

# Time Tracking Tool: Paymo

<http://www.paymo.biz>

## Quick Links:

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- [Entering Tasks](#)
- [Editing Entries](#)
- [Creating a Weekly Report for AMDB or CATW Use](#)

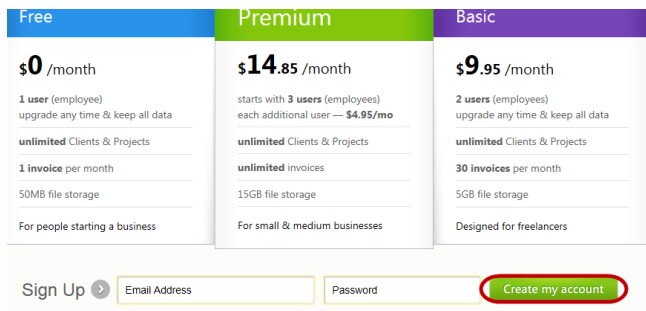
## Sign Up and Initial Setup

To sign up for the first time:

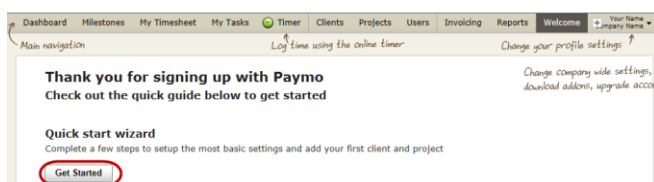
1. Go to <http://www.paymo.biz>
2. Click **Try it free**



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**

Step 1 of 3

### Set up your company profile

Change the date/time format so that Paymo displays them the way you like it. You can also change things like address, logo, hourly rates in [company settings](#)

Date Format

mm/dd/yyyy | hh:mm am/pm

Week starts on

Monday

Prev Next

- 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.

### Thank you for signing up with Paymo

Check out the quick guide below to get started

Step 2 of 4

### Create your first client

Client Name

Dina Downey Time

Prev Next

### Download Desktop App

There are several ways to add time to the system. We recommend using the [desktop app](#), it's fast and unobtrusive. You can also do it using the [online timer](#) or the old fashioned way on [My Timesheet](#) page.

- 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.).

Step 3 of 4

### Create your first project

Project Name

Time Track


Prev Next

- Click **Finish** to start tracking time

Step 4 of 4

### Finish

You are ready to start tracking time.

To jump right in, click the  **Timer** item in the top navigation menu. Alternatively you can check out the info below about other ways to log time.

Prev **Finish**

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

### Download Desktop App

There are several ways to add time to the system. We recommend using the [desktop app](#), it's fast and unobtrusive. You can also do it using the [online timer](#) or the old fashioned way on [my timesheet](#) page.

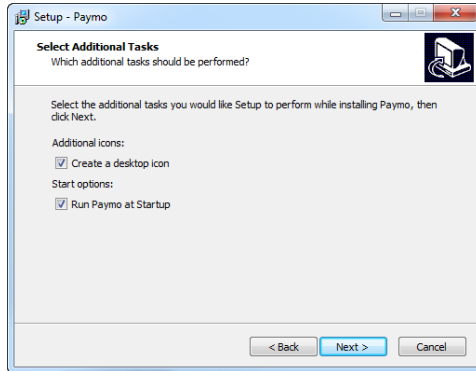
10. Click on the version of the **Paymo Widget** appropriate for your operating system and follow the onscreen instructions

**Important Note**  
To use the desktop/mobile addons you will need a Paymo login, 3rd party logins (google/yahoo) will not work. You can set your username and password on [My Account](#) page.

