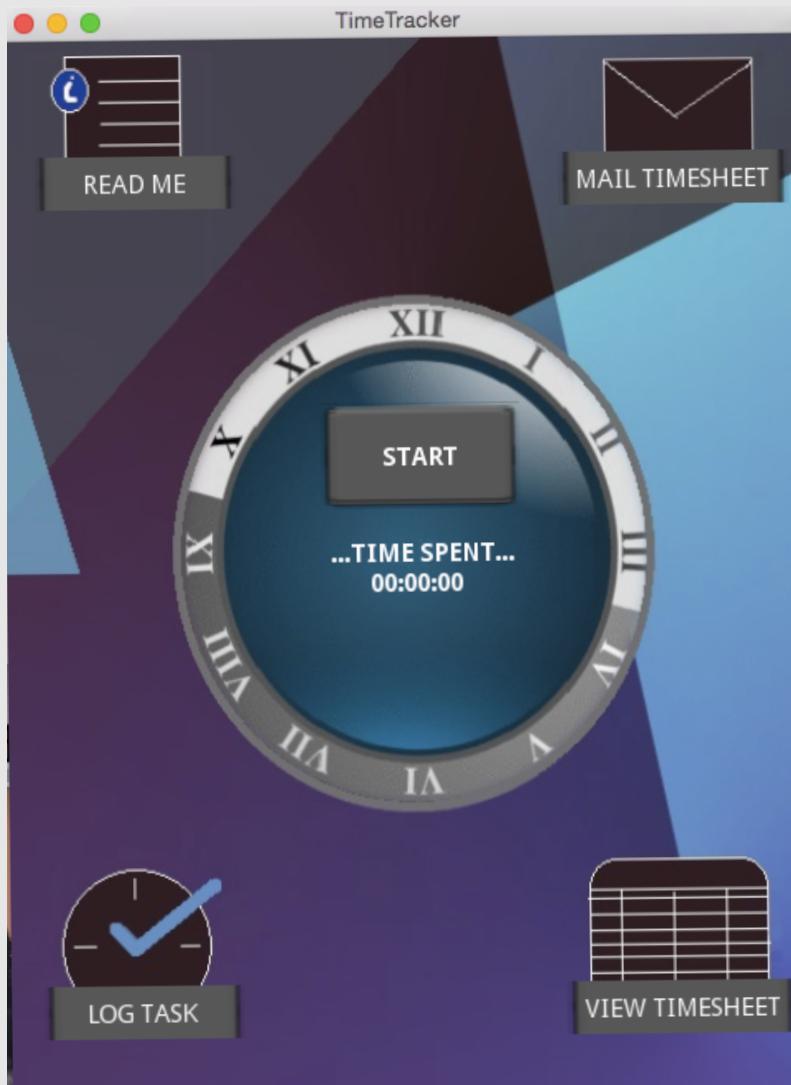


# TIME TRACKER USER MANUAL

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**TRACK YOUR TIME !**

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# HOME SCREEN



Welcome to the Home screen ! The timer can be seen at the center of screen. There are various other icons that can be seen along the edges to help your time tracking experience. Let's get it started ...

