

# **Mobile Time Accounting**

## **User Manual**

AMOS Project 5

July 14, 2015

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# 1 Introduction

Goal of this document is a common understanding of Mobile Time Accounting. This userguide will give you a short introduction into all the functionalities provided by the Mobile Time Accounting App, which is available on multiple platforms, counting Android, iOS and Windows phone. The app is licensed under the GNU Affero General Public License (<http://www.gnu.org/licenses/agpl.txt>)

Android	min. 4.0 (Ice Cream Sandwich), SDK-Version 14
iOS	min. 8.3
Windows Phone	min. 8.1
HTML	any browser with HTML5 implementation

Table 1.1: Available platforms

The Mobile Time Accounting App helps employees record their time worked to keep track of it without greater efforts. Centered on showing the accumulated working hours of one day and week, it helps to get an overview of their working time and overtime hours. With all employees using it, employers have a budget friendly and efficient time tracking tool for time accounting in their company. The three major principals of our development are ease of use, independence of the user's location and around the clock reachability.

## 2 Startup

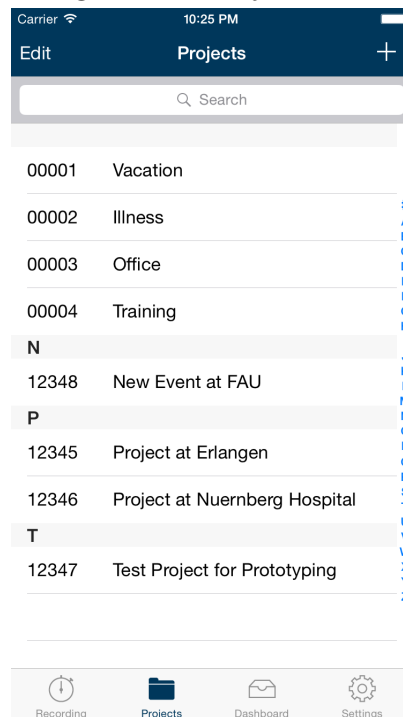
The menu navigation is lay-outed consistent in all apps. The individual design varies from app to app. By the implementation of the native apps (Android, iOS, Windows Phone), it was ensured that the design is adapted to the specific platform. The app is divided into the following four menu tabs:

- Recording: This tab shows detailed information about the selected project and also allows time recording for it.
- Projects: This screen shows a list with all currently active projects of the user. This includes the default projects for Vacation, Illness etc.
- Dashboard: The dashboard shows a quick overview over the current statistics like how many vacation days are left and so on. (The dashboard is under development and will not be available during mid term release.)
- Settings: The settings for the user profile for example can be adjusted in this menu.

## 3 Projects

In the Project tab the created projects are displayed. There are four default projects (Illness, Training, Holiday and Office) in the list that can't be deleted. You can add your own projects by filling the mandatory fields like project-ID and project name. Furthermore, you can add an optional final date to your project. If you select one of the projects in the list you will be forwarded to the recording tab for further information about the project and the ability of time recording.

Figure 3.1: Projects tab.



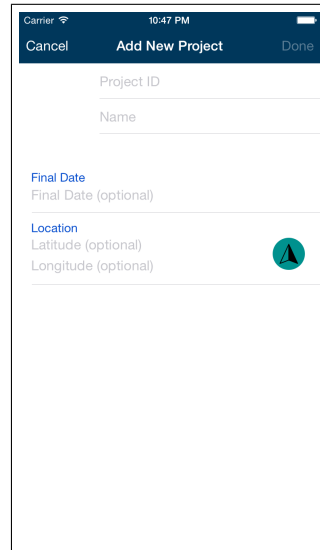
### 3.1 Add New Projects

To add a new project to the projects list the user has to click on the 'New Project' button and has to fill in the mandatory fields. As soon as all mandatory fields are filled in the user can confirm and the new project will be added to the list. Moreover, the user can add an optional final date for the new project. The application doesn't allow to record times after the given final date. Furthermore, the user can add GPS-Coordinates (e.g.

### 3 Projects

per Google Maps) of the location where the working place for this project is. Afterwards he can order his project list by distance.

Figure 3.2: Add new project.

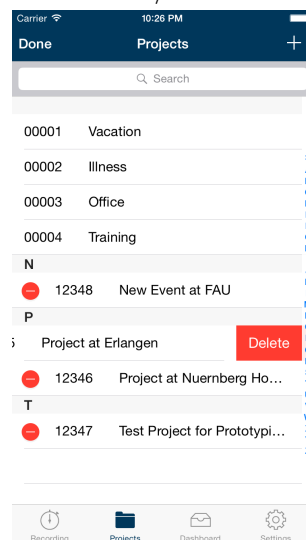


The screenshot shows a mobile app interface for adding a new project. At the top, there is a dark blue header bar with the text 'Carrier' on the left, '10:47 PM' in the center, and a battery icon on the right. Below the header, there is a dark blue bar with three buttons: 'Cancel', 'Add New Project', and 'Done'. The main form area is white and contains several input fields: 'Project ID', 'Name', 'Final Date' (with a subtext 'Final Date (optional)'), 'Location' (with subtexts 'Latitude (optional)' and 'Longitude (optional)'), and a location pin icon. The form is currently empty.

