4.Create a new record

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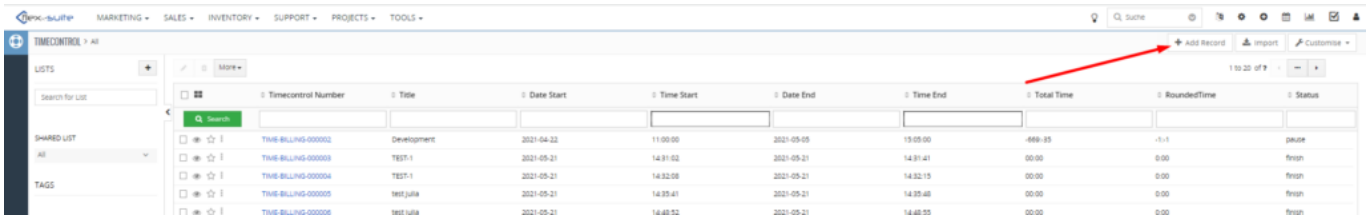
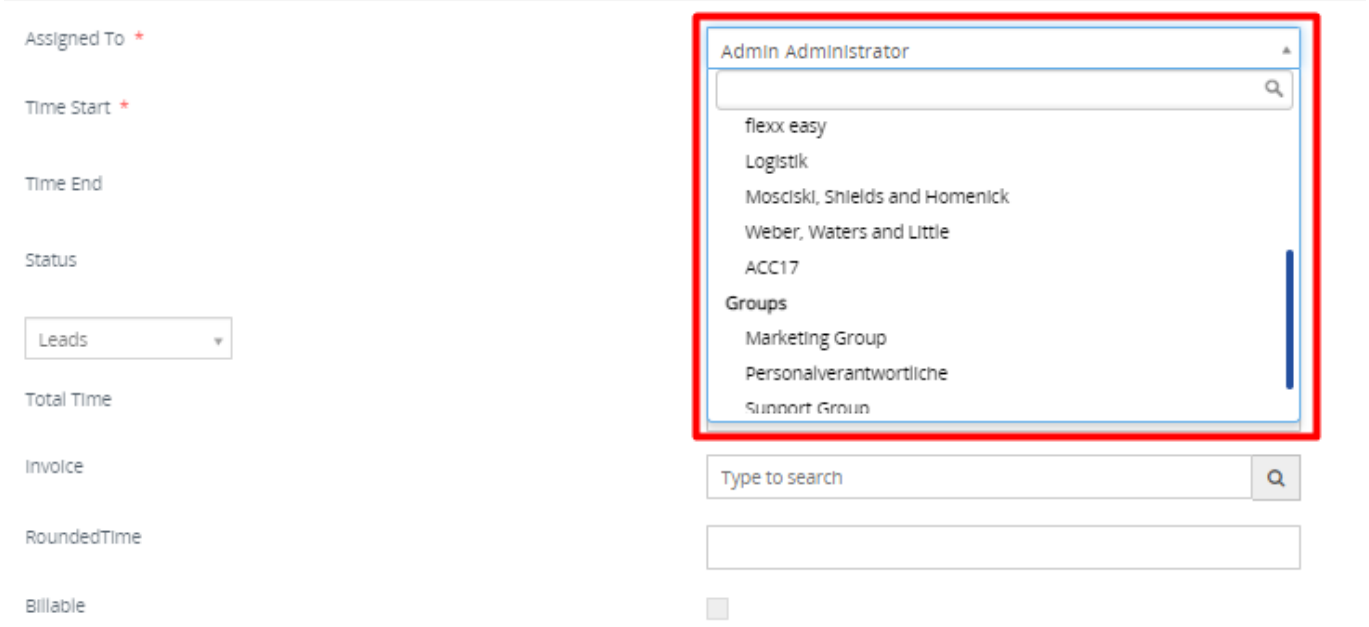
To create a new record in the Time Tracking module, click Add record.



You will see a form to create a record with the following fields:

- Project Task
- Project
- Responsible – select what the working time is considered to be.



