



OpenAir

Mobile for Android User Guide

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Introduction

Overview

OpenAir provides OpenAir Mobile for Android as an app for exchanging information between your OpenAir account and your Android device. It allows you to keep your timesheets and expense reports up-to-date anywhere and anytime.

When you are connected to the Internet, all of the information you've been working on in your Android device is automatically uploaded to your OpenAir account in real time. Once a timesheet or expense report is submitted, it transfers to OpenAir and follows the normal approval process. The app does not currently allow you to edit, submit, or create records when an Internet connection is not available


When you sync your OpenAir account to your Android device, it downloads current customer, project, and task information as well as your open timesheets and expense reports. Standard timesheet functionality is available such as the copy function and expenses functionality is available for creating new expense reports and receipts. Custom fields are supported in the app and appear in the Android screens, so you can enter information just as you do in your OpenAir account. See the following:

- [Flow of Information](#)
- [Getting Started](#)
- [Synchronization](#)
- [Common Features](#)

Flow of Information

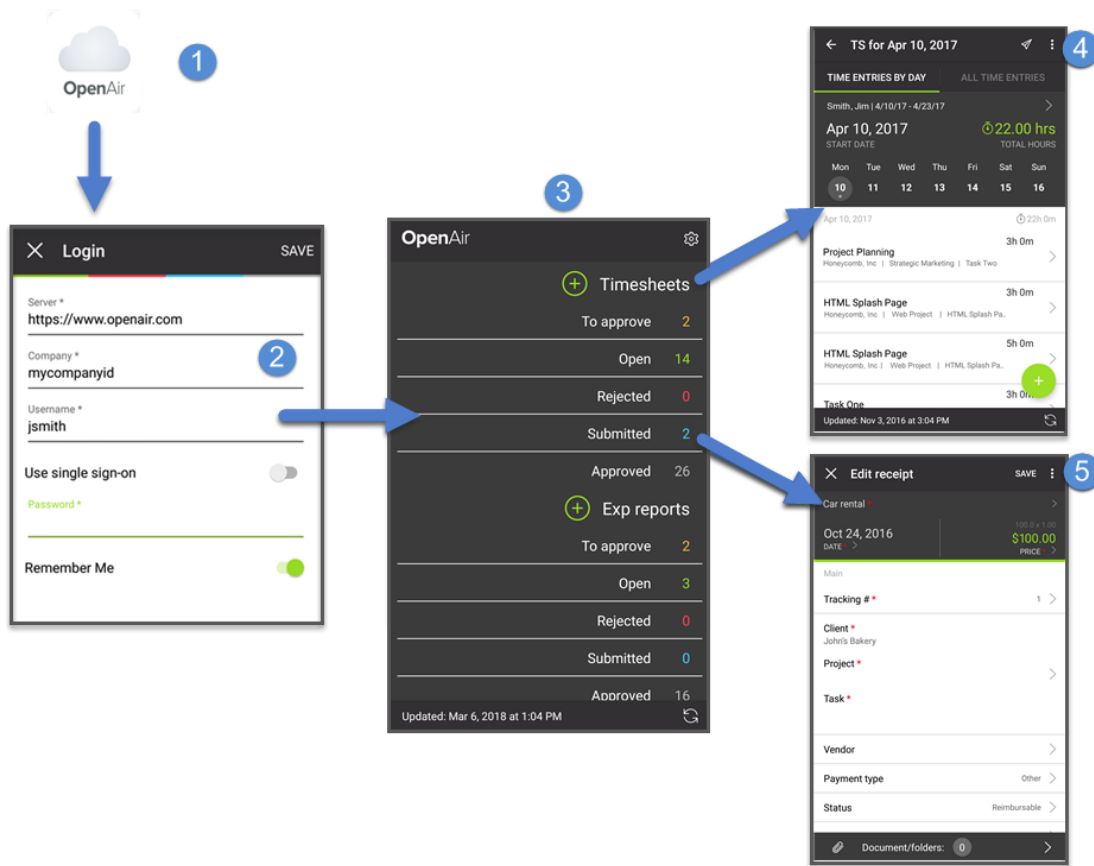
Note the flow of information between your OpenAir account and Android device:

- **From Android to OpenAir** - As you create timesheets and expense reports in Android your changes are sent to OpenAir. When you submit an expense report or timesheet, it is sent to OpenAir and follows the normal approval process in OpenAir. See also [Working with Approvals in OpenAir Mobile for Android](#).
- **From OpenAir to Android** - Open and rejected timesheets and expense reports created in OpenAir are download to your Android device when the accounts are synced, see [Synchronization](#). Customization information is also sent from OpenAir to your Android device.


 **Note:** The appearance of your app may differ from this guide. Terminology and fields can be customized in OpenAir and your company settings will be used in the app.

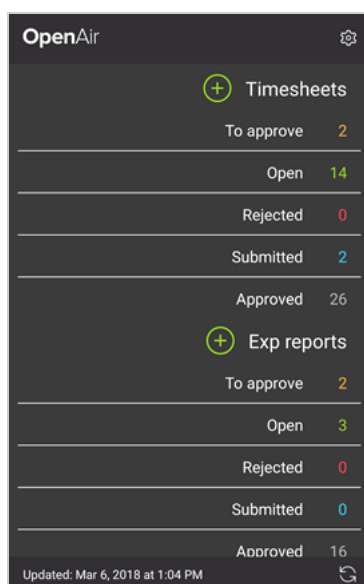
Getting Started

OpenAir Mobile for Android employs intuitive procedures familiar to Android device users.



To get started:

1. Tap the OpenAir icon to launch the app.
2. Enter company and login information. See [Synchronization](#). Tap **SAVE** for this initial setup process and you synchronize the Android app with your OpenAir account. Timesheets and Expenses account information downloads and everything is up-to-date. You can also use the **Sync** button  to sync with your OpenAir account at any time. It is available in the lower right corner of the app.
3. Once logged in, the app displays the Dashboard, where you can see a summary of Timesheets and Expense Reports.



4. Tap a **Timesheets** category to enter, edit, or delete Timesheet information. You can submit timesheets using the Android app. Open and submitted timesheets automatically transfer to OpenAir when you are connected to the Internet. See [Working with Timesheets in OpenAir Mobile for Android](#).
5. Tap an **Expenses** category to enter, edit, or delete expenses and receipts. Add an image as an attachment to both expense reports and receipts. You can submit expense reports using the Android app. Open and submitted expense reports automatically transfer to OpenAir when you are connected to the Internet. See [Working with Expenses in OpenAir Mobile for Android](#).
6. Approve or reject items from the To Approve lists. See [Working with Approvals in OpenAir Mobile for Android](#).

Synchronization

The first time you use OpenAir Mobile for Android, perform the initial setup to synchronize the OpenAir Mobile for Android app with your OpenAir account. This downloads OpenAir customer, project and task information as well as any open timesheets and expense reports. Keep in mind that initial synchronization takes longer than it will in future use.

