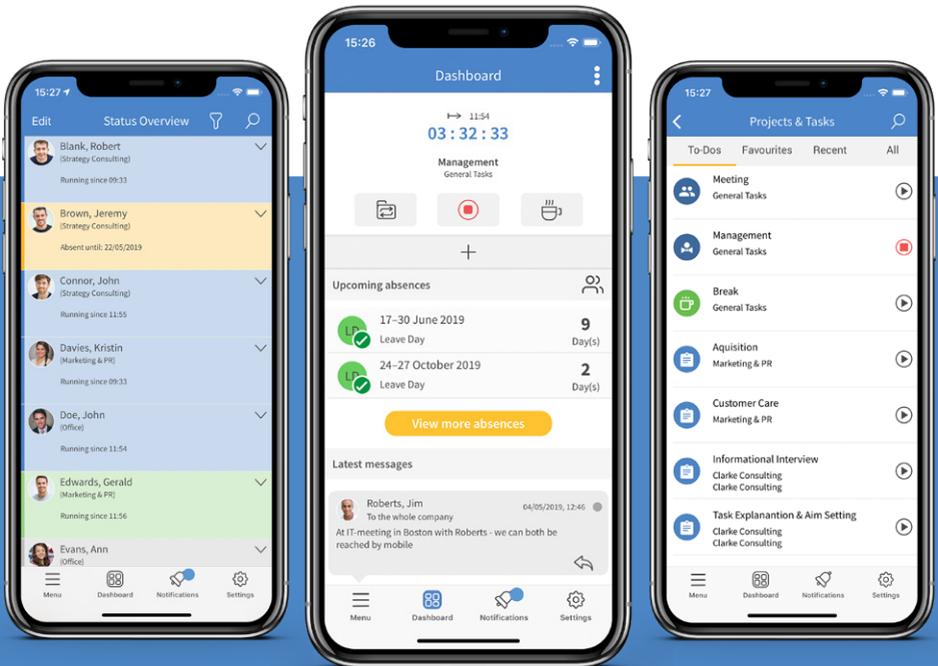




The enterprise solution for time tracking.

Getting started with the TimeTac app

Manual for iOS

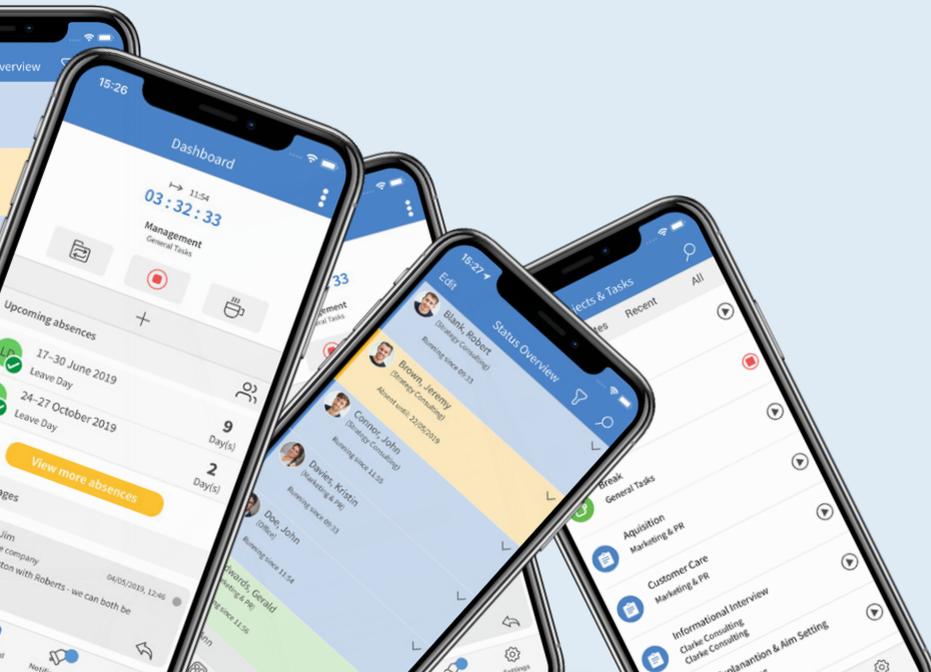


Welcome to the TimeTac app!

TimeTac offers you different configurations:

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

The iOS 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 correctly use the iOS 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 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**.



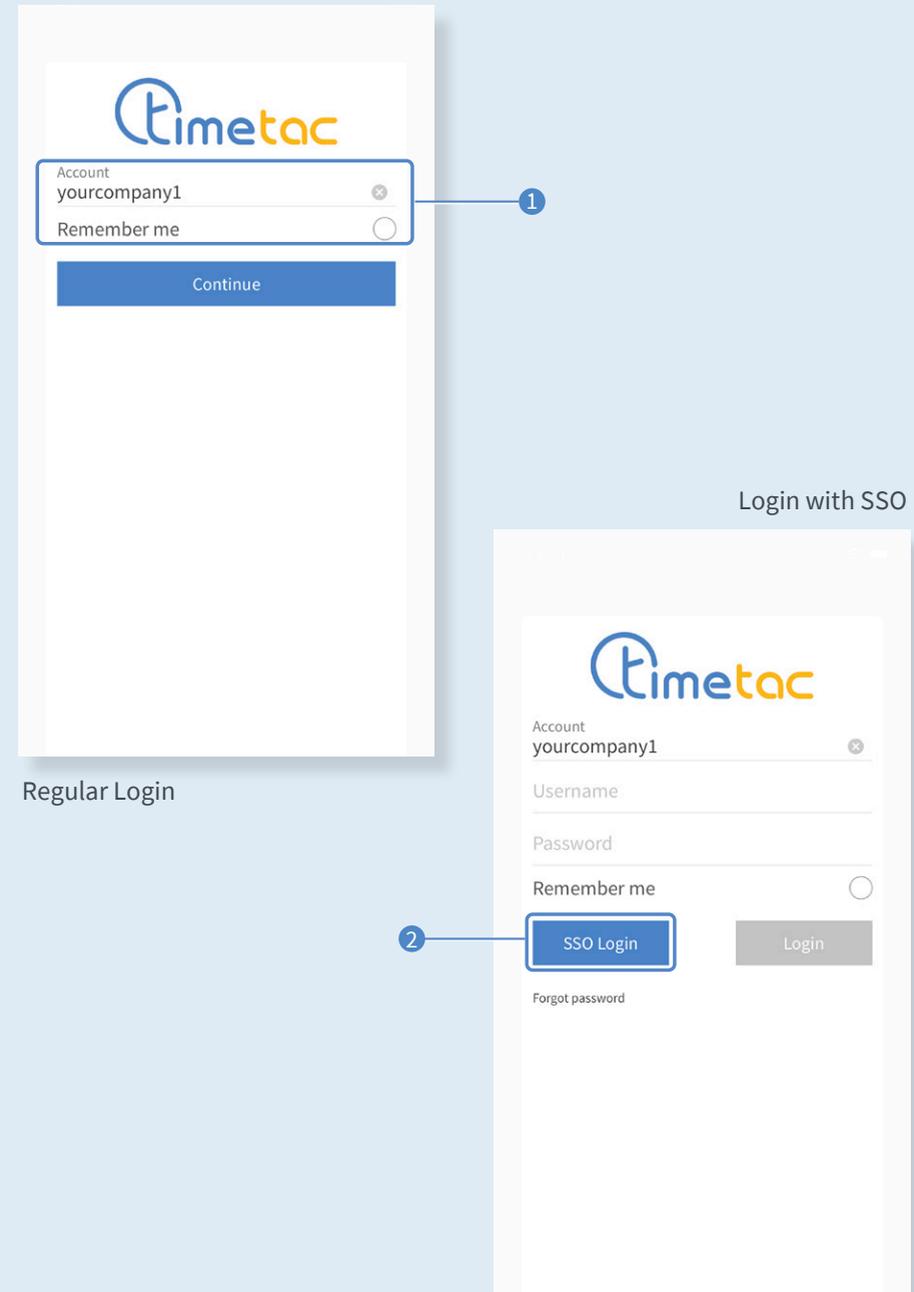
If you would like to log in with the aid of SSO (Single Sign On), the login is conducted differently. Please follow the steps below.

