TimeWriter Freeware

Manual

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Table of contents

Introduction

TimeWriter allows you to quickly and efficiently register hours worked and allocate them to customers or projects. The easy Week grid lets you schedule hourly bookings/appointments. Hourly bookings can include multiple details. These can be predetermined data, but can also be free work descriptions. The reporting function can be used to produce clear overviews of hours worked over random time periods.

Unique TimeWriter Free properties

Some of the unique properties of TimeWriter Free include:

- Very simple to use; no training course required.
- Intended for use by 1 user.
- Simply create hourly bookings in the Week grid or the Fixed hours list.
- Maximum of 2 booking contexts (e.g. Customer, Activity).
- Enter data in user defined fields for master data and hourly bookings.
- Use of tariff agreements.
- Clear default reports
- Terminology is matched to that commonly used within the organisation. .
- Desktop client for Windows and OS-X (Mac).
- Web client for all platforms and mobile devices.
- Free to use

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Multi-Platform

TimeWriter can be used via various platforms (Operating Systems).

There are full native desktop clients for **Windows** and **OS X** (Mac).
For mobile devices and all desktops (also for example **Linux**), the Web client can be used. **

A TimeWriter license includes its use on all platforms.

Overview

Platform	Client type	Functionality
All (also for example Linux)	Web Client (from a Web browser)	Complete; administration, registration, reporting **
Windows	Native Desktop Client	Complete; administration, registration, reporting
OS X (Mac)	Native Desktop Client	Complete; administration, registration, reporting
Mobile devices	Web Client	Depending on size: only registration or complete (administration, registration, reporting) **

*** Only in combination with a cloud database.*

Installation

You can install TimeWriter Standard on your computer or file server by using the installation wizard. Download the latest version from https://www.timewriter.com/download/. The wizard will guide your installation process to ensure that the files go to the desired location.

It is preferable that you <u>do not</u> place the program in your C:\Program files\ folder. If you do, Windows will write the data onto an unpredictable location, which makes it difficult if the software should need to be transferred to another location at some other stage.

If you choose the default settings, all files will go to the C:\TimeWriterV5\ folder.

You will find the following programs in the installation folder:

Program	Aim
\client\twClientFree	• Hour registration. • Generating reports. • Managing master data. • Setting up system settings.
\control\ControlPanelFree	• Setting up local database / cloud database. • Create / restore backup. • Conversion of old TimeWriter version. • Update check. • Send files to support service. Program operations are explained in the ControlPanelFree chapter.

Files needed for listed programs are stored in the following folders:

Folder	Aim
\data\	• TimeWriter database. **
\data\xso_free\default\backup\	• Backup files created with ControlPanelFree are stored in this folder. **
\lib\	• Various libraries required by the different programs.

*** If a cloud database is to be used, the database will be located at an internet location and this folder will not be used to store the new hour bookings*

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Local or Cloud database

TimeWriter works with both a local or cloud database. An explanation of how this works follows below.

Local database
- The local database is located on your own computer or within the same network. This is a trusted internal location and is typically not accessible from outside of the local network.
- It is only possible to work with the desktop client.
- Optimal performance. Speed of reading and writing from the database does not depend on an internet connection.

Cloud database
- The cloud database is located on an internet server (http://free.cloud.timewriter.nl/).
- It is possible to work with the desktop client.
- Creating and modifying bookings and viewing of reports can be done via a Web browser.
- Regular backups will be run on the server.
- Speed of reading and writing from the database is dependent on an internet connection.

N.B.: For communication with the server in the cloud, a **TCP/IP** connection will be set up to **free.cloud.timewriter.nl** on port **9093**.

✕

Migration

To migrate from a previous version of TimeWriter perform the following steps:

- [Download the new software](#)
- [Install the new software](#)
- [Select a database configuration](#)
- [Import data from old environment](#)

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Transferring data (existing TimeWriter users)

Do you want to transfer an older version of TimeWriter to this new TimeWriter version? You can do this via the [Control Panel | Import from old/other TimeWriter database](#).

Terminology

This manual and the application will use terms/words that may require some explanation. You will find a list of some of these terms/words together with an explanation below.

Aspect

An aspect is master data that can be used to create hour bookings. Aspects can be given a name so that it fits in with terminology used within your organisation, such as Customer, Product, Project, Activity and Phase.

Browser

see Web browser.

Cloud database

Is a database located on the internet. See Local database or Cloud database for more information.

Database

A file which stores all data, may also be called Administration.

File server

A computer within a network onto which files can be stored.

Local database

A database on your own computer or within a local network. See Local database or Cloud database for further information.

Modules

Modules are parts of the application and each module has its own functionality.

Time slot

A time slot is a period within a day between two set times.

Web browser

A program used to view pages on the internet, such as Internet Explorer, Google Chrome, Mozilla Firefox, and Safari.

URL

A URL is a structured name that refers to a piece of data, such as an internet address.

User defined fields

User-defined fields can be used to attach additional information to aspects and hour bookings. TimeWriter Free includes a fixed number of available user fields.

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Modules

The program for daily use of TimeWriter is **\client\twClientFree**. twClientFree is subdivided into different modules. TimeWriter starts up in the **Module explorer**. A module will appear by clicking on its name/title.
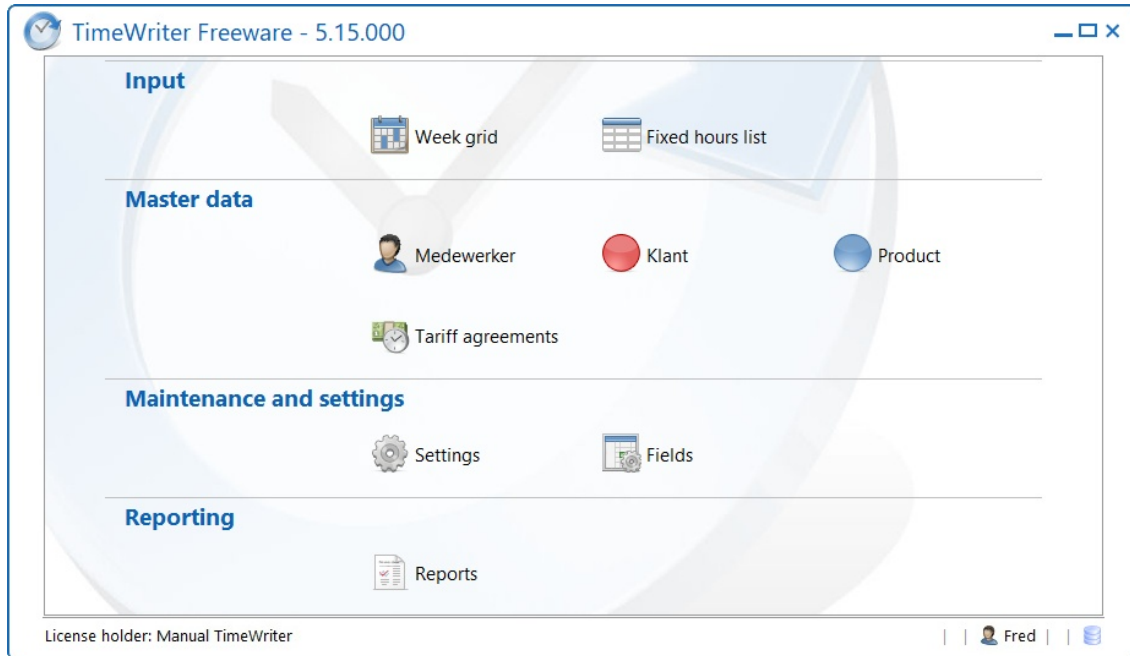
The Module explorer can be brought to the again by clicking on the **Home** button:

Input

Hours can be entered in 3 different ways:
- via the Week grid
- via the Week list
- via the Fixed hours list

All three ways are described in this chapter.

Week grid

The current week is shown by default on starting up the program. The left hand side shows the hours of the day, the days of the week are at the top, and at the bottom you will find the numbers of the week. The current time, day and week are highlighted in orange. The status bar at the bottom shows the total hours of the current week.
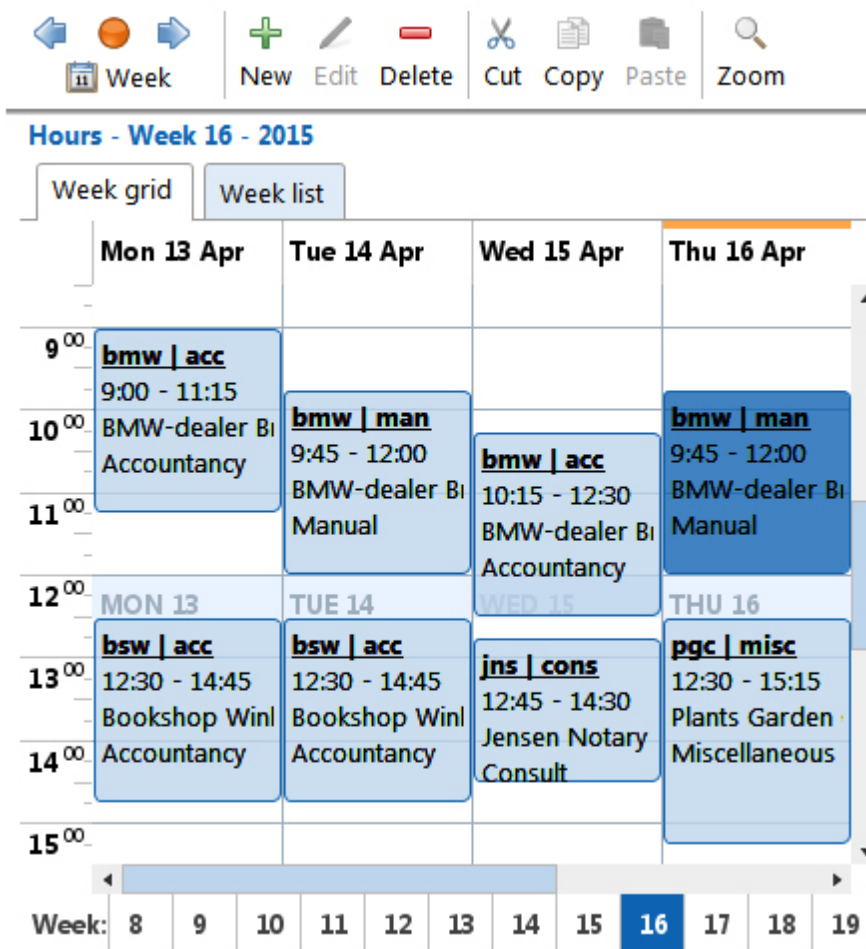
The buttons have the following functions:

TimeWriter Freeware

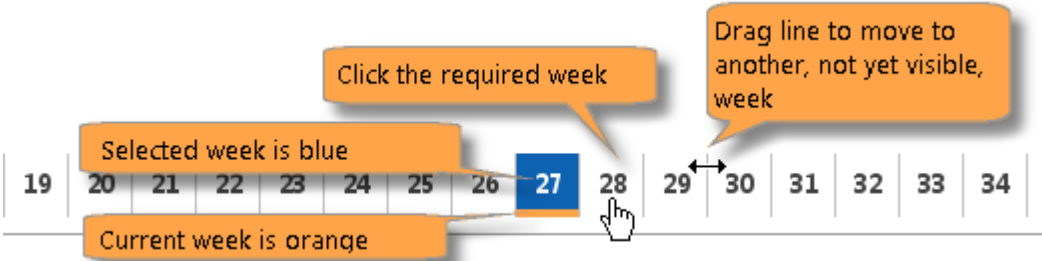| Button(s)	Keyboard	Function
◀		Navigate to previous week.
●		Navigate to current week.
▶		Navigate to the next week.
Week		Navigate to a random week via a calendar (popup).
✚ New	Insert	Make a new appointment/booking.
✎ Edit	Ctrl + Enter	Edit the selected booking.
▬ Delete	Delete	Delete the selected booking.
✂ Cut	Ctrl + X	Cut the selected booking. Remove the booking and store it in memory so it can be pasted (into another week).
📋 Copy	Ctrl + C	Copy the selected booking(s). Store the selected booking(s) in memory (see Copying a time slot).
📋 Paste	Ctrl + V	Paste the booking(s) from memory.
🔍 Zoom		Use this button to set the zoom level of the Week grid.
31 Calendars		Set the properties of external calendars for linking with TimeWriter (see Link calendars)

Select another week

You can navigate to another week in various ways:
1. Via the toolbar buttons (see buttons and functions).
2. Via the week navigator below in the Week grid.

Click the required week

Drag line to move to another, not yet visible, week

Selected week is blue

| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | **27** | 28 | 29 | 30 | 31 | 32 | 33 | 34 |

Current week is orange

Creating a new time slot in the Week grid

Create a new time slot as follows:

1. Select the week you need.
2. Click on the starting time (and day) in the Week grid. Keep the mouse clicked and drag to the end time you need.
3. By moving the mouse to the right, you can select more days in one go. A separate booking will be made for each day.
4. Release the mouse at the end time that you need.
5. A new window will appear. The date and times will be entered automatically.
6. Enter the rest of the relevant details (see Time slot details).
7. Click on Save.
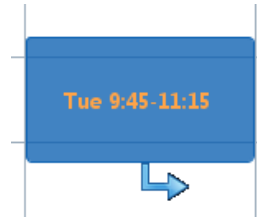
Editing a time slot in the Week grid

Time slots can simply be adjusted within selected weeks. They can be moved by hovering the mouse over them; when the cursor changes to ✥ the time slot can be moved. Click on the time slot and drag it to the required time. This can also be done to another day of the week.
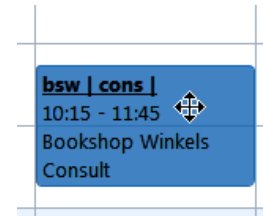
Time slots can also be shortened or lengthened. By hovering over the top- or bottom line, the cursor will change to ↕. Then click the mouse and drag it to the time you want.
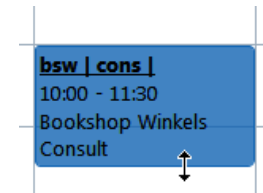
Copying a time slot

Within the current week, 1 time slot can be copied by keeping the [Ctrl] key pressed and left clicking the mouse on a time slot. Then just drag this time slot to its new location.
When using [Ctrl] + right click instead [Ctrl] + left click, after dragging the time slot, you will be presented with a dialog asking if you want to Copy or Move the time slot.

Copying can also be done by using the **Copy** button:
1. Select / highlight the time slots to be copied and click on **Copy**.
2. Go to the week into which the time slot needs to be pasted.
3. Click on **Paste** to enter the time slots into a new location.
4. The pasted bookings will be created on the same time and day of the week as the original bookings and may overlap with existing bookings. (see Overlapping bookings).

To use the keyboard for **Copying and Pasting**, use the [Ctrl]+[C] and [Ctrl]+[V] key combinations respectively.

TimeWriter Freeware

Filling in gaps

By default, when a time slot is drawn, overlapping bookings are made over existing time slots. To fill the time remaining between existing time slots instead, you must first turn on the setting "Fill in gaps" under **Maintenance and settings | Settings | Week grid**.

You can fill in gaps in the week quickly by:

1. Dragging a time slot across the existing ones.
2. Filling in the relevant details and clicking on Save.
3. TimeWriter will create bookings with your entered details for all empty time slot spaces.
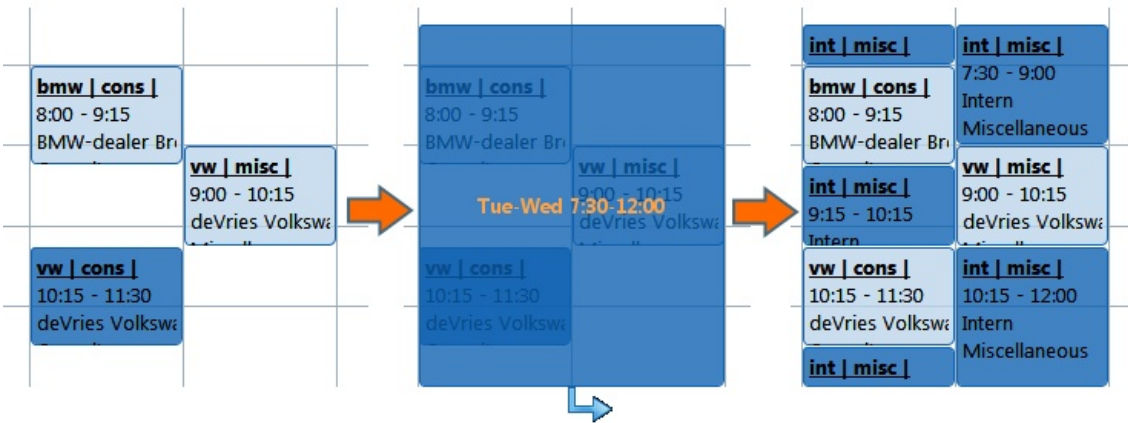

Overwriting a time slot

It is possible to overwrite one or more existing time slots with a new one. Hold the [Shift] key and create a new time slot by using the mouse. When you release the mouse and you have filled in the data for the new time slot the previous (underlying) bookings will be adjusted or removed.
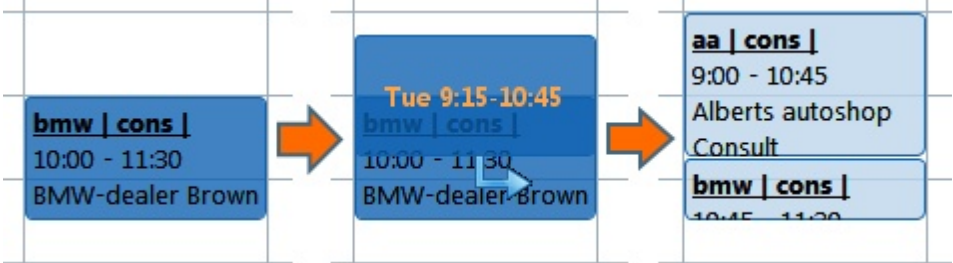

Overlapping bookings

Any overlapping bookings will be visible in the Week grid. These overlaps will be highlighted in red. These can be adjusted by simply changing one or both of them. See Editing a time slot in the Week grid for how to do this.
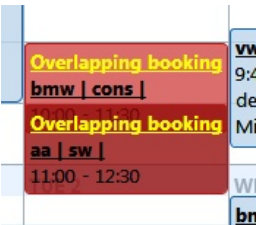
Frequently used tasks

It is possible to create frequently used tasks for time slots that are commonly expected to recur. To do this, open the **Frequently used tasks** tab, located to the right of the Week grid.
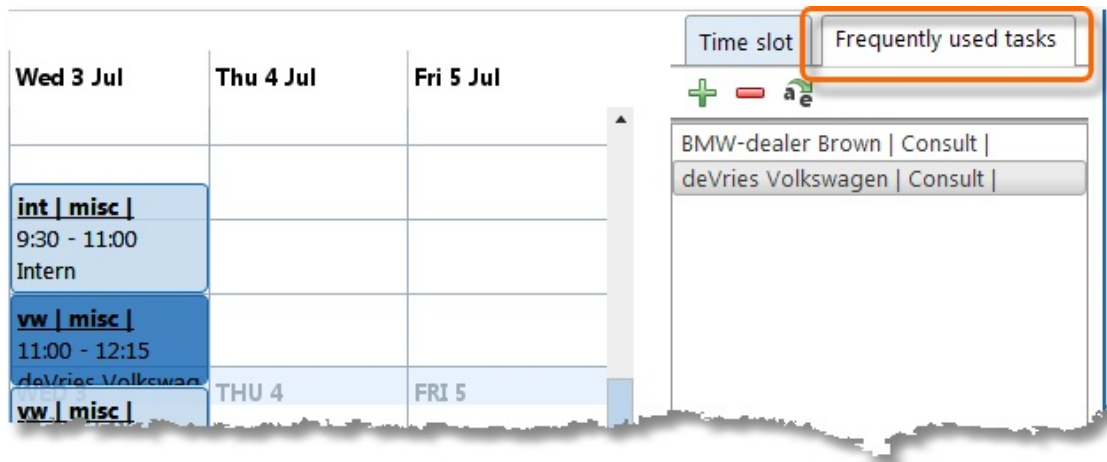
Creating a new frequently used task

1. Select a time slot in the Week grid and click on ➕ on the frequently used tasks tab.
2. A window will appear for you to enter details about the frequently used task.

