

# Time Tracking with Toggl

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Luckiamute Watershed Council

2015 Gathering For Conservation

Valley River Inn, Eugene

# Context for Luckiamute WC

- 2012 – first and only employee (now we're 2)
- Excel for timesheets & grant allocations
  - Felt data entry heavy
  - Add / remove grants was prone to errors
- Fiscal sponsorship, no QuickBooks access (view only)
- Seeking alternative (free!)
- Disclaimer! Only been using this a few months!
  
- Toggl.com is geared to consultants or businesses billing multiple clients, but can be adapted for our purposes

# Toggl.com Features

- Free or pay versions

## **Free version includes:**

- Individual or shared workspaces; up to 5 members in team
- Easily add / remove / archive new projects
- Tag entries for additional information
- Track with timer or manual entry
- Edit time entries; bulk editing
- Toggl remembers entries for auto fill
- Report exporting to PDF and CSV; can apply filters

Pay: “Pro” = \$5 per user per month and per workspace;  
“Business” level is more





## Pricing Plans

### Why upgrade?

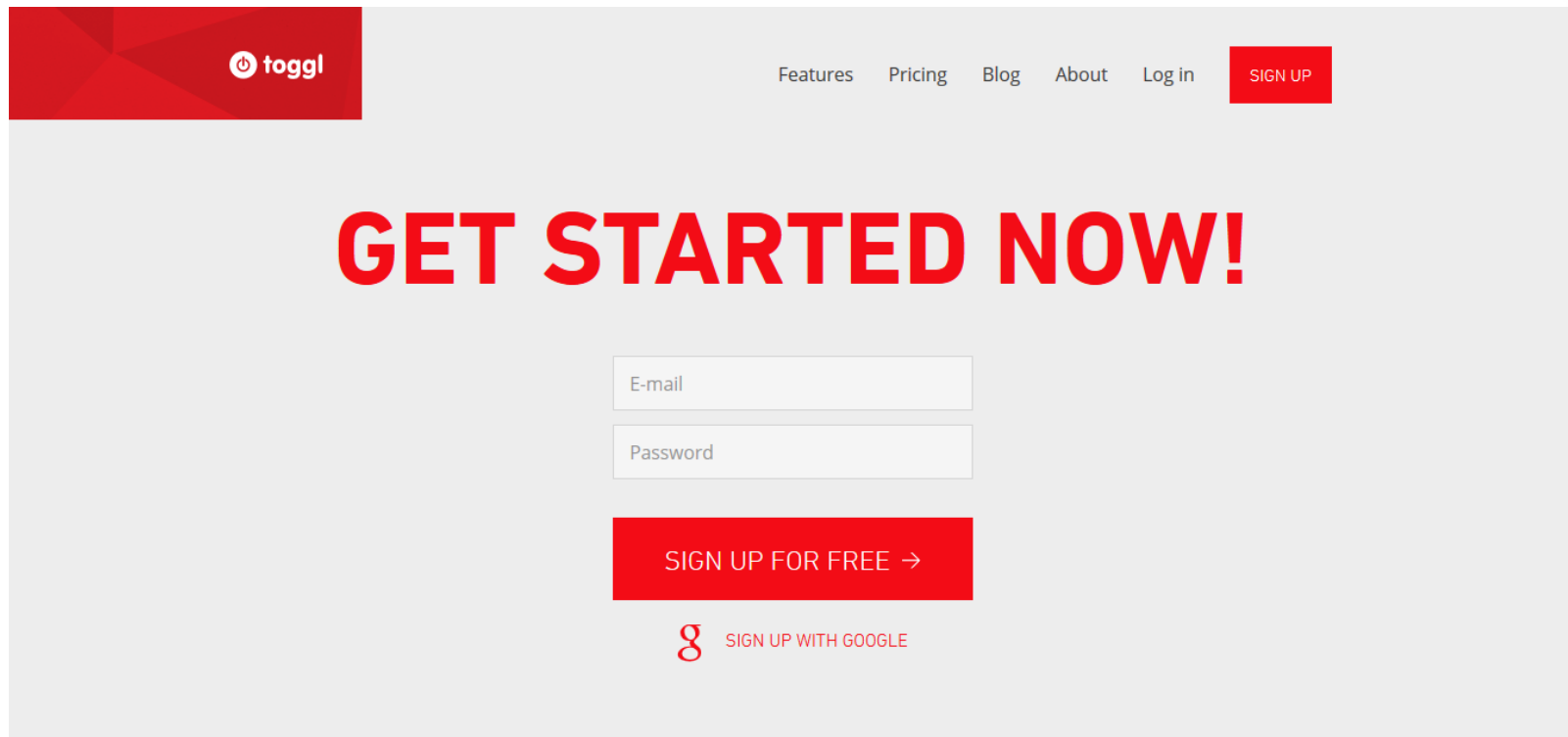
[Upgrading to Pro Plan](#)
[Upgrading to Business](#)
[Business plan](#)
[Discounts](#)
[30-day free Pro trial](#)

