1. About Trutime

Trutime is a time tracking and billing software that helps you measure the performance of your employees, allows you to bill every minute your company spends on customers, makes your cost and billing administration efficient and painless.

Ideal, because the system simply allows time tracking with a widget, online or via mobile phone, even manually afterwards. Handles absences and sick leaves.

Due to its reporting system, the management gets an accurate picture of the performance of the different activities within the company, the work done for its customers, helps cost calculations.

Trutime exists in PRO version as well, so you can choose the most suitable software according to the size and structure of your company or the complexity of its activity.

2. Recording a new colleague

You can record a new colleague in the Settings/Colleague menu.

1. Click on the *New* button.
2. You can fill in the new colleague's basic data in the *Colleague* data box, the * marked fields are mandatory.
3. You can fill in the *Calculation* data box all the information related to the employment and position of the colleague, the * marked fields are mandatory.
4. You record in the *Organigram* data box the date since when the colleague has been working for the company and who is his superior.
5. Once you filled in all data boxes, click on the *Save* button.
6. If you don't want to save the changes, click on the *Cancel* button.

3. Recording a new customer

You can record a new customer in the Settings/Customer menu.

1. Click on the *New* button.
2. In the appearing data box first you have to select *Type of partner*, then fill in the following fields according to your customer's data, the * marked fields are mandatory.
3. Once you filled in the data box, click on the *Save* button.
4. If you don't want to save the changes, click on the *Cancel* button.

4. Recording a new activity

To start time tracking you need to select an activity. If you can't find in the system the type of activity your work belongs to, you need to do the following in order to record it:

Enter the Settings/Activity menu.

1. Click on the *New* button.
2. In the appearing data box you need to fill in the parameters determining the activity.

Main activity: here you can select the main activity to which belongs the activity you want to record, or if there is no such, you can define a new main activity as well.
Short name: short definition of the activity.
Name: full definition of the activity.
Norm in minutes: the time norm in minutes expected in order to carry out the activity.
In use?: is the defined activity active in the system?

After filling out the fields click on the *Save* button. If you don't want to save the changes, click on the *Cancel* button.

5. Recording a new work code

In order to start time tracking with the widget or online you need to define a concrete w*ork code*. This is the basic unit determining the task you do. To record a new work code it is essential to have *activity, default hourly fee or hourly fee linked to a position* already defined in the system, because the w*ork code* links together all these.

You can record a new work code in the Settings/Work menu.
1. Click on the *New* button.
2. In the appearing data box you need to fill out the parameters determining the work code in question. Typically - apart from the mandatory * marked fields – you will have to select a customer, because mostly you'd want to define and measure work done on behalf of a customer.

You can find help to the interpretation of the fields below:

Project: in case of a project work, you can select here the project to which the work code is linked to.
Customer: you can select here the customer for whom the defined work code is performed.
Activity: you can select here the type of activity to which belongs the defined work code.
Start of registration: the starting date of the defined work code.
End of registration: the end date for the defined work code if there is such.
Currency: billing currency of the defined work code.
Base rate (hour) : the default hourly fee used to calculate the hourly fee of the defined work code. This can be the hourly fee of the company or that of the activity.
Hourly fee multiplicator % : a multiplicator used on the base rate to calculate the hourly rate of the defined work code. If the work in question is specific and its hourly rate is different from the company's or the activity's hourly fee, you can determine here its extent and direction. Eg: -0,5 means a 50% discount.
Fee (hour): You can select here if the base rate used to calculate the hourly fee of the defined work code should follow the changes of the system's base rate or should remain unchanged.
Use competence multiplier?: you can define here wether the competence multiplier set for certain colleagues should be applied or not regarding this work code.
Norm time obligatory?: you can specify here if you want the system to monitor or not the target norm time set for this work code.
Norm in minutes: the defined work code's norm time in minutes.
Note on fee: you can add comments regarding the fee.
Note: you can add any additional comment.
Status: the status of the work code in question. When you record a new work code, the status will be *Draft*, then after setting the parameters it will be *Valid*; you can find only these in the widget or online. The *Suspended* or *Closed* status means temporary or permanent closure of the work code.

3. After filling out the fields of the data box click on the *Save* button
4. If you don't want to save the changes, click on the *Cancel* button.
5. After saving, two additional forms will be availabe where you can specify concrete colleagues or

positions assigned to the work code. Thus you don't have to link colleagues one by one to a work code, you can select a complete group working in the same position as well (*Positions* form). It is also possible to select only a few colleagues for the work code (*Colleagues* form).

You can view or modify in this menu the work codes already recorded in the system as well.

