Lunch)
TsPeriodItem.Day6ClockInAndOut1	Item Day 6 Time IN (Start Time)
TsPeriodItem.Day6ClockInAndOut2	Item Day 6 Time IN (After Lunch)
TsPeriodItem.Day7ClockInAndOut1	Item Day 7 Time IN (Start Time)
TsPeriodItem.Day7ClockInAndOut2	Item Day 7 Time IN (After Lunch)
TsPeriodItem.Day8ClockInAndOut1	Item Day 8 Time IN (Start Time)
TsPeriodItem.Day8ClockInAndOut2	Item Day 8 Time IN (After Lunch)
TsPeriodItem.Day9ClockInAndOut1	Item Day 9 Time IN (Start Time)
TsPeriodItem.Day9ClockInAndOut2	Item Day 9 Time IN (After Lunch)
TsPeriodItem.Day10ClockInAndOut1	Item Day 10 Time IN (Start Time)
TsPeriodItem.Day10ClockInAndOut2	Item Day 10 Time IN (After Lunch)
TsPeriodItem.Day11ClockInAndOut1	Item Day 11 Time IN (Start Time)
TsPeriodItem.Day11ClockInAndOut2	Item Day 11 Time IN (After Lunch)
TsPeriodItem.Day12ClockInAndOut1	Item Day 12 Time IN (Start Time)
TsPeriodItem.Day12ClockInAndOut2	Item Day 12 Time IN (After Lunch)
TsPeriodItem.Day13ClockInAndOut1	Item Day 13 Time IN (Start Time)
TsPeriodItem.Day13ClockInAndOut2	Item Day 13 Time IN (After Lunch)
TsPeriodItem.Day14ClockInAndOut1	Item Day 14 Time IN (Start Time)
TsPeriodItem.Day14ClockInAndOut2	Item Day 14 Time IN (After Lunch)

**Timesheet Item Details**

TsPeriod.TsPeriodDetailItemList	Building Block Field Tag
TsPeriod.TsPeriodDetailItemList.ClientCode	Item Client Code
TsPeriod.TsPeriodDetailItemList.ClientName	Item Client Name
TsPeriod.TsPeriodDetailItemList.JobName	Item Job Name
TsPeriod.TsPeriodDetailItemList.JobNumber	Item Job Number
TsPeriod.TsPeriodDetailItemList.PayTypeCode	Item Pay Type Code
TsPeriod.TsPeriodDetailItemList.PayTypeDesc	Item Pay Type Description
TsPeriod.TsPeriodDetailItemList.TaskCode	Item Task Code
TsPeriod.TsPeriodDetailItemList.TaskName	Item Task Name

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TsPeriod.TsPeriodDetailItemWorkTypeCode	Item Work Type Code
TsPeriod.TsPeriodDetailItemWorkTypeName	Item Work Type Name
TsPeriod.TsPeriodDetailItemWorkDescription	Item Work Type Description
TsPeriod.TsPeriodDetailItemBillingType	Item Billing Type
TsPeriod.TsPeriodDetailItemDay1OTclaim	Item Day 1 OTclaim
TsPeriod.TsPeriodDetailItemDay1Qty	Item Day 1 Qty
TsPeriod.TsPeriodDetailItemDay2OTclaim	Item Day 2 OTclaim
TsPeriod.TsPeriodDetailItemDay2Qty	Item Day 2 Qty
TsPeriod.TsPeriodDetailItemDay3OTclaim	Item Day 3 OTclaim
TsPeriod.TsPeriodDetailItemDay3Qty	Item Day 3 Qty
TsPeriod.TsPeriodDetailItemDay4OTclaim	Item Day 4 OTclaim
TsPeriod.TsPeriodDetailItemDay4Qty	Item Day 4 Qty
TsPeriod.TsPeriodDetailItemDay5OTclaim	Item Day 5 OTclaim
TsPeriod.TsPeriodDetailItemDay5Qty	Item Day 5 Qty
TsPeriod.TsPeriodDetailItemDay6OTclaim	Item Day 6 OTclaim
TsPeriod.TsPeriodDetailItemDay6Qty	Item Day 6 Qty
TsPeriod.TsPeriodDetailItemDay7OTclaim	Item Day 7 OTclaim
TsPeriod.TsPeriodDetailItemDay7Qty	Item Day 7 Qty
TsPeriod.TsPeriodDetailItemDay8OTclaim	Item Day 8 OTclaim
TsPeriod.TsPeriodDetailItemDay8Qty	Item Day 8 Qty
TsPeriod.TsPeriodDetailItemDay9OTclaim	Item Day 9 OTclaim
TsPeriod.TsPeriodDetailItemDay9Qty	Item Day 9 Qty
TsPeriod.TsPeriodDetailItemDay10OTclaim	Item Day 10 OTclaim
TsPeriod.TsPeriodDetailItemDay10Qty	Item Day 10 Qty
TsPeriod.TsPeriodDetailItemDay11OTclaim	Item Day 11 OTclaim
TsPeriod.TsPeriodDetailItemDay11Qty	Item Day 11 Qty
TsPeriod.TsPeriodDetailItemDay12OTclaim	Item Day 12OTclaim
TsPeriod.TsPeriodDetailItemDay12Qty	Item Day 12 Qty
TsPeriod.TsPeriodDetailItemDay13OTclaim	Item Day 13 OTclaim
TsPeriod.TsPeriodDetailItemDay13Qty	Item Day 13 Qty
TsPeriod.TsPeriodDetailItemDay14OTclaim	Item Day 14 OTclaim
TsPeriod.TsPeriodDetailItemDay14OTclaim	Item Day 14 OTclaim
TsPeriod.TsPeriodDetailItemPeriodTotalOTclaim	Item Total OT claim
TsPeriod.TsPeriodDetailItemPeriodTotalQty	Item Total Qty

