

# Getting started with Time Studio

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# Introduction

## Why Time Studio?

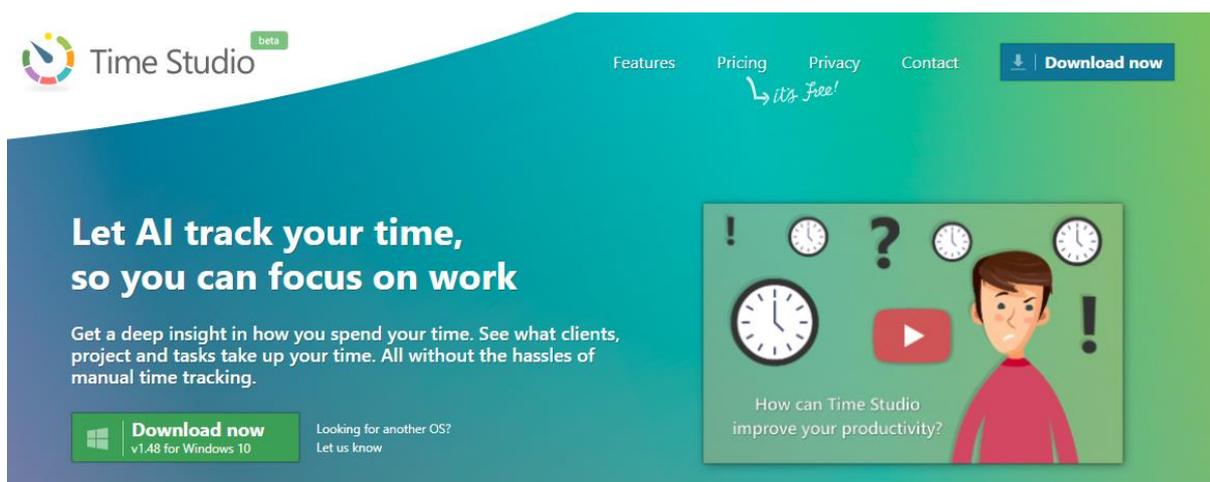
If you want to know how much time you spend on different tasks and projects, Time Studio is the solution you need. It allows you to keep track of your time, with great accuracy and without spending much time on time tracking itself.

### What you will learn in this tutorial:

- How to get Time Studio up and running
- How to add time entries manually
- How to approve or reject the AI's time entry suggestions
- How to rename and restructure your activities
- How to make charts and export data
- Various tips and tricks in Time Studio that will save you time

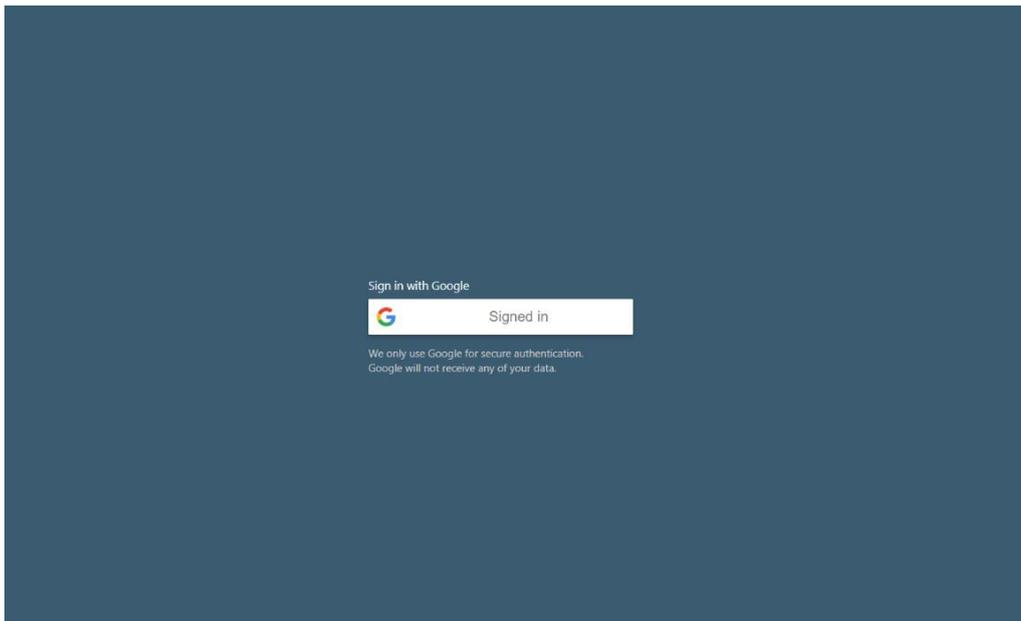
Currently, Time Studio is only available for the Windows operating system.

# Setting up

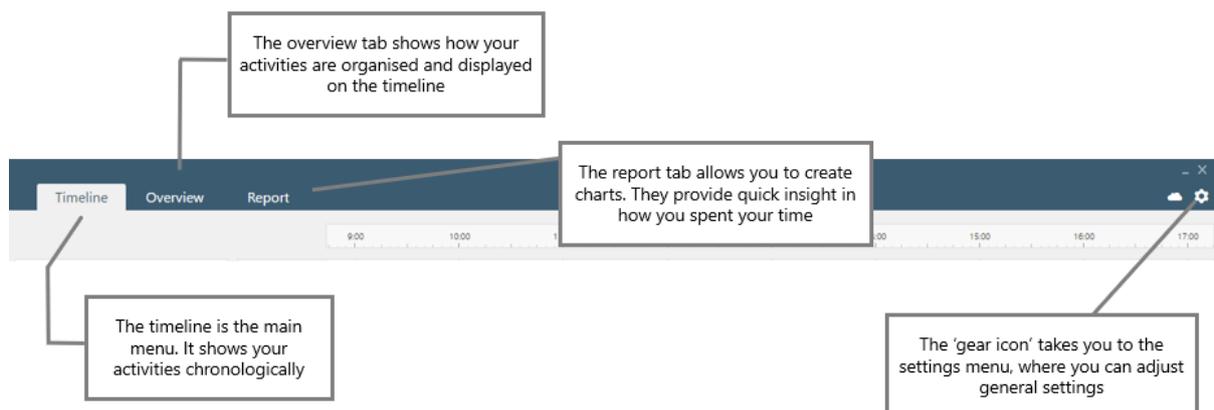


To install Time Studio, go to [timestudio.pro](https://timestudio.pro) and click on the 'Download now' button. An installer – TimeStudioInstaller.exe – will be downloaded. Allow Windows to install Time Studio on your system. This may take a few minutes. Time Studio will automatically start when the installation is done.

After installation the first step is to log in with a **Google account**. When you're new to Time Studio, an account will automatically be created. This allows for your data to be backed-up in the cloud and synced across your devices.

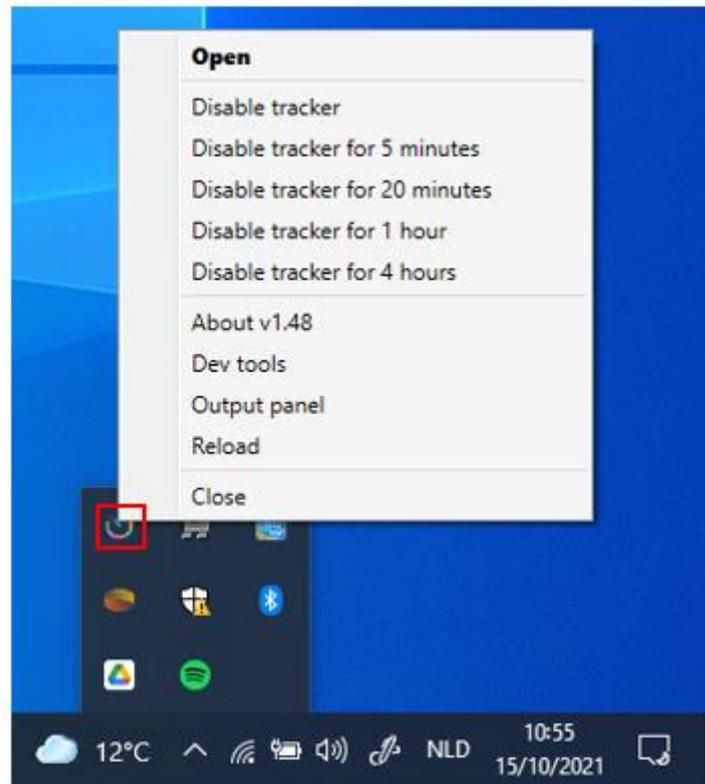


Once installed, open Time Studio. In the top right corner, hover over the cloud icon, it will indicate whether or not the application is online and connected to the cloud. The interface features several menus, as is indicated in the figure below.



