



Time Doctor

NEW USER ONBOARDING
MANUAL

WHAT'S THE FIRST STEP TO GETTING ON BOARD?

Get your access.

Your administrator will invite you to create your Time Doctor account. When they trigger this, an e-mail will be sent to you with instructions.



Dan has set up your account on Time Doctor

Hello,

Dan has set up your account on Time Doctor.

Time Doctor is a time management tool that helps teams track and manage time across different activities and clients, automate payroll and more.

Please click on the button below or [click this link](#) to confirm your email address and setup your password:

[Confirm My Email](#)

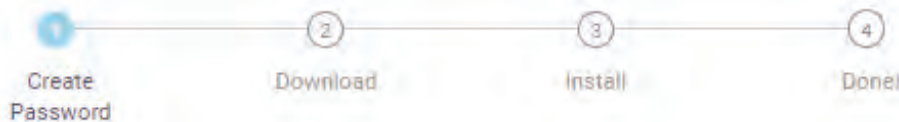
For your security, this link expires in 72 hours. If the link expires, please contact danish+owner@staff.com

Your Login Email: danish+2007@staff.com

Sincerely,
The Time Doctor Team

FOLLOW THE STEPS TO FINISH ACCOUNT SETUP.

Get started with Time Doctor in less than 60 seconds!



To get started, enter your name and create a password for login below:

First Name

Last Name

Create Your Password

Enter a password of at least 8 characters. It may include letters, numbers or special characters such as ! or @.

NEXT →

TOP Time Doctor FEATURES

- **Time Tracking** - Accurately measure which tasks take the most time and learn how to be more productive.
- **Avoid Distractions** - Time Doctor helps you stay focused by gently nudging you when you are distracted from work.
- **Payroll** - Get paid for all the work you put in!

CLICK ON DOWNLOAD BUTTON.

Download Time Doctor Software



Click the button below in order to download Time Doctor to your computer.

If you have trouble installing it please [contact our support staff](#)



Click Here to Download Time Doctor for Windows

Compatible with Windows XP, Server 2003, Vista, Windows 7, Windows 8, Windows 10

DOWNLOAD AND INSTALL DESKTOP APPLICATION.

Install Time Doctor Software



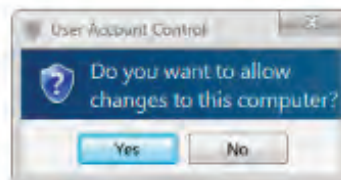
Step 1: Run the Time Doctor installer

Click on the .exe file that just downloaded in the lower left corner of your browser window.



Step 2: Click Yes

Click Yes to accept the User Account Control settings dialog.



Step 3: Follow setup instructions

Follow the instructions to get Time Doctor set up on your computer.

