CHRONOS : Users’ Manual

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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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<tr>
<td>16.02.2018</td>
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<td>Julie Carpentier</td>
</tr>
</tbody>
</table>
Table des matières

1 LOGIN ................................................................................................................................................... 3
   1.1 Desktop........................................................................................................................................... 3
   1.2 EPFL Campus................................................................................................................................... 3
2 Desktop application................................................................................................................................. 4
   2.1 Display calendar............................................................................................................................... 4
   2.2 Recording a time ............................................................................................................................... 6
   2.3 Modifying a time .............................................................................................................................. 6
   2.4 Copying a time ................................................................................................................................. 7
   2.5 Submiting a time .............................................................................................................................. 8
   2.6 Searching labs project ...................................................................................................................... 9
   2.7 Validation ......................................................................................................................................... 10
3 EPFL Campus.......................................................................................................................................... 12
   3.1 Display calendar............................................................................................................................... 12
   3.2 Recording a time ............................................................................................................................... 12
   3.3 Modifying a time .............................................................................................................................. 13
   3.4 Submiting a time............................................................................................................................... 14
   3.5 Searching labs projects ..................................................................................................................... 14
   3.6 Validating a time ............................................................................................................................... 14
4 Log out..................................................................................................................................................... 14
1 LOGIN

1.1 Desktop

Links to CHRONOS application:

- chronos.epfl.ch
- https://research-office.epfl.ch/resources/chronos

1.2 EPFL Campus
2 DESKTOP APPLICATION

Click « CHRONOS »

2.1 Display calendar

2.1.1 Task bar (on the left)

On the left bar, the system displays your default projects based on funds related to your HR data:

- OA = Other Activities of the project
- RA = Research activities of the project
- Education = teaching related to ECTS credit (preparation, courses, correction)

>> for any further information about how enter a time, please contact research@epfl.ch.
2.1.2 Colors in the calendar

- Day without any time entered
- Day partially entered (< 8.2h)
- Fully entered day (= 8.2h)
- Day entered with excess number of hours (> 8.2h)

- Entered time
- Submitted time
- Validated time

- Week-end or non-working day
- Part-time day
- Non-worked absence (automatically imported from Absences tool)
2.2 Recording time

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

>> for any further information about how to enter a time, please watch the video tutorial available on chronos.epfl.ch.

2.3 Modifying a time entry

- click on the recorded time entry

- Modify the amount of hours

Heures: 5.0
2.4 Copying a time entry

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 Copy an individual entry

- Select and hold mouse button
- Drag the box to the desired day
- Answer either copy to duplicate the time entry, or move to transfer the entry

>> for any further information about how to enter a time, please watch the video tutorial available on chronos.epfl.ch.

2.5 Submitting time entries

This action is only required at the end of the month but can be done at any time.

2.5.1 Daily submission

- Click on the icon
- Select Valider for an individual submission:

>> for any further information about how to enter a time, please watch the video tutorial available on chronos.epfl.ch.
2.5.2 Monthly submission

- Click on the ☑ icon on the header tool bar:

![Screen capture of EPFL Timesheet interface]

- Select Valider to validate all time entries for the month in bulk:

![Screen capture of EPFL Timesheet interface]

- Times are submitted:

![Screen capture of EPFL Timesheet interface]

2.6 Searching for laboratory’s projects

It is possible that the left bar containing the list of projects may not be up to date for administrative reasons. Regardless, the list of the entire lab’s projects is still available through the search engine:

- Click on the ☯ icon:
• The system will display the full list of projects for the laboratory
• The list of results can be refined by using the search bar (designation or project #)

>> for any further information about how enter a time, please watch the video tutorial available on chronos.epfl.ch.

2.7 Validation

This action is only required at the end of the month but can be completed at any time

2.7.1 Daily validation

• Select a collaborator in the drop-down menu:

• Click on the icon in a day:

• Select for individual validation:

• Time is validated:
2.7.2 Monthly validation

- Select a collaborator in the drop-down menu:

- Click on the icon on the header tool bar:

- Select **Valider** to validate all entries for the month in bulk:

- Time is validated:
3 EPFL CAMPUS

3.1 Display calendar

3.1.1 Menu

EPFL Campus displays the same projects as in the desktop tool.

3.1.2 Information tips in the application

<table>
<thead>
<tr>
<th>Day</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>lun. 14</td>
<td>0.0h</td>
<td>Day without any time entered</td>
</tr>
<tr>
<td>mai</td>
<td></td>
<td></td>
</tr>
<tr>
<td>lun. 14</td>
<td>8.0h</td>
<td>Day partially entered (&lt; 8.2h)</td>
</tr>
<tr>
<td>mai</td>
<td></td>
<td></td>
</tr>
<tr>
<td>mar. 15</td>
<td>8.2h</td>
<td>Fully entered day (= 8.2h)</td>
</tr>
<tr>
<td>mai</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ven. 18</td>
<td>9.0h</td>
<td>Fully entered day with excess (&gt; 8.2h)</td>
</tr>
<tr>
<td>mai</td>
<td></td>
<td></td>
</tr>
<tr>
<td>mar. 15</td>
<td>8.2h</td>
<td>Time entered</td>
</tr>
<tr>
<td>mai</td>
<td></td>
<td></td>
</tr>
<tr>
<td>jeu. 17</td>
<td>8.2h</td>
<td>Time submitted</td>
</tr>
<tr>
<td>mai</td>
<td></td>
<td></td>
</tr>
<tr>
<td>mar. 5</td>
<td>8.2h</td>
<td>Time validated</td>
</tr>
<tr>
<td>juin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>mar. 5</td>
<td>8.2h</td>
<td>Non-worked absence (automatically</td>
</tr>
<tr>
<td>juin</td>
<td></td>
<td>imported from Absences tool)</td>
</tr>
</tbody>
</table>

3.2 Recording time

- Select a day:
  
  **ven. 8 juin (0.0h ○)**

- Select a project from the list below:

  **Projets sur le(s)quel(s) j'ai travaillé:**
  
  Architecture

- Click on “Détails”: 
(You can also click directly on “Enregistrer” if you have worked on only one project the full day.)

- Modify the duration and/or add a comment (optional): 

- Click on “Enregistrer”:

- Your time is entered:

3.3 Modifying a time entry

- Select a day

- Click on “Détails”

- Modify your time entry:
• Click on “Enregistrer”

• Your time entry is modified:

ven. 8 juin (5.0h 🕒)

3.4 Submitting a time

Time submission is not available from the EPFL Campus application. To submit time entries, please read Chapter 2.5 of this User Manual.

3.5 Searching labs projects

Manually searching for research projects is not available within EPFL Campus application. To search a project, please read Chapter 2.6 of this User Manual.

3.6 Validating time

Time validation is not available for the EPFL Campus application. To validate time, please read Chapter 2.7 of this User Manual.

4 LOG OUT