

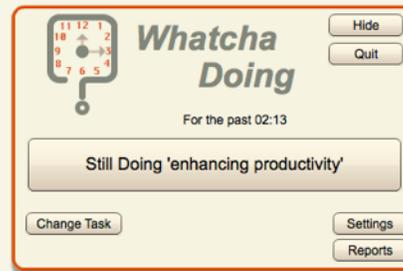


Whatcha Doing?

Overview, Installation and Configuration Guide

Overview:

Whatcha Doing? is a free time tracking application that removes the tedium and need for constant split attention to work and time tracking. Whatcha Doing? runs in the background and periodically prompts you to record your task activity with as little as one click.



Installation:

To install Whatcha Doing? browse to the website "www.fish-bytes.com/whatchadoing". From there you can click the "Install Now" button. Click the "Open" button when it is presented to you. Follow the directions provided.

Note: Depending on the computer configuratino and security settings, you may need to provide an administartor usernameand password. Contact your local computer administrator for additional help.

Configuration:

Once the application is loaded, bring it out of the background by clicking the dock icon  if using a computer running OSX, or click the icon from the system tray  if using a computer running Microsoft Windows. Note, some versions of Windows may hide the system tray icons, you may need to show the icons by clicking the [show all icons image] to show all available system tray icons.

Click the settings button  to switch to the settings screen.

Explanation of each Setting:

Name: The "Name" field is for your full name. The value you enter into this field will show up in printed reports, as well as the online reports (If using the premium services).

Check Interval:

Choose the appropriate time interval in the "Check Interval" to set how frequently Whatcha Doing? should prompt to record your task activities. The intervals are set to happen on multiples of the hour, for example if it is 2:00 in the afternoon and you choose "10 Minutes" you will prompted at 2:00, 2:10, 2:20, 2:30, 2:40,2:50...

Auto Start:

The "Auto Start" check box determines if Whatcha Doing? should start automatically each time you login to the computer. To have Whatcha Doing start automatically check the "Auto Start" box.

of Days to Keep:

Whatcha Doing? will automatically purge activity history that is older than the number that is in the # of days to keep field. To keep a longer history, raise the number of days to keep, to keep a short history lower the # of days to keep.

Site Integrations:

The "Site Integrations" box is used to control settings that are only available if Premiums Services are active through paid versions. See the Premium Services section for more information.

Options [Back]

User Information
Name:

Check Interval
 5 Minutes 10 Minutes 15 Minutes 30 Minutes 60 Minutes

Startup Options
 Auto Start

History
of Days to Keep: [Clear Now]
This will clear logs older than the listed number of days when program is closed.

Site Integrations (Only available with Premium Account)
Whatcha Doing Premium Services are only available to fully licensed copies of WhatchaDoing. Click the button below to Try / Purchase or Enter a group activation code.

Regular Usage:

Based on the configured time interval, Watcha Doing will bring itself out of its hidden state and into the foreground on the computer. This behavior is the heart of Watcha Doing. In most cases you can simply click the “Still Doing ...” Button and continue with the activity you were working on with just one click. In other cases you may need to change the listed task if the task has changed since last prompted.

Note: You can only select one task for the given time interval. If more than one task has been worked on, then the time interval may need to be changed to prompt more frequently.

Directions:

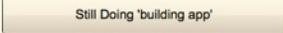
When the appropriate time comes and Watcha Doing presents itself you have the option to complete one of two tasks.

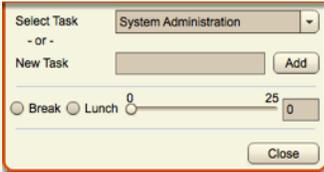
Option 1:

If the activity listed in the “Still Doing ...” button matches the current task you are working on then click the “Still doing ...” Button. The application will record the task activity, and will then hide itself.

Option 2:

If the activity listed in the “Still Doing ...” button

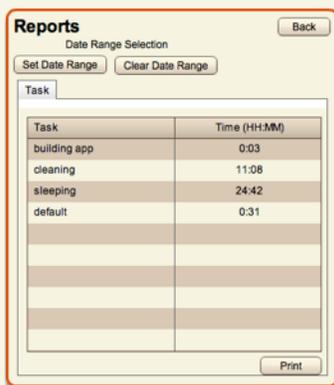
 is different that the current task, then follow the steps listed below.

1. Click the “Change Task” button. This will expand the application to show the task options 
Note: If you have placed Watcha Doing? too low on  the screen you may need to raise it for the task options to become visible.
2. Click the down arrow of the “Select Task” combo box.
3. Choose follow one of the options below
 - a. If the desired task is listed in the drop down box, select it by clicking on it with the mouse.
 - b. If the desired task is NOT listed in the drop down box you can add it to the list by entering it in the “New Task” field and clicking the “Add” button.
4. Click the “Still Doing ...” button to record the task activity, and the application will then hide itself.

