

Time Logging

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Time Log

Video manual training 2016 - [Click Here](#)

It's a method for recording the amount of a worker's time spent on a job

Search button - As per the criteria entered or selected in the items on the Detailed panel or the Custom Search panel

Add button - Add a new time log

Edit button - Edit a selected time log from the grid

Cancel button - Cancel a selected time log from the grid

Process button - Process button is a split button with additional buttons listed below it

Process To Invoice - Allows the user to process particular time logs to an invoice

Add To Job - Allow the user to process a particular time log to a job This button is only available if the time log has been setup accordingly.

Flag All for Invoice - Allows the user to flag a selected subset of time logs for invoicing based on the search criteria

Flag All for Archive - Allows the user to flag a selected subset of time logs for archiving based on the search criteria

Print button - Print button is a split button with additional buttons listed below it

Print - Prints the selected time log detail

Print Grid - Prints the selected subset of time log in a grid report

Export - Exports the selected subset of time logs to an Excel format

Detailed Tab Search

Search according to the selection made

Debtor – search by debtor

SLA – Search by selecting the SLA customers from the drop down arrow

Employee – search by selecting the employee from the drop down arrow

Date From – Enter the date from which the time log search should run from

To Date – enter to date to limit the time log run

Custom Fields Tab

Select the category rom the drop down arrow

Add or Edit Time Log

Details:

Edit Time Log

Attachment
Memo
Create Reminder
Add Disbursements
Email Self
Print
Info
Close

Time Log - T14268

Detail
Detail 2
Travel Expense
Invoice Lines
Custom Fields

Debtors:
ERP001 - ERP Solutions Ltd
Job Number:

Contact Person:
Faheema Granville
View
Job Line Link:

Employee / Assign To:
Pamela Dean
Notes:
CTC
SC

Date Of Log:
2024-09-09

Contract:
2019/MG - 2019 Malcolm Granville

Task:
Administration
Ref

Service Item:
Administration
Time
Ref

Reference:
Inv
Administration

Billing Rate:
Non Charge
35.00

Potential Billing Rate:
2022 Charge \$ 85
Non Billable:

Employee Rate:
Rate 1 - Normal Time

Time From:
08:30
+
-
Start Time

Time To:
09:00
+
-
End Time

Bill Qty:
.5
E/T:
0 h : 30 mins

Status / Severity:
Received

Locked for Invoice:
Closed:

Use Break:

Copy Note To Support Log
Copy Note To Memo

Save & New
Save & Close
Save
Close
To Outlook
Add to Job

Details	
Debtor	Select the debtor
Contact Person	Your Superior/Manager
Employee	Select the employee responsible for the Time Log

Date Of Log	Select/enter the date for the Time Log
Contact	
Task	Select the desired task or type of work you are doing at this time
Service Item	Select the desired Service Item for the Time Log
Reference	Enter a brief description/reference (The tick box next to the Reference field, when tick will automatically copy the contents of the Reference field to the Notes field and add it to the beginning of the notes in the Notes field if there are already any notes entered there.)
Billing rate	Select the desired task
Potential Billing Rate	What you could charge for this task
Non-Billable	Tock box you could tick if this is not a chargeable task
Employee Rate	What this time spent costs the company (Employee hourly rate)
Service Level Agreement	Select the desired SLA. Only SLA that are related to this Debtor will be available for selection.
Time From	Time when the Time Log was started
Time To	Time when the Time Log was ended / finished
Bill Qty	This will auto populate the house when you have added your to and from time
Job Number	To allocate this time to a specific job
Job Line Link	To link this time to a specific task
Notes	To add notes to a job
Status / Severity	This refers to the status of the job completed at this time (Closed, pending etc)

Locked for invoice	This time log is locked as its being invoiced
Use Break	

Details 2

Edit Time Log

AttachmentMemoCreate ReminderAdd DisbursementsEmail SelfPrintInfoClose

Time Log - T14268

DetailDetail 2Travel ExpenseInvoice LinesCustom Fields

Asset:L: ☒

In Warranty:☐

View Asset Item

Support Task:

Support Sub Task:

Log No:

Remove Support Log

Support Link:

Generic Field 1:

Generic Field 2:

Generic Field 3:

Order Number:

Geolocate:

Map

Location Date Time:

Add Time Logs On Job As:

Add To Job:☐☒ CTC☐ SC

Added To Job:☐

Remove T/L To Job

Job Number:

Job Line Link:

Job Line Link Display: --

New Job Line:☐

Sales Lead:

Remove Sales Lead

Leave:☐

Sales Lead Link:

Sick:☐

Save & NewSave & CloseSaveCloseTo OutlookAdd to Job

Details 2	(This is where you add your sick leave or annual leave)
Asset	
In Warranty	
Support Task	
Support Sub Task	
Log No.	

