

Issued by Magnus Juntti	Document no. SUG-TLA-001	Classification Open
Approved by Magnus Juntti	Issue 1.2	Date 2010-12-29

Software User's Guide

TimeLog for Android

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1 Revision History

Issue	Date	Author	Changes
1.0	2010-08-06	Magnus Juntti	First version
1.1	2010-08-31	Magnus Juntti	Changed appearance of projects and records options.
1.2	2010-12-29	Magnus Juntti	Minor corrections. Added info about not changing device orientation during lengthy operations.

2 Purpose

This document describes how to use the TimeLog for Android software. The document describes the user interface and functions available to the user. The document is intended for end users of the software.

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3 Starting the application

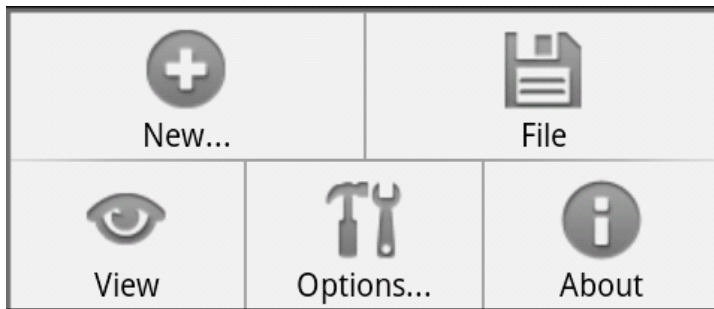
The first time you start the application, you will be prompted to accept the license agreement. The license agreement is available on the web site. If you decline the agreement, the application will terminate. You will be prompted each time you start the application until you choose to accept the license.

Note that by using the application you are implicitly accepting the license so the prompt is merely there to remind you to read it carefully.

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4 Main Menu

The main menu is displayed by pressing the menu button on your Android device. The main menu offers access to the functions and forms in TimeLog. The main menu has the following appearance:



4.1 New

This menu item will be available in the list forms and will open the corresponding Edit form to create a new item in the list. The following table shows which kind of item that will be created depending on the viewed form:

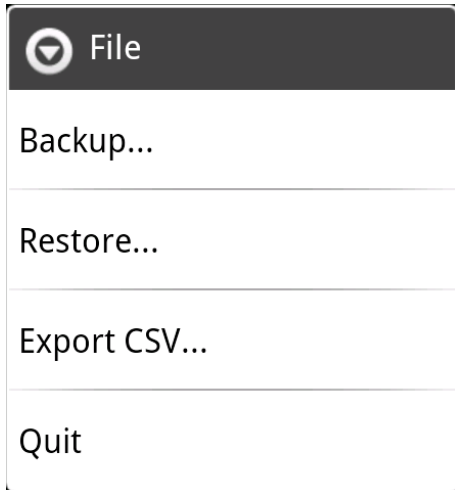
Viewed form	Action	Result
List Clients	Edit Client is opened	New client is created
List Projects	Edit Project is opened	New client is created
List Time Records	Edit Time Record is opened	New time record is created

The result column shows the result after Save in the corresponding Edit-form.

4.2 File

This menu item handles application termination, backup and restore functionality. A sub menu with the following appearance will be displayed when selecting the File menu:

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4.2.1 Backup

This option requires that OI File manager is installed. If it is installed, it will be opened and the user shall select a directory and a file name for the backup file.

If OI File manager is not installed, the user will be informed and may choose to go to the market to install the application. After it is installed you may select this option again to perform the backup.

Note: Do NOT change device orientation or shut down the app until the operation is finished.

4.2.2 Restore

This option requires that OI File manager is installed. If it is installed, it will be opened and the user shall select a directory and a file that contains a previous backup.

If OI File manager is not installed, the user will be informed and may choose to go to the market to install the application. After it is installed you may select this option again to perform the restore operation.

Note: Do NOT change device orientation or shut down the app until the operation is finished.

4.2.3 Export CSV

This option requires that OI File manager is installed. If it is installed, it will be opened and the user shall select a directory and a file name for the export file. The file is exported in text format as Comma Separated Values that can be imported to a spreadsheet application like Excel.

