Remote Work Tracker

Telegram Bot — User Guide

Everything you need to manage your work day — right from Telegram

Version 7.0 • 2026

1. Getting Started

The Remote Work Tracker Bot allows you to manage your entire work day — check-in, check-out, track tasks, request leave, and view your progress — all from inside Telegram. No apps to install, no websites to visit.

1.1 Activating Your Account

Before you can use the bot, your manager needs to set up your account and give you an Activation Code. Here's how to get started:

1. Open Telegram and search for your company's bot (your manager will provide the exact bot name).
2. Send the command /start to the bot.
3. The bot will ask you to enter your Activation Code.
4. Type the code exactly as provided by your manager and send it.
5. Once accepted, you're in! The main menu will appear.
6. First things to do go to Seeting tab to Configure your timezone.

> 💡 *Your Activation Code looks like this: ACT-1234567890-ABCDEF. Keep it safe — each code can only be used once.*

1.2 The Main Menu

After activation, every time you open the bot you'll see the Main Menu. All actions are available from here using the buttons — no need to type commands.

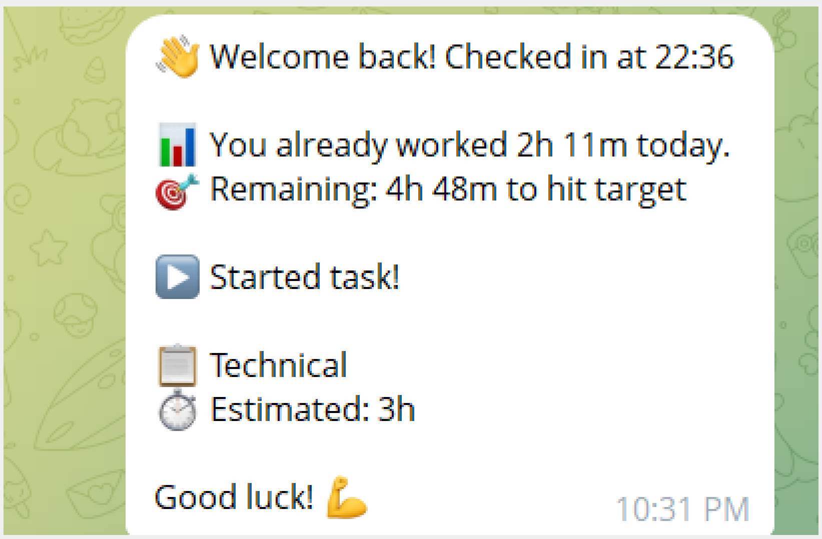
Action / Button	What it does
✅ **Check In**	Start your work day and begin tracking your time
📋 **My Tasks**	View, create, and manage your tasks — including completed ones
📊 **My Progress**	View your hours summary for today, this week, or this month
🏖 **Request Leave**	Submit a leave request or log a past leave day
⚙️ **Settings**	Configure your work preferences (timezone, weekly off day)

2. Attendance — Check In & Check Out

The bot tracks your working hours automatically once you check in. Check-in and task tracking are linked — you must select or create a task to start your session, ensuring all time is productive and accounted for.

2.1 Checking In

7. Tap ✅ Check In from the main menu.
8. The bot shows your available tasks. Select an existing task or create a new one to begin.
9. Once you select a task and tap ▶️ Start & Check In, your session begins and time tracking starts immediately.



ℹ️ *Your daily target is set by your manager. Full-time employees have a 7-hour target. Part-time targets vary.*

2.1.1 Checking In on Your Weekly Off Day

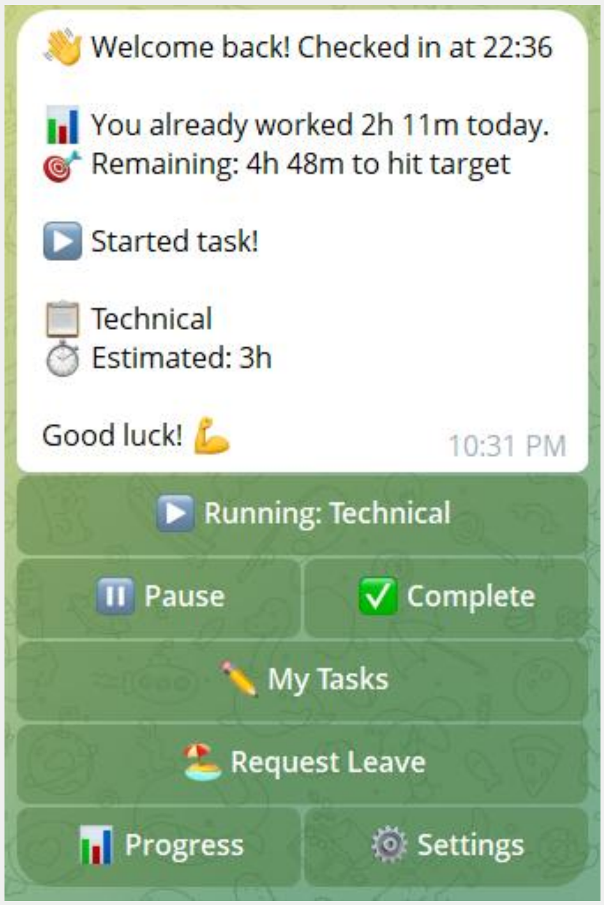
If you try to check in on your designated weekly off day, the bot will ask if you want to work. You have two options:

- Work without compensation — your hours are counted as normal worked hours. Check-in proceeds immediately.
- Request a compensatory day — the bot shows you the next 14 available days to choose a replacement day off. Once selected, it is registered automatically as approved leave, and check-in proceeds.

2.2 During Your Work Day

While you're checked in, the bot shows a live session panel with quick action buttons:

Action / Button	What it does
⏸ **Pause**	Pause your current task. Your session is automatically checked out — time stops counting. Use this for breaks or lunch.
▶️ **Resume**	Start a new task to resume work. Select from your existing tasks or create a new one — this will check you back in.
✅ **Complete Task**	Mark the task as done and end your session. Your session is saved.



2.3 Checking Out

10. Pause or Complete your current task — the bot automatically checks you out. There is no separate Check Out button.
11. The bot confirms the checkout with a summary of time tracked for that task.
12. You're returned to the main menu.

💡 *Checkout happens automatically when you pause or complete a task. To start a new work session after a break, simply check in again and select a task.*

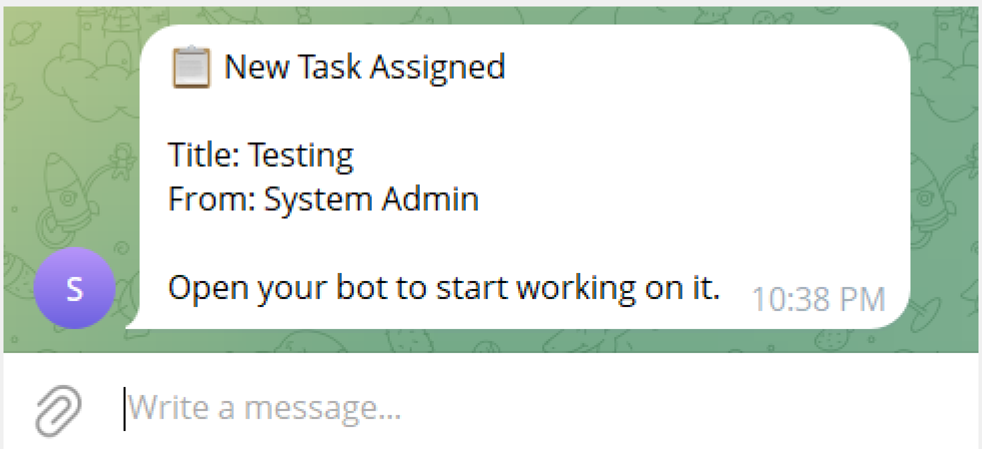
3. Managing Your Tasks

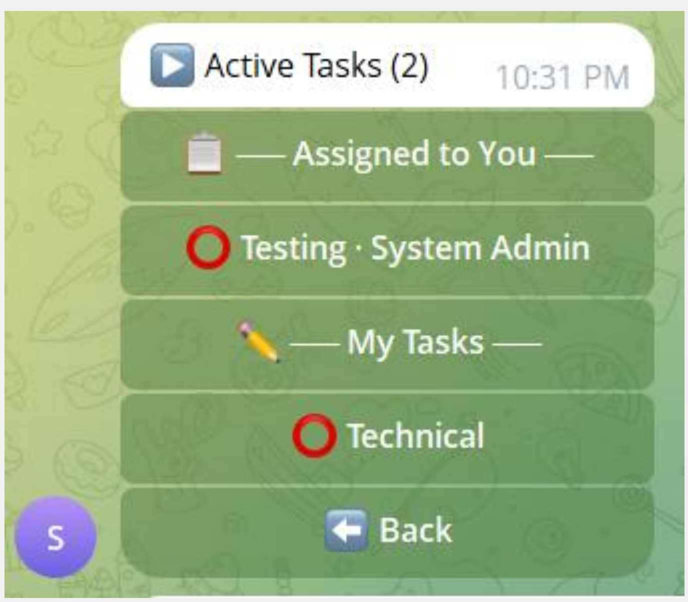
The bot lets you create personal tasks, track time on them, and also receive tasks assigned by your manager — all in one place.

3.1 Viewing Your Tasks

Tap 📋 My Tasks from the main menu. Tasks are organized into sections:

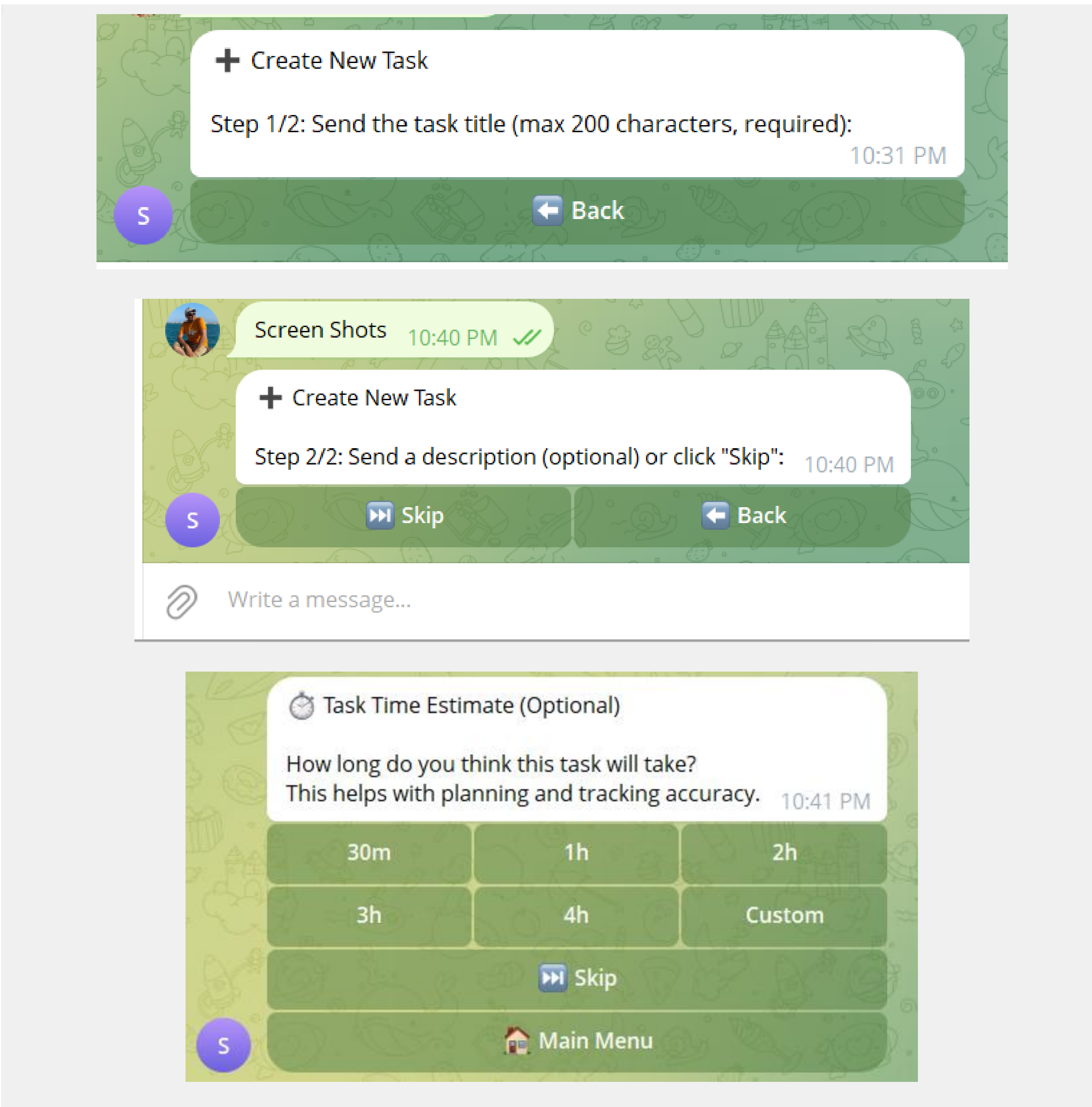
- Assigned to You — Tasks that your manager has assigned from the dashboard. Shown with the manager's name.
- My Tasks — Tasks you created yourself.

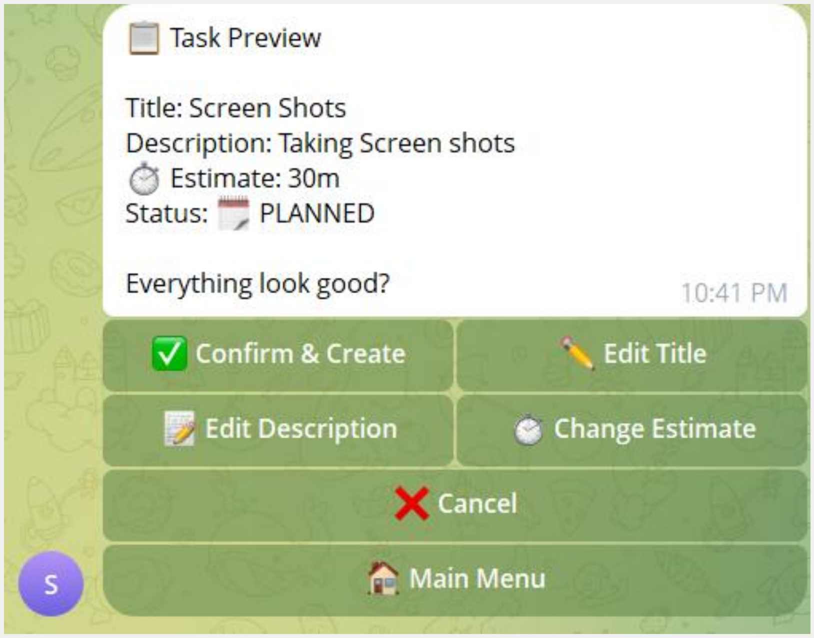


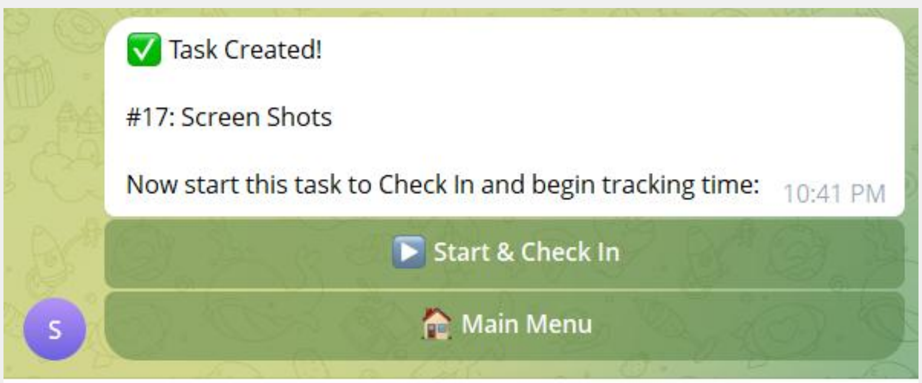


3.2 Creating a Task

13. Tap 📋 My Tasks → ➕ New Task to create a task quickly (2 steps, no date), or ➕ Plan New Task to plan ahead with a target start date (4 steps).
14. Type the task title and send it. For New Task, you go straight to description then preview. For Plan New Task, you choose a target date next.
15. Add an optional description and estimated time (both can be skipped). A preview screen shows the task details before confirming.
16. The task is saved with status Planned. It appears in your Planned Tasks list, ready to start when you need it.



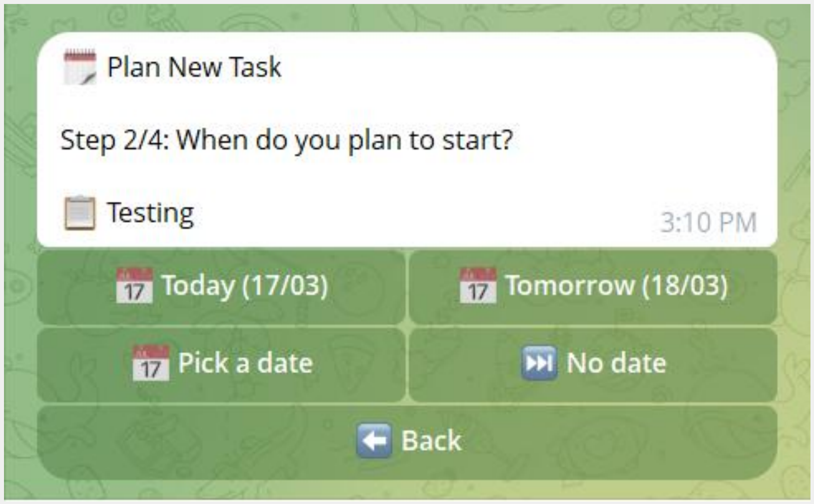




3.2.1 Planning a Task with a Target Date

Use ➕ Plan New Task when you want to schedule work ahead of time. This flow adds a date-picker step so you can assign a target start date to the task before it appears in your Planned Tasks list.

17. Tap 📋 My Tasks → ➕ Plan New Task.
18. Type the task title and send it.
19. Choose a target date: Today, Tomorrow, a specific date (type it as DD/MM/YYYY), or No Date.
20. Add an optional description and estimated time — both can be skipped.
21. Review the task preview showing the title, planned date, and status 🗓 PLANNED, then tap ✅ Confirm.



> 📆 *Your Planned Tasks list is sorted by target date. Overdue tasks appear first in red (🔴 dd/MM), today's tasks are highlighted (✨ Today), future tasks show their date (📆 dd/MM), and tasks with no date are pinned at the bottom (📌).*

3.3 Working on a Task

22. Tap the task name from your list.
23. Tap ▶️ Start & Check In to begin. This checks you in and starts the task timer simultaneously.
24. The task timer starts running alongside your main session.
25. Tap ⏸ Pause Task (auto checks you out) or ✅ Complete (marks done and auto checks out).

3.4 Task Status Explained

Action / Button	What it does
⭕ **Open**	Task is active — you can start working on it
⏸ **Paused**	Task is temporarily paused
✅ **Completed**	Task is done and has been marked complete
🔒 **Locked**	Task has been locked after payroll — cannot be modified
📋 **Planned**	Task is created but not started yet

> 💡 *Assigned tasks (from your manager) appear with a 📋 icon and show the manager's name. You cannot delete assigned tasks — only mark them as complete.*

3.5 Editing a Task Description

After completing a task, you can edit its description anytime within the same month. This is useful for adding detailed notes about what you actually did — steps taken, tools used, and outcomes.

26. Tap 📋 My Tasks → ✅ Completed Tasks.
27. Select a time period: Today, This Week, or a previous week from the current month.
28. Alternatively, tap 🔍 Search by Title to find a specific task by name.
29. Tap the task — if it shows ✏️ it is still editable; 🔒 means the edit window has closed.
30. Tap ✏️ Edit Description and send your new description.

> 📅 *You can edit descriptions until the end of the current month. Tasks from previous months are locked and cannot be modified.*

3.6 Completed Tasks — Browse by Week or Search

To keep the task list manageable, completed tasks are organized by time period. From 📋 My Tasks → ✅ Completed Tasks:

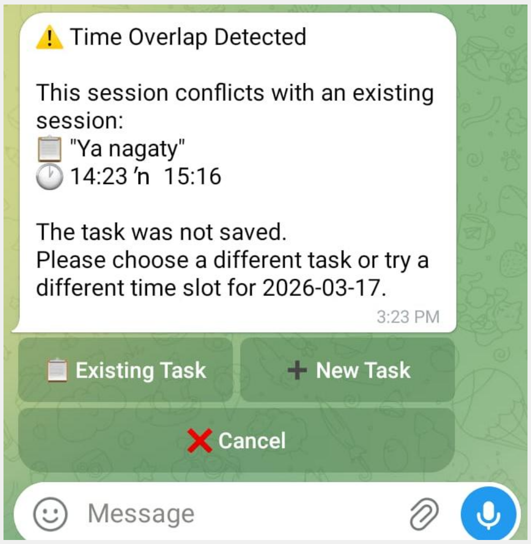
Action / Button	What it does
📅 **Today**	Tasks completed today
📅 **This Week**	Tasks completed in the current week
📅 **Previous Weeks**	Weekly buckets going back to the start of the current month
🔍 **Search by Title**	Type part of the task title to find it instantly

3.7 Logging a Past Session (Manual Entry)

If you forgot to check in during your work session, you can log it manually. Tap 📋 My Tasks → ⏪ Log Past Session.

31. Select the date: Today or Yesterday.
32. Select an existing task or create a new one for this session.
33. Enter the start time and end time of the session (HH:MM format).
34. Confirm the summary. The session is saved and counts toward your hours for that day.
35. The bot asks if the task is now complete. You can mark it done or leave it open.

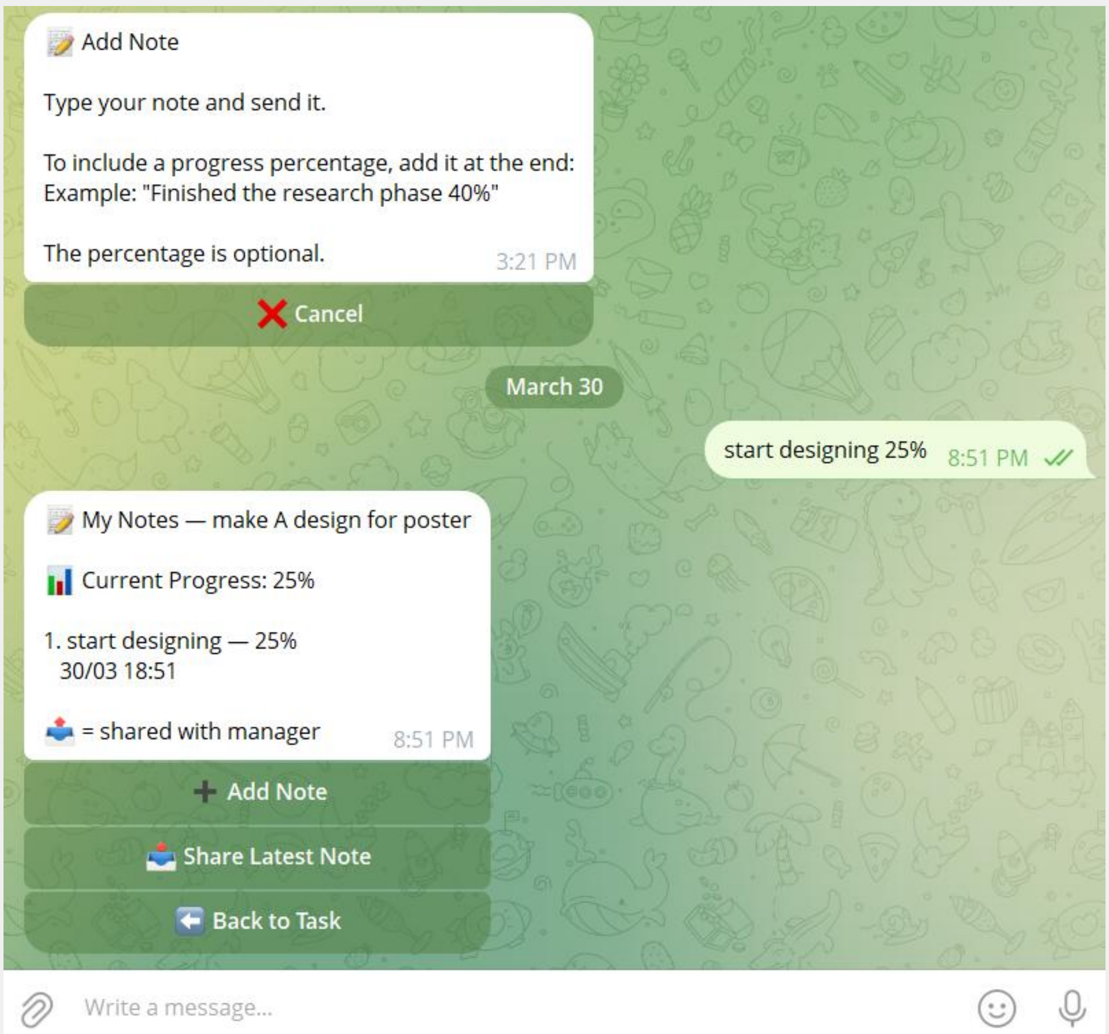
> 📊 *Manual sessions are marked 'Manual Entry' in the Excel report so your manager can identify them. If your session overlaps with an existing one, the bot will alert you: for a new task you can select a different task; for an existing task you can re-enter a different time window.*



3.8 My Notes — Track Your Progress

My Notes is a private space for you to track your own progress on any active task. Notes are only visible to you unless you choose to share them with your manager.

36. Open any active or paused task from 📋 My Tasks.
37. Tap 📝 My Notes to view your existing notes or add a new one.
38. Tap ➕ Add Note and type your update. You can optionally add a progress percentage at the end — for example: "Finished the research phase 40%"
39. The note is saved privately. Tap 📤 Share Latest Note to send it to your manager.



🔒 *Notes are private by default — your manager cannot see them until you tap 📤 Share. You are in full control of what you share and when. The percentage is always optional — add it only when it makes sense to you.*

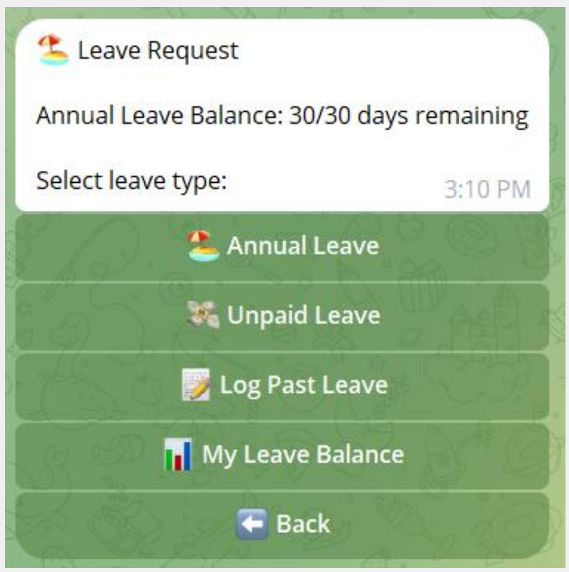
4. Requesting Leave

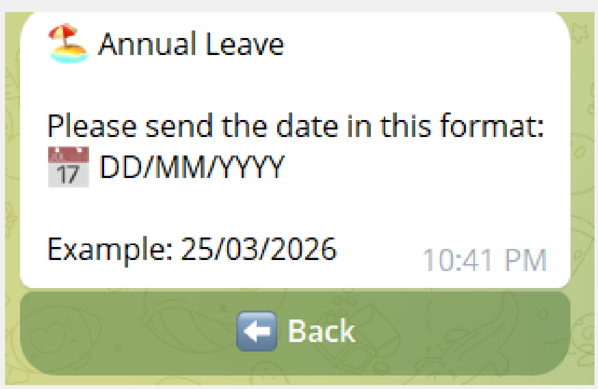
You can submit leave requests directly from the bot. Your manager will review and approve or reject them from the dashboard. You'll receive a Telegram notification either way.

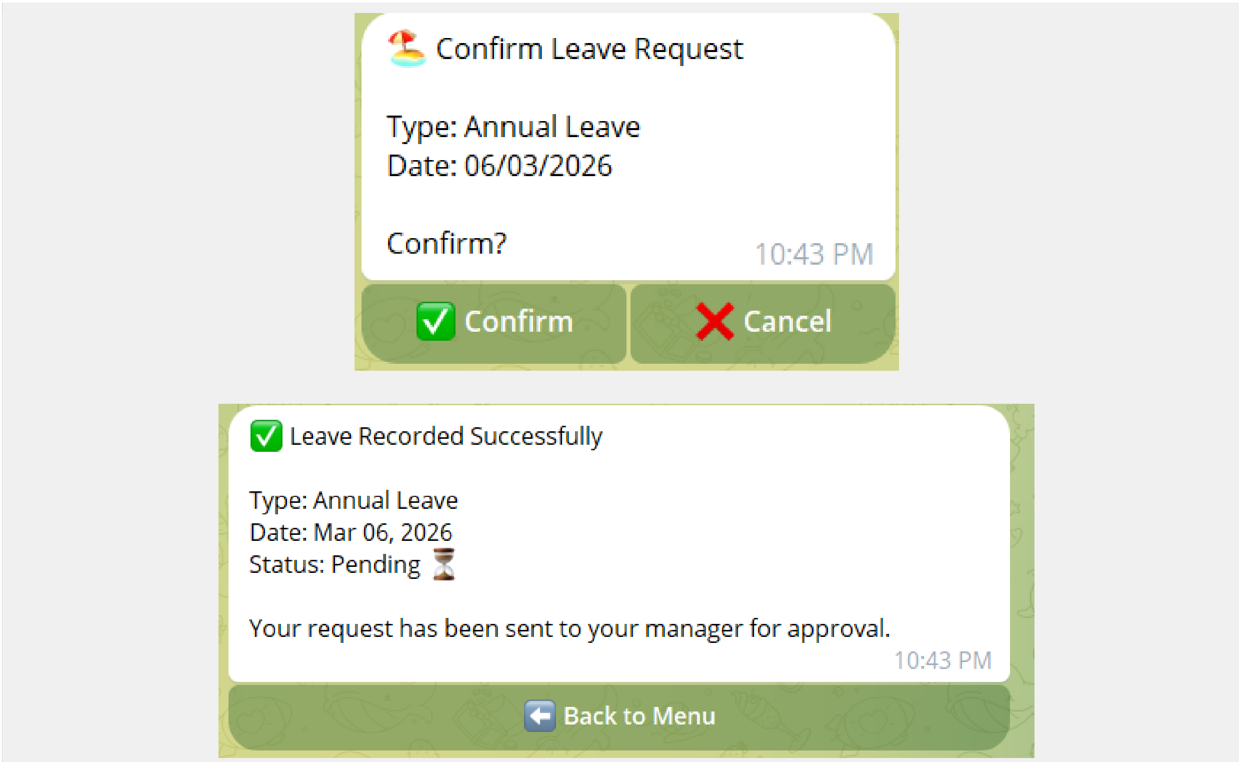
4.1 How to Submit a Future Leave Request

Use this for planned leave on upcoming dates.

40. Tap 🏖️ Request Leave from the main menu.
41. Select the type of leave: Annual or Unpaid.
42. The bot asks you to enter the date. Type it in the format DD/MM/YYYY (e.g. 25/03/2026).
43. Review the confirmation screen showing the date and leave type.
44. Tap ✅ Confirm to submit, or ❌ Cancel to go back.







4.2 Logging a Past Leave Day (Same Month Only)

If you missed a day this month and want to count it against your annual leave balance, you can log it retroactively — without waiting for manager approval.

1. Tap 🏖️ Request Leave → 📝 Log Past Leave.
2. The bot shows your current leave balance and the valid date range (current month only).
3. Enter the date in DD/MM/YYYY format.
4. Tap ✅ Confirm. The leave is recorded immediately as Approved and deducted from your balance.

> 📅 *The 📝 Log Past Leave option only appears if you have annual leave balance remaining. It is only available for days within the current month — past months cannot be retroactively logged.*

4.3 After You Submit

Once submitted, your future leave request is sent to your manager for review. Here's what happens next:

- Your request status shows as Pending ⏳
- Your manager reviews it from the dashboard.
- You receive a Telegram notification when it's approved ✅ or rejected ❌.
- If rejected, you can submit a new request for the same date after speaking with your manager.

> 📊 *Annual leave days — whether approved future requests or logged past days — are counted as 7 worked hours in your monthly report. They appear in your hours total and in the Excel report.*

4.4 Leave Types

Action / Button	What it does
🌴 **Annual Leave**	Counted against your annual leave balance (default 30 days/year). Adds 7 hours to your monthly worked total.
💼 **Unpaid Leave**	Absence without pay — does not affect annual balance

4.5 Checking Your Leave Balance

You can check your balance anytime:

- From the Leave menu: Tap 🏖 Request Leave → 📊 My Leave Balance.
- From My Progress: Your remaining annual leave days are shown in your monthly summary.

5. My Progress

Tap 📊 My Progress from the main menu to view your hours summary. My Progress now focuses entirely on your hours — task browsing has moved to the My Tasks section.

5.1 Hours Summary

Tap ⏱ Hours Summary to see your working hours broken down by period:

Action / Button	What it does
📅 **Today**	Hours worked today vs. your daily 7-hour target
📆 **This Week**	Total hours this week with a day-by-day breakdown. Leave days show as 🏖 Annual Leave instead of ❌ Absent.
📊 **This Month**	Total hours this month vs. your 182-hour monthly target. Includes actual sessions + Annual Leave and Public Holiday days (7h each). Shows breakdown: sessions only, leave bonus, and total.

> 🔁 *Cross-midnight sessions: if you checked in before midnight and your session continued into today, it appears in your Today summary with a 00:00↩ start time indicator. Only the portion within today is counted toward your daily total.*

ℹ️ *The weekly view shows each day's status: ✅ Worked, ❌ Absent, 🏖 Annual Leave, or 🔴 Weekly Off. Annual leave days you've logged are correctly shown — not counted as absences.*

6. Settings

Tap ⚙️ Settings to configure your personal preferences.

Action / Button	What it does
⏱ **Change Timezone**	Set your local timezone so session times are displayed correctly in your reports

ℹ️ *Some settings (like employment type and monthly target hours) can only be changed by your manager from the dashboard.*

7. Frequently Asked Questions

I sent /start but nothing happened.

Make sure you're messaging the correct bot. Ask your manager for the exact bot username. Also check that you haven't already activated your account.

My activation code isn't working.

Codes are case-sensitive and single-use. If yours doesn't work, ask your manager to generate a new one from the dashboard.

I forgot to check out yesterday.

Your session will remain open until you check out. Open the bot — you'll see the open session panel — tap Check Out to close it. Your manager can also correct attendance records from the dashboard.

My leave request was rejected. Can I resubmit?

Yes. After a rejection you can submit a new request for the same date. Make sure to speak with your manager first to understand the reason.

I missed a day this month. Can I log it as annual leave?

Yes — use 🏖️ Request Leave → 📝 Log Past Leave. This is available for any day within the current month, as long as you have annual leave balance remaining. The day will be counted as 7 worked hours in your monthly report.

I can't see the bot anymore / it says my account is deactivated.

Your account may have been archived by your manager. Contact your manager to restore access and receive a new activation code.

My worked hours in the report don't match what I expected.

Worked hours include: actual check-in sessions, manual sessions you logged, and annual leave days (7 hours each). If something still looks wrong, contact your manager to review your attendance records.

My daily target shows the wrong number of hours.

Your target is set in your employee profile. Ask your manager to verify and update it from the dashboard Settings.

Why do I see ✏️ on some tasks and 🔒 on others in Completed Tasks?

✏️ means the task description is still editable (within the current month). 🔒 means the edit window has closed — tasks from previous months cannot be modified.

What is the difference between New Task and Plan New Task?

New Task is a quick 2-step flow: title and description only, no date. Plan New Task adds a date-picker step (4 steps total) so you can assign a target start date. Both create tasks with Planned status. Use New Task for quick captures, Plan New Task for scheduling ahead.

Why is one of my planned tasks showing in red?

A red 🔴 indicator means the task's target date has already passed and it has not been started yet — it is overdue. Tap the task and press ▶️ Start to begin working on it.

I worked past midnight and my Today summary shows 00:00↩ — is that correct?

Yes. The ↩ symbol means your session started before midnight and carried over into today. Only the portion of the session that falls within today is counted in your Today total. The full duration is also reflected in yesterday's summary.

I tried to log a past session but got an overlap error. What do I do?

The time window you entered overlaps with a session already recorded for that day. If you created a new task for this session, the bot will let you choose a different task or cancel. If you used an existing task, the bot will ask you to re-enter a different start and end time. Check your Today or Yesterday progress to see what sessions are already logged.

Can my manager see my notes?

No — notes are private by default. Your manager can only see a note after you tap 📤 Share Latest Note. You are always in control of what gets shared.

My monthly hours in the bot are different from what I expected.

The monthly total includes your actual worked sessions plus Annual Leave and Public Holiday days (each counts as 7 hours). The bot shows a full breakdown — sessions only, leave bonus, and total — so you can see exactly how the number is calculated. This matches the Excel report your manager exports.

Need more help?

Contact your manager or system administrator.