https://app.titra.io/try

How to use titra

- Add/Edit project
- Overview
- Profile Settings
- Time tracking
- User Settings

Add/Edit project

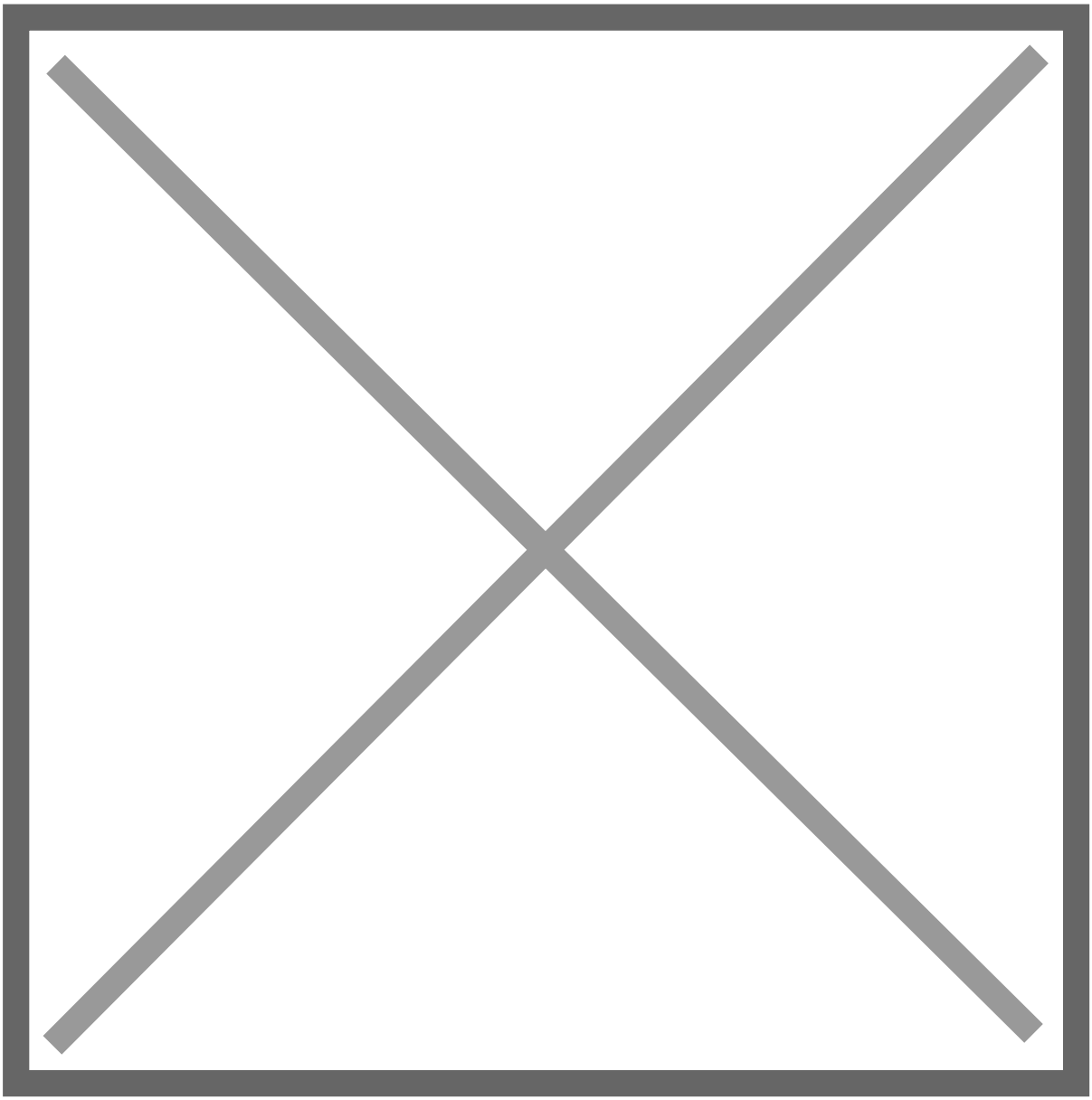
Navigation and project creation

Top bar navigation [1] At the moment, titra has three selection options:

– **Track** – opens the time tracking view.
– **Overview** – opens the project overview with histogram and pie chart.
– **Details** – opens the table view with detailed information and filter possibilities.

Settings–Dropdown [2]
contains following sections: Profile, Settings and About

New Project [3] Adds a new project and opens its options.



How to set up the new project

First click on the **New project** button [3]. The settings page will be opened.

https://app.titra.io/create/project

The project will not be created until the settings are saved for the first time.

