



Traffic Timerecorder



Developer of the Year (2004)



5 out of 5 mice



5 out of 5 stars



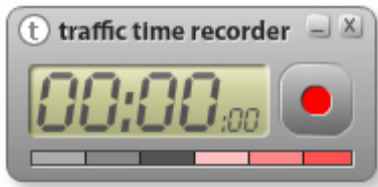
THE QUEEN'S AWARDS
FOR ENTERPRISE:
INNOVATION
2008

Traffic Timerecorder



The Traffic Timerecorder gives you a simple and convenient way to record time on your desktop.

You can enter mini mode by clicking  for an even smaller widget!



Getting Started

Configuring the Timerecorder takes only a few moments.

Clicking  will open the settings menu.



Region

Allows you to select from UK, USA or Australia. You should select the geography relevant to your location.

Time Increments

Sets the minimum time increment in the system. For example if this is set to 15, then a recorded time of 18 minutes would result in this being rounded to the nearest 15 minutes – in this case 30 minutes.

This value can be set anywhere between 1 and 60. 1 being that time is recorded to the nearest minute, and 60 to the nearest hour.

Allow Non Billable

Enables the user to indicate time as non billable if enabled

Minimise to Tray

If the application is minimised it will either minimise to the task bar, or the system tray if this option is enabled.



If the Timerecorder is minimised when running it will change to red and hovering over it will show the elapsed time.



To expand the Timerecorder, simply click on the 

Always in Front

Enabling this option will force Timerecorder to remain on the top of your desktop (unless minimised) making it easy to find. Timerecorder has been designed so that you can drag it virtually off the page making this feature as unobtrusive as possible whilst still showing you the elapsed time.

Save your changes!

Adding your tasks to the system

Timerecorder needs to be told what it is that you will be working on.

Click  to open the select task window.

To add a task click  in the bottom left corner.

select task


client:


project:

job:

task:

estimated hours:

start date: 

end date: 

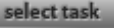
Enter details of your client, project, job, task, estimated, hours and start / end dates.

All fields are optional, so you can choose to create a client entry with no project or job; just a job and so on.

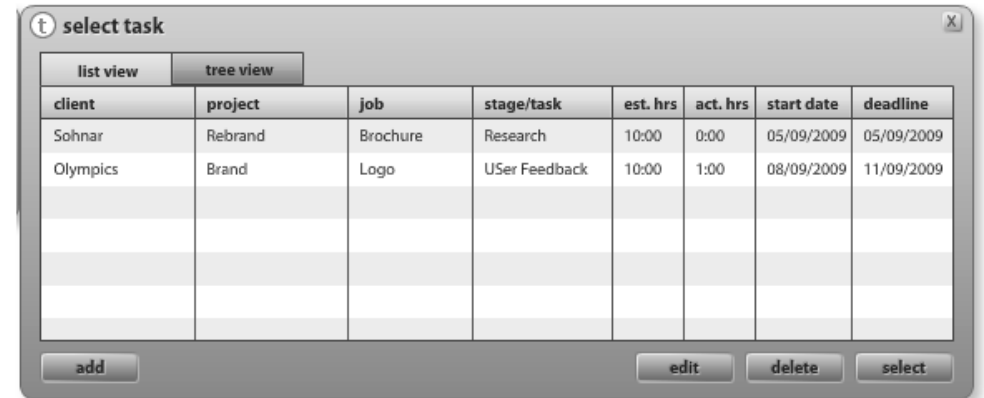
Save your changes!



Selecting a task to work on

Click  to open the select task window.

The select task window will open.



You can order the list simply by clicking the headings

client	project	job	stage/task	est. hrs	act. hrs	start date	deadline
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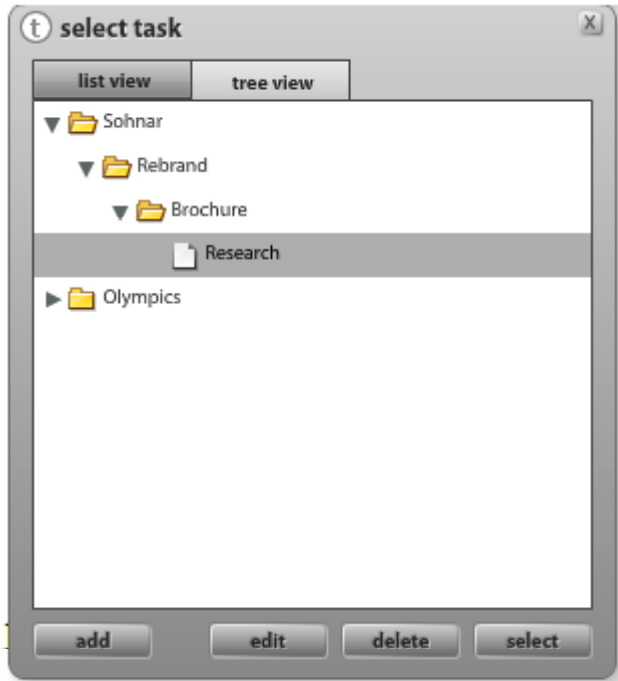
The columns can be resized by hovering your mouse over the vertical line in the header, and the order of the boxes can be changed by clicking on them and dragging either left or right.