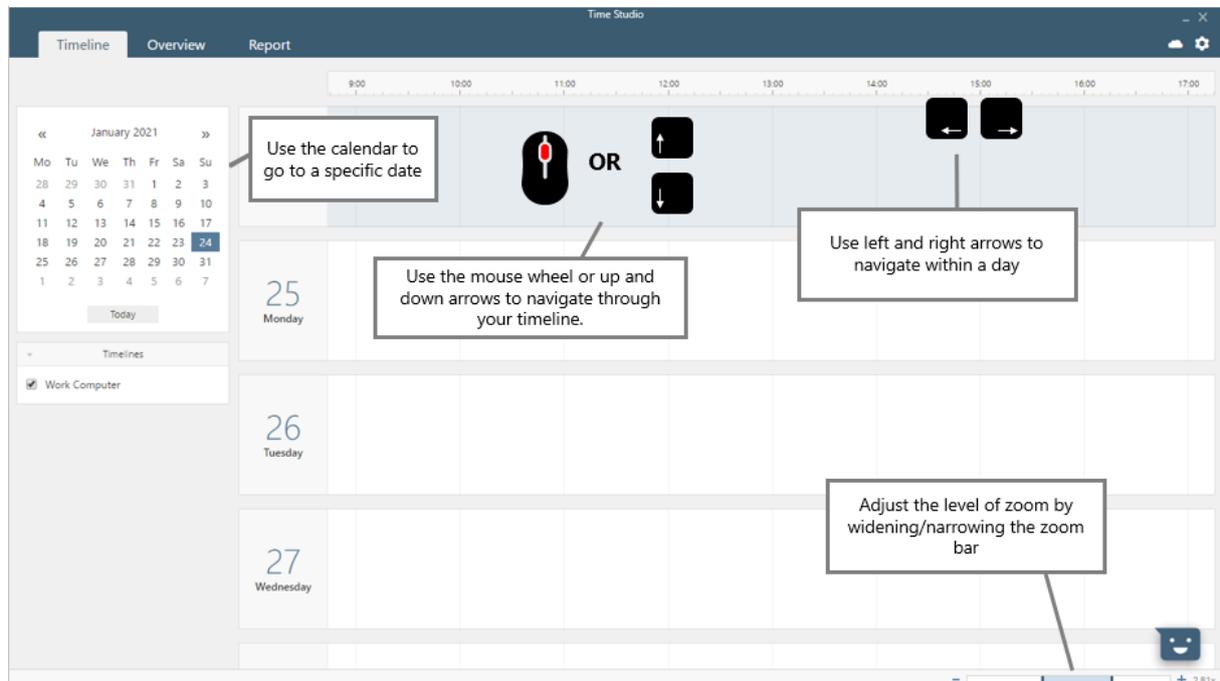
Time Studio will remain active on the background, even when you close the window, just like application like OneDrive Sync, Spotify, ... An icon will appear in the tray. Right clicking on it provides several options:

- Open: opens the Time Studio application
- Enable/Disable tracker: enable or disable Time Studio's computer usage tracker. ([see further](#))
- About version: show the latest version available and the changelog.
- Dev tools and Output Panel: these are tools to troubleshoot issues and should only be used when contacting technical support
- Reload: this will reload the application's user interface. Use this when the application becomes unresponsive.
- Close: shuts down both the application and the computer usage tracker completely.



# Timeline tab

## Navigation on the timeline



The 'Timeline' tab contains a chronological overview of all activities, both those indicated by the user as those suggested by Time Studio ([see further](#)). There are two ways to navigate through the timeline to different days:

- **Using the calendar:** The fastest way to go to a specific day is by using the calendar in the left panel. Click any day to show the timeline for the specified day. The 'Today' button takes the timeline to the current day.
- **Using the mouse wheel or arrow keys** (up and down): to go to the next or previous days.

You can also set the visible range of hours within a day.

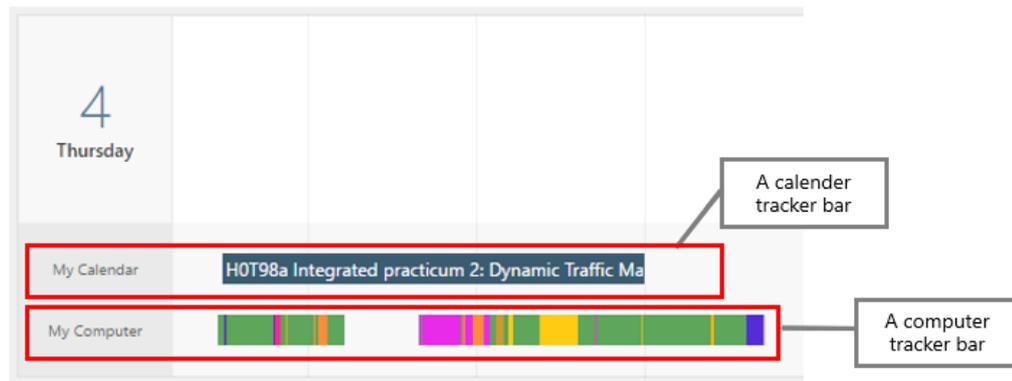
- Hover over the ruler (top) and clicking when the zoom icon appears. Right-click to zoom out.
- Positioning your mouse on the timeline and using the scroll wheel while holding [Ctrl]
- Or adjust the range slider in the bottom right part of the window.
- Use the left and right arrows to move the time window.
- Or use middle mouse button (or scroll button) to drag the timeline left or right.

## Trackers

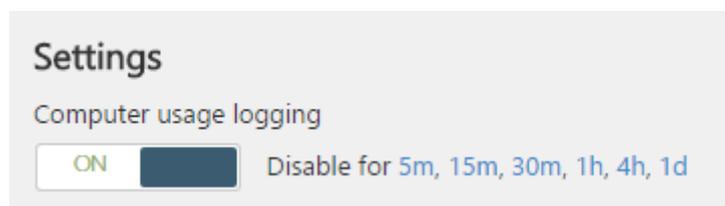
Time Studio uses trackers to learn what programs you are using on your computers or what appointments you have in your calendar. There are two types of trackers:

- A computer usage tracker: this tracker captures your computer usage – meaning the window that has focus, including which document and websites.

- A calendar tracker: synchronize your Outlook/Google/... calendar and let Time Studio use this data as an input.

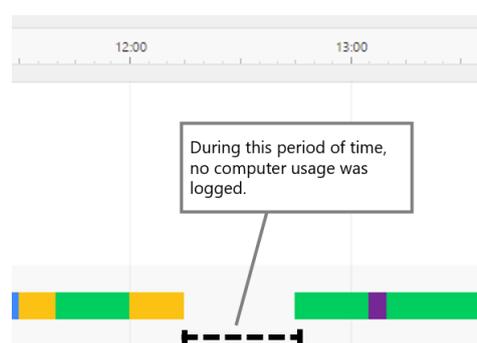


## Computer usage tracker



You can control the computer usage tracker in the 'Settings' tab. By turning of the logging switch, you can disable logging. Or choose to disable the tracker temporarily. In that case, the tracker will automatically re-enable after this time has passed. You can use Time Studio without any trackers, but it will help you fill in your time entries accurately, and also automatic time tracking can only work when there is computer usage data to analyze.

When Time Studio is not synced to the cloud – i.e. when your device does not have an internet connection, time tracking will still continue (if enabled). The logs however will only show once your computer has access to internet again.



