



Time Doctor

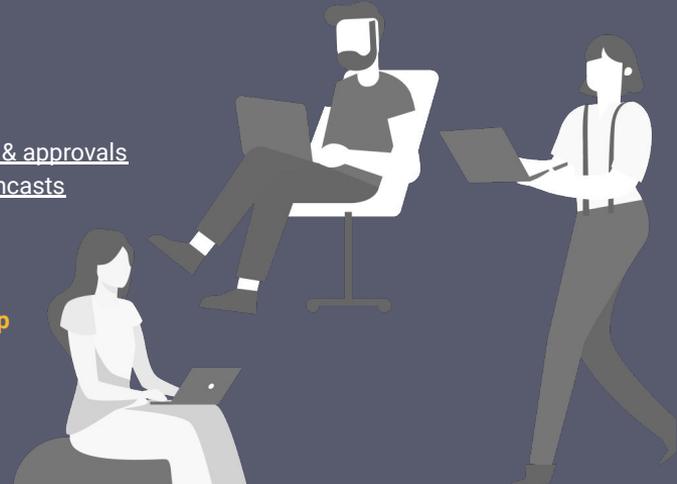
Enterprise Onboarding Guide

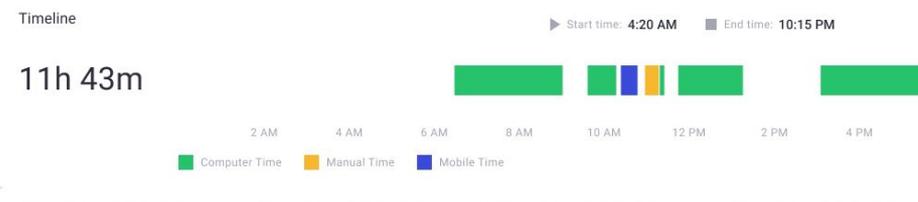
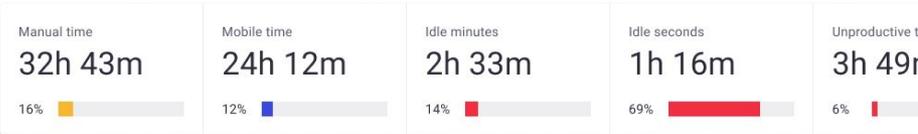
for Admins, Owners,
and Managers



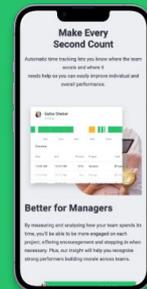
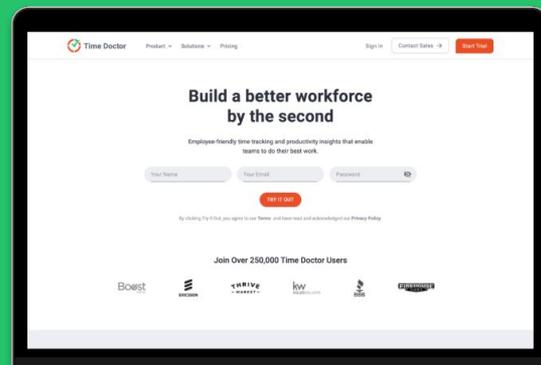
Enterprise Onboarding Guide

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Get to know Time Doctor



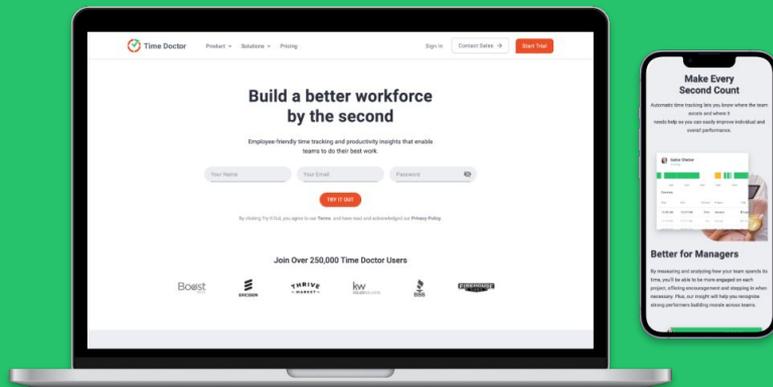
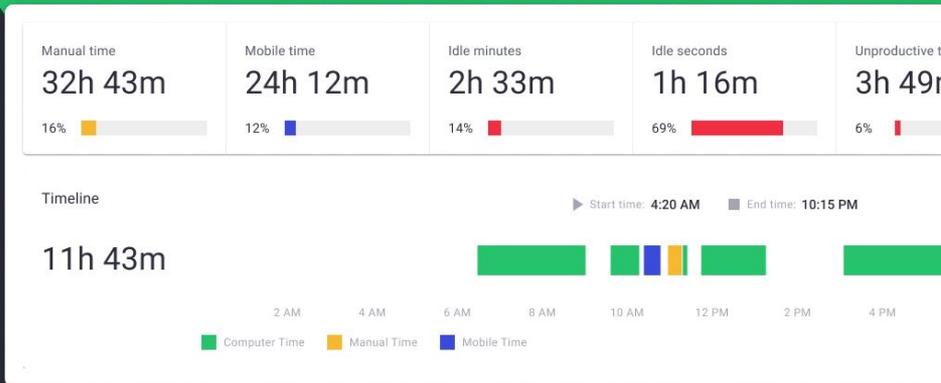


Get to know Time Doctor

We're excited to welcome you and your team members as new Time Doctor users.

Adopting Time Doctor sets your organization up to continuously improve by being able to make informed decisions—using accurate data about how you and your employees spend time.

Measuring and analyzing your team's patterns and behaviors during the workday will help you uncover insights that empower everyone to improve their performance, wherever they work.





Get to know Time Doctor

**You'll gain the
transparency and
accountability
needed to:**



Overcome lack of visibility and trust issues



Stop losing margin on unproductive staff



Avoid timesheet and payroll errors



Reduce employee disengagement and churn



Mitigate security and compliance gaps

Does that sound good?

Let's get started!



What is Time Doctor?

Time Doctor tracks and analyzes how you spend your time, to deliver actionable business insights.





What is Time Doctor?

Employee-friendly automated time tracking

Improve the overall employee experience with a **non-intrusive tool for tracking time**.

Put employees in control of when they start and stop tracking work and provide strong privacy controls.

Give employees access to all of their own data, so they can **identify when they're most productive**, prioritize workloads, and increase efficiency.

Use real-time reporting tools to reduce the need for managerial check-ins and **promote flexibility, autonomy and work-life balance**. Employees will feel trusted, engaged and invested in their work.





What is Time Doctor?

Team-level visibility and in-depth workday analytics

Customize Time Doctor's features, functions and reporting to adapt to your culture and **get the insights needed to truly effect change.**

Workday analytics reporting and daily alerts help you:

- Meet KPIs faster
- Get real-time clarity on work-in-progress
- Address resourcing issues affecting ops
- Empower self-directed work across teams
- Free up time to prevent complex issues

While Executive Dashboards help you **compare team performance and issues across your organization.**





What is Time Doctor?

Time Doctor is packed with features to improve productivity and performance



Accurate **attendance tracking**, including alerts when people don't start on time based on your schedules



Ability to see in detail the specific **websites, apps and software** your team is using



Powerful workday **analytics reporting** on productivity, daily workflows and work-life balance



Option to **capture screenshots** of work-in-progress as a quality assurance measure



Ability to let employees to track time against various types of **breaks** set by you



Real-time dashboards for high levels of visibility and less micromanagement



Client login access so you can provide clients with updates about **projects and tasks**



Daily and **real-time email notifications** based on your triggers, to keep leaders informed



Adopting Time Doctor

Core steps for Admins, Owners and Managers

1. Creating a Time Doctor account, accessing the apps and gaining a clear understanding of functionality you and your team can benefit from
2. Adjusting the settings to suit your organization, including specific customizations and productivity ratings for different software or websites your team accesses
3. Inviting your employees to become users and determining the most suitable levels of access or input that different people or teams should have
4. Knowing how to stay abreast of Time Doctor adoption, usage and governance within your team, as well as technical issues that could affect its use





What is Time Doctor? Time Doctor's Workday Analytics brought to you 4 different ways

Desktop App: Downloaded and installed on each employees' desktop computer, and used to automate how employees track time and activity.

Most organizations choose our 'interactive' version because it gives employees more control. Or you can implement it as a 'silent app' on computers owned by your organization that runs in the background during work hours. [Download Now](#)

Web App: A web-based application accessible at 2.timedoctor.com/, which is where you can see dashboards and reports, as well as configure settings for how Time Doctor is used across your team.

The screenshot shows the Time Doctor web interface. The browser address bar displays "timedoctor.com". The navigation menu includes "DASHBOARD", "REPORTS", "SCREENCASTS", "EDIT TIME", "APPROVALS", "SETTINGS", "INVITE", and "DO". The "SETTINGS" menu is currently open. Below the navigation, there are filters for "Users" (All Users Selected) and "All Access Levels Selected". A search bar is present with the text "Search by name, email, or ID". The main content area displays a table with columns: "Name", "Screencasts", "Blur Screenshots", "Can Edit Time", and "Delete Screenshot".

<input type="checkbox"/>	Name ↑	Screencasts ⓘ	Blur Screenshots ⓘ	Can Edit Time ⓘ	Delete Screenshot
<input type="checkbox"/>	> AO Amy Owens	Off	<input type="checkbox"/>	Yes	<input type="checkbox"/>
<input type="checkbox"/>	> AN Andy Nguyen	Off	<input type="checkbox"/>	Yes	<input type="checkbox"/>
<input type="checkbox"/>	> AS Anna Sonnenberg	Off	<input type="checkbox"/>	Yes	<input type="checkbox"/>
<input type="checkbox"/>	> CC Chad Del Corro	Off	<input type="checkbox"/>	Yes	<input type="checkbox"/>
<input type="checkbox"/>	> CA Charles Allnutt	Screenshots (30 min)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>
<input type="checkbox"/>	> CE Chance Flores	Screenshots (15 min)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>



What is Time Doctor? Deploy different applications to **easily manage time** day-to-day

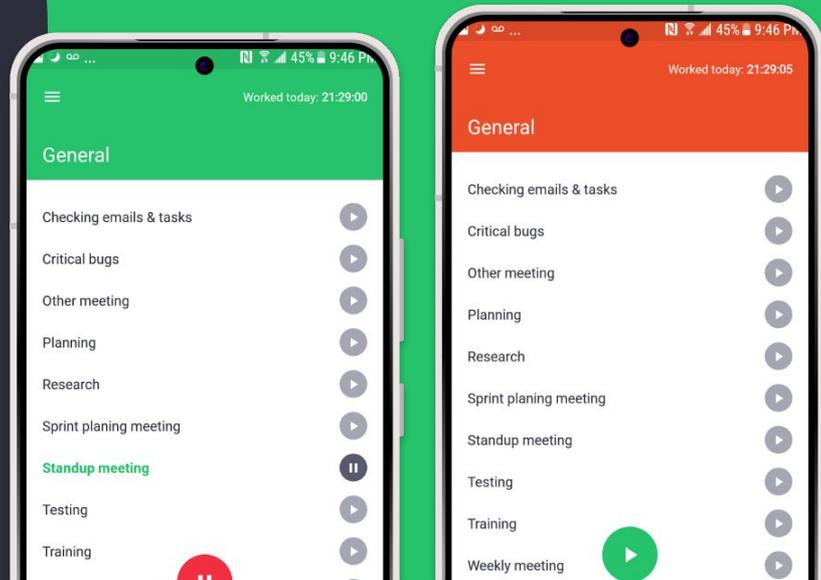
Mobile App: A mobile app (Android only, but iOS is coming soon!) to enable employees to track time while away from their desk. [Download via Google Play.](#)

Browser Extensions: A Chrome browser extension or Firefox browser AddOn that works with the desktop app to track time spent on third-party software including Jira, Salesforce, Asana and [a range of other apps.](#)

LEARN MORE

Learn more about [how to configure Chrome extension integrations.](#)

Learn more about the [differences between our desktop, web and mobile apps.](#)





What is Time Doctor?

