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.

Contents

Getting Started

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

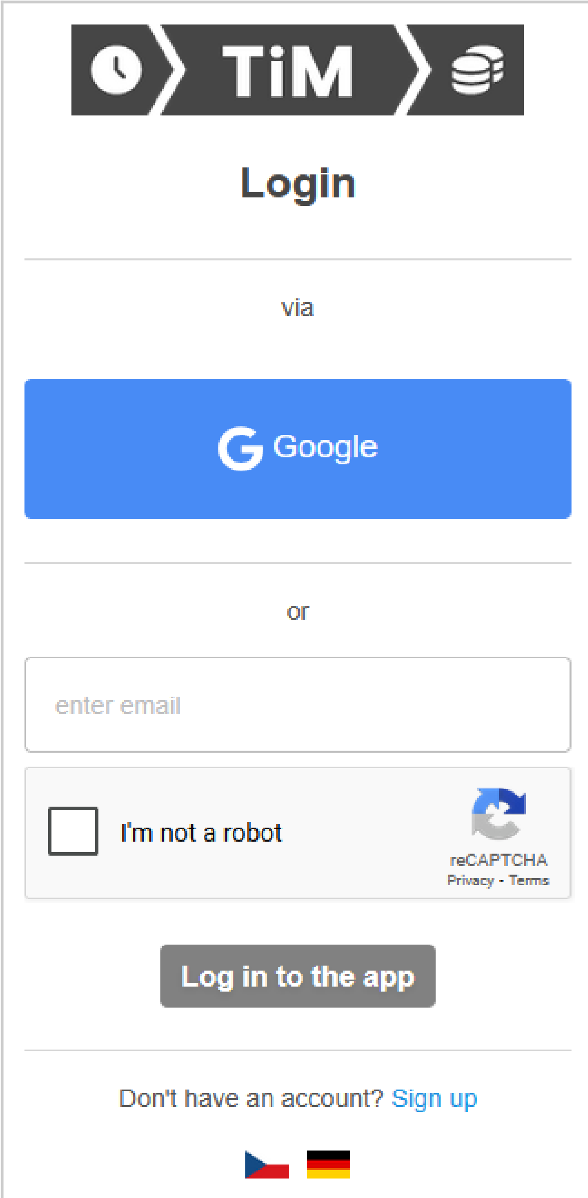
1 My Company: We recommend filling in the missing details, uploading your logo, and adding your collaborators. detailed manual here.

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

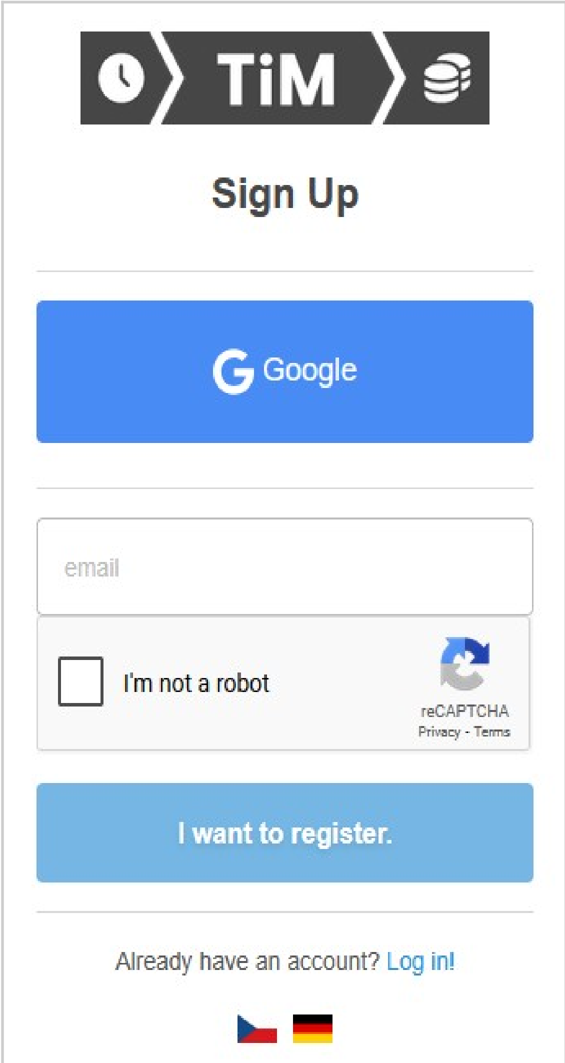
Users can log in using their Google account.

Users can also log in using their email and password.

Registration

New users can register by clicking the link “Don't have an account? Sign up.”

Step 1:



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 "Sign Up" 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:

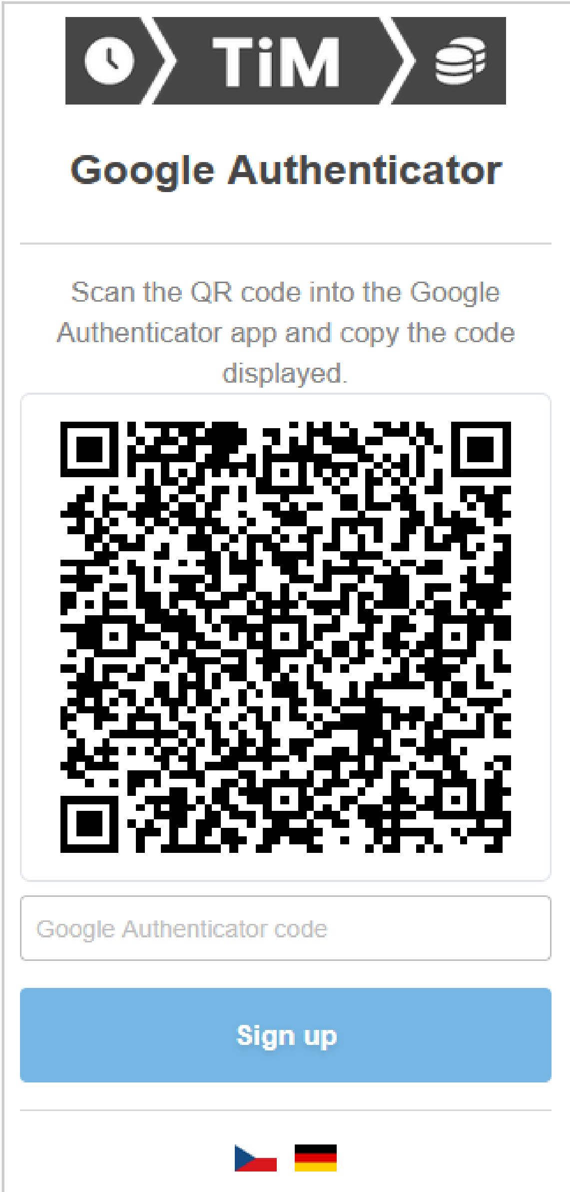
In your profile, fill in the sections for Basic Information, Address, and Contact. Then click the "Register" button again.

Step 4:

Choose your preferred user plan.

