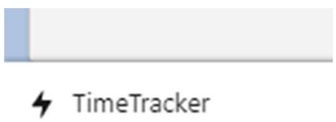
Using Time Tracker

Tracking Time

The Time Tracker App tracks the total time a user spends on a Lightning Record Page on any record of an object or any override view for the given object. It should noted that time tracking starts only if the record user is viewing is opened from an App where Time Tracker is configured in Utility Bar. If you do not see Time Tracker in Utility Bar, please ask your administrator to configure Time Tracker.

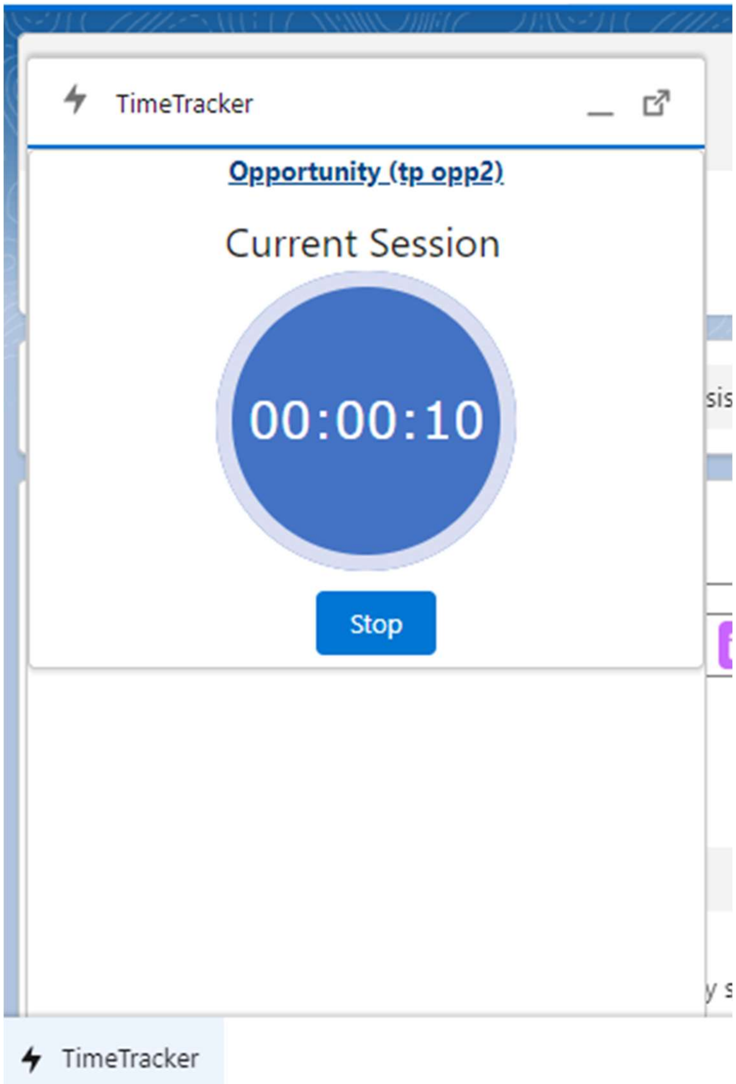
If Time Tracker is configured, you will Time Tracker icon at the bottom left of the screen like below



Time Tracker starts tracking time only after you open a record by clicking on the Name field value of the record. Time Tracker will track time even when View link is overridden for any object using VF page, AURA or LWC component.

The app is flexible to allow more the one users can track time on same record at the same time.

