

ALSWIN

TIME TRACKER

Professional time tracking for freelancers, consultants and small businesses.



Track your time

Register working hours with a single tap.



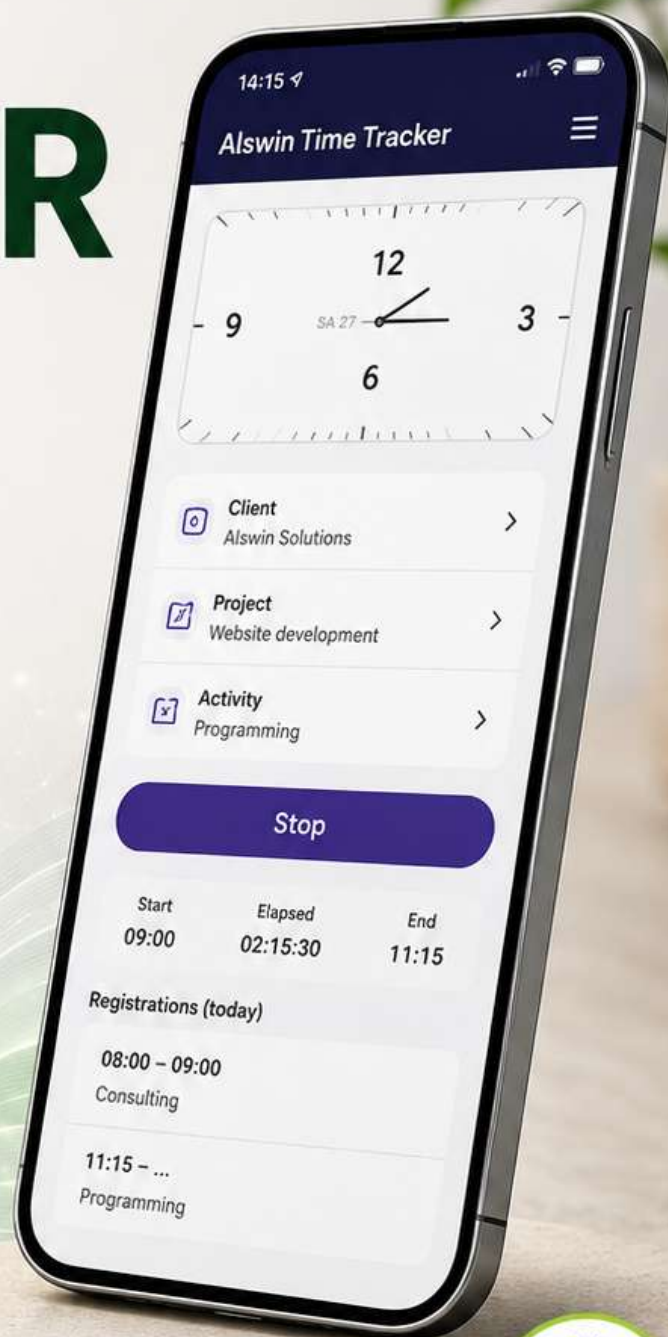
Professional reports

Daily, weekly and monthly summaries.



Export to Excel

CSV export for Microsoft Excel and other Office applications.



Android App



Watch the YouTube Short



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More Alswin Apps



USER GUIDE

VERSION 1.0

www.alswin.nl



Welcome

Thank you for choosing Alswin Time Tracker.

Time Tracker is a professional yet easy-to-use app for freelancers, consultants and small businesses.

Within a few minutes you can create your first client, project and activity type, then immediately start tracking your working hours.

Why choose Time Tracker?

Fast time tracking

Start and stop registrations with a single tap.



Professional reports

Generate daily, weekly and monthly summaries.

CSV export

Open your registrations directly in Microsoft Excel and other Office applications.

Five languages

Available in English, Dutch, German, French and Spanish.

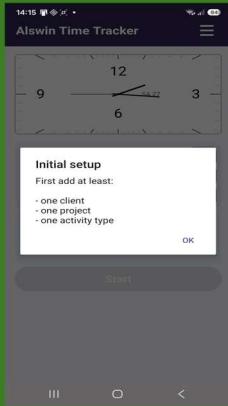
Resources

► Watch the YouTube introduction

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When you start Time Tracker for the first time, this message appears.

Before you can register your working hours, create at least one client, one project and one activity type.

