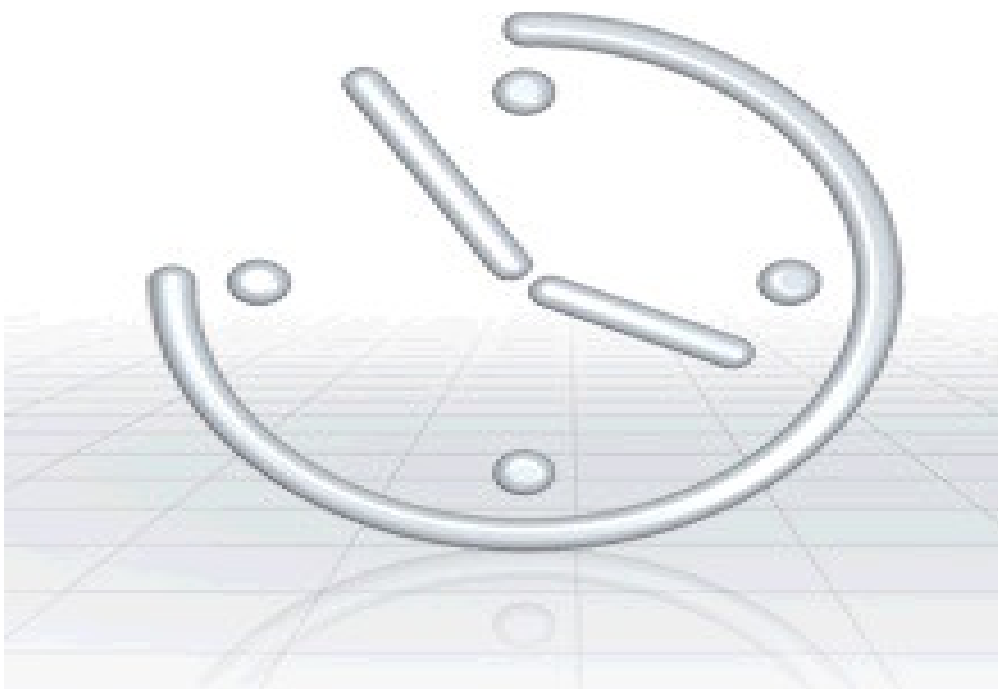


# TimeLink



## **Timelink User Guide**

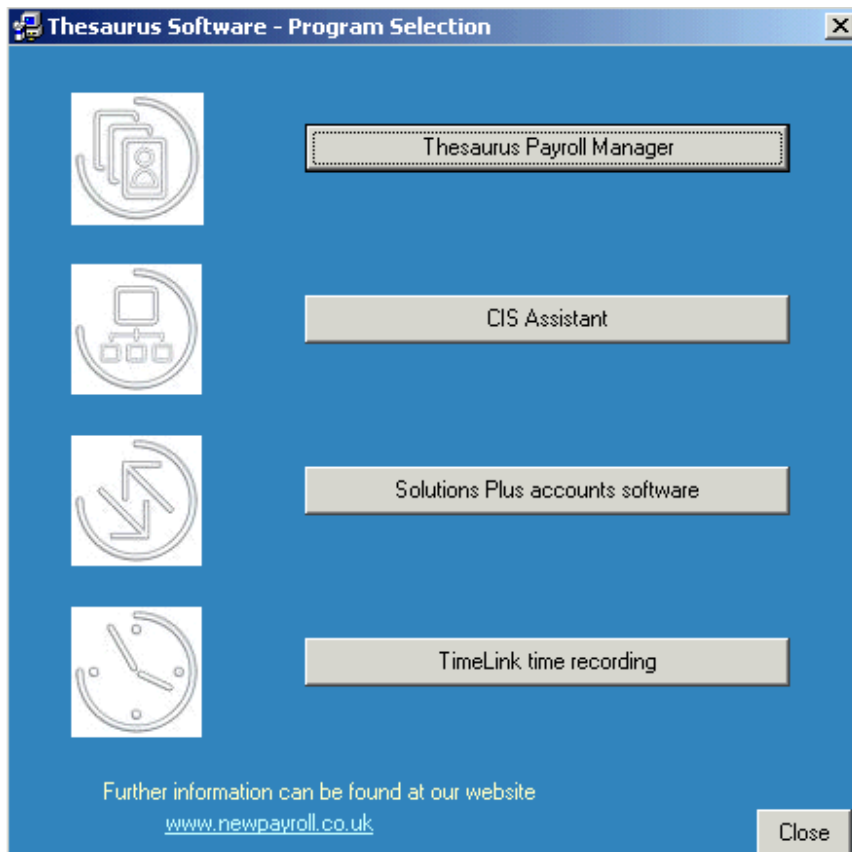
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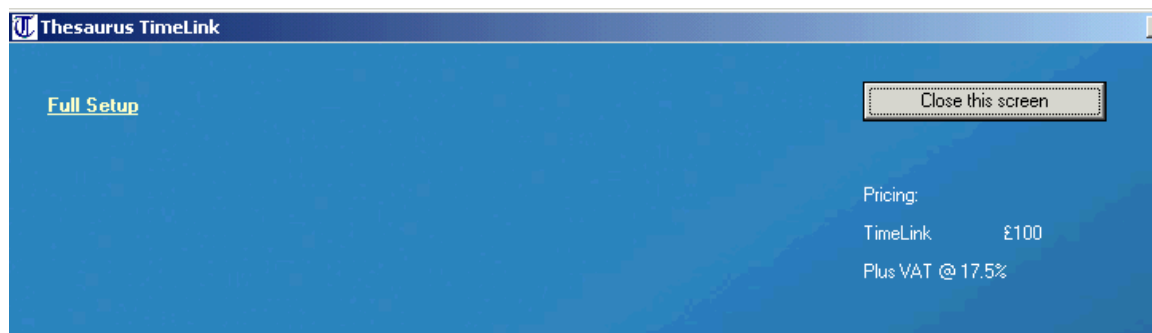
# INSTALLING TIMELINK

Before you install Thesaurus Timelink, ensure that all other running applications and Toolbars are closed.