- Status

The Status module has the following values

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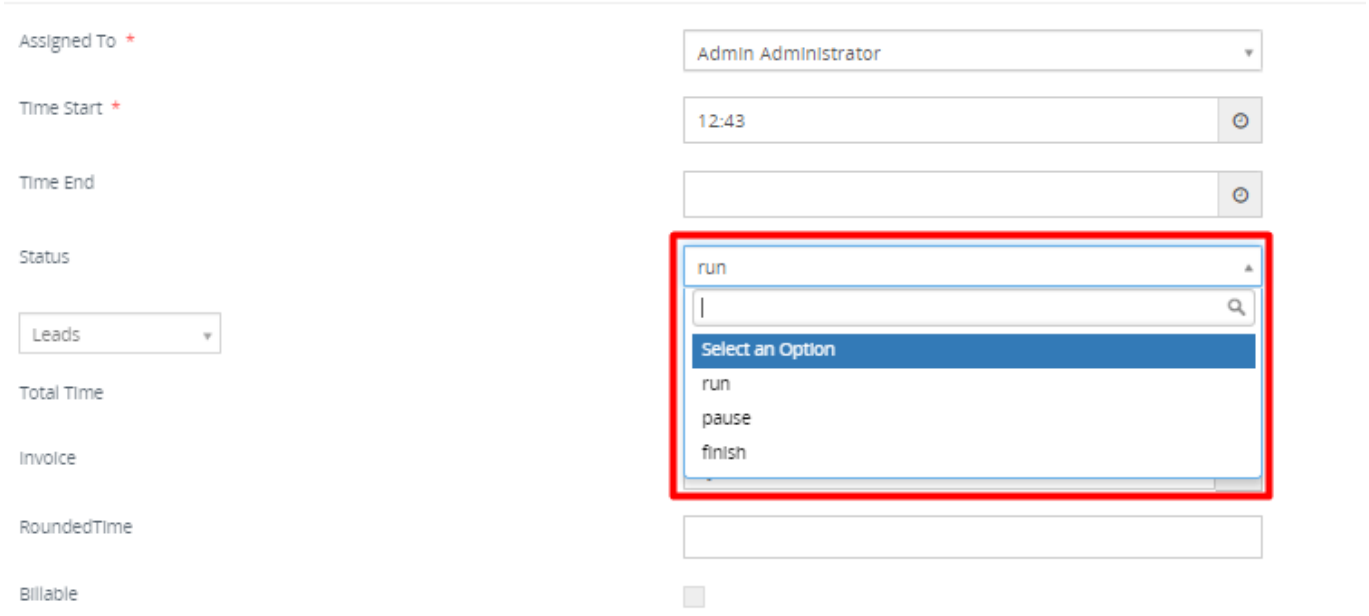
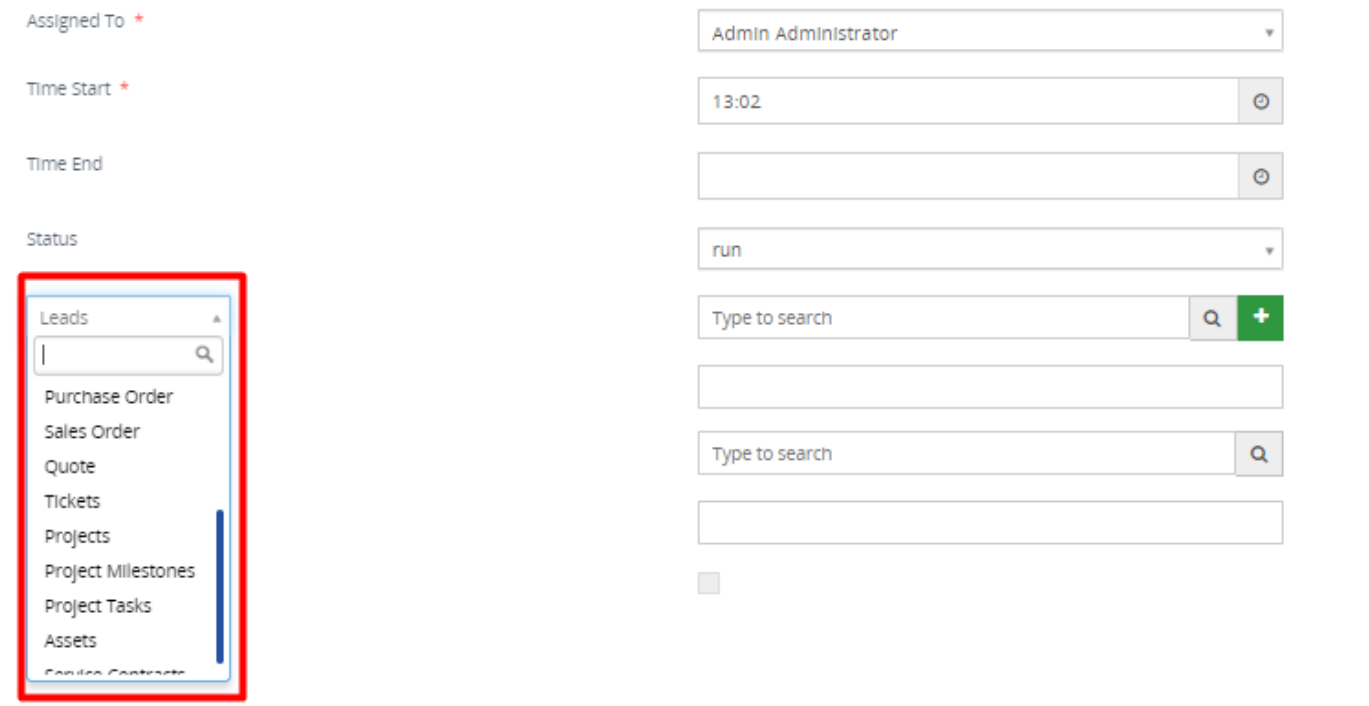


