Time Logs

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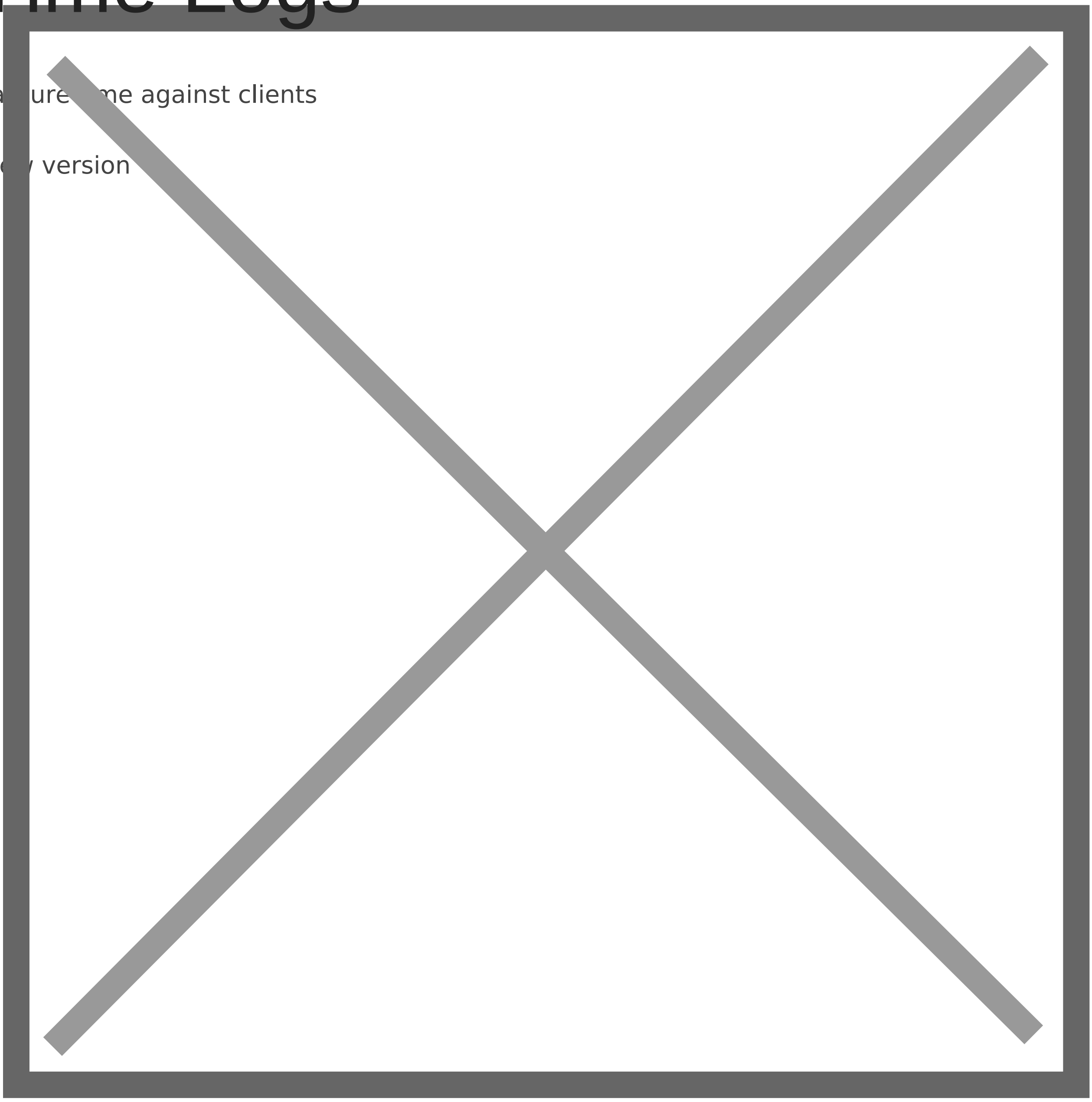


Capture time against clients

New version

New Time Log

Click on the Plus + button to add a new record

Search for the customer.

Enter the contact person you are working with (this will default the contact at the debtor/customer setup)

Enter a short reference and summary of what has been done at the client

Check date (will default today's date)

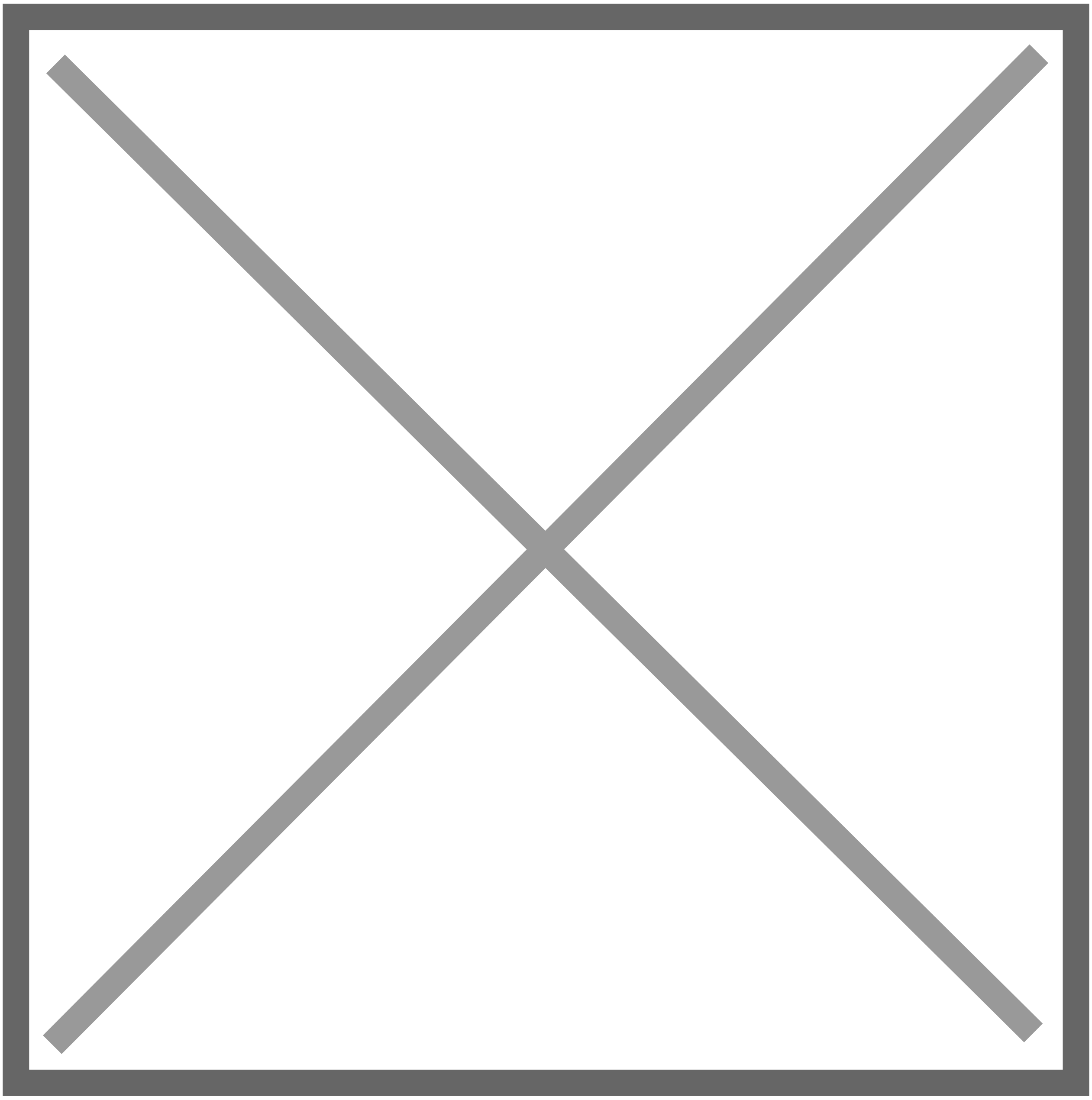
Start time (when first adding the time log the log will assume the current time)

