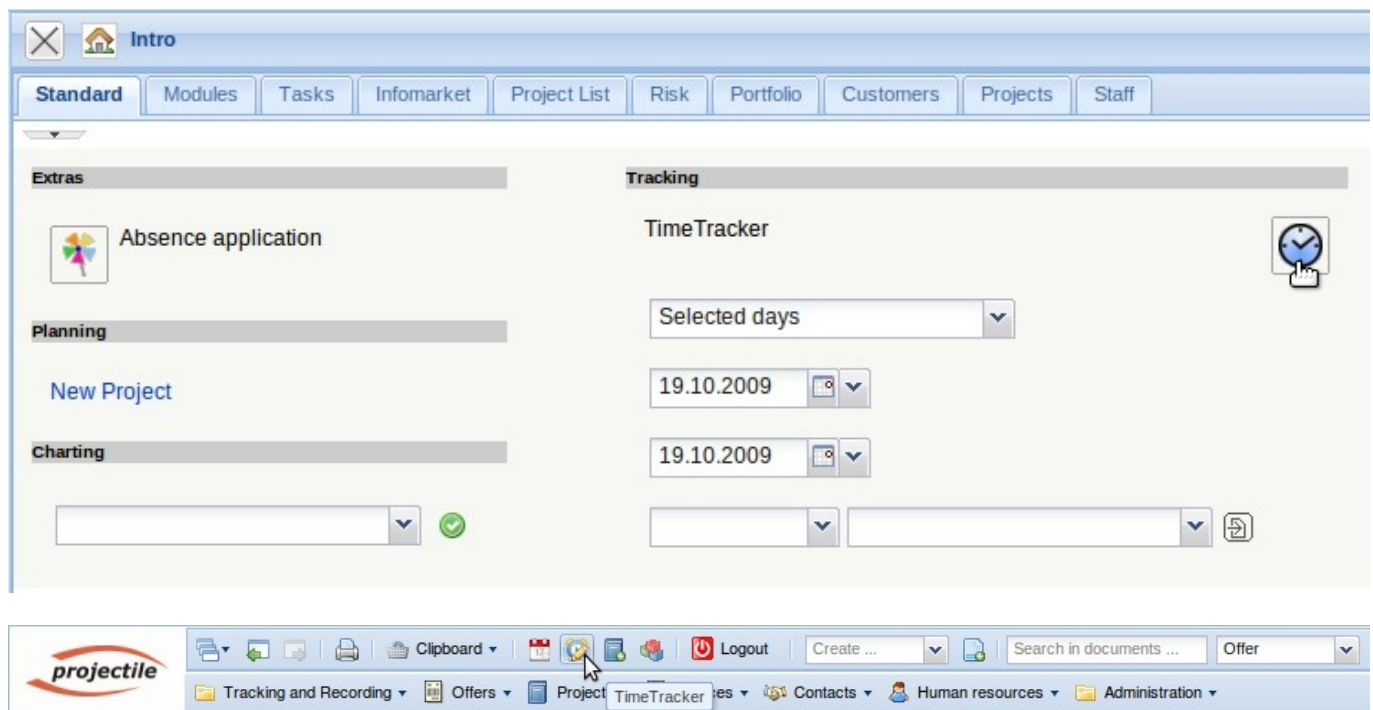


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## 5.08.1 TimeTracker

### Stopwatch-Functionality

Tracking and recording of working and project times and of absences of the employees can be realized by using the TimeTracker. These components can be found in TimeTracker in the working field by clicking on the clock symbol, for example for the 19.10.2009.



In the TimeTracker every job of the project employee, which is not completed and for which he/she is responsible, is listed. The classification of the jobs for the appropriate employee is realized in the document category jobs. By registering a project employee to the system, the employee is determined and the corresponding jobs within the online time registration are displayed.

The TimeTracker consists of two parts: the upper part covers recording project effort, working hours/working time and absences of an employee. The lower part covers recording the effort of the jobs by using the stopwatch functionality (red triangle in the job lines) and as a To-Do-List.

TimeTracker Conner Jane

20.10.2009

From To Time Job Cost unit Note

Tuesday, 20.10.2009

08:00 - 12:00 = 4:00 h 3-4 Project Management - 3 Introduction Projectile

0:00 h 4:00 h

| Process number | Job                        | Project                 | Customer                           | Due time   | Estimated time | Actual time | State | Time to completion |
|----------------|----------------------------|-------------------------|------------------------------------|------------|----------------|-------------|-------|--------------------|
| 3.1-1          | Introduction Projectile    | Introduction Accounting | TLC Telecommunications Corporation | 01.10.2009 | 0,00 h         | 4,00 h      | %     | h                  |
| 4              | 3.1-1 Concept - 3 Planning |                         |                                    | 21.10.2009 | 0,00 h         | 0,00 h      | %     | h                  |
| 3-4            | Project Management         | Introduction Projectile | TLC Telecommunications Corporation | 30.10.2009 | 8,00 h         | 8,00 h      | %     | h                  |