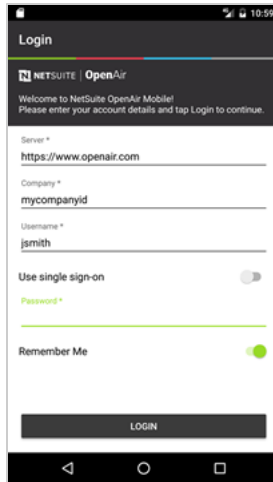
OpenAir Mobile for Android prompts you to sync after five minutes without syncing or when you start or resume using the app. The app will automatically sync after 7 days without syncing.

The OpenAir account information you enter for initial synchronization can be changed at a future time if your OpenAir login information changes. See [Changing Settings](#).

Refer to the following procedure for initial synchronization.

To Synchronize OpenAir Mobile for Android with Your OpenAir Account:

1. Tap the OpenAir icon to launch the application. The “Login” screen appears.



Important: If you enable the Remember Me option, your NetSuite Service password and/or session id will be stored on your device and encrypted using industry standard security measures. Anyone with access to your unlocked device will be able to view, add or edit information in your Customer account on the NetSuite Service using this device. You should always passcode lock your device as a precaution. If your device is lost or stolen, you must change your NetSuite password immediately. By enabling this Remember Me option, you accept full responsibility for any losses and/or damages that may result from that action and agree not to hold NetSuite liable for any losses and/or damages resulting from saving the password and/or session information.

2. Enter your Server, Company, and Username.



Important: We recommend using a secure (https) connection. A secure connection will be defaulted unless you explicitly specify an unsecure (http) connection. You will see a warning if you enter an unsecure connection. The **Remember Me** option is only available for secure connections.

3. Select the **Use single sign-on** option if your account has this feature enabled or enter your password. If you select **Use single sign-on**, you won't be able to enter a password. See [To Enable Single-Sign On:](#) for more details.
4. Click the Save button to save your settings.
5. Click the left arrow icon in the Settings header. The app will display Syncing progress messages.



Note: The initial synchronization may take a while since the app downloads all data. Subsequent synchronizations process much faster.

Common Features

The following conventions are used:

- **Asterisk (*)** — Identifies fields which must have a value before you can save the screen.
- **Save button** — Used where data is synced to your OpenAir account.
- **Cancel button** — Used where changes made can be abandoned.
- **Android Up button** — Saves any changes made and closes the screen.

Changing Settings


Use the “Settings” screen to change your login credentials, set your preferences, and force a refresh of the data held on your Android device. You can also see the version of the app and view the end user license agreement from this screen.

Note: You will need to change your Android app settings to match any login credentials and server information changes made to your OpenAir account.


Refer to the following procedures:

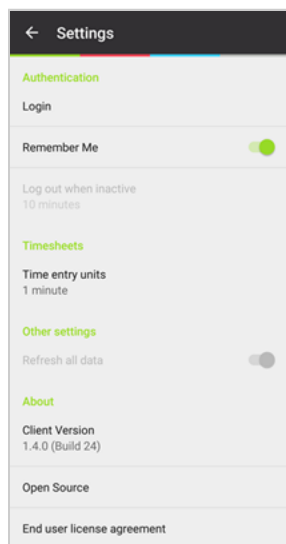
- Access Settings
- Change Login Settings
- Remember Me / Log Out When Inactive
- Time Entry Units
- Refresh All Data


Access Settings

The “Settings” screen is accessible from the Settings icon  in the upper right corner of the Dashboard.

To Access Settings:

1. Go to the Dashboard in the app.
2. Tap the Settings icon  to display the “Settings” screen.



3. After you have made your changes, tap  and the synchronization begins. The app performs a full sync and overwrites all information. A series of syncing messages appear:

Note: After syncing the **Refresh All Data** option is automatically toggled off.

Change Login Settings

To Change Your Login Settings:

1. Go to the “Settings” screen. See [Access Settings](#).
2. Tap **Login** and your current information appears.

3. Tap on the setting you would like to change and the keyboard will be displayed. Type in the new value.

Note: If you change the Server setting you will be required to confirm the Password.

4. Check the **Use single sign-on** option if your account has this feature enabled. If you select **Use single sign-on**, you will not be able to type a password into the **Password** field. See [To Enable Single-Sign On](#): for more details.
5. To remember your login information, tap the Remember Me toggle to enable it. Restrictions apply to the use of the Remember Me option. See [Synchronization](#).
6. When done, tap **SAVE** and the changes will be saved.

Remember Me / Log Out When Inactive

The **Remember Me** and **Log out when inactive** options work together.

Enabling the **Remember Me** option stores the login information internally and disables the Logout when inactive option. Restrictions apply to the use of the **Remember Me** option. See [Synchronization](#).

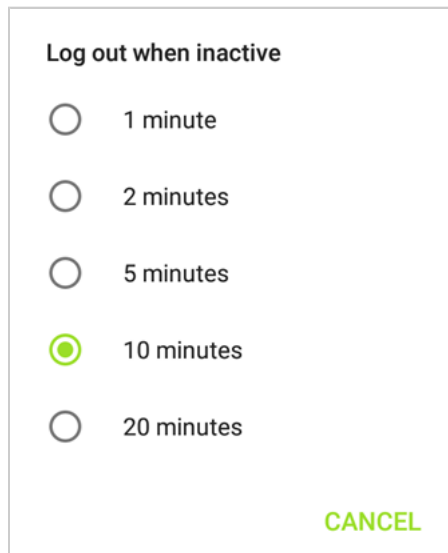
If the **Remember Me** option is not enabled, then the app will log out after the time period specified in the “Log out when inactive” screen, and the app is running in the background.

Note: The app will only log out when inactive if the app is running in the background and inactive. If the app is active, it will not log out automatically.

To Change Remember Me / Log Out When Inactive:

1. Navigate to the “Settings” screen. See [Access Settings](#).

2. To remember the password, tap the **Remember Me** toggle to enable it.
3. To set log out when inactive when the automatic log out occurs, tap **Log out when inactive** and tap the required time period from the screen.



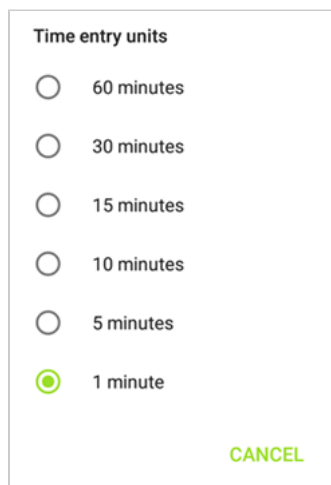
A dialog box titled "Log out when inactive" with a light gray background. It contains five radio button options: "1 minute", "2 minutes", "5 minutes", "10 minutes", and "20 minutes". The "10 minutes" option is selected, indicated by a green dot in the center of the radio button. At the bottom right of the dialog box is a green "CANCEL" button.

