Edit Project Time

General Information

The **"Edit project times"** mask allows the user to enter project times that were not booked directly by a stopwatch (project time booking) after the event. In addition, already recorded project times can be **edited** or **deleted**.

The **user currently logged in** is always defined automatically as the person making the booking. The possibility to search for other persons or to **switch between persons** and **edit** the project times entered by others is only available for users with **administration rights** (members of a PTM admin group, more on this under Authorization Management).

Edit project times

If you are in the **input mask**, you must first select the relevant **year** or **calendar week**. By default the **current calendar week** is preset and proposed. Using the **Show as** selection you can switch between the weekly view (**Show as week**) and the monthly view (**Show as month**). With the **arrow keys** you can navigate between the calendar weeks or months, or select any calendar week or month from the **dropdown list**. If you are in the desired period, you can start **recording the project time.**

WARNUNG

Project time recording can only be done **afterwards**, not on days that lie in the future!

NOTIZ

Depending on the configuration, additional restrictions apply: the project times recorded for a day must not exceed the attendance time or a defined maximum number of hours per day, from and to times must lie within the attendance time, bookings for the current day may be blocked, and entries of the previous month can only be recorded or changed up to a defined day of the current month. If a monthly project time entry exists for a month, daily recording is blocked for that period.

The following **data** is to be entered and displayed in the data **entry table**:

per project booking:

Day (fixed)	The date for which the project time is to be registered.
Project	To identify the project, the short name with the fixed prefix is displayed here, the full project name is automatically added in the field to the right of it.
Activity	Selection of one of the predefined activities in the project
Customer	Selection of a customer, if added to the project
Description	Here you can describe in more detail how the time to be recorded was used to get an even better overview of the work done during the course of the project.
From	Time at which work on the project started
Till	Time at which work on the project ended/was interrupted
Time	This is the difference that results from start and end time - it indicates how long the project was worked on (in hours). As an alternative to entering the from and to times, you can also only enter the time quantity in the "Time" field (e.g.: 1.30 for 1 hour and 30 minutes).
Billable	Possibility to mark the project time as billable

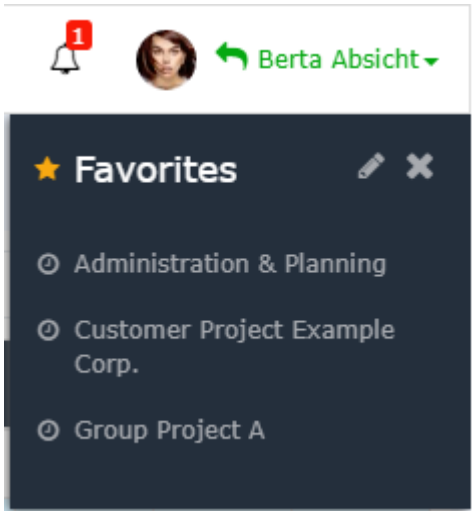
Actions	By clicking on  (**Edit**) you can edit already completed project bookings in retrospect. Edited start and end times must not overlap with other project times! If you are in edit mode, you can return to the overview by clicking on the "**Save" button.** - Click on  (**Delete**) to delete the project time entry from the table. This action must be confirmed for certainty.

per day:

Sum.	Short for sum. Here, the individually **recorded project times per day** are added together and displayed as a total sum.
Att.	Short for Attendance. The total **attendance time of the respective day** is displayed here.
Diff.	The **difference** between the presence time and the recorded project times is shown here. Depending on whether the attendance time exceeds or falls short of the project times or the values are the same, a **negative** (red), **positive** (blue) or **0** (green) value is displayed.

Favorites 

On the upper right side of the screen, the expandable button **"Favorites"** is located.



In this area, you can create your own **templates** for frequently booked project activities and quickly insert them into the entry screen, so that you only have to enter the **start and end times** manually. Clicking on a favorite copies its values into the currently selected line. To **add a new favorite**, click on the **"Edit" icon** in the expanded Favorites field. In the now displayed table you can

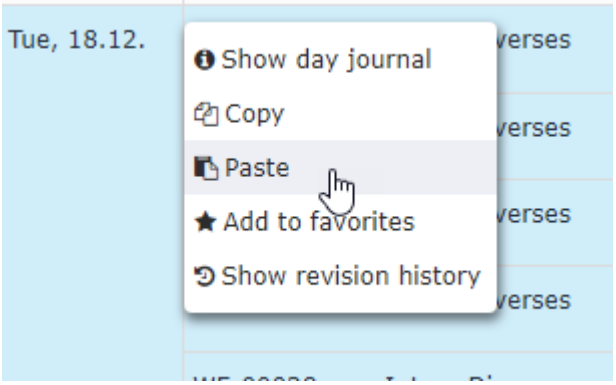
edit already added favorites and **add** new ones.

If a new favourite is created via the **"Add new favourite"** button, a **freely selectable name** (e.g. "daily progress meeting") must be entered in the first field. Then the desired **project** should be selected. The colums **"Bookable"** and **"Billable"** are automatically filled based on the predefined project characteristics. The text that is written in the **Comment** field is later visible in the "Description" field in the entry mask. Optionally, **customers** and **activities** can also be saved in the Favorites template.

As soon as all mandatory fields are filled, the **"Save"** symbol appears - thus, the new favorite is saved in the system. By clicking on the **"Delete"** symbol you can delete the entry. Existing favorites can be edited by clicking on the **"Edit"** button.

Additional Options

Clicking the **right mouse button** opens **further options** within the project overview table for the user. The respective actions refer to the **line** in which the mouse pointer is located when clicking.



Show day journal
By clicking here, a window with the user's daily journal for the corresponding day opens.

Copy and Paste
The line content of the selected line is **copied** and can be pasted into another line (on another day or on the same day) by right-clicking with **Paste**. If the project time entry is copied and pasted on the same day, the columns **From** and **To** must be adjusted in the copy, since no overlapping intervals are permitted.

The duplicate can be edited and adapted before saving. If the line was accidentally inserted wrongly, the process can be aborted using the **"Cancel"** button.

Add to favorites
Here, you can add a specific project booking directly to your **favorites**. After clicking, a **dialog window** opens to name the new favorite. After confirmation via the **"OK"** button, the project is added to the favorites list.

Show revision history
A window opens which displays all project bookings made and edited for the selected day in chronological order.