

Time 2.0 iPhone Client

User Guide



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About the Time 2.0 iPhone Client

The Time 2.0 iPhone Client is a mobile time tracking application created by the software developers at [Xilution, Inc.](#) to run natively on Apple's iPhone device.

For busy professionals, who are dissatisfied with traditional time sheet software, the Time 2.0 iPhone Client makes it quick and easy to accurately track and report time utilization.

Features

- Login not required
- Quickly create, update and delete time entries
- View aggregated summary of time utilization by category
- Create, update, and delete categories
- Synchronize time entries with the Time 2.0 Service
- Extensive documentation through help menus

More Information

For more information including how to videos visit the following link.

<http://www.time2dot0.com/Time2dot0Web/remoteClients.html>

How to Download

To download the Time 2.0 iPhone Client simply click on the following url.

<http://phobos.apple.com/WebObjects/MZStore.woa/wa/viewSoftware?id=326078412>



Create Account

Click on the following link to create a new [Time 2.0 Service](#) account. The link will open the Time 2.0 Mobile Edition account set up page.

[Create a New Account](#)

For a small monthly fee (see [Terms of Use](#) for more information), you can utilize the Time 2.0 Service's business account features. The following are features provided by the Time 2.0 Service and not the Time 2.0 iPhone Application.

Features

The Time 2.0 Service's business account features include...

- The ability to synchronize your time utilization captured on your iPhone with the Time 2.0 Service.
- The ability to add additional users to your account.
- The ability to create detailed time utilization reports.
- The ability to apply a billable rate to your time utilization.
- The ability to create account level categories and the ability to generate time utilization reports for multiple users at the same time.

Compare Account Types

See [account type comparison](#) for more information about how a personal Time 2.0 Service account differs from a business account.

Categories Screen

Using the Categories screen you can create, update or delete category records. Category records are used by the Entry screen to uniquely identify the task you allocated your time to for a given time period. Category records are also used by the Summary screen to aggregate your time into a utilization report for the active date.

Create a Category

To create a new category, tap on the "+" button in the upper right hand corner of the screen. This opens a screen titled "Category". The value defaults to empty. You can cancel your create request by clicking on the "Cancel" button.

Edit a Category

To edit a category, simply tap on the category. The "Category" screen will appear. You can change the value by tapping on the value. This will display a category field editing screen where you can update and save the value. You can save your change by clicking on the "Save" button in the upper right hand corner of the screen. You can cancel your change by clicking on the "Cancel" button in the upper left hand corner of the screen.

Delete a Category

To delete a category tap on the "Edit" button in the upper left hand corner of the "Categories" screen. Next, tap on the red circle that appears to the left of the time entry then tap on the "Delete" button.

More Information

See Time Entries Screen for more information about how the Time 2.0 iPhone Client captures your time utilization.

See Summary Screen for more information about how the Time 2.0 iPhone Client aggregates your time utilization into a report for the active date.

Summary Screen

Using the Summary screen you can view an aggregated report of your time utilization for the active date. The active date appears in the upper left hand area of the screen and can be set using the Active Date screen.

More Information

See Time Entries Screen for more information about how the Time 2.0 iPhone Client captures your time utilization.

See Categories Screen for more information about how to create, update and delete category records.

Active Date Screen

Using the Active Date screen you can change the date for which the application displays time entries and time summarization.

The system has only one active date at a time. The active date defaults to the current date when the application starts. The active date appears at the top of the Entries and Summary screens (See Time Entries Screen and Summary Screen).

Click the "Today" button on the Active Date screen to set the active date to today's date. Using the date selector, you can adjust the month, date and year of the active date.

Time Entries Screen

Using the Entries screen (titled Time Entries) you can create, update or delete time entry records. A time entry record tracks your transitions from one activity to another. A time entry record captures the time a transition occurred, the activity you're transitioning to (see About Categories) and a description of what you will be doing.

