TimePunch

TimePunch Watcher

User Manual

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TimePunch KG

Wormser Str. 37

68642 Bürstadt

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Introduction

The TimePunch Watcher is one of the most important parts in TimePunch, because it offers the possibility to track the work time directly at the PC.

Due to that fact, most people who are using TimePunch had already been aware of it and also may have been be using it in one or the other manner.

Installation

The TimePunch Watcher is part of the Standard Installation of TimePunch and will be automatically installed. If the TimePunch Watcher is not needed, then the Watcher needs to be deselected in the installation package of TimePunch.
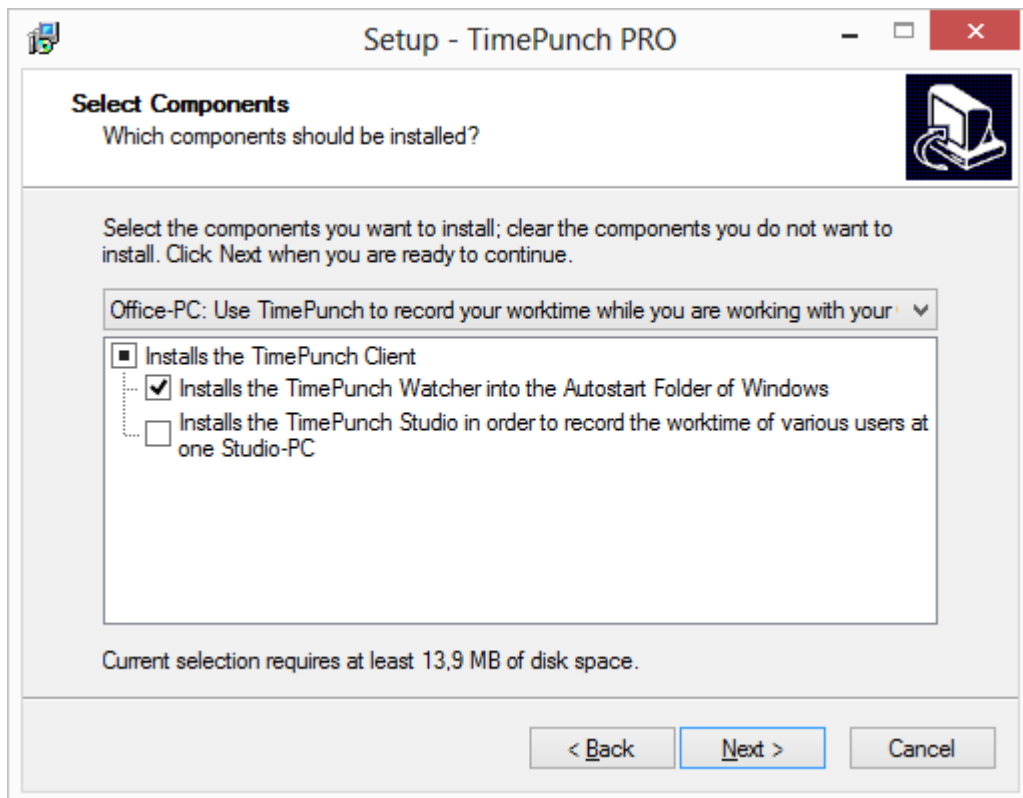
Working with the TimePunch Watcher

This chapter describes how to use the TimePunch Watcher and to get out most of it.

Basics

The TimePunch Watcher is kept simple and rely on the design principals of the new Windows 8 Style. The picture shows the different areas of the TimePunch Watcher.

Red – What needs to be done?

In this area one has to choose which project / task shall be done next.

Orange – What's the current task?

