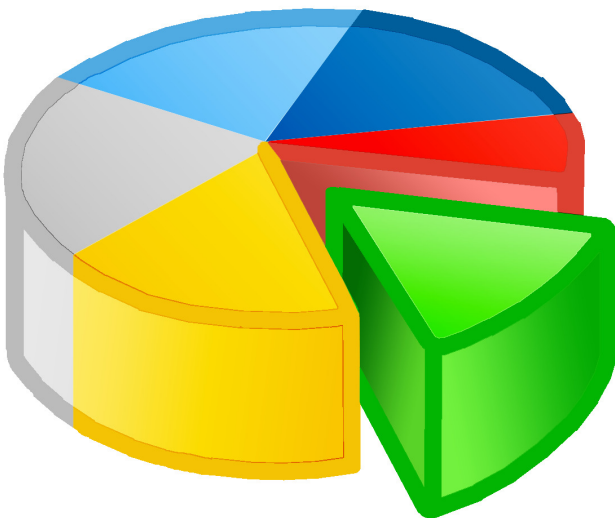




worktimer

Getting started

Time registration using WorkTimer
(for employees)



About this document

Your organization has decided to use WorkTimer for work time registration. WorkTimer is an easy to use program which helps you to register your time faster and more precise. The WorkTimer system consists of several methods of time writing. You can decide which method works best for you.

This document describes the features of WorkTimer for you as an employee. The software is quite straight-forward to use, so you can use it even without any instructions; this guide is therefore mainly to be used as a reference if you have a question regarding a certain element of WorkTimer.

We wish you much convenience using WorkTimer!

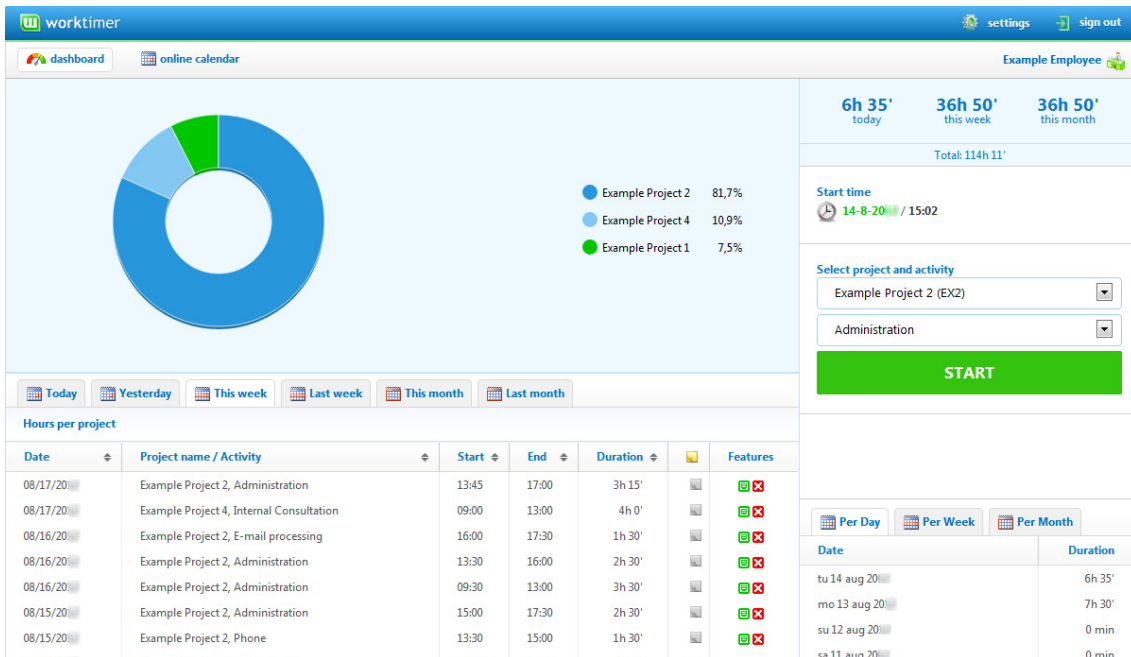
How do you work?

