

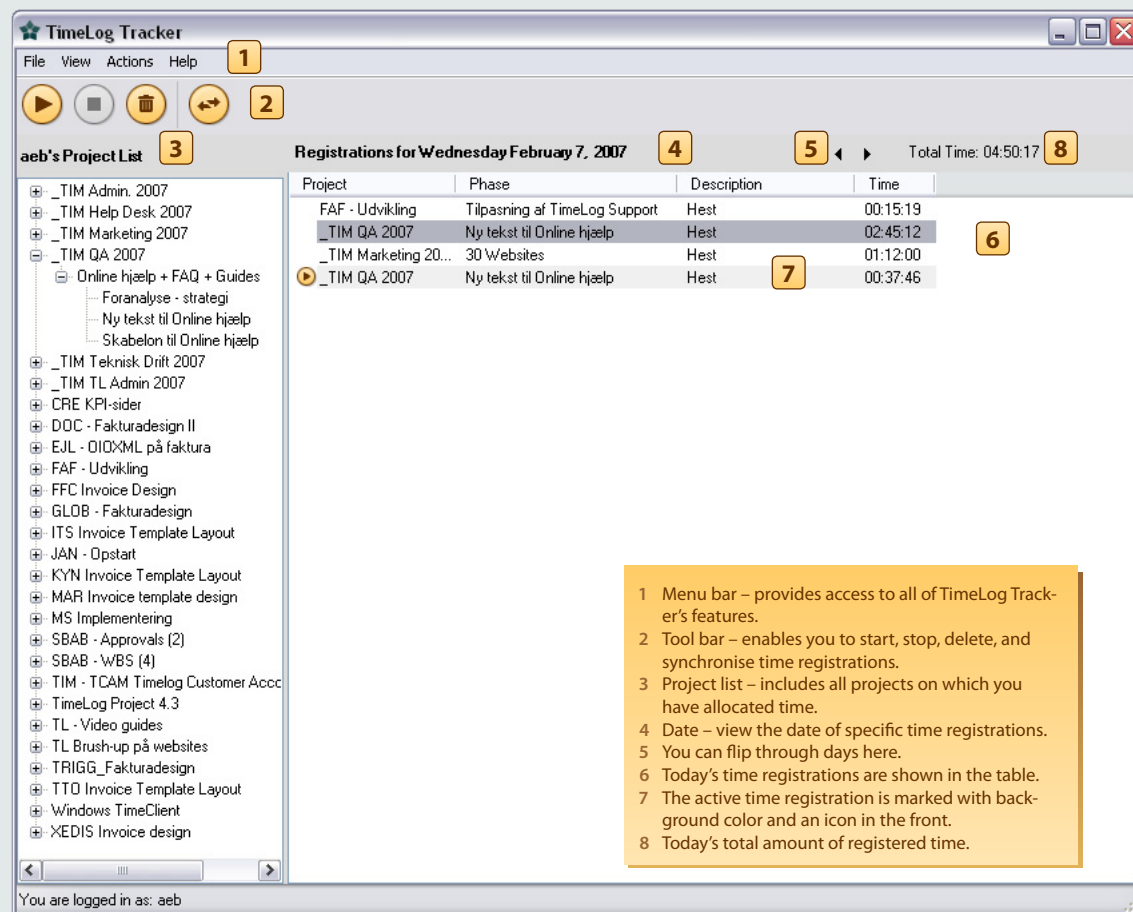
TimeLog Tracker 1.0

Installation and User Guide



Introduction

TimeLog Tracker is an application you can use to track your time, and later synchronise your time registrations with TimeLog Project.



TimeLog Tracker 1.0
Installation and User Guide

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Who can use TimeLog Tracker?

A minimum permission level as **Project Member** is required in order to log in TimeLog Tracker.

Introduction

Enabling, Installation and Removal

Enabling TimeLog Tracker

TimeLog Tracker must be enabled in TimeLog Project before employees can access the application.