Support Link	
Generic Field 1-3	Text field to add your own note
Order Number	Should you have received an order number for the task you are doing at this time
Geolocation	Maps to add where you were
Location Date and Time	
Add Time Logs on Job as:	
Sales Lead Link	You can add a link here form a sales lead that has lead to this time being done
Leave	Tick the tick box if you had annual leave on this specific day
Sick	Tick the tick box if you were sick on this day

Travel Expenses

Edit Time Log

Attachment
Memo
Create Reminder
Add Disbursements
Email Self
Print
Info
Close

Time Log - T14268

Detail
Detail 2
Travel Expense
Invoice Lines
Custom Fields

Charge Travel Fees: ☐

Travel Bill Type: ☐ Distance ☐ Time Charge ☒ Charge Both

Distance Rate:

Km From:

Km To:

Km Billing Value: **0.00**

Time Rate:

Travel Time:

Total Travel Time Cost: **0.00**

Travel Item: None

Charge Toll Fees: ☐

Toll Cost:

Toll Fees Item: None

Save & New
Save & Close
Save
Close
To Outlook
Add to Job

Charge Travel Fee	Tick the tick box if travel fee applies
Travel Bill Type	Choose if this is a time charge or if you charge per KM or for both
Distance Rate	Dollar charge per km
Km From:	Add area traveling
Km to:	Add area you are traveling to
Km billing Value	This will be auto calculated with the above information
Time Rate:	Add your hourly rate
Travel Time:	Add how many hours your travel was
Total Travel Time Cost	This will be auto calculated with the above information
Travel Item:	Here you can add what the travel was for (Sales, admin, consulting)
Charge Toll Fees:	Tick the box if you crossed any toll roads
Toll fee item:	Here you can add what the travel was for (Sales, admin, consulting)

Add Disbursements

Time Log Search

Search Add

Detailed Cust

Time Log No.:
Reference:
Debtor From:
Contract:
Date From:
Total Hours:

Page 0 of 0

Att Memo

Add Time Log

Attachment Memo Create Reminder **Add Disbursements** Email Self Print Info Close

Add Invoice Line

Time Log Item

Detail Notes Close

Item: [Dropdown] ?

Item Description: [Text]

Quantity: **0.00** Warehouse: [Dropdown]

Cost per item: **0.00** Total Cost: [Text]

BOM: [Dropdown] BOM Recipe

Selling per item: **0.00** Line Discount: **0.00**

Line Total ex: **0.00** VAT: [Dropdown]

VAT Value: **0.00** Mark Up: **0.00**

Total Selling Inc: **0.00** Unit Of Measure: [Dropdown]

Sequence No: **0.00** Add to Job: ☐ CTC ☐ SC

Save & New Save & Close Close

Time From: [Text] Time To: [Text]

Bill Qty: **1.00** E/T: ☐ **1 h : 0 mins** Break: [Text]

