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VIVA! Communications – Zoho training

Step 1:

- Go to your ZOHO account on the web

The screenshot shows the Zoho Projects Timesheets interface. On the left, a black sidebar contains navigation options: Home, Feed, Discuss, Calendar, Projects, WORK OVERVIEW (Tasks, Issues, Milestones, Timesheets), and RECENT PROJECTS. The 'Timesheets' option is highlighted with a red box. The main area displays a calendar for February 2024. The calendar has columns for days of the week (SUN to SAT) and rows for weeks (WEEK 5, WEEK 6, WEEK 7). The 'TOTAL' column shows 15:05 for Week 5, 0:00 for Week 6, and 0:00 for Week 7. A red box highlights the 'Timesheets' option in the sidebar.

- Under the black side panel of options, click 'Timesheets'

Step 2:

- Hover over the relevant date you are adding the log/entry of work for & click on the + symbol in the top left corner of the square

The screenshot shows the Zoho Projects Timesheets interface. On the left, a black sidebar contains navigation options: Home, Feed, Discuss, Calendar, Projects, WORK OVERVIEW (Tasks, Issues, Milestones, Timesheets), and RECENT PROJECTS. The 'Timesheets' option is highlighted with a red box. The main area displays a calendar for February 2024. The calendar has columns for days of the week (SUN to SAT) and rows for weeks (WEEK 5, WEEK 6, WEEK 7). The 'TOTAL' column shows 15:05 for Week 5, 0:00 for Week 6, and 0:00 for Week 7. A red box highlights the date 5th of February 2024, which is a Monday. A red box highlights the date 5th of February 2024, which is a Monday. A red box highlights the date 5th of February 2024, which is a Monday.

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Step 3:

- Once you have clicked the + symbol, this page will appear:

The screenshot shows two side-by-side panels. On the left is a 'Timesheets' calendar view for January, with columns for Sunday, Monday, and Tuesday. The dates 28, 29, and 30 are visible under Sunday, and 4, 5, and 6 under Monday. The date 5 is highlighted with a red circle. On the right is the 'New Time Log' form. It has a title bar 'New Time Log' and a message box that says 'Time logging is not allowed for future dates'. Below this is a 'Project *' dropdown menu with the text 'Select Project' and a downward arrow. At the bottom of the form are two buttons: 'Add' (orange) and 'Cancel' (white with orange border).

Step 4:

- To select the account/client you want to log an entry for, select from the drop-down menu

This screenshot shows the 'New Time Log' form with the 'Project *' dropdown menu open. The dropdown menu is highlighted with a red border. It contains a search bar with a magnifying glass icon and a list of projects. The first project, 'PR-356 Boston Scientific', is highlighted in orange. The other projects listed are 'PR-355 BMS Camzyos (hypertrophic cardiomyopathy)', 'PR-354 BMS Opdivo + Chemo (urothelial carcionoma)', 'PR-353 personalEYES', 'PR-352 Healthy Bones Australia - World Osteoporosis Day', 'PR-350 Baxter Healthcare', and 'PR-349 VIVA! Finance'.

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Step 5:

- Once the account/client has been selected, this page will appear:
- Hover over tasks/issues to select what type of work you have been working on

New Time Log Standard Layout

ⓘ Time logging is not allowed for future dates

Project *
 BMS Camzyos (hypertrophic cardiomyopathy) ▼

Tasks/Issues *
 Search ...

[Enter Other Log Entries](#)

Step 6:

- This step is very important, ensure you are selecting the right task
- *Please note: different clients will have different tasks, ensure you double check if you are confused with what to log your work under*

Tasks/Issues *

Search ...

Tasks Issues All ▼

Search...

