

A4 How to Install TimeLog Tracker

Access level: All users,

Learn: How to install TimeLog Tracker on a Windows PC.

In order to use TimeLog Tracker for time tracking, the program must be installed on the user's computer individually.

How to install TimeLog Tracker

Click on the link [Download TimeLog Tracker](#) in the Main Menu, located below the header Employee.

Figure 1: Main Menu-> Download TimeLog Tracker

- Click on the link *Download TimeLog Tracker* ❶ beneath *Installation* located in the upper right corner of the screen and follow the installation guide.

Tip: If the link *Download TimeLog Tracker* is inactive in the main menu, it is necessary for a system administrator to activate it in *System Administration -> Time Tracking Setup*

Figure 2: Select Installation Folder

- Changes in the installation are done from this screen ❷. This is where it is possible to change which folder the TimeLog Tracker should be placed in and whether other users of the same computer should be able to access the TimeLog Tracker.

Figure 3: Installation Complete

- Finish the installation by clicking *Close* ❸. TimeLog Tracker is now installed on the computer.

The Program is opened via *Windows Start – Programs – TimeLog – TimeLog Tracker* or from the shortcut on the desktop.

A guide on how to use the TimeLog Tracker is described in ⇒A5.

Tip: TimeLog Tracker can only be installed on PC's running Windows.

Figure 1: Main Menu -> Download TimeLog Tracker

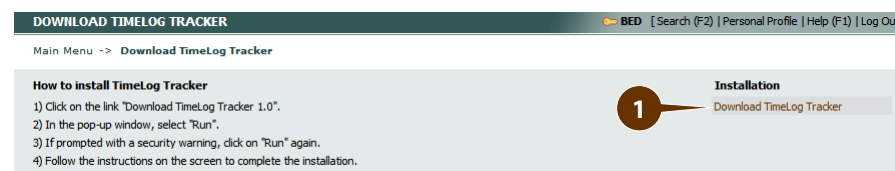


Figure 2: Select Installation Folder

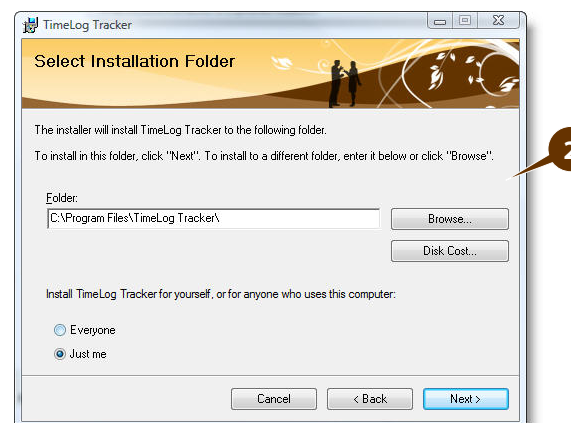


Figure 3: Installation Complete

