DOVICO SOFTWARE

Track-IT® timesheet entry tools Guide

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DOVICO Enterprises, Inc.

DOVICO is a company engaged in the business of developing, manufacturing and marketing high technology products dealing with the management of time.

Mission Statement

To continue to be the market leader in productivity and time management software. We will continue to produce high quality software to help our clients reach their business goals. Our innovative and intrapreneurial nature allows us to create applications that exceed end user expectations.

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In today's highly competitive marketplace, you need every advantage to manage professional time. Track-IT Suite eliminates the time wasted, and inaccuracies of, manually recording data, allows you to keep track of all work-related or billable time and makes it easy to prepare estimates on similar past projects.

This valuable asset to on-the-job productivity is also easy to use. With the click of a mouse, this innovative product eliminates the labor and takes the guesswork out of time keeping.

Products included in DOVICO Track-IT® Suite

Track-IT pro is the back-end software used for team and individual time and cost reporting. Basic information (clients, projects, tasks, employees, etc.) is entered into Track-IT pro then transmitted to Track-IT timesheet entry software (Track-IT light, Track-IT web edition and/or Track-IT punchclock) for time recording. Once time is recorded, simply approve the timesheets and use Track-IT pro to create multiple team and individual time and cost reports. In a typical multi-user installation for example, everyone uses one or more timesheet entry tools (Track-IT light, Track-IT PDA, Track-IT web edition and/or Track-IT punchclock) on a daily basis for time entry and to view his or her timesheet and productivity reports. Managers use Track-IT pro weekly or monthly for project monitoring and reporting (by employee, team, client, project, task, etc.).

Track-IT pro can also synchronize with **Microsoft Project®** and **Microsoft Project Server®** to transmit time entries to Microsoft Project in addition to Track-IT pro. Microsoft Project is used to create project plans and tasks assigned to each employee are sent to Track-IT pro. Employees use Track-IT light or Track-IT web edition to record their time and the time information is updated in Track-IT pro as well as in each project file.

Track-IT pro can also connect to **QuickBooks®** using **Track-IT Link**. Track-IT Link permits the user to easily and quickly send billing and employee timesheet information to **QuickBooks®** for accurate payroll and/or billing purposes.

Track-IT pro web is the latest addition to Track-IT Suite. Track-IT pro web is a 100% web-based version of Track-IT pro. Using Track-IT pro web, a project manager or administrator can accomplish their usual day-to-day Track-IT activities (approve timesheets, produce reports, etc) from any location and on any computer. All that's required is a computer with a web browser and access to the Internet. NO CLIENT INSTALLATION REQUIRED.

In addition to Track-IT pro and Track-IT pro web, our Track-IT Suite includes several state-of-the-art timesheet entry software, which suit the needs of employees in your business no matter what type of work they do. Employees can select from one or more of the following Track-IT **timesheet entry tools™** for individual time/project tracking and reporting:

- **Track-IT light** is a Windows-based software used by employees. Employees simply select the project and task they want to monitor and Track-IT tracks their time, provides performance information (in graphic or report format) and compares it to their goals. It offers users instant feedback (pie/bar charts) to help increase their productivity and improve their performance. Employees can track time as they work using a timer or enter bulk time at the end of the day, week, month, etc. Timesheet information can be sent to Track-IT pro and Microsoft Project (or Microsoft Project Server) via a network connection or over the Internet.

- **Track-IT web edition** is a web based application used by off-site and office based workers over the Internet or an Intranet. As with Track-IT light, simply select the project and task and enter the total time worked. Track-IT web edition provides performance information (in report format) and compares it to your goals. It uses a Microsoft n-tiered architecture for high performance and great scalability. Application processing, business processing, and database processing can be separated/combined, as needed depending upon your company's needs.

- **Track-IT wireless** is an award winning time entry tool enabling employees to enter time and expenses through all wireless Internet devices (ex. Web enabled cell phones, PDA's, Blackberry's etc.). Employees simply go to a single URL, and the Track-IT server will configure for their display and data entry type. Track-IT wireless is automatically installed with Track-IT web edition.

- **Track-IT PDA** is a PDA-based software used by employees to enter time and expenses through their Personal Digital Assistants. Palm synchronization is supported. (Not included in Demo Software)

- **Track-IT punchclock** is a Windows-based software used by production line workers. Traditional punch clocks usually require complicated setup, installation and servicing which can in turn be expensive. With very little setup, Track-IT punchclock will work on multiple computers throughout your business and allow for multiple user access. Each employee can track time under a different project and task.

Track-IT Suite has won many awards including five out of five stars by Zdnet "Best Business Software, Editors Choice.

Highlights

Track-IT pro reporting

- View, graph and report ANY period of your choice
- Create custom reports
- Filter sorts for enhanced reporting
- Report on project estimates or budgets
- Export reports in as many as 70 formats including PDF, Excel, Word, OBDC, HTML, XML and many more

Track-IT pro data entry

- Enter multiple rates for overtime, regular, etc.
- Unlimited client addresses, notes and telephone numbers
- Use as many levels as necessary > 1,000,000
- Unlimited user defined custom fields
- Microsoft Project and Project Server two way compatibility
- Customizable security level access

- Configurable date & currency formats
- Customizable terminology
- Ability to capture company specific information through use of client definable fields

Track-IT pro web data entry

- 100 % web based
- Enter multiple rates for overtime, regular hours, etc.
- Unlimited client addresses, notes and telephone numbers
- Use as many levels as necessary (> 1,000,000)
- Customizable security level access
- Ability to capture company specific information through use of client definable fields

Track-IT pro web reporting

- View or print graphs and reports for ANY period of your choice
- Report on project estimates or budgets
- Filter sorts for enhanced reporting

General

- Advanced easy to use interfaces (GUI)
- Multi-user client-server technology and 100% web based
- Robust & secure solution with Audit trail
- Fast & easy seamless future upgrades

Employee timesheet entry

- Remote employee timesheet entry (Web, Internet, Intranet, WAN, VPN)
- Employees can set their own specific targets and goals
- Enter time without spending valuable system resources or interrupting other applications
- Employees can use any timesheet entry tools (Track-IT web edition, Track-IT PDA, Track-IT light, Track-IT punchclock) for easy timesheet entry
- Track-IT light, Track-IT web edition and Track-IT punchclock are stand-alone products that are linked by the data that they communicate. Some benefits arise from having the software stand-alone:
    - Reduced Training Time: Because the majority of employees will be entering their time using one of the Track-IT time tracking tools. Employees do not need to know how to use management tool and therefore reduces training time. These time entry tools can be learned in 15 minutes or less.
    - Efficient Resource Use: Because Track-IT light is used on a daily basis and with any other open application, resource use is especially important to ensure that the computer is not slowed down. Track-IT light uses very little computer resources so that it does not slow down the computer, or interfere with other running applications.
    - Portability: Some employees who need to use portable computers will need to run Track-IT light on their local disk drive to enter time. The software is easy to install and needs minimum system requirements.
    - Easy Deployment: As new changes (upgrades) to the software become available, deployment needs to be fast and easy. Thanks to Smart Upgrade Technology. It is a simple matter of changing the host (server) software.

Main features

- Prepares cost estimates by client, project, task, team, employee, and more.
- Keeps track of time and costs as work is being done.
- Enables employees to record and monitor their own time and costs relating to their assigned projects and related tasks.
- Provides access to a variety of reports and graphs for any selected period: Timesheet information, billable and non-billable information, client, project and task costs compared with estimated costs, etc.
- Security can be assigned to Track-IT pro and Track-IT pro web: an employee may be allowed to access all information, another may have a more restricted access.
- Security can be assigned to Track-IT timesheet entry tools: an employee using Track-IT timesheet entry tools can have features either removed or restricted.
- Enables individual employees to keep track of their time in a variety of ways (while work is being done, at the end of the day, week, month, etc. using start and end times or bulk time).
- Time entry is done with Track-IT light and/or Track-IT web edition and/or Track-IT punchclock. Track-IT light, Track-IT web edition and Track-IT punchclock use a live database connection to Track-IT, which enables the data to be transmitted in real time.
- With Track-IT's custom terminology, the applications within the Suite can be customized to conform to organizations existing terminology. Company definable custom fields, implemented throughout the Suite, provide the unique ability for organizations to record additional information specific to their organization. In the case of Track-IT timesheet entry tools, this feature provides "capture at the source" capability – the secret to accurate information retrieval.

Introduction to Track-IT light

On the road to better time and expense management.

Welcome to Track-IT® light, the Industry Standard in time tracking and productivity software from DOVICO Software. This power-packed version of Track-IT light combines exciting new features with the established functionality professionals have come to rely on.

Track-IT light is a full-featured time tracking package designed specifically for time and expense tracking and reporting. It is ideally suited for professionals and companies who need to track time to improve personal productivity and/or to monitor projects as work is being done.

ICON KEY

🗁	Valuable information
💻	Keyboard exercise
✎	Workbook exercise
📖	Workbook review

Track-IT light is an efficient time tracking and productivity tool. Use it to monitor your tasks as you perform your work or enter time information after the fact at the end of the day, week, month, etc. Use Track-IT light corporate wide with Track-IT pro (or Track-IT pro web) for enhanced team and cost reporting. No matter what field you work in, Track-IT light can help you achieve optimum productivity.

On the road to better time management

First, find out how much time you spend on your daily tasks

- Set targets for each project
- Enter your target information into the software
- Use Track-IT light to track the hours spent on each task
- Print the graphs and reports showing the results compared to the targets

Then ask yourself a few important questions

- Did you achieve your targets?
- Do you spend too much time on certain tasks?
- Is your time spent on the best priorities?
- What work habits do you need to change?
- What are your new targets?

For best results, use Track-IT light on a continuous basis.

Key features

These are just a few of the features that are included with Track-IT light.

- Automatically starts when employees computer is turned on or employee logs in
- Network ready for multiple users.
- Set performance targets & compare results
- Tree view selection windows for fast time entry
- Track and categorize your daily tasks
- Automatically calculate time and expense information
- Enter time information in a ‘stopwatch’ or in a timesheet view
- Simple user interface for ease of use, minimum employee training time
- Help files, tip of the day, step-by-step tutorial included for learning quickly
- Designed for speed, and small computer resource usage
- Notes available for each time entry created
- Access information by dates of your choice
- Full integration with Track-IT Suite
- Unlimited number of projects
- Unlimited number of tasks
- Automatic Stop/Start when switching tasks for fast time entry (optional preference)
- Optional small window stays on top of other running applications when tracking time or can be minimized to the windows system tray
- Notification of overlapping times

- Automatic notification of too many hours worked or not enough hours worked.
- Will not allow duplicate timesheets sent
- View or print graphs and reports
- Expense tracking & reporting
- Use Track-IT light without interrupting other running software

And many more…

System requirements

To run Track-IT light, you need:

- Microsoft Windows operating system version Windows 98 (or later version), or Windows NT
- Personal computer using Pentium 100 MHz processor
- Minimum 16 MB of memory (RAM)
- 2 MB Hard disk space to store offline files
- CD-ROM drive

To print, select from any printer supported by Microsoft.

What you need to know

Projects and Tasks are used to identify what you are tracking.

Projects:	A project or process, the subject of a task (administration, production, sales, etc.).
Tasks:	A task or activity (telephone, meeting, travel, etc.). Tasks are actions to be performed for each project. Multiple tasks are assigned to each project for time tracking purposes. You can create as many sub-tasks as necessary.

In addition to keyboard shortcuts for menu actions, Track-IT light offers one-step access to commonly-used views through buttons on the side shortcut bar. Frequently used views are right at hand when you need them. The shortcut bar appears on the side of each view. Click the button once to go to that view.

Timer view – With the click of a mouse, this innovative tool eliminates the labor and takes the guesswork out of time keeping. Use the Timer view to track time as you work. (like a stopwatch) (Menu command: View, Timer) (go to page 39)

Timesheet view – All time entered is saved in this Timesheet view. From this view, you can add, edit and delete timesheet information. It shows detailed time entries for any date range. (Menu command: View, Timesheet) (go to page 53)

Bulk Time view – Enter your total hours worked for the day or week in the Bulk Time view. This weekly grid lets you quickly distribute hours worked across one or more days or projects. Use it to copy and paste work from previous weeks or to edit timesheet information. This view shows rolled up time entries per project and task for each day of the week. (Menu command: View, Bulk Time) (go to page 45).

Calendar view – To view timesheet entries for a specific month. Click any day of the month to edit information (Menu command: View, Calendar) (go to page 59).

Expenses view – All expenses entered are saved in this Expense view. From this view, you can add, edit and delete expense information. It shows detailed expense entries for any date range. (Menu command: View, Expenses) (go to page 61)

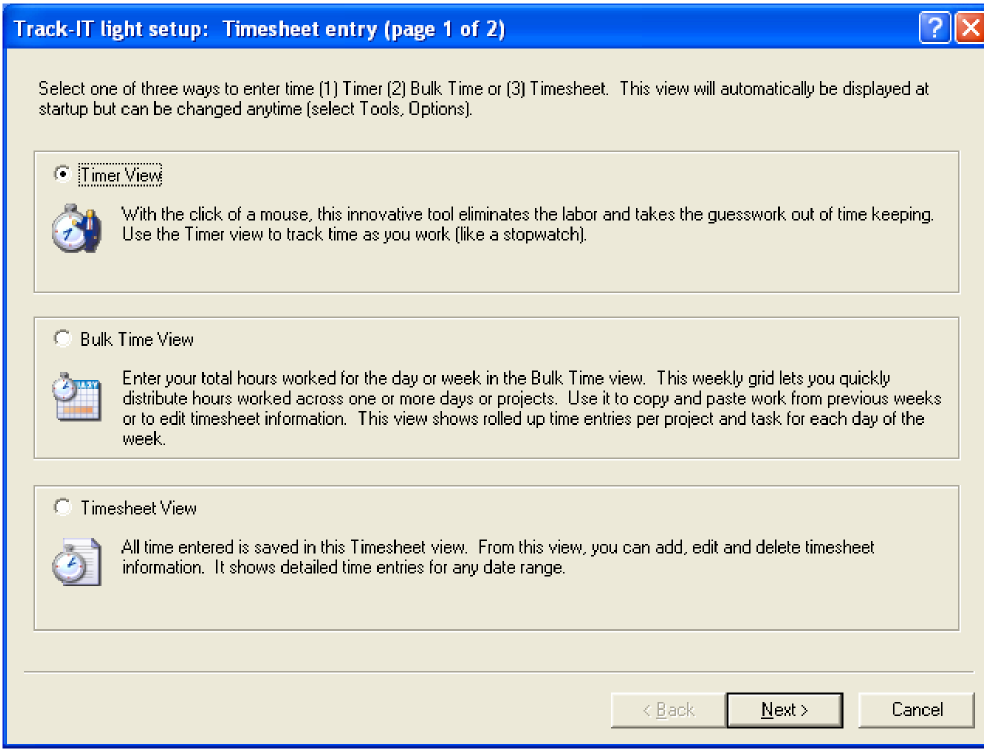
Estimates view – To view or edit the percent completed for any currently assigned project (Menu command: View, Estimates) (go to page 65).

