



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

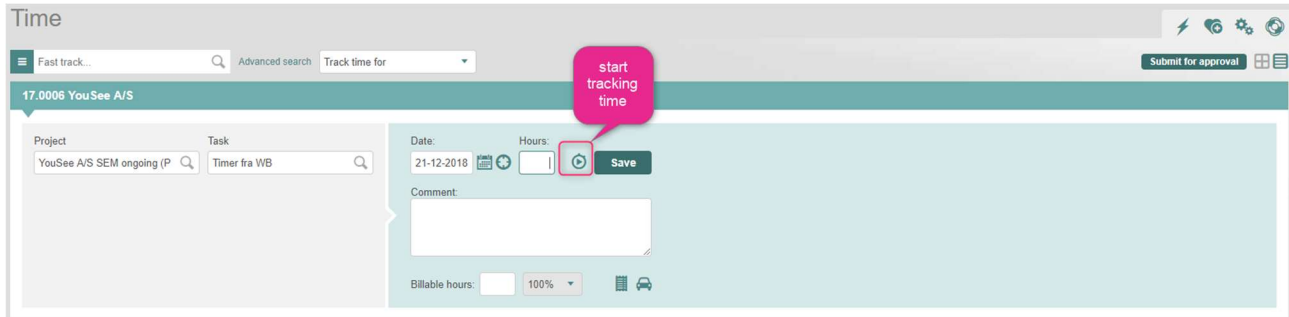
Search customer/project/task via the Fast track field or input the time registration directly.

Time		Advanced search					Track time for other...		Resubmit period	Submit for approval	Show all
Tasks		Mon 12-03	Tue 13-03	Wed 14-03	Thu 15-03	Fri 16-03	Total	Alloc.			
Project management (0182) <i>Time&Material (P17.0027); CN3 A/S (170009)</i>									Collapse all		
Consultancy at the customer (0342) <i>General consulting (P18.0027); TimeLog (99999999)</i>			12,00				12,00	16 25			
Project management (0344) <i>General consulting (P18.0027); TimeLog (99999999)</i>							0,00	23 0			
An extra job » Consultant (0358) <i>testprojekt 27 (P18.0028); Montes A/S (170016)</i>							0,00	0 0			
Projects		0,00	12,00	0,00	0,00	0,00	12,00				
General consulting (P18.0027) <i>TimeLog (99999999)</i>							0,00	0 0			
Customers											
CN3 A/S (170009)							0,00	0 0			
CN3 A/S (170014)							0,00	0 0			
Absence											
20 Vacation <i>Ferre..</i>		0,00	0,00	0,00	0,00	0,00	0,00				



Time tracking via Web tracker (timer functionality)

Search for project/task

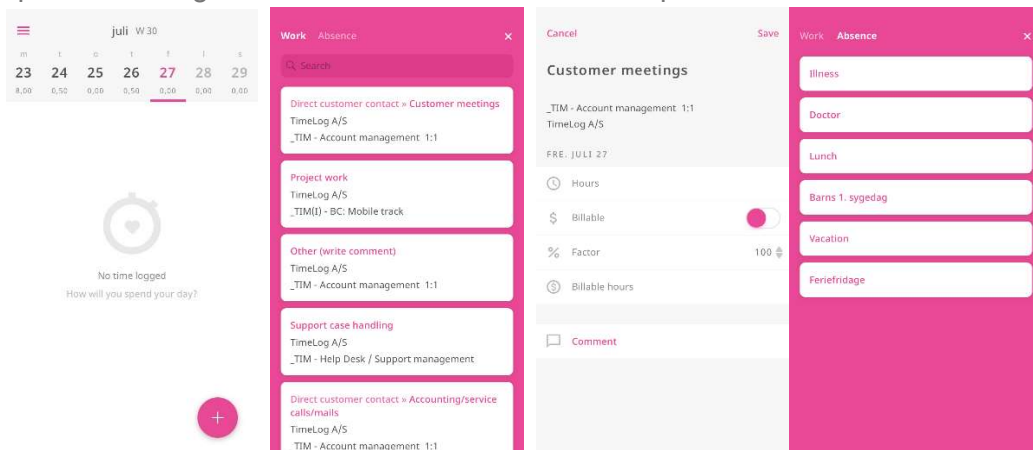


Timer is now running. Can be stopped and started on the fly by clicking the icons.