The active date appears in the upper left hand area of the screen and can be set using the Active Date screen. Time entry records (if they exist for the selected active date) appear below the active date.

Create a Time Entry

To create a new time entry, tap on the "+" button in the upper right hand corner of the screen. This opens a screen titled "Time Entry". The timestamp defaults to the current time for the active date. The category defaults to "?" which means a category has not been selected. The description defaults to empty. You can cancel your create request by clicking on the "Cancel" button. In order to simplify the synchronization process the Time 2.0 iPhone Client allows only one time entry per minute. If you attempt to create a new time entry for a minute that already has an existing time entry, the system will prompt you with an alert.

Edit a Time Entry

To edit a time entry, simply tap on the time entry. The "Time Entry" screen will appear. You can change the timestamp, category and description by taping on the value. This will display a time entry field editing screen where you can update and save the value. You can save your change by clicking on the "Save" button in the upper right hand corner of the screen. You can cancel your change by clicking on the "Cancel" button in the upper left hand corner of the screen.

Delete a Time Entry

To delete a time entry tap on the "Edit" button in the upper left hand corner of the "Time Entries" screen. Next, tap on the red circle that appears to the left of the time entry then tap on the "Delete" button.

More Information

See Summary Screen for more information about how the Time 2.0 iPhone Client aggregates your time utilization into a report for the active date.

See Categories Screen for more information about how to create, update and delete category records.

The Time 2.0 iPhone Client tracks a single activity at a time. We feel this is a better time tracking approach than those that require you to open *and* close tasks. The Time 2.0 iPhone Client automatically closes the previous task when you create a time entry for your next task. Let's face it, how often are you really doing more than one thing at a time? We hope you find this time tracking paradigm much easier to use than the alternative. After using the system ourselves for many years, we've become believers.

Synchronize Screen

Using the Sync screen, you can synchronize the time entry records you've created on your iPhone with the time entry records you've created on the [Time 2.0 Service](#).

You'll need an active Time 2.0 Service business level account in order to use the synchronization feature of the Time 2.0 iPhone Client. We offer a free 30 day trial Time 2.0 Service business level account for each newly created account. Click on the following link to create a new Time 2.0 Service account. If you attempt to synchronize without an authorized business account you will receive an alert.

[Create a New Account](#)

For a small monthly fee (see [Terms of Use](#) for more information), you can utilize the Time 2.0 Service's business account features.

Once you've created your new account, enter your Time 2.0 Service username and password into the fields provided on the Sync screen. This information will be retained by the application between sessions so you don't have to re-enter it each time you want to synchronize your time entry records with the Time 2.0 Service.

Next select whether the iPhone Wins when synchronizing time entries with the Time 2.0 Service. This setting helps the server determine what to do with time entry records that share the same timestamp. If the switch is set to "Yes" and a time entry record on the server shares the same timestamp as a time entry record sent by the Time 2.0 iPhone Client, the record sent by the iPhone will replace the time entry record on the server. If the switch is set to "No" and a time entry record on the server shares the same timestamp as a time entry record sent by the Time 2.0 iPhone Client, the record sent by the iPhone will not replace the time entry record server. The record on the server will replace the time entry record on the iPhone.

The number to the right of Device Tx Count indicates the number of transactions on the iPhone that have not been synchronized with the server. This number will return to zero once the synchronization process has completed successfully. The number will increase each time you create, update or delete a time entry record.

Clicking the Synchronize Tx Now button will initiate the synchronization process. While the process takes place, a progress wheel will appear. The time needed for the synchronization process to complete depends on your network connection speed and the number of time entry transactions needed to synchronize.

In an error occurs while synchronizing with the server an alert will appear.

Feedback

We greatly appreciate your feedback. Let us know what you think of the Time 2.0 iPhone Client by sending us an email. The following email is also monitored for questions, suggestions and bugs.

time2dot0.support@time2dot0.com