

Time Tracker Log

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Time Tracker Clocks

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

CRM>Time Logging>Time Tracker Log

Note:

This has moved from System Configuration Module

Time Tracker Clocks

Search | Edit | Delete | Process to Time Log | Change Data | Print/Export

Time Clocks | **Clock Ins**

Employee No: [] Action: All [v]
Job No: [] Task No: []
Date From: 2023-03-01 [] Date To: 2023-10-28 []

Page 1 of 1 | Select All | UnSelect All | Remove Paging: []

#	Sel	Status	Date	Date + Time	Start Time	End Time	Total Time	Action	Employee No	Employee Name
1	☐	✓	2023-10-27	2023-10-27 21:59	21:59	23:00	01:00	CheckIn	Malcolm	Malcolm Granville
2	☐	●	2023-08-29	2023-08-29 20:00	20:00	00:00	00:00	CheckOut	MALCOLM	Malcolm Granville
3	☐	✓	2023-08-29	2023-08-29 02:20	02:20	20:00	16:09	CheckIn	Malcolm	Malcolm Granville
4	☐	✓	2023-08-03	2023-08-03 20:33	20:33	23:00	02:26	CheckIn	Otsile	Otsile Loate
5	☐	✓	2023-08-03	2023-08-03 11:34	11:34	20:00	07:10	CheckIn	Imraan	Imraan Saljee
6	☐	✓	2023-08-03	2023-08-03 11:33	11:33	11:33	00:00	CheckIn	Andrew	Andrew Skene
7	☐	●	2023-08-03	2023-08-03 11:33	11:33	00:00	00:00	CheckOut	Andrew	Andrew Skene
8	☐	✓	2023-08-03	2023-08-03 11:32	11:32	20:00	07:12	CheckIn	Chris	Chris Stone
9	☐	●	2023-07-27	2023-07-27 23:59	23:59	00:00	00:00	CheckOut	MALCOLM	Malcolm Granville
10	☐	✓	2023-07-27	2023-07-27 20:19	20:19	23:59	03:39	CheckIn	Malcolm	Malcolm Granville
11	☐	●	2023-07-25	2023-07-25 20:00	20:00	00:00	00:00	CheckOut	MALCOLM	Malcolm Granville
12	☐	⚙	2023-07-25	2023-07-25 13:27	13:27	20:00	06:17	Job	Peter	Peter Smit
13	☐	✓	2023-07-25	2023-07-25 13:25	13:25	20:00	06:19	CheckIn	Peter	Peter Smit
14	☐	✓	2023-07-25	2023-07-25 11:18	11:18	20:00	07:26	CheckIn	Malcolm	Malcolm Granville

