



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

Kristina 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](#)

You will be asked to finish creating your account and to download the desktop app that is used for tracking time.

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

Once you click
"Join Your Team",
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

Full name
Fred Harris

Password
.....



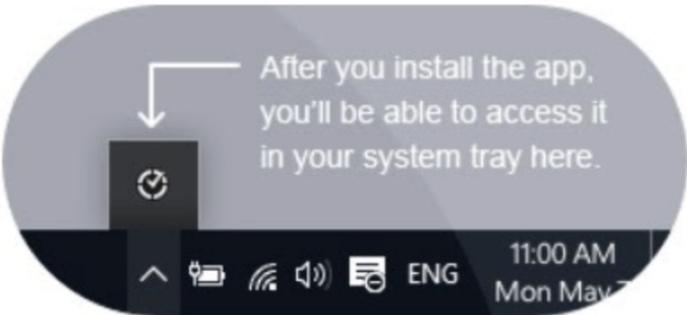
JOIN



Download and install the desktop application

Install desktop app

Install the app so you can start tracking your work



After you install the app, you'll be able to access it in your system tray here.

If your download didn't start [click here](#)

SKIP **NEXT**

● ● ●

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

Enter your login details



Welcome

Log into Time Doctor 2



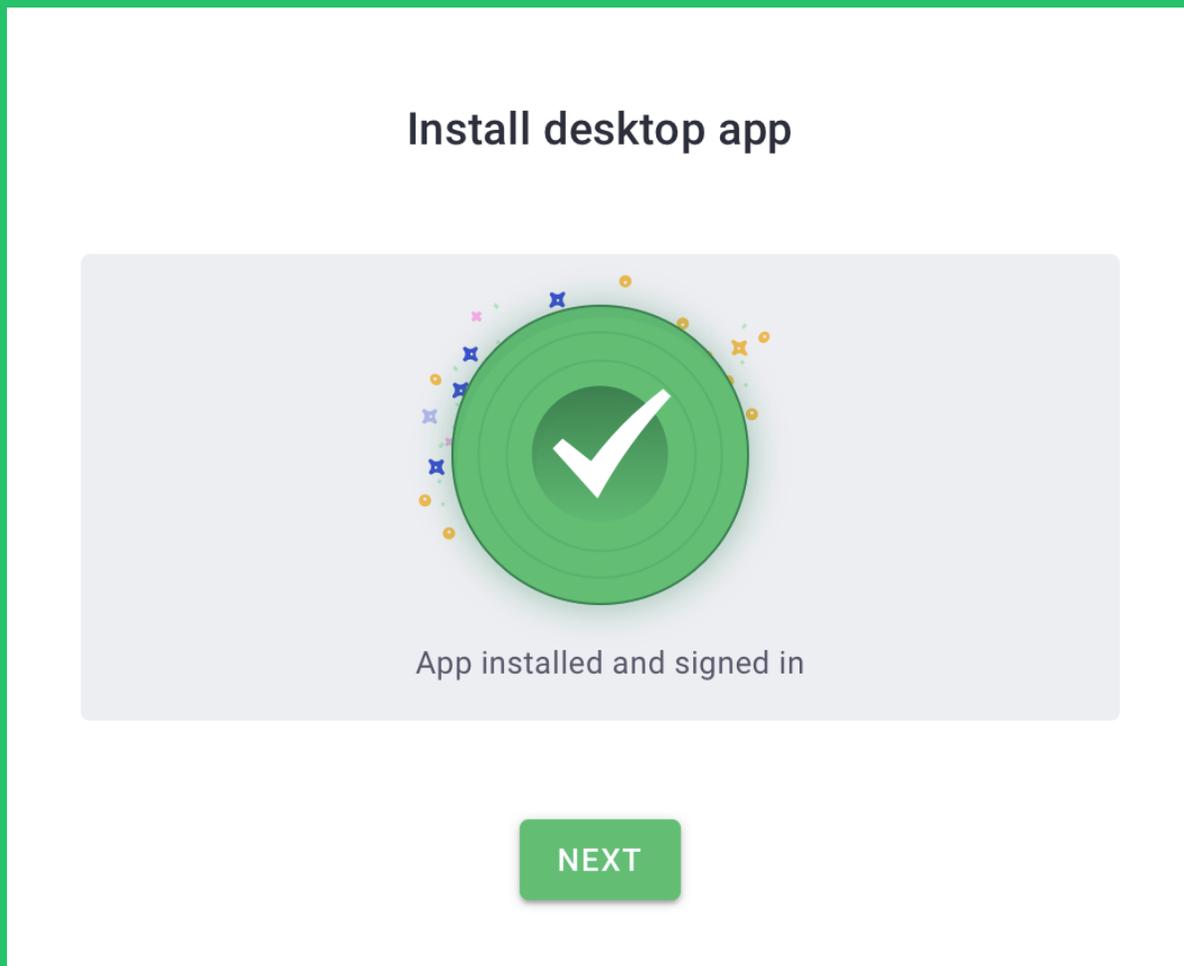
Remember me

[Forgot Password?](#)

