# Upgrade to the new TimeLog

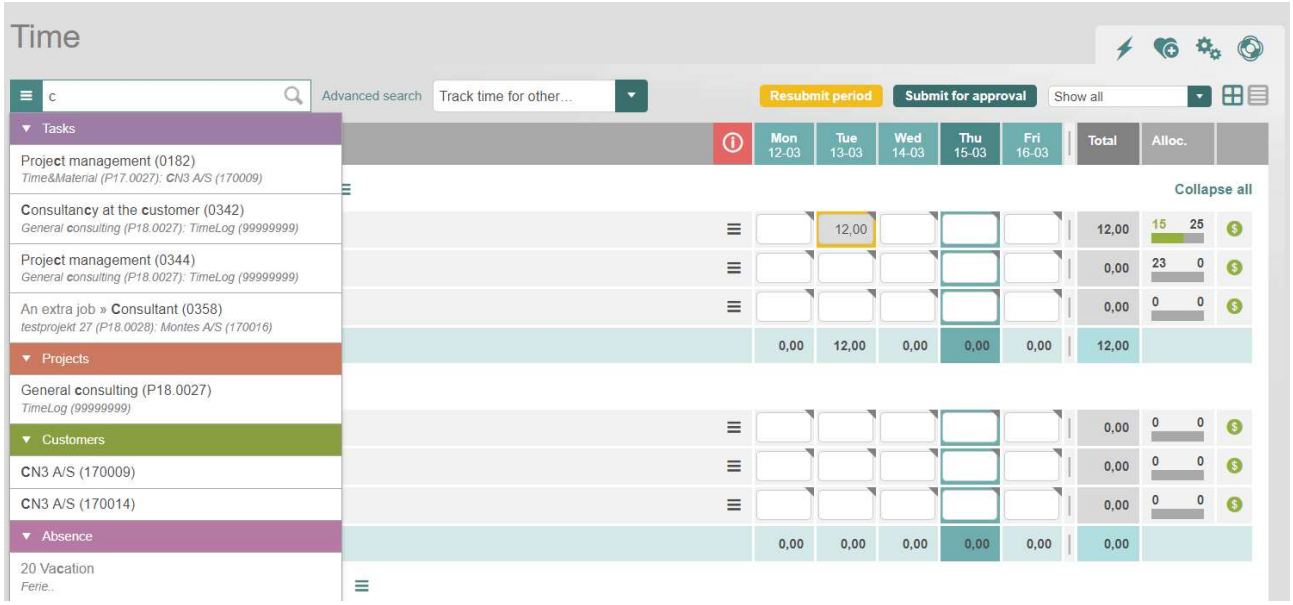
This document is an overview of the areas of the system that has changed from your current version.

We recommend a 4 hours workshop where we show and explain the impact of the changes, how to change the setup and how to make it a new process in your company. You are also welcome to use this guide and implement it yourself.

Here is the list of the areas that has been changed:

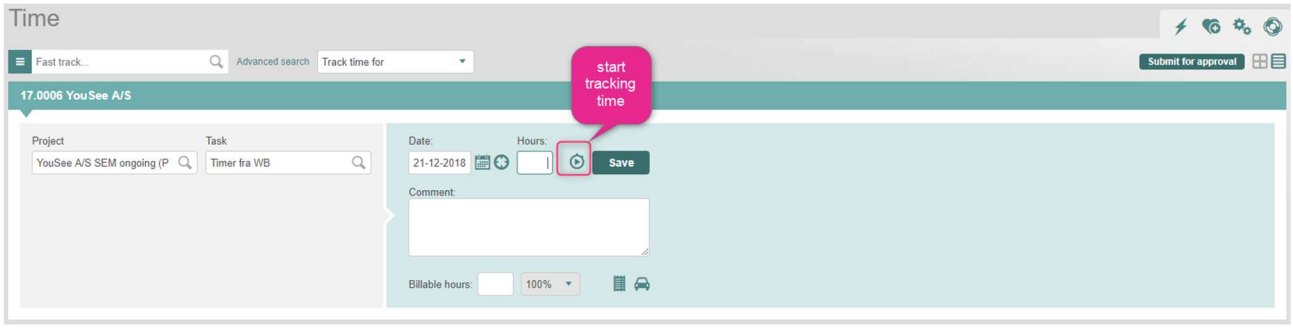
## Time tracking

Search customer/project/task via the Fast track field or input the time registration directly.