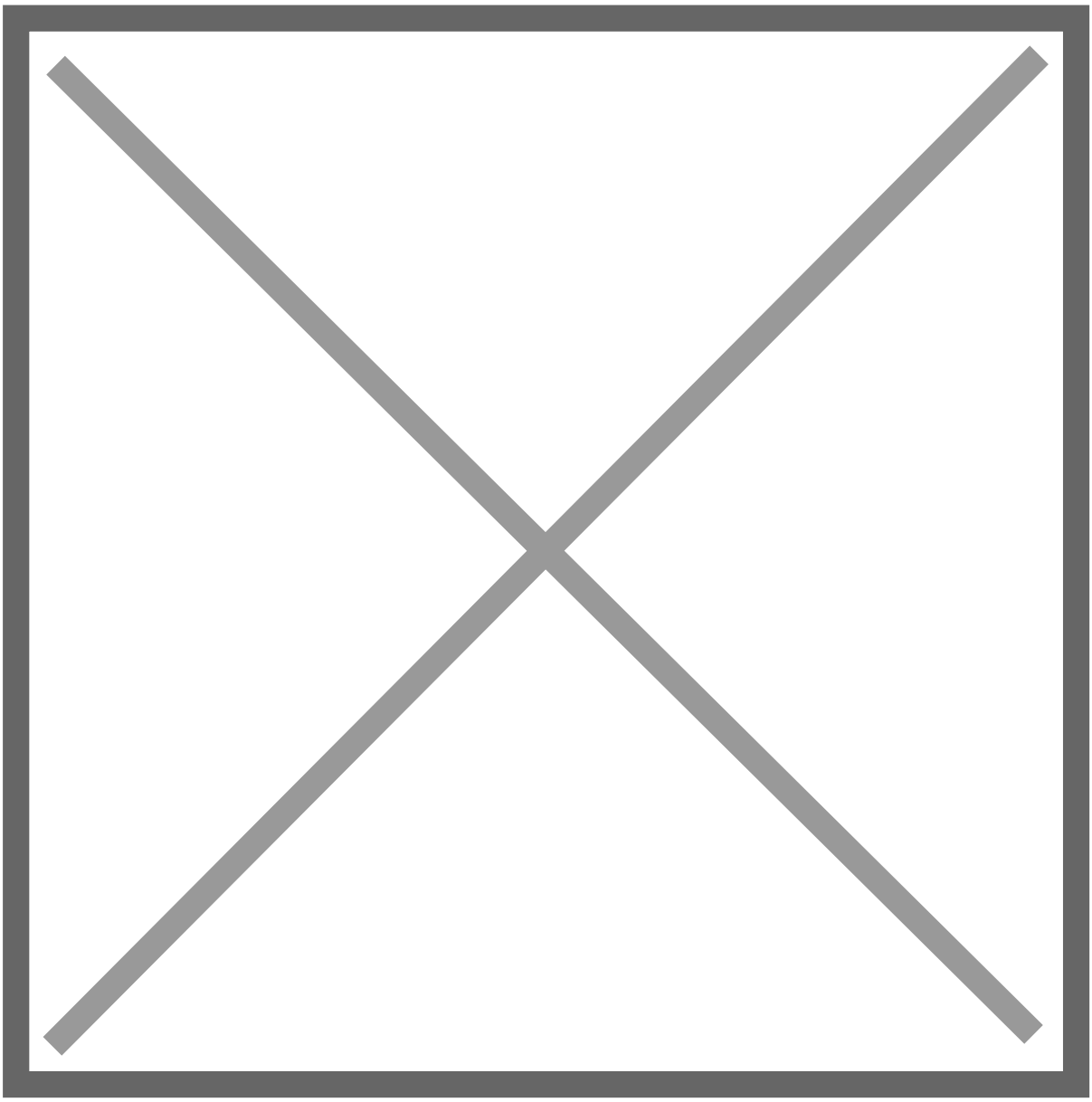
Add a **Name** for your project.

Add a project **Description**.

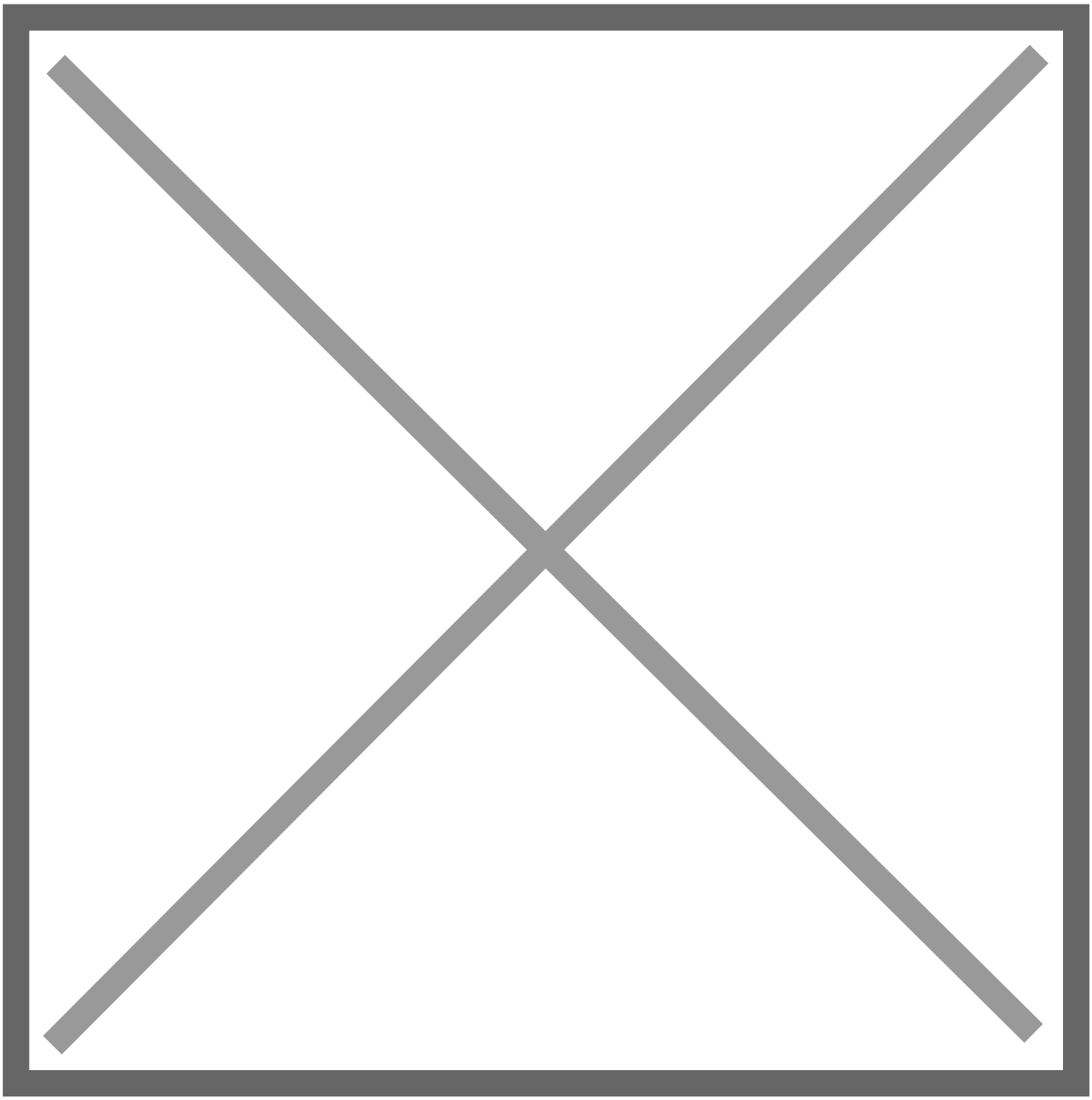
Set a custom **Color** to the project. Click colored button to open the color picker.

Add a **Customer** to the project.

Set a **Rate($/hour)** to the project. For example: 102.45 per tracked hour. Cost unit can be changed in the **Settings**.