Selection list with module selection



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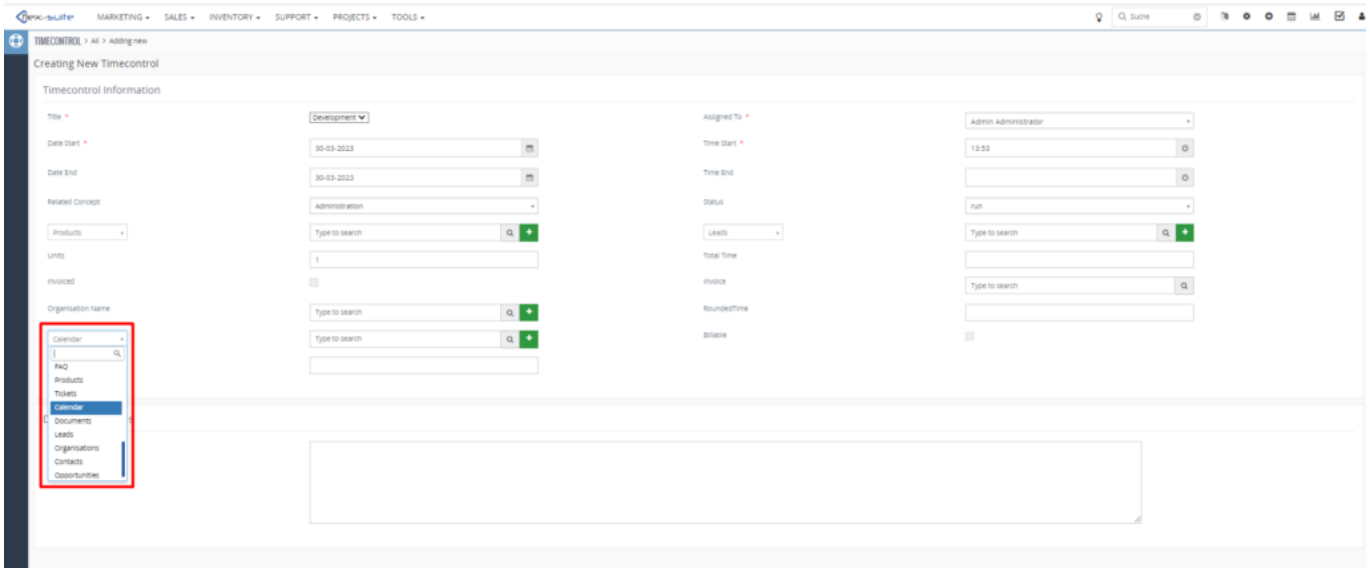
- Start time
- End date
- End time
- Description
- Hours
- Minutes paused

