

# Daily details



A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the [forum](#).

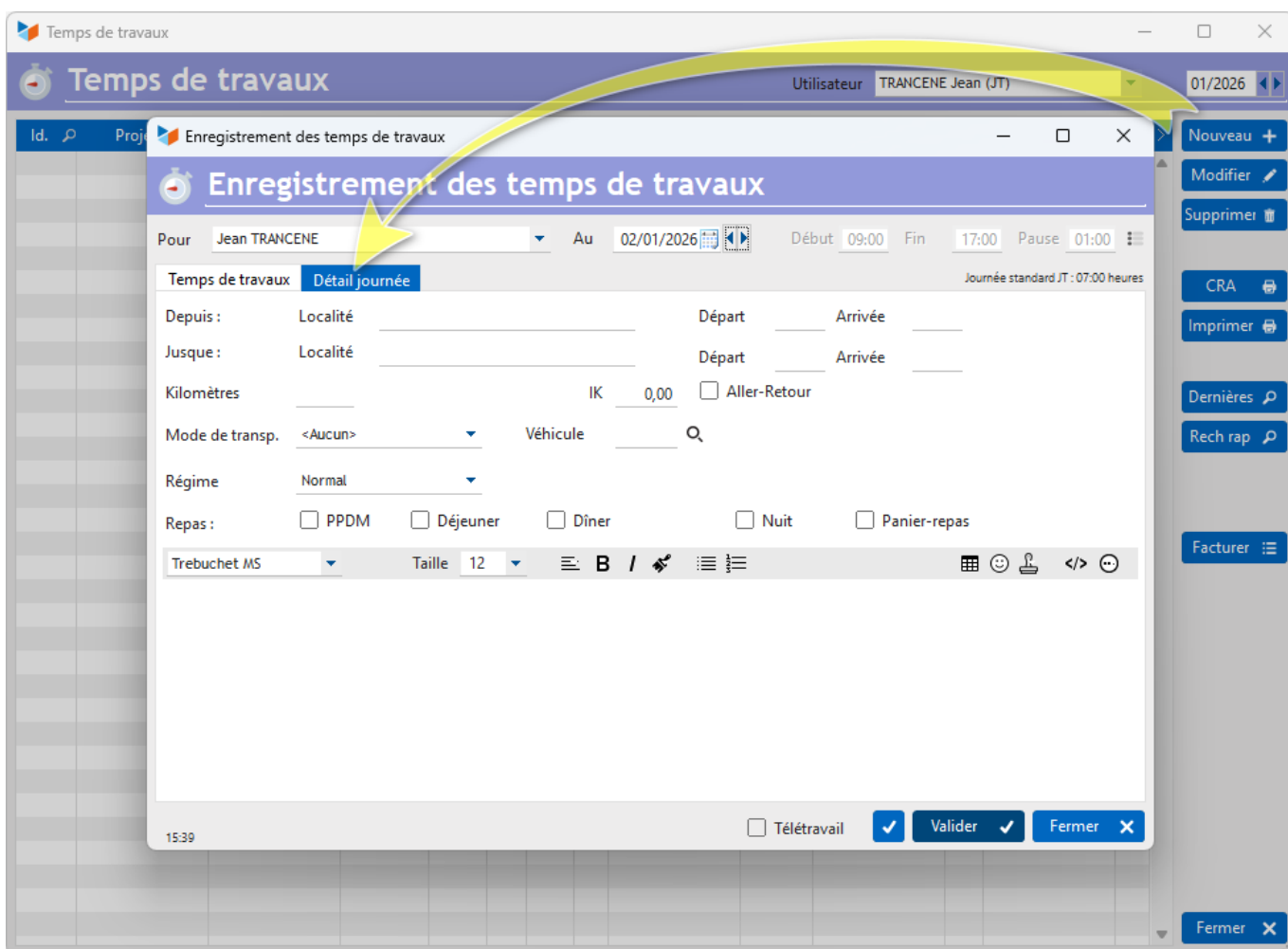
Gestan allows you to record [work time](#) per day.



The daily detail allows you to record additional elements characteristic of the day: journeys, modes of transport, work regime, food costs, packed lunch.