Placing frequently used task into the Week grid

1. Select the frequently used task from the list.
2. Keeping the mouse clicked, drag the selected task to the required location in the Week grid.
3. If necessary, edit the required details in the opened time slot window and save them.

A frequently used task can be given a useful name by clicking on ⒜⒠.

To delete frequently used tasks from the list, use the ▬ button.

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Time slot details

Every hourly booking always falls within a time slot on one day and only includes a number of recognisable characteristics such as Date, From, To, Aspects (see Customer and Product in example below) and possibly also extra details under User fields, such as Remark and Number.

Date	Used to select a day of the week.
From / To	Used to change start- and end times of hourly bookings. The arrow keys can be used to increase or decrease the time slot by minimum time units. Times can also be entered by using the keyboard.
Duration	Duration equals the difference between the start- and end times. Duration is calculated automatically if start and / or end times change. It is also possible to alter start- and end times and in this case the new durations will also be calculated automatically.
Aspects (e.g. Customer and Product in the example above)	Used to enter the previously entered aspects. Click on the arrow button to open the list and select the required aspect. **TIP**: It is possible to type in text here. The list will then be limited to those aspects that contain typed in text.
Remark	Use this to type in free text, such as the type of work done.
Number	Use this to enter a number, such as the travelled distance.

Excluding breaks

If a booking is saved and the time period includes a break, the program can ask whether the booking should be split. If the answer is affirmative, the time slot can be divided or shortened to reflect the preset break periods.

Note: This question is only asked if when 'Do not book on lunch break' is activated in **Maintenance and settings | Settings | Week grid** when making bookings and the time slot covers a break period.

Information

Once a time slot has been saved all of its details can be checked from within the Week grid. Time slot details for selected hourly bookings will be shown on the right. Additional information that is shown here includes:

|	
Overhead	If overhead is ticked for one of the aspects, the hourly booking will also become overhead.
Tariff	This shows the calculated tariff together with the name of the Tariff agreement that applies to the hourly booking.

TimeWriter Freeware

Link calendars

If you use an online calendar, like Google calendar or Outlook calendar, then you can link to it in TimeWriter. The appointments will be displayed in the week grid. An appointments can be created as an hour booking in TimeWriter with just one right mouse button click.

There are a lot of online calendars. Most will have an option to share the calendar using an internet address. In most cases, the address ends with `.ics`, `.ical`, `.ifb` or `.icalendar`, or it starts with `webcal://`.
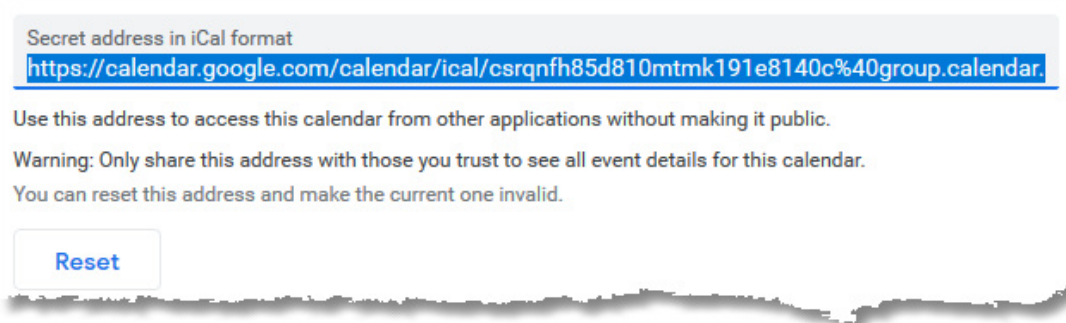
Google calendar example

This example shows how to link to a Google calendar in TimeWriter.

1. Go to https://calendar.google.com (Google calendar sharing can only be done via the web client, not by using the app)
2. Go to **My calendars** and click on the dots at the right side of the calendar which has to be linked.
3. Then click on **Settings and sharing**, like this:
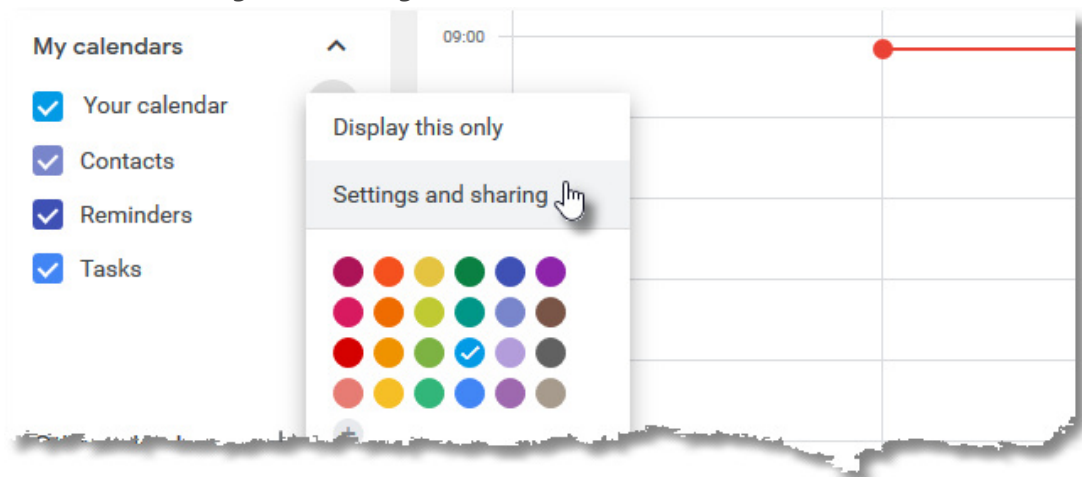
4. Go to the section **Secret address in iCal format** (on the bottom of the page) and copy the internet address.

Calendars

5. Go to the **week grid** in TimeWriter and click on   .
6. Create a new calendar link. Paste the copied internet address in the **URL** field.

Properties

Name:	Google calendar
URL:	https://calendar.google.com/calendar/ical/csrqnfh85d810mtmk191e8140c%40group
Color:	🟥 244, 67, 54 ⌄
In use:	☑

Take value over from appointment to user field of hour booking

Title:	⌄
Location:	⌄
Description:	Activities ⌄

7. Data from the calendar appointment can transferred over to a user field of an hour booking. Here you can setup which field value should transferred.

Calendar appointment to TimeWriter

A calendar appointment will be displayed in the week grid of TimeWriter. Click on the right mouse button to create the appointment as an hour booking in TimeWriter.

➕ Create appointment as hour booking in TimeWriter

Calendar appointment

Calendar:	**Google calendar**
Title:	**Meeting BMW Bruinsma**
Date:	**18-11-2019**
From:	**15:30**
To:	**17:00**
Duration:	**1:30**
Location:	**BMW Bruinsma**
Description:	**Discuss about installing new software**

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Week list

As an alternative for the week grid you can enter bookings by using the week list. The week list is particularly suitable when you have to enter a lot of short hour bookings. The size of the time slots in the week list are of fixed size and not dependent on the duration of the hour booking. As a result you will still have a good overview when there are lots of bookings visible.

Functionality of the buttons in the button bar is the same as in the week grid.

In the week list you can **not** create or edit bookings by creating, increasing or decreasing a time slot. Every day column contains, below any existing bookings, a button

. With this button you can create a new booking for the day concerned, directly following any bookings previously made. Editing of an hour booking can be done by using the Edit button or by double clicking the hour booking.

Moving or copying of hour bookings can be done in the same way as in the week grid. When doing so, pay attention to the time entries. The application will try to automatically edit the bookings in the best possible way, based on any previously made bookings and the available free time slots.

TimeWriter Freeware

Fixed hours list

> *i* See also www.timewriter.com/support/video for instruction video's how to create hourly bookings.

The fixed hours list is an alternative option for filling in Week grid hours. This list only maintains completed hours and not start- and end times. Time slots are booked automatically from the start time of the working day. The fixed hours list shows unique aspect combinations based on bookings in previous weeks, expanded with favorites data. The standard for this function is to go back one week retrospectively. If you need a longer period, you can go to Personal settings. You can also use this setting to determine how you wish times to be shown; as time in hours and minutes, or as decimal hours.

The cross over point of the aspect combination and the day shows the number of hours booked for this aspect combination. The selected cell at this point is clearly displayed with a blue border. For this selected cell (hours booking) the user-defined fields are shown at the bottom of the screen.

Navigation to another week can be done in the same way as for the Week grid.

Hours - Week 27 - 2013

Customer	Product	Mon 1 Jul	Tue 2 Jul	Wed 3 Jul	Thu 4 Jul	Fri 5 Jul	Sat 6 Jul	Sun 7 Jul	Week total	Favorite
Alberts autoshop	Miscellaneous	2:45							2:45	☐
BMW-dealer Brown	Consult		1:30						1:30	☑
Alberts autoshop	Software		1:30						1:30	☐
deVries Volkswagen	Miscellaneous	3:00		2:00					5:00	☐
BMW-dealer Brown	Miscellaneous			1:30					1:30	☐
		5:45	3:00	3:30					12:15	

User fields

Remark:	Advise on...
Number:	20

Week: 19 20 21 22 23 24 25 26 **27** 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42

N.B.: Because the fixed hours list does not have start- and end times, multiple bookings with the same aspect combinations and those booked on the same day will be combined.