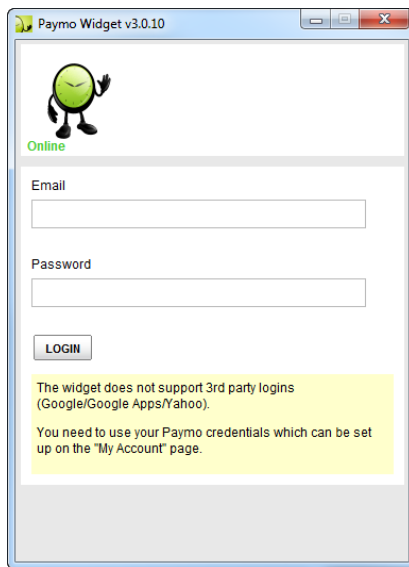
#### On the desktop



**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

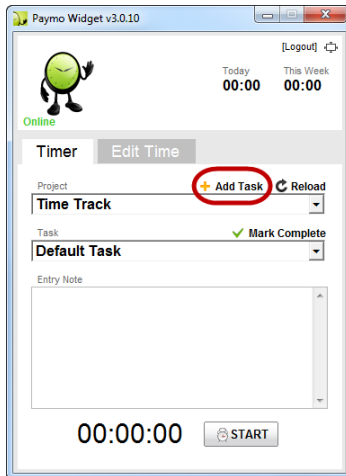


12. Log in using the email address and password you used to create your Paymo account. After successful login, the Paymo widget will be displayed

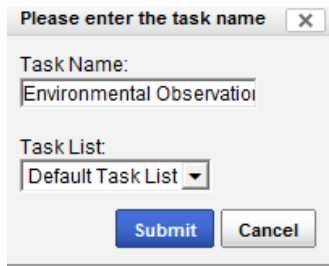
**NOTE:** The email address can be a Gmail, Yahoo, hp.com or similar email address. As long as the email is the same one used to create the Paymo account, the login will work correctly. You should only have to log in to the widget once; the widget will remember your login information and will automatically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

## Entering Tasks

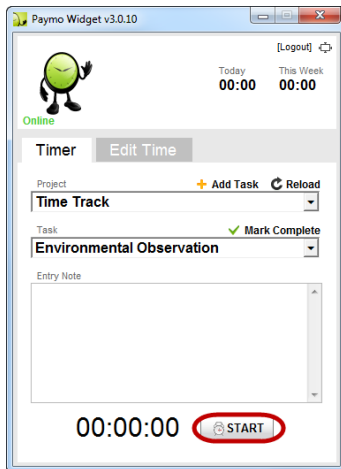
1. To add tasks that coincide to AMDB, CATW or WBS codes, click **Add Task**



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

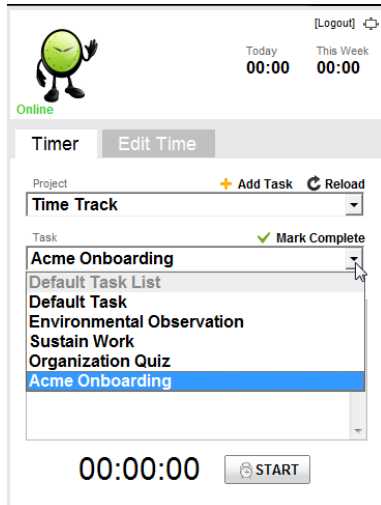


3. Click **Submit**
4. The Task will now appear in the **Task** box; to start the timer on this task, click **Start**



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

- 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

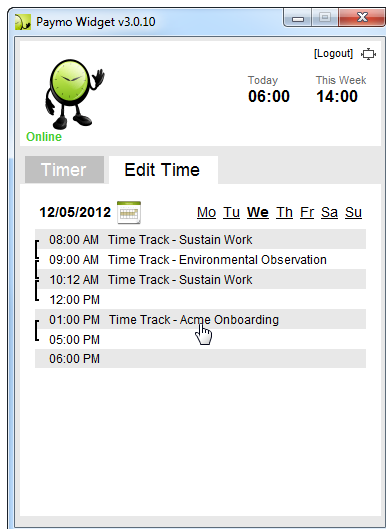


**NOTE:** To switch from tracking one task to another, click the **STOP** button next to the timer to stop tracking for one task, then click the dropdown to select the desired task and click **START** to begin the timer for that task

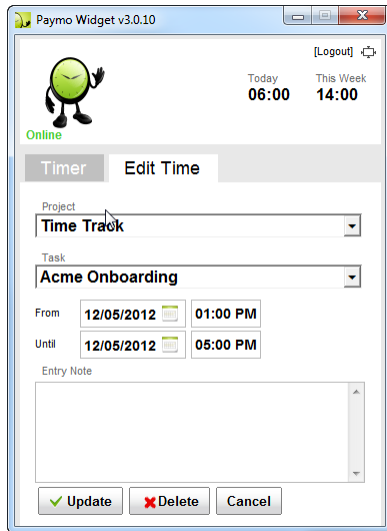
## Editing Entries

To edit any entry from the widget:

- Click the **Edit Time** tab and select the entry to edit



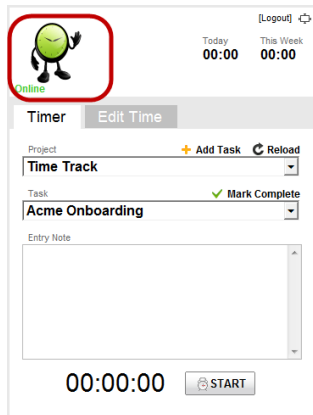
- Click within the fields to change any aspect of the entry you wish and select **Update**



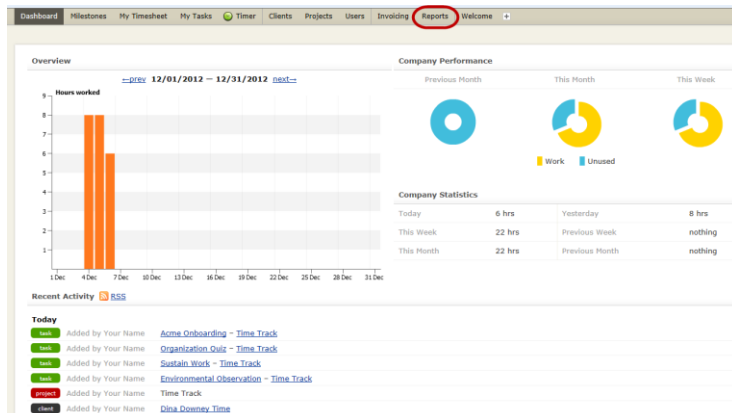
## Creating a Weekly Report for AMDB or CATW Use

To create a weekly report:

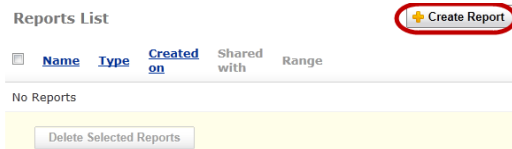
- Click the Paymo logo in the widget, or go to <http://www.paymo.biz/> and click **Login**



- 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**

**Create Report**

**Name & Report Type**

Name:

Type:  Static Report  
 Live Report

**Select Time Interval**

Time Interval:

**Select Client or Projects**

Client or Projects:

**Select Users**

Select All  
 Your Name

**Include into report**

Clients  
 Users  
 Projects  
 Task Lists  
 Tasks  
 Time Entries

**Advanced Settings**

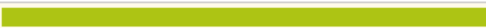





Group By Days  
 Exclude Non Billable Tasks  
 Exclude Billed Time  
 Display Projects Budgets  
 Round up time entries to increments of  minutes  
 Display Bar Chart

**Company Name**

**AMDB 12/06/2012 12:44 PM**

Created by Your Name on 12/06/2012 12:44 PM

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

<b>Total hours</b>	<b>22:00</b>	
<b>Time Track</b>	<b>22:00</b>	
Default Task List	22:00	
Acme Onboarding	09:41	
Environmental Observation	05:31	
Organization Quiz	00:55	
Sustain Work	05:53	



- 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**

**Create Report**

**Name & Report Type**

Name:

Type:  Static Report  
 Live Report

**Select Time Interval**

Time Interval:  ▼

**Select Client or Projects**

Client or Projects:  
 ▼

**Select Users**

Select All  
 Your Name




















**Include into report**

Clients  
 Users  
 Projects  
 Task Lists  
 Tasks  
 Time Entries

**Advanced Settings**

Group By Days  
 Exclude Non Billable Tasks  
 Exclude Billed Time  
 Display Projects Budgets  
 Round up time entries to increments of  minutes  
 Display Bar Chart

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

<b>Total hours</b>	<b>22:00</b>	
<b>Tuesday, 12/04/2012</b>	<b>08:00</b>	
Time Track	08:00	
Default Task List	08:00	
Acme Onboarding	04:00	
Environmental Observation	03:00	
Sustain Work	01:00	
<b>Wednesday, 12/05/2012</b>	<b>08:00</b>	
Time Track	08:00	
Default Task List	08:00	
Acme Onboarding	04:00	
Environmental Observation	01:12	
Sustain Work	02:48	
<b>Thursday, 12/06/2012</b>	<b>06:00</b>	
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	