

# Configure Time Tracking



## Time Tracking

- [Time Types](#)
- [Manage non-business days](#)

- **Time Types:**

This is where Time Types are defaulted. Time Types appear in the Contact form.

The screenshot shows a 'Log Time' form with the following fields and options:

- User\***: Dima Salman
- Case\***: Start Typing
- Time Type**: Choose Type (dropdown menu)
- Date\***: Choose Type
- Eff. Effort\***: 0 [H]
- Comments\***: (text area)
- Internal** (selected) / **Billable** (radio buttons)

Buttons: Save, Cancel

Time Types can also be added on the fly directly from the Time Log form.

- **Manage non-business days**

Non-business day can be tracked in a list. This feature will be effective in the SLA calculations in upcoming releases.

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