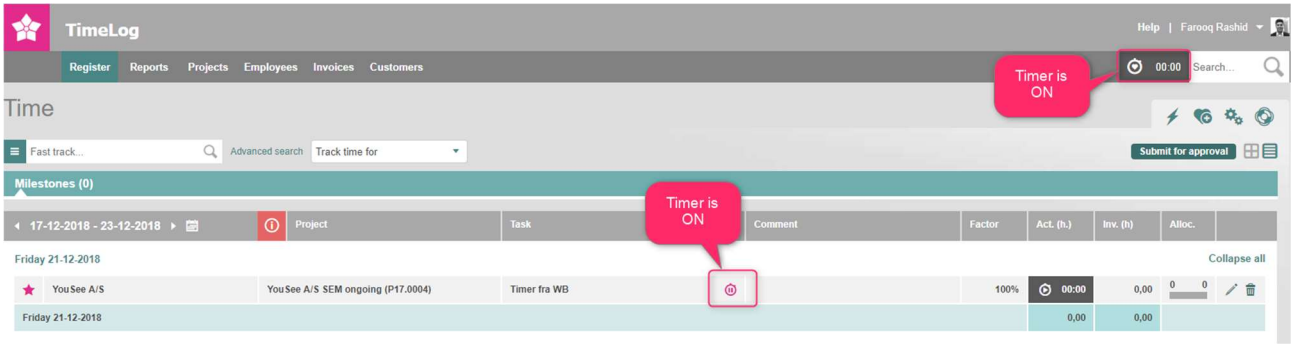


## Time tracking via Web tracker (timer functionality)

Search for project/task

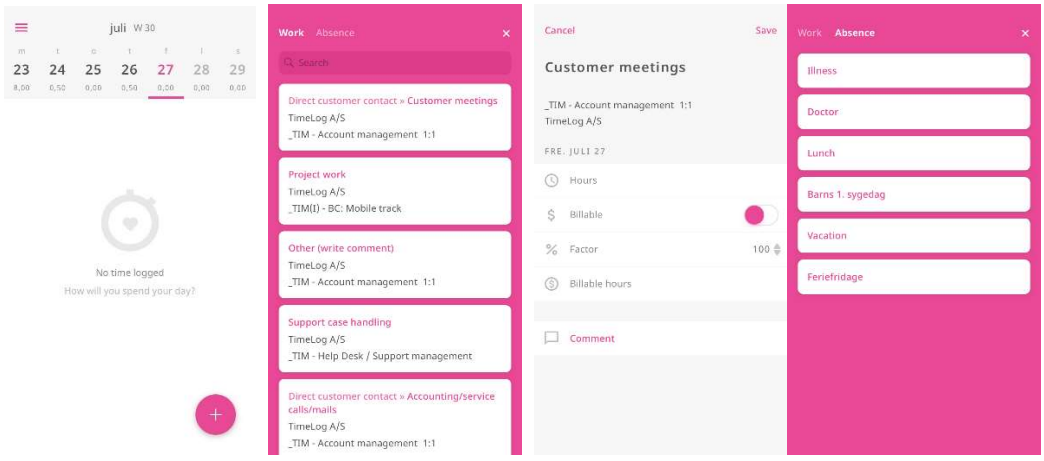



Timer is now running. Can be stopped and started on the fly by clicking the icons.

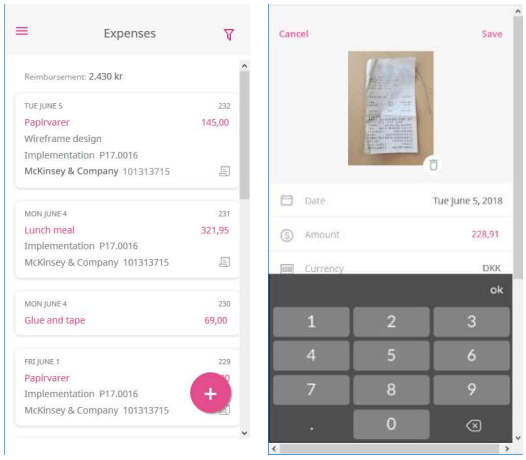



## Registration via mobile device (TimeLog Mobile)

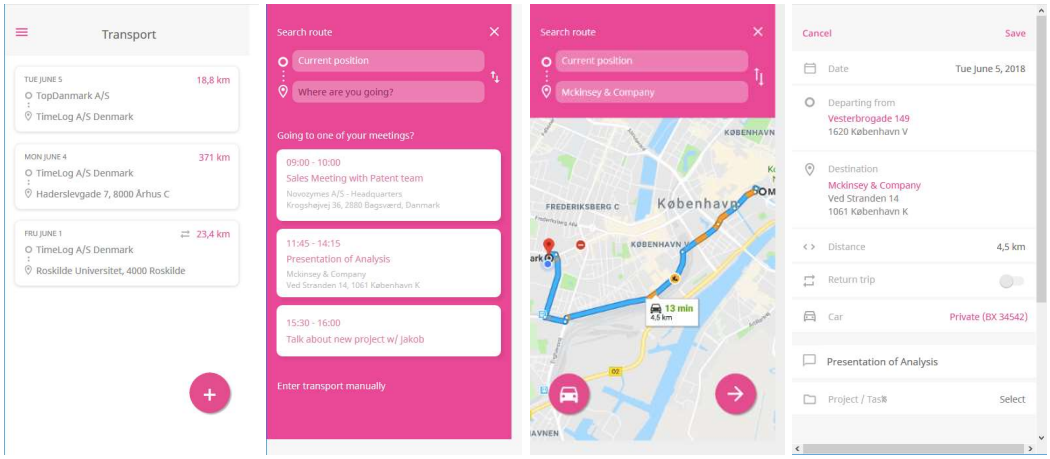
– possible to register absence and time in a few steps

