



Getting started made easy!
A short introduction to

Project Time Tracking

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Login and Logout

» Manager and User Accounts

Login using a Browser

Navigate to [https://go.timetac.com/\[Accountname\]](https://go.timetac.com/[Accountname]) in your browser. Enter your username **1** and your password **2** in the login window. Complete your login by clicking on Login **3**.

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 **4** - 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 **5** to completely logout of the system.

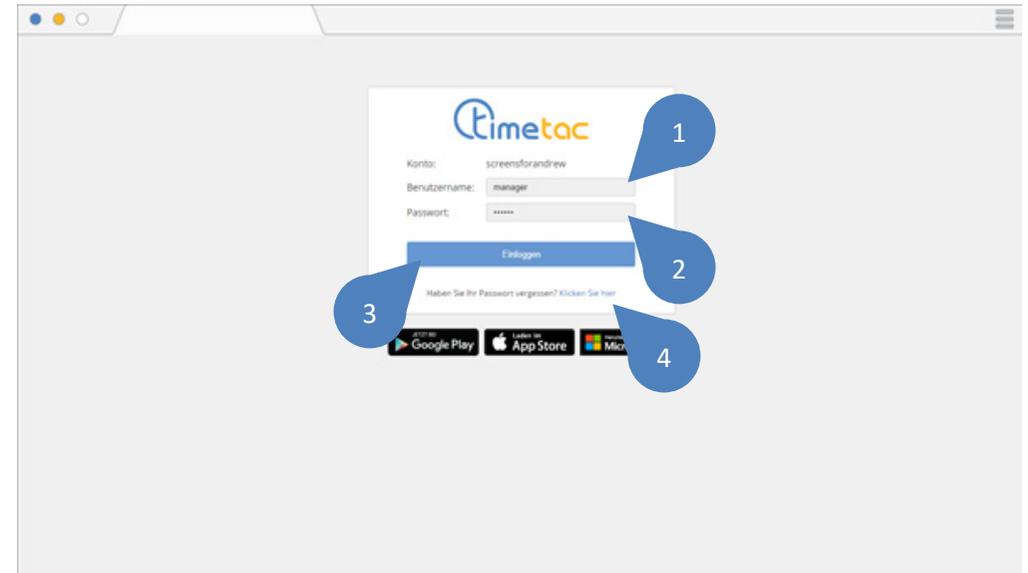


Figure 1: Login

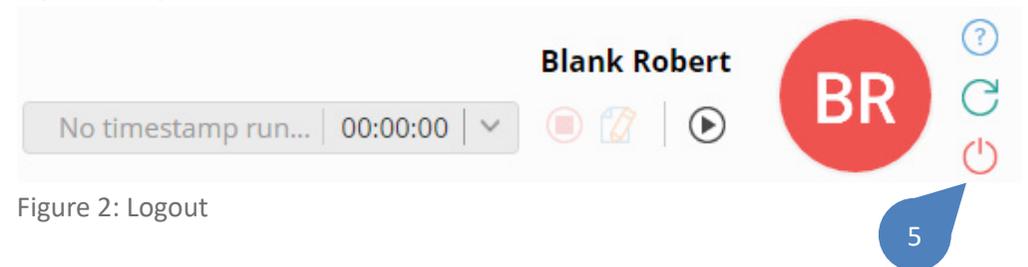


Figure 2: Logout

» Manager Accounts

Under Settings **1**, you will find the Account Management menu **2** 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 **3**.

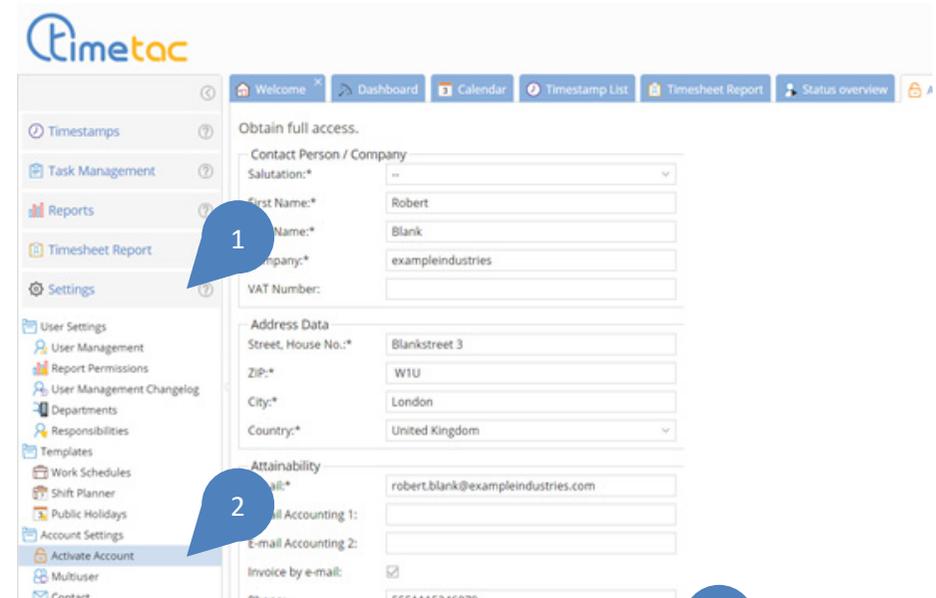


Figure 1: Account Management

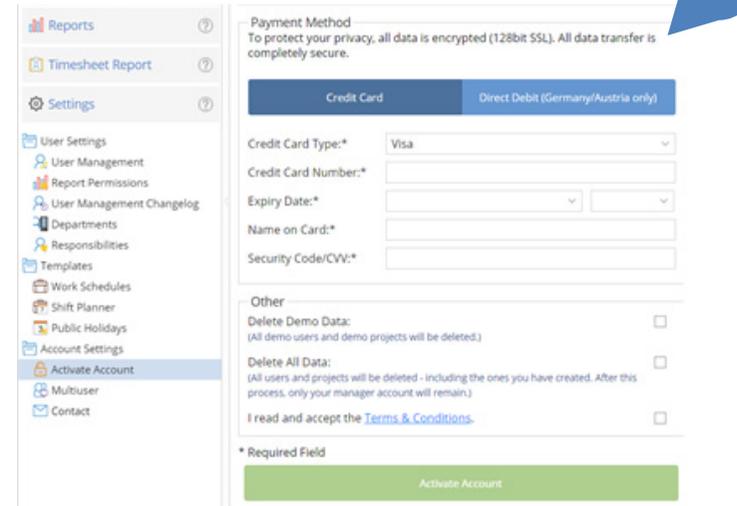


Figure 2: Account Management

» User Accounts

Directly after logging in, you will see the home screen of TimeTac: The Dashboard **1**. The Dashboard is the centre for information – you can read and write messages to other users here **2**, see notifications **3**, your to-do list **4** and working hour statistics **5**.

Side Menu

You can open the side menu by clicking on the arrow icon **6**.

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 **7**. You can restart the application by clicking on Restart **8**. At the end of the day, you can finish time tracking by clicking on Logout **9**; 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.

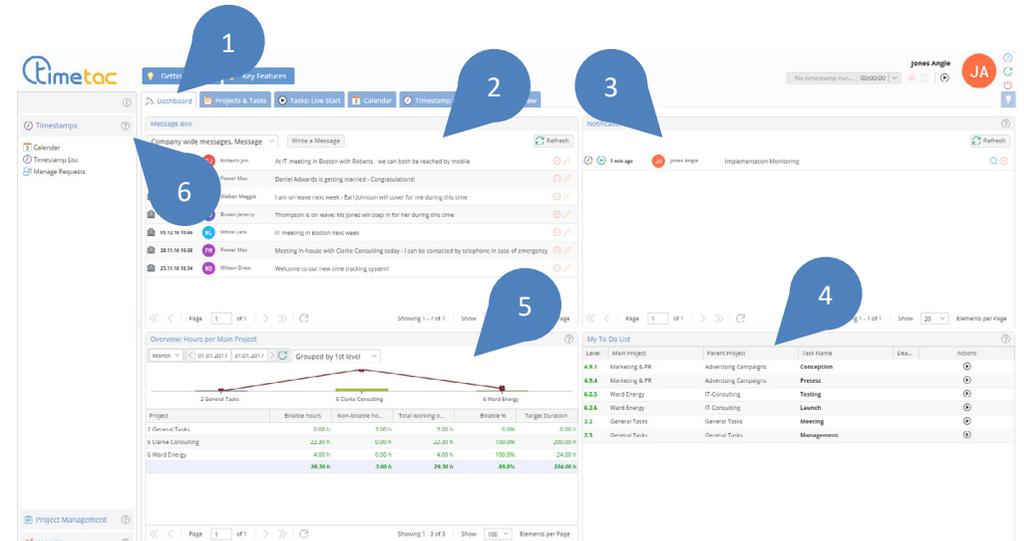


Figure 1: The Dashboard

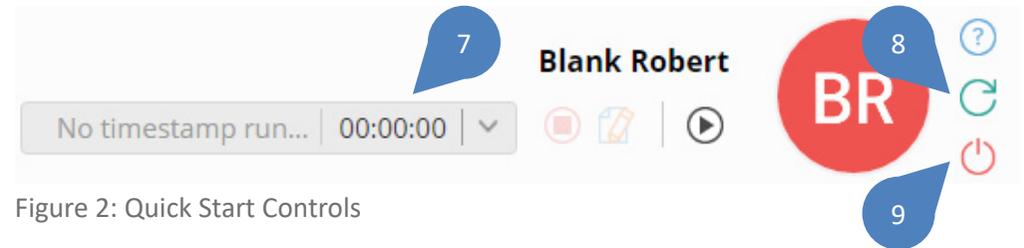


Figure 2: Quick Start Controls

Starting/Stopping Time Tracking - 1

» 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 **1**
- the Tasks: Live Start tab **2**
- the to-do list on your dashboard **3**
- the Projects & Tasks tab **4**

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 **5**.

Tip: Clicking on Add Memo **6** 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) **7** and you will see all tasks with this letter combination.

Click on the desired task to begin time tracking **8**.

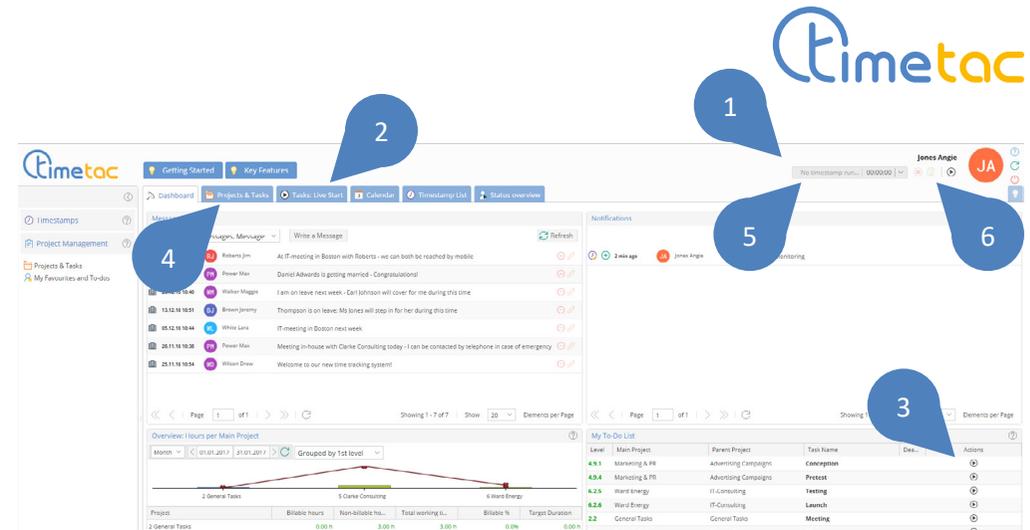


Figure 1: Time Tracking Options

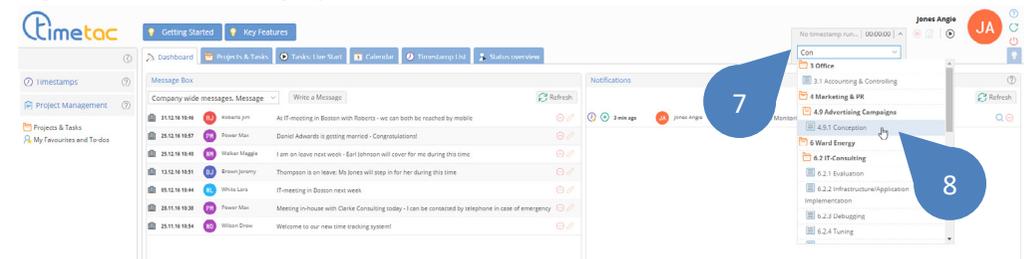


Figure 2: Quick Start Menu

Starting/Stopping Time Tracking - 2

» User Accounts

Time Tracking using the Live Start Tab and Task Menu

Choose the Tasks: Live Start tab **1**. Change the sorting of the displayed tasks by reordering the sorting options **2**. You can use the dropdown **3** 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 **4**.