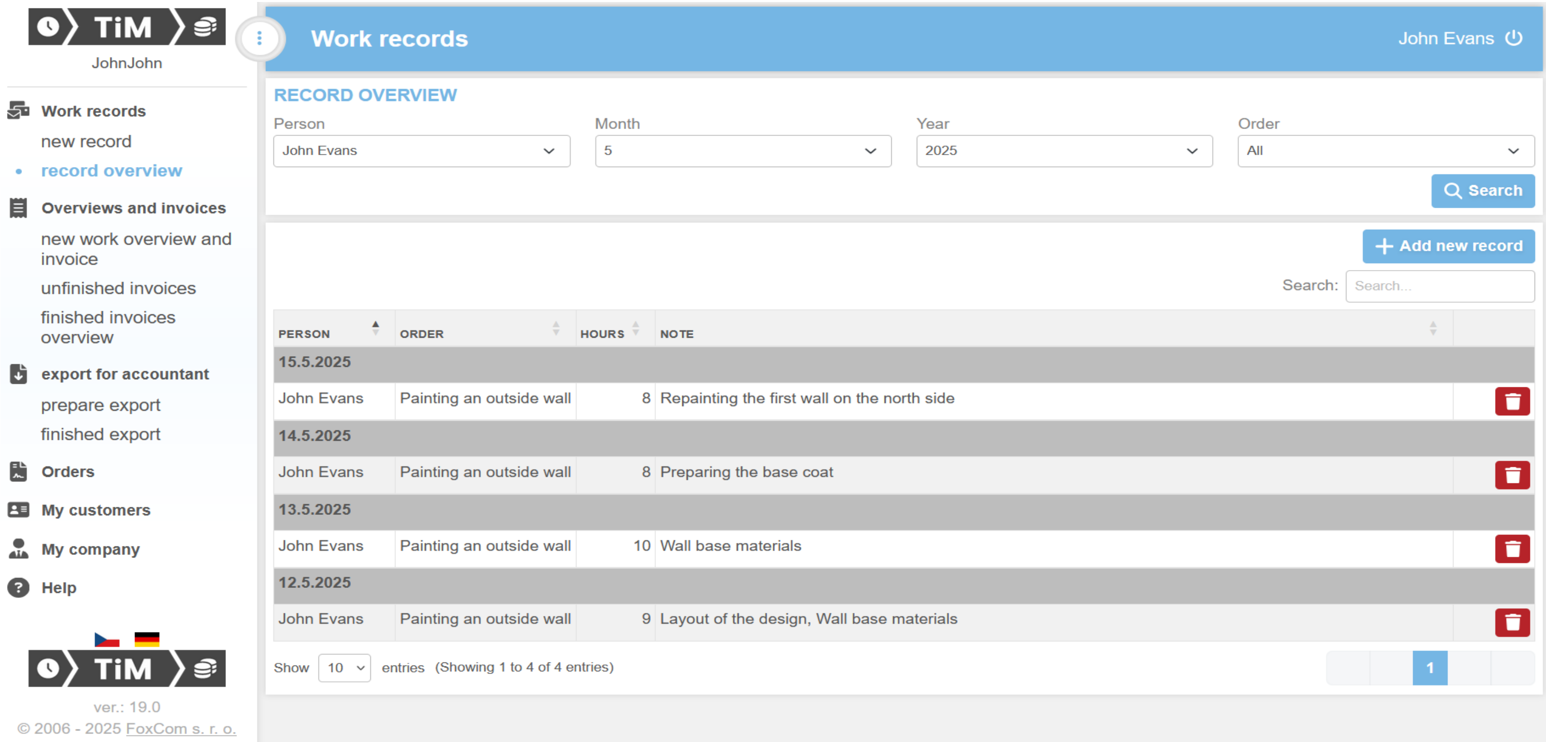
Step 5:

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.


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

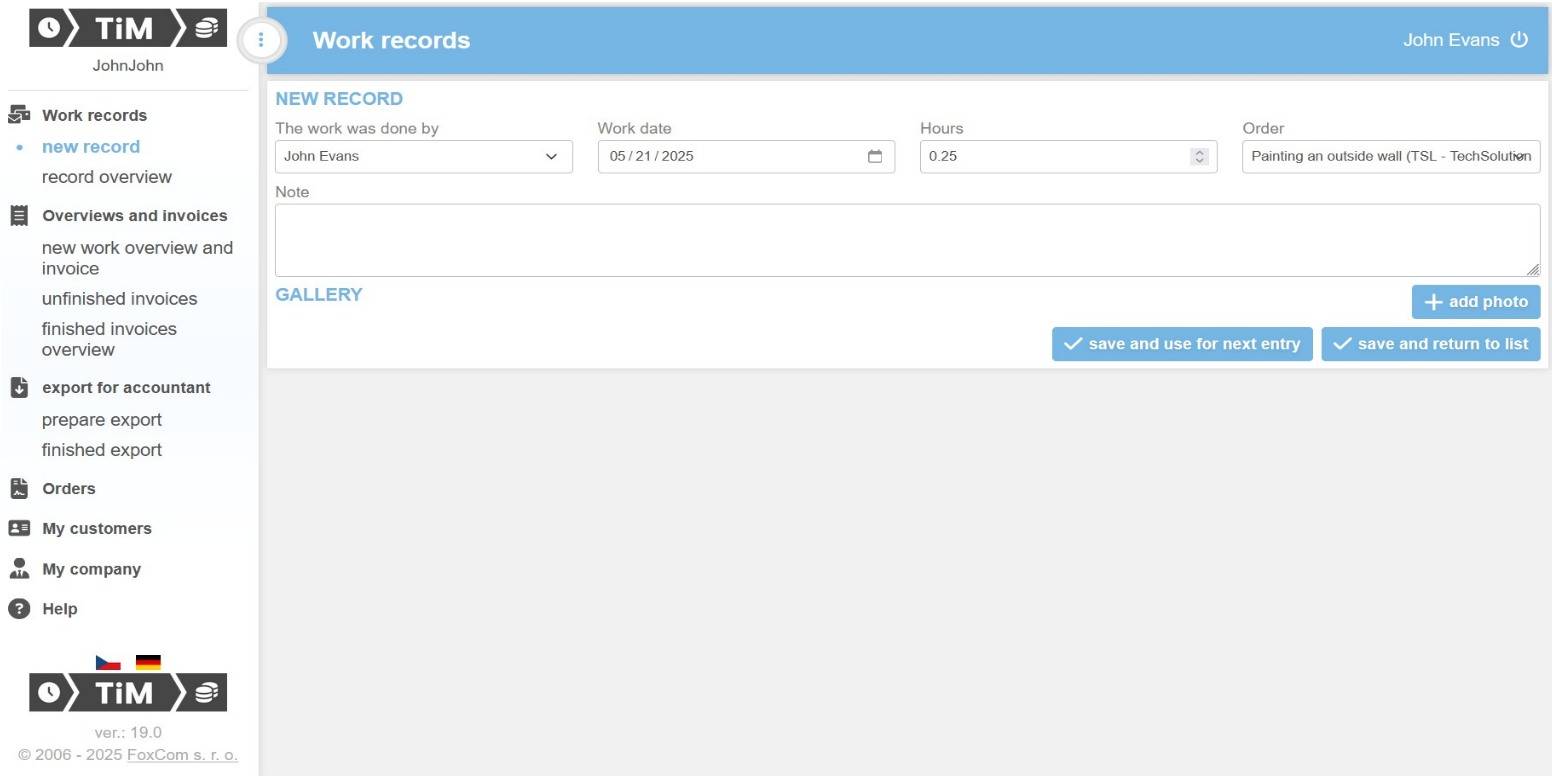
Work Records

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 “Filter” 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