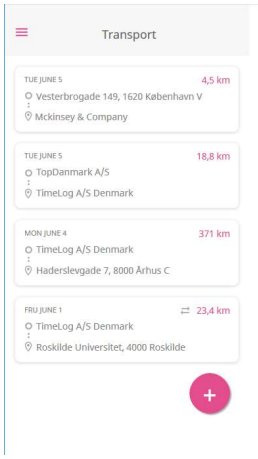


– possible to register expences with a picture

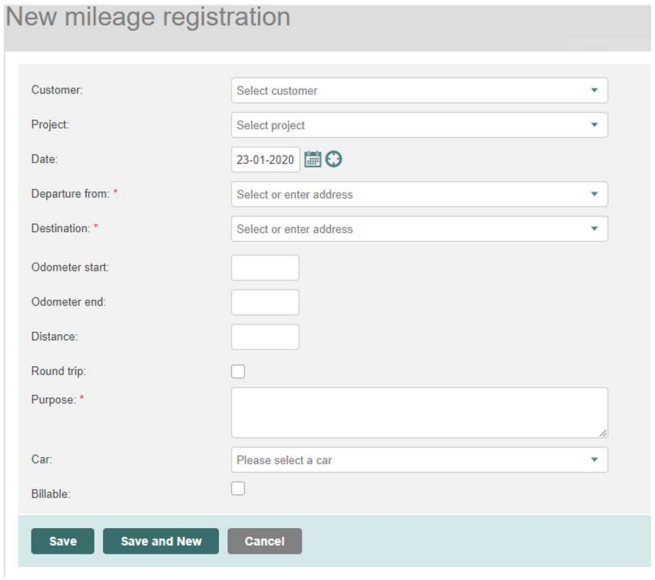



– possible to register mileage via the mobile app (the **Maps** are not released yet)

