Time Tracking Tool: Paymo

http://www.paymo.biz

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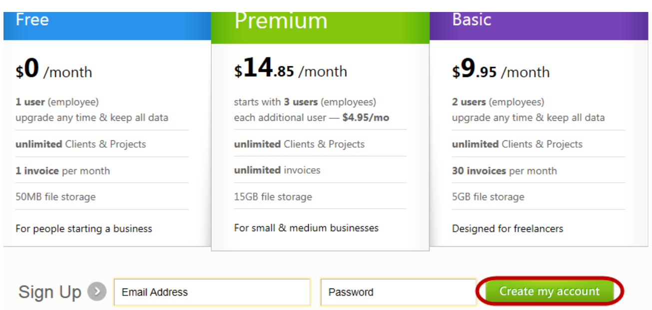
Sign Up and Initial Setup

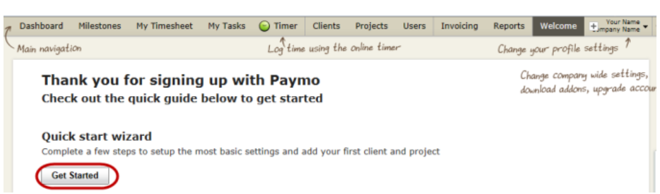
To sign up for the first time:

1. Go to http://www.paymo.biz
2. Click **Try it free**

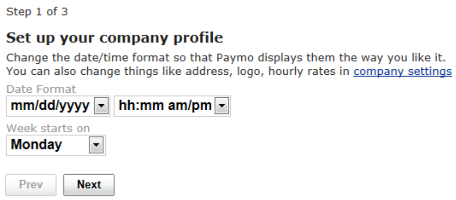
3. Enter your desired email address (this will be your logon) and password, then click **Create my account**



4. The next screen presents definitions, a brief how to and a Quick Start Wizard; Click **Get Started** to launch the wizard and set up your company profile

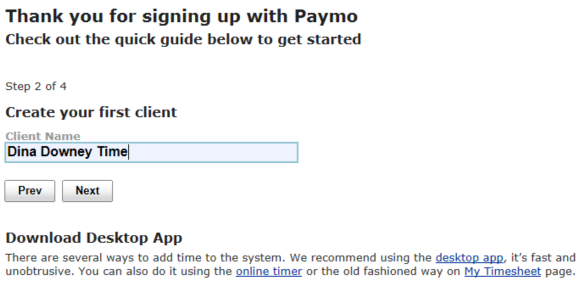


5. Set up your company profile by selecting your preferred **Date Format** and **Week starts on** day, then click **Next**



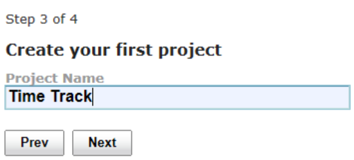
6. In the **Client Name** field, enter your desired name for tracking; when finished, click **Next**

   NOTE: The recommended Client Name is your name. Although it is possible to create multiple clients, tracking everything in a single group under your name will allow you to see all options quickly when using the desktop widget.

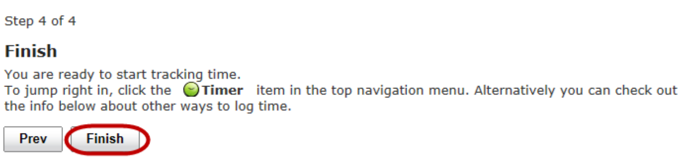


7. In the **Project Name** field, enter the project you wish to track and click **Next**

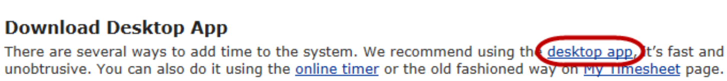
   NOTE: The preferred Project Name is "Time Track." This will make it easier to see all options quickly when using the desktop widget, without requiring the selection of a specific client in order to see the associated time entries. You will be able to add individual tasks in the next step, and can specify clients if desired (such as Acme Travel-CAD Processing, etc.).



