



# **WORKING HOURS DIARY 2**

App for iPhone, iPad and iPod

## **User Guide**

for Version 2.0

# WORKING HOURS DIARY

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### **Developer Website:**

<http://www.jandamerau.com/main/detail/app/arbeitszeit-ios-2>

### **AppStore:**

<https://itunes.apple.com/us/app/working-hours-diary-2/id954824536>

# WORKING HOURS DIARY

## Description

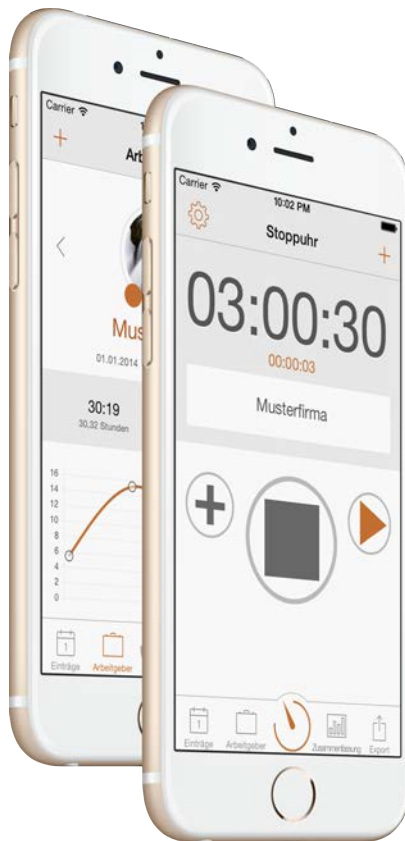
**Time management app to record your own working hours.** With this app you can record your own working hours. You can use this app for one or more employers.

You can easily start a new record or add times afterwards.

Post your hourly wage and see immediately what you have earned.

Play safe and never lose data again. You can create backups of your data, export and import it.

**Full extend:** The app is advertising free and there are no in-app purchases necessary. You are getting the complete product!



### How to use:

1. Open the application and select the menu item „Time tracker“. Choose your employer or your project from the dropdown and click on "Start" when you begin your work. Close the application.
2. After work: Open the application again and select the menu item „Time Tracker“. Click "Stop". Your time is saved. Close the application.

**That's it. It's very easy!**

# WORKING HOURS DIARY

## Description

### And this is how you add past working hours:

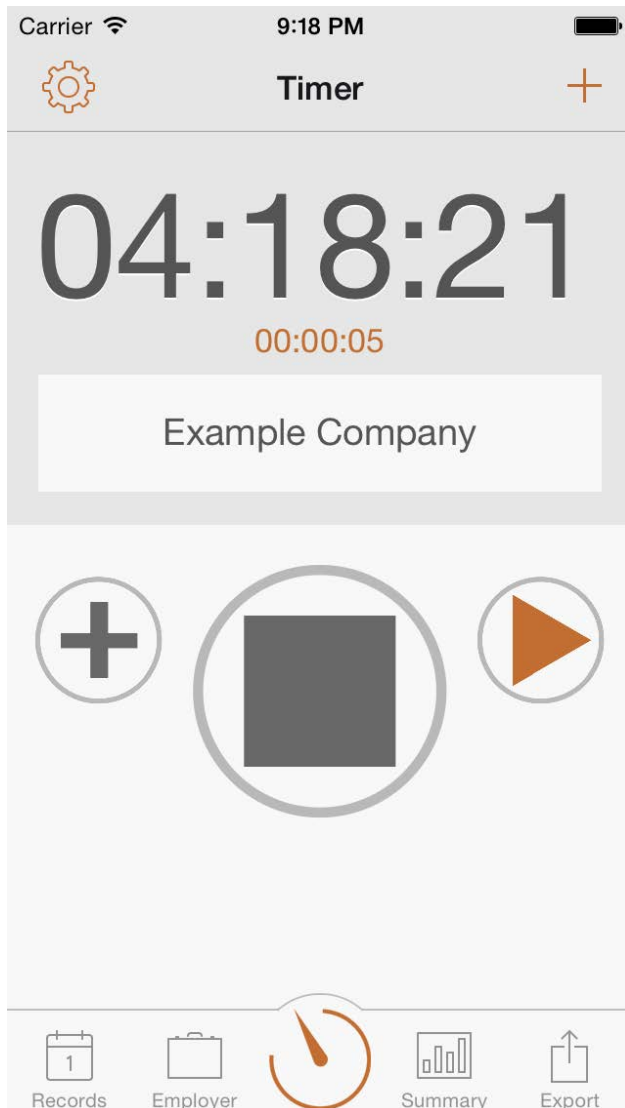
Open the application and select the menu item „Time tracker“. Select the plus symbol „+“ in the menu on the upper right. Select your employer or project, the starting and the finishing times and click on Save. Close the app again.

