TIQ

Mobile Application

How to set up and use the TIQ Time Mobile application

1. Download Application

QR codes   App Store   Play Market

For iOS
1. Open the App Store application
2. Search for 'TIQ Time'
3. Tap on 'Get' to install the application

For Android
1. Open the Play Store application
2. Search for 'TIQ Time'
3. Tap on 'Install' to install the application

2. Logging in

1. Tap the TIQ Time icon to open the application.
2. Select 'Login with TIQ' to login using your email address and password.
3. If your company uses SSO, select 'Login with Microsoft' and you will be redirected to the company's SSO page.

   Please note: If your firm's policy mandates approval for the use of external apps, and you encounter a message stating "administrator approval is required for logging in," you may need to reach out to your IT administrator to obtain the necessary approval for TIQ Time mobile app.
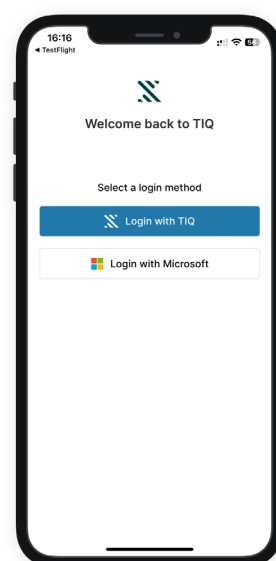
3. Suggestions

1. **Suggested entries:** Upon launching the app, TIQ Time will present a daily list of suggested time entries (suggested).

2. **To confirm an entry,** swipe the suggested entry to the right. If the entry is automatically matched with a matter, it will then be moved to your list of confirmed entries. In cases where matter information is absent or additional required fields need completion, you will be redirected to the Entry details.

3. **Remove an entry:** Swipe a suggested entry to the left to remove the suggestion. This entry will be deleted from TIQ Time and will not be visible in your confirmed entries or on your final timesheet.
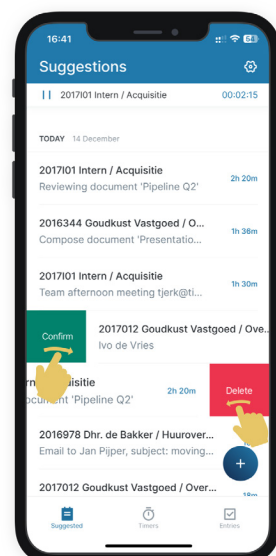
4. Adding and Editing Time Entries
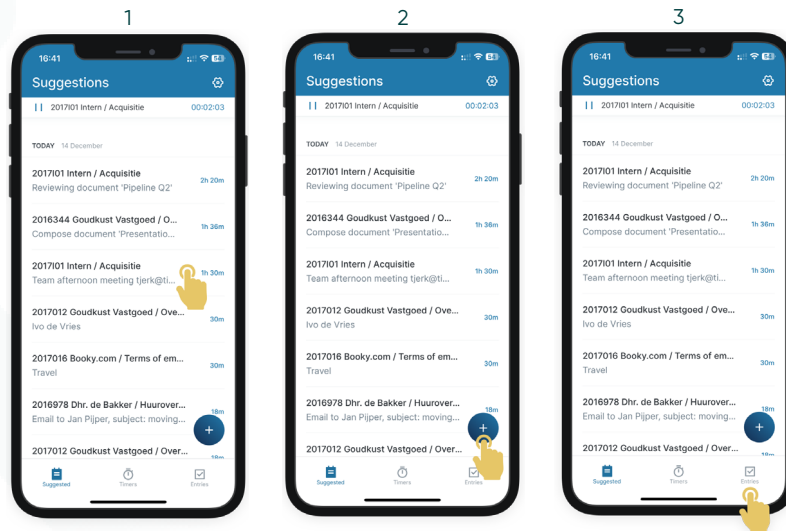
1. **To review the details of an entry,** tap on a suggested entry to edit its details before confirming. Within the opened screen, you can modify the duration, matter, activity, and description (narrative), as well as any additional fields based on your firm's account requirements.

2. **To create a manual entry,** tap the large Add (+) button located at the bottom of any section (Suggested, Timers, Entries), and then complete the details on the 'create entry' screen.

3. **To view your confirmed entries,** click the `Entries` button in the navigation bar and switch to the Confirmed tab.