To connect the tracker to a customer, select the Customer module in this field

Timecontrol Number	Title	Date Start	Time Start	Date End	Time End	Total Time	RoundedTime	Status
TIME-BILLING-000002	Development	2021-04-22	11:00:00	2021-05-05	15:05:00	-669:-35	-1:-1	pause
TIME-BILLING-000003	TEST-1	2021-05-21	14:31:02	2021-05-21	14:31:41	00:00	0:00	finish
TIME-BILLING-000004	TEST-1	2021-05-21	14:32:08	2021-05-21	14:32:15	00:00	0:00	finish
TIME-BILLING-000005	test julia	2021-05-21	14:35:41	2021-05-21	14:35:48	00:00	0:00	finish
TIME-BILLING-000006	test julia	2021-05-21	14:48:52	2021-05-21	14:48:55	00:00	0:00	finish
TIME-BILLING-000007	Development	2021-06-08	15:04:08	2021-06-08	15:04:15	00:00	0:00	finish
TIME-BILLING-000008	Development	2021-06-08	15:05:34	2021-06-08	15:12:05	00:07	1:00	finish
TIME-BILLING-000009	Development	2021-07-28	11:51:53	2021-07-28	11:52:11	00:01	1:00	finish
TIME-BILLING-000010	Disease	2021-07-30	16:27:42	2021-07-30	16:29:33	00:02	1:00	finish
TIME-BILLING-000012	Support	2021-11-18	18:41:32	2021-11-22	20:19:59	00:25	00:24	pause
TIME-BILLING-000013	Development	2021-11-18	19:04:51	2021-11-22	20:14:40	00:04	1:00	finish
TIME-BILLING-000014	Management	2021-11-18	19:04:56	2021-11-22	16:21:28	93:17	94:00	finish
TIME-BILLING-000015	Development	2021-11-22	20:42:51	2021-11-22	20:57:03	00:15	1:00	finish
TIME-BILLING-000016	Development	2021-11-22	20:57:22	2021-11-22	21:00:56	00:03	1:00	finish
TIME-BILLING-000017	Support	2021-11-23	15:20:38	2021-11-23	15:35:04	00:05	1:00	finish
TIME-BILLING-000018	Management	2021-11-23	15:23:18	2021-11-23	15:27:41	00:04	1:00	finish
TIME-BILLING-000019	Development	2021-11-23	15:37:37	2021-11-23	15:40:32	00:03	1:00	finish
TIME-BILLING-000020	Development	2021-11-23	15:40:34	2021-11-23	15:41:15	00:01	1:00	finish
TIME-BILLING-000021	Development	2021-11-23	15:41:21	2021-11-23	15:43:05	00:02	1:00	finish
TIME-BILLING-000023	Vtiom Pentagona 2.0	2021-12-13	10:30:45	2021-12-13	10:30:58	00:00	0:00	finish



Click here and select the desired customer

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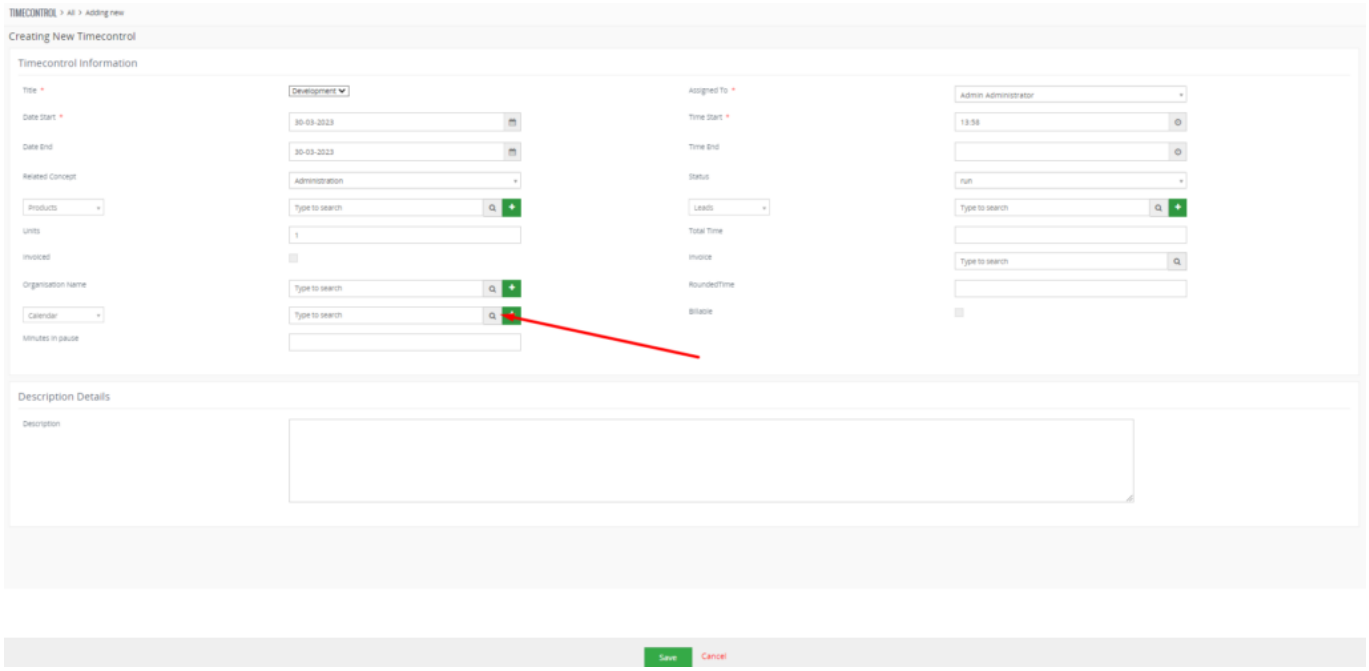

