

TimeTick Help



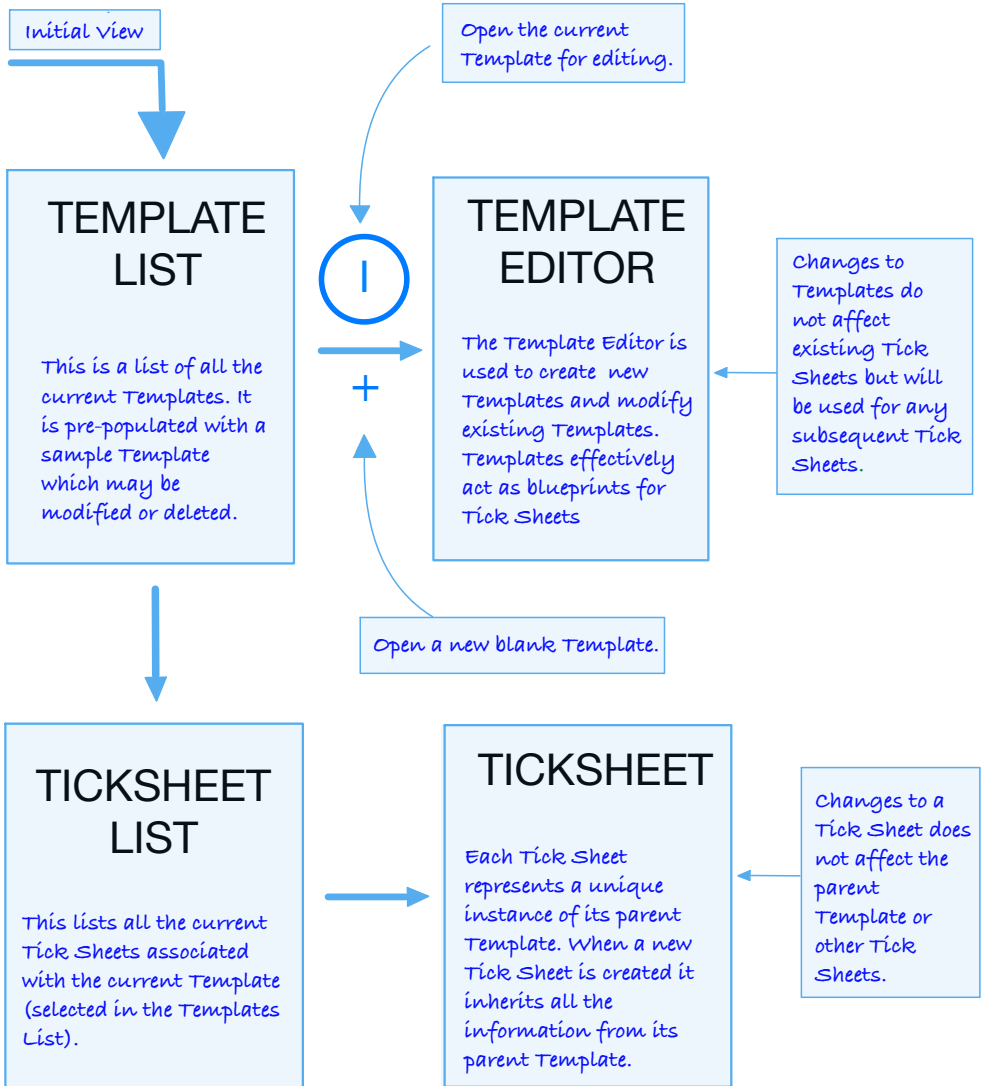
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Templates Vs TickSheets - The Fundamentals

In the following pages, grey boxes show general information whilst blue boxes show information specific to the indicated function.

TimeTick allows the creation of one or more Templates, each of which, may be used as the starting point for multiple Tick Sheets. For example, setup a Template once and use that Template to create Tick Sheets for repetitive tasks.

This diagram shows the basic structure of the TimeTick application and illustrates the relationship between the four main views.



