

TimeKeepr

User Manual

Welcome to TimeKeepr – the very best workday time tracker, that will probably never ever be installed anywhere.

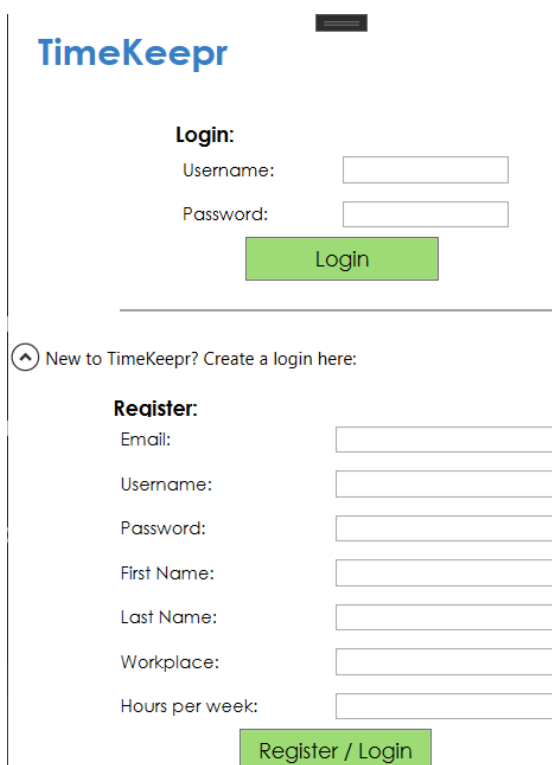
But was fun to program 😊

Registration

When you first start the app, you're met with the login page. I understand that the first time you run this, you don't have a logon, but then you're in luck!

All you need to do is click the link to create a login, and the registration form folds out nicely!

Fill out your information, remember to fill out every field, and click Register/Login. That will save your information to our secure database, and you'll be logged in immediately.

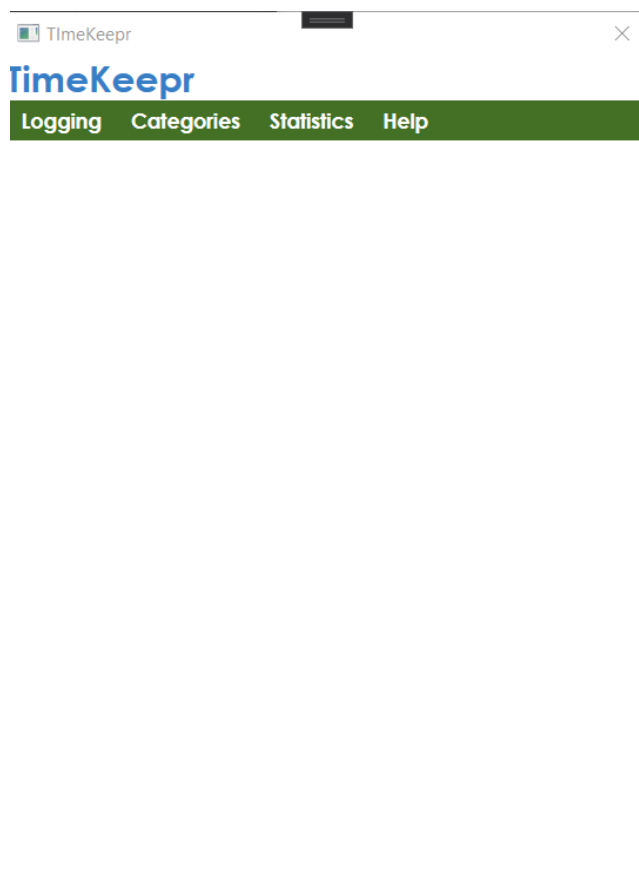


The screenshot shows the TimeKeepr web interface. At the top, the 'TimeKeepr' logo is displayed in blue. Below it, there is a 'Login:' section with two input fields: 'Username:' and 'Password:'. A green 'Login' button is positioned below these fields. A horizontal line separates the login section from the registration section. Below the line, there is a link that says 'New to TimeKeepr? Create a login here:'. Under this link, there is a 'Register:' section with six input fields: 'Email:', 'Username:', 'Password:', 'First Name:', 'Last Name:', 'Workplace:', and 'Hours per week:'. A green 'Register / Login' button is located at the bottom of the registration form.