LOG IN

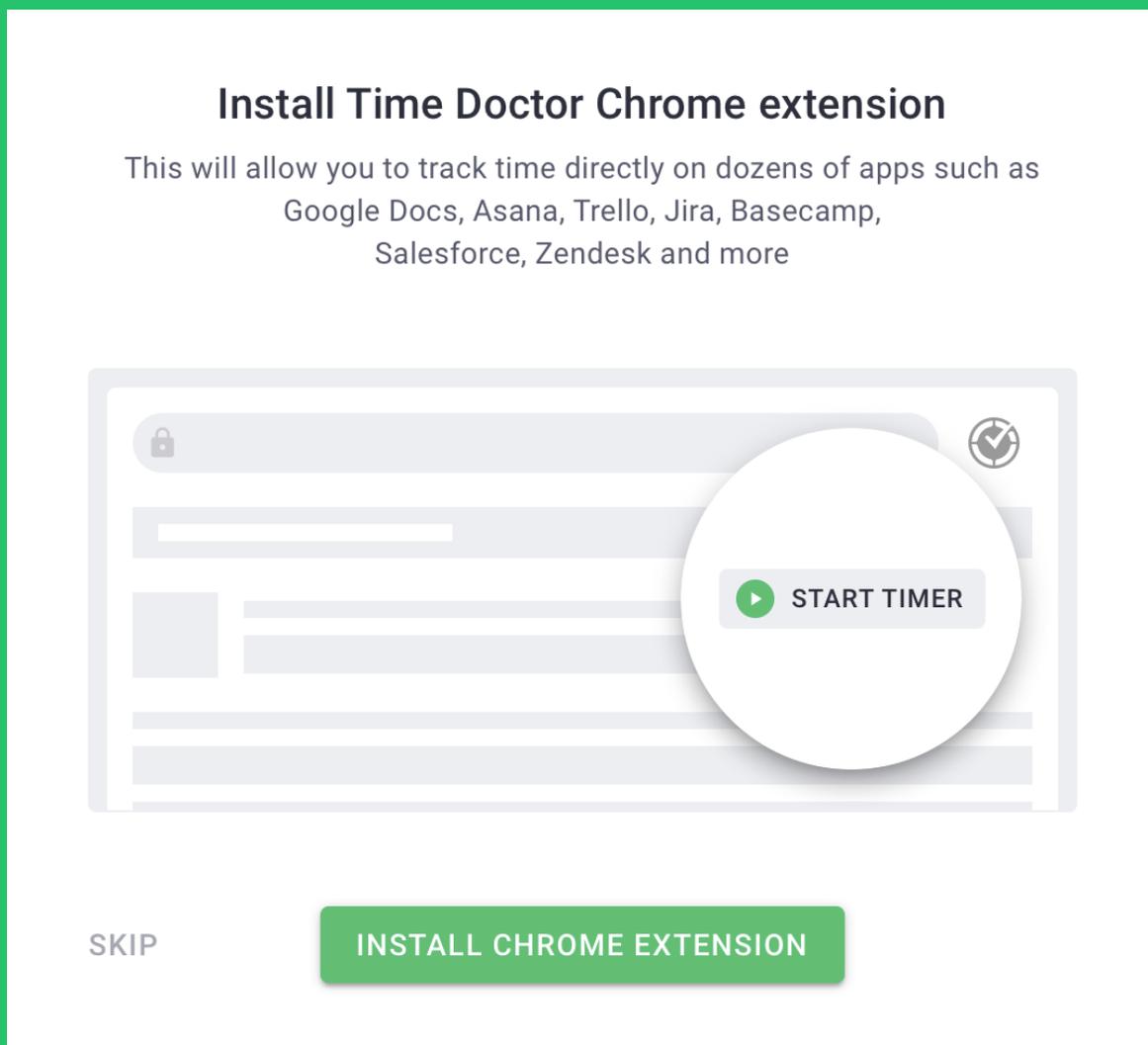
Good job!

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



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.

