



# Time Doctor New User Onboarding Manual

A woman with long brown hair, wearing a black headset and a dark grey long-sleeved shirt, is sitting at a desk and typing on a laptop. The background is a solid green color. Overlaid on the right side of the image is a white dashboard with various time tracking metrics and a productivity chart.

Manual time  
32h 43m  
16%

Mobile time  
24h 12m  
12%

Idle minutes  
2h 33m  
14%

Idle seconds  
1m  
14%

Unproductive time  
3h 4m  
6%

Timeline  
11h 43m

Productivity percentages

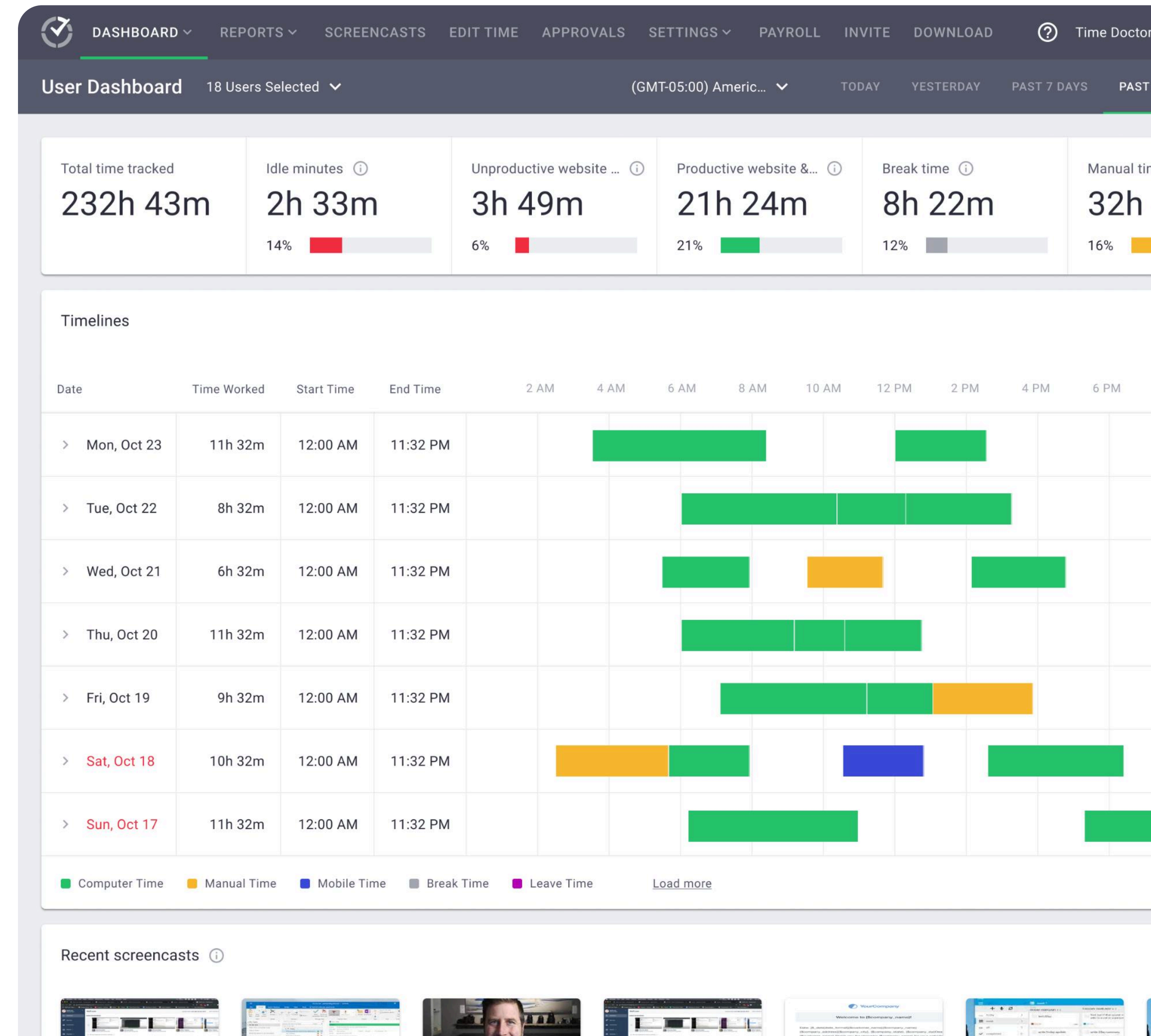
M T W T F S S M T W



# What is Time Doctor?

- ✓ Time Doctor is a time and productivity tracking tool.
- ✓ It tracks more than your work's start and end time. It tracks how much time was spent on tasks, which tasks consume most of the workday and how this can be managed.
- ✓ It can also track time spent on tasks from integrated platforms such as Asana, Jira, Basecamp, Trello, etc.
- ✓ It's one way of being aware of how you manage your time during a workday.

**Now that you know what it is, let's learn how to use it.**



# Step 1

## What's the first step to getting onboard?

### Get your access.

Your administrator will invite you to create your Time Doctor account. You'll receive an email with instructions.



Once you click "Join Your Team", you'll be guided through the setup. Just follow the on-screen instructions.



## Welcome to Time Doctor

Kristina has invited you to join their company's Time Doctor account. Time Doctor is a tool that helps teams track time and work more productively.

[JOIN YOUR TEAM](#)

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

If you are not sure why you've received this email, please contact your administrator by emailing [name@company.com](mailto:name@company.com)

# Step 2

## Follow the steps to finish account setup

Enter your name, create your password and press Join.

### Welcome to Time Doctor

To get started enter your name and create a password below

Full name

Fred Harris

Password

.....