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 ②**. 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**: Live-Tracking, Shortcuts, Upcoming Absences, Latest Messages, Info Summary and Planning Data. 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 Save in the top right corner ③.

Shortcuts:

In this bar you can place menu items you frequently use. Tap on the **plus symbol** ④ and select the menu items you would like to place in this bar ⑤. Confirm your selection with Done in the top right corner.

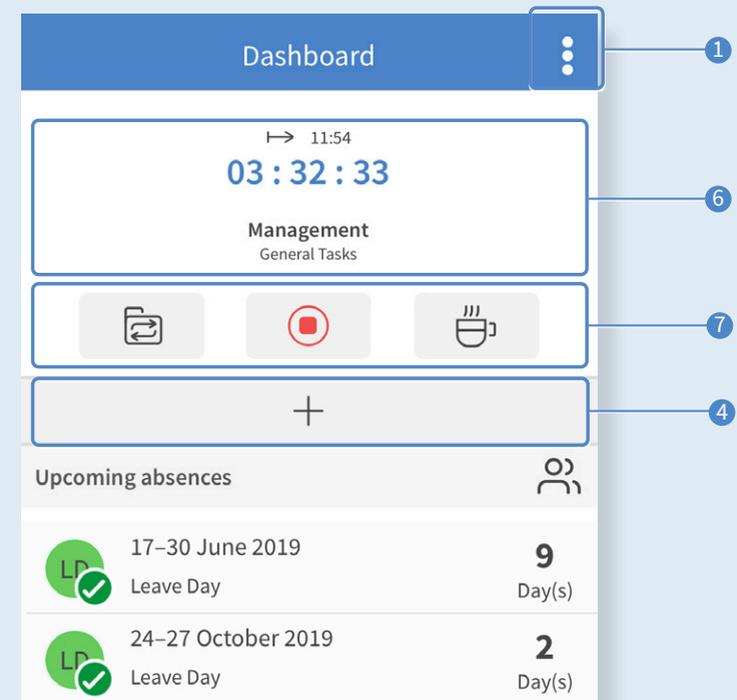
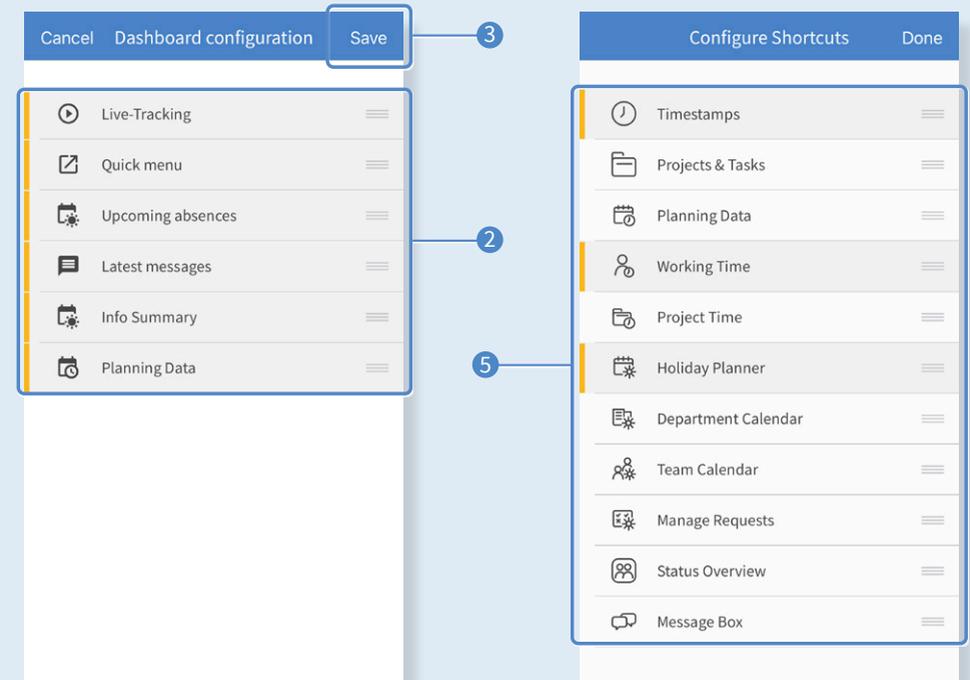
Live-Tracking:

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.



Upcoming Absences:

In this section you receive information about upcoming leave days, sick leaves as well as other future absences **1**. Tap on an absence in order to be shown further details. Tap on **View More Absences** **2** to switch to the menu Manage Requests.

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

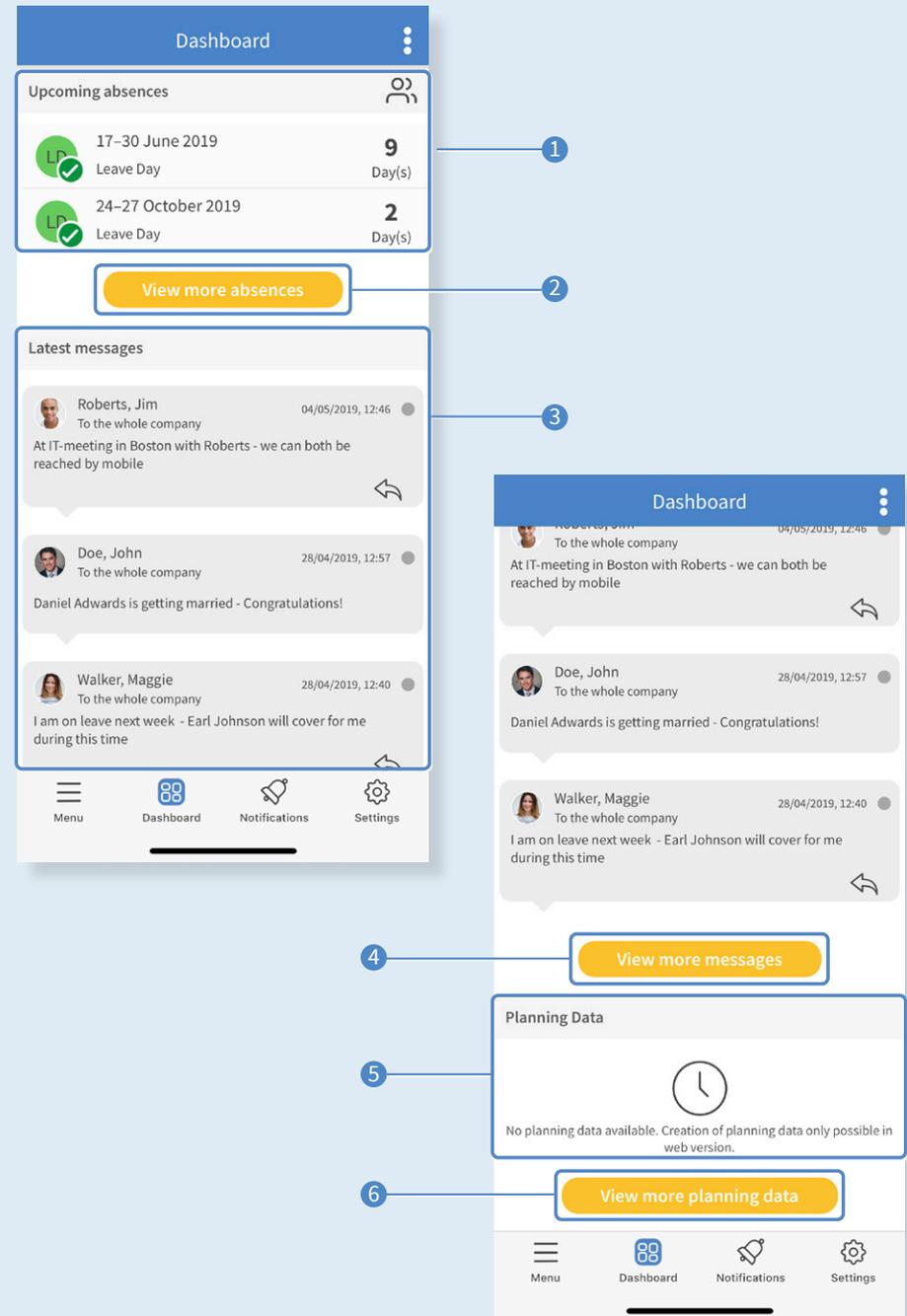
Latest Messages:

The next section provides you with latest company-wide, department-wide or private messages **3**. If you want to switch to the menu Message Box, tap on **View More Messages** **4**.