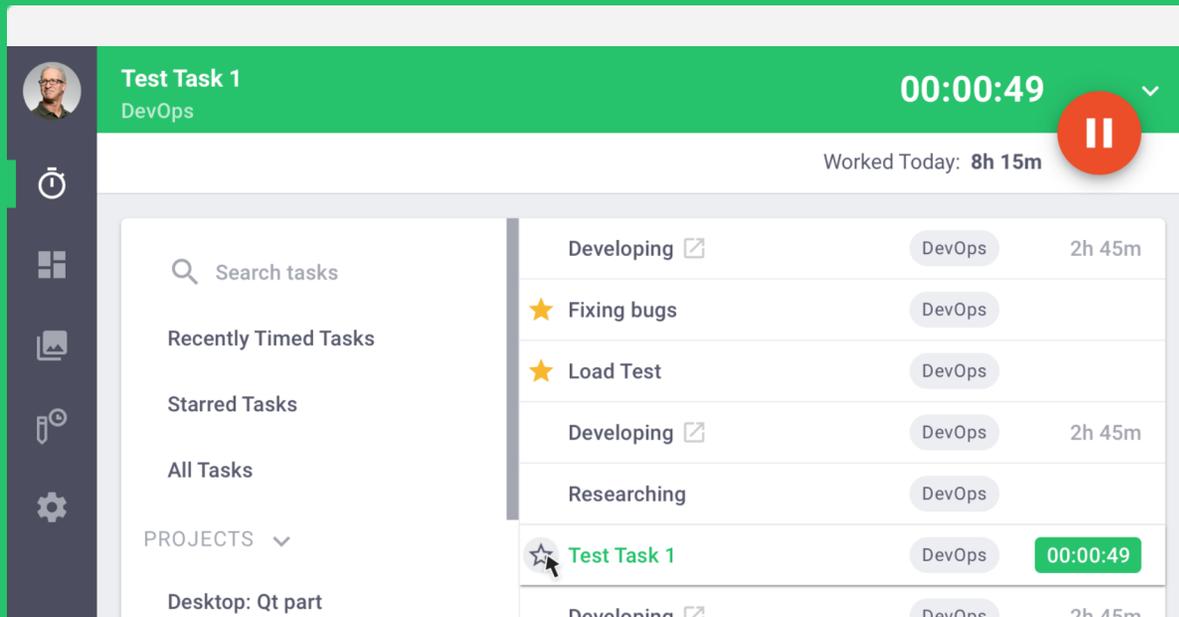
You can sign in to the web app at <https://2.timedoctor.com/>



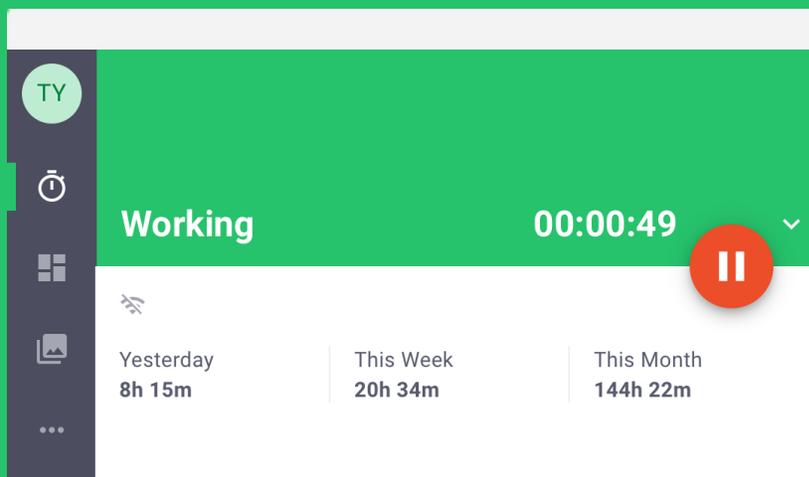
Desktop app in detail

A powerful app

TASKS VERSION



NO-TASKS VERSION

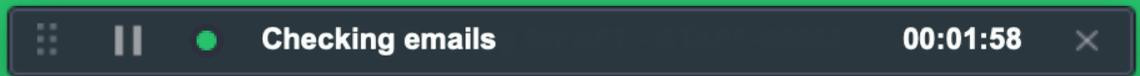


Depending on whether task tracking is enabled for your company, you'll have either the "tasks" version of the desktop app, or the "no-tasks" version.