The application is by design small, and hence the columns quite narrow. If entries run over the column and truncate you can see the full text by hovering your mouse over the entry.




Layout changes will not be retained when the application is closed. All time entries etc. are saved in the applications database and not impacted by closing the application.

An alternative view is the tree view – click 





Here you can rapidly navigate to jobs. Clicking on the job will select it, and allow you to edit / delete / select. Double clicking will select the job.

Select an Entry

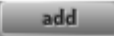
Double Click on the desired task. The task will be selected and the screen close. Alternatively you can single click an entry and click the 

Edit / Delete an Entry

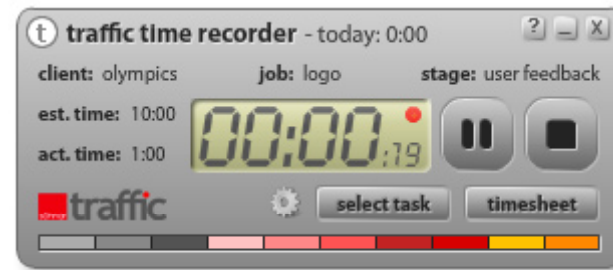
Select the time and choose to either edit or delete by clicking either  



Add

Click  this will add an entry at the selected level – ie project, job etc. so you don't need to repeat the client details.


Recording Time



Recording time is simple.

Start the timer by clicking the record button. 

The timer will start and the red recording light will illuminate in the display and the timer will start counting up in seconds.

If for example you take a break, you can pause the time by pressing pause. 

Start the time again by pressing record. 



Once you have finished your task press stop to record a time sheet.



When you press stop the add time sheet item window will display. If you have not selected a job then you will be prompted to select one before you can continue.

t add timesheet item

task/stage: User Feedback

date: 26/08/2009 billable:

actual time: 0:03

time recorded: 0:03

notes:

Discard Save

The system shows today's date, the actual time and the time that is going to be put into the timesheet – the time recorded. If these times are different it is due to rounding forced by the "Minimum Time Increment" option in the settings area.

If the option is enabled in settings you can also indicate if the time is billable or not.

You are in control! You can change the date and the time. You may have let the timer run by accident, or have forgotten to record time for yesterday.

Enter your timesheet notes (optional) and save your changes.

Discard will discard this timesheet. The entry is saved temporarily (the time on the timer will not reset) which allows you to change your mind and press stop once again to bring up the add timesheet screen once again. As soon as you click record the timer will clear to zero.



Once submitted the actual time will update on the Timerecorder.

est. time: 5:00
act. time: 2:00

TIP

If you want to record an hour for a meeting when you did not start the timer, simply select the task, start the timer, stop it immediately and then over ride the date and or time and save it.

Reviewing my Timesheet

Clicking **timesheet** opens the timesheet view.

t timesheet

date	client	project	job	stage	notes	time	billable
26/08/2009	Olympics	Brand	Logo	User Feedback	Time Entry	1:00	yes

add edit delete export csv print clear

This displays your timesheet. Clicking on entries allows you to edit or delete them.

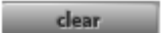


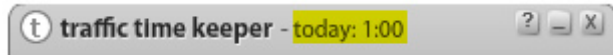
Add will add a time entry to the currently selected job on Timerecorder.

You can export your timesheet in CSV format by pressing 

This format can be opened by Excel and read by many other programs.

You can print your timesheet by clicking  This will print a your detailed timesheet and summarise billable and non billable totals.

 will clear your timesheet. This will also clear the today total on the Timerecorder.



Traffic

Traffic is the market leading Studio Management system from Sohna. If Timerecorder has wetted your appetite, call us to arrange a full product demonstration.

Traffic

- holds your database
- lets you quote – fast
- manages time, suppliers and expenses
- schedules work
- handles billing effortlessly
- reports on every aspect of your business

and much much more. Click on [here](#) to find our more, or call us on

Australia 1330-858-180
USA 800-730-2620
UK 0800 880 3002

Where our friendly and experienced teams will be happy to help you.



Timerecorder Support

This version of Timerecorder is complimentary, and is hence we are unable to offer user or technical support. Traffic is supported by a dedicated teams in the UK, USA and Australia.