Save & New Save & Close Save Close To Outlook Add to Job

Add Invoice Line



Time Log Item



Detail

Notes

Close

Copy Description

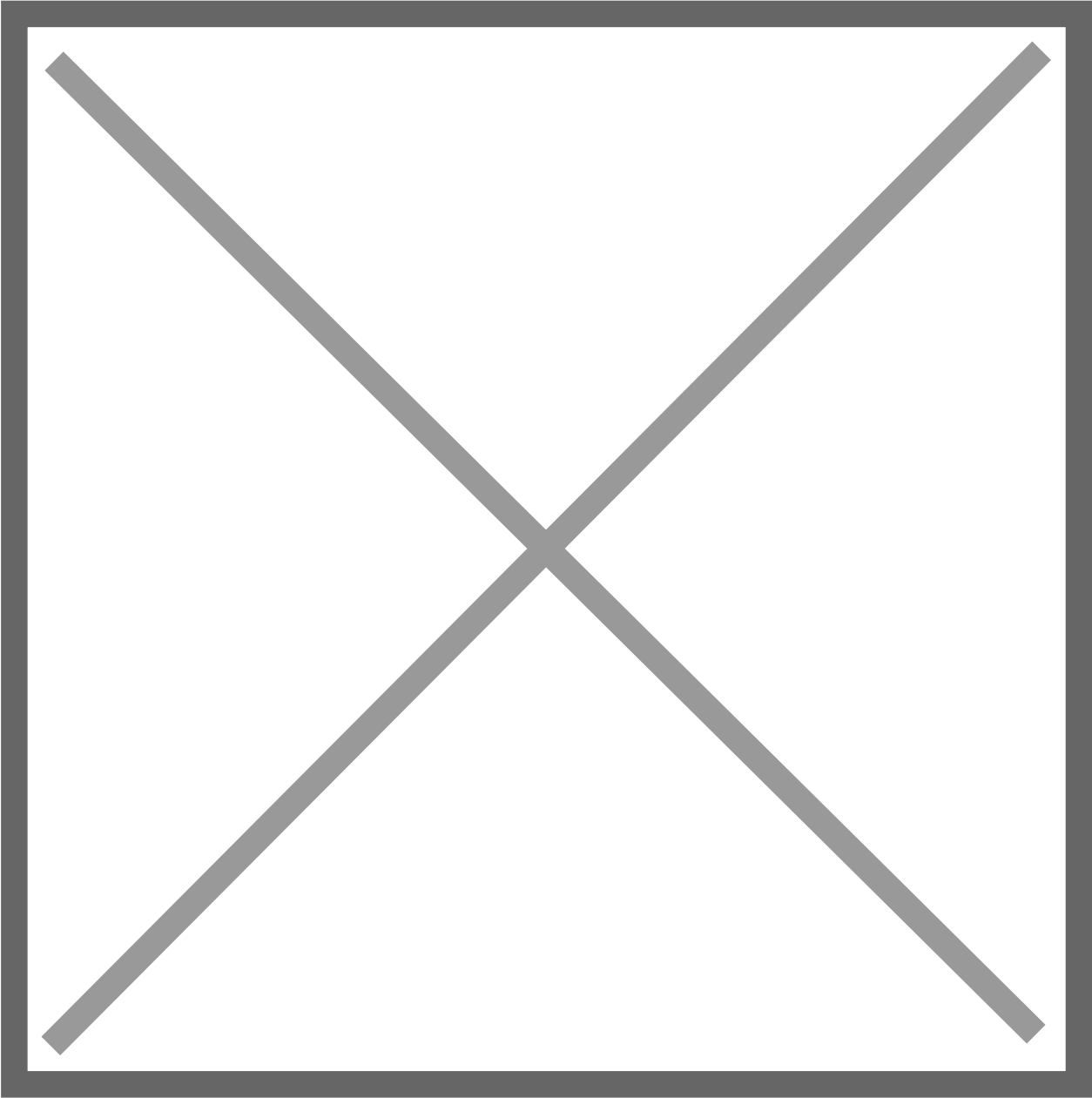
Save & New

Save & Close

Close

Details 2

Add or Edit Time Log



Details Tab 2

Support task	Select the desired Task
Support Sub Task	Select the desired Sub-Task

Log No	Support Log Number - in the event that this Time Log was created from a Support Log then the Support Log Number will be displayed here.
Add To Job	Allows the user to capture labour time for the selected Debtor onto a Job. The job must be either started or not started and related to this selected Debtor.
CTC / SC	Specifies whether the labour will be add to the job as Cost To Company or Scope Creep
Job Number	Select the applicable Job number. Only Jobs that are related to the selected Debtor will be available for selection.
Employee Rate	Select the desired Employee Rate.

