

Time Tracker

TimeTracker allows you to quickly and easily track your activities throughout the week and generate a report of your time entries. This can be used to create invoices or submit your work timesheet.

TimeTracker Window



The TimeTracker window is used to record your time.

Time entries are recorded with a job entry and comments. The first step is to select or enter a job in the field provided. You can type directly into this field which will create a new job record or you can select an existing job. The time entry is recorded when you stop the clock so you can change your job or comments at any time before or during recording.

To start tracking time click the **Start** button. If you need to take a break you can pause recording with the **II** button.

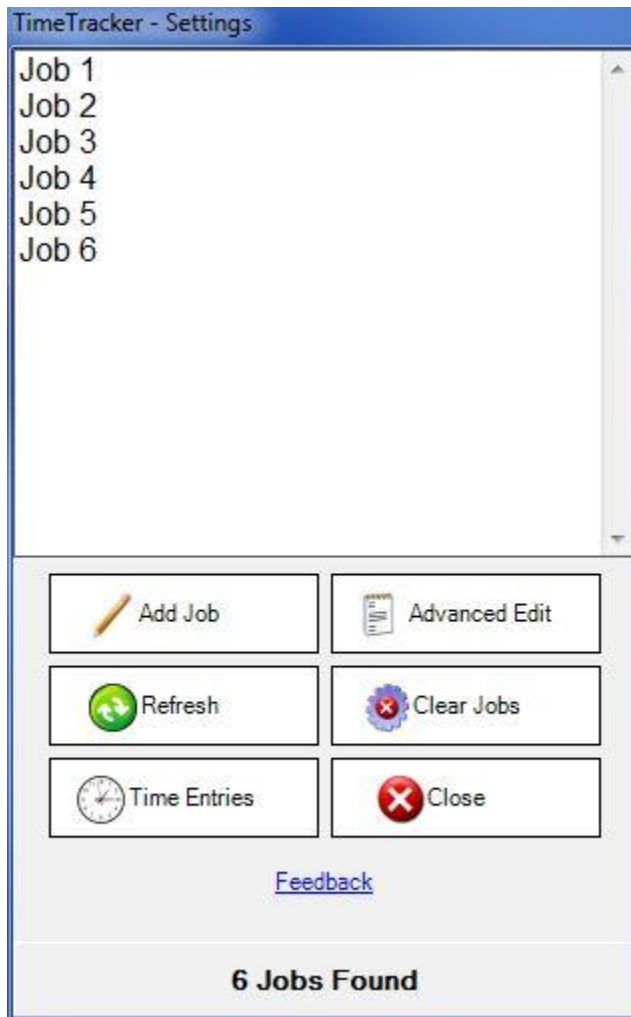
If you want to add any additional comments type these in the comments box below the clock. When you click **Stop** your entry is recorded.

The **Hide** button allows you to minimise the application to the taskbar so you can continue working and the **Close** button exists the program.

The **Settings** button opens the settings window so you can configure the program or view time entries.

Settings Window

Time Tracker



The Settings window shows all jobs that you have created. Jobs are created either when you type a new job name into the job selection box on the TimeTracker window or when you add a job using the **Add Job** button which opens the Job Add/Edit Window.

You can edit a job by double clicking on the job name from the list. This also opens the Job Add/Edit Window.

The **Refresh** button reloads the list of jobs shown.

The **Time Entries** button opens the Time Entries window where you can view or edit your time entries or generate your timesheet.

Advanced Edit allows you to edit the job entries configuration file in notepad.

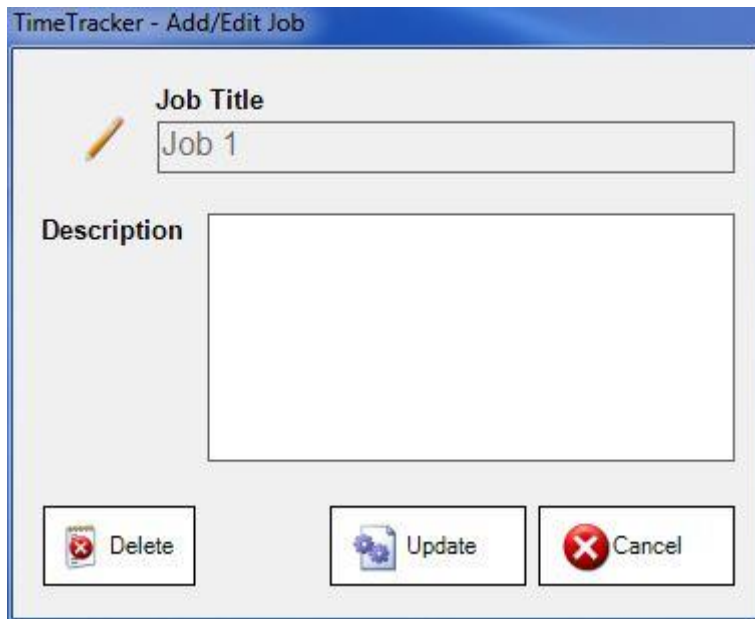
Clear Jobs will delete all jobs from the list. This does not affect your previous time entries.