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

All buttons are at the top of the window

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

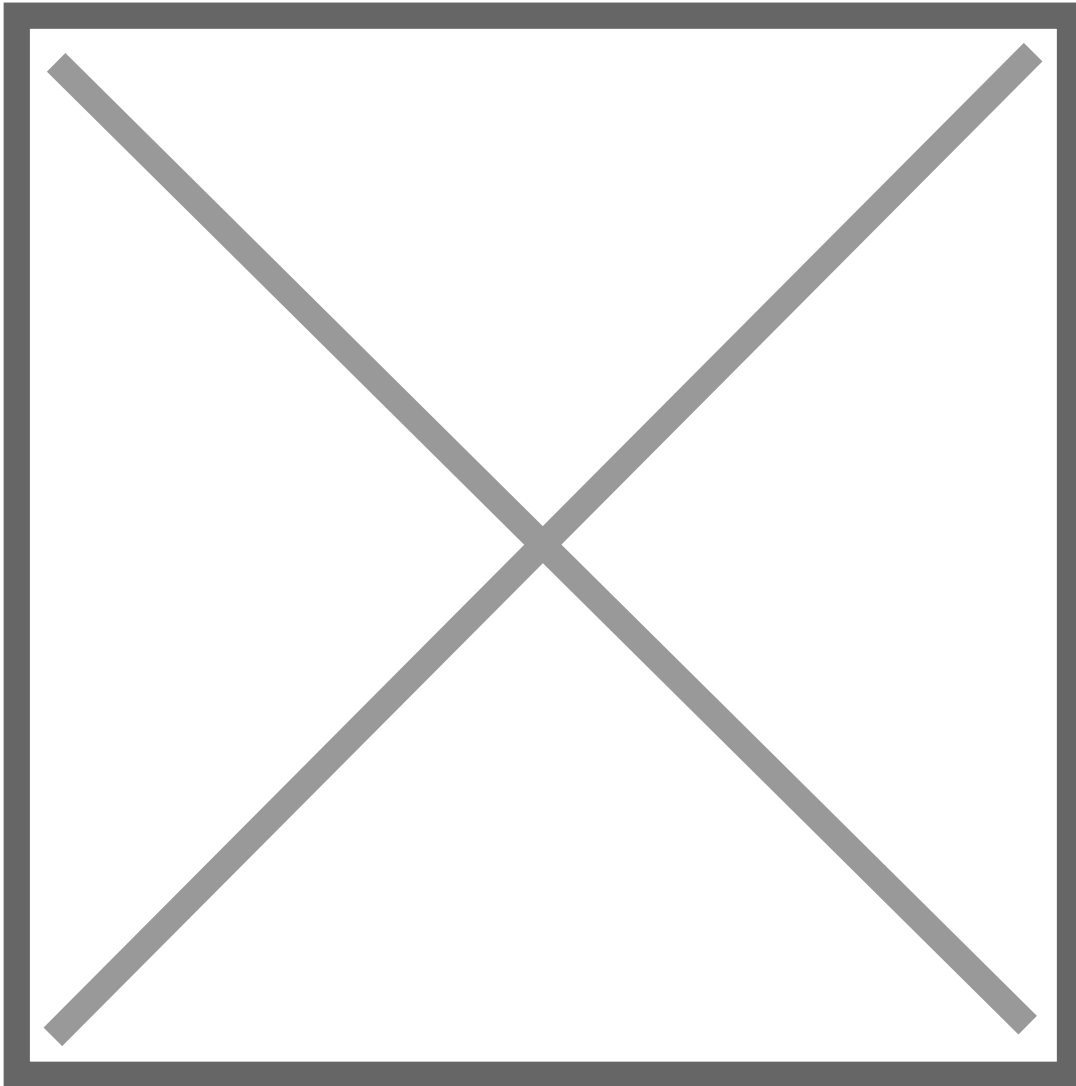
Custom Fields Tab

Select the category rom the drop down arrow

Time Tracker Clock Job

When clocking for Checkin and Jobs, one is able to use this window outside of the system to capture time.