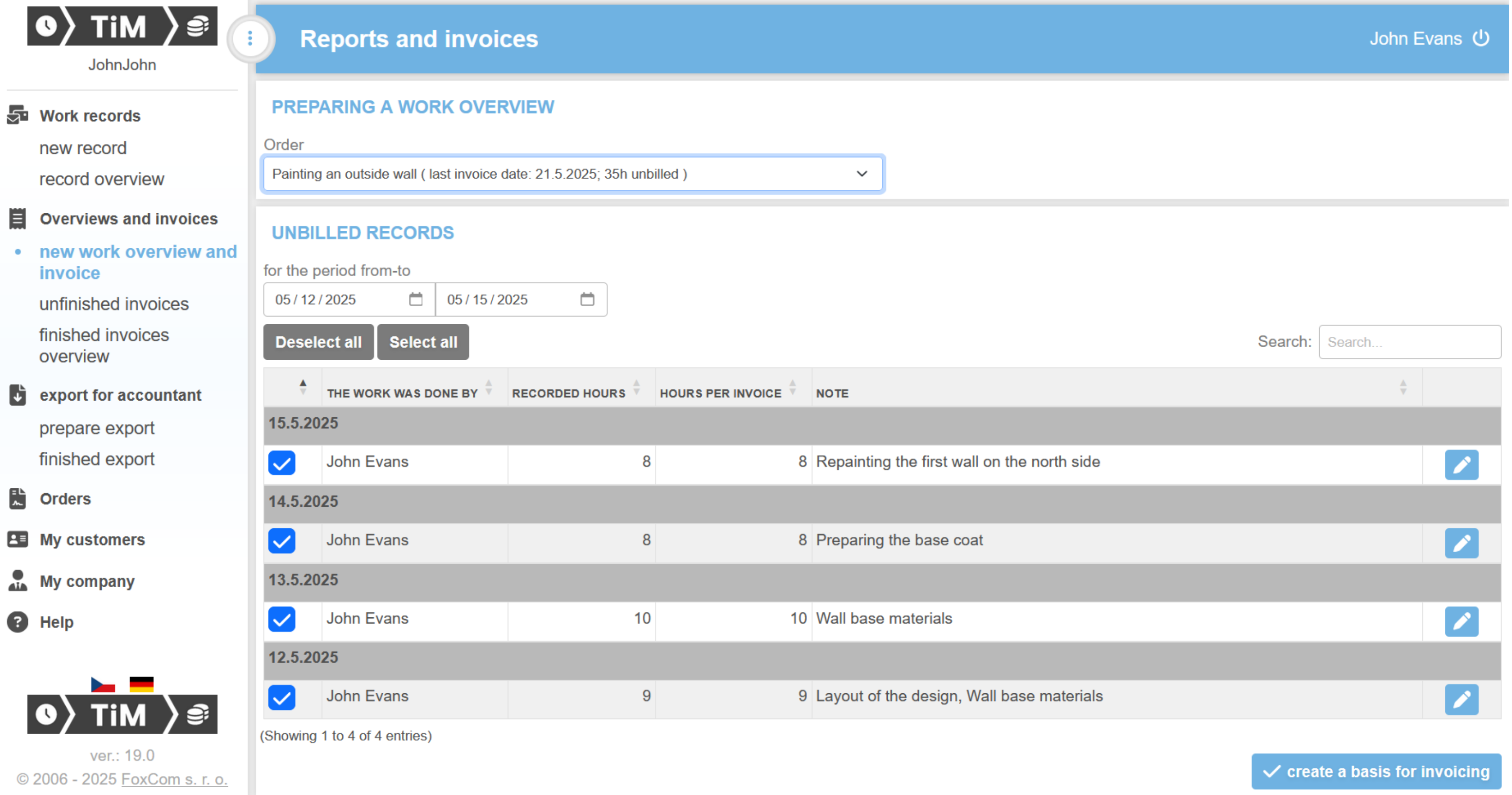


- The form is used to enter a new record of completed work.
- You can enter all necessary details about the record (type of work, date of completion, hours, project, notes, photo).
- To save the work record, use the buttons “Save and return to list” or “Save and use for next entry.” The latter keeps 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.

Overviews and Invoices

New work overview and Invoice

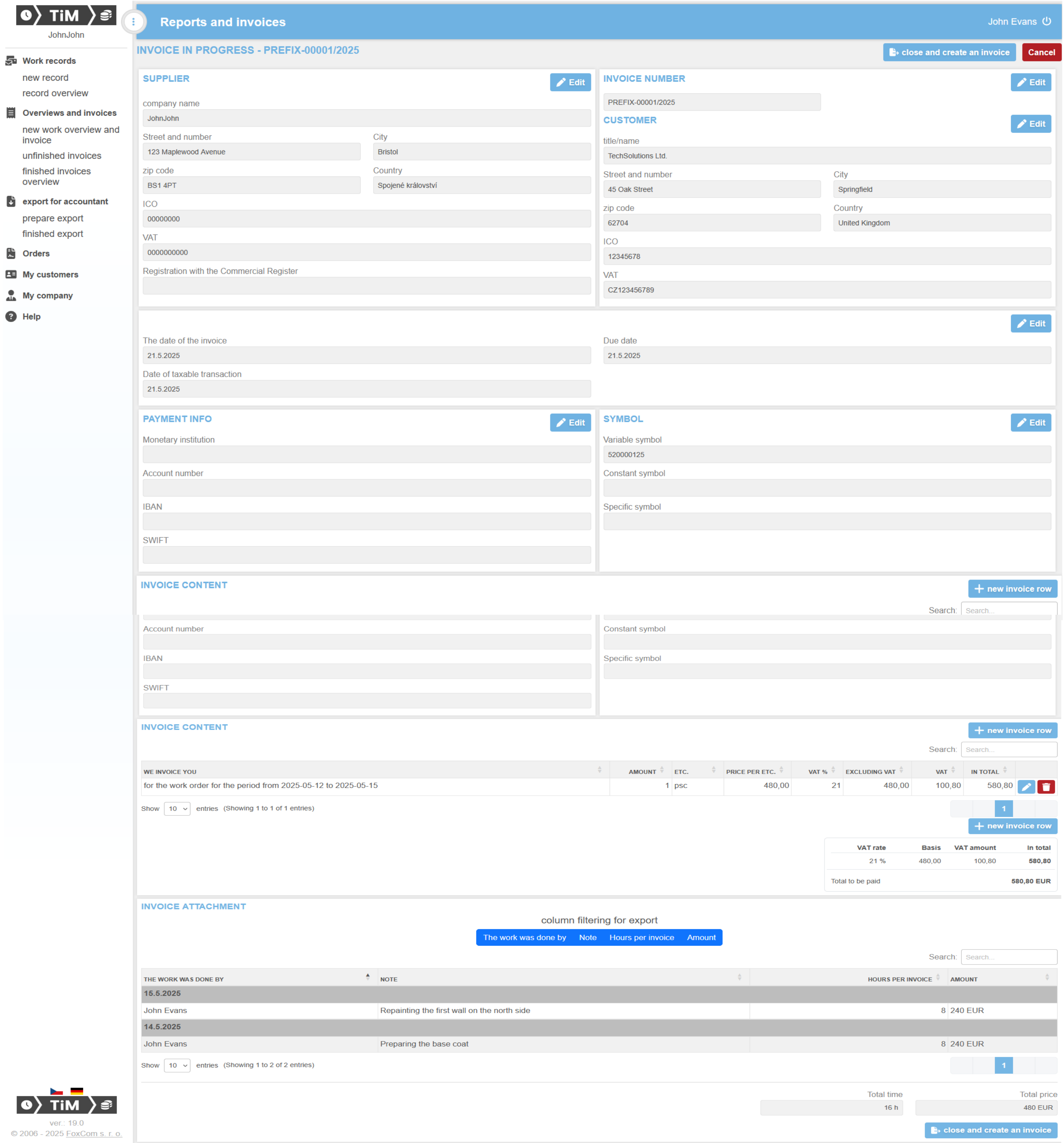
- Users can create a new report for invoicing here.



