aACE Software

Overview of the Time Module

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> This guide provides a brief review of the Time module. It is intended for system administrators.

The Time module displays every time entry that has been recorded on any given timesheet (https://aace6.knowledgeowl.com/help/overview-of-timesheets). This module allows you to review various Time / Job related details from a single screen. These details include:

- Various jobs your team members worked on during a specific work day
- Actual time required to complete a specific job
- Amount of time being allotted to each type of labor activity (i.e. warehouse, production, sales, engineering, etc).

To view all time entry records, navigate from Main Menu > Internal > Details > Time. Then click the Quick Search link in the footer to show all entries.

1. Line-Level Go-To Icons

By clicking the various line-level Go-To arrows (>), you can view the related timesheet, team

member, customer, order, job, and LIC records for a specific time entry.

To view additional related records, you can use the [Related Records button](https://aace6.knowledgeowl.com/help/using-aace-related-records-links) located in the footer of the Time module.

2. Status Indicators

The Status Indicator in the far right corner of each time entry displays the status of the time entry's related timesheet record (i.e. pending, submitted, approved).

3. Line-Level Actions

The line-level Actions (⬈) give you access to additional features and commands for each time entry:

- View Logs — Displays the [Log Viewer](https://aace6.knowledgeowl.com/help/overview-of-record-logs)
- Update Job — Enables you to change the current assigned Job record
- Update LIC — Enables you to change the current assigned LIC record

The remaining six actions allow you to display all time entries with the same record ID (e.g. the same customer record, etc) as a currently listed record.

4. Admin Actions Icon

The Admin Actions icon (⚙) gives you access to additional features and commands for multiple time entries.

- Attach/Detach Documents to/from List — Allows you to link / clear documents for the time entries included in the current list.
- Attach/Detach Tasks to/from List — Enables you to link / clear tasks for the time entries included in the current list.
- Admin Export — Lets you export the current list outside of aACE as raw data.
  The list will be exported *without* formatting or access privilege considerations.