

A 11 TimeLog Mobile

Access level: All users

Learn: How to register time with TimeLog Mobile.

TimeLog Mobile makes it possible to register time with mobile phones connected to the internet. In this way consultant work in the field can be registered from TimeLog Mobile.

Log In

Figure 1: TimeLog Mobile -> Log In

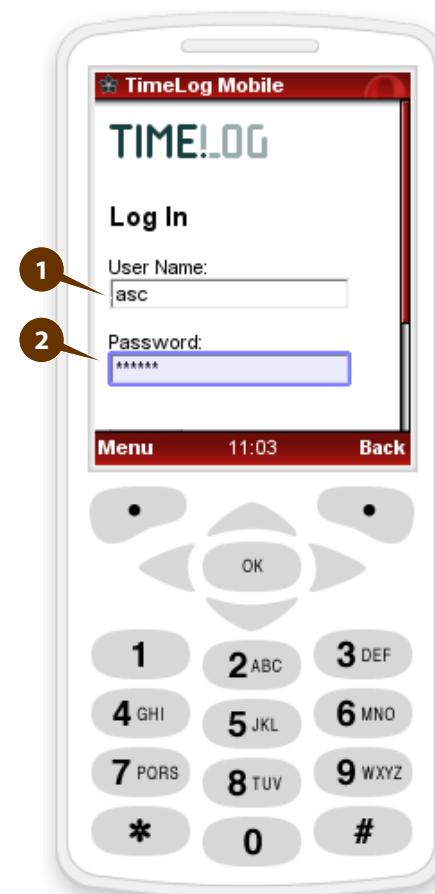
In order to log in, it is necessary to open an internet-browser on the mobile phone.

TimeLog Mobile must be activated in TimeLog Project's system administration before logging on to the application. See more on page 3.

- Enter this URL in the address bar:
https://tl.timelog.com/<company_name>/mobile/
<company_name> should be replaced by the company's log in URL to TimeLog Project.
- TimeLog recommends that our customers make use of an encrypted SSL connection (https://).
- Enter the same user name and password as used for TimeLog Project in the fields *User Name:* ❶ and *Password:* ❷.
- Scroll down and press *OK* in order to log in to TimeLog Mobile.

Tip: It is possible to save TimeLog Mobile as a bookmark on the mobile phone. For more detailed instructions on how to save a bookmark on the phone, look in the mobile phone's user guide.

Figure 1: TimeLog Mobile -> Log In



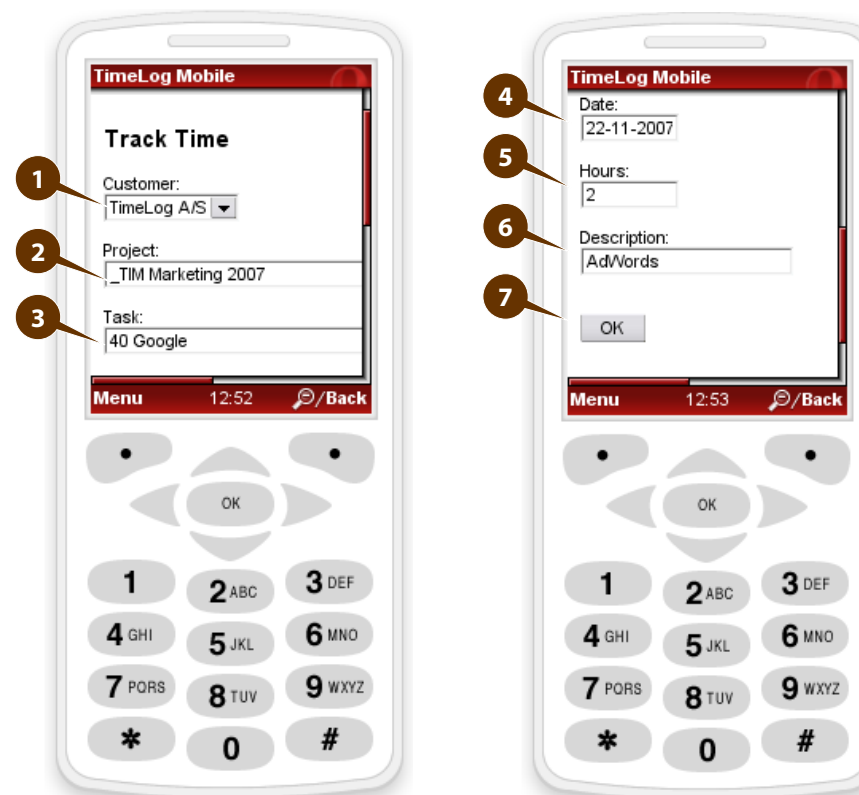
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Track Time

Figure 2: TimeLog Mobile -> Track Time

- Select *Customer*: ①, *Project*: ② and a *Task*: ③ from the drop down menus.
- Select a *Date*: ④.
By default the current date is already selected.
- Enter the number of *Hours*: ⑤ that should be registered on the task.
- If necessary, add a descriptive comment in the field *Description*: ⑥.
- Press *OK* ⑦ in order to send the time registration to TimeLog Project. After pressing *OK*, TimeLog Mobile will display a confirmation. In this case the confirmation will display: *Saved 22-11-2007: 2 hours*.
- It is not possible to delete registered time from TimeLog Mobile. This can only be done by logging in to TimeLog Project and correct the time registration from the Detailed Timesheet (F11) or from the Weekly Timesheet (F12).
- If one project task receives more than one registration in the same day, it will not be possible to delete or correct the time registrations from the Weekly Timesheet (F12). In this case corrections must be made from the Detailed Timesheet (F11). See more in ⇒A3.

Figure 2: TimeLog Mobile ->Track Time



Tip: In order to achieve a good connection speed to TimeLog Mobile, the phone needs to support either GPRS or 3G- technology. When connecting with the GSM- network, TimeLog Mobile will run slowly.

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Setup and Activation

Figure 3: Main Menu -> System Administration -> Time Tracking Setup

TimeLog Mobile has to be activated from the TimeLog Project System Administration.

- Mark the check box *Activate access to TimeLog Project via mobile phone* next to *Status*: ❶.
- Click on *Update* ❷ in order to activate TimeLog Mobile.

Figure 3: Main Menu -> System Administration -> Time Tracking Setup

The screenshot displays the 'TIME TRACKING SETUP' configuration page. The breadcrumb trail is 'Main Menu -> System Administration -> Time Tracking Setup'. The page is divided into several sections:

- Select time tracking interface:** Includes radio buttons for 'Weekly Timesheet', 'Detailed Timesheet', and 'User-Defined' (selected).
- Select time registration interface for external users:** Includes radio buttons for 'Weekly Timesheet' (selected) and 'Detailed Timesheet'.
- TimeLog Tracker:** Includes a checked checkbox for 'Enable TimeLog Tracker'.
- Mobile Phone:** Includes a checked checkbox for 'Activate access to TimeLog Project via mobile phone', which is highlighted with a red circle and the number 1.
- Time Formats:** Includes a 'Show:' section with a checked checkbox for 'Show Customer in Timesheet, Travels Expenses, and Expenses'.
- Rules:** Includes checked checkboxes for 'Employee selects billability' and 'Allow Budget Overrun', and an unchecked checkbox for 'Allow time registration on projects of which the employee is not allocated'.

At the bottom of the page, there is an 'Update' button, which is highlighted with a red circle and the number 2.

Tip: If the mobile phone does not have a built in web-browser, it is possible to download one from this address: <http://www.operamini.com/>. Opera Mini is built for mobile phones and uses only a minimum of RAM. It can run on all mobile phones supporting Java.