## Why upgrade?


*In this table you'll see tons of reasons to **upgrade your workspace!***

Features	Free plan	Pro plan	Business
Tracking time	✓	✓	✓
Reporting	✓	✓	✓
Dashboard	✓	✓	✓
Unlimited projects and clients	✓	✓	✓
Project colors	✓	✓	✓
Up to 5 members in team	✓	✓	✓
Using different levels of team's access rights	✓	✓	✓
User groups	✓	✓	✓
Deactivating users	✓	✓	✓
Toggl on your Desktop	✓	✓	✓
Toggl on your Mobile (iOS & Android)	✓	✓	✓
Toggl Button Chrome Extension	✓	✓	✓
Import from Basecamp, Freshbooks, Teamweek, ...	✓	✓	✓

# Easy Sign Up




The image shows a screenshot of the Toggl sign-up page. At the top left, there is a red navigation bar with the Toggl logo. To the right of the logo are links for 'Features', 'Pricing', 'Blog', 'About', and 'Log in'. A red 'SIGN UP' button is located in the top right corner. The main content area has a light gray background and features the text 'GET STARTED NOW!' in large, bold, red letters. Below this text are two white input fields: 'E-mail' and 'Password'. Underneath the input fields is a prominent red button with the text 'SIGN UP FOR FREE →'. At the bottom, there is a red 'g' logo followed by the text 'SIGN UP WITH GOOGLE'.

 [Features](#) [Pricing](#) [Blog](#) [About](#) [Log in](#) [SIGN UP](#)

## GET STARTED NOW!

[SIGN UP FOR FREE →](#)

 [SIGN UP WITH GOOGLE](#)

# Basic Intro

The screenshot shows the Toggl web interface. At the top is a dark navigation bar with the Toggl logo, menu items for Timer, Reports, Projects, and Team, and a user profile for Helpmecreek. Below the navigation bar is a large input field with the placeholder text "What are you working on?". To the right of the input field are buttons for "+ CREATE A PROJECT", a currency symbol "\$", and a timer showing "0 sec". A prominent green "Go!" button is on the far right. Below the input field, there are several activity entries, each with a checkbox, a description, a category tag, and a duration. The entries are: "Today" (4 h 13 min), "Meeting" (INTERNAL, 2:00:00), "Research for presentation" (CONSULTING - TOY FACTORY, \$, 1:48:45), and "Code review" (FRONTEND - TOY FACTORY, \$, 0:25:00). A green callout box with the text "Ok, let's go!" is positioned at the bottom center. Annotations include an arrow pointing to the input field with the text "Describe activity" and another arrow pointing to the "Go!" button with the text "Start and stop your entry here". A third annotation, "Your activity will appear here", is underlined and points to the "Code review" entry.

