Column Options for Project Reports

Grouping Columns

The following data types can currently be defined as vertical, grouping columns when configuring a project report:

Data type	Description
Code (pjz)	The project code (e.g., for use in the work breakdown structure, defined when the project is created) is displayed as a grouping column in the project report.
Group	The groups of employees who recorded project time (e.g., workers, management, human resources department) are displayed as a grouping column (grouping by group)
Group hist. detail	Same as the "Groups" option, but here project times of persons who are no longer members of the group in question, but were at the time of the project booking, are also included in the group
Group hist. sum.	Same as the "Groups" option, but here project times of persons who are no longer members of the group in question, but were at the time of the project booking, are also included in the group
Year	The calendar year in which the project time in question was booked is displayed as a grouping column. (Organization by year)
Customer (pjz)	The customer for whom a project was carried out is displayed as a grouping column. (Option to organize project times by customer)
Employee	The individual employee who booked the project time is displayed here as a grouping column. When expanded, depending on the grouping column above it, all project times of the employee (if nothing is above), or, for example, all project times of the employee within a specific project (if project is above) or year (if year is above) are visible.
Month	The month in which the project time in question was booked is displayed as a grouping column. (Organization by month)
Organization chart	The organization chart including all its subgroups is displayed as a grouping column if the members of these groups have recorded project times. (Organization by organization chart group)
Project (pjz)	The individual projects that were booked to are displayed as a grouping column. (Organization by project)

Status (pjz)	For project times requiring approval, the approval status of the project (submitted = booked, approved = approved) is displayed here.
Day	The day on which the project time was booked is displayed as a grouping column. (Organization by day)
Activity	The activity that was booked in the respective project time entry (e.g., administration, programming, meeting, etc.) is displayed as a grouping column. (Organization by activity)
Week	The week in which the booked project times fall is displayed as a grouping column. (Organization by week)

Detail Columns

When a report is fully expanded, the **detail columns** show more detailed information about each individual project booking. The following data can be selected for display as detail columns when configuring a project report:

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All detail columns with the suffix **IM** (= industrial minutes) show the corresponding project time in **industrial minutes** (e.g., 30 minutes = 0.5 instead of 0.30). This column is only displayed when exporting to **Microsoft Excel format** - this detail column is not visible in the screen view!

Data type	Description
Attendance	This shows the total time during which the employee was present and clocked in on the given day (serves as a comparison to the project time)
To	This shows the time at which the corresponding project booking ended (end time of the project time entry)
Code	This shows the internal code of the project (assigned permanently when the project is created, e.g., for the work breakdown structure)
Date (invisible)	This shows the date on which the corresponding project booking took place (if "Date invisible" is selected as a detail column, it is not visible in the report. However, the data is still present and can be used, e.g., for the configuration of the context menu[1])
Difference	This calculates and displays the difference between the booked project time and the attendance time of the corresponding day. It can be positive (more PJZ than working time) or negative (more working time than PJZ).
Approved (IM)	This shows how much of the booked project time (if approval is required) has already been approved by the supervisor

Comment	If the employee types text in the "Comment" field when booking project time (e.g., project progress, detailed activity description), it is displayed in this column
Customer	If a customer for whom the project is being carried out was specified in the project booking, it is displayed in this field
Employee	This field displays the employee who booked the project time interval
Month	This shows the month in which the project time booking took place
PJZ effort (IM)	This shows the total project time effort
Project	This field displays the name of the project to which the booking was made
Status (invisible)	If the project requires approval, this shows the status of the booked project time (approved = APPROVED/unapproved = SUBMITTED).
Day invisible	This option can only be selected as "invisible". The day of the project booking (Mon-Sun) is registered as part of the report, but not displayed as a column. It serves merely as a configuration option, e.g., for the context menu[2].
TaId invisible	This option can only be selected as "invisible". The respective TaId (time tracking ID) is registered as part of the report, but not displayed as a column. It serves merely as a configuration option, e.g., for the context menu[3].
Activity	This shows the activity within the project that was specified in the project booking
Unapproved (IM)	This shows how much of the booked project time (if approval is required) has not yet been approved by the supervisor
Billable	This shows whether the booking was billable or non-billable project time
From	This shows the time at which the corresponding project booking began (start time of the project time entry)

1. /daisy/webdesk-manual-admin/8099-dsy.html?language=4
2. /daisy/webdesk-manual-admin/8099-dsy.html?language=4
3. /daisy/webdesk-manual-admin/8099-dsy.html?language=4