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2.03.01 TimeTracker

The TimeTracker realizes the time recording for working and project times. In the TimeTracker all work packages are listed for the project member, which are not yet completed and for which he is responsible. The assignment of the work packages to the corresponding employee is realized in the document type Work packages. Absences (vacation, illness, ...) and estimates (remaining work and/or percentage of completion) can also be entered in this component. Another option is the completion notification of tasks in the TimeTracker.



The upper area of the TimeTrackers is used for the tabular recording of daily working time and/or project working time. The "coming" and "going" times and the work performed (that is, times on work packages) are recorded. For the recording either a time interval or the duration of the interval must be entered. After entering the times, select either a work package or "Clock-in"/"Clock-out" from the selection box and confirm the entry with the Save button. The upper and lower sections contain the following buttons:

- **Save:** The button  is used to save the entered data.
- **Reload:** With this button  the content of the TimeTrackers can be reloaded.
- **Delete Entries:** With this button  the stored entries can be deleted, but this is only possible for times which are within the re-entry limit.
- **Close Work Package:**  Use this button to close the work package.
- **Start Work Package:**  Click this button to start the work package.

The date selection offers the possibility to record times for other days. The filter menu allows you to filter the displayed work packages according to a specific project or contact.

The lower area of the TimeTrackers is used for time tracking of work package times with a stopwatch functionality and can be used as a to-do list (figure above is an example configuration):

- **Status:** The status -Start- and -Stop- indicates the activation and deactivation of the stopwatch.
- **Number:** This column indicates the work package number. By clicking on the sort symbol, the work packages are sorted in ascending or descending order by number. This functionality is available for each column of this area.
- **Work Package:** This column marks the work packages with a link to the work package, if applicable.
- **Project:** This column indicates the project to which the work package belongs.
- **Customer:** This column indicates the customer of the work package.
- **Due Date:** This column indicates the due date of the work package. The due date is the date of the plan end of the work package.
- **Plan Effort:** This column indicates the duration of the work package.
- **Actual Effort:** This column indicates the total time of the work packages.
- **Completion [%]:** In this column, you can estimate the degree of completion of the work package. When you save the value, the system automatically determines the remaining time in hours.
- **Remaining [h]:** In this column, you can estimate the remaining time in hours for the work package. When you save the value, the system automatically determines the percentage of

completion.

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