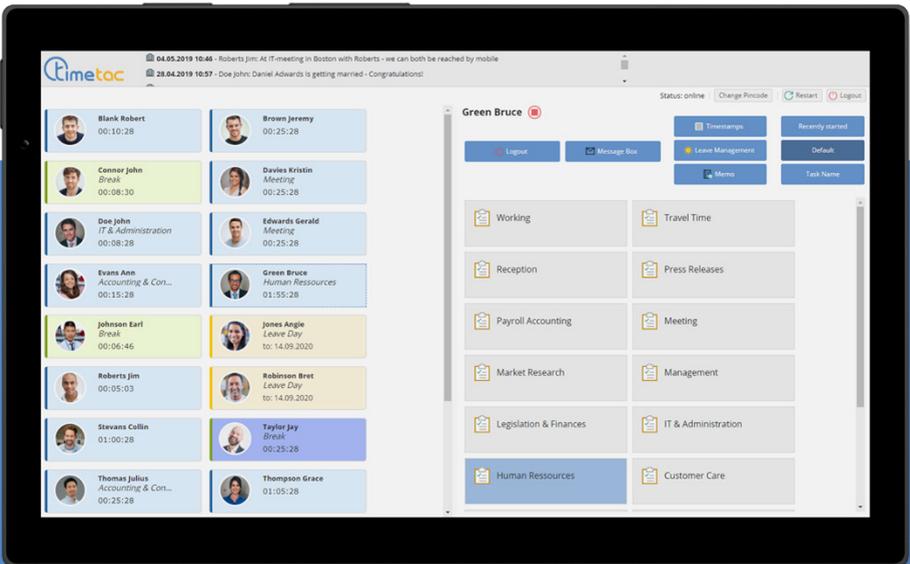


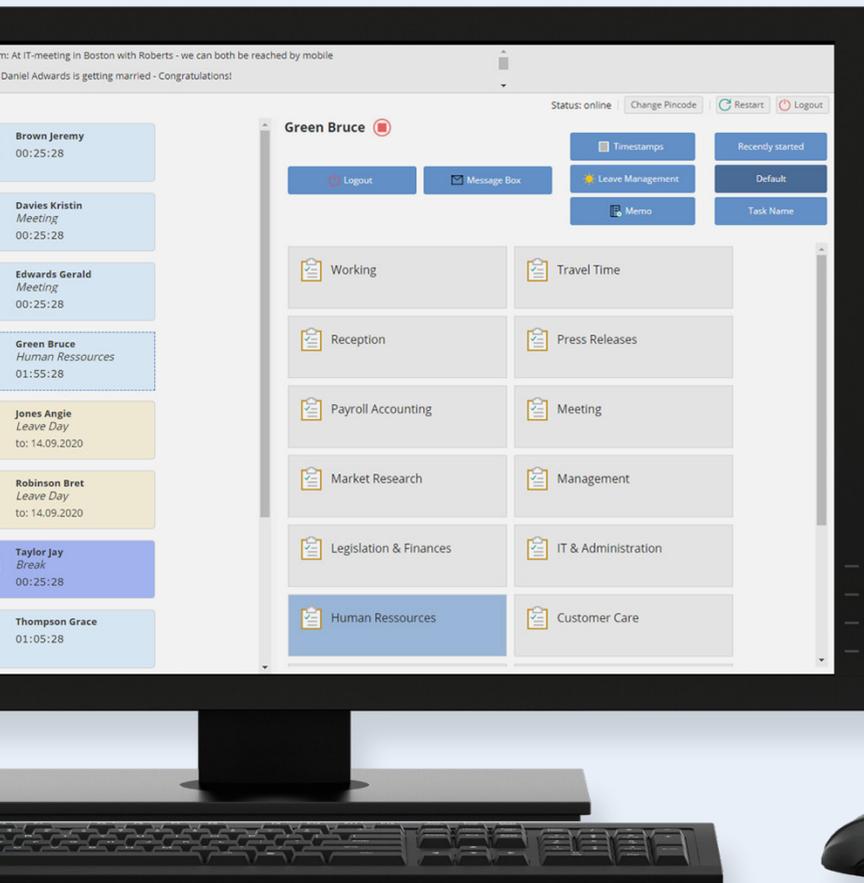


The enterprise solution  
for time tracking.