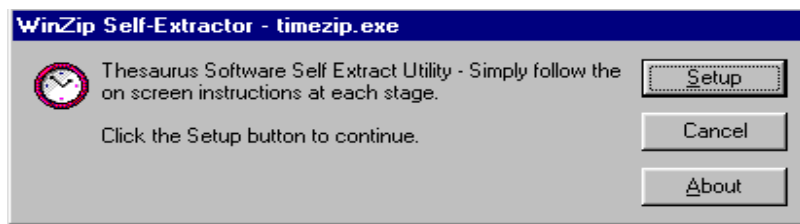
- Insert **CD in drive**
- Choose a program to install by clicking on one of the options



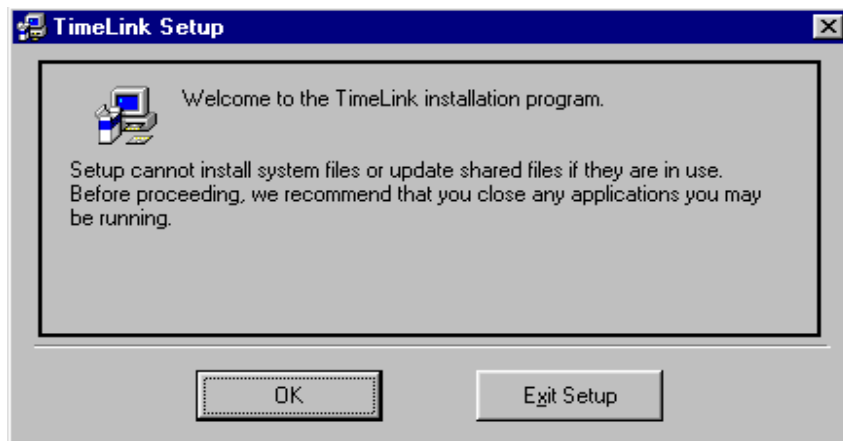
- Click '**Full Setup**'



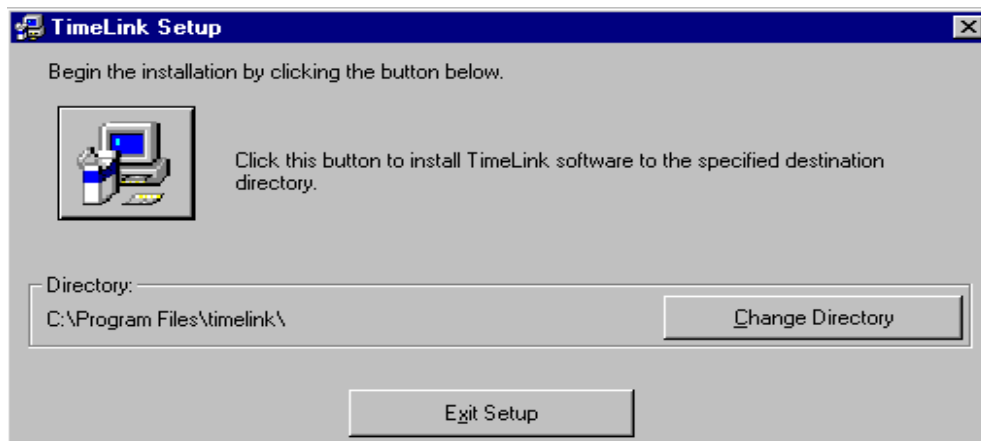
- Click 'Setup'



- Click 'OK'



- Click the **Program Icon** or **Space bar** to install Timelink



- Click **OK** when the setup is complete. An icon will automatically appear on your desktop.



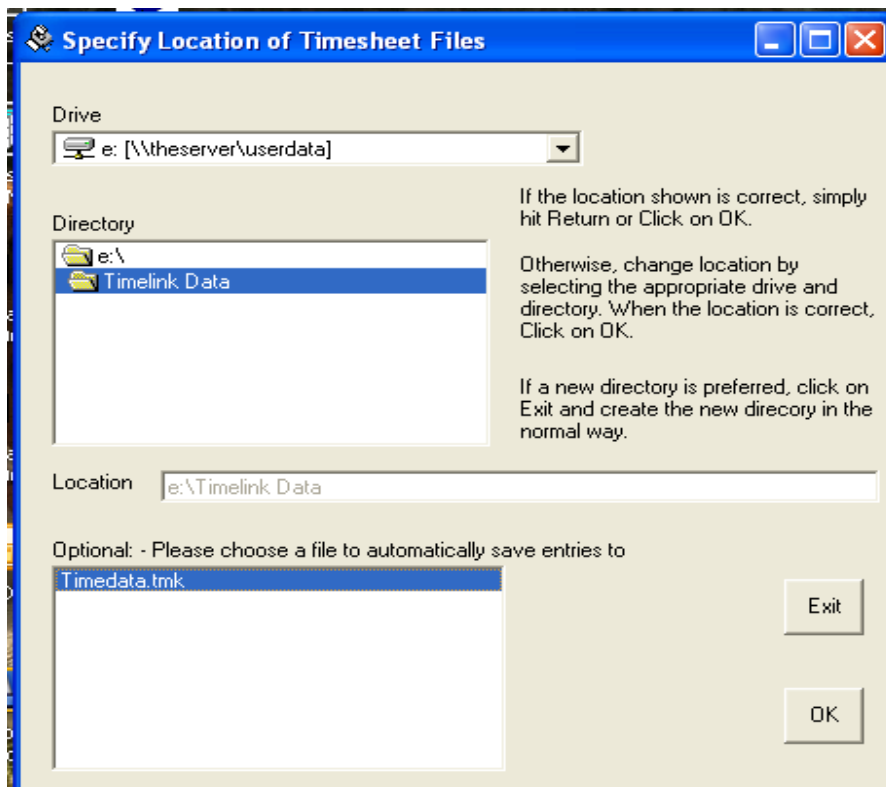
## SETTING UP TIMELINK

- Double click on Timelink Icon
- Specify location of Timelink Report file (.tmk)
- Click **'OK'**
- This will ensure that each timesheet is saved to the same .tmk file

