



Traffic Time Recorder



Developer of the Year (2004)



5 out of 5 mice



5 out of 5 stars



THE QUEEN'S AWARDS
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INNOVATION
2008

Traffic Time Recorder



The Traffic Time Recorder gives you a simple and convenient way to record time on your desktop without the need to open the Traffic application. You can use Time Recorder at any location with an internet connection, as long as your system administrator has allowed access outside of your local network.

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



Getting Started

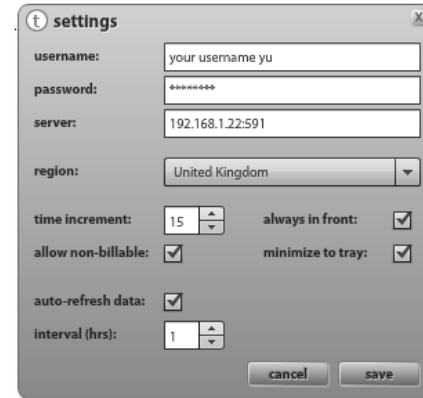
Configuring the Time Recorder takes only a few moments.

Clicking  will open the settings menu.



Username / Password

Enter your Traffic username and password here.



Server

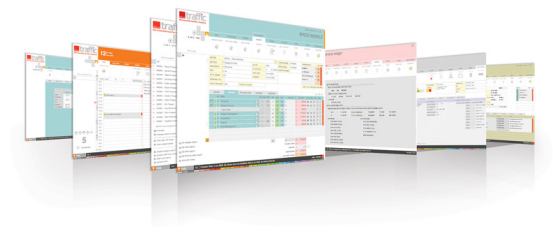
This is the IP address of your server which allows Time Recorder to connect to Traffic. Your system administrator will advise what this is. If a local IP address is quoted, you will not be able to use Time Recorder from a remote location.

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.

TIP : Traffic records in decimals, whereas Time Recorder records in HH:MM. So you don't get fractions of an hour displaying in Traffic, consider setting this increment in 6 minute multiples – 6/12/18 etc.

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 the Time Recorder is minimised when running



it will change to red and hovering over it will show the elapsed time.

To expand the Time recorder, simply click on the 

Always in Front

Enabling this option will force Time Recorder to remain on the top of your desktop (unless minimised) making it easy to find. Time recorder 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.

Auto Refresh Data

Time recorder contacts the server for an updated list of jobs when it is opened, and every hour after that. You can also refresh data on demand - see later in this manual. A data refresh should take 10-15 seconds, but may take longer if your agency has a very large job volume (you load all jobs each time as well as your own). Refresh happens in background and you will not know it is occurring.



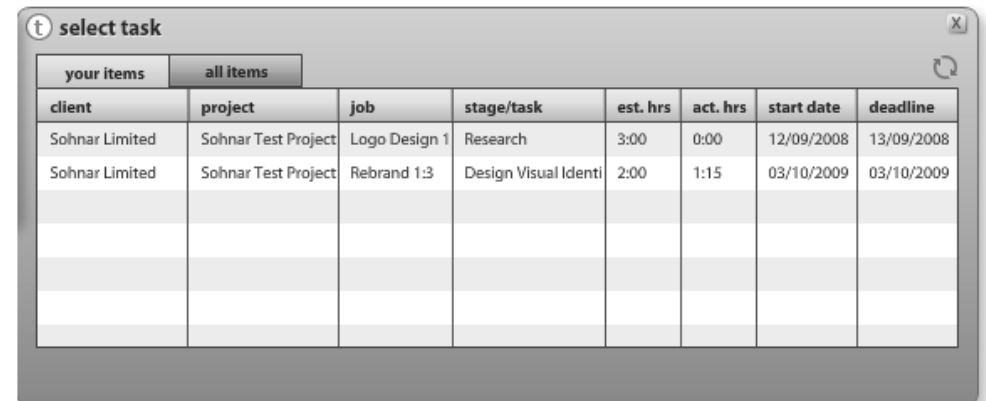
Save your changes!

Selecting a task to work on

Click **select task** to open the select task window.

The select task window will open. There are two tabs – your items and all items. These show your items or all items in the system which allow you to log time on something you may not be allocated to.

Traffic supports the concept of Stages and Tasks. In Time Recorder this has been simplified to Task only. There is a more detailed explanation of this in Appendix A below.



client	project	job	stage/task	est. hrs	act. hrs	start date	deadline
Sohnar Limited	Sohnar Test Project	Logo Design 1	Research	3:00	0:00	12/09/2008	13/09/2008
Sohnar Limited	Sohnar Test Project	Rebrand 1:3	Design Visual Identi	2:00	1:15	03/10/2009	03/10/2009



You can order the list simply by clicking the headings

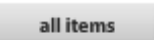
client	project	job	stage/task	est. hrs	act. hrs	start date	deadline
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The columns can be resized by hovering your mouse over the vertical line in the header, and the order of the boxes can be changed by clicking on them and dragging either left or right.