## Getting started with the TimeTac Multiuser



# Welcome to the Multiuser!



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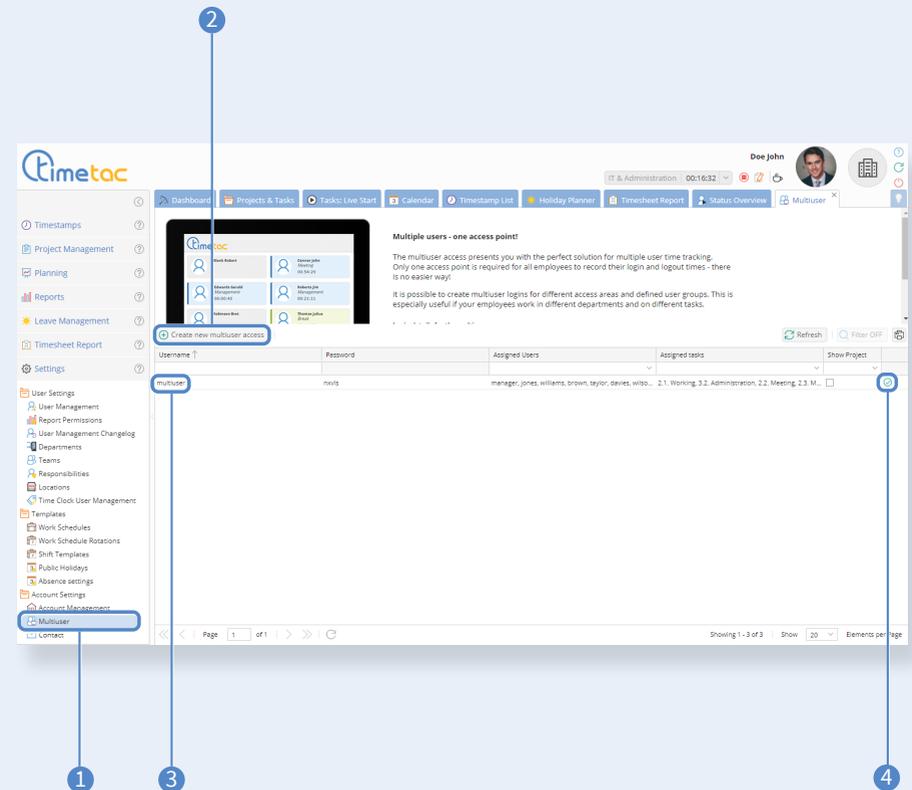
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# General functions

## Activation of the multiuser

If you prefer your employees to track time on one mutually used device, a multiuser access is necessary. As multiuser, you can use a **device of your choice**, e.g. a tablet as time clock. The only requirement is a **web browser and access to the internet**. With the aid of the multiuser, all employees that are registered in TimeTac can track working and project time on this device.

In order to activate the multiuser, select the menu item **Account Settings** and then click on **Multiuser** ①. Click on **Create new multiuser access** ②. To edit the **username**, double-click in the respective column ③. You can activate and deactivate the multiuser access by clicking on the **checkmark** ④ in the last column.



