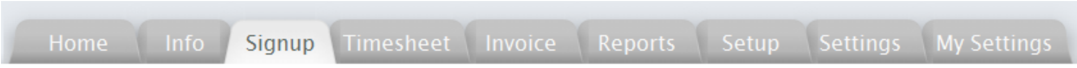
Time Manager – setup guide!

1 Signup

First step is to sign up a new user and company. Navigate to the main menu “signup” tab:



- Login Information
  - The user id and password are together used as your login credentials.
  - Use a strong password for high security.

- User information
  - It is important that the email applied is yours since it will be used to confirm and activate your user and for future communication from/to the service.

- Company information
  - Your company information.

2 Buttons

The most common buttons:

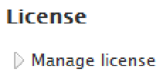
	Login. Is used from the “Home” tab. Prompts the login popup.			Refresh
	Drop down bullet. Shows information below connected headline when clicked			Auto generate
				Back/Undo
	Close popup.			
	Save. Saves applied information.			Generate email
	Previous/next grid page.			Generate pdf
	Save current grid operation.			Generate excel
	New/edit/delete current record in grid.			Generate report

3 My Settings

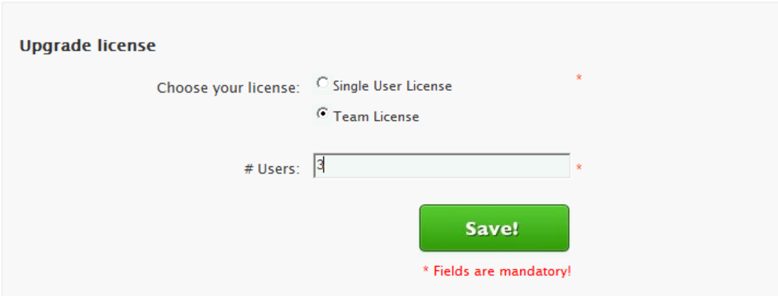
Change information connected to the current logged in user. Each user can always access “My Settings” when logged in.

4 License

License management is located under “Setup” tab and then by clicking “Manage license” menu option.



By default when you have registered you will receive a single license. The single license is free at no charge. You can at any time upgrade to team license. Do the following steps when you whish to upgrade.



1. Choose “Team license” option.
2. Add the # of users you would like to have, then click save.
3. The grid below changes to “Team License”.

Current license:

License	Valid from	Valid to	# Users	Amount	Paid date	Invoice	Accepted	Delete
Team License	01-06-2011	31-05-2012	3	108 €				

4. The license is activated when the “Accepted” button is clicked. Until then you can delete and change the # of users wanted. You can also preview the invoice by clicking the pdf icon. Once you are satisfied you click the accept button and your new license is activated.

Current license:

License	Valid from	Valid to	# Users	Amount	Paid date	Invoice	Accepted	Delete
Team License	01-06-2011	31-05-2012	3	108 €				

4 Setup

4.1 Single license

Single license is free at no charge. The features available for this license should be sufficient enough to cover your time management needs as a single consultant.

- Timetypes
- Customers
- Projects
- Project Timetypes

1. **Timetypes** is used for defining what kind of work was performed for the registered time. The timetypes is then connected to your different projects.
   This is done in step 4.
2. **Customers** are the ones that has contracted you and the ones that will receive your invoices.
3. Each customer has one or many **projects** which you are involved in.
4. Each **project** contains its own set of **timetypes**. The hour rate is also set here.

4.2 Team license

With the team license you can connect a group of users to your different projects. You can arrange different usertypes and give them different user rights/access. The users can be connected to one or many teams.

- Usertypes
- Users
- Teams
- Team Users
- Team Projects

1. Create as many **usertypes** as you need. Usertype examples could be “finance” accessing invoice and reports. Regular ‘user’ accessing timesheet. “Administrator” accessing everything primarily setup and settings.
2. Add the **users**. Assign them to their proper usertype. Use a strong password for high security.
3. Add the **teams**.
4. Connect **users** to **teams**.
5. Connect **team** to **projects**.

5 Add-ons

Timemanager.se offers different add-ons. The add-ons are small applications running outside the web application. These add-ons are designed to give you quick access to the service and to make it easier doing repetitive tasks, such as registering your time on a project. Currently timemanager.se offers smartphone applications for iPhone and Android. There is a Windows desktop gadget aswell.

Each add-on requires you to apply your application id. The application id is located under the ‘My Settings’ tab. The application id identifies your user when the add-on is communicating with the web application. Please consider that when you enter the application id on your add-on the application id is case sensitive.