

Quick Start Guide to Toggl Track

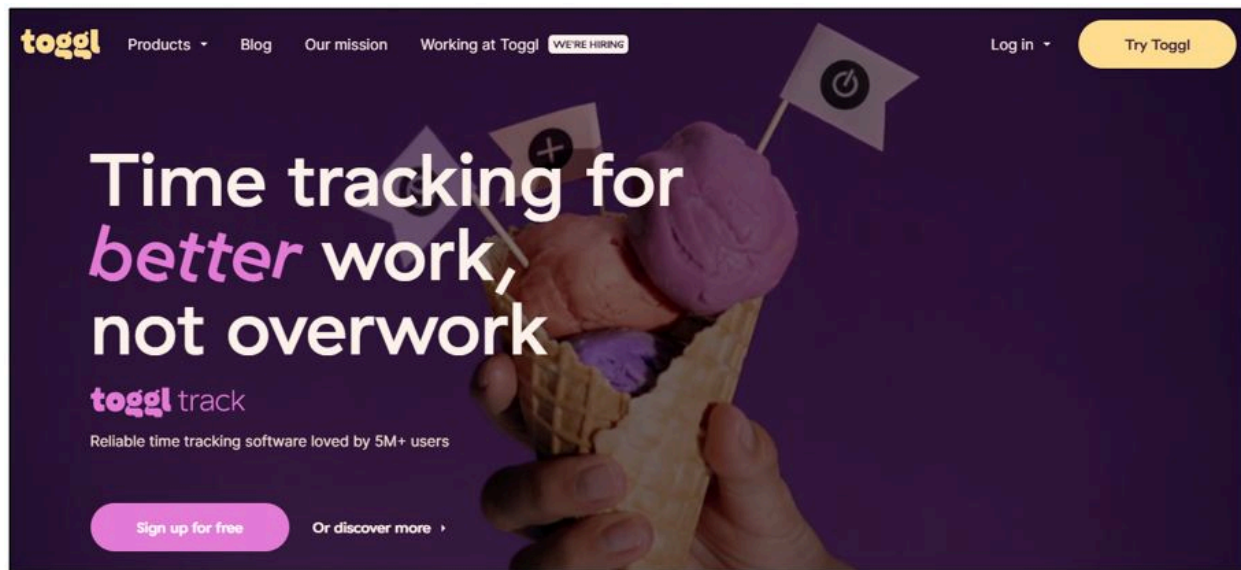
Contents

Chapter 1. What is Toggl Track.....	1
Chapter 2. How to sign up.....	2
Chapter 3. Getting started.....	3
Chapter 4. Data entry in Timer Mode.....	4
Chapter 5. Data entry in Manual Mode.....	5
Chapter 6. Reports.....	6

Chapter 1. What is Toggl Track

Toggl Track is a time tracking application with a timer that helps you work in short periods. You can add details about hours and minutes spent on different activities while working/studying.

Hence, it's an excellent resource not just for time entries but also for analyzing where does time fly.



Chapter 2. How to sign up

1. Open a web browser and type <https://toggl.com/>





Sign up for free

2. Click on signup for free.
3. You now have the option to use your google account/Facebook account or sign up using any other email ID.

Chapter 3. Getting started

Once you log in, a welcome page will be displayed.

At the top-right corner there are two icons :  

The clock icon  is to use TIMER mode.


The Timer mode is a normal timer, with start/stop functionality.

The three horizontal lines icon  is for MANUAL mode.

Manual mode is used to enter details of past activities.

This comes handy when you may have skipped logging in real-time.

Chapter 4. Data entry in Timer Mode

1. Ensure that the play button is purple in color,  which means that Timer mode is On.
2. Enter the task in the textbox that displays "What are you working on ?"

[+ Create a project](#)   **0:00:00**  

3. Press enter.
4. The timer starts automatically. (The purple play button now turns to a red circle)


[+ Create a project](#)   **0:00:23**  

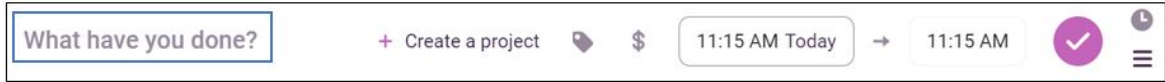
5. To stop the timer just press the red circle.

After the timer is stopped, the activity details are added to the list.


Today	0:04:07	
Documentation 	0:04:07	

Chapter 5. Data entry in Manual Mode

1. Select the Manual mode icon  at the top right corner.
2. The text box now says "What have you done?"

A horizontal input bar with a light gray background. On the left is a text box with the placeholder text "What have you done?". To its right are several icons: a purple plus sign followed by the text "Create a project", a purple icon of a document with a checkmark, a purple dollar sign, and a purple clock icon. Further right are two rounded rectangular buttons: the first contains "11:15 AM Today" and the second contains "11:15 AM", separated by a right-pointing arrow. To the right of these buttons is a large purple circular button with a white checkmark, and finally a small square button with three horizontal lines.

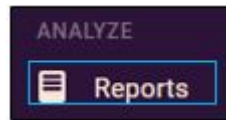
3. Enter the details of the task that you were working on.
4. Enter the Start Time and Stop Time.

A horizontal input area with a light gray background. It contains two rounded rectangular buttons: the first contains "11:15 AM Today" and the second contains "11:15 AM", separated by a right-pointing arrow.

5. Click the Tick icon  to add an entry.

Chapter 6. Reports

The generated report gives a brief summary of the time spent on various activities for a given period of time. With multiple download format options, it is very convenient to analyze if the available time is spent on the right activities.



1. In the left pane, select the Reports option.



2. On the top right corner, click on the downward arrow icon.
3. Three options are displayed: Download PDF, Download CSV, Download excel.
4. Select the option Download PDF.
5. The PDF file will be downloaded on your computer.

These basic elements are only the beginning of your exploration journey with Toggl Track.....