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 image shows two screenshots of a mobile application dashboard. The top screenshot is labeled 'Dashboard' and features three main sections: 'Upcoming absences', 'Latest messages', and 'Planning Data'. The 'Upcoming absences' section lists two entries: '17-30 June 2019 Leave Day' with 9 days and '24-27 October 2019 Leave Day' with 2 days. A 'View more absences' button is below. The 'Latest messages' section shows three messages from Jim Roberts, John Doe, and Maggie Walker. A 'View more messages' button is below. The 'Planning Data' section shows a clock icon and a message: 'No planning data available. Creation of planning data only possible in web version.' A 'View more planning data' button is below. The bottom navigation bar includes Menu, Dashboard, Notifications, and Settings. The bottom screenshot is a zoomed-in view of the 'View more messages' button, with callout 4 pointing to it. Callout 5 points to the 'View more planning data' button, and callout 6 points to the 'View more messages' button.

Side Menu

Tap on the **menu symbol** in the bottom 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.

Dashboard:

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

Timestamps:

Here, all Timestamps are listed in a chronological manner.

Projects & Tasks:

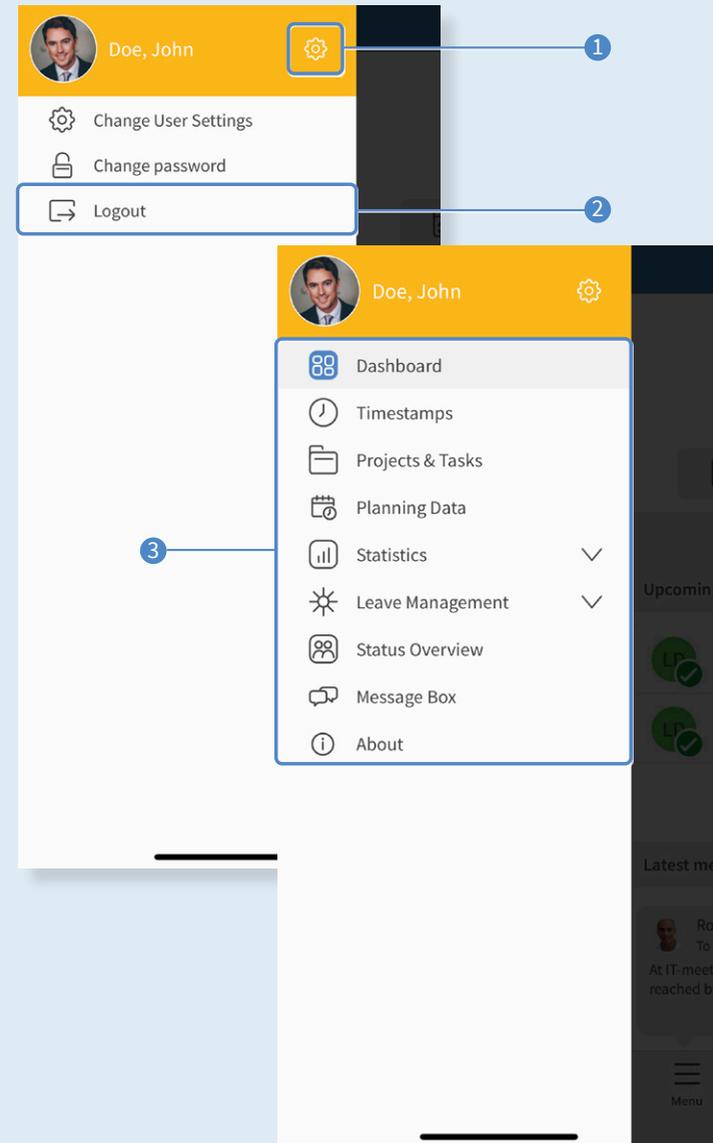
Within this menu item you can view the different tasks and start or stop them.

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.

Message Box:

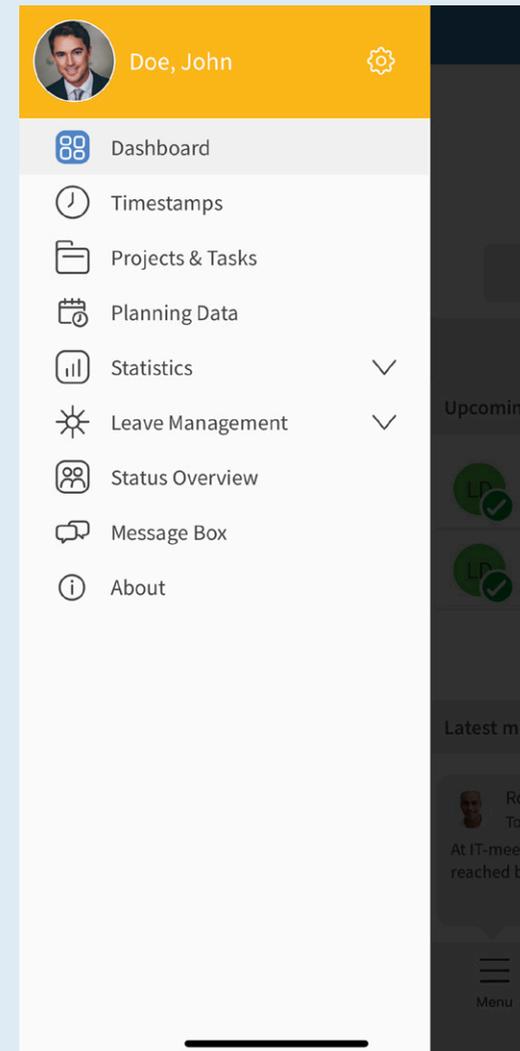
Here you can read messages that were addressed to you, your department or the entire company. You can also directly reply to them or write and send your own messages.

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 you the timestamps of the current day. Tap on the date to select another day. Below you receive the following information **1**: The corresponding calendar week, the working hours of single week days as well as the weekly sum of working time.

