# Project times of my employees

## General information

The structure of this menu item is similar to the one described in the chapter My Project Times[1] . The menu item **Project times of my employees** is only visible for persons who are in the loose group **PTM-Mgm**. With this menu item the own and the project times of the employees in his area of competence can be evaluated according to different criteria.

Projektzeiten meiner Mitarbeiter

Abfrage | Suchvorgaben anzeigen | Bericht expandieren | Bericht zusammenfalten

Projektzeiten meiner Mitarbeiter: Vergleich Projektzeit / Anwesenheitszeit vom 13. Juli 2015 bis 20. Juli 2015 mit Projektpfad.

| Datum | Projekt | Kommentar | Von | Bis | PJZ Aufwand | Anwesenheit | Differenz |
|---|---|---|---|---|---|---|---|
| **Huber, Peter** | | | | | **6,10** | **23,06** | **-16,56** |
| 13.07.2015 | Buchhaltung | Verbuchung der laufenden Geschäftsfälle | 08:30 | 11:45 | 3,15 | | |
| 13.07.2015 | interne Projekte | Neustrukturierung der Aktenverzeichnise | 14:00 | 15:40 | 1,40 | | |
| 14.07.2015 | | | | | | | |
| 15.07.2015 | Buchhaltung | Umsatzsteuervoranmeldung | 16:00 | 16:45 | 0,45 | | |
| 15.07.2015 | interne Projekte | Versicherungsvergleich | 17:00 | 17:30 | 0,30 | | |
| **Renner, Rudi** | | | | | **5,02** | **8,45** | **-3,43** |
| 13.07.2015 | interne Projekte | Wartung der EDV-Anlagen | 08:00 | 09:15 | 1,15 | | |
| 13.07.2015 | Workflow EDV | Support | 09:15 | 10:15 | 1,00 | | |
| 13.07.2015 | interne Projekte | wöchentliches Meeting | 10:15 | 12:00 | 1,45 | | |
| 14.07.2015 | | | | | | | |
| 15.07.2015 | Kundenprojekte | Einschulung der Neukunden in den Webdesk3. | 08:40 | 08:57 | 0,17 | | |
| 15.07.2015 | Kundenprojekte | Support | 09:27 | 10:12 | 0,45 | | |
| 15.07.2015 | Kundenprojekte | test | 10:43 | | | | |
| | | | | | 11,12 | 31,51 | -20,39 |

The result of the project time query can also be saved as Excel or prepared for printing. The corresponding symbols are located in the upper right corner.

**Display single bookings 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 on all screenshots. Here is the only exception:

Projektzeiten meiner Mitarbeiter

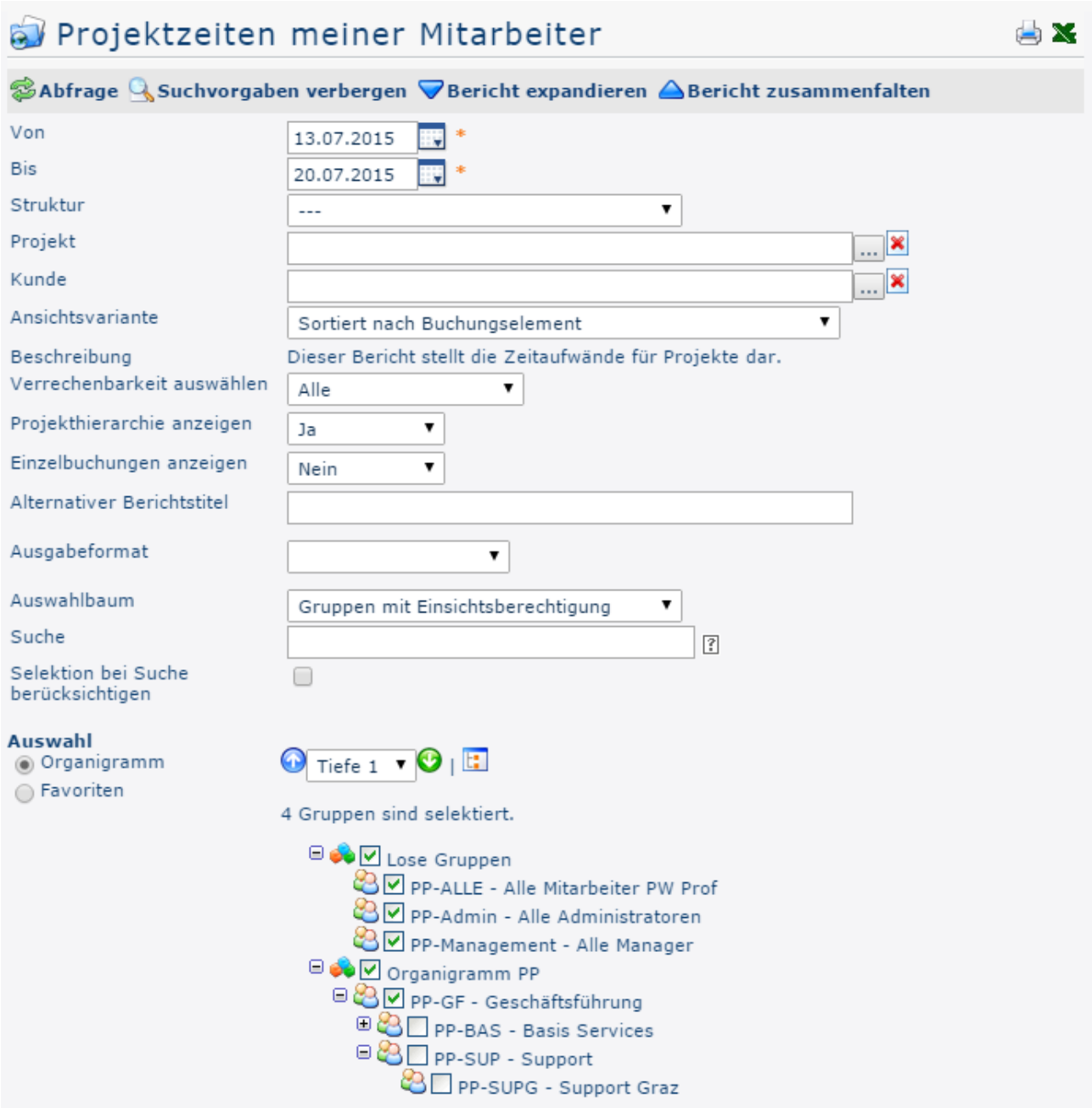
Abfrage | Suchvorgaben anzeigen | Bericht expandieren | Bericht zusammenfalten

Projektzeiten meiner Mitarbeiter: Projektbericht vom 13. Juli 2015 bis 20. Juli 2015 mit Projektpfad.

| Anzahl | Mitarbeiter | Summe PJZ |
|---|---|---|
| 1 | **Buchhaltung** | **4,00** |
| 2 | **Kundenprojekte** | **2,02** |
| 2 | **interne Projekte** | **5,10** |
| | | 11,12 |

*(In this screenshot the report was folded by clicking on* *.*
*It is now only a rough overview of 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 to be understood as the path under which the respective project can be found. Also starting with the prefix. However, since there is usually only one structure anyway, there is usually no need to make any changes 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, the list view of the projects can be opened by clicking

on ... .

This is explained in detail in the menu item Project time booking[2] .

## View variant

In this dropdown element, you can decide whether the result of the query should be sorted by booking element (project time booking), chronologically by date, by project or by employee, or whether it should be displayed in the form of a comparison of the attendance time with the recorded project time. The effect of this choice is shown under the point evaluation examples.

## Selecting the 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 previously defined as billable.

## Display project hierarchy

This parameter is not available for selection if the *Sorted by date* 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 result of the query (Hierarchy).

## Display single bookings

If this parameter is set to Yes, the result of the evaluation gives you access to all your own bookings 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.

## Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Groups with access rights**: Displays all groups that the user has access to.
- **All groups**: displays all groups of the company, even if the user is not authorized to view them all.

## Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.

### Include selection in search

In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.
If this option is checked, only the groups selected under **Selection** will be searched.

### Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**
  - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
  - By **double-clicking**, all subunits are automatically checked.
  - By clicking on the green arrow > **Display subgroups to depth** (depth 1-3) > all existing subgroups are displayed.
  - Use the blue arrow > **Minimize tree** > to minimize this view again, only the parent groups appear on the screen.
  - **Show details** > By clicking on the symbol, the selected groups are clearly displayed in a list to the right of the symbol
    Click again to hide the detailed information.
  - Clicking the **query** button starts the search.
- **Favorites**
  Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.
-

  - To **add a person to the favorites list** > click the blue arrow > select a person > click the "Add" button
  - The order of the persons on the favourites list can be changed at any time using the arrow keys
  - If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.

