

Simple, affordable, online time & project tracking tools.

Classic to Premier

The difference between TimeFox Classic and Premier is that Classic focuses on tracking what has happened up until now, while Premier deals with scheduling and what still needs to be done this week or month, to ensure that Projects are completed on time and resources are properly allocated.

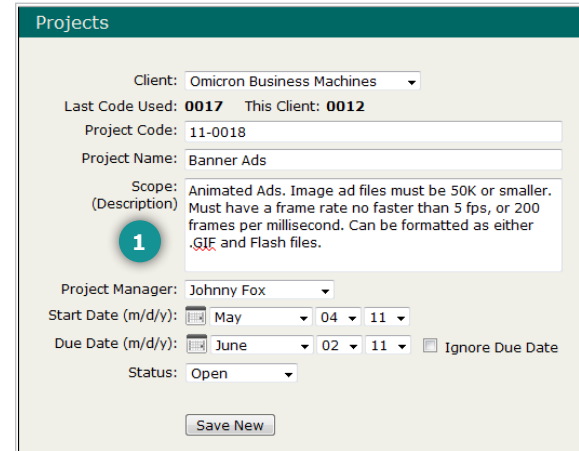
Workflow Begins with Entering a New Project.

Assign a Project Code (job number) and Project Name. Scope is an optional field for Project details that can be shared among all users (deliverables, specs, other considerations).

(1) Assigning a Project Manager, Start Date, and Due Date makes it easy to manage deadlines and responsibility for Projects.

(2) By selecting only the Tasks that you need on a Project from your common Task list, you simplify estimating, assigning Actions, and Timesheets.

(3) Click *Save and Create Estimate*. After filling out your hourly estimate for the new Project, click the Project Schedule link on the top right of the page.



Projects

Client: Omicron Business Machines

Last Code Used: **0017** This Client: **0012**

Project Code: 11-0018

Project Name: Banner Ads

Scope (Description): Animated Ads. Image ad files must be 50K or smaller. Must have a frame rate no faster than 5 fps, or 200 frames per millisecond. Can be formatted as either .GIF and Flash files.

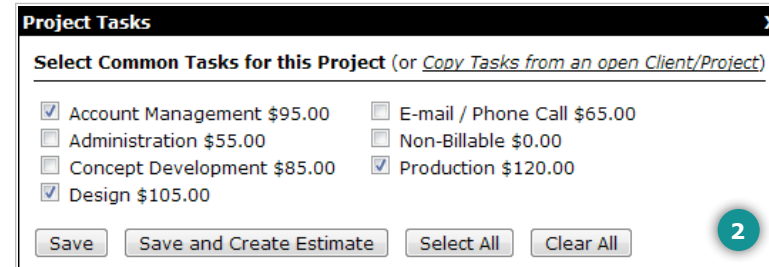
Project Manager: Johnny Fox

Start Date (m/d/y): May 04 11

Due Date (m/d/y): June 02 11 Ignore Due Date

Status: Open

Save New

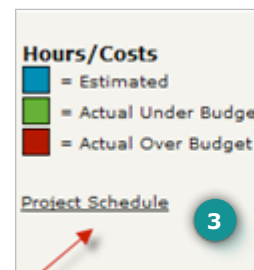


Project Tasks

Select Common Tasks for this Project (or *Copy Tasks from an open Client/Project*)

<input checked="" type="checkbox"/> Account Management \$95.00	<input type="checkbox"/> E-mail / Phone Call \$65.00
<input type="checkbox"/> Administration \$55.00	<input type="checkbox"/> Non-Billable \$0.00
<input type="checkbox"/> Concept Development \$85.00	<input checked="" type="checkbox"/> Production \$120.00
<input checked="" type="checkbox"/> Design \$105.00	

Save Save and Create Estimate Select All Clear All



Hours/Costs

- = Estimated
- = Actual Under Budget
- = Actual Over Budget

[Project Schedule](#)

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Project Schedule

The Project Schedule page is where you can build and adjust all scheduling details for a Project.

Timeline

Here is the Timeline for this project. As you add in Milestones and Meetings, you will see them appear as events on the Timeline.

Project Info

This makes it easy to update the status of a Project, adjust the Due Date, or change any other details you may have entered when creating the Project.

Add Milestone

These are date-specific events. Entering them here gives you a work-back schedule. There is also a note field to communicate additional details about that Milestone. Milestones have either an outstanding or complete Status, and you can choose to have Milestones complete automatically as they come due, or manually update them to Complete.