6. Recording grouped workcodes

If the nature of your company's services and customers are such, the system allows you to record also massive work codes. It can be useful if f.e. a company offers all its services to all its customers. In this case you don't need to define one by one work code-customer relations, but you can do it grouped in the following menu.

1. Click on the *Grouped new* button in the Settings/Work menu.
2. In the appearing data box you need to fill out the parameters determining the work code in question. From the items appearing in the Projectlist, Customerlist and Activitylist fields you can select those linked to the work code. For selecting you can use also the CTRL and SHIFT keys (by pressing CTRL continously you can select several items, while by pressing SHIFT you select everything which is above than the last click)

The remaining fields of the data box should be filled out the same way as detailed in the Recording a new work code section.

3. After filling out the fields of the data box click on the *Save* button
4. If you don't want to save the changes, click on the *Cancel* button.

Once we are ready with generating work codes, the system takes us back to the grid surface, where the new work codes are selected.

5. Now you can assign concrete colleagues or complete positions to the created work codes. You can do this by clicking on the *Add position* or *Add colleague* button.

6. After filling out the appropriate fields of the data box click on the *Save* button. If you don't want to save the changes, click on the *Cancel* button.

7. Recording a new project

You don't necessary need to select a project to start time tracking for it is possible that your work is not linked to any project. However it may occur that you need to record a new project in the system. To do this you have to do as follows:

Enter the Settings/Project menu.
1. Click on the *New* button.
2. In the appearing data box you need to fill out the parameters determining the project in question.

Customer: you can select here the customer for whom the defined project is performed.
Short name: short definition of the project.
Name : full definition of the project.
Start: the starting date of the defined project.
Closing: the closing date of the defined project if there is such.

Availability profile: it changes the base working hours and calendar for the defined project.
Valid?: is the above modification valid or not in the system.

After filling out the appropriate fields of the data box click on the *Save* button. If you don’t want to save the changes, click on the *Cancel* button.

8. Recording default hourly fee

In order to start time tracking it is necessary to have a default hourly fee set in the system. If there is no such set, it can be done as follows:

Enter the Basic data/Default fees menu.
1. Click on the *New* button.
2. In the appearing data box you have to define the parameters related to the company’s default hourly fee.

Start of validity: the defined default hourly fee is valid from this date.
Currency: the currency of the default hourly fee with three-letter digit.
Hourly fee: amount of the default hourly rate.
Valid?: is the defined default hourly rate valid or not in the system.

After filling out the appropriate fields of the data box click on the *Save* button. If you don’t want to save the changes, click on the *Cancel* button.

9. Timing

Before you start timing, make sure that the following parameters have already been set in the system:

- the person who wants to do timing is registered as user.
- there is an existing base hourly fee ; it can be the company’s default hourly fee or a fee linked to the position (it can be recorded in the Basic data/Default fees or Basic data/Position menu).
- there is an activity which our work is assigned to (it can be recorded in the Settings/Activity menu)
- there is a valid work code in the system.
- the customer is included among partners.

If so, you can start timing with the widget or online.

9.1. Timing online

1.Enter the Own folder/Timing menu.
2. Select the *Customer*, *Project*, *Activity* you are working in, the *Customer* and *Activity* fields are mandatory. Then click on the button to start timing. If you finish your work, click on the   button, if you just pause for a while, click on the button.
3. When you have completed timing, you can save data in the window popping up. You can also add comments in the text field.

9.2. Timing with the widget

1. Start your widget by clicking on the icon, then with your user name and password log in the system.
2. Click on the Work menu, then select the *Customer*, *Project*, *Activity* you are working in, the *Customer* and *Activity* fields are mandatory. Press then *OK.* Timing only starts if you click on the *Start* button as well. If you finish your

work, click on the *Finish* button, if you just pause for a while, click on the *Pause* timing button.

9.3. Timing manually

In Trutime normally you do timing with the widget or online, but sometimes you may need to record working hours manually, even subsequently.

1. Enter the Own folder/Register menu.
2. Click on the *New* button. You have to fill out the appearing form.
3. After filling in the data, click on the *Recording b*utton.
4. If you don't want to save the data, click on the *Cancel* button.

9.4. Timing via mobile phone

1. Log into Trutime with your user name and password, but before pressing the *Enter* button, click on the small clock in the left bottom part of the window. Then you will see the timing icon.
2. Select the *Customer*, *Project*, *Activity* you are working in, the *Customer* and *Activity* fields are mandatory. Then click on the button to start timing. If you finish your work, click on the button, if you just pause for a while, click on the button.
3. When you have completed timing, you can save data in the window popping up. You can also add comments in the text field.

10. Approval of measured time records

If you are in a leader position within the organization, you have the right to approve the measured time recorded by your subordinates.

Enter the Own folder/Register menu.

