

Timeless Time and Expense Version 3.0

Copyright © 1997-2009 MAG Softwrx, Inc.

Timeless Time and Expense

Copyright © 1997-2009 MAG Softwrx, Inc.

All rights reserved. No parts of this work may be reproduced in any form or by any means - graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems - without the written permission of the publisher.

Products that are referred to in this document may be either trademarks and/or registered trademarks of the respective owners. The publisher and the author make no claim to these trademarks.

While every precaution has been taken in the preparation of this document, the publisher and the author assume no responsibility for errors or omissions, or for damages resulting from the use of information contained in this document or from the use of programs and source code that may accompany it. In no event shall the publisher and the author be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this document.

Produced: December 2009

Table of Contents

Foreword	0
Part I Timeless Time and Expense	1
Part II Overview	3
1 Main Window	3
2 Work Items	3
3 Plan pane	3
4 Track pane	4
5 Report pane	4
6 Invoice pane	5
Part III Tutorial	6
1 Setup Wizard	6
Name	6
Administrator Password	6
Company	6
Users	6
Personal File Location	7
Wizard Finished	7
2 Setup	7
Adding Users	7
Work Item Types	8
Adding Activities	8
Adding Expense Types	8
Adding Payment Methods	9
System Settings	9
3 The Basics	10
Logging in	10
Adding Work Items	10
Adding Time Entries	11
Starting Time Entries	11
Adding Expense Entries	11
Adding To Do Entries	11
Using the Timesheet	12
Editing Work Items	12
Editing Existing Entries	13
Complete and Assignment or To Do Entry	13
Adding a Work Item to Favorites	13
Purchasing Timeless Time and Expense	13
4 Advanced Features	14
Using Builtin Reports	14
Creating Custom Reports	14
Report Options	14
Task Tray	16

View Entries By Task	16
Moving Work Items	16
Copying Work Items	16
Moving Entries	16
Copying Entries	17
Rounding Timer Entries	17
Elapsed Time Format	17
Automatically Displaying Time Entry Properties	17
Adjusting Overlapping Time Entries	17
Adding Entries from Existing Entries	18
Drag Work Item to Create Entries	18
Deleting Work Items	18
Quick Detail Reports	18
Export Report Data	18
Adding Assignments	19
Managing Invoices	19
Favorite List	19
Recent List	20
Contacts	20
Adding Reminders	20
User Options	20
User Permissions	21
Set Billing Rates	21
5 Project Management Features	22
Adding a Project	22
Updating a Project	22
Completing a Project Task	22
Unassigned Tasks	23
Removing a Project	23

Index

25

1 Timeless Time and Expense

The time and expense tracking software that doesn't take all your time.

- Would you like to make better and more accurate decisions about your time management?
- Do you want to consistently be within your projected timeframe and budget when you give estimates?
- Are you 100% confident you're getting paid for all the work you do? Or is it possible you're missing out on revenue opportunities because you don't have accurate time tracking?

Whether you are tracking for time and billing or for project management, accurate time tracking is important. There is a cost to pay for inaccurate time tracking. It might be a loss of billing income. It might be in lost opportunity due to under utilized resources. It may even be in lost credibility. You don't want to pay for any of those, especially if it's because you didn't have accurate time tracking software. Use Timeless Time and Expense and make sure this doesn't happen. Timeless Time and Expense gives you accurate information.

But to get accurate information, your time tracking software has to be easy to setup and easy for those doing the tracking. It has to be just as easy to track in detail as it is at a high level. If it isn't, you won't get accurate information. Even if your software is easy to use, you won't get accurate information by filling out your timesheet at the end of the period. You need to be able to record your time as you work with as little interruption as possible.

Timeless Time and Expense does all this, and it's easy because it works the way you do. It's easy to set up. It tracks your time just as easily at a detailed level as at a general level. It is also the time tracker that allows you to track your time without interruptions!

Time and Billing

Timeless Time and Expense has the ability to bill at a variety of rates ensuring, once again, that you capture accurate information. You can set billing rates at any level you choose, including client, project, task or any of your custom defined levels. Additionally, billing rates can be set for a specific employee, activity or combined with task levels. These features are easy to use but nearly invisible if you don't need them, so Timeless Time and Expense is the time tracking software that stays easy to use.

Project Management

The first step of any project plan is to estimate the work required. You will find information that is right for billing does not have the detail to accurately estimate future work. That's where the time tracker features of Timeless Time and Expense benefits you!

Timeless Time and Expense provides up to 20 custom defined levels so you can track time at the level of detail you need. Try that with other tools that give you the standard client and task levels. With Timeless Time and Expense's flexible reporting capability, you get the information needed to accurately estimate time and costs on future tasks in addition to accurate billing information. It's easy to summarize at any level to get the information you need when you need it.

Of course, project management starts with a good plan, but it doesn't end there. Projects are dynamic; they change over time. If you don't keep track of the project, it slowly gets out of date. Soon you don't know where the project stands. You may miss opportunities to expand the project or worse, the project is late and you didn't notice soon enough to do anything about it. With many levels of detail, Timeless Time and Expense can track your project at the same level of detail as your project plan.

2 Overview

Timeless Time and Expense is comprised of different work areas. You will use the different work areas to accomplish tasks within Timeless Time and Expense.

The main areas are:

- Main Window
- Work Items
- Plan pane
- Track pane
- Report pane
- Invoice pane

2.1 Main Window

At the top is the main menu and the toolbar. Both are used to initiate actions.

On the left side of the window are work items. Work items are shown in the work item hierarchy on the All panel. Selected work items are shown on the Favorite and Recent lists. Time off items are displayed in their own panel.

The right side of the window contains the plan, track, report and invoice panes. These panes are where you work with and use work items.