Allocate Favorites and To-Do Lists

Click on the menu option My Favourites and To-dos **5**. Filter the tasks if you wish by using the dropdown menu **6**. Check the following option under the To-Do and/or Favourites column **7**.

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

Track Time using Projects & Tasks

Click on Projects & Tasks **8**, then on the Play button next to the desired task **9**.

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.

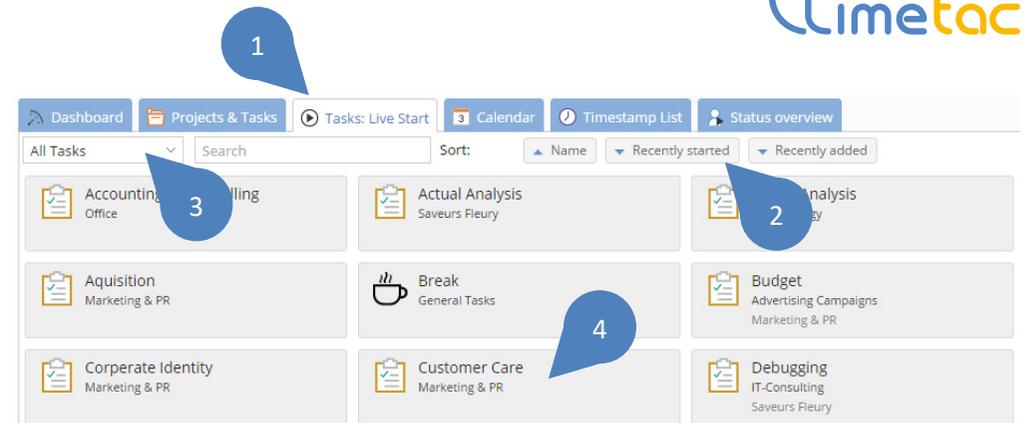


Figure 1: Tasks: Live Start

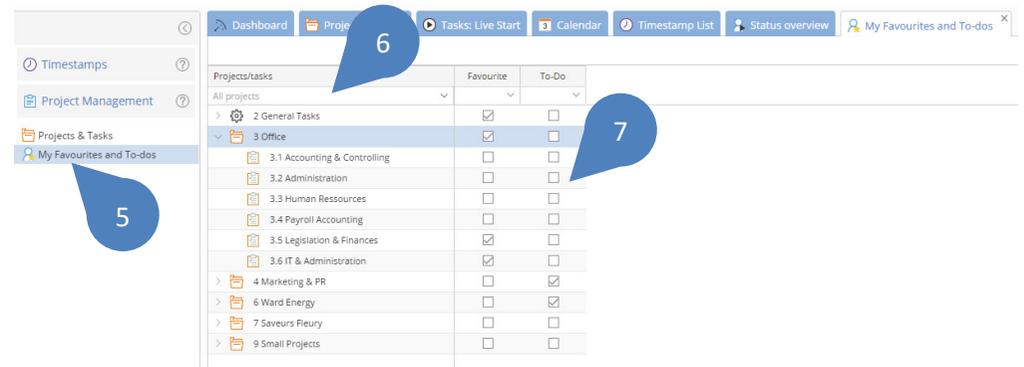


Figure 2: My Favourites and To-dos

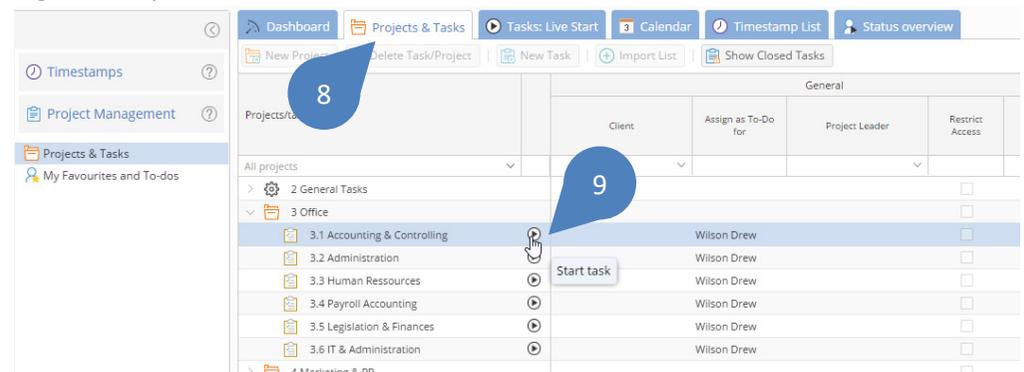


Figure 3: Projects & Tasks

Manage Timestamps - List View

» User Accounts

General Information about Timestamps

Working times in TimeTac are stored as timestamps. You can access your timestamps via the dedicated tab, **1** or by using the side menu **2**.

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, **3** you can change the task, date and start and end times. There is also a Textbox **4** so you can provide a reason for the alteration. Finished? Click on the Request Timestamp Change button **5**!

Delete a timestamp by clicking on the Delete symbol **6**.

Request a New Timestamp

Click on Request New Timestamp **7**. Select the appropriate task, date, start and end times and optionally a note. Click on Request Timestamp to submit.

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

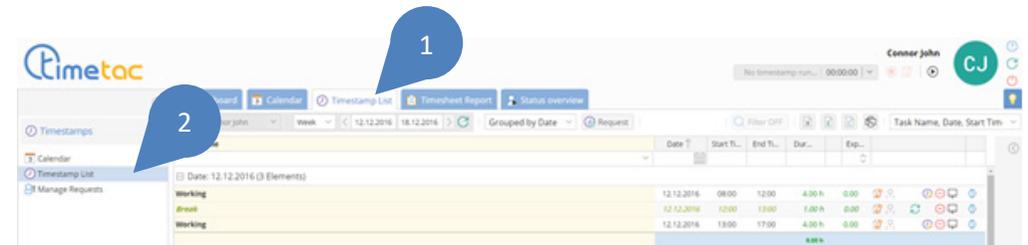


Figure 1: Timestamps List View

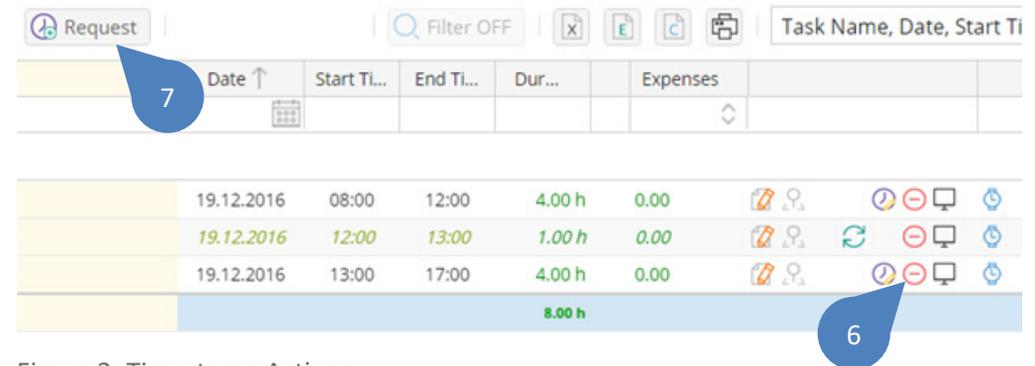


Figure 2: Timestamp Actions

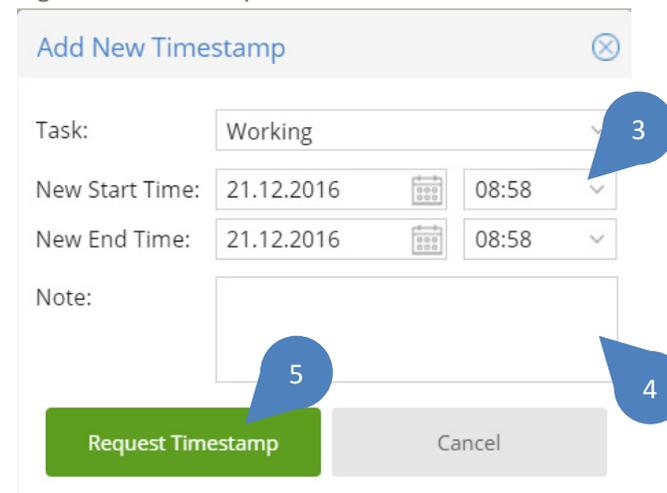


Figure 3: Add New Timestamp

Manage Timestamps - Calendar View 1

» User 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 **1**.

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 **2**. Click on Split Timestamp **3**. 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.