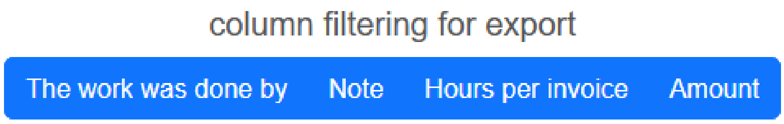
- Preparing the work report:
  - First, select the project for which you want to prepare the work summary.
- Uninvoiced Records:
  - This section displays recorded work entries that have not yet been included in any invoice.
  - Users can specify the time period for which uninvoiced records should be 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.

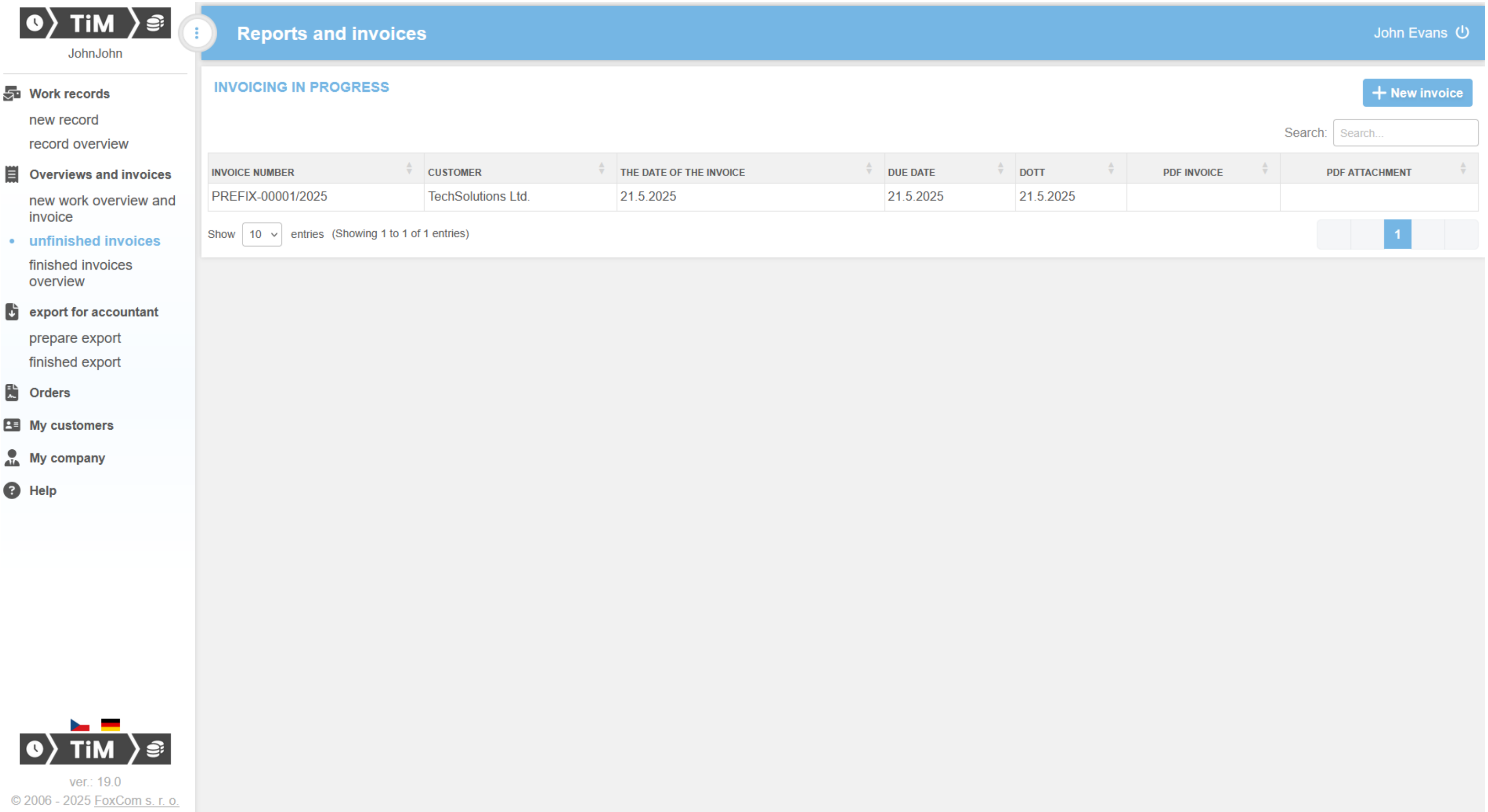


- The fields will be automatically pre-filled with information the application already knows, such as the supplier, customer, amount, and so on.
- All fields can be edited or supplemented using the "Edit" button.
- <u>Section: "We are invoicing you for the work report on the project for the period from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



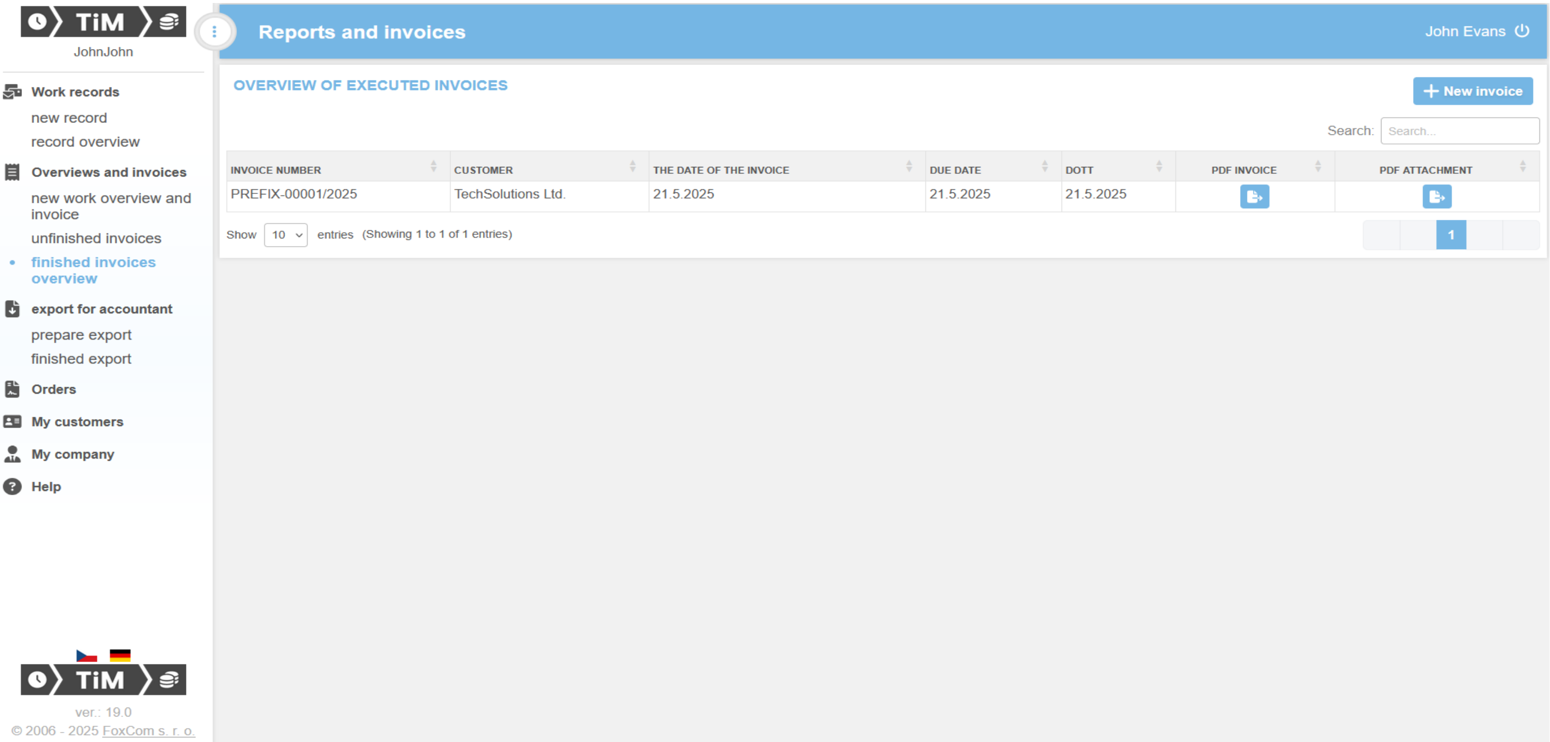
    - The records table can be sorted using the arrows in the column headers
    - Records in the table can be searched using the **Search** field.
    - At the bottom of the table, you can adjust the number of records displayed or navigate between pages.
    - At the end of the draft invoice, the user will 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



- 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.