The Template List

The Template List shows all existing Templates and is the view where new Templates are created.

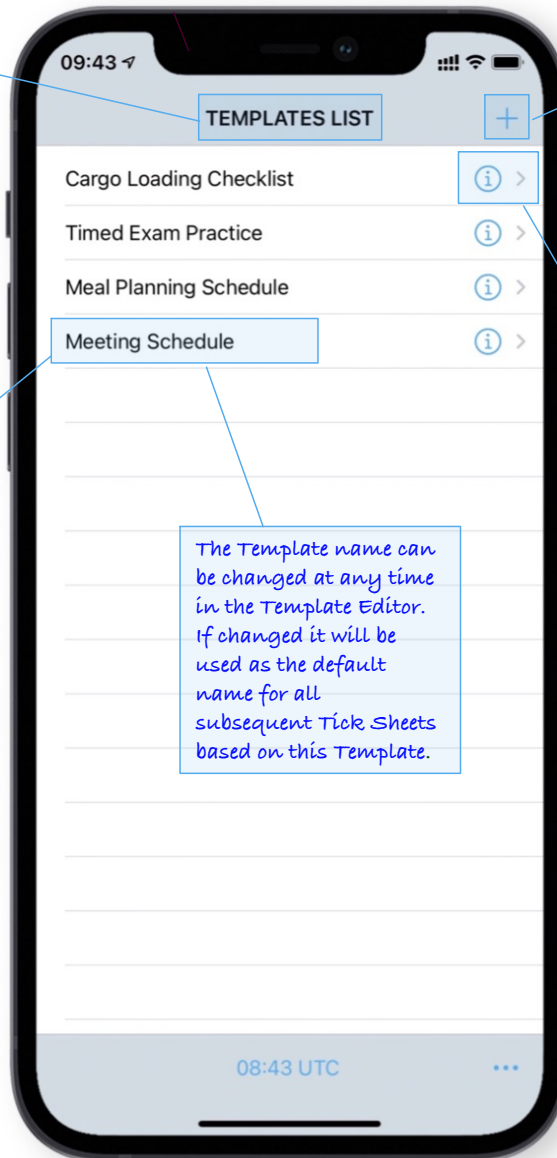
Title Bar.

Press here to add a new Template. Please note that the free version of the app is limited to a single Template.

Press on the Template name to open the Tick Sheet List. If there are no existing Tick Sheets for the current Template a new Tick Sheet will be automatically created.

The Template name can be changed at any time in the Template Editor. If changed it will be used as the default name for all subsequent Tick Sheets based on this Template.

Press here on the Disclosure Indicator (the circled 'i' and chevron) to open the Template Editor for the selected row (in this example the Cargo Loading Checklist.)



08:43 UTC

The Template Editor

The Template Editor is accessed from the Disclosure Indicator (the circled 'i' and chevron) on the Templates List and is used to create a blueprint for subsequent TickSheets.

This is the Template name. It can be freely changed without affecting the link to existing Tick Sheets.

This general section contains six free text fields which can be used for any general information applicable to all the item rows. In this example 'Date', 'Flight' and 'Station' have been entered as headings but a Meal Template might use something like 'Category', 'Prep Time' and 'Type'.

Each Template can contain multiple item rows. Each item row contains a description, a plus/minus toggle, a minutes field, target and actual time fields, a time difference field and a note field.

This is the description for the current row. It is a free text field.

On the Template Editor the Time Bank is unused and always shows H:MM.

Press here to add an item row to the Template.

This two position switch is used to change the Target Time calculation between relative (REL) and cascade (CSD) times. See the TickSheet section for more information on this function.

The Ref Time field is used in calculating Target Times. It may be set in the Template Editor or Tick Sheet. If not left blank, this field may only contain a time value (24 hour clock) and input is validated on that basis.

The ellipsis provides access to a menu of additional options such as Help and Preferences. The available options vary depending on which screen is currently open.

