

AHAU SOFTWARE

User Guide

Time Tracker Outlook Add-in

version 0.11

This Outlook add-in makes it possible to auto record the time spent on the work with mails and tasks.

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Introduction

Time spent by the user on processing mail or tasks is recorded and can be exported as report.

Software Requirements

The requirements for Time Tracker Outlook Add-in are as follows:

- Microsoft Outlook 2007 or later
- Microsoft Windows

- Microsoft .NET Framework 4.5
- Microsoft VSTO (Visual Studio Tools for Office) 2010

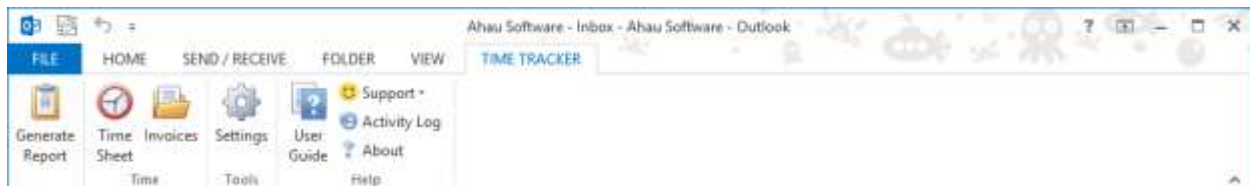
Installing

1. First, download the installation software.
<http://www.ahausoftware.com/time-tracker-outlook-addin/downloads>
2. When the download completes, double-click the file to launch the setup program.
3. You will receive a message asking you whether you want to run the file, click Run.
4. If you'd like, you can configure the location of your Add-in installation.
5. The application will begin to install. A green bar will show the progress of this installation.
6. If you do not have Microsoft VSTO and/or .NET installed, the installer will prompt you to download and install it. Click Accept and wait for the installation to finish.

The Add-in works on Microsoft VSTO 2010. It uses Microsoft VSTO to complete the download of the app.

Occasionally, this software (Visual Studio Runtime for Office) can have a bug in it. See [IF YOU CAN'T DOWNLOAD THE](#)

7. When the installation is complete, launch Outlook.
8. In the top of the Outlook window, you'll see a tab for Time Tracker has been added.