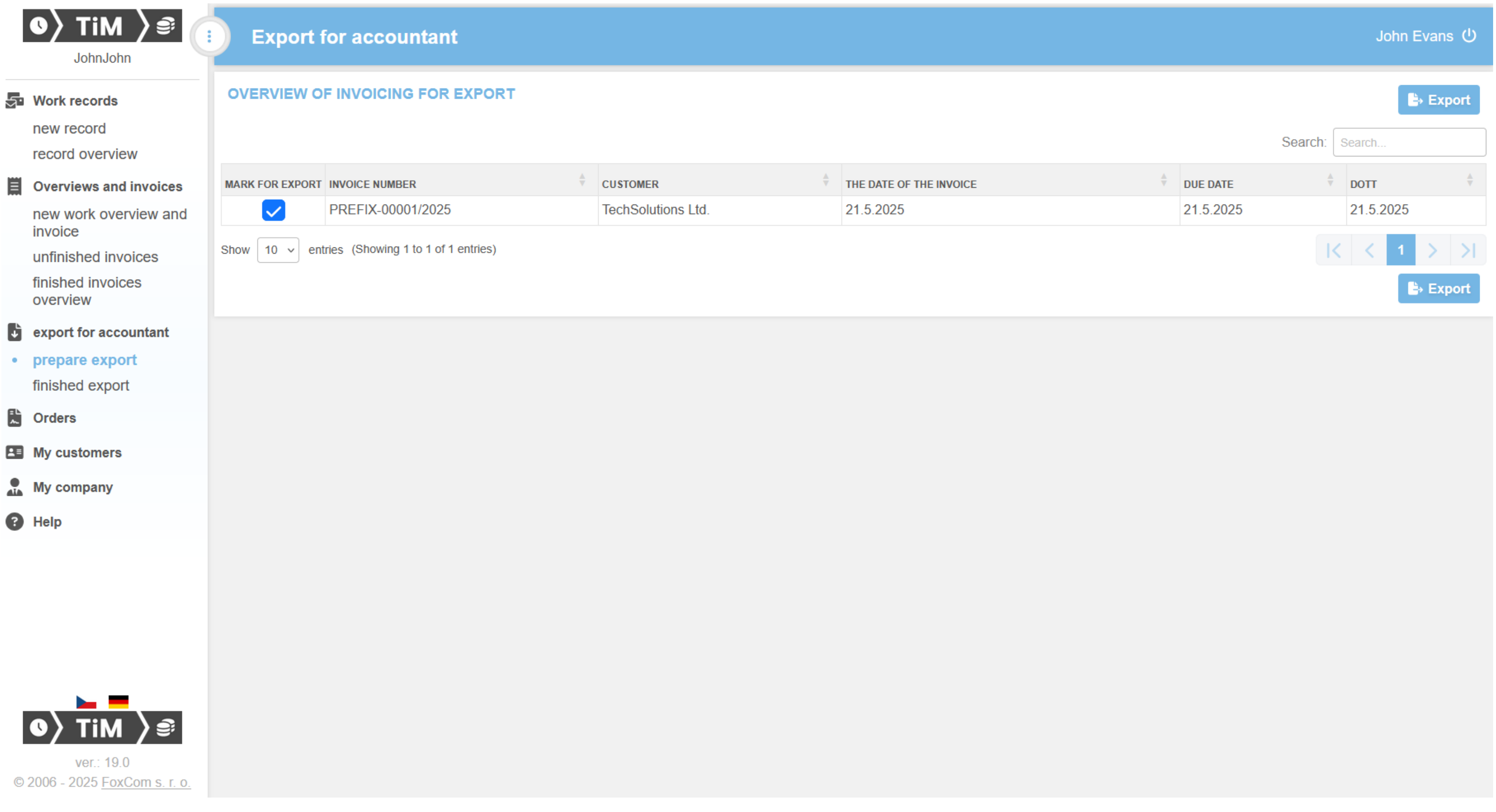
Overview of Completed Invoices



- 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  .

