

Manual

The TiM (Time is Money) application is a web-based tool designed for freelancers and businesses. It is used to track hours worked on a project and to subsequently invoice for the completed work — all quickly and easily.

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Getting Started

There are a few steps to get the application up and running:

- 1 My Company: We recommend filling in the missing details, uploading your logo, and adding your collaborators. [detailed manual here](#).
- 2 My Clients: To create projects and log work records, you need to add a client to assign the project to. Add your clients here. [detailed manual here](#).
- 3 Projects: Work records are assigned to individual projects. Create at least one project. [detailed manual here](#).
- 4 All set! You and your collaborators can start logging work on projects. Then you can easily generate work reports and create invoices.



Login / Registration

Login

via

 Google

or

I'm not a robot 
reCAPTCHA
Privacy - Terms

Log in to the app

Don't have an account? [Sign up](#)

Need help? [Support](#)

[Česky] [Deutsch]

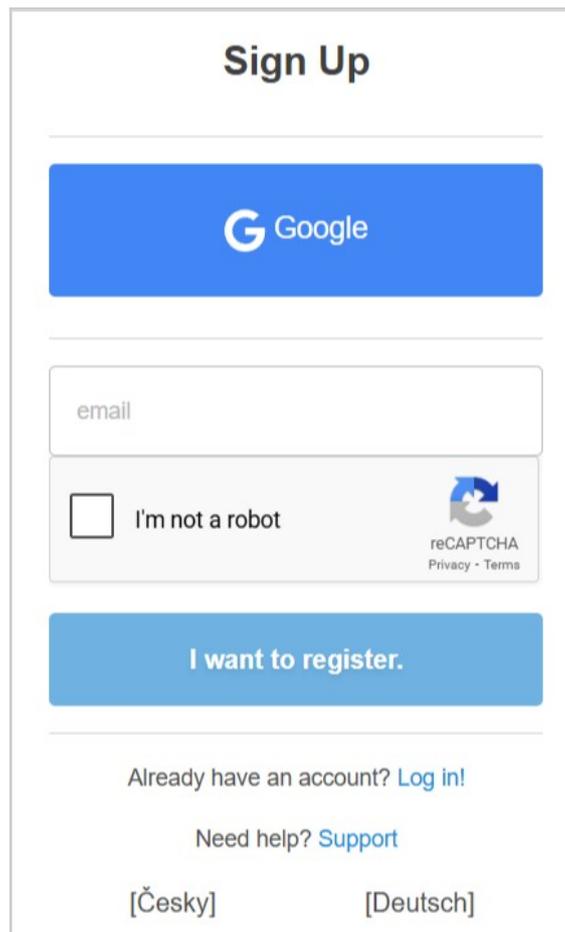
Login

Users can log in using their Google account.

Users can also log in using their email and password.

Registration

New users can register by clicking the link “Sign up.”

Step 1:

The screenshot shows a 'Sign Up' form with the following elements:

- Sign Up** (Title)
- Google** (Registration button)
- (Email input field)
- I'm not a robot (reCAPTCHA checkbox)
-  reCAPTCHA Privacy - Terms (reCAPTCHA logo and text)
- I want to register.** (Registration button)
- Already have an account? [Log in!](#)
- Need help? [Support](#)
- [Česky] [Deutsch] (Language selection)

Here you can choose whether you prefer to register using your Google account or your email address. If you choose “email,” you’ll need to enter your email address and click the “I want to register” button.

Step 2:

Next, enter your first name, last name, and phone number. After filling in the information, click the “Sign Up” button.

Step 3:

In your profile, fill in the sections for Basic Information, Address, and Contact. Then click the “Register” button again.

Step 4:

Choose your preferred user plan.

Step 5:

For secure login, we use multi-factor authentication via the Google Authenticator app. This step verifies your account.

Account verification is required only for email registration, not for registration via a Google account.



Google Authenticator

Scan the QR code into the Google Authenticator app and copy the code displayed.