Set a **Target/Budget** to the project. *For example: 25000 hours.*

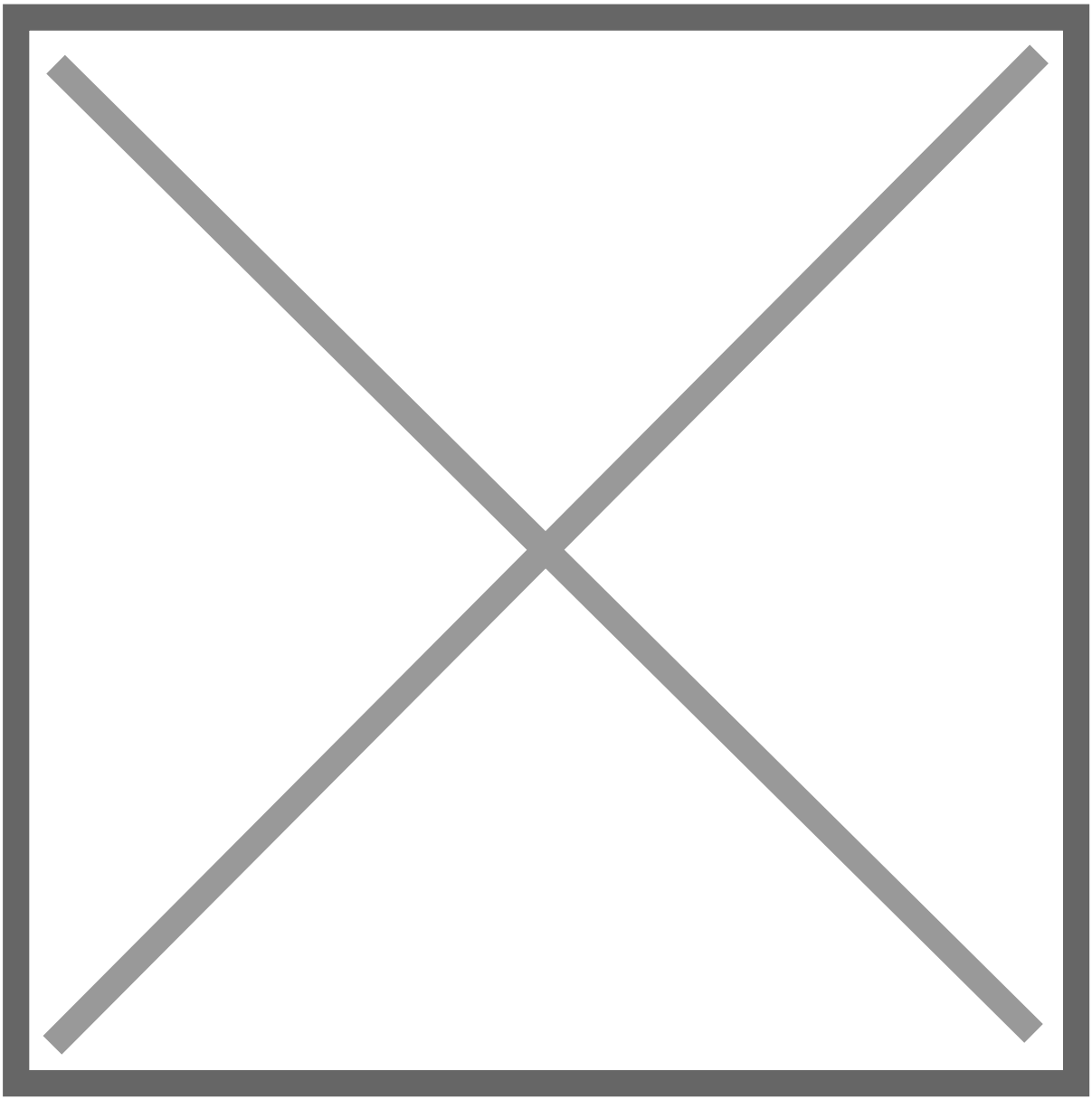


Press **Save** to create the Project. The project settings can be adjusted at any time.

Access rights

The **Access rights** are displayed **after saving**. Add colleagues or co-workers to give them access to the project. Type in the e-mail of your contact and press the **Add** button. Repeat the process to add more contacts.

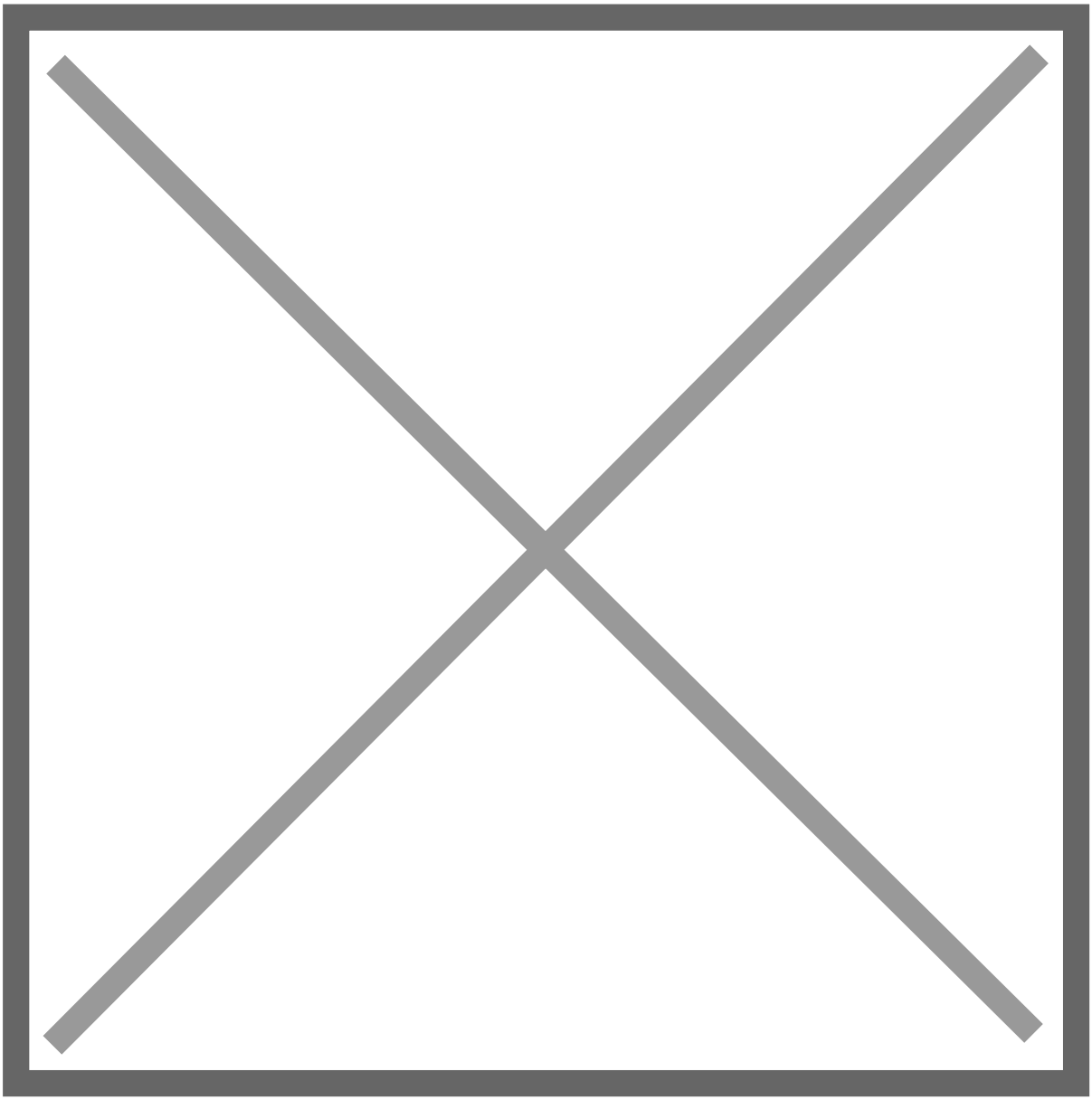
To grant access to all users enable the check box ☑ **Public project (visible to all users)**



