



Browser-based timesheet from Commercial Logic

Notes on the Weekly Grid View for Version 5.5

Here is the standard Transaction View

TrakTime WEB commerciallogic

Crank & Kollins

Welcome Jane N. Conners  
PTO Settings Logout

New Line  Weekly Grid Week Ending Sun 6 Mar 2016 Previous Week Next Week

Time Expense Daily Totals Submit Report

Date	Action	Client	Project	Work	Hours	Comment
Fri 4 Mar 2016	Billable Time					
Fri 4 Mar 2016	Leave			VACATION/PTO	8.00	
Thu 3 Mar 2016	Billable Time	ABI Machinery Move...	ABI Machinery Movers...	AUD PRELIMINARY ...	2.00	
Thu 3 Mar 2016	Billable Time	Lee Bros. Partnership	Lee Bros. Partnership	AUD ACCOUNTS P...	0.25	
Thu 3 Mar 2016	Billable Time	Lee Bros. Partnership	Lee Bros. Partnership	AUD ACCOUNTS P...	0.25	
Thu 3 Mar 2016	Billable Time	Safety Center Incorp...	Safety Center Incopor...	AUD GENERAL	1.50	do bop didily
Thu 3 Mar 2016	Non-Billable Time			PLANNING	1.00	
Wed 2 Mar 2016	Billable Time	Lee Bros. Partnership	Lee Bros. Partnership	AUD ACCOUNTS P...	0.25	
Wed 2 Mar 2016	Billable Time	Lee Bros. Partnership	Lee Bros. Partnership	AUD ACCOUNTS P...	0.25	
Wed 2 Mar 2016	Non-Billable Time			PLANNING	1.00	
Wed 2 Mar 2016	Billable Time	MACTA Public Polic...	MACTA Public Policy I...	AUD INVENTORIES	1.00	transaction edited while QEL item with t...
Wed 2 Mar 2016	Non-Billable Time			COMPANY SOCIAL ...	4.00	staff party
Wed 2 Mar 2016	Billable Time	Safety Center Incorp...	Safety Center Incopor...	AUD GENERAL	0.25	
Wed 2 Mar 2016	Billable Time	ABI Machinery Move...	ABI Machinery Movers...	AUD PRELIMINARY ...	1.50	some comments
Tue 1 Mar 2016	Non-Billable Time			PLANNING	1.50	
Tue 1 Mar 2016	Billable Time	MACTA Public Polic...	MACTA Public Policy I...	AUD INVENTORIES	1.50	
Tue 1 Mar 2016	Billable Time	Safety Center Incorp...	Safety Center Incopor...	AUD GENERAL	0.75	

Here is the same timesheet presented in the Weekly Grid view

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New Line  Weekly Grid Week Ending Sun 6 Mar 2016 Previous Week Next Week

Time Expense Daily Totals Submit Report

Grid View				Daily Totals	5.00	5.25	8.25	5.00	8.00	0.00	0.00	31.50
Action	Client	Project	Work	Mon 29 Feb	Tue 01 Mar	Wed 02 Mar	Thu 03 Mar	Fri 04 Mar	Sat 05 Mar	Sun 06 Mar	Weekly Totals	
Non-Billab...			COMPANY SOCIAL AC...			4.00					4.00	
Non-Billab...			PLANNING		1.50	1.00	1.00				3.50	
Leave			VACATION/PTO					8.00			8.00	
Billable Time	Lee Bros. Partnership	Lee Bros. Partnership	AUD ACCOUNTS PAYA...			0.25	0.25				0.50	
Billable Time	Lee Bros. Partnership	Lee Bros. Partnership	AUD ACCOUNTS PAYA...			0.25	0.25				0.50	
Billable Time	ABI Machinery Movers, ...	ABI Machinery Movers, ...	AUD PRELIMINARY PLAN		1.50	1.50	2.00				5.00	
Billable Time	MACTA Public Policy In...	MACTA Public Policy In...	AUD INVENTORIES	2.00	1.50	1.00					4.50	
Billable Time	Safety Center Incorpora...	Safety Center Incorpora...	AUD GENERAL	3.00	0.75	0.25	1.50				5.50	

See next page for features and limitations of the Weekly Grid view.



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## Notes on the Weekly Grid View version 5.5 - page 2

### Features of the Weekly Grid view.

- Generally shows just one line for each Date, Action, Client, Project, and Work-code combination.
- Thus similar transactions are collected into one line.
- Exception: if you enter an additional transaction with the same Date, Action, Client, Project, and Workcode, it will be listed on a separate line.
- Each cell in the grid view is one line in the standard view.
- Enter hours for the same work on another day directly into a cell on the grid—or increase the hours in an existing cell.
- Enter the hours numerically or use the +/- keys to increase/decrease hours by your defined increment.
- The presence of a comment is indicated by an underscore of the hours.
- Easy entry for staff doing similar non-billable tasks every day (e.g. Admin, IT).
- Easy entry for Vacation.
- Shows Daily Totals for all items and Weekly Totals for each line.
- Use the New Line dialog to create another row in the grid.

### Limitations of the Weekly Grid view.

- Timers are not currently supported.
- Current week template of rows with no hours drawn from entries in the previous week is not currently supported.
- A running timer on the standard view will be paused on switching to the grid view.
- An incomplete entry in the Quick Entry Line will be lost upon switching to the grid view.
- We expect to address and remove these limitations in the near future.