4.16 Elements of Time (Calendaring & Scheduling)

**Understanding the Basics:**

Elements of Time is a dynamic business tool for time. However time is used in your organization, this feature of adilas has great depth and flexibility to adapt to your needs. Elements of Time can be used as a standalone time tool or it can be connected and linked to customers, users, vendors and other players within your adilas system. There are 3 rounds of development planned for Elements of Time and Round 1 is what you are currently working with. It is already a powerful and functional tool for time, but there is a great deal more to come!

Elements of Time allows you to create your own master time templates. These master time templates allow you to setup and determine what details and information you want recorded, or that you require for that “type” of time. You can create as many time templates as you need and then use them over and over again for tracking time. Whether you are doing reservations, rentals, scheduling, project management, appointments, forums, calendared events, reminder systems, servicing, etc., this tool is ready to be customized to suit your needs.

**Getting Started:**

Go to the Elements of Time Homepage to start working with elements of time. From here you can access links to add/edit master time templates, create new elements of time, and search and change report formats to view and work with your time elements.

The first step in using elements of time is to setup time templates. Once you have created a template click the “create new element of time” button to start adding time. These templates can be adjusted with a huge variety of settings to make this useable for your organization, or what you need to track, for that “type/kind” of time. For help getting started with elements of time check out the associated help files, these can help you better understand the versatility of elements of time and setting up a template to use over and over again.

Get there from the Classic Homepage under System Time & Requests; My Favorites Homepage under Elements of Time – Time Homepage; and the Interactive Map Homepage – elements of time button.

**Suggested Permissions & Settings:**

**Permissions:**

**Basic Use:**

 System Search: “Time” – this allows you to use the quick search to search any elements of time, very fast and helpful.

 System Time & Requests: “Basic Elements of Time” – allows the user to add, edit, search, print and generally work with time.

 System Time & Requests: “Time – View & Comment” – this is a limiting permission and allows a “view only” setting. This is given if you don’t want the user to be able to work with elements of time but only to see them and add sub comments if your template allows it.

**Admin Use:**

 System Time & Request: “Admin Elements of Time” – this allows you permission to setup, create and edit master time templates and have admin permission over Elements of Time.

**Related Pages & Help File Links:**

Elements of Time Homepage: Your main hub for all time. Lot of navigation and links at the top, a search form for elements of time, and your time search results & display.

<https://www.adilas.biz/top_secret/help.cfm?id=381&pwd=time>

View Master Time Templates – Admin: Where you view master time templates and link to add/edit them.

<https://www.adilas.biz/top_secret/help.cfm?id=382&pwd=admin>

Add/Edit Master Time Template: This help file is highly recommended if you are setting up master time templates. This helps you understand the options for master time templates, what each of the settings controls or does and how you can create them to fit your needs.

<https://www.adilas.biz/top_secret/help.cfm?id=383&pwd=template>

Add/Edit Main Element of Time: Once you’ve set up your templates, this is the actual process of creating elements of time, which will follow the pattern of the template you created. These will show up on your calendar and become their own object, being able to flex, adjust and hold large amounts of information.

<https://www.adilas.biz/top_secret/help.cfm?id=384&pwd=time>

**Additional Content:**

 -It would be really neat if you could visually show some different ways or uses for Elements of time…. Maybe even some different view of it: like scheduling, a forum, time for invoicing, etc.