

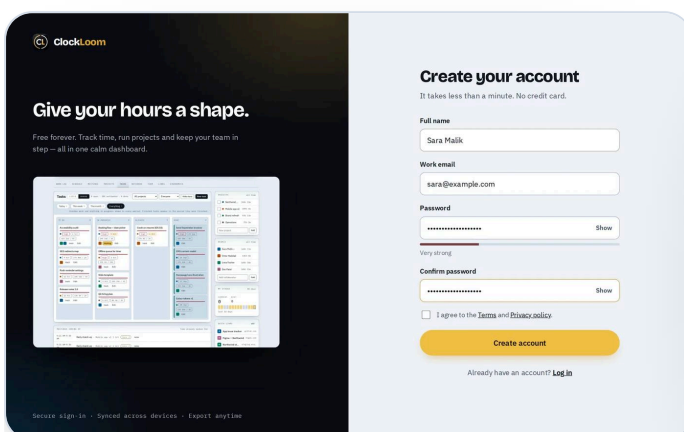
Everything you can do with Clock Loom.

A picture-by-picture walkthrough — from your first timer to weekly reports, team capacity and backups. About 10 minutes to read.

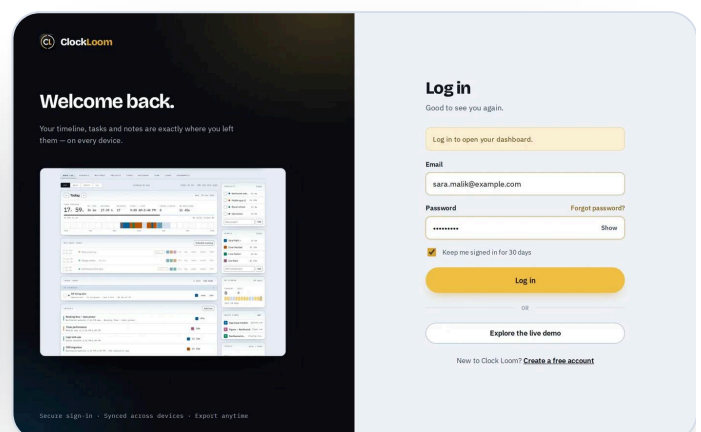
1. Getting started

Clock Loom runs in your browser — there's nothing to install. You need an account so your board is saved and follows you to every device.

- 1 Create your account.** Go to Sign up, enter your name, email and a password (8+ characters with letters and a number), accept the terms and press **Create account**. You land straight in your dashboard.
- 2 Log in next time.** Use Log in. Leave *Keep me signed in* ticked on your own computer; untick it on a shared one.
- 3 Forgot your password?** Use Reset password; the emailed link works for one hour.



The sign-up page — three fields and you're in.



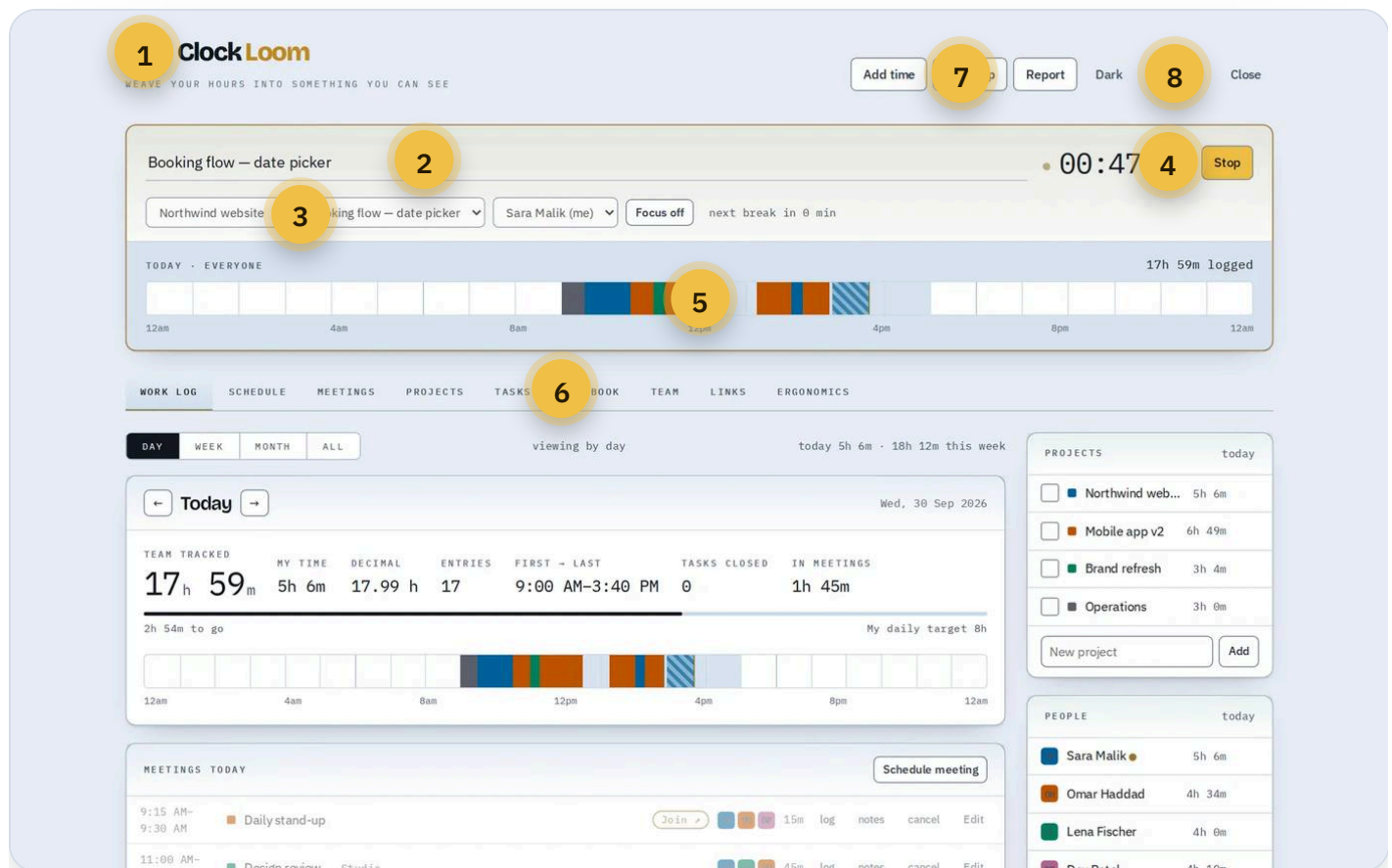
Log in from any device to pick up where you left off.

TIP

Not ready to sign up? Open the live demo — a sample team with a month of data. Nothing there is saved to a server.

2. The dashboard at a glance

Everything lives on one page. The top half is always there — the timer and today's timeline — and the tabs below switch between views.



The Clock Loom dashboard.

- 1 Clock Loom** — your board's name and tagline.
- 2 What are you working on?** Type a short note for the time you're about to track.
- 3 Project, task, person** — who the time belongs to, and what it's for. **Focus** starts a Pomodoro-style session.
- 4 Timer & Start/Stop** — one click to start, one to stop and save.
- 5 Today's loom** — every entry and meeting on a 24-hour strip for the whole team.
- 6 Tabs** — Work log, Schedule, Meetings, Projects, Tasks, Notebook, Team, Links and Ergonomics.
- 7 Add time, Standup, Report** — log time by hand and generate notes and reports.
- 8 Theme, Settings, Close** and, when signed in, your **account button** (see section 17).

3. Tracking time

With the timer

- 1 Type what you're doing in **What are you working on?**
- 2 Pick the **project**, optionally a **task**, and the **person** (you, by default).
- 3 Press **Start** (or **S**). The clock runs and a striped block grows on today's loom.
- 4 Press **Stop** when you're done. The entry is saved to the Work log. Anything under 15 seconds is ignored.

GOOD TO KNOW

Forgot to stop the timer before closing the tab? Next time you open Clock Loom it notices and offers to trim the entry to when you were last active.

Adding time by hand

Press **Add time** (or **A**) to record time you didn't track live. Set the date, start and end, project, task, person and optional tags. If the end is earlier than the start, the entry runs past midnight.

Add time

DESCRIPTION

What was worked on?

PROJECT PERSON

Northwind website Sara Malik

TASK

No task

DATE START END

09/30/2026 03:40 PM 04:40 PM

TAGS

meeting, review, travel

If the end time is earlier than the start, the entry runs past midnight into the next day.

Cancel Save entry

The Add time dialog. Click any entry in the Work log later to edit or delete it.