JOIN





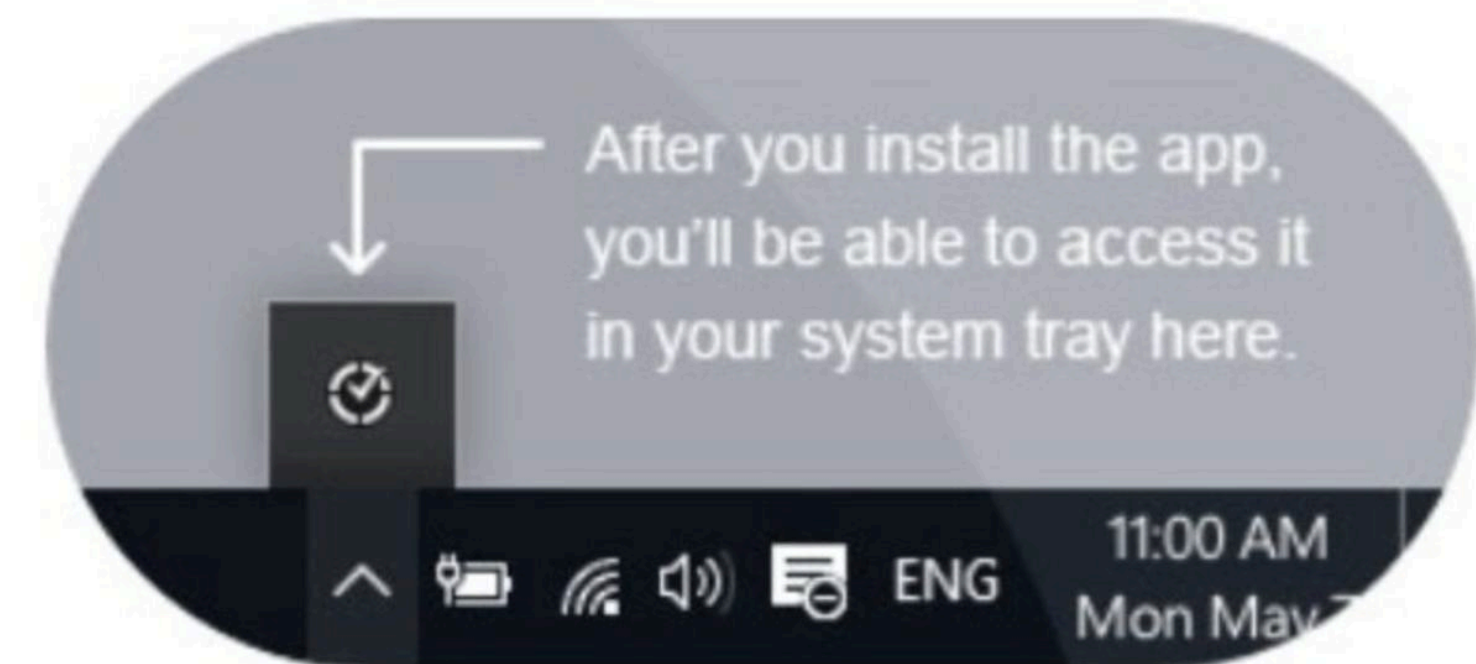
# Step 3

## Download and install the desktop application

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

### Install desktop app

Install the app so you can start tracking your work



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

SKIP

NEXT



# Step 4

## Enter your login details

### Welcome

Log into Time Doctor 2



☒ Remember me

[Forgot Password?](#)

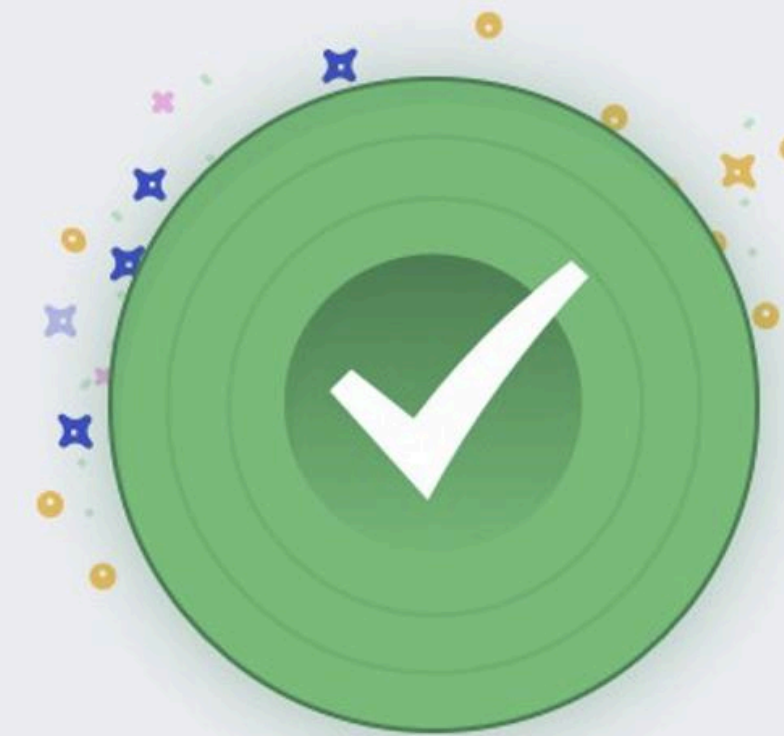
LOG IN



# Good job!

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

Install desktop app



App installed and signed in

NEXT

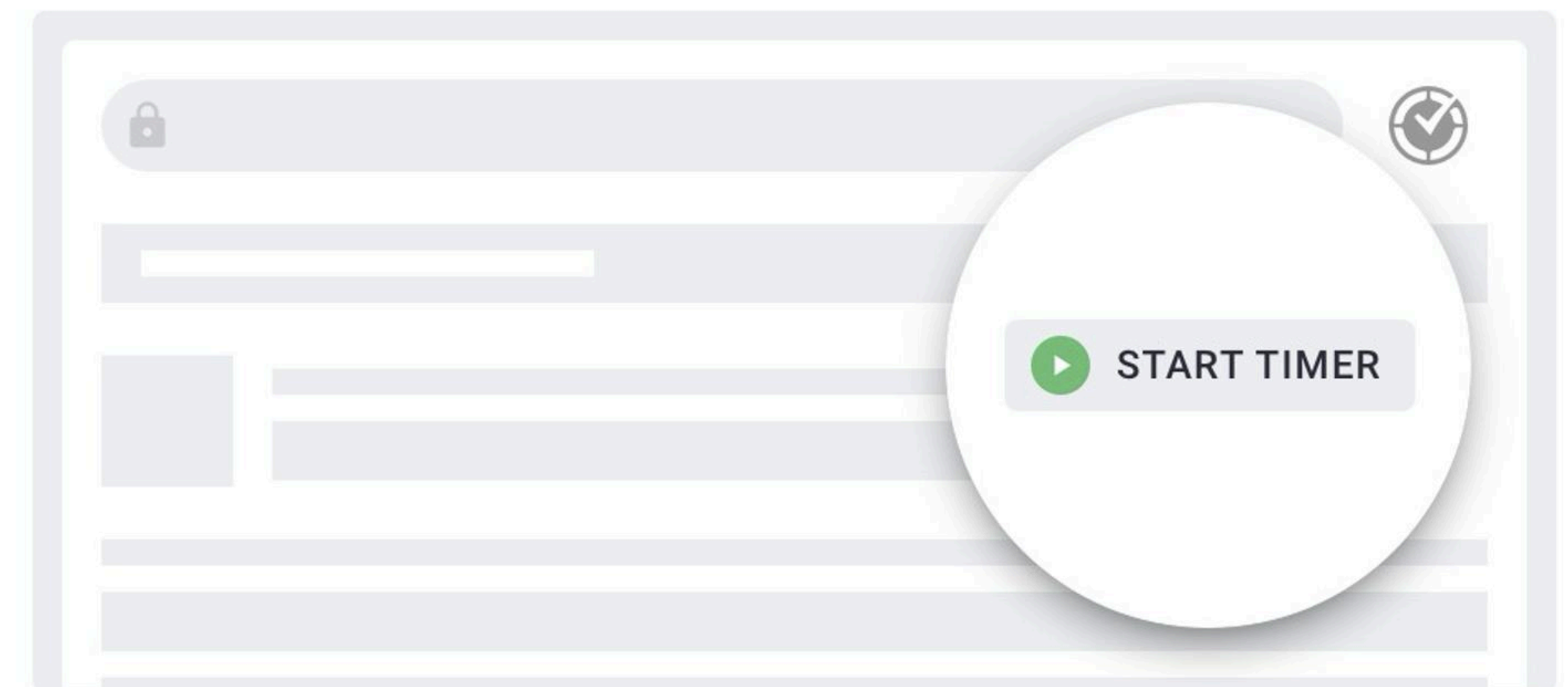
Optional

# Install Chrome Extension

If your company owner has enabled integrations for the company, you will be prompted to install Time Doctor's Chrome Extension.

