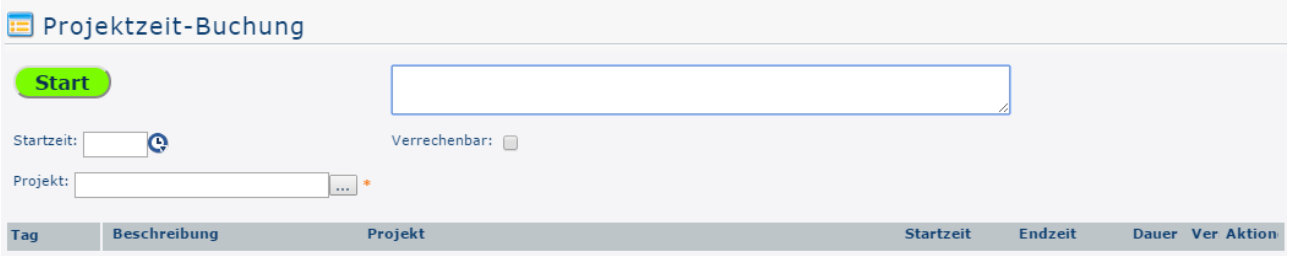
Project time booking

General information

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

Using the project time booking mask

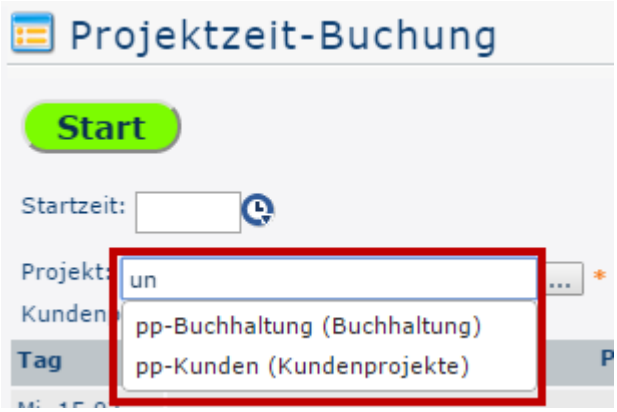
In the following you will see the project time booking screen directly after calling up the menu item.



Project Selection - AutoComplete

As an alternative to the project selection methods shown in the following, it is also possible to directly select projects by entering (parts of) the name/short name or codes.

If the entered text cannot be clearly assigned to a project, a list of all projects corresponding to the input is displayed.



Project Selection - List view

First a project must be selected. By clicking on the button with 3 points the following list view of the created projects appears:

In the list view shown here, the projects can be searched according to the respective criteria in the **Name**, **Code**, or **Short Name** field. 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 **structure** - however, since there is usually only one structure anyway, no changes usually have to be made here.

- **Short name**
  This refers to the abbreviation of the project including the fixed prefix that stands for the client (e.g. pp for PersonalwolkeProfessional).
- **Name**
  The freely chosen, meaningful name under which the project runs.
- **Code**
  In this case, the code is the same as the short name - however, any letter/number combination could be selected after the prefix.
- **Structure**
  This is to be understood as the path under which the respective project can be found. Also starting with the prefix.
- **Element type**
  The element type specifies the ranking. A distinction is made between **(main) projects** and their **subprojects**.

Project Selection - Hierarchical View

If you switch to the Hierarchical View, only the main projects without their subprojects are visible in the menu tree for the time being.

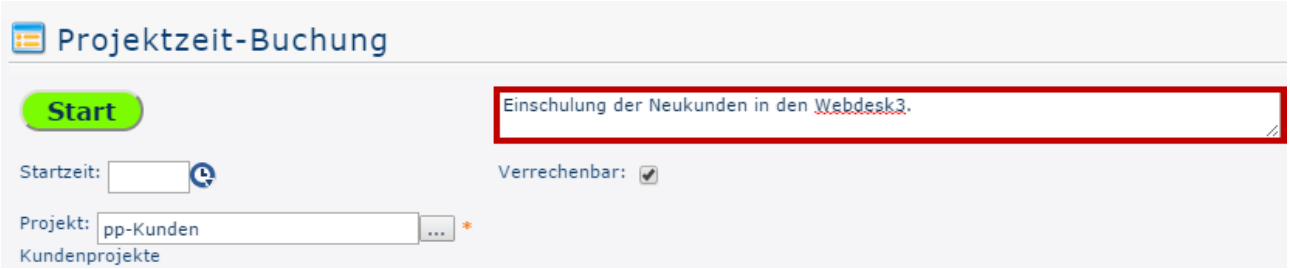
If - as shown on the screenshot - the menu tree is opened completely, the subprojects also appear under the parent projects.

