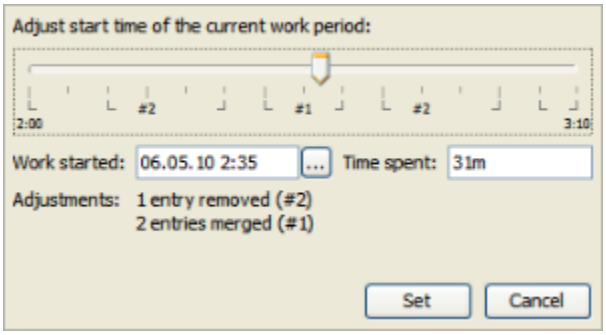
Adjusting Work Time

As you work on the bug you can modify the start and finish time of your current work period. This can be necessary if, for example, you forgot to start time tracking when you started working on the bug, or vice versa - forgot to stop it when you actually stopped working on the bug.

To adjust the work start time:

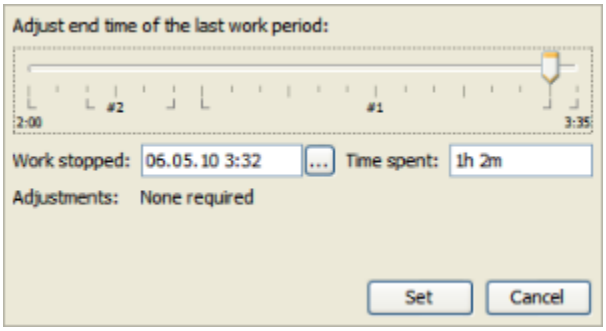
1. As the **Time Tracker** is running click the **Work started/Time spent** label on the **Time Tracker**.
2. The start time adjustment control is shown.



3. By default the slider is located at the position representing the tracking start time.
4. You can adjust the start time, dragging the slider to the left. In Deskzilla you can only work on one bug at a time, which means no records can overlap. So as you move the start time to the left, necessary adjustment are made to other records marked on the time line. Depending on the slider new position records are adjusted, removed, or merged (if the slider is positioned on the work period of the same bug).
5. Click **Set** to save the changes.

To adjust the work finish time:

1. As the **Time Tracker** is paused or stopped click the **Work stopped(paused)/Time spent** label on the **Time Tracker**.
2. The finish time adjustment control is shown.



3. By default the slider is located at the position representing the tracking finish time.
4. You can adjust the finish time, dragging the slider to the left. If you drag the slider further than the start time mark on the time line, the current record will be removed.
5. Click **Set** to save the changes.

Once the work is stopped and the record is saved to the timesheet, it can be edited in the **Edit and Publish Time** window. See the Timesheets Publishing section for details.