




The day will be recorded with at least 2 "lines"




-  1 line „working-time“ – used to determine the time balances (monthly data)
-  1 line „project-time“ – used for bookings on projects ◇ Billing
-  “project-time” can be captured in multiple lines, for each projects separate

### Possibilities of time-booking records

action	Left mouse button	Right mouse button	keyboard
Insert Line „working time“	double click on date	click on date „insert new time booking“	mark date button „Einfg“
Insert Line „project time“	double click on (>>) line „working time“	click on line „working time“ (>>) „insert new project booking“	mark working time (>>) button „Einfg“
Additional line „project time“	double click on (>>) line „working time“ or double click on (>>>>) line „project time“	click on line „working time“ (>>) „insert new project booking“	mark working time (>>) button „Einfg“ or mark project time (>>>>) button „Einfg“
Copy line „working time“	---	click on line „working time“ (>>) „copy booking“ click on target day (date) oder working time (>>): „paste booking“	mark working time (>>) – Strg+C mark target day (date) or working time (>>) – Strg+V
Copy line „project time“	---	click on line „project time“ (>>>>) „insert new project booking“ click auf working time (>>): „paste booking“	mark Projektbuchung (>>>>) – Strg+C mark target working time (>>) – Strg+V
Copy all bookings of a day	---	click on date „copy daily bookings“ click on target day (date) „paste daily bookings“	mark day (date) – Strg+C mark target day (date) – Strg+V
Delete line „working time“	---	click on line „working time“ (>>) Selection „delete bookings“	mark working time (>>) – button „Entf“
Delete line „project time“	---	click on line „project time“ (>>>>) Selection „delete bookings“	mark project time (>>>>) – button „Entf“

### ➤ Example of time-booking records (working time 1)

Entry of working time with 2 project bookings.

Mo 03	8.00									
>>		08:00	17:00	0.50	8.50	Working time				
>>>>		08:00	12:00		4.00		1004-00002-14-3 Anf-Änderu...		test	
>>>>		12:30	17:00		4.50		1004-00002-14-3 Anf-Änderu...		test	

For each day you have to create one line „working time“ at least. These lines are marked with „>>“.

Mandatory fields are:

- From
- To
- Break
- Duration
- Type

The allocation to the projects is then performed in separate lines. These lines are marked with „>>>>“.

Mandatory fields are:

- Duration
- PSP
- Description

A pause can not be entered into the project bookings.

#### ➤ Example of time-booking records (working time 2)

Entry of working time with 2 project bookings and with „from“ / „to“ in the project booking lines.

Fr 21	8.00											
>>		08:00	18:00	0.75	9.25	Working time		<input type="checkbox"/>	<input type="checkbox"/>			
>>>>		08:00	12:00		4.00		1004-00002-14-3 Anf-Änderu...			test		
>>>>		12:45	18:00		5.25		1004-00002-16-2 Reisekosten...			tst		

The allocation to the projects is then performed in separate lines. These lines are marked with „>>>>“. Mandatory fields are:

- Duration
- PSP
- Description If the "from" and "to" times will be filled, the input must be carried out in two lines because the break in the project bookings can not be entered.

#### ➤ Example of time-booking records (working time >10h)

Entry of working time over 10 Hours

Fr 21	8.00											
>>		08:00	20:00	0.75	11.25	Working time		<input checked="" type="checkbox"/>	<input type="checkbox"/>	GoLive		
>>>>					5.00		1004-00002-14-3 Anf-Änderu...			test		
>>>>					6.25		1004-00002-16-2 Reisekosten...			test		

In days with bookings over 10h the check box must be activated in the column  
Activation allows you to enter a description in the line “working time” (>>).  
For this day a justification for the work over 10 hours must be entered.