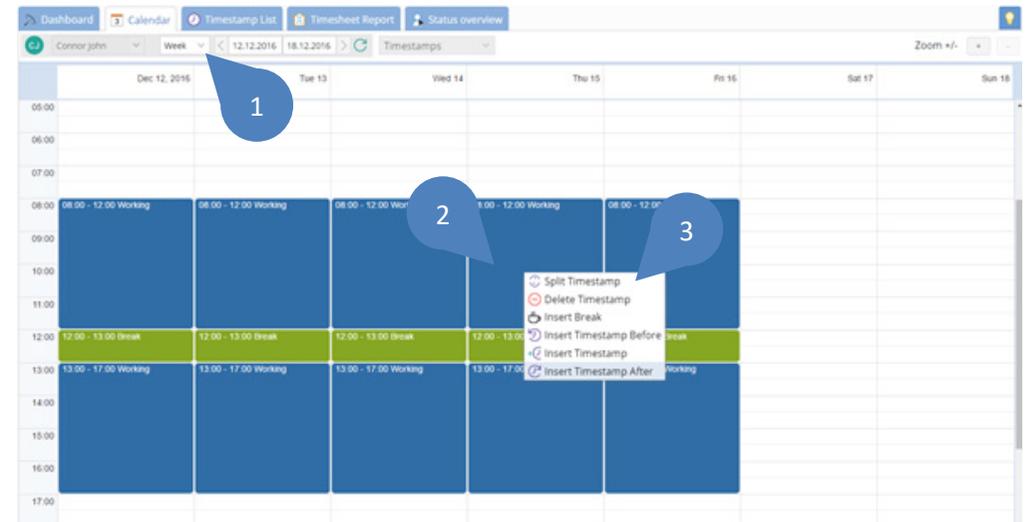


Figure 1: Calendar

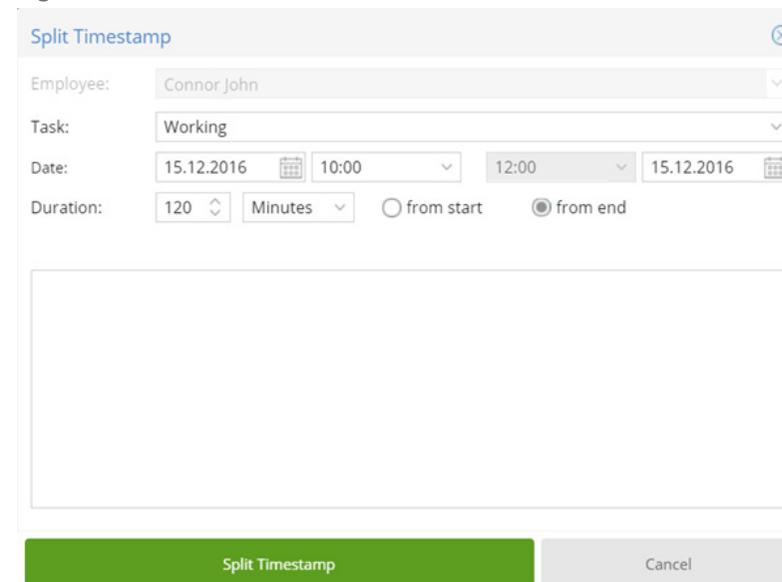


Figure 2: Add New Timestamp

» User 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 **1**.

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 **2**.

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 **3**. In the display window confirm the correct time and duration. Select a task (note is optional) and click on Request New Timestamp.

Timestamps which last the whole day can be directly inserted by clicking on the top line of the calendar.

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.

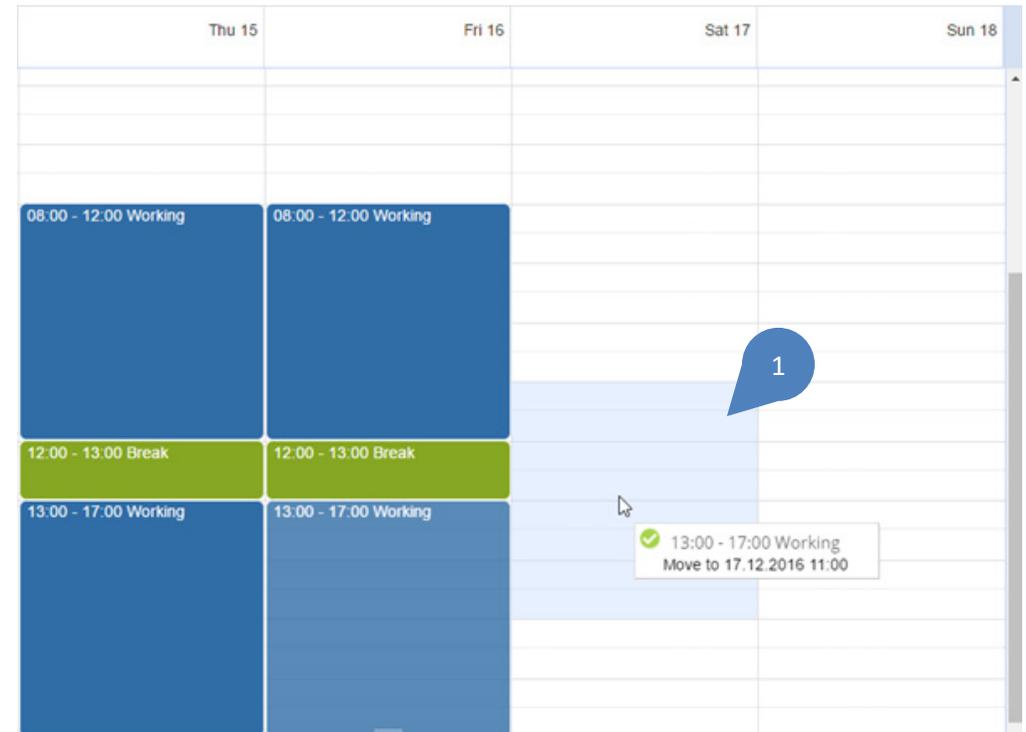


Figure 1: Move Timestamp

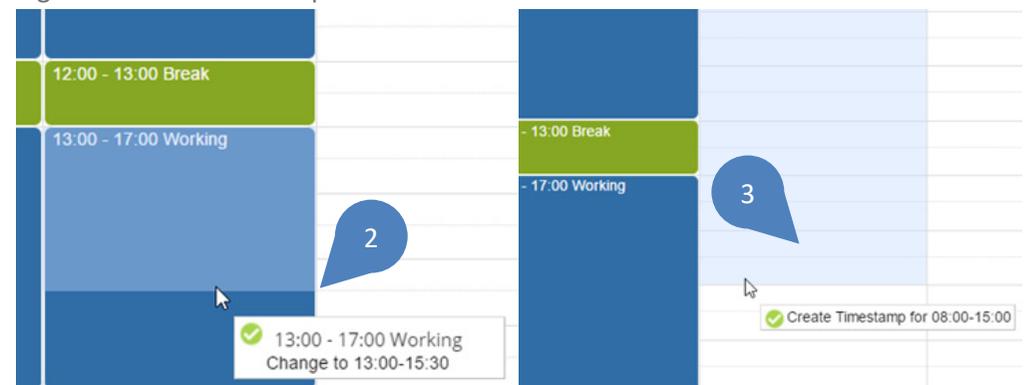


Figure 2: Shorten/Lengthen Timestamp

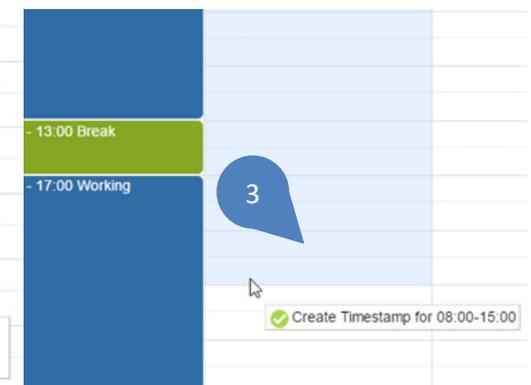


Figure 3: Create Timestamp

» 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 **1**. Enter the desired time frame to be displayed **2**.

You can record time for a specific task on a specific day using the timesheets view. Expand a project **3** and select the relevant cell for the corresponding task **4**. 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 **5**, where you can select Add/Edit Memo where you can add memos, expenses and record distance travelled.

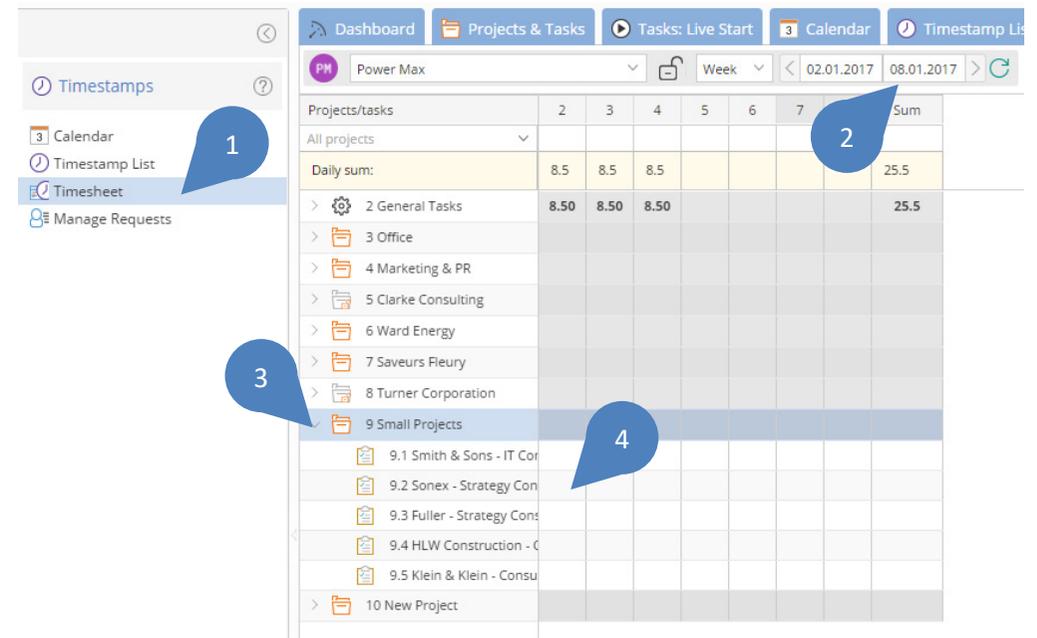


Figure 1: Timesheet

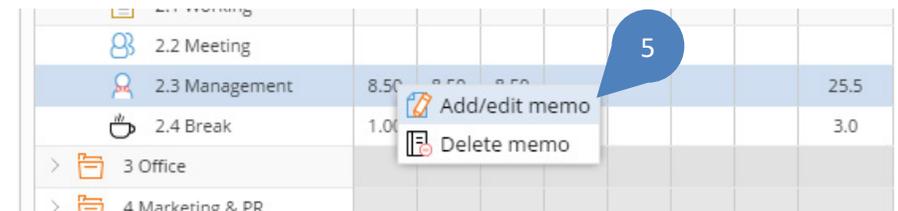


Figure 2: Timesheet Context Menu

Manage Projects and Tasks

» User Accounts

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 **1** 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 **2**. 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.

Projects/tasks	Client	Assign as To-Do for	Leader	Restrict Access
All projects				
> 2 General Tasks				<input type="checkbox"/>
> 3 Office				<input type="checkbox"/>
3.1 Accounting & Controlling		Wilson Drew		<input type="checkbox"/>
3.2 Administration		Wilson Drew		<input type="checkbox"/>
3.3 Human Ressources		Wilson Drew		<input type="checkbox"/>
3.4 Payroll Accounting		Wilson Drew		<input type="checkbox"/>
3.5 Legislation & Finances		Wilson Drew		<input type="checkbox"/>
3.6 IT & Administration		Wilson Drew		<input type="checkbox"/>
> 4 Marketing & PR				<input type="checkbox"/>
> 6 Ward Energy	Ward Energy			<input type="checkbox"/>
> 7 Saveurs Fleury	Saveurs Fleury			<input type="checkbox"/>
> 9 Small Projects				<input type="checkbox"/>

View Statistics

Under Reports **1** 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 **2**. These reports are available for export in .xml, .xls, .csv and .pdf formats **3**.

Change Time Frame

Using the Day-Week-Month **4** 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 **5**, such as tracked/planned data, specific projects, clients or tasks.

