


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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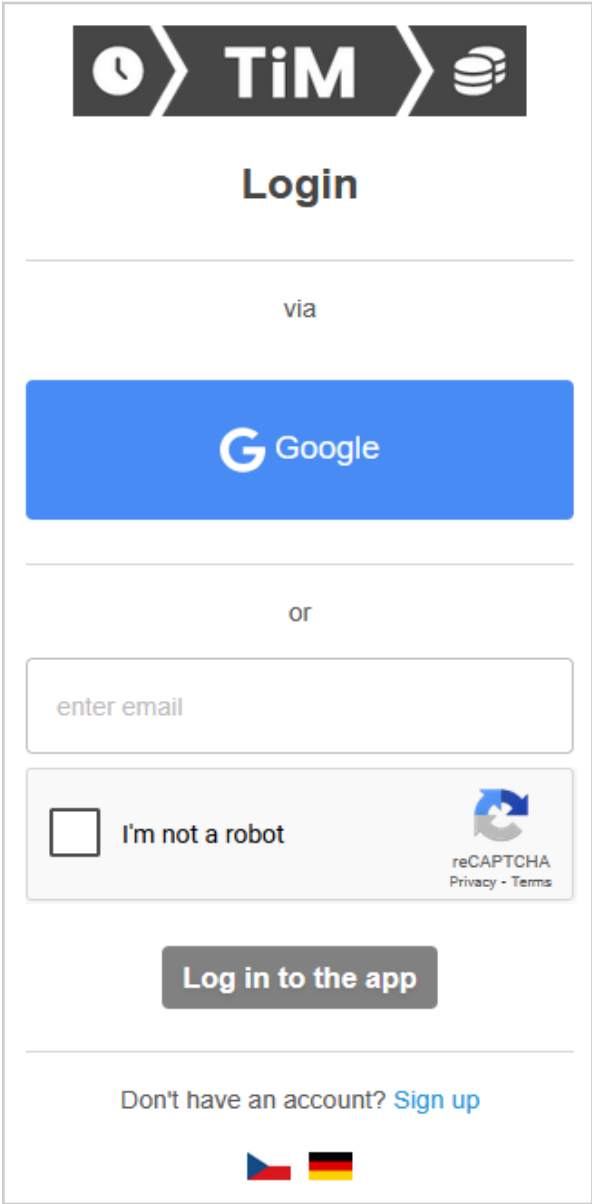
Getting Started

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



The screenshot shows the TiM login and registration page. At the top is the TiM logo with a clock icon on the left and a database icon on the right. Below the logo is the word "Login". A horizontal line separates this from the "via" text, which is above a large blue button with the Google logo and the word "Google". Another horizontal line follows, with the word "or" in the center. Below "or" is a text input field with the placeholder "enter email". Underneath the input field is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms". A dark grey button labeled "Log in to the app" is positioned below the reCAPTCHA. At the bottom, a link "Don't have an account? Sign up" is displayed. At the very bottom, there are two small flags: the flag of the Czech Republic and the flag of Germany.

Login

Users can log in using their Google account.

Users can also log in using their email and password.