You have the option to approve each line separately, but you can do it with group approval as well.
The first one can be done by clicking on the *Approval* button while selecting the line. If you want to do more at the same time, tick in the selected items, then click on the *Group approval* button to proceed.

In the approval process you have the possibility of rejecting an item and send it back to the subordinate colleague with comment for review. The system also signals if there is an overlap between measured time, i.e. a double-timing occurred which in fact is not possible.

11. Reports

You can retrieve different types of reports in the Reports menu. Before running any report you can choose freely the period you are interested in. You can do this by selecting pre-defined periods or by entering starting and end dates. After selecting the relevant period, you can also filter by different additional parameters:

- Positions
- Colleagues
- Customers
- Projects

- Activities

Furthermore you can also specify if you want the report to show total working time or turnover based on the hourly fees.
If you tick in the *Pre-sorted* box, the system will automatically select all categories which have data for the defined period.

In this menu - in the PRO version - you can find graphs as well , they show the main information of time tracking according to the determined Settings.

11.1. Company hierarchy

You can retrieve here the company's hierarchy. You can see the place of an employee within the organization. Select a specific colleague from the drop-down tab, then press *Draw*.
If you don't select anyone, you will see the complete organization. By changing the date you can run the same report for any past date as well.

11.2. Work code summary

You can retrieve here reports about the timed work for any chosen period with different filtering options. You can set the report's parameters - according to the data loaded in the system - by selecting in the data boxes your filtering options. You can either print or export to Excel the retrieved report.

11.3. Performance report

This report is intended to show the work performance of employees for any chosen period. It compares the work done with the expected one, if there was such set in the system previously (Settings/Colleague menu - Calculation tab). You can set the report's parameters - according to the data loaded in the system - by selecting in the data boxes your filtering options. You can either print or export to Excel the retrieved report.

11.4. Completion report

This report is an itemized worksheet necessary to appropriate billing towards the customers.

11.5. Reprint completion report

Here you can reprint previously retrieved completion reports if necessary.

11.6. Norm performance

This is a norm approach report for positions where norm based accountability is validated.

12. Frequent questions

12.1. How can I create different working hours for a colleague?

You can set or modify specific working hours regarding a colleague in the Settings/Colleague menu.

1. Click on the *Modify* button in the line of the colleague in question.
2. From the upper tabs, select Calculation tab.
3. In the appearing data box you can set Expected daily working time (hours).
4. After filling in the data, click on the *Modify* button.
5. If you don't want to save the changes, click on the *Cancel* button.

12.2. Where can I set the parameters regarding working hours, overtime, start and end of working day?

In the customizing process you can set default data regarding general working rules, like start and end of working day, overtime.

1. Enter the Basic data/Operation parameters menu. You can define the above mentioned parameters on the upper ACC tab.
2. After filling in the data, click on the *Save* button.

12.3. How can I set specific hourly fees for certain positions?

You can define for some specific positions an hourly fee different from the default hourly fee already set in the system.

1. Enter the Basic data/Position menu.

A) If you record a new position, click on the *New* button. In the appearing data box after filling out the basic data regarding the position, click on the *Save* button. Two new tabs will appear in the upper part of the window (Position, Hourly fee). In the Hourly fee tab you can set specific hourly fee for the position in question.

B) In case of existing positions you can reach the same tab by clicking on the *Modify* button next to the selected position.

12.4. How can I use the competence multiplier?

It is possible that within the organization there are several colleagues with different professional experience who are working for the same customers and doing the same type of activity. In this case it may be necessary to establish a higher hourly fee for more experienced colleagues. The competence multiplier changes the default hourly fee or the basic hourly rate linked to the position with the competence multiplier defined for the colleague.
You can set these as follows:

1. Enter the Settings/Colleague menu.
You can define the competence multiplier in this menu.

A) If you record a new colleague, click on the *New* button. You can define the competence mutiltiplier in the Calculation data box at the bottom left part of the screen. After filling in the data, click on the *Save* button. If you don't want to save the changes, click on the *Cancel* button.

B) In case of an already recorded colleague you can modify the competence mutliplier in the Calculation tab which shows up by clicking on the *Modify* button next to the selected colleague. After filling in the data, click on the *Modify* button. If you don't want to save the changes, click on the *Cancel* button.

12.5. How can I include the calendar of my foreign customers in the system?

If our company is working for foreign customers as well, it may happen that there are different working days or holidays regarding the foreign country in question. It may also occur that our company is using different working schedules from the official one. We can set all these specifics as follows:

1. Enter the Basic data/Calendar menu.
2. Click on the *New* button.
3. You can record the specific dates in the appearing data box.
4 . After filling in the data, click on the *Recording* button.
5. If you don't want to save the changes, click on the *Cancel* button.

12.6. What roles can Trutime handle and what are the rights linked to these?

1. *Colleague* – As employee of the company he/she can do timing while working, can record absences in the system; can look these up later or modify them if not approved. He/she can retrieve work code summary reports about his/her own work. Sees the company's organigram.

2. *Administrator* – This user role exists only in the PRO version. His/her task is to load all basic data into the system related to the company's operation (recording colleagues' and customers' data, registration of users, defining the company's organigram, entering activities, work codes, absences and projects, printing completion reports, settings default parameters in the system). Furthermore he/she can do timing naturally, if he/she has subordonates, then approves their measured time.

3. *Manager* – He/she can do his/her own timing, approves the measured time of his/her subordonates. Sees the absences of the employees, can approve them; can define or modify the company's organigram in the system. Can record new work codes, can print completion reports for customers. Has the right to retrieve reports based on the measured time recorded in the system.

4. *System administrator* – Handles all IT tasks necessary to the operation of the system, records operating parameters, manages users' rights. He/she can do his/her own timing. It's a specific user role existing only in the PRO version, the tasks are performed by the manager otherwise.

12.7. How can I give additional rights to certain users?

This function exists only in the PRO version and can be performed only by a user with system administrator's right.

You can define or modify rights in the System/User right menu.

1. Click on the *New* button.
2. Then you need to fill in the mandatory fields, including selecting the user right – *User right*.
3. Afterwards click on the *Recording* button.
4. If you don't want to save the changes, click on the *Cancel* button.

12.8. Where can I modify the corporate information appearing on the screen and on the reports?

Changing the corporate data appearing on the screen or on the forms can be done by rewriting the related fields.

1. Enter the Basic data/Operating parameters menu. You can do the above mentioned modifications in the PRI tab.
2. After filling in the data, click on the *Save* button.

12.9. Where can I configure what data fields should be displayed on the forms?

You can set mostly one by one what data fields should appear on the screen and which should be mandatory to fill out.

1. Enter the Basic data/Operating parameters menu. You can do the above mentioned modifications in the HR and PRT tab.
2. After filling in the data, click on the *Save* button.

12.10. Where can I set the parameters based upon which the graphs will show the data?

In the PRO version, in the Reports menu, graphs are displayed on the right side of the screen, next to the filtering options. You can set their parameters as below:

1. Enter the Basic data/Operating parameters menu. You can do the above mentioned modifications in the GLH tab.
2. After filling in the data, click on the S*ave* button.

12.11. What kind of reports can I retrieve from the system?

You can retrieve several kind of reports in the Reports menu. In the PRO version, you see also graphs here, showing the most important data based upon your settings.

Company hierarchy – it is the company's organigram. You can see the place of an employee within the organization. Select a specific colleague from the drop-down tab, then press Draw.
If you don't select anyone, you will see the complete organization. By changing the date you can run the same report for any past date as well.
Work code summary – You can retrieve here reports about the measured time for any chosen period with different filtering options. You can set the report's parameters - according to the data loaded in the system - by selecting in the data boxes your filtering options. You can either print or export to Excel the retrieved report.
Performance report – This report is intended to show the work performance of employees for any chosen period. It compares the work done with the expected one, if there was such set in the system previously (Settings/Colleague menu - Calculation tab). You can set the report's parameters - according to the data loaded in the system - by selecting in the data boxes your filtering options. You can either print or export to Excel the retrieved report.
Completion report – This report is an itemized worksheet necessary to appropriate billing towards the customers.
Reprint completion report – Here you can reprint previously retrieved completion reports if necessary.
Norm performance – This is a norm approach report for positions where norm based accountability is validated.

12.12. What filtering options does the system allow when running a report?

Before running any report you can choose freely the period you want to retrieve the report in question. You can do this by selecting pre-defined periods or by entering starting and end dates. After selecting the relevant period, you can also filter by different additional parameters:

- Positions
- Colleagues
- Customers
- Projects
- Activities

Furthermore you can also specify if you want the report to show total working time or turnover based on the hourly fees.
If you tick in the *Pre-sorted* box, the system will automatically select all categories which have data for the defined period.

12.13. How can I do time tracking while working ?

Before starting time tracking, you should check the followings:

- I am a registered user in the system.
- There is an hourly fee recorded, which can be the default company's hourly fee or one linked to your position
- There is a valid work code defined
- My customer is registered among partners.
- I need to start the widget or online timing.

Timing online

1.Enter the Own folder/Timing menu.
2. Select the *Customer*, *Project*, *Activity* you are working in, the *Customer* and *Activity* fields are mandatory. Then click on the button to start timing. If you finish your work, click on the button, if you just pause for a while, click on the button.
3. When you have completed timing, you can save data in the window popping up. You can also add comments in the text field.

Timing with the widget

1. Start your widget by clicking on the icon, then with your user name and password log in the system.
2. Click on the *Work* menu, then select the *Customer*, *Project*, *Activity* you are working in, the *Customer* and *Activity* fields are mandatory. Press then *OK*, timing only starts if you click on the *Start* button as well. If you finish your work, click on the *Finish* button, , if you just pause for a while, click on the *Pause timing* button.

12.14. Where can I record working hours manually?

In Trutime normally you do timing with the widget or online, but sometimes you may need to record working hours manually, even subsequently.

1. Enter the Own folder/Register menu.
2. Click on the *New* button. You have to fill out the appearing form.
3. After filling in the data, click on the *Recording b*utton.
4. If you don't want to save the data, click on the *Cancel* button.

12.15. How can I modify a measured time record?

You can modify the measured time recorded by widget or online if necessary.

Enter the Own folder/Register menu. After selecting the line in question, click on the *Modify* button. Then a form will appear where you can modify the fields prevously recorded. Modification is possible only if the relevant work has not been approved yet.

12.16. How can I approve the time measured by my subordinates?

If you are in a leader position within the organization, you have the right to approve the measured time recorded by your subordinates.

Enter the Own folder/Register menu.

You have the option to approve each line separately, but you can do it with group approval as well.
The first one can be done by clicking on the *Approval* button while selecting the line. If you want to do more at the same time, tick in the selected items, then click on the *Group approval* button to proceed.

In the approval process you have the possibility of rejecting an item and send it back to the subordinate colleague with comment for review. The system also signals if there is an overlap between measured time, i.e. a double-timing occurred which in fact is not possible.

12.17. How can I send a message to my subordinate if I have a question with his/her measured time?

In the approval process you have the possibility of rejecting an item and send it back to the subordinate colleague with comment for review.

Enter the Own folder/Register menu. If you click on the *Approval* button, in the popping up window, select the *Back to colleague* function.

12.18. How can I change my password?

It may be necessary from time to time to change your password; should it be the first one - given automatically by the system - or a later one - due to other security reasons. In the PRO version the system requires password change every 60 days due to security reasons.

Enter the Own folder/Change password menu. After filling in the fields of the appearing data box, click on the *OK* button. If you don't want to save the changes, click on the *Cancel* button.

13. Menu description step-by-step

13.1. Own folder

Own folder/My tasks
In this menu you can see the personal tasks you need to carry out.

Own folder/Timing
You can start the online timing from this menu.

Own folder/Register
The Register has several functions. First you can view here the measured work time recorded. Moreover it is here that you can record manually the work you could not time with the system by clicking on the *New* button and filling in the appearing data box.
If it is a user with manager role who is starting this menu, it is here that he/she is able to approve the measured time of his/her subordinates.

Fields of the Register data box if entering a New record:
Colleague: if you are not recording for yourself, but another colleague (this is possible only with sufficient system rights), you can select the person in question.
On which day: here you can choose the day the work was performed by clicking on the calendar icon.
Customer: here you can select from the list the customer for whom the work was performed.
Project: here you can select the project the performed work is linked to if it is.
Activity: here you can select what kind of activity the performed work is linked to.
Start-end of activity: here you can set the start and end time of the performed work.
Recorded time: the system calculates the measured time of the performed work.
Number: in case of a norm based work, the number of work items done.
Note: any comment linked to this work time record.

After filling in the fields, click on the *Recording* button. If you don't want to save the changes, click on the *Cancel* button.

Own folder/Absence days
In this menu you can record the absence of a colleague and its cause by clicking on the *New* button and filling in the data box appearing.

Fields of the Absence days data box if entering a New record:
Colleague: here you can select the colleague in question.
Type of absence: here you can select from the list the cause of the absence.
Time of absence: here you need to enter the start and end date of the absence.
Note: you can add any comment linked to this absence.

After filling in the fields, click on the *Recording* button. If you don't want to save the changes, click on the *Cancel* button.

Own folder/Change password

In this menu the user can change his/her password.

Fields of the Change password menu:
Current password: you need to enter your current, valid password.
Password: type in your new chosen password.
Password again: type your new password again.

After filling in the fields, click on the *Ok* button. If you don't want to save the changes, click on the *Cancel* button.

13.2. Reports

You can retrieve different types of reports in the Reports menu. Before running any report you can choose freely the period you want to retrieve the report in question. You can do this by selecting pre-defined periods or by entering starting and end date. After selecting the relevant period, you can also filter by different additional parameters:

- Positions
- Colleagues
- Customers
- Projects
- Activities

Furthermore you can also specify if you want the report to show total working time or turnover based on the hourly fees.
If you tick in the *Pre-sorted* box, the system will automatically select all categories which have data for the defined period.

In this menu - in the PRO version - you can find graphs as well , they show the main information of time tracking according to the determined Settings.

Company hierarchy

You can retrieve here the company's hierarchy. You can see the place of an employee within the organization . Select a specific colleague from the drop-down tab, then press Draw.
If you don't select anyone, you will see the complete organization. By changing the date you can run the same report for any past date as well.

Work code summary

You can retrieve here reports about the timed work for any chosen period with different filtering options. You can set the report's parameters - according to the data loaded in the system - by selecting in the data boxes your filtering options. You can either print or export to Excel the retrieved report.

Performance report

This report is intended to show the work performance of employees for any chosen period. It compares the work done with the expected one, if there was such set in the system previously (Settings/Colleague menu - Calculation tab). You can set the report's parameters - according to the data loaded in the system - by selecting in the data boxes your filtering options. You can either print or export to Excel the retrieved report.

Completion report

This report is an itemized worksheet necessary to appropriate billing towards the customers.

Reprint completion report

Here you can reprint previously retrieved completion reports if necessary.

Norm performance

This is a norm approach report for positions where norm based accountability is validated.

13.3. Settings

Settings/Work

In this menu you can define a concrete w*ork code*, which you want to time in the future. This is the basic unit determining the task you do. You can record a new work code by clicking on the *New* button and filling in the fields of the appearing data box.

Fields of the Work code data box:
Project: in case of a project work, you can select here the project to which the work code is linked to.
Customer: you can select here the customer for whom the defined work is done.
Activity: you can select here the type of activity the defined work code is linked to.
Start of registration: the starting date of the defined work code.
End of registration: the end date for the defined work code.
Currency: billing currency of the defined work code.
Base rate (hour) : the default hourly fee used to calculate the hourly fee of the defined work code. This can be the hourly fee of the company or that of the activity.
Hourly fee multiplicator % : a multiplicator used on the base rate to calculate the hourly rate of the defined work code. If the work in question is specific and its hourly rate is different from the company's or the activity's hourly fee, you can determine here its extent and direction. Eg: -0,5 means a 50% discount.
Fee (hour): You can select here if the base rate used to calculate the hourly fee of the defined work code should follow the changes of the system's base rate or should remain unchanged.
Use competence multiplier?: you can define here wether the competence multiplier set for certain colleagues should be applied or not regarding this work code.
Norm time obligatory?: you can specify here if you want the system to monitor or not the target norm time set for this work code.
Norm in minutes: the defined work code's norm time in minutes.
Note on fee: you can add comments regarding the fee.
Note: you can add any additional comment.
Status: the status of the work code in question. When you record a new work code, the status will be *Draft*, then after setting the parameters it will be *Valid*; you can find only these in the widget or online. The *Suspended* or *Closed* status means temporary or permanent closure of the work code.

After filling out the fields of the data box click on the *Save* button. If you don't want to save the changes, click on the *Cancel* button.
After saving, two additional forms will be availabe, where you can specify concrete colleagues or positions assigned to a work code. Thus you don't have to link colleagues one by one to a work code, you can select a complete group working in the same position as well (*Positions* form). It is possible to select only a few colleagues for the work code (*Colleagues* form) as well.

Fields of Positions tab
Position: here you can select the position the work code in question is linked to.
*Base fee multiplier (%): i*f the work in the position in question is specific and its validated hourly rate towards the customer is different from the activity's normal hourly fee, you can determine here its extent and direction. Eg: -0,5 means a 50% discount.
Norm in minutes: the time norm in minutes expected in order to carry out the activity if there is such.

In use?: is the defined position linked to the work code active in the system?

After filling out the fields click on the *Save* button. If you don't want to save the changes, click on the *Cancel* button.

Fields of Colleagues tab
Colleague: here you can select which employee can perform the work in question within the company.
*Base fee multiplier (%): i*f the work in the position in question is specific and its validated hourly rate towards the customer is different from the activity's normal hourly fee, you can determine here its extent and direction. Eg: -0,5 means a 50% discount.
Name of surcharge/discount: the specific name of the surcharge or discount if there is such.
Norm in minutes: the time norm in minutes expected in order to carry out the activity if there is such.
In use?: is the colleague linked to the work code active in the system?

After filling out the fields click on the *Save* button. If you don't want to save the changes, click on the *Cancel* button.

Settings/Customer

In this menu you can define the customer you are working for by clicking on the *New* button.