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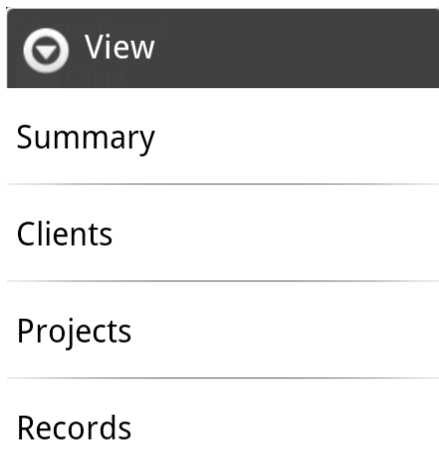
If OI File manager is not installed, the user will be informed and may choose to go to the market to install the application. After it is installed you may select this option again to perform the export operation.

4.2.4 Quit

Terminates the application.

4.3 View

This menu item handles which form that will be displayed. A sub menu with the following appearance will be displayed when selecting this menu item:



4.3.1 Summary

Choose this menu item to display the Summary form.

4.3.2 Clients

Choose this menu item to display the List Clients form.

4.3.3 Projects

Choose this menu item to display the List Projects form.

This menu item is available even if the List Projects form is already displayed. Since the list may be filtered and only show projects for a specific client, choosing this menu item will always remove any filters and show all projects in the list.

4.3.4 Records

Choose this menu item to display the List Time Records form.

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This menu item is available even if the List Time Records form is already displayed. Since the list may be filtered and only show records for a specific client and project, choosing this menu item will always remove any filters and show all records in the list.

4.4 Options

This menu item will bring up the Options form. See chapter 6.4 for more information.

4.5 About

This menu item will bring up the About form. See chapter 6.10 for further information.

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5 Context Menu

The context menu is displayed if you press and hold an item in the forms:

- List Clients
- List Projects
- List Time Records

The menu items will have different meanings depending on which item that is pressed and held.

The context menu has the following appearance:

Edit...
Delete...
Purge...

5.1 Edit

This menu item will open the corresponding Edit form to edit the selected item in the list. The following table shows which kind Edit form that will be opened depending on the viewed form:

Viewed form	Edit form
List Clients	Edit Client is opened
List Projects	Edit Project is opened
List Time Records	Edit Time Record is opened

5.2 Delete

This menu item will delete the selected item.

5.3 Purge

This menu item will open the Purge form to allow purging of old time records. See chapter 6.8 for more information.

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6 Application forms

This chapter will describe all forms available in the application. The forms can be displayed as a result of menu choices or actions that the user performs in other forms.

6.1 List Clients form

This form displays a table with information of clients. The exact information that is shown in the table is controlled by the options selected by the user in the Options form, see chapter 6.4.4 for more information.

6.1.1 Actions

The following actions can be performed by the user in this form:

Action	Result
Click an item	The List Projects form will be opened and display projects for the selected client.
Long click an item	The context menu is opened
Back button	The application is terminated

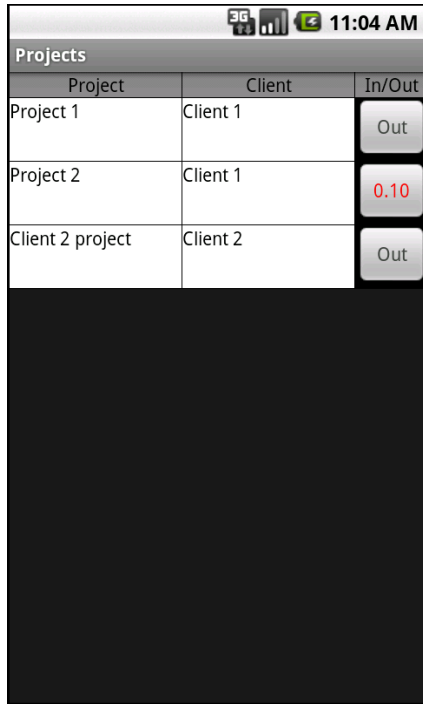
6.2 List Projects form

This form displays a table with information of projects. The exact information that is shown in the table is controlled by the options selected by the user in the Options form, see chapter 6.4.3 for more information.

The list may be filtered and only show some projects for a specific client if the form was opened via click from the List Clients form. To show all projects select View – Projects from the main menu.