### What are the key features?

- Simple recording of times through a time tracker with a start, pause and stop function.
- Single entries of times (to record independent of the time tracker)
- Notes can be added to every single entry.
- Easy management of one or more employers.
- Instead of employers, projects, mandates, customers, clients or orders can be managed and named.
- Employers can be color coded and you can add a photo or logo.
- Calendar with your saved times.
- Classic list display (logs) of your saved times.
- Each record can be marked as „settled“.
- Records can be edited or deleted.
- Records can be analyzed graphically.
- Your earnings will be calculated or displayed in real time.
- A report can be generated (PDF).
- A spreadsheet (CSV) can be generated for further processing (e.g. in Numbers, OpenOffice, Excel etc.).
- You can send the report (PDF) or the spreadsheet (CSV) via e-mail.
- You can transfer the report (PDF) or the spreadsheet (CSV) to any app that supports these formats, e.g. Dropbox, Google Drive etc.
- Backups of your data can be generated, exported and imported.
- The backup data is compatible with other versions of this app.
- The backup data is compatible with the OS X app, data can be exchanged between OS X and IOS.

# WORKING HOURS DIARY

## Time Tracker Overview



————— New entry  
without time tracker

————— Recorded working time

————— Break time

————— Selected employer

————— See next page  
Time tracker handling



The  symbol opens the app configuration (page 9)

# WORKING HOURS DIARY

## Time Tracker Handling



Starts a recording



Ends a recording and saves the entry



Time tracker detail (see next page)

Adding notes, changing the start time manually and displaying the earnings in real time




Pauses the recording, break time is on

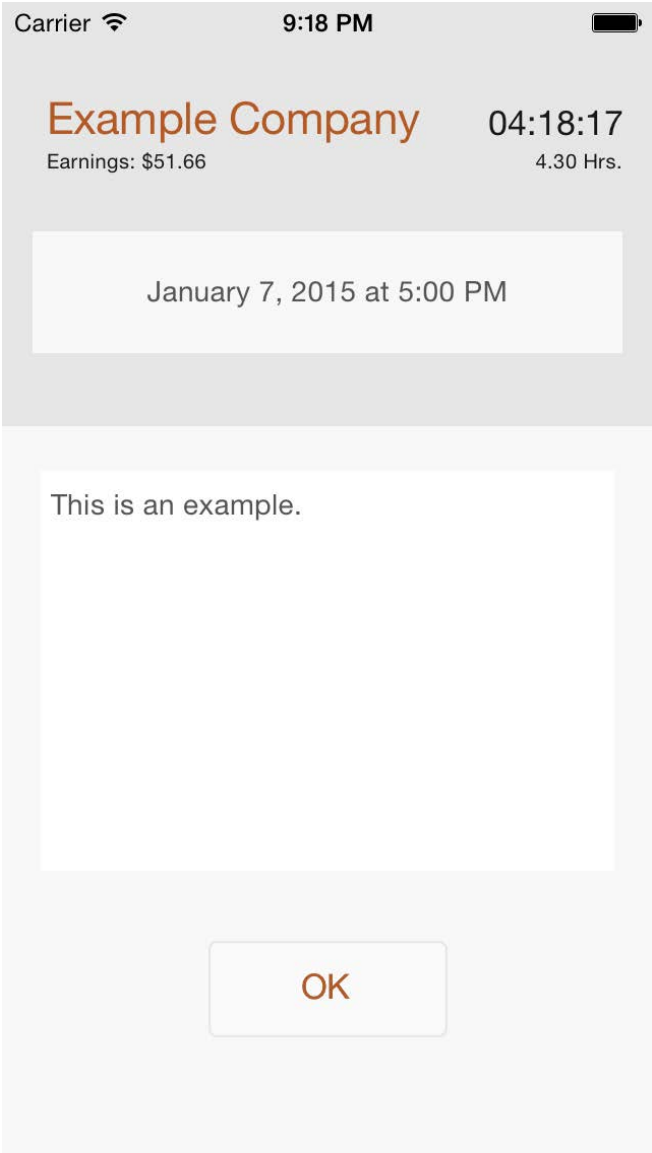


Restarting the recording, ends the break time

# WORKING HOURS DIARY

## Time Tracker Details

This screen is displayed when you click on the  symbol during a recording.



Display of the recording and your earnings in real time

Start time of time tracker  
Click on the date / time to change it

Add notes here or add a description of your work

Hide the detailed display

# WORKING HOURS DIARY

## Single Recording

The screenshot shows the app's interface for a single recording. At the top, it displays the carrier name, signal strength, time (9:20 PM), and battery level. Below this, there are several sections: a text field for the employer name ('Example Company'), a text field for the start time ('January 7, 2015 at 5:00 PM'), a display for working time ('03:30') and earnings ('\$42.00'), a sub-section for the date and time ('1/7/15, 9:18 PM') and hourly wage ('\$12.00'), two scroll bars for adjusting working time and break length, and a text area for a note ('This is an example.').