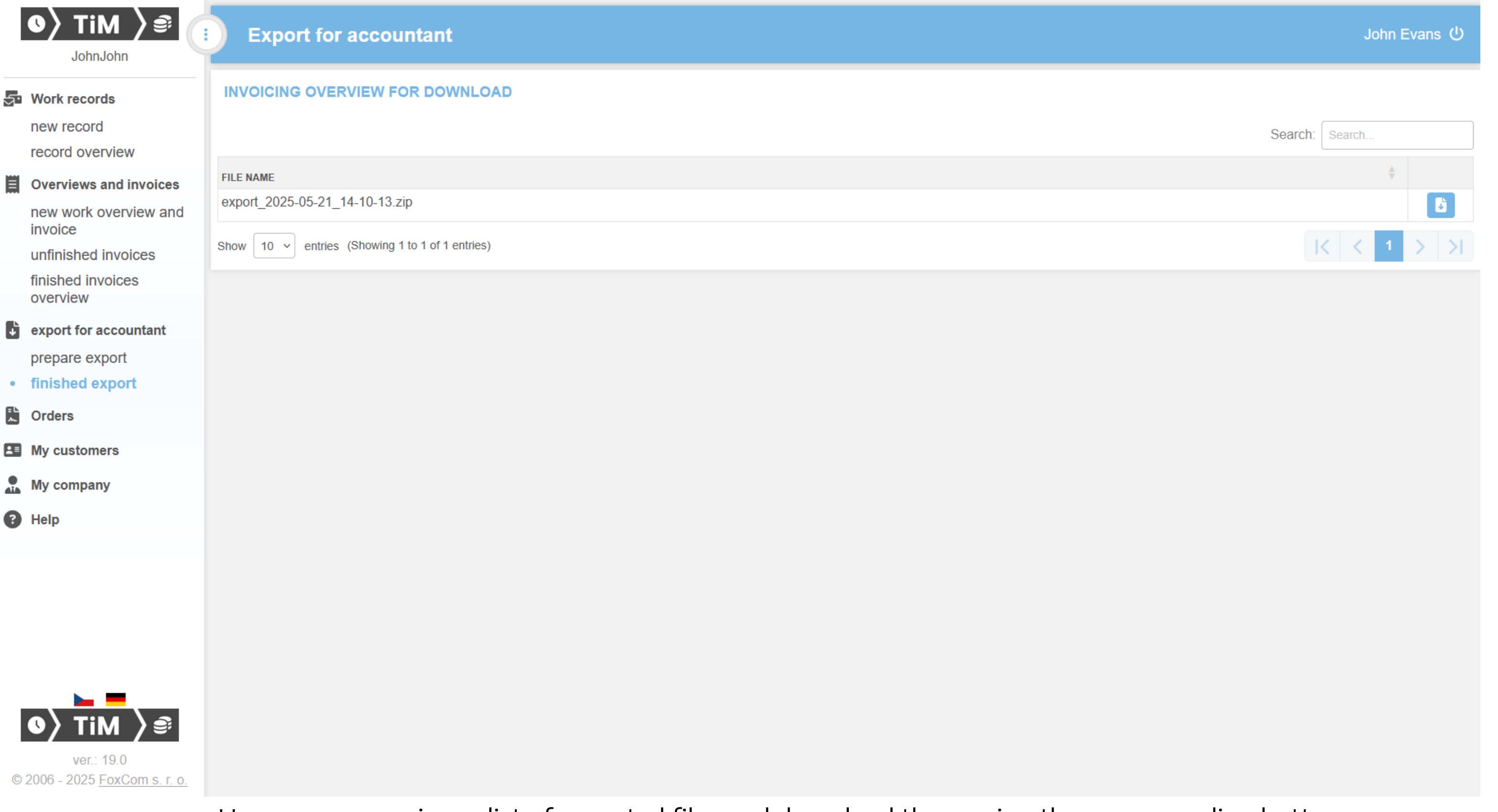
Export for Accounting

Overview of Invoices for Export



- 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.

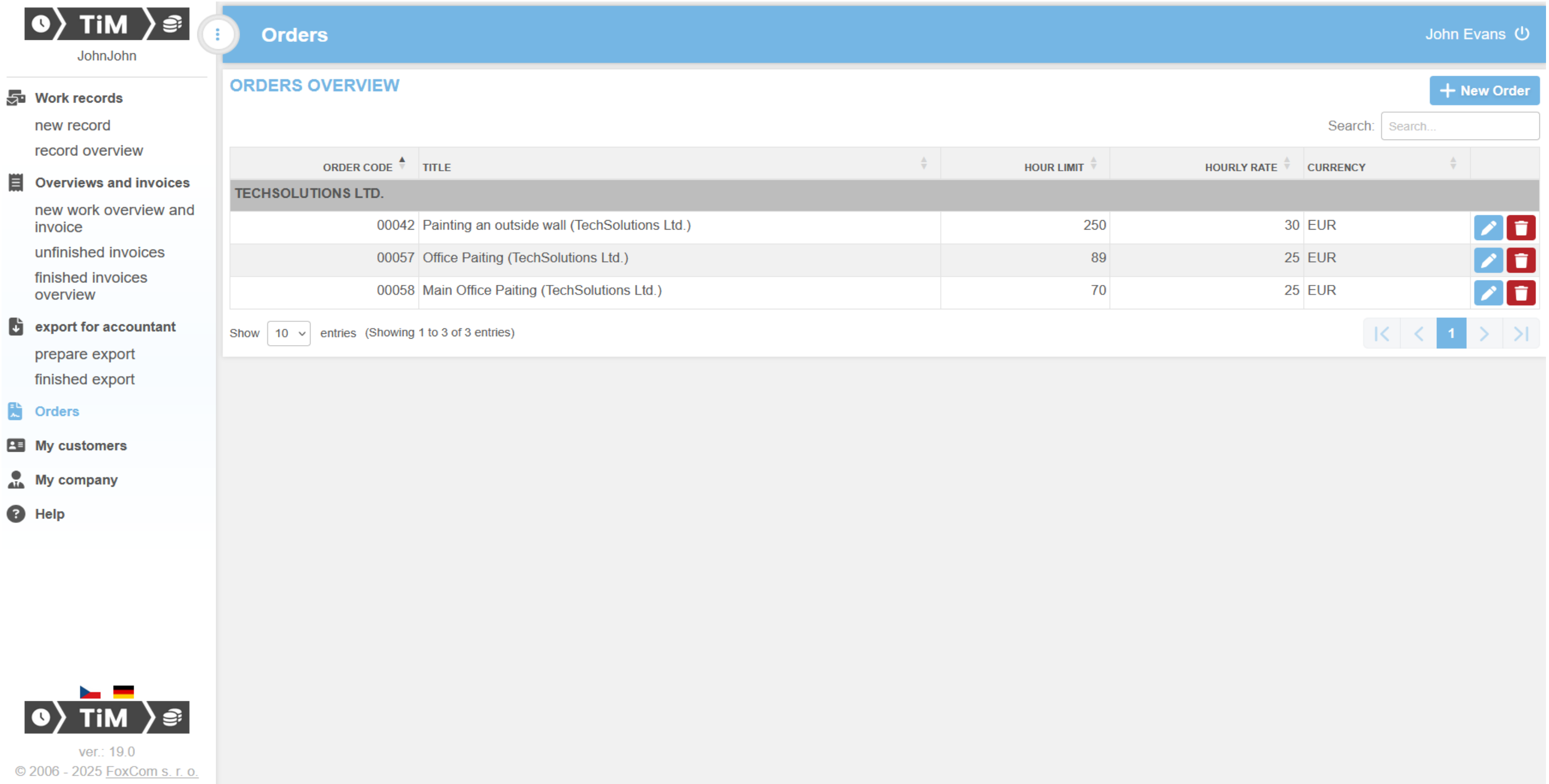
Export Download Overview



- 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.