Useful information to help you get started

Links to access apps



Log in online for configuration, reporting, and dashboards.

[Access Here](#)

Download the desktop app for time tracking. [Download Now](#)

Technical support



Lodge support tickets online.

[Access here](#)

Or email support@timedoctor.com

Knowledge base



Read helpful tutorials, guides to improve adoption and get answers to common technical questions at Help Center.

[Access Now](#)

Articles and news



Get company news, new feature announcements and insights into boosting productivity and effective remote work via our engaging corporate blog. [Access Blog](#)

Earn money by sharing Time Doctor



Join our Referral Program and earn commission for for every person you refer that becomes a paying Time Doctor customer. [Sign up now.](#)

Share Your Journey & Shine on Time Doctor's Wall of Fame!



By unveiling your story with Time Doctor, you're lighting the way for peers and elevating your team to thought leadership in productivity and time management. [Share your story](#)



What is Time Doctor?

Enterprise experience: Peace of mind for global leaders

Time Doctor is the ideal choice for large enterprises and multinationals because it:

- Enables organization-wide visibility;
- Is built for scalability; and
- Makes internationalization easy.

You'll be able to drive productivity and identify improvements without added complexity.

Additionally, we offer unmatched support and privileges for enterprise clients.

Large-scale deployment made easy!



What is Time Doctor?

Enterprise experience: Peace of mind for global leaders

LEARN MORE



Learn more about [Time Doctor security and compliance](#) including security features, data protection, GDPR obligations, and our compliance certifications.



Organization-wide simplicity and scalability:

- Top-notch integration and internationalization capabilities
- Great usability, including single sign-on (SSO)
- Customizable functions, user and permission settings



Help to implement and drive uptake faster:

- Step-by-step guided onboarding and implementation
- Advice on custom reporting, integrations and API setup
- Ready-made change management and HR advice



VIP partnership and two-way communication:

- 24/7 support and advice from a dedicated contact
- Training plans and ongoing coaching for managers
- Be invited to share feedback and contribute to innovation plans



Enterprise-grade security to meet global standards:

- Secure by design plus ISO certified and GDPR compliant
- Best practice policies for passwords, verification and login authentication
- Regular backups, penetration testing, and patching



Set up and make the most of our web app

The screenshot displays the Timedoctor web application interface. At the top right, the URL "timedoctor.com" is visible. The navigation menu includes "DASHBOARD", "REPORTS", "SCREENCASTS", "EDIT TIME", "APPROVALS", "SETTINGS" (which is highlighted), "INVITE", and "DOWNLOAD". Below the navigation, the page title is "Users", and there are filters for "All Users Selected" and "All Access Levels Selected", along with an "Export Options" button. A search bar is present with the placeholder text "Search by name, email, or ID". The main content is a table with the following columns: "Name", "Screencasts", "Blur Screenshots", "Can Edit Time", and "Delete Screencasts".

<input type="checkbox"/>	Name ↑	Screencasts ⓘ	Blur Screenshots ⓘ	Can Edit Time ⓘ	Delete Screencasts ⓘ
<input type="checkbox"/>	> AD Amy Owens	Off ▾	<input type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> AN Andy Nguyen	Off ▾	<input type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> AS Anna Sonnenberg	Off ▾	<input type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> CC Chad Del Corro	Off ▾	<input type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> CA Charles Allnutt	Screenshots (30 min) ▾	<input checked="" type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> CF Chenee Flores	Screenshots (15 min) ▾	<input checked="" type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> CA Chris Armstrong	Screenshots (30 min) ▾	<input checked="" type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> CT Chris Test	Off ▾	<input type="checkbox"/>	No ▾	<input type="checkbox"/>
<input type="checkbox"/>	> CY Christopher Yerrick	Screenshots (30 min) ▾	<input checked="" type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>



Set up and make the most of our web app

To keep it simple, we're assuming that you'll be deploying the interactive version of Time Doctor's desktop app.

[Read our rundown of the difference between the 'silent' and 'interactive' apps](#)

Learn More

The screenshot shows the Time Doctor web application interface. At the top, there's a navigation bar with a logo and menu items: DASHBOARD, REPORTS, SCREENCASTS, EDIT TIME, APPROVALS, SETTINGS (highlighted), INVITE, and DOWNLOAD. Below this is a sub-header for 'Users' with filters for 'All Users Selected' and 'All Access Levels Selected', and an 'Export Options' button. A search bar is present with the placeholder text 'Search by name, email, or ID'. The main content is a table with columns: Name, Screencasts, Blur Screenshots, Can Edit Time, and Delete Screencasts. The table lists several users with their respective settings.

<input type="checkbox"/>	Name ↑	Screencasts ⓘ	Blur Screenshots ⓘ	Can Edit Time ⓘ	Delete Screencasts ⓘ
<input type="checkbox"/>	> AD Amy Owens	Off ▾	<input type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> AN Andy Nguyen	Off ▾	<input type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> AS Anna Sonnenberg	Off ▾	<input type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> CC Chad Del Corro	Off ▾	<input type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> CA Charles Allnut	Screenshots (30 min) ▾	<input checked="" type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> CF Chenee Flores	Screenshots (15 min) ▾	<input checked="" type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> CA Chris Armstrong	Screenshots (30 min) ▾	<input checked="" type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>
<input type="checkbox"/>	> CT Chris Test	Off ▾	<input type="checkbox"/>	No ▾	<input type="checkbox"/>
<input type="checkbox"/>	> CY Christopher Yerrick	Screenshots (30 min) ▾	<input checked="" type="checkbox"/>	Yes ▾	<input checked="" type="checkbox"/>

Set up and make the most of our web app

User Management

Follow these four steps to manage how employees use Time Doctor, maintain correct permissions, and collect useful data.

1. Determine who needs different levels of access
2. Invite users, either one-by-one or via an imported list
3. Manage how settings are configured for different users
4. Organize your users by groups for greater clarity

HOT TIP



In the web app, navigate to 'Invite' to create and deliver emails to new users. Managing user settings and creating groups sit under the 'Settings' navigation menu.

The screenshot shows the Time Doctor web application interface. The browser address bar displays "timedoctor.com". The navigation menu includes "DASHBOARD", "REPORTS", "SCREENCASTS", "EDIT TIME", "APPROVALS", "SETTINGS", "INVITE", and "DOWNLO". The "INVITE" page is active, showing two options: "INVITE BY EMAIL" (selected) and "ADD BY CSV". Below these options is a large text input field with a placeholder "Type or paste email addresses here" and a small envelope icon. A note below the field states: "To invite multiple people separate the emails by comma, space or new line". Underneath, there is a section for "Access level" with a link to "Learn more". The access level options are: "Regular User" (selected), "Manager", "Admin", and "Client". At the bottom, there is a section for "Groups they're members of" with checkboxes for "All Regular Users" (checked), "Management", and "test".



User Management

Allocate access levels

Determine **who can do what** within the back-end of Time Doctor. Enterprise clients can customize their user roles and permission settings for all teams and users.

Generally, organizations adopt five different levels of user access: **regular users; managers; admins; owners; and clients.**

View the table to see a common configuration for the functions that can be performed by different users.

User Access Levels

	User	Managers	Admin	Owner	Client
Track Time	✓	✓	✓	✓	✗
See Own Reports	✓	✓	✓	✓	✗
Edit Own Time	✓	✓	✓	✓	✗
See Others Reports	✗	✓	✓	✓	✓
Edit Others' Time	✗	✓	✓	✓	✗
Invite New Users	✗	✓	✓	✓	✗
Edit Users Settings	✗	✗	✓	✓	✗
Edit Group Settings	✗	✗	✓	✓	✗
Edit Company Settings	✗	✗	✓	✓	✗
Change Users' Levels	✗	✗	✓	✓	✗
Create/Edit Projects & Tasks	✗	✗	✓	✓	✗
Payroll	✗	✗	✗	✓	✗
View/Modify Billing Info	✗	✗	✗	✓	✗
Request Account Cancellation	✗	✗	✗	✓	✗

User Management

Invite Users

Invite members of your team to create online accounts, which gives them access to the web app, and prompts them to download the desktop app used for tracking time.

To invite users you simply:

1. Add individual names and email addresses or [upload a .csv file](#)
2. Select users' access level and the groups and projects they'll be part of
3. Configure the settings for different users
4. Send invites via email

[Read the step-by-step](#) process to invite users.

[Invite Users](#)

HOT TIP



The person who first signs up is usually an owner or admin, and by default these user types can invite others. However, they can also give managers permission to invite people in their team.



The screenshot shows the 'timedoctor.com' dashboard with the 'INVITE' menu item highlighted. The 'INVITE BY EMAIL' section is active, featuring a text input field with a placeholder 'Type or paste email addresses here' and a green border. Below the input field, a note states: 'To invite multiple people separate the emails by comma, space or new line'. The 'Access level' section has radio buttons for 'Regular User' (selected), 'Manager', 'Admin', and 'Client', with a 'Learn more' link. The 'Groups they're members of' section has checkboxes for 'All Regular Users' (checked), 'Management', and 'test'.

User Management

Users Settings



HOT TIP



Easily apply settings to multiple users at once, by selecting all users or specific users. You can also search for users by name to adjust settings for an individual.

Some of the settings you can edit for users include:

- Whether to capture screenshots, and at what frequency?
- Whether to blur screenshots for privacy and compliance reasons?
- If a user can edit their own or other's time entries?
- The period of inactive time before tracking cuts off and a user is considered 'idle'.
- If a user's time needs to be included in data for reporting?
- The user's or team's time zone/s.

[Manage users settings](#)

HOW TO MANAGE USERS IN
Time Doctor®

User	Mon, Jul 20
PT Peter Jones 40h total	8am - 4pm 7h 30m required
JS John Smith 40h total	1 - 5am 12 - 4.
KB Kevin Best 8h total	
EJ Eva Julie 16h total	
DM Demi Micheal 30h total	8:30am - 2:30pm

10:24 / 50:26



User Management

Organize users into groups

Categorize users into groups to better manage and report against different teams or workloads. You're in control of the number of groups and their purpose.

You could create groups based on:

- Departments or functional areas
- Job role or type of projects they work on

Keep in mind, users included in more than one group will have company-level productivity ratings applied rather than group-level ratings.

