



DataLøn Time

How to use the app



Contents

| | |
|---|---------|
| How to get started | Page 3 |
| Projects and customers in the app | Page 3 |
| How to report time | Page 4 |
| How to report kilometres driven | page 5 |
| How to record an expense | page 7 |
| How to report item consumption | Page 8 |
| How to delete or copy reports | Page 9 |
| Get an overview of all projects and reports | page 10 |
| Weekly report | Page 11 |

How to get started

Once you've downloaded the app from the App Store or Google Play Store, you can sign in by entering your username and password.

If you have not yet received a username or password, please contact your employer.

Once signed in, you will be taken to the front page of the app. In future, this is where you will see the day's reports and on which project you have most recently entered hours. You can report your hours by using the plus sign at the bottom right corner.



Projects and customers in the app

Create projects or customers

If you need to create a project or a customer through a report, follow these steps:

1. Start at the front of the app. Tap plus (+) at the bottom right corner and select **Report work**.
2. Then choose a category that is project-related – for example, customer work. Now you can see an overview of the projects you can report on.
3. To create a new project or a new case, tap the folder with a + in the upper right corner and select whether the project is associated with a new or an existing customer.
4. To create a new customer, activate the **Create Customer** function and fill in all the fields.
5. When the customer fields have been filled in, you must fill in all the project information further down the page.
6. When the project information has been filled in, tap **SAVE in the** upper right corner. The project has now been created and can be selected in the overview. The customer is automatically created and entered into the system.

If you instead want to create a project for an **existing** customer, tap the **Select Customer** button. Then, in the overview, choose the customer for which the project is to be created. Fill in all the project information and tap **SAVE**.

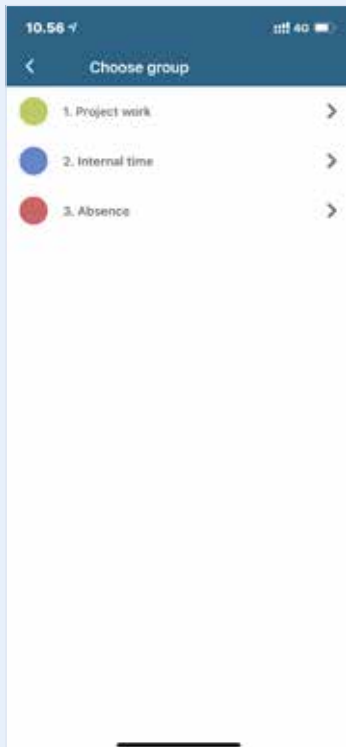
Edit a project or customer

1. Tap the menu at the top left of the front page.
2. Select **All Projects**.
3. To **Edit** a project or a customer, tap the project you want to change.
4. Then tap **Project Information** and **Edit**.
5. Make the desired corrections for either the project or the customer and tap **Save in the** top right corner.

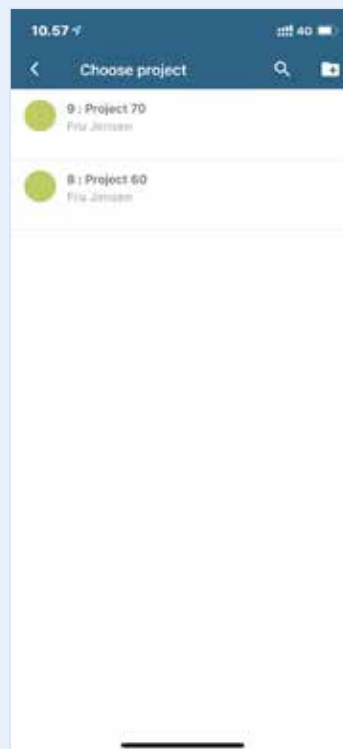
How to report time

To report time spent on a task, first tap **Report Work**. You will then be guided through the following 4 steps:

1. First you need to choose which **category** your reporting belongs to.

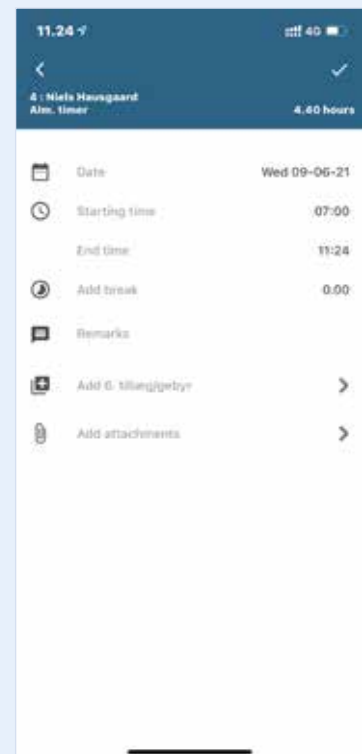


2. Then select a **project**.
A project can be a work task that is completed at a certain point in time, but it can also simply be an open case for a customer, where ongoing reporting must be done. The projects marked with a star are the ones you have used most recently.



