functionfox

Simple, affordable, online time & project tracking tools.

How to Setup TimeFox

Setting up your TimeFox account is simple; most companies can do it in about an hour. Just enter your clients, projects, personnel, and a few tasks and you are ready to start tracking your time! We'll explain what to do on each page as you go along, and feel free to call us at **1.866.369.8463** if you have any questions.

What You'll Need

- A list of your Personnel, including Freelance or Contract Workers, with their names, phone numbers, valid email addresses, and passwords
- A list of your Clients
- A list of the Tasks you usually perform in the course of a Project, and the rates that apply to those Tasks
- A list of all Current Projects for each Client

Getting Started

Enter the username and password assigned to you by FunctionFox to login to TimeFox. You will be taken to a simple, 5-step TimeFox Setup Wizard. A Help menu is available in each section if you need more information.

Step 1: Enter Your Personnel
Enter your name and your list of personnel into TimeFox, including all the required (*) information. Please note that user names and passwords are case sensitive. Users can change passwords once they are in the system. When setting up personnel, make sure to select Project Manager if you want this person's name to appear on the project manager pull-down list, and to click Timer if you want this person to be able to track time with the timer feature. Choose the level of access they will have to TimeFox features such as reports or monetary values. The highest Access Level is Admin, which enables full access, and the lowest is Access Level 3, which allows only basic timesheet and functions. An Admin level user can customize Access Levels.

Step 2: Enter Your Clients
Enter client information including Client Name and Client Code.

Step 3: Enter Tasks
Tasks are assignments that are usually performed in the course of a project; you can assign a rate to each task. If you want to designate a task as non-billable, enter a rate of $0.00, do not leave it blank. Tasks appear in alphabetical order, but you can order or group them by adding a number or letter in front of the name of the task.

Step 4: Enter the Current Projects for Each Client
Enter current project information including a Project Name, Project Code, Scope, and Start Date/Due Date. Scope should include information such as deliverables, specs or other important considerations. We encourage you not leave the due date blank, if you are unsure of a due date, just put a temporary date in and change it later.

Step 5: Notify your Personnel
Send e-mail notification to users about their account, including their login information.

Step 6: Ready to Go...
Now that setup is completed, logout and login again, entering the Username and Password that you created for yourself in Step 1. You will be able to complete any additional setup from the Setup Menu on the left hand menu. You are now ready to start tracking time.