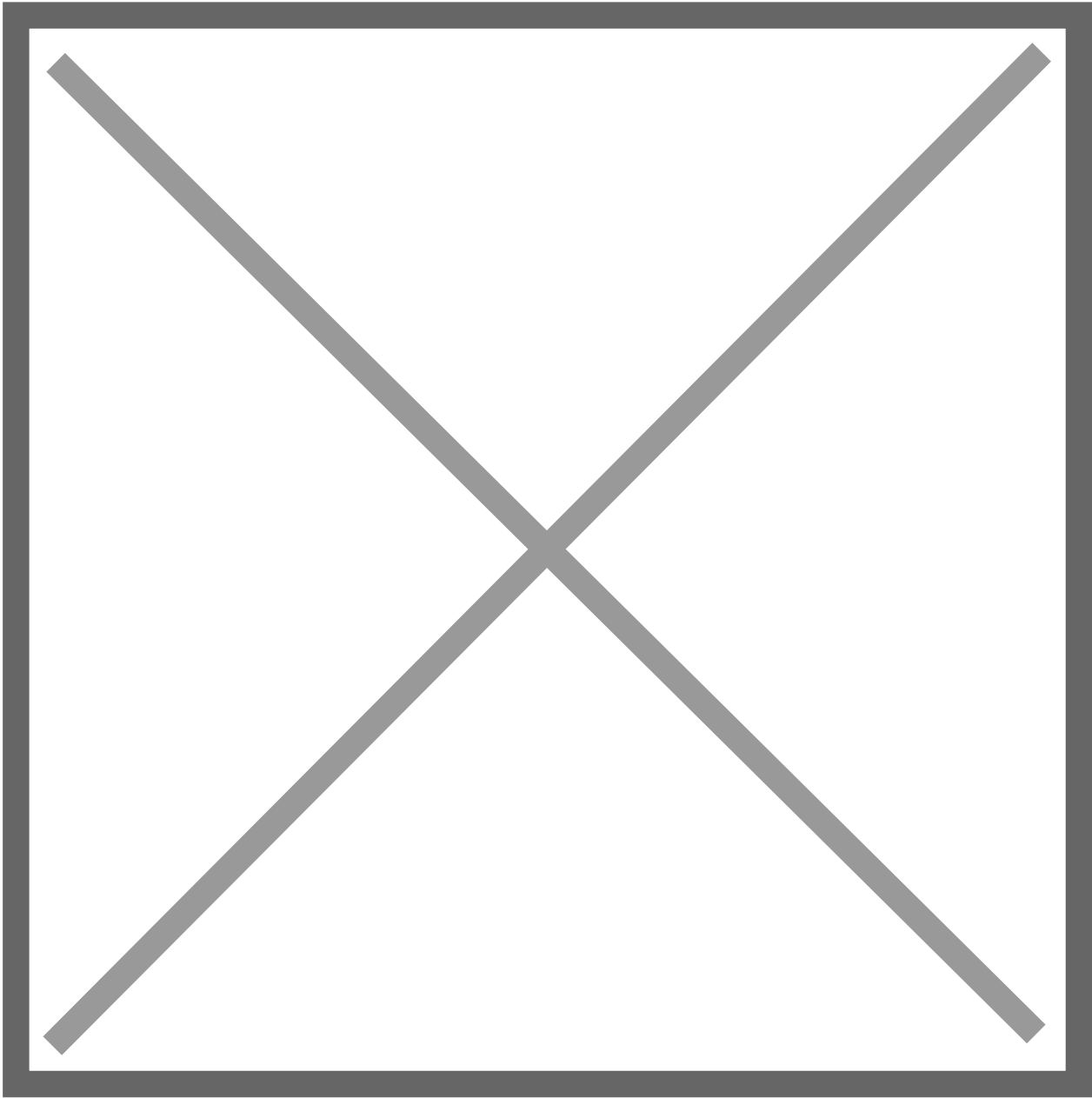
Travel Expense Tab

Add or Edit Time Log

Travel Expenses Tab	
Charge Travel Fees	Tick if Travel Fees are to be charged
Travel Bill Type	Select either Distance or Time Charged
Distance Rate	A distance value to be used in the calculations of a travelled billing value

Kilometres From	Enter the Starting kilometres value
Kilometres To	Enter the Ending kilometres value
Kilometres Billing Value	A calculated value to be billed
Time Rate	A time value to be used in the calculations of a time travelled billing value
Travel Time	Time duration of the journey
Total Travel Time Cost	A calculated travel time value to be billed
Travel Item	Select the appropriate inventory item for travel
Charge Toll Fees	Tick if Toll Fess are to be charged
Toll Cost	Toll Fee value
Toll Fee Item	Select the appropriate inventory item for toll fees
Delete button	Allows a user to delete a time log item