Starting Track-IT light the first time

When you start Track-IT light the first time, the **Setup** wizard will be displayed. It will display two screens that you can use to quickly set up Track-IT light according to your own preferences. You can change these and options anytime by selecting **Tools**, **Option** from the menu.

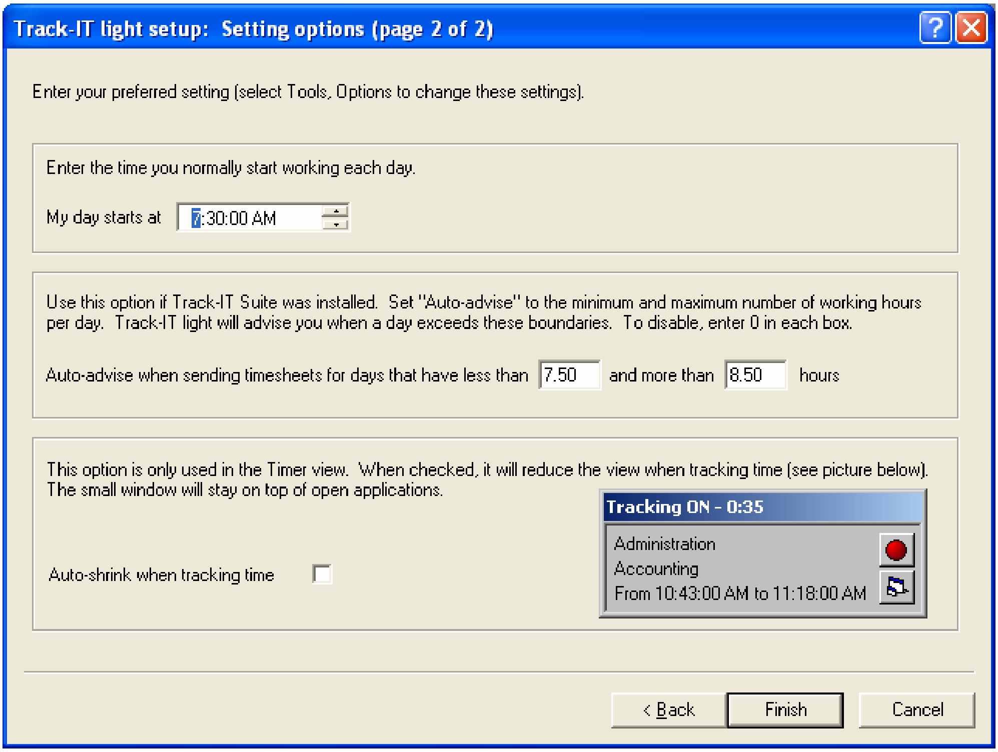
Setup screen 1

The first setup screen is used to select the startup screen for Track-IT light. Select the one you will most often use (Timer view, Bulk Time view or Timesheet view) and click **Next**.



Setup screen 2

This screen is used to select your preferred options. Select your preferences and click **Finish**.



Open Track-IT light

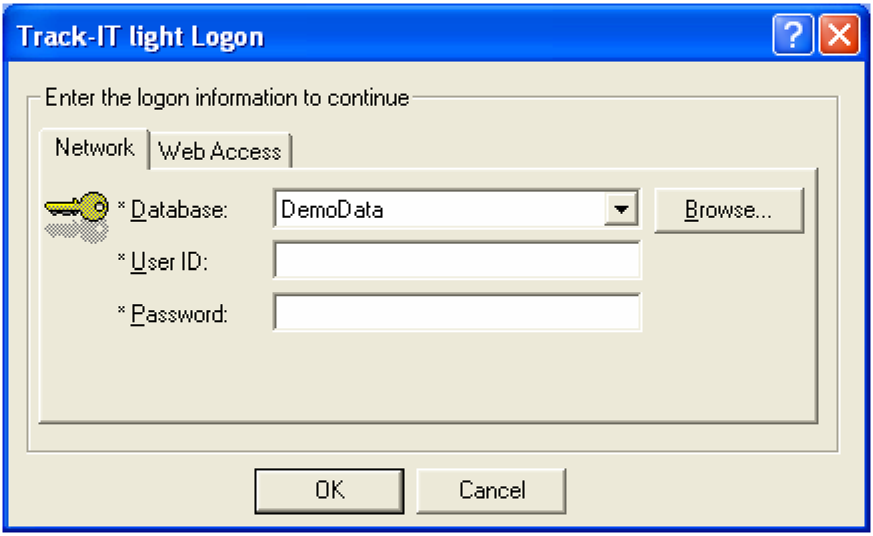
Track-IT light requires a User ID and Password to logon. You will need to obtain these from the Track-IT pro administrator. This User ID and Password will be required every time you open Track-IT light.

Track-IT light is able to connect to the local network or via an Internet connection when working off-site.

For users familiar with the logon steps used in previous versions of Track-IT light, follow the network connection instructions.

To open Track-IT light using a network connection:

1. Select **Start**, **Programs**, **Track-IT Suite**, **Track-IT light**.



2. Select the **Network** tab.
3. If your company uses more than one database, please select the appropriate **database** from the list.

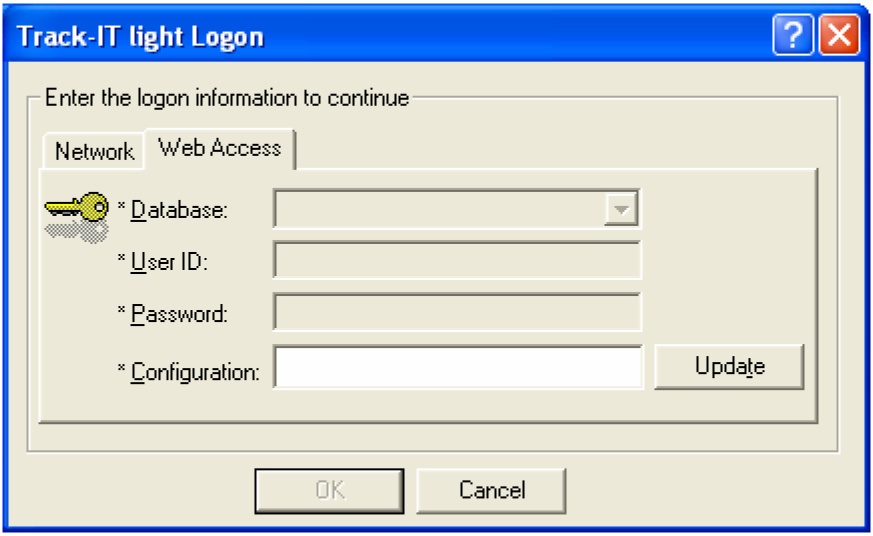
➲ If required, click the **Browse** button to navigate to the wcshost.ini file and click **Open**. By default this file is located in the Track-IT installation directory.

4. Enter your **User ID**. (demo database access = "RB")
5. Enter your **Password**. (demo database access = "RB")
6. Select the **OK** button to logon.

To open Track-IT light using an Internet connection:

Prerequisite: A Web Access configuration URL is required to access Track-IT light over the Internet. Contact your system administrator for more details.

1. Select **Start**, **Programs**, **Track-IT Suite**, **Track-IT light**.



2. Select the **Web Access** tab.
3. Confirm or enter the Web Access **configuration** URL.

➲ Press the **Update** button whenever the configuration URL is changed.

4. If your company uses more than one database, please select the appropriate **database** from the list.

5. Enter your **User ID**. (demo database access = “RB”)
6. Enter your **Password**. (demo database access = “RB”)
7. Select the **OK** button to logon.

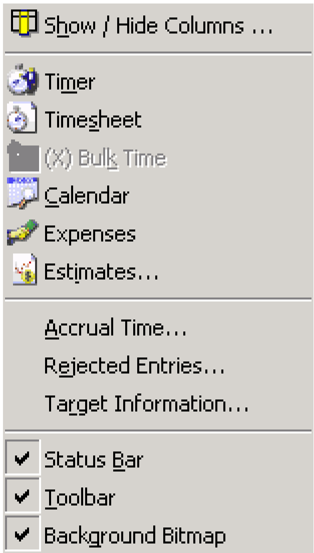
You are now ready to start tracking time.

- Timesheet & Bulk time entry, (see pages 53 and 45)
- Using the Timer, (see page 39)

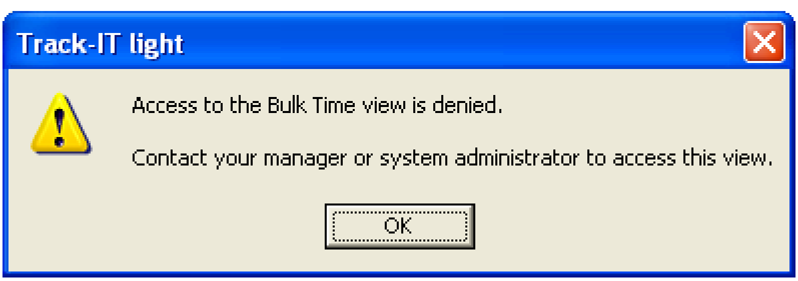
Track-IT light Security

Security can be applied to Track-IT light by granting and restricting access to menu items, views, and time tracking operations. Security can be applied to specific employees or groups of employees by the manager using Track-IT pro or Track-IT pro web.

Any menu item that has been restricted from use will be unavailable and will appear with an (X) character to the left of the option. For example if security restricted access to the bulk time view then the view menu would appear as shown below.



If access to the Bulk Time view has been restricted and you attempt to access the Bulk Time View using the side shortcut bar the following message will be displayed.

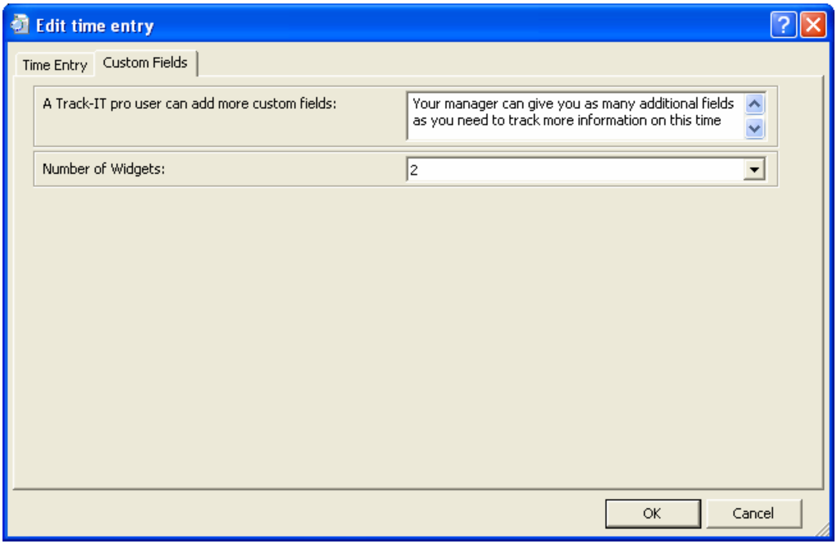


Security and Permissions for Track-IT light can only be edited or modified by Managers or Administrators using Track-IT pro or Track-IT pro web. If you require access to specific menu items, views or time tracking operations that have been restricted, please contact your Track-IT Manager or Administrator to modify your permissions.

Custom Fields

Custom fields can be implemented by your Track-IT manager to accommodate additional information that must be tracked when entering time and expenses.

To determine if custom fields are required and have been implemented by your manager, simply select the Custom Fields tab while tracking time and expenses in the Timer, Timesheet, Expense and Bulk Time views. Any custom fields that have been implemented will be displayed on the Custom Field Tab. If the custom field tab does not contain any fields, then custom fields have not been implemented. The image below displays a few examples of how custom fields are displayed.



Change Password

The Change Password function permits the user to change their password for all Track-IT Suite components: Track-IT pro, Track-IT pro web, Track-IT light, Track-IT web edition, Punch Clock, PDA and Wireless.

To change your password:

1. Select **Change Password** from the Tools menu.
2. Enter your **Current password**.
3. Enter your **New password**.
4. **Confirm** your new password.
5. Press **OK**.

Show Only Current Assignments

The **Show Only Current Assignments** function will hide tasks when the date is outside the task's scheduled start and end dates. When properly configured by the project manager using Track-IT pro or Track-IT pro web, this function hides, from the Track-IT light user's views, all those tasks that are not scheduled to be worked on.

- ➲ In the **Timer** view: Only tasks that are scheduled to be worked on, within the current day, are displayed.

- ➲ In the **Timesheet** view: Only tasks that are scheduled to be worked on, within the Timesheet view's date range, are displayed.

Important Information
Note that the date chosen in the Timesheet view's **Add Time entry** window has no effect on the list of tasks displayed. Pressing the Display All button will display any hidden tasks.

- ➲ In the **Bulk Time** view: Only tasks that are scheduled to be worked on within the Bulk Time view's date range are displayed.

Chapter 2

Preferences / Options

Options in the Tools menu are used to view information, to enter your preferences and to set automatic options.

Titles & Work Habits tab

Use this tab to view default title names for project, task and value added taxes that have been setup in Track-IT pro.

Titles

This displays the default current terminology that has been set in Track-IT pro. These title names are displayed in column and report headings.

Projects:	Project or process, the subject of a task (administration, production, sales, etc.).

Tasks:	A task or an activity (telephone, meeting, travel, etc.). Task names are actions to be performed for each Project. Multiple tasks can be assigned to each Project for time tracking purposes.