Example of appearance:

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6.2.1 Actions

The following actions can be performed by the user in this form:

Action	Result
Click an item	The List Time Records form will be opened and display records for the selected project.
Long click an item	The context menu is opened
Click the button in the in/out column	The project will be punched in if currently punched out and the timer for the project will be started. The project will be punched out if currently punched in and the Edit Time Record form will be opened with the newly created record. If punching in and another project is currently punched in, that project will be punched out and the Edit Time record form will appear for the created record. See chapter 6.7 and 7.3 for more information.
Back button	The application is terminated

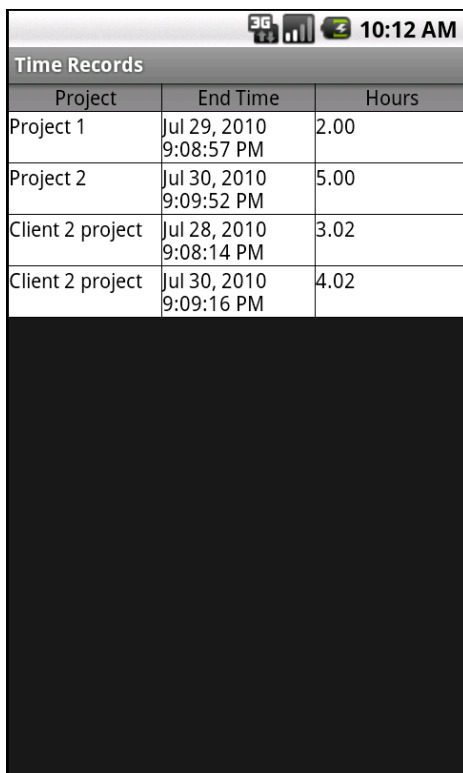
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6.3 List Time Records form

This form displays a table with information of time records. The exact information that is shown in the table is controlled by the options selected by the user in the Options form, see chapter 6.4.2 for more information.

The list may be filtered and only show some records for a specific project if the form was opened via click from the List Projects form. To show all projects select View – Records from the main menu.

Example of appearance:



Time Records		
Project	End Time	Hours
Project 1	Jul 29, 2010 9:08:57 PM	2.00
Project 2	Jul 30, 2010 9:09:52 PM	5.00
Client 2 project	Jul 28, 2010 9:08:14 PM	3.02
Client 2 project	Jul 30, 2010 9:09:16 PM	4.02

6.3.1 Actions

The following actions can be performed by the user in this form:

Action	Result
Click an item	The Edit Time Record form will be opened and display the selected record.
Long click an item	The context menu is opened

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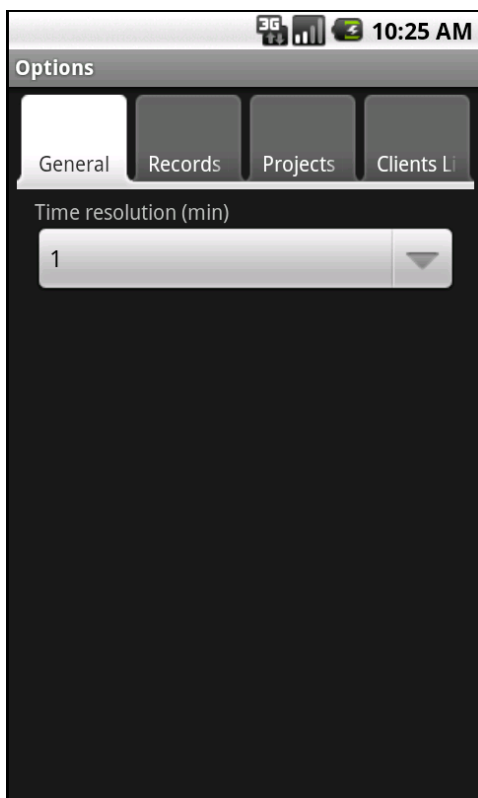
Back button	The List Projects form is opened
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6.4 Options form

This form gives the user the ability to configure appearance of some forms and set general options for the application.

