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Simple, affordable, online time & project tracking tools.

What is TimeFox In-House?

TimeFox In-House is a time & reporting system that includes a project request form and multiple reports specific to marketing groups.

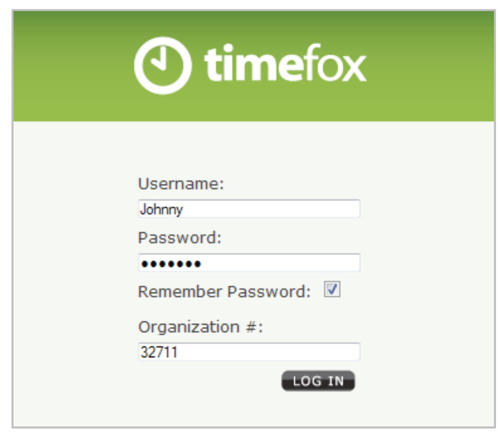
In-House Features include:

- Flink
- Project Request Form
- 10 Custom Fields
- Additional Reporting

How to get started

TimeFox Setup

Before you can begin using the system, you need to create a Username and Password *(Username and Password are case sensitive)*. The first step of the **Setup Wizard** will guide you through this process. FunctionFox will assign you a unique Organization Number, which does not change.



Login

To access the system, go to https://www.functionfox.com/timefox/. Enter your Username, Password, and Organization Number, and then click **LOG IN**.

NOTE: if you check ***Remember Password****, a cookie is saved on your computer that will enter this information for you each time you visit.*

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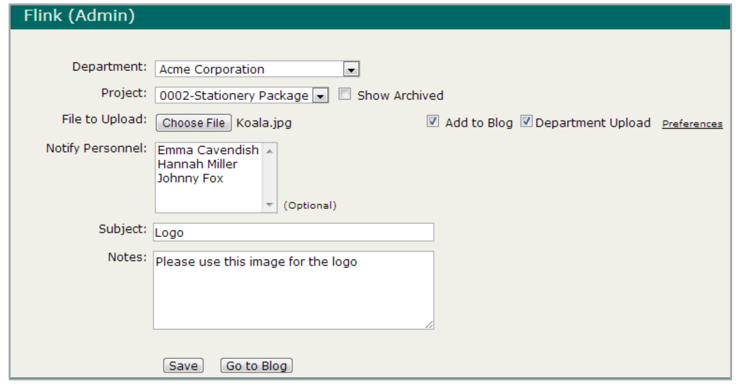
Flink (file exchange)

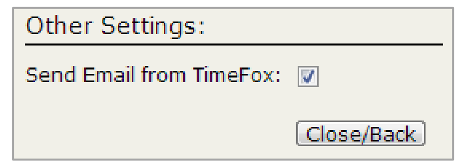
Flink allows you to upload and share documents with both TimeFox users and non-TimeFox users. You can upload files up to 100MB's however larger files can take several minutes to upload depending on the speed of the internet connection they are being uploaded from.

NOTE: larger files can take several minutes to upload, if you browse away from this page before the upload is complete your file will not be uploaded.



Add to Blog

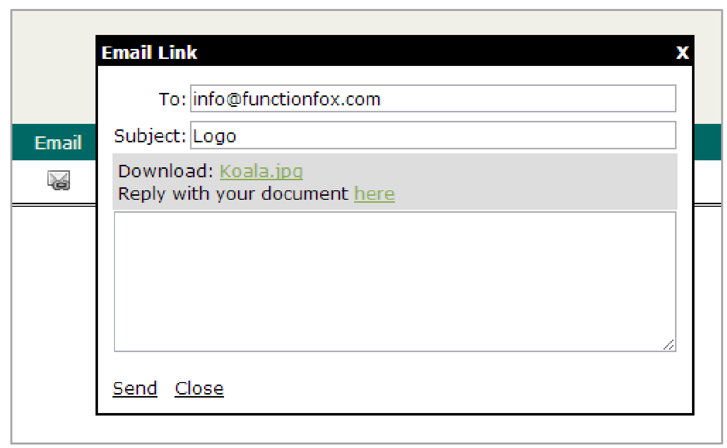
The **Add to Blog** button allows you to upload a document directly to the Project Blog. This feature will also allow you to notify any personnel in your TimeFox account by selecting their name in the **Notify Personnel** box.