THE ACTIVITY BAR

Handle to move
the bar

Current active task

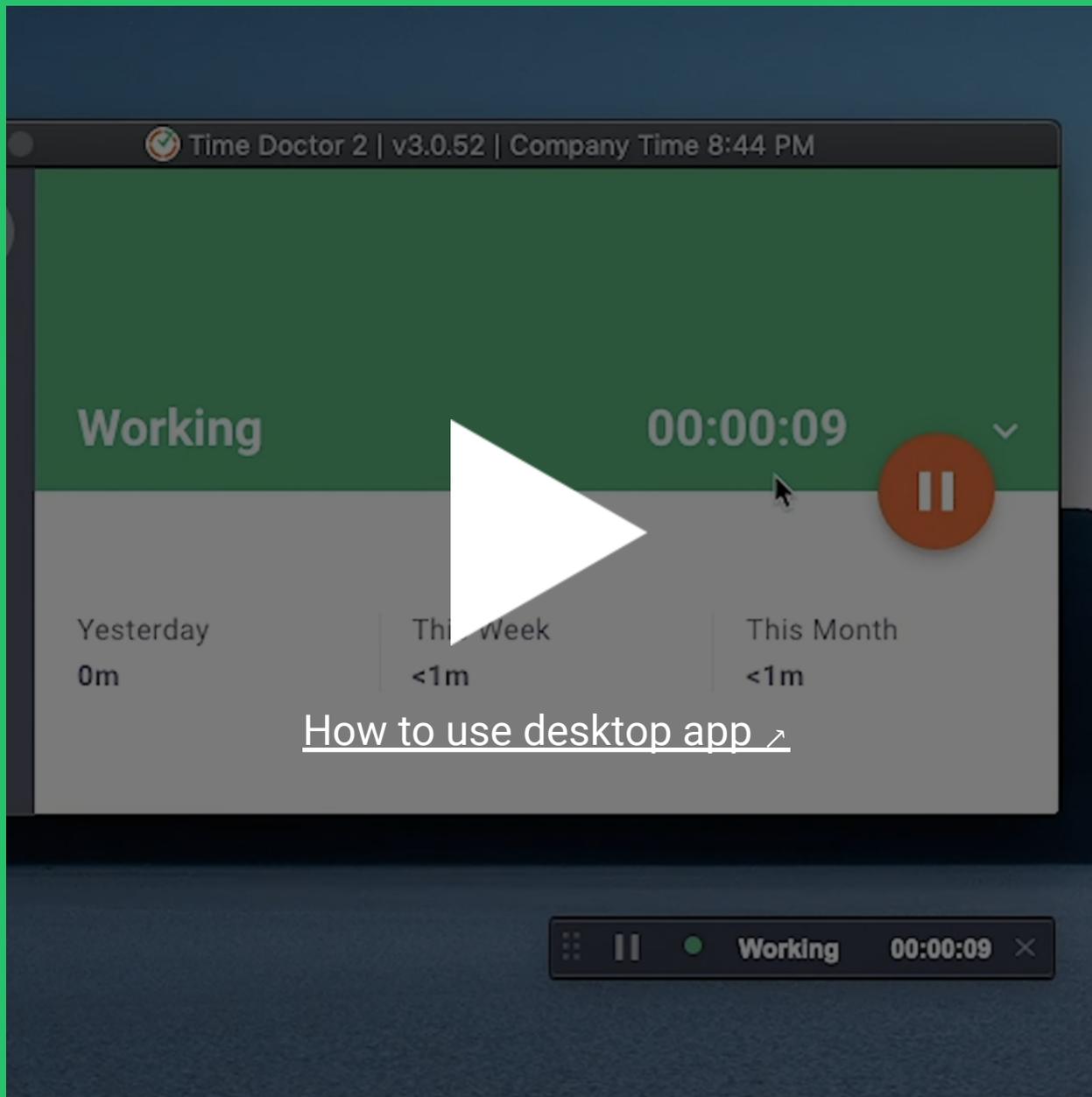


Start/
Pause

Work status