**Tip:** previous computer usage will only show up after a certain amount of time.

Also: if your computer is idle, no usage will be logged. When the tracker is disabled, it will look the same as being idle, as is shown above.

## Calendar tracker

Time Studio can incorporate your own calendars to track in '.ical'-format. Added calendars will appear as is shown below. By disabling them here, they will not appear on the timeline, neither will they be taken into account by the machine learning algorithm.

### Edit calendar ✕

Calendar name

Timeline label

Url (to .ics)

cancel
ok

Adding a calendar step-by-step:

1. Click on 'Add Calendar'
2. Name calendar
3. Timeline label: this is the name of the calendar as it appears on the 'Trackers' bar on the timeline
4. Fetch .ics/.iCal URL:
  - Outlook.com: go to Settings > Calendars > Shared Calendars and copy the .ics-link with 'can view all details' enabled.
  - Google Calendar: go to 'Sharing' and then search for the option 'Secret address in ical format'

**Tip:** You can name all calendars the same, such that they appear as 1 calendar tracker on the timeline

## Hide/show trackers in the timeline

You can select the visibility of the different trackers in the appropriately named 'Trackers' window in the left panel, underneath the calendar.

Trackers

Work Computer  
 My Calendar

By default, all trackers will be displayed on the timeline. (un)tick the box corresponding to a tracker to show/hide it on the timeline.

## Add activity manually

### Create a new activity

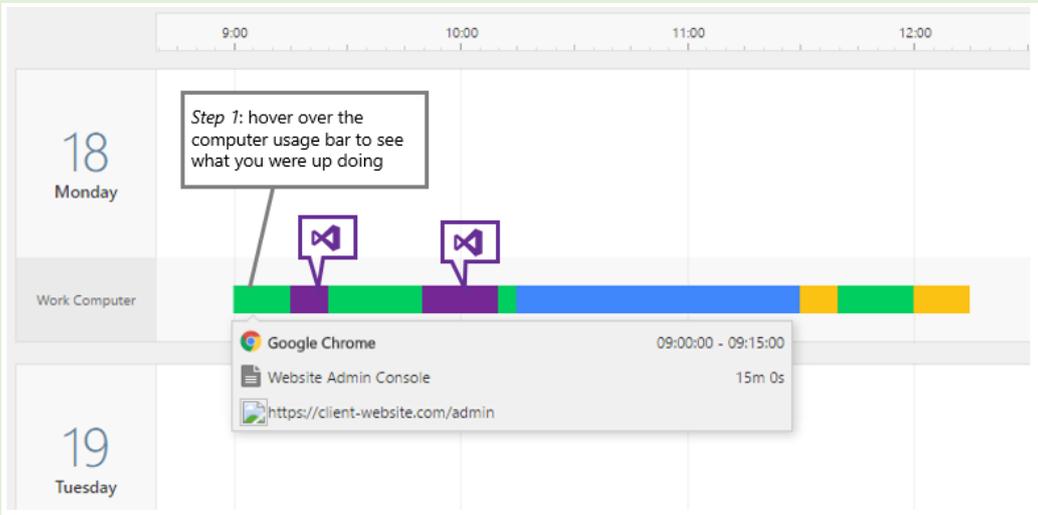
Now it's time to take a closer look at activities. In Time Studio, an activity is defined as a time span during which you were doing a certain task or project.

Step-by-step approach to create a new activity:

1. [optional] Hover over your computer usage / calendar to see what you were doing. This helps you to accurately track your time and serves as a memory of what you did.
2. Use the crosshair to draw a bar and drag it along the timeline for as long as your activity lasted.
3. Name the activity and add details [optional]. For your own convenience, choose a name which corresponds to the activity.

**Tip:** Try to draw boxes – especially in the beginning – as accurately as possible. This will help the algorithm understand your activities better and will lead to better results for automatic time tracking.

**Tip:** In naming the activity, spaces between words are allowed, as well as all symbols. Be cautious, a dot will signify a separation in activity levels ([see further](#)).



The screenshot displays the Time Studio interface with a timeline from 9:00 to 12:00. A callout box labeled 'Step 1: hover over the computer usage bar to see what you were up doing' points to a bar on the 'Work Computer' row. A tooltip for 'Google Chrome' shows the time span '09:00:00 - 09:15:00' and lists 'Website Admin Console' with a duration of '15m 0s' and the URL 'https://client-website.com/admin'.

In this example, we were working on a Website (<https://client-website.com/admin>) in our browser (Chrome) and in a Visual Studio file called 'Corporate Website.sln'. We know that this usage belongs together, and our activity starts at 9 and ends at 10.15 AM (**Step 1**).

**Tip:** You can copy the URL of a website or path by right clicking on the URL in the grey box and selecting 'Copy URL'.

The screenshot shows the Time Studio interface for Monday, 18th. A timeline at the top shows hours from 9:00 to 12:00. Below the timeline, a blue box is drawn from 09:00 to 09:55. A crosshair is visible over the box, and two blue arrows point to the right, indicating the box is being expanded. Below the timeline, a 'Work Computer' bar shows various colored segments (green, purple, blue, yellow). A callout box points to the blue box with the text: "Step 2: Use the crosshair to draw a box above all computer usage which belongs to the activity".

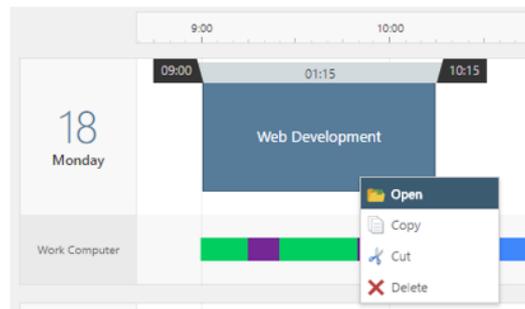
So, we draw a box in that period (**Step 2**). Then, a dialogue pops up: we name our activity Web Development, and add details if we like (**Step 3**).

The screenshot shows the Time Studio interface for Monday, 18th. A blue box is drawn from 09:00 to 10:15, labeled "Web Development". A callout box points to the box with the text: "Step 3: Name your activity, and add details (optional)". Below the box, a detail panel is open, showing a dropdown menu with "Web Development" selected, a "Location" field, and a "Description" field.

## Edit an existing activity

You can edit existing activities:

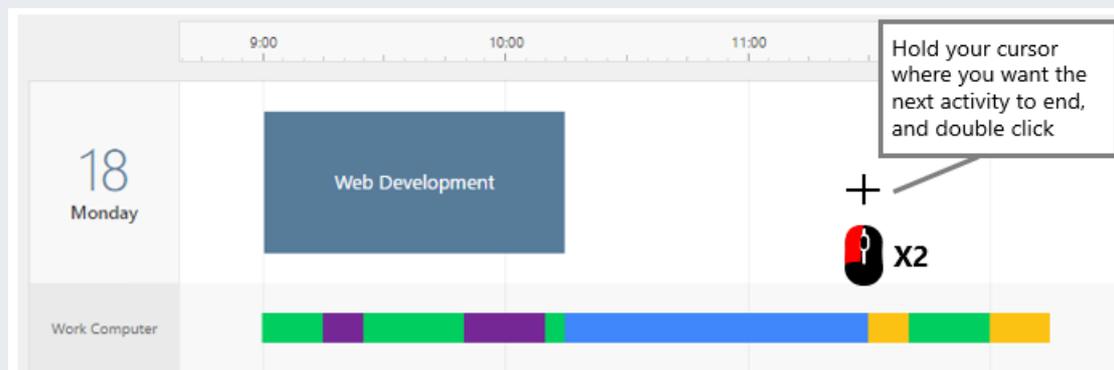
- Double click: reopen the detail panel to edit the activity's properties
- Drag: move the activity to a different time
- Dragging the left and right side: change the start and end time



You can also right click on an activity block to see additional options:

- Open: reopen the detail panel to edit the activity's properties
- Copy: copy the activity block, and paste it elsewhere.
- To paste, right click on an empty place on the timeline
  - Paste here: paste the activity at the time of the mouse position
  - Paste on day: paste the activity on that day, at the same time of the original activity
- Cut: remove the activity block from its current position and place it elsewhere
- Delete: erase the activity block

**Tip:** Shortcuts & autocomplete



After you've created your first activity of the day, you can create a subsequent activity by double clicking on the desired end time. The start time will automatically be set at the end of the first activity. Use the auto complete to name your activities quicker.

