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TABLE OF CONTENTS

Introduction 11

About Time Master Client 13

About the Icon & Splash screen 14

Subscriptions 15

Invoicing 15

Export 16

Overview - Time Entries 17

About - Project, Task and Category 18

Overview - Expenses 19

About - Expenditures 19

Time Entries 20

Filters 20

Timers 22

Running Timers Badge 22

Old Entry 22

Searching Time Entries 23

Add / Edit Entry 24

General Information 24

Date and Time 24

Breaks 25

Rate and Attributes 25

Rounding 25

Taxable 26

Reported 26
Overtime Starts 26
Reference 26
Invoicing 27
Sessions 28
Add Entry 28
Edit Entry 29
Sessions 29
Edit Session 29
Expenses 30
Expense Filters 30
Add Expense 31
General Information 31
Expense Date 31
Expenditures Odometer 31
Trip Information 32
Expenditures 32
Generic 32
Cost and Payment 32
Receipts 33
Importing PDF Receipts from Dropbox 33
Using the built-in Camera to capture a Receipt 33
Attributes 36
Receipt 36
Reimbursable 36

Taxable 36
Reported 36
Purpose 36
Searching Expenses 38
Reports 39
Report - Filters 39
Generate 39
Results 40
Details 41
Time Sheet 42
Export 43
Manage Batches 43
Setup 45
Database 45
Deleting - Categories, Clients, Projects, Task or Expenditures 47
Categories 48
Clients 48
Projects 48
Tasks 48
Expenditures 48
Searching 48
Categories 49
Editing Categories 49
Clients 50
Adding / Editing Clients 50

Client Invoicing Options 52

Companies 53

Expenditures 54

Editing Expenditures 54

Pay Methods 56

Projects 56

Editing Projects 56

Fixed / Flat Rate Projects 57

Tasks 58

Editing Tasks 58

Quick Tip 59

Purging 60

Time Entries - Purging 60

Start Date 60

End Date 60

Expense Entries - Purging 60

Start Date 61

End Date 61

Invoicing Options 62

Invoices - Purging 62

Start Date 62

End Date 62

Taxes 63

Terms 63

General Settings 64

Audible Notification 64
Enable Alert & Vibrate 64
Backup Reminder 64
Entry Rollover 66
Entry & Expense Subtitle 66
Global Rate 66
Multi Timers 67
Minimum Duration 67
Odometer Keypad 67
Overtime Starts 67
Post Process Receipts 68
Rounding 68
Show Total 69
Simplify UI 69
Start Old Entry 70
Tab Order 70
Time Fractional Digits 71
Time Mode 71
Time Quick Pick 72
Use System Keypad 72
Use System UI 72
Week Starts 73
Sessions **74**
Timer Display 74
Session Note 74

Reports **75**

Export Fields 76

Optional Export Fields 76

Format 76

Order By 76

Strip CRLF 77

Time Sheet 77

PDF Options 77

Reports - Format Options **78**

Grand Total 78

Delimiter 78

File Extension 78

File Format 78

Add Quotes 78

Compress Archive 79

Archive Password 79

Calendar **80**

Calendar 80

Event Title 80

Event Notes 80

Publish Period 80

Publish on Startup 80

Sample screen shot of Week view in the Calendar app on an iPad 82

Miscellaneous **83**

Copy and Paste from HTML email 83

Macintosh OS X 83
Windows 83
About the Calendar picker 84
Apple Watch 85
Smart Stack Widget & Complication 85
Sessions 86
Invoicing 87
Status 87
Invoices 88
Filters 88
Date Picker 88
Search 88
Add/Edit an Invoice 89
Extras 90
Edit an Invoice 93
Deleting an Invoice 93
Time Entry Locked 93
Unlocking a Locked Time or Expense Entry 94
Auto Invoice 94
Date Range 94
Filters 95
Client & Project 95
Min. Amount 95
Separate by Project 95
Export Invoice 96

Share - The iTunes Documents folder 97

Dropbox 98

Saving Invoice to Dropbox 98

Reports - Invoice & Payment 99

Payments, Credits and Debits 100

Manage Payments 100

Apply Payment 102

Reports 103

Modifying a Payment, Credit or Debit 103

Statements 104

Invoicing Setup 105

Companies 105

Name 105

Next Invoice # 105

Default Company 106

Company Settings 106

Description Font Size 106

Extra Left Margin 106

Header 106

Mode 106

Labels 108

Note: Tax Label & Alt Tax Label 108

Paper Size 108

Total Entries, Expenses and Duration 109

Invoice Settings 110

Collapse Time Entries & Expenses 110
Description Fields 110
Description Labels 110
Enable Amount, Quantity & Taxable Column 110
Include Receipts 110
Password 111
PayPal Email 111
PayPal Currency 111
Venmo Email 111
Email Settings 112
My Email 112
Compress Archive 112
Default Email Subject 112
Default Email Message 113
Message is HTML 113
Email Subject and Message Meta-Characters 113
Report Settings 115
Statements Setup 115
Importing data from a CSV file 116
Backup and Restore 117
Backup Reminder 117
Dropbox 117
Recovery Mode 120

Introduction

Thank you for downloading the On-Core **Time Master Client.** This app is for use for service people out-in-the-field to record their Time and/or Expense entries and send them back to the "Master" using the "Time Master" app.

NOTE: This app is not for stand alone use, but a companion to the Time Master app!

If using the Premium subscription, you may also be generating Invoices and perhaps Payments in the field. The Master may want to to invoice the client directly, or perhaps, they will want you to create in invoice and **Export** it along with the Time and/or Expense entries to them.

For the most part, you will not have to worry about populating most of the databases, such as Clients, Projects, Tasks, Expenditures, and more. The Master will be doing this in their **Time Master** app. They will periodically send you a file to **Import**, which will contain all the database items you need. In some cases, with the Premium subscription, you may need to create a Client in-the-field, so you can create Entries or invoice them. When you Export these records back to the Master, it will also then be on their device too.

If you are viewing this document on your iPhone or iPad, we recommend that you turn your device so it is in landscape mode. Then pinch & expand the view so that the text is stretched to each side of the device to make this document easier to read. Note that this document can also be download to your computer. Please visit our website http://www.on-core.com/timemasterclient and look for it in the Time Master Client page.

Features

- Track time by start time, stop time and/or by duration.
- Session option can track "punch-in & out" for a single time entry.
- Single or multiple running timers.
- Timers keep going even if the app is not running.
- Time Entries are by Client and can be sub-categorized by Project and even Tasks for a project. Note: sub-categories are optional and not required.
- Powerful billing rates that can be defined in the following priority: Global, by Client, by Project, by Task or Custom for a single entry.
- Rounding time by hour, minutes and/or seconds. Time can be rounded by: None (no rounding), Round Up, Round Nearest or Round Down.
- Multiple Filters to sort by: Day, Week or Month. Client, Project, Task, Expenditure and Invoice Status (with Premium subscription).
- Define the day of the week when your work week starts.
- Track Expenses - from Mileage to Meals to Burning CD's and anything else you want to define.

- Display Reports right on your device that you can view and export via email in HTML and/or CSV format.
- Backup data using Dropbox.
- Copy Client information from your Contacts list.
- Currency symbol is automatically set by your Country locale (for Premium subscription).
- Import Clients (customer), Projects & Tasks from CSV files using the templates from our website.
- Take photos of receipts.

Feedback

We encourage all users to provide us with comments, ideas, or improvements you would like to see in our software. Please do not hesitate to write to: info@on-core.com with any comments, requests, or simply to encourage us to build more great software.

Technical Support

Please email us at: support@on-core.com with any issues. We will contact you as soon as possible to help you resolve any problems. Our technical support line is available Monday through Friday, from 10 AM to 5 PM Eastern Standard Time.

About Time Master Client

In 2009, we looked at all the time keeping / billing applications out there for the iOS devices, but did not find anything that quite fit what we needed or had the flexibility we wanted. We also reviewed what people were saying they needed in a time keeping application. We've worked hard to make Time Master and the Time Master Client the most flexible and powerful time tracking application on the App Store. It has been continually updated since it's inception!

The two main things that you will want to track and bill for are time and expenses. You can track time using start and stop times, start and duration, and/or timers. All time entries are tracked for a single day, so time entries cannot be greater than 24 hours. It will allow you to time across days, for example if you start a job at 8 p.m. and finish at 2 a.m., it will have a duration of 6 hours. Time Entries require, at a minimum, a Client. You can also create and assign Projects to clients, and Tasks to a Project. You can also setup Global Tasks, which can be used by any client. Projects and Tasks are optional.

Expenses can be setup for recurring fixed cost items, such as burning a CD, reimbursement of hardware items, or fluid things such as toll expenses, automobile mileage, etc. You can add as many expenses as you wish. Expenses can be tied to a Project so it can be reported with a specific Project.

Quick reporting can be done on the iOS device with the Reports function. See your totals per client for a given date range and even drill down to see details. The report can also be emailed in an HTML and/or CSV format. We recommend using Dropbox for Backup and Restore of the database on a regular basis. Please set the automatic reminder to help you with this.

Adding new Clients, Projects, Tasks and Expenditures is super easy. You can create them on the fly without having to navigate to a separate maintenance screen. To edit them you can tap on Setup, do your edit and then return to where you left off in Time Entries or Expenses. Selecting a Project or Task first will automatically fill in the Client field for quick entry.

Consistency. We've made everything as seamless as possible. For example if you are in a Time Entry, then hit the Setup tab, then delete the Client (and all it's associated entries), and then touch on the Time Entries tab again, it will exit the entry you were in and go to the main Time Entry screen. The Reports tab is another function that will always bring you to the main screen because you may have changed data in the Time Entries or Expenses. Instead of showing "stale" data, we bring you back to the main screen so you can re-run the report. These are only two examples of many little things we did to make this program easy to use and accurate in reporting.

Also, when you are in *Time Entry* or *Expense* entry screens, and even in the *Reference* or *Purpose* (comments) screen and you are interrupted by a phone call, all the data will be **temporarily** saved so when you launch the application again, it will resume where you left off in the Time Entry or Expense screen. For *Reference* and *Purpose* text entry boxes, it will save the data into the *Time Entry* or *Expenses* screen. But as always, make sure that you **Save** before exiting these screens or it will lose that data.

About the Icon & Splash screen

In November of 2010 we concluded a contest for a new icon and splash screen for Time Master. The Time Master Client icon & splash is based off of the original artwork. Users voted for their favorite icon & splash and the winning entry was from Jason Boudreau. If you wish to contact Jason, he can be reached at jsboudreau@animatrixproductions.com You can also visit his website http://animatrixproductions.com Thanks very much Jason for the fantastic work!!!

Subscriptions

The **Time Master** app (Master) will be the main point in gathering the **Basic**: Time and Expense entries, or with the **Premium** subscription: also including Invoices and Payments. This **Time Master Client** app will be used to send the information back to the the Master who is using the Time Master app. The Master will create the "TM User" which you will first set in the Setup -> General -> TM User field. Based on what "permissions" they give you for the Subscriptions, it may only allow you to subscribe to either the **Basic** or **Premium** subscription.

After you set the TM User, you can tap on the Subscription row in the main Setup screen and subscribe to either the Monthly or Yearly subscription. Once that is complete, it will allow you to enter Time and/or Expense entries, and with the Premium subscription, you will also be able to do Invoicing.

Basic subscription: The Basic subscription, will allow you to create Time and/or Expense entries. You will not see any "Amounts" for Time entries. You will be able to see and add amounts for Expenses.

Premium subscription: For the Premium subscription, you will have the Time and Expense entries, along with Invoicing and Payments. This will show all the "Amounts" associated with the entries.

Invoicing

For the Premium subscription, our invoices output in PDF format so they look fantastic even if they are several pages long, unlike our competitors' apps which use HTML to output invoices. Add your our own custom graphic header for a professional finishing touch.

Invoices go through three stages: Pending, Billed, and Paid. You mark them as Paid once you receive your payment. You can change the filters so you only see one of the three statuses, or filter by our date ranges. This will help keep your entries listing to a minimum and you won't have to delete old entries as you must do with other products.

Invoices can be modified at any time. When an invoice is in Pending status, the associated Time Entry and Expenses can be modified. When the invoice status is Billed or Paid, the associated Time Entry and Expenses will be "locked" and cannot be modified. If you need to modify an entry that is already on an Invoice, just set the Invoice status back to Pending, make the changes and then resend your Invoice. In order to keep the data accurate, our Time Entries lock-in the billing rate and rounding

setting that they were created with once they have been invoiced. So even if you change your rates or your time rounding settings in the future, the old invoices will remain accurate.

Feature include:

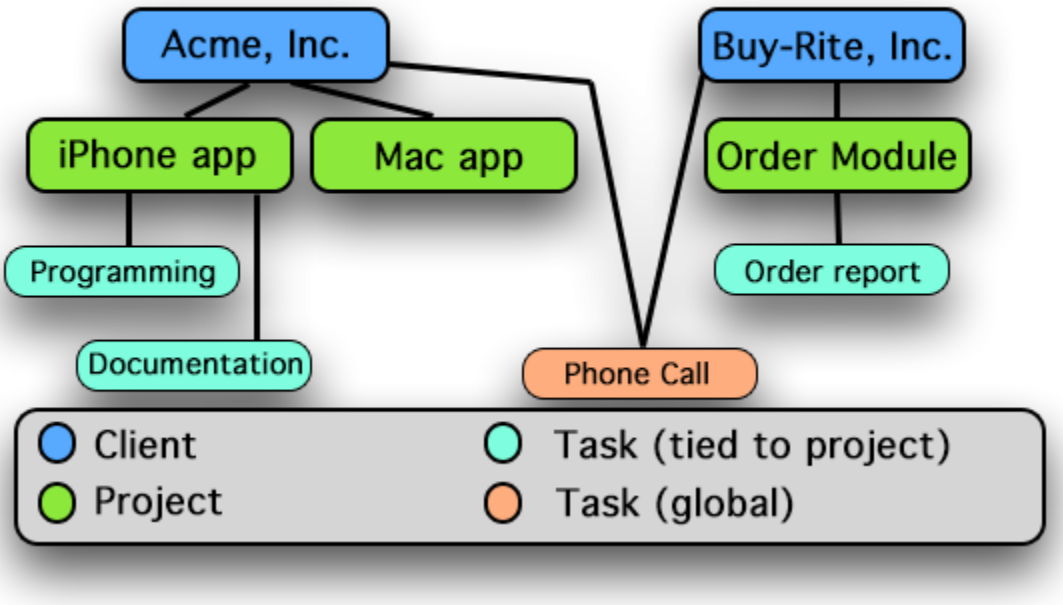
- Powerful invoicing module that allows you to invoice your clients with a PDF attachment in email.
- Choose any starting invoice number.
- Select the entries you want for each invoice.
- Invoices can be created Manually or Automatically.
- Invoices can be automatically created by using Start and End dates, Minimum Amount and/or Client.
- Minimum Amount: If you don't want to bill a clients because the amount is too low, you can defer automatically creating that invoice until the amount is greater than the set amount.
- Invoices can be sent to your email or sent directly to the client.
- Invoice "Paper Size" can be set to: US Letter, US Legal, ISO A4, ISO B4 or JIS B4.
- Selectable fields to print in "Description" field on invoice: Project, Project Code, Project Note, Task/Expenditure, Task/Expense Code, Task/Expense Note, Reference/Purpose (entry notes), Start and Stop times.
- Custom heading: Can be text or your own graphic that can be copied from an email or imported from your Photo Library.
- Invoices can be marked as: Pending, Billed or Paid.
- Invoices can be modified even after they are billed by changing status back to Pending.
- Tax and Alt Tax. If you have more than one tax, such as in Canada, there is a second (alternate) tax that can be used. The second tax and either be a "separate" tax or a "cumulative" tax. The separate tax multiplies the sub-total against each tax separately and then combines the two taxes. The cumulative tax first multiplies the first tax and that is added to the sub-total and then the second tax is calculated.
- Details can be "collapsed" by Project, Task or Expenditure.

Export

Once you've recorded all your Time and/or Expense, an optionally Invoiced, you will want to send that information to the Master. That can be done by either emailing a file, or saving to the Files and getting it to to Master app in some way.

Overview - Time Entries

At a minimum, Time entries require a Client. They can be further categorized by Project and even sub-categorized by Task. A Task can be directly associated with a Project, and thus only used for that client, or it can be a Global Task that can be displayed and used by all clients. This will give you maximum flexibility to keep your entries as detailed as you wish and re-use common tasks.
As a review, Time Entries can be entered in the following levels:



Billing rates can be overridden at every level. Rates are used in the following order: Global -> Client -> Project -> Task -> Custom

So if you define a rate for a Task, it will override all the rates set by the previous categories.

On the Time Entries screen, there are two powerful filters: Dates and Filters. They can be used to narrow in on what you are looking for:

Dates
All Dates
Today
Yesterday
This Week
Last Week
This Month
Last Month
Custom

Filters
All Entries
Clients
Projects
Tasks
Category
Report
Invoice (w/ Premium subscription)

About - Project, Task and Category

Time Entries can have up to three sub-categorizations.

Project - Project is a sub-category that is tied specifically to a Client. It is an “optional” field, so it does not need to be used unless you want to further categorize an entry. For example for a Client “ABC”, you may have a Project called “Create Website”. That project would only be pickable for that one client. If your client “Buy-Rite” also needs a new website, you would have to create a “Create Website” Project for that client. You would see “Create Website” Project codes in the picker list, however each one would be assigned to that specific Client.

Task - Task is a second sub-category, however it can either be assigned to a specific client or it can be “Global”. Tasks are also “optional” and do not need to be assigned to a Time Entry. When you create a Task, if you assign a specific “Project” code to it, it will only be usable for that Client and Project combination. If you leave the Project code empty (optional), then that Task can be used by any Clients. For example you may want to create a Task called “Phone Call”. Whenever you want to track the time that you spent on the phone with any client, you could use the Phone Call Task.

Category - Category is a very basic code, only containing the description. Several users were looking for one more “optional” field for further filtering combinations. Say for example you have several employees working for you and you want them to track their time and you need to know where the Time or Expense entry originated, you could use the Category field. You could do this solely on your device, or if each employee also has an iOS device, you would want to have each employee enter their name as a Category code. They would set their name, as a Category code in the General Setup screen so that it is always attached to an entry.

Overview - Expenses

Expenses are very flexible and can be used to track any type of expense from mileage, tolls, even meals, or whatever you define.

You can create your list of default Expenditures and pick an expense type, or just create one on the fly. You don't even need to define an expense type if you are going to enter a one-time expense for the client.

Just enter the Client, optional Project and optional Expenditure. Enter an amount and quantity. The expense can additionally be marked as reimbursable, have a receipt, and be taxable or not. Note that these "attributes" are only used for reporting purposes, with the exception of Taxable, which can be used with the Premium subscription.

For mileage, enter either starting and ending odometer readings, or starting odometer and total distance. These items can be exported to your Mac or PC and used for billing.

On the Expenses screen, there are two powerful filters: Dates and Filters. They can be used to narrow in on what you are looking for:

Dates
All Dates
Today
Yesterday
This Week
Last Week
This Month
Last Month
Custom

Filters
All Expenses
Clients
Projects
Expenditures
Category
Report
Invoice (w/ Premium subscription)

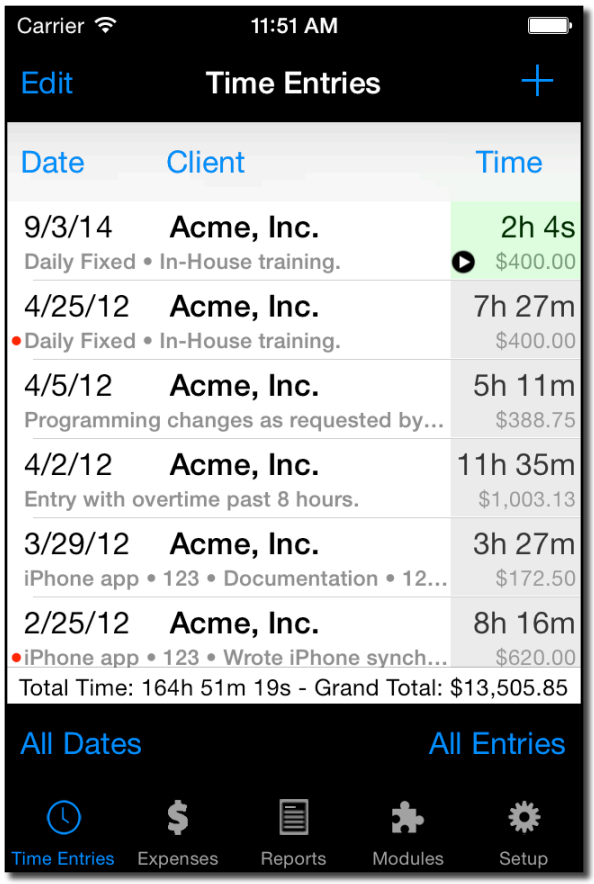
About - Expenditures

For the Filters, the Project and Category are identical in function to the descriptions (above) in the Time Entries. The difference with Expenses is that they have a different filter "Expenditures" instead of "Tasks".

Expenditure - Expenditures are similar to Tasks, but they are specifically for Expenses. Expenditures are "optional" and only used if you want to filter on specific Expenditures or as a template. We would recommend using Expenditures as a template for any expenses that you will be using over and over again, or if you are tracking Mileage.

Time Entries

The first screen you will see is Time Entries. The Time Entries shows all the entries in a list view. You can use filters to narrow down what displays in this view. You can Filter by date, client, task - project, time (or value) and total amount. Time Entries with today's date will appear in green in the Time column.



Filters

The **Date Picker** filter is on the bottom left. You can set it to display All Dates, Today, This Week (which starts on the day you enter, see Setup section), Last Week, This Month, Last Month or Custom.

With the **Entry Picker** filters, bottom Right, you can choose to display All Entries, by Client, by Project, by Task, by Category, Report status or Invoice status if you have the Premium subscription.

You can tap on the column headers to change the sort order in the view. Tap on *Date* to reverse sort the entries by date. Tap on *Client* to sort by clients. Tap on *Time* to go through the options. They are "Start", "Stop, "Time" , and "Value". "Time" displays total time in hours and minutes. "Value" displays total time as hours in decimal format.

Add a time entry: To add a new entry, simply press the **+** button (see Add / Edit Entry below).



Edit a time entry: To edit the entry, tap anywhere on the row except the green or grey area. This will take you to the Edit Entry screen where you can make your changes. You will not be able to edit the time if the timer is running.

Note: If you have the Premium subscription, when the entry is part of an invoice and the status of the invoice is Billed or Paid, the entry will be "locked". You must change the invoice status back to Pending in order to edit the entry.

Delete a time entry: Tapping on the *Edit* button (top left) allows you to delete an entry by displaying the red deletion indicator on the rows.



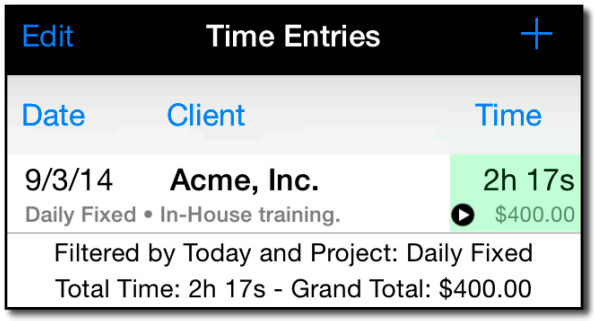
If you tap on the red deletion indicator, the Delete button will appear. Once you delete an entry, the action cannot be reversed.



You can also delete a row by using the “swipe” right to left gesture.

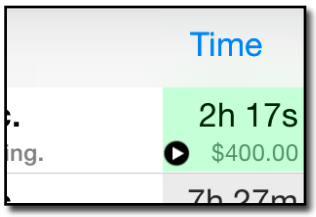
Note: You can, however, restore from a backup that you saved to Dropbox. Keep in mind that if you restore, and have added or changed any entries since the backup, you will lose that data, so <u>be very careful!</u>

Note: If any filters are set you will see a row at the end of each list that shows that there are filters in effect. This serves as a reminder incase you forgot that you had a filter set and are not seeing the results you expected.



Timers

Entries with Today's Date: The block in the Time column will be green for entries with today's date. If the timer is running, you will see a spinning dial with the running time under it. If the timer is not running, you will see the elapsed time.



Tapping in the green area will start/stop the timer. You can start and stop the timer as many times as you want.

Running Timers Badge

If a Timer is running, you will see a red circle with a number on the TM Client icon. This is to remind you that a timer is running. If you turned on the Multiple Timers option, you would see the number of timers running.

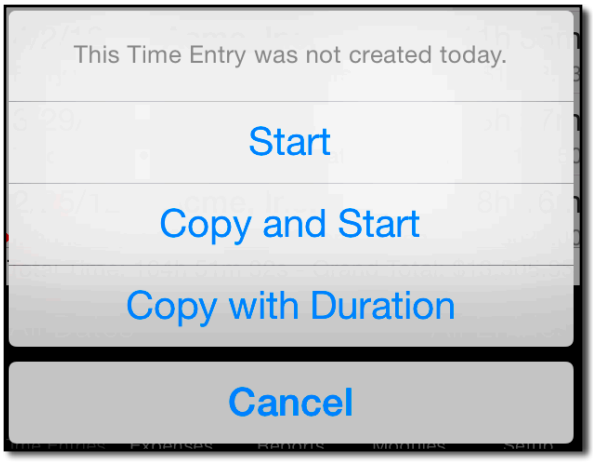


Note: While a timer is running, you will not be able to edit the time in the Edit Entry screen. You will be able to edit other fields.

Old Entry

Entries with dates from previous days: The block will be grey for Time Entries that do not have today's date.

If you tap on the grey area (past entry), you will see the following message displaying three options.



Cancel: Return to the Time Entries screen and do nothing.

Start: Starts the timer, despite the fact that it is from a prior date. (If you have the Premium subscription and the entry is Locked, the Start button will not display.)

Copy and Start: This takes the entire record and copies it into a new Time Entry with today's date and starts the timer. The duration will be set to zero. It will also copy all the Reference notes from the prior entry.

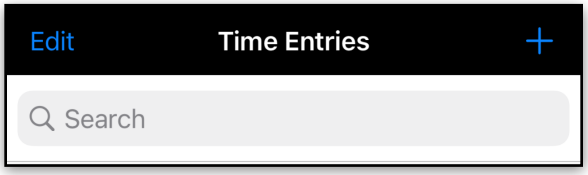
Copy with Duration: This takes the entire record and copies it into a new Time Entry with today's date, time and original duration, but does not start the timer. It will also

copy all the Reference notes from the prior entry. This is useful if you have the same repetitive task. It will clear the “Reported” flag. If the original entry had Sessions, the sessions will not be copied and the new entry cannot have sessions.

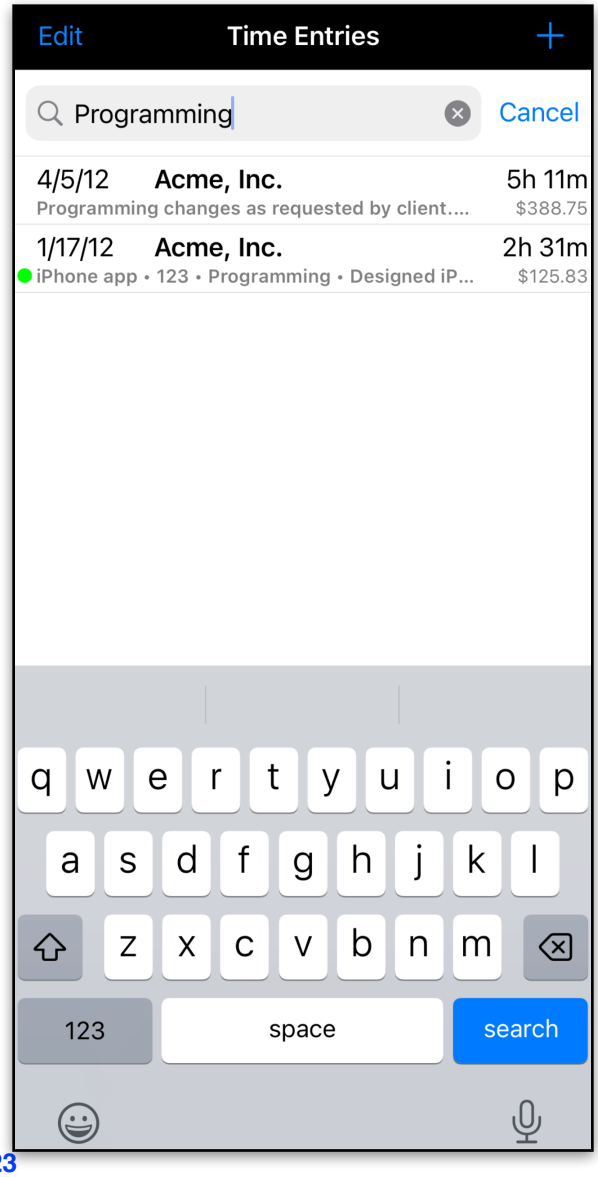
Note: In the Setup section you can change the default behaviors (see Old Entries - Start Old Entry).

Searching Time Entries

You can search for specific Time Entries by tapping anywhere on the window and dragging downwards. That will expose the Search box. Tap in the search box to bring up the keyboard.

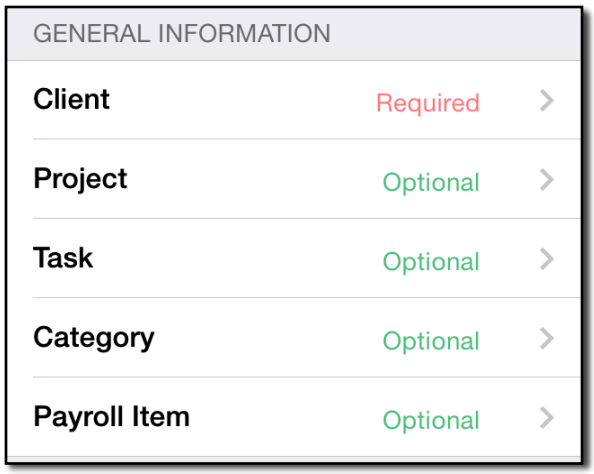


When you type something in the search box, the following window will pop up. The results will show as soon as you type at least 2 characters.



Add / Edit Entry

General Information



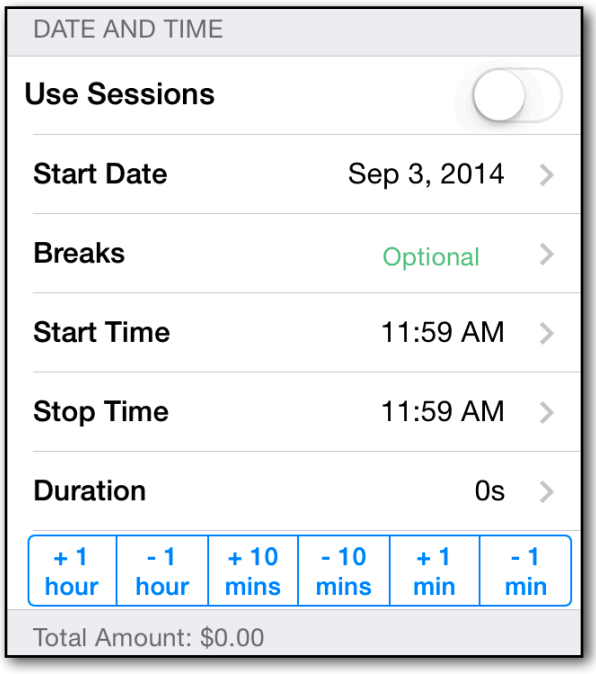
To edit an existing Time Entry, tap on either Date or Client to go to the Edit Entry screen to make changes.

