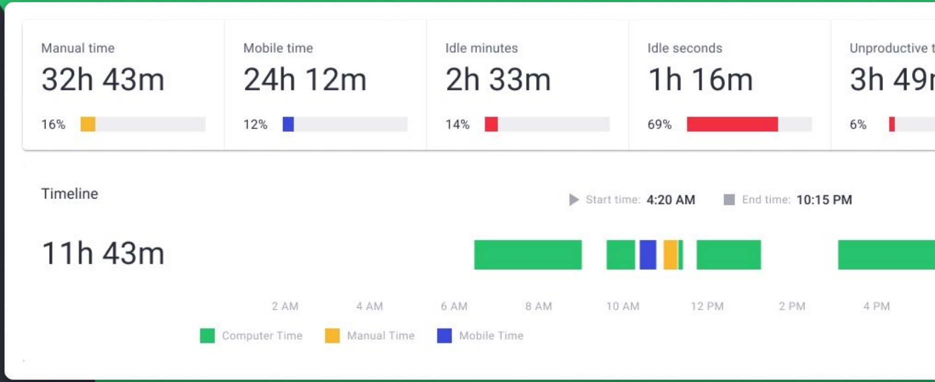
Time Doctor

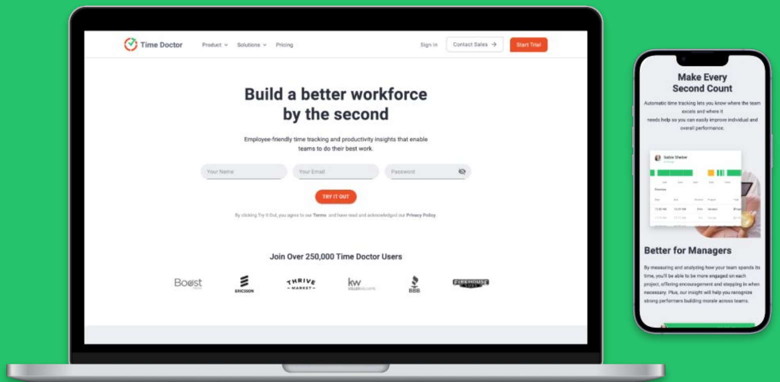
Enterprise Onboarding Guide

for Admins, Owners, and Managers

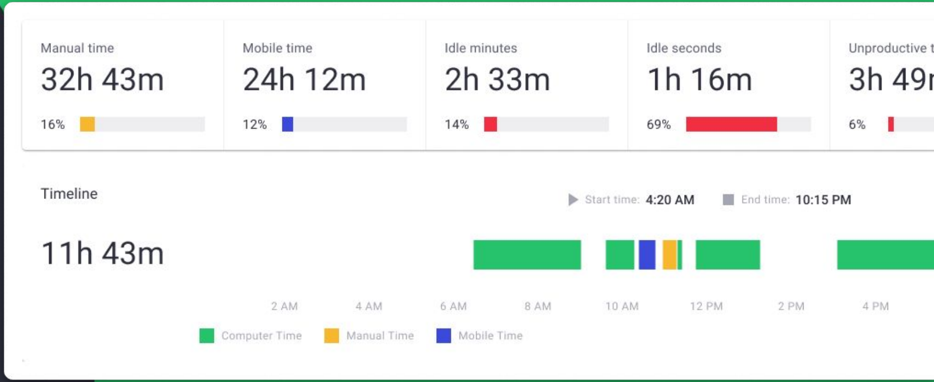
Enterprise Onboarding Guide

Get to know
Time Doctor





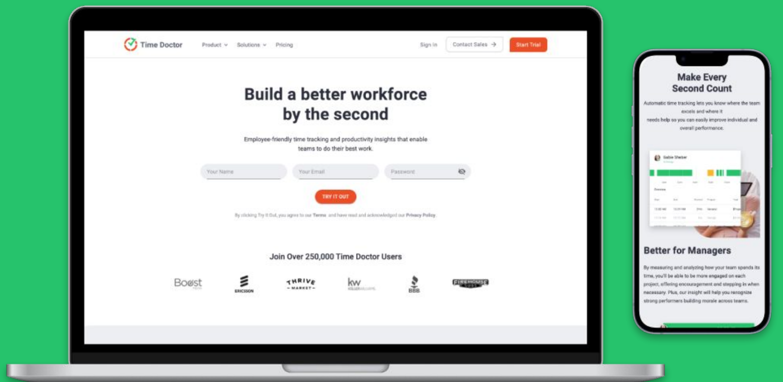
Get to know Time Doctor



We're excited to welcome you and your team members as new Time Doctor users.

Adopting Time Doctor sets your organization up to continuously improve by being able to make informed decisions—using accurate data about how you and your employees spend time.

Measuring and analyzing your team's patterns and behaviors during the workday will help you uncover insights that empower everyone to improve their performance, wherever they work.



Get to know Time Doctor

You'll gain the transparency and accountability needed to:

- Overcome lack of visibility and trust issues
- Stop losing margin on unproductive staff
- Avoid timesheet and payroll errors
- Reduce employee disengagement and churn
- Mitigate security and compliance gaps

Does that sound good?

Let's get started!

What is **Time Doctor?**

Time Doctor tracks and analyzes how you spend your time, to deliver **actionable business insights.**

What is Time Doctor?

Employee-friendly automated time tracking

Improve the overall employee experience with a **non-intrusive tool for tracking time**.

Put employees in control of when they start and stop tracking work and provide strong privacy controls.

Give employees access to all of their own data, so they can **identify when they're most productive**, prioritize workloads, and increase efficiency.

Use real-time reporting tools to reduce the need for managerial check-ins and **promote flexibility, autonomy and work-life balance**. Employees will feel trusted, engaged and invested in their work.

What is Time Doctor?

Team-level visibility and in-depth workday analytics

Customize Time Doctor's features, functions and reporting to adapt to your culture and **get the insights needed to truly effect change**.

Workday analytics reporting and daily alerts help you:

- Meet KPIs faster
- Get real-time clarity on work-in-progress
- Address resourcing issues affecting ops
- Empower self-directed work across teams
- Free up time to prevent complex issues

While Executive Dashboards help you **compare team performance and issues across your organization.**

What is Time Doctor?

Time Doctor is packed with features to improve productivity and performance

Accurate **attendance tracking**, including alerts when people don't start on time based on your schedules

Ability to see in detail the specific **websites, apps and software** your team is using

Powerful workday **analytics reporting** on productivity, daily workflows and work-life balance

Option to **capture screenshots** of work-in-progress as a quality assurance measure

Ability to let employees to track time against various types of **breaks** set by you

Real-time dashboards for high levels of visibility and less micromanagement

Client login access so you can provide clients with updates about **projects and tasks**

Daily and **real-time email notifications** based on your triggers, to keep leaders informed

Adopting Time Doctor

Core steps for Admins, Owners and Managers

1. Creating a Time Doctor account, accessing the apps and gaining a clear understanding of functionality you and your team can benefit from

2. Adjusting the settings to suit your organization, including specific customizations and productivity ratings for different software or websites your team accesses

3. Inviting your employees to become users and determining the most suitable levels of access or input that different people or teams should have

4. Knowing how to stay abreast of Time Doctor adoption, usage and governance within your team, as well as technical issues that could affect its use

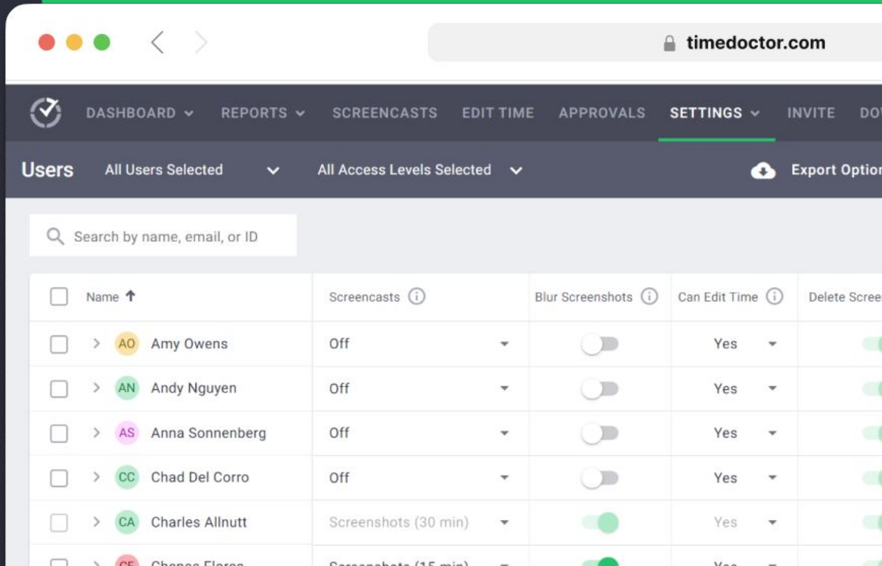
What is Time Doctor?

Time Doctor's Workday Analytics brought to you 4 different ways

Desktop App: Downloaded and installed on each employees' desktop computer, and used to automate how employees track time and activity.

Most organizations choose our ‘interactive’ version because it gives employees more control. Or you can implement it as a ‘silent app’ on computers owned by your organization that runs in the background during work hours. [Download Now]

Web App: A web-based application accessible at 2.timedoctor.com/, which is where you can see dashboards and reports, as well as configure settings for how Time Doctor is used across your team.



What is Time Doctor?

Deploy different applications to easily manage time day-to-day

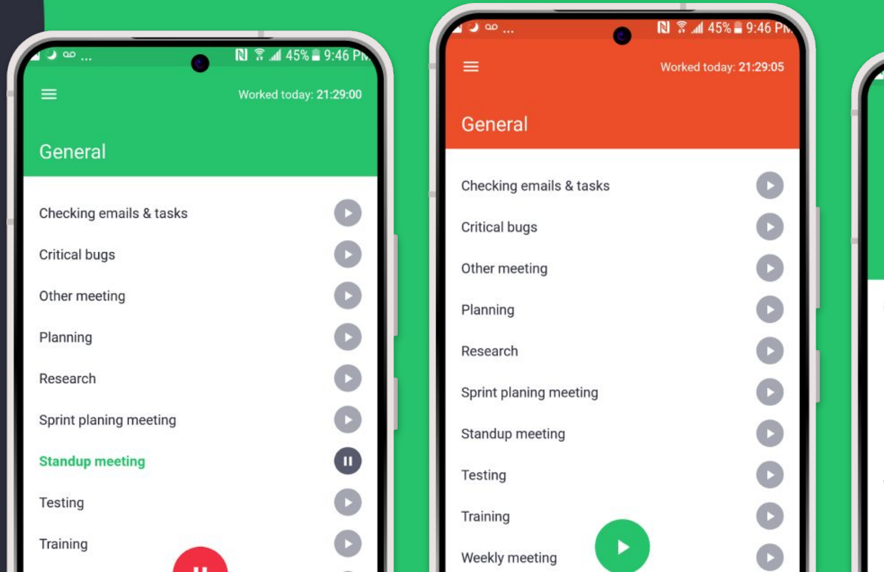
Mobile App: A mobile app (Android only, but iOS is coming soon!) to enable employees to track time while away from their desk. Download via Google Play.

Browser Extensions: A Chrome browser extension or Firefox browser AddOn that works with the desktop app to track time spent on third-party software including Jira, Salesforce, Asana and a range of other apps.

LEARN MORE

Learn more about how to configure Chrome extension integrations.

Learn more about the differences between our desktop, web and mobile apps.



What is Time Doctor?

Useful information to help you get started

Links to access apps

Log in online for configuration, reporting, and dashboards.
Access Here

Download the desktop app for time tracking. Download Now

Technical support

Lodge support tickets online.
Access here

Or email
support@timedoctor.com

Knowledge base

Read helpful tutorials, guides to improve adoption and get answers to common technical questions at Help Center.
Access Now

Articles and news

Get company news, new feature announcements and insights into boosting productivity and effective remote work via our engaging corporate blog. Access Blog

Earn money by sharing Time Doctor

Join our Referral Program and earn commission for for every person you refer that becomes a paying Time Doctor customer.
Sign up now.

Share Your Journey & Shine on Time Doctor's Wall of Fame!

By unveiling your story with Time Doctor, you're lighting the way for peers and elevating your team to thought leadership in productivity and time management. Share your story

What is Time Doctor?

Enterprise experience:

Peace of mind for global leaders

Time Doctor is the ideal choice for large enterprises and multinationals because it:

- Enables organization-wide visibility;
- Is built for scalability; and
- Makes internationalization easy.

You'll be able to drive productivity and identify improvements without added complexity.

Additionally, we offer unmatched support and privileges for enterprise clients.

Large-scale deployment made easy!

What is Time Doctor?

Enterprise experience:

Peace of mind for global leaders

LEARN MORE

Learn more about Time Doctor security and compliance including security features, data protection, GDPR obligations, and our compliance certifications.

Organization-wide simplicity and scalability:

- Top-notch integration and internationalization capabilities
- Great usability, including single sign-on (SSO)
- Customizable functions, user and permission settings

Help to implement and drive uptake faster:

- Step-by-step guided onboarding and implementation
- Advice on custom reporting, integrations and API setup
- Ready-made change management and HR advice

VIP partnership and two-way communication:

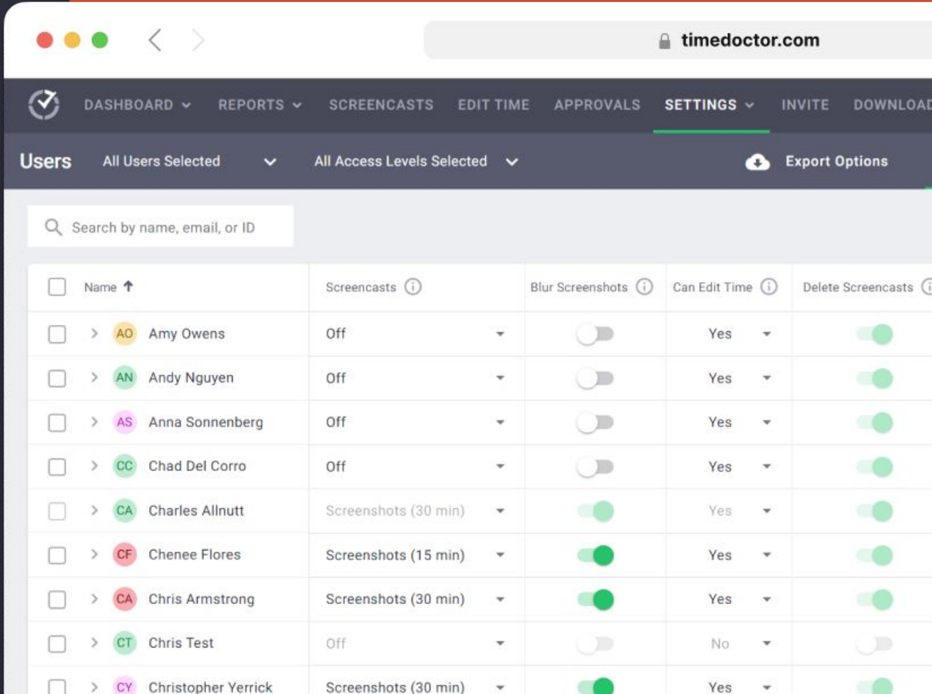
- 24/7 support and advice from a dedicated contact
- Training plans and ongoing coaching for managers
- Be invited to share feedback and contribute to innovation plans

