TimeNet

Instruction Booklet
© 2015 – AppleSource Software

Table of Contents

Features

TimeNet makes it easy to keep track of clients, projects, billing, and task management.

Time is Money. Track it wisely. TimeNet's timer always makes sure you're billing for every second. Visual reports show where time is spent.

See The Big Picture. Track clients, employees, hourly rates, flat fee items, expenses, taxes, discounts, partial payments, late fees, mileage, foreign currencies, and create reports based on all of it.

Image is Important. Extend your brand identity to your invoices with TimeNet's gorgeous and fully customizable invoice templates.

Accommodate Your Clients. Address Book import, custom tax rules & rates, foreign currency support with automatic conversion, visual client reports, and much more.

Plays Well with Others. TimeNet is fully networkable. Share your data through your office network, or get the benefits of anywhere–access with Dropbox. No extra software to buy, 30 seconds to set up.

Designed for Your Mac. Sync with Address Book and Calendar, use Spotlight searches, backup with Time Machine. TimeNet runs on any Mac running OS X 10.4 or later.

The Preferences Window

The first thing you should do when getting started with TimeNet is visit the program's Preferences. Click the Preferences button at the right of the Toolbar or select TimeNet > Preferences.
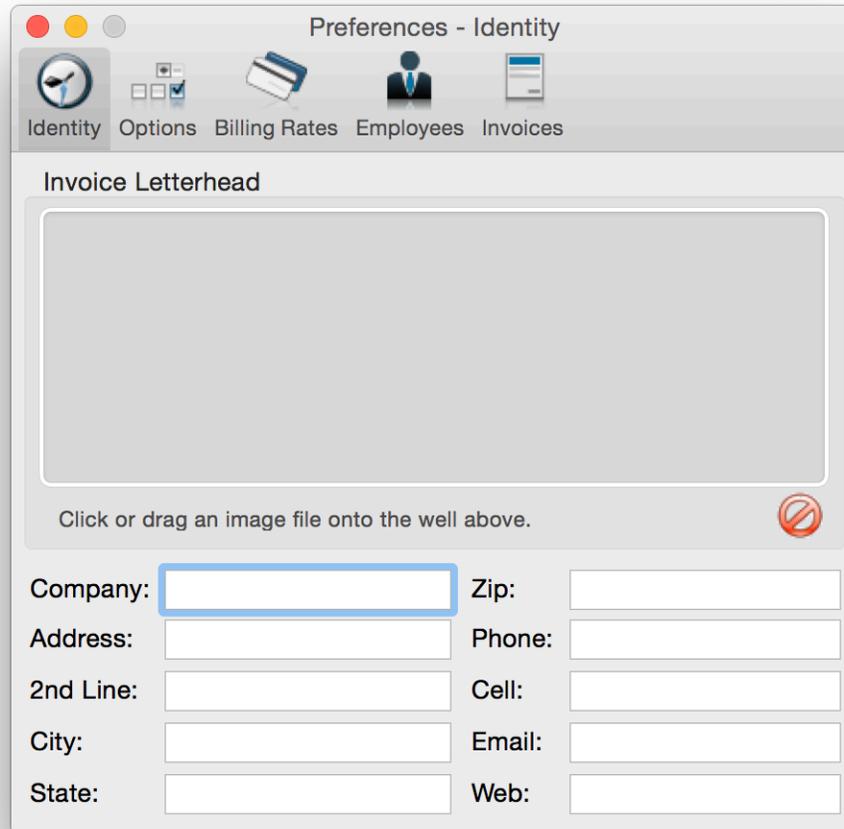
TimeNet's Preferences Window

The Preferences Window (Cont'd)

Setting Up Your Identity

Enter your business's name and contact information here. These fields will be shown on invoices that TimeNet creates.

If you want a logo to appear at the top of your invoices, drag an image file onto the grey image box or simply click on the box to choose a file. Clicking the red clear button will remove the logo.

Options

General Tab

Here you can turn auto-update, notification sounds, and the global menu bar timer on or off. The menu bar timer lets you control the timer from any application you're in, as long as TimeNet is open.

You can also create a list of common tasks to select from when entering items into TimeNet later. TimeNet will remember new entires and add them to this list by default, but you can turn this off by unchecking the Remember Entries I Create box at the bottom. The Amount column is optional, and only applies to expense items. Hourly items will ignore this amount.

Timing & Billing Tab

If you do not want multiple timers to be able to run simultaneously, can turn on the Don't Allow Simultaneous Timers option. Next, tell TimeNet how to treat idle time. If your computer goes idle (the mouse and keyboard haven't moved), TimeNet can keep timing, pause your timer, or warn you that the computer has been idle while timing. If you're using this option, TimeNet will offer to deduct the idle time, or let you keep it.

Next, set your currency format settings, late fees and global tax rate. These settings can also be customized on a client-by-client basis when editing your clients.

Groups & Stages Tab

You can group clients together for organization and reporting. Create your list of groups here. When adding or editing a client, you can assign the client to a group. If you do not wish to use Client Groups, you can leave this section blank, and hide the Groups Sidebar from the main window under the View menu.

The Preferences Window (Cont'd)

TimeNet lets you track projects through multiple stages. It is recommended to monitor the stage of a project, so you can be sure everything is on track. Enter the stages your projects will typically go through, and then you can set each project to one of those stages. This is entirely optional, just like Client Groups.

TimeNet has five default stages, which adhere to the standard Project Management rules. For more information about these stages, refer to this page: http://en.wikipedia.org/wiki/Project_management#Processes

Configuring Your Billing Rates

TimeNet lets you bill in several ways. Category billing rates are typically billed by the hour. TimeNet lets you customize the rate of category tasks on the fly, but you can enter a default rate into the Preferences. TimeNet also lets you specify whether a category task is billed hourly, or billed with a flat rate. You can customize a task's hourly rate, or set it to a flat rate, when entering tasks into TimeNet later on.

Flat fee items are items that will always be charged by a flat rate, and TimeNet lets you specify the quantity of the flat fee item when entering it into a project.

Employees

If you have multiple employees, add them in the Employee panel. Each employee can have an hourly rate at which they are paid. You can then use the Employee Report to track employee profitability.

Invoices & Invoice Templates

TimeNet uses a completely customizable invoice template system. Invoice templates can be created in RTF format or HTML format. Installed invoice templates appear in this panel. Double-clicking a template opens it for editing. Holdin the Option key and double-clicking a template lets you rename it. Pressing Delete on the keyboard will remove the selected template.

TimeNet can number invoices sequentially or randomly. Turning on Global Numbering automatically increments the invoice number any time an invoice is created. Otherwise, the invoice number increments individually for each client.

> **For more information about customizing invoice templates,** see the Invoice Templates section later in this manual.

Adding Clients

Add a client by clicking the Client toolbar button in the Main Window, clicking the + button under the client list, or by selecting New Client from the File menu (shift–⌘N).

