



TTN Quick Start Guide for iPhone

Show menu options

Clock on/off

Create new entries

Tap any field to select or enter details

Select date

Number of entries

Display this weeks entries

Task	Start	Finish	Break	Inc.OT	0h 0m
General Admin					
Miscellaneous					
Project ABC					

Configure app settings

Sign document

Display options

Filter by date range

Single Page report

Submit displayed entries

Approved (entry locked)

Submitted (entry locked)

Not submitted

Tap to sign

Select Report Type

Detailed report

Email PDF

Print

Save to iCloud

Filter by client

Add a new entry

Filtering by week will popup the calendar to prompt for date

Allowable days is the displayed week

Check in Location

Prefill times with defaults

Delete selected entry

None	Sick Leave	Annual Leave	Other Leave
Distance	0.00		
Per diem / LAFH	<input type="checkbox"/>		
Submit Entry	<input type="checkbox"/>		
Delete Entry	<input type="checkbox"/>		
Timesheet Sent (PDF has been emailed)	<input type="checkbox"/>		
Approve Entry	<input type="checkbox"/>		

Set default start, finish and break times

Prefill times with defaults

Delete selected entry