

Tracking the Amount of Time Spent on a Project

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The information in this article applies to:





QUESTION

I would like to track the amount of time I dedicate to a particular project or assignment. How can I do this?

ANSWER



The Time Tracker tool enables you to accurately track the amount of time spent on a particular plan or layout file.

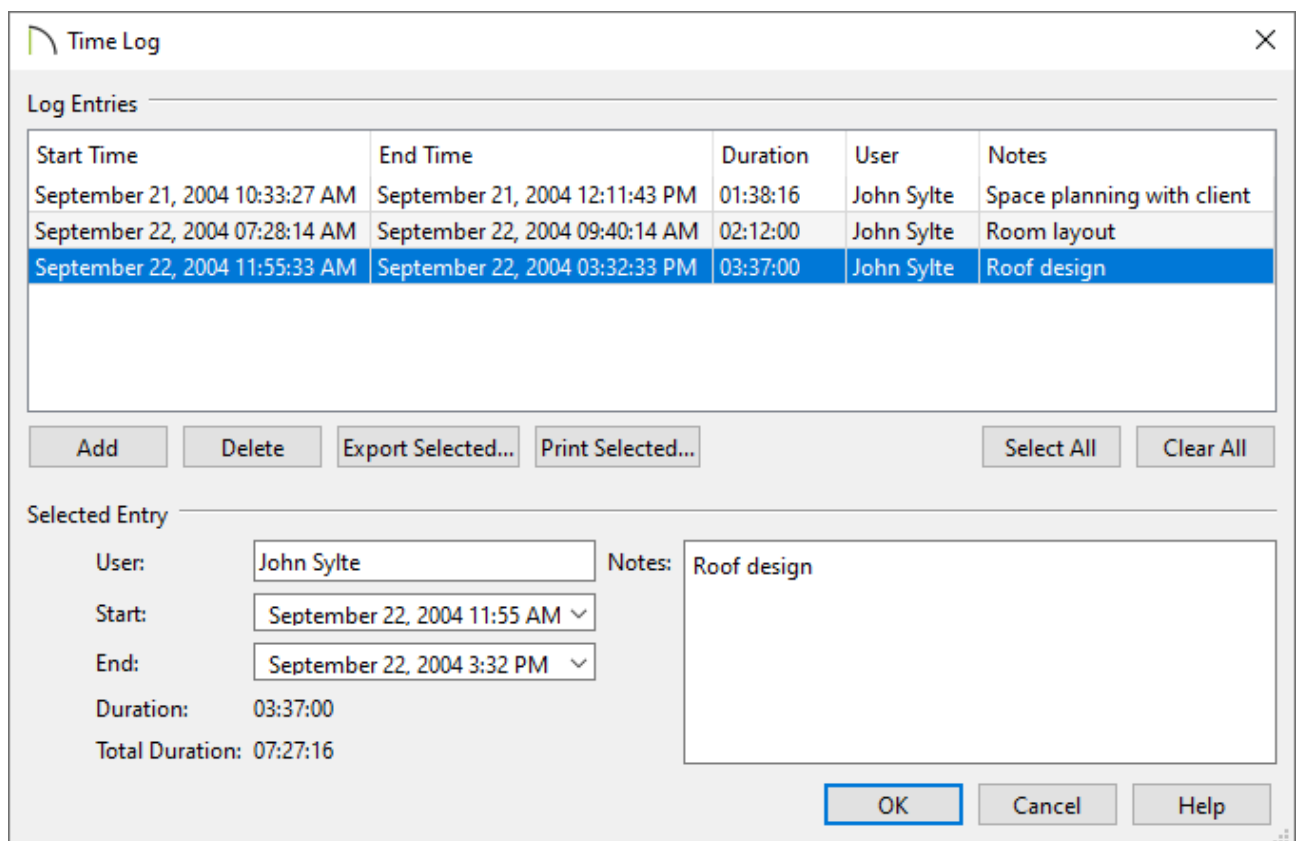
To use the Time Tracker

1. From the menu, select **Tools> Time Tracker** .
2. Notice that the **Start Time Logging**  option is grayed out. This is because Time

Tracker automatically begins logging time the moment you open a new or existing file, unless the Preference setting has been disabled.

You can control how the Time Tracker functions, including its timeout period, in the Preferences dialog. You can access Preferences using the Edit menu on a Windows PC, the Chief Architect menu on a Mac, or by selecting the Preferences toolbar button.

3. To stop tracking the time spent on the current file, select **Tools> Time Tracker> Stop Time Logging** .
4. To view or edit the amount of time recorded for this specific file, select **Tools> Time Tracker> View Time Log** .



The screenshot shows the 'Time Log' dialog box. It features a table of log entries with columns for Start Time, End Time, Duration, User, and Notes. The third entry is selected. Below the table are buttons for 'Add', 'Delete', 'Export Selected...', 'Print Selected...', 'Select All', and 'Clear All'. A 'Selected Entry' section allows editing the User, Start, End, Duration, and Notes for the selected entry. The 'OK', 'Cancel', and 'Help' buttons are at the bottom right.

Start Time	End Time	Duration	User	Notes
September 21, 2004 10:33:27 AM	September 21, 2004 12:11:43 PM	01:38:16	John Sylte	Space planning with client
September 22, 2004 07:28:14 AM	September 22, 2004 09:40:14 AM	02:12:00	John Sylte	Room layout
September 22, 2004 11:55:33 AM	September 22, 2004 03:32:33 PM	03:37:00	John Sylte	Roof design

Selected Entry

User: Notes:

Start:

End:

Duration: 03:37:00

Total Duration: 07:27:16

Buttons: OK, Cancel, Help

5. In the **Time Log** dialog, click on an entry to select it, then edit its properties, as needed.

Entries that are "In Progress" cannot be edited, exported, or printed. To stop logging

an entry, see step 3 above.

- The **User** that created each entry, or worked on the project at the given time, can be specified.
 - The **Start** and **End** times can be edited by typing new values in these fields. You can use the drop-down list and select a date from the calendar. The Start time must predate the End time.
 - **Notes** about the selected entry can be typed into the text field on the right.
 - The **Export Selected** button allows you to save the selected time entries as either a text (.txt) or Comma Separated Values (.csv) file.
 - The **Print Selected** button allows you to print the selected entries.
6. Click the **Add** button to add a new entry below the currently selected entry.
 7. Click the **Delete** button to delete the selected entries.
 8. Use the **Select All** and **Clear All** buttons to select or deselect all of the entries in the table for the purposes of exporting, printing or deleting.

Note: The Time Tracker logs times for each plan and layout file separately, even if they have the same project name or are saved in the same directory on your computer.



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