Change the time

Clicking on the Start Time button will set the time now

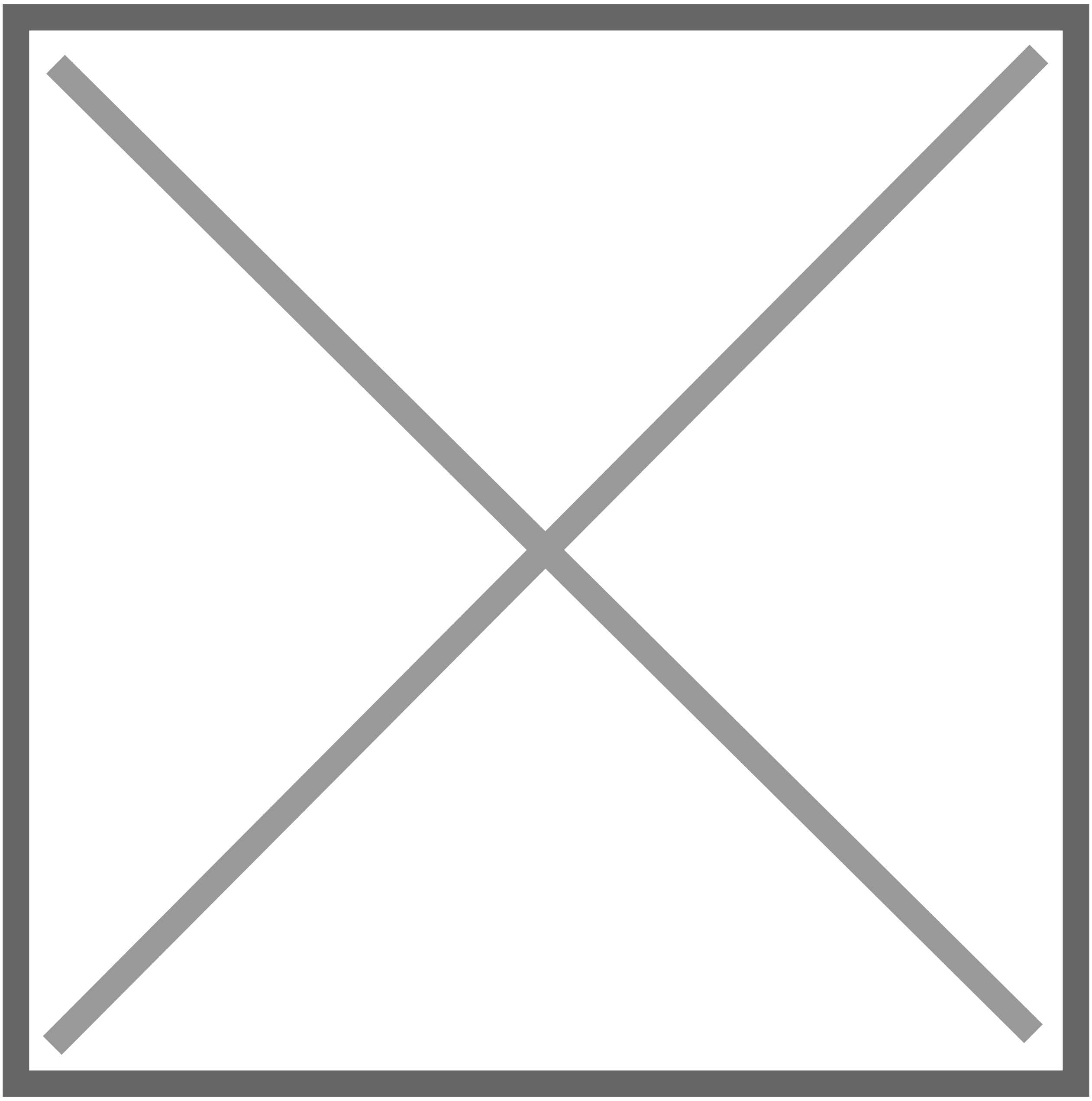
End time (the system will automatically enter one hour later)

Bill quantity - this will be based on the start and end time



Information on general details when scrolling down

Not billable	activate if this time log is not billable
Status	select a status for this time log (default is set in the main system)
Notes	enter detailed notes for the time log
Copy to memo	use this button to add the notes to a memo note
Copy to support log note	if this time log is linked to a support log, you can copy notes to the support log problem section



NOTE: Click on the tick to save changes before moving on to the next sub menus

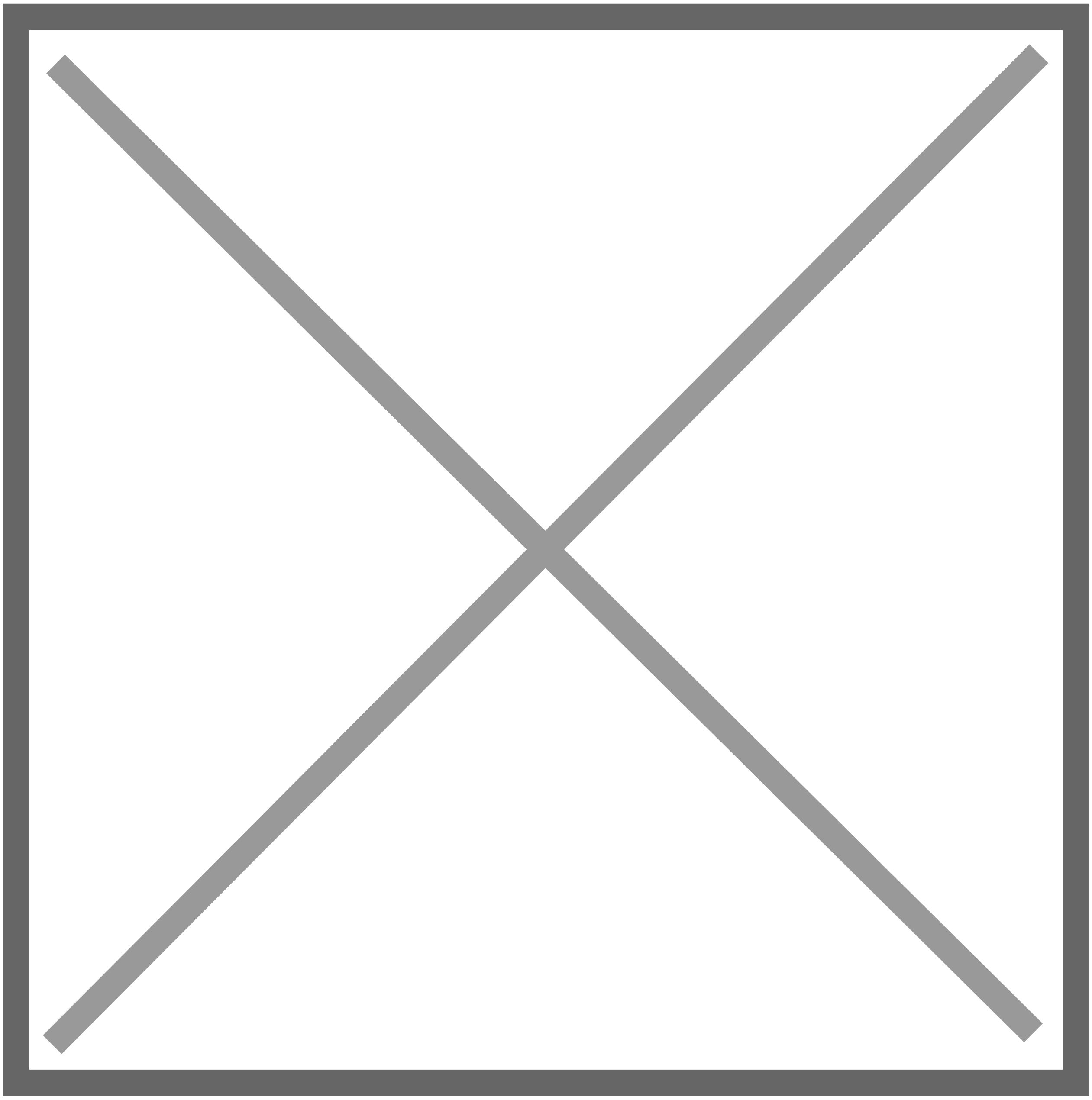
Time Log Contract

This menu has additional information for the time log

Contract	this links the time log to a contract (a default is automatically set)
Task	the task is linked to a contract
Service item	the service item is linked to a task (the service item is what is shown on the invoice)
Order number	enter a order number
Trackit	Link the time log to a Trackit item
Support log	Link the time log to a support log
Job	Link the time log to a Job
Employee rate	set the employee rate

Three customized fields

Rate 1	(Normal time)
Rate 2	(Time and half)
Rate 3	(Double time)



