

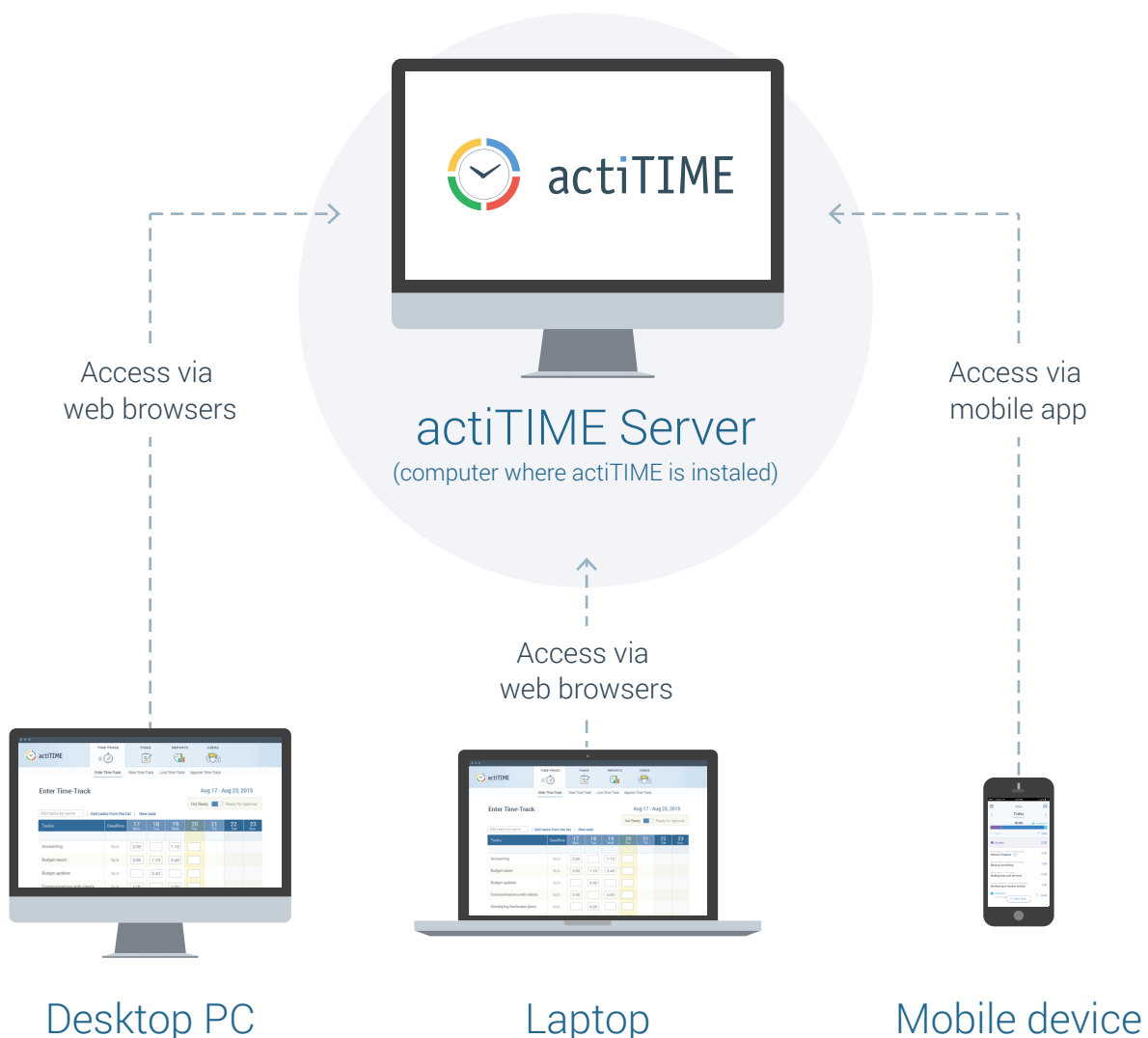


actiTIME Self-Hosted:

Installing and Getting Started

How does actiTIME work?

actiTIME is a web application. Its downloadable version runs similar to a website: it is installed on one computer ("actiTIME server"), and the employees access it from their computers over the office network. The application opens in a web browser when users enter the URL of the installation.