2.2 Work Items

A work item is a Company, Client, Project, Task or any other work item type you define. Work items are created in a hierarchical structure that models your real work. This structure makes it easy to logically group and report on daily activities. With a hierarchy of definable work item types you have the flexibility to model the simplest or most complex business and projects.

Work items are the focus and starting point to most actions in Timeless Time and Expense. Selecting a work item is the first step to adding time, expense and to do entries, creating assignments, adding notes, creating invoices, and even adding new work items.

You can add work items individually using the **Insert** menu. But if you want to quickly add many work items, you should use the **Enter Multiple Work Items** toolbar button where you have the option of entering assignments and estimates.

2.3 Plan pane

The plan pane is used to setup and configure work items.

Depending on your permissions, you may see all or some of tabs. The general and notes tabs are used to enter basic information about the work item.

In Personal mode the estimate tab is used to specify estimates for the work item. Estimates are used by the progress report to track work items.

In Enterprise mode the assignment tab is used to assign the work item to employees. Assignments are used by the progress report to track work items.

In Enterprise mode with Work Item Security enabled, the permissions tab is used to set user

permissions on the work item.

The billing tab is used to define billing rates and define additional fixed cost items for invoicing.

2.4 Track pane

The track pane is used to create, view and modify time, expense and to do entries. The timesheet tab is used to enter an entire weeks of time at once.

The time, expense and to do tabs list entries for the selected work item or date depending on the view selected on the View menu.

The columns of each list are customized by pressing the column chooser icon and dragging columns to the list. The time, expense and to do entries can be grouped and totaled by dragging select columns to the grouping header.

2.5 Report pane

The report pane is used to get summarized and detail information on your work items.

The built-in report tab contains reports pre-configured with the most common options. Built-in reports available vary by your user permissions. When running the reports you may be prompted to select dates, work item and users. Some built-in reports can be used to create custom reports by right-clicking the report and selecting Customize.

The custom reports tab contains the reports you created. Custom reports have more options and more fields than the built-in reports. It will also list all custom reports others have shared with you.

Additional Cost Detail

The additional costs detail built-in report provides a list of additional costs based on the criteria selected. Additional costs can be grouped and filtered depending on the built-in report selected.

Administrative reports

Administrative reports are simple reports that show how Timeless Time and Expense has been configured. Administrative reports are only available to users with administrative permissions.

Backlog

The backlog built-in report shows how much time is remaining on assignments made to work items. The report shows the time remaining over time so you can see how individual assignments are progressing.

Billing detail

The billing detail report is a variation of the time detail report which contains common billing information. It is only available in the built-in reports but can be customized. The entries can be grouped by different fields with totals on each grouping change.

Billing Summary

The billing summary report provides summarized billing amount totals based on the criteria selected for the report. This report can be summarized by any work item type in addition to activity, task id or user. Different date ranges are used to create different billing amount buckets for each summarized

item. Finally, totals are provided for each date and summarized item.

Expense Summary

The expense summary report provides a summarized totals of time based on the criteria selected for the report. This report can be summarized by any work item type in addition to expense types and payment methods, and users. Different date ranges are used to create different expense buckets for each summarized item. Finally, totals are provided for each date and summarized item.

Estimate Reports

The estimate built-in reports are used to track new and changed estimates.

Progress

The progress report provides a quick report of project status. This report summarizes the total time for work items which is used along with estimates and project assignments to show status. This report always reports on all dates

Time Detail

The time detail report provides a list of entries based on the criteria selected in the report properties. This report can be thought of as extension of the time details list. Time entries can be grouped by different fields with totals on each grouping change.

Time Off Summary

The time off summary report is a variation of the time summary report that contains only time off items. It is only available in the built-in reports but can be customized.

Time summary

The time summary report provides summarized totals of time based on the criteria selected in the report properties. This report can be summarized by any work item type in addition to activity and user. Different date ranges are used to create different time buckets for each summarized item. Finally, totals are provided for each date and summarized item.

Time & Expense Summary

The time and expense summary report provides summarized time and expense totals based on the criteria selected in the report properties. This report can be summarized by any work item type in addition to user. Different date ranges are used to create different time and expense buckets for each summarized item. Finally, totals are provided for each date and summarized item.

To Do Detail

The to do detail report provides a list of entries based on the criteria selected in the report properties. This report can be thought of as extension of the to do list. More detail is provided and a wider range of entries may be reported on.

2.6 Invoice pane

The invoice pane is where you manage invoices for work items.

Invoices are listed for the selected work item. New invoices can be created using the New button. Once invoices are posted, the entries for the invoice are locked. They cannot be modified or invoiced again unless the invoice is deleted.

When an invoice is selected payments are listed below. Multiple payments may be added.

3 Tutorial

This tutorial will show the features of Timeless Time and Expense. It is broken up into four parts. Setup Wizard and Setup is for used to get Timeless Time and Expense ready to use. The Basics will get you up and running quickly. Advanced Features will help you to get the most out of Timeless Time and Expense. Project Management Features will show you how to use Timeless Time and Expense to integrate with MS Project..

3.1 Setup Wizard

After installing and opening Timeless Time and Expense Web, the Setup Wizard will guide you through initial setup. After completing this section you can to continue by adding the work items your team will use to track their time, expenses and to do items.

3.1.1 Name

**Personal mode only*

Timeless Time and Expense running in Personal mode requires your name. The name may appear in reports and will be used if you switch to Enterprise mode.

Enter your name and location press **Next** to continue.

3.1.2 Administrator Password

**Enterprise mode only*

Timeless Time and Expense has a built-in administrator account for use in Enterprise mode. The user id is **TTEAdmin** and is limited to basic administration such as creating users and assigning permissions.