You can use WorkTimer totally 'in the cloud'; without installing any software. This way, WorkTimer is always available for you, wherever you are. Both using a computer or a mobile device, WorkTimer is at your site. You can however, combine the online capabilities with our toolbar software. The toolbar offers the advantage of offline availability. Even better: the toolbar is the easiest way register your work time real-time in both Windows and MacOS environment.

In this guide we will explain the working of both methods -that can be used side by side.

Working online




Use <http://www.worktimer.com/login> to login using your username and password. This information is provided to you by your supervisor. You can change this password if you wish ('settings/change password').



The screenshot shows the WorkTimer web interface. At the top, there's a navigation bar with 'dashboard' and 'online calendar' tabs. The main area features a donut chart showing the distribution of time across three projects: Example Project 2 (81.7%), Example Project 4 (10.9%), and Example Project 1 (7.5%). To the right, summary statistics show 6h 35' today, 36h 50' this week, and 36h 50' this month, with a total of 114h 11'. Below this, there's a 'Start time' section with a clock icon and a 'START' button. A table below shows 'Hours per project' with columns for Date, Project name / Activity, Start, End, Duration, and Features. The table lists several entries for Example Project 2, including Administration and E-mail processing. At the bottom right, there's a 'Per Day' summary table showing hours for each day of the week.

Date	Project name / Activity	Start	End	Duration	Features
08/17/20	Example Project 2, Administration	13:45	17:00	3h 15'	Comment available, Manage existing registration, Remove existing registration
08/17/20	Example Project 4, Internal Consultation	09:00	13:00	4h 0'	Comment available, Manage existing registration, Remove existing registration
08/16/20	Example Project 2, E-mail processing	16:00	17:30	1h 30'	Comment available, Manage existing registration, Remove existing registration
08/16/20	Example Project 2, Administration	13:30	16:00	2h 30'	Comment available, Manage existing registration, Remove existing registration
08/16/20	Example Project 2, Administration	09:30	13:00	3h 30'	Comment available, Manage existing registration, Remove existing registration
08/15/20	Example Project 2, Administration	15:00	17:30	2h 30'	Comment available, Manage existing registration, Remove existing registration
08/15/20	Example Project 2, Phone	13:30	15:00	1h 30'	Comment available, Manage existing registration, Remove existing registration

Legend

-  Comment available
-  Manage existing registration (see 'Registration dialog')
-  Remove existing registration

At the top of your screen you will see two options: *dashboard* and *online calendar*.

* Dashboard

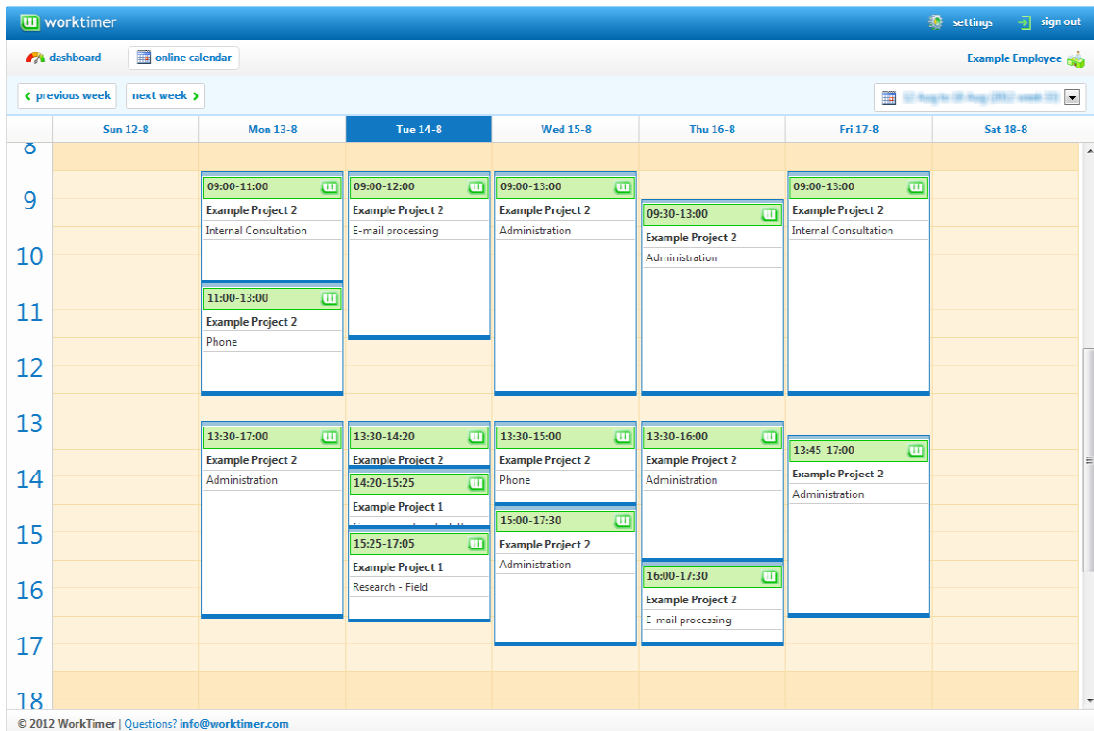
The dashboard both provides a clear overview of your registered work time so far and provides access to the online stopwatch. This way you can start registering your work time immediately.

