

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

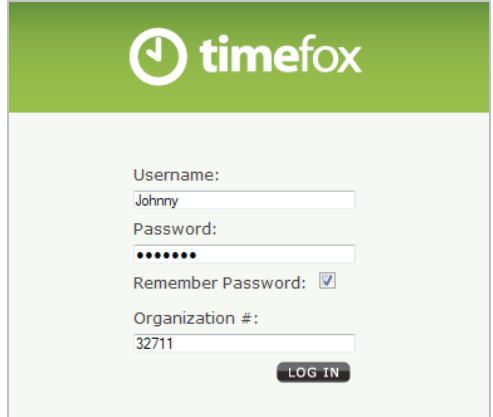

TimeFox Setup

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.

Johnny Fox commented :

New file added : [Koala.jpg](#)

Subject: Logo

Note: Please use this image for the logo

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.

Flink (Admin)

Department:

Project: Show Archived

File to Upload: Koala.jpg Add to Blog Department Upload [Preferences](#)

Notify Personnel: (Optional)

Subject:

Notes:

Other Settings:

Send Email from TimeFox:

Email Link X

To:

Subject:

Download: [Koala.jpg](#)

Reply with your document [here](#)

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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.

- In-House

Message:

Email Message:

Fields:	Field	Hide	Required	Default	Edit Field Name
	Your Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="text"/>
	Your Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="text"/>
	Your Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="text"/>
	Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-- Please Select --	<input type="text"/>
	Project Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="text"/>
	Project Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="text"/>
	Project Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="text"/>
	Scope	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="text"/>
	Project Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Johnny Fox	<input type="text"/>
	Start Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>
	Due Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>
	Flink Upload	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>

Link: <https://w3.functionfox.com/timefox/InHouse/RequestForm/?id=A304B59ACEA74C7D8F8ECE5BECC2ACDC>
[Generate New Link](#) | [De-Activate Link](#)

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.

- Custom Fields

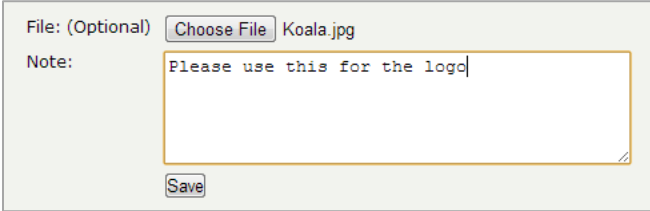
	Field Name	RF	RQ	Field Type	
1:	<input type="text" value="Client Contact"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pick List	Manage Pick List
2:	<input type="text" value="Designer"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pick List	Manage Pick List
3:	<input type="text" value="Budget #"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text Field	

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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.

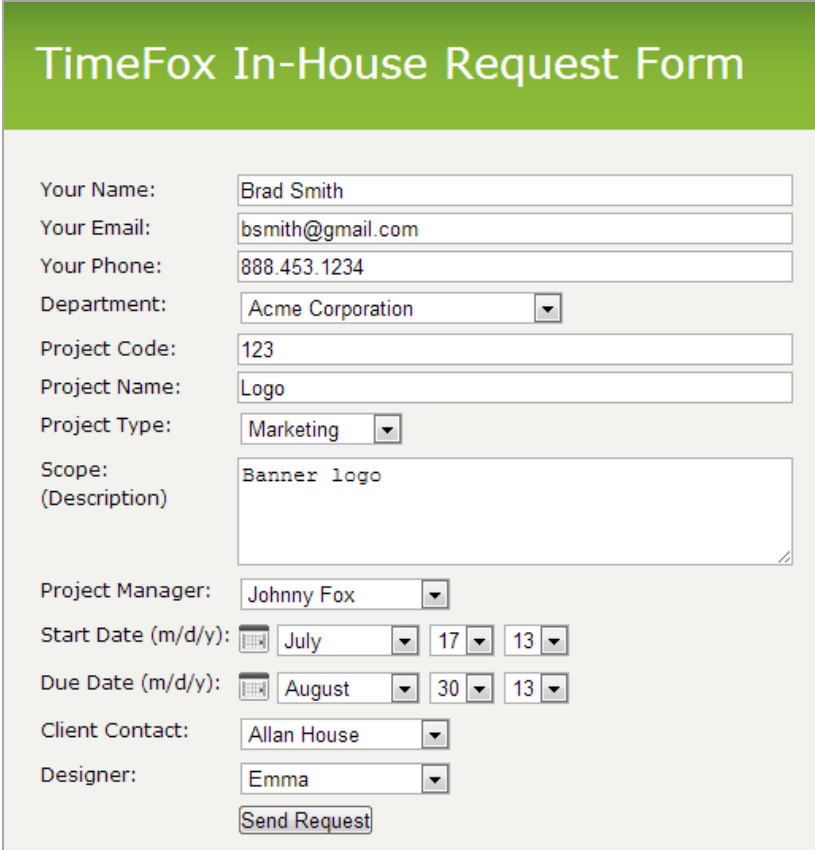
Following the project request, there is an optional feature to allow for documents to be attached to the project request through the use of Flink.