Once logged in as **TTEAdmin**, a user can assign advanced permissions to any user or even delete users and all data. So it is very important to set a password on the **TTEAdmin** user account.

Enter a password you will remember and press **Next** to continue.

3.1.3 Company

Timeless Time and Expense uses a customizable hierarchy of Clients, Projects, Tasks, etc. At the top of the hierarchy is your company. Since each item of the hierarchy can inherit from its parent, it is easy to define items. You only enter unique information.

To start the hierarchy, Timeless Time and Expense needs to know your company name.

Enter your company name and press **Next** to continue.

3.1.4 Users

**Enterprise mode only*

Timeless Time and Expense uses a variety for permissions which limit what an individual user is

allowed to do. During the trial, all functionality should be available. To make that happen, **all permissions** will be added to the user you create here. Later, administrators can create additional users and assign different permissions from the **Tools | Users** menu.

To add users, enter the name, user name and passwords, then press add.

Press **Next** to continue after adding at least one user.

3.1.5 Personal File Location

***Personal mode only**

Timeless Time and Expense Once the initial information has been entered a new data file will be created. This data file will store the information you entered into Timeless Time and Expense.

Enter a file name and location press **Next** to continue.

3.1.6 Wizard Finished

Timeless Time and Expense Once the wizard is complete you can start Timeless Time and Expense. However, there are common options you can set using the Advanced button. You can configure the common options now or later using the Tools | User Options menu item.

If you would like to see a sort tutorial on Timeless Time and Expense, leave the **Show Tutorial** box checked.

Press **Finished** to continue.

3.2 Setup

This section is only for administrators when setting up Timeless Time and Expense. Other users should move on to the Basics after logging in. After completing this section your team will be ready to start tracking time, expense and to do items.

3.2.1 Adding Users

***Enterprise mode only**

To allow others to use Timeless Time and Expense, you must first add users. The default administrator user (TTEAdmin) is only used for setup, but cannot be used to track time or expenses

There are many different kinds of users with different needs and requirements. Some users need to be able to run reports for other users, others should not be able to. Some users need to be able to add work items, while others shouldn't. These different requirements can be set when creating users.

Logon as the built-in administrator TTEAdmin or another user with Administrator permissions.

Because the default TTEAdmin user permissions are limited to adding users and basic maintenance and cannot add entries or create reports, you will want a user capable of doing more. To create a user, select the **Tools | Administration | Users** menu item. The Users dialog will open. Press the New button.

Enter the **Name** as you would like it to display in Timeless Time and Expense. Enter the **User Name** this user will use to login. Optionally, enter the **email** and **password** fields.

Switch to the Permissions tab to give this user specific permissions.

Note - Only Active users may log into Timeless Time and Expense and only Active users are required to have a license. If an employee leaves your company, you can uncheck the Active field and use the license for a new user. By setting the user inactive instead of deleting them, you keep all their entries and can still report on them.

Press **Save** when finished.

Registered Users is the total licenses entered in the licenses screen. If this count is not what you expect, a license number may have been entered incorrectly.

Active Users is the count of active users marked as active in Timeless Time and Expense. Except during the trial period, active users must be less than or equal to registered users.

3.2.2 Work Item Types

Work items types are used when adding work items as well as reporting. Examples of work item types include Company, Client, Project, Task, etc. Defining you own work item types is **optional**. You can use the types pre-configured with Timeless Time and Expense or change them later.

To add define or change work item types, select the **Tools | Administration | Work item types** menu item. To change the name or add a level, highlight the task level name or and unused level. Type the new name in the **Name** field. If you would like to select a different icon, check the **Use Custom Image** checkbox and select an icon. Press **Save**.

Unused levels are named **< Work Item Type ? >**. Unused levels are not available for adding new work items. This means the depth of the hierarchy is limited by the depth of named work item types

3.2.3 Adding Activities

Timeless Time and Expense allows time entries to be assigned to different activities. Activities are used to track specific types of work performed on work items. The activities may be used later to filter reports. Defining you own activities is **optional**.

Before activities can be assigned, they must be defined. To add define or change activities, select the **Tools | Administration | Activities** menu item.

Press the New button. Enter the new activity in the name field and press **Save**.

3.2.4 Adding Expense Types

Timeless Time and Expense allows expense entries to be assigned to different expense types. Expense Types are used to track what an expense was for. The expense types may be used later to filter reports.

Timeless Time and Expense comes pre-loaded with some common expense types. Before expense types can be assigned, they must be defined. To add define or change expense types, select the **Tools | Administration | Expense Types** menu item.

Press the New button. Enter the new expense type in the name field. If this expense type is charged per unit, such as mileage, check the **Use Unit Rates** and enter a default per unit **rate**. Press **Save**.

3.2.5 Adding Payment Methods

Timeless Time and Expense allows expense entries to be assigned to different payment methods. Payment Methods are used to track how an expense was paid. The payment methods may be used later to filter reports.

Before expense payment methods can be assigned, they must be defined. To add define or change payment methods, select the **Tools | Administration | Payment Methods** menu item.

Enter the name in the Name field. Select the Account Type and optionally enter an account number. Press **Save**.

3.2.6 System Settings

The systems setting are used to configure how Timeless Time and Expense operates.

General Tab

Allow Elapsed specifies if users may enter time in elapsed amount. If elapsed entries are not allowed user must enter start and end times or use the timer to create new time entries. Additionally, the timesheet can only be used to view weekly time if elapsed entries are not allowed.

Allow Overlap specifies if entries start and end times are allowed to overlap with other time entries. If entries are not allowed to overlap you will be prompted when entries you enter overlap.

Round start and end time to nearest forces timer entries to round both the start and end times to the nearest minutes. Minutes are specified by each user in their User Options.

