Getting started made easy!
A short introduction to

Project Time Tracking
**Login and Logout**

Manager and User Accounts

**Login using a Browser**

Navigate to https://go.timetac.com/[Accountname] in your browser. Enter your username ❶ and your password ❷ in the login window. Complete your login by clicking on Login ❸.

Tip: Your login details for https://www.timetac.com can be obtained from your administrator. If you forgot your password, click on the forgot password link ❹ - a password reset link will be sent to your registered TimeTac e-mail address.

**Login on a Smartphone**

TimeTac can be used on your smartphone for no additional cost. There are even dedicated apps for Android, iPhone and Windows Phone. To download, simply search for “TimeTac” in the respective store.

**Logout**

To finish time tracking at the end of the day, click on the Logout button ❺ to completely logout of the system.
Account Management

Manager Accounts

Under Settings ❶, you will find the Account Management menu ❷ where you can access important settings regarding your TimeTac account.

User Data

You can edit your billing address, payment method etc. within this display.

Note: To receive an accurate invoice from TimeTac, remember to enter your VAT number here after activating your account.

Invoices

You will find all settings relating to invoicing under the Payment Method group ❸.
User Accounts

Directly after logging in, you will see the home screen of TimeTac: The Dashboard ❶. The Dashboard is the centre for information – you can read and write messages to other users here ❷, see notifications ❸, your to-do list ❹ and working hour statistics ❺.

Side Menu

You can open the side menu by clicking on the arrow icon ❻.

Header Menu

In the header menu, you can see all currently open tabs – these are the main options available in TimeTac.

The Quick Start controls provide a quick method of beginning your time tracking from any screen ❼. You can restart the application by clicking on Restart ❽. At the end of the day, you can finish time tracking by clicking on Logout ❾; you will be prompted if you wish to end time tracking.

You can switch between the tabs with just a click. The active tab, in this case the Dashboard, is prominently highlighted.
User Accounts

For optimal use, tasks in TimeTac should be cohesive with your business activities. To start time tracking, there are four different possibilities:

- the Quick Start menu
- the Tasks: Live Start tab
- the to-do list on your dashboard
- the Projects & Tasks tab

As soon as you start a new task, time tracking for the old task will end so that recording for the new task can begin! You can see which task is currently running in the Status Bar in the header menu.

Tip: Clicking on Add Memo allows you to add a note to the running task.

Time Tracking with the Quick Start Menu

The quick start menu is the quickest way to start a task. You can directly search for tasks in the quick start menu – for this reason, you do not need to know the whole name of the task.

Type the first few letters of the desired task (minimum of three letters) and you will see all tasks with this letter combination.

Click on the desired task to begin time tracking.
Starting/Stopping Time Tracking - 2

User Accounts

Time Tracking using the Live Start Tab and Task Menu

Choose the Tasks: Live Start tab ❶. Change the sorting of the displayed tasks by reordering the sorting options ❷. You can use the dropdown ❸ to display only the tasks you want. The standard filter is My Favorites. Confirm your selection by clicking on Display. You can start time tracking by clicking on the desired task ❹.

Allocate Favorites and To-Do Lists

Click on the menu option My Favourites and To-dos ❺. Filter the tasks if you wish by using the dropdown menu ❻. Check the following option under the To-Do and/or Favourites column ❼.

Tip: All to-do list tasks can be easily started from the dashboard.

Track Time using Projects & Tasks

Click on Projects & Tasks ❽, then on the Play button next to the desired task ❾.

Stop Time Tracking

To stop time tracking, click on Logout.

Tip: Just closing the browser does not stop the time tracking! In this case, the time tracking will continue to run in the background.
### General Information about Timestamps

Working times in TimeTac are stored as timestamps. You can access your timestamps via the dedicated tab, ❶ or by using the side menu ❷.

Tip: If a mistake occurs when tracking your time, you can request a timestamp change, delete the timestamp or add a new timestamp here.

### Request a Timestamp Alteration

Click on the timestamp you would like to alter. Using the drop-down arrow, ❸ you can change the task, date and start and end times. There is also a Textbox ❹ so you can provide a reason for the alteration. Finished? Click on the Request Timestamp Change button ❺!