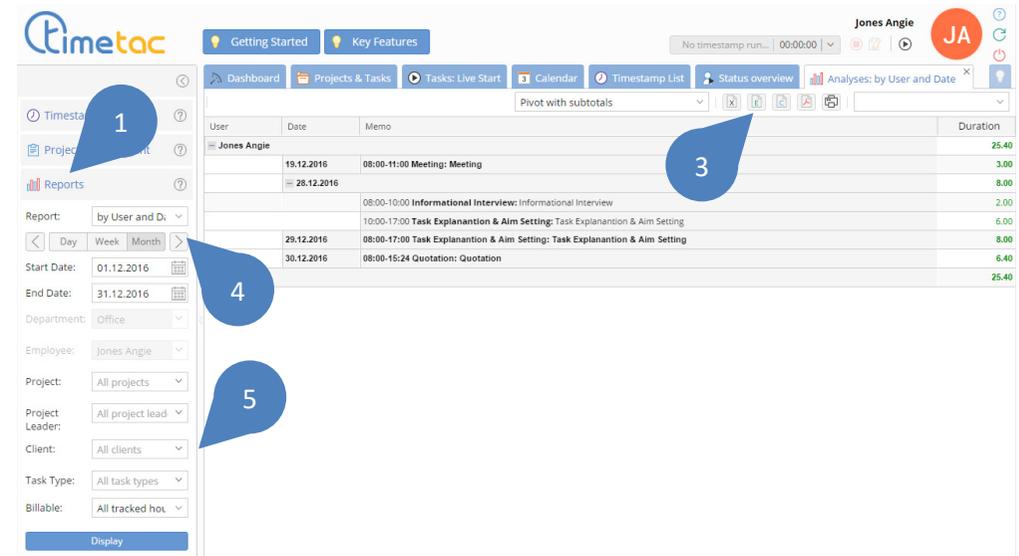


Figure 1: Reports Menu

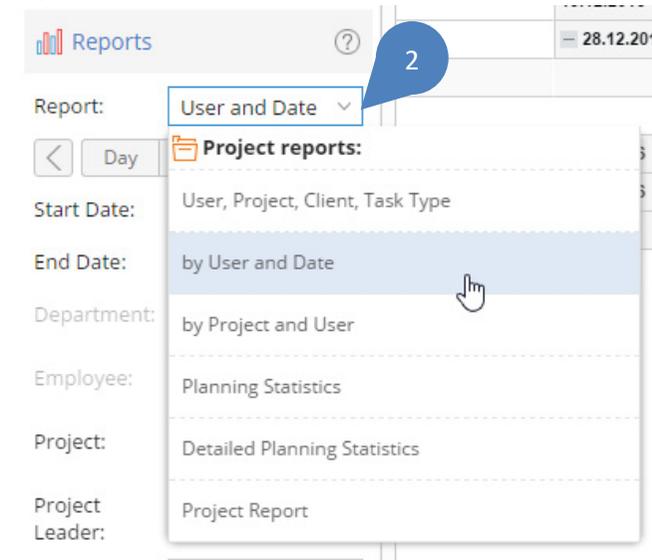


Figure 2: Report Types

Personal Settings

» User Accounts

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.

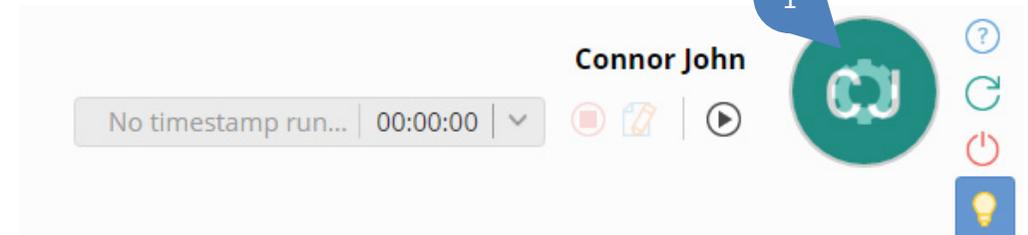
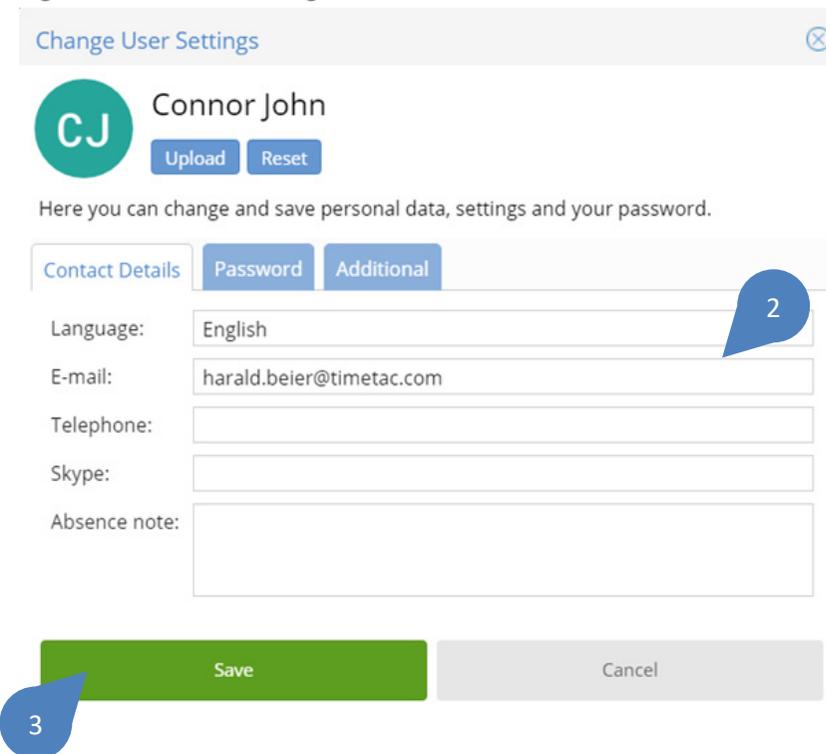


Figure 1: Personal Settings



The screenshot shows a 'Change User Settings' dialog box. At the top, it says 'Change User Settings' with a close button. Below that is the user's profile picture and name 'Connor John', with 'Upload' and 'Reset' buttons. A message states: 'Here you can change and save personal data, settings and your password.' There are three tabs: 'Contact Details', 'Password', and 'Additional'. The 'Contact Details' tab is active, showing input fields for 'Language' (set to 'English'), 'E-mail' (set to 'harald.beier@timetac.com'), 'Telephone', 'Skype', and 'Absence note'. A blue callout bubble with the number '2' points to the 'Language' field. At the bottom, there are two buttons: 'Save' (highlighted in green) and 'Cancel'. A blue callout bubble with the number '3' points to the 'Save' button.

Figure 2: Personal Settings Menu

» Manager Accounts

Directly after logging in, you will see the home screen of TimeTac: The Dashboard **1**. The Dashboard is the centre for information – you can read and write messages to other users here **2**, see notifications from your employees **3**, view the hours worked per employee **4** and per main project **5**.

Side Menu

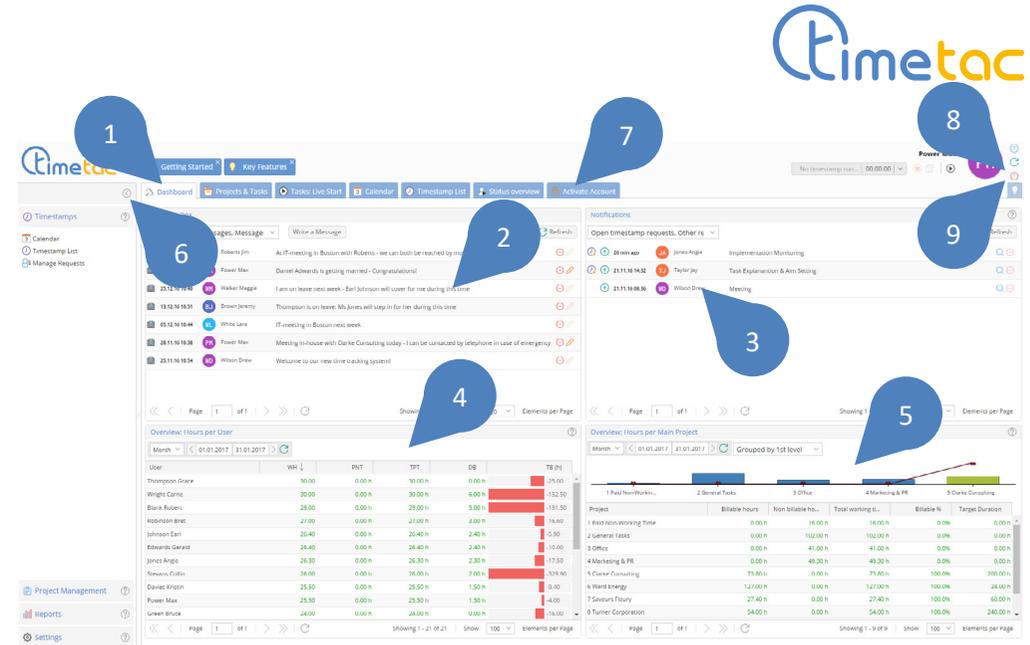
You can open the side menu by clicking on the arrow icon **6**.

Header Menu

In the header menu, you can see all currently open tabs – these are the main options available in TimeTac **7**.

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 **8**. At the end of the day, you can finish time tracking by clicking on Logout **9**; 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.



Manage Projects and Tasks - 1

» 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 **1**, click on the button New Project **2**. 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 **3**.

Create New Task

Click on New Task **4**. 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 **5**.

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.

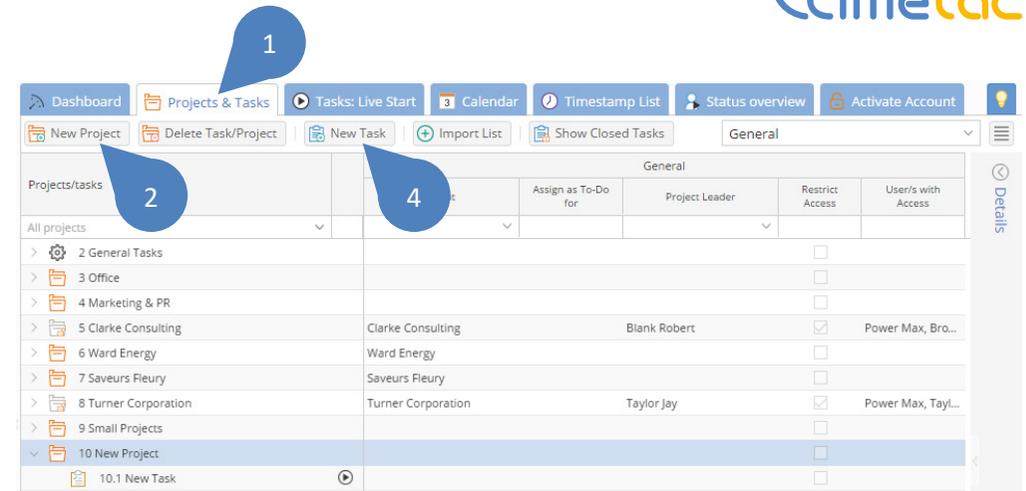


Figure 1: Projects & Tasks

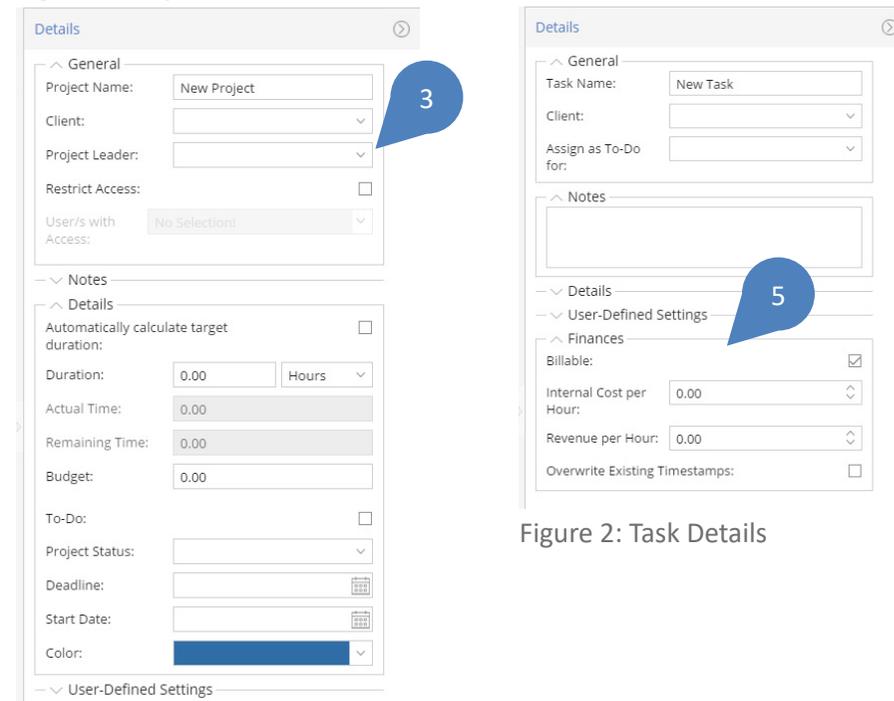


Figure 2: Project Details

Manage Projects and Tasks - 2

» Manager Accounts

Create Projects and Tasks

Move the mouse over the desired project or task. Open the context menu with a right-click **1**. Depending on whether you choose a project or task, the option Create Project or Create Task will appear **2**. 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 **3** 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 **4** 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 **5** 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.

