TimeLog 4 Manual

Screencasts

Visit the Timelog 4 homepage and check out the screencasts. This is often more helpful than static screenshots.

Watch the screencasts on the Timelog 4 homepage

Quick start

First Run

If you are new to TimeLog, the built-in setup assistant will ask you for the most important settings to start immediate working with it. All those settings can be changed later on in the Preferences.

For users of TimeLog 3, TimeLog 4 does import the existing preferences.

Starting a Timer

If you don't have any entries yet, you can start a new timer by selecting "New Project" from either the "File" menu or the record button. Once a timer is running you can stop it by clicking the stop button.

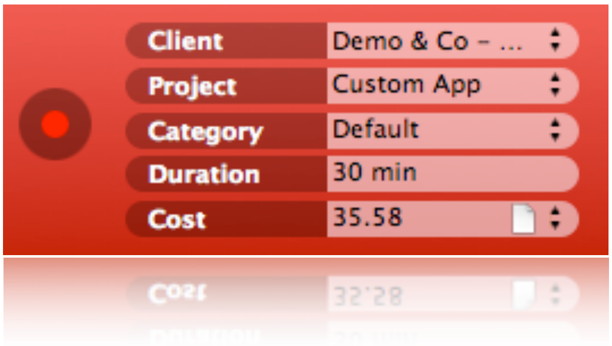
Adding a manual Entry

To add an entry either drag in the TimeLine View or click the + button in the List View.

Watch the screencast on the Timelog 4 homepage

Assigning a client, project and category

Your entries allow to assign and change client, project and category at any time.



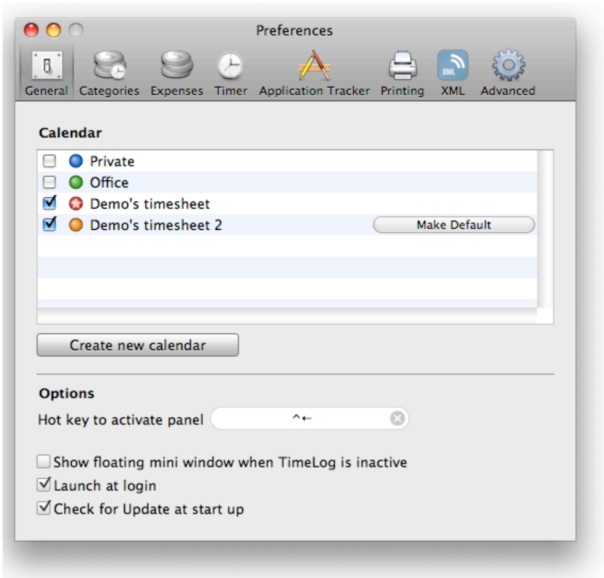
The client can be chosen from a popup menu. This popup menu shows you all clients that have **already** been assigned to another entry. To assign a different client, open "Address book" from the "Window" menu and drag the client to the entry.

The project can take any name. A list of the existing projects will appear while typing.

Categories are the link to the the rate. If you assign category that is defined in your preferences, the entry will use its rate. Adding another name will take the rate from the topmost category in your preferences.

Preferences ⌘,

General



Select in which calendar you want to store your recordings. You can either pick an existing one or create a new empty one. If you select more than one you can decide which one to use as default.

⚠ Keep in mind that subscribed calendars are read only.

You can setup a global keyboard shortcut to activate the fullscreen panel.

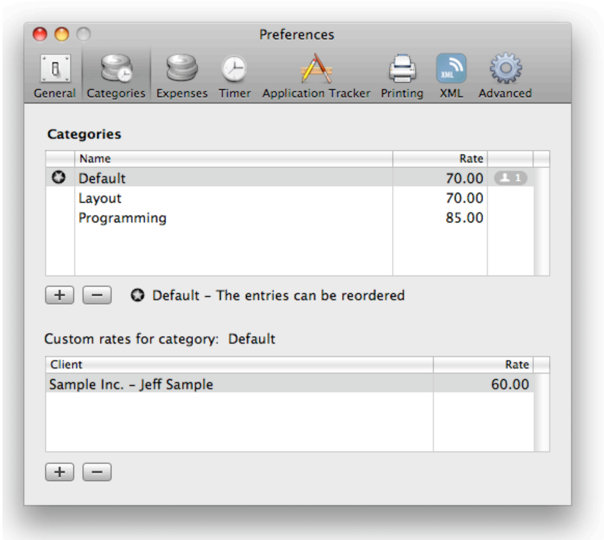
⚠ This shortcut only works while TimeLog is running

You can choose to show a mini window that floats above all other applications while TimeLog is not the frontmost application

If you want TimeLog to start each time you login, check the „Launch at login" option.

It's recommended to let TimeLog check for updates when it starts.

Categories



Define the types of work and the corresponding rates (per hour) here. If you charge some clients with a special rate, you can add that one in the lower list.

The topmost rate will applies for all categories that are not defined here.

Rates can be locked in the *List View*. Use the *Lock rate/Unlock rate* items from the Advanced menu. (Locked rates are indicated with a ♦ Symbol)
Once a rate is locked, changing the Category will not update the cost anymore.

⚠ You can only add special rates to clients that have at least one entry in TimeLog.

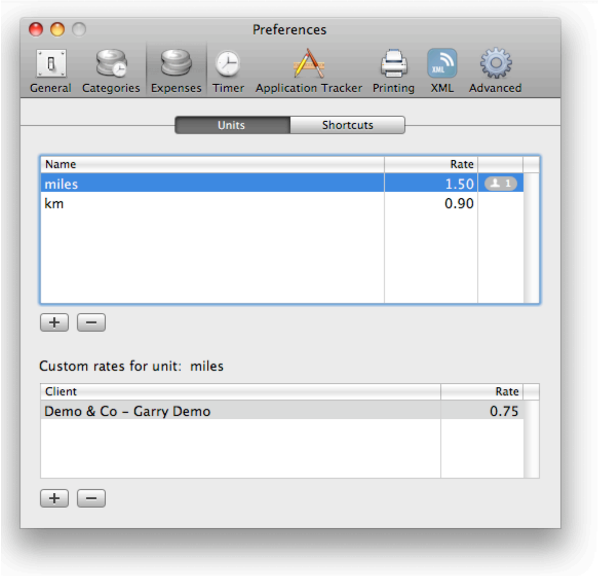
Expenses

Units

TimeLog allows to add Expenses to each Entry. Here you can define units and the corresponding rates.

You can also add custom rates for specific clients.

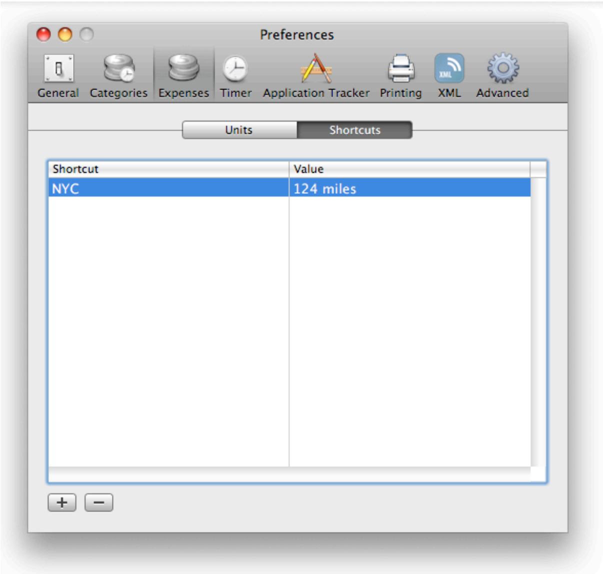
⚠️ You can only add special rates to clients that have at least one entry in TimeLog.



Shortcuts

If you have do drive often to the same location, you can define a shortcut and assign the mount and the unit.