indicator

Time spent on
task today

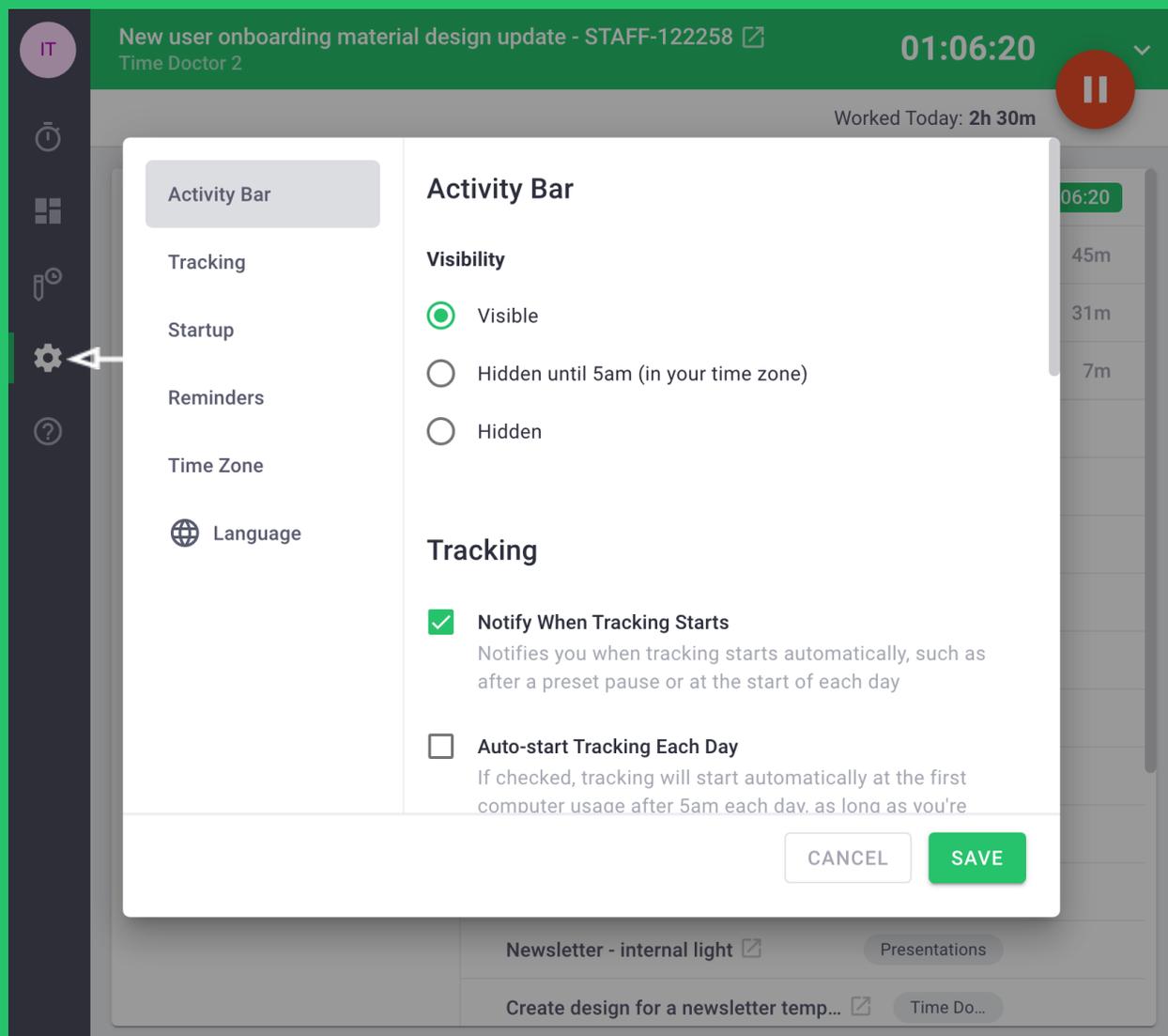
OTHER HELPFUL POINTERS



[How to use desktop app ↗](#)