Google Authenticator code

[Sign up](#)



Work Records

Records Overview

- Users can view a list of all their work records.
- Records can be filtered using the fields: person, month, year, and project. After setting the filters, confirm by clicking the “Search” button.
- To find a specific record, use the search field and simply type the desired keyword.
- Users can add new records by clicking the “+ Add New Record” button.
- The records table can be sorted using the arrows next to each column header.
- Each record displays a blue image icon , which allows users to view an image attached to the record.
- Each record also displays a red trash bin icon , which can be used to delete the record.
- Users can edit existing work records. By clicking on a record row, the record detail opens, where the information can be modified.
- At the bottom of the page, you can change the number of records displayed per page or navigate between pages of the table if there are a large number of records.

New Record

TIMVERO
Carpenry Timvero

Work records

new record
record overview

Stopwatch
00:00:00
Start

Overviews and invoices
new work overview and invoice
unfinished invoices
finished invoices overview

export for accountant
prepare export
finished export

Orders

My customers

My company

Help

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Work records David Verner

NEW RECORD

The work was done by: David Verner
Work date: 01/07/2026
Hours: 0.25
Order: Renovation (Josef Soukup)

Note

DICTAPHONE
turn on dictaphone

GALLERY
+ add photo

save and use for next entry
save and return to list

- The form is used to enter a new record of completed work.
- You can enter all necessary details about the record (type of work, date of completion, hours, project, notes, photos).
 - At any time during your work (on any page), you can turn on the stopwatch in the menu on the left to easily track the time.
- You can also attach audio from a voice recorder and then have it transcribed into a note using AI.
- To save the work record, use the buttons “Save and return to list” or “Save and use for next entry.” The latter keeps the fields pre-filled with the data from the previously saved record, which is useful when logging multiple similar records for the same project. This feature significantly speeds up the process.

Reports and Invoices

New work overview and Invoice

- Users can create a new report for invoicing here.

Preparing the work report:

- First, select the project for which you want to prepare the work summary.

Uninvoiced Records:

- This section displays recorded work entries that have not yet been included in any invoice.
- Users can specify the time period for which uninvoiced records should be displayed.
- You can search through the records using the “Search” button.
- The records table can be sorted using the arrows in the individual column headers.
- Using the “Select All” button, you can select all the records in the table.
- Using the “Deselect All” button, you can deselect all the selected records in the table.
- You can also select records to include in the invoice draft by ticking the checkbox  in the first column of the table.
- A record can be edited using the button .
- If the user has selected all the records they want to include in the invoice draft, they then click the “Create Invoice Draft” button.

Draft Invoice

- After clicking the “Create Invoice Draft” button in the “New Work Summary and Invoice” section, a dialog with the draft invoice will open.

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Carpentry Timvero

Reports and invoices
David Verner

INVOICE IN PROGRESS - PREFIX-00001/2026 close and create an invoice Cancel

SUPPLIER Edit

company name
Carpentry Timvero

Street and number
Lesni 1

City
Prague

zip code
12345

Country
Czech Republic

CIN
12345678

VAT
12345678

Registration with the Commercial Register

INVOICE NUMBER Edit

PREFIX-00001/2026

CUSTOMER Edit

title/name
Josef Soukup

Street and number
Vinohrady 2

City

zip code

Country
Czech Republic

CIN

VAT

The date of the invoice
7.1.2026

Due date
7.1.2026

Date of taxable transaction
7.1.2026

PAYMENT INFO Edit

Monetary institution

Account number

IBAN

SWIFT

SYMBOL Edit

Variable symbol
240000126

Constant symbol

Specific symbol

INVOICE CONTENT + add costs + new invoice row

Search:

WE INVOICE YOU	AMOUNT	ETC.	PRICE PER ETC.	VAT %	EXCLUDING VAT	VAT	IN TOTAL
for the work order for the period from 17. 11. 2025 to 17. 12. 2025	1 pcs		1.325,00	21	1.325,00	278,25	1.603,25

Show entries (Showing 1 to 1 of 1 entries)

+ new invoice row

VAT rate	Basis	VAT amount	In total
21 %	1.325,00	278,25	1.603,25
Total to be paid			1.603,25 EUR

