

TimeLogger: Quick-Start User Guide

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Applies to: TimeLogger v1.1.0.0

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What is TimeLogger

TimeLogger tries to provide an easy way of tracking time - specifically when you started doing something and how you spent doing it. It's intended for professional environments where you have to switch context often, such as when working for multiple clients, and you are then expected to record your time accurately against that work.

How TimeLogger Works

Two easy steps:

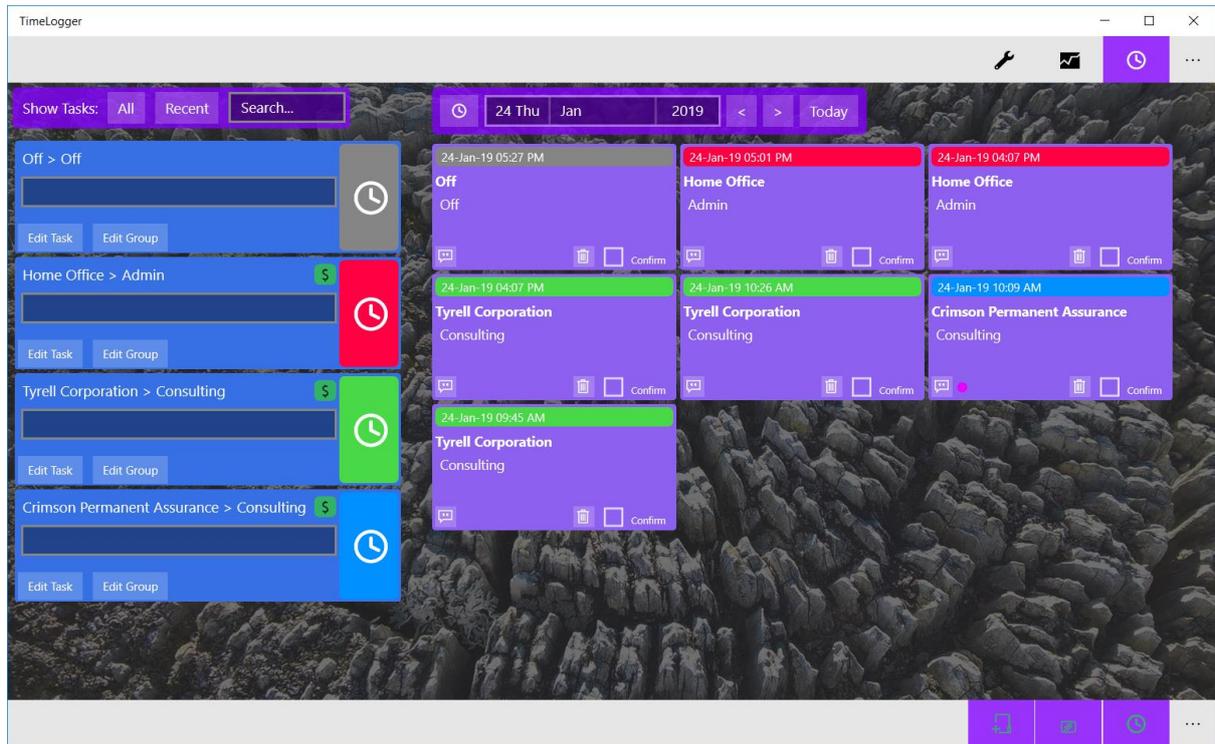
1. Create **Tasks** for the things you want to track, which are group into **Task Groups**.
2. When you start on one of those tasks, just hit its **Time** button.

Forget to log that task when you got back from lunch? No problem, just use the **Add Time** panel to log time retrospectively.

At any time, e.g. at the end of day or week, use the **Report** screen to see how much time you've spent on each **Task** and **Task Group**.