Creating a Client

When entering a client's name, TimeNet tries to autocomplete the entry from any contact in your Address Book/Contacts that matches. You can also see a list of contacts by clicking the blue double–arrow popup menu to the right of the field:

Importing a client from Address Book

Adding Clients (Cont'd)

A client's Code is used to prefix that client's project numbers. **Each client's Code must be unique.**

> **Invoice Numbers** are unique identifying codes associated with each new project. An invoice number is either random or sequential (based on the setting you've chosen in the Invoice Preference panel). For example if your client's code is "PJF", the Next Project Number is "100," and you're using sequential numbering, projects created for this client will be numbered "PJF-100", "PJF-101", "PJF-102" and so on.

Fill in your client's contact information and currency settings in the appropriate fields.

If you want to charge this client for tax, check the Taxable option. Taxes can be charged on a per-task or per-expense basis. If the Taxable checkbox is checked for your client, all new tasks and expenses will be set to Taxable by default. Clients are taxed using the global tax rate, set in the main TimeNet Preferences, and each client can also have a custom tax. You can use one or the other, or combine them. The optional VAT (Value Added Tax) Number field lets you assign a VAT Number to the client if you charge for VAT.

The optional Default Save Location is where invoices created for this client will be automatically saved. If no default save location is selected you will be prompted at the time of invoicing to choose a save location.

TimeNet can automatically generate Job Numbers for your projects as well.

Editing Clients
Hold down the Option key while double-clicking on a Client's name in the main window to edit it. You can also right-click or control+click on the Client's name and select the Edit option.

TimeNet's Main Window

TimeNet's main window lets you quickly see all of your clients and projects. It also shows you the total and balance of your clients and projects. The toolbar lets you make new clients or projects, open the To Do list, open the Manager, and open the Preferences. The title of the window shows (Local) or (Networked), indicating what mode TimeNet is in.

The left sidebar shows your Client Groups. They can be shown or hidden under the View Menu. Clicking the + or – button at the bottom of the sidebar allows you to add or delete groups, and you can drag them up and down to re-order them.

Under the client list, there are + and – buttons to add or delete projects and clients, an action button to bring up a contextual menu based on what is selected in the client list, and a tag button, which allows you to filter which projects are shown by status and stage.
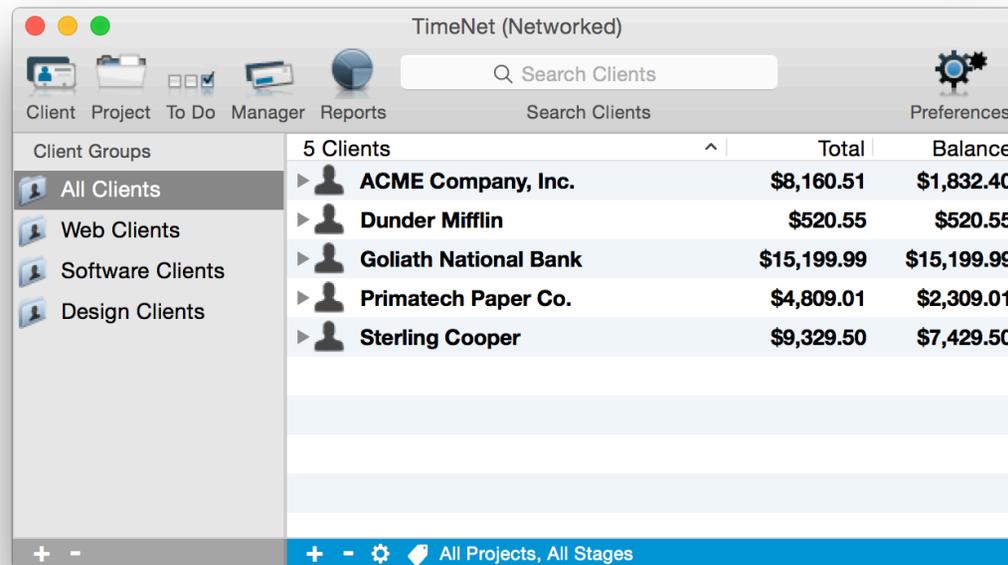
Working with Projects

Creating Projects

Projects are filed under clients, so before adding a project you must be sure to add at least one client into TimeNet. Once you've done that, click the Project button (or press ⌘N) to create a new project.

The Project Window

TimeNet's project window looks like this:

Working with Projects (cont'd)

You can change the project's name, invoice number, start date, and end date at any time (the end date can only be entered once the project has been marked Finished). Job number and purchase order are optional. As items are added to the project (using the + and − buttons at the bottom−left of the project window), the amount and time shown in the upper−right corner will change in real time.

Adding Items to a Project

Click the + button in the lower−left corner of the project window or right−click or control+click in the tasks list. You can also use the New Timed Task, New Quick Charge, and New Discount options in the Project menu.

There are four types of items that can be added to a project:

1. Category (timed task)
2. Flat Fee item
3. Quick Charge (an expense)
4. Discount (percentage or dollar amount)

Select a Category
Copywriting
Editing
Graphic Design
Software Development

Select a Flat Fee Item
Script Installation
8x10" Print
5−Page Basic Web Package
Additional Page Creation

Add Quick Charge
Add Discount
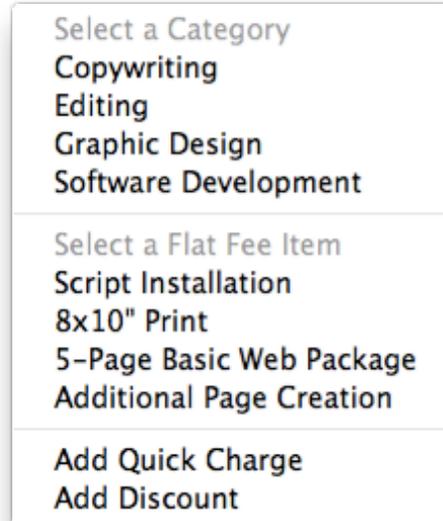
The Add Item Popup Menu

Category Items (Hourly and Flat Fee Billing)

Editing a Timed Task

Task – The description of the work, as it will be shown on invoices.

Date – The date that will appear next to this Item on invoices that TimeNet generates.

Time Spent – This is where you can manually set the time spent on this Item.

Category – Select the category. This item will be charged at the billing rate for that category.

Rate – Select the standard category rate or a custom rate. You can also set the rate to hourly or flat.

Type – Billable is shown on the invoice and counts towards the total. No Charge is shown on the invoice but does not count towards the total. For My Eyes Only is not shown on the invoice and does not count towards the total.

Working with Projects (cont'd)

Employee – If you entered Employees in Preferences, you can set which employee is working on this Item.

Notes – This is where you can keep detailed notes for an item. Notes are always available internally, and can optionally be shown below the item's description on invoices.

Linked File – A file or folder to be opened when this item's timer starts. Use the red remove button to remove the link.

Estimated Time – Estimated time to complete this task. Used to create estimates and track estimated vs actual totals.

Quick Charge (Expense) Items, Flat Fee Items and Discounts

Flat Fee Items are items designated as "fees", but with fixed costs. For example, copy charges per page, flat fee design packages, or any other item you charge to a client for a flat fee, rather than an hourly fee.

Quick Charge Items are used to track expenses that are to be billed to the client.

