

A 6 How to Correct Time Registrations in TimeLog Tracker

Access level: All users, except external users

Learn: How to edit registered time in TimeLog Tracker and how to synchronize it with the TimeLog Project server.

Correction of Time Registrations in TimeLog Tracker

Figure 1: TimeLog Tracker

- Double click on the time registration that needs correction ❶.
- Insert the new number of hours in the format hh:mm:ss and press enter on the keyboard.

How to Delete a Time Registration

Figure 2: TimeLog Tracker Toolbar

- Select the project task ❷ on the right to delete a time registration.
- Click on the delete icon ❸.
- The time registration will disappear from the interface.

How to Synchronize a Time Registration

To synchronize registered time with the project tasks on the TimeLog server, it is necessary to connect to TimeLog Server.

Figure 2: TimeLog Tracker toolbar

- Stop any active time registrations by double clicking on the active task.
- Click on the synchronize icon ❹.
- TimeLog Tracker connects to the TimeLog Project Server and transfers the registered time to their respective project tasks.
- After synchronizing, all time registrations are deleted from the TimeLog Tracker interface.

Tip: It is not necessary to be online while tracking time. It is only during synchronization that an internet connection is needed.

Figure 1: TimeLog Tracker

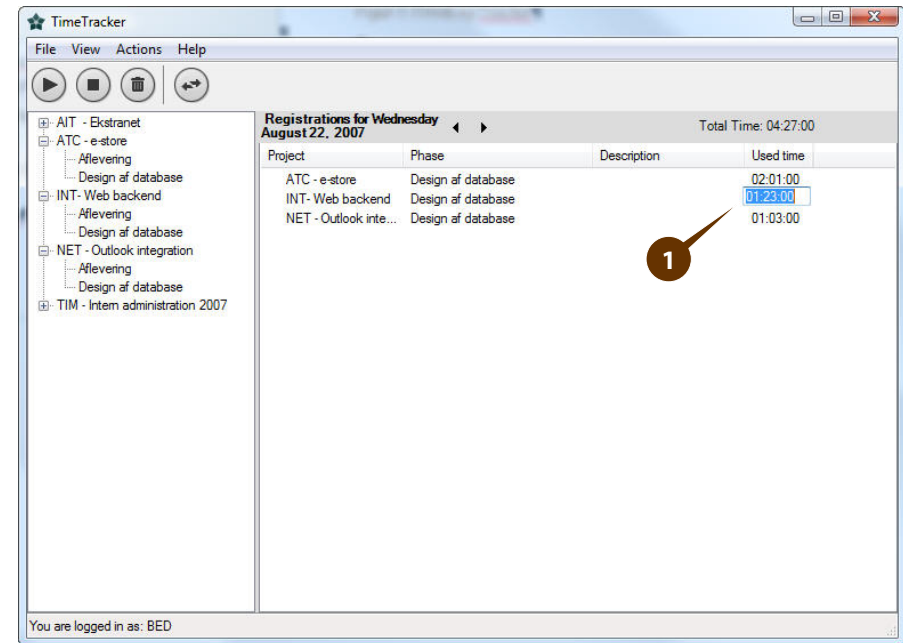


Figure 2: TimeLog Tracker Toolbar

