Daily breakdown

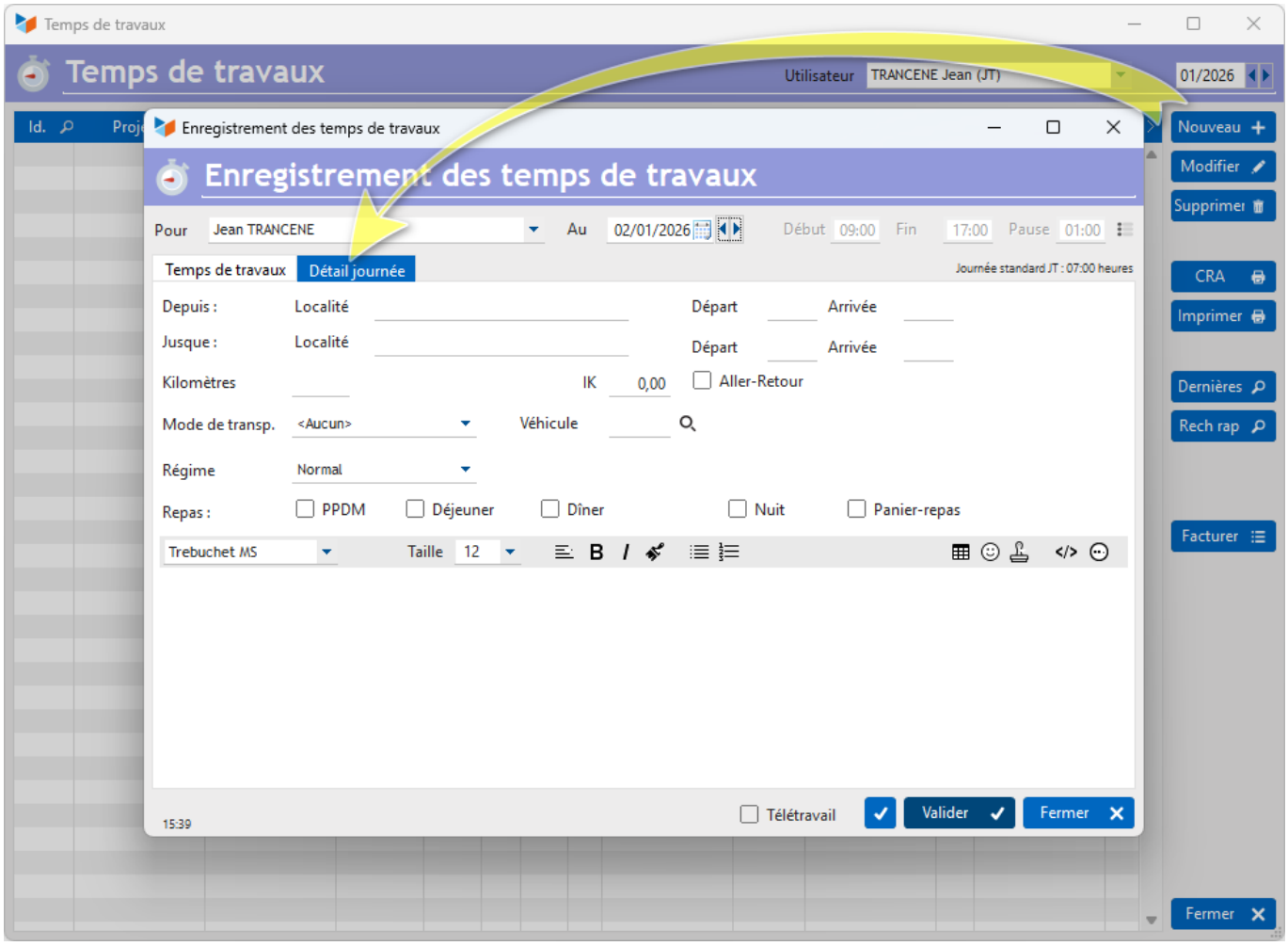
Whilst Gestan allows you to record Temps de travaux (conso) working times by day, the daily breakdown allows you to record additional details specific to the day: journeys, modes of transport, working arrangements, meal expenses and packed lunches.

Activation

Tick the “Detailed daily management” box in the general settings.