The **Close** button will return you to the TimeTracker window.

The **Feedback** link will open your default email application and create a new email so you can send me any suggestions or comments.

Add/Edit Job Window

Time Tracker



The screenshot shows a window titled "TimeTracker - Add/Edit Job". It contains a "Job Title" field with a pencil icon and the text "Job 1". Below it is a "Description" field, which is currently empty. At the bottom of the window, there are three buttons: "Delete" (with a trash can icon), "Update" (with a refresh icon), and "Cancel" (with a red X icon).

From this window you can add a description to jobs which will appear on all timesheet entries that use this job.

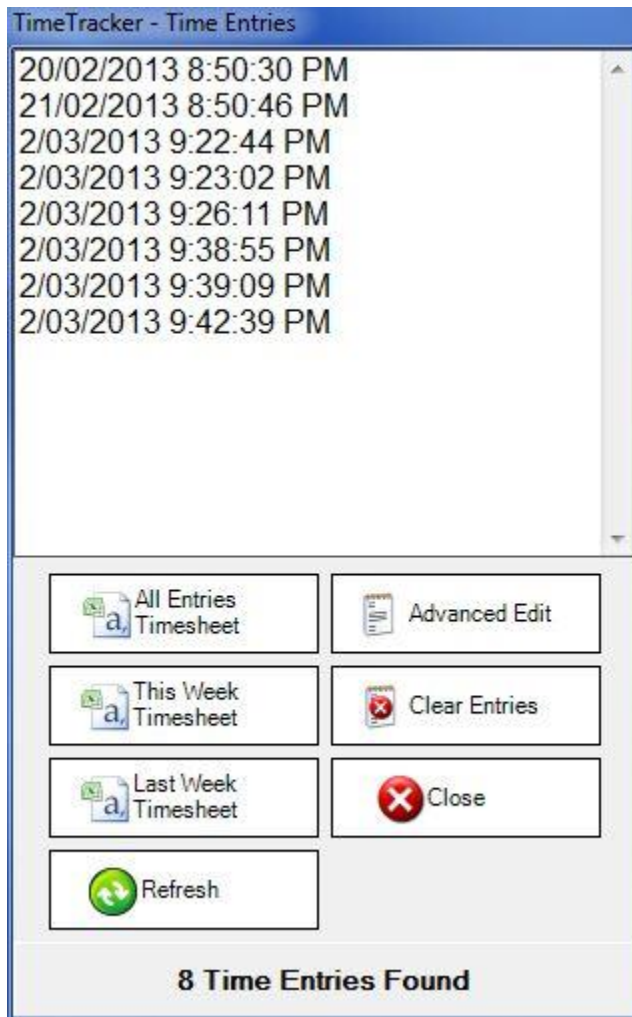
When adding a new job press **Save** to record your new entry. When updating an existing job press **Update** to save your changes.

Delete will remove this job but will not affect your time entries.

The **Cancel** button will return you to the Settings window without saving your changes.

Time Entries Window

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This window will list all the time entries you have recorded.

Double clicking any time entry from the list will open the Time Entry window.

You can export your time entries to a CSV (Comma Separated Values) file in 3 ways;

- **All Entries Timesheet**
- **This Week Timesheet**
- **Last Week Timesheet**

When you choose one of these options a temporary spreadsheet file is created and will open in your default CSV application, usually Excel. You can then filter, customise or edit this file. It is recommended you save the generated file with an appropriate name to a new location once you generate it as it will be replaced the next time you export your time entries.

Refresh will reload the list of time entries.

Advanced Edit allows you to edit the time entries log file in notepad.

The **Clear Entries** button will delete all time entries and clear your timesheets.

The **Close** button will return you to the Settings Window.

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Time Entry Window

The screenshot shows a window titled "TimeTracker - Time Entry". At the top left, there is a calendar icon and the date and time "2/03/2013 9:42:39 PM". Below this, there are several input fields:

- Start:** 2/03/2013 9:42:39 PM
- Finish:** 2/03/2013 9:42:41 PM
- Job:** Job 4
- Description:** (empty text area)
- Comments:** (empty text area)
- Time:** 00:00:02

At the bottom of the window, there are three buttons: "Delete" (with a red X icon), "Update" (with a blue gear icon), and "Cancel" (with a red X icon).

This window shows you the details of a specific time entry.

You can **Update** your comments or **Delete** the time entry.