Create Groups

HOT TIP



Explore [How to create user groups](#) to learn:

- Who can create groups?
- The steps involved
- How to remove groups?
- How to filter reports by groups

The screenshot shows a web application interface for user management. At the top, there is a navigation bar with a checkmark icon and menu items: DASHBOARD, REPORTS, SCREENCASTS, EDIT TIME, APPROVALS, SETTINGS (highlighted with a green underline), and INVITE. Below the navigation bar is a header for the 'Groups' section. The main content area is divided into two columns. The left column is titled 'ACTIVE GROUPS' and contains a search bar with the text 'Name your group' and a green checkmark icon. Below the search bar is a list of groups with their names and member counts: 'All Regular Users' (8), 'ABC' (0), 'Channel' (2), 'Du July 6 Chetna' (6), 'East Hemisphere SDRs' (3), 'Eric and Bam' (0), 'Management' (3), and 'Product Specialists' (5). The right column is titled 'Users' and contains a search bar with the text 'Search by name, email, or ID'. Below the search bar is a section for 'Group managers' with the text 'Select which managers have access to view work data of and users.' and a checkbox for 'Mick Kitor'. Below that is a section for 'Group members' with a list of names and checkboxes: 'Amy Owens', 'Andy Nguyen', 'Anna Sonnenberg', and 'Chad Del Corro'.

Adjust Settings for Dashboard and Reports Productivity Ratings

To make the most of dashboards and reports, you'll first need to adjust some settings so you're collecting data. Note: Available settings will depend on the features you have access to under your plan.

[Adjust productivity ratings](#) for different websites and software applications your team may use throughout their work day.

For example, you might rate Facebook as unproductive for most team members except for members of a group whose jobs involve Facebook community management or marketing.

[Adjust now](#)

HOT TIP



These features can be activated and edited via the 'Settings' navigation menu in the web app.



The screenshot shows the 'Productivity Ratings' page in the Time Doctor web app. The browser address bar shows '2.timedoctor.com/productivity-ratings'. The navigation menu includes 'DASHBOARD', 'REPORTS', 'SCREENCASTS', 'EDIT TIME', 'APPROVALS', 'SETTINGS' (highlighted), 'INVITE', and 'DOWNLOAD'. The page title is 'Productivity Ratings' with a sub-header 'Company Ratings'. A search bar is present. The main content is a table with columns for 'Activity' and 'Productivity Rating'. The 'Productivity Rating' column has three radio buttons: 'Productive' (selected), 'Neutral', and 'Unproductive'. The table lists various activities and their current ratings.

Activity	Productivity Rating
<input type="checkbox"/> Activity	<input checked="" type="radio"/> Productive <input type="radio"/> Neutral <input type="radio"/> Unproductive
<input type="checkbox"/> app.hubspot.com	<input checked="" type="radio"/> Productive <input type="radio"/> Neutral <input type="radio"/> Unproductive
<input type="checkbox"/> mail.google.com	<input checked="" type="radio"/> Productive <input type="radio"/> Neutral <input type="radio"/> Unproductive
<input type="checkbox"/> slack	<input checked="" type="radio"/> Productive <input type="radio"/> Neutral <input type="radio"/> Unproductive
<input type="checkbox"/> linkedin.com	<input checked="" type="radio"/> Productive <input type="radio"/> Neutral <input type="radio"/> Unproductive
<input type="checkbox"/> web-browser	<input checked="" type="radio"/> Productive <input type="radio"/> Neutral <input type="radio"/> Unproductive
<input type="checkbox"/> docs.google.com	<input checked="" type="radio"/> Productive <input type="radio"/> Neutral <input type="radio"/> Unproductive
<input type="checkbox"/> intranet	<input checked="" type="radio"/> Productive <input type="radio"/> Neutral <input type="radio"/> Unproductive
<input type="checkbox"/> 2.timedoctor.com	<input checked="" type="radio"/> Productive <input type="radio"/> Neutral <input type="radio"/> Unproductive
<input type="checkbox"/> calendar.google.com	<input checked="" type="radio"/> Productive <input type="radio"/> Neutral <input type="radio"/> Unproductive
<input type="checkbox"/> zoom.us	<input checked="" type="radio"/> Productive <input type="radio"/> Neutral <input type="radio"/> Unproductive

Adjust Settings for Dashboard and Reports

Projects & Tasks

Activate Projects & Tasks to track time against project work. Note: Available settings will depend on the features you have access to under your plan.

[Enable the projects and tasks feature](#), and then add your key projects and the types of tasks that sit underneath each project.

You'll also need to add users to each project, to allow them to track time against the project.

[Enable now](#)

HOT TIP



These features can be activated and edited via the 'Settings' navigation menu in the web app.



The screenshot shows the 'Project & Task Settings' page. At the top, there is a navigation bar with a checkmark icon and menu items: DASHBOARD, REPORTS, SCREENCASTS, EDIT TIME, APPROVALS, SETTINGS (highlighted), INVITE, and DOWNLOAD. Below the navigation bar, the page title is 'Project & Task Settings'. The main content area is divided into three sections: 'ACTIVE PROJECTS', 'ARCHIVED PROJECTS', and 'PEOPLE (EVERYONE)'. The 'ACTIVE PROJECTS' section has a search bar with a plus icon and a green checkmark, and a list of project categories: BDR/SDR, Enterprise Sales, General, Management, Onboarding, Partnerships, Product Specialists, and Research team. The 'PEOPLE (EVERYONE)' section is titled 'Who has access to this project?' and has three radio button options: 'Everyone in the company (including new people added in the future)' (selected), 'Specific Groups', and 'Specific People'.

Adjust Settings for Dashboard and Reports

Self-Assigned Tasks

Activate Self-Assigned Tasks for employees. Note: Available settings will depend on the features you have access to under your plan.

Flexibility, autonomy and timing-saving are the keywords for this new Time Doctor feature. Using the Self-Assigned Tasks users can create tasks, assign to projects and mark as completed, on their own.

Enable "[Use Projects & Tasks](#)" feature in the company settings menu, and enable the "Allow user to create task" setting for each user from the [Users page](#)

[Enable now](#)

LEARN MORE



Learn step-by-step how to enable self-assigned tasks in the desktop app and how users can use the app to create their own tasks.

Users All Users Selected All Access Levels Selected

Search by name, email, or ID

<input type="checkbox"/> Name ↑	Allow user to create tasks ⓘ
<input type="checkbox"/> > AO Amy Owens	<input type="checkbox"/>
<input type="checkbox"/> > AN Andy Nguyen	<input type="checkbox"/>
<input type="checkbox"/> > AS Anna Sonnenberg	<input type="checkbox"/>
<input type="checkbox"/> > CC Chad Del Corro	<input type="checkbox"/>
<input type="checkbox"/> > CA Charles Allnutt	<input type="checkbox"/>
<input type="checkbox"/> > CF Chenee Flores	<input type="checkbox"/>
<input type="checkbox"/> > CA Chris Armstrong	<input checked="" type="checkbox"/>
<input type="checkbox"/> > CT Chris Test	N/A
<input type="checkbox"/> > CY Christopher Yerrick	<input type="checkbox"/>
<input type="checkbox"/> > DP David Padilla	<input type="checkbox"/>

Adjust Settings for Dashboard and Reports Work Schedules

Activate Work Schedules to track time against specific shifts. Note: Available settings will depend on the features you have access to under your plan.

[Set up work schedules](#) to track time against repeating patterns of work or different shifts across multiple teams, including accounting for different time zones.

You can add and edit simple schedules via the web app, or for more complex schedules over longer time frames you can create and upload a CSV file which can be replaced as schedules change.

[Set up now](#)

HOT TIP



These features can be activated and edited via the 'Settings' navigation menu in the web app.



The screenshot shows the Time Doctor web app interface. The browser address bar displays "2.timedoctor.com/schedules". The navigation menu includes "DASHBOARD", "REPORTS", "SCREENCASTS", "EDIT TIME", "APPROVALS", "SETTINGS" (highlighted), "INVITE", and "DOWNLOAD". The main heading is "Work Schedules" with a dropdown menu set to "All Users Selected". A notification banner states "Work Schedules can be set up via CSV import" with a "HOW TO SET UP" button. Below this is an "ADD/EDIT SCHEDULES" button and a "Select All" checkbox. The main content is a table with columns for days of the week (Mon, Apr 17 to Fri, Apr 21) and rows for users. The user "Chris Armstr..." has a schedule of "5am - 1pm" for all days shown.

User	Mon, Apr 17	Tue, Apr 18	Wed, Apr 19	Thu, Apr 20	Fri, Apr 21
AS Anna Sonnen...					
CA Charles Allnutt					
CF Chenee Flores					
CA Chris Armstr... 40h 00m total	5am - 1pm				
CY Christopher Y...					
DP Daved Padilla					

Adjust Settings for Dashboard and Reports

Paid Breaks

Activate Breaks to track time against paid rest breaks.
Note: Available settings will depend on the features you have access to under your plan.

[Set up paid breaks](#) that employees can take, which count towards time tracked and tracked time totals included in various reports.

You can create custom paid breaks that are available to all, or specific groups of employees. Breaks then appear in the desktop app, where users can select and track time while on break.

[Set up now.](#)

HOT TIP



These features can be activated and edited via the 'Settings' navigation menu in the web app.



The screenshot shows the 'Breaks' settings page in the Time Doctor web application. The browser address bar shows '2.timedoctor.com/breaks'. The navigation menu includes 'DASHBOARD', 'REPORTS', 'SCREENCASTS', 'EDIT TIME', 'APPROVALS', 'SETTINGS' (highlighted), 'INVITE', and 'DOWNLOAD'. The 'Breaks' page has tabs for 'ACTIVE' and 'ARCHIVED'. Under 'ACTIVE', there is a search bar with the text 'Name your break' and a green checkmark icon, and a list item 'Lunch'. On the right, there is a section 'Who can take this break?' with three radio button options: 'Everyone in the company' (selected), 'Specific Groups', and 'Specific Users'. A notification icon is visible in the top right corner.



Team Dashboard

All Users Selected | Export | (UTC +03:00) Kiev, Europe | TODAY | YESTERDAY | PAST 7 D

Overview

Total time tracked 2,609h 34m	Total manual time 307h 06m 12%	Total mobile time 8h 08m 0%	Total unproductive website & ap... 19h 22m 1%
---	---	--	--

Top projects

Research team	599h 54m	BDR/SDR	592h 32m	Management	470h 52m
Product Specialists	389h 18m	Google Ca			
HubSpot Record	54h 29m	HubSpot D			

Executive Dashboard

Export

Overview

Days with <5 min are not included | Users who t

Hours/user (avg.) 132h 12m Highest: 142h 23m (Sup... Lowest: 77h 42m (Acc...)	Hours/user/day (avg.) 7h 32m Highest: 8h 11m (Sales) Lowest: 4h 20m (Design)	Unproductive web & app usage % 38% Highest: 22% (Sales) Lowest: 3% (Developers)	Users who tra... 102
--	---	--	--------------------------------

Outliers

Users with >20% unproductive time 34	Users with >30 work-life balance issues 26
--	--

Top groups

Worked highest average hours/user/day Design 7h 32m	Worked lowest average hours...
--	--------------------------------

Dashboards

Dashboards

Every user has an individual dashboard that displays their personal data. Admins, Managers and Owners can also access two additional types of dashboards.