⚠️ The unit needs to be defined in the „Units" tab



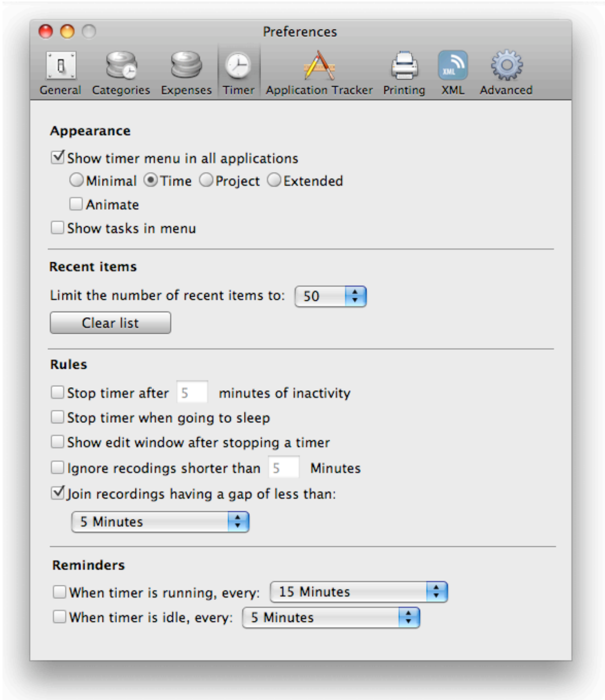
Timer

If you choose to show the timer in all applications, a small icon will appear in the right part of the menu bar. There you can start and stop timers from within any application.

Here you can setup the rules that apply to timers.
Joining recording helps you get less entries when having short breaks within the the same project.

You can have reminders that warn you if don't have any timer running.

⚠️ Reminders only show up when TimeLog is launched.

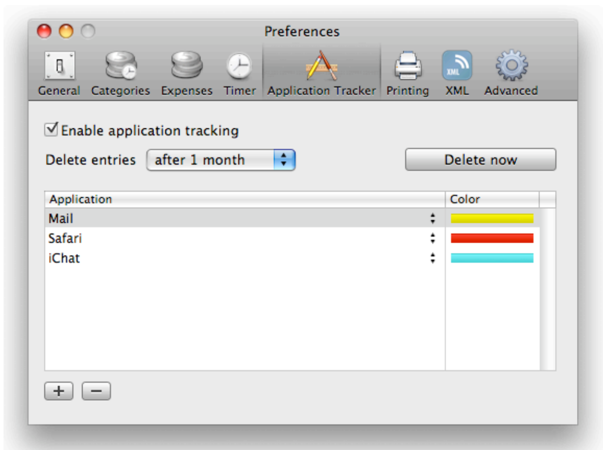


Application Tracker

Application tracking records the frontmost application. If this feature is turned on, you can see what applications you were using above the time line. This makes it easy to fill out your work times if you forgot to turn on a timer.

Applications are shown as gray bars, unless you define a color for a specific application here.

⚠️ The tracking results are shown above the TimeLine

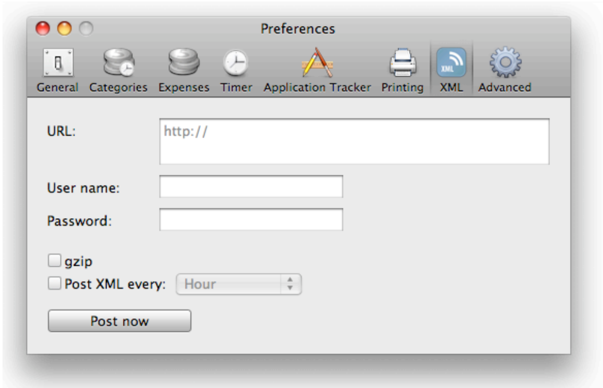


XML

If you have a webserver running you can TimeLog let post an XML with its data to it.

You can find the same xml file in ~/Library/Application Support/TimeLog/TimeLog.xml

⚠️ This is a advanced feature and requires knowledge in web server programming.



Advanced

Here you can setup how manual rounding works.

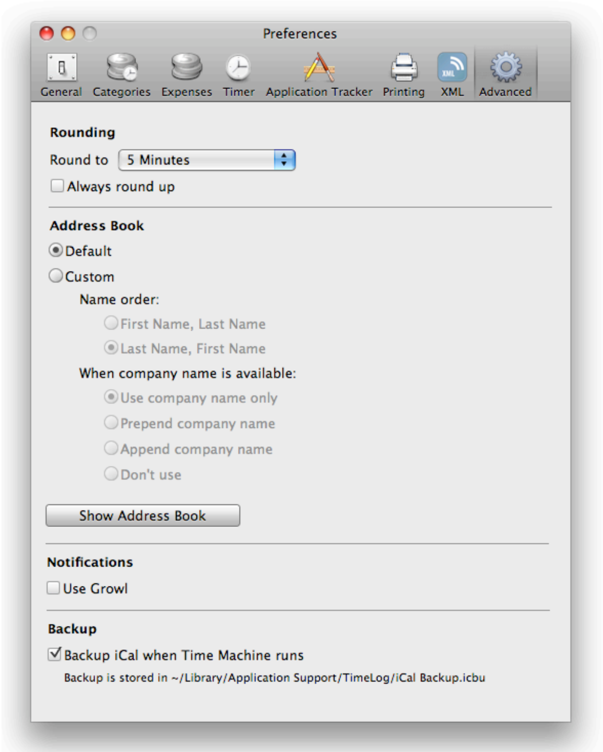
⚠️ This applies when you hit the round button of an entry.

You can define how your Address Book entries appear in lists. By default the settings from the Address Book application are used:

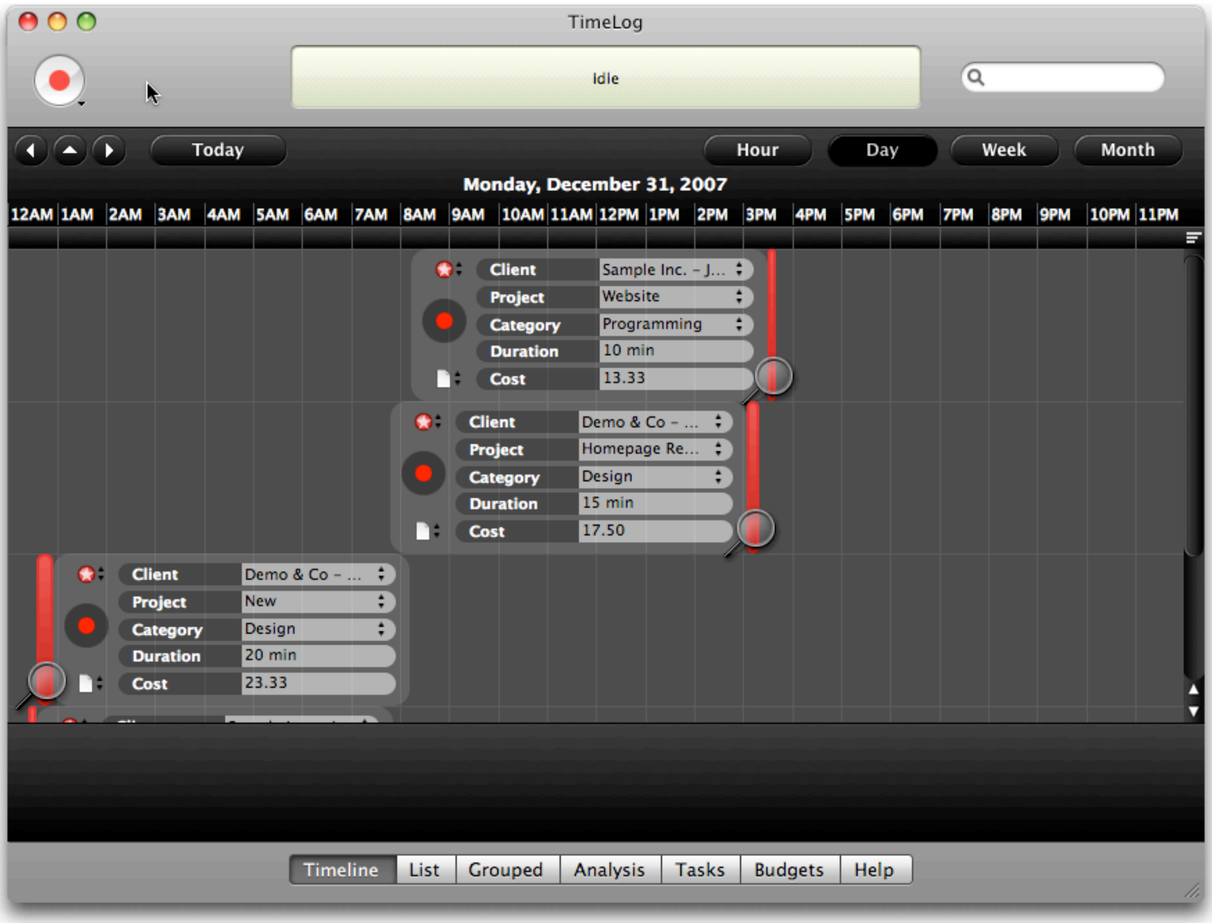
If a card is marked „Show as Company" the Company name is shown in front of the the name.

