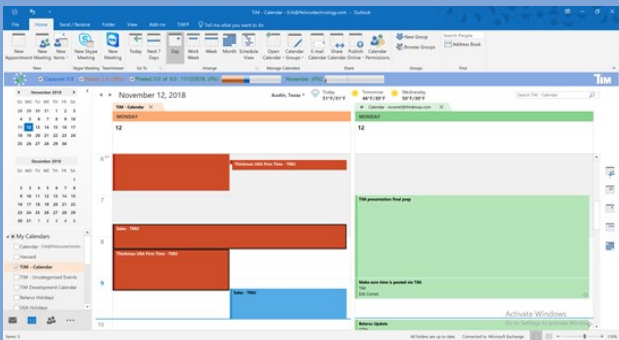




TiM 101

Time Calendar



TiM adds another calendar to the Outlook calendar section - titled “TiM – Calendar.” This calendar is used for time entry and tracking.

Much like entries in your planning calendar, the size of the entry or box represents the amount of time consumed.



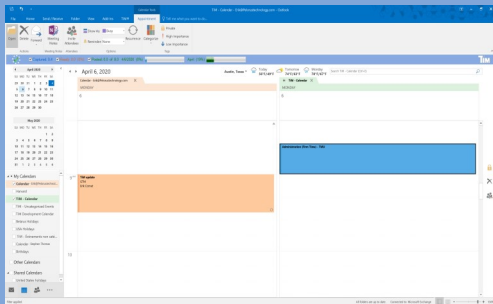
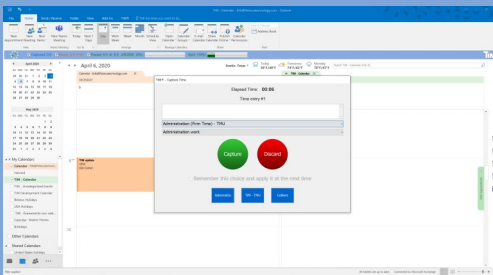
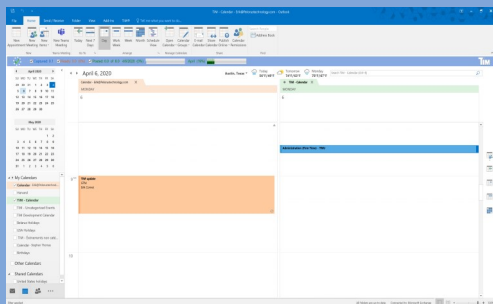
Simple Time Entry: 1 - 2 - 3

1. Click into the TiM calendar at the point in time for the entry; begin typing the details of the activity. Press enter.

2. The TiM dialog appears. Select the project and activity associated with this activity, and press the green “Capture” ball.

3. Stretch the newly created matter/project box to cover the amount of time the event consumes.

Create additional time entries the same way to fill your time calendar.



TiM 101 orients you to basics of TiM. This document enables you to begin using TiM to quickly realize the inherent benefits of visual time tracking. Covered in this document are:

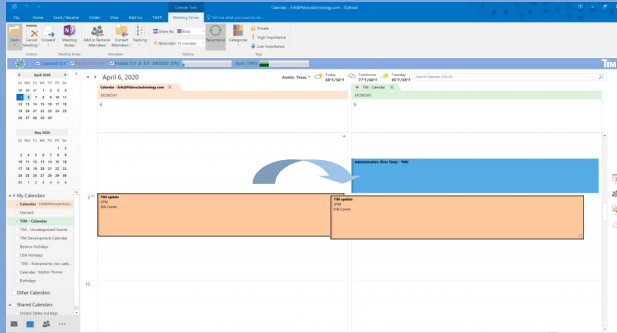
- Time calendaring
- Creating simple time entries
- Drag and drop time entries
- Posting time
- Projects, categories, and activities
- Time reporting





TiM 101

Drag & Drop



Select an event from the planning calendar and drag and drop it onto the TiM time calendar.

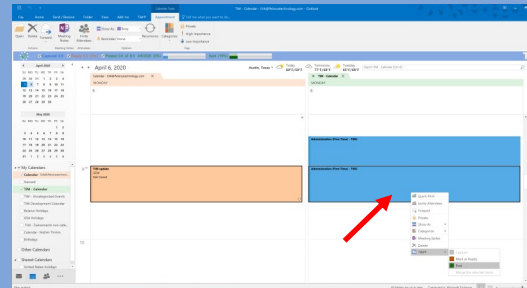
Categorize the new time event with the TiM dialog. Note: enter notes in the time field on the dialog.

Resize the new time event as needed.



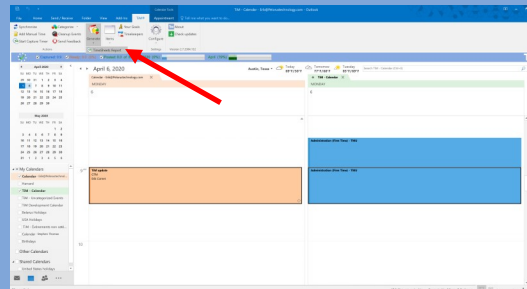
Post time

Posting time indicates the time entry is complete. To post a time entry, right click on a time box, select TiM, and Post. The time box turns green. In TiM Enterprise, the time entry is sent to the connected financial system.



Time Reports

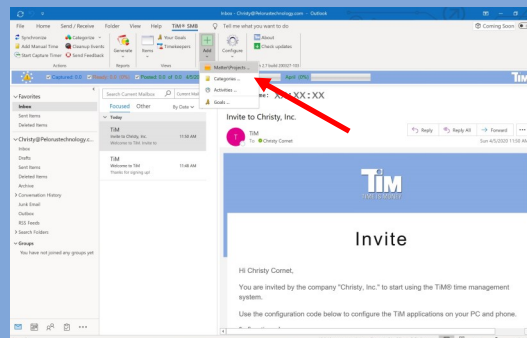
To create a report of time entries, go to the TiM ribbon in MS-Outlook > Generate > Time sheet report.



Projects, Categories and Activities

Projects/Matters and Activities are where time is posted. In TiM Enterprise, this comes from the connected financial system. In TiM SMB they are entered in Outlook. TiM ribbon > Add.

Categories describe who is doing the work such as architect or senior engineer, Activities are what they did.



Next: TiM 102 covers the following functionality:

- Projects, category and activity relationships
- Blue, Orange, Green project boxes
- Matter/project box details
- Blue Bar Metrics
- Introduction to automated time capture



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