

EASY AND SAFE HOURLY RATES MANAGEMENT

Best practice for indexation of selected hourly rates in TimeLog

The guide is written for you who already know TimeLog's hourly rates model

1 On your projects, you need to decide: 1) if indexation is allowed, 2) if the project should never be indexed or 3) from which date the project can be indexed. **The benefit** is that you don't index the wrong projects by accident. Remember that a project as default can be indexed.

2 Use the Indexation overview tab to gain an overview of the customers where you are in doubt about the revision history. **The benefit** is that you can easily decide which customers to index with the general percentage and which customers need special treatment. The green checkmarks below illustrate the selected hourly rates for indexation.

3 Complete the general indexation on customer, project or contract level. If you have single hourly rates on project that should not be indexed or need a special indexation, you can filter on selected hourly rates. **The benefit** is that you can select how detailed a level you want to index on. We visualise this below.

Customer level	Project level	Contract level	Hourly rates indexation
Customer 1 ✓	Customer 2 ✓ <ul style="list-style-type: none">Project 1 ✓Project 2...	Customer 2 <ul style="list-style-type: none">Project 2<ul style="list-style-type: none">Contract 1Contract 2 ✓...	Customer 2 <ul style="list-style-type: none">Project 2<ul style="list-style-type: none">Contract 1<ul style="list-style-type: none">Hourly rate 1Hourly rate 2...
Customer 2 ✓	Customer 5 ✓ <ul style="list-style-type: none">Project 1 ✓Project 2...	Customer 5 <ul style="list-style-type: none">Project 2<ul style="list-style-type: none">Contract 1 ✓Contract 2...	Customer 5 <ul style="list-style-type: none">Project 2<ul style="list-style-type: none">Contract 2<ul style="list-style-type: none">Hourly rate 1Hourly rate 2...
Customer 3 ✓	Customer 8 ✓ <ul style="list-style-type: none">Project 1 ✓Project 2...	Customer 8 <ul style="list-style-type: none">Project 2<ul style="list-style-type: none">Contract 1Contract 2 ✓...	Customer 8 <ul style="list-style-type: none">Project 2<ul style="list-style-type: none">Contract 1<ul style="list-style-type: none">Hourly rate 1Hourly rate 2...
Customer 4 ✓			
Customer 5 ✓			
Customer 6 ✓			
Customer 7 ✓			
Customer 8			
...			

4 Use the Indexation overview tab to verify, if you indexed your hourly rates correctly.

5 Did you make a mistake along the way? You can always overwrite data with a new indexation on the same data and adjust your hourly rates. Enjoy!