- ≡ Strategy development ⚡ None
 - A767-T4 Strategy development
- ≡ Medical media kit development ⚡ None
 - A767-T3 Development of medical media kit
- ≡ Laying the foundations ⚡ None
 - A767-T2 Account management
- ≡ Consumer media kit development ⚡ None
 - A767-T1 Development of consumer media kit

Step

6 (quick guide):

Different types of tasks:

1. **Account management** = anytime you are liaising with the client, sending emails & having meetings regarding medical/consumer news media campaign
2. **Development of consumer media kit** = Anytime you are developing collateral for the consumer news media launch; incl. media alerts, media releases, disease backgrounder, spokesperson profiles, patient case studies & finding supporting imagery
3. **Development of medical media kit** = Anytime you are reviewing data incl. relevant supporting research for announcement, obtaining KOL quotes, writing, editing, referencing & finalising HCP media releases + supporting 150 word summaries.
4. **Digital media kit** = Anytime you are directly working on/developing the digital media kit
***please note if there is no task titled 'digital media kit' please enter your work under the development of consumer media kit
5. **VNR** = Anytime you are coordinating shoot schedules, liaising with, securing, pre-interviewing & briefing all talent, conducting pre-shoot development including obtaining & approval of positional Q&As, producing shoot schedules, coordinating onsite shoot management, reviewing & transcribing all vision, editing transcripts, finalising transcripts with full shot-lists
6. **KOL/patient liaison** = anytime you are directly speaking to, or liaising with the KOL's or patients involved in the campaign
7. **Consumer media outreach** = Anytime you are coordinating consumer news media announcements + media relations: announcements to be leveraged via traditional (TV, radio, print) + digital (online + social) media, including following up & coordinating interviews upon request
8. **Medical media outreach** = Anytime you are coordinating medical media news announcement incl. developing pitch spiels, distributing materials to targeted medical media, following up or coordinating interviews with chosen spokespeople
9. **Media reporting/monitoring** = Anytime you are developing detailed summaries of media outcomes including coverage reports & developing or working on the outcomes PowerPoint

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Step 7:

- Once you have clicked on the correct task to log your entry under, enter the time you have spent doing the relevant task under the 'daily log' heading

Project *

BMS Camzyos (hypertrophic cardiomyopathy) ▼


Tasks/Issues *


Development of medical media kit

Enter Other Log Entries

⌵ Timesheet Information

Date *

02-05-2024 

User * 

Olivia Mack ▼

Daily Log *

Billing Type

Billable ▼

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Step 8:

- Once you have entered the time you spent working on the task, type out everything you have done for that specific task
- Please note: use 'ing' words, for example: **writing** consumer media release, **drafting** pitch spiel, **downloading** images from adobe stock etc
- The below image demonstrates an example of how you should be logging your ZOHO:

The screenshot displays the Zoho Timesheet interface. At the top, a yellow stopwatch icon is next to the text 'Total Log Hours' and '03:50 hrs'. To the right, there are two summary cards: 'Billing Type' set to 'Billable' and 'Approval Status' set to 'Approved'. Below these, a 'Date' card shows '01-17-2024'. The main section is titled 'Timesheet Information' and contains a table with the following data:

Date*	01-17-2024	User*	Olivia Mack
Daily Log*	03:50	Set Start & End Time	Billing Type
Notes	Watching all new vision which has been uploaded to Dropbox (30 minutes), speaking with KB on phone regarding questions for VNR updates, downloading Dr Zielinski's most up to date VNR & uploading to Vimeo, sending to KB for review, uploading additional new vision from Dropbox to Vimeo & compiling links to send to KB for review, checking Dropbox folder for updates, looking on adobe stock for additional vision to use in overlay, sending iStock animations to SJ & KB for review, assisting SJ with compiling animations for client approval, uploading Dr Zielinski's newest piece-to-camera to Vimeo, speaking with Orange video editor regarding VNR uploads to Dropbox, downloading updated versions of VNR's & uploading to Vimeo for KB review, transcribing Mick's overlay, transcribing Prof Long's overlay, assisting KB with compiling all materials needed from Orange video editors, discussing with KB on master VNR transcript, sending skeleton of master VNR transcript to team, resending Dropbox files to KB		

Step 9:

Once you have typed out your entry confirm there are no spelling errors & click 'add'

The screenshot shows the 'Add' button interface. At the top, there is a 'Notes' label and a text input field with the placeholder 'Type your entry here'. Below the input field, there are two buttons: 'Add' and 'Cancel'. The 'Add' button is highlighted with a red box.