If you have Growl installed you can route all of TimeLog's notifications to it.

Your iCal content can be saved in an easy to restore backup archive. Each time Time Machine starts backing up your machine this archive is replaced. In case of data loss you can restore an older version of that file with Time Machine and double click it.



Timeline View ⌘1



The Timeline gives you a quick overview of your recordings in the selected range. You can edit the items by dragging them to another time or change the duration by either dragging on the left or the right side of an entry.

⚠ Running entries can only be dragged on the left side

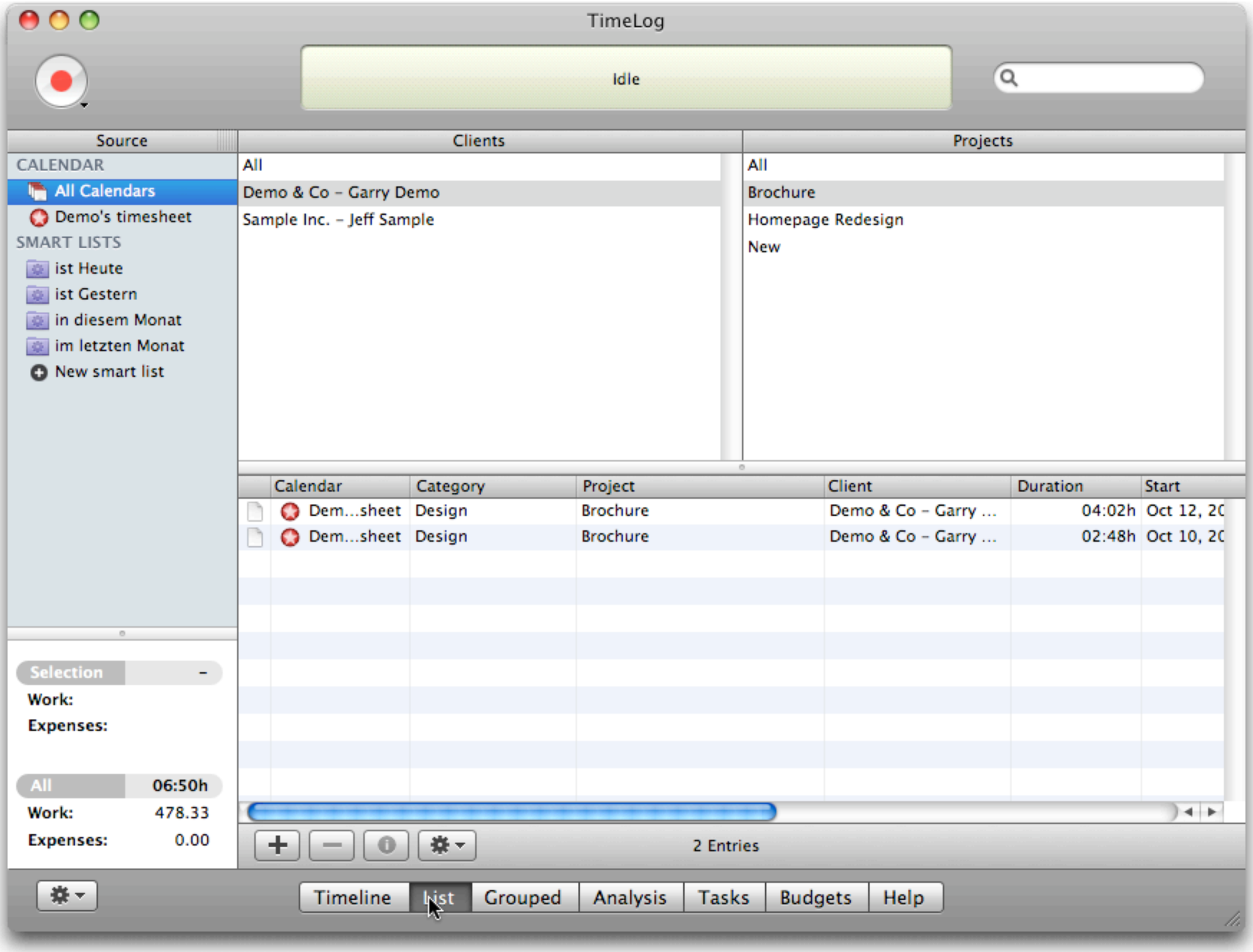
If a entry is too short to be shown at the current scale a lens tool will appear. Clicking on it will take you to a more accurate scale.

You can create a new entry by dragging in the empty part of the Timeline.

On top of the Timeline the results of the Application Tracker are shown, if this feature is turned on in the Preferences.

[Watch the screencast on the Timelog 4 homepage]()

List View ⌘2



Source List

On the left side of the window you have your sources. This includes your selected calendars, subscribed calendars and Smart Lists. The "All Calendar" item on top merges all calendars in your list to a single one.

Browser

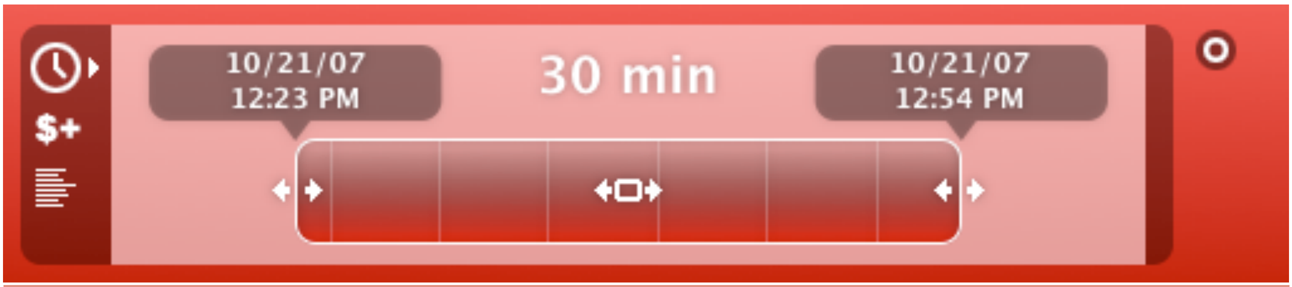
The browser lets you quickly filter the entries of the selected Source by Clients and Projects. Users of previous versions of TimeLog will notice that the Range column has been removed. Use smart list to filter ranges.

