



Team Tracker

Employee User Guide

Time Tracking • Check In / Check Out • Breaks • Automatic Payroll

Download	https://businesshrm.com/download/
Workspace	your-company.businesshrm.com
Support	support@businesshrm.com

Welcome to Team Tracker

Your company uses **Team Tracker by BusinessHRM** as its official time tracking and payroll application. Your daily check-in, check-out, and tracked hours in this app automatically generate your payroll, so following this guide correctly is essential.

IMPORTANT — Golden Rules: 1) Check in when you start work. 2) Select your Task (compulsory) and turn Tracking ON. 3) Add a Break whenever you leave your PC. 4) Check out when you finish. **Never skip check-in or check-out — payroll is generated from them automatically.**

What's Inside This Guide

1. Download & Install the App
2. Sign In to Your Workspace
3. Daily Workflow — Check In → Select Task → Start Tracking → Break → Check Out
4. Understanding Every Tab (Dashboard, Apps & Websites, Reports, Screenshots, Sessions, What We Track, Settings)
5. Important Rules, Late Check-in Policy & Timezone
6. Getting Help

1. Download & Install

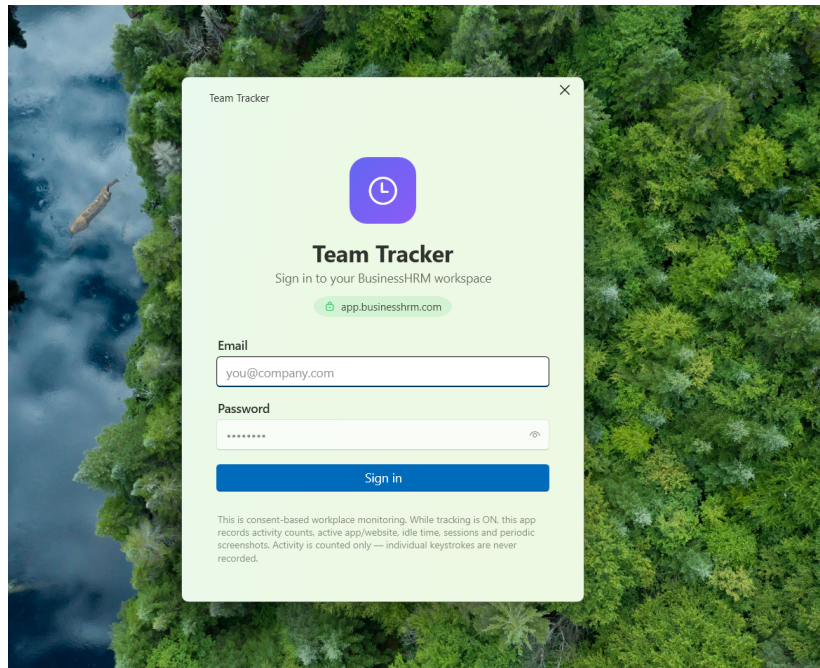
Download the Team Tracker desktop app from the official BusinessHRM website and install it on your work PC:

INFO — Download link: <https://businesshrm.com/download/>

Run the installer and follow the on-screen steps. Once installed, launch **Team Tracker** from your Start menu or desktop shortcut. You can also find more information on <https://businesshrm.com/> (see the footer section).

2. Sign In to Your Workspace

Your company creates an account for each employee on your organization's BusinessHRM workspace (usually at **your-company.businesshrm.com**). Open the app and sign in with your company **email and password**. If you don't know your workspace address or password, ask your admin.



The Team Tracker sign-in screen — enter your company email and password, then click Sign in.

NOTE — Privacy note: This is consent-based workplace monitoring, and it only works while Tracking is ON. While tracking, the app records activity counts, active app/website, idle time, sessions, and takes periodic **screenshots**. These screenshots appear on your Dashboard and in the admin panel, and the admin can delete them. Only activity counts are recorded — individual keystrokes are never captured. **When Tracking is OFF, nothing is recorded at all** — no screenshots, no activity, and no idle time.

