



Browser-based timesheet from Commercial Logic

Tips for Time Entry on the Quick Entry Line (QEL)

WorkDate	Action	Client	Project	WorkCode	Hours	Comment
Tue 23 Feb 2016	Billable					
Tue 23 Feb 2016	Billable Time	Dewey, Helpem & Ho...	AUDIT-Audit Account	Audit - Planning & Pr...	1.00	Planning meeting
Tue 23 Feb 2016	Billable Time	Pacific Records	TAX-Tax Account	Tax-Corporate	1.00	Meeting with client

Date and Action. On entering the Time tab, the date is defaulted to date of your last entry and the action to Billable. Change as required.

Client lookup uses the Client Index which is based on the Alpha Key field from the PowerPM Client record and may have the Client ID appended to it at the option of your company. For example: SMITHJ-1234.

The lookup starts as soon as you enter two or more characters and the list shrinks as you enter more. The lookup works on a “begins with” principle, but if you enter * in the first position it will use “contains.” If you know your Client ID and your Client Index includes CIDs, you may enter *1234 to find client ID 1234.

To obtain all the clients that begin with a specific letter, enter the letter and *. For example m* will provide all the clients whose Client Index begins with m or M. Select your client.

Sample Client Index Lookup (“de”)

Client Index	Client Name
DENTON	Denton Fender Auto Body
DEWEY	Dewey, Helpem & Howe

Project lookup. TrakTime then moves the focus to the Project field and lists active projects for this client. If there is only one, TrakTime will select it and move to the WorkCode field.

Workcode lookup. A double-click will bring up a list of all work codes for this action (e.g. Billable Time). An entry of a number will start a lookup based on the code. Entry of more numbers will narrow the list.

Entry of letters will do a “begins with” lookup on the code descriptions. Prefixing lookups with * will do a “contains” search. E.g. *tax will find all the descriptions containing “tax.” The lookup is not case-sensitive. Select your workcode and TrakTime will move the focus to the Hours field.

Enter the hours as decimals or use plus or minus keys to add or subtract the hours increment defined for your company.

Tab into the Comment field and enter any comments. Tab to complete the transaction and save it to the grid (pressing Enter in the comment field will simply start a new line).

Note that hours may be edited directly on saved items in the grid and a right-click menu offers replication and deletion options.

Right-click Menu

Add New Transaction
Edit Selected Transaction
Delete Selected Transaction
Replicate Transaction As Is
Replicate Transaction Next Day