Value Added Tax:	A fee or due imposed on the members of an organization to meet its expenses. There are two fields available to enter Value added taxes in the Expenses view. These fields are titled Value Added Tax 1 and Value Added Tax 2.

Work habits

My day starts at

This option is used in the **Timer** view. Set this option to the time you normally start working. It is used to set a default value for the **Start from last** button at the beginning of each day.

To enable my day starts at:

1. Select **Tools**, **Options** from the menu.
2. Select the **Titles & Work Habits** tab.
3. Enter the time you usually start working in the **My day starts at** box.
4. Click **OK** to apply your change and return to the Timer view.

Auto-advise

This option applies to the **Submit** option . Set this option to the minimum and maximum number of working hours per day. The software will advise you before sending your timesheet whenever a day goes beyond the set boundaries.

To enable Auto-advise:

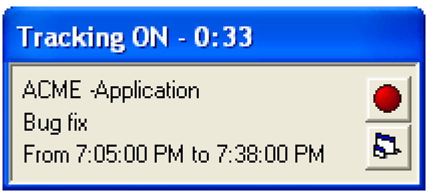
1. Select **Tools**, **Options** from the menu.
2. Select the **Titles & Work Habits** tab.
3. Enter the least amount of hours you want to work each day before you are advised in the **Auto-advise when sending timesheets for days that have less than** box.
4. Enter the most amounts of hours you want to work each day before you are advised in the **more than** box.
5. Click **OK** when done.

To **disable** Auto-advise, enter **0** in both boxes.

Automatic options tab

Auto-shrink

This option is used in the **Timer** view. When Auto-shrink is ON, the view will be reduced (or shrunken) when the **Start** or **Start from Last** buttons are used (see below). This small window will stay on top of any open application.



You can also manually shrink/detail the view by clicking when tracking is ON.

To turn Auto-shrink ON:

1. Select **Tools**, **Options** from the menu.
2. Select the **Automatic Options** tab.
3. Check the **Auto-shrink** box.
4. Click **OK** when done.

Auto stop/start

This option is used in the **Timer** view. When this option is ON, you do not need to click **Stop** when using the timer, while tracking time, simply select another task. The software will stop tracking, store the recorded timesheet entry and start tracking for the new selected task.

If Auto stop/start is ON and you want to allocate the current time worked to a different item, press the shift key while making your selection.

🗁 If Auto stop/start is OFF, press the shift key while making your selection when you're tracking time and it will automatically start tracking for the new selection.

🗁 When Auto stop/start is OFF, click items in the main list while tracking time and the software will continue to track time on the initial category until you click **Stop** and re-start the timer for another task.

To turn Auto stop/start ON:

1. Select **Tools**, **Options** from the menu.
2. Select the **Automatic Options** tab.
3. Check the **Auto stop/start** box.
4. Click **OK** when done.

Auto-save

This option is used in the **Timesheet** view. When ON, Auto-save will automatically save your timesheet entries when you close the view. When Auto-save is OFF, the software will prompt you to save changes made when you exit Track-IT light or go to another view. If you answer no, you will lose any unsaved information.

To turn Auto-save ON:

1. Select **Tools**, **Options** from the menu.
2. Select the **Automatic Options** tab.
3. Check the **Auto-save** box.
4. Click **OK** when done.

Auto-display

This option is used in the **Bulk Time** view. When ON, Auto-display will automatically display the Project and Task for any previously entered Bulk Time. When Auto-display is

OFF, only Projects and Tasks with Bulk Time entered for that specific week will be displayed.

IMPORTANT INFORMATION:
When checked, the Bulk Time view will <u>not display</u> previously used projects and tasks when a <u>Row Filter is in use</u>.

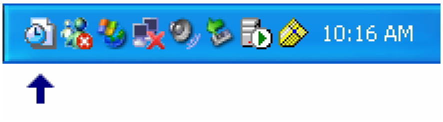
To turn Auto-display ON:

1. Select **Tools**, **Options** from the menu.
2. Select the **Automatic Options** tab.
3. Check the **Auto-Display Projects and Tasks for previously entered Bulk Time** box.
4. Click **OK** when done.

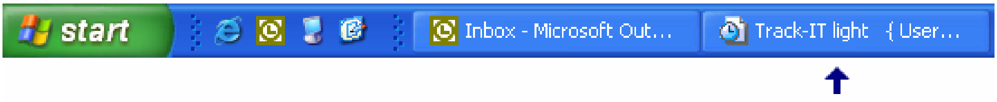
When minimizing, move to system tray

Use this option as follows:

- When checked: Track-IT light will be available from the system tray when minimized.



- When unchecked: Track-IT light will be available from the taskbar when minimized.



To check/uncheck this option:

1. Select **Tools**, **Options** from the menu.
2. Select the **Automatic Options** tab.
3. Check or uncheck the **When minimizing, move to system tray** box.
4. Click **OK** when done.

Startup view

Use this tab to select which time entry screen to load when Track-IT light starts.

- **Timer** view to enter time as you go.
- **Timesheet** view to enter time on a daily basis.
- **Bulk Timesheet** view to enter time on a weekly basis.
- **Expenses** view to enter expenses on a daily basis.
- **Estimates** view to enter estimates on a daily basis.

To select your preference

1. Select **Tools**, **Options** from the menu.
2. Select the **Startup view** tab.
3. Check which time entry screen you prefer using and Track-IT light will load that view when it starts.
4. Click **OK** when done.

Remote Synchronization

Track-IT light is capable of connecting to the Track-IT database either via a local area connection or via the Internet.

The **Remote Synchronization** tab in the Options menu enables the user to modify the web access URL or to change the type of connection currently being used.

To add or modify the Web Access URL:

1. Select **Tools**, **Options** from the menu bar.
2. Select the **Remote Synchronization** tab.
3. Enter or modify the **Configuration URL**.
4. Press the **Test Connection** button to verify the URL.
5. Click **Apply** then **OK**.

To change the current connection:

The current connection is the one selected (**Web Access** or **Network**)

1. Select the opposite **type** of connection.
2. Click **Apply** then **OK**.

Chapter

3

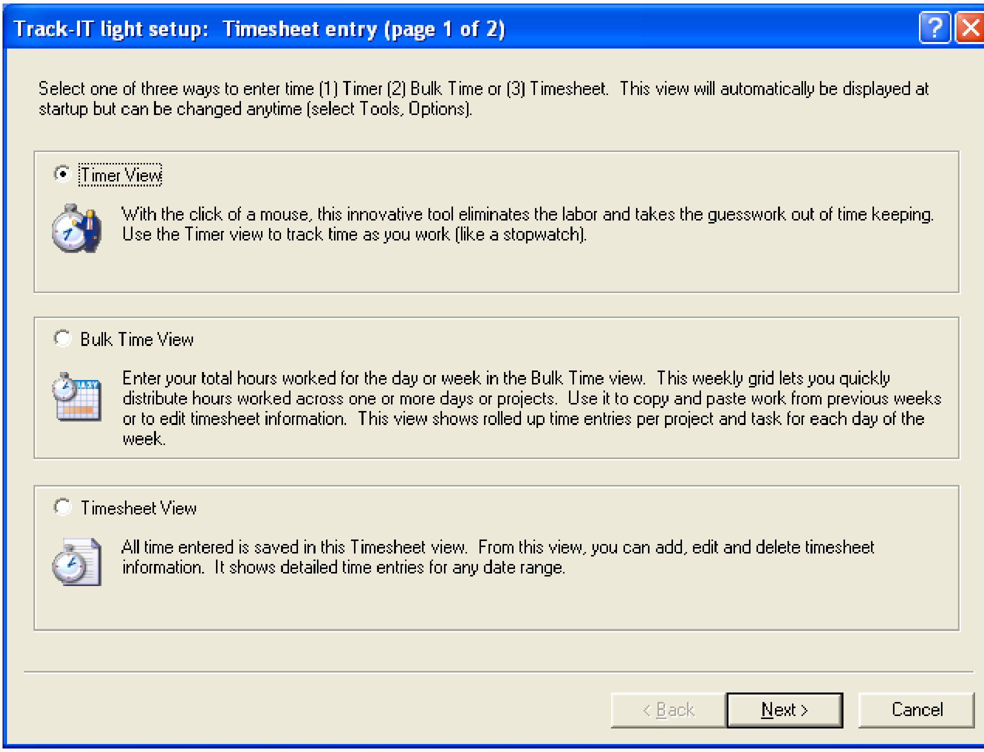
Step-by-step

Learn to use Track-IT light in 3 easy steps

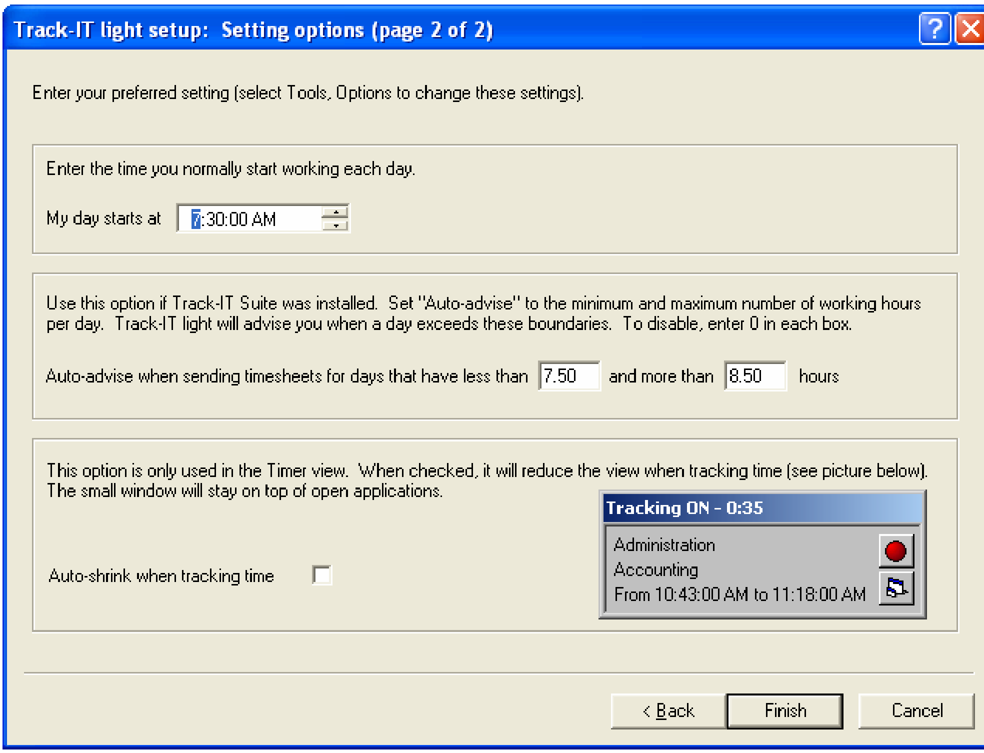
Step 1.1 - Starting Track-IT light

When you start Track-IT light the first time, the **Setup** wizard will be displayed. It will display two screens that you can use to quickly set up Track-IT light according to your own preferences. You can change these and options anytime by selecting **Tools**, **Options** from the menu.

The first setup screen is used to select the startup screen for Track-IT light. Select the one you will most often use (Timer view, Bulk Time view or Timesheet view) and click **Next**.



The second screen is used to select your preferred options. Select your preferences and click **Finish**.



Step 1.2 – Basic information

Track-IT light has two basic levels of information; Projects and Tasks:

Projects:	Project or process, the subject of a task (administration, production, sales, etc.).
Tasks:	A task or an activity (telephone, meeting, travel, etc.). Task names are actions to be performed for each Project. Multiple tasks can be assigned to each Project for time tracking purposes.

Step 1.3 - Ways to enter time

Track-IT light offers three easy ways to enter time (1) Timer (2) Bulk Time and (3) Timesheet. Use the Startup view tab in Tools, Options, to select one view and Track-IT light will automatically go to your preferred view when it starts.

Timer view

With the click of a mouse, this innovative tool eliminates the labor and takes the guesswork out of time keeping. Use the Timer view to track time as you work (like a stopwatch).

Bulk Time view (Weekly time)

Enter your total hours worked for the day or week in the Bulk Time view. This weekly grid lets you quickly distribute hours worked across one or more days or projects. Use it to copy and paste work from previous weeks or to edit timesheet information. This view shows rolled up time entries per project and task for each day of the week.

Timesheet view

All time entered is saved in this Timesheet view. From this view, you can add, edit and delete timesheet information. It shows detailed time entries for any date range.

Use a combination of 1, 2 and 3. Studies have shown that this is the most effective and productive way of timesheet entry. So let's start by learning how to use the Timer…

Step 1.4 - Using the Timer

The timer (stopwatch) is extremely easy to use. You can track time in three mouse clicks (or in two mouse clicks if you use **Auto Stop/Start**). Go to the **Timer** view (click the **Timer** button on the side shortcut bar).

To start tracking time:

1. Select the **task** name from the list and enter a **Description** (optional).
2. Click the **Start** or **Start from Last** buttons.

To stop tracking time:

1. Click the **Stop** button . When you click this button, your time entry will be stored in the **Timesheet** view and you can edit it there if necessary.

That's it! Do this while you work and you won't have the headache of manually entering your time. Plus, you don't have to waste productive time filling out your timesheet at the end of the week because the task is already done.

Still not convinced, that's OK because you can enter bulk time. Just go to the next step to learn how to enter bulk time. To add or edit time entries recorded using the Timer, use the Timesheet view instead of the Bulk Time view to edit those days (see page 35).

