

Timetracker Manual

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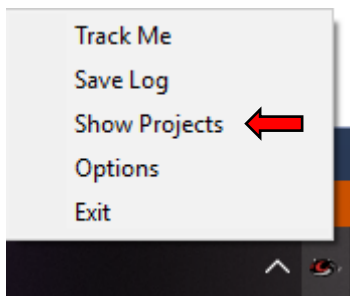
Projects, Categories and Activities

Timetracker works using a system of Projects, Categories and Activities. You can make a Project to track your activities in, and make subcategories within those projects.

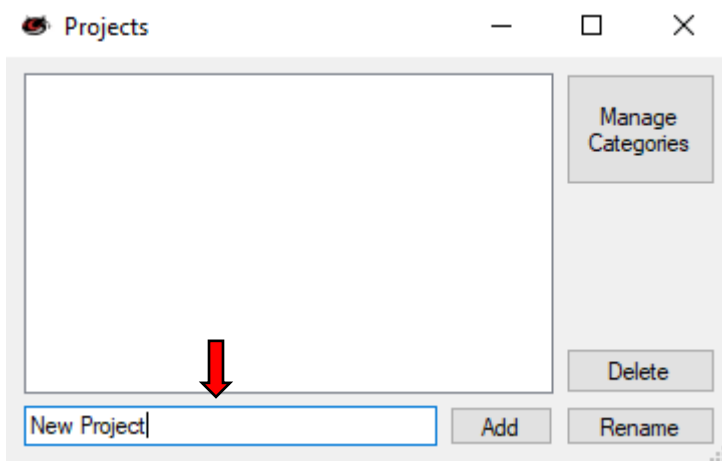
Once this is set up, anytime you are prompted to show your activity, you can select a project and its subcategory, which will automatically track everything you have done within it.

Make a Project

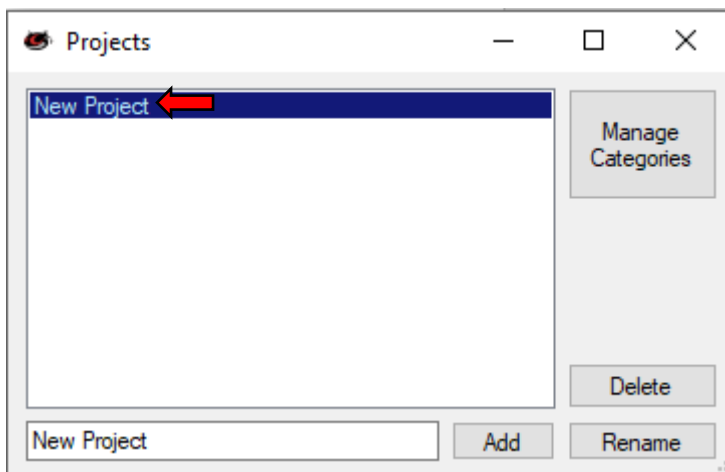
1. Rightclick the Timetracker icon in the system tray and select 'Show Projects'.



2. Type a name for the new project into the textbox below and press 'Add'.

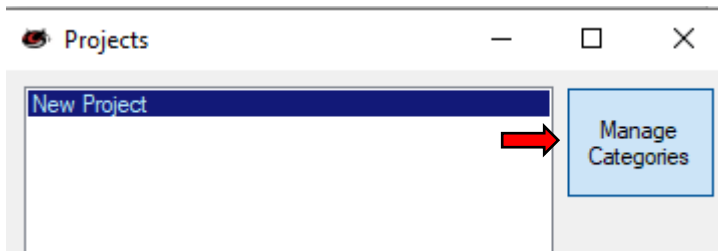


3. The project has now been created, you can see it in the list. From here you can Manage it's categories, rename the project or remove it.

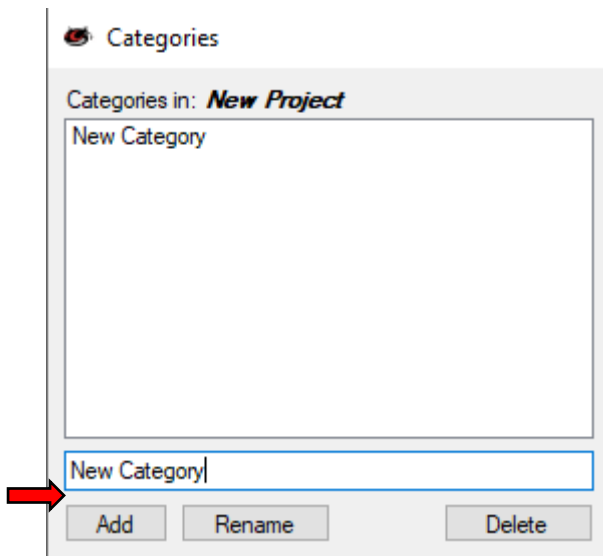


Make a new Category

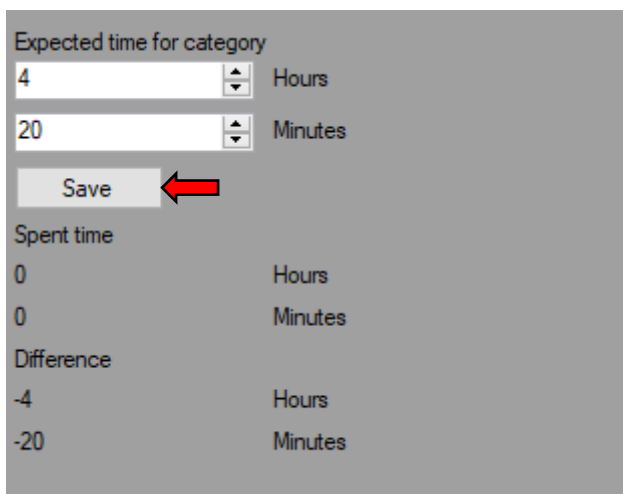
1. Select a project and click on the 'Manage Categories' button.



