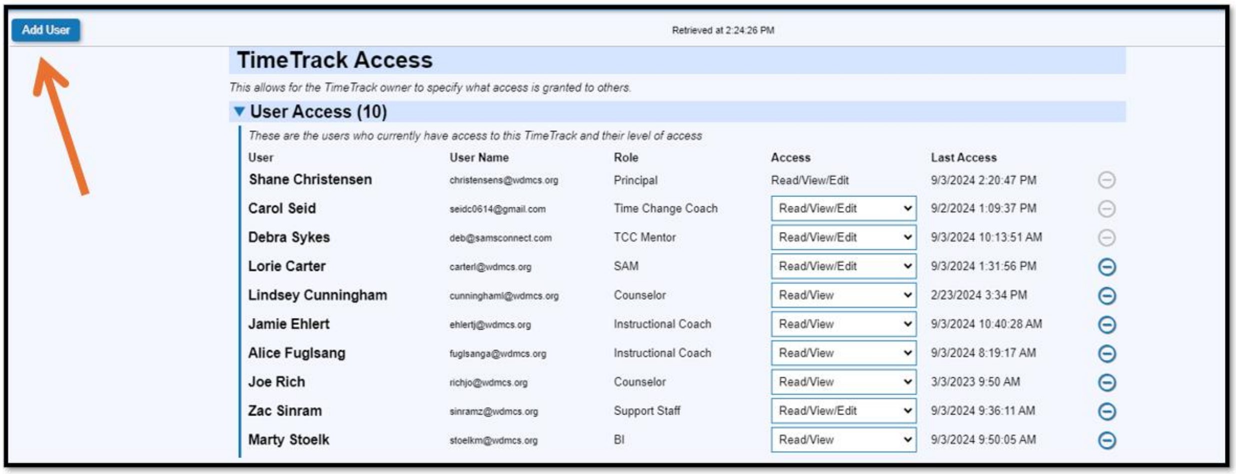
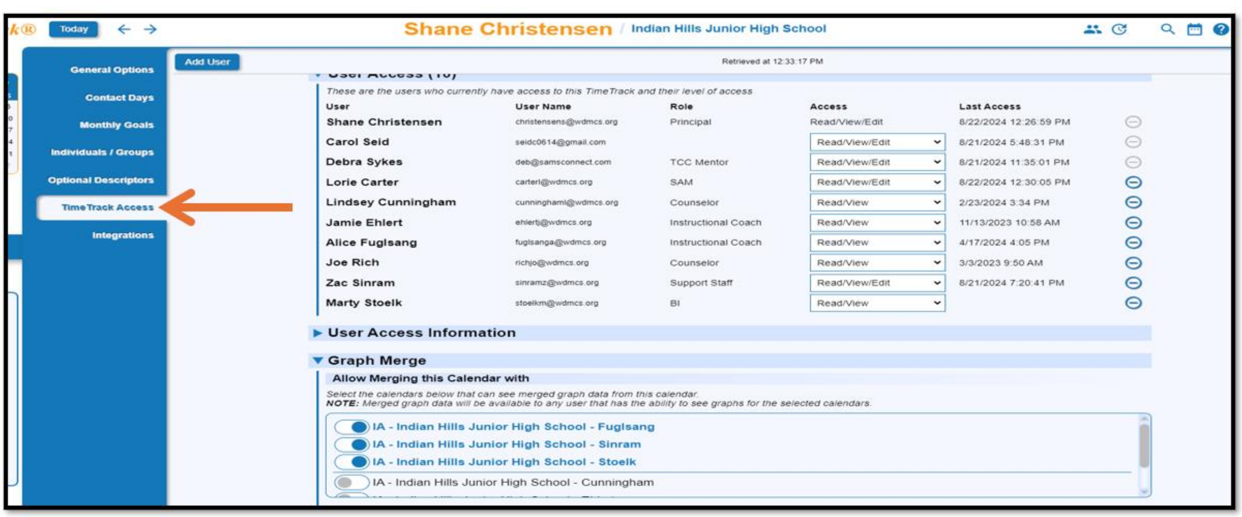
Configuring a TimeTrack to merge its data to another user at the same location is a simple process. It can be done via two different methods.

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.



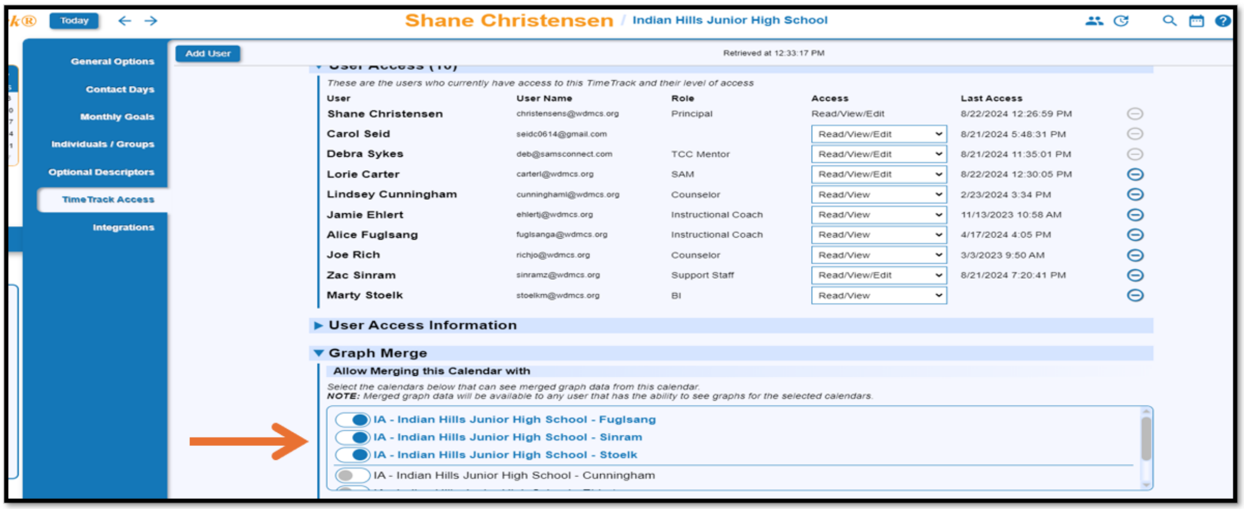
The second method allows you to share only your dashboard data without giving another TimeTrack user access to your TimeTrack itself.

