

Project Rounding Rule

For each project, you can select a rounding rule for work logs. Rounding rules are used to charge a different amount of time instead of the exact time to customers, resp. to define minimum amounts of time to be charged. For further details, see [Rounding Rules](#).

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Set Project Rounding Rule

Go to

ictime - Administration - Configure Projects

You can either choose to **edit** a project and click on the tab "Rounding Rule" or you can access the rounding rule directly from the project list (see [Project List](#)).

Administration

Configure Projects Global Teams Activity Types Rounding Rules Permissions Work Log Attributes Customers VAT

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Rounding Rule : Rounding Rules Documentation

Rounding rule setup for this project.

No Rounding

Default Rounding Rule: INIT_30_ADD_15

Consider Activity Type based Rounding Rule : No specific rounding rules for Activity Types

Save

Rounding Rules for a specific project (without considering activity types)

This is the simplest use case for rounding rules. Go to any project's configuration and change the project default rounding rule to one you defined before. Leave the activity type based rounding rule setting on its default (No specific rounding rules for activity types). With these settings every created or updated ictime work log entry will be rounded according to the defined rounding rule settings, no matter which activity type you are using.

Just choose a rule from the dropdown. If you did not configure any rounding rules for **ictime** yet (see [Rounding Rules](#)), the only option available will be "No Rounding".

You can't choose rounding rules that are disabled (see [Rounding Rules](#)). However, if you have chosen a rounding rule in the past and this rule is disabled later, it still applies to your project.

Change Project Rounding Rule

You can change the rounding rule for a project at any time or can decide not to use rounding any longer.

i This won't affect historic work logs for this project, they will still be rounded according to the rounding rule applicable when they have been created or edited the last time. New work logs will be created using the new rule (or no rule). If you edit a historic work log, the rule applicable at this moment (or no rule) will be applied (not the rule applicable when creating the work log!). If you want historic entries to be "modified" according to a new rule, you would need to edit/save them once.

