



Dispatching projects to devices

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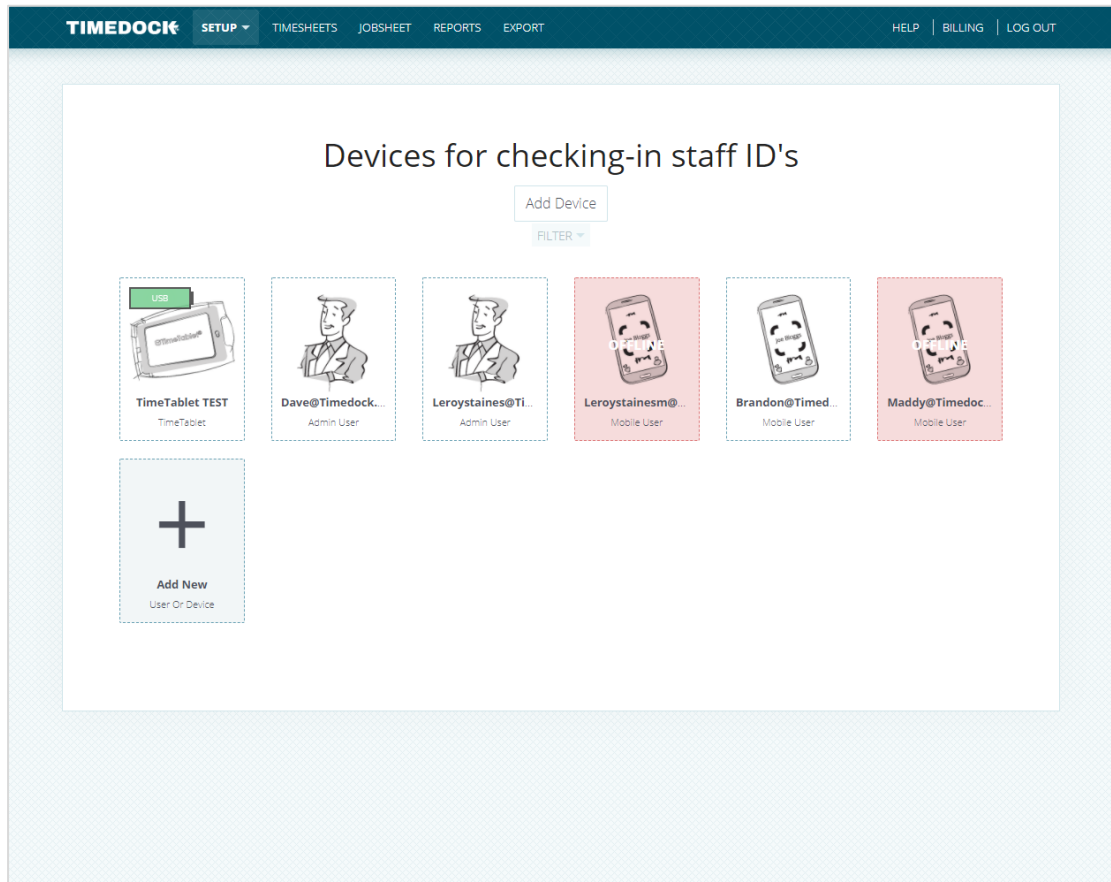
Table of Contents

- Restrict the visible project list for a device..... 3
- View projects currently dispatched to a device..... 5
- Dispatching new projects to a device 8
- Dispatching existing projects to a device..... 9
- Un-dispatching projects from a device 11
- Automatic project selection for TimeTablet..... 14

Restrict the visible project list for a device

For a device to only display projects that have been dispatched to it, the **Works Setting** must be set to *"Can only see projects dispatched to device"*.