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.

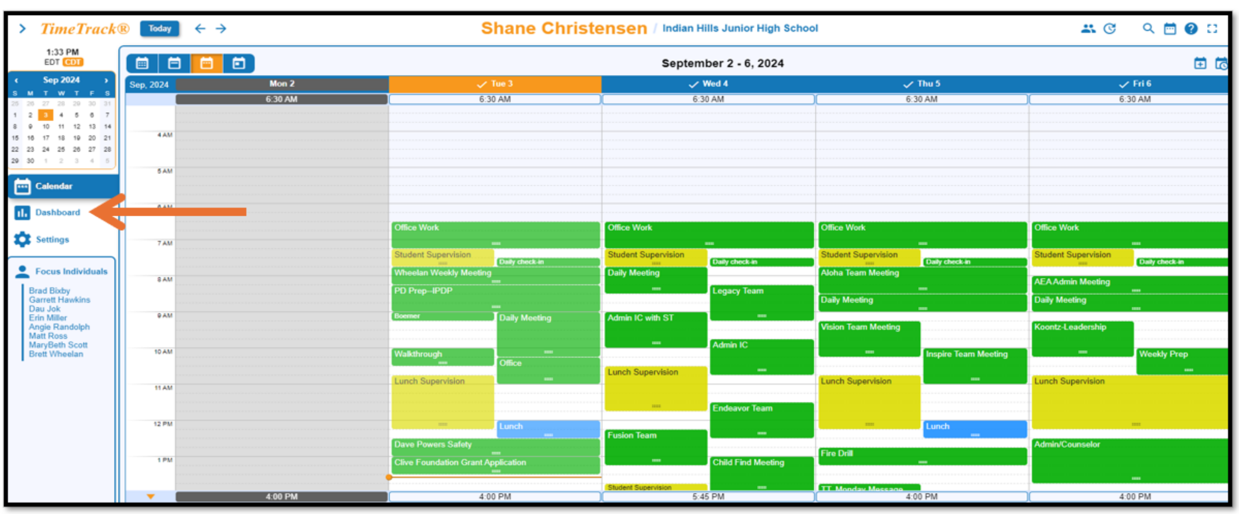


At the bottom of the menu, TimeTrack lists all other users at your location that are eligible to have data shared with them.

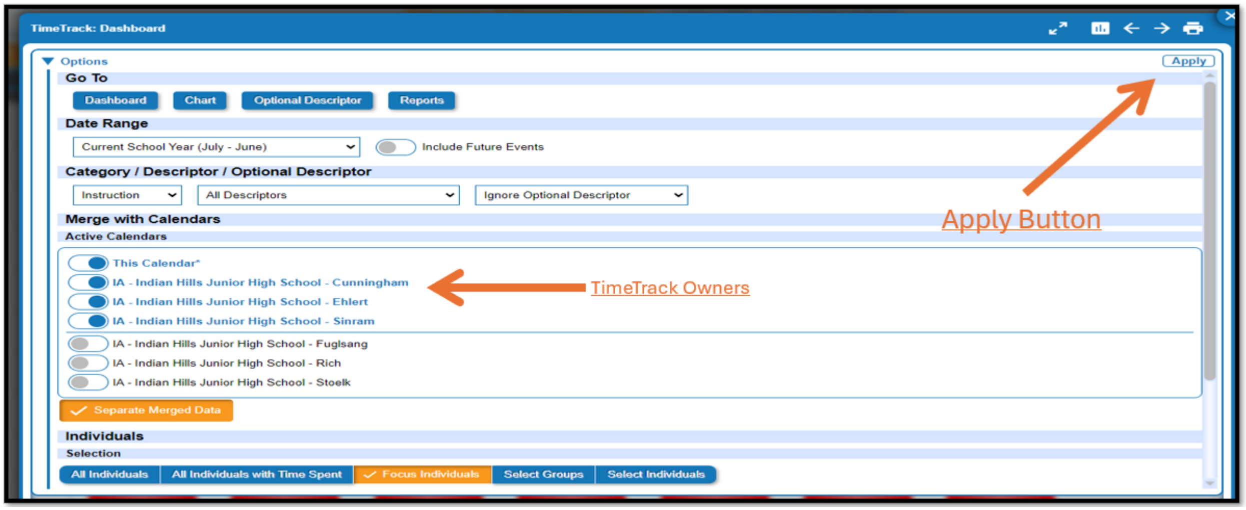
Next, select the TimeTracks of the users you would like to share your dashboard data with. Once this has been done, TimeTrack will display who you are now sharing dashboard data with in blue.



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”



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.



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