## Install Time Doctor Chrome extension

This will allow you to track time directly on dozens of apps such as Google Docs, Asana, Trello, Jira, Basecamp, Salesforce, Zendesk and more



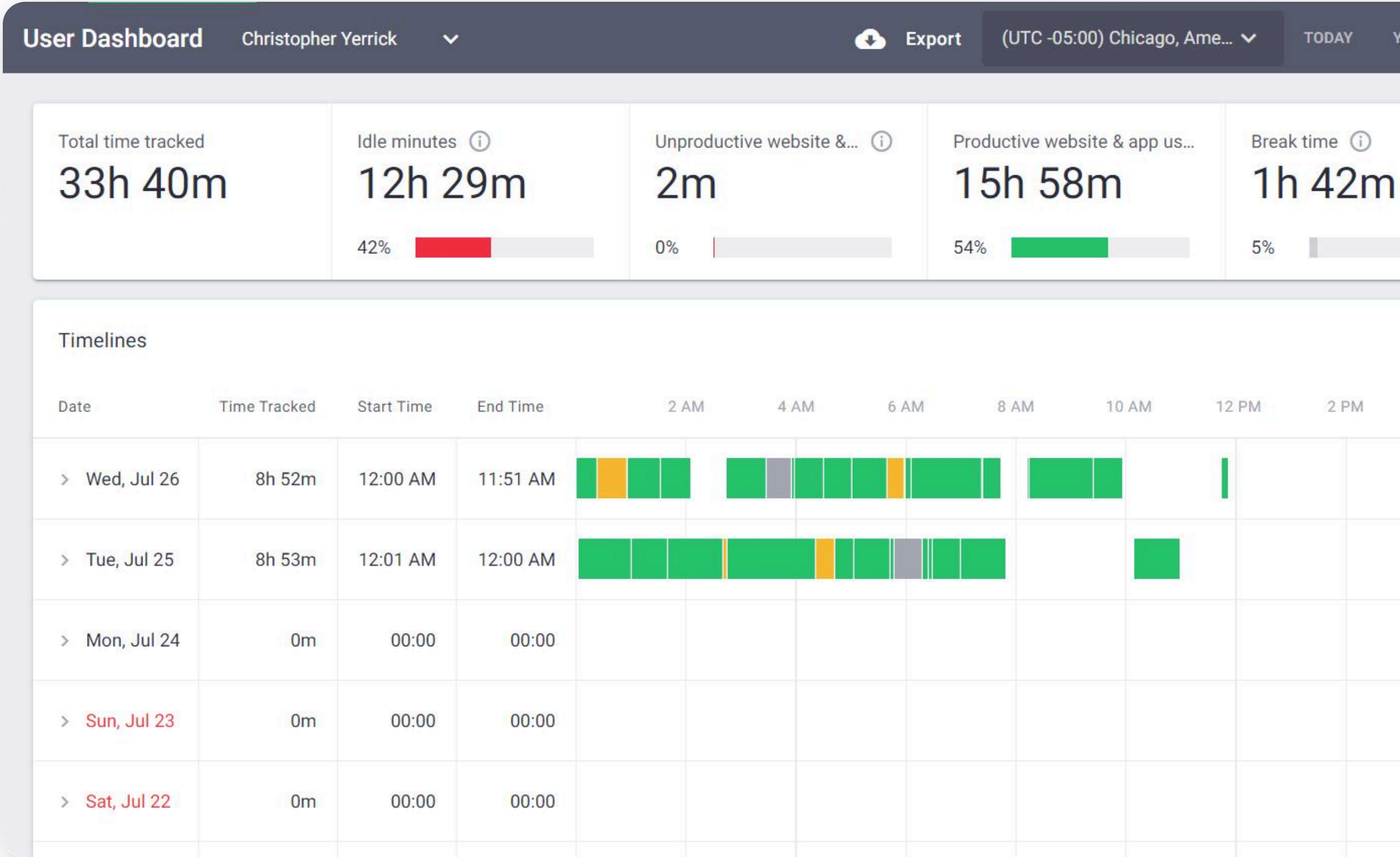


# Tracking your work and viewing reports

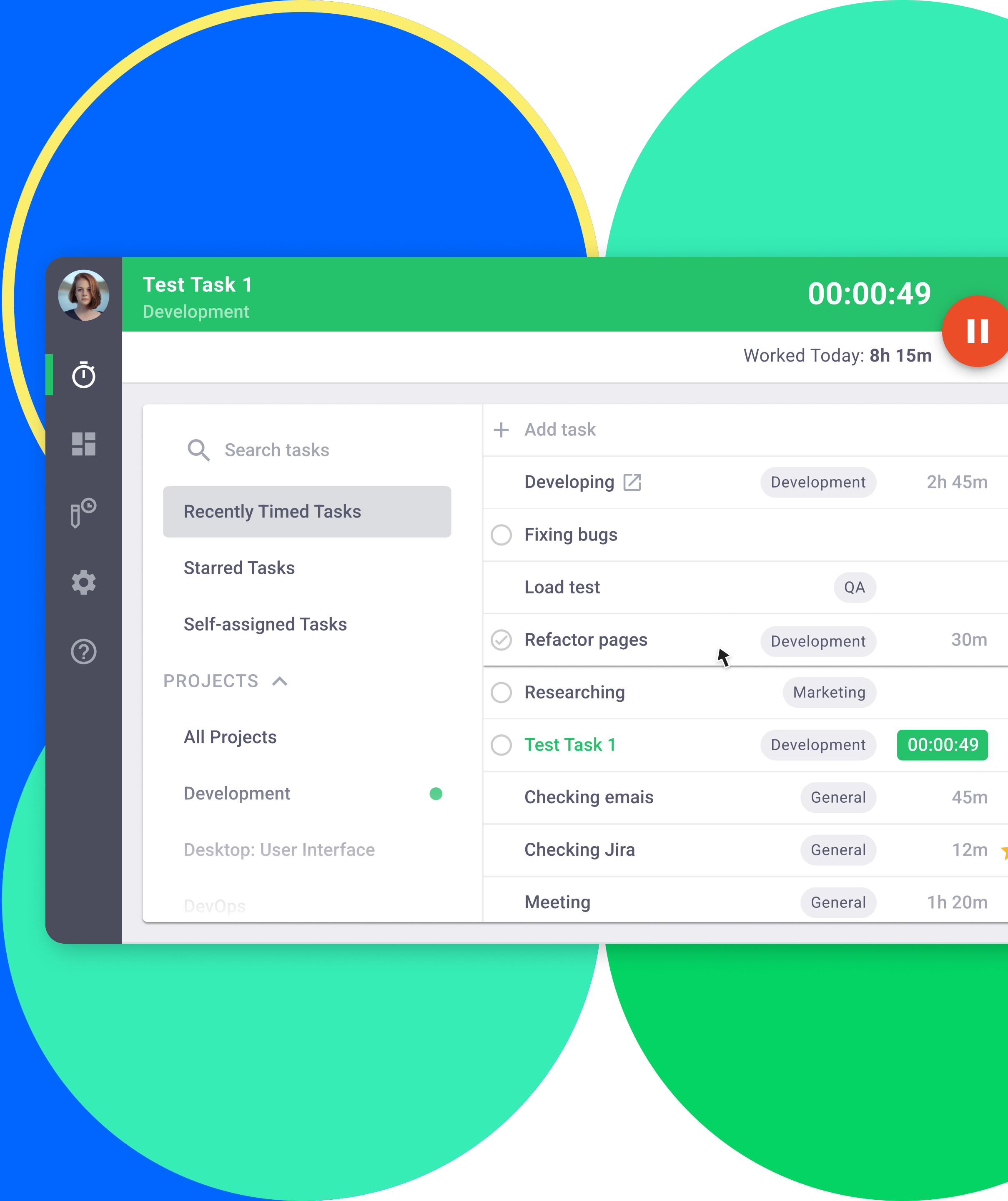
You'll use the Time Doctor desktop app to track your work, and the web app to view reports about your work.

When you pause tracking in the desktop app, no computer activity at all is recorded.

You can sign in to the web app at [2.timedoctor.com](https://2.timedoctor.com).