1. Navigate to **Setup > Devices**.
2. Click on a device.



3. Set the *Works Setting* to "Can only see projects dispatched to device".

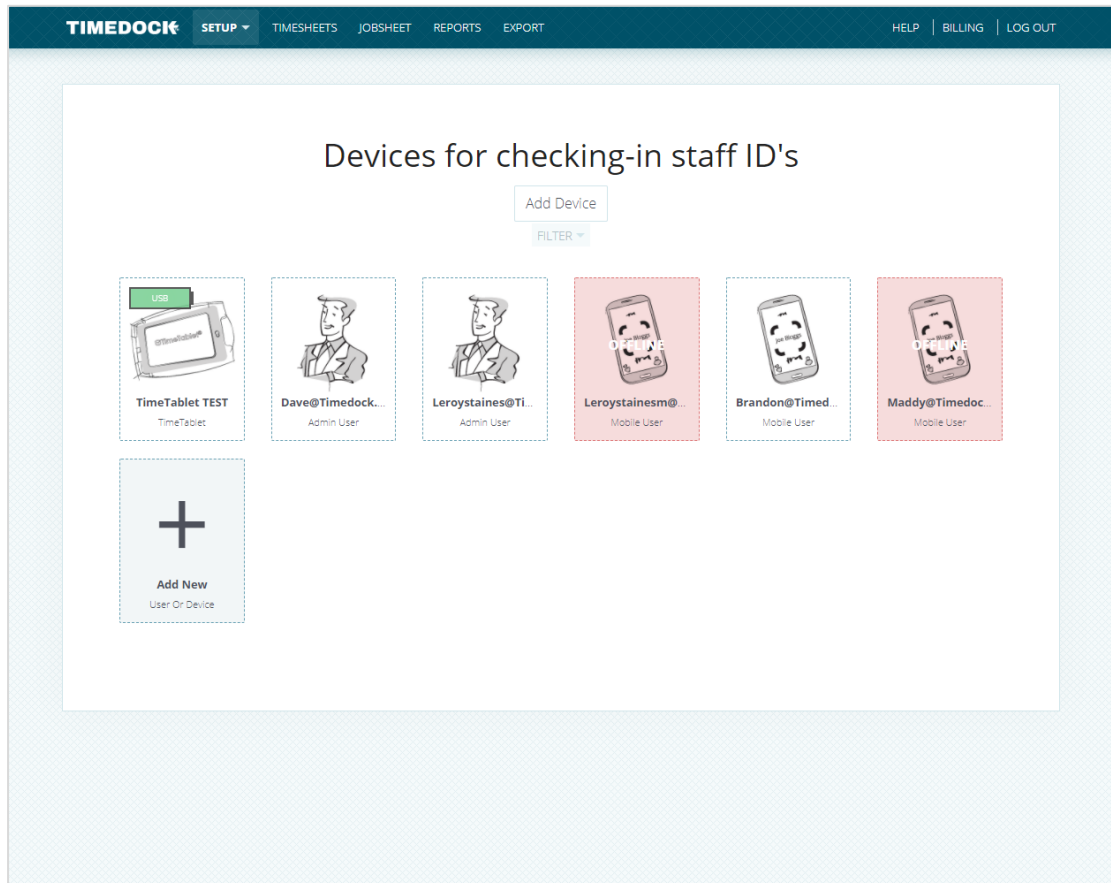
The screenshot displays the 'TimeTablet TEST' configuration page in the TimeDock application. The page includes a header with navigation links (TIMEDOCK, SETUP, TIMESHEETS, JOBSHEET, REPORTS, EXPORT, HELP, BILLING, LOG OUT) and a central card for the device. The card shows the device name 'TimeTablet TEST', its last sync status 'Last synced 15 days ago', and a 'USB' connection indicator. Below this, the 'Device details' section contains several settings: 'Custom Label' (TimeTablet TEST), 'Time Zone' (Use Account Setting), 'Department' (optional), 'GPS' (Use global account setting), 'Job selection' (Optional job selection), and 'Works Setting' (Can only see projects dispatched). The 'Works Setting' dropdown is circled in red. At the bottom of the settings card are 'Cancel' and 'Save Changes' buttons.

4. Click *Save*.

View projects currently dispatched to a device

Follow these steps to view what projects (if any) are currently dispatched to a device:

1. Navigate to **Setup > Devices**.
2. Click on a device.




3. If at least 1 **open** project is dispatched to the device, a link will be displayed underneath the device name displaying how many **open** projects are dispatched.

Click this link to view the *open* dispatched projects.