In the To-Do-List all own jobs are listed (for active projects and for advance projects). The times can be recorded to all jobs by using the stopwatch functionality. To start the time recording, click on the clock in the line of the related job (here 3.3-1)

TimeTracker Conner Jane

20.10.2009

From To Time Job Cost unit Note

Tuesday, 20.10.2009

08:00 - 12:00 = 4:00 h 3-4 Project Management - 3 Introduction Projectile

0:00 h 4:00 h

| Process number | Job                        | Project                 | Customer                           | Due time   | Estimated time | Actual time | State | Time to completion |
|----------------|----------------------------|-------------------------|------------------------------------|------------|----------------|-------------|-------|--------------------|
| 3.1-1          | Introduction Projectile    | Introduction Accounting | TLC Telecommunications Corporation | 01.10.2009 | 0,00 h         | 4,00 h      | %     | h                  |
| 4              | 3.1-1 Concept - 3 Planning |                         |                                    | 21.10.2009 | 0,00 h         | 0,00 h      | %     | h                  |
| 3-4            | Project Management         | Introduction Projectile | TLC Telecommunications Corporation | 30.10.2009 | 8,00 h         | 8,00 h      | %     | h                  |

Start tracking on 3.1-1

The timing on this task/job starts now (here at 10:06).

The timing on this task/job is stopped at the same time when the next task/job is booked. (here 3-5)

TimeTracker Conner Jane

20.10.2009

From To Time Job Cost unit Note

Tuesday, 20.10.2009

08:00 - 12:00 = 4:00 h 3-4 Project Management - 3 Introduction Projectile

10:06 - 4:00 h 3.1-1 Introduction Projectile - 3.1 Introduction Accounting

Σ 0:00 h

| Process number | Job                     | Project                 | Customer                           | Due time   | Estimated time | Actual time | State | Time to completion |
|----------------|-------------------------|-------------------------|------------------------------------|------------|----------------|-------------|-------|--------------------|
| 3.1-1          | Introduction Projectile | Introduction Accounting | TLC Telecommunications Corporation | 01.10.2009 | 0,00 h         | 4,00 h      | %     | h                  |

In the example the second task/job has been started at 10:31 pm, so at this point the timing of the first job/task ends.

| Process number | Job                        | Project                 | Customer                           | Due time   | Estimated time | Actual time | State | Time to completion |
|----------------|----------------------------|-------------------------|------------------------------------|------------|----------------|-------------|-------|--------------------|
| 3.1-1          | Introduction Projectile    | Introduction Accounting | TLC Telecommunications Corporation | 01.10.2009 | 0,00 h         | 4,08 h      | %     | h                  |
| 3-5            | 3.1-1 Concept - 3 Planning | Introduction Projectile | TLC Telecommunications Corporation | 21.10.2009 | 0,00 h         | 0,00 h      | %     | h                  |
| 3-4            | Introduction Projectile    | Introduction Projectile | TLC Telecommunications Corporation | 30.10.2009 | 8,00 h         | 6,10 h      | %     | h                  |

If you click the clock again, the time recording ends. In the example below 0:25 minutes are recorded for the task/job 3.3-1 Introduction Projectile Afterwards 1:01 hour is booked on the job 3-5 Concept Planning.

TimeTracker Conner Jane

20.10.2009

From To Time Job Cost unit Note

Tuesday, 20.10.2009

08:00 - 10:06 = 2:06 h 3-4 Project Management - 3 Introduction Projectile

10:06 - 10:31 = 0:25 h 3.1-1 Introduction Projectile - 3.1 Introduction Accc

10:31 - 11:32 = 1:01 h 3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc

Σ 0:00 h 3:32 h

The entry-data can be provided with comments/notes and be saved.

TimeTracker Conner Jane

20.10.2009

From To Time Job Cost unit Note

Tuesday, 20.10.2009

08:00 - 10:06 = 2:06 h 3-4 Project Management - 3 Introduction Projectile

10:06 - 10:31 = 0:25 h 3.1-1 Introduction Projectile - 3.1 Introduction Accc

10:31 - 11:32 = 1:01 h 3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc

Σ 0:00 h 3:32 h

Develop new module

Plan new accounting concept

Plan introduction

# TimeSheet

In the next example you can see, how recording of time/effort, presence and absences is realized in the upper part (TimeSheet). By using the time fields, the time or the total hours can be entered. The first two columns define the starting time (from) and the ending time (to). In the third column the duration is listed, which is the difference between the starting and the ending times. In the last column, the jobs or feature for presence and absences can be chosen and assigned to the time.

