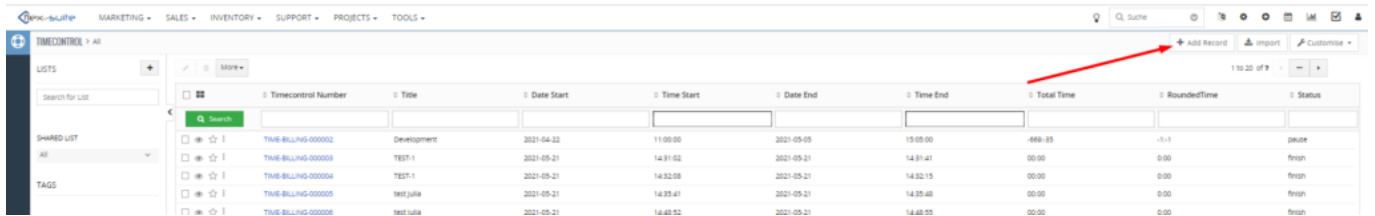




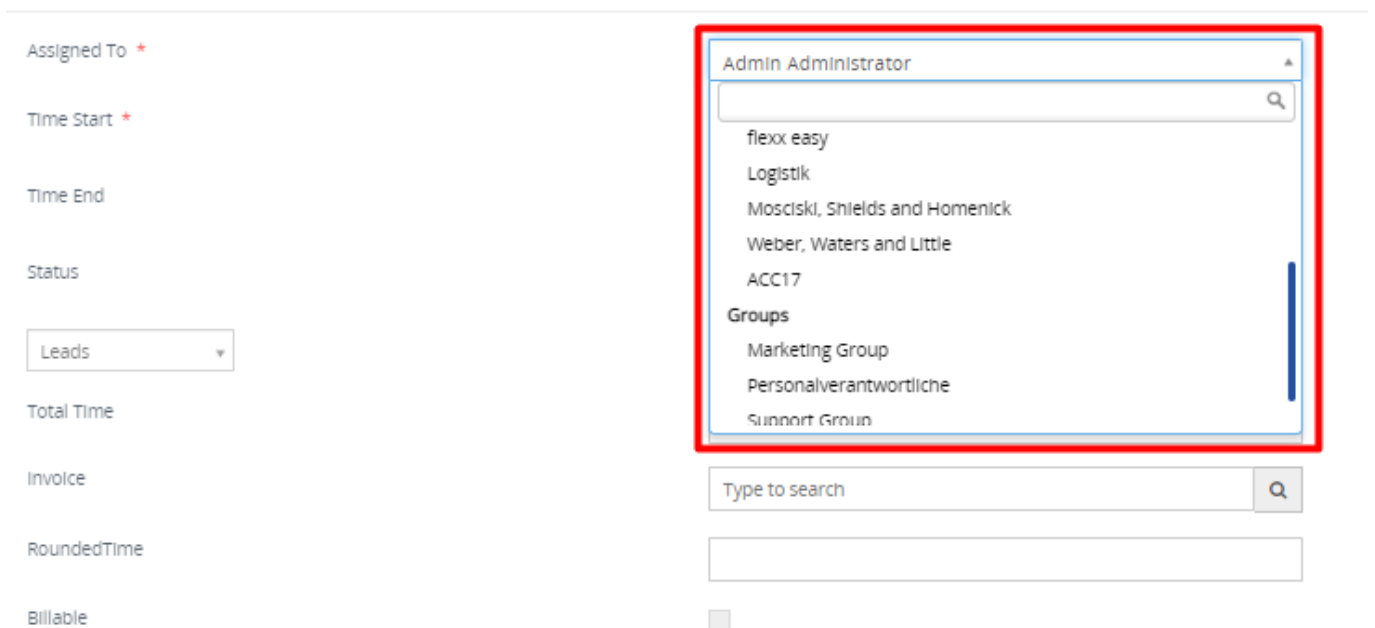
4.Create a new record

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

Assigned To * Admin Administrator

Time Start * 12:43

Time End

Status

Leads

Total Time

Invoice

RoundedTime

Billable

run

Select an Option

run

pause

finish

Selection list with module selection

Assigned To * Admin Administrator

Time Start * 13:02

Time End

Status

run

Type to search

Type to search

Leads

Purchase Order

Sales Order

Quote

Tickets

Projects

Project Milestones

Project Tasks

Assets

Service Contracts

- 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	-699:35	-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	0:00	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	18:21:28	89:17	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	15:28:18	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	Vziom Pentagona 2.0	2021-12-13	10:30:45	2021-12-13	10:30:56	00:00	0:00	finish

The screenshot shows the 'Creating New Timecontrol' form. The 'Organisation name' field has a dropdown menu open, with 'Customers' selected and highlighted by a red box. Other fields include Title (Development), Date Start (30-03-2023), Date End (30-03-2023), Related Concept (Administration), Units (1), Invoiced (checkbox), Organisation name (searchable), Assigned To (Admin Administrator), Time Start (13:53), Time End, Status (run), Total Time, Invoice, RoundedTime, and Billable.

Click here and select the desired customer

TIMECONTROL > All > Adding new

Creating New Timecontrol

Timecontrol Information

Title *	Development	assigned To *	Admin Administrator
Date Start *	30-03-2023	Time Start *	13:58
Date End	30-03-2023	Time End	
Related Concept	Administration	Status	run
Products	Type to search	Leads	Type to search
Units	1	Total Time	
invoiced		Invoice	Type to search
Organization Name	Type to search	RoundedTime	
Calendar	Type to search	Bilable	
Minutes in pause			

Description Details

Description

Save Cancel

inhaltung Management Projektsteuerung Tools Suche

Kunden

1 zu 3 von ?

	Kundenname	Webseite	Primäre Telefon	Primäre E-Mail	zuständig	Rechnung
Suchen						
	Mustermann GmbH				Admin Administrator	Moritzstadt
	Hobel & Co. GmbH				Admin Administrator	Potsdam
	?????				Admin Administrator	?????

Fill in the required fields and click Save