Time Log Billing

Select the billing rate

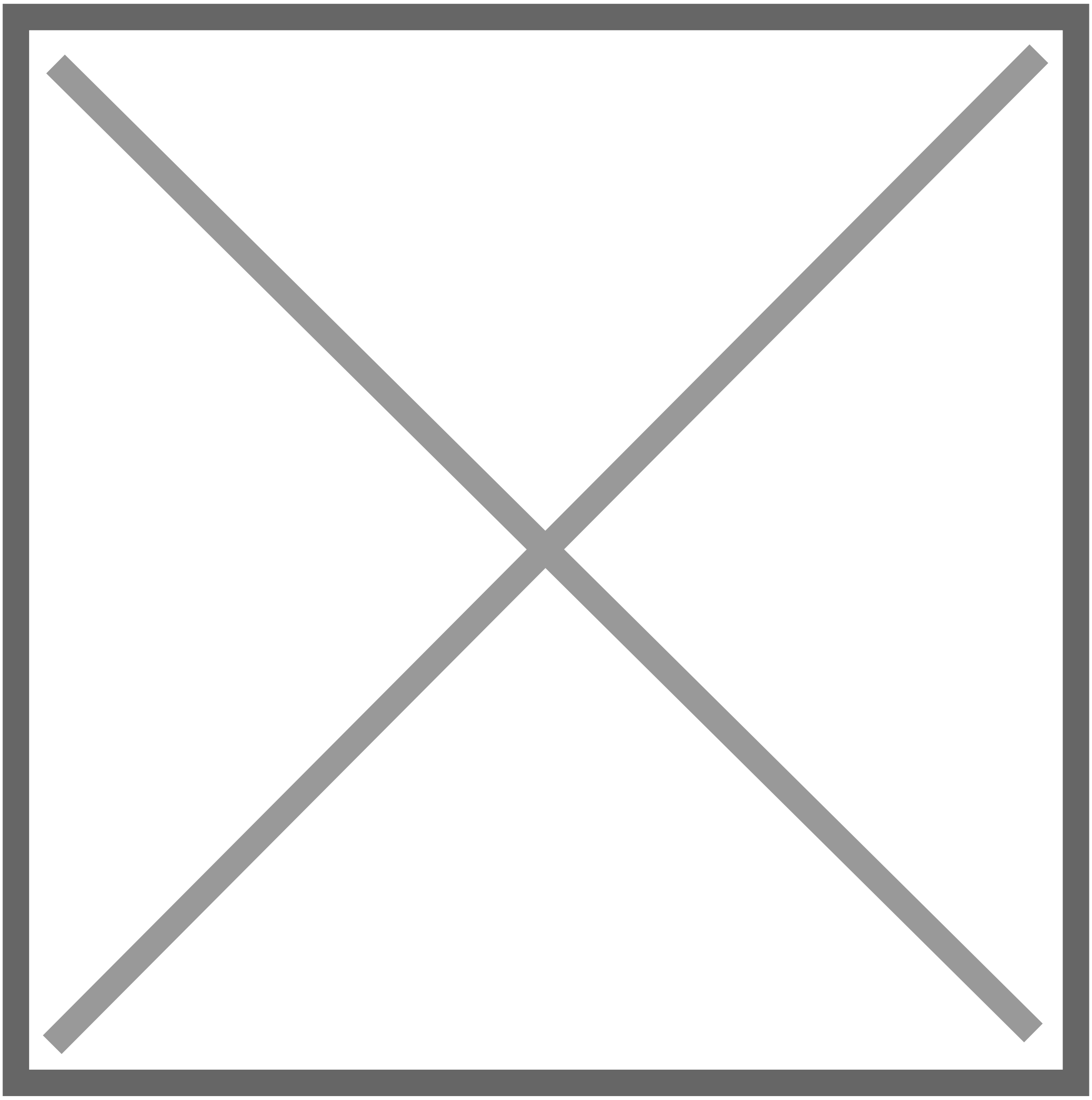
This rate is used for invoice and calculating the time log rate

Bill quantity on time X bill rate = Total bill rate

Original billing rate

This is a guide rate to what rate you would like to bill

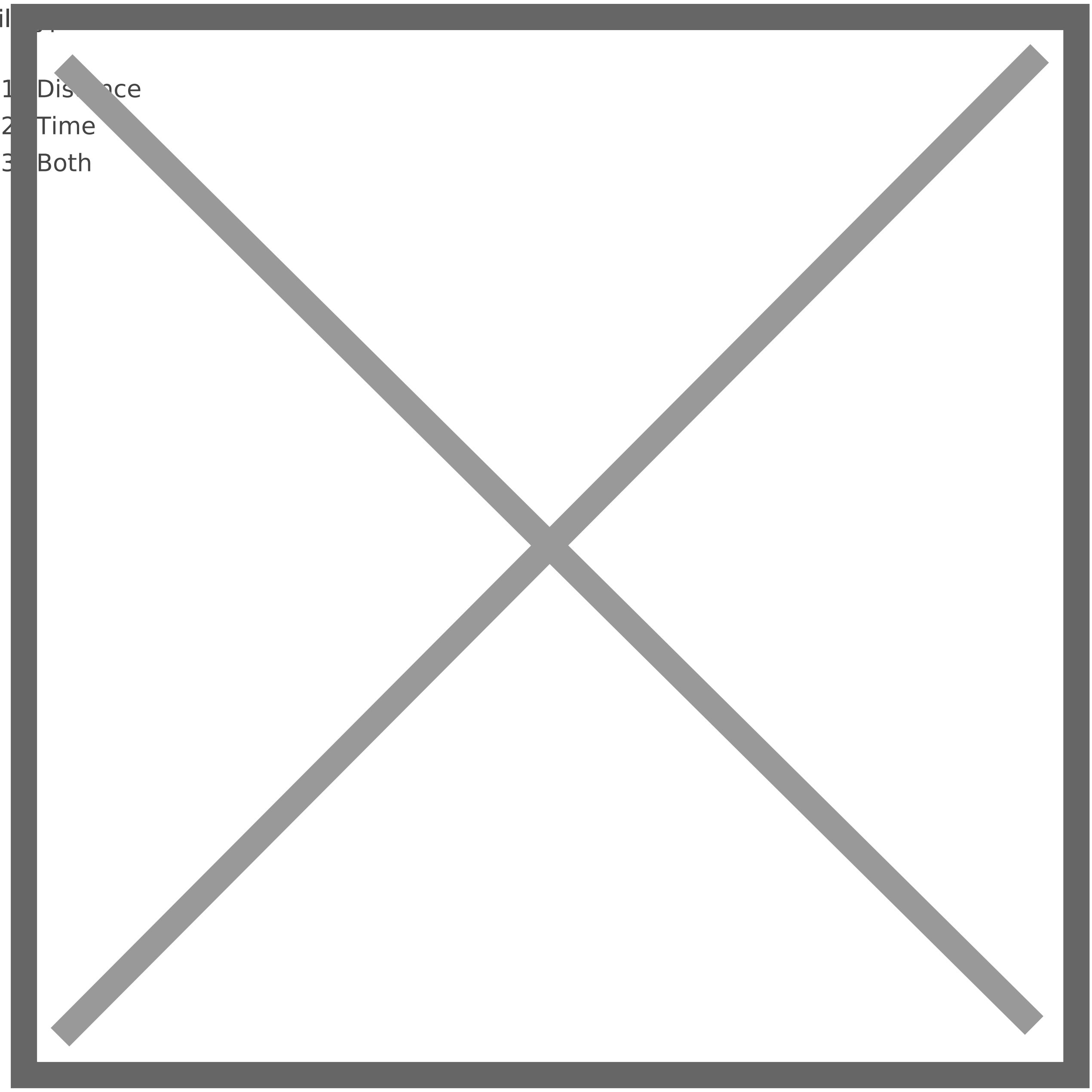
It is only used for reporting.