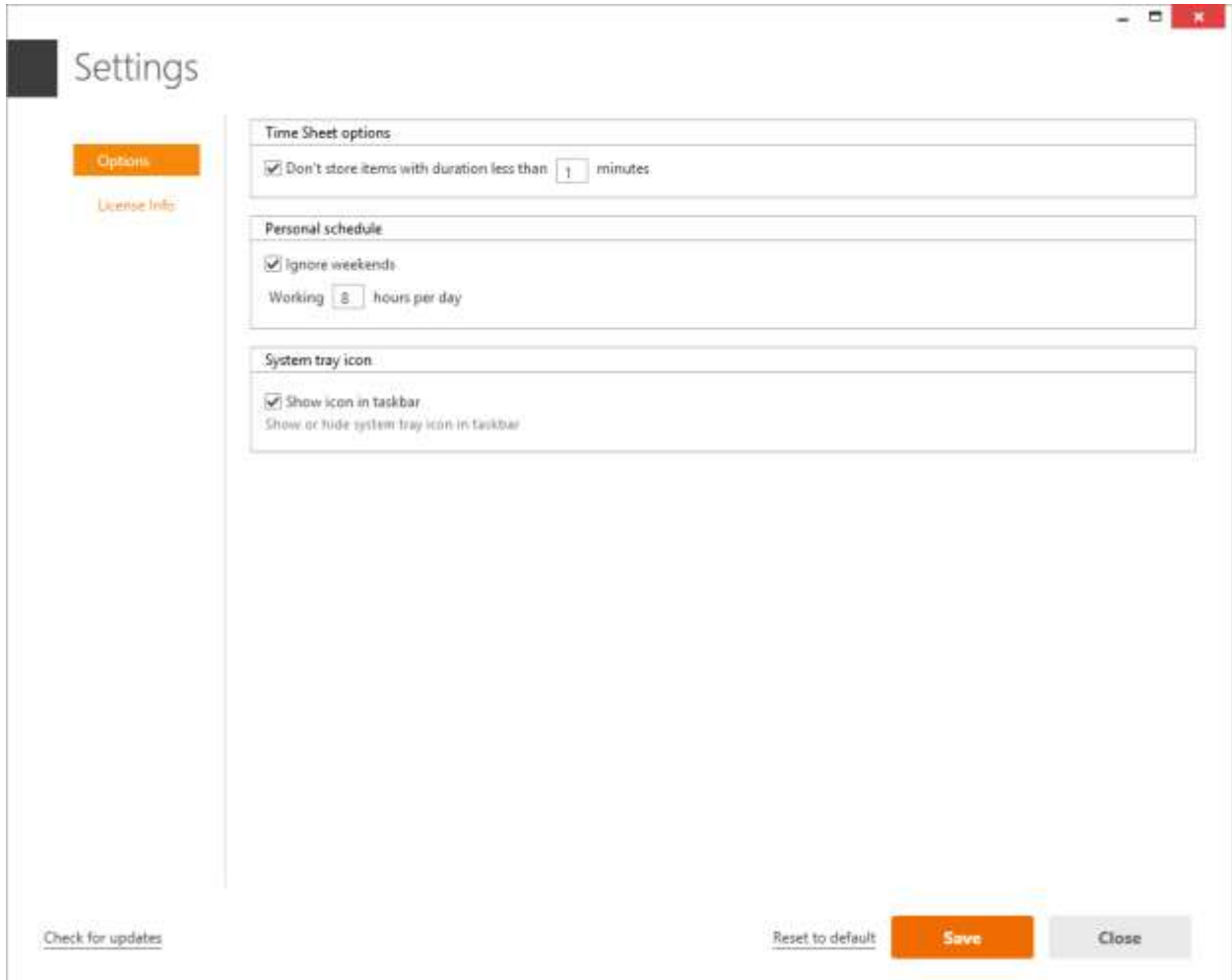


Configure Add-in settings

Click Settings on the Time Tracker tab to open the Settings dialog box.



Options



Don't store items with duration less than [may configure] minutes

Email or task processing time will be added to Timesheet only if it is longer than the value of this setting.

Show icon in taskbar

Show or hide the system tray icon in the taskbar.

License Info

Information about the product's current license. The license is active a certain duration of time and is linked to your subscription to the product.

The screenshot shows a 'Settings' window with a sidebar on the left containing 'Options' and 'License Info' (highlighted). The main content area is divided into two sections: 'Current license' and 'Activation'.
Current license section:
- Title: TimeTracker Outlook Addin
- Status: Licensing for this software has expired.
- Serial number: D223E828-2E8E-40F3-82EE-ABF86ECF27A9
- Product code: PK105-A204-860F-EF73-D32A-D211-E86F-23A7-E782
- License type: Trial expired / 1
- Expires On: 1/15/2015 after 0 day(s)
- Company: (empty field)
- Checkboxes: Automatically download license updates
- Button: Update now
Activation section:
- Input field: D223E828-2E8E-40F3-82EE-ABF86ECF27A9
- Text: If you don't have an serial number you can purchase a license [online](#)
- Button: Activate
At the bottom of the window, there are buttons for 'Check for updates', 'Reset to default', 'Save', and 'Close'.

Update now

Update the product license using the Add-in license server.

Automatically download license updates

The option allows downloading license updates from the server automatically. Use this option to update our license after your product subscription has expired.

Activate

Activate new product license. Enter the license serial number.

Serial number

The serial number (s\n) is included in the body of the letter you will receive after subscribing to the product.