## Entering work times

**Access:** *Projects* → *Work time* → *New button*



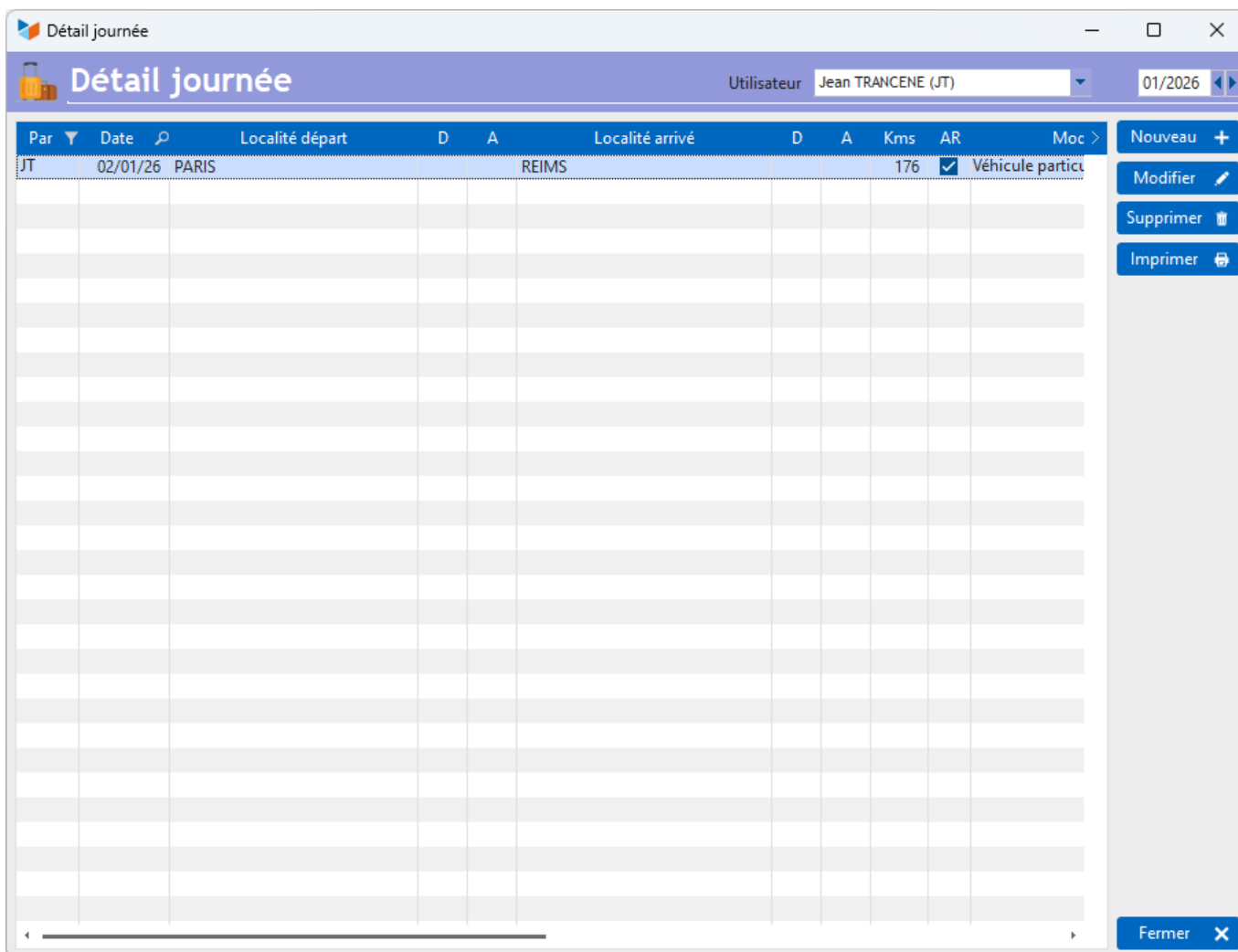
On this screen, the **work time** tab allows you to enter the [time consumed](#) by tasks during the day, while the **Day detail** tab allows you to enter the following elements:

- **From** and **To** allow you to record a location and departure and arrival times.
- You can enter the number of **Kilometers** traveled, indicate whether it is a **Round trip**, and specify the amount of mileage compensation that may apply to the trip.
- You can specify the type of **Mode of transport**, and possibly link a vehicle tracked in Gestan to the transport
- You can indicate which manager carries out the **Monitoring** of the day's details, and the latter can specify a **Validation** date for the day. If the day's details are validated, no one will be able to modify the record, except the user who validated it.
- Finally, you can note the costs of accommodation and meals, and packed lunches.

## List of daily details

The list of day details is accessible via a dedicated screen.

**Access:** *Projects* → *Days details*



The screen shows a list of day details recorded for each person.

The **New** or **Modify** buttons on the list screen display the record screen below.



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