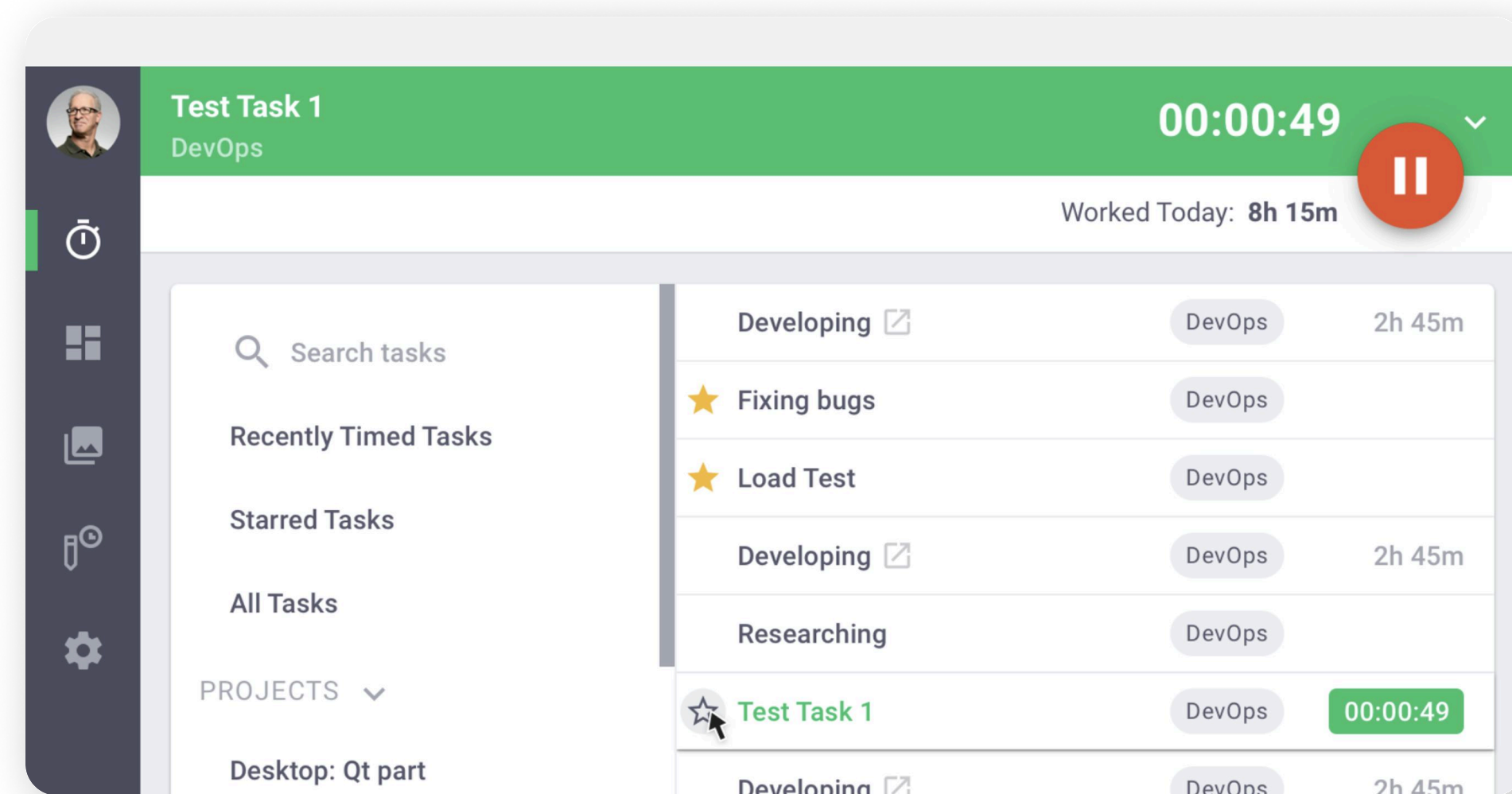
# Desktop app in detail





## Desktop app

# A powerful app



## Tasks version

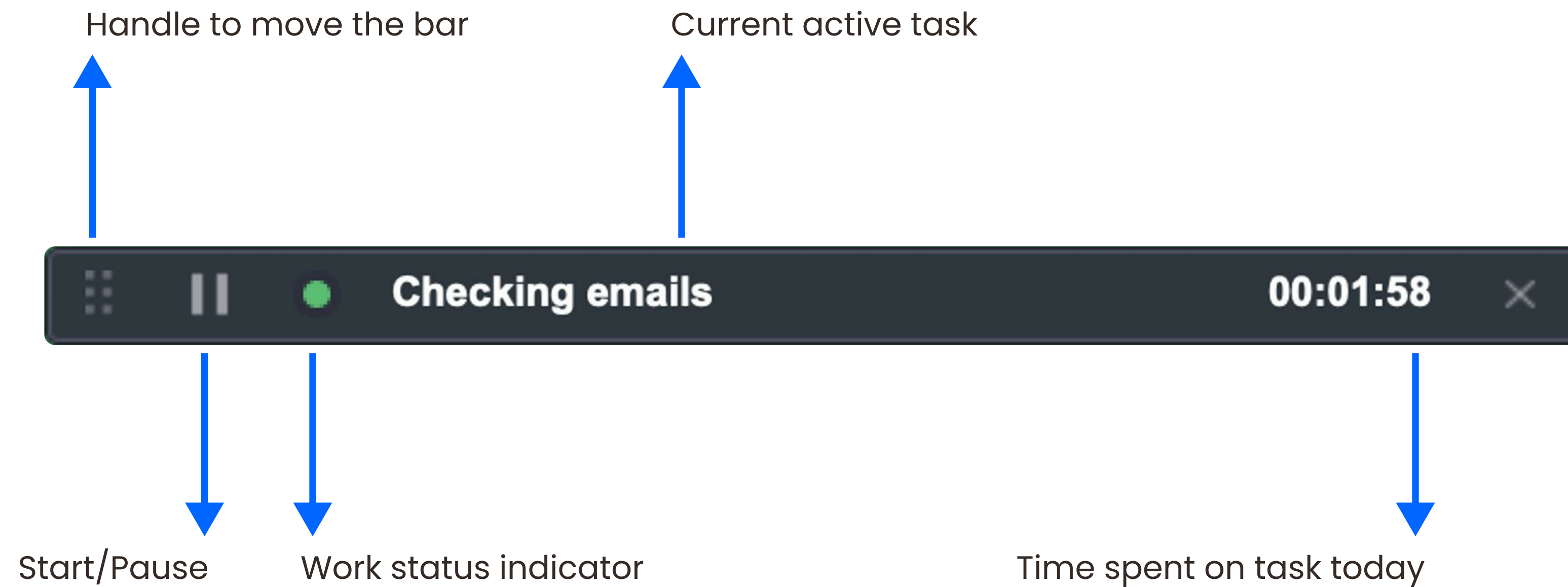


## No-tasks version

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

Desktop app

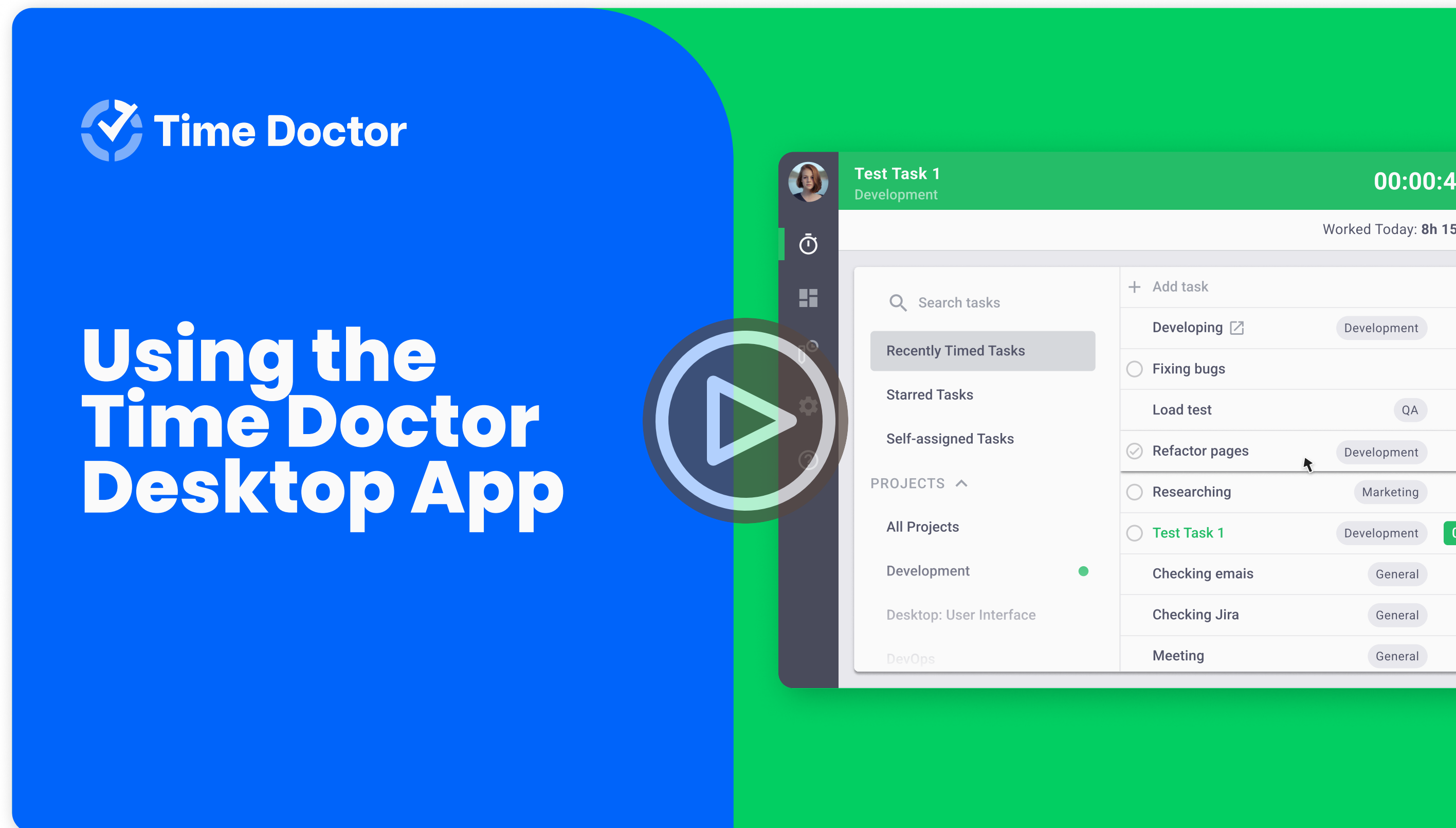
# Activity bar





Desktop app

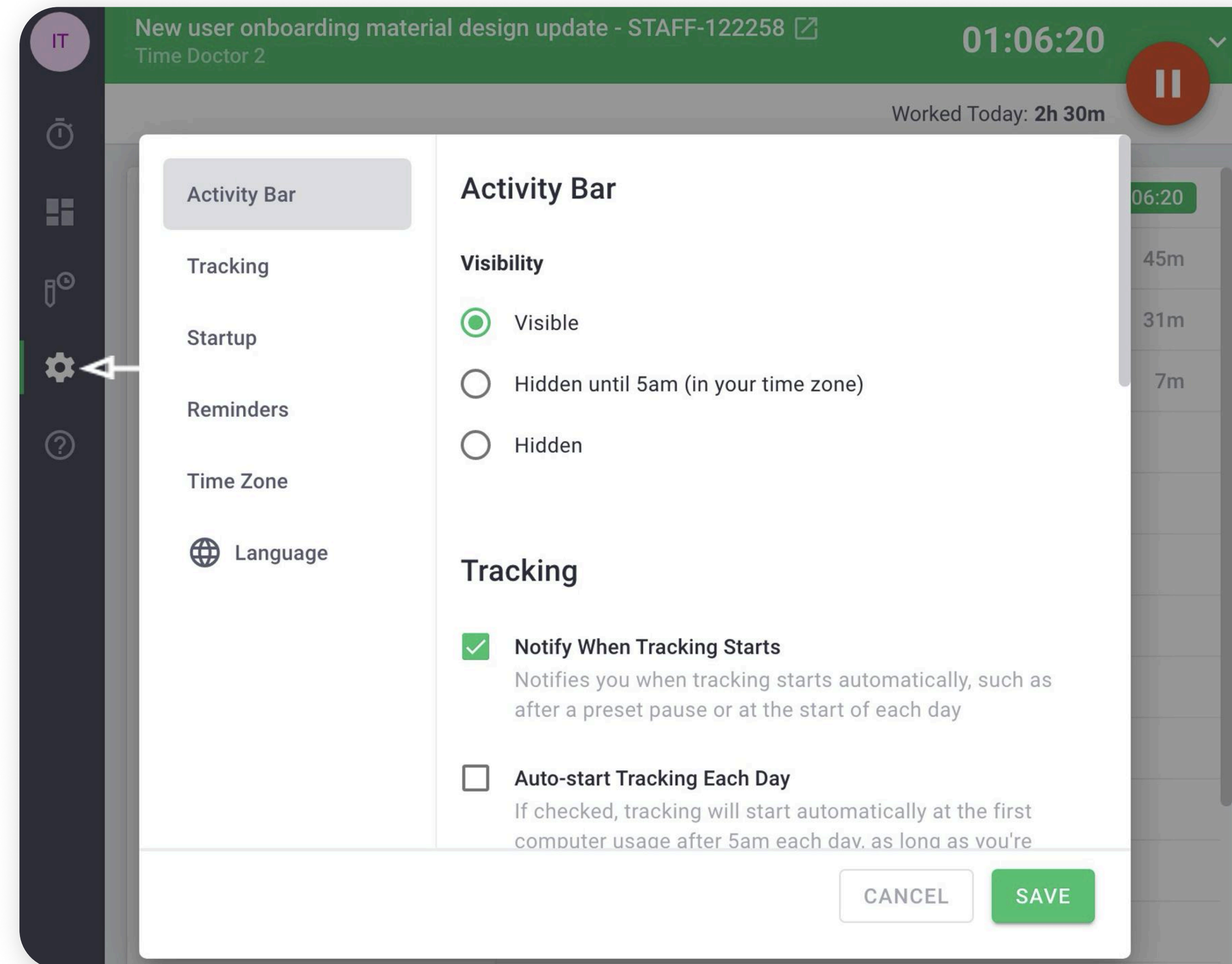
# Other helpful pointers



## Desktop app

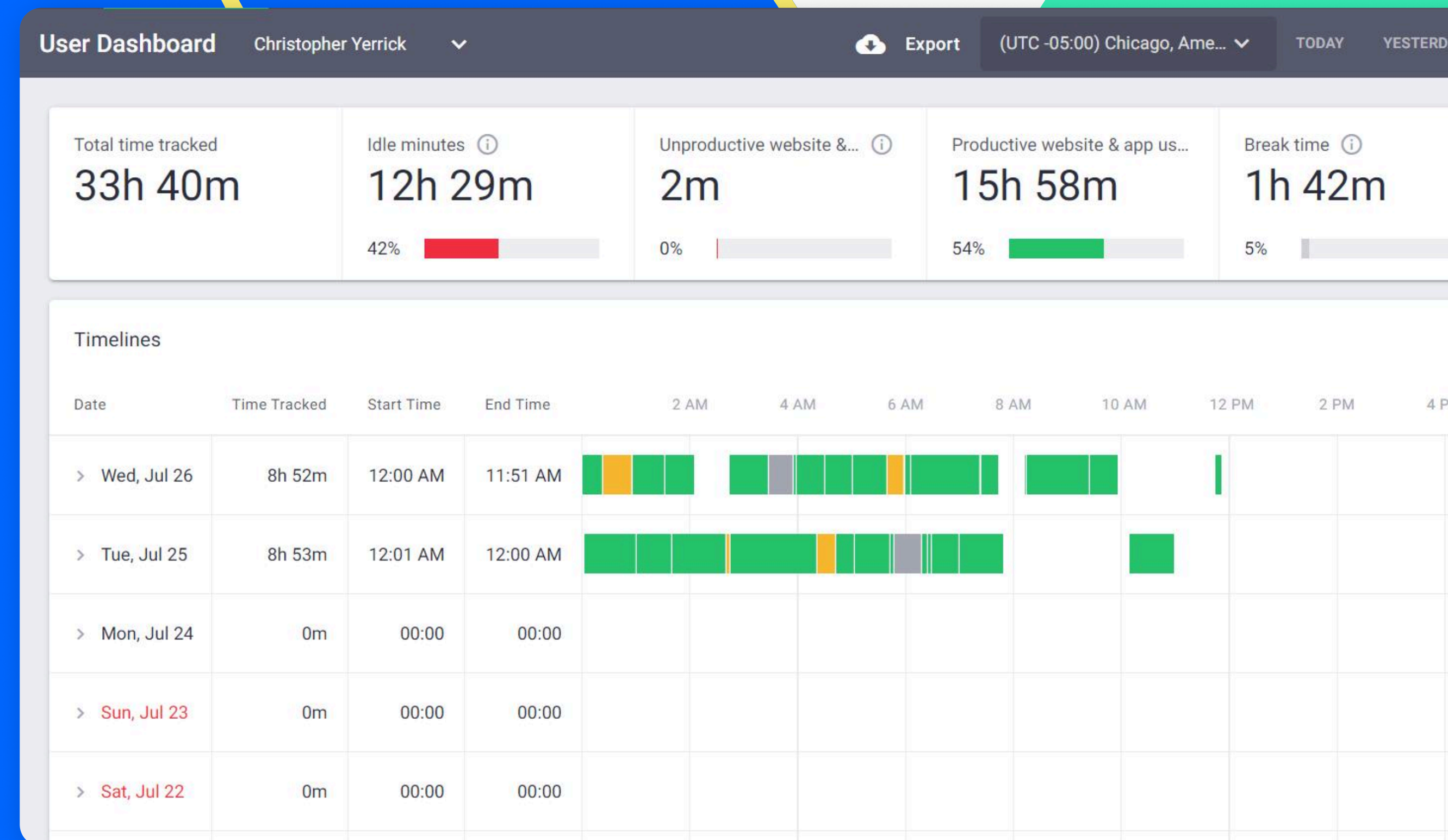
# Settings options

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





# The web dashboard





# Editing time

If the company owner has enabled the "Can Edit Time" option for your account, you will be able to add time manually or edit time that has already been tracked.

For more information, please [watch this video](#).

DASHBOARD

REPORTS

SCREENCASTS

EDIT TIME

SETTINGS

PAYROLL

INVITE