## 3.2 Archive Projects

In order to archive projects that are now longer needed, the user can click on the edit button and then on the desired red minus sign.

Figure 3.3: Delete/Archive a project.



The screenshot shows a mobile app interface for a list of projects. At the top, there is a dark blue header bar with the text 'Carrier' on the left, '10:28 PM' in the center, and a battery icon on the right. Below the header, there is a dark blue bar with three buttons: 'Done', 'Projects', and a plus sign '+'. Below this bar is a search bar with the text 'Search'. The main list area is white and contains a list of projects. Each project entry has a red minus sign on the left, a project ID, a project name, and a red 'Delete' button on the right. The projects listed are: '00001 Vacation', '00002 Illness', '00003 Office', '00004 Training', 'N', '12348 New Event at FAU', 'P', 'Project at Erlangen', '12346 Project at Nuernberg Ho...', 'T', and '12347 Test Project for Prototypi...'. To the right of the list, there is a vertical alphabetical index from A to Z. At the bottom, there is a dark blue bar with four icons: a clock, a folder, an envelope, and a gear, with labels 'Recording', 'Projects', 'Dashboard', and 'Settings' respectively.

### 3.3 Select Projects

After a click on a project, the project is selected and the user gets forwarded to the recording tab. If there is an active recording the user gets forwarded to the currently running timer.

### 3.4 Edit Project

If the user wants to change an existing project he can easily click on the edit button and then choose the project he wants to alter. In case of an android application the user can edit the project by pressing on the three dots in the selected project screen.

Figure 3.4: Edit a project.

Carrier 10:47 PM

Cancel Edit Project Done

12345

Project at Erlangen

Final Date  
Jul 13, 2015

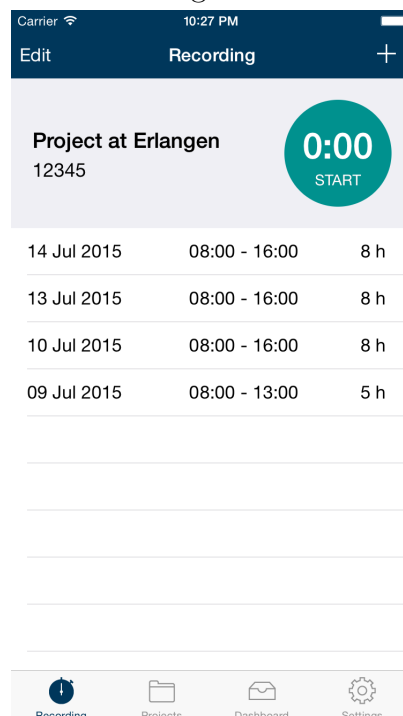
Location  
37.59881294  
-122.42240561

April	10	2012
May	11	2013
June	12	2014
July	13	2015
August	14	2016
September	15	2017
October	16	2018

## 4 Recording

This screen is also the start screen of the app. Here you can add sessions of the past to the selected project. Either you can push a start/stop button to record the actual time you have spent to the given project.

Figure 4.1: Recording for a selected project.



### 4.1 Record New Session

In order to record a session, the user has to click the green start button. The time will count up until the user stops the recording.

### 4.2 Add New Session

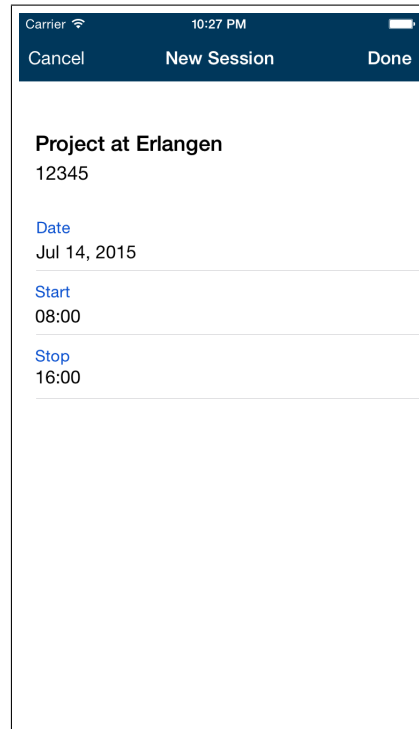
If a user has to add sessions of the past he can simply click on the 'New Session' button. A new screen will open with date and time pickers. The user can adjust the default



## 4 Recording

settings as he demands. The app ensures that the start time always has to be before the end time.

Figure 4.2: Adding a new session.



The screenshot shows a mobile application interface for adding a new session. At the top, there is a dark blue header bar with the status bar above it showing 'Carrier', signal strength, '10:27 PM', and battery level. The header bar contains three buttons: 'Cancel', 'New Session' (centered), and 'Done'. Below the header, the form is titled 'Project at Erlangen' in bold, followed by the text '12345'. There are four input fields, each with a blue label on the left and a text input area on the right: 'Date' with 'Jul 14, 2015', 'Start' with '08:00', 'Stop' with '16:00', and an empty field below. The form has a light gray background and is enclosed in a thin black border.