Add Actions

This lets you delegate Tasks by date and with individual estimates to a member of your team. Actions go on to the individual's To-Do List and Action Calendar.

Add Meeting

This relates to meetings that are specific to Projects; it appears in the Schedule and Project Calendar.

Select Meeting Invitees.

You can see the availability of each meeting at a glance. An automatic email alert goes to meeting attendees with an iCalendar option.


Add to Blog

Here you can paste creative specs and other Project details to improve collaboration.

Project Schedule | Project Calendar | Production Report | Project Blog

Client: Acme Corporation ▾

Project: 0002-Stationery Package ▾

[-] Timeline: 

Project Info | Add Milestone | Add Action | Add Meeting | Add to Blog

Start Date (m/d/y): August ▾ 09 ▾ 11 ▾

Due Date (m/d/y): October ▾ 16 ▾ 11 ▾ Ignore Due Date

Project Manager: Johnny Fox ▾

Scope:

Package for Trade Show. Estimate includes 3 concepts and 2 print production revisions.

Status: Open ▾

Save

Edit	Date	Event	Note	Status
	2011-08-09	Start Date	Scope: Package for tradeshow. Estimate includes 3 concepts and 2	Open

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Action Assignment

Use the *Action>Action Assignment* in TimeFox to assign Actions (To-Do list items) that need to be completed by specific members of your team. Select a Client and Project and Task. Type an Action item into the smart Action field.

Choose a personnel name from the pull down menu and select a Due Date for the Action. Assigning realistic Due Dates will make it easier for you and your team to prioritize workload and manage Actions. Choose an Action Priority from the pull-down list. You can customize and modify priorities using the Manage link.

Set an estimated amount of time for the Action. This is optional, but very useful. It helps make sure that Action Items are completed within a budgeted timeframe and that they are included when calculating availability.

Add an Action Note for specific details relating to this Action. The default Action Status is To-Do. Click Save.

The Action will now appear below, associated with this Project, and on the appropriate To-Do List. You can also send an email alert to the assignee, informing them that an item has been added to their To-Do List.

Check Availability

Click Check Availability to see individual workloads. You will be able to see which team members are overloaded and which have time to take on additional tasks.

Action Assignment

To-Do List
Action Assignment
Calendar
Action Report

Client:

Project:

Task:

Action:

Assign To: [Check Availability](#)

Start Date:

Due Date:

Priority: [Manage](#)

Action Estimate:

Action Note:

Action Status: [Manage](#)

Personnel Availability

Busy/Hours | Printer Friendly

← Availability for the Week of Sunday, September 11, 2011 →

Emma Cavendish	<div style="width: 50%; height: 10px; background-color: #ff0000;"></div> <div style="width: 50%; height: 10px; background-color: #008000;"></div>	21.47/40.00
Hannah Miller	<div style="width: 75%; height: 10px; background-color: #ff0000;"></div> <div style="width: 25%; height: 10px; background-color: #008000;"></div>	40.49/40.00
Johnny Fox	<div style="width: 50%; height: 10px; background-color: #ff0000;"></div> <div style="width: 50%; height: 10px; background-color: #008000;"></div>	21.62/40.00

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Project Calendar

The Project Calendar shows all Project Milestones, Meetings, Actions and Due Dates in one single calendar view. **(1)** You can filter the Project Calendar to show the specific Client, Project or Project Manager that you're interested in, or choose All Clients, All Projects to see everything. Milestones show in blue,

Actions in green, Meetings in gray, and Project Due Dates in red. **(2)** Click on an event to see full details. **(3)** Drill down to a daily Production Report in one click using the Report icon at the top right of any date. **(4)** View the Project Calendar in detail or summary view.

Project Calendar Support | Help | Log Out

Project Schedule Project Calendar Production Report Project Blog

1 [-] Hide Filters

Client: All Clients Acme Corporation Green Fox Design (Internal) MuuMuu Dairy Omicron Business Machines	Project: All Projects [ACME] 0001-Brochure [ACME] 0002-Stationery Package [ACME] 0003-Website Redesign [GRE] 0004-Administration	Project Manager: All Project Managers Emma Cavendish Johnny Fox
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« < May 2011 > » **4** Detail View