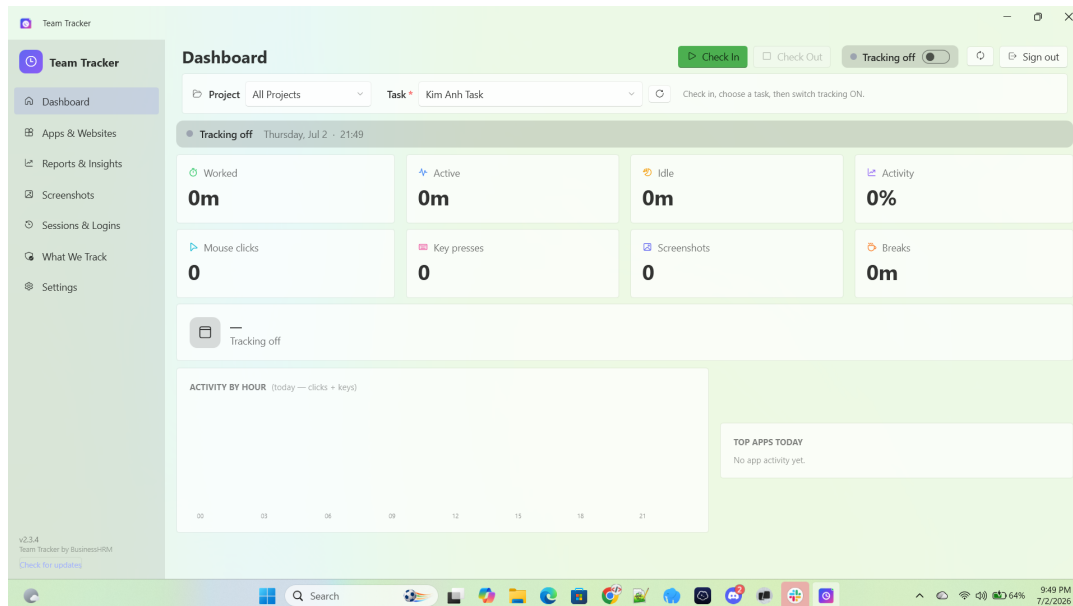
3. Your Daily Workflow

Follow these five steps every working day, in this exact order. This is how your working hours are counted and how your payroll is generated automatically.

STEP 1

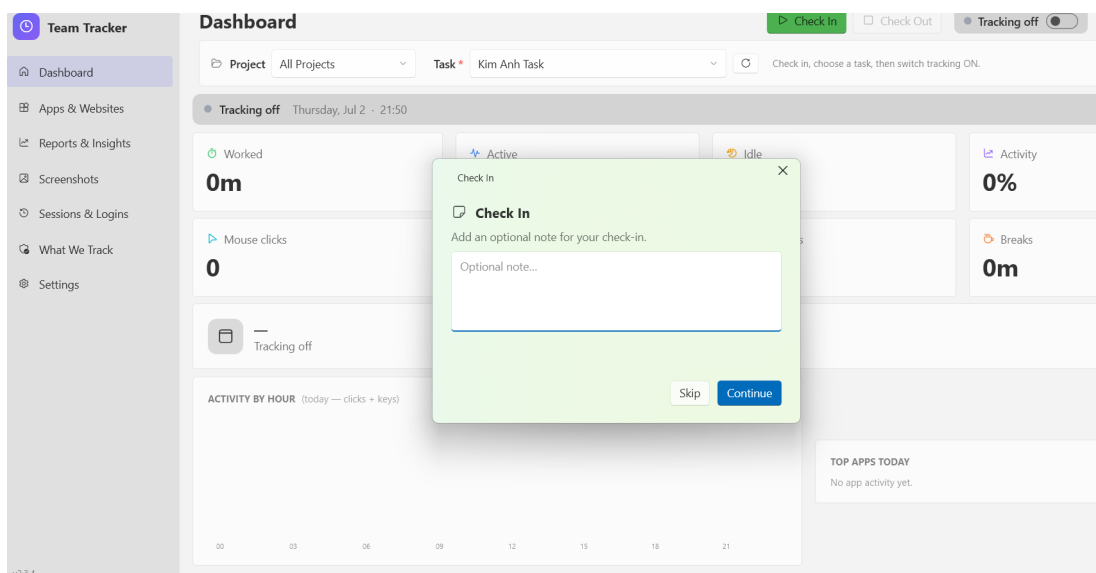
Check In (start of your shift)

When the tracking toggle is **off** and you are not checked in, the green **Check In** button is available at the top of the Dashboard. Click it to start your day.