Invoices

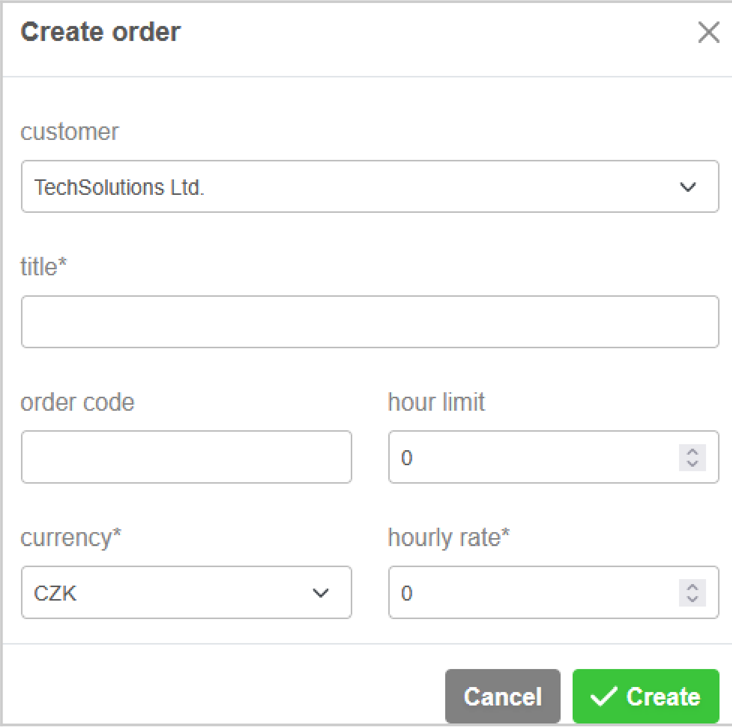
Invoice Overview



- 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 invoice

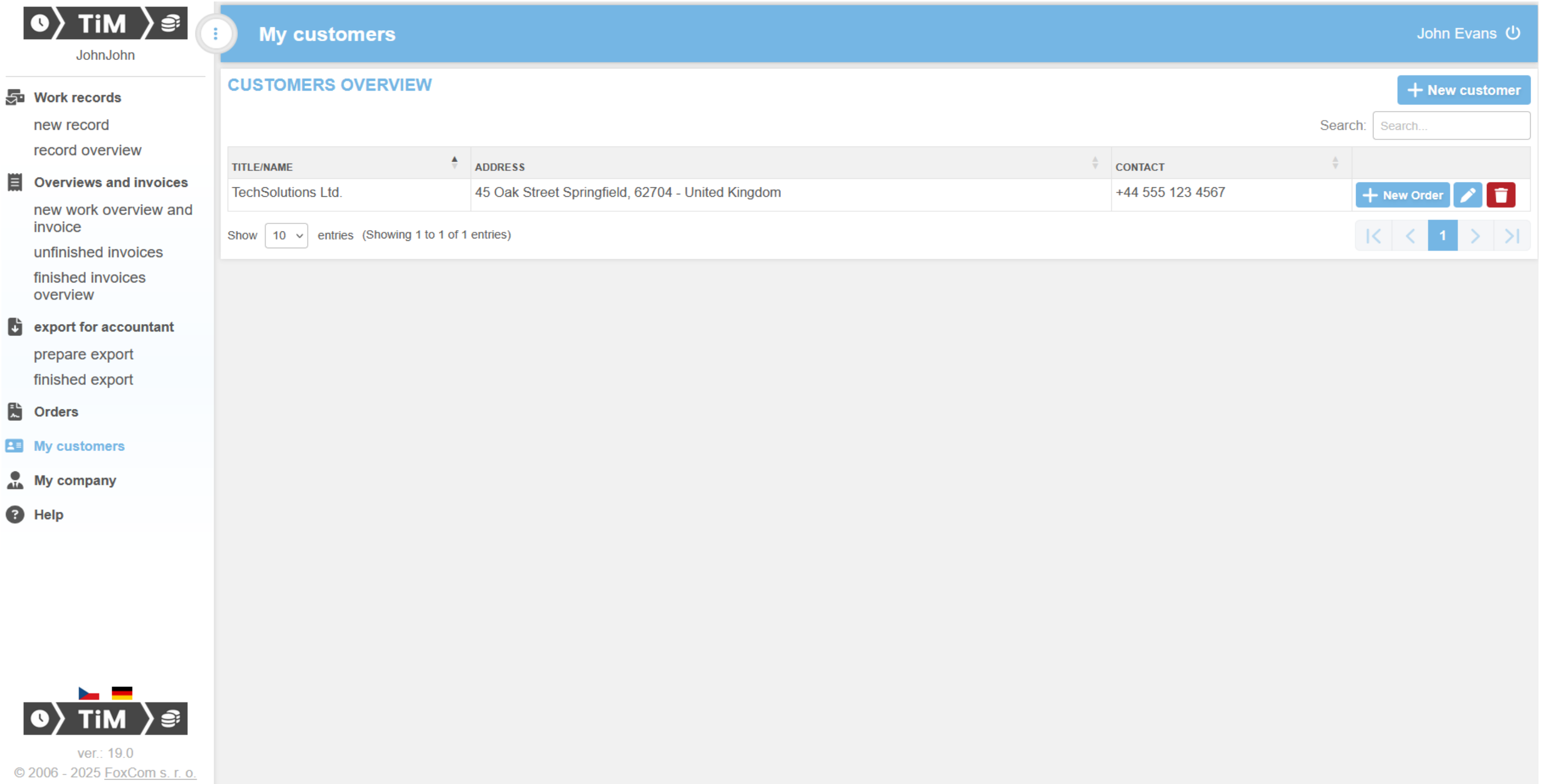
- Users can create a new project by clicking the “New Project” button.



- 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.

My customers

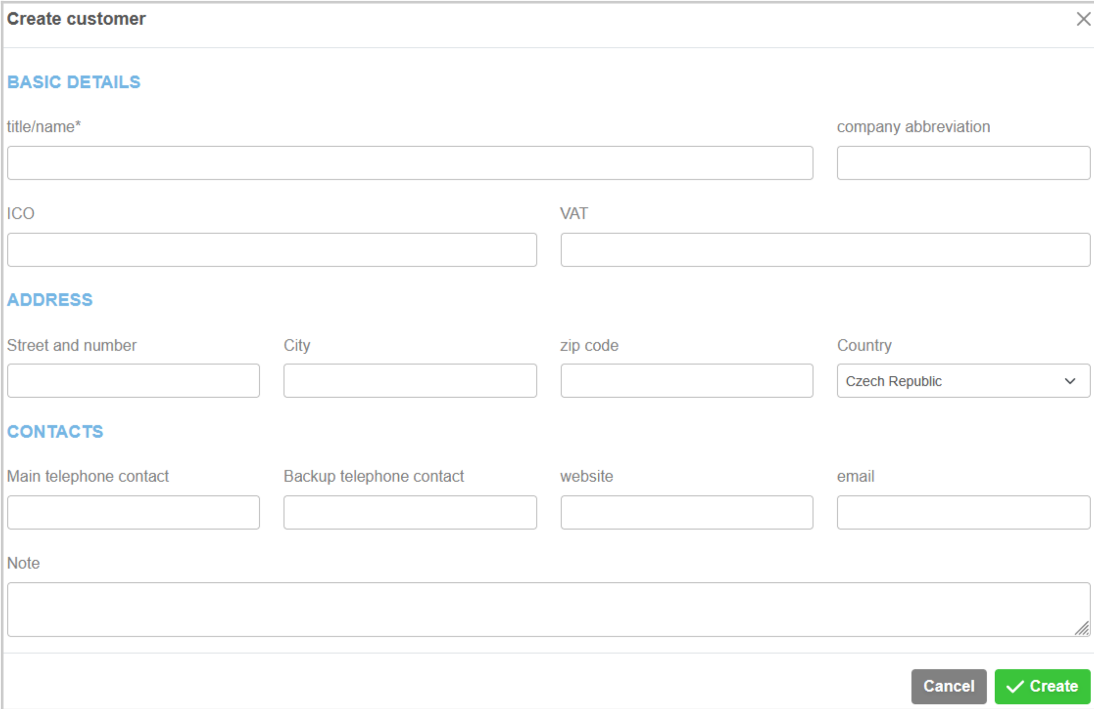
Customers overview



- 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 Contact” button.