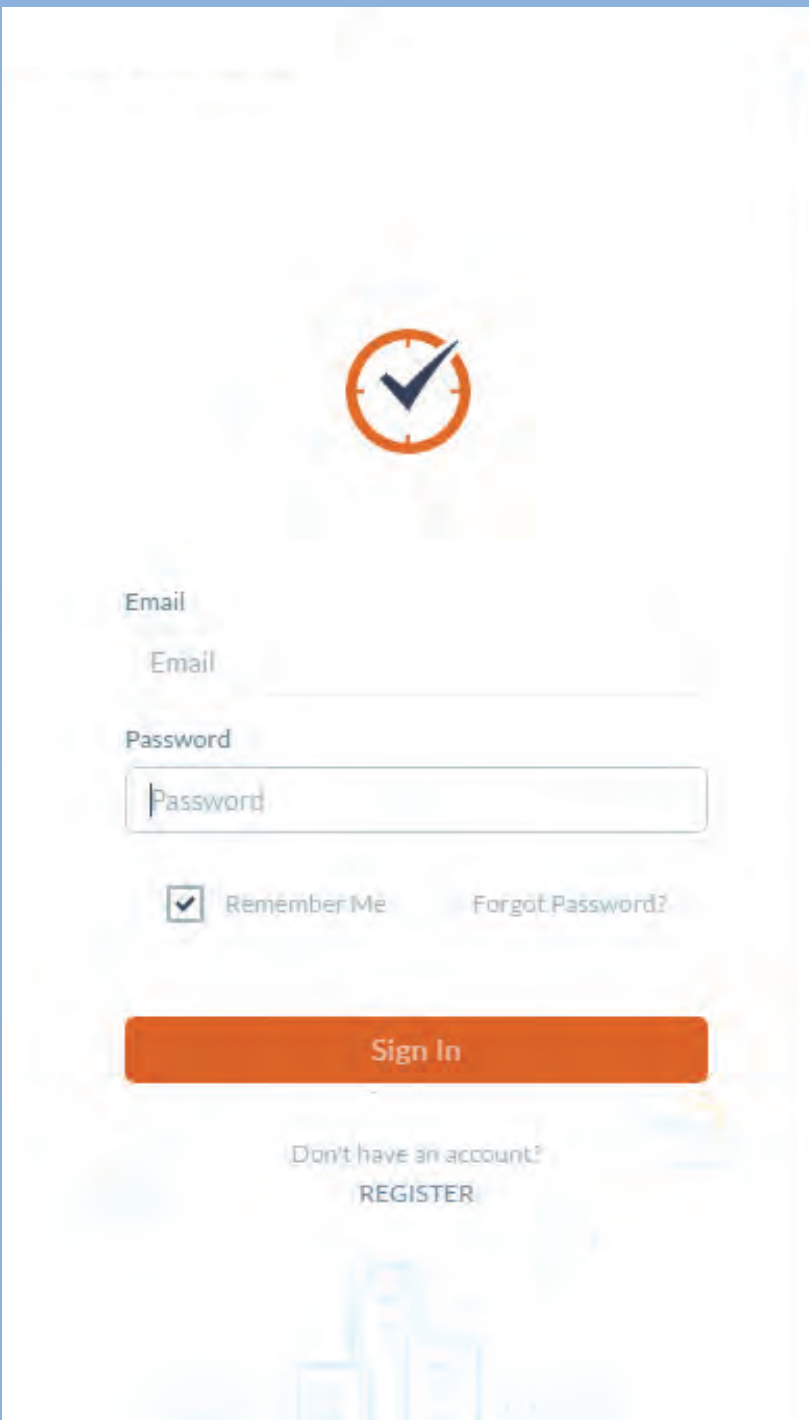


Step 4: Sign into Time Doctor

Enter your e-mail address and password you will be good to go!



ENTER YOUR LOG-IN DETAILS.



The login form features a large orange clock icon with a white checkmark inside, set against a light blue background. Below the icon, there are two input fields: one for 'Email' and one for 'Password'. The 'Password' field is currently filled with the text 'Password'. To the right of the password field, there is a checkbox labeled 'Remember Me' which is checked, and a link for 'Forgot Password?'. A prominent orange 'Sign In' button is located below the input fields. At the bottom of the form, there is a link that says 'Don't have an account? REGISTER'.