(A)

Selection of employer

Start time of time tracker

Working time in hours with end time. Display of earnings and the hourly wage.

Move from left to right  
Dauer der Arbeitszeit

Move from left to right  
Length of your break in minutes

Note or a description of your work



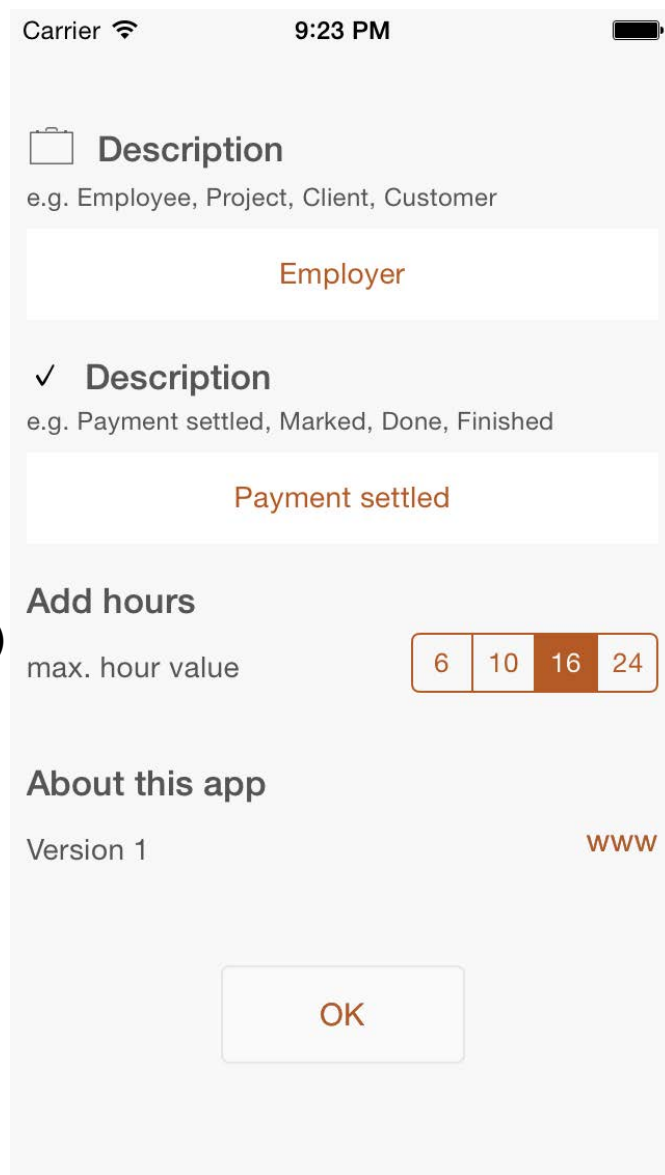
The maximum working hours of the scroll bar (A) can be increased or decreased in the settings. Choose your maximum in the settings so that you can adjust your time better.



# WORKING HOURS DIARY

## App Configuration

By changing the descriptions in the app configuration, you change all concerned descriptions of the app. This affects the menu, every single display and the export.



(A)

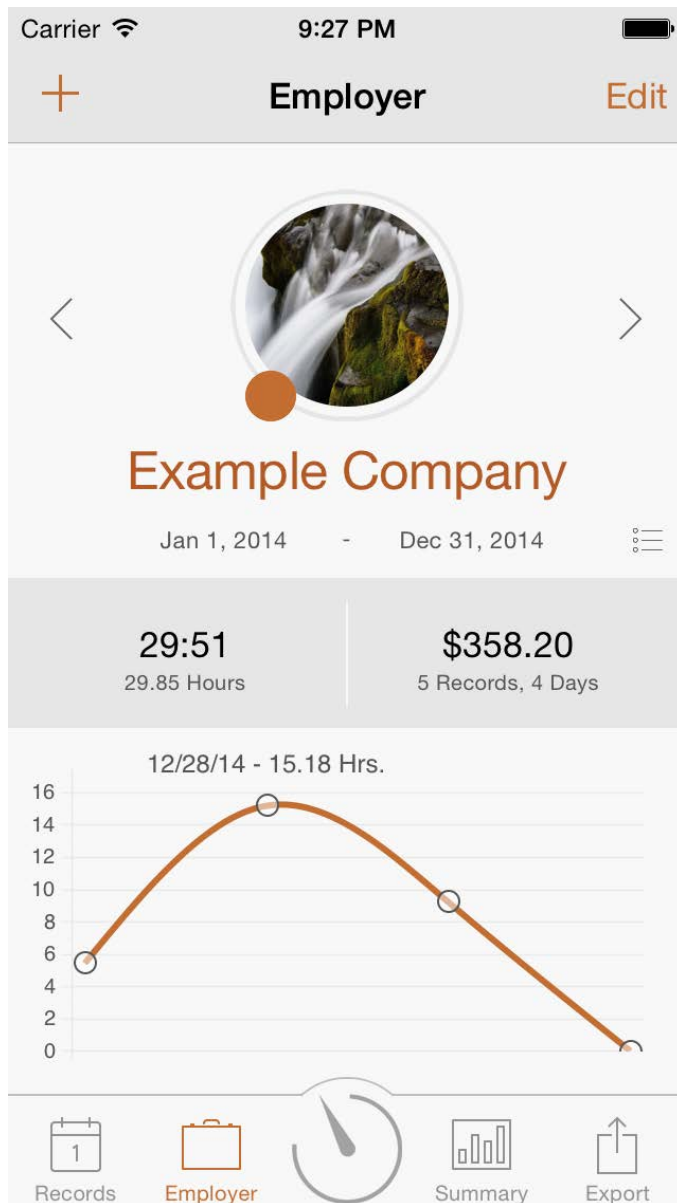
The app used the description *employer*. Here you can change it to e.g. *project* or *client*.