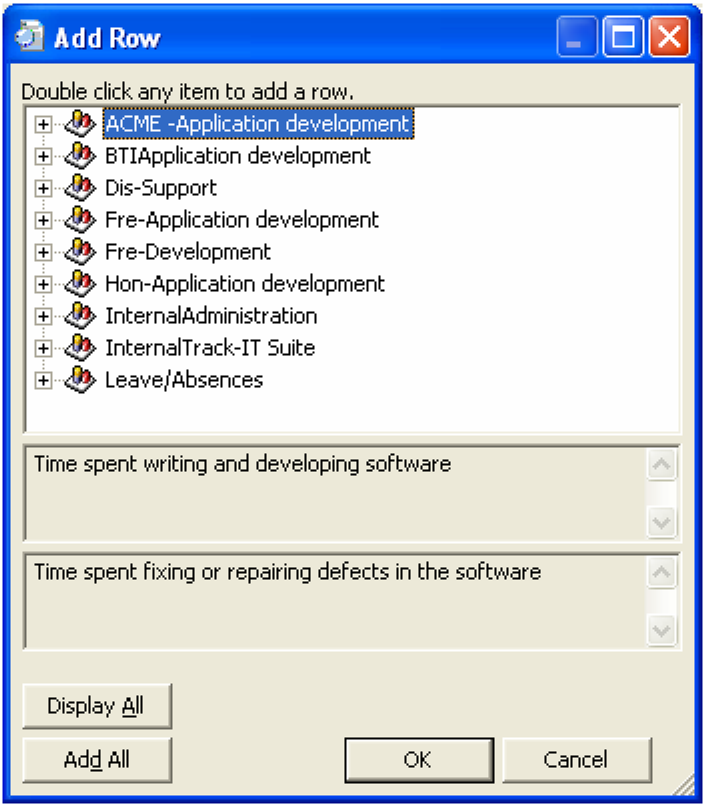
Step 1.5 - Using the Bulk Time view

The Bulk Time view is a grid type form, which enables you to enter time for an entire week. Use it to quickly distribute time across multiple days or projects or use it to copy/paste past weekly time entries for a new week. Let's learn how to enter time using this view.

Go to the Bulk Time view (click button on the side shortcut bar).

To add time:

1. Select the **Week ending** date from the calendar.
2. Click the **Add** button.
3. Double-click any **Task** to add a row in the weekly grid, or click the **Add All** button. Click **OK** when done.



4. Enter the **total hours** worked in the appropriate box for the day.

	Fri, Oct 11	Sat, Oct 12
Client Quotations: Correspondence		
Client Quotations: Marketing		
Client Quotations: Meeting		
Leave/Absences: Correspondence		
Total	0:00	0:00

5. To quickly distribute hours worked for multiple days or projects, select the applicable rows and/or columns, right click and select **Add Total Time** from the menu.

6. Enter the **Total hours worked**.
7. Click **OK** when done.

To copy/paste time:

1. Click the **Bulk Time** button  on the side shortcut bar if you're not already there.
2. Select the date from the **Week ending** box. HINT: Click the red circle to automatically select today's date.
3. Select one or more boxes to copy, right click and select **Copy**.
4. Select the first box to paste, right click and select **Paste**.

Important information:

- You do not need to select the same number of boxes to paste. Simply select the first box to paste.
- If you've selected time entries across multiple days, they will be copied to following days but will not go beyond the displayed week.
- Time entries entered in this view can only be edited if they have not been submitted to Track-IT. Time entries for days that have been submitted will appear in a different color.
- To edit time entries that have been entered from the Timer view, it is advisable to use the Timesheet view instead of the Bulk Time view as time entries will be rolled up when edited in the Bulk Time view.

Time entries can also be viewed in more detail from the Timesheet view. The next step explains how to use this view.

Step 1.6 – Add or edit time entries

Time entered using the Timer or Bulk Time views can be edited in the Timesheet view. From there, you can also add any entries you may have forgotten. So let's learn how to add and edit time entries in the Timesheet view.

Go to the **Timesheet** view (click button on the side shortcut bar or, to edit a particular day, double click the day in the **Calendar** view).

To add:

1. Click the **Add** button .
2. Select the timesheet entry **Date** from the calendar.
3. Enter the total number of hours in the **Duration** box (or you can enter **Start** and **End** times).
4. Select the **Task** from the list and a **Description** (optional).
5. Click **OK** when done.

- To edit, select a row and double-click to edit accordingly.
- To delete, select a row and click the **Delete** button .

THAT'S GREAT, YOU'VE SUCCESSFULLY COMPLETED THE FIRST STEP

Now:

- Track the time that you spend working on your projects and tasks for a day.
- At the end of the day, go to the second step to learn how to view and print reports.

If you have problems, select **Help**, **Contents** in Track-IT light for help on particular options or functions or use the **What's this Help** for help on items on any view (click the button on the toolbar then click any item).

Good luck and see you tomorrow!

Step 2.1 - Print reports & graphs

Now that you've entered your time for a day, you're ready to analyze the information. First, print your reports and graphs:

1. Select a report or graph from the **Reports** menu.
2. Click the **Date Range** button to select the reporting period.
3. Click the **Print** button .
4. Redo **steps 1 to 3** to view or print other reports or graphs.

Step 2.2 - Analyze the information

Looking at your reports and graphs, ask yourself a few important questions:

1. Did I achieve my targets?
2. Did I spend too much time on certain tasks?
3. Is my time spent on the best priorities?
4. What work habits do I need to change?
5. What are my new targets?

Step 2.3 - Enter new targets

Enter your new targets in Track-IT light.

To enter targets:

1. Go to **View, Target Information**.
2. Select a **Project** from the list.
3. Edit **Target** information at the bottom of the pop up box.
4. Redo steps 2 and 3 for the other projects.
5. Click **OK**.

YOU'VE SUCCESSFULLY COMPLETED THE SECOND STEP

Now,

1. File the printed reports and graphs in a safe place until we reach step 3.
2. Track your time for another day.
3. After tracking your time for a day, go to the 3rd and final step.

If you have problems, select **Help**, **Contents** in Track-IT light for help on particular options or functions or use the **What's this help** for help on items on any view (click the  button on the toolbar then click any item).

Good luck and see you tomorrow! 

Step 3 - Final step

Now, examine your improvements.

1. Print or view your reports or graphs:

   a. Select a report or graph from the **Reports** menu. Click the  button to change the reporting period.

   b. Click  to **print**.

   c. Compare this report or graph with the one printed yesterday.

2. Are your targets closer to reality than the previous graph?
3. To submit your timesheet information to Track-IT, click .

The most important principle of time management is to realize what your priorities are and to ensure that you are working towards them. If your targets are closer to reality, WOW, YOU DID IT!

CONGRATULATIONS, you’re on your way to better time management. All you need to do now is keep tracking your time and make sure you print or view your graphs on a regular basis.

And remember, good time management starts with using the right tools... Good luck and most of all, have fun! 

Chapter 4

Timer view

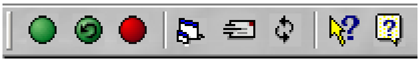
Track-IT light offers three easy ways to enter time (1) Timer (2) Bulk Time and (3) Timesheet. Use the Startup view tab in Tools, Options, to select one view and Track-IT light will automatically go to your preferred view when it starts. Here, we will discuss how to use the Timer view.

With the click of a mouse, this innovative tool eliminates the labor and takes the guesswork out of time keeping. Use the **Timer** view  to track time as you work (like a stopwatch).

All time entered is saved in this **Timesheet** view . From the Timesheet view, you can add, edit and delete time entries entered using the Timer. It shows detailed time entries for any date range. Quickly go to the Timesheet view to edit any day. Simply double click any day in the **Calendar** view  to display the **Timesheet** view for that day.

Understanding the Timer toolbar

In addition to keyboard shortcuts for the menu actions, Track-IT light offers one-step access to commonly used actions through buttons on the **Timer** toolbar. Frequently used actions are right at hand when you need them. The toolbar appears at the top of the view. Click the button once to turn it on.



To **Start** tracking time as of now on the selected item in the Tracking List or Priority Tracking List. When tracking is stopped, the timesheet entry is moved to the Timesheet view and you can edit it if necessary. (Menu command: Actions, Start)

To **Start** tracking time from the end time of the previous timesheet entry or as of the default start time set in Preferences (see "My day starts at" in Tools, Options). If no previous timesheet entry was made for today, and the current time is prior to your set default start time, the "start from last" will be disabled. (Menu command: Actions, Start from Last)

To **Stop** tracking time. Once tracking is stopped, the timesheet entry is moved to the Timesheet view for editing if necessary (see also Auto stop/start. (Menu command: Actions, Stop)

To **Detail** or **Shrink** the **Timer** view. Shrink will only work when tracking is ON. (Menu command: Actions, Shrink)

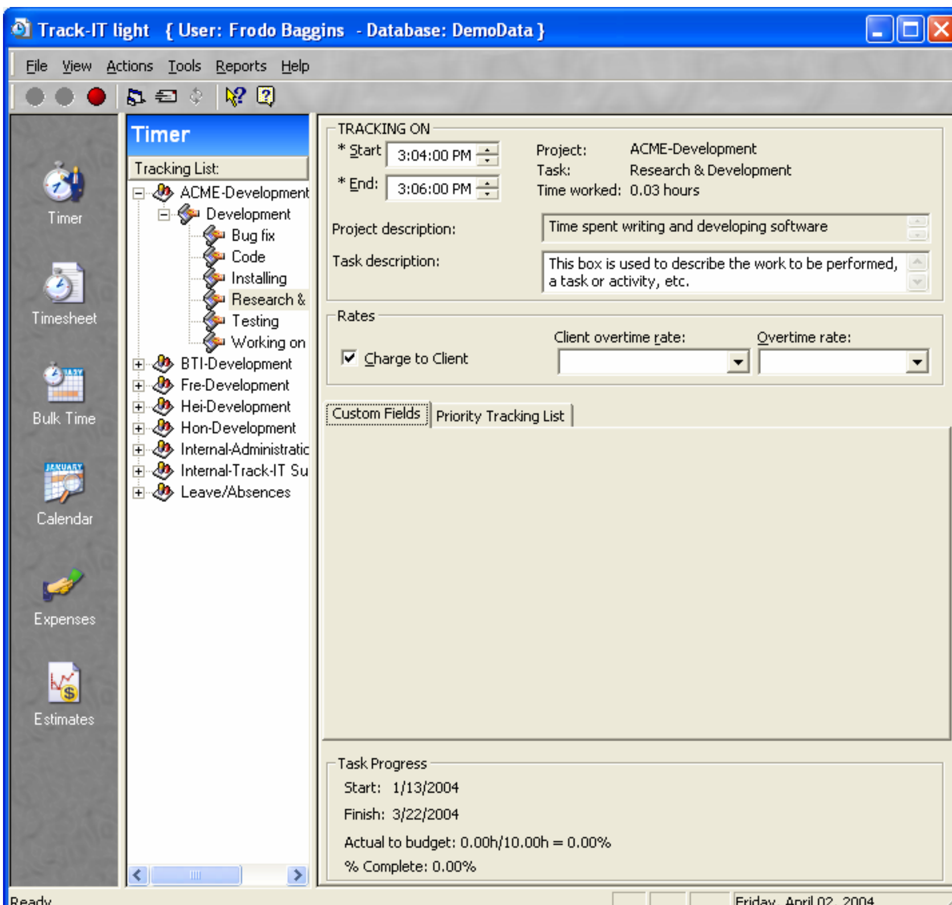
This button is used to **Submit** your timesheet. (Menu command: Actions, Submit Time & Expense Entries)

This button is used to **Refresh** your project and task list. (Menu command: View, Refresh)

To display the **Help** table of contents. You can also use the **What's this Help** for help on items on any view (click the button on the toolbar then click any item) or search for a topic using the Help option in the menu. (Menu command: Help, Contents)

To start the timer:

1. Select **View**, **Timer** (or click the **Timer** button  on the side shortcut bar) if you're not already there.



2. Select the **Task** name from the list.
3. Enter a **Description** if required.
4. Click the **Start** or **Start from Last** buttons.
   - The **Start from Last** button will start tracking according to the end time of the previous timesheet entry.
   - If the previous timesheet entry was recorded prior to today, the **Start from Last** will use the default time entered in **Tools**, **Options**, **My day starts at**.
   - If **Auto-shrink** is ON, when you click on **Start** or **Start from last**, the view will then shrink and remain on top of any open application. Go to **Tools**, **Options**, **Automatic Options**, to turn Auto-shrink ON or OFF.
   - To maximize the view, click the **Detail/Shrink** button . The software will keep tracking either way.
   - If you want to enter time against a project that you've removed from the list, select **Actions**, **Display All Items** from the menu.
   - You can also remove items from your list of available projects/tasks by using **View**, **Target Information**.
5. Select the **Charge to Client** option if the time transaction is billable or deselect this option if it's non-billable.
6. If required, select the appropriate **Overtime Rates**.
7. Click the **Custom Fields** tab and enter Custom field information if required. (See page 19)

Tasks not being displayed?

If Tasks are no longer being displayed or are not displayed in all views (Timer, Timesheet, Bulk Time), the Track-IT manager may have configured the task to prevent entries outside specific start and end dates. See Show Only Current Assignments on page 20 or contact your manager for more information.

To stop the timer:

1. Click the **Stop** button.

- ➲ If the view is shrunk, the Timer view will be automatically restored. The recorded time will move to the timesheet (click the **Timesheet** button on the side shortcut bar) and the start and end times in the main view will reset, ready to start tracking again.

2. Select another task and click **Start** or **Start from last** to start tracking for your new selection.

   - ➲ If **Auto stop/start** is ON, you do not need to click stop. While tracking is ON, simply select another task. The software will stop tracking, store the recorded timesheet entry and start tracking for the new selection.
   - ➲ If **Auto stop/start** is ON and you want to allocate the current time worked to a different item, press the shift key while making your selection.
   - ➲ If **Auto stop/start** is OFF, press the shift key while making your selection when you're tracking time and it will automatically start tracking for the new selection.
   - ➲ Use your mouse to drag and drop items from your **Tracking List** to your **Priority Tracking List** for frequently used categories. Use the Priority Tracking List to track time in the same manner described above. To remove items from your list, select **Actions**, **Clear Priority Tracking List** from the menu.

Task Progress Statistics

In the Timer view, **Task Progress** information is displayed in the right pane. This information displays a task's progress against budgeted time and the timesheet entry tool user's estimate.

Click on a task to display its Task Progress information. If a task is a global task then "No Estimate information available for this Task." appears. If there is no budgeted information for a task (assigned in Track-IT pro or Track-IT pro web), then the Start and Finish dates are displayed but the calculations show N/A (Not Applicable).

<u>Task Progress description</u>

- ➲ The task's scheduled **Start** and **Finish** dates. The Task start and finish dates can be changed in the Project Budgets and Gantt views in Track-IT pro (and Track-IT pro web.

