

First time usage

Accessing eHour

Standalone

After the installation, eHour is started automatically. When your computer starts, eHour starts automatically as well since it's registered as a service.

To access eHour, fire up your browser and go to <http://localhost:8000>.

WAR

After deployment of eHour you're able to access eHour at <http://localhost:8080/ehour>. If your application server is running on a different hostname or port change the URL accordingly.

Logging in

During installation an admin account is created. Login with username **admin** and password **admin**.



Configure eHour

After logging in as an admin you arrive in the system configuration menu.

On top of the screen is the main menu with two dropdowns, manage and system. More navigation options are available depending on the [roles](#) your account has.

The system configuration is divided into 4 tabs. Most of the options are self-explanatory. Take note that you need to fill out a mail server to be able to send mail.

Press save to store the configuration.



Create users

After updating the configuration it's time to create some users.

Users are organized into departments. During installation a department called "internal" is created. When you want more, go to departments in the manage navigation and create a department by entering a name and code.

Now that you've created a department you can add users to it. Go to manage -> users Users and fill out the required fields. Each user can have one (or more) [roles](#).



Don't forget to change the default password for the admin account. To do so, locate the Admin user in the list of users and click on it to edit.

The screenshot shows the 'User management' interface. On the left, there is a table with columns 'Last name', 'First name', and 'Username'. The 'Admin' user is listed. On the right, the 'Edit user' form is open for the 'Admin' user. The form includes fields for 'Username', 'First name', 'Last name', 'E-Mail', 'Password', 'Confirm password', 'Department' (set to 'internal'), 'User roles' (with 'Administrator' selected), and 'Active' (checked). There is also a checkbox for 'Assign to project after save' and a 'Save' button at the bottom right.

Create projects and assign users

Now that you've created the users it's time to create customers and projects so that the user can book hours.

Go to Manage -> Customers and create a customer by entering a name and code.

Users are assigned to a project, which in turn are assigned to a customer. When adding a project you see your previously created customer appear in the dropdown.

With the customers, projects and users in place you can now assign users to a project. To do so, click on assignments.

Select the user you want to assign a project to. After you've selected the user you can assign him/her to a project by filling in the description (Developer /project manager/etc), hourly rate and start and end date. When you've added the project assignment you'll see it appear in the list above the form.

There are quicker ways to bulk assign a number of users to a project, have a look at [Five ways of assigning users](#)

Congratulations, the first user can now track time for this project!

The screenshot shows the 'Assignment management' interface. On the left, there is a table with columns 'Last name', 'First name', and 'Assignments'. The 'Erling' user is listed with 0 assignments. On the right, the 'Projects assigned to Erling, Erling' form is open. The form includes a 'Project' dropdown menu (set to 'R&D - Internal'), 'Assignment type' (set to 'Person - Dev'), 'Hourly rate' (set to 15), and 'Hourly rate' (set to 15). There are checkboxes for 'Full date' and 'End date' (both checked). There is also a 'Rate' field (set to 15) and an 'Active' checkbox (checked). There is a 'Take view' button at the bottom left and a 'Save' button at the bottom right.