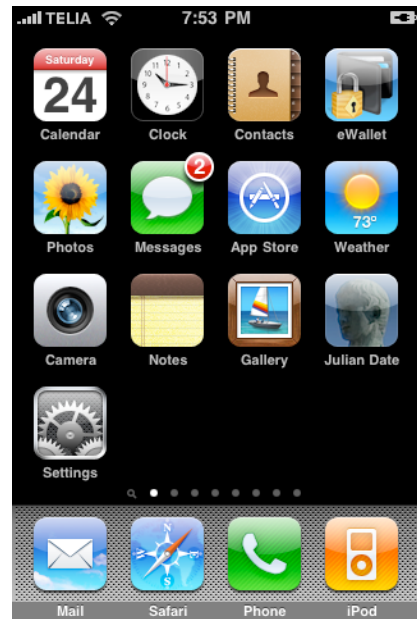


Getting Started with the Nine To Five App 1.0

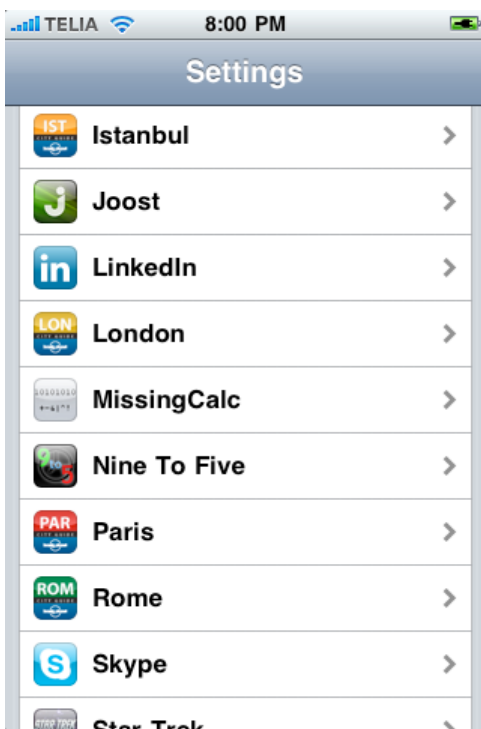
Nine To Five Settings

After installing the App it is highly recommended that you configure Nine To Five before starting using it. This is done through the iPhone Settings App.

This is the iPhone
Settings App



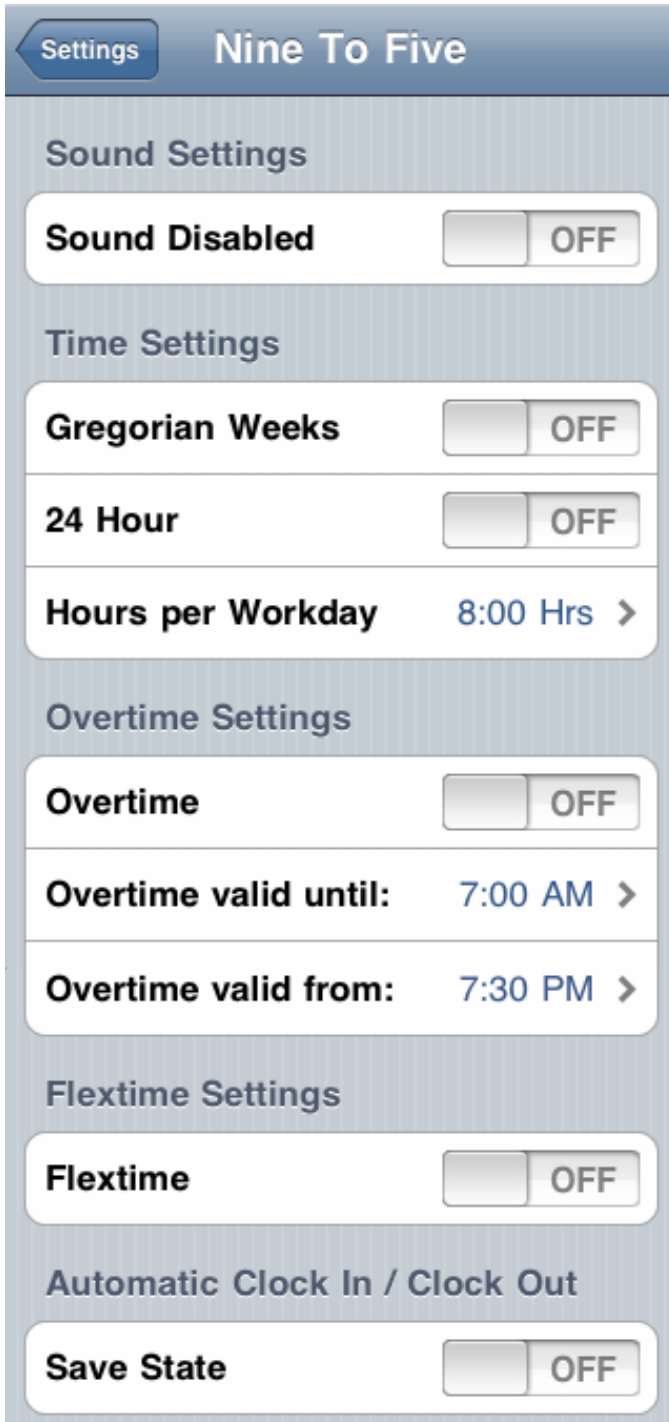
After starting the iPhone Settings App, scroll down to the section that shows a list of some of the Apps you have installed on your iPhone and tap on the Nine To Five App item:



Tap on the Nine To
Five item in the table



The Nine To Five Settings view should now be opened. You have the possibility to setup the Nine To Five App to fit your needs. Some less obvious setups are described below:



You should probably keep the **“Gregorian Weeks”** to **OFF**. When set to **OFF**, the **ISO Week System**, where the first week of a year is the week that contains the first Thursday of the year, is used. ISO week system is used mainly in government and business for fiscal years, as well as in timekeeping. It differs from the Gregorian Week System where Week 1 is always the week that contains Day 1 of the year.

If **“Overtime”** is set to **ON**, all hours are counted as overtime if they exceed the amount of **“Hours per Workday”** and are either before the **“Overtime valid until”** time or after the **“Overtime valid from”** time. All hours on weekends are counted as overtime hours.

If **“Flextime”** is set to **ON**, all hours that exceed **“Hours per Workday”** are counted as flextime hours. If **“Overtime”** is set to **ON** as well, the hours that are counted as overtime are not included in the flextime hours. All hours on weekends are counted as flextime hours unless **“Overtime”** is set to **ON**.

With the **“Save State”** setting to **ON** the automated Clock In / Clock Out activity is automatically resumed when starting the Nine To Five App next time, assuming it was active when the the App was terminated. However, to have **“Save State”** turned **OFF** ensures that Nine To Five does not drain your iPhone battery faster than anticipated and does not Clock In and Out, by having the Location Services running in the background. You may have forgot to turn it off last time Nine To Five was up and running...

Using the Nine To Five App

The Today Tab Bar Section

The first view you will see when starting the App is the “Today View”. The functionality of this view is more or less self-evident, where the green large button is used to Clock In one activity. Associated Project and Location may be selected (and added) in sub-subsequent views by tapping on each respective Table Cell. The figure below summarizes the Nine To Five Tab Bar GUI and the Today View:

Activities: Shows the number of activities so far today, as well as the start time of first activity. If selected, a new view appears showing a detailed view of each activity performed so far today.

Today Tab: Shows the latest activity with Clock In time, time Clocked Out, selected Project and Location. It is here that you manually Clock In and Out.

Summary Tab: Shows Weekly and Monthly summaries of work hours, overtime and flextime, with the ability to dig down to individual days and activities for more information and post-editing. It is also from this Tab Bar section where reports (easily imported into Excel or Numbers) are

Project Tab: Lists all Projects, with the ability to add new as well remove and edit existing ones.

Locations Tab: Lists all Locations, with the ability to add new as well remove and edit existing ones. New Locations are easily added by using Google Maps and Location Services from within the App.

Configure Tab: In this tab you can easily setup the **Automatic Clock In and Out Service** that uses Location Services to determine if you have entered or left a specific Location. Here you can also export or reset the database and also issue a trouble report to CosmoWerx.

Clocked In: Time when latest activity was clocked in.