User dashboard offers topline metrics to understand and help to improve each employees' performance.

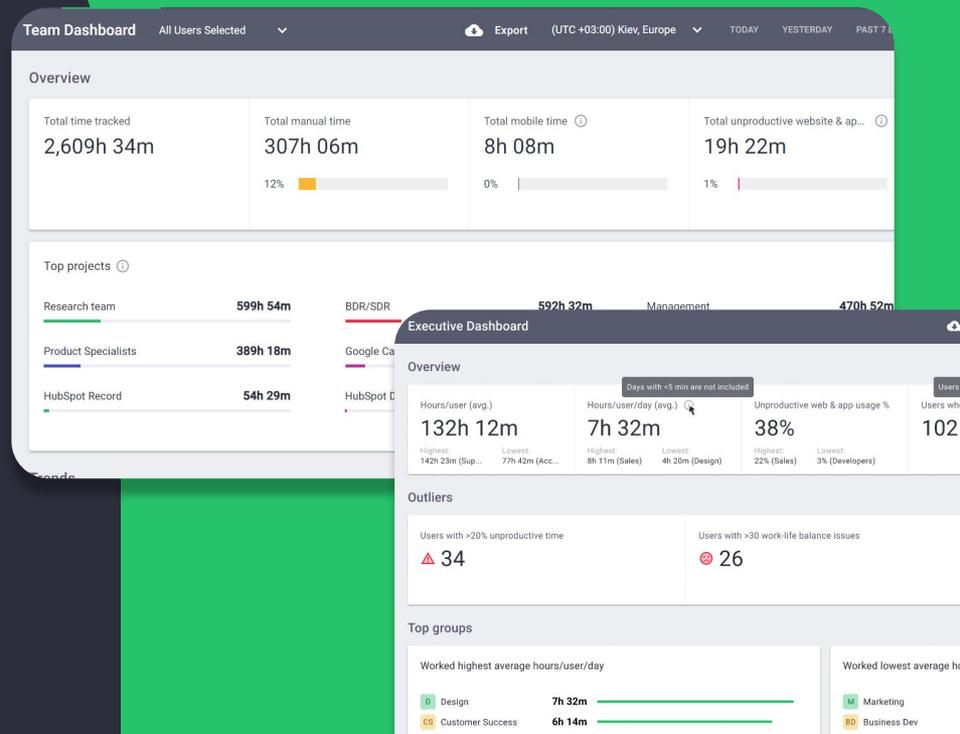
Team dashboard helps managers guide real-time decisions, see who's available or running late, identify best and worst performers to guide coaching, and adjust workloads and schedules.

Executive dashboard designed to give senior leaders and owners organization-wide oversight for strategic planning and decision-making.

HOT TIP



Dashboard widgets use data visualizations to quickly convey useful insights—see important information at-a-glance.





Dashboards

User Dashboard

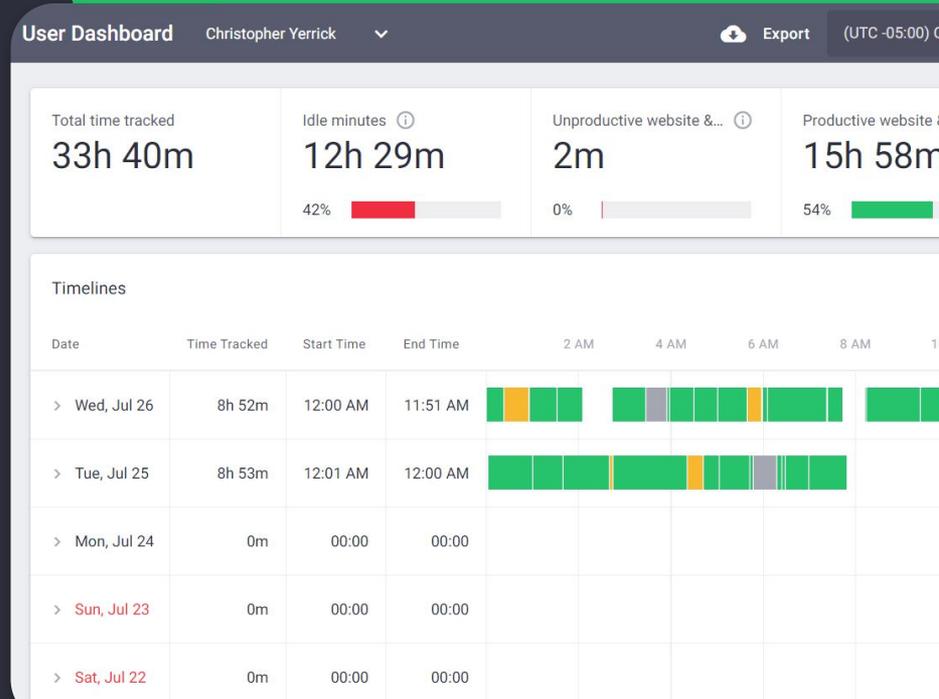
Access User Dashboard

Key widgets on the User Dashboard include:

Time tracked and tracking method: Including total time tracked, unproductive time, productive time, manual time and mobile time. Time will be shown in hours/minutes as well as a % of each employee total time.

Recent screenshots & Timeline: Visually review 'blocks' of work completed across each day. See patterns of work and breaks across the day/week. Recent images or video clips taken (if screenshots enabled) will be visible here.

A productivity graph: A snapshot of weekly total time worked and % spent on productive/unproductive sites.





Dashboards

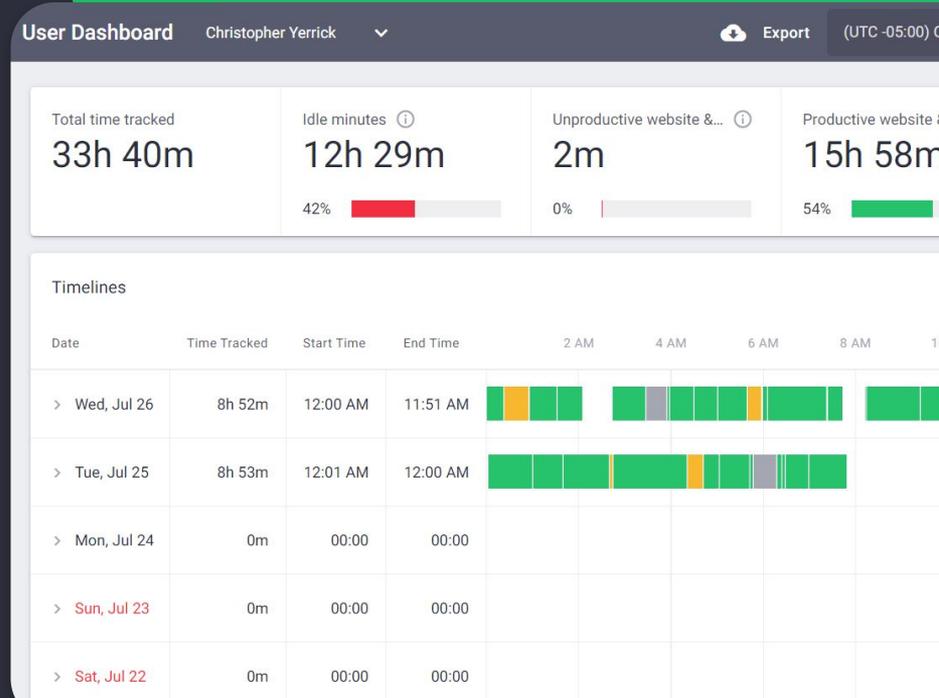
User Dashboard

Access User Dashboard

Key widgets on the User Dashboard include:

Productive and unproductive online activity: Based on the ratings assigned to different online software and websites by your organization, you'll see a list that shows which 'productive' websites/apps the user spent the most time on, and which 'unproductive' sites they spent the most time using.

Projects and tasks you spent time on: Quickly see which projects and tasks the user spent the most time working on for the date range selected.





Dashboards

Team Dashboard

LEARN MORE



Learn more about [Team Dashboard](#).

Access Team Dashboard

Key widgets on the Team Dashboard include:

Trends: Get a big picture view over time of how many hours your team works, how work is spread across different days and time periods, and productivity peaks and troughs. This might help you spot time management issues that could be improved through structural changes.

Work-life Balance: Identifies people who have the highest number of potential work-life balance issues, based on the rules specified for your company. See who might be struggling and intervene early to offer support or workload adjustments that help prevent burnout.

Team Dashboard

All Users Selected



Export

(UTC)

Overview

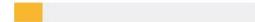
Total time tracked

2,609h 34m

Total manual time

307h 06m

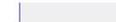
12%



Total mobile time

8h 08m

0%



Top projects

Research team

599h 54m

BDR/SDR

592h 32m

Product Specialists

389h 18m

Google Calendar

211h 47m

HubSpot Record

54h 29m

HubSpot Deals

16h 15m



Dashboards

Team Dashboard

LEARN MORE



Learn more about [Team Dashboard](#).

Access Team Dashboard

Key widgets on the Team Dashboard include:

Latest Data: Know who's currently working to allocate urgent tasks or check-in. Also, spot when people didn't start work on time to monitor schedule adherence.

Top users: See who's been most productive and users with high levels of unproductive time—to recognise high performers, and benchmark productive behaviors.

Websites & Apps: Quickly understand which sites or software are being used effectively for productive work, and the apps where people are wasting time.

Top users

Most work-life balance potential issues

[3 minimum issues](#) (Issues are based on each user's time zone) • [Adjust rules](#)



Highest % time on productive websites and apps

[0% minimum productive time](#)

0 ▾
Min hrs worked



[Web & App Usage](#)

Highest % time on unproductive websites and apps

[0% minimum unproductive time](#)





Dashboards Executive Dashboard

LEARN MORE



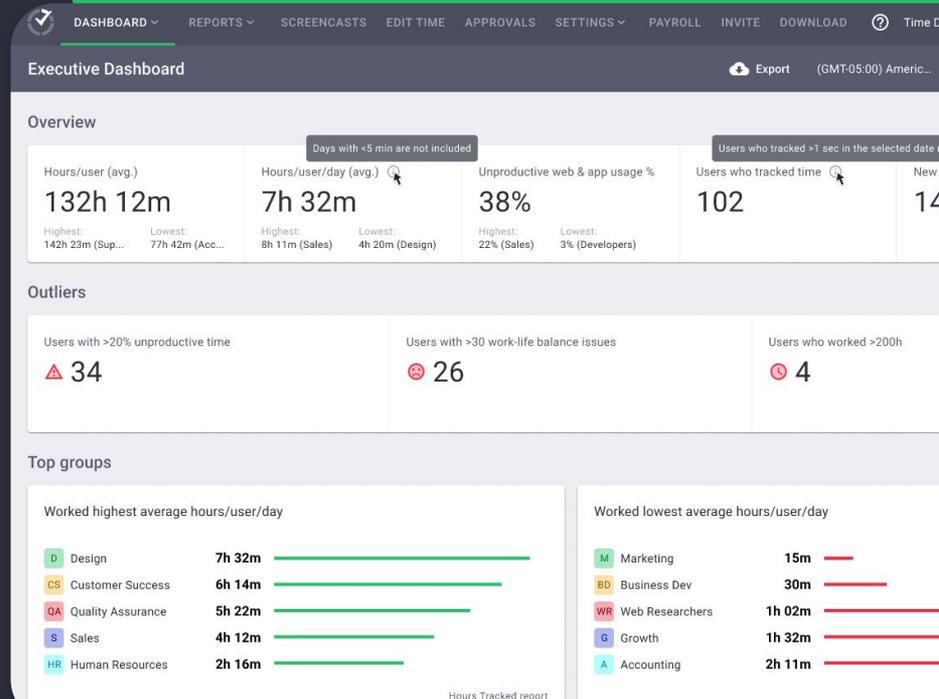
Learn more about [Executive Dashboard](#).