3. After you have selected the project, you must then choose which **Work Type** your report is about.

4. At the end of the report, enter **Number (hours)**.
At other times, depending on your setup, instead of the number of hours, the start and end times are entered. Here you need to use the time selector. You can also change the date and add breaks or a note. Once you have clicked on **comments**, you will have the opportunity to write in the field. When you have finished entering, simply tap the **check mark** in the upper right corner.



Get an overview of reported work

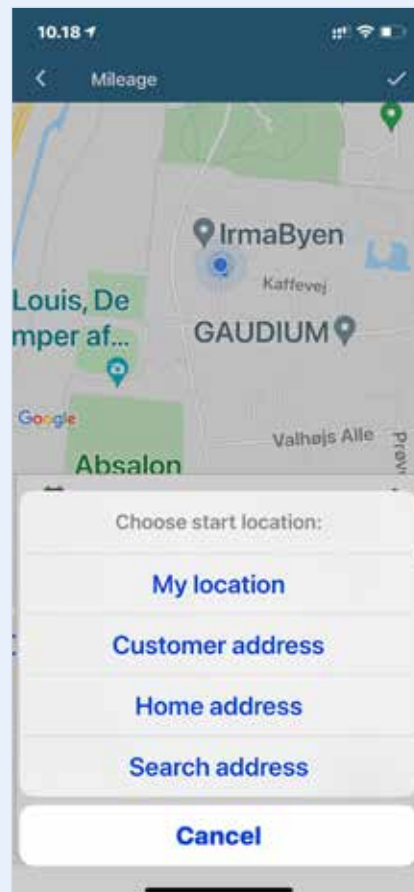
After saving your report, you will be sent to the front page of the app. Here you can now see your new report. Click on the report if you want to view and edit it. If you need to make a completely new report, tap the plus sign in the bottom right corner.



How to report kilometres driven

To report kilometres driven, tap (+) in the bottom right corner on the front page of the app. Here you can report the number of kilometres you have driven in connection with a specific project. In the menu, tap **Report kilometres driven**. You will then be guided through the following steps:

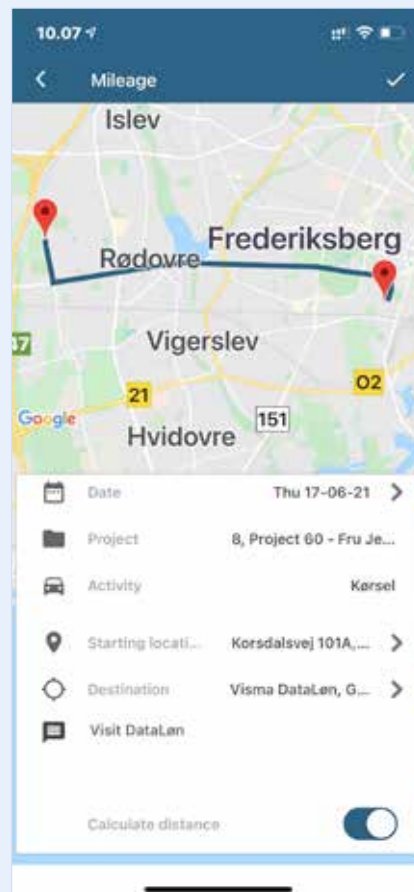
1. First, select the **project** for which you want to report the kilometres driven. A project can both be a work task that is completed at a certain point, but it can also simply be an open case for a customer, where you report on an ongoing basis.
2. After selecting the project, select the **start point** and **end point**. Now you need to choose between:
 - a) **Home address**: This is your company address.
 - b) **Customer address**: If an address is associated with the customer in DataLøn Time, it will be inserted here automatically.
 - c) **My location**: Your current location is found and entered using your phone's GPS receiver.
 - d) **Case address**: If an address is associated with the case in DataLøn Time, it will be inserted here automatically.
 - e) **Search address**: Here you enter and search for the relevant address.
 - f) After selecting **Start Point**, now tap **End Point**. This opens the same menu you saw in the previous point. Once again, you must fill in the same information here as for Start Point.



