

Four vertical panels of varying heights are arranged in a row, each showing a close-up of a hand typing on a laptop keyboard. The panels are slightly offset and have a soft blue tint. The top panel is the tallest, and the bottom panel is the shortest.

# Project management software

Employee training

# What is project management software?

Project management software is a time-tracking system specially designed for companies that primarily work with electronic devices, built upon four key pillars:



**100% automatic:** Data collection is fully automated, ensuring complete objectivity. You gain quantifiable recognition of your contribution to results.



**Transparent:** Employees can access their data at any time. It helps you understand how you manage your time, improve work habits, and become more productive.



**Respects privacy:** The application only measures activity times, productivity, and application usage. It does NOT read document or email content, nor does it take screenshots.



**Protect employee well-being:** Allows Digital Disconnection Rules: Enables the configuration of alerts to notify workers when they have been working on the computer for an extended period, protecting their digital well-being.

# Concepts | Basics

- **Active range:** The active range time is calculated based on the start and end times of activity detected by Performance management software (first and last event of the day). Typically, the first event corresponds to turning on the PC + login, and the last event to shutting down the PC.
- **Activity:** "Activity" is the time spent interacting with the computer (online time) or logged manually via a pop-up window when away from the computer.
- **Online activity:** Time spent actively working on the computer, representing actual activity. Online activity data is collected automatically and almost in real time, ensuring a fully objective analysis.
- **Offline activity (Away from the PC):** When users stop interacting with the PC, Performance management software detects that a break has started. When the user returns to the computer and resumes activity (pressing a key or moving the mouse), a pop-up window appears offering two options: "Work" or "Personal." Selecting "Work" adds the time to activity, while selecting "Personal" excludes it.
- **Productivity:** "Productivity" refers to the portion of active time spent using applications deemed productive according to the productivity map defined for the role or group.
- **Expected activity:** The expected activity for each employee per day. For example, a full-time schedule would have an expected activity of 8 hours, while part-time would be 4 hours. The expected activity is set in the work calendar.

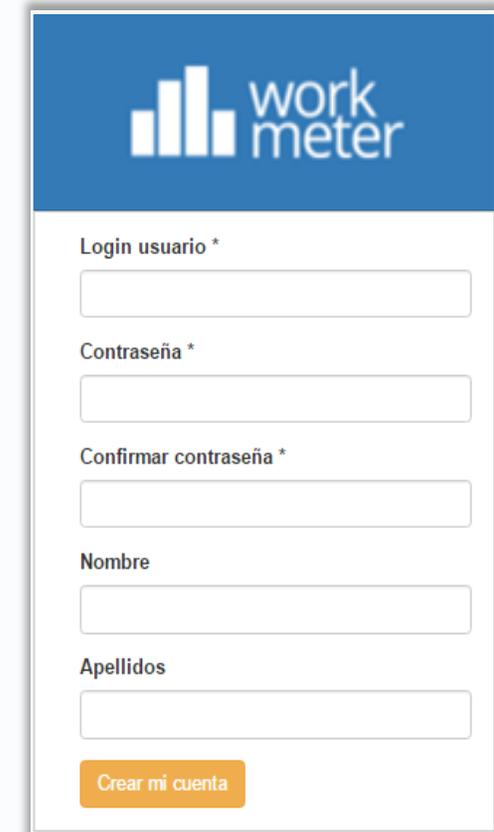
# First steps | Create a user account

To view your data, you first need to create a Project management software account. To do so:

1. Right-click on the **project management software** icon in the taskbar. If you can't find the icon in the taskbar, it might be located in the hidden icons section.



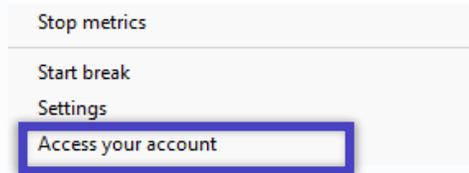
2. When you right-click on the icon, a menu with various options will appear. Select the option "Access your account" and fill in your details.

The image shows a screenshot of the Workmeter web interface. At the top is the Workmeter logo on a blue background. Below it is a white form with the following fields: 'Login usuario \*' (text input), 'Contraseña \*' (password input), 'Confirmar contraseña \*' (password input), 'Nombre' (text input), and 'Apellidos' (text input). At the bottom of the form is an orange button labeled 'Crear mi cuenta'.

# First steps | Access

To consult project management software, you can access it:

- Through the WorkMeter button located in the taskbar (two alternatives):
  - Double-click
  - Right-click > Access your Account

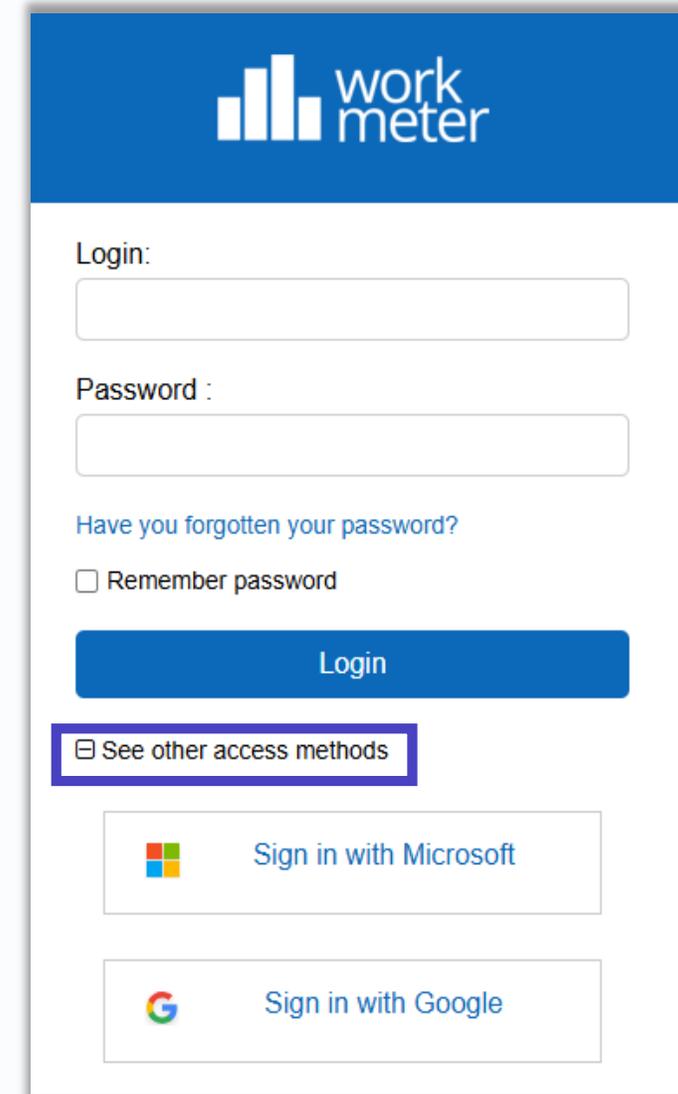


- Through the following link:

<https://timework.workmeter.com/>

We recommend bookmarking it in your browser for easier access.