Travel Expense

Activate to charge for Travel

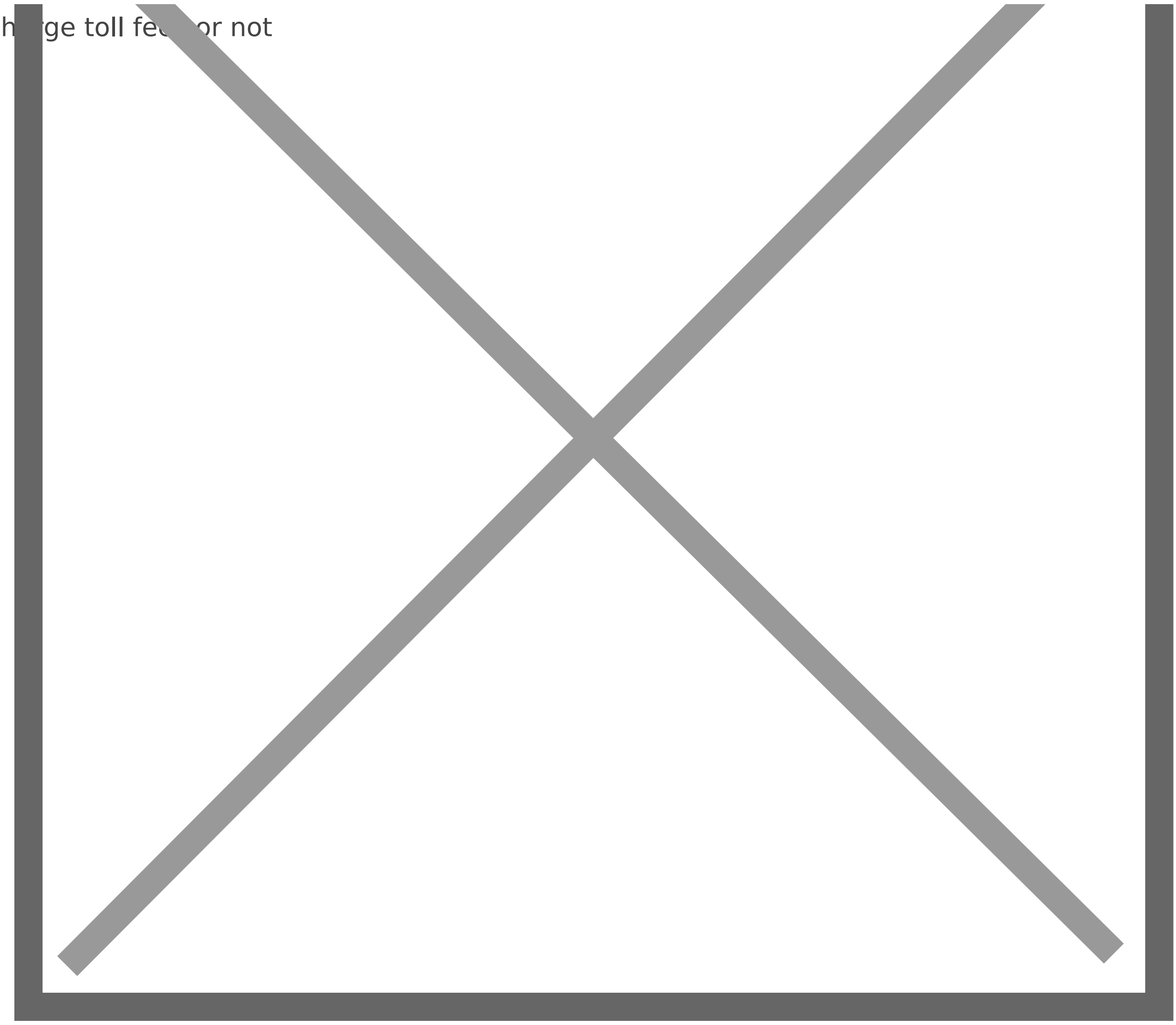
Bil



1. Distance
2. Time
3. Both

Activate for toll fees

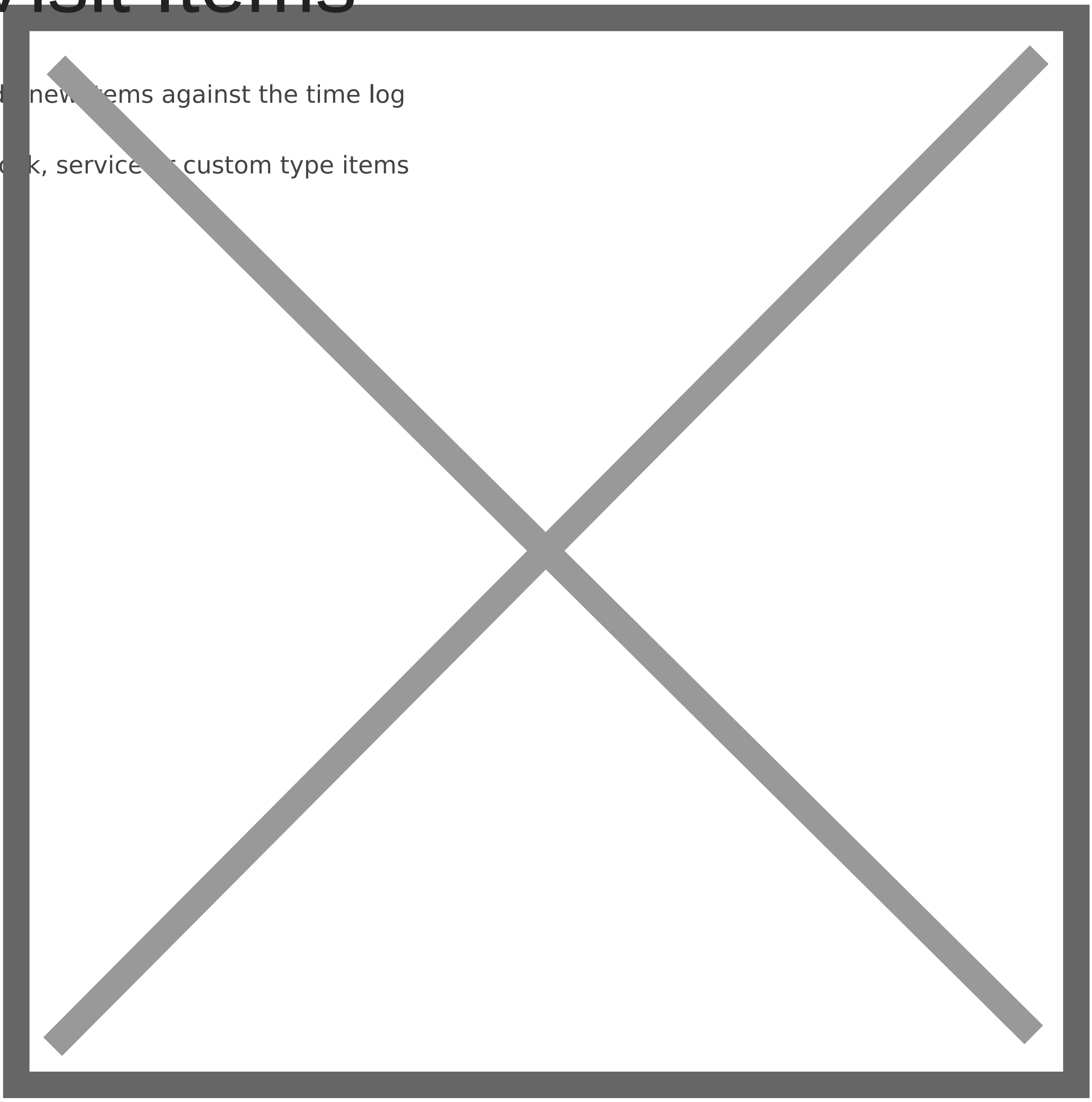
Charge toll fee or not



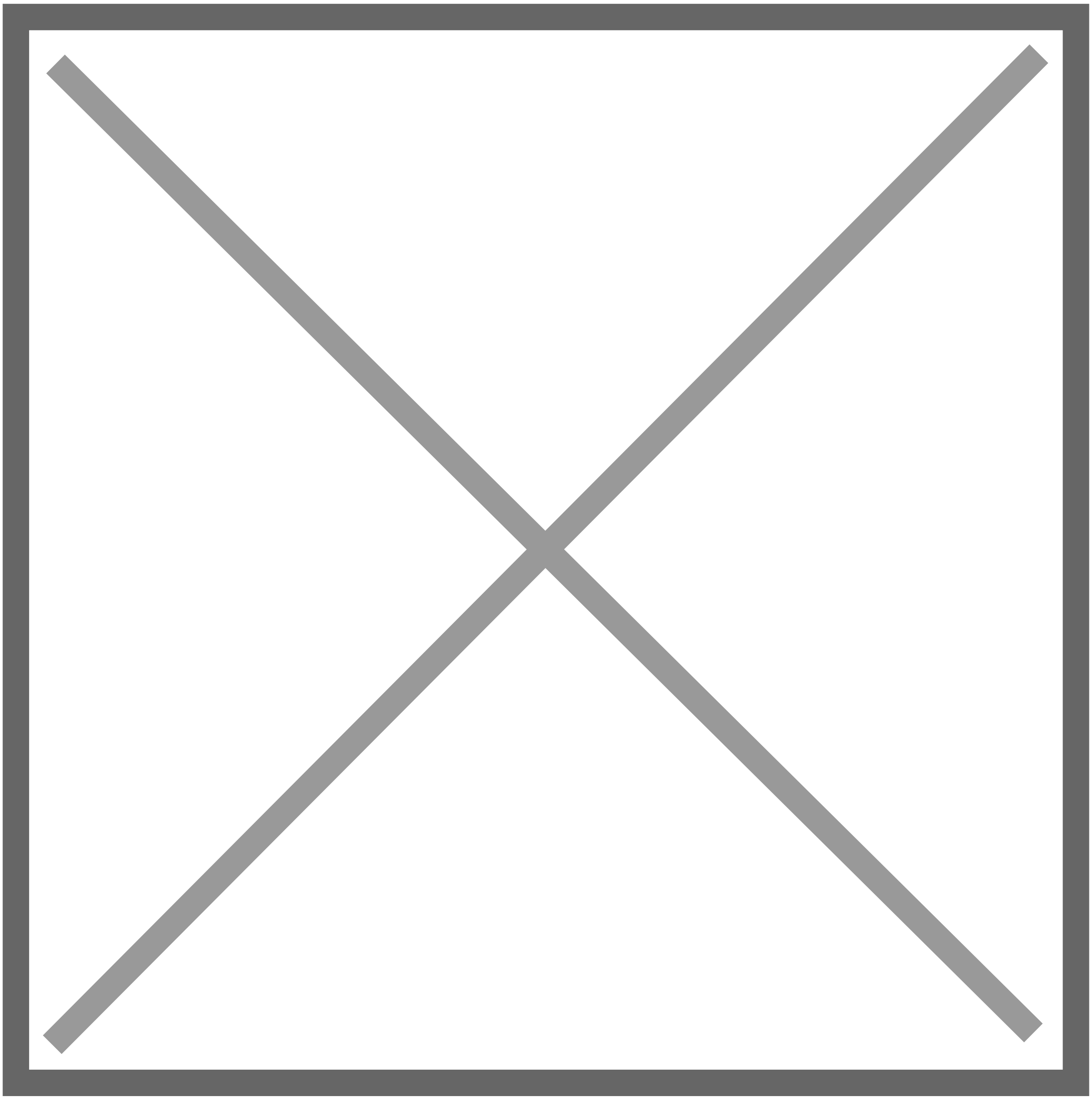
Visit Items

