



TimePunch

TimePunch Mobile 2.6

User Manual

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Table of contents

Introduction	4
Installation	4
Start page of TimePunch Mobile.....	5
Stopwatch of TimePunch Mobile	6
Overview of the existing time entries	7
Edit a time entry.....	8
Create new projects and manage them	9
Manage project details.....	10
Create new tasks and manage them	11
Synchronisation	12
Send times	13
Get times.....	14
Send projects	15
Get projects	16
Analyze time entries	17
Show analyze details of a project	18
Settings in TimePunch Mobile.....	19
Wunderlist synchronization.....	21

Introduction

TimePunch Mobile is the mobile version of TimePunch and is available for Windows Phone and Android Platforms. The current document explains the usage of TimePunch Mobile for Windows Phone.

The mobile version owns the following features:

- **New! Export/Import of time entries and projects using TimePunch**
- **New! Online synchronization of projects with Wunderlist.**
- Time recording using a stopwatch
- Manually managing time entries
- Managing Projects and Tasks
- Day, Week and Month Overview
- Analysis -and Project-Reporting
- Comprehensive Documentation
- Live-Tile Updates for Windows Phone 7.5 (alias Mango)

Installation

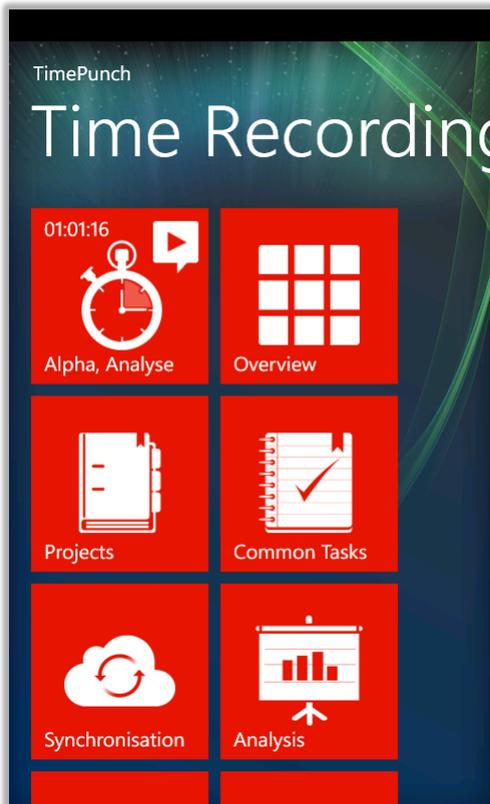
TimePunch Mobile can be installed via the Windows Phone Marketplace by using the following URL:

<http://www.windowsphone.com/de-de/store/app/timepunch-mobile/ef37c219-2994-e011-986b-78e7d1fa76f8>

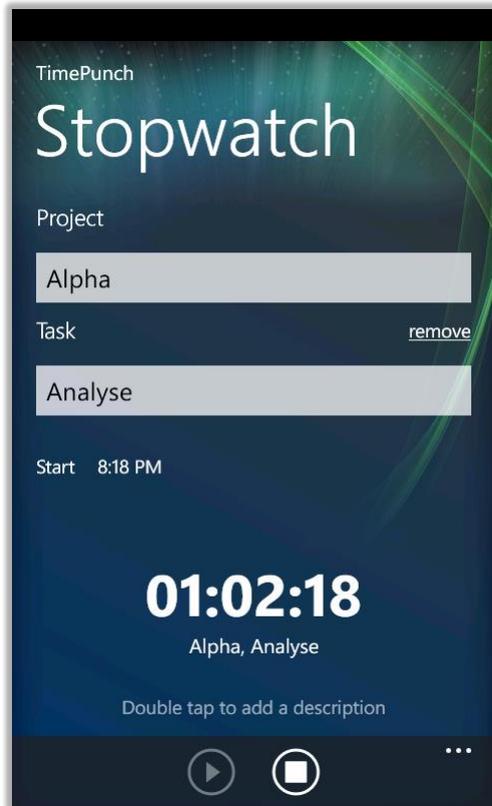
Start page of TimePunch Mobile

After starting TimePunch Mobile you will see a dashboard that is designed like the Windows Phone Hub.

That's the command centre from where you can start time recording, create new projects, manage your time entries and change the settings of TimePunch Mobile.

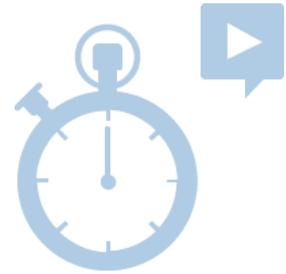


Stopwatch of TimePunch Mobile



Using the stopwatch you can track your working time.

In order to start the time recording you have to choose a project and if needed a task. The time recording can be started via the application-bar-button “start“.



Inserting a break time can be done by stopping the time recording with the application-bar-button „stop“ and restarting the time recording as soon the break has been finished.

As soon the time recording has been started, the project and task selection will be moved out of the visible screen area. In order to change the project or task one can wipe from top to bottom in order to show the selection again.

After choosing a new project or task the time recording can be started using the application-bar-button „start“. Implicitly the previous time

recording gets closed and the new one starts.

With a double tap to the description field, or by using the proper menu-entry, the description of the time entry can be created or changed.

Important:

The least rounding of that TimePunch is capable is one minute. That means, the recording begins, once the rounding has been reached. As long as the current time is prior the start time, a countdown will be shown until the start time is past.

Example: If the rounding is set to 10 minutes and the current time is 9:28, the countdown until the time recording starts is set to 2 minutes.

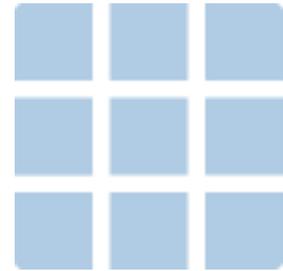
Hint:

TimePunch tracks your time even if TimePunch gets closed.

Overview of the existing time entries

This overview page shows already recorded time entries in a well-arranged manner.

As a pre-setting the current day gets shown first. You can change the date by tapping the arrow to the left or to the right.



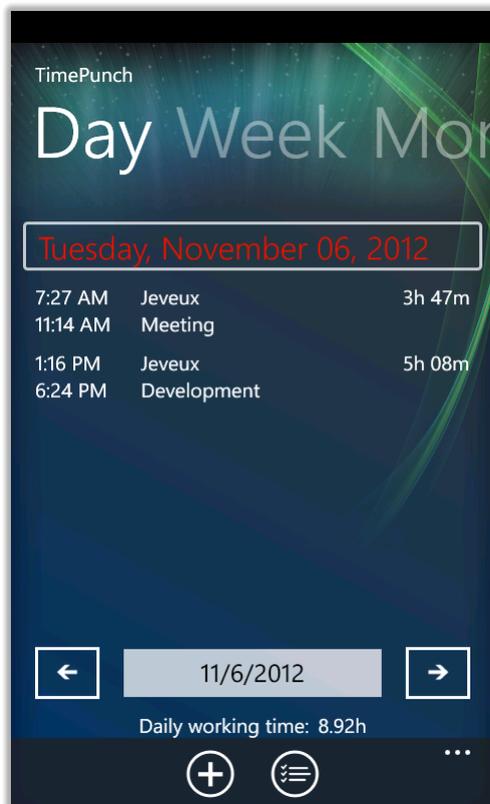
And you can switch the aggregation by wiping to the left or right. The different pivot pages show the aggregated time entries of the week or month. Within the monthly overview all entries will be aggregated by date.

Behaviour by tapping:

- By tapping an aggregated time entry, the single time-entries of the aggregation will be shown.
- By tapping a single time entry, a new page for editing the time entry will be shown.

Hint:

As within the standard mail client of Windows Phone, entries get marked for further usage by tapping at the left border of the time entry. Marked entries can be deleted via the application-bar-button “Delete”.



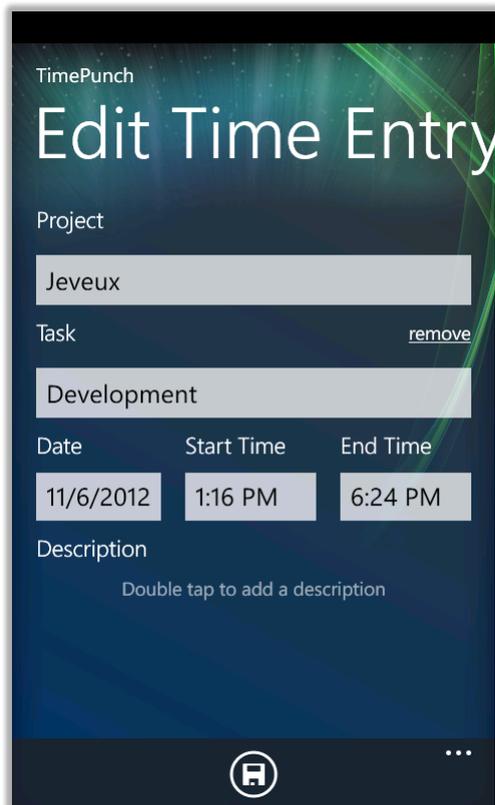
The application-bar-button „add“, can be used to manually create a new time entry.

Edit a time entry

By tapping a time entry in the overview page, a dialog for editing the tapped time entry will be shown.

This page is used to edit or create time entry.

All active projects and tasks can be chosen. The description of the current entry can be changed by double tapping the description text.



The screenshot shows the 'Edit Time Entry' dialog with the following fields and values:

Field	Value
Project	Jeveux
Task	Development
Date	11/6/2012
Start Time	1:16 PM
End Time	6:24 PM

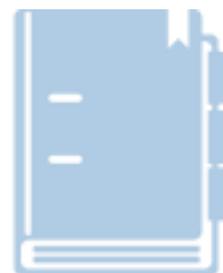
In order to store the time entry, the application-bar-button 'save' needs to be used.

By using the application-bar-menu 'delete time entry', the time-entry can be deleted.

Create new projects and manage them

The project page contains all project alphabetically sorted.

As within the standard mail client of Windows Phone, entries get marked for further usage by tapping at the left border of the time entry. Marked entries can be deleted via the application-bar-button “Delete”.



Hint:

For renaming projects there’s an application-bar-menu ‘rename project’ at the detail page of the project.

Manage project details

By tapping a project in the project list, a dialog for editing the project will be opened.

This page show details for the selected project.

The first page contains the tasks that belongs directly to the project.

- By using the application-bar-button 'add' a new project related task can be created.
- For renaming a task, the task must be pushed a few seconds.
- By tapping a task at the left border, the entry will be marked and can be removed by using the application-bar-button 'delete'.

The accounting details resides at the second page. To those belongs the contract details and the relevant data for project-accounting.

A project can be deleted by using the application-bar-menu 'delete project'.



Hint:

The project gets stored automatically when the page quits.

Important:

The project needs a unique name. It's not allowed to create projects with the same name of an existing project.

Create new tasks and manage them

The task page contains all common tasks alphabetically sorted.

In opposite to project dependent task, which are managed at the project details page, common tasks are independent from a specific project and therefore can be used for any project time recording.



Because of this functionality common tasks like e.g. 'Meeting' or 'Development' can be used in any project. This feature can be used to reduce the maintenance overhead for projects.



As within the standard mail client of Windows Phone, entries get marked for further usage by tapping at the left border of the entry. Marked entries can be deleted via the application-bar-button "Delete".

Hint:

For renaming a task, the task must be pushed a few seconds.

Synchronisation

This page is used to synchronize your time entries and projects with other TimePunch instances. To use this feature it doesn't matter if the data will be sent to another smartphone or the desktop version of Windows.



Because of synchronizing the data will be stored temporarily to our TimePunch-Sync-Service. After the data has been retrieved, the time entries or project definitions will be deleted automatically. Therefore the access code can only be used once.



Security:

Time entries and project definitions will only be sent over a secured SSL connection and only be saved on our servers for synchronization purpose.

Information:

The time entries and project definitions gets also deleted, if the data won't retrieved within a time period of 14 days.

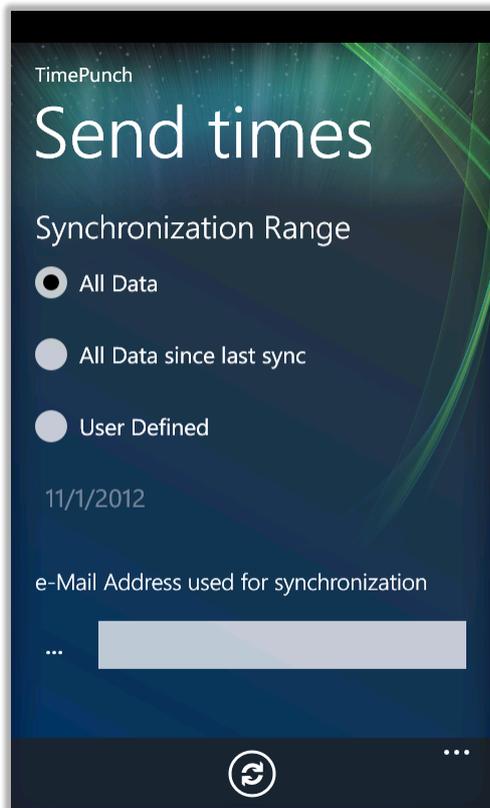
Comment:

Synchronisation of the data gets important, if TimePunch is used on the road and at desktop equally. Additionally the desktop version offers reports and export functionality for Excel and PDF.

Please visit <http://www.timepunch.de> for further information. There's also a downloadable version for testing purpose available.

Send times

After the selection of „send times“, a dialog to send the time entries will be opened. At this dialog there are three options to choose from.



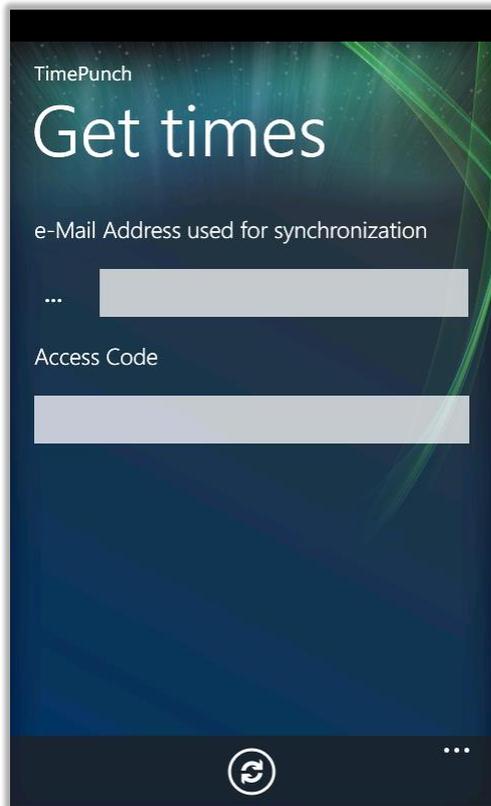
a) **Send all time entries.** Using this option all existing time entries will be sent to the chosen receiver. That's useful for first time synchronization or for sending all data to a new smartphone.

b) **Sending all data since the last synchronization.** This option is useful if the time entries are sent frequently. Using that option you can be sure, that only that data gets sent, which hasn't been sent before with prior synchronization.

c) **Sending time entries starting from a custom date.** This option can be useful, if data that has already been synchronized become changed afterwards. Then you can choose to send the times again, even if they have been sent before.

Get times

By using „get times“, time entries that have been sent using another TimePunch instance can be retrieved and stored in the local database. Therefore you have to put in the receiver address and the access code.



The data retrieval starts by tapping the sync button of the application-bar.

Hint:

The access code is always an alphanumeric text that consists of 6 digits.

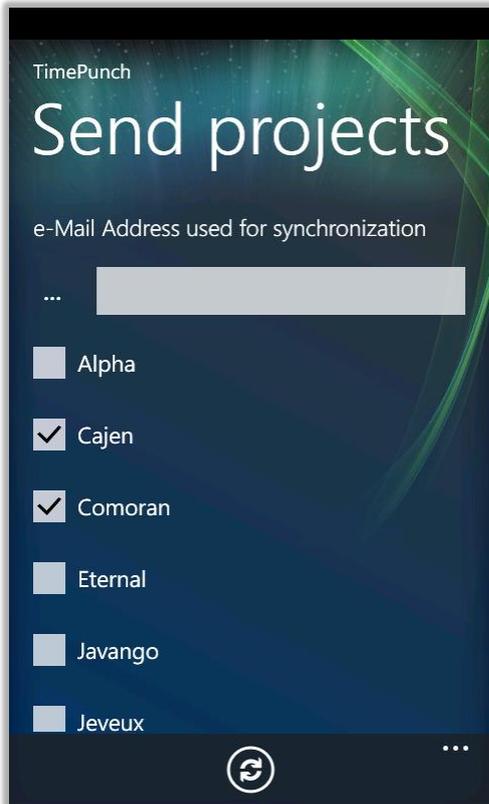
Important:

When the retrieved entries are overlapping the local entries, the local entries will be overwritten by the retrieved entries.

Send projects

By using „send projects” the current project definitions can be sent to another TimePunch installation.

Using that feature all project definitions, but also single projects, can be transferred.

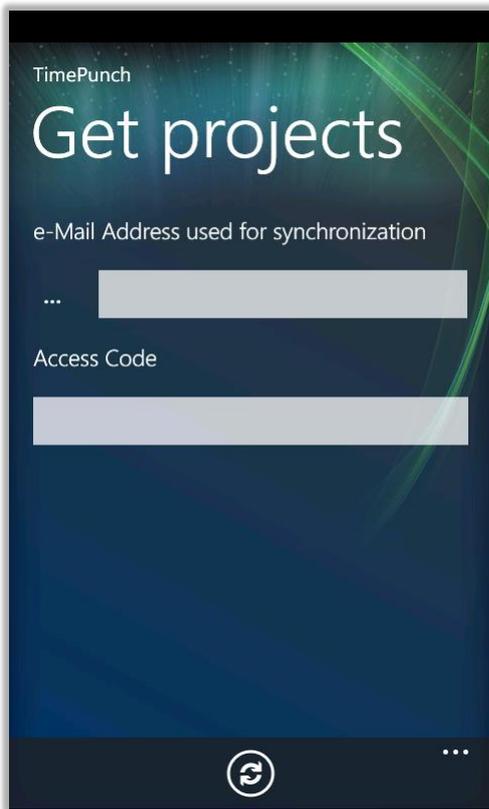


Hint for Common Tasks:

Because common tasks are available for every project, those tasks always will be sent in full.

Get projects

By using „get projects” it's possible to import project definitions that have been sent by a different TimePunch installation. This synchronization feature is one of the most important, because it's possible to prepare project definitions at PC and afterwards send it to the smartphone.



Data retrieval starts by tapping the „sync” button of the application bar.

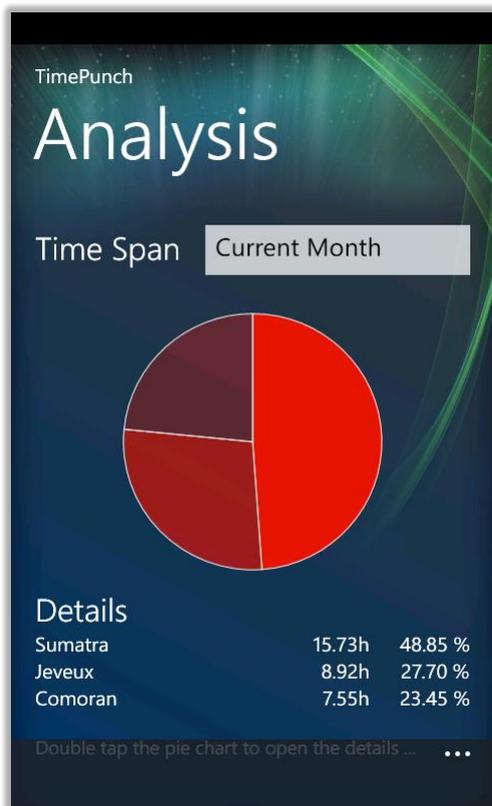
Hint:

The access code is always an alphanumeric text that consists of 6 digits.

Analyze time entries

The analysis page allows you to gain an overview about how many hours you worked for a certain project in the selected time frame.

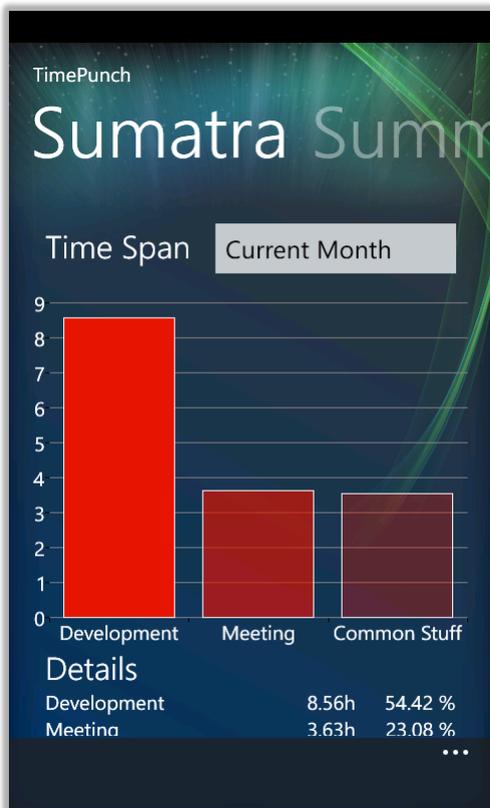
In order to analyze your projects, you first have to select a time span from the list. After selection TimePunch gives you an overview of the projects within that time frame.