Department Upload

The **Department Upload** allows you to send a link to non-TimeFox users which will allow them to reply to the document that you sent. By checking the **Department Upload** check box when uploading or editing a file the email link created will generate a page that will allow the person who receives the link to upload a file and send back into TimeFox.

NOTE: Sending email from within TimeFox requires you to check the "Send Email from TimeFox" box under Flink Preferences.



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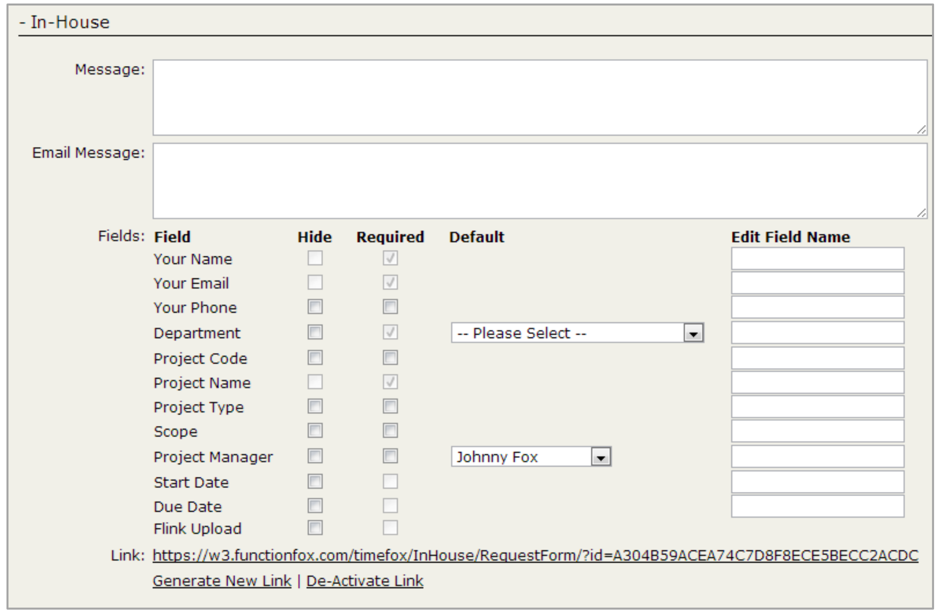
Project Request Form Setup

The **Project Request Form** allows non-TimeFox users to request projects from an external link outside of your TimeFox account. Setup of the request form can be done under Setup>My Account>Account Preferences>In-House.



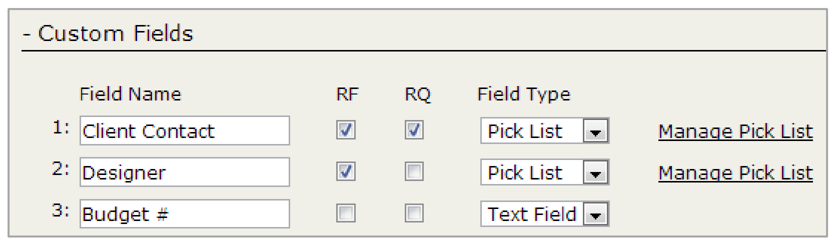
Form Customization

The **Project Request Form** allows for customization of default Project Managers and Departments, hiding certain input fields, and what custom fields to include.

The **Message** field will appear as text on the Project Request Form. The **Email Message** will be sent to the project requester.

Custom Fields

The **Custom Fields** can be setup from Account Preferences>Custom Fields. Fields can be included on the Project Request Form by selecting the **RF** option; these field can be a required field by selected the **RQ** option.