- The same procedure is used for **groups**.

## Auswertungsbeispiele

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

### View variant

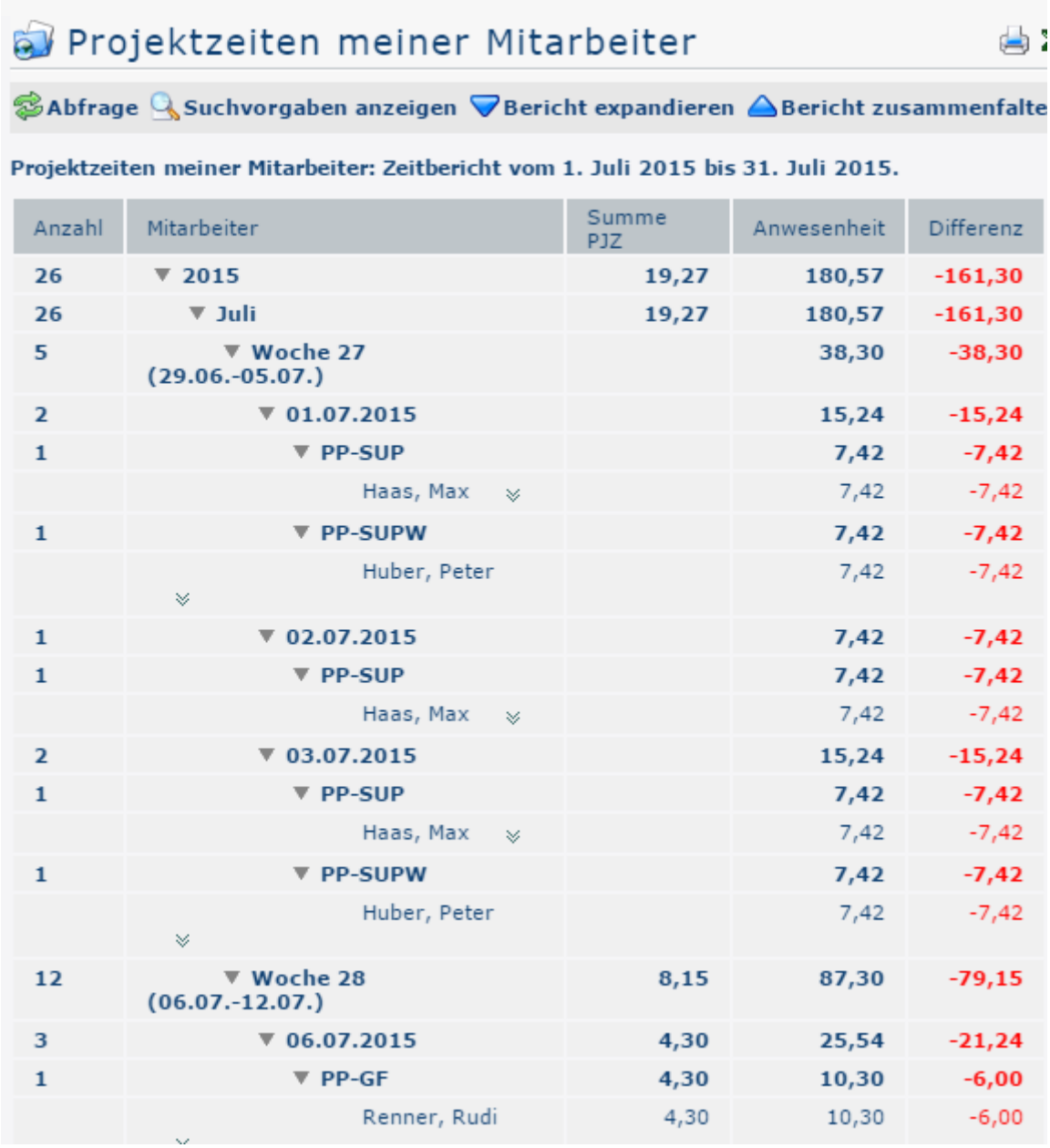
Projektzeiten meiner Mitarbeiter

Abfrage | Suchvorgaben anzeigen | Bericht expandieren | Bericht zusammenfalten

Projektzeiten meiner Mitarbeiter: Projektbericht vom 1. Juli 2015 bis 31. Juli 2015.