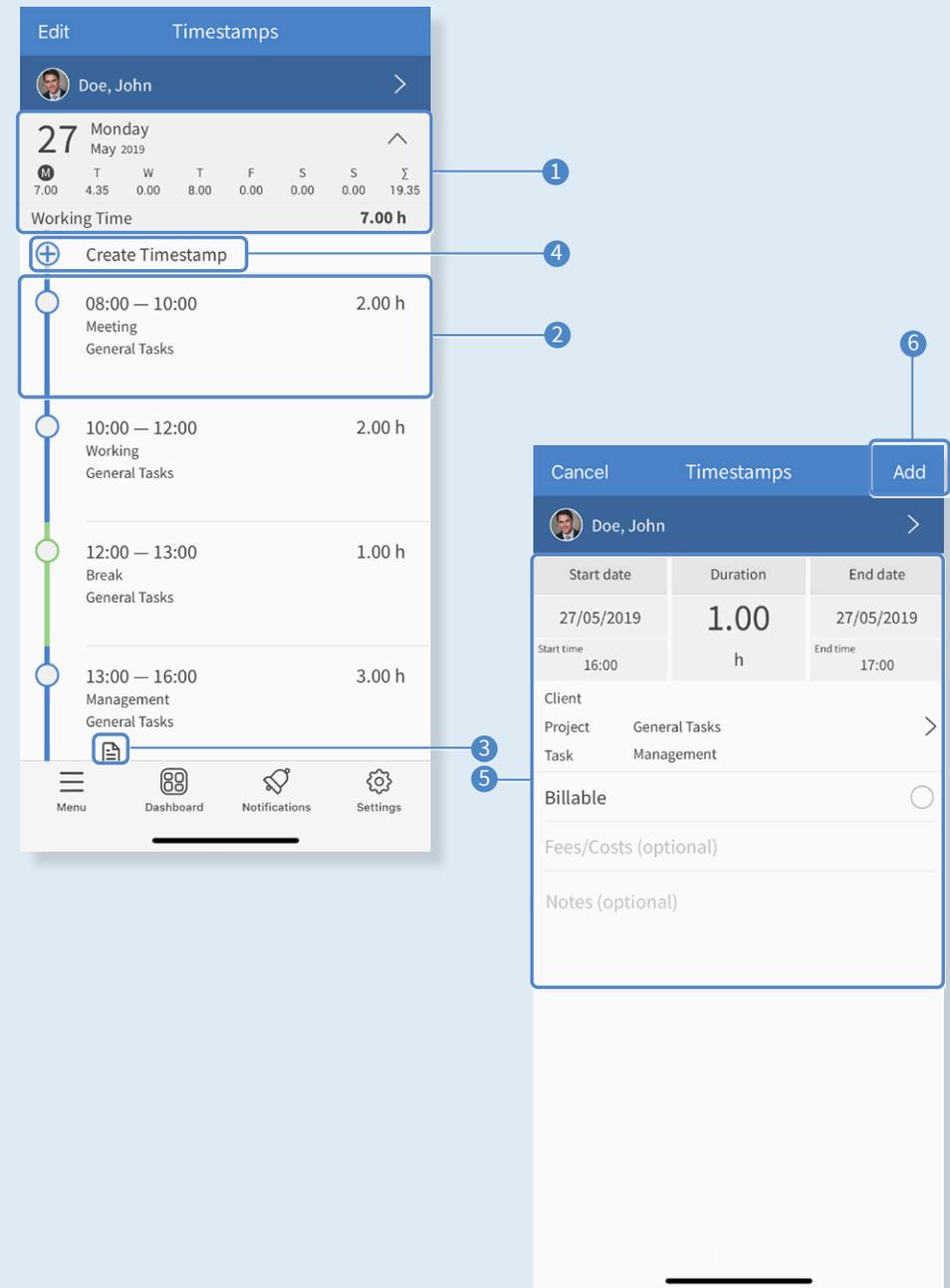
 Working hours in TimeTac are always indicated in industry hours, i.e. in decimal values. Tap on Refresh to update these.

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 **2**. If you have left a comment regarding this timestamp, a **note symbol** **3** 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** **4** next to Create Timestamp. Fill out the form **5**: Define task as well as start and end time of the timestamp. Select the option Billable, if you intend to bill the respective timestamp. The first text field allows you to leave a note. The text field below allows adding Fees/Costs before you tap on **Add** **6**. Another possibility to enter timestamps and breaks is to touch an existing entry for a few seconds. The **context menu** offers the option to either 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 in the TimeTac app. At the top, it displays the user's name 'Doe, John' and the date '27 Monday May 2019'. Below this is a weekly calendar view showing working hours for each day, with a total of 7.00 h. A 'Create Timestamp' button is visible. The main list shows four timestamp entries: 08:00-10:00 (Meeting, 2.00 h), 10:00-12:00 (Working, 2.00 h), 12:00-13:00 (Break, 1.00 h), and 13:00-16:00 (Management, 3.00 h). A plus sign is next to the 'Create Timestamp' button. A context menu is shown over the 12:00-13:00 entry, with options for 'Add', 'Start date', 'Duration', 'End date', 'Start time', 'End time', 'Client', 'Project', 'Task', 'Billable', 'Fees/Costs (optional)', and 'Notes (optional)'. The 'Add' button is highlighted in red.

1: Weekly calendar view showing working hours for each day and the total weekly sum of working time (7.00 h).

2: Main list of timestamp entries showing start and end time, task, and working hours.

3: Note symbol (document icon) next to a timestamp entry.

4: Plus symbol next to the 'Create Timestamp' button.

5: Context menu options for a timestamp entry.

6: 'Add' button in the context menu.

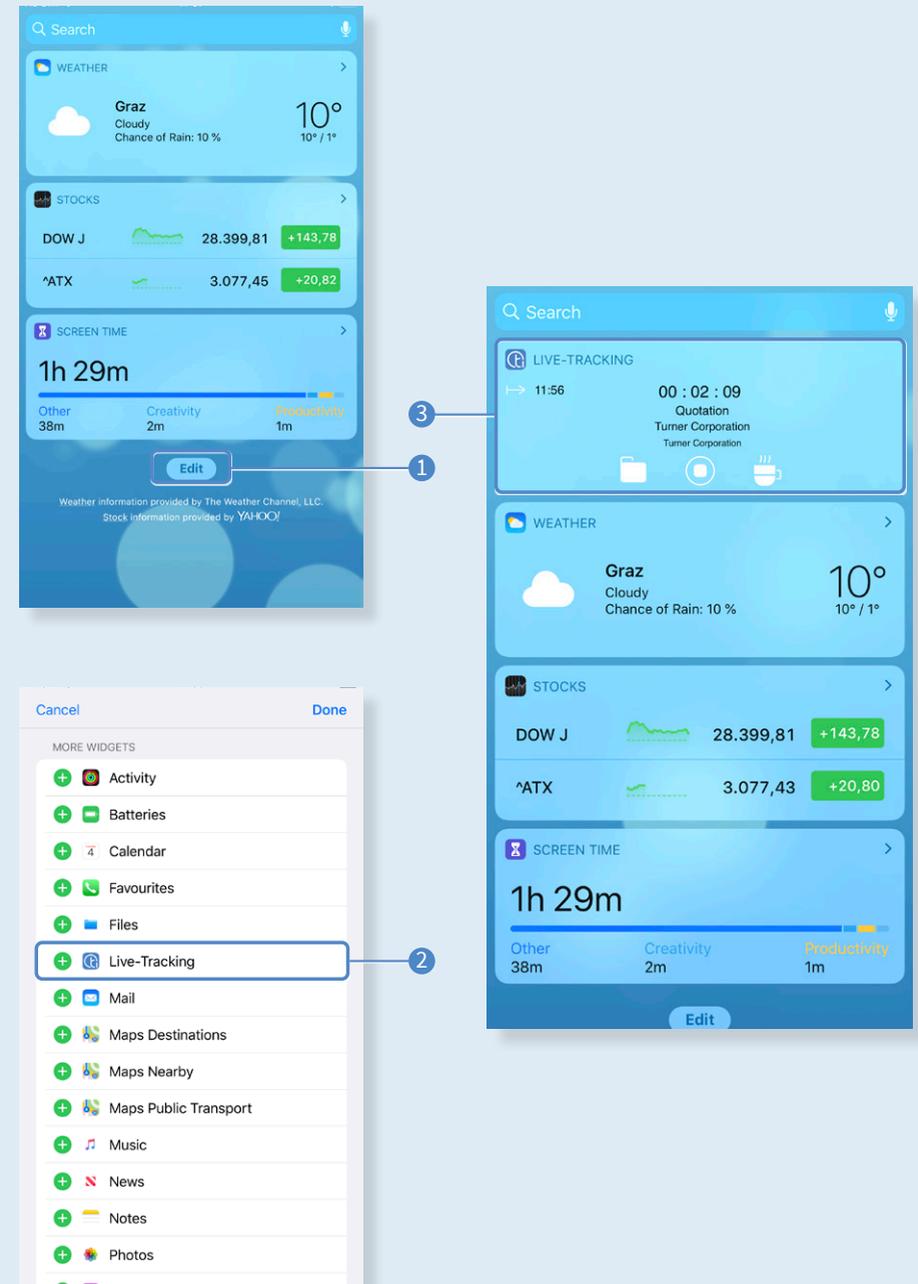
Timestamps via Widget

A widget on your smartphone enables you to access functions of an app via the lock 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 including their current duration.

