

[previous](#) [Home](#) [next](#)

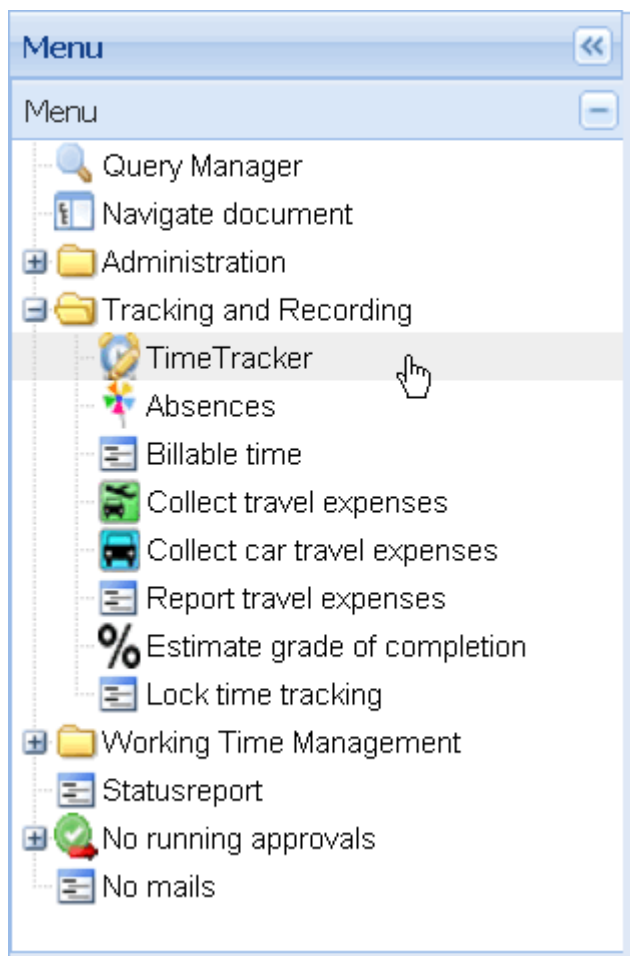
## 2.06 Quick Entry and further Functionalities

Projectile consist of various quick entries, for example, absence entry (see also chapter 5.08.2 Absence Entry), the functionality “Billable Time” and the entry “Estimate Grade of Completion”.

### Overview of Quick Entries:

- [Absences and Absences Employee](#)
- [Billable Time](#)
- Normalized Time (no standard functionality)
- [Travel Expenses and Travel Expenses Employee](#)
- [Driving Expenses and Driving Expenses Employee](#)
- [Expense Account](#)
- [Estimate Grade of Completion](#)
- [Lock Time Tracking](#)

The rapid entries are stored in the left menu ...



... and in the top menu.

The screenshot displays the Projectile-Online-Handbuch web application. At the top, there is a navigation bar with icons for various functions like Clipboard, Logout, and a search bar. Below this, a secondary navigation bar contains tabs for Tracking and Recording, Offers, Projects, Invoices, Contacts, Human resources, and Administration. A dropdown menu is open under 'Tracking and Recording', listing options: TimeTracker (highlighted), Absences, Billable time, Collect travel expenses, Collect car travel expenses, Report travel expenses, Estimate grade of completion, and Lock time tracking. The main content area is titled 'Tracking' and features a 'TimeTracker' section with a clock icon. It includes a 'Selected days' dropdown menu, two date pickers set to '07.10.2009', and a section for 'Charting' with a dropdown menu and a green checkmark icon.

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