6.4.1 General tab

The general options tab has the following appearance:

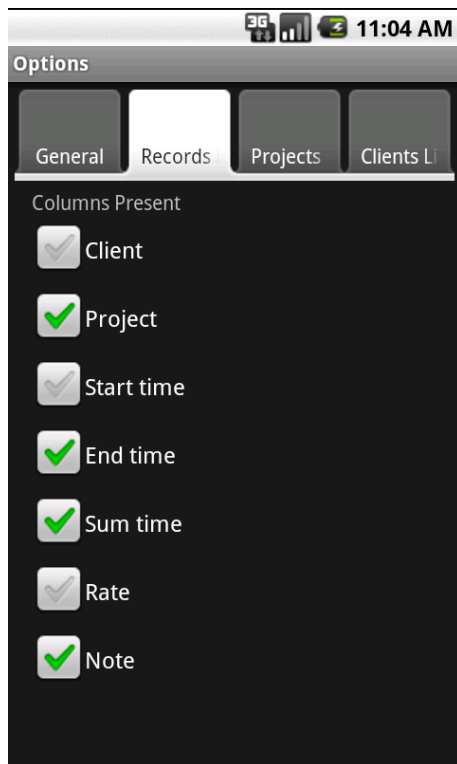


The only general option available is Time resolution. The time resolution controls the minimum time unit for a Time record. For example if the time resolution is set to 6 minutes and the user punches in/out of project in less than 6 minutes, a 6 minute long record will be created anyway. The time of a record is always rounded upwards to create a multiple of the time resolution.

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6.4.2 Records tab

The records options tab controls which fields are shown in the List Time Records form. This tab has the following appearance:



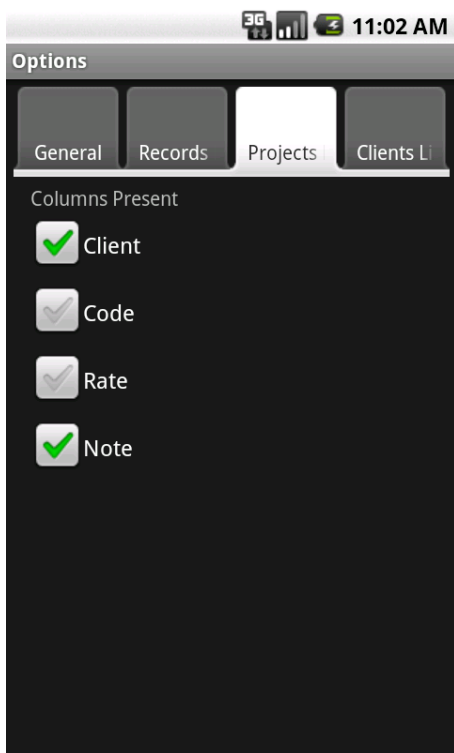
Options for List Time Records

Option	Function
Client	Show a column with the client name
Project	Show a column with the project name
Start time	Show a column with the start time for the record
End time	Show a column with the end time for the record
Sum time	Show a column with the total time spent in the record
Rate	Show a column with the rate specified for the record
Note	Show a column with the record note

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6.4.3 Projects tab

The projects options tab controls which fields are shown in the List Projects form. This tab has the following appearance:



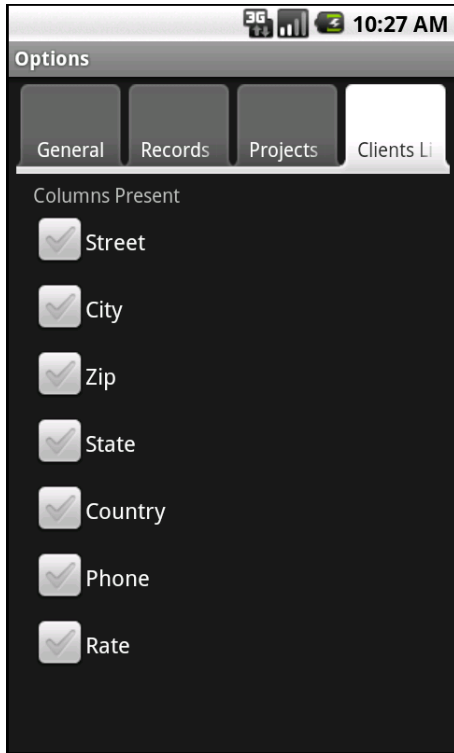
Options for List Projects

Option	Function
Client	Show a column with the client name
Code	Show a column with the project code
Rate	Show a column with the rate specified for the project
Note	Show a column with the project note