INVOICE ATTACHMENT

column filtering for export

The work was done by
Note
Hours per invoice
Amount

Search:

THE WORK WAS DONE BY	NOTE	HOURS PER INVOICE	AMOUNT
17.12.2025			
David Verner	kitchen table	4	100 EUR
16.12.2025			
David Verner	kitchen table	8	200 EUR
10.12.2025			
David Verner	corner kitchen - shelves	8	200 EUR
9.12.2025			
David Verner	corner kitchen	8	200 EUR
8.12.2025			
David Verner	corner kitchen	8	200 EUR
4.12.2025			
David Verner	built-in bedroom wardrobe	6	150 EUR
3.12.2025			
David Verner	built-in bedroom wardrobe	8	200 EUR
17.11.2025			
David Verner	terms and conditions	3	75 EUR

Show entries (Showing 1 to 8 of 8 entries)

Total time
53 h

Total price
1325 EUR

close and create an invoice

[Česky] [Deutsch]

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- The fields will be automatically pre-filled with information the application already knows, such as the supplier, customer, amount, and so on.
- All fields can be edited or supplemented using the “Edit” button.
- Section: “We are invoicing you for the work report on the project for the period from – to”
 - Here, the user can choose which columns of the report will appear on the invoice.

column filtering for export

The work was done by

Note

Hours per invoice

Amount

- The records table can be sorted using the arrows in the column headers
- Records in the table can be searched using the **Search** field.
- At the bottom of the table, you can adjust the number of records displayed or navigate between pages.
- At the end of the draft invoice, the user will find the following items: VAT rate, tax base, VAT amount, total price including VAT, and the total amount due.
- If the user wishes to create the invoice, they can click the “Close and Create Invoice” button, which is located in both the header and footer of the draft invoice.
- If the user wishes to cancel the draft invoice, they can click the “Cancel” button, located in the header of the draft invoice.

Draft Invoices

The screenshot shows the 'Reports and invoices' section of the TIMVERO software. The main content area is titled 'INVOICING IN PROGRESS' and contains a table with the following data:

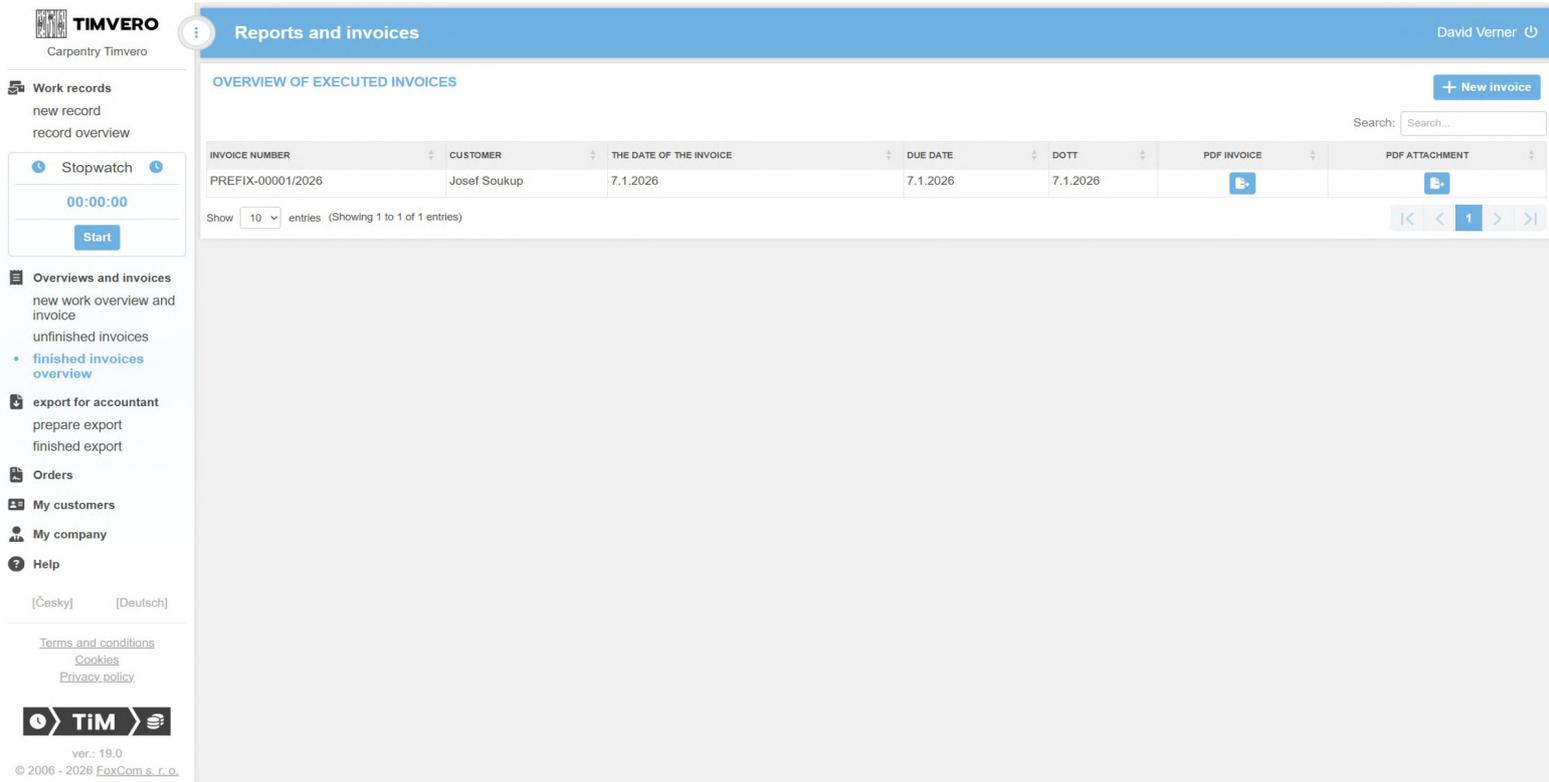
INVOICE NUMBER	CUSTOMER	THE DATE OF THE INVOICE	DUE DATE	DOTT	PDF INVOICE	PDF ATTACHMENT
PREFIX-00001/2026	Josef Soukup	7.1.2026	7.1.2026	7.1.2026		

Below the table, there is a search field, a 'Show 10 entries (Showing 1 to 1 of 1 entries)' indicator, and navigation arrows. A '+ New invoice' button is located in the top right corner of the table area. The left sidebar contains various navigation options like 'Work records', 'Stopwatch', 'Overviews and invoices', 'export for accountant', 'Orders', 'My customers', 'My company', and 'Help'. The bottom of the page shows the TIMVERO logo, version '19.0', and copyright information '© 2006 - 2026 FoxCom s. r. o.'.

- Here, the user can find an overview of draft invoices — that is, invoices that have not yet been finalized by clicking the “Close and Create Invoice” button.
- The table of records can be sorted using the arrows in each column header.
- Records in the table can be searched using the “Search” field.
- At the bottom of the table, the user can adjust how many records are displayed per page or navigate between pages.
- By clicking the “New Invoice” button, the user returns to the “New Work Summary and Invoice” section, where they can select records for invoicing and create an invoice draft using the “Create Invoice Draft” button.



Overview of Completed Invoices



The screenshot shows the 'Reports and invoices' section of the TIMVERO application. The main content area is titled 'OVERVIEW OF EXECUTED INVOICES' and contains a table with the following data:

INVOICE NUMBER	CUSTOMER	THE DATE OF THE INVOICE	DUE DATE	DOTT	PDF INVOICE	PDF ATTACHMENT
PREFIX-00001/2026	Josef Soukup	7.1.2026	7.1.2026	7.1.2026		

Below the table, there is a 'Show 10 entries (Showing 1 to 1 of 1 entries)' control and navigation arrows. The left sidebar contains various navigation options like 'Work records', 'Overviews and invoices', 'Orders', and 'My customers'. The bottom of the page shows the TIMVERO logo, version 19.0, and copyright information for FoxCom s. r. o.