Time Entry Units


Time entry units set the step interval used by the time picker control. See [Edit a Time Entry](#).

To Change the Time Entry Units:

1. Navigate to the "Settings" screen. See [Access Settings](#).
2. Tap **Time entry units** and tap the required time interval from the screen.



A dialog box titled "Time entry units" with a light gray background. It contains six radio button options: "60 minutes", "30 minutes", "15 minutes", "10 minutes", "5 minutes", and "1 minute". The "1 minute" option is selected, indicated by a green dot in the center of the radio button. At the bottom right of the dialog box is a green "CANCEL" button.

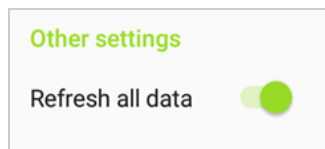
 **Note:** The available time intervals are determined by your OpenAir configuration.


Refresh All Data

Checking the Refresh all data option causes the app to repeat the initial [Synchronization](#). Once the synchronization has been performed the option is automatically unchecked. Use this option if items such as customers, projects, and tasks are missing from your list view.

To Refresh All Data:

1. Navigate to the “Settings” screen. See [Access Settings](#).
2. To refresh all list data, tap the **Refresh all data** toggle to enable it.



3. Tap the  icon and the app will repeat the initial synchronization.

Working with Timesheets in OpenAir Mobile for Android

There are a number of timesheet-related tasks you can perform using OpenAir Mobile for Android, including creating timesheets, exchanging new and modified timesheets between the Android app and OpenAir, and submitting timesheets for approval.

Refer to the following procedures:

- [Create a Timesheet and Add Time Entries](#)
- [Copy a Timesheet](#)
- [Submit a Timesheet](#)
- [Edit a Time Entry](#)
- [Delete a Time Entry from a Timesheet](#)
- [Delete a Timesheet](#)

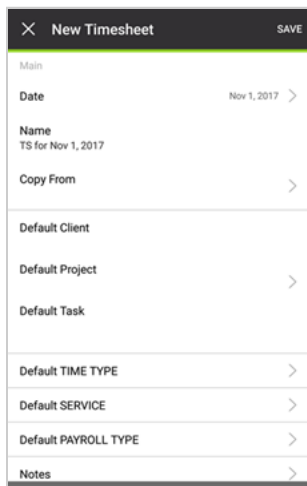
OpenAir Mobile for Android exchanges timesheet information with your OpenAir account continuously so that account information in both applications is current. OpenAir Mobile for Android updates itself as soon as you start it as well as after you resume using it from the background. Record additions, modifications, and deletions are performed real time. However, ensure you are connected to the Internet if you want to modify, save, or delete data and exchange the information with your OpenAir account.

Create a Timesheet and Add Time Entries

Use OpenAir Mobile for Android to keep your timesheets current. You can create a timesheet and add time entries to it. If circumstances change, you can easily modify the time entered before you submit the timesheet for approval.

To Create a Timesheet and Add and Modify Time Entries:

1. Tap  next to Timesheets in the Dashboard and a “New Timesheet” screen appears.



2. Tap the **Date** line to change the default date for the new timesheet. A “Set date” screen appears. Select a date and tap **OK**.
3. To copy a timesheet which already exists, tap **Copy from**. See [Copy a Timesheet](#).

4. Tap the **Default Client** pane to add customer and project information. The “Select Project and Task” screen appears.

Select Project and Task		SET
Default Client		>
Default Project		>
Default Task		>

5. Tap each line and available values appear. Find the desired value and tap it. The entry appears in the screen and you can select another line to enter its value. When the values for Default Client, Default Project, and Default Task have been selected, tap **SET**.

Note: You can search for customers and projects available in your OpenAir account using dynamic search. Trigger this using the search/find button on your Android device or by selecting the search icon at the top of the available list of items.

6. Enter any other defaults which you want to set in the “New Timesheet” screen.
7. When complete, tap **SAVE**. A calendar displays the Timesheet interval. Below the calendar is the “Time Entry” screen, which contains a list of all time entries for the selected time period. From here you can add time entries to the Timesheet.

← TS for Sep 1, 2017

TIME ENTRIES BY DAY | ALL TIME ENTRIES

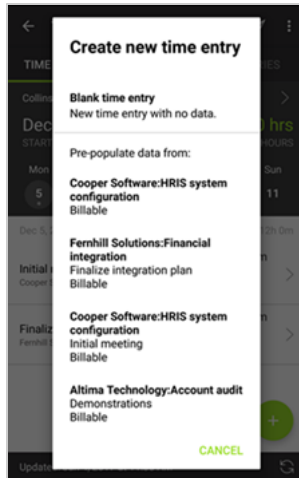
Smith, Jim | 9/1/17 - 9/30/17

Sep 1, 2017 🕒 3.00 hrs

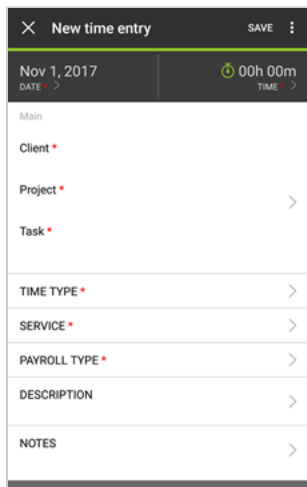
START DATE TOTAL HOURS

Fri	Sat	Sun	Mon	Tue	Wed	Thu
1	2	3	4	5	6	7

8. To add time to this timesheet, tap the button. The “New Time Entry” screen appears.
Tap “Blank time entry” to create a new time entry with no information pre-populated. If you want to pre-populate the timesheet with project, task, client, or other fields copied from previous timesheets or unique time entries entered in the timesheet, tap one of the clients and projects in the “Pre-populate data from” column.



The “New Time Entry” screen will then allow you to enter details for the time entry.



9. Tap the **Time** line in the header to open the “Edit Time” screen. Select the number of hours and minutes worked. Tap **SET** when finished.

Note: Tap **OFF** next to “Negative?” to enable the ability to enter Negative time.

10. Tap the items on the “New Time Entry” screen to add or change information. When finished:
 - Tap **SAVE** in the upper right corner of the app, or
 - Tap **!** and a menu opens with the **Save and Create** option. Use this option to save this time entry and create another time entry to include in this timesheet.

Note: If displaying time by day, a small grey dot beneath each date indicates that the date has a time entry.