3:32

← Back TEMPLATE EDITOR +

Cargo Loading Checklist

| Date | Flight | Station | REL |
|------|--------|---------|----------|
| | | | Ref Time |

Crew Report

| Target | Actual |
|--------|---------------------|
| - 60 | Targ... Actual Diff |

Fuel Ordered

| Target | Actual |
|--------|---------------------|
| - 45 | Targ... Actual Diff |

De-icing Requested

| Target | Actual |
|--------|---------------------|
| - 45 | Targ... Actual Diff |

Paperwork Received

| Target | Actual |
|--------|---------------------|
| - 40 | Targ... Actual Diff |

Loading Started

| Target | Actual |
|--------|---------------------|
| - 35 | Targ... Actual Diff |

Main Deck Loading Completed

| Target | Actual |
|--------|---------------------|
| - 12 | Targ... Actual Diff |

14:32 UTC H:MM ...

The Tick Sheets List

The Tick Sheets List is accessed by pressing on the name of a Template. The Tick Sheet List only shows Tick Sheets associated with the selected Template. If a selected Template has no associated Tick Sheets a Tick Sheet is automatically created.

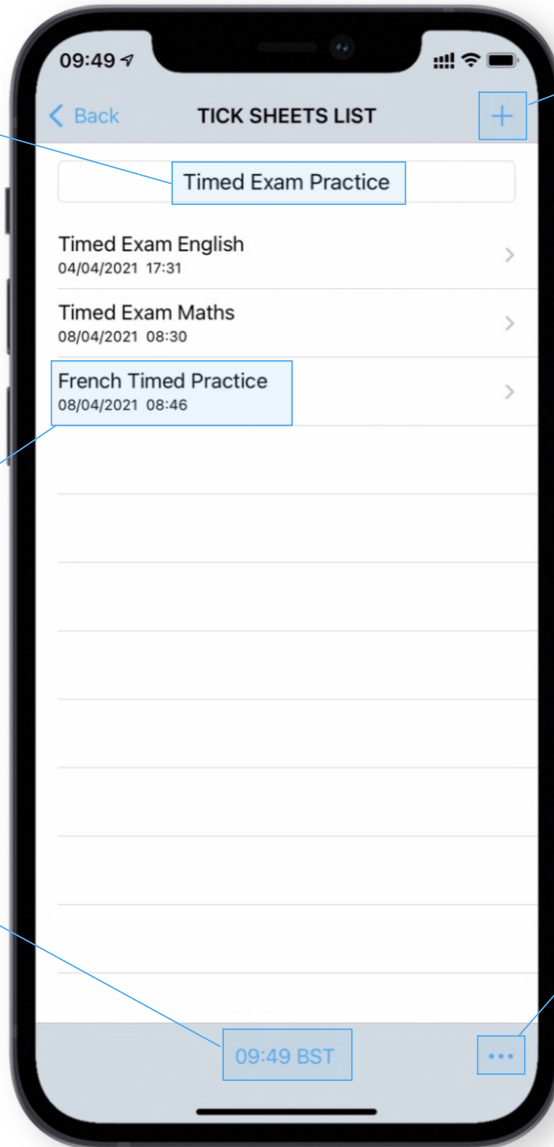
Current name of the selected Template. The Tick Sheets List only shows Tick Sheets created with the selected Template.

Add a new Tick Sheet based on the current Template.

Tick Sheet name automatically annotated with creation date and time. Press on the row to open the existing Tick Sheet.

Pressing the clock display toggles between UTC, device system time and, if authorised, the local time. This latter is only displayed if local time does not match the device time.

The ellipsis opens a menu of choices including access to the Help screens, the What's New window and other appropriate options.



The Tick Sheet (1 of 2)

The Tick Sheet is the core work unit of TimeTick. On creation each Tick Sheet inherits the information from its associated Template but any changes thereafter remain specific to the Tick Sheet.

If not blank, the Ref Time field may only contain a time (24 hour clock) and is validated on this basis.

The Ref Time is used with the individual row minutes to calculate Target Times.

This field accepts a number of minutes between 1 and 720 (24 hours). It is used in conjunction with the +/- toggle to calculate the Target Time.

