

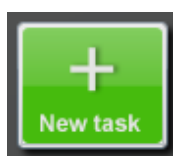


T.Rex Brugger Manual

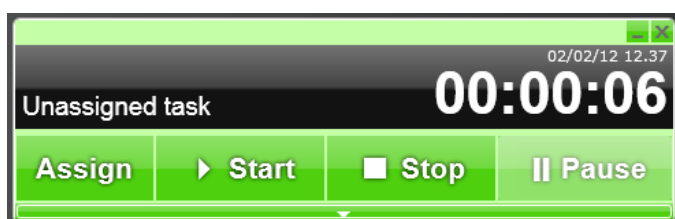
- Add tasks
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Add tasks

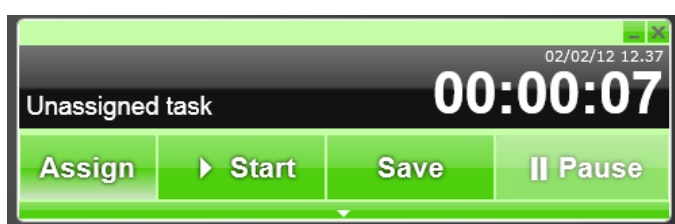
In order to add tasks in T.Rex you need to click on “New Task” in the bottom left corner of the screen.



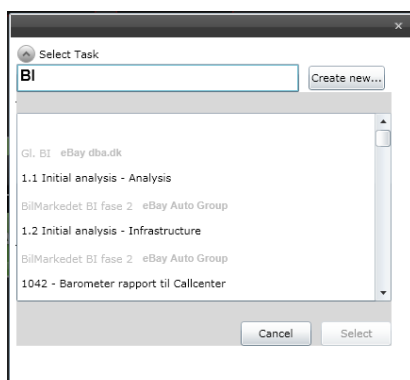
Then the time register module will occur as a green box in the middle of the screen.



When you click on “New Task” the time starts. It is possible to stop or pause the time during your work. When you have finished a task you can save it in T.Rex by clicking “stop” and then “save”.



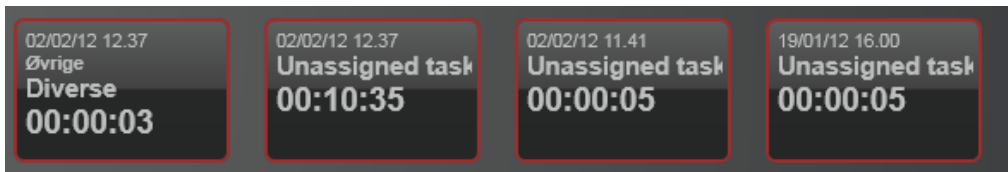
Your tasks and their time consumption can be registered and saved as clients or linked with different administration assignments.



Manage several tasks at the same time

It is possible to run several tasks at the same time in T.Rex.

Your tasks will automatically be saved in small boxes insuring the exact time registration.



You can switch from one task to another by clicking on the different boxes.

The possibility to switch between the boxes makes T.Rex flexible. In T.Rex there are no maximum of ongoing tasks.

It is possible to receive and start new tasks, even if you have uncompleted tasks running in T.Rex.

When you receive a new task you can therefore add the task without influencing other tasks.

Time consumption

At the bottom-left corner of the screen you find the button "History".



Here your exact time consumption will appear in hours and minutes.

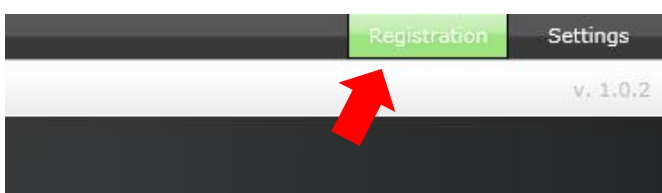
History	
Summary	
Total Today	0,00
Billable Today	0,00
Total this week	15,45
Billable this week	0,00
Total this month	11,45
Billable this month	0,00

Furthermore you can get an overview of your time consumption on daily, weekly and monthly basis.

"History" is therefore an effective tool to keep track on the time spend.

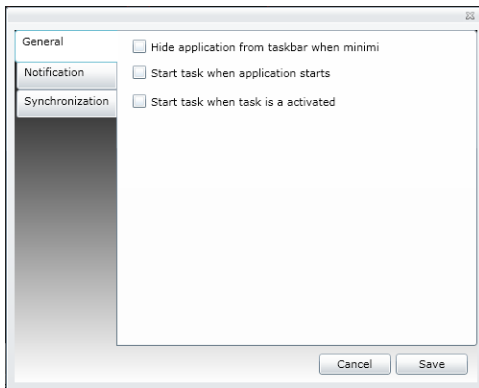
Settings

In the upper-right corner of the screen you will find "Settings". Here are the settings placed for the tasks time consumption.



When you click “Settings” three bars will appear: “General”, “Notification” and “Synchronization”.

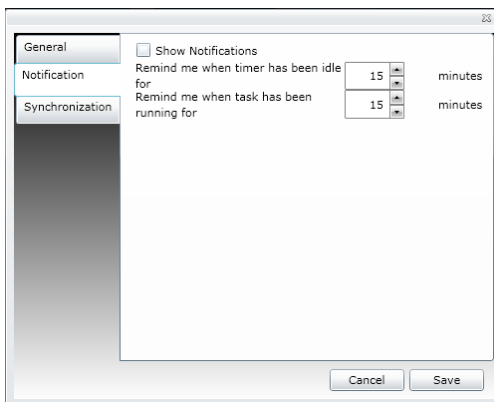
When clicking on “General” you will see information about how to adjust your time registration in different ways.



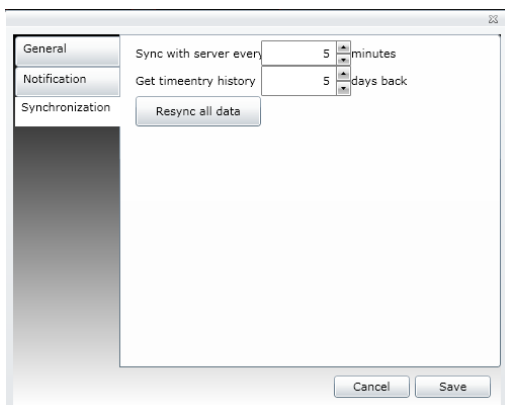
By clicking on “Notification” you will find a tool that helps estimating your tasks exact time consumption.

Here you can adjust your tasks to remind you about their time registration. For instance you work three hours on the same task. To insure that you still are working on the specific task, T.Rex asks: “Are you still working on the task?”.

The tool is a help to avoid wrong time registration.



If you click “Synchronization” you can schedule specific periods where tasks should synchronize with the server.



For further Information and Support

You will find more information and support on T.Rex’s support site: <http://trexsales.d60.dk/home.aspx> If you need any help concerning the use of T. Rex, you are very welcome to contact:

d60, support@d60.dk