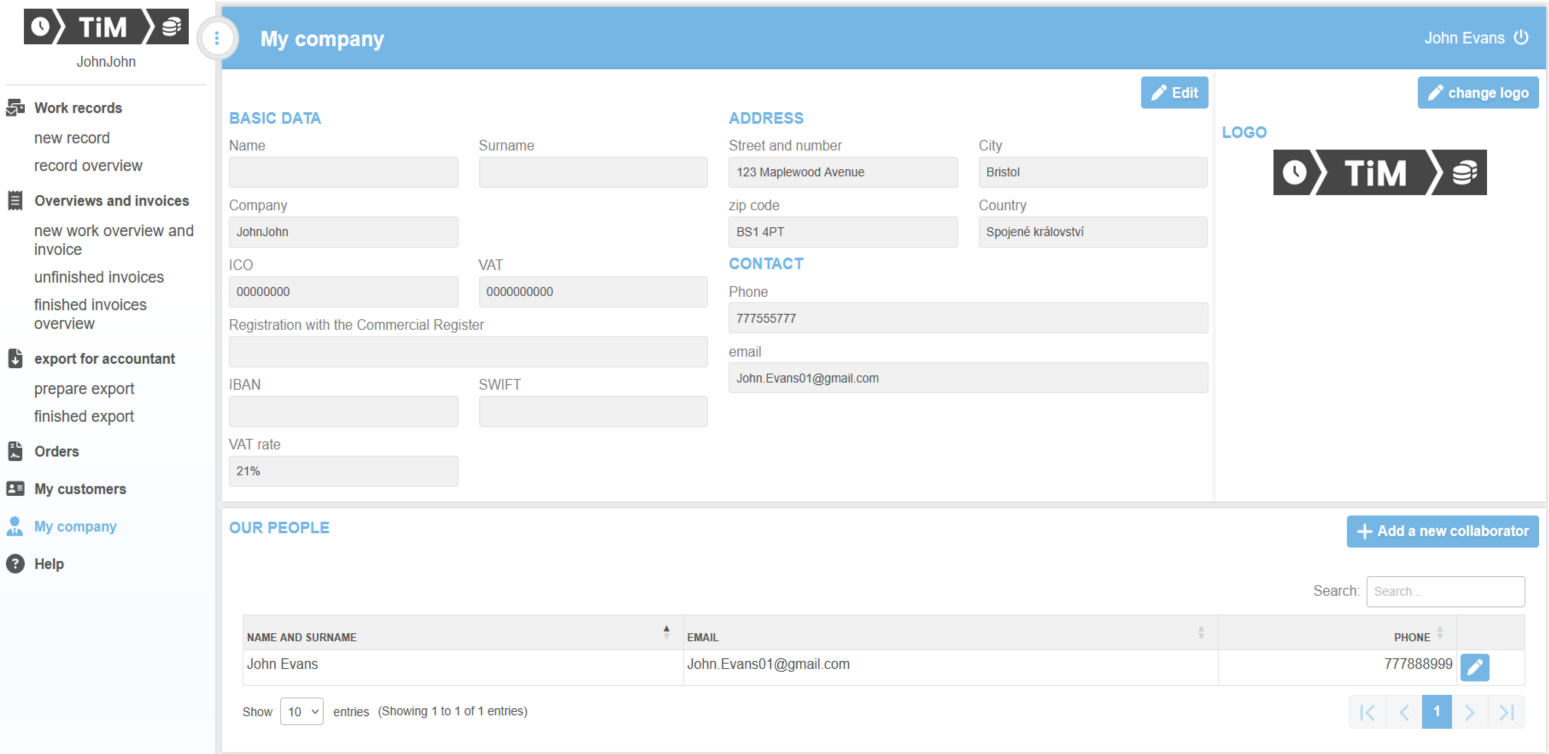


- A form will appear where you can enter customer details such as basic information, address, and contact details.
- Save the data using the “Create” button, or cancel the entry using the “Cancel” button.

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

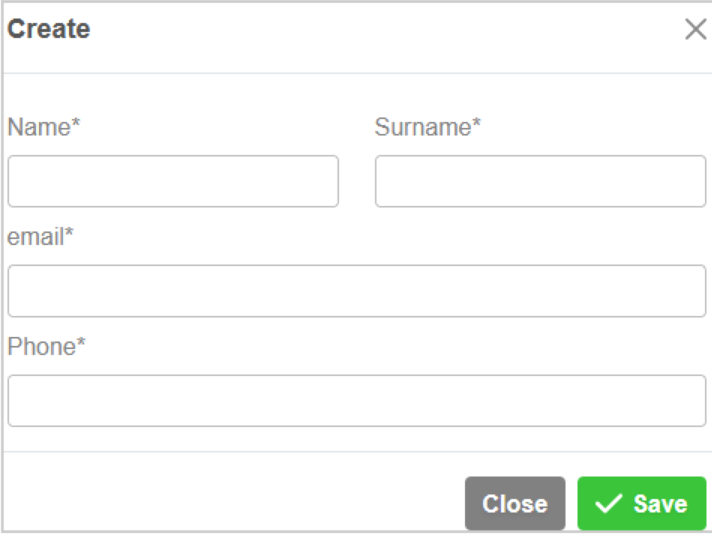


Basic Information

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

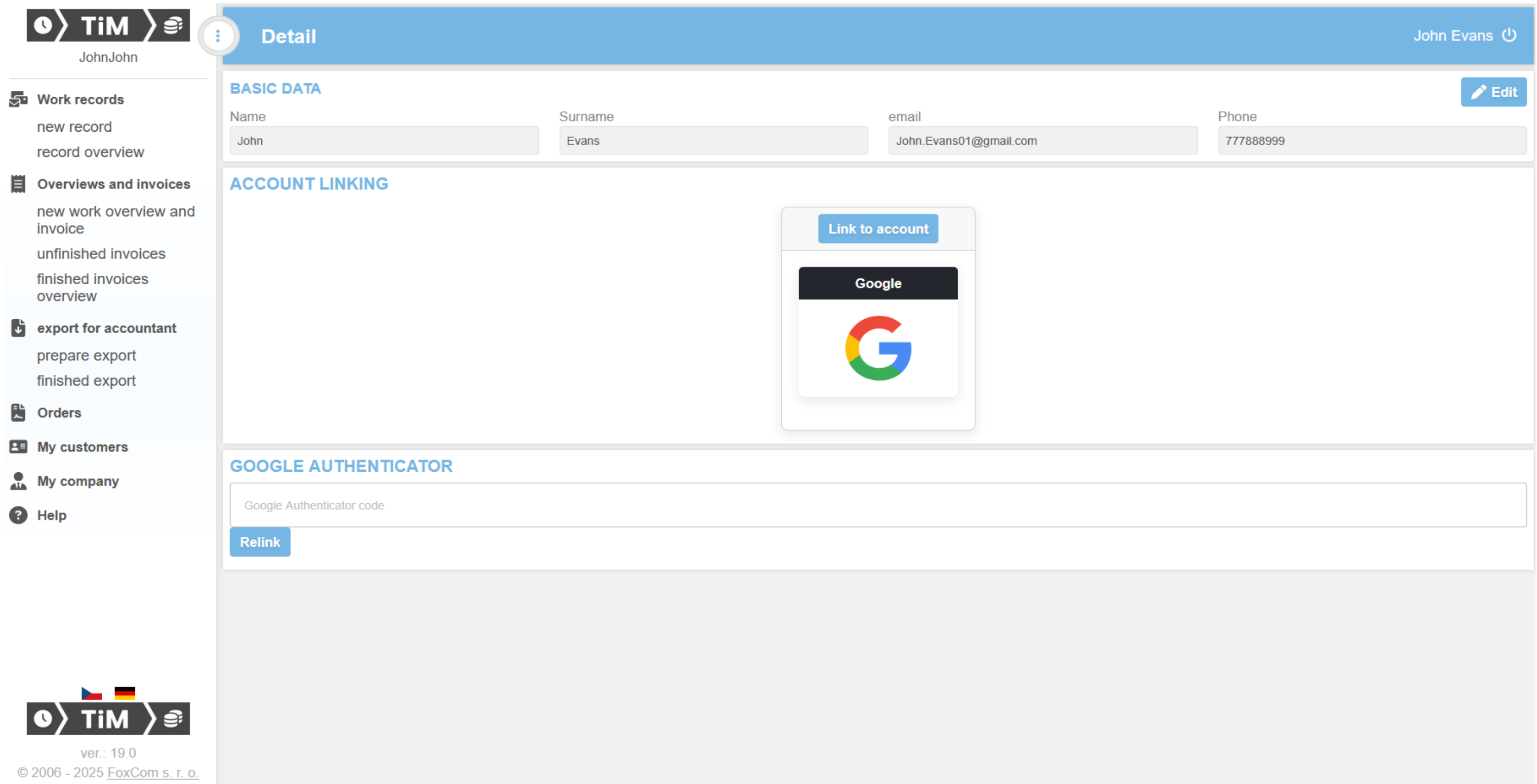
Our People

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



- 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.