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
1	2 <small>Start Date: 11-0018-Banner Ads Action - Send photos to Johnny for approval: 0013-Newsletter Design</small>	3	4 <small>Action - Note any Changes: 0009-Shelf Dangles Action - Final Adjustments: 0010-Yogurt Tub Redesign Action - Courier: 0010-Yogurt Tub Redesign Action - Meeting: 0012-Product Brochure Action - Send photos to client for approval: 0013-Newsletter Design</small>	5 <small>Start Date: 0017-Website - Third Quarter Milestone - Creative brief due for approval: 11-0018-Banner Ads</small>	6 <small>Milestone - Grand Unveiling: 0010-Yogurt Tub Redesign Milestone - Fall Newsletter Mailout: 0016-Website - Second Quarter Action - Video Shoot: 0011-Grand Opening Action - Final Adjustments: 0016-Website - Second Quarter Meeting - Wrap up meeting: 0001-Brochure</small>	7						
8	9 <small>Due Date: 0016-Website - Second Quarter Action - To Printer: 0010-Yogurt Tub Redesign Action - Update Monthly Specials Page: 0016-Website - Second Quarter</small>	10 <small>Milestone - Artwork Sign off: 11-0018-Banner Ads</small>	11	12	13	14						
15	16	17	18	19 <small>Action - Source Celo Printer: 0010-Yogurt Tub Redesign</small>	20 <small>Due Date: 0003-Website Redesign</small>	21						

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Production Report

The Production Report gives you all the Project details you need, including: Start Dates, Due Dates, Meetings, Milestones, and Actions. Choose a big-picture report or a more detailed report for a particular Client, and order it by Client or by Date. All items show the current Status: this is the report to use for your weekly traffic meeting.

Production Report			
Date: 05/01/2011 to 05/31/2011 Client: All Clients Project: All Projects Show: Milestones, Meeting, Action, Project Due Date, Notes Group By: Client Order By: Date			Print Support Log Out
			
Client: Acme Corporation			
Event	Date	Project	Status
Project Meeting: Wrap up meeting From 10:00 AM to 12:00 PM Scheduled by Johnny Fox	05/06/2011	0001-Brochure	Completed
Note: Last chance to make sure everything pops before we ship next week.			
Project Due Date	05/20/2011	0003-Website Redesign	Design
Project Manager is Johnny Fox.		Scope: New web identity to bring Acme brands into the 21 Century. Includes site architecture, wire-frame, design, UX testing and CMS implementation.	
Milestone: Final Client Sign Off	05/25/2011	0002-Stationery Package	Upcoming
Client must approve all final versions of materials and sign off on deliverables.			
Client: MuuMuu Dairy			
Event	Date	Project	Status
Milestone: Send Completed Concept to Printer	05/03/2011	0010-Yogurt Tub Redesign	Complete
Get them rolling on a production tub			
Action: Note any Changes	05/04/2011	0009-Shelf Dangles	In Progress
Assigned to Johnny Fox Priority: High		Note: Any changes needed for all 3 concepts	
Action: Final Adjustments	05/04/2011	0010-Yogurt Tub Redesign	In Progress
Assigned to Johnny Fox Priority: Normal		Note: Any final adjustments	

Actions and To-Do's

Lets go back to the Timesheet. Here we can see the most recent Actions assigned to Johnny Fox. He can click on the first Action item **(1)** to pull up all the information he needs to complete the Action and find out how much time he has. When he is ready to begin, he can click the arrow **(2)** to add the Action item to his timesheet. Then he just needs to start the timer and minimize the browser window

before getting to work.

Notice that the Action Status **(3)** has been automatically updated to In-progress, so you can see which item he is working on. This updated Status shows on the Project Calendar, Production Report, Action Report and Project Schedule. When Johnny has finished working on it for the day, he

can stop his Timer, and if he has completed the Action assigned, update the Status to Complete. He is now ready to move on to the next item. For a complete view of what Action items are upcoming and whether any Action items are overdue, click To-Do List **(4)**.

