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.

↓

Time Doctor

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

Time Doctor

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

Time Doctor

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

Full name
Fred Harris

Password
••••••

JEN

JOIN

Download and install the desktop application
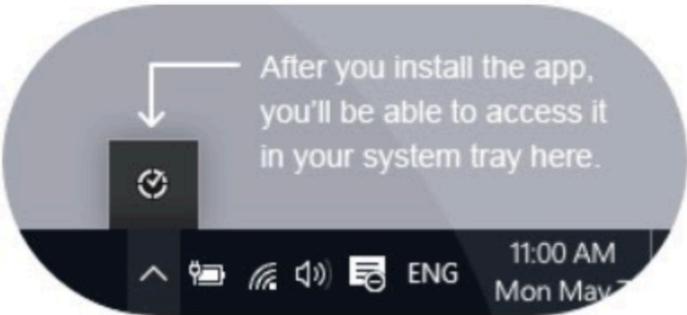
Time Doctor

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

Enter your login details

Sign into Time Doctor

Access your productivity reports and insights

Sign in with Google

or

Email

Password

☑ Remember me

SIGN IN

Sign in with SSO

Time Doctor

Good job!

When installation and login are successful, you should see this page.
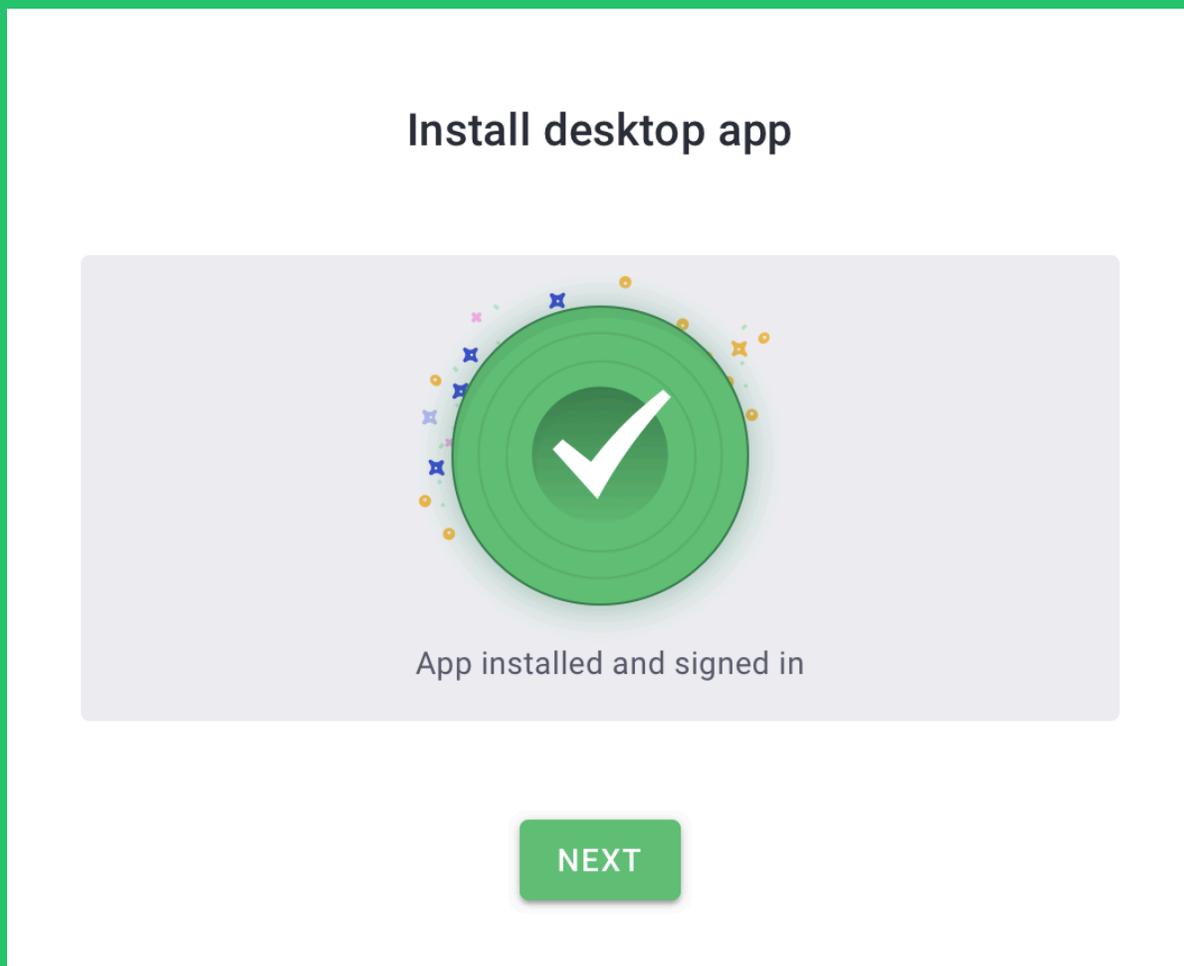
Ensure MacOS interactive users grant all permissions needed. Click here to know more How to Configure macOS Permissions for the Time Doctor Desktop App.