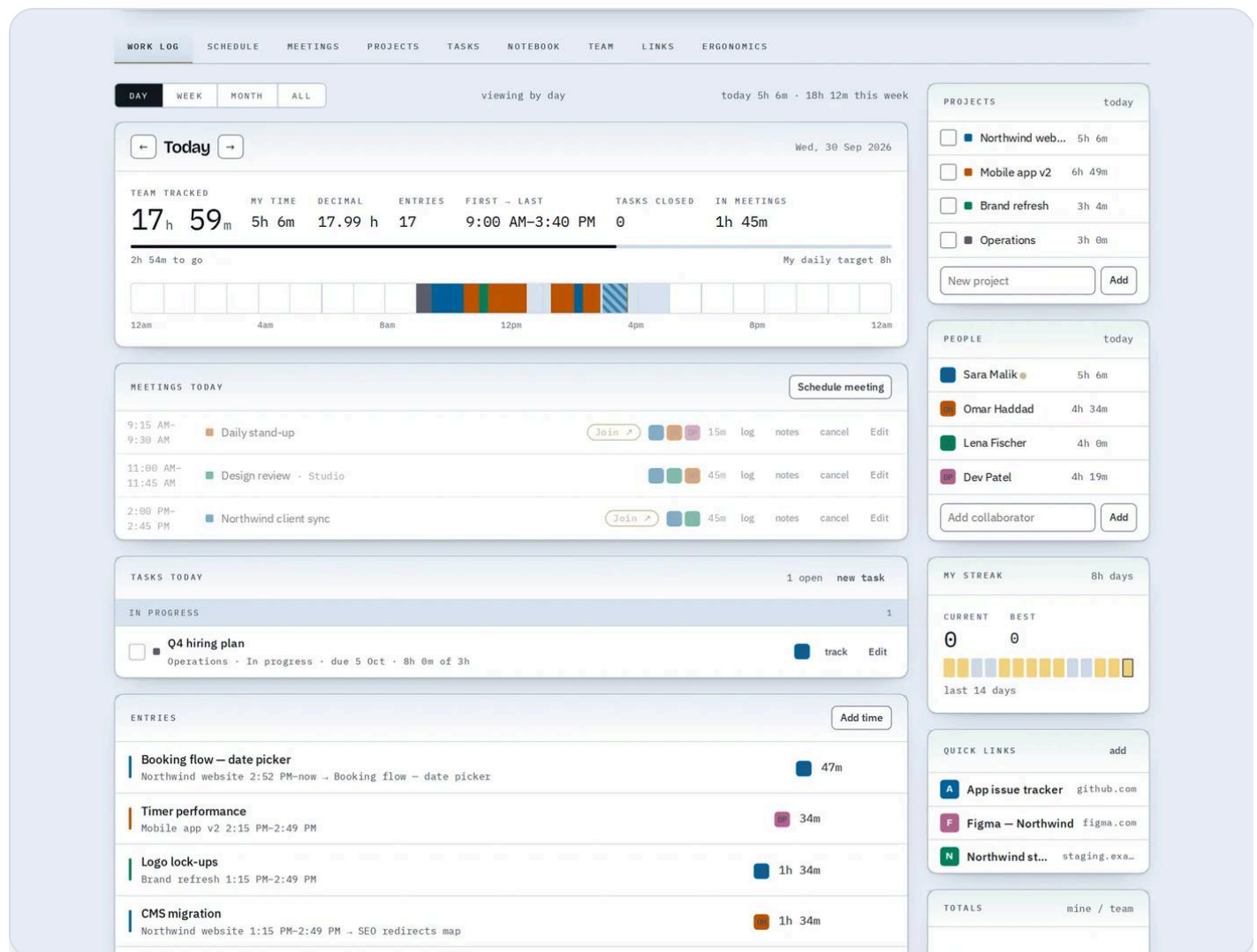
Focus sessions

Focus runs a timed session (25 minutes by default) followed by a short break. Change the lengths in Settings.

4. Work log views

The Work log answers “where did the time go?” at four zoom levels. Switch with the **Day** • **Week** • **Month** • **All** buttons or keys **1**–**4**.

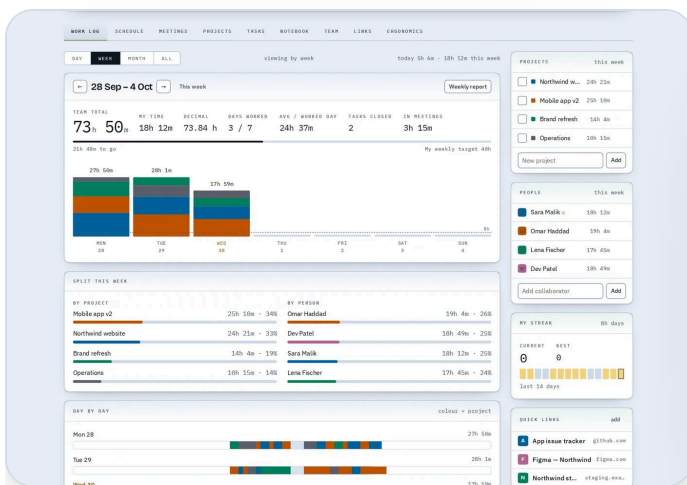
Day



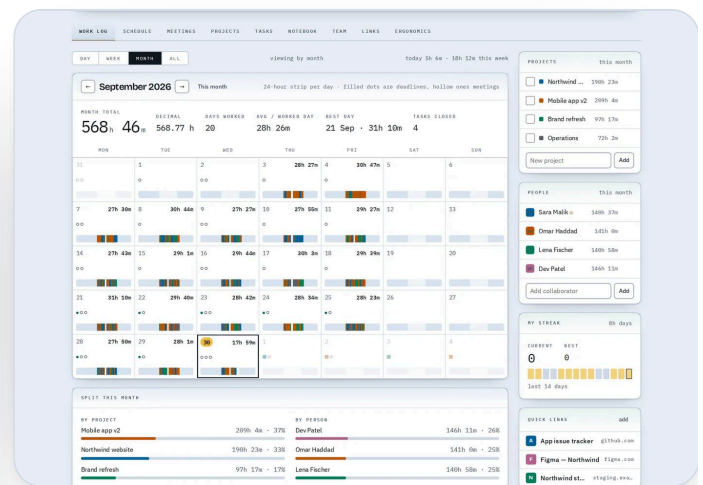
Day view: team total, your time, decimal hours, first→last, tasks closed and time in meetings, plus progress toward your daily target.

Below the summary you'll find today's meetings, tasks due, and every entry. Use the arrows to move between days. The side panels show hours per project and per person, your 8-hour-day streak, pinned links and running totals.

Week and Month



Week: stacked hours per day, split by project and person.



Month: a calendar heatmap of every day's hours.

All entries

The **All** view is a searchable list of every entry. Filter by project, person or text and export to CSV.



WORK LOGSCHEDULEMEETINGSPROJECTSTASKSNOTEBOOKTEAMLINKSERGONOMICS

DAYWEEKMONTHALL

every entry ever logged

today 5h 6m · 18h 12m this week

Search notes, tags, tasks

All projects

Everyone

Export

459 entries · 567h 59m · 567.98h

WED, 30 SEP 2026

17h 12m

Timer performance

Mobile app v2 2:15 PM-2:49 PM

34m

Logo lock-ups

Brand refresh 1:15 PM-2:49 PM

1h 34m

CMS migration

Northwind website 1:15 PM-2:49 PM · SEO redirects map

1h 34m

Design review fixes

Northwind website 1:15 PM-2:15 PM · Homepage hero illustration

1h 0m

Bug triage

Mobile app v2 1:15 PM-2:00 PM · Push reminder settings

45m

Design review fixes

Northwind website 12:15 PM-12:30 PM · Accessibility audit

15m

Offline queue

Mobile app v2 12:15 PM-12:30 PM · Push reminder settings

15m

Offline queue

Mobile app v2 11:30 AM-12:15 PM

45m

Offline queue

Mobile app v2 11:15 AM-12:00 PM · Push reminder settings

45m

API pagination

Mobile app v2 11:00 AM-12:30 PM

1h 30m

Icon set

Brand refresh 11:00 AM-12:30 PM

1h 30m

API pagination

Mobile app v2 10:30 AM-11:15 AM

45m

Interviews

Operations 9:30 AM-10:30 AM

1h 0m

PROJECTS

all time

Northwind ...

190h 23m

Mobile app v2

209h 4m

Brand refresh

97h 17m

Operations

72h 2m

New project

Add

PEOPLE

all time

Sara Malik

140h 37m

Omar Haddad

141h 0m

Lena Fischer

140h 58m

Dev Patel

146h 11m

Add collaborator

Add

MY STREAK

8h days

CURRENT

BEST

0

0

last 14 days

QUICK LINKS

add

A

App issue tracker

github.com

F

Figma — Northwind

figma.com

N

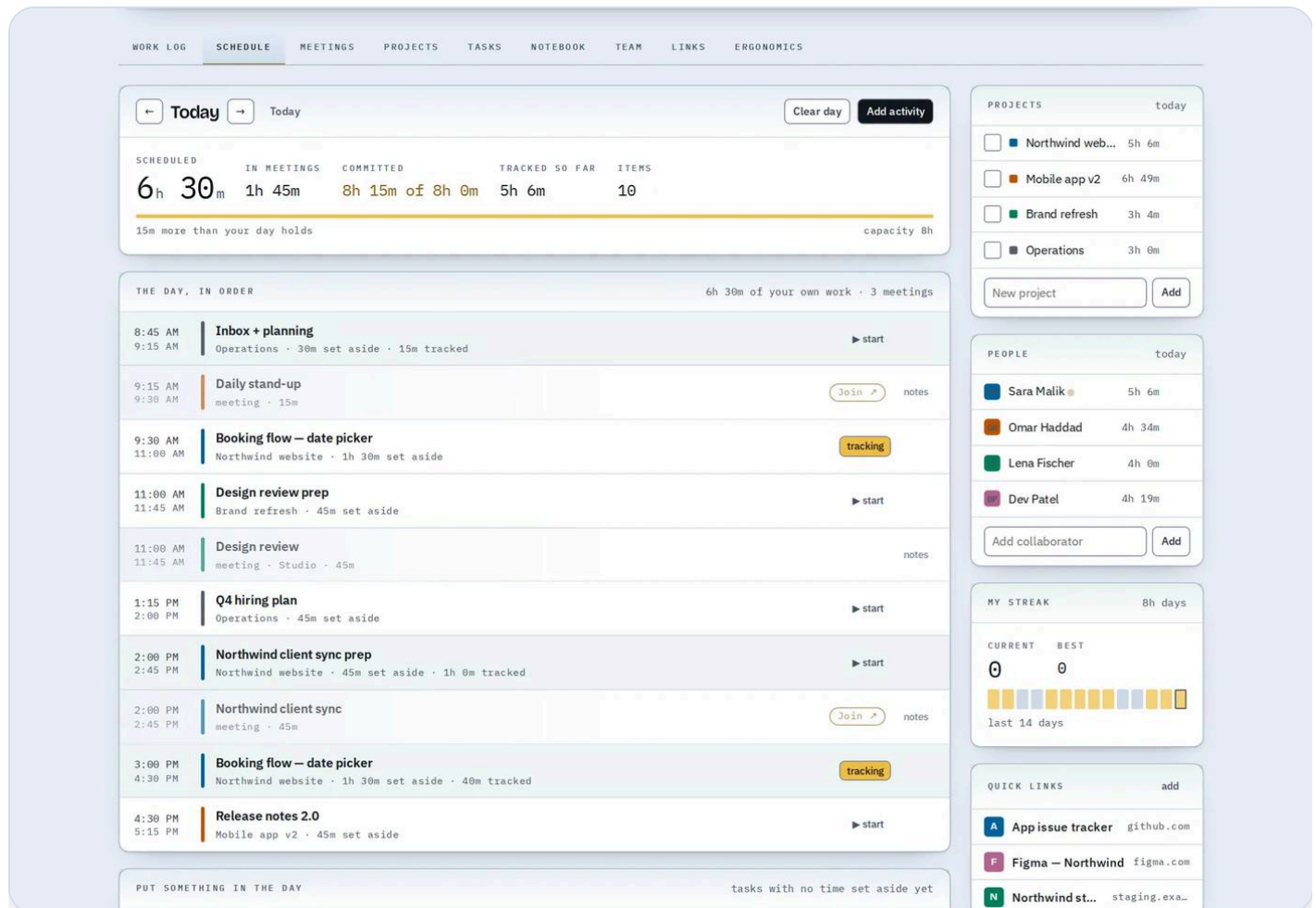
Northwind st...

staging.exa...