Always round time up forces the timer entries to round the total elapsed time up to the minutes specified by each user in their User Options.

In personal mode your data file can be backed up automatically when closing Timeless Time and Expense or at a specific time. If backing up at a specific time, your data file is only backed up when Timeless Time and Expense is active.

Invoice Options

Your Address is the default address on new invoices. This can be changed on each invoice.

Default terms is the text included in the terms section of new invoices. This can be changed on each invoice.

Default tax rate is the tax rate assigned to new invoices. This can be changed on each invoice.

Next number is the number that will be used for the next invoice. This is incremented an invoice is posted.

Security

Enable Work Item Security

Work item security is an advanced feature that is not required to use Timeless Time and Expense.

This feature may be enabled later and it is recommended you do not enable this feature until you've become familiar with all other aspects of Timeless Time and Expense.

Work item security allows you to specify which work items individual users have access to. The users will only be able to create entries for the work items they have been given access to. Users who have permission to Maintain Work Items, will only be able to modify the work items they have access to. If a user has been given access to a work item, they will also have access to child work items unless permission is denied on those child work items.

To enable Work Item Security select **Tools | Administration | System Settings** menu item. On the **Security** tab, select **Enable Work Item Security**.

Note: For users to see the new tasks they have been assigned to, they will have to refresh Timeless Time and Expense.

3.3 The Basics

The items contained in basics are items you should know. After this tutorial section you will be able to start tracking your project.

3.3.1 Logging in

*Enterprise mode only

To start using Timeless Time and Expense in Enterprise mode, you must first log in. Enter the user id and password provided by your administrator and press **Login**.

3.3.2 Adding Work Items

The first step to accurately tracking time and expenses is creating a work item hierarchy that reflects your real world situation. To accomplish this, you must be logged in as a user who has the **Maintain Work Item** permission.

Timeless Time and Expense allows you to create work items in two ways. Work items may be created individually or an entire branch may be created at once.

Adding one work item

Select **New Client** (or other work item type) from the **Insert** menu. Timeless Time and Expense switches to the planning pane so you can enter the name of the new work item. To create a new item at the top of the work item hierarchy, select a menu item from the **Insert | New Top Work Item** menu.

Adding multiple work items

To add more than one work item to the hierarchy at once, press the **Enter Multiple Work Items** toolbar button. The Add multiple work items window opens and positions the cursor on the first item.

Enter the name of the first work item. Press tab to move to the optional fields to create assignments and estimates. When you tab past the last field, a new line will be added.

Work item types may be changed by pressing the **indent** and **outdent** toolbar buttons. Work items may be moved up and down by using the up and down toolbar buttons.

If you would like to subtract the amounts of new estimates from the parent of the new work items, check the **Subtract estimates from parent work items** box. This is useful when you are adding work items to refine a project plan where estimates have already been made.

3.3.3 Adding Time Entries

Timeless Time and Expense tracks time entered by associating time entries with work items. At a minimum, a time entry requires a start and end time or the elapsed time. Optionally, an activity, note and entry specific billing information may be entered.

To add a time entry, first select a work item. Next, select **New Time Entry** from the **Insert** menu. Enter a start time and an end time. Optionally, tab to the other fields to enter optional information. Press **Save**.

Time entries may also be entered by pressing the **New Time Entry** toolbar button or by dragging a task to the time entry list of the track pane.

3.3.4 Starting Time Entries

Timeless Time and Expense can track by using timers. This reduces the amount of effort needed when changing tasks. A timer may be stopped and a new one started with one mouse click.

To start a timer, select a work item and select **Start Timer** from the **Edit** menu. If another entry is running, it will be stopped automatically when starting the new timer. Additionally, a time entry can be started by pressing **Ctrl-G** or pressing the **Start Time Entry** toolbar button.

If you would like to the opportunity to modify each timer entry, you can easily do it by changing your User Options to **Display time entry when starting** timer or to **Display time entry when stopping** timer. This makes it easy to add a note or select an activity.

3.3.5 Adding Expense Entries

Timeless Time and Expense tracks expenses entered by associating expense entries with different tasks. Expenses may be categorized by expense type and payment method.

To add an expense entry, first select the **Expense** tab of the track pane. To add a expense entry, first select a work item and then select **New Expense Entry** from the **Insert** menu. Select an expense type and enter an expense amount. Press **Save**. If the expense type selected is charged per unit, enter the units and optionally change the per unit rate.

Expense entries may also be entered by pressing the **New Expense Entry** toolbar button or by dragging a work item to the expense entry list of the track pane.

3.3.6 Adding To Do Entries

Timeless Time and Expense tracks items you need to do by associating them with different tasks. At a minimum, a to do entry requires a description. Optionally, a priority, due date, complete date and note may be entered.

To add an expense entry, first select the **To do** tab of the track pane. To add a to do entry, first

select a work item and then select **New Expense Entry** from the **Insert** menu. Enter a description and optionally other fields. Press **Save**.

To do entries may also be entered by pressing the **New To Do Entry** toolbar button or by dragging a work item to the to do entry list of the track pane.

3.3.7 Using the Timesheet

In addition to detailed time tracking, Timeless Time and Expense has a timesheet to easily enter time in bulk without detailed time entries. The timesheet can also be used as a quick summary of time for a week. The timesheet shows daily totals for each task during the week, but also includes blank lines for work items used in previous weeks.

Switch to the timesheet view by clicking the Timesheet tab of the track pane. Add a new line to the timesheet by dragging a work item to the timesheet. Enter hours for each day and press Save.

Work items may also be added to the timesheet by selecting the work item and pressing the **Add new timesheet row** toolbar button.

3.3.8 Editing Work Items

After a work item has been created, additional details can be entered to be used in other parts of Timeless Time and Expense.