- **Actual hours** entered / **Budgeted hours**. Displays the Actual hours worked against the Budgeted hours that it would take to complete the task. The result shows the % completed based on the Actual and Budgeted hours. Note that Budgeted hours are entered in Estimated Hours within the Project Budgets view of Track-IT pro or Track-IT pro web.
- Displays the employees **% Complete** entered in the Estimates view of Track-IT light. Changes made to the % Complete are sent to Track-IT. Changes made in the Budgeted hours will automatically update the % Complete entered.

Chapter

5

Bulk Time view

Track-IT light offers three easy ways to enter time (1) Timer (2) Bulk Time and (3) Timesheet. Use the Startup view tab in Tools, Options, to select one view and Track-IT light will automatically go to your preferred view when it starts. Here, we will discuss how to use the Bulk Time view.

Enter your total hours worked for the day or week in the **Bulk Time** view . This weekly grid lets you quickly distribute hours worked across one or more days or projects. Use it to copy and paste work from previous weeks or to edit timesheet information. This view shows rolled up time entries per project and tasks for each day of the week.

Understanding the Bulk Time toolbar

In addition to keyboard shortcuts for the menu actions, Track-IT light offers one-step access to commonly used actions through buttons on the **Bulk Time**  toolbar. Frequently used actions are right at hand when you need them. The toolbar appears at the top of the view.

 To **save** the timesheet. (Menu command: File, Save)

 To **print** the timesheet. (Menu command: File, Print)

 To **add** a timesheet entry. (Menu command: Edit, Add Row)

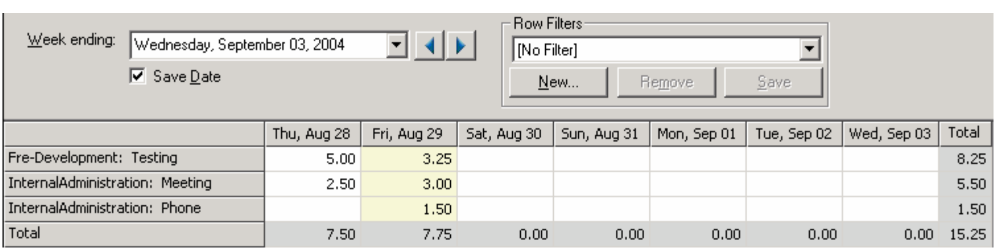
 To **delete** a timesheet entry. (Menu command: Edit, Delete Selected Cells). You can also use "Delete Row" from the Edit menu to delete all entries for a row.

 To **hide** a row. Once a row has been hidden, you can create a new row filter to save your current configuration so you can display only those specific rows each time you enter the bulk time view.

 To **submit** your time and expenses. (Menu command: Actions, Submit Time & Expense Entries)

 To display the **Help** table of contents. You can also use the **What's this Help** for help on items on any view (click the  button on the toolbar then click any item) or search for a topic using the Help option in the menu. (Menu command: Help, Contents)

You can add or edit time entries for any day in this view until they have been submitted to Track-IT. Days that have been submitted are marked in yellow (see image below). You can however add new entries for those days from the Timesheet or Timer views.



	Thu, Aug 28	Fri, Aug 29	Sat, Aug 30	Sun, Aug 31	Mon, Sep 01	Tue, Sep 02	Wed, Sep 03	Total
Fre-Development: Testing	5.00	3.25						8.25
InternalAdministration: Meeting	2.50	3.00						5.50
InternalAdministration: Phone		1.50						1.50
Total	7.50	7.75	0.00	0.00	0.00	0.00	0.00	15.25

This is a screen shot of the **Bulk Time** view. Notice that for Friday, Aug 29, the day is highlighted in yellow. This day cannot be edited from this view because the time entries have been submitted.

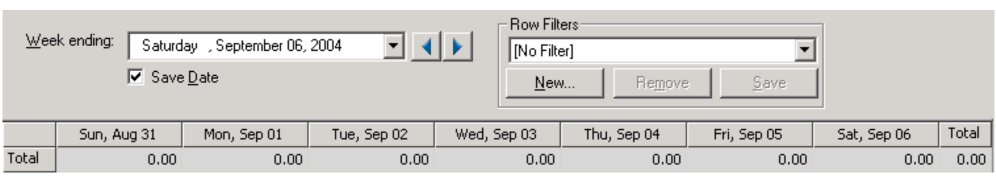
Note: If you edit a day where time entry was done using the Timesheet or Timer views, time entered will be rolled up (i.e. if you have two time entries for the same project and task, it will be rolled up into one). Time entries for the day will start at the time specified in your "my day starts at" setting, overwriting any specific "start" and "end" times entered.

It will also roll up multiple entries for the same Project/Task for that date. The effect can be the loss of individual Custom Field and Description data.

Hint: Use the Auto-display projects and tasks to view (or hide) previously used projects and tasks.

To enter a time entry or distribute time over multiple days/projects:

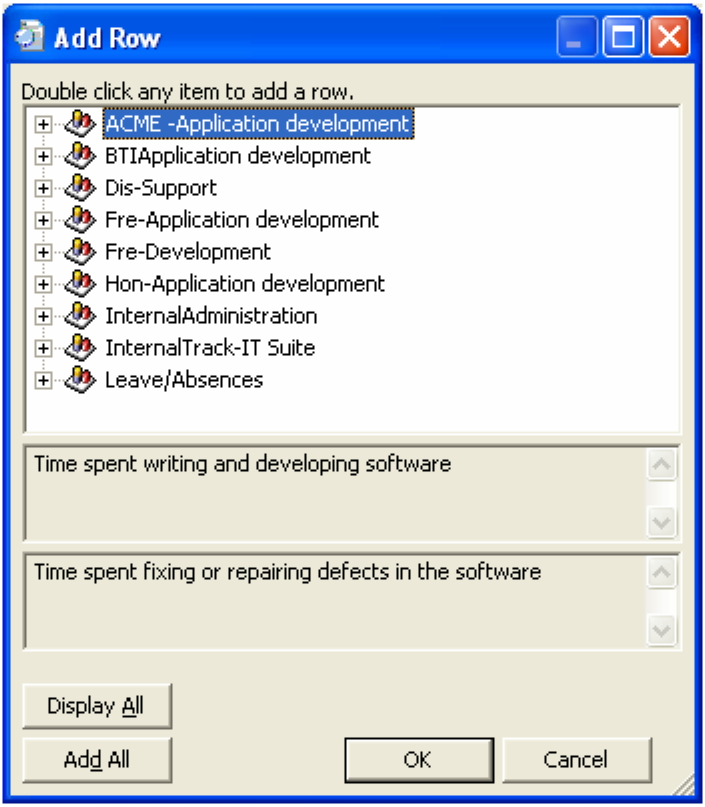
1. Select **View**, **Bulk Time** from the menu (or click the **Bulk Time** button on the side shortcut bar). The **Bulk Time** view will be displayed.



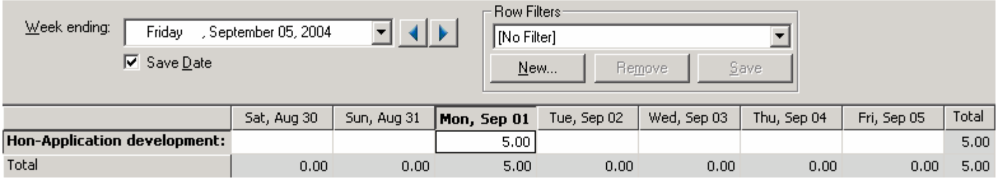
2. Select the **Date** from the **Week ending** box.

   ➲ Click the red circle to automatically select today's date.

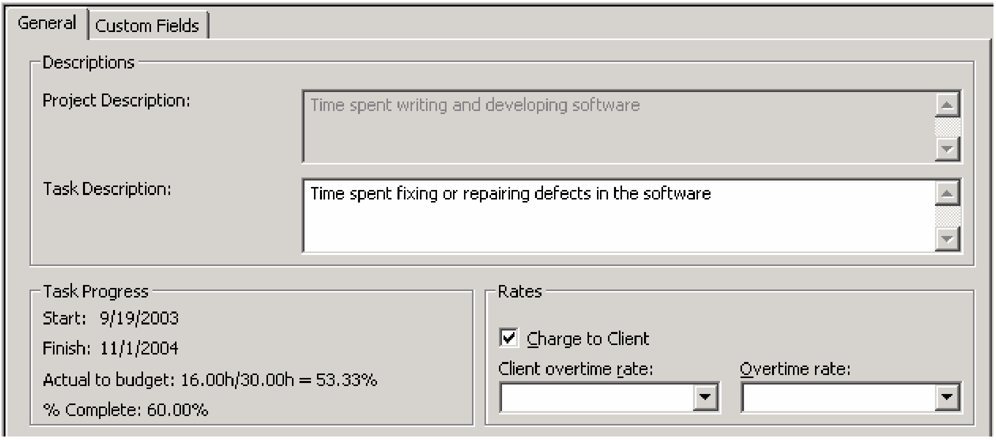
3. Click the **Add** button on the top toolbar (or select **Edit**, **Add Row** from the menu, or right click and select **Add Row**). A pop-up box will be displayed.



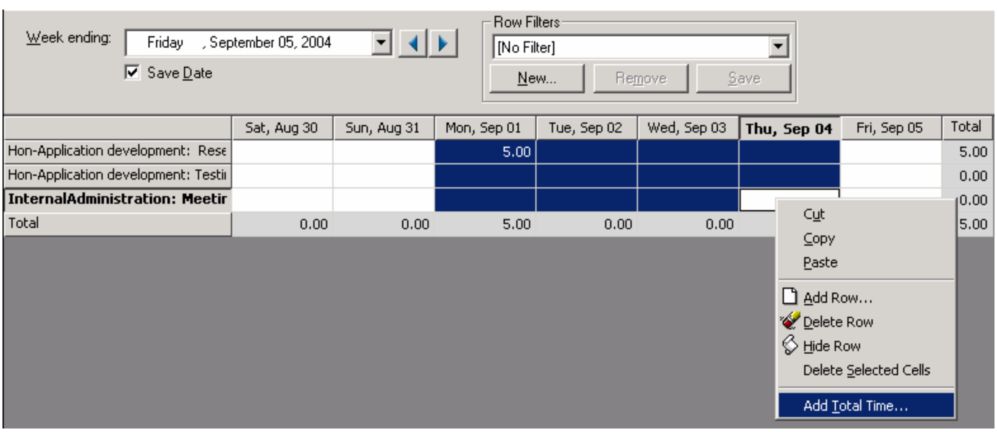
4. Select the task from the list and double-click the task to add a new row in your weekly timesheet grid. Double click any other item to add as many rows to the grid or click the Add All button to add all items. Click **OK** when done.
5. In the weekly grid, enter the total **number of hours** worked in the appropriate white box corresponding with the project/task.



6. As shown below you can enter additional information for the time entry in the lower half of the view, this includes **Descriptions**, **Client Overtime Rate**, **Overtime Rate** and **Custom Fields**.



7. To quickly distribute hours across multiple days or projects, add the appropriate rows to your worksheet (steps 3 and 4 above), select the applicable **cells**, right click and select **Add Total time** from the menu.



8. Enter the **Total hours** worked.

9. Click **OK** when done.

Tasks not being displayed?

If Tasks are no longer being displayed or are not displayed in all views (Timer, Timesheet, Bulk Time), the Track-IT manager may have configured the task to prevent entries outside specific start and end dates. See Show Only Current Assignments on page 20 or contact the project manager for more information.

Task Progress Statistics

In the Bulk Time view, **Task Progress information** is displayed in the bottom pane. This information displays a task's progress against budgeted time and the timesheet entry tool user's estimate.

Click on a task to display its Task Progress information. If a task is a global task then "No Estimate information available for this Task." appears. If there is no budgeted information for a task (assigned in Track-IT pro or Track-IT pro web), then the Start and Finish dates are displayed but the calculations show N/A (Not Applicable).

<u>Task Progress description</u>

- The task's scheduled **Start** and **Finish** dates. The Task start and finish dates can be changed in the Project Budgets and Gantt views in Track-IT pro (and Track-IT pro web).
- **Actual hours** entered / **Budgeted hours**. Displays the Actual hours worked against the Budgeted hours that it would take to complete the task. The result shows the % completed based on the Actual and Budgeted hours. Note that Budgeted hours are entered in Estimated Hours within the Project Budgets view of Track-IT pro or Track-IT pro web.
- Displays the employees **% Complete** entered in the Estimates view of Track-IT light. Changes made to the % Complete are sent to Track-IT. Changes made in the Budgeted hours will automatically update the % Complete entered.

To edit a time entry:

1. Select **View**, **Bulk Time** from the menu (or click the **Bulk Time** button  on the side shortcut bar) if you're not already there.
2. Select the **Date** from the **Week ending** box.

➲ Click the red circle to automatically select today's date.

3. Go to the appropriate box and edit the time entered.

   ➲ You can add or edit time entries for any day in this view until they have been submitted to Track-IT. Days that have been submitted are marked in yellow. You can however add new entries for those days using the Timesheet or Timer views.

   ➲ If you edit a day where time entry was done using the Timesheet or Timer views, time entered will be rolled up (i.e. if you have two time entries for the same project and task for the day, it will be rolled up into one), and time entries for the day will start at the time specified in your "my day starts at" setting. This will overwrite any specific "start" and "end" times entered.

To delete a time entry:

1. Select **View**, **Bulk Time** from the menu (or click the **Bulk Time** button  on the side shortcut bar) if you're not already there.
2. Select the **Date** from the **Week ending** box.

   ➲ Click the red circle to automatically select today's date.

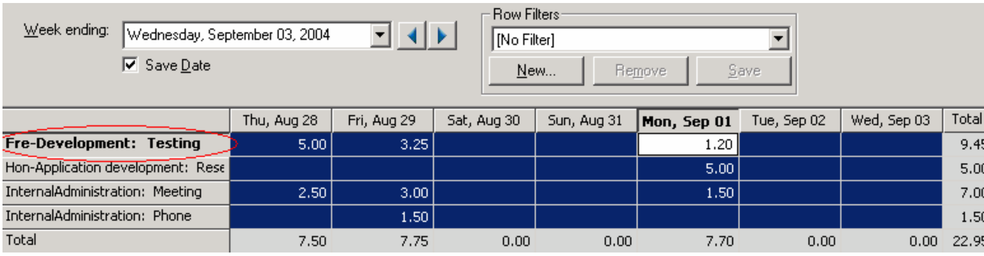
3. Select one or more boxes to delete.
4. Right click and select **Delete Selected Cells** to delete all entries in the selected boxes or simply enter 0 in the appropriate box.