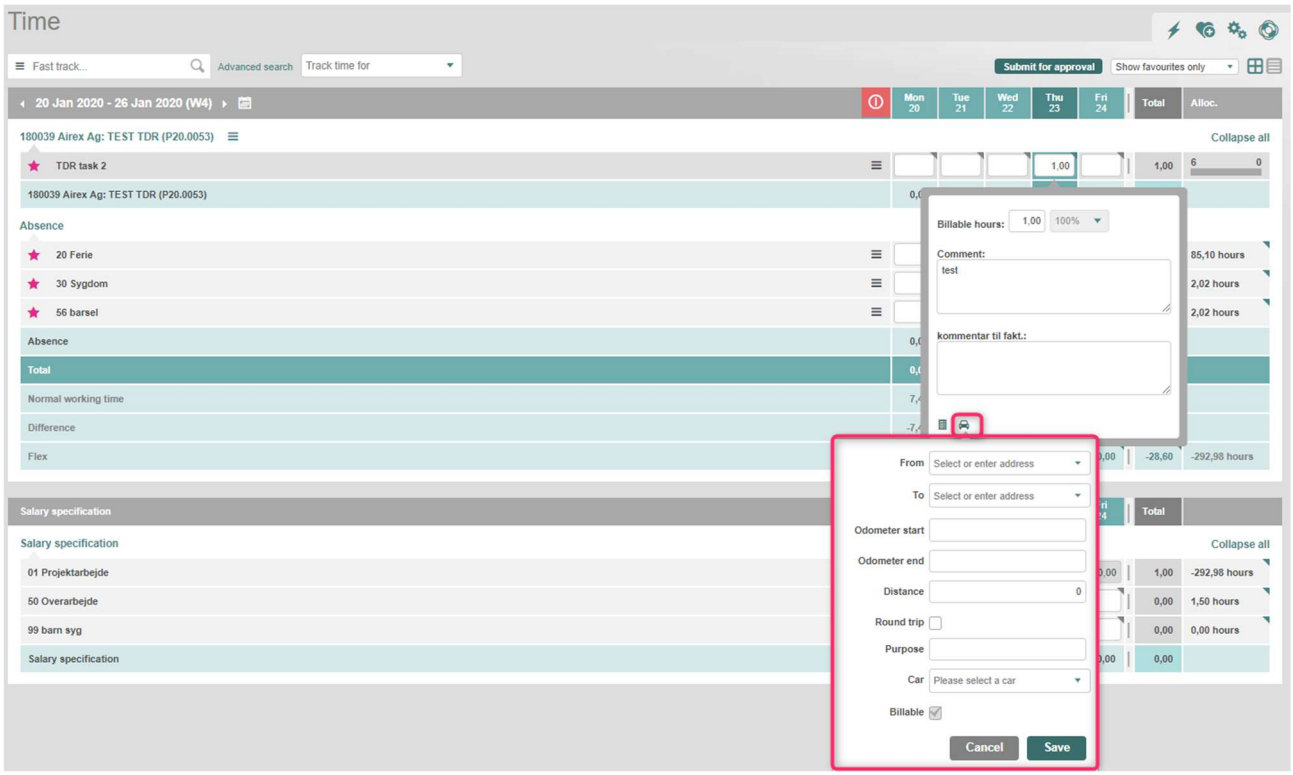


# New handling of Mileage

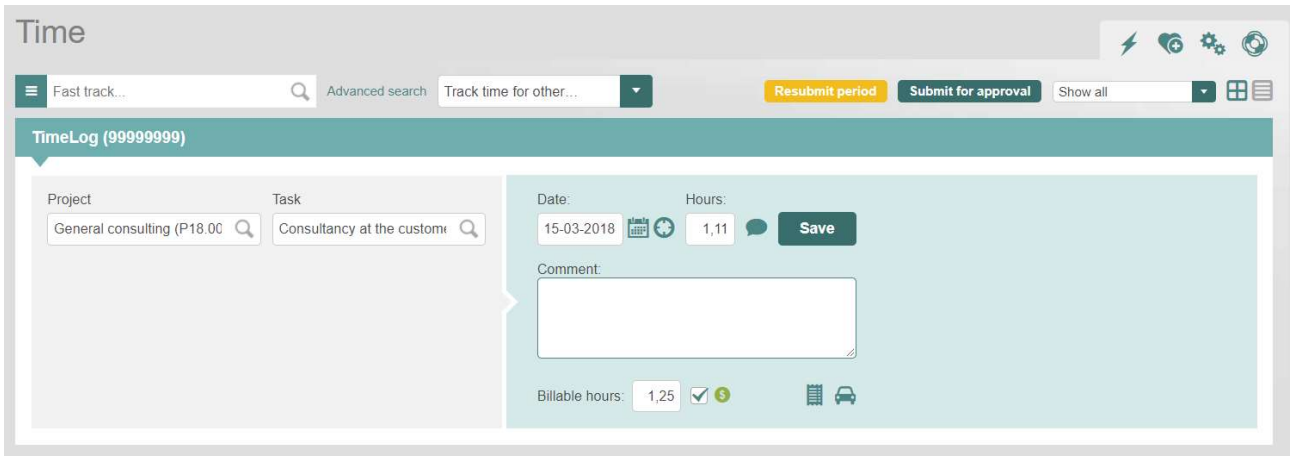



– Mileage registration directly in the timesheet

