

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 []
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 Salijee
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

Revision #2

Created 27 July 2023 18:49:13 by Paige

Updated 9 September 2024 16:03:34 by Malcolm