In the example below 3:30 hours are recorded for the task project management. Afterwards three hours from 2pm(14:00) are recorded for the job Concept Planning. At the end one hour is recorded to the job Introduction Projectile. For each time entry, additional remarks can be noted by the user.

| From               | To | Time   | Job                                                   | Cost unit | Note                       |
|--------------------|----|--------|-------------------------------------------------------|-----------|----------------------------|
| Monday, 19.10.2009 |    |        |                                                       |           |                            |
| 9                  |    | 3:30 h | 3-4 Project Management - 3 Introduction Projectile    |           | Approve project planning   |
| 14                 |    |        | 3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc   |           | Concept interface exchange |
|                    |    | 1 h    | 3.1-1 Introduction Projectile - 3.1 Introduction Accc |           | Introduction accounting    |

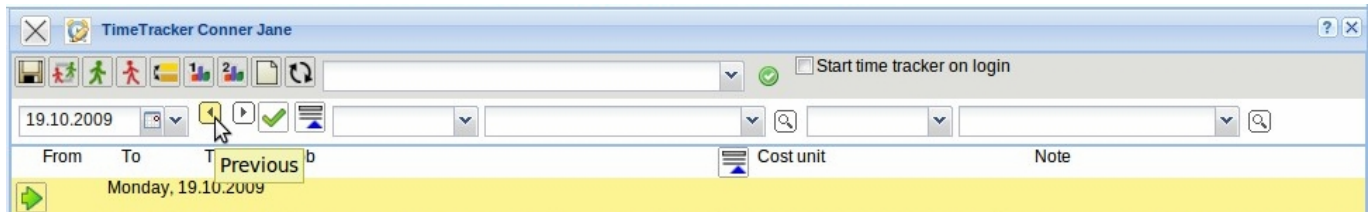
After clicking the save button, the system completes the missing data.

| From               | To    | Time   | Job                                                   | Cost unit | Note                       |
|--------------------|-------|--------|-------------------------------------------------------|-----------|----------------------------|
| Monday, 19.10.2009 |       |        |                                                       |           |                            |
| 09:00              | 12:30 | 3:30 h | 3-4 Project Management - 3 Introduction Projectile    |           | Approve project planning   |
| 14:00              | 17:00 | 3:00 h | 3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc   |           | Concept interface exchange |
| 17:00              | 18:00 | 1:00 h | 3.1-1 Introduction Projectile - 3.1 Introduction Accc |           | Introduction accounting    |

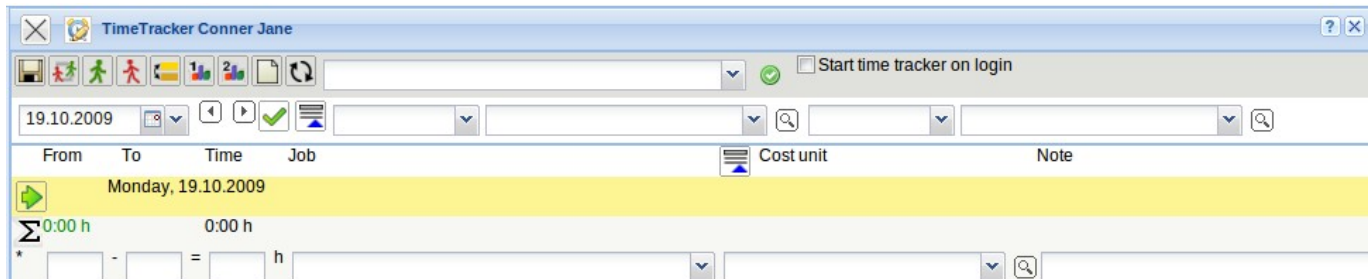
After the saving process is finished, the recorded times of the jobs are displayed in the lower part of TimeTracker (to-do list) in the Actual Time column.

## Recording Times

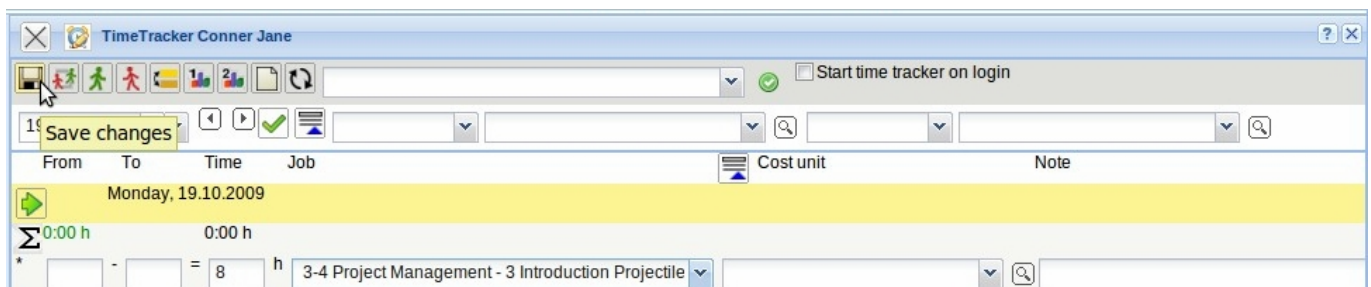
In TimeTracker the time can also be recorded later. By using the date element, day for time recording can be changed. In the example below the time for yesterday shall be recorded. The “Previous” function in the date element changes...



