H3.0

Measuring peoples effectivness and time

Toggl.com connection

Toggl connection

Has all the information about the campaigns, its profitability, people assigned, phasing.

Measures time spent on particular projects. Can measure it „realtime“ or „offline“.

toggl

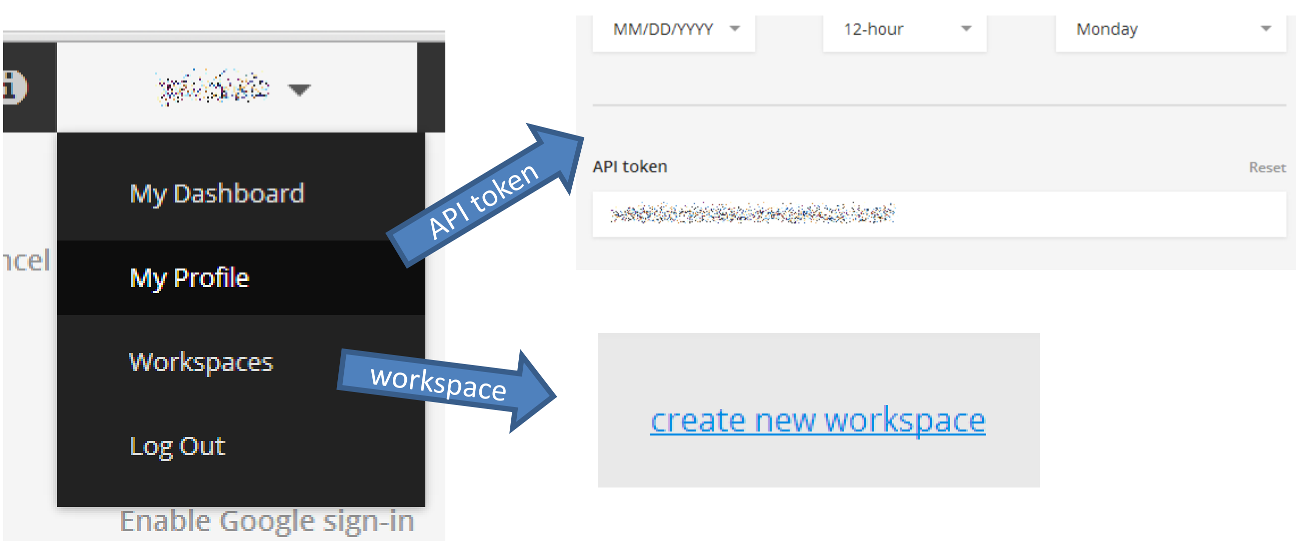
H3.0 and toggl connection enables to see profitability and allocation of your team members. All the questions are answerable.

What project is profitable after FTEs?
What project is overserviced?
Who from your team has free time?

Toggl registration

1 – CONNECT YOUR TEAM TO TOGGL.COM

- Your team members shall set up personal toggl account at toggl.com (those accounts may be free, personal accounts – no business account needed)
- **Recommended**: If they want, they may setup special YourCompany workspace within their toggl account. H3.0 projects will be than visible within this workspace.
- Than, in toggl menu My Profile, they can find their personal API token.
- Than, the following information shall particular team member send to H3.0 administrator:
  - API token
  - E-mail used for toggl.com registration
  - name of the workspace used for YourCompany projects evidence



2 – CONNECT TOGGL.COM TO H3.0

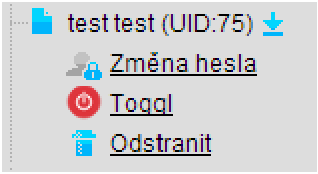
Save toggl members info	Team members API token, e-mail and workspace are saved to users profile within H3.0. This can be done by high level administrators who have access to user administration.
Attach people to projects	To each project = campaign, people can be assigned with their expected time spent, hourly rate, etc.
Pull projects into peoples toggl	Projects can be put into assigned peoples toggl accounts so they see it and can measure their time spend on those projects by toggl.
Sync data	Time spent measured by toggl is automatically or manually saved to the projects
See the results	There are several reports available based on those data so you know how projects are supported by time spent (overdelivery, ..), how much are projects profitable, what your team members do, how much time do they have.

2 – CONNECT TOGGL.COM TO H3.0

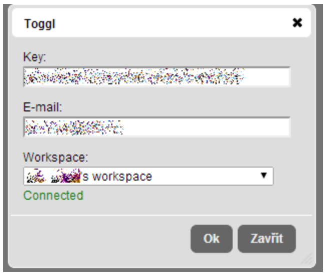
Save toggl members info

Team members API token, e-mail and workspace are saved to users profile within H3.0. This can be done by high level administrators who have access to user administration.