Access Executive Dashboard

Key widgets on the Executive Dashboard include:

Overview: Gain insights into total time worked and an average employees' work day, the extent of unproductive activity, which teams worked the most/least hours and which teams were most/least productive during hours worked.

Outliers: See the number of users with more than 20% unproductive time, how many team members have been flagged more than 30 times for potential overwork, and the number of users who've put in more than 200 hours in a month.





Dashboards Executive Dashboard

LEARN MORE



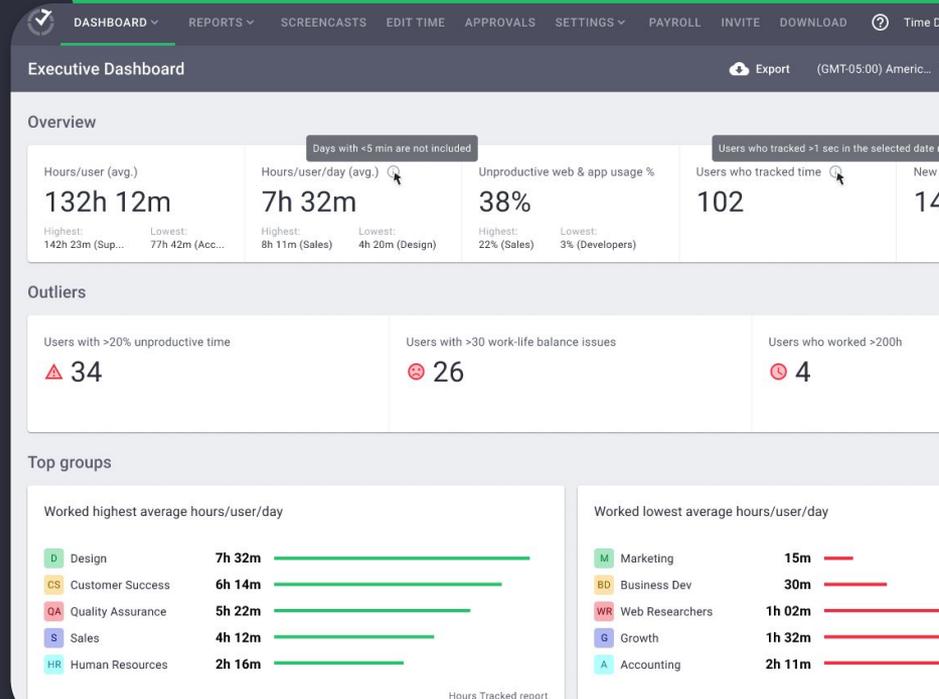
Learn more about [Executive Dashboard](#).

Access Executive Dashboard

Key widgets on the Executive Dashboard include:

Top groups: A summary of employees with the most productive/unproductive time similar to the 'Team Dashboard', but with two additional metrics exclusive to executives: groups with the highest/lowest average work-life balance issues per user; and groups with the most/least attendance issues.

Company configuration: A snapshot of how your Time Doctor software is being managed and used to help you adjust your permissions and access levels.



Dashboards

Work-life Balance monitoring

High levels of burnout, stress and disengagement are a key reason employees quit, significantly increasing your recruitment costs.

Time Doctor helps you identify when employees:

- Work too many hours per day
- Work too many late hours
- Work too many hours outside of scheduled shifts
- Work on the weekends

Admins can control the work-life balance thresholds, based on what your organization believes is unhealthy.



LEARN MORE

[Read our help article](#) about the Work-life Balance widget and how to configure your thresholds.

[Read our blog post](#) about using Work-Life Balance insights to foster employee wellbeing.



"46% of HR leaders said that up to half of their organization's annual turnover could be attributed to burnout."

—Forbes

- [Team Dashboard](#): lets managers see employees with a minimum of 5 potential work-life balance issues within the past 30 days. Hover over each name to view issue type and number of instances.
- [Executive Dashboard](#): lets leaders see how many team members have been flagged more than 30 times for potential overwork, and groups with the highest/lowest average work-life balance issues.

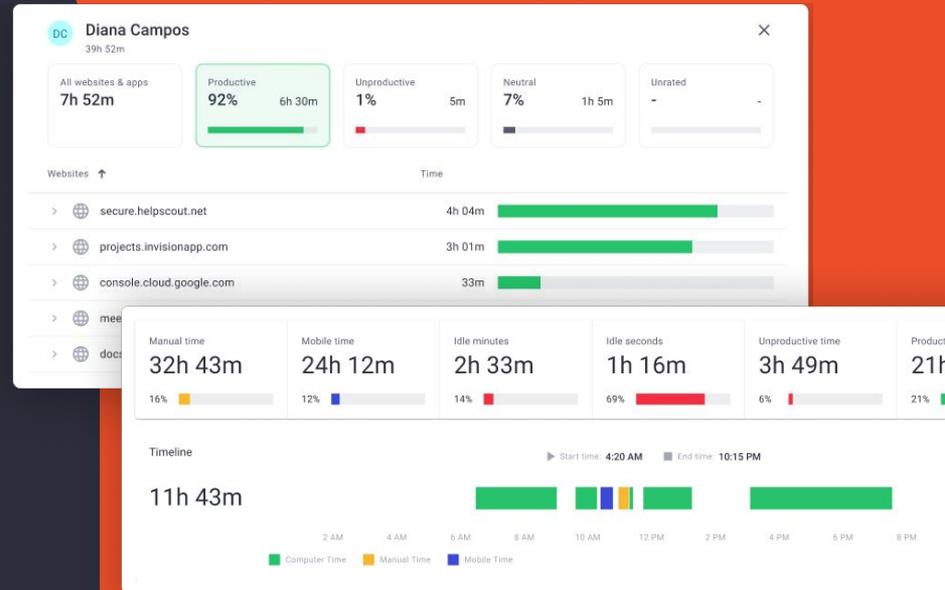


Set up and make the most of our web app Reports

Generate reports via the 'Reports' navigation menu in the web app. You can generate custom reports by selecting and filtering data within the app, which can then be exported as a PDF, XLS or CSV file.

Time Doctor also has a number of standard reports that can be generated quickly for the date range of your choice. Reports available include:

- [Activity Summary](#)
- [Attendance](#)
- [Hours Tracked](#)
- [Projects & Tasks](#)
- [Timeline](#)
- [Web & App Usage](#)
- [Internet Connectivity](#)



Reports

Activity Summary Report

This report shows the share of active minutes, active seconds, unproductive, manual, and mobile time, as well as time recorded for paid breaks, for each user over your selected time period.

Identify high-level productivity problems in your company and compare employees who do similar work.

You'll also get metrics about how much time was tracked where there was no keyboard or mouse activity—we call this idle time, but it doesn't necessarily indicate low productivity and also varies based on the settings you implement for when time tracking cuts off.

LEARN MORE



[Watch an overview](#) of how to generate and use an Activity Summary Report.

Read about [What's meant by idle time](#) in the Activity Summary Report.

Activity Summary Report Page



Name	Total Time Tracked	Idle Minutes %	Idle Minutes	Idle Seconds %
> CF Chenee Flores				62%
> CA Chris Armstrong	79h 15m	44%	6h 21m	73%
> CY Christopher Yerrick	50h 03m	48%	13h 50m	80%
> DP Daved Padilla	59h 07m	40%	23h 41m	69%
> DC David Povia Canuto	82h 26m	45%	32h 44m	71%
> DM Deepak Maratha	83h 51m	25%	19h 03m	54%
> DP Dhaval Pandit	59h 48m	20%	10h 09m	37%
> JA Jean-Pierre Arteaga	67h 49m	57%	38h 12m	75%
> JM Jeff Mayorga	56h 50m	44%	7h 40m	68%

% of computer work minutes during which there was no keyboard or mouse activity. Share of idle time depends heavily on user job role: meaningful insights can be obtained by comparing people of similar job roles.

Reports

Attendance Report

Know if a user was Present, Absent, Partially Absent, or Late for their shift. You can filter the report to show only users who have shifts or show only who was absent or late.*

Get clear evidence that people worked the correct hours each day in line with your schedule to simplify attendance management even across complex remote and hybrid teams with flexible schedules.

*Only available to organizations using the Work Schedules feature.

Hot Tip



Need to know instantly if people aren't at work to meet your resource-dependent commitments or time-sensitive deadlines? [Real-time email alerts](#) can be configured within Time Doctor (Go to 'Settings > Email Notifications') to instantly send an email to a manager.

LEARN MORE



Discover [how to configure](#) the report and what the different attendance statuses mean.

[Read about](#) how to use the Attendance Report and work schedules.



Attendance Report
Page

The screenshot shows the 'Attendance' report for '1 User Selected' (Chris Armstrong) in the 'Kiev, Europe' time zone. The interface includes a navigation bar with 'DASHBOARD', 'REPORTS', 'SCREENCASTS', 'EDIT TIME', 'APPROVALS', 'SETTINGS', 'INVITE', and 'DOWNLOADED'. Below the navigation bar, there are filter options: 'Show only users with shifts' and 'Show only absent, partially absent, and late'. The main content area displays a table for user 'Chris Armstrong' (CA) with columns for Date, Status, Shift Start Time, Actual Start Time, and Shift Length. The table shows attendance data for dates from April 3 to April 12, 2024.

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



Hours Tracked Report Page

Reports Hours Tracked Report

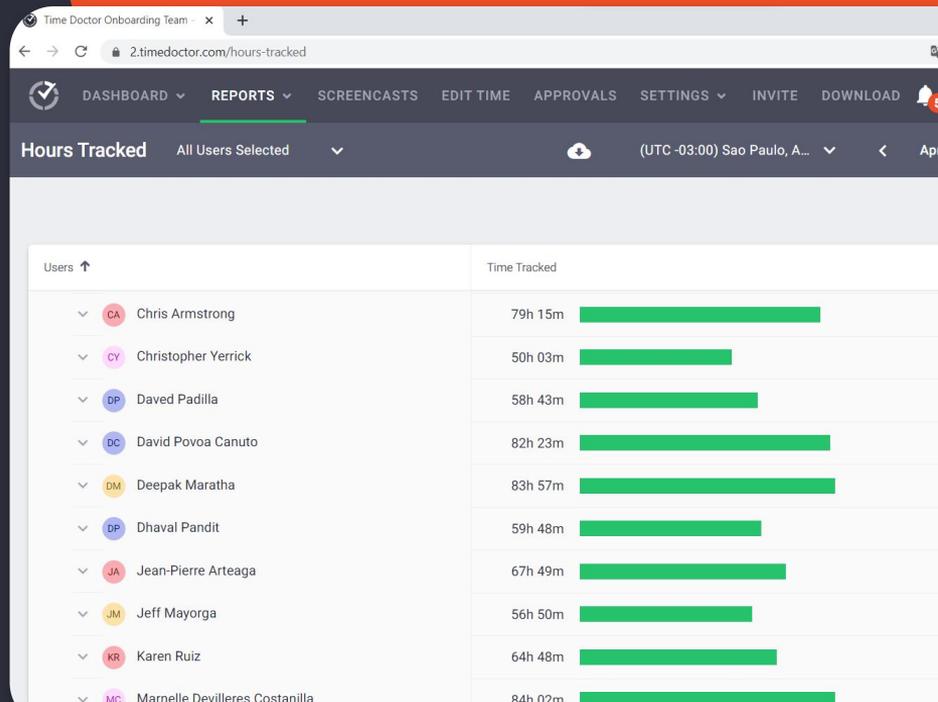
Want to quickly check employees are working the correct number of hours? Review how many hours each user tracked per day, per week, or in any selected date range.