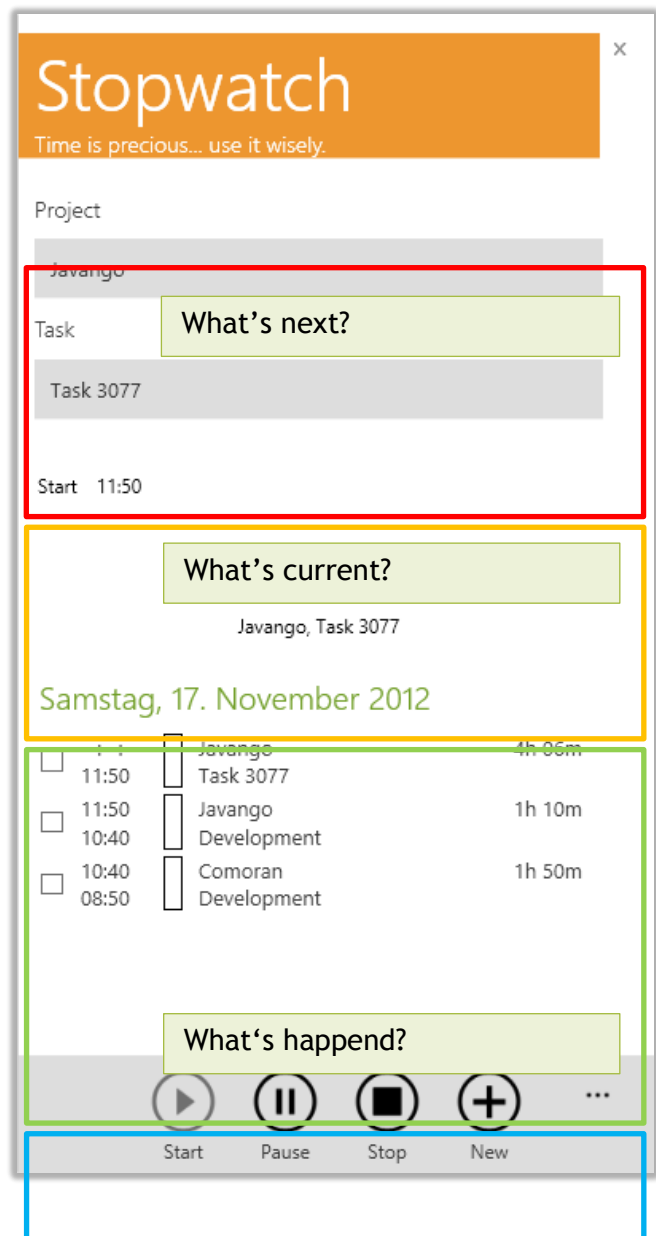This area shows the current project / task that will be tracked at the moment.

Green – What has been done?

This list contains all tasks of the current day. To that list naturally belongs the current task too that will be shown with an open end.

Blue – The command centre

Using the buttons at the lower area, the time recording can be started, paused and stopped. Additionally you will see other settings in the menu too.

Stopwatch
Time is precious... use it wisely.

Project

Javango

Task | **What's next?**

Task 3077

Start   11:50

What's current?

Javango, Task 3077

Samstag, 17. November 2012

	Javango	4h 06m
11:50	Task 3077	
11:50	Javango	1h 10m
10:40	Development	
10:40	Comoran	1h 50m
08:50	Development	

**What's happend?**

▷ Start ⏸ Pause ⏹ Stop ⊕ New ...

Starting the time recording

In order to start the time recording, a project needs to be selected first. That can be done with a click to the project and task selection, like the following area shows.
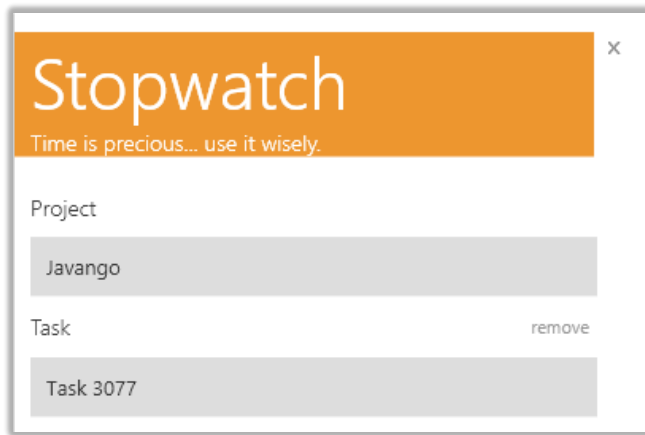
Project and Task need to be selected first.

After choosing the project and task, the time recording can be started with a click to the button "start" at the application bar.
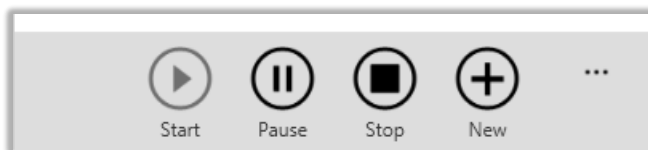

The time recording can be started with a click to the button „start".

Hint: If you want to switch the current project or task, then you don't have to stop the current time recording. It's sufficient to select a new project or task and to press "start" again. The previous project will then be stopped automatically and the new one will be started.

Pausing and stopping the time recording

The time recording can be paused with a click to "pause" and ended with a click to "stop".
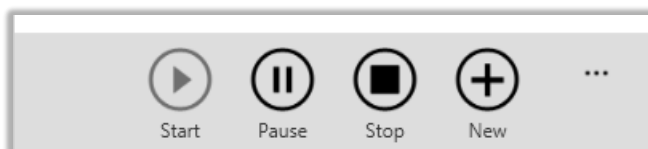
The button „pause" and „stop" can be used to stop time recording.