SETTINGS OPTIONS

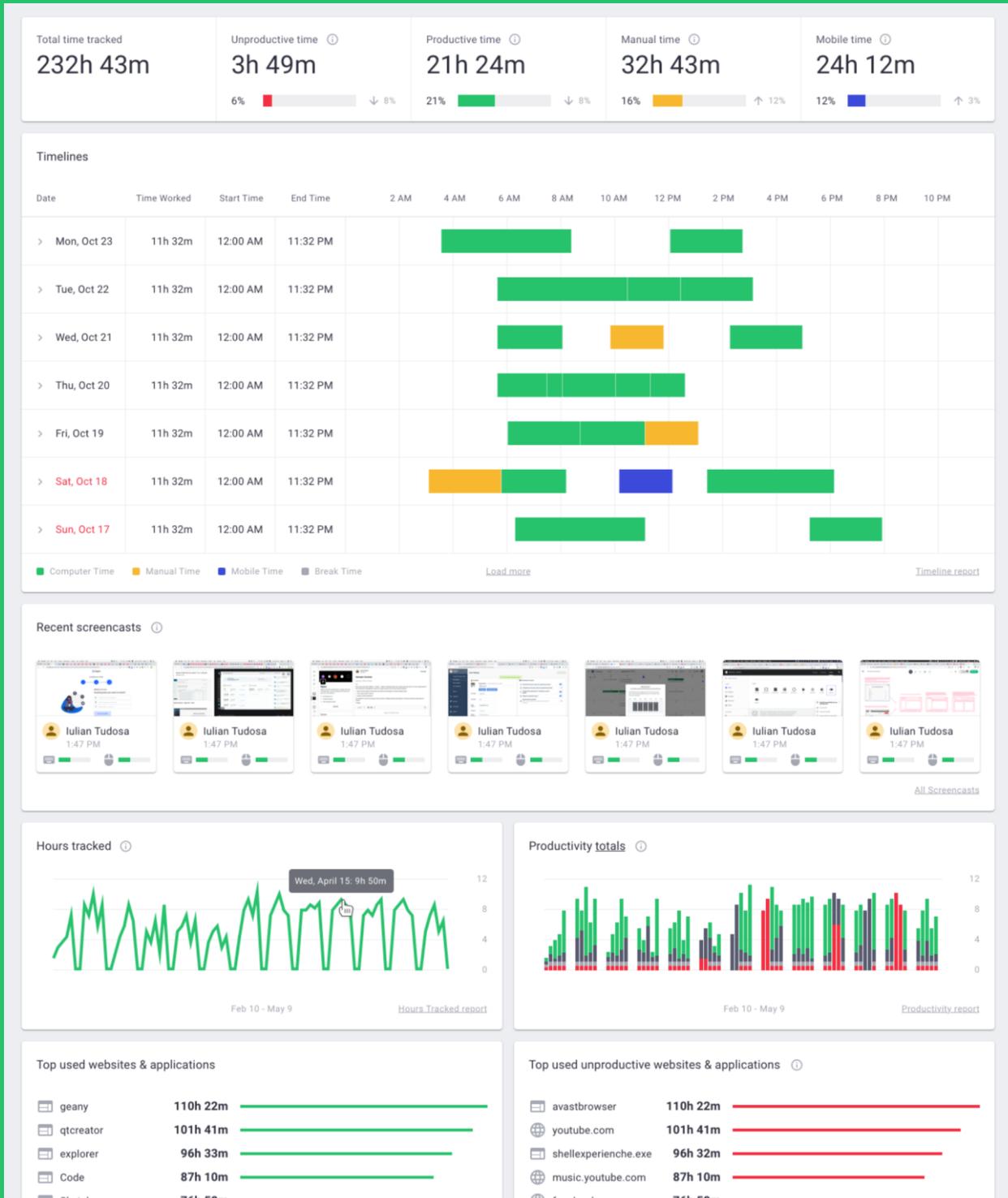
- You can choose whether or not you'd like to see the activity bar. If it goes missing – just display it.
- Get notified when time tracking starts.
- You can set Time Doctor to launch after your computer boots up.





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](#).

The screenshot displays the 'Edit Time' interface in the Time Doctor application. At the top, there is a navigation bar with options: DASHBOARD, REPORTS, SCREENCASTS, EDIT TIME (selected), SETTINGS, PAYROLL, INVITE, and DOWNLOAD. The user's name 'Alexander Benjamin DeAndre' and the current date 'Nov 30, 2018' are also visible.

The main area features a time tracking chart showing 'Worked: 23h 23m'. The chart has a green bar representing work time from 12:00 AM to 12:20 PM, and a dashed line indicating a break or untracked time from 12:20 PM to 8:00 AM. Below the chart is a table with columns: Time Started, Time Ended, Total Time, Project, Task, Reason (optional), and Action.

Time Started	Time Ended	Total Time	Project	Task	Reason (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 popup symbols as much as possible with Sketch		

Below the table, there are three dropdown menus for editing a specific entry. The first dropdown shows a list of times from 03:07 AM to 3:11 PM. The second dropdown shows project categories: Desktop: Qt part, Time Doctor Desktop App: User interface design, DevOps, General, and Machine Learning. The third dropdown shows task categories: Researching, Modify all the screen with new field state, Display the project name in the dropdown of task field, Display the project name in the dropdown..., and Writing Tests. Each task category has a corresponding label in a rounded box.

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 [here](#) to learn how to use this report.