Online stopwatch registration

You can choose a project and activity and press 'start' to start stopwatch time registration right away. In the meantime, you can close your browser. WorkTimer will keep track of your hours while you are working. Simply press 'stop' to record your hours permanently.

* Online calendar

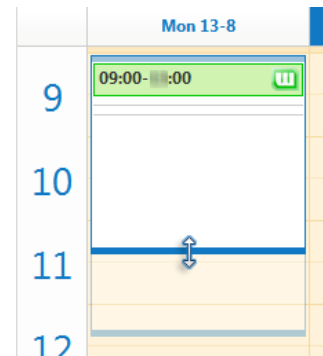
The online WorkTimer calendar has two functions: to manage existing and add new hours, and to display the registered hours so far.



The screenshot displays the WorkTimer online calendar interface. At the top, there is a navigation bar with the WorkTimer logo, a 'settings' icon, and a 'sign out' button. Below this, there are tabs for 'dashboard' and 'online calendar', and a user profile for 'Example Employee'. The main area shows a weekly calendar grid for the week of August 12-18, 2012. The grid is organized by days (Sun 12-8 to Sat 18-8) and hours (9 to 18). Each cell in the grid contains a list of registered work hours, including the time range, project name, and activity. For example, on Tuesday, August 14th, there are three entries: 09:00-12:00 for 'Example Project 2' (E-mail processing), 13:30-14:20 for 'Example Project 2', and 15:25-17:05 for 'Example Project 1' (Research - Field). The interface also includes navigation buttons for 'previous week' and 'next week', and a dropdown menu for 'Example Employee'.

Creating a new registration

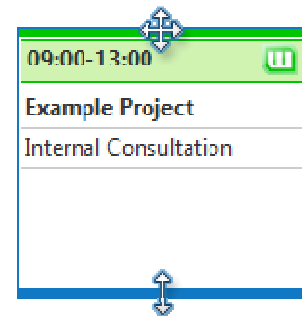
In the calendar screen, click and hold near the start time of the activity. Drag the mouse cursor to the desired end time. Once you release your mouse button the 'Registration dialog' is shown.



Manage existing registration

Move

Click and hold the green border on top of the activity. Drag the activity to the desired location. Moving activities to other days is possible as well. Release your mouse button when the activity is in the desired position.



Adjust end time

Drag the blue border on bottom of the activity up or down to change the end time of an activity (your mouse pointer changes to a resize arrow).

Adjust properties

Double click an existing activity to open the 'Registration dialog'. You can then modify the properties of this activity (see: 'Registration dialog').

Remove existing registration

Single click the activity you wish to remove. The top-border will become green. Then press 'DEL' on your keyboard. WorkTimer asks you for your confirmation and the activity is then removed.