Don't worry, your information will never be used by us for anything other than making sure the app runs smoothly.

Main Window

Next you'll be met with the main window. Here you can see the four possibilities you have:



Logging:

This is where you register your time spent not only at work, but also the time you use on the different projects that you work with.

Categories:

This is where you administer the projects that you work with.

Statistics:

Speaks for itself – you can see some details about

what you've been doing, and you can also see how much overtime you have (provided you put in the number of hours you work when you registered)!

Help:

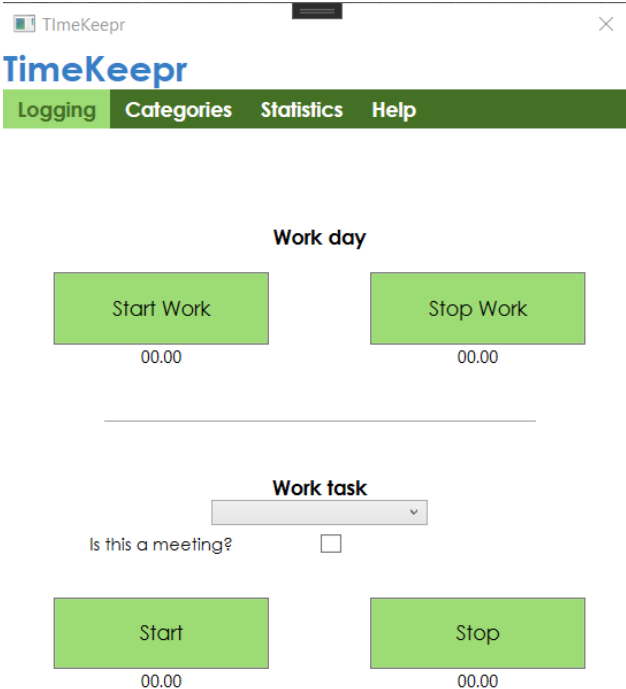
Shows you this document.

Logging

The logging page is divided up into two sections:

The first section is for registering your total time at work. You click on “Start Work” when you begin your workday, and “Stop Work” when you’re finished. It’s that easy!

Note: If you stop your workday before you stop any running tasks, the task will be terminated and registered as well – because we don’t want to “work” without making it count!



The screenshot displays the TimeKeepr web application interface. At the top, there is a header bar with the TimeKeepr logo and a navigation menu with links for 'Logging', 'Categories', 'Statistics', and 'Help'. The 'Logging' section is active. Below the header, the 'Work day' section contains two green buttons: 'Start Work' and 'Stop Work', each with a '00.00' timer below it. A horizontal line separates this from the 'Work task' section. The 'Work task' section features a dropdown menu labeled 'Work task' with a downward arrow. Below the dropdown is a checkbox labeled 'Is this a meeting?'. At the bottom of this section are two green buttons: 'Start' and 'Stop', each with a '00.00' timer below it.

The second section is for the projects, or tasks that you’re working on. If you’ve made some categories then you’ll be able to see them in the dropdown that’s at the top. You can also register if this activity is a meeting related to the task.

Again, you press “Start” to begin the timer, and “Stop” to stop the timer.

Note: If you try to start a task before you begin your workday you will be prompted to do so.

Categories

This is where you administer your categories. You can add new ones, modify existing ones, or delete the ones you probably created by accident.

The checkbox next to the category name in the edit section indicates if the category is active or not. That means that the category will be available when you choose a new task on the Logging page.