Entries

Depending on your source and browser selection your entries will appear in the bottom list. The columns can be rearranged by dragging the headers. Right clicking the header lets you turn on/off the columns.

Modifying an entry

Double click an entry to edit it. Alternatively you can hit return or ⌘I. You can close the entry by hitting esc or ⌘I again.



To change the duration of an entry hold down the mouse either on the left or the right side of the date element and drag.

⚠️ Running entries can only be dragged on the left side

You can also type the minutes to change the duration. If you hold down the ⌥-Key the typed value is taken as hours.

Arrow Keys		⌥	ctrl
← Shift earlier by	5 mins	1 h	24 h
→ Shift later by	5 mins	1 h	24 h
↑ Make longer by	5 mins	1 h	-
↓ Make shorter by	5 mins	1 h	-

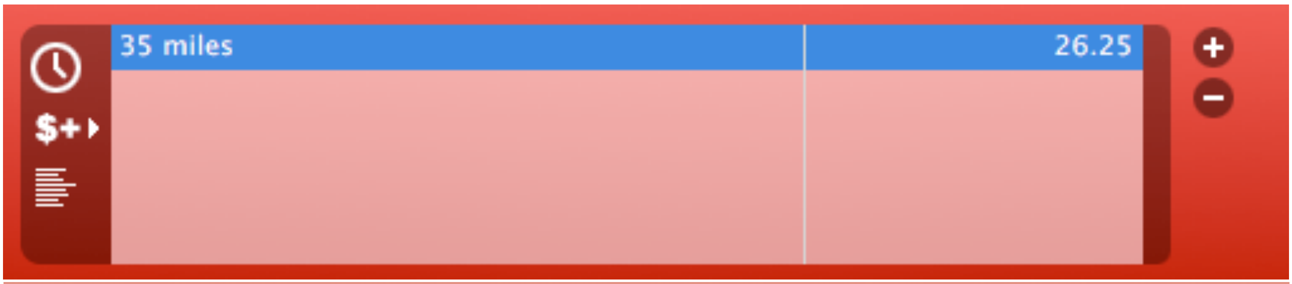
⚠️ You have to click the date element once first.

For shifting the entry to another start and end date, drag in the middle.

Click the ◎ symbol or hit ⌘R to round the time according to the preferences.

[Watch the screencast on the Timelog 4 homepage]

Adding Expenses



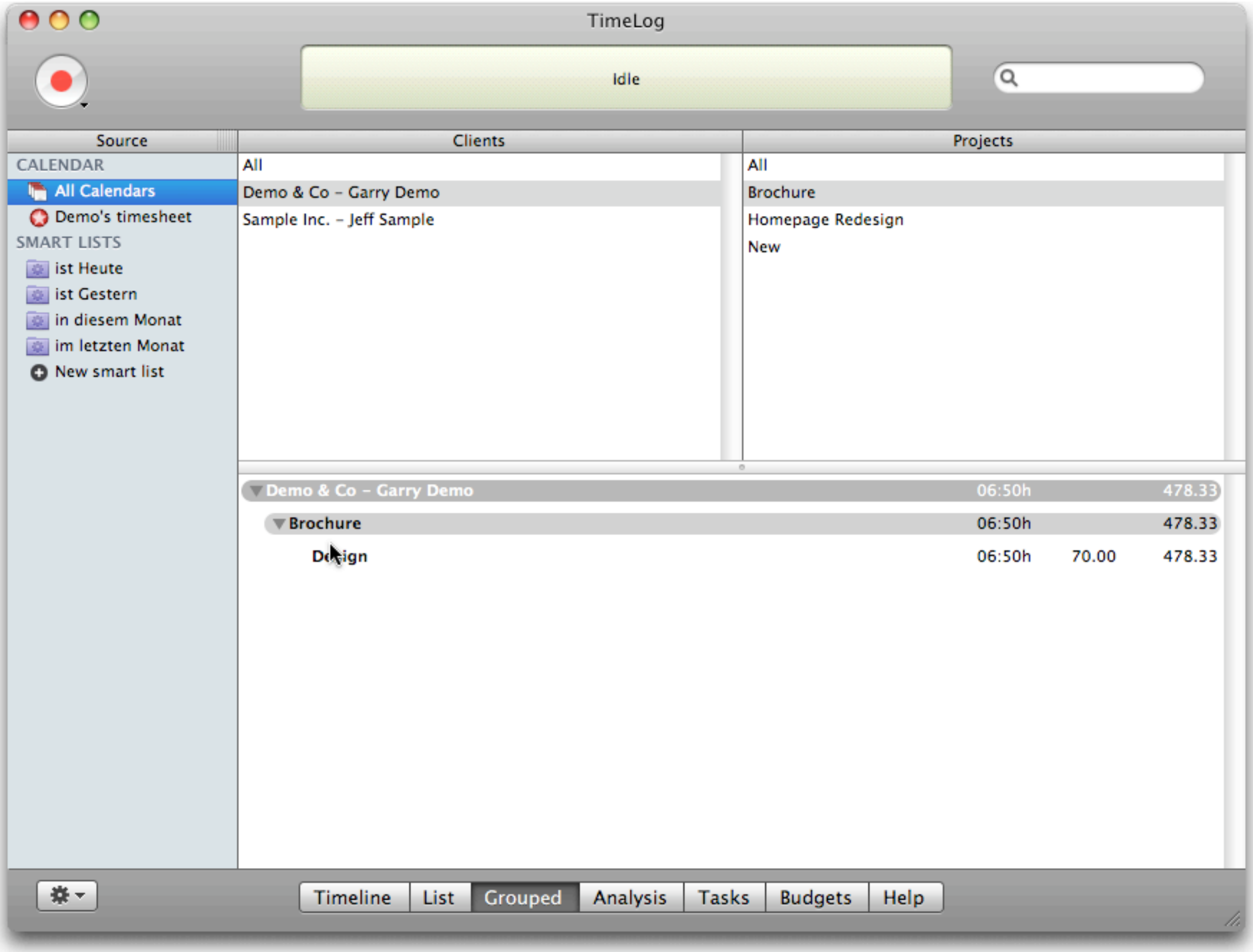
To add an expense click the + button and type the amount and the unit.

⚠️ The unit has to be defined in the preferences

Adding notes

You can add notes to your entries.