The screenshot displays the TIMEDOCK application interface. At the top, a dark blue navigation bar contains the logo 'TIMEDOCK' and a 'SETUP' dropdown menu. To the right of the menu are links for 'TIMESHEETS', 'JOBSHEET', 'REPORTS', and 'EXPORT'. Further right are links for 'HELP', 'BILLING', and 'LOG OUT'. The main content area features a white card for a device named 'TimeTablet TEST'. Above the device name is an icon of a tablet. Below the name, it states 'Last synced 15 days ago'. A red circle highlights a link that says '1 Dispatched Project'. Below this link is a small green bar with the text 'USB'. To the right of the device name is a red 'Delete' button. The 'Device details' section contains several settings: 'Custom Label *' is set to 'TimeTablet TEST'; 'Time Zone: ?' is set to 'Use Account Setting'; 'Department optional' is set to '(optional)'; 'GPS' is set to 'Use global account setting'; 'Job selection:' is set to 'Optional job selection.'; and 'Works Setting' is set to 'Can only see projects dispatched'. At the bottom of the settings are 'Cancel' and 'Save Changes' buttons.

4. A list of *open* dispatched projects for this device will be displayed.

The screenshot shows the TIMEDOCK web interface. The top navigation bar includes the logo, a 'SETUP' dropdown menu, and links for 'TIMESHEETS', 'JOBSHEET', 'REPORTS', and 'EXPORT'. On the right side of the bar are links for 'HELP', 'BILLING', and 'LOG OUT'. The main content area features a central heading 'TimeTablet TEST' with a sub-heading 'Open projects that've been specifically dispatched to this user/device'. Below this, there are two buttons: 'Select All' and 'Un-Dispatch'. To the right is a 'Find' search box. The main section is titled 'Projects' and contains a table with the following data:

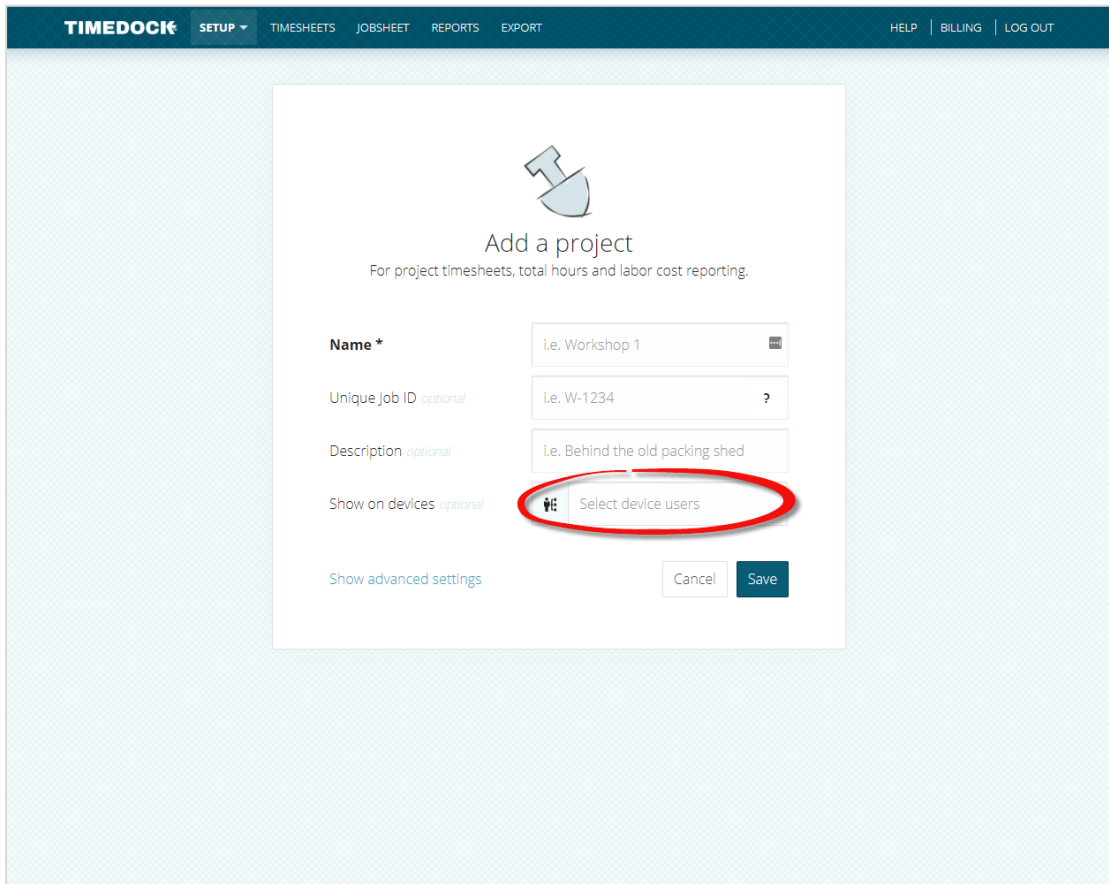
NAME	DATE ADDED	QR
Manor House	2020-08-20 01:43pm	

