

Easy Time Logs

Training Manual



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Preface

Easy Time Logs is a Web-based time tracking and project management tool. You can use Easy Time Logs to track the time and plan resources effectively. The Web-based interface is user friendly.

This training manual helps you to use the features of Easy Time Logs effectively.

Conventions Used

The following conventions are used in this manual.

Bold face	Menu items, button names, field names
<i>Italics</i>	Emphasis

Module 1
Understanding the Interface

Objectives

After completing this module, you will be able to:

- Log into Easy Time Logs
- Explore the main screen

1.1. Logging into the System

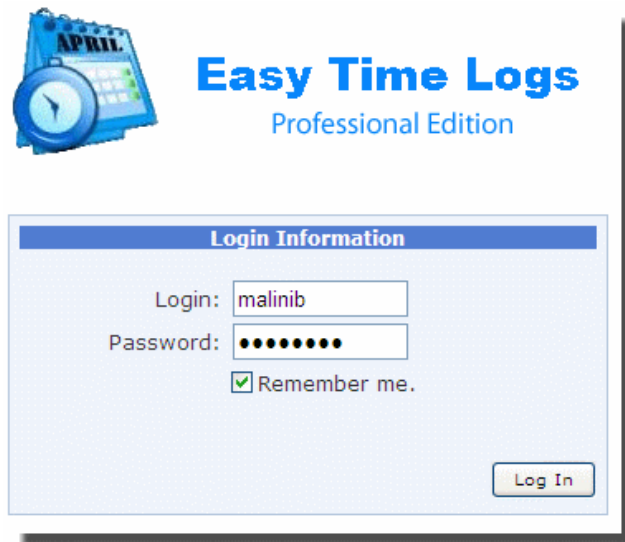
To open Easy Time Logs follow either of the steps:

- Double-click the icon on the Desktop or Quick Launch
- Follow the path **Start → Programs → Easy Trinity → Easy Time Logs → Easy Time Log.**

In the log in screen:

- Enter the **Login** name.
- Provide the **Password**.
- Select **Remember Me** if you want Easy Time Logs to remember the login credentials making it easier to login the next time.
- Click **Log in** to proceed.

Note: The Login name and password for the administrator is provided during the installation of the Easy Time Logs. The administrator can the create users and provide them access.



Login Screen

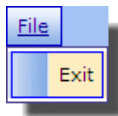
1.2. Exploring the Main Screen

The main screen has the menu, options, and display pane. This section explains the various components of the main screen in brief.

1.2.1. Menu

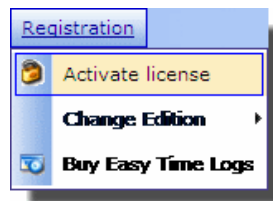
Let's explore the menu options in this section.

- File – This menu has the option to exit Easy Time Logs.



File menu

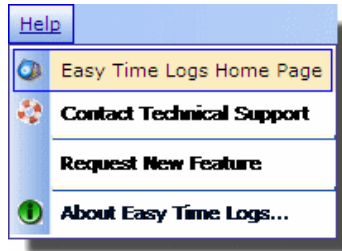
- Registration – The registration menu has options to activate the license, change the edition of Easy Time Logs, and buy Easy Time Logs if you are using a trial version.



The Registration menu

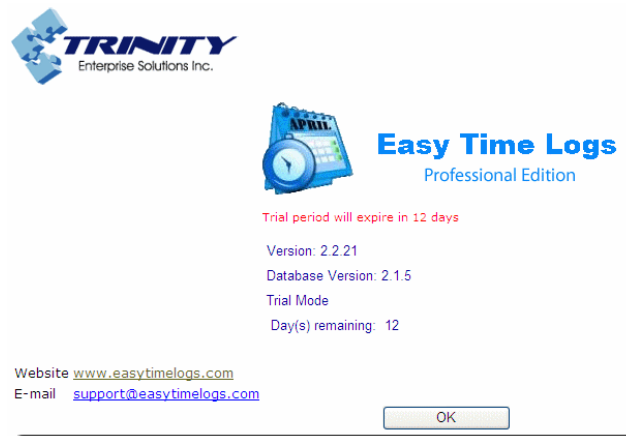
- [Activate License](#) – Allows you to activate the license key.
- Change Edition – Allows you to change the edition of Easy Time Logs, for instance from Professional to Free.
- Buy Easy Time Logs – Directs you to www.easytimelogs.com from where you can purchase the product.

- Help – This option provides options to get help from the technical support, to request for a new feature, and so on.



The Help menu

- Easy Time Logs Home Page – Loads the home page of Easy Time Logs.
- Contact Technical Support – Opens the form to get in touch with the Technical Support. You can submit your concerns and queries.
- Request New Features – Opens a form where you can submit a request to know about new features.
- [About Easy Time Logs](#) – Provides information about the Easy Time Logs such as the **Version**, **Database Version**, the Mode, and the days of trial remaining in case of trial version. You can also find email and website address. Click **OK** to close the dialog.



The About dialog

1.2.2. Options

The options bar displays the following options:

- Add Client – Allows you to add a client.
- Add Project – Allows you to add a project for each client.
- Add Task – Allows you to add various tasks for each project.
- Add Time Log – Allows you to add the time log.
- Time Card Report – Allows you to generate the time card report.



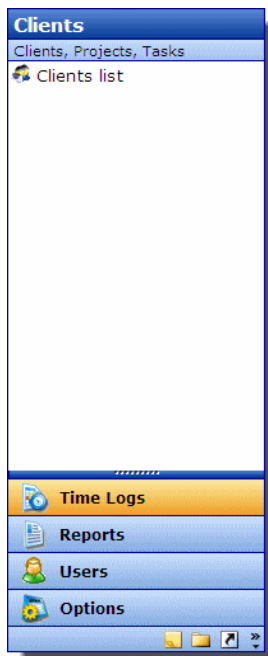
The option bar

The options are enabled based on conditions. For instance, after you add a client, the option **Add Project** will be enabled. These options are explained in the forthcoming modules.