To add a new Time Entry, tap on the **+** button in the upper right corner. You can choose an existing client, project or task, or add new ones. (To learn more about adding a new Client, Project or Task, please see Database in the Setup section in this manual).

In the *General Information* area you must select a Client for a *Time Entry*. Project and Task are optional. Tap on a row to select the Client, Project, Task or Category. It will bring you to the applicable *picker* screen. Once you are in Edit Entry for Clients, Projects or Tasks it is easy to add a new entry on the fly by hitting the **+** button.

Note: If you first pick a Task that is assigned to a Project, it will automatically fill in the Project and Client fields. If you pick a Project it will fill in the Client field.

Date and Time



These fields default to the current date and time. This view shows the setting of "Start, Stop & Duration" in the view. You can select the default settings shown in this box by changing them in Setup. (Please see Setup to learn more about the **Time Mode**).

Tap on any row to change the fields. Note that the maximum time is 23 hours, 59 minutes. It can however span a date in time. So say for example, you start a job at 8 p.m. and stop at 2 a.m. The duration will be calculated as 6 hours. To quickly change the duration, tap on the + or - hour and minutes buttons.

Note: that the Quick Pick buttons can be customized to any values in the Setup tab.

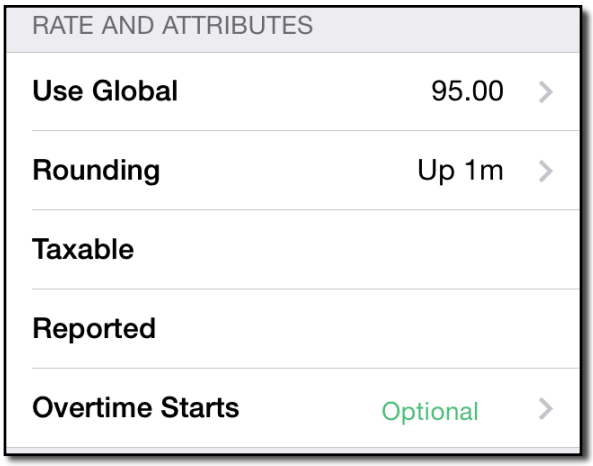
Breaks

The Breaks row will allow you to subtract time from the duration. This allows you to maintain an accurate “Stop Time”. If you need to report an accurate Stop Time, you can enter your Break duration here. Please note that this may be confusing to clients on an invoice. We do not show the break duration on the invoice, so the difference between the Start and Stop time will not give you the same duration.

Note: For people who need to track “Punch in” and “Punch out” times, we’ve created a Time Entry called Sessions. Please see the Sessions section for details on how Sessions work.

Rate and Attributes

The Rate row will show the current rate for this entry. It will also tell you where it got the rate. If you choose not to use the rate source displayed, you can tap on the Use row to override it. This allows you to enter a *Custom* rate. The rates are calculated in an order of precedence. If you clear a Custom rate, it will go to the default rate based on the following order.



The order is: Global -> Client -> Project -> Task -> Custom

Note: If you change the Project or Task it may change the rate (unless it is set to a Custom rate).

Rounding

The time rounding will determine on how the final time is rounded for this entry. The rounding is defined in the following order: Global -> Client -> Time Entry. Rounding is saved as part of the Time Entry. This way, if you change your rounding in the future, the original round will be saved with the entry. See the Rounding in the Setup on how to set it.

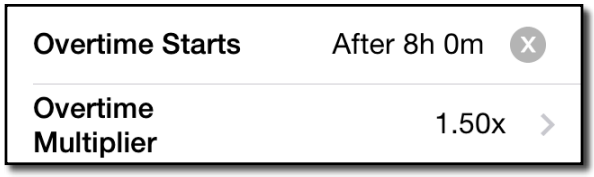
Taxable

Time entries can be marked as Taxable by tapping on the row. It will be used to add tax to a Time Entry, with the Premium subscription, for an invoice. The taxable field can be defaulted by Client by *checking* the "Taxable Time Entries" row in the Edit Client.

Reported

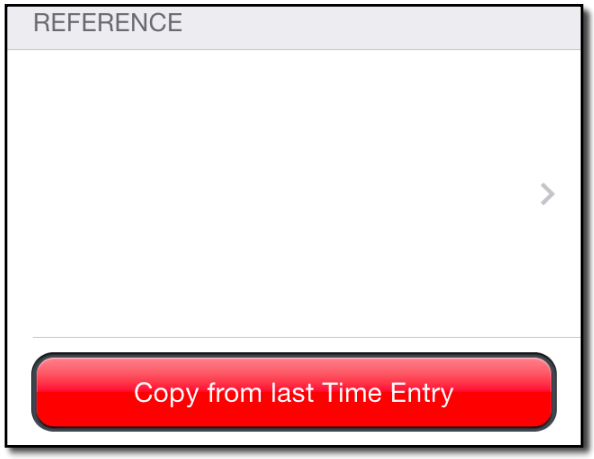
After you have run a report and emailed it, it will ask you if you want to mark the records as Reported. If you have don't have the Premium subscription, you can use this to indicate which items you have Reported. The Reported attribute will then have a checkmark after it. You can check or uncheck it by tapping on that row. You can also use the Filters to show "Reported" or "Not Reported" items.

Overtime Starts



If you need to set a time entry to calculate Overtime or Double time, you can set or change that here. You can set the default Overtime settings in the Setup -> General -> Overtime Starts, which will automatically fill in for new Time Entries, or you can set it from here. For example, if you need to charge for Doubletime for the entire Time Entry, you would set the "Overtime Starts" to 0 hrs 0 min and the "Overtime Multiplier" to 2.0.

Reference



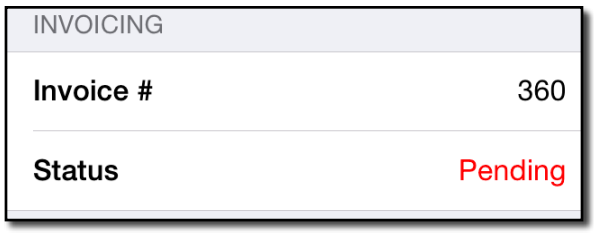
Reference is for your notes for this Time Entry. Use it to describe what was done. This can be exported and used for invoicing.

Special Feature: If you have a previous entry that contains text, it will allow you to copy the text from the previous entry. If a previous entry exists and the Reference field is empty, you will see the red "Copy from last Time Entry" button. Tap the button to copy the text from the other entry. It will specifically search to the same level of Client, Project or Task (respectively) that the current entry is set at. So for example, if your current Task is set to "Programming", and at six entries prior it finds the first Time Entry with the task of "Programming", it will pull the text from that reference.

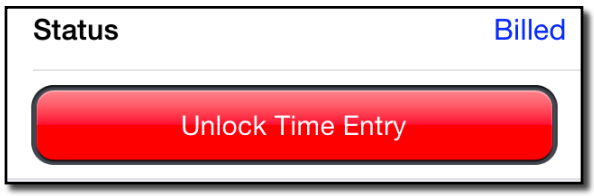
Note: If you are interrupted by a phone call in the middle of adding or editing a *Time Entry* or the *Reference* field, when you return the contents of this field will be restored.

Note: When you email a Report and you plan to Copy & Paste the information into a spreadsheet (such as Excel), you may want to select the "Strip CRLF", in the Settings, so that it can be pasted into the sheet without causing wrapping problems. If in the Reference text box, you hit the *Return* button on the keypad, it will add a CRLF to that text.

Invoicing



If you have the Premium subscription, you will also see an "Invoicing" section. This section will contain the Invoice number and Invoice Status in each Time Entry. If the status is Billed or Paid, you will not be able to modify this entry unless you change the status in the invoice back to Pending.



If the entry is "locked" or the invoice has been "Deleted", it is still possible to unlock the entry in order to change and re-bill it. If it is locked and you tap on the *Unlock Time Entry* button, it will set the Status back to Pending on the invoice and all the Time Entries that are on that invoice. If the Status is Deleted, it will just release this one Time Entry and it will appear as if it had never been billed.

Sessions

With Sessions you can easily track all the times you start and stop the timer for a given Time Entry. Sessions are Disabled by default. Sessions are only for use for a single day. It will not allow you to span several days of sessions in a single Time Entry.

Sessions: If you want to use sessions, you must choose your options in Setup. Select the "Sessions" row to set the Sessions type (see the Setup section in the manual for details). There are three options: "Disabled", "Off By Default", and "On By Default.".

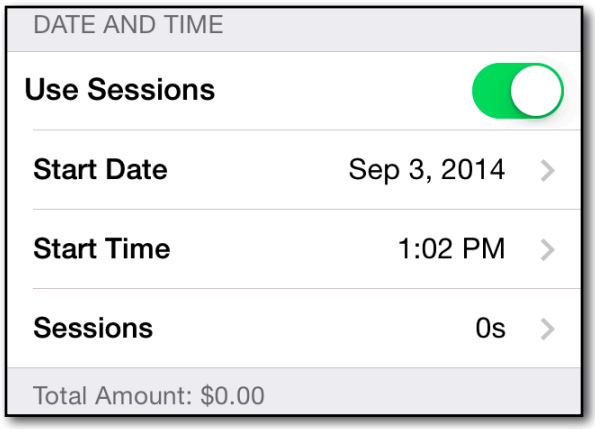
- *Disabled*: No sessions - the sessions switch will not appear on add entry screen.
- *Off By Default*: The switch in the Add Entry screen is defaulted to Off.
- *On By Default*: The switch in the Add Entry screen is defaulted to On.

When you are using sessions, you have a choice of what you wish to have displayed in the Time field on the Time Entries screen. You can have the running timer display the total elapsed time for the Time Entry, or your can display the time for the current Session.

At the end of each session, you will be have the ability to add Session Note. In setup, you can choose how you want this to work. From Session Note, choose either "Ask", "Always Annotate" or "Never Annotate", depending upon your preference.

Note: Once a Time Entry is set to a Session it cannot be changed to a non-session type and visa versa.

Add Entry

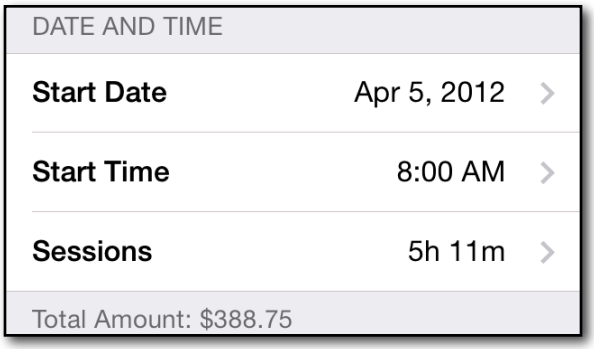


In order to create the sessions, you must have Use Sessions set to ON. The start date will default to today's date. The start time will default to the current time. When you "Save" you will be returned to the Time Entries screen. (Date and Time can be chosen manually at this point.)

After you have saved and returned to the main Time Entries screen, you can start a timer to add a new session entry or you can manually add sessions in the Edit Entry -> Sessions screen.

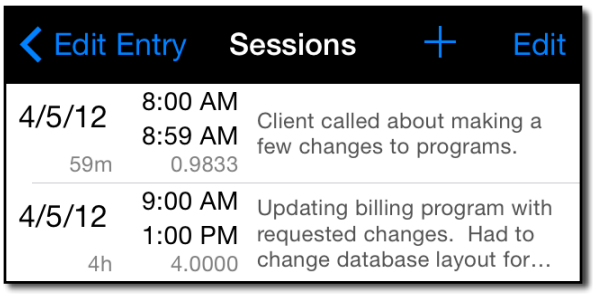
Edit Entry

Once you have saved your entry from the Time Entries screen, if you tap on the entry you will see that the “Use Sessions” option is gone and there is now a “Sessions” row. Tap on the Sessions row to Add, Edit or Delete sessions.



Sessions

Tapping on the Session row will bring you to the Sessions details screen. Here it will show you the Date, Start and Stop times , Duration, and a few lines of the Session notes. You can tap on a row to Edit the entry.

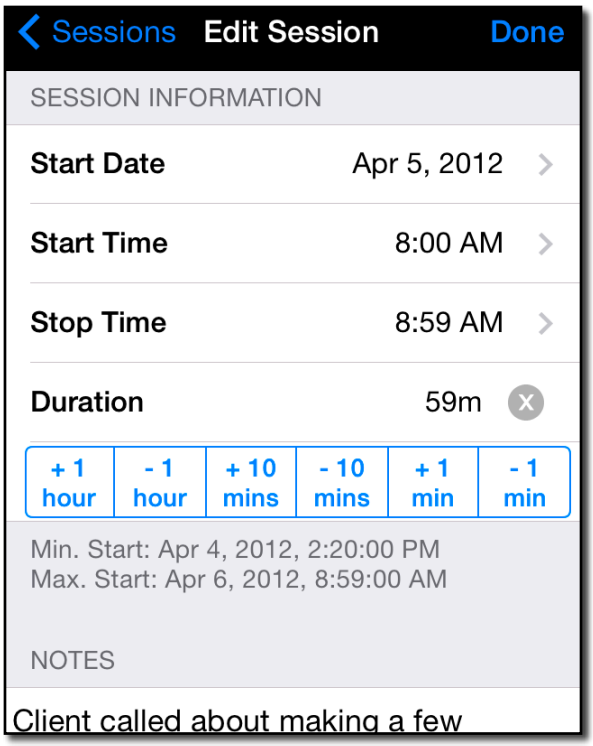


Edit Session

Editing the session is the same as editing a regular Time Entry. Tap “Save” after you are done making changes to an entry.

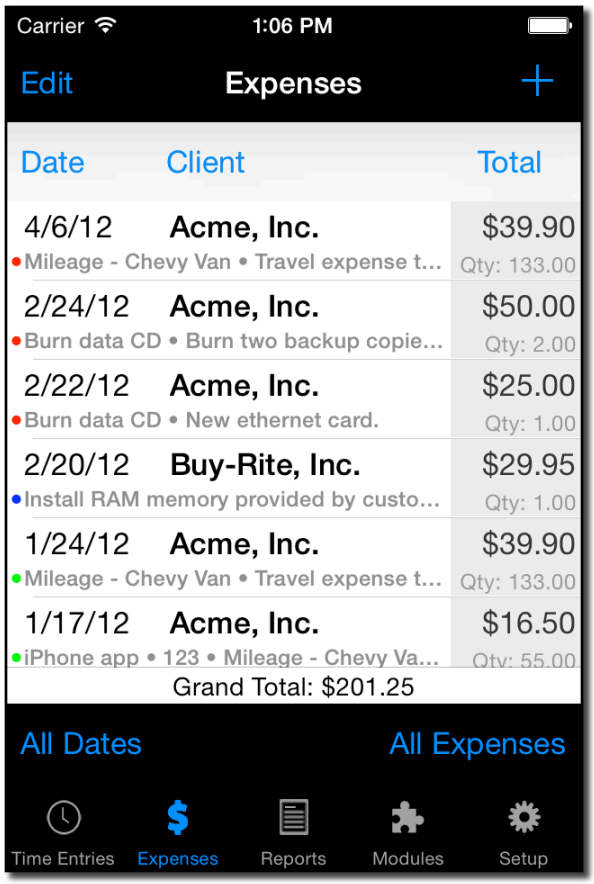
Note: After you hit Save, if you have a conflicting time between two sessions, you will be alerted that there is a conflict. You can choose to save anyway, or go back in and fix the overlapping time.

All the session information can be exported and will show up in separate columns in the reports.



Expenses

Expenses works similarly to Time Entries and also has the same Filters. Expenses entries differ from Time Entries in that they do not have Tasks, but instead have Expenditures that may be for Mileage or may contain Amounts and Quantities.



To edit an expense, tap on the row. To add a new expense, simply press the **+** button.

If you want to duplicate an existing expense, just tap on the grey area under the Total label. You will be presented with an option to:

- *Duplicate* - copies the expense and changes to today's date.
- *Duplicate and Edit* - copies the expense and brings you in to edit the expense.
- *Cancel* - does not copy expense.

Expense Filters

On the bottom left, you will see the **Date Picker** filter. Use it to choose to show All Dates, Today, This Week (which starts on the day that you define, see Setup section), Last Week, This Month, Last Month or Custom.

With the **Entry Picker** filters, you can show All Entries, or entries by Client, Project, Expenditure, Report status or Invoice status if you have the Premium subscription.

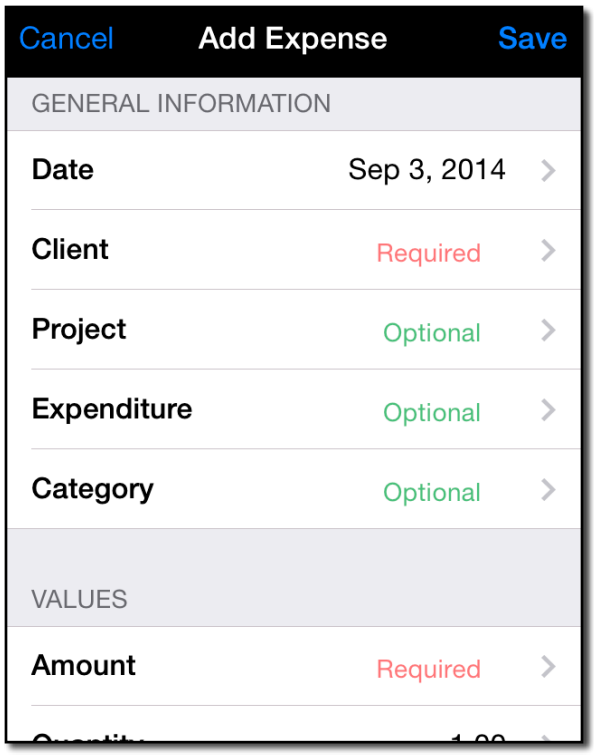
You can tap on the column headers to change the sort order in the view. Tap on *Date* to reverse sort the entries by date. Tap the *Client* to sort by clients.



Edit: Tapping on the top left *Edit* button allows you to delete an entry by displaying the red deletion indicator. Tapping on the Edit button will make the red *Delete* button display on the left. You can also delete by swiping Right to Left on the entry. Once you delete an entry, the action cannot be reversed. You can, however, restore from a backup, but keep in mind that if you restore and have added or changed any other entries since the backup, you will lose that data, so be very careful!

Add Expense

General Information



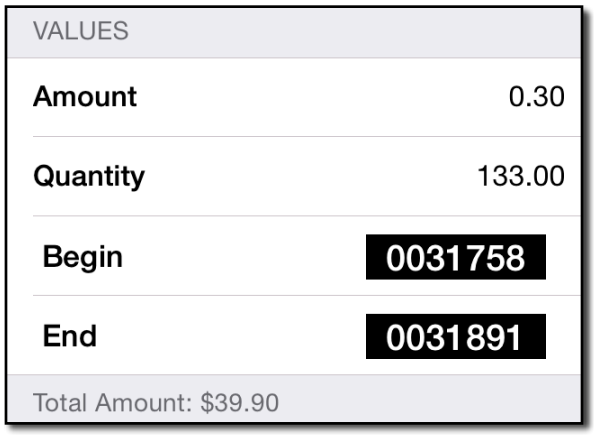
You must select a Client for an *Expense* in the *General Information* area. Project and Expenditure are optional. Tap on a row to select the Client, Project, Expenditure, or Category. It will bring you to the applicable *picker* screen.

You can choose an existing client, project or expenditure, or add new ones using the **+** button in the upper right corner. (To learn more about adding a new Client or Project, please see Database in the Setup section in this manual.)

Expense Date

When adding a new expense, today's date will appear. It can be modified.

Expenditures Odometer



There are two types of expenditures, a general Amount and Quantity, or a Mileage tracking Expenditure (note: we do not use Miles and/or Kilometers, so "Mileage" is a generic term and will be used for either).

If you track distance travelled using the Odometer on your vehicle for reimbursement, you would set up an Expense with Enable Odometer set to ON. Enter the Amount per distance to be reimbursed and it will calculate using the Quantity (distance).

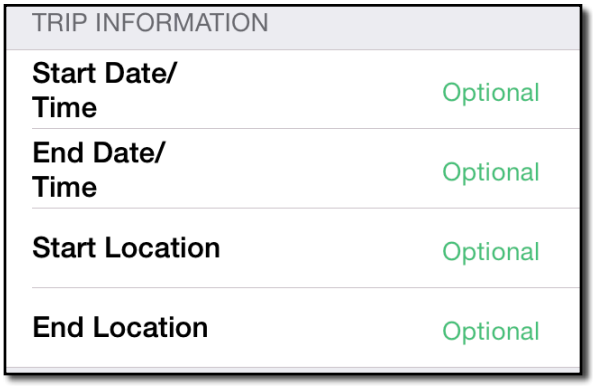
Note: we will refer to distance is Miles, although you can think in Kilometers if you wish.

Note: If you have multiple vehicles, create multiple odometer expenditures. (See the note in Setup section of this manual).

Example: If your starting Odometer is set to 31,758 and you traveled 133 miles (or kilometers), at a rate of 0.30 per mile (or kilometer), it will calculate a "Total Amount" of 39.90 (as seen at the bottom of the graphic). You can use "End" to select the ending Odometer reading and it will calculate the Quantity (distance), or you can enter the Quantity it and it will set the "End" Odometer reading for you.

Trip Information

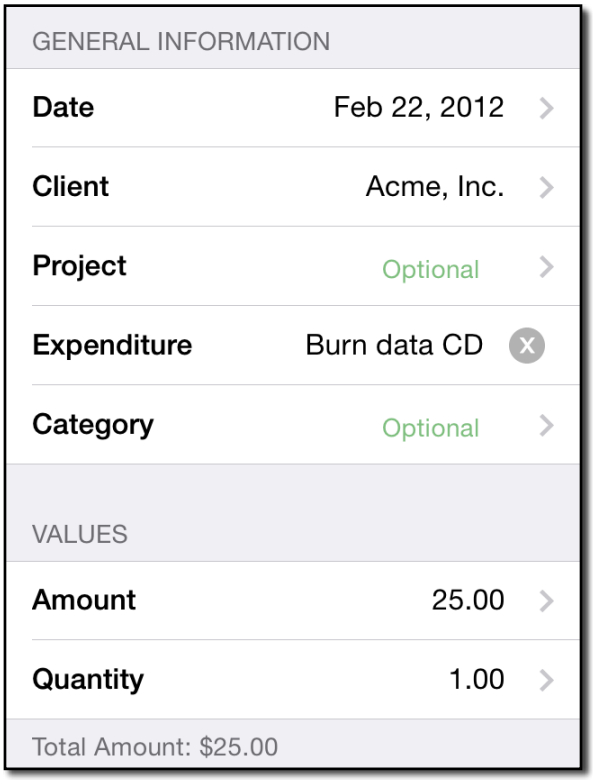
If you have enabled the optional Trip Information in the Odometer Expenditure code, you will also see this section that allows you to enter the Start and End Dates / Times and the Start and End Location of the trip.



Expenditures Generic

Generic expenditures can be used for virtually anything. The Amount and Quantity are required.

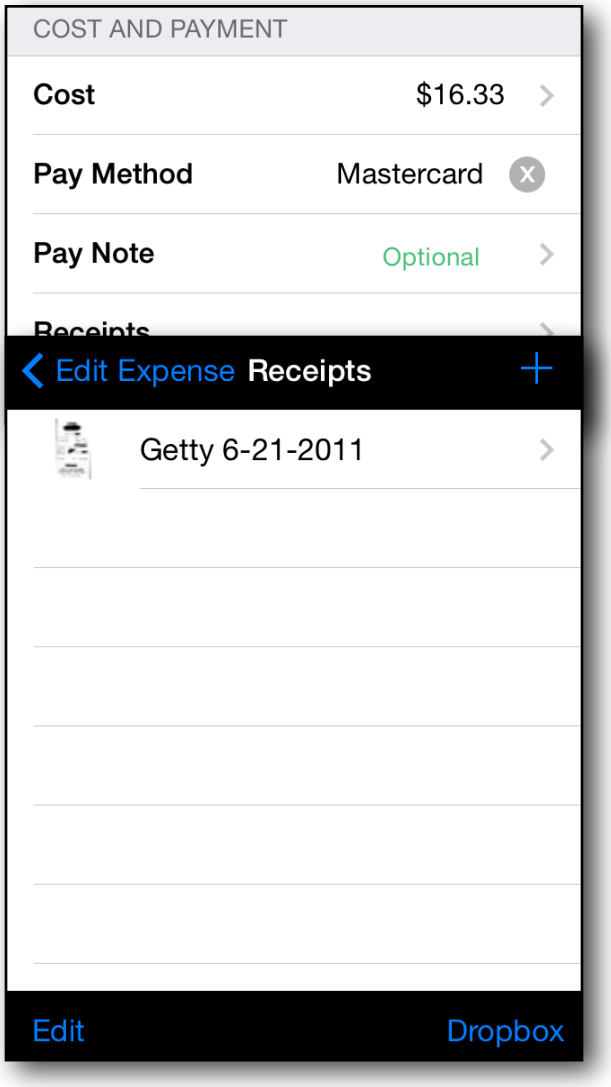
You can use it for hardware, charges for labor and material, such as burning CD's or virtually anything else. It will show the "Total Amount" (Quantity multiplied by the Amount) below the box.



Cost and Payment

Use Cost to save the cost of your item, which can then be used with the Reports Export to calculate your profit. With Pay Method, you can note how you paid for an item, such as credit card, check etc. The Pay Note field may be used for check number or anything else you wish.

Receipts



You can use the built-in Camera to take pictures of one or more receipts for an Expense. Tap on the **+** button to add a new receipt.

To **Delete** a Receipt, tap on the *Edit* button, then tap on the red circle to reveal the *Delete* button. Tap on *Delete* to remove the receipt. You can also swipe across the row to bring up the *Delete* button.

Importing PDF Receipts from Dropbox

You can import receipts that have been scanned and saved into your Dropbox folder. Tap on the *Dropbox* button to open the folder-view in Dropbox. Note that the receipts **must be stored in a PDF document**. It will **not** import png, jpg, etc. graphics.

Note: by default all receipts will be recorded in greyscale to minimize the file size. iOS, on early devices have a 10 mb limit for email. Some newer models allow 20 mb and hopefully future devices will allow even more. If the sum of the email and the receipts exceeds its mb limit, it is not possible to send via email. If you have more than its limit, Time Master Client will remove the "email" option. However you can *save* the report and receipts to a *Dropbox* account or *Print* to a AirPrint printer.

Using the built-in Camera to capture a Receipt

Enter a Name that describes the receipt. That Name will be used in the Reports and Invoice to match to the Receipts PDF document that will be created. Tap on the Image area to begin.

It will save entire picture “as-is” without any processing. It will save it in Greyscale instead of Black & White. The file size will be larger.

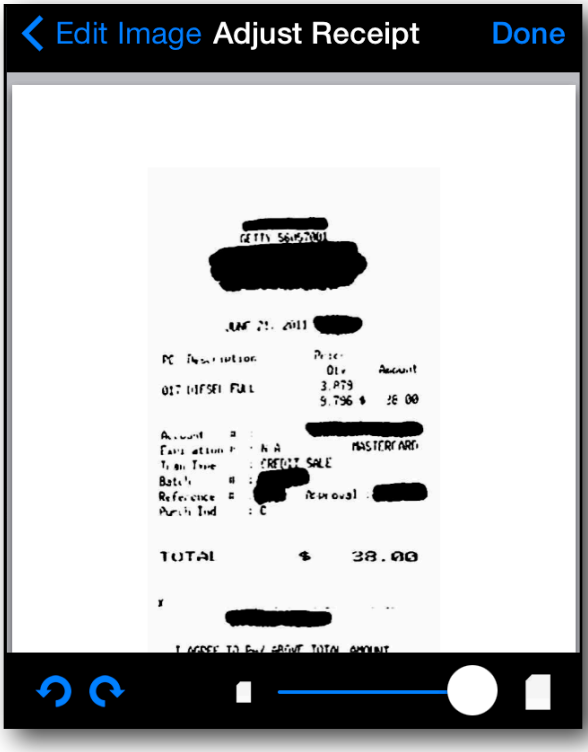
Press Done when the corners are properly aligned and you will be presented with the Adjustment screen.

TODO fix this!



You can Rotate the receipt by tapping on the left or right rotation buttons.

You can change the size of the receipt on the PDF document. The page size will be determined by what you have it set for in reports. So in this example, we have it set to *US Letter*. The receipt size will nearly fill up the entire page. If you want the receipt to appear smaller on the page, use the zoom control on the bottom right to reduce the image size. Once you are happy with the result, tap on the *Done* button.



Attributes

Attributes are used for informational purposes when exporting data, with the exception of the Reported attribute. Tap on a row to select it. It will put a “check mark” in the box. On the report it will print the words you see in these boxes.



If you have the Premium subscription, the following attributes apply.

Receipt

If checked, this will add the word “Receipt” to the Report export in the “Attributes” column.

Reimbursable

Reimbursable will be checked by default and will show up when creating invoices. If you do not want the expense to show up in the invoice, then uncheck Reimbursable. Say for example you spent money on lunch and want to keep track of what you spent, but do not want to bill your client for it, you would uncheck the Reimbursable attribute for that expense. Note that when you are setting up Expenditures, you can default the Reimbursable flag to marked or unmarked.

Taxable

Selecting the Taxable row will add tax for the item on the invoice. This can be defaulted in the Client setup and changed for specific items if necessary.

Reported

After you have run a report and emailed it, it will ask you if you want to mark the records as Reported. If you don’t have the Premium subscription, you can use this to indicate which items you have invoiced. The Reported attribute will then have a checkmark after it. You can check or uncheck it by tapping on the row. You can also use the Filters to show “Reported” or “Not Reported” items.

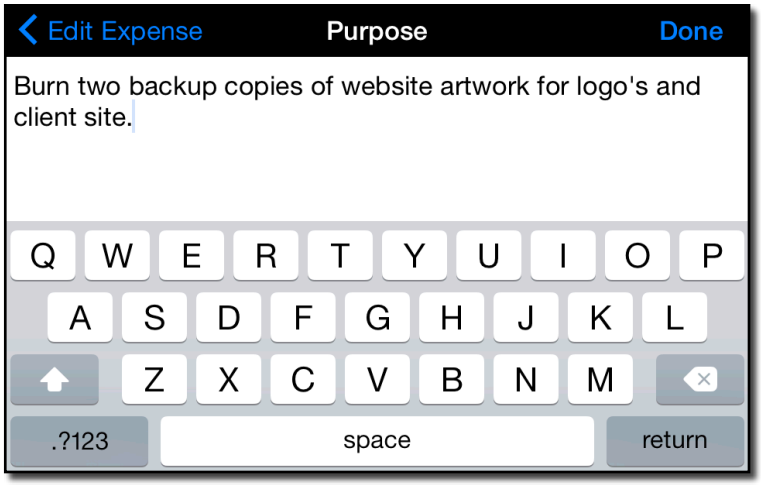
Purpose

Purpose is used to save your notes for this Expenditure. Use it to describe what was done. This can be exported and used for billing.



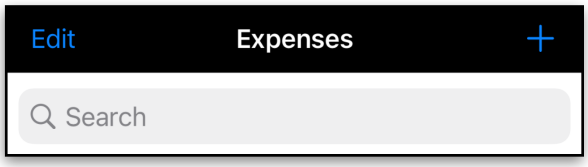
Note that you can turn the device sideways (landscape) to bring up the bigger keypad for easier text entry.

Landscape mode works on every screen in Time Master Client.