DOWNLOAD

Timedocor.com

Edit Time

Alexander Benjamin DeAndre

(GMT-05:00) Americ...

< Nov 30, 2018

Worked: 23h 23m

Started: 12:00 AM

Finished: 12:00 AM

2 AM

4 AM

6 AM

8 AM

10 AM

12 PM

2 PM

4 PM

6 PM

8 PM

10 PM

Time Started	Time Ended	Total Time	Project	Task	Reason (optional)	Action
12:00 AM	12:20 PM	12h 20m	- Not working -	- Not working -		<div></div> <div></div>
12:20 PM	3:07 PM	2h 47m	Project Name	Recycle popup symbols as much as possible with Sketch		<div></div> <div></div> <div></div> <div></div>
03:07 AM	08:17 PM	10m	Project Name	Type to search task	Reason (optional)	<div></div> <div></div>

3:07 PM

3:08 PM

3:09 PM

3:10 PM

3:11 PM

Desktop: Qt part

Time Doctor Desktop App: User interface design

DevOps

General

Machine Learning

Researching

Modify all the screen with new field state

Display the project name in the dropdown of task field

Display the project name in the dropdown...

Writing Tests

Research

Machine Learning

QA

Development

Content Writing

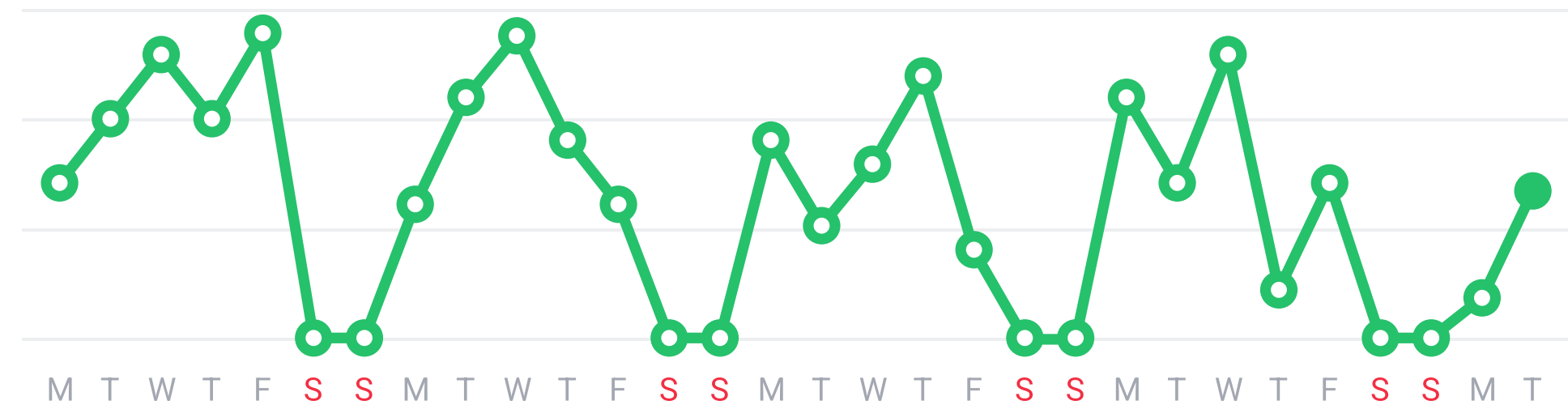


# Reports

Time Doctor offers various reports. Below is the list of reports currently available:

- ✓ **Attendance Report**  
if "Work Schedule" feature is enabled for your company
- ✓ **Hours Tracked Report**
- ✓ **Projects & Tasks Report**  
if "Projects and Tasks" are enabled for your company
- ✓ **Timeline Report**
- ✓ **Web & App Usage Report**  
if enabled for your company

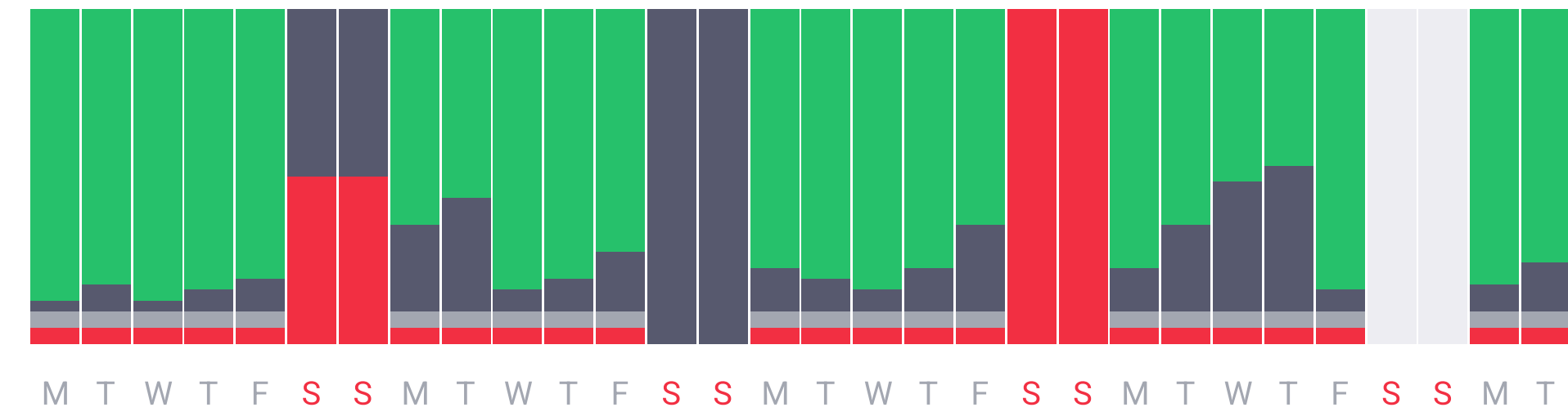
Hours tracked



Feb 10 - Mar 10

[Hours Tracked report](#)

Productivity percentages



Feb 10 - Mar 10

[Productivity report](#)

# Attendance report

This report shows how you adhere to your shift schedule, if it is set up in your company.