User Interface: Main Screen

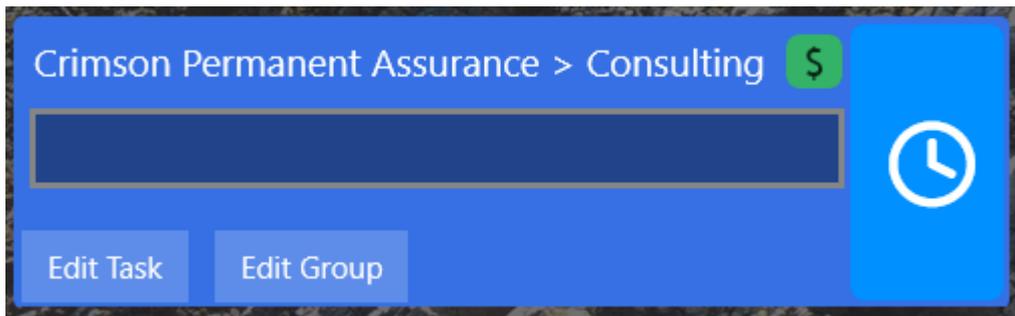
This screen allows you to log time, and see what you've been doing on any given day.



Key features:

1. Left panel: List of **Tasks**.
2. Right panel:
 - a. Button to launch the Add Time dialog.
 - b. The **Time** log's day selector.
 - c. List of **Time** logs.
3. Bottom-right **Screen Menu**:
 - a. New **Task Group**.
 - b. New **Task**.
 - c. Additional **Add Time** dialog launch button.

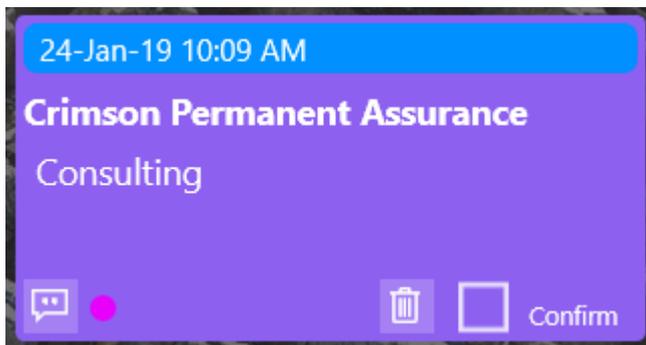
Task Tile



Left-to-right, top-to-bottom:

1. **Task Group** name > **Task** name.
2. **\$ (Is Chargeable)** indicator.
3. **🕒 (Time)** button, click/tap this to start logging **Time** for this task.
4. **Task Notes** input field, use this to add information about instance of the task.
 - a. Enter the text before you click/tap the **Time** button, otherwise you can edit the time tile later.
5. **Edit Task button**, launches a dialog that lets you modify the **Task**.
6. **Edit Task Group** button, launches a dialog that lets you modify the **Task Group**.

