



Qlockwork

Feature guide

WHAT IS QLOCKWORK?

Qlockwork is a desktop application for Windows. It makes time tracking much easier, and stops you wondering “where did my day go?”

WHY QLOCKWORK?

Qlockwork automatically tracks your PC activities, synchronizes them with a new Outlook calendar and provides you with detailed reports.

- **Improve billing accuracy** with reports that match your PC activities to projects and customers.
- **Improve productivity** with an activity calendar that helps you identify tasks to defer, delegate or drop.
- **Improve planning accuracy** with detailed cost breakdowns on every project and customer.
- **Improve customer satisfaction** with itemized billing based on your activity reports.



Unlike timesheet-based systems, Qlockwork tracks time automatically and therefore highly accurately.

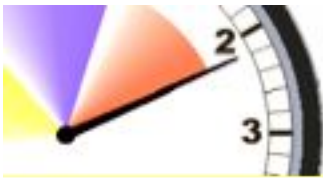
- You don't need to remember to fill in a timesheet or follow a manual process like starting a timer.
- You don't need to remember what you did; Qlockwork tracks when and how long you worked on tasks.
- You don't need to learn a new UI; everything is done through Outlook.

Qlockwork tracks almost all Windows applications including: MS Office, Internet Explorer, Firefox, MSN Messenger, Skype and many more.

QLOCKWORK FEATURES

Qlockwork monitors your PC's keyboard, mouse and screen. It tracks what you are working on and automatically logs your activities in a **Qlockwork Activity Calendar** in Outlook. You can

- **review your activities** in your new activity calendar
- **automatically assign projects** to your activities with simple rules based on subject, title or contacts
- **add, change or delete** activities in seconds - it's as easy as updating a calendar appointment
- **create activity reports** to share by email or import into Excel.



Qlockwork Pro

Feature guide

WHAT IS QLOCKWORK PRO?

Qlockwork Pro extends Qlockwork with great features for teams and professionals.

- Daily or weekly scheduled reports.
- Outlook calendar meetings tracked in reports.
- Time tracking in a choice of 2, 5, 6 or 10 minutes intervals.

QLOCKWORK PRO FEATURES

Scheduled Reports

With Qlockwork Pro, you can schedule daily or weekly Qlockwork reports to be sent to a colleague, or even yourself.

- Go to the *Qlockwork->Create Reports* menu
- Enter the email address you want to send your daily or weekly reports to.
- Choose the day that weekly reports are sent. For example, if you choose “Monday” a report will be sent every Monday morning.

The screenshot shows the 'Create Reports' dialog box. The 'Scheduled Reports' section is highlighted with a yellow oval. It contains the following fields and options:

- Generate a report now
- Report to: Application
- From: 1 Jun 2010
- To: 1 Jun 2010
- Settings for all Reports:
 - Use [[TME]] for reports (rather than plain text)
 - Only include activities in your calendar work days in reports
- Scheduled Reports (Qlockwork Pro Feature):
 - Report to: Application
 - Daily to: jenna@example.com
 - Weekly on: Monday to: peter@example.com
- OK and Cancel buttons.

Calendar Meetings in Reports

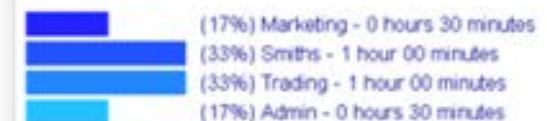
With Pro, Qlockwork reports also include your normal Outlook calendar meetings.

- All your meetings are listed in your reports, with the start and end time, duration and description.
- All your reports include a meeting summary by project

Meetings

Date	Start	End	Len	Description and Clickable Links
09/Jun/10	09:00	09:30	30	[Admin] Weekly status meeting
09/Jun/10	10:00	11:00	60	[Trading] Trading meeting
09/Jun/10	12:00	13:00	60	[Smiths] Lunch with Peter
09/Jun/10	14:00	14:30	30	[Marketing] Marketing review

Scheduled Calendar Meetings by Project



Total scheduled meetings: 3 hours 00 minutes

- You can assign a project to an Outlook meeting by clicking on the meeting appointment in your normal Outlook calendar, then selecting your project from the dropdown menu on the toolbar

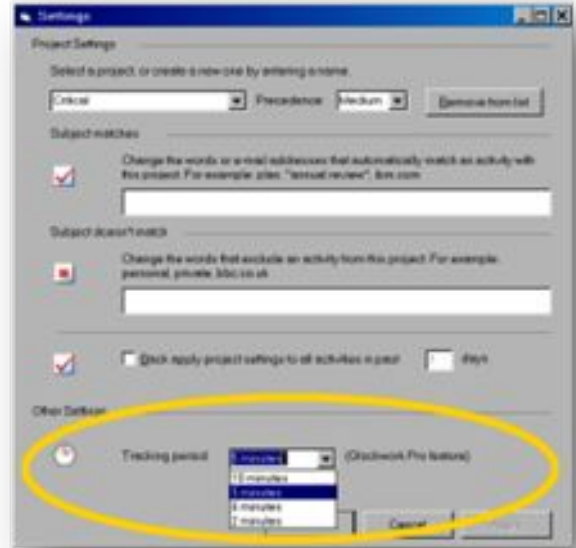


Choose your Tracking Period

With the basic version of Qlockwork, all your activities are tracked in 5 minute intervals. With Qlockwork Pro, you can choose your tracking interval.

- Go to the *Qlockwork->Settings* menu
- Choose to track your time in 2, 5, 6 or 10 minute intervals

Ideal for professionals who bill for their time on a minute by minute basis.





Qlockwork

Version comparison

COMPARE FEATURES

	QLOCKWORK	QLOCKWORK PRO
Automatically track all your PC activities	✓	✓
Track activities against unlimited projects	✓	✓
Generate reports showing where your time has been spent	✓	✓
Choose time tracking granularity (2, 5, 6 or 10 minutes)		✓
Time reports generated automatically to your schedule		✓
Include calendar activities like meetings in your time reports		✓

FREE TRIAL

Get a free trial of Qlockwork / Qlockwork Pro from our website at www.qlockwork.com.

ABOUT US

Qlockwork is a product of **workingProgram Ltd** of London, England.

Contact us at info@workingprogram.com

Visit www.qlockwork.com