Each record can be made as *settled*, you can change it to e.g. *processed*.

Change the maximum working hours. The lower the number of hours, the more accurate is the scroll bar (see page 8, 16).

# WORKING HOURS DIARY

## Employer



+ add employer  
edit employer

Click on the arrow  
Next employer

Click on the photo  
Add a photo

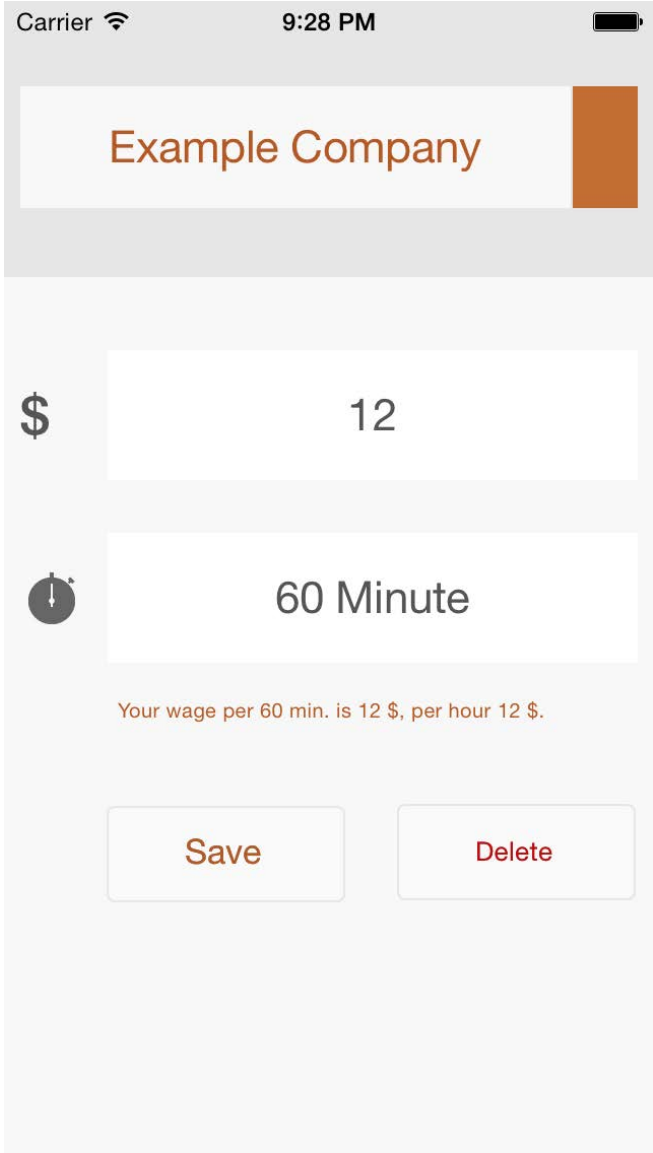
Click on the date  
Edit the time frame

Hours and earnings in the  
chosen time frame

Hours per day in the  
chosen time frame

# WORKING HOURS DIARY

## Add & Edit Employer



Click on the color  
Change the color

Name of employer

Earnings per time unit

Time unit for the  
calculation of earnings

Save edits  
- and -  
delete employer (including all  
times of the employer)

The standard setting calculated your earnings per hour through a time unit of 60 minutes, differing regulations see next page.

