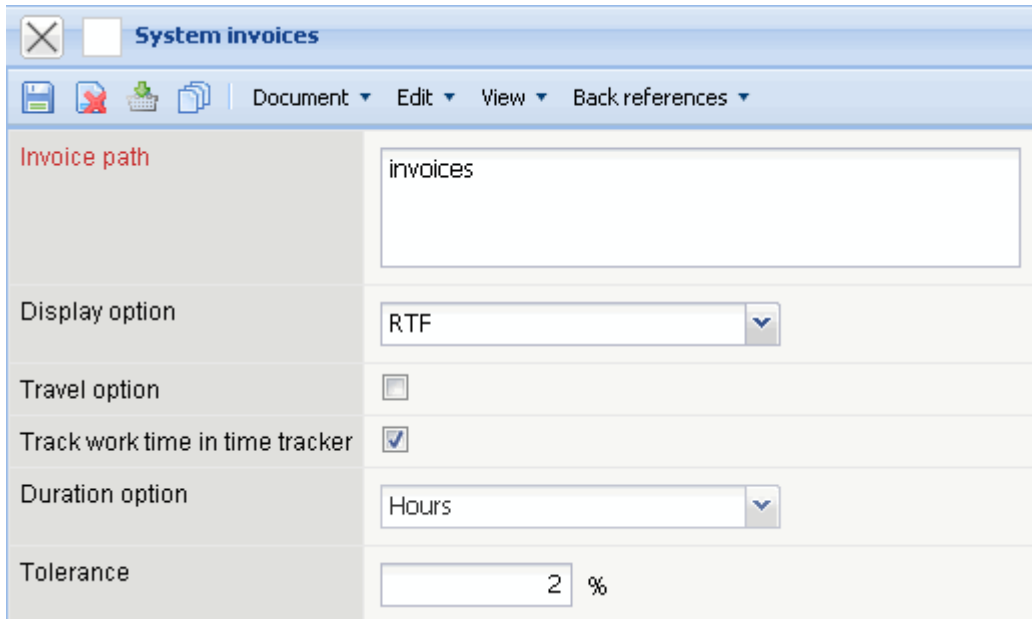


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2.01.02 System

The “System” form administers the parameters for the system in Projectile. This includes the [path](#) for the billing documents and other system properties.

Tip: further information on this topic can be found under article [3.11.01 Administration of System Data](#).



System invoices	
Invoice path	invoices
Display option	RTF
Travel option	☐
Track work time in time tracker	☒
Duration option	Hours
Tolerance	2 %

The form contains the following elements:

- **Billing Path:** This field specifies the path, where the generated billing documents (offers, bills and payment reminders) will be saved. This path is present throughout the entire system., in case there no other paths defined in the xml configuration. This specification will be used only however, if in the system control there are no valid paths entered (see also the administration guidelines).
- **Billing Document:** This element specifies the type, in which the billing document will be generated. With the type HTML there will be an HTML file generated and shown within the standard browser and with the type RTF there will be a corresponding text file generated and opened with the standard text program. The pre-requisite: the corresponding templates are available and are defined in the system control (see also the administration guidelines).
- **Voyage in a Block:** This field determines the billing of the voyage in the invoice. If this field is active, all costs entailing the voyage (for example the outward and the return journey, the vouchers for the overnight stay and for catering,...) will be taken over as one item within the [bill](#). If this field not active, then all the costs will be listed and written as separate items in the invoice.
- **Enter Working Hours into TimeTracker:** This field allows the adaptation of the time registration. When this field is activated, the work hours can also be entered into the time registration(see also [TimeTracker](#)). Furthermore, in the time-referenced analysis the work hours will be considered. If this field is not activated the project-referenced times will be registered

and considered during analysis.

- **Option Times:** This option is no longer of use.
- **Tolerance:** This option is no longer of use.

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Last update: **2019/10/25 14:09**