<u>Timer</u>	<u>Edit</u>	<u>Delete</u>	<u>Client</u>	<u>Project</u>	<u>Task</u>	<u>Time</u>	<u>Description</u>	<u>Entered On</u>
			MuuMuu Dairy	0009-Shelf Dangers	Administration	0.25	Draft Estimate 1:40PM - 1:52PM	09/12/2011
			Quasar Research Laboratories	0013-Newsletter Design	Production	7.00	Samples, entry forms, suppliers	09/12/2011
Total						7.25		
Actions								4 To-Do List
<u>Add</u>	<u>Action</u>		<u>Assigned By</u>	<u>Start Date</u>	<u>Due Date</u>	<u>Action Status</u>	<u>Hours</u>	
	Draft Estimate	1	Johnny	5/26/11	9/12/11	Complete	0.00	
	Chat with Marge		Johnny	6/24/11	10/21/11	To-Do	0.00	
	Second Round Revisions		Johnny	8/16/11	9/13/11	To-Do	0.00	
2	Final Adjustments		Johnny	9/5/11	9/14/11	3 In Progress	0.00	
	Various Correspondence		Johnny	5/20/11	10/21/11	To-Do	0.00	

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To-Do List

The To-Do List has filters **(1)** that allow Johnny to focus in on a particular Client, Project, Task or Priority. Actions can also be grouped **(2)** into Today's Actions, Overdue Actions, Upcoming Actions and Completed Actions.

Johnny can customize **(3)** this view, and the Timers on each Action tie directly to the Timesheet. If he is not using the Timer, he can click the Menu link and select *Add to Timesheet* to add time to his Timesheet without leaving this page.

If Johnny has a question about a particular Action, he can click the menu link and select Add to Blog, then type his concern or update and send an email to the Project Manager or anyone else on the team who may be able to help. The email will tell them exactly what Client, Project and Action he is talking about. His question is also recorded in the Project Blog with a date and time stamp and Johnny's name. Let's go there now.

Customize To-Do List

Column Name	Timer	Menu	Client	Project	Task	Action
Show Column	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Order By	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Descending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Close/Back](#)

Preview:

Timer	Menu	Client	Project	Task	Action	Assigned To
	Edit...	MuuMuu Dairy	Shelf Dangles	Production	Send Final draft to Printer	Johnny

To-Do List [News](#) | [Support](#) | [Help](#) | [Log Out](#)

To-Do List
Action Assignment
Action Calendar
Action Report

1 [+] Show Filters
2 [+] Un-Group
3 Customize

Today's Actions [-]


Timer	Menu	Client	Project	Task	Action	Assigned By	Assigned To	Action Status	Priority	Start	Due	Est. Hours
	Menu	MuuMuu Dairy	0010-Yogurt Tub Redesign	Design	Tweak Tub	Johnny F	Johnny F	To-Do	Normal	04/18/2011	04/18/2011	3.00
Note: Make revisions												

Overdue Actions. [-]

Timer	Menu	Client	Project	Task	Action	Assigned By	Assigned To	Action Status	Priority	Start	Due	Est. Hours
	Menu	MuuMuu Dairy	0009-Shelf Dangles	Administration	Note any Changes	Johnny F	Johnny F	In Progress	High	12/28/2010	04/14/2011	6.00
Note: Any changes needed for all 3 concepts												
	Menu	Omicron Business Machines	0011-Grand Opening	Administration	Prepare schedule of events	Hannah M	Johnny F	In Progress	High	03/24/2011	03/29/2011	2.00
Note: Prepare a full schedule of grand opening activities and review with client.												
	Menu	MuuMuu Dairy	0010-Yogurt Tub Redesign	Design	Final Adjustments	Johnny F	Johnny F	In Progress	Normal	04/04/2011	04/13/2011	1.00

Action Report

The Action Report is a detailed report that lets you see what all members of your team have on their plates, and the current Status of every Action. You can see at a glance all Action details including: Start Dates, Due Dates, Estimated Hours, Actual Hours, current Status and Notes. You can choose to view a big-picture or detailed report, and if you click Show Edit Links, you can edit items right from the online report. The Action Report gives you the information you need to plan your week, make sure everyone is up to date, and maximize productivity.