All entries, filterable and exportable.

5. Schedule: plan your day

The **Schedule** tab is a time-blocked planner. Blocks are intentions — the timer still counts what really happened — so you can compare plan with reality.



The Schedule for today: planned blocks between meetings, with scheduled, meeting, committed and tracked totals against your capacity.

- 1 Press **Add activity**, name it, pick a project (and task), and set the start and end.
- 2 Meetings appear automatically in the day's timeline, so you plan around them.
- 3 Press **start** on a block to begin tracking it straight away.
- 4 From the list of open tasks on the right, schedule a task into the next free slot sized to its estimate.

New activities are also added to **your tasks for that day** (untick *Add it to my tasks for that day* if you don't want that). The block and the task stay in step: tick it in one place and it's ticked everywhere.

Add to the schedule

WHAT

Deep work, admin, reading — anything you want on the day

PROJECT

Northwind website

TASK

No task

DAY

09/30/2026



FROM

11:45 AM



TO

12:45 PM



Add it to my tasks for that day



It shows in the task section and in the day view, and ticking it anywhere ticks it everywhere

NOTE

Optional

A schedule entry is an intention. Time is still counted by the timer, so you can compare the two.

Cancel

Save

Adding an activity to the schedule.

TIP

Use **Clear day** to wipe a day's plan and start fresh — tracked time isn't touched.

6. Daily check-in

At the end of the Work log's day view there's a private **check-in**: rate how the day felt from 1–5, note what happened and anything you're blocked on. Your standup notes pick these up automatically.

The screenshot shows the Clock Loom interface. At the top, there's a header with the Clock Loom logo and navigation buttons: Add time, Standup, Report, Dark, Settings, and Close. Below the header, there's a 'Planning' section with a time range of 9:00 AM–11:00 AM and a duration of 2h 0m. The main content area is divided into two sections: 'WHERE THE DAY WENT' and 'CHECK-IN'.

WHERE THE DAY WENT

BY PROJECT	BY PERSON
Mobile app v2: 6h 49m · 38%	Sara Malik: 5h 7m · 28%
Northwind website: 5h 7m · 28%	Omar Haddad: 4h 34m · 25%
Brand refresh: 3h 4m · 17%	Dev Patel: 4h 19m · 24%
Operations: 3h 0m · 17%	Lena Fischer: 4h 0m · 22%

CHECK-IN (private to you)

HOW DID THE DAY FEEL? (1, 2, 3, 4, 5)

WHAT HAPPENED
Notes for your future self, or for tomorrow's standup.

BLOCKED ON
Anything waiting on someone else.

Save check-in

The check-in card and 'Where the day went' breakdown by project and person.

7. Meetings

The Meetings tab shows a weekly calendar with a line for the current time. Press **Schedule meeting** (or **M**) to add one.

The screenshot displays the 'MEETINGS' tab in the Clock Loom application. The interface includes a top navigation bar with tabs for WORK LOG, SCHEDULE, MEETINGS, PROJECTS, TASKS, NOTEBOOK, TEAM, LINKS, and ERGONOMICS. The main calendar view shows a weekly grid from Monday (28 Sep) to Sunday (4 Oct). A vertical line indicates the current time at approximately 3:15 PM. Meetings are scheduled as follows: 'Weekly kickoff' on Monday at 9 AM, 'Daily stand-up' on Tuesday, Wednesday, Thursday, and Friday at 9 AM, 'Design review' on Wednesday at 11 AM, and 'Northwind c...' on Wednesday at 2 PM. A summary at the top left of the calendar shows '3h 15m' in meetings this week, 8 meetings total, 7 weekly, and 4% share of tracked time. On the right side, there are three panels: 'PROJECTS' listing 'Northwind w...', 'Mobile app v2', 'Brand refresh', and 'Operations'; 'PEOPLE' listing 'Sara Malik', 'Omar Haddad', 'Lena Fischer', and 'Dev Patel'; and 'MY STREAK' showing 8h days. At the bottom, the 'ALL MEETINGS' list shows recurring series like 'Daily stand-up' and 'Weekly kickoff' with 'Join' buttons. A 'QUICK LINKS' panel at the bottom right lists 'App issue tracker', 'Figma - Northwind', and 'Northwind st...'.

A week of meetings: stand-ups, a weekly kickoff, a client sync and a one-off review.

- 1 Give it a title, a project and choose **Every week** or **Once**.
- 2 Pick the day, start and end, and tick the attendees.
- 3 Paste a Zoom/Meet/Teams link — it becomes a **Join** button — and add a room or notes.
- 4 Choose when to be reminded with **Notify me**. At that time, a card appears showing the room and the join link.

Schedule meeting

TITLE

Weekly standup, design review...

PROJECT

Northwind website

REPEATS

Every week

DAY

Wed

START

10:00 AM

END

10:30 AM

DATE (ONE-OFFS)

09/30/2026

FIRST WEEK (WEEKLY)

mm/dd/yyyy

ATTENDEES

Sara Malik Omar Haddad Lena Fischer Dev Patel

MEETING LINK

Paste the Zoom, Meet or Teams address — it becomes a Join button

WHERE

Room name, or a second address

RUNS UNTIL (OPTIONAL)

mm/dd/yyyy

NOTIFY ME

Use my usual 5 minutes

A card appears at that point with the time, the room and the join link.

AGENDA

What this meeting is for.

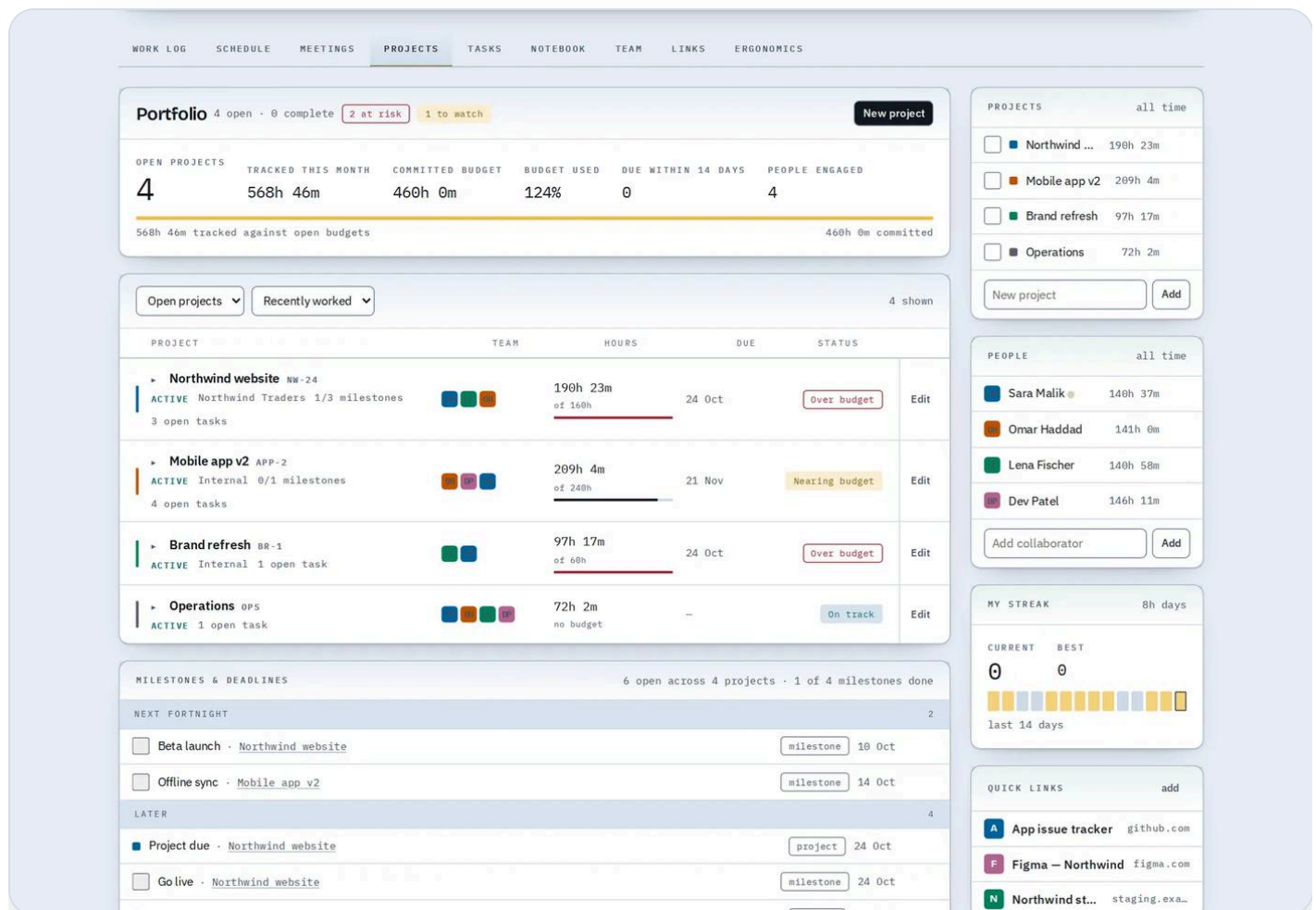
Cancel Save meeting

The Schedule meeting dialog.