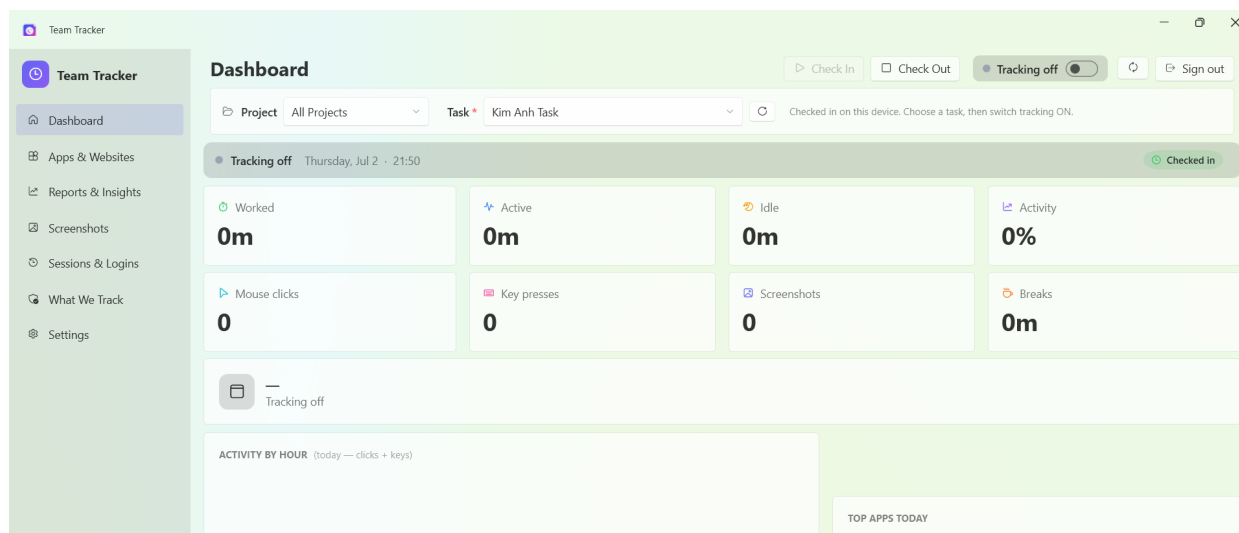
Dashboard before check-in — click the green Check In button at the top right.

A **Check In** popup will appear asking for a note. **Add a short description** of what you plan to work on today (e.g., "Working on this week's assigned tasks"), then click **Continue**.



Check-in popup — type your note/description in the box and click Continue.

After check-in you will see a green **Checked in** badge on the status bar, and the **Check Out** button and **Tracking off** toggle become active at the top.



Checked in successfully — notice the "Checked in" badge on the right of the status bar.

IMPORTANT — Check in on time. If you check in more than **15 minutes** after your shift start time, the day is automatically marked as **Late** and a penalty is applied to your payroll automatically. Try to check in a few minutes early.

STEP 2

Select Project (optional) and Task (COMPULSORY)

Below the top buttons you will find two dropdowns:

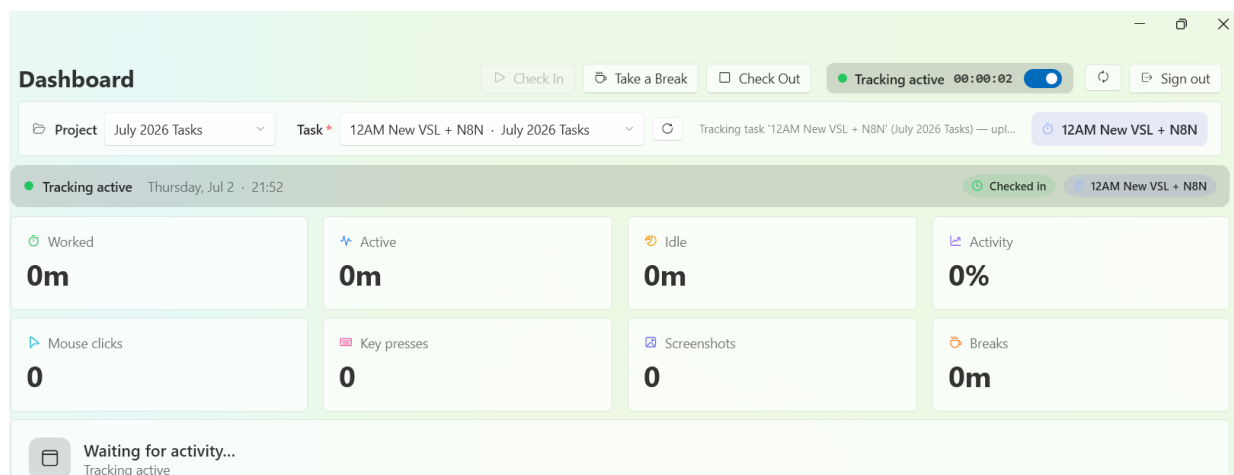
- **Project** — optional. Select the project you are working under (e.g., "July 2026 Tasks").
- **Task** — **compulsory**. You **must** select the exact task you are working on. Tracking cannot start properly without a task.

IMPORTANT — Select the **ACCURATE** project and task. Your tracked time is attached to the task you choose, so picking the wrong one means your work is logged against the wrong task.

STEP 3

Turn Tracking ON (COMPULSORY)

After selecting your task, click the **Tracking off** toggle at the top right to switch it ON. The status changes to **Tracking active** with a live timer, and the status bar shows which task is being tracked. **This step is compulsory — only time with tracking ON is counted as working time.** If you forget to turn tracking on, your hours will NOT be counted even if you are checked in.



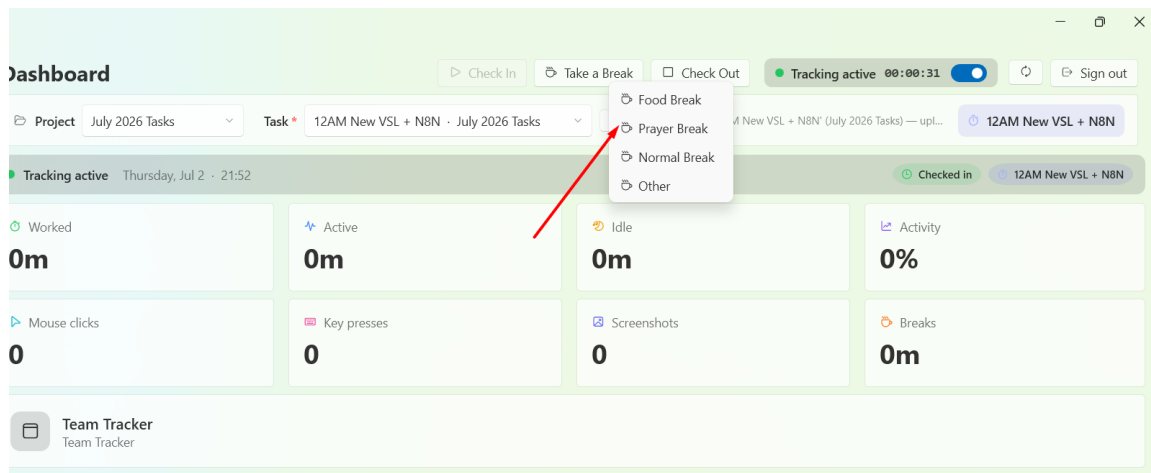
Tracking active — the toggle is ON, the timer is running, and the tracked task is shown.

STEP 4

Take a Break whenever you leave your PC

Do not go anywhere without adding a break. If you step away and do nothing on your PC, that time is counted as **Idle time**, which looks bad on your report. Instead, click **Take a Break** and choose the type:

- **Food Break** — lunch / dinner / tea
- **Prayer Break** — namaz timings
- **Normal Break** — short rest, washroom, etc.
- **Other** — anything else



The Take a Break menu — choose Food, Prayer, Normal, or Other before leaving your PC.