QUICK START

Creating your first registration takes only a few minutes. Follow these four simple steps:

1. Create one or more clients

Clients are the companies or organisations you work for.

2. Create one or more projects

Projects help you organise your work for each client.

3. Create one or more activity types

Examples are Administration, Consultancy, Development or Meetings.

4. Start tracking your time

Select a client, project and activity type, then tap Start to begin your registration.

Additional Features

- Reports
- Export
- Settings
- Backup & Restore

About Time Tracker

→ Continue on the next page to create your first client.

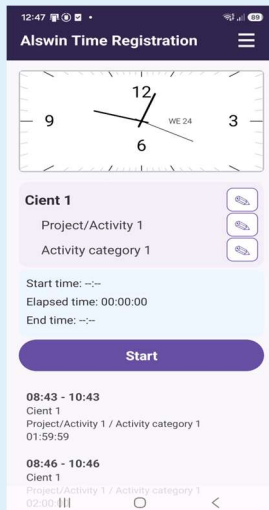
💡 Tip

New users can usually create their first complete registration in less than five minutes.

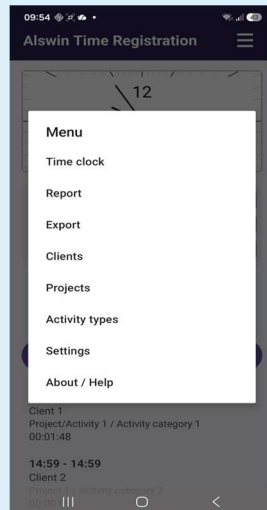
QUICK START IN FOUR STEPS

1. Create your first client

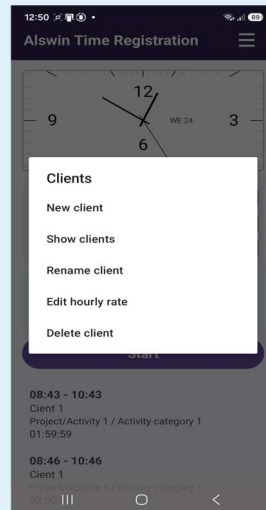
Clients are the organizations or people you work for. Before you can register time, create at least one client.



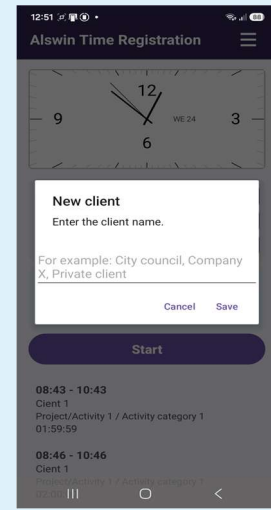
Open the menu (≡).



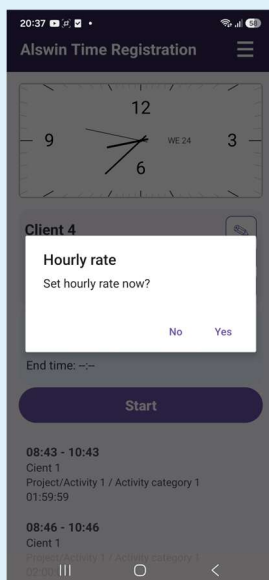
Select Clients



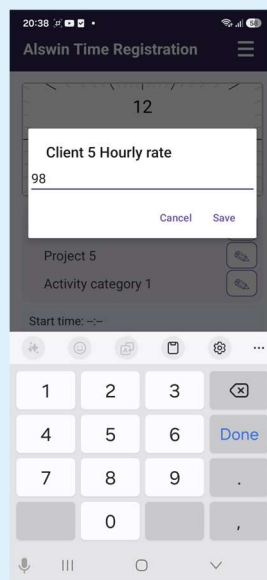
Tap New client.



Enter the client name and save it.



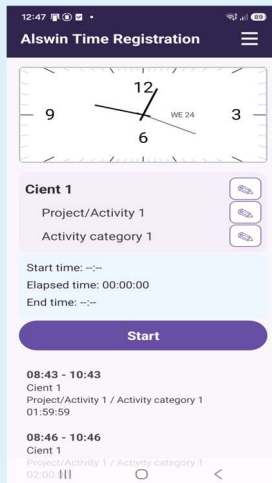
Enable **Hourly rate** if applicable.