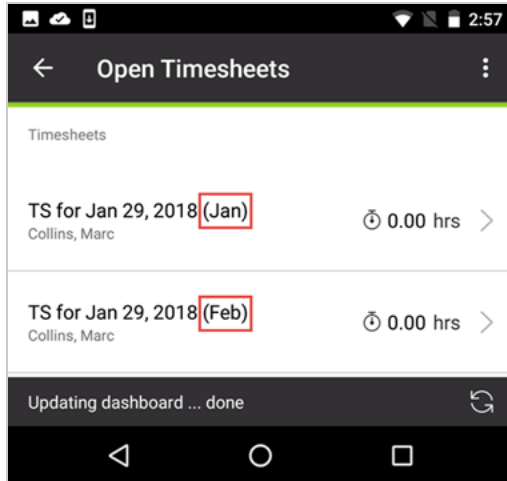
Creating Linked Timesheets

By default, you must manually create two timesheets for periods which include parts of two months. For example, if half of the week occurs in the end of January, and the second half of the week occurs

in the beginning of February, you must create timesheets for the portion of the week which occurs in January and the portion which occurs in February.

As of OpenAir Mobile for Android version 1.7, it is possible to create linked timesheets automatically by creating one timesheet for the period, irregardless of whether the period is split between two months. To enable this feature, please contact OpenAir Support and request the **Auto-Create Linked Timesheets for OpenAir Mobile for Android** feature.

When this feature is enabled, OpenAir Mobile for Android creates timesheets for each period. The timesheet name indicates which month the partial timesheet belongs to.



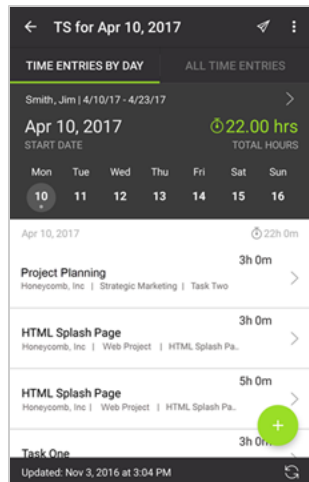
Note: When the **Auto-Create Linked Timesheets for OpenAir Mobile for Android** feature is enabled, using the calendar navigation automatically displays the timesheet for the correct time period (for example, the January portion or February portion of the timesheets above).

Edit a Time Entry

Use OpenAir Mobile for Android to edit time entries in a timesheet.

To Edit a Time Entry:

1. In the Dashboard, tap the category of timesheets (for example, "Open" or "Rejected") which you would like to edit.
2. Tap the timesheet with a time entry you would like to edit. The "Time Entries By Day" screen appears.




3. Tap the date with the time entry you would like to edit. The time entries for that date appear in the list of time entries. Remember, you can display all timesheet entries or entries by day.
4. Tap the time entry you would like to edit. The “Edit Time Entry” screen appears.
5. Tap the line you would like to change, and the edit screen for that line appears. For example, if you tap “Time”, the “Edit Time” screen appears.

6. Make the changes and tap **SET**. The “Edit Time Entry” screen displays the changes.
7. Make additional changes as needed. When finished, tap **SAVE**. The Syncing message appears, as well as a message indicating the record is saved. The “Time Entries By Day” screen appears.

Copy a Timesheet

Use OpenAir Mobile for Android to copy a timesheet you created previously and add time entries to the new timesheet. This procedure is similar to creating a new timesheet. If circumstances change, you can easily modify the time entered before you submit the timesheet for approval.

To Copy a Timesheet and Add and Modify Time Entries:



1. Tap  next to Timesheets in the Dashboard to open a new timesheet. The “New Timesheet” screen appears.


2. In the “Main” section of the “New Timesheet” screen, tap **Copy From**.
3. Tap **Duplicate** to open the “Source Timesheet” screen. Tap the radio button next to the timesheet which you want to copy.
4. Tap **Change hours** to open the “Time Adjustment” screen. The options on this screen determine what hours will be populated in the new timesheet copy.
 - Leave the hours the same — the new timesheet copy uses the same number of hours for each time period as the original timesheet
 - Clear the hours — the new timesheet copy will have no hours entered for any time period, but all other information will be the same as the original timesheet
 - Set each cell to 1 hour — the new timesheet copy will have 1 hour for each time period, but all other information will be the same as the original timesheet
 - Set each cell to 8 hours — the new timesheet copy will have 8 hours for each time period, but all other information will be the same as the original timesheet
5. Tap **SET**. The “New Timesheet” screen appears.
6. Make any additional changes desired. Tap **SAVE**. The Syncing message appears, as well as a message indicating the record is saved. The new timesheet appears in the “Add Time Entry” screen with the specified hours from the timesheet you copied.

Delete a Time Entry from a Timesheet

Use OpenAir Mobile for Android to delete a time entry from a timesheet which has not been submitted. When deleted, it is deleted from your Android app and is no longer available to transfer to your OpenAir account.

To Delete a Time Entry from a Timesheet:

1. In the Dashboard, tap the category of timesheets (for example, “Open” or “Rejected”) from which you would like to delete the time entry.
2. Tap the Timesheet with a time entry you would like to delete.
3. Tap the  icon and tap **Select**. A radio button appears next to each time entry.
4. Tap the radio button next to the time entry or entries you want to delete.
5. Tap the  icon which appears in the upper right corner of the app when a time entry is selected. The app prompts you to verify the delete action. Tap **DELETE**.
6. OpenAir Mobile for Android displays a syncing message as it deletes the time entries and updates your OpenAir account. The timesheet no longer displays the deleted time entries.




 **Note:** A quick way to delete a time entry is to long-press the time entry you want to delete. This causes the radio buttons next to time entries to appear.


Delete a Timesheet

Use OpenAir Mobile for Android to delete a timesheet which has not been submitted. When deleted, it is deleted from your Android app and is no longer available to transfer to your OpenAir account.

To Delete a Timesheet:

1. In the Dashboard, tap the category of the timesheet (for example, “Open” or “Rejected”) which you would like to delete. A list of timesheets appears.


2. Tap the  icon and tap **Select**. A radio button appears next to each timesheet.
3. Tap the radio button next to each timesheet which you want to delete. When a timesheet is selected, the  icon appears in the upper right corner of the app.
4. Tap the  icon. The app prompts you to verify the delete action. Tap **DELETE**. The app displays a syncing message as it deletes the timesheets and updates your OpenAir account. The timesheets no longer appear in the list of timesheets.

 **Note:** A quick way to delete a timesheet is to long-press the timesheet which you want to delete. This causes the radio buttons next to time entries to appear.

Deleting Linked Timesheets

By default, you must manually create two timesheets for periods which include parts of two months. For example, if half of the week occurs in the end of January, and the second half of the week occurs in the beginning of February, you must create timesheets for the portion of the week which occurs in January and the portion which occurs in February.

For timesheets which include parts of two months (for example, part of the week is in the end of January, and part is in the beginning of February), you can delete either or both of the two timesheets created for the period. Using the above example, to completely delete the timesheets for the week starting at the end of January and finishing at the beginning of February, you would need to delete both timesheets for this period.

