WHAT IS TIME DOCTOR?

- Time Doctor is a time and productivity tracking tool.
- It tracks more than day in and day out.
- It tracks how much time was spent on tasks.
- It’s one way of being aware how you manage your time during a workday and...
- It also tracks time spent on tasks from integrated platforms such as ASANA, JIRA, BASECAMP, TRELLO etc.
NOW THAT YOU KNOW WHAT IT IS, LET’S LEARN HOW TO USE IT.
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.

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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
ONCE YOU CLICK THE INVITE, YOU’LL BE GUIDED THROUGH THE SETUP. JUST FOLLOW ON-SCREEN INSTRUCTIONS.
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 3 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**

1. **Create password**
2. **Download**
3. **Install**
4. **Done!**

**Step 1:** Run the Time Doctor installer
Click on the .exe file that just downloaded in the lower left corner of your browser window.

![Time Doctor Setup](image1)

**Step 2:** Click Yes
Click Yes to accept the User Account Control settings dialog.

![User Account Control](image2)

**Step 3:** Follow setup instructions
Follow the instructions to get Time Doctor set up on your computer.

![Time Doctor Setup](image3)

**Step 4:** Sign into Time Doctor
Enter your e-mail address and password you will be good to go!

![Time Doctor](image4)
IF TIME DOCTOR IS ALREADY INSTALLED ON YOUR COMPUTER, JUST LOOK FOR THE ICON AND DOUBLE-CLICK TO LAUNCH.

BE READY WITH YOUR CREDENTIALS.
ENTER YOUR LOG-IN DETAILS.
PARTS OF TIME DOCTOR
Let’s have a closer look!
NEW POWERFUL APP

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
HOW DO I START TRACKING TIME?

Basic Information
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!
OTHER HELPFUL INFO.
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.
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.
HOW TO MANUALLY EDIT TIME?
WHAT IS EDITED TIME?
HOW TO MANUALLY EDIT TIME AND WHAT ARE THE LIMITATIONS?
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AND WHAT ARE THE LIMITATIONS?

• Edited time is modification of a time period after a task has been performed. In example: Meetings, 1:1s, Trainings and Field tasks which would put you away from your pc long enough for Time Doctor to put you on break.

• Everyone will have a set idle time after which lapses will put users on break.

• Depending on the settings and a user clicks “I was working” after they’ve been put on break, the time difference will be added as manually edited time.

• You’ll have to speak to your administrator about these settings and if your manually edited time is automatically approved or will be for approval.

• Only approved manually edited time will be counted together with the user’s worked hours.
HOW TO MANUALLY EDIT TIME
How to actually do it?
YOU CAN GO TO THE WEB DASHBOARD AND GO TO EDIT TIME.

ONCE ON THE “EDIT TIME” PAGE, CLICK ON “ADD TIME MANUALLY” AND FILL IN THE NECESSARY INFORMATION. SEE NEXT PAGES.
HOW TO EDIT TIME IN TIME DOCTOR SUPPORT ARTICLE
Time Doctor

THAT’S IT!
HAPPY WORK DAY!