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## 2.3.01 TimeTracker

The TimeTracker processes the time recording for the work and project times. In TimeTracker, all work packages for the project employee are listed, which are not yet closed and for which the employee is responsible. In this component, absences/leave (vacation, illness, ...) and estimations (remaining time/effort and/or degree of completion) can be recorded. A further possibility is the notification of a completed task.


**Tip:** For more on this subject see chapter [4.3.01 Online-Zeiterfassung mit dem TimeTracker](#).


von	bis	Dauer	Arbeitspaket	Bemerkung
Donnerstag, 19.11.2009				
09:00	12:30	3:30 h	170.1-1 Konzeptgespräche - 170.1 Planung	Fibu- und Kommunikationsserver-Schnittstellen
13:30	16:00	2:30 h	170-1 Projektleitung - 170 Einführung Projectile	Projektplan aktualisiert, Schulungsplanung
16:00	17:45	1:45 h	183-1 Projektleitung - 183 Einführung Projectile	Statusbericht, Änderungen im Plan eingearbeitet
<b>Σ</b>		<b>10:00 h</b>		
		<b>7:45 h</b>		








  

Nummer	Arbeitspaket	Projekt	Auftraggeber	Fälligkeit	Plan-Aufwand	Ist-Zeit	Fertigstellung	Rest
146-1	Projektleitung	Einführung Projectile	CONSULT AG	25.09.2009	40,00 h	17,00 h	45,95 %	20 h
172.1	Konzeptgespräche	Planung	CONSULT AG	21.10.2009	8,00 h	4,00 h	50 %	4 h
170.1	Konzeptgespräche	Planung	CONSULT AG	28.10.2009	8,00 h	15,00 h	88,24 %	2 h
173.1	Konzeptgespräche	Planung	CONSULT AG	05.11.2009	8,00 h	8,50 h	80,95 %	2 h
172.2	Entwicklung	Customizing	CONSULT AG	06.12.2009	20,00 h	11,33 h	73,91 %	4 h
170-1	Projektleitung	Einführung Projectile	CONSULT AG	29.12.2009	16,00 h	6,50 h	56,52 %	5 h
170.3	Schulung	Einführung	CONSULT AG	29.12.2009	16,00 h	7,00 h	41,18 %	10 h
148-1	Projektleitung	Einführung Projectile	CONSULT AG	31.12.2009	24,00 h	31,25 h	96,9 %	1 h
183-1	Projektleitung	Einführung Projectile	Behr Brasil Ltda.	29.01.2010	20,00 h	16,75 h	89,33 %	2 h

The upper area of the TimeTracker is used for tabular recording of the daily working time and/or the project working time. "arrival" times and "leaving" times and the work services (also times for work packages) are recorded. Either a time interval or the duration of the interval must be entered in order to record the time. After entering the times, a work package or "arriving"/"leaving" is selected and is confirmed with the save button. The upper area consists of the following buttons:

- **Saving:** The entered data is saved using this button. 
- **Arriving and Leaving:** Arriving and leaving times are recorded with this button. When clicking

this button  the work interval is produced from the earliest and latest time entry.

- **Arriving:** Arriving times are recorded with this button . When clicking this button, the current date in the system is used as the start date for working time recording.
- **Leaving:** Leaving times are recorded with this button . When clicking this button, the current date in the system is used as the end date for working time recording.
- **Exchange:** Using this button  exchanges the upper and lower areas of the TimeTracker.
- **Analysis Chart:** Using these buttons (, , ...) outputs a personalized chart related to the recorded time entries for the logged on user. The administrator can integrate maximum three analyses charts in the TimeTracker (see also administration Guide).
- **Create Work Package:** Using this button  a new work package can be created through the TimeTracker. Times can be immediately recorded here.
- **Refresh:** Using this button  reloads the contents of the TimeTracker.

Using the date selection box directly below, it is possible to record times for other days. The displayed work packages can be filtered through a certain project or contact with the filter menu.

The lower area of the TimeTracker is used for time recording from the work package times with stopwatch functionality and can be used as a to-do list (the illustration above is an example configuration).

- **Number:** This column specifies the work package number. Clicking the sorting symbol (arrows) sorts the work packages with the number, either ascending or descending. This functionality is available for every column in this area.
- **Work Package:** This column specifies the work packages with, if applicable, a link to the work packages.
- **Project:** This column specifies the project to which the work package belongs.
- **Customer:** This column specifies the customer of the work package.
- **Due Date:** This column specifies the due date of the work package. Due date is the date of the planned end of the work package.
- **Planned Time:** This column specifies the duration of the work package.
- **Actual Time:** This column specifies the complete time of the work package.
- **Completion:** The degree of completion for the work package can be estimated in this column. After saving this value, the system automatically determines the remaining time/effort in hours.
- **Rest[h]:** The remaining time/effort for the work package can be estimated in this column. After saving this value, the system automatically determines the degree of completion.

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