Time Doctor keeps working as long as your employee is actively tracking time—even if a person’s internet connection drops (data is recorded to the local cache and then synced to our servers when the internet is restored).

Hot Tip



Want an update sent to your inbox first thing each day? Managers and admins can activate a [daily Hours Tracked email report](#) (Go to [‘My Account’ > Profile](#) and toggle ‘Receive daily Hours Tracked email report’ on, then ‘Save’). It highlights hours worked by each user (Managers only see employees in their team) and unproductive time for each user, based on data recorded the previous day.



Reports Projects & Tasks Report

Shows you how much time was spent on each project and task. Discover if collective effort on some tasks is much more than what you think it should be.

To collect data for Projects & Tasks Report you must:

- Enable the Projects & Tasks feature within 'Company Settings' in the web app
- [Add project names](#) and associated tasks.
- Allocate groups or individual users to each project, permitting them to track time against it.
- Encourage users to adopt if they're doing project work. Via the desktop app, users can switch between [task and no-task](#) modes.

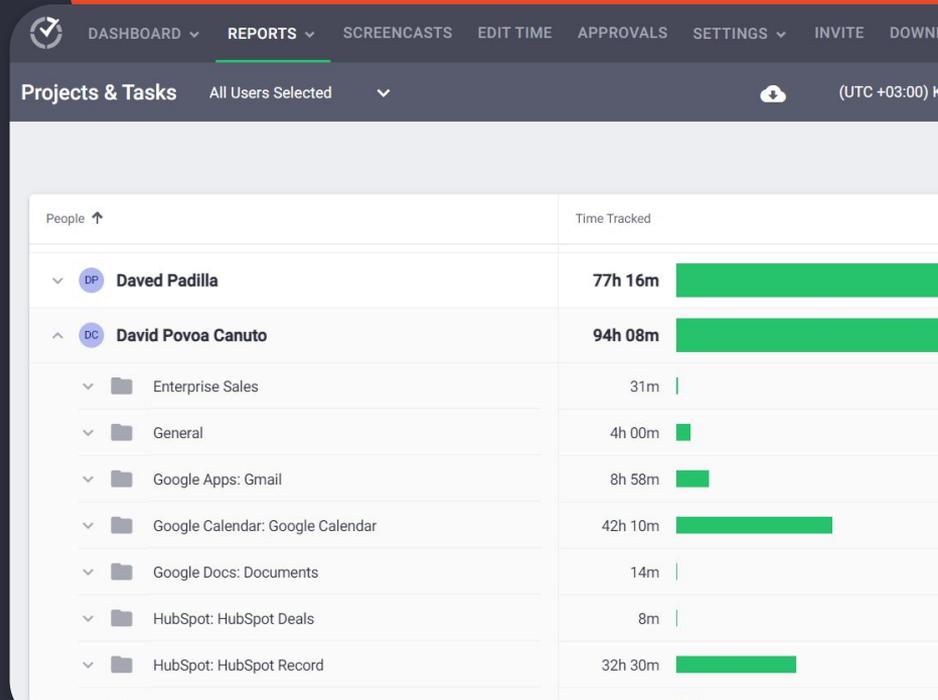
LEARN MORE

If you've set up integrations, [see how users can track time](#) to tasks via a third-party tool.

[Learn more](#) about enabling self-assigned tasks for regular users.



Projects & Tasks
Report Page





Timeline Report Page

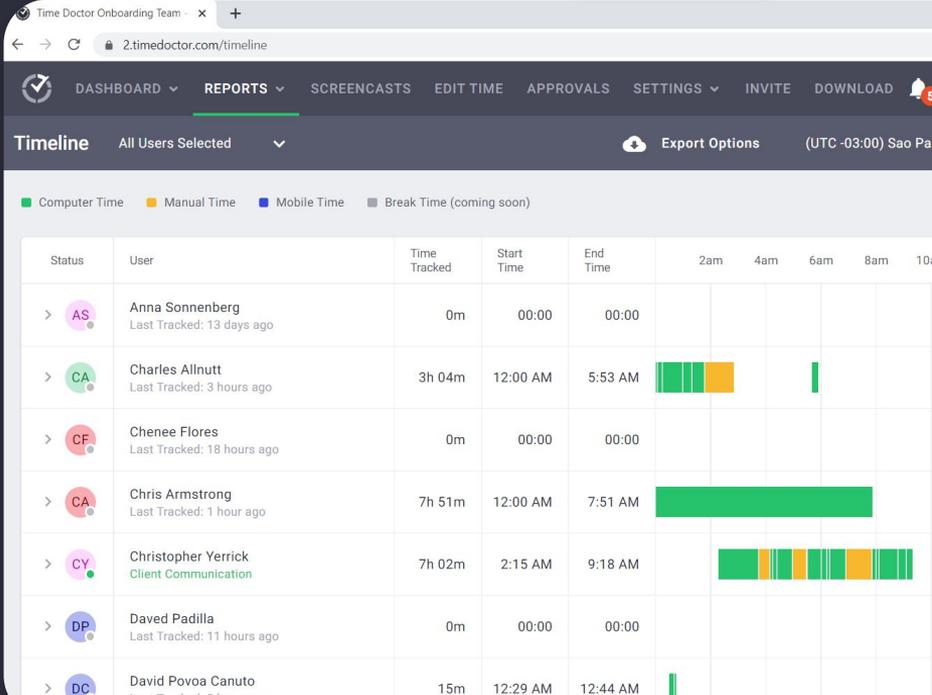
Reports Timeline Report

This helpful breakdown of each employees' workday offers insights into patterns of work, and how focused or scattered an employees' attention has been.

Spot and replicate good time management behaviors or adjust people's workloads to reduce interruptions.

When generating a Timeline Report you choose from:

- Day view: see time worked on each task, when the user took breaks, start and end times. Also shows who's currently online and working, on break, and the last time a user tracked time.
- Week view, which shows the time tracked in a week, including the total time tracked per day.



Reports

Web & App Usage Report

Understand time spent on different websites and applications, and whether online time was productive or unproductive—based on ratings you control.

View time tracked on productive/unproductive websites and apps per day, per week, or for any date range.

Critical to the set-up of Time Doctor is rating sites/apps as productive or not (or neutral):

- A site's rating can be varied by team or individual.
- For example, customer reps might need Skype (productive), whereas it may be an unproductive app for your Finance team.

LEARN MORE

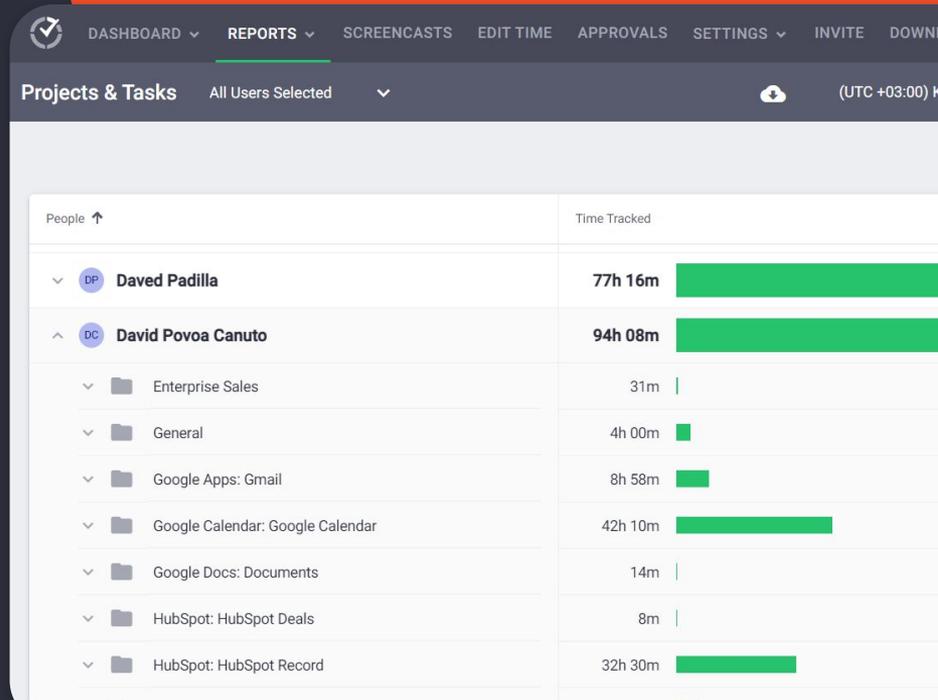
Discover [how to use the Web & App Usage report](#).

Read a blog about [insights you can get from it](#).

Learn how to [adjust the level of detail you get](#) about the websites and apps.



Web & App Usage Report Page





Reports

Internet Connectivity Report

Internet Connectivity Report Page

Time Doctor can track time even when a user's internet is down (offline time is simply synced later). But it's useful to know how many users are affected by internet issues, and to what extent.

This report shows each user's total time offline and the percentage of the day spent offline while tracking time.

Reliability of internet access is key to digital workflows, and remote and hybrid work models. Addressing potential infrastructure issues or work-from-home supports can be key to increased productivity.

Important Note:
Your employees need to be using version v3.4.8 or later of the desktop app to properly collect the data needed for this report. This feature is currently compatible with Windows and macOS.

Name	Offline Times
AS Anna Sonnenberg	
CA Charles Allnutt	
CF Chenee Flores	
CA Chris Armstrong	
CY Christopher Yerrick	
DP Daved Padilla	Sun, Apr 2 4:42 PM - 4:45 PM (2m) 8:12 PM - 8:15 PM (2m) Mon, Apr 3 5:24 PM - 5:27 PM (2m) 8:00 PM - 8:03 PM (3m) 9:15 PM - 9:21 PM (6m) 11:14 PM - 11:18 PM (3m) Tue, Apr 4
DC David Povoacanuto	
DM Deepak Maratha	
DP Dhaval Pandit	
JA Jean-Pierre Arteaga	



Reports Custom Export

LEARN MORE

[Discover](#) how to use the Custom Export feature.

Custom Export Page

Pick and choose from multiple types of data captured within Time Doctor to create one customised report, and a single download.