Action Report							Print	Support	Log Out
Date: 09/11/2011 to 09/18/2011 Client: All Clients Project: All Projects Show: Notes, Estimated Hours Group By: Assignee Order By: Date									
Assigned To: Emma Cavendish									
Client	Project	Task	Action Due	Est. Hours	Action Status	Priority	Assigned By		
MuuMuu Dairy Action: Staff meeting	0010-Yogurt Tub Redesign	Administration	09/15/2011 Note: Make sure we have all the notes from the meeting with Marge	2.00	To-Do	Normal	Johnny Fox		
Quasar Research Laboratories Action: Follow up	0013-Newsletter Design	Account Management	09/13/2011 Note:	0.00	To-Do	Normal	Johnny Fox		
MuuMuu Dairy Action: Various communications	0010-Yogurt Tub Redesign	E-mail / Phone Call	09/12/2011 Note: Why don't you take point on this one Emma!	9.00	To-Do	Low	Johnny Fox		
MuuMuu Dairy Action: Courier	0010-Yogurt Tub Redesign	Administration	09/12/2011 Note: Ship First drafts to Marge	1.00	To-Do	Normal	Johnny Fox		
MuuMuu Dairy Action: Launch Party	0010-Yogurt Tub Redesign	Non-Billable	09/12/2011 Note: Lets send the new tubs out in style!	4.00	To-Do	Normal	Johnny Fox		
Subtotal for Emma Cavendish				16.00					
Assigned To: Hannah Miller									
Client	Project	Task	Action Due	Est. Hours	Action Status	Priority	Assigned By		
MuuMuu Dairy Action: Develop Initial Concept	0009-Shelf Dangers	Design	09/14/2011 Note: Work on your concept and ready it for first draft	4.00	To-Do	Normal	Johnny Fox		
Subtotal for Hannah Miller				4.00					
Total				20.00					

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Project Blog

The Project Blog is a communication tool that allows users to exchange and store Project Information in one central place.

People can enter comments about a Project, or about specific Action items from the To-Do List. People can also email comments to team members from the Blog for instant communication, while providing a complete history of interaction about a project.

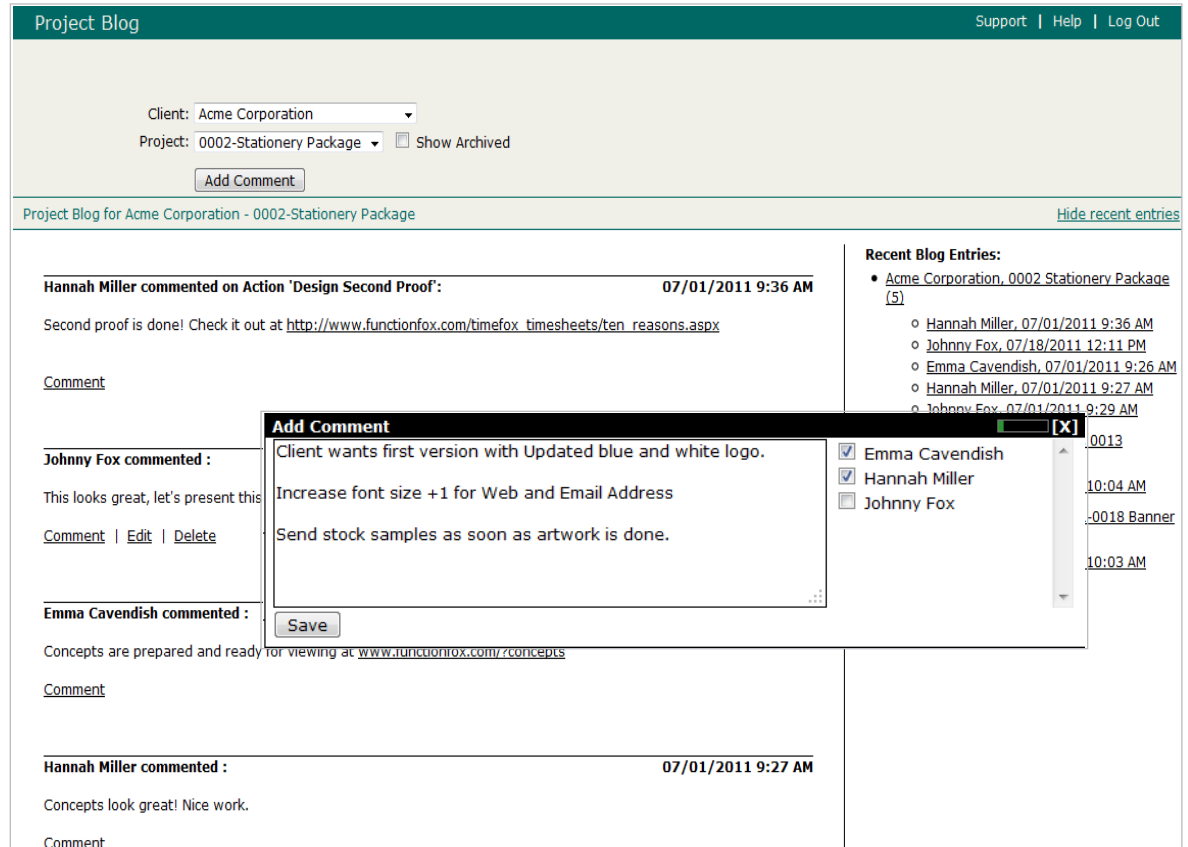
It's a good idea to put the full Creative Brief details in the Blog so everyone on the team has the same information. If the client calls with a change, it is quick and simple to add a comment and email the team with the new information.

