

# Using the aACE Time & Tasks App

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This guide explains how to record and submit time using the Time & Tasks app on a mobile device. It is intended for general users.

The aACE Time & Tasks app makes it easy for you to review your assigned tasks and track time against each task. It is designed for use on your iPhone or iPad.

After your system administrator has [configured the Time & Tasks App](#)







(<https://aace6.knowledgeowl.com/help/configuring-the-aace-time-and-tasks-app>), you can open it on your device.

Note: If your system administrator has customized the app, some details in this guide may no longer match your system.







## On Open

When you open the app, if you have tasks assigned to you, the app displays your task list. Otherwise, it displays the Timesheet screen.










## Time Icons

	Add	Creates a new time entry.
	Refresh	Refreshes the timesheet data in the app.
	Calendar	Displays a date picker for quickly navigating to different dates.
	Forward / Back	Navigates between previous timesheets, up to two weeks prior.
	Play	Starts the time clock for a task. Note: If time tracking was running on another task, that time is automatically stopped.
	Pause	Stops the time clock for the task.

## Task Icons

	List	Closes the task detail view and returns to the list view.
	Sync	Re-syncs the tasks data in the app.
	Search	Initiates a keyword search for the term entered in the search bar.
	Phone	Opens your phone and dials the contact.
	Envelope	Opens your email client with a new message to the contact.
	Add Comment	Displays a popover for entering a new activity (for the parent <i>Company</i> record) or a new comment (for the parent <i>Job</i> record).

## General Icons

	Gear	Opens the settings popup where you can adjust network connections and sync the app.
	Actions Menu	Displays a popover with additional settings for the app.
	Clear	Removes data from the current field or closes the current popover.
	Delete	Deletes the record.
	Sort	Displays options for sorting the current list of records.
	Pin	Adds a new note linked to the current record.
	Expand	Enlarges the field as a popover.
	App Launcher	Closes the app and returns to the FileMaker App Launcher.
	Module Navigation	Icons for moving between your timesheets and your task list.

## Time & Tasks Workflows

### Working with Tasks

When you tap the Tasks icon, your current list of assigned tasks is displayed. Locate the task you need to work on, either by scrolling down the list or by searching for the task title. In the list, tap the task title to review the details, including information about start and end times, guidelines from the Task Description, or comments from the parent Job.

You can start or pause time tracking from either the list view or detail view. You can also mark tasks as complete.

### Working with Timesheets

When you tap the Timesheets icon, your current timesheet and time entries are displayed. You can start or pause time tracking, delete time entries, record notes about the day's work, navigate through older timesheets (up to two weeks prior), and submit your timesheet.

You can add new time entries: tap the Plus icon in the upper-right corner, then specify the job, LIC, and the task (optional).

You can manually adjust the time logged for an existing entry: Stop time tracking for that entry, tap the time counter, enter the hours/minutes, and tap plus or minus.

After you submit a timesheet, it becomes read-only in the app. Any additional edits must be handled in your aACE system.

## Troubleshooting and Customizing the App

If you need to troubleshoot the data or update settings to customize the app for your personal workflows, please have your system administrator refer to the guide for [configuring this app](http://aace6.knowledgeowl.com/help/configuring-the-aace-job-shop-app) (<http://aace6.knowledgeowl.com/help/configuring-the-aace-job-shop-app>).

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