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.

Install Time Doctor Chrome extension

This will allow you to track time directly on dozens of apps such as Google Docs, Asana, Trello, Jira, Basecamp, Salesforce, Zendesk and more

START TIMER

SKIP

INSTALL CHROME EXTENSION
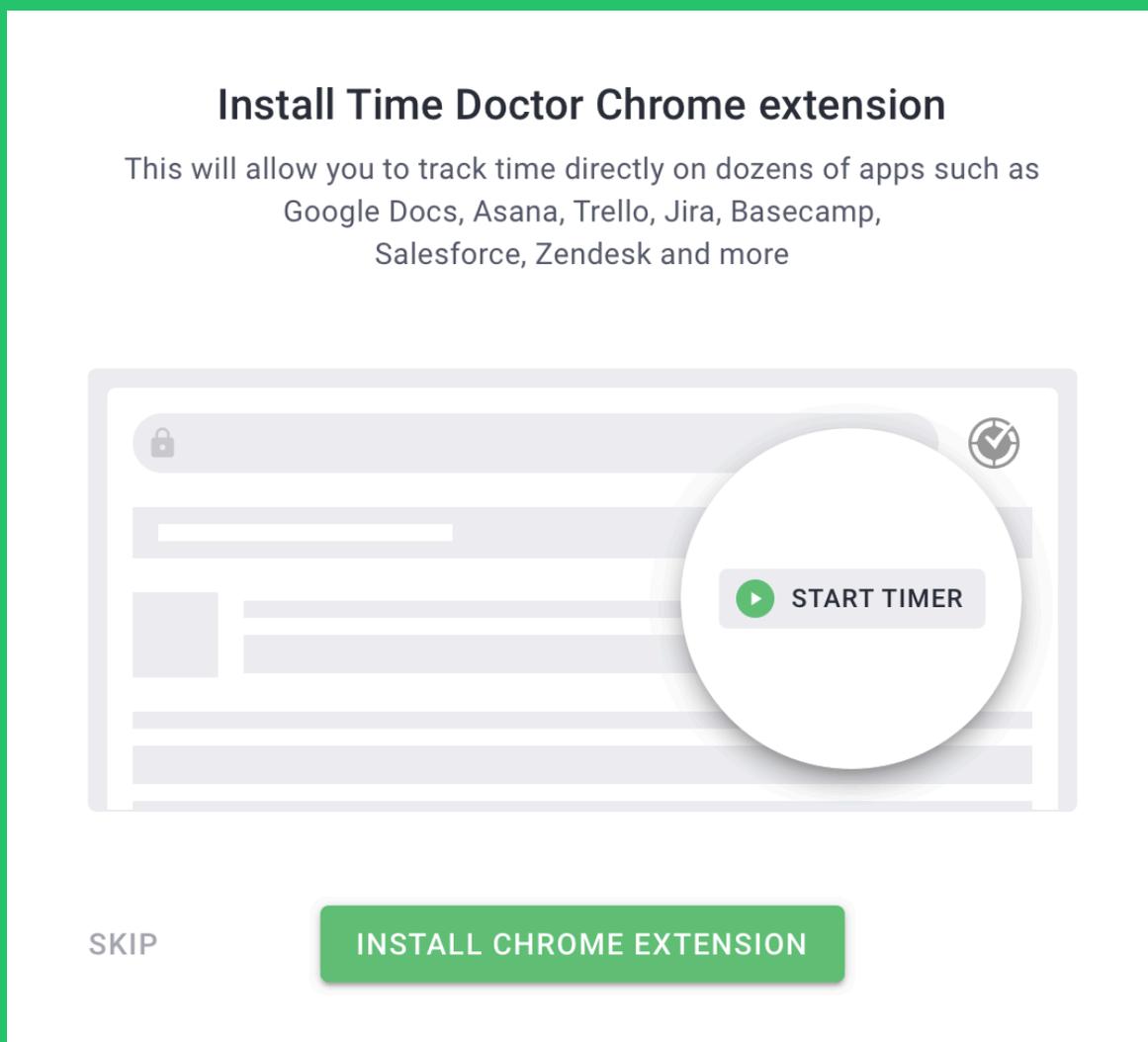
Time Doctor

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/↗