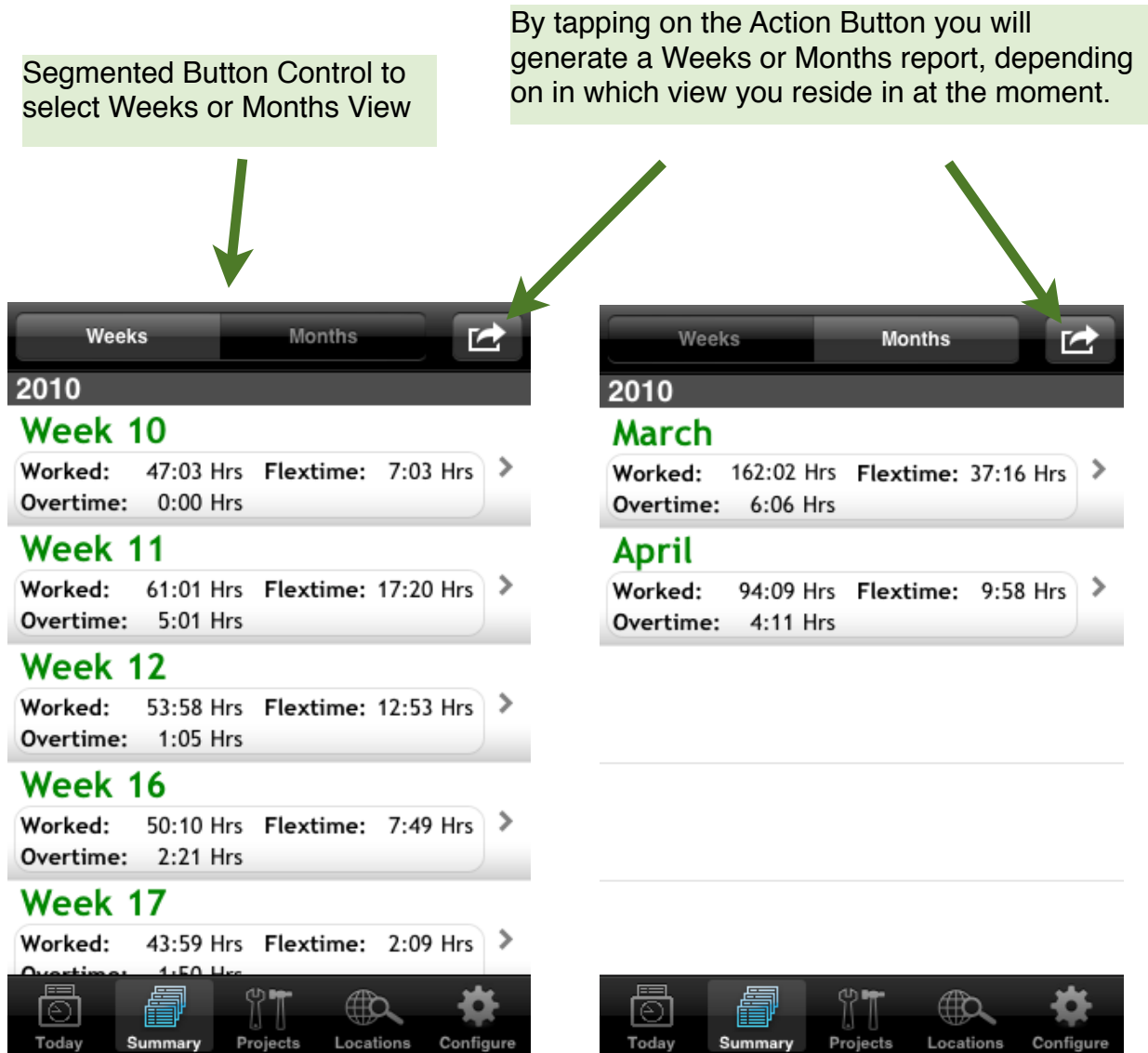
Clocked Out: Time when latest activity was clocked out.

Project: Selected Project associated with latest activity.

Location: Selected Location of latest activity.