Email

Email

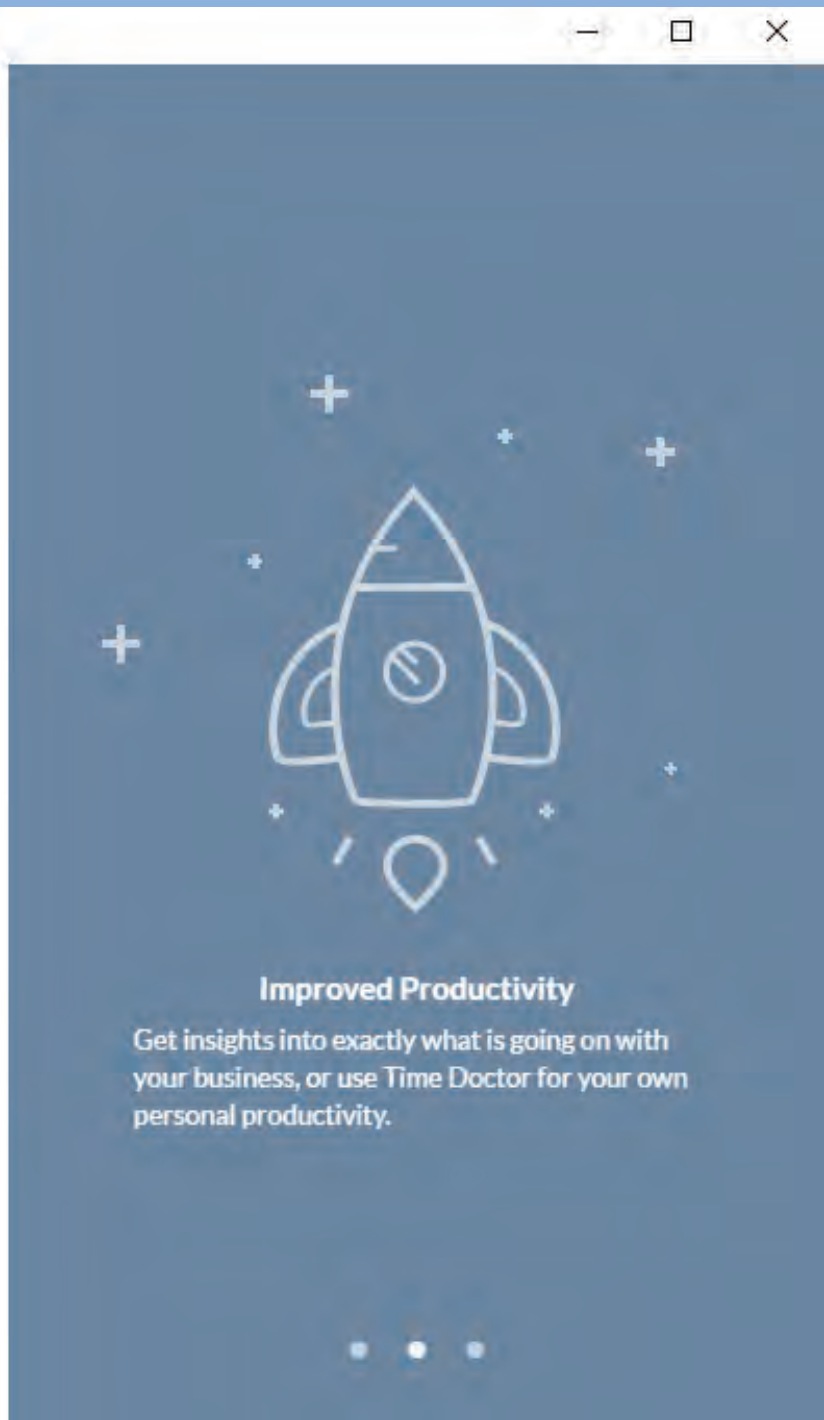
Password

Password

Remember Me [Forgot Password?](#)

Sign In

[Don't have an account? REGISTER](#)



The advertisement has a dark blue background with a white line-art rocket ship in the center. The rocket has a circular dial on its side and is surrounded by several small white plus signs. Below the rocket, the text 'Improved Productivity' is written in a bold, white font. Underneath this, a paragraph of white text reads: 'Get insights into exactly what is going on with your business, or use Time Doctor for your own personal productivity.' At the bottom of the advertisement, there are three small white dots.

Improved Productivity

Get insights into exactly what is going on with your business, or use Time Doctor for your own personal productivity.



Time Doctor

PARTS OF TIME DOCTOR
Let's have a closer look!

NEW POWERFUL APP

Company Time 9:42 am GTM+1

Check the new hybrid app build more deeply and focus...

Search

Worked Today: 2h 25m

Folders

- New Folder
- Permanent Task (3)
- Current Tasks (18)
- Next Tasks (3)
- Future Tasks (28)
- Completed Tasks (1)

Projects

- Asana (15)
- Trello (18)
- Jira (17)

Add Task

Select Project

<input type="checkbox"/> Work with web-site Timedoctor.com	02:25:38	▶
<input type="checkbox"/> Daily Updates Support	01:01:00	▶
<input type="checkbox"/> Timedoctor.com adjustments	00:03:00	▶
<input type="checkbox"/> Chatting on Slack	01:30:00	▶
<input type="checkbox"/> Checking Basecamp	10:30:01	▶
<input type="checkbox"/> Checking Email	00:30:38	▶
<input type="checkbox"/> Other meetings	05:36:02	▶
<input type="checkbox"/> Code Review	06:15:49	▶
<input type="checkbox"/> Emergency Fix	09:37:09	▶
<input type="checkbox"/> Code Review	01:32:37	▶
<input type="checkbox"/> Code Review	03:45:58	▶
<input type="checkbox"/> Chatting on Slack	01:30:00	▶
<input type="checkbox"/> Checking Basecamp	10:30:01	▶
<input type="checkbox"/> Other meetings	05:36:02	▶