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Desktop app in detail

A powerful app

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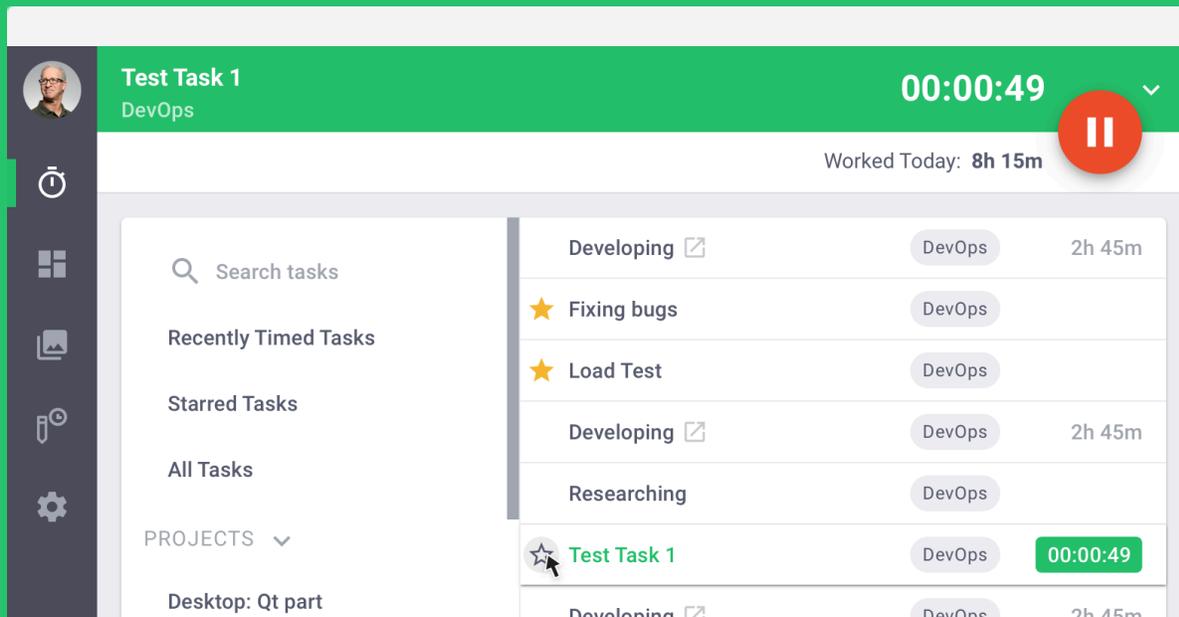
NO-TASKS VERSION
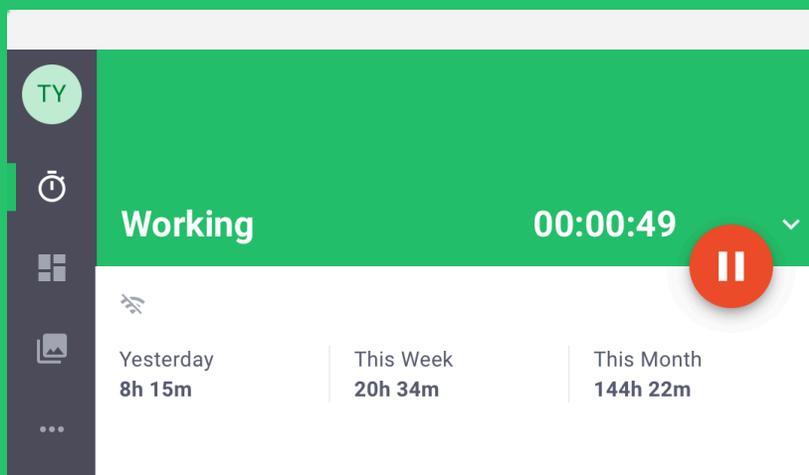
Depending on whether task tracking is enabled for your company, you'll have either the "tasks" version of the desktop app, or the "no-tasks" version.