The +/- switch appears on each row and is used to indicate whether the minutes in the next field should be added (+) or subtracted (-) from the Ref Time, or previous Target Time (depending on REL/CSD mode).

The app clock. In this example a local time is being displayed.

The Time button automatically enters the current time, based on the app clock, into either the Ref Time field, or the Actual Time field of the currently selected row.

This two position switch is used to change the Target Time calculation between relative (REL) and cascade (CSD).

In REL mode, the Target Time for each row is calculated relative to the Ref Time.

In CSD mode, the Target Time for the first row is calculated relative to the Ref Time and for subsequent rows it is based on the Target Time of the previous row.

Press the Notes icon to open or add a note. If a note exists the icon will be blue.

Enter the Actual Time at which this row item was completed. It may be entered manually, or by using either the Time button or a swipe gesture. If entered manually the 24 hour clock must be used and the time is validated. The use of separators is optional.

| Date | Subject | Target | Actual |
|------------|---------|--------|--------------------|
| 14/05/22 | English | 19:45 | |
| Question 1 | | | |
| | | 10 | 19:55 19:52 0:03 |
| Question 2 | | | |
| | | 10 | 20:05 20:05 0:00 |
| Question 3 | | | |
| | | 15 | 20:20 20:21 (0:01) |
| Question 4 | | | |
| | | 15 | 20:35 Actual 0:20 |
| Question 5 | | | |
| | | 20 | 20:55 Actual 0:40 |
| Question 6 | | | |
| | | 20 | 21:15 Actual 1:00 |

Ref Time: 20:15 Mumbai Actual: 0:02

With CSD selected the Time Bank shows the aggregated difference between the Target Time and Actual Time on each row. With REL selected this field shows the difference between the current time and the Ref Time. Brackets indicate a negative value. A maximum of six hours is shown.

The Tick Sheet (2 of 2)

This selection will result in a Target Time of one hour before the Ref Time.

Any row on any of the views can be dragged and dropped to a new position. When appropriate the Target Times will be recalculated to reflect the new row positions.

A right swipe gesture (available on the Template Editor and Tick Sheet) allows quick input of the current time or opens the configuration window for the row.

A left swipe (available on the Templates List, Tick Sheets List and any row in the Template Editor or Tick Sheet) deletes the row.

With REL selected the Time Bank shows the difference between the Ref Time and the current time as displayed on the app clock.

The keyboard can be dismissed by clicking outside of a text entry field, dragging it off the bottom of the screen or pressing the 'Done' button.

In a Tick Sheet this button adds an item row to the Tick Sheet.

This row item has an associated note. Pressing the icon will open the note for viewing and editing.

The target time is a calculated time and cannot be entered manually.

The Time Difference field displays the difference between the target time and the actual time. If there is no target time the time difference field displays the difference between the target time and the current time.

On a Tick Sheet the menu button gives access to the Help screens, the ability to email a PDF and tab-delimited version of the current Tick Sheet and various other options.

The screenshot shows the 'TICK SHEET' app interface. At the top, the status bar shows 3:47. The app title 'TICK SHEET' is centered. Below it, the section 'Cargo Load EDI-MRS' is displayed. A table with columns 'Date', 'Flight', 'Station', and 'REL' shows data for 17/04/22, ABC421, EDI, and 16:00. Below this is the 'Crew Report' section with a 'Target' and 'Actual' time field. The 'Fuel Ordered' section also has 'Target' and 'Actual' time fields. The 'De-Icing Requested' section has a 'Target' and 'Actual' time field. The 'Paperwork Received' section has a 'Target' and 'Actual' time field. The 'Loading Started' section has a 'Target' and 'Actual' time field. At the bottom, the 'Time Bank' shows 14:47 UTC and 1:13. A menu button with three dots is visible in the bottom right corner.

The Note Window

There is a note window associated with every item row. Notes may be entered in Templates or Tick Sheets.

