My project times

General information

This menu item allows the user to search through recorded **project times** according to various criteria within a specified time period.

The result of the project time query can also be exported as PDF or Excel or prepared for printing. The corresponding

symbols 🖨 📄 📊   are located in the upper right corner.

Display individual postings and expand report

The result of the query can be expanded by clicking on ▽   - i.e. each individual booking is displayed in the corresponding period.

In order to better illustrate the effect of the individual parameters, this action was performed for all screenshots. Here is the only exception:

(In this screenshot the report was folded by clicking

on   △   .

There is now only one sum display for the year 2015.)

The search mask

From and To

These parameters are used by the user to set the time period to be queried. This can be done both by direct input (in dd.mm.yyyy format) and by clicking on the corresponding day in the calendar .

Structure

This is the path under which the respective project can be found - starting with the client-specific prefix. However, since there is usually only one structure anyway, no changes usually have to be made here.

Project

It is 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.

Alternatively, click on to open the list view of the projects, which is explained in detail in the menu item Project Time Booking[1].

View variant

In this dropdown element, you can decide whether the result of the query should be sorted chronologically or by project. The effect of this choice is shown under the item Evaluation examples[2].

Select billability

This parameter determines whether or not the system is to filter on the basis of billability. All: All projects are displayed regardless of their billability. If you select Billable, only those projects are evaluated in the query that were defined as billable when they were entered.

Display project hierarchy

This parameter is only available for selection if the Sort by Posting Element option is selected under **View Variant**. If Display **Project Hierarchy** is now set to Yes, the difference between projects and subprojects is clearly displayed in the query result.

Display single bookings

If this parameter is set to Yes, the result of the evaluation gives you access to all your own postings made for the respective projects / the selected project.

Alternative report title

The text entered here will later appear as the headline of the time report instead of the default report title "My Project Times".

Output format

If you leave this field blank, you get the output on the screen. Alternatively, the result can also be displayed as a print-friendly version or saved as a PDF or Excel file.

Evaluation examples

The following screenshots show the effects of some of the parameters described above.

View variant

In the screenshot above, the **View variant** parameter was set to **Sorted by posting element** - this results in a structure according to the individual projects. Each project time entry is displayed under the corresponding project. The entries are therefore only displayed chronologically within one project

Abfrage | Suchvorgaben anzeigen | ▼ Bericht expandieren | ▲ Bericht zusammenfalten

Meine Projektzeiten: Zeitbericht vom 1. Juli 2015 bis 15. Juli 2015 mit Einzelbuchungen.

Anzahl	Code	Projekt	Verrechenbar	Kommentar	PJZ Aufwand	Anwesenheit	Differenz
10	▼ 2015				13,17	19,15	-5,58
10	▼ Juli				13,17	19,15	-5,58
3	▼ Woche 28 (06.07.-12.07.)				8,15	10,30	-2,15
2	▼ 06.07.2015				4,30	10,30	-6,00
	pp-Workflow	Workflow EDV	Ja	Updates	2,00	10,30	-6,00
	pp-Internes	interne Projekte	Nein	Einschulung des neuen Mitarbeiters	2,30		
1	▼ 10.07.2015				3,45		3,45
	pp-Kunden	Kundenprojekte	Ja	Installation eines neuen Moduls	3,45		3,45
7	▼ Woche 29 (13.07.-19.07.)				5,02	8,45	-3,43
3	▼ 13.07.2015				4,00	4,00	
	pp-Internes	interne Projekte	Nein	Wartung der EDV-Anlagen	1,15	4,00	
	pp-Workflow	Workflow EDV	Ja	Support	1,00		
	pp-Internes	interne Projekte	Nein	wöchentliches Meeting	1,45		
1	▼ 14.07.2015					4,45	-4,45
						4,45	-4,45
3	▼ 15.07.2015				1,02		1,02
	pp-Kunden	Kundenprojekte	Ja	Einschulung der Neukunden in den Webdesk3.	0,17		0,17
	pp-Kunden	Kundenprojekte	Nein	Support	0,45		0,45
	pp-Kunden	Kundenprojekte	Ja	test			

In the screenshot above, the **View Variant** parameter has been set to **Sorted by Date** - so all project time entries, regardless of which project they concern, are displayed in chronological order.