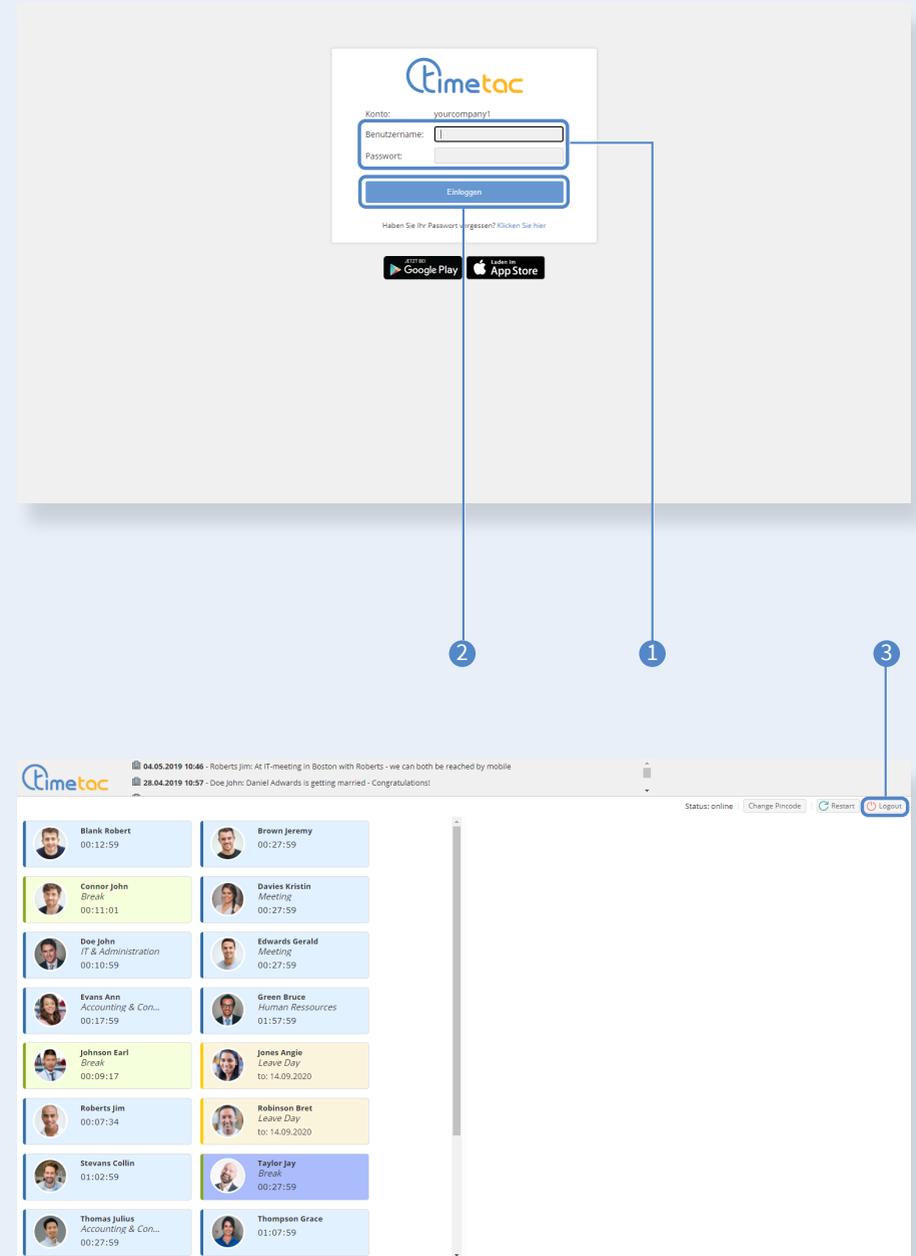
## Login and logout

Go to [https://go.timetac.com/\[account name\]](https://go.timetac.com/[account name]). Enter your **username** and **password** ① into the login window. Tap on **login** ②.

In general, you don't need to manually logout from the multiuser. If, e.g. during company holidays, you wish to do so, you can simply **logout** by tapping on the respective button in the upper right corner ③.



We recommend to save the login data for the multiuser and to set TimeTac as start website in the browser of your multi-user device.



## Setting up the multiuser

The multiuser menu provides you with the following information: You can view the **username** and the **password** ① for the respective multiuser access. By clicking into the column of **Assigned Users** ② you can determine to which employees the multiuser will be available.

The multiuser also allows employees to track time on different tasks. This is why, it is possible to select tasks that can be started on the multiuser device by clicking into the column of **Assigned Tasks** ③. Optionally, you can determine if related projects shall be displayed next to the task. Activate the checkmark in the column **Show Project** ④, in order to activate this feature.