Time Doctor

THE ACTIVITY BAR

Handle to move
the bar

Current active task
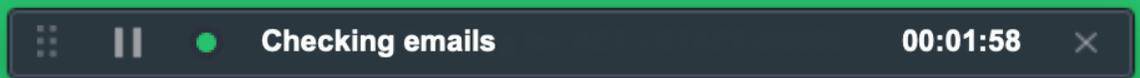
Start/
Pause

Work status
indicator

Time spent on
task today

Time Doctor

OTHER HELPFUL POINTERS

How to use desktop app ↗
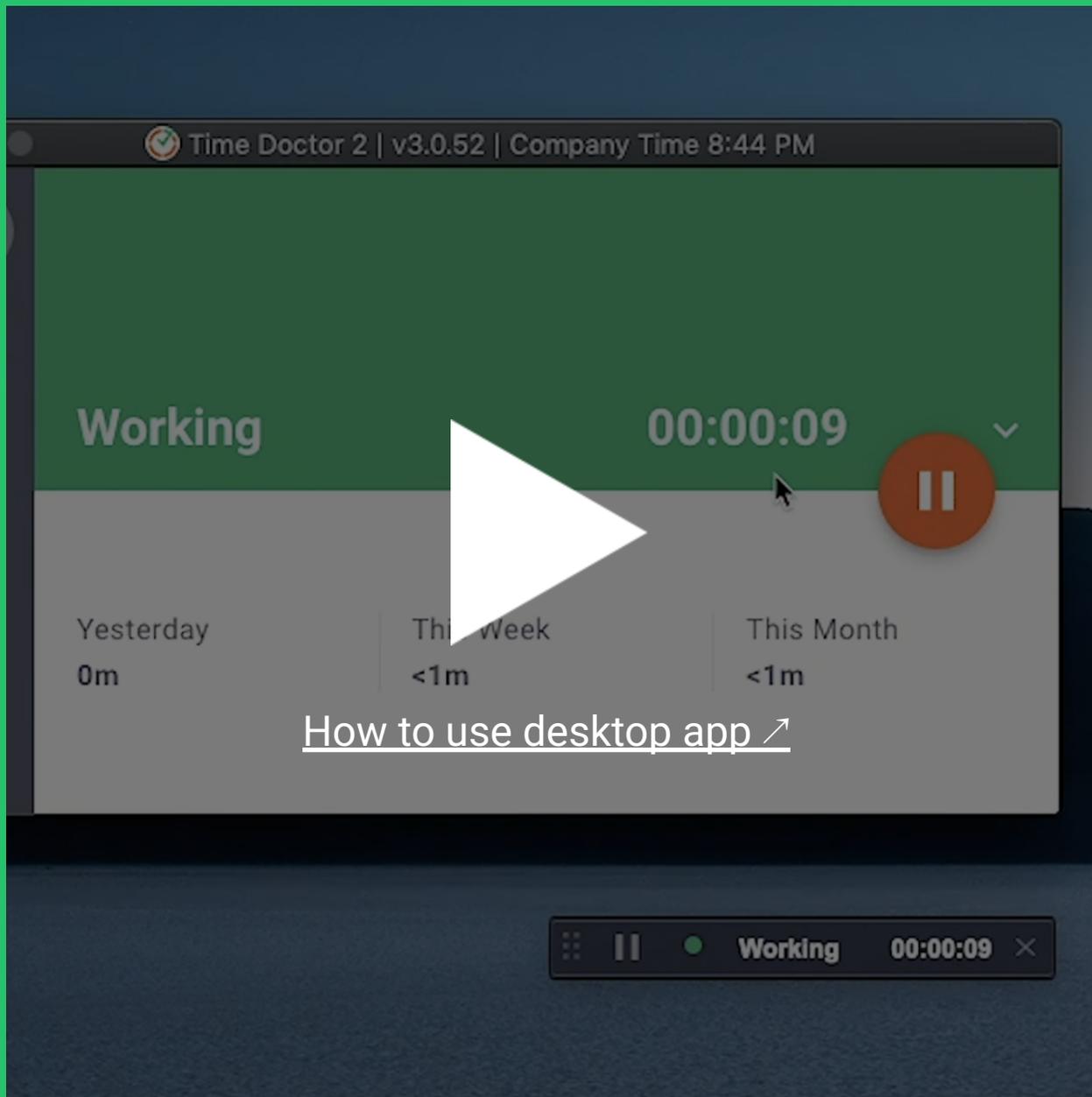
Time Doctor

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.