Enterprise-grade security to meet global standards:

- Secure by design plus ISO certified and GDPR compliant
- Best practice policies for passwords, verification and login authentication
- Regular backups, penetration testing, and patching

Set up

and make the most of our web app

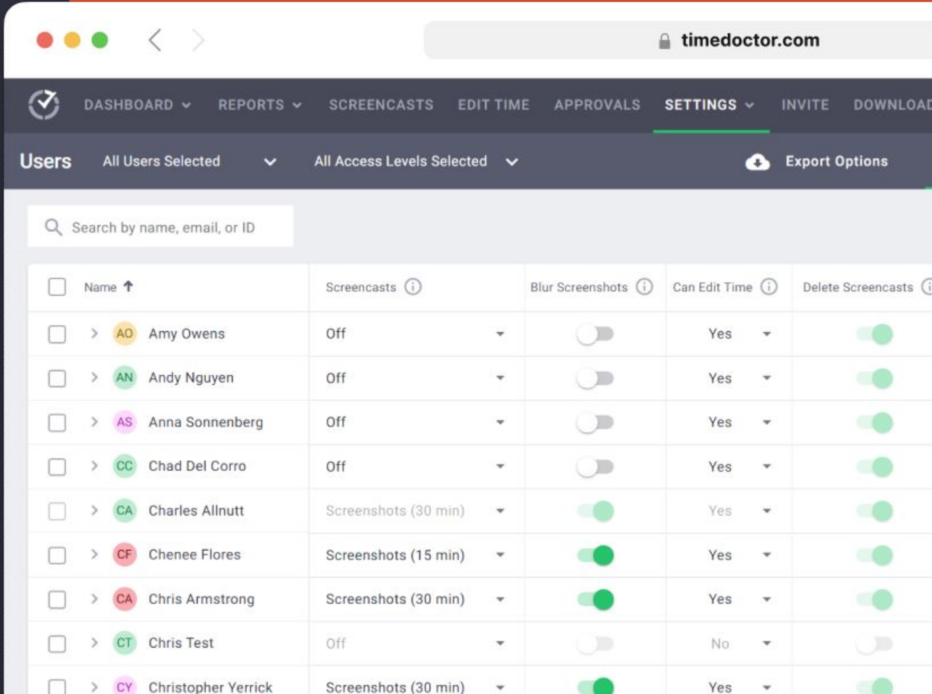


Set up
and make the most of our web app

To keep it simple, we're assuming that you'll be deploying the interactive version of Time Doctor's desktop app.

Read our rundown of the difference between the 'silent' and 'interactive' apps

Learn More



Set up and make the most of our web app

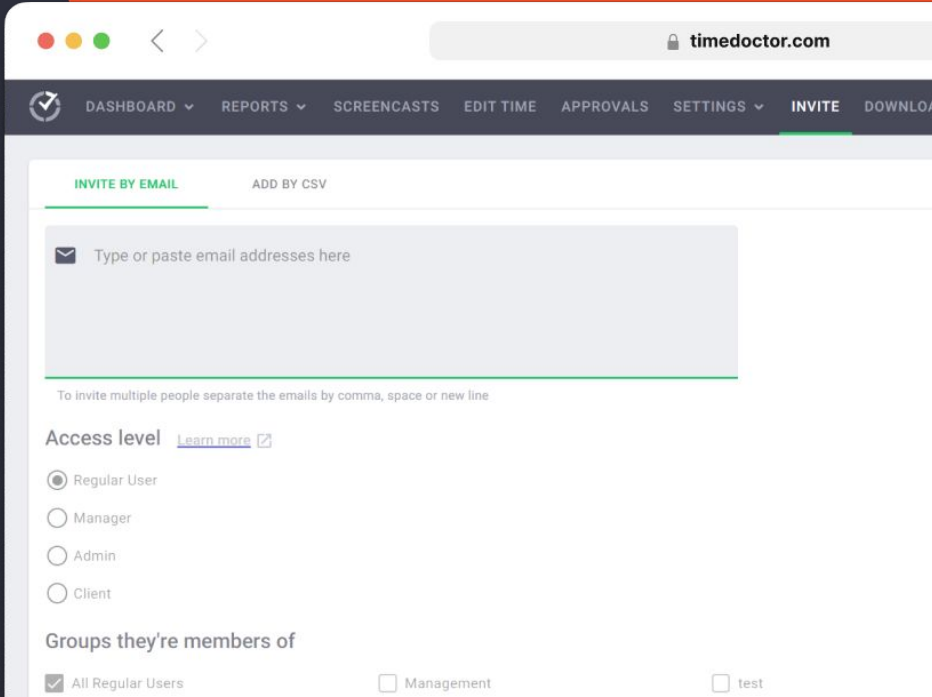
User Management

Follow these four steps to manage how employees use Time Doctor, maintain correct permissions, and collect useful data.

1. Determine who needs different levels of access
2. Invite users, either one-by-one or via an imported list
3. Manage how settings are configured for different users
4. Organize your users by groups for greater clarity

HOT TIP

In the web app, navigate to ‘Invite’ to create and deliver emails to new users. Managing user settings and creating groups sit under the ‘Settings’ navigation menu.



User Management

Allocate access levels

Determine **who can do what** within the back-end of Time Doctor. Enterprise clients can customize their user roles and permission settings for all teams and users.

Generally, organizations adopt five different levels of user access: **regular users; managers; admins; owners; and clients.**

View the table to see a common configuration for the functions that can be performed by different users.

User Access Levels

	User	Managers	Admin	Owner	Client
Track Time	✓	✓	✓	✓	✗
See Own Reports	✓	✓	✓	✓	✗
Edit Own Time	✓	✓	✓	✓	✗
See Others Reports	✗	✓	✓	✓	✓
Edit Others' Time	✗	✓	✓	✓	✗
Invite New Users	✗	✓	✓	✓	✗
Edit Users Settings	✗	✗	✓	✓	✗
Edit Group Settings	✗	✗	✓	✓	✗
Edit Company Settings	✗	✗	✓	✓	✗
Change Users' Levels	✗	✗	✓	✓	✗
Create/Edit Projects & Tasks	✗	✗	✓	✓	✗
Payroll	✗	✗	✗	✓	✗
View/Modify Billing Info	✗	✗	✗	✓	✗
Request Account Cancellation	✗	✗	✗	✓	✗

User Management

Invite Users

HOT TIP

The person who first signs up is usually an owner or admin, and by default these user types can invite others. However, they can also give managers permission to invite people in their team.

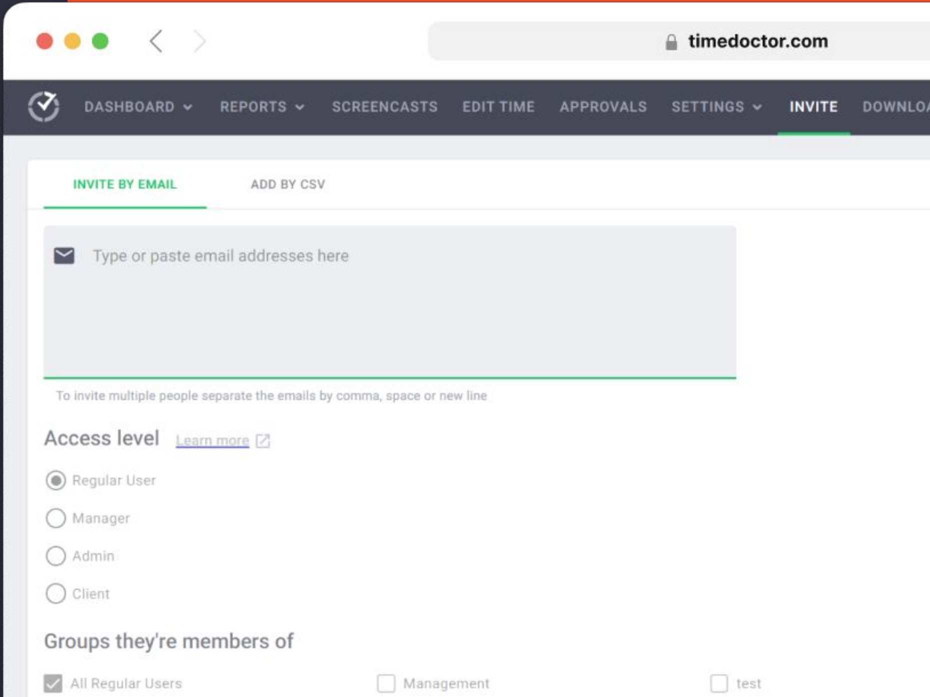
Invite members of your team to create online accounts, which gives them access to the web app, and prompts them to download the desktop app used for tracking time.

To invite users you simply:

1. Add individual names and email addresses or upload a .cvs file
2. Select users' access level and the groups and projects they'll be part of
3. Configure the settings for different users
4. Send invites via email

Read the step-by-step process to invite users.

Invite Users



User Management

Users Settings

HOT TIP

Easily apply settings to multiple users at once, by selecting all users or specific users. You can also search for users by name to adjust settings for an individual.

Some of the settings you can edit for users include:

- Whether to capture screenshots, and at what frequency?
- Whether to blur screenshots for privacy and compliance reasons?
- If a user can edit their own or other's time entries?
- The period of inactive time before tracking cuts off and a user is considered 'idle'.
- If a user's time needs to be included in data for reporting?
- The user's or team's time zone/s.

Manage users settings

User Management

Organize users into groups

HOT TIP

Explore How to create user groups to learn:

- Who can create groups?
- The steps involved
- How to remove groups?
- How to filter reports by groups

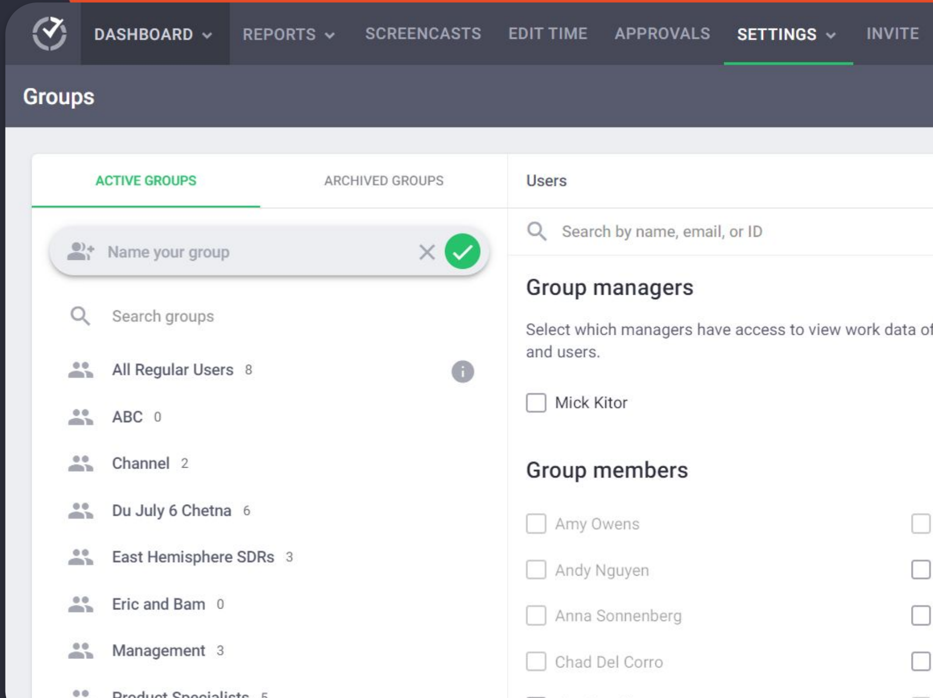
Categorize users into groups to better manage and report against different teams or workloads. You're in control of the number of groups and their purpose.

You could create groups based on:

- Departments or functional areas
- Job role or type of projects they work on

Keep in mind, users included in more than one group will have company-level productivity ratings applied rather than group-level ratings.

Create Groups



Adjust Settings for Dashboard and Reports

Productivity Ratings

HOT TIP

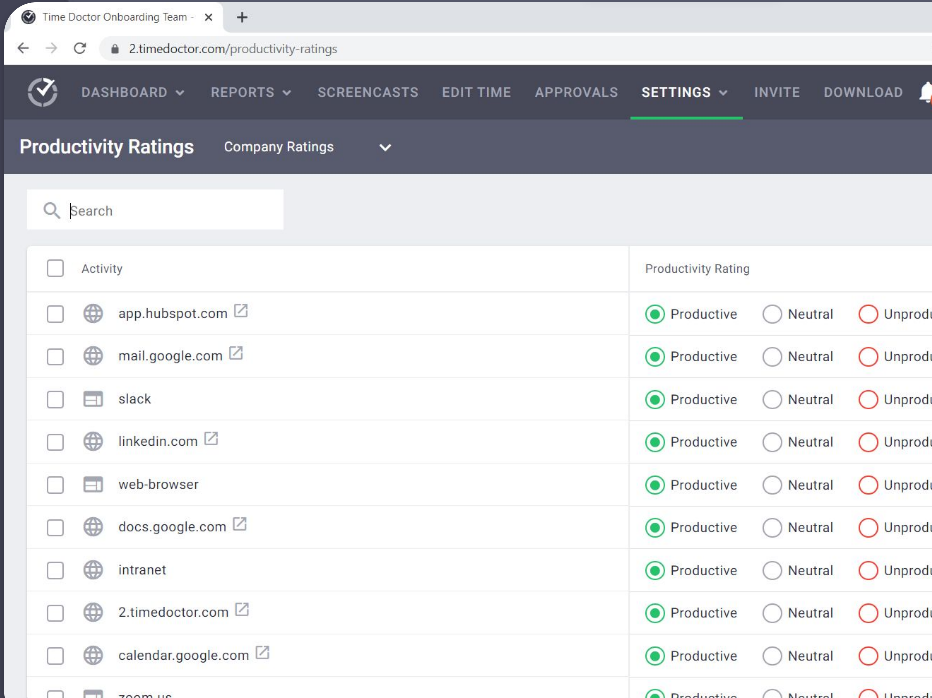
These features can be activated and edited via the ‘Settings’ navigation menu in the web app.

To make the most of dashboards and reports, you’ll first need to adjust some settings so you’re collecting data. Note: Available settings will depend on the features you have access to under your plan.

Adjust productivity ratings for different websites and software applications your team may use throughout their work day.

For example, you might rate Facebook as unproductive for most team members except for members of a group whose jobs involve Facebook community management or marketing.

Adjust now



Adjust Settings for Dashboard and Reports

Projects & Tasks

Activate Projects & Tasks to track time against project work. Note: Available settings will depend on the features you have access to under your plan.