Delete a timestamp by clicking on the Delete symbol ❻.

### Request a New Timestamp

Click on Request New Timestamp ❼. Select the appropriate task, date, start and end times and optionally a note. Click on Request Timestamp to submit.

Tip: Your manager is automatically informed of all requests. You can see whether a request has been accepted in the Notifications section on your dashboard.
General Information about the Calendar

The TimeTac Calendar displays all timestamps in a practical and familiar view. For an optimal overview, you can use the dropdown options to switch between day, week and month views ❶.

Split, Delete and Insert Timestamps

Splitting timestamps is useful, for example, when you forgot to change a task. Open the context menu with a right-click on the desired timestamp ❷. Click on Split Timestamp ❸. You can now select a new task and divide the time accordingly. To finish, click on Split Timestamp.

Insert Timestamp allows you to insert a timestamp into the middle of an already existing timestamp. This is useful when a task suddenly changes, such as when a customer telephone call interrupts another task.

To delete a timestamp, click on Delete Timestamp.

Insert a Break

Open the context menu with a right-click on the desired timestamp and click on Insert Break. You can now define the beginning and end of the break. The duration of the break is automatically calculated. Click on Insert Break.

Tip: You can also use the calendar to make future plans. If the plan was fulfilled, you can convert it to a timestamp with just a click.
Move Timestamps

You can easily move timestamps using drag and drop. Click and hold with the left mouse button on the desired timestamp and move it to the new position in the calendar ❶.

Shorten/Lengthen Timestamps

To shorten or lengthen a timestamp, click and hold on the bottom edge of the timestamp. You can now drag the cursor to the new desired end time ❷.

Request a New Timestamp

Choose the day in the calendar and click with the left mouse button in the row for the desired start time. Drag the timestamp until the desired end time ❸. In the display window confirm the correct time and duration. Select a task (note is optional) and click on Request New Timestamp.

Tip: Your manager is automatically informed of all requests. You will be able to see if the request has been processed in your Dashboard, under Notifications.
Manage Timestamps - Timesheets

» User Accounts

General Information about Timesheets

The timesheets view is particularly practical when you want to record times at a later date.

Note: The timesheets view is not activated as standard for employees.

Timesheet Time Tracking

Select the menu Timestamps and then Timesheets ❶. Enter the desired time frame to be displayed ❷.

You can record time for a specific task on a specific day using the timesheets view. Expand a project ❸ and select the relevant cell for the corresponding task ❹. You can enter whole figures as well as decimal values (e.g. 6.75). The values are immediately saved and automatically replace any existing timestamps.

Tip: Right clicking on recorded times will open a context menu ❺, where you can select Add/Edit Memo where you can add memos, expenses and record distance travelled.
General Information

Each project corresponds to a folder which contains its relevant subprojects and tasks. The display is similar to Windows Explorer. In Projects & Tasks you can see all projects and tasks that your company has enabled for you.

You can start time tracking as a user, but do not have the authorization to edit, delete or move projects and tasks.

Display Closed Projects

If you would like to see closed projects or tasks, click on Show Closed Tasks. Closed projects and tasks will now appear in Projects & Tasks.

Note: The manager can give authorization to a user to edit projects and tasks. If you have authorization to edit projects and tasks, please read the section Manage Projects and Tasks for Managers.
Under Reports you can always find current information about the use of working time. You can see current figures of how many working hours were fulfilled in a specific time frame.

There are various reports available for selection via the dropdown menu. These reports are available for export in .xml, .xls, .csv and .pdf formats.

Change Time Frame

Using the Day-Week-Month options or the start and ends dates, you have the possibility to choose a time frame which you can see accomplished working hours, ensuring you are always up to date with working time in your business!

Filter Criteria

In addition to the date, you can also specify further criteria, such as tracked/planned data, specific projects, clients or tasks.
View Personal Settings

You can click on your profile image in the top-right of the display to change your personal settings ①.

Edit Personal Settings

In the various input fields ② of your personal settings, you can edit all settings at will with the exception of User Name. Click on Save Changes ③ to confirm your alterations.
Manager Accounts

Directly after logging in, you will see the home screen of TimeTac: The Dashboard ❶. The Dashboard is the centre for information – you can read and write messages to other users here ❷, see notifications from your employees ❸, view the hours worked per employee ❹ and per main project ❺.