- Users can view a list of completed invoices here — that is, invoices that were finalized using the “Close and Create Invoice” button.
- The records table can be sorted using the arrows in the headers of individual columns.
- Records can be searched using the “Search” field.
- At the bottom of the table, users can adjust the number of displayed records per page or navigate between pages.
- Invoices and their attachments can be downloaded from the table in PDF format using the corresponding button  .

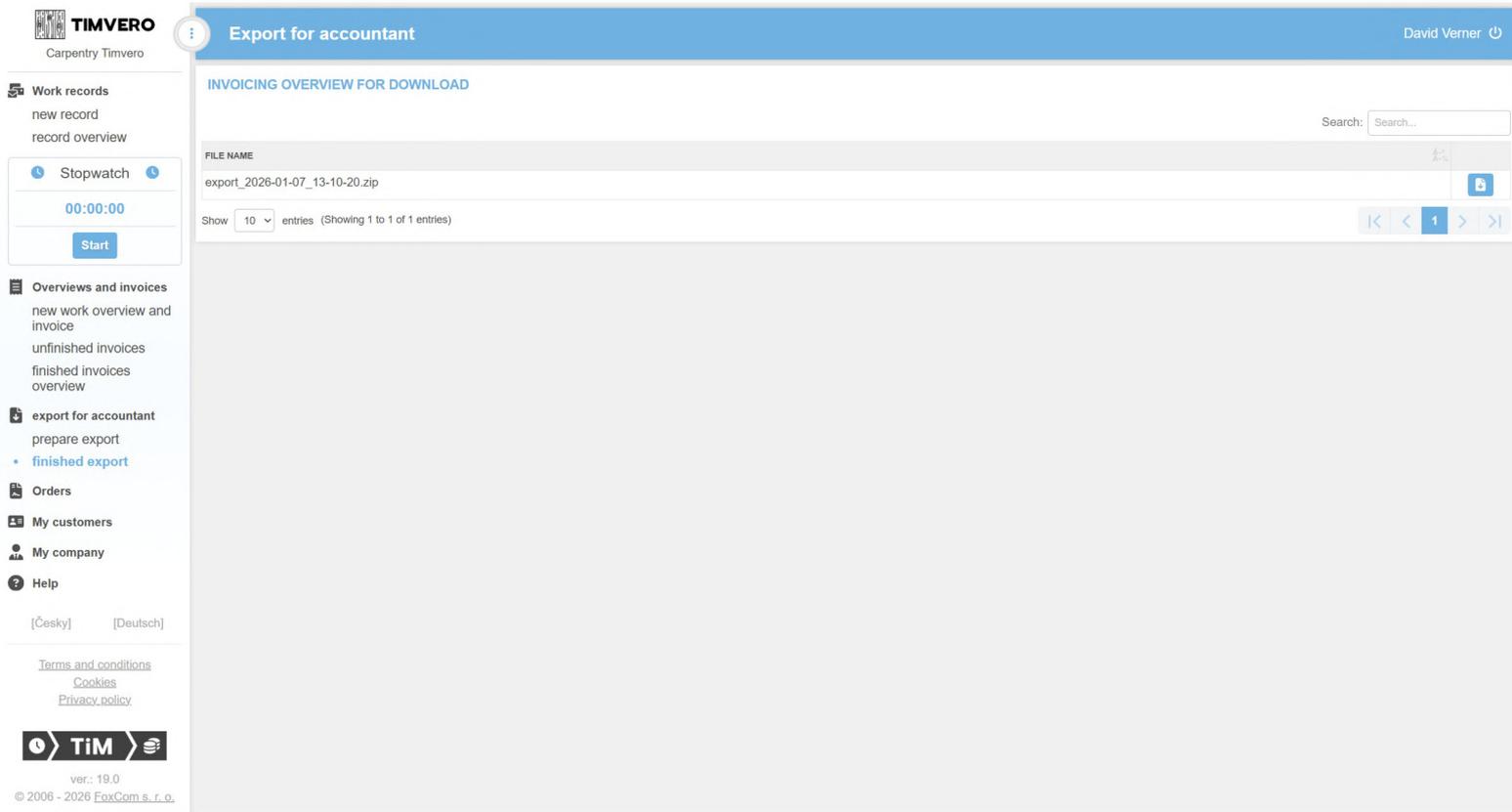
Export for Accounting

Overview of Invoices for Export

The screenshot displays the 'Export for accountant' interface. The main content area is titled 'OVERVIEW OF INVOICING FOR EXPORT' and features a table with the following columns: MARK FOR EXPORT, INVOICE NUMBER, CUSTOMER, THE DATE OF THE INVOICE, DUE DATE, and DOTT. A single row is visible with a checked checkbox in the 'MARK FOR EXPORT' column, an invoice number of 'PREFIX-00001/2026', customer 'Josef Soukup', and dates '7.1.2026'. Below the table, there is a 'Show 10 entries (Showing 1 to 1 of 1 entries)' control and navigation arrows. An 'Export' button is located at the top right and bottom right of the table area. The left sidebar contains navigation links for 'Work records', 'Overviews and invoices', 'export for accountant', 'Orders', 'My customers', 'My company', and 'Help'. The bottom of the page includes the TIM logo, version 'ver.: 19.0', and copyright '© 2006 - 2026 FoxCom s. r. o.'.

- Users can view a list of invoices that can be exported as a ZIP file for accounting purposes.
 - Invoices can be selected for export using the checkbox in the "Mark for Export" column.
 - Once selected, invoices can be exported to a ZIP file by clicking the "Export" button.