On each meeting you can **log** its time in one click, write **notes** (turn lines into tasks), **cancel** one occurrence, or **edit** the series.

8. Projects

Projects give your time a home. Each has a colour, code, client, lead, team, start and due dates, an hour budget, a brief and milestones.



The portfolio: open projects, hours spent against budget, status and upcoming milestones.

Inside a project

Click a project's name to open its page: hours tracked this month and week against budget, client, lead and dates, the brief, milestones, who has worked on it, documents, notes, meetings and the latest entries. **Copy summary** gives you a ready-to-paste status update.

Northwind website

NW-24 · Active

TRACKED

THIS MONTH

THIS WEEK

BUDGET

OPEN TASKS

190h 23m

190h 23m

24h 21m

160h

3

30h 23m over budget

119% used

CLIENT

LEAD

STARTS

DUE

Northwind Traders

Sara Malik

21 Aug

24 Oct

BRIEF

REBUILD THE MARKETING SITE WITH A NEW BOOKING FLOW AND CMS.

MILESTONES

TASKS

1 of 3 done · next: Beta launch, 10 Oct

3 open of 5

MILESTONES AND TASKS ARE MANAGED IN THE PROJECT LIST – CLICK A PROJECT THERE TO OPEN IT OUT.

WHO HAS WORKED ON IT

Lena Fischer

73h 8m · 38%

Omar Haddad

63h 6m · 33%

Sara Malik

54h 9m · 28%

DOCUMENTS – 3

attach

link

Sitemap v3.md

960 B · 26 Sep · Lena Fischer

download

Northwind brief.txt

2 KB · 10 Sep · Sara Malik

download

Signed contract

drive.example.com · 31 Aug · Sara Malik

open

NOTES

Nothing recorded yet. Decisions, blockers, anything the next person needs.

Add a note to this project

Post

MEETINGS ON THIS PROJECT

Northwind client sync – every Wed 2:00 PM

LATEST ENTRIES

30 Sep – CMS migration · Omar Haddad · 1h 34m

30 Sep – Design review fixes · Lena Fischer · 1h 0m

30 Sep – Design review fixes · Sara Malik · 15m

30 Sep – CMS migration · Lena Fischer · 1h 30m

29 Sep – Design review fixes · Omar Haddad · 1h 1m

Close

Copy summary

Active

Edit project

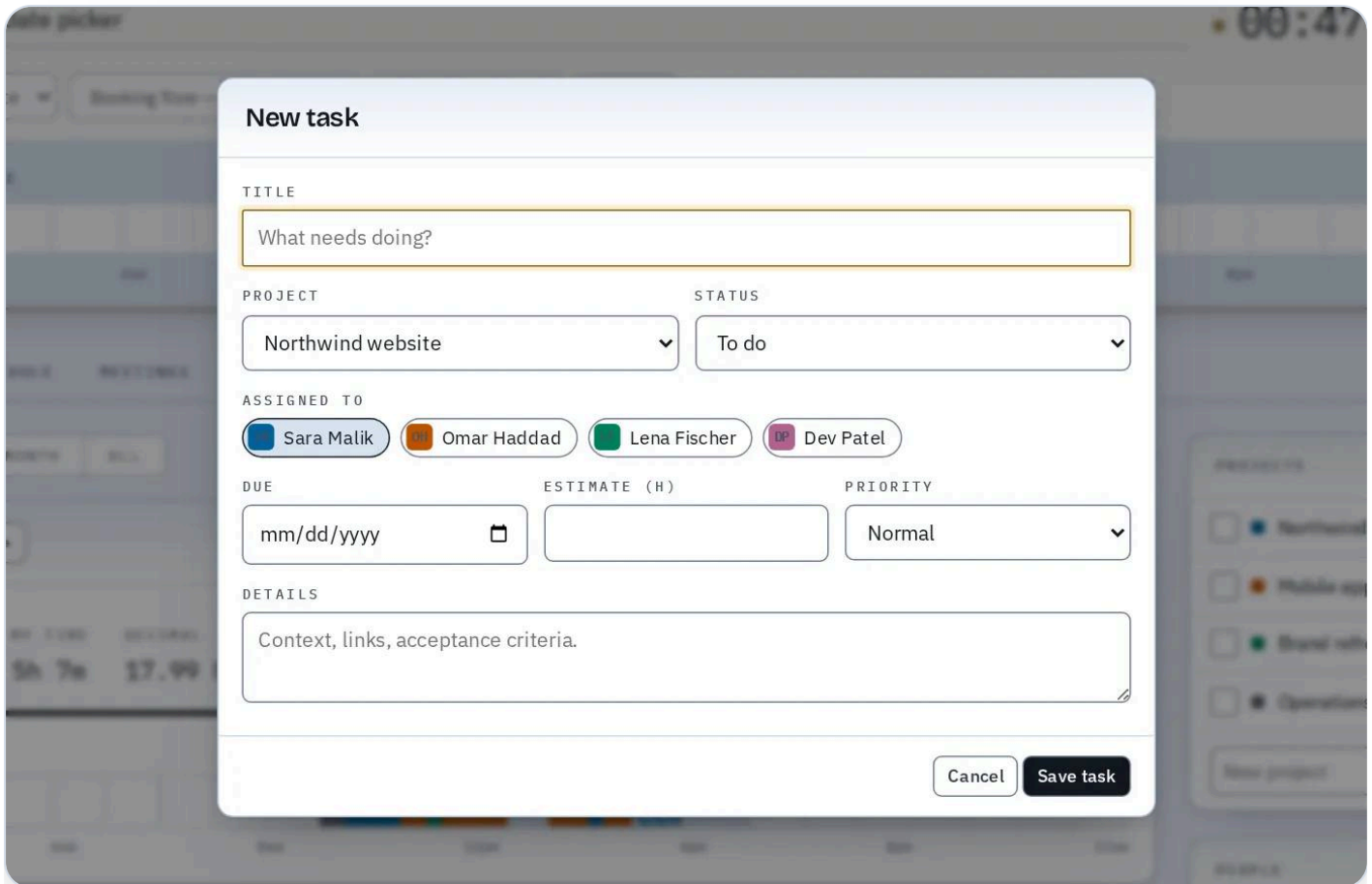
A project page: budget use, milestones, people, documents and notes in one place.

- Documents:** press **attach** to upload a file (up to 25 MB) or **link** to point to a document that lives elsewhere, such as Google Drive or SharePoint. Uploaded files are saved to your Clock Loom account, so you can download them on any device you sign in from.

- **Milestones:** add a milestone with a due date, then open it to rename it, add a note, or mark it achieved. Achieved milestones move to their own list.
- **Notes:** post short updates (decisions, blockers, anything the next person needs to know) and they're kept with the project.
- Press **New project** to add one, or type a name in the Projects side panel and press **Add**.
- Set **status** to Planning, Active, On hold or Complete. Completed projects drop out of the timer's list but keep their history.
- The budget bar fills as hours are logged and turns red when a project goes over budget.

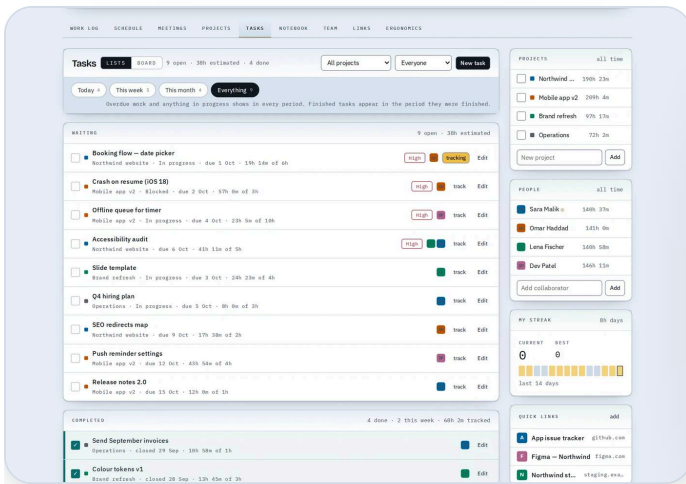
9. Tasks & board

Add a task with **New task** (or **N**): title, project, status, assignees, due date, estimate in hours, priority and details.

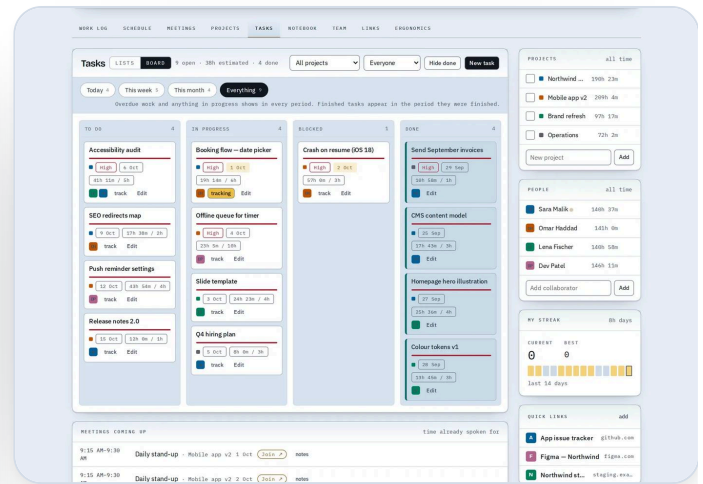
The image shows a 'New task' dialog box overlaid on a blurred background of a task board. The dialog box is white with a light blue header. It contains several sections: 'TITLE' with a text input field containing 'What needs doing?'; 'PROJECT' with a dropdown menu showing 'Northwind website'; 'STATUS' with a dropdown menu showing 'To do'; 'ASSIGNED TO' with four circular avatars for 'Sara Malik', 'Omar Haddad', 'Lena Fischer', and 'Dev Patel'; 'DUE' with a date input field showing 'mm/dd/yyyy' and a calendar icon; 'ESTIMATE (H)' with an empty text input field; 'PRIORITY' with a dropdown menu showing 'Normal'; and 'DETAILS' with a larger text input field containing 'Context, links, acceptance criteria.' At the bottom right of the dialog are 'Cancel' and 'Save task' buttons.

The New task dialog.

Switch between **Lists** (waiting and completed) and a **Board** with To do, In progress, Blocked and Done columns. Drag cards across the board, filter by person or project, and press **track** on any task to start its timer.



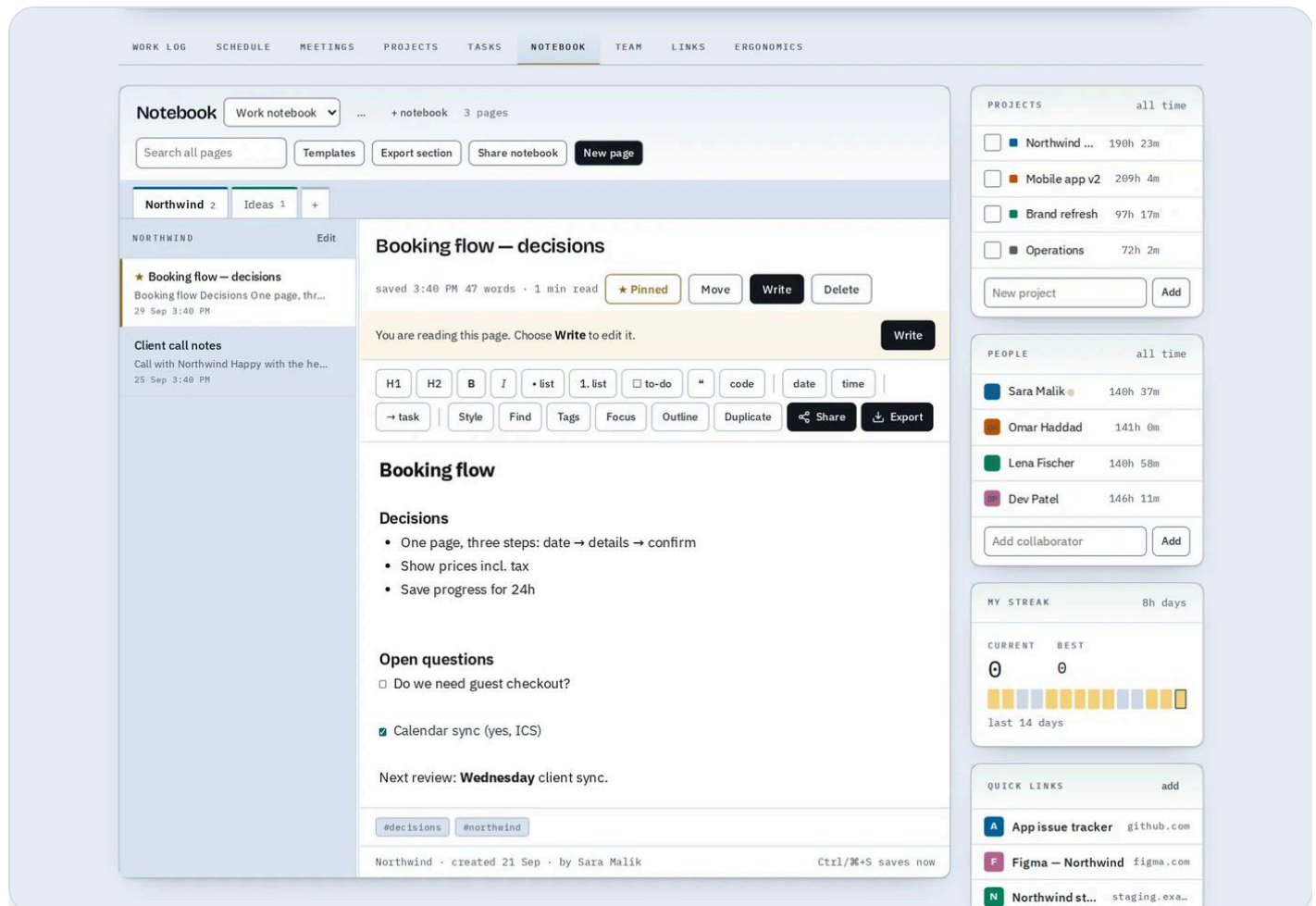
Lists: waiting tasks with due dates and priorities.



Board: drag cards between columns.

10. Notebook

Keep notes next to your time. Organise them into **notebooks** → **sections** → **pages**. Pages support light Markdown: # headings, - bullets, - [] checklists, > quotes and ****bold****.

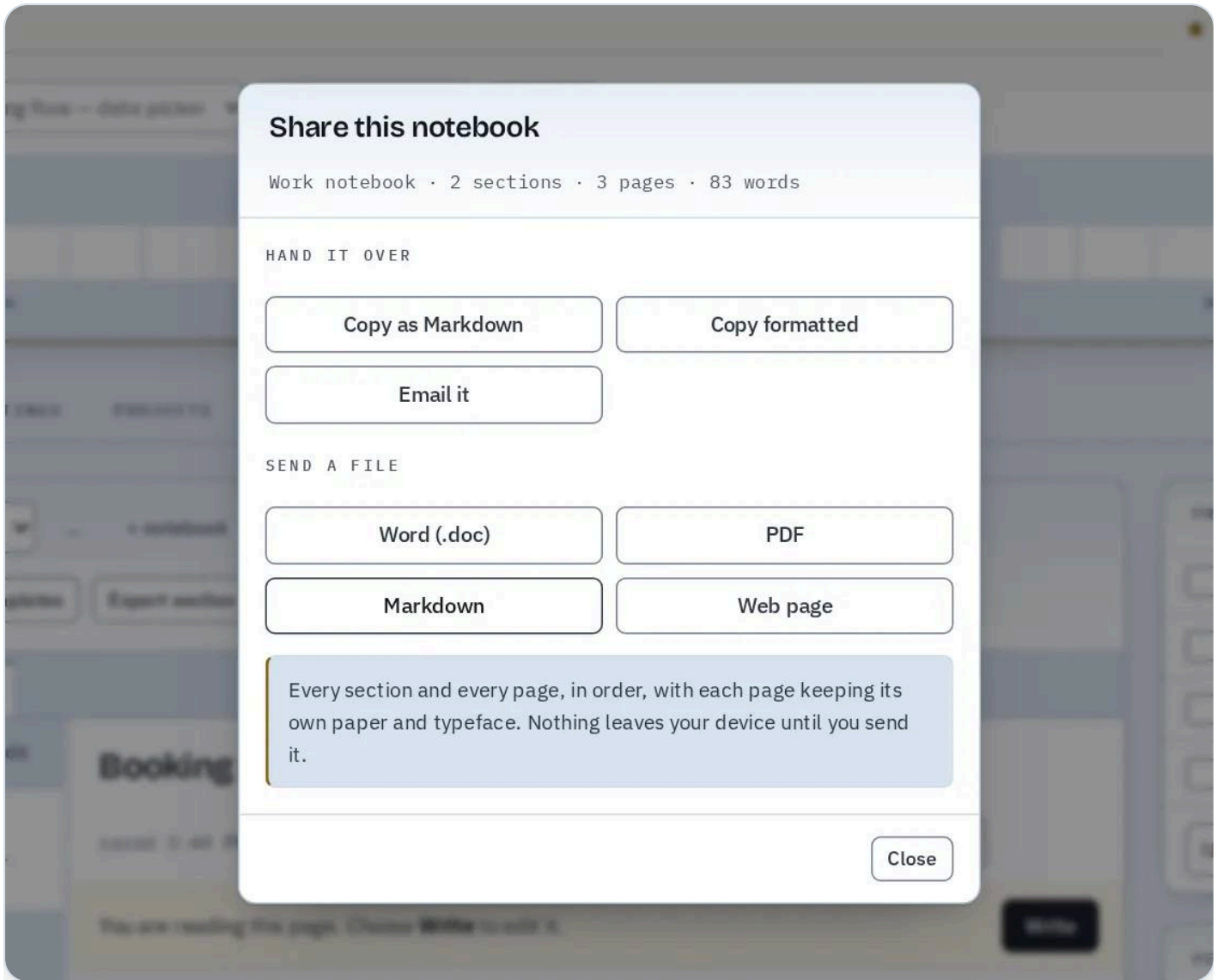


A notebook page with headings, decisions and a checklist, shown in Read mode.

- Toggle between **Write** and **Read**; use templates for meeting notes and more.
- Tag and pin pages, search across everything, and turn a page into a task.
- `Ctrl/⌘ + S` saves the page now; `Ctrl/⌘ + F` finds in the page.

Share or export a whole notebook

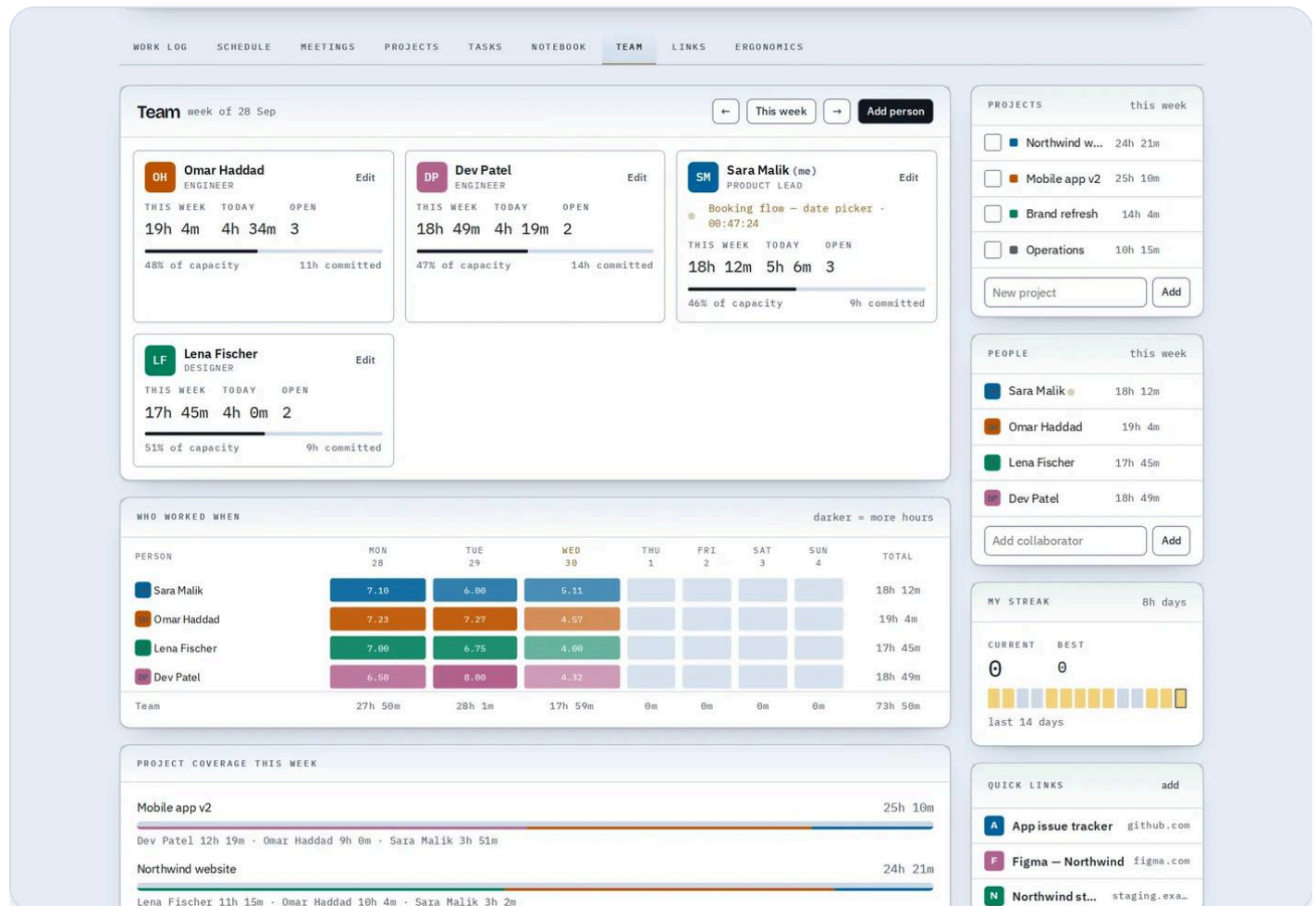
Press **Share notebook** to hand over every section and page in order. You can copy it as Markdown or formatted text, start an email, or download it as a **Word**, **PDF**, **Markdown** or **web page** file.



Share this notebook: copy, email, or send it as a file.

11. Team & capacity

Add collaborators in the **People** panel. Each person has a role and daily capacity. The Team tab shows each person's hours this week against capacity, what they're tracking right now, and a weekly heatmap of load.



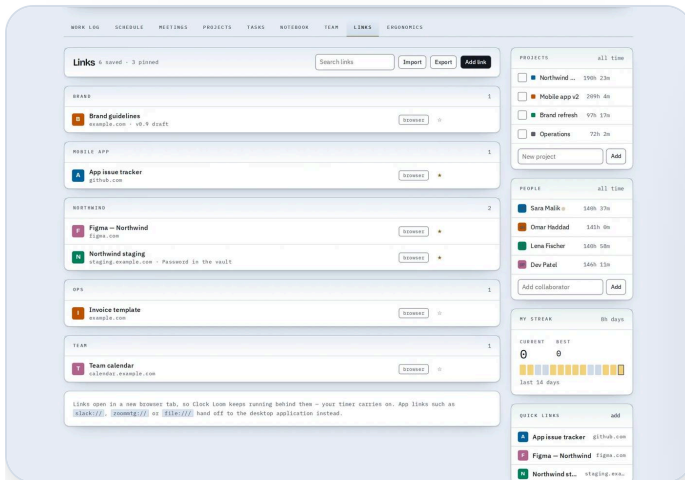
Team: people cards with weekly hours and a load heatmap.

NOTE

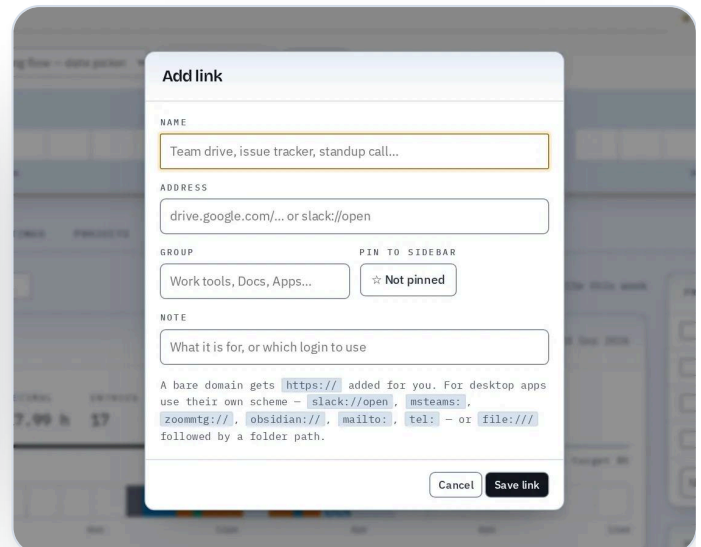
Each person who wants their own board should create their own Clock Loom account. Inside your board, collaborators are people you plan and log time for.

12. Quick links

Save the websites and app shortcuts you use every day. Group them, add a note, and **pin** favourites so they appear in the side panel on every tab. Press **L** to add one. App links like `slack://open` and `mailto:` work too.



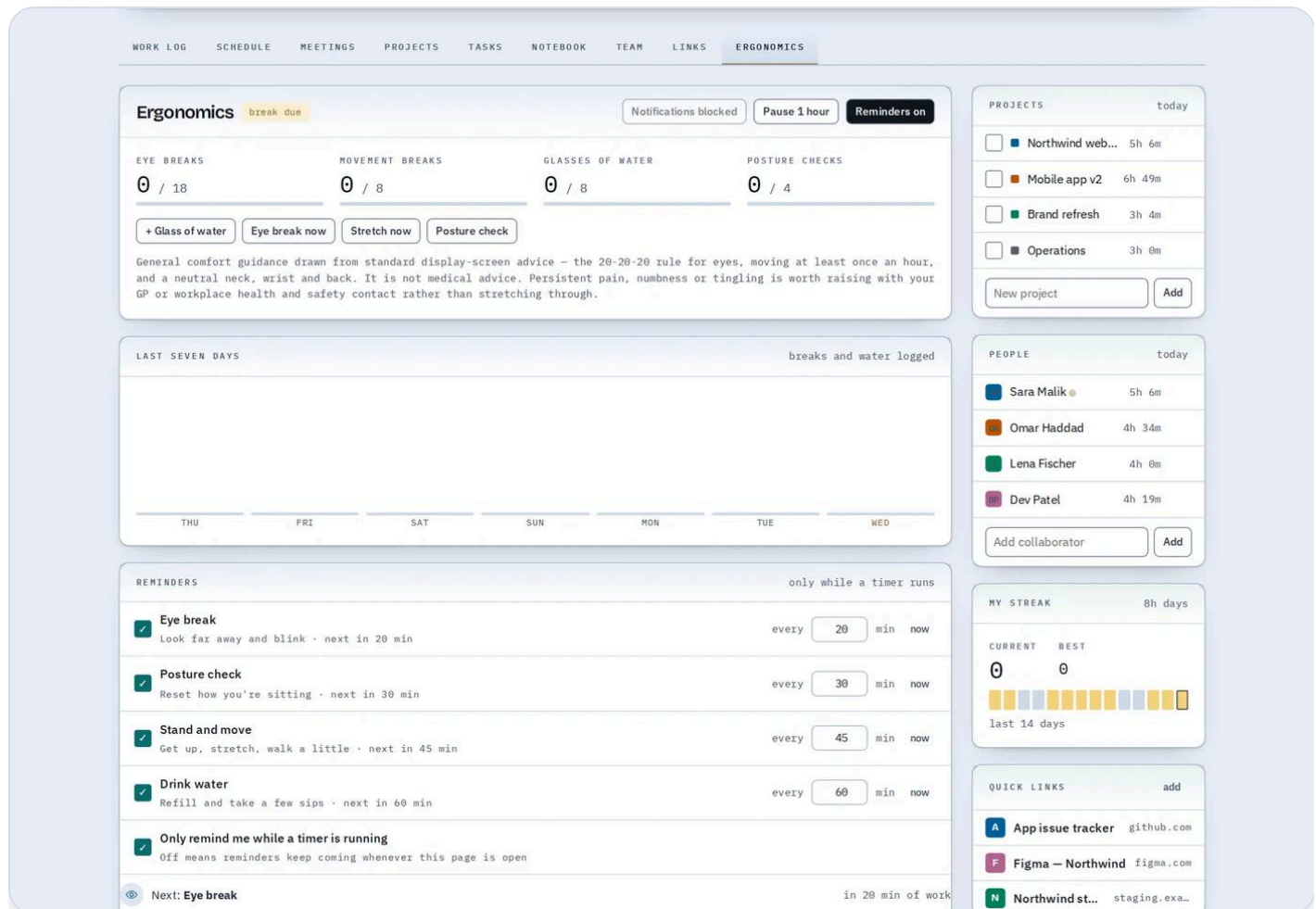
Links grouped by project.



Adding a link.

13. Ergonomics

Clock Loom looks after you while you work: reminders for eye breaks (20-20-20), posture checks, movement and water. By default they only fire while a timer is running.

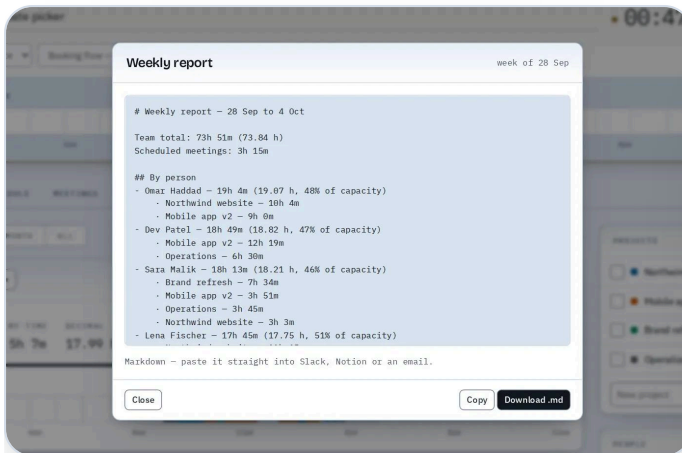


Ergonomics: today's breaks, water, desk setup checklist and reminder settings.

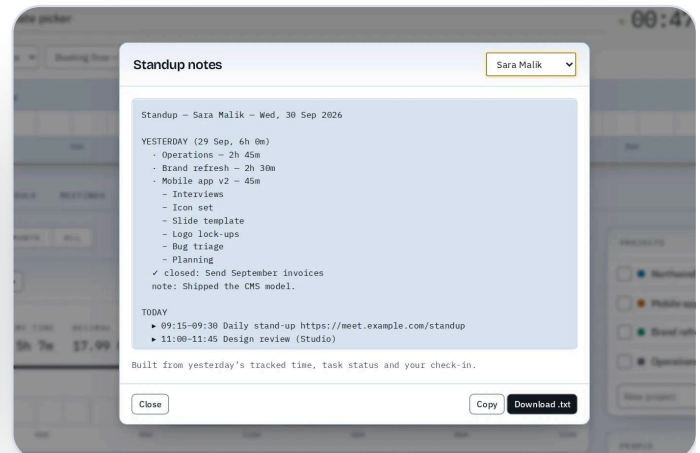
- Turn each reminder on or off and change how often it fires.
- Press **B** for a guided eye break, **W** to log a glass of water.
- Pause reminders for an hour, or enable desktop notifications.

14. Reports & standups

Report drafts a weekly summary — total time, per-person hours against capacity, and per-project breakdowns. **Standup** writes yesterday / today / blockers notes for anyone on the team from their log, tasks and check-in.



The weekly report — copy it or download as Markdown.

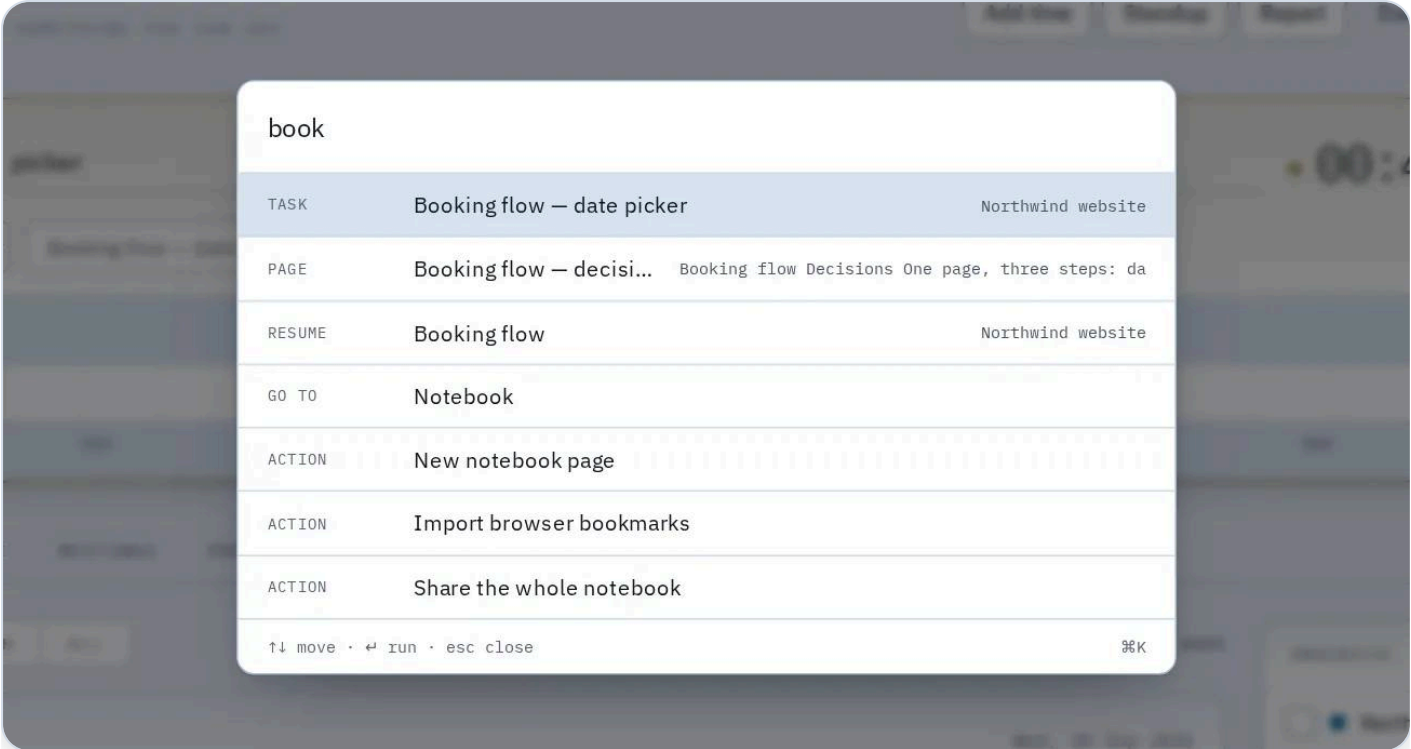


Standup notes, generated for the chosen person.

Press **P** to print the current view or save it as a PDF.

15. Command palette & shortcuts

Press `Ctrl` + `K` (`⌘` + `K` on Mac) to search tasks, pages, projects and commands, then `Enter` to jump.

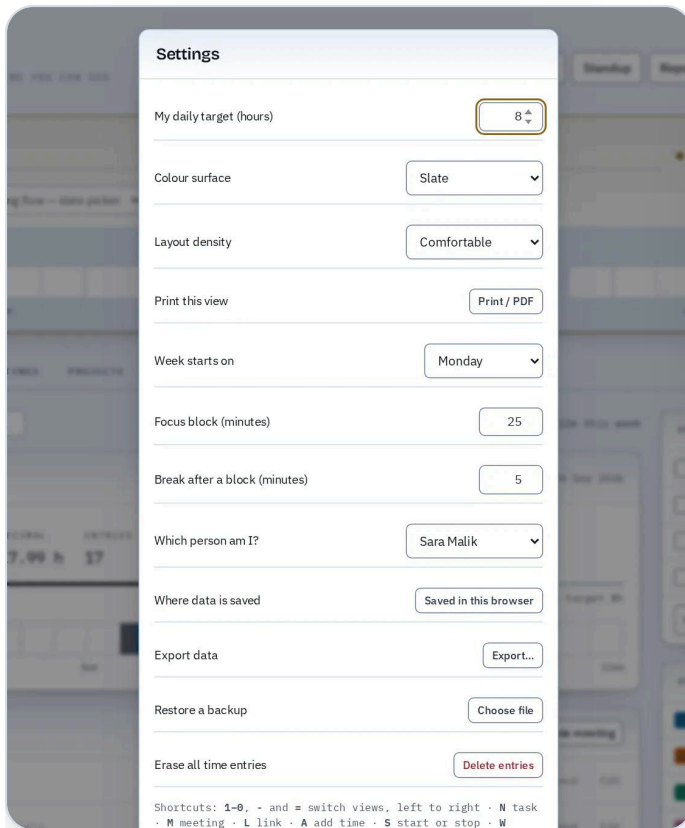


The command palette, searching for “book”.

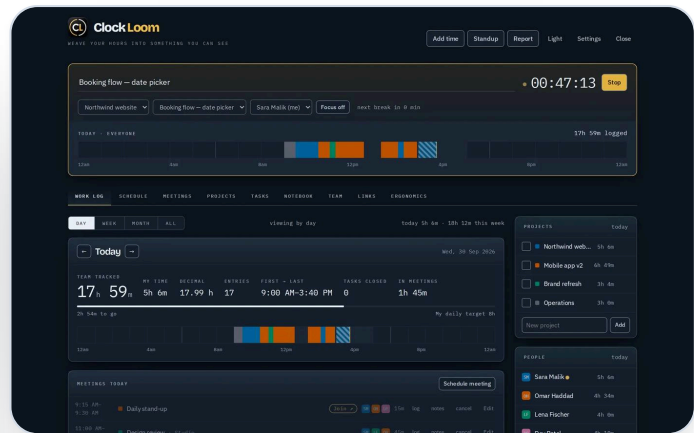
KEY	ACTION	KEY	ACTION
<code>S</code>	Start / stop the timer	<code>1</code> – <code>4</code>	Day, Week, Month, All
<code>A</code>	Add time	<code>5</code>	Meetings
<code>N</code>	New task	<code>6</code> / <code>7</code>	Projects / Tasks
<code>M</code>	Schedule meeting	<code>8</code> / <code>9</code>	Notebook / Team
<code>L</code>	Add link	<code>0</code> / <code>-</code>	Links / Ergonomics
<code>B</code>	Take an eye break	<code>W</code>	Log a glass of water
<code>P</code>	Print / PDF	<code>Ctrl/⌘</code> + <code>Z</code>	Undo
<code>Ctrl/⌘</code> + <code>S</code>	Save now	<code>Esc</code>	Close a dialog

16. Settings & dark mode

Open **Settings** to set your daily target, colour surface, layout density, week start, focus and break lengths, and which person is “you”. Import and export data and restore backups here too.