1.2.3. Display Pane

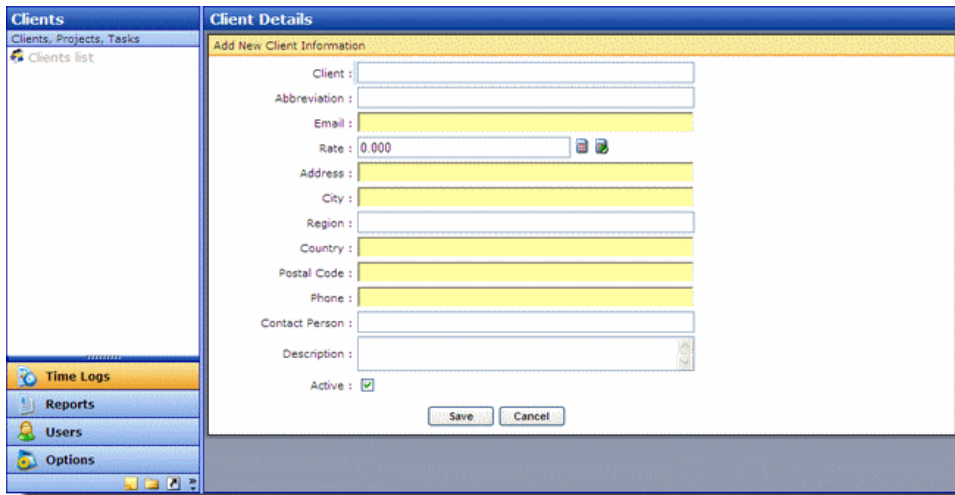
The display pane is divided into two sections: the left pane containing various options and center pane where the details are displayed and actions are performed.

The image shows the options on the left pane.



The left pane

When you click each tab, the options of the active tab are displayed and the center pane also changes accordingly. For instance, when you click Time Logs, the option to add clients is displayed in the center pane.



The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar has a 'Clients' tab selected, with sub-options 'Clients, Projects, Tasks' and 'Clients list'. Below this are other menu items: 'Time Logs', 'Reports', 'Users', and 'Options'. The main content area is titled 'Client Details' and contains a form for 'Add New Client Information'. The form fields are: Client (text), Abbreviation (text), Email (text), Rate (numeric, currently 0.000), Address (text), City (text), Region (text), Country (text), Postal Code (text), Phone (text), Contact Person (text), and Description (text area). There is a checked 'Active' checkbox and 'Save' and 'Cancel' buttons at the bottom.

The center pane displaying option to add new client

Module 2
Adding Users

Objectives

After completing this module, you will be able to:

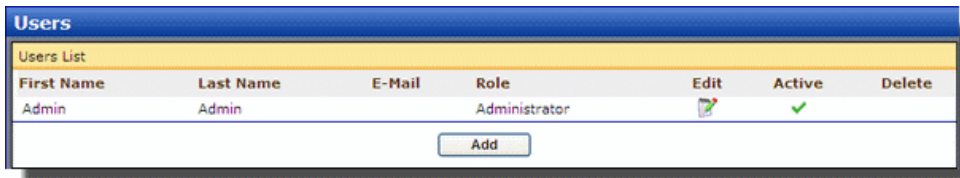
- Add new users
- Edit and delete existing users

The administrators have the privilege to add the users. While installing Easy Time Logs, you will be prompted to enter a username and password. Initially the administrator can log in using this username and password.

2.1. Adding New Users

To add new users:

- Click the **Users** options from the left pane. The Users List will be displayed in the main pane. The list of users and options to Edit and Delete are displayed. Note that the options to Edit and Delete are available only to administrators.



The list of users

- Click to open the Add New User dialog.

Add New User

First Name :

Last Name :

Login :

Password :

Confirm Password :

E-Mail :

Rate :

Address :

City :

Region :

Country :

Postal Code :



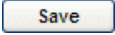
Phone :

Mobile :


Roles : Administrator User

Active :

Add new user screen

- In the Add New User screen:
 - Enter the **First Name** and **Last Name** of the user.
 - Provide a **Login** name and **Password**. Confirm the password. Communicate the login credentials to the user.
 - Enter the **Email** of the user.
 - Enter the **Rate**. Click  to invoke the calculator. After using the calculator, click **OK** in the calculator to display the calculated value in the field. Click  to clear the value in the **Rate** field.
 - Mention the address details.
 - Enter the **Phone** and **Mobile** numbers.
 - Choose the **Role** for the user.
 - Select **Active** to set the status of the user. Inactive users will not be able to login to Easy Time Logs. However, their details will be maintained in the database. If the status is changed to Active, they will be able to login.
 - Click .

The First Name, Last Name, Email, Role, and Status of the user are displayed. A

 indicates active users. The name of the user will also be displayed in the left pane.




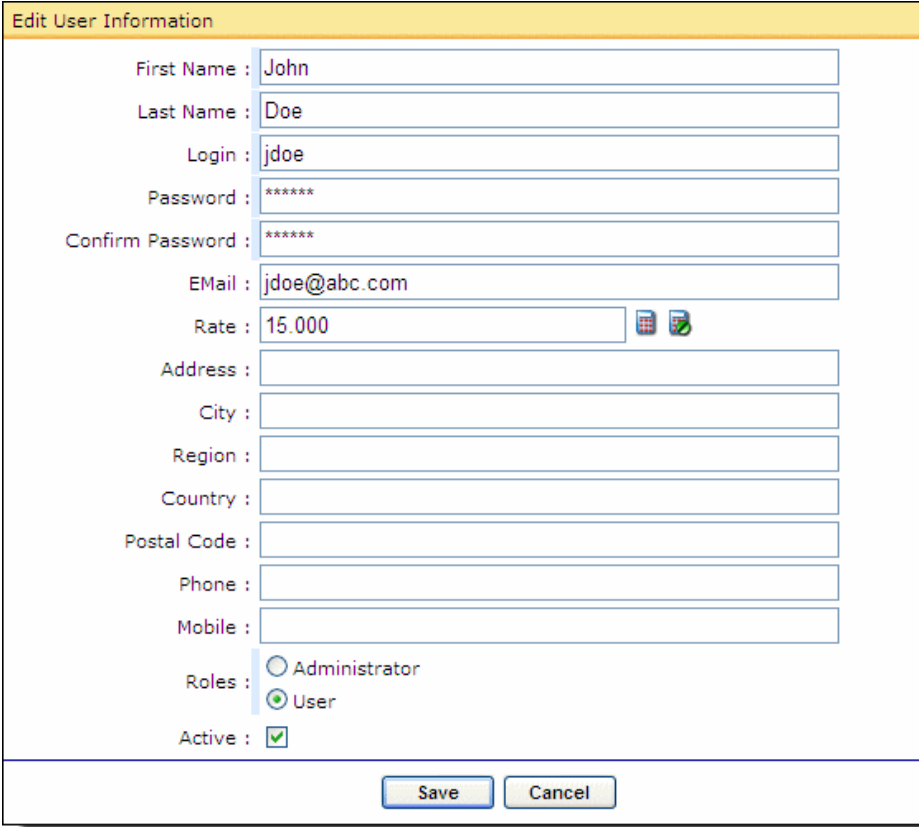
List of users in the left pane

2.2. Editing Users

The administrator can edit the details of existing users.