Once you have inserted the **Start Point** and **End Point**, you can:

- 1. Calculate the distance:** If enabled, the app itself calculates the distance between the addresses entered. If it is not enabled, you must enter the number of kilometres in the field **Distance (km)**.
- 2. Add return distance:** If enabled, the kilometre number is doubled.

When you are happy with your entries, tap the **check mark** in the upper right corner. Your kilometre report is then sent to your employer.

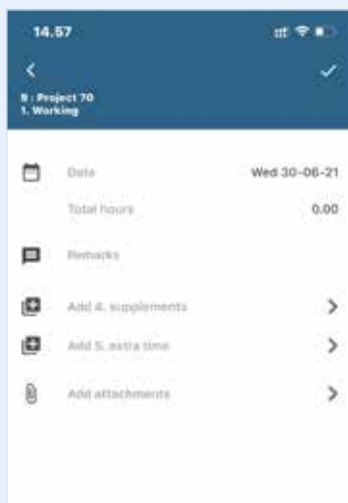


How to record an expense

If you want to add an expense to a report that you have already registered, you can simply tap on the report to edit it.

If you need to add an expense while making a new report, tap the plus sign and **Report work** in the bottom right corner, and follow the same 4 steps as when you report time. Here you also have the option to register an expense.

1. Once you have entered the hours or the start and end time, you can tap **Supplement/Fee**.



2. Then select the type of expense you want to register.



3. When you register an expense, you also have the option of documenting it by tapping **Attachments**. Here you can select a picture or file on the phone, or take a picture of the receipt, for example.

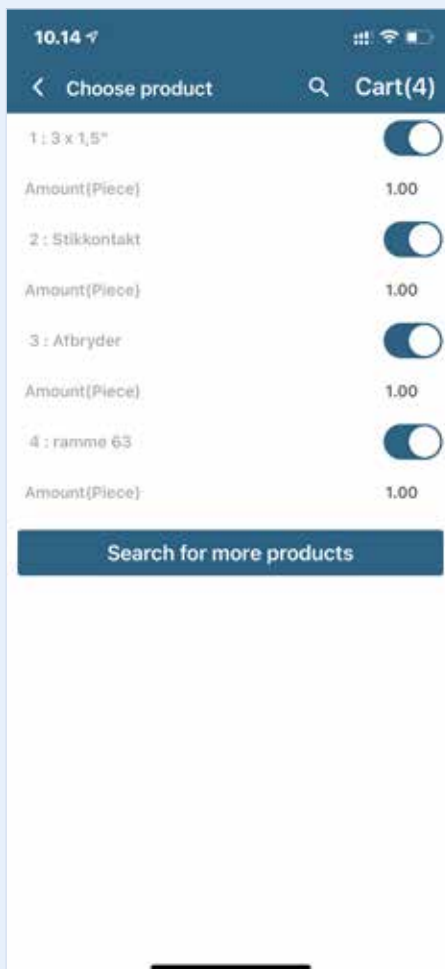


When you have finished entering, simply tap the check mark in the upper right corner.

How to report item consumption

When you need to report the items or materials that you have used for a particular project, report it like this:

1. Tap **(+)** in the lower right corner of the front page of the app.
2. Tap **Report item consumption** and select the project for which the items have been used.
3. Once you have chosen which project the item consumption is to be associated with, you must find and select the specific items. On the front page of **Select item** you will see your most used items, but you can also search for the item at the top of the screen or view all items by tapping **Search for more products**.
4. Once you have found your item, tap the button next to the item and then enter the quantity on the line below. After selecting all the items, tap **Basket** in the upper right corner.
5. After tapping **Basket**, the items you have selected so far are displayed. To add more items, tap the arrow at the top left. If you are satisfied with your selections, tap **Save** at the top right - then your item consumption will be submitted.



How to delete or copy reports

If you need to make the same report as before, you can use the **Copy** function.