Only persons with system administrator permission level can do this.

How to enable TimeLog Tracker...

- 1 Go to the menu **System Administration** (F10).
- 2 Click on **Time Tracking Setup** under **General Settings**.
- 3 Click the checkbox "Enable TimeLog Tracker".
- 4 Click **Update**.

TimeLog Tracker is now enabled and ready for use.

Installing TimeLog Tracker

When TimeLog Tracker has been enabled in the system administration a new menu item will be visible in the main menu.

How to install TimeLog Tracker...

- 1 Click **Download TimeLog Tracker** under **Employee** in the main menu.
- 2 Click the link **Download TimeLog Tracker** on the right side of your screen.

In Internet Explorer® you must choose between **Run** or **Save**. In Mozilla Firefox™ you must save the installation file on your computer first by clicking **Save file**.

- 3 If you selected **Run** in Internet Explorer® the installation program will start automatically.

If you have saved the installation file on your computer, double-click on **TimeLogTracker.msi** to start the installation program.

First you will receive a warning stating that the publisher could not be verified.

- 4 Click **Run** if you trust that TimeLog is the publisher. If not, click **Cancel** to stop the installation.

Next the 5-step installation process will begin.

- 5 Follow the instructions on your screen to complete the installation.

When the installation is completed a shortcut icon will be located on your desktop. Double-click the icon to start TimeLog Tracker.

You can also open TimeLog Tracker from the Start menu i Windows® under **All Programs** and **TimeLog Tracker**.

Removing TimeLog Tracker

How to uninstall TimeLog Tracker...

- 1 In Windows®, click **Start** and select **Control Panel**.
- 2 Double-click **Add or Remove Programs**.
- 3 Make sure **Change or Remove Programs** in the left side of the window is selected, and choose TimeLog Tracker from the list of installed programs.

- 4 Click **Remove** to uninstall, and then **Yes** when asked: "Are you sure you want to remove TimeLog Tracker from your computer?"

TimeLog Tracker will now be removed from your computer. It is possible that there are shortcuts on your desktop, in the start menu, and other places, which you will have to remove manually.

System Requirements

To install and use TimeLog Tracker you must have Windows® 2000, Windows® XP or Windows Vista™ installed on your computer.

In addition, you need to install Microsoft .NET Framework 1.1 (or later). You can download a free copy on www.microsoft.com/downloads.

TimeLog Tracker can not be installed on MacOS.

Internet Access

Internet Access is required to update the project list and synchronise time registrations. All of TimeLog Tracker's other features do not require internet access.

Log in, Log off, and Exit

How to open TimeLog Tracker

You can open TimeLog Tracker from several locations:

- Double-click the shortcut icon on the desktop.
- Open Windows' Start-menu. Select **All programs** and find the folder **TimeLog Tracker**. Then click on **TimeLog Tracker**.
- You can add your own shortcuts in Start or Quick Launch.

Log in to TimeLog Tracker

When you open TimeLog Tracker you will be asked to log in:



A permission level as **Project member** or above is required in order to log in to TimeLog Tracker.

How to log in...

- 1 Enter the address you use for your TimeLog Project in the field **Website**.

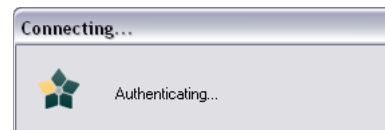
The address is the one you use to access TimeLog Project (e.g. <https://tl.timelog.com/companyname>).

- 2 Enter you user name and password from TimeLog Project in the fields **User Name** and **Password**.

Mark the checkbox next to "Log me in automatically on this computer", so you do not have to log in every time you open TimeLog Tracker. This only applies for this computer.

- 3 Click **Log in**.

TimeLog Tracker will approve your access and open:

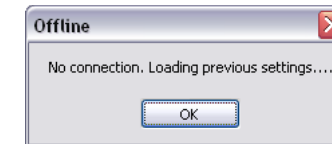


When you are offline...