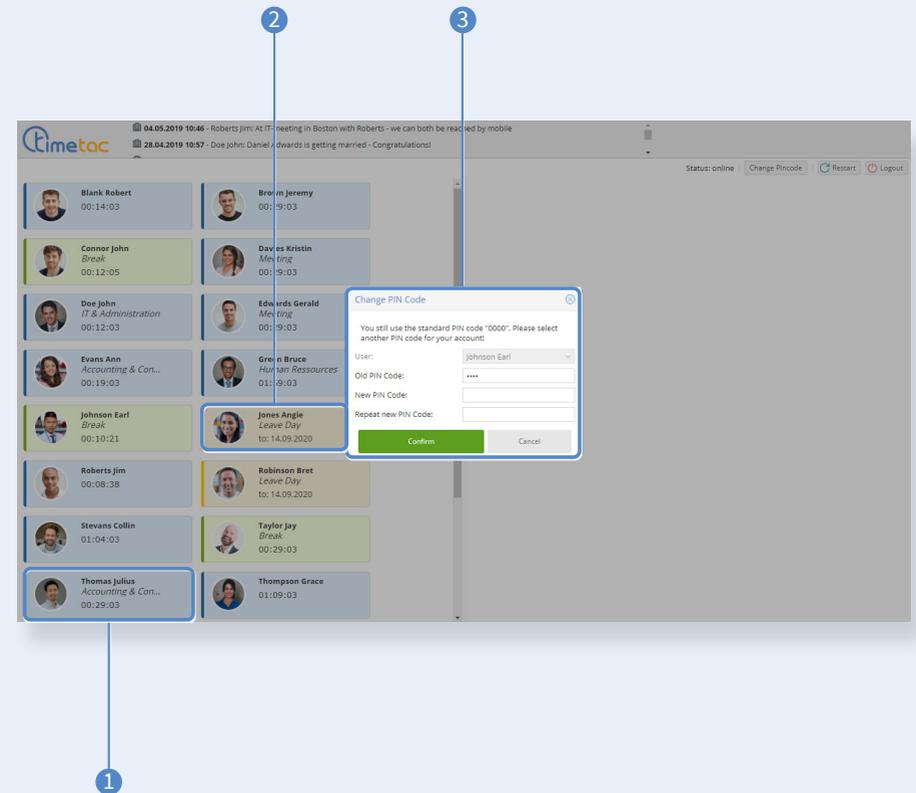


Projects can only be shown if the module Project Time Tracking is used.

The screenshot displays the 'Multiuser' management page in the Timetac application. The interface includes a sidebar with navigation options, a main content area with a 'Create new multiuser access' form, and a table of existing multiuser entries. The table has four columns: 'Multiuser', 'Assigned Users', 'Assigned tasks', and 'Show Project'. Blue callout boxes with numbers 1 through 4 point to specific elements: 1 points to the 'Multiuser' column header, 2 points to the 'Assigned Users' column header, 3 points to the 'Assigned tasks' column header, and 4 points to the 'Show Project' column header. The table contains one entry with the multiuser name 'multiuser', assigned users 'manager, jones, williams, brown, taylor, deves, wilso', assigned tasks '2.1. Working, 3.2. Administration, 2.2. Meeting, 2.3. M', and the 'Show Project' checkbox checked.

Multiuser	Assigned Users	Assigned tasks	Show Project
multiuser	manager, jones, williams, brown, taylor, deves, wilso	2.1. Working, 3.2. Administration, 2.2. Meeting, 2.3. M	<input checked="" type="checkbox"/>

Within the multiuser access you can view what an employee is currently working on **1** or if he/she is **absent** **2**. In order to login on the multiuser, it is enough to tap on one's own **field** in the user interface. At the very first login, you will be asked to define a **pincode** **3**. Confirm so that from now on you can login using this pincode.

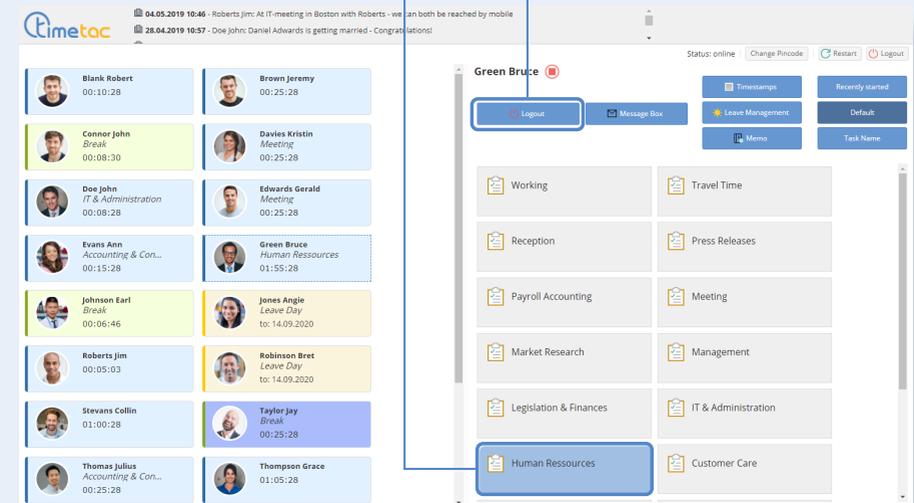
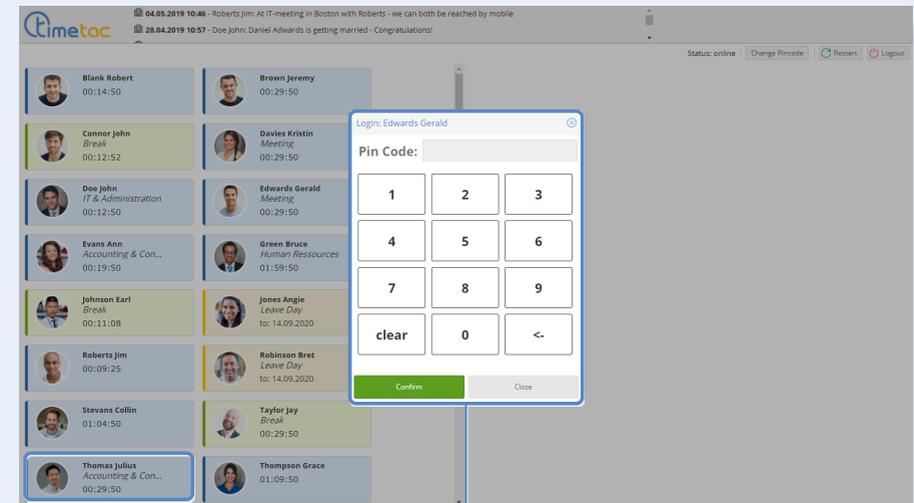