Billability

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

> NOTIZ
> Basically, projects can be distinguished by their chargeability: Projects that can be *passed on* to third parties, i.e. have a profitable effect, can be offset. Internal projects (e.g.: training of new employees, maintenance of IT equipment,...) only concern your own company and are therefore not chargeable.

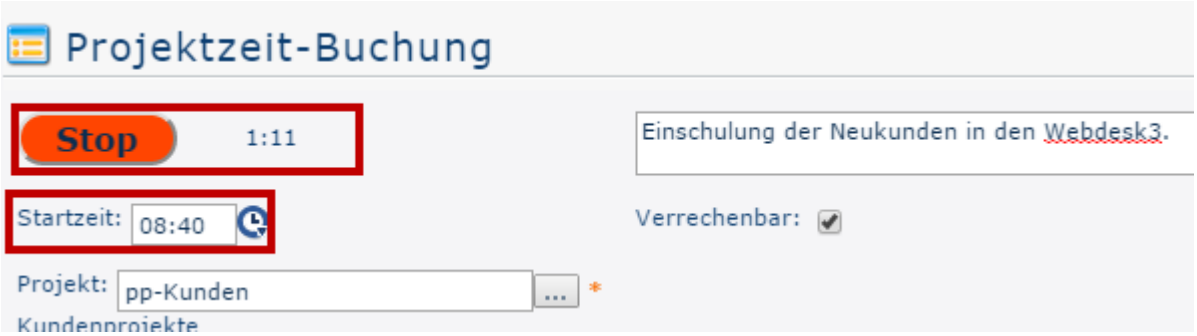
Description



The field framed in red can be used to describe in more detail how the time to be recorded is used in order to obtain an even better overview of the work performed during the course of the project.

Starting Time Recording

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.

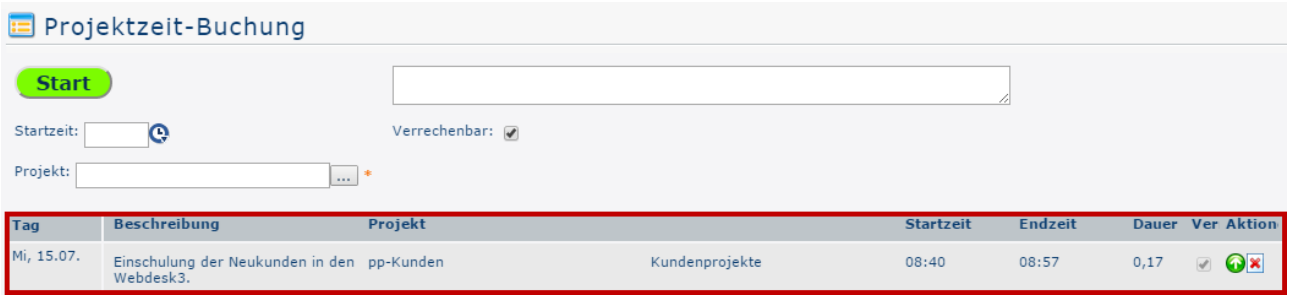


The project time recording is now running. This can be seen by the fact that the **Start button** is now highlighted in red and displays the text Stop. Directly to the right of it, the time elapsed since the **start time** is displayed like a stopwatch.

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

Stopping the project time recording

If the work on the corresponding project is interrupted, the Start / **Stop** button must be pressed again. The project time booking mask is automatically reset and the following project overview is updated:



- **Day**
- This is the date on which the project time booking was made.
- **Description**
  The text that was previously entered in the field provided for this purpose appears here (see subitem **Description**!).
- **Project**
  To identify the project, the **short name** with the fixed prefix is displayed here.
- **Name**
  The full project name
- **Starting time**
  Time at which work on the project started
- **End time**
  Time at which work on the project was interrupted / terminated
- **Duration**
  This is the difference between the **start time** and the **end time** - it indicates in hours how long the project was worked on.
- **Ver**
  Short for "billable" - indicates whether the booked time is billable or not.
- **Action**
  Click on (Delete) to delete the project time entry from the table. This entry must be confirmed for security reasons. Click on (Resume) to reactivate the stopwatch. The fields **Project**, **Description** and the value in the **Billable** box are accepted, but can be changed at will.
  The current time is taken as the start time, this can also be changed.
  To accept the changes with termination / interruption of work, click on the Save icon.