.....\wab\acck\TimeTracker.csp



Time Tracker Setups

Before starting to use the time tracker clock, some setups need to be done

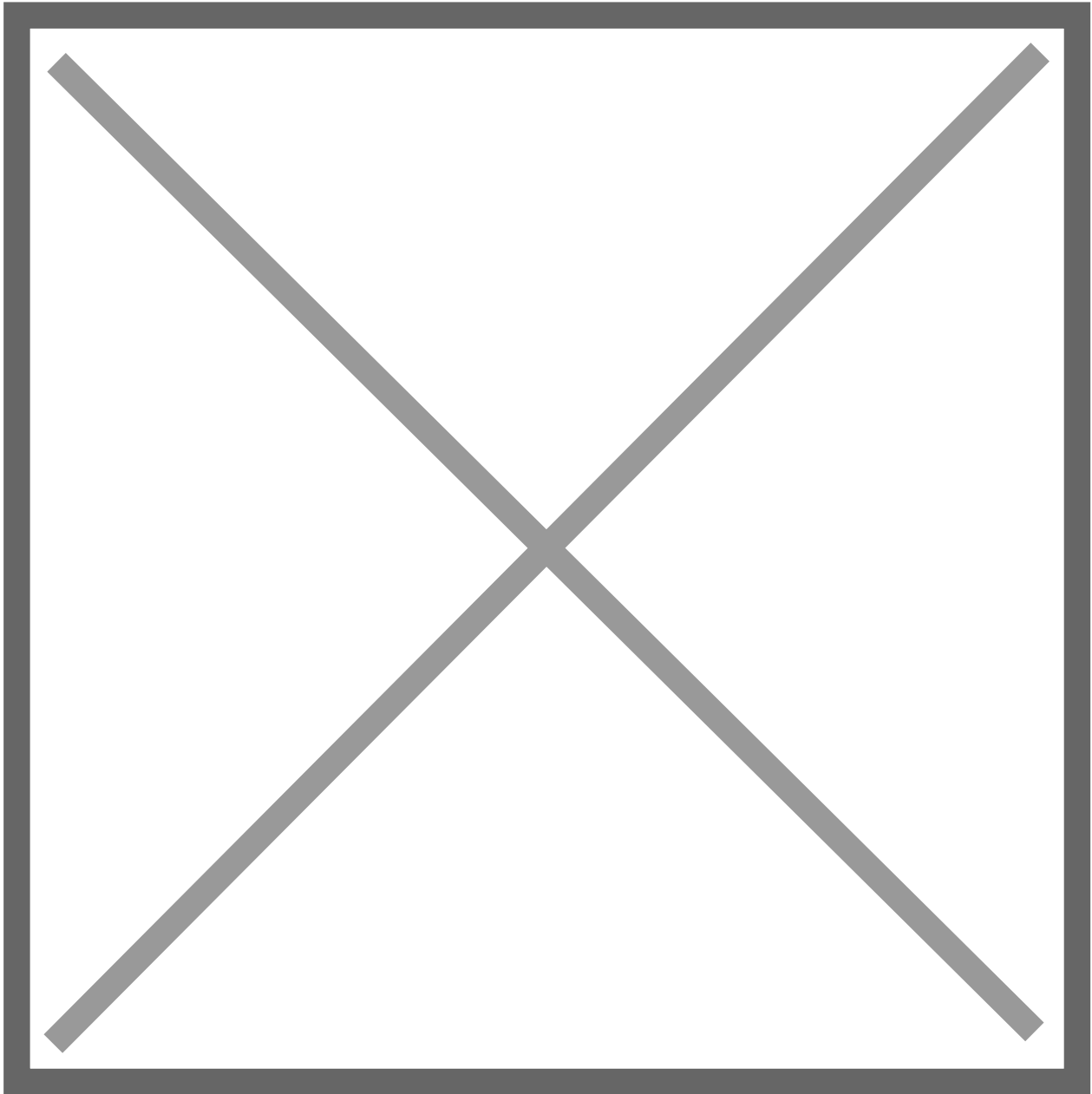
Make sure that Codes are more than 5 characters long and letters need to be in capital

