

# Enter project time

## General information

Capture the project time - mask offers the user the possibility to capture project times that were not booked directly via stopwatch ([Project time booking](#)<sup>1</sup>) afterwards. In addition, already recorded project times can be edited or deleted.

## Enter project time - Mask

In the following you see the project time record - mask of an employee (Renner Rudi) directly after call of the menu option.

Tag	Projekt	Kommentar	Von	Bis	Zeit	VerrAktionen	Sum.	Anw.	Diff.	
Mo, 13.07.	pp-Internes	interne Projekte	Wartung der EDV-Anlagen	08:00	09:15	1,15	<input type="checkbox"/>	4,00	4,00	0,00
	pp-Workflow	Kundenprojekte->Workflow EDV	Support	09:15	10:15	1,00	<input checked="" type="checkbox"/>			
	pp-Internes	interne Projekte	wöchentliches Meeting	10:15	12:00	1,45	<input type="checkbox"/>			
Di, 14.07.							0,00	4,45	-4,45	
Mi, 15.07.	pp-Kunden	Kundenprojekte	Einschulung der Neukunden in den Webdesk3.	08:40	08:57	0,17	<input checked="" type="checkbox"/>	1,02	0,00	+1,02
	pp-Kunden	Kundenprojekte	Support	09:27	10:12	0,45	<input type="checkbox"/>			
Do, 16.07.										
Fr, 17.07.										
Sa, 18.07.										
So, 19.07.										
							5,02	8,45	-3,43	

## Description of the table columns

- **Day**  
This is the date for which the project time is to be recorded
- **Project**  
To identify the project, the **short name** with the fixed prefix is displayed here
- **Name**  
The full project name
- **Comment**  
Here you can describe in more detail how the time to be recorded was used to get an even better overview of the work done during the course of the project
- **From**  
Time at which work on the project started
- **Until**  
Time at which work on the project was interrupted / terminated
- **Time**  
This is the difference between **from** and **to** time - it indicates in hours how long the project was worked on - as an alternative to entering from and to times, you can also only enter the amount of time in the "Time" field - e.g.: 1.30 for 1 hour and 30 minutes
- **Ver**  
Short for "billable" - indicates whether the booked time is billable or not.
- **Actionen**  
By clicking on

(Edit),

changes can be made to the entered entries at a later date. These must then be saved by clicking

on 

discarded by clicking

on 

Click

on 

to delete the project time entry from the table. For security reasons, this entry must be confirmed.

- **Sum.**

Short for total. Here the individually recorded project times are added together and displayed in total.

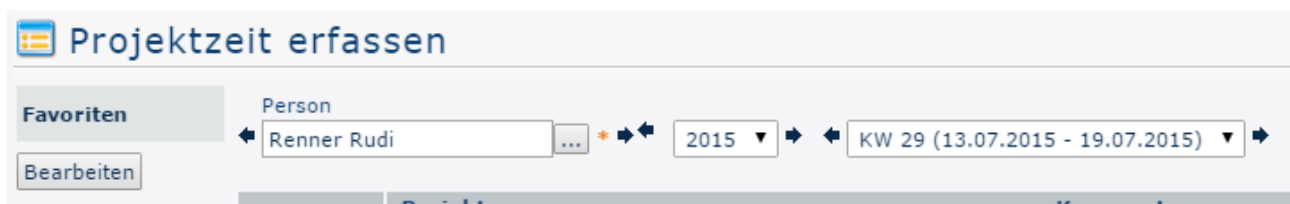
- **Anw.**

If the user has the [Personalwolke Time-Modul<sup>2</sup>](#), booked attendance times are displayed here. Otherwise, the default value 0 is always output.

- **Diff.**

The presence time is subtracted from the sum of the recorded project times. Depending on whether the presence time exceeds or falls short of the project times or if the values match, a negative (red), positive (blue) or 0 (green) value results.

## Explanation based on the example "Renner Rudi"



### Person

The registered user is automatically defined as the person (here Renner Rudi). The possibility to search for other persons or to switch between persons with the arrow keys and to edit the project times entered by these persons exists only for users with administration rights (members of the group XX-PTM-Admin - see [Permission concept<sup>3</sup>](#)).

### Selection of the calendar week

Enter project time - mask is limited to one week in its display. The current calendar week is always displayed by default - the last two fields can be used to navigate to any calendar week.

NOTIZ


It should be noted that project time recordings cannot be made on days that lie in the future.


### Favorites

By clicking on the Edit button, you can use the following mask to set desired projects as favorites.



After the **Add new favorite** button has been clicked, a freely selectable name for the favorite must be specified in the first field. The desired project must then be selected. The **Postable** and **Verr.** columns are filled automatically. The text that is written in the **Comment** field is then also visible in the field of

the same name in the **project time - Enter mask**. As soon as all mandatory fields are filled, the save symbol  through which the favorite can finally be added.

Press  delete the line. Existing favorites can also be edited

with 

A second method to add favorites is explained in the section **Line Options / Add to Favorites**.