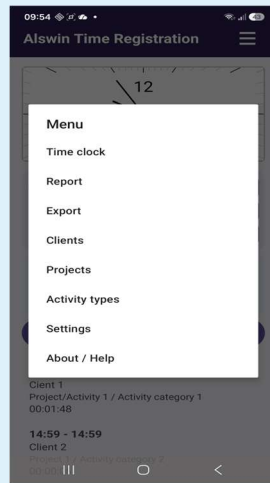
Enter the hourly rate and save.

2. Create your first project

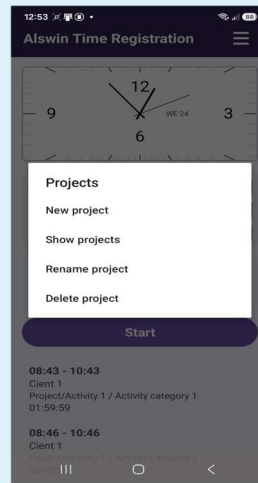
Each project belongs to a client and usually represents a specific assignment. Within a project you can distinguish between different activity types. If this distinction is not required, simply create one project called *General* and use it for all registrations.



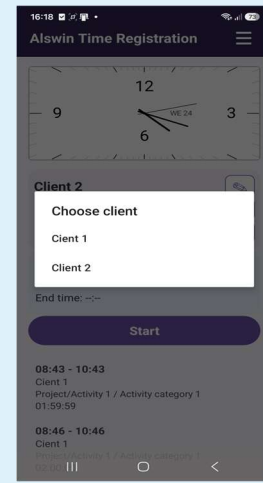
Open the menu (=)



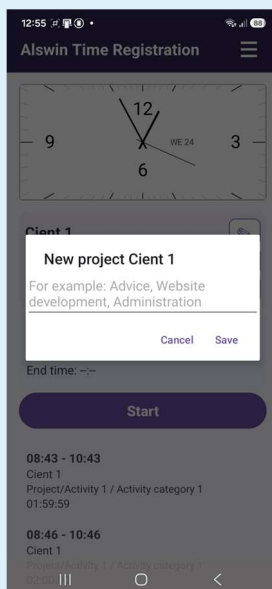
Select **Projects**



Tab **New project**



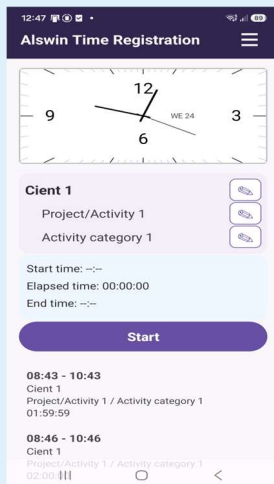
Select the client for his project



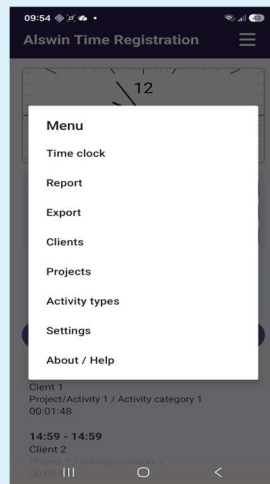
Enter the projectname and save it.

3. Create your first activity type

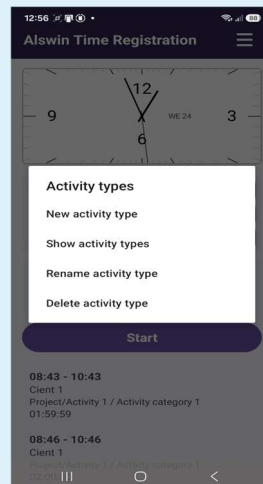
Activity types describe the work you perform within a project, such as administration, meetings, development or consulting. They help you analyse how your working hours are spent. If you do not need to distinguish between different activities, simply create one activity type named *General*.



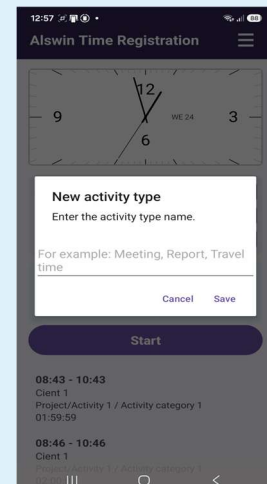
Open the menu (≡).



Select **Activity Types**.