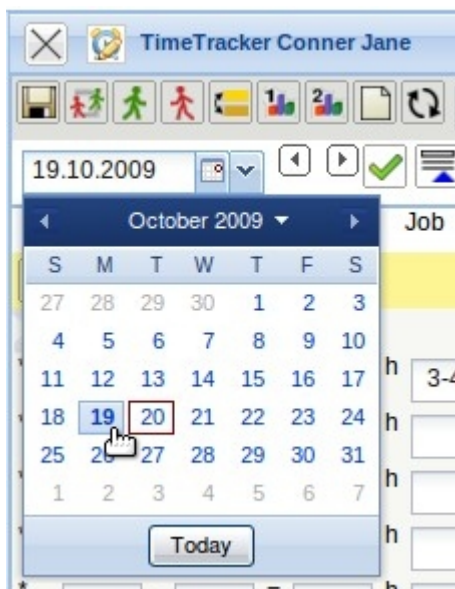
...the recording date and...



...subsequent-entries can be made.



To change to any date you can use the calendar (date-picker) directly. Clicking on a day...



...changes the recording date.

**Note:** Generally, the date can not be recorded randomly. The subsequent-entry-limit and other recording rules are defined in the configuration of the TimeTracker. Furthermore, the time recording can be set manually or by using the action Workflow-Engine.

## Recording Absences

Besides project time and working time, absences (holiday, illness, maternity leave, military service...) can also be recorded in the TimeTracker.

In the example below eight hours of holiday/off-time ...

The screenshot shows the TimeTracker interface for user 'Conner Jane'. It displays a table for recording time entries. The first entry is for Tuesday, 20.10.2009, from 08:00 to 16:00, totaling 8:00 hours, with the job set to 'Holiday'. The interface includes a toolbar with various icons and a search bar.

...on the 20.10.2009 are recorded subsequently.

## Grade of Completion and Remaining Time/Effort

Next to the column Actual time there are two more columns: State and Time to completion. In the State column the percentage (value) can be entered, to the terms the job has been completed. In the column Time to completion, the remaining time or effort for this job/task can be estimated in hours.

The screenshot shows the TimeTracker interface with a list of jobs. The jobs are listed in a table with columns for Process number, Job, Project, Customer, Due time, Estimated time, Actual time, State, and Time to completion. The first job is '3.1-1 Introduction Projectile' with a 25% completion state and 16h remaining time/effort.

| Process number | Job                        | Project                             | Customer                           | Due time   | Estimated time | Actual time | State | Time to completion |
|----------------|----------------------------|-------------------------------------|------------------------------------|------------|----------------|-------------|-------|--------------------|
| 3.1-1          | Introduction Projectile    | Introduction Accounting Corporation | TLC Telecommunications Corporation | 01.10.2009 | 0,00 h         | 4,00 h      | 25 %  | 16 h               |
| 3-5            | 3.1-1 Concept - 3 Planning | Introduction Projectile             | TLC Telecommunications Corporation | 21.10.2009 | 0,00 h         | 0,00 h      | %     | h                  |
| 3-4            | Project Management         | Introduction Projectile             | TLC Telecommunications Corporation | 30.10.2009 | 8,00 h         | 8,00 h      | %     | 16 h               |

After saving the estimated time, the system calculates and records either the remaining time/effort or the grade of completion automatically. In the example the grade of completion of 25% for the first job is estimated. With an actual time of 4h, 25% means an estimated planning time of 16h ⇒ Remaining Time/Effort = 12h.

| Process number | Job                        | Project                 | Customer                           | Due time   | Estimated time | Actual time | State   | Time to completion |
|----------------|----------------------------|-------------------------|------------------------------------|------------|----------------|-------------|---------|--------------------|
| 3.1-1          | Introduction Projectile    | Introduction Accounting | TLC Telecommunications Corporation | 01.10.2009 | 0,00 h         | 4,00 h      | 25 %    | 12 h               |
| 3-5            | 3.1-1 Concept - 3 Planning | Introduction Projectile | TLC Telecommunications Corporation | 21.10.2009 | 0,00 h         | 0,00 h      |         |                    |
| 3-4            | Project Management         | Introduction Projectile | TLC Telecommunications Corporation | 30.10.2009 | 8,00 h         | 0,00 h      | 33,33 % | 16 h               |

In the third job the actual time is 11h, and the remaining effort/time of 26h estimated. That means the job/task will take (by this estimation)  $11h + 26h = 37h$ ; and this means again in the actual-time, a grade of completion of 29,73%.

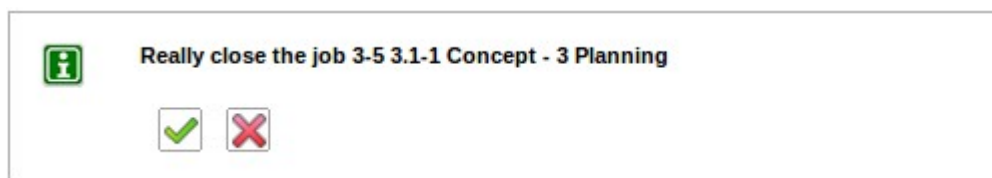
Bei der vierten Aufgabe ist bei der Ist-Zeit von 11h ein Restaufwand von 26h geschätzt worden. Die Aufgabe wird (nach dieser Schätzung) also  $11h + 26h = 37h$  dauern und das macht bei der aktuellen Ist-Zeit einen Fertigstellungsgrad von 29,73%.