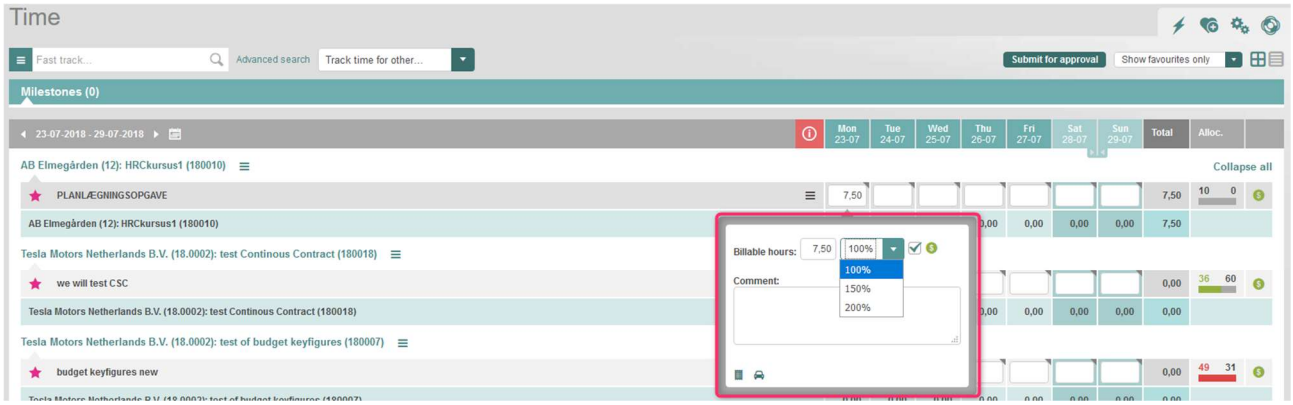


## Rounding of time registrations

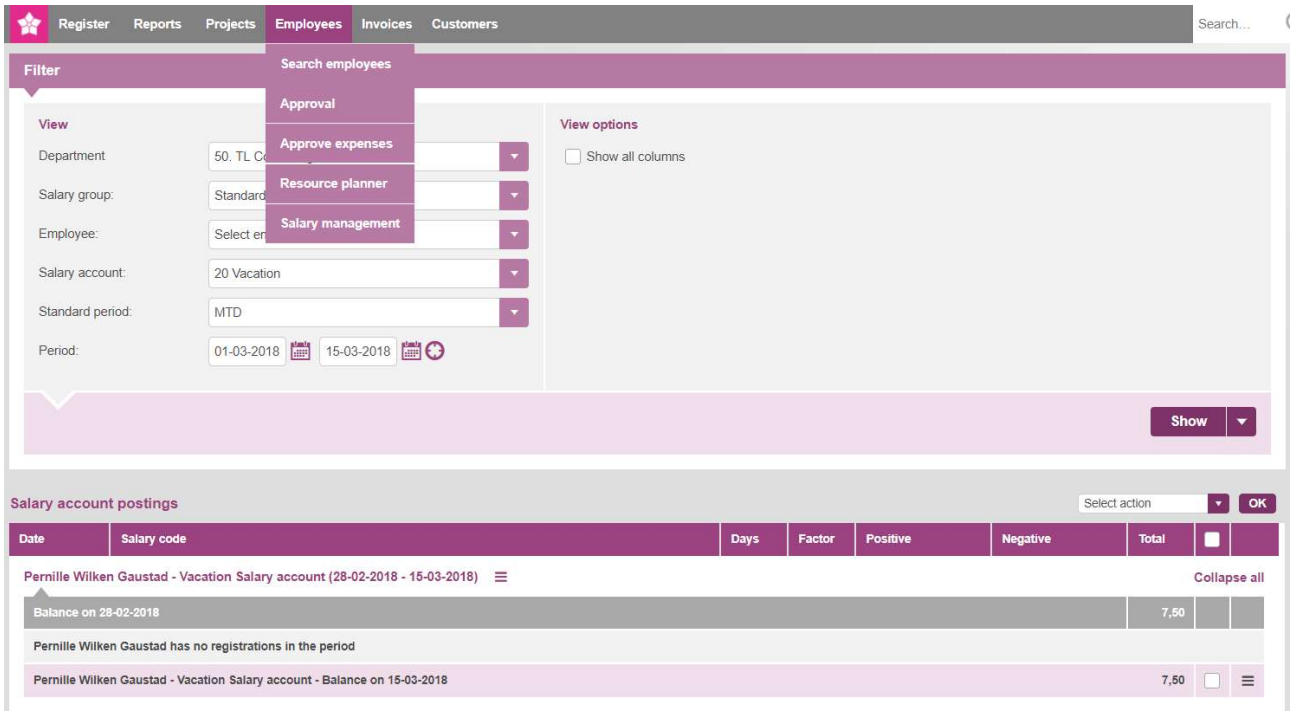
Done automatically and shows up on the invoice. Employees cant see it.