Discounts are for quickly marking off an amount from a project's total earnings. You can discount a percentage of the project's total earnings or a flat amount.

Using the Timer

To use the timer, click the Start Timer toolbar button, press ⌘' (apostrophe), or hit the spacebar on your keyboard. You can also use the global Menu Bar Timer. If no category task is selected, a new one will be created and the timer will start.

While the timer is running, the item currently being timed will be shown in orange, and the time and amount details will be updated in the upper-right corner of the project window.

The Time and Earnings Display in the Project Window

Working with Projects (cont'd)

Using the Menu Bar Timer

The global menu bar timer allows for easy access to project information and the current category item while working in any application. The menu bar is even accessible when the TimeNet application is hidden. When the timer is running, the TimeNet icon will be green to indicate that the timer is running.

To hide the global menu bar timer, change the Menu Bar Timer preference under the Options Preferences panel.
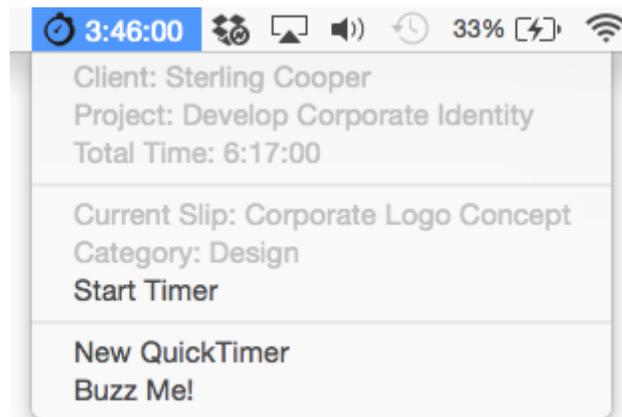
Controlling the Timer from the Global Menubar Status Item

Using the Dock Timer

You can also start or stop your timer from TimeNet's Dock icon. This works from within any application, and allows you to control the timer even with TimeNet hidden.

Editing Items

You may edit any Item in the project window by double-clicking it in the list, or selecting it and pressing Return.

Project Notes

You can keep unlimited free-form notes for each project. Click the Notes toolbar button and the Notes drawer will slide out.

Working with Projects (cont'd)

Rounding Hourly Time

To round the time of your category items, be sure that the project you want to round time for is open and frontmost and select the Round Project Time... option (option–⌘R) from the Project menu. Your time will be rounded up to your preference, as specified in TimeNet's preferences.

TimeNet can also automatically round time when the timer is paused. Resuming the timer will begin timing again from the actual time, not the rounded time.

Editing Late Fees

Editing how many Late Fees a project has is done by selecting the Edit Late Fees... option under the Project menu (⌘E). You can also specify when the last late fee was applied, and further late fees will be automatically applied based on that date.

Syncing Rates

If you change an hourly rate down the road, you have the option of updating existing projects to use the new hourly rate. Use the Check for Unsynced Rates... option under the Project menu (⌘U).
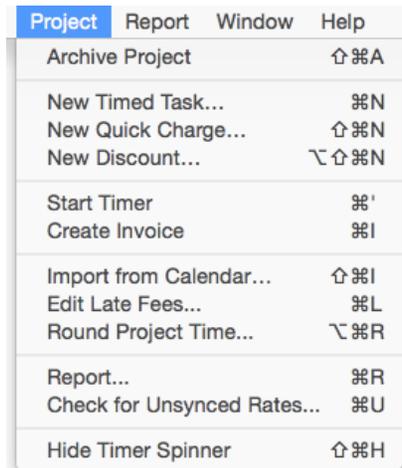
The Project Menu

Tracking Payments

TimeNet makes it easy to track payments for your projects. Open the project you'd like to add payments for and click the Payments button in the toolbar.

The Payments window will open, which allows you to add a new payment, and see all existing payments logged for this project.

If the amount of payments exceeds the amount of earnings for a project, the remainder is shown on the invoice as a retainer. You can add a payment at any time, and as you add time and expenses to a project, the project window will show the current balance due for the project.

> If a project has been marked Finished, adding payments in the amount of the project's total will automatically mark that project as Paid.

The Payments Window

Creating Estimates

TimeNet makes it easy to provide your clients with estimates, and track your estimate vs. actual totals as you work. When adding timed tasks, flat fee items, or quick charge expenses, the item entry window has a section at the bottom for estimated amounts. Once you've filled in estimated amounts, you'll see the Estimate Bar in your project window. Here we've set the estimated time for our task to 4 hours, and the actual time is 2 hours and 30 minutes:

The estimate bar shows that we've reached 62.5% of our estimated amount for this project.

Once you've entered estimated amounts, clicking the Invoice button in the toolbar will give you the option to create either an Invoice or an Estimate. As you work on the project, the estimate bar will update on the fly to show you how close you are to your estimated total. Clicking the estimates bar will show you details about your estimated amounts, and if any single item goes over the estimated amount, it will be highlighted red in the task list.

Creating Invoices

Invoices can be created from the Project window, the Main window, or the Manager window. Right-click or control+click a project in the Main window and select the Create Invoice option. Or, use the Invoice toolbar button in the Manager or Project window.
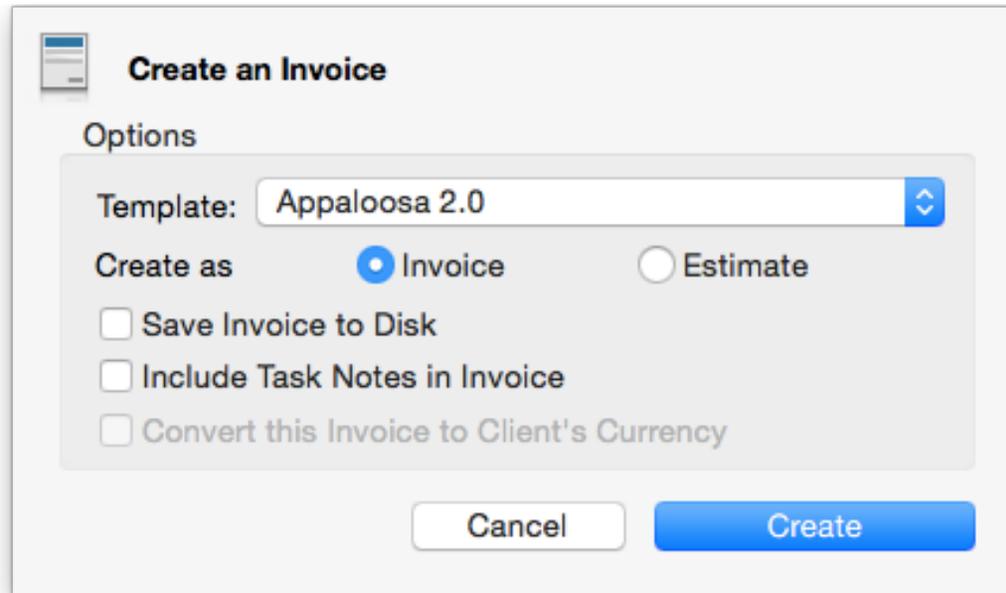
The Invoice Creation Window

First, select an invoice template from the popup menu. Next, choose whether or not you want to save this invoice to disk (if not, it will just be opened and can then be quickly reviewed, printed or emailed as a PDF to a client). You can show or hide Task Notes on the invoice.