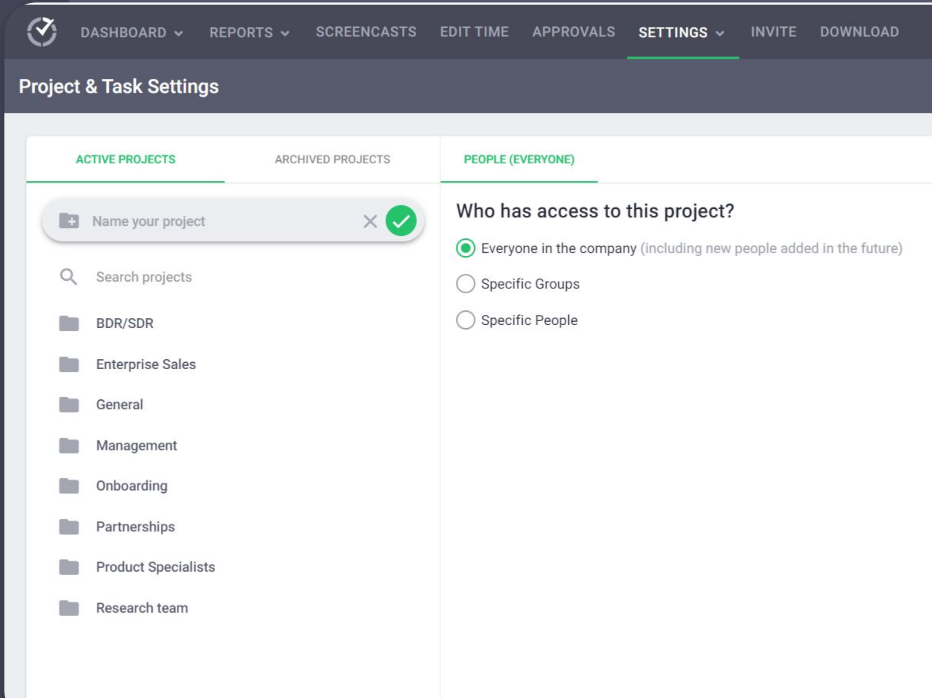
Enable the projects and tasks feature, and then add your key projects and the types of tasks that sit underneath each project.

You'll also need to add users to each project, to allow them to track time against the project.

Enable now

HOT TIP

These features can be activated and edited via the 'Settings' navigation menu in the web app.



Adjust Settings for Dashboard and Reports

Self-Assigned Tasks

LEARN MORE

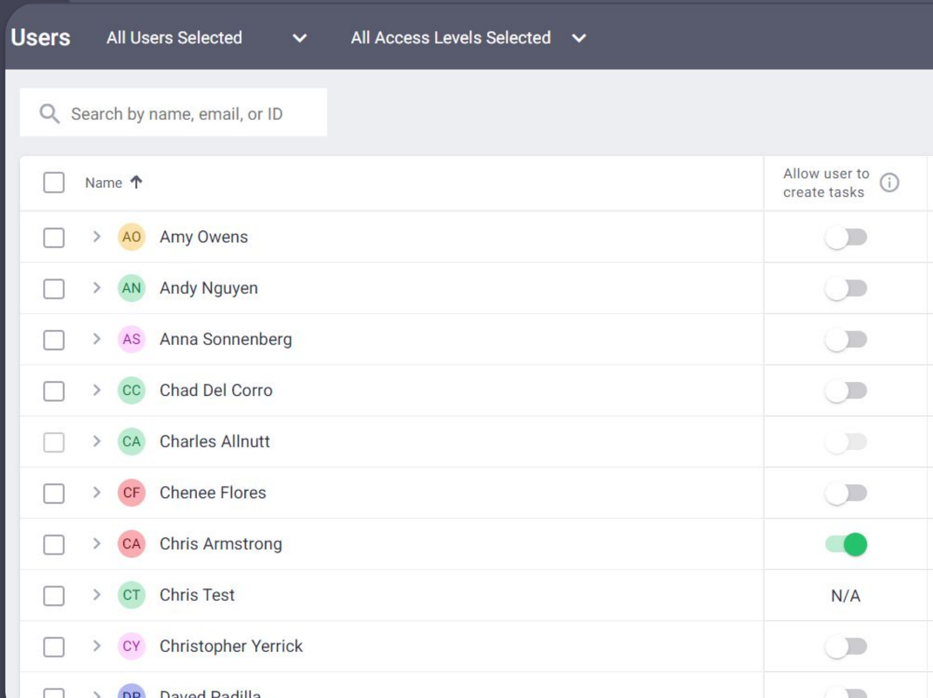
Learn step-by-step how to enable self-assigned tasks in the desktop app and how users can use the app to create their own tasks.

Activate Self-Assigned Tasks for employees. Note: Available settings will depend on the features you have access to under your plan.

Flexibility, autonomy and timing-saving are the keywords for this new Time Doctor feature. Using the Self-Assigned Tasks users can create tasks, assign to projects and mark as completed, on their own.

Enable "Use Projects & Tasks" feature in the company settings menu, and enable the "Allow user to create task" setting for each user from the Users page

Enable now



Adjust Settings for Dashboard and Reports

Work Schedules

HOT TIP

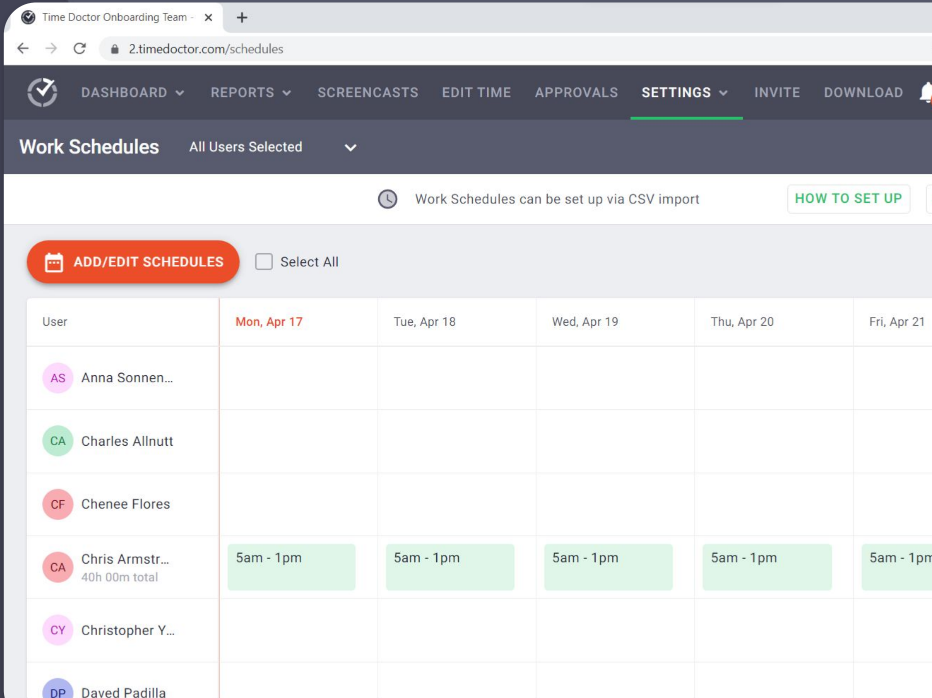
These features can be activated and edited via the ‘Settings’ navigation menu in the web app.

Activate Work Schedules to track time against specific shifts. Note: Available settings will depend on the features you have access to under your plan.

Set up work schedules to track time against repeating patterns of work or different shifts across multiple teams, including accounting for different time zones.

You can add and edit simple schedules via the web app, or for more complex schedules over longer time frames you can create and upload a CSV file which can be replaced as schedules change.

Set up now



Adjust Settings for Dashboard and Reports

Paid Breaks

HOT TIP

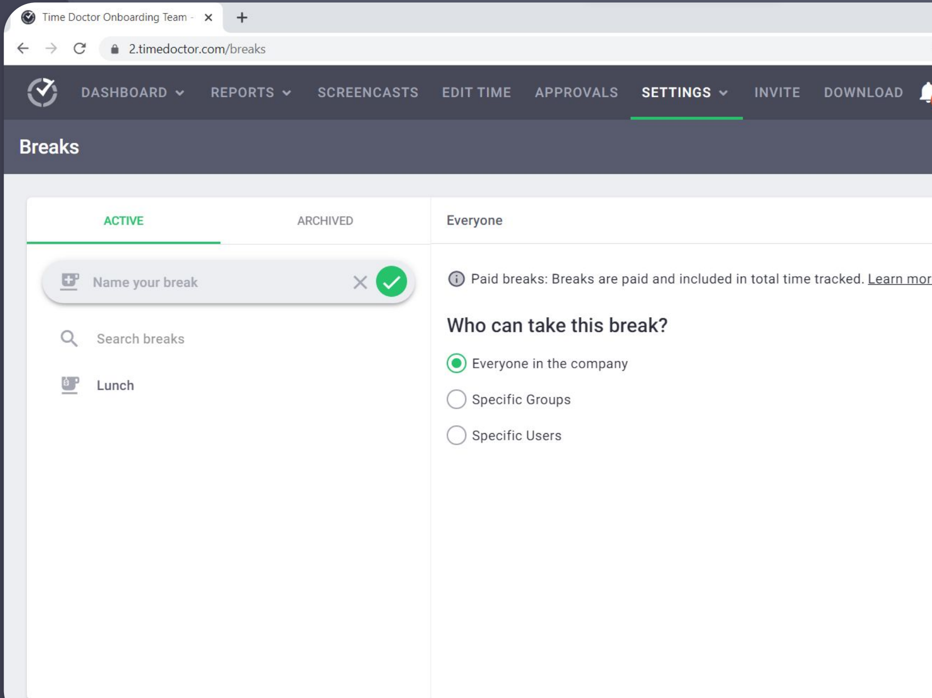
These features can be activated and edited via the ‘Settings’ navigation menu in the web app.

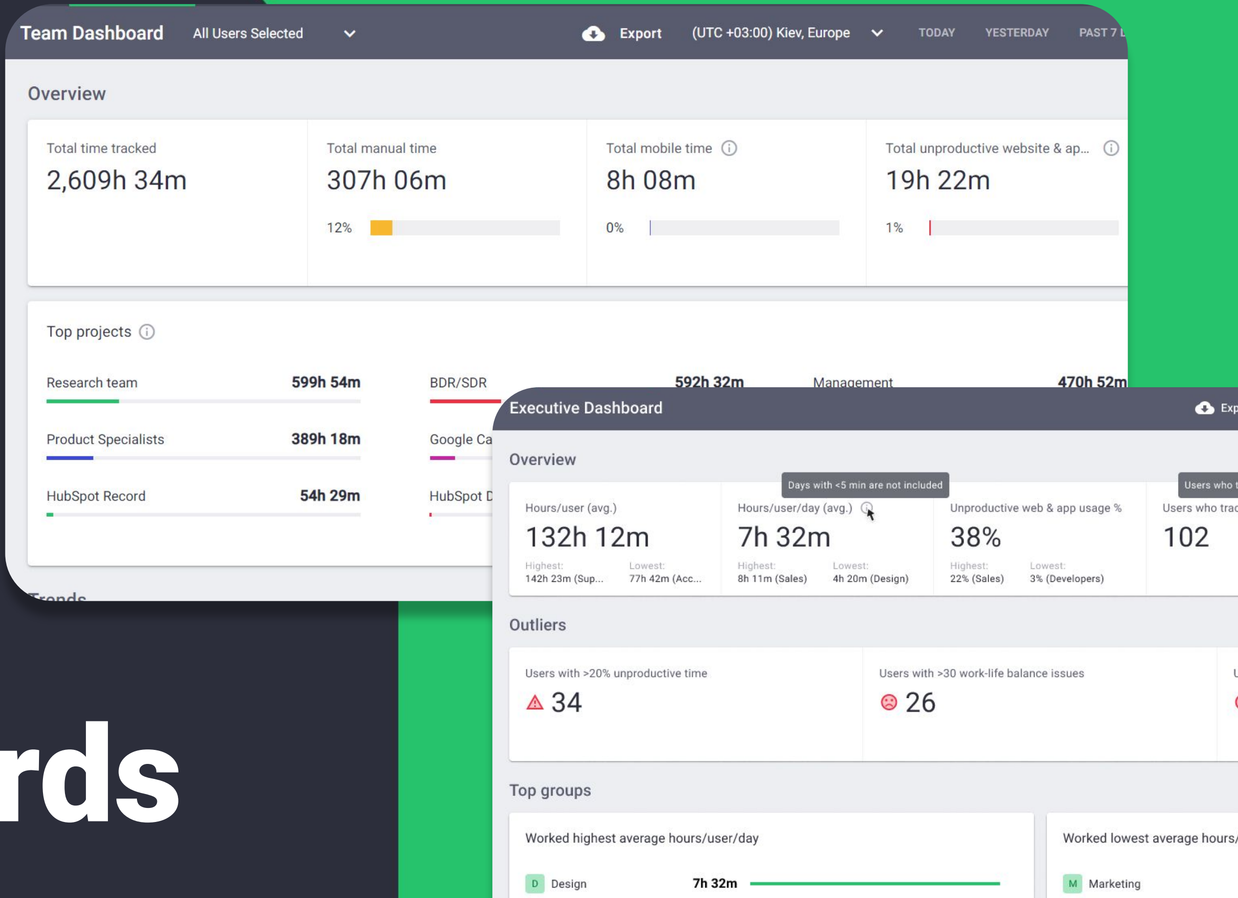
Activate Breaks to track time against paid rest breaks. Note: Available settings will depend on the features you have access to under your plan.

Set up paid breaks that employees can take, which count towards time tracked and tracked time totals included in various reports.

You can create custom paid breaks that are available to all, or specific groups of employees. Breaks then appear in the desktop app, where users can select and track time while on break.

Set up now.





Team Dashboard
All Users Selected
Export
(UTC +03:00) Kiev, Europe
TODAY
YESTERDAY
Overview
Total time tracked
2,609h 34m
Total manual time
307h 06m
12%
Total mobile time
8h 08m
0%
Total unproductive website & ap...
19h 22m
1%
Top projects
Research team
599h 54m
BDR/SDR
592h 32m
Management
470h 52m
Product Specialists
389h 18m
HubSpot Record
54h 29m
Executive Dashboard
Overview
Days with <5 min are not included
Hours/user (avg.)
132h 12m
Highest:
142h 23m (Sup...
Lowest:
77h 42m (Acc...
Hours/user/day (avg.)
7h 32m
Highest:
8h 11m (Sales)
Lowest:
4h 20m (Design)
Unproductive web & app usage %
38%
Highest:
22% (Sales)
Lowest:
3% (Developers)
102
Outliers
Users with >20% unproductive time
34
Users with >30 work-life balance issues
26
Top groups
Worked highest average hours/user/day
D Design
7h 32m
M Marketing

Dashboards

Dashboards

Every user has an individual dashboard that displays their personal data. Admins, Managers and Owners can also access two additional types of dashboards.