Copy existing registration

Single click the activity you want to copy and drag the activity while pressing 'CTRL' on your keyboard. You will see that the activity is copied. Release the mouse button on the desired location and the 'Registration dialog' will appear. You can change the properties and confirm your copied activity here.

Link your calendar

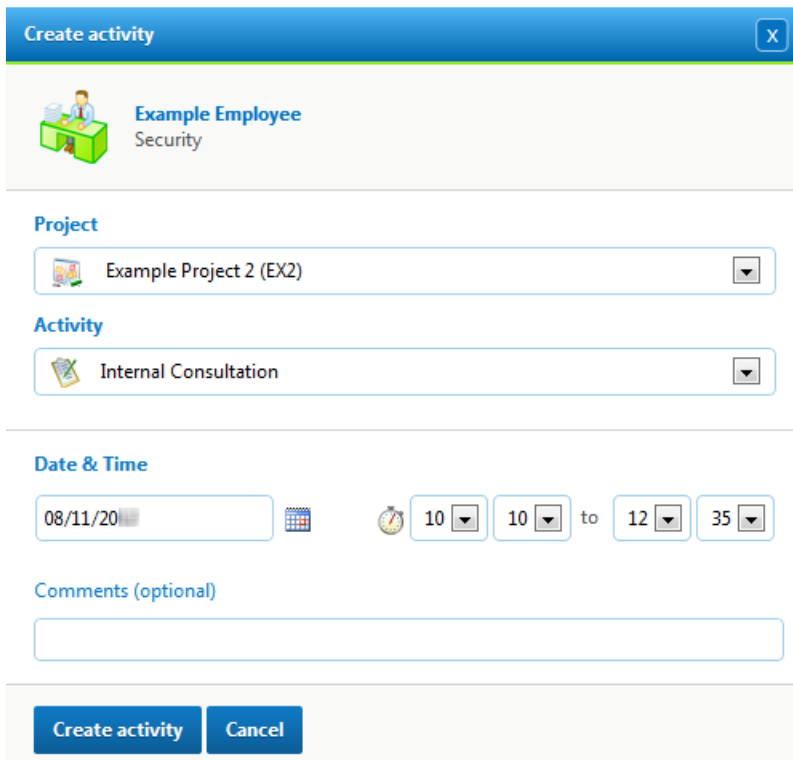
You can link your own calendar with WorkTimer. This way you can fill in your timesheet based on your real appointments and schedule. Your calendar is used as a reminder, WorkTimer does not copy your calendar one on one into your timesheet.

There are two types of calendars WorkTimer can link to: the Exchange/Outlook calendar and Google Calendar. For the first option, a technical connection is needed between WorkTimer and the Exchange server in your company, the Google Calendar works without any technical modifications.

Click in the 'Settings' menu 'User settings' on the upper right of your screen. Here you can specify which calendar you want to be displayed in WorkTimer and perform the actual connection.

Registration dialog

Use the Registration dialog to register new, or modify existing activities. You can alter the project, activity, start and end times for both new and existing items. If you wish, you can use the field 'Comments' to post any additional information for the registration.





Create activity

Example Employee
Security

Project
Example Project 2 (EX2)

Activity
Internal Consultation

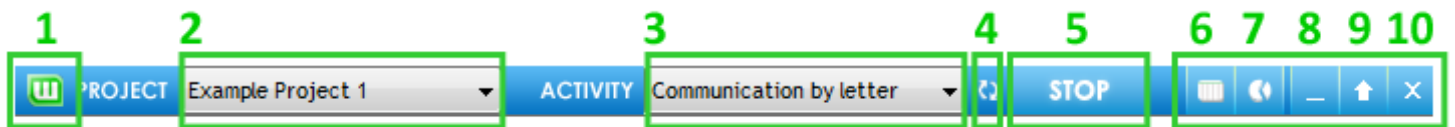
Date & Time
08/11/20   10 : 10 to 12 : 35

Comments (optional)

Create activity Cancel

Using the toolbar software

The WorkTimer toolbar simplifies time tracking for you as an employee. The toolbar can be set to automatically start when you login to your computer. You can define the location of the toolbar; which will be saved for next time.