In order to place a widget, swipe right on your lock or start screen. Your available widgets appear. Scroll to the very bottom and tap on **Edit** ①. Then, widgets that are currently **activated** appear on your screen. Further down you can find widgets that are deactivated. Amongst these, choose the **TimeTac widget** ②. With the aid of the three **crossbars**, you can adjust the order of your widgets. If you wish to delete a widget, tap on the red circle next to the widget's name and further on, on **Delete**. The TimeTac Widget appears now on your lock screen amongst other activated widgets ③.



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



Timestamps via NFC

The NFC function of your smartphone allows you to track time via NFC tags. These NFC tags can be attached to e.g. walls in certain buildings or rooms, or even to working machines. Tasks and projects can be assigned to these tags.



Please consider, that the NFC function must be enabled within the web browser before it can be used.

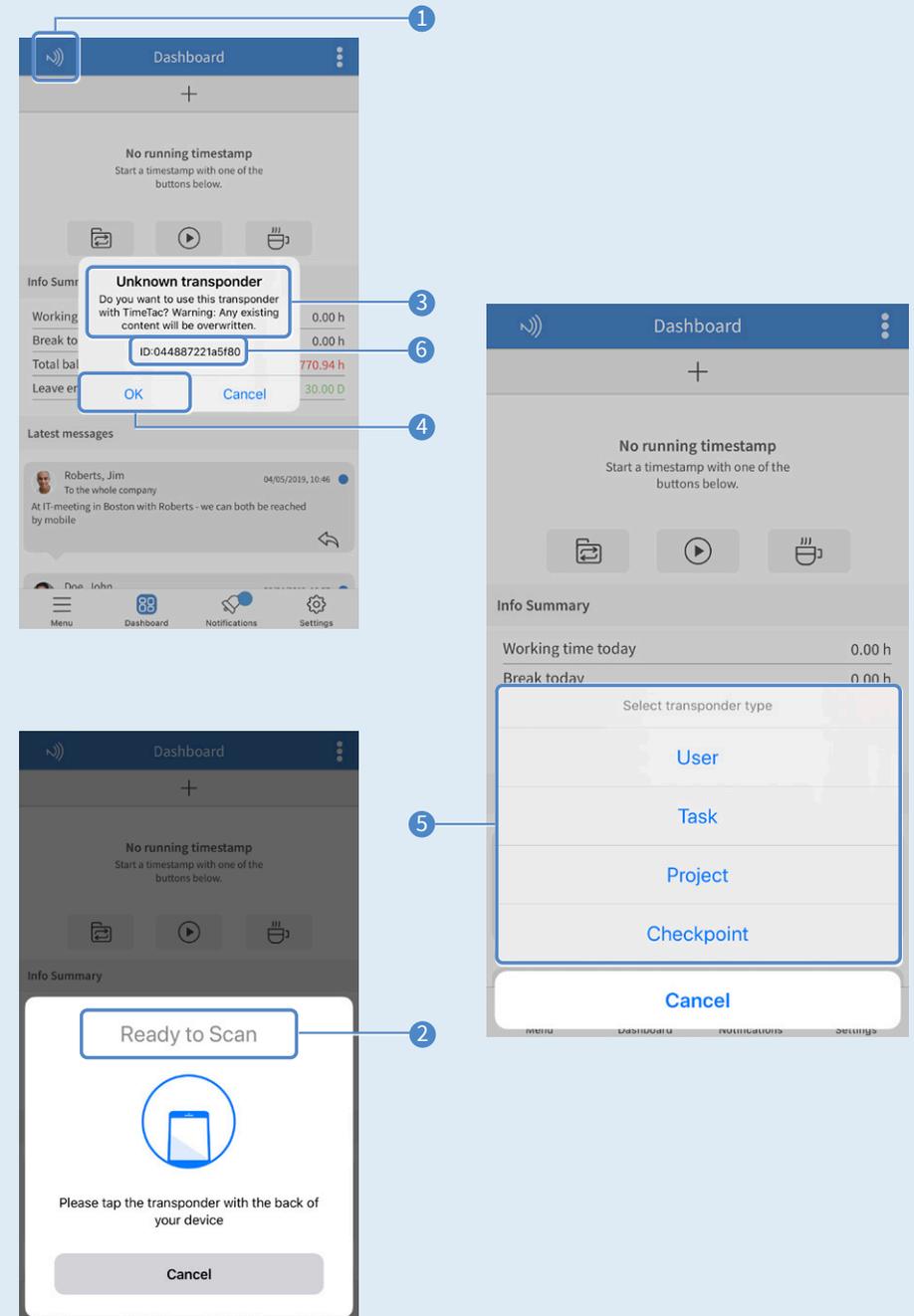
How to track time via NFC:

In the upper left corner of the TimeTac app's Dashboard you can find a **NFC button** ①. Tap on it in order to use the NFC function. A pop-up notification ② informs you when the system is ready to read a NFC tag. Bring the back of your smartphone now close to the tag. The task that is assigned to this tag will then start your timetracking.

In the case of the tag not being assigned yet, you will receive a notification about an **Unknown Transponder** ③. Tap on **OK** ④ in order to register the tag and choose one of the options on your screen ⑤. The further assignment of the tag to a task or a project takes place within the web browser. Use the **ID** ⑥ of the tag to identify it then in the web browser. Further information on the assignment of NFC tags can be found under support.timetac.com.



The NFC function is available from iPhone 7 and iOS 13 on.



Projects & Tasks

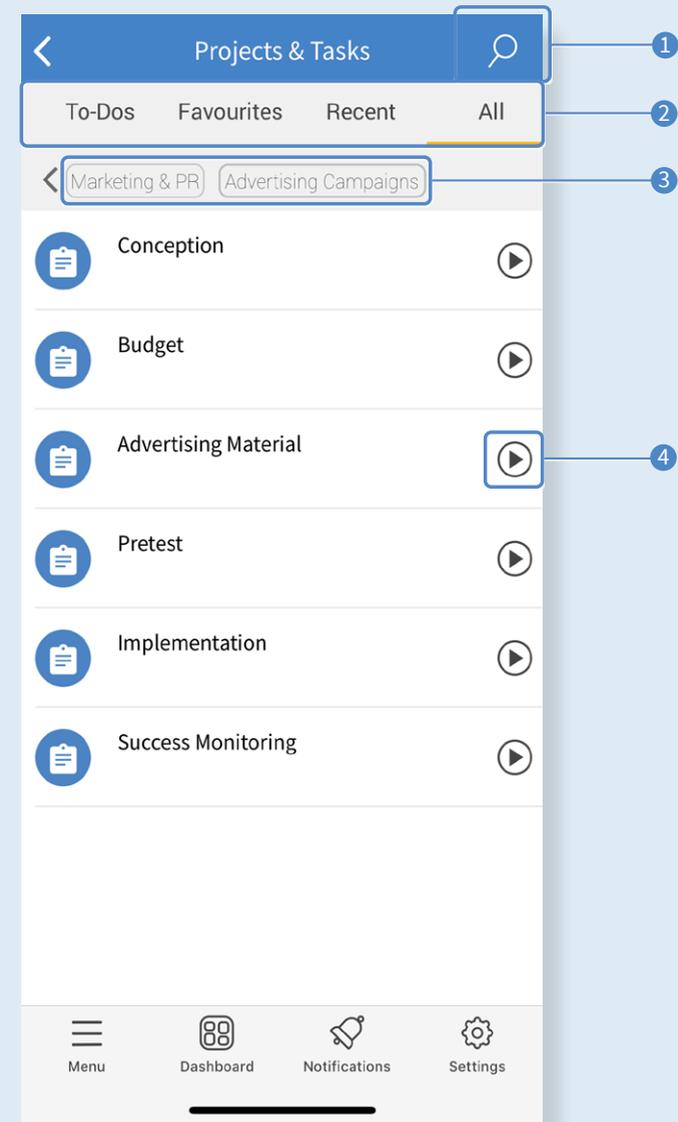
All projects and tasks are displayed in this section. Alternatively, you can search for specific projects or tasks by tapping on the **magnifying glass** ①. As soon as you start typing the name, TimeTac will suggest relevant projects and tasks.