toggl Timer Reports Projects Team Helpmecreek

What are you working on? + CREATE A PROJECT \$ 0 sec **Go!** Add manually

Describe activity Start and stop your entry here

<input type="checkbox"/>	Today	4 h 13 min		
<input type="checkbox"/>	Meeting		INTERNAL	2:00:00
<input type="checkbox"/>	Research for presentation		CONSULTING - TOY FACTORY	\$ 1:48:45
<input type="checkbox"/>	Code review		FRONTEND - TOY FACTORY	\$ 0:25:00

Your activity will appear here

Ok, let's go!

# FAQ Page and Tutorials



Timer

Reports

Projects

Team



Helpmecreek

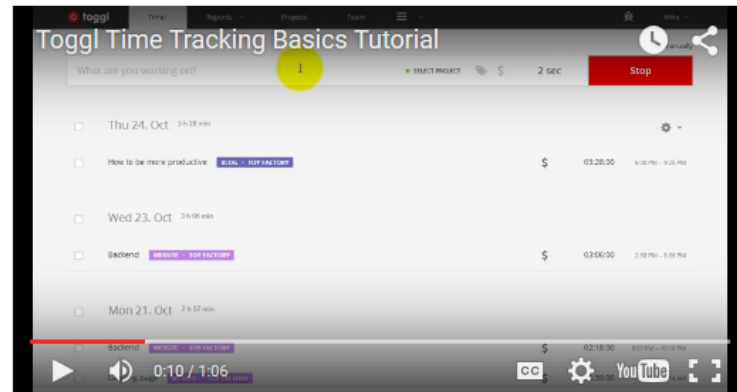
## Information Center

### FAQ

- [How to track time in real time?](#)
- [How to add time later?](#)
- [How to edit time entries?](#)
- [How can I create/add projects and clients?](#)
- [I can't find my tracked time](#)

Visit Toggl Knowledge Base For More Answers

### Video: Toggl Time Tracking Basics



# Workspaces

- The top of the hierarchy in Toggl; everything else is assigned to a workspace
- We're using a separate workspace for each staff person

The screenshot shows the Toggl web application interface. The browser address bar indicates the URL is <https://toggl.com/app/workspaces>. The navigation bar includes the Toggl logo and menu items: Timer, Reports, Projects, Team, and a user profile dropdown for 'Helpmecreek'. The main content area is titled 'My Workspaces' and contains a table with the following data:

Workspace	iCal integration
Helpmecreek's workspace	iCal integration is a Pro feature

Below the table, there is a link: [create new workspace](#). On the right side, a navigation menu is open, listing: Dashboard, My Profile, Achievements, Workspaces, and Log Out. Two red arrows are overlaid on the image: one points to the 'create new workspace' link, and the other points to the 'Workspaces' menu item.



# Workspaces



Timer

Reports ▾

Projects

Team



Helpmecreek ▾

## My Workspaces

Workspace



Coordinator

Settings

Set as default

Leave

workspace

iCal integration

iCal integration is a Pro feature

[Upgrade to Pro](#)

iCal integration is a Pro feature

Default [Upgrade to Pro](#)

iCal integration is a Pro feature

[Upgrade to Pro](#)

[create new workspace](#)

# Create Projects

- Use Projects, Clients (Funder / Grant), and Tags to track time
- Create projects easily
  - Projects -> Create Project
  - Timer -> Select Project -> +Create Project
  - Assign client and workspace, color and if public or not

The screenshot shows the Toggl web interface with a 'Create project' modal form open. The form has a title 'Create project' with a close button (X) in the top right corner. Below the title is a text input field containing 'Beaver Creek Culvert Replacement' and a '+ SELECT CLIENT' button. Underneath is a dropdown menu showing 'Helpmecreek's workspace'. At the bottom left, there is a 'Project color:' label, a color selection dropdown (currently showing a brown square), and a checkbox labeled 'Public (visible to the whole team)'. A green 'Create project' button is located at the bottom right of the form. In the background, the Toggl navigation bar is visible with tabs for 'Timer', 'Reports', 'Projects', and 'Team'. A 'Go!' button is also visible on the right side of the modal. Red arrows point to the 'Create project' title, the project name text, the '+ SELECT CLIENT' button, the workspace dropdown, and the color selection dropdown.