1.User setup with barcodes

2.Contract tasks setup

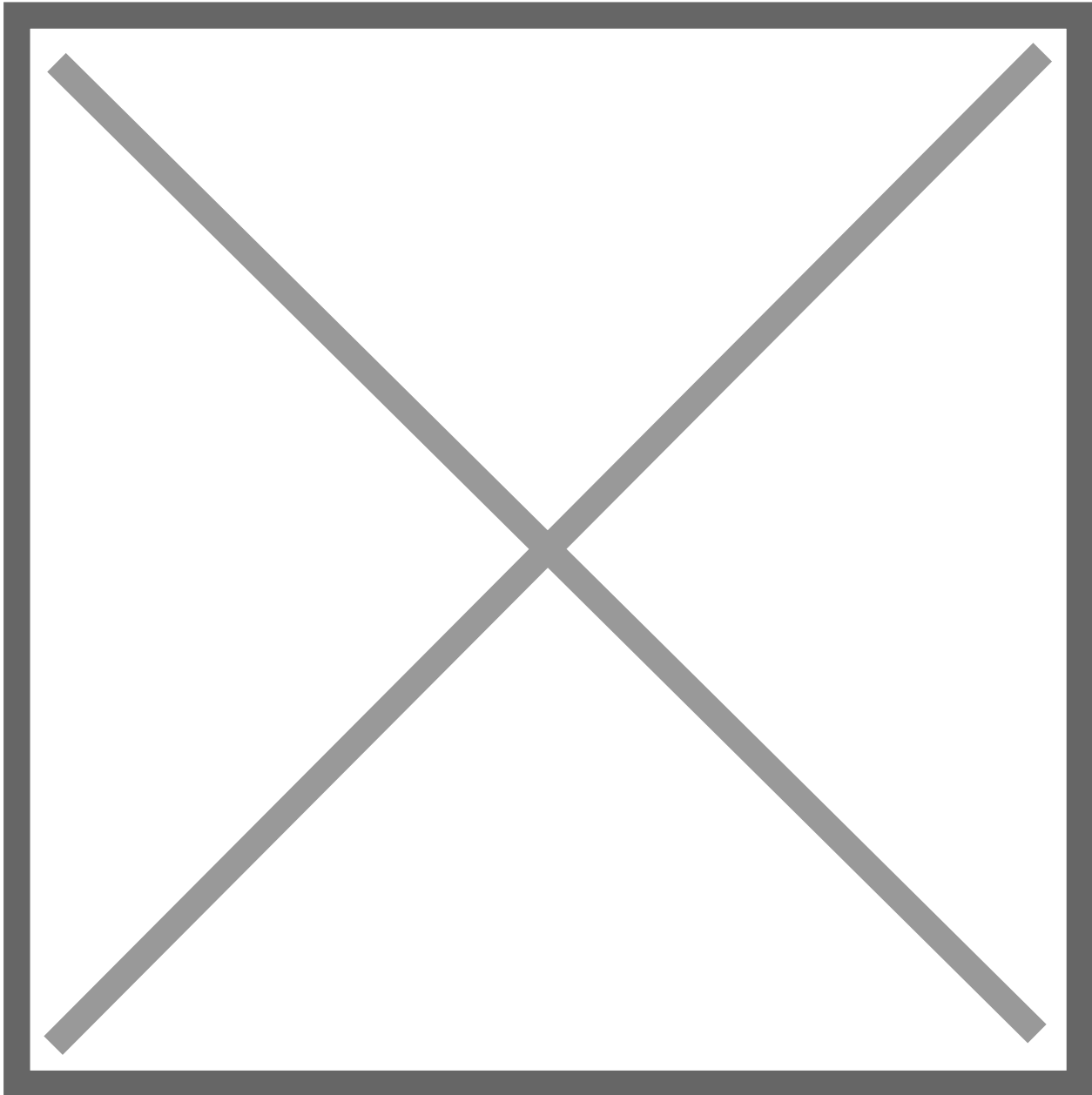
3.Inventory service items setup

Setup your users with Barcodes



Make sure that you have setup your contracts and SLA maintenance tasks

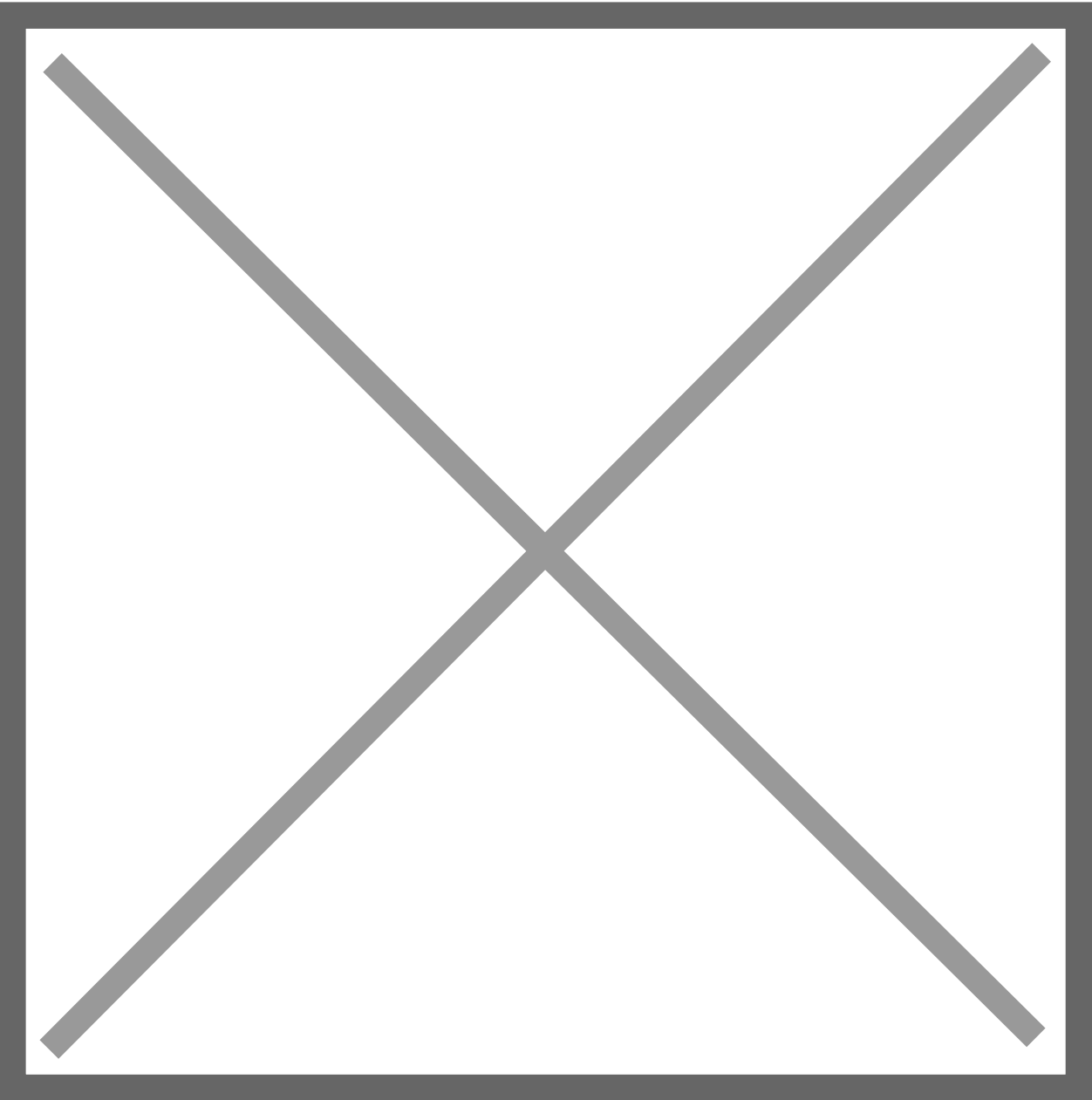
These tasks will be used on the Time Tracker clock



Setup some inventory service items which link onto the job with a budget quantity

These are used to link the time logs to the specific job line, otherwise it will create a new line on the job.