If this client uses a foreign currency, you can have TimeNet automatically convert the totals to their currency. This makes it easy to work and bill in your currency, and then invoice in their currency.

Click Create to generate the invoice.

Creating Invoices (cont'd)

AppleSource

INVOICE
911 Talent Ave
Talent, OR 97540
541-261-9785

Client   Primatech Paper Co.
Contact   Mike Tufkin

                                                    Amount Due
Project   **Website Design**   **$1,775.28**
Invoice ID   PPC-100
Invoice Date   3/2/14

Category	Rate	Description	Quantity	Amount
Web Design	$60.00	Customization	06:15:00	$375.00
Web Design	$60.00	Marketing Strategy Session	02:30:17	$150.28
Web Design	$60.00	Content Redesign	10:00:00	$600.00
Flat Fee Item	$1,250.00/ea	10 Page Website Pack	1	$1,250.00
Flat Fee Item	$125.00/ea	Website Template Pack	1	$125.00
Flat Fee Item	$150.00/ea	Newsletter Engine	1	$150.00
Flat Fee Item	$325.00/ea	Shopping Cart Engine	1	$325.00
Flat Fee Item	$800.00/ea	Online Adspace	1	$800.00

Subtotal
18:45:17 **$3,775.28**

Expenses Subtotal
$0.00

TOTAL

Invoice Subtotal	**$3,775.28**
Tax (0%)	+ $0.00
Late Fee	+ $0.00
Payments	- $2,000.00
Balance	**$1,775.28**

An Invoice Created with TimeNet Using the Blocks [Blue] Template

Creating Invoices (cont'd)

Creating One Invoice from Multiple Projects

If you'd like to create one invoice for more than one project, open the Manager and select the projects you'd like to invoice. Then, click the Invoice Selected toolbar button.
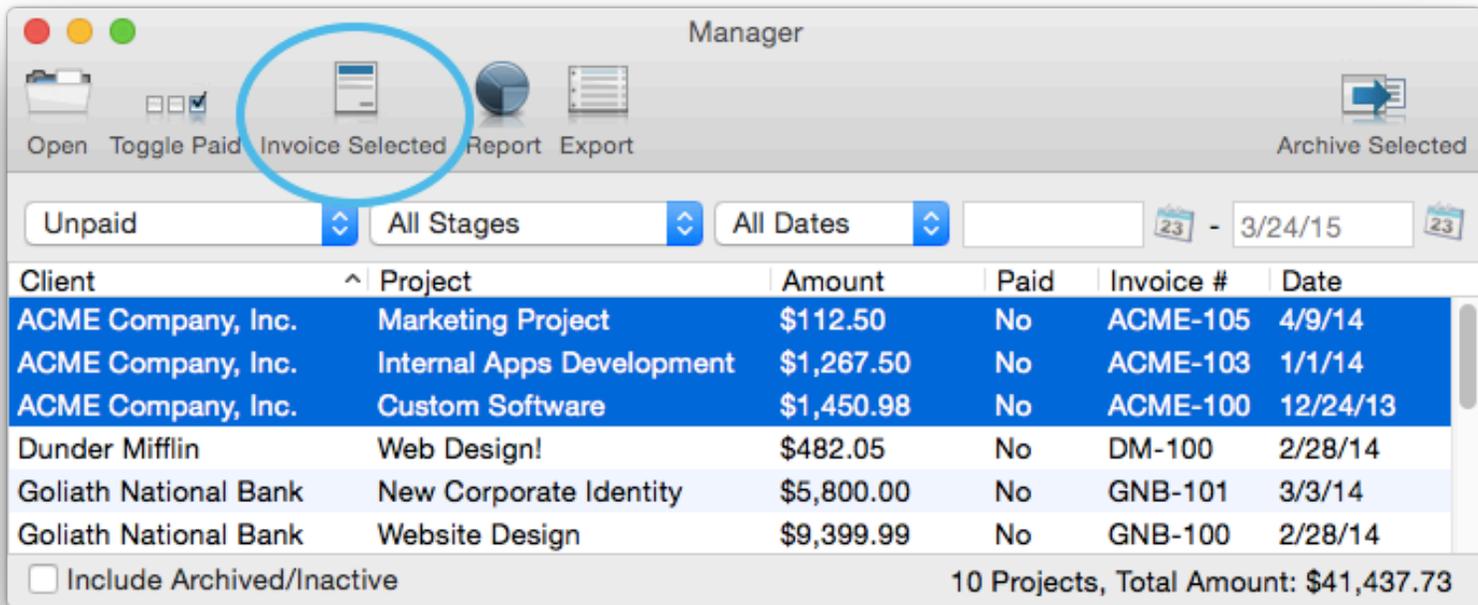
Select the Projects and click Invoice Selected

