Time Entries Table

This table tracks time entries made by power users. It can be related to records in any other table, and users are allowed to create time entries from any other table. By default, it is related to the Support Case, Service Request, Change Request, Project, Incident, Problem, and Task tables.

Time Entry

| Save ▼ | Cancel ▼ | **Time Detail** | Related Record | Emails | History | « » | 🖨 |

ID   61

Time Detail

*Related to	Choose one ▼	Done By	Agiloft Admin ▼
Time Spent	__ H __ M	Done On	May 03 2017 📅
Non-Billable Hours	0		

*Work Description

Billable   ○ Yes ● No

| Save ▼ | Cancel ▼ | « » |

Use Case

Time entry records are used to track employee labor for billing or accounting reporting. Time entries are generally linked to Projects, Tasks, Support Cases, or Service Requests, but can be integrated in any table where a way of tracking employee time is useful.

Time Entries can be created directly in the Time Entry table or from linked fields in other tables with rule automation to automatically convert the entries into a separate Time Entry record. The automatic conversion from simple fields is available from the Support Case, Service Request, Project, Task, and Change Request tables. We usually recommend creating time entries from another table, as default values for selected fields may be included in the record conversion mapping. This ensures greater accuracy and uniformity of data.

If the Related To field of a time entry is left blank, a rule will update the field upon saving with the first non-empty field from the following list: Change Request ID, Service Request ID, Project ID, Support Case ID or Task ID. If all of the fields are blank (no related table is indicated), the Related To value is set to Employee Time.

Admins and members of the Marketing, Project Manager, and Sales groups can view and edit their own time entries. Marketing, Project Manager, Support Manager, Support Staff, and Sales groups may view, but not edit, all time entry records. No other groups have access to the table by default.

Ownership of Time Entries

Time Entry records are owned by the user who creates the record. Specifically, they are owned by user whose Name matches the Done By field.