TimeKeepr

User Manual

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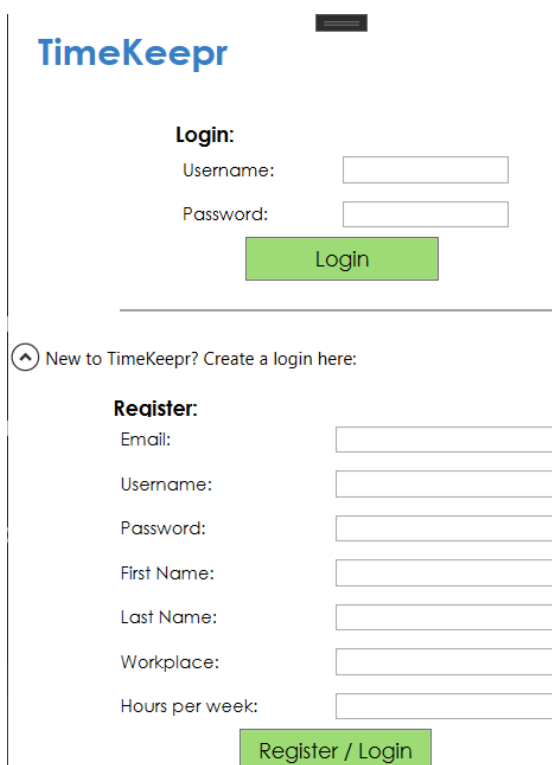
But was fun to program 😊

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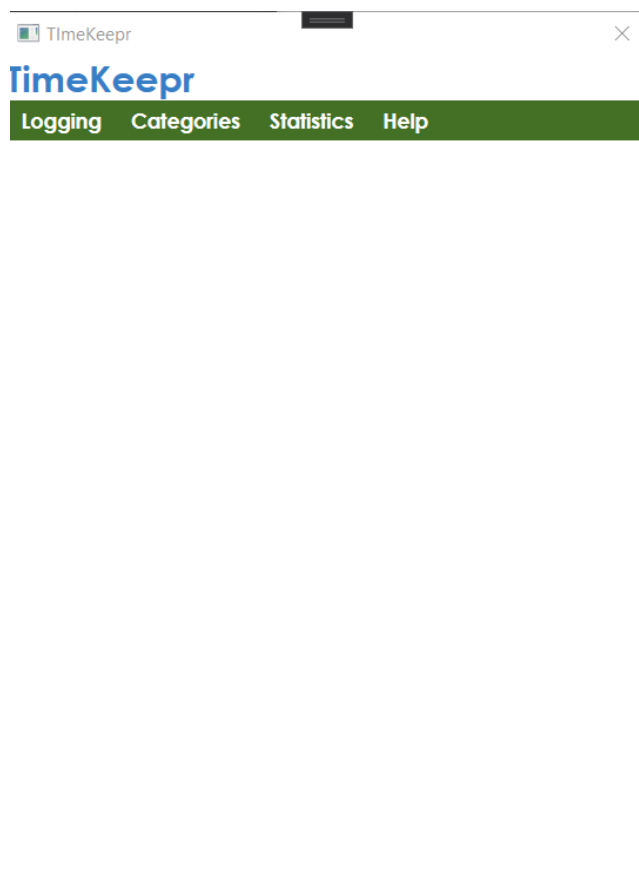
Don't worry, your information will never be used by us for anything other than making sure the app runs smoothly.

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)!
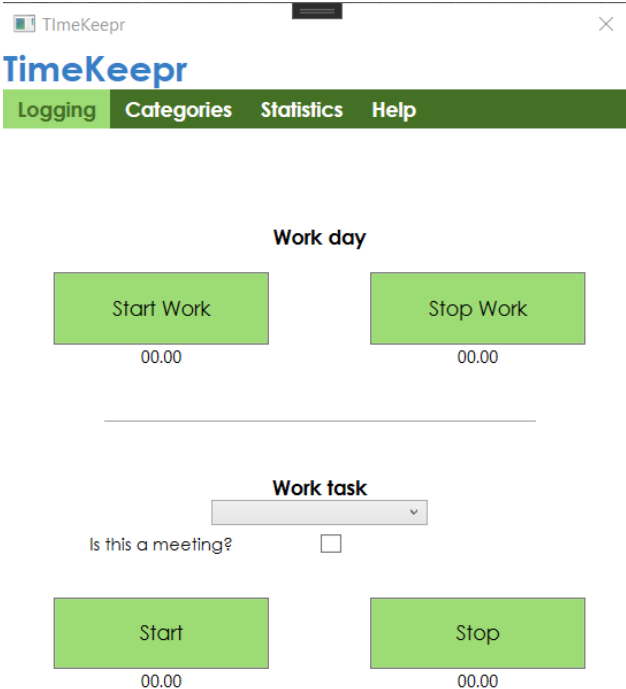
Help:

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 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.
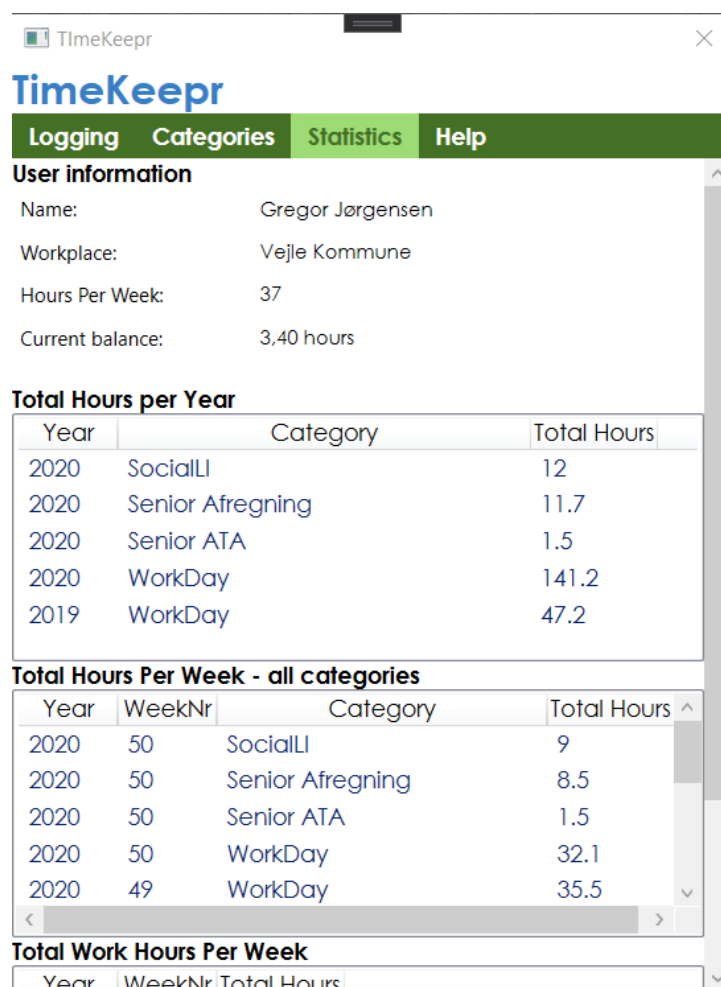
Statistics

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!