Add new items against the time log

Stock, service or custom type items



Multiple items can be attached

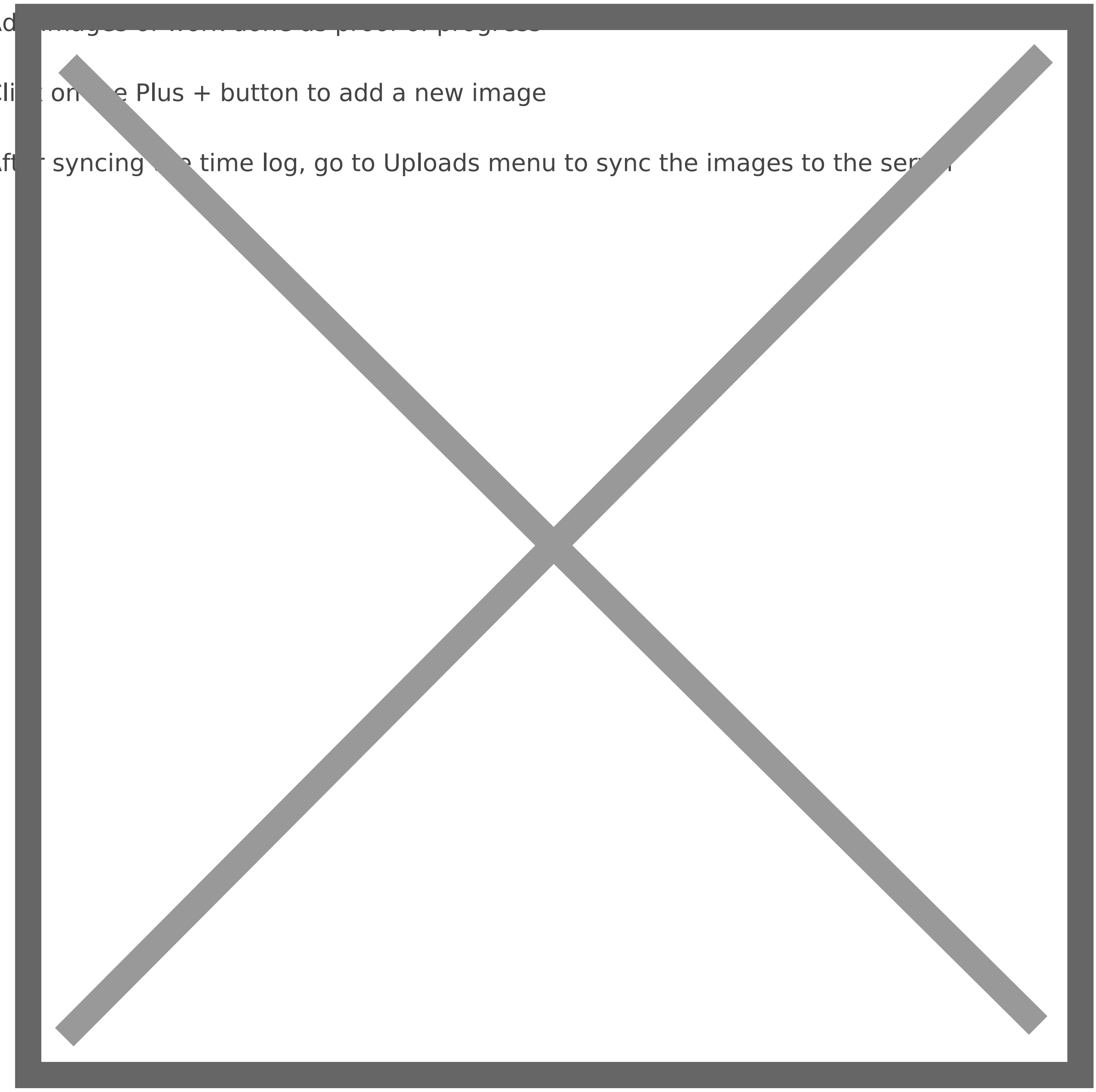


Time Log Attachment

Add images of work done as proof of progress

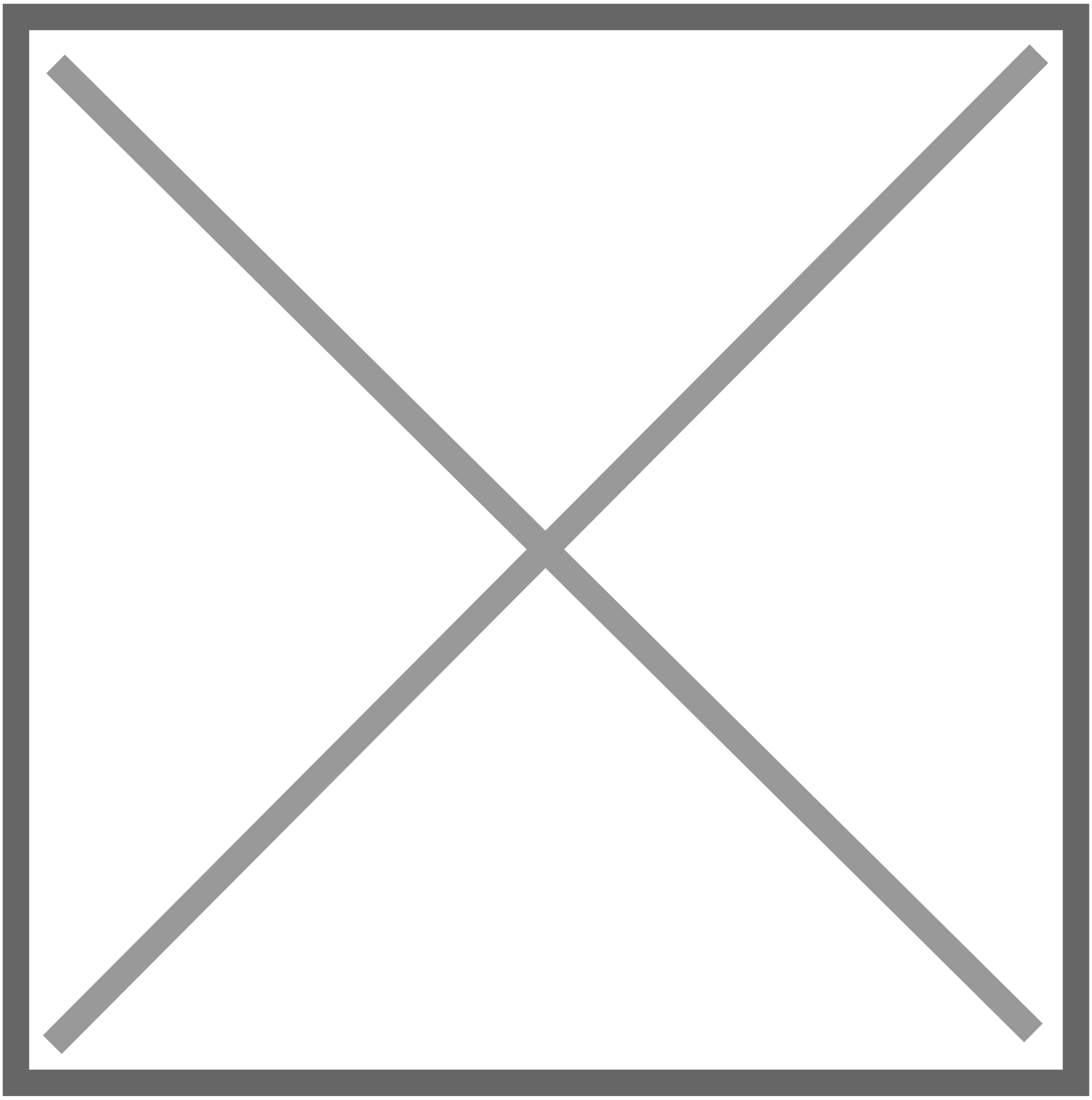
Click on the Plus + button to add a new image