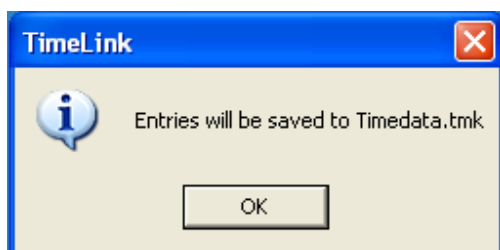
**Please Note:**      **If this is your first time to use Timelink you will need to save the first timesheet before you have the option to specify where all timesheets should be saved thereafter. Repeat above step after first timesheet has been saved.**

### NETWORKING TIMELINK

- Timelink should be loaded onto each employees' c:drive.
- The Timesheet Report File should be saved into a location on the server drive
- In specify location of Timesheet files change the location to where the timesheet file has been saved on the server
- Click **'OK'**
- This will ensure that timesheets are saved to the server



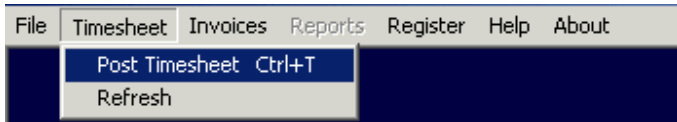
- Click **'OK'**



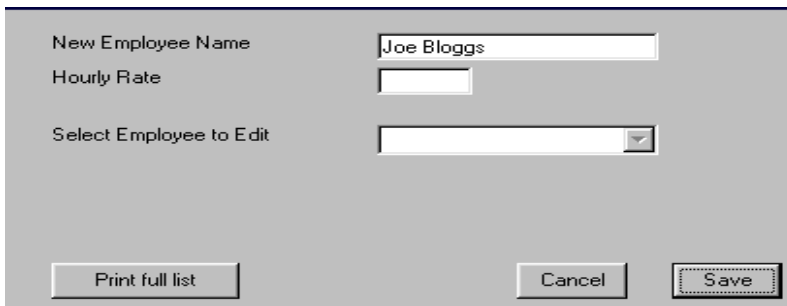
# ADD/AMEND DETAILS

## ADDING A NEW EMPLOYEE

- Select **'Timesheet'**
- Select **'Post Timesheet'**

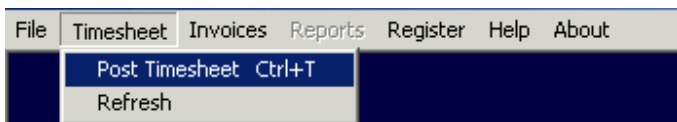


- Click **'Add/Amend'** beside employee menu
- Enter employee's name
- Enter **'name'** and **'hourly rate'**
- Click **'save'**
- Repeat for all employees
- Click **'Save'**

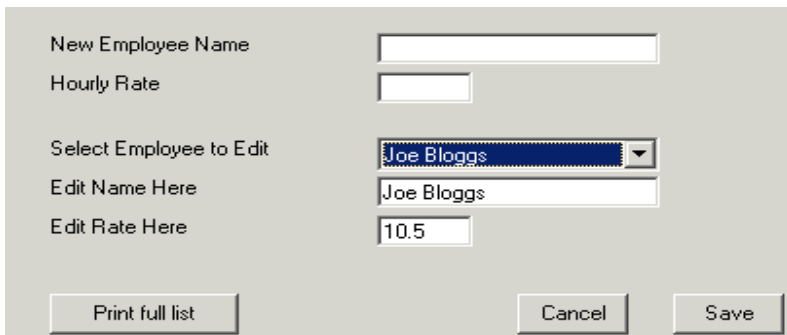
A screenshot of the 'Add/Amend' dialog box. It contains three input fields: 'New Employee Name' with the text 'Joe Bloggs', 'Hourly Rate' which is empty, and 'Select Employee to Edit' which is a dropdown menu. At the bottom, there are three buttons: 'Print full list', 'Cancel', and 'Save'.

## AMENDING AN EMPLOYEES DETAILS:

- Select **'Timesheet'**
- Select **'Post Timesheet'**

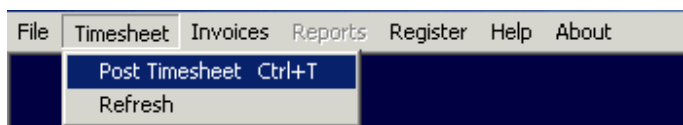


- Click **'Add/Amend'** beside employee
- Select an employee to edit from the **'drop down list'**
- Amend details (i.e. name or rate)
- Click **'Save'**

A screenshot of the 'Add/Amend' dialog box. The 'New Employee Name' field is empty. The 'Hourly Rate' field is empty. The 'Select Employee to Edit' dropdown menu is open, showing 'Joe Bloggs' as the selected option. Below this, there are two more input fields: 'Edit Name Here' with the text 'Joe Bloggs' and 'Edit Rate Here' with the text '10.5'. At the bottom, there are three buttons: 'Print full list', 'Cancel', and 'Save'.

### ADDING A NEW CLIENT:

- Select '**Timesheet**'
- Select '**Post Timesheet**'

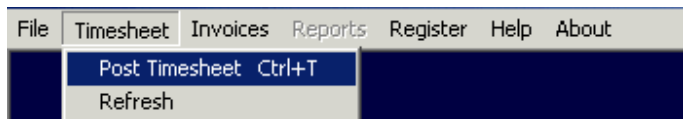


- Click '**Add/Amend**' beside client menu
- Enter clients name
- Click '**Save**'
- Repeat for all clients
- Click '**Save**'

A screenshot of a 'New Client' dialog box. It has a light gray background. At the top, there's a label 'New Client Name' followed by a text input field containing 'ABC Limited'. Below this is a label 'Select Client to Edit' followed by a dropdown menu. At the bottom, there are three buttons: 'Print full list', 'Cancel', and 'Save'.