**WorkMeter allows you to quickly log in to the platform using your Microsoft or Google account.**

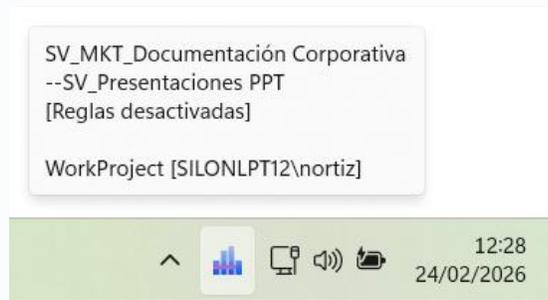
A screenshot of the WorkMeter login page. The page has a blue header with the WorkMeter logo. Below the header, there are two input fields for "Login:" and "Password:". Below the password field, there is a link "Have you forgotten your password?". There is a checkbox labeled "Remember password". A blue "Login" button is positioned below the checkbox. Below the "Login" button, there is a link "See other access methods" which is highlighted with a blue rectangular border. Below this link, there are two buttons for "Sign in with Microsoft" and "Sign in with Google".

# First steps | How to allocate time to projects

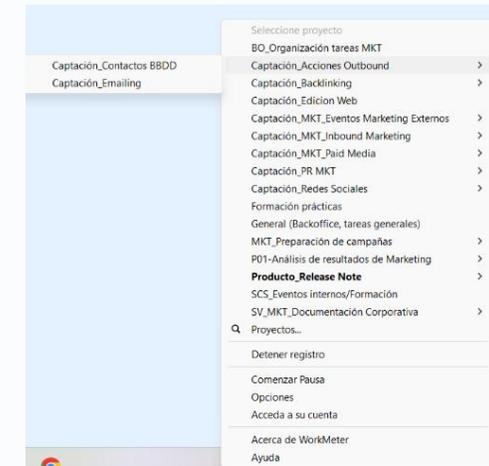
## Manual project assignment

When the system doesn't automatically detect the correct project or you need to modify the assignment, you can do so directly from the WorkMeter icon in the taskbar.

- 1. Access the WorkMeter icon:** Locate the blue WorkMeter icon in the taskbar (usually in the lower right corner of the screen).



- 2. Select the project:** Left-click on the WorkMeter icon. A list of projects associated with your profile will be displayed. Select the relevant project. If there are subprojects, expand the option and choose the appropriate one.

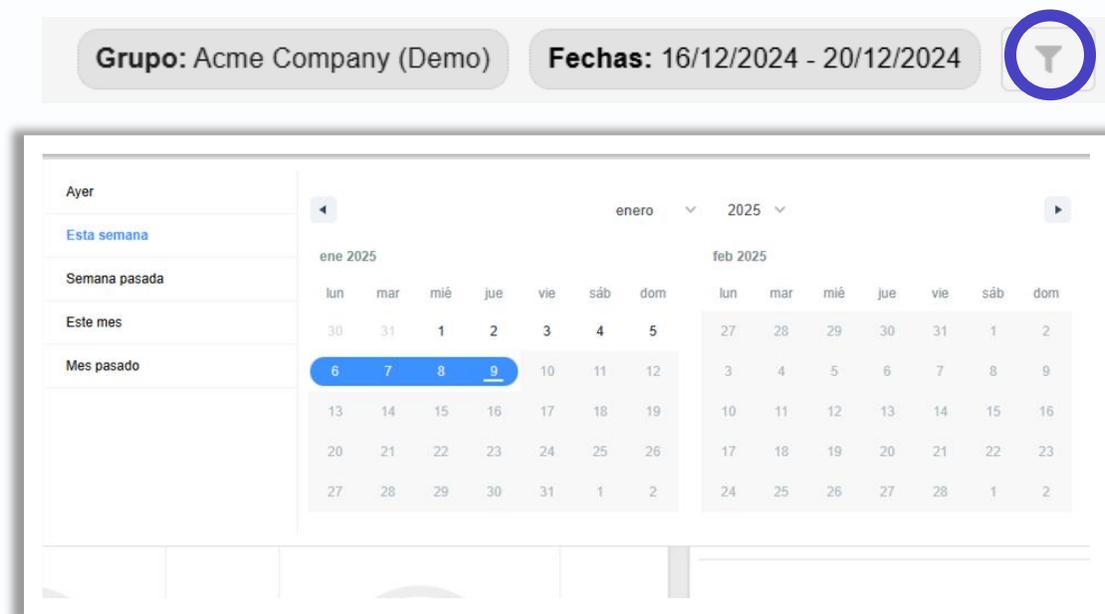


- 3. Confirm the change:** When you select the project or subproject, a confirmation message will appear indicating that the change has been made successfully.



# First steps | Filter

The filter in the upper right corner of the screen allows you to analyze data by date range. There are predefined values that adjust automatically when selected.