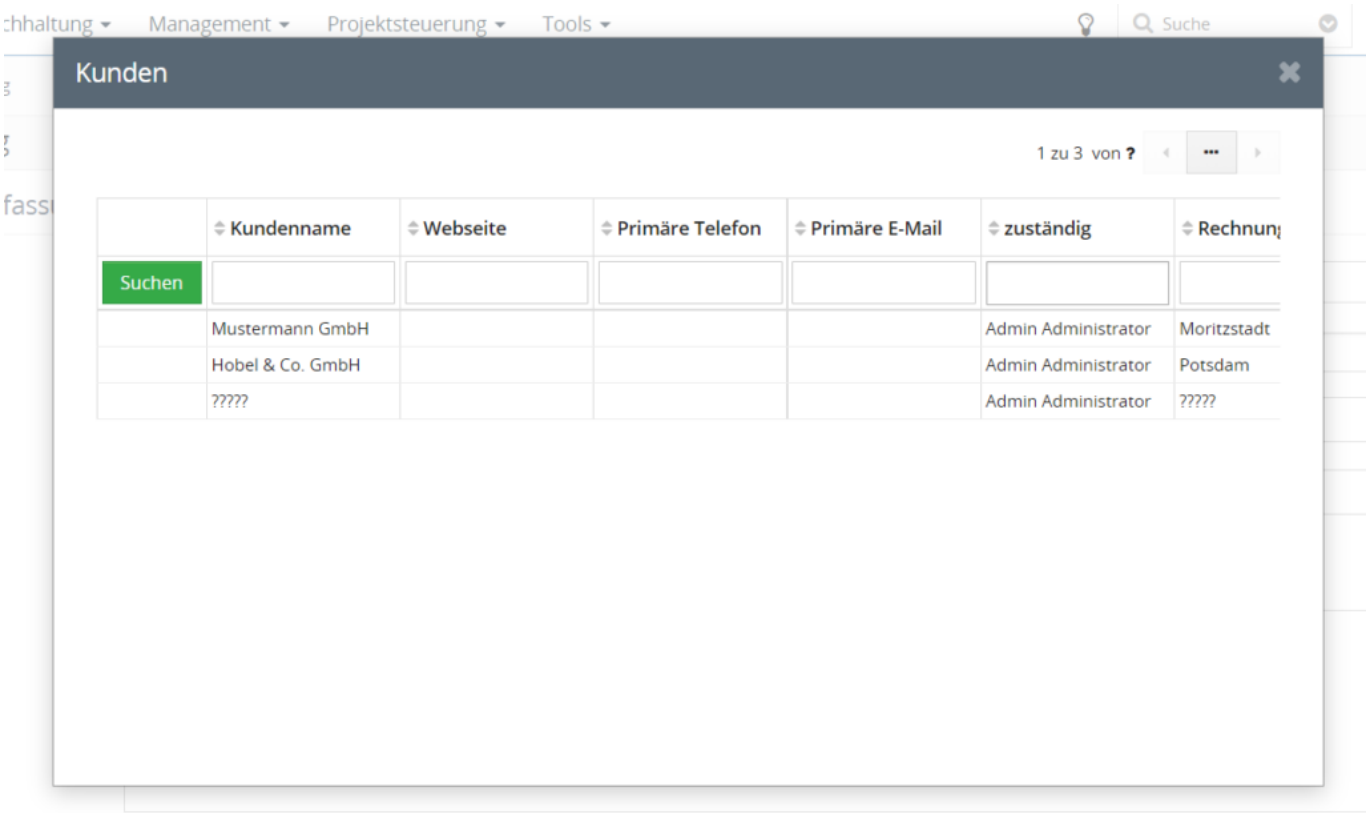

Fill in the required fields and click Save

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