User Manual

TTIM Web Application

Version: V 2.0.0

Date: August 2024

Doc Version: 1.0

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.

For further details, please visit our Company's website www.TTim.ai.

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The contents of this manual must be read as a whole before starting the operation of TTim software. If any of the content(s) of the manual seems unclear or incomplete, please contact TTim before starting the application.

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The product will be updated from time to time without prior notice. The latest operation procedures and relevant documents are available on http://www.TTim.ai

If there is any issue related to the product, please contact us.

About the Company

TTIM is a cutting-edge time management and productivity monitoring platform designed to empower businesses with effective time tracking and innovative strategies to boost productivity. Our solution enables business owners to concentrate on managing and growing their enterprises, while TTIM actively monitors team performance and precisely calculates individual productivity. Whether for organizations or self-managed businesses, TTIM provides the tools necessary to optimize operations and achieve growth potential.

About the Manual

This manual introduces the operations of **TTim Time Tracking Application.**

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

Table of Contents

1. Product Overview

TTim is a locally installable application that captures system activities with user consent. Acting as a second memory for the user, it records all activities during scheduled periods. Users can sync this data to the Ralvie cloud, updating their contributions to projects and objectives for accurate time tracking and productivity analysis.

2. <u>Application Users</u>

Role	Permissions
All Users	1. Can Sign in to application 2. Can view self-activities 3. Schedule capture timings 4. Idle time control 5. Temporary stopping of activity capture

3. Assumptions & Dependencies

1. **User Agreement**: Users must agree to the app tracking their computer activities for the purpose of time tracking, in compliance with data privacy laws.

2. **Stable Platforms**: The app will work best on reliable and updated operating systems (like Windows, macOS).

3. System requirements are as below.

OS	Windows 11 / 10
RAM	8GB or more
Processor	Intel i5/i7/i9
Available space	1GB or more

OS	Mac
Chip	Mac-M1, Mac-M2
Supported version	above 14.0

4. System Operations

4.1 Sign in TTim Web

To access TTim, follow these steps:

1. If the user has an account, please follow the steps below:
   a) Open TTim application.
   b) Sign in using your user credentials: Enter the registered Email and Password. Then, click on [**Sign In**]**.**
   c) Upon successful verification of the user's email and password, the user will be prompted to select one company from the list of companies they are associated with. This selection ensures that all captured data is synced exclusively with the chosen company.
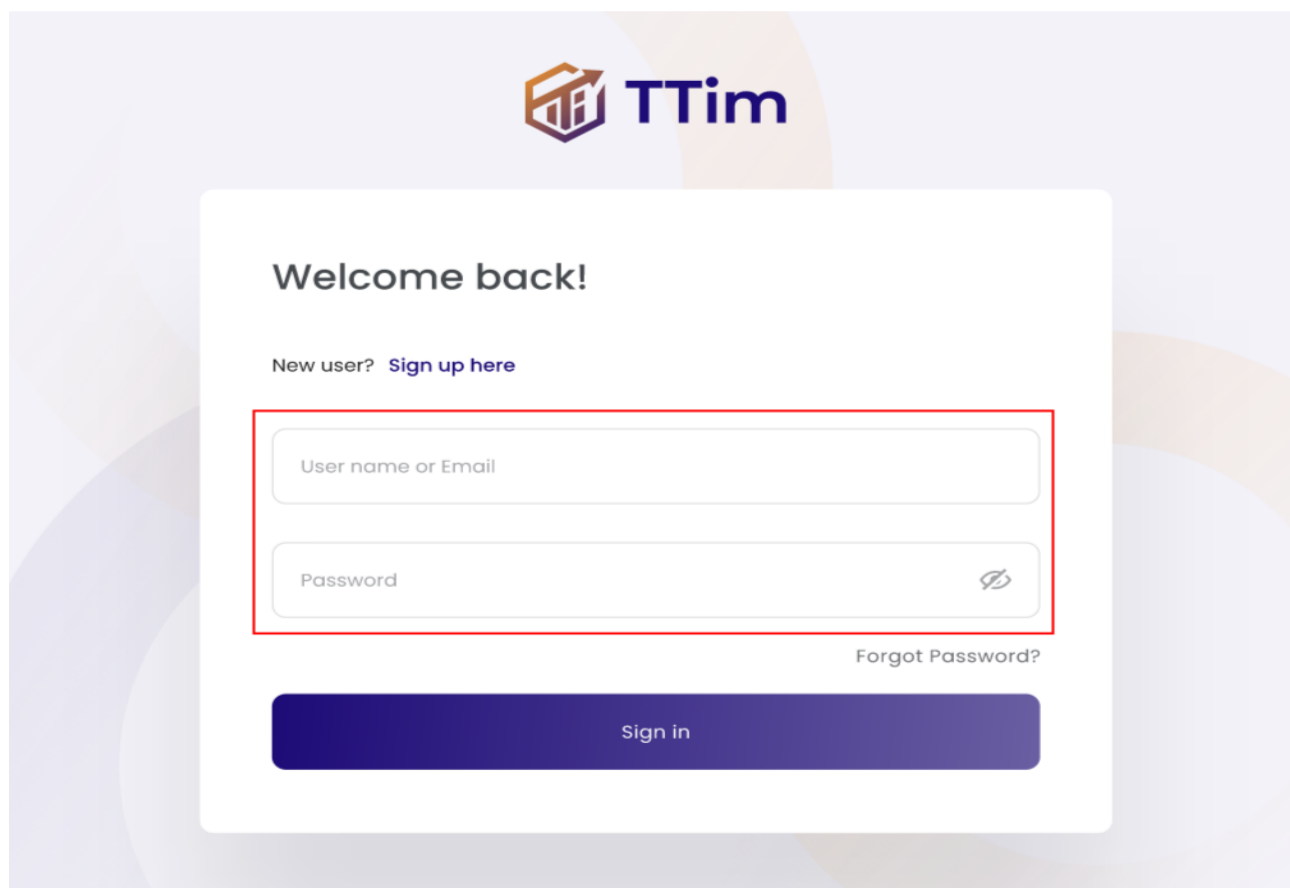
2. If you do not have a TTim user account, please, follow these steps to create a new account:
   a) Open TTim app and click on **[Sign Up]** to create a new account.

   b) In the Sign up if you are new user, enter valid email address and verify your email with OTP .

c) Enter your information and set the password, click **[Sign up].** User account will be successfully created, now follow the on boarding steps to provide necessary information and you will land on the application dashboard page.

d) Now Sign out of the cloud application and go back to your TTim application Sign in Page, use your Email and the password to successfully login to TTim application.

5. Dashboard

5.1 TTIM Web Application Dashboard Interface

The TTIM web application dashboard offers to views: Activities, General settings, Schedule and Version & Update, User Profile and sign out

5.2 Activities

Display all captured activities on the user's system as a list. Each entry will include the activity name and the duration of usage for the current day, arranged in chronological order from the first activity to the most recent.

5.3 General Settings

Enable or Disable Launching the TTim Application on System Startup.
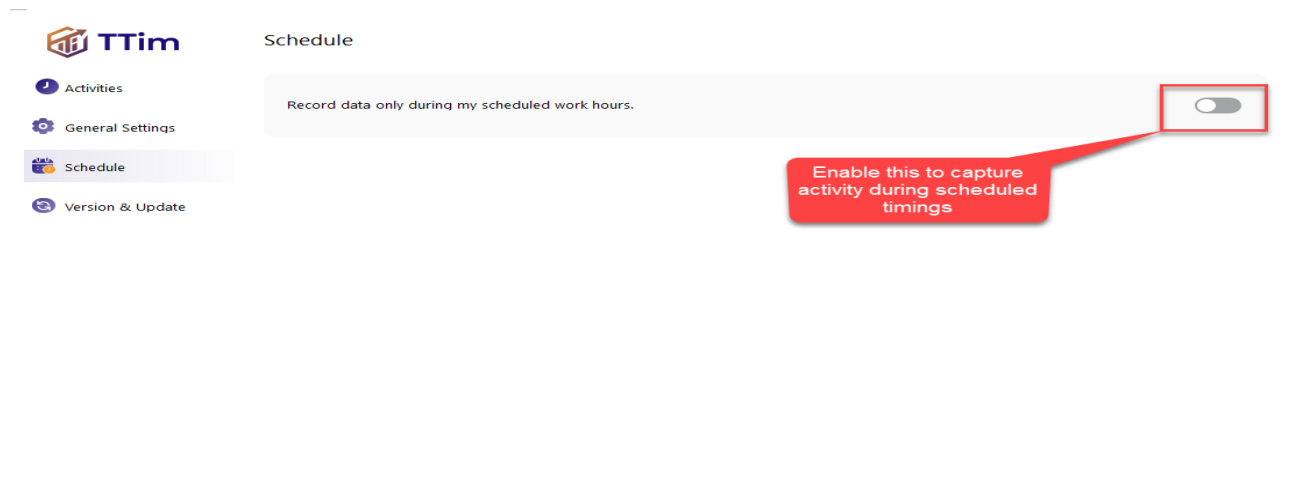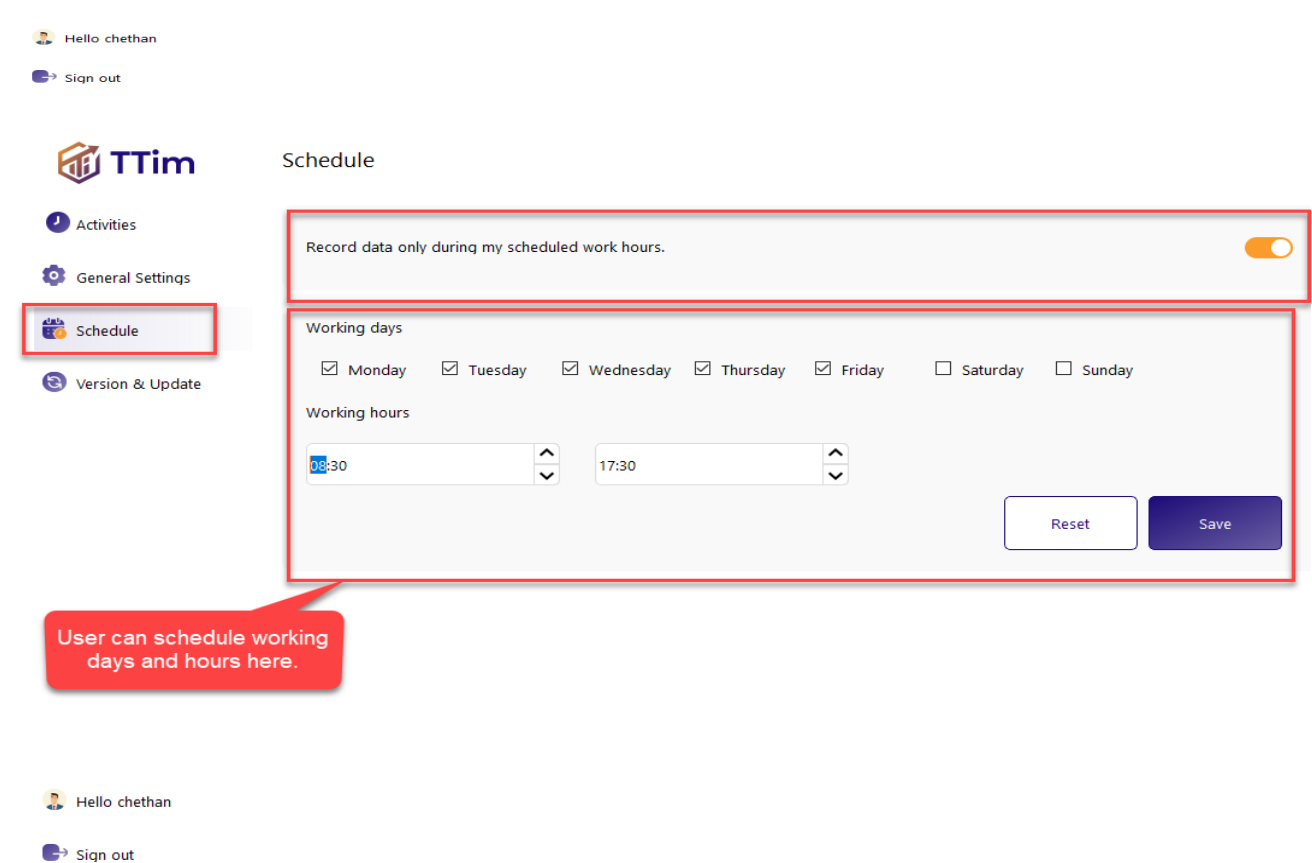
5.4 Schedule

The user can enable or disable activity capture during scheduled times. When enabled, the following options will be available for user customization:

1. **Working Days**: Checkboxes for each weekday (Monday through Sunday).

2. **Working Hours**: Start time and end time selection options for the days selected.

Users can update these settings to specify the days and times during which activities should be captured.

5.5 Version and Updates

Version: The specific release or iteration of the software, marked by a number or name.

Update: A change or improvement to the software, often fixing issues or adding features, and usually accompanied by a latest version number.
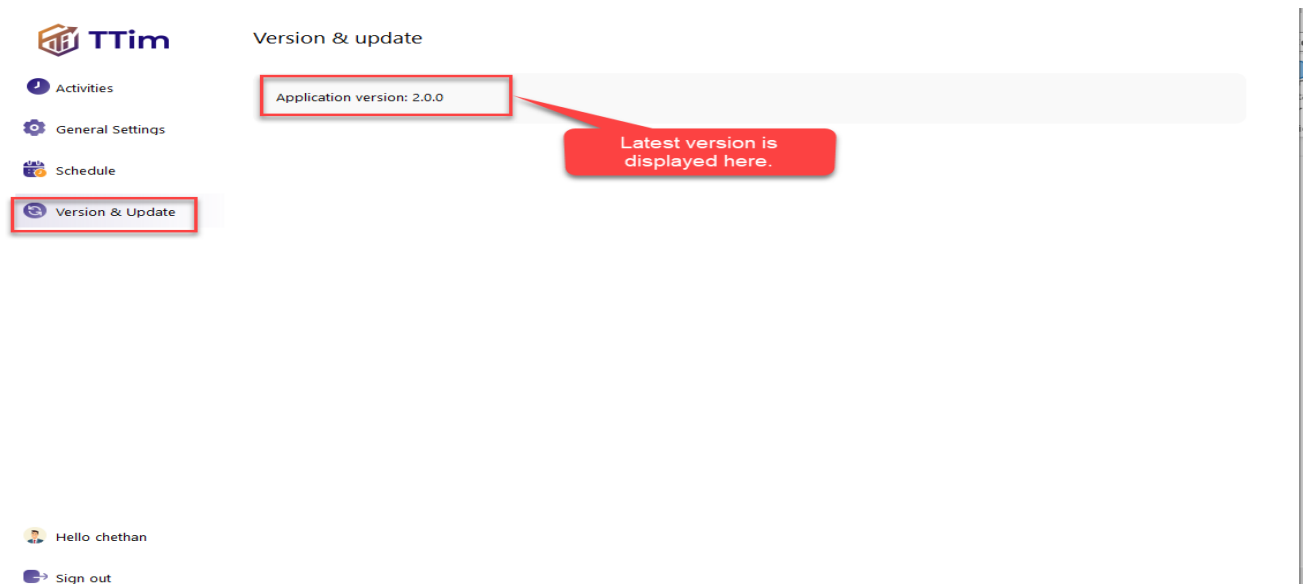
5.6 User Profile

A profile window where the user can see his Name, Email, Mobile number, and the organization chosen for present login.
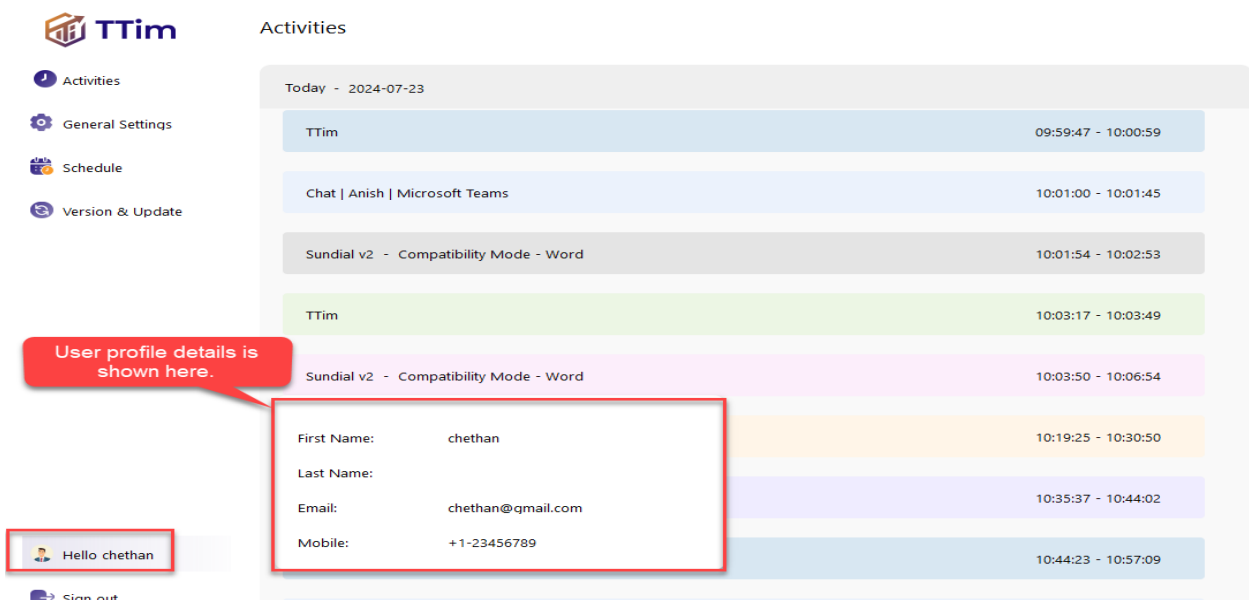
5.7 Sign out

The Sign Out option lets users exit the app securely while keeping background processes, like tracking or monitoring, active. This ensures users are logged out of the app interface, but background functions continue running.

TTim

- Activities
- General Settings
- Schedule
- Version & Update

Version & update

Application version: 2.0.0

Hello chethan

Sign out

Here user can sign out from application.