There's no need to install actiTIME on each computer. Just install it on one machine and make sure it is accessible from outside:

- The computer where actiTIME is installed is turned on;
- It has static IP;
- The Firewall settings on this computer allow remote access (or firewall is disabled).

How do my colleagues access actiTIME?

To access actiTIME, a user needs login, password, and URL of actiTIME installation.

Login and password are specified when the admin user creates new user profiles.

The **URL** for access to actiTIME has the following format:

<http://<IP>:<port>>

where:

IP is the IP address of the computer where actiTIME is installed;

Port is the port number of actiTIME installation. If you installed actiTIME from an Auto package (.exe file), you specified it during the installation, and this URL opens when you start actiTIME. For Custom packages (.zip or .tar.gz), it is 8080.

Make sure that this URL does NOT contain 'localhost' or '127.0.0.1'. If it does, replace it with the IP address of the computer where actiTIME is installed. To find out the IP address:

1. Start Command Prompt (Start menu → All Programs → Accessories → Command Prompt or start "Run" dialog box → type "cmd" and press Enter).
2. Enter the command "ipconfig" in the Command Prompt and press Enter.
3. In the "IPv4 Address" line, you'll see the IP address of your computer.

Example of a correct URL: <http://192.168.100.131:80>

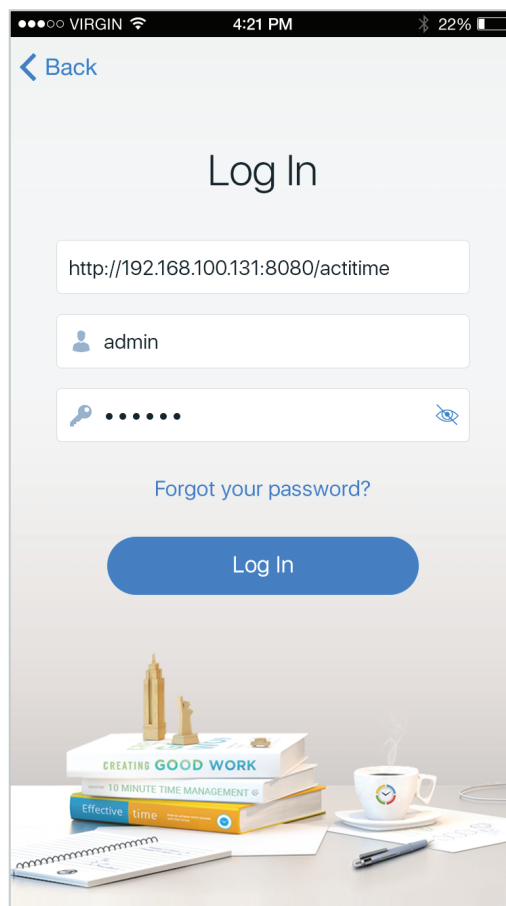
Example of an incorrect URL: <http://localhost:80>

actiTIME Mobile

Users can also connect to the actiTIME server from their mobile devices via actiTIME Mobile app. The app stores time tracked by the user offline and then synchronizes time-track data with the server. The app is available for iOS and Android (links).

To access actiTIME Self-Hosted from your mobile app, take the following steps:

1. Open the mobile app and choose “I’m already an actiTIME user”.
2. Enter the actiTIME access URL into the “Server Address” field, and specify your actiTIME login and password.
3. If you have already used actiTIME mobile previously, open the Settings menu in the app and enter the server URL and your login / password combination.



After you have connected to the actiTIME server, you can start tracking your time. See guidelines on time-tracking in our [User Guide](#).