The Note window is opened by pressing the Note icon or by swiping right. Closing the note using the Close button or by swiping it off the bottom of the screen automatically saves any changes.

The screenshot shows a mobile application interface titled 'TICK SHEET'. At the top, there is a 'Back' button and a '+' icon. A 'Note Window' is open, displaying the text 'Requested 10,000 Kg' and a 'Close' button. The background shows a list of tasks with associated data tables. Each task row has a blue document icon on the right, indicating a note is associated with it.

| Task | Target | Actual |
|-----------------------------|--------|--------|
| Crew Report | 60 | 14:30 |
| Fuel Ordered | 45 | 14:45 |
| De-Icing Requested | 45 | 14:45 |
| Paperwork Received | 40 | 14:50 |
| Loading Started | 35 | 14:55 |
| Main Deck Loading Completed | 12 | 15:10 |

At the bottom of the screen, there is a summary bar showing '14:50 UTC' and '0:40'.

A row with an associated note will have a blue icon.

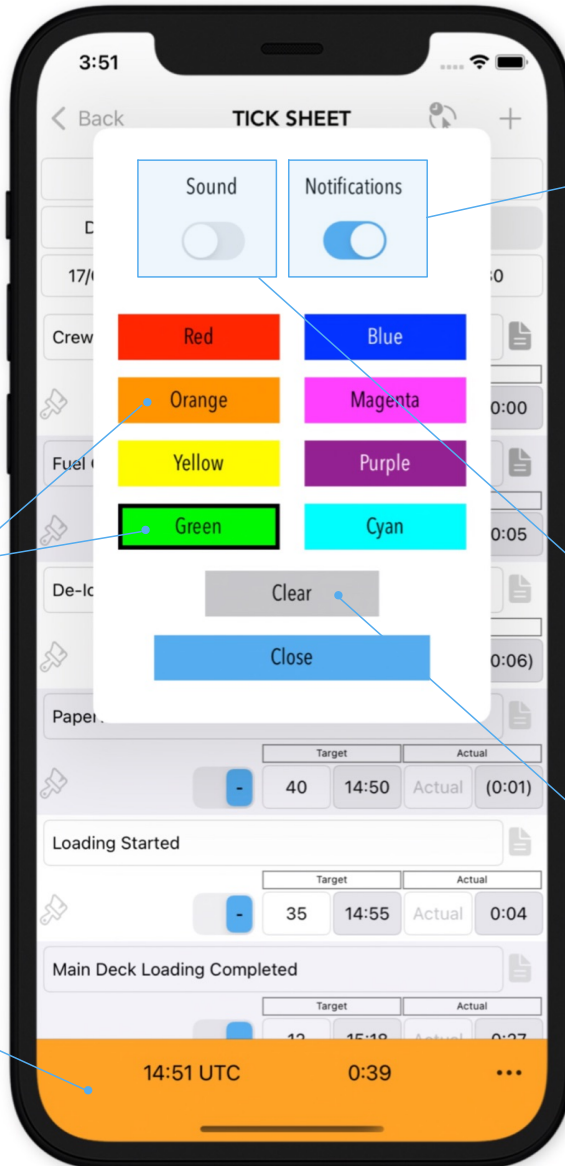
The Configuration Window

The configuration window allows the set up of alerts for each row. Alerts come in the form of a colour change, a chime sound (open app) or a background notification (closed app). Alerts set up in a Template will not be active but will be functional when inherited by an associated Tick Sheet.

The Sound and Notification switches can be overridden at the Tick Sheet level in the Tick Sheet preferences, accessed through the ellipsis menu. By default both sound and background notifications are selected 'on'.

Each row can be associated with a colour. When the target time for the row is reached the toolbar will change to the selected colour and remain that colour until another row causes a further change.

The toolbar will change colour to match selected colours when row Target Times are reached



The Notification switch enables background notifications for the selected row. A notification is triggered when the Target Time is reached but the app is not open. Notifications will only be created if the app is opened within six hours of a Target Time.

The Sound switch enables an audible alert for the row if the app is open when the Target Time is reached.