- The records table can be sorted using the arrows in the headers of individual columns.
- Records can be searched using the "Search" field.
- At the bottom of the table, users can adjust the number of records displayed per page or navigate between pages.

Export Download Overview



- Here, users can view a list of exported files and download them using the corresponding button.
 
- The records table can be sorted using the arrows in each column header.
- Records can be searched using the “Search” field.
- At the bottom of the table, users can adjust the number of records displayed per page or navigate between individual pages of the table.



Orders

Orders Overview

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Work records
new record
record overview

Stopwatch
00:00:00
Start

Overviews and invoices
new work overview and invoice
unfinished invoices
finished invoices overview

export for accountant
prepare export
finished export

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Orders David Verner

+ New Order

Search: Search...

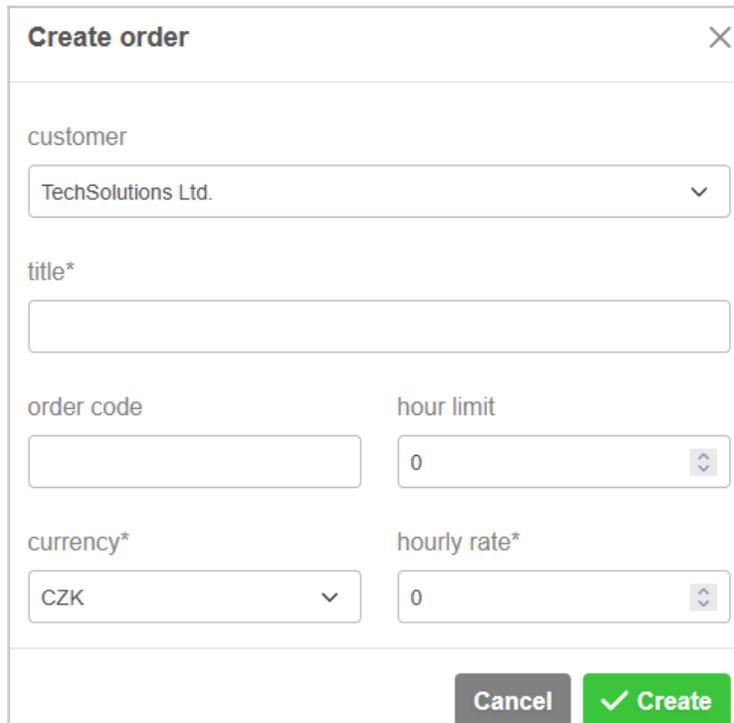
ORDER CODE	TITLE	HOUR LIMIT	HOURLY RATE	CURRENCY
JOSEF SOUKUP	Renovation (Josef Soukup)	500	25	EUR

Show 10 entries (Showing 1 to 1 of 1 entries)

- Users can see an overview of their projects carried out for individual clients here.
- Projects can be searched using the search field.
- Projects can be sorted in the overview using the arrows in the table column headers.
- Projects can be edited using the  button.
- Projects can be deleted using the  button.
- At the bottom of the table, there is a tool for navigating between pages, as well as an option to adjust the number of results displayed per page.