### AMENDING A CLIENTS DETAILS:

- Click '**Timesheet**'
- Select '**Post Timesheet**'

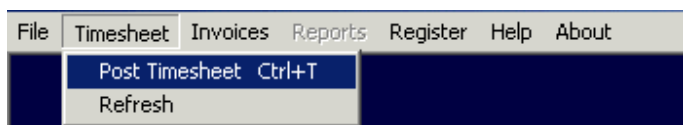


- Click '**Add/Amend**' beside Client
- Select client to edit from the drop down menu
- Edit the details
- Click '**Save**'

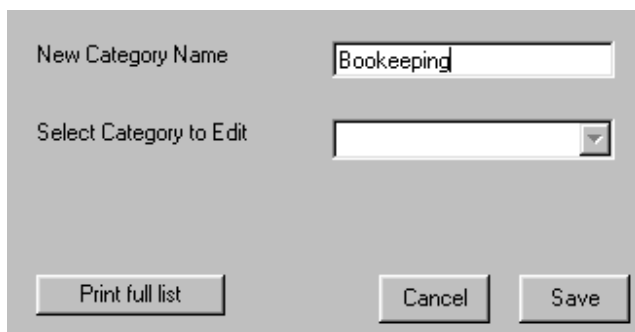
A screenshot of a 'New Client' dialog box. It has a light gray background. At the top, there's a label 'New Client Name' followed by an empty text input field. Below this is a label 'Select Client to Edit' followed by a dropdown menu with 'Test Co' selected. Below that is a label 'Edit Here' followed by a text input field containing 'Test Co'. At the bottom, there are three buttons: 'Print full list', 'Cancel', and 'Save'.

### ADDING A NEW CATEGORY:

- Click '**Timesheet**'
- Select '**Post Timesheet**'



- Click '**Add/Amend**' beside category menu
- Enter category
- Click '**Save**'
- Repeat for all categories
- Click '**Save**'

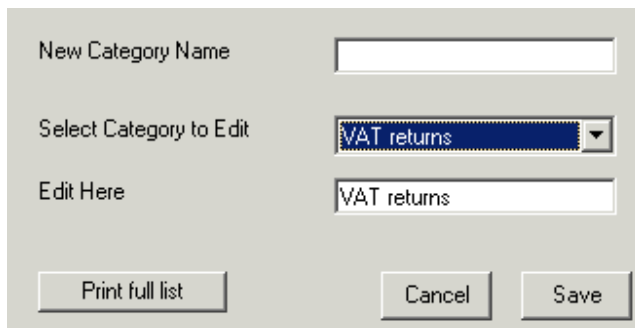
A screenshot of a 'New Category' dialog box. It has a light gray background. At the top, there's a label 'New Category Name' followed by a text input field containing the word 'Bookeeping'. Below this is a label 'Select Category to Edit' followed by a dropdown menu that is currently empty. At the bottom, there are three buttons: 'Print full list', 'Cancel', and 'Save'.

### AMENDING A CATEGORY:

- Click '**Timesheet**'
- Select '**Post Timesheet**'



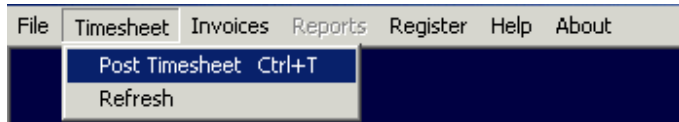
- Click '**Add/amend**' beside Category
- Select Category to edit from the drop down menu
- Edit Category
- Click '**Save**'

A screenshot of a 'New Category' dialog box. It has a light gray background. At the top, there's a label 'New Category Name' followed by an empty text input field. Below this is a label 'Select Category to Edit' followed by a dropdown menu with 'VAT returns' selected and highlighted in blue. Below the dropdown is a label 'Edit Here' followed by a text input field containing the text 'VAT returns'. At the bottom, there are three buttons: 'Print full list', 'Cancel', and 'Save'.



### ADDING JOB (Optional):

- Click 'Timesheet'
- Select 'Post Timesheet'



- Click 'Add/amend' beside job name
- Enter job name
- Click 'Save'

A screenshot of the 'Add/Amend Job Type' dialog box. The 'New Job Name' field contains the text 'Year End'. The 'Select Job to Edit' dropdown menu is empty. At the bottom, there are three buttons: 'Print full list', 'Cancel', and 'Save'.

### AMENDING JOB DETAILS:

- Click 'Timesheet'
- Select 'Post Timesheet'



- Click 'Add/amend' beside job name
- Select job name to edit
- Edit job name
- Click 'Save'

A screenshot of the 'Add/Amend Job Type' dialog box. The 'New Job Name' field is empty. The 'Select Job to Edit' dropdown menu shows a list of job names with one item selected (highlighted in blue). At the bottom, there are three buttons: 'Print full list', 'Cancel', and 'Save'.