| Anzahl | Mitarbeiter | Summe PJZ |
|---|---|---|
| 1 | Buchhaltung | 4,00 |
| 1 | 2015 | 4,00 |
| 1 | Juli | 4,00 |
| 1 | PP-SUPW | 4,00 |
| | Huber, Peter | 4,00 |
| 1 | Kundenprojekte | 4,47 |
| 1 | 2015 | 4,47 |
| 1 | Juli | 4,47 |
| 1 | PP-GF | 4,47 |
| | Renner, Rudi | 4,47 |
| 1 | Workflow EDV | 3,00 |
| 1 | 2015 | 3,00 |
| 1 | Juli | 3,00 |
| 1 | PP-GF | 3,00 |
| | Renner, Rudi | 3,00 |
| 2 | interne Projekte | 7,40 |
| 2 | 2015 | 7,40 |
| 2 | Juli | 7,40 |
| 1 | PP-GF | 5,30 |
| | Renner, Rudi | 5,30 |
| 1 | PP-SUPW | 2,10 |
| | Huber, Peter | 2,10 |
| | | 19,27 |

In the screenshot above, the **View variant** parameter was set to **Sorted by booking 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. The year and month of the booking are followed by the department and the name of the employee who entered the project time. This makes it possible to see exactly how the sum of the project expenses is made up.



Projektzeiten meiner Mitarbeiter

Abfrage | Suchvorgaben anzeigen | Bericht expandieren | Bericht zusammenfalte

Projektzeiten meiner Mitarbeiter: Zeitbericht vom 1. Juli 2015 bis 31. Juli 2015.

| Anzahl | Mitarbeiter | Summe PJZ | Anwesenheit | Differenz |
|---|---|---|---|---|
| 26 | 2015 | 19,27 | 180,57 | -161,30 |
| 26 | Juli | 19,27 | 180,57 | -161,30 |
| 5 | Woche 27 (29.06.-05.07.) | | 38,30 | -38,30 |
| 2 | 01.07.2015 | | 15,24 | -15,24 |
| 1 | PP-SUP | | 7,42 | -7,42 |
| | Haas, Max | | 7,42 | -7,42 |
| 1 | PP-SUPW | | 7,42 | -7,42 |
| | Huber, Peter | | 7,42 | -7,42 |
| 1 | 02.07.2015 | | 7,42 | -7,42 |
| 1 | PP-SUP | | 7,42 | -7,42 |
| | Haas, Max | | 7,42 | -7,42 |
| 2 | 03.07.2015 | | 15,24 | -15,24 |
| 1 | PP-SUP | | 7,42 | -7,42 |
| | Haas, Max | | 7,42 | -7,42 |
| 1 | PP-SUPW | | 7,42 | -7,42 |
| | Huber, Peter | | 7,42 | -7,42 |
| 12 | Woche 28 (06.07.-12.07.) | 8,15 | 87,30 | -79,15 |
| 3 | 06.07.2015 | 4,30 | 25,54 | -21,24 |
| 1 | PP-GF | 4,30 | 10,30 | -6,00 |
| | Renner, Rudi | 4,30 | 10,30 | -6,00 |

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. As described in the previous screenshot (Sorted by booking element), all employees are listed under the respective group names that were previously selected in the search mask under the **Selection** parameter.

Projektzeiten meiner Mitarbeiter

Abfrage | Suchvorgaben anzeigen | Bericht expandieren | Bericht zusammenfalten

Projektzeiten meiner Mitarbeiter: Projektzeit nach Projekt vom 1. Juli 2015 bis 31. Juli 2015.