## Automatic time tracking

Time Studio uses machine learning (ML) to automate the creation of time entries. The ML analyzes past time entries and tracker data. The more time entries and tracker data you have, the better the algorithm can perform. The algorithm looks at the following computer usage data:

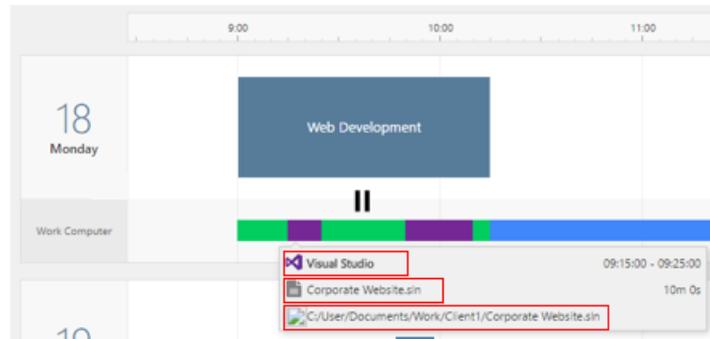
- The application that has focus
- The title of the active window
- The name of path of the active document (only supported in some applications)

- The website URL (when using an internet browser)
- Keywords in the filename/path/URL
- Calendar appointments

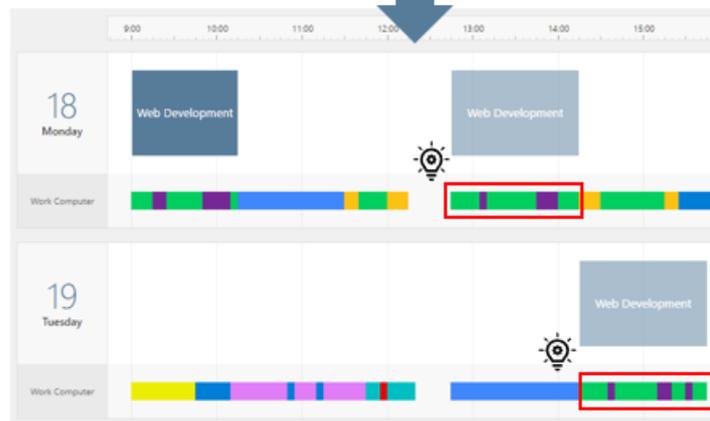
Then, whenever the algorithm comes across familiar computer usage, a suggestion for the activity which it most likely belongs to will pop up.



## Learning

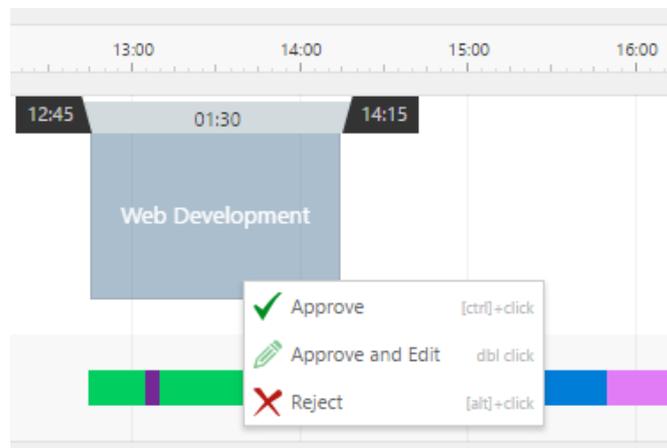


## Recognition and suggestion



**Tip:** You can help the algorithm to learn better, by correctly naming your files, paths, etc.

## Activity suggestions



When the algorithm finds familiar computer usage patterns, activity suggestions will appear in the timeline. These can be recognized by their transparency. There are 3 actions you can apply to these suggestions, which are accessible from the context menu (left click on the activity):

- **Approve** ([ctrl]+click) if the suggestion is correct. From then on, the block is not transparent anymore
- **Approve and edit** (double-click) if the suggestion is only partly correct, and needs renaming. After this action, the block is not transparent anymore.
- **Reject** ([alt]+click) If the suggestion is incorrect. The suggestion then disappears.

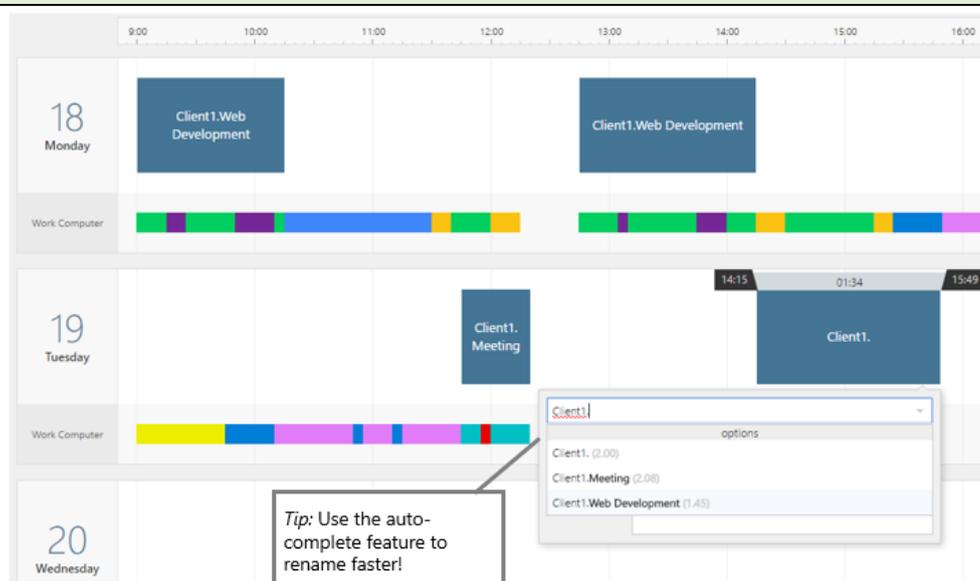
**Tip:** Time Studio might show your activity in bits and pieces, by right clicking on an empty piece of the timeline, and clicking 'Merge', it will automatically merge adjacent and similar activities on that day.

# Overview tab

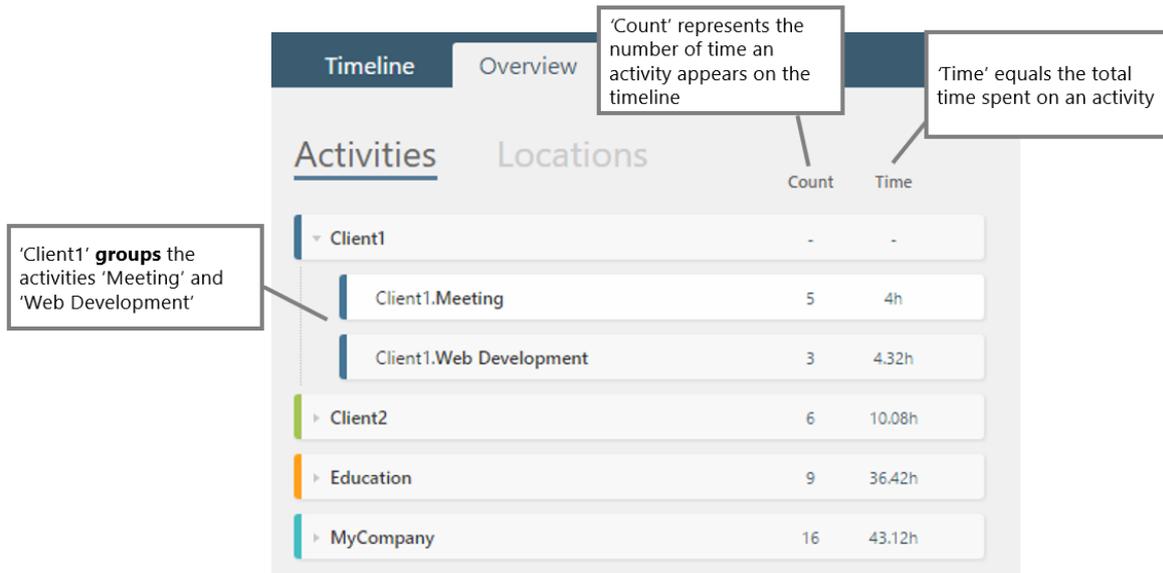
## Organizing activities

Time Studio offers the possibility to organize your activities in groups. For example, building a website and planning advertising campaigns are both in the 'marketing' category. In Time Studio, you can use a 'dot' to separate activity levels, eg: 'Marketing.Website'. Or you can choose to group by client, project, phase, ... You can use as many levels as you like, as long as you consequently separate levels with a dot. Eg: 'Client A.Project B.Phase 2.Some task'.