### Project Time Overview - Table

Tag	Projekt	Kommentar	Von	Bis	Zeit	VerrAktionen	Sum.	Anw.	Diff.	
Mo, 13.07.	pp-Internes	interne Projekte	Wartung der EDV-Anlagen	08:00	09:15	1,15		4,00	4,00	0,00
	pp-Workifow	Kundenprojekte->Workflow EDV	Support	09:15	10:15	1,00				
	pp-Internes	interne Projekte	wöchentliches Meeting	10:15	12:00	1,45				
Di, 14.07.							0,00	4,45	-4,45	
Mi, 15.07.	pp-Kunden	Kundenprojekte	Einschulung der Neukunden in den Webdesk3.	08:40	08:57	0,17		1,02	0,00	+1,02
	pp-Kunden	Kundenprojekte	Support	09:27	10:12	0,45				

As you can see from the screenshot, Mr. Renner recorded three different project times on Monday, July 13th. In the last three columns it can be seen that his booked presence of 4 hours is exactly the same as the sum of his recorded project times. This results in a difference of 0.00 (green).

On Tuesday, 14.07., no project times have yet been recorded. Due to his presence time, there is a deficit of 4.45 hours (red). Mr. Renner has at any time the possibility to add the project times and to restore the balance.

On Wednesday, July 15 (current day), the value 0.00 is displayed in the Anw. column, since the presence for the current day is always only visible on the following day. This results in a plus of 1.02 hours (blue). The employee can view the bookings for the current day by **right-clicking** -> **Display daily journal** (if the user has also activated the [Personalwolke Time-Modul](#)<sup>4</sup>).

### Line options

A right click in the desired line opens the following possibilities for Mr. Renner:

Tag	Projekt	Kommentar	Von	Bis	Zeit	VerrAktio	
Mo, 13.07.	pp-Internes	interne Projekte	Wartung der EDV-Anlagen	08:00	09:15	1,15	
	pp-Workifow	Kundenprojekte->Workflow EDV	Support	09:15	10:15	1,00	
	pp-Internes	interne Projekte	wöchentliches Meeting	10:15	12:00	1,45	
Di, 14.07.							
Mi, 15.07.	pp-Kunden	Kundenprojekte	Einschulung der Neukunden	08:57	0,17		
	pp-Kunden	Kundenprojekte	Support	09:27	10:12	0,45	

- Tages-Journal anzeigen
- Kopieren
- Einfügen
- Zu Favoriten hinzufügen
- Änderungs-Historie anzeigen

### Display daily journal

A window opens with the user's daily journal (for a detailed explanation of the columns, see Info/Journal).

WARNUNG


Attention: The daily journal can only be displayed if the user has also subscribed to the [Personalwolke Time-Modul](#)<sup>5</sup>!

Journal											
Journal, Renner Rudi											
Datum	Tag	FB	Buchungen	FE	Fehlgründe	Sollzeit	Istzeit (anrechenb. Anw.)	unbew. Arbeitszeit	Summe	Saldo	Aut Pausenab
13.07.2015	Mo	-	08:00 - 12:00	-		7:42	4:00	0:00	14:30	-165:44	

### Copy and Paste

The line content of the selected line is copied and can be pasted into another line (on another day or on the same day) by right-clicking with **Paste**. If the project time input is copied and pasted on the same day, the columns **From** and **To** must be adjusted in the copy, since no overlapping intervals are permitted.

The duplicate can be adjusted before

saving 


If the line was accidentally inserted incorrectly, the process must be aborted

with 

### Add to favorites


After selecting this option, a window opens to name the favorite. After confirmation with the **OK** button the project will be added to the favorites list as follows.



If now a day is selected, the line can be filled automatically by clicking on the corresponding favorite. The columns **From** and **To** must be filled manually before the project time can be entered 

### Show change history

A window opens showing all bookings made on the selected day in chronological order.

History 			
Zeit	Typ	Autor	Inhalte
15.07.2015 11:20	NEUANLAGE	pprau	Zeit: 1,15, Verr.: false, Kommentar: Wartung der EDV-Anlagen, costObjectAccountingDone: false, createdBySystem: false, status: SUBMITTED, dayDate: 2015-07-13 00:00:00.0, Von: 08:00, Person: pprau, Projekt: interne Projekte, Bis: 09:15
15.07.2015 11:22	NEUANLAGE	pprau	Zeit: 1,00, Verr.: true, Kommentar: Support, costObjectAccountingDone: false, createdBySystem: false, status: SUBMITTED, dayDate: 2015-07-13 00:00:00.0, Von: 09:15, Person: pprau, Projekt: Workflow EDV, Bis: 10:15
15.07.2015 11:24	NEUANLAGE	pprau	Zeit: 1,45, Verr.: false, Kommentar: wöchentliches Meeting, costObjectAccountingDone: false, createdBySystem: false, status: SUBMITTED, dayDate: 2015-07-13 00:00:00.0, Von: 10:15, Person: pprau, Projekt: interne Projekte, Bis: 12:00

1. /daisy/personalwolke-default-en/6899-dsy/6887-dsy.html
2. /daisy/personalwolke-default-en/Time-Base/6201-dsy.html
3. /daisy/personalwolke-default-en/6899-dsy/7067-dsy.html
4. /daisy/personalwolke-default-en/Time-Base/6201-dsy.html
5. /daisy/personalwolke-default-en/Time-Base/6201-dsy.html