At the bottom of the table area, there is a 'Show 10 entries' label and a pagination control with 'Previous', '1', and 'Next' buttons.

Dispatching new projects to a device

Follow these steps to dispatch a new project to a device:

1. Navigate to **Setup > Projects** and click **New** on the left-hand menu.
2. Enter the details for the project and select what devices to dispatch it to by choosing from the **Show on devices** list.



The screenshot shows the 'Add a project' form in the TIMEDOCK application. The form is titled 'Add a project' and includes the following fields:

- Name ***: i.e. Workshop 1
- Unique Job ID *optional***: i.e. W-1234
- Description *optional***: i.e. Behind the old packing shed
- Show on devices *optional***: Select device users (highlighted with a red circle)

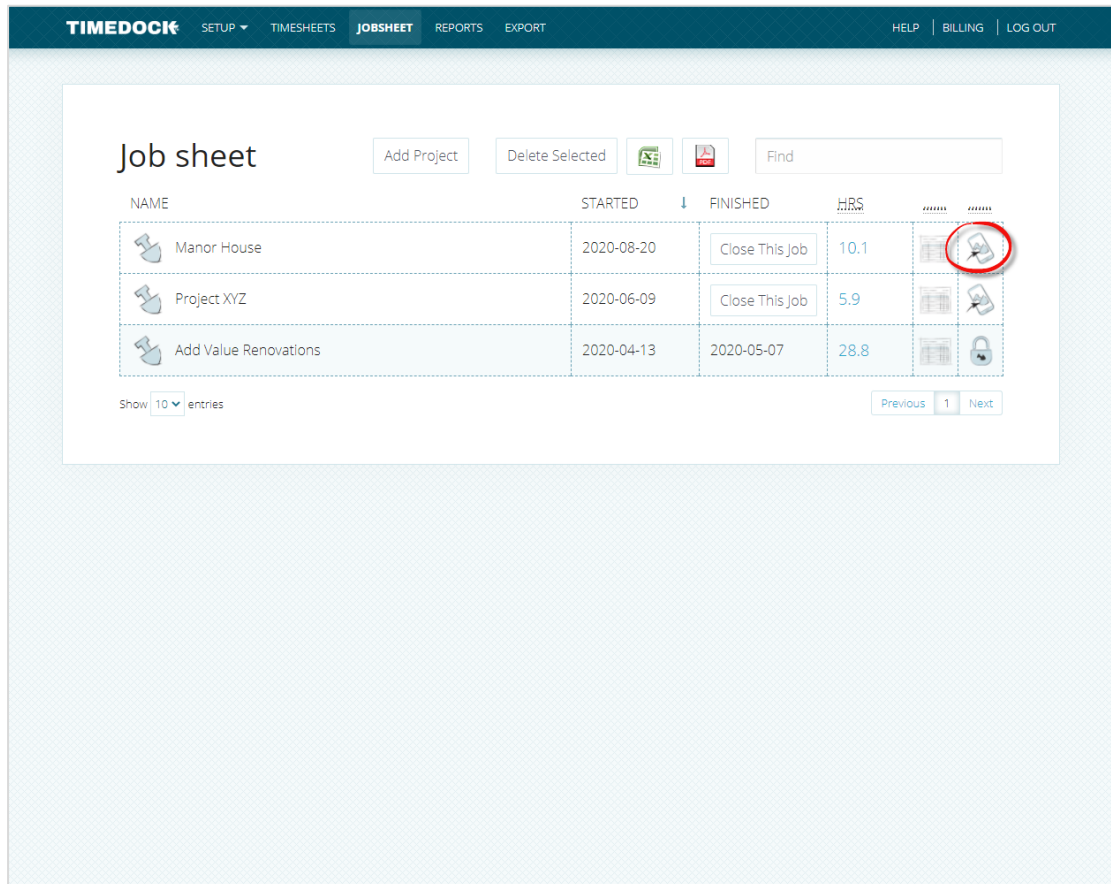
At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