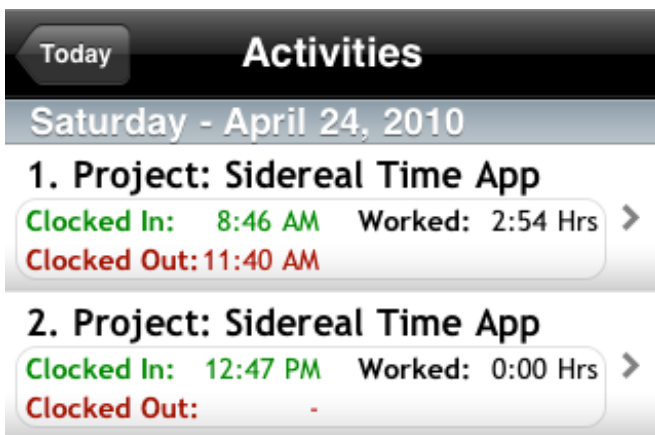
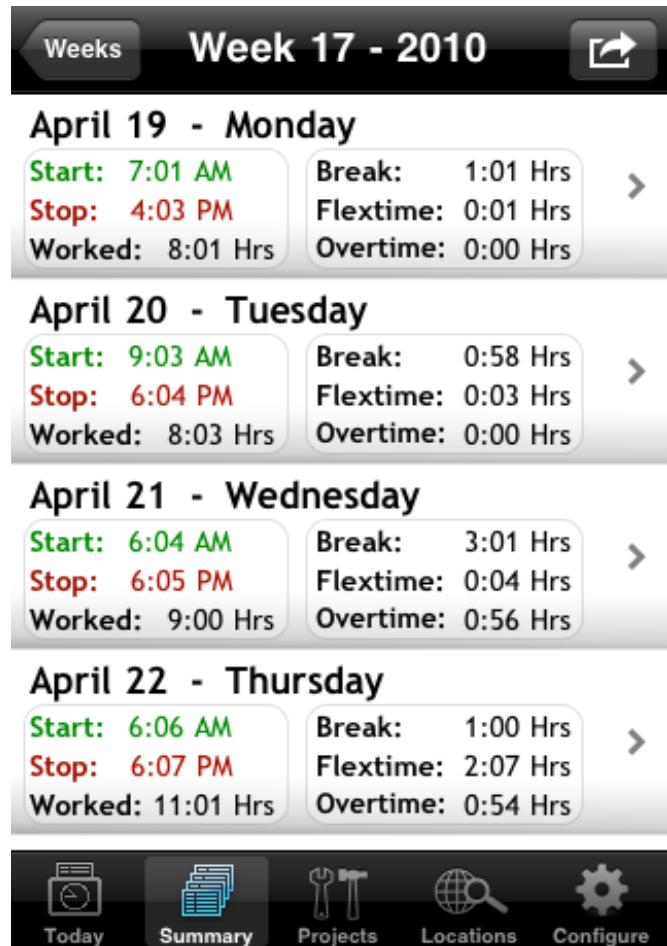
The Summary Tab Bar Section

In the Summary Tab Bar section you have the option to switch between a Weeks or Months Summary View through the segmented button control at the top. You may also generate a time report from either the Week or Summary View, sent as an email attachment. The file is a tab separated list with heading that is easily imported into Numbers or Excel.

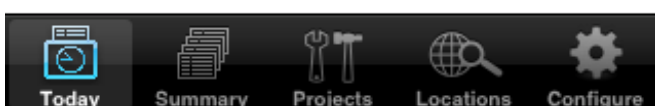


You may also delete complete weeks or months of data by sweeping across a Week or Month Table Cell and the tapping on the “Delete” button.