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 item Projects & Tasks or Tasks is 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 in the web browser of TimeTac.

Planning Data is similarly structured as the **menu item Timestamps**. The current day is displayed by default. Tap on the date to search for planning data on another, specific day **1**. The information of how many hours of your working day are already planned can be found in the row below **2**.

The main section shows the planning data of the respective day **3**. 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' screen. At the top, there is a blue header with the title 'Planning Data'. Below the header, the current date is displayed as '3 Friday May 2019' (callout 1). To the right of the date, the total planned hours for the day are shown as '7.25 h' (callout 2). The main content area is a table with three rows of planning data, each with a time slot, task name, duration, and a status icon (callout 3):

Time Slot	Task Name	Duration	Status
08:00 - 12:00	Management General Tasks	4.00 h	Red square icon
12:00 - 12:15	Break General Tasks	0.25 h	Play button icon
12:15 - 15:15	Management General Tasks	3.00 h	Red square icon

At the bottom of the screen, there is a navigation bar with four icons: Menu, Dashboard, Notifications, and Settings.

Statistics

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

Working Time Statistics:

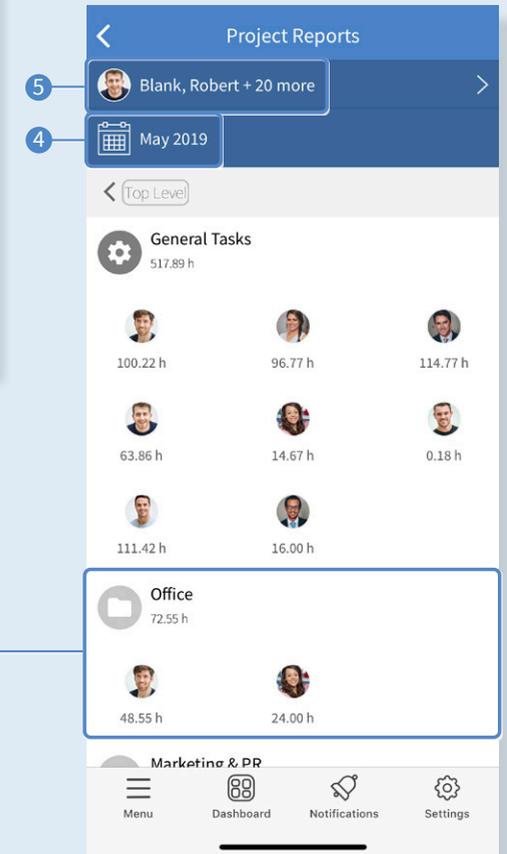
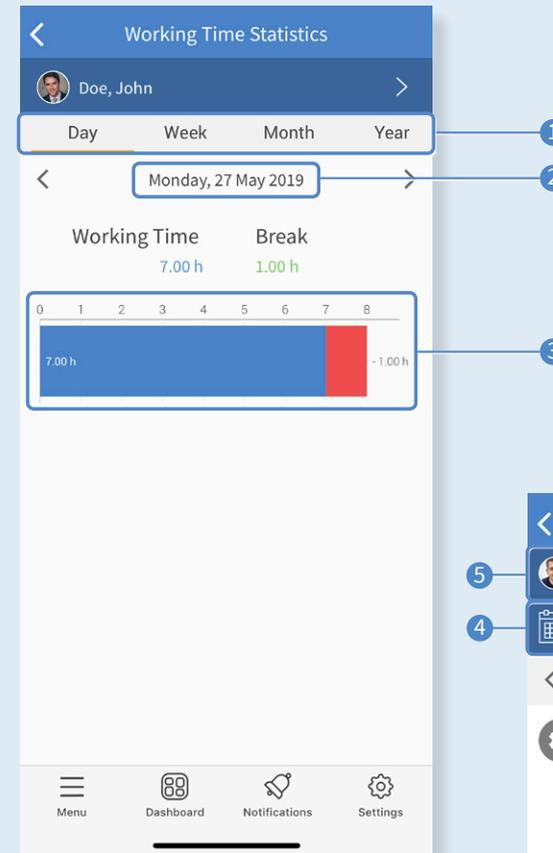
This menu item allows for analysis of working time data of a specific period of time. Choose an observation period of one **day, week, month** or **year** ①. Tap on the date to determine the exact time period ②.

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 date to choose an observation period of one **day, week, month, year** or a **custom interval** ④. Moreover, the **employee selection** ⑤ lets you to determine one or more employees that shall be regarded.

The main section displays the projects of the highest level, incl. the corresponding project hours ⑥. 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 on the mobile app is separated into four sections: Holiday Planner, Department Calendar, Team Calendar and Manage Requests.

Holiday Planner:

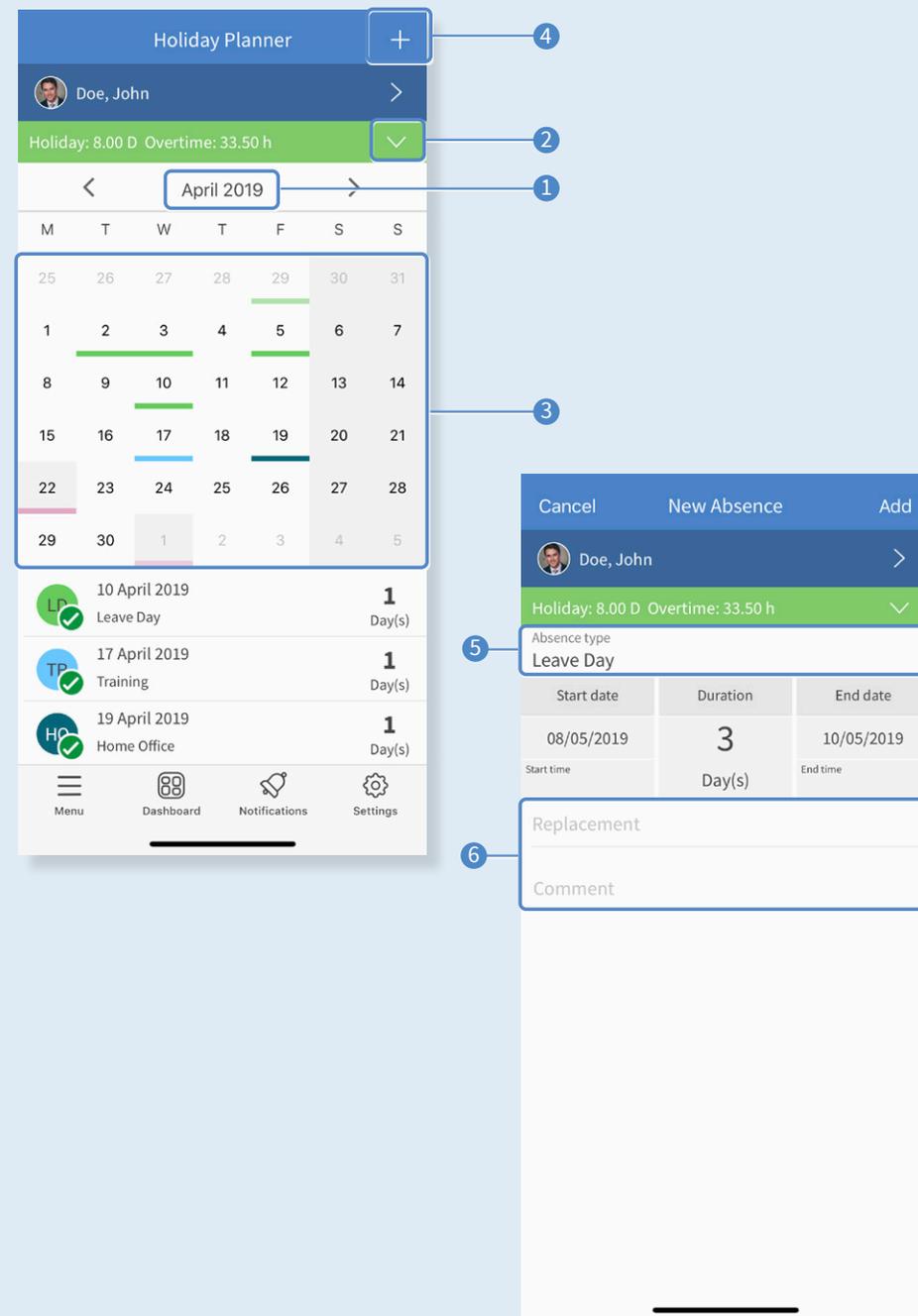
The Holiday Planner shows entered and requested absences. Tap on the date **1** to choose a specific month. Your current leave entitlement and overtime balance can be found in the row above. Tab on the **arrow symbol** to view further details **2**.