When you return, end the break so your working time resumes counting.

STEP 5

Check Out (end of your shift)

When your shift is finished, click **Check Out** at the top. This closes your working day. Your check-in and check-out times are used to **automatically generate your payroll**.

IMPORTANT — NEVER skip check-in or check-out. If either one is missing, the system cannot calculate your day correctly and your payroll for that day may be affected.

Daily Checklist (Quick Reference)

#	Action	Required?
1	Check In + add a note/description	Compulsory
2	Select Project	Optional
3	Select Task	Compulsory
4	Turn Tracking toggle ON	Compulsory
5	Add a Break whenever away from PC	Compulsory
6	Check Out at end of shift	Compulsory

4. Understanding Every Tab

The left sidebar has seven sections. Here is what each one shows and how you will use it.

4.1 — Dashboard

Your home screen and daily control center. It shows today's totals: **Worked** time, **Active** time, **Idle** time, **Activity %**, **Mouse clicks**, **Key presses**, number of **Screenshots** taken, and total **Break** time. Below that, an **Activity by Hour** chart shows your clicks + key presses per hour, and **Top Apps Today** lists your most-used applications. All check-in/check-out and tracking controls are here.

4.2 — Apps & Websites

A detailed timeline of every application and website used while tracking was ON — with the time, application name, tab/window title, and URL. You can filter by search, date, or "Browsers only". This is how the company sees what was worked on, so keep your PC on work-related apps during tracked time.

Team Tracker

Dashboard

Apps & Websites

Reports & Insights

Screenshots

Sessions & Logins

What We Track

Settings

Apps & Websites

Project

July 2026 Tasks

Task

12AM New VSL + N8N

July 2026 Tasks

Tracking task '12AM New VSL + N8N' (July 2026 Tasks) — upl...

12AM New VSL + N8N

Cloud (all my activity)

Search app, window title or URL...

Browsers only

Clear

Rows per page

100

Time	Application	Tab / Window title	URL
02-07-2026 02:53 PM	Discord	@Hammad Hayat - Discord	
02-07-2026 02:53 PM	Google Chrome	Workflows list	https://app.leadbeep.com/v2/location/EDpvT6qrwTK7qcQ2lnzt/settings/i
02-07-2026 02:53 PM	Discord	#junior-crm-team SOHOON TECHNOLOGIES - Discord	
02-07-2026 02:53 PM	Google Chrome	BusinessHRM application migration announcement - Claude	https://claude.ai/chat/b3f2182d-151a-49d2-a63f-6d816936d552
02-07-2026 02:53 PM	Google Chrome	Workflows list	https://app.leadbeep.com/v2/location/EDpvT6qrwTK7qcQ2lnzt/settings/i
02-07-2026 02:53 PM	Lightshot		
02-07-2026 02:52 PM	Team Tracker	Team Tracker	
02-07-2026 02:52 PM	Discord	#senior-crm-team SOHOON TECHNOLOGIES - Discord	
02-07-2026 02:52 PM	Warp	Claude Code	
02-07-2026 02:52 PM	Google Chrome	Workflows list	https://app.leadbeep.com/v2/location/EDpvT6qrwTK7qcQ2lnzt/settings/i
02-07-2026 02:52 PM	Google Chrome	BusinessHRM application migration announcement - Claude	https://claude.ai/chat/b3f2182d-151a-49d2-a63f-6d816936d552
02-07-2026 02:52 PM	File Explorer	Task Switching	
02-07-2026 02:52 PM	Google Chrome	Simplifying client PDF instructions - Claude	https://claude.ai/chat/dbdd2076-8312-447b-90fe-97524b5e83a5