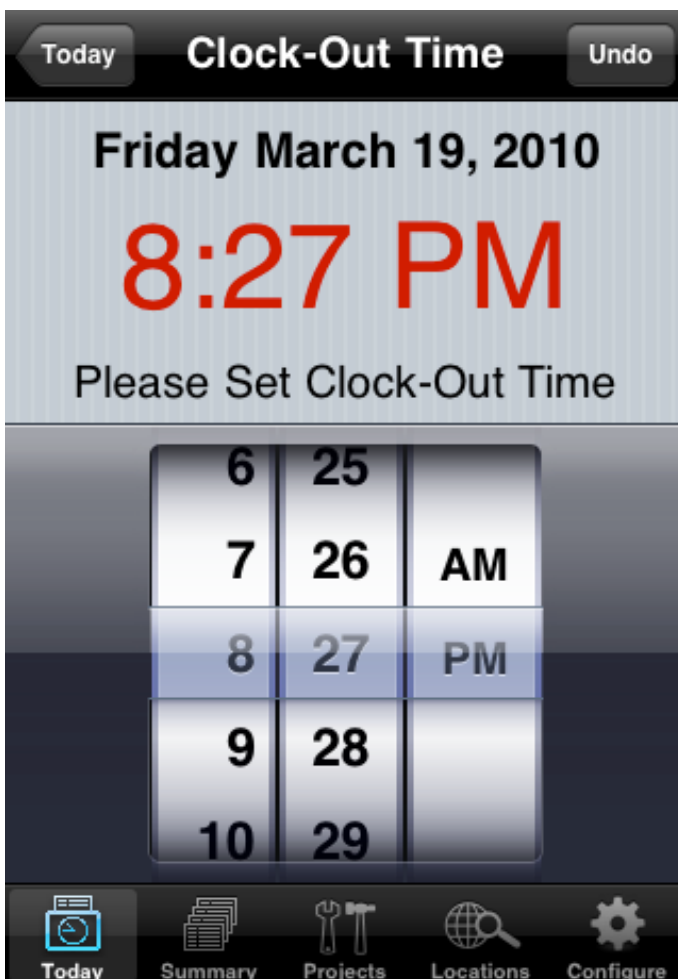
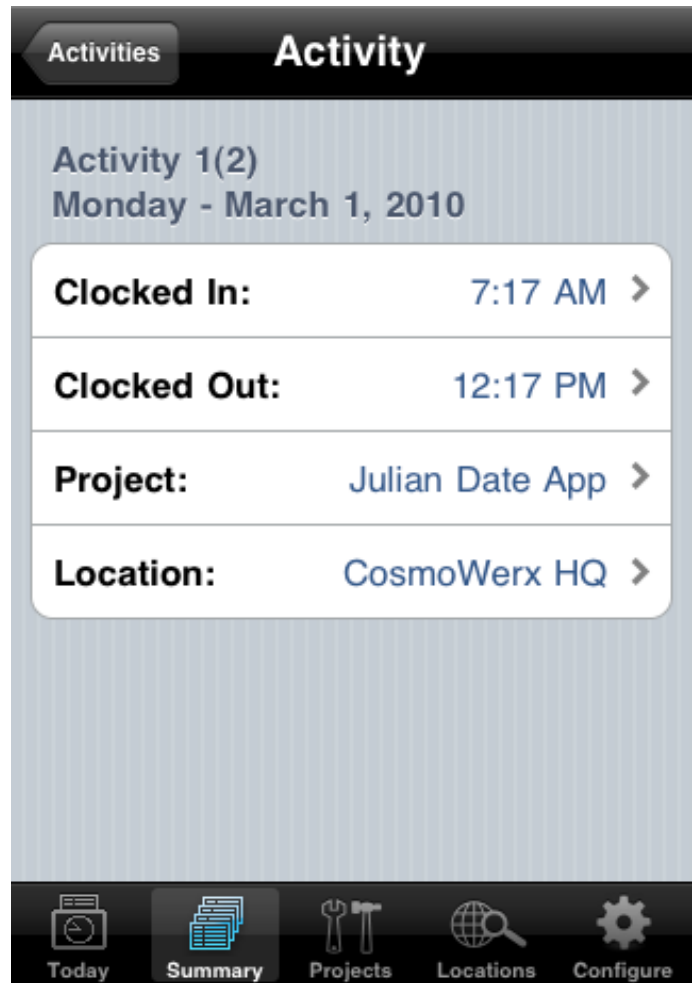
If you tap on a Week or Month Table Cell you will move to Week or Month Day Detail View. Here you can see for each individual day when you started and stopped the work day, the amount of hours worked a specific day, how many of these hours were overtime and flextime and how long the breaks were within the working day. A more detailed time report can be generated from these views.



If you tap on any of the Day Table Cells, a new even more detailed Activities View containing all individual activities performed during the day will appear. A similar Activities View also appears if you tap on the Activities Table Cell in the Today Tab Bar section, as shown to the left. The second activity in this example has no Clocked Out time since the activity is ongoing and has not yet been clocked out.



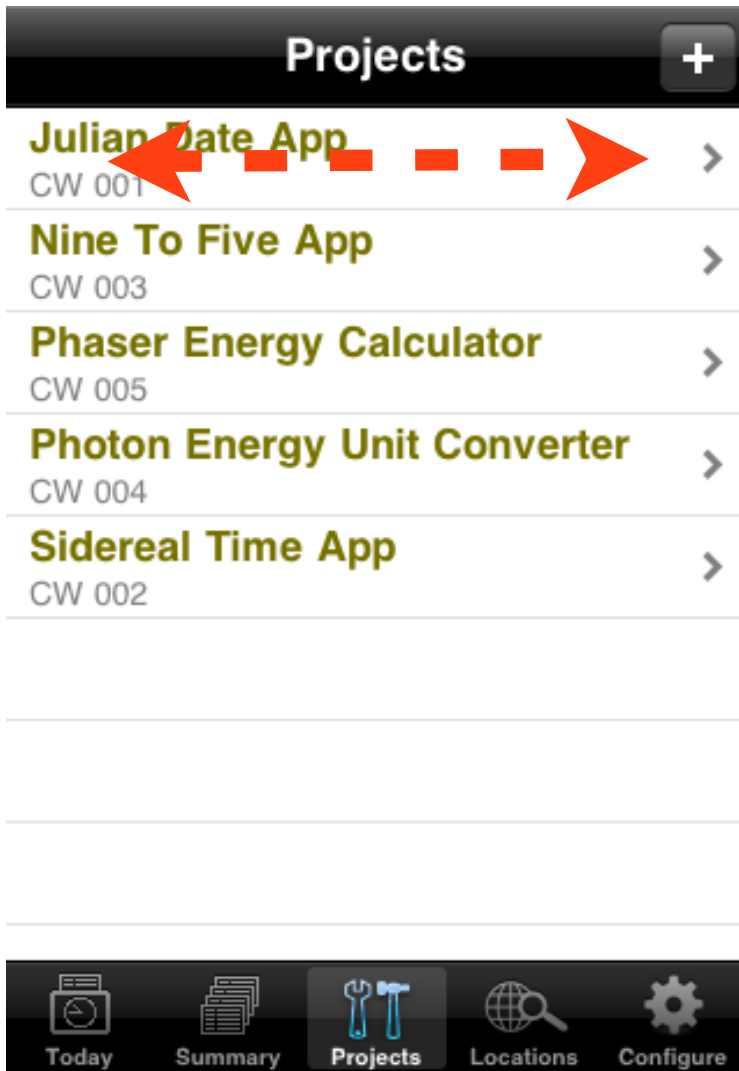
If you tap on an Activity Table Cell a new view appears that makes it possible to perform post-editing of each detail. You may adjust times, change project as well as location.