## PROCESSING A TIMESHEET

- Click **'Timesheet'**
- Select **'Post Timesheet'**

File Timesheet Invoices Reports Register Help About

Post Timesheet Ctrl+T

Refresh

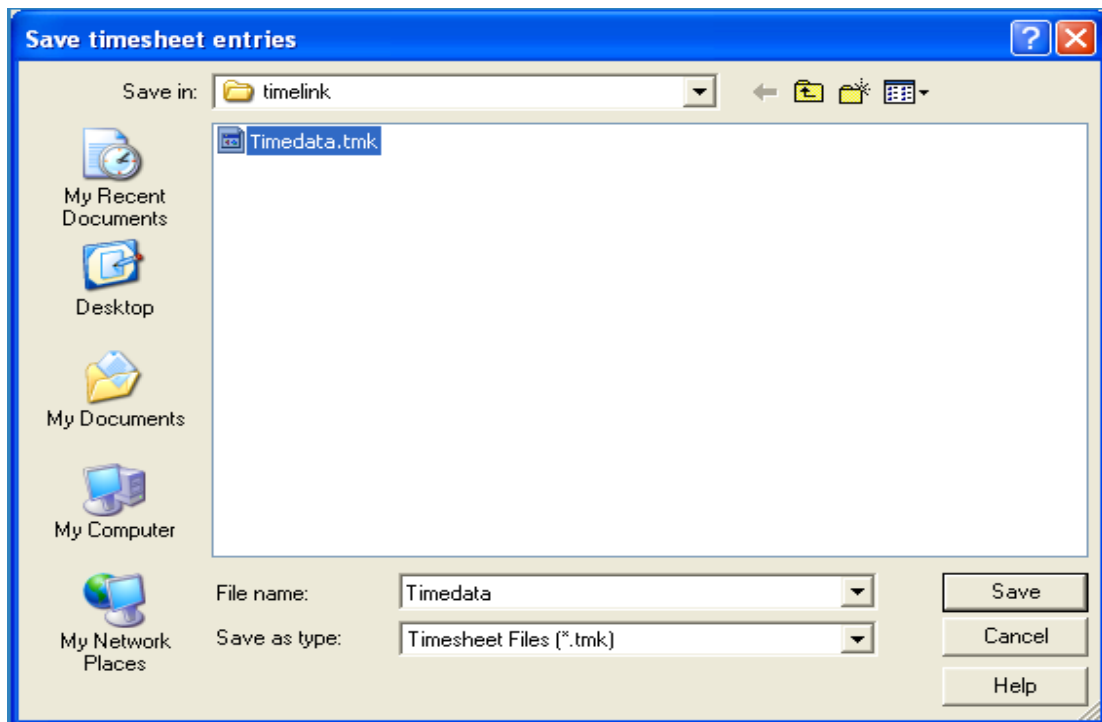
- Enter '**Date**'
- Select '**Employee**'
- Select '**Client**'
- Select '**Category**'
- Select '**Job**' (if applicable)
- Enter '**No of hours & minutes**'
- Enter '**Comment**' (if applicable)
- Amend '**Rate**' (if applicable). You may change the rate for an employee if it differs for different clients etc.
- Click '**Next**'
- Repeat the above until total timesheet is entered for the employee
- Click '**Post Timesheet**'
- The timesheet will save automatically to the .tmk file specified

[illegible]

#### SAVING A TIMESHEET FOR THE FIRST TIME:

- Replace \* with a file name (i.e. timedata.tmk)
- Click 'Save'

**IMPORTANT:** When a timesheet has been saved make sure to specify the location of the timesheet file when opening Timelink again. This will ensure once you click 'Post Timesheet' the timesheet will save automatically to the location specified.

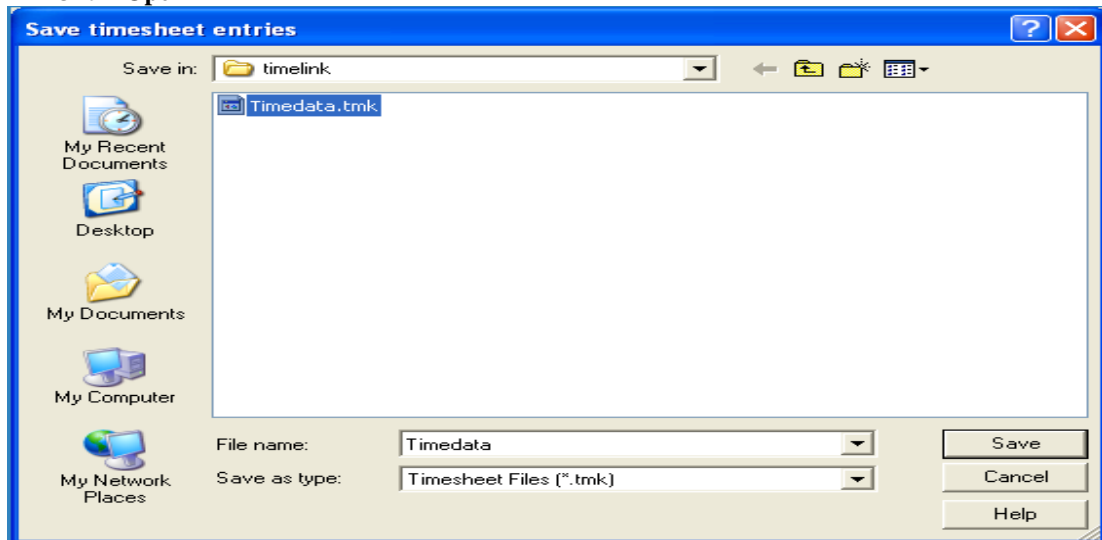


# REPORTS

- Select 'Reports'
- Select 'Prepare Reports'



- Select data file (i.e. 2005.tmk)
- Click 'Open'



## FUNCTIONS:

<b>On Screen</b>	Use to view your report on screen
<b>Printout</b>	Use to print this report
<b>Alpha Summary-Screen</b>	Use to sort your report alphabetically (by client)
<b>Alpha Summary-Printout</b>	Use to print this report
<b>Copy to Clipboard</b>	Use to copy your report in Microsoft Excel, Word, Lotus etc
<b>Return to Timesheet Entry</b>	Use to return to Timesheet Entry
<b>Exit</b>	Use to Exit programme

