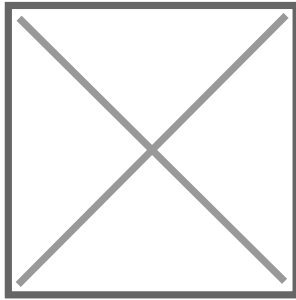


Global Settings

The titra **Global settings** (defaults) are available in the **user menu > Administration**.



All settings are defaults which can be overruled by user specific settings. They can be currently either of type **Number** or **String**. No validation of values is taking place so it is up to the administrator to use proper values.

The Search bar

By entering a request in the **search bar**, in this example "Date" the corresponding Settings-Block is displayed:

Global settings | Users | Custom fields | Extensions

Date

Date settings

Name	Value	Actions
Date format	DD.MM.YYYY	↻
Detailed date format	ddd, DD.MM.YYYY	↻
Weekview date format	ddd, DD.MM	↻

Customization Settings

Customization		
Name	Value	Actions
Custom CSS	<input type="text"/>	↺
Custom HTML	<input type="text"/>	↺
Custom logo (URL or Data URI)	data:image/png;base64,iVBORw0KGgoAAAANSU... AbWs+BAAAABmJLR0QA/wD/AP+gvaeTAAACXBIWXMAAA...TAAAEwEAMPw	↺
Custom placeholder content	<input type="text"/>	↺
Show name for custom fields in details view?	<input type="checkbox"/>	↺
Show/export custom fields in details view?	<input checked="" type="checkbox"/>	↺
Show/export customer field in details view?	<input checked="" type="checkbox"/>	↺
Use time entry state?	<input checked="" type="checkbox"/>	↺

Here the admin can customize several settings, for example it is possible to integrate Custom CSS or HTML Data.

The Custom logo setting allows an admin to provide a URL or Data URI to replace the default titra logo, an example is depicted in the screenshot above.

Inserting a Custom Place Holder Content, will use the specified place holder content on the overview page in a dedicated card underneath "All projects".

This setting is followed by 4 Options that can be turned on/off by the toggle (grey = off, green = on)

If you wish to reset a single input, clicking on the reset button in the desired line, will do the trick:

Holidays		
Name	Value	Actions
Holiday Country	<input type="text" value="Austria"/>	↺
Holiday State	<input type="text" value="Vienna"/>	↺
Holiday Region	<input type="text" value="Vienna"/>	↺

Date Settings

Date settings		
Name	Value	Actions
Date format	<input type="text" value="DD.MM.YYYY"/>	
Detailed date format	<input type="text" value="ddd, DD.MM.YYYY"/>	
Start of week (0=Sun, 1=Mon, etc)	<input type="text" value="1"/>	
Weekview date format	<input type="text" value="ddd, DD.MM"/>	

This will setup the default data shown in the users titra. See the following point, for all formatting options:

Date formats

titra uses [dayjs](#) under the hood and thus supports all formatting options listed in the [Format \(opens in a new tab\)" rel="noreferrer noopener" class="rank-math-link">Display > Format](#) section.

E-mail

E-mail		
Name	Value	Actions
Mail from address	<input type="text" value="no-reply@titra.io"/>	
Mail from name	<input type="text" value="Titra"/>	

The mail addresses can be configured under this setting option.

Globals

Globals		
Name	Value	Actions
Cost unit	<input type="text" value="\$"/>	
Disable public projects?	<input checked="" type="checkbox"/>	

The admin can set a default Cost Unit and choose if public projects will be displayed or not.

Most used cost symbols are: \$ ¥ £ € ¢ ¤

Holidays

Holidays		
Name	Value	Actions
Holiday Country	<input type="text"/>	↻
Holiday State	<input type="text"/>	↻
Holiday Region	<input type="text"/>	↻

These fields are filled in with the legal holidays of the country, the users are working in, they should be filled in accordingly by the administrator.

Interfaces

Interfaces		
Name	Value	Actions
Enable Gitlab Interface?	<input checked="" type="checkbox"/>	↻
Enable Wekan integration?	<input checked="" type="checkbox"/>	↻
Enable Zammad integration?	<input checked="" type="checkbox"/>	↻

Here the different Interface Integrations can be toggled on and off.

How to set up the different Interfaces can be found here: [Gitlab](#), [Zammad](#), [Wekan](#).

Login

Login		
Name	Value	Actions
Allow anonymous user creation (activates the /try route)?	<input type="checkbox"/>	↻
Disable new user registration?	<input type="checkbox"/>	↻
Enable OpenID Connect?	<input type="checkbox"/>	↻

Login specifics are configured in this section. -> ----- <

Security

Security		
Name	Value	Actions
X-Frame-Options header origin URL	<input type="text"/>	↻

“ The X-Frame-Options HTTP response header can be used to indicate whether or not a browser should be allowed to render a page in a <frame> , <iframe> , <embed> or <object> . Use this to **avoid click-jacking attacks**, by ensuring that their content is not embedded into other sites.

<https://developer.mozilla.org/en-US/docs/Web/HTTP/Headers/X-Frame-Options?retiredLocale=de>

Time tracking

Time tracking		
Name	Value	Actions
Number of projects displayed in the project search (default 5)	<input type="text" value="5"/>	↻
Number of tasks displayed in the task search (default 5)	<input type="text" value="5"/>	↻
Timetracking rules (creation & modification)	<pre>// this code will run for every time entry creation / modification in a sandbox // it has access to the following properties: // this.user // this.project // this.dayjs // this.timecard: { // projectId, // task, // state, // date, // hours, // } // has to return true or false to allow/prevent the creation/modification of time entries return true;</pre>	↻
Track start time?	<input type="checkbox"/>	↻

Admins can change the number of projects/tasks displayed in the project/task section (default is 5).

The timetracking rule for creation and modification is set to **true** by default.

There's also an option to Track the start time of users.

User defaults

User defaults ^		
Name	Value	Actions
Decimal precision	<input type="text" value="3"/>	
Default track time view	<input type="text" value="dd"/>	
Hours per day	<input type="text" value="8"/>	
Time unit	<input type="text" value="h"/>	

User default settings can be customized in this section, see the following link for format options:

[Date formats](#)

Workingtime view defaults

Workingtime view defaults ^		
Name	Value	Actions
Add break to working time?	<input type="checkbox"/>	
Daily break time	<input type="text" value="12:00"/>	
Daily start of working time	<input type="text" value="09:00"/>	
Default break duration (in hours)	<input type="text" value="0,5"/>	
Regular work time	<input type="text" value="8"/>	

Need help setting the correct values? Checkout the [titra wiki](#).

This last configurable section deals with the working time view default settings. Seen above are the default values, these can be changed by the administrator to better fit the users working and break times.

It is always possible to revert back to the default values using the “**Reset**” button.

Do not forget to save changes made by clicking the “**Save**” button before exiting the administration page.

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