Project Time Booking

General Information

The **Project Time Booking** lets the user assign worked time to specific projects as if using a stopwatch. It differs from the menu item **Enter Project Time**, among other things, in that bookings do not have to be entered separately after the fact; instead, project times can be booked to projects **live** using the Start / Stop function.

Using the Project Time Booking Form

Below you can see the project time booking form immediately after opening the menu item.

Project Selection - AutoComplete

As an alternative to the project selection methods described below, you can also select projects directly by entering (parts of) the name / short name or code.

If the text entered cannot be matched clearly to one project, a list of all projects matching the entry is displayed.

Project Selection - List View

First, a project must be selected. Clicking the button with 3 dots displays the following list view of the projects that have been created:

In the list view shown here, you can search the projects by the respective criteria in the **Name, Code or Short name** field. In the dropdown field **Sorted by**... you can decide whether the projects are sorted alphabetically by name, short name or code. The dropdown field below it is used to select the **structure** - however, since there is usually only one structure anyway, no change normally needs to be made here.

- **Short name**
  This is the abbreviation of the project, including the fixed prefix that stands for the client (e.g., pp for PersonalwolkeProfessional)
- **Name**
  The freely chosen, descriptive name under which the project runs
- **Code**
  In this case, the code is the same as the short name - after the prefix, however, any combination of letters and numbers could be chosen.
- **Structure**
  This means the path under which the respective project can be found. It also begins with the prefix.
- **Element type**
  The element type indicates the rank. A distinction is made between (main) **projects** and their **subprojects**.

Project Selection - Hierarchical View

If you switch to the hierarchical view, the menu tree initially shows only the main projects without their subprojects.

If the menu tree is fully expanded - as shown in the screenshot - the subprojects also appear beneath their parent projects.

Billability

A check mark in this checkbox means that the project is declared billable, which also appears in the project overview later / can be evaluated. Whether the check mark can be set for the respective projects, or whether it is set by default, is determined when the project is created.

> NOTIZ
> In general, projects can be distinguished by their billability: Billable projects are those that can be *billed on* to third parties, that is, that generate a profit. Internal projects (e.g., training new employees, maintenance of IT systems, and much more) only affect your own company and are therefore not billable.

Description

In the field framed in red, you can describe in more detail how the time to be recorded is being used, in order to get an even better overview of the work done over the course of the project.

Starting Time Tracking

Once a project is selected, you can start the stopwatch by clicking the **Start button** highlighted in green, which measures the time and assigns it to the project.

Project time tracking is now running. You can tell because the **Start button** is now highlighted in red and shows the text Stop. Directly to the right of it, the time that has elapsed since the **start time** is displayed like a stopwatch.

The current time is automatically used as the **start time**. However, it can also be set manually at any time, e.g., if you forgot to click **Start** when you began work.

Stopping Project Time Tracking

When work on the project is interrupted, press the Start / **Stop** button again. The project time booking form is then reset automatically and the following project overview is updated:

- **Day**
  This is the date on which the project time was booked.
- **Description**
  The text previously entered in the field provided for this purpose appears here (see the subsection **Description**!)
- **Project**
  To identify the project, the **short name** with the fixed prefix is shown here
- **Name**
  The full project name
- **Start time**
  The time at which work on the project began

- **End time**
  The time at which work on the project was interrupted / ended
- **Duration**
  This is the difference between the **start time** and the **end time** - it shows in hours how long the project was worked on
- **Bill.**
  Short for "billable" - indicates whether the booked time is billable or not
- **Action**
  Clicking

  (Delete) deletes the project time entry from the table. For safety, you must confirm this action.
  Clicking

  (Resume) reactivates the stopwatch. The **Project** and **Description** fields and the value in the **Billable** checkbox are carried over, but can be changed as you like.
  The current time is used as the start time; this can also be changed. To
  save the changes when work ends or is interrupted, click the save icon

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