After syncing the time log, go to Uploads menu to sync the images to the server



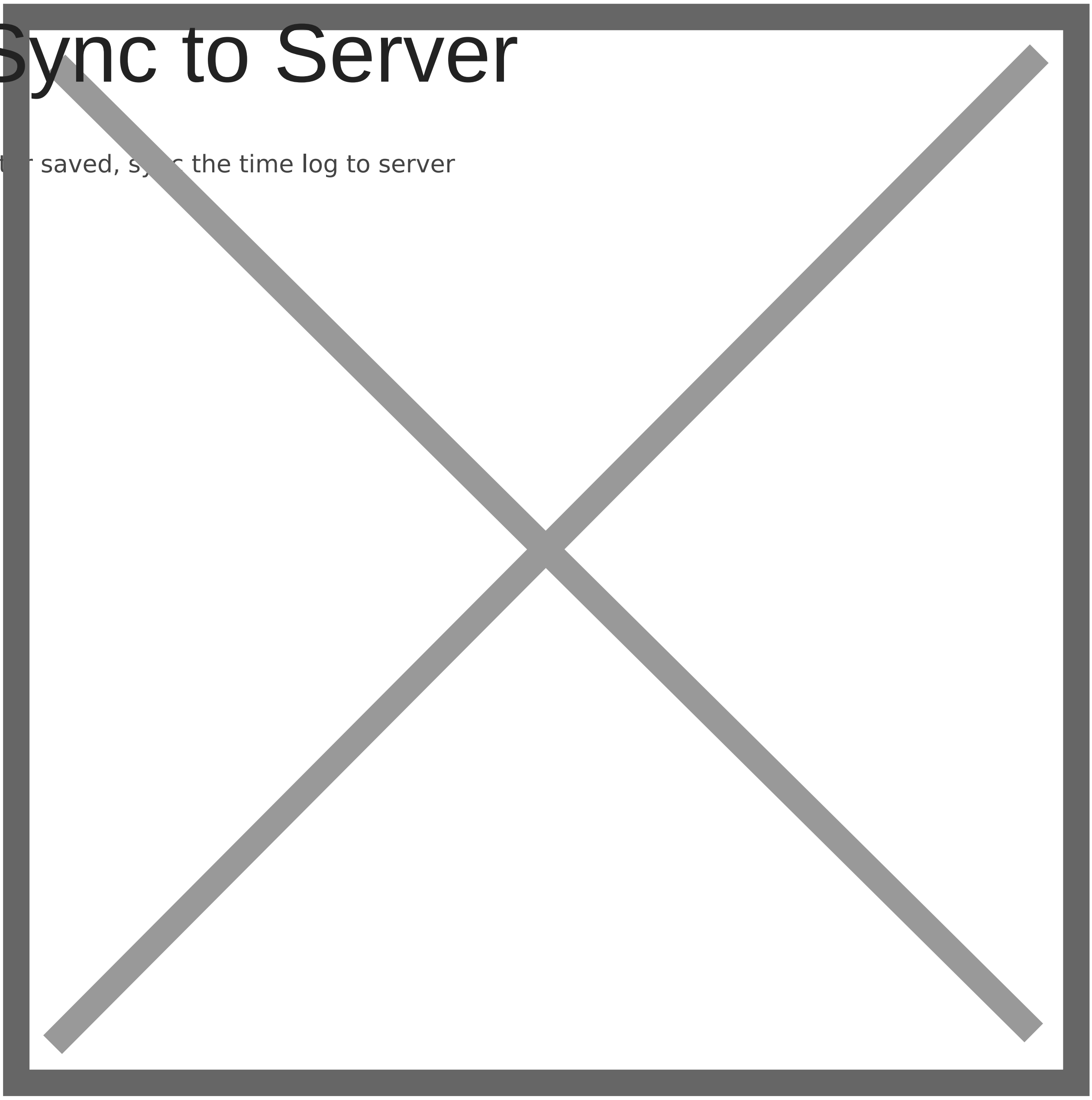
Time Log Menus

Email to self	Email the time log to yourself
Open support log	if time log is linked to a support log you can open the support log
Create reminder	create a reminder on this time log
Clone log	make a copy of the time log
Create sales lead	create a sales lead from the time log
Memo	create a memo note on this time log
Custom fields	set the custom fields which are linked to this time log



Sync to Server

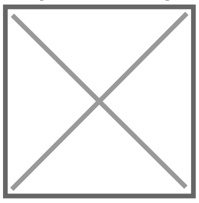
After saved, sync the time log to server

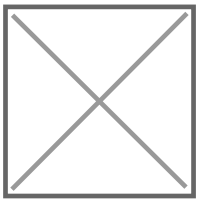


Quick Time Log

Capture time without all the additional menus

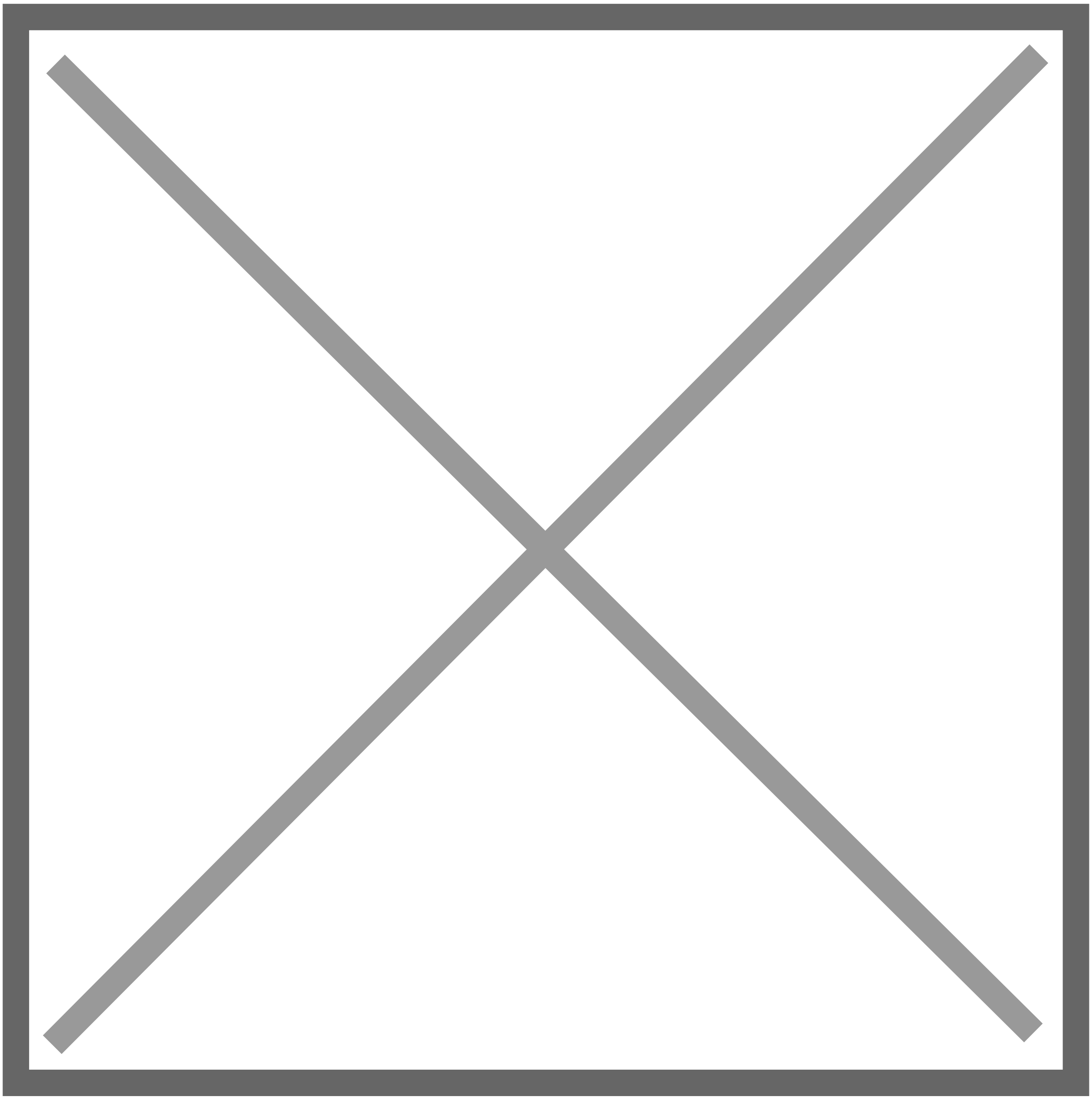
Only the very basics are here.