Example: Since we know both Meeting and Web Development are for Client 1, we appropriately rename 'Web Development' and 'Meeting' to 'Client1.Web Development' and 'Client1.Meeting' respectively by right clicking on each of the blocks.



The 'overview' tab contains a visual representation of the hierarchy of your activities. Clicking on the dropdown arrow next to an activity group displays its subactivities. For every activity you see the number of occurrences, as well as its total duration.



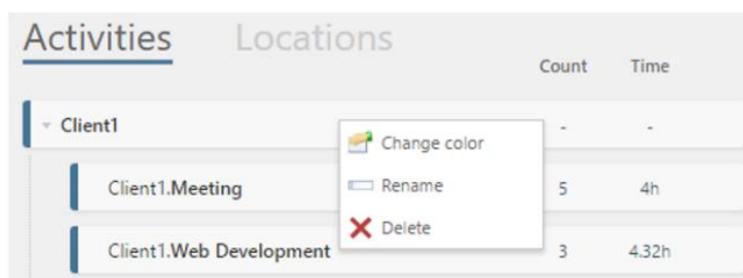
'Count' represents the number of time an activity appears on the timeline

'Time' equals the total time spent on an activity

'Client1' groups the activities 'Meeting' and 'Web Development'

Activities	Count	Time
Client1	-	-
Client1.Meeting	5	4h
Client1.Web Development	3	4.32h
Client2	6	10.08h
Education	9	36.42h
MyCompany	16	43.12h

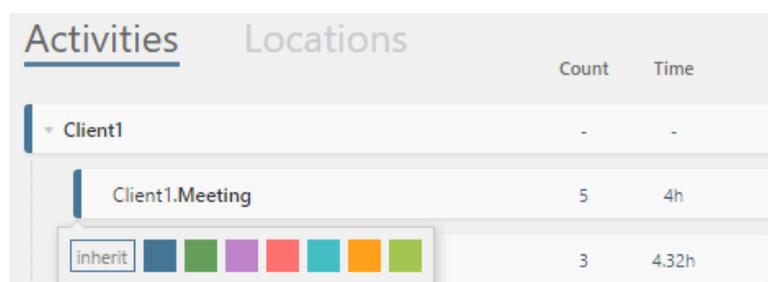
## Bulk edits



Activities	Count	Time
Client1	-	-
Client1.Meeting	5	4h
Client1.Web Development	3	4.32h

You can also adjust the appearance and name of activities within the application.

- Change color:** you can change the color of all activities belonging to a group of activities (e.g. 'Client1'), or the color of one specific activity (e.g. 'Client1.Meeting') as it appears on the timeline. When choosing 'inherit', the subactivity will simply take the color of activity group it belongs to.



Activities	Count	Time
Client1	-	-
Client1.Meeting	5	4h
Client1.Web Development	3	4.32h

- Rename an activity:** renaming an activity will apply to all of its occurrences. You can also use this function to move a subactivity from one group to another one. Simply edit the name in front of the dot.

If we rename 'Client1.Web Development' to 'Client2.Web Development', the activity Web Development will change groups as illustrated above. The activity, by default, then inherits the color of its new group.

✕
Rename

This action will rename all activities of this occupation. Choose a new name and choose whether the rename should also be renamed to descendant activities.

Client2.Web Development

Apply rename also to all descendants

cancel
ok

- Delete an activity:** delete on activity will remove all occurrences of this activity on the timeline. You will receive a warning first, but be mindful as there's no undoing this action.

Activities	Locations	Count	Time
- Client1		-	-
Client1.Meeting		8	8.25h
- Client2		-	-
Client2.Video Editing		3	5.83h
Client2.Web Development		3	4.32h

✕
Delete 8 activities


All activities of type Client1 will be deleted, including all descending activities.

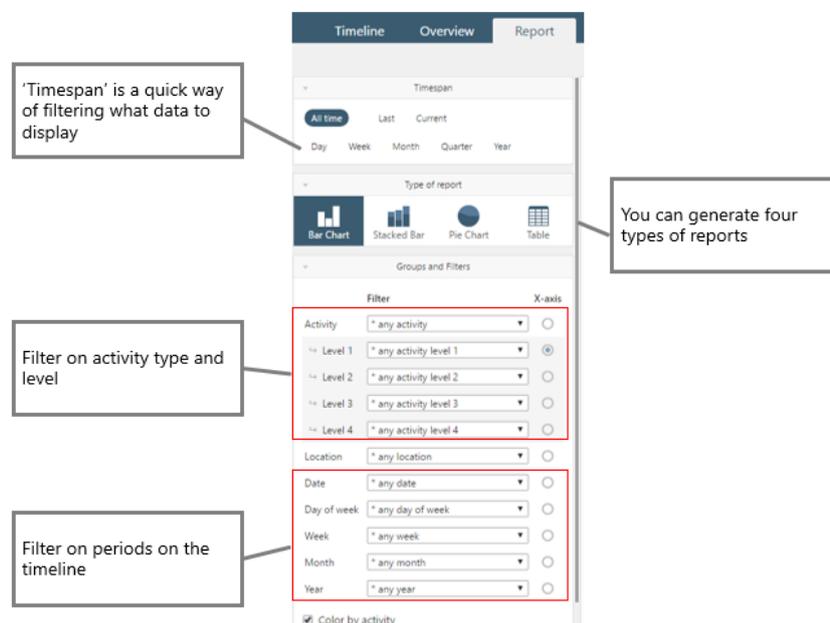
cancel
ok

## Report tab

Time Studio's goal is to offer insight in your time management. This is done in the report tab, where you can create different types of charts and tables, with many options to customize. For example:

- You want to know how many hours you've spent on a specific client, and how this number of hours evolves over the months.
- You want to see a breakdown of your hours by client for the current month.
- You want a list of different projects you've been working on this year, and for each project the amount of time spent on it.

All these examples are only a few mouse clicks away. The report tab let's you create almost any chart or table you want.