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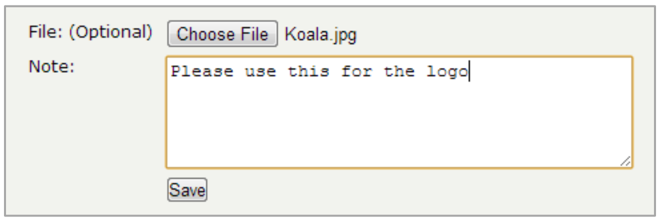
Project Request Form Functionality

Any user with access to the **Project Request Form** can fill out the required fields and submit their project request. The fields within the form can be customized to include/omit certain fields.

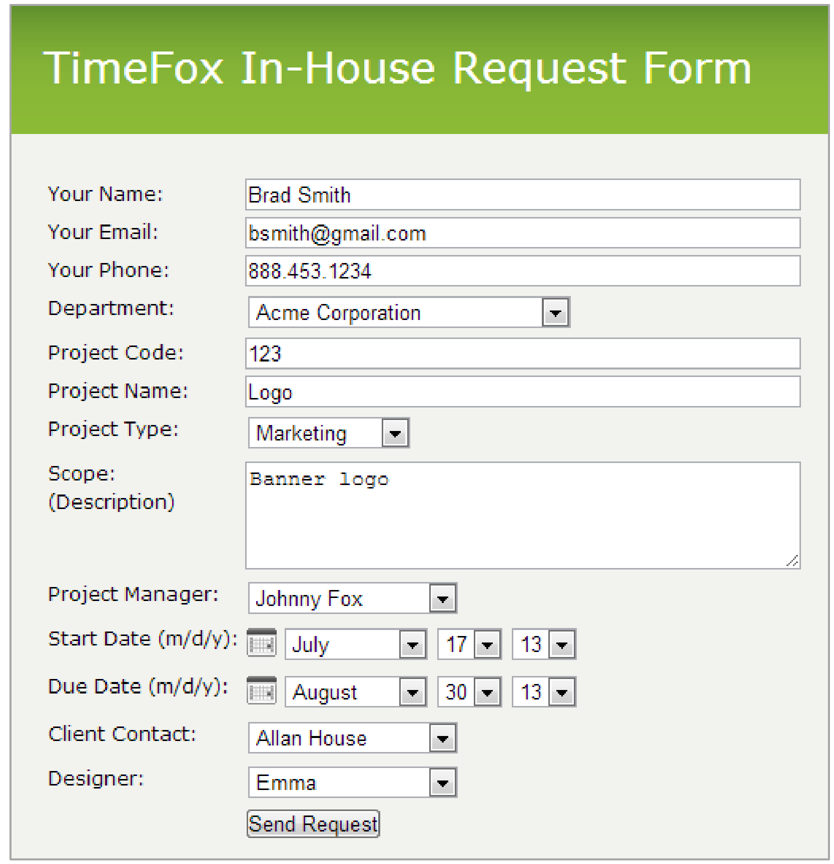
Following the project request, there is an optional feature to allow for documents to be attached to the project request through the use of Flink.


File: (Optional) Choose File Koala.jpg

Note: Please use this for the logo

Save

NOTE: Alerts that are related to the Project Request Form can be further customized from Setup>My Account>Account Preferences.


TimeFox In-House Request Form

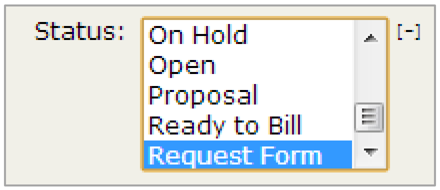
Your Name:	Brad Smith
Your Email:	bsmith@gmail.com
Your Phone:	888.453.1234
Department:	Acme Corporation
Project Code:	123
Project Name:	Logo
Project Type:	Marketing
Scope: (Description)	Banner logo
Project Manager:	Johnny Fox
Start Date (m/d/y):	July 17 13
Due Date (m/d/y):	August 30 13
Client Contact:	Allan House
Designer:	Emma