Easily build your Custom Export by selecting which users to include, which file format you need, and then using check boxes to select the different metrics you want to include. Data can be exported in PDF, XLS, and CSV formats.

The screenshot shows the 'Custom Export' configuration page in the Time Doctor interface. The browser address bar shows '2.timedoctor.com/csv'. The navigation menu includes 'DASHBOARD', 'REPORTS', 'SCREENCASTS', 'EDIT TIME', 'APPROVALS', 'SETTINGS', 'INVITE', and 'DOWNLOAD'. The page title is 'Custom Export' and it shows 'All Users Selected' and 'CSV' as the chosen options. The configuration is divided into four columns: 'Basics', 'Time', 'Productivity (based on web & apps usage)', and 'Activity'. Under 'Basics', 'Name' is selected with a checked box, while 'Email', 'Employee ID', and 'User groups' are unchecked. Under 'Time', 'Time tracked', 'Manual time', 'Mobile time', and 'Mobile time %' are all unchecked. Under 'Productivity', 'Productive time', 'Productive time %', 'Unproductive time', 'Unproductive time %', 'Neutral time', 'Neutral time %', 'Unrated time', and 'Unrated time %' are all unchecked. Under 'Activity', 'Idle minutes', 'Idle minutes %', 'Idle seconds', and 'Idle seconds %' are all unchecked. At the bottom, there is a 'Time zone override' section with a toggle switch for 'Export data relative to each user's time zone' which is currently turned off. An orange 'EXPORT' button is located at the bottom right.



Other essential features

MK

Lunch Break - 00:00:21

You're on a break. No computer activity is being tracked.

STOP BREAK

New update 3.10.59 is available REMIND ME LATER INSTALL UPDATE

Planning & Strategy Marketing 00:00:40

Generate Payroll

Export methods: Payoneer, Paypal, Wise

Name ↑	Payoneer Payee ID	Total hours	Manual time	Currency	Adjustment (ar
TH Trashae Hubbard	10947375	39h 43m	15h 43m	USD	-87
HP Harrison Phillips	00947375	10h 01m		USD	12
MB Martina Brito	00000375	41h 05m		XCD	12
US Uesugi Suzuki	00947375	10h 01m		OMR	
KB Kevin Best	10947375	12h 22m		GBP	20
				AUD	

This currency is not supported for the selected payment method.

EXPORT CSV



Other essential features

Manual additions, edits & approvals

Enhance time tracking accuracy—let users edit records and manually add time they missed tracking via the desktop app.

Under [user management](#), decide who can edit time. Activate the 'Can edit time' setting for any user, by choosing either 'Yes' or 'Approval needed':

- 'Yes': user can change records to update the project, task, start/end time, and add time manually without approval (restricted based on the users' general access level).
- 'Approval needed': manual time added won't appear in reports until approved by an Owner/Admin or Manager.

LEARN MORE



Read our help article about [how to manually add and edit time](#).

Discover more about [who can approve/disapprove manual time](#) and the workflows involved.

Approvals Page

Time Started	Time Ended	Total Time	Project	Task
6:27 AM	6:28 AM	<1m	General	Checking email
6:28 AM	6:44 AM	15m	Google Docs: Presentations	Customer Marketing Strategy
09:07 AM	6:47 AM	3m	General	Checking email
09:10 AM	7:30 AM	43m	Asana: Marketing Activities	Customer Marketing - Upgrade Campaign
09:15 AM	7:57 AM	26m	Paid Break	Paid Break
09:20 AM	8:00 AM	3m	Not Working	Not Working
09:25 AM	9:07 AM	1h 06m	Asana: Marketing Activities	Customer Marketing - Upgrade Campaign
09:26 AM	09:27 AM	19m	Asana: CS & Marketing	Enterprise Onboarding Doc
9:27 AM	12:00 AM	14h 33m	Not Working	Not Working



Other essential features

Screenshots and Screencasts

You have the option to take screenshots and video recordings of users' screens.

You might view or download recordings as a quality assurance or proof-of-work measure, or to help identify inefficient processes or spot training opportunities.

- Under [user management settings](#) in the web app you can determine whether you want screenshots to be taken, and apply the setting for all users or specific users.
- You can choose from various time intervals for when screenshots are taken.
- For privacy or compliance reasons, you can opt to capture screenshots but make them blurred (or apply blurred screenshots for specific users only).

LEARN MORE



[Discover](#) how to use the Screenshots/Screencasts feature.

[Read more](#) about why blurring or disabling screenshots might make Time Doctor more employee-friendly

Screenshots Page

The screenshot shows the 'Payroll' section of the Time Doctor web application. The navigation bar includes 'DASHBOARD', 'REPORTS', 'SCREENCASTS', 'EDIT TIME', 'SETTINGS', and 'PAYROLL'. The main heading is 'Payroll' with a sub-header '6 Users Selected'. Below this is a 'Generate Payroll' section with an 'Export methods' dropdown set to 'Payoneer, Paypal, Wise'. A table displays payroll data for six users. A currency dropdown menu is open, showing options: USD, XCD, OMR, GBP, and AUD. A tooltip message states 'This currency is not the selected payment method'.

Name	Payoneer Payee ID	Total hours	Manual time	Currency	Adjustment
TH Trashae Hubbard	10947375	39h 43m	15h 43m	USD	-87
HP Harrison Phillips	00947375	10h 01m		USD	12
MB Martina Brito	00000375	41h 05m		XCD	12
US Uesugi Suzuki	00947375	10h 01m		OMR	
KB Kevin Best	10947375	12h 22m		GBP	20
				AUD	

EXPORT CSV



Other essential features

Paid Breaks

LEARN MORE



Read our help article about [how to add and configure paid breaks](#)

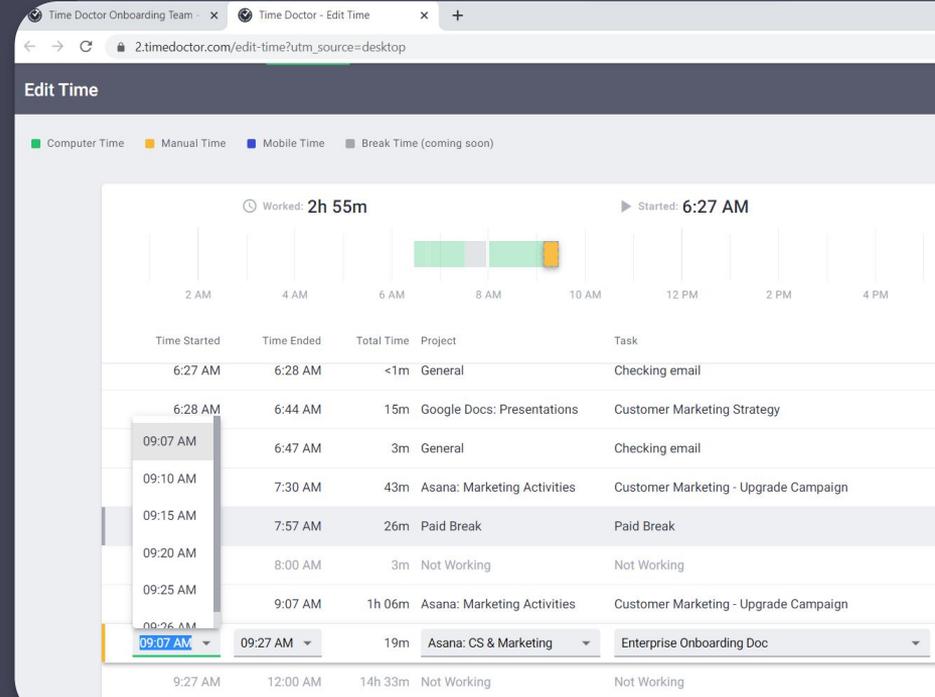
Breaks Settings

Regular, paid breaks for employees may be a compliance requirement or simply a benefit you offer.

With Time Doctor's Breaks feature, Admin/Owners can:

- Add unlimited different paid breaks, within the web app, under '[Settings>Breaks](#)'.
- Decide which teams or individuals can access each kind of break.
- Ensure paid breaks count towards total time tracked, for accurate payroll.
- See breaks in timeline reports to gauge patterns of work throughout a day/week.

Only users you authorise will see available break types as an option within the desktop app.





Other essential features

Payroll

Getting paid correctly is a critical trust signal for employees. Plus, incorrect payroll can have severe flow-on effects for your cash flow, tax, and compliance.

Use time tracked in Time Doctor to generate records designed to be imported into a range of common payment and payroll applications.

Our Payroll feature lets you:

- Configure specific payment rates, payment methods and currencies for different employees.
- Manually add or deduct specific amounts to an individual's pay.
- Export payroll for selected employees at any time as a CSV file, formatted to match the upload requirements of the vendors we support.

LEARN MORE



Read our help article about how to configure and use [Time Doctor's payroll feature](#).

Payroll Page

The screenshot shows the 'Payroll' page in the Time Doctor dashboard. The navigation bar includes 'DASHBOARD', 'REPORTS', 'SCREENCASTS', 'EDIT TIME', 'SETTINGS', and 'PAYROLL'. The main header shows 'Payroll' and '6 Users Selected'. Below this is a 'Generate Payroll' section with 'Export methods: Payoneer, Paypal, Wise'. A table lists employees with columns for Name, Payoneer Payee ID, Total hours, Manual time, Currency, and Adjustme. A dropdown menu is open over the 'Currency' column, showing options: USD, XCD, OMR, GBP, and AUD. A tooltip for XCD states 'This currency is not the selected payment method'. An 'EXPORT CSV' button is at the bottom.

Name	Payoneer Payee ID	Total hours	Manual time	Currency	Adjustme
TH Trashae Hubbard	10947375	39h 43m	15h 43m	USD	-87
HP Harrison Phillips	00947375	10h 01m		USD	12
MB Martina Brito	00000375	41h 05m		XCD	12
US Uesugi Suzuki	00947375	10h 01m		OMR	
KB Kevin Best	10947375	12h 22m		GBP	20
				AUD	

Get familiar with the desktop app



MK



Lunch Break - 00:00:21

You're on a break. No computer activity is being tracked.

STOP BREAK

New update 3.10.59 is available

Planning & Strategy
Marketing

Search projects & tasks

Recently Timed Tasks

Starred Tasks

1 on 1 chat

Additional Tasks

Advertising

Ahrefs Rankings



Desktop Application

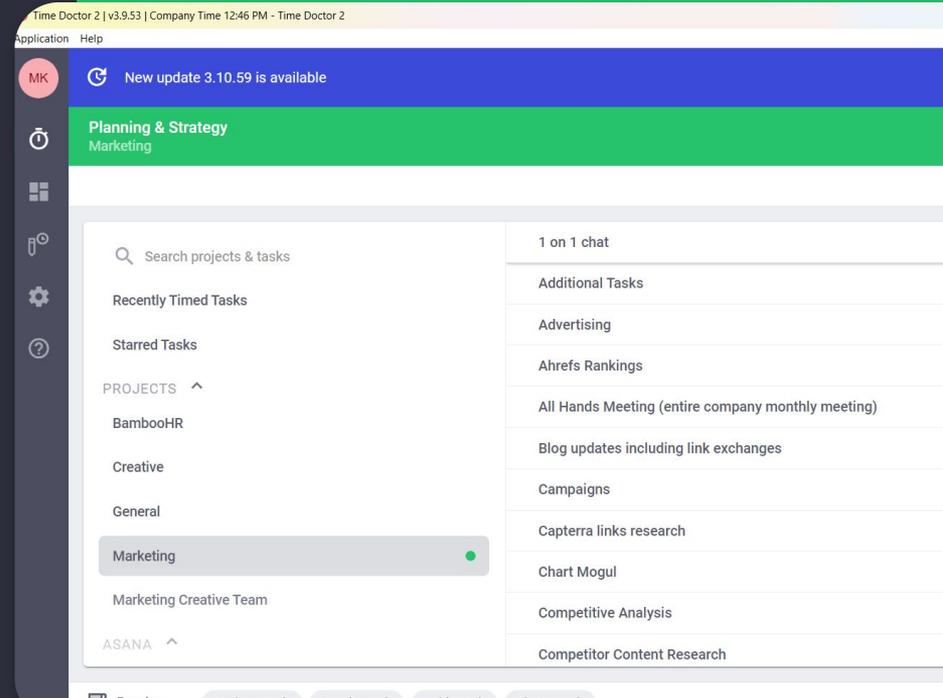
How do users use the desktop app?

The desktop app is the primary tool you and your employees will use day-to-day to:

- Record time spent on various tasks; and
- Manually add time that accounts for work that happened offline.

By using the Projects & Tasks feature, you can break workloads or teams into different project-based streams of activity and ensure users track time against pre-set sub-tasks. [Check Enable Projects & Tasks section.](#)

If using Projects & Tasks, you'll also need to allocate team members to each project.



Desktop Application

How do users download the desktop app?

When an Owner/Admin adds and invites new users via the web app ([covered under User management](#)), those employees receive an email that guides them through creating an online account, and prompts them to download the desktop app.

Other download options for the desktop app:

- Directly create an account and access all available downloads [here](#).
- To get the desktop app for different operating systems—from an existing online account, navigate to the [Download page](#).

Users sign in to the desktop app using the same credentials created for their online account.

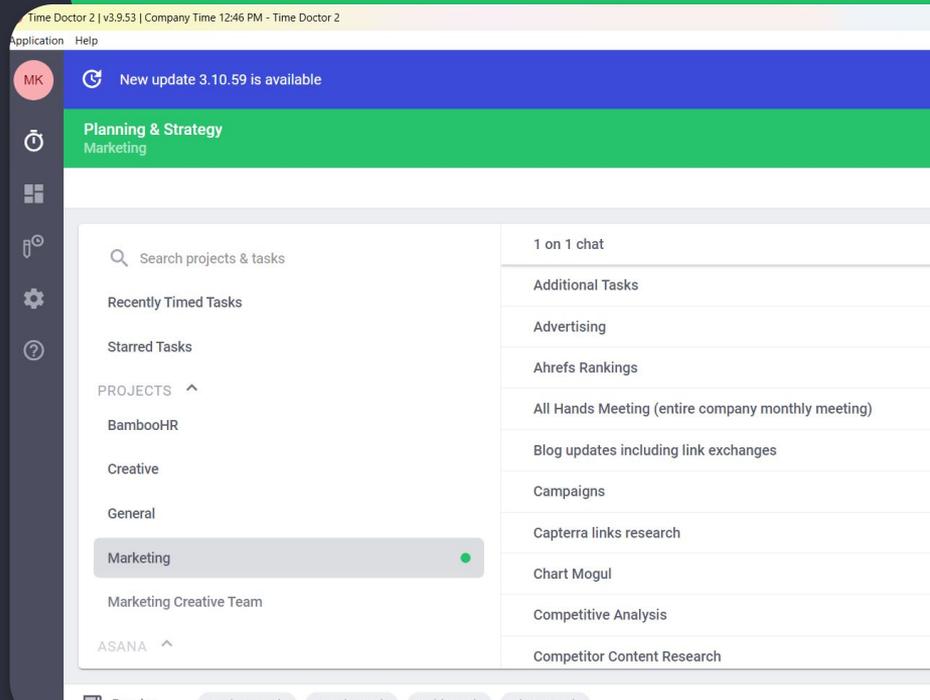
LEARN MORE



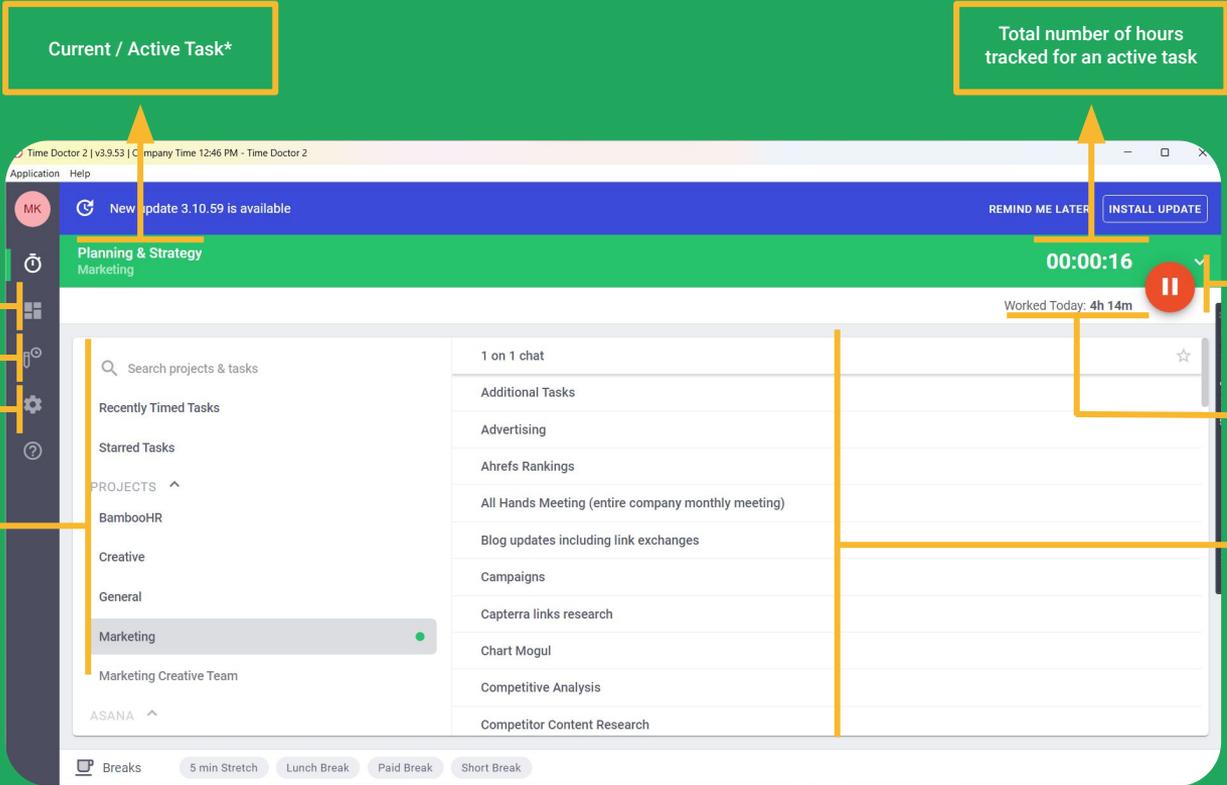
Read instructions on [how to install and uninstall the interactive version of the desktop app](#) for Windows, Mac and Linux operating systems.



Download Now



How do users use the desktop app?



Current / Active Task*

Total number of hours tracked for an active task

Pause / Play button

Total number of hours worked for the day

Task list*

Dashboard access

Edit time page access

Desktop App Settings

Projects list*

*Not present if the project & task feature is not used in your company

How do users use the desktop app?



A separate **activity bar** that can be set up to remain visible at all times no matter how many other windows a user has open, to give a user quick access to start and pause buttons. Clicking the activity bar also brings up the main app window.

LEARN MORE



Watch a video that explains the user interface, [how to adjust settings and use the desktop app](#) to sign in, record time, take breaks, track tasks, edit time, and log out.

Read our help article that breaks down the [main components of the interactive desktop app](#).



Desktop Application

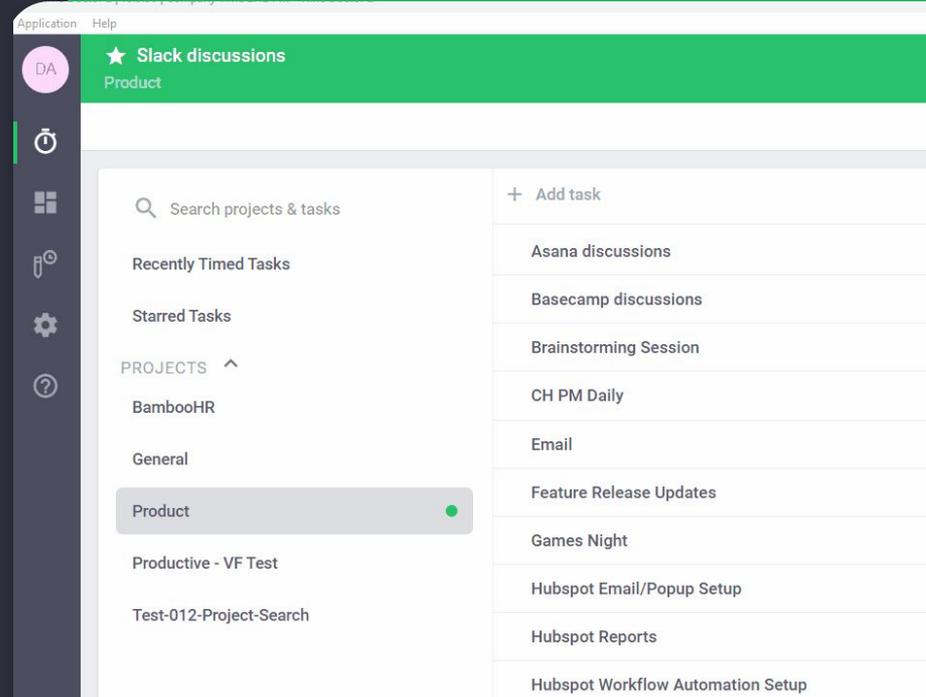
How to create tasks from the desktop app?

Using Self-Assigned Tasks, users can create tasks, assign to projects and mark as completed, on their own.

To allow users to create tasks, make sure your company account Owner/Admin has [enabled the Projects and Task feature in the company settings](#) and also has enabled the "Allow user to create task" setting from the [Users page](#).

For Employees:

- Click on the Add Task option on the desktop app
- Type in the task name and select the project the task will be assigned to
- Click on the check icon to create the task.
- Click on the Start option on the message bar to start tracking time
- Once you are done with it, mark this task as completed by hovering the mouse on the circle icon at the start of the task name and checking it.





Thank You!

You're now equipped to embed Time Doctor within your organization and effectively encourage user adoption.

Go forth and capture valuable data about how your team spends its time, so you can use Time Doctor's workday analytics to get better together!

If you encounter any technical problems contact support@timedoctor.com

Want more detail about product features and configuration? Visit our [knowledge base](#).