Edit an existing project

Edit your existing project by clicking **Edit** in the **Overview section**.

Keep in mind, this option is only available if you own the project or have **access rights**.



Archiving an existing project

The idea behind archiving is that you usually don't want to delete a project right away - you probably know that situation, no work has been done for a customer in quite a while, you "close" the project but then there is a follow-up. That's the main reason why we opted for archiving as a first step instead of deleting projects directly. If you archive a project it will be hidden from all views with one exception:
After archiving a project you can display it still in the overview using the filter toggles:

image

If you show archived projects you will see all archived projects in the overview and get additional buttons to restore and completely delete a project:

image

Overview

Once you have added the tasks to your projects you will get additional information on the **Overview** page. ↓

https://app.titra.io/list/projects

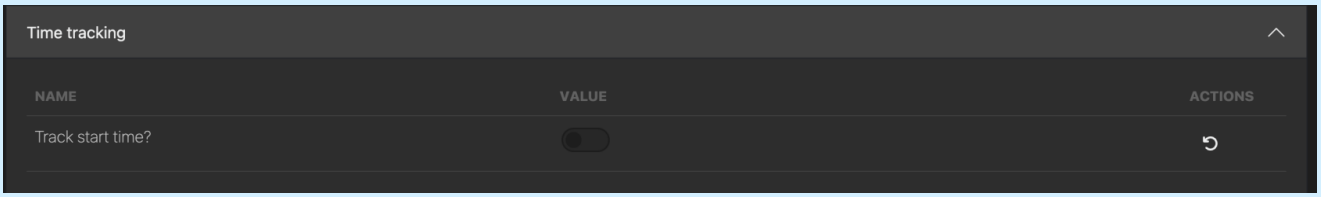
Use the calendar to get a monthly overview. Select a date by click. ↓

https://app.titra.io/tracktime?view=M

Details

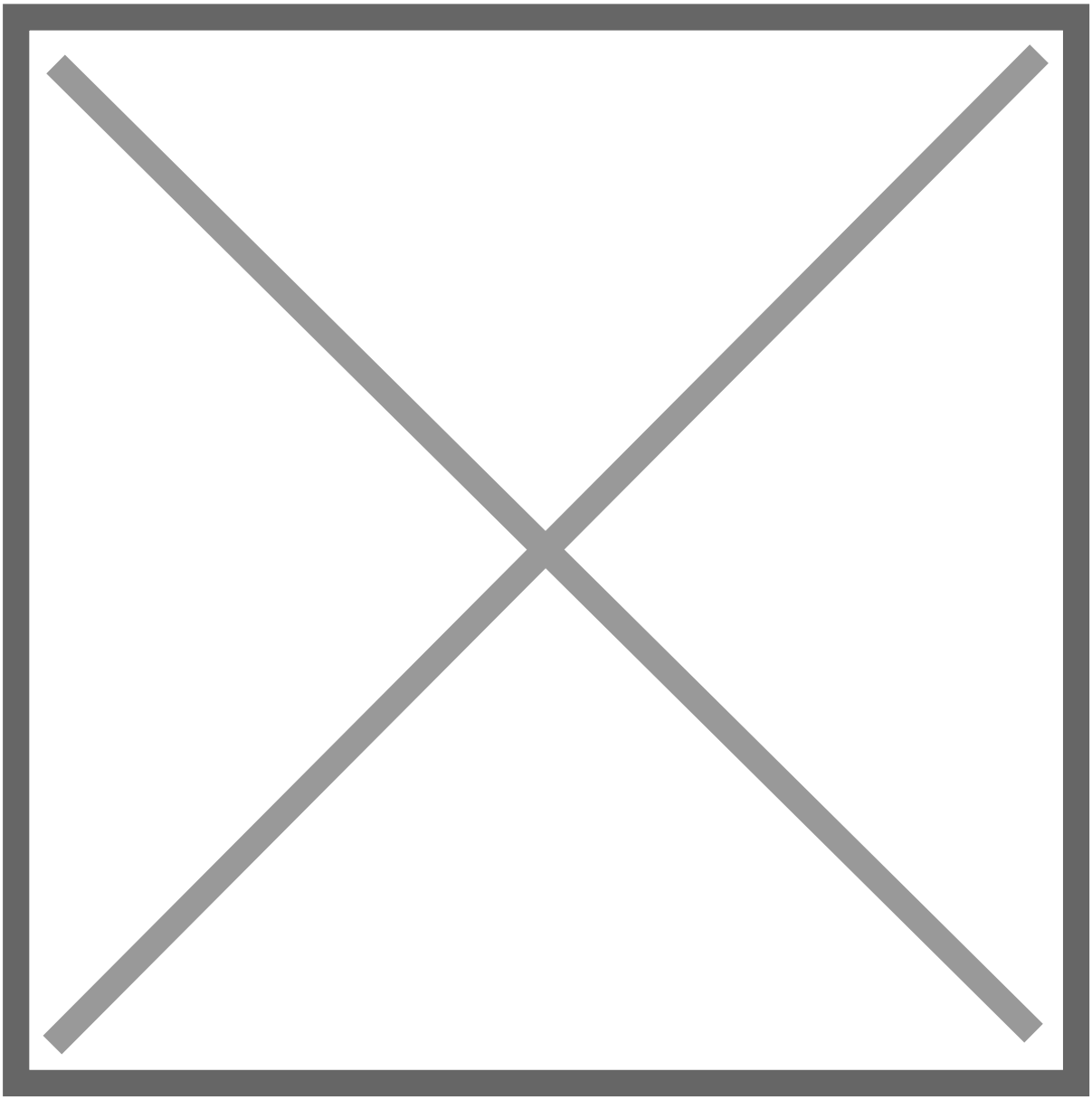
Use the **Details** view to get a better overview and more options. The task will be displayed in tables with filter, search, export/import, share and edit options. ↓