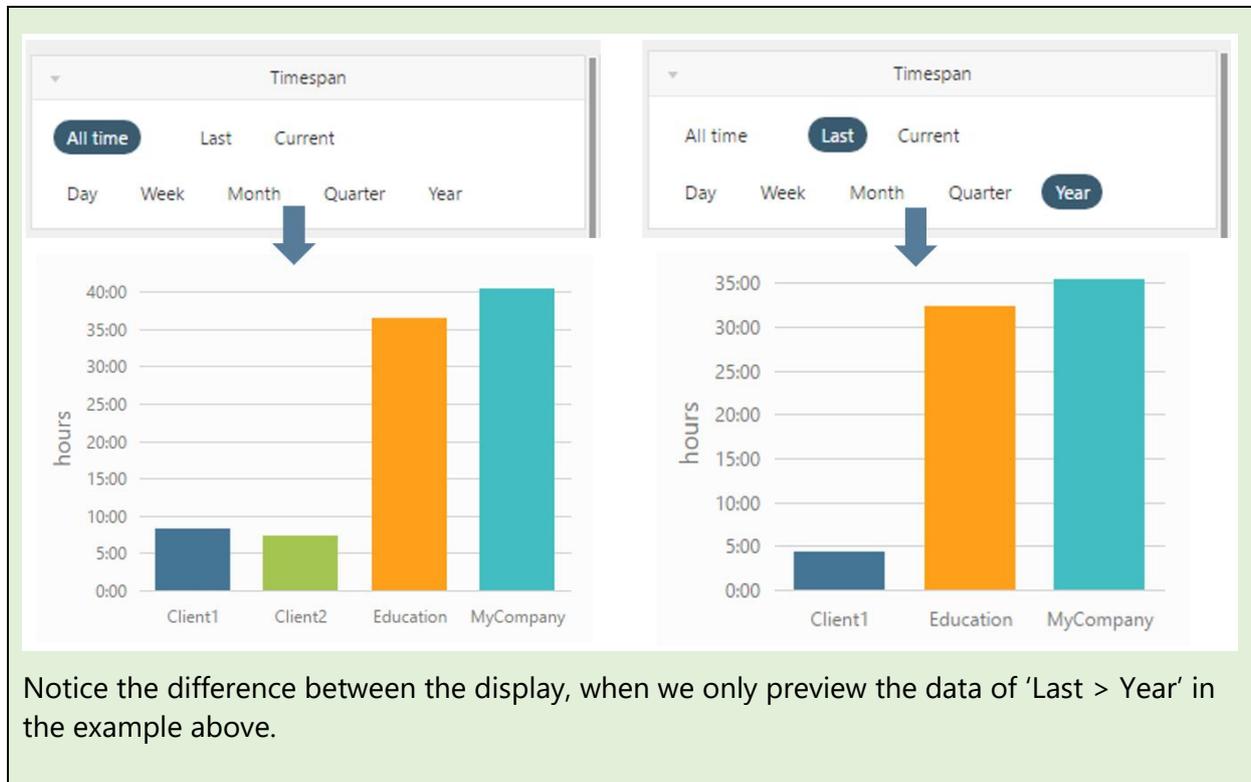


There are a few different steps to take to create a report. These can be done in any order, but they appear in this order in the interface:

1. **Timespan:** a time pre-filter, which let you make a preselection of the timespan you want to generate a report for
2. **Type of report:** choose between 'bar chart', 'stacked bar chart', 'pie chart' and 'table'
3. **Filter:** make a deeper selection of data: choose only certain activities, locations or time
4. **X-axis/Color/Row:** Choose what data should be used to make bar charts for / colors in a pie chart / what every row in a table should be
5. **Additional options:** Set additional options based on the context

## Timespan pre-filter

A quick way of pre-filtering is the 'timespan' panel, located in the upper left corner of the report tab. Selecting 'All time' is the default view, in which the entire timeline is selected. Choosing either 'Current' or 'Last' respectively only selects activities from the current period or from the previous period. As periods, you can choose between day/week/month/quarter/year.



## Type of report



When you've selected the desired period, you can select the report type. There exist four types of reports:

- Bar chart
- Stacked bar chart\*
- Pie chart
- Table

\* a stacked bar chart is like a bar chart, but every 'bar' can also be divided into different colors, based on other properties

## Groups and filters

### Activity level dropdowns: filter on activity

For any report, you can select which (groups of) activities are shown.

Filter

Activity  ▼

↳ Level 1  ▼

↳ Level 2  ▼

↳ Level 3  ▼

↳ Level 4  ▼

- Select an activity from the 'Activity' dropdown if you only want to see the time spent on a specific activity.
- You can also select the 'Levels' filters to view time spent on activities belonging to a certain group.

### Time dropdowns: filter on time

You might want to know how your efforts are distributed over time. Or you want to zoom in on a specific period, because you might want to look back to know what you've done. The time filter is designed to answer those needs. Note that this is in addition of the timespan prefilter ([see before](#)).

Date  ▼

Day of week  ▼

Week  ▼

Month  ▼

Year  ▼

You can use the following dropdowns:

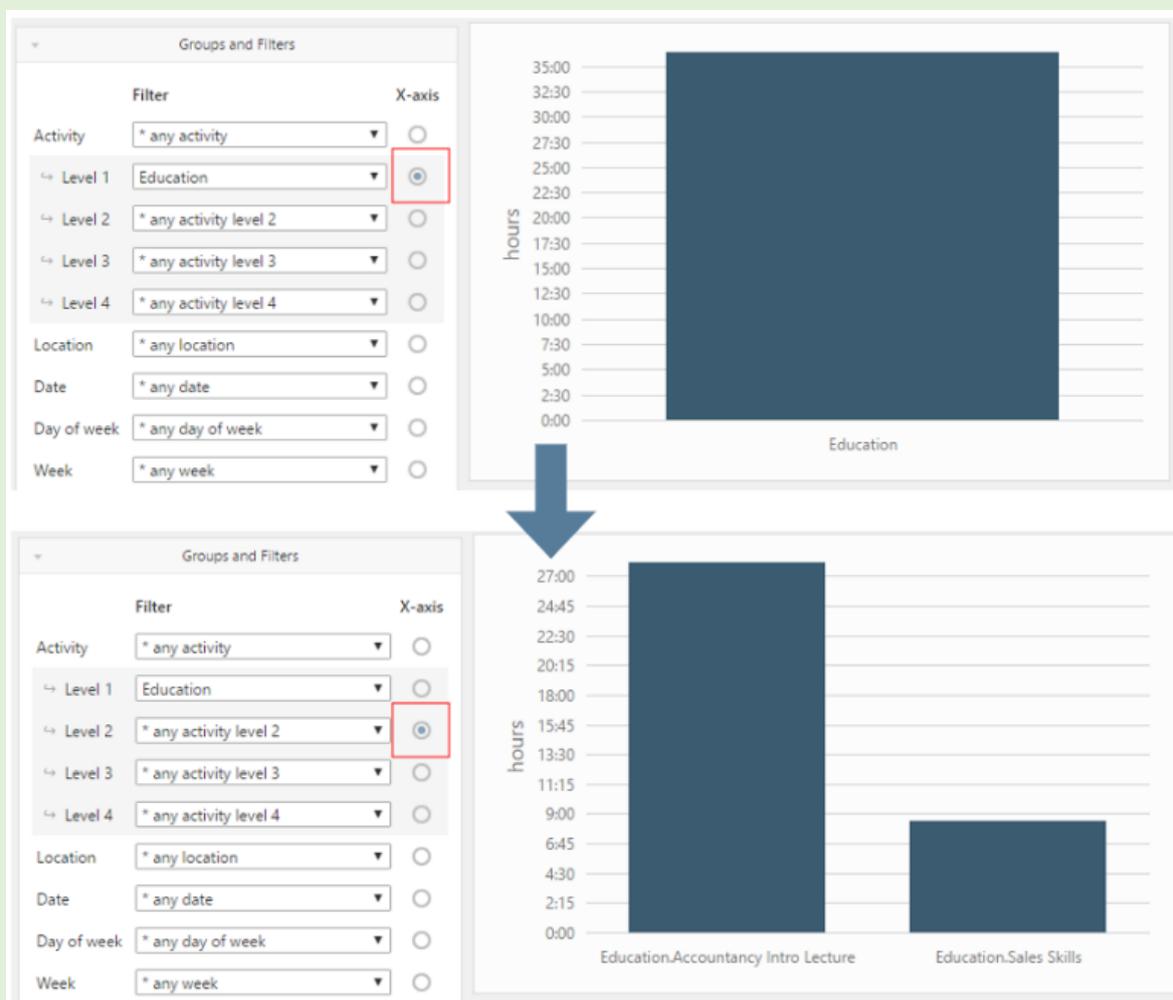
- **Date:** only display your activities on a specific date. You can only choose from dates on which activities occurred.
- **Day of the week:** select a day of the week to view your total performance on a given day of the week.
- **Week:** the weeks in a year are numbered. Select a week number to zoom in on a certain week.
- **Month:** the same principle as for the 'Week' filter applies.
- **Year:** the same principle as for the 'Week' filter applies.

## Option buttons

To the **right** of the dropdowns, you can select what the X-axis of the report shows. As these buttons differ per chart type, examples for each chart type are provided.