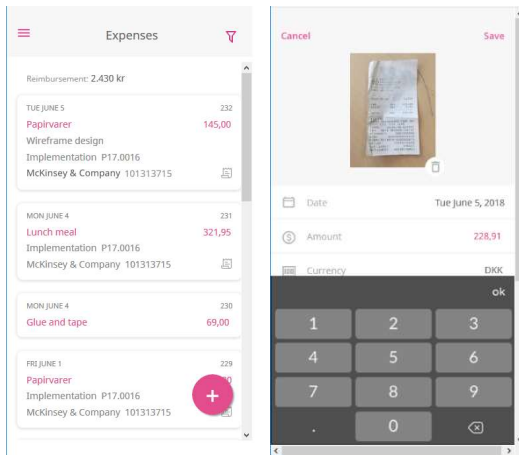
Registration via mobile device (TimeLog Mobile)

– possible to register absence and time in a few steps

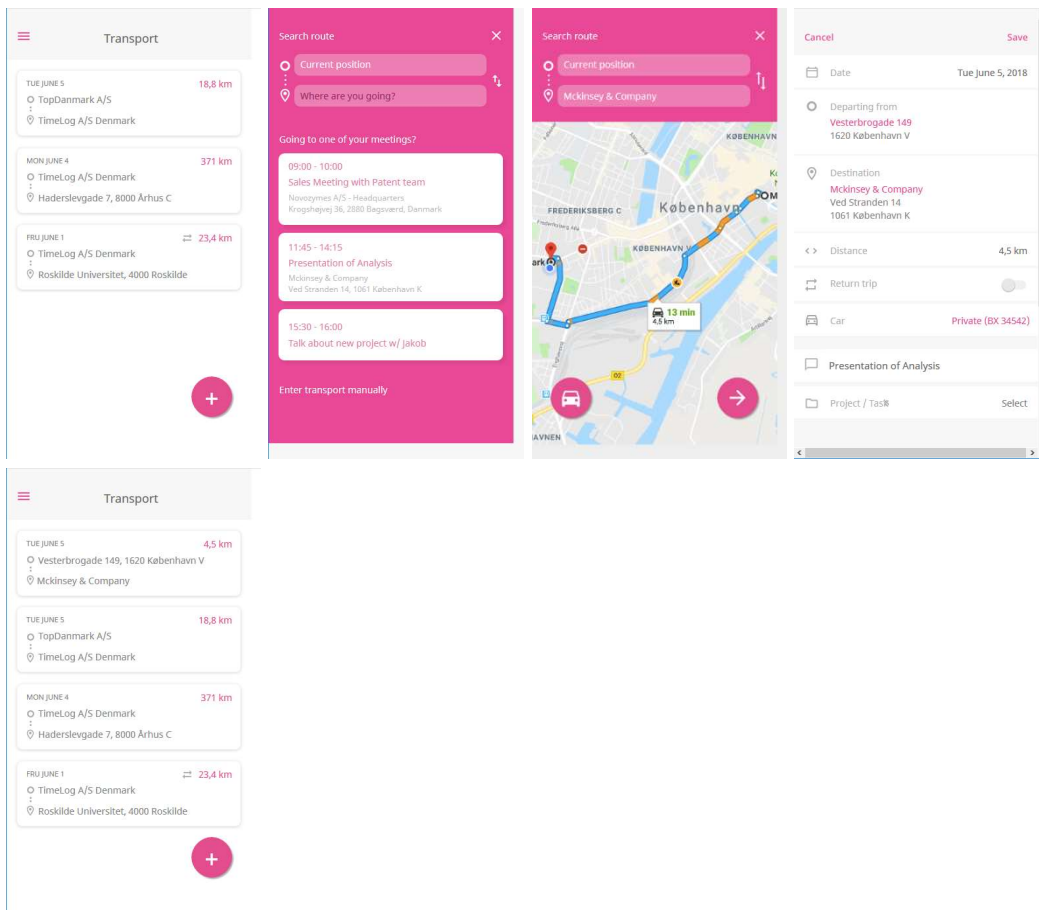




– possible to register expenses with a picture



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





New handling of Mileage

New mileage registration

Customer:

Project:

Date:

Departure from:

Destination:

Odometer start:

Odometer end:

Distance:

Round trip:

Purpose:

Car:

Billable:

– Mileage registration directly in the timesheet

Time

Fast track... Advanced search

20 Jan 2020 - 26 Jan 2020 (W4)

	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Total	Alloc.
180039 Airex Ag: TEST TDR (P20.0053)				1,00		1,00	6
★ TDR task 2							0
180039 Airex Ag: TEST TDR (P20.0053)	0,00					0,00	
Absence							
★ 20 Ferie							85,10 hours
★ 30 Sygdom							2,02 hours
★ 56 barsel							2,02 hours
Absence	0,00					0,00	
Total	0,00					0,00	
Normal working time	7,00					7,00	
Difference	-7,00					-7,00	
Flex							
						0,00	-28,60
Total						0,00	-292,98 hours

Salary specification

	Total	Alloc.
Salary specification		
01 Projektarbejde	0,00	1,00
50 Overarbejde	0,00	0,00
99 barn syg	0,00	0,00
Salary specification	0,00	0,00

Registration Modal:

Billable hours:

Comment:

kommentar til fakt.:

Registration Modal (highlighted):

From:

To:

Odometer start:

Odometer end:

Distance:

Round trip:

Purpose:

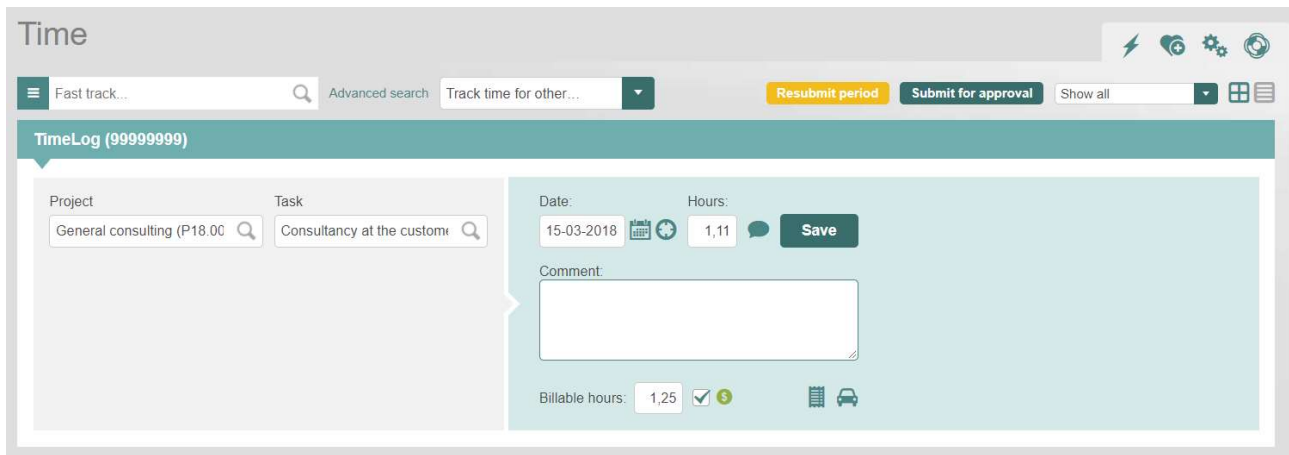
Car:

Billable:



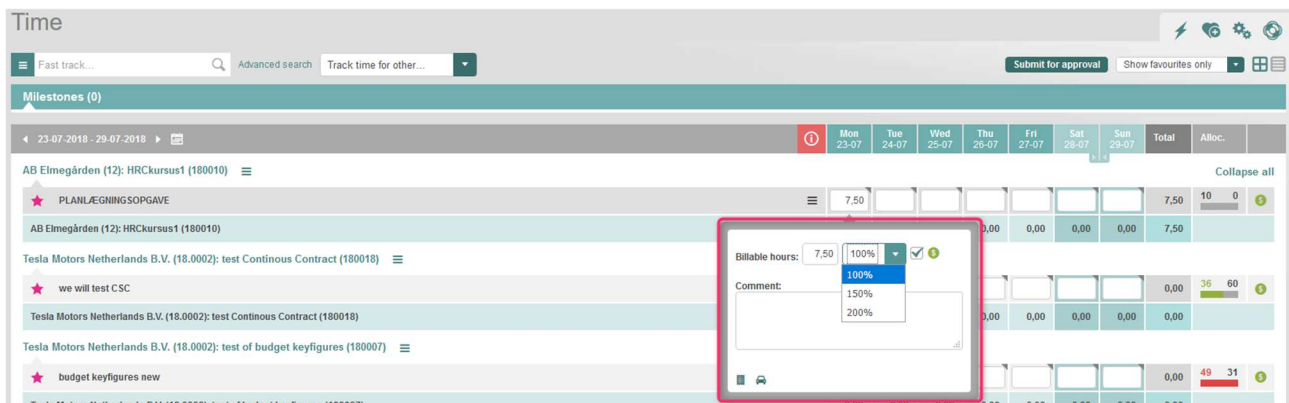
Rounding of time registrations

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



The screenshot shows the 'Time' entry interface. At the top, there are search and navigation options. The main form includes fields for 'Project' (General consulting (P18.00)) and 'Task' (Consultancy at the custom...). The 'Date' is set to 15-03-2018 and 'Hours' is 1,11. A 'Save' button is visible. Below the form, there is a 'Comment' text area and a 'Billable hours' field set to 1,25, which is rounded up from the entered 1,11 hours.

Faktor on overtime work



The screenshot shows the 'Milestones' view in TimeLog. A table displays project milestones with columns for dates (Mon 23-07 to Sun 29-07), Total, Alloc., and other metrics. A dropdown menu is open over the 'Billable hours' field, showing options for 100%, 150%, and 200% factors. The selected value is 100%.

	Mon 23-07	Tue 24-07	Wed 25-07	Thu 26-07	Fri 27-07	Sat 28-07	Sun 29-07	Total	Alloc.
AB Elmegården (12): HRCKursus1 (180010)								7,50	10 0
★ PLANLÆGNINGSOPGAVE								7,50	
AB Elmegården (12): HRCKursus1 (180010)								7,50	
Tesla Motors Netherlands B.V. (18.0002): test Continous Contract (180018)								0,00	0,00
★ we will test CSC								0,00	36 60
Tesla Motors Netherlands B.V. (18.0002): test Continous Contract (180018)								0,00	
Tesla Motors Netherlands B.V. (18.0002): test of budget keyfigures (180007)								0,00	49 31
★ budget keyfigures new								0,00	





Salary management

Register Reports Projects **Employees** Invoices Customers Search...

Filter Search employees

View

Department: 50. TL C

Salary group: Standard

Employee: Select employee

Salary account: 20 Vacation

Standard period: MTD

Period: 01-03-2018 15-03-2018

Approval

Approve expenses

Resource planner

Salary management

View options

Show all columns

Show

Salary account postings Select action OK

Date	Salary code	Days	Factor	Positive	Negative	Total
Pernille Wilken Gaustad - Vacation Salary account (28-02-2018 - 15-03-2018) Collapse all						
Balance on 28-02-2018						7,50
Pernille Wilken Gaustad has no registrations in the period						
Pernille Wilken Gaustad - Vacation Salary account - Balance on 15-03-2018						7,50

New reports

Reports – list view

Search name Search filter Search data

Show favourites only Filter

Personal reports

- Absence specification - Historic data
Shows registered absence by week including a weekly balance for each absence code.
- Salary account specification
Salary account specification
- Project plans
Shows tasks and Gantt charts for projects to which the logged-in employee is allocated.