Booking hours

There is a column for each day of the week and a row for every combination of aspects on which you can create bookings. At crossover points the completed hours can be entered.

Hour display

Depending on Personal settings times can be displayed as time in minutes or decimal hours. A combination of entry modes is possible. Imagine that the display is set up as 'Minutes' and you want to enter times as 'Decimal times'. It is possible to enter 1.5 or 1:30 and both will be shown as 90.

Adding aspect combination

Using **New** you can add a new line (a combination of aspects).

Marking aspect combination as favorite

By activating the 'tick' for the required aspect combination in the **Favorites** column, you will ensure that this combination will always appear in the fixed hours list, even if there are no bookings for this combination yet.

Searching

Typing text into the text box above the list, will limit the list to those aspect combinations that correspond to the typed in text.

Selecting columns

If you never enter hours for Saturdays and Sundays for instance, you can hide these columns via the column chooser. Click on next to the search text box and next, click on the **Column chooser** button in the opened menu. Remove the ticks next to the columns that you need to be hidden. Note that hours booked on the days being hidden **will** be added to the weekly total.

TimeWriter Freeware

Master data

The following master data is included in TimeWriter Free:
- Employee
- Customer
- Product
- Tariff agreements

Master data for Employee, Customer and Product are all **aspects** and if preferred they can be given your own more suitable new name, to correspond to your own corporate terminology. See **Tasks and settings | Fields**.

Aspect is an abstract term used for master data that can be used for bookings. To prevent documentation from becoming abstract, it will consistently be referred to as Employee, Customer and Product.

Employee

Basic user details are entered here. Booking access and general access levels for users can also be entered here. Select **Master data | Employee** in the **Module explorer**.

Press the button **edit** to edit the employee data:

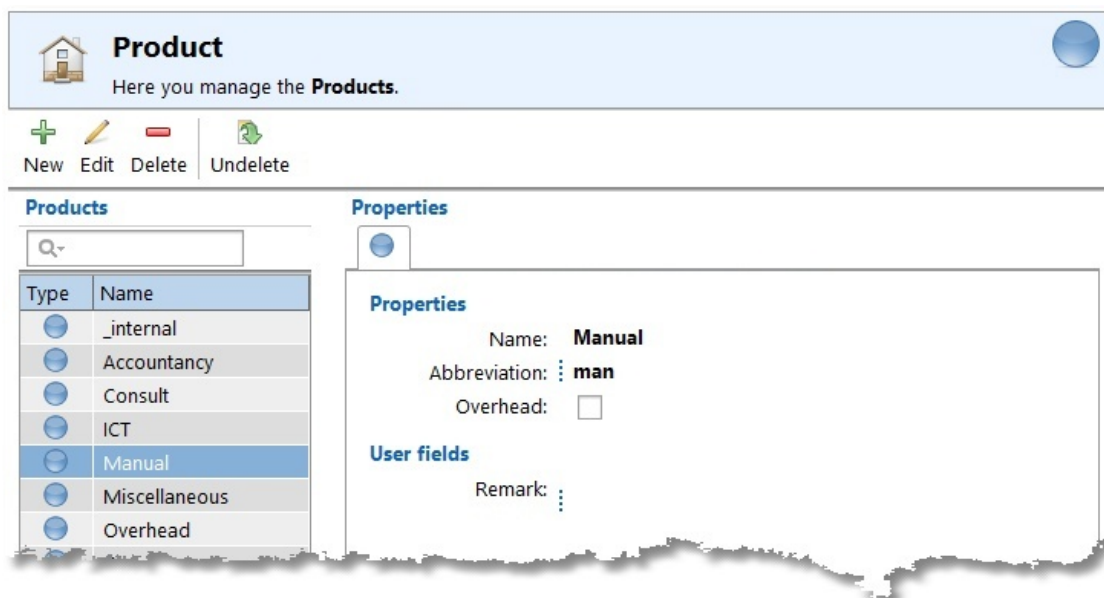| Name	Is shown in reports and when making hourly bookings.
Abbreviation	Can be used in reports.
Login name	Name used by user to login. **
Password	Password to be used to be able to login. **
Remark	Extra data for this employee. This can be used at the reports.

*** The password and login name are only available when TimeWriter is configured to use a **cloud database**. The desktop client does not use these login name and password. These login will only be used to login the webclient or when you use TimeWriter mobile.*

Customer and Product

TimeWriter Free allows you to select 2 aspects per hourly booking (in the example below: Customer and Product). These can be managed in the **Master data** in the **Module explorer**.

This example relates to the Products screen, but for Customers and Activities the same applies.

The selected product is 'Manual'. Details are shown under properties on the right hand side.

Managing this data is done through the buttons on the toolbar:

New	Create a new product.
Edit	Edit the selected product.
Delete	Remove the selected product. To prevent this data from being lost, the product is not really deleted, but given a deleted marking. The product can now no longer be chosen when booking new hours, but is still at in the history of bookings and will be in the reports
Undelete	See Restore deleted-marking.

All of the buttons on the toolbar are also available in the main menu and under the right-click menu of the product list. In the right-click menu you will also see what shortcut keys are available. To quickly find a product in the list (a part of) the product name can be entered into the search box above the list.

TimeWriter Freeware

Properties

For every Customer, Product and Activity a number of properties can be entered:

Name	Name of the aspect.
Abbreviation	Abbreviations are used at the top of the time slots in the Week grid so that some information is also visible in small time slots.
Overhead	Overhead can be used to indicate if an hourly booking for this aspect is overhead or not. For Customer, Product and Activity the overhead field is available. If one or more aspects are ticked as overhead the related hours bookings will also be overhead. This can be used later for filtering / limiting a report.
Remark	Extra data for this aspect. This can be used at the reports.

Restore deleted-marking

Aspects and tariff agreements are not actually deleted from the database, but get a deleted-marking.

All such deleted aspects or tariff agreements can be made visible by clicking on Undelete . A new window will appear with all deleted data (Customers in this case).
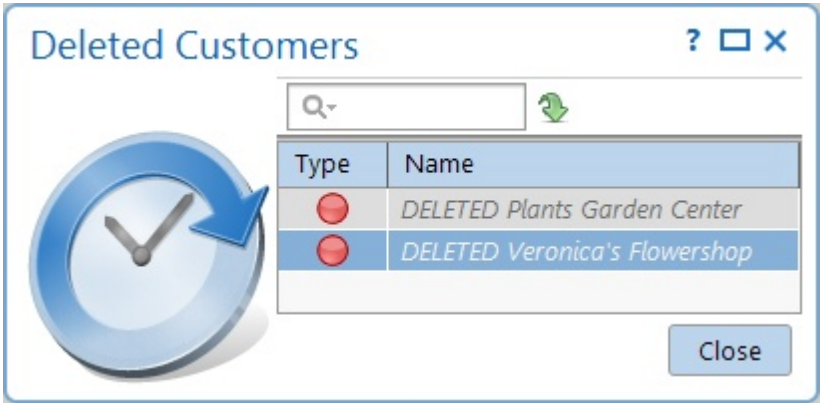
Select the customer to be restored (Veronica's Flowershop in this example) and click on 🔽 to remove the 'deleted' marking for this aspect.

Tariff agreement

> ⓘ See also www.timewriter.com/support/video for instruction video's how to work with tariff agreements.

A tariff rate can be calculated from every hourly booking on the basis of the combination of the chosen aspects. Below you can see the tariff agreement for Garages. In this example, all customers who have a garage are linked to this rate.

Tariffs/rates can be entered on the **Tariffs** tab. A tariff may be applied over a set period of time. On the **Description** tab you can enter an extensive description for a tariff. On the **Hours** tab, the hourly bookings with this tariff are shown over the past 90 days.

In the example below on the **Tariffs** tab, hourly bookings to which the Garages tariff applies, before 01-06-2013 receive a tariff of 45 and thereafter 50. This amount is multiplied by the number of hours booked.

TimeWriter Freeware

Creating a tariff agreement

To set up a new Tariff agreement perform the following steps:

1. Select **Master data | Tariff agreement** in the **Module explorer**.
2. Click on **New** to set up a new one.
3. Provide the tariff agreement with a relevant name. This name will be shown when making hourly bookings and can be used as a filter term for reporting.
4. Select the tariff type. For TimeWriter Freeware only option "Tariff (hours x amount)" is available.
5. Select tab **Tariffs** and set the tariff start date and enter the tariff amount. The date field can also be left blank.
6. Link the required aspects to the tariff agreement. If no specific aspects are linked, then all aspects will apply.
7. If necessary, add an extensive tariff description on the **Description** tab.
8. Save the tariff agreement.
9. Set up the tariff agreements in the correct order by using the **Up / Down** buttons. Keep the button clicked for faster scrolling up or down.

Tariff agreement sequence

The sequential order of the list is important to determine which tariff should be applied to an hourly booking. For every hourly booking this list will be checked from top to bottom to see if the booking fits within the time slot of the tariff and if it the aspects of the booking match a combination of aspects set for the tariff. The tariff of the first corresponding tariff agreement found will be used. Use the **Up / Down** buttons to arrange the tariff agreements in the correct order.

Linking aspects to tariff agreements

Aspects can be linked as follows:

1. Select the tariff agreement.
2. Click on **Edit**.
3. The **Overview** tab will allow you to see already linked aspects. Click on to link new aspects or to remove them.

Linking of aspects can also be done via the tabs of aspects themselves. Below you can see the Customer tab for the tariff agreement 'Garages'.