6.4.4 Clients tab

The clients options tab controls which fields are shown in the List Clients form. This tab has the following appearance:

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Options for List Clients

Option	Function
Street	Show a column with the street address for the client
City	Show a column with the city address for the client
Zip	Show a column with the zip code for the client
State	Show a column with the state address for the client
Country	Show a column with the country for the client
Phone	Show a column with the phone number to the client
Rate	Show a column with the rate specified for the client

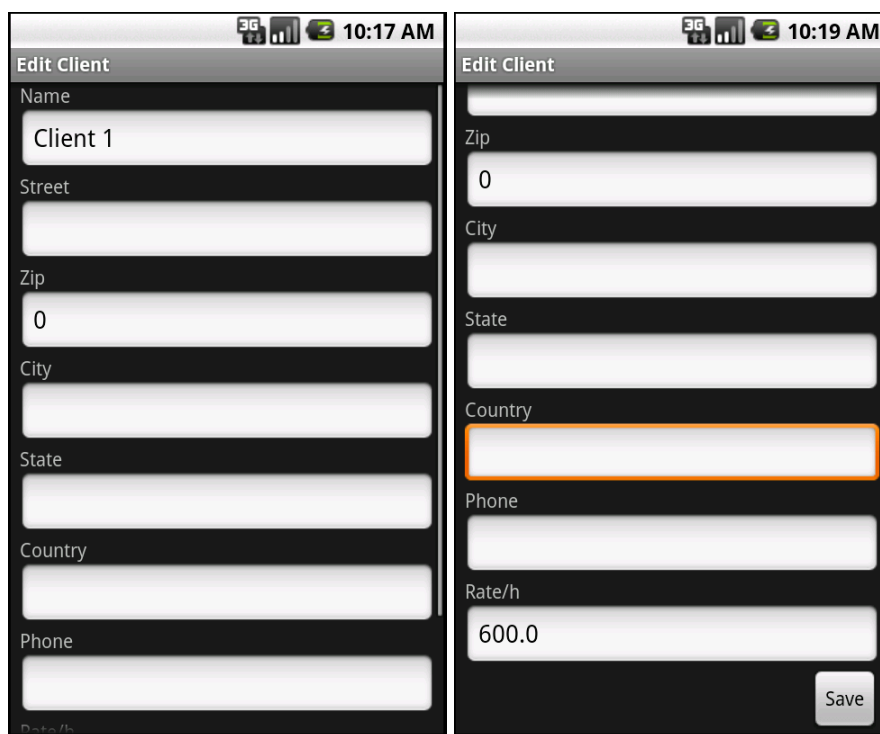
6.4.5 Actions defined in all tabs

Action	Result
Back button	The List Projects form is opened.

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6.5 Edit Client form

This form is used to create a new client or to edit an existing one. It has the following appearance:



6.5.1 Field descriptions

Field	Description
Name	The name of the client. Must be unique.
Street	The street address for the client
City	The city address for the client
Zip	The zip code for the client
State	The state address for the client
Country	The country for the client
Phone	The phone number to the client

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Rate	The rate per hour for the client. This may be overridden by rate specified for a single project or a single time record.
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6.5.2 Actions

The following actions can be performed by the user in this form:

Action	Result
Click Save button	The client is saved with the new information and the List Clients form is opened
Back button	The action is cancelled and the List Clients form is opened.

6.6 Edit Project form

This form is used to create a new project or to edit an existing one. It has the following appearance:



The screenshot shows a mobile application interface for editing a project. At the top, the status bar displays '3G', signal strength, battery, and the time '10:16 AM'. Below the status bar is a title bar labeled 'Edit Project'. The form contains the following elements:

- Client:** A dropdown menu currently showing 'Client 1'.
- Name:** A text input field containing 'Project 2'.
- Code:** An empty text input field.
- Note:** An empty text input field.
- Rate/h:** A text input field containing '0.0'.
- Save:** A button located at the bottom right of the form.