 **Note:** If you delete a timesheet for one part of a linked period, and then use the calendar navigation to go to the time period which was covered by that timesheet, you will receive the following message:


“Associated timesheet is missing... Associated timesheet for previous month is no longer available, it was deleted earlier. Would you like to create new one?”

Tap **Create** to create a timesheet for the missing period which uses the same time codes as the part of the period which still exists. Tap **Cancel** to not create a new timesheet for the missing period.

Submit a Timesheet


Once you have created a timesheet, use OpenAir Mobile for Android to submit the timesheet. You can transfer it to your OpenAir account for approval. When in OpenAir, it follows the normal approval process.

To Submit a Timesheet:

1. Open a list of timesheets from the dashboard (for example, tap the “Open” category under “Timesheets”). Tap on the timesheet you would like to submit. The “Time Entries By Day” screen appears.
2. Tap the  icon and the “Submit” screen appears. The “Submit” screen allows you to add additional information.
3. If desired, enter information for Additional emails and Notes to approver.

As with OpenAir, timesheets can be submitted with a warning. Tap the “Submit on warning” toggle to allow timesheets to be submitted even if limitations on the server have been set.

For example, if the server has a rule that timesheets must have a minimum of 8 hours, and a timesheet with 4 hours is submitted, the “Submit on warning” feature still allows the timesheet with 4 hours to be submitted.

4. Tap the  icon. The Syncing message appears as OpenAir Mobile for Android syncs with your OpenAir account. The timesheet follows the normal OpenAir approval process.

Working with Expenses in OpenAir Mobile for Android

There are a number of expense—related tasks you can perform using OpenAir Mobile for Android, including exchanging new and modified expense reports between the Android app and OpenAir and submitting expense reports for approval. You can also add an image attachment to expense reports and receipts.



Note: Occasionally, the term “envelope” is used in place of “expense report”. Your app will use the terminology set by your company’s administrator.

Refer to the following procedures:


- [Create an Expense Report and Add Receipts](#)
- [Submit an Expense Report](#)
- [Edit an Expense Report](#)
- [Edit a Receipt](#)
- [Delete a Receipt from an Expense Report](#)
- [Delete an Expense Report](#)

OpenAir Mobile for Android exchanges expenses information with your OpenAir account continuously so that account information in both applications is current. OpenAir Mobile for Android updates itself as soon as you start it as well as after you resume using it from the background. Record additions, modifications, and deletions are performed in real time. However, ensure you are connected to the Internet if you want to modify, save, or delete data and exchange the information with your OpenAir account.

Create an Expense Report and Add Receipts

Use OpenAir Mobile for Android to keep your expenses current. You can create an expense report and add receipts to it. If circumstances change, you can easily modify those receipts before you submit the expense report for approval.

To Create an Expense Report and Add and Modify Receipts:

1. Tap  next to Expenses in the Dashboard to open a new expense report. A “New Envelopes” screen appears.

Note: If the **One project per expense report** switch is enabled for your account, you will also see Client and Project lines.

The screenshot shows the 'New Exp reports' screen. At the top, there is a title bar with a close icon (X) and a 'SAVE' button. Below the title bar, the form has several sections: 'Main' with a 'Name' field (value: EN for 11/7/16 to 11/13/16), a 'Description' field with a right arrow, a 'Client' field with a red asterisk and a right arrow, a 'Project' field with a red asterisk and a right arrow, a 'Date' field (value: Nov 10, 2016) with a right arrow, a 'Notes' field with a right arrow, a 'Currency Information' section with a 'Currency' field (value: USD), and an 'Envelope document/folders' field (value: 0) with a right arrow.

2. Tap each entry line and enter information for the new expense report. When finished, tap **SAVE**. The "Receipts List" appears. If this is a new expense report, there will not be any receipts in the list.

Note: The fields available in your Android app (for example, the "payment type" field) are set by your Administrator and correspond to the fields available in the web version of OpenAir.

To Add Receipts to an Expense Report:

1. Open an expense report and tap the  icon. The "New receipt" screen appears.

The screenshot shows the 'New receipt' screen. At the top, there is a title bar with a close icon (X) and a 'SAVE' button. Below the title bar, the form has several sections: 'Select Expense Item' with a right arrow, a 'DATE' field (value: Nov 10, 2016) with a right arrow, a 'PRICE' field (value: \$0.00) with a right arrow, a 'Main' section with a 'Tracking #' field (value: 2) and a right arrow, a 'Client' field (value: Foster Software) with a right arrow, a 'Project' field (value: ERP implementation) with a right arrow, a 'Payment type' field (value: Employee paid) with a right arrow, a 'Billable receipt' field with a green toggle switch, a 'Description' field with a right arrow, a 'Notes' field with a right arrow, and a 'Document/folders' field (value: 0) with a right arrow.

2. Tap each line to enter information into the "New receipt" screen. This screen includes the same information as the receipt form in your OpenAir account. If custom fields are used there, they also appear in the OpenAir Mobile for Android app.

Note: The Customer and Project lines only appear and are taken from the expense report if the **One project per expense report** switch is enabled for your account.


3. Tap the “Select Expense Item” line and tap to select the expense item.
4. Tap the “Date” and “Price” lines to change values. Accept the default displayed or change it. Tap **SET**.

The screenshot shows a mobile app interface for setting a price. At the top, there's a header with a close button (X) and the word 'Price', and a 'SET' button on the right. Below the header, a grey box displays '\$200.00' as the 'CALCULATED TOTAL'. Underneath, there are four input fields: 'Price*' with the value '200.000', 'Quantity*' with '1.00', 'Currency*' with 'USD', and 'Foreign currency' with 'no'.

5. Tap the “Client” pane to add customer, project, and task information. The “Select Project and Task” screen appears.

Note: The Customer and Project lines only appear and are taken from the expense report if the **One project per expense report** switch is enabled for your account.




6. Tap each line and available values appear. Find the desired values and tap them. The entry appears in the screen and you can select another line to enter its value. When each value has been selected, tap **SET**.

Note: In fields where you can select from a number of possible values, for example, when selecting a client, tap the  icon to search for customers and projects available in your OpenAir account using dynamic search. You can also use the search/find button on your Android device.

7. Swipe up to continue entering information in the “New receipt” or “Edit receipt” screen.
8. To indicate whether the receipt is billable, tap the **Billable receipt** toggle.
9. To attach a receipt, tap the **Documents/folders** line at the bottom of the app. The “Documents/folders” screen appears.


The screenshot shows a dark grey bar at the bottom of the app. On the left is a paperclip icon. Next to it is the text 'Envelope document/folders:'. To the right of this text is a circular counter displaying the number '0'. On the far right of the bar is a white right-pointing arrow button.


Note: The counter in the “Documents/folders” line shows how many files are attached to this receipt. The attachment page requires run time permissions for your device’s camera, external storage, and GPS. Attachment activity is limited when these permissions have not been granted.