The Clear button removes any colour associated with the row.

Notifications & Colours

Colours, sounds and background notifications are used to help keep track of the progress of the items in a Tick Sheet.

This icon indicates that the sound is selected on for this row. The blue colour of the icon indicates that it is active.

This icon indicates that background notifications are selected on for this row. However, the light grey colour indicates that background notifications have been switched off for the Tick Sheet as a whole, in the Tick Sheet preferences.

The default toolbar colour is grey but this changes to reflect the colour associated with the most recently reached Target Time. It will revert to grey six hours after the Reference Time.

In this example the toolbar will have changed to green at 12:00.

Reference Time (Ref Time). In this example 13:00.

This icon indicates the selected colour for the row. This is the colour that will display in the toolbar when the Target Time is reached.

The Time Bank value in this example shows that there are 54 minutes remaining until the 13:00 Ref Time.

5:06

< Back TICK SHEET +

Christmas Dinner Timings

| Meal | Date | | REL |
|-------------|--------|--|-------|
| Xmas Dinner | Dec 25 | | 13:00 |

Put pigs in blankets in the oven.

| | Target | Actual |
|--|----------|--------------|
| | 60 12:00 | 12:05 (0:05) |

Boil water for remaining vegetables.

| | Target | Actual |
|--|----------|-------------|
| | 30 12:30 | Actual 0:24 |

Cook remaining vegetables

| | Target | Actual |
|--|----------|-------------|
| | 20 12:40 | Actual 0:34 |

Prepare gravy and other sauces.

| | Target | Actual |
|--|----------|-------------|
| | 15 12:45 | Actual 0:39 |

Warm plates and bowls.

| | Target | Actual |
|--|----------|-------------|
| | 10 12:50 | Actual 0:44 |

Open wine.

| | Target | Actual |
|--|---------|-------------|
| | 5 12:55 | Actual 0:49 |

12:06 New York 0:54 ...

Template & Tick Sheet Preferences

The Preferences view can be opened from the ellipsis menu on the Template Editor or the Tick Sheet view. Template preferences are inherited by the Tick Sheet whilst Tick Sheet preferences are specific to the Tick Sheet instance.

Preferences set in the Template are inherited by associated Tick Sheets. They do not have any function in the Template itself.

Enter default email addresses for the report function. These may be changed for individual reports before the report is sent.

With Notify Off, all background notifications for the Tick Sheet are suppressed. Any rows with notification enabled will show a greyed out notification icon. Sliding the switch to Notify On will re-enable row level notifications for when the app is in the background. The row notification icons will change to blue.

1:52

< Back **TEMPLATE PREFERENCES**

Cargo Load EDI-MRS

Default Email Addresses

Separate with spaces.

support@coldaridcode.com

CC:

BCC:

Sound On

Notify Off

Template or Tick Sheet name. This example shows the preferences view for a Template.

With the Sound On any Tick Sheet row that has sound configured will chime, if the app is open, when the Target Time is reached. If the switch shows Sound Off the chimes will be suppressed for all rows in the Tick Sheet. In this case the sound icons in the Tick Sheet will be greyed out.

The Ellipsis Menu

The content of the menu varies depending on from where it is accessed. This example on the Tick Sheet view illustrates most options.

Open Purchase Options: Opens a view to buy or restore the unlimited template in-app purchase.

Contact/Follow/Review: Opens a window with links to the Cold Arid Code website, Twitter account and Support email. It also provides a button to review the app. This would be very much appreciated!