To add existing users:

- Click the **Users** options from the left pane. The Users List will be displayed in the main pane.
- Click  of the corresponding user or click the name of the user from the left pane. All details provided for that user will be displayed in the Edit User Information screen.



Edit User Information

First Name : John

Last Name : Doe

Login : jdoe

Password : *****

Confirm Password : *****

EMail : jdoe@abc.com

Rate : 15.000

Address :

City :

Region :

Country :

Postal Code :

Phone :

Mobile :

Roles : Administrator
 User

Active :

Save Cancel


Edit user details

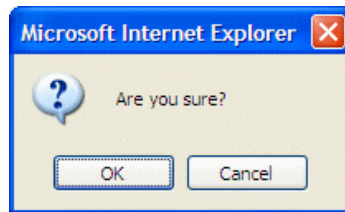
- Modify the relevant details.

- Click . This button will be enabled only if you modify at least one field.

Note: You cannot change the **Role** or the **Active** status of the administrator created during installation.

2.3. Deleting Users

If a user leaves the company, you might want to delete the details of that user from Easy Time Logs. Click  corresponding to that user. The user will be deleted after confirmation. Only administrators can delete users.



Confirmation for deleting

Note: You cannot delete the details of administrator created during installation.

Module 3

Exploring Options

Objectives

After completing this module, you will be able to:

- Add various elements to the canvas
- Move around the elements on the canvas

The Easy Time Logs allows you to setup various options. For instance, you can set a particular language and the currency format and activate the license, and so on.

To set the various options, click **Options** from the left pane. The Options List in the left pane will display the available options.

3.1. Changing Settings

The Settings screen allows the administrators to set up the various formats. To setup the formats:

- Click **Settings** from the **Options List** displayed in the left pane. The Edit Options screen will be displayed.

The screenshot shows a dialog box titled "Edit Options" with a yellow header. It contains the following fields and controls:

- Time Format:** A dropdown menu showing "HH:MM".
- Date Format:** A dropdown menu showing "DD/MM/YYYY".
- Language:** A dropdown menu showing "English".
- Currency:** A text input field containing "\$".
- Working Hours Per Week:** A text input field containing "40.000", with a calculator icon and a clear icon to its right.
- Fade forms into view:** A dropdown menu showing "No".
- At the bottom, there are two buttons: "Save" and "Cancel".

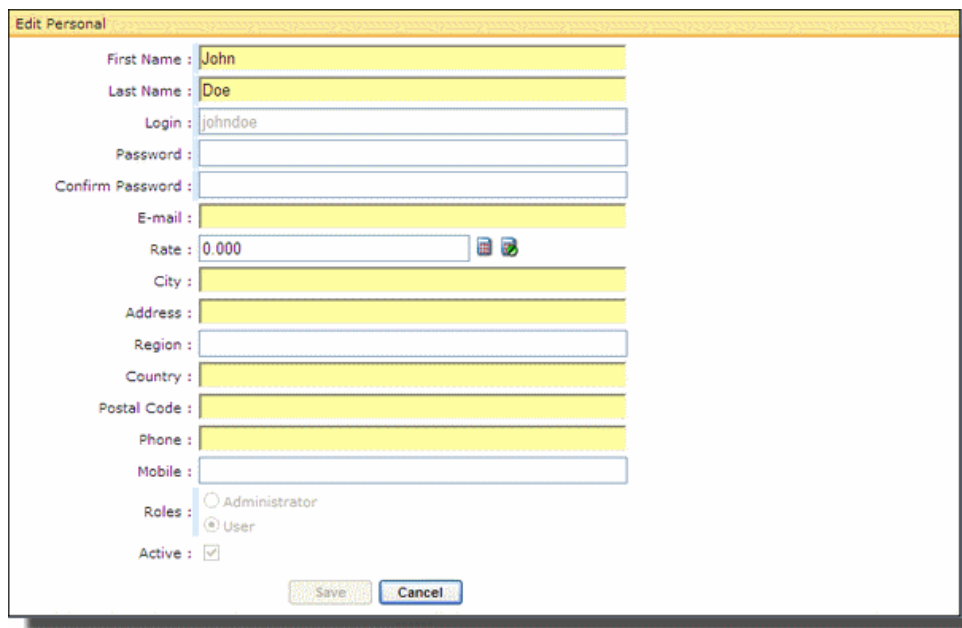
The Edit Options

- Choose a **Time Format**.
- Choose a **Date Format**.
- Select a **Language**.
- Enter the **Currency** format.
- Enter the **Working Hours Per Week**. Click to invoke the calculator. After using the calculator, click **OK** in the calculator to display the calculated value in the field. Click to clear the value in the field.
- Choose **Yes** to **Fade Forms into View**. If set to Yes, the screens will display visual effects similar to Windows XP.
- Click . This button will be enabled only if you edit at least one setting.

3.2. Modifying User Details

The logged in users can edit their details. To edit the details:

- Click **Personal** from the Options List. The Edit Personal screen will be displayed.



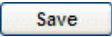


The screenshot shows the 'Edit Personal' screen with the following fields and options:

- First Name : John
- Last Name : Doe
- Login : johndoe
- Password : [Empty]
- Confirm Password : [Empty]
- E-mail : [Empty]
- Rate : 0.000 (with calculator and clear icons)
- City : [Empty]
- Address : [Empty]
- Region : [Empty]
- Country : [Empty]
- Postal Code : [Empty]
- Phone : [Empty]
- Mobile : [Empty]
- Roles : Administrator, User
- Active :