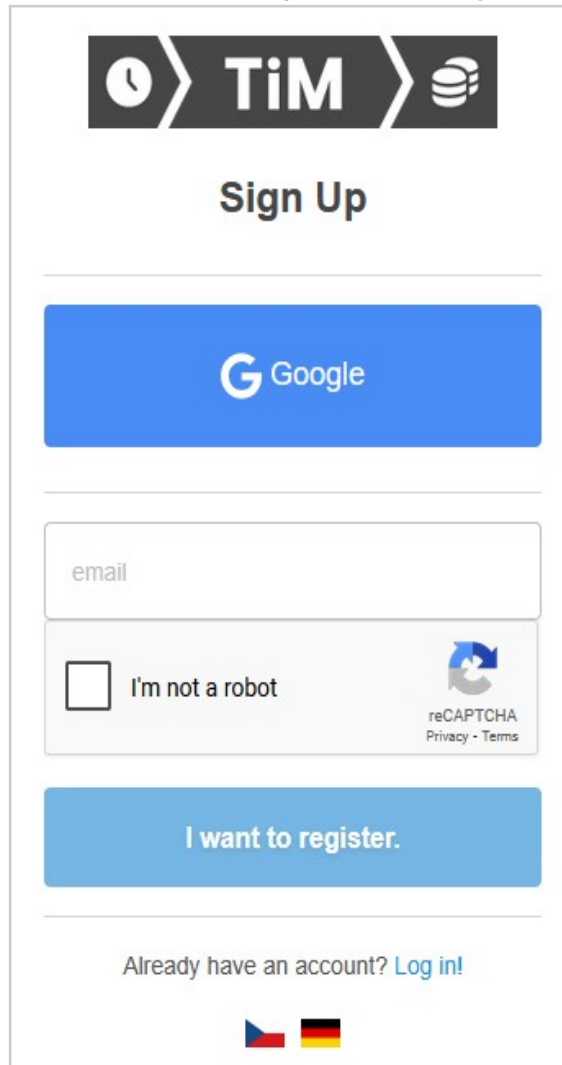
Registration

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

Step 1:



software development laboratory



The image shows a web form for signing up on the TiM platform. At the top, there is a header with a clock icon, the text 'TiM', and a database icon. Below this is the title 'Sign Up'. There are two main options for registration: a blue button with the Google logo and the text 'Google', and a white input field labeled 'email'. Below the email field is a reCAPTCHA section with a checkbox and the text 'I'm not a robot', and a reCAPTCHA logo with links for 'Privacy' and 'Terms'. At the bottom of the form is a blue button with the text 'I want to register.' and a link 'Already have an account? Log in!'. At the very bottom, there are two small flags, one of the Czech Republic and one of Germany.

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.



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

Work records John Evans



RECORD OVERVIEW

Person: John Evans Month: 5 Year: 2025 Order: All


[Search](#) [+ Add new record](#)

PERSON	ORDER	HOURS	NOTE
15.5.2025			
John Evans	Painting an outside wall	8	Repainting the first wall on the north side
14.5.2025			
John Evans	Painting an outside wall	8	Preparing the base coat
13.5.2025			
John Evans	Painting an outside wall	10	Wall base materials
12.5.2025			
John Evans	Painting an outside wall	9	Layout of the design, Wall base materials

Show 10 entries (Showing 1 to 4 of 4 entries)




- 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



JohnJohn

- Work records
 - new record**
 - record overview
- 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

John Evans

NEW RECORD

The work was done by

John Evans

Work date

05 / 21 / 2025

Hours

0.25

Order

Painting an outside wall (TSL - TechSolution

Note

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, 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.

Reports and invoices John Evans

PREPARING A WORK OVERVIEW

Order: Painting an outside wall (last invoice date: 21.5.2025; 35h unbilled)

UNBILLED RECORDS



for the period from-to: 05 / 12 / 2025 to 05 / 15 / 2025

Deselect all Select all Search: Search...

	THE WORK WAS DONE BY	RECORDED HOURS	HOURS PER INVOICE	NOTE
15.5.2025				
<input checked="" type="checkbox"/>	John Evans	8	8	Repainting the first wall on the north side
14.5.2025				
<input checked="" type="checkbox"/>	John Evans	8	8	Preparing the base coat
13.5.2025				
<input checked="" type="checkbox"/>	John Evans	10	10	Wall base materials
12.5.2025				
<input checked="" type="checkbox"/>	John Evans	9	9	Layout of the design, Wall base materials

(Showing 1 to 4 of 4 entries)

[create a basis for invoicing](#)

- 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.

- Reports and invoices

John Evans

INVOICE IN PROGRESS - PREFIX-00001/2025

close and create an invoice

Cancel

SUPPLIER

Edit

company name

JohnJohn

Street and number

123 Maplewood Avenue

City

Bristol

zip code

BS1 4PT

Country

Spojené království

ICO

00000000

VAT

0000000000

Registration with the Commercial Register

INVOICE NUMBER

Edit

PREFIX-00001/2025

CUSTOMER

Edit

title/name

TechSolutions Ltd.

Street and number

45 Oak Street

City

Springfield

zip code

62704

Country

United Kingdom

ICO

12345678

VAT

CZ123456789

The date of the invoice

21.5.2025

Due date

21.5.2025

Date of taxable transaction

21.5.2025

PAYMENT INFO

Edit

Monetary institution

Account number

IBAN

SWIFT

SYMBOL

Edit

Variable symbol

520000125

Constant symbol

Specific symbol

INVOICE CONTENT

+ new invoice row

Account number

Constant symbol

IBAN

Specific symbol

SWIFT

INVOICE CONTENT

+ new invoice row

WE INVOICE YOU

for the work order for the period from 2025-05-12 to 2025-05-15

AMOUNT

ETC.

PRICE PER ETC.

VAT %

EXCLUDING VAT

VAT

IN TOTAL

1

psc

480,00

21

480,00

100,80

580,80

Show

10

entries

(Showing 1 to 1 of 1 entries)

+ new invoice row

1

VAT rate

21 %

Basis

480,00

VAT amount

100,80

In total

580,80

Total to be paid

580,80 EUR

INVOICE ATTACHMENT

column filtering for export

The work was done byNoteHours per invoiceAmount

THE WORK WAS DONE BY

NOTE

HOURS PER INVOICE

AMOUNT

15.5.2025

John Evans

Repainting the first wall on the north side

8 : 240 EUR

14.5.2025

John Evans

Preparing the base coat

8 : 240 EUR

Show

10

entries

(Showing 1 to 2 of 2 entries)

Total time

16 h

Total price

480 EUR

close and create an invoice

software development laboratory


- 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



JohnJohn

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 - finished invoices overview
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Reports and invoices John Evans


INVOICING IN PROGRESS + New invoice

Search:

INVOICE NUMBER	CUSTOMER	THE DATE OF THE INVOICE	DUE DATE	DOTT	PDF INVOICE	PDF ATTACHMENT
PREFIX-00001/2025	TechSolutions Ltd.	21.5.2025	21.5.2025	21.5.2025		

Show entries (Showing 1 to 1 of 1 entries)

1




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- 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





JohnJohn

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 - finished invoices overview**
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- My company
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Reports and invoices John Evans


OVERVIEW OF EXECUTED INVOICES + New invoice

Search:

INVOICE NUMBER	CUSTOMER	THE DATE OF THE INVOICE	DUE DATE	DOTT	PDF INVOICE	PDF ATTACHMENT
PREFIX-00001/2025	TechSolutions Ltd.	21.5.2025	21.5.2025	21.5.2025		


Show entries (Showing 1 to 1 of 1 entries)

1



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- 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

JohnJohn

- Work records
 - new record
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 - unfinished invoices
 - finished invoices overview
- export for accountant
 - prepare export
 - finished export
- Orders
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- My company
- Help

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Export for accountant

John Evans

OVERVIEW OF INVOICING FOR EXPORT

Export

Search:

MARK FOR EXPORT	INVOICE NUMBER	CUSTOMER	THE DATE OF THE INVOICE	DUE DATE	DOTT
<input checked="" type="checkbox"/>	PREFIX-00001/2025	TechSolutions Ltd.	21.5.2025	21.5.2025	21.5.2025


Show entries (Showing 1 to 1 of 1 entries)

< < 1 > >

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



JohnJohn

Export for accountant

John Evans

Work records

- new record
- record overview

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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INVOICING OVERVIEW FOR DOWNLOAD

Search:


FILE NAME	
export_2025-05-21_14-10-13.zip	

Show entries (Showing 1 to 1 of 1 entries)







- 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

JohnJohn

- Work records
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Orders

John Evans

ORDERS OVERVIEW

Search:

ORDER CODE	TITLE	HOUR LIMIT	HOURLY RATE	CURRENCY	
TECHSOLUTIONS LTD.					
00042	Painting an outside wall (TechSolutions Ltd.)	250	30	EUR	
00057	Office Paiting (TechSolutions Ltd.)	89	25	EUR	
00058	Main Office Paiting (TechSolutions Ltd.)	70	25	EUR	

Show entries (Showing 1 to 3 of 3 entries)