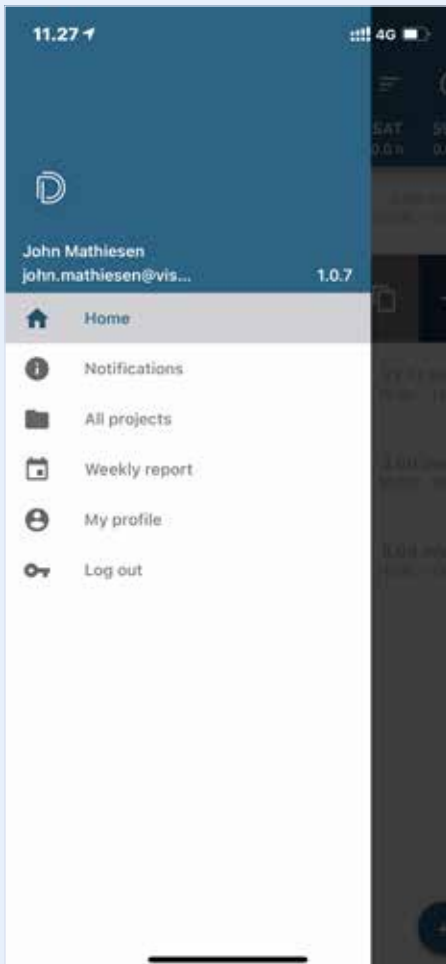
Swipe the report to the left and tap the grey button. Now the report will be on the day you are copying from. Go into the report and change it to the correct date. Your report will now be on the correct day.

If you have made an incorrect report and need to delete it, tap the waste basket.



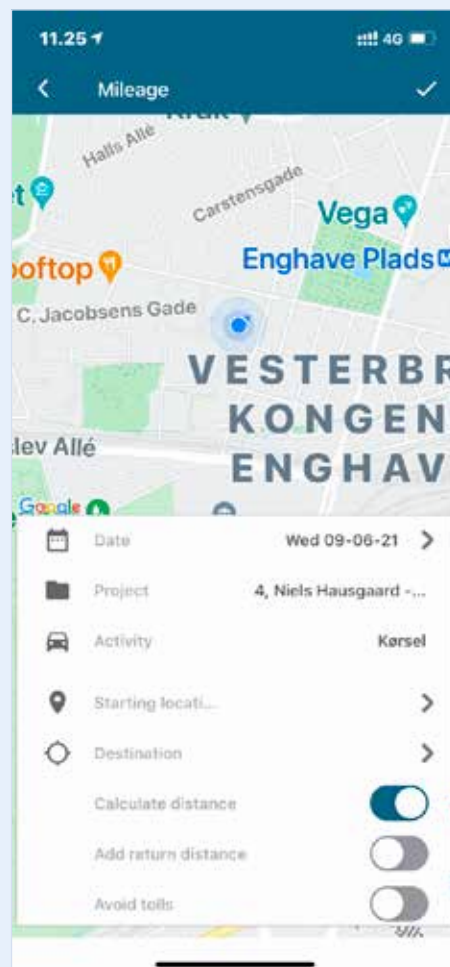
Get an overview of all projects

Go to the main menu on the three bars in the upper left corner. Under the menu item **All projects**, you can see all the cases to which you have access to report hours and consumption of items.



Select a project to view details about the case. You can tap on one of the four menu items:

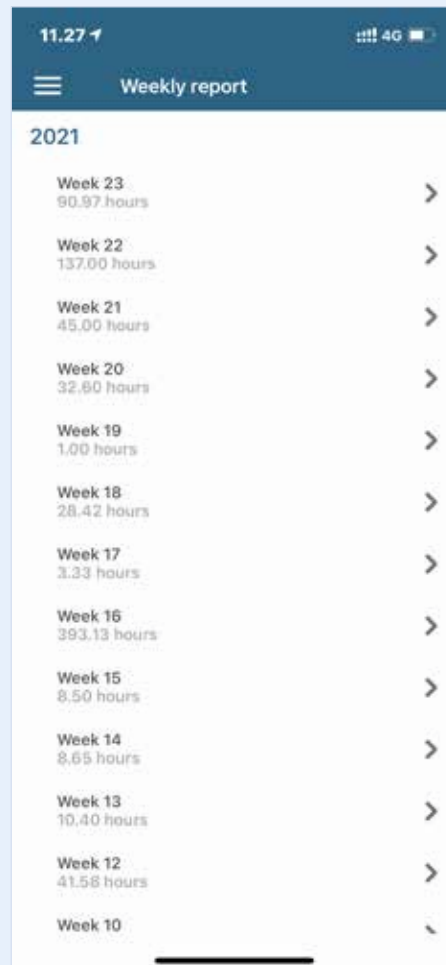
- 1. Project information:** Here you will find telephone number, email, address and other information about the case
- 2. Project status:** Here you can see the status of the project if it has been selected by your administrator
- 3. My work:** Here you can see your own reported hours for the case
- 4. My kilometres driven:** Here you can see your reported mileage for the case
- 5. My item consumption**
- 6. Pictures and documents:** You can add photos and documents to the case if this is enabled in your account.