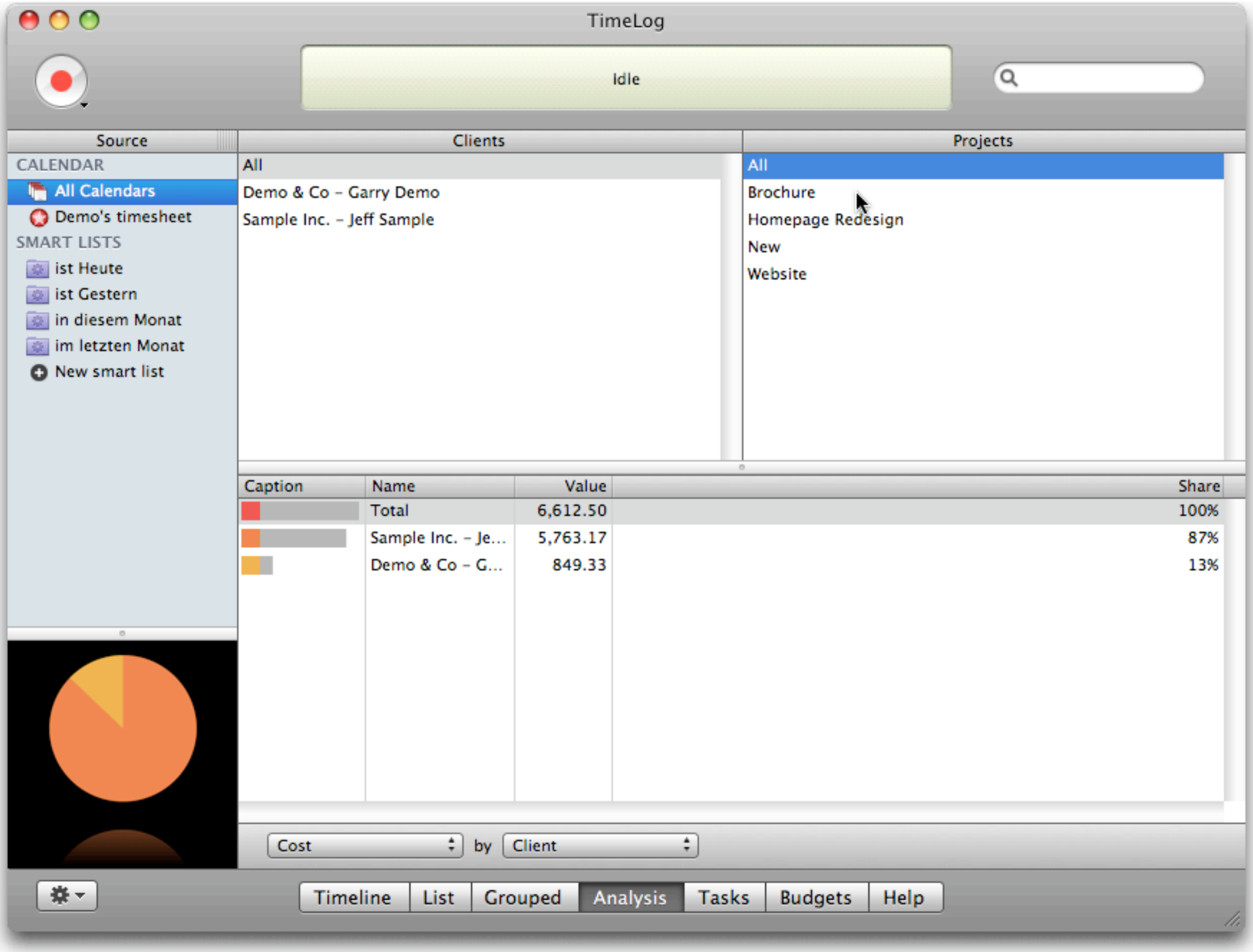
Grouped View ⌘3



Here you get check your entries grouped by client, project and category.

[Watch the screencast on the Timelog 4 homepage]

Analysis View ⌘4



Use the analysis view to find out how much time you spent on a clients project. Or see how much you earned in a certain period of time.

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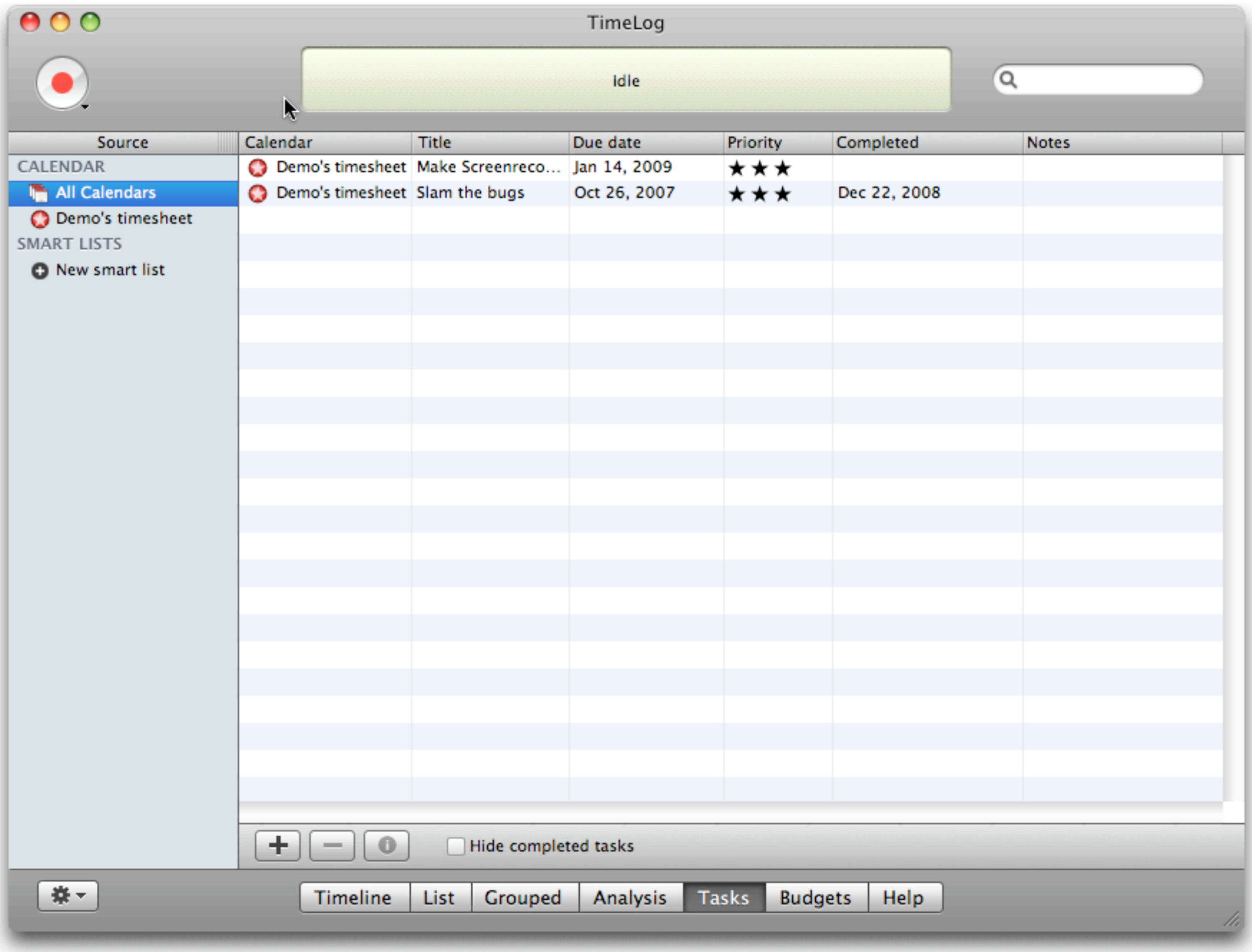
Tasks View ⌘5



In this view you can add tasks that will appear in the system wide task system. You can see them in iCal, Mail and other applications.

To create a new task, hit the + button at the bottom of the list.

