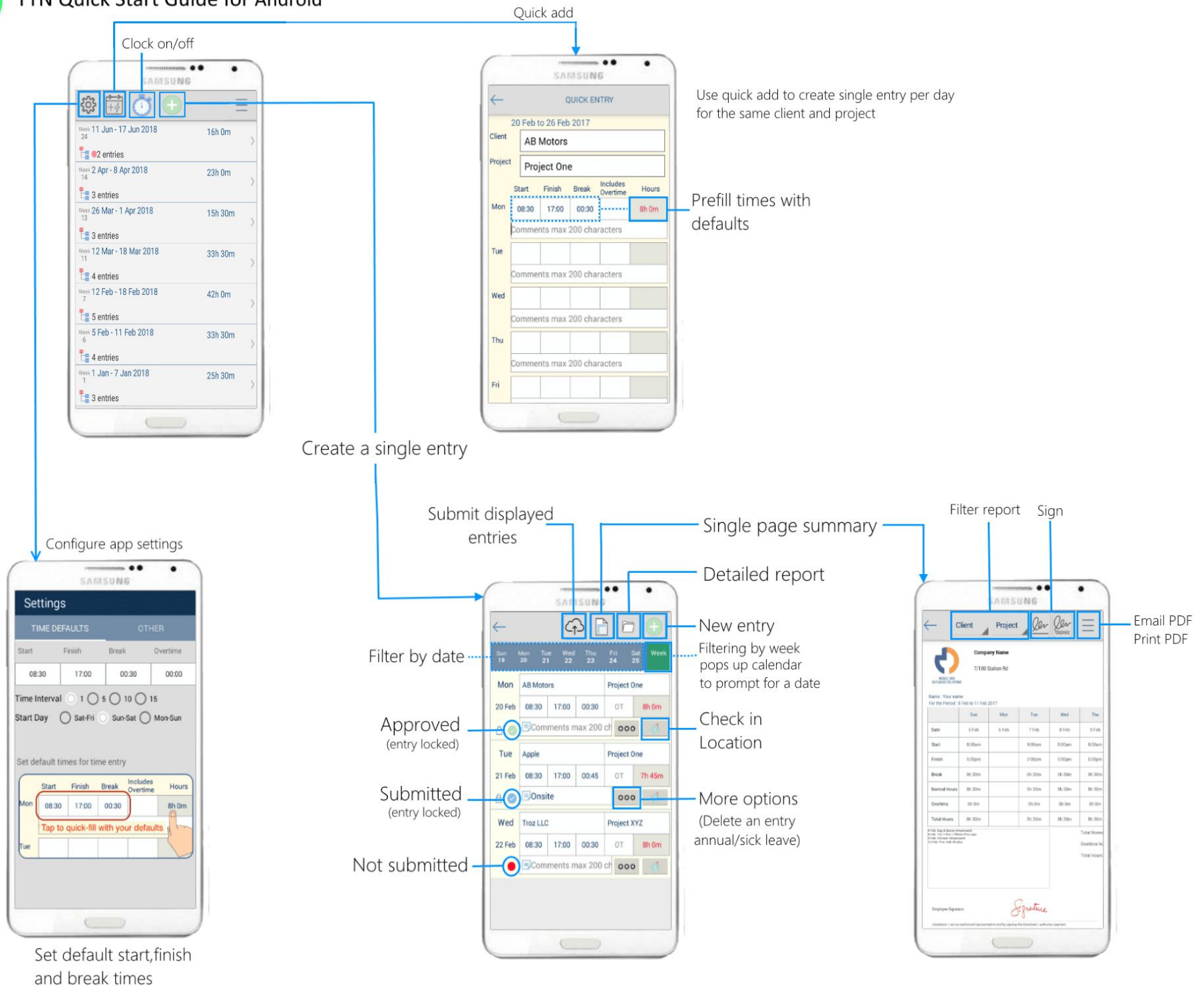




# TTN Quick Start Guide for Android



# TTN Android Settings

## Settings

TIME DEFAULTS PDF LOGO

Start	Finish	Break	Overtime
08:30	17:00	00:30	00:00

Time Interval ☐ 1 ☐ 5 ☐ 10 ☐ 15

Start Day ☐ Sat-Fri ☐ Sun-Sat ☒ Mon-Sun

Set default times for time entry

	Start	Finish	Break	Includes Overtime	Hours
Mon	08:30	17:00	00:30	<input checked="" type="checkbox"/>	8h 0m
Tue					

Tap to quick-fill with your defaults

Clear break



### Break Duration

23	29
00	30
01	31

Cancel Clear Set

## Settings

TIME DEFAULTS PDF LOGO

MOBILE AND DATABASE SOLUTIONS

Select logo from device photo library

## Settings

TIME DEFAULTS PDF LOGO

PDF OPTIONS Tap here to configure options for PDF

DOWNLOAD TIME ENTRIES Tap here to download all submitted

Download all submitted time  
Useful after reinstalling app

Details synced on login

## Settings

Fields displayed on report

Language	Restart Required	Your name	Admin User
Timesheet	Timesheet	Your phone	Your phone
Subheading		Address or Business det.	
Client Label	Client	Line 2	
Project Label	Project	Line 3	
Company name	DEMO Company	Line 4	
		Name label	Employee Name