| Datum | Kommentar | PJZ Aufwand |
|---|---|---|
| **Buchhaltung** | | **4,00** |
| **Juli** | | **4,00** |
| **Huber, Peter** | | **4,00** |
| 13.07.2015 | Verbuchung der laufenden Geschäftsfälle | 3,15 |
| 15.07.2015 | Umsatzsteuervoranmeldung | 0,45 |
| **Kundenprojekte** | | **4,47** |
| **Juli** | | **4,47** |
| **Renner, Rudi** | | **4,47** |
| 10.07.2015 | Installation eines neuen Moduls | 3,45 |
| 15.07.2015 | Einschulung der Neukunden in den Webdesk3. | 0,17 |
| 15.07.2015 | Support | 0,45 |
| 15.07.2015 | test | |
| **Workflow EDV** | | **3,00** |
| **Juli** | | **3,00** |
| **Renner, Rudi** | | **3,00** |
| 06.07.2015 | Updates | 2,00 |
| 13.07.2015 | Support | 1,00 |
| **interne Projekte** | | **7,40** |
| **Juli** | | **7,40** |
| **Huber, Peter** | | **2,10** |
| 13.07.2015 | Neustrukturierung der Aktenverzeichnise | 1,40 |
| 15.07.2015 | Versicherungsvergleich | 0,30 |
| **Renner, Rudi** | | **5,30** |
| 06.07.2015 | Einschulung des neuen Mitarbeiters | 2,30 |
| 13.07.2015 | Wartung der EDV-Anlagen | 1,15 |
| 13.07.2015 | wöchentliches Meeting | 1,45 |
| | | 19,27 |

In the screenshot above, the **View Variant** parameter was set to **Project Time by Project**. The example of the internal projects clearly shows that in this view variant not only the recorded project times of the logged in user, but also those of all other employees appear under the corresponding project.
Which employees are displayed here depends on which groups or persons have been selected in the project effort search mask under the **Selection** parameter.

## Projektzeiten meiner Mitarbeiter

Abfrage | Suchvorgaben anzeigen | Bericht expandieren | Bericht zusammenfalten

**Projektzeiten meiner Mitarbeiter: Projektzeit nach Mitarbeiter vom 1. Juli 2015 bis 31. Juli 2015.**

| Datum | Projekt | PJZ Aufwand |
|---|---|---|
| **Huber, Peter** | | **6,10** |
| **Juli** | | **6,10** |
| 13.07.2015 | Buchhaltung | 3,15 |
| 13.07.2015 | interne Projekte | 1,40 |
| 15.07.2015 | Buchhaltung | 0,45 |
| 15.07.2015 | interne Projekte | 0,30 |
| **Renner, Rudi** | | **13,17** |
| **Juli** | | **13,17** |
| 06.07.2015 | Workflow EDV | 2,00 |
| 06.07.2015 | interne Projekte | 2,30 |
| 10.07.2015 | Kundenprojekte | 3,45 |
| 13.07.2015 | interne Projekte | 1,15 |
| 13.07.2015 | Workflow EDV | 1,00 |
| 13.07.2015 | interne Projekte | 1,45 |
| 15.07.2015 | Kundenprojekte | 0,17 |
| 15.07.2015 | Kundenprojekte | 0,45 |
| 15.07.2015 | Kundenprojekte | |
| | | 19,27 |

In the above screenshot the parameter **View variant** was set to **Project time by employee**. This results in a structure according to the individual employees. Each project time entry is displayed under the corresponding employee - the entries are therefore only displayed chronologically within one employee. Which employees are displayed here depends on which groups or persons have been selected in the project effort search mask under the parameter **Selection**.