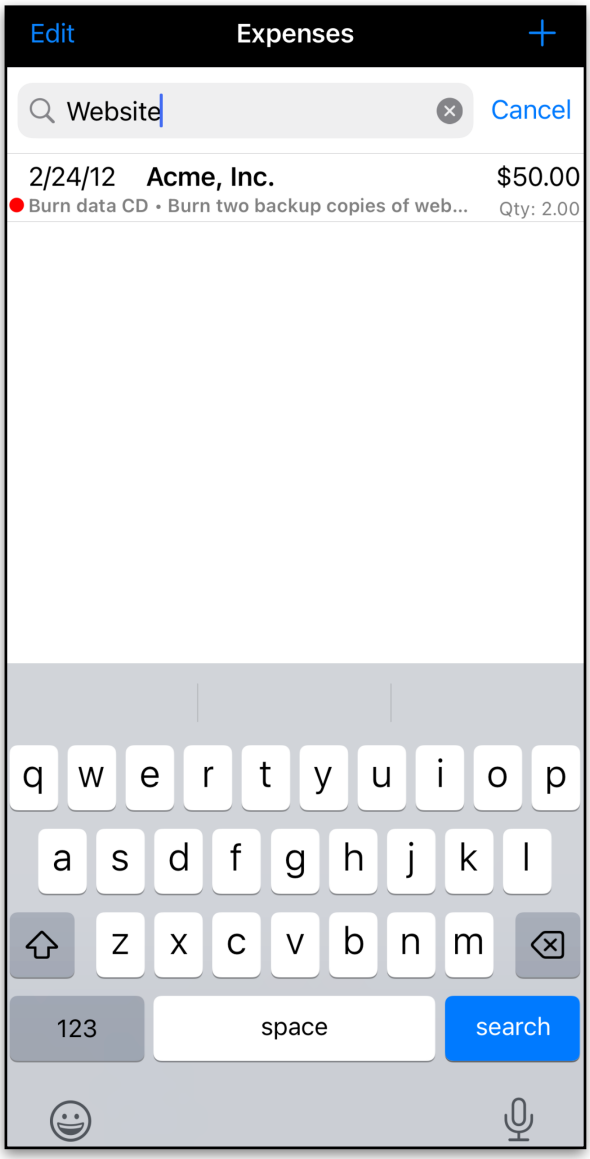


Searching Expenses

You can search for specific Time Entries by tapping anywhere on the window and dragging downwards. That will expose the Search box. Tap in the search box to bring up the keyboard.



When you type something in the search box, the following window will pop up. The results will start to show as soon as you type at least 2 characters.



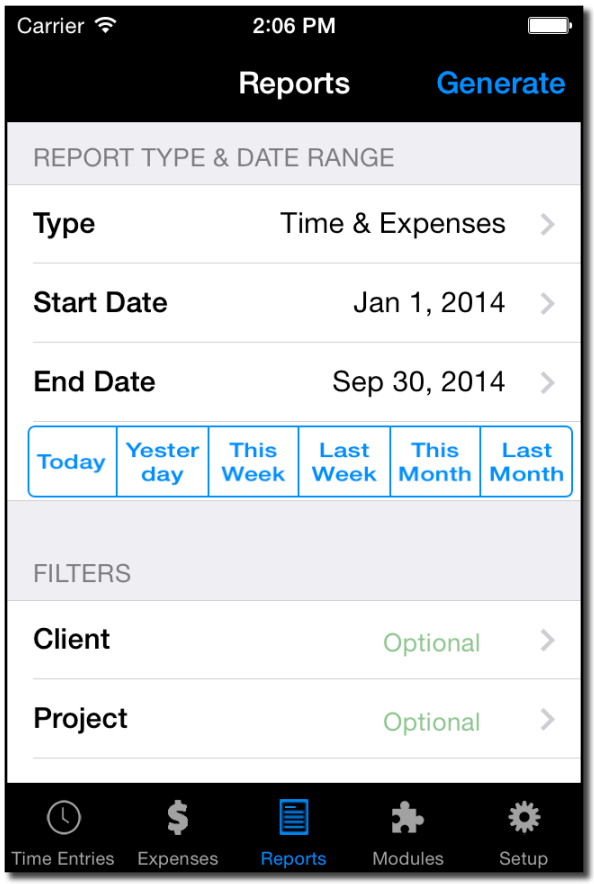
Reports

Reports is a powerful tool which can be used to generate reports based on several different criteria:

Type: Time, Expense, Time & Expenses or Time Sheet.
Dates: Today, This Week, Last Week, This Month, Last Month or by dates you choose
Filters: Client, Project, Task, Expenditure, Category and/or Attributes.

When you generate a report, it can be emailed and will display as an HTML table. Most email clients will allow you to copy & paste into a spreadsheet, such as Excel™ or Numbers™, for further editing. You can also export a CSV file to the email as an attachment. To enable this option see the Reports section in the Setup tab.

Note that you can have Totals for each client in the HTML output. In the Setup -> Email Settings: check the “Grand Total” field to include a total per client.



Report - Filters

After you select the Type of report and date range, you can narrow down the information that is reported by selecting one or more of the following Filters.

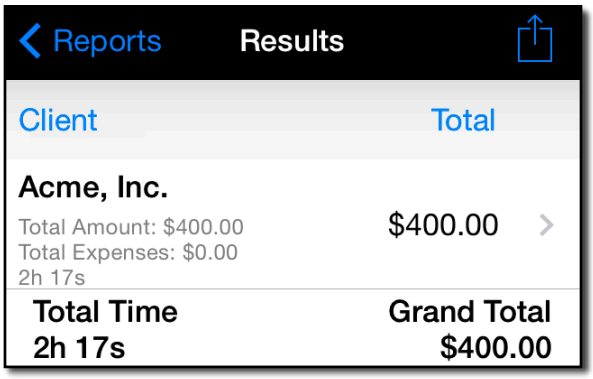
The three expense Attributes can be set to:
- *Any*: either marked or unmarked
- *No*: only items with that Attribute not marked
- *Yes*: only items with that Attribute marked

Invoiced Status, with the Premium subscription, can select invoiced or non-invoiced entries.

Generate

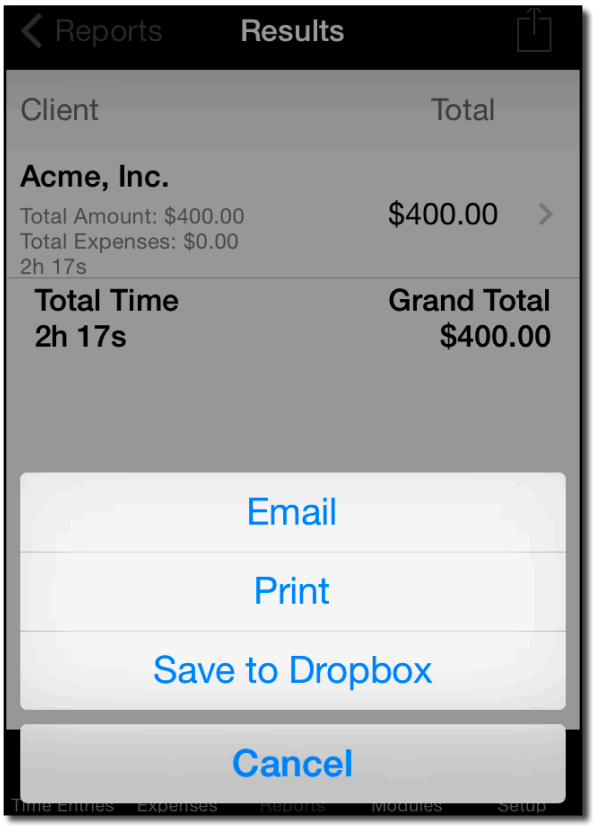
Once you’ve finished with all your selection criteria, press the ***Generate*** button.

Results



Once you've hit the *Generate* button, your results will display in the Results list view. Each client will have a total for all its items.

The upper right icon is the Action icon. Press it to prompt you to send the report to: Email, Print or Save to Dropbox.

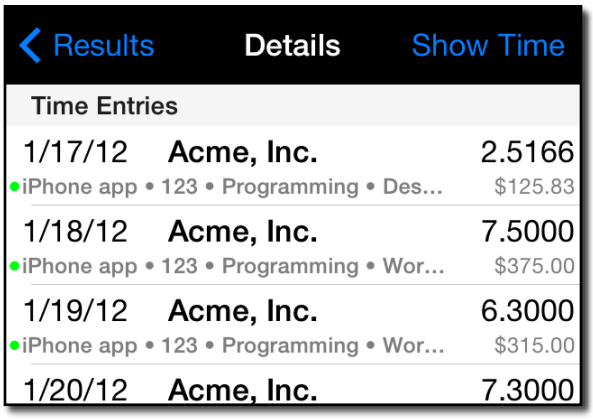


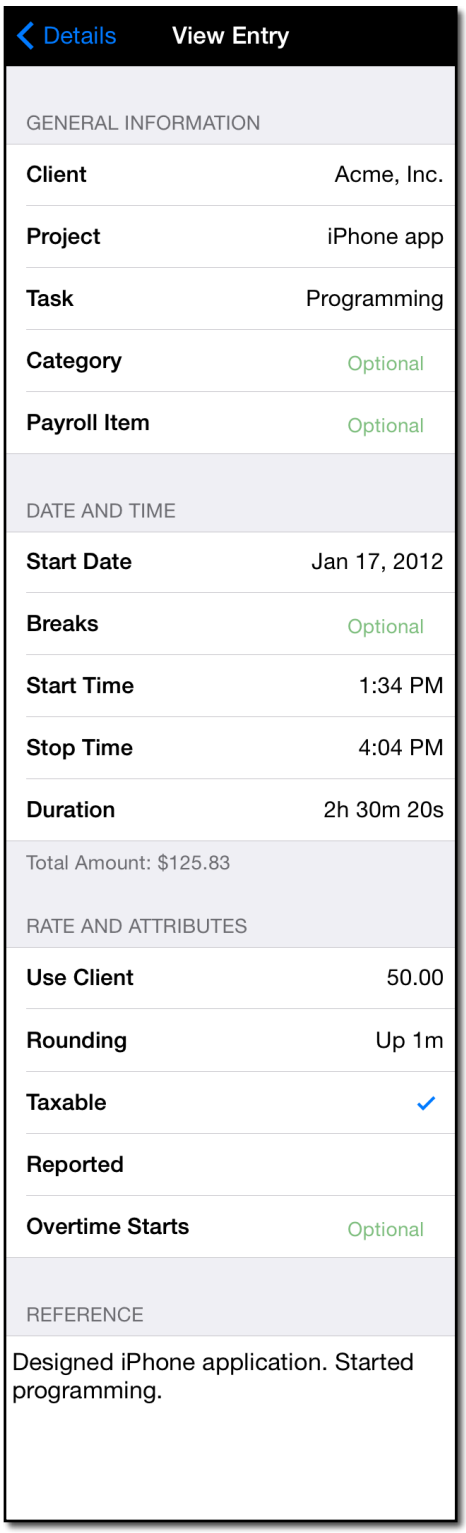
Email: The email address can be predefined in the Setup, Default To: field, or you can change it after you've entered the email screen. You can also define the fields and the order in which you want them to display in your report. Please see Setup -> Reports -> Export Fields for more details. After you've emailed your report it will ask you if you want to mark the entries as "Reported". Use this and the Reported Filter if you want to avoid picking these entries again in the future.
Print: will allow you to print to an AirPrint supported printer.

Save to Dropbox: will allow you to save the Report to your Dropbox account. If the generated report with receipts exceeds 10 mb in size, due to iOS limitations, it cannot be emailed. You can save the report to your Dropbox account instead and access it from your computer.

Details

Tap on a row to show details for that client.





The Details view will show all the Time Entries and Expenses that were reported in the Results view. You can also tap on any row to bring up a screen showing the details for that entry. Note that it is **not** editable in this view.

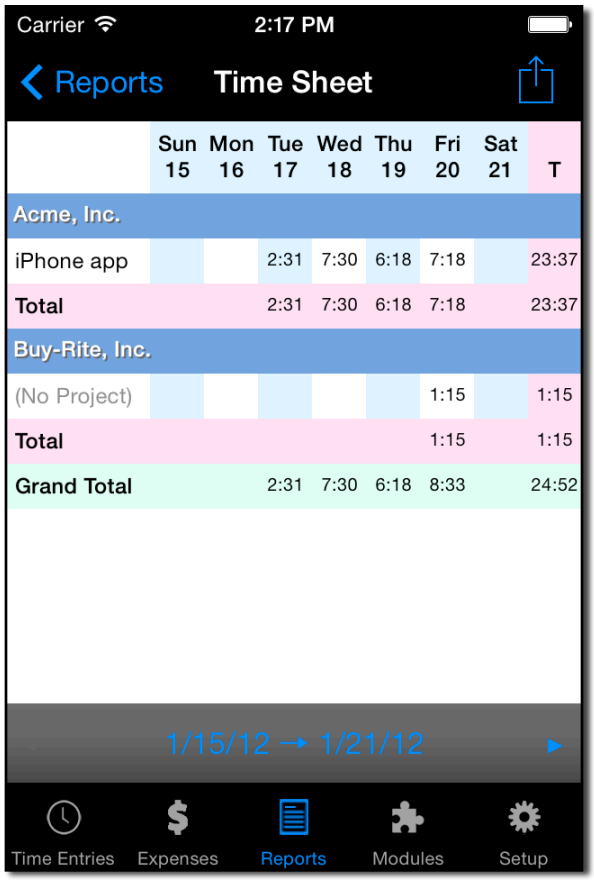
Time Sheet

Time Sheet is a special report for showing totals in a Time Sheet format by the week. The report will break up entries by **Client** and **Project**. If the **Project** is not defined in the Time Entry, the screen will display "(No Project)" on that line. Each day of the week will have a Total per Client and a Grand Total. Each week will have a Total per line.

You will specify the date range by using the Start and End Dates, however each display screen will show a weeks worth of work. You can page thru the screens by tapping on the Arrow buttons or by swiping the screen from side to side.

The report can also display the time in an Hour format or Fraction format. See the *Setup -> Reports -> Time Sheet* section for the options.

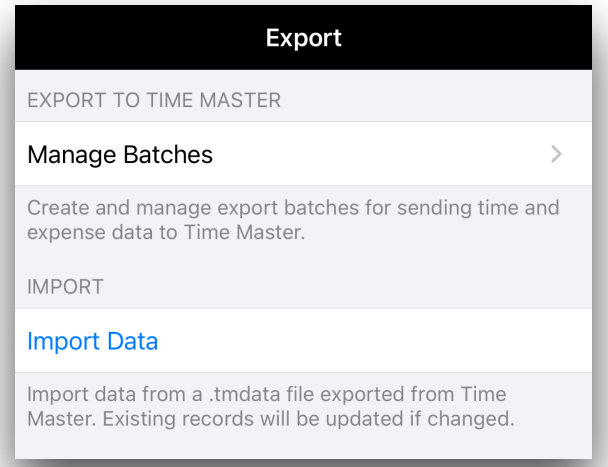
The Time Sheet reports can be exported in either a HTML/CSV or PDF format.



Note that the starting day of the week is determined by the *Weeks Starts* option in the General Setup.

Export

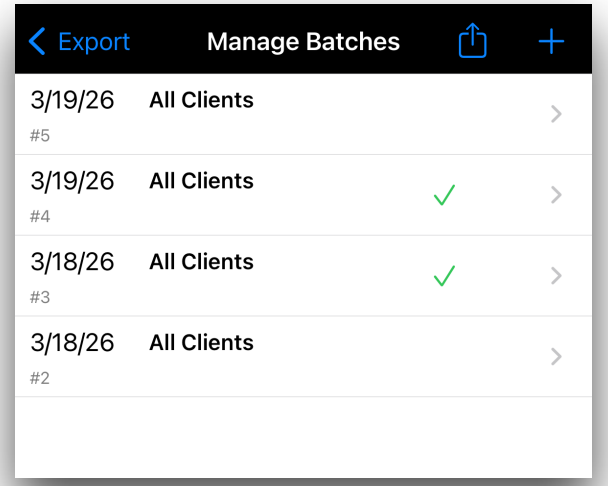
Now that you've recorded your Time and/or Expense entries, and may have created Invoices with Payments, with the Premium subscription, it is now time to send that information to the Master running the Time Master app.



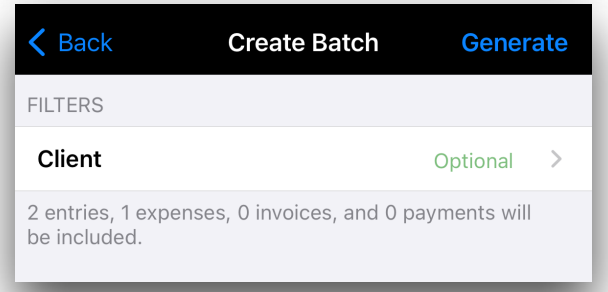
Manage Batches is the section where you will create new batches, but also see all your previous batches. If necessary, you can always resend a Batch to the Master (for example if they didn't receive the file in an earlier attempt).

Manage Batches

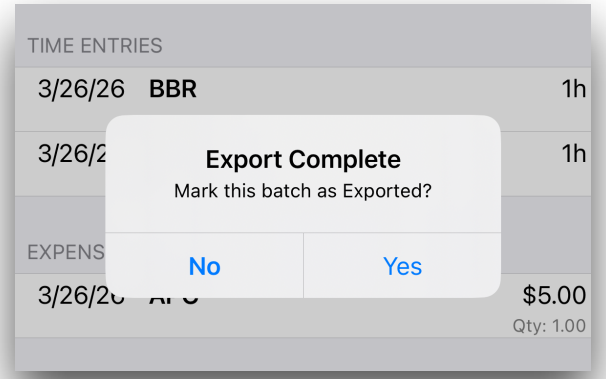
From the Manage Batches, you can create batches by either clicking on the **Action** icon (upper right) and if there are any batches that have not been"marked as Exported", (no checkmark on the line), it will ask you which batch you want to send.



Add Batch (+) - plus button. This is how you will create new Batches to send to the Master app. You can optionally set a single client, or leave blank to select all Time and/or Expense entries. It will show a summary of how many Time, Expense, Invoice and Payments will be added to the Batch. Once you are ready, tap on ***Generate***. It will show you what the batch created. Once that is done, it will bring you back to the Manage Batches screen, where you will be able to either click on the row to show what is in the batch, and then you can tap on the ***Share*** icon (upper right) to ***Export as File*** or ***Export via Email***

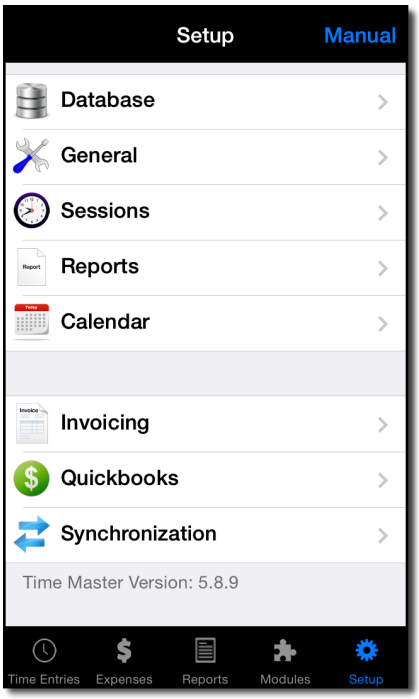


Once you have Exported the batch, it will ask you if you want to mark the batch as Exported. If the batch was successfully saved to a File or Emailed, then you should tap on “Yes”. This will prevent any entries in the batch from being accidentally modified in the future.



Note: you can always re-send a batch again by tapping on the ***Share*** button.

Setup



The Setup screen is divided into different sections according to their purpose. Please see each section for an explanation of their functions.

For the most part, you will probably not need to do any maintenance in the Database section as all that data should come from the imported data from the main **Time Master** app. There may be cases where you may need to add some information, such as Clients, Projects, Tasks, if you are using the Premium subscription and are doing Invoicing out in the field. If it is a new customer, and doesn't exist yet, you'll have to enter it.

Related setup options for the sections are displayed by tapping on the section.

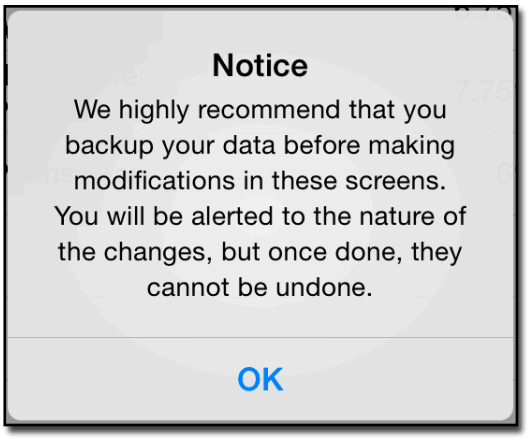
Database

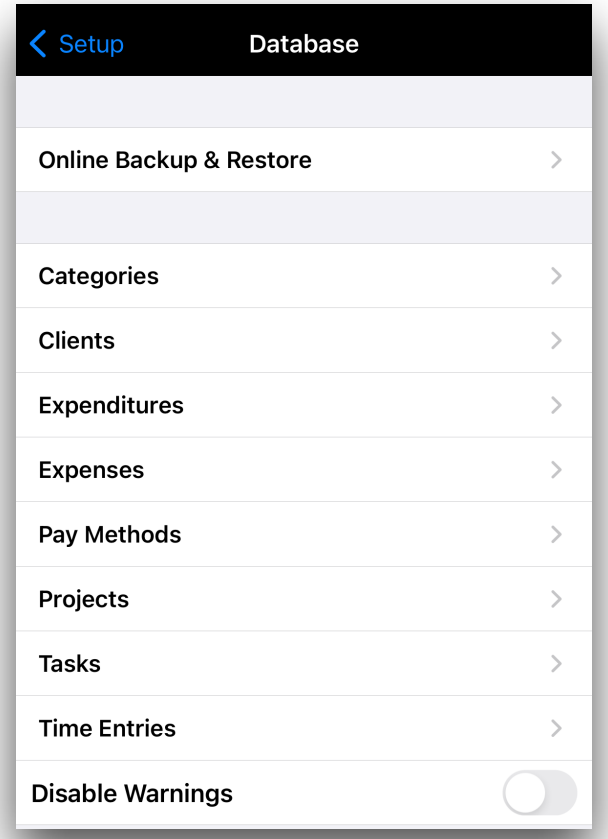
After an item has been added, such as Client, Project, Task, etc., this is where you will be able to modify that item. However since this should be maintained from the Master user, with the **Time Master** app, you probably should not modify them.

The Database contains the following tables: Categories, Clients, Projects, Tasks, Expenditures, Time Entries, Expenses and Pay Methods.

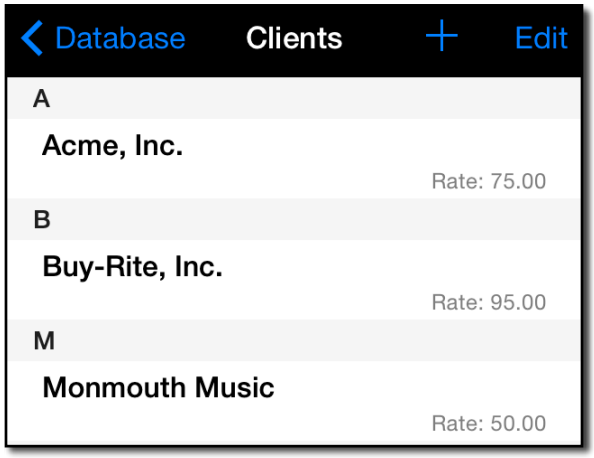
If you have the Premium subscription, you will also see: Taxes, Terms and Invoices.

Note that a **Warning** message will appear on the screen once you select an item (see above). The warning messages can be disabled by turning the **Disable Warnings** switch *ON.*



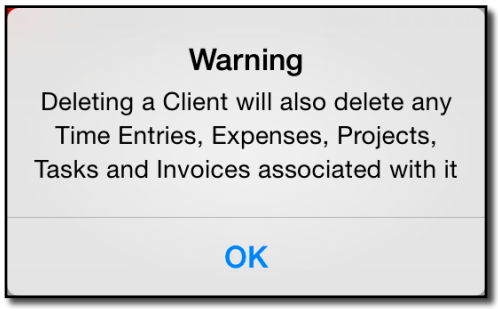


In any of the tables (Clients shown here), you will first be presented with a list of all the items. To add a new item, tap on the **+** button. Tap on *Edit* button to delete an item (see below). Tap on a row to edit a specific item. See each section below for details on each database.

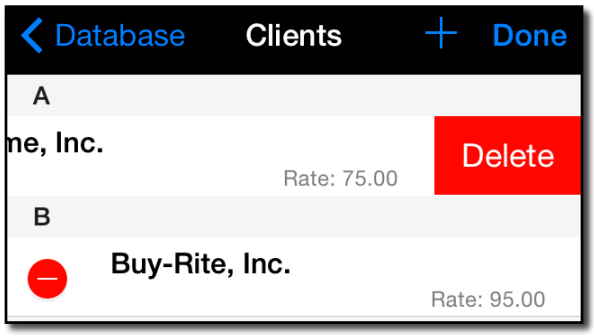


Deleting - Categories, Clients, Projects, Task or Expenditures

Note: When you delete a Category, Client, Project or Task, it will delete **all** linked entries on levels beneath the deleted entry. A final warning message will appear such as:



When you are in either Category, Client, Projects, Tasks, or Expenditures databases, you can delete any of these items. Tapping on the Edit button, will bring up the delete icons. Then if you tap on an icon, as shown on the Buy-Rite, Inc. line, the **Delete** button will appear.



Note: if you have the Premium subscription, if you purge Time and/or Expense entries, it will also purge any associated invoices.

Categories

If you delete a Category, it will delete **all** Time Entries and Expenses that are linked to it.

Clients

If you delete a Client, it will delete **all** Time Entries and Expense Entries associated with it. It will also delete **all** Projects and Tasks directly associated with it.

Projects

If you delete a Project, it will delete **all** Time Entries and Expenses that are linked to it.

Tasks

If you delete a Task, it will delete **all** Time Entries linked to it.

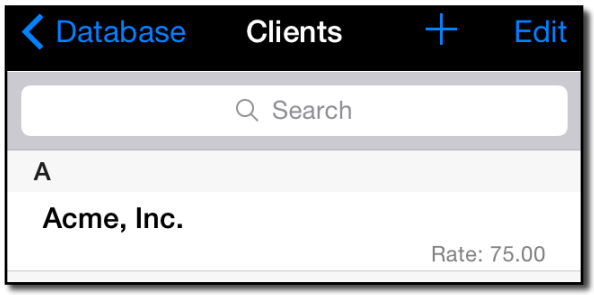
Expenditures

If you delete an Expenditure, it will delete all Expense entries linked to it.

Note: If you have the Premium subscription, if you delete any items that are attached to an invoice it will also purge **all** associated invoices. This is done so we don't keep any inaccurate invoices that would now be missing items and show invalid totals.

So be very careful when deleting any of these items. We **ALWAYS** recommend backing up to ***Dropbox*** before running any of these functions. Worst case you can always Restore the data from the last snapshot.

Searching

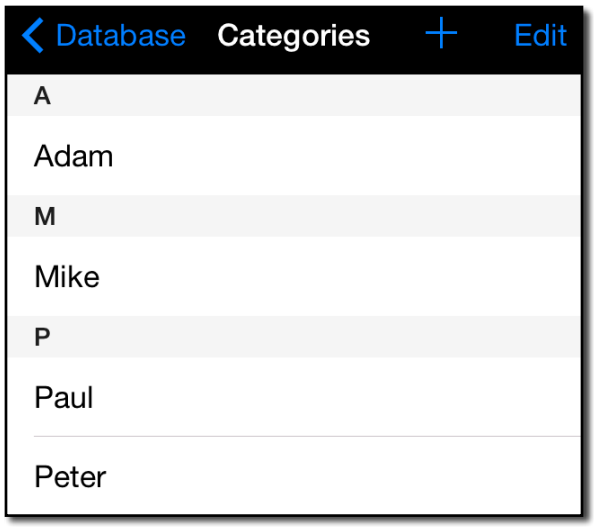


If you have large lists, you may want to use the Search feature. Tap in the Search box and a keyboard will pop up. You can type any text in the box and it will display matches if any are found. You can even search within the middle of a word. For example if you typed "cm", it would pull up the Acme, Inc. as those letters are in the middle of the word Acme.

Categories

To edit an existing Category, tap on the row. To add a new Category, tap on the **+** button.

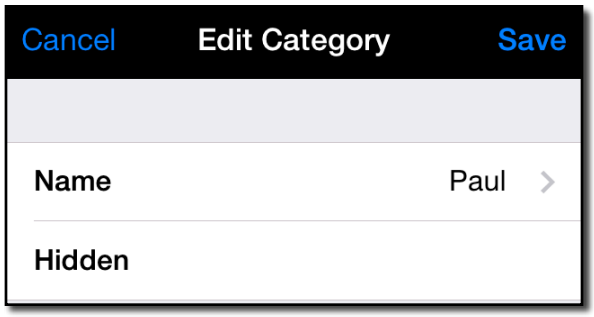
A Category is a very simple Global sub-category. It's only option is the Name. It can be used for filtering or sub-categorization. You could use it in a contractor, consulting, etc. type of business for employee names, when you need to track employee entries or if the employee has his own device and sync's with your device. You could also use it for any other report/sorting functionality that you desire.



Editing Categories

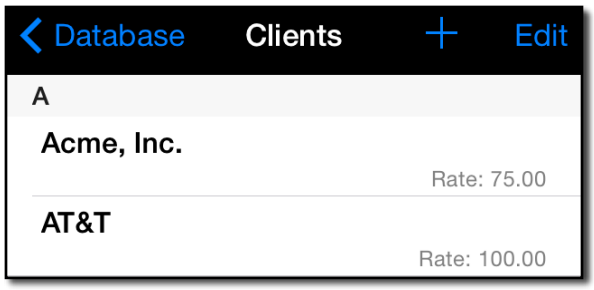
Name: You can change the Name by tapping on the name row. It will bring up the standard keyboard entry for editing.

Hidden: If you want a specific Category hidden from the main Picker lists, tap on the Hidden row and *Save*. It will only show up in the database section in a light grey color.

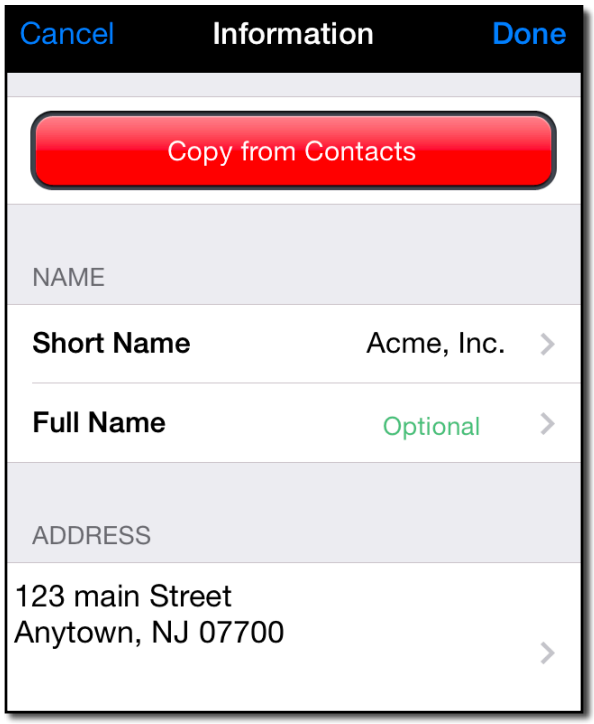


Clients

After you've added a client, you may need to make changes or updates to that client. To edit the Client, tap on the row that has the clients name.