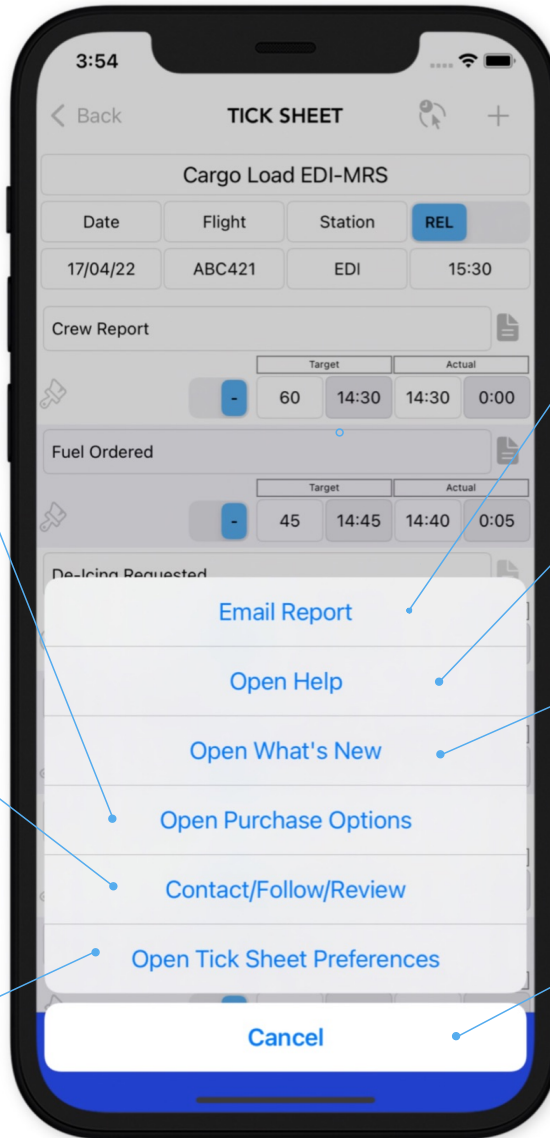
Open Tick Sheet Preferences: This allows the set up of default email addresses for the Tick Sheet report, and the ability to override the Sound & Notification options set up at row level.

Email Report: This option produces a PDF and .csv version of the Ticksheet and attaches them to an email. Default email addresses can be set up in preferences but changed at the time of the report.

Open Help: This option opens this Help file. Internet connectivity is not required.

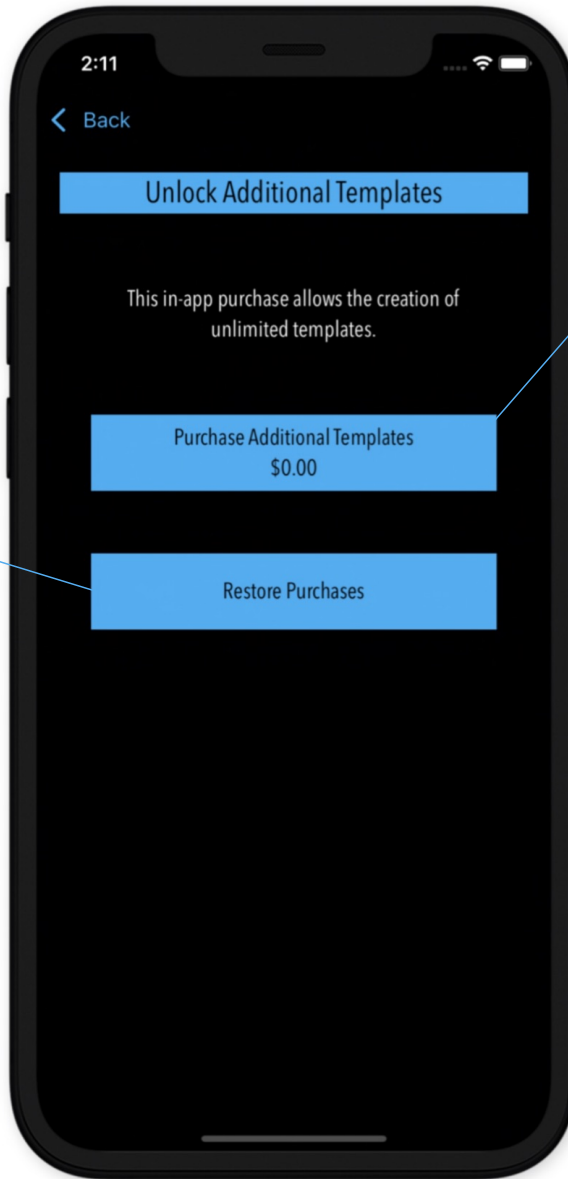
Open What's New: This opens a small window showing the changes in the latest release of the application. This information will also be available at the bottom of the Help file.