ALL

ALL

ALL

ALL

From 01011999 To 31122050

On Screen

Printout

Employee

Category

Job Name

	Employee	Category	Job Name	Comment	Hours	Rate	Charge
ALL	Client	Category	Job Name				
ABC Limited	ABC Limited	Bookepping	N/A		3.50	9.50	33.25
Alphabet Alley Company	Alphabet Alley	Bookepping	May/Jun VAT		17.00	9.50	161.50
behans	Alphabet Alley	Audit	N/A		9.00	10.55	94.95
Mo's Bar	ABC Limited	Accounts	Year End		16.00	10.55	168.80
Mr Byrne	ABC Limited	Company	N/A		7.00	11.00	77.00
13092004 Testing Tessa	Mr Byrne	Company	annual		8.50	11.00	93.50
13092004 Bloggs Joe	Mo's Bar	Company	annual		4.00	11.00	44.00
13092004 Homer Simpson	Mr Byrne	Bookepping	N/A		10.00	9.50	95.00
13092004 Testing Tessa	Mo's Bar	Bookepping	N/A		18.00	9.50	171.00
13092004 Bloggs Joe	Mo's Bar	Audit	N/A		5.00	10.55	52.75
13092004 Bloggs Joe	Mr Byrne	Accounts	N/A		8.00	10.55	84.40
14092004 Bloggs Joe	ABC Limited	Accounts	annual	Returns up to	15.75	10.55	166.16
14092004 Testing Tessa	Alphabet Alley	Bookepping	Payroll		6.25	11.00	68.75
		Totals			128.00		1311.06

Alpha Summary - Screen

Alpha Summary - Printout

Copy to Clipboard

☐ Ignore Invoices
 ☐ Show Invoices Only

Close

## EMPLOYEE REPORT:

- Select **Employee's name** from the employee drop down box
- Enter date of report
- Click '**On Screen**'
- To print same Click '**Printout**'

ALL Client Testing Tessa Employee ALL Category ALL Job Name From 01011999 To 31122050

On Screen Printout

Click on column to sort

Date	Employee	Client	Category	Job Name	Comment	Hours	Rate	Charge
13092004	Testing Tessa	ABC Limited	Bookepping	N/A		3.50	9.50	33.25
13092004	Testing Tessa	Alphabet Alley	Bookepping	May/Jun VAT		17.00	9.50	161.50
13092004	Testing Tessa	Mr Byrne	Bookepping	N/A		10.00	9.50	95.00
13092004	Testing Tessa	Mo's Bar	Bookepping	N/A		18.00	9.50	171.00
14092004	Testing Tessa	Alphabet Alley	Bookepping	Payroll		6.25	11.00	68.75
			Totals			54.75		529.50

Alpha Summary - Screen Alpha Summary - Printout Copy to Clipboard
 ☐ Ignore Invoices
 ☐ Show Invoices Only
 Close

## CLIENT REPORT:

- Select '**Client's name**' from the client drop down box
- Enter **date** of report
- Click '**On Screen**'
- To print same Click '**Printout**'

ABC Limited Client ALL Employee ALL Category ALL Job Name From 01011999 To 31122050

On Screen Printout

Click on column to sort

Date	Employee	Client	Category	Job Name	Comment	Hours	Rate	Charge
13092004	Testing Tessa	ABC Limited	Bookepping	N/A		3.50	9.50	33.25
13092004	Bloggs Joe	ABC Limited	Accounts	Year End		16.00	10.55	168.80
13092004	Homer Simpson	ABC Limited	Company	N/A		7.00	11.00	77.00
14092004	Bloggs Joe	ABC Limited	Accounts	annual	Returns up to	15.75	10.55	166.16
			Totals			42.25		445.21

Alpha Summary - Screen Alpha Summary - Printout Copy to Clipboard
 ☐ Ignore Invoices
 ☐ Show Invoices Only
 Close

### CATEGORY REPORT:

- Select '**Category**' from the drop down box
- Enter date of report
- Click '**On Screen**'
- To print same Click '**Printout**'

ALL	ALL	Company Secret	ALL	From 01011999 To 31122050
Client	Employee	Category	Job Name	

Click on column to sort

Date	Employee	Client	Category	Job Name	Comment	Hours	Rate	Charge
13092004	Homer Simpson	ABC Limited	Company	N/A		7.00	11.00	77.00
13092004	Homer Simpson	Mr Byrne	Company	annual		8.50	11.00	93.50
13092004	Homer Simpson	Mo's Bar	Company	annual		4.00	11.00	44.00
Totals						19.50		214.50

On Screen Printout

Alpha Summary-Screen Alpha Summary - Printout Copy to Clipboard ☐ Ignore Invoices ☐ Show Invoices Only Close

### ALPHA SUMMARY REPORT:

- Enter date of **report**
- Click '**Alpha Summary-Screen**'
- To print same Click '**Alpha Summary Printout**'

ALL	ALL	ALL	ALL	From 01011999 To 31122050
Client	Employee	Category	Job Name	

Click on column to sort

Date	Employee	Client	Category	Job Name	Comment	Hours	Rate	Charge
		ABC Limited				42.25		445.21
		Alphabet Alley				32.25		325.20
		Mo's Bar				27.00		267.75
		Mr Byrne				26.50		272.90
Totals						128.00		1311.06

On Screen Printout

Alpha Summary-Screen Alpha Summary - Printout Copy to Clipboard ☐ Ignore Invoices ☐ Show Invoices Only Close

## DELETING A TIMESHEET ENTRY

- Click **'Reports'**
- Select **'Prepare Reports'**
- Select **'Timesheet File'**
- Click **'Open'**
- Select Client, Employee, Category, Job Name to narrow down your search or alternatively leave on ALL
- Select **'On Screen'**
- Highlight the entry you want to delete
- Click **'Delete'** on the Keyboard
- Select **'Yes or No'**

From  To

Client Employee Category Job Name

*Click on column to sort*

Date	Employee	Client	Category	Job Name	Comment	Hours	Rate	Charge
13092004	Testing Tessa	ABC Limited	Bookepping	N/A		3.50	9.50	33.25
13092004	Testing Tessa	Alphabet Alley	Bookepping	May/Jun VAT		17.00	9.50	161.50
13092004	Bloggs Joe	Alphabet Alley	Audit	N/A		9.00	10.55	94.95
13092004	Bloggs Joe	ABC Limited	Accounts	Year End		16.00	10.55	168.80
13092004	Homer Simpson	ABC Limited	Greenery	N/A		7.00	11.00	77.00
13092004	Homer Simpson	ABC Limited	Greenery	N/A				93.50
13092004	Homer Simpson	ABC Limited	Greenery	N/A				44.00
13092004	Testing Tessa	ABC Limited	Accounts	Year End				95.00
13092004	Testing Tessa	ABC Limited	Accounts	Year End				171.00
13092004	Bloggs Joe	ABC Limited	Accounts	Year End				52.75
13092004	Bloggs Joe	ABC Limited	Accounts	Year End				84.40
14092004	Bloggs Joe	ABC Limited	Accounts	Year End				166.16
14092004	Testing Tessa	Alphabet Alley	Bookepping	Payroll		6.25	11.00	68.75
			Totals			128.00		1311.06

**Confirm Delete**

Are you sure you want to delete 16 hours of employee Bloggs Joe from client ABC Limited?