Select a work item and select the plan pane.

General

The general tab contains the basic information about the work item including name, type and contact information. Name, abbreviation and task id are used to identify the work item. The type is used to identify the work item type and for reporting.

Task id and contact may be entered specifically for the work item or it may be the same as the parent item in the hierarchy.

Notes

Notes are used to communicate information to others or just to keep track of details about a work item. In enterprise mode a user must have permissions to add work item notes.

Assignments

In **Enterprise** mode the assignment tab is used to assign the work item to employees.

Assignments are made for users to track the progress of the work item by using the progress report. Assignments are shown on the to do tab of the planning pane for the assigned user.

Estimate

In **Personal** mode the estimate tab is used to specify estimates for the work item the progress of the work item by using the progress report. When you add an estimate and assignment is shown on the to do tab of the planning pane.

Permissions

When work item security has been enabled in the System Settings the permissions tab is available to grant or deny access to the work item to users.

Permissions for work items are inherited by parent work items unless changed on the work item. Inherited permissions are displayed at the top and can be easily changed by clicking the associated link.

Billing

The billing tab is used to specify billing rates and add additional costs for a work item.

Billing rate sets are created to define the billing rates for a range of dates. Each billing rate set can have a different currency for reports and invoices. Each rate set must define the default user rate by clicking the edit link after defining the rate set. Rates may also be specified for individual users by adding additional user rates. Rates may be specified by activity for any user rate.

Additional cost items are used for fixed costs. They can be included on invoices.

3.3.9 Editing Existing Entries

After a time, expense or to do entry has been created its details can be edited.

Highlight an entry and select **Properties** from the **Edit** menu. Double clicking an entry or using the **Properties** toolbar button will also display the properties.

3.3.10 Complete and Assignment or To Do Entry

Timeless Time and Expense will easily complete an outstanding assignment or to do entry.

Select an assignment or to do select **Complete** from the **Edit** menu. The entry will be completed on the day selected on the calendar. Completing and assignment will be reflected in the progress report.

You may also use the popup menu by right-clicking on the Assignment or To Do entry.

3.3.11 Adding a Work Item to Favorites

Timeless Time and Expense has a Favorite list so you can easily work with common work items.

To add a work item to your favorites list, highlight the work item in the task hierarchy and select the **Favorites | Add** to Favorites menu item.

3.3.12 Purchasing Timeless Time and Expense

You are free to use Timeless Time and Expense for 30 days to see if it fits your needs. To continue using after thirty days, you will be required to purchase Timeless Time and Expense. Shortly after, you will receive a license number that will eliminate unregistered messages and continue adding entries after 30 days.

To enter your license number, select the **Tools | Administration | License** and enter your name and license number exactly as they appear on the registration confirmation you received from MAG Softwrx, Inc. We recommend using the **Copy from Clipboard** button to prevent typing mistakes when entering the license.

3.4 Advanced Features

The items in this section will increase your knowledge of the smaller details of Timeless Time and Expense. They will make common and uncommon tasks easier.

3.4.1 Using Builtin Reports

Built-in reports provide quick access to the most common report options without creating a custom report.

Select the Built-in tab for the report pane. Find and expand the report type you would like. Expand until you find the report options you need. Double-click the report to run it. Most reports require additional input of date, work item and/or user.

Some report can be used as a starting point of a custom report. Right-click the built-in report you would like to customize and select the Customize menu item.

3.4.2 Creating Custom Reports

After entering information, it is important to be able to display the right amount of information. With Timeless Time and Expense, a variety of filters are used to display just the level of detail needed.

A report wizard is used to create a report quickly and easily. The options presented vary by the report type selected.-

Custom reports, like built-in reports are templates that always contain the most current information whenever they are run. Custom reports may be shared with other users if you have required permissions.

3.4.3 Report Options

The report options are used to specify the data used to generate the report as well as the layout. The options available are dependent on the report type, user permissions and installation mode.

Type

When creating a report the first choice is the type of report. The report type controls the other report options.

Dates

A report may use specific dates, a time frame or prompting for different dates to filter the data when the report is run.

Time frames can be used to make reports more reusable. When using a time frame, each time the report is run the dates used will be calculated by applying the time frame from the current date. For example: if you are required to submit a time report on the first of the month for the previous month, you can use the "Previous Month" time frame. Every time you view this report, it will show the previous month.

With Prompt for Dates you will be prompted to enter the dates each time the report is run.

Users

A report can be run for All, Current user or Selected users. To run a report of All or Selected users you must have the Create Multiuser Report permission.

Work items

A report may include All or selected work items. Some reports have the option to include only the selected work items or to include the child work items of selected items.

Time reports may be additionally filtered to include billable entries, non-billable entries, work time or time off.

To do reports may be additionally filtered to include completed or outstanding entries.

Activities

Time reports may be filtered to include All or Selected activities. Only time entries having a selected activity will be included in the report.

Expense Types

Expense reports may be filtered to include All or Selected expense types. Only expense entries having a selected expense type will be included in the report.

Payment Methods

Expense reports may be filtered to include All or Selected payment methods. Only expense entries having a selected payment method will be included in the report.

Grouping

Detail reports are grouped by one field with totals displayed for each value.

Summarize

Summary reports total entries into date buckets for one or two summary items. The date summary can be by day, week, month or total. The summary items can be items such as work item type, user, activity, expense type, etc. depending on report type.

Totals and empty rows may be included or excluded. Entries may be rolled up to parent items so that values for date buckets include the item and all child items.

Display Fields

Most reports offer a choice of additional fields to display. Use the arrows, up and down to add, remove and order the fields in the report.