https://app.titra.io/list/timecards/all

> **Note**: the Working time tab is only displayed if the global setting "Track start time?" is set to false!
>
> 
>
>
> See Github issue #73 for more details about the on-going discussion on this topic.

Profile Settings

User Profile



https://app.titra.io/profile

Name

The name you specify in your name field will be your display name on Titra. It can be changed at any time.

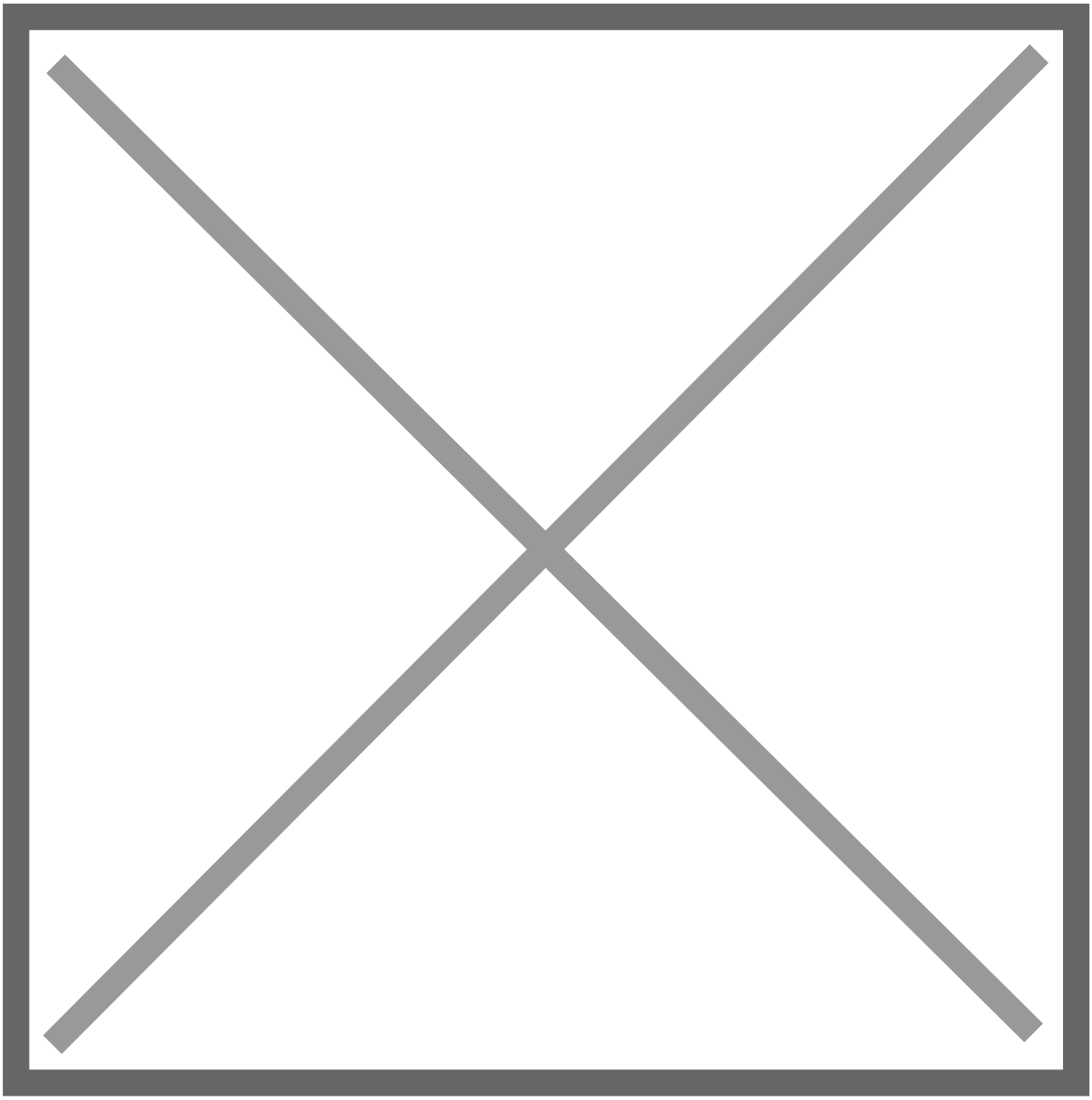
For example: *“Emmett Brown”*

Color

lor code or select one with the color picker – to do so click on the colored field. for example: #3C95C0

Upload custom avatar

Select the **Browse…** button to open your file-explorer. Choose a picture and confirm.



Reset avatar

Select **Reset** to remove your current avatar. Now you can choose another avatar or a colour.

