

A5 Tracking time with TimeLog Tracker

Access: All internal users.

Learn: How to track time on projects with TimeLog Tracker.

TimeLog Tracker is an independent program that can be installed on Windows or Macintosh computers. For more info, see user guide ⇒ **A4**

Open TimeLog Tracker

Figure 1: TimeLog Tracker login

- TimeLog Tracker is opened using the Start menu or the desktop icon **1**
- Enter User Name **2** and Password in the specific fields. Check *Remember my login on this computer*, if you want TimeLog Tracker to remember the login information.
- Click on *Sign In* **3** to load the allocated and general projects. Without internet access, the last used project list is loaded.

Starting the time tracking

Figure 2: TimeLog Tracker

- If any previous time registrations have been made, e.g. in the Weekly Time-sheet (F12) they will be loaded and shown with ● **4** with each post showing the tracked time.
- The allocated and general projects are listed and can be sorted using the drop down menu **5**. The chosen sorting is shown on the button.
- Open the underlying projects/tasks by clicking on the small triangles **6**. Double-click on the wanted task name to start tracking time.
- The active task **7** is shown with a small clock next to the column *Time*. Double-click in the field *Comment* to enter a comment to the registration.
- The window **8** shows the active task's time registration in hours:minutes, *Task name (task no.): Project name (project no.)* and *Customer name (customer no.)*
- Click on **||** to stop the time registration, or hit the space button when the task has been selected. Click on **▶** or the space button to start the time registration again.
- Click on **+** to start a new time registration without an attached project.
- Synchronise the registered hours:minutes with TimeLog Project using the **↻** button **9**.

Figure 1: TimeLog Tracker login

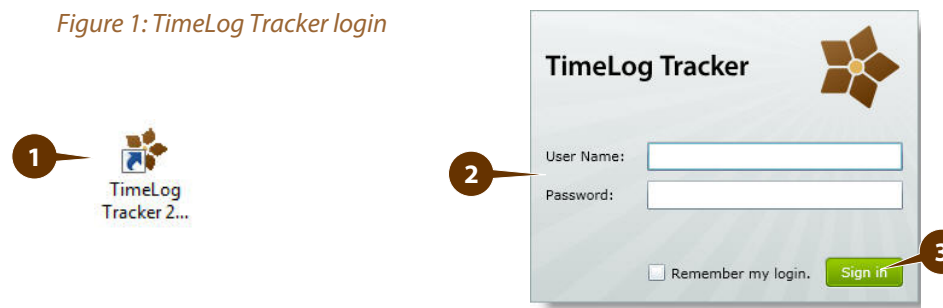
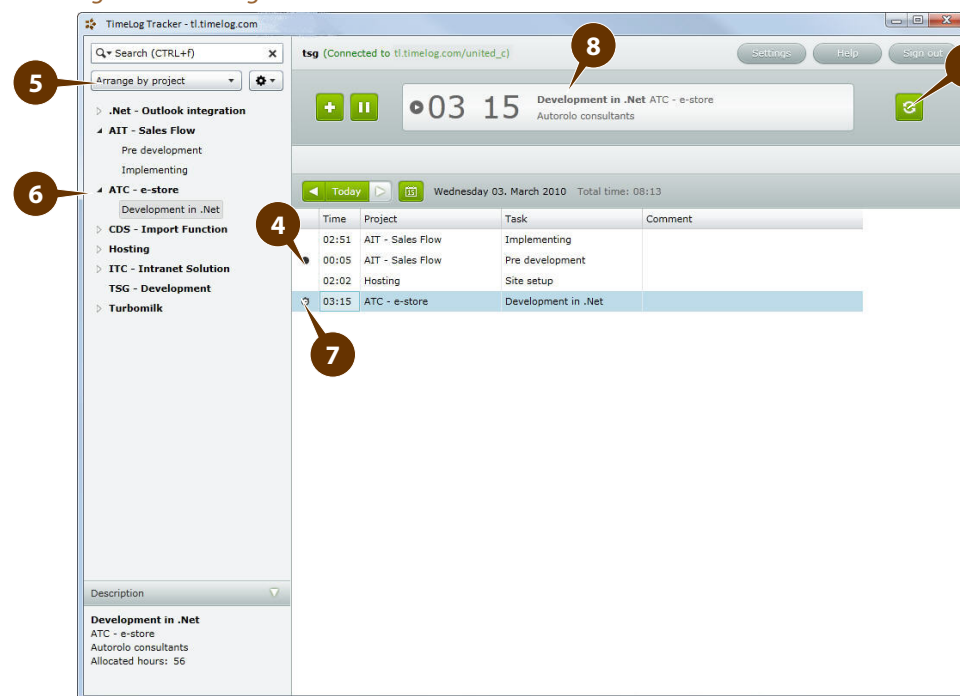


Figure 2: TimeLog Tracker



Tip: No internet connection is necessary when tracking time. This is only needed to synchronise data with TimeLog Project.