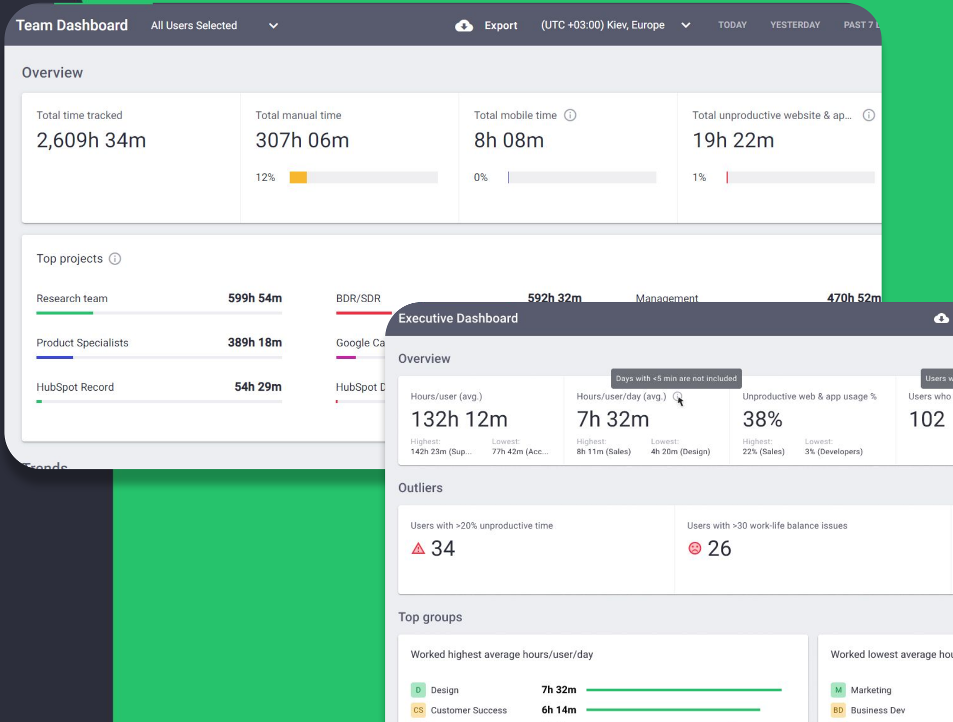
User dashboard offers topline metrics to understand and help to improve each employees' performance.

Team dashboard helps managers guide real-time decisions, see who's available or running late, identify best and worst performers to guide coaching, and adjust workloads and schedules.

Executive dashboard designed to give senior leaders and owners organization-wide oversight for strategic planning and decision-making.

HOT TIP

Dashboard widgets use data visualizations to quickly convey useful insights—see important information at-a-glance.



Dashboards

User Dashboard

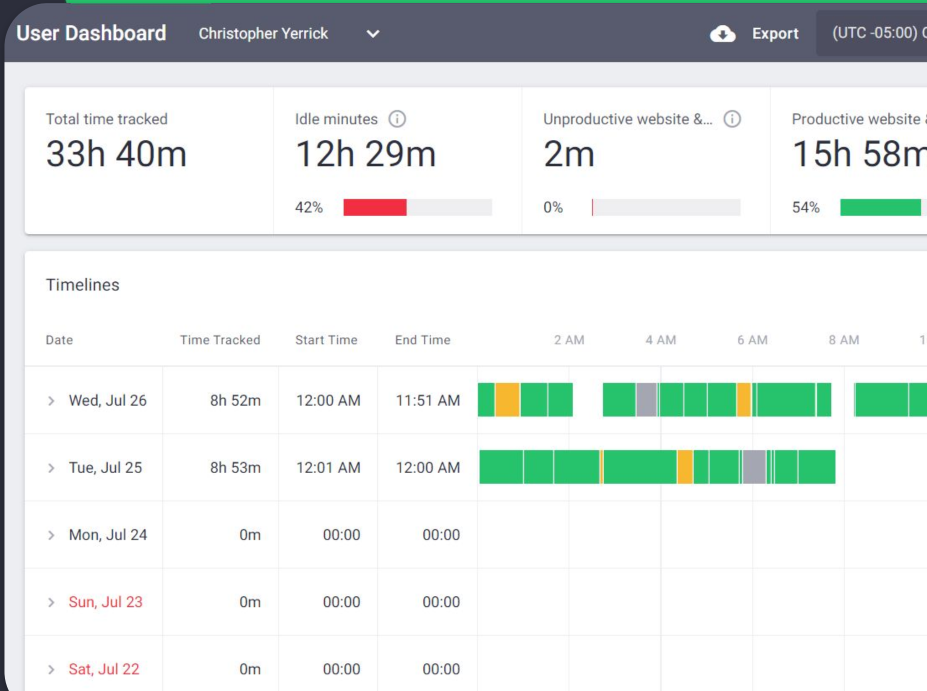
Access User Dashboard

Key widgets on the User Dashboard include:

Time tracked and tracking method: Including total time tracked, unproductive time, productive time, manual time and mobile time. Time will be shown in hours/minutes as well as a % of each employee total time.

Recent screenshots & Timeline: Visually review 'blocks' of work completed across each day. See patterns of work and breaks across the day/week. Recent images or video clips taken (if screenshots enabled) will be visible here.

A productivity graph: A snapshot of weekly total time worked and % spent on productive/unproductive sites.



Dashboards

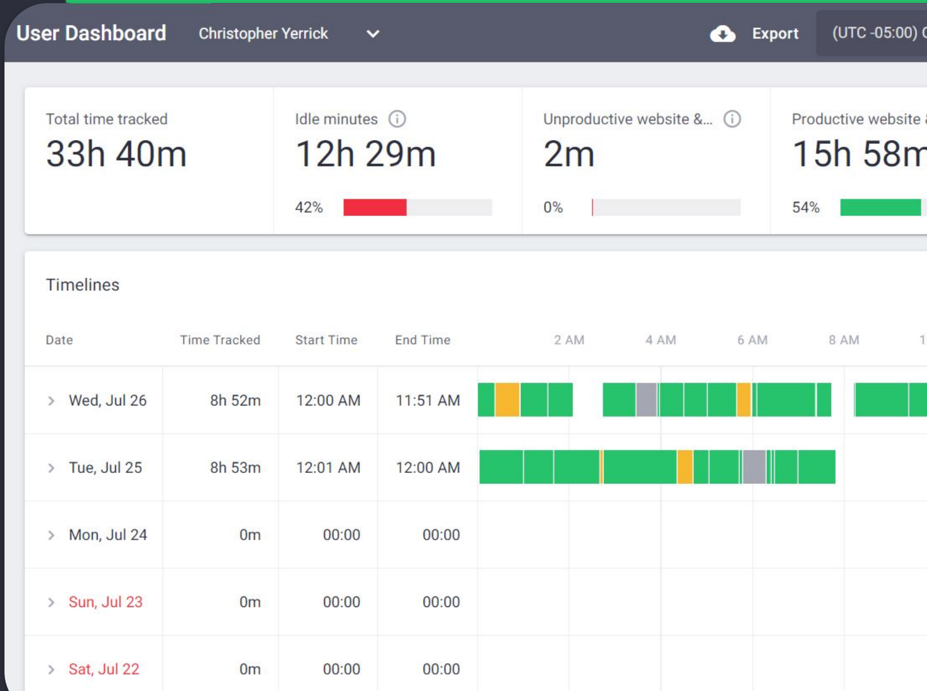
User Dashboard

Access User Dashboard

Key widgets on the User Dashboard include:

Productive and unproductive online activity: Based on the ratings assigned to different online software and websites by your organization, you'll see a list that shows which 'productive' websites/apps the user spent the most time on, and which 'unproductive' sites they spent the most time using.

Projects and tasks you spent time on: Quickly see which projects and tasks the user spent the most time working on for the date range selected.



Dashboards

Team Dashboard

LEARN MORE

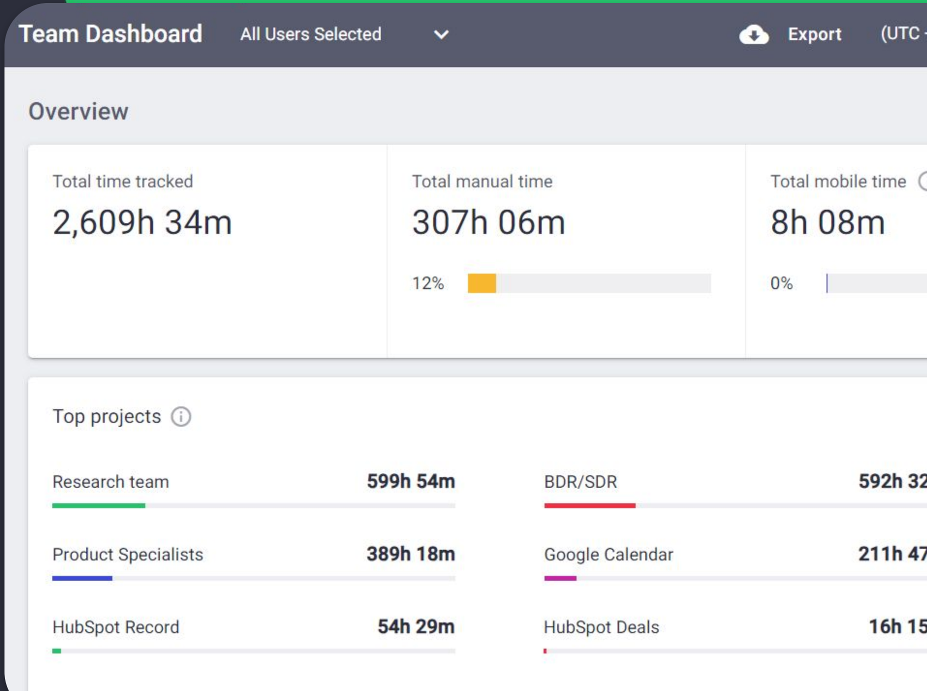
Learn more about [Team Dashboard].

Access Team Dashboard

Key widgets on the Team Dashboard include:

Trends: Get a big picture view over time of how many hours your team works, how work is spread across different days and time periods, and productivity peaks and troughs. This might help you spot time management issues that could be improved through structural changes.

Work-life Balance: Identifies people who have the highest number of potential work-life balance issues, based on the rules specified for your company. See who might be struggling and intervene early to offer support or workload adjustments that help prevent burnout.



Dashboards

Team Dashboard

LEARN MORE

Learn more about [Team Dashboard].

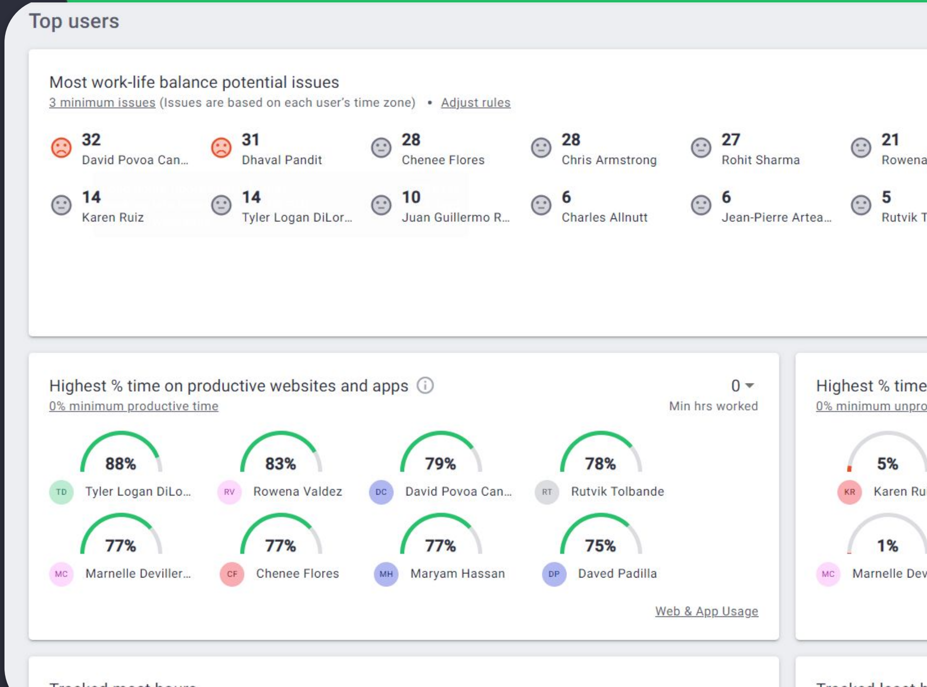
Access Team Dashboard

Key widgets on the Team Dashboard include:

Latest Data: Know who's currently working to allocate urgent tasks or check-in. Also, spot when people didn't start work on time to monitor schedule adherence.

Top users: See who's been most productive and users with high levels of unproductive time—to recognise high performers, and benchmark productive behaviors.

Websites & Apps: Quickly understand which sites or software are being used effectively for productive work, and the apps where people are wasting time.



Dashboards

Executive Dashboard

LEARN MORE

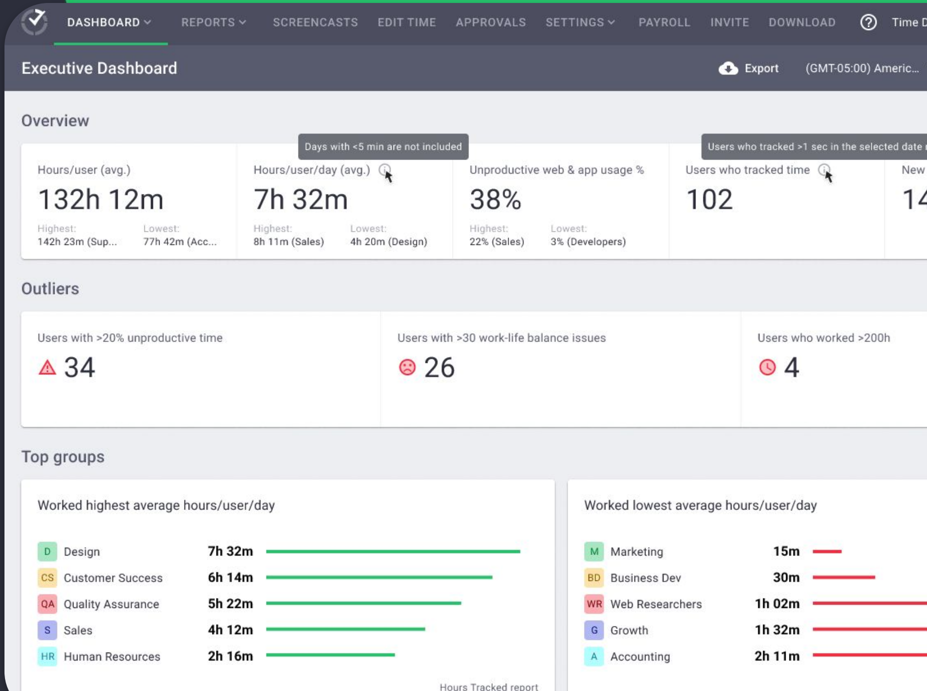
Learn more about Executive Dashboard.

Access Executive Dashboard

Key widgets on the Executive Dashboard include:

Overview: Gain insights into total time worked and an average employees' work day, the extent of unproductive activity, which teams worked the most/least hours and which teams were most/least productive during hours worked.

Outliers: See the number of users with more than 20% unproductive time, how many team members have been flagged more than 30 times for potential overwork, and the number of users who've put in more than 200 hours in a month.