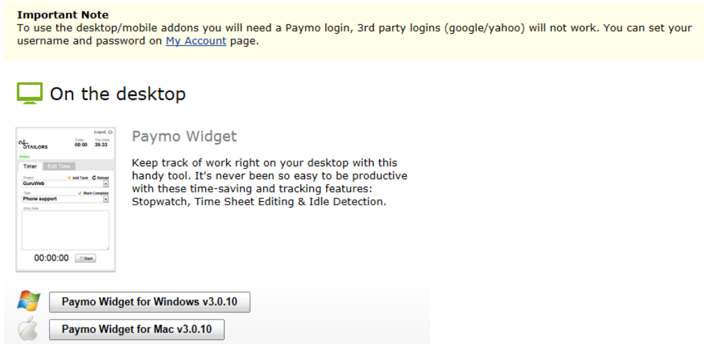
8. Click **Finish** to start tracking time



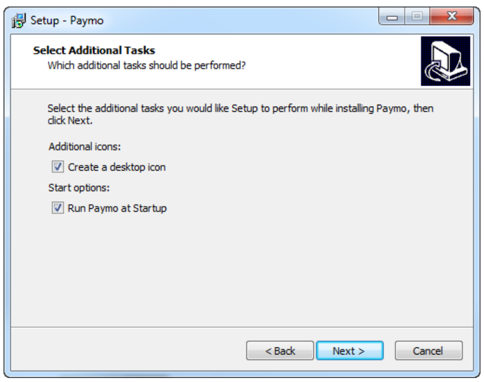
9. Under **Download Desktop App**, click the **desktop app** hyperlink to begin the process of downloading the Paymo Widget



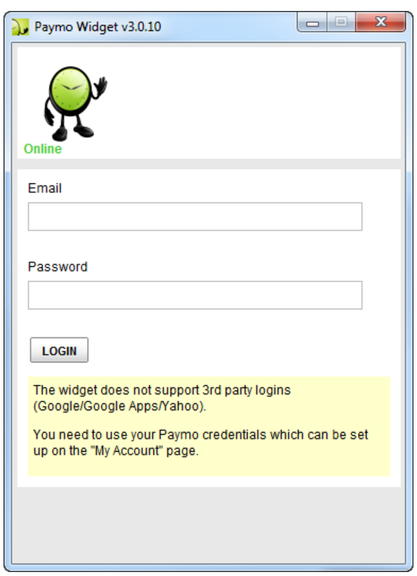
10. Click on the version of the **Paymo Widget** appropriate for your operating system and follow the onscreen instructions



NOTE: In the **Select Additional Tasks** window, select both **Create a desktop icon** and **Run Paymo at Startup**



11. In the final screen, after ensuring that **Launch Paymo** is selected and clicking **Finish,** the Paymo Widget will appear on your desktop

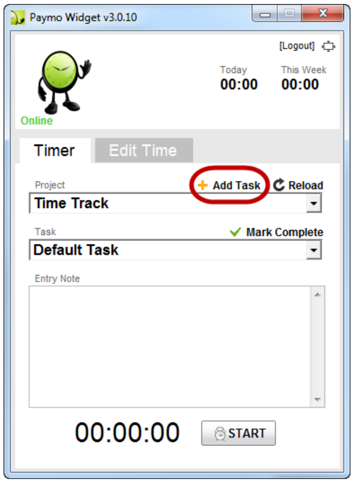


12. Log in using the email address and password you used to create your Paymo account. After successful login, the Paymo widget will be displayed

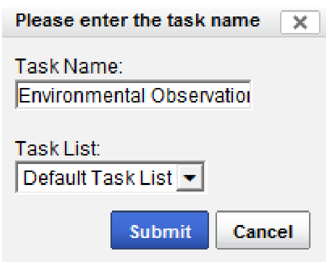
    NOTE: The email address can be a Gmail, Yahoo, hp.com or similar email address. As long as the email is the same one used to create the Paymo account, the login will work correctly. You should only have to log in to the widget once; the widget will remember your login information and will automatically log you in when it launches again.