- In H3.0, go do Administration / Users
- By particular user within user list, click to arrow down and than click on Toggl



- Fill in Toggl API Key, toggl registration e-mail and select particular workspace
- Click OK and than Close



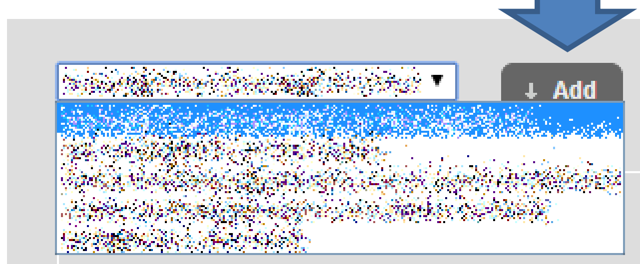
2 – CONNECT TOGGL.COM TO H3.0

Attach people to projects

To each project = campaign, people can be assigned with their expected time spent, hourly rate, etc.

- In Campaign management, click on FTE folder

- To assign people to this project, choose them from pull down menu and click Add. Do this for each person you want to assign to the project.



- For each member, you may enter additional information about the assignment like hours planned, etc. Into the table created within FTE folder.

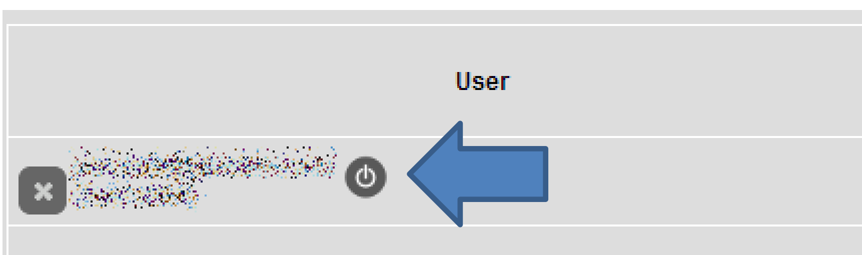
H3.0 + Toggl

2 – CONNECT TOGGL.COM TO H3.0

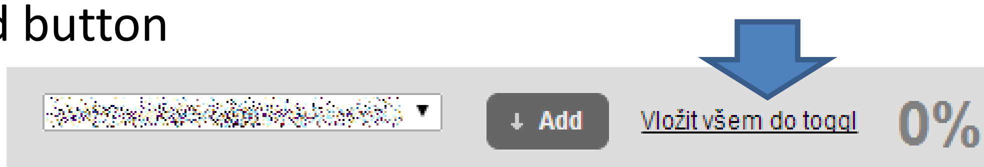
Pull projects into peoples toggl

Projects can be put into assigned peoples toggl accounts so they see it and can measure their time spend on those projects by toggl.

- A) In Campaign management/FTE folder in particular campaign, click to Inser to toggl button near particular user name/e-mail



- B) Optionally, you can insert the project to everyones assigned toggl by clicking to Toggle them all link near the Add button



- After both A) or B), project will be visible within particular people´s toggl and they can start measure their time spend on the project

2 – CONNECT TOGGL.COM TO H3.0

Sync data + see the results

Time spent measured by toggl is automatically or manually saved to the projects and there are several analysis available based on those data.

MANUNAL SYNCING

- In Campaign management/FTE folder, current time spend measured by toggl is visible. To save this time to project, click to Insert to "Hours realized„ button and than to Save changes. Hours will be saved to the project.

AUTOMATIC SYNCING

- Is realized every night. You don´t need to do anything for it

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3 – SEE THE RESULTS

See the results

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FTE main menu item

- You can see this menu item only if you have appropriate rights
- This menu contains two views on projects and time spent: CAMPAIGNS and WEEKS

CAMPAIGNS

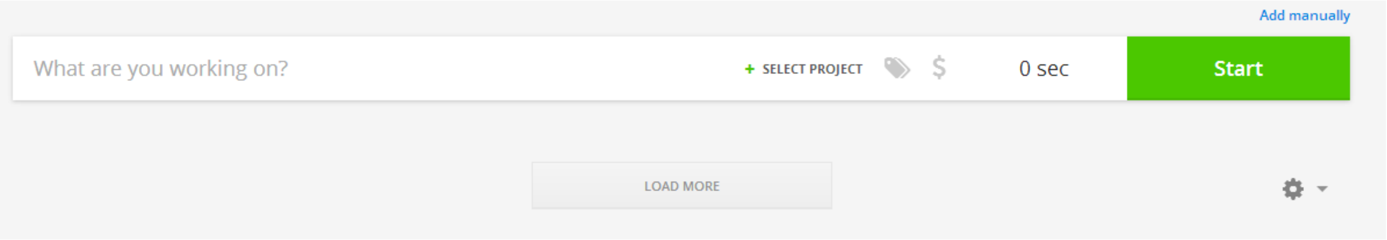
- Gives you overview of time spent by particular people on particular campaigns and compare planned and realized time spent

WEEKS

- Has two tables:
  - Particular user total time spent on all assigned projects by weeks
  - The same, but with split to projects

4 – FROM THE USER PERSPECTIVE

- If you don´t know how to work with toggl, you can follow the How to tour on https://new.toggl.com/tour/web
- After log in, you can see main tracker entry:



- Click to „+ SELECT PROJECT“ and you may see all the projects sorted into workspaces.
- Find the project you are working on within YourCompany Workspace and start to track. If you can´t see the project, you have to go to H3.0 and push the project into the Toggl
- You shall fill in your timesheets in realtime/daily/weekly
- If you are entering timesheets for days older than 1 month, please contact your administrator with this information