Buttons: Save, Cancel

Edit Personal screen

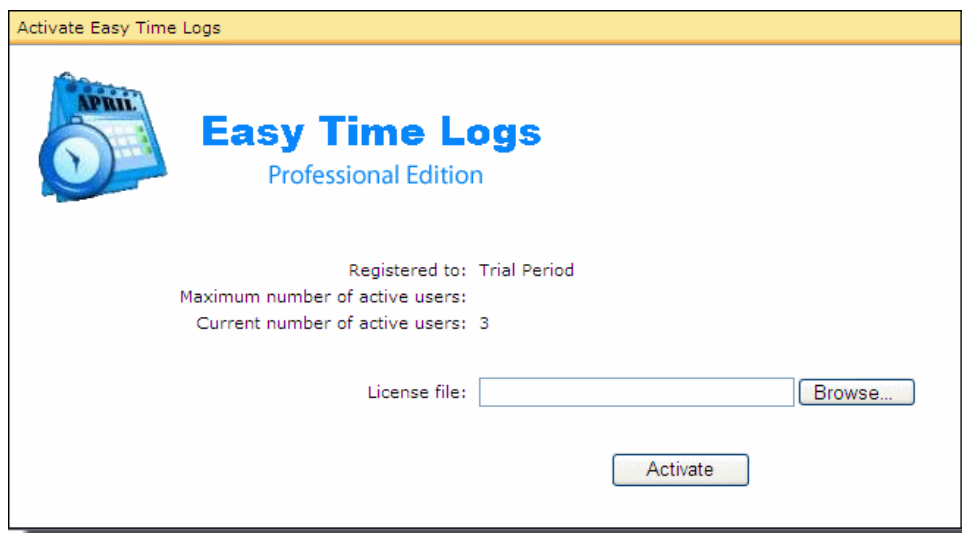
- Modify the **First Name** and **Last Name** of the user.
- Change the **Password**. Confirm the password.
- Enter the **Email** address.
- Enter the **Rate**. Click  to invoke the calculator. After using the calculator, click **OK** in the calculator to display the calculated value in the field. Click  to clear the value in the **Rate** field.
- Mention the address details.
- Enter the **Phone** and **Mobile** numbers.
- Click . This button will be enabled only if you modify at least one field.

Note: You will not be able to change the **Login Name**, **Role**, or **Active** status of the logged in administrator.

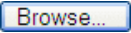
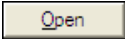
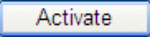
3.3. Activating License

You can activate the license of Easy Time Logs. To activate the license:

- Click **Activate License** from the Options List. The Activate Easy Time Logs screen will be displayed. The details such as the company to which the product is registered, maximum number of active users allowed, and the current number of active users are displayed.

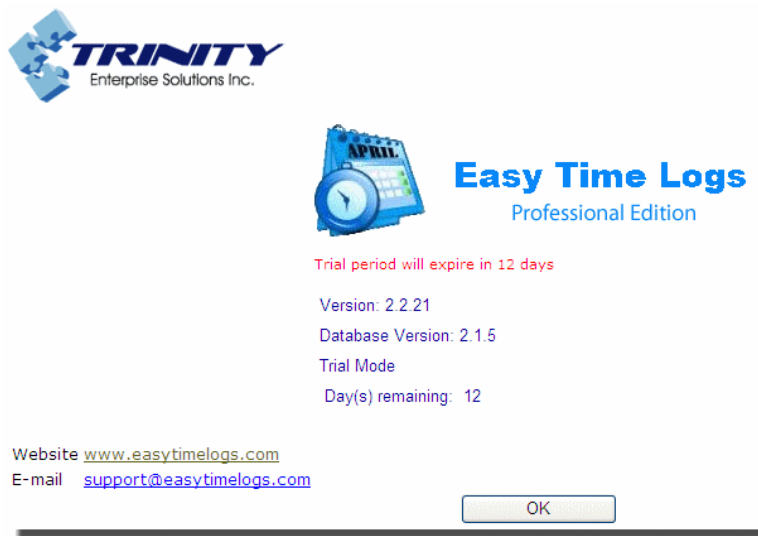


Activating Easy Time Logs

- Click .
- In the Choose File dialog, locate the file, and click .
- After selecting the license file, click .

3.4. Viewing Details of Easy Time Logs

You can view the information about the Easy Time Logs. Click **About Easy Time Logs** from the Options List. The **Version**, **Database Version**, the Mode, and the days of trial remaining in case of trial version are displayed. You can also find email and website address. Click **OK** to close the dialog.



About Easy Time Logs

Module 4
Adding Projects, Tasks, and Clients

Objectives

After completing this module, you will be able to:


- Add Clients
- Create Projects
- Define Tasks

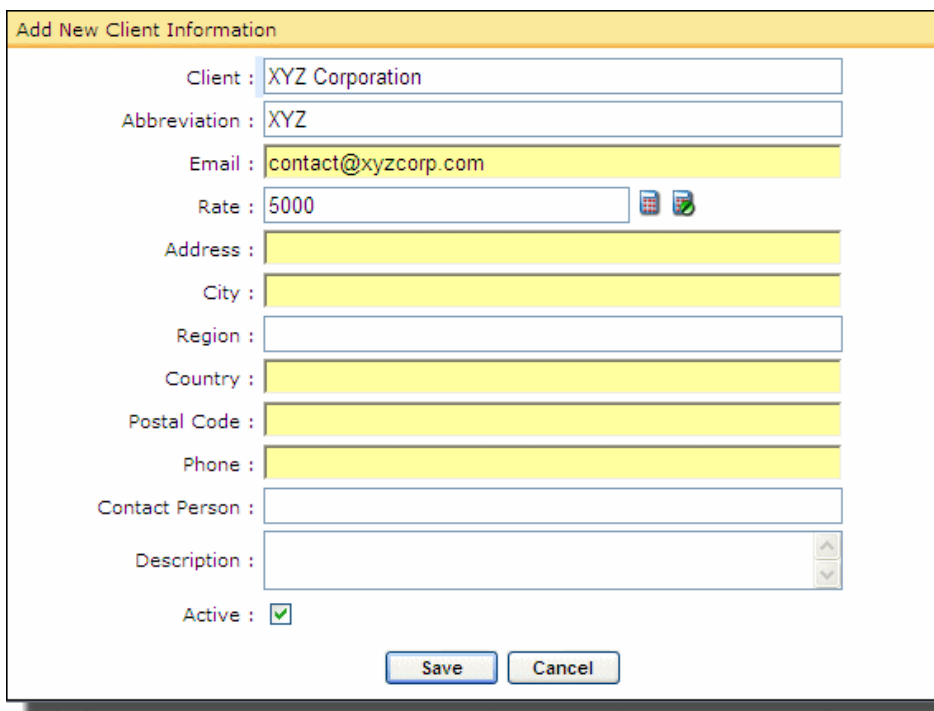
After setting up the options, you can add clients, projects, and tasks. All these features are grouped under Time Log. From the left pane, click **Time Logs**. The list of clients, projects, and tasks will be displayed in the left pane, under Client List. The main pane will display the weekly calendar.