# Tags

- Extra level of classification
  - I'm using this to tag time spent on partnership activities that my Board has asked me to track
  - Perhaps could track match with this?
  - Other uses?

The image shows two screenshots of the Toggl timer interface. The top screenshot shows a task named "Workshop Meeting SWCD" with a duration of 00:30 and a date of 10/31. A red arrow points to a tag icon (a tag with a dollar sign) next to the date. The bottom screenshot shows the same task, but with a dropdown menu open for "Add / Filter tags". The menu contains a checked item "Workshop Partnership" and an "APPLY" button at the bottom. The task duration is now 0:15:00 and the time is 3:15 PM - 3:30 PM.

toggl Timer Reports Projects Team ? Helpmecreek

Workshop Meeting SWCD COUNCIL CA... 4:00 PM - 4:30 PM 00:30 10/31 \$ Save

Use timer

Today 0 h 15 min

toggl Timer Reports Projects Team ? Helpmecreek

Workshop Meeting SWCD COUNCIL CA... 4:00 PM - 4:30 PM Add / Filter tags \$ Save

Workshop Partnership

APPLY

0:15:00 3:15 PM - 3:30 PM

# Time Tracking - Timer

The screenshot shows the Toggl Timer interface. At the top, there is a dark navigation bar with the Toggl logo, a 'Timer' tab, and menu items for 'Reports', 'Projects', 'Team', and a user profile 'Helpmecreek'. Below this is a main timer bar with a white background. On the left, the task name 'Permitting' is displayed. In the center, a blue pill-shaped button contains the text 'BEAVER CREEK CULVERT REPLACEMENT · OWEB', followed by a tag icon and a dollar sign. To the right of this is the text '0 sec'. On the far right of the timer bar is a large green button labeled 'Go!'. Above the 'Go!' button is a blue link that says 'Add manually'. Below the timer bar, there are two rows of controls. The first row has a checkbox, the word 'Today', and the time '0 h 15 min'. The second row has a checkbox, the word 'Invoices', a green 'ADMIN' button, and a gear icon. At the bottom right, there is a timer display showing '0:15:00' and a time range '3:15 PM - 3:30 PM'. Four red arrows point to the 'Permitting' text, the blue pill button, the 'Go!' button, and the 'Add manually' link.

toggl Timer Reports Projects Team Helpmecreek

Permitting BEAVER CREEK CULVERT REPLACEMENT · OWEB 0 sec Go! Add manually

Today 0 h 15 min  Invoices ADMIN 0:15:00 3:15 PM - 3:30 PM

# Time Tracking - Manual

The screenshot displays the Toggl timer interface. At the top, there is a navigation bar with the Toggl logo, 'Timer', and menu items for 'Reports', 'Projects', 'Team', and 'Helpmecreek'. Below this, a modal window for 'Permitting' is open. The modal has a header with a close button and a '+ SELECT PROJECT' button. The main area shows a time entry for 'Permitting - OWEB. Beaver Creek C...' with a duration of '00:00' and a date of '10/31'. A red arrow points to the 'Time Entries' section of the modal. At the bottom of the modal, there is a 'Save' button and a gear icon. The bottom of the screen shows a footer with links for 'Support', 'Blog', 'Mobile App', 'Desktop App', and 'Jobs'. A green progress bar at the bottom indicates 'Today' with 'ADMIN' and a total time of '0 h 15 min'.

toggl

Timer

Reports

Projects

Team

?