If it creates a new link, you cannot compare your budget to actual time



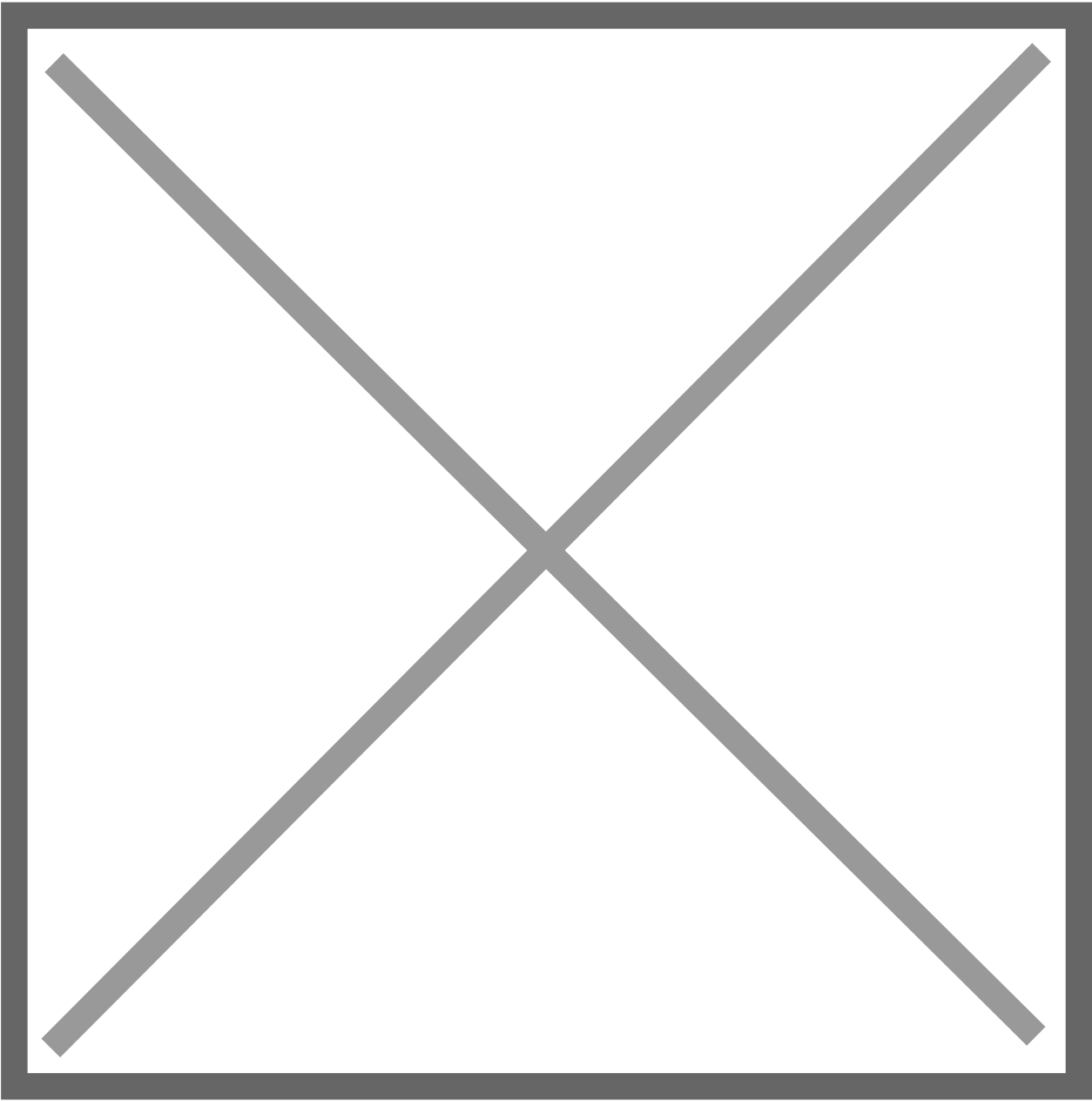
Setup quotes and jobs ready for Time Tracker

It is a good idea to setup a quote with estimated values that is going to be taken over to the job

Prompted quotes to job

Assign specific line items to appear on your barcode print out

Put the tick on for Time Log Link Barcode - This tick tells the Barcode printout to put that item on the barcode printout