Using The Manager

TimeNet's Manager lets you quickly glance the big picture for your business. See how much has been billed, how much is owed, and use filters for status, stage, and date. From the Manager you can quickly toggle whether a project is paid or not, create invoices for single or multiple projects, archive or unarchive projects, and run a report of the filtered projects.
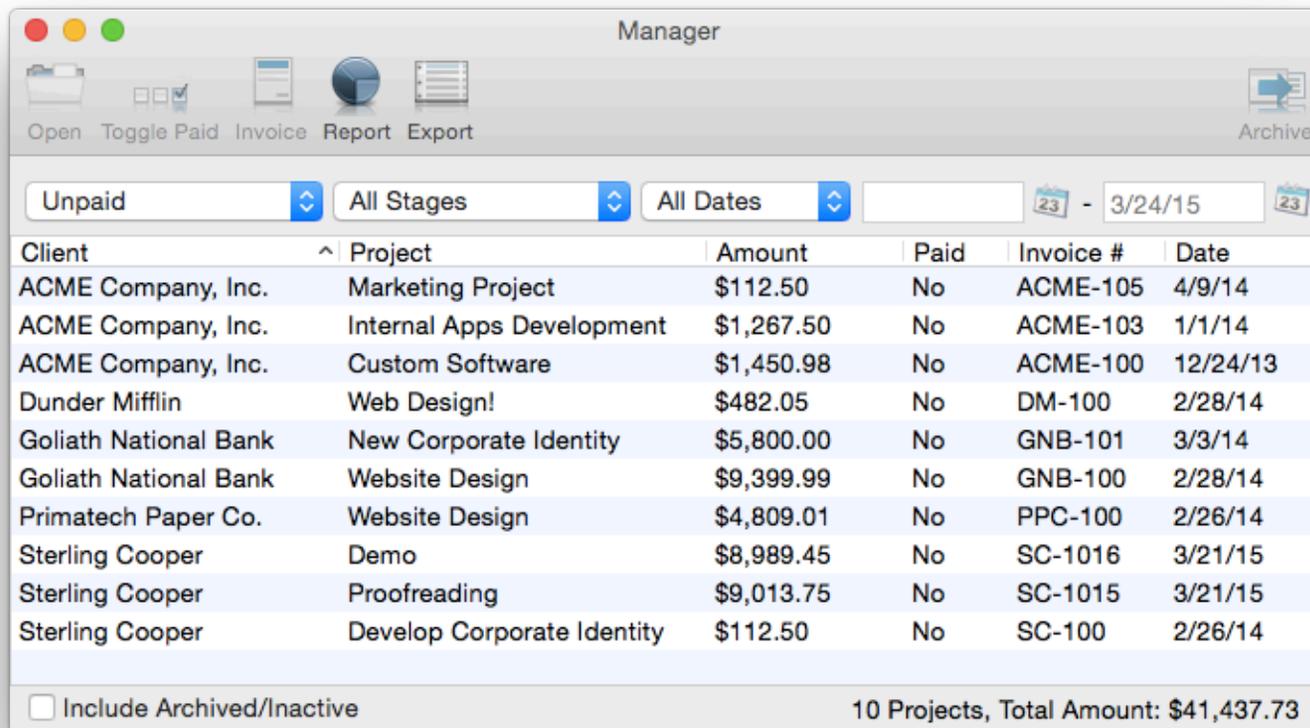
Client	Project	Amount	Paid	Invoice #	Date
ACME Company, Inc.	Marketing Project	$112.50	No	ACME-105	4/9/14
ACME Company, Inc.	Internal Apps Development	$1,267.50	No	ACME-103	1/1/14
ACME Company, Inc.	Custom Software	$1,450.98	No	ACME-100	12/24/13
Dunder Mifflin	Web Design!	$482.05	No	DM-100	2/28/14
Goliath National Bank	New Corporate Identity	$5,800.00	No	GNB-101	3/3/14
Goliath National Bank	Website Design	$9,399.99	No	GNB-100	2/28/14
Primatech Paper Co.	Website Design	$4,809.01	No	PPC-100	2/26/14
Sterling Cooper	Demo	$8,989.45	No	SC-1016	3/21/15
Sterling Cooper	Proofreading	$9,013.75	No	SC-1015	3/21/15
Sterling Cooper	Develop Corporate Identity	$112.50	No	SC-100	2/26/14

☐ Include Archived/Inactive   10 Projects, Total Amount: $41,437.73

TimeNet's Manager

Entering Dates in TimeNet

Anytime there is a date field in TimeNet, you can do several things.

➡ Click the calendar button and select a date using the calendar tool:
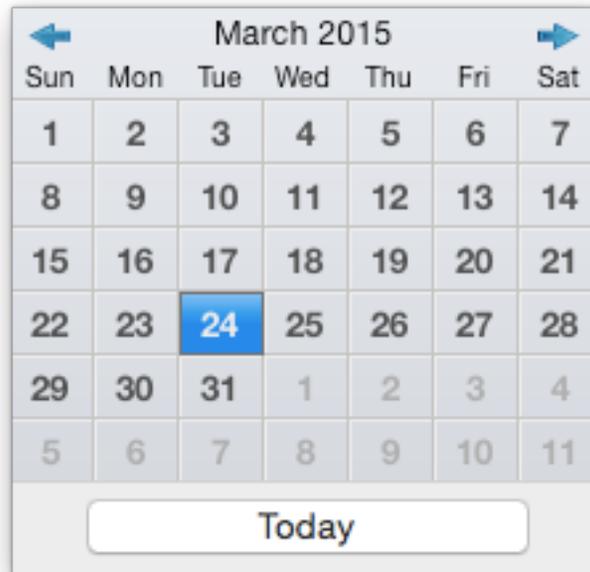
➡ Type "today", "yesterday" or "tomorrow"
➡ Press ⌘D to insert today's date
➡ Use ⌘↑ and ⌘↓ (Up and Down Arrows) to go up or down by one day

Archiving Projects and Clients

TimeNet makes it easy to archive projects or whole clients. This is handy to hide them from the Main window, Manager window, and Reports, but they can easily be brought back by choosing to show archived projects and clients.

To archive a project, right–click or control+click it in the main window and select the Archive option. You can also open a project and select the Archive Project option from the Project menu, or use the Manager window's Archive toolbar button (handy for archiving multiple projects at once).

To unarchive a project, click the View Menu and select "Show Archived Projects". Then you can right–click or control +click on any archived project (shown in grey) and select the Unarchive option. Alternatively, you can open the Manager, click the Include Archived/Inactive option, and then select the archived project(s) and use the Unarchive toolbar button.

To archive a client, edit the client and change its status from Active to Inactive.

To unarchive a client, click the View Menu and select "Show Inactive Clients". Then edit the inactive client and change its status from Inactive to Active.

Customizing Invoice Templates

The easiest way to design a custom template is to make a copy of an existing template and begin making changes.

RTF (TextEdit) Invoice Templates

You can create or customize RTF invoice templates with TextEdit. Simply use <tags> to fill in the info you want shown on your invoices.

HTML Invoice Templates

You can also design templates in HTML.

When entering tags in HTML invoice templates, you cannot use the < or > symbols. Instead, use the code for the symbol: < or > (as in less than and greater than). For example, to insert your company name, you'd use the <my-company> tag. In HTML, the tag will look like this:

<my-company>

Invoice Template Tags

Insert	Tag	Insert	Tag
The logo set in Preferences	<header-image>	The Client's ATTN Field	<client-attn>
Your Company Name	<my-company>	The Client's Address	<client-address>
Your Company Address	<my-address>	The Client's Address 2	<client-address2>
Company Address (Line 2)	<my-address2>	Client's City	<client-city>
Your City	<my-city>	Client's State	<client-state>
Your State	<my-state>	Client's Zip	<client-zip>
Your Zip	<my-zip>	The Client's Phone Number	<client-phone>

Insert	Tag	Insert	Tag
Your Phone Number	<my-phone>	The Client's Email	<client-email>
Your Mobile Number	<my-mobile>	The Client's VAT Number	<client-vat>
Your Email Address	<my-email>	The Client's Custom Tax	<client-taxrate>
The Client's Name	<client-name>	The Custom Tax's Total	<client-taxtotal>
The Project's Name	<project-name>	The Invoice Number	<invoice-num>
The Project's Start Date	<project-start-date>	Days Until the Invoice is Late	<due-in>
The Project's End Date	<project-end-date>	Subtotal (without Expenses)	<subtotal>
Purchase Order	<purchase-order>	Expenses Total	<ex-total>
The Date of Invoice Creation	<invoice-date>	Total Invoice Amount (before payments, taxes or late fees)	<invoice-total>
The total amount of payments	<payments>	Total Amount Due (after payments, taxes or late fees)	<invoice-balance>
The Item's Notes	<insert-notes>	Project Notes from the Drawer	<project-notes>
% to Charge for Late Fees	<latefee-rate>	The Number of Late Fees	<latefee-qu>
The Total of the Late Charges	<latefee-total>	The Quantity of the Item	<qu>
Amount Charged for the Item	<amount>	Total Amount of Discounts	<discount-total>
Job Number	<job-num>		

Getting Invoice Templates

You can download our invoice templates from our online Invoice Template Library. Just visit **http://applesource.biz/software/timenet/invoice-templates.html**

Using the To Do List

TimeNet's To Do List makes it easy to stay on task. Set goals and due dates with reminders. Organize by color coated priorities. Quickly see how many things you need to do this week.

To-Do items can also be linked to projects. When a To Do item is linked to a project, double-clicking it will open that project. To edit a linked To Do item, select it and click the edit (pencil) button, or hold down the Option key and double-click the item.
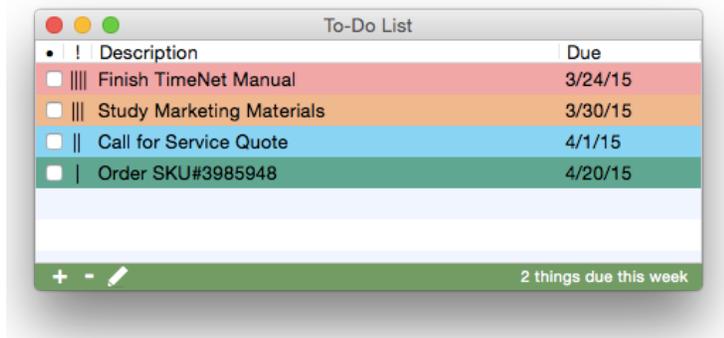
The Color Coated To Do List

Adding a To-Do Item

Reports

TimeNet can generate many reports to help keep you aware of everything going on with your business. They can be printed, saved as PDFs, or copied and pasted into many other applications. You can find them under the Reports menu.
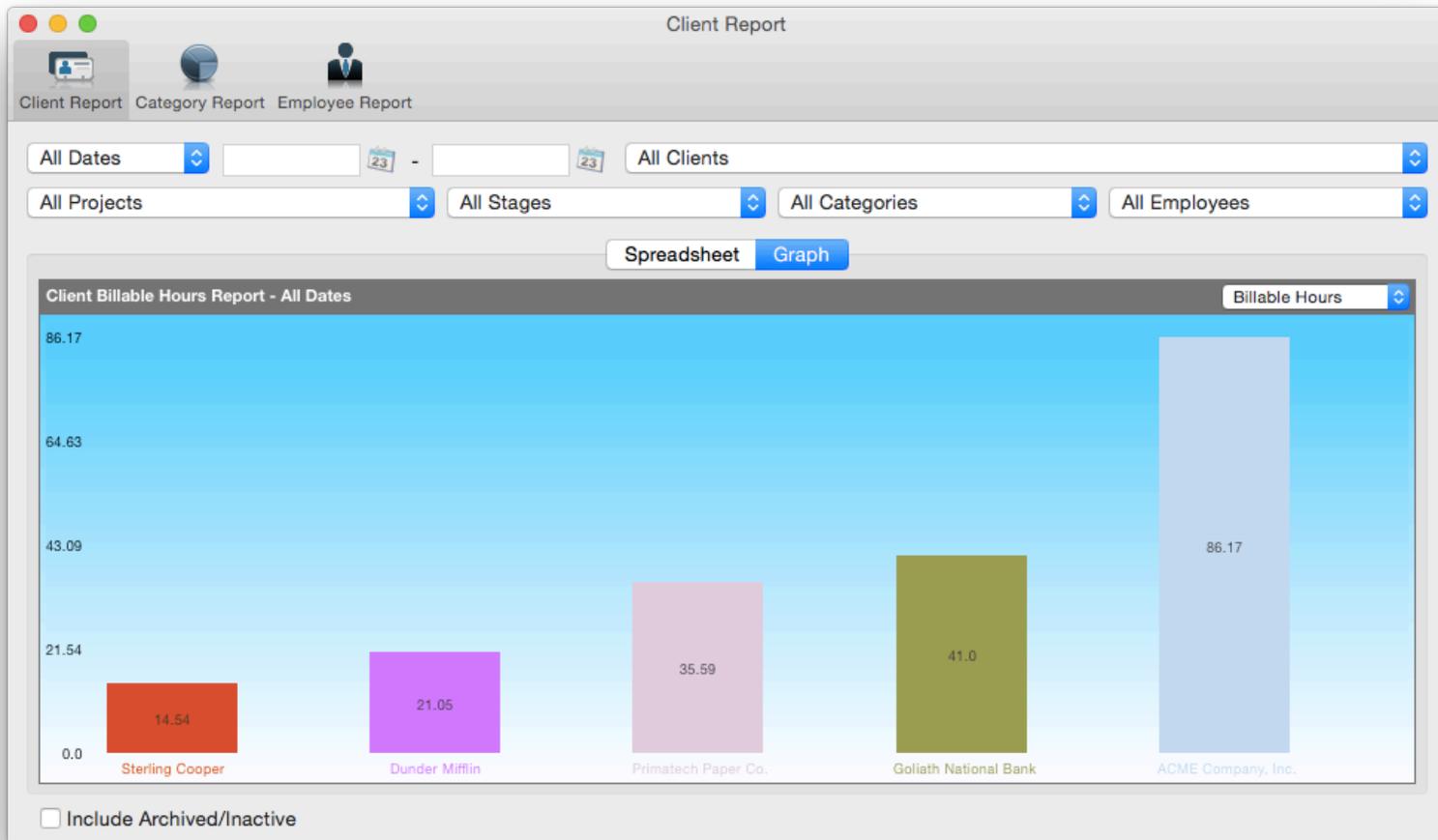
TimeNet's Client Report

Reports (Continued)

Client, Category and Employee Report

TimeNet's main Report window lets you specify exactly what is included in the report. Any date range. All clients, a single client, or a group of clients. All projects, a single project, or projects that match certain criteria. You can also filter by billing category or employee.

The Report window is broken up into three views. Client Report, Category Report, and Employee Report. Each view gives you a spreadsheet report and a visual graph report.

A project's earnings will only be included in the Balance column if it has been marked FINISHED.

> **Every column in the Client Report can be double-clicked to drill into a detail-view.** For example, double-click the Fees column to see fees broken down by each project.

Overdue Invoices Report

TimeNet can instantly show you any invoices that are unpaid and overdue. From there, you can quickly mark them as paid or apply a late fee. Select the Overdue Invoices Report from the Report menu (Option+⌘O).

Mileage Report

Every Project window in TimeNet has a mileage field for tracking mileage on that project. Select Report > Mileage Report (Option+⌘M) to create a Mileage Report. You can then set a date range and input the number of cents per mile. Then just save, email or print the report.
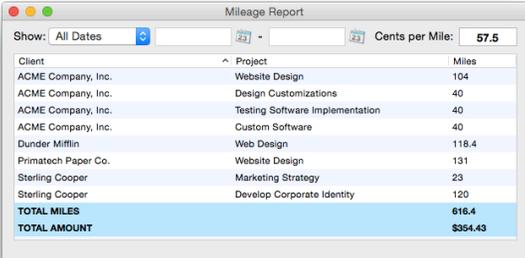
Client	Project	Miles
ACME Company, Inc.	Website Design	104
ACME Company, Inc.	Design Customizations	40
ACME Company, Inc.	Testing Software Implementation	40
ACME Company, Inc.	Custom Software	40
Dunder Mifflin	Web Design	118.4
Primatech Paper Co.	Website Design	131
Sterling Cooper	Marketing Strategy	23
Sterling Cooper	Develop Corporate Identity	120
TOTAL MILES		**616.4**
TOTAL AMOUNT		**$354.43**

Cents per Mile: 57.5

Using the QuickTimer

If you need to quickly start a timer but don't want to find or create the appropriate project, you can use the QuickTimer under the Window menu (⌘2) or using the global menu bar status item.
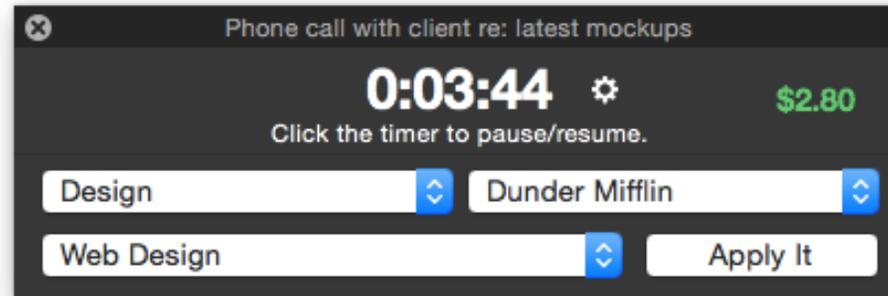
QuickTimer Window

After you select the category, the earnings will appear next to the timer. Next, select the client and the project (or create a new project). Clicking Apply It will add the time to that project.

To reset the timer or change the name of the task, click the action button next to the timer to display a popup menu:
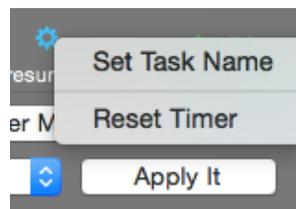
Getting Notification of Overdue Invoices

If a project is finished and unpaid, TimeNet will begin counting the days until the invoice is paid. In Preferences, you can specify how many days an invoice has until it becomes overdue. Once an invoice is overdue, TimeNet will notify you, and give you the option to mark the invoice(s) paid. If you've set a late fee can in TimeNet's Preferences, you can also apply the late fee here.

•	Client	Project	Amount	Finished
✓	ACME Company, Inc.	Custom Software	$1,450.98	1/13/14
✓	ACME Company, Inc.	Design Customizations	$703.98	1/31/14
✓	ACME Company, Inc.	Internal Apps Development	$1,267.50	1/10/14
✓	Primatech Paper Co.	Website Design	$4,809.01	3/4/14

The Following Invoice are Overdue:

Check the invoices to mark them as paid.

[Mark Paid]   [Apply Late Fee]   [OK]

TimeNet Will Notify You When a Project's Invoice is Overdue

Editing Project Late Fees

If you need to manually change how many late fees a project has accrued, you may do so under the Project menu when that project is open. Use the Edit Late Fees… (⌘L) option. You can also specify when the last late fee was applied.

Networking with TimeNet

TimeNet makes it very simple to share data across a wireless or wired network. Configuring your computers to allow TimeNet Law to share data requires no software other than built-in OS X components.

> **TimeNet can use your local network or Dropbox.** Dropbox allows you to view, edit, and sync changes to your database from anywhere in the world as long as you have an internet connection.

1. On the machine that will host the TimeNet data, open System Preferences under the Apple menu
2. Click the Sharing icon
3. In the list of sharing services on the right, be sure to enable File Sharing:
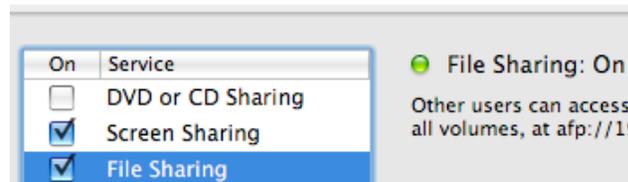
Enabling File Sharing in OS X's Sharing System Preferences Pane

4. Close System Preferences and **repeat the following steps on each computer that will connect to the data**:
5. Open TimeNet and select File > Configure Network (⌘K).
    If Configure Network does not appear in the menu, hold the Option key on your keyboard and click the File menu.
6. The Network Setup Assistant will be displayed. Follow the instructions in the Network Setup Assistant to use TimeNet on your network.
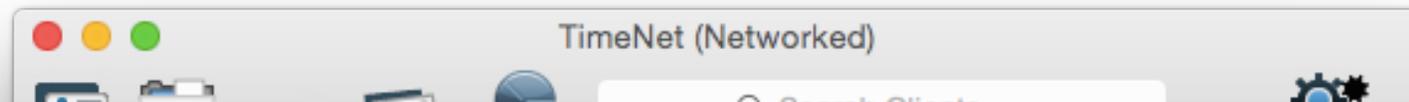
You'll Know TimeNet is in Networked Mode by the Main Window's Titlebar

Networking with TimeNet (cont'd)

When TimeNet is in Networked mode, changes made to Preferences, clients, and projects will be seen by everyone connected. When a change is made on one machine it will automatically update the connected machines in real time.

TimeNet will also remember to be in Networked mode and linked to that Networked Data Folder every time it is opened.

Resetting the Networked Data Folder

Sometimes TimeNet can't find the Networked Data Folder that has been previously set. This can happen if the file's path has changed, or the network is on a new machine. If for any reason when switching to Networked mode TimeNet gives you an error or simply seems stuck in Local mode, you can reset the Networked Data Folder using the following method:

Hold down the Option key on the keyboard and click on the File menu. Notice the Work On Network item has changed to say "Configure Network…". Select this to be presented with Network Setup Assistant. From here you can reconfigure TimeNet's network settings.

Setting Permissions on the Shared Folder (Local Network only)

If you are experiencing issues with users not being able to create new clients or projects, or save changes in existing projects, you may need to reset the ACL permissions for your shared folder.

Open Terminal and copy/paste the below command:

```
sudo chmod –R +a "GROUPNAME allow
delete,chown,list,search,add_file,add_subdirectory,delete_child,file_inherit,directory_inherit"
SHARED_FOLDER_PATH
```

Be sure to replace **GROUPNAME** with the name of the Group you are using, and **SHARED_FOLDER_PATH** with the location of the TimeNet Law Data folder. You can drag the Shared Folder into the Terminal window to automatically fill in the path.

You will be prompted for your Administrator password. Type it in and press return.

Using Buzz Me! to Set Reminders

TimeNet's Buzz Me! feature lets you quickly create a reminder and get back to work. You'll be reminded exactly when you're supposed to do that certain task. Buzz Me! reminders can also be set to popup on all networked machines. Set a reminder on one machine and have it popup on all networked machines when it is time.
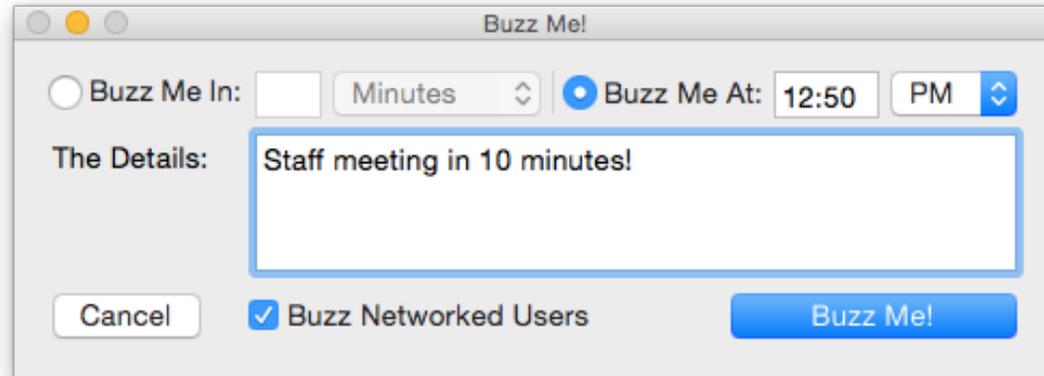
Creating a Buzz Me! Reminder

The Buzz Me! feature can be found under the Window menu (⌘5) or in the global menu bar status item.

> If you quit TimeNet, any Buzz Me! reminders that you have set will not be shown. When quitting, TimeNet will let you review any Buzz Me! reminders that haven't buzzed yet.

About TimeNet Data

TimeNet stores all settings, clients and project details in one folder named TimeNet Data. You can find this folder at:

~/Library/Preferences/TimeNet Data

The ~ Symbol (tilde) represents the home folder of the currently logged-in user in Mac OS X. You can quickly get to your home folder by using the Finder window's sidebar or selecting Home from the Go menu in the Finder (Shift+⌘H).

Information is stored locally and never sent over the internet. Data is only shared using Apple File Sharing (AFP) among authorized users.

TimeNet uses invisible files to store some aspects of data. Because of this, it is extremely important that when backing up data or otherwise working with the data folder, <u>you must copy the entire TimeNet Data folder</u>, not just the file within it.

Backing Up Your TimeNet Data

TimeNet is designed to run your entire business. It is critical to maintain backups of this data. Fortunately, there are a number of easy ways to do so.

1. **Use Apple's Time Machine.** Time Machine makes hourly backups of your user folder, among other things, and as such will always have a current backup of your TimeNet Data folder.
2. **TimeNet's Automatic Backup Feature** makes a backup of your database every time you quit TimeNet.
3. **Use the "Backup Data" Command (⌘B).** In the File menu of TimeNet there is a Backup Data... function. Select this and choose a save location for the TimeNet Data Backup folder.

About TimeNet Data (cont'd)

Transferring Your TimeNet Data to Another Machine

To transfer your data from one machine to another:

1. Locate the ~/Library/Preferences/TimeNet Data folder and make a copy of it to the network, thumb drive, CD-R, or another storage device.
2. Transfer the folder to the new machine.
3. Move the folder to ~/Library/Preferences where ~ is the home folder of the logged in user on the new machine.
4. Open TimeNet on the new machine.

You should see all data carried over from the old machine now on the new one.

> **License Information is not copied with the data.** You will have to register TimeNet on the new machine using the license code provided to you at the time of purchase. You may use the same license code for 2 different machines as long as they are owned by the same person and will not be operating simultaneously in a networked environment.

Restoring From a Backed Up Data Folder

It's very easy to restore TimeNet from a backed up data folder. First, make sure all windows are closed except the Main window (the Main window can be closed as well). Next, choose Restore Data from the File menu (Shift+⌘R). Then, select a TimeNet Data folder and click Select. TimeNet will now rename the current TimeNet Data folder to have "~copy" at the end, and copy the selected folder to your ~/Library/Preferences folder and then reflect the restored data.

Reverting to an Older Version of TimeNet

If you see a "TimeNet Data ~old" folder in ~/Library/Preferences this means that TimeNet has converted data from an earlier version's data structure. If you intend to revert back to the previous version of TimeNet, rename the "TimeNet Data" folder to "TimeNet Data ~new" and rename the "TimeNet Data ~old" folder to "TimeNet Data".

Changing Your TimeNet License Code

Once you've licensed your copy of TimeNet with a license code, TimeNet will be locked to that code on that computer. If you've licensed multiple machines for TimeNet with the same code, you will be unable to use them simultaneously on a network. If you purchase an additional license code down the road, you will need to reset the license in order to use the new code.

To change the TimeNet License on a machine, open TimeNet on that computer. Click the TimeNet menu, and select the License Details… option. Enter your new name and license code, and click Register.

How To Contact AppleSource Software

If you have an idea for a new feature, or have found a bug, or just have a question regarding TimeNet, we'd love to hear from you. Here's how to get in touch with us:

Use our form online: **http://www.applesource.biz/support/index.html#send**
Email us directly: **support@applesource.biz**
Visit our support site: **http://www.applesource.biz/support.html**

For more information on TimeNet development, what's coming in new versions and prerelease information, follow @applesource on Twitter and check out the AppleSource Developer's blog at **http://www.applesource.us**

Purchasing TimeNet

Order online via credit card or check: **http://www.applesource.biz/order/** [1]

> **TimeNet is provided as a digital download.** We do not ship a physical product. The full version of TimeNet is always available on our website at **http://www.applesource.biz/software/timenet** (in demonstration form).
>
> Once you've downloaded the demo, you can unlock it with a license code. This is what will be emailed to you upon purchase.

---

[1] PayPal is our authorized online payment handler. You will be making credit card payments through them.

Appendix A. Credits

TimeNet is © 2015 AppleSource Software

[Development]
Perry Fjellman

[Design and Marketing]
Perry Fjellman
Sarah Jones
Ian Darby
Kris Parker

[Testing and Quality Assurance]
Sarah Jones
Andy Carhart
Kris Parker
Ian Darby

[Special Thanks]
Chris Molé
Linda Barnes
Coyner Graf
Piero Murphy

Appendix B. Legalities

Initial Information

TimeNet is distributed "as is", and offers no warranties. The author of this software (Perry Fjellman) takes no responsibility for any damage, coincidental or not, that may be caused by the use or misuse of this product. This software is designed to operate as advertised and any unintended problems will be corrected as brought to the attention of AppleSource Software. We cannot be held responsible for losses in time or money from data corruption or hard drive failure. It is the user's responsibility to keep current backups of TimeNet Data.

Distribution

TimeNet is a commercial product. The demo may be freely given to a friend, coworker or the man at the bagel shop, provided that it is not modified in any way and this document is included. The TimeNet Demo can be included on a CD, provided you E-Mail us with the publication information and the above requests are met.

Additional Information

This software may not be modified, copied without credit to the author, or otherwise altered for any reason. You may not modify this, or any other document included with this software package. Before you may use TimeNet, you must agree to the terms herein.

© 2015 AppleSource Software
We Open Doors, Not Windows

http://www.applesource.biz/software/timenet
support@applesource.biz
--
http://www.applesource.us
http://www.applesource.biz