4.1. Adding Clients

Easy Time Logs allows you to add various clients making it easier to group projects and tasks for each client.

To add a client:

- Click  from the Options bar or click Client List from the left pane and select **Add Client** from the popup menu. The Add New Client Information screen opens in the main pane.





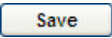
The screenshot shows a dialog box titled "Add New Client Information". It contains the following fields and values:

- Client : XYZ Corporation
- Abbreviation : XYZ
- Email : contact@xyzcorp.com
- Rate : 5000
- Address : (empty)
- City : (empty)
- Region : (empty)
- Country : (empty)
- Postal Code : (empty)
- Phone : (empty)
- Contact Person : (empty)
- Description : (empty)
- Active :

At the bottom of the dialog are "Save" and "Cancel" buttons.

Add new client information screen

- Enter the **Client** name.
- Mention an **Abbreviation** for the client name.
- Enter the **Email** address.

- Enter the **Rate**. Click  to invoke the calculator. After using the calculator, click **OK** in the calculator to display the calculated value in the field. Click  to clear the value in the **Rate** field.
- Mention the address details of the client.
- Enter the **Phone** number and mention the **Contact Person**.
- Provide a **Description**.
- Select **Active** to set the status of the client.
- Click .

The new client will be displayed in the Client List in the left pane.

Comment [c1]: Option disabled.

4.2. **Editing Clients**


Comment [c2]: Option disabled.

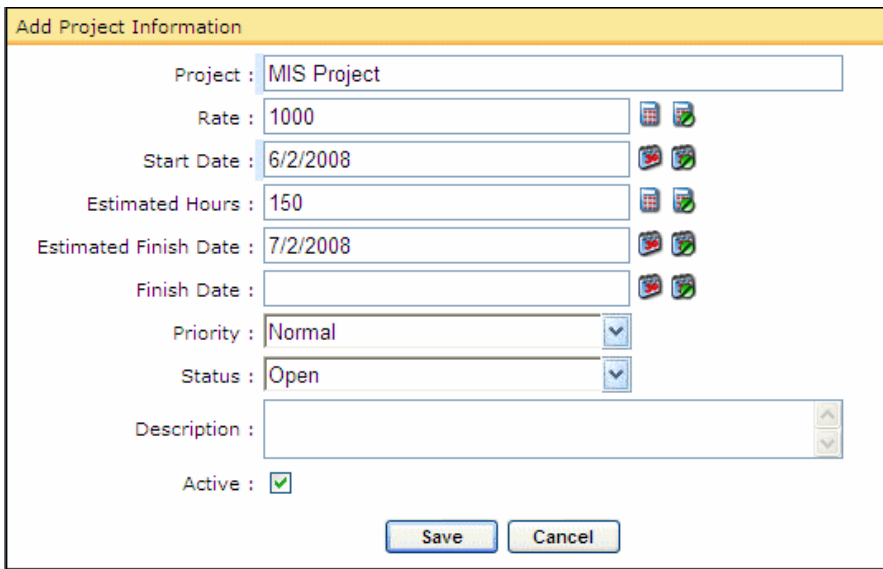
4.3. **Deleting Clients**

4.4. Adding Projects






After adding clients, the next step is to add the projects that are applicable to the client.


To add a project:





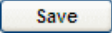
- Click the Client, from the Client List, for which you are adding the new project.
- Click  from the Options bar. The Add New Project Information screen opens in the main pane.



Add Project Information screen

- Enter the name of the **Project**.
- Enter the **Rate**. Click  to invoke the calculator. After using the calculator, click **OK** in the calculator to display the calculated value in the field. Click  to clear the value in the **Rate** field.
- Mention the **Start Date** of the project. Click  to invoke the calendar from where you can click the date. Click  to clear the date.
- Enter the **Estimated Hours**. Click  to invoke the calculator. You can choose to display the time in **mins** or **HH:MM**. Choose the appropriate option. After

using the calculator, click **OK** in the calculator to display the calculated value in the field. Click  to clear the value in the **Estimated Hours** field.

- Mention the **Estimated Finish Date**. Click  to invoke the calendar from where you can click the date. Click  to clear the date.
- Enter the actual **Finish Date**. Click  to invoke the calendar from where you can click the date. Click  to clear the date.
- Choose the **Priority** of the project. The priority can be Normal, Low, or High.
- Select the **Status** of the project. The status can be Open, On Hold, or Closed.
- Provide a **Description**.
- Select the **Active** option. It is possible to log time only for active projects. However, the details of inactive projects will be maintained in Easy Time Logs.
- Click .

The new project will be displayed under the respective client in the Client List in the left pane.

Comment [c3]: Option disabled.

4.5. **Editing Projects**


Comment [c4]: Option disabled.

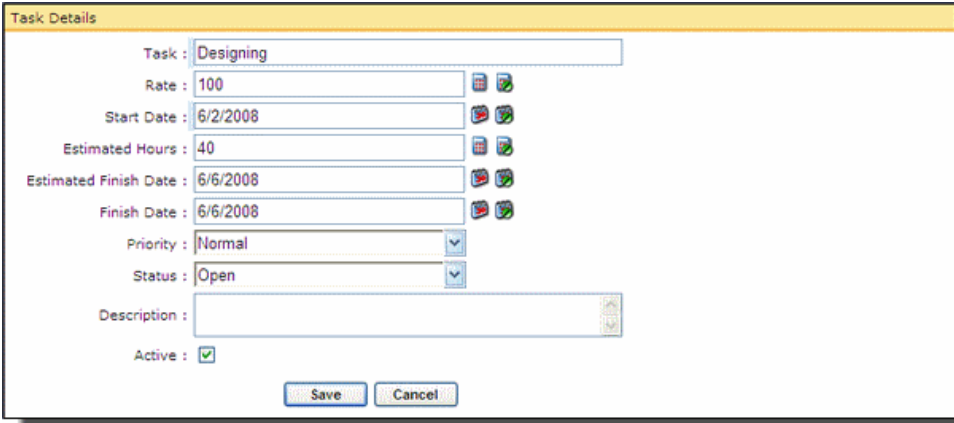
4.6. **Deleting Projects**

4.7. Adding Tasks









Each project is usually divided into tasks. Easy Time Logs allows you to define tasks for each project.