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.

The data can be refreshed by clicking 

An alternative view is the all items tree view – click 

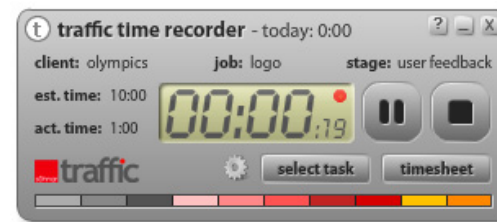



Here you can rapidly navigate to jobs.

Double Click on the desired task. The task will be selected and the screen close.





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.

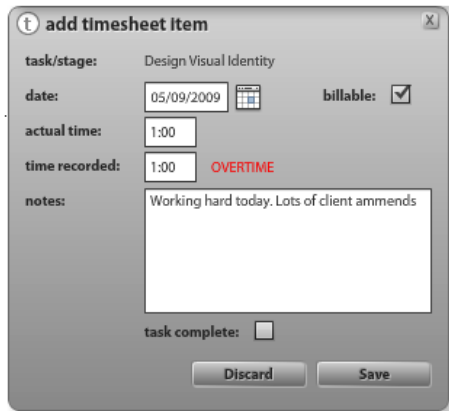
If for example you take a break, you can pause the time by pressing pause 

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.



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 this application of time results in the task going over its allocated time you will see the words "OVERTIME" next to the entry. You may wish to annotate the reason for this in your timesheet notes.

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

Settings in the main Traffic application allow designers to sign of their own work. If this option is enabled the Timerecorder will allow designers to indicate the work is complete.

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.

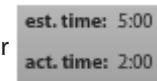
Enter your timesheet notes (optional) and save your changes.



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 next time the

Timerecorder refreshes its data from the server



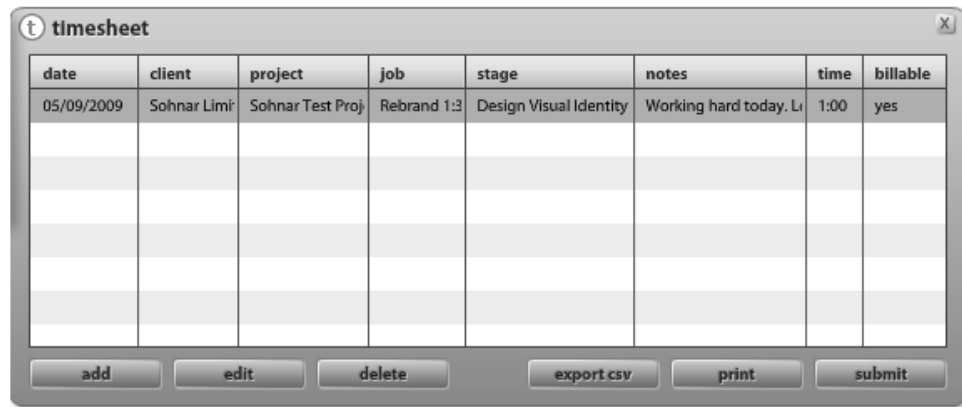
TIP

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.

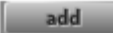


Reviewing my Timesheet

Clicking timesheet  opens the timesheet view.



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

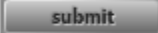
 will add a time entry to the currently selected job on Time recorder.

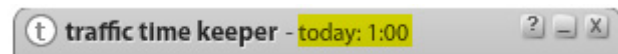
You can export your timesheet in CSV format by pressing .

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 submit your Timesheet to Traffic, clear your timesheet and also clear the today total on the Timerecorder.



No entries will be passed to Traffic until submitted. You can close Timekeeper and it will retain its timesheet data. If you submit your timesheet and the connection to the server fails your timesheet will not clear.



Timerecorder Support

Time recorder support is available form Sohнар. In case of a problem please refer in the first instance to the person responsible for Traffic in your business.

Appendix A Stages and Tasks

In Traffic there is a hierarchy of Stages and Tasks.

Stage :	Design	10	Hours
- Task	Drafts	5	Hours
- Task	Final	5	Hours

This allows large stages to be broken down and allocated to different people.

In Time recorder everything is expressed for simplicity as a task – ie something you want someone to do.

Taking the example above the stage Design is fully allocated to the Tasks – the stage is 10 hours, and the total of the tasks is 10 hours also. As such the stage is merely a container and will NOT appear in Time Recorder.

If the same job looked like this :

Stage :	Design	10	Hours
- Task	Drafts	5	Hours
- Task	Final	3	Hours

Then the stage would appear with a total of 2 hours on it – the shortfall between the stage hours – 10, and the task hours -8.