Cancel: Closes the menu with no changes.



Purchase Options

This view enables the purchase or restoration of the unlimited templates in-app purchase.



This button is used to restore the previously bought in-app purchase. For example if you delete and re-download the app.

This button is used to upgrade to unlimited templates. The price of the upgrade is shown in local currency. If the text is greyed out it indicates that the functionality has already been purchased. Internet connectivity is required for this to work.

Contact/Follow/Review

This view provides links to our website and Twitter account as well as a link to email Support and a link to provide a review for the app.



Email is the best way to contact us for help, or with suggestions or ideas for improvements or new features.

The Cold Arid Code website has information about our apps, a copy of the Help file, an occasional blog and some other information about us.

Twitter @coldaridcode is the best way to keep up with the latest information about releases, bug fixes and what's happening at Cold Arid Code.

If you find TimeTick useful we would really appreciate a rating and even better a review on the App Store. This button will take you straight there. Thank you!

What's New Version 1.1.0

A summary of the main changes in TimeTick Version 1.1.0

Version 1.1.0

- TimeTick is now a free application but is limited to a single Template in the free version. An in-app purchase is available to upgrade to unlimited Templates.
- Notifications have been completely rewritten and combinations of colour change, audible alert and background notification may now be set for each row. Although they are inherited from the associated Template notifications may now be set or changed in individual TickSheets as well.
- The updated preferences view is now available for TickSheets, as well as Templates, and allows sound and background notifications to be turned on/off for the TickSheet as a whole.
- A What's New popup has been added to provide information about the changes in each update.
- A Contact view has been added to make it easy to follow or contact Cold Arid Code.
- The Help file has been completely rewritten to incorporate the new functionality.
- We fixed a bug causing an occasional crash when entering a RefTime.

What's New Version 1.1.1

A summary of the main changes in TimeTick Version 1.1.1

Version 1.1.1

- Fixed a bug causing a notification to occur for a deleted line.
- Fix for the toolbar showing the colour of the last item row prior to the first trigger time being reached.
- Fixed bug causing toolbar clock and menu to be unreadable in some circumstances.
- Fixed bug causing spurious notifications.
- Fixed issue with notifications not working if Tick Sheet spans midnight.
- Fixed an issue with the toolbar colour if there is a row with no target time.
- Added a tint to alternate lines in Tick Sheets and in the Template Editor to improve readability.
- Amended the toolbar text colours for improved contrast.
- updated the notifications code so that notifications are only created when the reference time is within six hours of a target time.

What's New Version 1.1.2

A summary of the main changes in TimeTick Version 1.1.2

Version 1.1.2

- Updated the audio and background notifications so that they now default to 'on' instead of 'off'.
- Added a new time difference field to display the difference between target time and actual time, or between target and current time in the absence of an actual time.
- Amended the email report to display the time difference instead of the target minutes.
- Fixed the 'midnight bug' causing colours to work incorrectly for Tick Sheets spanning midnight.
- Re-fixed the bug causing an incorrect colour to be displayed when there is a row with no target time.
- Fixed a bug affecting the display of the notification items in the Template Editor.

What's New Version 1.1.3

A summary of the main changes in TimeTick Version 1.1.3

Version 1.1.3

- Fix for a problem with a swiped time input sometimes picking up a time from an alternative row.

Thank you for downloading TimeTick. Hopefully you found it useful. If you did, we would very much appreciate a rating and ideally a review on the App Store.

If you have a questions, suggestions or need further help, please email us at: support@coldaridcode.com

Please also take a look at our website and/or follow us on Twitter for the latest information on our apps:

Web: www.coldaridcode.com

Twitter: [@coldaridcode](https://twitter.com/coldaridcode)

