

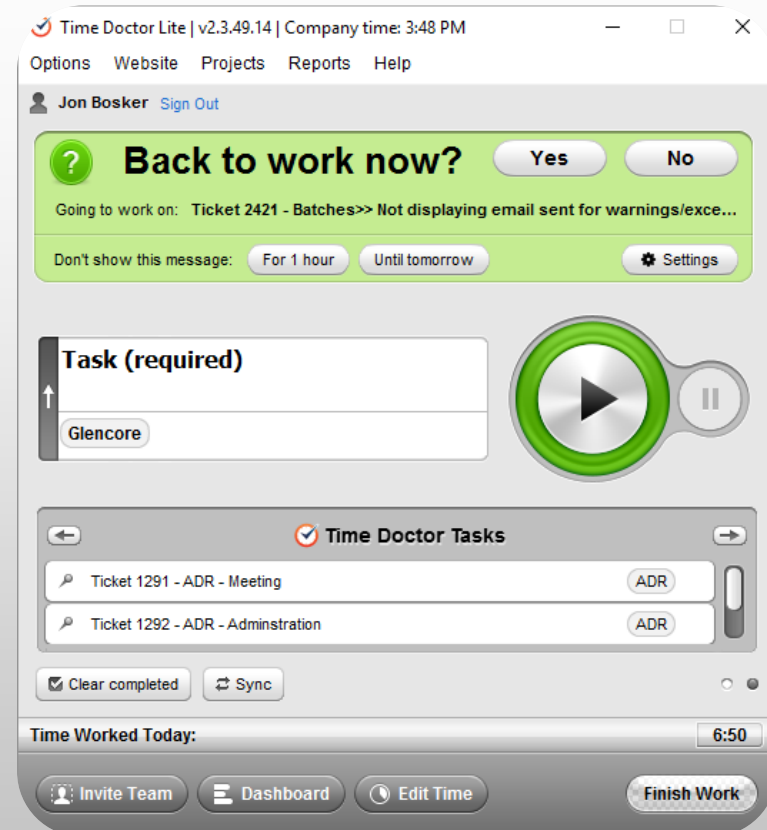
LOGGING TIME

DB GURUS INTERNAL TRAINING

1. START TIME DOCTOR

We use TimeDoctor to record our working time. This data feeds into our JobControl system and reporting functions.

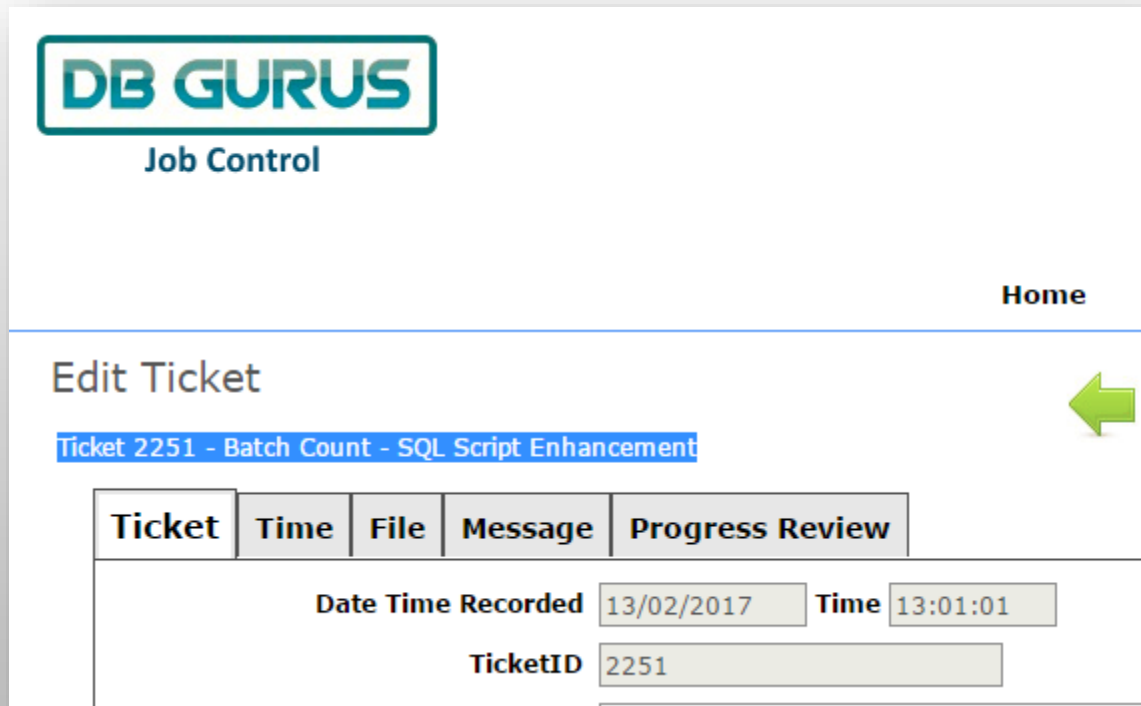
If you do not have Time Doctor already then please contact your manager at DB Gurus and ask for an invite. This is necessary so your time is allocated to our account.



2. GET THE TICKET NUMBER

Go to Job Control or Trello and get the Ticket Number. Copy the text from there.