# WORKING HOURS DIARY

## Calculating The Wage

The app calculates your hourly wage to the minute. Here you have to possibility to choose your unit of time accordingly. Here applies:

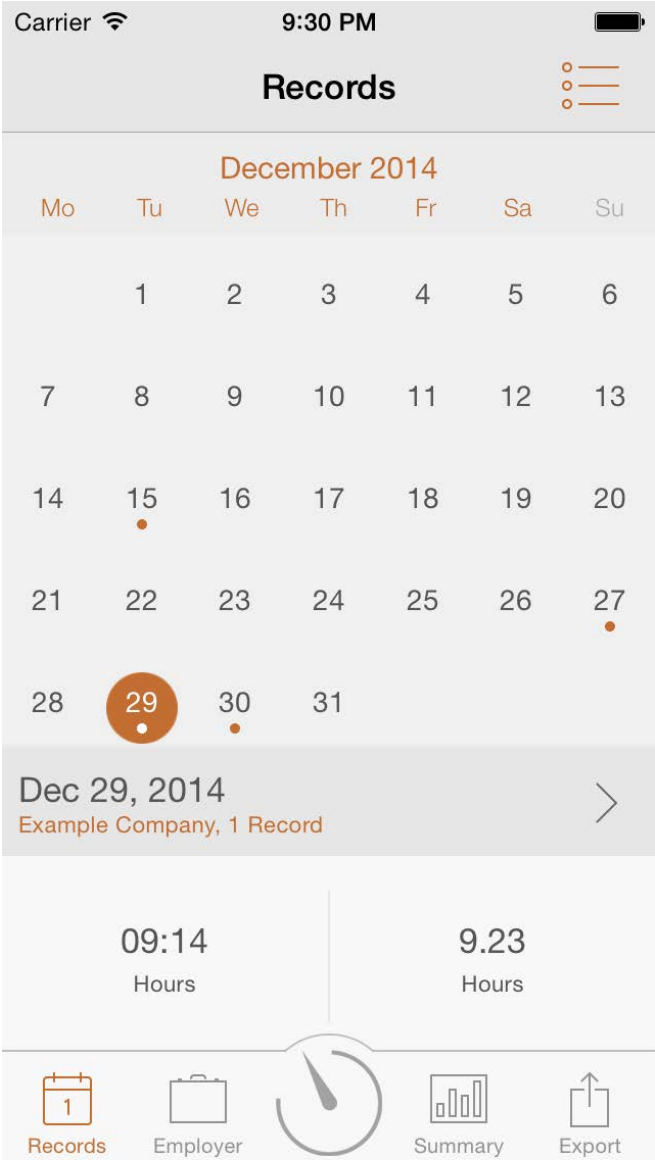
- **60 minutes = 1 hour, this means that your hourly wage is calculated for an hour. This is the usual form of calculating the wage.**

Apart from the classic way of wage accounting, there is the extended opportunity to apply divergent units of time. This can be the case when you have come to a different agreement with your employer or constituent.

- *45 minutes = 3/4 hour, this means that your hourly wage will be based on 45 minutes. Your hourly wage then will be calculated as follows:  
(Hourly wage/45 minutes)\*60 minutes = pay per minute  
Pay per minute \* your working hours = pay*
- *30 minutes = 1/2 hour, this means that your hourly wage will be based on 30 minutes. Your hourly wage then will be calculated as follows:  
(Hourly wage/30 minutes)\*60 minutes = pay per minute  
Pay per minute \* your working hours = pay*
- *20 minutes = 1/3 hour, this means that your hourly wage will be based on 20 minutes. Your hourly wage then will be calculated as follows:  
(Hourly wage/20 minutes)\*60 minutes = pay per minute  
Pay per minute \* your working hours = pay*
- *15 minutes = 1/4 hour, this means that your hourly wage will be based on 15 minutes. Your hourly wage then will be calculated as follows:  
(Hourly wage/15 minutes)\*60 minutes = pay per minute  
Pay per minute \* your working hours = pay*
- *12 minutes = 1/5 hour, this means that your hourly wage will be based on 12 minutes. Your hourly wage then will be calculated as follows:  
(Hourly wage/12 minutes)\*60 minutes = pay per minute  
Pay per minute \* your working hours = pay*
- *10 minutes = 1/6 hour, this means that your hourly wage will be based on 10 minutes. Your hourly wage then will be calculated as follows:  
(Hourly wage/10 minutes)\*60 minutes = pay per minute  
Pay per minute \* your working hours = pay*
- *6 minutes = 1/10 hour, this means that your hourly wage will be based on 6 minutes. Your hourly wage then will be calculated as follows:  
(Hourly wage/6 minutes)\*60 minutes = pay per minute  
Pay per minute \* your working hours = pay*
- *1 minute = 1/60 hour, this means that your hourly wage will be based on 1 minute. Your hourly wage then will be calculated as follows:  
Pay per minute \* your working hours = pay*