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 in order 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. Select the **absence type** **5**. In the next step it is 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 required authorisation, the absence is directly entered.



Department Calendar:

The department calendar provides a structured visualisation of absences in a specific department ①. Tap on the time period to determine a calendar week ② 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 on the time period to determine a specific calendar week ⑤ and on 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.

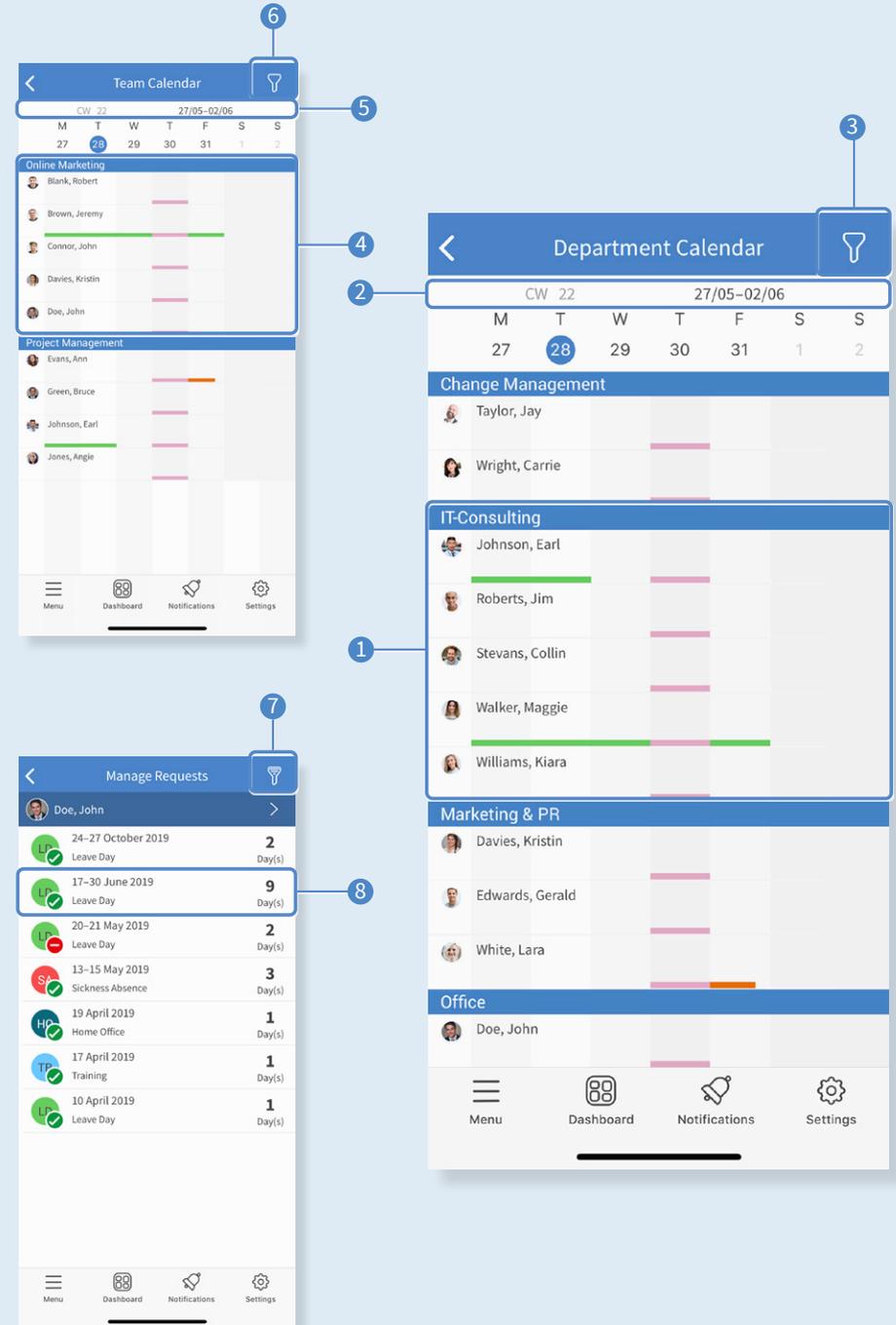
 In order to use the team calendar, the team function in the web browser must be activated and you must be assigned to a team.

Manage Requests:

This menu item shows all leave requests in a chronological order, be it approved, canceled, declined or open requests. By tapping on the **filter symbol** ⑦ you 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 ⑧. 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.



Status Overview

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

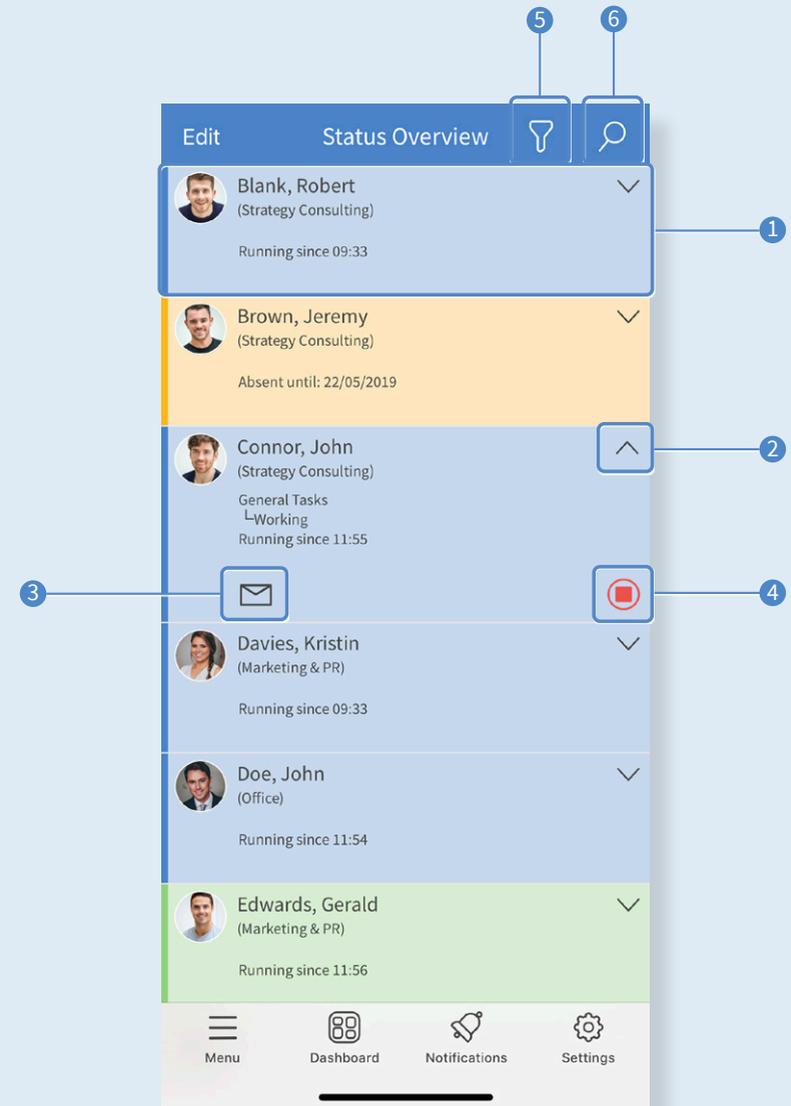
Red refers to employees that broke a rule (e.g. exceeding the daily maximum working time or transgressing the core time). **Blue** means that the employee is logged in. Employees that are taking a break are highlighted in **green**. **Yellow** describes employees that are not logged in but have entered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

Every card contains 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 **star/stop symbol** ④.