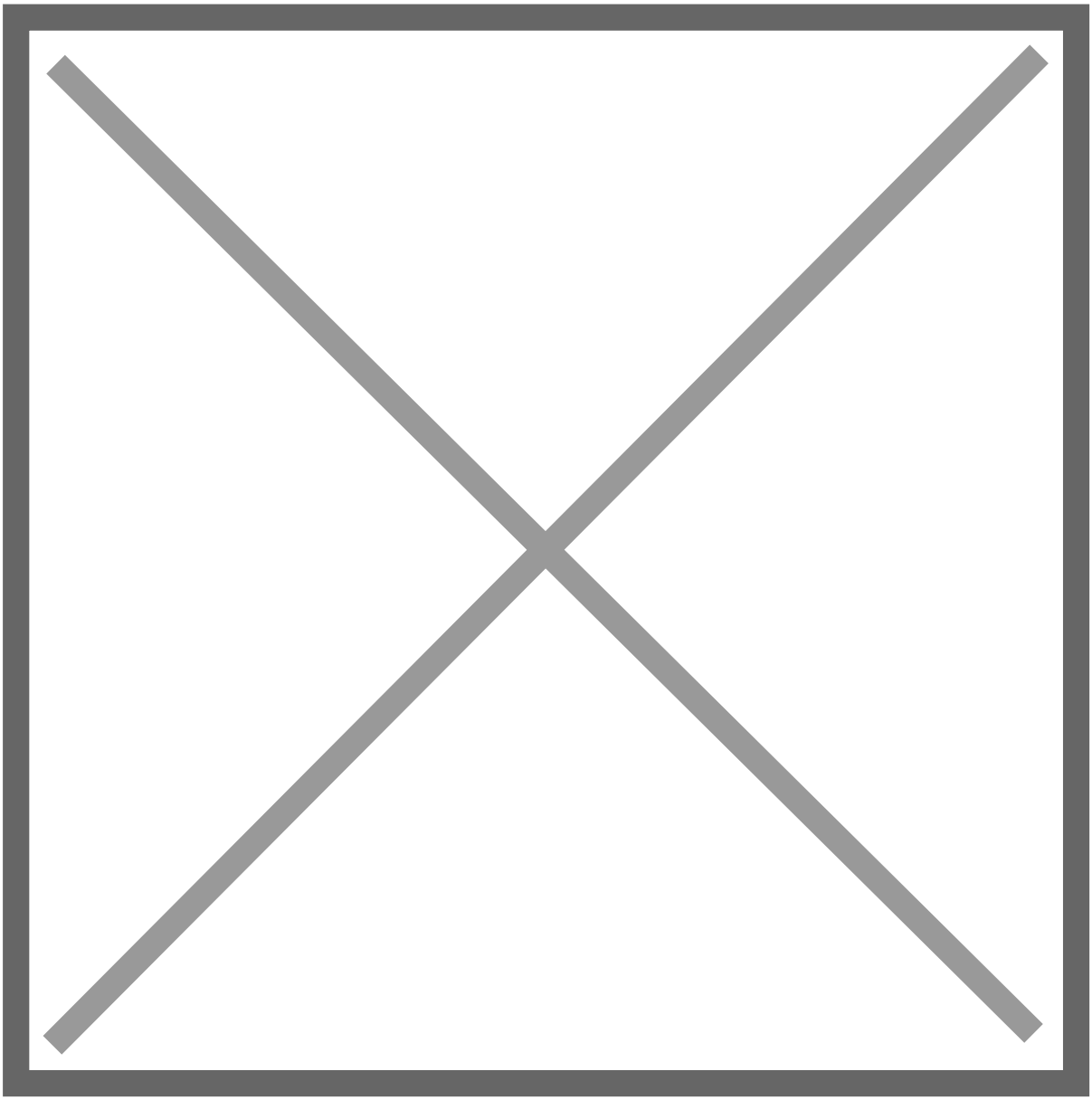
Change password

As soon as you select the **change password** button, a new form opens with three password fields. To change the password, enter your current password and then your new password twice. Click **Update your password** to confirm.

Logout

Select the **Logout**, to logout and close the session.

User interface



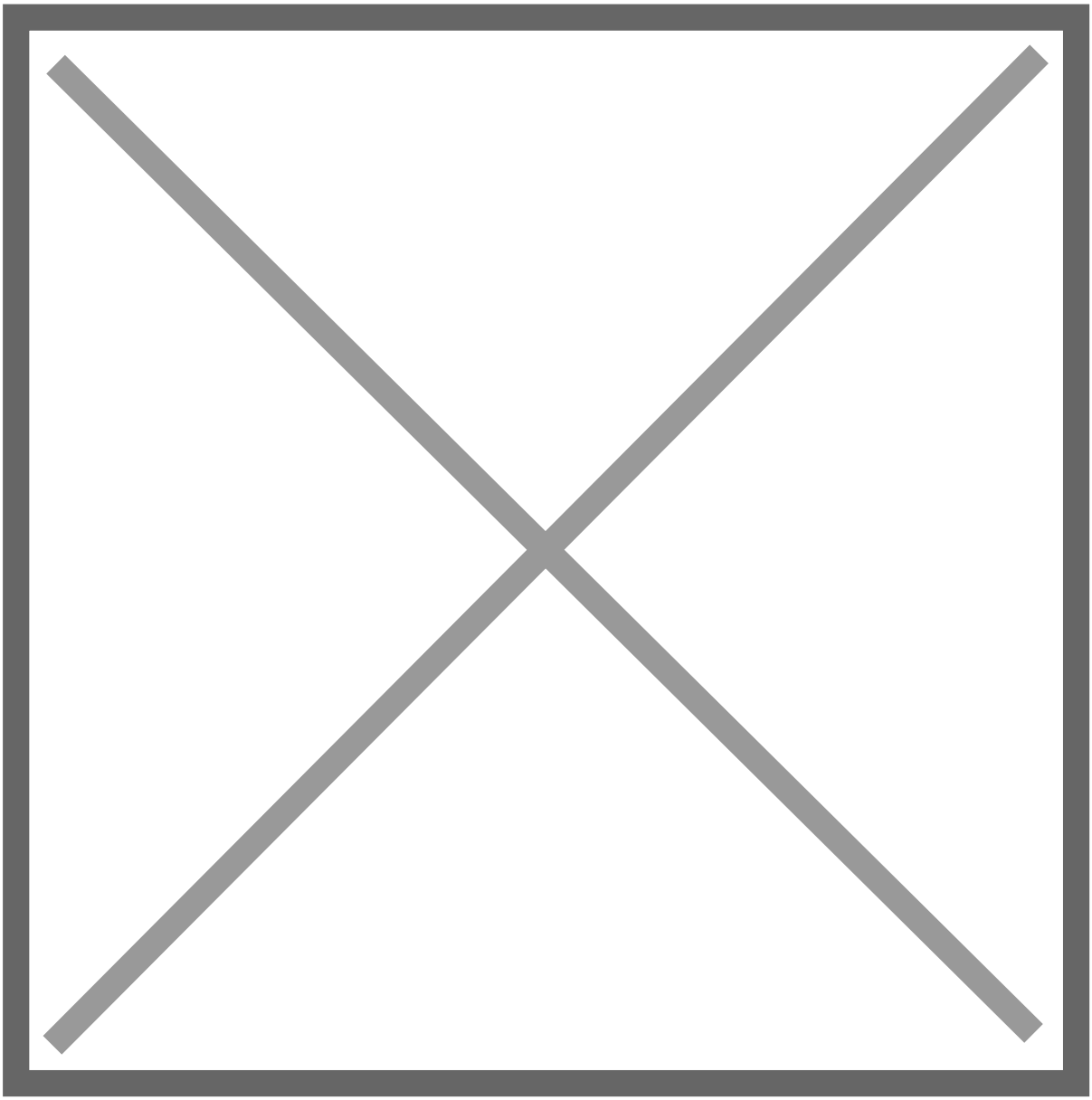
Theme

Titra also has a darkmode. There are three possible modes to choose from:

1. **Auto detect**
2. **Light**
3. **Dark**

Auto detect uses the mode of your operating system – check browser compatibility here

After changing the Theme, it is recommended to refresh the page, so changes are applied correctly.