Time Doctor
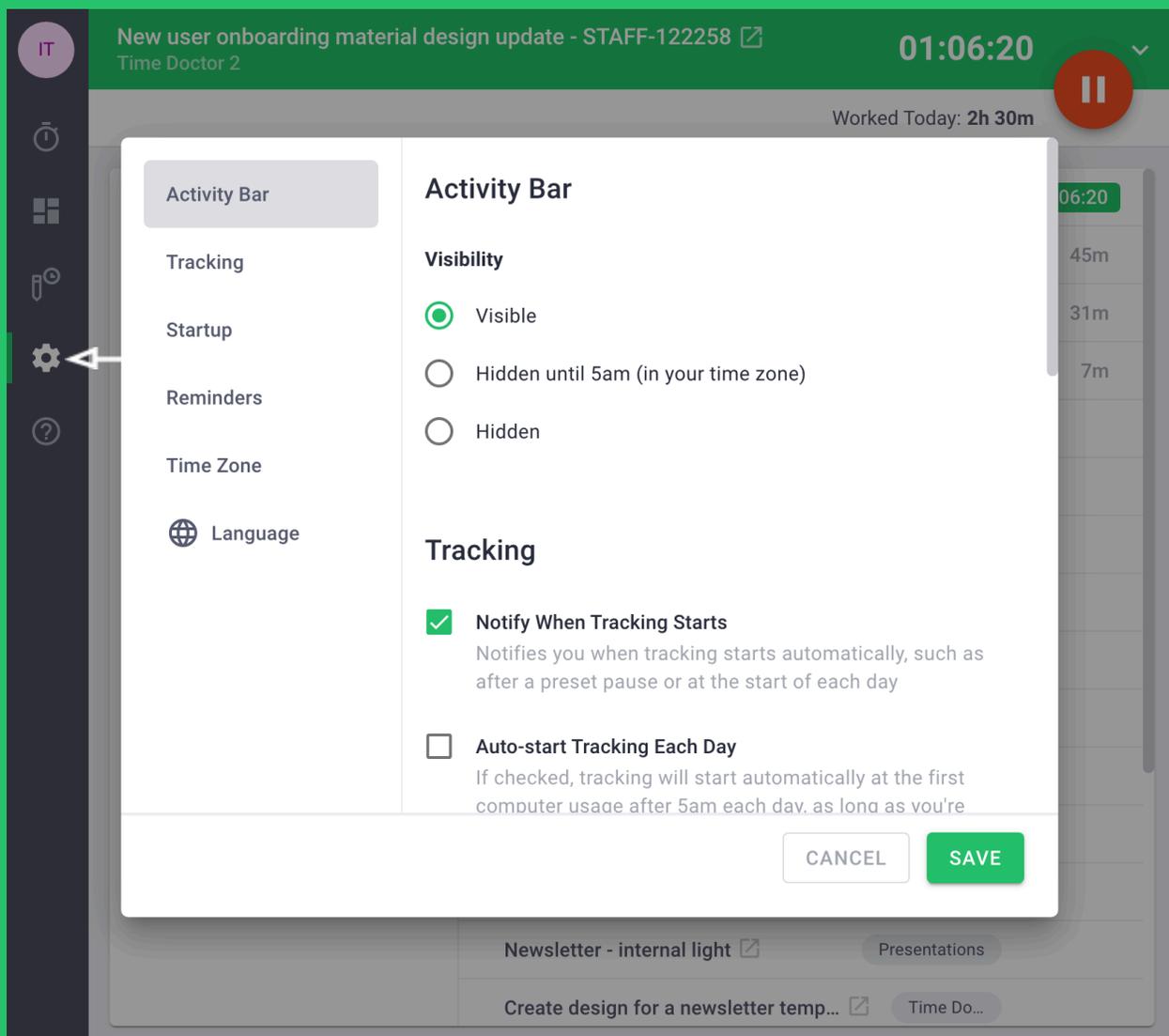
The web dashboard

User dashboard

Total time tracked	Unproductive time ⓘ	Productive time ⓘ	Manual time ⓘ	Mobile time ⓘ
232h 43m	3h 49m	21h 24m	32h 43m	24h 12m
	6% ↓ 8%	21% ↓ 8%	16% ↑ 12%	12% ↑ 3%

Timelines

Date	Time Worked	Start Time	End Time
› Mon, Oct 23	11h 32m	12:00 AM	11:32 PM
› Tue, Oct 22	11h 32m	12:00 AM	11:32 PM
› Wed, Oct 21	11h 32m	12:00 AM	11:32 PM
› Thu, Oct 20	11h 32m	12:00 AM	11:32 PM
› Fri, Oct 19	11h 32m	12:00 AM	11:32 PM
› Sat, Oct 18	11h 32m	12:00 AM	11:32 PM
› Sun, Oct 17	11h 32m	12:00 AM	11:32 PM

■ Computer Time   ■ Manual Time   ■ Mobile Time   ■ Break Time   Load more   Timeline report

Recent screencasts ⓘ

Iulian Tudosa 1:47 PM
Iulian Tudosa 1:47 PM
Iulian Tudosa 1:47 PM
Iulian Tudosa 1:47 PM
Iulian Tudosa 1:47 PM
Iulian Tudosa 1:47 PM
Iulian Tudosa 1:47 PM

All Screencasts

Hours tracked ⓘ

Wed, April 15: 9h 50m

Feb 10 - May 9   Hours Tracked report

Productivity totals ⓘ

Feb 10 - May 9   Productivity report

Top used websites & applications

geany	110h 22m
qtcreator	101h 41m
explorer	96h 33m
Code	87h 10m
Sketch	76h 58m

Top used unproductive websites & applications ⓘ

avastbrowser	110h 22m
youtube.com	101h 41m
shellexperienche.exe	96h 32m
music.youtube.com	87h 10m
facebook.com	76h 58m

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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)

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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 underline watch this video ↗.

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)

Time Doctor

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 here to learn how to use this report.