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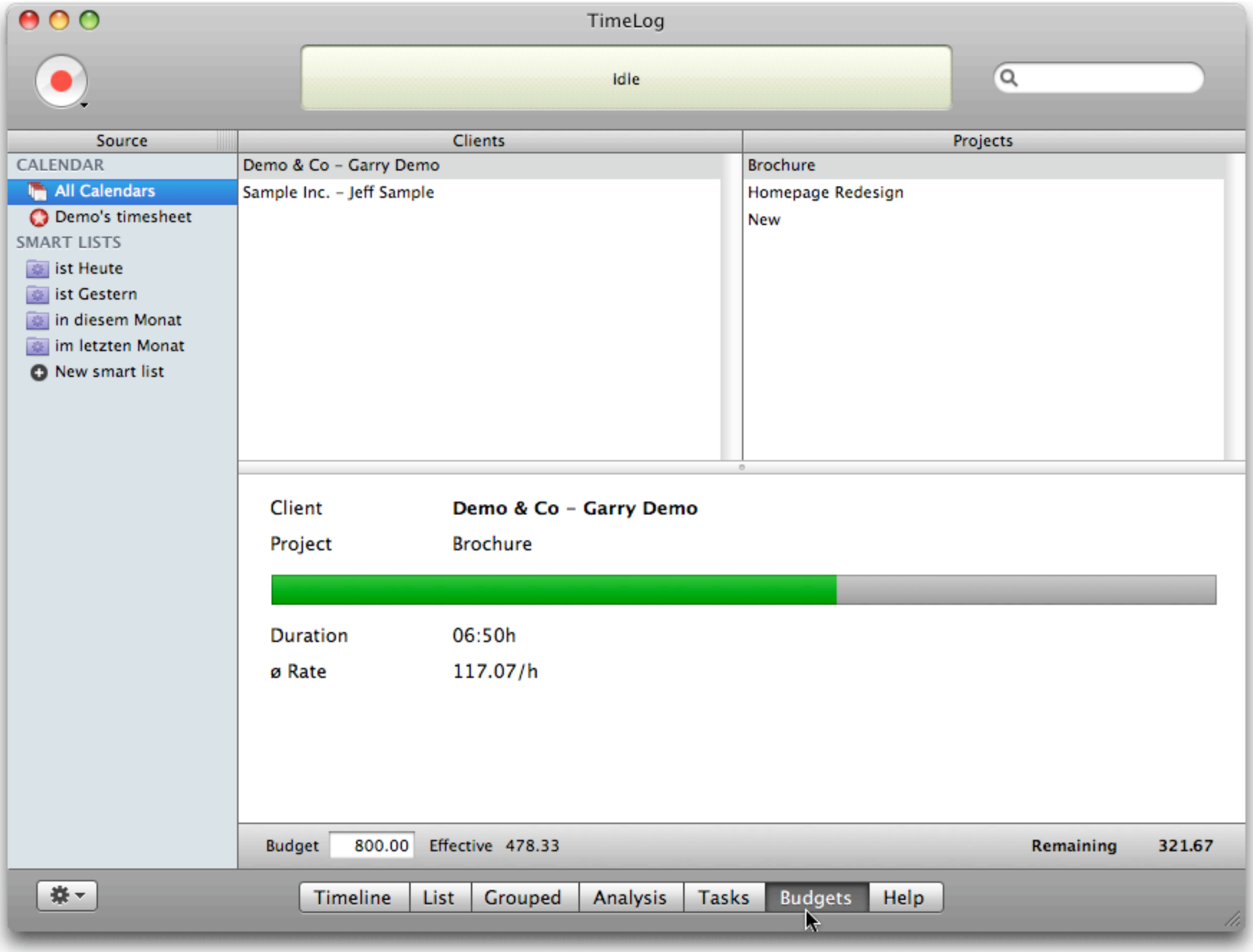
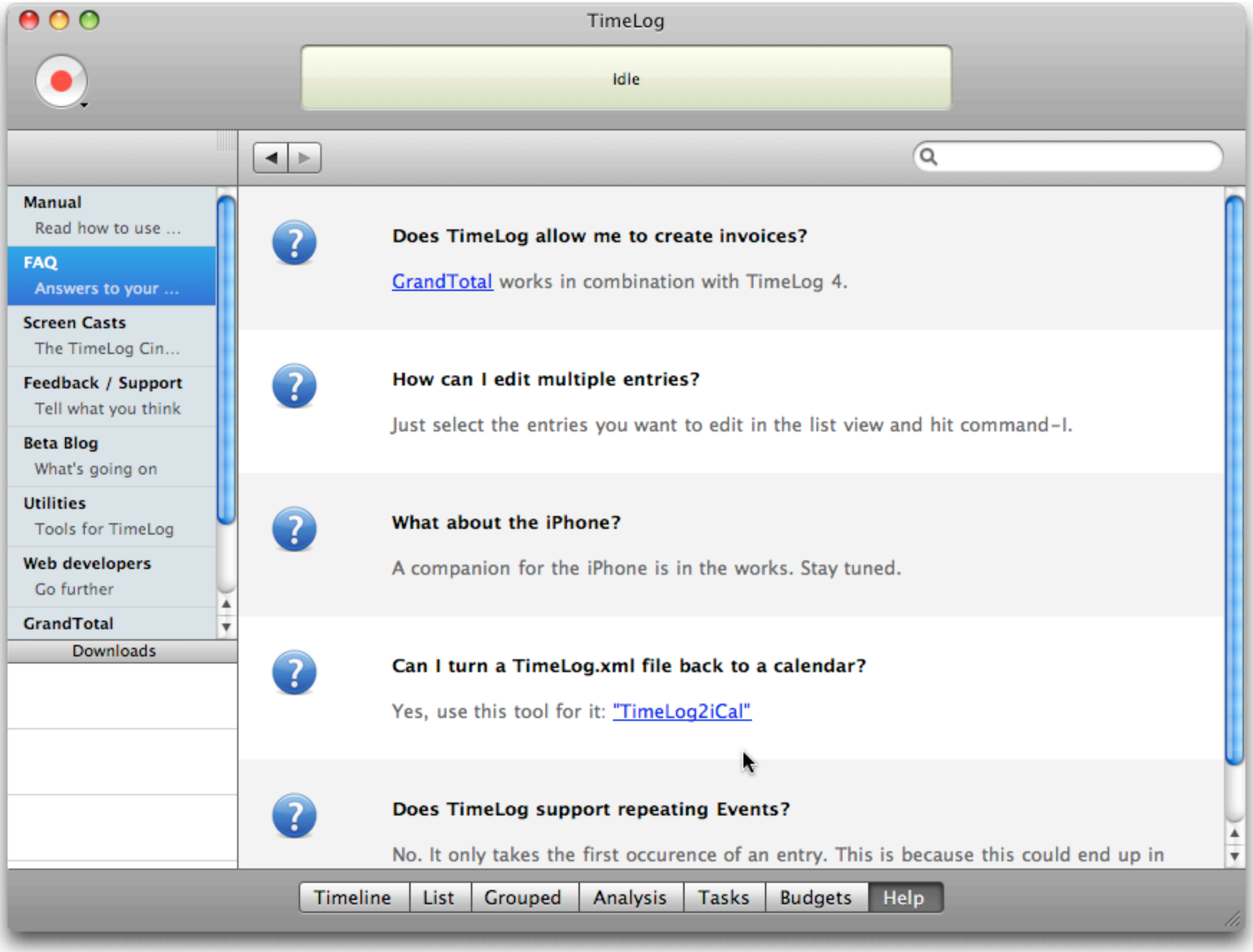
Budget View ⌘6



Manage your Budgets here. TimeLog will calculate the remaining costs and the average rate you worked for so far.

Help View ⌘7



If you have any questions about TimeLog, this is the point to start.

Timers

Rounding

Timers are accurate to the second. When you stop a timer the time will be rounded to the next minute.

Multiple Timers

If you want to run more than one timer at the same time, hold down the ⇧-key while starting the second timer.

⚠ You cannot run a timer twice if client, project and category are the same

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Status Menu

By default the status menu is turned on and appears in the right part of the menu bar.

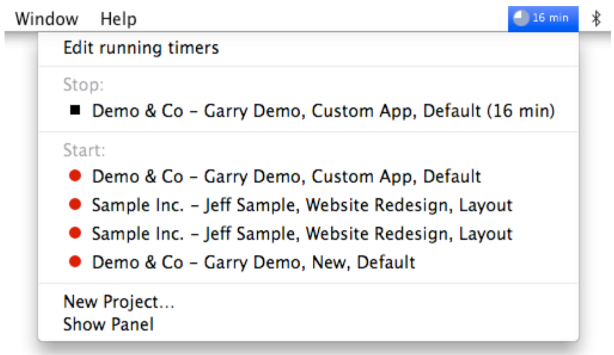
With this menu you can quickly check if you have a timer running and for how long it runs.

