

# Installing & Using the OnTime Stopwatch

## Overview

The **OnTime Stopwatch** allows you to track the time you spend on items within OnTime – and then submit that time to items in OnTime. You can set as many independent timers as you need, configure automatic time rounding options, quickly search and find items within your OnTime system, and then submit work logs directly to those items within your OnTime database.

## Prerequisites

- **Microsoft Windows XP or newer**
- **Microsoft .NET Framework 3.5 SP1 or higher**
- **OnTime Web**

You'll need a working instance of **OnTime 2010 Web client (v10.0.2 or higher)**, and an **active OnTime user account**. This can be a **locally installed instance of OnTime Web or an OnTime Now Hosted account**.

You do not need to be actively using OnTime Web – **but it must be installed on a server in your environment and connected to your OnTime database**.

**NOTE:** Axosoft recommends that your web server uses an SSL certificate of your choosing to secure communications with the Stopwatch client. However, some companies may choose not to use the SSL certificate, or they may want to test Stopwatch before an SSL certificate is ready. Thus, you may disable this requirement that an SSL certificate must be applied. This can be performed by editing the OnTime Web server's web.config file and adjusting the "RequireiPhoneSSL" property (under the "appSettings" section) to "false" (this value is true by default). Even though this setting refers to the iPhone client, it applies to Stopwatch, as they use the same connection components.

## Installation

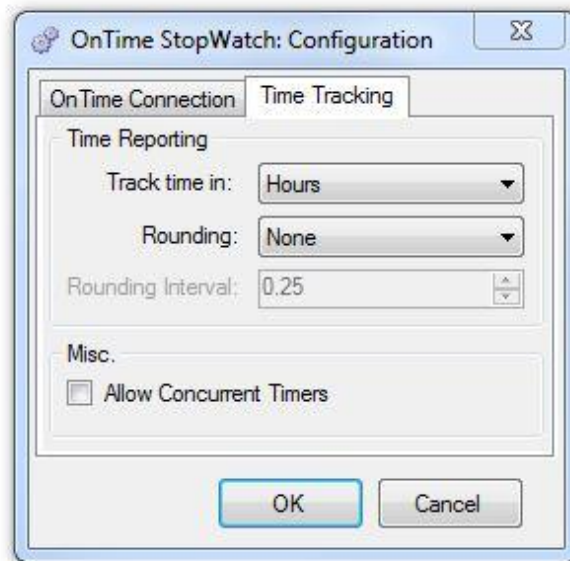
Launch the setup file labeled "**OnTimeStopwatchSetup.exe**" and follow the simple setup wizard to determine the destination path that it will be installed under.

## Configuration & Usage

- 1) Once the setup wizard is finished, launch the "**OnTime Stopwatch**" application from your Start menu. Once you launch OnTime Stopwatch, you'll be prompted to connect to an instance of OnTime Web under the 'OnTime Connection' tab. Enter your OnTime Web URL and your OnTime user credentials and click **OK**.



- 2) Once you make a valid connection to an instance of OnTime Web, you can select the ‘Time Tracking’ tab to configure some default options for Stopwatch. Below the following image is an explanation of the settings you can configure:



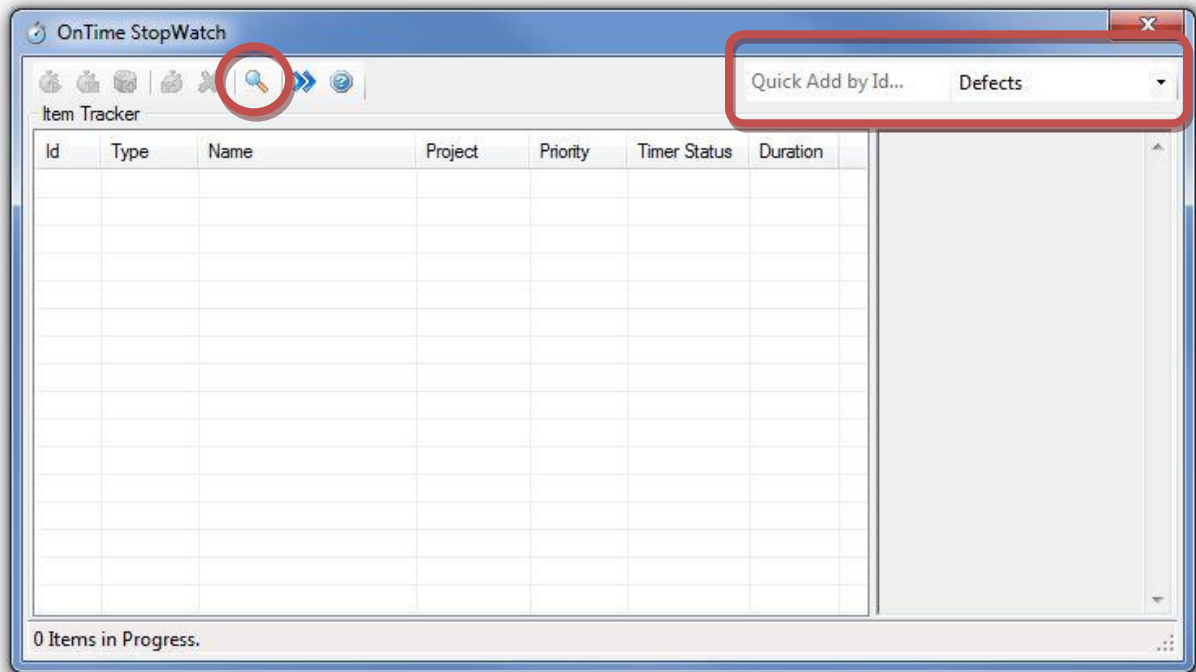
**Track Time in:** You can select a default time unit to use for any work log entries you’ll submit through Stopwatch. This is just the default, but you’ll have an opportunity to change the time unit types before submitting work logs to your database.

**Rounding:** You can choose to not round the time value at all, to round to the *Nearest* value, or to round *Up* or *Down*.

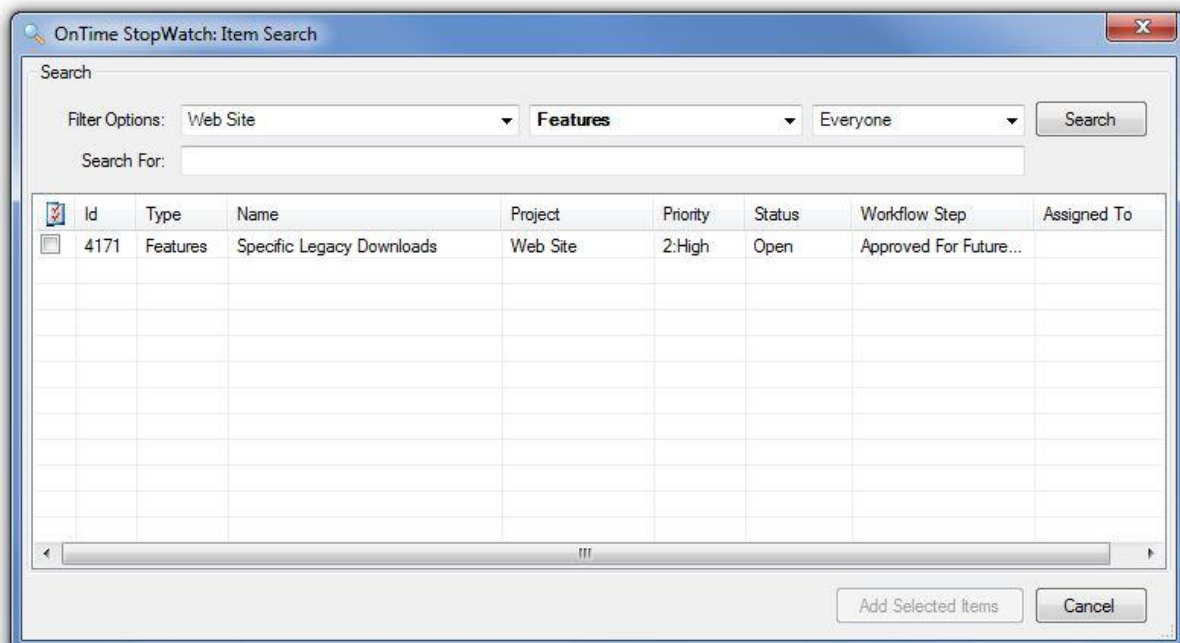
**Rounding interval:** You can configure the exact interval that Stopwatch will round to if Rounding is enabled in the preceding option.