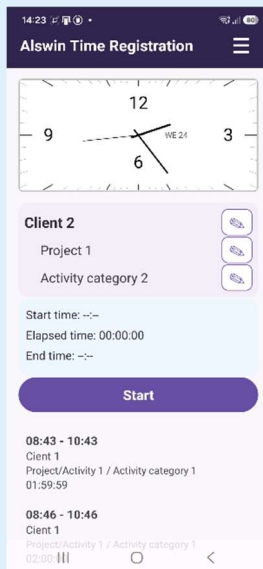
Tab **New activity**



Enter the activity type name and tap **Save**.

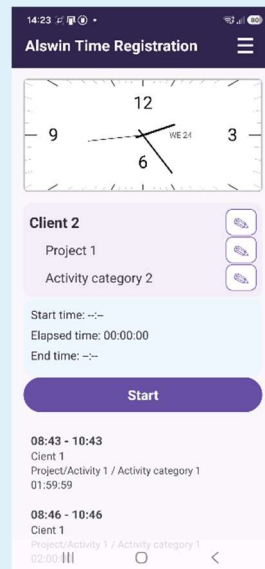
4. Track Your Working Hours

Time tracking is the core function of Alswin Time Tracker. Select the client, project and activity type, then start your registration. During an active registration you can adjust the start time if necessary. After stopping the registration, you can review and edit all recorded details.

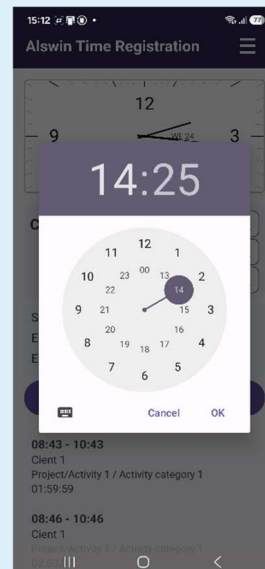


If necessary, select the desired:

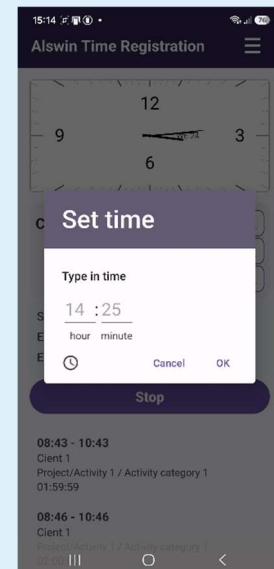
-  Client
-  Project
-  Activity Type



Tap **Start** to begin time tracking.
While a registration is active, tap **Start Time** to adjust the start time.



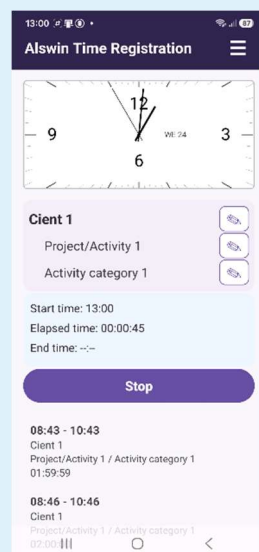
Adjust the start time using the clock...



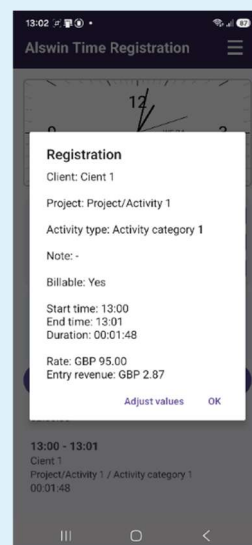
...or enter the time directly using the keyboard.



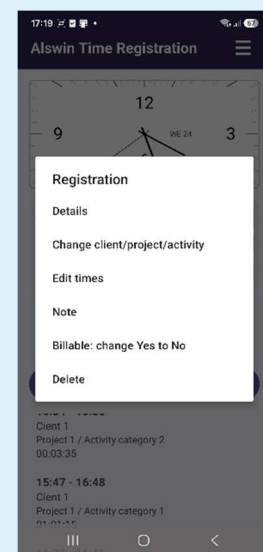
Tap **Stop** to end the registration.



Scroll through today's registrations and tap a registration to view its details.



Tap **Adjust Values** and select the information you want to modify.



Select the item you want to adjust.

