Employee work-log

To give you a preview of what is possible with **xPort**, see the example of a template created with the template editor below:

	Date	WT	Begin	End	Pause	Working hours	Workin hours	Days	Activity	Comment

Hours for external employees   **Some Companyname**

Project (summary):	{project.description}		Name (external employee):	{worklog.author.displayNam
Name (Projectlead Company):	John Smith		External Company	Another Company
			Retention SAP-Nr.:	123/1234567890
			Order:	20

{cell.date. yyyy}

Date	WT	Begin	End	Pause	Working hours	Workin hours	Days	Activity		Comment
		[hh:mm]	[hh:mm]	[hh:mm]	[hh:mm]	[industry time]	[Chargeabl days]*			
{date.format:	{date.t	{worklog	{worklog	{cell.for Dcurren Gcurren	{cell.form	{worklc	{cell.form	{worklog.comment}		

Sum								
Working hours current month					{sum.b			
Chargeable working days current month:						{cell.form		

Datum, signature external employee   **Datum, signature project lead some company**

name in block letters   name in block letters

Exported work-logs for an employee using the template shown above. The Excel file uses the Calendar View option and has weekend colors

Hours for external employees

Some Companyname

Project (summary):	Some project
Name (Projectlead Company):	John Smith

Name (external employee):	Joanna Smith
External Company	Another Company
Retention SAP-Nr.:	123/1234567890
Order:	20

Apr 2016

Date	VT	Begin	End	Pause	Working	Working	Days	Activity	Comment
		[hh:mm]	[hh:mm]	[hh:mm]	[hh:mm]	[industry time]	[Chargeable days]*		
01.04.2016	Fr	07:45	16:45	09:00	00:00	**0,00**	0,00	Worked	
02.04.2016	Sa			00:00	00:00		0,00		
03.04.2016	So			00:00	00:00		0,00		
04.04.2016	Mo	07:45	17:45	09:30	00:30	**0,50**	0,06	Worked	
05.04.2016	Di	07:30	17:00	09:30	00:00	**0,00**	0,00	Worked	
06.04.2016	Mi	07:45	17:15	08:30	01:00	**1,00**	0,11	Worked	
07.04.2016	Do	08:45	17:15	08:30	00:00	**0,00**	0,00	Worked	
08.04.2016	Fr	07:45	15:00	06:15	01:00	**1,00**	0,11	Worked	
09.04.2016	Sa			00:00	00:00		0,00		
10.04.2016	So			00:00	00:00		0,00		
11.04.2016	Mo	07:30	17:00	09:30	00:00	**0,00**	0,00	Worked	
12.04.2016	Di	07:30	17:00	07:00	02:30	**2,50**	0,28	Worked	
13.04.2016	Mi	07:30	15:00	04:00	03:30	**3,50**	0,39	Worked	
14.04.2016	Do			00:00	00:00		0,00		
15.04.2016	Fr			00:00	00:00		0,00		
16.04.2016	Sa			00:00	00:00		0,00		
17.04.2016	So			00:00	00:00		0,00		
18.04.2016	Mo			00:00	00:00		0,00		
19.04.2016	Di			00:00	00:00		0,00		
20.04.2016	Mi			00:00	00:00		0,00		
21.04.2016	Do			00:00	00:00		0,00		
22.04.2016	Fr			00:00	00:00		0,00		
23.04.2016	Sa			00:00	00:00		0,00		
24.04.2016	So			00:00	00:00		0,00		
25.04.2016	Mo			00:00	00:00		0,00		
26.04.2016	Di			00:00	00:00		0,00		
27.04.2016	Mi			00:00	00:00		0,00		
28.04.2016	Do			00:00	00:00		0,00		
29.04.2016	Fr	11:36	19:36	00:00	08:00	**8,00**	0,89	joo	
30.04.2016	Sa			00:00	00:00		0,00		
01.05.2016	So			00:00	00:00		0,00		

Sum		
Working hours current month	**16,50**	
Chargeable working days current month:		1,83

Datum, signature external employee	Datum, signature project lead some company

Related Topics

- **Templates_old**
- **Parameters in Templates_old**

If you still have questions, feel free to refer to our support team.