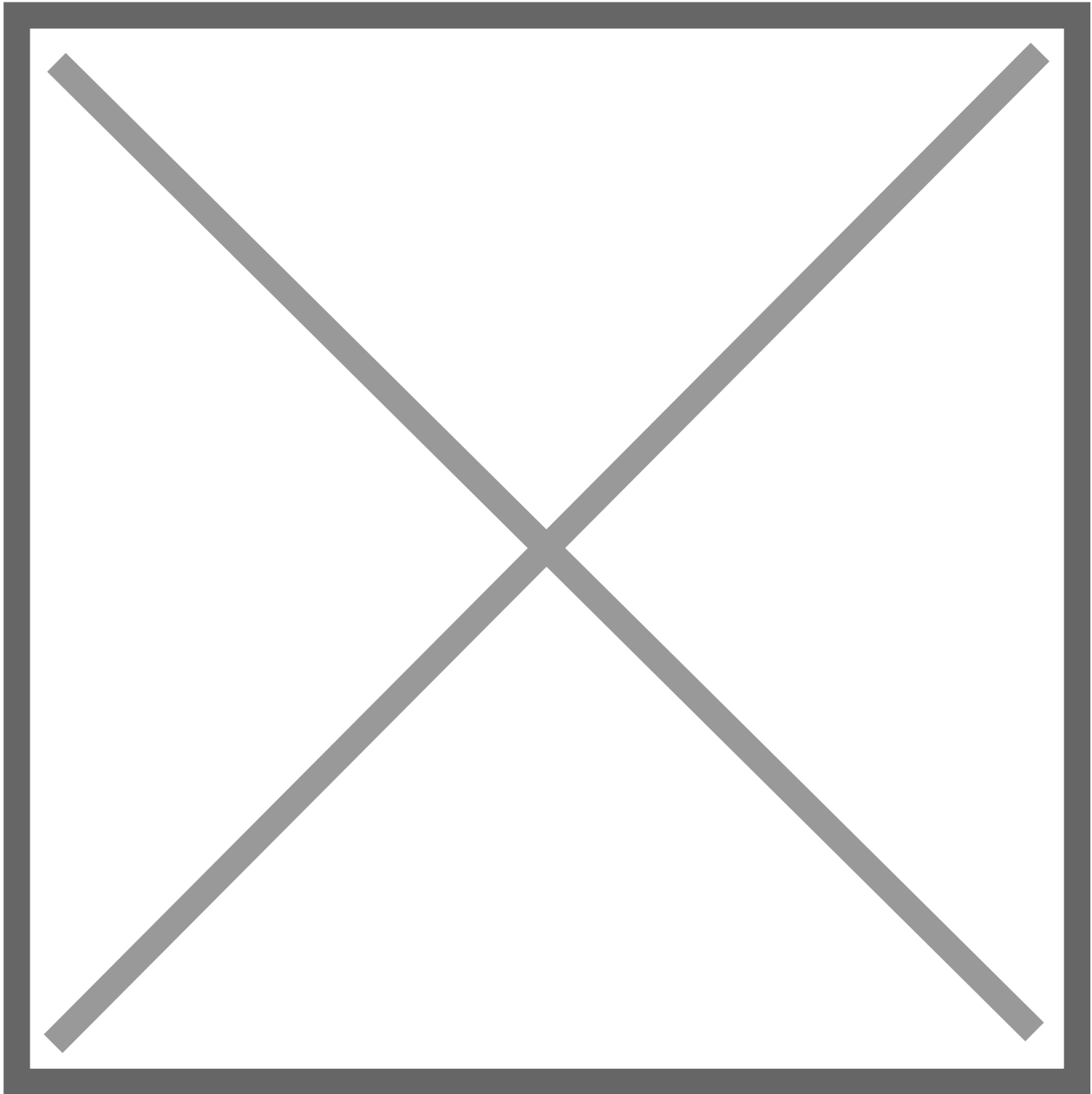
Barcodes Prepare

One would need to setup barcodes for the following:

- 1.Employee / user list of barcodes
- 2.Contract tasks to be used
- 3.Existing active jobs
- 4.Job Line Links for each job