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Logging **Categories** **Statistics** **Help**

Category	IsActive
SocialLI	True
Senior ATA	True
Senior Afregning	True
Indsatser - hvor mange	False
Skemaer - hvor mange	False
Tomato Paste	True

☒

Update

Add New Category

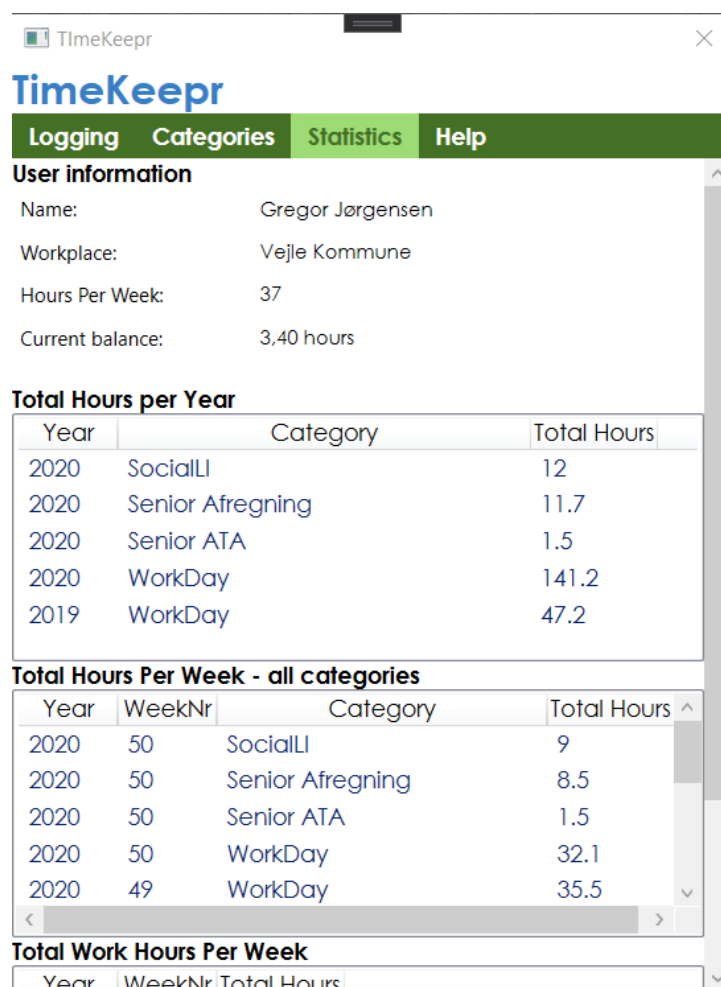
Delete

Statistics

The Statistics page is where we can have some fun!

Here you can see your overtime balance, the total number of hours you've worked, also on each task, each year or each week, and also the total number of hours that you've put in at work.

New tables will be added in future versions, so stay tuned!



The screenshot shows the TimeKeepr application interface. At the top, there's a navigation bar with 'Logging', 'Categories', 'Statistics' (selected), and 'Help'. Below this, the 'User information' section displays the user's name (Gregor Jørgensen), workplace (Vejle Kommune), hours per week (37), and current overtime balance (3,40 hours). The 'Total Hours per Year' table shows hours worked by year and category. The 'Total Hours Per Week - all categories' table shows a weekly breakdown. The 'Total Work Hours Per Week' table is partially visible at the bottom.

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Logging Categories **Statistics** Help

User information

Name: Gregor Jørgensen
Workplace: Vejle Kommune
Hours Per Week: 37
Current balance: 3,40 hours

Total Hours per Year

Year	Category	Total Hours
2020	SocialLI	12
2020	Senior Afregning	11.7
2020	Senior ATA	1.5
2020	WorkDay	141.2
2019	WorkDay	47.2

Total Hours Per Week - all categories

Year	WeekNr	Category	Total Hours
2020	50	SocialLI	9
2020	50	Senior Afregning	8.5
2020	50	Senior ATA	1.5
2020	50	WorkDay	32.1
2020	49	WorkDay	35.5

Total Work Hours Per Week

Year	WeekNr	Total Hours
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