Cancelling the time recording

If the current time recording exceeds 24 hour recording time, the following error message will be shown. Normally that can only be happen when the user shut down the PC and goes to holiday while TimePunch is still running.
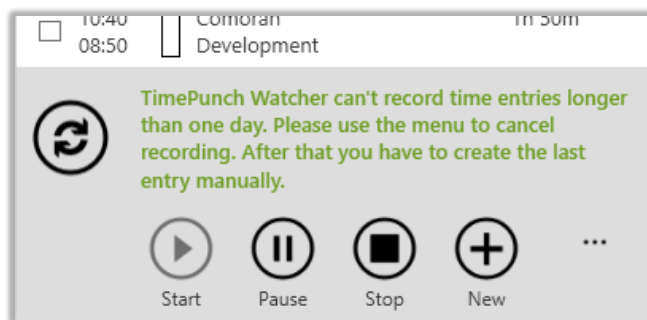
If the current entry exceeds 24 hours, it must be cancelled by using the application menu „Cancel time recording"

The time recording can be cancelled with a click to the menu item "Cancel time recording". By doing so, the current time recording will be cancelled and the time entry must be entered manually by using the TimePunch Client.
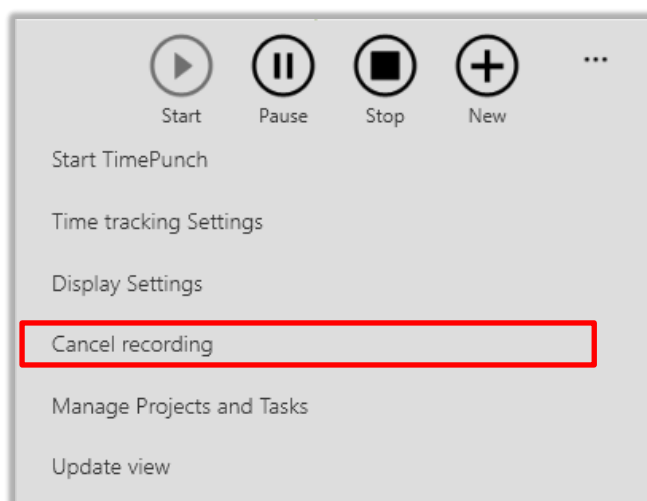
Using the menu item "Cancel time recording" will cancel the current recording.

Changing the current project and adding a description

The current time recording will always be shown as the first entry within the daily overview in the TimePunch Watcher. If the current project shall be changed or a description to the current doing shall be added, this can be done via the detail view of the active entry.

☐	--:--:-- / 11:50	Javango / Task 3077	4h 06m
☐	11:50 / 10:40	Javango / Development	1h 10m
☐	10:40 / 08:50	Comoran / Development	1h 50m

Samstag, 17. November 2012

With a click to the current entry the detail view will be opened.

A click to the current entry (light green border) will open the detail view of the entry.

Active Time Entry
Modify Active Time Entry

Samstag, 17. November 2012

Project

Javango

Task   remove

Task 3077

Start   Break

11:04   -.-

Description / Learning Success

Here you can enter a comment for the time entry.

Also multiline comments are allowed to enter …

Within the detail view of the entry, the current project, task, start time and break time can be modified.

Additionally there's the possibility to add a description to the current time entry.

After changing the time entry, all data can be stored by tapping the button "save" in the application bar.
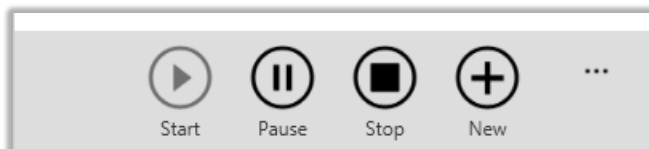
Modifying time entries in the past

Depending on the current user rights, also existing time entries can be adjusted or modified. There are three different ways to achieve this.

Adding a time entry

If the time line need to be enhanced with an additional entry (e.g. adding an ad-hoc meeting), new time entries can be added manually by clicking the application bar "new".

By clicking the application bar "new" a new entry can be created.

Adjusting an existing time entry

To click an existing time entry will open the details page in order to modify the time entry. At the details page the current project, task, start and end time can be modified.

The red border marks the area that can be clicked in order to open the detail page of a time entry.

Deleting a time entry

In order to delete time entries it's necessary to mark the entries for deletion. Therefore the checkbox in front of the entries have to be checked.
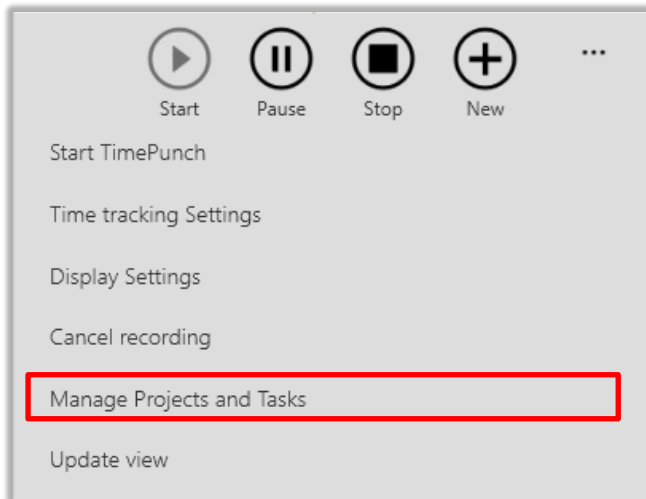
If the time entries are all selected, they can be removed by clicking to the application bar "delete".