Time tracking

How to keep track and track time.

After creating a project, you will get an overview of the project and other options.

Each project has its own **Project information** panel displaying information and progress. In this case, we initially see only a small amount of information. This changes as soon as we start to track time. ↓

https://app.titra.io/list/projects

Select the **Track** button to track time on this project.

Select the **Details** button to open the details for this project.

Select the **Edit** button to open the project settings. (Project Owner only)

Select the **Archive** button to archive the project. (Project Owner only - see Add/Edit project for more information)

Lets start to track time.

First of all – titra uses 3 main views to track time.
You can use all of these three views, or just one. If you are someone who enters his times every day, we recommend the day view. If you are someone who enters their hours at the end of the week, we recommend the weekly view. Choose your most convenient input method.

▷ **Day** view
▷ **Week** view
▷ **Month** view

Day View

Select **Track** on the top main navigation or on the project panel of your desired project. The time recording view shows up. ↓

https://app.titra.io/tracktime?view=d

The **date section** can be controlled in different ways. You can choose between **Day**, **Month** and **Week**. If Day is selected you can select a day by clicking on the indicator buttons left and right or clicking on the previous or following day. For example: Wed, 19.01.2020.

By clicking the highlighted date in the middle, you can type in a date or select the **calendar button** to pick a date.

Select a project from the **Project selection**.
Cick the **Info-Button** on the right to open the **Project Description**

Choose existing or type in a new task by clicking in the **task textbox**.
Use the **List-Button** to the right, to show all available tasks.

Type in the time for the task into the **workingtime textbox**.

Use the **Start** time track button to stop your working time.

After **saving** you will get an overview of all tasks of the selected date. **Click on the arrow to expand the view**. It shows you all the tasks of the selected day.

From there you can **Edit** or **Delete** a existing task.↓

It is also possible to **calculate** your Workingtime ? ↓
e.g. type in **0.2+0.8+3+4** and press save – In this case, an **8**-hour task is added

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Week view

Select the **week tab** to show the **week view**. The week view is perfect for fast paste. By selecting the arrow next to the project name you can collapse down all tasks inside the project.

Now you can track your weekly work time on one page.

Click on an input field in the table to enter your working time or select

+ New line to add another task.

https://app.titra.io/tracktime?view=w

Month view

If you want a detailed calendar month view, select the **month tab**.

https://app.titra.io/tracktime?view=M

In the calendar, click an existing task or an empty area of a day to edit or create a time. You can also drag projects onto a date to track the time.

Select a project from the **Project selection**.

Choose existing or type in a new task by clicking in the **task textbox**.

Type in the time for the task into the **workingtime textbox**.

Press **Save** to add the time for a task to the project.

Check the ? overview article

to see how your tracked time can be viewed.

User Settings

Global settings

https://app.titra.io/settings

Cost Unit

Enter a symbol of a currency or similar. It adds the symbol behind the value of the turnover.

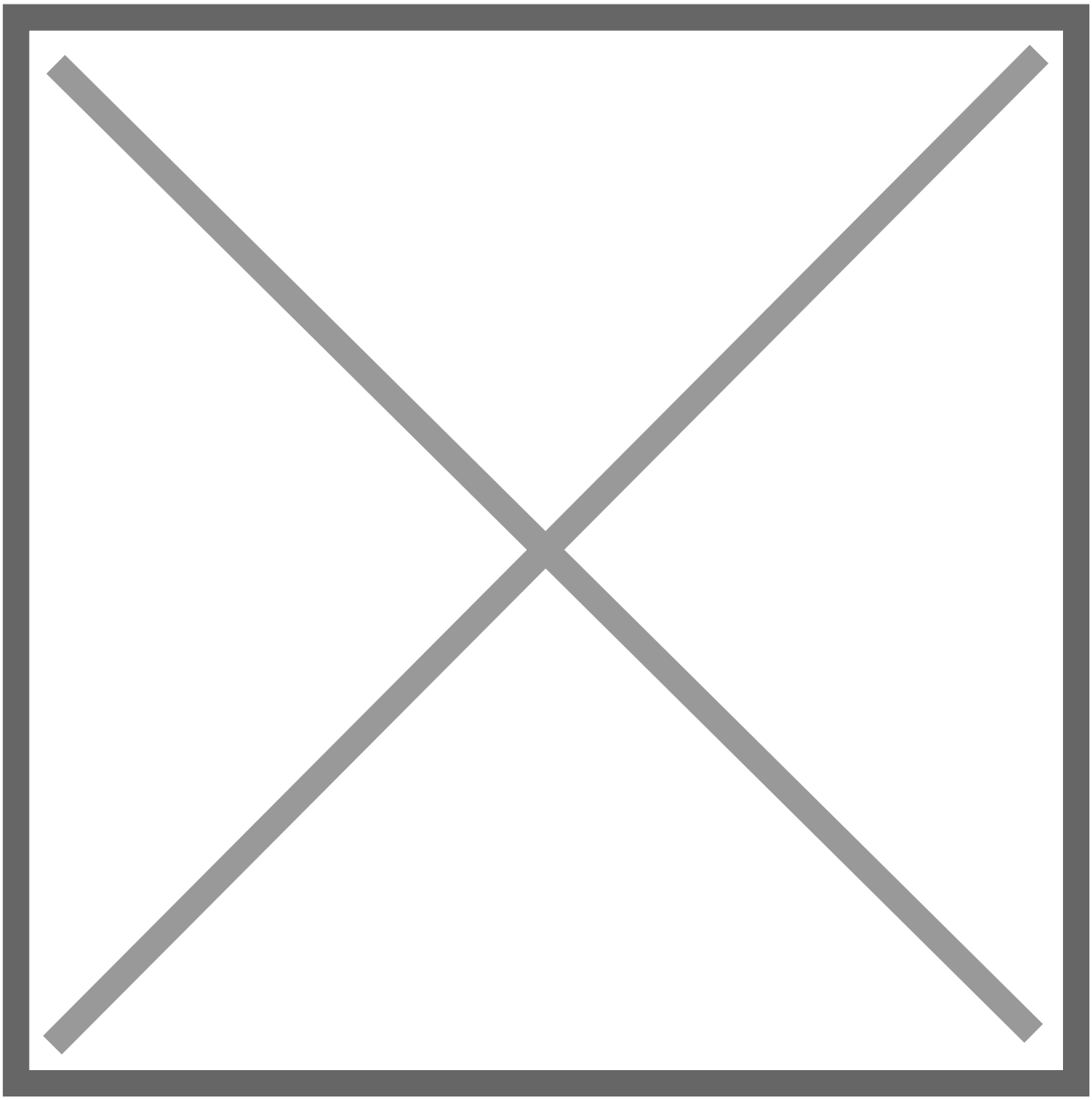
the most used currency symbols: $ ¥ £ € ¢ ¤