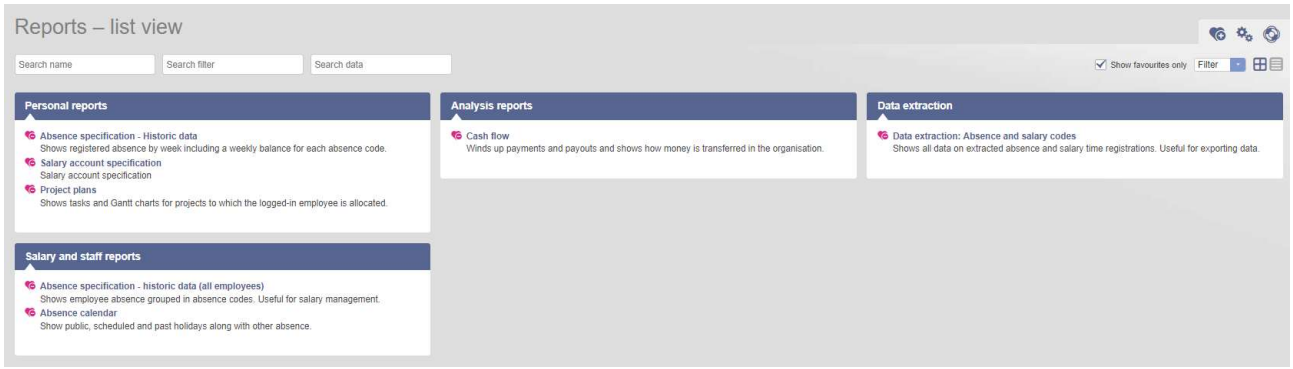

## Faktor on overtime work



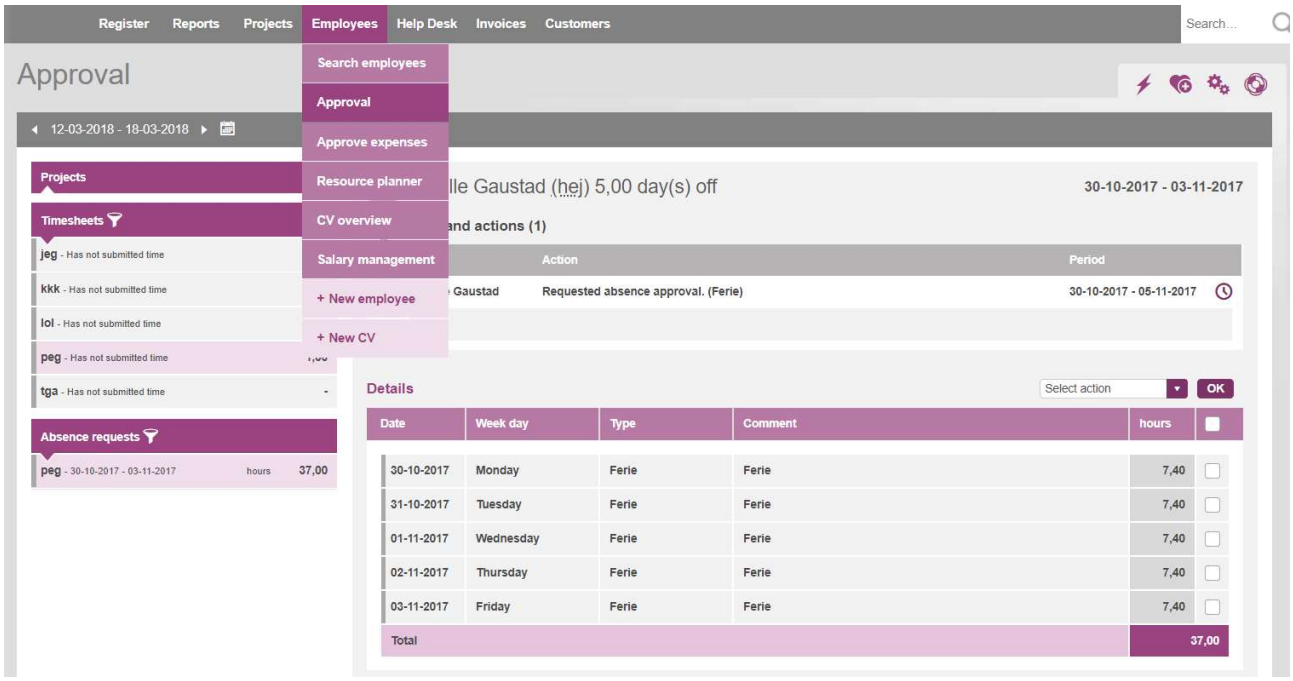
## Salary management



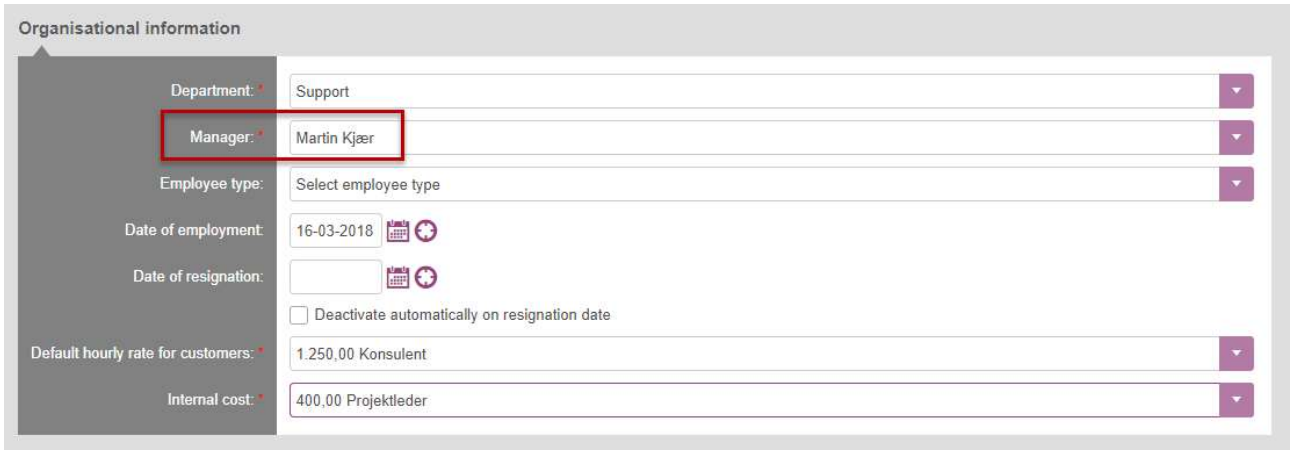

## New reports



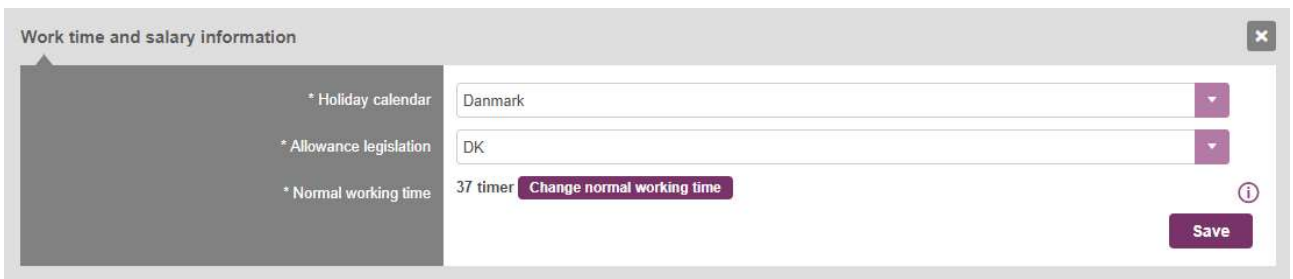