[1] the logo

The WorkTimer logo shows if WorkTimer is active. The logo is green if a project and activity are picked and time registration is started. The logo flashes red when time registration is not active.

[2] Project

Select your project from this dropdown. Your manager decides which projects are available for you in this dropdown.

[3] Activity

Select the activity you are going to perform for the chosen project from this dropdown.

[4] Refresh project list

You have to use this button only if your manager has just created or linked a new project. WorkTimer will refresh the project automatically every 15 minutes.

[5] Start/Stop

Time registration is started or stopped with a simple click on this button.

TIP

You don't have to click 'stop' if you switch between projects and/or activities. You can simply pick a new project and/or activity from the dropdown menu. WorkTimer registers the change automatically.

[6] [7] Online calendar /dashboard

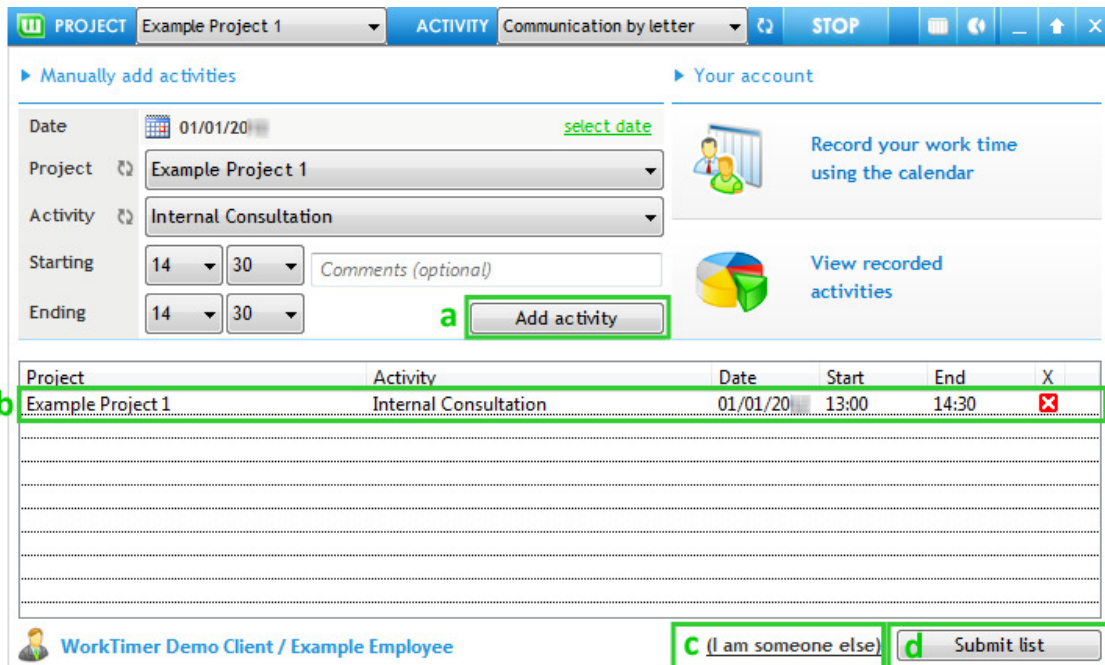
These buttons lead you to the online modules of WorkTimer. See the chapter 'Working online' for more information.

[8] Hide WorkTimer (Windows)

This button lets you hide the WorkTimer toolbar in Windows. The program remains active in the background. WorkTimer places itself in the taskbar, next to the clock, and is recognizable by the WorkTimer logo.

[9] Manually add registrations

Pressing the arrow shows a screen where you can manually record your work time. You can add items to this list during the day.



Project	Activity	Date	Start	End	X
Example Project 1	Internal Consultation	01/01/20	13:00	14:30	X

[a] [b] [d] Add activity/submit list

Choose a project and activity, select date and time and press 'Add activity' [a]. You can delete a whole line using the cross [X]. You can submit your hours permanently by clicking the 'Submit list' button [d].

TIP

You can use the field 'Comments' to add additional information for your activity. This allows you to add for example: attendants for a meeting, traveling time or other additional information about the activity.