You can log in to TimeLog Tracker even without access to the internet. This is done as stated above, but with one minor difference.

While TimeLog Tracker is approving your access, the application will find out that you are offline.

You will get the following message:



- 4 Click **OK** to open TimeLog Tracker.

Please note: You can only synchronise your time registrations, update your project list, or access your weekly timesheet when you are online.

Log off and exit TimeLog Tracker

How to log off...

If you want to log off TimeLog Tracker you must do as stated below:

- 1 Select **Log out** in the menu **File**.

TimeLog Tracker will log you off without synchronising your time registrations. Another person can log in.

If you want to exit TimeLog Tracker...

- 1 Select **Exit** in the menu **File** or click in the upper-right corner.

Har du registreret tid, vil du blive spurgt, om du vil synkronisere, inden applikationen lukkes.

- 2 Click **Yes**, if you want to synchronise now.

Click **No**, if you want to synchronise later. The time registrations are saved in TimeLog Tracker.

Time Tracking

Track time with TimeLog Tracker

TimeLog Tracker and you are ready to register time on your daily phases and activities. You can see the date and use the arrows to flip through previous dates, but you can only register time on today's date.

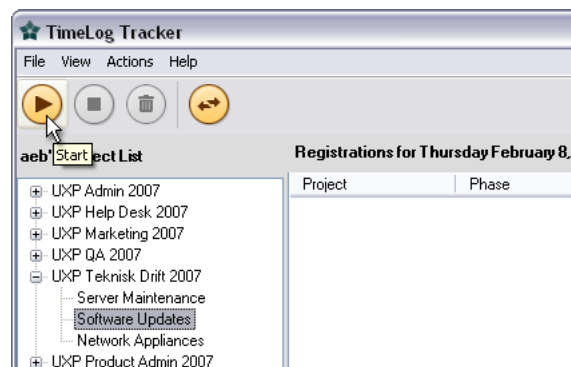
The project list is located on the left. It includes all projects and phases on which you have allocated time.

You are not able to register absence or time spent on phases in general projects if you have not registered time on them before.

Your time registrations will be shown in the table with the columns **Project**, **Phase**, **Description**, and **Time**.

How to register time...

- 1 Find the phase on which you want to register time in the project list on the left.
- 2 Click on the phase and click on **Start** in the toolbar – or just double-click the phase.



The phase and an icon will now be shown in the table on your right, and the timer has started.

Click on **Stop**, if you want to stop the timer.

Click again on the phase in the table and click **Start** – or double-click it – if you want to register time on the same phase again.

Double-click another phase in the project list when you want to register time on a different phase. The timer stops on the current phase, and starts on the newly selected phase.

You can register time on numerous phases, and start and stop them on an ongoing basis.

How to delete a time registration...

- 1 Click on the phase you want to delete, and click **Delete**. You can also press **Delete** on your keyboard.
- 2 Click **Yes**, when asked "Do you want to delete this registration?". Click **No**, if you want to keep the registration.

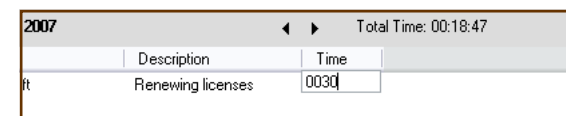
Edit your time registrations

You can edit your registrations in two ways: By editing your time expenditure, and by adding a description.

Edit the time expenditure in a time registration...

- 1 Double-click on a time registration in the column **Time**. The field is changed, and you can enter a new time.

- 2 Enter the new time in the format HHMM and press **Enter** on your keyboard or click outside the field with the mouse. The first two numbers are hours, and the last two are minutes. If you only enter two digits they will count as minutes.



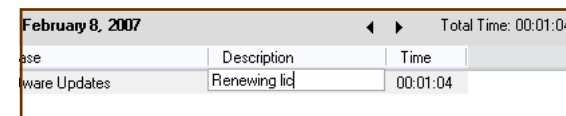
It is not possible to enter seconds when editing your time expenditure on a time registration.