# WORKING HOURS DIARY

## Calendar



————— Logs

————— Scroll up or down  
Monthly display

————— Small colored dot  
Entry exists

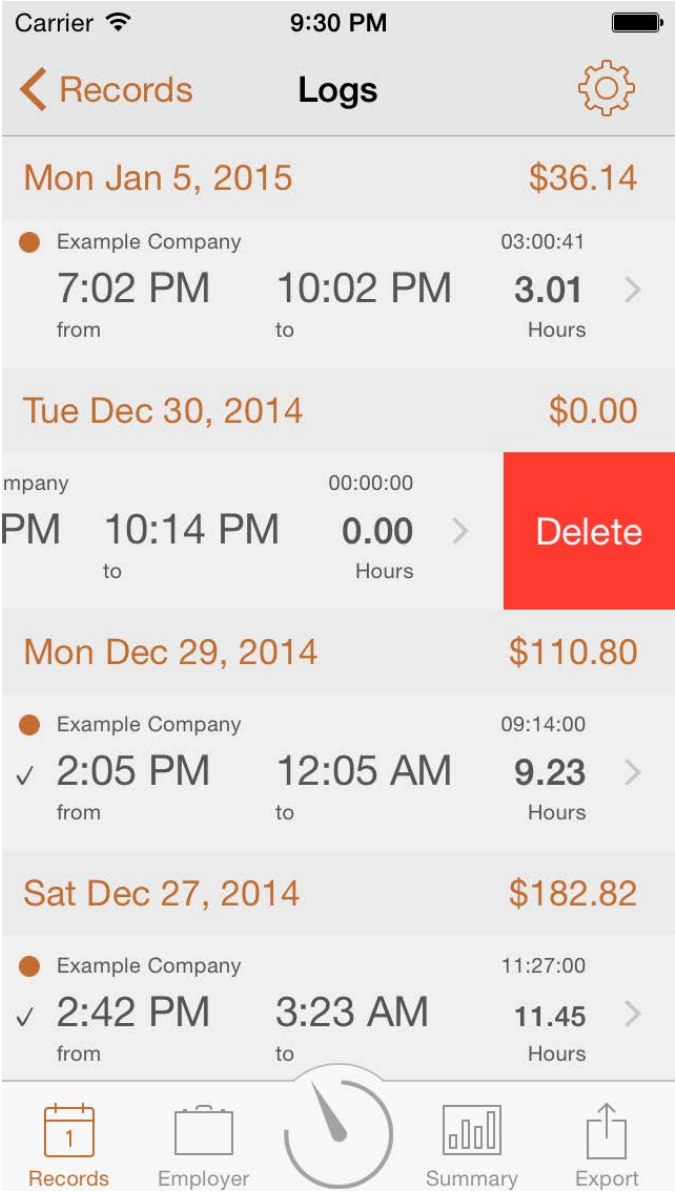
————— Highlighted with color  
Displayed day