Dashboards

Executive Dashboard

LEARN MORE

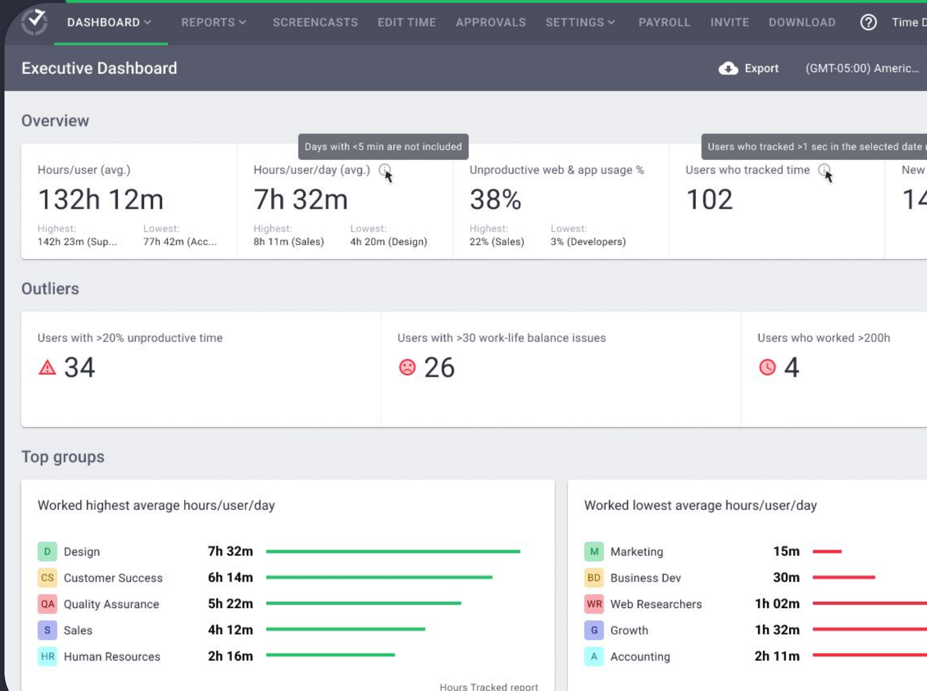
Learn more about [Executive Dashboard.]()

Access Executive Dashboard

Key widgets on the Executive Dashboard include:

Top groups: A summary of employees with the most productive/unproductive time similar to the 'Team Dashboard', but with two additional metrics exclusive to executives: groups with the highest/lowest average work-life balance issues per user; and groups with the most/least attendance issues.

Company configuration: A snapshot of how your Time Doctor software is being managed and used to help you adjust your permissions and access levels.



Dashboards

Work-life Balance monitoring

High levels of burnout, stress and disengagement are a key reason employees quit, significantly increasing your recruitment costs.

Time Doctor helps you identify when employees:

- Work too many hours per day
- Work too many late hours
- Work too many hours outside of scheduled shifts
- Work on the weekends

Admins can control the work-life balance thresholds, based on what your organization believes is unhealthy.

LEARN MORE

Read our help article about the Work-life Balance widget and how to configure your thresholds.

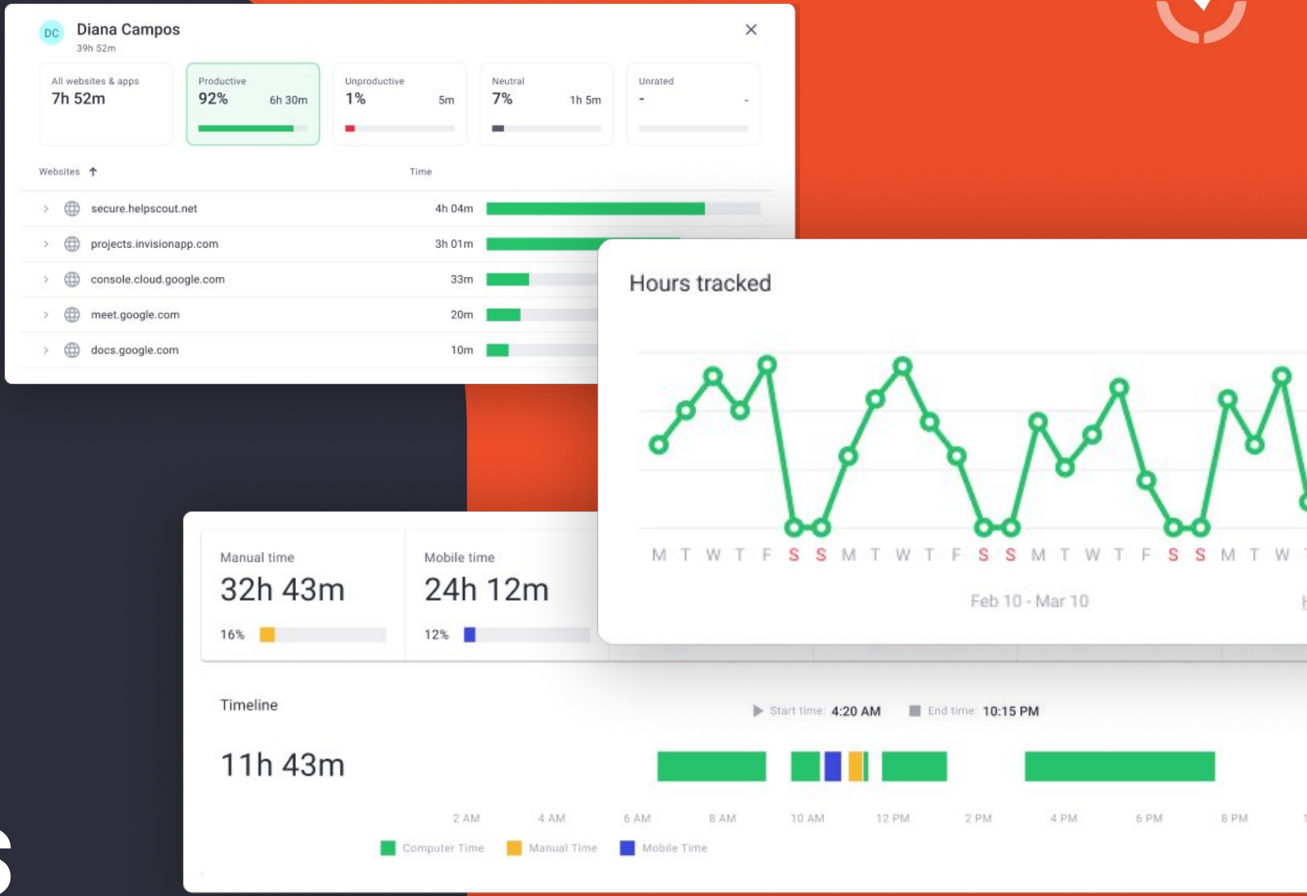
Read our blog post about using Work-Life Balance insights to foster employee wellbeing.

"46% of HR leaders said that up to half of their organization's annual turnover could be attributed to burnout."

—Forbes

- Team Dashboard: lets managers see employees with a minimum of 5 potential work-life balance issues within the past 30 days. Hover over each name to view issue type and number of instances.

- Executive Dashboard: lets leaders see how many team members have been flagged more than 30 times for potential overwork, and groups with the highest/lowest average work-life balance issues.

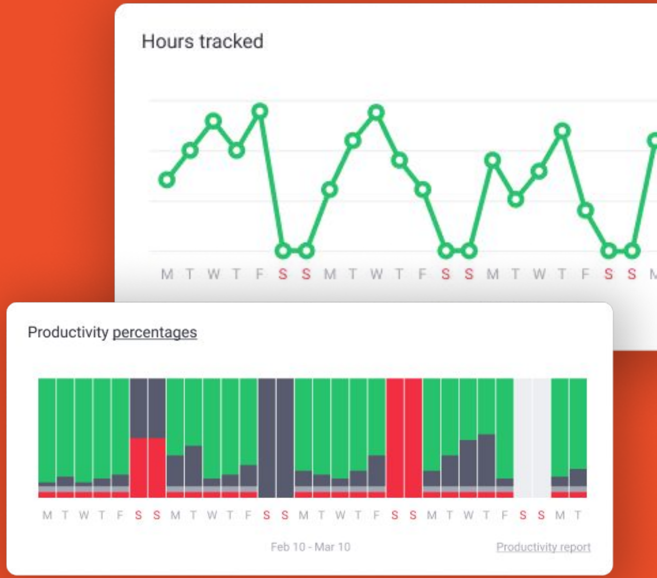

DC
Diana Campos
39h 52m
All websites & apps
7h 52m
Productive
92%
6h 30m
Unproductive
1%
5m
Neutral
7%
1h 5m
Unrated
-
-
Websites
Time
secure.helpscout.net
4h 04m
projects.invisionapp.com
3h 01m
console.cloud.google.com
33m
meet.google.com
20m
docs.google.com
10m
Hours tracked
M T W T F S S M T W T F S S M T W T F S S M T W
Feb 10 - Mar 10
Manual time
32h 43m
16%
Mobile time
24h 12m
12%
Timeline
Start time: 4:20 AM
End time: 10:15 PM
11h 43m
2 AM
4 AM
6 AM
8 AM
10 AM
12 PM
2 PM
4 PM
6 PM
8 PM
Computer Time
Manual Time
Mobile Time

Reports

Reports

Interpreting reports helps inform strategic recruitment, talent management, and operational decisions that could improve performance. Using our reports leaders have been able to understand:

- When users are spending too much time on non-work related activities
- Unevenly distributed work hours that could signal an employee needs help
- The extent to which users are on the right sites/apps, but aren’t really working
- Whether unusual activity or time distribution is an anomaly or a problem
- Which tasks take up more time than expected and need optimizing
- Why some days or time periods are less productive than others?



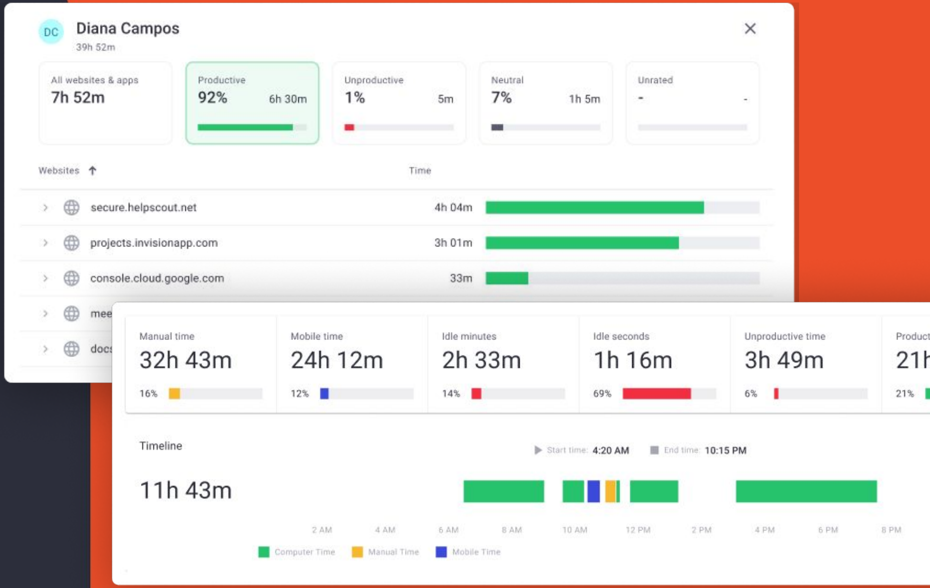
Set up and make the most of our web app

Reports

Generate reports via the ‘Reports’ navigation menu in the web app. You can generate custom reports by selecting and filtering data within the app, which can then be exported as a PDF, XLS or CSV file.

Time Doctor also has a number of standard reports that can be generated quickly for the date range of your choice. Reports available include:

- Activity Summary
- Attendance
- Hours Tracked
- Projects & Tasks
- Timeline
- Web & App Usage
- Internet Connectivity



Reports

Activity Summary Report

This report shows the share of active minutes, active seconds, unproductive, manual, and mobile time, as well as time recorded for paid breaks, for each user over your selected time period.

Identify high-level productivity problems in your company and compare employees who do similar work.

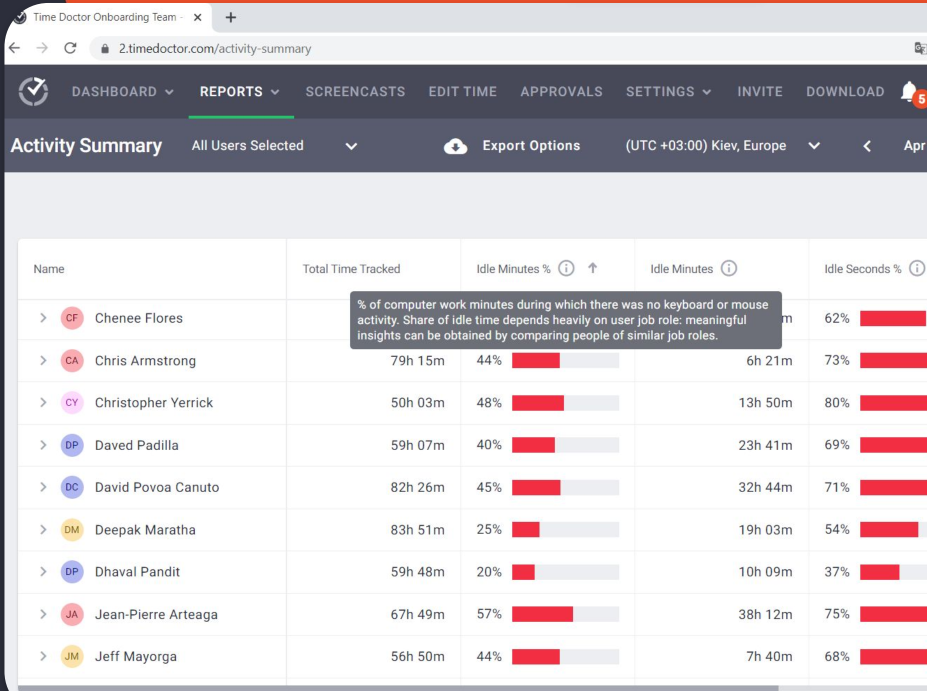
You'll also get metrics about how much time was tracked where there was no keyboard or mouse activity—we call this idle time, but it doesn't necessarily indicate low productivity and also varies based on the settings you implement for when time tracking cuts off.

LEARN MORE

Watch an overview of how to generate and use an Activity Summary Report.

Read about What's meant by idle time in the Activity Summary Report.

Activity Summary Report Page



Reports

Attendance Report

Know if a user was Present, Absent, Partially Absent, or Late for their shift. You can filter the report to show only users who have shifts or show only who was absent or late.*

Get clear evidence that people worked the correct hours each day in line with your schedule to simplify attendance management even across complex remote and hybrid teams with flexible schedules.

*Only available to organizations using the Work Schedules feature.

