**Working time Reporting in the CRM**

**General**:

Today, we’re reporting working time with TimeWatch.

Accordingly, we manually update the time for each project in the CRM.

We want to update the process directly by reporting to the CRM.

**Objectives**:

* This mission aims to enable users to report their working hours by logging their entry and exit times.
* Additionally, it should allow updating working hours for individual projects and generate a detailed report of monthly working hours concentration.

**Requirements**:

1. Configuration:
   1. It should allow users to report their working hours easily through a mobile device by clicking a button for entry and exit.
   2. There should be a button for project reporting, enabling users to select a project they are linked to.
   3. If there is an active report for that user, an 'exit' will be set, and an entry will be made according to the time associated with the project.
   4. An exit from the project will be defined by clicking on this button or any other button at the end of the project.
   5. A button for reporting a drive should be available. By clicking this button, a user can report an entry and exit in the 'Drive' report.
   6. If there is an active report for that user, an 'exit' will be defined, and an entry will be made according to the time associated with the 'Drive.'
   7. A third button will report an absence from work (vacation, illness, and other options we can define).
   8. By clicking on this button, the report is made without working hours.
   9. A daily report can be submitted together with entry/exit by project or in general.
2. Display and Reports:
   1. The system will include users' reported working hours linked to specific projects in calculating the hours allocated and used for each project.
   2. It shall generate a detailed report (by day/month/period) at the organization/user/project level according to a flexible period (month or any other defined period).
   3. This is required for monthly salary reporting, employee-specific working hours concentration for all projects (in project details), and the employee's concentration of hours for the entire period at the project level.
   4. Manual correction of hours should be allowed according to permissions.
3. Examples from TimeWatch:

General searching:

A screenshot of a computer

Description automatically generated

Missing attendance records (report):

A table with text and numbers

Description automatically generated with medium confidence

Application for the user:

 