Product code

Unique computer hardware and Add-in version code

License type

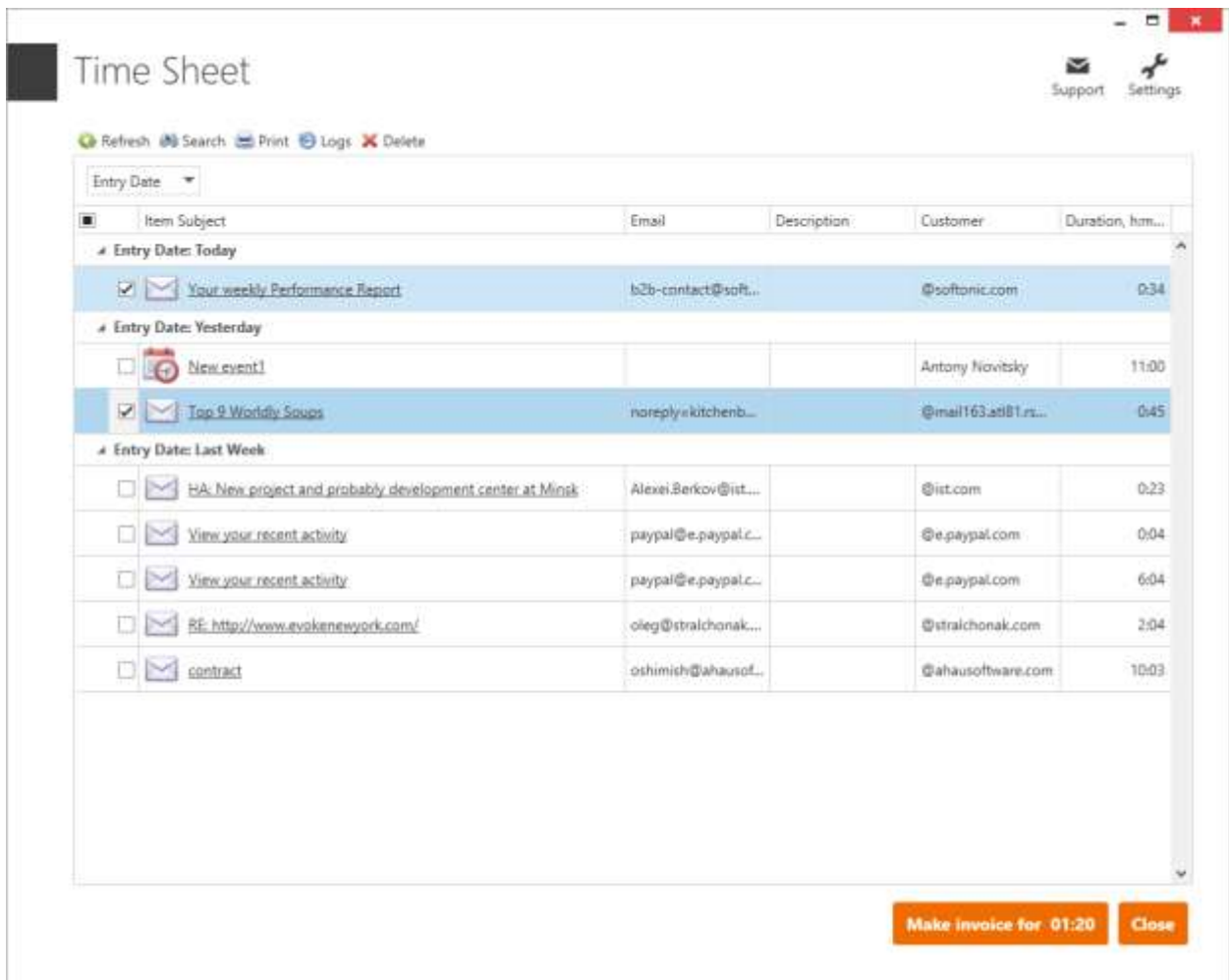
Type and scope of the activated license. Available license types: Trial, Trial Expired, Professional, Enterprise.

Make Invoice

In the main window of Outlook, switch to the TIME TRACKER tab and click Timesheet.