3. Click **Save**.

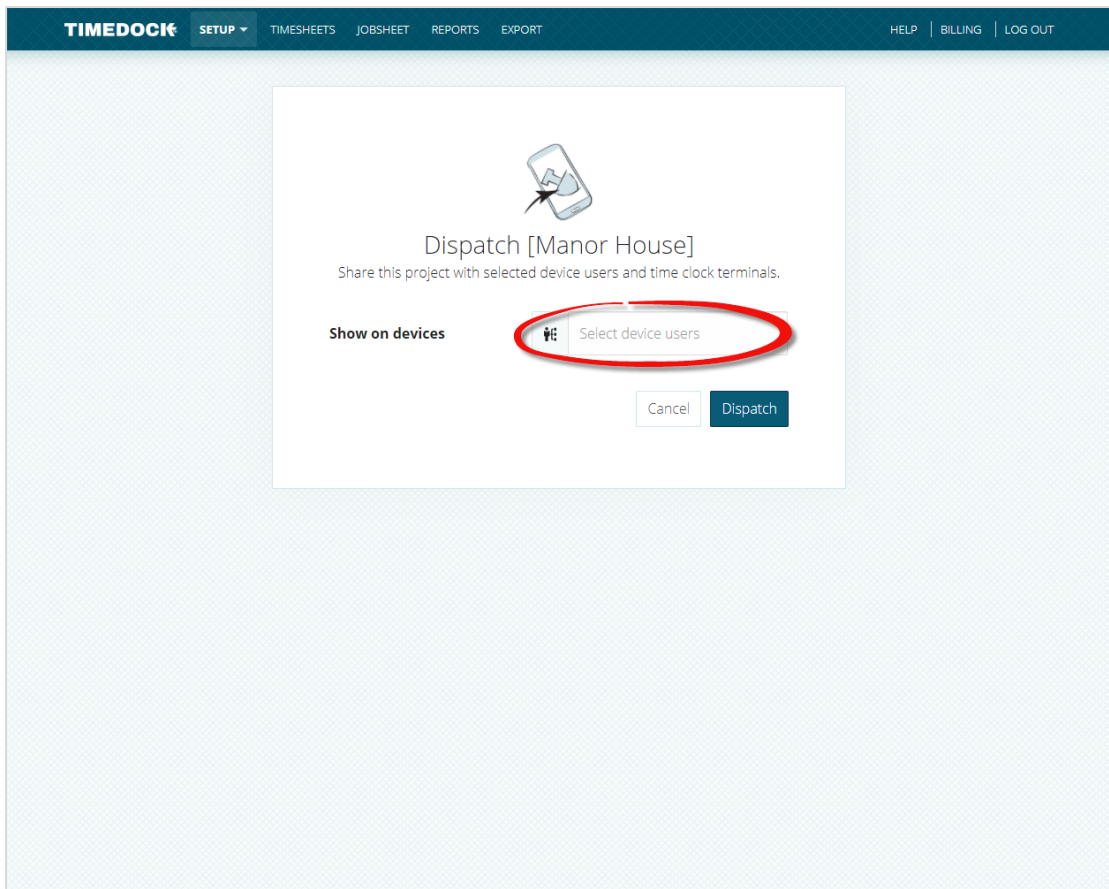
Dispatching existing projects to a device

Follow these steps to dispatch an existing *open* project to a device:

1. Navigate to the *Jobsheet* page.
2. Find the *open* project in the *Jobsheet* list, and click the mobile phone icon at the end of the table row.