Add in a new quick time with the Plus + button

Employee	this will default to the user that is logged onto system
Client	add in the client that the log is against
Job	link to a job
Task	select the task
Employee rate	select the rate
Support log	link the time log to the support log
Reference	add a reference note, defaulted to the task description
Service item	service item linked to the task
Non billable	select if billable or not
Notes	add in notes for the time log

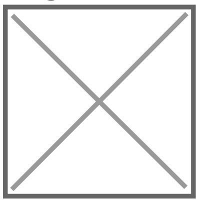


Client Visit Split Time

Split time (this feature has been discontinued)

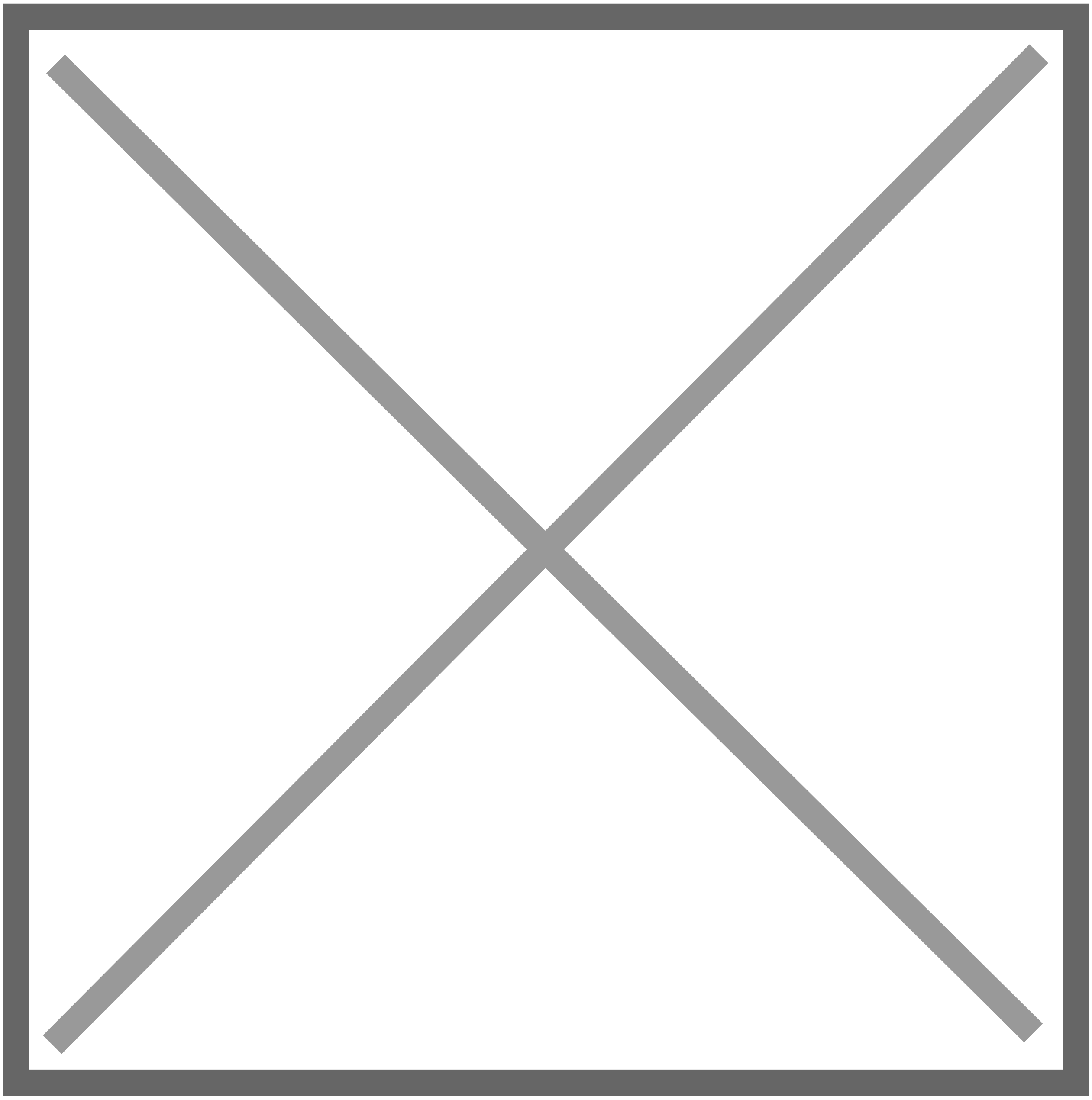
This time is used where you want to go into detail for every minute. Having a start stop button capturing time against a client.

Merge all time into one time log or individual times.



Add in a new time log

Reference	enter a summary note
Notes	enter details of time log
Client	enter a client log is against
Start / Stop	Select button to start time
Start / Stop	Select button to stop time

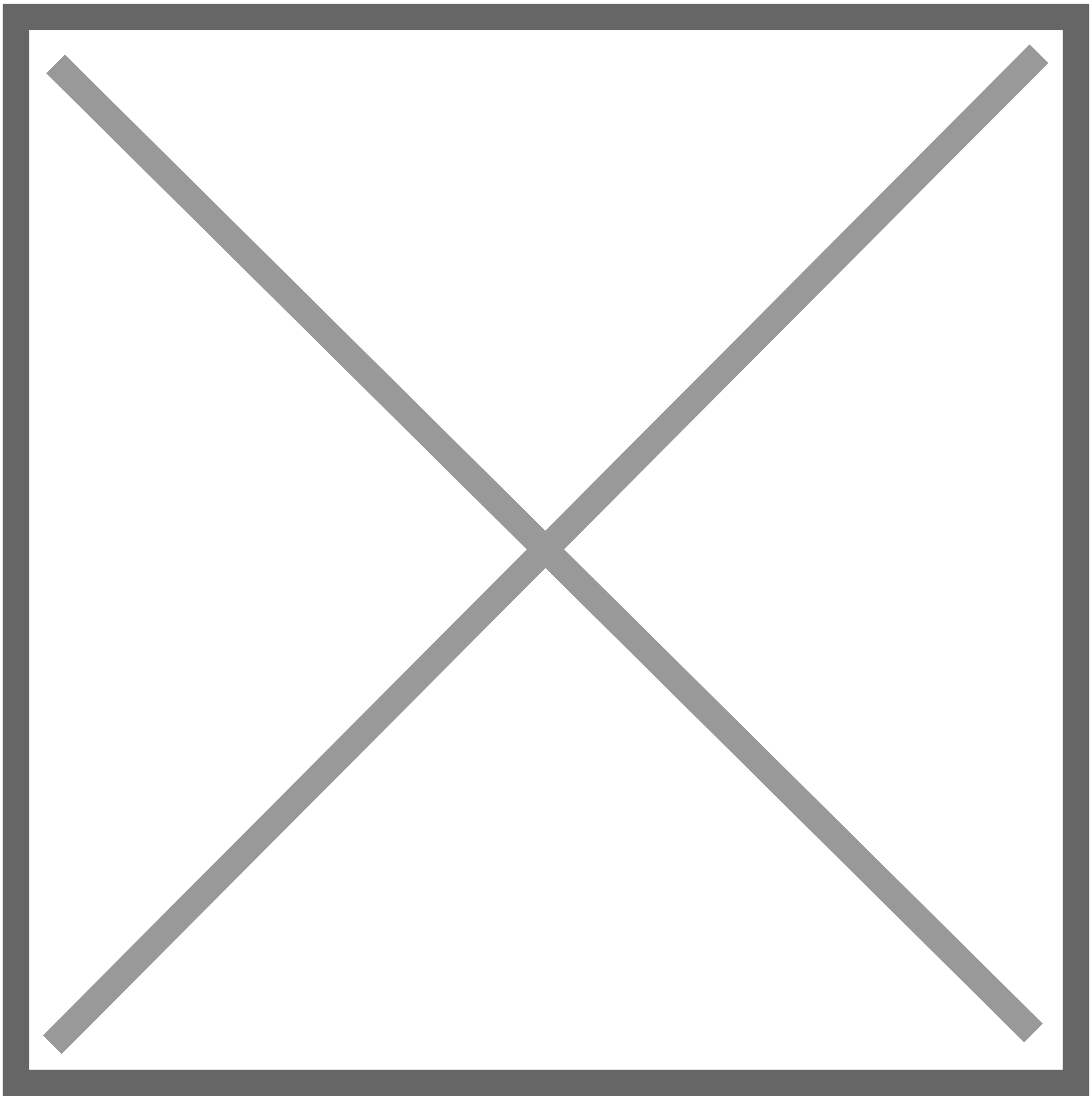


Stop time

This will add an entry to the right side.