ADDITIONAL FEATURES

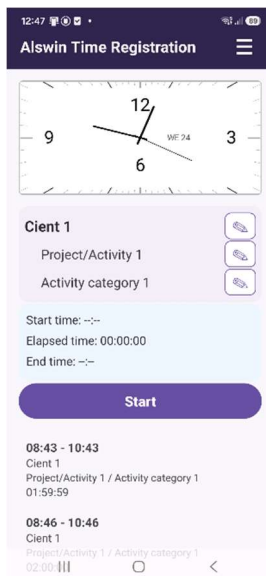
Your basic setup is now complete, and you are ready to use Alswin Time Tracker for your daily time registration.

The following chapters describe the additional features available in the application, including reports, CSV export, settings and backup options.

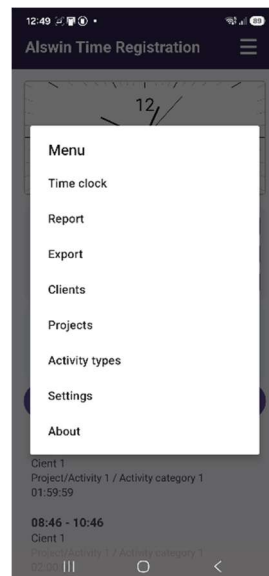
Reports

Introduction

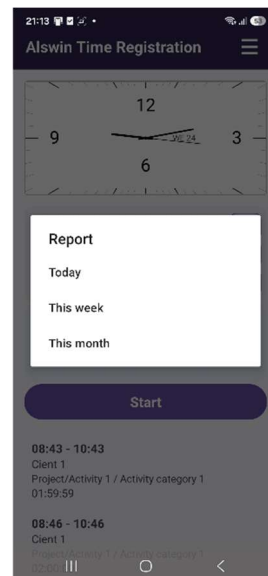
Reports provide a clear overview of the time you have recorded. You can generate daily, weekly and monthly reports, making it easy to review your work and prepare invoices or timesheets.



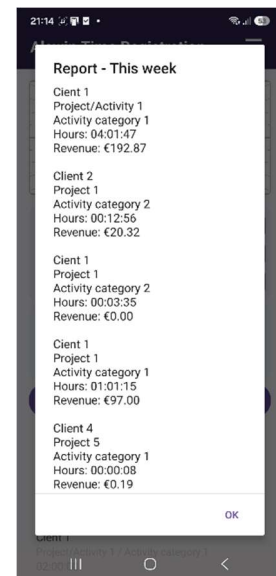
Open the menu (≡).



Tap **Reports**.



Select **Daily, Weekly** or **Monthly**.



Review the generated report.

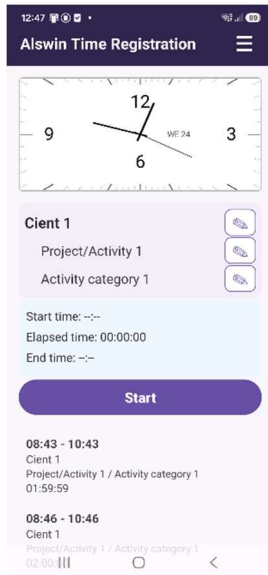
Tip

Reports are generated instantly using your recorded registrations.

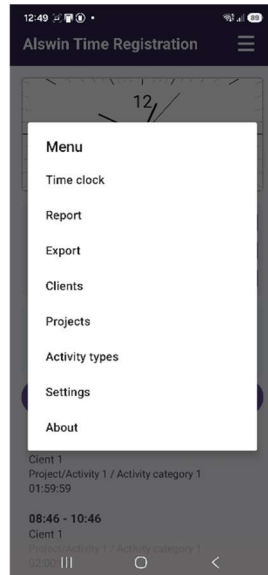
Export

Introduction

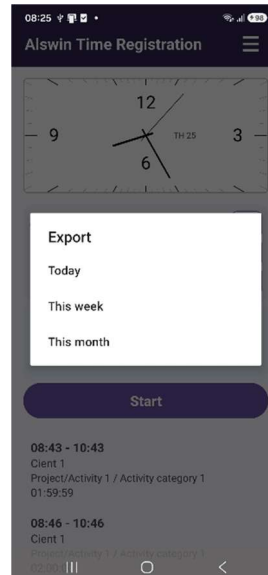
Export your registrations as a CSV file for further processing in Microsoft Excel, LibreOffice Calc or other Office applications. This makes it easy to archive, analyse or invoice your recorded hours.