## Approval



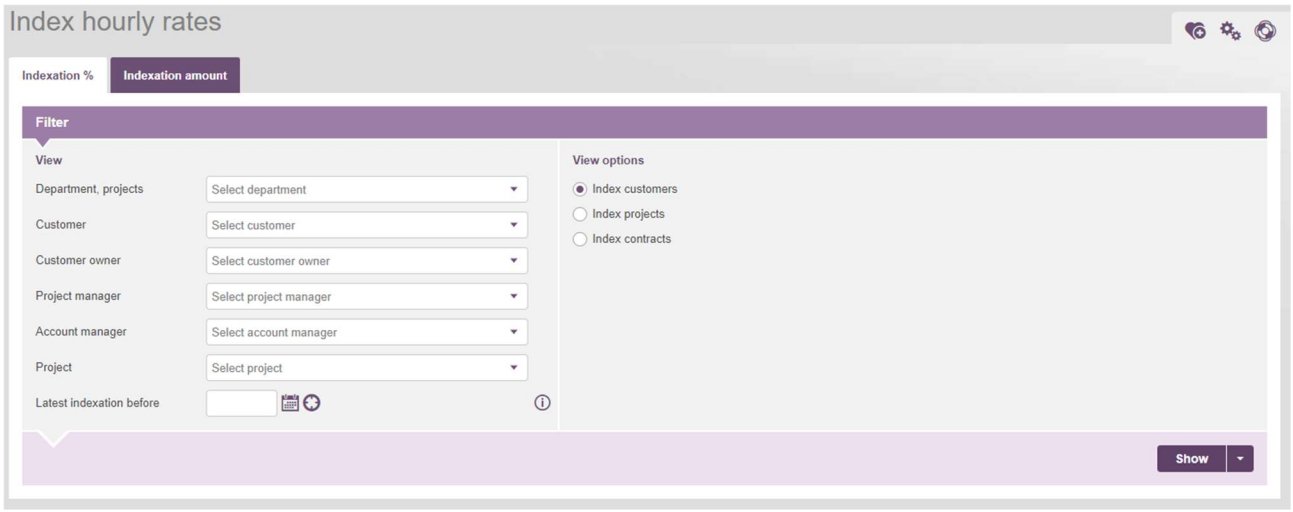

## New employee setup



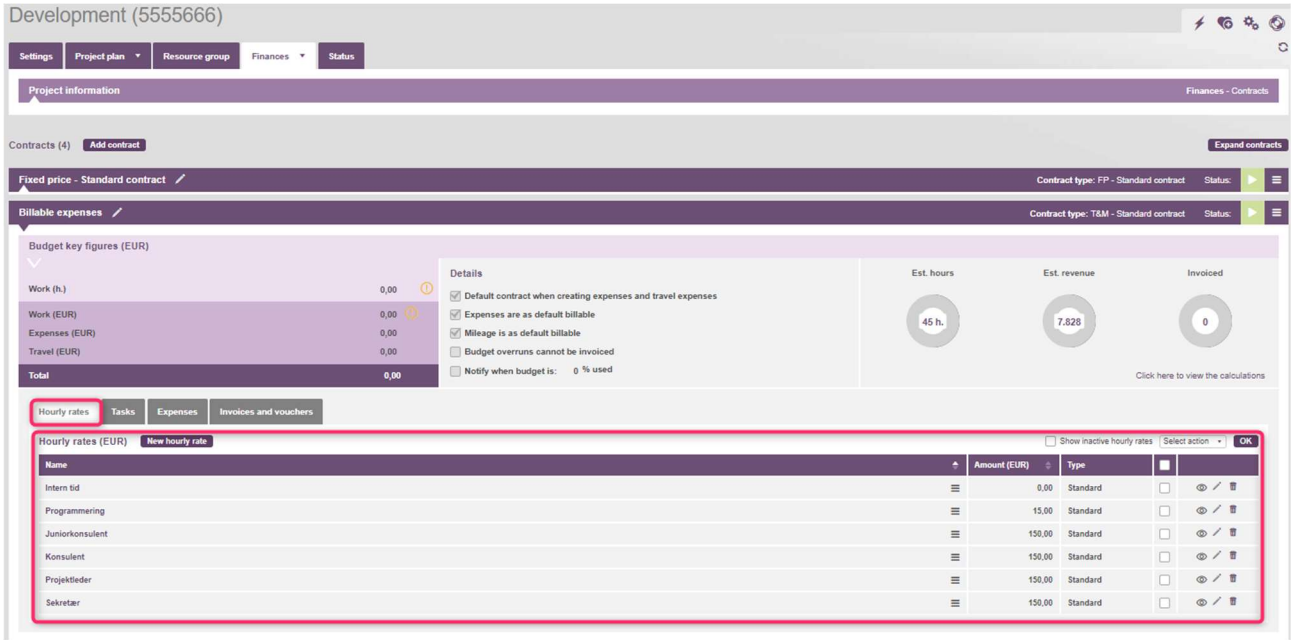

## Existing employee – New setup options



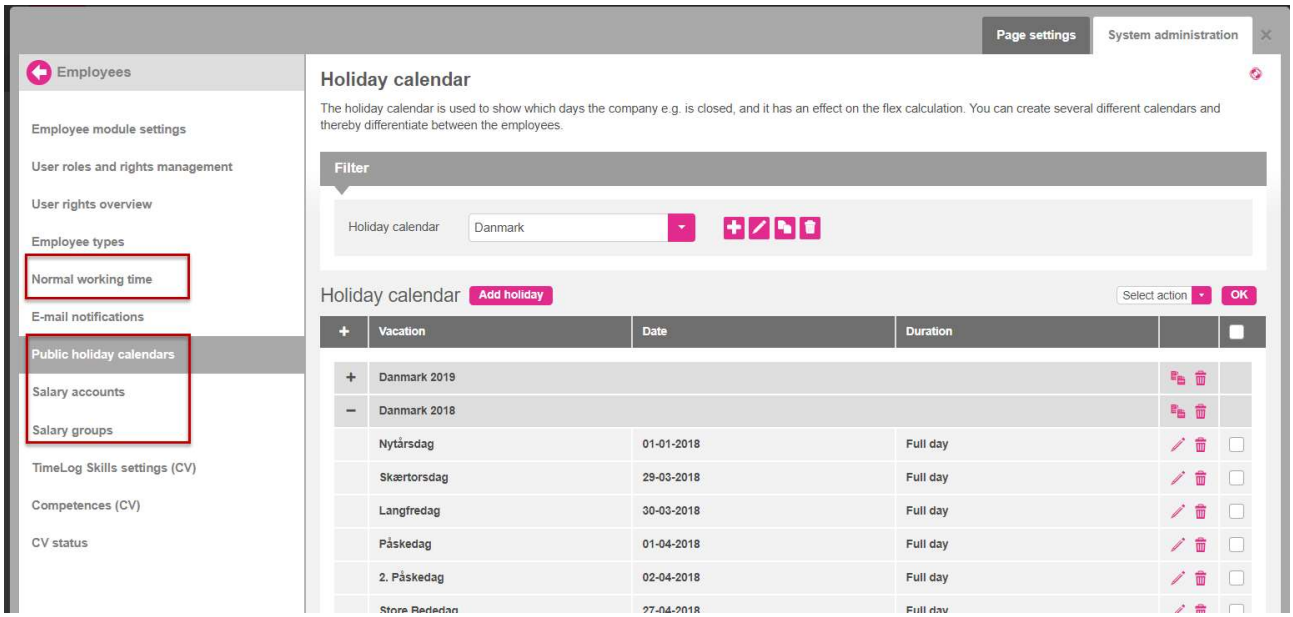