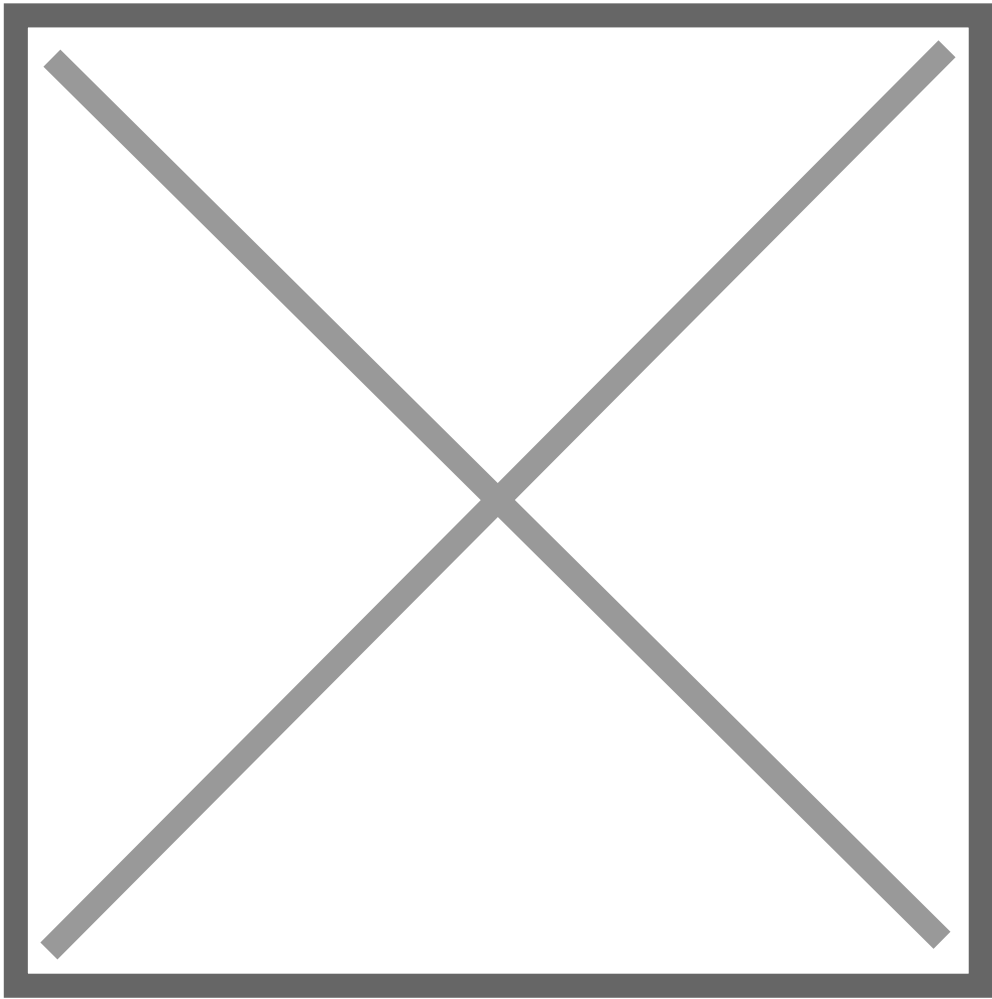
Invoice Line Tabs



Invoice Tab	
Add button	Allows a user to add an invoice associated with the time log
Edit button	Allows a user to make changes to the time log item
Delete button	Allows a user to delete a time log item

Custom Fields Tab	Select category from the drop down arrow and save

Custom Fields Tab



Custom Fields Tab	Select category from the drop down arrow and save
System buttons	
Save button	Save the Time Log
Save And New button	Save the Time Log and open a new Time Log
Save And Close button	Save the Time Log and close Time Log
Close button	Close Time Log
Attachment button	Open Attachment window for managing attachments
Print button	Print current Time Log