Helpmecreek

Permitting

+ SELECT PROJECT

3:27 PM - 3:27 PM

00:00

10/31

Save

Time Entries

Permitting - OWEB. Beaver Creek C...

0:15:00

3:15 PM - 3:30 PM

Support

Blog

Mobile App

Desktop App

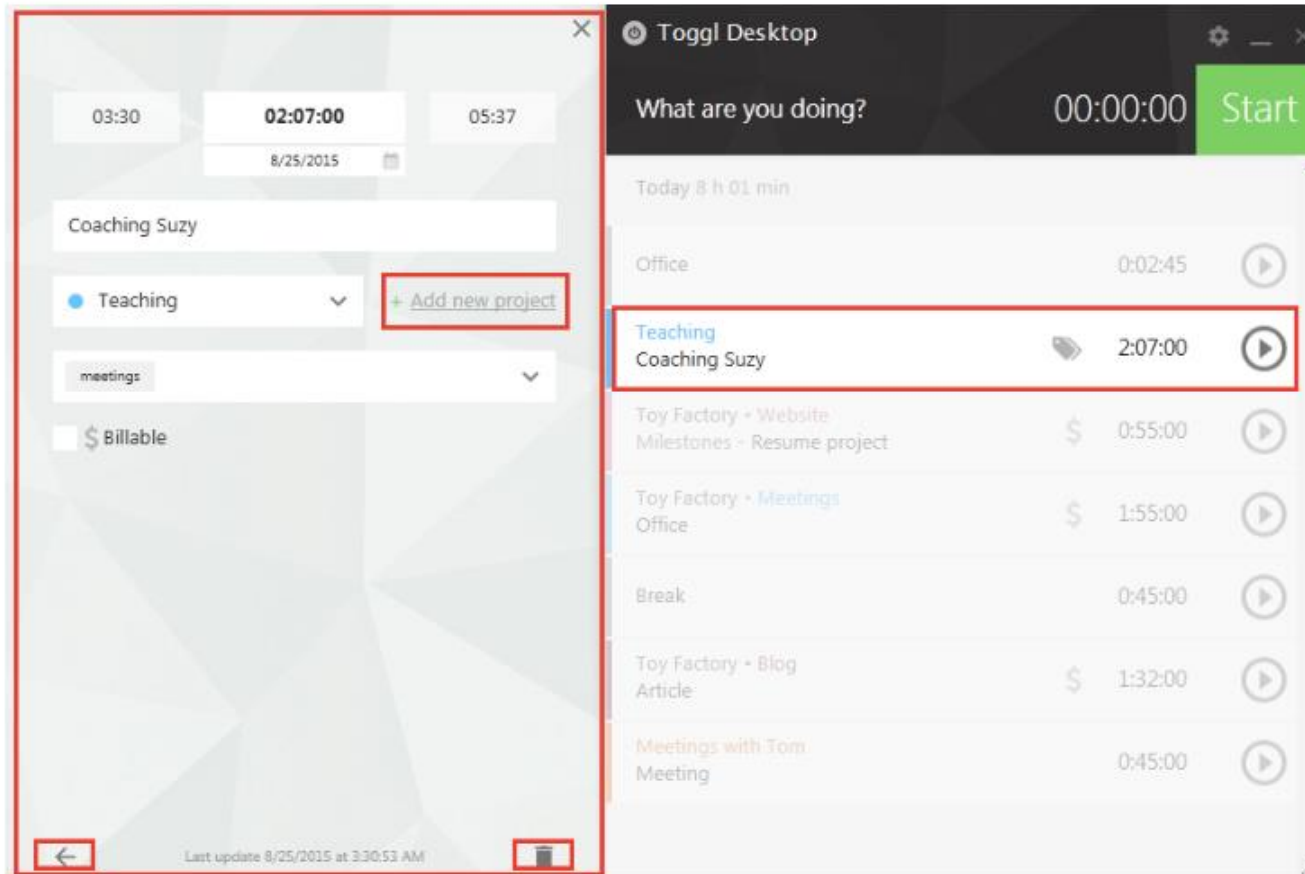
Jobs

Today

ADMIN

0 h 15 min

# Time Tracking - Desktop App



# Reports

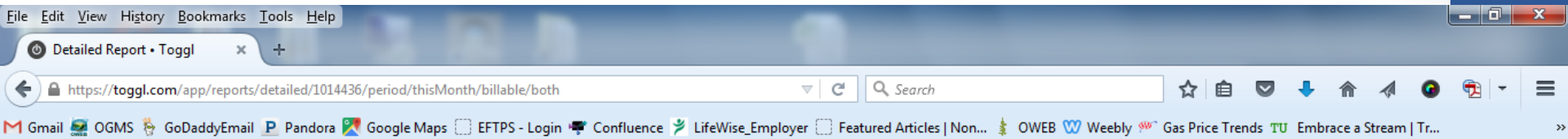
- Check you're in the right workspace (green arrow)
- Have different formats (detailed, summary...)
- Change time frame, use filters

The screenshot shows the Toggl Reports interface. A red arrow points to the 'Reports' dropdown menu in the top navigation bar. A green arrow points to the 'Council Coordinator workspace' label. Another red arrow points to the 'This Week' time frame selector. A fourth red arrow points to the filter bar containing 'Team', 'Client', 'Project', and 'Description...' fields. The main content area displays a bar chart for the week of October 26th to November 1st. The total time is 22:00:12. The chart shows the following data:

Day	Time
Mon 26th Oct	0:00
Tue 27th Oct	5:00
Wed 28th Oct	7:00
Thu 29th Oct	5:00
Fri 30th Oct	5:00
Sat 31st Oct	0:00
Sun 1st Nov	0:00