The time entries that shall be deleted have to be marked with the checkbox and then
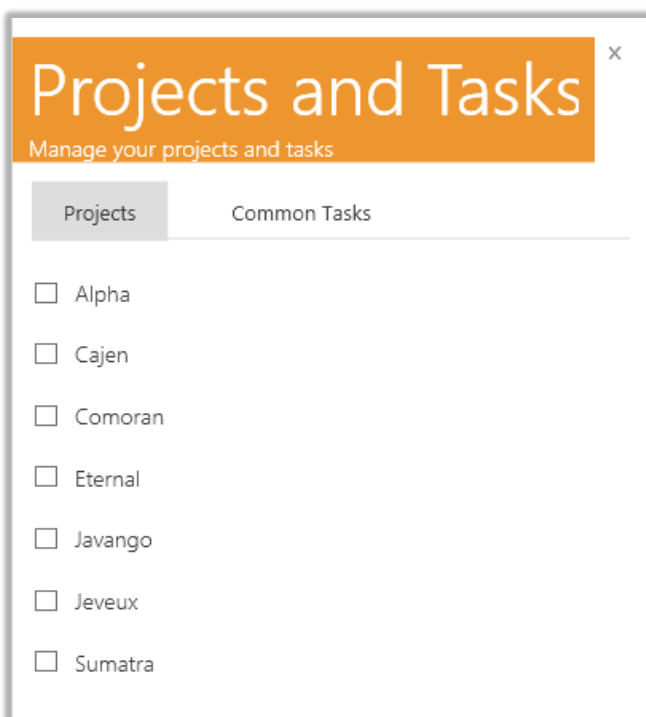
Manage projects and tasks

Creating and modifying tasks will be done via the menu "Manage projects and tasks".

Using the menu „Manage projects and tasks" will lead to the project-management screen.

At this page all projects and common tasks will be shown.

The following rules apply:

Projects: In order to start time recording at least one project will be required for accounting. If such a project is not there or not even created, then TimePunch will book the times on the default project called "NN".

Tasks: Tasks always belong to a project. They are used for a better distinction of the time entries within a project.

Common Tasks: Such tasks are valid for every project and simplifies the project-management, because they only have to be defined once. A good example for common tasks are "Meeting" or "Common Stuff".

Create a new project

Creation of a new project will be done via the application bar "New". Prerequisite for that is that the user owns the proper rights to create a new project.

Click to the application bar "New" will open a page to create a new project.

After a click to the application bar "New" a new page will be shown. At this page the details of the new project can be entered. The detail view consists of three different areas.
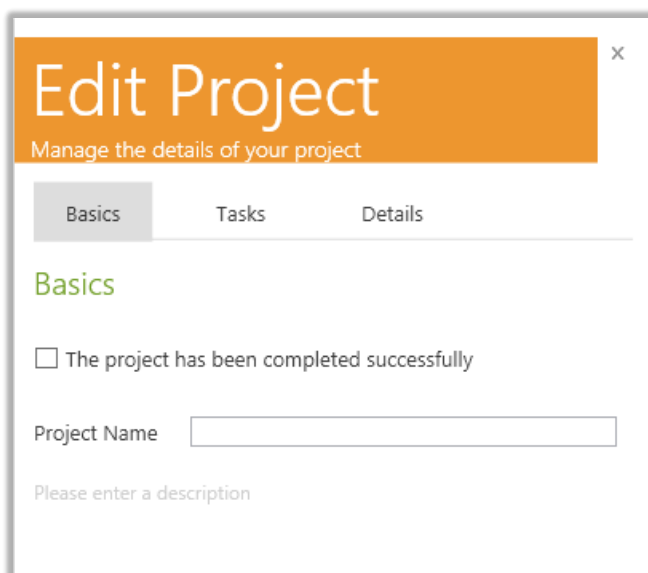
Modifying an existing project

In order to modify an existing project it's sufficient to click at the project entry. The detail view of the project will be shown. As previous mentioned, these details consists of three different areas which will be described next.

Basics

This area contains all basic data of a project, which is the name of the project and a description. The project description is optional and can be modified with a click to the description text.

Completed projects can be marked in order to prevent time entry bookings.

Basics are the core data of a project. That is the name of the project, a description and a flag whether the project has been completed.

Completed projects: If a project has been marked as completed, no time entries can be booked to it. But the project won't be deleted and can be used for further analysis too.