This view allows you to see which customers are already linked and those customers that are still available.
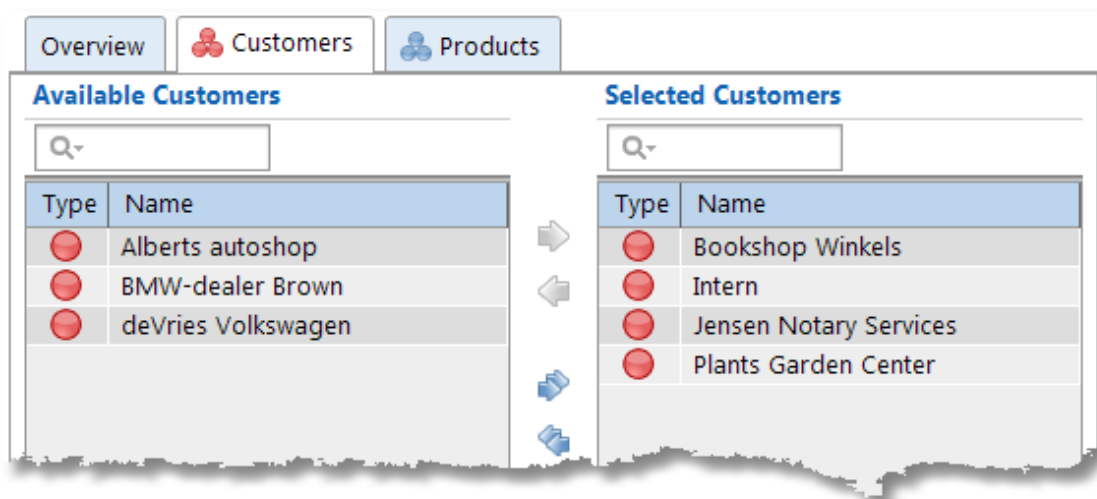
By using the arrows, customers can be moved from left to right. This can also be done by clicking and dragging.

There are 3 extra options:

Selection	Explanation
No items selected	the same as **[All Customers, none included]**
[All Customers, none included]	If this option is selected the tariff agreement is applicable to ALL customers, but is also applicable when no customer is selected when entering an hour booking.
[None]	If this option is selected the tariff agreement is applicable to any selected customer, but is also applicable when no customer is selected when entering an hour booking.

Setting a time period for linked Aspects
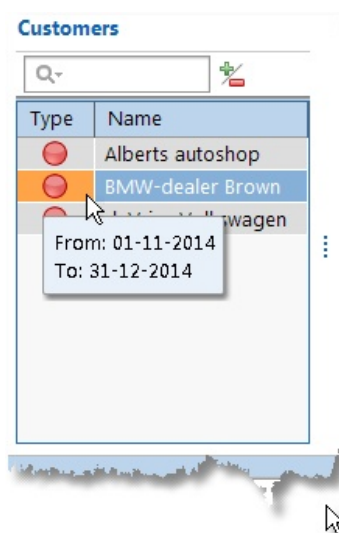
It is possible to set a limited time period for linked aspects by double clicking on the line.
First ensure that you have selected the **edit** mode.

If a period is set, the background will be orange and this time period can be viewed
by hovering over it with the mouse.

TimeWriter Freeware

Ending or removing Tariff agreements

Tariff agreements can have an **End date** allocated to them. Setting the **End date** will ensure that the hourly rates that were set will no longer be applied to hourly bookings after the set end date. Rates will however still be applied to hourly bookings before the set end date.

You can also completely remove tariff agreements by clicking on **Delete**. This puts a deleted-marking on the selected tariff agreement. This tariff agreement will not be used after this. See the Restore deleted-marking chapter for how to restore a deleted tariff agreement.

When are tariffs calculated?

Hourly booking tariffs are continuously calculated. So, as soon as a tariff agreement is changed, the tariff / rate for the hourly bookings will also be changed. This applies to all hourly bookings ever made.

N.B.: Bookings set up in the previous TimeWriter version will retain their saved tariff.

Maintenance and settings

This chapter describes general settings. Go to **Maintenance and settings** in the **Module explorer**.

Settings

Backup reminder

Go to **Tasks and settings | Settings | Backup reminder** to work on these settings.
Here you can enable or disable a weekly backup reminder. The backup reminder will only be executed for administrators.

Note: This setting is only available when you are working with a local database. Backups for a cloud database will automatically performed.

Reporting

Go to **Tasks and settings | Settings | Reporting** to work on this setting.
This is where you can set up the output location for report- and export files and the default font for reports.

The following settings for **the output location for report- and export files** can be changed here:

Default user documents folder	Select this option when file output is to be stored in the **Default user documents folder** (in Windows: My Documents or Documents).
Other folder	Select this option when file output is <u>NOT</u> to be stored in the **Default user documents folder**.
Other location for Windows clients	When **Other folder** is selected the complete Windows path can be entered here or be selected via an open-dialogue. **
Other location for Mac OS X clients	When **Other folder** is selected the complete Mac OS X path can be entered here or be selected via an open-dialogue. **

*** The %loginname% variable can be included in the path name. In reporting this variable will be replaced by the login name of the logged in user. If the entered path does not appear to exist during reporting, TimeWriter will attempt to create the path. If this is unsuccessful, this is reported and TimeWriter will use to the local folder for temporary files.*

The following settings for **the default font for reports** can be changed here:

Font	Select a font from the list available.
Font size	Select a font size form the list available.

Update check

Go to **Tasks and settings | Settings | Update check** to work on these settings.
Here you can enable or disable a weekly update check. The update check will only be executed for administrators

Note: This setting is only available when you are working with a local database. Update checks will always be executed when working in the cloud.

Week grid

In **Tasks and settings | Settings | Week grid** you can change Week grid settings.

Times:

Week starts on	Starting day of the week. Default setting is Monday. This can be changed to Sunday if necessary. This setting only affects the Week grid and the Fixed hours list. Reporting reflects the ISO standard that has Monday as its weekly starting date.
Work week starts on	The first day of the work week. **
Work week ends on	The last day of the work week. **
Working day starts at	Starting time of a working day. **
Working day ends at	End time of a working day. **
Lunch break starts at	Start time of lunch break.
Lunch break end at	End time of lunch break.
Minimal time unit	Minimal time unit is used to indicate the shortest possible time period to be entered. Default the unit is set at 15 minutes. Time slots are always rounded off using this unit setting.

** The default setting for the Week grid is to show working weeks and working times. The Week grid saves and restores its zoom level. This means that changes to this setting are not always visible.

The Week grid can be reset to working days and working hours by using the 🔍 Zoom *button*

Program function:

Do not book on lunch break	When a booking is made across a break, you will be asked if the hourly booking should be split.
Copy activities of last entry to new booking	Previously chosen aspects and filled in details for user fields will be stored in memory. When a new booking is made these will be filled in again.
Fill in gaps	When a time slot is drawn over existing bookings, overlapping bookings are made by default. If you enable this option, no overlapping bookings will be made, but the remaining time between bookings will be filled.

Fields

In the **Fields** module you can allocate names to aspects to reflect terminology used in the your organisation. Mandatory master- and hourly booking data entry requirements can also be set up here.

Aspect types

> ⓘ See also www.timewriter.com/support/video for instruction video's how customise aspect names (Terminologie).

Go to **Tasks and settings | Fields**. Here you can customise naming of aspects and set up user-defined fields.
The picture below show the default set up for the Customer aspect.

By clicking on *Edit* you can change the aspect types. You can set up the following properties for this:

Description	The name of the aspect as used in your organisation. **
Group description	Plural of the description, will be placed at the top of the lists. **
In use	Use this to indicate if this aspect is to be used or not.
Mandatory	When this is ticked the selection of this aspect will be enforced when making hourly bookings.

*** The descriptions and "in use" setting will only be effective after restarting the application.*

TimeWriter Freeware

User-Defined Fields

User-defined fields are extra details that can be saved with master data or hourly bookings.

In **Tasks and settings | Fields** you can enter (per aspect) which user fields are to be used with which aspect and whether or not these fields are mandatory.

Reporting

TimeWriter Free offers the following reporting functions:
- Formatted text reports as on screen previews, printable copies or saved as Word, Excel, HTML or PDF file.

Reports

In TimeWriter Free various default reports are available, arranged in various groupings. Select **Reporting | Reports** in the **Module explorer**.