**Disbursements Item Details**

TsPeriod.TsPeriodDetailItemDisbList	Building Block Field Tag
TsPeriod.TsPeriodDetailItemDisbList.ClientCode	Item Client Code
TsPeriod.TsPeriodDetailItemDisbList.ClientName	Item Client Name
TsPeriod.TsPeriodDetailItemDisbList.JobName	Item Job Name
TsPeriod.TsPeriodDetailItemDisbList.JobNumber	Item Job Number
TsPeriod.TsPeriodDetailItemDisbList.PayTypeCode	Item Pay Type Code
TsPeriod.TsPeriodDetailItemDisbList.PayTypeDesc	Item Pay Type Description
TsPeriod.TsPeriodDetailItemDisbList.TaskCode	Item Task Code
TsPeriod.TsPeriodDetailItemDisbList.TaskName	Item Task Name
TsPeriod.TsPeriodDetailItemDisbList.WorkTypeCode	Item Work Type Code
TsPeriod.TsPeriodDetailItemDisbList.WorkTypeName	Item Work Type Name
TsPeriod.TsPeriodDetailItemDisbList.WorkDescription	Item Work Type Description
TsPeriod.TsPeriodDetailItemDisbList.BillingType	Item Billing Type
TsPeriod.TsPeriodDetailItemDisbList.Day1Disb	Item Day 1 Disb
TsPeriod.TsPeriodDetailItemDisbList.Day2Disb	Item Day 2 Disb

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TsPeriod.TsPeriodDetailItemDisbList.Day3Disb	Item Day 3 Disb
TsPeriod.TsPeriodDetailItemDisbList.Day4Disb	Item Day 4 Disb
TsPeriod.TsPeriodDetailItemDisbList.Day5Disb	Item Day 5 Disb
TsPeriod.TsPeriodDetailItemDisbList.Day6Disb	Item Day 6 Disb
TsPeriod.TsPeriodDetailItemDisbList.Day7Disb	Item Day 7 Disb
TsPeriod.TsPeriodDetailItemDisbList.Day8Disb	Item Day 8 Disb
TsPeriod.TsPeriodDetailItemDisbList.Day9Disb	Item Day 9 Disb
TsPeriod.TsPeriodDetailItemDisbList.Day10Disb	Item Day 10 Disb
TsPeriod.TsPeriodDetailItemDisbList.Day11Disb	Item Day 11 Disb
TsPeriod.TsPeriodDetailItemDisbList.Day12Disb	Item Day 12 Disb
TsPeriod.TsPeriodDetailItemDisbList.Day13Disb	Item Day 13 Disb
TsPeriod.TsPeriodDetailItemDisbList.Day14Disb	Item Day 14 Disb
TsPeriod.TsPeriodDetailItemDisbList.PeriodTotalDisb	Item Total Disb
TsPeriod.Day1TotalDisb	Day 1 Disb Total
TsPeriod.Day2TotalDisb	Day 2 Disb Total
TsPeriod.Day3TotalDisb	Day 3 Disb Total
TsPeriod.Day4TotalDisb	Day 4 Disb Total
TsPeriod.Day5TotalDisb	Day 5 Disb Total
TsPeriod.Day6TotalDisb	Day 6 Disb Total
TsPeriod.Day7TotalDisb	Day 7 Disb Total
TsPeriod.Day8TotalDisb	Day 8 Disb Total
TsPeriod.Day9TotalDisb	Day 9 Disb Total
TsPeriod.Day10TotalDisb	Day 10 Disb Total
TsPeriod.Day11TotalDisb	Day 11 Disb Total
TsPeriod.Day12TotalDisb	Day 12 Disb Total
TsPeriod.Day13TotalDisb	Day 13 Disb Total
TsPeriod.Day14TotalDisb	Day 14 Disb Total