FAQ – Time is Money (TiM) (EN)

1. How do I register for the app?

On the start screen, click “Don’t have an account? Sign up”. Then choose whether to sign up via your Google account or with your own e-mail. For e-mail sign-up, fill in your e-mail, first name, last name and phone number, add basic profile details and pick a user plan.

2. How do I log in?

You can log in with one click via Google, or by entering your e-mail and password in the login form.

3. Why and how do I set up multi-factor authentication (MFA)?

When you sign up with e-mail, the system offers you activation of MFA using Google Authenticator. After linking the app, each subsequent login requires a one-time verification code – this increases your account security.

4. What should I do after my first login?

We recommend three quick steps:

1. **My Company** – add your logo and company details.

2. **My Clients** – create at least one client.

3. **Projects** – create your first project to which you will log work. Once this is done, you can start recording timesheets and invoicing.

5. How do I add a new work entry?

In **Work Entries** click “+ Add new entry”, fill in the work description, date, hours, choose the project and optionally add a photo. Save with “save and return to list” or “save and reuse for next entry”.

6. What does the “save and reuse for next entry” button do?

After saving, the form stays filled with the same values; handy when you enter several similar records in a row (e.g. same project, different descriptions).

7. How can I filter or search work entries?

Above the entries table are filters **user / month / year / project** and a search box. Set values and click “filter”. For a quick search, type part of the text in the search box. You can also sort the table with the arrows in column headers.

8. How do I view a photo attached to an entry?

For entries containing an image, a blue picture icon appears in the table – click it to open the photo preview.

9. How do I create a work overview and pre-invoice?

In **Overviews & Invoices** choose a project, set the period and select uninvoiced entries (manually or "select all"). Then click "create invoice draft".

10. How do I edit a draft invoice before closing it?

After creating the draft, a "Draft invoice" dialog opens. Edit any item (supplier, customer, VAT etc.) with the "edit" button. When satisfied, choose "close and create invoice".

11. Where do I find draft invoices later?

In **Draft invoices**, you'll see a list of all invoices you haven't closed yet. You can sort, search and filter the table like other lists.

12. How do I download the finished invoice?

In **Issued invoices** click the download icon next to the item. A PDF invoice and attachment will download.

13. How do I export invoices for accounting software?

Open **Invoice exports**, tick invoices, click "export" and the system generates a ZIP file you save to your computer.

14. Where can I download already created exports?

In **Exports to download** there is a list of previously generated ZIP files. Download them via the download icon in the table.

15. How do I create a new project?

In **Projects** click "New project", choose a client and fill in code, name, hour limit, rate etc. Save with "create".

16. Can I edit or delete a project?

Yes – in the projects overview use the pencil icon (edit) or bin icon (delete).

17. How do I add a new client (contact)?

In **My Clients** choose "New contact". A form opens where you fill in the client's name, address and contact details and click "create".

18. Where do I change company details or add a colleague?

In **My Company** you'll find two tabs:

- **Basic details** – click "edit" to change company name, ID, VAT, bank etc.

- **Our people** – click “add new colleague” to create a coworker; edit existing ones with the pencil or delete with the bin.

19. How do I update my personal data and link accounts?

Click your name in the top bar → **My Profile** opens where you “edit” contacts or check linking with external accounts.

20. How does table sorting and paging work?

All overview tables (entries, projects, invoices…) can be sorted with the arrows in column headers. At the bottom choose how many rows to show and navigate pages if there are more records.