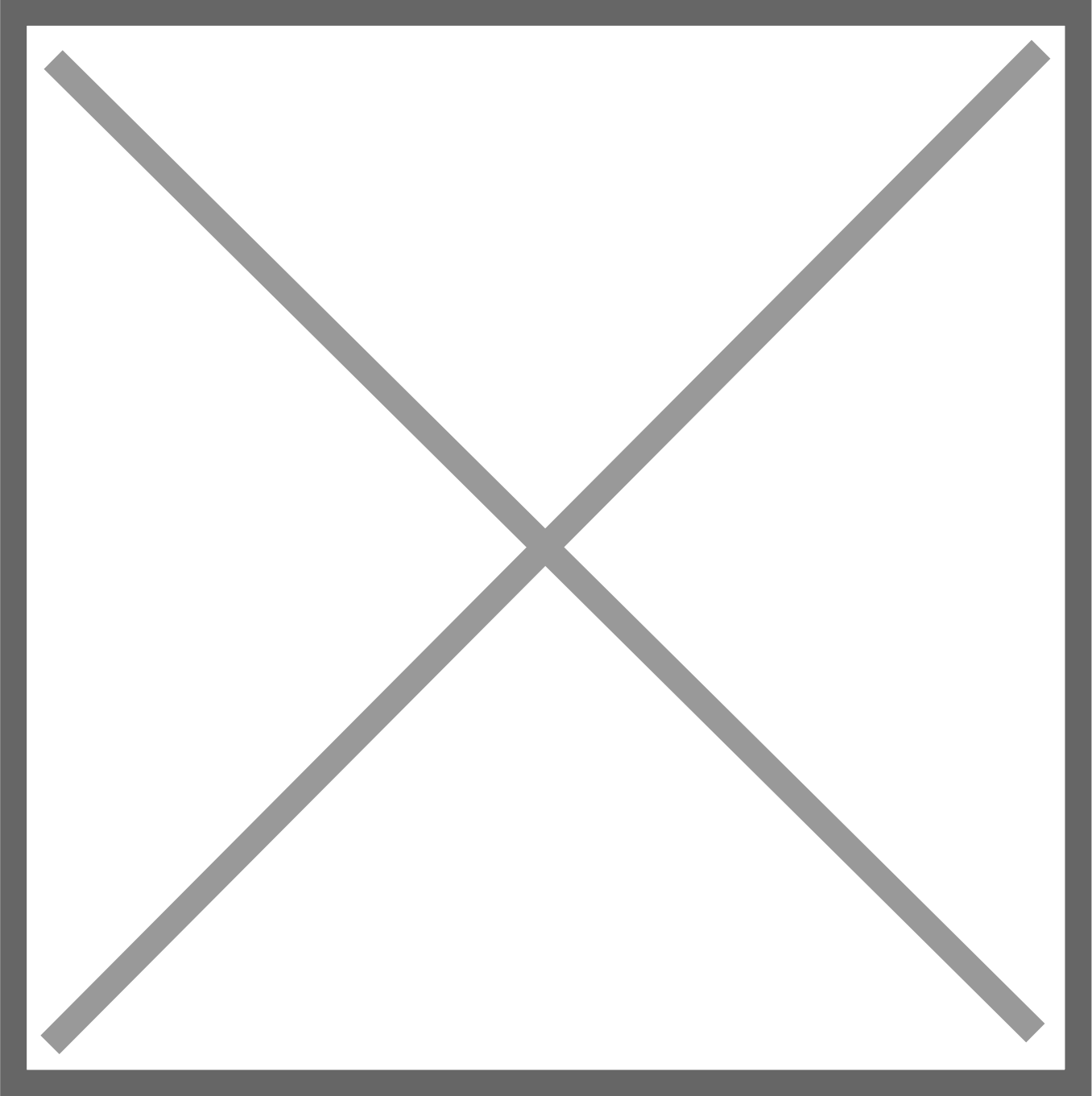
An Excel sheet with barcodes can be used to set this up.

The barcode font³⁹ needs to be installed on your computer



Jobs for the week created print out

Use the Job barcodes to print out new job numbers with their job line links



Clock In Monitor

View all users that have clocked in for the day and those that have not

View what jobs the users are working on currently

CRM



Configuration +

Activity +

Time Logging -

Time Tracker Clocks

Planned Timelog Schedule

Time Logging

User Time Logging

Time Log To Invoice Search

Create Time Log

Quick Time Log

Time Tracker Clocks

Search

Edit

Delete

Process to Time Log

Change Data

Print/Export

Time Clocks

Clock Ins

Clock In Date:

2023-10-27

Peter Smit

Not clocked in

Malcolm Granville

Clocked In: 21:59

Gerrit van Rooyen

Not clocked in

Green	Clocked in for day
Red	Not clocked in