New order

- Users can create a new order by clicking the “New Order” button.



Create order [X]

customer
TechSolutions Ltd. [v]

title*
[]

order code [] hour limit 0 [v]

currency* CZK [v] hourly rate* 0 [v]

[Cancel] [✓ Create]

- A dialog window will open, where the user must select the client to whom the project belongs, and then fill in details such as project code, project name, hour limit, currency, and hourly rate.
- We save the data using the "Create" button. Alternatively, we can cancel filling in the table using the "Cancel" button.

Costs

TIMVERO
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Work records
new record
record overview

Stopwatch
00:00:00
Start

Overviews and invoices
new work overview and invoice
unfinished invoices
finished invoices overview

export for accountant
prepare export
finished export

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Order - Renovation David Verner

[Edit order](#)

BASIC DETAILS

customer Josef Soukup	title Renovation
order code	hour limit 500
hourly rate 25	title EUR

COSTS OVERVIEW [+ New cost](#)

Search:

COSTS NAME	COSTS DESCRIPTION	PRICE	PROCESSED BY AI
Fillter		20,00	✎ 🗑
Oak boards		50,00	✎ 🗑

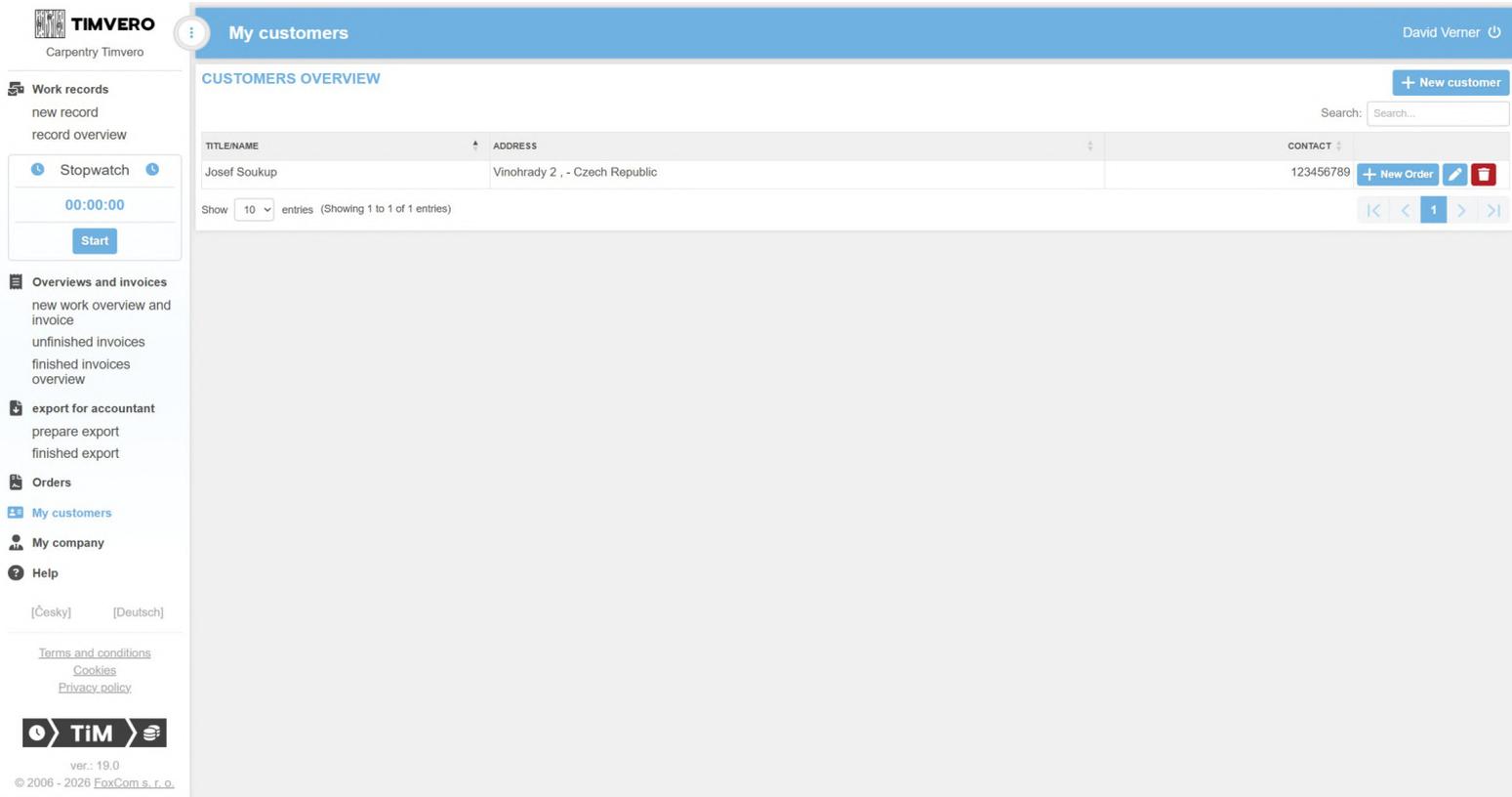
Show entries (Showing 1 to 2 of 2 entries)