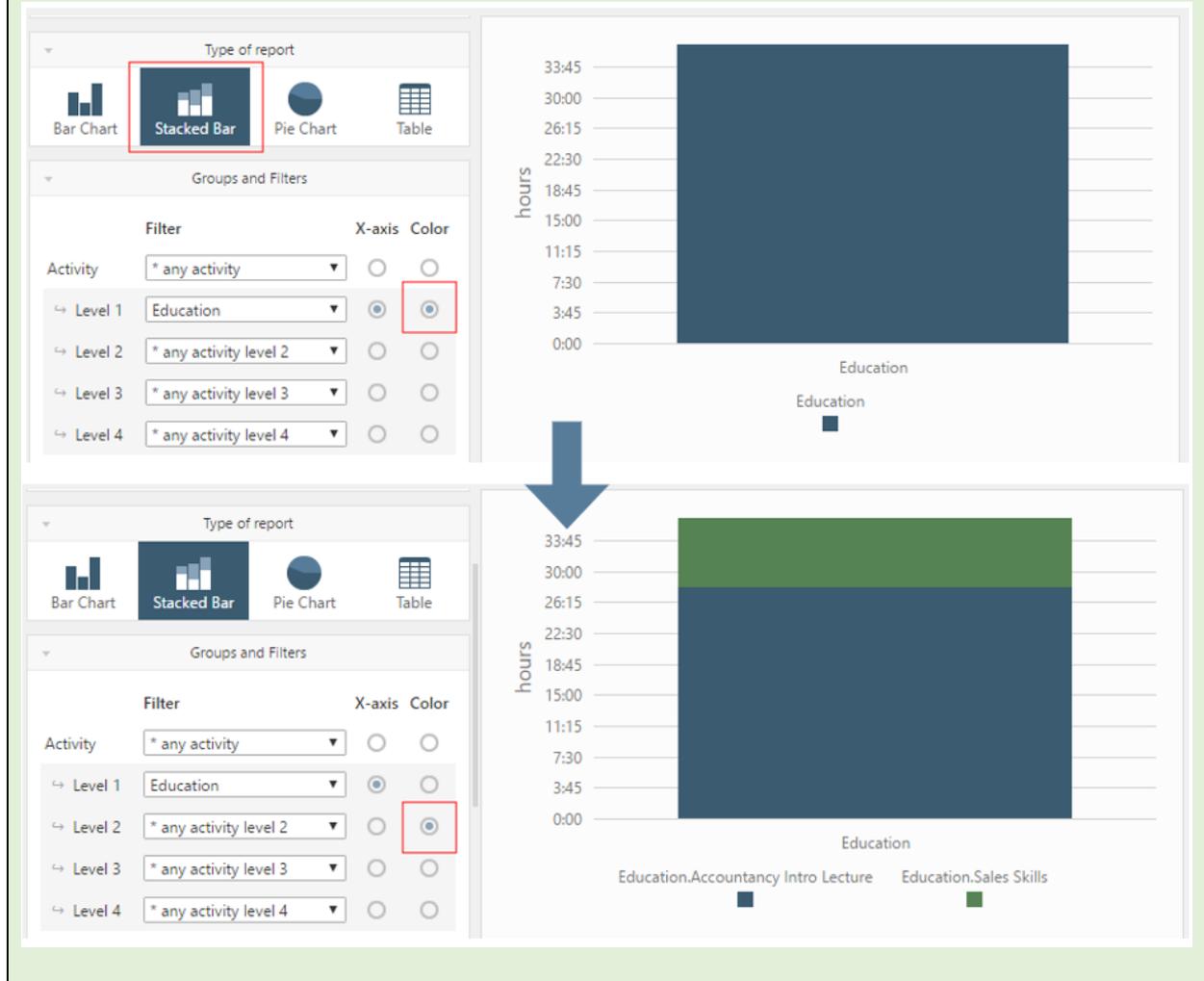
- With a **bar chart**, you can then choose the X-axis to show the total time spent on the activity group, or to separate it into its subactivities. A table allows you to set the row divider, called 'Rows' which is the equivalent of the X-axis but then vertically.

To illustrate this with an example: when selecting 'Education' as Level 1 and setting the X-axis to Level 1, we see the total time spent on all subactivities belonging to 'Education'. When changing the X-axis to Level 2, the display separates the total time spent into the subactivities of 'Education', being 'Education.Accountancy Intro Lecture' and 'Education.Sales Skills'.



- A **stacked bar chart** allows you to change the X-axis. Additionally, you can change the level on which it separates activities by color.

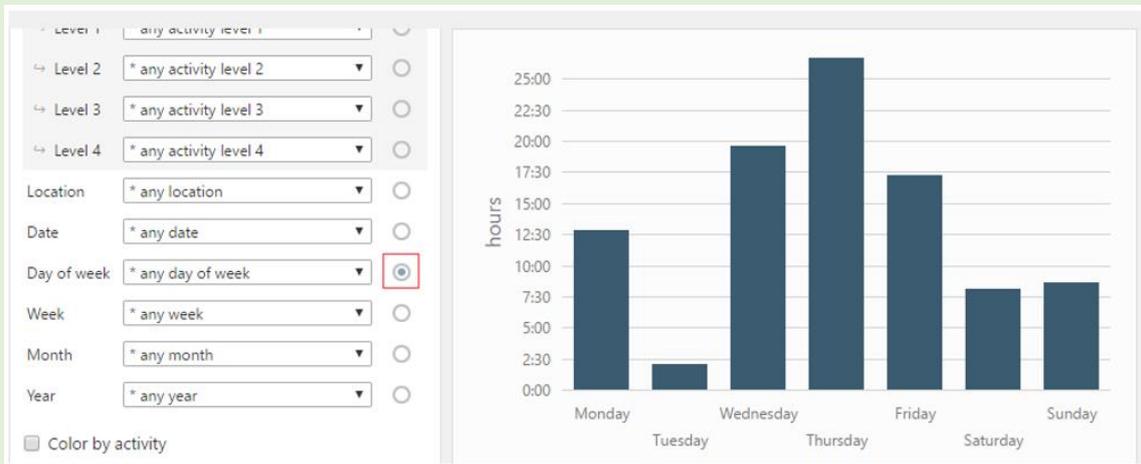
With the 'Stacked Bar Chart' selected, we again look at Education. But now, instead of changing the X-axis, we set the Color to Level 2. The stacked bar now separates 'Education' into its subactivities by color.



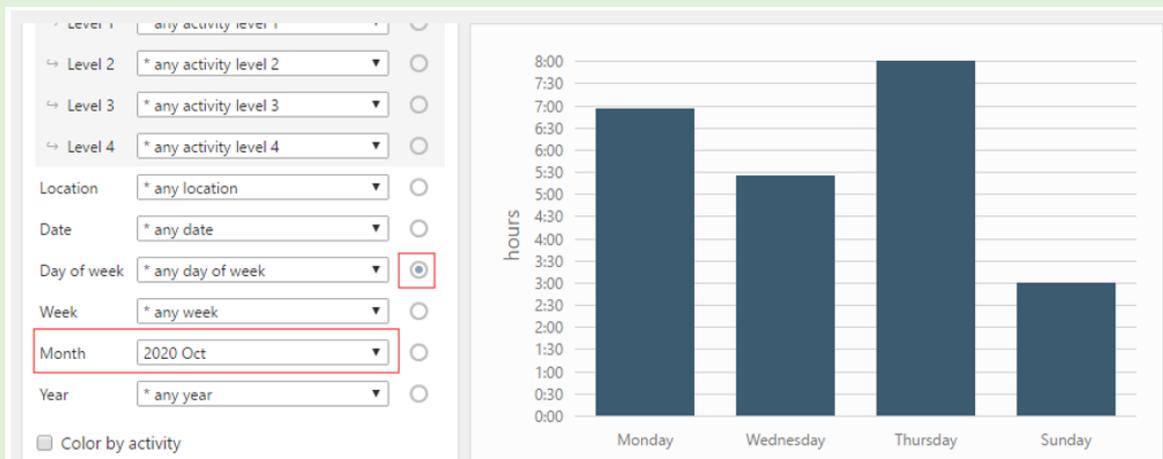
- A **pie chart** only allows to change the colors of the display in the chart, as it doesn't have an X-axis

You can also make use of the X-axis option button to separate your effort into periods of time.