   ➲ Deleted items cannot be recovered.

5. To delete a row, select the row and right click to select Delete Row. When you delete a row, it will only delete time entries for the displayed week.

   ➲ When you delete a row, it does not delete projects or tasks, only time entries displayed in the current week.

   ➲ You can only delete one row at a time. If you have more than one row selected, the row marked in bold is the one, which will be deleted (see image below).



In this case, the "Fre-Development: Testing" row is the one that will be deleted.

To create a Row Filter:

1. Add the rows that you would like to be able to display each time you open the Bulk Time view.
   - You can add a row using the "Edit, Add Row" menu command or you can hide rows by using the "Edit, Hide Row" command.
2. Click New, enter a Name for the filter and select OK.
   - You can delete a filter by selecting the remove button or edit the filter by adding/hiding rows and selecting Save.

To copy/paste a time entry:

1. Select **View**, **Bulk Time** from the menu (or click the **Bulk Time** button  on the side shortcut bar) if you're not already there.
2. Select the **Date** from the **Week ending** box.
   - ➲ Click the red circle to automatically select today's date.
3. Select one or more boxes to copy, right click and select Copy.
4. Select the first box to paste, right click and select Paste.
   - ➲ You do not need to select the same number of boxes to paste. Simply select the first box to paste.
   - ➲ If you've selected time entries across multiple days, they will be copied to following days but will not go beyond the displayed week.

Chapter 6

Timesheet view

Track-IT light offers three easy ways to enter time (1) Timer (2) Bulk Time and (3) Timesheet. Use the Startup view tab in Tools, Options, to select one view and Track-IT light will automatically go to your preferred view when it starts. Here, we will discuss how to use the Timesheet view.

All time entered is saved in this **Timesheet** view . From this view, you can add, edit and delete time entries entered using the **Timer** or **Bulk Time** views. It shows detailed time entries for any date range.

Quickly go to the **Timesheet** view to edit any day. Simply double click any day in the **Calendar** view  to display the **Timesheet** view for that day.

Understanding the Timesheet toolbar

In addition to keyboard shortcuts for the menu actions, Track-IT light offers one-step access to commonly-used actions through buttons on the **Timesheet**  toolbar. Frequently used actions are right at hand when you need them. The toolbar appears at the top of the view.

 To **save** the timesheet. (Menu command: File, Save)

To **print** the timesheet. (Menu command: File, Print)

To **add** a timesheet entry. (Menu command: Edit, Add Time Entry)

To **edit** a timesheet entry. (Menu command: Edit, Edit time Entry) You can also double click or use the Enter key to edit a row.

To **delete** a timesheet entry. (Menu command: Edit, Delete). You can also use “Delete All” from the Edit menu to delete all timesheet entries displayed in your timesheet.

To Show or Hide time entries that have not been sent. (Menu command: Actions, Show Entries by Status, Unsent)

To Show or Hide time entries that have been sent but are currently under review. (Menu command: Actions, Show Entries by Status, Under Review)

To Show or Hide time entries that have been rejected. (Menu command: Actions, Show Entries by Status, Rejected)

To Show or Hide time or expense entries that have been approved. (Menu command: Actions, Show Entries by Status, Approved)

Type text in any column of the first row to display only information matching the text entered. To **remove the filter**, click this button. (Menu command: Actions, Clear Filter)

Select this button to **Hide/Show** specific columns from view. A hidden column can always be displayed again.

To move to the **first** row. (Menu command: Actions, First)

To move to the **previous** row. (Menu command: Actions, Previous)

To move to the **next** row. (Menu command: Actions, Next)

To move to the **last** row. (Menu command: Actions, Last)

 To change the **reporting period** (From and To date range) displayed. (Menu command: Actions, Date Range)

 This option is used to **Submit** your timesheet and expenses to Track-IT for approval. (Menu command: Actions, Submit Time & Expense Entries)

 To display the **Help** table of contents. You can also use the **What's this Help** for help on items on any view (click the  button on the toolbar then click any item) or search for a topic using the Help option in the menu. (Menu command: Help, Contents)

To add time entries:

1. Select **View**, **Timesheet** from the menu (or click  button on the side shortcut bar).

2. Click the **Add** button. 

Tip: Required fields in Track-IT light will appear with an asterisk (*) to the left of the field name and must be filled in.

3. Select the timesheet entry **Date** from the calendar.

4. Enter the total number of hours in the **Duration** box.

   ➲ Instead of entering the **Duration** time, you can enter the **Start** and **End** times.

5. Select a **Project** and **Task** from the list.

   ➲ Type the first letter of the project name you're looking for to quickly go to that project.

6. Enter a **Description** if required.

7. If required, select the appropriate **Overtime Rates**.

8. Click the **Custom Fields** Tab and enter custom field information if required. (See page 19)

9. Click **OK** when done.

   ➲ If you want to enter time against a project that you've removed from the list, click the **Display All** button at the bottom of the Add popup screen. You can also temporarily remove items from the display list.

Tasks not being displayed?

If Tasks are no longer being displayed or are not displayed in all views (Timer, Timesheet, Bulk Time), the project manager may have configured the task to prevent entries outside specific start and end dates. See Show Only Current Assignments on page 20 or contact your manager for more information.

Task Progress Statistics

Task Progress information is displayed in the **Add Time entry** screen. This information displays a task's progress against budgeted time and the timesheet entry tool user's estimate.

Click on a task to display its Task Progress information. If a task is a global task then "No Estimate information available for this Task." appears. If there is no budgeted information for a task (assigned in Track-IT), then the Start and Finish dates are displayed but the calculations show N/A (Not Applicable).

<u>Task Progress description</u>

- The task's scheduled **Start** and **Finish** dates. The Task start and finish dates can be changed in the Project Budgets and Gantt views in Track-IT pro (and Track-IT pro web).
- **Actual hours** entered / **Budgeted hours**. Displays the Actual hours worked against the Budgeted hours that it would take to complete the task. The result shows the % completed based on the Actual and Budgeted hours. Note that Budgeted hours are entered in Estimated Hours within the Project Budgets view of Track-IT pro or Track-IT pro web.
- Displays the employees **% Complete** entered in the Estimates view of Track-IT light. Changes made to the % Complete are sent to Track-IT. Changes made in the Budgeted hours will automatically update the % Complete entered.

To edit time entries:

1. Select **View**, **Timesheet** from the menu (or click button on the side shortcut bar).
2. Click the **Edit** button (or double-click any row).
3. Select the **Date** for the time entry from the calendar.

4. You can either edit **Start** and **End** times or the **Duration**.

5. Select a **Project** and **Task** from the list.

   ➲ Type the first letter of the Project name you're looking for then highlight the task.

   ➲ If you want to enter time against a project that you've removed from the list, click the **Display All** button at the bottom of the **Add** popup screen. You can also temporarily remove items from the display list.

6. Enter a **Description** if required.

7. If required, select the appropriate **Overtime Rates**.

8. Click the **Custom Fields** Tab and enter custom field information if required. (See page 19)

9. Click **OK** when done.

To delete time entries:

1. Select **View**, **Timesheet** from the menu (or click button on the side shortcut bar).

2. Select the row.

   ➲ You can use the buttons on the toolbar to quickly move to the first, next, previous or last row.

3. Click to delete the highlighted row.

Chapter 7

Calendar view

This month-at-a-glance view (see sample screen shot below) enables you to quickly review your time worked. Double click any day to add, edit or delete timesheet entries for the specific day. To return to the calendar view, click the **Calendar** button  on the side shortcut bar.

Use the top toolbar buttons or right-click on your mouse to access the following functions:

 **Select All** - To select all days in the calendar view. (Menu command: Edit, Select All)

 **Unselect All** - To unselect all days in the calendar view. (Menu command: Edit, Unselect All) Or click **any box** to select one or more days.

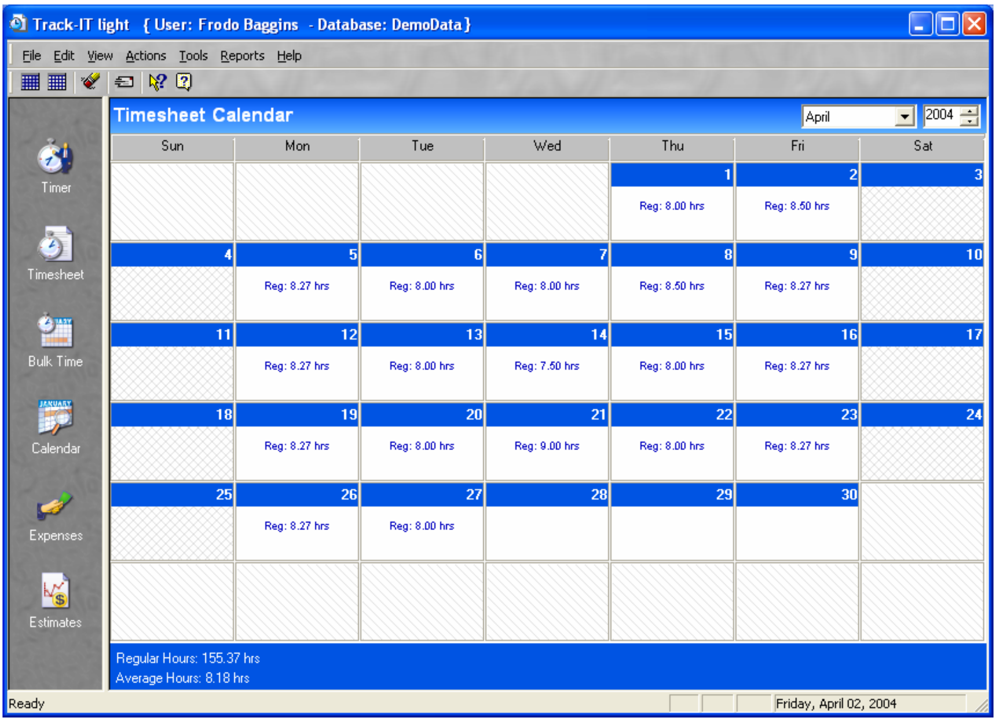
 **Delete all** - To delete all timesheet entries for the selected days. CAUTION: You cannot recover deleted items. (Menu command: Edit, Delete All)

 This option is used to **Submit** your timesheet and expenses to Track-IT for approval. (Menu command: Actions, Submit Time & Expense Entries)

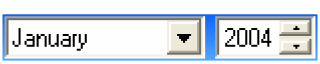
 To display the **Help** table of contents. You can also use the **What's this Help** for help on items on any view (click the  button on the toolbar then click any item) or search for a topic using the Help option in the menu. (Menu command: Help, Contents)

To change the month or year displayed:

1. Click the **Calendar** button  on the side shortcut bar.



2. Select the **Month** or **Year** located at the top of your view.



Chapter

8

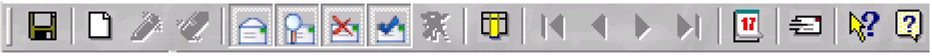
Expenses view

Use this detailed view to track expenses by project and expense category. This view allows you to enter expenses in a detailed format with the ability to view and print reports based on the expense information you enter. All expenses entered are saved in this view. From this view, you can add, edit and delete expense entries quickly and easily. It shows detailed expense entries for any date range. These expense entries can be submitted to Track-IT for approval.

Quickly enter expenses by simply clicking the Expenses View .

Understanding the Expenses toolbar

In addition to keyboard shortcuts for the menu actions, Track-IT light offers one-step access to commonly-used actions through buttons on the **Expense**  toolbar. Frequently used actions are right at hand when you need them. The toolbar appears at the top of the view. Click the button once to activate the command.



 To **save** an Expense. (Menu command: File, Save)

 To **add** an expense entry. (Menu command: Edit, Expense Entry)

 To **edit** an expense entry. (Menu command: Edit, Edit Expense Entry) You can also double click or use the Enter key to edit a row.

 To **delete** an expense entry. (Menu command: Edit, Delete). You can also use "Delete All" from the Edit menu to delete all entries displayed in your timesheet.

 To Show or Hide entries that have not been sent. (Menu command: Actions, Show Entries by Status, Unsent)

 To Show or Hide time entries that have been sent but are currently under review. (Menu command: Actions, Show Entries by Status, Under Review)

 To Show or Hide entries that have been rejected. (Menu command: Actions, Show Entries by Status, Rejected)

 To Show or Hide entries that have been approved. (Menu command: Actions, Show Entries by Status, Approved)

 Type text in any column of the first row to display only information matching the text entered. To **remove the filter**, click this button. (Menu command: Actions, Clear Filter)

 Select this button to **Hide/Show** specific columns from view. A hidden column can always be displayed again.

 To move to the **first** row. (Menu command: Actions, First)

 To move to the **previous** row. (Menu command: Actions, Previous)

 To move to the **next** row. (Menu command: Actions, Next)

 To move to the **last** row. (Menu command: Actions, Last)

 To change the **reporting period** (From and To date range) displayed. (Menu command: Actions, Date Range)

This option is used to **Submit** your time and expense entries to Track-IT for approval. (Menu command: Actions, Submit Time & Expense Entries)

To display the **Help** table of contents. You can also use the **What's this Help** for help on items on any view (click the button on the toolbar then click any item) or search for a topic using the Help option in the menu. (Menu command: Help, Contents)

To add expense entries:

1. Select **View**, **Expenses** from the menu (or click button on the side shortcut bar).

2. Click the **Add** button.

Tip: Required fields in Track-IT light will appear with an asterisk (*) to the left of the field name and must be filled in.

3. Select the expense entry **Date** from the calendar.

4. Select the **Project** for the Expense from the drop-down list.

5. Select the **Expense Category**. (Optional)

6. Enter a **Purchase Order** number.

7. Enter a **Reference Number** for the expense. (Optional)

8. Enter the **Amount** for the expense.

9. Select **Request Reimbursement** if you wish to be reimbursed for this expense.

10. Select **Charge to Client** if the expense is Billable or deselect this option if it is Non-Billable.

11. Enter a **Markup Percent** for the expense if required. The **Markup Percent** is multiplied by the **Amount** and added to the **Fixed Amount** to determine the **Client Cost**. Client Cost = (Amount x Markup) + Fixed Amount.

12. Enter a **Fixed Amount** if required.

13. Enter the **Value Added Tax 1** and **Value Added Tax 2** for your location if required.

14. Enter a **Description** if required.

15. Click the **Custom Fields** Tab and enter custom field information if required. (See page 19)

16. Click **OK** when done.

To edit expense entries:

1. Select **View**, **Expenses** from the menu (or click button on the side shortcut bar).

2. Select the row in the expense list.

3. Click the **Edit** button (or double-click any row).

4. Make any necessary changes to the expense information.

5. Click **OK** when done.

To delete expense entries:

1. Select **View**, **Expenses** from the menu (or click button on the side shortcut bar).

2. Select the row.

   - You can use the buttons on the toolbar to quickly move to the first, next, previous or last row.

3. Click to delete the highlighted row.

Chapter 9

Estimates view

This Estimates view enables you to quickly enter the Percentage Completed for any project currently assigned. This enables a manager using Track-IT pro or Track-IT pro web to view and print estimated time to completion reports to aid in tracking project development and employee efficiency. The Estimated Start and Finish dates are also displayed as are the Actual Hours per Task.

Quickly enter expenses by simply clicking the Estimates View 

To add an Estimate:

1. Select **View**, **Estimates** from the menu (or click  button on the side shortcut bar).

2. Select the **Project** from the drop-down list or select **Show All Projects**.

3. Enter the **Percent Completed** in the **% Complete** column for the appropriate project. Note that the % Complete can only be modified if the project/task has an estimate entered against it by the project manager using Track-IT pro or Track-IT pro web.

4. Click **OK** when done.

To edit an Estimate:

1. Select **View**, **Estimates** from the menu (or click  button on the side shortcut bar).

2. Select the **Project** from the drop-down list or select **Show All Projects**.

3. Edit the **Percent Completed** in the **% Complete** column for the appropriate project.

4. Click **OK** when done.

Chapter 10

Submit timesheet

When you select this option, the hours worked, expenses and estimates for the date period selected will be sent to Track-IT.

- Once the timesheet entries have been sent, they will no longer be available for editing using Track-IT light.
- In the **Timesheet** view, rows with the icon have been submitted and can no longer be edited. Rows that have been approved in Track-IT will be marked with the following icon. Rows with the icon are rejected and must be edited (see instructions below on how to edit).
- In the **Bulk Time** view, days that have been sent will be displayed in a different color.

Before submitting your time information to Track-IT, you may want to edit and print your timesheet and reports as explained in steps A and B below. Otherwise, go to step C.

Step A – To edit and print your timesheet:

1. Select **View**, **Timesheet** view (or click on the side shortcut bar).
2. Click to change your reporting period.

3. Edit your timesheet.

4. Select **Print** from the **File** menu if you want to print or click .

Step B – To view and print reports & graphs:

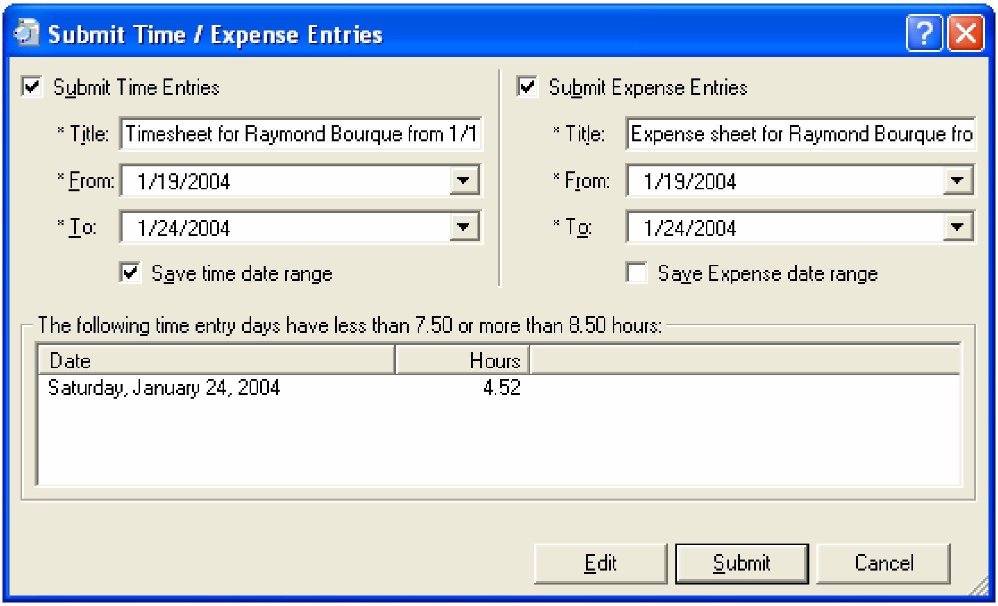
1. From the **Reports** menu, select a report.

2. To change the reporting period, click the **Date Range** button and select the **From** and **To** date range. Click **OK** when done.

3. Select **File**, **Print** from the menu to print or click. .

Step C – To submit your timesheet:

1. Select **Actions**, **Submit Time & Expense Entries** from the menu or click . Any day with less or more then the required amount of time per day will be displayed in the Time entry screen at the bottom of the Submit Time / Expense Entries window. To edit an entry simply select the entry and click the **Edit** button.



2. Select **Submit Time Entries**.

3. Edit the **Title** if required. If no title is entered, the submitted sheet's title will still include the type of submission (time or expense), the submitter's name and the date range.

4. Select the **From** and **To** dates from the drop down calendars.

5. If you have expense entries that you would like to submit, simply repeat the above steps for the **Submit Expense Entries** section.

6. Click the **Submit** button to send entries.

   ➲ A message will be displayed "Time entries have been Submitted to Track-IT". Click **OK** to return to the previous view. All timesheet and expense entries submitted will be marked with an icon (or) in the Timesheet view. You can no longer edit submitted time/expense entries.

Chapter 11

Reports / Graphs

1. Click the **Reports** button on the top toolbar.

2. Select the report from the list.

3. To change the reporting period, click the **Date Range** button  and select a **From** and **To** date range. Click **OK** when done.

4. Select **File**, **Print** to print the displayed report or graph or click .

Report types

- **TOTAL HOURS WORKED BY PROJECT AND TASK**: Is a report showing the total hours worked in hours and in percent and also the target entered by project and task.

- **% OF TOTAL HOURS WORKED BY PROJECT (including target)**: Is a graph showing the percent in time of the total hours worked and the targets.

- **% OF TOTAL HOURS WORKED BY PROJECT**: Is a pie chart showing the percent in time of the total hours worked for each project.

- **% OF TOTAL HOURS WORKED BY TASK**: Is a pie chart showing the percent in time of the total hours worked for each task.

- **EXPENSES BY PROJECT**: Displays a list of expenses for the specified data range.

Chapter

12

Track-IT web edition

Track-IT web edition is an on-line web based application. It is used by off-site or office workers over the Internet or an Intranet. The application can be installed locally on your network, providing great flexibility in how you wish to use the application.

This state-of-the art system is able to synchronize with Track-IT on your server. This unique feature allows employees to enter time and expenses from anywhere in the world using any web browser, while allowing you to keep control of your data and ensuring that sensitive cost, client and employee information is kept secure. As with Track-IT light, simply select the project and task and enter the total time worked.

Track-IT web edition provides performance information (in report format) and compares it to your goals. It uses a Microsoft n-tiered architecture for high performance and great scalability. Application processing, business processing, and database processing can be separated/combined, as needed depending upon your company’s needs. For more information on Track-IT web edition and to view screen shots, go to: http://www.dovico.com/products.html.

System requirements and installation

Please refer to the **Step-by-Step for Track-IT Suite** guide that was sent to you by e-mail, or with the packaged software, or download it from our web site at http://www.dovico.com/client.html.

What you need to know

Projects and Tasks are used to identify what you are tracking. Project and task names are entered in Track-IT pro or Track-IT pro web.

Projects:	A project or process, the subject of a task (administration, production, sales, etc.).

Tasks:	A task or activity (telephone, meeting, travel, etc.). Tasks are actions to be performed for each project. Multiple tasks are assigned to each project for time tracking purposes. You can create as many sub-tasks as necessary.

To access Track-IT web edition Help, click the Help button .

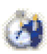
To start Track-IT web edition:

1. Start your **web browser**.
2. Enter the URL (example https://www.dovico.net/tweb) or if Track-IT web edition has been installed locally on your network, then enter the URL address designated by your system administrator in the browser's URL address box.
3. When the **Login** page is displayed, select a database, and enter your User ID and Password..

Time & Expense entry

Understanding the toolbar

Frequently used commands are right at hand when you need them. The Toolbar appears at the top of your Internet Browser. Click the button once to activate the command.



The **Timer view** allows you to track your time **as you work** (like a stopwatch), or enter time as a total.

The **Bulk time view** allows you to quickly enter large amounts of time in a weekly timesheet grid.

The **Expenses view** allows you to add, edit or delete expenses. It supports Billable Time, Request For Reimbursement as well as Expense Categories.

Track-IT web edition has an **Estimates view** where an employee can view the Actual and Estimated hours for an assignment and enter the percentage complete for an assignment. Track-IT web edition allows you to enter an estimated % complete on an assigned task. This allows you to inform your administrator or manager the current status of this particular assignment, so they will know if the project is on track or not.

The **Reports view** gives you the ability to view detailed reports on your time and expense information.

The **Submit view** is used to send timesheets and expenses to Track-IT.

The **Options view** is used to view and change your personal preferences.

 To access **Help** for Track-IT web edition.

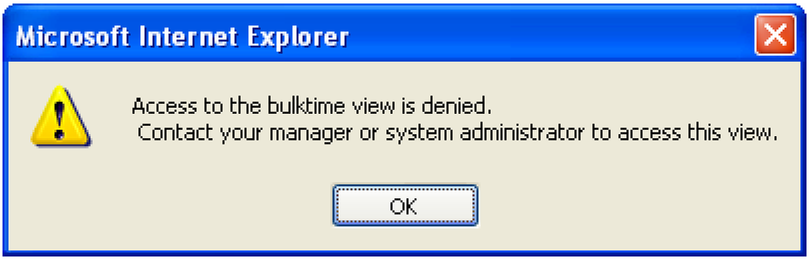
 To **Logout** of Track-IT web edition.

 To access Track-IT web edition’s home page.

Track-IT web edition Security

Security can be applied to Track-IT web edition by granting and restricting access to menu items, views, and time tracking operations. Security can be applied to specific employees or groups of employees in Track-IT pro or Track-IT pro web by modifying the employee(s) security group.

If you are attempting to access a particular view that has been restricted, a message box will be displayed stating "Access Denied". For example, if access was restricted from the bulk time view then the following message would be displayed when the Bulk Time view button is selected.



Using the Timer view

Track-IT web edition offers two easy ways to enter time (1) Timer (2) Bulk Time. Use the Options view to select the default view and Track-IT web edition will automatically go to your preferred view when you login.

Here, we will discuss how to use the Timer view.

With the click of a mouse, this innovative tool eliminates the labor and takes the guesswork out of time keeping. Use the **Timer** view to track time as you work (like a stopwatch) or simply enter the duration of the time entry for quick timesheet entry.

To start time tracking using the timer:

1. Select the **Timer** button.
2. Select the **Project** name from the drop-down list.
3. Select the **Task** name from the drop-down list.
4. Select the **Overtime rate**. (Optional)
5. Select the **Charge to Client** option if the time entry is billable.
6. Select the **Client overtime rate**. (Optional)
7. Enter a **Description** if needed.
8. Select the **Custom Fields** tab and enter custom field information if required. (See page 19)
9. Click the **Start** button.

To end time tracking using the timer:

1. Click the **Stop** button.

To enter time manually without starting the Timer:

1. Click the **Date** icon and select a date.
2. Select the **Project** name from the drop-down list.
3. Select the **Task** name from the drop-down list.
4. Enter **Start** and **End** times or enter the **Duration**.
5. Select the **Overtime rate**. (Optional)
6. Select the **Charge to Client** option if the time entry is billable.
7. Select the **Client overtime rate**. (Optional)
8. Select the **Custom Fields** tab and enter custom field information if required. (See page 19)
9. Click **Save** (on the Data tab).

To edit a time entry:

1. Click the **Date** for the time entry in the timesheet.
2. Make any necessary changes to the time entry.
3. Click **Save**.

NOTE: Any time entry that has been submitted to Track-IT cannot be edited and will display or to the left of the time entry.

To delete timesheet entries:

1. Select the check box for the time entry that is to be deleted.
2. Click the **Delete** button.

To print timesheet entries:

1. Select the **Reports**  button.
2. Select the Date range in the **From** and **To** text boxes.
3. Select the **Timesheet Report** option.
4. Click **Preview**.
5. To print the report select **File**, **Print** from the menu in you web browser.

Using the Bulk Time view

Enter your total hours worked for the day or week in this view. This weekly grid lets you quickly distribute hours worked across one or more days or projects. This view shows rolled up time entries per project and task for each day of the week.

To enter time in the Bulk Time view:

1. Select the **Bulk Time** button.
2. Click the Date icon and select a date (This will select 7 days ending with the date you specify).
3. Click **Refresh**.
4. Select the **Project** name from the drop-down list.
5. Select the **Task** name from the drop-down list.
6. Enter the **Total hours** for each day in the appropriate text boxes.
7. Optionally click the **Details** button and enter a **Description** and **Custom field** information and click **Save**.
8. Click **Save** on the Bulk Time view.

To edit time in the Bulk Time view:

1. Select the **From** date from the drop-down list and click **Refresh**. (This will select 7 days ending with the date you specify).
2. Click **Refresh**.
3. Edit the **Total hours** for each day in the appropriate text boxes.
4. Click **Save**.

To delete time in the Bulk Time view:

1. Click the Date icon and select a date (This will select 7 days ending with the date you specify).
2. Click **Refresh**.
3. Delete the **Total hours** for each day in the appropriate text boxes or select the **Delete** check box to delete time for that task for the **entire week**.
4. Click **Save**.

Note: Any time that has been submitted to Track-IT cannot be edited.