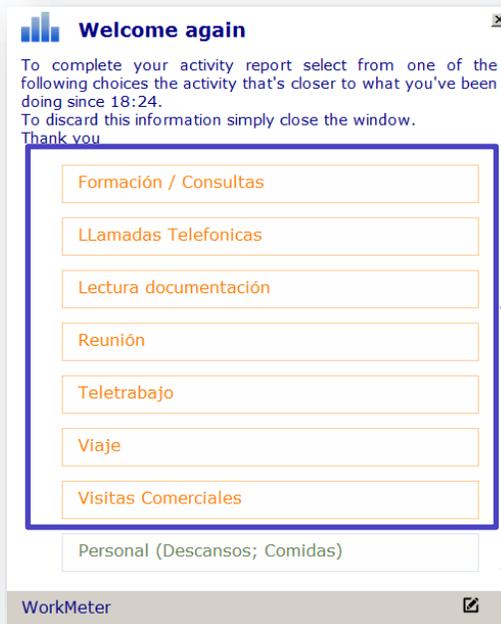
To select a specific day, choose the same date as both the start and end date in the calendar.

If the date range is less than a day, the data will be displayed in hours. If the range exceeds one day, the graph will display the data in days.

# Step two | How to use it?

You don't need to worry about recording your activity; data collection is fully automated.

- **PC Activity:** As soon as you turn on your computer and/or log in, the application automatically starts collecting data without requiring any manual input.
- **Offline Activity:** When you stop interacting with your PC, the application automatically detects that a break has started. Upon resuming interaction with the computer, a pop-up window will appear, similar to the one shown in the following screenshot:
- **Note:** Each company customizes the options in the pop-up window based on the offline tasks employees can perform. The options you see are tailored specifically for you.



If you have been working, select the task you were performing. All orange options are added to activity.

If you were on a break or taking a pause, select the gray option.



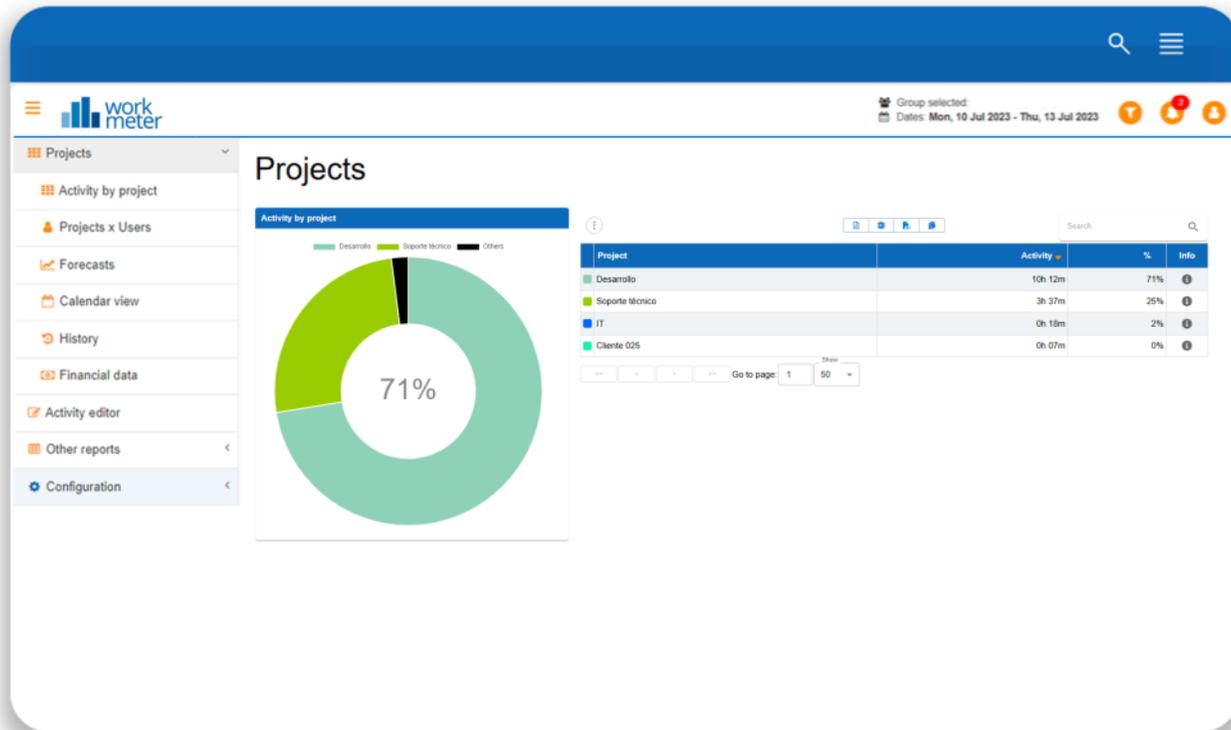
If you close the window using the cross without selecting an option, it will be recorded as a pause.

*It is important to always select an option, whether active or not, to ensure that your daily activity is accurately recorded.*