Hot Tip

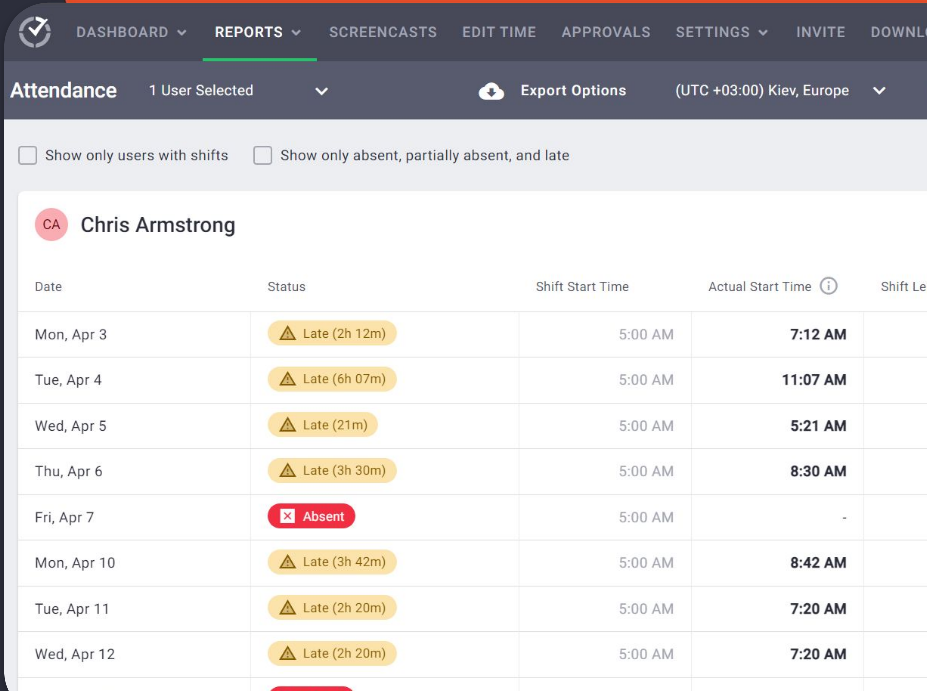
Need to know instantly if people aren't at work to meet your resource-dependent commitments or time-sensitive deadlines? Real-time email alerts can be configured within Time Doctor (Go to 'Settings > Email Notifications') to instantly send an email to a manager.

LEARN MORE

Discover how to configure the report and what the different attendance statuses mean.

Read about how to use the Attendance Report and work schedules.

Attendance Report Page



Reports

Hours Tracked Report

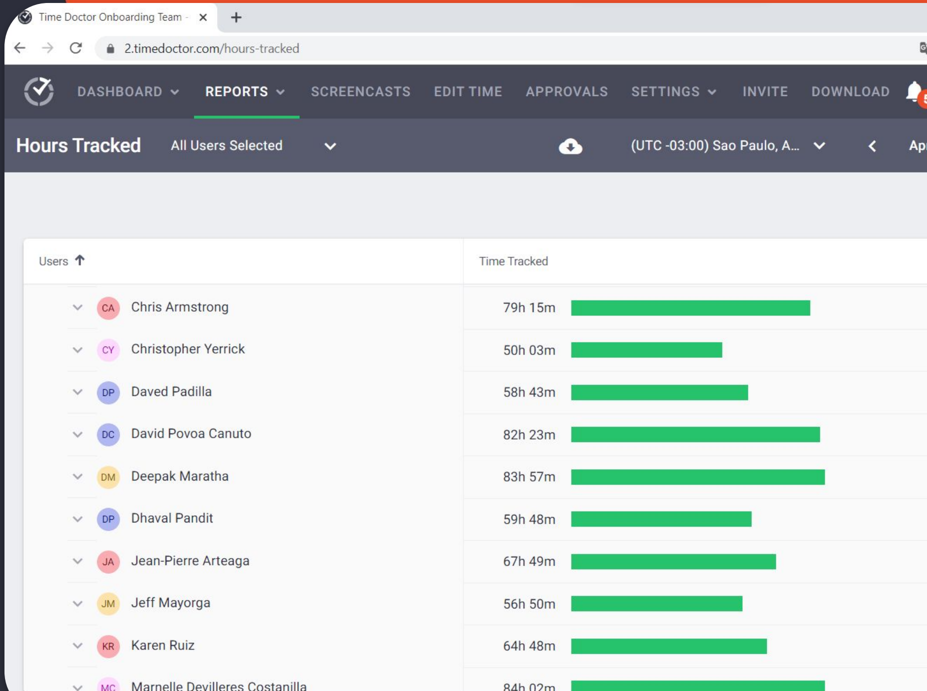
Hours Tracked Report Page

Want to quickly check employees are working the correct number of hours? Review how many hours each user tracked per day, per week, or in any selected date range.

Time Doctor keeps working as long as your employee is actively tracking time—even if a person's internet connection drops (data is recorded to the local cache and then synced to our servers when the internet is restored).

Hot Tip

Want an update sent to your inbox first thing each day? Managers and admins can activate a daily Hours Tracked email report (Go to 'My Account > Profile' and toggle 'Receive daily Hours Tracked email report' on, then 'Save'). It highlights hours worked by each user (Managers only see employees in their team) and unproductive time for each user, based on data recorded the previous day.



LEARN MORE

If you've set up integrations, see how users can track time to tasks via a third-party tool.

Learn more about enabling self-assigned tasks for regular users.

Projects & Tasks Report Page

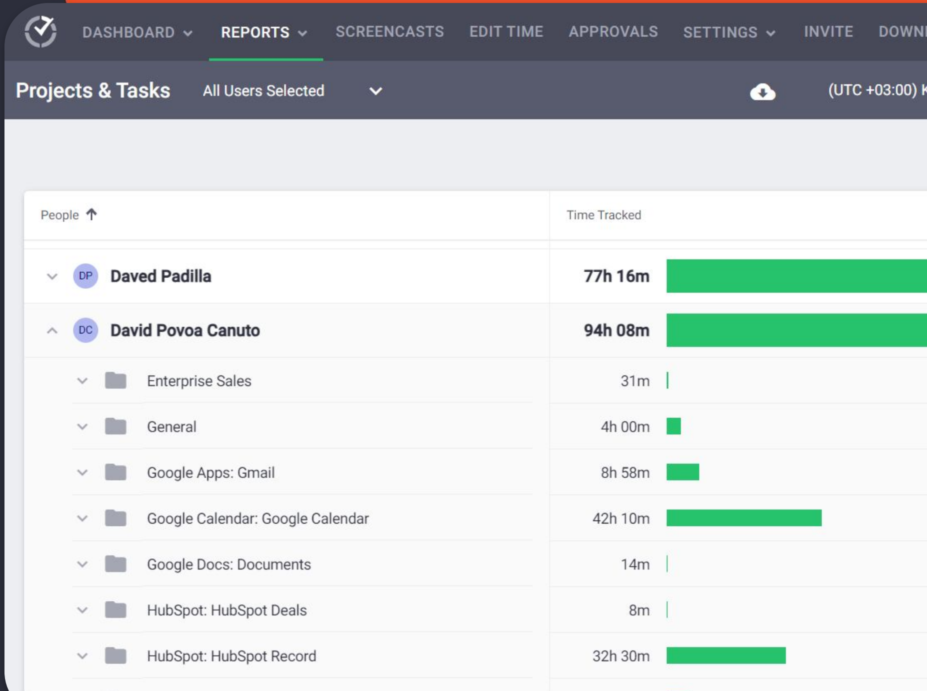
Reports

Projects & Tasks Report

Shows you how much time was spent on each project and task. Discover if collective effort on some tasks is much more than what you think it should be.

To collect data for Projects & Tasks Report you must:

- Enable the Projects & Tasks feature within 'Company Settings' in the web app
- Add project names and associated tasks.
- Allocate groups or individual users to each project, permitting them to track time against it.
- Encourage users to adopt if they're doing project work. Via the desktop app, users can switch between task and no-task modes.



Reports

Timeline Report

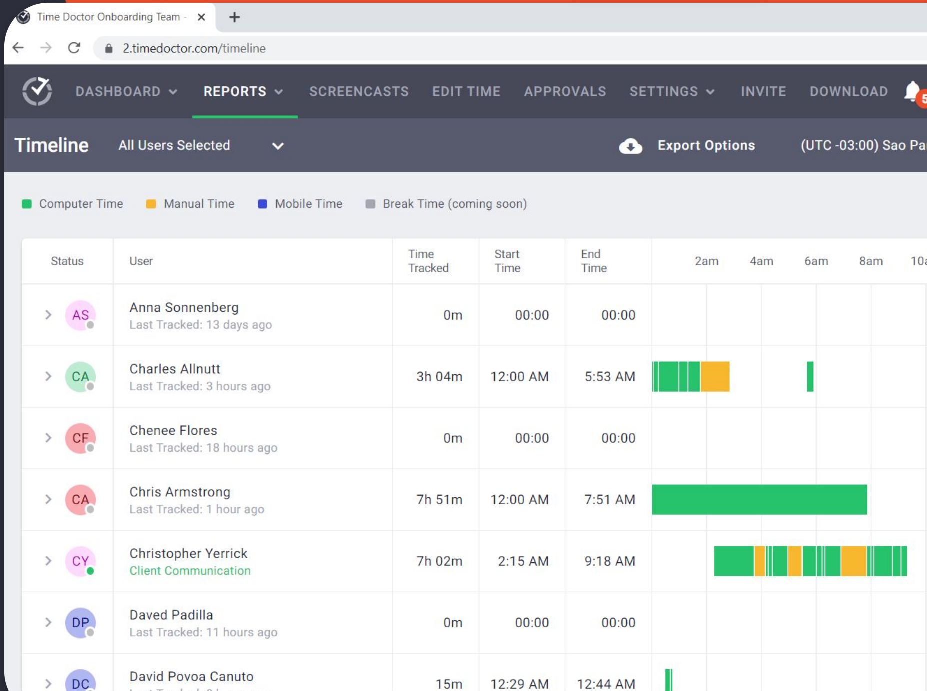
Timeline Report Page

This helpful breakdown of each employees’ workday offers insights into patterns of work, and how focused or scattered an employees’ attention has been.

Spot and replicate good time management behaviors or adjust people’s workloads to reduce interruptions.

When generating a Timeline Report you choose from:

- Day view: see time worked on each task, when the user took breaks, start and end times. Also shows who’s currently online and working, on break, and the last time a user tracked time.
- Week view, which shows the time tracked in a week, including the total time tracked per day.



Reports

Web & App Usage Report

Understand time spent on different websites and applications, and whether online time was productive or unproductive—based on ratings you control.

View time tracked on productive/unproductive websites and apps per day, per week, or for any date range.

Critical to the set-up of Time Doctor is rating sites/apps as productive or not (or neutral):

- A site's rating can be varied by team or individual.
- For example, customer reps might need Skype (productive), whereas it may be an unproductive app for your Finance team.

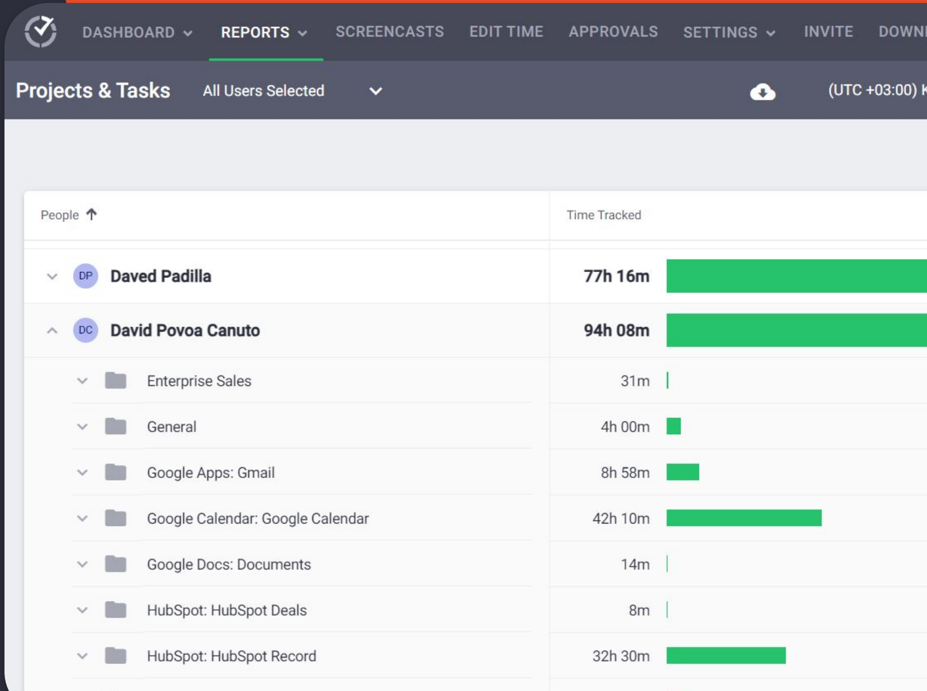
LEARN MORE

Discover how to use the Web & App Usage report.

Read a blog about insights you can get from it.

Learn how to adjust the level of detail you get about the websites and apps.

Web & App Usage Report Page



Reports

Internet Connectivity Report

Internet Connectivity Report Page

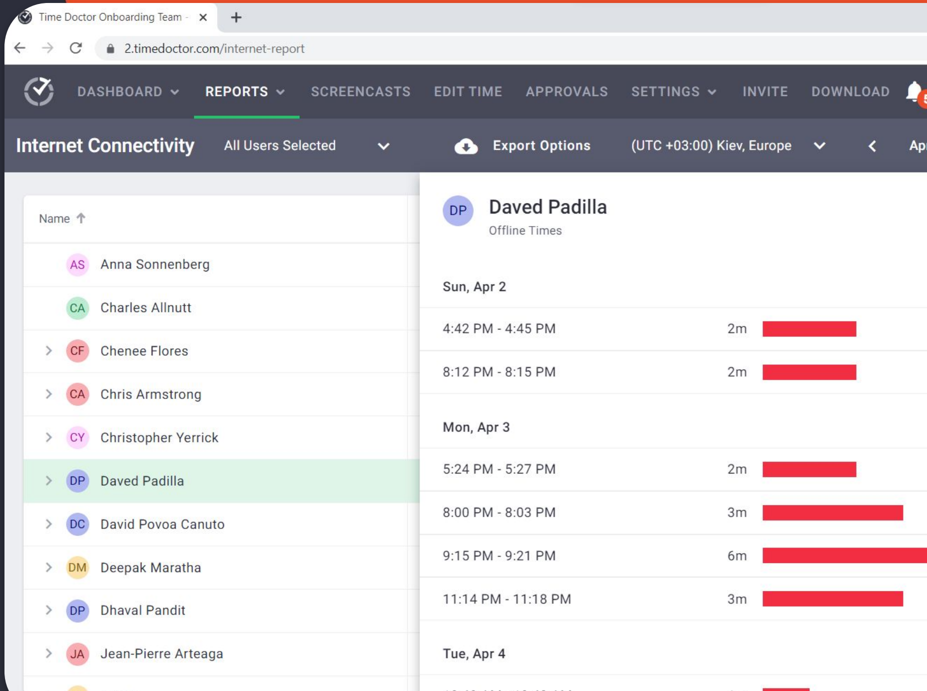
Time Doctor can track time even when a user's internet is down (offline time is simply synced later). But it's useful to know how many users are affected by internet issues, and to what extent.

This report shows each user's total time offline and the percentage of the day spent offline while tracking time.

Reliability of internet access is key to digital workflows, and remote and hybrid work models. Addressing potential infrastructure issues or work-from-home supports can be key to increased productivity.

