



mitimesheet™

Time Tracking Software For Personal or Business Use



User Guide
Version 1.5.1



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Overview

Congratulations on your purchase of **mitimesheet** time tracking software.

We recommend that you take some time to read through the user guide to get the most out of **mitimesheet**.

The **mitimesheet** software is time tracking software designed to help you track your time against projects and/or clients.



Getting Started

We recommend the following usage sequence:

- To get started, when you first enter the application you should enter all the projects and clients that you currently will be tracking time against, if these are known to you.
- Start entering time entries.
- [Export time entries](#) via email as required.

The **mitimesheet** software stores all data locally on your Blackberry and does not need access to the network, except when [exporting data](#). Future versions of the **mitimesheet** software will include localized captions, prompts, and error messages.



The Time Entry Screen

The time entry screen is where all adding, deleting, and editing of time entries is performed.

The screenshot shows the miTimesheet application interface. The title bar at the top reads "miTimesheet" with navigation arrows on either side. The form contains the following fields:

Date:	20 Nov 2009		
Start time:	7:30 AM	End time:	3:00 PM
Total hours:	7.30	(HH.MM)	
Client:	Global Energy		
Project:	PRD-23498		
Type:	Billable		
Description:	Install package onsite		

Adding a New Time Entry

To add new time entries select the "New" menu options from the Blackberry menu. Once all data required is entered for the current entry select the "Save" menu option from the Blackberry menu.

Deleting a Time Entry

Using either the summary list or the navigation buttons, select the time entry you wish to delete. Once selected, on the Blackberry menu select the "Delete" menu option.

Editing a Time Entry

Using either the summary list or the navigation buttons, select the time entry you wish to edit. Once selected, modify the data required. After the required changes have been completed, from the Blackberry menu select the "Save" option.



The Timesheet Summary Screen

The Timesheet Summary screen is a multipurpose screen. From this screen you can filter time entries for a given date range and send the list via email in a Microsoft® Excel format. Also the screen will allow you to select one of the entries within the filtered list and edit the entry.

Viewing a Range of Time Entries

The **mitimesheet** software allows for viewing a filtered list of time entries that fall within a selected starting and ending date. To view a filtered list, from the [Time Entry Screen](#) select “View Timesheet” on the Blackberry menu.

Select the desired “From” and “To” dates on the Time Entry List Screen for which you wish to view time entries. Once you have chosen the desired dates, from the Blackberry menu select the “Filter” menu options.

miTimesheet - View		
From Date:	1 Nov 2009	To Date: 1 Dec 2009
Timesheet 1 Nov 2009 - 1 Dec 2009		
13 Nov 2009	7 hours 30 minutes	→
ABC Insurance	PRD-23498	
17 Nov 2009	4 hours 45 minutes	→
GSC Corp.	PRD-98758A	
19 Nov 2009	3 hours 00 minutes	→
World Comcast	PRD-478417	
20 Nov 2009	1 hours 15 minutes	→
RS Systems	PRD-74124C	
20 Nov 2009	5 hours 00 minutes	→
Joey Surf	PRD-98758A	
20 Nov 2009	6 hours 45 minutes	→
Car World	PRD-23498	
Total 28 hours 15 minutes		

Editing a Time Entry from the Timesheet Summary Screen

To edit a time entry, filter the time entry list then select the item you wish to edit. To initiate an edit select either the green arrow on the far right of the selected entry, or from the Blackberry menu select the “Edit” menu option. The Time Entry screen will now be displayed with the selected time entry data displayed.