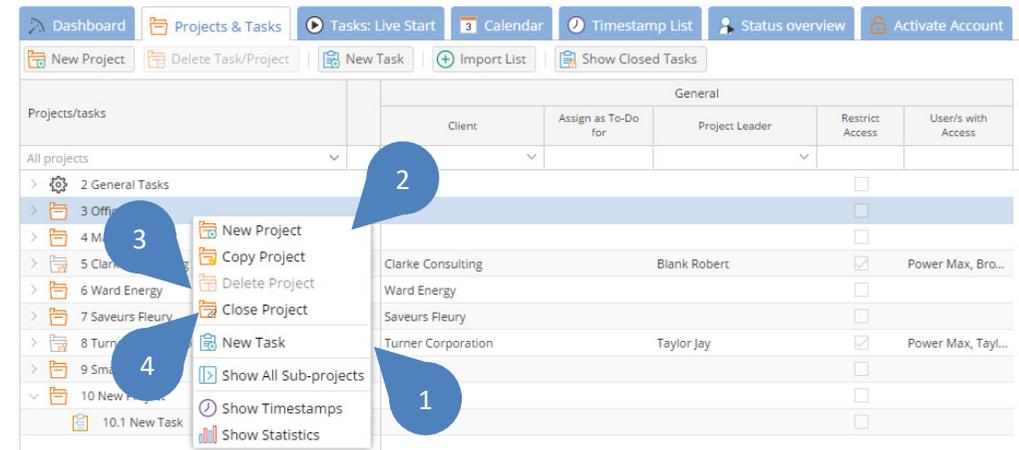


Figure 1: Projects & Tasks

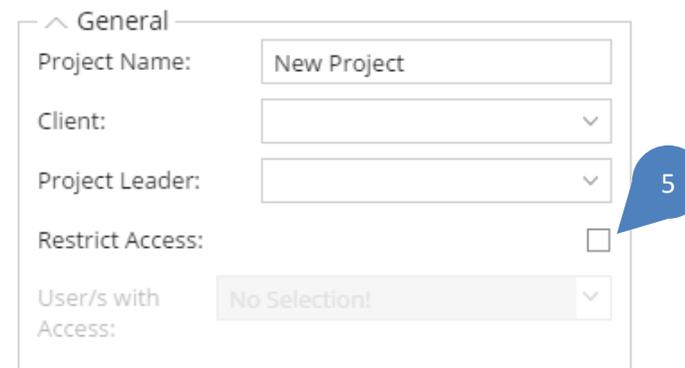


Figure 2: Project Access Restriction

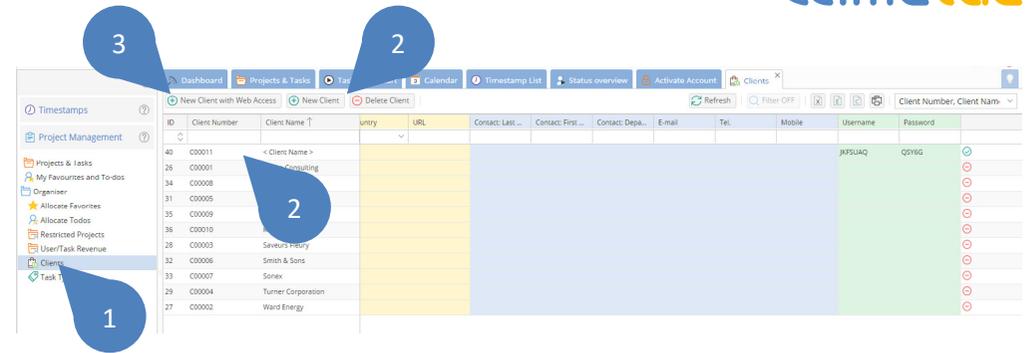
Client Administration

» Manager Accounts

Add New Clients

To add a new client click on Settings in the side menu and then on Clients **1**. Now click on New Client **2** or New Client with Web-Access **3**. 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 **4**. 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.



The screenshot shows the TimeTac web application interface. The top navigation bar includes 'Dashboard', 'Projects & Tasks', 'Tasks', 'Calendar', 'Timestamp List', 'Status overview', and 'Activate Account'. The left sidebar menu is expanded to show 'Clients' (callout 1). The main content area displays a table of clients with columns for ID, Client Number, Client Name, Priority, URL, Contact Last, Contact First, Contact Depa., E-mail, Tel., Mobile, Username, and Password. A new client entry is being added, with callout 2 pointing to the 'New Client' button and callout 3 pointing to the 'New Client with Web-Access' button. The table shows existing clients like 'Smith & Sons', 'Sonex', 'Turner Corporation', and 'Ward Energy'.

ID	Client Number	Client Name	Priority	URL	Contact Last...	Contact First...	Contact Depa...	E-mail	Tel.	Mobile	Username	Password
40	C00011	< Client Name >										
26	C00001	Contributing										
34	C00008											
31	C00005											
35	C00009											
36	C00010											
28	C00003	Savage's Ferry										
32	C00006	Smith & Sons										
33	C00007	Sonex										
29	C00004	Turner Corporation										
27	C00002	Ward Energy										

Task Types

» 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 **1**.

Add new Task Type

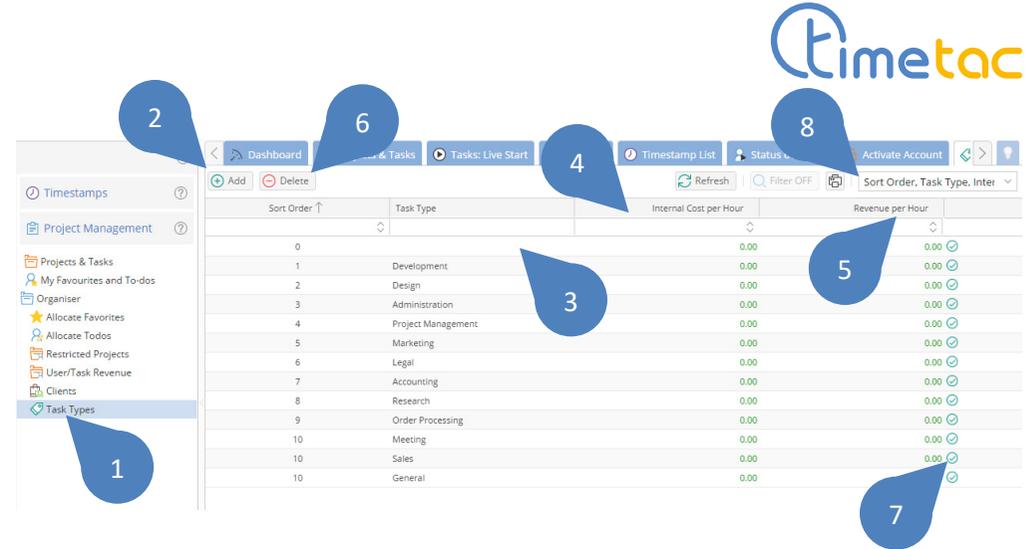
Click on Add **2** to create a new task type. Double click on the newly created line to enter a name **3**. You can additionally define an Internal Cost per Hour **4** and Revenue per Hour **5** that you wish to associated with all tasks attributed to this task type. These values are then displayed in the reports generated within TimeTac.

Delete Task Type

To delete a task type, select the task type and click Delete **6**.

Further Options

You can overwrite existing timestamps with newly defined values for costs and revenue by clicking on the green tick symbol **7**. The dropdown allows you to choose which columns are displayed here **8**.



Sort Order ↑	Task Type	Internal Cost per Hour	Revenue per Hour
0		0.00	0.00
1	Development	0.00	0.00
2	Design	0.00	0.00
3	Administration	0.00	0.00
4	Project Management	0.00	0.00
5	Marketing	0.00	0.00
6	Legal	0.00	0.00
7	Accounting	0.00	0.00
8	Research	0.00	0.00
9	Order Processing	0.00	0.00
10	Meeting	0.00	0.00
10	Sales	0.00	0.00
10	General	0.00	0.00

User Management - 1

» Manager Accounts

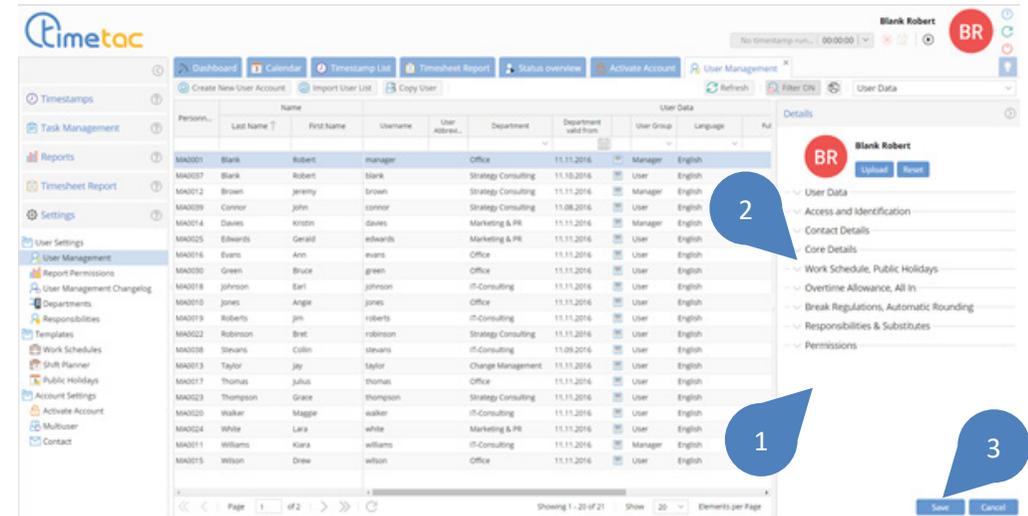
In the menu option Settings > User Settings > User Management, you will find all available options relating to the settings of your users. Dependent on account configuration, you will see the following options:

- 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 **1**. By clicking on the heading of each sections **2**, you are able to open and close the respective settings options.

You can now change the user settings as desired. Click on Save **3** to confirm the changes.