Salary and staff reports

- Absence specification - historic data (all employees)
Shows employees absence grouped in absence codes. Useful for salary management.
- Absence calendar
Show public, scheduled and past holidays along with other absence.

Analysis reports

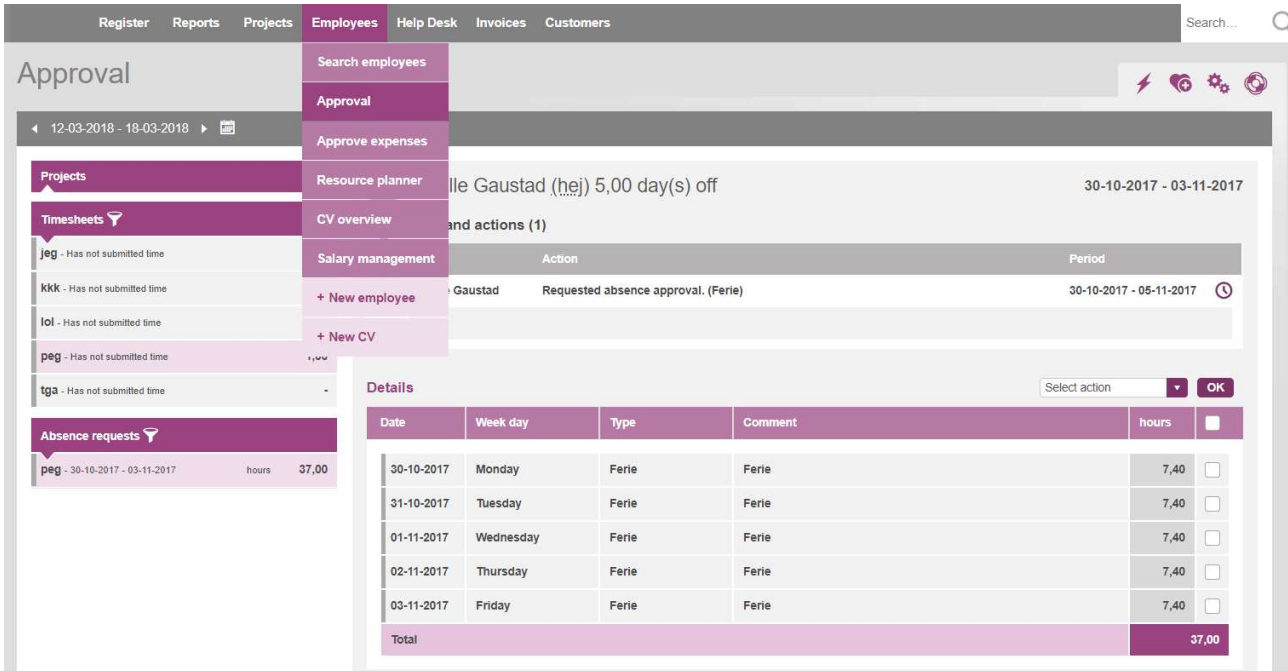
- Cash flow
Winds up payments and payouts and shows how money is transferred in the organisation.

Data extraction

- Data extraction: Absence and salary codes
Shows all data on extracted absence and salary time registrations. Useful for exporting data.