Print Report:

Overview:

Watcha Doing has the ability to generate reports for printing to show the total time spent on each task. By default it will show the times for the entire period that has been recorded. You can also set a specific date range to report from. This selected reporting range may help with time reporting for pay periods or project intervals.



Task	Time (HH:MM)
building app	0:03
cleaning	11:08
sleeping	24:42
default	0:31

Directions:

Follow the directions below to print a task activity report. {copy bring to front directions}

Click the “Reports” button to bring up the reports screen. The Screen will show basic information that will include each recorded task and the accumulated time for each task.

To restrict the reported times to a specific date range click the “Set Date Range” button to bring up the date range calendar.

Use one of the following methods to select the date range.

- To select a specific week (Sunday through Saturday) click on a day in the week you want to report and click the “Week” button.
- To select a specific month (First of the month through the last day of the month) click any date in the month you would like to use and click the “Month” button.
- To select a specific date range click the first date of the range, then while holding down the “Shift” key on the keyboard select the ending date of the range by clicking on it. This should highlight first & last days selected, along with the days in between.
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To save the selected date range click the “Save” button, which will save the selected date range and take you back the report page. The report should automatically update to only include the tasks and accumulated times from the range.

You can remove the date range restrictions by clicking the “Clear Date Range” button. The report will automatically update to only include all the tasks and accumulated that have been recorded.

Premium Services:

Overview:

While Whatcha Doing? is fully functional by itself for task tracking and printing reports there are more features available for online tracking and group reporting. The online tracking can even allow you to provide time tracking from different computers e.g.(laptop, office and home).

Directions:

Bring Whatcha Doing? to the front as described in the Configuration Section. Switch to the settings screen by clicking the “Settings” button..
Click the “Enable Premium Services” button to open the Premiums Services activation screen.

Follow one of the two options below.

- Individual Try and Buy: Click the ‘Begin Trial’ button to activate Whatcha Doing? through Adobe’s licensing tool. You will be given an option to run in a trial mode that will expired in the stated number of days, or to purchase. Follow the information provided in the licensing windows. Once the application is purchased the licensing screen will not be shown again, in trial mode, the licensing screen will be shown at each launch.
- Group License: If you have a group license key, provide it in the Group License Key field. Click the “Validate” button. You will receive a notification if the code was accepted.

Configure Whatcha Doing Premium Service:

Overview:

Whatcha Doing Online is a companion service that works with Whatcha Doing? to help provide task activity recording and reporting. Whatcha Doing? Online also enables users to associate with a reporting group, allowing for group admins to view, track and report on many different users at once. This is especially helpful for tracking team hours on a project with many different individuals, each of which may have wildly different assignments in the project.

Directions:

Whatcha Doing? Online is configured by first creating a unique user account that can be used to identify an individual online, and then through a group association. The group association provides the method for generating reports over several individuals.

Directions:

- A. Create a User account through the following steps.
 1. Open the Settings Screen [insert directions].
 2. From the “Site Integrations” section click the “Configure” button for Whatcha Doing to open the Whatcha Doing? Online Account Screen. [Insert image of whatcha doing online account screen].

3. Enter your email address in the “Email Address” field and click the “Generate Key” button. This will create and email secret key to the provided email address.
 4. Find the secret key in your email and enter it into the “Secret Key” field. Click the “Activate Account” button [insert picture of activate account] to save the secret key on the computer that you are using.
- B. Associate a group key with your account by the following steps.
 1. Generate a new group key, if you already have a group key provided, please skip to the next set of steps (Step 2).
 - a. Enter a group name to identify yourselves in the “Group Name” field.
 - b. Click the “Generate Group Key” button. *Note: The name provided should be as unique as possible to avoid any confusions.*
 - c. A group key will be generated and emailed to the email address provided in the “Email Address” field.
 2. Enter a provided Group key in the following steps
 - a. Enter the group key that has been provided by the group administrator in the “Group Key” field.
 - b. Click the “Set Group” button. If the group key is valid, you will receive a confirmation message. [insert confirmation message image]

Additional Support:

Overview:

Additional guides and tutorials for Whatcha Doing? can be found on Whatcha Doing?’s support page at www.fish-bytes.com/whatchadoing/support

Whatcha Doing? is a product of
FishBytes LLC

www.fish-bytes.com

FishBytes LLC builds tools that fill the gaps in today’s digital world.