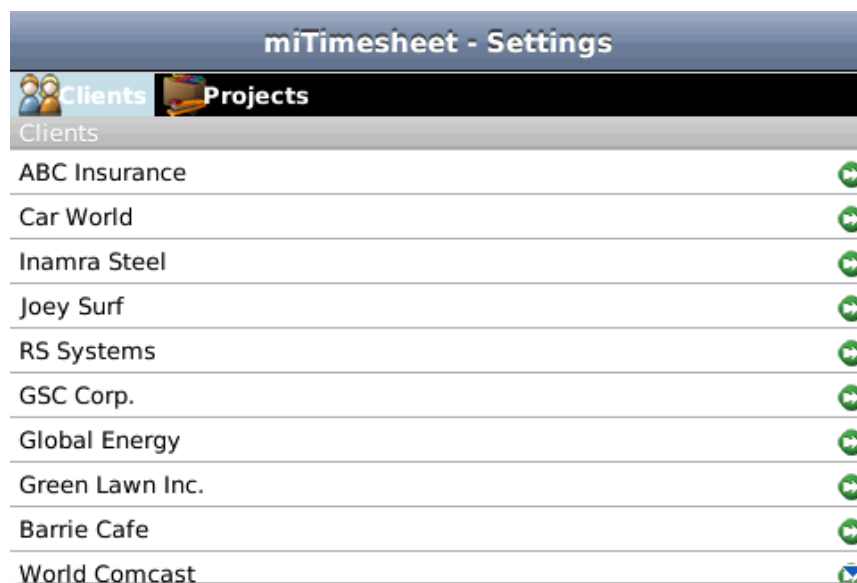


Exporting Filtered Time Entries

On the [Timesheet Summary Screen](#) select the range of time entries you wish to export. Once filtered, from the Blackberry menu select the “*Email Filtered List*” menu option. You will be prompted to select an email address to which you would like to send the exported file.

The Settings Screen

The settings screen is used for managing the lists of clients and projects with the **mitimesheet** software.



Adding a Client

On the [Settings Screen](#) select the “*Clients*” toolbar button. From the Blackberry menu select the “*Add Client*” menu option. After entering the client information press the “*Enter*” key to accept the changes.

Deleting a Client

On the [Settings Screen](#) select the “*Clients*” toolbar button. Select the client you wish to delete from the clients list. From the Blackberry menu select the “*Delete*” menu option.

Note: Once a client is deleted all time entries with reference to that client will have the “*Client*” field set to “*blank*”.



Editing a Client

On the [Settings Screen](#) select the “*Clients*” toolbar button. Select the client you wish to edit from the clients list. From the Blackberry menu select the “*Edit*” menu option. Make the required changes and press the “*Enter*” key to accept the changes.

Adding a Project

On the [Settings Screen](#) select the “*Projects*” toolbar button. From the Blackberry menu select the “*Add Project*” menu option. After entering the project information press the “*Enter*” key to accept the changes.

Deleting a Project

On the [Settings Screen](#) select the “*Projects*” toolbar button. Select the project you wish to delete from the projects list. From the Blackberry menu select the “*Delete*” menu option.

Note: Once a project is deleted all time entries with reference to that project will have the “*Project*” field set to “*blank*”.

Editing a Project

On the [Settings Screen](#) select the “*Projects*” toolbar button. Select the project you wish to edit from the projects list. From the Blackberry menu select the “*Edit*” menu option. Make the required changes and press the “*Enter*” key to accept the changes.

Data Backup

Currently this version of **mitimesheet** only supports backing up data by exporting into the CSV file format using the [Timesheet Summary Screen](#). View the topic [Exporting Filtered Time Entries](#) for help on exporting data.



Time Entry Screen Reference

Moves to previous time entry → **miTimesheet** ← Moves to next time entry

Date: 20 Nov 2009
Start time: 7:30 AM End time: 3:00 PM
Total hours: 7.30 (HH.MM)
Client: Global Energy
Project: PRD-23498
Type: Billable
Description: Install package onsite

Timesheet Summary Screen Reference

miTimesheet - View

From Date: 1 Nov 2009 To Date: 1 Dec 2009 ← Time Entry Date Filter

Timesheet 1 Nov 2009 - 1 Dec 2009

13 Nov 2009	7 hours 30 minutes	→ Edit Time Entry
ABC Insurance	PRD-23498	
17 Nov 2009	4 hours 45 minutes	
GSC Corp.	PRD-98758A	
19 Nov 2009	3 hours 00 minutes	→ Project
World Comcast	PRD-478...	
20 Nov 2009	1 hours 15 minutes	
RS Systems	PRD-74124C	
20 Nov 2009	5 hours 00 minutes	← Total Entered Time
Joey Surf	PRD-98758A	
20 Nov 2009	6 hours 45 minutes	
Car World	PRD-23498	
Total 28 hours 15 minutes		

Settings Screen Reference

miTimesheet - Settings

Toolbar → Clients Projects

Clients	
ABC Insurance	→ Edit Item
Car World	→ Edit Item
Inamra Steel	→ Edit Item
Joey Surf	→ Edit Item
RS Systems	→ Edit Item
GSC Corp.	→ Edit Item
Global Energy	→ Edit Item
Green Lawn Inc.	→ Edit Item
Barrie Cafe	→ Edit Item
World Comcast	→ Edit Item