Important: Editing time information within the Bulk Time view affects the **Start** and **End** times for your previous time entries. If you do not wish to have start and end times affected, enter time though the **Timer View**. It will also roll up multiple entries for the same Project/Task for that date. (i.e. if you have two time entries for the same project and task, it will be rolled up into one). The effect can be the loss of individual Custom Field and Description data.

Submit Time & Expenses

When you select this option, the hours worked for the displayed reporting period will be submitted to Track-IT. All timesheet entries that have been submitted will be noted as sent in the status column.

➲ Once the timesheet entries have been sent, they will no longer be available for editing using Track-IT web edition.

➲ When timesheets are submitted to Track-IT, any expense entries for the specified date can also be sent.

To submit your Timesheet to Track-IT:

1. Select the **Submit** button.
2. Select the **Submit time entries** option.
3. Optionally enter a **Title** for the timesheet. If no title is entered, the submitted sheet's title will still include the type of submission (time), the submitter's name and the date range.
4. Select the date range in the **From** and **To** text boxes.
5. Click **Refresh** to update the page and view the time and expenses that will be sent to Track-IT.
6. Click **Submit**.

To submit your expenses to Track-IT:

1. Select the **Submit** button.
2. Select the **Submit Expenses** option.
3. Optionally enter a **Title** for the Expenses. If no title is entered, the submitted sheet's title will still include the type of submission (expense), the submitter's name and the date range.
4. Select the date range in the **From** and **To** text boxes.

5. Click **Refresh** to update the page and view the time and expenses that will be sent to Track-IT.
6. Click **Submit**.

Using the Expenses view

Expense entries entered in Track-IT web edition can be submitted to Track-IT when timesheets are submitted.. Once time and expense entries have been submitted to Track-IT they can no longer be edited within Track-IT web edition.

To add an expense:

1. Select the **Expense** button.
2. Click the **Date** icon and select the appropriate date.
3. Select the **Project** from the drop-down list.
4. Enter an expense **Amount**.
5. Select the **Expense Category** from the drop-down list. (optional)
6. Enter a **Markup %** (if applicable). The **Markup %** is multiplied by the **Amount** and added to the **Fixed Amount** to determine the **Client Cost**. Client Cost = (Amount x Markup) + Fixed Amount.
7. Enter a **Purchase order** number (if applicable).
8. Enter a **Fixed amount** (if applicable).
9. Enter a **Reference number**. (optional)
10. Enter a **Value Added Tax**. (optional)
11. Select **Charge to Client** if the expense is billable (optional).
12. Enter a second **Value Added Tax**. (optional)
13. Select **Reimbursement** (If applicable).
14. Enter a **Description** if needed.
15. Select the **Custom Fields** tab and enter custom field information if required. (See page 19)
16. Click **Save** (on the Data tab).

NOTE: If the new expense is not visible in the expense list, please check the expense **Date** range.

To edit an expense:

1. Select the **Date** for the corresponding expense in the expense list.
2. Make any necessary changes to the expense.
3. Click **Save**.

NOTE: Any expense that has been submitted to Track-IT cannot be edited and will display or to the left of the expense.

To delete an expense:

1. Select the check box for the Expense entry that is to be deleted.
2. Click the **Delete** button for the corresponding expense in the expense list.

To print an Expense report:

1. Select the Reports button.
2. Select the date range in the **From** and **To** text boxes.
3. Select the **Expense Report** option.
4. Click **Preview**.
5. To print the report select **File**, **Print** from the menu in you web browser.

Using the Estimates view

The Estimates view enables you to quickly enter the percentage completed for any project currently assigned. This enables a manager to view and print estimated time to completion reports to aid in tracking project development and employee efficiency. The Estimated Start and Finish dates are also displayed as are the Actual Hours per Task.

To enter estimates:

1. Select the **Estimates** button.
2. Select a project from the drop down list.
3. Enter the **% Complete** for the appropriate **Project** and **Task**. Note that the % Complete can only be modified if the project/task has an estimate entered against it from Track-IT pro or Track-IT pro web.
4. Click **Save**.

To edit estimates:

1. Select the **Estimates** button.
2. Adjust the **% Complete** for the appropriate **Project** and **Task**.
3. Click **Save**.

Using Options

Use the Options view to view and change your personal preferences. These options make time entry easier and more efficient depending upon the preferences you choose.

View or change your options by selecting the Options  button.

Setting the timesheet date range:

This will display all time entries for the selected date range in the **Timer** view.

1. Select the appropriate date in the **Timesheet from** text box.
2. Select the appropriate date in the **Timesheet to** text box.
3. Click **Save**.

Setting the expense date range:

This will display all expenses for the selected date range in the Expenses view.

1. Select the appropriate date in the **Expense from** text box.
2. Select the appropriate date in the **Expense to** text box.
3. Click **Save**.

My Day Starts At

The time entered in the **My Day Starts At** text box is used as the **Start** time for any time entered in the Bulk Time view or in the Timer view when no **Start** and **End** time is specified. This option should be set to the time you normally start working. Click **Save** after making the change.

Detailed Timesheet view

This option is used to **Show/Hide** the Start, End, Overtime Rate and Client Overtime Rate columns in the Timer view. Click **Save** after making the selection.

Default View

This option is used to set the view that you would like to be displayed when you login to Track-IT web edition. Click **Save** after making the change.

Changing your Password

To change your password, simply enter your new password in the **Password** and **Confirm Password** text boxes and click **OK**. The password will also be changed for all other Track-IT Suite components.

Reporting Options

The following is a list of the reports that are included with Track-IT web edition:

- Timesheet Report - This is a detailed timesheet report grouped by day.

- Total hours worked by project and task - This report outlines an employee's total hours grouped by project and task. It includes **Actual hours**, **Estimated Hours**, **Percentage of Total hours worked** and **Percent complete**.

- Total hours worked by task - This report outlines an employee's total hours grouped by task. It includes **Actual Hours** and **Percentage of Total hours worked**.

- Expense Report - This is a detailed expense report grouped by day. It includes **Reference Number**, **Amount** and **Description**.

- Expense By Project - This expense report is grouped by Project and Expense Category. It includes **Category** and **Amount**.

- Expense By Category - This expense report is grouped by category. It includes **Amount**.

- Accrual Results - This Accrual report displays accrued time. It includes adjustments.

To preview a report:

1. Select the Reports button.
2. Select the date range in the **From** and **To** text boxes.
3. Select the **Type** of report to generate.
4. Click **Preview**.
5. To print the report select **File**, **Print** from the menu in you web browser.

Show Only Current Assignments

The **Show Only Current Assignments** function will hide tasks when the date is outside the task's scheduled start and end dates. When properly configured by the project manager using Track-IT pro or Track-IT pro web, this function hides, from the Track-IT web edition user's views, all those tasks that are not scheduled to be worked on.

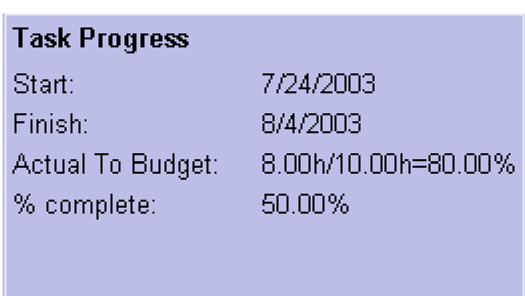
- In the **Timer** view: Only tasks that are scheduled to be worked on, within the Timer view's date range, are displayed.
- In the **Bulk Time** view: Only tasks that are scheduled to be worked on within the Bulk Time view's date range are displayed.

Task Progress Statistics

Task Progress information is displayed in the **Timer** view and in the **Bulk Time**. This information displays a task's progress against budgeted time and against the timesheet entry tool user's estimate.

If a task is a global task then "No Estimate information available for this Task." appears. If there is no budgeted information for a task (assigned by the Project manager using Track-IT pro or Track-IT pro web), then the Start and Finish dates are displayed but the calculations show "N/A" (Not Applicable).

In the Bulk Time view, click the Refresh button in the Task Progress box to get information on the selected cell.



Task Progress description

- The task's scheduled **Start** and **Finish** dates. The Task start and finish dates can be changed in the Project Budgets and Gantt views in Track-IT pro.
- **Actual hours** entered / **Budgeted hours**. Displays the Actual hours worked against the Budgeted hours that it would take to complete the task. The result shows the % completed based on the Actual and Budgeted hours. Note that Budgeted hours are entered in Estimated Hours of the Project Budgets view in Track-IT pro or Track-IT pro web.
- Displays the employees **% Complete** entered in the Estimates view of Track-IT web edition. Changes made to the % Complete are sent to Track-IT. Changes made in the Budgeted hours will automatically update the % Complete entered.

Chapter

13

Track-IT punchclock

Track-IT punchclock is a Windows-based software used by production line workers. Traditional punch clocks usually require complicated setup, installation and servicing which can in turn be expensive. With very little setup, Track-IT punchclock will work on multiple computers throughout your business and allows for multiple user access. Each punch clock can track employee time under different projects and tasks. For more information on Track-IT punchclock and to view screen shots, go to: http://www.dovico.com/products.html

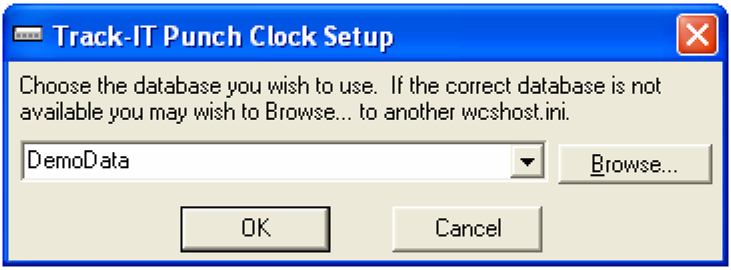
System requirements and installation

Please refer to the **Step-by-Step for Track-IT Suite** guide that was sent to you by e-mail, or with the packaged software, or download it from our web site at http://www.dovico.com/client.html

Now, let's follow these easy steps to setup Track-IT punchclock.

To setup Track-IT punchclock:

1. From each employee workstation where punchclock will be used, start **Track-IT punchclock setup** program from Windows **Start**, **Programs**, **Track-IT Suite**. A pop-up box will be displayed.



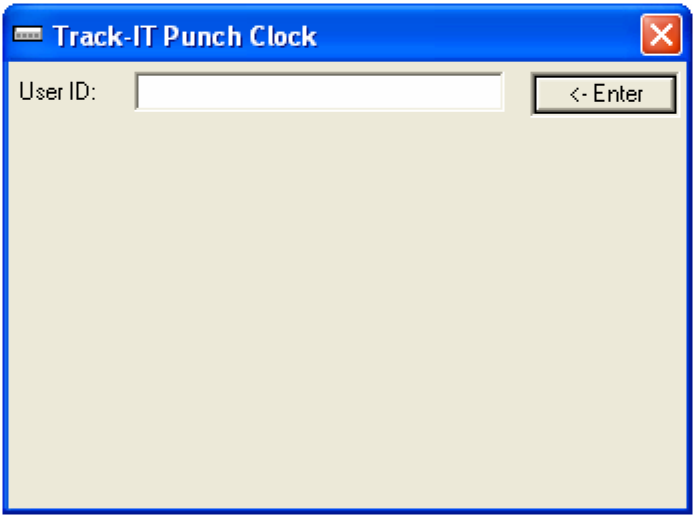
2. Select the database from the drop-down list. If the database is located on another server, use the **Browse** button to search for the **wcshosts.ini** file.

3. Click **OK** when done.

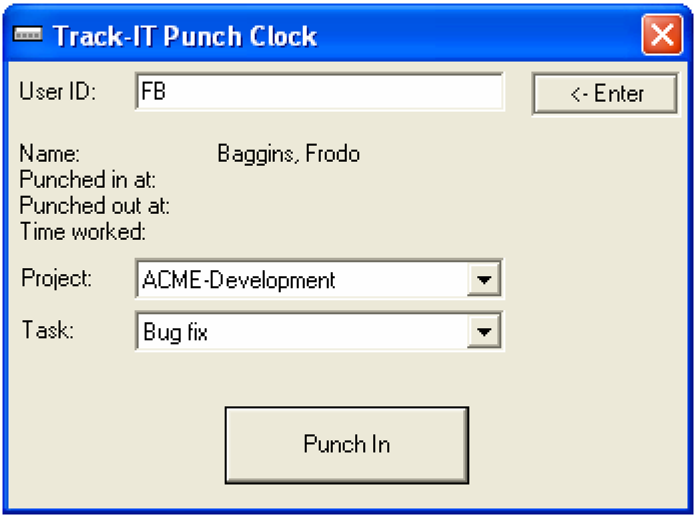
Track-IT punchclock is now ready to be used. You can have as many people logging in and out at the same time from one or more locations as necessary. It's easy as two clicks. Here's how:

To punch in and out:

1. Start Track-IT punchclock from the **Start**, **Programs**, **Track-IT Suite** menu. A pop-up box will be displayed.



2. Enter your **User ID** (this ID was entered in the Employees view of Track-IT pro or Track-IT pro web).
3. Click **Enter**.



4. Select the **Project** from the drop down list.
5. Select the **Task** from the drop down list.
6. Click **Punch In**.
7. To punch out or for another employee to punch in, **re-do steps 2 to 6**.

That's it! Employees are now tracking their time. Timesheet entries will be submitted to Track-IT for approval.

Chapter 14

Technical support

Use the **Web Resources** option in the **Help** menu to access our web site for: time management articles, frequently asked questions (FAQs), knowledge base, developer's site, technical support, e-mail support, and more…

Or read the up-to-date information on our web site at http://www.dovico.com/techtips.html or use our on-line technical support request form at http://www.dovico.com/support.html

To receive a Track-IT Suite update or to receive the latest version of this document, visit our web site at http://www.dovico.com/

Technical support:	+1 (506) 855-4154
Sales - North American toll free:	1-800-618-8463
Sales – United Kingdom toll free:	+0800 781 1760
Sales - International toll free:	+800 4618 8463
Sales Fax North America:	+1 (506) 384-0727
Sales Fax International:	+800 9050 7270

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Online Knowledge base:	http://www.dovico.com/techtips.html
Online Support form:	http://www.dovico.com/support.html

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Chapter

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PART V - INDEX

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