Time Tile

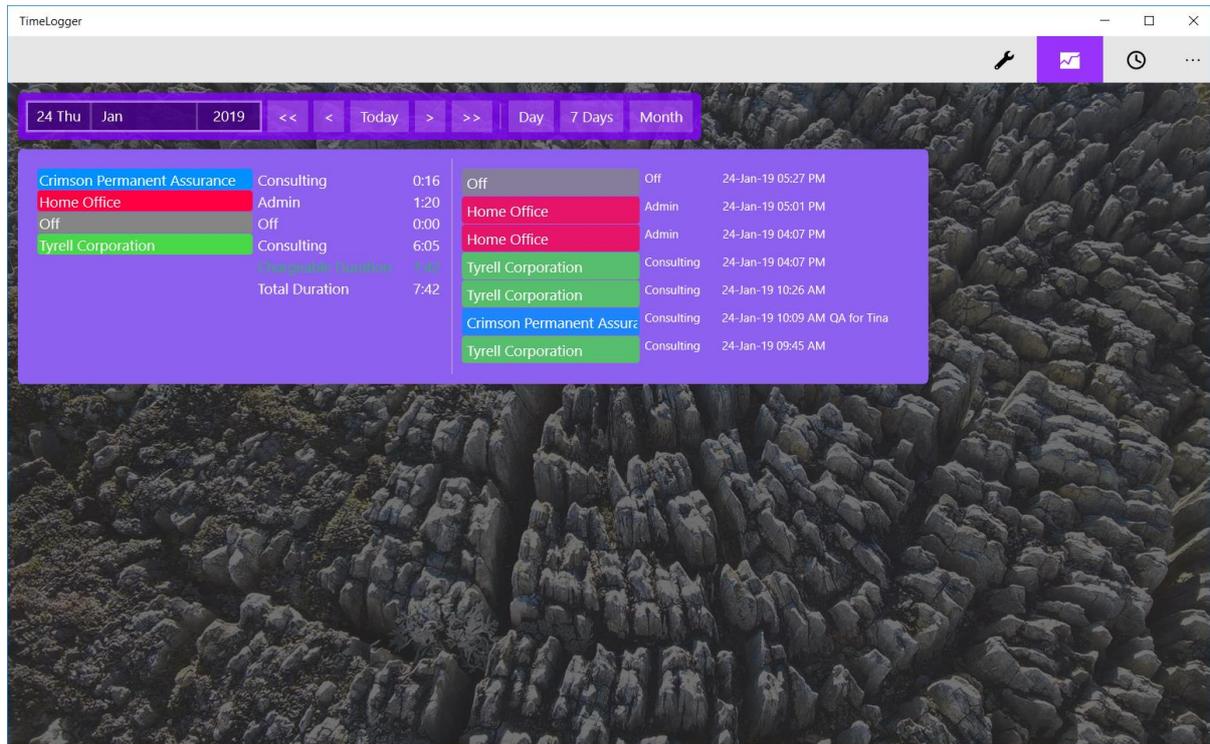


Left-to-right, top-to-bottom:

1. **Time**, when logged.
2. **Task Group** name.
3. **Task** name.
4. Edit **Task Notes** button.
5. Task **Has Notes Indicator**, lets you know if this item already has any notes against it.
6. **Delete Task** button.
7. **Confirm Task Deletion** checkbox, must be checked for deletion to occur. Used to prevent accidental deletion.