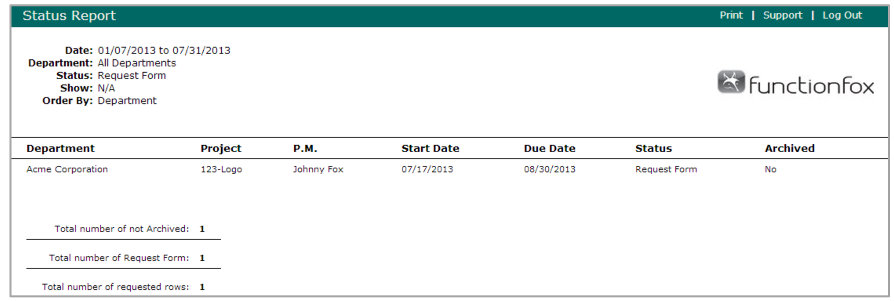
Send Request

Project Request Form Functionality

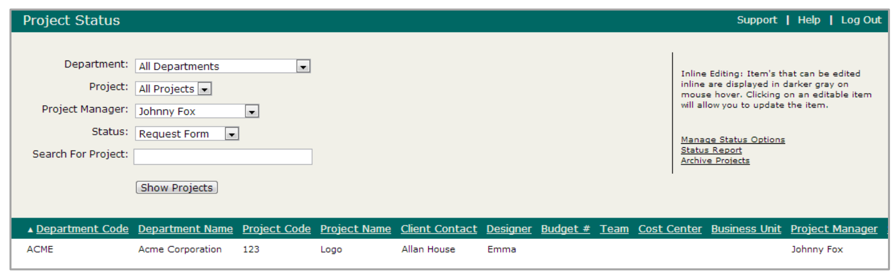
Where you can find requested projects

- **Status Report**
  The **Status Report** can be produced to view all projects that have been requested within the given date range.





- **Setup>Project Status**
  The **Project Status** page can also be used to filter and view what projects have been requested. This page also provides an easy option to approve and open projects that have been requested.



- **Project Blog**
  Any project that has been requested through the use of the Project Request Form will also appear as a blog post under the **Project Blog**.

*NOTE: Any files attached to the requested project will appear under that Department/Project under **Flink**.*

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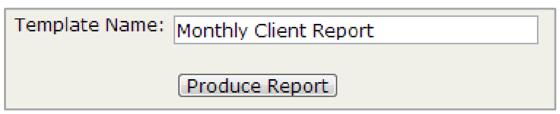
In-House Reporting

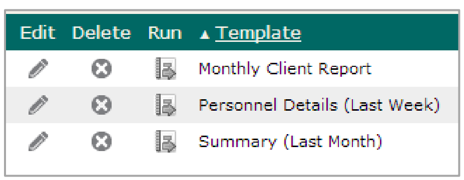
Advanced Department Report
The **Advanced Department Report** allows for customization, advanced filtering, and templates of reports. Similar to other reports throughout TimeFox, this report will require you to filter out the options you're looking to gain output from.

The **Show Select** filter allows for further customization of what variables to include and in what order. Simply add from the drop down menu, and remove by double clicking on each icon. Each variable can be dragged to gain the preferred order.

To template a report, simply choose your desired output variables and include a name under the **Template Name** text box. Once you produce the report once, it will save the report as a template.