————— Selected entry  
Retrieve entry

————— Selected entry  
Summary of the day

# WORKING HOURS DIARY

## Logs



Settings of the logs

Summary of the day as a header

Entry

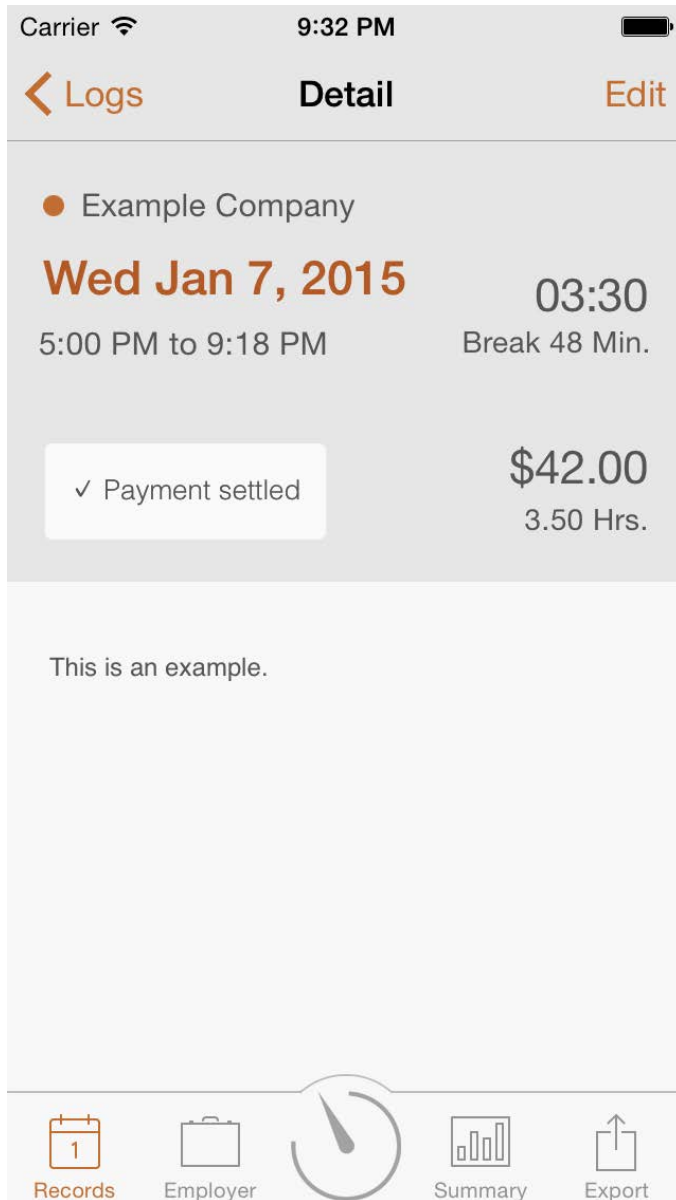
Swipe from right to left  
Delete entry

tick  
Entry settled

Colored dot  
Employer

# WORKING HOURS DIARY

## Record



————— **Edit entry**

————— **Details about the entry**

————— **Mark as *payment settled***

————— **Note**

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## Edit Record

Carrier 9:33 PM

Example Company

January 7, 2015 at 5:00 PM

03:30 \$42.00  
1/7/15, 9:18 PM \$12.00

48 Min. Working hours in hours

This is an example.

Save Delete

(A)