## Projektzeiten meiner Mitarbeiter

Abfrage | Suchvorgaben anzeigen | Bericht expandieren | Bericht zusammenfalten

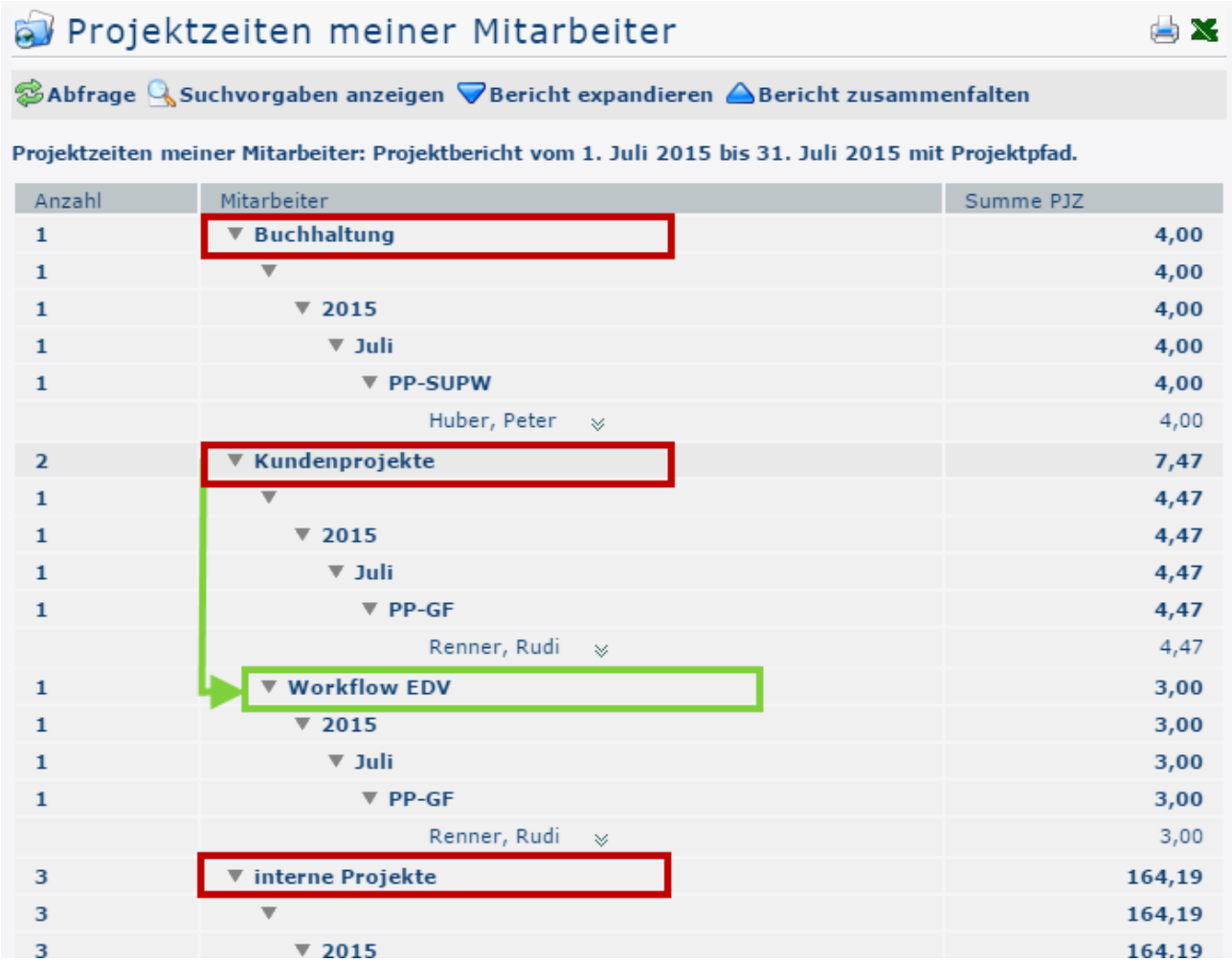
**Projektzeiten meiner Mitarbeiter: Vergleich Projektzeit / Anwesenheitszeit vom 1. Juli 2015 bis 31. Juli 2015.**

| Datum | Projekt | Kommentar | Von | Bis | PJZ Aufwand | Anwesenheit | Differenz |
|---|---|---|---|---|---|---|---|
| **Haas, Max** | | | | | **84,42** | **84,42** | |
| **Huber, Peter** | | | | | **78,07** | **77,00** | **1,07** |
| **Renner, Rudi** | | | | | **13,17** | **19,15** | **-5,58** |
| | | | | | 176,06 | 180,57 | -4,51 |

In the screenshot above, the **View Variant** parameter was set to **Comparison Project Time / Presence Time**. The purpose of this variant is to recognize at a glance whether the sum of the booked attendance times corresponds to the sum of the recorded project times. The screenshot shows that this is only the case with employee Max Haas. In contrast, Mr. Huber Peter booked 1.07 hours (blue) more project time than

attendance time - the reason could be that he once forgot to book in time. Mr. Renner Rudi, on the other hand, has a minus (red) of 5.58 hours, as his presence time exceeds his project time. The last difference is so high that a minus (red) of 4.51 hours results for the entire group.

