Summarizing Efforts

TIM offers the user the chance to summarize the potential accumulation of monetary or temporal efforts within a process. Efforts may be summarized for either individual tasks or an entire instance.

Summarizing efforts for a task

The tab labeled **Efforts** is most easily reached using the context menu of a task. A table listing the summarized efforts appears in the opened screen. Using the **Summarize Efforts** button, the accumulated efforts are summarized. A form is then opened (see screenshot), in which the necessary information will be stored.
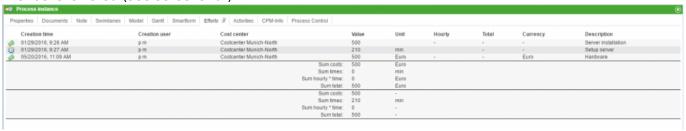

Field	Description
Effort Type	Choose whether the selected effort is summarized on a monetary- or a temporal basis.
Description	An additional description may be given here in order to summarize the effort in greater detail.
Cost center	The appropriate cost center is entered here.
Effort	The magnitude of the effort is summarized here (cost = currency, time = minutes)

The summarized efforts for a given task are listed in the table that is found in the "Efforts" tab (see screenshot).
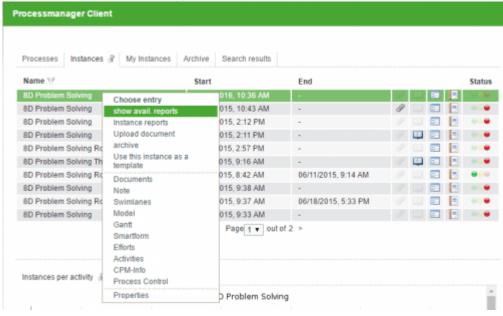
Efforts of an instance

As with the efforts for a task, the efforts for a given instance are most easily reached using the context menu. However, efforts may only be summarized for individual tasks and not for entire instances. Consequently, the button **Summarize Efforts** is missing from the **Efforts** tab. In order to provide the process manager with an overview of all involved efforts, the cumulative efforts for all of the tasks is listed (see screenshot).

Exporting effort reports

The efforts of an instance can be exported as an Excel file. The effort reports are accessed via the option **Show available reports** within an instance's context menu (see screenshot).

The exported excel file contains all summarized efforts as well as the cumulative effort of the instance (see screenshot).

	A	B	C	D	E	F	G	H	I
1	Process instance:	8D Problem Solving							
2	Type	Date	Creator	Cost Center	Effort	Unit	Hourly wage of cost cente	Hourly wage * time	Description
3	Cost in Euros	29.01.2016 - 09:26 AM	m, p	Costcenter Munich-North	500		0,00	0,00	Server installation
4	Cost in Euros	20.05.2016 - 11:09 AM	m, p	Costcenter Munich-North	500	Euro	0,00	0,00	Hardware
5				Sum Costs	1000				
6									
7	Time in Minutes	29.01.2016 - 09:27 AM	m, p	Costcenter Munich-North	210	min	0,00	0,00	Setup server
8				Sum Time	210	min			
9									
10									
11				Total					
12				Total cost	500,00				
13				Total time	210	min			
14				Total time cost	0,00				
15				Total	500,00				
16									
17				TotalEuro					
18				Total cost	500,00	Euro			
19				Total time	0	min			
20				Total time cost	0,00	Euro			
21				Total	500,00	Euro			
22									

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Last update: **2021/07/01 09:52**