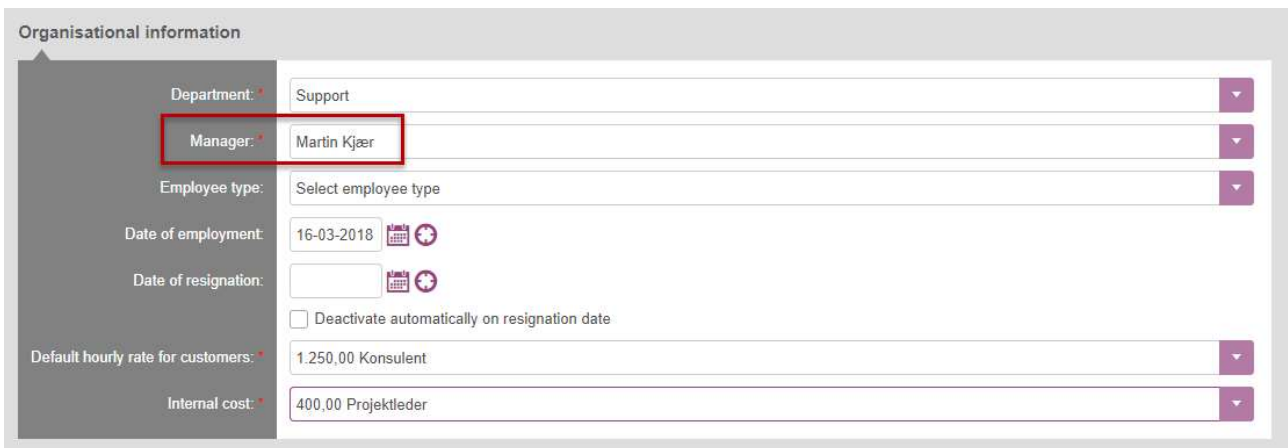


Approval



Date	Week day	Type	Comment	hours	
30-10-2017	Monday	Ferie	Ferie	7,40	<input type="checkbox"/>
31-10-2017	Tuesday	Ferie	Ferie	7,40	<input type="checkbox"/>
01-11-2017	Wednesday	Ferie	Ferie	7,40	<input type="checkbox"/>
02-11-2017	Thursday	Ferie	Ferie	7,40	<input type="checkbox"/>
03-11-2017	Friday	Ferie	Ferie	7,40	<input type="checkbox"/>
Total				37,00	

New employee setup



Organisational information

Department: Support

Manager: Martin Kjær

Employee type: Select employee type

Date of employment: 16-03-2018

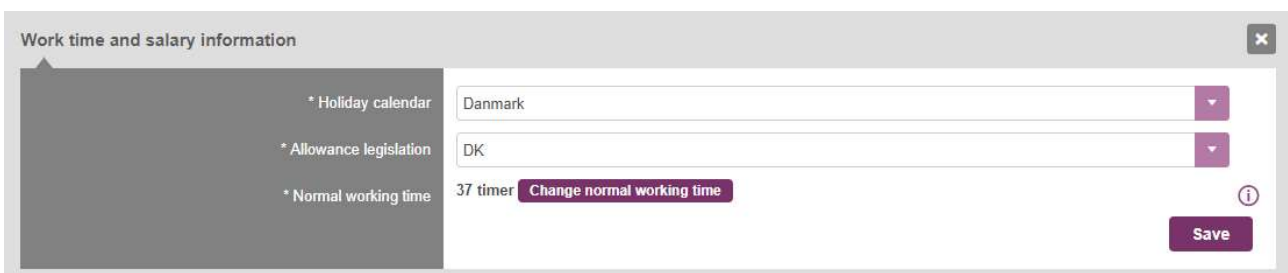
Date of resignation:

Deactivate automatically on resignation date

Default hourly rate for customers: 1.250,00 Konsulent

Internal cost: 400,00 Projektleder

Existing employee – New setup options



Work time and salary information

* Holiday calendar: Danmark

* Allowance legislation: DK

* Normal working time: 37 timer [Change normal working time](#)

[Save](#)





New hourly rate indexation – in percentage or amount

Index hourly rates

Indexation % **Indexation amount**

Filter

View

Department, projects:

Customer:

Customer owner:

Project manager:

Account manager:

Project:

Latest indexation before:

View options

Index customers

Index projects

Index contracts

Show

Project specific hourly rates

Development (5555666)