By e.g. tapping on the Clocked Out Table Cell, a view appears with a Time Picker that gives you the ability to adjust the time.

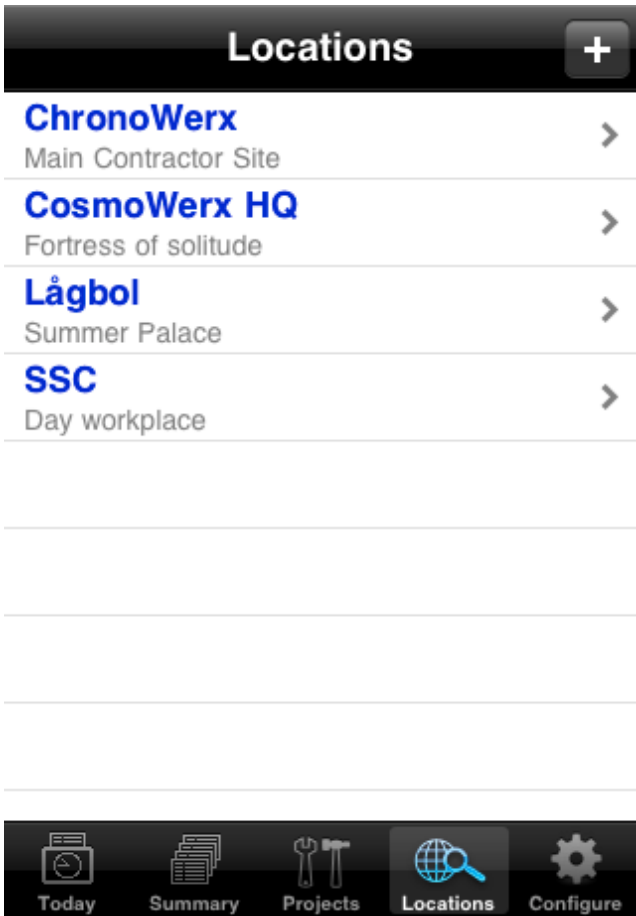
The Project Tab Bar Section

This section is quite self-evident. Here you can add (by tapping on the Add Button), delete (by sweeping across the Project Table Cell) or edit (by tapping on the Project Table Cell).



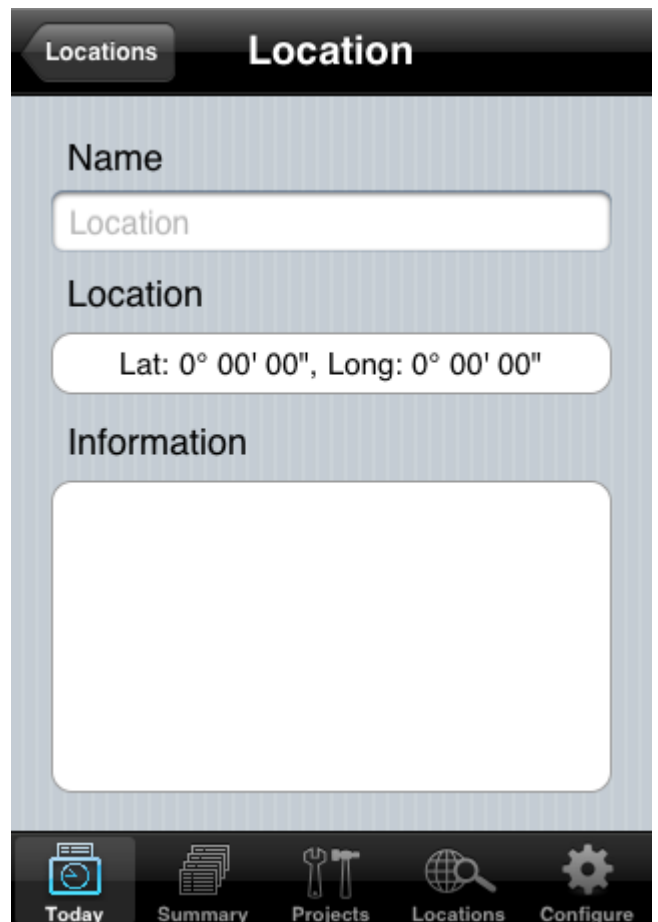
Sweep across the Project Table Cell to delete it.