# Panels

## Project management software

# Projects | Activity by projects

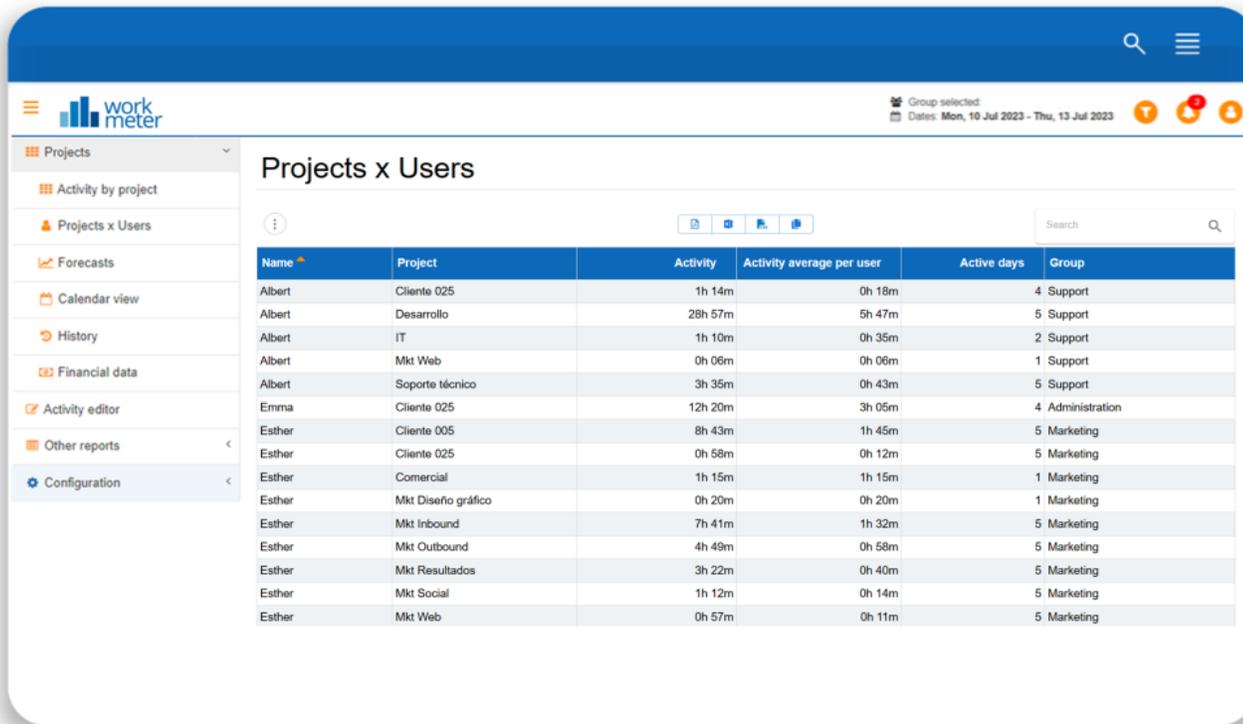


**This panel visually summarizes the following information through a chart and a table:**

- Project
- Average activity
- Active days: The number of days the employee has reported activity on a project during the selected period.

If you click on the (i) icon or a color in the circular chart, you will be directed to the detailed activity breakdown of that project by day.

# Projects | Projects by user

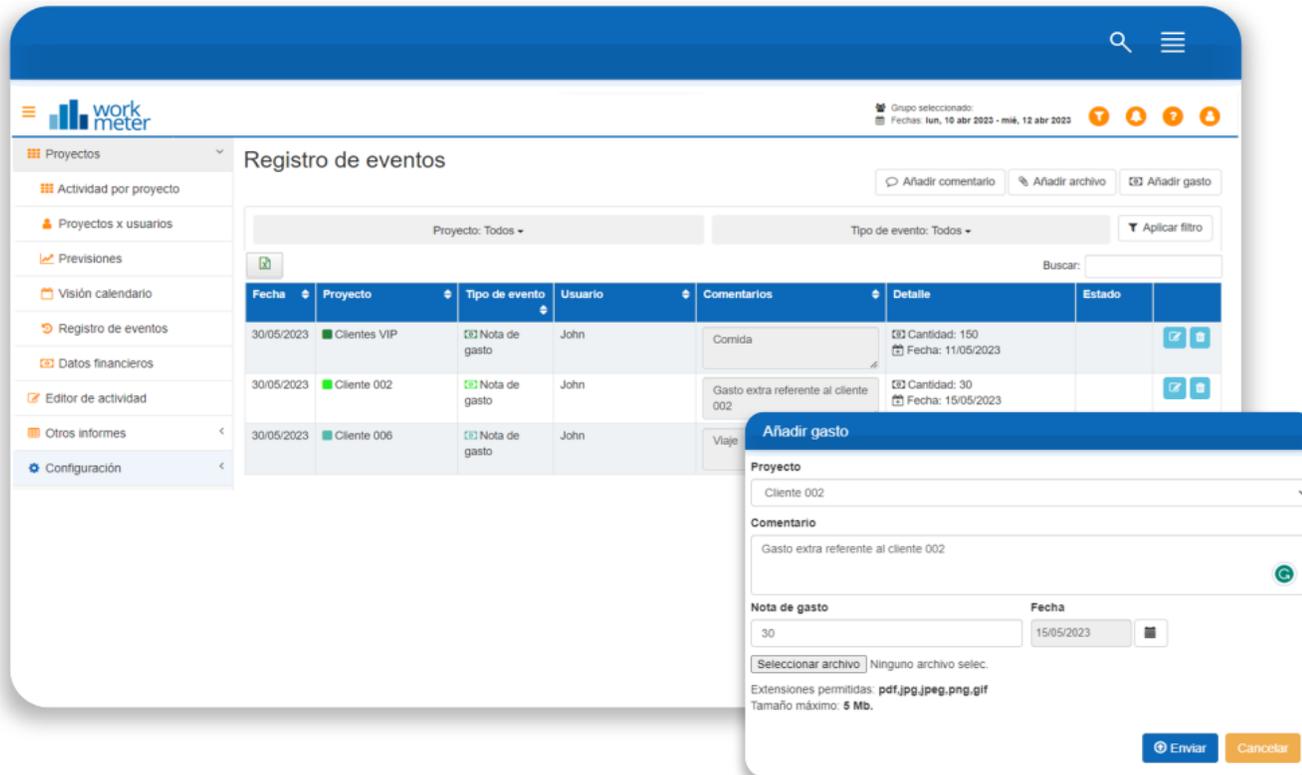


The screenshot shows the 'Projects x Users' dashboard in Workmeter. The interface includes a sidebar with navigation options like 'Projects', 'Activity by project', 'Projects x Users', 'Forecasts', 'Calendar view', 'History', 'Financial data', 'Activity editor', 'Other reports', and 'Configuration'. The main content area displays a table with the following data:

Name	Project	Activity	Activity average per user	Active days	Group
Albert	Cliente 025	1h 14m	0h 18m	4	Support
Albert	Desarrollo	28h 57m	5h 47m	5	Support
Albert	IT	1h 10m	0h 35m	2	Support
Albert	Mkt Web	0h 06m	0h 06m	1	Support
Albert	Soporte técnico	3h 35m	0h 43m	5	Support
Emma	Cliente 025	12h 20m	3h 05m	4	Administration
Esther	Cliente 005	8h 43m	1h 45m	5	Marketing
Esther	Cliente 025	0h 58m	0h 12m	5	Marketing
Esther	Comercial	1h 15m	1h 15m	1	Marketing
Esther	Mkt Diseño gráfico	0h 20m	0h 20m	1	Marketing
Esther	Mkt Inbound	7h 41m	1h 32m	5	Marketing
Esther	Mkt Outbound	4h 49m	0h 58m	5	Marketing
Esther	Mkt Resultados	3h 22m	0h 40m	5	Marketing
Esther	Mkt Social	1h 12m	0h 14m	5	Marketing
Esther	Mkt Web	0h 57m	0h 11m	5	Marketing

This panel visually displays all the projects linked to the employee.