Note it must be in the format
“**Ticket 1234** any text”



The screenshot shows the DB GURUS Job Control interface. At the top left is the logo "DB GURUS" in a blue box with "Job Control" below it. On the top right is a "Home" link. The main heading is "Edit Ticket" with a green arrow pointing left. Below this is a blue link for "Ticket 2251 - Batch Count - SQL Script Enhancement". A table with columns "Ticket", "Time", "File", "Message", and "Progress Review" is shown. Below the table, there are input fields for "Date Time Recorded" (13/02/2017), "Time" (13:01:01), and "TicketID" (2251).

Ticket	Time	File	Message	Progress Review

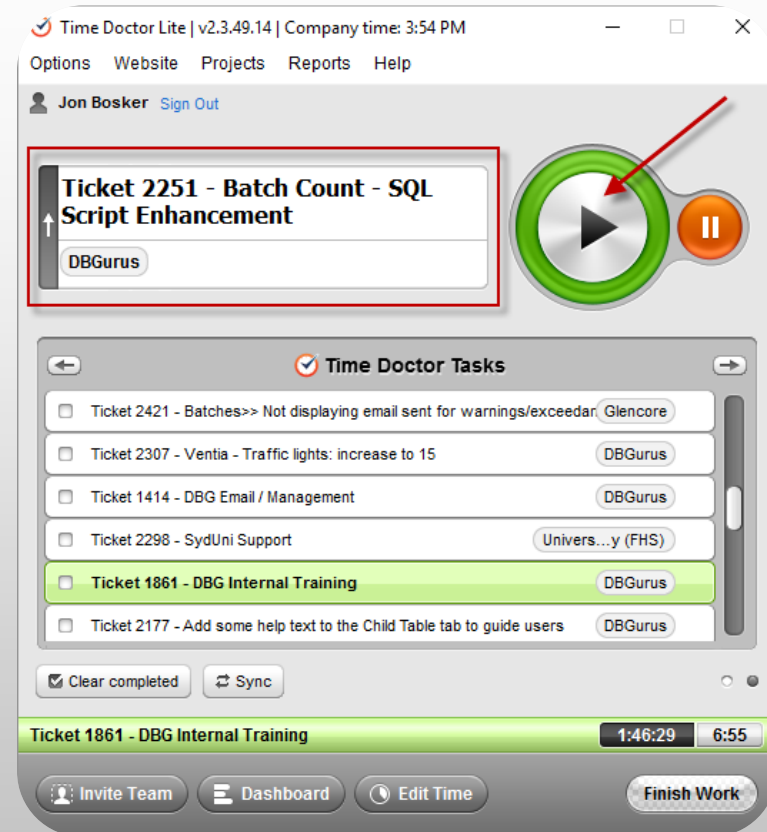
Date Time Recorded Time

TicketID

3. PASTE IN TICKET NUMBER AND START

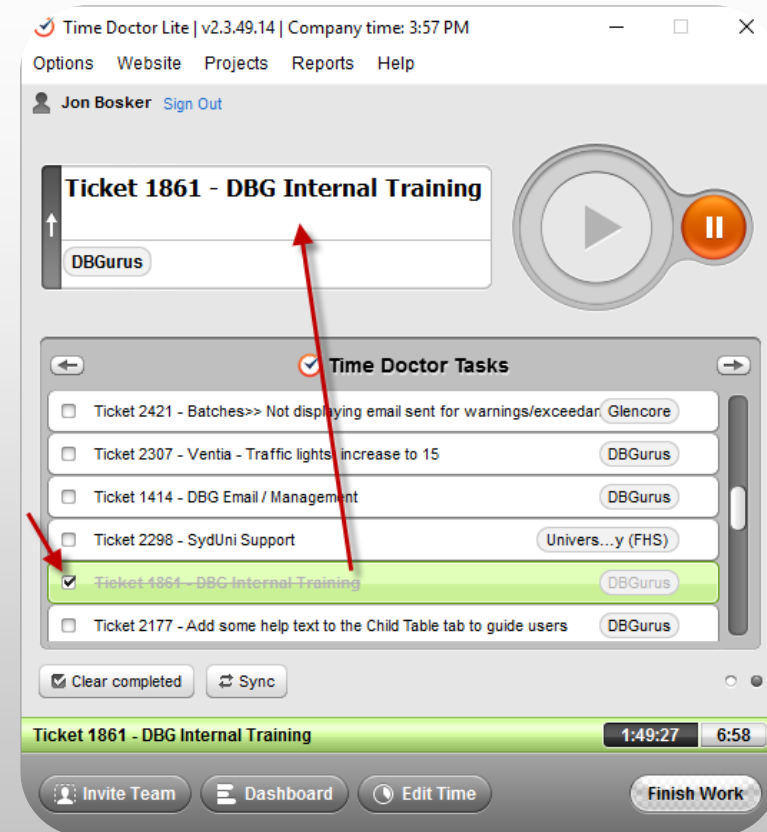
Paste the “Ticket 1234” text into the top box
and select the client in the 2nd box.

Then press the Start button and your time is
automatically recorded.



5. SELECT FROM AN EXISTING PROJECT

If you have entered time against a project recently you can select it from the list below.. That will automatically start recording time against that ticket



6. THE RULES

1. Log all time you wish to be paid for TimeDoctor.
2. All time must be logged against a valid ticket. If you do not have a ticket then ask for one on the Slack channel.
3. If a ticket takes more than 8 hours to complete check with you manager first.
4. Check again if the task looks like it will take longer than expected.
5. Stop the timer when not working 😊