Fields in detail reports may be distributed one more than one line by adding line breaks. Layout may be adjusted by adding empty cells.

Options

You can change the look of the report by changing the page orientation and font. Select an optional image to include as a logo at the top of your report.

Share

In Enterprise mode, users with **Share reports** permissions may share a report with other users. A report shared may only be modified by the report owner. The report owner or the built-in administrator may change the report owner by right-clicking the report and selecting the Change owner menu item.

Name

Each report must have a name. Once the report has been created, the name may be changed using the **Edit | Rename** menu item.

3.4.4 Task Tray

Timeless Time and Expense integrates with the windows task tray to simplify starting task timers. You can easily start timers on items on your favorite and recent work item lists while Timeless Time and Expense minimized on your desktop. This minimizes the interruptions to normal work flow, which makes time tracking easier and more natural.

To start a timer from the task tray, right click on the Timeless Time and Expense icon on the task tray. Select the recent or favorite work item.

3.4.5 View Entries By Task

When trying to find when certain work was done or an expense was incurred on a work item, it is not necessary to run detail reports to find a particular entry. Timeless Time and Expense allows you to view all entries for a work item, no matter when they occurred.

To view by task, select **Work Item** from the **View** menu. To switch back, select **Date** from the **View** menu. Timeless Time and Expense also provides toolbar buttons to change the view.

3.4.6 Moving Work Items

Sometimes you will need to reorganize work item task hierarchy. With Timeless Time and Expense you can move work items around without effecting existing reports or time, expense and to do entries.

Click down on the work item to move. Drag the work item to a new parent task. Any child work items will also be moved.

When moving work items, you have to keep work items in a descending hierarchy. This means you may have to change the work item types of work items before moving or allow Timeless Time and Expense to automatically change the work item types of the moved items.

3.4.7 Copying Work Items

In some work environments many clients or projects have similar work item hierarchies. For this case a work item hierarchy may be copied from one item to another.

Click down on the work item to copy. Hold the CTRL key and drag the work item to a new parent work item. Any child work items will also be copied, including billing rate information. User specific information such as permissions and assignments will also be copied. Time, Expense and To Do entries will not be copied.

When copying work items, you have to keep work items in a descending hierarchy. This means you may have to change the work item types before copying or allow Timeless Time and Expense to automatically change the work item type of the copied items.

3.4.8 Moving Entries

Sometimes entries are added to the wrong work item or day **-or-** one work item needs to be broken out into multiple work items. With Timeless Time and Expense you can move entries around without affecting the information in them.

To move an entry to a new work item, click down on the entry to move. Drag the entry to a new parent work item. When separating an existing work item into multiple new work items, it is helpful

to view entries by task.

To move an entry to a new day, select the entries to move, then drag to the new day on the calendar.

3.4.9 Copying Entries

Sometimes entries are similar from day to day. With Timeless Time and Expense, you can copy existing entries from one day to another.

To copy entries to a new day, select the entries to copy, then drag to the new day on the calendar while holding down the CTRL key. The selected entries, except running entries, will be copied to the new day.

3.4.10 Rounding Timer Entries

Timeless Time and Expense will round timer entries to 1, 3, 5, 6, 10, 15, 30 or 60 minute intervals.

To change the rounding interval used, go to the time entry options by selecting User Options from the Tools menu. Select the Time Entries tab and change the **Round to Nearest** selection.

Timeless Time and Expense will round entries based on the selection in the System Settings.

3.4.11 Elapsed Time Format

Timeless Time and Expense will display elapsed time on reports and time entries in either time or decimal format.

To change the elapsed time format, go to the time entry options by selecting **User Options** from the **Tools** menu. Select the Time Entries tab and change the **Time Format** selection in the **Show Elapsed Time As** section.

3.4.12 Automatically Displaying Time Entry Properties

Timeless Time and Expense will automatically display a time entry's properties when starting and/or stopping the timer. This is useful for capturing activities and notes associated with a time entry when the event occurs.

To enable the automatic display of time entry properties, go to the time entry options by selecting **User Options** from the **Tools** menu. Check the boxes to display the time properties when desired.

3.4.13 Adjusting Overlapping Time Entries

Timeless Time and Expense will assist you in correcting overlapping entries. If you create a new time entry that overlaps another, you will be given the option of how to correct the overlap.

For example, lets say you have a time entry from 8:00 - 10:00 and you create a new time entry that goes from 9:00 - 11:00. This will overlap the existing entry. When saving the entry, you will be prompted how to adjust other time entries. When choosing to adjust existing entries, the first entry will be automatically adjusted to end at 9:00.

This is especially useful when you forget to start a timer. By adjusting the start time of the running entry, you can correct both entries at once.

You can allow overlapping entries by changing the system settings. If you allow overlapping entries you will not be prompted to adjust the entry.

3.4.14 Adding Entries from Existing Entries

With Timeless Time and Expense, you can add new entries from existing entries. This allows you to add entries quickly for the work items you have used recently.

Right click on a time entry and select **New Time Entry**. Regardless of the work item selected in the work item hierarchy, the new time entry will be created for the work item of the selected time entry.

3.4.15 Drag Work Item to Create Entries

Entries may also be created by dragging a work items to the time, expense or to do entry list.

Select the tab of the desired entry. Select and drag a work item to the list.

You can add a new row to the timesheet by dragging the work item to the timesheet.

3.4.16 Deleting Work Items

Sometimes when reorganizing or consolidating the work item structure you will want to delete work items. Timeless Time and Expense will allow you to delete a work items and will optionally move all existing entries to the deleted item's parent item.

Select a work item. Select **Delete** from the **Edit** menu or press the **Delete** toolbar item. Confirm that you want to delete the work item. When are asked if you would like to rollup entries, answer **Yes**.