Tasks

In the area "tasks" all project dependent tasks will be shown. That's are all tasks which are only available for the selected project.
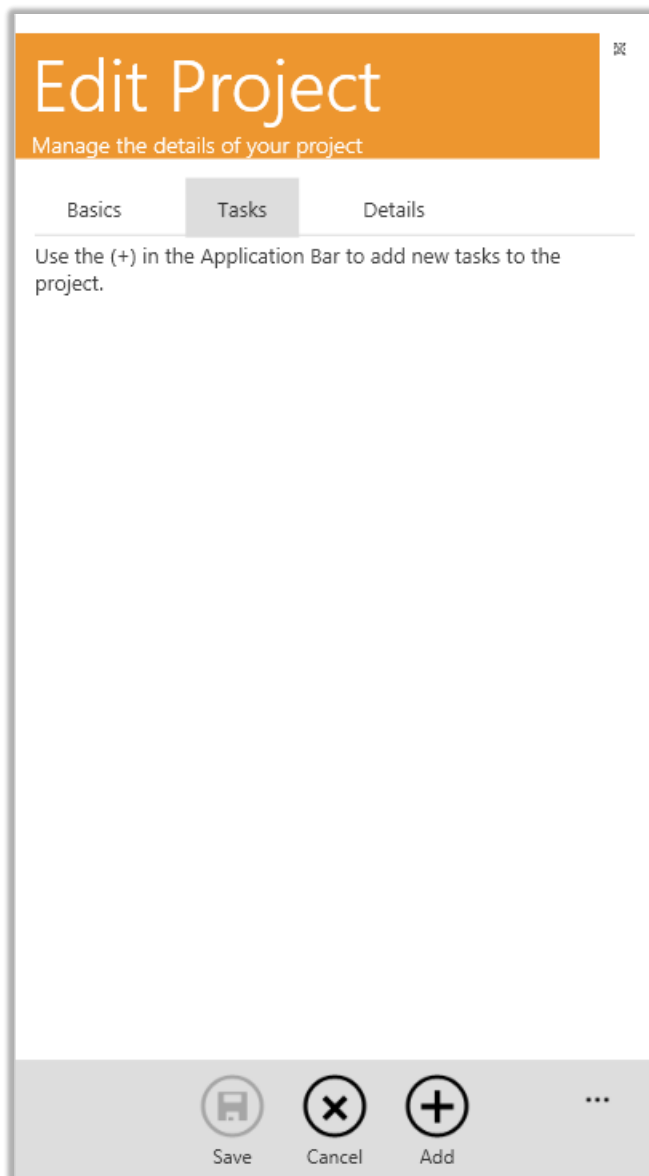
Add: Adding new tasks can be done by adding the application bar "add".

Modify: Already existing tasks can be renamed with a click to the task.

Delete: In order to delete tasks, they need to be marked with the check box in front of the tasks. After that the marked tasks can be deleted with a click to "delete" in the application bar.

Details

In the Details area, project and accounting relevant details will be shown. Accounting details are always valid for the current user, whereas the time restriction is directly related to the project.
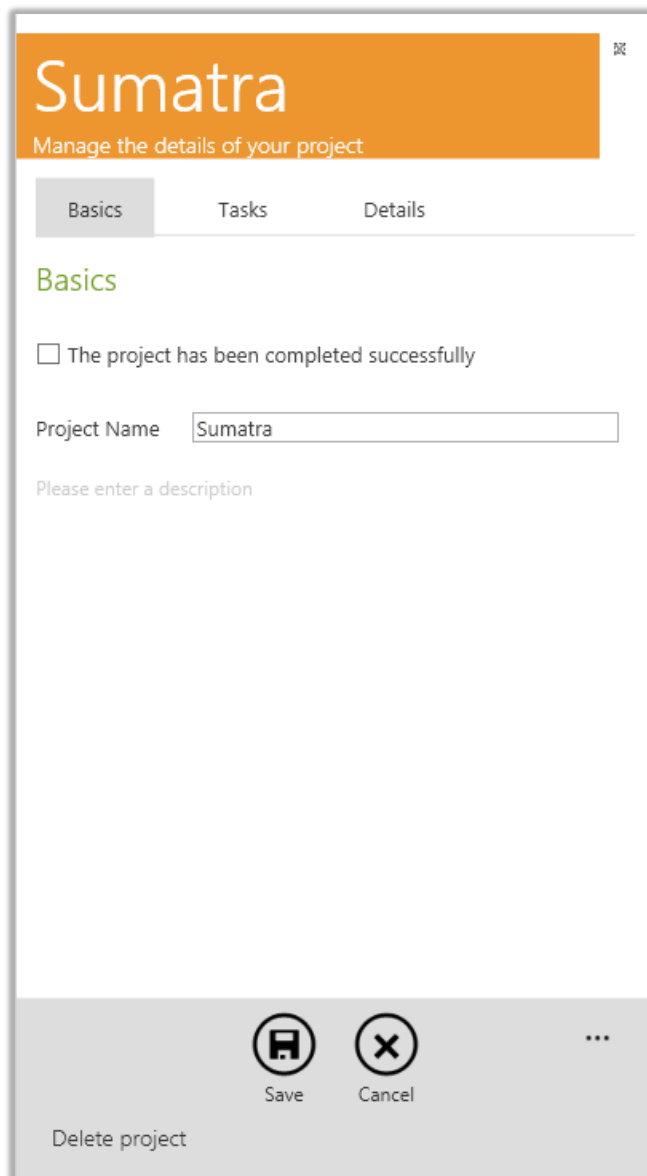
Accounting data is always valid for the current user and can vary for different users.