Entering daily details

Access: *Projects → Working hours → “New” button, then the “Daily details” tab*



On this screen, the **Working Time** allows you to enter the time spent on tasks during the day, whilst the **Daily Details** allows you to enter the following details:

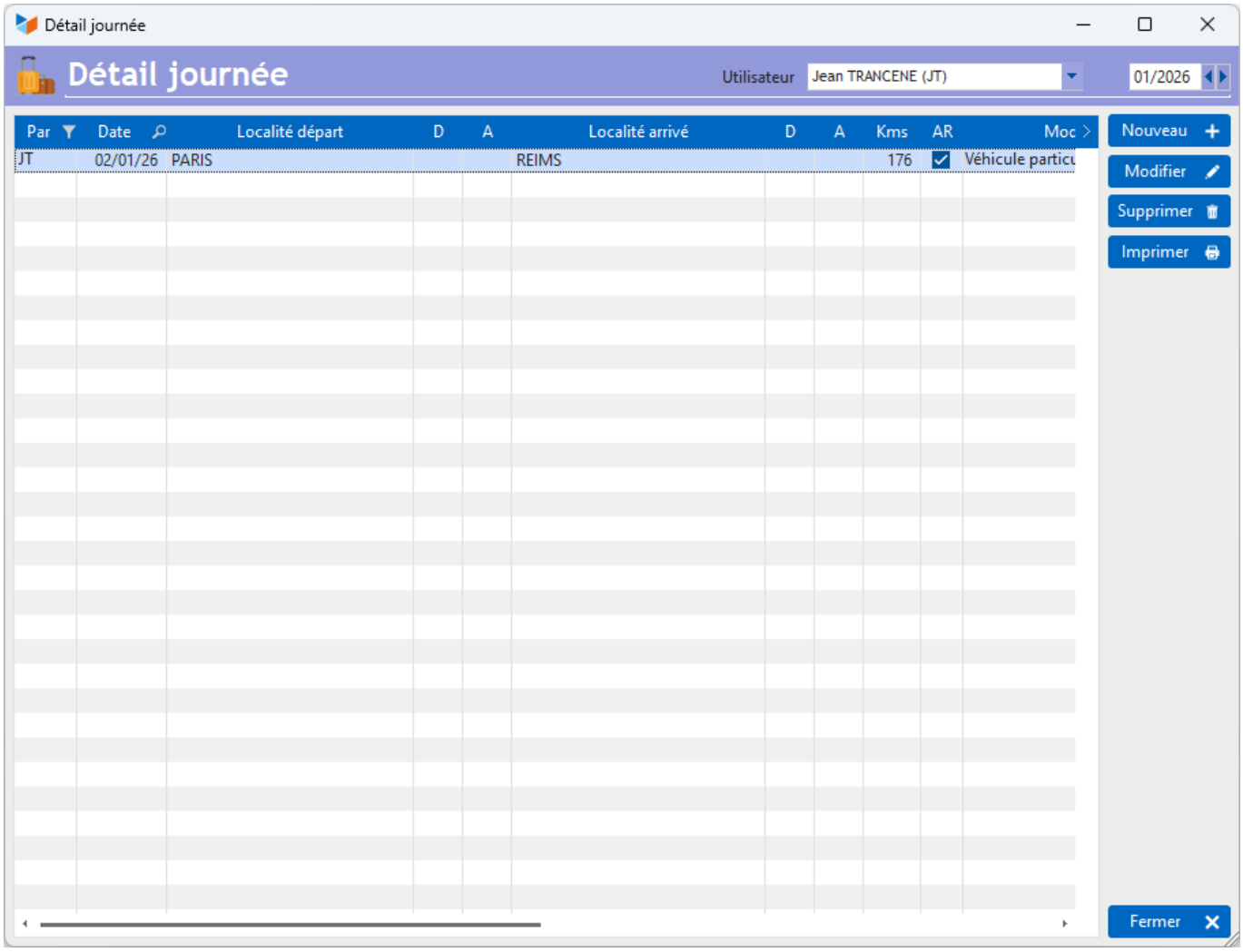
- **From** and **To** allow you to record a location and the departure and arrival times.
- You can enter the number of **kilometres** travelled, and specify whether it is a **return journey**,

and specify the mileage allowance that may apply to the journey.
- You can specify the type of **mode of transport**, and, if applicable, link the journey to a vehicle tracked in Gestan
- You can specify which manager is responsible for **Track** of the day's details, and that person can specify a date for **approval** date for that day. Once the day's details have been validated, no one will be able to edit the record, except for the user who validated it.
- Finally, you can record accommodation and catering costs, as well as packed lunch expenses.