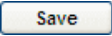
To add a task:

- Select a Project from the Clients List.
- Click . The Task Details screen opens in the main pane.



Adding tasks

- Enter the **Task** name.
- Enter the **Rate**. Click  to invoke the calculator. After using the calculator, click **OK** in the calculator to display the calculated value in the field. Click  to clear the value in the **Rate** field.
- Mention the **Start Date** of the task. Click  to invoke the calendar from where you can click the date. Click  to clear the date.
- Enter the **Estimated Hours**. Click  to invoke the calculator. You can choose to display the time in **mins** or **HH:MM**. Choose the appropriate option. After using the calculator, click **OK** in the calculator to display the calculated value in the field. Click  to clear the value in the **Estimated Hours** field.
- Mention the **Estimated Finish Date**. Click  to invoke the calendar from where you can click the date. Click  to clear the date.

- Enter the actual **Finish Date**. Click  to invoke the calendar from where you can click the date. Click  to clear the date.
- Choose the **Priority** of the task. The priority can be Normal, Low, or High.
- Select the **Status** of the task. The status can be Open, On Hold, or Closed.
- Provide a **Description**.
- Select the **Active** option. It is possible to log time only for active tasks. However, the details of inactive tasks will be maintained in Easy Time Logs.
- Click .

Comment [c5]: Option disabled.

4.8. **Editing Tasks**



Comment [c6]: Option disabled.

4.9. **Deleting Tasks**

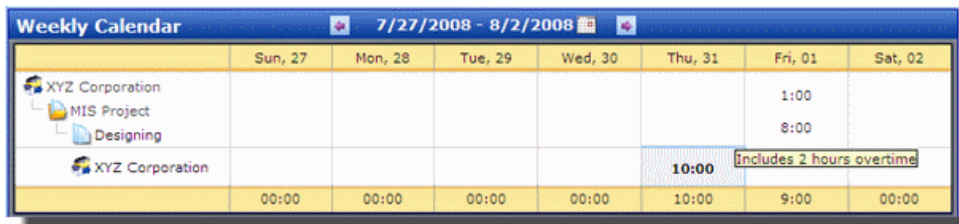
4.10. Adding Time Logs

The time can be logged after the Clients, Projects, and Tasks are added to Easy Time Logs.

To add time log for the current day:



- Select a Client, Project, or Task from the Clients List.
- Click . The Add New Time Log screen opens in the main pane.
- Enter the **Hours**. Click  to invoke the calculator. You can choose to display the time in **mins** or **HH:MM**. Choose the appropriate option. After using the calculator, click **OK** in the calculator to display the calculated value in the field.
Click  to clear the value in the **Hours** field.
- If the Client, Project, or Task is billable, select the option.
- Choose the **Category**. The categories are IN and OUT.
- Enter a **Description**. This description will be displayed as the tooltip in the calendar.
- Click .

The time logged will be displayed in the weekly calendar. The tree showing the Client → Project → Task will be expanded based on the time logged. For instance, if you logged the time for the task the tree will expand and show till the tasks, whereas if you selected the client and logged time, the tree will only show the client.



Weekly Calendar	Sun, 27	Mon, 28	Tue, 29	Wed, 30	Thu, 31	Fri, 01	Sat, 02
XYZ Corporation						1:00	
MIS Project						8:00	
Designing							
XYZ Corporation					10:00	Includes 2 hours overtime	
	00:00	00:00	00:00	00:00	10:00	9:00	00:00

Weekly calendar displaying the logged time

Note: To navigate through the calendar, use  and .

To log time for any day, click the corresponding column in the calendar. The Add New Time Log screen opens in the main pane. Follow the steps mentioned above to add a time log.

4.11. Editing Time Logs

To edit a time log:

- Click the time log entry in the calendar.
- From the popup menu, click **Edit Time Log**.



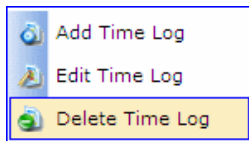
Options to edit time log

- In the Modify Time Log screen, edit the time log.
- Click . This button will be enabled only if you modify at least one field.

4.12. Deleting Time Logs

To delete a time log:

- Click the time log entry in the calendar.
- From the popup menu, click **Delete Time Log**. The time log will be deleted.



Option to delete time log

Module 5

Generating Reports

Objectives

After completing this module, you will be able to:

- Generate Reports
- Describe the options in the Report page

The main feature of Easy Time Logs is the ability to generate reports based on the time logged for clients, projects, and tasks.



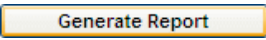
Easy Time Logs provides a summary report and detailed report. The options to generate reports are available under Reports. Go to Reports and the options Time Card Report and Summary Report will be displayed in the left pane.

For administrators, the reports will display the details of all users, where as for other users, the report will display only their details.

5.1. Generating Time Card Summary Report

The summary report will display the total hours logged by each resource for the selected period.

To generate a summary report:

- Click **Summary Report** from the left pane. The Set Report Options screen opens in the main pane.
- Choose the **Start Date** and **End Date**. Click  to invoke the calendar from where you can click the date. Click  to clear the date.
- Select the appropriate options: **Total Client, Total Project, Total Task,** or all three options.
- Click . The Time Card Summary Report will open in a new browser.

Comment [c7]: What are these option? If selected, what will be displayed in the report.



User	Hours
Admin Admin	44:15
John Doe	50:30
Total Hours:	94:45




Thank you for your business.

The Time Card Summary Report

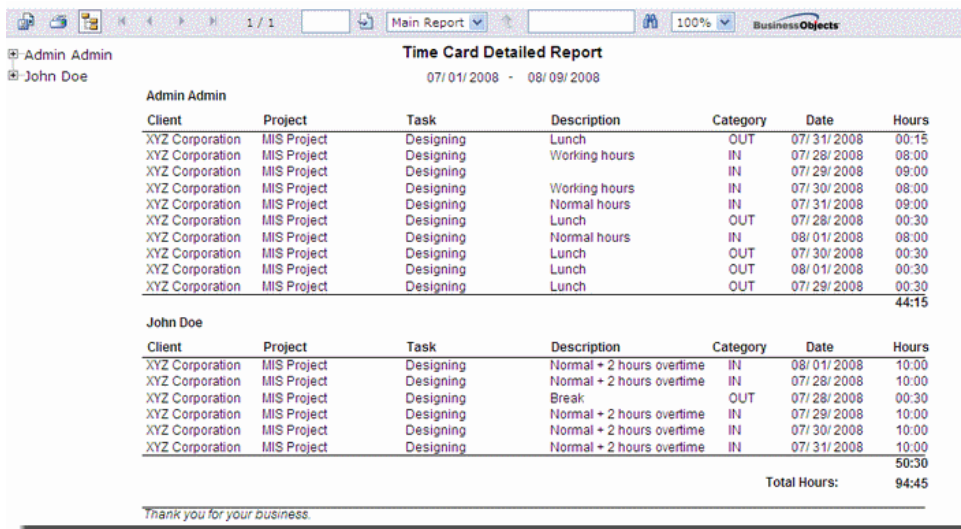
5.2. Generating Time Card Detailed Report

The time card detailed report will display every entry, both IN and OUT, logged by all resources in the selected period.