Yes No

☐ Ignore Invoices
 ☐ Show Invoices Only

## INPUTTING AN INVOICE

- Click **'Invoice'**
- Select **'Post Invoice'**

File Timesheet **Invoices** Reports Register Help About

Post Invoice Ctrl+I

Refresh

- Select **'Client'**
- Select **'Employee'**
- Select **'Category'**
- Enter **'Amount'** of invoice
- Select **'Next'**
- Repeat for different clients if necessary
- Click **'Post Invoice'**

[illegible]



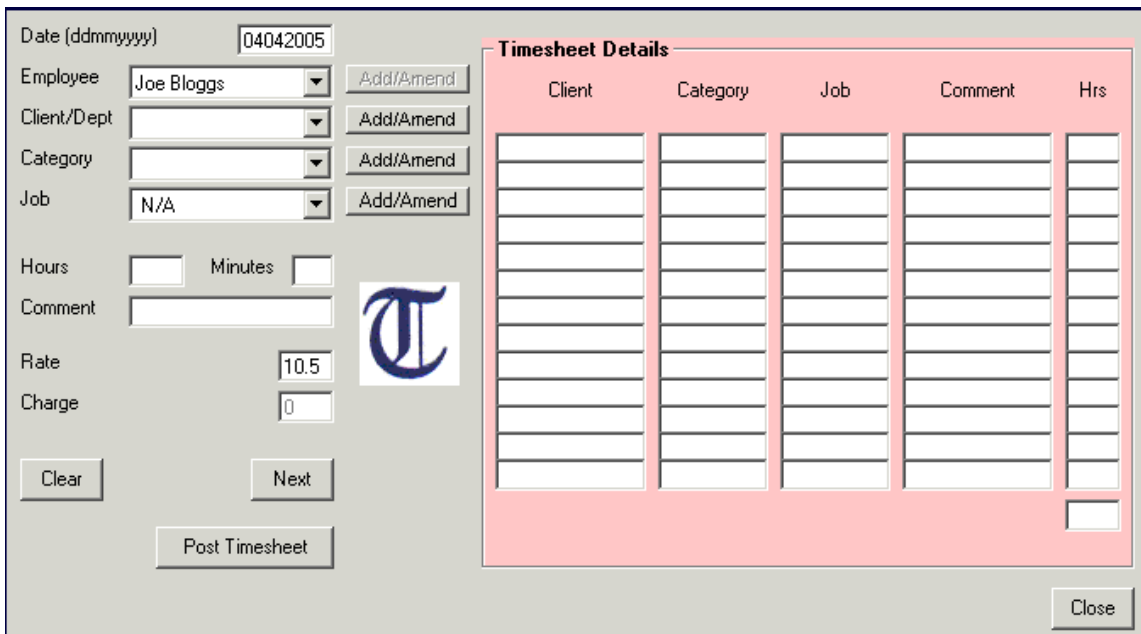
# CUSTOMISING TIMELINK TO AN EMPLOYEE'S PC

This allows you to customise Timelink to an employees' computer. The employee will be unable to select or view other employees' details. The employee will no longer be able to access the reports menu either.

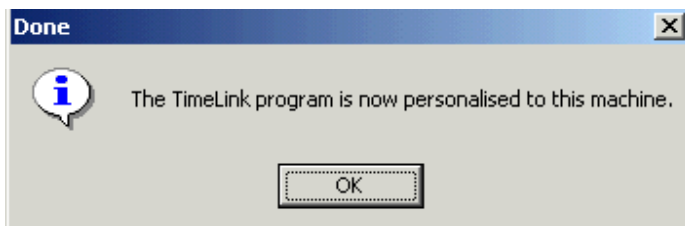
- Click 'Timesheet'
- Select 'Post Timesheet'



- Choose the **Employee's name** from the drop down menu
- Click on the **F8** key on your keyboard



- Click 'OK'



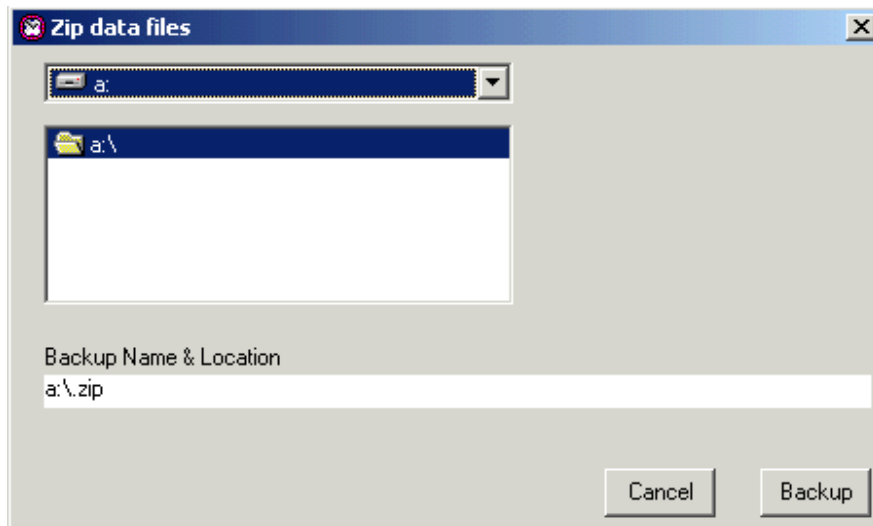
# BACKUP

*It is advisable to take a backup of the Data and keep external to the PC*

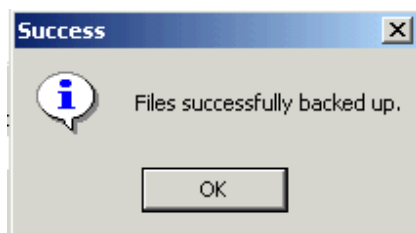
- Click **'File'**
- Select **'Backup'**