**Allow Concurrent Timers:** This option allows you to enable or disable multiple stopwatch timers that can be counting time simultaneously.

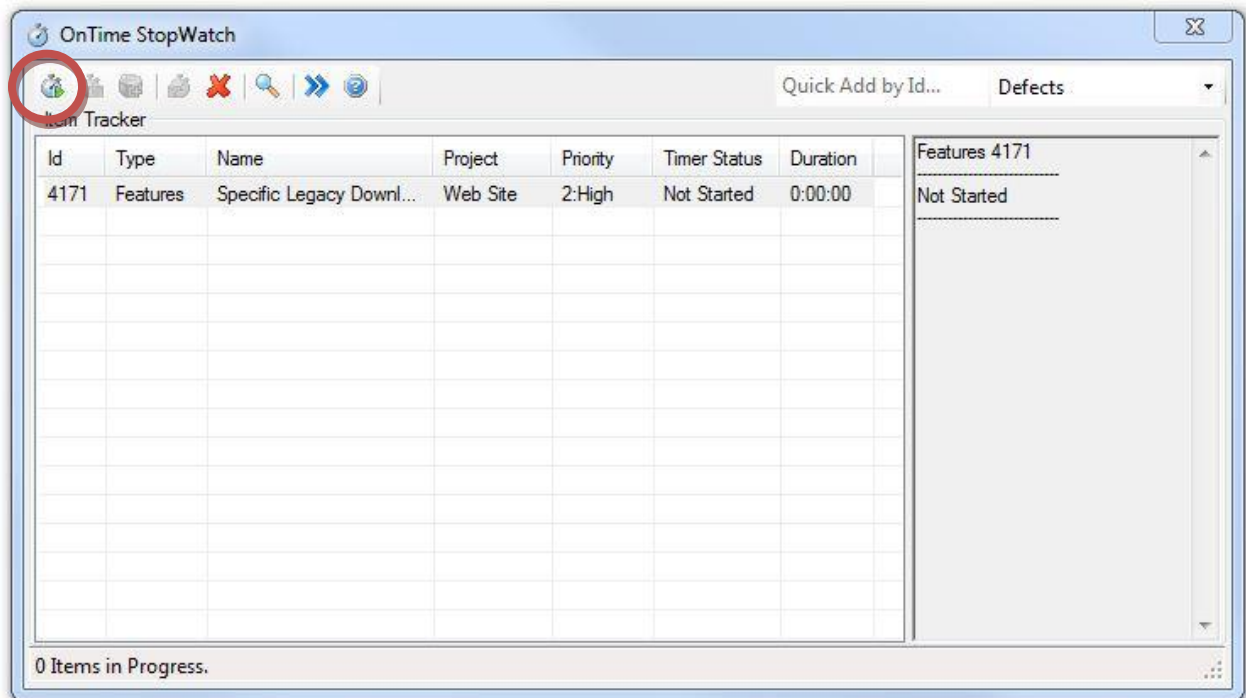
- 3) Once you click **OK**, the main OnTime Stopwatch interface will appear. The first thing to do would be to search for items in OnTime that you'll be working on. You can search for items in 2 different ways:



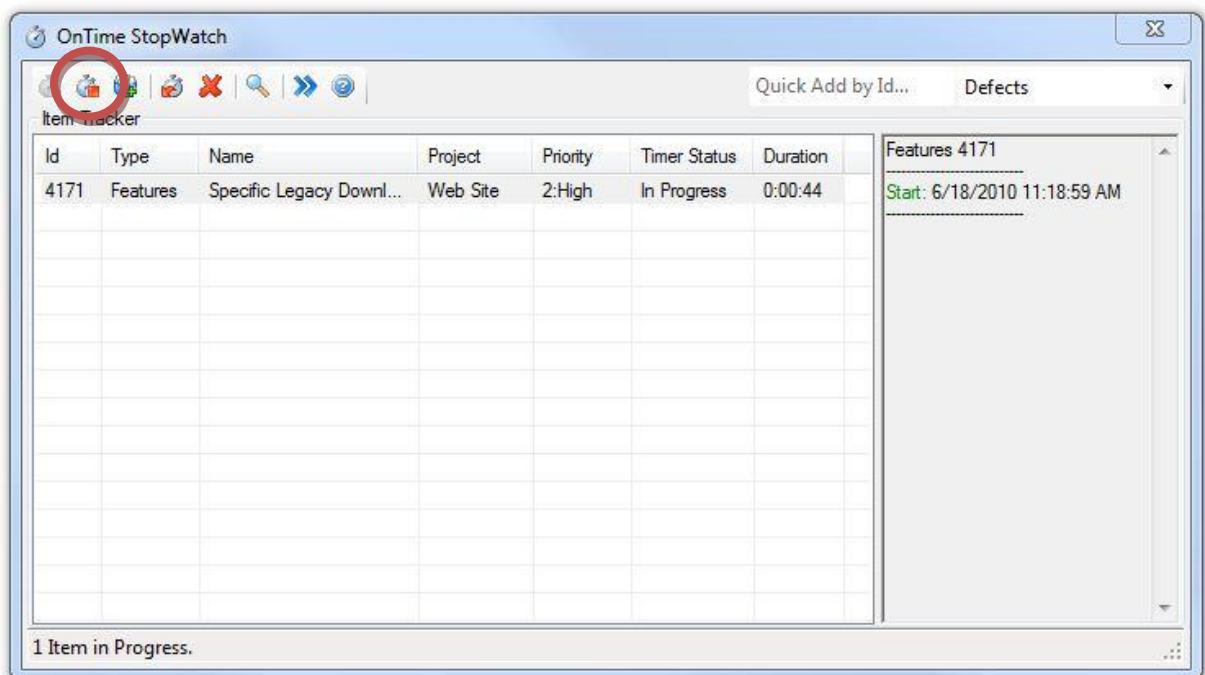
- If you know the exact itemID(s), you can search for them in the '**Quick Add by Id**' field in the upper right-hand corner.
- You can also search using the **magnifying glass icon** in the toolbar, located 3<sup>rd</sup> from the right. From this search window, you can filter by **Project**, **Item Type/Filter**, and by **Assignee**(yourself or Everyone). Once you've set your criteria, click '**Search**' and the results will be displayed in the list below:



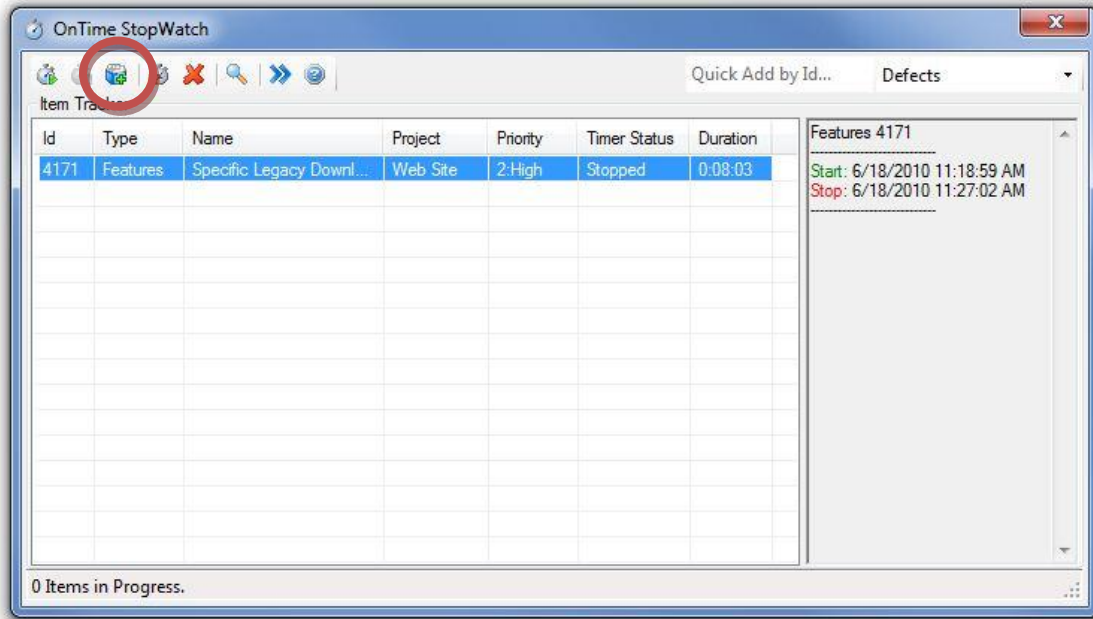
- 4) Once you've found the item(s) you need, select them and click the **'Add Selected Items'** button. The item(s) will appear on the main Stopwatch list. You're now ready to begin tracking time on the item while you work on it. When ready select the item in the main list and click the **leftmost toolbar button** to begin the timer:



- 5) You'll see the Stopwatch beginning to count the time in the rightmost column. You can then minimize Stopwatch and start whatever task you're working on. When you're finished with your work, launch Stopwatch from your taskbar and click the second icon from the left to stop the timer.



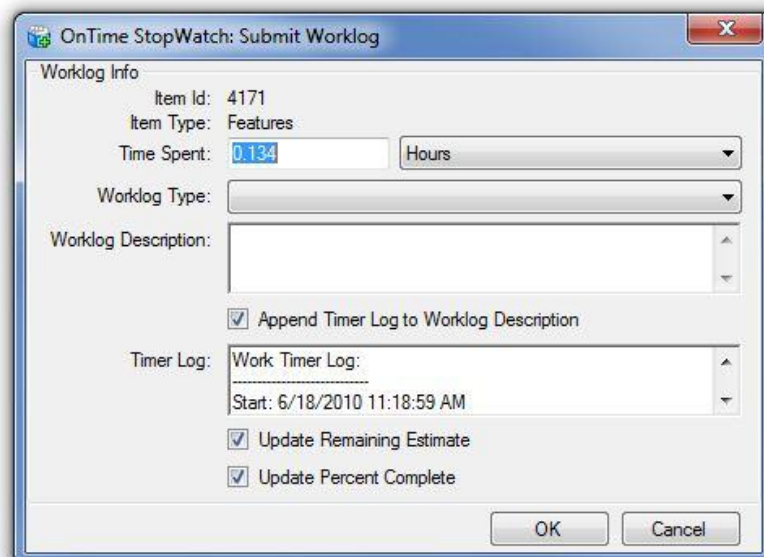
- 6) You can click the third toolbar icon from the left to begin the simple process of submitting the time to the item in OnTime as a work log.



- 7) The settings your OnTime administrator has configured within OnTime under **“Tools>System Options>Item Detail Settings>Work Log Settings”** will effect whether the estimates section will be displayed on the ‘Submit Work log’ window, and whether the Actual Time field will be automatically updated by the work log time you submit through Stopwatch.

In addition to being able to manually adjust the time value and the time unit, you can choose a work log type, add notes to the Work log Description field, and even update the Remaining Estimate and Percent Complete fields. One added feature is that you can also append your Work log Description field with the start/stop details of the timer log. When finished, click **OK** to submit the work log to OnTime:

**NOTE:** In order to be able to submit the work log to OnTime, your user account must have the **‘Work Logs – Add/Edit’** permission within your security role. If you do not have permission to do so, Stopwatch will give you an error letting you know.



- 8) Once you've submitted the work log, you'll be taken back to the main Stopwatch window where you can either reset the timer for that item, or remove that item from the list by using one of the following 2 toolbar buttons:

