



TimePunch

Synchronization- Assistant 3.4

User Manual

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Introduction

The TimePunch Synchronisations-Assistant has been built to exchange time entries and projects between distinct instances of TimePunch.

At the moment the TimePunch Synchronisations-Assistant is available for all current platforms on which TimePunch is available. Currently those are Windows, Android and Windows Phone.

Hence time entries or projects can be sent directly from PC to smartphone and the same way back.

Installation

The TimePunch Synchronisations-Assistant is part of the installation of TimePunch and therefore does not need to be installed separately.

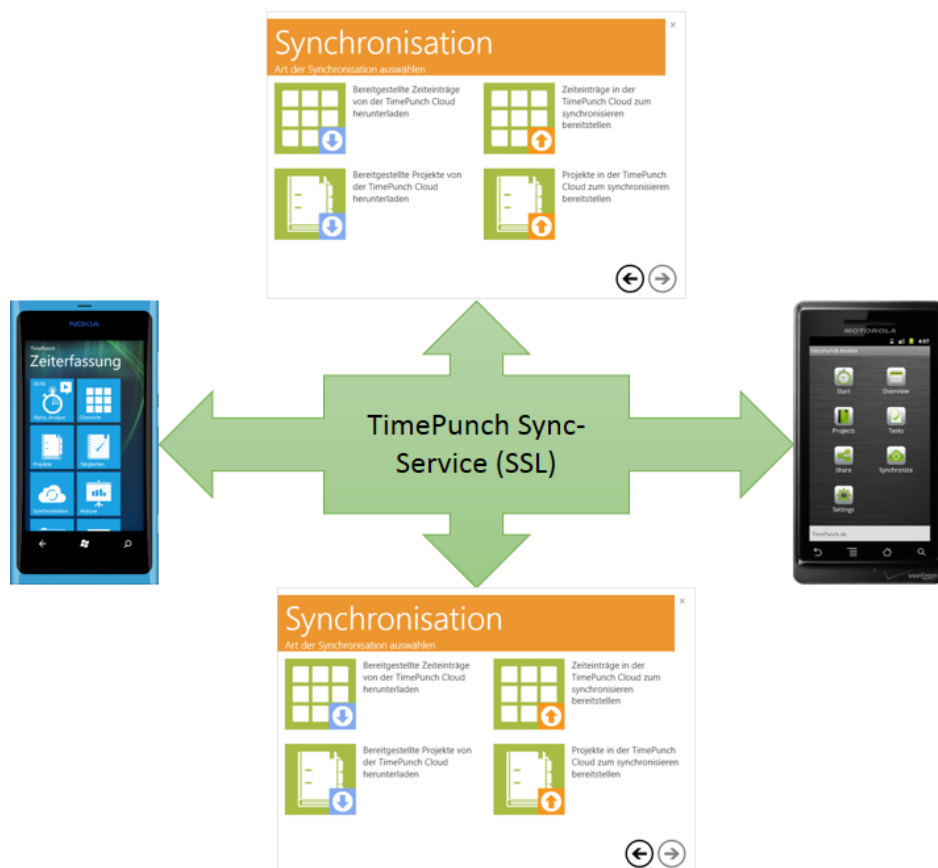
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Synchronisation-Process

TimePunch does not store the recorded time entries in the cloud, but in a local database. When using a smartphone there's therefore no direct connection to the database on premise.

Hence it was necessary to establish a mechanism that allows to exchange time entries and project definitions between the separated data stores.

As an interface between the different software systems, the TimePunch Synchronisations-Service - or easier, TimePunch Sync-Service, can be used. This service can be accessed over the internet from any place in the world. It allows to send time entries and projects by using a secure SSL connection to a TimePunch instance of your choice. The time entries will be temporarily stored on our Cloud Service until the data will be retrieved or at maximum of 14 days.



In TimePunch the receiver of the synchronization ticket can be chosen. The TimePunch Sync-Service creates an access code that will be send to the receiver via email.

The receiver can use the ticket data in order to retrieve the time entry or project data from the TimePunch Sync-Service.

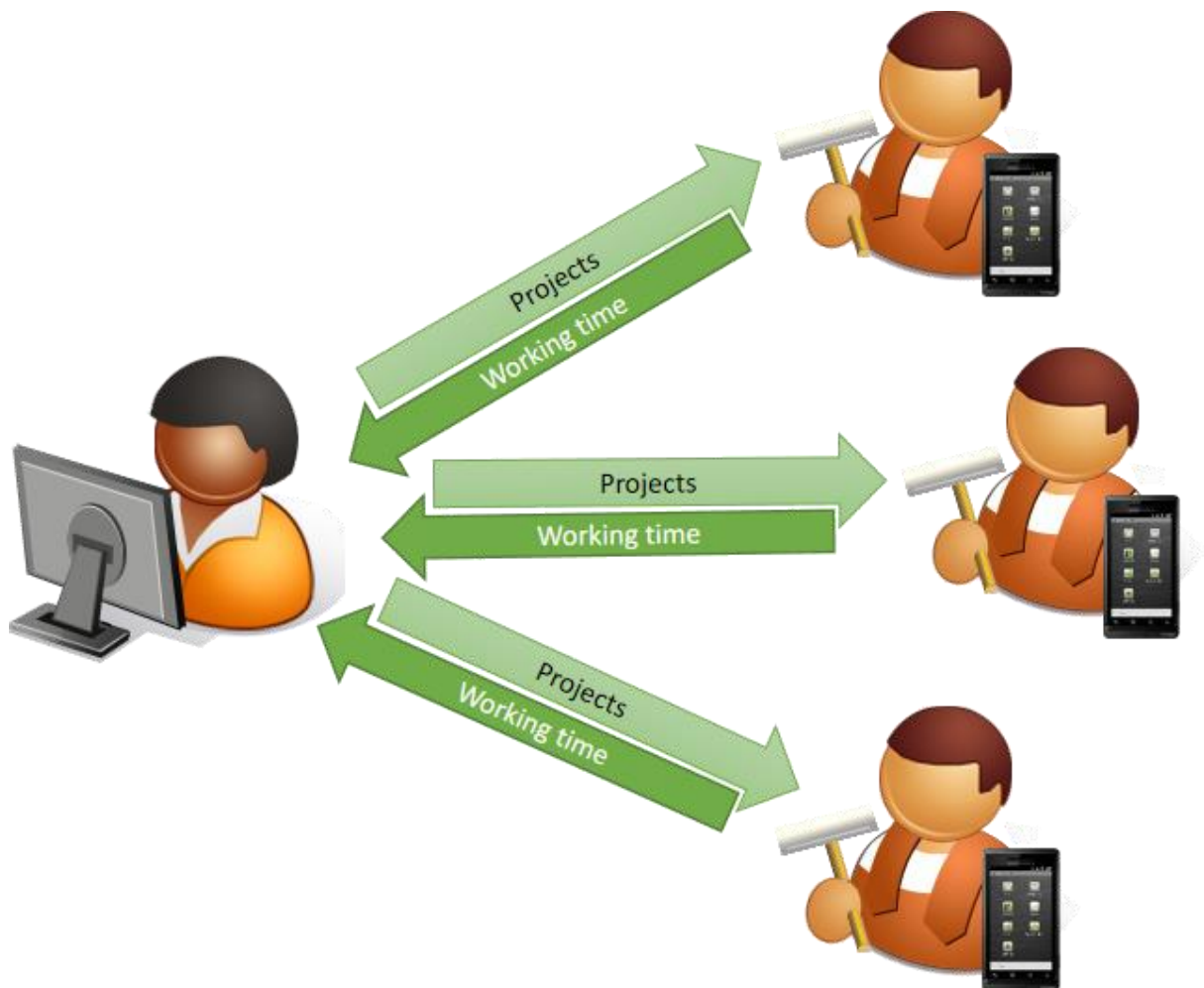
Possible Scenarios

This chapter describes the possible domain of the TimePunch Synchronisations-Assistant and how to use it.

Office with sales force

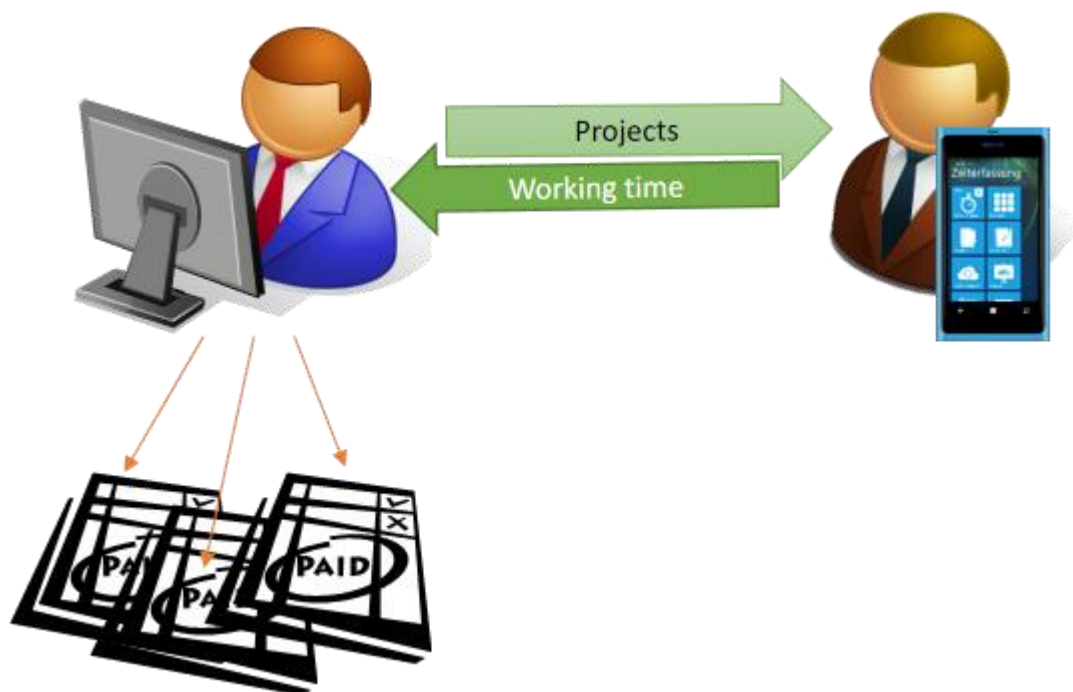
A central domain of the TimePunch Synchronisations-Assistant is to synchronize the recorded time entries from sales force with the office.

In that case, TimePunch is often used by only one person at the personnel office. The personnel office is going to send the project definitions to the sales force. At month end the sales force are going to send the recorded time entries back to the personnel office.



Freelancer working at the customer

Also freelancer, who are working directly at the customer, can profit from the TimePunch Synchronisations-Assistant. The work times can be recorded at the smartphone and send to TimePunch on premise in order to create project settlements.



Tip:

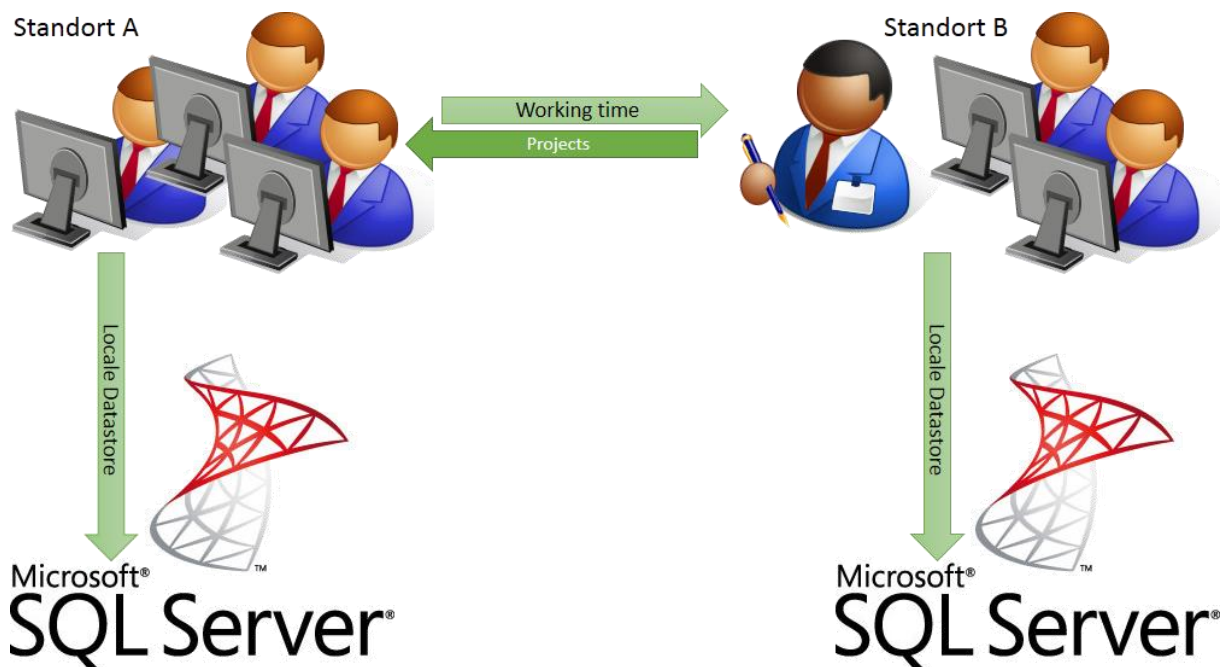
Of course this also works, if you track your time by using the TimePunch Watcher at the customer PC. Even then you can send your time using the TimePunch Sync-Assistant to your TimePunch Installation at home.

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Project-Teams at different sites

Just if your project-teams work at different sites, it's important, that all times will be reported centralized to the project lead in order to create project reporting.

In that particular case the times will be tracked by using the TimePunch Watcher directly at the PC and stored in a local Team Database that is located directly at the team location.



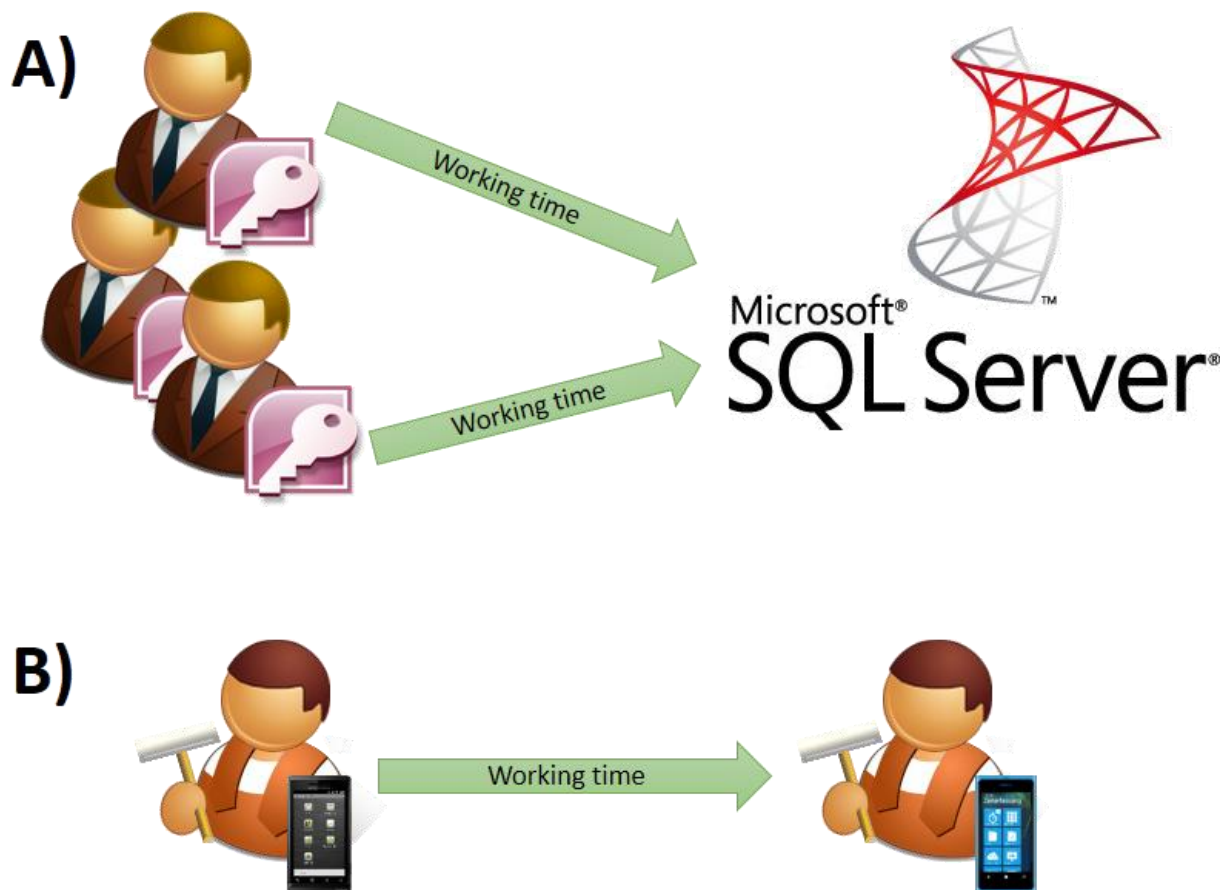
When needed or at the months end or whenever needed, the times can be send to the project lead via the TimePunch Sync-Assistant. In return the project lead can send the tasks that need to be done to the team members at the decentralized location.

TimePunch Database Migration

The TimePunch Sync-Service of course the also supports the more or less technical stuff, e.g. database migration.

A database migration might get necessary, if

- a) Employees who had used local databases before shall be migrated to a centralized SQL Server database.
- b) If the user want to switch to a new smartphone and like to copy the data from the old to the new one.



Altogether one can say, the TimePunch Sync Service is always useful if working times or projects shall be transferred from one database or device to another.


Always then it can be useful to store the data at our TimePunch-Sync-Service and afterwards to retrieve it at the target system.

TimePunch Synchronisations-Assistant

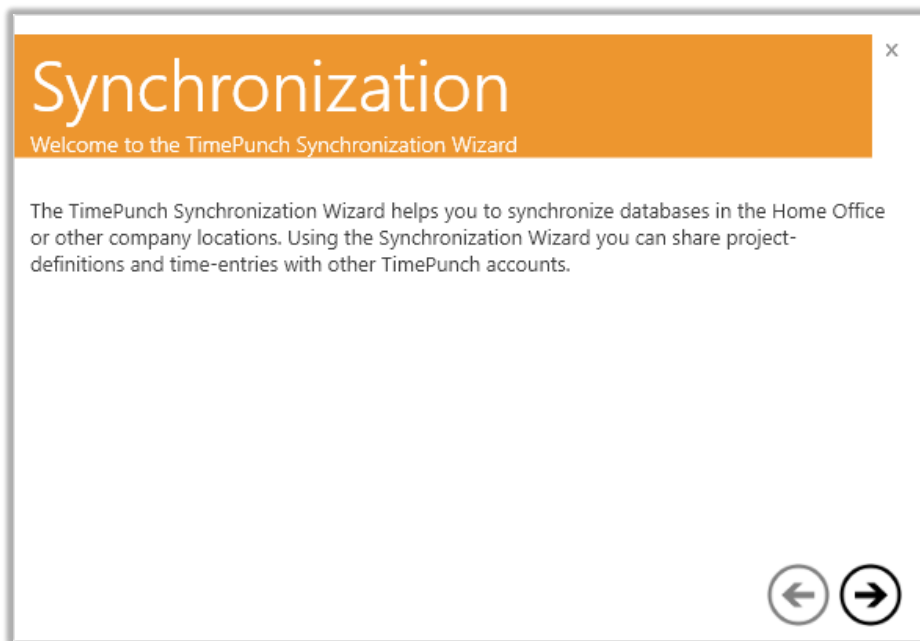
In order to get the previous scenarios to work, you'll need to start the TimePunch Synchronisations-Assistant at the desktop. The Assistant is already included within the TimePunch Installation and can be started from the start menu of Windows.

Start

The TimePunch Sync-Assistant can be started like that:

- a) Using the start menu of windows, with "All Programs / TimePunch / TimePunch Sync Assistant" or
- b) With a click to the Synchronisations-Icon in TimePunch 
- c) Started in TimePunch using the menu „Extras / Synchronize time entries“.

After starting the Synchronisation Assistant the welcome screen will be displayed. The first screen explains how to use the Synchronisation Assistant.



Choose the synchronisation

At the second dialog of the Synchronisation Assistant, one has to choose the kind of synchronisation. TimePunch offers four distinct ways to use the Synchronisation Assistant.

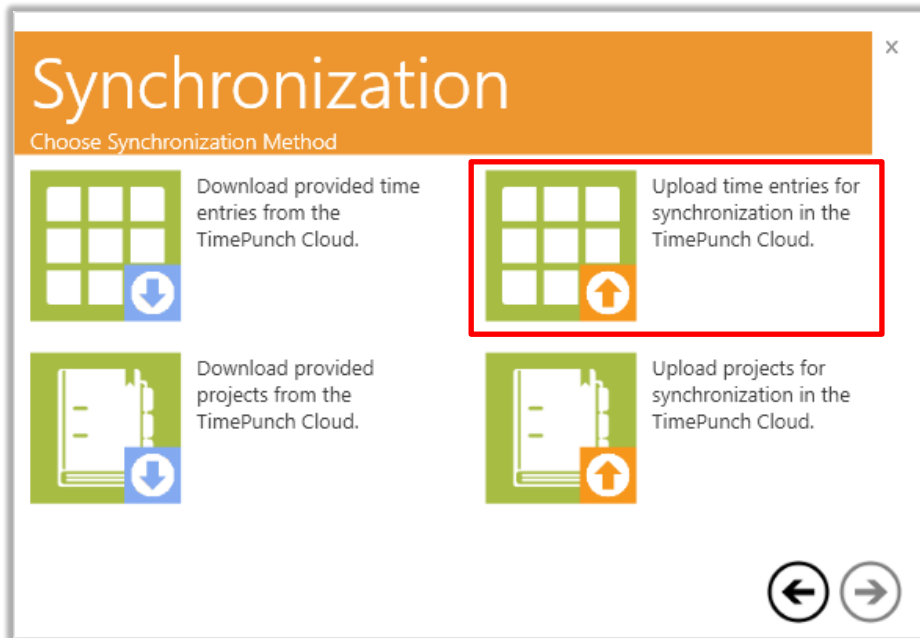
- a) **Download provided time entries from the TimePunch cloud.**
By using that feature time entries can be retrieved by using the previously sent access code.
- b) **Upload time entries for synchronization in the TimePunch cloud.**
By using that feature time entries can be sent to a receiver. The data will be temporarily stored at our TimePunch Cloud service, until they get retrieved.
- c) **Download provided projects from the TimePunch cloud.**
By using that feature projects can be retrieved by using the previously sent access code.
- d) **Upload projects for synchronization in the TimePunch cloud.**
By using that feature projects can be sent to a receiver. The data will therefore be temporarily stored at our TimePunch Cloud service, until they get retrieved.

The following chapters describes how to use that functionality in TimePunch.

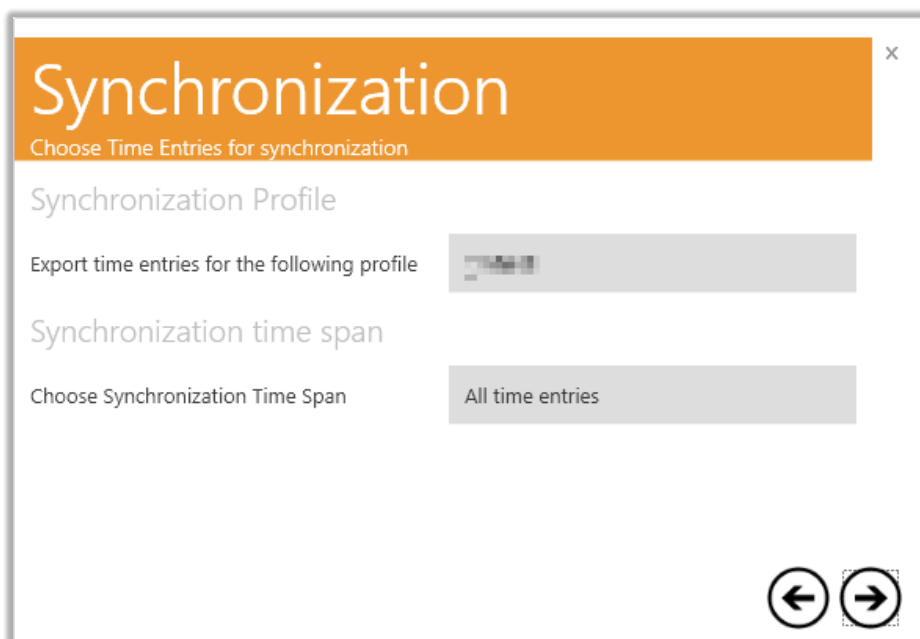
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Send time entries

Time entries can be send by tapping the button „Upload time entries for synchronization in the TimePunch cloud“. In order to use that feature it doesn't matter if the receiver uses TimePunch at Desktop or if TimePunch Mobile with a smartphone is used.



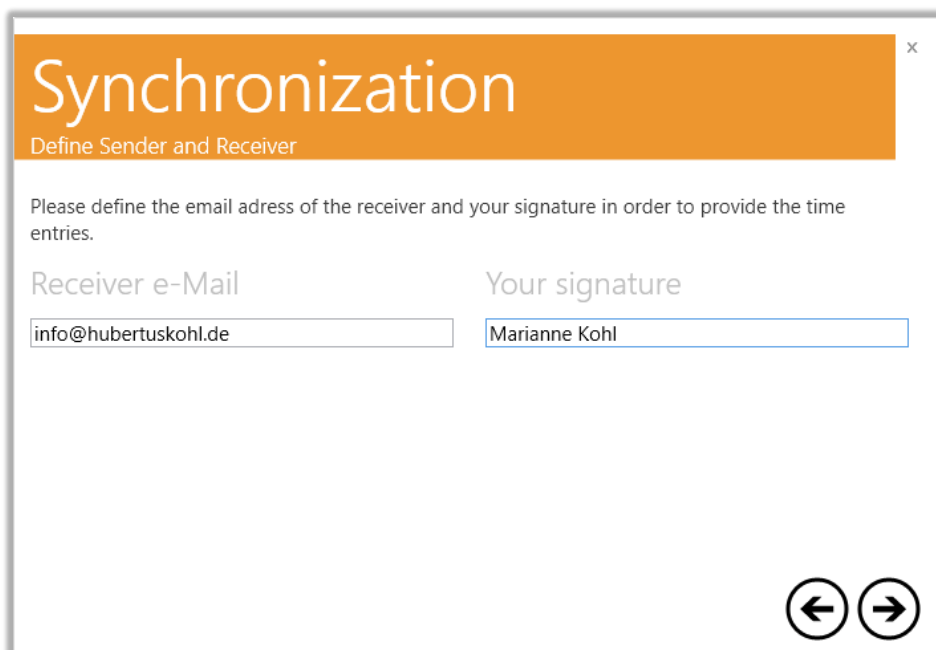
At the following dialog the profile for exporting data and the synchronization time frame needs to be selected.



After selecting the data, the receiver of the time entries needs to be specified. Therefore the email adress of the receiver and the name of the sender is important. The name of the

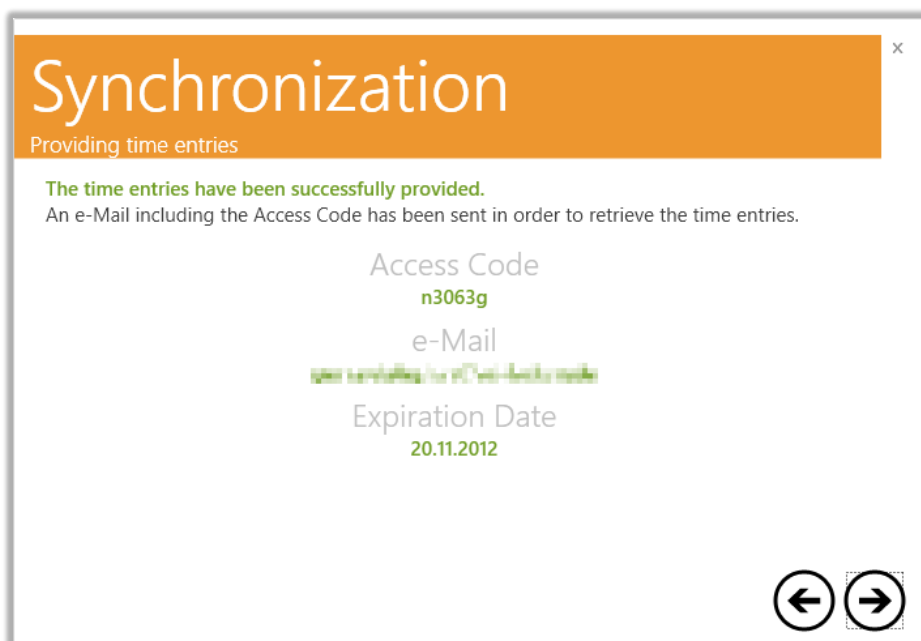
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sender is especially important for the receiver, because he probably wants to know from whom the data is.



The screenshot shows a window titled "Synchronization" with a subtitle "Define Sender and Receiver". The window has a close button (x) in the top right corner. The main text says: "Please define the email adress of the receiver and your signature in order to provide the time entries." Below this, there are two input fields. The first is labeled "Receiver e-Mail" and contains the text "info@hubertuskohl.de". The second is labeled "Your signature" and contains the text "Marianne Kohl". At the bottom right, there are two circular buttons with left and right arrows.

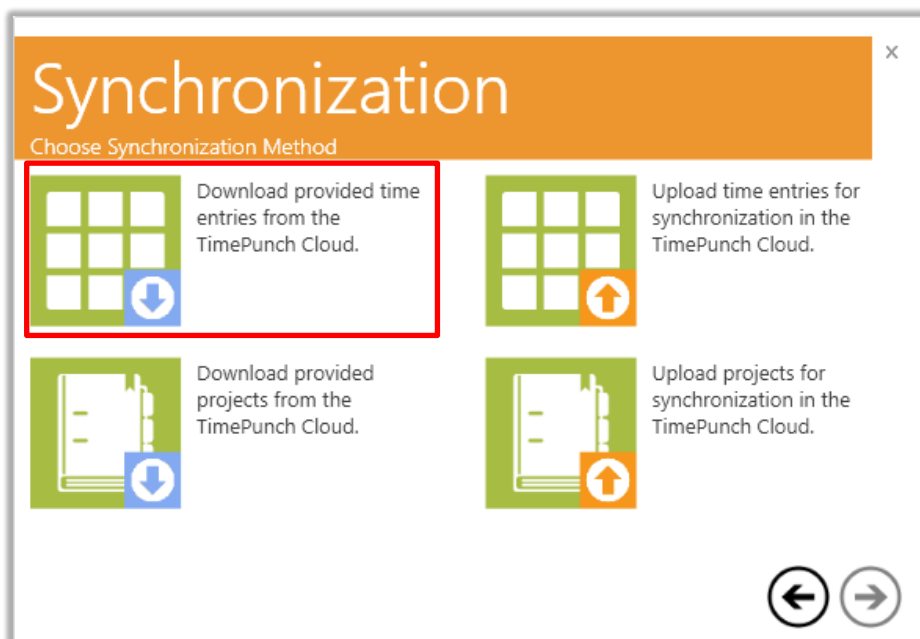
After the data has been sent out, the ticket data will be shown. Additionally this data will be send to the receivers email adress.



The screenshot shows a window titled "Synchronization" with a subtitle "Providing time entries". The window has a close button (x) in the top right corner. The main text says: "The time entries have been successfully provided." and "An e-Mail including the Access Code has been sent in order to retrieve the time entries." Below this, there are three lines of text: "Access Code" followed by "n3063g", "e-Mail" followed by a blurred email address, and "Expiration Date" followed by "20.11.2012". At the bottom right, there are two circular buttons with left and right arrows.

Get time entries

Time entries will be received with a click to the button „Download provided time entries from the TimePunch Cloud“.



The next step is to insert the email address that has been sent in order to retrieve the data.

The screenshot shows a dialog box titled "Synchronization" with a close button (X) in the top right corner. Below the title bar is the subtitle "Download Time Entries". The main text reads: "In order to sync your time entries with TimePunch you have to input your e-Mail address and your access code that has been sent to you."

There are two input fields:

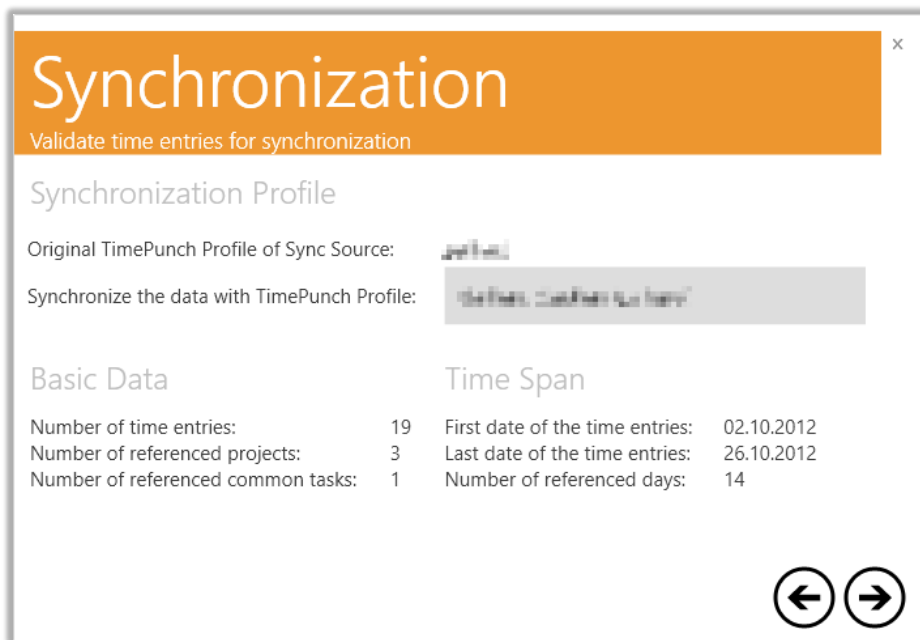
- E-Mail Address:** A text box containing the email address "info@hubertuskohl.de".
- Access Code:** A text box containing the access code "n3063g".

At the bottom right of the dialog box are two circular navigation buttons: a left arrow and a right arrow.

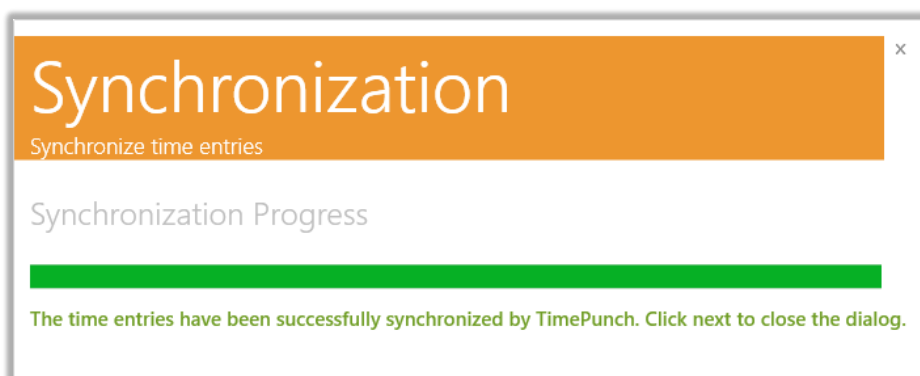
Before the importing the data, the basic data should be verified. That can be done at the following dialog, which shows the relevant parameters like first date / last date and count of time-entires that shall be imported.

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Furthermore a TimePunch Profile needs to be selected that is used as a target profile for the imported data. The target profile can only be selected, if the current user owns administration rights in TimePunch.



After confirming the dialog by clicking to „Next“ the data will be imported.



Please think about that time entries can only be imported once. After successful importing the time entries they will be deleted for security reasons. But time entries will also be deleted, if the expiration date has been exceeded. That's another security feature of the TimePunch Sync Service.

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Used permissions to receive the time-entries

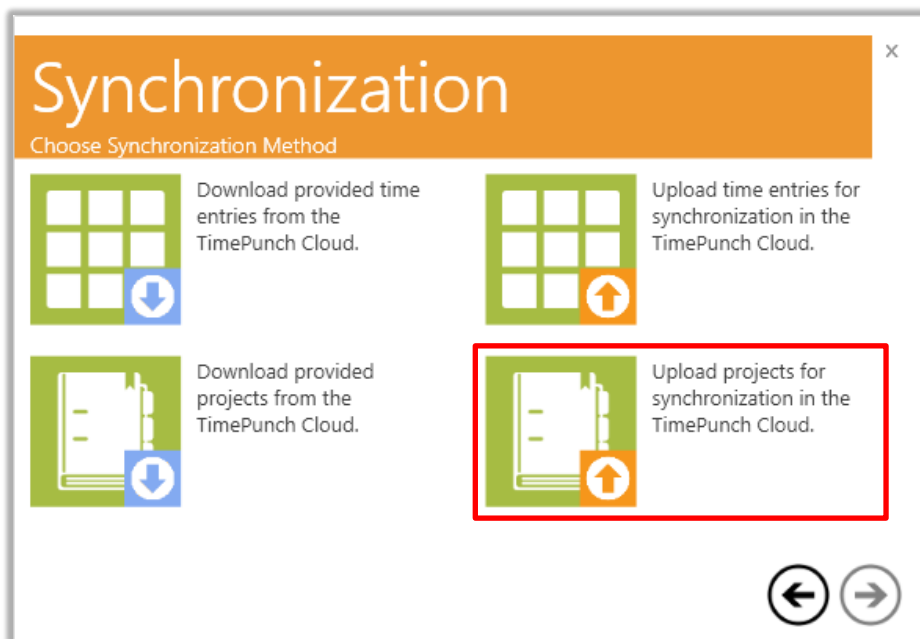
If no projects or tasks are created or changed due to the import, the time-entries can be received with a membership in the “edit” role.

In case the import would change a project or a task, it would be cancelled with the following error message: *“Sorry, but you don't have the right to change projects or tasks.”*

If the user has full access or administration rights, the projects or tasks will be changed by the synchronization process when needed.

Send projects

Projects can be send by tapping the button „Upload projects for synchronization in the TimePunch cloud”. In order to use that feature it doesn't matter if the receiver uses TimePunch at Desktop or if TimePunch Mobile with a smartphone is used.



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At the following dialog the projects that shall be exported needs to be choosen.

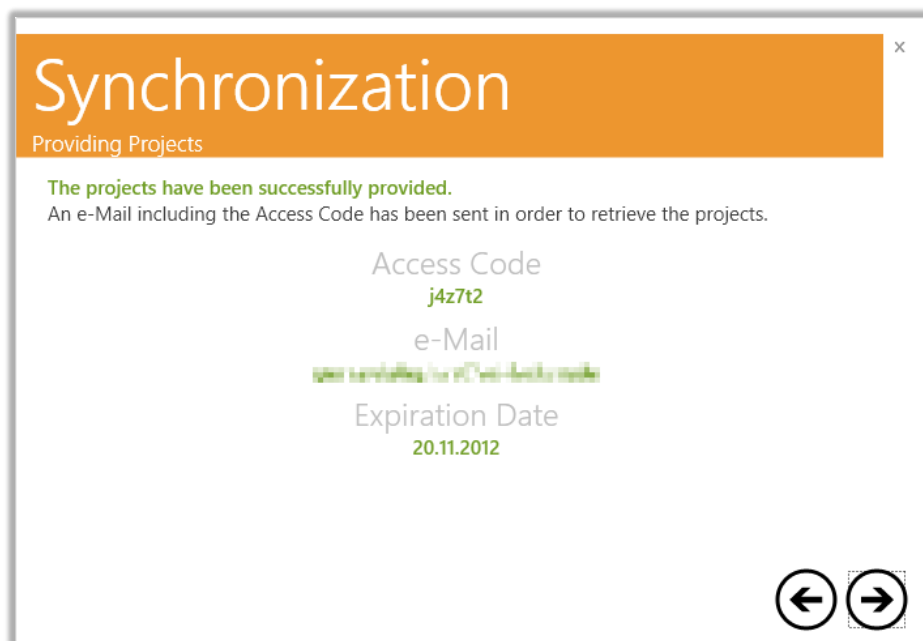
The dialog box has an orange header with the title "Synchronization" and a subtitle "Choose Projects for synchronization". Below the header, the "Synchronization Profile" is set to "Sebastian Kunze (sebastian)". The main area is divided into two sections: "Available Projects" on the left and "Projects to sync" on the right, separated by a double arrow icon. The "Available Projects" section contains a list with three items: "Arbeitszeit", "CRM", and "Sonstiges". The "Projects to sync" section is currently empty. At the bottom right, there are two circular navigation buttons: a left arrow and a right arrow.

After that the e-mail adress of the receiver and the name of the sender needs to be input.

The dialog box has an orange header with the title "Synchronization" and a subtitle "Define Sender and Receiver". Below the header, there is a text instruction: "Please define the email adress of the receiver and your signature in order to provide the selected projects." The form contains two input fields. The first field is labeled "Receiver e-Mail" and contains the text "info@hubertuskohl.de". The second field is labeled "Your signature" and contains the text "Marianne Kohl". At the bottom right, there are two circular navigation buttons: a left arrow and a right arrow.

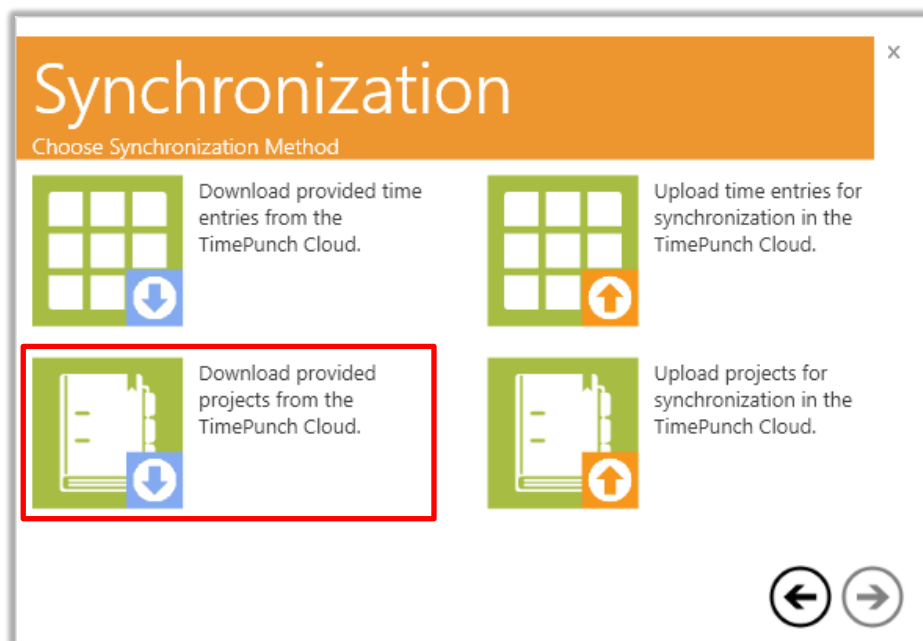
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After the data has been sent out, the ticket data will be shown. Additionally this data will be send to the receivers email address.



Get projects

Projects will be received with a click to the button „Download provided projects from the TimePunch Cloud“.



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The next step is to insert the email address that has been sent in order to retrieve the data.

Synchronization

Download Projects

In order to sync your projects with TimePunch you have to input your e-Mail address and your access code that has been sent to you.

E-Mail Address

Access Code

info@hubertuskohl.de

q3ta71

← →

Before importing the projects it should be checked that the correct data gets imported. Therefore the basic data will be shown.

Synchronization

Validate projects for synchronization

Basic Data

Number of projects: 4

Number of common tasks: 5

Projects

Tp Customizing

Tp Entwicklung

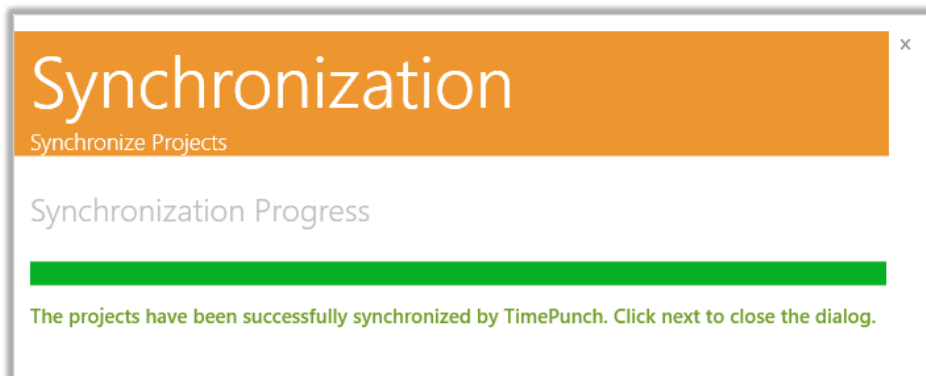
Tp Marketing

Tp Online Support

← →

SYNCHRONIZATION-ASSISTANT 3.4

After confirming the dialog by clicking to „Next“ the data will be imported.



Please think about that projects can only be imported once. After successful importing the projects they will be deleted for security reasons. But projects will also be deleted, if the expiration date has been exceeded. That's another security feature of the TimePunch Sync Service.

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