File: (Optional) Koala.jpg

Note:

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:

Your Email:

Your Phone:

Department:

Project Code:

Project Name:

Project Type:

Scope:
(Description)

Project Manager:

Start Date (m/d/y):

Due Date (m/d/y):

Client Contact:

Designer:

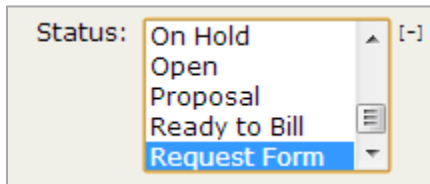
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Project Request Form Functionality

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.



Status: On Hold
Open
Proposal
Ready to Bill
Request Form

Status Report						
Date: 01/07/2013 to 07/31/2013						
Department: All Departments						
Status: Request Form						
Show: N/A						
Order By: Department						
Department	Project	P.M.	Start Date	Due Date	Status	Archived
Acme Corporation	123-Logo	Johnny Fox	07/17/2013	08/30/2013	Request Form	No
Total number of not Archived: 1						
Total number of Request Form: 1						
Total number of requested rows: 1						

- **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 Status										
Department: All Departments										
Project: All Projects										
Project Manager: Johnny Fox										
Status: Request Form										
Search For Project: <input type="text"/>										
<input type="button" value="Show Projects"/>										
<small>Inline Editing: Items that can be edited inline are displayed in darker gray on mouse hover. Clicking on an editable item will allow you to update the item.</small> Manage Status Options Status Report Archive Projects										
Department Code	Department Name	Project Code	Project Name	Client Contact	Designer	Budget #	Team	Cost Center	Business Unit	Project Manager
ACME	Acme Corporation	123	Logo	Allan House	Emma					Johnny Fox

- **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**.*

Johnny Fox commented :

New file added :

Subject: In-House Request: 123-Logo

Note: Requested By: Brad Smith (bsmith@gmail.com, 888.453.1234)

Scope: Banner logo

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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.

Template Name:

[Produce Report](#)

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.

Advanced Department Report

Date Range:

Date From: (m/d/y)

To: (m/d/y)

Sort Date: Ascending Order

Department: [+]

Project: [+]

Task Filter: [Clear](#)

Personnel: [+]

Project Manager: [+]

Status: [+]

Project Type: [+]

Show Select:

Hide: Projects without time

Show: Estimates

Monetary Values

Project Costs

Only Project Costs

Total Fees & Costs

Non-Billable Separate

Scale: Width:

Template Name:

[Produce Report](#)

Save As: [Excel](#) [PDF \(Beta\)](#) [PDF Landscape \(Beta\)](#) [HTML](#) [CSV](#)

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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

Capacity Report

Date Range: Last Month ▼

Date From: July ▼ 01 ▼ 13 ▼ (m/d/y)

To: July ▼ 31 ▼ 13 ▼ (m/d/y)

View: Online Report Save Excel File

Scale: 100 ▼ Width: 100 ▼

Produce Report

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

Cycle Report

Date Range: Last Month ▼

Date From: July ▼ 01 ▼ 13 ▼ (m/d/y)

To: July ▼ 31 ▼ 13 ▼ (m/d/y)

Department: All Departments ▼ [+]

Project: All Projects ▼ [+]

View: Online Report Save Excel File

Scale: 100 ▼ Width: 100 ▼

Produce Report