# Project Time Live Booking

## General

**Project time booking** gives the user the option to assign the working time they have performed to specific projects, as with a stopwatch. It differs from the menu item **Record project time**, among other things, in that the booking does not have to be entered separately after the fact; instead, project times can be booked to projects ***live*** using the Start / Stop function.

## Booking Project Time

If project time has already been recorded via the booking mask, the last booked project including the last booked activity is normally preset. In this case you can start recording directly via the Start/Stop button. If you want to book to a different project, the following fields must be filled in:

- **Start time**
  When you click the Start button, the current time is automatically adopted. If the project began earlier, you can enter an alternative time here (only a time in the past and after the end of the last project booking is permitted)
- **Project**
  Selection of the project, via autocomplete or via the full view (see below)
- **Activity**
  Selection of one of the predefined activities within the project
- **Description**
  More detailed description of the activities within the project, goals planned/achieved today, etc.
- **Billable**
  A check mark in this checkbox means that the project is declared as billable, which will also appear later in the project overview and can be evaluated. Whether the check mark can be set for the respective projects or is set by default is determined when the project is created.

NOTIZ

In principle, projects can be distinguished by their billability: billable projects are those that can be *charged on* to third parties, i.e., that have a profitable effect. Internal projects (e.g., training new employees, maintenance of IT systems, ...) concern only the company itself and are therefore not billable.

### Project Selection

Clicking the **button** with 3 dots first displays the **hierarchical view** of the available projects. In the menu tree, initially only the main projects are visible, without their subprojects. By expanding and collapsing the project tree, subprojects become visible and selectable.

In the **list view**, the projects can be searched by the respective criteria in the **Name, Code, or Short name** field. In the **"Sorted by..."** dropdown field you can decide whether the projects are to be sorted alphabetically by their name, short name, or code. The dropdown field below it is used to select the **project structure.**
**Fields in the data table:**

- **Short name**
  This denotes the abbreviation of the project including a 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 equal to the short name - however, after the prefix any combination of letters and numbers could also be chosen.

- **Structure**
  This means the path under which the respective project can be found. Also usually starting with the prefix.
- **Element type**
  The element type provides further information about project properties and rank.

## Starting Project Time Tracking

Once a project is selected, you can start the stopwatch by clicking the green **Start button**, whereupon the time is measured and assigned to the project.

Project time tracking is now running. You can tell by the fact that the **Start button** now has a red background and shows the text "Stop". Directly to the right of it, the time elapsed since the **start time** is displayed like on a stopwatch.

The current time is automatically adopted as the **start time**. However, as described above, it can also be set manually at any time, e.g., if you forgot to click **Start** when starting work. While the stopwatch is running, every value in the booking mask can be changed - however, to apply these changes you must click the **"Save" button**.

## Stopping Project Time Tracking

When work on the respective project is interrupted, the Start / **Stop** button must be pressed again. The project time booking mask is thereby automatically reset and the **project overview** in the **table** below is updated:

| | |
|---|---|
| **Day** | 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 above: "Description") |
| **Project** | To identify the project, the **short name** with the fixed prefix is displayed here |
| **Name** | The full project name |
| **Activity** | The activity booked in the project |
| **Customer** | If selected during booking, the customer for whom the project is being carried out appears here |
| **Start time** | Time at which work on the project began |
| **End time** | Time at which work on the project was interrupted/ ended |
| **Duration** | Difference resulting from **start time** and **end time** --> working time on the project in hours |

| | |
|---|---|
| **Bill.** | Short for "Billable" - indicates whether the booked time is billable or not |
| **Action** | - Clicking (**Resume**) reactivates the stopwatch. The fields **Project**, **Activity, Description** and the value in the **Billable** box are adopted, but can be changed as desired.<br>- Clicking (**Edit**) lets you **edit** project bookings that have already been made after the fact. Edited start and end times must not overlap with other project times!<br>- Clicking (**Delete**) deletes the project time entry from the table. For safety, this input must be confirmed. |