10. Click the  icon in the lower right corner. A “New attachment” screen appears.
 - If you tap **From camera**, the app opens your Android device’s camera, and you can take a screenshot of the receipt. Tap **OK** or  if the photo is correct, or **RETRY** or  if you want to

retake the photo. The photo will be added to the receipt and to your Android device's photo gallery.

- If you tap **From gallery**, the “Select a photo” screen appears, and you can select a photo to use from your Android device's photo gallery.
- If you tap **From files**, a list of recent files appears, and you can select a file to attach. Files imported this way retain their original filename.

To change an attachment's filename, tap **SELECT** and select an image or file to rename. Next, tap the  icon, and enter the new name for the file. Please note that you cannot change a file's extension.

 **Note:** Photographs you take with the Android camera are automatically saved to your photo library. The size of the file attached via the Android is in Android's camera default resolution.



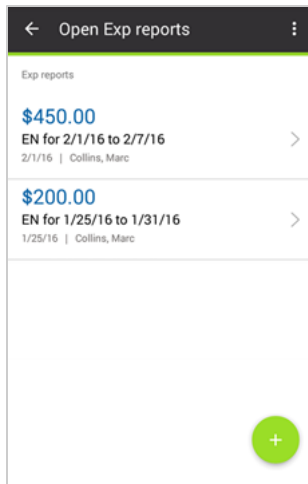
Files which are located on the OpenAir server but not locally on your Android device are represented in the “Attachments” screen by a “Tap to Download” message instead of a screenshot. Tap the “Tap to Download” message to download these files to your Android device.

Edit an Expense Report

Use OpenAir Mobile for Android to edit expense report information.

To Edit an Expense Report:

1. Open a list of expense reports from the dashboard (for example, tap the “Open” category under “Expenses”). The “Expense Report List” appears.



2. Tap on the expense report you would like to edit. The “Receipt List” appears.

Note: If the **One project per expense report** switch has been enabled for your account, you will also see Customer and Project lines.

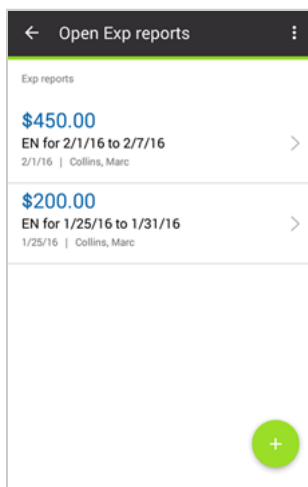
3. Tap on the name of the expense report in the header of the “Receipt List”. The “Edit Envelopes” screen appears.
4. Tap a line to make changes. When finished, tap **SAVE**. The “Receipt List” appears

Edit a Receipt

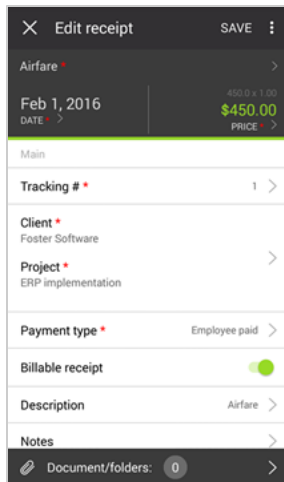
Use OpenAir Mobile for Android to edit receipts which are in an Expense report.

To Edit a Receipt Within an Expense Report

1. Open a list of expense reports from the dashboard (for example, tap the “Open” category under “Expenses”). The “Expense Report List” appears.



2. Tap the expense report with the receipt you would like to edit. The “Receipt List” appears.
3. Tap the receipt you would like to edit. The “Edit receipt” screen appears.



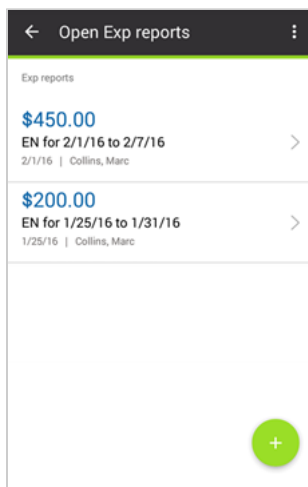
4. Tap a line on the receipt to make changes. When done, tap **SAVE**.

Delete a Receipt from an Expense Report

Use OpenAir Mobile for Android to delete a receipt from an expense report which has not been submitted. When deleted, it is deleted from your Android app as well as the online OpenAir account.

To Delete a Receipt from an Expense Report:

1. Open a list of expense reports from the dashboard (for example, tap the “Open” category under “Expenses”). The “Expense Report List” appears.



2. Tap the expense report with the receipt you would like to delete. The “Receipt List” appears.
3. Tap the icon and tap **Select**. A radio button appears next to each receipt.
4. Tap the radio button next to the receipts which you want to delete.
5. Tap the icon which appears in the upper right corner of the app when a time entry is selected. The app prompts you to verify the delete action. Tap **DELETE**.
6. OpenAir Mobile for Android displays a Syncing message as it deletes the receipts and updates your OpenAir account. The “Receipt List” no longer displays the deleted receipts.

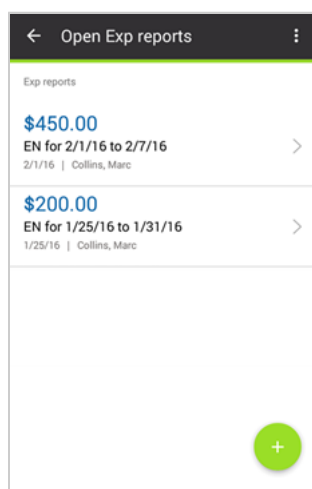
Note: A quick way to delete a receipt is to long-press the receipt you want to delete. This causes the radio buttons next to receipts to appear.

Delete an Expense Report

Use OpenAir Mobile for Android to delete an expense report which has not been submitted. When deleted, it is deleted from your Android app and cannot be uploaded to your OpenAir account.

To Delete an Expense Report

1. Open a list of expense reports from the dashboard (for example, tap the “Open” category under “Expenses”). The “Expense Report List” appears.



2. Tap the icon and tap **Select**. A radio button appears next to each expense report.
3. Tap the radio button next to each expense report which you want to delete. When an expense report is selected, the icon appears in the upper right corner of the app.
4. Tap the icon. The app prompts you to verify the delete action. Tap **DELETE**. The app displays a syncing message as it deletes the selected expense reports and updates your OpenAir account. The expense reports no longer appear in the list of expense reports.


Note: A quick way to delete an expense report is to long-press the expense report you want to delete. This causes the radio buttons next to the expense reports to appear.

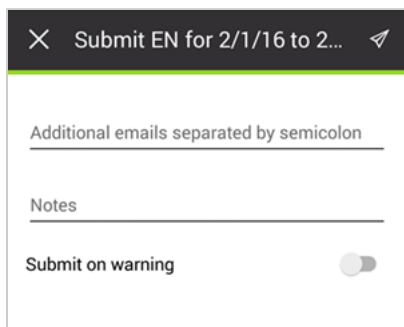
Submit an Expense Report


Once you have created an expense report and added one or more receipts, use OpenAir Mobile for Android to submit the expense report. When submitted to your OpenAir account, the expense report follows the normal approval process.