3.4.17 Quick Detail Reports

When you need to print the entries displayed in the current view, Quick Detail Reports do it for you without creating a report. Time, Expense or To Do entries may be printed from either Date or Task View.

With the desired entry list displayed, select **Print** or **Print Preview** from the **File** menu or use the toolbar buttons.

3.4.18 Export Report Data

Often times it is valuable to be able to export data from Timeless Time and Expense for analysis in another tool. Timeless Time and Expense exports in some simple, widely used formats.

To export data, select or create a report that has the data you need. Highlight the report and select **Export Report Data** from the **File** menu.

CSV

Exported items are separated by your regional list separator and text values are enclosed in quotes. Elapsed Time is formatted as selected on Elapsed Time Format option. A Header row is included which defines each column's content.

TAB

Exported items are separated by Tabs.

Elapsed Time is formatted as selected on Elapsed Time Format option.
A Header row is included which defines each column's content.

HTML

The export is rendered as close to print format as possible using HTML.

You may customize the style of the elements by including a CSS file called timeless.css in the same folder where the export is saved.

Images are embedded to preserve the look over time. However, Internet Explorer 6 cannot display embedded images. If you use IE6, you can show your custom logos by copying them to the same folder where the export is saved.

3.4.19 Adding Assignments

In **Enterprise** mode the assignment tab is used to assign the work item to employees.

Assignments are made for users to track the progress of the work item by using the progress report. Assignments are shown on the to do tab of the planning pane for the assigned user.

Assignments consist of a user, time estimate, cost estimate, priority, due date and note. All fields are optional except user. However, it can be assigned to Anyone.

3.4.20 Managing Invoices

Invoices are created for work items and are used to bill clients and record payments.

Select a work item to manage the invoices for that work item.

Creating Invoices

Create a new invoice by pressing the New button below the invoice list. Invoices can include billing, expenses and additional cost items. Each may included on the invoice summarized or as details of each item.

When summarizing, each type of item is summarized by the same dates, but each may be summarized in different ways. For example, billing may be summarized by project and expenses summarized by expense type.

Taxes may be applied to billing, expenses or additional costs.

Each invoice has its own sender, recipient, number, terms, font and logo choices.

Posting Invoices

Posting an invoice locks the time entries, expense entries and additional cost items used in the invoice. After posting, payment may be recorded against the invoice.

Recording Payments

To add a payment press the New button below the payment list.

3.4.21 Favorite List

The Favorite List allows you to quickly work with a task item without finding it in the work item hierarchy. The items on the Favorite List work just like the items in the Work Item Hierarchy.

You can add items to the favorites list by selecting a work item and using the **Favorites | Add to Favorites** menu item. You can manage your favorites by selecting the favorite and using the Favorites menu.

3.4.22 Recent List

The Recent List allows you to quickly work with a recently used task item without finding it in the work item hierarchy. The items on the Recent List work just like the items in the Work Item Hierarchy.

You can manage change the order and number of items on the recent list in your user options.

3.4.23 Contacts

Timeless Time and Expense allows contacts to be created and associated with work items.

Before contact can be used, they must be defined. To add define or change activities, select the **Tools | Administration | Contacts** menu item.

Press the New button. Enter the new contact in the name field and press **Save**.

3.4.24 Adding Reminders

Reminders may be added to work item, time entries, expense entries, to do entries and assignments.

To add a reminder to an item, select the item and use the **Edit | Reminder** menu item or the **Reminder** toolbar button. Enter the date and time to be reminded and optionally a note.

When the reminder time is reached, the reminders window will be shown automatically. The reminder can then be snoozed or dismissed.

A timer can be started on the selected item. When starting a timer the reminder is dismissed.

If the reminder is on a to do entry or an assignment, the to do or assignment item can be completed

3.4.25 User Options

There are a few user options that control the behavior of Timeless Time and Expense.

General

The number of work items on the and the order of the work items on the recent list can be changed here.

You may change the day of the week your work week starts on. This will affect the timesheet, reports and main calendar.

Time Entries

The elapsed time can be shown in time or decimal format.

The timer can be rounded to a number of minutes.

The time entry can be displayed when starting or stopping a timer for easy entry of additional information.

The timer can be automatically stopped at a specific time.

When creating new entries activity and note can be set to the value of the last time entry for the work item on the new time entry.

Timer Alert

Timeless Time and Expense can alert you about your current timer status. This help you to log all

your time.

If you decide to show timer alerts you have options for how often the alerts are displayed and when they are displayed. You can also specify whether to automatically close the timers or whether you have to close them manually.

When an alert is displayed, you can use the drop down button to easily start a timer on a recent or favorite work item or click the alert text to open Timeless Time and Expense.

To make it easier to see, you may drag the alert to a new screen location.

Appearance

You may select a new visual style for Timeless Time and Expense. When selecting, the style will change immediately. Canceling the user options revert the style to the old setting.

When minimizing Timeless Time and Expense you can hide the taskbar item by selecting **Minimize to system tray**. To open Timeless Time and Expense you double-click the system tray icon.

Timeless Time and Expense can start when you log on to windows automatically.

In response to different prompts in Timeless Time and Expense you have the option to not be asked the same question again. If you change your mind, you can check the box to **Clear "Don't ask me again" responses** to be asked the question again.