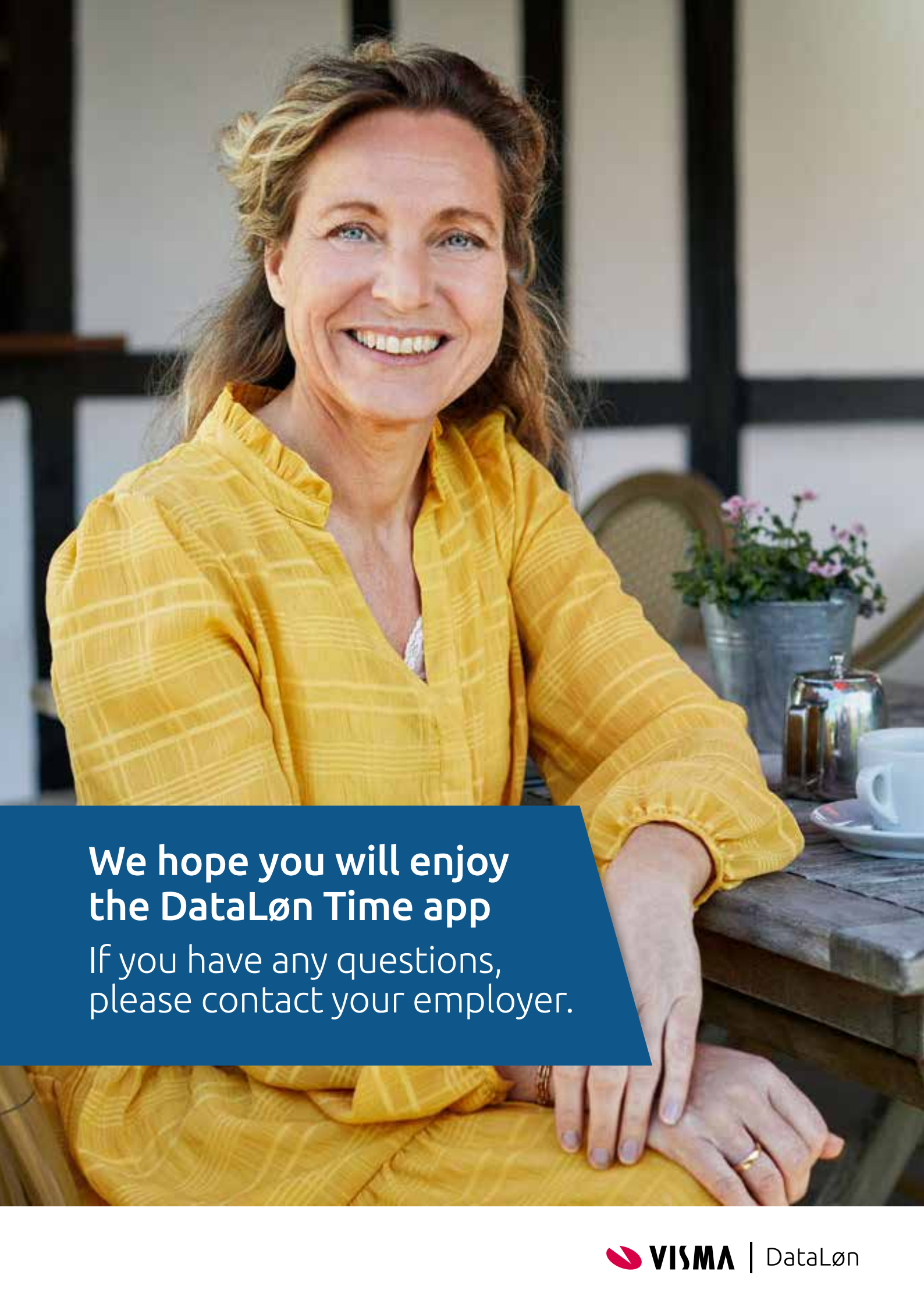


Weekly report

From the main menu you can also select **Weekly report**. Here you can get an overview of all your previous reports.

When you tap **Weekly Report**, you can now see an overview of the number of hours you have reported in recent weeks. You can tap on each week to see which cases the individual hours have been reported for.





**We hope you will enjoy
the DataLøn Time app**
If you have any questions,
please contact your employer.