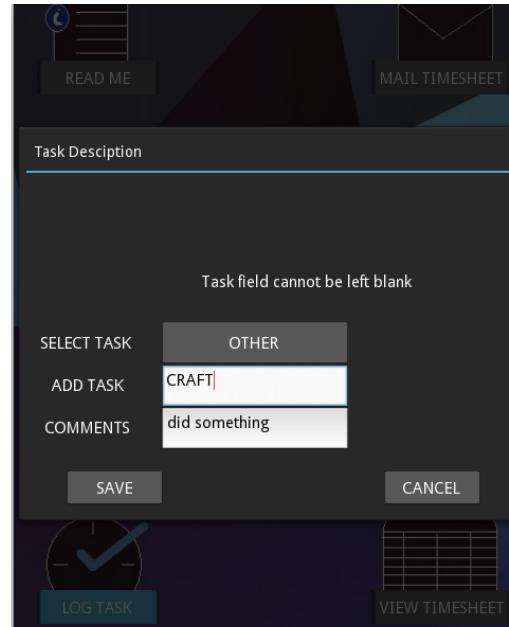
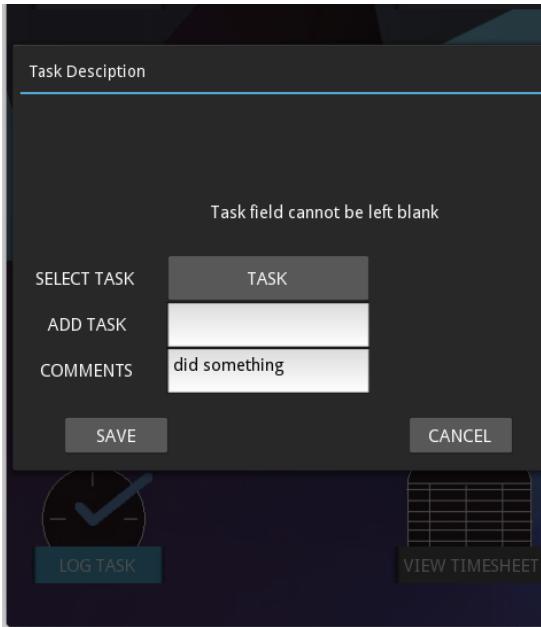
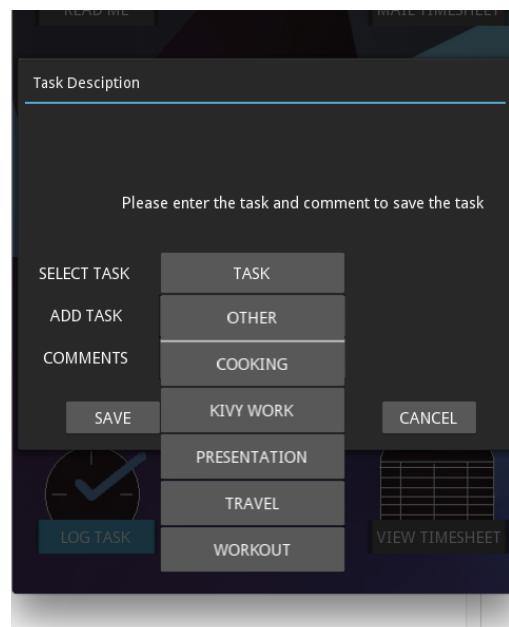
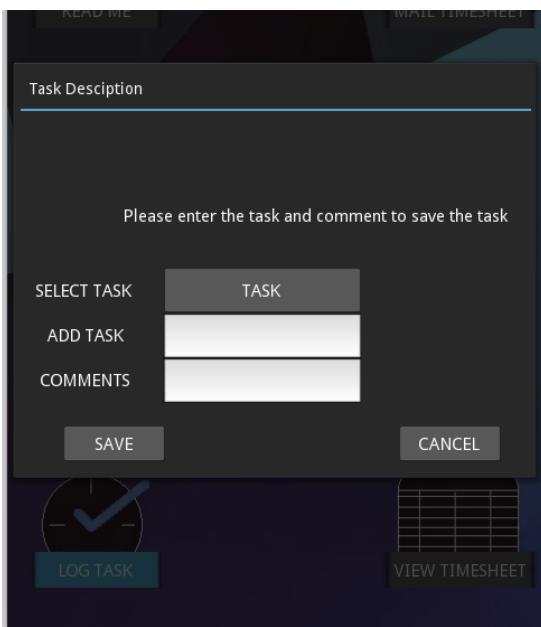
# THE TIMER



The TIMER feature consists of a toggle button to start/stop the timer. As you can see from the screenshots

above, the LOG TASK feature is enabled only after the time is clocked.

# LOG TASK



You could either ‘SELECT TASK’ from the dropdown that you have already added or you could ‘ADD TASK’ if you want to.

The TASK field should not be left empty . Click ‘SAVE’ to log in the task details to your timesheet.

# VIEW TIMESHEET

ID	DATE	TIME SPENT	TASK
1	08/11/2015	00:00:25	COOKING
2	08/12/2015	00:00:01	KIVY WORK
3	08/12/2015	00:00:01	TRAVEL
4	08/12/2015	00:00:02	WORKOUT
5	08/12/2015	00:00:15	PRESENTATION
6	08/12/2015	00:00:05	PRESENTATION

