Configuring a TimeTrack to merge its data to another user at the same location is a simple process. It can be done via two different methods.

The first method is by simply granting the other users at your location "View" level access or higher to your TimeTrack. Any TimeTrack user granted access in this way will automatically be able to merge your dashboard data with their own.

dd User			Retrieved at 2:24	4.26 PM							
	TimeTrack Acces	is									
N	This allows for the Time Track owner to specify what access is granted to others.										
	V User Access (10)										
	These are the users who currently have access to this TimeTrack and their level of access										
	User	User Name	Role	Access	Last Access						
	Shane Christensen	christensens@wdmcs.org	Principal	Read/View/Edit	9/3/2024 2:20:47 PM	Θ					
	Carol Seid	seidc0614@gmail.com	Time Change Coach	Read/View/Edit	✔ 9/2/2024 1:09:37 PM	Θ					
	Debra Sykes	deb@samsconnect.com	TCC Mentor	Read/View/Edit		Θ					
	Lorie Carter	carterl@wdmcs.org	SAM	Read/View/Edit		Θ					
	Lindsey Cunningham	cunninghaml@wdmcs.org	Counselor	Read/View	✓ 2/23/2024 3:34 PM	Θ					
	Jamie Ehlert	ehlertj@wdmcs.org	Instructional Coach	Read/View		Θ					
	Alice Fuglsang	fugisanga@wdmcs.org	Instructional Coach	Read/View		Θ					
	Joe Rich	richjo@wdmcs.org	Counselor	Read/View	✓ 3/3/2023 9:50 AM	Θ					
	Zac Sinram	sinramz@wdmcs.org	Support Staff	Read/View/Edit	◄ 9/3/2024 9:36:11 AM	Θ					
	Marty Stoelk	stoelkm@wdmcs.org	BI	Read/View	✓ 9/3/2024 9:50:05 AM	Θ					

The second method allows you to share only your dashboard data without giving another TimeTrack user access to your TimeTrack itself.

First, you must go to the "TimeTrack Access" menu. This is the same menu that you use to grant access to their TimeTrack. This is pictured in the screenshot below.



At the bottom of the menu, TimeTrack lists all other users at your location that are eligible to have data shared with them.

Next, select the TimeTracks of the users you would like to share your dashboard data with. Once this has been done, TimeTrack will display who you are now sharing dashboard data with in blue.

k	🛚 🖁 Today 🤆 🔶	5	Shane Christensen	/ Indian Hills Junior Hig	gh School		* 0	3	۹	•• •	?
	General Options	Add User	Retrieved at 12.33.17 PM								
5	Contact Days	These are the use	rs who currently have access to this TimeT	Track and their level of access							
8 0		User Shane Christe	User Name christensens@wdmcs.org	Role Principal	Access Read/View/Edit	Last Access 8/22/2024 12:26:59 PM		Θ			
7	Monthly Goals	Carol Said	control control com	y Principai	Dead@iow/Edit M	0/22/2024 12:20:00 PM		0			
1	Individuals / Groups	Debra Sykes	deb@comeconnect.com	TCC Meeter	Read/view/Edit	8/21/2024 3.46.51 PM		0			
μ	Optional Descriptors	Loria Carter	carter/@wdmcs.org	P AM	Read/view/Edit	8/22/2024 12:30:01 PM		0			
		Lindsey Cupp	incham cumincham@wdmcs.org	Counselor	Read//iew	2/22/2024 12:30:00 PM		0			
	Time Track Access	Lindsey Cunn	conningnamigwomes.org	lectrictional Coach	Read/view •	2/23/2024 3:34 PM		õ			
	Integrations	Same Enert	Energywonics.org	Instructional Coach	Read/view •	11/13/2023 10:58 AM		ě			
		Alice Fugisan	g tugisanga@womcs.org	Instructional Coach	Read/view V	4/17/2024 4:05 PM		Θ			
		Joe Rich	richjo@wdmcs.org	Counselor	Read/View 👻	3/3/2023 9:50 AM		Θ			
Ы		Zac Sinram	sinramz@wdmcs.org	Support Staff	Read/View/Edit ~	8/21/2024 7:20:41 PM		Θ			
		Marty Stoelk	stoelkm@wdmcs.org	BI	Read/View 🗸			Θ			
		► User Acces	ss Information								
		Allow Mergin	g this Calendar with								
		Select the calenda NOTE: Merged gr	ars below that can see merged graph data f aph data will be available to any user that h	from this calendar. has the ability to see graphs for t	he selected calendars.						
			dian Hills Junior High School - Fu Jian Hills Junior High School - Sir Jian Hills Junior High School - Ste Jian Hills Junior High School - Cunni	iglsang nram oelk ingham							

