

Time Doctor New User Onboarding Manual

What is Time Doctor?

- Time Doctor is a time and productivity tracking tool.
- It tracks more than your work's start and end time. It tracks how much time was spent on tasks, which tasks consume most of the workday and how this can be managed.
- It can also track time spent on tasks from integrated platforms such as Asana, Jira, Basecamp, Trello, etc.
- It's one way of being aware of how you manage your time during a workday.

Now that you know what it is, let's learn how to use it.



What's the first step to getting onboard?

Get your access.

Your administrator will invite you to create your Time Doctor account. You'll receive an email with instructions.



Welcome to Time Doctor

Vicki D. Hardin has invited you to join their company's Time Doctor account. Time Doctor is a tool that helps teams track time and work more productively.

JOIN YOUR TEAM

If you are not sure why you've received this email, please contact your administrator by emailing name@company.com



Once you click the invite, you'll be guided through the setup. Just follow the on-screen instructions.



Follow the steps to finish account setup

Enter your name, create your password and press Join.

Welcome to Time Doctor

To get started enter your name and create a password below





Download and install the desktop application





If Time Doctor is already installed on your computer, just look for Cand double-click to launch.



Enter your login details



Sign into Time Doctor

Access your productivity reports and insights

G	Sign in with Google	
	or	
Email 		
Password		ø
Remember me		Forgot Password
	SIGN IN	
	Sign in with SSO	



Good job!

When installation and login are successful, you should see this page.



Ensure MacOS interactive users grant all permissions needed. Click here to know more <u>How to Configure macOS</u> <u>Permissions for the Time Doctor Desktop App</u>.





Install Chrome Extension (optional)

If your company owner has enabled integrations for the company, you will be prompted to install Time Doctor's Chrome Extension.





Tracking your work and viewing reports

You'll use the Time Doctor desktop app to track your work, and the web app to view reports about your work.

When you pause tracking in the desktop app, no computer activity at all is recorded.

You can sign in to the web app at https://2.timedoctor.com/~





Desktop app in detail



A powerful app

TASKS VERSION

	Test Task 1 DevOps		00:00:49
Ō			Worked Today: 8h 15m
	O Search tasks	Developing	DevOps 2h 45m
	Pecantly Timed Tacks	🔶 Fixing bugs	DevOps
	Sterred Taska	🛨 Load Test	DevOps
₿ [©]		Developing	DevOps 2h 45m
\$	All Tasks	Researching	DevOps
	PROJECTS 🗸	Test Task 1	DevOps 00:00:49
	Desktop: Qt part	Developing 🖂	DevOps 2h 45m

NO-TASKS VERSION

TY			
Ō	Working		00:00:49
86	A.		
	Yesterday 8h 15m	This Week 20h 34m	This Month 144h 22m
•••			

Depending on whether task tracking is enabled for your company, you'll have either the "tasks" version of the desktop app, or the "no-tasks" version.



THE ACTIVITY BAR





OTHER HELPFUL POINTERS





SETTINGS OPTIONS

- You can choose whether or not you'd like to see the activity bar. If it goes missing just display it.
- Get notified when time tracking starts.
- You can set Time Doctor to launch after your computer boots up.

П	New user onboarding materia	al design update - STAFF-122258 🖄 01:0	06:20
Ō		Worked Today	/: 2h 30m
	Activity Bar	Activity Bar	06:20
₽©	Tracking	Visibility	45m
U _	Startup	• Visible	31m
\$<	Reminders	O Hidden until 5am (in your time zone)	7m
?	Time Zone	O Hidden	
	🕀 Language	Tracking	
		Notify When Tracking Starts Notifies you when tracking starts automatically, such after a preset pause or at the start of each day	as
		Auto-start Tracking Each Day If checked, tracking will start automatically at the firs computer usage after 5am each day. as long as you'r	st e
		CANCEL	SAVE
		Newsletter - internal light Z Presentat	ions
		Create design for a newsletter temp 🖄 🗍 Time	Do





The web dashboard



User dashboard





WIDGETS

- Tracked time for Today, Yesterday, Past 7 days, Past 30 Days and Custom Date Range
- Graph of tracked hours
- Latest screencasts (if enabled for your account)
- Top used websites and apps
- Productivity graph
- Top projects (if enabled for your company)
- Top tasks (if enabled for your company)



Editing time

If the company owner has enabled the "Can Edit Time" option for your account, you will be able to add time manually or edit time that has already been tracked.

For more information, please watch this video \nearrow .

			ICASTS EDIT TI	ME S						0	Timedoctor.co	m (
Time Alexander	Benjamin DeAnd	Ire 🗸							(GMT-05:00)	Americ 🗸	< Nov 30, 2	2018
	0)2h 02m				12:00 414			_	12:00 414		
	Worked: Z	2311 23111			Started:	12.00 Alvi			Finished	12.00 AlVI		
2 AM	4 AM	6 AM	8 AM	10 AN	1 12	PM	2 PM	4 PM	6 PM	8 PM	10 PM	
Time Started	Time Ended	Total Time	Project		Task				Reason (e	optional)	Action	
12:00 AM	12:20 PM	12h 20m	- Not working -		- Not working	-					∕ ≣	
12:20 PM	3:07 PM	2h 47m	Project Name		Recycle popu	o symbols as n	nuch as possibl	le with Sketch			/ 1	¢, ť
03:07 AM 👻	08:17 PM 👻	10m	Project Name	*	Type to sear	ch task			Reasor	n (optional)	× 🗸	
3:07 PM	Desktop	Qt part			Researching	g		Resea	rch			
3:08 PM	Time Do	ctor Desktop	App: User interface o	lesign	Modify all t	he screen with	new field state	Machine Learn	ing			
3:09 PM	DevOps				F Display the	e project name i	n the dropdown o	f task field	QA			
3:10 PM	General			_	Display the	project name	the dropdow.	Developm	ent			
3:11 PM	Machine	Learning			Writing Test	ts		Content Writ	ing			



Reports

Time Doctor offers various reports. Below is the list of reports currently available:

- Attendance Report (if "Work Schedule" feature is enabled for your company)
- Hours Tracked Report
- **Projects & Tasks Report** (if "Projects and Tasks" are enabled for your company)
- Timeline Report
- Web & App Usage Report (if enabled for your company)



ATTENDANCE REPORT

This report shows how you adhere to your shift schedule, if it is set up in your company.