TimeWriter is supplied with a series of **Default reports**. These are located in a separate table and cannot be customised. You can generate reports on booked hours and master data .
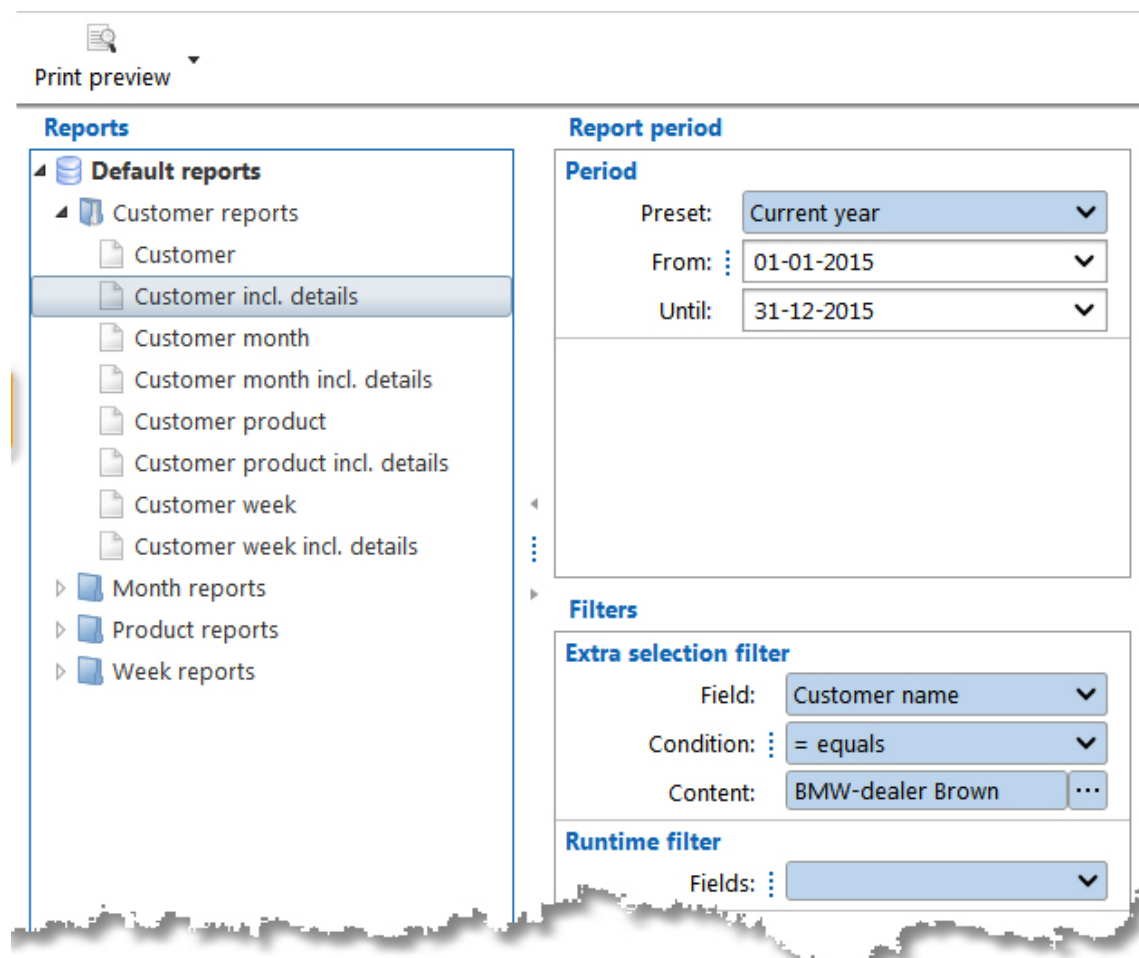
Generating a report
1. Select the correct report group from the list.
2. Select a report from the group.
3. Enter the required period at the right hand side (see also Selection filters).
4. Enter the required Extra and/or Runtime filters at the right hand side (see also Selection filters).
5. Double click on the report or click on the **Print preview** button to generate the report. The report preview will appear on the screen.

TimeWriter Freeware

Report printing options

There are various options for printing reports. Click on the arrow of the Print preview button.

Various options are:

Button(s)	Function
Print preview	Print report as preview on the screen.
Print	Print report to the default printer.
Print (with printer settings dialog)	Print to another printer (not default printer) or using different page settings.
Print to DOCX	Print report as docx file. ** *Word in Microsoft Office 2007 and more recent.*
Print to HTML	Print report as html file *.* *Webpage.*
Print to ODT	Print report as odt file. ** *OpenOffice.*
Print to ODS	Print report as ods file. ** *Open Document Spreadsheet.*
Print to PDF	Print report as pdf file. ** *For example Acrobat.*
Print to XLS	Print report as xls file. ** *Excel.*
Print to XLSX	Print report as xlsx file. ** *Excel in Microsoft Office 2007 and more recent.*

*** After printing, the report will be opened with the default program for this type of file. The files will be saved in the output folder as set up in **Tasks and settings | Settings | Reporting**. Default for this is the Default user documents folder (in Windows: My Documents or Documents).*
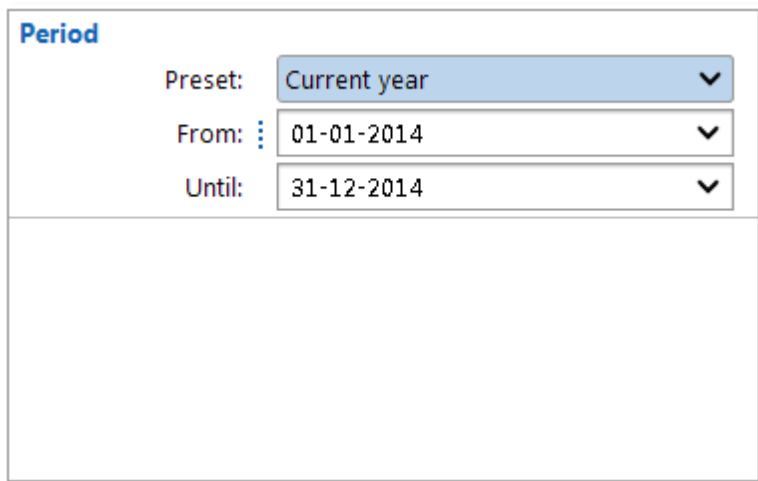
Selection filters

Selection filters can be used for Reports, Exports and Grid views. The following selection options are available:

- Period
- Extra selection filter
- Runtime filter

When in below explanation a reference is made to a report it also applies to an export or grid view.

Period

Select the reporting period based on a pre-set or a random time period using the **From** and **To** fields.

Extra selection filter

The content of reports can be limited by using an Extra selection filter. This can limit the report to only one customer for instance.

Extra selection filter

Field:	Customer name ⌄
Condition: ⋮	= equals ⌄
Content:	···

The **Content** field can be populated by using the following dialogue.

Change filter content   ? □ ✕

○ Free text

- - - - - - - - - - - Or - - - - - - - - - - - - -

◉ Select from list   ☑ Select all

	Customer name ⌃ 1
☑	Alberts autoshop
☑	BMW-dealer Brown
☑	Bookshop Winkels
☑	deVries Volkswagen
☑	Intern
☑	Plants Garden Center

Note: Content is limited to the selected period.

✔ Save   ✖ Cancel

Choose the **Free text** option to be able to manually type in (part of) the Customer name, or select the **Select from list** option to select items from a list with available values.

Runtime filter

The Runtime filter shows available values for the filter-selected fields and offers the opportunity to apply any filter combination.
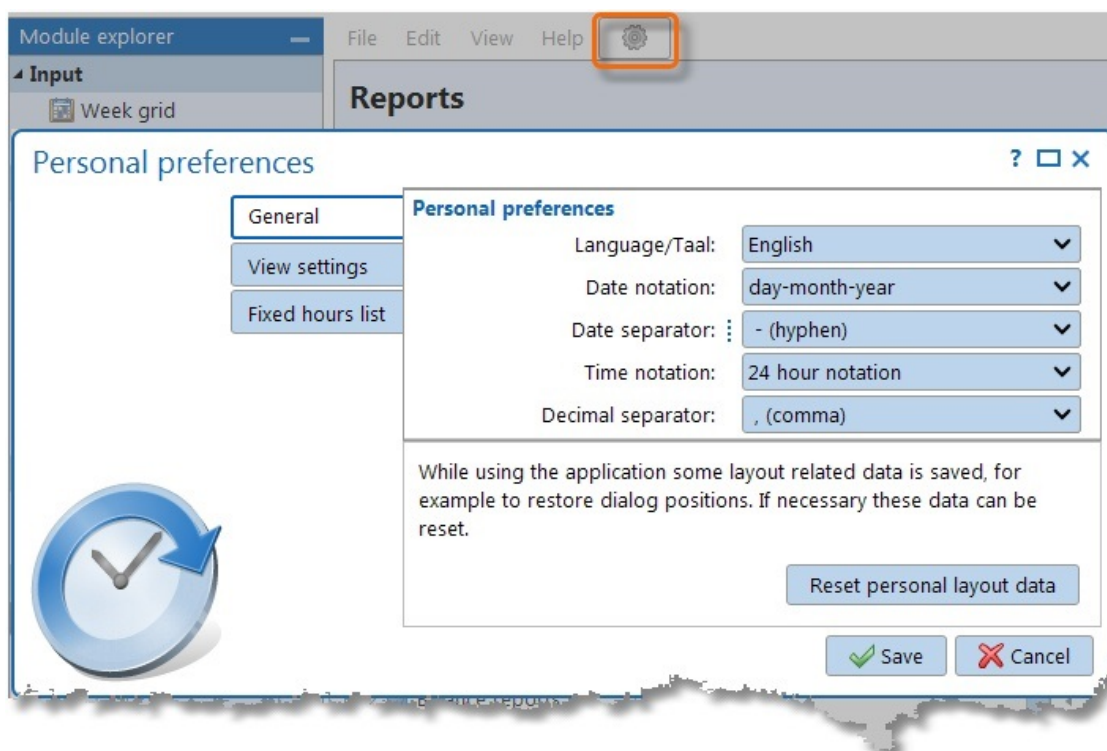
TimeWriter Freeware

Personal settings

Personal settings, such as language and date notation can be set up by using ⚙ in the upper menu bar.

The personal settings screen consists of three tab sheets: General, View settings and Fixed hours list.

General

Language/Taal	Set up language to be used (English or Dutch).
Date notation	The way in which dates are to be represented.
Date separator	The symbol to be used between day, month and year (- or /).
Time notation	24-hour notation or 12-hour notation (with AM/PM).
Decimal separator	If a comma appears in a number, this separation symbol will be used.

When the program is being used, various screen settings will be saved, such as screen locations, selected module, column widths in tables, splitter positions and most recently chosen reporting period.

While using the application some layout related data is saved, for example to restore dialog positions. If necessary these data can be reset.

Reset personal layout data

It is possible for these details to cause problems in program functioning or create a minor problem and need to be reset again. To reset, click on **Reset personal layout data**.

TimeWriter Freeware

View settings

Here you can change the default view settings of the application. Any changes made are directly applied.

Button bar	When unticked the labels of buttons on the buttonbars will be hidden by default
Font settings	Change the default font and/or the font size

Fixed hours list

Number of weeks	Set up here how many retrospective weeks need to be covered to include the unique aspect combinations.
Display time as	**Hour decimal:** Hours will be represented in comma format e.g.: 2,50 is 2:30. **Minutes:** Hours will be represented in minutes: 60 minutes is 1:00 hour. **Time:** Hours are 'normally' presented as time.
Entering time	Choose a punctuation mark form the available list to indicate how a decimal point should behave when entering the time in the fixed hours list.

TimeWriter Freeware

TimeWriter Mobile

TimeWriter has a web client available which can be started on a phone.