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6.6.1 Field descriptions

Field	Description
Client	Select which client this project belongs to.
Name	The name of the project. Must be unique within this client.
Code	A project code. This field is optional.
Note	A project note. This field is optional.
Rate	The rate per hour for the project. If this is blank or equal to 0, the rate for the client will automatically be used for time records belonging to this project. This value may be overridden by rate specified for a single time record.

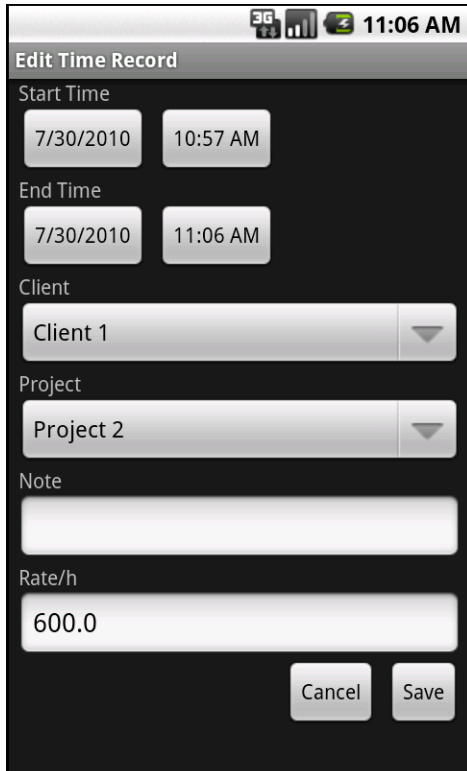
6.6.2 Actions

Action	Result
Click Save button	The project is saved with the new information and the List Projects form is opened.
Back button	The action is cancelled and the List Projects form is opened.

6.7 Edit Time Record form

This form is used to create a new time record or to edit an existing one. It is automatically shown when punching out from a project. In this case, the fields will be filled in with information for the punched out project. It has the following appearance:

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6.7.1 Field descriptions

Field	Description
Start time	The start date and time for the record. Click on the respective button to open a date/time dialog to select the values.
End time	The end date and time for the record. Click on the respective button to open a date/time dialog to select the values.
Client	Select which client this record belongs to.
Project	Select which project this record belongs to.
Note	A record note. This field is optional.
Rate	The rate per hour for the record. If this is blank or equal to 0, the rate for the project (or for the client if project rate is 0) will automatically be used for this record.

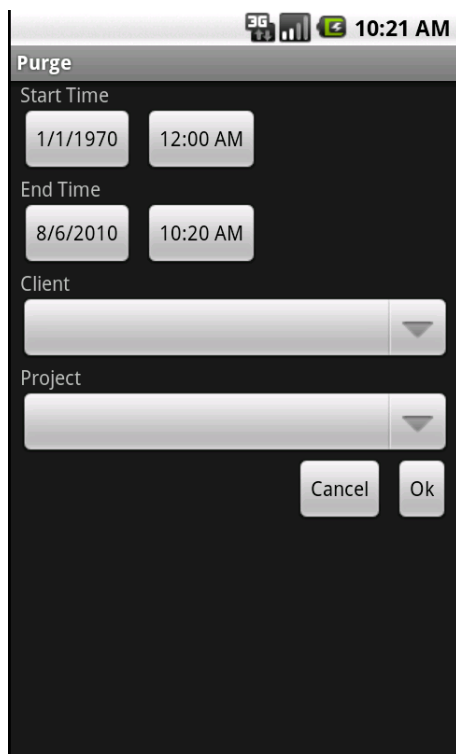
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6.7.2 Actions

Action	Result
Click Save button	The time record is saved with the new information and the List Time Records form is opened.
Click Cancel button	The action is cancelled and the List Time Records form is opened.
Back button	The action is cancelled and the List Projects form is opened.

6.8 Purge form

This form is used to purge (delete) old time records from a project or client. It has the following appearance:



6.8.1 Field descriptions

Field	Description
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Start time	The start date and time for purging records. All records with a start time equal to or after the selected time will be deleted. Click on the respective button to open a date/time dialog to select the values.
End time	The end date and time for purging records. All records with an end time equal to or before the selected time will be deleted. Click on the respective button to open a date/time dialog to select the values.
Client	Select which client to purge records from. If none is selected, records for all clients will be purged.
Project	Select which project to purge records from. If none is selected, records for all projects will be purged.