The Location Tab Bar Section

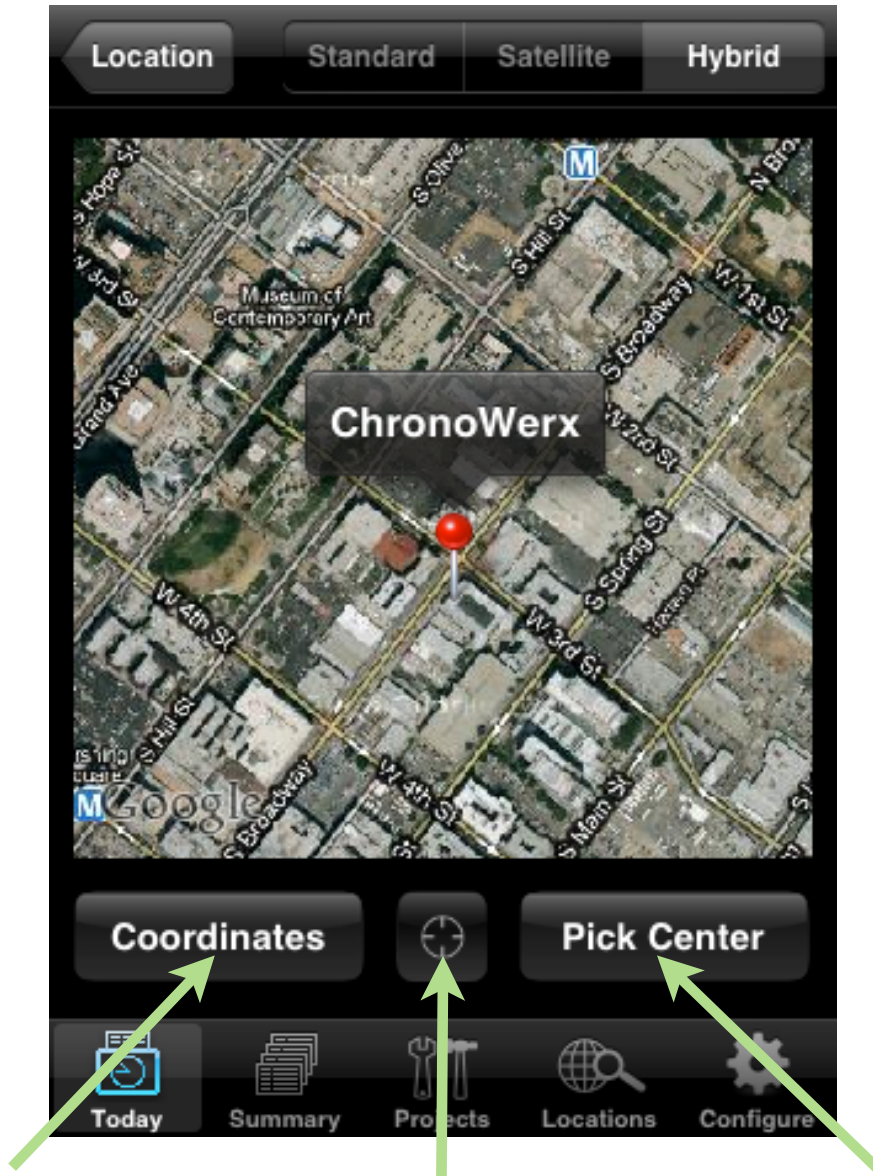


This section is also relatively self-evident. Locations are in this view added (by tapping on the Add Button), deleted (by sweeping across the Location Table Cell) or edited (by tapping on the Location Table Cell). However, some more detailed description may be of value in this section.

When adding a new or selecting an existing Location you are moved to the Location View as shown below. This view can also be entered from the Today Tab Bar section when entering a new Location. You need to enter a Location name before determining or setting its location by tapping on the Location button.