If you want to open the project details you can simply double tap a project on the pie chart. Additionally you can open the project details by choosing the "switch to details" command from the menu.

Show analyze details of a project

This page offers you a detailed overview of the selected project within the given time frame.



At the first pivot page, you'll see how the work time has been split into different tasks, so you can easily track the time consuming tasks.

The second pivot page contains the details about the project, like the payment and contract information.



Tip:

If you need further analysis, I recommend syncing your TimePunch Mobile with the Windows Edition of TimePunch. There you have lot more possibility to create reporting sheets and time sheets.

Settings in TimePunch Mobile

This page can be used to define the settings for TimePunch Mobile.

At the first settings page one can define the rounding that is used by the stopwatch. The rounding is used to adjust the beginning and the ending of the tracing period.



It's also possible to setup the weekday that will be shown as the first day of the week-overview.

Tip:

It is often common and desired to lower the rounding precision in order to increase the clarity of the billing hours.

Application Bar menu:

Using the menu entry „delete time entries” it's possible to delete all time entries. In order to delete all data (including the settings) one has to choose “delete all data“.

Caution: Those commands can't be undone.

TIMEPUNCH MOBILE 2.6

The second page of the settings contains options that influence the usability of TimePunch Mobile.

The following options can be set.



a) **Live Tile Updates.** If this option is active, the TimePunch start tile will be adjusted in order to show the current work time recording.

b) **Use background image.** With that option it is possible to activate / deactivate the background image.

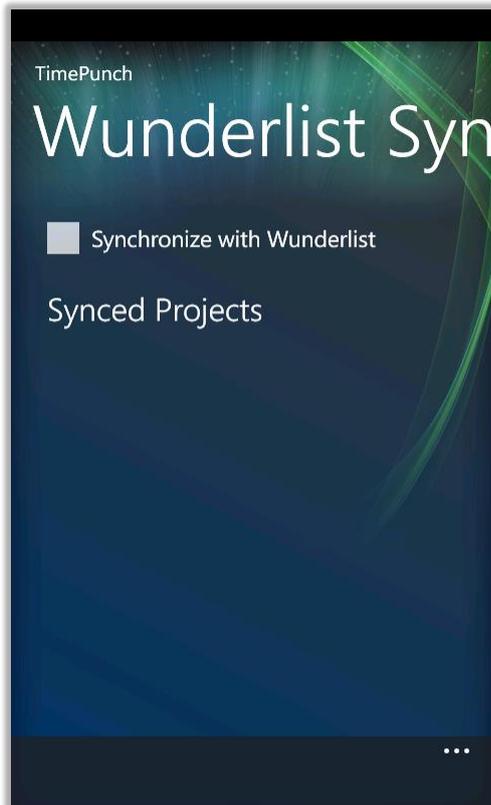
c) **Password protection.** Using that option it is possible to protect the time entries with a password. TimePunch itself requires a password the first time when the user want to access the time entries

Caution: If the password gets lost, there's no possibility to retrieve it again.

Wunderlist synchronization

At the third page of the settings dialog there's a setup for the Wunderlist synchronization. The Wunderlist is a product of the 6 Wunderkinder (<http://www.wunderlist.com>) and can be used to simplify the task management.

Using TimePunch Mobile it's possible to connect the own Wunderlist account with TimePunch Mobile and to sync previously selected task lists.



In order to establish a synchronization, the checkbox „synchronize with Wunderlist?“ has to be checked.

After that the Wunderlist connection can be established by entering the account data. After the successful logon the task lists that are sync relevant have to be chosen.



After confirming the selection in TimePunch Mobile, both accounts become connected and synced all the time. If a task gets changed in TimePunch or in Wunderlist, it will be synchronized online and without any further efforts.

End of the Document