VIDEO: HOW TO USE NEW APP

NEW ACTIVITY BAR

MOVING JOINT

CURRENT ACTIVE TASK

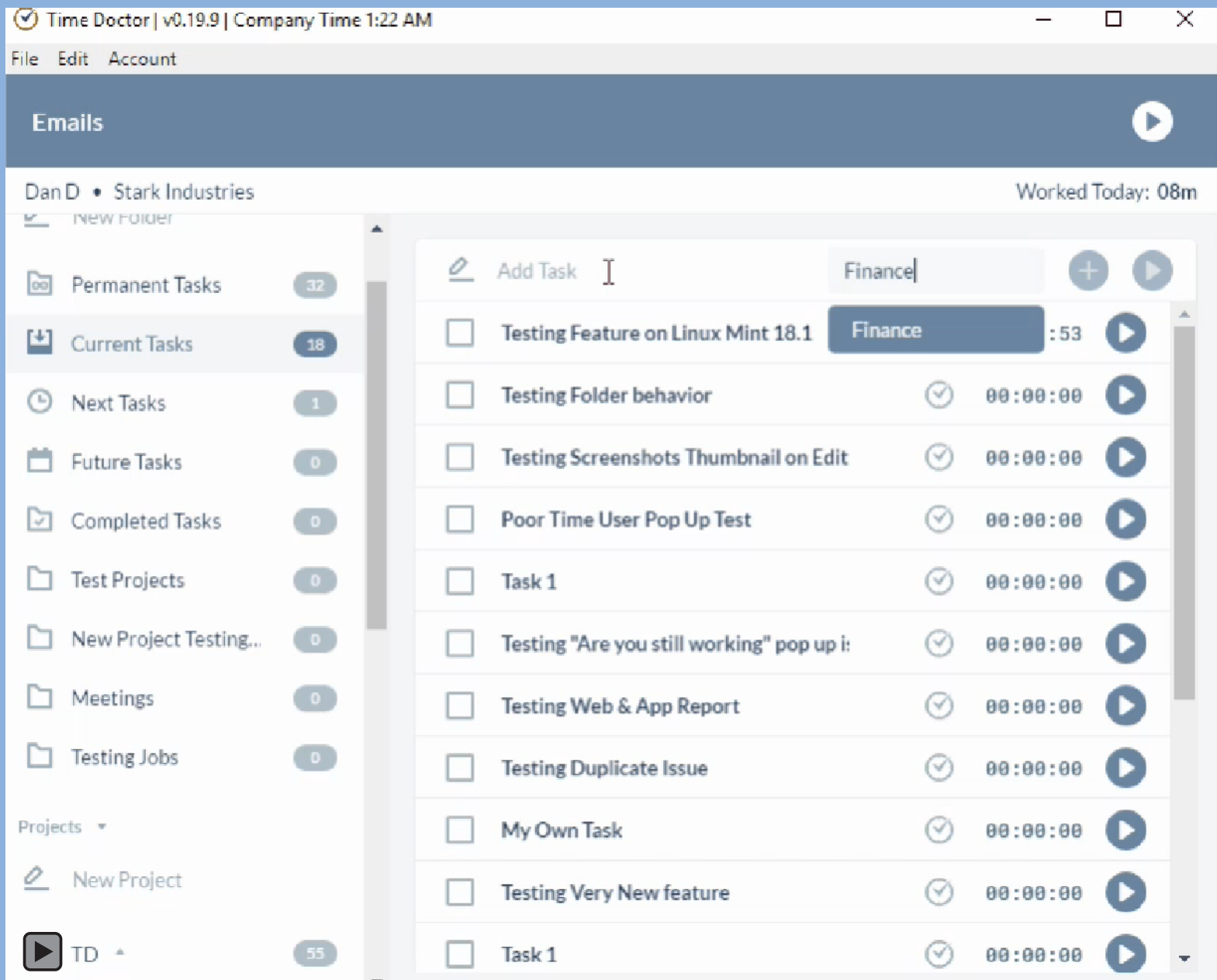


TIME SPENT ON A TASK

PLAY/STOP BUTTON

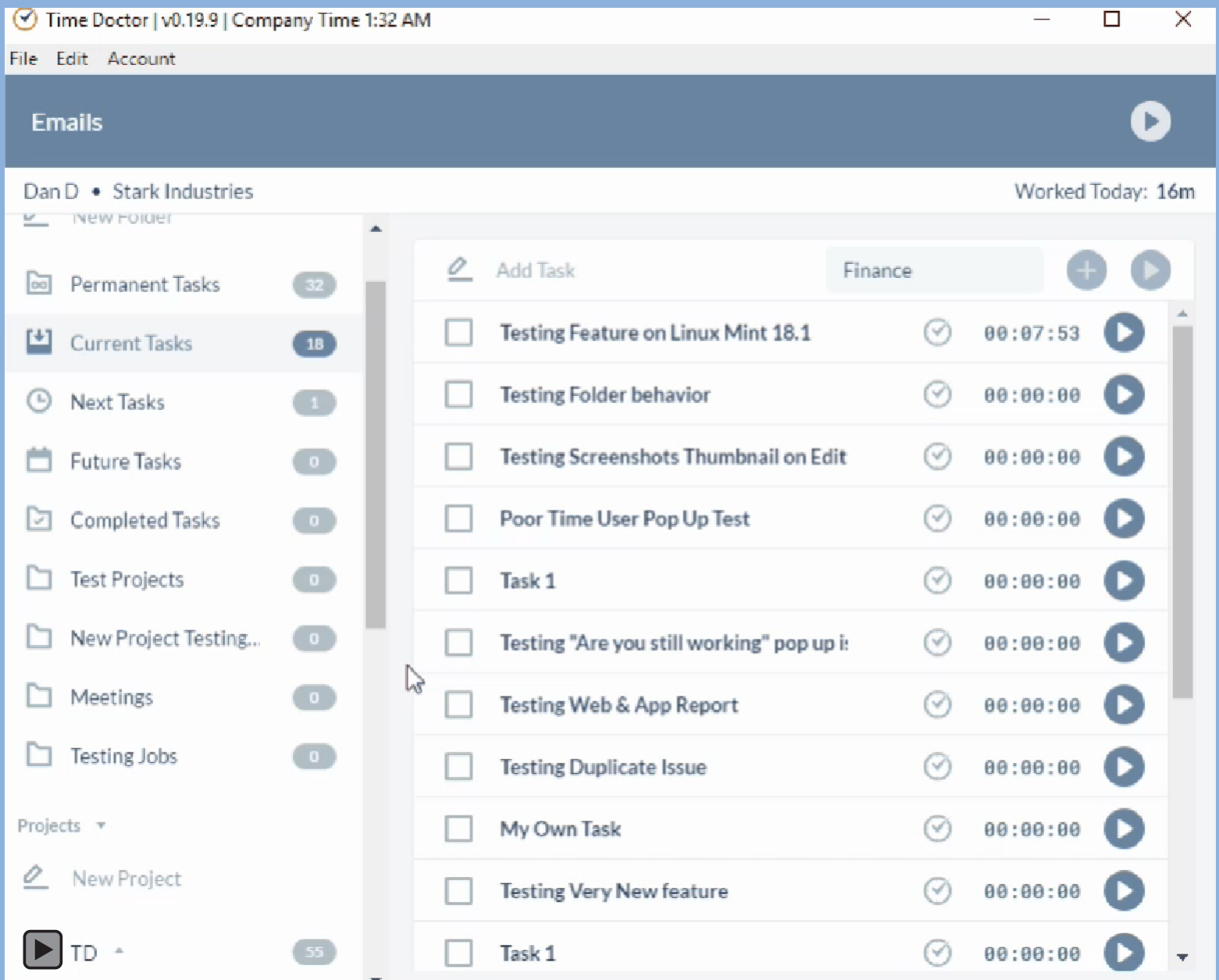
CLOSE BAR BUTTON

TO TRACK TIME, SIMPLY CLICK THE TASK YOU'D BE WORKING ON OR TYPE IT IN THE TASK FIELD, SELECT THE PROJECT AND PRESS ENTER. THE TIMER SHOULD START WORKING.



IF THE FIELD RETURNS RED FONT, IT MEANS THAT YOU'RE ONLY ALLOWED TO SELECT FROM THE PRE-SET TASKS FOR YOU. SPEAK WITH THE COMPANY ADMINISTRATOR

IF YOU HAVE INTEGRATIONS ENABLED, CLICK ON THE INTEGRATION PROJECTS THEN YOU CAN CHOOSE YOUR TASK FROM THE LIST AND YOU CAN START TRACKING TIME.



QUICK TIP: YOU CAN CLICK ON THE HYPERLINK AND IT WILL ROUTE YOU TO THE PAGE YOU'RE SUPPOSED TO BE WORKING ON!

OPTIONS MENU

- You can choose whether or not you'd like to see the activity bar. If it goes missing – just display it!
- You can set Time Doctor to launch right after your computer boots up!
- Also, you can remind yourself to track time!
- Check for application updates.
- Close the application.