When tapping on the Location button in the Location View, a new screen appears that presents you three different ways for you to determine or select a position of your own choice:



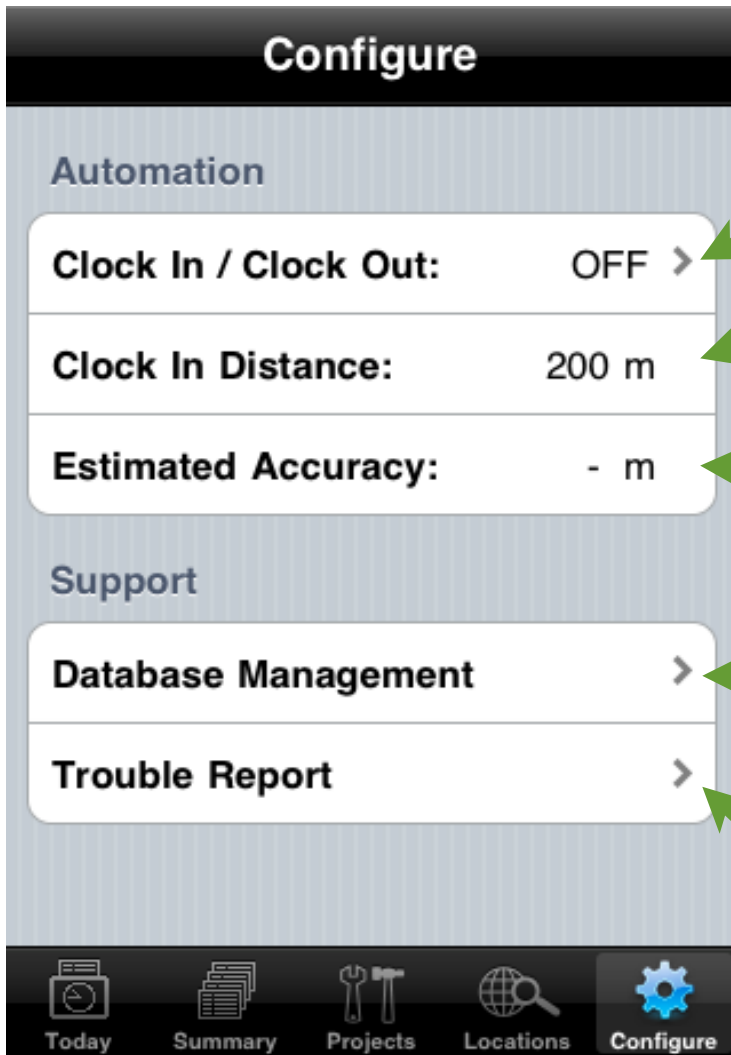
Select a position by entering coordinates. A new view appears with a Picker Control that lets you set the Latitude and Longitude.

Let your iPhone determine your position through its Core Location Services.

Move to your desired location using the map and then tap on this button to select the center of the map.

The Configure Tab Bar Section

The Configure Tab Bar section contains the Automatic Clock In and Out Service settings, database management support and the possibility to generate a trouble report sent to CosmoWerx support.



Through this Table Cell you can enter the settings view for the **Automatic Clock In/ Clock Out Service**. This table Cell also shows whether this service is active or not.

The distance when the **Clock In** will occur.

The estimated accuracy of the location services. You should aim to have a **Clock In Distance** that is equal to or less than this value.

By tapping on this Table Cell a new view appears that let you export the internal sqlite database as an email-attachment or reset the database. All collected data will in the latter case be lost!

Tapping this Table Cell will create a an email addressed to CosmoWerx support. You only need to add the details about the trouble you have seen. Please be very detailed and specific in your description of the problem. E.g. only “This App sucks big time” is not enough, please tell us also exactly why it sucks big time.

When you tap on the “Clock In / Clock Out” Table Cell the Automatic Clock In / Out Configuration View appears. Here you select whether the service should be active or not. Note that you can only activate it by first selecting or entering a Location. When selecting the Clock In distance, the Clock Out distance will also be automatically selected. You can also select how often Nine To Five should check you Location to determine whether it should Clock you In or Out. Setting a value of 1 minute may drain your battery faster than normal if you have the Nine To Five App up and running continuously.

Some important notes regarding the Automatic Clock In / Out Service:

When using a new location, make sure that the Clock In Distance is equal to or larger than the estimated accuracy of the Location Services around that location.

You may have to experiment with this since it may vary from place to place. As general rule you can not expect an accuracy better than 100 meters when residing indoors with the iPhone.

The Automation Service will only Clock Out if your configured Location matches the one in the Today View in the Today Tab Bar section.

However, the service will automatically set the Location when **Clocking In**, so the latest **Clock Out** Location seen in Today View does not have to match the Automatic Clock In / Out Location.