There are 4 kinds of Attendance statuses:

Present, Absent, Partially Absent, and Late.

It also shows information when your shift is underway.

Click <u>here</u> to learn how to use this report.

Attendance All users selec	rted 🗸 💽	Export Options (GM1	r-05:00) Americ 🗸	≺ Jan 21 - 27, 2020	> DAY WEEK	
Show only absent or late	Show only users with shifts				Set Up Work Scl	nedules 🏟 Columns
JS John Smith						
Date	Status	Shift Start Time	Actual Start Time	Shift Length	Expected Hours	Actual Hours Worked
Mon, Jan 21	Late (1h 00m)	8:00 AM	9:00 AM	8h 00m	7h 00m	8h 00m
Tue, Jan 22	Partially Absent	8:00 AM	11:00 AM	8h 00m	7h 00m	59m
Wed, Jan 23	× Absent	8:00 AM		8h 00m	-	-
Thu, Jan 24	✓ Present	8:00 AM	8:00 AM	8h 00m	-	8h 00m
	✓ Present	4:00 AM	4:00 AM	4h 00m	3h 00m	4h 00m
Fri, Jan 25	Late (1h 00m)	7:00 PM	8:00 PM	4h 00m	3h 00m	4h 00m
	Late (1h 00m) Shift underway	11:00 PM	12:00 AM	1h 00m		-
i Future shifts aren't shown						
KB Kevin Best						



HOURS TRACKED REPORT

This report shows how much total time you've worked in a day/week/month.

Hours Tracked 1 User Selected ~	٩	(UTC +03:00) Kiev, Europe		Apr 2021				Month	Date Range
			~ (Collapse All	~	Expand All	View by	/: Day 🕻	Display Settings
Users ↑	Time Worked								
∧ All Selected	118h 52m								
 π Iulian Tudosa 	118h 52m								
Thu, Apr 1	4h 17m 🔳		•						
Fri, Apr 2	8h 00m 🔳								
Sat, Apr 3	39m 🔳	_							
Sun, Apr 4	0m								
Mon, Apr 5	3h 28m 🔳								
Tue, Apr 6	5h 23m 🔳								
Wed, Apr 7	7h 26m 🛛								
Thu, Apr 8	7h 05m 🛛					-			
Fri, Apr 9	8h 00m 🔳								
Sat, Apr 10	34m 🗖	_							



PROJECTS & TASKS REPORT

This report shows how much time you've spent on each project and task.

Projects & Tasks (UTC +03:00) Kiev,	Europe 🗸	✔ Jul 14, 2021	> Day	Week Mor	nth Date Range
			∧ Collapse All	✓ Expand All	Display Settings
Projects 1	Time Worked				
 Customer Support 	6h 04m				
Client Call- Zoom/Skype	1h 36m				
FreshDesk	<1m				
HubSpot Chat	4h 00m				
Remote Session with a Customer	<1m				
Team communication	27m				
Google Calendar: Google Calendar	47m				
∧ ■ Google Docs: Presentations	43m				
New User Onboarding Manual for Time Do 🖄	43m				



TIMELINE REPORT

The "Day" tab of the report shows how you worked on a specific day - when you worked on each task and what breaks you took. It also shows your current status - tracking time or on a break. Click on your name to see a side panel with more details.

Т	imeline	1 User Selected 🗸 🗸				Ð	Export O	ptions (UTC	C +03:00) Kiev, Europe 🗸 Keb 10, 2021 > Day Week	
	Computer	Time 🧧 Manual Time 📕 Mobile Time		п	lulian New user	Tudosa	naterial desigr	1 update - STAFF-1222	2258	
	Status	User	Time Worked							
	> IT	Iulian Tudosa New user onboarding material design updat	5h 05m	0	2 AM	4 AM	6 AM	8 AM 10 A	AM 12 PM 2 PM 4 PM 6 PM 8 PM 10 PM	
				00	erview				Worked: Sn USM Started: 11:12 AM Finished: 7:18 PM	
					Start	End	Worked	Project	Task Reason	
				>	4:01 PM	4:02 PM	<1m	Jira: Time Do	Branding materials TD - STAFF-109236	
				>	4:02 PM	4:47 PM	44m	Google Calen	Justin & Iulian Call	
				>	4:47 PM	4:57 PM	9m	Design	Checking Slack 💬	
				>	4:57 PM	5:56 PM	59m	Jira: Time Do	Branding materials TD - STAFF-109236	
					5:56 PM	6:11 PM	15m	Not Working	Not Working	
				>	6:11 PM	6:13 PM	1m	Jira: Time Do	Branding materials TD - STAFF-109236	
					6:13 PM	7:08 PM	54m	Not Working	Not Working	

The "Week" tab shows the time tracked in a week, and it also shows how many hours you worked each day of the week.

Status	User	Time Worked	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
П	Iulian Tudosa New user onboarding material design u	24h 43m							



WEB & APP USAGE REPORT

In this report, you can find websites and apps used while you were working.





Thank you! We hope you enjoy using Time Doctor.

For support, please email <u>support@timedoctor.com</u> anytime.