Continue to add the next time

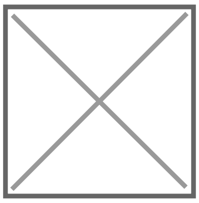
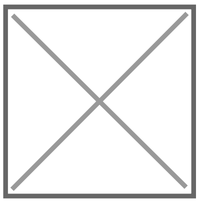
Use the delete button to delete incorrect entry



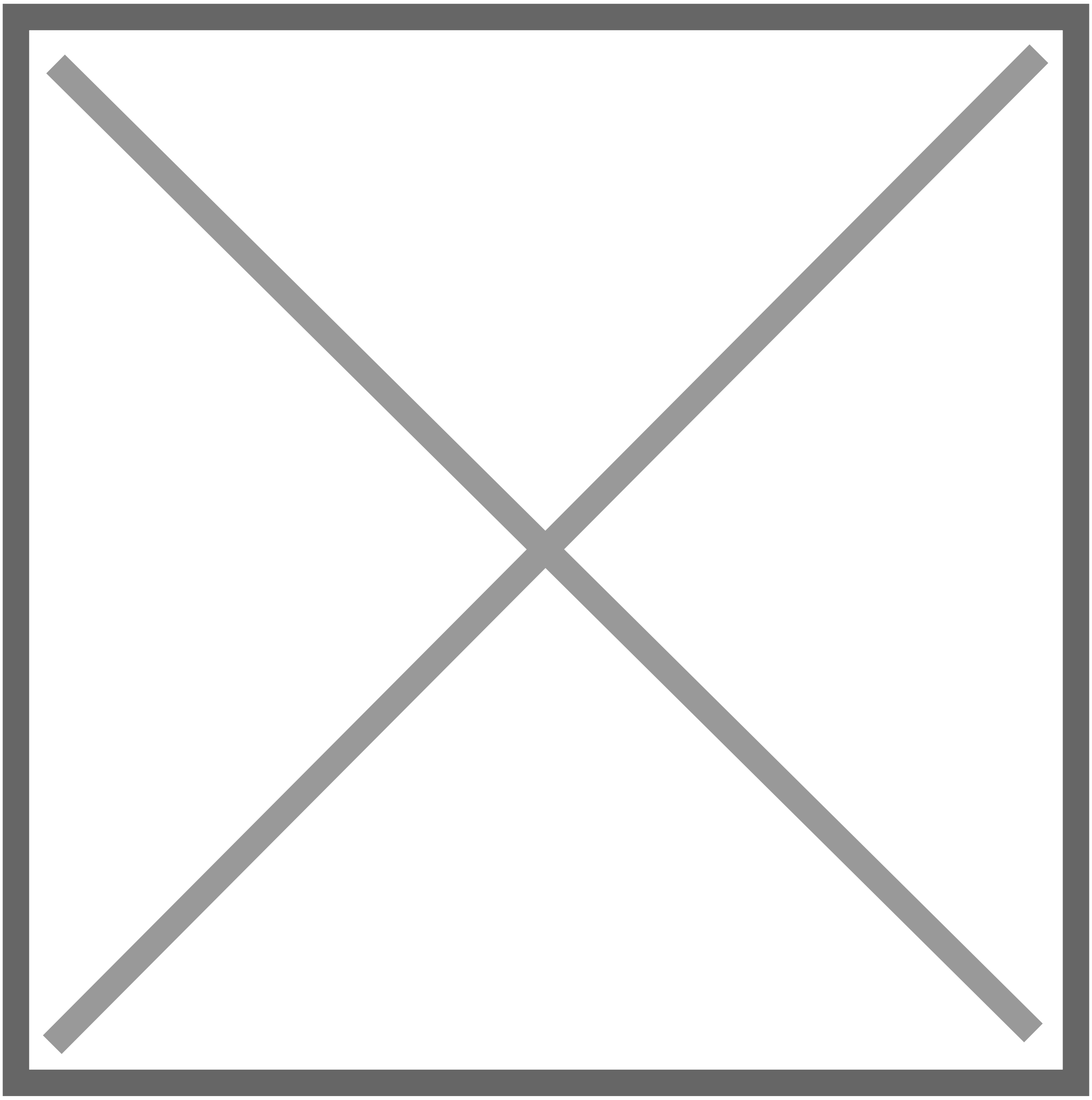
Client Calendar

View your time logs in a calendar format.

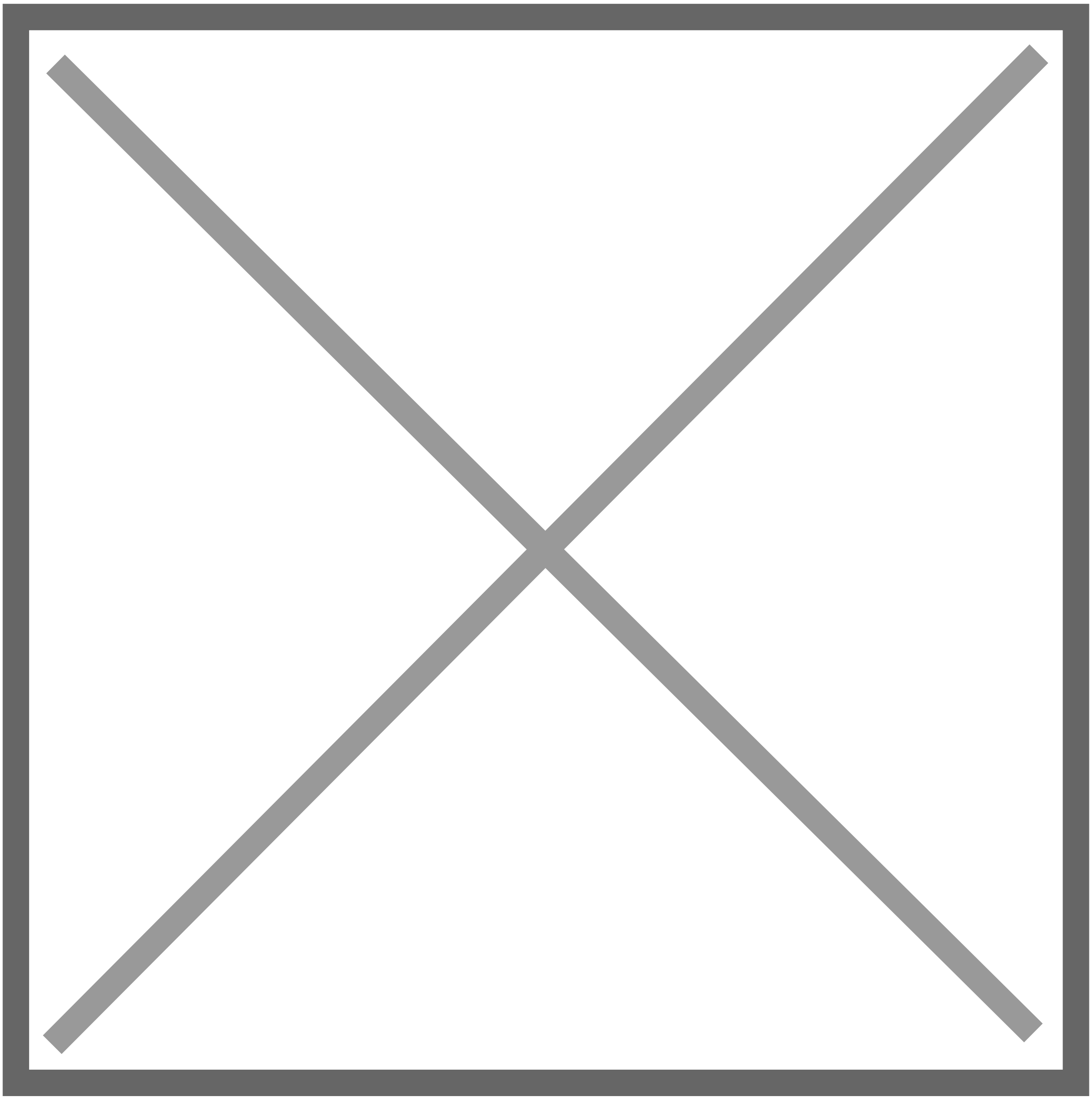
Go straight to the time log or the client information

Calendar view by Day, Week or Month



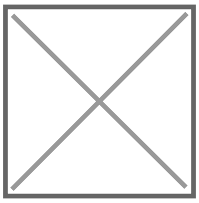
Clicking on the entry allows one to open up time log or client information



Time Tracker

Time tracker works with Clock in and Clock out

Use the Clock in to create a time log which is linked to a support log or job



Type:

1. Check in
2. Sick
3. Leave