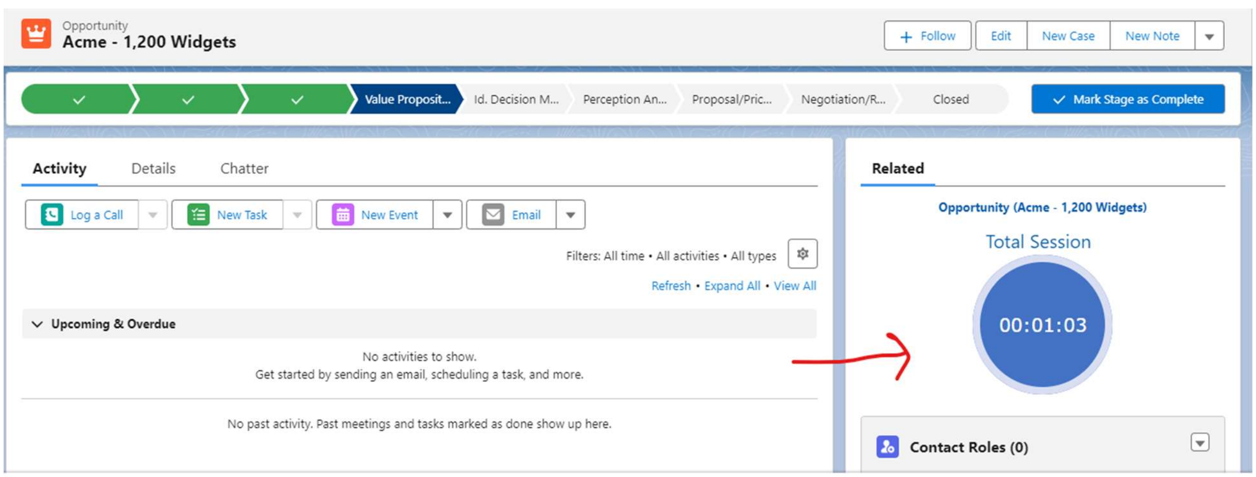
If you are able to see Time Tracker on Utility Bar, you can click on it to see the time you have tracked in current session. If move click on another browser tab, or if you move to a different record in the same browser tab, the time tracker stops tracking time on this record.



1. The App is user and record independent.
2. The “**TimeTracker**” component display a single clock-like tracker:
    - Tracker displays the “**Current Session**” tracked by current user
    - Tracker displays time in “**hh:mm:ss**” format.
3. “**Current Session**” holds the time count of the particular session where the user is viewing / editing the current record.
4. The tracker stops when user, changes the tab on the browser or shifts focus from browser to any other application.
5. The tracker also stops, if the user closes the “**Edit Form**” from the list view.
6. As soon as the tracker stops, it updates the total time in database by adding up the time tracked from the “**Current Session**”.

7. When user returns to record page / edit form in list view, the “**Current Session**” reboots time and starts from zero again.
8. This process continues and the total time keeps getting updated with the addition of each session view by user per record in database.
9. If in record view, user can manually stop the “**Current Session**” tracker by clicking on the “**Stop**” button present below it. This will allow you to enter any description you want to put for the current session that you just ended.
10. Once you stop the time tracker on the current record, it will show you **Start** and **+New** buttons.
    a. **Start** button will start the time tracker again
    b. **+New** button will allow you to manual time entry.
11. User can manually enter the **Start & End, Date & Time and Description** for the current record session.
12. As soon as the “**Save**” button is clicked, the total time is updated accordingly.
13. If in “**Edit Form**” in list view, the tracker continuously tracks and time and stops when the form popup is closed.
14. The “**Start, Save, +New**” button is unavailable in the when user clicks “**Edit**” in list view.

Viewing Recorded Time

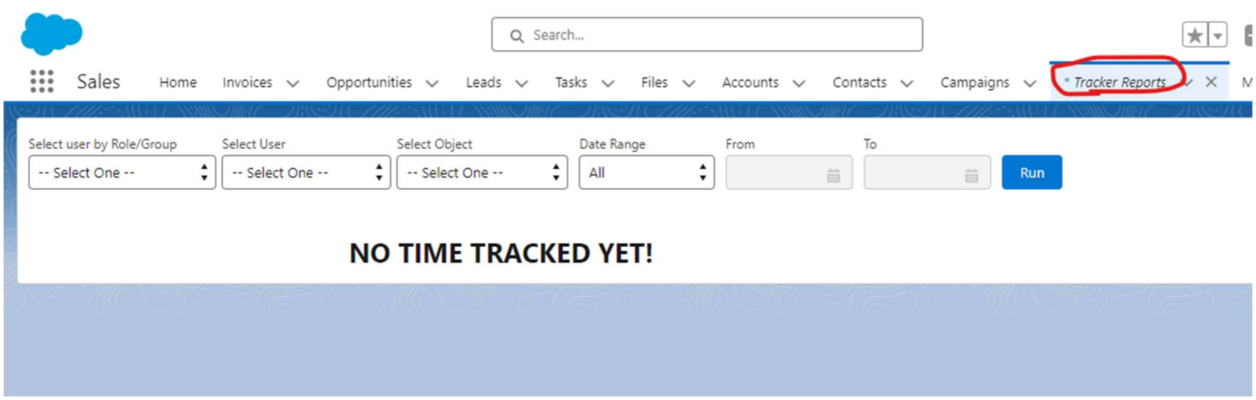


1. The App tracks the total time a user views / inside a particular Object record.
2. The App is user and record independent.
3. The “**TimeTrackerForRecordView**” component display a single clock-like tracker:
    - Tracker displays the “**Total Time**” tracked by the current user in that particular record.

