CHRONOS : Users’ Manual

Auteur : Marc Fromentin
Destinataires : CHRONOS USERS
Classification : interne
Etat : En élaboration

Suivi des modifications

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Modification</th>
<th>Auteur</th>
</tr>
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<tbody>
<tr>
<td>16.02.2018</td>
<td>1.0</td>
<td>Création</td>
<td>Marc Fromentin</td>
</tr>
<tr>
<td>27.03.2018</td>
<td>1.1</td>
<td>Modifications suite aux améliorations</td>
<td>Julie Carpentier</td>
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</tbody>
</table>
## Table des matières

1 Login............................................................................................................................... 3  
   1.1 Desktop............................................................................................................. 3  
   1.2 Pocket Campus.................................................................................................. 3  

2 Desktop application......................................................................................................... 4  
   2.1 Display Calendar ............................................................................................... 4  
   2.2 Recording a time ............................................................................................... 5  
   2.3 Modifying a time ................................................................................................ 5  
   2.4 Copying a time .................................................................................................. 6  
      2.4.1 Consecutive day .......................................................................................... 6  
      2.4.2 Single copy ................................................................................................. 7  
   2.5 Submit a time .................................................................................................... 7  
      2.5.1 Daily validation .......................................................................................... 7  
      2.5.2 Monthly validation ..................................................................................... 7  
   2.6 Search labs project............................................................................................ 7  

3 Validation........................................................................................................................ 9  
   3.1 Daily validation ................................................................................................. 9  
   3.2 Monthly validation ............................................................................................ 9  

4 Log out............................................................................................................................ 9
1 Login

1.1 Desktop

Link to CHRONOS application: https://research-office.epfl.ch/resources/chronos

1.2 Pocket Campus
2 Desktop application

Click « CHRONOS »

2.1 Display Calendar

- System displays on left bar your default projects based on funding related to your HR datas
- OA = Other Activities on the project (Dissemination, admin, etc)
- RA = Research activities on the project
- Education = teaching related to ECTS credit (preparation, courses, correction)
2.2 Recording a time

- Drag and drop the box from the left bar to the related day
- Default daily hours = 8.2H (numeric)

2.3 Modifying a time

→ click on the recorded time

→ Modify the amount of hours

→ Add a comment

→ Save
2.4 Copying a time

2.4.1 Consecutive day

- Position your mouse cursor at the edge of an already recorded time up to display an extended arrow =

- Drag the box horizontally in the calendar

- Confirm the move
2.4.2 Single copy

- Select and maintain mouse button
- Drag the box to the desired day
- Answer either copy or displace

2.5 Submit a time

This action is only needed at the end of the month but can be done anytime

2.5.1 Daily validation

- Click on the ✅ icon

2.5.2 Monthly validation

- Click on the ✅ icon on the header tool bar
- Select ✅ for global monthly validation

2.6 Search labs project

It can happen that for administrative reason the left bar of proposed project is not updated. Still the list of the entire labs projects is available through the search engine:
• Click on the icon

• System displays the labs list of project

<table>
<thead>
<tr>
<th>Recherche</th>
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<tbody>
<tr>
<td>fonctionnement ERP-FIN</td>
<td>0012-1</td>
</tr>
<tr>
<td>Catalyse</td>
<td>0037.310.1</td>
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<tr>
<td>Ticketing FI</td>
<td>SVC012345</td>
</tr>
<tr>
<td>KRONOS - pont GDB</td>
<td>PR00101260-DEMO</td>
</tr>
<tr>
<td>Notes de frais</td>
<td>PR01234</td>
</tr>
<tr>
<td>GA-MERCOMBI - Chip-based Mid-infrared Fre</td>
<td>11194.1</td>
</tr>
<tr>
<td>RA-MIRCOMB - Chip-based Mid-infrared Fre</td>
<td>11194.2</td>
</tr>
<tr>
<td>Education</td>
<td>EDUCATION</td>
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</table>

• Search can be refine by using the search bar (designation or project #)
3 Validation

This action is only needed at the end of the month but can be done anytime

3.1 Daily validation

- Click on the ✓ icon

<table>
<thead>
<tr>
<th>Date</th>
<th>OTP</th>
<th>Commentaire</th>
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<td>06/03/2018</td>
<td>RA MIRCOMB - Chip-based Mid-infrared Fre</td>
<td>8.2 H</td>
</tr>
</tbody>
</table>

- Select Valider for individual validation

3.2 Monthly validation

- Click on the ✓ icon on the header tool bar
- Select Valider for global monthly validation

4 Log out