Entering Tasks

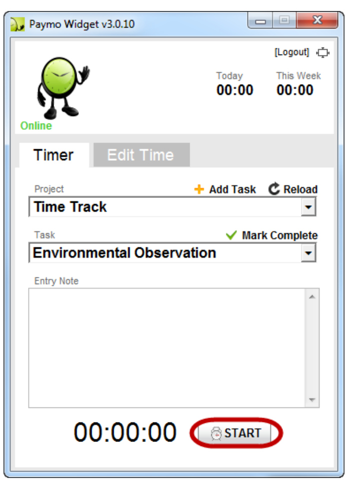
1. To add tasks that coincide to AMDB, CATW or WBS codes, click **Add Task**



2. Enter the desired name of the task; under **Task List:** ensure that **Default Task List** is selected

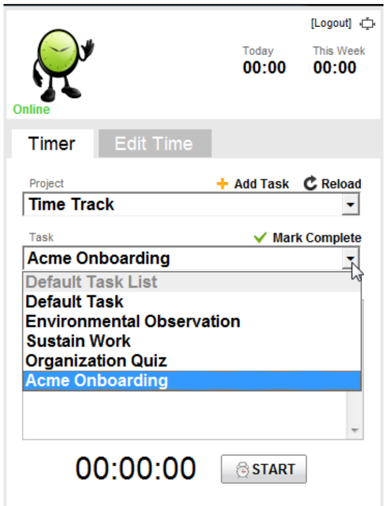


3. Click **Submit**
4. The Task will now appear in the **Task** box; to start the timer on this task, click **Start**



5. To add additional tasks, repeat Step 14 as many times as required

6. Once you have entered all tasks you wish to track time for in the widget, they will be available by selecting the dropdown in the **Task** area of the widget

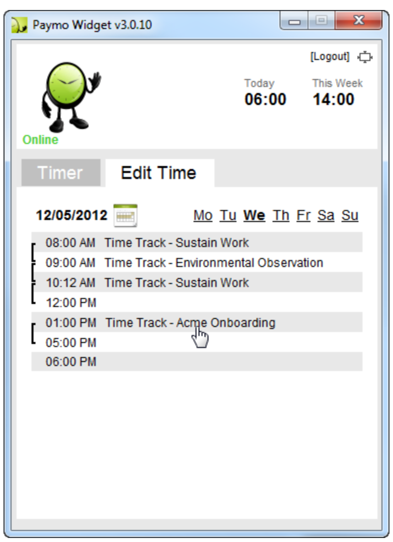


NOTE: To switch from tracking one task to another, click the **STOP** button next to the timer to stop tracking for one task, then click the dropdown to select the desired task and click **START** to begin the timer for that task

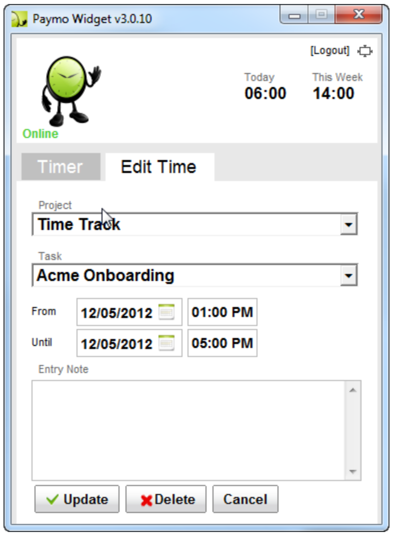
Editing Entries

To edit any entry from the widget:

1. Click the **Edit Time** tab and select the entry to edit



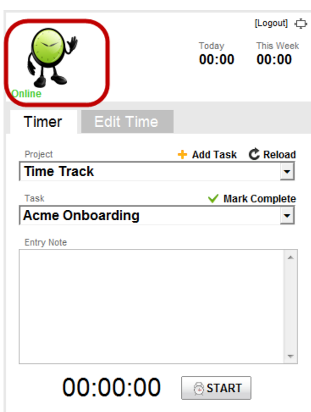
2. Click within the fields to change any aspect of the entry you wish and select **Update**



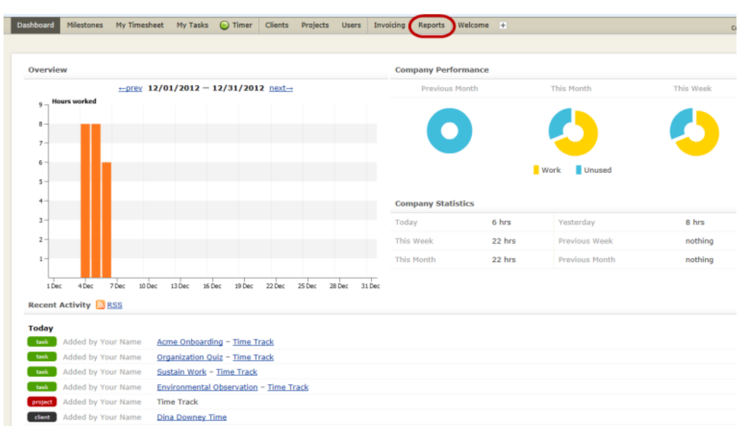
Creating a Weekly Report for AMDB or CATW Use