- **Employee name.**
- **Project:** Name of the project
- **Activity:** Total activity by the employee for each Project.
- **Average activity:** Daily average activity reported by the employee for each project.
- **Active days:** Number of days the employee reported activity on each project during the selected period.



Registro de eventos

Grupo seleccionado: Fechas: lun, 10 abr 2023 - mié, 12 abr 2023

Proyecto: Todos Tipo de evento: Todos

Fecha	Proyecto	Tipo de evento	Usuario	Comentarios	Detalle	Estado
30/05/2023	Cientes VIP	Nota de gasto	John	Comida	Cantidad: 150 Fecha: 11/05/2023	
30/05/2023	Ciente 002	Nota de gasto	John	Gasto extra referente al cliente 002	Cantidad: 30 Fecha: 15/05/2023	
30/05/2023	Ciente 006	Nota de gasto	John	Viaje		

**Añadir gasto**

Proyecto: Cliente 002

Comentario: Gasto extra referente al cliente 002

Nota de gasto: 30 Fecha: 15/05/2023

Seleccionar archivo: Ninguno archivo selec.

Extensiones permitidas: pdf, jpg, jpeg, png, gif  
Tamaño máximo: 5 Mb.

Enviar Cancelar

Through this panel, you can record comments, files, and expenses for all the projects assigned to you, based on:

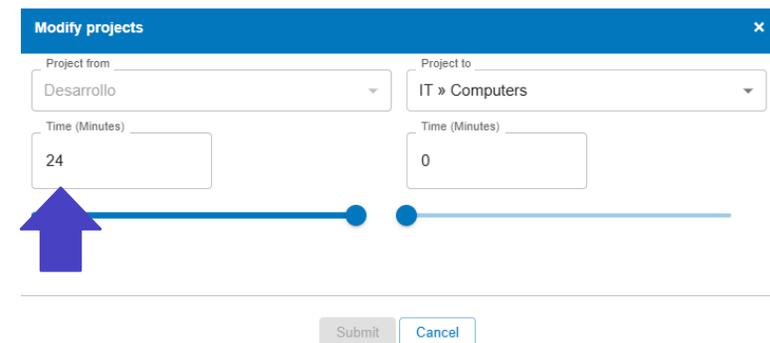
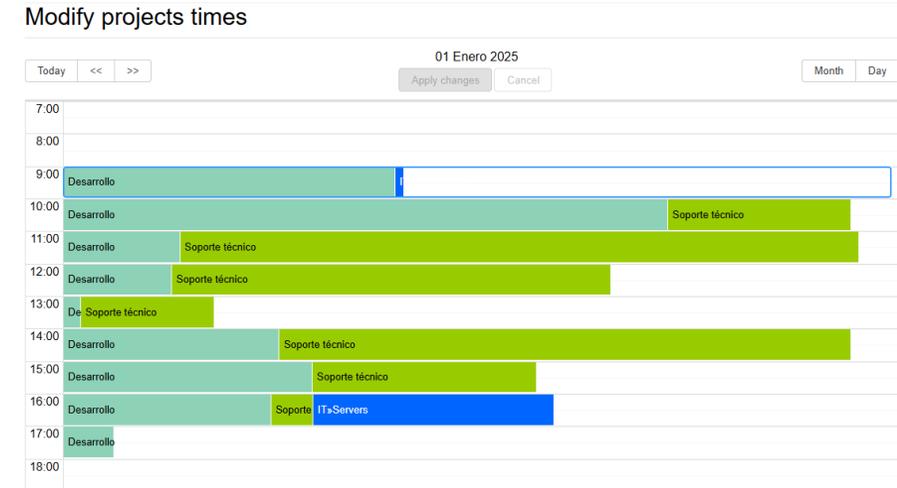
- Date
- Project
- Event type: You can choose to add a comment, a file, or an expense.
- User
- Comments
- Details: Specifications of each event are displayed.
- Status

# Activity editor | How to modify the time on your projects

1. Select the day you want to modify by clicking on it and opening the previously mentioned daily view.

In this view, each row represents a full hour of work and displays all the projects you had active during that time frame.

2. Click on the project you want to make changes to, and the following window will appear:



Modify projects

Project from: Desarrollo

Project to: IT » Computers

Time (Minutes): 24

Time (Minutes): 0

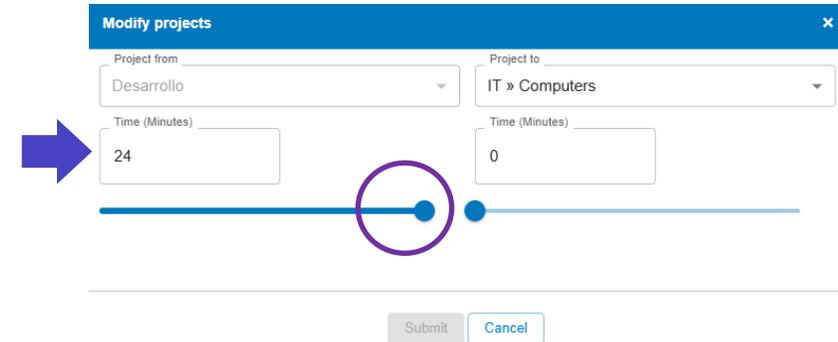
Submit Cancel

# Activity editor | How to modify the time on your projects

3. We select the new "destination project" and enter the time we have dedicated or modify it by moving the slider. The time from the original project is transferred to the destination project.

4. When you agree with the changes, click on "SUBMIT" and the information will be updated.

Once you have finished editing the data, press the **"Apply changes" button to save all the edited information.**



## Modify projects times



# Activity editor | How it works

The activity editor of the project management software is used to edit activity periods automatically recorded by the system. This way, we can input offline activities on past days with information that has not been automatically captured by the tool.

For example, adding offline activity times such as meetings, business visits, or any offline activity carried out away from the computer.

