

A7 How to Register In/Out Time with TimeLog Flex

Access level: All users, except external users

Learn: How in/out registration is done in TimeLog Project.

TimeLog Flex is a digital timer that registers time from start until the end.

When Work Begins

Figure 1: Main Menu -> In/Out Registration

- Click on the clock to the right of **Start** 1 or enter a start time with the format hours:minutes (hh:mm).
- Click on **[New]** 2 to the right and the timer starts. The timer runs until it is stopped.

Figure 2: Main Menu-> In/Out Registration

This screen shows two time periods. One time period is stopped 3 while the other still runs 4.

When Work Ends

- Click on **[Edit]** 5 to the right.

Figure 3: Main Menu -> In/Out Registration -> Edit

- Click on the clock to the right of **End** 6 and the clock will stop.

Correction of Registered Time

Start and end times can be edited from the link **[Update]** 7.

Allocation of Registered Time

Figure 2: Main Menu-> In/Out Registration

The registered time in In/Out Registration can be allocated on the timesheet's projects. Click on **[Distribute]** 8 in order to do this.

Tip: The clock is not "running" on your computer, and therefore it is not necessary to stay logged in.

Figure 1: Main Menu -> In/Out Registration

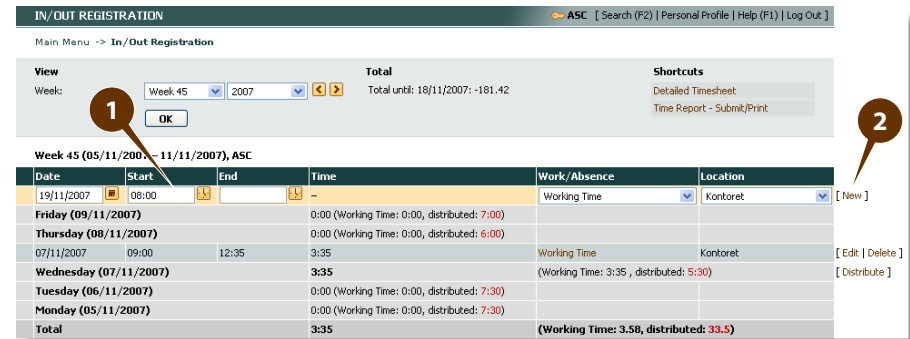


Figure 2: Main Menu -> In/Out Registration

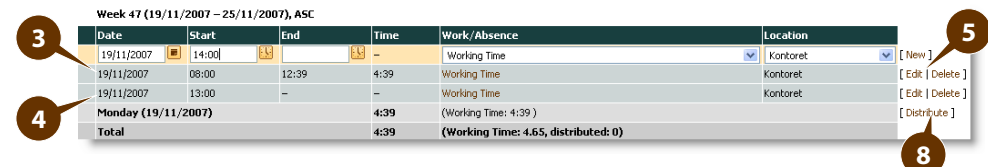


Figure 3: Main Menu-> In/Out Registration