List of daily details

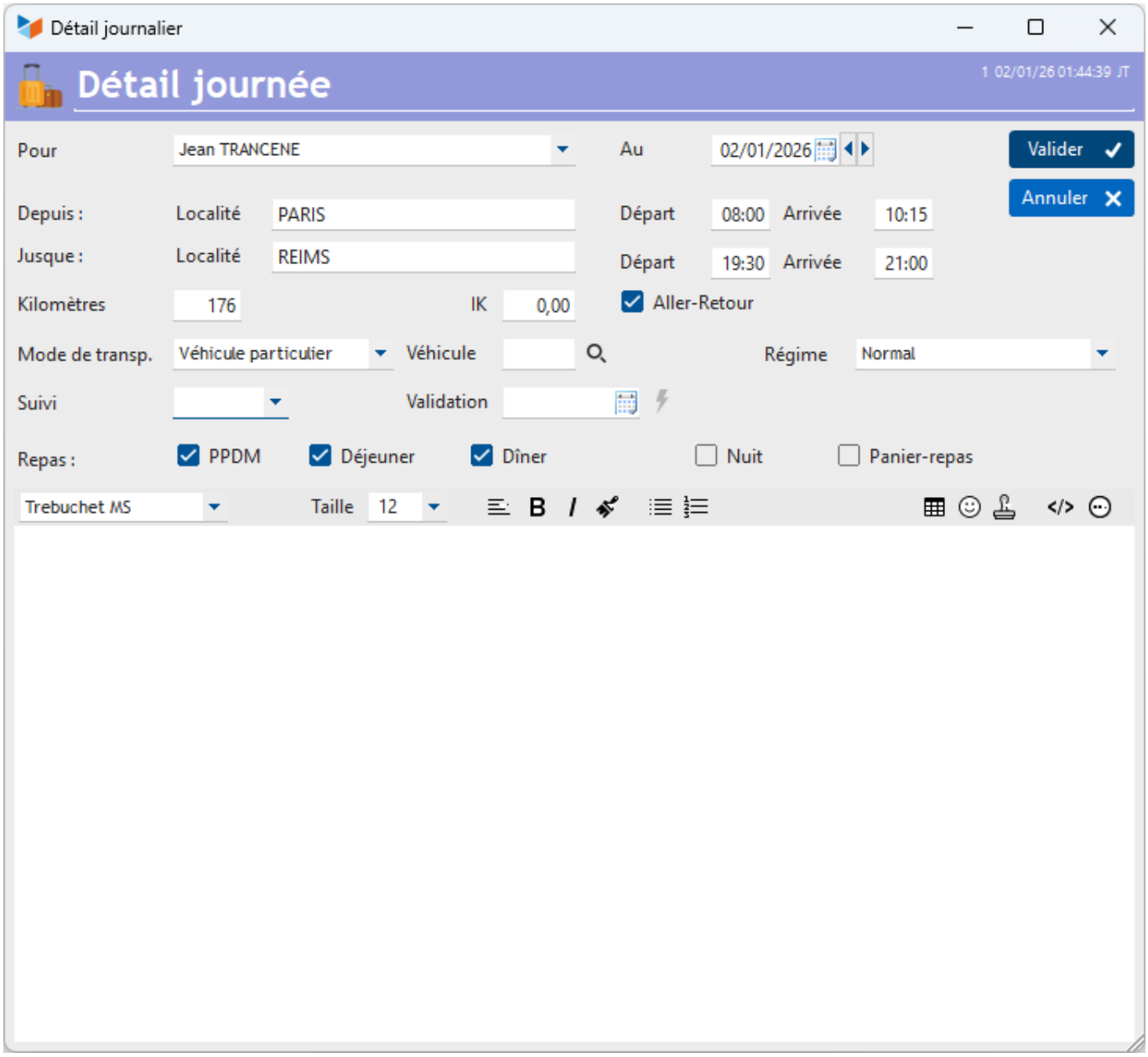
The list of daily details can be accessed via a dedicated screen.

***Access: ** *Projects → Daily Details*



The screen displays the list of daily details recorded for each person.

The buttons **New** or **Edit** buttons on the list screen allow you to display the master record screen shown below.



Other articles on “Projects, tasks, working hours”

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