## Activity editor

Apply changes Cancel

Start time 08:00 End time 20:00

Fecha	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
13/01/2025																								
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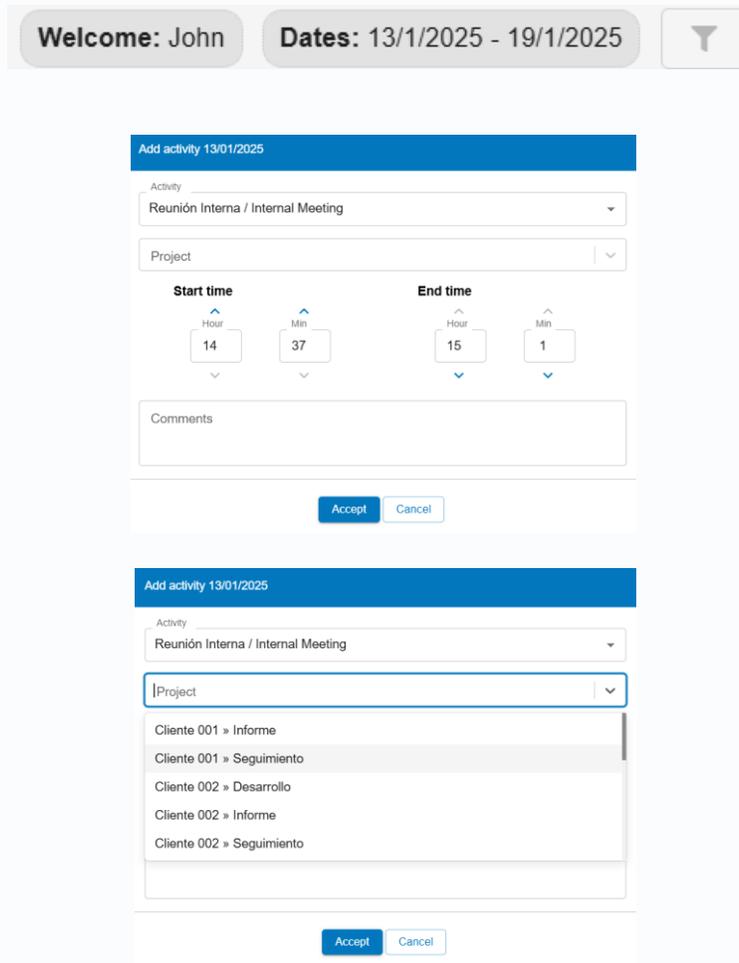
La edición de datos solo se realiza por empleados, por lo que debemos seleccionar uno en el filtro para empezar.

# Activity editor | How to edit your activity

**1.** Select the date range you want to display in the chart.

**2.** Click anywhere outside the orange-shaded area, and the following window will appear:

**3.** Select the type of offline activity you want to add in the highlighted time slots and press the "Accept" button.



The screenshot shows the 'Add activity' window in Workmeter. At the top, there is a navigation bar with 'Welcome: John', 'Dates: 13/1/2025 - 19/1/2025', and a filter icon. Below this, the 'Add activity 13/01/2025' window is displayed in two states:

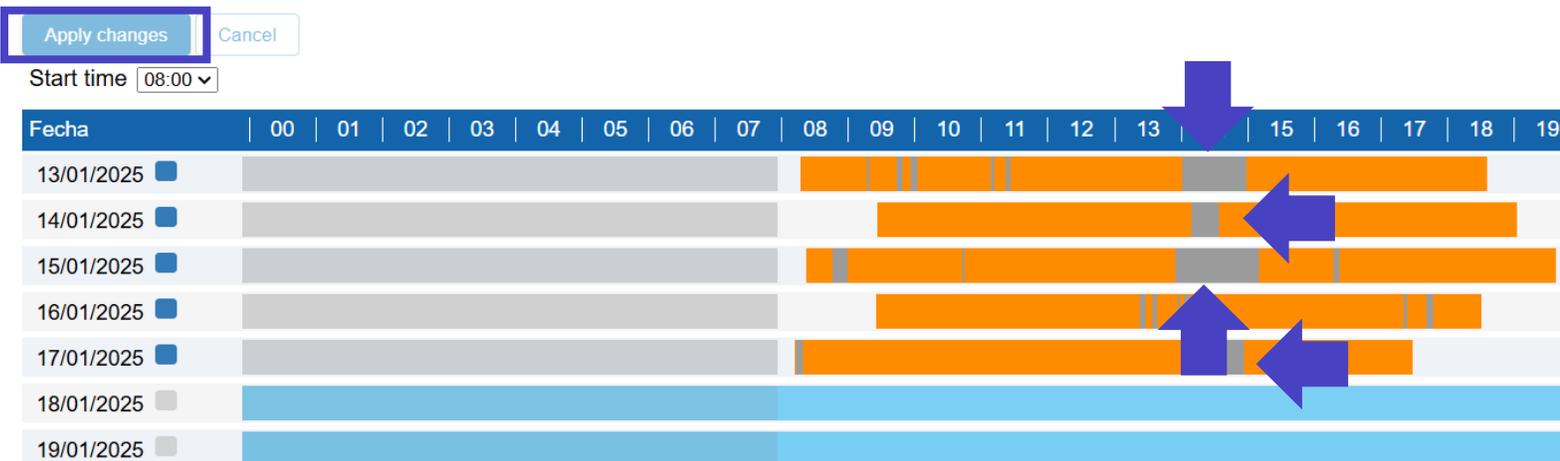
- Top State:** The 'Activity' dropdown is set to 'Reunión Interna / Internal Meeting'. The 'Project' dropdown is empty. The 'Start time' is set to 14:37 and the 'End time' is set to 15:01. There is a 'Comments' text area and 'Accept' and 'Cancel' buttons at the bottom.
- Bottom State:** The 'Project' dropdown is open, showing a list of project options: 'Cliente 001 » Informe', 'Cliente 001 » Seguimiento', 'Cliente 002 » Desarrollo', 'Cliente 002 » Informe', and 'Cliente 002 » Seguimiento'. The 'Accept' and 'Cancel' buttons are visible at the bottom.

# Activity editor | How to edit your activity

4. You will return to the activity editor screen, and the changes you made will be highlighted in red (pending approval). You can continue adding information to the panel for the other days you wish to modify.

Once you have finished editing the data, press the **"Apply changes"** button to save all the edited information.

