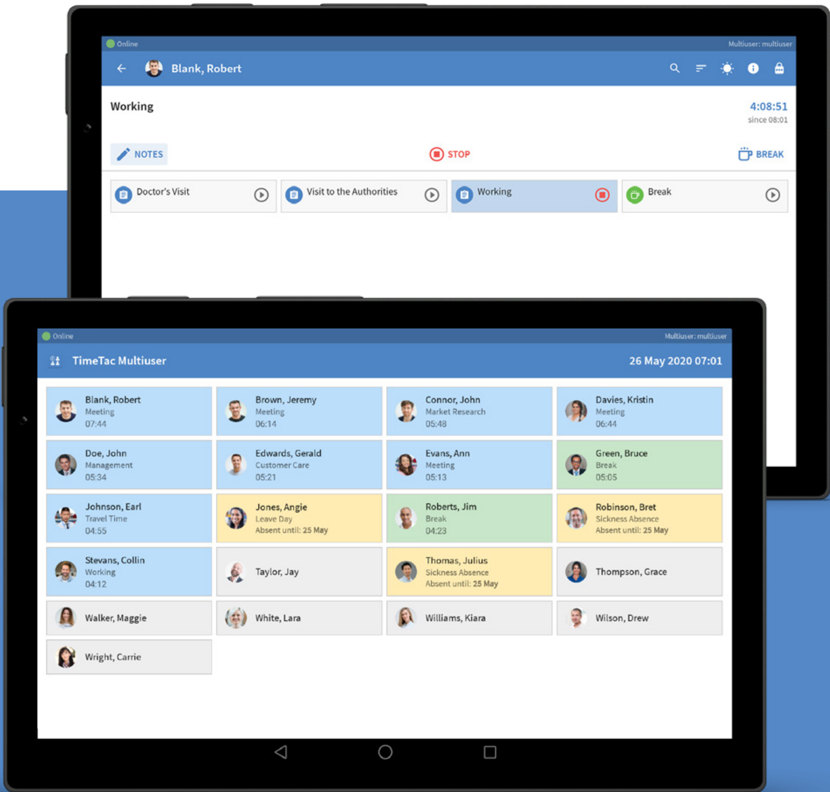
The entreprise solution for time tracking.

Gettings started with the

Multiuser for Android



Information
www.timetac.com

Knowledge Base
support.timetac.com

Welcome to the Multiuser App for Android!

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Introduction

The TimeTac multiuser enables you and your employees to use **a single device for several users**. For example, a tablet that is placed close to the entrance can be used by all employees to start tracking their time. The employees can identify themselves on the tablet by using an **NFC chip** or **pin code** and time tracking will start for the respective employee. The functions of the multiuser for Android are similar to those of the web multiuser.

Requirements of the multiuser

The multiuser for Android can be used if the respective device has an **Android operating system** with the **minimum version 4.4**. Whether the Android device has an NFC function or not only affects the possibility to identify oneself with an NFC chip. If you do not need that function, your device does not have to be NFC-enabled.

Launching

Before you can use the functions of the multiuser on your Android device you have to adjust the settings within the **web application**. Simply login and click on **Settings > Account Settings > Multiuser** ① which you can find on the left side menu. The menu offers you insights on existing multiuser and allows you to create new multiusers. Click on the **green plus sign "create new multiuser"** ②. A new line appears. Define the **username** you want to assign to the multiuser by clicking on the respective field. A password will be automatically generated.

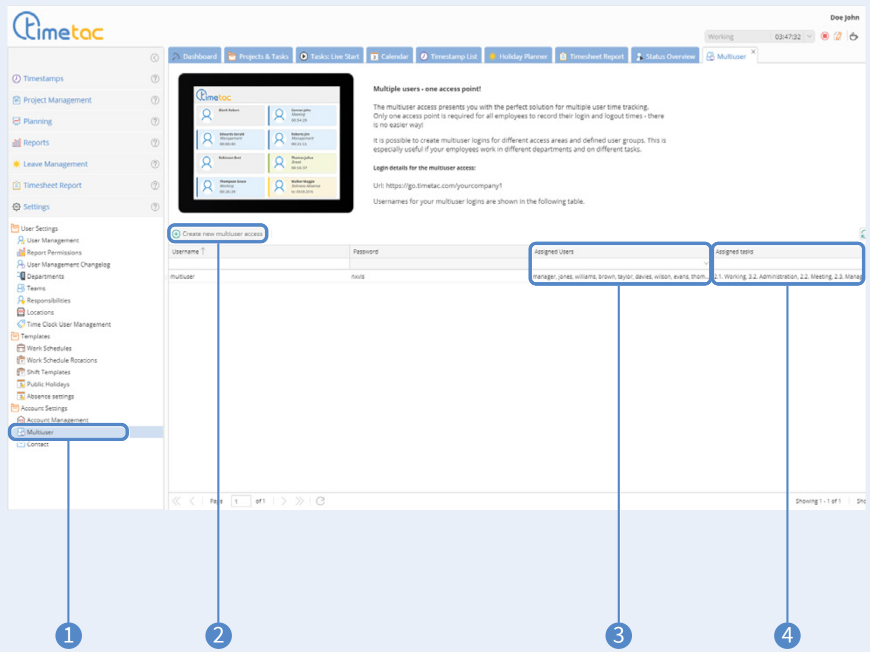
The access data simply serves to login to the multi-user app for Android. Your employees identify themselves with a 4-digit pin code or via NFC transponder.

Employees that you select in the adjacent column ③ are available for direct selection within the Multiuser and can identify themselves via **pin code**. Users with an assigned **NFC transponder** can always identify themselves and do not have to be assigned additionally.

You can also define **projects and tasks** ④ here, which will then be available in the **Multiuser task list** and **Multiuser project list**. Tasks and projects assigned to an employee are available in the entry modes **User Task List** and **User Project List**, regardless of whether they have been activated in the web application or not.

The preparations within the web application are now complete.

The different tracking modes are explained in the next chapter in more detail.



Download the **Multiuser App for Android** on your device. You can find the app in the **PlayStore** under the name TimeTac Multiuser with the blue **TimeTac icon** 1. After opening the app, it will ask you for the login data 2 which you defined in the web application. If you are unsure, take another look into the web application under **Settings > Account Settings > Multiuser**. If you have successfully logged in, you will see an overview of the selected employees on the screen 3.

Keep in mind that only managers with full employee access can edit or create new multiusers.

You can **logout the multiuser** by logging in into the personal area (see next page) as a manager with full employee access and open the **settings**. On page 24 you will get further information on how to logout the multiuser.

Time tracking with multiuser

Access to the personal area of the multiuser

Your employees must be able to identify themselves on the device in order to be able to start and stop time tracking. There are two ways of enabling time tracking for your employees: Identification via individual **pin code** or **NFC transponder**. If your Android device is not NFC-capable, the latter option is not available.

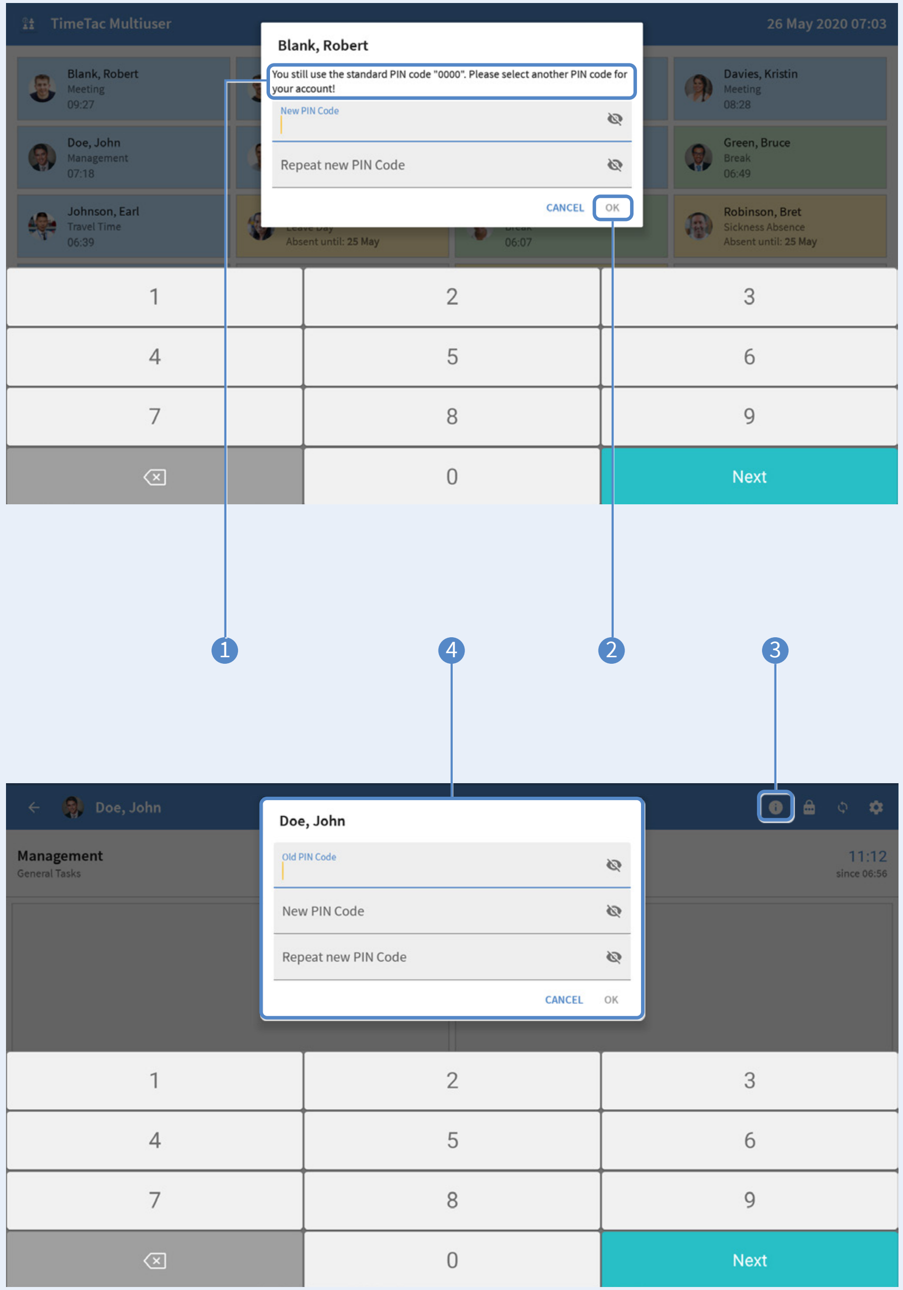
Defining a pin code

If the multi-user is active on the device, the employee must tap on their name. Now a **notification** 1 appears which explains that a **standard pin code** (0000) is currently being used. The employee is therefore requested to **enter their pin code into the field** and confirm it. If the employee taps **OK** 2, the pincode is saved. The next time the employee selects their profile, the new pin code will be requested and the employee will be able to access time tracking.

Editing a pin code

If it is necessary or desired to change the pin code, employees must first identify themselves on the device. In this personal area of the multi-user, the employee must tap on the lock icon 3 or the 3-point menu. Afterwards, a pop-up window appears, in which the pin code can be changed 4.

Do not forget to log out of your personal area of the multi-user after tracking your time.



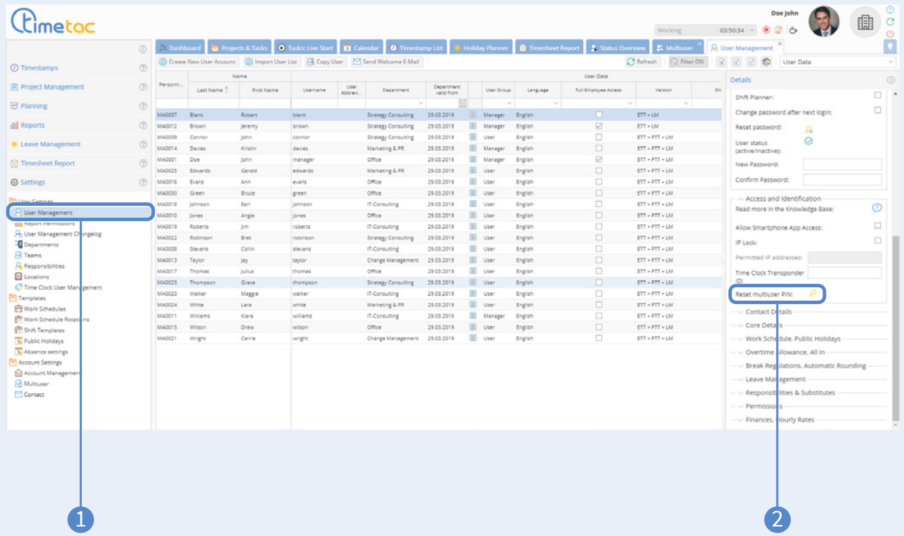
Resetting a pin code

If you or an employee has forgotten the pin code for the identification of the multiuser, you can reset the pin code. Open the web application and then **Settings > User Management** 1 **> Access and Identification > Reset Multiuser PIN** 2.

Using the NFC transponder

Bring the NFC transponder close to the reader of the multiuser device and you will receive the notification **Unknown Transponder**. Tap **Yes** to register the transponder with TimeTac and select one of the options listed. Guide the transponder to the unit again as described to confirm. The further assignment to a project or task is done in the web application. Use the displayed **ID** of the transponder to identify it in the web version. You can find more information about the assignment in the web application at support.timetac.com.

After the transponder has been assigned to a user, the user can use the transponder to identify oneself only by approaching the multiuser device. Once in the personal area, working hours, breaks, etc. can be tracked.



Time tracking in the different tracking mode

The TimeTac Multiuser for Android offers several ways to track working hours. **Five different modes** ensure that time tracking can be done quickly and easily for you and your employees:

Terminal

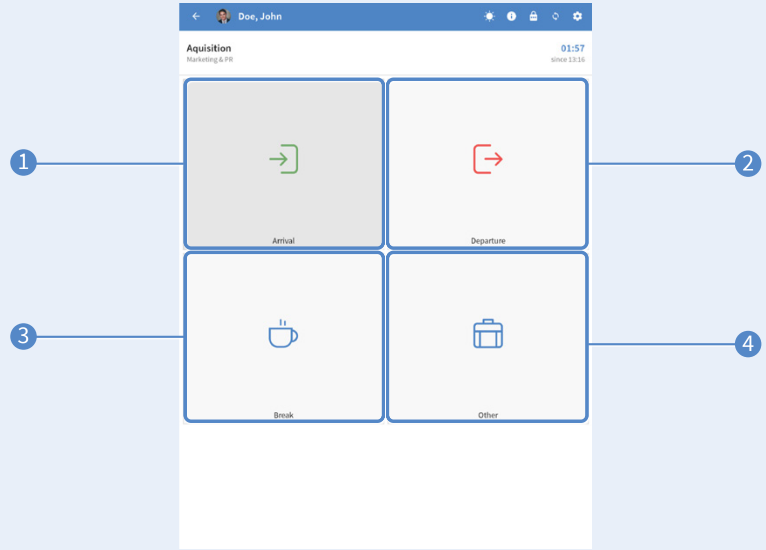
This mode offers you a simple user interface with **four different buttons**. With a single touch on the **clock-in field** 1 time tracking starts, which can be stopped with a tap on the **clock-out field** 2, and the **pause button** 3 pauses your time tracking, which can be restarted after the pause with the clock-in button. Under **Others** 4 you will find a selection of time tracking tasks. **Managers with full employee access** can determine which task is tracked when you start time tracking or which tasks are available under Others.

For more information on the setting options for managers, see the chapter Settings.

Multiuser task list

In this view, you have similar buttons as in the terminal view: a **start/stop button** 5 and a **pause button** 6. When the time tracking is running, a **pencil icon** 7 appears additionally, which can be used to edit the currently running task or to add a note. In the main area of this view, **tasks are listed** which have been previously **activated for the multiuser** in the web application. Tap on the start button next to the desired task to start tracking your time.

Only managers with full personnel access can define the tracking mode. This mode is then applied to all employees.



Multiuser project list:
This mode is similar to the Multiuser Task List but instead of tasks, **projects** 1 are listed, which have been **activated for the multiuser** in the web application. These can be opened to start subordinate tasks.

User task list:
In comparison to the multiuser task list, this mode only differs in the following point: **All tasks assigned** to the **respective employee** are listed here, regardless of whether they have been activated for the multiuser in the web application.

User project list:
This mode differs in the following point compared to the multiuser project list: Here **all projects are listed** that have been **assigned to the respective employee**, no matter if they have been activated in the web application or not.

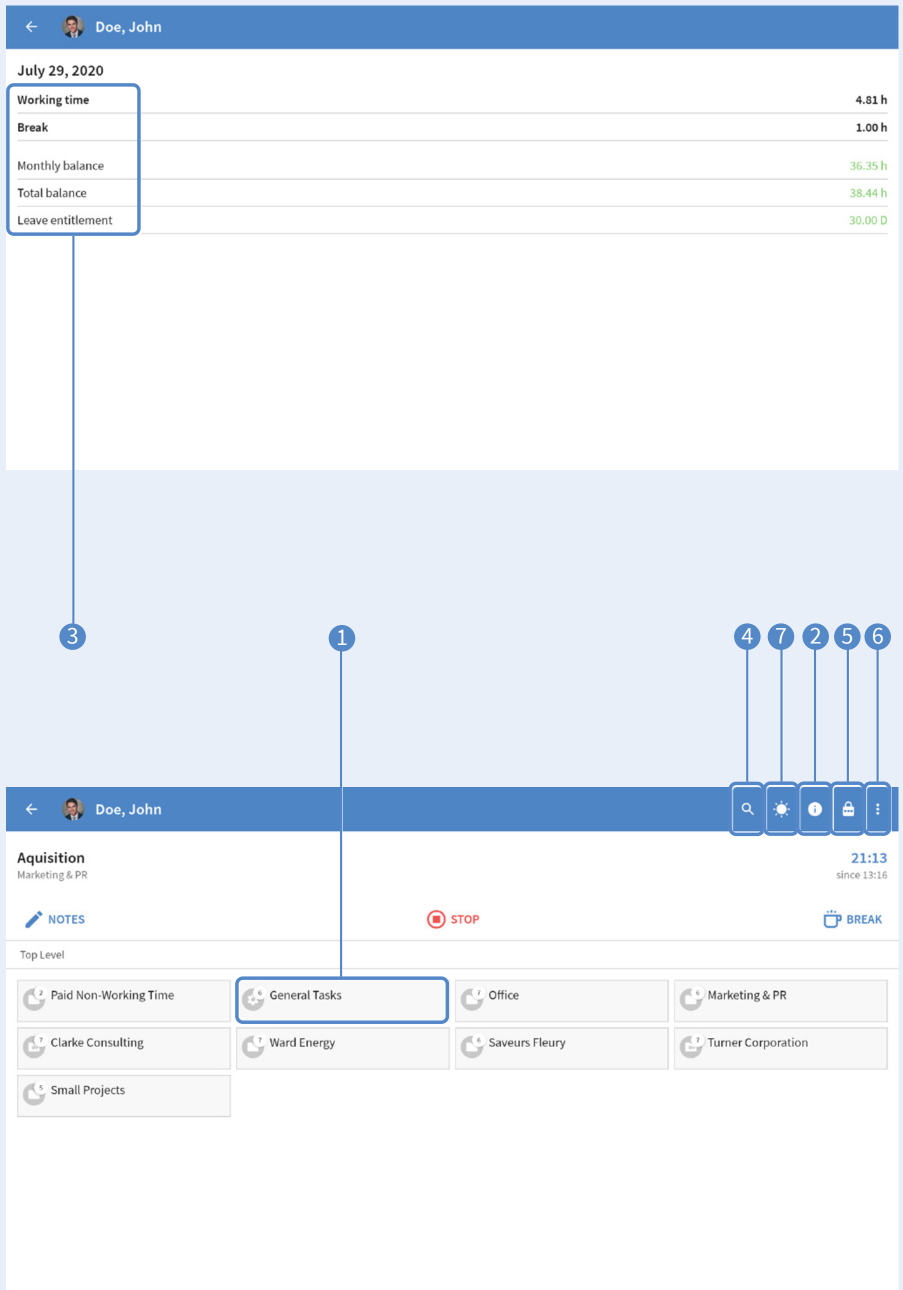
Start, stop and pause time tracking

Depending on the tracking mode defined, employees can start, stop, and pause time tracking. Cross-module icons are used for this. The **start symbol** (or the clock-in icon in terminal mode) starts a time entry. The **stop symbol** (or the clock-out icon in terminal mode) ends a time booking. The **coffee cup icon** stands for pause. Accordingly, a break is noted when clicking on this button.

Additional operating elements

If an employee has identified theirself on the device, **information can be called up** or **settings** can be made in addition to tracking working hours. Tap on the **i-symbol** 2 to obtain information on your own working time and break times for the respective day. Additionally, you can obtain information on **monthly and total balance and holiday entitlement** 3 here.

The **magnifying glass icon** 4 enables you to search for tasks or projects. The **lock icon** 5 (or the **3-point menu** in other modes) allows you to change your pin code and sort the tasks or projects as you wish. The **3-point menu** 6 (or the **gear icon** in other modes) takes you back to the settings. By tapping on the **sun symbol** 7, you can access the leave management functions (see p. 18).

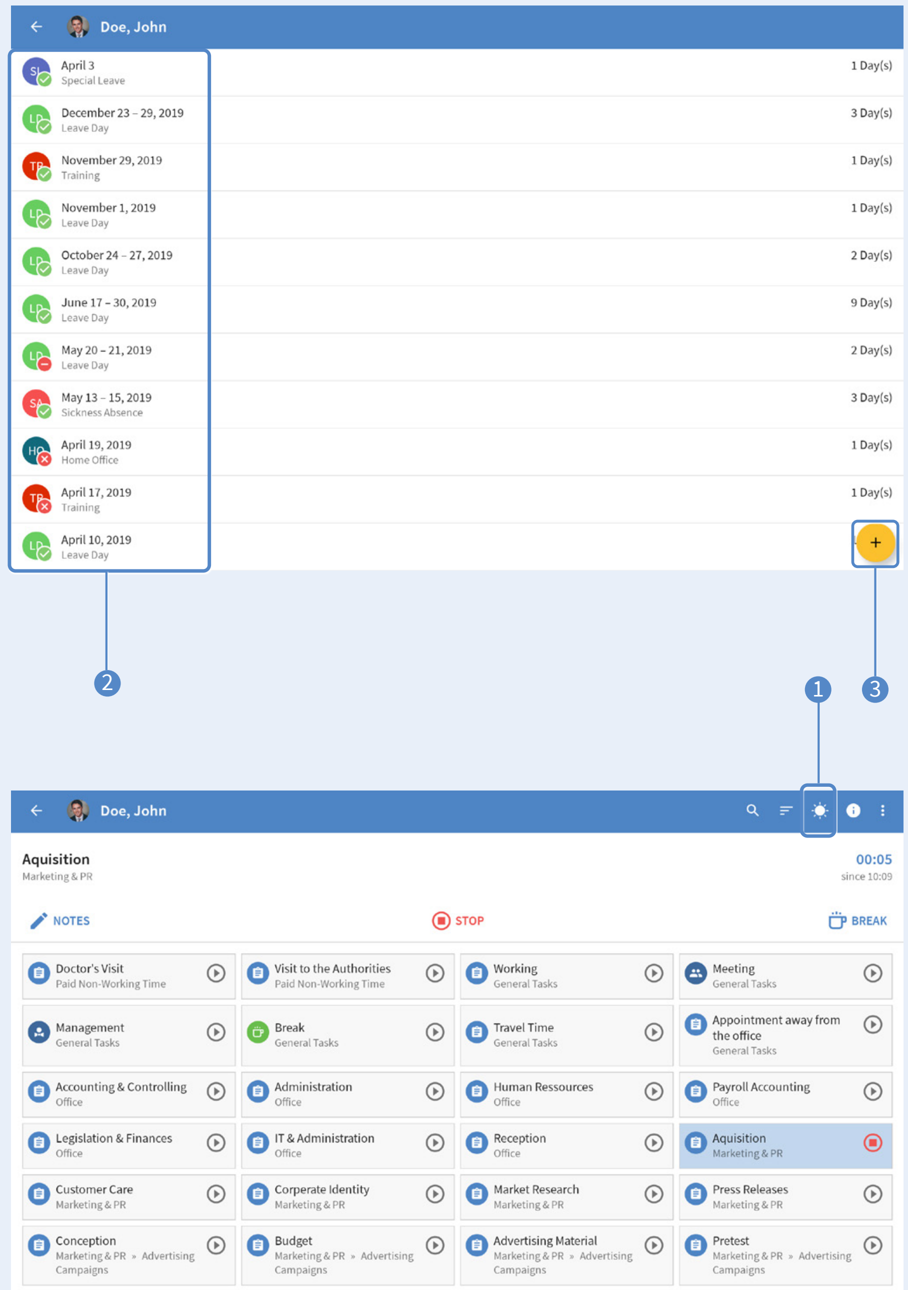


Leave management with multiuser

In order to access the leave management functions on the multiuser, tap on the **sun symbol** 1. It appears in the upper right corner of the personal area of every employee that uses the leave management module.

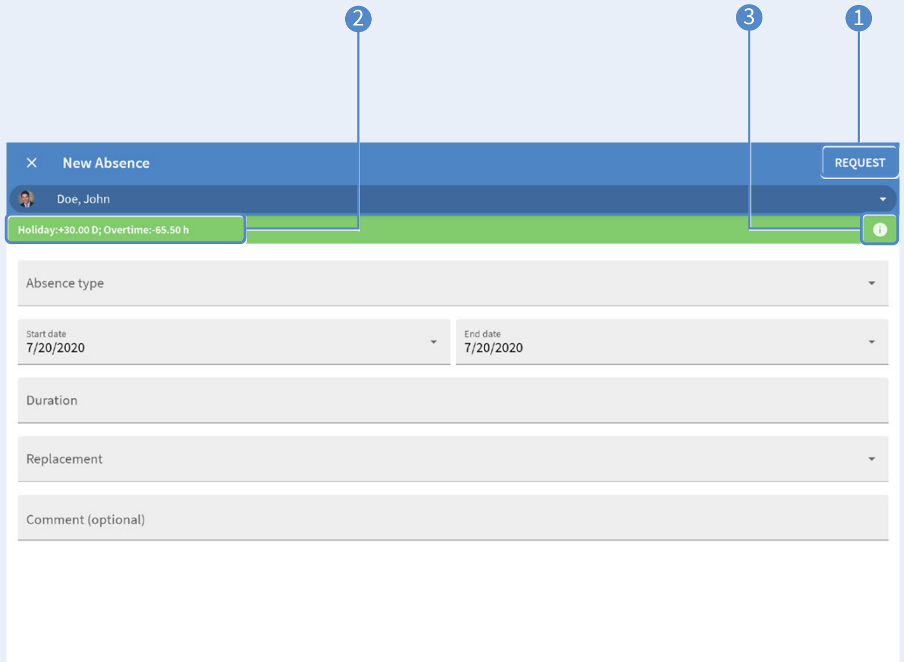
Here you can see a **list with all planned and requested absences** 2 of the respective employee. A hatched circle means that the request has not been processed yet. With the aid of the **smaller symbol**, you can identify which requests have been approved and which declined. By tapping on a request, **further information** is being shown.

Tap on the **plus symbol** 3 to create a **new request** for absence. Follow the instructions on the following page.



Fill out the form and tap on **Request** 1 in the upper right corner of the screen. The **green bar** above the form informs you of your **current leave entitlement and working time balance** 2. Tap on the **i-symbol** 3 to view more detailed information. Your request will now appear as a hatched circle in the list until it is approved or declined.

The leave management functions are only available if the respective employee uses the leave management module by TimeTac.



Settings

A variety of settings can be made by **managers with full employee access**. You can access the settings by tapping on the **gear icon** or the **3-point menu** in your personal area.

Timeout ①

Timeout is the **amount of time** that passes without user activity before the **screen is turned off**. You can, therefore, select the idle timeout under this option.

> Note that a timeout does not switch off your device. This means that it is ready to be used again as soon as a user touches the screen.

Tracking mode ②

As a manager with full employee access, you can determine the tracking mode for all users of the respective multiuser device. There are five different modes:

Terminal

This view offers four buttons to quickly start or stop tracking your time. Which **task** is started can be set by the manager. The manager can also define **eight tasks**, which can be found and started by employees under **Others**. If desired, **acoustic feedback** (e.g. beep) can be set to confirm the entry on the device.

Multiuser task list

Tasks that have been activated for the multiuser in the web application are listed here.

Multiuser project list

This view offers you an overview of projects that have been activated for the multiuser in the web application.

User task list
This is where tasks are listed which are assigned to the respective user, whether they have been activated for the multiuser in the web application or not.

User project list
This mode provides an overview of projects which are assigned to the respective employee, whether they have been activated for the multiuser in the web application or not.

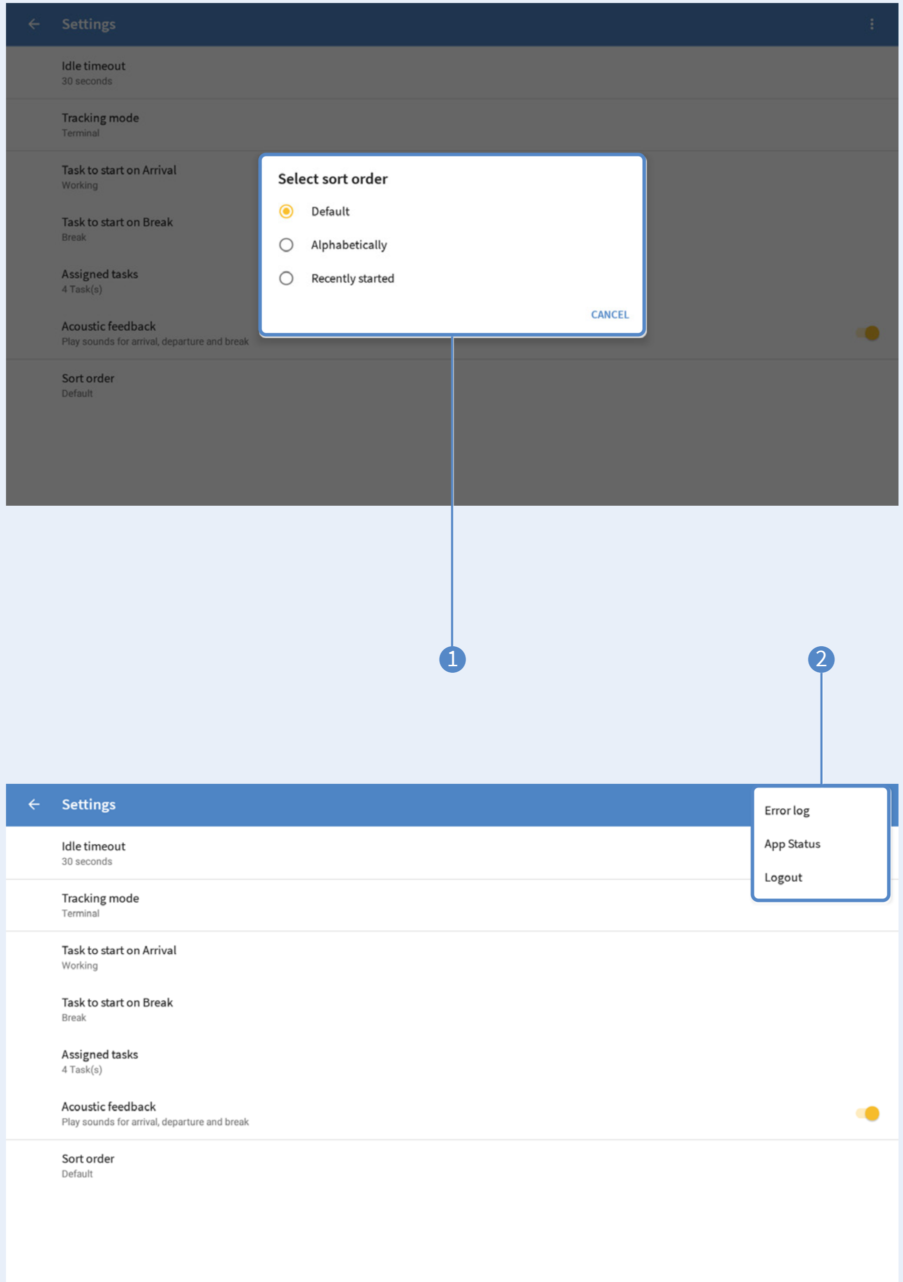
A detailed description of the tracking modes can be found in the previous chapter.

Sorting 1

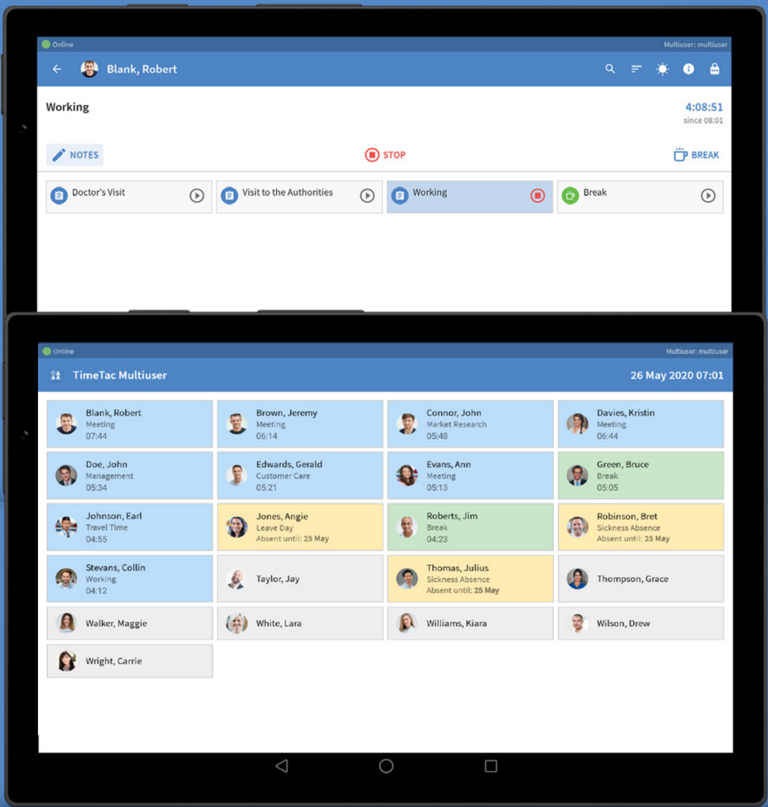
Some tracking modes offer an additional setting for sorting. Tap on this option to select any **type of sorting**.

Additional Information 2

Tap on the **3-point menu** in settings to obtain additional information. Here you can view the error log or check the status of the app. You can also **log out** of the multiuser by tapping on **Logout**.



Enjoy the TimeTac App!



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