

TIQ Time: Draft Entries

Draft Entries are entries where a mandatory field (such as 'matter') is missing, yet they are still saved on your timesheet, allowing you to fill out the missing information once it becomes available.

	1h 15m	Drafting meeting with Mona Bergers	draft
	20m	2017101 Internal / acquisition Correspondence FW: Update? info@pijper.nl	✓
	1h 5m	2017031 Piper Steel / Review ESOP Drafting 2015032 Pitch KPN.doc	✓

Draft entries will always appear at the top of your confirmed entries and have a blue design to differentiate them from the green confirmed entries.

You can revisit your draft entries at any time, click on them, fill in the missing information, save them, and they will become normal confirmed entries.

Draft Entries in Monthly Overview

Users can see their draft entries in the monthly overview, indicated by a blue question mark.



Reporting on Draft Entries

Users in TIQ Time with 'company manager' rights can generate reports on draft entries. (Settings > Data Export > Time Entry Details).

Time Entry Details

1 Mar 2024 31 Mar 2024 Fetch draft entries only Fetch entries show advanced options

Add result filter Download results as CSV

Results for "Fetch draft entries only" between Friday, 1 March 2024 and Sunday, 31 March 2024 (7 entries, amount total: 11.10 hours, Original amount total: 10.85 hours)

Entry ID	User name	Date	Matter ID	Matter Name	amount	description	Activity	Export status	exportDate	Activity	isBillable	isPosted	Original amount
11806486	Bas Roodbeen (demo)	25/03/2024		== Draft ==	2	Internal meeting with	Internal meeting	Not exported			false	false	1.92
11806490	Bas Roodbeen (demo)	26/03/2024		== Draft ==	3		Other	Not exported			true	false	3
11806188	Bas Roodbeen (demo)	27/03/2024		== Draft ==	1.5	Dit is een draft entry	Meeting	Not exported			true	false	1.5