- In addition to editing the order itself, you can enter costs in the order details by clicking "New cost". You can later assign these to the invoice.
- The costs can be edited using the button.
- Costs can be deleted using the button.



My customers

Customers overview



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David Verner

My customers

CUSTOMERS OVERVIEW

+ New customer

Search: Search...

TITLENAME	ADDRESS	CONTACT
Josef Soukup	Vinohrady 2, - Czech Republic	123456789

Show 10 entries (Showing 1 to 1 of 1 entries)

+ New Order

[Edit] [Delete]

[Navigation: < < 1 > >]

Work records
new record
record overview

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00:00:00
Start

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- Users can view an overview of contacts/customers here.
- Contacts can be searched using the "Search" field.
- Additionally, contacts in the table can be sorted using the arrows in the column headers.
- Users can add new contacts.
- Contacts can be edited using the  button.
- Contacts can be deleted using the  button.
- At the bottom of the table, there is a tool for navigating between table pages or adjusting the number of displayed results.



New Contact

- You can create a new contact/customer using the “New customer” button.

- A form will appear where you can enter customer details such as basic information, address, and contact details.
- Save the data using the “Create” button, or cancel the entry using the “Cancel” button.

New Invoice

- You can create a new job order using the “New Job Order” button.
- Information on creating a new job order can be found in this guide, in the chapter **Job Orders**, under the subsection **Creating a New Job Order**.



My company

Basic Information

- Users can view and edit their company details (name, address, contact information, company registration number, tax ID, bank details) using the “Edit” button.

Our People

- In this table, users can see an overview of their added collaborators.
- They can search for a collaborator using the “Search” field.
- Collaborators can be sorted using the arrows in the column headers.
- At the bottom of the table, there are tools for navigating between pages and adjusting the number of displayed results.
- Users can add and edit information about their collaborators here.
 - To do this, they use the “Add New Collaborator” button.

software development laboratory

- Clicking this button opens a dialog window where the new collaborator's details must be entered.

Create ✕

Name* Surname*

email*

Phone*

Close
Save

- Collaborator details can also be edited using the button or by clicking on the row of the respective collaborator.
- A collaborator can be completely deleted using the button.

My profile

- Clicking on the user's name in the application header opens the user's detail view.
- Here, basic information can be edited using the „Edit“ button.
- It is also possible to monitor connections with other accounts:
 - Link to a Google account: Click "Link to account", select your account, and then follow the on-screen instructions.
 - Google Authenticator: Scan the QR code or copy the key into the Google Authenticator app. Then enter the code to confirm the connection.