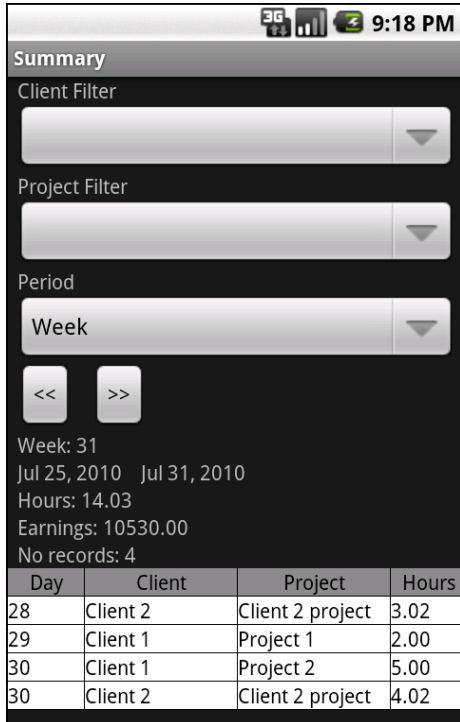
6.8.2 Actions

Action	Result
Click Ok button	The records matching the selection will be deleted and the List Time Records form is opened.
Click Cancel button	The action is cancelled and the List Time Records form is opened.
Back button	No action

6.9 Summary form

This form is used to display summaries of time spent on different clients/projects. It allows the user to select different summary views and easily maneuver between different time periods. It has the following appearance:

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Summary

Client Filter

Project Filter

Period

Week

<< >>

Week: 31
Jul 25, 2010 Jul 31, 2010
Hours: 14.03
Earnings: 10530.00
No records: 4

Day	Client	Project	Hours
28	Client 2	Client 2 project	3.02
29	Client 1	Project 1	2.00
30	Client 1	Project 2	5.00
30	Client 2	Client 2 project	4.02

6.9.1 Field descriptions

Field	Description
Client filter	Select client for which to display summary of records. If none is selected, summary will be shown for all clients in the selected period.
Project filter	Select project for which to display summary of records. If none is selected, summary will be shown for all projects in the selected period.
Period	Select time period to display summary for.
Summary fields	Will display the selected time period for the summary and the summarized values matching the filters.
Summary table	Will display the total hours for the clients/projects for one time unit less than the selected period. The following list describes how this table is constructed: <ul style="list-style-type: none"> • Period year -- table shows summary per month

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	<ul style="list-style-type: none"> • Period month – table shows summary per week • Period week – table shows summary per day • Period day – table shows summary for that day
--	---

6.9.2 Actions

Action	Result
Click the "<<" button	Step one time unit backward for the selected period. For example, if week is selected this button selects the previous week as time period filter.
Click the ">>" button	Step one time unit forward for the selected period. For example, if week is selected this button selects the next week as time period filter.
Back button	The List Projects form is opened.

6.10 About form

This form displays some information about this application. It also contains hyperlinks to the application web site and license.

6.10.1 Actions

Action	Result
Back button	The List Projects form is opened.

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7 Typical use cases

This chapter describes some typical use cases, i.e. actions that the user commonly performs.

7.1 Creating a new client with projects

To add a new client and add projects to this client follow these steps:

1. Select View – Clients from the main menu to select client view
2. Select New from the main menu to open the Edit Client form
3. Fill in all data for the new client and click Save. Remember to choose a unique client name.
4. The List client form is shown with the new client. Click on the new client to select it and open the List Projects form.
5. Select New from the main menu to open the Edit Project form
6. Select the newly created client in the drop down list for Client. Fill in all data for the new project and click Save. Remember to choose a client-unique project name. Note that if you enter a rate for the client and leave it blank or equal to zero for the project, the project will automatically inherit the rate from the client.

7.2 Adding a project to a client

1. Select View – Projects from the main menu
2. Select New from the main menu to open the Edit Project form
3. Select the newly created client in the drop down list for Client. Fill in all data for the new project and click Save. Remember to choose a client-unique project name. Note that if you enter a rate for the client and leave it blank or equal to zero for the project, the project will automatically inherit the rate from the client.