The following screen will open:



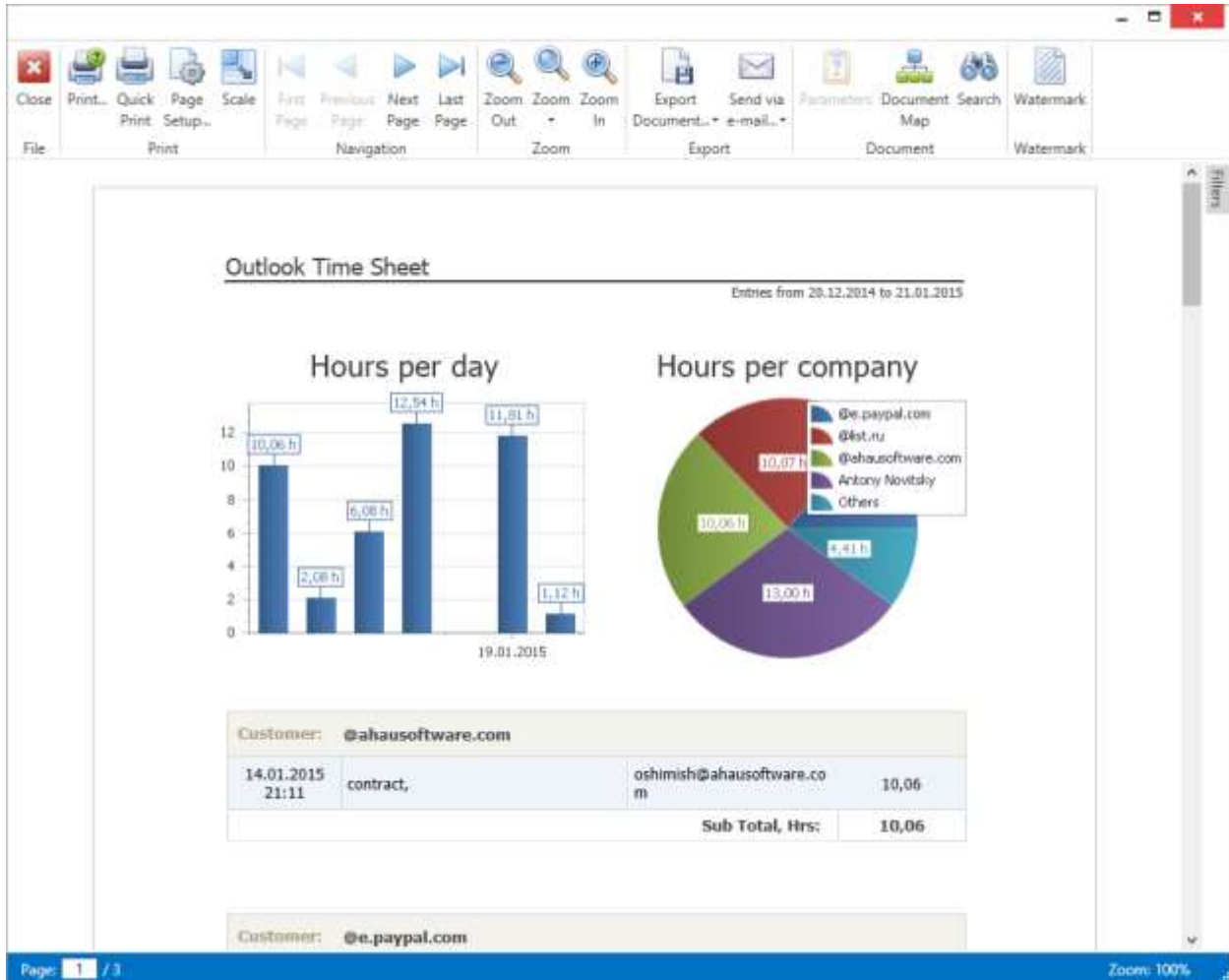
Select time entries you would like to add in invoice. Click Make invoice to continue. The screen with the invoice will be displayed. The screen with the invoice will be displayed.