- Select the **'Drive'** (i.e. A:\ is normally a floppy disk drive)
- Click **'Backup'**

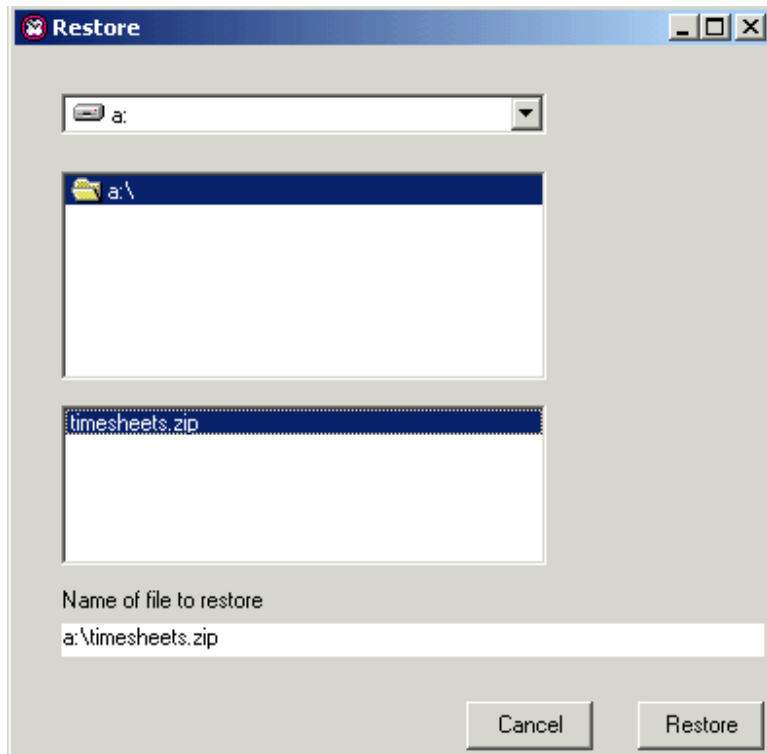


- Click **'OK'**

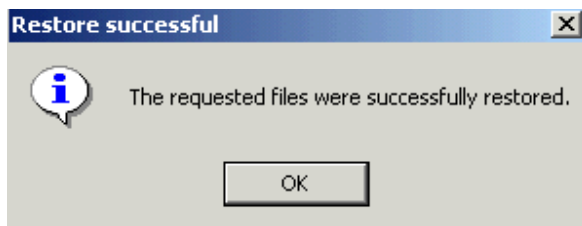


## RESTORING DATA FILES

- Click **'File'**
- Select **'Restore'**
- Select the location of your backup you wish to restore (floppy disk drive is normally A :)
- Highlight **'Timesheets.zip'**
- Select **'Restore'**



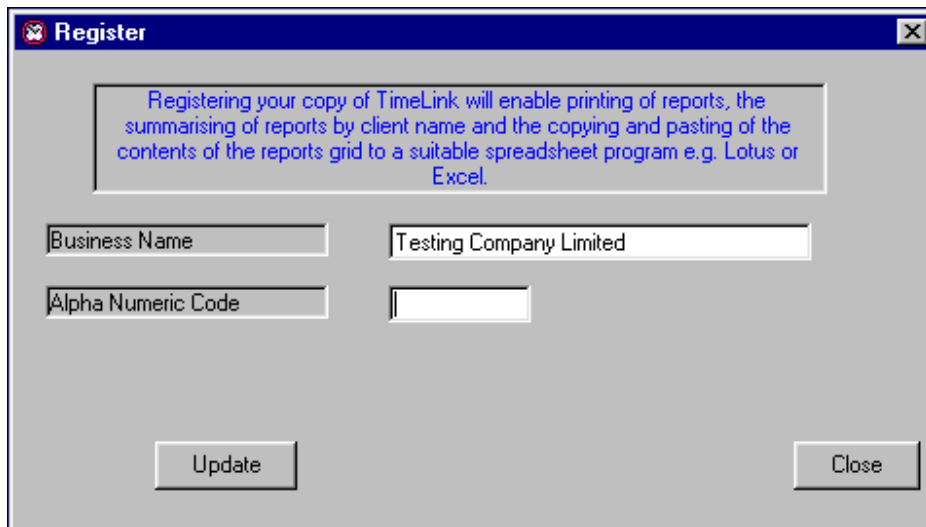
- Click **'OK'**



## REGISTERING TIMELINK

Registering your copy of timelink will enable printing of reports, the summarizing of reports by client name and copying and pasting of the contents of the reports grid to a suitable spreadsheet program e.g. Excel

- Click '**Register**'
- Enter the '**Business Name**' in the box provided
- Enter the '**Alpha Numeric Code**' in box provided
- Click '**Update**'



The screenshot shows a Windows-style dialog box titled "Register". Inside the dialog, there is a text box containing the following text: "Registering your copy of TimeLink will enable printing of reports, the summarising of reports by client name and the copying and pasting of the contents of the reports grid to a suitable spreadsheet program e.g. Lotus or Excel." Below this text box, there are two input fields. The first is labeled "Business Name" and contains the text "Testing Company Limited". The second is labeled "Alpha Numeric Code" and is currently empty. At the bottom of the dialog, there are two buttons: "Update" on the left and "Close" on the right.