To generate a time card report:

- Click **Time Card Report** from the left pane. The Set Report Options screen opens in the main pane.
- Choose the **Start Date** and **End Date**. Click  to invoke the calendar from where you can click the date. Click  to clear the date.
- Select the appropriate options: **Total Client, Total Project, Total Task**, or all three options.
- Click . The Time Card Detailed Report will open in a new browser.

Comment [c8]: What are these option? If selected, what will be displayed in the report.





Client	Project	Task	Description	Category	Date	Hours
Admin Admin						
XYZ Corporation	MIS Project	Designing	Lunch	OUT	07/31/2008	00:15
XYZ Corporation	MIS Project	Designing	Working hours	IN	07/28/2008	08:00
XYZ Corporation	MIS Project	Designing		IN	07/29/2008	09:00
XYZ Corporation	MIS Project	Designing	Working hours	IN	07/30/2008	08:00
XYZ Corporation	MIS Project	Designing	Normal hours	IN	07/31/2008	09:00
XYZ Corporation	MIS Project	Designing	Lunch	OUT	07/28/2008	00:30
XYZ Corporation	MIS Project	Designing	Normal hours	IN	08/01/2008	08:00
XYZ Corporation	MIS Project	Designing	Lunch	OUT	07/30/2008	00:30
XYZ Corporation	MIS Project	Designing	Lunch	OUT	08/01/2008	00:30
XYZ Corporation	MIS Project	Designing	Lunch	OUT	07/29/2008	00:30
						44:15
John Doe						
XYZ Corporation	MIS Project	Designing	Normal + 2 hours overtime	IN	08/01/2008	10:00
XYZ Corporation	MIS Project	Designing	Normal + 2 hours overtime	IN	07/28/2008	10:00
XYZ Corporation	MIS Project	Designing	Break	OUT	07/28/2008	00:30
XYZ Corporation	MIS Project	Designing	Normal + 2 hours overtime	IN	07/29/2008	10:00
XYZ Corporation	MIS Project	Designing	Normal + 2 hours overtime	IN	07/30/2008	10:00
XYZ Corporation	MIS Project	Designing	Normal + 2 hours overtime	IN	07/31/2008	10:00
						50:30
Total Hours:						94:45

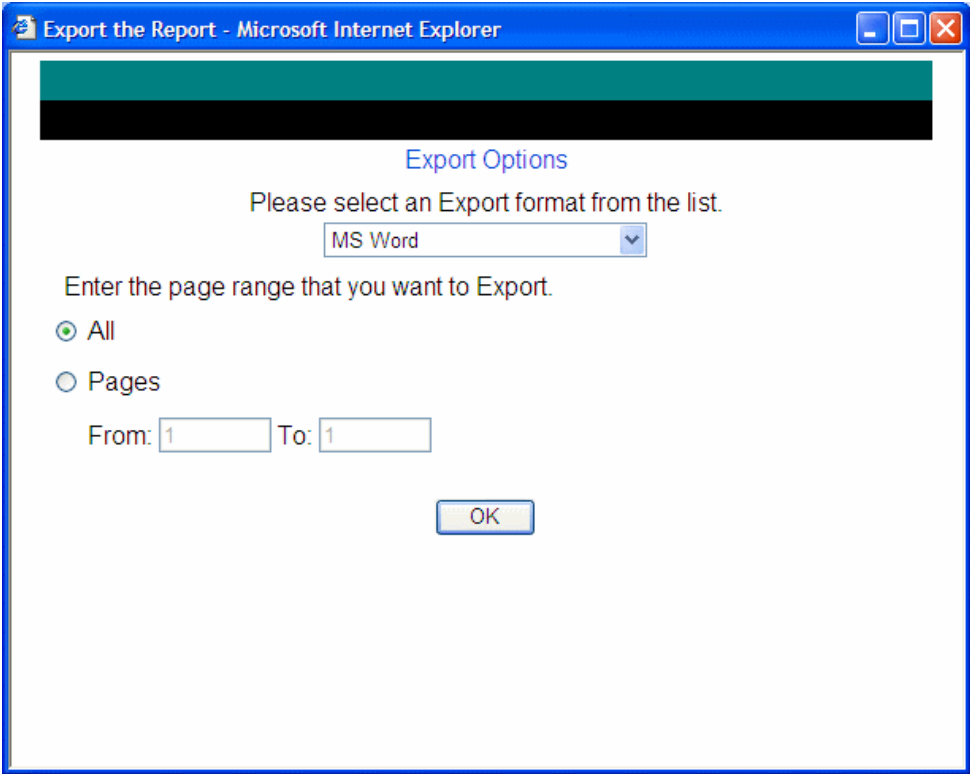
Thank you for your business.

The Time Card Detailed Report

5.3. Exploring Report Options

There are various options in the report page.

- Export – You can export the report to other formats. Click . In the Export to Report screen that opens, choose the **Format** from the dropdown. You can export all pages or a range. Select the appropriate option and click . You can Open or Save the file.



Export the Report - Microsoft Internet Explorer

Export Options

Please select an Export format from the list.

MS Word

Enter the page range that you want to Export.