# Reports

- Can export to PDF or CSV



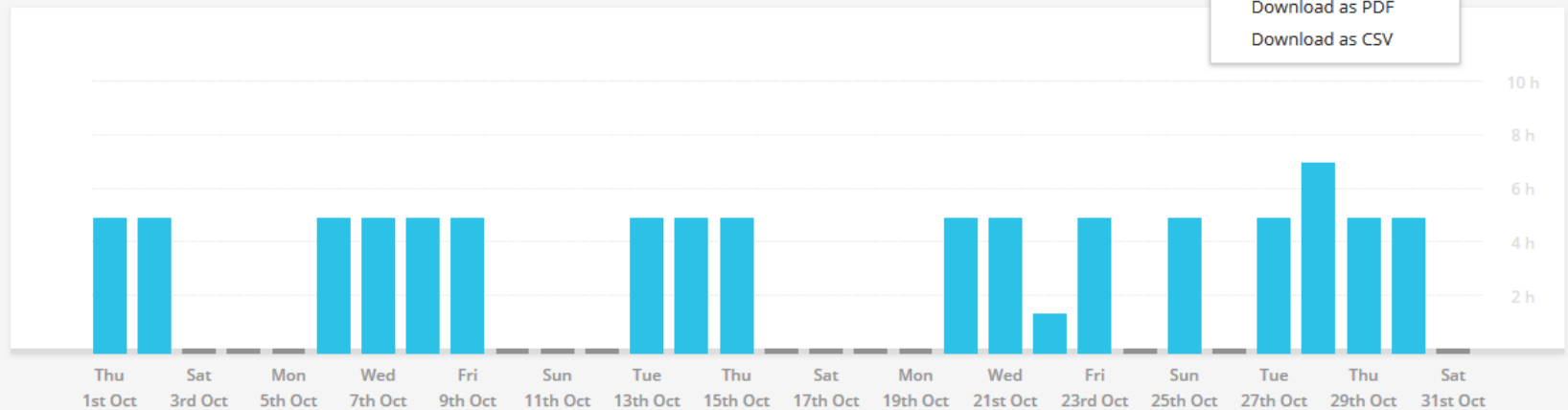
## Detailed report

This Month