## Display project hierarchy



Projektzeiten meiner Mitarbeiter

Abfrage | Suchvorgaben anzeigen | Bericht expandieren | Bericht zusammenfalten

Projektzeiten meiner Mitarbeiter: Projektbericht vom 1. Juli 2015 bis 31. Juli 2015 mit Projektpfad.

| Anzahl | Mitarbeiter | Summe PJZ |
|---|---|---|
| 1 | Buchhaltung | 4,00 |
| 1 | | 4,00 |
| 1 | 2015 | 4,00 |
| 1 | Juli | 4,00 |
| 1 | PP-SUPW | 4,00 |
| | Huber, Peter | 4,00 |
| 2 | Kundenprojekte | 7,47 |
| 1 | | 4,47 |
| 1 | 2015 | 4,47 |
| 1 | Juli | 4,47 |
| 1 | PP-GF | 4,47 |
| | Renner, Rudi | 4,47 |
| 1 | Workflow EDV | 3,00 |
| 1 | 2015 | 3,00 |
| 1 | Juli | 3,00 |
| 1 | PP-GF | 3,00 |
| | Renner, Rudi | 3,00 |
| 3 | interne Projekte | 164,19 |
| 3 | | 164,19 |
| 3 | 2015 | 164,19 |

In the screenshot above, 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 single bookings: Yes

This parameter is only available if either *Sorted by Posting Item* or *Sorted by Date* is selected in the **View Variant field**. The following screenshot shows an output with the variant Sorted by Posting Element with Single Postings:

Projektzeiten meiner Mitarbeiter

Abfrage | Suchvorgaben anzeigen | Bericht expandieren | Bericht zusammenfalten

Projektzeiten meiner Mitarbeiter: Projektbericht vom 1. Juli 2015 bis 31. Juli 2015 mit Einzelbuchungen.

| Anzahl | Mitarbeiter | Datum | Verrechenbar | Kommentar | PJZ Aufwand |
|---|---|---|---|---|---|
| 2 | Buchhaltung | | | | 4,00 |
| 2 | 2015 | | | | 4,00 |
| 2 | Juli | | | | 4,00 |
| 2 | PP-SUPW | | | | 4,00 |
| | Huber, Peter | 13.07.2015 | Nein | Verbuchung der laufenden Geschäftsfälle | 3,15 |
| | Huber, Peter | 15.07.2015 | Nein | Umsatzsteuervoranmeldung | 0,45 |

## Display single bookings: No

In the following screenshot the parameter **Show single bookings** was set to **No**. For this reason, only the total project times recorded by the respective employees are displayed, but not the individual project time postings.

Projektzeiten meiner Mitarbeiter

Abfrage | Suchvorgaben anzeigen | Bericht expandieren | Bericht zusammenfalten

Projektzeiten meiner Mitarbeiter: Projektbericht vom 1. Juli 2015 bis 31. Juli 2015.

| Anzahl | Mitarbeiter | Summe PJZ |
|---|---|---|
| 1 | Buchhaltung | 4,00 |
| 1 | 2015 | 4,00 |
| 1 | Juli | 4,00 |
| 1 | PP-SUPW | 4,00 |
| | Huber, Peter | 4,00 |
| 1 | Kundenprojekte | 4,47 |
| 1 | 2015 | 4,47 |
| 1 | Juli | 4,47 |
| 1 | PP-GF | 4,47 |
| | Renner, Rudi | 4,47 |
| 1 | Workflow EDV | 3,00 |
| 1 | 2015 | 3,00 |
| 1 | Juli | 3,00 |
| 1 | PP-GF | 3,00 |
| | Renner, Rudi | 3,00 |
| 3 | interne Projekte | 164,19 |
| 3 | 2015 | 164,19 |
| 3 | Juli | 164,19 |
| 1 | PP-GF | 5,30 |
| | Renner, Rudi | 5,30 |
| 1 | PP-SUP | 84,42 |
| | Haas, Max | 84,42 |
| 1 | PP-SUPW | 74,07 |
| | Huber, Peter | 74,07 |
| | | 176,06 |

**Alternative report title**

Projektzeiten meiner Mitarbeiter

Abfrage | Suchvorgaben anzeigen | Bericht expandieren | Bericht zusammenfalten

Übersicht der Projektzeit-Erfassungen von Herrn Mustermann vom 1. Juli 2015 bis 31. Juli 2015.

| Anzahl | Mitarbeiter | Summe PJZ |
|---|---|---|
| 1 | Buchhaltung | 4,00 |

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 "Project times of my employees:", which can be found here on all other screenshots.

1. /daisy/webdesk-manual-admin/6891-dsy.html?language=4
2. /daisy/webdesk-manual-admin/6887-dsy.html?language=4