Fields of Customer data box
Type of partner: here you can select the type of your customer; wether it is a personal or corporate business, a male or a female if an individual.
After selecting the *Type of partner*, you have to fill in the following fields according to your customer's data, the * marked fields are mandatory.
After filling out the fields click on the *Save* button. If you don't want to save the changes, click on the *Cancel* button.

Settings/Project

In this menu you can define a specific project. The measured time related to a project appears separately on reports, so it is possible to track it exactly and bill it accordingly. You can record a new project by clicking on the *New* button.

Fields of the Project data box
Customer: you can select here the customer for whom the defined project is performed.
Short name: short definition of the project.
Name : full definition of the project.
Start: the starting date of the defined project.
Closing: the end date for the defined project if there is such.

Availability profile: It changes the base working hours and calendar for the defined project.
Valid?: is the above modification valid or not in the system?

After filling out the appropriate fields of the data box click on the *Save* button. If you don't want to save the changes, click on the *Cancel* button.

Settings/Activity

In this menu you can define activities for the company by clicking on the *New* button.

Fields of the Activity data box
Main activity: here you can select the main activity to which belongs the activity you want to record, or if there is no such, you can define new main activity as well.
Short name: short definition of the activity.

Name: full definition of the activity.
Norm in minutes: the time norm in minutes expected in order to carry out the activity.
In use?: is the defined activity active in the system?

After filling out the fields click on the *Save* button. If you don't want to save the changes, click on the *Cancel* button.

Settings/Colleague
In this menu you can record a new colleague working at the company by clicking on the *New* button.

Fields of the Colleague data box
You need to fill in the new colleague's personal basic data in the *Colleague* data box, the * marked fields are mandatory.

Fields of the Calculation data box
Start of validity: here you can record the starting date of the colleague's employment.
Position: here you can select the position the colleague is working in.
Form of employment: here you can specify the legal form of the colleague's employment.
Daily working hours: here you can specify the number of hours the colleague is able to work daily.
Expected daily working time (hour): here you can specify if there is a minimum daily working time expected from the colleague in question.
Own cost: here you can define the colleague's unit cost incurred by the company.
Competence multiplier: if the colleague in question has different professional experience from those working in the same position and thus a different own cost, you can define here a different hourly fee by setting a competence multiplier which will change the default company hourly fee or the basic hourly rate linked to the position.

Fields of the Organigram data box
Start of validity: here you can set the date from when the colleague is working in the position.
Manager in charge: here you can select the employee's manager from the company's hierarchy.

After filling out the fields click on the *Save* button. If you don't want to save the changes, click on the *Cancel* button.

13.4. Basic data

Basic data/Default fees
In this menu you can define the default hourly fee used by the company by clicking on the *New* button.

Fields of the Default hourly fee data box
Start of validity: here you can record the date from when the relevant default hourly fee is used.
Currency: currency of the defined default hourly fee, its three-letter code.
Hourly fee: the amount of the default hourly fee.
Valid?: is the default hourly fee in question valid or not in the system.

After filling out the fields click on the *Recording* button. If you don't want to save the changes, click on the *Cancel* button.

Basic data/Position
In this menu you can define positions existing within the company by clicking on the *New*button.

Fields of the Position data box

Short name: short definition of the position.
Name: full definition of the position.
Include in time register?: can we time work performed in the defined position or not in the system?
Valid?: is the defined position valid or not in the system.

After filling out the fields click on the *Save* button. If you don't want to save the changes, click on the *Cancel* button.

Basic data/Main activity
In this menu you can define the main activity of the company by clicking on the *New* button.

Fields of the Main activity data box
Short name: short definition of the main activity.
Name: full definition of the main activity.
In use?: is the defined main activity active in the system?

After filling out the fields click on the *Recording* button. If you don't want to save the changes, click on the *Cancel* button.

Basic data/Contact type
In this menu you can define the contact types you want to set for the user.

Fields of the Contact type data box
Short name: short definition of the contact type.
Name: full definition of the contact type.
What type?: type of the defined contact (Address, Phone number etc.)
In use?: is the defined contact type active in the system?

After filling out the fields click on the *Recording* button. If you don't want to save the changes, click on the *Cancel* button.

Basic data/Title
In this menu you can define titles that can go with the names of individuals.

Fields of the Title data box
Short name: short definition of the title.
Name: full definition of the title.
In use?: is the defined title active in the system?

After filling out the fields click on the *Recording* button. If you don't want to save the changes, click on the *Cancel* button.

Basic data/Absence
In this menu you can define the different absence causes available for users by clicking on the *New* button.

Fields of the Absence data box
Short name: short definition of the absence cause.
Name: full definition of the absence cause.
In use?: is the defined absence cause active in the system?

After filling out the fields click on the *Recording* button. If you don't want to save the changes, click on the *Cancel* button.