5. Timers
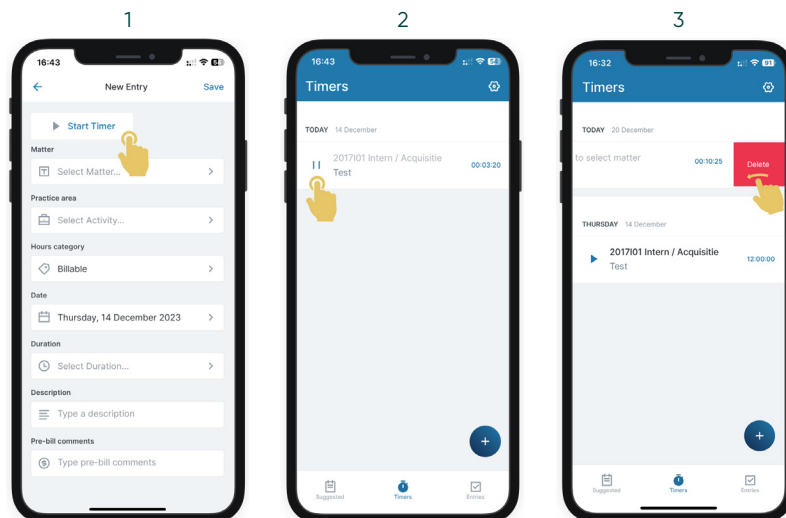
1. **Run a timer** by tapping on a 'plus' icon on any of the main screens of the app. It will open up a manual time entry screen. *Tap the 'Start timer' button.*

2. **To view all your timers,** navigate to the 'Timers' menu item. *To pause a timer,* simply tap the 'pause' icon located on the left.

3. **Create an entry** by choosing a timer and completing all the required fields, or *delete a timer* by swiping it to the left.
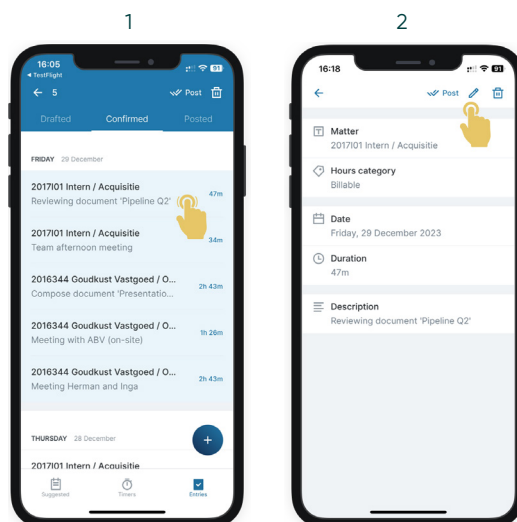
6. Entries

Entry Types

1
2
3
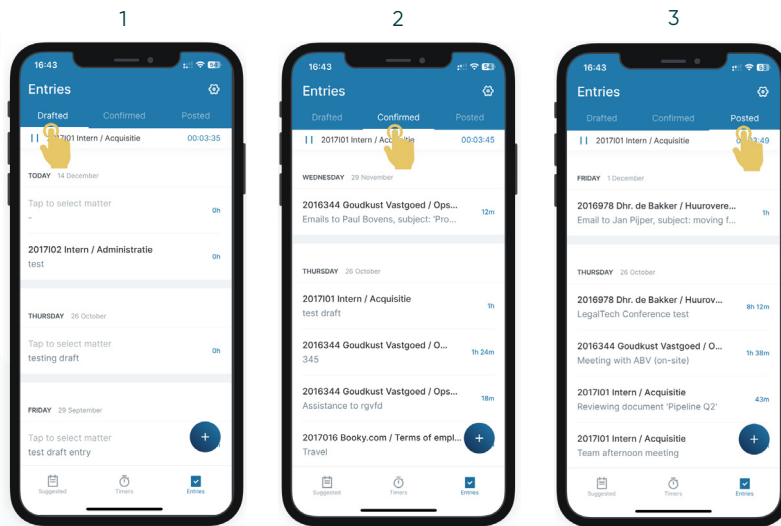
1. **Drafted** showcase entries that you haven't completed and confirmed. A draft entry is generated when any of the mandatory fields are left unfilled.

2. **Confirmed** showcase the list of entries that have been confirmed.

3. **Posted** will be shown if your firm's policy requires an additional step of posting an entry before it is sent to your ERP system. After you post an entry, it will move to this section.

Entry Actions

1
2

1. **To post an entry:** tap and hold the confirmed entry, which will be highlighted in blue. You can select multiple entries for bulk posting. Use the 'Post' button to complete the posting process. Alternatively, you can post an entry by selecting a confirmed entry, and a 'Post' button will appear at the top of the entry view.

2. **To edit an entry:** tap the entry and select the pencil icon in the top right corner of the screen.

    Please note: posting may not be required for your account, therefore the Entries screen will only have Draft and Confirmed tabs.

7. Settings

- Notification settings enable daily or weekly push notifications to be sent to the mobile app.

- The 'Sign Out' option allows you to log out of your TIQ account.

- The app version may be requested by the TIQ support team in case you report any issues with the mobile app. You can find the app version at the bottom of this screen.