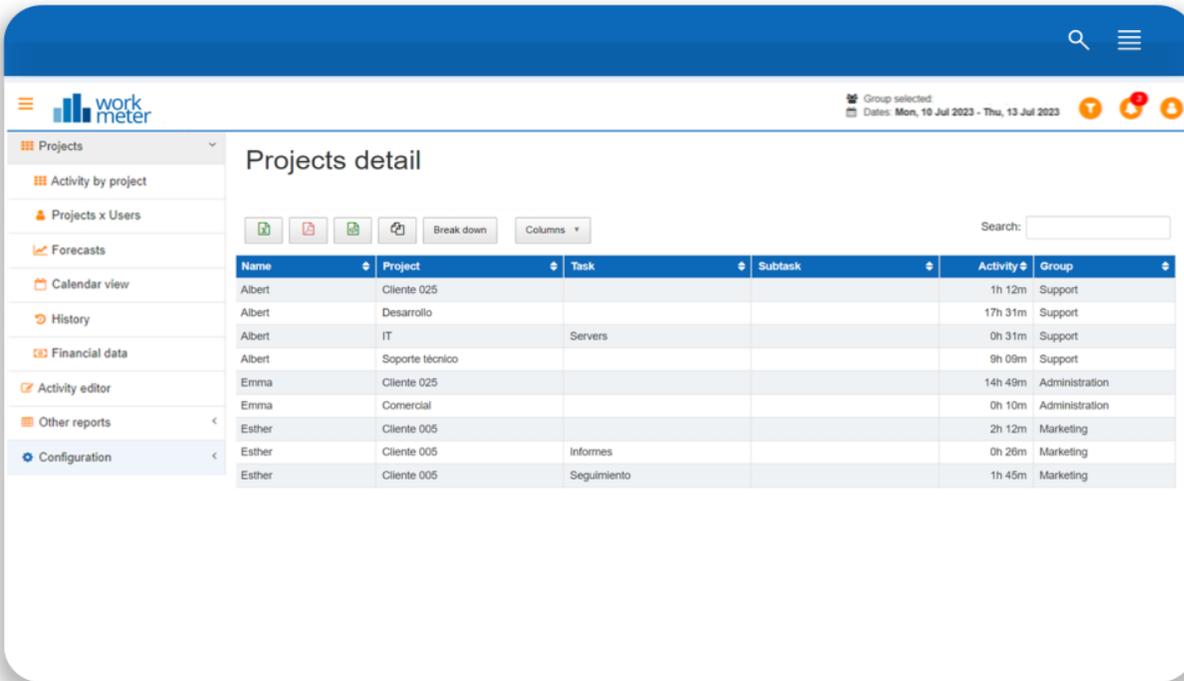
## Activity editor



### NOTES TO KEEP IN MING:

- When changes are applied, the modified days are locked until the data is processed on the server (up to 24 hours). It is important to ensure that all modifications have been added before applying the changes.
- If activity times exceeding those configured by the manager are added, prior approval from the manager will be required.

# Other reports | Project details



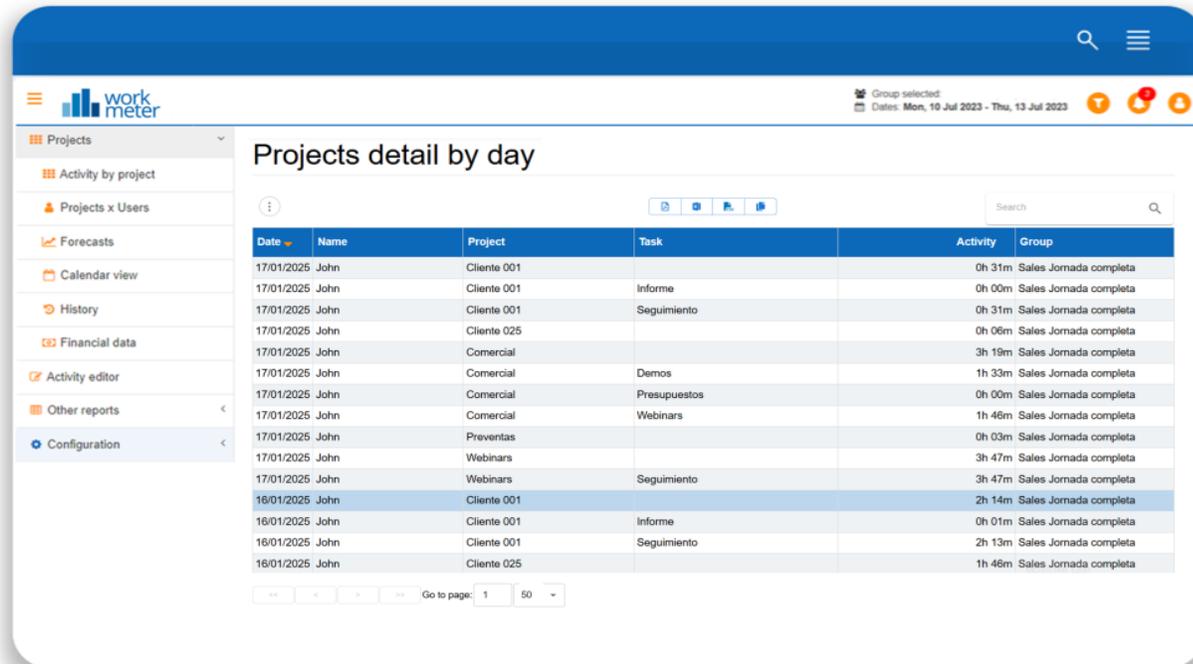
Name	Project	Task	Subtask	Activity	Group
Albert	Ciente 025			1h 12m	Support
Albert	Desarrollo			17h 31m	Support
Albert	IT	Servers		0h 31m	Support
Albert	Soporte técnico			9h 09m	Support
Emma	Ciente 025			14h 49m	Administration
Emma	Comercial			0h 10m	Administration
Esther	Ciente 005			2h 12m	Marketing
Esther	Ciente 005	Informes		0h 26m	Marketing
Esther	Ciente 005	Seguimiento		1h 45m	Marketing

This panel summarizes the following information based on the date range selected in the filter:

- Employee name
- ProjectThe task (or subtasks) assigned to each project
- The activity (time) dedicated to each project
- The group to which the worker belongs

This same information can be viewed in the table of the "Project Details by Day" panel, which shows activity broken down by days.