Settings | Project plan | Resource group | Finances | Status

Project information Finances - Contracts

Contracts (4) **Add contract** Expand contracts

Fixed price - Standard contract Contract type: FP - Standard contract Status:

Billable expenses Contract type: T&M - Standard contract Status:

Budget key figures (EUR)

Work (h.)	0,00
Work (EUR)	0,00
Expenses (EUR)	0,00
Travel (EUR)	0,00
Total	0,00

Details

- Default contract when creating expenses and travel expenses
- Expenses are as default billable
- Mileage is as default billable
- Budget overruns cannot be invoiced
- Notify when budget is: 0 % used

Est. hours: **45 h.** | Est. revenue: **7.828** | Invoiced: **0**

[Click here to view the calculations](#)

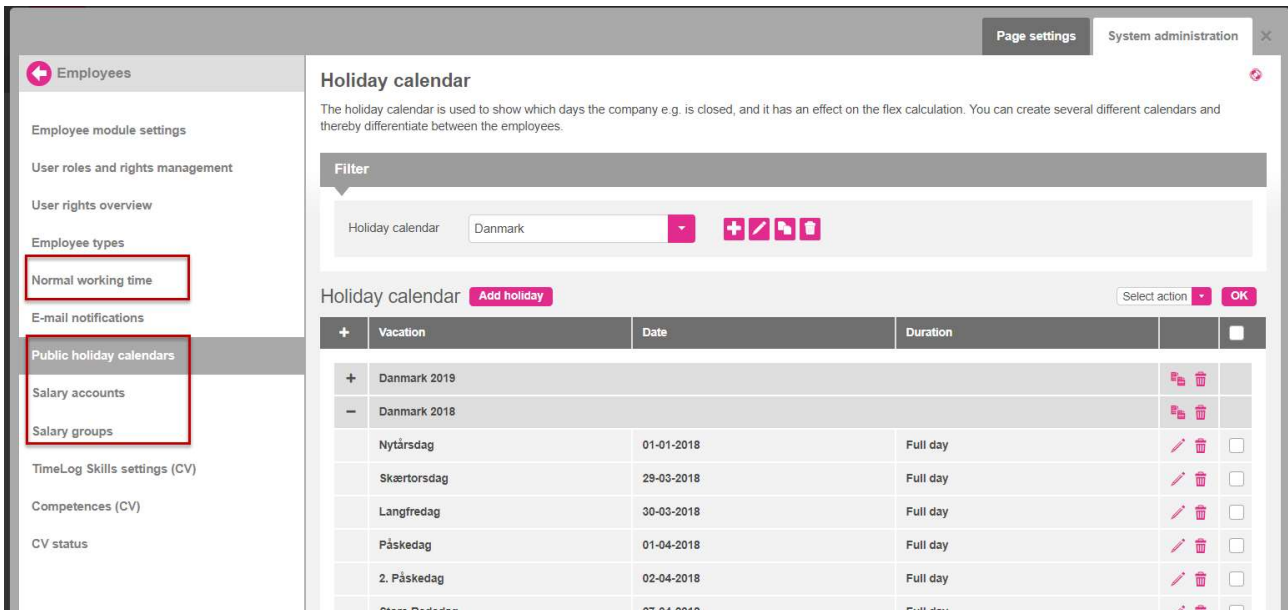
Hourly rates | Tasks | Expenses | Invoices and vouchers

Hourly rates (EUR) New hourly rate Show inactive hourly rates Select action

Name	Amount (EUR)	Type	
Intern sd	0,00	Standard	<input type="checkbox"/>
Programming	15,00	Standard	<input type="checkbox"/>
Junior konsulent	150,00	Standard	<input type="checkbox"/>
Konsulent	150,00	Standard	<input type="checkbox"/>
Projektleder	150,00	Standard	<input type="checkbox"/>
Sekretar	150,00	Standard	<input type="checkbox"/>