Scan the personal QR code with your phone, using the **Mobile** button of the week grid, to start the web client on your phone.
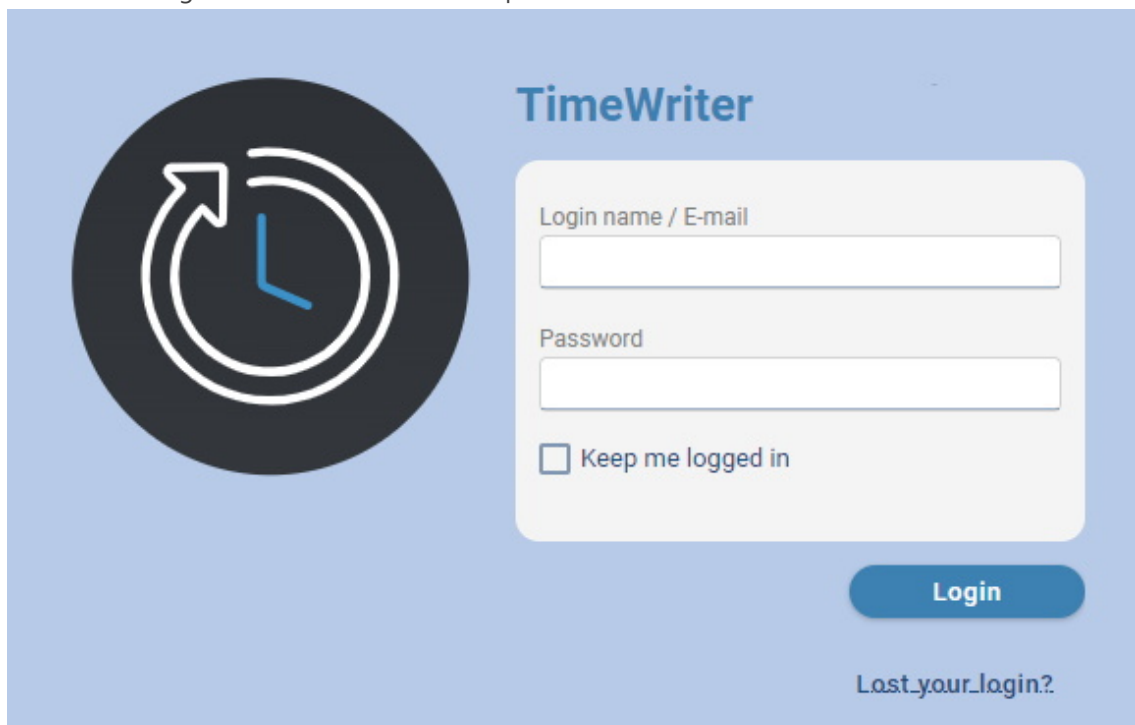
Web client

With the web client, TimeWriter can be started within a web browser such as Internet Explorer, Google Chrome, Mozilla Firefox and Safari. The web client includes the same functionality as the desktop client. The Web client can be used when the use of a cloud database has been set up. Read about setting up a cloud database in the Database management chapter.

Starting and logging in

To log in to the Web client a login name, e-mail and password need to set up in the desktop client (\client\twClientFree).

Do this as follows:
1. If the cloud is not being used yet, use Database management to set up the database for use in the cloud. If this is done, go to step 2.
2. Start \client\twClientFree.
3. Go to **Master data | Employee** and set up the login name, e-mail and password here. Save this information.
4. Change modules. Go to the Week grid for example. This is because details are not automatically transferred to the cloud server but during a module change.
5. Then go to **File | Open web client** in the main menu of the desktop client.
6. Enter the login name or e-mail and the password.

After you have entered your login name/email and password, you can indicate whether you want to be kept logged in permanently by selecting the '**Keep me logged in**' check box. Then click **'Login'** to login.

If the password is incorrect, e.g. because you have forgotten your password, the link '**Lost your login?**' on the screen. By clicking on this link you will receive a new (temporary) password by e-mail with which you can log in. You can then change the password in the web client under the Logout button, Change password option (see below).

TimeWriter Freeware
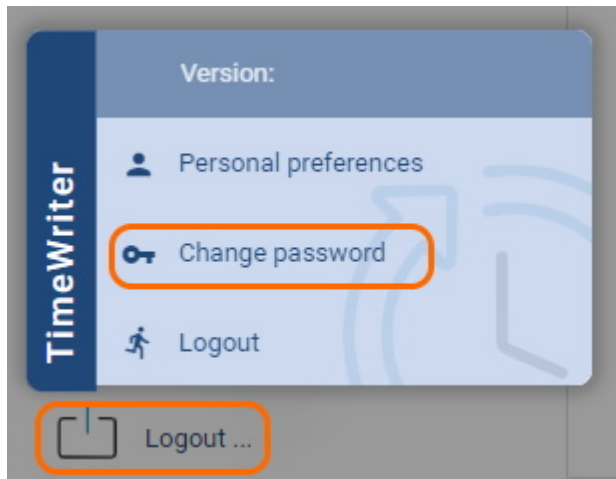
If the login name or e-mail is unknown or has not been entered, the TimeWriter administrator will be notified of the forgotten login and may change the password for you.

N.B.: As you can see the URL does not contain a name that is easy to remember, but sometimes also includes a series of numbers, letters and punctuations. Via these series of numbers and letters we can determine which administration belongs to you. From a security point of view, a URL that cannot be guessed has been generated. This makes it harder for hackers to find out the correct URL. You can save the URL as a favorite, so you don't have to type this in every time.

Week grid

After logging in, the Week grid will open. Both in the Web client Week grid as well as in the desktop client, time slots can be created by clicking on the mouse on the start time and dragging down to the end time. When the mouse is released a screen will appear that can be used for data entry.

Changing existing bookings

Double click on a time slot on the Week grid to edit an existing booking.
The following screen will then open:

Text boxes with a downwards pointing arrow are choices lists. By typing text in the text box, the list will be limited to the entered text .

TimeWriter Freeware

Navigating

The buttons at the top of the Week grid have the following functions:

Button(s)	Function
◀	Navigate to the previous week.
Today	Navigate to the current week.
▶	Navigate to the next week.
🔲	Navigate to a random week via a calendar (popup).
Work week	Limit the Week grid to hours and days within a working week.
Week	Show the whole week.

Reporting

Generate a report as follows:

1. Select a report group from the list.
2. Select a report from the group.
3. Enter the required time period on the right.
4. If necessary set up an Extra selection filter.
5. Click on the button for the required export (HTML, PDF or XLS).
6. The report will open in a new screen.

TimeWriter Freeware

Settings

The Web client will also allow you to set up language, numerical- and date notations. All possible settings can be seen in the Personal settings chapter.


Create favorite

The URL contains no default login name or password, but only an ID for the correct administration. If you create a favorite of this page you will need to keep logging in. If preferred, a favorite can be set up for a URL that can login at the same time. To do this, go to **Settings | Create favorite** and click the 'this page' link. The home screen for the Web client will reappear. There is now a longer URL in the address box, which includes the encoded login name and password. Create a favorite for this page which lets you easily get into the TimeWriter Web client without logging in.

Managing application and database (ControlPanelFree)

Use the **\control\ControlPanelFree** program to manage the TimeWriter application and database.

The program has the following functionalities:
- Manage database (set ups, backups etc.).
- Import from older/other TimeWriter database.
- Update check.
- Send files to XSO support.

TimeWriter Freeware
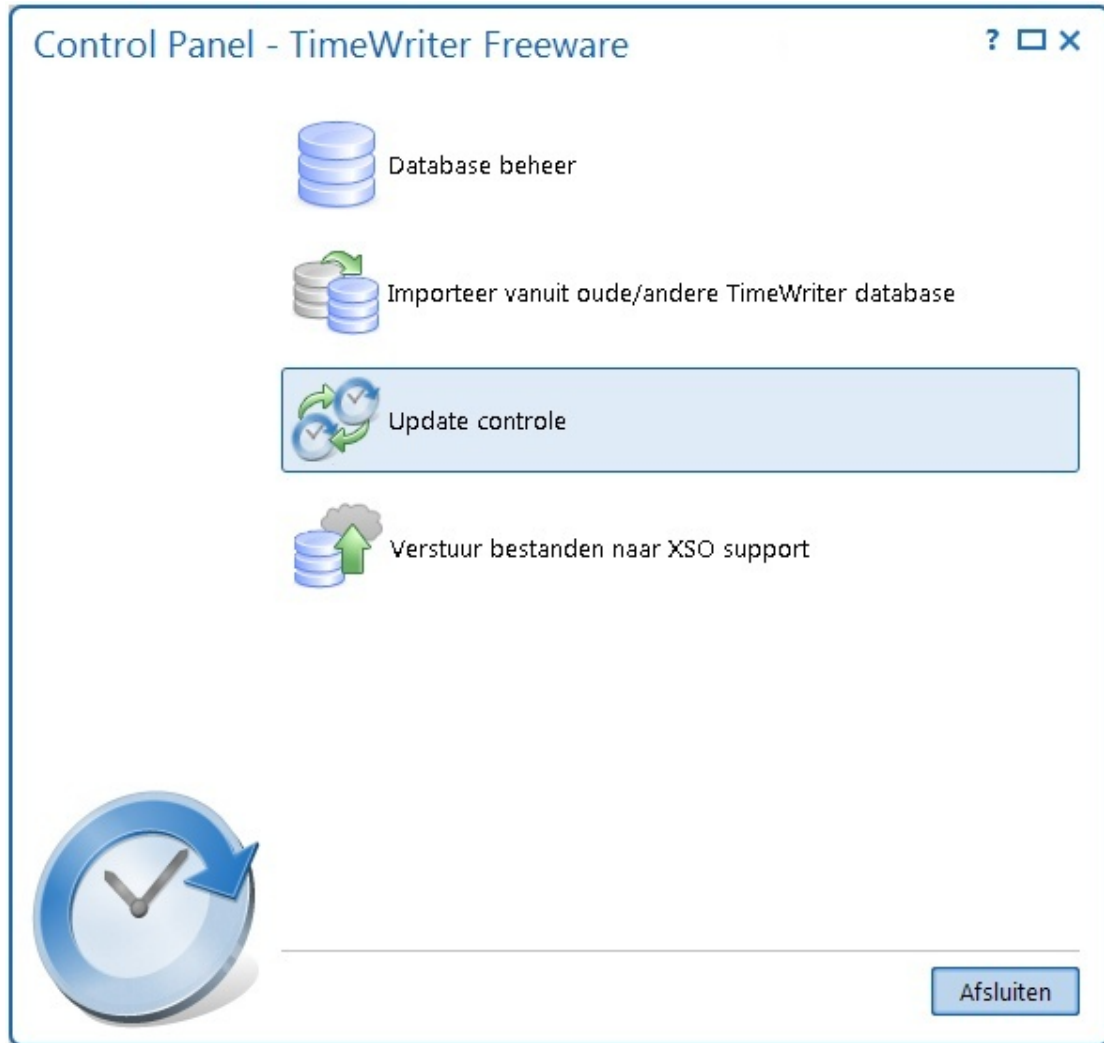
Manage database

Database management can be used for example to set up the database location and to run backups. This chapter covers the **local database** and **cloud database**. What this involves is explained in the introduction of the chapter: [Local database or Cloud database](#).