Anmerkung: Dieser lineare Zusammenhang zwischen Fertigstellungsgrad und Restaufwand geht von der Vereinfachung aus, dass die erste Hälfte genauso lange dauert wie die zweite Hälfte. Der Administrator kann im Administrationsmenü diesen linearen Zusammenhang auch unterbinden.

In der ToDo-Liste können die Arbeitspakete auch abgeschlossen werden. Diese Rückmeldung ist wichtig für das Auswertungssystem (Statusinformation) und hält die ToDo-Liste übersichtlich. Ein Arbeitspaket wird abgeschlossen, wenn der Benutzer mit der Maus auf das grüne Häkchen klickt und den Dialog bestätigt.

| Process number | Job                        | Project                 | Customer                           | Due time   | Estimated time | Actual time | State   | Time to completion |
|----------------|----------------------------|-------------------------|------------------------------------|------------|----------------|-------------|---------|--------------------|
| 3.1-1          | Introduction Projectile    | Introduction Accounting | TLC Telecommunications Corporation | 01.10.2009 | 0,00 h         | 4,00 h      | 25 %    | 12 h               |
| 3-5            | 3.1-1 Concept - 3 Planning | Introduction Projectile | TLC Telecommunications Corporation | 21.10.2009 | 0,00 h         | 0,00 h      | 80 %    | 0 h                |
| 3-4            | Project Management         | Introduction Projectile | TLC Telecommunications Corporation | 30.10.2009 | 8,00 h         | 0,00 h      | 33,33 % | 16 h               |

Nach dem Abschließen eines Arbeitspaketes ...



... ist die Aufgabe schreibgeschützt, der Fertigstellungsgrad wird auf 100% gesetzt und am nächsten Tag wird das Arbeitspaket aus der ToDo-Liste vom System entfernt.

| Process number | Job                        | Project                 | Customer                           | Due time   | Estimated time | Actual time | State   | Time to completion |
|----------------|----------------------------|-------------------------|------------------------------------|------------|----------------|-------------|---------|--------------------|
| 3.1-1          | Introduction Projectile    | Introduction Accounting | TLC Telecommunications Corporation | 01.10.2009 | 0,00 h         | 4,00 h      | 25 %    | 12 h               |
| 3-5            | 3.1-1 Concept - 3 Planning | Introduction Projectile | TLC Telecommunications Corporation | 21.10.2009 | 0,00 h         | 0,00 h      | 100%    | 0h                 |
| 3-4            | Project Management         | Introduction Projectile | TLC Telecommunications Corporation | 30.10.2009 | 8,00 h         | 0,00 h      | 33,33 % | 16 h               |

Das Arbeitspaket kann von Benutzern mit entsprechender Berechtigung wieder geöffnet werden (Ist-Ende im Arbeitspaket leeren).

Aus der ToDo-Liste kann (bei entsprechender Berechtigung) auch auf die Arbeitspakete oder Projekte verlinkt werden ...

| Process number | Job                        | Project                 | Customer                           | Due time   | Estimated time | Actual time | State   | Time to completion |
|----------------|----------------------------|-------------------------|------------------------------------|------------|----------------|-------------|---------|--------------------|
| 3.1-1          | Introduction Projectile    | Introduction Accounting | TLC Telecommunications Corporation | 01.10.2009 | 0,00 h         | 4,00 h      | 25 %    | 12 h               |
| 3-5            | 3.1-1 Concept - 3 Planning | Introduction Projectile | TLC Telecommunications Corporation | 21.10.2009 | 0,00 h         | 0,00 h      | 100%    | 0h                 |
| 3-4            | Project Management         | Introduction Projectile | TLC Telecommunications Corporation | 30.10.2009 | 8,00 h         | 0,00 h      | 33,33 % | 16 h               |

... um beispielsweise Arbeitsanweisungen oder Informationen zur Aufgabe einzusehen.

## Recording Working Times

Im TimeTracker können auch Arbeitszeiten (beispielsweise für die Verwaltung von Gleitzeitständen) verwaltet werden. Im folgenden Beispiel werden zunächst 7:00h Projektzeiten auf die Aufgabe Projektleitung und Konzeptgespräche erfasst. Anschließend wird von 8:30 bis 17:30 Arbeitszeit ("Kommen und Gehen") und eine Pause zwischen 13:30 und 14:15 Uhr definiert.

The screenshot shows the TimeTracker Conner Jane interface. At the top, there is a confirmation dialog box with the text "Please confirm overwrite" and two buttons: a green checkmark and a red X. Below the dialog, a yellow banner states "Period 13:30-14:15 will be overwritten". The main interface includes a toolbar with various icons and a "Start time tracker on login" checkbox. Below the toolbar, there is a table for recording working times. The table has columns for "From", "To", "Time", "Job", "Cost unit", and "Note". The table is titled "Tuesday, 20.10.2009". The first row shows a summary: "Σ 0:00 h" and "0:00 h". The second row shows a time entry: "8:30 - 17:30 = 7 h" for the job "3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc". The third row shows a time entry: "13:30 - 14:15 = 0:45 h" for the job "Come and leave". The fourth row shows a time entry: "13:30 - 14:15 = 0:45 h" for the job "Break".