No timer running:

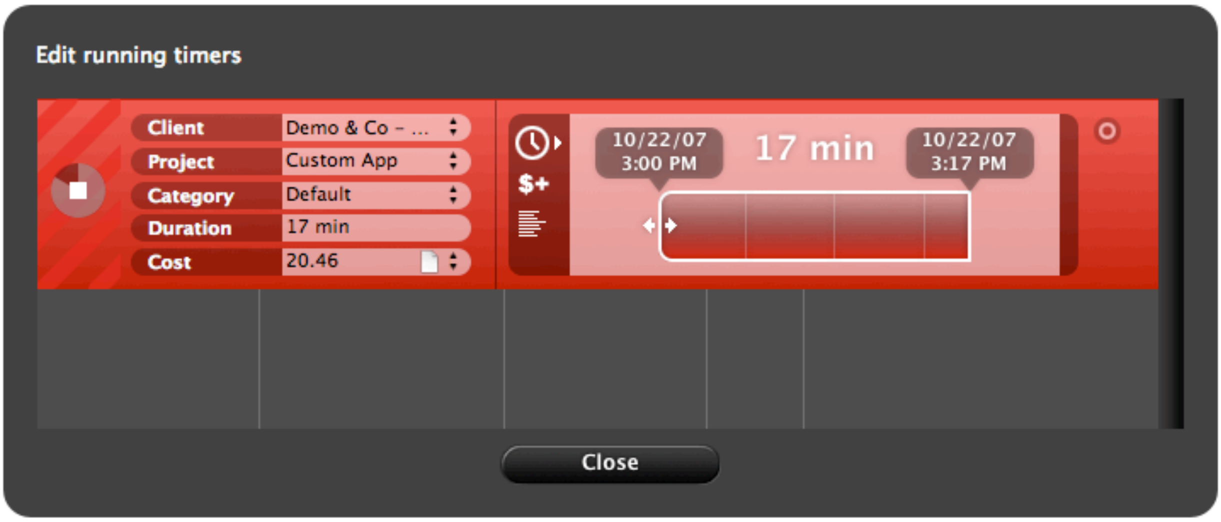
One timer running:

Multiple timers running:

If you click on the status menu you can stop running timers or start a recent one.



If you select to edit the running timers, a panel will show up and let you change the start time, add expenses or add notes to a running timer.

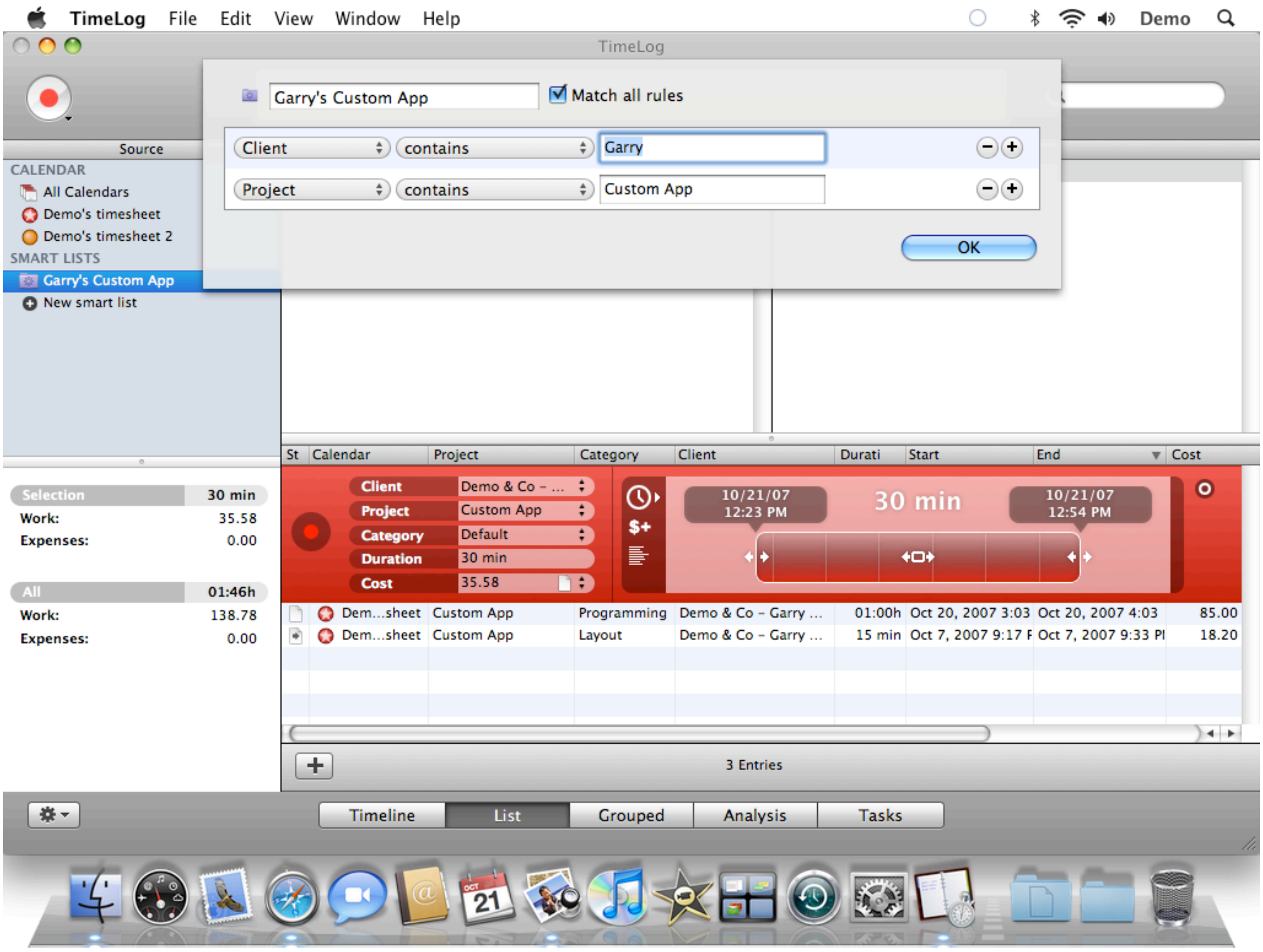


Panel

The panel shows you a full screen view of the timeline. In the preferences you can setup a keyboard shortcut to make it appear from within any application.

⚠️ The shortcut only works when TimeLog is running.

