Student Tip Sheet

TIME2TRACK DOCTORAL

General Information

Time2Track…Because your time is valuable!

If you are like most students in graduate school, you don't have time to mess with makeshift spreadsheets or finding the demographics for 3 years of clients.

The Time2Track website and database are the first tools of their kind. They were created for students like you who are tired of wasting hours on inefficient and inaccurate tracking methods. Time2Track is completely secure, accessible from any computer with Internet access, and updated regularly.

Getting Started

Students should enter their accounts by clicking on the ***Sign In*** tab at www.time2track.com. Next, click blue ***Student Sign In*** button. As you begin using the database, remember to use the tabs in a logical left to right fashion. Also, take a few minutes to review our extensive help section and multimedia tutorial.

Adding Clients

Add them once…let us do the rest!

Once a user has signed into the Time2Track database, he/she should begin adding clients. This can be done under the ***Client Manager*** tab. All clients should be entered as individuals before being assigned to couples, families, or groups. This is necessary for the accurate tracking of demographic information. This also allows a person to be seen as an individual client, as well as be a part of a family or group.

All the provided menus are per the APPIC application to eliminate the possibility of errors.

Clients should be added as they are seen, and do not need to be deleted, even if they become inactive.

Adding Activities

Once clients are added to the database, activities can be assigned to them. This is done through the ***Activity Log*** tab.

Begin by clicking on the calendar day in which the activity occurred. Then simply select from the activities (per APPIC) on the left of the screen. After completing a few fields, the entry is complete. Activities can be added for **past**, **present**, and **future** dates.

One important feature is the **recur function.** This function allows the user to enter an activity and have it repeat on a regular basis. Therefore, if this function is utilized, regularly schedules activities (administration, supervision, individual therapy, etc) can be set to recur without any work from the user. Instead, with the recur function, he/she simply must log on and "confirm" any activities that were scheduled for dates that have passed. The user may also edit or delete the activity before confirming it.

Adding Testing and Testing Reports

On the ***Testing*** tab, the user is able to see an overview of the tests and reports that he/she has completed. Furthermore, the user can add/edit the number of completed tests and reports by clicking on the ***Edit Test Totals*** link at the top of the page. The number of comprehensive batteries is added/edited at the bottom of the page. If changes are made to the totals, be sure to click ***Save Changes*** before leaving the page.

Due to the large number of tests available, the user can "jump" to different tests using the alphabet at the top of the page.

If you do not find the test that you are looking for, email us the complete name of the test and a short description. We will verify the test and add it within 24 hours.

Viewing Your Progress

Do in minutes what used to take hours…

Some of the greatest aspects of Time2Track are found under the ***Summary and Reports*** tab. On this page, the user is able to see a quick overview of his/her data ("Overview"), see graphs ("Graphs"), filter data ("Reports"), and see the data organized for easy transfer onto the APPIC application ("Application View").

If you ever have comments or suggestions on how we can better serve you…please let us know at support@time2track.com. Serving psychology students is our passion.