# Other reports | Projects details by day

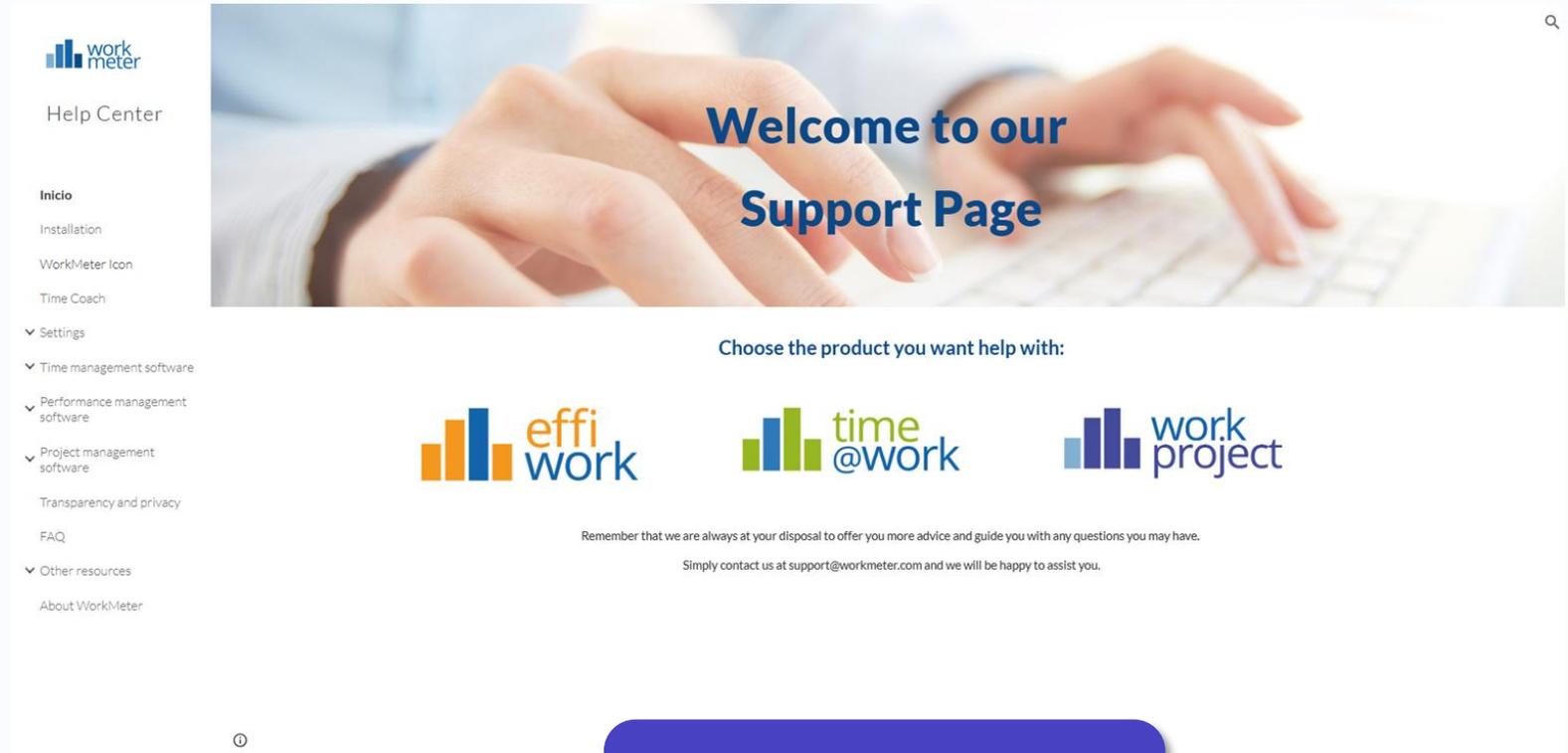


Date	Name	Project	Task	Activity	Group
17/01/2025	John	Ciente 001		0h 31m	Sales Jornada completa
17/01/2025	John	Ciente 001	Informe	0h 00m	Sales Jornada completa
17/01/2025	John	Ciente 001	Seguimiento	0h 31m	Sales Jornada completa
17/01/2025	John	Ciente 025		0h 06m	Sales Jornada completa
17/01/2025	John	Comercial		3h 19m	Sales Jornada completa
17/01/2025	John	Comercial	Demos	1h 33m	Sales Jornada completa
17/01/2025	John	Comercial	Presupuestos	0h 00m	Sales Jornada completa
17/01/2025	John	Comercial	Webinars	1h 46m	Sales Jornada completa
17/01/2025	John	Preventas		0h 03m	Sales Jornada completa
17/01/2025	John	Webinars		3h 47m	Sales Jornada completa
17/01/2025	John	Webinars	Seguimiento	3h 47m	Sales Jornada completa
16/01/2025	John	Ciente 001		2h 14m	Sales Jornada completa
16/01/2025	John	Ciente 001	Informe	0h 01m	Sales Jornada completa
16/01/2025	John	Ciente 001	Seguimiento	2h 13m	Sales Jornada completa
16/01/2025	John	Ciente 025		1h 46m	Sales Jornada completa

This panel summarizes the following information based on the date range selected in the filter:

- Employee name
- Project
- The task (or subtasks) assigned to each project
- The activity (time) dedicated to each project by day
- The group to which the worker belongs

# Project management software| Help portal



The screenshot shows the WorkMeter Help Center interface. On the left is a navigation menu with the WorkMeter logo and the following items: Help Center, Inicio, Installation, WorkMeter Icon, Time Coach, Settings, Time management software, Performance management software, Project management software, Transparency and privacy, FAQ, Other resources, and About WorkMeter. The main content area features a large banner with the text "Welcome to our Support Page" over a background image of hands typing on a keyboard. Below the banner, it says "Choose the product you want help with:" and displays three logos: "effi work", "time @work", and "work project". At the bottom of the main content area, there is a note: "Remember that we are always at your disposal to offer you more advice and guide you with any questions you may have. Simply contact us at support@workmeter.com and we will be happy to assist you."

**VIEW THE HELP PORTAL**

# Digital solutions for work time measurement