Nach Bestätigung der Warnung ...

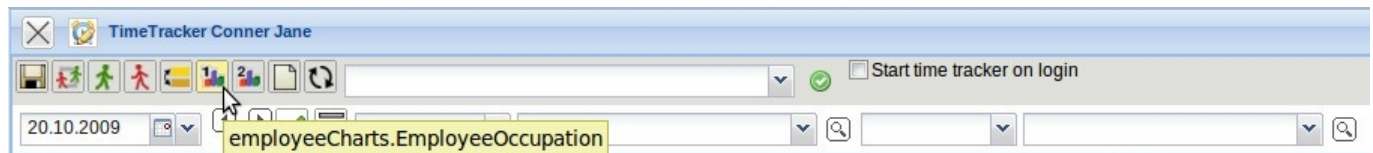
The screenshot shows the TimeTracker Conner Jane interface after the confirmation. The table now shows the updated working times. The first row shows a summary: "Σ 8:15 h" and "6:15 h". The second row shows a time entry: "08:00 - 13:30 = 5:30 h" for the job "3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc". The third row shows a time entry: "08:30 - 13:30 = 5:00 h" for the job "Come and leave". The fourth row shows a time entry: "13:30 - 14:15 = 0:45 h" for the job "Break". The fifth row shows a time entry: "14:15 - 17:30 = 3:15 h" for the job "Come and leave". The sixth row shows a time entry: "14:15 - 15:00 = 0:45 h" for the job "3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc".

... vervollständigt das System wieder das TimeSheet. Aus den 7:00h Projektzeit sind 6:30h geworden, da der Benutzer eine Pause von 13:30 bis 14:15 definiert hat. Die Arbeitszeit beträgt 8:15h.

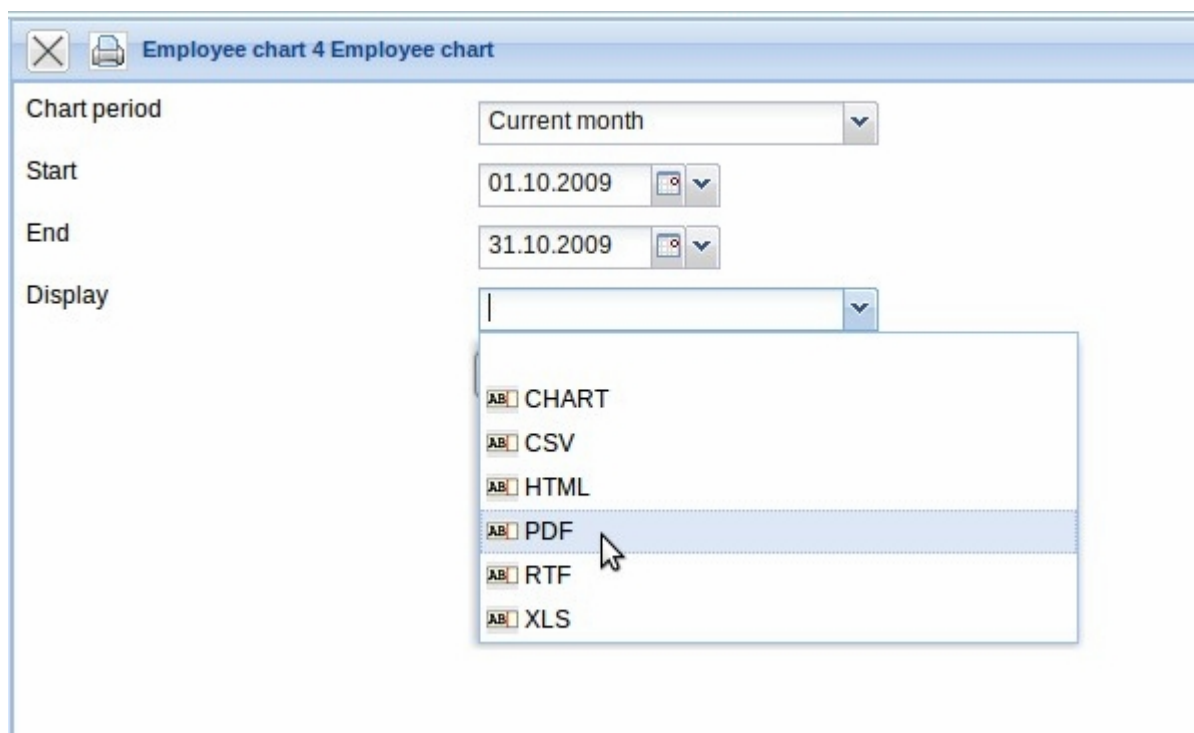
# Chart Evaluations

## Time Log - Employee Occupation

Im TimeTracker kann jeder Mitarbeiter für sich selbst und einen frei definierbaren Zeitraum Auswertungen erzeugen. Im Beispiel werden die Zeiträume aufgerufen, ...



... der Betrachtungszeitraum eingeschränkt und ggf. das Ausgabeformat ausgewählt ...



... und die Auswertung generiert.



## Zeitnachweise

| Arbeitspaket                  | Projekt                 | Mitarbeiter  | Tätigkeit            | Ist [h] | Ist-Beginn | Ist-Ende   |
|-------------------------------|-------------------------|--------------|----------------------|---------|------------|------------|
| 2-1 Interne Organisation      | 2 Entwicklung           | Schaub Peter | Allgemeine Tätigkeit | 5,00    | 01.07.2009 | 01.07.2009 |
|                               | 2 Entwicklung           |              |                      | 5,00    |            |            |
| 3-1 Projektleitung            | 3 Entwicklung           | Schaub Peter | Projektleitung       | 4,52    | 08.07.2009 | 09.07.2009 |
|                               | 3 Entwicklung           |              |                      | 4,52    |            |            |
| 3.1-1 Spezifikation           | 3.1 Konzeption          | Schaub Peter | Analyse              | 2,00    | 01.07.2009 | 01.07.2009 |
|                               | 3.1 Konzeption          |              |                      | 2,00    |            |            |
| 4-1 Projektleitung            | 4 Einführung Projectile | Schaub Peter | Projektleitung       | 10,00   | 07.07.2009 | 09.07.2009 |
|                               | 4 Einführung Projectile |              |                      | 10,00   |            |            |
| 4.1-1 Konzeptgespräche        | 4.1 Planung             | Schaub Peter | Beratung             | 3,02    | 08.07.2009 | 09.07.2009 |
| 4.1-2 Pflichtenheft erstellen | 4.1 Planung             | Schaub Peter | Analyse              | 1,00    | 08.07.2009 | 08.07.2009 |
|                               | 4.1 Planung             |              |                      | 4,02    |            |            |
|                               | Summe                   |              |                      | 25,53   |            |            |

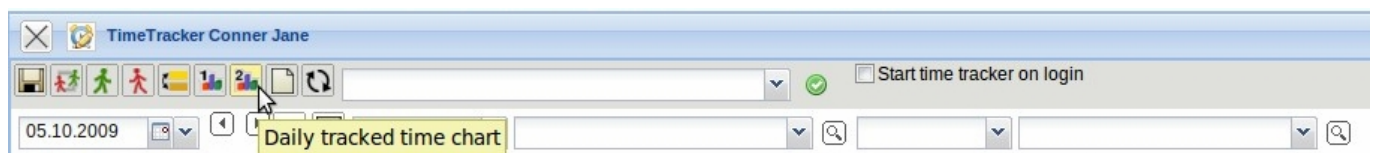
## Einzelnachweise

| Datum      | Dauer | Projekt                 | Arbeitspaket                  | Tätigkeit            | Mitarbeiter  | Bemerkung                         |
|------------|-------|-------------------------|-------------------------------|----------------------|--------------|-----------------------------------|
| 01.07.2009 | 5,00  | 2 Entwicklung           | 2-1 Interne Organisation      | Allgemeine Tätigkeit | Schaub Peter |                                   |
| 01.07.2009 | 2,00  | 3.1 Konzeption          | 3.1-1 Spezifikation           | Analyse              | Schaub Peter |                                   |
| 07.07.2009 | 8,00  | 4 Einführung Projectile | 4-1 Projektleitung            | Projektleitung       | Schaub Peter |                                   |
| 08.07.2009 | 3,50  | 3 Entwicklung           | 3-1 Projektleitung            | Projektleitung       | Schaub Peter | Projektplanung abstimmen          |
| 08.07.2009 | 3,00  | 4.1 Planung             | 4.1-1 Konzeptgespräche        | Beratung             | Schaub Peter | Konzeption Exchange-Schnittstelle |
| 08.07.2009 | 1,00  | 4.1 Planung             | 4.1-2 Pflichtenheft erstellen | Analyse              | Schaub Peter | Anpassung                         |
| 09.07.2009 | 1,02  | 3 Entwicklung           | 3-1 Projektleitung            | Projektleitung       | Schaub Peter | Entwicklung neues Modul           |
| 09.07.2009 | 2,00  | 4 Einführung Projectile | 4-1 Projektleitung            | Projektleitung       | Schaub Peter | Planung für Einführung Consult    |

Diese Auswertung liefert eine Übersicht über die Projektleistungen der Mitarbeiter und die Auflistung der einzelnen Tätigkeiten mit den Bemerkungen aus der Zeiterfassung.

## Time Sheet - Daily tracked time chart

Das nächste Beispiel zeigt die Auswertung "Stundenzettel".



Diese Auswertung liefert eine Übersicht über die Projektleistungen und Arbeitszeiten der Mitarbeiter im ausgewählten Zeitintervall. Die Projektleistungen basieren auf den Erfassungsdaten im TimeTracker für die Arbeitspakete der Mitarbeiter.

## Report\_DailyTrackedTime

## Conner, Jane Personnel Number 123

| Date<br>Total | Weekday<br>Total | Times<br>Total | JobName<br>Total               | Job<br>Total                   | EstimatedWorkingTimeTotal[h]<br>Total | ActualWorkingTimeTotal[h]<br>Total | Difference[h]<br>Total | Note<br>Total |
|---------------|------------------|----------------|--------------------------------|--------------------------------|---------------------------------------|------------------------------------|------------------------|---------------|
| 01.10.2009    | Thursday         | 08:00-13:00    | 3 - Project Management         | 3-4 Project Management         |                                       | 5,00                               |                        |               |
|               |                  | 13:00-15:00    | 3 - 3.1-1 Concept - 3 Planning | 3-5 3.1-1 Concept - 3 Planning |                                       | 2,00                               |                        |               |
|               |                  |                |                                |                                | 8,00                                  | 7,00                               | -1,00                  |               |
| 02.10.2009    | Friday           | 08:00-17:00    | 3 - Customizing                | 3-6 Customizing                |                                       | 9,00                               |                        |               |
|               |                  |                |                                |                                | 8,00                                  | 9,00                               | 1,00                   |               |
| 03.10.2009    | Saturday         |                |                                |                                | 0,00                                  | 0,00                               | 0,00                   |               |
| 04.10.2009    | Sunday           |                |                                |                                | 0,00                                  | 0,00                               | 0,00                   |               |
| 05.10.2009    | Monday           | 09:00-13:00    | 3 - Project Management         | 3-4 Project Management         |                                       | 4,00                               |                        |               |
|               |                  | 14:00-20:00    | 3 - 3.1-1 Concept - 3 Planning | 3-5 3.1-1 Concept - 3 Planning |                                       | 6,00                               |                        |               |
|               |                  |                |                                |                                | 8,00                                  | 10,00                              | 2,00                   |               |
| 06.10.2009    | Tuesday          | 08:00-16:00    | Sickness                       |                                |                                       | 8,00                               |                        |               |
|               |                  |                |                                |                                | 8,00                                  | 8,00                               | 0,00                   |               |
| 07.10.2009    | Wednesday        | 08:00-16:00    | 3 - Project Management         | 3-4 Project Management         |                                       | 8,00                               |                        |               |
|               |                  | 16:00-19:30    | 3 - Customizing                | 3-6 Customizing                |                                       | 3,50                               |                        |               |
|               |                  |                |                                |                                | 8,00                                  | 11,50                              | 3,50                   |               |
| 08.10.2009    | Thursday         | 09:00-12:30    | 3 - Introduction Projectile    | 3.1-1 Introduction Projectile  |                                       | 3,50                               |                        |               |
|               |                  | 14:00-17:00    | 3 - Project Management         | 3-4 Project Management         |                                       | 3,00                               |                        |               |
|               |                  |                |                                |                                | 8,00                                  | 6,50                               | -1,50                  |               |
| 09.10.2009    | Friday           | 08:00-12:00    | 3 - Customizing                | 3-6 Customizing                |                                       | 4,00                               |                        |               |
|               |                  | 12:30-18:00    | 3 - 3.1-1 Concept - 3 Planning | 3-5 3.1-1 Concept - 3 Planning |                                       | 5,50                               |                        |               |
|               |                  |                |                                |                                | 8,00                                  | 9,50                               | 1,50                   |               |
| Total         |                  |                |                                |                                | 56,00                                 | 61,50                              | 5,50                   |               |

Chart for Interval: 01.10.2009 - 09.10.2009  
Planned time [h] 56,00  
Tracked time [h] 61,50  
Balance 5,50

|                                   |                         |
|-----------------------------------|-------------------------|
| Vacation taken                    | 0,00 (h)<br>0,00 Day(s) |
| Days off due to sickness          | 8,00 (h)<br>1,00 Day(s) |
| <b>Chart interval begin date:</b> | 01.10.2009              |
| Flextime balance (old):           | Does not use contracts  |
| Vacation entitlement (old):       | Does not use contracts  |
| <b>Chart interval end date:</b>   | 09.10.2009              |
| Flextime balance (new):           | Does not use contracts  |
| Vacation entitlement (new):       | Does not use contracts  |
| <b>Time stamp chart creation</b>  | 21.10.2009              |
| Time tracking restriction date    | 01.09.2009              |

### SumTrackedTime

| Project                                     | Job                                            | JobTimeSum |
|---------------------------------------------|------------------------------------------------|------------|
| <a href="#">3 Introduction Projectile</a>   | <a href="#">3-4 Project Management</a>         | 20,00      |
| <a href="#">3 Introduction Projectile</a>   | <a href="#">3-6 Customizing</a>                | 16,50      |
| <a href="#">3 Introduction Projectile</a>   | <a href="#">3-5 3.1-1 Concept - 3 Planning</a> | 13,50      |
| <a href="#">3.1 Introduction Accounting</a> | <a href="#">3.1-1 Introduction Projectile</a>  | 3,50       |
|                                             |                                                | 53,50      |

Anmerkung: Die im TimeTracker hinterlegten Auswertungen sind vom Administrator konfigurierbar.

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Last update: 2019/10/25 14:09