HOURS TRACKED REPORT

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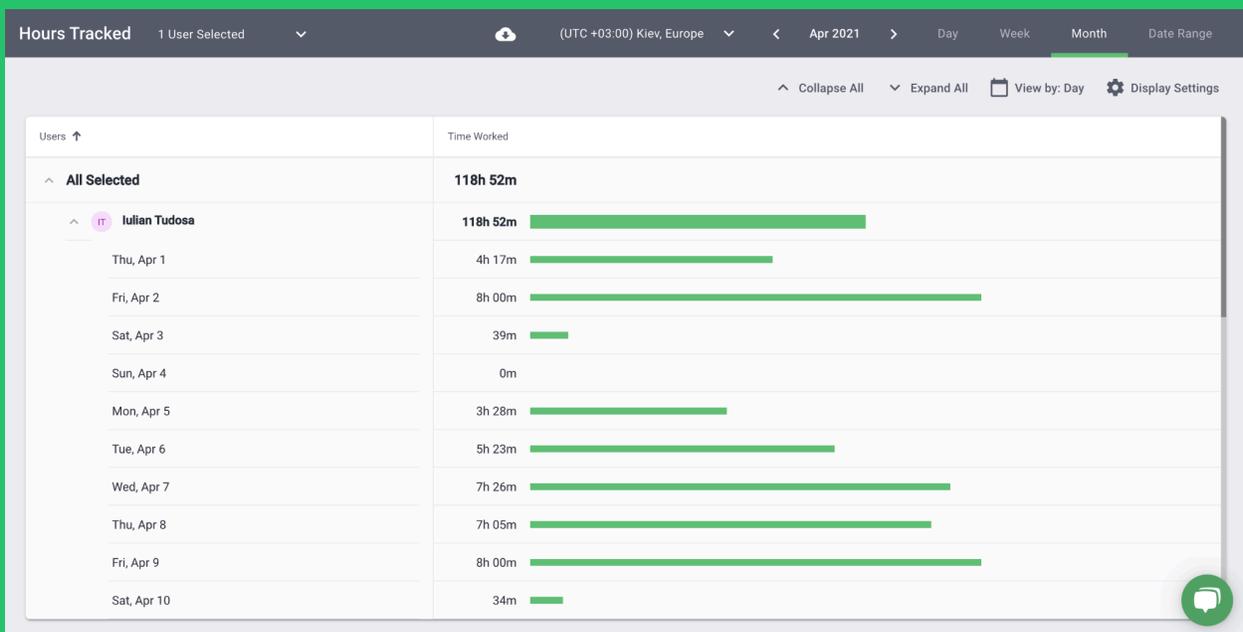
PROJECTS & TASKS REPORT

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

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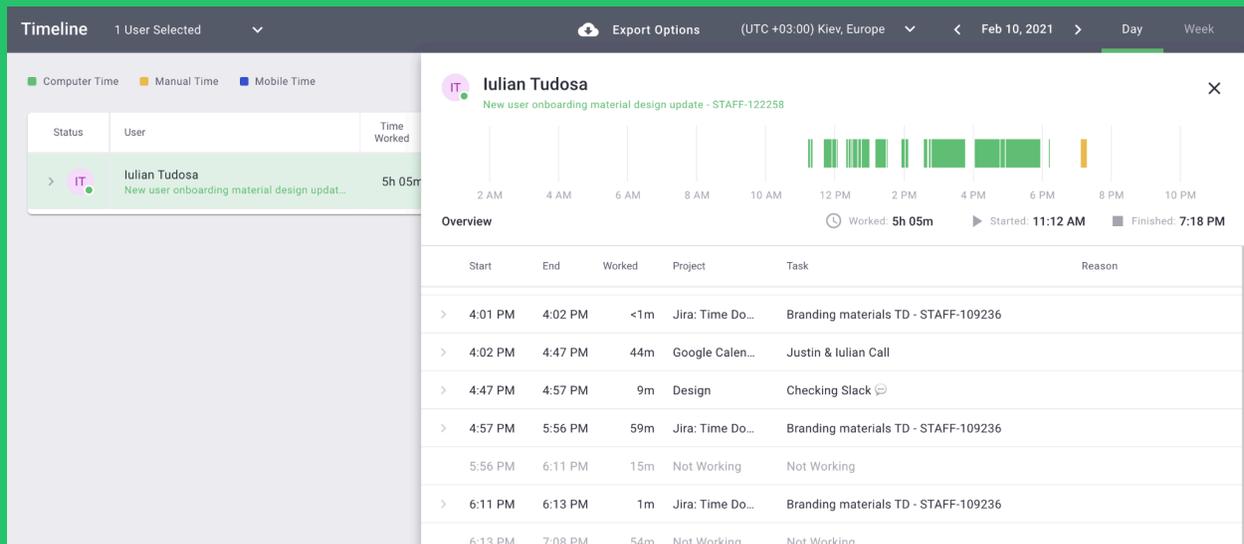
The "Week" tab shows the time tracked in a week, and it also shows how many hours you worked each day of the week.
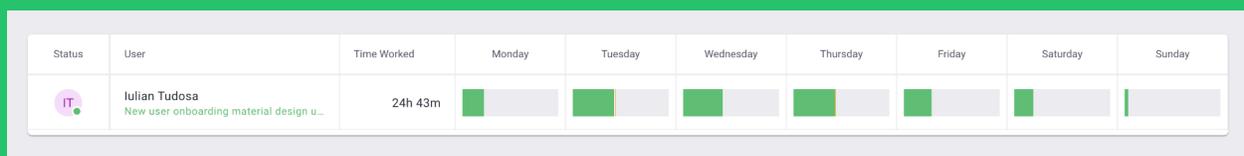
Time Doctor