To Submit an Expense Report

1. Open a list of expense reports from the dashboard (for example, tap the “Open” category under “Expenses”). The “Expense Report List” appears. Tap on the expense report you would like to submit.

2. Tap the  icon and the “Submit” screen appears. The “Submit” screen allows you to add additional information.



3. If desired, enter information for Additional emails and Notes to approver.
As with OpenAir, expense reports can be submitted with a warning. Tap the “Submit on warning” toggle to turn enable expense reports to be submitted even if limitations on the server have been set.
4. Tap the  icon. The Syncing message appears as OpenAir Mobile for Android syncs with your OpenAir account. The expense report follows the normal OpenAir approval process.

Working with Approvals in OpenAir Mobile for Android

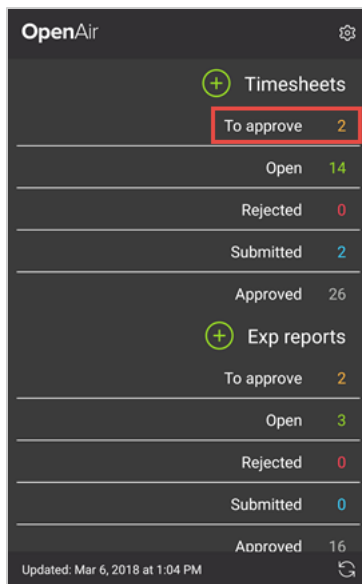
You can use OpenAir Mobile for Android to approve or reject Timesheets or Expense reports.

Important: The Approval feature is not available when the app is offline.

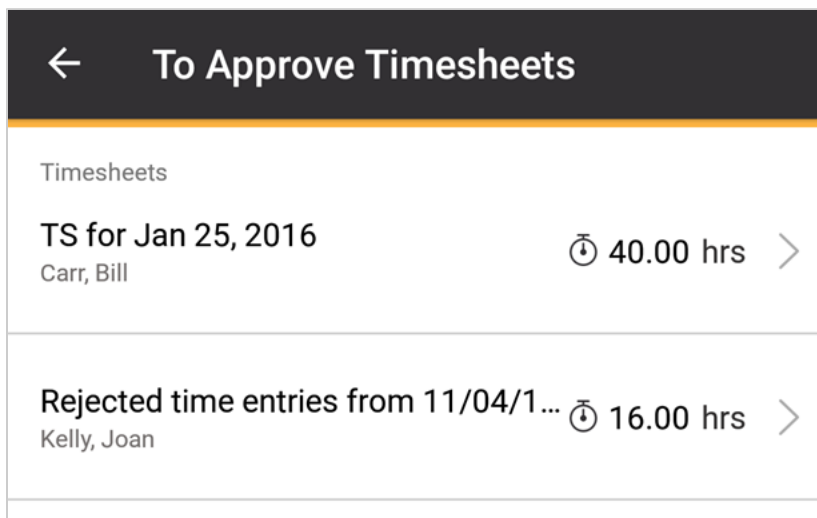
Note: You will only see the **To Approve** lines if you have the approval switches enabled in your account, see [To provide users with permission to approve Timesheets or Expenses](#).

To approve a Timesheet or Expense report in OpenAir Mobile for Android:

1. Tap the Timesheets or Expenses **To Approve** line from the Dashboard.



2. Tap the Timesheet or Expense report you want to approve.



3. Tap the ☒ icon to approve the Timesheet or Expense report.


4. Type any additional email recipients who you want to notify of the approval, and add notes to the approval (optional).

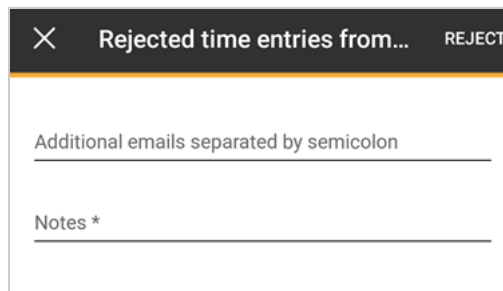
5. Tap **Approve**.

To reject a Timesheet or Expense report in OpenAir Mobile for Android:

1. Tap the Timesheets or Expenses **To Approve** line from the Dashboard.

2. Tap the Timesheet or Expense report you want to reject.

3. Tap the  icon and tap **Reject**.
4. Type any additional email recipients who you want to notify of the rejection, and add notes to the rejection.




×

Rejected time entries from... REJECT

Additional emails separated by semicolon

Notes *

 **Note:** You must enter a Note when rejecting a Timesheet or Expense report.

5. Tap **Reject**.
The Timesheet or Expense report will be returned to the sender for correction.

References

References contain Administration, Troubleshooting, and Frequently Asked Questions.

Administration

Administrators provide users with permission to exchange information between the OpenAir Mobile for Android app and an OpenAir account. Once you enable Exchange Access to OpenAir Mobile for Android for a user and that user downloads the app, the user can communicate with OpenAir Timesheets and Expenses through the Android app.

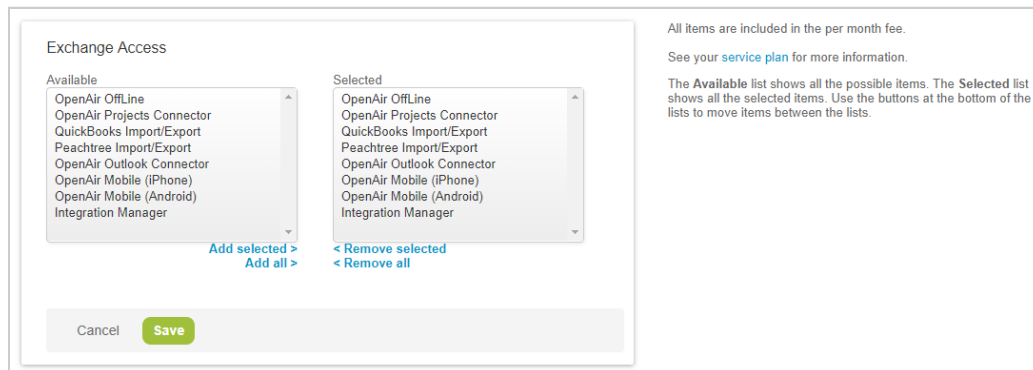
Form permissions defined in a user's OpenAir account are downloaded and enforced on their Android device.

Note: There are several limitations regarding the enforcement of permission rules in this version of the Android app. See the OpenAir Admin Guide for more details on form permissions.

- Only permission rules for the main entity form are supported.
- Form default values are not supported.

To Provide Users with Exchange Access:

1. Navigate to Administration > Global Settings > Employees and select an Employee ID.
2. Click Access control > Exchange Access. The "Exchange Access" form appears.