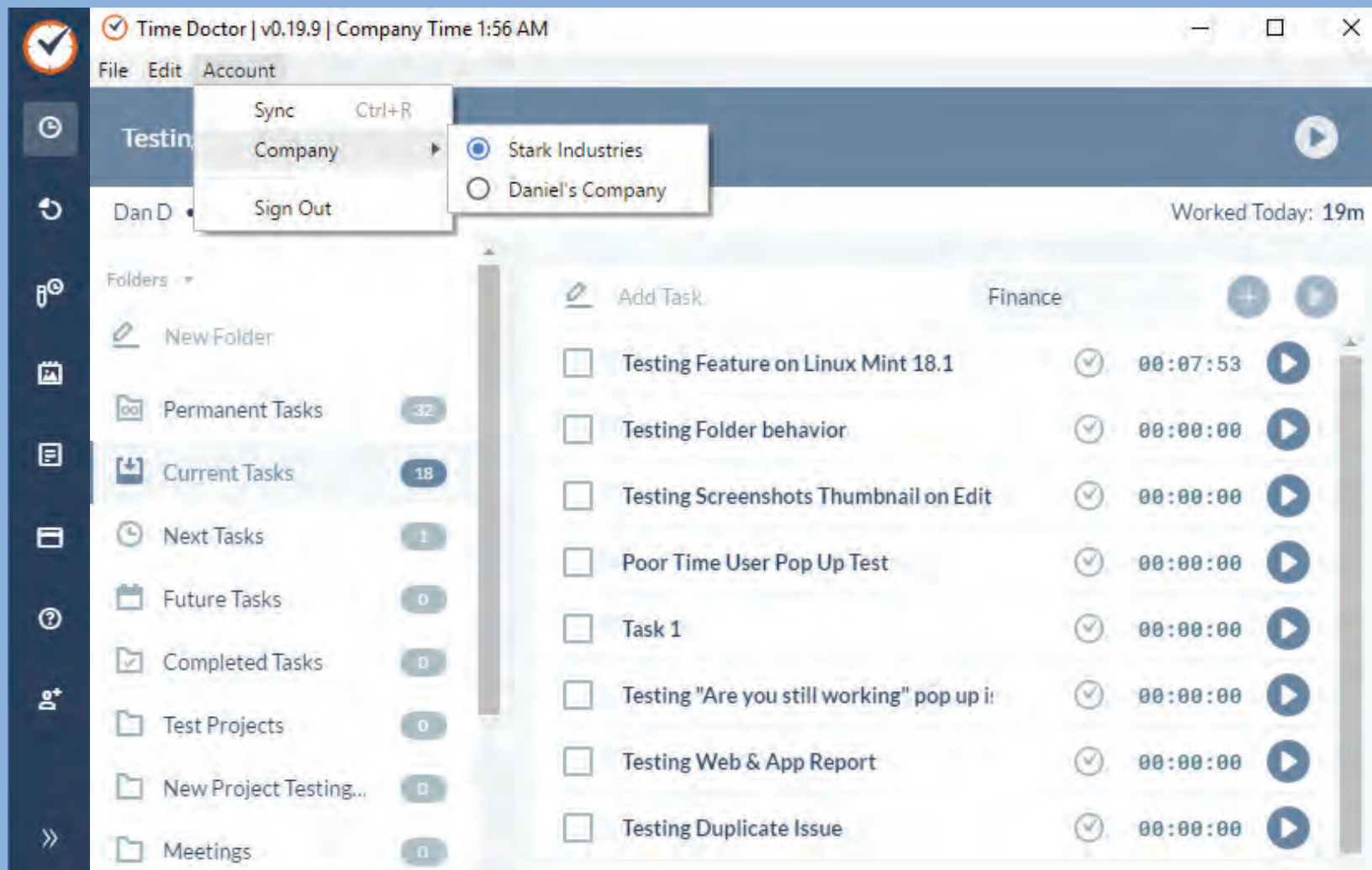
The screenshot shows the Time Doctor application window titled "Time Doctor (Staging Build) | v3.0.3 | Company Time 9:33 PM | Master". The interface includes a menu bar with "File", "Edit", and "Account". The "File" menu is open, displaying options: "Activity Bar", "Export Local Data", "Check for Updates", "Reminder to Track Time" (checked), "Start Time Doctor on Startup" (checked), and "Close" (with "Ctrl+Q" shortcut). The main interface features a green header bar with a timer showing "00:00:32" and a red stop button. Below the header, it indicates "Worked Today: 8h 47m". The central area displays a list of tasks under the heading "Add Task" and "Support Team". The tasks are as follows:

Task	Status	Time	Action
Special all hands meeting training hour (Compulsory)	✓	00:00:00	▶
HR Meeting with Anton	✓	00:00:00	▶
Meeting re checklists	✓	00:00:00	▶
Sprint Planning - Review Session	✓	00:00:00	▶
Update videos in Intercom messages	✓	00:00:00	▶
Team Progression - Sprint Planning	✓	00:00:00	▶
Feature request (Konstantin)	✓	00:00:00	▶
Training on how to use Admin and Support view	✓	00:00:00	▶
Meeting with Konstantin	✓	00:00:00	▶
Customer success meeting	✓	00:00:32	■
Anton - Time Doctor meeting with Jakub - Logicalplan	✓	00:00:00	▶
Anton - Time Doctor meeting with Zineb - Silah LLC	✓	00:00:00	▶

On the left side, there is a sidebar with navigation icons and a list of categories: "Permanent Tasks" (29), "Current Tasks" (52), "Next Tasks" (0), "Future Tasks" (0), "Completed Tasks" (0), "Projects" (New Project), "TD" (92), "GoogleApps" (19), "JIRA" (1), and "Time Doctor Web Site" (2).

ACCOUNT MENU

- Manually sync with Time Doctor servers.
- Switch between multiple company accounts you are associated with so you can track time to the right company account.
- Sign out of your Time Doctor account.





Time Doctor

THE WEB DASHBOARD

MANAGER DASHBOARD

MENU

COMPANY AND PERSONAL TIMEZONE

The screenshot displays the 'Stark Industries' manager dashboard. At the top, it shows the company name, a search bar, and the current time: 2:20 AM, Jul 07, 2018, with a timezone of (GMT+04:00) Abu Dhabi, Mu... A sidebar on the left contains navigation options: Dashboard, Edit Time, Screenshots, Reports, Payments, Help, Feedback, and Invite Your Team. The main content area is titled 'Users who haven't activated' and lists three users:

Name	Email	Status	Actions
Daniel User 2	danish+1009@staff.com	Registration Incomplete	Re-Invite, Delete
	danish+user3@staff.com	Not Activated	Re-Invite, Delete
Daniyal D	danish+2007@staff.com	Registration Incomplete	Re-Invite, Delete

Below this, a '3 Users Selected' dropdown is visible. The main section is a 'Timesheet Summary' for Saturday, Jul 07, 2018, showing work time for three users:

Names	Time Worked	2 AM	4 AM	6 AM	8 AM	10 AM	12 PM	2 PM	4 PM	6 PM	8 PM	10 PM
Dan D Last worked 22 minutes ago	0h 19m	█										
Dan Manager Last worked 2 months ago	0h 0m											
Dan User Last worked 1 month ago	0h 0m											