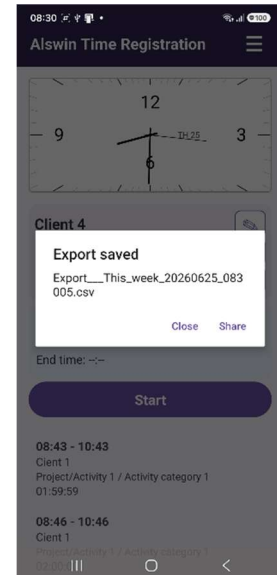
Open the menu (≡).



Tap **Export**.



Select the required period.



Tap **Share** and choose a destination.



Open the exported CSV file in your preferred spreadsheet application.

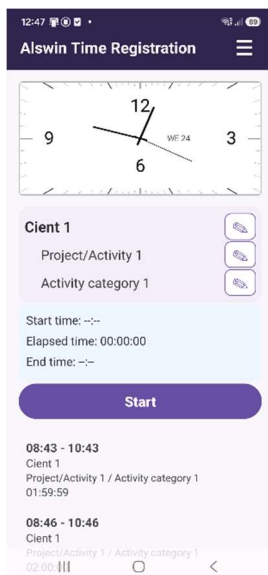
Settings

Introduction

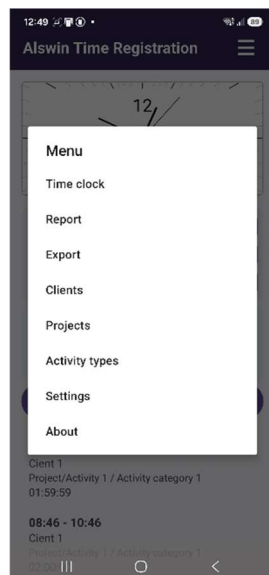
Settings allow you to personalise Time Tracker according to your preferences. You can choose your preferred language, currency and CSV format, and manage your backup files.

Language

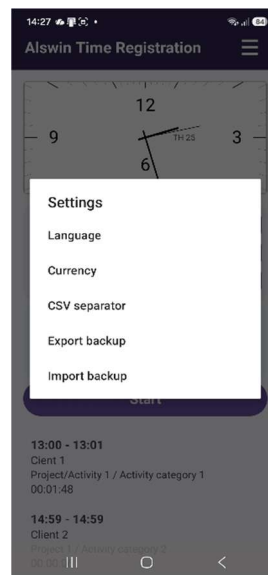
Time Tracker is available in five languages. You can change the display language at any time.



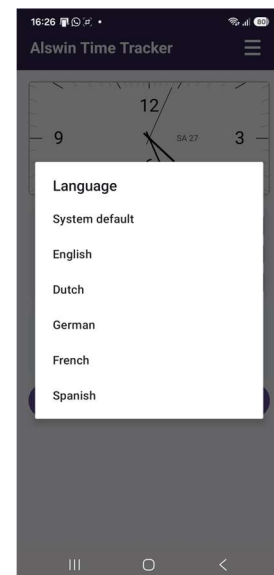
Open the menu (≡).



Tap **Settings**.



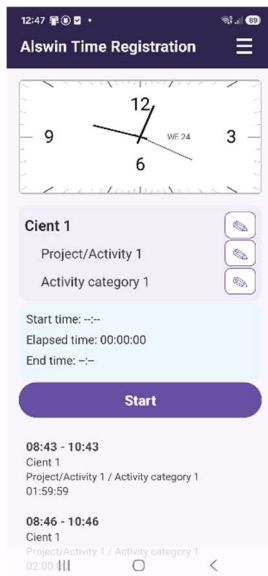
Tap **Language**.



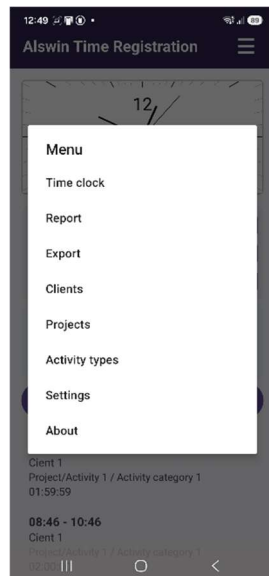
Select your preferred language.

Currency

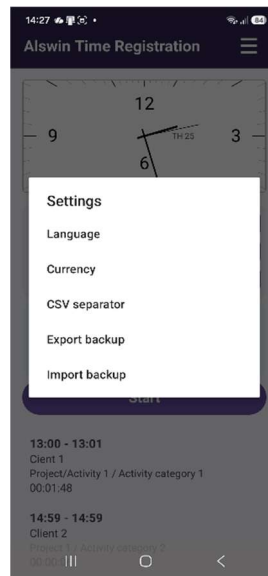
Select the currency used for hourly rates, reports and calculations.