# Functions for employees

## Start/stop the time tracking

In order to start the time tracking, tap on your **name** ① on the user interface. You will then be asked to enter your **pincode** ②. After confirming your entry, you can start tracking your time.

As soon as you are loggen in, you can see tasks that are **assigned to you**. Tap on one of these ③ in order to start a timestamp for this task. After you have finished entering a timestamp, please **logout** ④ with the aid of the respective button. Also, you can tap on the stop symbol, start another task or start a break to stop the currently running task.

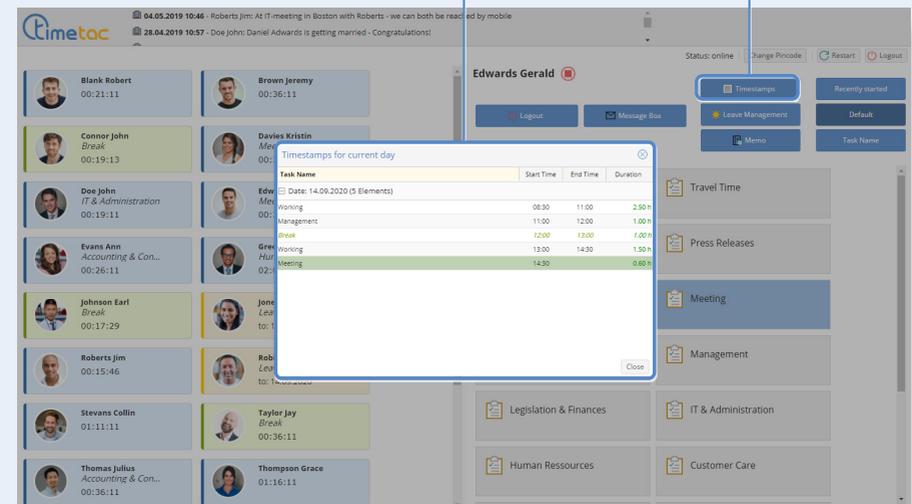
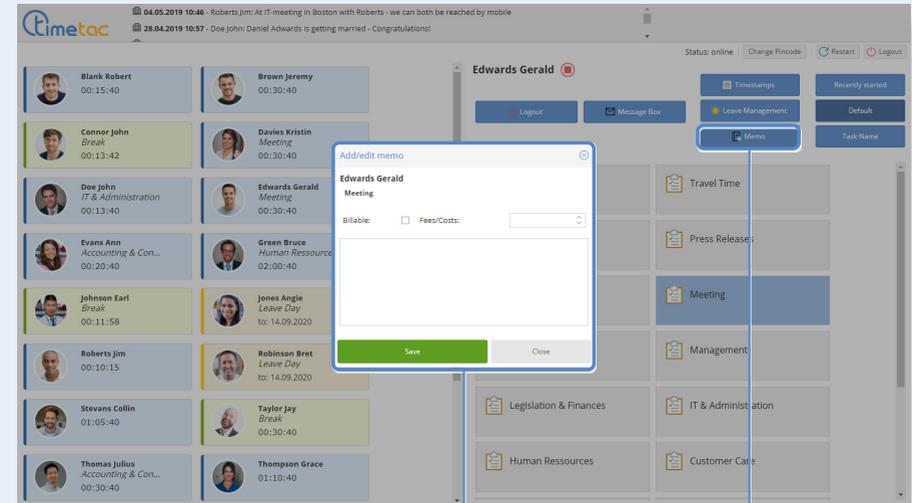