Side Menu

You can open the side menu by clicking on the arrow icon ❻.

Header Menu

In the header menu, you can see all currently open tabs – these are the main options available in TimeTac ❼.

The Quick Start controls provide a quick method of beginning your time tracking from any screen. You can restart the application by clicking on Restart ❽. At the end of the day, you can finish time tracking by clicking on Logout ❾; you will be prompted if you wish to end time tracking.

You can switch between the tabs with just a click. The active tab, in this case the Dashboard, is prominently highlighted.
Manager Accounts

Each project corresponds to a folder which contains its relevant subprojects and tasks. The display is similar to Windows Explorer. You can optimally organize your task management by using projects.

Create New Project

Under the Projects & Tasks tab ❶, click on the button New Project ❷. Provide a project name in the newly created line and select the appropriate parent project as necessary. If you wish, you can provide more details, such as client or deadline ❸.

Create New Task

Click on New Task ❹. In the details panel, type in a task name and select the parent project. If you wish, you can also provide further details, such as a client or deadline. You can also assign a task as a to-do for one or multiple employees.

The Finances sub-section allows you define any internal costs per hour for a particular task, as well as the associated revenue ❺.

Tip: You can also create new projects and tasks by right-clicking on a project in the Projects & Tasks window. A context menu will open with the options to create a new task or project.
Create Projects and Tasks

Move the mouse over the desired project or task. Open the context menu with a right-click ❶. Depending on whether you choose a project or task, the option Create Project or Create Task will appear ❷. Click on the appropriate option for the desired menu to appear. You can now input the details of the selected project or task.

Delete Projects and Tasks

Move the mouse over the desired project or task. Open the context menu with a right-click and select Delete Task/Project ❸ to remove the project or task.

Close Projects and Tasks

Move the mouse over the desired project or task. Open the context menu with a right-click and select Close Task/Project ❹ to close the project or task. All timestamps for the project or task remain in the system to guarantee correct working time statistics.

Assign User Limitations

You can assign access restrictions for a project ❺ at any time you wish, either by creating a new project or editing a project. Use access restrictions to limit the number of employees who have access to a certain project, its sub-projects and tasks.

Tip: Manager accounts automatically have access rights to all projects.
Add New Clients

To add a new client click on Settings in the side menu and then on Clients ❶. Now click on New Client ❷ or New Client with Web-Access ❸. In the client table a new cell will appear, the new client will appear on a separate line. Double click in the Client Name cell to activate the editing mode ❹. Simply provide the name for the client and then press the Enter key on your keyboard – finished!

Tip: You can offer restricted access for TimeTac to your clients. A Web-Access account makes it possible for your clients to personally retrieve their list of tasks, improves transparency in the company and has a positive effect on the relationship with the client.
Manager Accounts

You can create different task types in TimeTac. There are certain task types already defined for your account, but you can customise these as necessary. Navigate to the Project Management menu and then select Task Types ❶.

Add new Task Type

Click on Add ❷ to create a new task type. Double click on the newly created line to enter a name ❸. You can additionally define an Internal Cost per Hour ❹ and Revenue per Hour ❺ that you wish to associated with all tasks attributed to this task type. These values are then displayed in the reports generated within TimeTac.

Delete Task Type

To delete a task type, select the task type and click Delete ❹.

Further Options

You can overwrite existing timestamps with newly defined values for costs and revenue by clicking on the green tick symbol ❺. The dropdown allows you to choose which columns are displayed here ❸.
Manager Accounts

In the menu option Settings > User Settings > User Management, you will find all available options relating to the settings of your users. Dependent on account configuration, you will see the following options:

- User Data
- Access and Identification
- Contact Details
- Core Details
- Responsibilities
- Permissions
- Finances, Cost Accounting
- User-Defined Fields
- Change User Settings

Select the relevant employee with a left click. The side menu with user details will open automatically if it is not already displayed ❶. By clicking on the heading of each sections ❷, you are able to open and close the respective settings options.

You can now change the user settings as desired. Click on Save ❸ to confirm the changes.

