



Time Management



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Integria IMS includes a functionality that allows “clocking in”, that is, users can record the beginning of their work activity, the breaks they take during their workday, specify whether they are remote or at the workplace and end their workday . For the elaboration of a historical and access to the activity of the personnel, we have the reports that can be monthly or weekly.

For this functionality to be visible it is necessary to remove the hidden entry TRACKER from the Settings menu → Settings → Visibility Manager.

Time tracking

We will access through the menu People → Timer.



Activity

In the Activity section we find a very simple view where the summary of that day's activity is shown and three buttons that allow us to: start the activity, take a break and end the working day.



Initially, the only active button is the one to start the activity, since the others don't make sense if the working day hasn't started. When we press it, it allows us to choose the location.



Once the activity has started (in this example we have started the activity from the office), this button is disabled and the others are enabled. Additionally, the avatar is modified with a green background, corresponding to the started state.



When pausing the activity, during the transfer from the office to home to continue the day, the only action that can be taken is to start it again. The background color of the avatar becomes blue, corresponding to the paused state.



When you resume the activity, we again have the options to pause or end day.



Once the day is over, click finish and we have the day's data available for use in reports. The background color of the avatar changes to red, corresponding to the finished state.



Team

In this view we have a list with all the members of the team, their current status, location and way of contact.



Weekly

In this section we have a detailed report per week.



It can be filtered by user and we can move between the weeks. As can be seen in the following image, a summary of the activity for the week is shown and then the detail by day.



Monthly

In this section we have a detailed report per month.



It can be filtered by user and we can move between the months. As can be seen in the following image, a summary of the activity for the month is shown and then the detail by day.



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