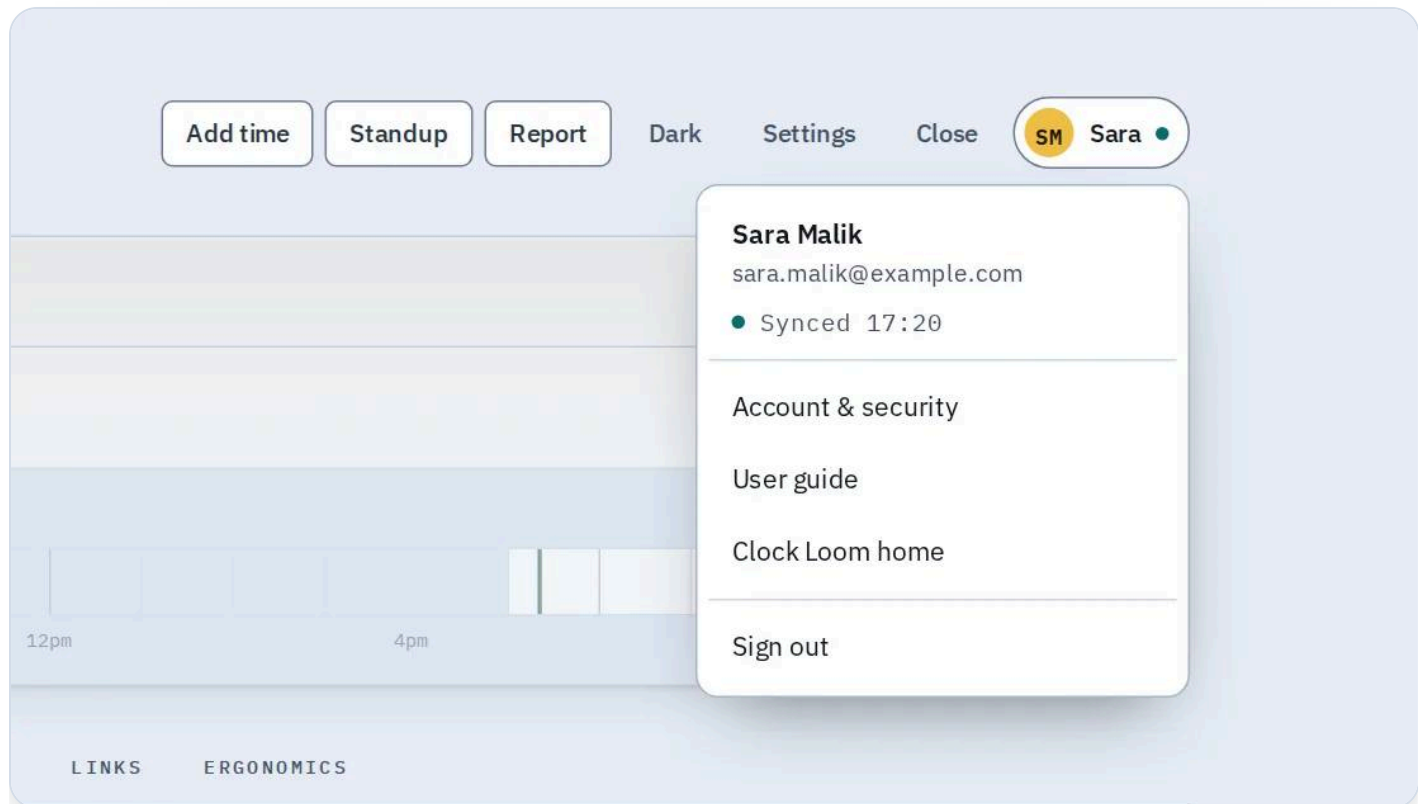
Settings.



The same dashboard in dark mode — switch with the Dark/Light button.

17. Account, sync & backups

When you're signed in, the **account button** sits at the right of the dashboard header. Its dot shows sync status: **green** synced, **amber** saving, **red** offline or needs attention.

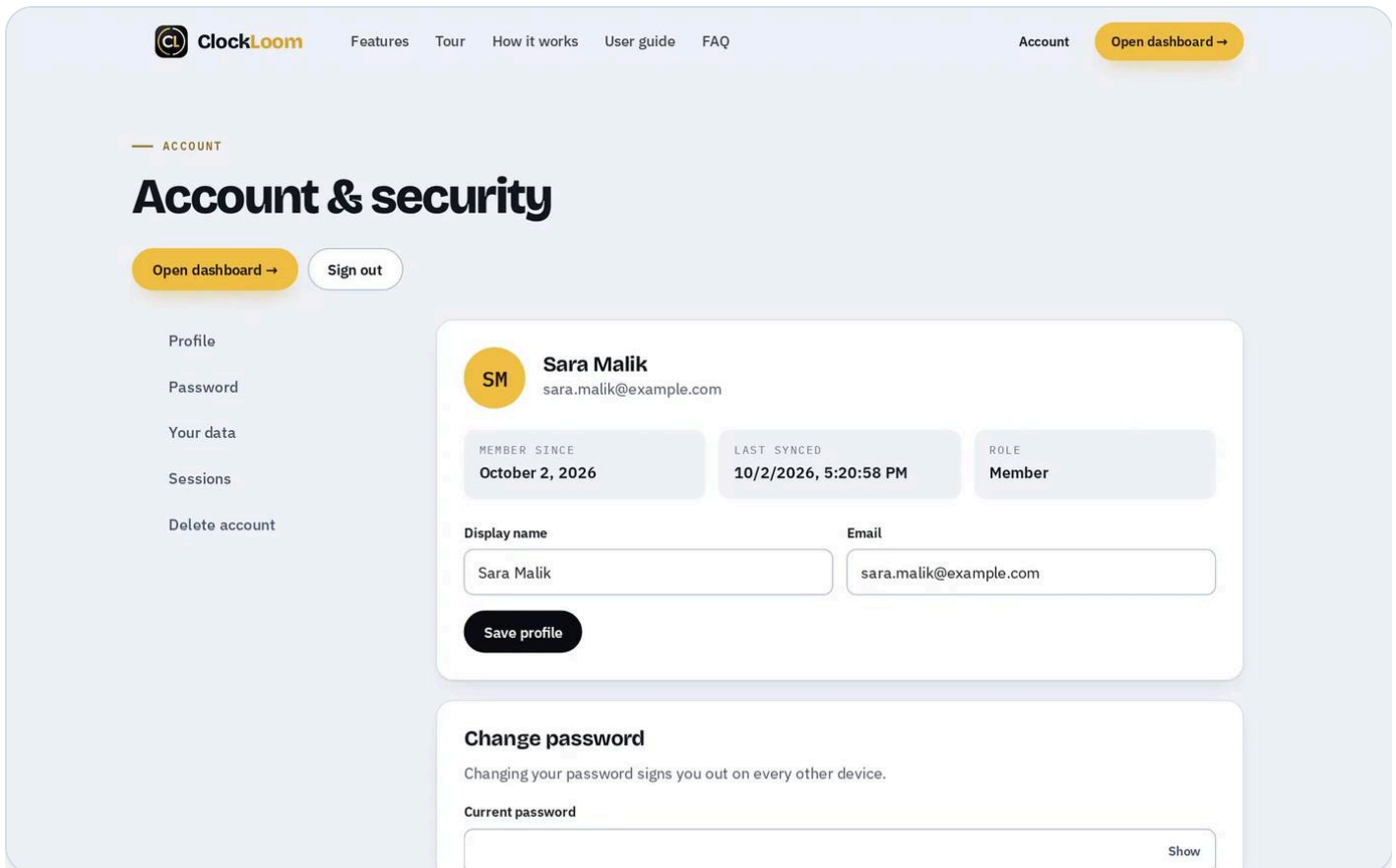


The account menu inside the dashboard: sync status, account settings, this guide and Sign out.

How syncing works

- Every change saves to your account within a second, and a copy is kept in your browser.
- Project documents you attach are uploaded to your account too (25 MB per file, 250 MB in total per account by default).
- **Offline?** Keep working. Changes stay on the device and upload when you reconnect.
- **Two devices at once?** If another device saved first, Clock Loom asks whether to *Load latest* or *Keep this tab's version* — nothing is overwritten silently.
- Only one tab per browser edits at a time; other tabs open read-only until you choose *Work here instead*.

Your account page



The Account page: profile, password, backup download, sign out everywhere and delete account.

- **Download backup** saves a complete JSON copy. Restore it anywhere with **Settings → Restore a backup**.
- **Change password** signs out your other devices.
- **Sign out everywhere** if you used a shared or lost computer.
- **Delete account** removes your account and all saved data permanently.

If you're an administrator

- Your account menu and the site's top bar also show **Admin**. It opens the admin console, where you can see accounts, invite people, send password links, disable or delete accounts, and give or remove the administrator role.
- Everyone else sees none of this; the console is only served to administrators.

18. Troubleshooting

WHAT YOU SEE	WHAT TO DO
“Clock Loom is open in another tab”	Another tab is editing. Close it, or press Work here instead .
“Changed on another device”	Pick Load latest to get the newest version, or Keep this tab's version to replace it.
“Your session has ended”	Log in again. Changes made meanwhile are kept on the device and sync after you log in.
Reminders don't pop up	They only fire while a timer runs (changeable in Ergonomics). Allow notifications if you enabled them.
“The file could not be uploaded”	Check your connection. Files must be under 25 MB, and your total attachment space must not be full. For big files, add a link instead.
Reset email didn't arrive	Check spam, wait a minute, and request again. Links expire after an hour.