3. Choose the device(s) to dispatch the project to from the *Show on devices* list.



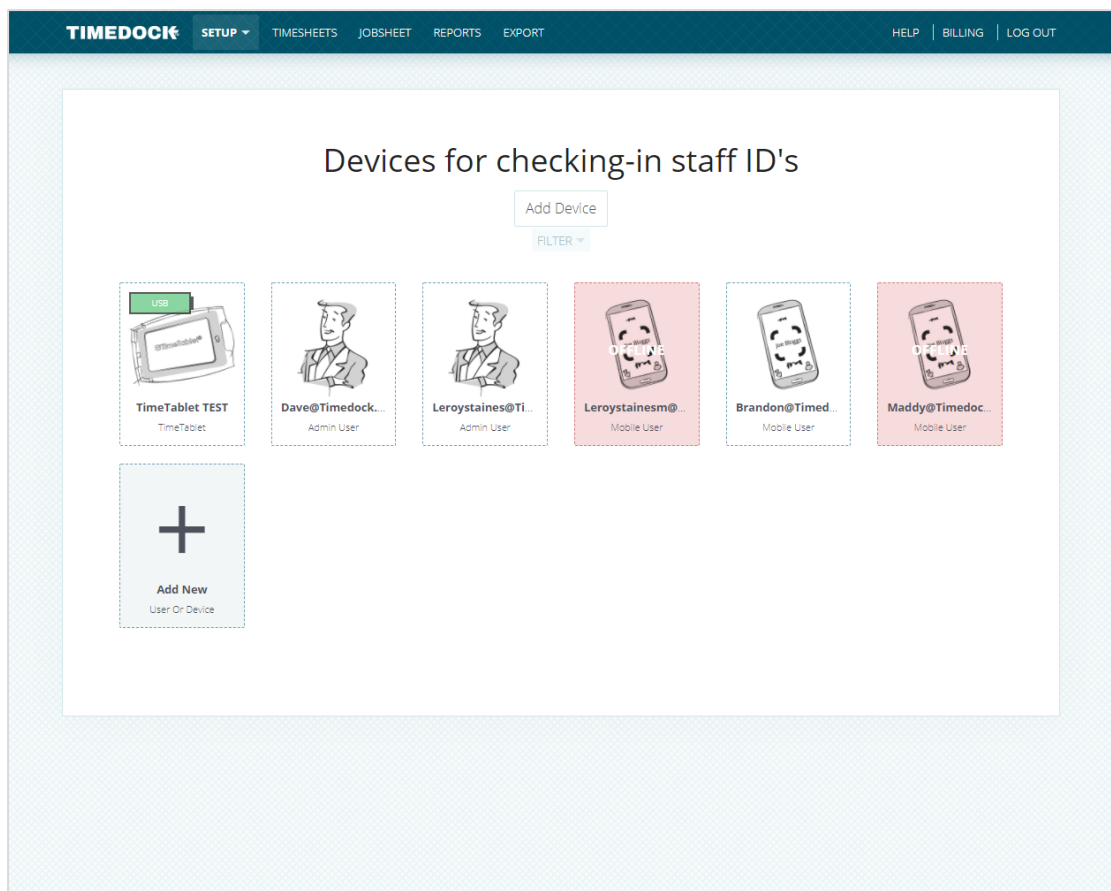
4. Click *Dispatch*.

Un-dispatching projects from a device

Closing or deleting projects from the *Jobsheet* page will automatically un-dispatch them from any devices.

Follow these steps to un-dispatch *open* projects from a device:

1. Navigate to *Setup > Devices*.
2. Click on a device.

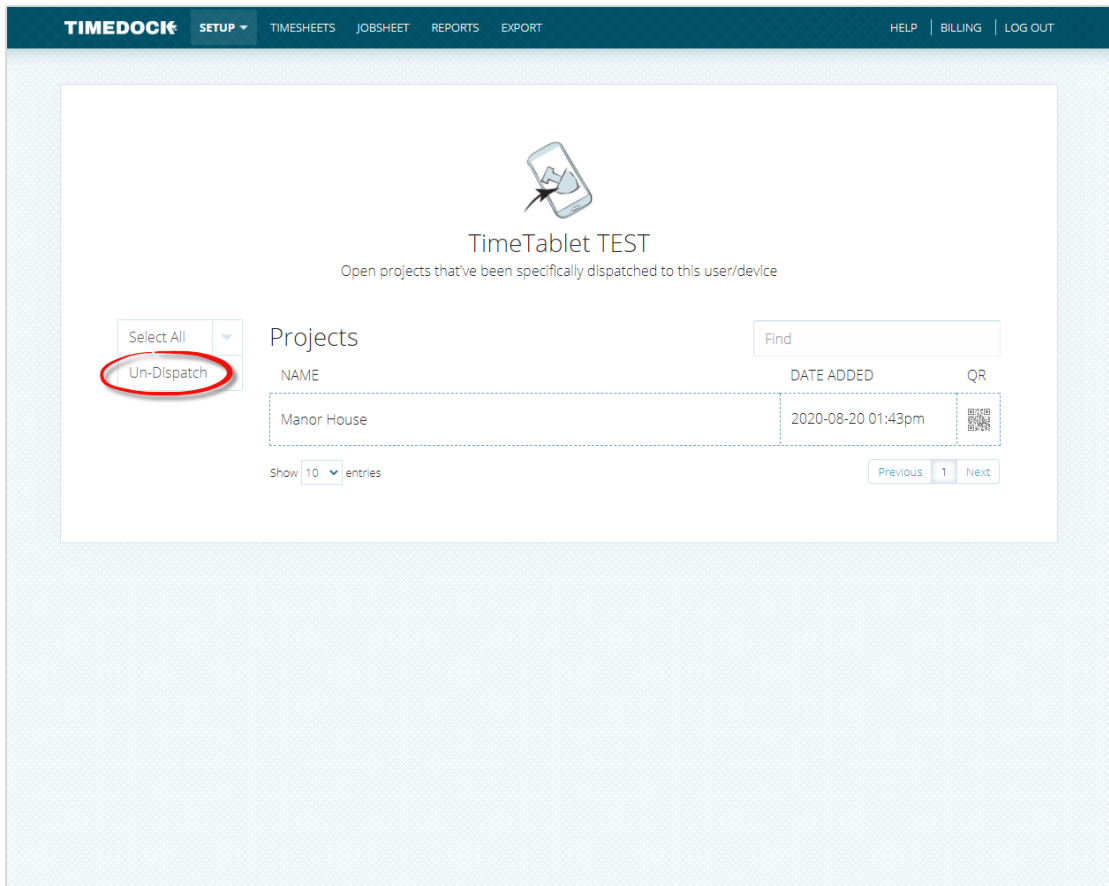


3. If at least 1 *open* project is dispatched to the device, a link will be displayed underneath the device name displaying how many *open* projects are dispatched.


Click this link to view the *open* dispatched projects.

The screenshot displays the TIMEDOCK application interface. At the top, a dark blue navigation bar contains the logo 'TIMEDOCK' and a 'SETUP' dropdown menu. To the right of the menu are links for 'TIMESHEETS', 'JOBSHEET', 'REPORTS', and 'EXPORT'. Further right are links for 'HELP', 'BILLING', and 'LOG OUT'. The main content area features a white card for a device named 'TimeTablet TEST'. Above the device name is an icon of a tablet. Below the name, it states 'Last synced 15 days ago'. A red circle highlights a link that says '1 Dispatched Project'. Below this link is a green 'USB' icon. To the right of the device name is a red 'Delete' button. The 'Device details' section contains several settings: 'Custom Label *' is set to 'TimeTablet TEST'; 'Time Zone: ?' is set to 'Use Account Setting'; 'Department optional' is set to '(optional)'; 'GPS' is set to 'Use global account setting'; 'Job selection:' is set to 'Optional job selection.'; and 'Works Setting' is set to 'Can only see projects dispatched'. At the bottom of the settings are 'Cancel' and 'Save Changes' buttons.