Tip: You can overwrite a user’s existing password in these settings, should they ever forget their login details.
Manager Accounts

Activate/Deactivate Users

You can deactivate users by clicking on the status button ❶. Another click on the status button will reactivate the user.

Tip: When a user is deactivated, they are no longer able to log into TimeTac. Previously recorded working times will remain in the system.

Create New User

Click on Create New User Account ❷. Enter the details of the user in the new window ❸. Compulsory fields are marked with a * symbol ❹. Click on Add New User ❺.

Import User List

You can import a list of users from a spreadsheet program by clicking on Import User List ❻. The necessary fields for importing are explained in the window displayed after clicking on Import User List.

Copy User

You can copy a user and all their respective settings by clicking on Copy User. The benefit here is that you only have to define the unique fields for that new user, such as a new username and password.
Manager Accounts

In the Responsibilities & Substitutes sub-section 1, you can view the responsible persons within a department for different request types 2. The dropdown menu allows you to define a substitute 3 who receives these requests when this user is absent.

Note: To define a substitute, you additionally require the Leave Management product from TimeTac.

Finances, Hourly Rates

You can define an Internal Cost per Hour 4 and Revenue per Hour 5 for users in this menu. These values are then used in calculations within the Reports menu. The checkbox 6 allows you to define whether already existing timestamps should be overwritten with these new financial values.
Manager Accounts

Under the side menu option entitled Permissions ❶, you can modify the user rights of an employee. Excluded here are the access rights to projects; these you can edit directly in the Projects & Tasks tab, as well as access restrictions; these can be found under the side menu option entitled Access and Identification.

Some options are only available if you have the department and leave management modules activated (Assigned departments for team planner or Show leave type of other users in the calendar).

Assign Individual Menus

Using the Assigned Menu Boxes dropdown menu ❷, select the menu options that should be available to that employee.

Add and Edit Timestamps without Controlling

By activating this checkbox ❸, the user will be able to edit his timestamps without requesting a manager to confirm their alteration. Checkbox ❹ allows a user to edit the timestamps of assigned users. With the use of the department module, assigned users are by default those within the user’s assigned department.

Further Options

You can additionally control several other permissions, such as available menu options. The integrated help menu will help you choose the right options.
Manager Accounts

You can create departments and their associated sub-departments in TimeTac. The Departments menu option ❶ allows you to organise TimeTac in a manner that represents your organisational structure.

Adding Departments

Click on Add Department ❷ to add your new department. Double click in the field to enter a name for the department ❸. The dropdown menus allow you to define department leaders and assistant leaders for each department ❹. These must be members of the “Manager” user group. To assign the department leader as the responsible individual for all request types for that department, click on the folder symbol ❺.

Deleting Departments

You can delete departments by first selecting them, and clicking on Delete Department ❻.

Further Options

Hovering the cursor over the info symbol ❼ will display the employees assigned to this department. You can also activate and deactivate departments by clicking on the status symbol ❽. Activated departments are shown with a green tick symbol, whereas deactivated departments are displayed with a red “x” symbol.

Note: Departments can only be activated when all employees within a department are no longer active.
You can define the responsible person within departments by navigating to the Responsibilities menu option ❶.

**Columns**

You can see the applicable department under the Department column ❷. The Role column ❸ shows the 4 possible positions within a department that a user can be assigned to. You can assign the responsible manager under the Responsible for ❹ columns. This can be specified per department and role.

**Responsibilities**

The dropdown menu allows you to assign the responsible manager for each department, role and request type. More than one manager can be assigned to a specific field. Hovering the cursor over the info icon ❺ shows the respective employees for each role within that department.

**Further Options**

The dropdown menus beneath the column headings ❹ allow you to set a filter for the displayed data. The dropdown menu to the far right of the display ❺ allows you to select which columns should be displayed.
General Information about Timestamps

Working times in TimeTac are stored as timestamps. You can access your timestamps via the dedicated tab, ❶, or by using the side menu ❷.

Edit, Copy and Delete Timestamps

Click on the timestamp that you want to edit. The text box provides a place to make relevant notes. Finished? Click on Change Timestamp!

