EASY AND SAFE HOURLY RATES MANAGEMENT

Best practice for indexation of selected hourly rates in TimeLog
The guide is written for you who already know TimeLog's hourly rates model

1 On your projects, you need to decide: 1) if indexation is allowed, 2) if the project should never be indexed or 3) from which date the project can be indexed. **The benefit** is that you don't index the wrong projects by accident. Remember that a project as default can be indexed.

2 Use the Indexation overview tab to gain an overview of the customers where you are in doubt about the revision history. **The benefit** is that you can easily can decide which customers to index with the general percentage and which customers need special treatment. The green checkmarks below illustrate the selected hourly rates for indexation.

3 Complete the general indexation on customer, project or contract level. If you have single hourly rates on project that should not be indexed or need a special indexation, you can filter on selected hourly rates. **The benefit** is that you can select how detailed a level you want to index on. We visualise this below.

Customer level	Project level	Contract level	Hourly rates indexation
Customer 1 ✔	Customer 2	Customer 2	Customer 2
Customer 2	• Project 1 ✔	• Project 2	• Project 2
Customer 3 ✔	• Project 2	○ Contract 1	○ Contract 1
Customer 4 ✔	• …	○ Contract 2 ✔	▪ Hourly rate 1
Customer 5		○ …	▪ Hourly rate 2
Customer 6 ✔	Customer 5		▪ …
Customer 7 ✔	• Project 1 ✔	Customer 5	
Customer 8	• Project 2	• Project 2	Customer 5
…	• …	○ Contract 1 ✔	• Project 2
		○ Contract 2	○ Contract 2
	Customer 8	○ …	▪ Hourly rate 1
	• Project 1 ✔		▪ Hourly rate 2
	• Project 2	Customer 8	▪ …
	• …	• Project 2	
		○ Contract 1	Customer 8
		○ Contract 2 ✔	• Project 2
		○ …	○ Contract 1
			▪ Hourly rate 1
			▪ Hourly rate 2
			▪ …

4 Use the Indexation overview tab to verify, if you indexed your hourly rates correctly.

5 Did you make a mistake along the way? You can always overwrite data with a new indexation on the same data and adjust your hourly rates. Enjoy!