Generate Report

In the main window of Outlook, switch to the TIME TRACKER tab and click Generate Report.



The report will open:

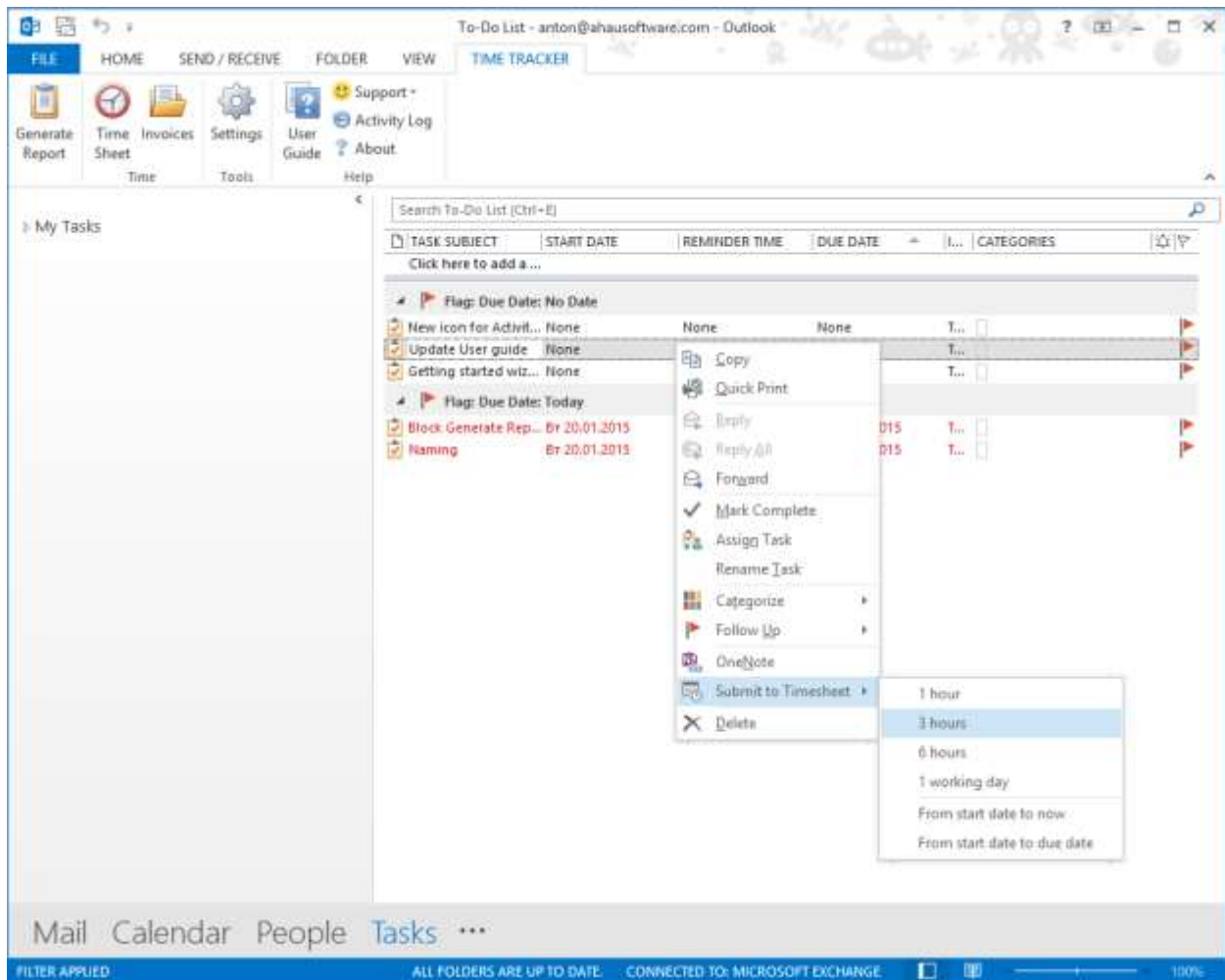


Submit to Timesheet

Such Outlook objects as Task, Appointment or Meeting can be submitted to Timesheet manually.

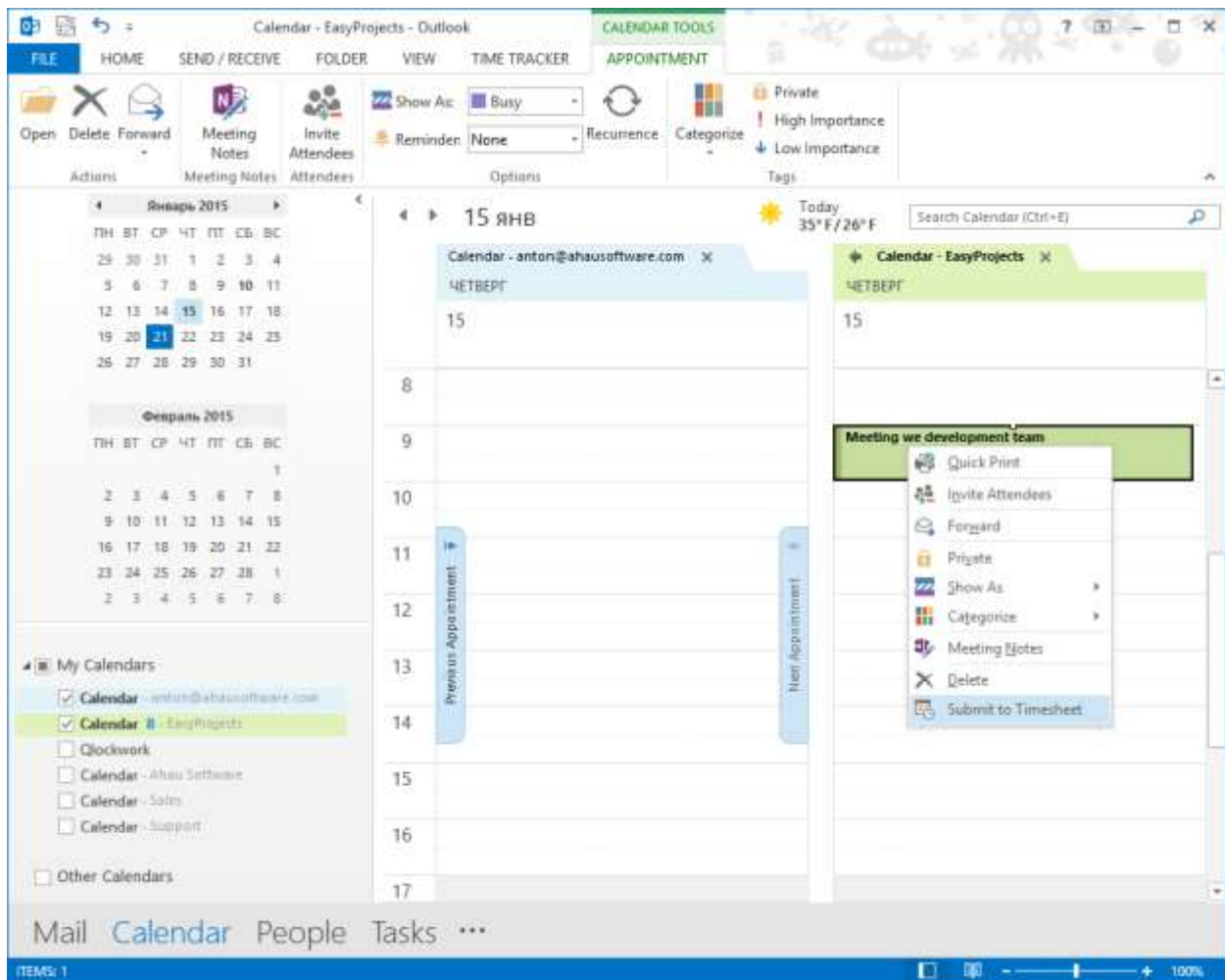
Submit an task

Left click on a task and select period from the list for submit to timesheet.