7.3 Punching in/out

1. Select View – Projects from the main menu if the List Projects form is not already active or if you do not see the project you wish to punch in to and know it exists.
2. Click on the button in the in/out column for the project you wish to punch in to. Note that if some other project is currently active (punched in to) when you punch in to this new project, that project will automatically be punched out.

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The Edit Time Record form will be opened with data for that punched out project and you need to click the Save button to save the record.

Note: Do NOT change device orientation or shut down the app until the operation is finished.

3. To punch out, click the button in the in/out column for the currently punched in project (the one not displaying the text “out”). The Edit Time Record form will be opened with data for the punched out project and you need to click the Save button to save the record. You can optionally set a rate for this specific record but if you leave it blank or equal to zero, the rate from the project or client will be inherited.

Note: Do NOT change device orientation or shut down the app until the operation is finished.

7.4 Editing a time record

1. Select View – Records from the main menu if the List Time Records form is not already active or if you do not see the time record you wish to edit. Selecting View – Records even if it is already active removes any client/project filter that may be active.
2. Click on the record you wish to edit to open the Edit Time Record form.
3. Fill in the new data and click Save to save the new data for the record. Note that if you do not enter a rate or sets the rate equal to zero for the record, the rate from the project or client will automatically be inherited.

Note: Do NOT change device orientation or shut down the app until the operation is finished.

7.5 Viewing summaries

1. Select View – Summary from the main menu to show the Summary form.
2. Select the client for which to show a summary for or leave the drop down blank for no client filter, i.e. all clients.
3. If a client is selected as filter, it is possible set a project filter also. Select the project for which to show a summary for or leave the drop down blank for no project filter, i.e. all projects for the selected client.
4. Select time period from the drop down list.
5. Optionally press the backward /forward buttons (“<<”/“>>”) to shift the selected period backwards or forwards.

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The fields between the filter panel (at the top) and the table at the bottom will show a summary of the records matching the chosen filters. The table at the bottom will show the summarized hours per client/project for the time period “less than the chosen”. The following list explains how the time period in the table will be chosen with respect to the time period in the drop down list called “Period”:

- Period year -- table shows summary per month
- Period month – table shows summary per week
- Period week – table shows summary per day
- Period day – table shows summary for that day

7.6 Editing a client/project

1. Select the List view corresponding to the item you wish to edit by selecting from the View item in the main menu.
2. The chosen list form is opened and now you can select the item you wish to edit by “long-clicking”, i.e. press and hold, on the item you wish to edit. The context menu will appear and here you choose Edit.
3. The Edit form for the selected item will be opened. Fill in the new data and click Save. Remember that if editing a client, the name must be unique and if editing a project the name must unique within the client.

7.7 Deleting a client/project/time record

1. Select the List view corresponding to the item you wish to delete by selecting from the View item in the main menu.
2. The chosen list form is opened and now you can select the item you wish to delete by “long-clicking”, i.e. press and hold, on the item you wish to delete. The context menu will appear and here you choose Delete.

7.8 Purging old time records

1. Select any list form that you know contains some items from the main menu by selecting View and then one of the list forms, Clients, Projects or Records. The best choice is the List Clients form since there should be at least one client present.
2. “Long-click”, i.e. press and hold, any of the items in the list. The context menu will appear and here you choose Purge.
3. Select the time span by clicking on the buttons for date and time to bring up the date/time dialogs and then select the date/times you wish purge. The start

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time selection means that you will delete all records that have a start time equal to or later than the chosen one and the end time means that you will delete all records that have an end time equal to or earlier than the chosen one.

4. Select the client and project for which you wish to purge records by choosing them in the drop-down lists. If you leave the selection blank, all clients/projects will be purged according to the time selection.
5. Click Ok when the filter values are set to your preferences to actually delete the records.

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8 Miscellaneous information

This chapter contains information that might be useful to know about the way the application works. Please read this chapter carefully before reporting any errors.

It is possible to log more than 24 hours of work time on one day. This is by design since a user might do the same work for different clients and charge all clients for the work, hence it would be an undesirable limit to block this fact. Since the minimum time resolution could be chosen so that each record in reality is less than the minimum resolution, this also means that you would have overlapping records and hence log more time than you actually work. As stated, this is by design and will NOT be changed.