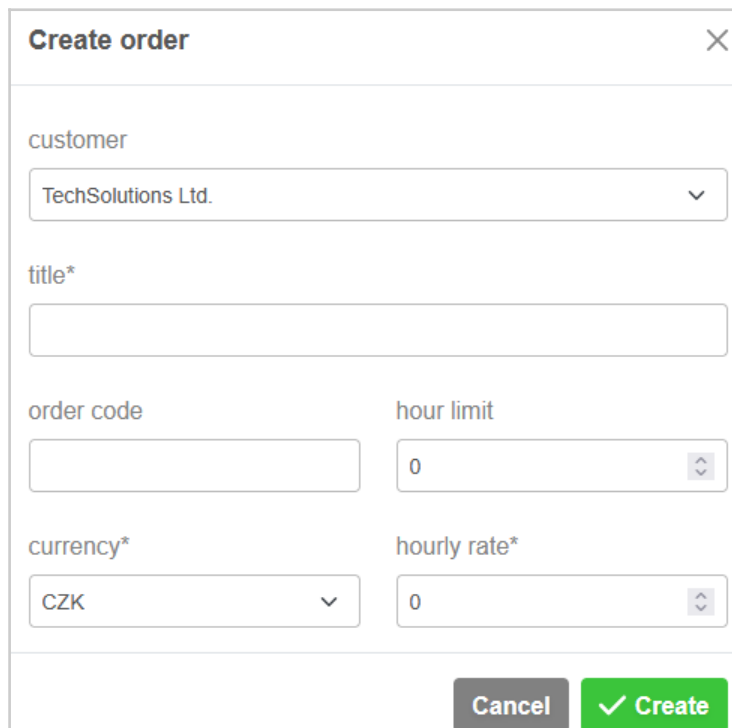
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- Users can see an overview of their projects carried out for individual clients here.
- Projects can be searched using the search field.
- Projects can be sorted in the overview using the arrows in the table column headers.
- Projects can be edited 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.



The image shows a 'Create order' dialog box with a close button (X) in the top right corner. It contains the following fields:

- customer**: A dropdown menu with 'TechSolutions Ltd.' selected.
- title***: A text input field.
- order code**: A text input field.
- hour limit**: A numeric input field with '0' and up/down arrows.
- currency***: A dropdown menu with 'CZK' selected.
- hourly rate***: A numeric input field with '0' and up/down arrows.



At the bottom right, there are two buttons: a grey 'Cancel' button and a green '✓ Create' 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

The screenshot displays the 'My customers' section of the TiM application. The sidebar on the left contains various navigation links. The main content area shows a 'CUSTOMERS OVERVIEW' table with one customer listed. The table has columns for 'TITLE/NAME', 'ADDRESS', and 'CONTACT'. To the right of the table, there are buttons for '+ New customer', '+ New Order', and icons for editing and deleting. A search bar is located at the top right of the table area. At the bottom of the table, there is a pagination control showing '1' of 1 entries.

- 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.

Create customer

BASIC DETAILS

title/name* company abbreviation

ICO VAT

ADDRESS

Street and number City zip code Country

CONTACTS

Main telephone contact Backup telephone contact website email


Note

- 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



JohnJohn

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My company John Evans

BASIC DATA

Name

Surname

Company

ICO

VAT

Registration with the Commercial Register

IBAN

VAT rate

123 Maplewood Avenue

Bristol

BS1 4PT

Spojené království

77555777

John.Evans01@gmail.com

21%

ADDRESS

CONTACT

123 Maplewood Avenue

Bristol

BS1 4PT

Spojené království

77555777

John.Evans01@gmail.com

OUR PEOPLE

NAME AND SURNAME

EMAIL

PHONE

John Evans

John.Evans01@gmail.com

777888999

Show

10

entries (Showing 1 to 1 of 1 entries)

<<

<

1

>

>>

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.

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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



John,John

Work records

new record

record overview

Overviews and invoices

new work overview and invoice

unfinished invoices

finished invoices overview

export for accountant

prepare export

finished export

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Detail

John Evans

BASIC DATA

Name

Surname

email

Phone

John

Evans

John.Evans01@gmail.com


777888999

Edit

ACCOUNT LINKING

Link to account


Google



GOOGLE AUTHENTICATOR


Google Authenticator code

Relink



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- Clicking on the user's name in the application header opens the user's detail view.
- Here, basic information can be edited using the  button.
- It is also possible to monitor connections with other accounts.