Decimal precision

With this setting you can regulate the number of decimal places for time values. It defines the number of digits after the comma. We recommend 2 decimal places.

for example: 2 = .00 [450.00h] and 4 = .0000 [450.0000h]

Time tracking

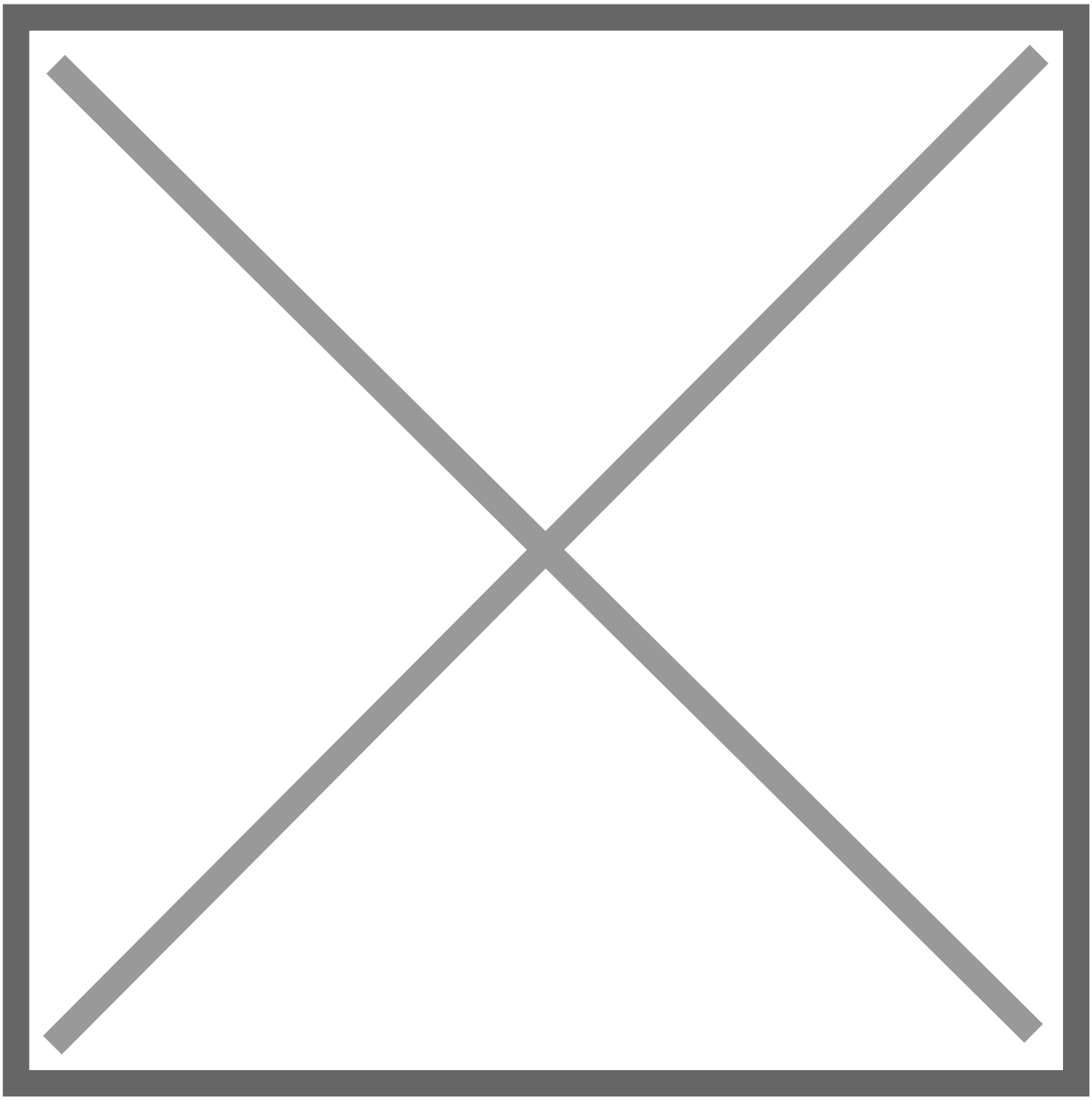


Default track time view

Choose between **Day**, **Month** and **Week** – presets the standard view for time tracking. **“Day”** shows the day tracking view and **“Month”** shows a calendar of the current month. Preset **Week** shows an entire selected week with all of your projects to which you are assigned. So you can enter the time faster and at the same time have a good overview

Time unit

Choose between **Days** and **Hours** – If **Days** is selected, a new option becomes available – **Hours per day**



Hours per day

Enter the number of hours per day – for example: 1 working day = 8 hours

Daily start of working time

Enter the time you start to work every day – for example: 08:00

Daily break time

Enter the time when your break start every day – for example: 12:00 (for Lunch)

Default break duration (in hours)

Enter the duration of your break – for example: 1 = 60 minutes / 0.1 = 30 minutes

Regular work time

Enter the number of hours you work per day – for example: 1 Day = 8 Hours

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Integrations

> https://app.titra.io/settings

titra API token

Enter a **API token**

Enable the Wekan integration?

Tutorial for Wekan integration for Titra

Siwapp URL

Enter a **Siwapp** URL.

Siwapp API Token

Generate your security token in you siwapp web application, on the ‘My Account/API Token’ section.