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

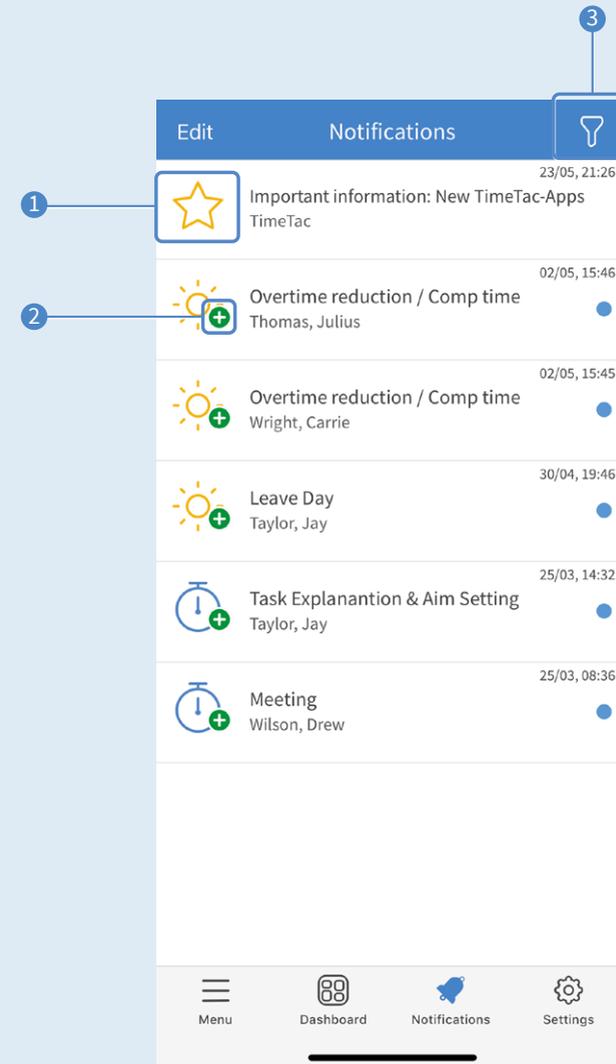


Notifications

This menu item appears in the tab bar and 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 required user rights, you can process these notifications. 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 **arrow** **2** in order to reply to the author. Messages, that you have sent yourself, can be deleted by tapping on the respective message and then on the paper bin **3**.

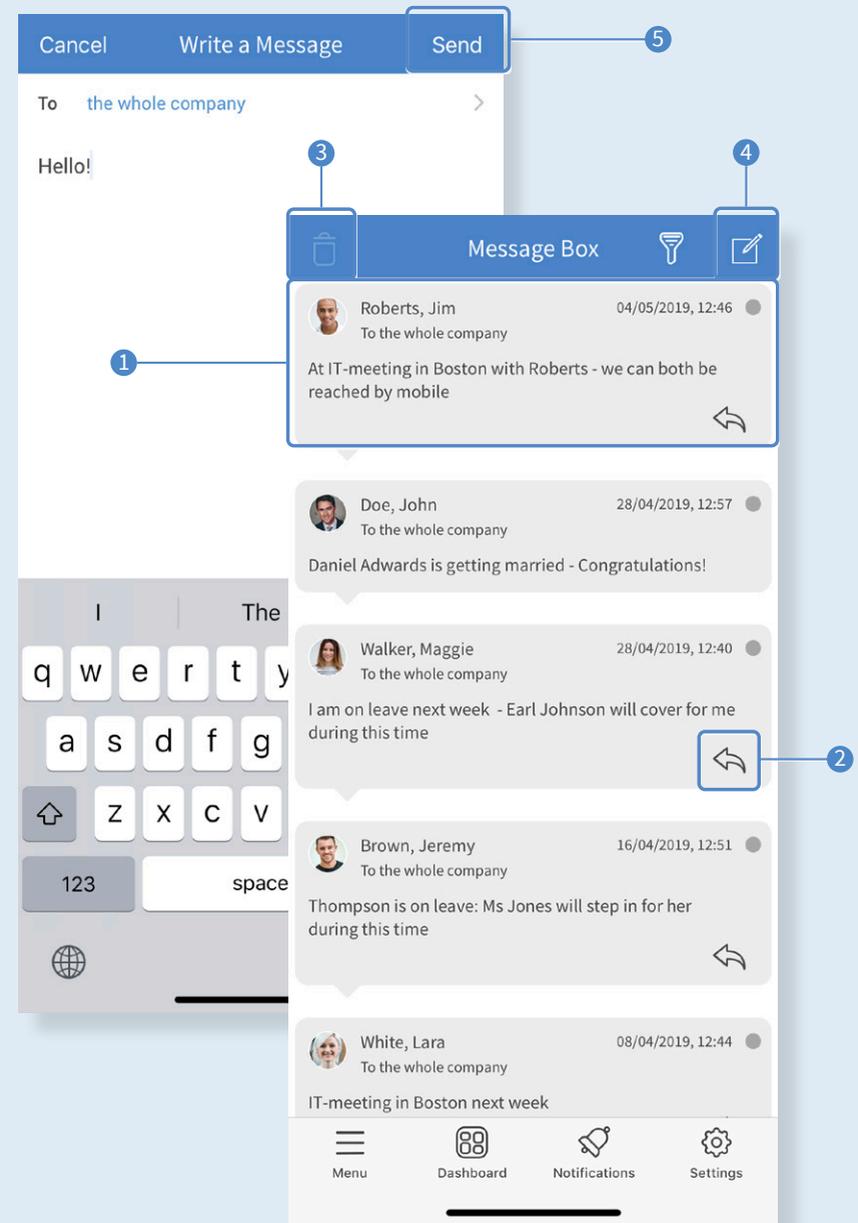
If you want to send a message, tap on the **note symbol** **4**. Write the message and select the recipient with the aid of the arrow. Sent the message by tapping on **Send** **5**.

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

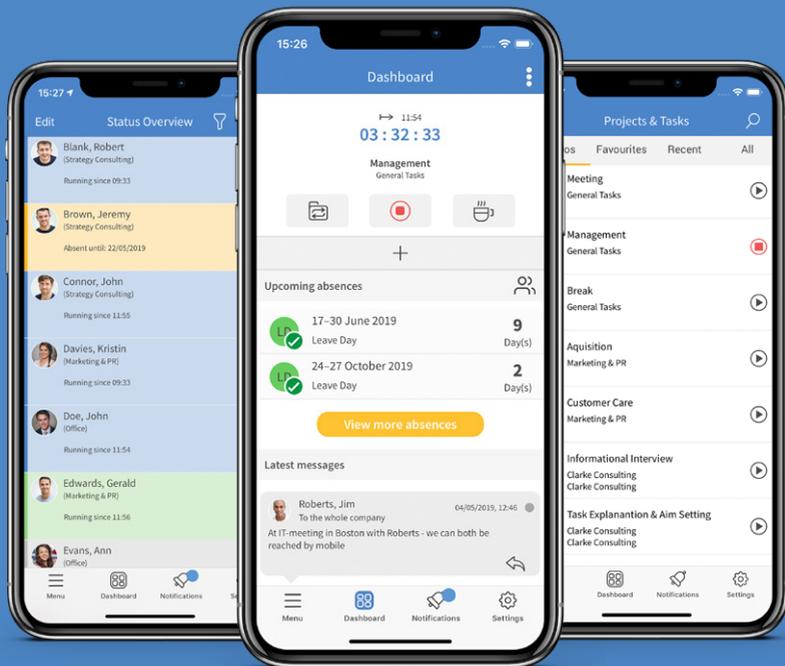
About

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.



Enjoy the TimeTac App!



www.timetac.com