



# 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.

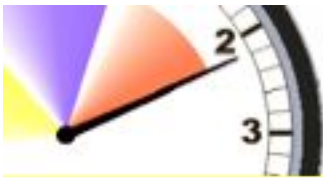
- You don't need to remember to fill in a timesheet or follow a manual process like starting a timer.
- You don't need to remember what you did; Qlockwork tracks when and how long you worked on tasks.
- You don't need to learn a new UI; everything is done through Outlook.

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 by: 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 by: Application
  - Daily to: jenna@example.com
  - Weekly on: Monday to: peter@example.com
- Buttons: OK, Cancel

#### 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    |



- 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

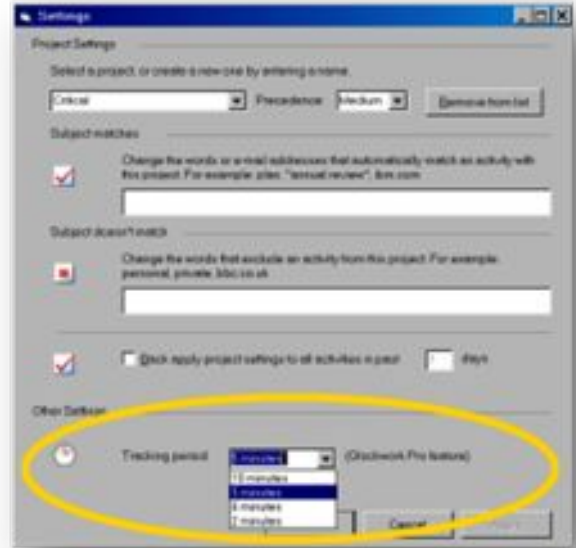


### Choose your Tracking Period

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](http://www.qlockwork.com).

## ABOUT US

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

Contact us at [info@workingprogram.com](mailto:info@workingprogram.com)

**Visit [www.qlockwork.com](http://www.qlockwork.com)**