Set up database

Set up database can be used to set up a database location. In TimeWriter Freeware this can be done locally or in the cloud. The default is set to: 'Database on this computer'.

Do you want to work on the same TimeWriter database at another location or via a web browser? You can choose to put the database in the cloud. The database will then be located on one of our servers and you can access it from various locations. The wizard will direct you in this.

Backup and restore database

'Backup and restore database' allows you set up backups, remove them, restore them or archive them. The screen shows a tab sheet for both local and cloud backups.

- When you work with a local database, the backups will be made in the folder: **\data\xso_free\default\backup**.
- When you work with a cloud database backups are made on a location on the cloud server.

If you want to save a copy of a cloud backup in a different location, you can download it from the cloud.
If you would like to open a copy of a backup in TimeWriter without overwriting your database, you can do a restore to an archive. This archive can be opened again from TimeWriter under menu **File | Open archive**.

Transfer database

If you previously worked with a local database and you have changed to a cloud database (or vice versa) then you can transfer the database here to continue with the same database. You will see some information about the contents of the databases in both locations.

- Click on to transfer the **cloud** database to the **local** database. The **local** database will be overwritten by the **cloud** database.
- Click on to transfer the **local** database to the **cloud** database. The **cloud** database will be overwritten by the **local** database.

Block database

Blocking a database will prevent it from being used after transferring it from a local to a cloud database or vice versa. A block message can be set up per database.

Fix database

If a database is suspected to be corrupted, you can check the database for errors here. If possible, you can then get the errors fixed. A backup is automatically made first. Local temporary files can also be deleted here.

Archive database

A database can be archived here by entering a customised self-selected archive name. Archives can also be deleted again as required. Archives can be opened in TimeWriter via menu option **File | Open archive**. An opened archive can be used in the same way as the main (Default) administration.

TimeWriter Freeware

Import from old / other TimeWriter database

If an older version of TimeWriter was being used, you can import the data from the old version into the new version. The wizard will guide you through this import process.

NOTE: When importing the existing administration will be overwritten (a backup will be created first).

By using the import wizard, data can be transferred from older versions of TimeWriter. It is important for you to know which version of TimeWriter you are using. When you start the current TimeWriter it shows which version is being used in the top left hand corner. The **Help | About** menu also shows version details.

The import wizard shows the following options:

Import from	To: TimeWriter Freeware (V. 5.x.x)
TimeWriter Freeware (V. 3.10.x)	Go to Import from TimeWriter Freeware V3.
TimeWriter Standard (V. 4.9.x)	Go to Import from TimeWriter Standard V4.
TimeWriter Professional (V. 1.14.x)	Not available.
TimeWriter Freeware (V. 5.x.x)	Go to Import from TimeWriter V5.
TimeWriter Standard (V. 5.x.x)	Not available.
TimeWriter Professional (V. 5.x.x)	Not available.

Import from TimeWriter Freeware V3

If no settings are changed the database will be located in folder **twriter\data**.
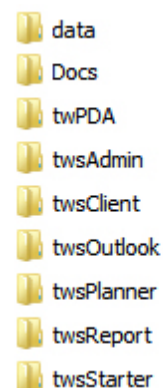If the database location is elsewhere you will be able to find it in twriter\twriter.ini.

Select this folder in the wizard as the database folder to be imported.

Import from TimeWriter Standard V4

An installation folder in TimeWriter Standard looks something like this. If no settings are changed the database will be located in the **data** folder.

If the database location is elsewhere you will be able to find it in twsAdmin\twsAdmin.ini.

Select this folder in the wizard as the database folder to be imported.

📁 data
📁 Docs
📁 twPDA
📁 twsAdmin
📁 twsClient
📁 twsOutlook
📁 twsPlanner
📁 twsReport
📁 twsStarter

A significant functionality change that has been made is the use of tariff agreements. For more information see Tariff agreements.

Import from TimeWriter V5

For imports from another TimeWriter V5 application it is important that the database is set to local (and not cloud). If the cloud is being used, change this to local database first via Control panel | Manage database.

The database is in folder: **\data\xso_free\default** (freeware) or **\data\xso_standard\default** (standard). Select this folder in the wizard as the database folder to be imported.

Tariff agreements

The functionality of TimeWriter V5 is comparable to earlier versions in many ways. However in one particular aspect of functionality it is very different, namely in setting up **tariffs**.

In TimeWriter V5 tariffs are set up as so called **'Tariff agreements'**. A tariff agreement is any combination of master data that is linked to a time period and to an amount. If an hour booking matches the associated master data, then the tariff will apply. After importing your current pricing structure will be converted to these new tariff agreements. As far as the rates have been set with one type of master data (e.g. Employees) and you have not used the tariff factor (in the other master data), the conversion will be possible without further manual adjustments.

Historical hourly bookings can be 'frozen' until a date to be set, this retains the original tariff calculation. However, the bookings can no longer be adjusted.
For bookings that are not 'frozen' a new tariff agreement will be chosen. If differences appear between the original and the new tariff calculations, you will be notified by means of a report.

Recalculate tariff conversion differences

If any differences are found when converting to tariff agreements, a report on these will be shown. After conversion the tariff agreements can, if needed, be adjusted in the new administration to limit the number of differences. The report can be rerun through 'Control Panel | Import from ... | Recalculate tariff conversion differences'.

TimeWriter Freeware
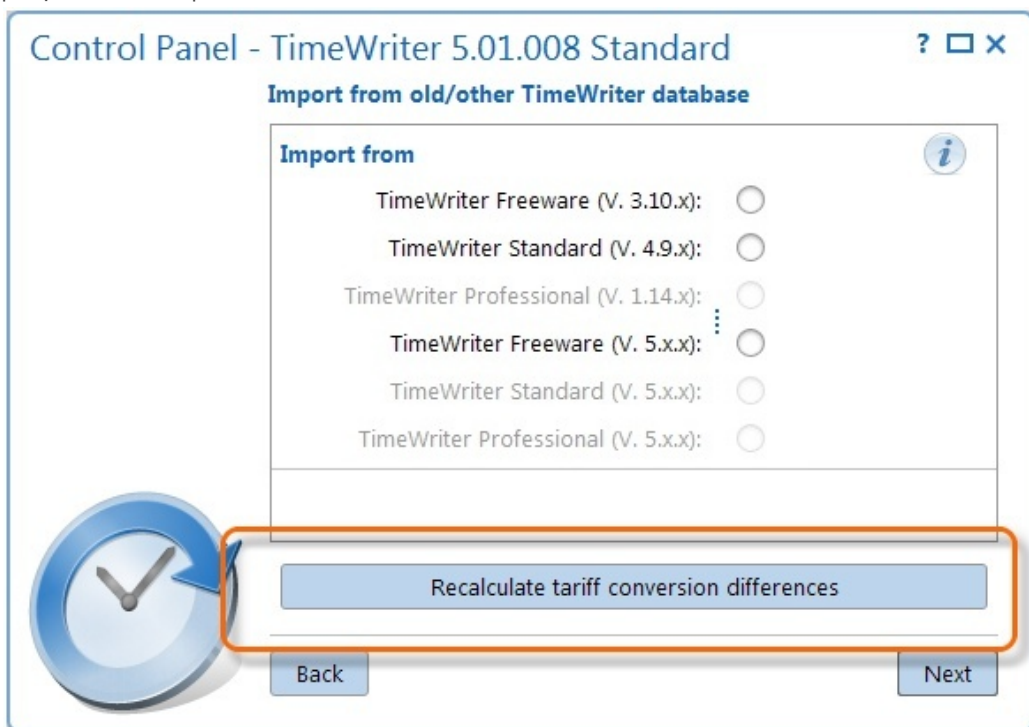
Update check

You can use 'Update check' to check if there is a program update available. If there is a newer version, you can download and install it here.

If you use a local database updating is not required. Click on **Update check** to check if a new version is available.

If you use the cloud an update check will be done automatically at start up of the program and the update needs to be installed directly.

You can use 'Update check' to check if there is a program update available. If there is a newer version, you can download and install it here.

If you use a local database updating is not required. Click on **Update check** to check if a new version is available.
When using a local database, you can setup to be weekly notified to execute an update check. Go to **Tasks and settings | Settings | Update check** to enable or disable the weekly update check.

If you use the cloud an update check will be done automatically at start up of the program and the update needs to be installed directly.

Send files to XSO support

This function sends all relevant files associated with your administration to the support department at XSO:
- database
- log-files
- license files
- settings- and configuration files.

Only use this option if you are asked to do so by the XSO support department.

Index