v2.3.4

Team Tracker by BusinessHRM

Check for updates

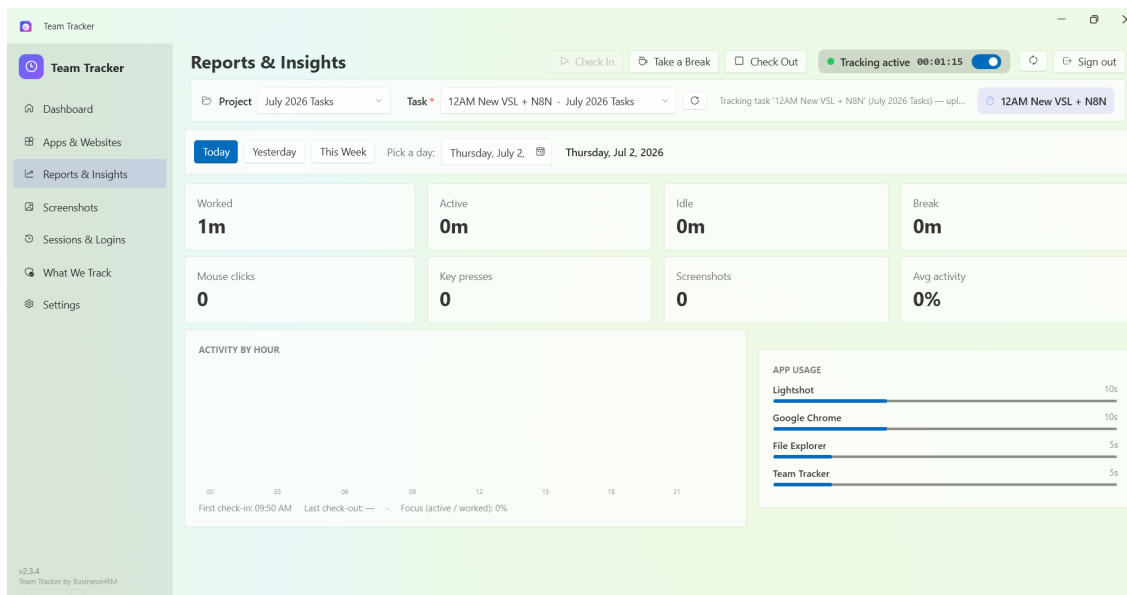
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Apps & Websites — a full activity log of apps, window titles, and URLs with timestamps.

4.3 — Reports & Insights

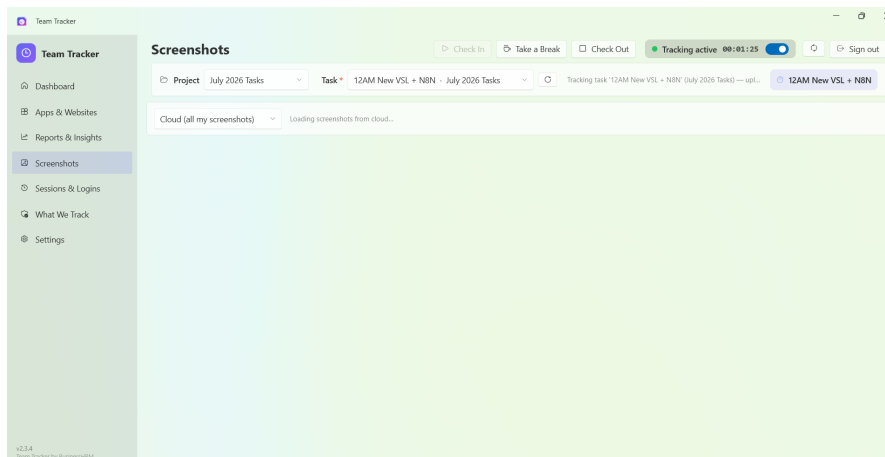
Your summarized performance report. Switch between **Today**, **Yesterday**, **This Week**, or pick any specific day from the calendar. It shows Worked / Active / Idle / Break totals, mouse clicks, key presses, screenshots, average activity %, an hourly activity chart with your **first check-in** and **last check-out** times, plus an **App Usage** breakdown showing how long you spent in each application.



Reports & Insights — daily and weekly summaries of your work, activity, and app usage.

4.4 — Screenshots

Shows the periodic screenshots the app captures while tracking is ON. They also appear on your Dashboard and in the admin panel, and the admin can delete them. You can filter and review all your own screenshots here. Remember: when Tracking is OFF, no screenshots are taken.



Screenshots tab — periodic screenshots taken during tracked time, loaded from the cloud.

4.5 — Sessions & Logins

A history of your sign-ins and tracking sessions on this device — when you logged in, checked in/out, and how long each session lasted. Useful for verifying your own recorded hours.