The time restriction belongs to the project and is therefore valid for any user.

The max. work time defines how many hours a staff can book to the project.

Deleting an existing project

The detail view can be opened with a click to the project at the "manage projects and tasks" page. Within the details page, the project can be deleted via the menu item "delete project".

Via the menu item "delete project" an already existing project can be deleted.

Hint: Deleting the project physically can only be done, if no time entries have been booked at the project.
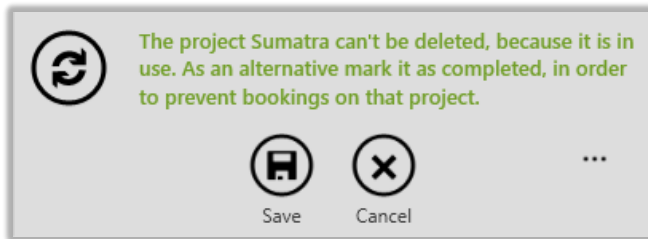

If there are already existing time entries for the project, the following message will be displayed.

If the project shall be physically deleted anyway, the time entries must be deleted before the project can be deleted. But for reporting reasons, it's a better option to mark the project as completed, instead of deleting it physically. That also prevents staff from booking the project.

Create and modify common tasks

At the second page "common tasks" one can define tasks which are available for any project. Common tasks can reduce the management overhead for adding always recurring tasks for all projects.
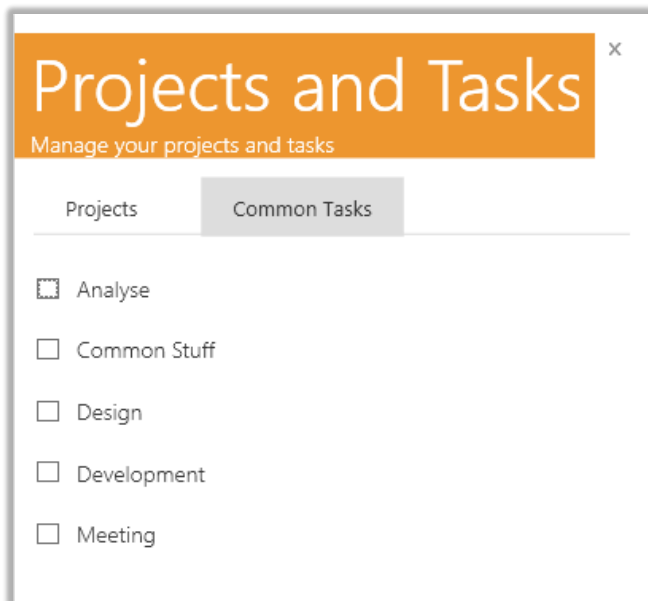
Common Tasks can be defined at this page.

These are available for all projects and always visible.

The creation, modification and editing of common tasks will be handled the same as the modification of project-dependent tasks. Therefore the chapter won't be repeated here.

Settings

The following chapter describes the different settings that are available for the TimePunch Watcher.

Recording Settings

Via the menu "Time tracking settings" of the TimePunch Watcher one can get to the page where the user can adjust the manner how TimePunch is recording times.
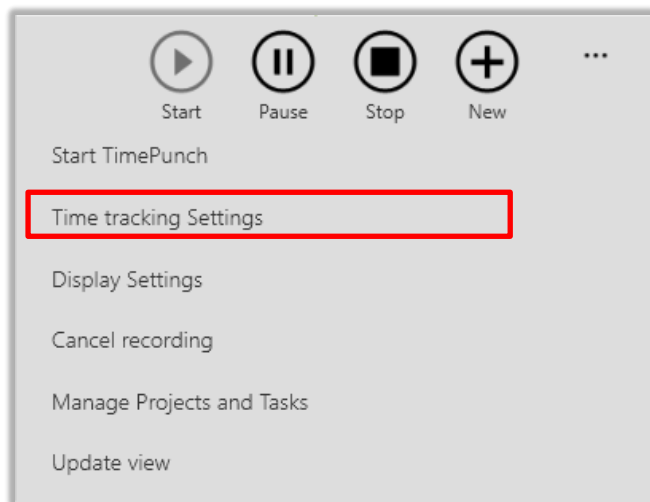
The recording settings define how TimePunch will handle the recording of time entries.

After choosing the menu item the following page will be opened.

Time Recording starts directly when the watcher gets launched and it stops recording automatically when the watcher gets closed.

