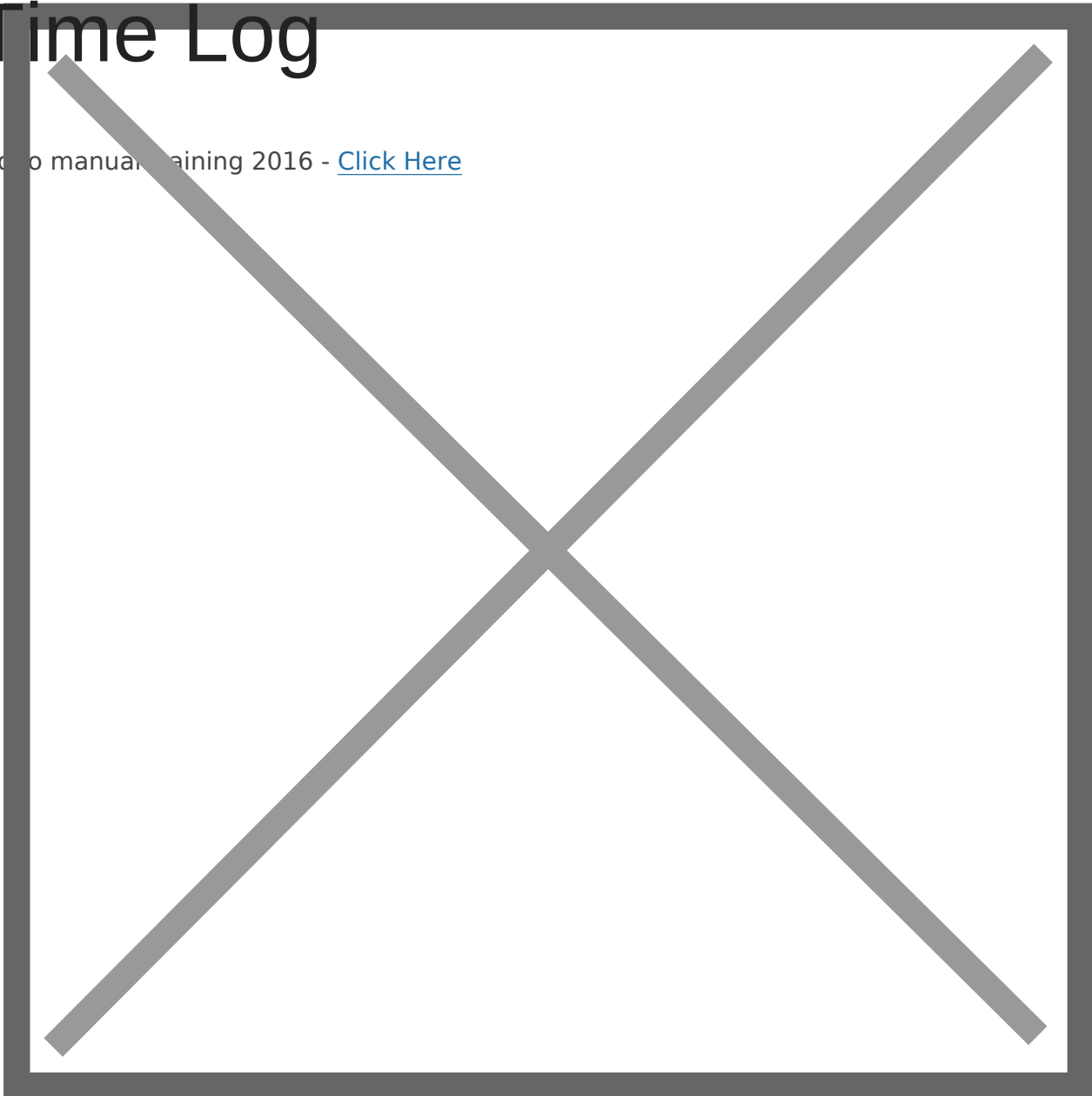


Time Log

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

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