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



Person...	Last Name ↑	First Name	Username	User Address...	Department	Department valid from	User Group	Language	Ku
MA0201	Blank	Robert	manager		Office	11.11.2016	Manager	English	
MA0207	Blank	Robert	blank		Strategy Consulting	11.10.2016	User	English	
MA0212	Brown	Jeremy	brown		Strategy Consulting	11.11.2016	Manager	English	
MA0209	Connor	John	connor		Strategy Consulting	11.08.2016	User	English	
MA0214	Davies	Kristin	davies		Marketing & PR	11.11.2016	Manager	English	
MA0225	Edwards	Gerald	edwards		Marketing & PR	11.11.2016	User	English	
MA0216	Evans	Ann	evans		Office	11.11.2016	User	English	
MA0200	Green	Bruce	green		Office	11.11.2016	User	English	
MA0218	Johnson	Earl	johnson		IT-Consulting	11.11.2016	User	English	
MA0210	Jones	Angie	jones		Office	11.11.2016	User	English	
MA0219	Roberts	Jm	roberts		IT-Consulting	11.11.2016	User	English	
MA0222	Robinson	Bret	robinson		Strategy Consulting	11.11.2016	User	English	
MA0208	Stevens	Colin	stevens		IT-Consulting	11.09.2016	User	English	
MA0213	Taylor	Jfy	taylor		Change Management	11.11.2016	User	English	
MA0217	Thomas	Julius	thomas		Office	11.11.2016	User	English	
MA0223	Thompson	Grace	thompson		Strategy Consulting	11.11.2016	User	English	
MA0220	Walker	Magge	walker		IT-Consulting	11.11.2016	User	English	
MA0224	White	Lara	white		Marketing & PR	11.11.2016	User	English	
MA0211	Williams	Kara	williams		IT-Consulting	11.11.2016	Manager	English	
MA0215	Wilson	Drew	wilson		Office	11.11.2016	User	English	

User Management - 2

» Manager Accounts

Activate/Deactivate Users

You can deactivate users by clicking on the status button **1**. 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 **2**. Enter the details of the user in the new window **3**. Compulsory fields are marked with a * symbol **4**. Click on Add New User **5**.

Import User List

You can import a list of users from a spreadsheet program by clicking on Import User List **6**. 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.

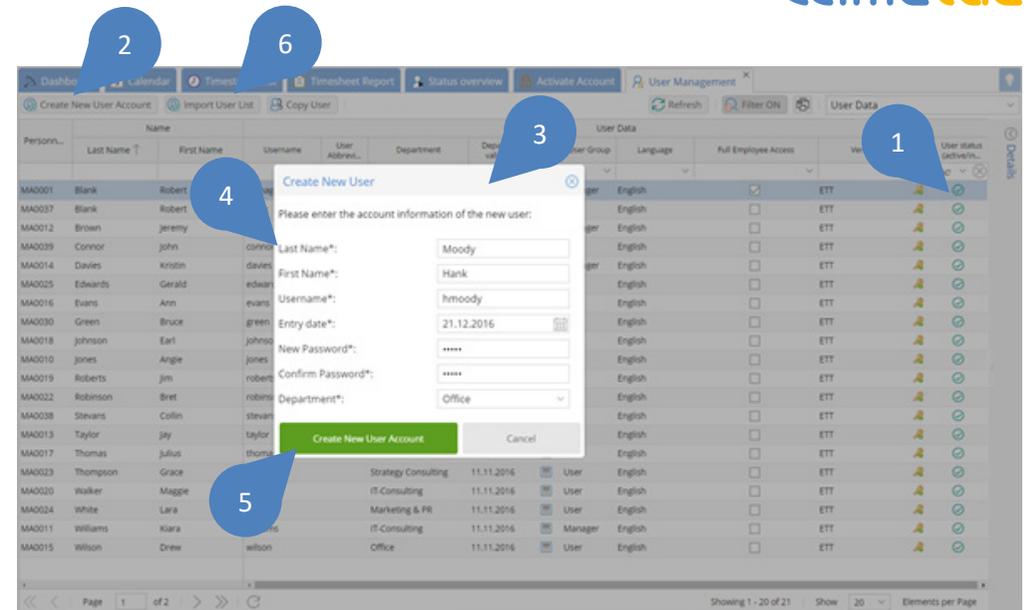


Figure 1: Create New User

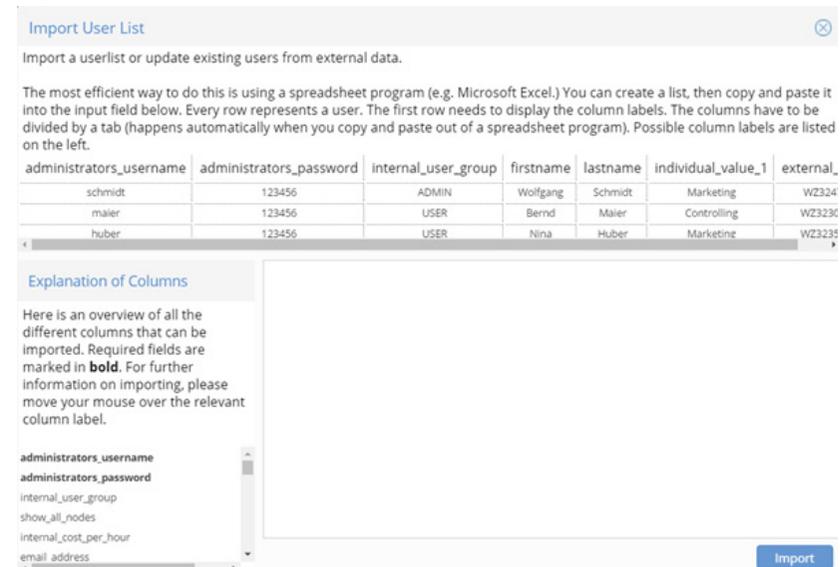


Figure 2: Import Users

User Management - Project Time Tracking

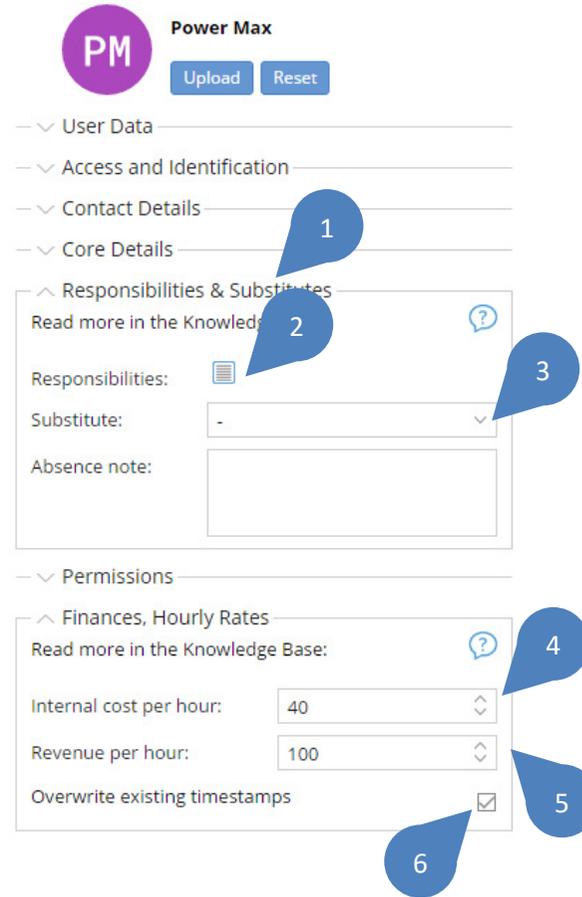
» Manager Accounts

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.



The screenshot shows the user management interface for a user named "Power Max" (PM). The interface is divided into several sections, with callouts 1 through 6 highlighting specific features:

- 1:** Points to the "Responsibilities & Substitutes" section header.
- 2:** Points to the "Read more in the Knowledge Base" link within the "Responsibilities & Substitutes" section.
- 3:** Points to the "Substitute" dropdown menu in the "Responsibilities & Substitutes" section.
- 4:** Points to the "Internal cost per hour" input field in the "Finances, Hourly Rates" section.
- 5:** Points to the "Revenue per hour" input field in the "Finances, Hourly Rates" section.
- 6:** Points to the "Overwrite existing timestamps" checkbox in the "Finances, Hourly Rates" section.

The "Responsibilities & Substitutes" section includes a "Responsibilities:" icon, a "Substitute:" dropdown menu, and an "Absence note:" text area. The "Finances, Hourly Rates" section includes a "Read more in the Knowledge Base" link, "Internal cost per hour:" (40), "Revenue per hour:" (100), and "Overwrite existing timestamps" (checked).

User Management - Permissions

» Manager Accounts

Under the side menu option entitled Permissions **1**, 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

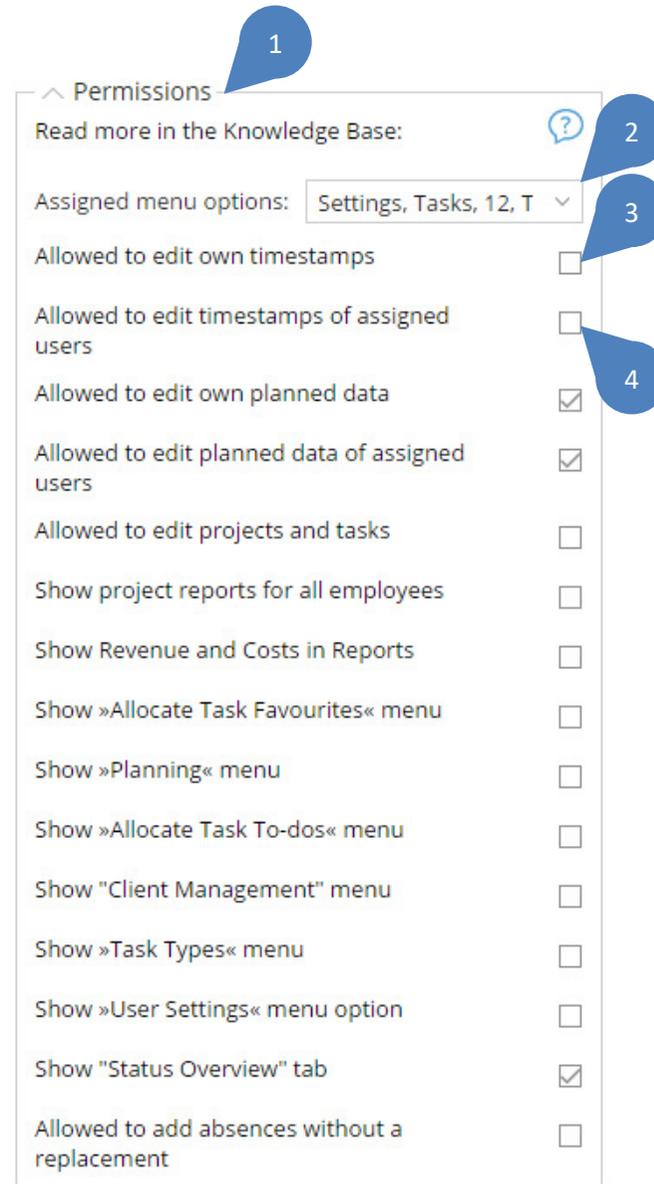
Using the Assigned Menu Boxes dropdown menu **2**, select the menu options that should be available to that employee.

Add and Edit Timestamps without Controlling

By activating this checkbox **3**, the user will be able to edit his timestamps without requesting a manager to confirm their alteration. Checkbox **4** 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.