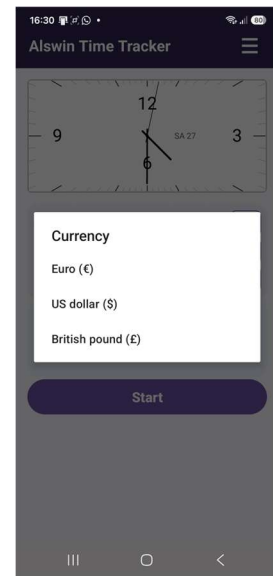
Open the menu (≡).



Open **Settings**.



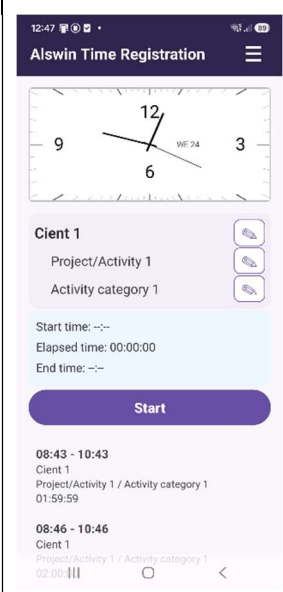
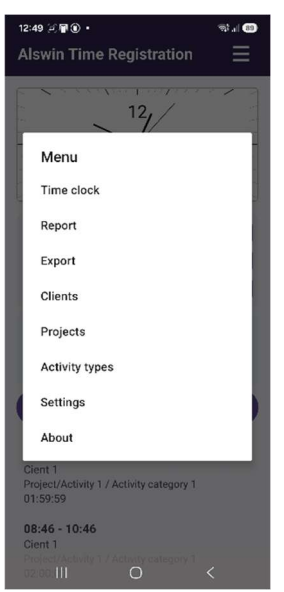
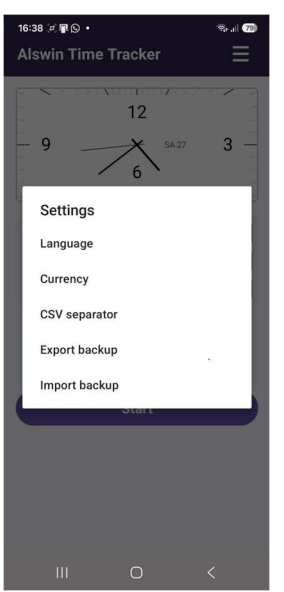
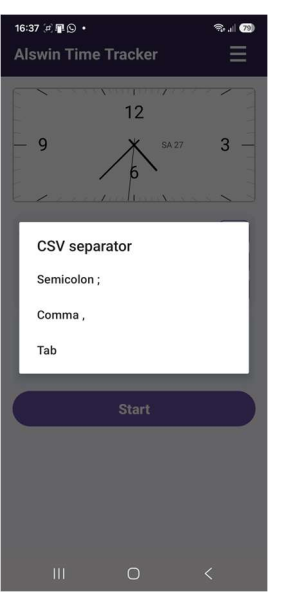
Tap **Currency**.



Select the required currency.

CSV Settings

Choose the separator used when exporting CSV files. This ensures compatibility with spreadsheet applications in different countries.

			
Open the menu (≡).	Open Settings .	Tap CSV Settings .	Select the preferred separator.



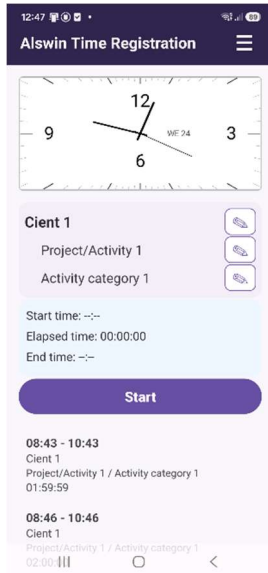
Tip

Select the CSV separator that is compatible with your spreadsheet application. If the imported data is not separated into columns correctly, choose a different separator.