Important Note:

Your employees need to be using version v3.4.8 or later of the desktop app to properly collect the data needed for this report. This feature is currently compatible with Windows and macOS.



Reports

Custom Export

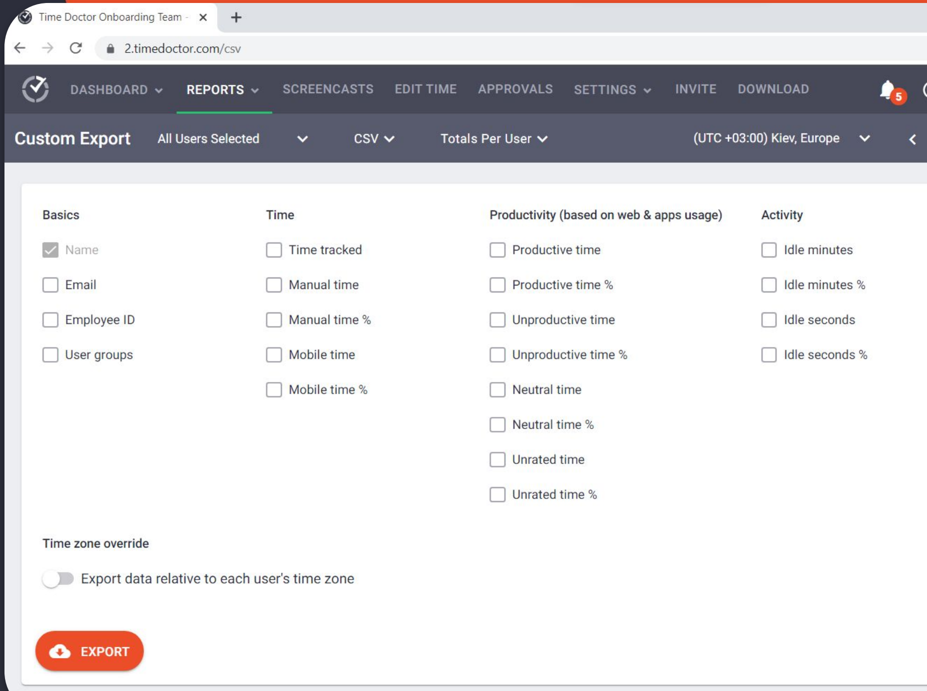
LEARN MORE

Discover how to use the Custom Export feature.

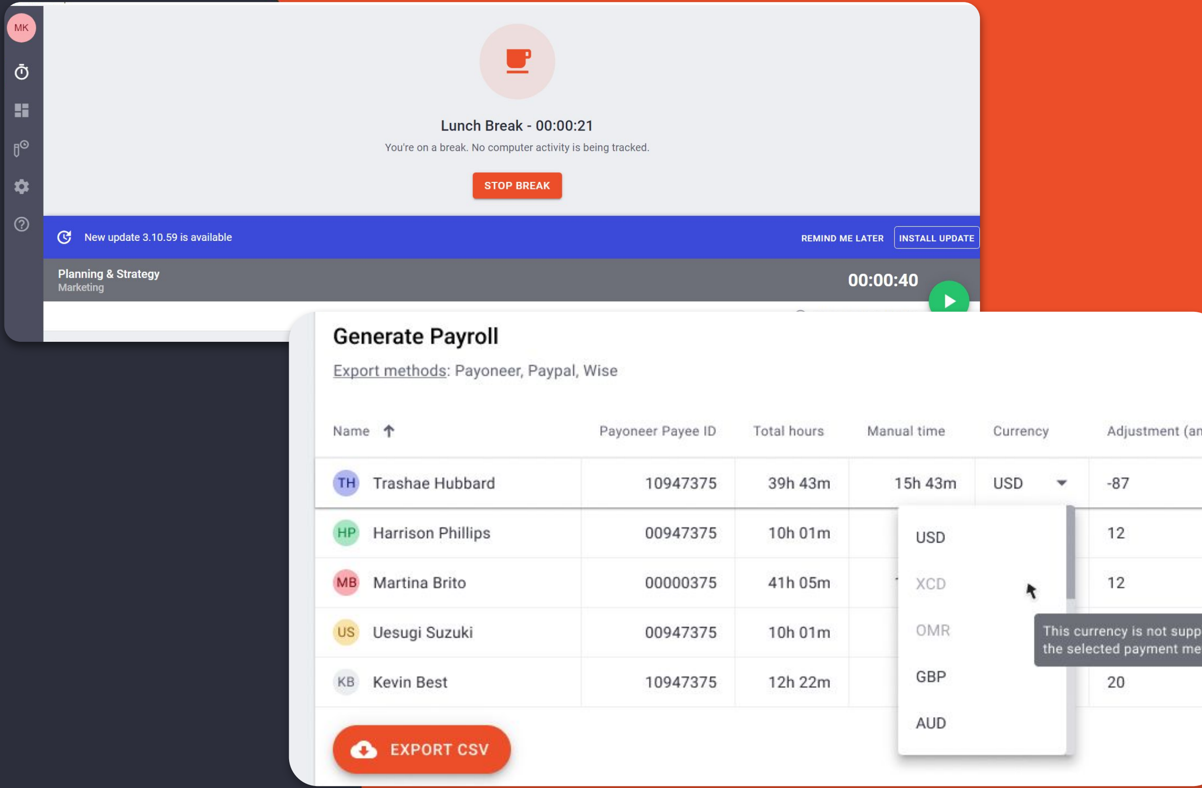
Custom Export Page

Pick and choose from multiple types of data captured within Time Doctor to create one customised report, and a single download.

Easily build your Custom Export by selecting which users to include, which file format you need, and then using check boxes to select the different metrics you want to include. Data can be exported in PDF, XLS, and CSV formats.



Other essential features



Other essential features

Manual additions, edits & approvals

Enhance time tracking accuracy—let users edit records and manually add time they missed tracking via the desktop app.

Under user management, decide who can edit time. Activate the ‘Can edit time’ setting for any user, by choosing either ‘Yes’ or ‘Approval needed’:

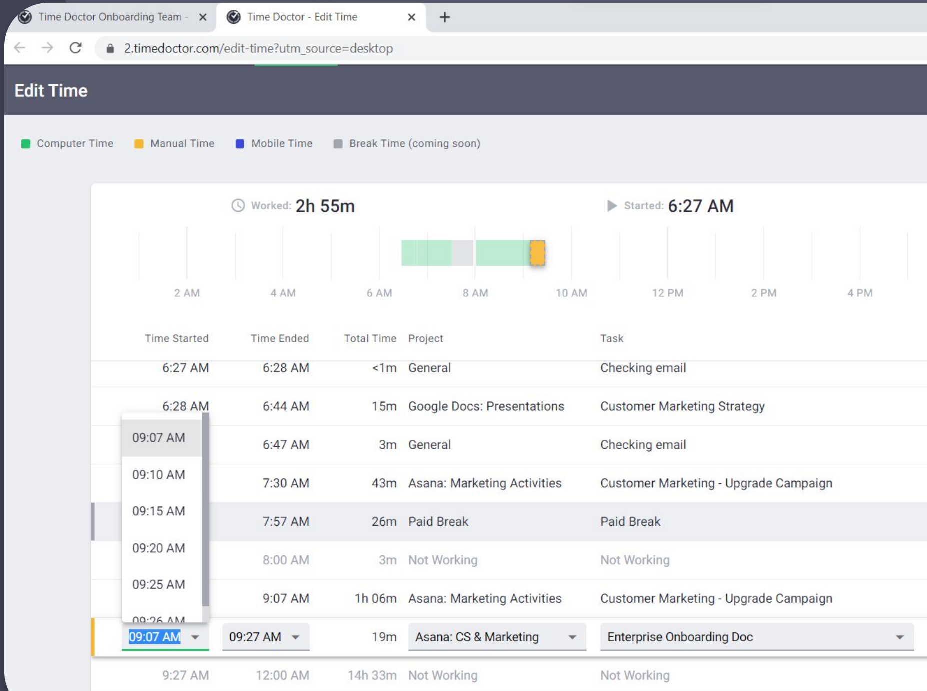
- ‘Yes’: user can change records to update the project, task, start/end time, and add time manually without approval (restricted based on the users’ general access level).
- ‘Approval needed’: manual time added won’t appear in reports until approved by an Owner/Admin or Manager.

LEARN MORE

Read our help article about how to manually add and edit time.

Discover more about who can approve/disapprove manual time and the workflows involved.

Approvals Page



Other essential features

Screenshots and Screencasts

You have the option to take screenshots and video recordings of users' screens.

You might view or download recordings as a quality assurance or proof-of-work measure, or to help identify inefficient processes or spot training opportunities.

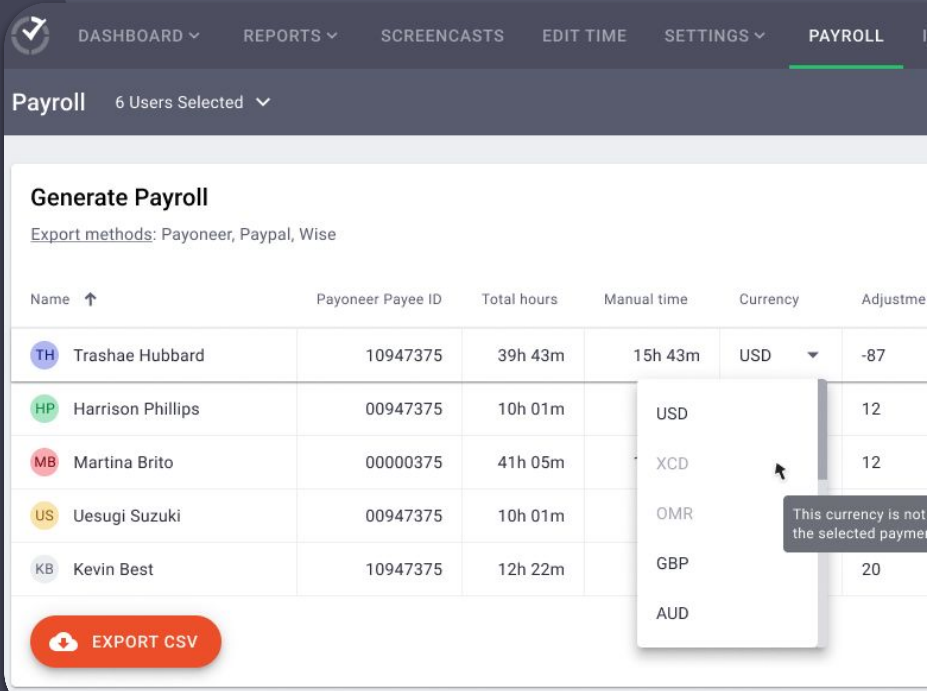
- Under user management settings in the web app you can determine whether you want screenshots to be taken, and apply the setting for all users or specific users.
- You can choose from various time intervals for when screenshots are taken.
- For privacy or compliance reasons, you can opt to capture screenshots but make them blurred (or apply blurred screenshots for specific users only).

LEARN MORE

Discover how to use the Screenshots/Screencasts feature.

Read more about why blurring or disabling screenshots might make Time Doctor more employee-friendly

Screenshots Page



Other essential features

Paid Breaks

LEARN MORE

Read our help article about how to add and configure paid breaks

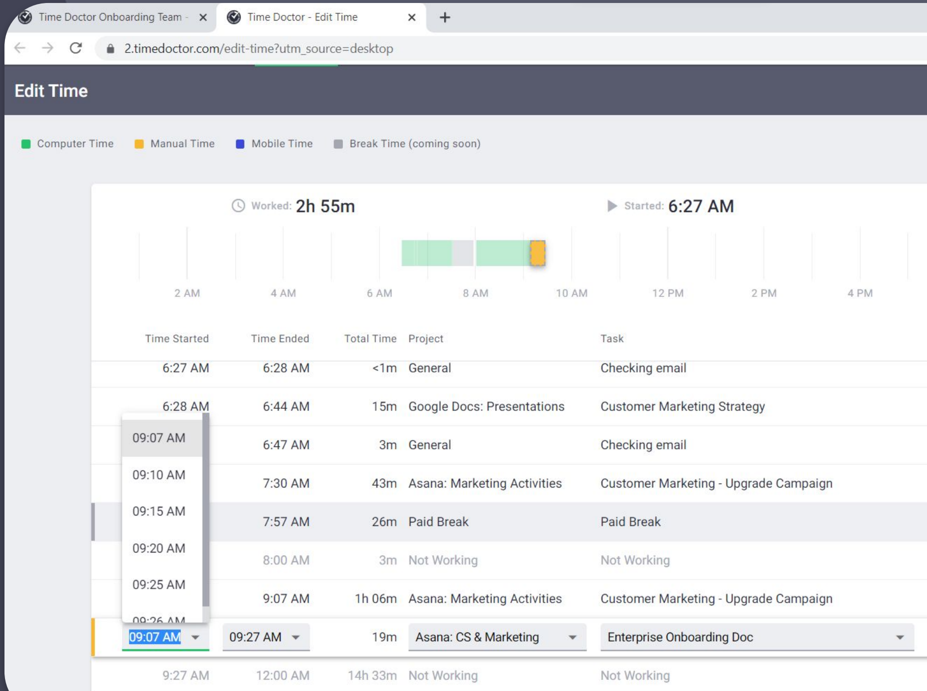
Breaks Settings

Regular, paid breaks for employees may be a compliance requirement or simply a benefit you offer.

With Time Doctor's Breaks feature, Admin/Owners can:

- Add unlimited different paid breaks, within the web app, under 'Settings>Breaks'.
- Decide which teams or individuals can access each kind of break.
- Ensure paid breaks count towards total time tracked, for accurate payroll.
- See breaks in timeline reports to gauge patterns of work throughout a day/week.

Only users you authorise will see available break types as an option within the desktop app.



Other essential features

Payroll

LEARN MORE

Read our help article about how to configure and use [Time Doctor's payroll feature.]

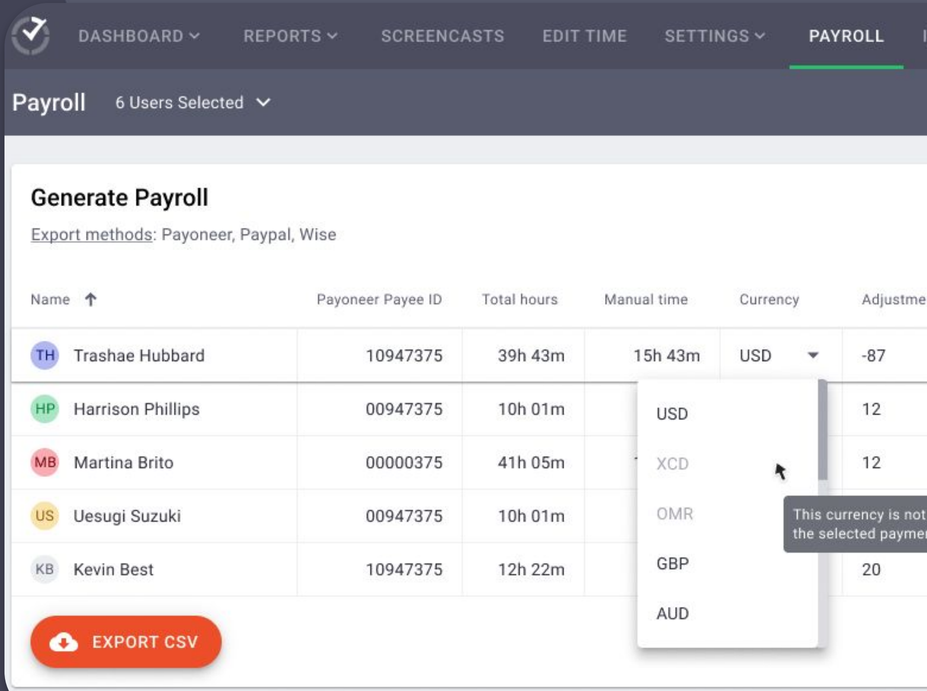
Payroll Page

Getting paid correctly is a critical trust signal for employees. Plus, incorrect payroll can have severe flow-on effects for your cash flow, tax, and compliance.