In this example, we've selected no options from the dropdown and set the X-axis to display 'Day of the week'. As you can see, you can compare how you performed on each day of the week in total.



Now select a time filter (e.g. Month) and notice how the display changes: the time spent on each day of the week is now limited to the month of October. Apparently, we haven't spent any time on Tuesdays, Fridays and Saturdays in that month.



## Additional options

- Color by activity
- Include AI suggestions

There are some additional features for reports, which you can find by scrolling down in the left column.

## Coloring by the chart

With this option, you allow the report tab to color the bars according to the color with which they appear on the timeline. You can change the color of (sub)activities in the 'Overview' tab.

## Include AI suggestions

You can allow Time Studio to include the suggestions which haven't been approved by you on the timeline. When enabled, you will notice that the total time you've spent will go up in case you haven't approved AI suggestions on the timeline.

## Report examples

This section covers three examples to show the possibilities of report creation in Time Studio.

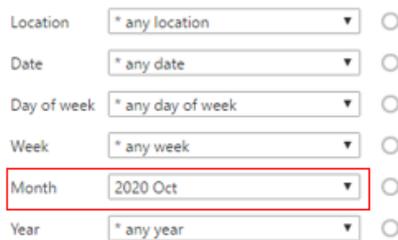
### Example 1: Look back at the time spent on different activities during one month (October 2020)



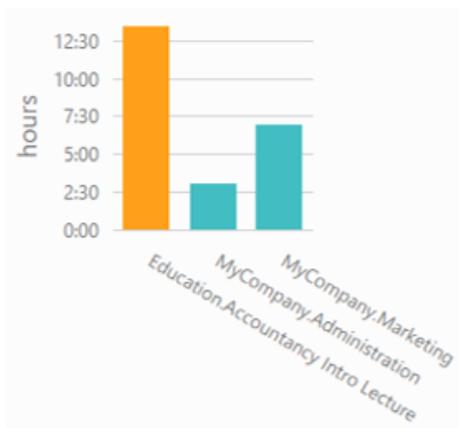
**Step 1: Select the bar chart**



**Step 2: Set the option button to 'Level 2' to display 2nd level activities**

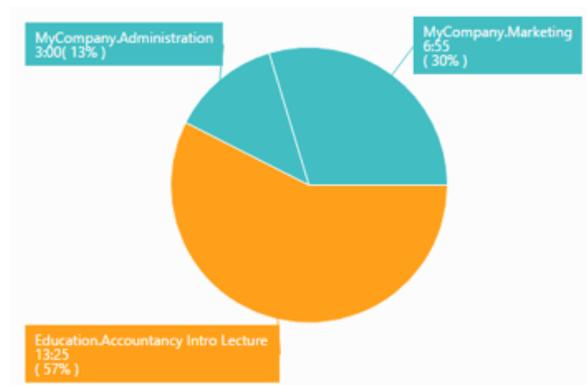


**Step 3: In the 'Month' dropdown select '2020 Oct'**



**Step 4: See the resulting bar chart**

OR

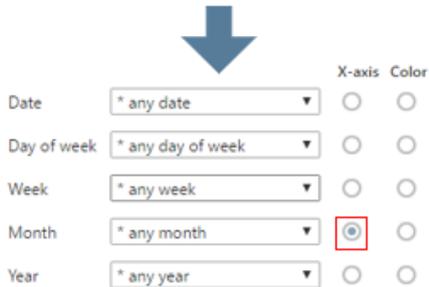


**Step 4: Display the result with a pie chart**

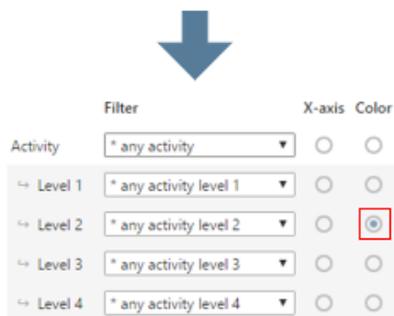
### Example 2: Progress per month with stacked bar chart



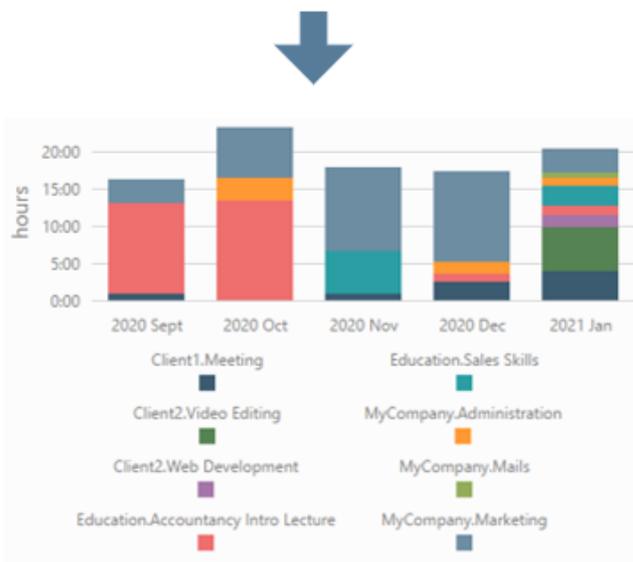
**Step 1: Select the 'Stacked Bar'**



**Step 2: Set the X-axis to 'Month' in order to see the progress over several months**

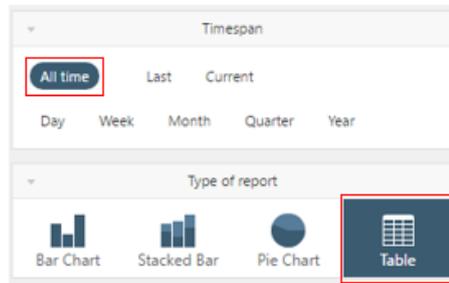


**Step 3: Set the color option to 'Level 2' to separate 2nd level activities by color**

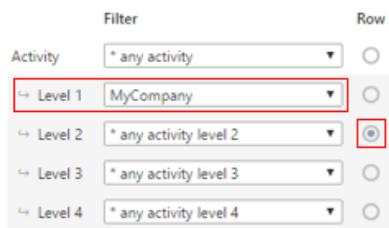


**Step 4: Observe your progress over several months, separated per activity**

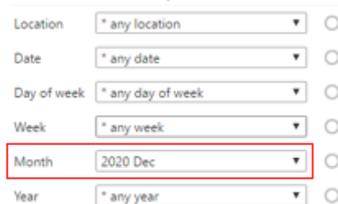
### Example 3: Make a Timesheet for December 2020 for a single client/project ('MyCompany')



**Step 1: Set the quick filter to 'All time' and select the 'Table' as report type**



**Step 2: Select 'MyCompany'. Set 'Row' to 'Level 2' to specify child activities of 'MyCompany'**



**Step 3: Select '2020 Dec' in the 'Month' dropdown**

**Step 4: Display the Timesheet**

OR

**Step 4: Select 'Show records with time' to view when activities were performed**

Activity	Hours
MyCompany.Administration	2.083
MyCompany.Marketing	8.917
<b>Total</b>	<b>11.000</b>

Show records with time

Start	End	Activity	Hours
2020-12-06 09:30	2020-12-06 10:40	MyCompany.Administration	1.167
2020-12-07 14:35	2020-12-07 15:20	MyCompany.Administration	0.750
2020-12-08 15:30	2020-12-08 17:05	MyCompany.Marketing	1.583
2020-12-10 12:55	2020-12-10 17:05	MyCompany.Marketing	4.167
2020-12-11 10:20	2020-12-11 12:10	MyCompany.Marketing	1.833
2020-12-14 11:20	2020-12-14 11:30	MyCompany.Administration	0.167
2020-12-15 12:35	2020-12-15 13:45	MyCompany.Marketing	1.167
2020-12-16 13:35	2020-12-16 13:45	MyCompany.Marketing	0.167
<b>Total</b>			<b>11.000</b>