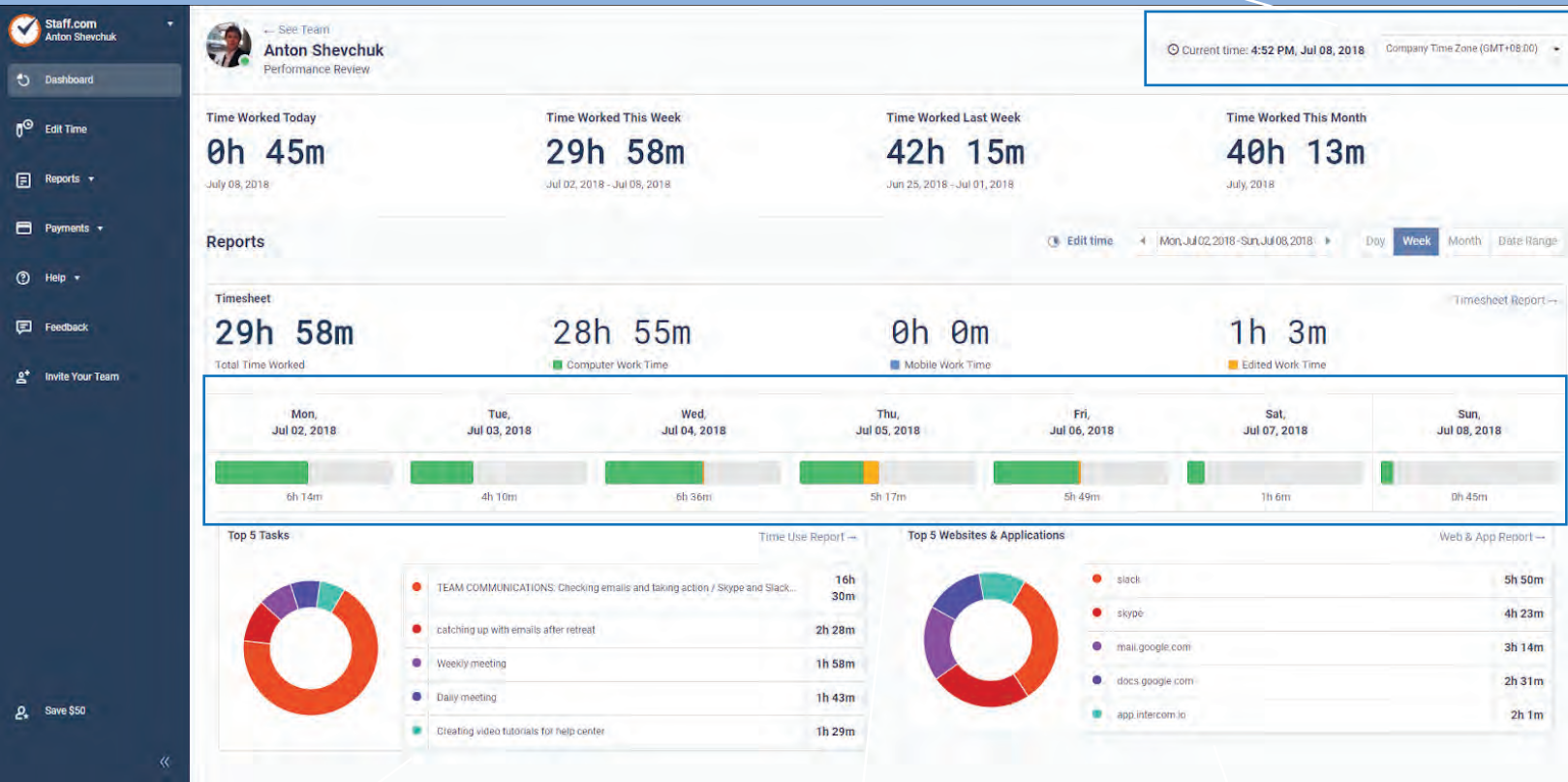
Legend: Computer Work Time (green), Mobile Work Time (blue), Edited Time (orange). A 'Save \$50' button is located in the bottom left corner.

TIMESHEET SUMMARY

USER DASHBOARD

MENU

COMPANY AND PERSONAL TIMEZONE



TOP 5 TASKS

TIMESHEET SUMMARY

TOP 5 WEBSITES / APPS

YOU CAN GO TO THE WEB DASHBOARD AND GO TO EDIT TIME.

The screenshot shows the Stark Industries web dashboard. The left sidebar has a red box around the 'Edit Time' option. The main content area shows a list of users who haven't activated, a table of user activity, and a time worked grid.

Users who haven't activated

Name	Status	Actions
Daniel User 2 danish+1009@staff.com	Registration Incomplete	Re-invite, Delete
danish+use-3@staff.com	Not Activated	Re-invite, Delete
Daniyal D danish+2007@staff.com	Registration Incomplete	Re-invite, Delete

3 Users Selected

Sat, Jul 07, 2018 Day Week

Names	Time Worked	2 AM	4 AM	6 AM	8 AM	10 AM	12 PM	2 PM	4 PM	6 PM	8 PM	10 PM
Dan D Last worked 22 minutes ago	0h 19m	█	█									
Dan Manager Last worked 2 months ago	0h 0m											
Dan User Last worked 1 month ago	0h 0m											

Legend: Computer Work Time (Green), Mobile Work Time (Blue), Edited Time (Yellow)

ONCE ON THE "EDIT TIME" PAGE, CLICK ON "ADD TIME MANUALLY" AND FILL IN THE NECESSARY INFORMATION. SEE NEXT PAGES.

HOW TO EDIT TIME

The screenshot displays the Time Doctor web application interface. On the left is a dark sidebar with navigation options: Dashboard, Edit Time (highlighted), Screenshots, Reports, Payments, Help, Feedback, and Invite Your Team. The main area shows a 'Timeline View' for user 'Dan Iliar' on 'Sat, 14/07/2018'. A large yellow rectangular block is overlaid on the timeline, with a hand cursor and the text 'Click here to add time manually'. A small red box on the left indicates '00:00 AM'. On the right, a 'Time Worked' summary shows '0h 0m' and a vertical timeline from 12 AM to 10 PM. At the bottom left, a support article titled 'How to edit time in Time Doctor?' is visible, with a 'View Article' link.



Time Doctor

THAT'S IT!
HAPPY WORK DAY!