Select employer

Choose start time

Left  
Hours, end time  
Right  
Earnings, hourly wage

Working hours in hours

Break in minutes

Edit note

Save changes or delete entry



# WORKING HOURS DIARY

## Summary



Arrow left / right:  
Monthly display

Hours per day

Employer

Hours per month

Working hours per

Earnings per month

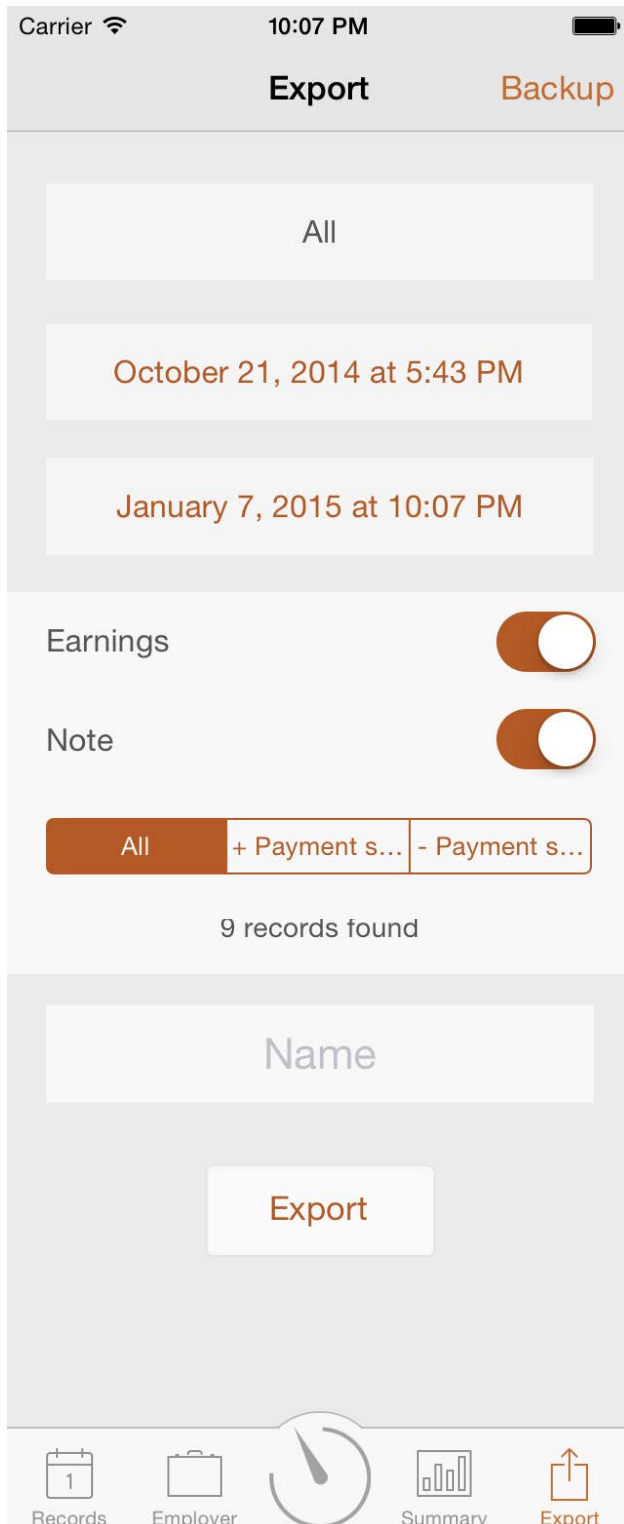
Working days per month

Average hours per day

Average earnings per  
day

# WORKING HOURS DIARY

## Export & Print



Generate backup / import

Select employer

Export from date

Export until date

Yes / No:  
Export earnings

Yes / No:  
Export notes

Selection:  
Payment Settled

Export header

Export preview

# WORKING HOURS DIARY

## Export preview

Employer	from	to	Hours	Hrs.	Break Min.	Earnings	Note
Example Company	January 7, 2015 at 5:00:00 PM	January 7, 2015 at 9:18:00 PM	03:30:00	3.50	48	\$42.00	This is an example.
Example Company	January 5, 2015 at 7:02:00 PM	January 5, 2015 at 10:02:41 PM	03:00:41	3.01	0	\$36.14	
Example Company	December 30, 2014 at 10:14:11 PM	December 30, 2014 at 10:14:12 PM	00:00:00	0.00	0	\$0.00	
Example Company	December 29, 2014 at 2:05:00 PM	December 30, 2014 at 12:05:00 AM	09:14:00	9.23	46	\$110.80	Dies ist eine Beispielnotiz
Example Company	December 27, 2014 at 5:31:00 PM	December 27, 2014 at 9:41:00 PM	03:44:00	3.73	26	\$44.80	
example	December 27, 2014 at 5:29:00 PM	December 27, 2014 at 5:33:00 PM	00:03:00	0.05	1	\$0.62	fgfdgdg</gtfhwjvjf'zxcv?>LOL
Example Company	December 27, 2014 at 2:42:00 PM	December 28, 2014 at 3:23:00 AM	11:27:00	11.45	74	\$137.40	
Example Company	December 15, 2014 at 6:46:00 PM	December 16, 2014 at 1:02:00 AM	05:26:00	5.43	50	\$65.20	
example	October 21, 2014 at 5:43:00 PM	October 22, 2014 at 3:36:00 AM	08:27:00	8.45	86	\$104.32	export Test
<b>Summary</b>	<b>January 7, 2015</b>	<b>October 22, 2014</b>	<b>44:51:42</b>	<b>44.86</b>	<b>331</b>	<b>\$541.27</b>	

Select format and export through *OK*

Preview



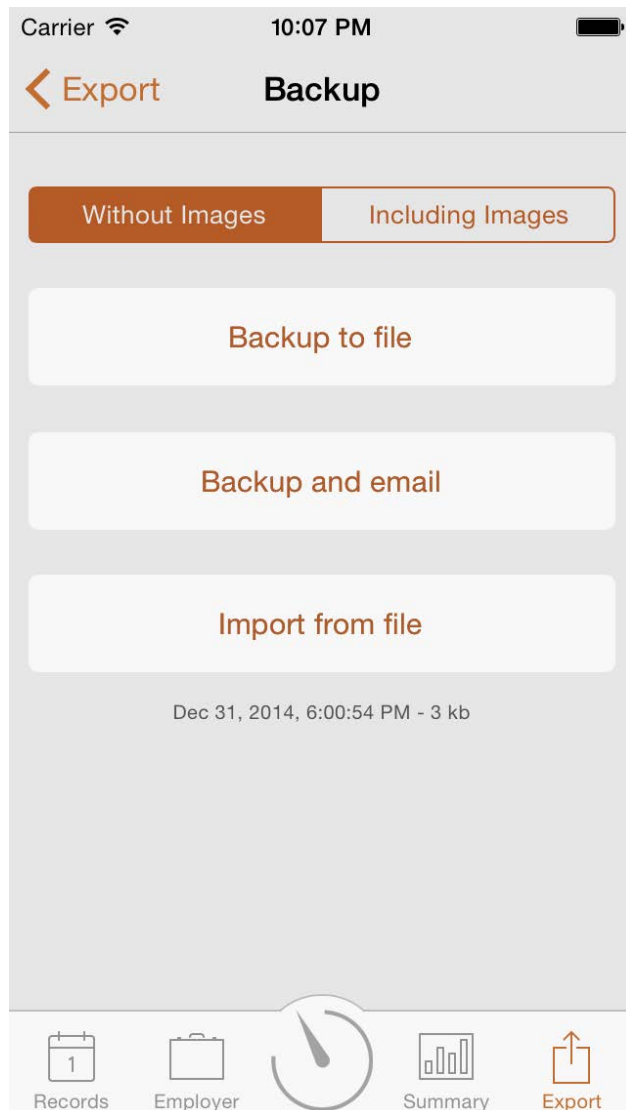
### PDF & CSV:

You can choose who you want to export: via e-mail, WiFi print, Airdrop and all installed apps that can read the data formats e.g. DropBox, Google Drive etc.

# WORKING HOURS DIARY

## Backup

The backup data is compatible with other versions of the app.



Size of data

**Without photos the data is smaller**

**Backup local in you app, available via iTunes**

**Send backup via e-mail**

**Import local backup data. The backup data\* can be transferred via iTunes to you device.**

\*do not change name of backup: backup.aaz



Attached is a backup for 'Working Hours'. To restore, either open this file on your device and select to open with 'Working Hours' or you can connect your device to iTunes, then look under Apps for the File Sharing section. Click on 'Working Hours', then use the file sharing window to copy the backup file into the app's document folder. Finally, open 'Working Hours' and select 'Import from file'.