To view merged dashboard data, click on the "Dashboard" icon on the left side of your TimeTrack screen, and then navigate to the area you would like to view. In the image below, I have chosen "Instruction Time Spent: Top Individuals" and clicked "Expand"

> TimeTrack	🛞 Today 🗧 🗧	<i>></i>		Shane Christ	ensen / Indian	Hills Junior High Scho	ol		** ©	ର 🛅 🕘 🛙
1:33 PM EDT CDT		ē			Septer	mber 2 - 6, 2024				⊡ ⊡
← Sep 2024 →	Sep, 2024	Mon 2	~	Tue 3	~	✓ Wed 4	1	Thu 5		∠ Fri 6
S M T W T F S 25 26 27 28 29 30 31		6:30 AM		:30 AM) 6	30 AM)(6:	30 AM	6	:30 AM
1 2 3 4 5 6 7										
8 9 10 11 12 13 14 15 16 17 18 19 20 21	4 A.M									
22 23 24 25 26 27 28										
24 30 1 2 3 4 5	5 AM									
🚞 Calendar										
Darbhoard										
III Dusiloouru			Office Work		Office Work		Office Work		Office Work	
Settings	7 AM									
			Student Supervision	Daily check-in	Student Supervision	Daily check-in	Student Supervision	Daily check in	Student Supervision	Daily check-in
Focus Individuals	8 AM		Wheelan Weekly Meeti		Daily Meeting		Aloha Team Meeting		AFA Admin Meeting	
Brad Bixby Garrett Hawkins			PD Prep-IPDP		-	Legacy Team	Daily Meeting		Daily Meeting	
Dau Jok Erin Miller	9 AM		Boemer	I Daily Meeting	Admin IC with ST		bully meeting		Courly incounty	
Angle Randolph							Vision Team Meeting		Koontz-Leadership	
MaryBeth Scott	10 AM		Malkthrough		-	Admin IC	_	Inspire Team Meeting		Washin Dran
Dres vridelan				Office	Lunch Conservation			inspire rearrine weeking		meetay Prop
	11 4 14		Lunch Supervision		Lunch Supervision		Lunch Supervision	1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 -	Lunch Supervision	
						Endeavor Team				
	12 PM			Lunch	Fusion Team			Lunch		
			Dave Powers Safety				Fire Drill		Admin/Counselor	
	1 PM		Clive Foundation Grant	Application		Child Find Meeting				
					Student Supervision	-	TT Monday Message		-	
	V	4:00 PM	4	:00 PM	5	:45 PM	4:	00 PM	4	:00 PM

Next, in the "Options" section, select the other TimeTrack owner(s) whose data you would like to see merged with yours. Click the "Apply" button.

neTrack: Dashboard	∠ [∞]
Options	Appl
Go To	
Dashboard Chart Optional Descriptor Reports	7
Date Range	
Current School Year (July - June)	
Category / Descriptor / Optional Descriptor	
Instruction V All Descriptors V Ignore Optional Descriptor V	
Merce with Calendars	Apply Button
Active Calendars	<u>Apply button</u>
IA - Indian Hills Junior High School - Cunningham IA - Indian Hills Junior High School - Ehert IA - Indian Hills Junior High School - Sinram IA - Indian Hills Junior High School - Fuglsang IA - Indian Hills Junior High School - Rich IA - Indian Hills Junior High School - Stoelk	
Separate Merged Data	
Individuals Selection	

The Merged data will appear, separated by color. The color legend is displayed in the upper right corner.