2. A new window will be opened. Here you can make new categories like you can make projects. Type a name in the textbox below and press 'Add'.



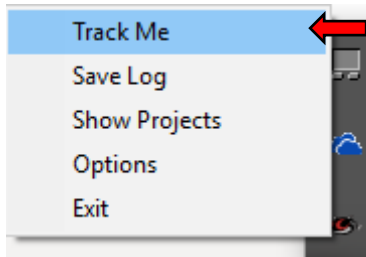
3. The new category has now been created. When you select it, you can see the spent time on this category, edit the expected time and view the difference between expected and actual time on the right side of the window. If you want to update the expected time of a category, edit the given fields and press 'Save'.



Logging a new activity

To actually track your time, Timetracker makes use of activities. You will be prompted with a popup each set amount of minutes. The time of this interval between prompts can be edited in the Options menu. You can also prompt yourself by pressing the 'Track me' button in the tray menu

1. Open a popup, for the purposes of testing this, you can open the tray menu and press 'Track me'

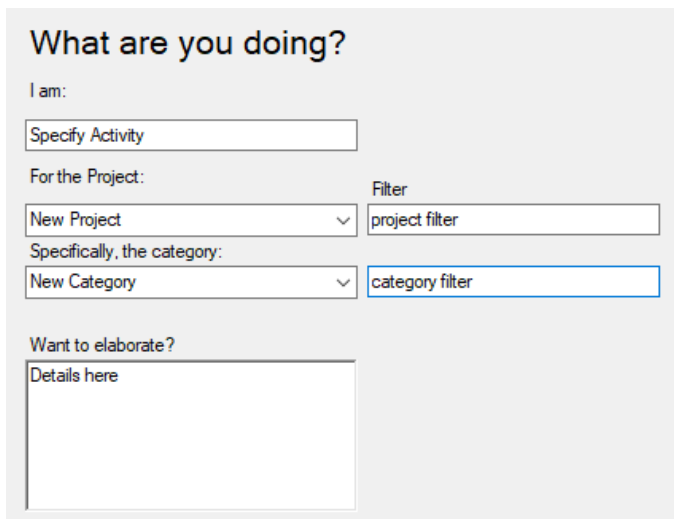


2. On the shown popup window, you can fill in a few boxes.

You can:

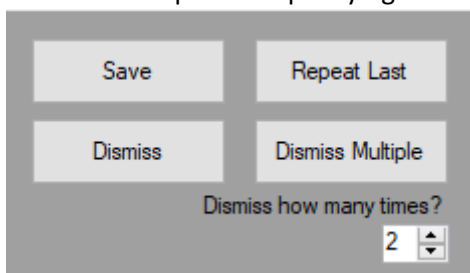
- Specify what you are doing
- Select a Project to associate the activity with
- Select a Category within a selected Project
- Give more detail on what you are doing

When selecting a Project or Category, you can filter them by typing in the textboxes besides them

A screenshot of the 'What are you doing?' popup window. The window has a title bar and a main content area. The content area contains several input fields: 'I am:' with a text box labeled 'Specify Activity'; 'For the Project:' with a dropdown menu showing 'New Project' and a 'Filter' text box labeled 'project filter'; 'Specifically, the category:' with a dropdown menu showing 'New Category' and a 'Filter' text box labeled 'category filter'; and 'Want to elaborate?' with a text box labeled 'Details here'.

3. Save the Activity by pressing the 'Save button'.

You can also repeat the last activity by pressing 'Repeat Last', Dismiss the popup without saving by pressing 'Dismiss', or dismiss the prompt and prevent coming ones from showing up by selecting 'Dismiss Multiple' and specifying how many you want to dismiss.

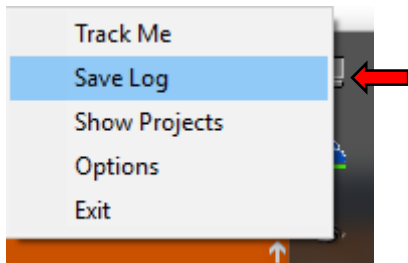


Saving and Loading

You can save Projects, Categories and Activities, and load them again when you open Timetracker again.

Saving

Open the tray menu and select 'Save Log'. You will see a save file dialog. Everything will be saved in a .csv file, this way you can also open it in Microsoft Excel™.



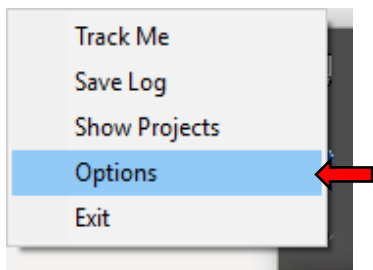
Loading

When opening Timetracker, you can be prompted to load a previously saved log. An open file dialog will be opened. You can open any .csv file created with Timetracker to load previous activity.

You can verify that the previous activities have been loaded by going to the Projects window, the Category window and its time tracked/expected.

Changing Settings

You can change settings in Timetracker by opening the tray menu and selecting 'Options'.



Close Timetracker

To close Timetracker, go to the tray menu and select 'Exit', this will close Timetracker. Be sure that you have saved everything beforehand.