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Search for allocated projects

Figure 3: TimeLog Tracker project sorting

- Click in the search field **1** and enter the search word.
The search is an active search where the list of results becomes more specified during the search.
- In the search field click on **X** **2** to close the search and reload the original project list.

Sorting the project list

- Use the sorting list *Arrange by ...* **3** to select the wanted sorting of allocated projects.
Sort by *Customer, Project* or *Allocated/general* projects.
- Select the wanted degree of detail in the drop down menu **4**.
- Clicking on *Show ...* shows the choice in the project list while *Hide ...* removes the choice from the project list.

Changes and moving columns

- Click on a column heading **5** to change the sorting of time registrations.
- Move the cursor to a column line **6** between two headings and use the drag-and-drop function when ↔ appears to adjust the size of the column.
- Use drag-and-drop to move column headings **5** to a new location.

View options for the time tracking window

Figure 4: TimeLog Tracker Settings

- Click on *Settings* **7** and select the wanted view by checking the boxes.
- If *Remember my login* **8** has been checked TimeLog Tracker automatically remembers your username and password. If the checkmark is removed, username and password must be entered each time TimeLog Tracker is opened.
- Click on *OK* **9** to load the new view option to the window.
- Click on *Cancel*, or the cross at the top right corner to close the pop-up window to cancel any changes made.

Figure 3: TimeLog Tracker project sorting

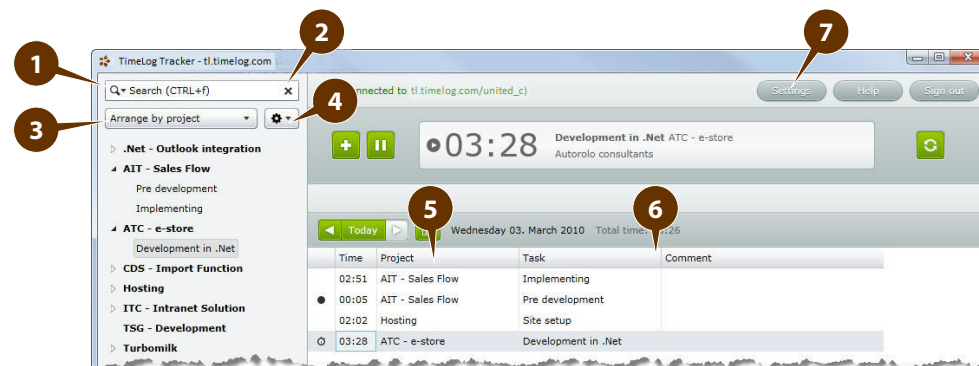
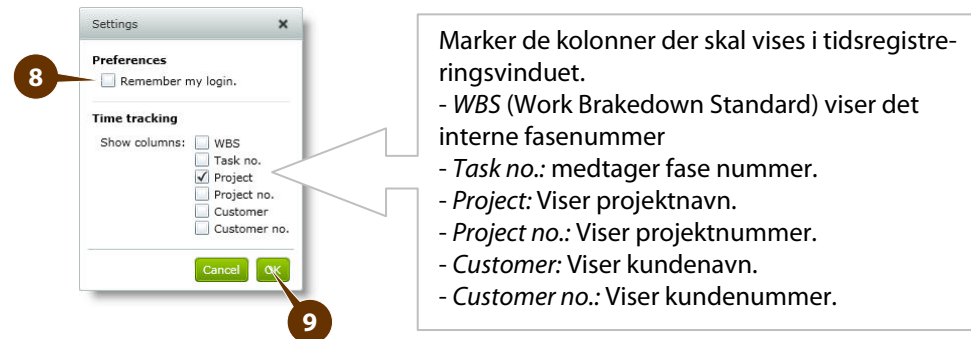


Figure 4: TimeLog Tracker Settings



Tip: All view option changes that have been made are saved and applied next time TimeLog Tracker is opened.