Adding / Editing Clients



You can change the client information by tapping on the *Information* row. It will bring up the information editing screen. You can copy from the built in "Contacts" (address book) or enter things manually. If multiple items, such as address are available, it will ask you to pick which one you wish to use. Please note that if you change the information in the Contacts app, it will **not** automatically change here.

Short Name: The short name is used to display on the device and exports. If your client has a very long company name, you may want to abbreviate it. Say for example the company name is "Advance Health Management Systems, LLC", you may want to just enter AHMS for the Short Name. That way you can avoid having a very small font showing the name on the device and possibly cropping off the end of the name.

Full Name: The full name is used to print on the invoice with the Premium subscription.

Address: Is used to print on the the invoice with the Premium subscription.

Phone: Is used to print on the invoice with the Premium subscription.

Email: This is the email address that is used to email an invoice to your client with the Premium subscription.

Email CC: If, in addition to your primary recipient, you want to email an invoice to a second person, enter the email address here. For example if you want to send email an

invoice to the owner of a company and also to the bookkeeper, you would add the bookkeeper's email here.

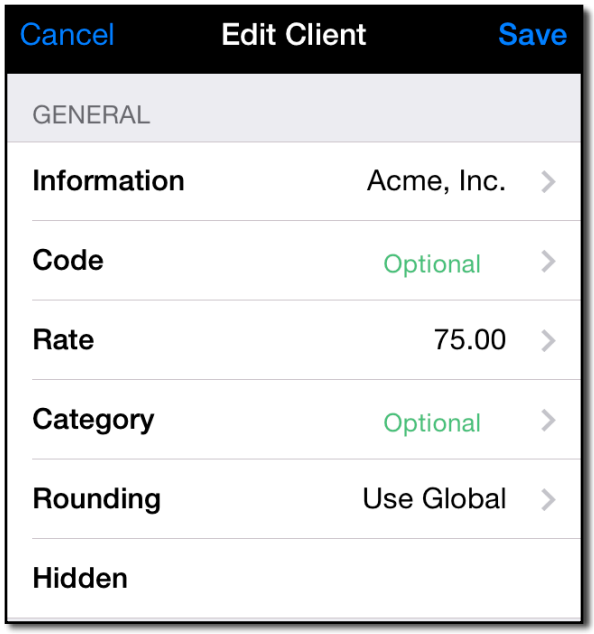
Email BCC: If you want to send someone the email, without the primary "Email" recipient knowing that you also sent it elsewhere, enter that email address here. You could use this field to email an invoice to yourself.

Note: Email fields can contain multiple email address. Just separate entries with a semicolon ";". For example "info@on-core.com ; support@on-core.com".

Code: is for a optional code to be exported if you have other software that requires it, or you want it just for your own use. This is a free form text field, so you can enter numbers and/or characters.

Rate: is only shown for Premium subscriptions. It will be hidden from the Basic subscription. It is used to set a default billing rate for that client. This will override the **Global Rate**. In turn, this rate can be overridden if you set a different rate in either a **Project** or **Task**.

Rounding: If you need to have an alternate time rounding for a specific client, you can override the Global time rounding here.

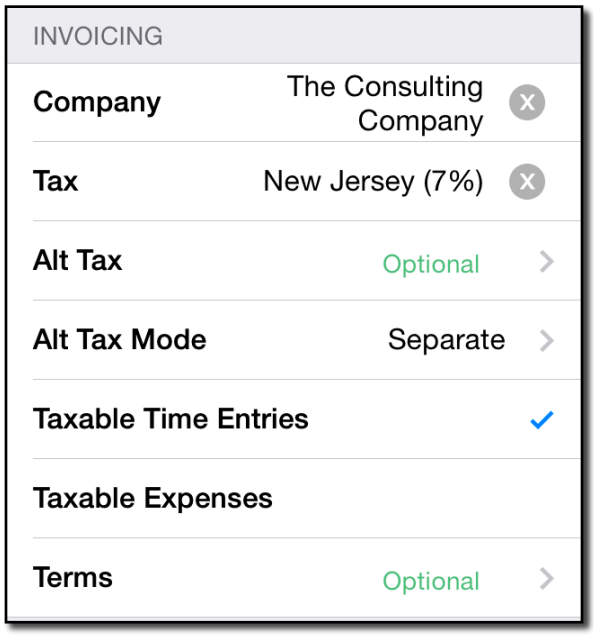


Hidden: If you want to hide the Client from the normal picker lists, tap on the hidden row. A checkmark will indicate that it is hidden from the lists. You can only unhide it from the Database Setup screen.

Tap ***Save*** when finished.

Client Invoicing Options

If you have the Premium subscription, you will also have a **Invoicing** section.



Company: This allows you to set the Company "Header" for the invoice. If you have more than one company that you bill from, you can select it per Client. When you create the invoice, it will use that Company code in the invoice. If this is left blank it will use whatever you have set up as the "Default Company".

Tax: This allows you to set the tax rate for your client. It covers both Time and Expense entries.

Alt Tax: In some countries, such as Canada, there is more than one tax that needs to be applied to the taxable entries. The Alt Tax allows you to add a secondary tax to your invoice.

Alt Tax Mode: There are two methods of applying the alternate tax, separate and cumulative.

When calculating the tax on an invoice, the first thing the program does is create a "subtotal taxable" amount and a "subtotal non-taxable" amount. Then any discounts or markups are applied to each subtotal. After that, the Tax is applied.

- *Separate* option First, "subtotal taxable" is multiplied by "Tax" and the result is added to the "grand total". Then "subtotal taxable" is multiplied by "Alt Tax" and the result is added to the "grand total". Then both "subtotal taxable" and "subtotal non-taxable" are added to get the "grand total".

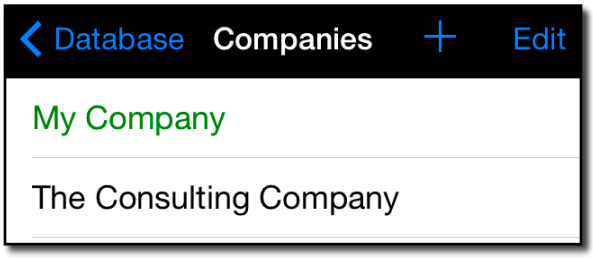
- *Cumulative* option In this option, "subtotal taxable" is multiplied by "Tax" and added to "subtotal taxable". The new "subtotal taxable" is then multiplied by "Alt Tax" and that result is added to "subtotal taxable". Then both "subtotal taxable" and "subtotal non-taxable" are added to obtain the "grand total". So for places, such as Quebec, where you have to apply a secondary tax on top of the first tax, you will use the *Cumulative* option

Taxable Time Entries: If you need to charge tax for your billable Time Entries, tap on this row and a check mark will appear on the line. Whenever you create a new entry, it will be marked as Taxable. Taxable items will include tax on the invoices.

Taxable Expenses: If you need to charge tax for your billable Expenses, tap on this row and a check mark will appear on the line. Whenever you create a new entry, it will be marked as Taxable. Taxable items will include tax on the invoices.

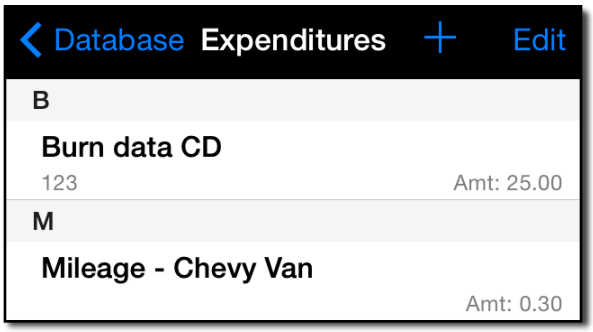
Terms: If you wish to always include a Terms line on your invoice, select the Term here. You can always add them on the fly by tapping on the **+** button in the Terms screen and then selecting it.

Companies



If you have the Premium subscription, you will see an option to Add, Edit or Delete your Companies. If you have multiple different companies that you bill different clients, you can enter your your company here or from the Invoice Setup. Your default company will be highlighted in the Green color and will be used by any clients where you have not chosen a specific company.

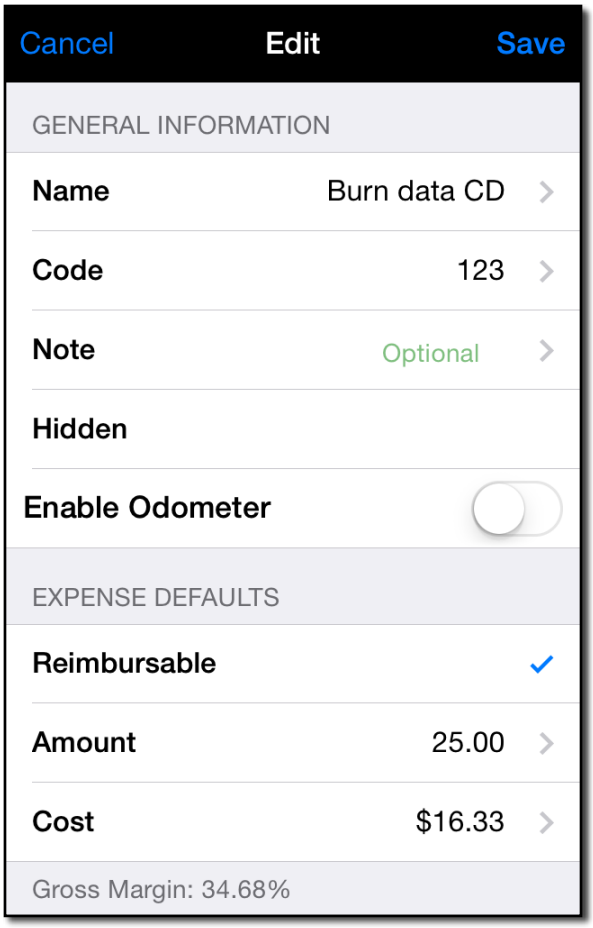
Expenditures



There are two types of Expenditures, Generic and Mileage. Generic Expenditures can be used for virtually anything, while Mileage Expenditures are used only for reimbursement of mileage expenses. Note that we do not distinguish between Miles and Kilometers, so "Mileage" is used for either one. To search for a Expenditure, pull the window down to expose the Search box. You can search Expenditure Name or Code.

In general, you only set up Expenditure if you plan to use it more than once. If you only need to use it once, you do not need to set up an expenditure in an Expense. Just leave the optional Expenditure field blank and fill in the Amount and Quantity.

Editing Expenditures



Name: You can change the Name by tapping on the name row. It will bring up the standard keyboard entry for editing.

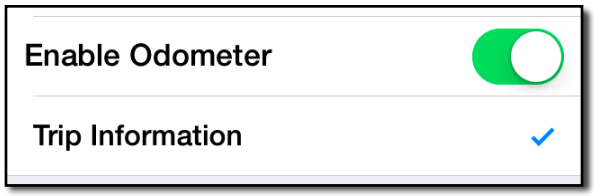
Code: is for a optional code to be exported, if you have other software that requires it or just want to use it.

Note: If you need to keep or export additional information, we provide an extra Note field.

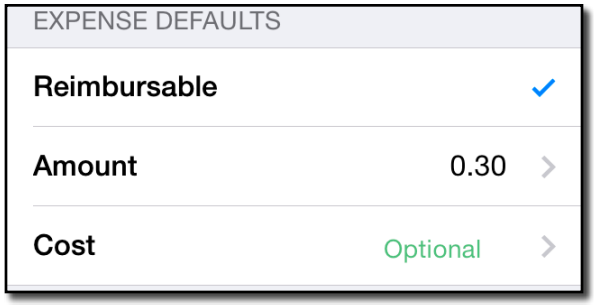
Hidden: If you want to hide the Expenditure from the normal picker lists, tap on the hidden row. A checkmark will indicate that it is hidden from the lists. You can only unhide it from the Database Setup screen.

Enable Odometer: If you want to setup a Mileage expense, tap the ON button on the Enable Odometer row. When you choose this type of Expenditure in the Expenses entry, it will display the odometer picker in the Values table. When you enable the

odometer option it will also reveal a **Trip Information** row. The Trip Information row will add an additional section to the Expense screen that will allow you to enter the Start and End Dates / Times, and Start and End Location.



Reimbursable: If you want this expenditure to be reimbursable, that is that you want to charge your client for this expense, then mark the reimbursable field. If you have the Premium subscription, it is important that the expense be marked reimbursable, otherwise the item will not be available in the invoicing screen.



Amount: is the amount you charge for that expense. This is the "selling price". This is the amount that will be charged on an invoice.

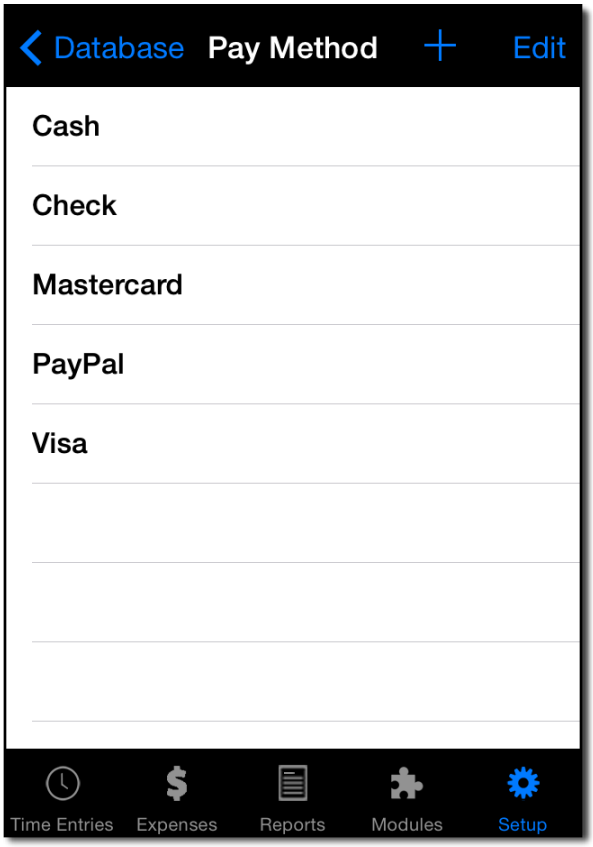
Cost: is the amount that you paid for an expenditure. This value can be exported in the reports for cost analysis. This screen will also show you the Gross Margin percentage that you will make on this item.

Note: The the odometer readings are "memorized" per expenditure. If you have multiple vehicles, you will want to create a mileage expenditure for each vehicle. For example create a "Mileage - Van" and a "Mileage - Porsche 911". That way when you pull up the expenditure for a specific vehicle, it should have the last odometer reading from its previous expense.

Pay Methods

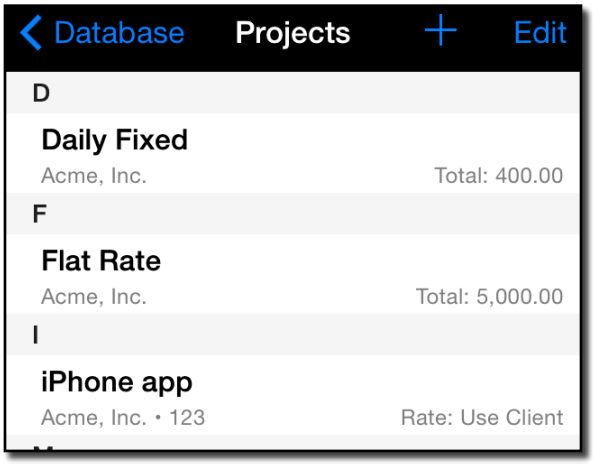
You may want to track how you have paid for a certain expense. You can enter as many expense types as you wish. Simple enter a label and you can use it in your Expense item.

In the expense there are also Pay Note. The Pay notes can be used for anything you may want to remember about the payment. For example you may want to enter the Check Number that you used when paying with a Check.



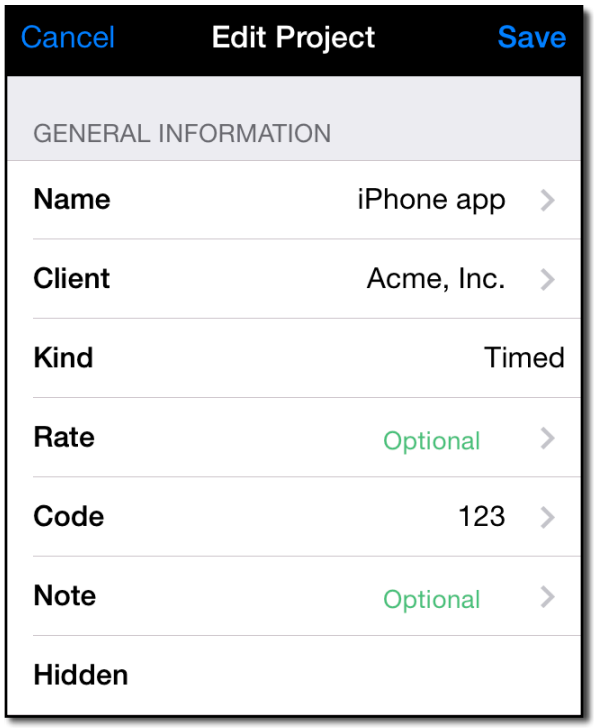
Projects

To edit an existing Project, tap on the row. To add a new project, tap on the **+** button. To search for a Project, pull the window down to expose the Search box. You can search for Project Name or Code.



Editing Projects

Name: You can change the Name by tapping on the name row. It will bring up the standard keyboard entry for editing. A Client will have been assigned to a Project.



Client: The Client code that this project will be assigned to.

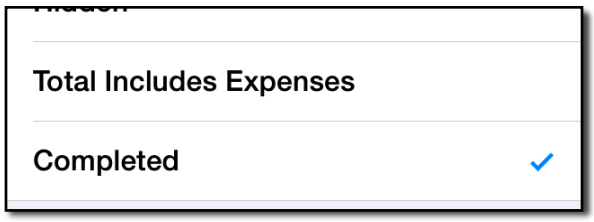
Fixed / Flat Rate Projects

Kind: There are three Project types that can be created. Timed, Fixed Amount (reusable) and Fixed Amount.

• *Timed*: Is the default Project type. When you bill Time and/or Expense Entries for a Timed Project, all your time and expenses will be billed normally.

• *Fixed Amount (reusable)*: With this type of Project code, you can assign a fixed amount to bill the client for on a Day basis. The Fixed Amount (reusable) code is re-usable. That is, you can use this code over and over again. Time Master Client will allow you to keep track of the actual time you've spent on the entry. On the HTML/CSV Report it will show the actual Duration, but no Rate and in the Total column it will show the Fixed Total Amount. On the Invoice, it will only show the Total amount. No Duration or Rate will be displayed. You may set the *Fixed Amount (reusable)* to zero for a *Fixed Amount (reusable)* Project.

• *Fixed Amount*: The Fixed Amount Project type will allow you to create a Project type for which you will charge a flat rate over a long period of time. It will also show two additional options on the bottom of the Project code: **Total Includes Expenses** and **Completed**.



This Project type is **not** re-usable. The way the Fixed Amount (or Flat Amount) Project works is as follows. You will assign a Total Amount for this project. You will bill Time Entries to this project until the project is completed. You will not be able to invoice any entries for this project until it is marked as "Completed". Once it is Completed, you can add it to an invoice. On the invoice it will show only one entry line for the entire project, starting with the date of the first Time Entry that was created under that project code. If you have entered Reference Notes to any of the entries, they will be appended to the description. Only add additional Reference notes to entries if you want them to appear on the invoice. Otherwise leave them blank. You can run a Report for this Project code to see the actual amount of time spent while doing this Project. This will help you

determine how accurate you are in estimating the amount it will take to complete your projects.

The **Total Includes Expenses** optional works as follows. If this row is checked, it will not show any Amount on the invoice. Those Expenses will be included in the Project Amount. If this row is un-checked, any Expenses will be added to the total of the invoice.

Rate: You can optionally set a rate for the Project that will override both the **Client Rate** and the **Global Rate**. The Project rate will be overridden if you set a different rate in a **Task** and that task is used under that project.

Code: is for a optional code to be exported if you have other software that requires it or just want to use it.

Note: If you need to keep or export additional information, we provide an extra Note field.

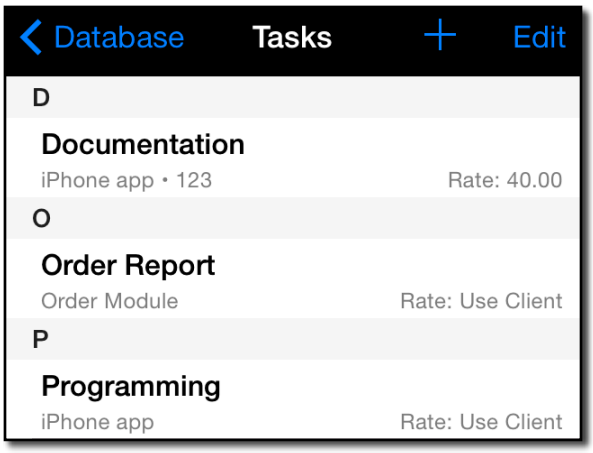
Hidden: If you want to hide the Project from the normal picker lists, tap on the hidden row. A checkmark will indicate that it is hidden from the lists. You can only unhide it from the Database Setup screen.

Tap ***Save*** when finished.

Note: If you are creating a new Project and have not created the client yet, tap on the Client row and it will bring up the Client picker view. Press the **+** button to add a new Client, then select it and it will bring you back to the edit screen.

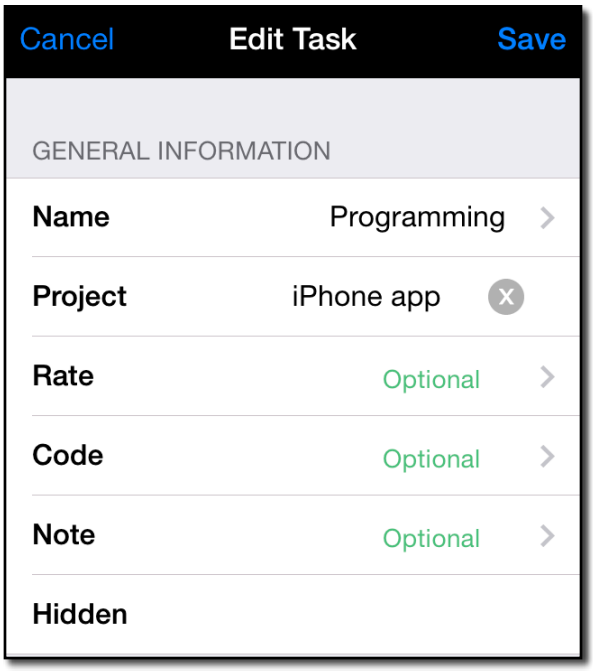
Tasks

There are two types of Tasks: Global Tasks, and Tasks tied only to a specific Project. Global Tasks can be used by any Client and are not tied to any specific Project. Tasks tied to a Project will only be available to one single client, under one specific Project. To search for a Task, pull the window down to expose the Search box. You can search for Task Name or Code.



Editing Tasks

To edit the Task, tap on the row.



Name: You can change the task Name by tapping on the name row. It will bring up the standard keyboard entry for editing. You can optionally assign a Project to the Task.

Rate: You can set the rate for a Task. Note that the Task rate will override any rates set by the Project, Client and Global Rates.

Code is for a optional code to be exported if you have other software that requires it or just want to use it.

Note: If you need to keep or export additional information, we provide an extra Note field.

Hidden: If you want to hide the Task from the normal picker lists, tap on the hidden row. A checkmark will indicate that it is hidden from the lists. You can only unhide it from the Database Setup screen.

Note: If you are creating a new Task and have not created the project yet, tap on the Project row and it will bring up the Project picker view. Press the **+** button to add a new Project. From within the Project you can even add a new Client. This is setup to give you maximum flexibility for adding new items. It will use that new client and project and bring you back to the edit screen for the task.

Quick Tip

When entering a new Time Entry and you are using an existing Project, select the Project first and it will automatically fill in the Client field.

When entering a new Time Entry and you are using an existing Task (that is tied to a Project), select the Task first and it will automatically fill in both the Project and Client fields.

Purging

Be sure to Backup your data to Dropbox before using this function!

Time Entries - Purging

From time to time, you may want to remove old entries.

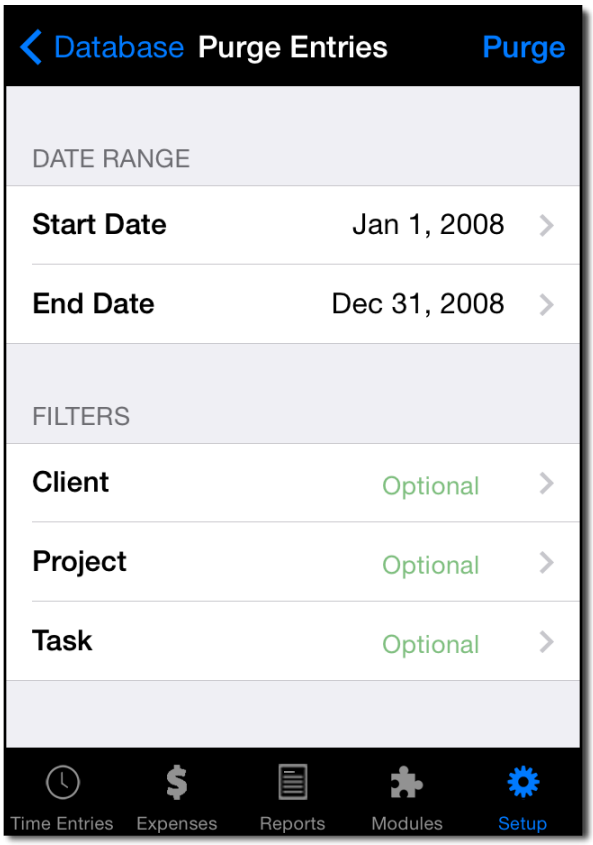
Start Date

The inclusive date you wish to start deleting your data.

End Date

The inclusive last date you wish to end deleting data.

You can choose to only delete Time Entries based on a **Client** and/or **Project** and/or **Task**.



Note: If you purge Time and/or Expense entries and they are tied to an invoice, the invoice will also be deleted!

Expense Entries - Purging

From time to time, you may want to remove old entries. **Be sure to Backup your data to Dropbox before using this function!**

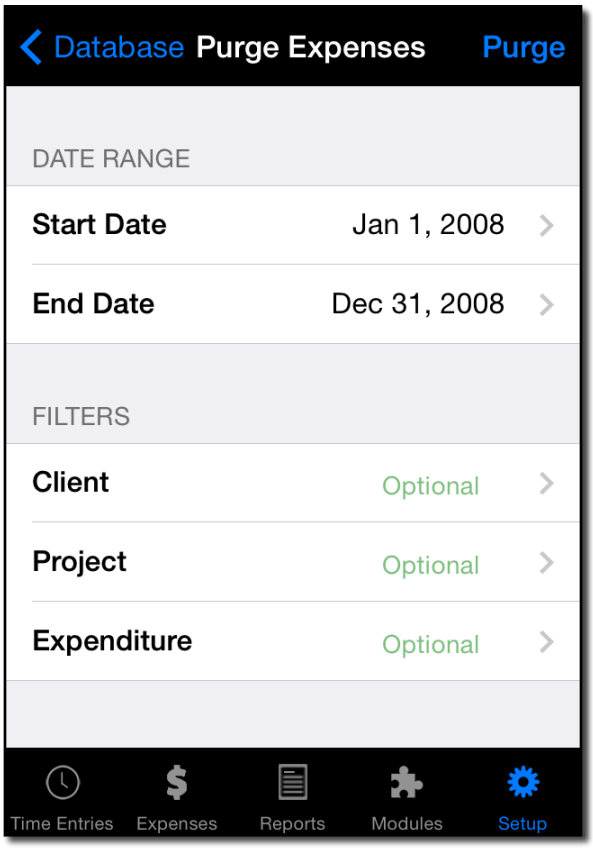
Start Date

The inclusive date you wish to start deleting your data.

End Date

The inclusive last date you wish to end deleting data.

You can choose to only delete Expense Entries based on a **Client** and/or **Project** and/or **Expenditure**.



Note: If you purge Time and/or Expense entries and they are tied to an invoice, the invoice will also be deleted!

Invoicing Options

If you have the Premium subscription, you will also see Database items: Taxes, Terms and Invoices.

Invoices - Purging

From time to time, you may want to remove old entries. **Be sure to Backup your data to Dropbox before using this function!**

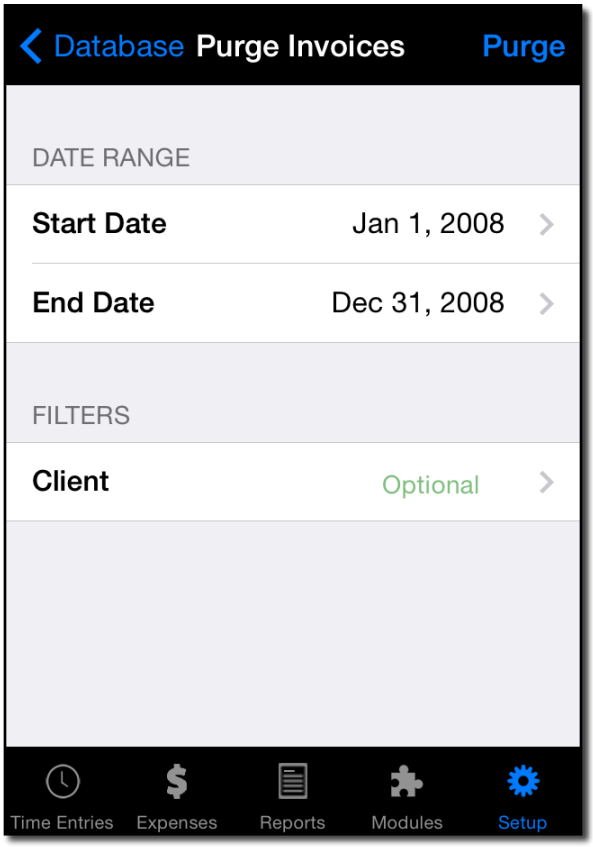
Start Date

The inclusive date you wish to start deleting your data.

End Date

The inclusive stop date you wish to end deleting data.

You can choose to only delete Invoices based on a specific **Client**.



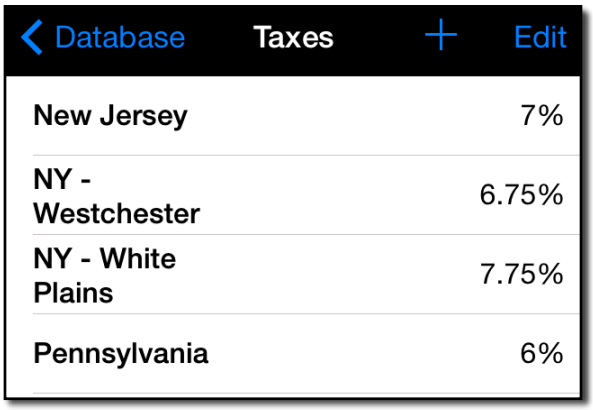
IMPORTANT

Please note that the way invoices are “purged” is different than “deleting” an invoice from within the Invoicing section. In the Invoicing section, if you delete an invoice with a status of Pending, any associated Time and/or Expense entries will be “released” and can be added to a new invoice. If they are Billed or Paid, the status will be marked as Deleted. Using the Purge Time Entries will **not** release the “Pending” Time and Expense entries, but keep them Locked and the status will be marked as Deleted in each entry. We do this so that you can purge invoices, but leave the old Time and/or Expense entries intact.