Smart Lists

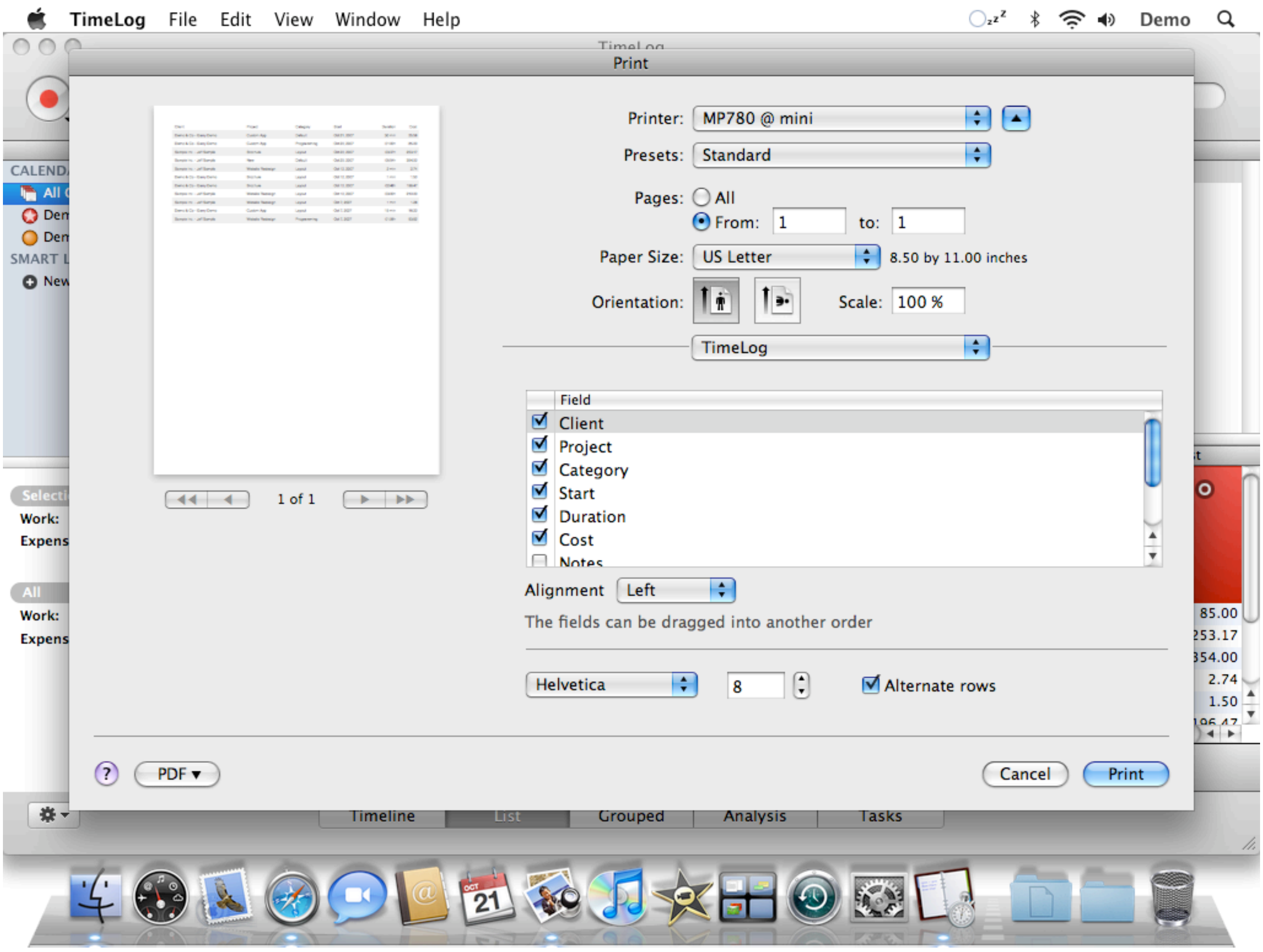


With smart lists you can filter the entries according to your needs. There are almost endless combinations you can define here.

For example you can see which entries where recorded for a certain client in a period of time.

If you specify more than one criteria you can select if any or all conditions have to match.

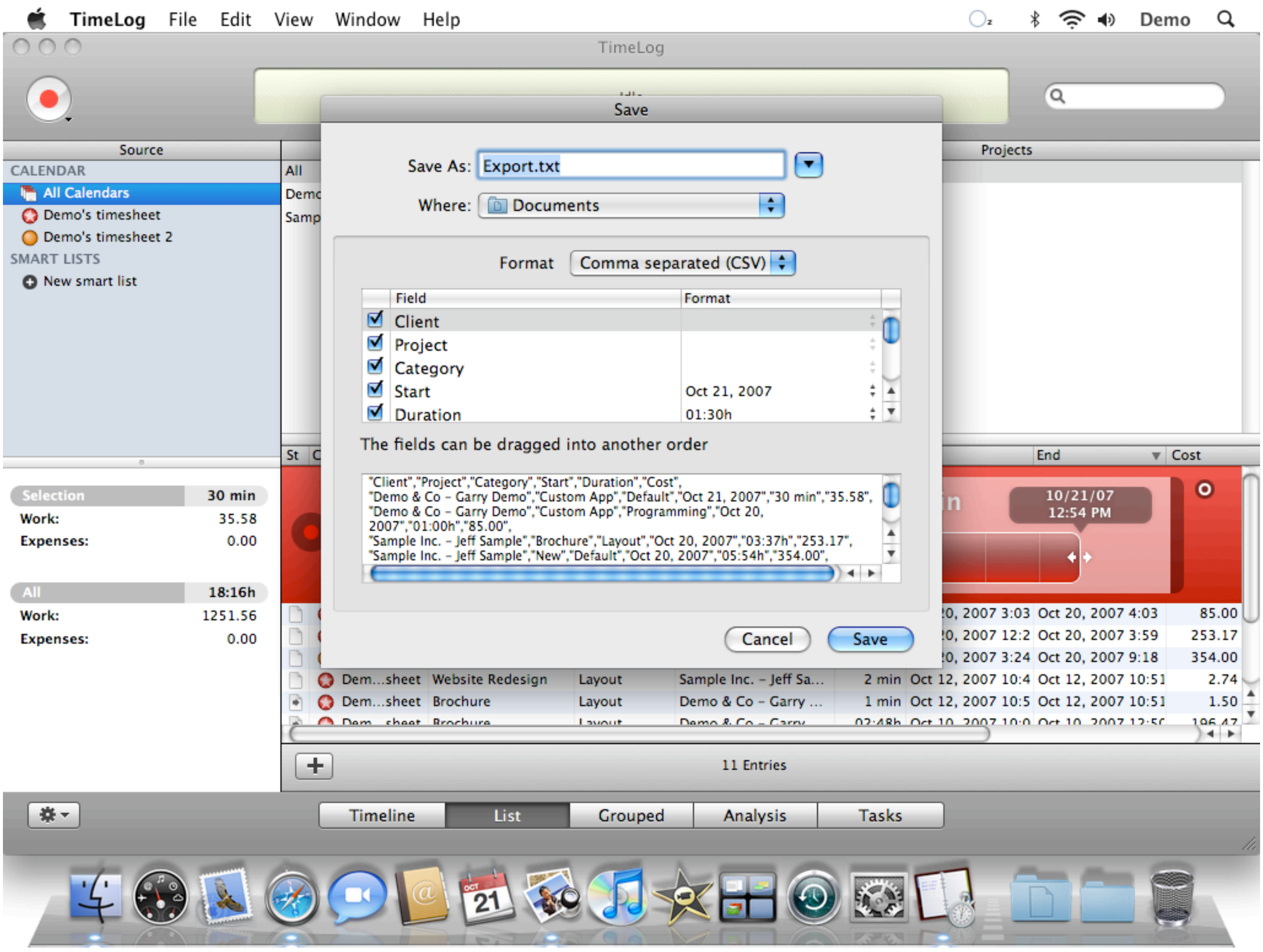
Printing ⌘P



If you print for the first time, expand the arrow beside the printers name to see the settings.

There you can select what columns you want to print and change the order they appear on the paper. For some columns such as dates you can choose from different formats.

Export ⌘E



TimeLog allows to export the list of entries and the task. It always exports the items that are displayed. In the Export window you can select the format and choose the fields and the order you want for the export.

Preferences

If you have opened the preferences window the export command will save your categories and expenses to a .timelog file. You can share this file with your coworkers. They simply have to double click it to import it.

Working on a Network

Publish & Subscribe

If you want to share your time sheet with one or more co-worker you can do this by launching iCal, select your time sheet and publish it either on your .mac account or any other service that supports calendar sharing such as http://www.icalx.com/.

Your coworker then can subscribe to this calendar in iCal and add it to TimeLog.

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.mac Sync

If you use multiple Macs for work, you can use a .mac account to synchronize your calendars between your machines.

CalDAV

If you have an OS X Server running in your company, you can use Leopard's iCal Server.
http://www.apple.com/server/macosx/leopard/icalserver.html