## New hourly rate indexation – in percentage or amount

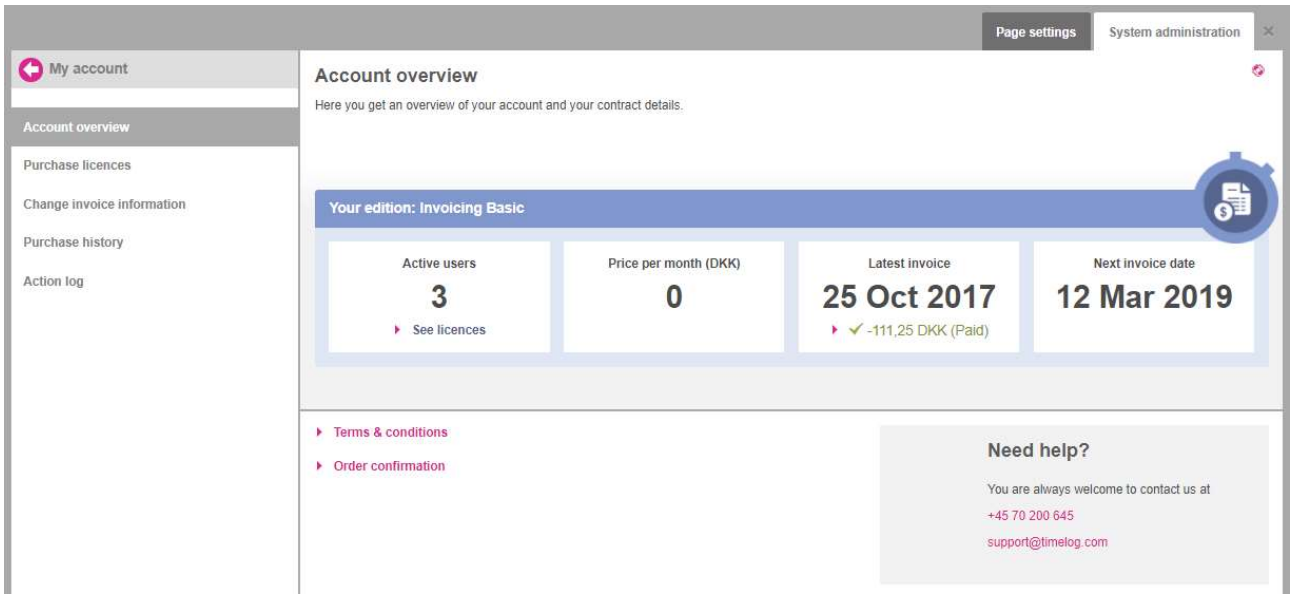



## Project specific hourly rates



## System administration settings




## My account – Your TimeLog subscription