

# A5 How to Track Time with TimeLog Tracker

**Access level:** All employees, except external users

**Learn:** How TimeLog Tracker can be used to register work hours on project tasks. TimeLog Tracker is an independent program that is installed on the user's computer. For an instruction on how to install TimeLog Tracker look in ⇒A4.

TimeLog Tracker “runs” in the background and registers work hours on a selected task. The project list shows all project tasks that are suitable for time registration.

## Start TimeLog Tracker

Figure 1: TimeLog Tracker Icon

- TimeLog Tracker can be initiated via Windows Start – Programs – TimeLog – TimeLog Tracker or via the shortcut ❶ on the desktop.

Figure 2: TimeLog Tracker Login

- Enter *Company Name* (Last part of the URL for the TimeLog installation, e.g. [https://tl.timelog.com/\(CompanyName\)](https://tl.timelog.com/(CompanyName))), *User Name* and *Password* in the matching text boxes ❷.
- Click on Log in ❸ in order to load the projects.

## Start Time Tracking

Figure 3: TimeLog Tracker

- Open the task list by clicking the + icon next to the project name ❹.
- Click on the desired task ❺.
- Click on the Start icon ❻ or double-click on the task to begin time registration.
- The active time registration is shown in the bottom ❼ and the start icon ❶ indicates that the time registration is “running”.

## Stop Time Tracking and Synchronize with the TimeLog Server

- The time registration is stopped by double-clicking the activated project task or by clicking the stop icon ❷ after selecting the active task.
- Send the time registrations to the TimeLog Project server by clicking the synchronize ❸ icon ❸.

Figure 1: TimeLog Tracker Icon



Figure 2: TimeLog Tracker Login



Figure 3: TimeLog Tracker