All

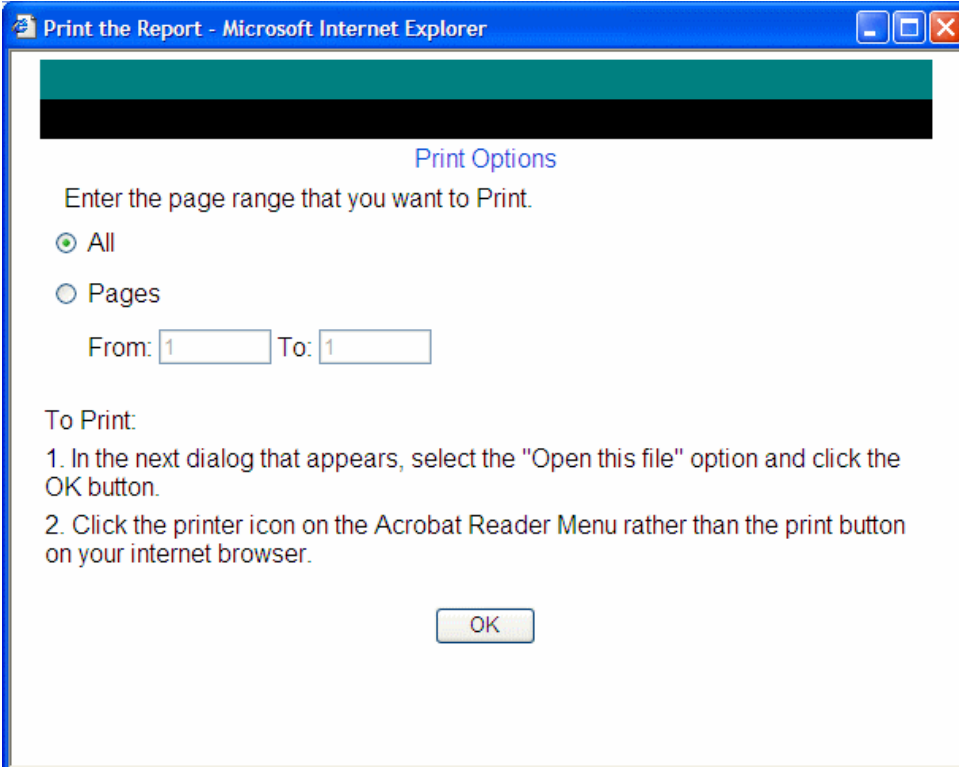
Pages

From: 1 To: 1

OK

The export options

- Print – Click . In the Print the Report screen that opens, choose to print all pages or select a range of pages. Click .



Print Options

Enter the page range that you want to Print.

All


Pages

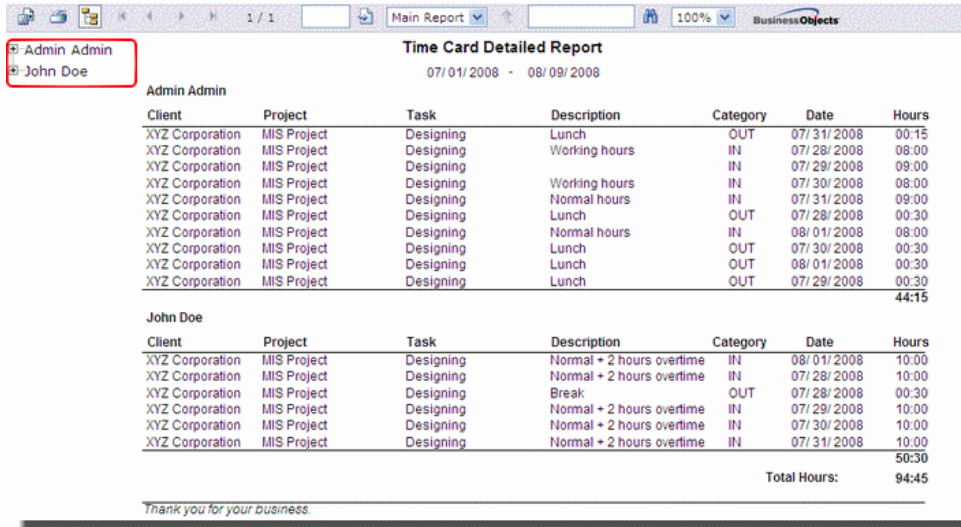
From: To:

To Print:

1. In the next dialog that appears, select the "Open this file" option and click the OK button.
2. Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.

The print options

- Show or hide group tree – Click  to show or hide the group tree. If enabled, the group tree will be displayed in the top corner of the report. You can expand this group tree. This button acts as a toggle.



Time Card Detailed Report
07/01/2008 - 08/09/2008

Admin Admin




Client	Project	Task	Description	Category	Date	Hours
XYZ Corporation	MIS Project	Designing	Lunch	OUT	07/31/2008	00:15
XYZ Corporation	MIS Project	Designing	Working hours	IN	07/28/2008	08:00
XYZ Corporation	MIS Project	Designing	Working hours	IN	07/29/2008	09:00
XYZ Corporation	MIS Project	Designing	Working hours	IN	07/30/2008	08:00
XYZ Corporation	MIS Project	Designing	Normal hours	IN	07/31/2008	09:00
XYZ Corporation	MIS Project	Designing	Lunch	OUT	07/28/2008	00:30
XYZ Corporation	MIS Project	Designing	Normal hours	IN	08/01/2008	08:00
XYZ Corporation	MIS Project	Designing	Lunch	OUT	07/30/2008	00:30
XYZ Corporation	MIS Project	Designing	Lunch	OUT	08/01/2008	00:30
XYZ Corporation	MIS Project	Designing	Lunch	OUT	07/29/2008	00:30
						44:15

John Doe

Client	Project	Task	Description	Category	Date	Hours
XYZ Corporation	MIS Project	Designing	Normal + 2 hours overtime	IN	08/01/2008	10:00
XYZ Corporation	MIS Project	Designing	Normal + 2 hours overtime	IN	07/28/2008	10:00
XYZ Corporation	MIS Project	Designing	Break	OUT	07/28/2008	00:30
XYZ Corporation	MIS Project	Designing	Normal + 2 hours overtime	IN	07/29/2008	10:00
XYZ Corporation	MIS Project	Designing	Normal + 2 hours overtime	IN	07/30/2008	10:00
XYZ Corporation	MIS Project	Designing	Normal + 2 hours overtime	IN	07/31/2008	10:00
						50:30
Total Hours:						94:45

Thank you for your business.

The group tree displayed in the report

- Navigate through the pages of the report – The buttons  allow you to go to first, previous, next, and last page of the report respectively. To go to a particular page, enter the page number in the textbox and click . If there are sub reports, you can go to that particular report, by choosing it from the **Main Report** dropdown.
- Find – To search a particular text in the report, enter the text and click . The instance of the text will be highlighted.
- Zoom – Choose the zoom percentage from the **100%** dropdown.