Submit an appointment

Left click on a meeting or appointment and select Submit to Timesheet.

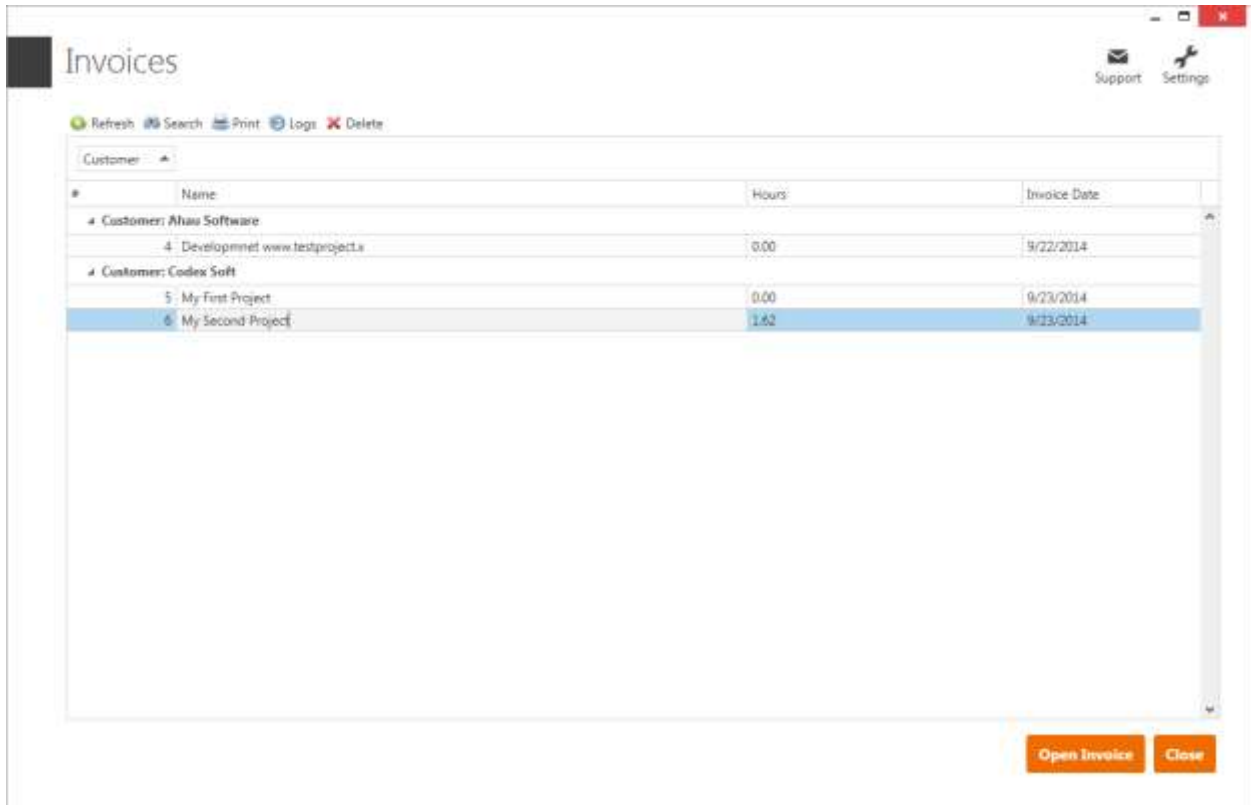


Invoices

In the main window of Outlook, switch to the TIME TRACKER tab and click Invoices.