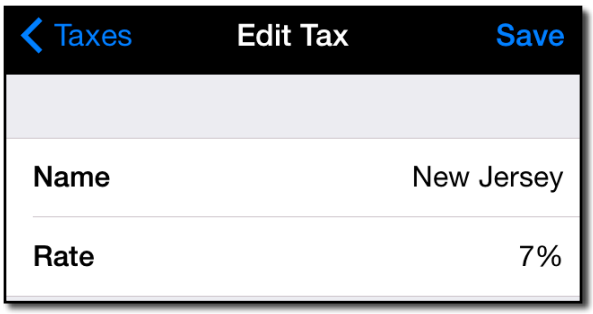
Note: If you purge Time and/or Expense entries and they are tied to an invoice, the invoice will also be deleted!

Taxes

If you need to charge sales tax on either Time and/or Expense entries, you will need to maintain a table with tax rates. The tax rates can be defaulted in each client or chosen directly in an invoice.

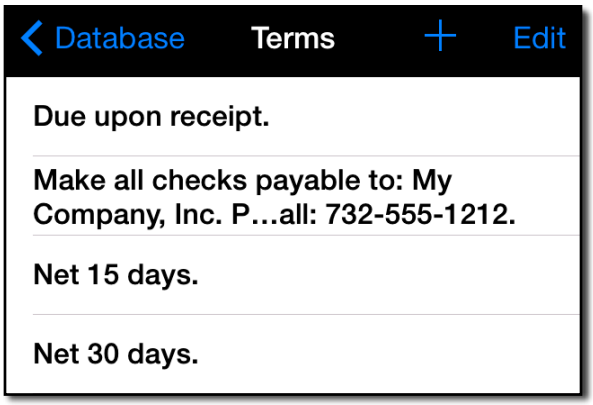


Enter a description for the Name and the tax percentage.



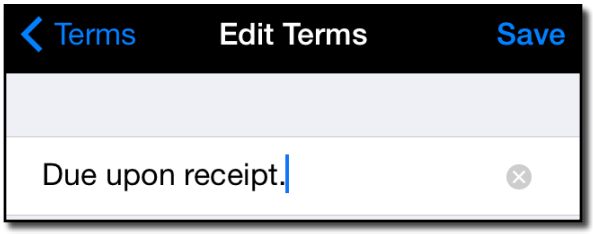
Terms

Terms can be added to the database and defaulted within each client. The terms will then be automatically be added to each new invoice you create. You can even make a longer term that has info such as: “Terms: Due upon receipt. Please make payable to <my company>”.



Enter the description for the Name of the Terms.

This fields is unlimited and you can type very long entries in this field and it will automatically wrap in the notes box.



Note: We do not put the label “Terms: “ in front of a your terms, in case you want to use this a general permanent note field. You could add info such as your VAT id # or any other notes.

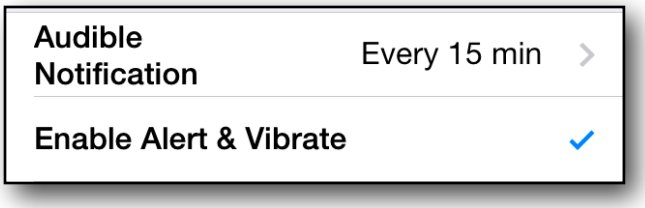
General Settings

Audible Notification

Time Master Client can produce a “ping” sound at certain intervals to remind you that a “Timer” is running. You can set it to remind you at: Off, 10 min, 15 min, 30 min or 60 min. The sound will trigger at that interval even if you quit Time Master Client and a timer was still running. To stop the sounds, you need to go into Time Master Client and stop the timers. Note it only pings after the amount of inactivity. The time only starts after you have done some work in Time Master Client.

Enable Alert & Vibrate

You can also Enable Alert & Vibrate by checking this option, if the Audible Notification is set.

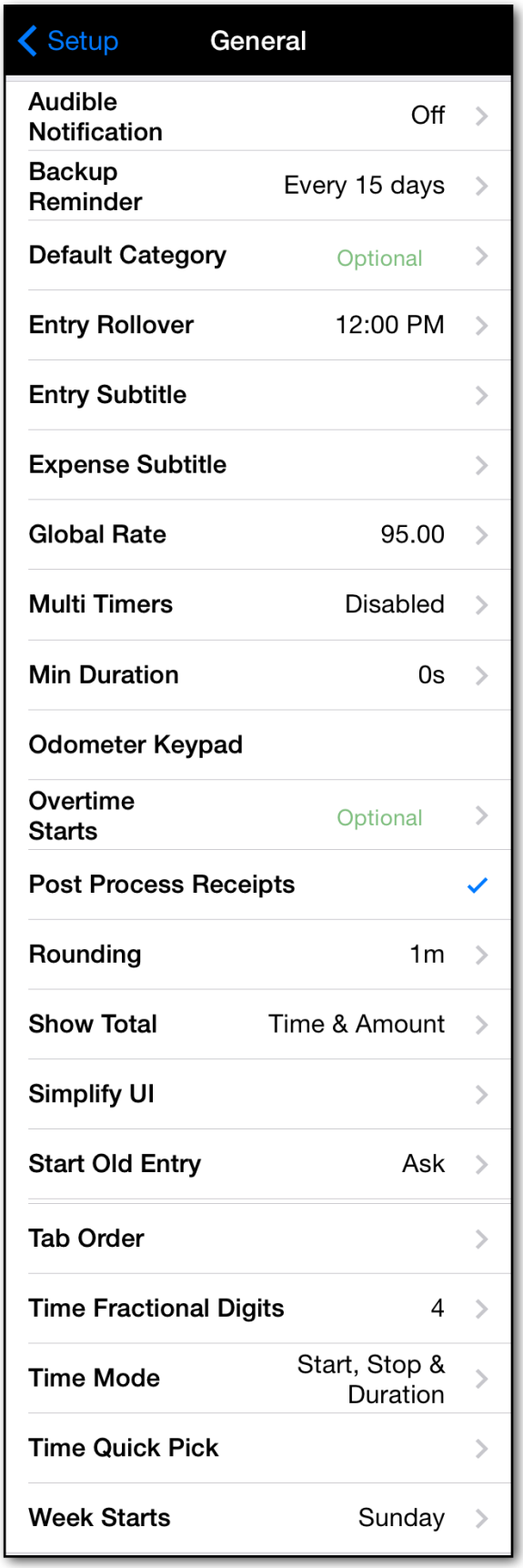


Backup Reminder

Because we feel very strongly that you should do frequent Backups of the Time Master Client data,
we have added a “Backup Reminder” option.

Make sure to do a Backup before doing any iOS updates or even updates of the Time Master Client app! A few users have reported they lost data when the iOS update failed to restore their apps. Please don’t let this happen to you!

The Backup reminder can be set to remind you: Never, Every day, Every 7 days, Every 10 days,



Every 15 days or Every 30 days. The default is Every 15 days.

Entry Rollover

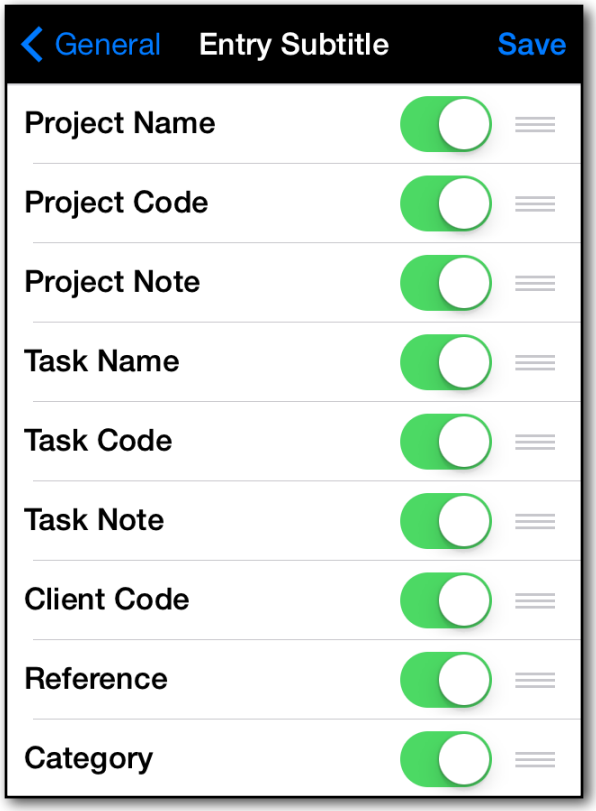
The primary function of the Entry Rollover is to set the time at which Time Master Client will trigger the Old Entry function. With this setting, you can extend the hour the Old Entry ends past midnight.

For most users the default of 12:00 AM will be sufficient. When you tap on a time entry that has yesterday's date, it will trigger the Old Entries functions. Say for example you are a night shift worker and you work from 8:00 PM to 4:00 AM (20:00 - 04:00). This would be an issue because you may need to start and stop the timers after midnight. Once the time is after midnight, the Old Entries function would normally pop up asking you what you want to do with the timer. So what you need to do is prevent it from prompting you until a set time. In this example, including overtime, the night shift worker will never work past 11:00 AM. The night worker would want to set the Entry Rollover to 11:00 AM. so that the warning would not be issued unless the time was after 11:00 AM.

Note: If you set an Entry Rollover time, the entry will be green in color until it reaches that that time, after which it will trigger the Old Entries function.

Entry & Expense Subtitle

The Entry & Expense Subtitle settings will allow you to change what you seen on the Project/Task line on the main Time Entries screen and Expenses respectively. You can turn *On* or *Off* the fields that you want to see. You can also reorder them by tap-and-dragging on the three grey lines and dragging them to the order in which you would like to see the fields.



Global Rate

This is the default rate that will be used for all Time Entries if you do not enter a rate in Clients, Projects or Tasks.

Multi Timers

You can define how you want your timer system to work. You can choose one of the following: Disabled, Enabled or Ask.

- *Disabled*: This option will allow only one timer to run at a time. So for example, you are working on one task when the phone rings and now you need to start the timer on a different task. When you tap on the new task, the timer that is running will stop and save the elapsed time with the current task. Then the timer will start for the new task.
- *Enabled*: With this option, it will allow multiple timers to run concurrently.
- *Ask*: In this mode, when you have a timer running for a task and you tap on a different task, it will ask "Do you want to stop all active timers before starting this one?". You have 3 options. You can choose *Cancel* to exit without starting the timer on the task that you just selected. You can choose *Yes* to stop all running timers and start the timer on the item you just selected. You can choose *No* to keep all existing timers running and also start another timer running for the item you just selected.

Minimum Duration

If you have a minimum amount of time that you bill for, use the Minimum Duration. Say for example that you always bill a minimum of 30 minutes, and after 30 minutes you bill in 5 minute increments. You would set 30 minutes in this Minimum Duration, and set "Rounding" to the number of minutes you want.

Odometer Keypad

The default setting for Odometer Keypad is *un-checked*. When you use an Odometer type of Expenditure, the Begin and End mileage entries will use a "Dial wheel" to set the odometer. When the option is *checked*, a "Keypad" will appear instead of the dial wheel control.

Overtime Starts

If you charge Overtime per single Time Entry when a certain amount of time has been exceeded, you can set that here. For example if you get paid overtime after 8 hours, you would set the "Overtime Starts" to 8 hours and 00 min. If you get paid "time and a half", you would set the "Overtime Multiplier", which will only show if you have the Overtime Starts set to some duration, to 1.5.

If you need to charge Double-time, say if you are working on a holiday, you would need to do that in the specific Time Entry. You would set the "Overtime Starts" to 0 hours and 00 min. and set the Overtime Multiplier to 2.0.

The “Reports” export will show the standard time, up to it’s maximum time on the first line. On the following line the overtime will be reported as a “Type” of “Overtime” and will print it’s Duration, Rate and Total amount.

The Premium subscription will show the standard time up to it’s maximum time on the first line. The following line will print “Overtime” in the Description and will have it’s Duration, Rate and Total amount.

Post Process Receipts

The Post Process Receipts option is “checked” by default. This will prompt you to select the four corners of the receipt so that the image can be Selected, Cropped, Transformed so that it is straight as possible, and then saved as a Black & White image. If you un-check this option, those steps will be skipped and the image will be saved “as-is” in a Greyscale format. The file size will be much larger.

Rounding

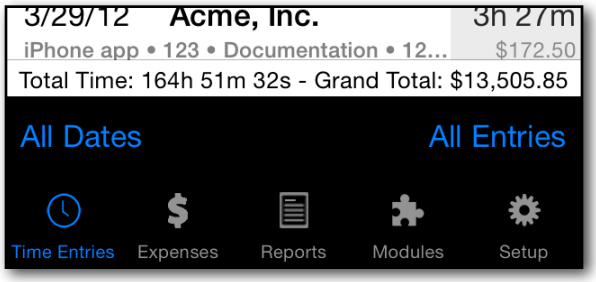
If you want to round your time, we provide the most flexible options for rounding available. The options are: None (no rounding), Up, Nearest or Down. If you select Up, Nearest or Down, you select whether you want to round by: Hours, Minutes and/or Seconds. If you select 0h, 0m, 0s, it will change this option back to None.

For example if you select Round Up and set it to 5 minutes and you work for 7 minutes and 24 seconds, it will round up to 10 minutes and 0 seconds. If you set Round Nearest 5 minutes, since it is less than 50% of the way between 5 and 10 minutes, it will round down to 5 minutes and 0 seconds. If it had been 7 minutes and 35 seconds, it would round up to 10 minutes and 0 seconds. For Round Down 5 minutes, if you had worked for 9 minutes and 59 seconds, it would round down to 5 minutes and 0 seconds.

Note: You can set the Rounding in a client, which will override the Global Rounding.

Note: The Rounding setting is saved in the Time Entry as soon as you create it. If you change the rounding in the future, it will not effect old Time Entries.

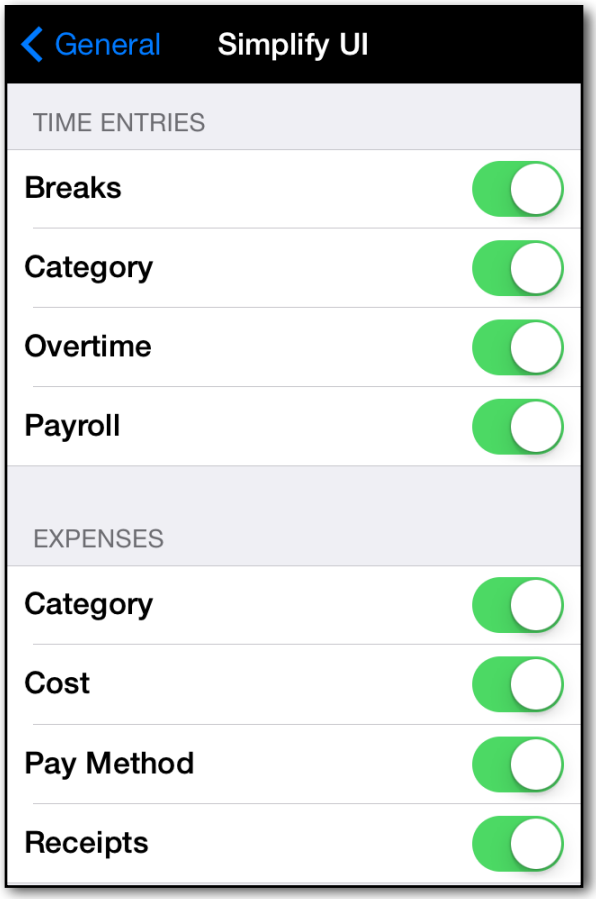
Show Total



The Show Total option can give you totals of Time and/or Amounts on the main Time Entries screen. By default this option is set to Off. You can set it to Time, Amount, or Time & Amount. This will show totals on the bottom line of the table. It may take some time to calculate depending upon how many items it is calculating. The totals will only show the values for which you are filtering. For example, if you have the Date Filter set to This Week, it will only show the totals for the Time Entries that you created this week. This can be a handy way to see what your billing comes to for a given time period.

Simplify UI

Simplify UI (User Interface) lets you "hide" some of the rows in the Time Entry and Expenses Add/Edit screens. This can give you a little more room on the small iPhone screen. Turn an option OFF, to hide the row in the Add/Edit screen. It will not remove any data that may be in the row, so it will not effect older entries in which you may have used those fields.



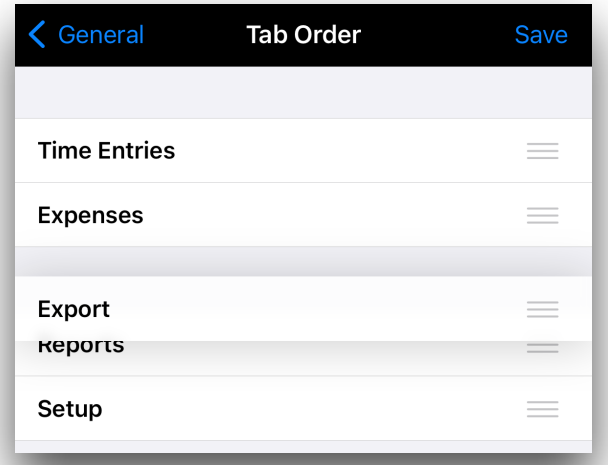
Start Old Entry

The purpose of this function is to allow you select what you want to happen when you tap on the grey timer area of an old entry. In the Time Entries screen, if you tap in a old entry, as indicated by a grey box instead of a green box, it will do one of three things. Ask, Always Copy or Always Start the entry. Here, you will choose how it operates in the Time Entries screen. Note that “locked” entries will not allow you to start a timer on an old entry.

- *Ask*: will ask what you want to Start, Copy, or Cancel.
- *Always Copy and Start*: copies the old entry into a new Time Entry. All the fields are copied into the new entry (with the exception of the Start Date, Start Time and Duration) and the new timer is started. The Date will be set to today’s date. The Start Time will be set to the current time and Duration set to zero.
- *Always Start*: starts the timer, despite the fact that it has a previous date. Use this if you want to start adding time, with a timer, to
  an old entry.
- *Always Copy with Duration*: copies the old entry into a new Time Entry. All the fields are copied into the new entry (with the exception of the Start Date and Start Time) in this mode the timer is **not** started. The Date will be set to today’s date. The Start Time will be set to the current time.

Tab Order

The Tab Order allows you to rearrange the tabs on the bottom of the Time Master Client screen.



On an iPad, it will show all the tabs. On an iPhone, you can swipe the tab bar from side to side to reveal the hidden tabs. You can rearrange the tabs by moving them up or down in the screen and then tapping on Save.

In this example, by grabbing on the 3 horizontal lines, on the Invoices row, and pulling the line up, it can be moved up or down of any of the other items.

Time Fractional Digits

Time is displayed either in hours/minutes/seconds or in hours as a decimal number. Time Fractional Digits refers to the number of decimal places displayed when the number of hours is shown in decimal format. Time Fractional Digits allows you to select the number of decimal places that are shown in Time Entry's duration value.

Any time an amount is calculated using a rate and a time, time is converted to a decimal number for the computation. If you round to 6 minutes intervals, 2 decimal places will be sufficient. If you round to anything else, you will most likely need 4 places to assure the accuracy of the result.

To perform calculations, time is rounded and then converted to decimal numbers. The system does not round the decimal fraction to calculate the total. So, for calculations, one minute is expressed as 0.01666666..... (where 6's go to infinity). A rate of $50 per hour multiplied by 0.016666..... equals 0.83333..... , which would be $0.83. If you display 2 decimal places, the fractional value of one minute would be rounded to 0.02. When you multiply $50 by 0.02 the result is $1.00. That, however, is not equal to the amount calculated by the system of $0.83. This could be confusing to the client. In this case, 4 decimal places would be required to obtain the correct result.

Time Mode

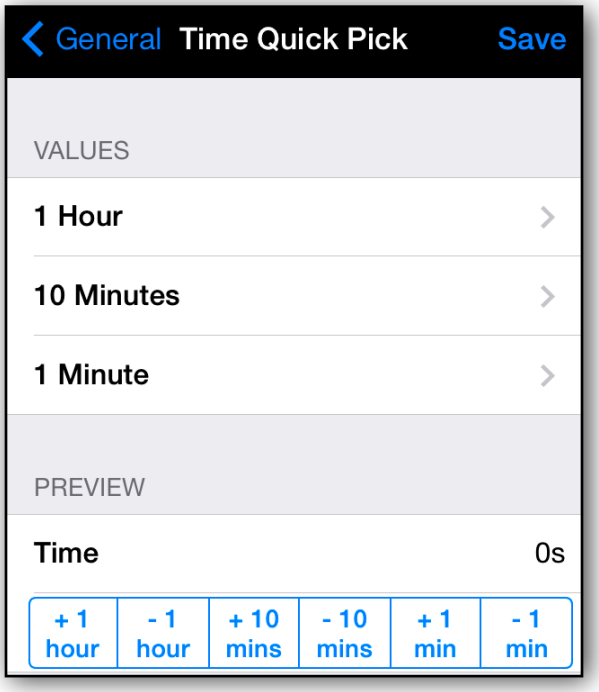
Depending upon how you have chosen to time your events, you have three choices that can be shown in Time Entries. Whenever you Add a new entry, it will always default to the current time.

- *Start, Stop & Duration*: With this option, you will see all three fields in the time Edit Entry screen - Start time, Stop time and Duration. If you change Stop time, the Duration will change. If you change Duration, the Stop time will change. If you change Start time, the Stop time will remain fixed and Duration will change. This option gives you the most flexibility, but is a bit more complex to think about when modifying the entry.
- *Start & Stop*: With this option, you will only set the start and stop times. The program will calculate the Duration and the field will be hidden. This is for people who do not choose to use timers, but simply enter the times they started and stopped. Note that in this mode, if you change either start or stop time, the duration is automatically recalculated. Always change the Start time first.
- *Start & Duration*: With this option you will not see the Stop time of the entry. If you use timers and you stop and start the timer many times during the day, this will add up the total time spent and display the result in duration. This option is good if you only use timers. Note that if you change the Start time, the Duration will change.

Note: If you need to have "punch in" and "punch out" time tracking, use Sessions. See the Session section for more information.

Time Quick Pick

The **Time Quick Pick** is for the + and - buttons that appear on the Time Entries. You can customize these buttons as you would like. You have three pairs of + and - buttons that you can set. Our defaults are 1 Hour, 10 Minutes and 1 Minute. So say for example you wanted to have + and - 15 mins for the middle buttons. Tap on the "10 Minutes" row and change 10 to 15 and tap ***Save***. You will see the changes reflected in the Preview section on the lower part of this window. Tap on the buttons to see how the Time change works.



Use System Keypad

(iOS 6 and earlier only) We have created a custom numeric keypad specifically for number entry, however if the custom keypad is not working correctly, you can use the System Keypad. By checking this option, the System Keypad will be used instead of the custom keypad.

Use System UI

(iOS 6 and earlier only) For people who do not like the blue color scheme can revert back to the original iOS theme. Tap on this row to enable the change. You will then be prompted to Apply the change or Cancel.

In order for the change to take place, Time Master Client must quit. You will need to relaunch the app after it has quit.

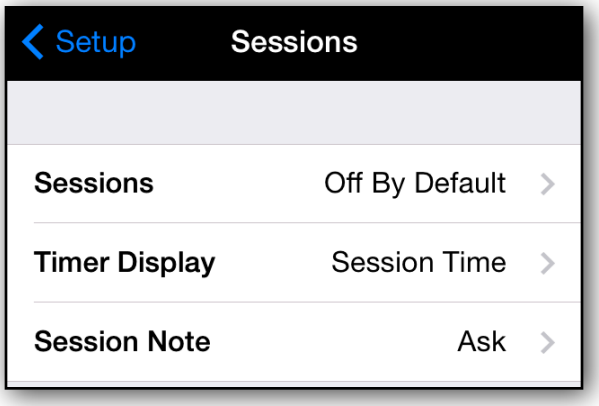


Week Starts

Some users desire to have the week's start day something other than Sunday. Here you can choose the day of the week that your week starts. The default value is Sunday. This day will reflect in any places when you select either "This Week" or "Last Week".

Note: The Stop Time will always reflect the time from the Start Time plus the Duration. So if you start and stop the timer multiple times, the Stop Time will not be the current time. If you need to know exactly when you start and stop times, please use the sessions feature.

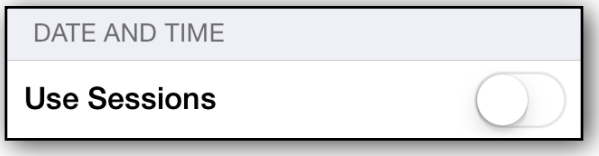
Sessions



If you want to track your punch in and punch out times, you will want to use Sessions to track the times. There are several settings to tailor the program to your needs. Note that Sessions must be within the same 24 hour period and are limited to a maximum of 24 hours.

Disabled: will not display the option to use sessions in the Time Entries, Add or Edit Entry screen. This is the setting to use if you will never use Sessions.

If you use sessions, choose one of the following for the initial setting of the switch.



Off By Default: The switch on the time entry screen will default to OFF. Choose OFF if you use the standard (non-session) timing method most of the time.

On By Default: The switch on the time entry screen will default to ON. Chose ON if you use session timing most of the time.

Note that you will have to "Save" the entry before you can start editing. Sessions can be created by using the Timers or manually by going into the Sessions screens.

Timer Display

Entry Time: When timers are running, when Entry Time is selected, it will display the total time of all the sessions added together. You will know the total time you've spent on this entry.

Session Time: When timers are running, when Session Time is selected, it will only show you the elapsed time of the current session.

Session Note

After you stop a timer, you can enter notes for that session. You have three options on what to do when the timer is stopped.

- *Ask*: A dialog box will ask you if you want to annotate a session or not.
- *Always Annotate*: When you stop the timer it will immediately bring you into the text editor so you can annotate the session.
- *Never Annotate*: When you stop the timer, it will do nothing. If you are only using session to track your times, but do not need to make any notes, use this option.

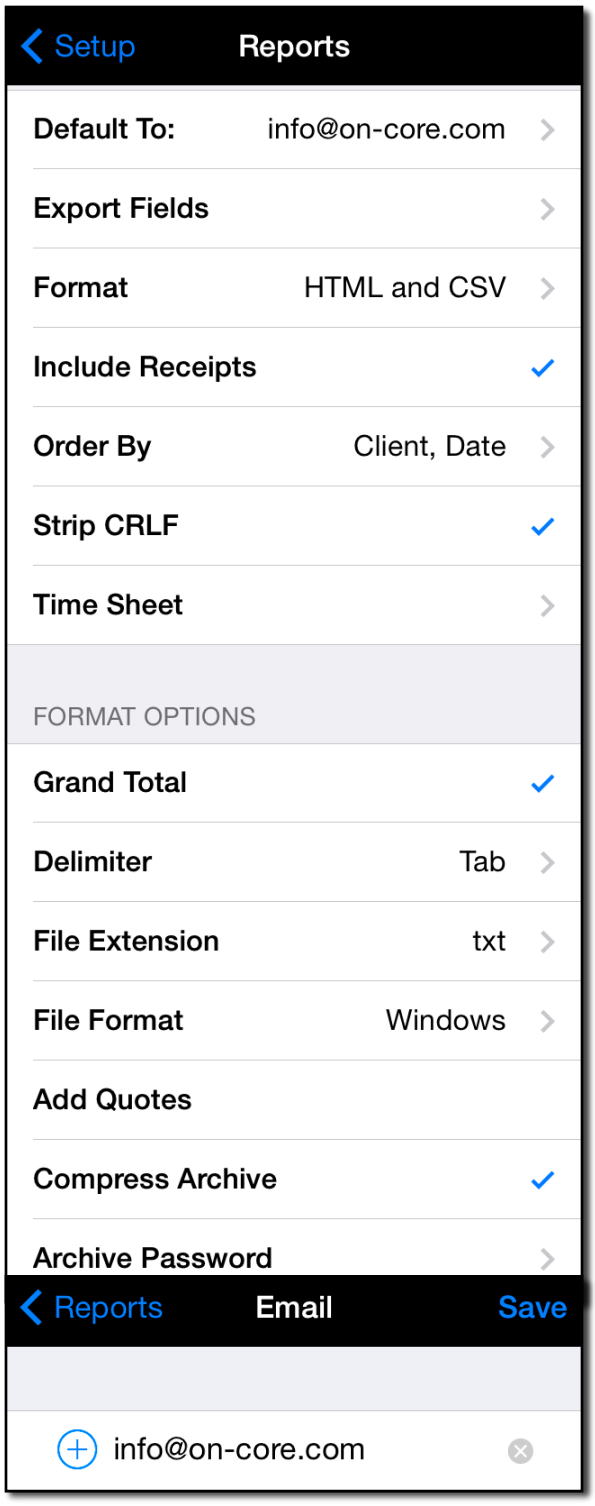
Reports

The Report function gives you plenty of power to format email reports the way you want them to appear. Please note that some options are hidden when not applicable. For example if you have the "Format" set to HTML, you will not see the Delimiter, File Format, Add Quotes, Compress Archive or Archive Password fields.

The Reports setting functions allow you to control the information when exporting the Reports to an HTML and/or CSV email.

You may be able to copy the information directly from the HTML email and paste it into another program for use, such as Numbers™ or Excel™. Each program has it's own little differences that may require you to tweak how your output must be formatted. For example Numbers will allow you to paste in information that contains CRLF character and properly place the data within each cell. In Excel, the CRLF character causes the output to start over in the first column of the data of the next row, thus causing the data to not fill the spreadsheet correctly.

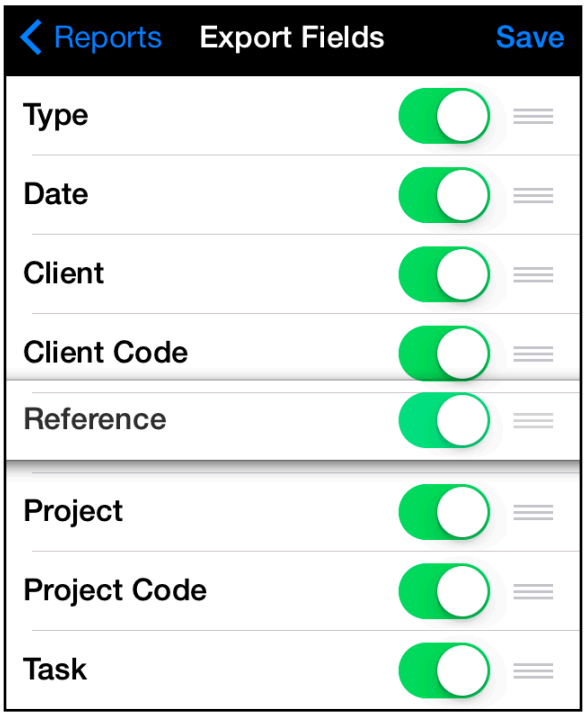
If you do plan to import into Numbers™ or Excel™, we recommend the CSV export instead.



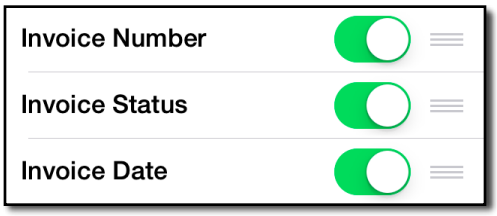
Default To: This field allows you to enter the default email address to which you want your reports mailed. If you will only be sending reports to yourself, set this to your email address. You can also choose an email address from your Contacts (Address Book) by tapping on the blue **+** button. You can enter multiple email address by separating each email with a semicolon ";".

Export Fields

Export Fields allows you to format your report exactly the way you want it to appear. You can turn each field ON or OFF. You can even change the order of the fields in the report. Touch the three horizontal lines and drag the item into the new position. In this pictures the Reference line is being dragged upwards.