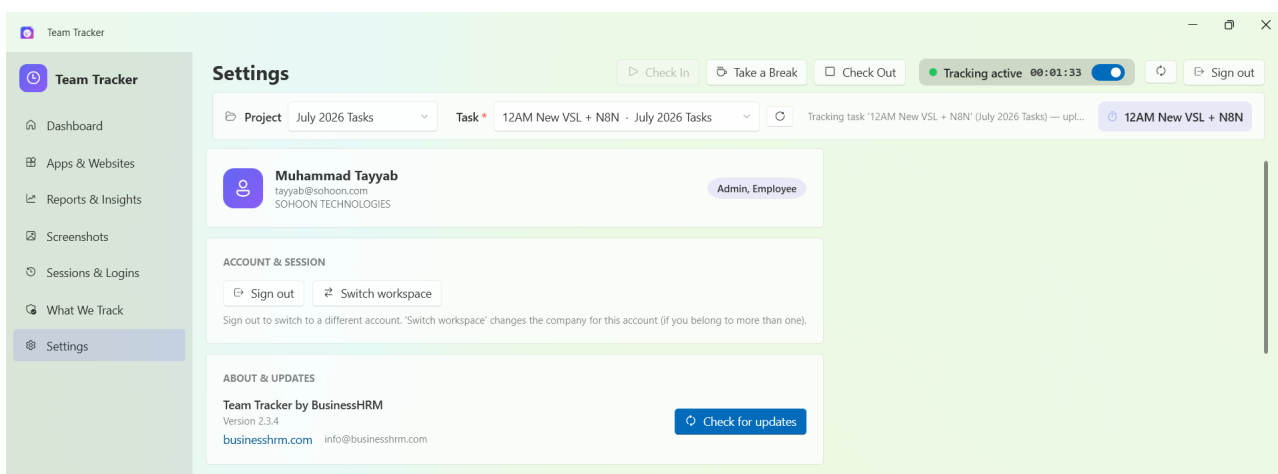
4.6 — What We Track

A transparency page explaining exactly what data the app collects while tracking is ON: activity counts, active app/website, idle time, sessions, and periodic screenshots (which show on the Dashboard and can be deleted by the admin). Individual keystrokes are **never** recorded — only the count of key presses. When Tracking is OFF, nothing is recorded.

4.7 — Settings

Your account and app management page. Here you can see your profile (name, email, company, role) and:

- **Sign out** — log out to switch to a different account.
- **Switch workspace** — change the company for your account (if you belong to more than one).
- **Check for updates** — keep the app on the latest version (currently v2.3.4). Always update when a new version is available.



Settings — profile info, Sign out, Switch workspace, and Check for updates.

5. Important Rules & Notes

- **Check in and check out every day.** Payroll is generated automatically from these — do not skip them.
- **Check in on time.** If you check in more than **15 minutes** after your shift start time, you are automatically marked as **Late**, and a penalty is applied to your payroll automatically.
- **Task selection is compulsory**, project is optional. Choose accurately.
- **Tracking ON is compulsory** — only tracked time counts as working time.
- **Always add a break** before leaving your PC. Inactivity without a break counts as Idle time.
- **Keep the app updated** via Settings → Check for updates.

IMPORTANT — Late check-in: Your shift start time is set by your admin. Checking in more than 15 minutes after it automatically marks the day as Late and applies the late penalty to your payroll — no manual action is needed. Make it a habit to check in a few minutes early.

NOTE — Timezone note: The app displays time in your workspace's configured timezone, which may be different from your local time. If the displayed time looks offset from your own clock, that is expected — just check in and out at your normal shift times and your hours are counted correctly.

6. Getting Help

If you face **any issue** — login problems, tracking not starting, missing tasks, or app errors — report it to your admin or team lead as soon as possible so it can be fixed quickly. For app-related problems, you can also contact the BusinessHRM support team at **support@businesshrm.com**. Do not stay silent about problems; unreported issues can affect your recorded hours and payroll.

INFO — Quick links: Download: <https://businesshrm.com/download/> • Website: <https://businesshrm.com/> • Support: support@businesshrm.com