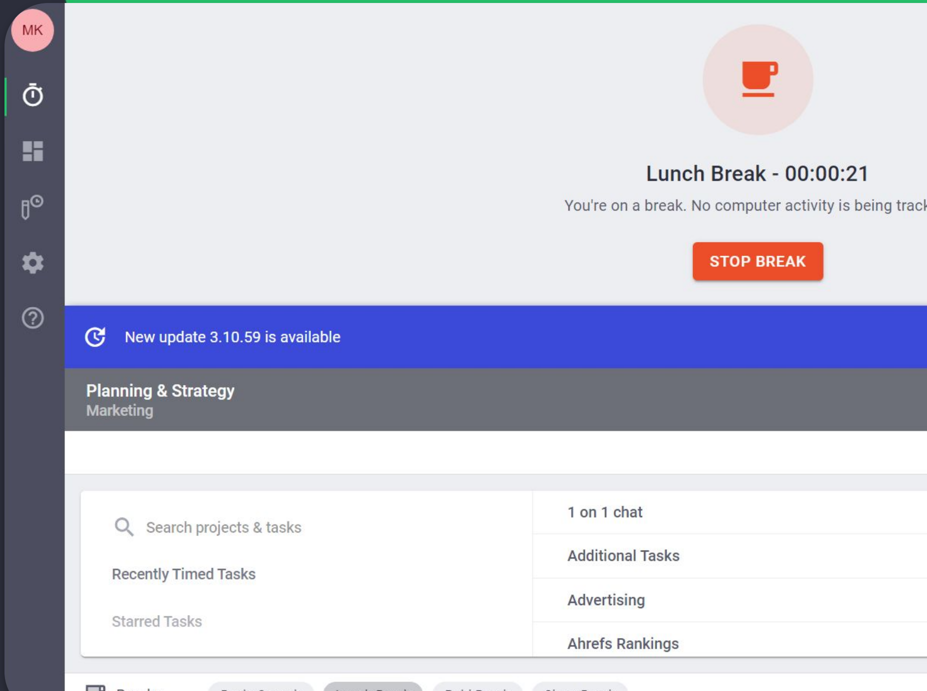
Use time tracked in Time Doctor to generate records designed to be imported into a range of common payment and payroll applications.

Our Payroll feature lets you:

- Configure specific payment rates, payment methods and currencies for different employees.
- Manually add or deduct specific amounts to an individual's pay.
- Export payroll for selected employees at any time as a CSV file, formatted to match the upload requirements of the vendors we support.



Get familiar with the desktop app



Desktop Application

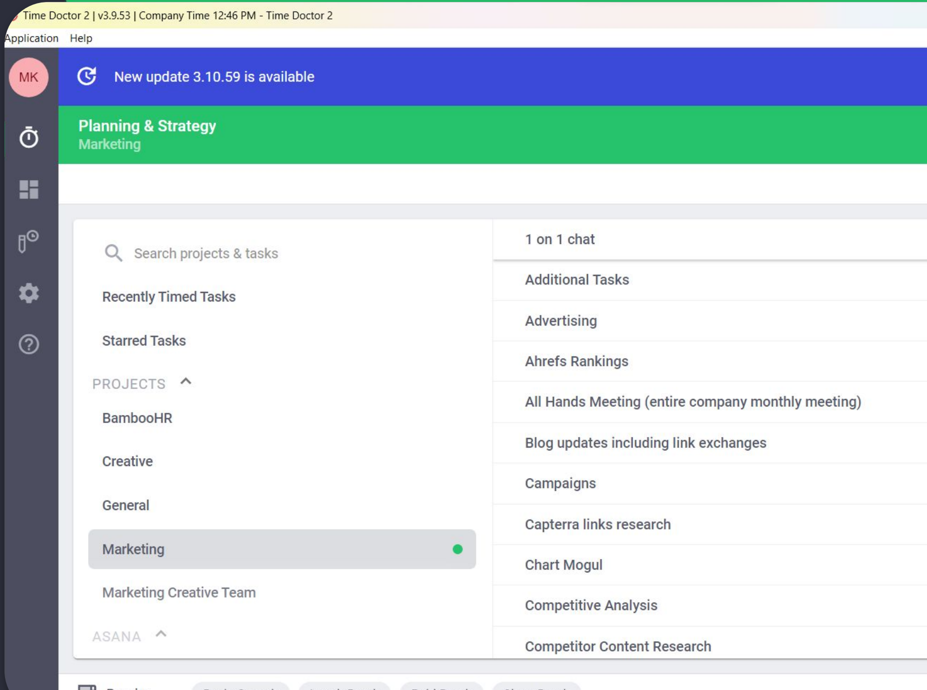
How do users use the desktop app?

The desktop app is the primary tool you and your employees will use day-to-day to:

- Record time spent on various tasks; and
- Manually add time that accounts for work that happened offline.

By using the Projects & Tasks feature, you can break workloads or teams into different project-based streams of activity and ensure users track time against pre-set sub-tasks. Check Enable Projects & Tasks section.

If using Projects & Tasks, you'll also need to allocate team members to each project.



Desktop Application

How do users download the desktop app?

When an Owner/Admin adds and invites new users via the web app (covered under User management), those employees receive an email that guides them through creating an online account, and prompts them to download the desktop app.

Other download options for the desktop app:

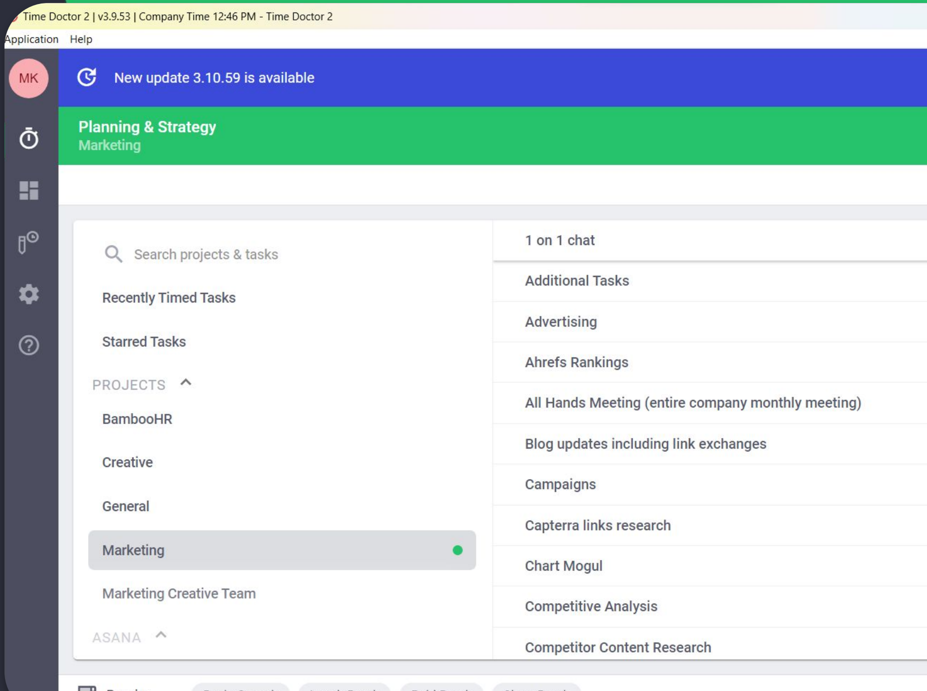
- Directly create an account and access all available downloads here.
- To get the desktop app for different operating systems—from an existing online account, navigate to the Download page.

Users sign in to the desktop app using the same credentials created for their online account.

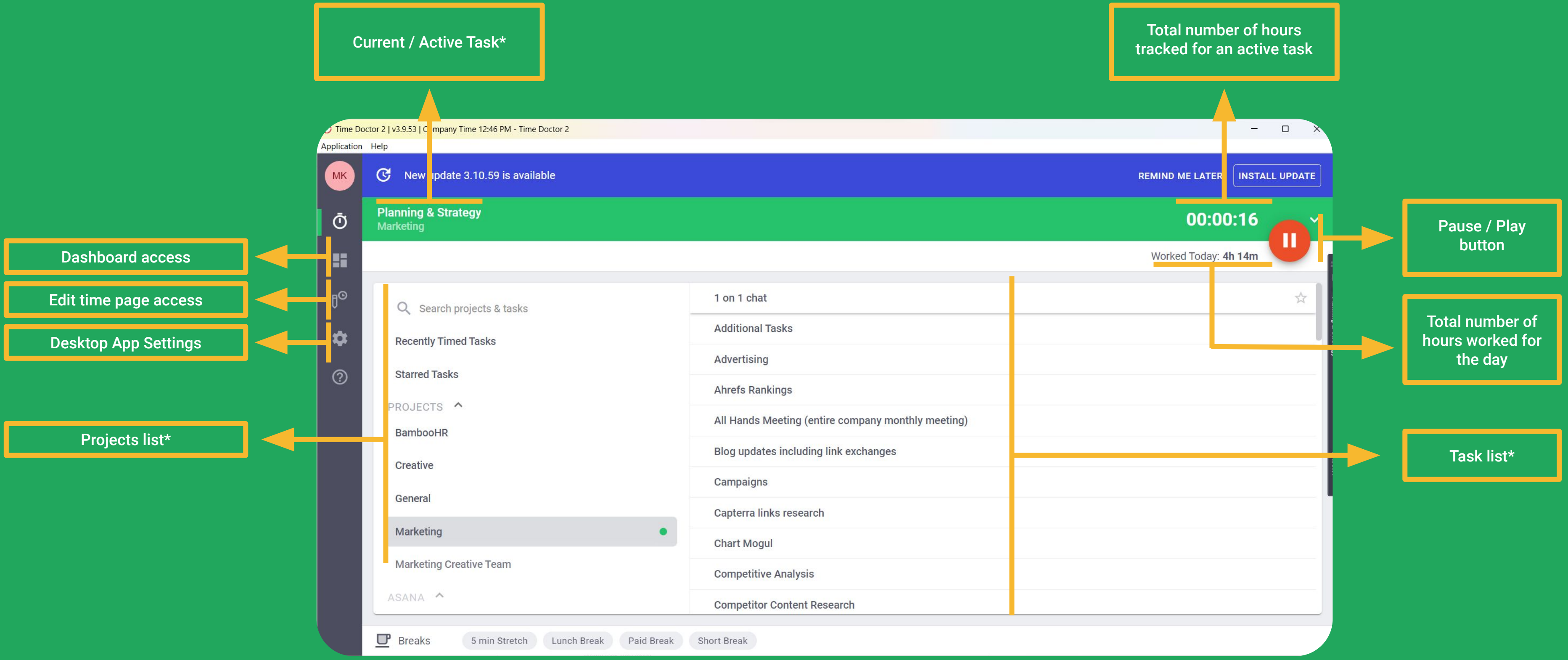
LEARN MORE

Read instructions on how to install and uninstall the interactive version of the desktop app for Windows, Mac and Linux operating systems.

Download Now



How do users use the desktop app?



*Not present if the project & task feature is not used in your company

How do users use the desktop app?

A separate **activity bar** that can be set up to remain visible at all times no matter how many other windows a user has open, to give a user quick access to start and pause buttons. Clicking the activity bar also brings up the main app window.

LEARN MORE

Watch a video that explains the user interface, how to adjust settings and use the desktop app to sign in, record time, take breaks, track tasks, edit time, and log out.

Read our help article that breaks down the main components of the interactive desktop app.

Desktop Application

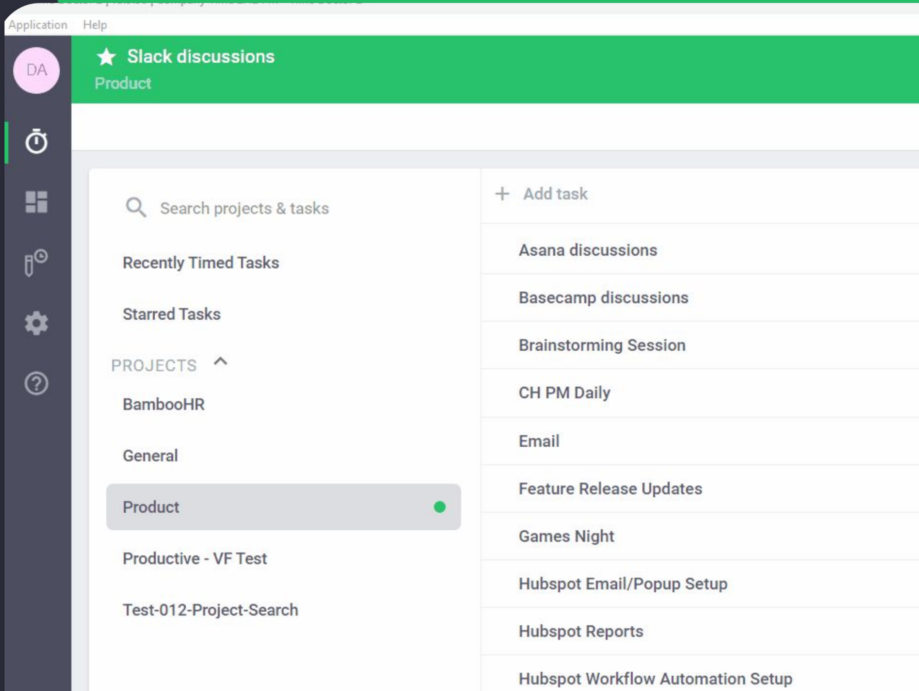
How to create tasks from the desktop app?

Using Self-Assigned Tasks, users can create tasks, assign to projects and mark as completed, on their own.

To allow users to create tasks, make sure your company account Owner/Admin has enabled the Projects and Task feature in the company settings and also has enabled the "Allow user to create task" setting from the Users page.

For Employees:

- Click on the Add Task option on the desktop app
- Type in the task name and select the project the task will be assigned to
- Click on the check icon to create the task.
- Click on the Start option on the message bar to start tracking time
- Once you are done with it, mark this task as completed by hovering the mouse on the circle icon at the start of the task name and checking it.



Thank You!

You're now equipped to embed Time Doctor within your organization and effectively encourage user adoption.

Go forth and capture valuable data about how your team spends its time, so you can use Time Doctor's workday analytics to get better together!

If you encounter any technical problems contact **support@timedoctor.com**

Want more detail about product features and configuration? Visit our knowledge base.