TIME TRACKING BASICS

HOW TO USE TIME IQ TO LOG YOUR WORK HOURS

Introduction

Welcome to Time IQ!

If you're a new Manager or Standard user looking for a little basic training, you're in the right place. This guide will walk you through your new account so you can start logging hours on Time IQ like a pro.

Let's get going!

Step 1 – Sign In

If you're logging in for the first time, either click the activation link Time IQ emailed you or enter the username and password your administrator supplied.

> **!** If you can't remember your login information, check the Welcome email we sent you or try the Forgot Password link on the Sign In page. If you don't have an email associated with your username, please contact your administrator for help.

Step 2 – Track Some Time

To create a new time entry, you have three options depending on how your administrator set up your account:

- **Option 1: Start a new timer**. If you're starting a new project, click the grey Start A New Timer button to start the clock. The timer will keep running until you stop it (even if you close your browser), so remember to stop the timer when you're all done working.

- **Option 2: Add a new entry**. If you've just completed a project, click the green Add A New Entry button. Please note:
  - If Duration-Based Tracking is enabled, you'll enter how many hours and minutes you worked.

  - If Start and End Time Tracking is enabled, you'll be asked to enter what time you started working and when you stopped. This mode automatically calculates the hours and minutes you worked.

- **Option 3: Clock in (optional)**. If you have the Time Clock Tracking style enabled, you will only be able to punch in and punch out. You also won't be able to edit time entries. If you have an issue with a Time Clock entry, you will need to contact one of your company's account admins for help.

> ⚠️ No matter which time tracking mode you have, consider adding Notes to each time entry. It only takes a few seconds, and it can prove invaluable later on when you're trying to remember the details of the work you completed.

Step 3 – Edit A Time Entry

From your account's Home page, there are two ways to edit an existing time entry:

- **Option 1:** Click the Pencil icon to the left of the time entry you want to edit, or

- **Option 2:** Double-click a time entry.

Remember: Click Save when you're all done to save your edits.

> ❗ If you see a lock to the left of a time entry, it is locked and cannot be edited. If you need to change that entry, please contact your company's account administrator.

Next Steps

Congratulations on getting this far! Your account should be set up and ready for daily use. When you're ready, you might want to:

- Install Time IQ on your smartphone (iOS or Android).