To create a weekly report:

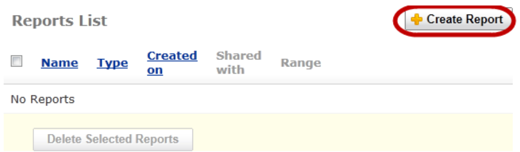
1. Click the Paymo logo in the widget, or go to http://www.paymo.biz/ and click **Login**



2. To create a report for use with AMDB or CATW, click **Reports**

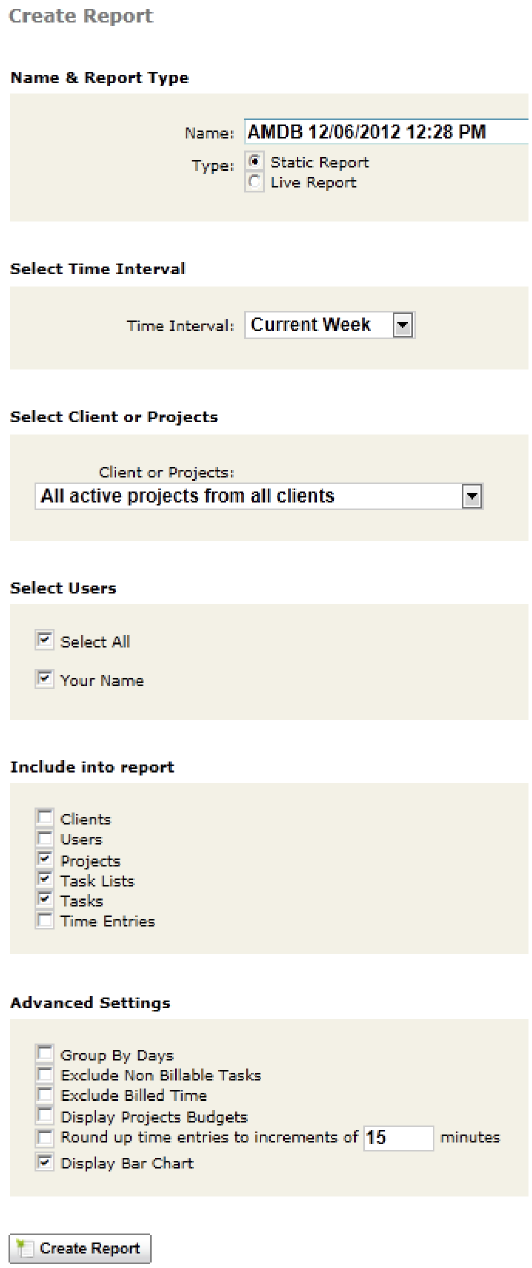


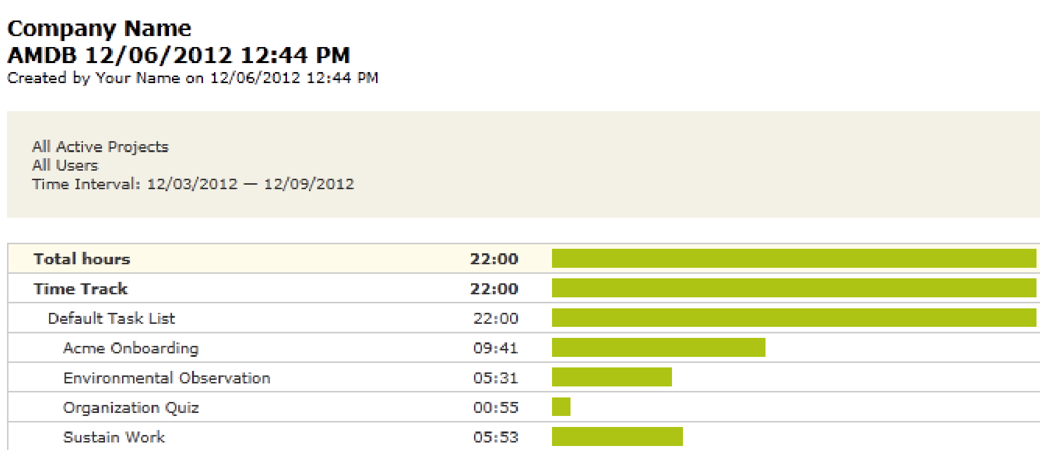
3. Click **Create Report**



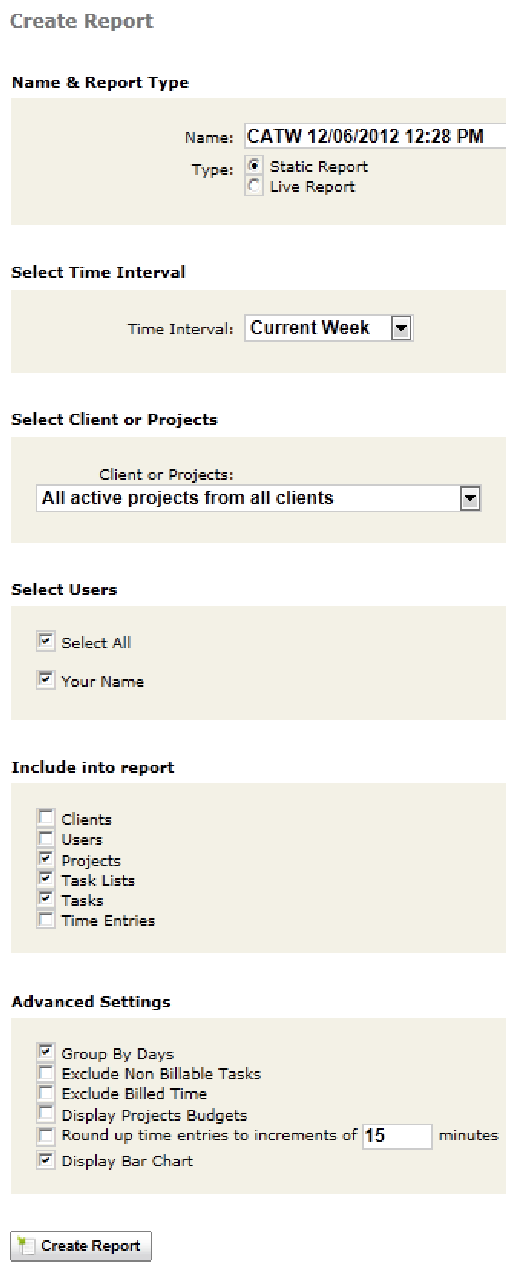
4. Create a report that gives the appropriate amount of detail:
   - To track **total time by task for the current week** (for **AMDB** use):
     a) Change the Name of the report if desired
     b) In **Time Interval:**, select **Current Week**
     c) In **Client or Projects,** select either **All active projects from all clients** or choose a specific client
     d) In **Include into report**, ensure that only the following items are selected:
        - Projects
        - Task Lists
        - Tasks
     e) In **Advanced Settings**, ensure that only the following item is selected:
        - Display Bar Chart

f) Click **Create Report**





- To track **total time by task by day for the current week** (for **CATW** use):
  a) Change the Name of the report if desired
  b) In **Time Interval:**, select **Current Week**
  c) In **Client or Projects,** select either **All active projects from all clients** or choose a specific client
  d) In **Include into report**, ensure that only the following items are selected:
     - Projects
     - Task Lists
     - Tasks
  e) In **Advanced Settings**, ensure that only the following items are selected:
     - Group By Days
     - Display Bar Chart
  a) Click **Create Report**



All Active Projects
All Users
Group By Days
Time Interval: 12/03/2012 — 12/09/2012

Total hours	**22:00**
Tuesday, 12/04/2012	**08:00**
Time Track	08:00
Default Task List	08:00
Acme Onboarding	04:00
Environmental Observation	03:00
Sustain Work	01:00
Wednesday, 12/05/2012	**08:00**
Time Track	08:00
Default Task List	08:00
Acme Onboarding	04:00
Environmental Observation	01:12
Sustain Work	02:48
Thursday, 12/06/2012	**06:00**
Time Track	06:00
Default Task List	06:00
Acme Onboarding	01:41
Environmental Observation	01:19
Organization Quiz	00:55
Sustain Work	02:05