The screenshot shows the 'Permissions' settings page. Callout 1 points to the 'Permissions' header. Callout 2 points to the 'Read more in the Knowledge Base' link. Callout 3 points to the 'Assigned menu options' dropdown menu, which is currently set to 'Settings, Tasks, 12, T'. Callout 4 points to the 'Allowed to edit own timestamps' checkbox, which is checked.

Permission	Checked
Allowed to edit own timestamps	<input checked="" type="checkbox"/>
Allowed to edit timestamps of assigned users	<input type="checkbox"/>
Allowed to edit own planned data	<input checked="" type="checkbox"/>
Allowed to edit planned data of assigned users	<input checked="" type="checkbox"/>
Allowed to edit projects and tasks	<input type="checkbox"/>
Show project reports for all employees	<input type="checkbox"/>
Show Revenue and Costs in Reports	<input type="checkbox"/>
Show »Allocate Task Favourites« menu	<input type="checkbox"/>
Show »Planning« menu	<input type="checkbox"/>
Show »Allocate Task To-dos« menu	<input type="checkbox"/>
Show "Client Management" menu	<input type="checkbox"/>
Show »Task Types« menu	<input type="checkbox"/>
Show »User Settings« menu option	<input type="checkbox"/>
Show "Status Overview" tab	<input checked="" type="checkbox"/>
Allowed to add absences without a replacement	<input type="checkbox"/>

Departments

» Manager Accounts

You can create departments and their associated sub-departments in TimeTac. The Departments menu option **1** allows you to organise TimeTac in a manner that represents your organisational structure.

Adding Departments

Click on Add Department **2** to add your new department. Double click in the field to enter a name for the department **3**. The dropdown menus allow you to define department leaders and assistant leaders for each department **4**. 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 **5**.

Deleting Departments

You can delete departments by first selecting them, and clicking on Delete Department **6**.

Further Options

Hovering the cursor over the info symbol **7** will display the employees assigned to this department. You can also activate and deactivate departments by clicking on the status symbol **8**. 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.

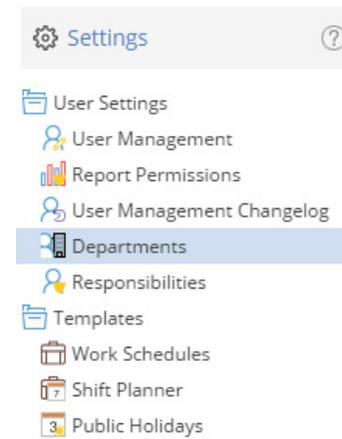


Figure 1: Departments Menu Option

The image shows a table with columns for 'Name of Department', 'Department Leader', and 'Assistant Leader'. There are buttons for 'Add Department' (2) and 'Delete Department' (6) at the top. The table lists several departments: Office, Marketing & PR, Accounting, HR, IT-Consulting, Change Management, and Strategy Consulting. Each row has an info icon (7) and a status icon (8). The 'Assistant Leader' column has a folder icon (5) for each row. A dropdown menu is open at the bottom of the table, showing a search field and a 'department' option.

Name of Department	Department Leader	Assistant Leader
Office	Blank Robert (manager)	
Marketing & PR	Davies Kristin (davies)	
Accounting		
HR		
IT-Consulting	Williams Kiara (williams)	
Change Management	Blank Robert (manager)	
Strategy Consulting	Brown Jeremy (brown)	
< department >		

Figure 2: Departments Menu

Responsibilities

» Manager Accounts

You can define the responsible person within departments by navigating to the Responsibilities menu option **1**.

Columns

You can see the applicable department under the Department column **2**. The Role column **3** 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 **4** 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 **5** shows the respective employees for each role within that department.

Further Options

The dropdown menus beneath the column headings **6** allow you to set a filter for the displayed data. The dropdown menu to the far right of the display **7** allows you to select which columns should be displayed.

Figure 1: Responsibilities Menu Option

Name of Department	Status	Role	Responsible for timestamp re...
Office	✓	Department Leader	Blank Robert
Office	✓	Assistant Leader	Blank Robert
Office	✓	Manager	Blank Robert
Office	✓	User	Blank Robert
IT-Consulting	✓	Department Leader	Blank Robert
IT-Consulting	✓	Assistant Leader	Blank Robert
IT-Consulting	✓	Manager	Blank Robert
IT-Consulting	✓	User	Blank Robert
Change Management	✓	Department Leader	Blank Robert
Change Management	✓	Assistant Leader	Blank Robert
Change Management	✓	Manager	Blank Robert

Figure 2: Assign Responsibilities

- Jones Angie
- Wilson Drew
- Evans Ann
- Thomas Julius
- Green Bruce

Manage Timestamps - List View 1

» Manager Accounts

General Information about Timestamps

Working times in TimeTac are stored as timestamps. You can access your timestamps via the dedicated tab, **1**, or by using the side menu **2**.

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 **3**. To copy a timestamp, click on Copy **4**.

Create a New Timestamp

Click on Add **5** and enter the necessary timestamp details **6**. Click on Add Timestamp when finished **7**.

Tip: Use the search fields underneath each column and click on Filter **8** to find the timestamps that you really need. Timestamps can also be exported in .XLS, .CSV and .PDF formats **9**.

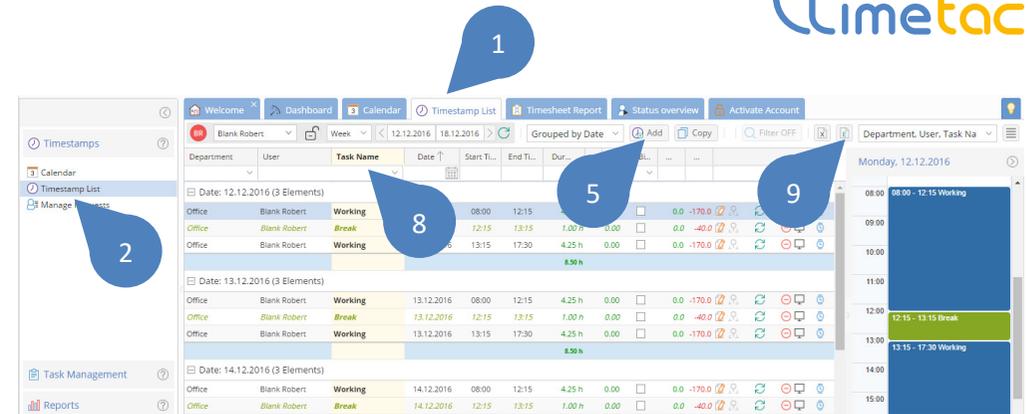


Figure 1: Timestamp List View

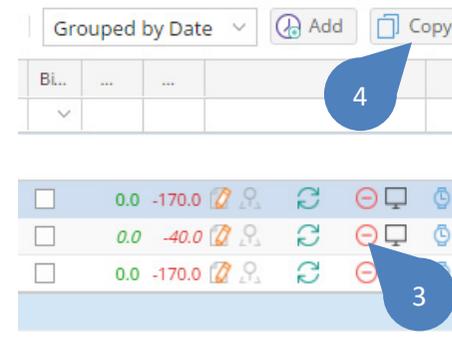


Figure 2: Timestamp Actions

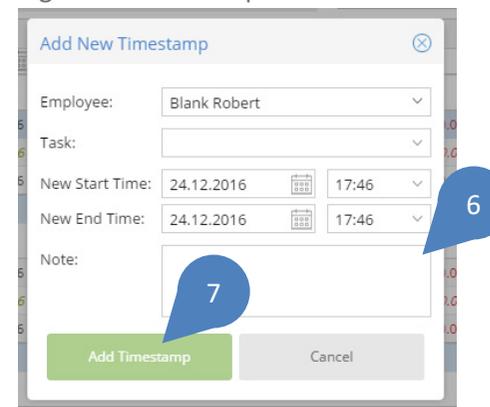


Figure 3: Add New Timestamp

Manage Timestamps - List View 2

» Manager Accounts

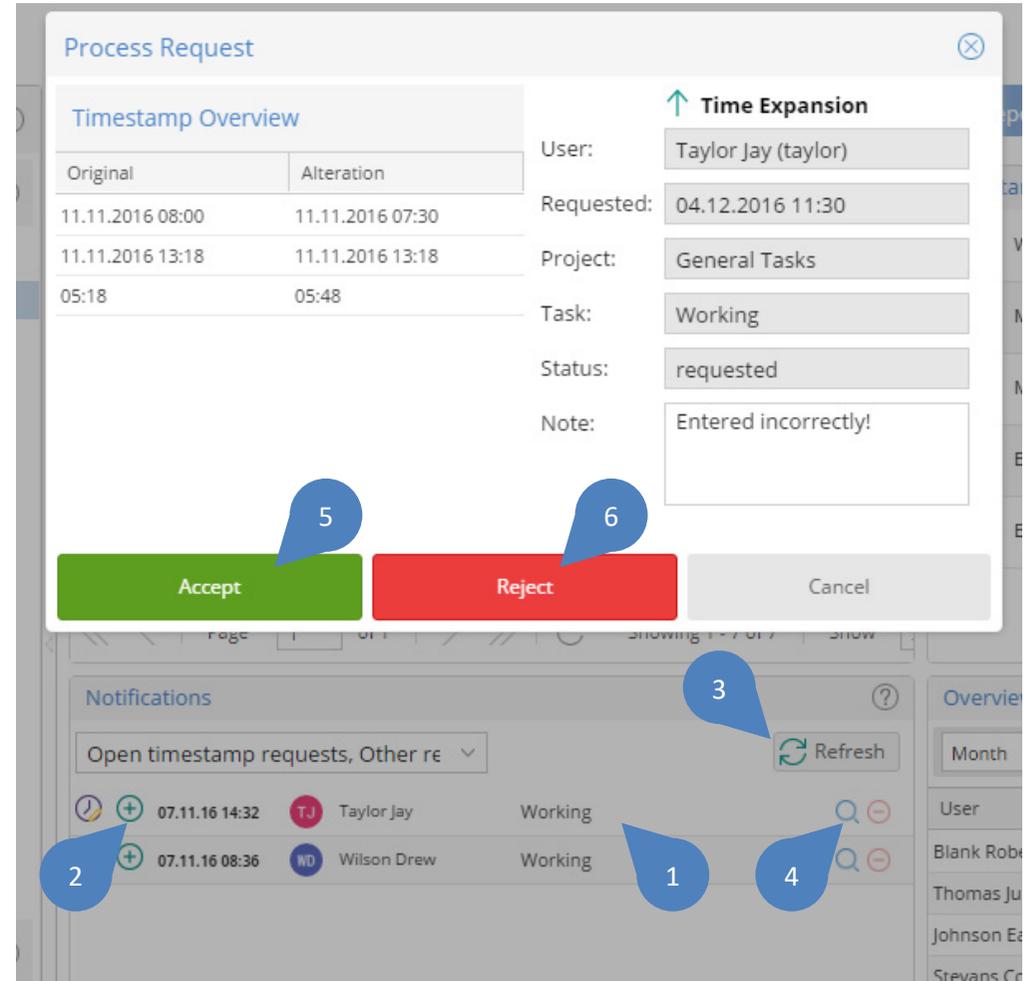
Requests for Timestamp Changes

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 **1** on your Dashboard. New requests will be accompanied by a plus symbol **2**. Processed requests will be struck through and eventually deleted. A click on Refresh will force update the available notifications **3**.

Accept/Reject Timestamp Changes

Click on the magnifying glass **4** to display the details of the timestamp request. With a click on Accept **5**, you can approve the alteration whilst a click on Reject **6** 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.