- Tracker displays time in “**hh:mm:ss**” format.

4. “**Total Session**” holds the summation of each session a user edit / view the current record.
5. The tracker updates “**Total Session**” by adding up the time tracked from the “**Current Session**” tracked present in utility bar.
6. This process continuous and the “**Total Session**” keeps getting updated with the addition of each session view / edit by user per record.
7. Depending upon the same condition mentioned in “[Time Tracker in Utility Bar]” for the pause of “**Current Session**”, the “**Total Session**” is updated by adding the same.
8. “**Total Session**” text and tracker are both clickables.
9. On click of that, “**Time Entries**” popup appears on the screen.
10. The popup displays in detail time tracker per session in a tabular format in descending order for the particular record.
11. It also ensures that whether the time tracked in done manually or automatically.
12. User can also delete the time entry from the list of entries with the help of delete action button.

Observation and Working for Time Tracker Report



1. User can preview all the time tracked of their own or other user in graphical form through “**Tracker Reports**” app.
2. Search the “**Tracker Reports**” in the search and it will land user in the Reports section.
3. “**Tracker Reports**” is purely filter based.
4. Initially on page load, “**NO TIME TRACKED YET!**” message will be seen on screen, user needs to set required filter to see the correct graph.
5. There are six filters / dropdowns in the “**Tracker Report**” section:
    - **Role / Group**

- **User**
- **Object**
- **Date Range**
- **From Date**
- **To Date**

6. The “**From**” and “**To**” filters are greyed out during the initial page load.
7. “**Role / Group**” dropdown, display all the roles / groups present in the environment.
8. When user selects a particular Role / Group from the dropdown, graphs are displayed in two sections:
    - Left section shows the graph of all the user of that role / group with total time tracked across all the objects and records
    - Right section shows multiple graphs of all the user of that role / group with total time tracked across all the records per object.
9. The x-Axis of the graphs represents the name of users and the y-Axis represent the Hours tracked by the users.
10. Hours tracked in y-Axis is in “**hh:mm:ss**” format.
11. The **Label** above the graph points shows the total time tracked per user in “**hh:mm:ss**” format.
12. When user hover on graph points, a tooltip displays description text.
13. “**User**” dropdown, display all the user associated to the selected “**Role / Group**”.
14. When user selects a particular user from the dropdown, graphs are displayed in two sections:
    - Left section shows the total time tracked by selected user across all the object and records in text format.
    - Right section shows the graph of the selected user with total time tracked across all the records per object.
15. The x-Axis of the graph represents the name of the Objects and the y-Axis represent the Hours tracked by the selected user per object.
16. Hours tracked in the y-Axis is in “**hh:mm:ss**” format.
17. The **Label** above the graph points shows the total time tracked per object in “**hh:mm:ss**” format.
18. When user hover on graph points, a tooltip displays description text.
19. “**Object**” dropdown, displays all the object name that have been tracked by users.

20. When user selects an object from the dropdown, graphs are displayed in two sections:
    - Left section shows the total time tracked by selected object across all the records.
    - Right section shows the graphs of the selected user and object with total time tracked per record.
21. The x-Axis of the graph represents the name of the records and the y-Axis represent the Hours tracked by selected user and object per record.
22. Hours tracked in the y-Axis is in "**hh:mm:ss**" format.
23. The **Label** above the graph points shows the total time tracked per record in "**hh:mm:ss**" format.
24. When user hover on graph points, a tooltip displays description text.
25. "**Date Range**" dropdown, displays list of preformed options to get records only from that selected range.
26. When user selects "**Custom**" option from the "**Date Range**" dropdown, the "**From**" and "**To**" filters becomes editable.
27. "**From**" and "**To**" are date filters.
28. User needs to click on the "**Run**" button once the "**From**" and "**To**" filters are populated.
29. Except "**From**" and "**To**" filters, other filters, once changed, are automatically invoked to get the reports.
30. User can also click "**Run**" button anytime to run the filters on any given time to fetch the corresponding report.
31. If no report found for any given filter, "**NO TIME TRACKED YET!**" message is displayed in the screen.