Set date range Apply filter

2018-06-11 2018-06-17

Client Project

Employee signature

Counter Sign

### TIMESHEET

Period : 29 May to 4 Jun 2017

Docket 1

Value increments after emailing/printing

Date	Project	Start	Finish	Break	Inc.OT	Total
Wed 31 May	Project One	7:30am	8:30am	00:30		0h 30m
Wed 31 May	Project XYZ	8:30am	5:00pm	00:30		8h 30m

Apple Line 1 Line 2 Steve 555-2345

Date	Project	Start	Finish	Break	Inc.OT	Total
Fri 02 Jun	Project One	8:30am	5:00pm	00:30		8h 0m
Fri 02 Jun	Testing Project	5:00pm	5:30pm	00:00		0h 30m
Sun 04 Jun	Project One	8:45am	5:00pm	00:30	01:00	7h 45m

Total Normal Hours 31h 45m

Your Name

Name: Your name Client: Client Name

Employee Signature Signature

Date 06 Jun 2017 Date 06 Jun 2017

Cancel Clear Done

Reference Docket

Please sign below

*Signature*

Cancel Clear Done

Client Signing Client Name

Please sign below

*Signature*

Email as PDF

Email as Image

Print Timesheet

Print Expense

Distance

Toggle Address

Display Time 12 or 24h

Toggle Daily Total

Toggle Leave

Toggle Amount

Toggle Expense

## TTN – Configure Mileage

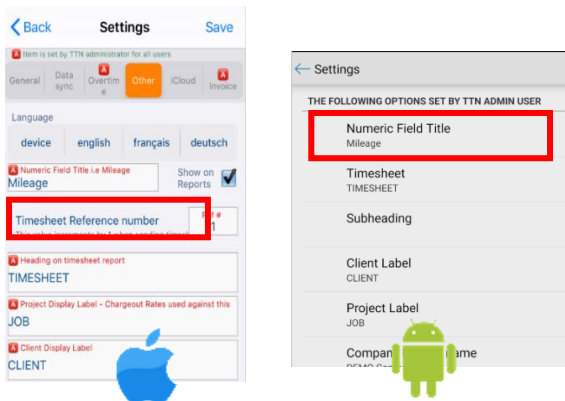
The overall process to setup travel and mileage cost is as follows:

1. Set the Numeric Field Title
2. Set Mileage Rate via Project/Job screen
3. Enter miles/km travelled for an individual entry
4. View on detailed report

### Set the Numeric Field Title

Navigate to

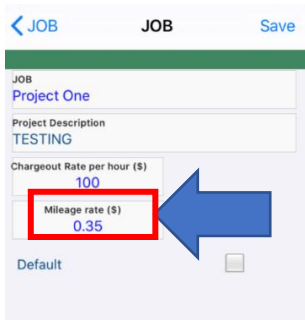
- (iOS) Settings>Other
- (Android) Settings>PDF>PDF Options



### Set Mileage Rate via Project/Job screen

Open main menu>Job/Project.

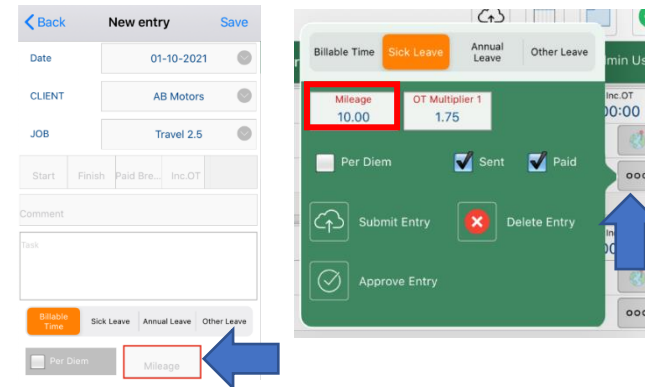
Select a project to edit. Enter the mileage rate for the project.



### Enter miles/km travelled for an individual entry

Mileage can be entered two ways.

1. When creating a time entry.
2. Or Tap the more button (3 dots). You can also edit the value later using this method.



### View Mileage on detailed report

Tap the blue folder icon.

The summary section shows the total mileage and also the calculated amount. This amount also feeds into the Total Amount value.

Tap the down arrow>Mileage to toggle displaying the Mileage values.

The image shows a screenshot of the TTN 'Client Report' screen. The 'Date Range' is set to 2021-01-06 to 2021-01-12. The 'Client Report' is for 'DEMO Company'. The 'Mileage' section is expanded, showing a table of mileage data.

Name	Normal Hours	OT1	OT2	Total Hours	Sick Leave	Annual Leave	Other Leave	Per Diem	Mileage	Mileage(\$)	Total Amount
Admin	4h 0m	0h 0m	0h 0m	4h 0m	1	0	0	0	30.00	\$61.20	\$494.20