The following screen will open:



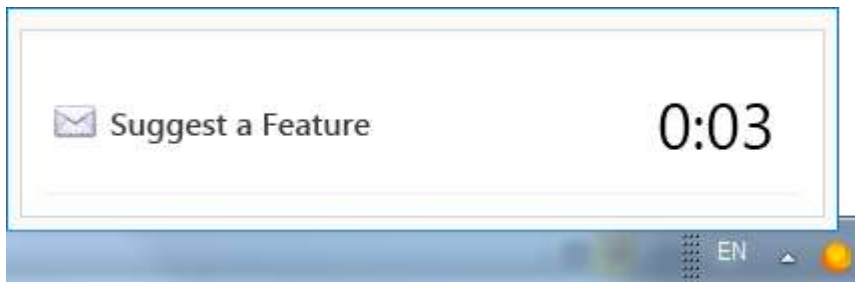
Recording time spent

Time recording is automatically started as an email message or a task is opened in Outlook. To view the timers, open a message or a task, in main window of Outlook switch to the Time Spent tab and click Make Invoice. Alternatively, double click the application icon in the system tray (notification area).



System tray

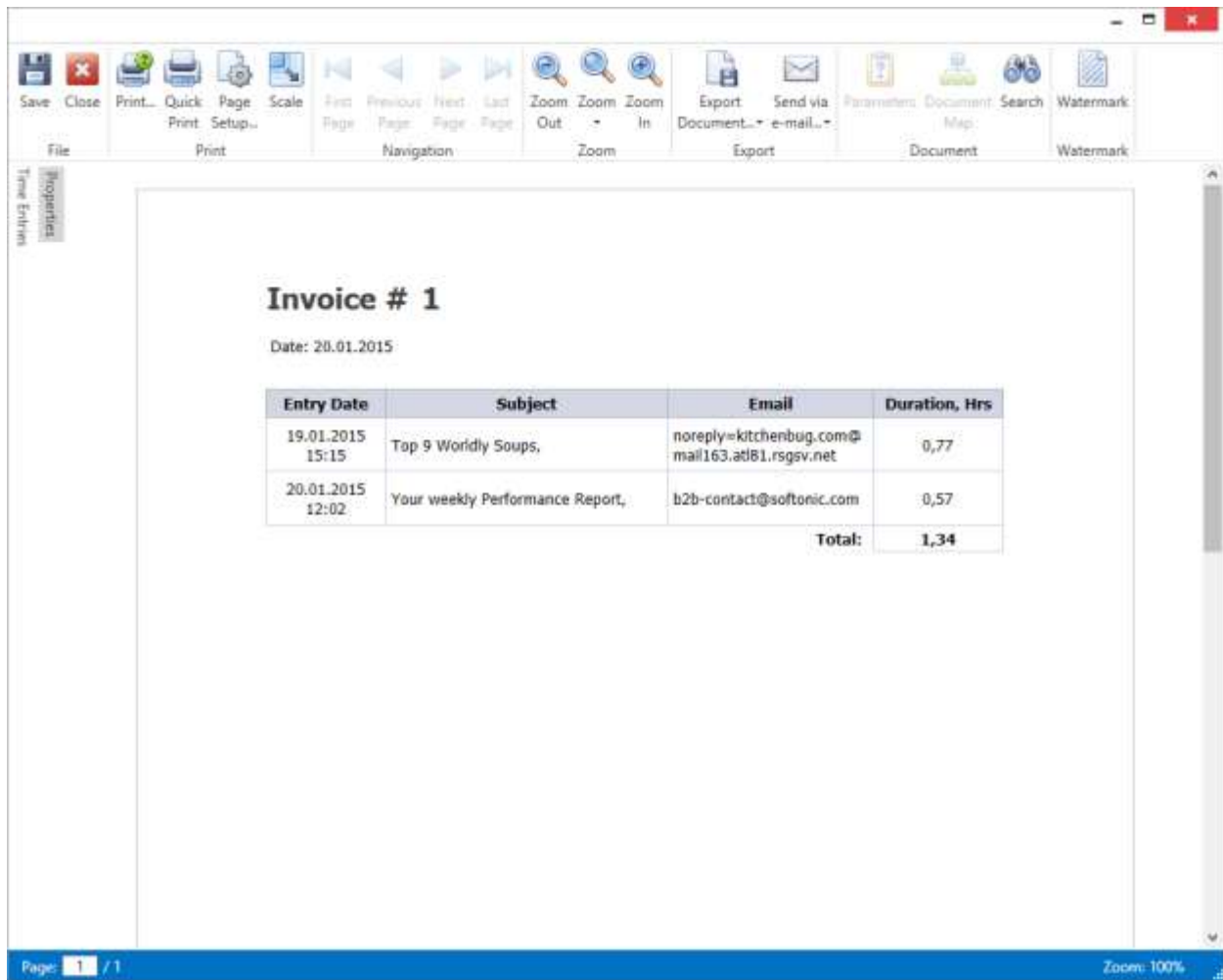
As Outlook is started, the application icon will be displayed in the system tray (notification area). A click on the icon will open a panel with timers for all open messages and tasks. To open an item for which the timer is running, click it.