Optional Export Fields



Three additional items will be present that only work with the Invoice option. These fields will export the Invoice Number, Invoice Status and Invoice Date in their own columns on an export. Turn them off if you don't want to see them.

Format

You can specify what type of data you would like on the exported email. The default is HTML, where it will email an HTML table in the body of the message with all the data. You can also select CSV (Comma Separated Value) or both HTML and CSV. Please note that the CSV data will be included as an "attachment" to an email. The CSV data can also be ZIP'ed in order to reduce the email size.

Order By

There are two ways you can sort the report output. Our default is "Client, Date".

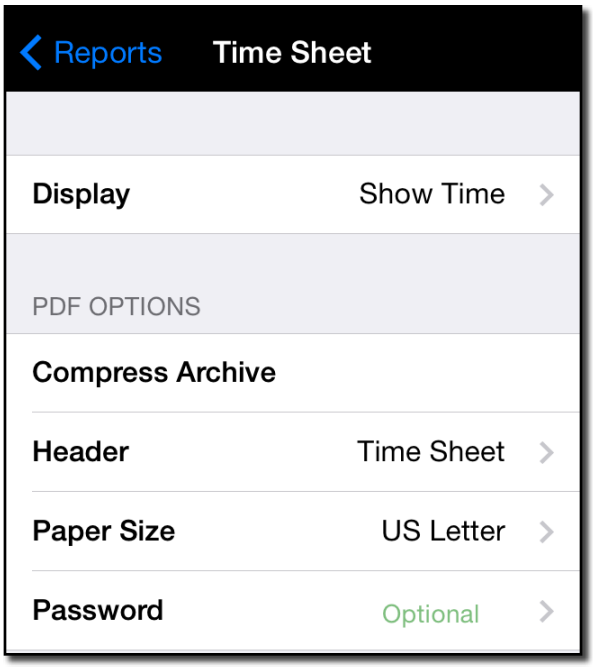
- *Client, Date*: This will group all the entries by Client and then sub-sort them by Date.
- *Date, Client*: This will group the entries by each Day and sub-sort the Clients within each day. This is what most people refer to as a "Timesheet".

Strip CRLF

Strip CRLF is important if you plan to copy text from the email program and paste it into another program, such as an Excel™ Spreadsheet. If you entered any notes in Reference or Purpose, and used the Return button to separate paragraphs, pasting it into another program it may cause unintended wrapping. If you use Strip CRLF, it will remove the carriage returns so that it will be pasted correctly.

Time Sheet

Display: In the Time Sheet results windows and in the reports export, you can either show the time in an Hourly format or Fractional format. On the HTML and PDF reports, it will show the daily and weekly totals. The CSV export does not contain totals because you would do totaling in a spreadsheet program.



PDF Options

Compress Archive: Tap on this row if you want to ZIP compress the file. A checkmark will appear on this row when selected.

Header: The default heading is “Time Sheet”. You can customize this to say something else like “Adam’s Time Sheet”.

Paper Size: You can set the Paper Size for your country.

Password: You can set a password if you want the PDF viewer to prompt for a password when opening the file.

Reports - Format Options

Grand Total

Grand Totals will give you a total of the Total and Duration fields for each client, but only if the Order By is “Client, Date”. This can be handy if you want to copy and paste information into a program, such as a word processor, but don’t want to do any calculations in that program. This is not recommended if you are going to put the data into a spreadsheet application.

Delimiter

The Delimiter row is only shown when CSV is selected in the Format row. You can select the delimiter you want to use in the CSV export. The choices are: Tab, Comma (,), Semi Colon (;), Colon or Dash (-). Tab is the default value and is usually the best choice for CSV exports when exporting to program such as Excel™ or Numbers™.

File Extension

The default CSV file extension is “.txt”. You can change the extension to something else, for example “.csv”. Use commas as the delimiter if you use “.csv” so it will open correctly in Excel when you double click on the file. Don’t enter the period (.) as that will be added by the program.

File Format

The File Format row is only shown when CSV is selected in the Format row. If the CSV file your are emailing is to be used on a Windows machine, then select Windows. If the destination is a Macintosh, then select Mac. Note if you are getting blank lines in between each row on your PC, then change the format to Mac. Some email clients are trying to be a bit too smart for their own good and when it sees that the file comes from a Mac (iOS device), it automatically assumes that it needs to add a CR (carriage return) before the LF (line feed) character. What you end up with is a CRCRLF, which causes an extra blank line in between.

Add Quotes

The Add Quotes row is only shown when CSV is selected in the Format row. Adding Quotes will surround all the text fields with the quotation marks and add an additional quote mark in front of any quotation marks in the text to ensure proper importation of the data. This is especially important when you are not using the TAB delimiter or you use quotation marks in the text and are importing into a spreadsheet application.

Compress Archive

The Compress Archive row is only shown when CSV is selected in the Format row. This option will ZIP (compress) your CSV email attachment making it a fraction of the size. This is helpful when emailing large reports.

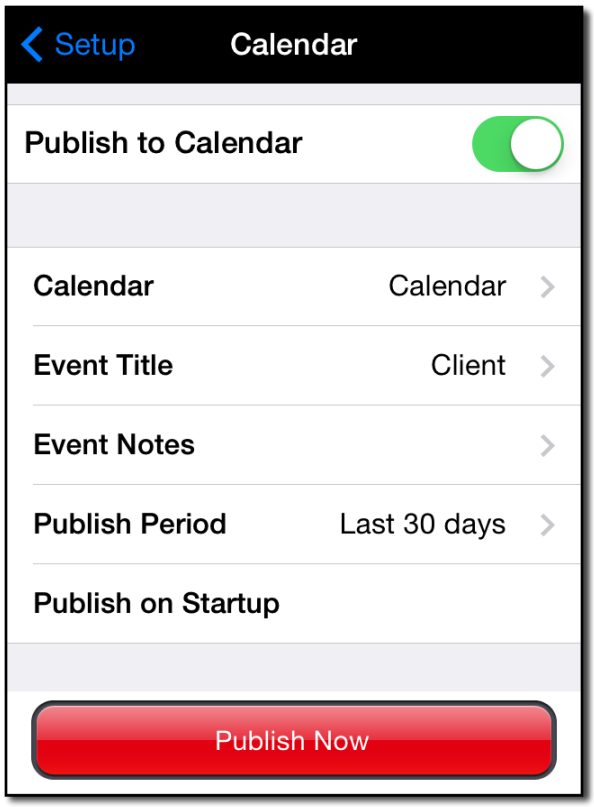
Archive Password

The Archive Password row is only shown when CSV is selected in the Format row and you have the Compress Archive row checked. If you enter a password, the ZIP file will also be encrypted with this password. You will need to enter this password on your PC when uncompressing the file. You may want to use a password if you do not feel comfortable emailing yourself data in a plain text format, as this is more secure.

MAC USERS please note that the built-in “Archive” program will NOT prompt for a password in earlier version of OSX, but will instead tell you that the file is invalid. In order to uncompress password protected zip files you may need to look for a free program to unzip password protected files.

Calendar

The Publish to Calendar function allows you to "publish" your Time Entries on the built-in Calendar app. Once you toggle the ON switch, you will be presented with the Calendar setup information.



Calendar

This row will allow you to pick the Calendar you want to publish your Time Entries to. We recommend creating a separate calendar to which you want to publish your time entries. You could call the calendar "Time Master". Once you have done that you can pick the calendar from here.

Event Title

Event Title will let you change what appears on the Calendar as the main title for that entry. You can select: Client, Client (Short) [uses short client name], Client Code, Project, Project Code, Project Note, Task, Task Code or Task Note.

Event Notes

You can optionally turn on any of the following fields to show up in the "Notes" section of the calendar event.

Publish Period

Set the maximum number of days you want published to the calendar. The options are:

- Last 30 days
- Last 60 days
- Last 90 days
- Last 120 days

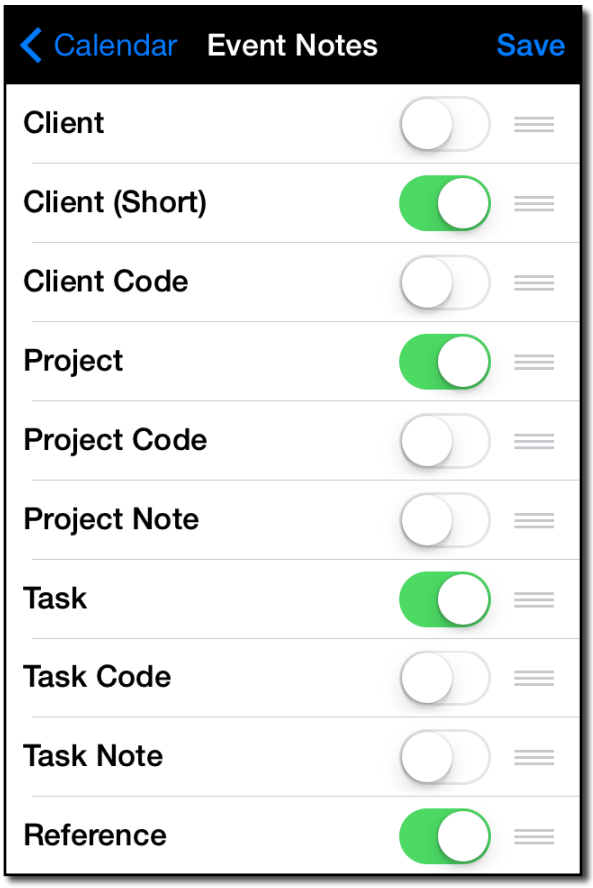
It is limited to a maximum of 120 days, so that the publish between Time Master Client and the Calendar app does not take too long.

Publish on Startup

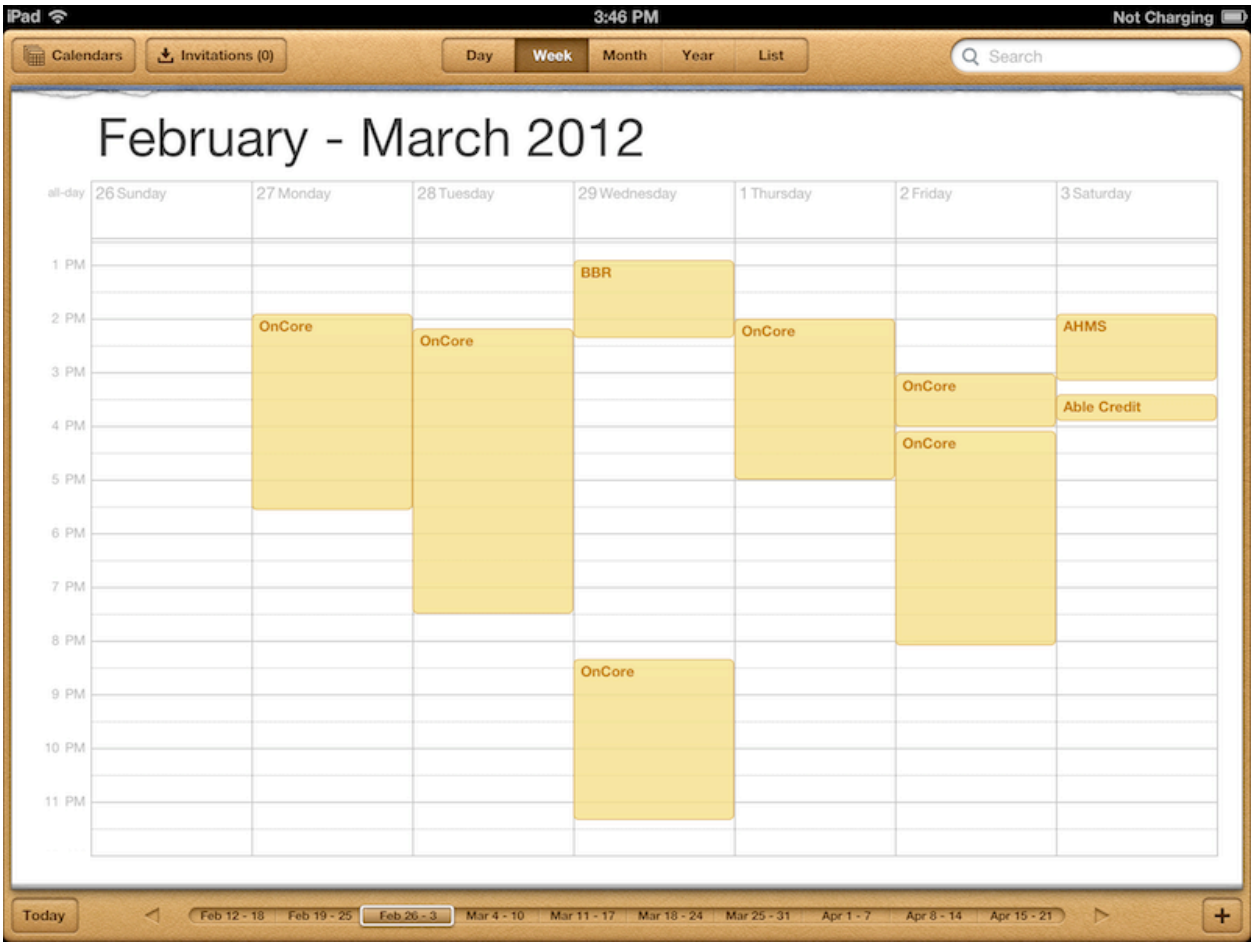
In general, only an Add, Edit or Deletion of a Time Entry is instantly published to the Calendar.

If this row is unchecked: If you do a Purge of Time Entries, entries will not be removed by default. With this unchecked, the entries will be left on the calendar indefinitely. If you want to remove them from the Calendar, you can tap on the *Publish Now* button.

If this row is checked: It will update the entries as soon as any process is completed. It will also remove any entries older than the number of days you have configured in the Publish Period when Time Master Client starts up.



Sample screen shot of Week view in the Calendar app on an iPad



Miscellaneous

Copy and Paste from HTML email

Different programs, as well as different operating systems, have their own behaviors. We will note a few different things that we've experienced. You may have to experiment to get the results you desire.

Macintosh OS X

Pasting the data from the HTML email, in Numbers™ will work perfectly. You can even have the CRLF (carriage return / line feed) characters in the Reference and Purpose fields. However, if you are pasting into Excel™, you will need to check the "Strip CRLF". Otherwise each CRLF character will cause the data after it to start over in the first column of the next row, thus throwing off the data.

Windows

With Excel™ you will always need to have "Strip CRLF" checked. Otherwise each CRLF character will cause the data after it to start over in the first column of the next row, thus throwing off the data.

Pasting information into Excel™ works differently with Firefox than it does with Internet Explorer. Pasting data into Excel™ from Explorer should work just fine. When pasting from Firefox you cannot use the default "Paste" function. From the Edit menu, choose "Paste Special" and select "Text" from the popup box. This should then correctly paste the information into each column. You may have to experiment with various options to test the Paste Special function.

About the Calendar picker

When you need to select a date, a calendar window will appear, similar to the one that Apple has built-in However we have added a bit more power to it. It can support Landscape mode as well as Portrait. We have also added a **Today** button, which will jump to Today's date.



Last, if you need to choose a date that is far from the current date, it may be more convenient to use the "dial" picker instead. You can make the dial picker appear by tapping on the Month (e.g. January in this screen) in the calendar control. You will then see a window similar to this:



Use the dial to quickly choose the date.

Apple Watch

The Time Master Client has simple integration with the Apple Watch. It will allow you to Start and Stop timers on any Time Entries that are for “Today”. The entries must be created on the iOS device first. First launch the Time Master Client app on your Apple Watch. You can tap on the entry to start or stop the timer (as shown on right). The image on the left shows available timers. The image on the right is an example of an actively “running” timer. Tap on it to launch the app on the watch.



The first thing you would need to to is “INSTALL” the TM Client app on your Apple Watch. On your iPhone, launch the Watch app. Scroll down to the “Available Apps” section and locate TM Client. Press the “INSTALL” button to install the app.

Smart Stack Widget & Complication

You can add the Timer Master widget to your Smart Stack. The Smart Stack is activated by swiping up from the bottom of the watch. Click the ***Edit*** button, then the **+** button. Find TMC Watch Widget in the list and add it. You can also add a TMC “complication”. On you iPhone, edit a Complication, search for TMC Watch Widget and you can add a tiny item for that too. That way you can quickly bring the app back up after the watch has put the app in the background.

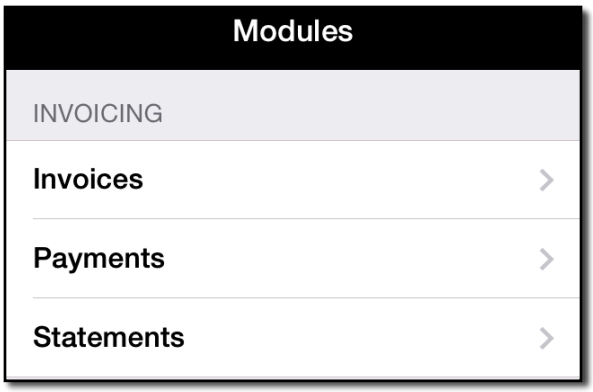
Sessions





If you are using SESSIONS, once you stop the timer, it will ask you if you want to Annotate Session. If you ***Add Note***, it will display the Session Note, as shown on the picture on the right. You can tap on text box and it will bring up a keyboard. You can either type, or use the dictation feature (microphone) to do text to speech and enter that session note that way. When you are done tap ***Save***.

Invoicing



Invoicing is a powerful module for invoicing your clients directly from your iOS device. We have the most powerful, flexible invoicing module on the iPhone. You can create invoices Manually or Automatically. Our invoices are in PDF format for the finest, most professional looking output, unlike our competitors invoices that use HTML invoices, which can look sloppy if an invoice is more than one page. You can optionally change the invoice column headers by going into the Setup -> Invoicing -> Companies -> (select your company) -> Company Settings -> Labels and changing the Labels.

All the necessary information should populate from from the Master user who sends you the file to Import into the Time Master Client. They may send you updates to import from time to time.

Invoices can contain as little as a single Time or Expense entry. Invoices can also contain all the entries that you have created on your device for each client.

Once you have created the Invoices, your next step will be to either Email the client directly, or to do an Export to a Batch to the Master. After you've sent an email, you will be asked if you want to change the Status to Billed. If you are using the Filters by Status, say for example only viewing Pending invoices, once the status has changed to Billed, it will disappear from the list and you will know which invoice to work on next.

Status

An invoice goes through three stages, which we call Statuses. You can change the status by entering the Invoices tab. Tap on the *Invoices* row and select the invoice and tap on the Status row to change it. Please note if a Time or Expense entry is on an invoice, and the status is Billed or Paid, it will be "Locked" and you will be unable to modify that entry, unless you change the status back to Pending.

Pending: The Pending status shows that an invoice is in the process of being created. Time or Expense Entries can be modified while they are in this status.

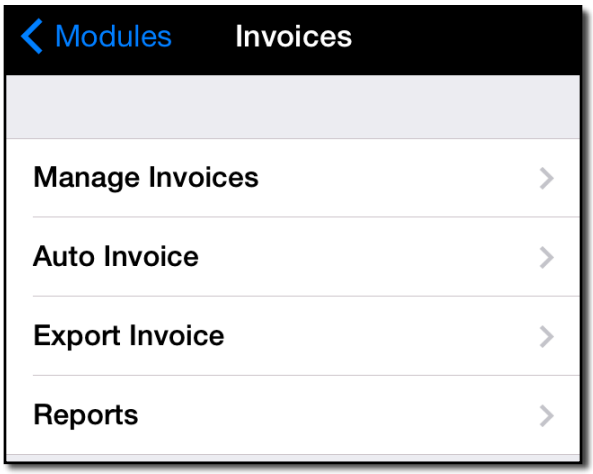
Billed: Once an invoice is Billed, the entries can no longer be modified. The only exception to this is the Reference or Purpose (notes). If you need to make corrections to an entry after the status has been changed to Billed, simply change the status in the invoice back to Pending. Then you can make the changes and send out a new email to

change the status back to Billed. After you *Email Invoice* and the status is Pending, it will ask you if you want to mark the invoice as Billed. Note that Payments can only be applied to invoices that have a Billed status.

Paid: Once you receive payment, just mark the invoice Status as Paid. Any associated Time or Expense entries will be Locked.

Invoices

Tap on the *Manage Invoice* row to see your invoices. We have a couple powerful Filters to limit your results. Tap on the filters located directly beneath the invoice list.



Filters

- *All Invoices*: Shows everything.
- *Client*: Select a single client's invoices.
- *Status*: Pending, Billed, Paid or Pending & Billed.

For example you may only want to see which invoices are Pending or Pending & Billed so the list view is not too cluttered. Or maybe you wish to see which clients you need to contact.

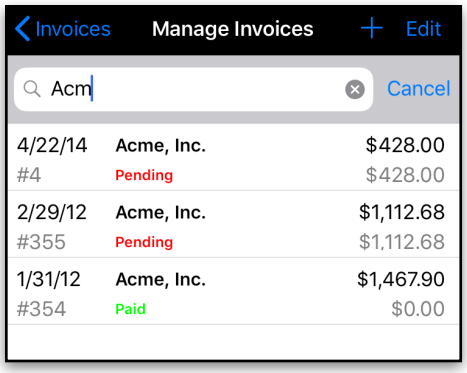
Date Picker

You can also use our standard "Date" picker to choose: All Dates, Today, Yesterday, This Week, Last Week, This Month, Last Month or Custom.

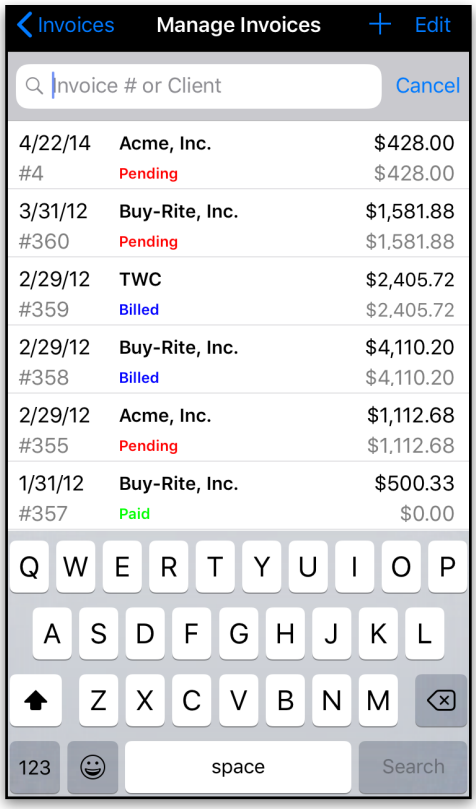
Search

You can Search by a specific invoice number or by Client name. Tap and hold on the invoice picker window and drag it down to reveal the Search box. Next tap on the magnifying glass to bring up a search window. It will automatically start selecting invoices as you are typing the information. It will even match any partial strings.

Your invoice window will look similar to this.



Add/Edit an Invoice



To manually add a new invoice, tap on the **+** button and it will bring up the following screen. The Number represents the invoice number to use (note that the number comes from the Setup -> Invoicing -> Next Invoice #).

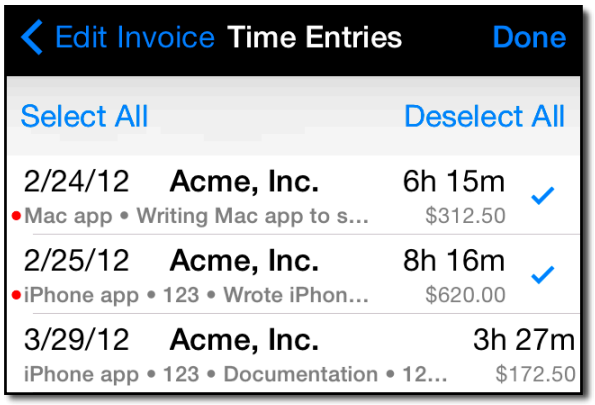
Date: The date of the invoice.

Status: The status defaults to Pending for new invoices.

Company: This is the Company "Header" that will appear on the invoice. It will first try to select the company from the Client record. If the Client record does not have a Company specified it will look for the Default Company. If there is no default Company, you will have to choose a company before you can *Save*. The invoice number will be chosen and incremented based on the Company settings.

Client: Select the client for which you wish to create an invoice. Once you select the client
the Time and Expenses rows will appear.

Time Entries: Tap on this row to add any non-billed time entries to this invoice.

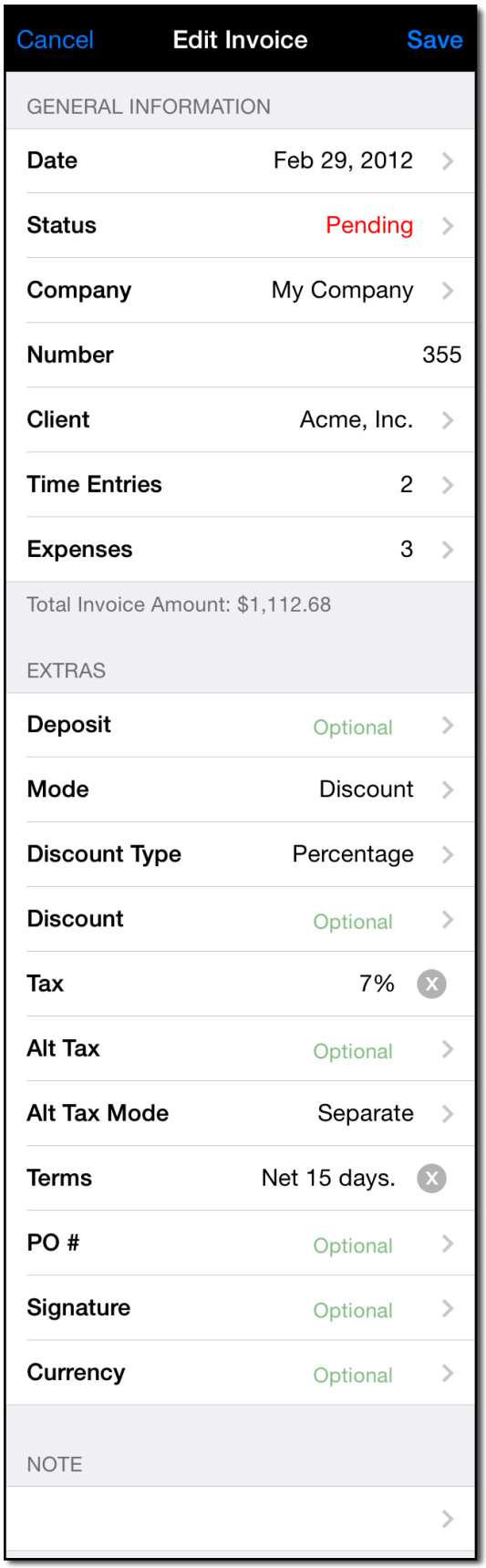


Tap on the row to select an entry, as indicated by the check mark. Tap again to deselect an entry. You can also tap the *Select All* or *Deselect All* if needed.
Expenses: This works the same way as Time Entries (above).

The "Total Invoice Amount" will be listed under this section. This will give you a total of all your selected entries, plus tax, minus discounts and deposits.

Extras

Deposit: If the client give you a deposit, you will enter it here.



Quick Tip: If you need to take a deposit before doing any work, you will have to first create at least one Time or Expense entry so that you can add it to this invoice. Otherwise you will not be able to *Save*. You can simply tap on the Time Entries or Expense tab and create a single entry. Then tap on the Invoice tab again and add that entry.

Mode: From the mode option you can choose either Discount or Markup. Discounts will lower the the overall invoice amount, whereas Markup will raise the overall invoice amount.

Discount Type and Markup Type: Percentage or Amount. If you want to offer any type of discount or markup, you can choose either a ***Percentage*** of the invoiced items total, or a fixed currency ***Amount***.

Discount: Enter the discount percentage or amount. Discounts will be applied before applying any taxes and will decrease the total invoice amount.

Markup: Enter the Markup percentage or amount. Markups will be applied before adding taxes and will increase the total invoice amount. The invoice will display the word **Surcharge** on the bottom totals lines.

Tax: If anything on the invoice is taxable, you will need the tax rate. Note that the Tax Rate can be can be defaulted in the Client, so that you do not need to enter it here every time.

Alt Tax: In some countries, such as Canada, there is more than one tax that needs to be applied to the taxable entries. The Alt Tax allows you to add a secondary tax to your invoice.

Alt Tax Mode: There are two methods of applying the alternate tax, separate and cumulative.

When calculating the tax on an invoice, the first thing the program does is create a "subtotal taxable" amount and a "subtotal non-taxable" amount. Then any discounts or markups are applied to each subtotal. After that, the Tax is applied.

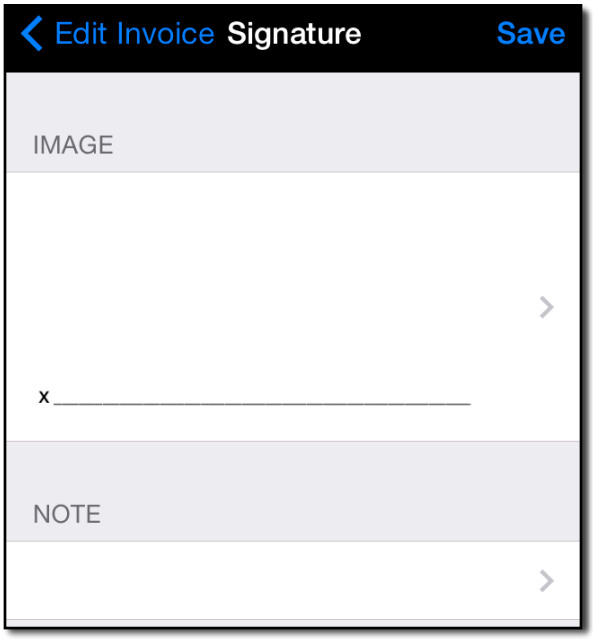
- *Separate* option First, "subtotal taxable" is multiplied by "Tax" and the result is added to the "grand total". Then "subtotal taxable" is multiplied by "Alt Tax" and the result is added to the "grand total". Then both "subtotal taxable" and "subtotal non-taxable" are added to get the "grand total".
- *Cumulative* option In this option, "subtotal taxable" is multiplied by "Tax" and added to "subtotal taxable". The new "subtotal taxable" is then multiplied by "Alt Tax" and that result is added to "subtotal taxable". Then both "subtotal taxable" and "subtotal non-taxable" are added to obtain the "grand total". So for places, such as Quebec, where

you have to apply a secondary tax on top of the first tax, you will use the *Cumulative* option

Terms: If you have standard payment terms, you can select one from the list. You can add a new term by tapping on the **+** button in the Terms picker. Note that Terms can also be defaulted in the Client record and automatically set in the invoice. The word "Terms:" does not print preceding the text, so you may want to include the word "Terms: " in your Terms. Some users wanted to have a permanent comment for invoices and the Terms can be used for that.

PO#: If your client provides you with a Purchase Order Number, enter it here. If you do not enter a PO#, the field will not appear on the invoice.

Signature: If you want a physical signature on your invoice, you can have the signatory add it from your device by using this function. Tap on the Signature row and you will be presented with the signature summary box. To add a signature, tap on the **Image** box and you will see a signature box window appear. The recipient can now sign within that box. If they are unhappy with their signature, they can tap on the *Clear* button. When finished tap on the Save button. Note that this works in either Portrait or Landscape mode. You must also Save the Invoice when finished or the signature will be lost.



Signature Note: You can now also add a Note. This could be the person's name printed out or you could put some text like "accepted by".

Currency: If you want to override your default currency with a different currency, you will need to set that in each invoice. Tap on this row and it will bring up a list of every currency that is available on the device. Once the currency is selected, if you have internet access, it will pull the current exchange rate from Yahoo Finance. This will reflect the multiplier need to change from your currency into the clients currency. If you wish to change the exchange rate, tap on the Exchange Rate row and change the rate. The invoice will show the "Invoice Amount" as normally calculated using your normal billing rates and below that will be the Exchange Rate and the Exchange Total showing what they owe you in their currency.



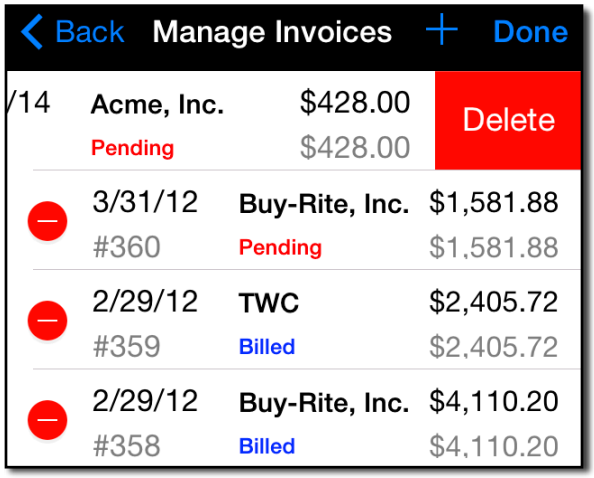
Note: If you have any short notes that you would like to add to the invoice, enter them in the Note field.

Edit an Invoice

Editing an invoice is basically the same as Adding an invoice. If you need to change a Time or Expense entry after the invoice Status had been changed to Billed, you must change the status back to Pending to make your changes and re-bill the invoice or set the status back to Billed..

Deleting an Invoice

You can delete an invoice by tapping on the Edit button, and then tapping on the Red circle and then tapping on the Delete button. You can alternatively swipe on the row Right to Left and then tap on the Delete button.



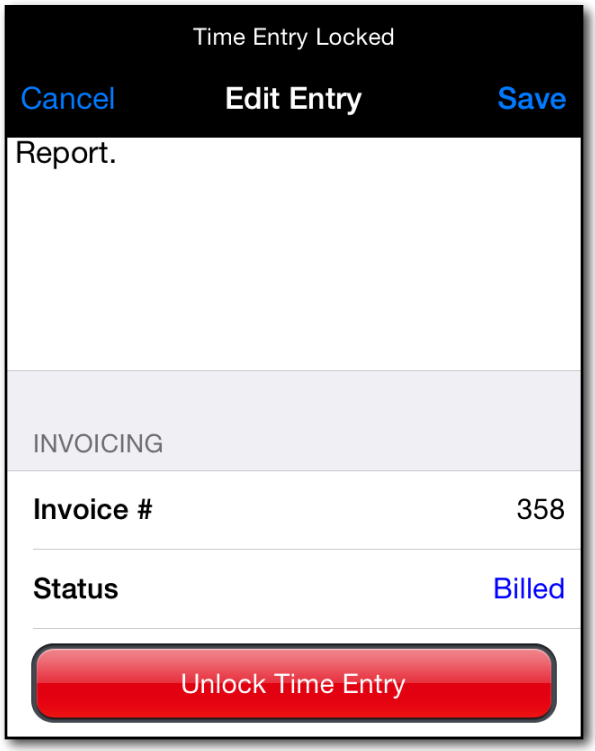
Note: If you delete an invoice, that has a Pending Status, all the associated Time and Expense Entries will be released and will revert back to an non-billed (open) status. If the invoice is marked as Billed or Paid, then the Time and/or Expense entries will remain Locked and will show that the invoice had been deleted.

Important: Please also note that deleting an invoice from the Setup -> Database -> Invoices (purge) works very differently from deleting the invoice here. When you purge invoices from the database, it will always mark the Time & Expense Entries as the invoice has been Deleted and they will be Locked. See the Setup section for details.

Time Entry Locked

Unlocking a Locked Time or Expense Entry

If an entry is Locked you will see the “Time Entry locked” on the top of the screen. If you scroll down to the bottom of the entry you will see the Status is marked as Billed, Paid or Deleted. If you need to re-bill or modify this entry, you can tap on the *Unlock Time Entry* button. If it is Billed or Paid, it will prompt you to change the invoice status back to Pending. If the status is Deleted, then it will unlock the entry and you will be able to add it to a new invoice.



Auto Invoice

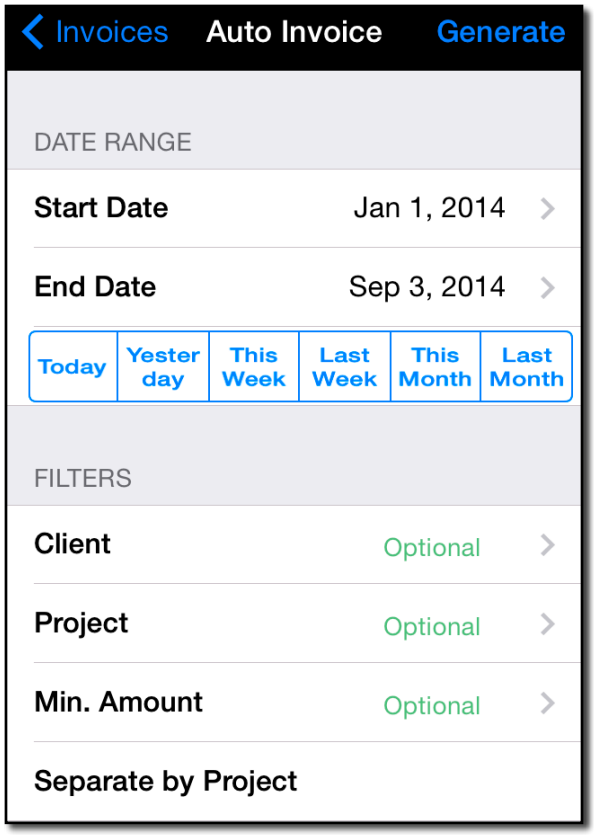
Auto Invoice will allow you to automatically create invoices from any non-billed Time and/or Expense entries.

Date Range

Start Date: Enter the date to start selecting non-billed Time and Expense entries.

End Date: Enter the date to stop selecting non-billed Time and Expense entries.

Quick Pick date buttons: You can quickly select the date ranges by tapping on one of these buttons.



Note: You may want to leave the Start date as an old date, such as Jan 1st, if you are using the “Min. Amount” option. This will ensure that you will not miss older billing entries once the minimum amount has been achieved.

Filters

Client & Project

If you wish to create an invoice for a particular Client or Project, then select the client here. Once a Client or Project is selected, if you want to clear the field tap on the little grey X.

Min. Amount

Set a Minimum Amount if you don’t want to create an invoice if the total of any non-billed entries is less than this amount. Say for example that you do not want to create an invoice if the client owes you less than 25.00. Then set this field to 25.00. Note that if you use this option, make sure that your Start Date has a date old enough to keep picking up the old non-billed entries in the future. If the minimum amount is not reached for a certain client for a couple months, you will want to continue selecting these records until the amount they owe exceeds the minimum amount.

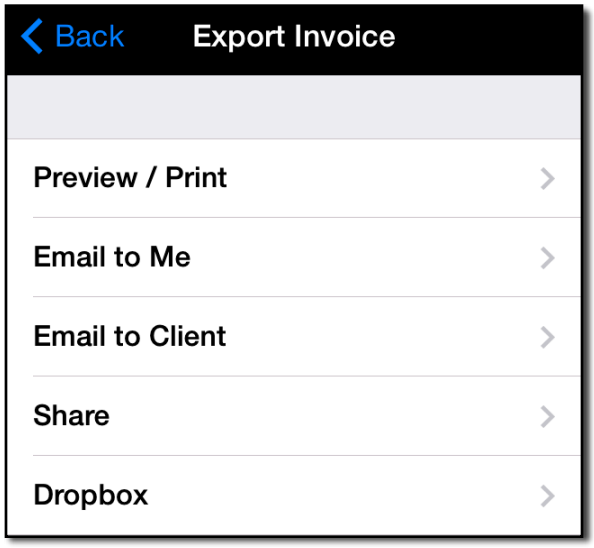
Separate by Project

This option allows you to create individual invoices, broken down by Project Code, for each client instead of one invoice with all the entries on it.

Once completed tap on the ***Generate*** button. A message will pop up with the results.

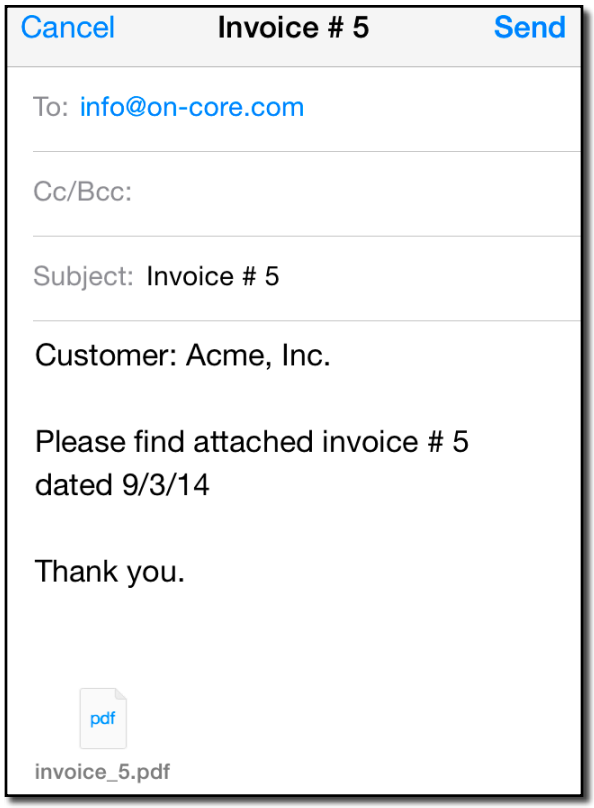
Export Invoice

Now that you have created your invoices, you will want to email them to either yourself or to your client. Tap on the Email Invoice screen to display a list of invoices that you can email. Next tap on the invoice that you want to email. It may take a several seconds to generate the invoice.



Preview / Print: If you want to preview the invoice on your iOS device, tap on this row and you can view the invoice in our PDF viewer. You can scroll, pinch or double tap to zoom in and out, or move the document around on your screen. You can also rotate the device to Landscape for better viewing. Once it is in Preview mode, you can optionally tap on the Action icon (upper right) to print to an AirPrint printer.

Email to Me: If you want to email the invoice to yourself for review before sending it to your client, tap this row and tap the *Send* button to send the email. If you need to send an invoice out via mail or fax you may also want to email it to yourself so you can print or fax it. Note that your email address is in the Invoicing section in the Setup tab.

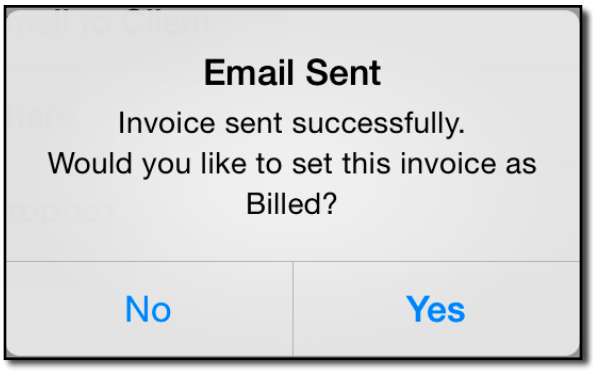


Note: You can also set a default **Subject** and **Message** in the email. See the Invoice Setup section so these fields can automatically be filled in with your own text in Invoice Setup.

If you wish to add any additional text to the email message before sending, feel free.

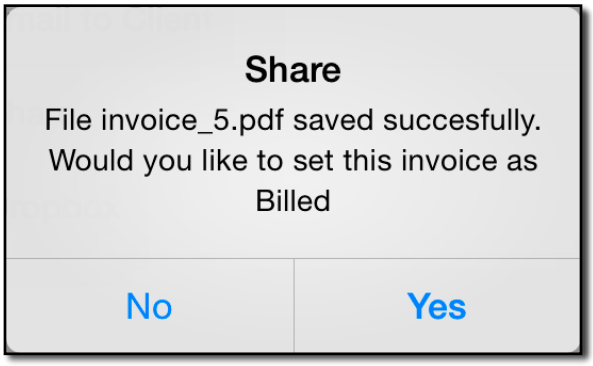
Once you hit the ***Send*** button on the email, a

window will pop up asking you if you want to change the invoice Status to Billed. If you tap Yes, it will change the status from Pending to Billed.



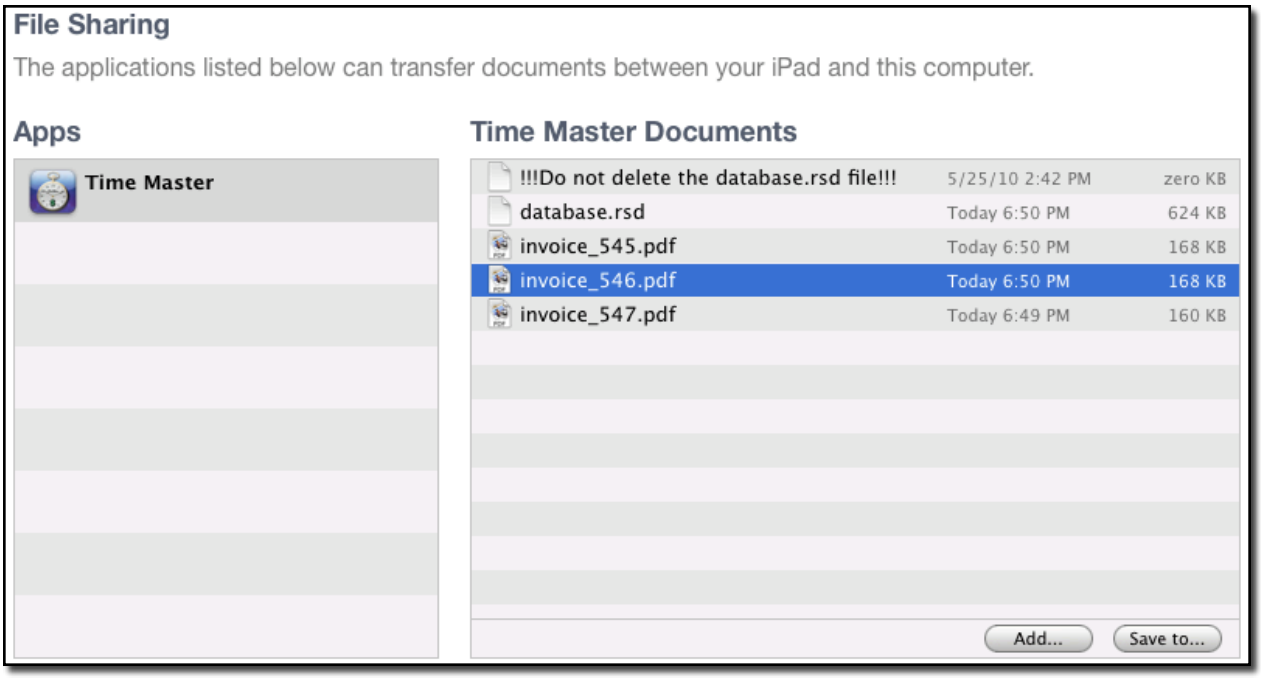
Share - The iTunes Documents folder

Share: You can save the PDF invoice on your device, which can then be connected to iTunes, where you can save the document on your computer.



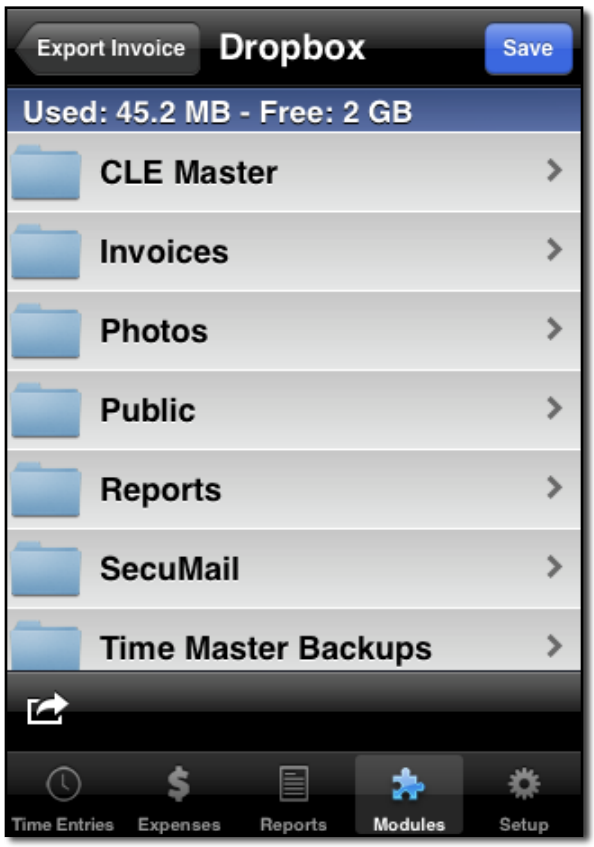
• Open iTunes and select your device.
• Click on the “Apps” tab.
• On the lower section of the screen you will see the File Sharing section. Click on Time Master Client.
• Select one or more invoices you have “Shared”.
• Then click on “Save to...”.

Note DO NOT delete the “database.rsd” file as that contains all of your data!



Dropbox

Saving Invoice to Dropbox



You can save the Invoice to your Dropbox account. If your invoice exceeds 10 mb in size on early devices (newer devices allow 20 mb and hopefully more in future hardware), it is not possible to email it due to iOS limitations. You may need to transfer it to your Dropbox folder and then email from your computer or keep a copy on Dropbox.

By default, the screen will initially open at the top level of the Dropbox folder. You may create a folder by tapping on the Action button (lower right) and choosing the *New Folder* button. Tap **Save** to save the invoice in Dropbox. A confirmation message will be displayed upon completion.

To *Delete* an existing item, tap on the invoice to be prompted to Delete it.

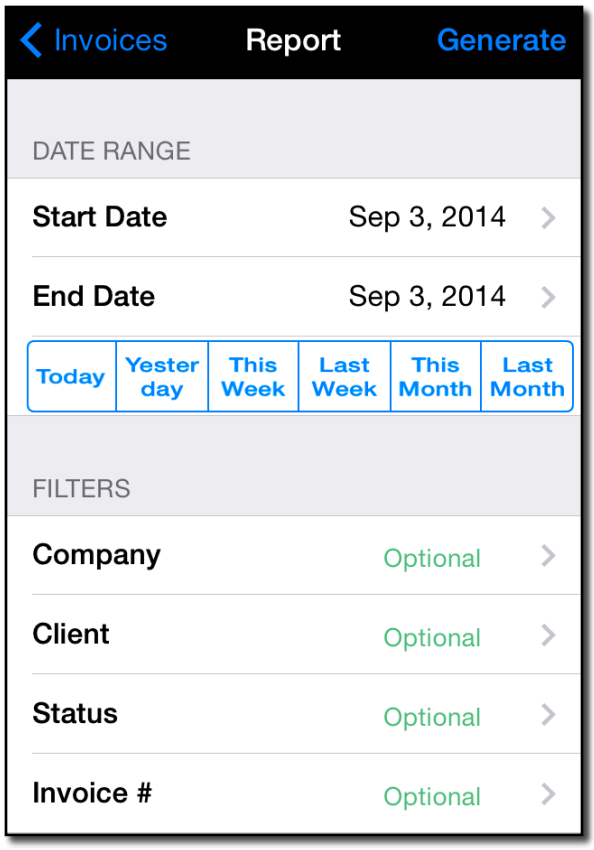
Reports - Invoice & Payment

With the Invoice or Payment Report export, you can export all the invoice information in an HTML/CSV format. The results can be Emailed, Printed or Saved to Dropbox.

The report will run from the Start Date to the End Date.

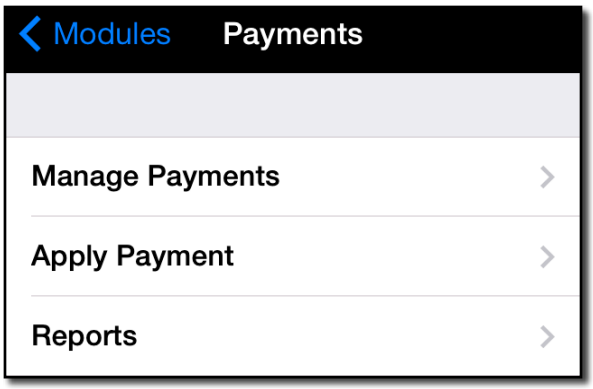
You can optionally filter by: Company, Client, Status (only for Invoices), and/or a specific Invoice #.

The Export Fields can be defined and reordered in the Setup -> Invoicing -> Reports section.



Payments, Credits and Debits

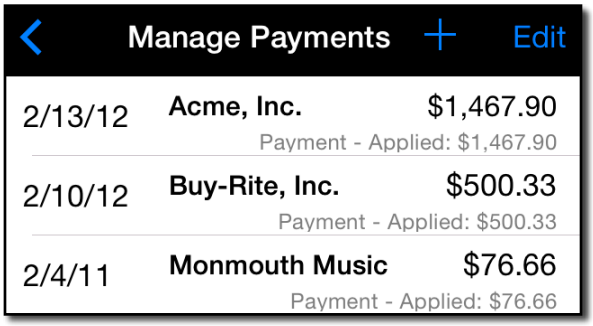
You can apply payments, credits or debits to an invoice. From the main Invoice module screen, tap on the Payments row and it will bring you to the Payments screen.



Manage Payments

Payments must first be created. After they are Saved, then the payment can be Applied to one or more invoices.

The first thing you will want to do is enter the payment, so tap on the Manage Payments row.



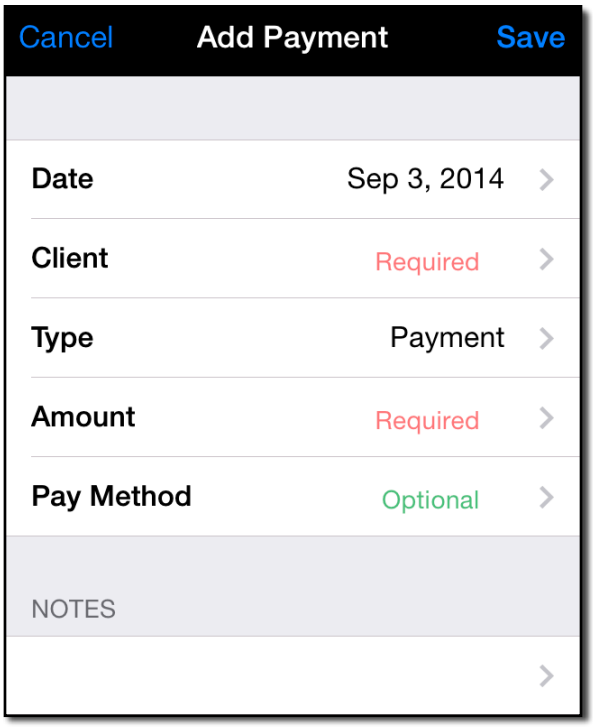
Tap on the **+** button to add a new payment.

You must enter a Client and Amount. You can optionally add a Pay Method, which could be something like Cash, Check, Mastercard or whatever you want to add. You can also add an optional Note.

Type: this allows you to set the type of payment you are applying to an invoice. The three types are:

- **Payment** - A regular payment
- **Credit** - If you want to apply a Credit
- **Debit** - If you need to reverse a payment you would add a Debit to increase the invoice balance due.

Note: When you receive a deposit before you have done work, you can enter the payment



and apply it in the future.
Amount: Full amount of the payment.

Pay Method: If you wish to track how the payment was made, you can select from a list of payment methods that you have defined. For example you may want to have Check, Mastercard, PayPal, etc.

Notes: Any notes you want to associate with the payment. For example you could enter the Check Number in the Notes field.

Apply Payment

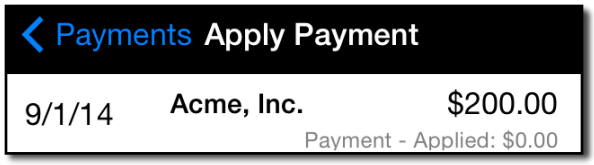
After you have created the Payment, Credit or Debit, you will then want to apply it to an invoice. Note that the Invoice **Status** must be **Billed** in order to post a payment to it!

Payment Filters: The Payments screen can be filtered by the standard Date Ranges or by the Payment Filters. The payment filters are as follows:

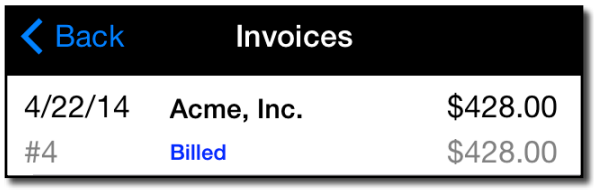
Client - The list can be filtered to show only a specific client's payments.
Applied - The list can be filtered to show only payments that have been **Fully Applied** (with a zero balance), or payments that are **Not Fully Applied**.

Note: If you delete a payment, it will be removed from any invoices to which it has been posted and they will return to their prior balances.

The Payments screen will show you any payments that still have unapplied amounts. Any payments that have been completely applied will not show up in the list. You will only see payments that have an unapplied amount. Tap on the payment to apply it.

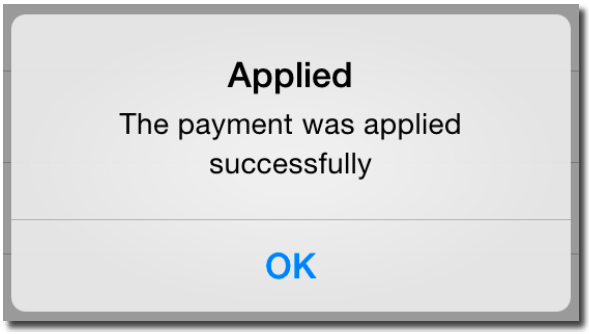


The Invoices screen will open up a list that shows any invoices to which you can apply a payment. Tap on the invoice to apply some or all of the payment amount. It will bring up a box, that will be pre-filled with the whole payment amount, unless that is more than is due on the invoice, in which case it will show the amount that is needed to pay the invoice in full.



Once you hit save you will see that the payment was applied successfully.

If the invoice balance goes to zero, it will prompt you to mark the invoice status as Paid.



Reports

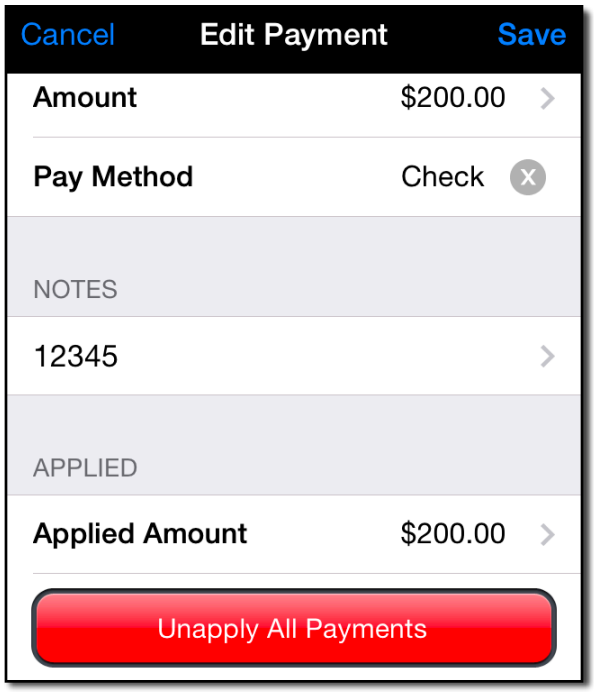
You can run a report on the payments, credits and debits by entering Start and End dates. You can also select optional Client, Type or Invoice # filters.

Modifying a Payment, Credit or Debit

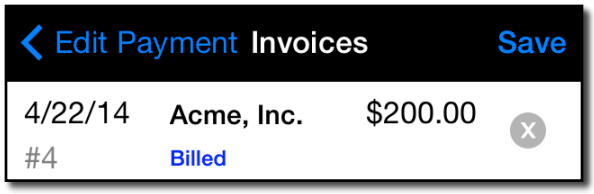
Once a payment is made to an invoice, you may need to either change the posted amount or remove it altogether. You will do this by entering the Manage Payments screen and picking the proper payment.

You will notice that the bottom section of the payment will show an Applied section.

To change the applied amount of the payment tap on the Applied Amount row.



It will then show you any invoices to which payments have been applied. You can tap on the row to change the amount or tap on the little grey X to remove the payment from the invoice.



If you wish to remove the payment from all invoices, tap on the *Unapply All Payments* button.

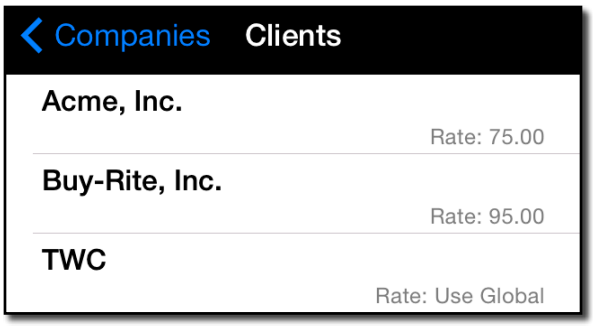
Statements

You can send a Statement to your clients to show all open invoices (even paid invoices if desired). Note that you can only send one statement at a time as the built-in Mail app will not allow us to "bulk" send emails.



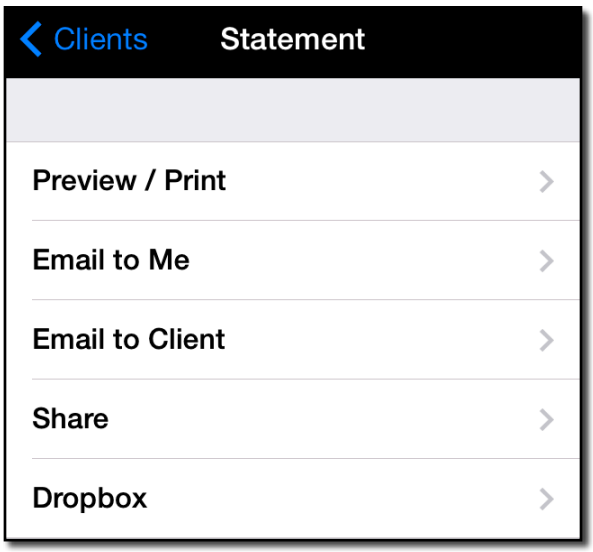
After you tap on the Statement row, you will be asked to choose the Company you want to work with.

Next choose the Client for whom you want to generate a statement.



Once the client is selected, choose from the following options: Preview / Print, Email to Me, Email to Client, Share and Dropbox. These work identically to the way you generate an Invoice.

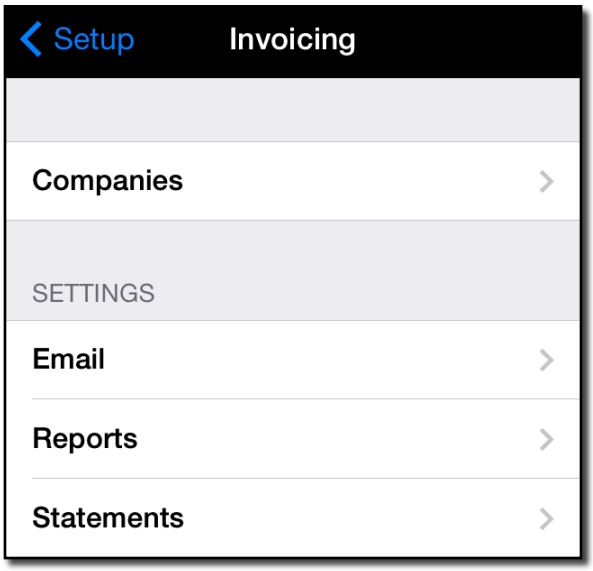
Note: you can include Terms and Paid Invoice by setting those options in the Invoicing Setup.