3.4.26 User Permissions

The user permissions available in Timeless Time and Expense are:

- Administrator** - maintain Users and Task Levels, and run database maintenance operations.
- Create Multiuser Reports** - create and run reports with multiple users.
- Maintain Activities** - maintain activities used on time entries.
- Maintain Billing Information** - maintain task billing information
- Maintain Contacts** - maintain contact information
- Maintain Expense Types** - maintain expense types used on expense entries
- Maintain Payment Methods** - maintain payment methods used on expense entries.
- Maintain Work Items** - Create, modify and edit tasks.
- Maintain Invoices** - create invoices and apply payments
- Share Reports** - create reports that can be used by everyone
- Update Assigned Cost Estimates** - update cost estimates for user's assignments
- Update Assigned Time Estimates** - update time estimates for user's assignments
- View Billing Information** - view billing information including on reports

3.4.27 Set Billing Rates

The billing tab or the plan pane is where billing rates are defined for work items. Billing rates are used by all child work items unless rates are set for the child work items.

Billing Rate Sets are defined by date. Any time entry for the work item within the date range will use the billing rate set. Each billing rate set may be assigned a currency. This currency will be used for whenever the rate set is used. This includes time entries, expense entries and additional cost items.

Each billing rate has a **Default User Rate**. The default user rate is used for time entries. For this reason, you must edit the default user rate when you create a new rate set. In addition to the user

rate, you may optionally define different rates for specific activities. The activity rate will be used for time entries who activity match the activity rate.

In **Enterprise mode** rates may be defined for specific users. The allows you to bill different rates for different employees.

Additional Cost Items are fixed costs associated with a work item. Fixed costs may be included on invoices.

3.5 Project Management Features

Note: The following steps can only be completed if you have MS Project 2002/2003/2007 installed.

3.5.1 Adding a Project

Timeless Time and Expense can integrate with project management software to create task hierarchies. Time and Expenses can be updated from entries entered into Timeless Time and Expense, simplifying project tracking.

Select the work item you would like to be the parent of the imported project. Select the **Tools | External Project | Import** menu item. Next, select the project file to import.

When adding a project the resources in the project are associated with users in Timeless Time and Expense.

Work items will be created to match the project hierarchy. Assignments will be created work items with resources assigned in the project plan.

3.5.2 Updating a Project

By updating you project, Timeless Time and Expense can keep your work item hierarchy up to date with your project. Your project time and costs and even estimates can be updated in your project plan provided.

Select the top work item in Timeless Time and Expense from your project plan. Select the **Tools | External Project | Update** menu item.

The options to update your project are presented in the Update Project window. The options available depend on the project plan. Each item selected will be updated from Timeless Time and Expense to the project plan.

Reminders may be added to each assignment imported to Timeless Time and Expense from the project plan. The reminders will be created for the users associated with the resources in the project plan.

3.5.3 Completing a Project Task

Timeless Time and Expense can also mark the work item as complete in your project plan.

Select an assignment on the to do tab of the track pane. Select **Complete** from the **Edit** menu. The next time work is updated in the project, the entry will be marked as complete.

3.5.4 Unassigned Tasks

Occasionally, you may need to log time to a project task that you have not been assigned to. Timeless Time and Expense will still update the project with work.

To ensure good project planning, you may want to add an estimate for the task in Timeless Time and Expense. The estimate will be updated in your project when you update the project.

3.5.5 Removing a Project

After a project is complete, you can remove the link to the project but keep all the work items and entries.

Select the top work item in Timeless Time and Expense from your project plan. Select the **Tools | External Project | Remove** menu item.

Once the project has been deleted, you can delete work items as you normally would, if needed.

Index

- A -

Activities 8
Adding a Project 22
Adding Activities 8
Adding Entries 18
Adding Expense Entries 11
Adding Expense Types 8
Adding Payment Methods 9
Adding Tasks 10
Adding Time Entries 11
Adding To Do Entries 11
Adding Users 7
Advanced 14
Assignments 19
Automatically Displaying Time Entry 17

- B -

Billing 5, 19, 21
Built-in 14
Buy 13

- C -

Client 3
Company 3
Complete 13
Complete To Do Entry 13
Completing a Project Task 22
Configuration 9, 20
Contacts 20
Copy Work Items 16
Copying Entries 17
Creating Reports 14
CSV 18
Custom 14

- D -

Deleting Tasks 18
Deleting Users 7

DeletingProject 23
Detail Reports 18
Drag 18

- E -

Editing Time Entries 13
Elapsed Time 17
Elapsed Time Format 17
Entries 16, 18
Expense 4
Expense Entries 11
Expense Entry 18
Expense Types 8
Export 18
Export Report Data 18

- F -

Favorite 13, 19
Favorites 16
Features 14

- H -

HTML 18

- I -

Invoice 5, 19
Invoicing 5, 19

- L -

License 13
Log in 10
Log on 10

- M -

MAG Softwrx 13
Main Screen 3
Moving Entries 16
Moving Work Items 16

- O -

Option 20
Options 14
Order 13
Overlapping Time Entries 17

- P -

Payment Methods 9
Permission 21
Planning 3
Printing 18
Project 3, 22, 23
Purchase 13

- Q -

Quick Detail Reports 18

- R -

Rate 21
Rates 21
Recent 16, 20
Registering 13
Reminder 20
Removing Project 23
Report 4, 14
Reporting 4
Reports 14, 18
Rounding Time Entries 17

- S -

Settings 9
Setup 6, 7
Start Menu 16
Starting Time Entries 11

- T -

TAB 18
Task 3, 13
Task Levels 8

Tasks 10, 12, 16, 18
Time 4, 12
Time Entries 11, 13, 17
Time Entry 17, 18
Time Entry Conflict 17
Time Entry Properties 13
Timer 11
Timer Entries 17
Timesheet 12
To Do 4
To Do Entries 11
To Do Entry 13
Tracking 4
Tutorial 14

- U -

Unassigned Tasks 23
Updating a Project 22
User 19, 20, 21
Users 7

- V -

View 16
View Entries By Work Item 16

- W -

Wizard 6
Work Item 3, 8, 19, 20
Work Items 10, 12, 16