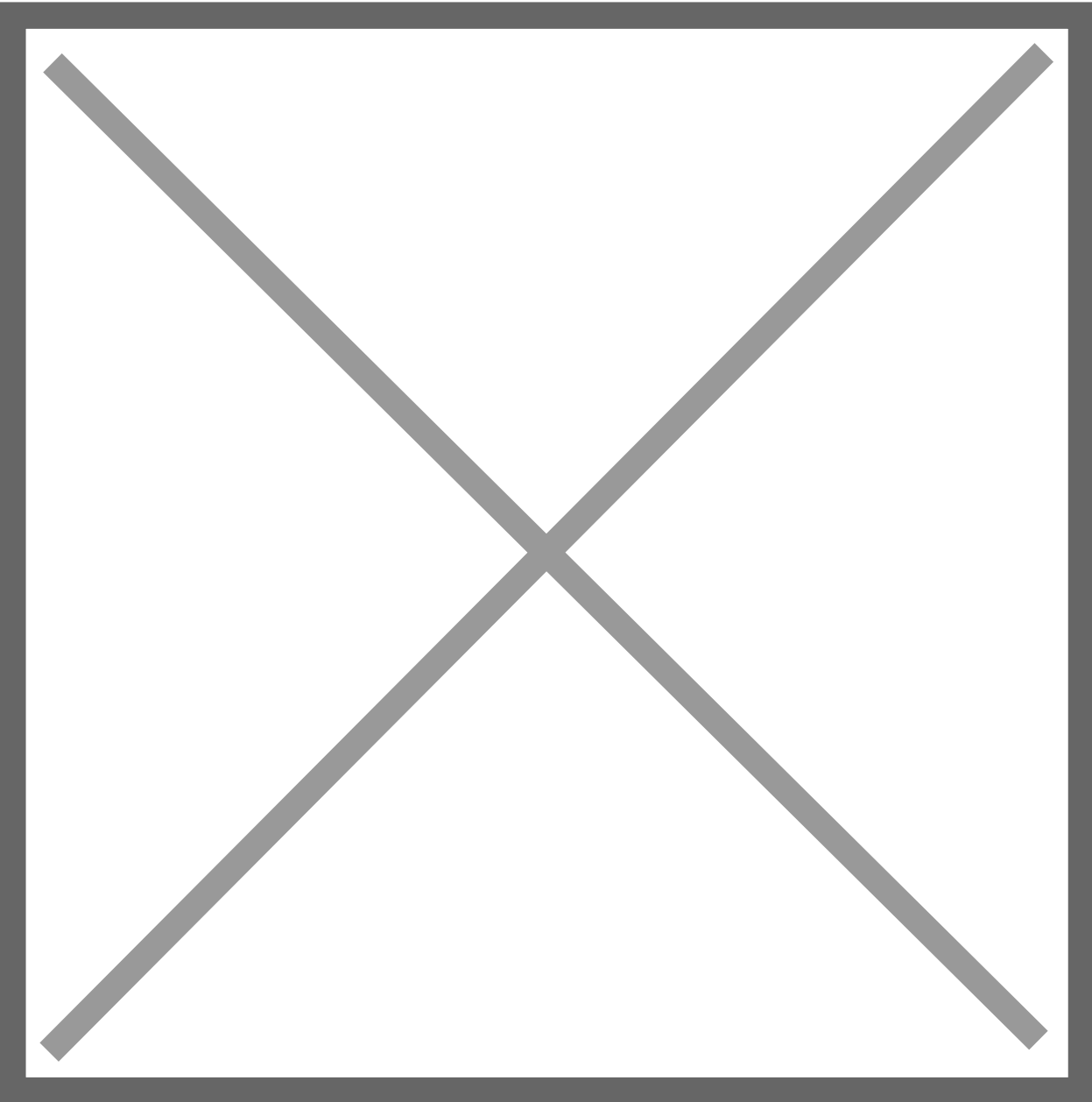
Timelog to Outlook Calendar

Video training manual 2019 - [Click Here](#)

Creating time logs and pushing these to your outlook calendar.

It is a great way to get your staff to first capture in the system and then push it to the outlook calendar.

This way your time logs are up-to-date and you reduce having to double enter.



Timelog Time Increments

Time log time increments are defaulted to 5 minutes up or down.