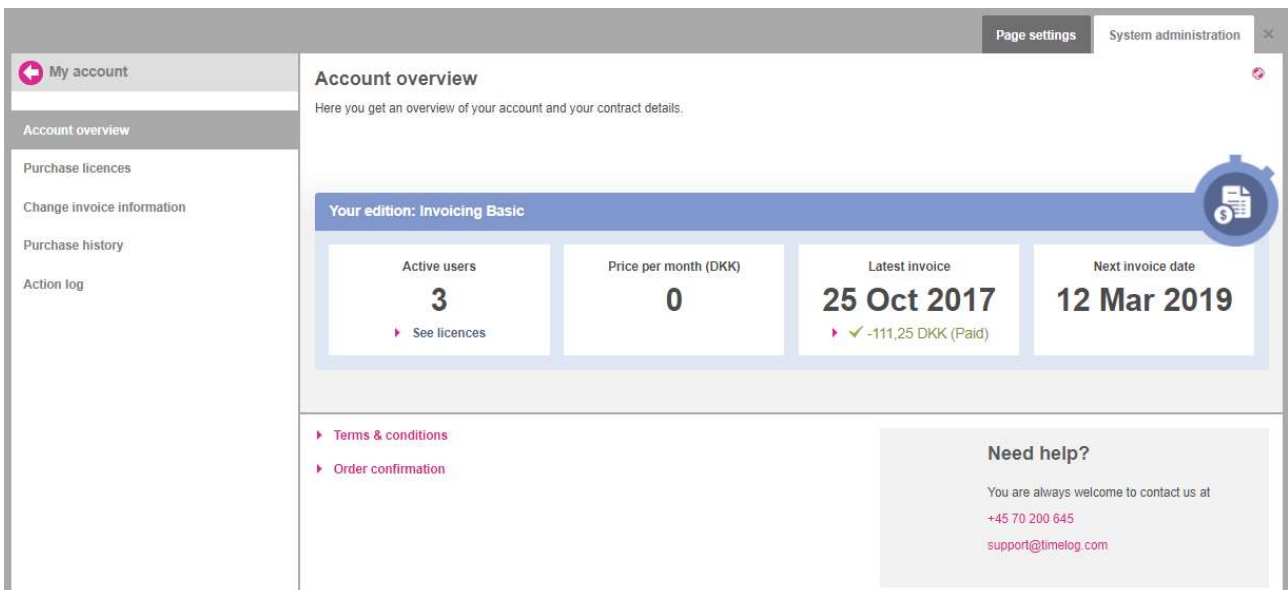
System administration settings



The screenshot shows the 'System administration' interface. On the left is a navigation menu with 'Employees' selected. Under 'Employee types', 'Normal working time' and 'Public holiday calendars' are highlighted with red boxes. The main content area is titled 'Holiday calendar' and includes a filter for 'Danmark'. Below the filter is a table of holiday calendars.

+	Vacation	Date	Duration		
+	Danmark 2019				
-	Danmark 2018				
	Nytårsdag	01-01-2018	Full day		
	Skærtorsdag	29-03-2018	Full day		
	Langfredag	30-03-2018	Full day		
	Påskedag	01-04-2018	Full day		
	2. Påskedag	02-04-2018	Full day		
	Store Bededag	27-04-2018	Full day		

My account – Your TimeLog subscription



The screenshot shows the 'My account' page. The main content area is titled 'Account overview' and displays subscription information for 'Invoicing Basic'. A summary card shows 3 active users, a price of 0 DKK per month, the latest invoice date of 25 Oct 2017, and the next invoice date of 12 Mar 2019. Below this, there are links for 'Terms & conditions' and 'Order confirmation', and a 'Need help?' section with contact information.

Your edition: Invoicing Basic			
Active users 3 ▶ See licences	Price per month (DKK) 0	Latest invoice 25 Oct 2017 ▶ ✓ -111,25 DKK (Paid)	Next invoice date 12 Mar 2019

▶ [Terms & conditions](#)
▶ [Order confirmation](#)

Need help?
You are always welcome to contact us at
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support@timelog.com