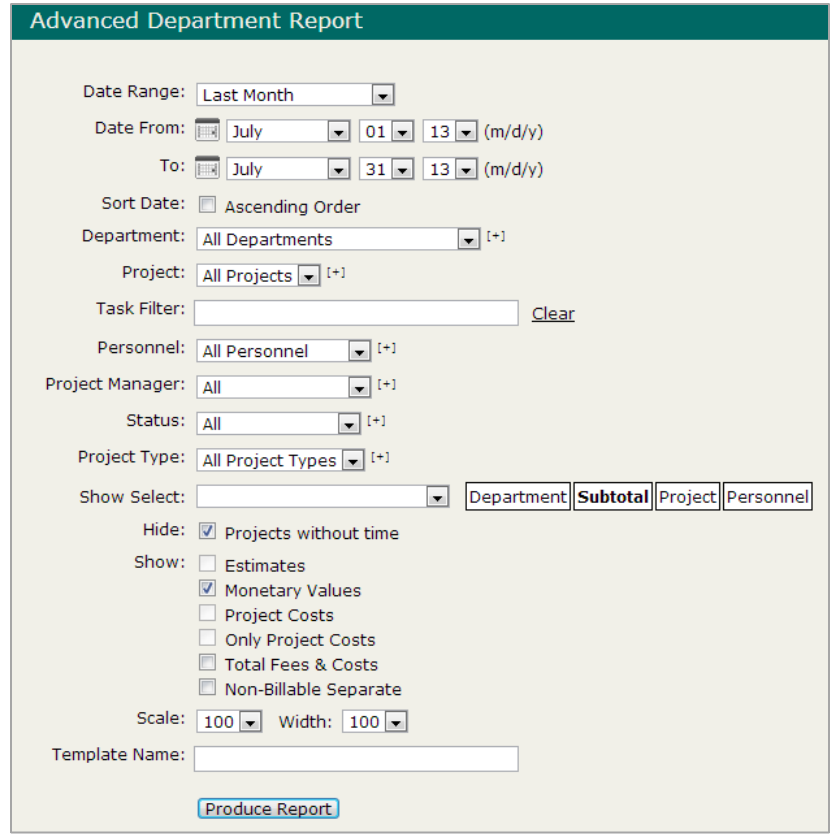


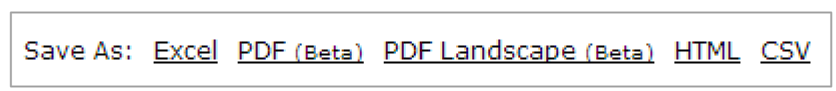
A list of your template reports will be located at the bottom of the page. These reports can be reproduced by clicking on the **Run** button or can be modified by clicking on the **Edit** pencil.



Edit	Delete	Run	▲ Template
			Monthly Client Report
			Personnel Details (Last Week)
			Summary (Last Month)

NOTE: the Advanced Department Report allows you to save the report in multiple file types if needed.



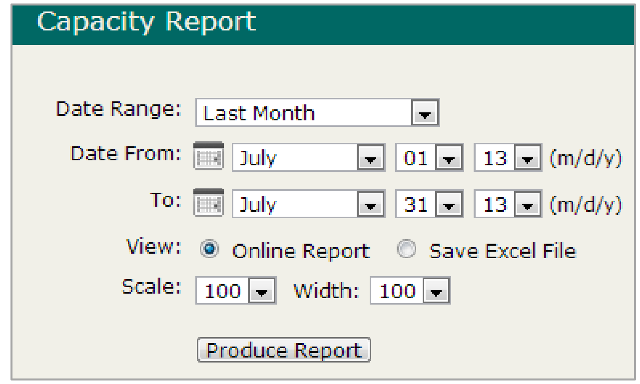


In-House Reporting

Capacity Report

The **Capacity Report** shows how many new projects were created/closed within the selected date range.

Started/Closed	Projects
Started	3
Closed	1



Cycle Report

The **Cycle Report** shows the number of days a project has spent in various statuses within the selected date range.

Status Type	# Projects	Min Days	Avg Days	Max Days
Closed	1	31.00	31.00	31.00
Open	17	0.32	27.39	31.00

Status	# Projects	Min Days	Avg Days	Max Days
Closed	1	31.00	31.00	31.00
Design	4	31.00	31.00	31.00
On Hold	1	31.00	31.00	31.00
Open	8	9.34	27.17	31.00
Proposal	1	31.00	31.00	31.00
Ready to Bill	2	31.00	31.00	31.00
Request Form	1	0.32	0.32	0.32