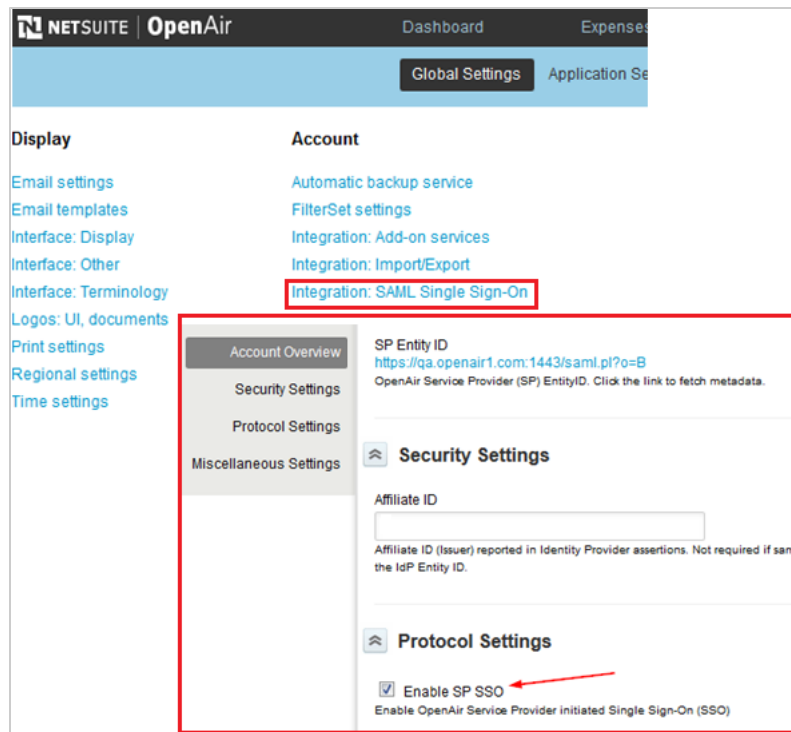
3. Select OpenAir Mobile (Android), click **Add selected items**, and click **Save**.

To Enable Single-Sign On:

1. Navigate to Administration > Integration: SAML Single Sign-On

Note: To enable this feature, please contact OpenAir Support and request the *Enable SAML integration* switch.

2. You need to check the **Enable SP SSO** option to use single sign-on from your Android device.

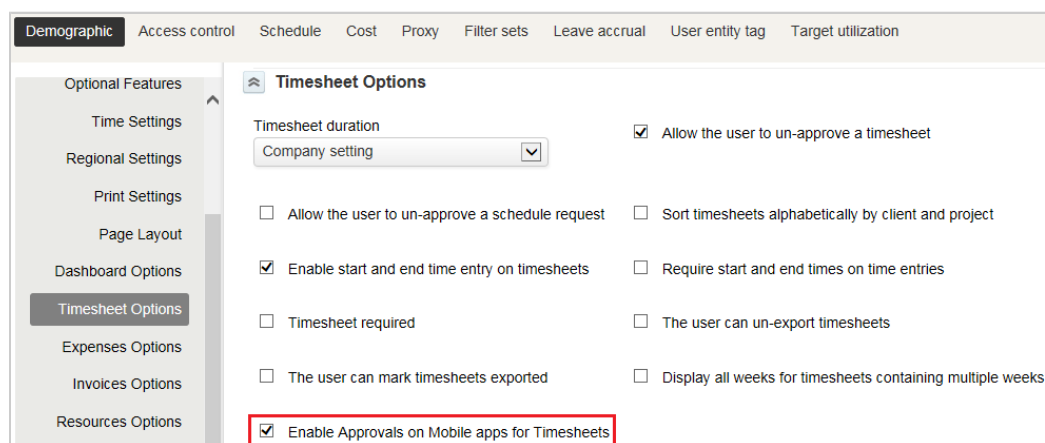


To provide users with permission to approve Timesheets or Expenses:

Separate switches need to be enabled for users to see the **To Approve** line on their Dashboard (see [Getting Started](#)) and access the approval functionality, see [Working with Approvals in OpenAir Mobile for Android](#).

1. To enable the user to approve Timesheets:

Go to Administration > Global Settings > Users > [User] > Demographic > Timesheet Options.
Select **Enable Approval on mobile for Timesheets** and click **Save**.



2. To enable the user to approve Expenses:

Go to Administration > Global Settings > Users > [User] > Demographic > Expenses Options.
Select **Enable Approval on mobile for Expenses** and click **Save**.

The screenshot shows the 'Expenses Options' section of the OpenAir Mobile app settings. The 'Enable Approvals on Mobile apps for Expenses' checkbox is checked and highlighted with a red box. Other options include 'Allow the user to un-approve an envelope', 'Allow the user to un-approve an authorization', 'The user can un-export envelopes', 'The user can mark envelopes exported', and 'Default to expense worksheet when viewing an envelope'.

Troubleshooting

If you are having trouble exchanging data using OpenAir Mobile for Android, ensure your administrator has enabled OpenAir Mobile for Android access for your account. If problems persist or you would like additional information, please create a support case and submit it through your OpenAir account.

To Create a Support Case:

1. Log in to your OpenAir account and select **Support** from the User Center menu.
2. Click on the **Go to SuiteAnswers** button.
3. From the **SuiteAnswers** site home page, click **Contact Support Online**.
4. Enter your question keywords and click **Search**.

Note: If you do not have a question, i.e. you need a switch enabled, just click **Search**.

5. Very often the answer to your question will be displayed. If you still want to create a support case click **Continue to Create Case**.
6. Fill out the **Create Case** form and then click the **Submit**. You will receive an email confirmation with **Your OpenAir Customer Care #**.

Note: Required fields are marked with an asterisk *.

Our Support staff and engineers will work with you to find a solution to your problem.

Frequently Asked Questions (FAQs)

How does my Android device communicate with my OpenAir Account?

The [Flow of Information](#) between your Android device and OpenAir account is achieved through the process of [Synchronization](#)

What should I do if data is missing from my Android device?

First try using the dynamic search icon at the top of available list of items. Next try the [Refresh All Data](#) option. If you still can find a particular item, check that it is visible from your OpenAir account.

Why do I keep seeing a Syncing message box?

[Synchronization](#) occurs automatically when you save data, access a screen requiring permissions or, need to refresh your data. This is necessary to ensure that you are viewing and updating the latest data.

I had to change my password in my OpenAir account. Do I need to change it in OpenAir Mobile for Android?

Yes, the login credentials in Settings for the OpenAir Mobile for Android app need to be the same as your OpenAir account. See [Changing Settings](#) for more information.

What do I do if I see an error message?

Read the message carefully. The most common errors result from your Android device losing its Internet connection. Check you have access to the Internet and are using the correct security credentials. See [Troubleshooting](#).