Team ▾ | Client ▾ | Project ▾ | ▾ | \$ ▾ |

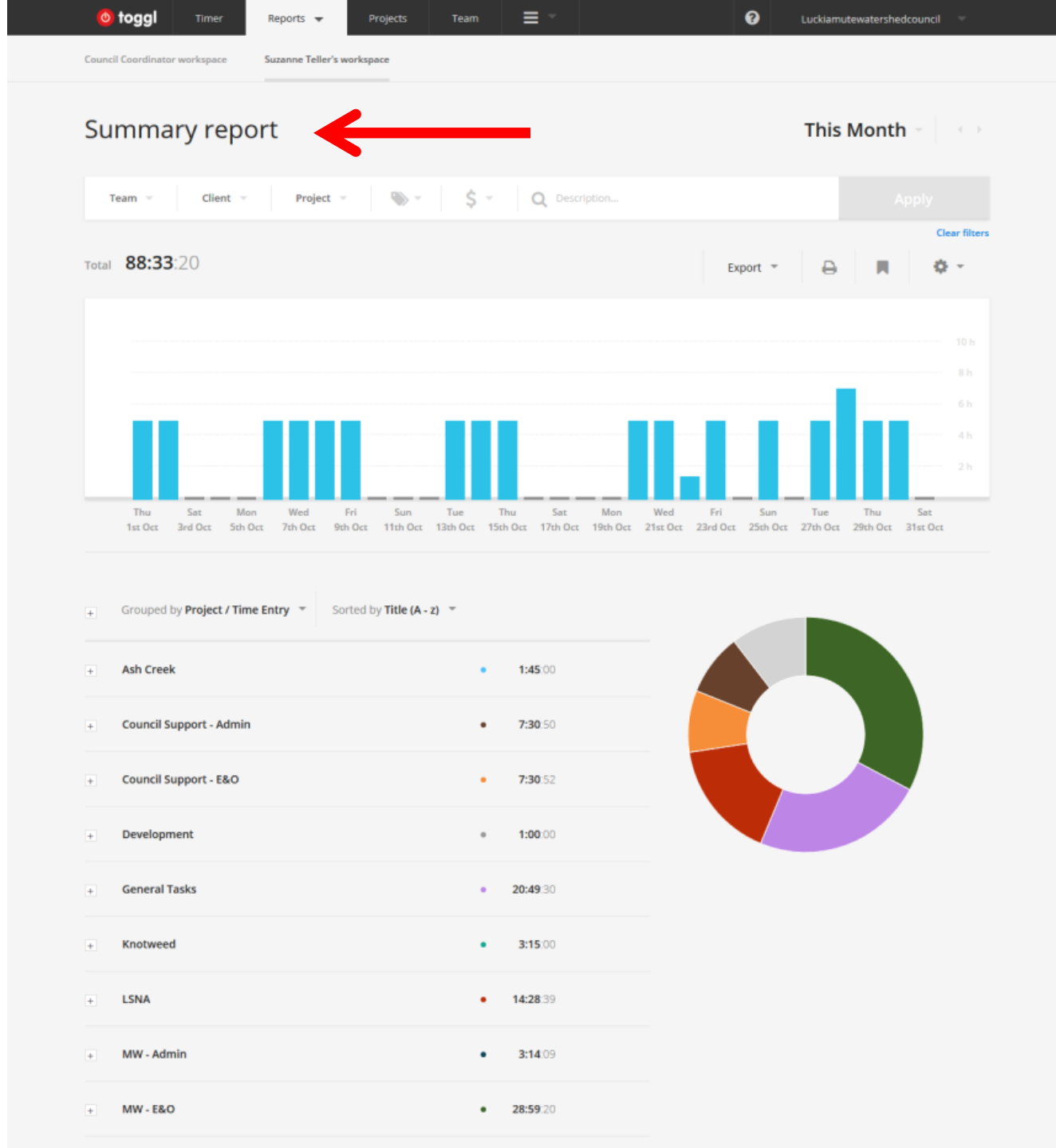
[Clear filters](#)