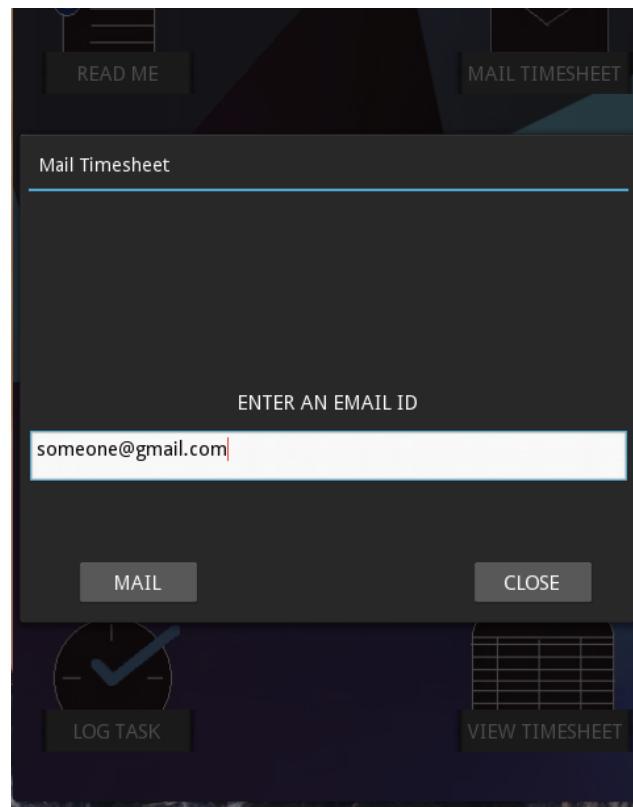
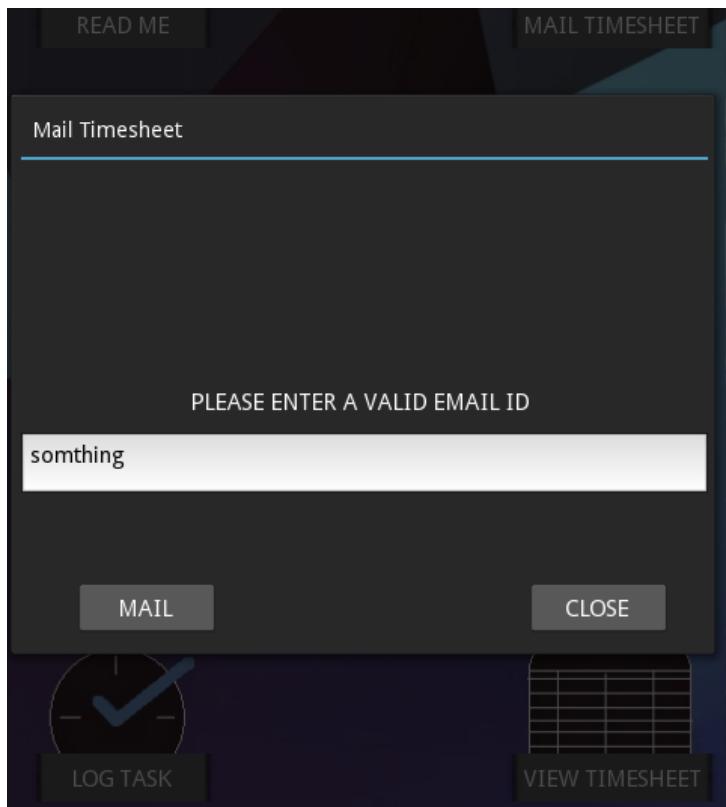
CLOSE

ID	DATE	TIME SPENT	TASK
4	08/12/2015	00:00:02	WORKOUT
5	08/12/2015	00:00:15	PRESENTATION
6	08/12/2015	00:00:05	PRESENTATION
7	08/12/2015	00:00:07	PRESENTATION
8	08/12/2015	00:00:01	WORK
9	08/12/2015	00:00:02	WORKOUT
10	08/12/2015	00:00:00	COOKING
11	08/12/2015	00:00:01	WORK
12	08/12/2015	00:00:02	OTHER
13	08/12/2015	00:00:00	OTHER
14	08/12/2015	00:00:00	TRAVEL
15	08/12/2015	00:00:01	KIVY WORK
16	08/12/2015	00:00:01	COOKING
17	08/12/2015	00:00:01	OTHER
18	08/12/2015	00:00:01	COOKING
19	08/12/2015	00:00:00	TRAVEL
20	08/12/2015	00:00:01	WORK
21	08/12/2015	00:00:01	TRAVEL
22	08/12/2015	00:00:01	WORK
23	08/12/2015	00:00:00	TRAVEL

CLOSE

VIEW TIMESHEET lets you view the Timesheet data. Once the list grows, the SCROLL feature is auto enabled.

# MAIL TIMESHEET



## MAIL FROM TIME TRACKER APP

Primary Social Promotions +

timetrackerpro (3) Time Tracker - Timesheet Update - ID, DATE , TIME\_SPENT , TASK 1,08/11/2015,00:00:25,COOKING 2,08/12/2015,00:00:01,KIVY WORK

## CSV ATTACHEMENT

ID	DATE	TIME_SPENT	TASK
1	08/11/2015	00:00:25	COOKING
2	08/12/2015	00:00:01	KIVY WORK
3	08/12/2015	00:00:01	TRAVEL
4	08/12/2015	00:00:02	WORKOUT
5	08/12/2015	00:00:15	PRESENTATION
6	08/12/2015	00:00:05	PRESENTATION

TIME TRACKER performs client level validation of email address before mailing the timesheet. A CSV file like the above is attached along with the mail.