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'How to' – Entering ZOHO logs continued

Entering Kirsten's Zoho days

- Kirsten will send through her ZOHO times to be entered
- It is just like entering your own ZOHO time expect you will need to select Kirsten's name under user

The screenshot shows the Zoho Projects interface. On the left is a sidebar with navigation options like Home, Feed, Discuss, Reports, Calendar, and Projects. The main area displays a calendar for September 2022. On the right, the 'New Time Log' form is open. It includes a warning 'Time logging is not allowed for future dates'. The 'Tasks/Issues' section has a search bar. The 'Enter Other Log Entries' section has a 'Timesheet Information' subsection. The 'Date' is set to 09-19-2022. The 'User' dropdown is highlighted with a red box and shows 'Kirsten Bruce'. The 'Daily Log' field is empty. The 'Set Start & End Time' section has a 'Billing Type' dropdown set to 'Billable'. The 'Notes' field is empty. At the bottom are 'Add' and 'Cancel' buttons.

Entering team WiP times

- Monday & Friday WIP times are needed to be entered for each team member into zoho
- Select to drop down arrow at 'Add time log' & select 'Weekly Time Log'

The screenshot shows the Zoho Projects interface with the 'Timesheets' view selected. The left sidebar is the same as in the previous screenshot. The main area displays a calendar for September 2022. The calendar shows time entries for various projects. The 'Add Time Log' button is visible in the top right corner. The 'User' dropdown is set to 'sarah'. The 'Approval Status' is set to 'Approved'. The calendar shows time entries for various projects, including 'APOD Bone Health C', 'BMS Opdivo gastric', 'BXIA retainer FY 22', 'New business - Pre a', 'Alzheimers QLD', 'Vital Meetings & Ad', 'Byron Bay Aged Care', 'Healthy Bones Austr', 'Ferring', 'Servier GP Initiative', 'Sun Pharma WINLEV', 'Dr Falk Pharma - PRB', 'GenesCare Retaine', and 'BXIA MSAC FY 22'. The 'Total hours spent in' is 92:04.

- Insert the times spent discussing each client as per below:

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Projects

Home

Feed

Discuss

Reports

Calendar

Projects

WORK OVERVIEW

Tasks

Issues

Milestones

Timesheets

RECENT PROJECTS

Servier

APCO Bone Health Q

BMS Opdivo gastric f

BXTA retainer FY 22/

New business - Pre a

Alzheimers QLD

Vival Meetings & Adm

Byron Bay Aged Care

Healthy Bones Austr

Ferring

Servier GP Initiative

Sun Pharma WINLEV

Dr Falk Pharma - PRIM

GenesisCare Retaine

BYTAMSCA FY 22/23

Timesheets

Weekly Time Log 09-18-2022 to 09-24-2022

PROJECT	USER	TASK/ISSUE	SUN 18	MON 19	TUE 20	WED 21	THU 22	FRI 23	SAT 24	BILLABLE	TOTAL (HRS)
PR-15 Vival Meetings & Administra...	sarah	Internal WIP		0.25							0:15
PR-15 Vival Meetings & Administra...	Camilla Toft	Internal WIP		0.25							0:15
PR-15 Vival Meetings & Administra...	julia	Internal WIP		0.25							0:15
PR-15 Vival Meetings & Administra...	Kirsten Bruce	Internal WIP		0.25							0:15
PR-15 Vival Meetings & Administra...	Lucinda	Internal WIP		0.25							0:15
PR-15 Vival Meetings & Administra...	Tanya Younan	Internal WIP		0.25							0:15
+ Add Row			0:00	1:30	0:00	0:00	0:00	0:00	0:00		1:30

Save

Save and Add New

Cancel