Note: Normally you should not need to alter timestamps unless there has been a manual error in recording. Your employees must submit a request to edit a timestamp. You can read more about that in Manage Timestamps – 2.

To delete a timestamp, click on the symbol ❸. To copy a timestamp, click on Copy ❹.

Create a New Timestamp

Click on Add ❺ and enter the necessary timestamp details ❻. Click on Add Timestamp when finished ❼.

Tip: Use the search fields underneath each column and click on Filter ❽ to find the timestamps that you really need. Timestamps can also be exported in .XLS, .CSV and .PDF formats ❾.
Manager Accounts

Requests for Timestamp Changes

Employees can generally only change their timestamps if the working time is reduced or stays the same. In all other instances, employees must submit a request for a timestamp alteration. You receive these requests in the form of a notification on your Dashboard. New requests will be accompanied by a plus symbol. Processed requests will be struck through and eventually deleted. A click on Refresh will force update the available notifications.

Accept/Reject Timestamp Changes

Click on the magnifying glass to display the details of the timestamp request. With a click on Accept, you can approve the alteration whilst a click on Reject will refuse the request.

Tip: As soon as you have processed a request, the relevant employee will receive an automatic notification on their dashboard that the request was processed.
Manager Accounts

General Information about the Calendar

The TimeTac Calendar displays all timestamps in a practical and familiar view. For an optimal overview, you can use the dropdown options to switch between day, week and month views ❶.

Split, Delete and Insert Timestamps

Splitting timestamps is useful, for example, when you forgot to change a task. Open the context menu with a right-click on the desired timestamp ❷. Click on Split Timestamp ❸. You can now select a new task and divide the time accordingly ❹. To finish, click on Split Timestamp.

Insert Timestamp ❺ allows you to insert a timestamp into the middle of an already existing timestamp. This is useful when a task suddenly changes, such as when a customer telephone call interrupts another task.

To delete a timestamp, click on Delete Timestamp ❻.

Insert a Break

Open the context menu with a right-click on the desired timestamp and click on Insert Break ❼. You can now define the beginning and end of the break ❽. The duration of the break is automatically calculated. Click on Insert Break ❾.

Tip: You can also use the calendar to make future plans. If the plan was fulfilled, you can convert it to a timestamp with just a click.
Manager Accounts

Move Timestamps

You can easily move timestamps using drag and drop. Click and hold with the left mouse button on the desired timestamp and move it to the new position in the calendar ❶.

Shorten/Lengthen Timestamps

To shorten or lengthen a timestamp, click and hold on the bottom edge of the timestamp. You can now drag the cursor to the new desired end time ❷.

Request a New Timestamp

Choose the day in the calendar and click with the left mouse button in the row for the desired start time. Drag the timestamp until the desired end time ❸. In the display window ❹ confirm the correct time and duration. Select a task ❺ (note is optional) and click on Add New Timestamp ❻.
Manager Accounts

General Information about Timesheets

The timesheets view is particularly practical when you want to record times at a later date.

Note: The timesheets view is not activated as standard for employees.

Timesheet Time Tracking

Select the menu Timestamps and then Timesheets ❶. Enter the desired time frame to be displayed ❷.

You can record time for a specific task on a specific day using the timesheets view. Expand a project ❸ and select the relevant cell for the corresponding task ❹. You can enter whole figures as well as decimal values (e.g. 6.75). The values are immediately saved and automatically replace any existing timestamps.

Tip: Right clicking on recorded times will open a context menu ❺, where you can select Add/Edit Memo where you can add memos, expenses and record distance travelled.

Figure 1: Timesheet

Figure 2: Timesheet Context Menu
Manager Accounts

View Statistics

Under Reports ❶ you can always find current information about the use of working time. You can see current figures of how many working hours were fulfilled in a specific time frame.

There are various reports available for selection via the dropdown menu ❷. These reports are available for export in .xml, .xls, .csv and .pdf formats ❸.

Change Time Frame

Using the Day-Week-Month ❹ options or the start and ends dates, you have the possibility to choose a time frame which you can see accomplished working hours, ensuring you are always up to date with working time in your business!

Filter Criteria

In addition to the date, you can also specify further criteria ❺, such as tracked/planned data, specific projects, clients or tasks.