All updates, changes and comments are centralized and available to everyone.

Click Recent Blog Entries to see Projects with recent Blog updates, including who made the comment and the date and time of the entry.

Blog history is archived when you close Projects, and so is easily accessible if you want to refer to an older Project. It also shows you exactly who worked on the last Project and any specifications, comments or issues that occurred.

You can paste in links into the Blog, to make other documents or relevant web locations available. This is team collaboration at its best.



The screenshot displays the 'Project Blog' interface for 'Acme Corporation' and project '0002-Stationery Package'. It shows a comment thread with entries from Hannah Miller, Johnny Fox, and Emma Cavendish. An 'Add Comment' modal window is open, showing a text area with three comments: 'Client wants first version with Updated blue and white logo.', 'Increase font size +1 for Web and Email Address', and 'Send stock samples as soon as artwork is done.' The modal also includes a 'Save' button and a list of users to email the comment to: Emma Cavendish, Hannah Miller, and Johnny Fox. A 'Recent Blog Entries' sidebar on the right lists recent comments with timestamps.

Project Blog Support | Help | Log Out

Client: Acme Corporation
Project: 0002-Stationery Package Show Archived

Project Blog for Acme Corporation - 0002-Stationery Package [Hide recent entries](#)

Hannah Miller commented on Action 'Design Second Proof': 07/01/2011 9:36 AM
Second proof is done! Check it out at http://www.functionfox.com/timefox_timesheets/ten_reasons.aspx
[Comment](#)

Johnny Fox commented :
This looks great, let's present this
[Comment](#) | [Edit](#) | [Delete](#)

Emma Cavendish commented :
Concepts are prepared and ready for viewing at www.functionfox.com/concepts
[Comment](#)

Hannah Miller commented : 07/01/2011 9:27 AM
Concepts look great! Nice work.
[Comment](#)

Add Comment

Client wants first version with Updated blue and white logo.
Increase font size +1 for Web and Email Address
Send stock samples as soon as artwork is done.

Emma Cavendish
 Hannah Miller
 Johnny Fox

Recent Blog Entries:

- Acme Corporation, 0002 Stationery Package (5)
 - Hannah Miller, 07/01/2011 9:36 AM
 - Johnny Fox, 07/18/2011 12:11 PM
 - Emma Cavendish, 07/01/2011 9:26 AM
 - Hannah Miller, 07/01/2011 9:27 AM
 - Johnny Fox, 07/01/2011 9:29 AM

TimeFox Alerts

(1) Setup>My Account>My Preferences is where you can establish which email alerts your team will receive. When you are getting started TimeFox, it's easy to get your team on board and up to speed with a quick email to alert them to the Actions they need to complete. Once they are familiar with Actions and with working from the To-Do List, they may choose to shut the email Action alert off. This alert for new Actions also works well for team members who may only have one or two Actions a week, as they will not be watching their To-Do List closely. If you choose to receive an alert when an Action is due, an email will be in your inbox on the morning of the day it is due. To allow meetings scheduled in TimeFox to be downloaded to your iCalendar, check 'I am invited to a meeting'.

TimeFox Alerts:

Personnel: 1

Alert me when:	Email
A new action is assigned to me	<input checked="" type="checkbox"/>
I assign a new action to myself	<input checked="" type="checkbox"/>
An action is due	<input checked="" type="checkbox"/>
I'm invited to a meeting	<input checked="" type="checkbox"/>
An appointment is added to my personal calendar	<input checked="" type="checkbox"/>

(2) Estimate Alerts Once the Actual Hours spent on a job reach the percentage of estimated hours selected on Setup>Estimate for the Project, TimeFox will insert an entry into the Blog stating that this job has reached the preset percentage. **Email Estimate Alert** Check this option, to have an automatic email sent to the Project Manager, notifying them that their Project has reached the preset percentage of Estimated Hours for the Project.

To activate these features, go to *Setup>My Account>Account Preferences>Alerts* and choose the percentage of estimated hours reached on a Project. This feature makes helps your team avoid running over budget on Projects.

- Alerts 2

Estimate Alert:

Email Estimate Alert:

Email User Account Changes: