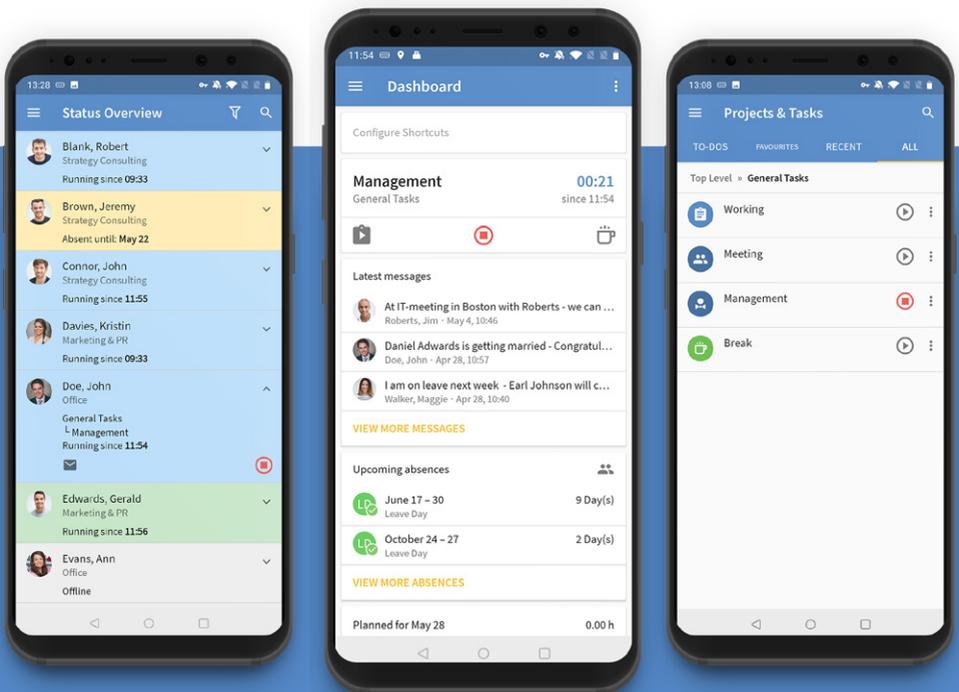


Getting started with the TimeTac app

Manual for Android

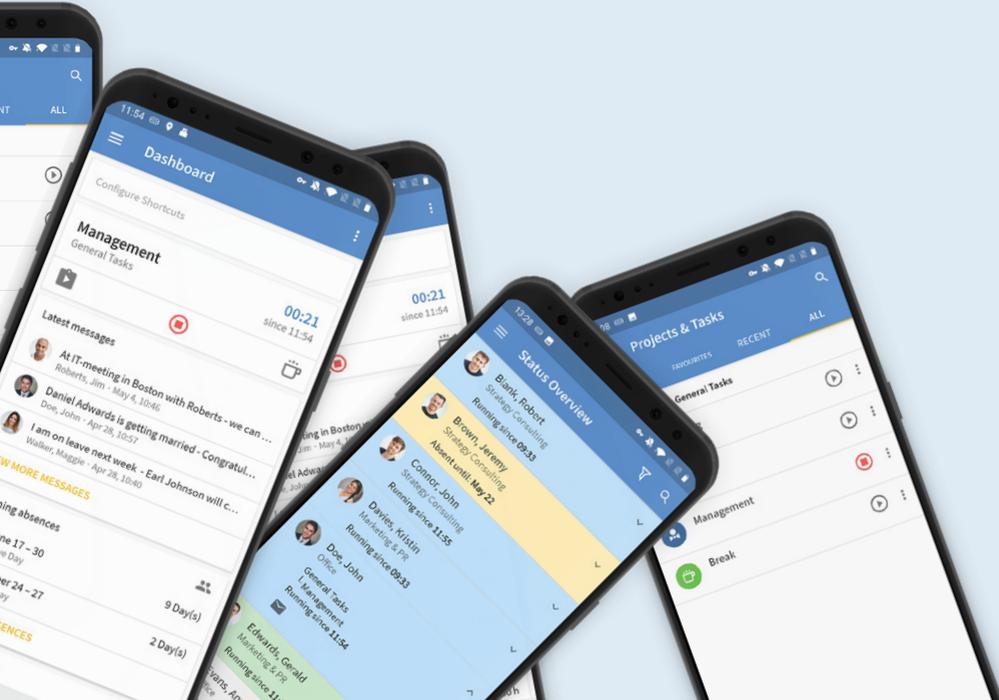


Welcome to the TimeTac app!

TimeTac offers different configurations:

-  **Employee Time Tracking**
-  **Project Time Tracking**
-  **Leave Management**
-  **Shift Planner**

The Android app is modulated according to the configurations you use. The exemplary representation of app screens can therefore show different menu items than are visible for you. Check the annotation at the end of each chapter to find out which configuration is needed to view the respective menu item.



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Settings in the web browser

We are happy to introduce you to the TimeTac mobile apps. Before your employees can use the Android app, a **manager with Full Employee Access** must authorise the respective employees within the web browser. Switch to the **user management** and activate the option **Mobile Access Allowed** on the right-hand side under the menu item **Access Authorisation and Identification**.

Login

After you have downloaded and opened the app, you will be asked to **insert your login data** ①. The account name is the same as for the web browser login. You can find it at the end of your link: go.timetac.com/accountname

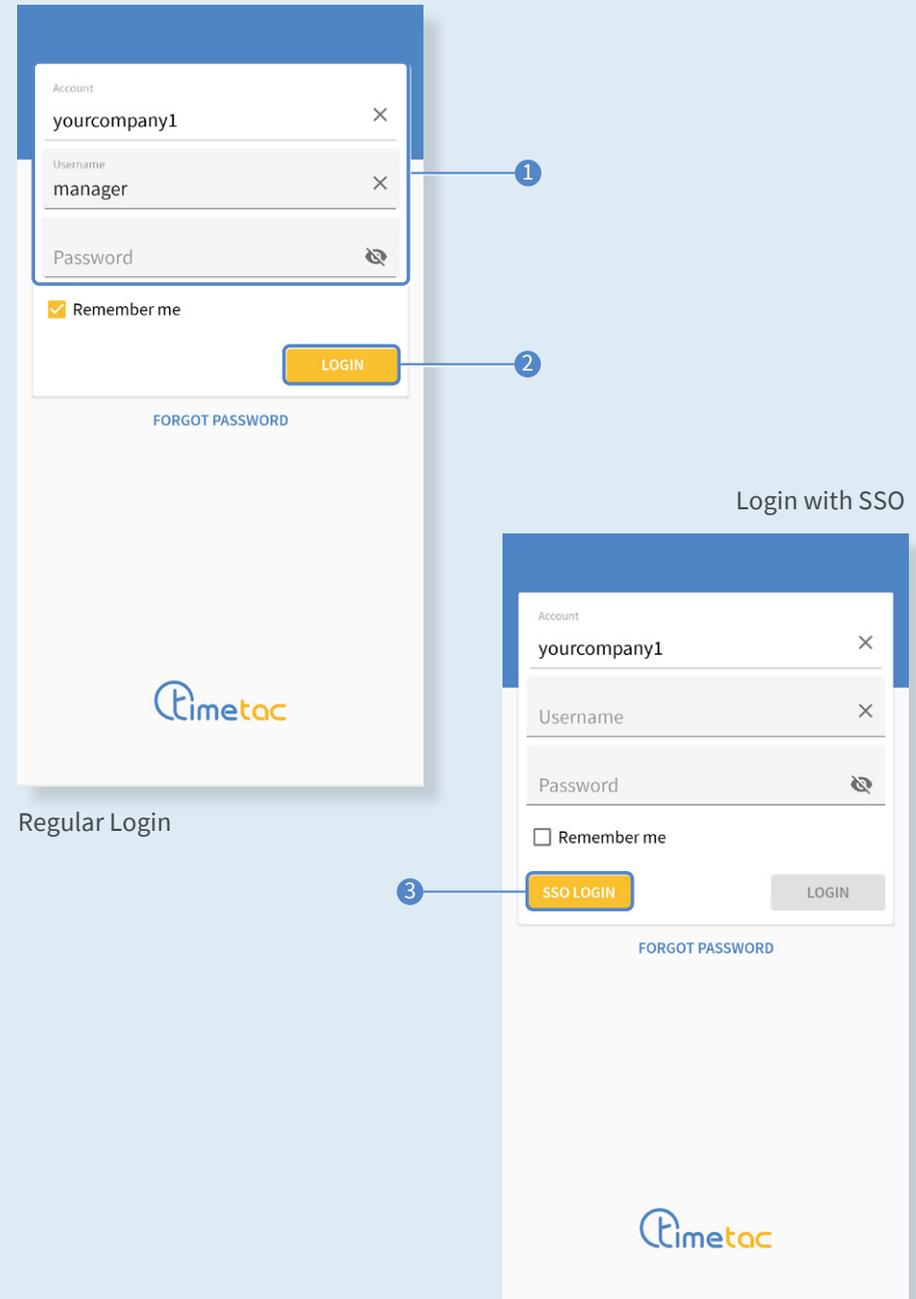
Now insert your login data as usual and tap on **Login** ②.

 If you would like to log in with the aid of SSO (Single Sign On), the login is conducted differently. Please follow the steps below.

Login with SSO

Open your standard browser on your smartphone and log in with your company account. Start the TimeTac app and log in with the aid of the **SSO function** ③. Then, you can log out again in your standard browser, while the SSO login keeps functioning properly.

 These general functions are available with any configuration.



Regular Login

Login with SSO

Dashboard

The dashboard is separated into different **sections**: Shortcuts, Live-Tracking, Latest Messages, Upcoming Absences, Planning Data, Notifications und Info Summary. Determine individually which of these sections shall be displayed in your dashboard. Tap on the **three points** ① in the top right corner and select your desired sections ②. Confirm your selection with the **check mark** ③ in the top right corner.

Shortcuts:

In this bar you can place menu items you frequently use. Tap on **Configure Shortcuts** ④ and select the menu items you would like to place in this bar ⑤. Confirm your selection again with the **check mark** in the top right corner.

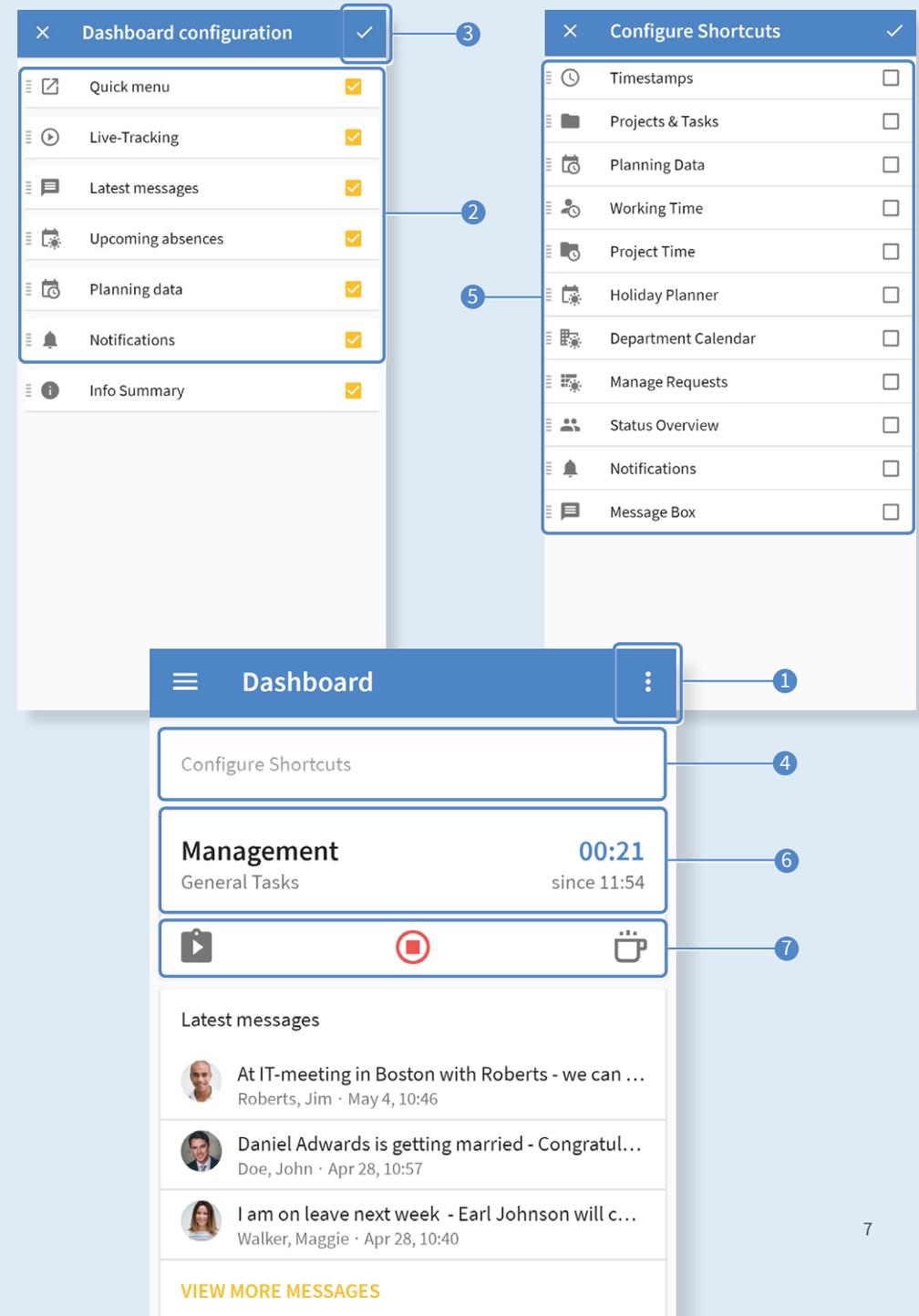
Live-Tracking:

This section shows the task you are currently working on. Additionally, you receive information about the exact start time of the timestamp as well as the project level the respective task is subordinated. The running time stamp is displayed in blue ⑥.

There are **three buttons** below ⑦: The first one lets you choose the task and the second one allows you to stop a running timestamp or, if there is no current timestamp, to start one. According to this, the symbol displays either a **start or a stop button**. Via the **coffee button** you can start a break. The button then changes into a start button. Tap on it to start the latest task.



By touching the start/stop button, you always change back to the task that was started last.



Latest Messages:

The next section provides you with latest company-wide, department-wide or private messages **1**. If you want to switch to the menu Message Box, tap on **View More Messages** **2**.

Upcoming Absences:

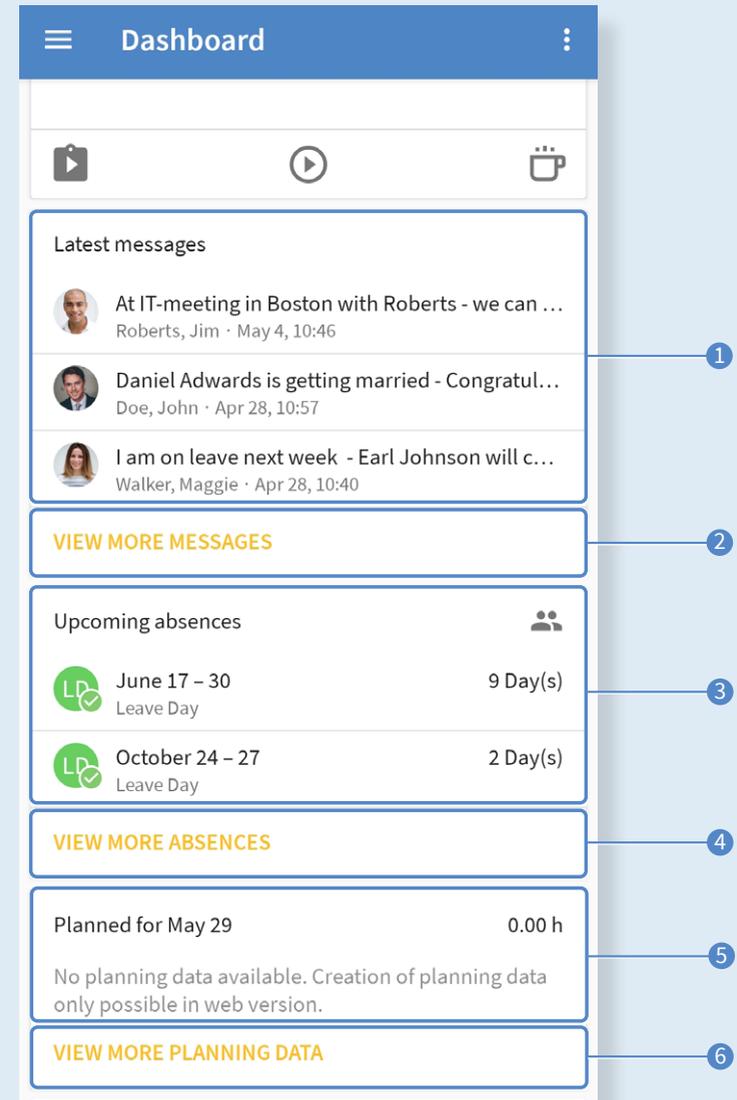
In this section you receive information about upcoming leave days, sick leaves as well as other future absences **3**. Tap on an absence in order to be shown further details. Tap on **View More Absences** **4** to switch to the menu Manage Requests.

 This function is only available if you use the TimeTac Leave Management.

Planning Data:

In this section you can view all planning data that you or your manager has entered for you. Moreover, the sum of planned tasks per day is indicated **5**. Tap on an entry in order to view further details. Tap on **View More Planning Data** **6** to switch to the Planning Data menu.

 These general functions are available with any configuration.



The screenshot shows a mobile application dashboard with the following sections and callouts:

- 1**: Latest messages list, including:
 - At IT-meeting in Boston with Roberts - we can ... (Roberts, Jim · May 4, 10:46)
 - Daniel Adwards is getting married - Congratul... (Doe, John · Apr 28, 10:57)
 - I am on leave next week - Earl Johnson will c... (Walker, Maggie · Apr 28, 10:40)
- 2**: **VIEW MORE MESSAGES** button
- 3**: Upcoming absences list:
 - June 17 – 30 (Leave Day) 9 Day(s)
 - October 24 – 27 (Leave Day) 2 Day(s)
- 4**: **VIEW MORE ABSENCES** button
- 5**: Planned for May 29 0.00 h. No planning data available. Creation of planning data only possible in web version.
- 6**: **VIEW MORE PLANNING DATA** button

Side Menu

Swipe from the left to the right-hand side of your display or touch the **menu symbol** in the top left corner in order to open the side menu. Tap on your name or abbreviation of your name to switch to the **account settings** ①. Here, you can **log out** ②, too. If you hold the logout button for a few seconds, the option to **logout and clear the cache** appears. Be aware that unsynched data will be deleted if you clear the cache.

 You can change your profile picture in the web browser version of TimeTac.

All available menu items are listed here ③. These are adjusted according to your configuration. Further information on single menu items can be found in the respective chapter. You can identify the currently open menu item by the grey highlighting and the blue font.

Dashboard:

This section provides you with an overview of the different functions.

Timestamps:

Here, all Timestamps are listed in a chronological manner.

Projects & Tasks:

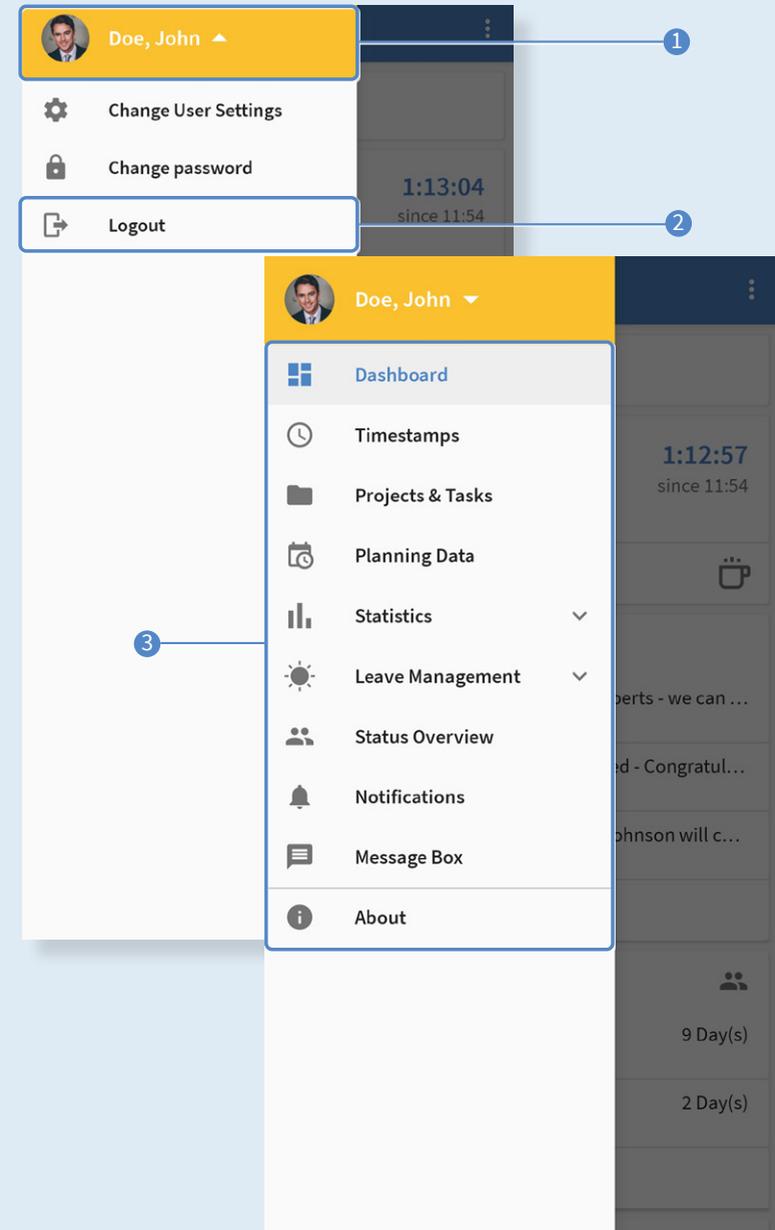
Within this menu item you can view the different tasks and start or stop them.

Planning Data:

Here you can view upcoming tasks that were planned for you.

Statistics:

This menu item can be expanded with the aid of the arrow symbol. Choose between Working Time Statistics and Project Reports.



Leave Management:

This menu item can also be expanded. Four more items are displayed: Holiday Planner, Department Calendar, Team Calendar and Manage Requests.



The team function must be activated in your account in order to use the Team Calendar.

Status Overview:

Here, you receive an overview of colleagues and if they are present, absent or on a break.

Notifications:

In this section you can view system notifications, e.g. synch problems or approved leave requests.

Message Box:

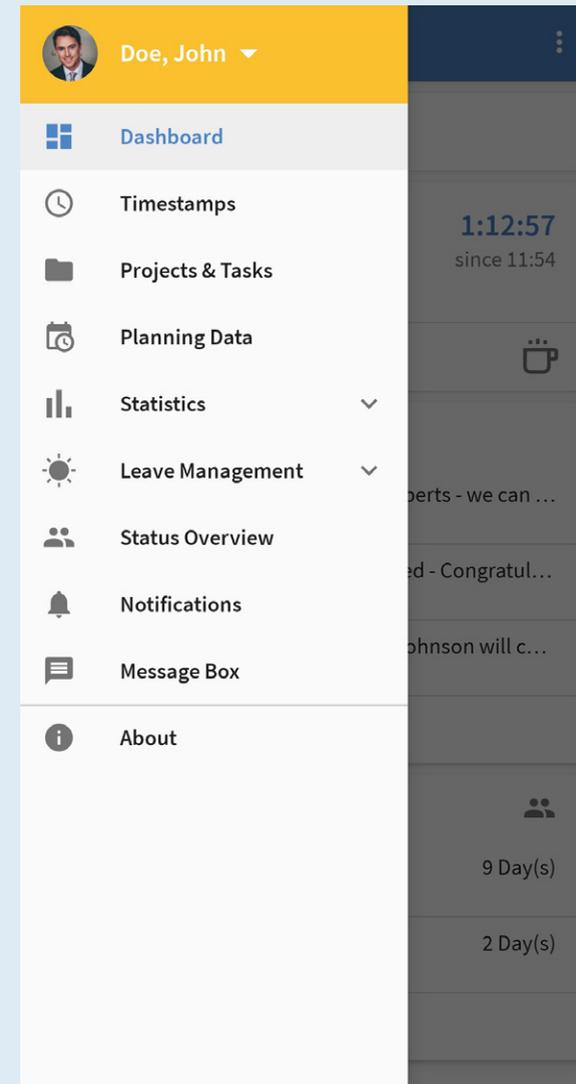
Here you can read messages that were addressed to you, your department or the entire company. You can also directly reply to them or write and send your own messages.

About:

In this section you receive information on your version of the TimeTac app, how to contact us per email or visit our website.



These general functions are available with any configuration.



Timestamps

By default, this section shows timestamps of the current day. Via the **calendar symbol** ① in the top right corner, you can select another day. Below, you can see the following information ②: The corresponding calendar week, the working hours of single week days, as well as the weekly sum of working time.

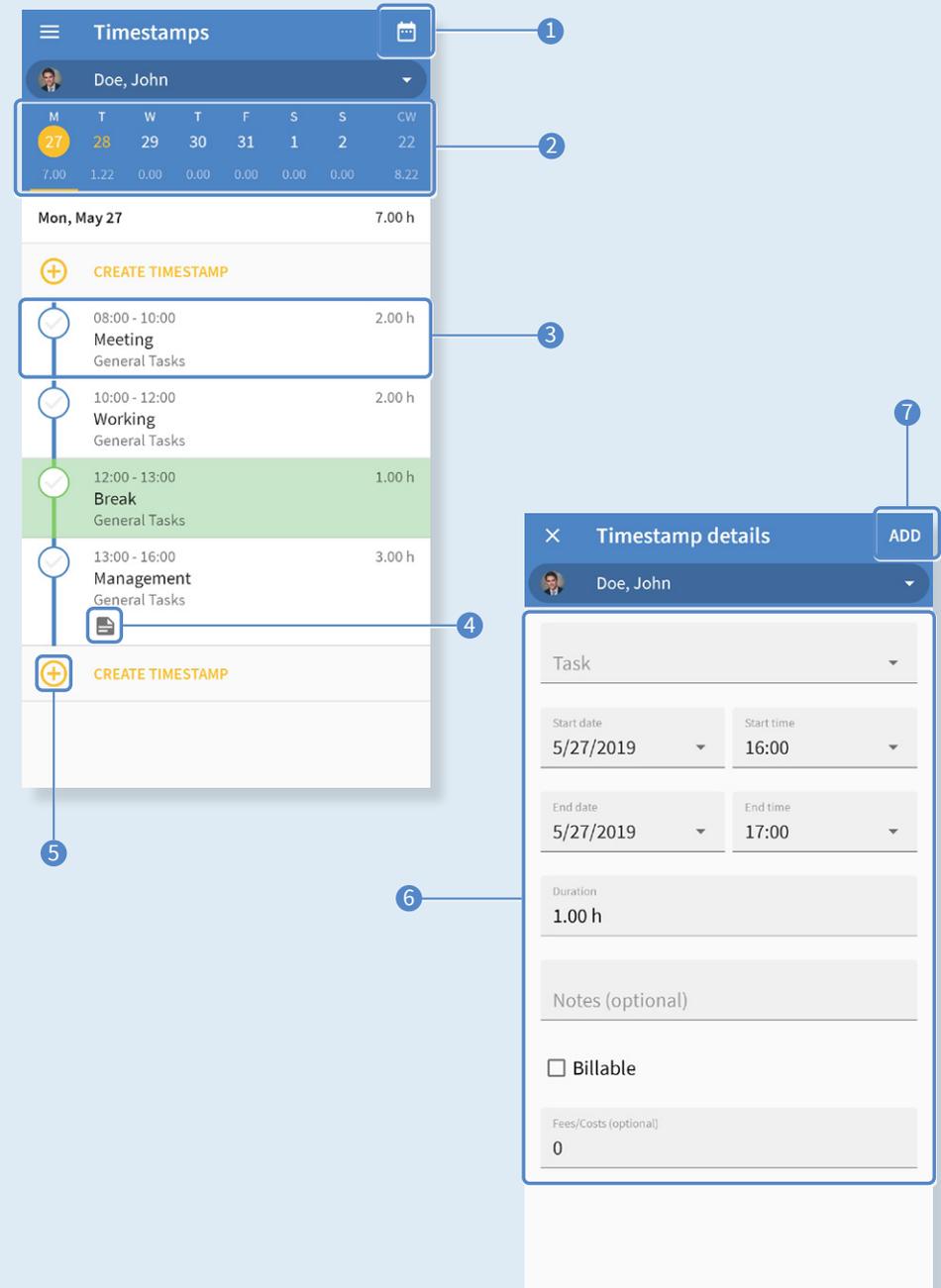
 Working hours in TimeTac are always indicated in industry hours, i.e. in decimal values. Tap on Refresh to update these.

In the main section of this menu you can view timestamps in a chronological order. The start and end time, the task of the timestamp as well as the working hours are indicated in each row ③. If you have left a comment regarding this timestamp, a **note symbol** ④ is displayed. Tap on this symbol in order to read the comment.

If you wish to add an entry, simply tap on the **plus symbol** ⑤ next to Create Timestamp. Fill out the form ⑥: Define task as well as start and end time of the timestamp. The text field allows you to leave a note. Select the option Billable, if you intend to bill the respective timestamp. The text field below allows adding Fees/Costs before you tap on **Create** ⑦. Another possibility to enter timestamps and breaks is to touch an existing entry for a few seconds. Then, tap on the **3-point-menu** in the upper right corner and choose either the option to enter a timestamp or a break.

The timestamps are highlighted with different colours. **Blue** represents working time while **green** stands for break time. Tap on a timestamp to - depending on your authorisation - either edit it or request an adjustment.

 The menu item Timestamps is available if you use Employee Time Tracking and/or Project Time Tracking.



The screenshot shows the 'Timestamps' screen for user 'Doe, John'. At the top, a calendar icon (1) allows switching days. Below is a weekly overview (2) showing working hours for each day (M: 7.00, T: 1.22, W: 0.00, T: 0.00, F: 0.00, S: 0.00, S: 0.00, CW: 8.22) and a total for 'Mon, May 27' (7.00 h). A 'CREATE TIMESTAMP' button (5) is at the bottom. The main list shows four entries: 'Meeting' (2.00 h, blue), 'Working' (2.00 h, blue), 'Break' (1.00 h, green), and 'Management' (3.00 h, blue). A note icon (4) is on the 'Management' entry. A 'CREATE TIMESTAMP' button (5) is also at the bottom of the list. A 'Timestamp details' form (6) is shown on the right, with fields for Task, Start date (5/27/2019), Start time (16:00), End date (5/27/2019), End time (17:00), Duration (1.00 h), Notes (optional), Billable checkbox, and Fees/Costs (optional) (0). An 'ADD' button (7) is at the top right of the details form.

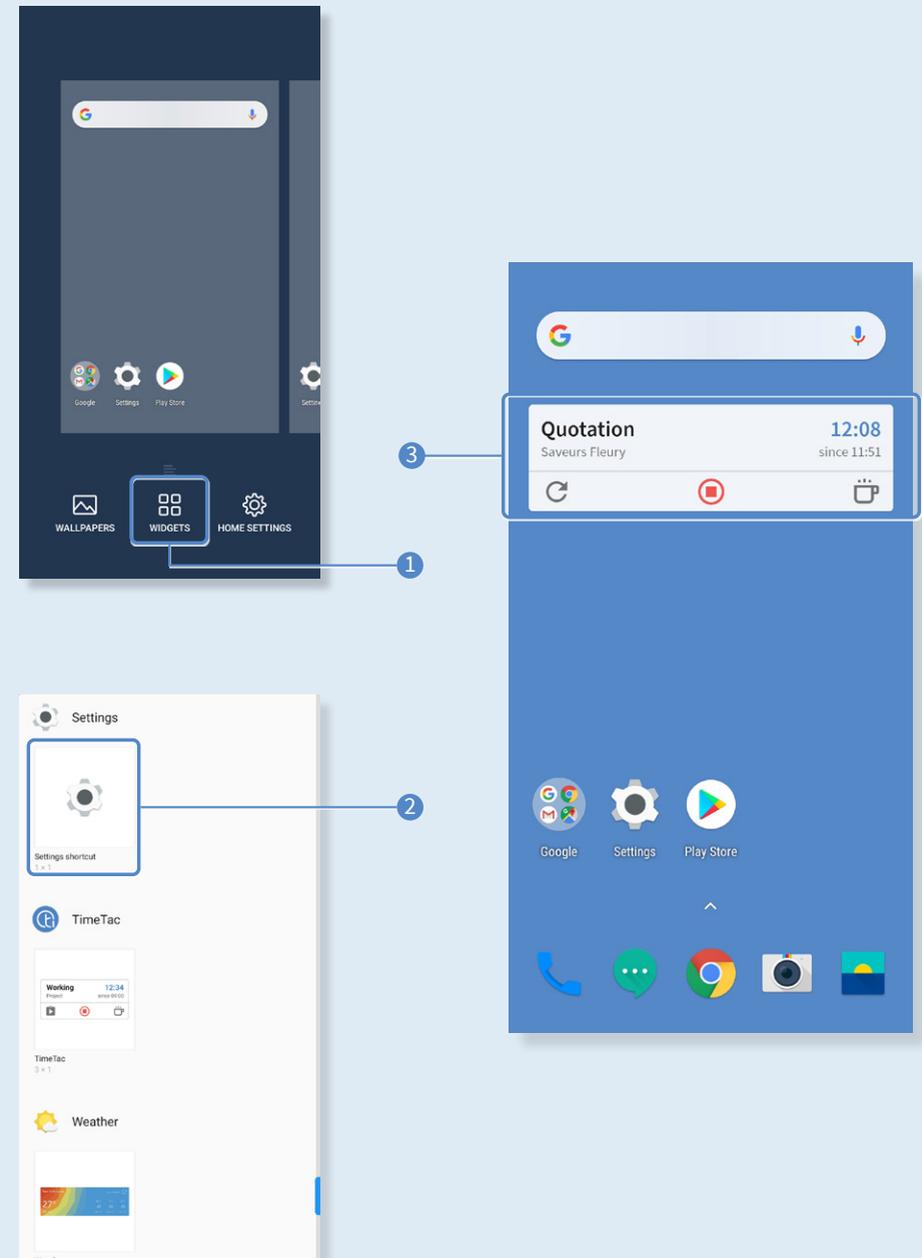
Timestamps via widget

A widget on your smartphone enables you to access functions of an app via the start screen and without opening the app itself. With the widget of the TimeTac app you can **start, pause or stop your time tracking**. You can also view running timestamps as well as their current duration.

In order to place a widget, touch non-occupied space on your start screen for at least one second. Further options appear. If you choose the option **Widgets** ① here, all available widgets of your apps are listed. Choose the **TimeTac widget** ② and drag it on a spot of your choice on your start display. As soon as the widget is placed, you can resize it by **dragging on its corners and edges** ③.



Please note that the TimeTac widget is only available if you have installed the TimeTac app on your smartphone.



Timestamps via Geofencing

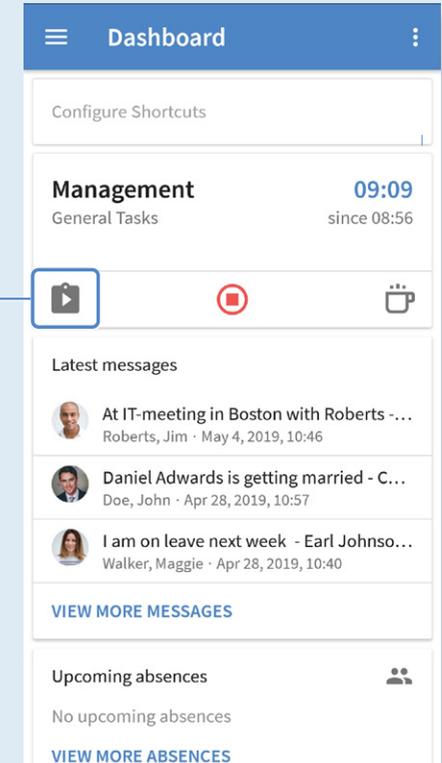
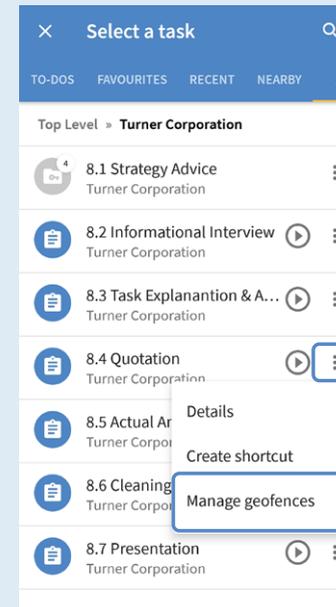
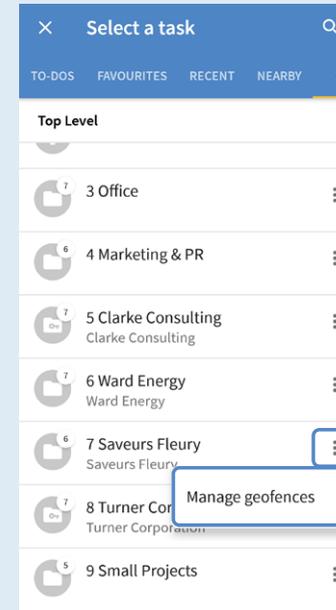
The geofencing function allows you to define geographic areas for projects or single tasks. Employees can then only start mobile timestamps if they are within the project's or task's geographical borders. This is how you can make sure that employees are on site when tracking working time.



Please consider that the geofencing function must be enabled within the web browser, before you can use it.

How to create geofences:

Tap on the **projects and tasks** symbol **1**. Now you can decide if you want to create a geofence for a project (with all of its sub-projects and tasks) or rather for a single task. In the first case, tap on the **3-point-menu** **2** next to the chosen project and select **Manage geofences** **3**. In the second case, tap on the 3-point-menu next to a single task **4** and again, select **Manage geofences** **5**.

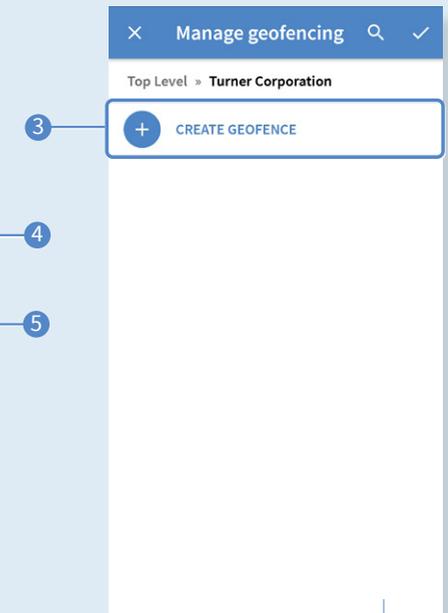
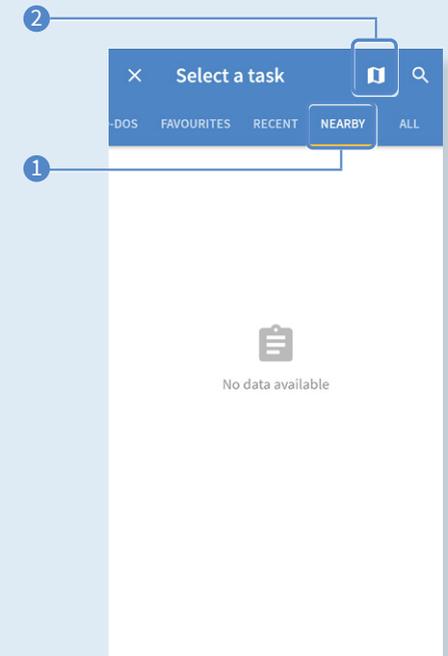
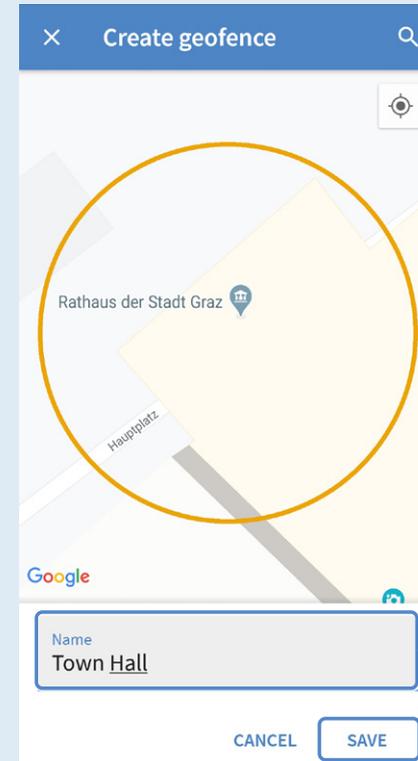


Moreover, geofences can be created without already assigning it to a project or task. Tap on **Near By** ① within the menu Projects and Tasks and then touch the **map symbol** ② that is located in the upper right corner. Tap now on the plus symbol in the lower right corner in order to create a geofence.



Note that, for now, it is only possible to create geofences within the smartphone app.

Tap on the plus symbol **Create geofence** ③ within the menu item **Manage geofences**. Choose the desired geographic area by placing the the circle above the working site. By zooming in or out (dragging two fingers together or apart), you can adjust the size of the area. Enter a **name** ④ for the just created geofence and tap on **Save** ⑤.

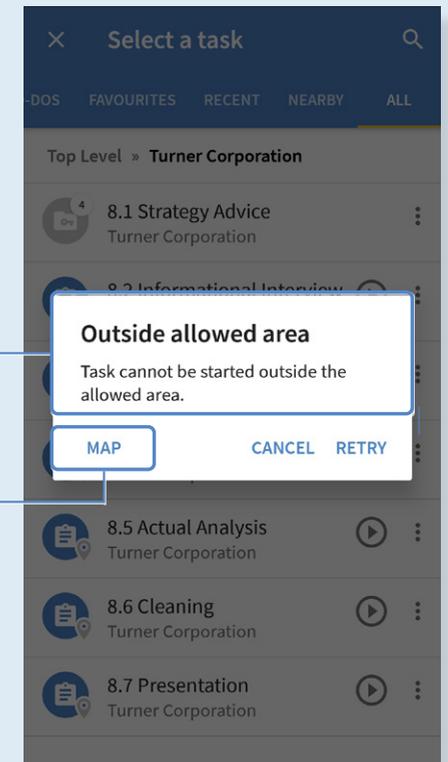
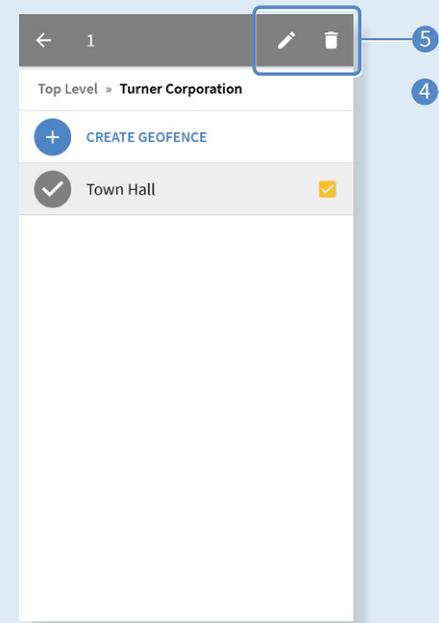
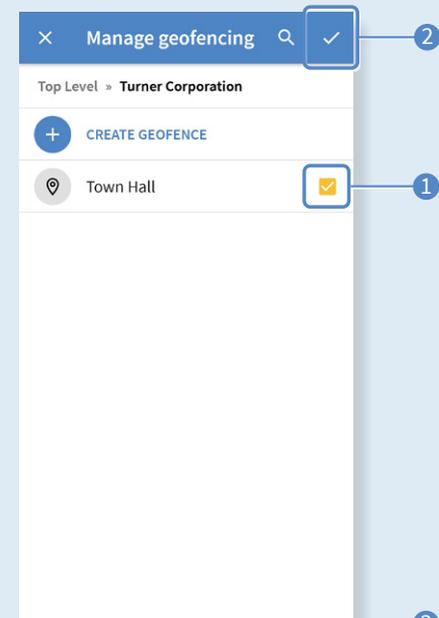


This geofence appears then in the menu Manage geofences. **Tick the box 1** besides the respective geofence to activate it. Confirm by tapping on the **check symbol 2** in the upper right corner. Active geofences that are assigned to projects and/or tasks only allow employees to start mobile timestamps if their smartphones are within the defined borders. A **notification 3** informs employees if they are outside the defined geographic area. They can tap on **Map 4** in order to view the geofences on a map as well as their current location.

 The accuracy of the location determination depends on the accuracy of the mobile device that is used.

Deleting or editing geofences:

Within the menu item **Manage geofences**, you can find options to delete or edit geofences. Select the respective geofence and then tap on either the **pencil** or the **paper bin symbol 5**.



Timestamps via NFC

The NFC function of your smartphone allows you to start timestamps by scanning NFC tags. These NFC tags can be attached to buildings, rooms or on working machines. A task can be assigned to each of these tags.



Please note that the NFC function must be activated in the web browser in order to use it.

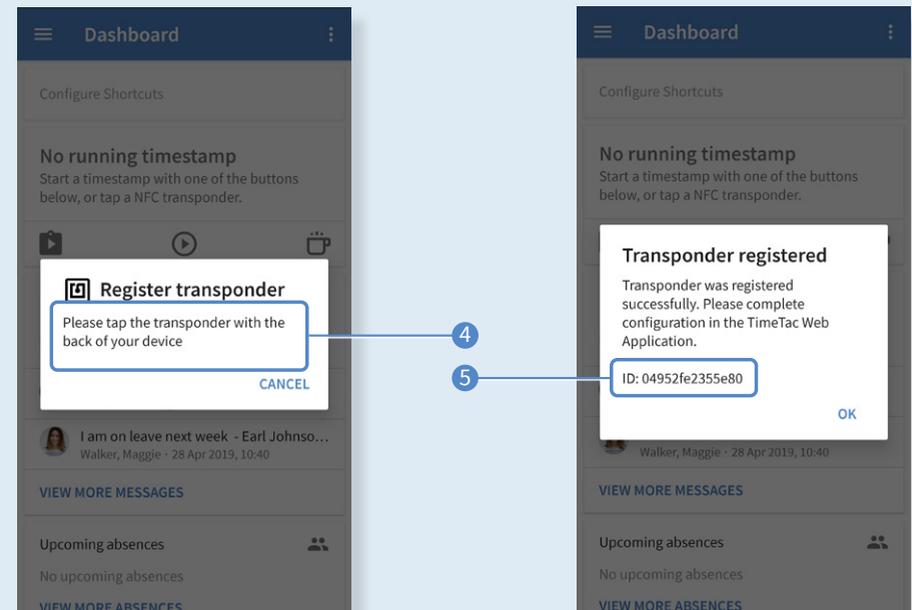
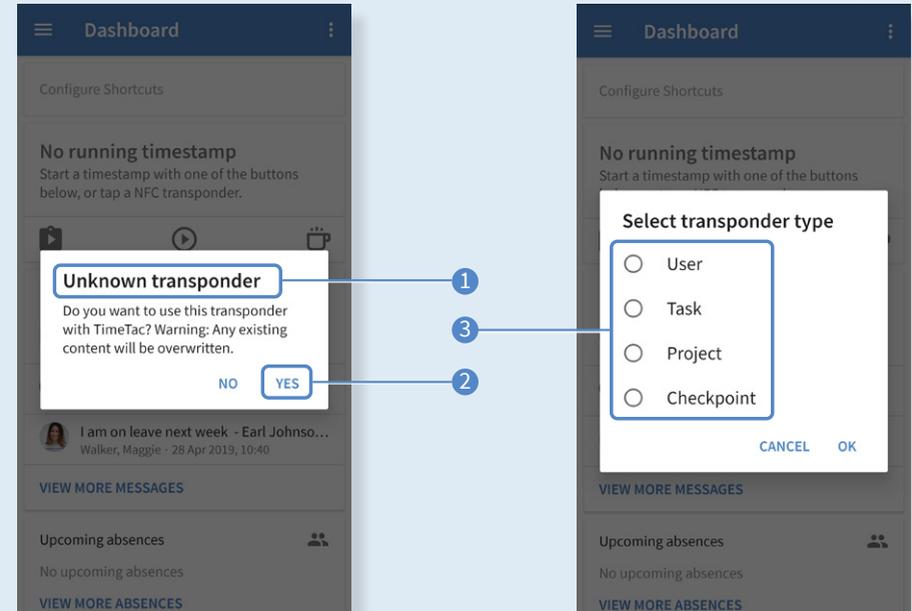
Tracking time via NFC:

Make sure that the NFC function of your smartphone is activated and open the TimeTac app. Bring the backside of your smartphone to the NFC tag. The task that is assigned to this tag is then started.

In the case that the NFC tag has not been registered yet, you will get a notification that informs you about an **Unknown Transponder** ①. Tap on **Yes** ② in order to register the tag in TimeTac and choose one of the displayed options ③. Once more, bring your smartphone close to the NFC tag in order to confirm the registration ④. Tasks can now be assigned to this transponder in the web browser. Use the displayed **ID** ⑤ of the tag in order to identify it within the web version of TimeTac. More information on the assignment of tags can be found under support.timetac.com.



Please note that you can only start timestamps via NFC tags if you use a smartphone with NFC function.



Projects & Tasks

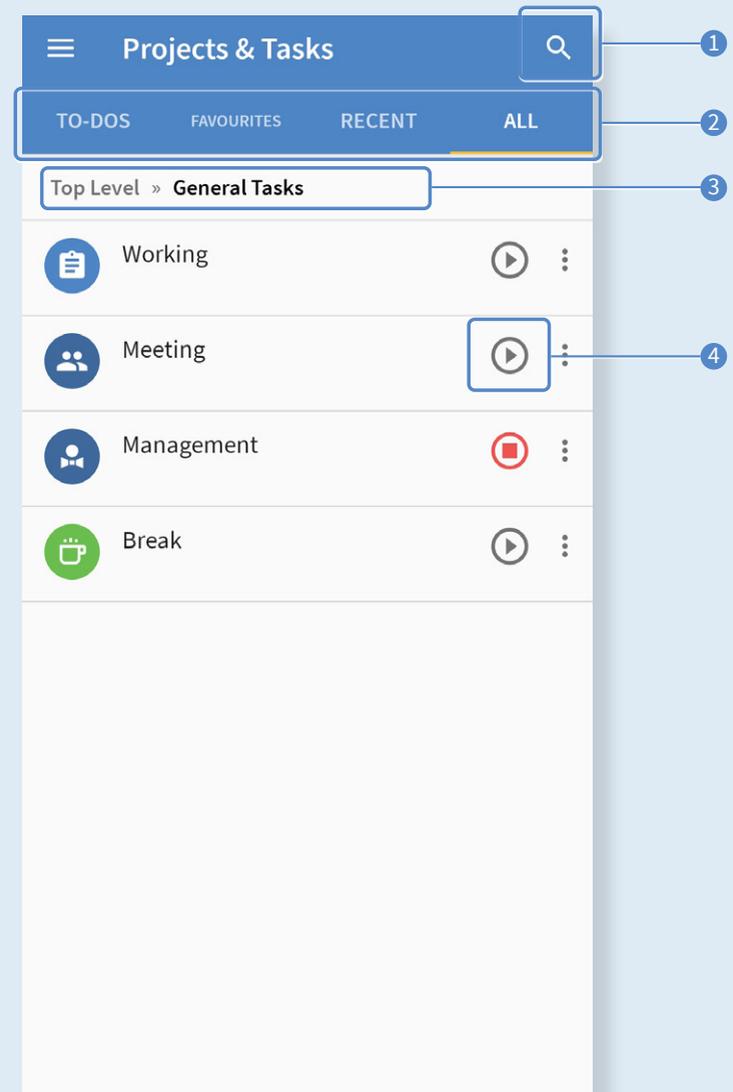
All projects and tasks are displayed in this section. Alternatively, you can search for specific projects or tasks by tapping on the **magnifying glass** ①. As soon as you start typing the name, TimeTac will suggest relevant projects and tasks.

In the row below you can see different categories ②. These can be defined by yourself or a **manager with Full Employee Access**. In the category **To-Dos** there are tasks listed that should be managed by you. Frequent tasks are suggested within the category **Favourites**. The category **Recent** shows you the tasks that you used most recently. In **All** you can view all projects, sub-projects and tasks that you have access to.

 If you are using Employee Time Tracking without Project Time Tracking, this menu item is called solely “Tasks” and is not categorised.

The row below indicates the superior levels ③ of the tasks that you can see in the main section of this menu item. Projects are illustrated with a grey **folder symbol** while **blue symbols** refer to tasks of any kind. Tap on a project folder to get to the hierarchy level below. There is a **start/stop symbol** ④ next to every task. Tap on this symbol to either start or stop a task.

 The menu items Projects & Tasks or Tasks are only available if you use Employee and/or Project Time Tracking.



Planning Data

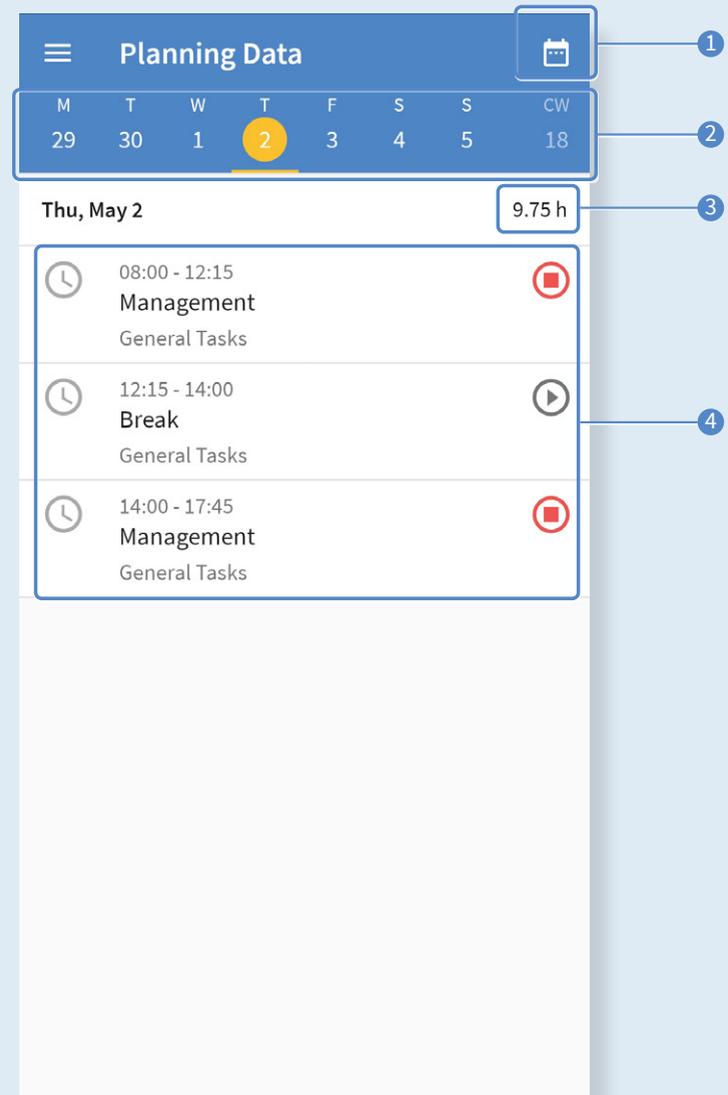
This menu item allows planning tasks for the future.

 As responsible manager you can also enter planning data within the calendar via the web browser.

Planning Data is similarly structured as the **menu item Timestamps**. The current day is displayed by default. In the top right corner you can find a **calendar symbol** ① which, when tapped, allows you to search for planning data on a specific day. Below, the current calendar week as well as the week days are displayed ②. The information of how many hours of your working day are already planned can be found in the row below. ③.

The main section shows the planning data of the respective day ④. Select another day to view the corresponding data. This data is, same as the timestamps, displayed in a chronological order.

 Planning Data is only available if you use the Project Time Tracking and/or the Shift Planner, while Planning Data must be activated.



The screenshot shows the 'Planning Data' interface. At the top, there is a blue header with a menu icon, the title 'Planning Data', and a calendar icon (1). Below the header is a calendar grid showing the current week (2) with days M (29), T (30), W (1), T (2), F (3), S (4), S (5), and CW (18). The current day, 'Thu, May 2', is selected, and the planned hours '9.75 h' are shown (3). The main section displays a list of tasks for the selected day (4):

Time	Task	Category	Status
08:00 - 12:15	Management	General Tasks	Completed
12:15 - 14:00	Break	General Tasks	Planned
14:00 - 17:45	Management	General Tasks	Completed

Statistics

The mobile app of TimeTac provides you with two different reports: Working Time Statistics and Project Reports.

Working Time Statistics:

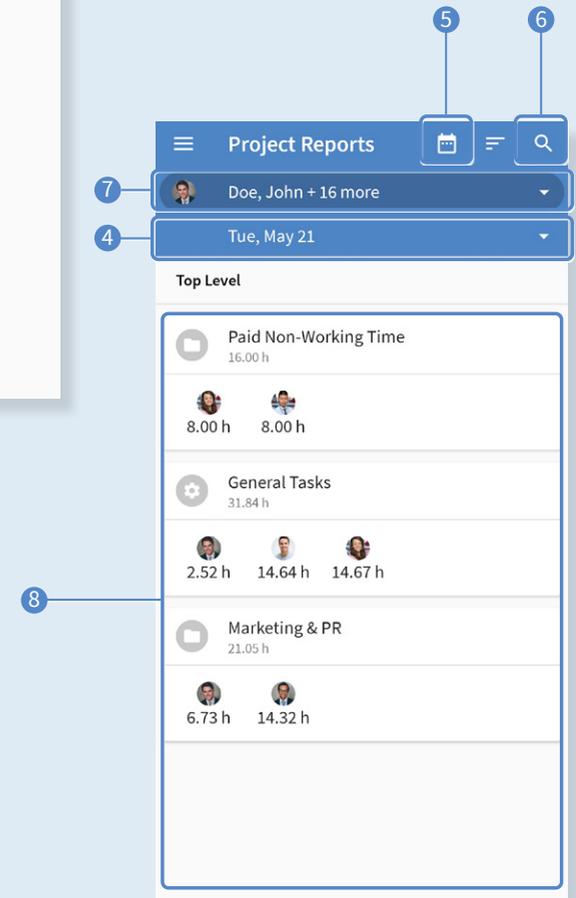
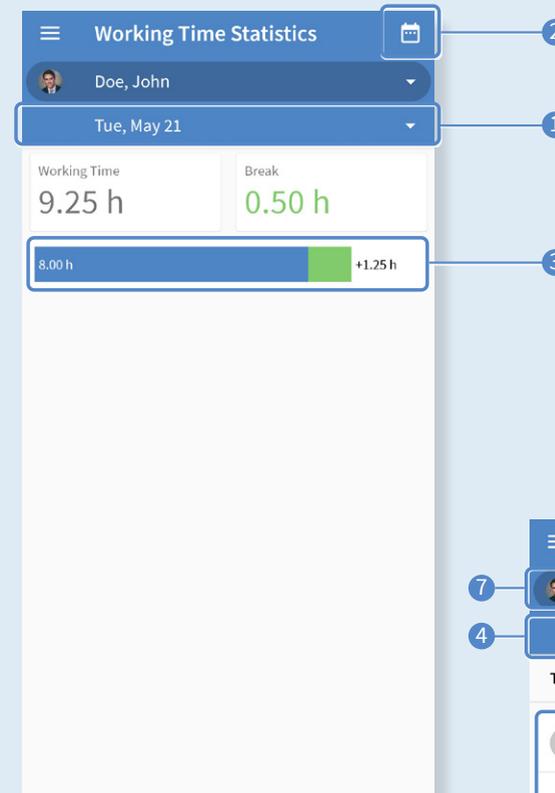
This menu item allows for analysis of working time data of a specific period of time. Choose an observation period of one **day, week, month** or **year** ①. Tap on the **calendar symbol** to determine the exact time period. ②.

If you choose the daily view, your working time of a specific day is compared to the defined planned working time. The bar appears in different colours: **Red** represents a shortfall of the planned working time, **blue** means that it is fulfilled and **green** that the planned working time is exceeded ③. Swipe left or right to view the previous or following day. This structure is continued in the weekly, monthly or yearly view.

Project Reports:

This menu item allows for analysis of project time of a specific period of time. Tap on the dropdown-menu to choose an observation period of one **day, week, month** or a **custom interval** ④. Tap the **calendar symbol** ⑤ and on the **magnifying glass** ⑥ to search for a specific project. Moreover, the **dropdown menu** ⑦ lets you determine one or more employees that shall be regarded.

The main section displays the projects of the highest level, incl. the corresponding project hours ⑧. Tap on a project to get to projects and tasks that are subordinated to it. If the main project contains sub-projects and/or tasks, these are displayed now, again incl. the corresponding project hours.



The respective report is only available with the Employee Time Tracking or the Project Time Tracking.

Leave Management

The Leave Management in the mobile app is separated into four sections: Holiday Planner, Department Calendar, Team Calendar and Manage Requests.

Holiday Planner:

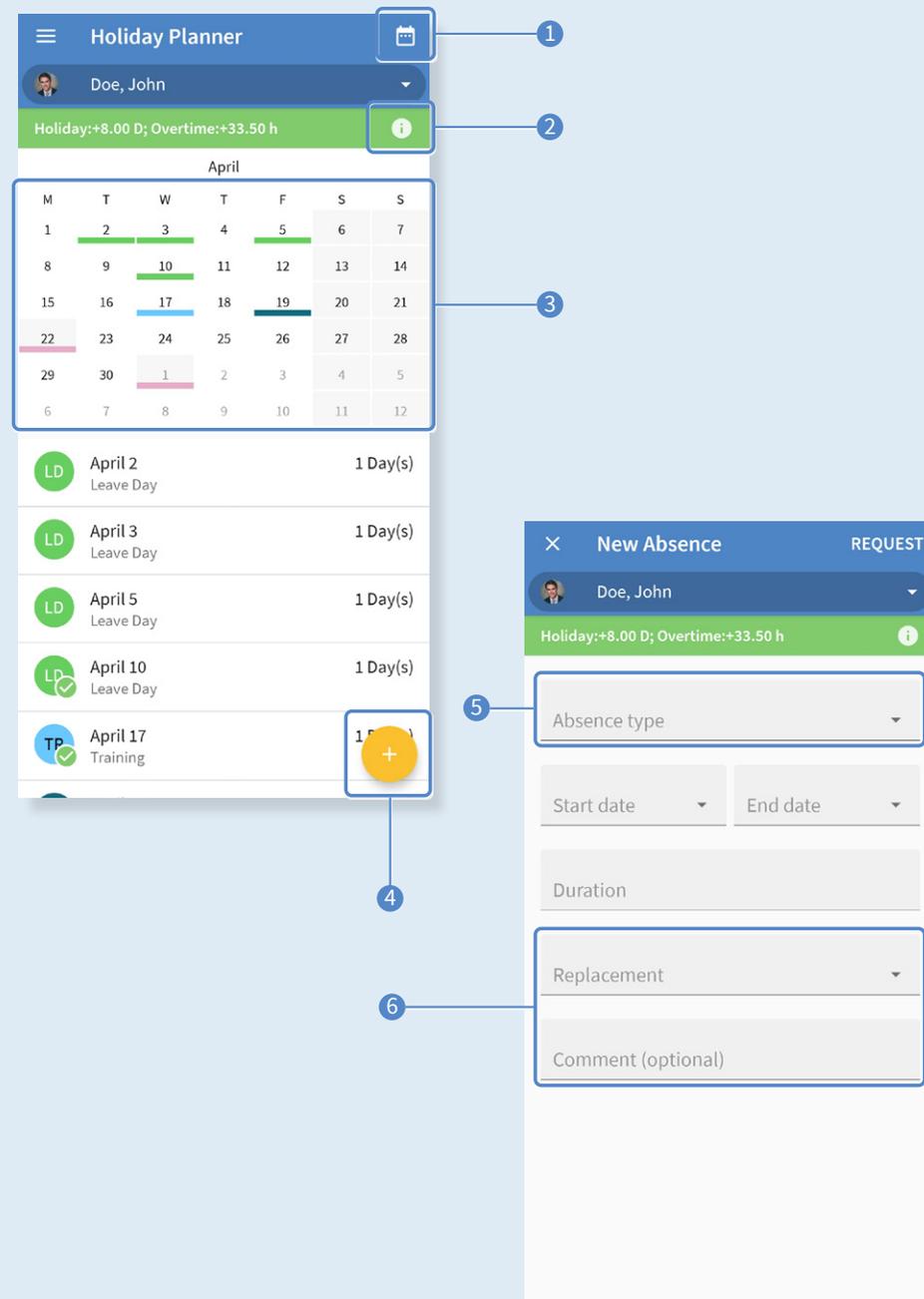
The Holiday Planner shows entered and requested absences. The **calendar symbol** ① in the top right corner allows you to choose a specific month. Your current leave entitlement and overtime balance can be found in the row below. Tap on the **i-symbol** ② to view further details ②.

By default, the current month is displayed in the main section of the Holiday Planner. Swipe left or right to view the previous or following month. The different types of absences appear in bars with different colours underneath the respective days ③. Tap on a specific day to receive further details about this absence or to cancel it.

 You can only cancel absences if a manager with Full Employee Access has granted you this right in the user management settings.

Tap consecutively on two days in the holiday calendar to select a time period and enter an absence. Alternatively, you can use the **plus symbol** ④ and define the start and end day in the following step. Use the **dropdown menu** ⑤ to select the absence type. It is also possible to determine a replacement or leave a comment ⑥. Confirm your entry in the top right corner. The request is displayed as a dashed line in the Holiday Planner.

 If you have the necessary user rights, the absence is directly entered.



The screenshot shows the 'Holiday Planner' interface for user 'Doe, John'. At the top, there is a header with a menu icon, the title 'Holiday Planner', and a calendar icon (1). Below the header, the user's name 'Doe, John' is displayed, followed by a status bar showing 'Holiday:+8.00 D; Overtime:+33.50 h' and an information icon (2). The main section features a calendar grid for the month of April (3). Below the calendar, a list of absences is shown, including 'LD April 2 Leave Day 1 Day(s)', 'LD April 3 Leave Day 1 Day(s)', 'LD April 5 Leave Day 1 Day(s)', 'LD April 10 Leave Day 1 Day(s)', and 'TP April 17 Training 1 Day(s)'. A plus icon (4) is located at the bottom right of the list. To the right, a 'New Absence' dialog box is open, showing a 'REQUEST' header, the user's name, and the status bar. The dialog contains a dropdown menu for 'Absence type' (5), 'Start date' and 'End date' dropdowns, a 'Duration' field, a 'Replacement' dropdown, and a 'Comment (optional)' field (6).

Department Calendar:

The department calendar provides a structured visualisation of absences in a specific department ①. Tap the **calendar symbol** ② to determine a calendar week and on the **filter symbol** ③ to select the departments that shall be displayed. By default, the current calendar week appears in the department calendar. Swipe left or right to view the previous or following week.

Team Calendar:

If you are a member of a team, you can view the absences within your team in the team calendar ④. By default, the team calendar indicates the current week. Tap the **calendar symbol** ⑤ to select a calendar week and the **filter symbol** ⑥ to choose the teams that shall be shown in the calendar. Swipe left or right in order to view the previous or following week.

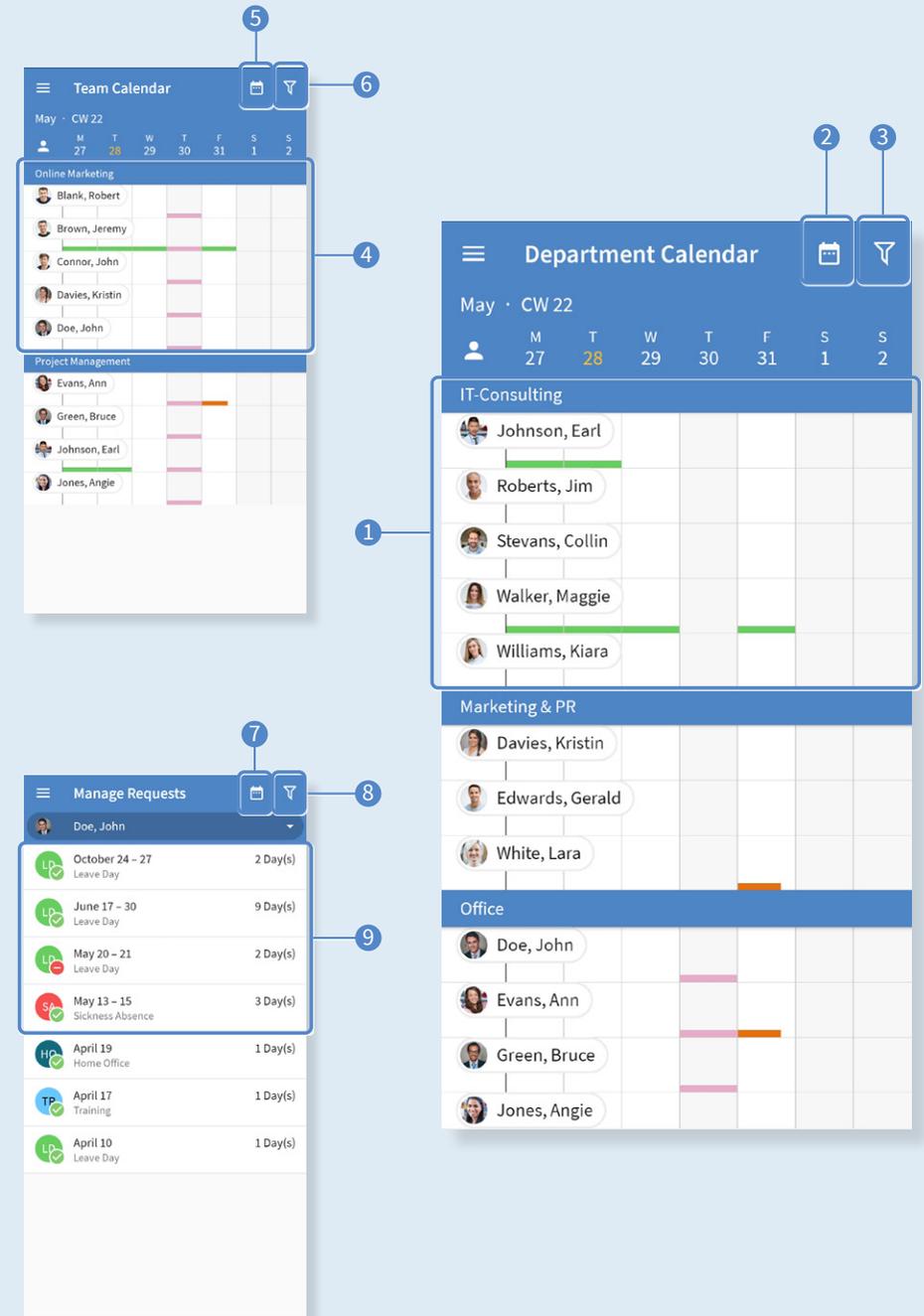
 In order to use the team calendar, the team function in the web browser must be activated and you must be assigned to a team.

Manage Requests:

This menu item shows all leave requests in a chronological order, be it approved, canceled, declined or open requests. Via the **calendar symbol** ⑦ you can determine a specific day and by tapping on the **filter symbol** ⑧ you can choose the status of the requests that shall be shown.

The different types of absences are displayed in different colours. The small symbol indicates the status of the request. The type of absence is described next to the symbol as well as the date and the duration of the absence ⑨. If the absence is displayed in a dashed line and with a **plus symbol**, the request is still open. Tap on a request to cancel, approve or decline it.

 The functions of the Leave Management are only available if you use the TimeTac Leave Management.



The screenshots illustrate the following UI elements:

- Team Calendar:** Shows a weekly calendar for 'May · CW 22' with a list of team members (Blank, Robert; Brown, Jeremy; Connor, John; Davies, Kristin; Doe, John) and their absence bars. Callouts 4, 5, and 6 point to the calendar grid, the calendar symbol, and the filter symbol respectively.
- Department Calendar:** Shows a weekly calendar for 'May · CW 22' with a list of department members (Johnson, Earl; Roberts, Jim; Stevans, Collin; Walker, Maggie; Williams, Kiara; Davies, Kristin; Edwards, Gerald; White, Lara) and their absence bars. Callouts 1, 2, and 3 point to the department list, the calendar symbol, and the filter symbol respectively.
- Manage Requests:** Shows a list of requests for 'Doe, John' with columns for status, date, type, and duration. Callouts 7, 8, and 9 point to the calendar symbol, the filter symbol, and a specific request entry respectively.

Status Overview

This menu item provides an overview of current presences and absences of all employees. Different colours represent different states:

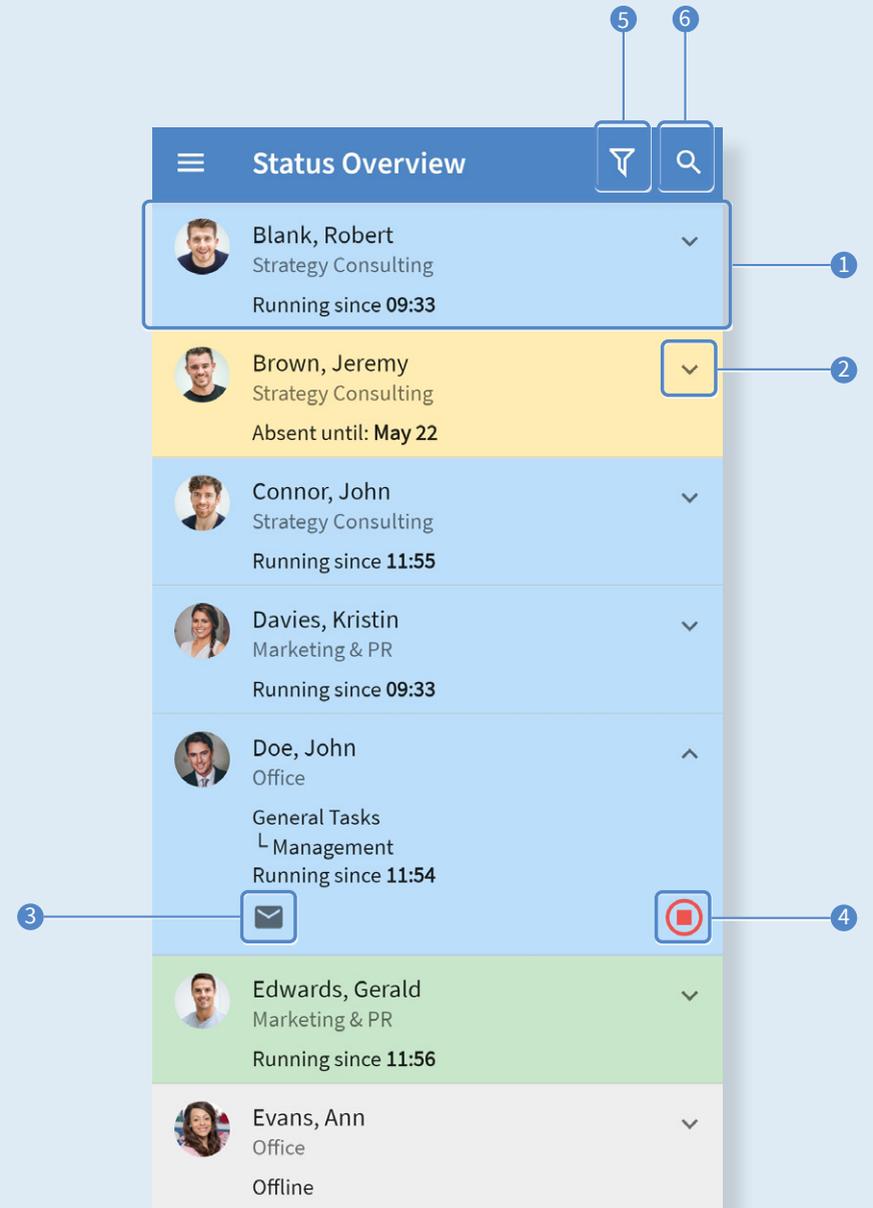
Red refers to employees that broke a rule (e.g. exceeding the daily maximum working time or transgressing the core time). **Blue** means that the employee is logged in. Employees that are taking a break are highlighted in **green**. **Yellow** describes employees that are not logged in but have entered a leave day or absence.

Every card shows the profile picture of the employee or the abbreviation of their name as well as the full name and the department ①. Tap on the **arrow** ② to open the dropdown menu and receive further details. Here you can see e.g. the task the employee is currently working on. If contact information is provided within TimeTac, you can contact the employee by tapping on the **contact symbol** ③. Next to this, there is a **start/stop symbol** ④.

 If you are a manager with Full Employee Access, you can start or stop the tasks for your employees.

Tap on the **filter symbol** ⑤ in order to filter the cards according to their status. Tap on the **magnifying glass** ⑥ to search for specific users.

 These general functions are available with any configuration as long as the status overview is activated.



The screenshot shows the 'Status Overview' screen with the following elements:

- 5**: Filter symbol (funnel icon) in the top right header.
- 6**: Magnifying glass search icon in the top right header.
- 1**: Employee card for Robert Blank, Strategy Consulting, Running since 09:33.
- 2**: Arrow icon on the right side of the card for Jeremy Brown, Strategy Consulting, Absent until: May 22.
- 3**: Contact symbol (envelope icon) on the card for John Doe, Office, General Tasks Management, Running since 11:54.
- 4**: Start/stop symbol (square with red circle) on the card for John Doe.

Name	Department	Status	Start/Stop Time
Blank, Robert	Strategy Consulting	Running	09:33
Brown, Jeremy	Strategy Consulting	Absent	until: May 22
Connor, John	Strategy Consulting	Running	11:55
Davies, Kristin	Marketing & PR	Running	09:33
Doe, John	Office	Running	11:54
Edwards, Gerald	Marketing & PR	Running	11:56
Evans, Ann	Office	Offline	

Notifications

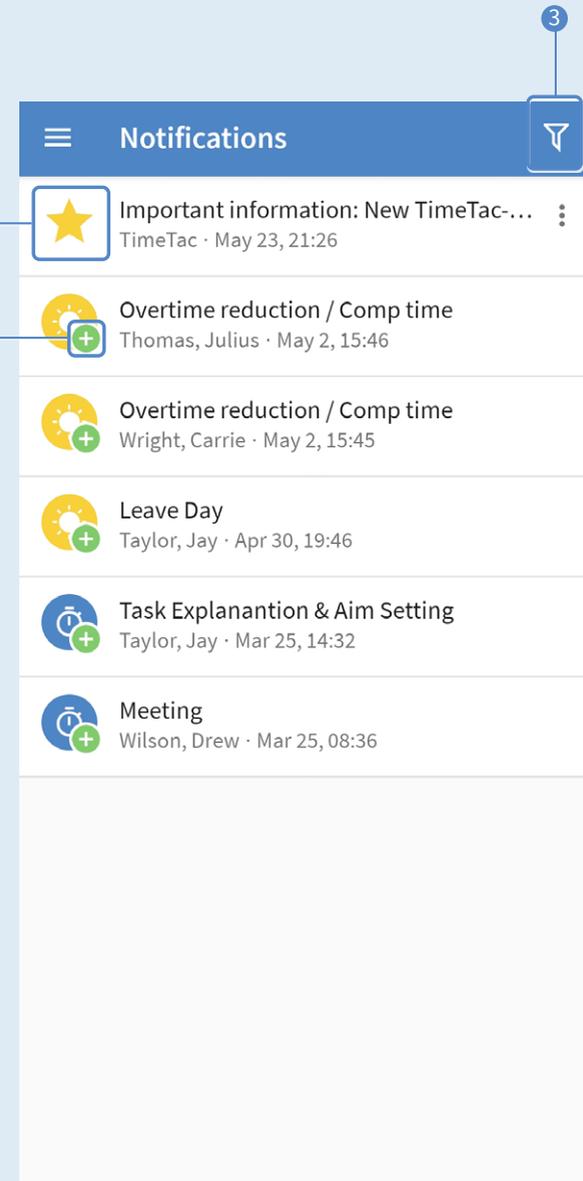
This menu item provides an overview of system notifications. The different kinds of notifications are indicated by different symbols ①:

The **blue stopwatch** represents notifications that concern timestamps, **intertwining arrows** describe synch problems and the **sun** stands for notifications concerning absences. The additional, smaller symbol ② refers to the status of the notification. The **plus symbol** represents a new, still open request, the **green check mark** means the request has been approved and the **red minus** stands for declined requests. An **orange exclamation mark** is used when synch problems occur.

If you have the necessary user rights, you can process these requests. Tap on the **filter symbol** ③ to filter the notifications according to their type or status.



These general functions are available with any configuration.



Message Box

This menu item provides an overview of messages that were sent to the entire company, your department, your team or directly to you.

A message consists of the profile picture or the abbreviation of the name of the employee that has sent the message, their full name as well as date and time. Additionally, you can see the recipient or recipient group (entire company, department, team, employee) the message was addressed to **1**.

Tap on the **three points** **2** in order to reply to the author of the message or to delete messages that you have sent yourself.

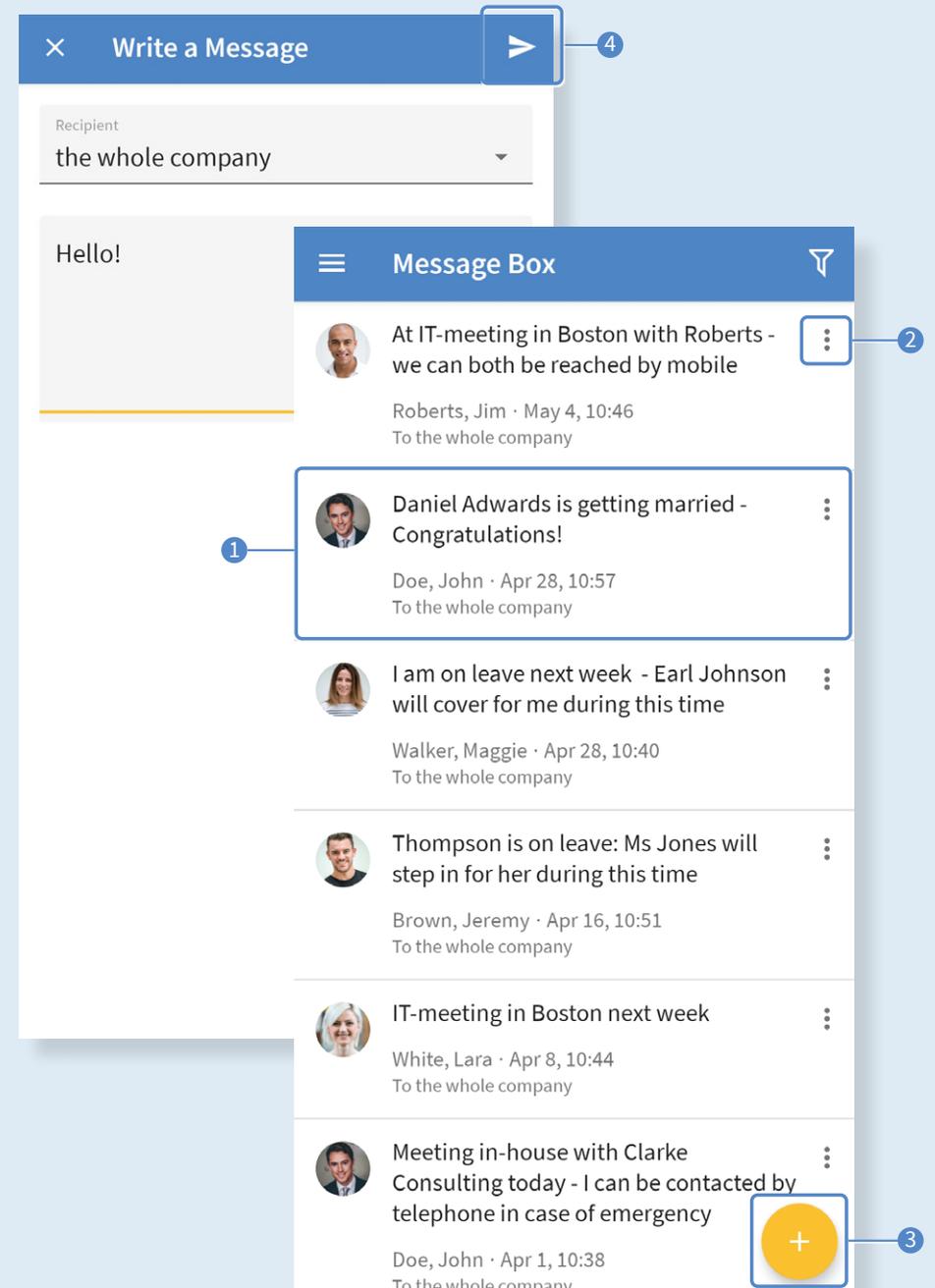
If you want to send a message, tap on the **plus symbol** **3**. Write the message and select the recipient(s) via the dropdown menu. Activate the check boxes to select a recipient (group). Send the message by tapping on the **paper plane symbol** **4**.

 The team function is only available if it is activated in your account and you are assigned to a team.

About

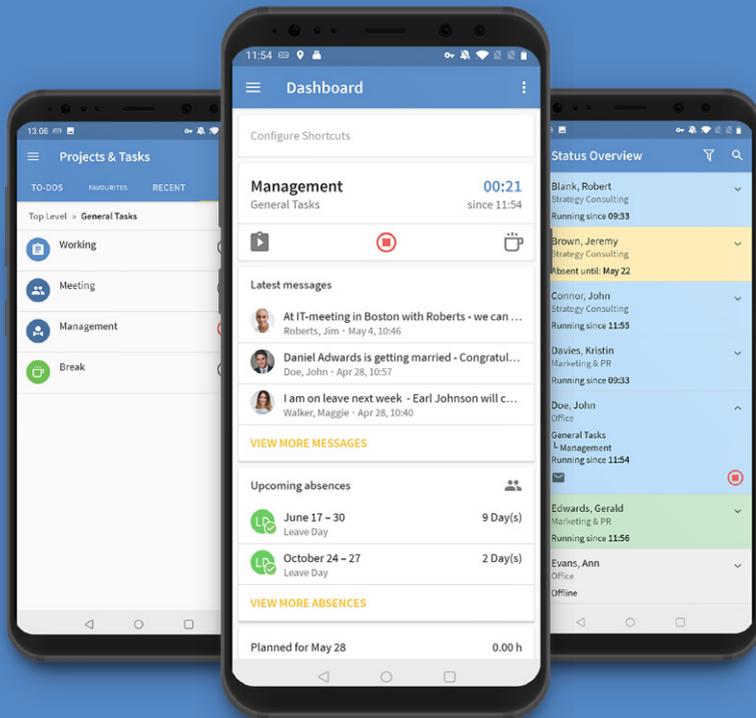
This menu item provides information on the version of your TimeTac app. Additionally, you can directly send an email to us or visit our website.

 These general functions are available with any configuration.



The screenshot shows the 'Write a Message' screen. At the top, there is a blue header with a close button (X), the text 'Write a Message', and a send button (paper plane) with a circled '4' next to it. Below the header is a recipient selection dropdown menu showing 'the whole company'. The main content area displays a list of messages. The first message is 'Hello!'. The second message is 'At IT-meeting in Boston with Roberts - we can both be reached by mobile' by Roberts, Jim, dated May 4, 10:46, addressed to the whole company. A circled '2' points to the three-dot menu icon to the right of this message. The third message is 'Daniel Adwards is getting married - Congratulations!' by Doe, John, dated Apr 28, 10:57, addressed to the whole company. A circled '1' points to the entire message card. The fourth message is 'I am on leave next week - Earl Johnson will cover for me during this time' by Walker, Maggie, dated Apr 28, 10:40, addressed to the whole company. The fifth message is 'Thompson is on leave: Ms Jones will step in for her during this time' by Brown, Jeremy, dated Apr 16, 10:51, addressed to the whole company. The sixth message is 'IT-meeting in Boston next week' by White, Lara, dated Apr 8, 10:44, addressed to the whole company. The seventh message is 'Meeting in-house with Clarke Consulting today - I can be contacted by telephone in case of emergency' by Doe, John, dated Apr 1, 10:38, addressed to the whole company. A circled '3' points to the plus sign icon at the bottom right of the message list.

Enjoy the TimeTac App!



The logo for TimeTac, featuring a stylized 't' inside a circle followed by the word 'imetac' in a lowercase, sans-serif font.

www.timetac.com