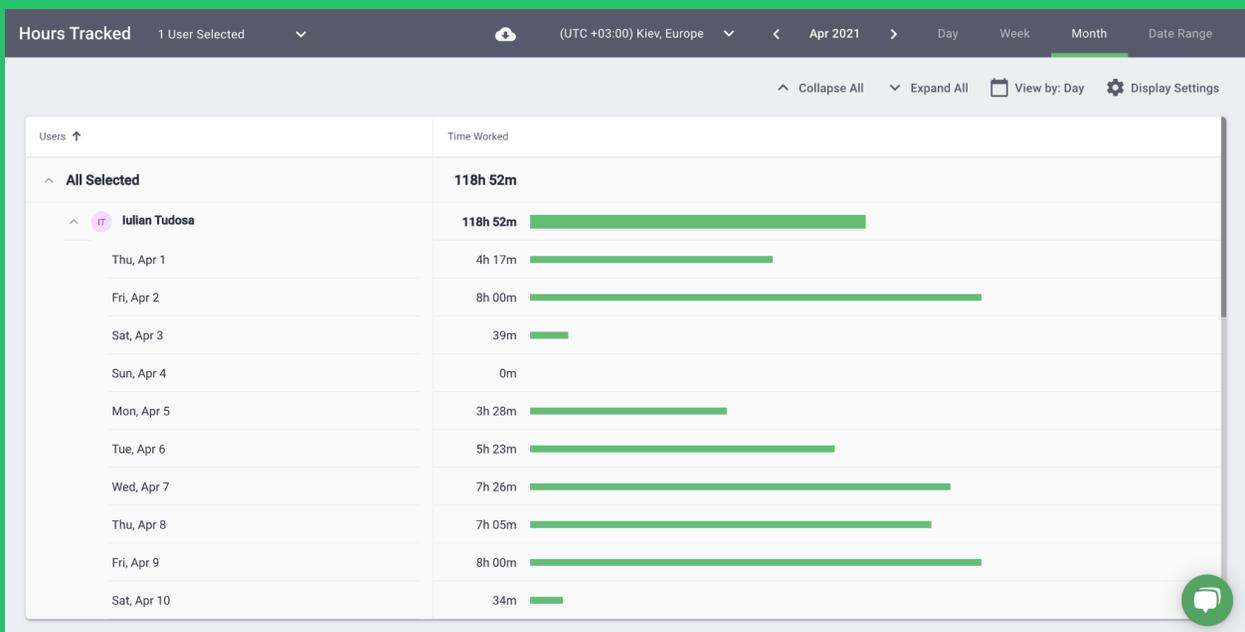
The screenshot shows the 'Attendance' report for 'John Smith' (JS) for the period of Jan 21 - 27, 2020. The interface includes filters for 'Show only absent or late' and 'Show only users with shifts', and options for 'Set Up Work Schedules' and 'Columns'. The report table displays the following data:

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
Fri, Jan 25	Present	4:00 AM	4:00 AM	4h 00m	3h 00m	4h 00m
	Late (1h 00m) Shift underway	11:00 PM	12:00 AM	1h 00m	-	-