Invoicing Setup

NOTE: most likely you will not have to modify any of this information. It should be populated from the Import from the Master using the Time Master app.

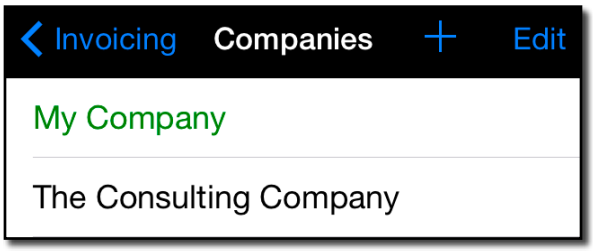
If you have the Premium subscription, you will see an Invoicing section in Setup. We have broken down the settings into separate sections. Make sure to **Save** after making changes



Companies

Time Master Client supports setting up multiple Companies (headers for the Invoice). Each company record may contain it's own invoice header and invoicing options.

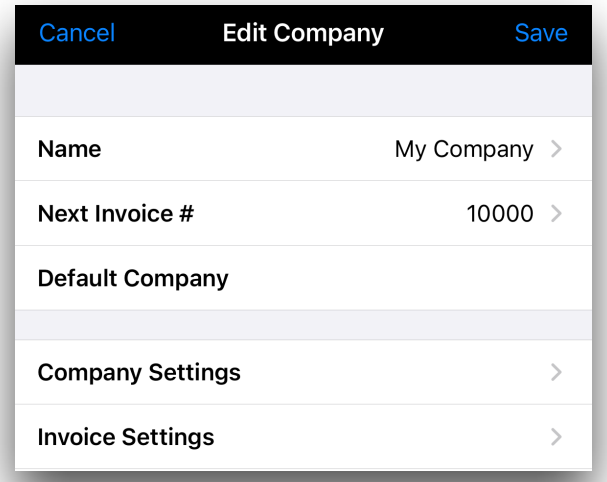
The first company automatically created will be called "My Company". You can change the name if desired. Tap on the row to edit the company information and settings.



The default company will be green in color to distinguish it from any other companies that you have created.

Name

If you want to change the company name in the picker list, tap on this row and change the name.



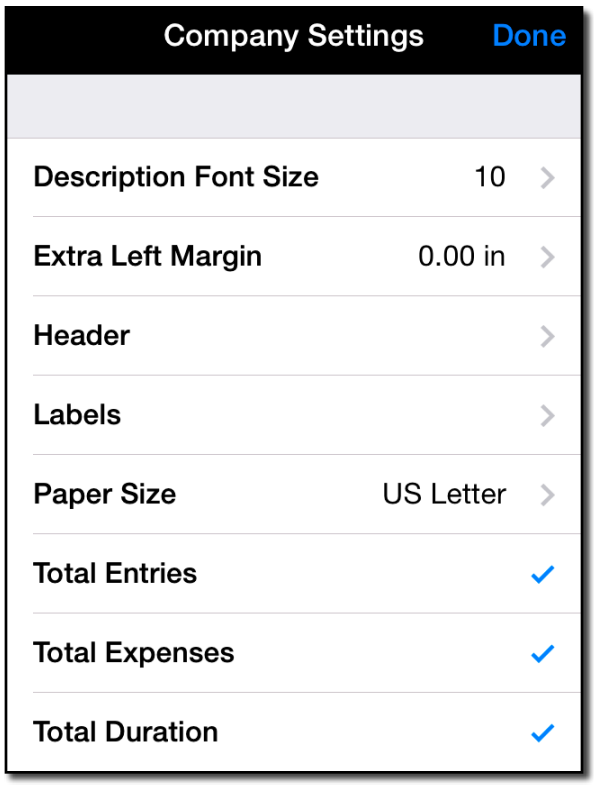
Next Invoice

This is the invoice number that you want your "next invoice" to start with. This field can be adjusted at any time and will be incremented by one, every time you create an invoice. This number will be unique for each company. We recommend starting with at least 10000. If there are multiple Time Master Client users, it will be easier for the Master to sort out the difference invoices.

Default Company

One company record can be chosen as the default company. When you create an invoice, if you have not specified which company to use in the Client record, it will use the default company in the invoice. You can also un-check the default company if you prefer to choose the company whenever creating an invoice (no default).

Company Settings



The Company Settings allows you to change the the way the invoice looks.

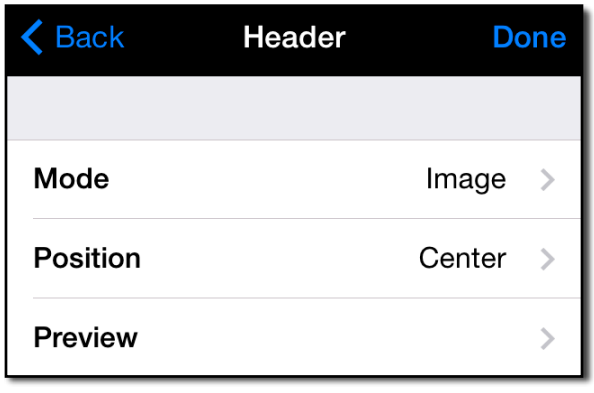
Description Font Size

We provide you with three different font sizes for the text, in the Description section of the invoice. Sizes 8 & 9 are smaller, thus using less space to print on invoice. This may save a few pages when you have long invoices. Size 10 will match the font size of the other fields on the invoice.

Extra Left Margin

The Extra Left Margin will allow you to indent the left hand side of the PDF. If you are printing an invoice and then placing it in a window envelope, you may need to shift the address to the right. If you plan on printing an invoice and placing it in a 3 ring binder, you may also want to indent the left margin so that you will not punch holes in the text.

Header



On the top of your invoices there is a header section. You can can choose to either to use text for a logo or use a graphic logo.

Mode

Select the mode for the Header. *Text* or *Image*.

Text: With the Text header, you simply type in your Company Name, which will appear in a large, bold font and your Company Information Company Information should be

information such as Address, City, State, Zip, Phone Number, etc.

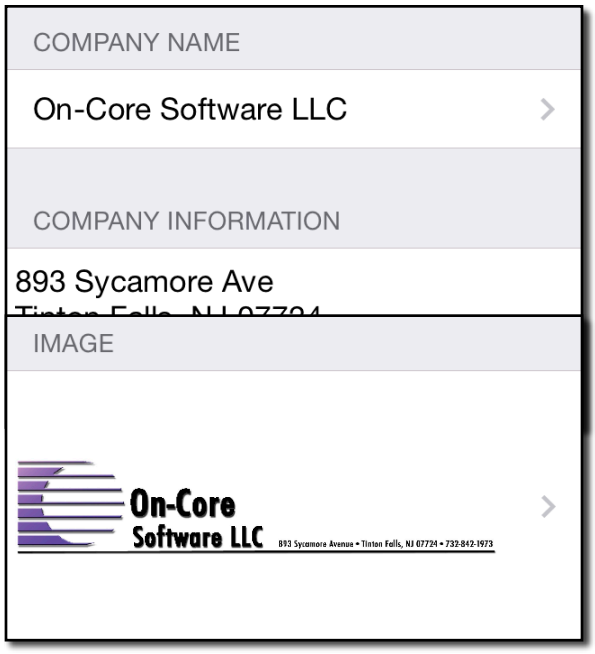
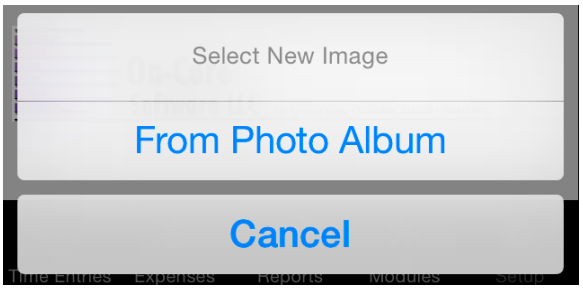


Image: If you have a company logo, you will want to create an nice image for the header instead of plain text. Our image area allows as much as 15% of the page, so you may want to create an image that is very wide and spreads the information out across the page.

The first part of this task is to get your Logo onto your iOS device. There are a couple of ways to go about this. You can "sync" it with your Mac or PC using iTunes with your logo in iPhoto or Sync folder on your Mac and PC respectively. One important thing to keep in mind, however, is that when you sync with iTunes, it diminishes the quality of the graphic as it does some sort of conversion on the picture before sending it to your device. We have found it is better to email yourself the logo and "Copy" the graphic from the email or Save it to your Photo Library. It can then be Pasted into Time Master Client.

Tap on the image area to bring up the dialog to copy an image from your Photo Album. Depending upon if you have a image in the "clipboard" you will get one of two different screens:



OR



You may want to create your logo in one area and your information in the other. For example our company logo looks like the following.

As you can see, we have our logo on the left, the company name in the center and contact information on the right, but we'll leave the creative aspect up to you. If the graphic is too large, it will be scaled down to fit the page. For US paper size we recommend starting with an empty rectangle about 1.5 inches tall by 8 inches wide.

Position: You can choose to justify your logo on either the Left, Center or Right side of the page. If your image is more square than wide, it may not fill in from side to side and you may choose to justify the position.

Preview: After setting your Header and Position, you can tap on the Preview row to see what your invoice will look like.

Labels

You can change the labels on the invoice to customize your invoice a bit more. The default wording covers both Time and Expense entries. However, if you are only going to be billing Time Entries and never have expenses, you could change the heading from "Quantity" to "Duration" and "Amount" to "Rate" as an example.

Note: Tax Label & Alt Tax Label

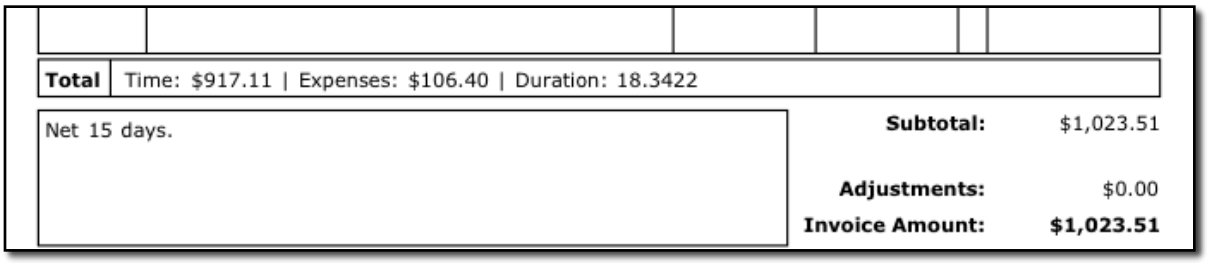
The default word for taxes on the Invoice is "Tax" and "Alt Tax". If your country uses a different term, such as VAT (Value Added Tax), you can change the label here so that it prints VAT on the Invoice. It will also change the Tax column letter to the first letter from the label. In the VAT example, it will change the character in the tax column to "V".

Paper Size

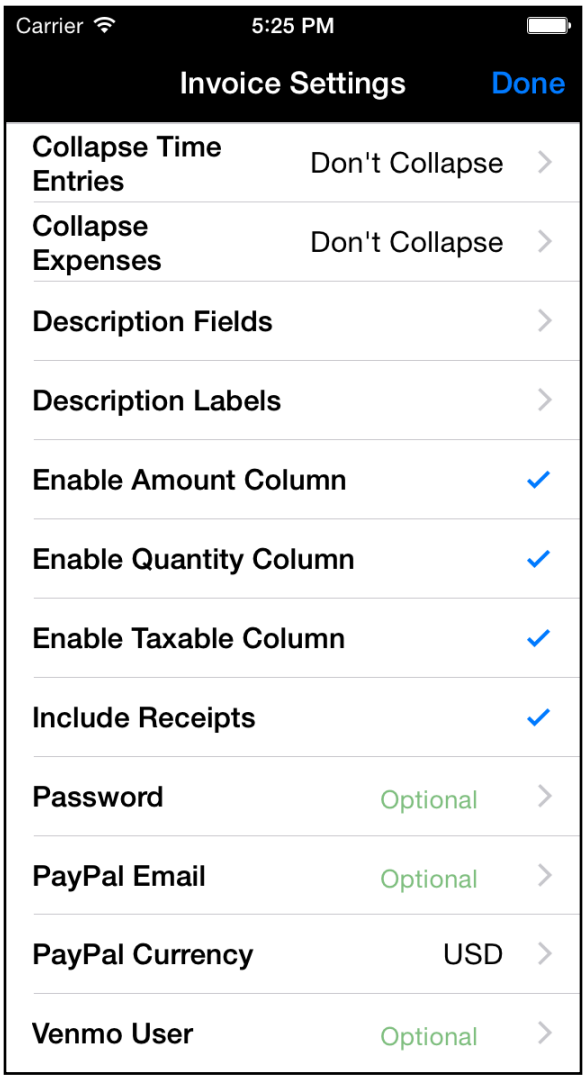
Set this to the paper size that is proper for your region. The default is US Letter. The alternate choices are US Legal, ISO A4, ISO B4 and JIS B4. We believe this should cover the sizes that everyone will need. If for some reason your country uses a different standard, please email us with the information.

Total Entries, Expenses and Duration

These total fields will show an extra box on the last page of the invoice that can show totals for Time, Expenses and Duration. If you need to pass this on to your client, just tap on the row to add the checkmark. The bottom of the last page would look similar to this:



Invoice Settings



Collapse Time Entries & Expenses

Normally the invoice will list every Time Entry that is on it. If you prefer to collapse it down to one line, you can use the Collapse Time or Expense Entries option. You can either collapse Time by **Project or Task, Project & task** or Expenses by **Project or Expenditure, Project & Expenditure**. When an entry is collapsed it will use the first date that is encountered. If you have text in the Reference or Session notes, it will append those note from each entry.

Description Fields

The Invoice Description Fields will allow you to show or hide certain information from showing up in the invoice description. You can turn them On or Off and change the order in which they display, depending upon what you want to see. This works like the Export Fields on the Reports.

Description Labels

Description Labels allows you to turn the label in the Description column on or off. For example if you are using an Expenditure code, the description will say “Expenditure: Burn CD”. If you turn the “Task/Expenditure” label Off, it would just say “Burn CD”.

Enable Amount, Quantity & Taxable Column

You can enable or disable the following columns on the PDF Invoice: Amount, Quantity and Taxable. If you uncheck any of these settings, they will be hidden on the invoice.

Include Receipts

If you want to include Photo Receipts on your PDF invoice, then this row should be checked. Each receipt will be attached as a separate page on the invoice.

Password

If you need to encrypt and protect the invoice so that it can be emailed securely, set a password here. When you try to open the PDF document, it will prompt you for a password before you can view or print it.

PayPal Email

If you want to have a clickable PayPal button on your invoice, you will need to enter your PayPal email address here. This is the email address that you use to receive money. If the email is left blank, the PayPal logo will not appear on the invoice. If the client clicks on the PayPal button in the PDF invoice, it will launch a web browser and fill in the following information:

- Item description. This will be generated from the “Default Email Subject” setting. It will match exactly what is on the Subject line of the email.
- Amount. This is the Sub-Total amount of the invoice.
- Tax. If there is any tax on the invoice, the taxable amount will be placed in the tax field.

PayPal Currency

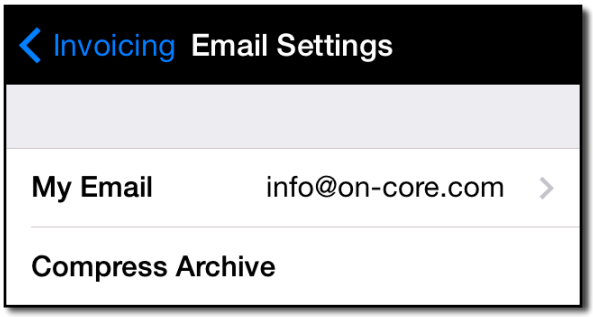
This is the currency setting for PayPal. Set this for the currency denomination in which you want to receive the money.

Venmo Email

If you want to have a clickable Venmo button on your invoice, you will need to enter your Venmo email address here. This is the email address that you use to receive money. If the email is left blank, the Venmo logo will not appear on the invoice. If the client clicks on the Venmo button in the PDF invoice, it will launch a web browser and fill in the full amount and invoice number.

Email Settings

My Email



Once you create your invoices you have two ways to email them out. You can either email an invoice to yourself or directly to your client. You may want to send copies to yourself first so that you can proof read the invoice on your computer before sending out the final invoices. Perhaps you prefer to print the invoice and either mail or fax it instead. My Email is the default address to send the invoices to when you choose "Email to Me" for an invoice. You can enter multiple email address by separating each email with a semicolon ";".

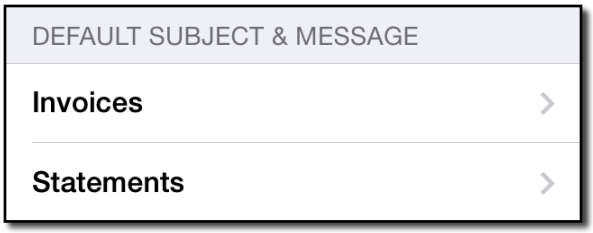
Compress Archive

Some PDF's can get damaged, while being sent via email, due to the email client stripping out characters when it thinks it is a text file instead of a PDF. So, we have added an option to "zip" compress the PDF before sending it out. Use this function if you are experiencing problems with the PDF's becoming corrupted. When it arrives at its destination, it must be unzipped.

The settings can be customized for Invoices and Statements.

Default Email Subject

If you wish to customize the email Subject line on your invoice, type your new subject line here. The default text, if empty, will be "Invoice". You can optionally customize this with Meta-Characters (see below).



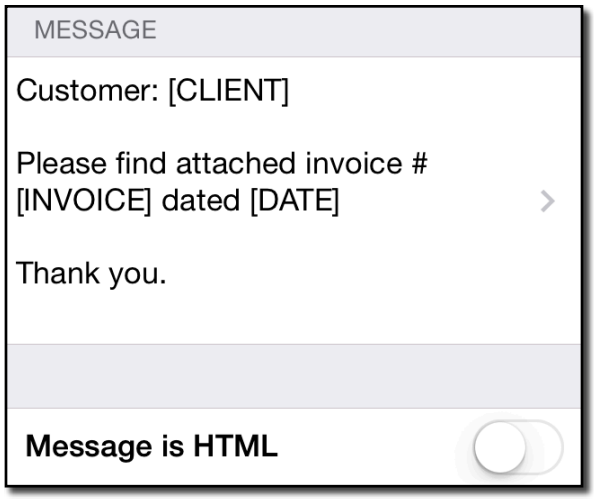


Default Email Message

If you would like to add a default message in the Body of your invoice email, enter the text here. You can optionally customize this with Meta-Characters (see below).

Message is HTML

If you want to “code” the message body with HTML markup, turn the “Message is HTML” switch to ON.



Email Subject and Message Meta-Characters

You can customize either or both the email subject and message sections. You have the option of inserting the following strings into the fields: Invoice, Invoice Date, PO Number and Client. In order to insert the strings into the lines you must use the exact keyword, in UPPER case, surrounded by the square brackets. Here are the valid meta-characters:

[INVOICE]
[DATE]
[PO]
[CLIENT]

So for example if you wanted to set up a custom Subject, you may have something like this:

Invoice # [INVOICE] - PO# [PO]

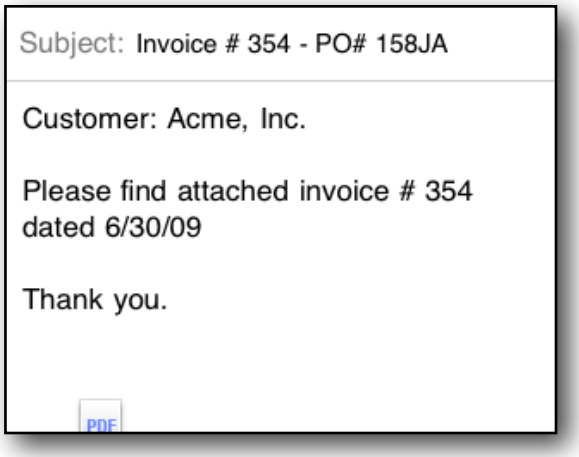
And for the Message body:

Customer: [CLIENT]

Please find attached invoice # [INVOICE] dated [DATE]

Thank you.

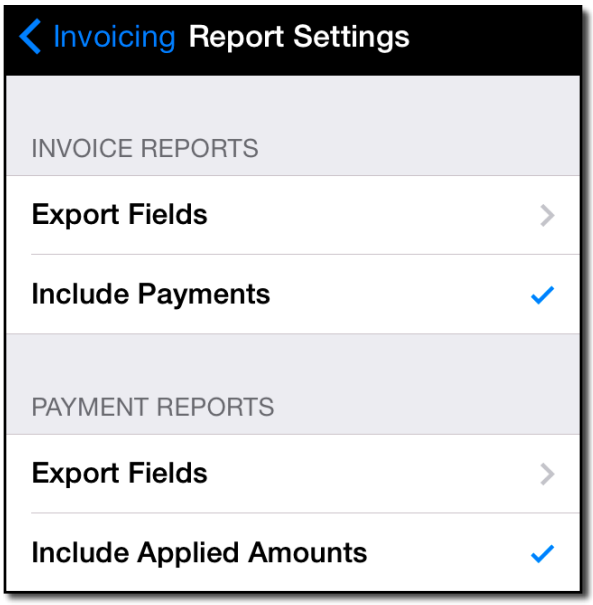
The result for this would look like:



The Meta Characters for the following languages are

English	Finnish	German	Spanish
[INVOICE]	[INVOICE]	[RECHNUNG]	[FACTURA]
[DATE]	[DATE]	[DATUM]	[FECHA]
[PO]	[PO]	[AUFTRAG]	[OC]
[CLIENT]	[CLIENT]	[KUNDE]	[CLIENTE]

Report Settings



The Report Settings will allow you to customize the way the Invoices and Payment report exports are formatted. The reports will export similar to the standard HTML & CSV Report exports.

The Invoice Report can be generated from the Invoices (tab) -> Reports

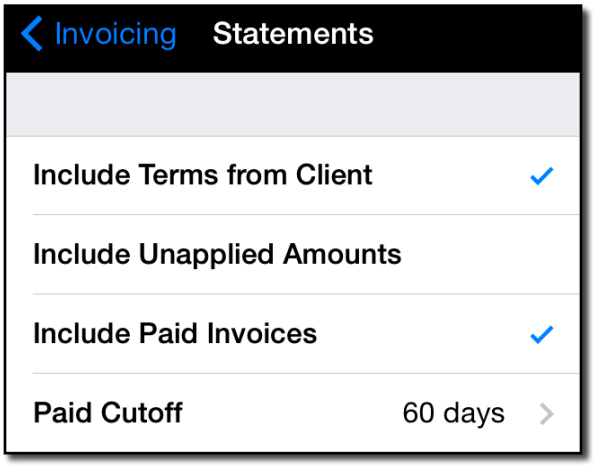
The Payments Report can be generated from the Payments (tab) -> Reports. **Note:** you may need to slide the bottom tab bar to the left to show the Payments tab.

For each report you can specify the Date Range and optional Filters of Client, Status and by specific Invoice #.

On the Invoice Report, the Include Payments option will allow you to have an extra column that shows the payments and amount applied towards each invoice.

On the Payment Reports, the Include Applied Amounts option will allow you to have an extra column showing the Invoice number and amount paid to that invoice for each payment.

Statements Setup



Include Terms from Client: If you want to print you default Terms item on the statement, by checking this row it will be pulled from the setting in the Client record and included on the statement.

Include Unapplied Amounts: If this options is enabled it will sum any unapplied payments, credits and debits and subtract them from the invoiced sub-totals.

Include Paid Invoices: A statement by default will not show any fully paid invoices on the statement. If you wish to include fully Paid invoices, then check this row. When you do you will see the *Paid Cutoff* option.

Paid Cutoff: In order to not show every paid invoice that you have ever created for the client, we have a Paid Cutoff period. You can choose options of: 30, 60, 90, 120, 180 or 365 days.

Importing data from a CSV file

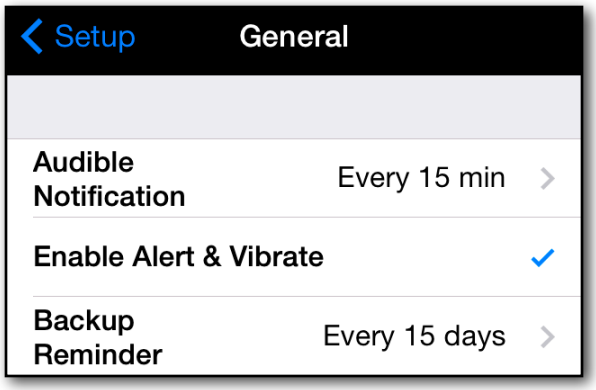
You can import data from CSV files on your iOS devices. To import Clients, Projects, Tasks and Expenditures from CSV files, please visit our website http://on-core.com/timemasterclient and look for the link “Importing data from a CSV file” in the Quick Links section. There you will be able to download the CSV Templates and instructions.

Backup and Restore

Time Master Client can Backup and Restore the whole database to Dropbox.

Dropbox is a “cloud” storage solution. You can sign up for a free account in which you can store up to 2 gb worth of data. This is more than enough for Time Master Client backup files. This option requires communication over the internet and works over a secure connection. You can also install an extension on your desktop computer to access the storage space.

Backup Reminder



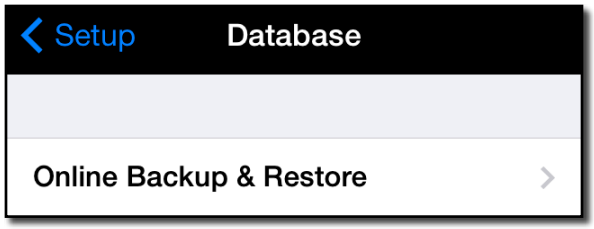
Because we feel very strongly that you should do frequent Backups of the Time Master Client data, we have added a “Backup Reminder” option. Make sure to do a Backup before doing any iOS updates and even updates of the Time Master Client app! A few users have reported they lost data when the iOS update failed to restore their apps. Please don’t let this happen to you! You can change this option from:

Setup -> General -> Backup Reminder

The Backup reminder can be set to remind you: Never, Every day, Every 7 days, Every 10 days, Every 15 days or Every 30 days. The default is Every 15 days.

Dropbox

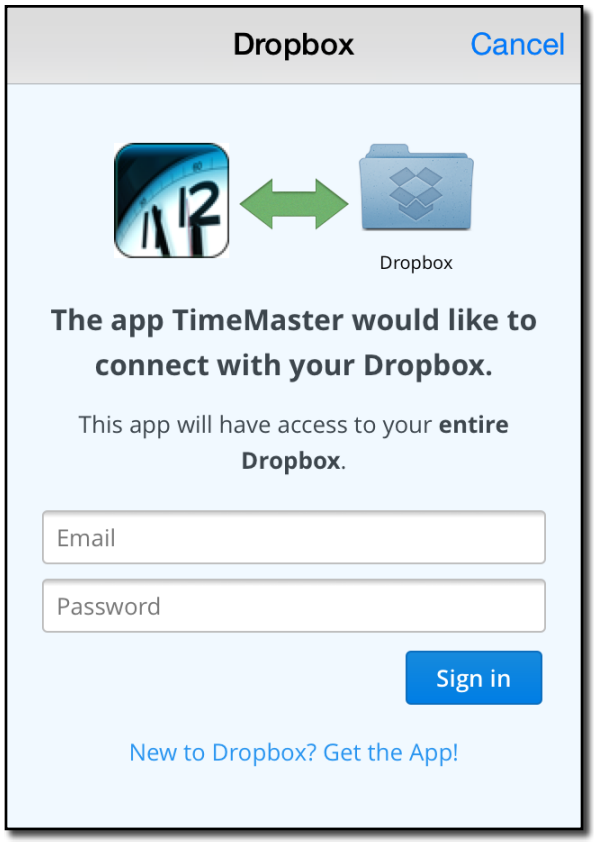
You can also mount your Dropbox folder on your computer by using their extension. You can visit the Dropbox website: https://www.dropbox.com/



The Dropbox option can be found by tapping on the Setup (tab) -> Database. Next, tap on the Online Backup & Restore.

If you do not have a Dropbox account you must use your Desktop computer to sign up for an account. You can also download the Dropbox iOS app to sign up for an account, but you must do Backup's and Restore's from within Time Master Client.

The first time you go to the Online Backup & Restore screen, you will be greeted with the Dropbox logon screen. Have your Dropbox Email and Password information handy.

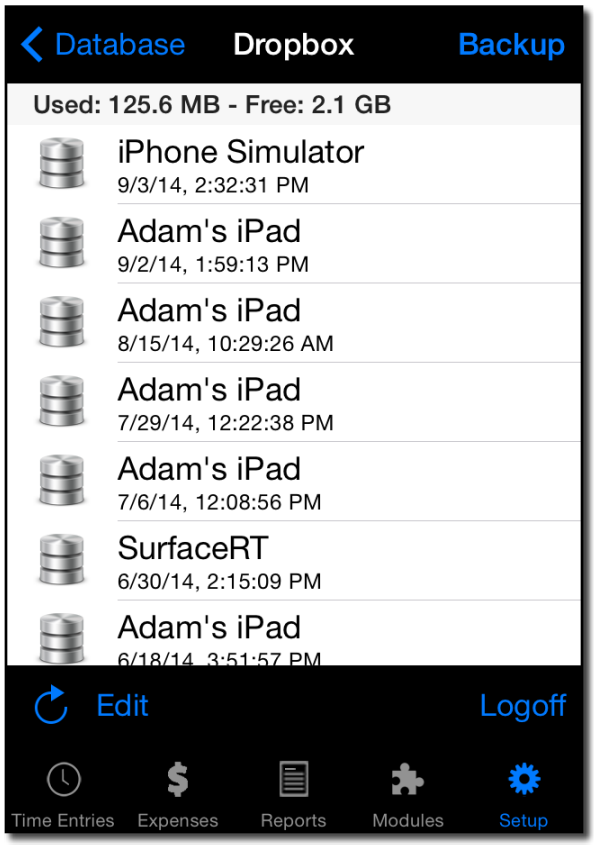


Once logged in, you will see any files that are inside your "Time Master Backups" folder.

The Backup files will be shown with the device name, date and time that they were saved.

To **Backup** the data to Dropbox, tap on the **Backup** button. You will be prompted to Backup the database. Tap *Yes* to proceed.

To **Restore** from a backup file, simply tap on the row that has the backup from which you wish to restore. A Restore window will appear, allowing you to select *Yes* to restore or *No* to exit.



To **Delete** a backup file from the Dropbox server, you can swipe across the row from Right to Left or you can tap on the *Edit* button and then tap on the *Delete* button (as seen below).



Recovery Mode

In the unlikely event a database record becomes corrupted on your iOS device, you can restore from a backup to get up and running again. Both the device and Mac/PC programs will try and determine if a database file is corrupt and will report such.

If you get this screen on your device, restore from Dropbox if you had backed up to TMC. Select your last Backup file and do a Restore.



That pretty much wraps up all the features for On-Core's Time Master Client. If you have any questions or problems, please feel free to contact us by any of the methods shown on the first page of this document.

Thanks!