Add a description to a time registration...

Descriptions are useful for you as well as for others. They can be used to describe the work performed on different phases.

You can make numerous time registrations on the same phase, and add different texts in the **Description** field on the same day according to work performed on the specific phase.

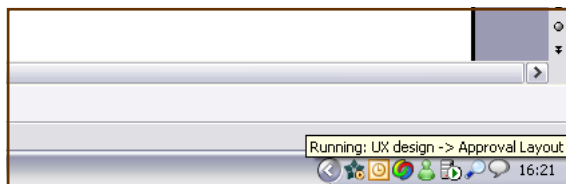
- 1 Double-click the field on a time registration in the **Description** column. The field changes, and you can enter a description of the work you have done.
- 2 Enter your description and press **Enter** or click with your mouse outside the field.



If there is more than one time registration on the same phase, they will be joined into one and locked in TimeLog Project's **Weekly Timesheet** and cannot be edited. Use **Detailed Timesheet** in TimeLog Project instead.

Run TimeLog Tracker in the background

You can let TimeLog Tracker run in the background, while you work, so it won't be in your way. Minimise TimeLog Tracker to the system tray in Windows located in the bottom-right corner of the screen:



When TimeLog Tracker is minimised to the system tray it will be shown as a small icon. If you are currently tracking time, it is indicated by a yellow arrow on the icon.

Reopen TimeLog Tracker by double-clicking on the icon. Stop or start a previous time registration by right-clicking the icon in the the system tray.

Synchronise your registrations

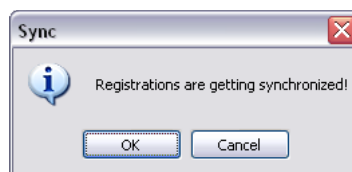
TimeLog Tracker runs independently from TimeLog Project while you register your time.

When you are ready to synchronise your time registrations with TimeLog Project – e..g. when your working day is over – you will need access to the Internet.

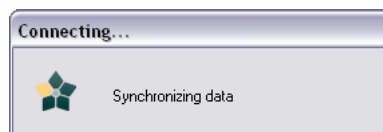
If you have unsynchronised time registrations from previous days, they will be synchronised as well.

How to synchronise your time registrations...

- 1 Click on **Synchronize** in the toolbar or select **Synchronize** from the menu **Actions**. Finally, you can just hold down **Ctrl** and press **S**.
- 2 You will now be asked to confirm the synchronisation:



- 3 Click **OK** to continue:



All time registrations are removed during synchronisation, and they can only be viewed and edited in **Weekly Timesheet** or **Detailed Timesheet** in TimeLog Project.

If TimeLog Tracker does not synchronise...

It may occur that TimeLog Tracker does not synchronise your time registrations. This could be caused by an outdated time registration where the project has been deactivated in the meantime.

- 1 Exit TimeLog Tracker.
- 2 Double-click **My Computer**.

- 3 Locate **C:\Program Files\TimeLog Tracker**.
- 4 Delete the file **Reg.xml**.

View the Weekly Timesheet in TimeLog Tracker

It is not necessary to open your browser to access TimeLog Project. If you have access to the Internet you can open e.g. **Weekly Timesheet** or **Detailed Timesheet** directly in TimeLog Tracker.

How to view Weekly Timesheet in TimeLog Tracker

- 1 Choose **Timesheet** from the menu **View**.

If you do not have automatic login is not enabled, then you will be asked to log in to TimeLog Project. You can enable automatic login the next time you log in to TimeLog Tracker or in **Settings...** in the menu **View**.

- 2 Enter user name and password and click **Login**.
- 3 Click **Weekly Timesheet** or **Detailed Timesheet**.

You can now view and use the weekly timesheet or detailed timesheet in TimeLog Tracker.

Please note: If more than one time registration is linked to one phase on the same day, it cannot be edited in the weekly timesheet. Instead, use the detailed timesheet where you can view and edit multiple time registrations one the same phase.