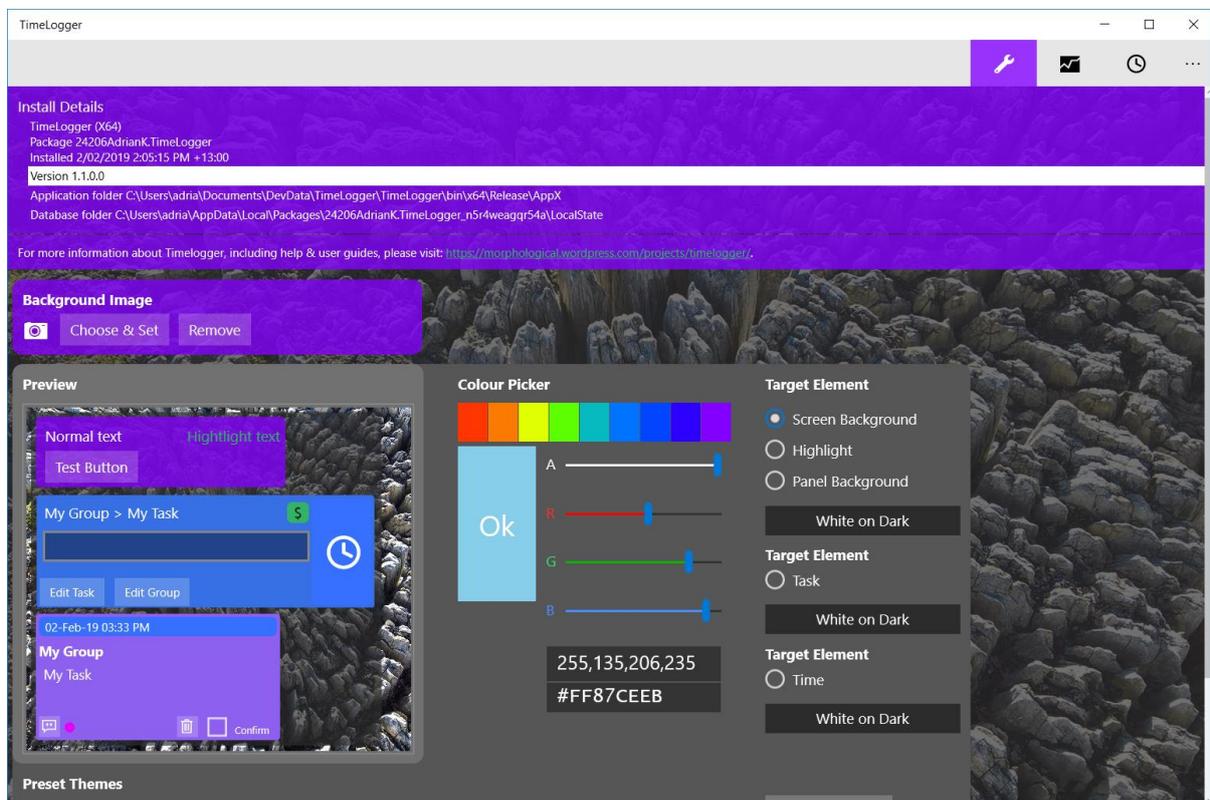
User Interface: Reports Screen

This screen allows you to see aggregated time against **Tasks** and **Task Groups**.



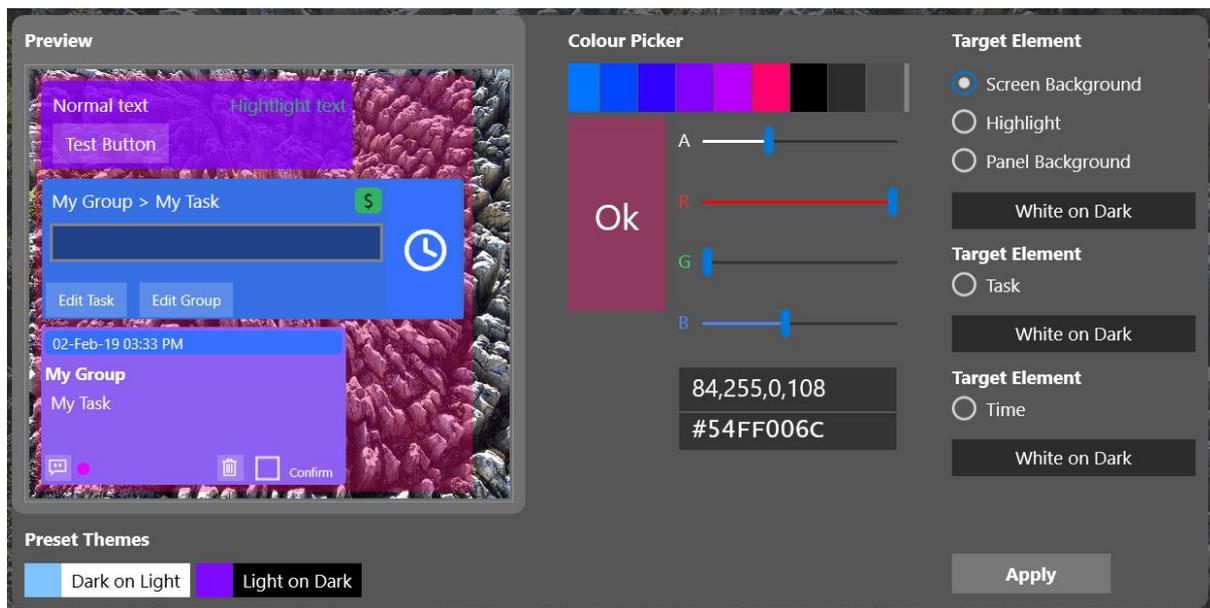
User Interface: Settings Screen

This screen allows you to configure various application settings, especially the user interface.



How to Configure the User Interface

Use this panel to change the appearance of the user interface. See the notes below.



1. Use the **Target Element** section (right-hand side) to select the feature you want to modify.
2. Depending the element selected, you can:
 - a. Change its colour, then click/tap on **Ok** to see how it looks in the **Preview** panel.
 - b. Change its text colour, also visible in the **Preview** panel.
3. Click/tap on **Apply** to save the changes and apply them. Do not **Apply** if you're unhappy with the changes, just navigate to a different screen, then return to this screen to try again.

To get started with a new look that is based either on dark text on a light background, or light text on a dark background, click/tap on one of the two **Pre-set Themes**.