Total **88:33:20**





# Staff Report

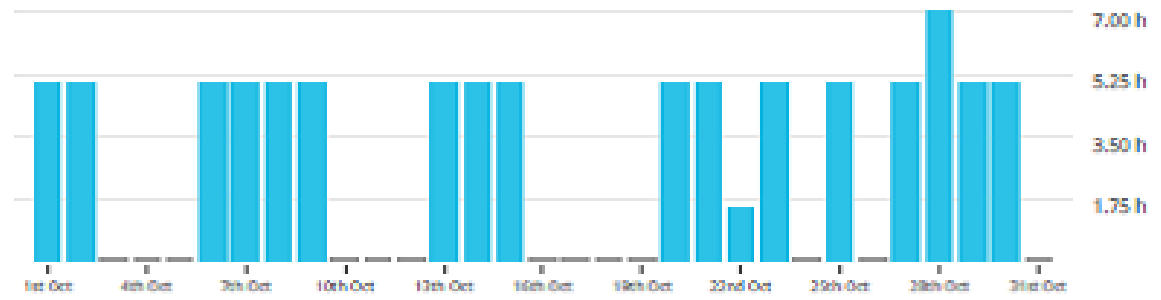


# PDF Export Cover Page

## Summary report

2015-10-01 - 2015-10-31

Total 88 h 33 min

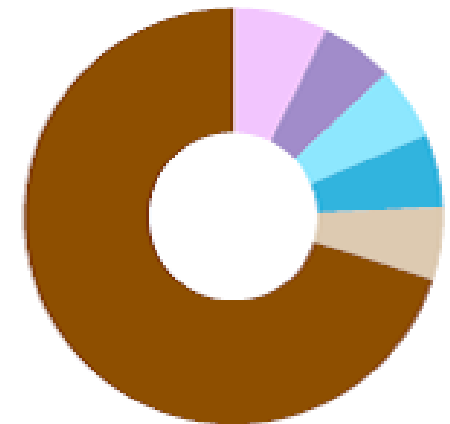


### Projects



- MW - E&O 28:59:20
- General Tasks 20:49:30
- LSNA 14:28:39
- Council Support - E&O 7:30:52
- Council Support - Admin 7:30:50
- Other 9:14:09

### Time entries



- Website edits 6:30:14
- LSNA Fall tour, visit OPR... 5:00:00
- LSNA sign installation prep 5:00:00
- Logger pull 5:00:00
- Malone property tour, Ped... 5:00:00
- Other 62:03:06

# Tasks by project with time

Projects / Time entries:	Duration
<b>Ash Creek</b>	<b>1:45:00</b>
Check-in with re-volunteers	0:30:00
Email to Chas, map, update from Ryan	0:30:00
LO notifications	0:45:00
<b>Council Support - Admin</b>	<b>7:00:00</b>
Board member profile questions	0:15:19
Clean popcorn machine	1:00:00
Emails to Josh, Karin, Gail	0:14:51
Email to Robin re: popcorn maker	0:15:00
E&O meeting with Karin, plus prep	1:15:00
Prep for UPRIVER	0:30:00
Prep for UPRIVER, email to Gail	0:15:00
Purchase of popcorn bags	0:30:00
Return popcorn machine to library	0:30:00
review edits to E&O Meeting notes	0:15:00
Review E&O meeting materials	0:30:00
Supplies shopping, popcorn machine pickup	1:30:00
Touch base with Gail re UPRIVER photos	0:15:00

# Contact Information

Kristen Larson

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Independence, OR

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