CHRONOS: Users’ Manual

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Destinataires: CHRONOS USERS
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Etat: En élaboration

Suivi des modifications

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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)

System displays on left bar your default projects based on funding related to your HR datas

- OA = Other Activities on the project
- RA = Research activities on the project
- Education = teaching related to ECTS credit (preparation, courses, correction)
- Various = non eligible hours, not related to a project

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

- Not entered day
- Day partially entered (< 8.2h)
- Fully entered day (= 8.2h)
- Fully entered day (> 8.2h)
- Entered time
- Submitted time
- Validated time
- Week-end or non-working day
- Part-time day
- Non-worked absence (automatically from Absences tool)
2.2 Recording a 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 enter a time, please watch the video tutorial available on chronos.epfl.ch.

2.3 Modifying a time

- click on the recorded time

- Modify the amount of hours

- Add a comment (optional)
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

![Image of Copie / déplacement dialog box]

2.5 Submiting a time

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

2.5.1 Daily submission

- Click on the ✓ icon
- Select ✓ for individual submission:

![Image of Daily submission dialog box]

- Time is submitted:

![Image of Daily submission confirmation]

>> for any further information about how 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:

- Select for global monthly validation:

- Times are submitted:

2.6 Searching 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
- Search can be refine 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 needed at the end of the month but can be done anytime

#### 2.7.1 Daily validation

- Select a collaborator in the drop-down menu:

- Click on the [✓] icon in a day:

- Select [Valider] 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] for global monthly validation

- Times are validated:

![Times are validated image]
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

- lun. 14 mai (0.0h ○) ○ = Not entered day
- lun. 14 mai (3.0h ○) ○ = Day partially entered (< 8.2h)
- mar. 15 mai (8.2h ○) ○ = Fully entered day (= 8.2h)
- ven. 18 mai (9.0h ○) ○ = Fully entered day (> 8.2h)
- mar. 15 mai (8.2h ○) ○ = Entered time
- jeu. 17 mai (8.2h ○) ✓ = Submitted time
- mar. 5 juin (8.2h ○) ✓ ✓ = Validated time
- mar. 5 juin (8.2h ○) ✓ ✓ = Non-worked absence (automatically from Absences tool)

3.2 Recording a time

- Select a day:

  ven. 8 juin (0.0h ○)

- Select a project from the below list:

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

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

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

- Click on “Enregistrer”:

- Your time is entered:

### 3.3 Modifying a time

- Select a day

- Click on “Détails”

- Modify your time:
• Click on “Enregistrer”

• Your time is modified:

ven. 8 juin (5.0h ☀)

3.4 **Submitting a time**

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

3.5 **Searching labs projects**

Projects research is not available from the EPFL Campus application. To search a project, please read Chapter 2.6 of this User Manual.

3.6 **Validating a time**

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

4 **LOG OUT**