A double click on the icon will open the Time Sheet window.

Exporting time spent to PDF, EXL, etc.

In the main window of Outlook, switch to the TIME TRACKER tab and click Invoices. Open invoice, click the Export Document button on the toolbar.



The screenshot shows the Outlook interface with an invoice document open. The toolbar at the top includes options for File, Print, Navigation, Zoom, Export, Send via, Document, and Watermark. The invoice content is as follows:

Invoice # 1
Date: 20.01.2015

Entry Date	Subject	Email	Duration, Hrs
19.01.2015 15:15	Top 9 Worldly Soups,	noreply=kitchenbug.com@mail163.at81.rsgsv.net	0,77
20.01.2015 12:02	Your weekly Performance Report,	b2b-contact@softonic.com	0,57
Total:			1,34

Page: 1 / 1 Zoom: 100%

In the window that opens select the type of document to export.

Security rules

The following security rules are used in this application:

- This application does not share connection tickets or session tickets between different applications.
- This application does not send or store any data from your personal or company information.

Troubleshooting

If you have encountered a bug, please send a bug report to our technical support team. This will allow us to act on the problem as promptly as possible.

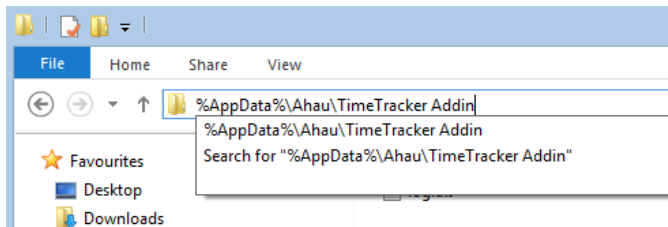
Report a Bug and Suggest a Feature

Select the Time Spent tab, click the 'Support' button and choose appropriate action on a drop-down menu.



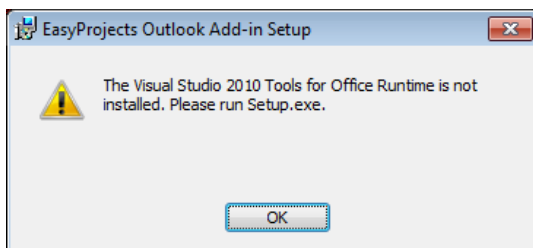
An add-in log file containing relevant technical data is attached to a bug report.

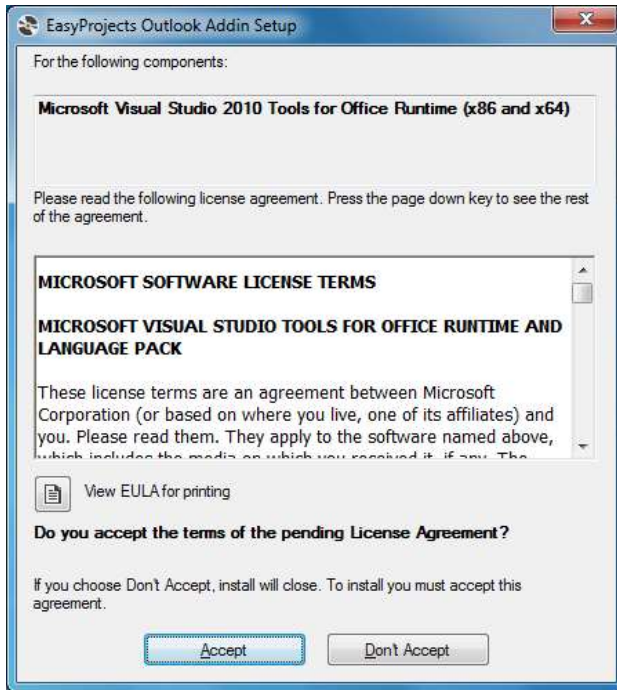
If your MS Outlook does not have an TIME TRACKER tab, it may be due to a problem with the add-in's registration. In this case, please email the add-in logs at support@ahausoftware.com, it is a log.txt file located here:
%AppData%\Ahou\TimeTracker Addin



If you can't download the VSTO

The Add-in works on Microsoft VSTO 2010. It uses Microsoft VSTO to complete the download of the app. Occasionally, this software (Visual Studio Runtime for Office) can have a bug in it.





You can download this runtime package from Microsoft to detect if VSTO is already installed on your computer and/or to directly install it if needed: [HTTP://WWW.MICROSOFT.COM/EN-US/DOWNLOAD/DETAILS.ASPX?ID=40790](http://www.microsoft.com/en-us/download/details.aspx?id=40790)

After you've installed (or reinstalled) VSTO, then start the Add-In setup again.

Contact information



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