Process Request

Timestamp Overview

Original	Alteration
11.11.2016 08:00	11.11.2016 07:30
11.11.2016 13:18	11.11.2016 13:18
05:18	05:48

Time Expansion

User: Taylor Jay (taylor)
Requested: 04.12.2016 11:30
Project: General Tasks
Task: Working
Status: requested
Note: Entered incorrectly!

Accept (5) Reject (6) Cancel

Notifications

Open timestamp requests, Other re

Refresh (3)

1 2 3 4

Manage Timestamps - Calendar View 1

» 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 **1**.

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 **2**. Click on Split Timestamp **3**. You can now select a new task and divide the time accordingly **4**. To finish, click on Split Timestamp.

Insert Timestamp **5** 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 **6**.

Insert a Break

Open the context menu with a right-click on the desired timestamp and click on Insert Break **7**. You can now define the beginning and end of the break **8**. The duration of the break is automatically calculated. Click on Insert Break **9**.

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.

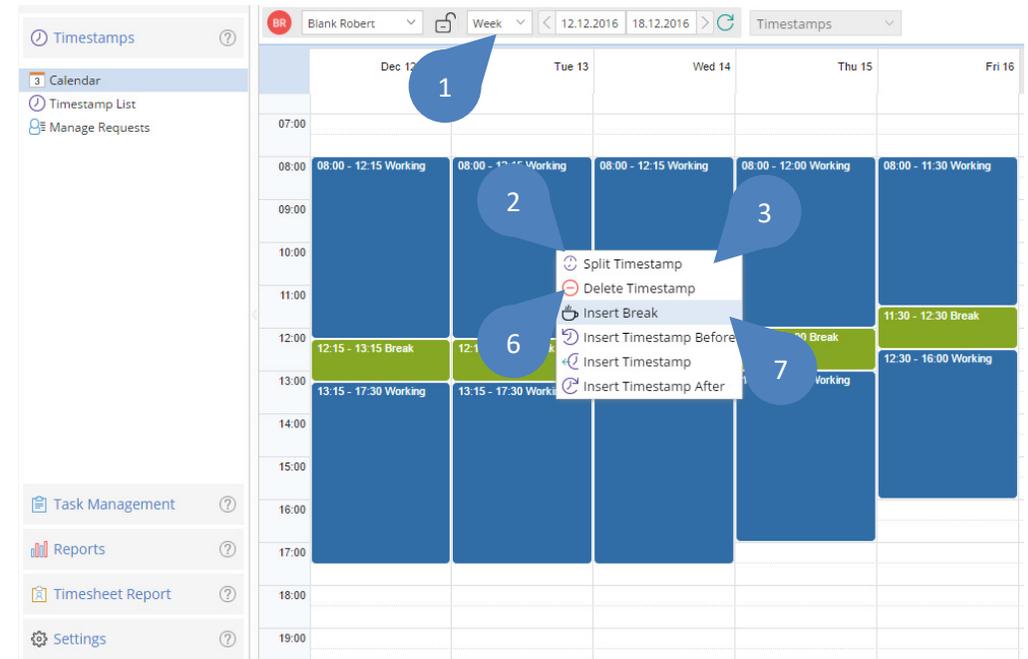


Figure 1: Calendar

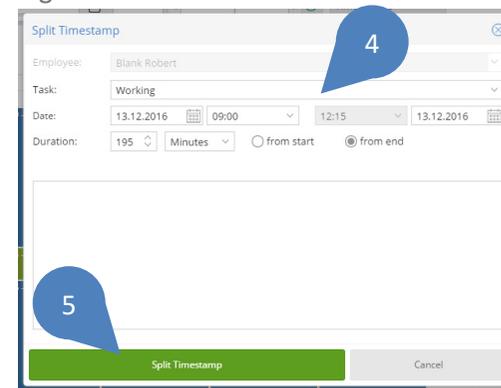


Figure 2: Split Timestamp

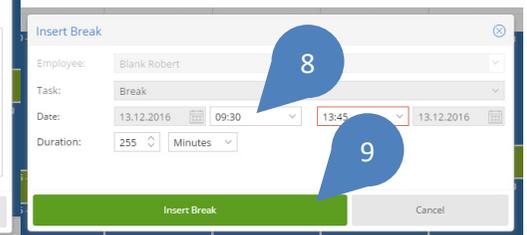


Figure 3: Insert Break

Manage Timestamps - Calendar View 2

» 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 **1**.

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 **2**.

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 **3**. In the display window **4** confirm the correct time and duration. Select a task **5** (note is optional) and click on Add New Timestamp **6**.

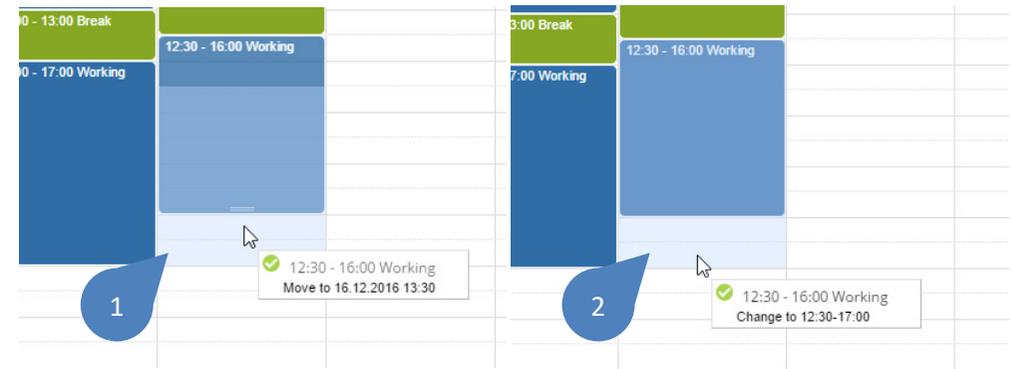


Figure 1: Move Timestamp

Figure 2: Shorten/Lengthen Timestamp

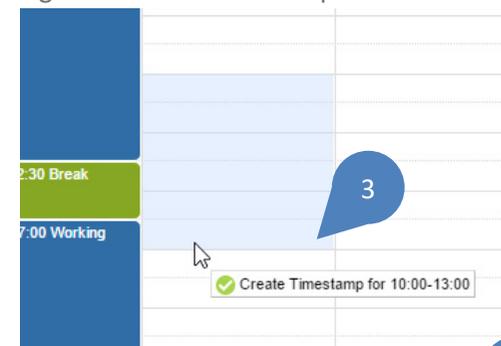


Figure 3: Create Timestamp

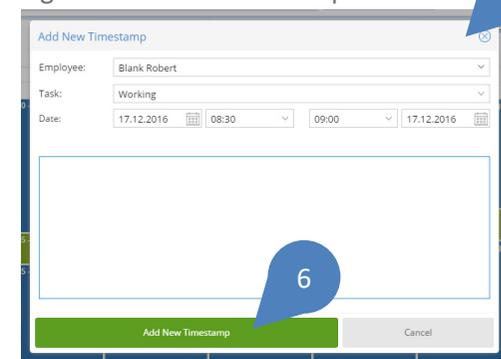


Figure 4: Add New Timestamp

Manage Timestamps - Timesheets

» 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 **1**. Enter the desired time frame to be displayed **2**.

You can record time for a specific task on a specific day using the timesheets view. Expand a project **3** and select the relevant cell for the corresponding task **4**. 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 **5**, where you can select Add/Edit Memo where you can add memos, expenses and record distance travelled.

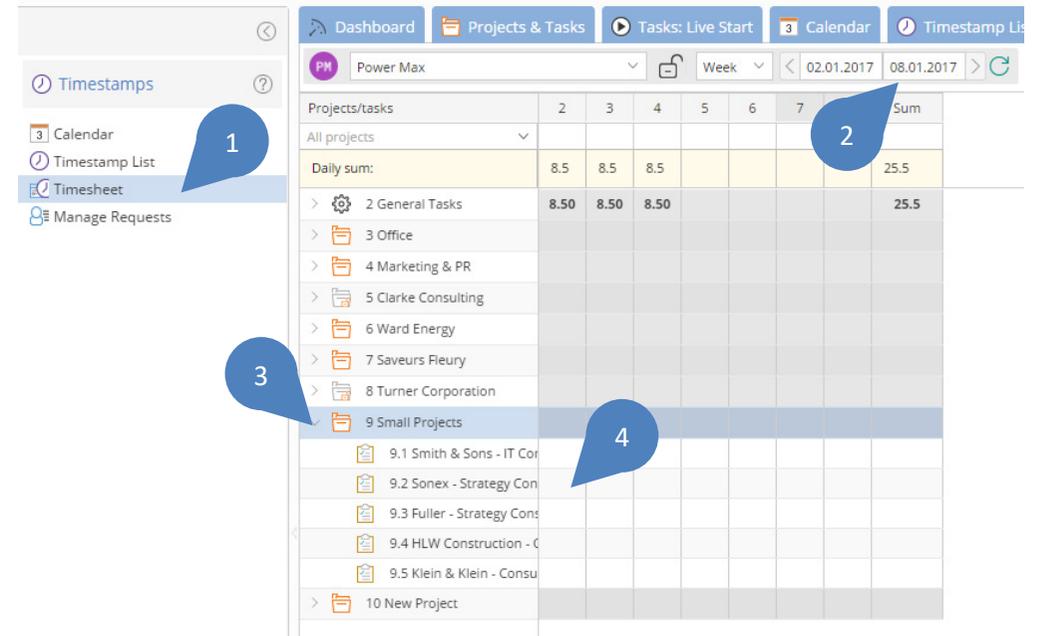


Figure 1: Timesheet

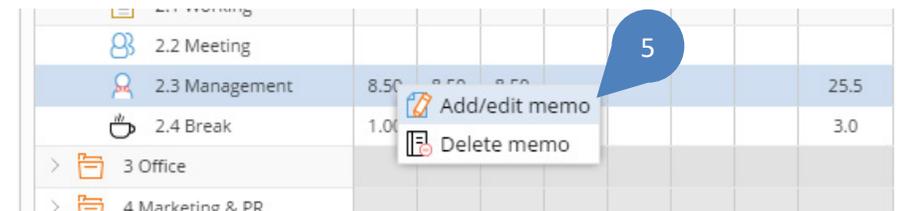


Figure 2: Timesheet Context Menu

View Statistics

Under Reports **1** 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 **2**. These reports are available for export in .xml, .xls, .csv and .pdf formats **3**.

Change Time Frame

Using the Day-Week-Month **4** 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 **5**, such as tracked/planned data, specific projects, clients or tasks.

User	Date	Memo	Duration
			25.40
	19.12.2016	08:00-11:00 Meeting: Meeting	3.00
	28.12.2016		8.00
		08:00-10:00 Informational Interview: Informational Interview	2.00
		10:00-17:00 Task Explanation & Aim Setting: Task Explanation & Aim Setting	6.00
	29.12.2016	08:00-17:00 Task Explanation & Aim Setting: Task Explanation & Aim Setting	8.00
	30.12.2016	08:00-15:24 Quotation: Quotation	6.40
			25.40

Figure 1: Reports Menu

Report: by User and D

Day Week Month

Start Date: 01.01.2017

End Date: 31.01.2017

Department: Office

Employee: 2 Employees s

Project: All projects

Project Leader: All project lead

Client: All clients

Task Type: All task types

Billable: All tracked hor

Display

Search

- EA Evans Ann
- GB Green Bruce
- JA Jones Angie
- PM Power Max
- TJ Thomas Julius

Select all Deselect all

Figure 2: Report Types