Getting Started with TimeTac

iOS App
Start the dedicated app by tapping the icon on your touchscreen \(^1\). Select the empty field beside Account \(^2\) to activate the touchscreen keyboard. Provide your account name \(^3\), your username \(^4\) and your password \(^5\) in the login window.

Tap on Login \(^6\).

Want to avoid filling in your login details every time? Simply select the checkbox entitled Save password \(^7\).

You will now be on the start screen of the TimeTac app.

Tip: Your user details for http://www.timetac.com can be obtained from your administrator. If you forget your password, click on the Forgot your password button \(^8\) – your password will automatically be reset and sent to your registered TimeTac address.
Home

Menu Navigation

*Figure 1: The Home Screen*

On the start screen, you can see what task is currently being tracked ①. In the example, the task “Corporate Identity” is running. Swipe to the right to switch to the project and task overview ②.

When you press the touchscreen in the middle and swipe from top to bottom, you will be able to scroll throughout the whole project and task display ③.
Start Time Tracking

To start time tracking, swipe from the home screen to the right, to navigate to the project and task overview.

Tap on the desired project \( \text{(1)} \). The project will open. Now select the desired task \( \text{(2)} \) – time tracking will start automatically.

Change Task

Tap on the desired project. The project will open. Now select the desired task. The time tracking for the old task will stop, and the recording for the next task will automatically begin.

Tip: With an NFC compatible Smartphone, you can also start time tracking with a simple contact between your Smartphone and an NFC Tag. The time tracking will start automatically.
Stop Time Tracking

**Figure 1: Stop Time Tracking**

To end time tracking for the current task, return to the home screen. Simply tap on Stop Task ⏹️ and time tracking will stop.
Project and Task Overview

Select Task

You will find all your tasks as expected in this display. Simply scroll the display up and down to navigate through the different projects. Tap on the desired project to display all associated tasks.

Filter Tasks

You can easily find the task you are looking for when you use the filtering options from TimeTac. Touch the dropdown menu and select the desired filter with a tap. You can then easily navigate through your favorites, to-dos or to the most recently started tasks.

Search for Tasks

Do you know the name of the task you want to choose? Use the direct search in the project and task overview to easily find the desired task. Open the filter and select Search from the dropdown. Tap in the empty search field and provide at least the first three letters of the desired task. All projects and tasks will be displayed that contain those letters. Tap as normal on the desired task to begin time tracking.
Add a Memo

You can add a note to any currently running task, at any time. On the start screen, simply tap on Edit info ①. Enter the note using your on-screen keyboard and tap on Save ② to finish.
You can add a new timestamp for one or multiple employees at any time. Simply tap on the menu on the home screen ①. Now choose the option Add Timestamp ②.

By tapping on the currently selected employee, you can change the employee selection for that timestamp ③. Tap on the green tick symbol ④ to confirm your selection.

Now you can specify the desired start and end time ⑤ and the task ⑥ for the new timestamp. You can additionally add a memo if desired ⑦. You can add the timestamp by clicking on Add ⑧.

Add Timestamp

Figure 1: Add Timestamp
Show Timestamps

Figure 1: Show Timestamps

You can see the timestamps for one or more employees at any time. Simply tap on the menu on the start screen ①. Now choose the option Show Timestamps ②.

Now you can specify the date ③ for the timestamps that you would like to see, or use the plus and minus buttons to quickly switch between dates. Tap on the currently selected employee ④ to change the selection. You can select one or multiple employees by tapping on the corresponding names ⑤. Tap on the green tick symbol ⑥ to confirm your selection. You will now be able to see all the timestamps for the selected timeframe and employees.
Show Bookings

Figure 1: Show Bookings

You can conveniently see any future booking or appointments in the app. Simply tap on the menu on the start screen ①. Now choose the option Show Bookings ②.

Now you can specify the date ③ for the bookings that you would like to see, or use the plus and minus buttons to quickly switch between dates. Tap on the currently selected employee ④ to change the selection. You will now be able to see all the future bookings for the selected timeframe and employees.

By tapping on a future booking ⑤, you will see a window where you can add a memo ⑥ for later reference, and you can start time tracking for that task by simply pressing on Start ⑦.
Leave Day Overview

Figure 1: Leave Day Overview

The app can display your current annual leave and overtime values. Select the “Leave Day Overview” option from the menu ①.

The app displays your annual leave entitlement for the current period, as well as the next period. Each display is structured to display a breakdown of entitlement, requests and previous consumption.

You can additionally see your overtime balance at the bottom of this screen.

Tip: Managers also have the ability to open the employee dropdown menu ② and select other employees within their department ③, displaying their annual leave entitlement and overtime balance.
Annual Calendar

Figure 1: Annual Calendar

The annual calendar displays your scheduled absences and sickness absences in an annual list. Select the option “Annual Calendar” from the menu ①.

You can click on the plus and minus symbols ② to navigate between the available years.

Tip: Managers also have the ability to open the employee dropdown menu ③ and select other employees within their department ④, displaying their annual calendars.
The department calendar offers a quick overview of absences of employees within your department. Select the option “Department Calendar” from the menu ①.

You can select the calendar week to display the desired time frame ②. The blue headings ③ display the name of the department for the below employees.

Here you can see an example of how a leave day/annual leave is displayed ④.
The app provides you with the ability to request absences, such as annual leave, comp time and sickness. Select the option “Enter Absence” from the menu.

You can specify the time frame for which you wish to make a request. Select the relevant type of absence from the “Request type” dropdown.

The “Duration” dropdown allows you to select between 0.25, 0.5, 0.75 and a whole day.

When all data are entered, click on “Submit / Request”.

Tip: As a Manager, it is also possible to enter an absence for the employees within your department. Click on the dropdown menu and select the relevant employee.
The “Manage Requests” option provides an overview of your requests and their current statuses. Select “Manage Requests” from the menu ①.

To gain an insight into requests of a specific status, open the dropdown menu ② and select the desired status ②.

To see the details of a specific request, simply tap on the desired request ④. The new display will show you all the relevant details.
The “Manage Requests” option provides an overview of your requests and their current statuses. Select “Manage Requests” from the menu.

Selecting this option will display an overview of requests. Selecting “Open” from the dropdown menu will display all requests which are yet to be processed.

To see the details of a specific request, simply tap on the desired request. You can easily see which employee submitted this request. After viewing the necessary data, you can easily make a decision whether to accept or decline the request.
Swiping left displays the Leave Day Overview of the requester ①. You will find all essential information here regarding their remaining annual leave entitlement.

Another swipe to the right will display the department calendar for the respective employee. This quickly highlights any other absences of employees in the department. Clicking on the plus and minus symbols ② allows you to navigate between calendar weeks.

Yet another swipe to the right will display the annual calendar of the respective employee. You can change the displayed year using the plus and minus buttons ③.
The "Status Overview" displays the current status of all employees within your department. Select the option "Status Overview" from the menu.

Currently active employees will be displayed in bold and their currently running activity will be displayed beneath.

As a Manager, you have the ability to change or start tasks for employees within your department.

To start an activity for an employee, simply select the desired employee and click on the edit symbol.
Tip: You can easily specify the desired date ① and time ②, as well as the desired action ③④.

*Figure 2: Status Overview 2*
Help / Logout

Help

Figure 1: Help / Logout

The help feature allows you to access an overview description of all available features within the app. Select the “Help” option from the menu ①.

Logout

You can logout from TimeTac using the “Logout” option in the menu ②.