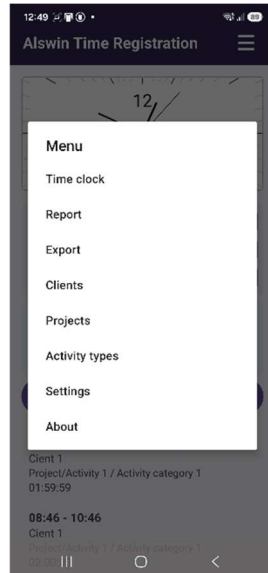
Backup & Restore

Create a backup to protect your data and restore it whenever needed. Backups are also useful when moving to another device.

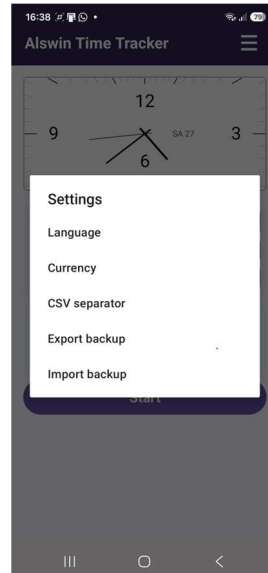
Export backup



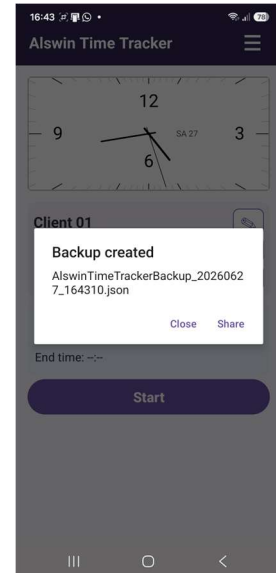
Open the menu (≡).



Tap **Settings**.

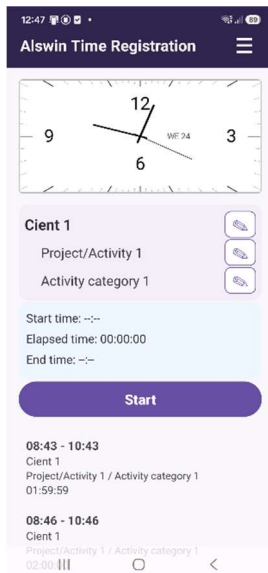


Select **Export backup**.

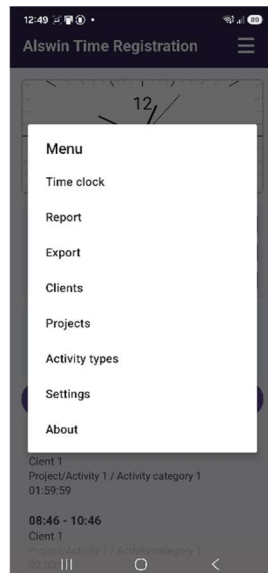


Tap **Share** and choose a destination.

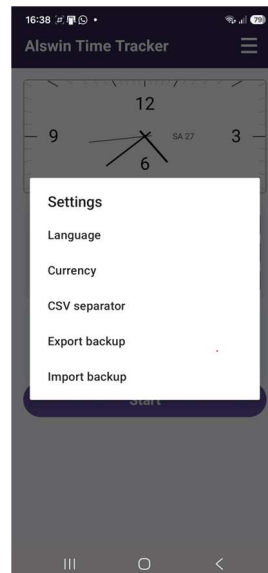
Import backup



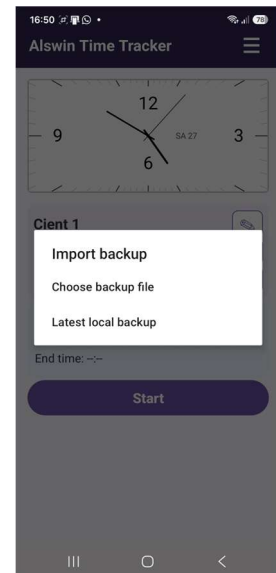
Open the menu (≡).



Tap **Settings**.



Tap **Import backup**.



Choose **Backup file** or **Latest local backup**.

Tip

Create regular backups to keep your registrations safe.

Restoring a backup replaces the current data in the app. Use this option carefully.

Thank You

Thank you for choosing **Alswin Time Tracker**.

We hope this guide has helped you get started quickly and make the most of the application.

For the latest updates, additional documentation and more Android applications, please visit:

 www.alswin.nl

If you enjoy using Time Tracker, consider leaving a review on Google Play. Your feedback helps us improve the application and support future development.

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