## Timestamps and memos

When using the multiuser it is possible to add a memo to every timestamp. To do this, tap on **Memo** ① when you have started a timestamp. **Enter the information** into the form ②. Tap on **Save**.



When tapping on the button **Timestamps** ③, you can check timestamps that have been entered on the current day ④. You can view the **start and end time** as well as the **duration** of the timestamp. If you use the module Project Time Tracking, you can also recognise the **project** that the task is subordinated to.



## Leave Management

If the module Leave Management is activated, you and your employees can manage and request absences on the multiuser. After you have logged in, tap on the button **Leave Management** ①.

Then you can create a leave request for **holiday, comp time, sick leave** or **other absences** ②. Moreover, you can view your **leave entitlement** and your **current overtime balance** ③.

The screenshot displays the Timetac mobile application interface. At the top, the user profile for Edwards Gerald is visible, along with navigation options like 'Logout', 'Message Box', 'Leave Management', 'Memo', and 'Task Name'. A central modal window titled 'Edwards Gerald' shows the 'Leave day overview' for the period from 01.01.2020 to 31.12.2020. The modal contains a table with the following data:

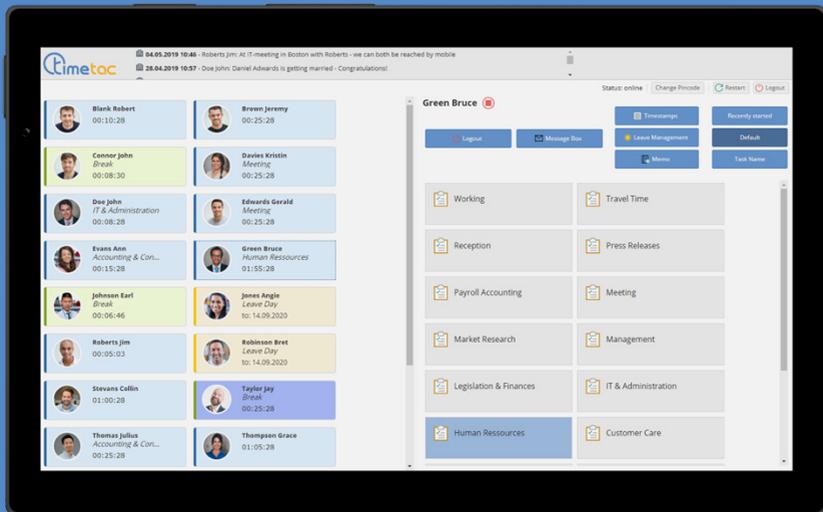
Leave day overview		next period (from 01.01.2021)	
from 01.01.2020 until 31.12.2020			
Carried over	0.00 D	0.00 D	0.00 D
Entitlement period	+30.00 D	+30.00 D	+30.00 D
Consumed	-1.00 D	-1.00 D	-1.00 D
Actual entitlement	29.00 D	29.00 D	29.00 D
Requested	0.00 D	0.00 D	0.00 D
Approved	0.00 D	0.00 D	0.00 D
Remaining entitlement	29.00 D	29.00 D	29.00 D

Below the table, there are buttons for 'Request Leave Day', 'Request Comp Time', 'Request Sickness Absence', and 'Request Other Absence'. The modal also shows an 'Overtime overview' section with the following data:

Overtime overview	
Current overtime	
Requested	-2,239.58 h
Approved	0.00 h
Remaining overtime	-2,239.58 h

The background of the application shows a grid of employee cards with names and photos, and a sidebar with various management options like 'Travel Time', 'Press Releases', 'Meeting', 'Management', 'Legislation & Finances', 'IT & Administration', 'Human Resources', and 'Customer Care'.

# Have a successful start with TimeTac!



**timetac**

[www.timetac.com](http://www.timetac.com)