Project Time Live Booking

General Information

The **project time booking** function offers the user the possibility to assign his working time to specific projects by using a stopwatch. It differs from the menu item "**Edit project times"**, among other things, in that the booking does not have to be recorded retrospectively, but project times can be booked ***live*** to projects by using the Start / Stop function.

Book project time

If project time has already been recorded via the booking mask, the last booked project including the last booked activity is normally **preset**. In this case, you can start recording directly via the **Start/Stop button**. If you would like to book on another project, the **following fields** have to be filled in:

- **Start time**
  Having clicked the Start button, the current time is automatically adopted as starting time. If the project start was earlier, you can enter an alternative time here (only time in the past and after the end of the last project booking is permitted). The duration of a single booking is limited (to 24 hours by default).
- **Project**
  Selection of the project, via AutoComplete or via full view (see below)
- **Activity**
  Selection of one of the predefined activities within the project
- **Description**
  further description of activities within the project, objectives planned/achieved today, etc.
- **Billable**
  A tick in this tickbox means that the project is declared as billable, which also appears later in the project overview and can be evaluated. Whether the tick can be set for the respective projects or is set by default is determined when the project is newly created.

NOTIZ

Basically, projects can be distinguished by their **billability**: Projects which costs can be passed on to third parties (mostly customers) and have a profitable effect are usually marked as billable. Internal projects (e.g. training of new employees, office organisation,...) only concern your own company and are therefore not billable.

Selection of a Project

By clicking on the **button** with the 3 points, the **tree view** of the available projects appears first. In the menu tree only the main projects can be seen without their subprojects. By **expanding and collapsing** the project tree, subprojects become visible and selectable.

In the **list view**, the projects can be filtered according to the respective criteria in the fields **Name, Code or Short Name**. In the dropdown field **"Sorted by..."** you can decide whether the projects should be sorted alphabetically by Name, Short Name or Code. The dropdown field below is used to select the **project structure.**

Fields in the data table:

- **Shortname**
  This refers to the abbreviation of the project including the fixed prefix that stands for the client (e.g. pp for PersonalwolkeProfessional).
- **Name**
  A freely chosen and descriptive name for the project

- **Code**
  In some cases, the code is the same as the short name - however, any letter/number combination after the prefix can be chosen as a project code.
- **Structure**
  This is to be understood as the structure under which the respective project can be found. It is also usually starting with the prefix.
- **Element type**
  The element type provides more information about project characteristics and hierarchy.

Start Project Time

Booking 

Once a project has been selected, the stopwatch can be started by clicking on the green **Start button**, which measures the time and assigns it to the project.

The project time recording is now running. This can be seen by the fact that the **Start button** is now highlighted in red and displays the text Stop. Directly to the right of it, the time that has passed since the **starting time** is displayed like a stopwatch.

The current time is automatically set as the **starting time**. However, as described above, it can also be set manually at any time, e.g. if you forget to click on **Start** when starting work. While the stopwatch is running, any value in the booking mask can be changed - however, in order to apply these changes effectively, you must click on the **"Save" button.**

NOTIZ

Depending on the configuration, project times may only be booked while you are present. In this case the **Start button** and the **Resume** function are disabled as long as you are not booked in in time and attendance - book in first and then start the project time recording. Start and end times must then also lie within your attendance time. If a monthly project time entry already exists for the current month, the stopwatch cannot be started either.

Stop Project Time Booking



When the work on the corresponding project is finished/interrupted, the **Start / Stop button** must be clicked again. This automatically resets the project time booking screen and updates the **project overview** in the **table** below:

Day	The date on which the project time booking was executed.
Description	The text previously entered in the corresponding description field appears here (see "Description" above).
Project	To identify the project, the short name with the fixed prefix is displayed here
Name	The full name of the project

Activity	The activity which was booked in the project appears here
Customer	If selected when booking, the customer for whom the project is being carried out appears here.
Start time	Time at which the recording of project work started
End time	Time at which the recording of project work ended/ was interrupted
Duration	Difference resulting from **start time** and **end time** --> working time on the project in hours.
Billable	displays, if the booked project time has been marked as billable or not
Actions	- Click on  (**Resume**) to reactivate the stopwatch. The fields **Project, Activity, Description** and the value in the **"Billable"** box are copied, but can be **edited** as desired. - By clicking on  (E**dit**), project bookings that have already been made can be **edited** in retrospect. Edited start and end times must not overlap with other project times! - Klick on  (**Delete**) to delete the project time entry from the spreadsheet. This action must be **confirmed** for certainty.