If this option is set, the time recording will be started directly after logging on to the PC. In that case the project of the previous day will be used. Additionally this option also stops the time recording when the TimePunch Watcher will be closed.

Use simplified pause time recording

If this option has been set, the handling of break times will be simplified. There won't be an additional button with that a break-time-recording can be started. If the user wants to create a break, it's enough to stop the current work-time-recording and restart it after the break.

The time between stopping and restarting will be automatically calculated as break time.

Recording precision

This setting defines how the start and end time of a recording gets rounded. As a default there's a 1 minute rounding in place. But in many other companies it might be more useful to set the recording precision to e.g. 5 minutes. But that depends where you are working.

Remind for project update

Using that option TimePunch will remind you to check the time recording from time to time. When there's a lot of buzz in the office, it might be useful that TimePunch shows itself in order to remind you to validate the project you are working on.

After locking Windows

With this setting one can define how TimePunch reacts when Windows will be locked. The following possibilities can be chosen:

- Pause time recording
  After locking Windows a break time recording will instantly started. After the break TimePunch will continue recording the previous project.

- Ignore 5 to 30 minutes of absense
  If that option has been chosen, TimePunch carries on until the defined time span has been reached. If the PC is still locked, the complete time starting from locking Windows until signing in again will be tracked as break time. If the staff logs on before the time span has been reached, then no break time at all will be recorded.

- Don't pause time recording at all
  Even if the PC is locked, TimePunch will record that time as work time. Only if the staff manually paused the recording or switched it off, a break time will be recorded.

But it doesn't matter which settings has been chosen: If the locking time exceeds 6 hours, the time recording will be closed with the locking time as the end time.

Display Settings

Using the menu „Display Settings" a page will be shown, where to choose how the TimePunch Watcher looks like and how to use it
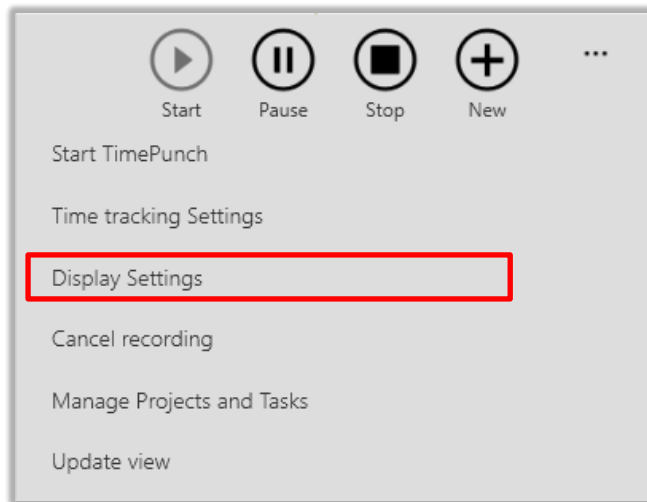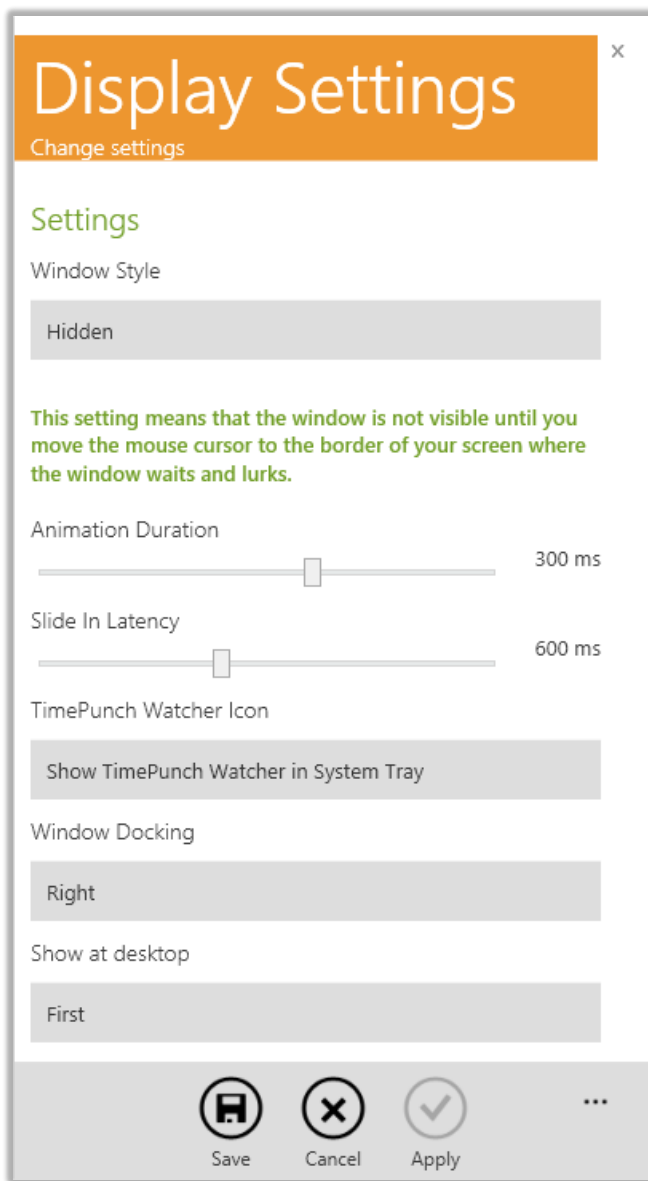

The Display Settings defines how the TimePunch Watcher looks like and how to use it.