### 4.3 Delete Session

In order to delete a previously recorded session, the user has to enter the edit mode on iOS. Afterwards he can click on the desired red minus button to delete the session. Some apps e.g. the one for android does not have an edit mode. There the user just has to select the desired session and click on the appearing delete button instead.

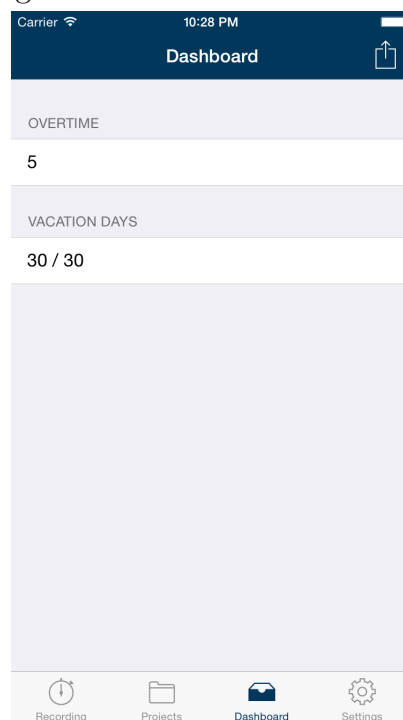
# 5 Dashboard

This screen is used to give a short overview of the current times of the user.

## 5.1 Overview

The overview contains the current overtime or missing time the user has due to his previous working hours. Moreover, the screen shows how many vacation days the user has left for the current period. From January until April there will be also a warning displayed to remind the user about his vacation days left so that they won't expire accidentally.

Figure 5.1: Dashboard Overview.



## 5.2 Report Recorded Data

On the dashboard is also an *Send CSV* button. If the user wants to send his current times via email to the employers server he can easily click on the button. Afterwards

## 5 Dashboard

the user has to choose the month that should be reported and then the csv file will be generated based on the data in database and will then open an send email intent using the default mail application of the mobilde device.

Figure 5.2: Selecting the month for reporting.

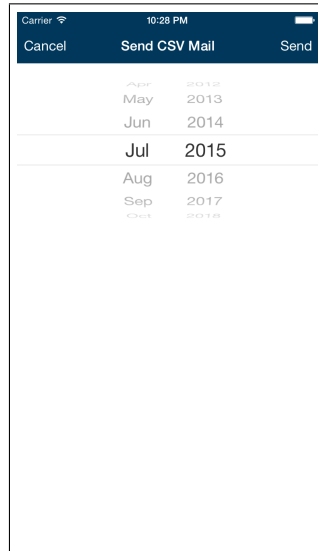
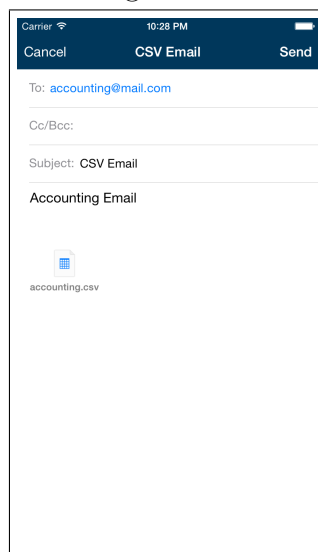


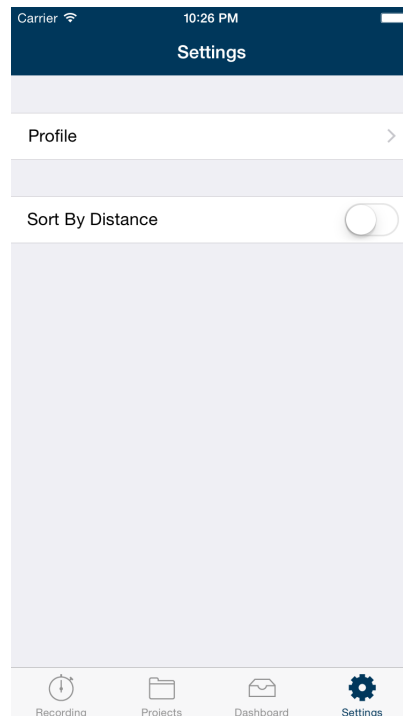
Figure 5.3: Sending the email with csv file.



## 6 Settings

In the settings the user can adjust personal settings and profile information for now.

Figure 6.1: Settings menu.



### 6.1 Change User Profile

In order to change any information of the profile just click on the 'Edit' Button and change the required fields. The application ensures that only valid values will be entered.

### 6.2 Use GPS for Project Ordering

The user has the possibility to use gps for project ordering. If the user enables the gps feature in settings, his project list will be ordered by distance from his current position to the project location. This has the advantage that the user doesn't have to search for the project on his current position.