Future shifts aren't shown

HOURS TRACKED REPORT

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



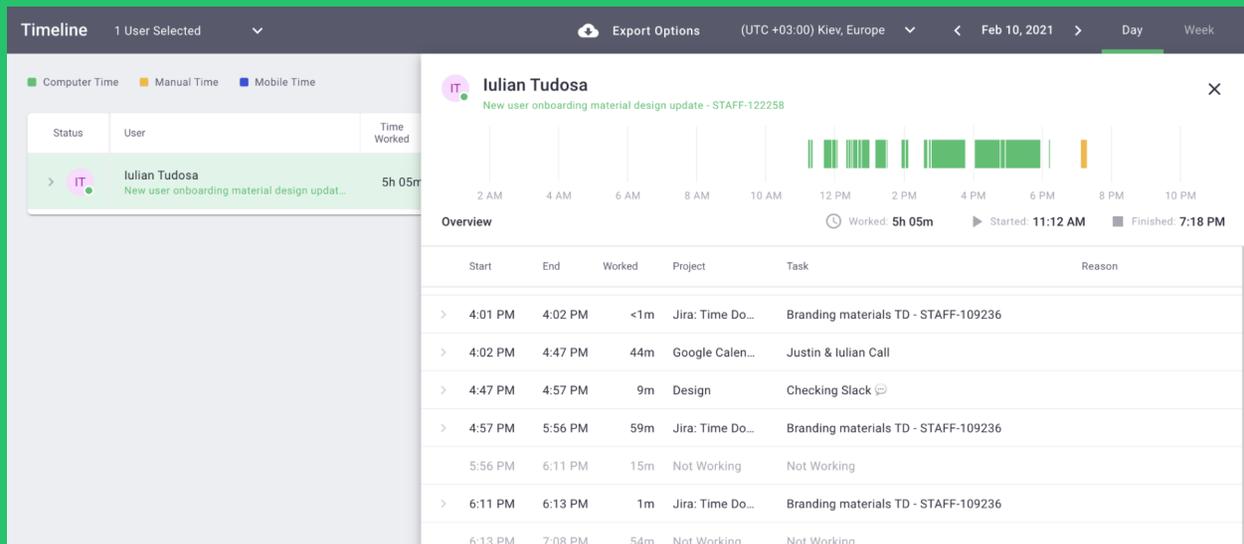
PROJECTS & TASKS REPORT

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

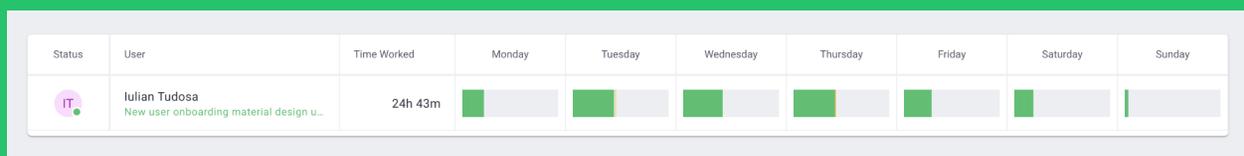
Projects ↑	Time Worked
^ Customer Support	6h 04m
Client Call- Zoom/Skype	1h 36m
FreshDesk	<1m
HubSpot Chat	4h 00m
Remote Session with a Customer	<1m
Team communication	27m
∨ Google Calendar: Google Calendar	47m
^ Google Docs: Presentations	43m
New User Onboarding Manual for Time Do...	43m

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.

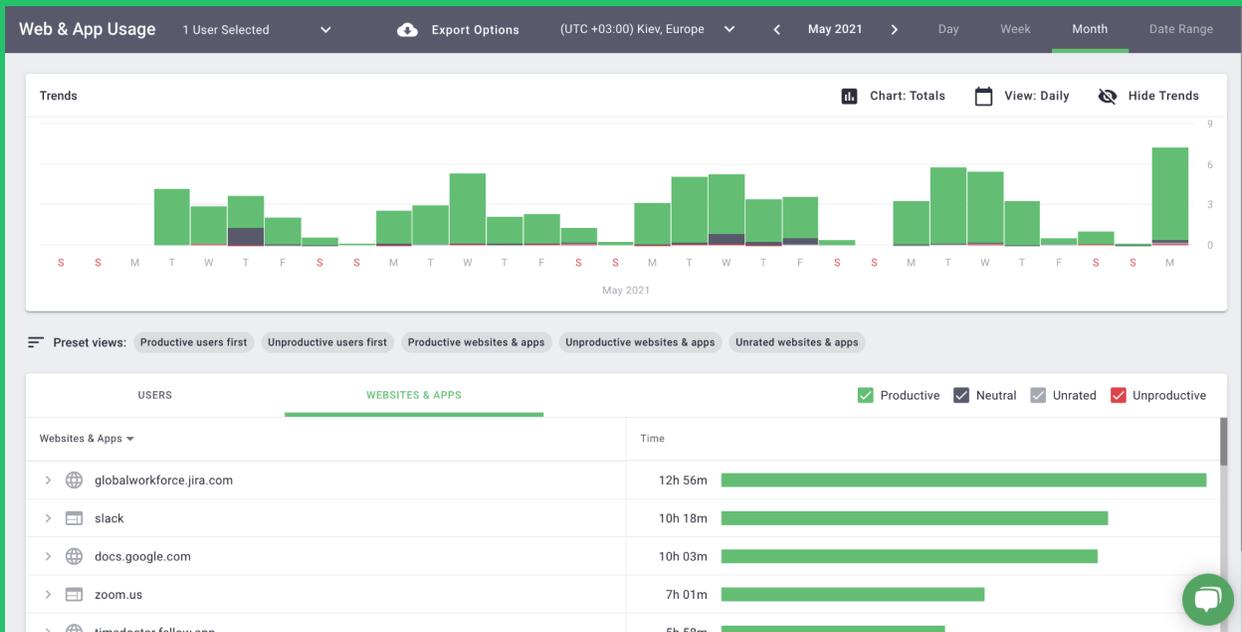


The “Week” tab shows the time tracked in a week, and it also shows how many hours you worked each day of the week.



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
support2@timedoctor.com anytime.