After choosing the menu item the following page will be shown.

The following settings can be choosen.

Window Style

The Window Style defines how the main window of the TimePunch Watcher behaves. There you'll have the following possibilities to choose from.

- Hidden
  In that mode the TimePunch Watcher gets collapsed completely. Only if the mouse gets moved to the border of the monitor and stays still for the defined latency time, the window will be moved into the screen back again. The window will be closed again, if the user clicks with the mouse to another position than the TimePunch Watcher.

- Touch friendly
  In that mode the window won't be collapsed completely, but stays about 5mm visible at the border of the screen. That's enough to tap to the window in order to activate it again.

- Visible
  If that settings is active, TimePunch stays always visible at the screen. This is always useful, if TimePunch can stay at a second or third monitor on a defined place.

- Manual
  If the manual settings has been chosen TimePunch won't open automatically. In order to open the Window the user has to click to the TimePunch Icon at the system tray.

- Invisible
  Using this setting the TimePunch Watcher won't be shown at all. Only if the TimePunch Watcher gets started twice using the start menu of windows will show the TimePunch Watcher again

  Hint: This setting only makes sense in combination with the recording setting "*Time Recording starts directly when the watcher gets launched and it stops recording automatically when the watcher gets closed.*" Because with this setting the TimePunch Watcher will record the daily working time automatically and without showing the TimePunch Watcher to the user.

TimePunch Watcher Icon

Using that setting it can be defined, if and when the Icon of the TimePunch Watcher will be shown.

- Show TimePunch Watcher in Task Bar
  The TimePunch Watcher will be shown with all other opened software in the task bar of Windows.

- Show TimePunch Watcher in System Tray
  With that setting the TimePunch Watcher will be shown in the system tray of windows. A click to the icon will open the TimePunch Watcher itself.

- Don't show the TimePunch Watcher Icon at all
  Using that setting the TimePunch Watcher won't be shown as an icon; neither in the task bar nor in the system tray of windows.

Window Docking & Show at desktop

Using the settings for the window docking and the desktop, one can define where the TimePunch Watcher stays at the screen.

Start-Options

The TimePunch Watcher can be started with different start options. Normally that's not necessary, but it can be useful with special configurations.

In order to start the TimePunch Watcher with a command parameter, one should look for the TimePunch Watcher in the Startup folder of Windows. With a right button click the properties can be opened.

There can be set two start parameters.

/principal={TimePunch Profile}

Using the start parameter "/principal" the used TimePunch Profile can be set. The principal is the account owner. That means it's a complete switch of the user profile. If the TimePunch Watcher gets started with that principal, the user also have the permissions of the new profile.

To make that work, it's necessary that the target profile is protected with a password. That's a security feature, because otherwise a project staff could access the data of his chief if his account is not password protected.

/identity={TimePunch Profile}

Using the start parameter "/identity" the used TimePunch Profile can be switched. In opposite to the previous command, only the TimePunch profile for recording the time will be exchanged. The permissions won't change this way. Therefore the parameter "/identity" will only function, if the current principal owns administration rights. Because otherwise it's not allowed to switch the profile.

This feature can be compared with the possibility to switch the user profile within the TimePunch Client.

Permissions

As default all installations have administration rights first. If TimePunch will be used in an enterprise network, different permissions can be assigned to the users. This can be done with the "TimePunch Profiles" Module, which is included in the TimePunch PRO Version.

For the TimePunch Watcher there's the following permission matrix.

	Administrator	Full Access	Edit	Logging only
Login Permissions				
Login	x	x	x	x
Manage TimePunch Profiles (switch users)	x			
Synchronization				
Access to the Synchronization Wizard of TimePunch	x	x	x	
Time recording				
Access to the TimePunch Watcher	x	x	x	x
Change active time entry	x	x	x	
Change recording settings	x	x	x	
Project access				
Access to the active projects	x	x	x	x
Managing the projects	x	x		
Send projects using the TimePunch Sync Wizard	x	x	x	
Receive projects via TimePunch Sync Wizard	x	x		

Task access				
Access to the active tasks	x	x	x	x
Managing the common tasks	x	x		

Time entries				
Access to the time entries	x	x	x	x
Modify existing time entries	x	x	x	
Send time entries using the TimePunch Sync Wizard	x	x	x	
Receive time entries using the TimePunch Sync Wizard	x	x		
Restricted modification of existing time entries.				x

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