There are 4 kinds of Attendance statuses: Present, Absent, Partially Absent, and Late.

It also shows information when your shift is underway.

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

DASHBOARD

REPORTS

SCREENCASTS

EDIT TIME

APPROVALS

SETTINGS

INVITE

DOWNLOAD

5

?

Time Doctor

Attendance

1 User Selected

Export Options

(UTC +03:00) Kiev, Europe

<

Apr 2023

>

☐ Show only users with shifts

☐ Show only absent, partially absent, and late

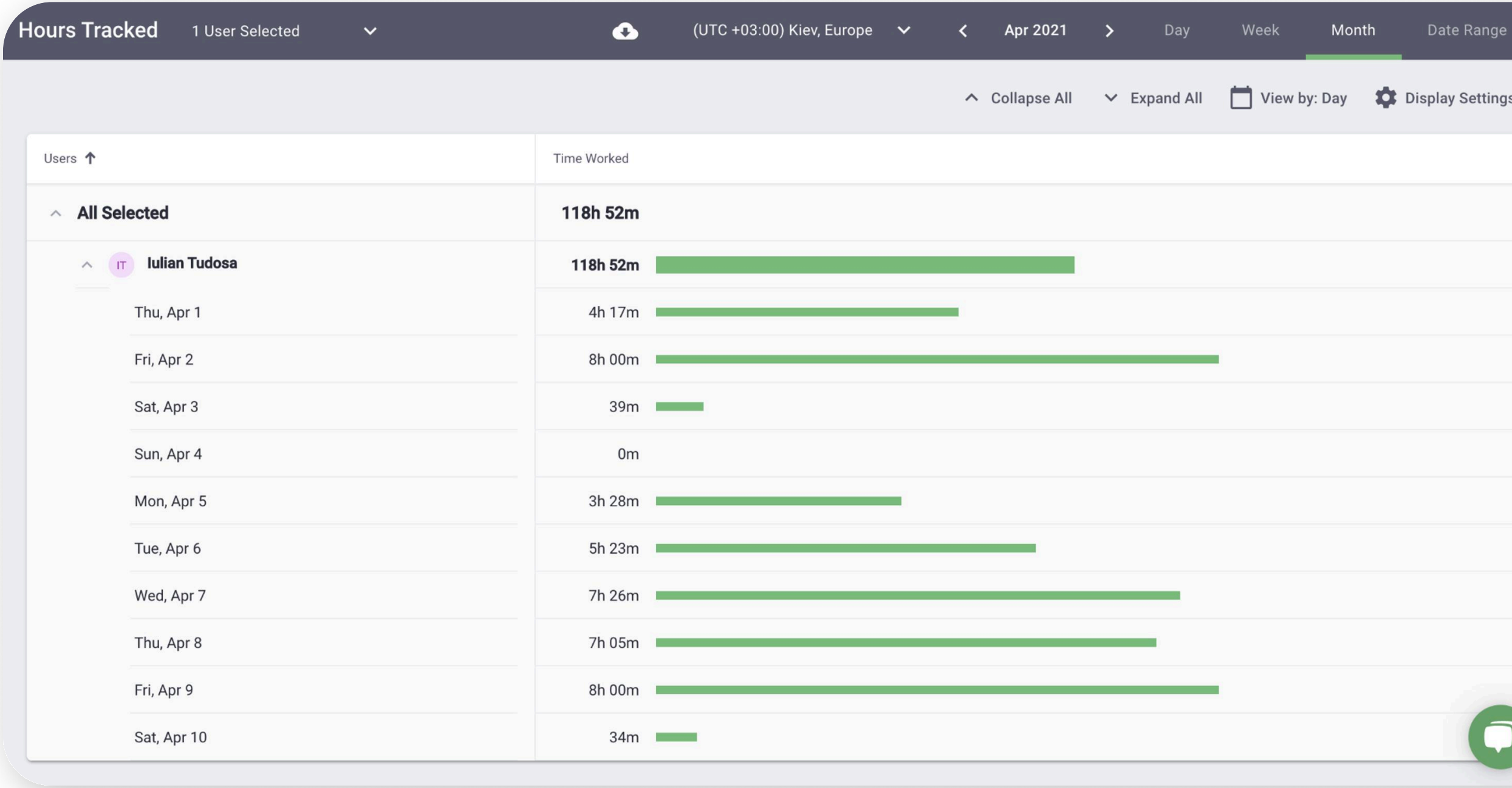
CA

Chris Armstrong

Date	Status	Shift Start Time	Actual Start Time	Shift Length	Expected End Time
Mon, Apr 3	Late (2h 12m)	5:00 AM	7:12 AM	8h 00m	
Tue, Apr 4	Late (6h 07m)	5:00 AM	11:07 AM	8h 00m	
Wed, Apr 5	Late (21m)	5:00 AM	5:21 AM	8h 00m	
Thu, Apr 6	Late (3h 30m)	5:00 AM	8:30 AM	8h 00m	
Fri, Apr 7	Absent	5:00 AM	-	8h 00m	
Mon, Apr 10	Late (3h 42m)	5:00 AM	8:42 AM	8h 00m	
Tue, Apr 11	Late (2h 20m)	5:00 AM	7:20 AM	8h 00m	
Wed, Apr 12	Late (2h 20m)	5:00 AM	7:20 AM	8h 00m	
Thu, Apr 13	Absent	5:00 AM	-	8h 00m	