Display project hierarchy

Abfrage | Suchvorgaben anzeigen | ▼ Bericht expandieren | ▲ Bericht zusammenfalten

Meine Projektzeiten: Projektbericht vom 1. Juli 2015 bis 31. Juli 2015 mit Einzelbuchungen und Projektpfad.
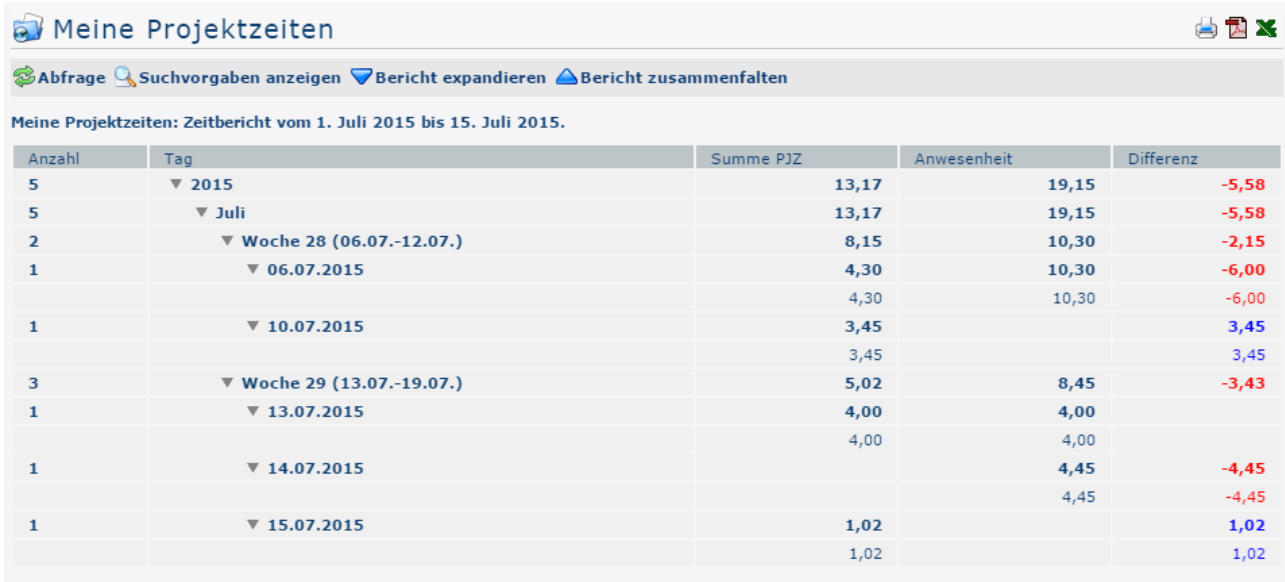
Anzahl	Datum	Verrechenbar	Kommentar	PJZ Aufwand
6	▼ Kundenprojekte			7,47
4	▼			4,47
4	▼ 2015			4,47
4	▼ Juli			4,47
	10.07.2015	Ja	Installation eines neuen Moduls	3,45
	15.07.2015	Ja	Einschulung der Neukunden in den Webdesk3.	0,17
	15.07.2015	Nein	Support	0,45
	15.07.2015	Ja	test	
2	▼ Workflow EDV			3,00
2	▼ 2015			3,00
2	▼ Juli			3,00
	06.07.2015	Ja	Updates	2,00
	13.07.2015	Ja	Support	1,00
3	▼ interne Projekte			5,30
3	▼			5,30
3	▼ 2015			5,30
3	▼ Juli			5,30

In the above screenshot, the parameter Display **project hierarchy** was set to **Yes**. Subprojects (here: Workflow EDV) are displayed in the expanded view with line indent. Subprojects do not appear in the folded view.

Display individual postings: Yes

In the previous examples, the parameter Display **single bookings** was set to **Yes**. This means that all project time entries posted on that day are displayed under each date.

Display individual postings: No

In the above screenshot, the Display **single bookings** parameter was set to **No**. Therefore, only the project time totals of the days on which project times were recorded are listed under the respective calendar weeks, but not the booking elements (individual bookings) themselves.

Alternative report title

In the above screenshot, the text framed in red on the screenshot was entered using the **Alternative Report Title** field. The text is freely selectable and replaces the default title "My project times:", which can be found here on all other screenshots.

1. /daisy/webdesk-manual-admin/6887-dsy.html?language=4