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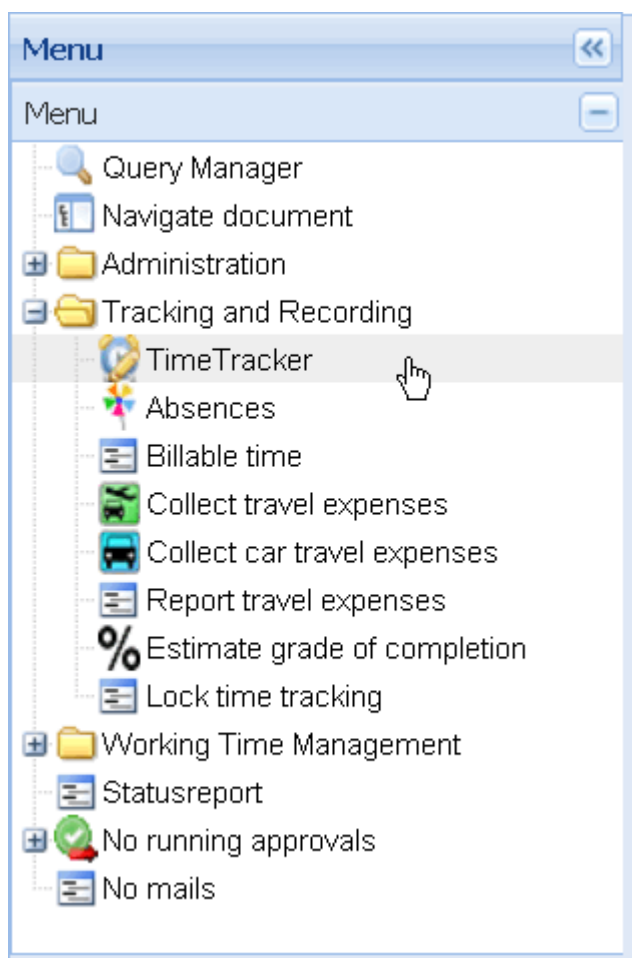
2.06 Rapid Entry and further Functionalities

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 Rapid Entries:

- [Absences and Absences Employee](#)
- [Billable Time](#)
- Normalized Time (no standard functionality)
- [Travel Expenses and Travel Expenses Employee](#)
- [Driving Expenses and Driving Expenses Employee](#)
- [Travel and Accommodation 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', 'Create ...', 'Search in documents ...', and 'Category ...'. Below this is a main menu with tabs for 'Tracking and Recording', 'Offers', 'Projects', 'Invoices', 'Contacts', 'Human resources', and 'Administration'. The 'Tracking and Recording' tab is active, and its dropdown menu is open, showing 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 contains a 'TimeTracker' section. This section includes a 'Selected days' dropdown menu, two date pickers (both set to '07.10.2009'), and a table with columns for 'Start', 'End', and 'Status'. The 'Charting' section below it has a dropdown menu and a green checkmark icon.

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<https://infodesire.net/dokuwiki/> - Projectile-Online-Handbuch

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Last update: 2019/10/25 14:09