WEB & APP USAGE REPORT

In this report, you can find websites and apps used while you were working.
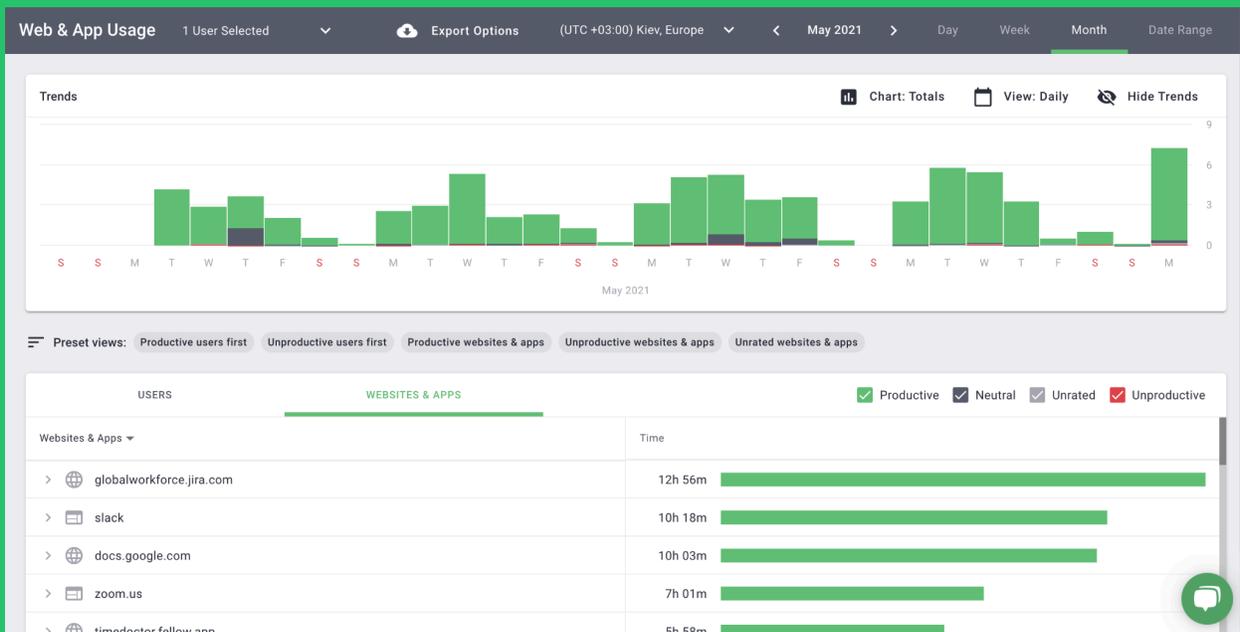
Thank you! We hope you enjoy using Time Doctor.

For support, please email
support@timedoctor.com anytime.

Time Doctor