Basic data/Country

In this menu you can record the countries where your company is working in and your customers are located in by clicking on the *New* button.

Fields of the Country data box

Code: the three-letter code of the country.
Name: full name of the defined country.
English name: full English name of the defined country.
Currency: official currency of the defined country.
Number of decimals: the number of decimals used by the defined country's currency.
Prefix caller: international prefix caller of the defined country.
EU member?: is the defined country member of the EU?
Default?: is the company operating in this country by default?
Valid?: is the defined country active in the system?

After filling out the fields click on the *Recording* button. If you don't want to save the changes, click on the *Cancel* button.

Basic data/Settlement

In this menu you can define settlements for each recorded country in the system by clicking on the *New* button. You can do necessary maintenance also in this menu.

Fields of the Settlement data box

Country: you can select here the country where the defined settlement is located in.
County: you can select here the county where the defined settlement is located in.
Local area: you can select here the local area where the defined settlement is located in.
Name of settlement: full name of the settlement.
ZIP code: zip code of the settlement.
Capital?: is the settlement a capital?
Head of county?: is the settlement a head of county?
Primary?: if more than one settlements have the same zip code, is the defined settlement a primary in the list?
Valid?: is the defined settlement active in the system?

After filling out the fields click on the *Recording* button. If you don't want to save the changes, click on the *Cancel* button.

Basic data/Type of public place

In this menu you can define types of public places available in the system by clicking on the *New* button.

Fields of the Type of public place data box

Name of public place: full definition of the defined public place.
Short name: short definition of the defined public place.
Valid?: is the defined public place active in the system?

After filling out the fields click on the *Recording* button. If you don't want to save the changes, click on the *Cancel* button.

Basic data/Calendar

In this menu you can define the holidays or possible weekend working days for the calendar year by clicking on the *New* button.

Fields of the Calendar data box
Country: here you can select the country the defined calendar should be applied for.
Date: date concerned by the calendar setting.
Working day/Non-working: you can define here wether the selected date is a working or non-working day.

After filling out the fields click on the *Recording* button. If you don't want to save the changes, click on the *Cancel* button.

Basic data/Operating parameters
In this menu you can define the system's basic operating parameters.

ACC tab – Settlement parameters
Default VAT percentage: you need to define here the VAT percentage the company is using for billing.
Default currency: you need to define here the currency the company is using for billing.
Default daily working hours: you need to define here the daily working hours by default within the company.
Default working day starts at: you need to define here when should the work start by default within the company.
Min. amount of daily time in customer settlement: you need to define here in minutes what is the minimum measured work time daily that can be accounted for later billing towards the customer.
Min. amount of period time in customer settlement: you need to define here in minutes what is the minimum work time in a period that should be completed in order to bill it to a customer.
Fee of work charged in extratime: you need to define here in percentage what surcharge will be applied for overtime work performed in excess of normal working hours.
Fee of work charged for work performed on holidays: you need to define here in percentage what surcharge will be applied for work performed on holidays.
On work completion report fees are presented with how many decimals?: you need to define here the number of decimals with which the invoiced fees should appear on the the completion reports issued by the system.

After filling out the fields click on the *Save* button.

ALL tab – General parameters
You need to define in this menu the format of the dates appearing in the system as well as the separation used. You can specify here how long a user's password should be valid.

After filling out the fields click on the *Save* button.

HR tab – Colleague data parameters
You need to define in this menu which of the listed data should the system mark as mandatory to fill out when recording an employee as a user.

After filling out the fields click on the *Save* button.

PRI tab – Print parameter
You need to define in this menu by filling out the listed fields what data should appear on the reports' headers generated by the system.

After filling out the fields click on the *Save* button.

PRT tab – Partner database parameters
You need to define in this menu which of the listed customer related data should the system mark as mandatory to fill out when recording a customer.

After filling out the fields click on the *Save* button.

TTL tab – Trutime widget parameters

You can define in this menu the language used by the widget.

After filling out the fields click on the *Save* button.

TTO tab – Basic parameters
You need to define in this menu which of the listed parameters should the Trutime system apply, and how when doing time tracking within the company.

After filling out the fields click on the *Save* button.

GLH tab– Chart settings
You can define in this menu which of the listed graphs you want to see on the screen next to the reports (Work code report, Performance report, Norm performance report). You can select the parameters by choosing from the drop-down list.

After filling out the fields click on the *Save* button.

Basic data/Availability profiles

In this menu you can define specific working hours, completely different from the one of the company. It is necessary in such cases, when someone is working in a very unique work schedule; you can define this schedule day by day. What you define here can be linked later to such „unique" colleagues.

After filling out the fields click on the *Save* button.