# Hours tracked report

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





# Projects & tasks reports

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

Projects & Tasks

(UTC +03:00) Kiev, Europe

<

Jul 14, 2021

>

Day

Week

Month

Date Range

Collapse All

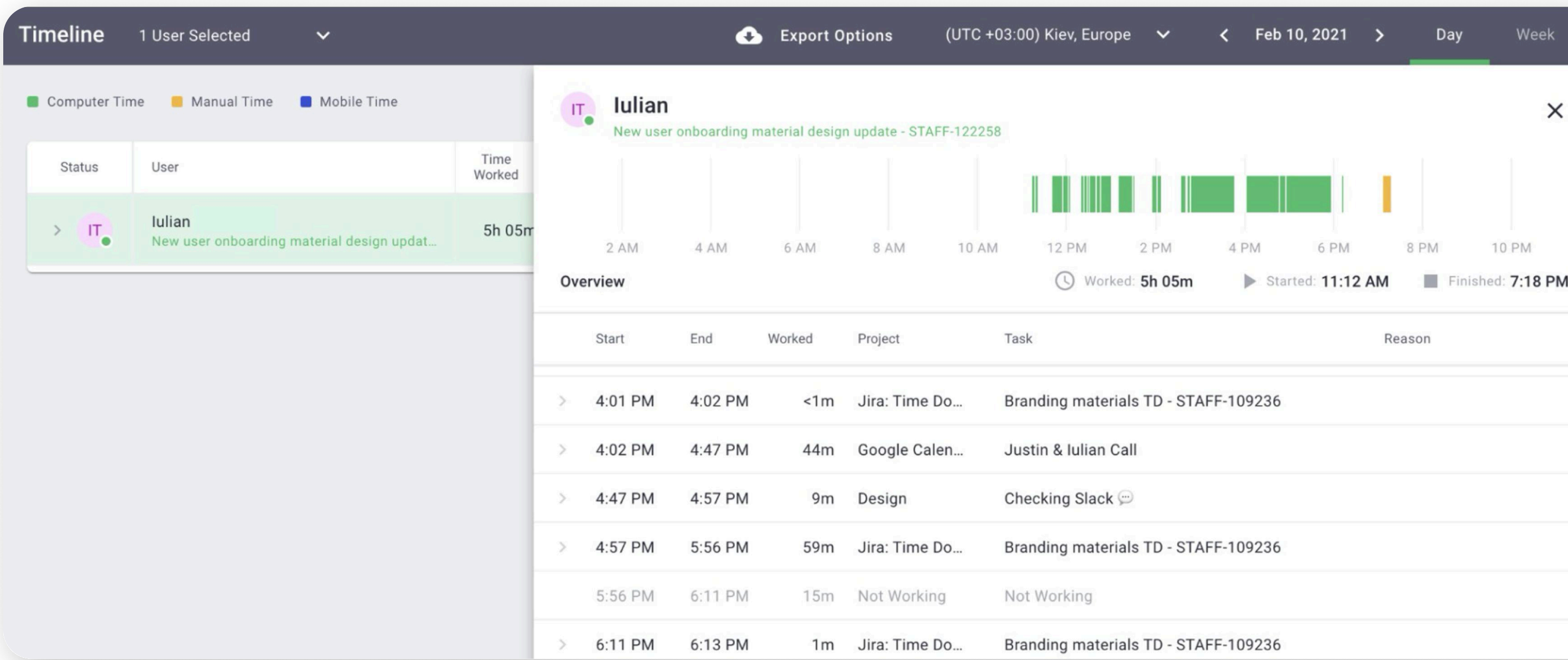
Expand All

Display Settings

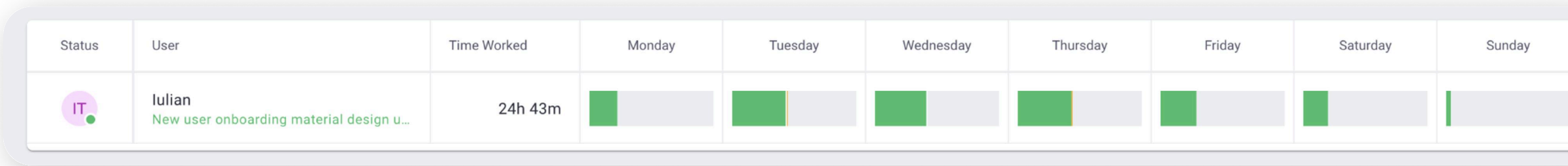
Projects <div></div>	Time Worked
<div></div> Customer Support	6h 04m
Client Call- Zoom/Skype	1h 36m
FreshDesk	<1m
HubSpot Chat	4h 00m
Remote Session with a Customer	<1m
Team communication	27m
<div></div> Google Calendar: Google Calendar	47m
<div></div> Google Docs: Presentations	43m
New User Onboarding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

# Timeline report

The "Day" tab of the report shows how you worked on a specific day – when you worked on each task and what breaks you took. It also shows your current status – tracking time or on a break. Click on your name to see a side panel with more details.

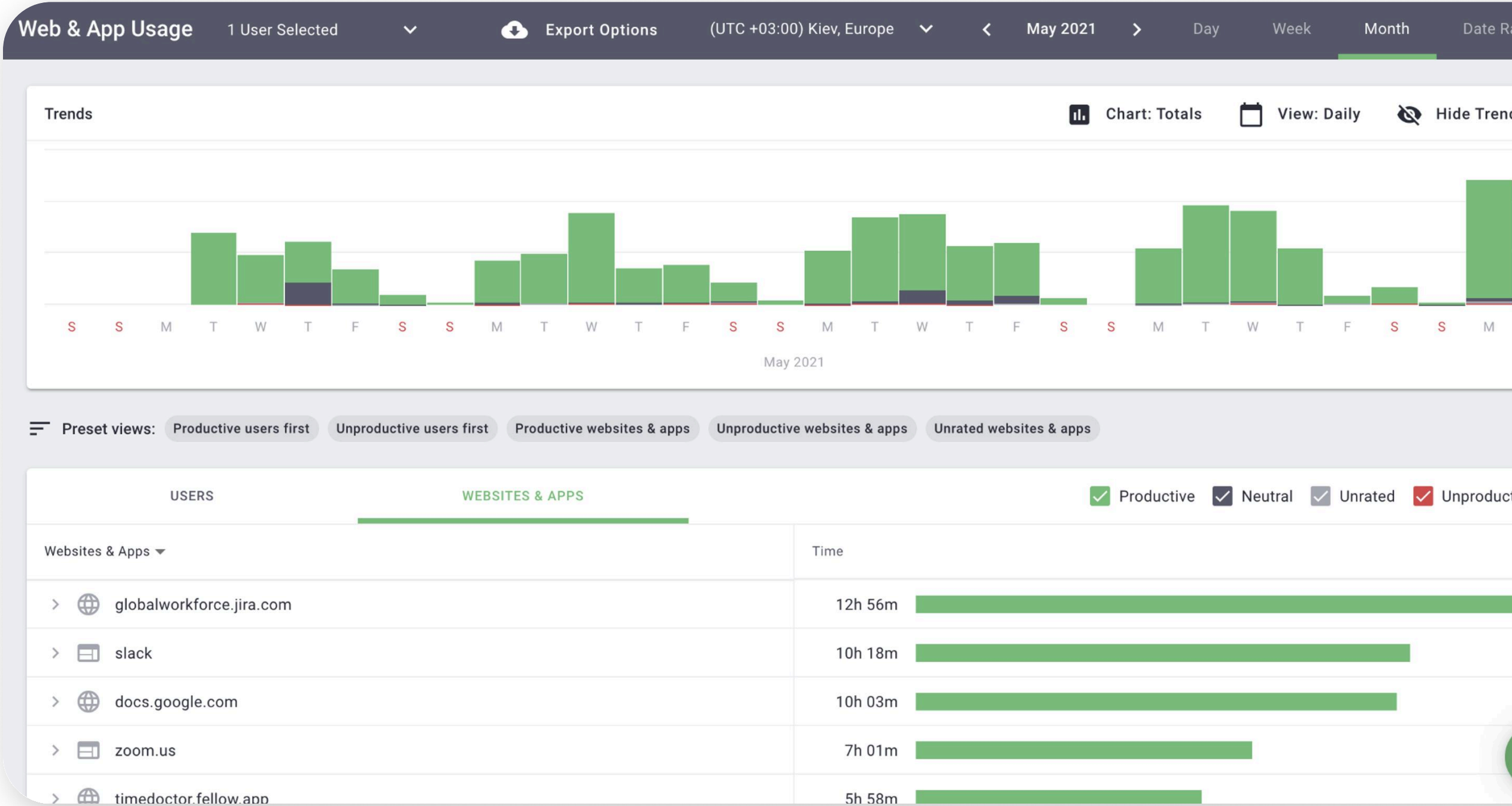


The "Week" tab shows the time tracked in a week, and it also shows how many hours you worked each day of the week.



# Web & app usage report

In this report, you can find websites and apps used while you were working.







# Thank you!

**We hope you enjoy using  
Time Doctor.**

For support, please email  
[support2@timedoctor.com](mailto:support2@timedoctor.com) anytime.