4. Select the projects to un-dispatch by clicking on the table rows to highlight them.
Click on *Un-dispatch* in the left-hand menu



The screenshot shows the TIMEDOCK application interface. At the top, there is a dark blue navigation bar with the following items: TIMEDOCK, SETUP (with a dropdown arrow), TIMESHEETS, JOBSHEET, REPORTS, EXPORT, HELP, BILLING, and LOG OUT. The main content area has a light blue background with a white central panel. At the top of this panel is a smartphone icon with a document and a checkmark, followed by the text 'TimeTablet TEST' and a subtitle 'Open projects that've been specifically dispatched to this user/device'. Below this, there is a 'Projects' section. On the left of this section is a dropdown menu with 'Select All' and 'Un-Dispatch' (the latter is circled in red). To the right is a search box labeled 'Find'. Below the dropdown and search box is a table with the following structure:

NAME	DATE ADDED	QR
Manor House	2020-08-20 01:43pm	

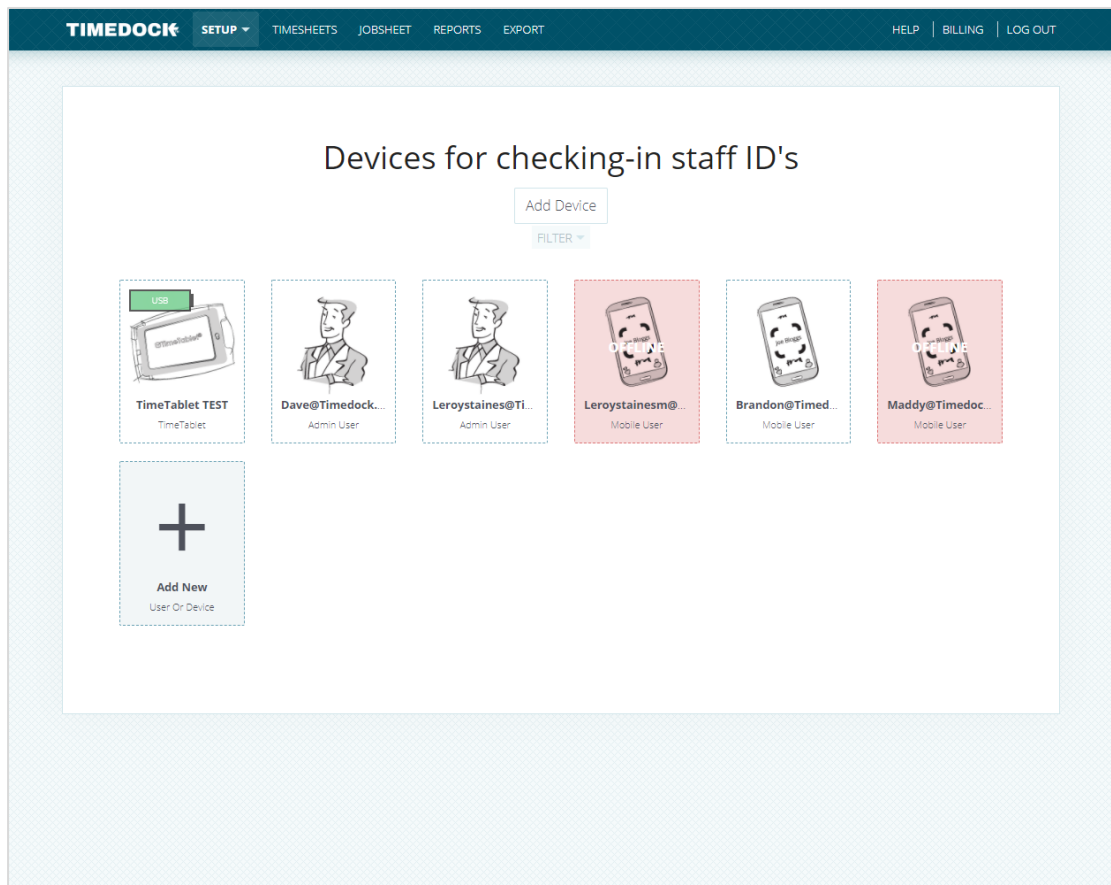
At the bottom of the table, there is a 'Show 10 entries' label and a pagination control with 'Previous', '1', and 'Next' buttons.

Automatic project selection for TimeTablet

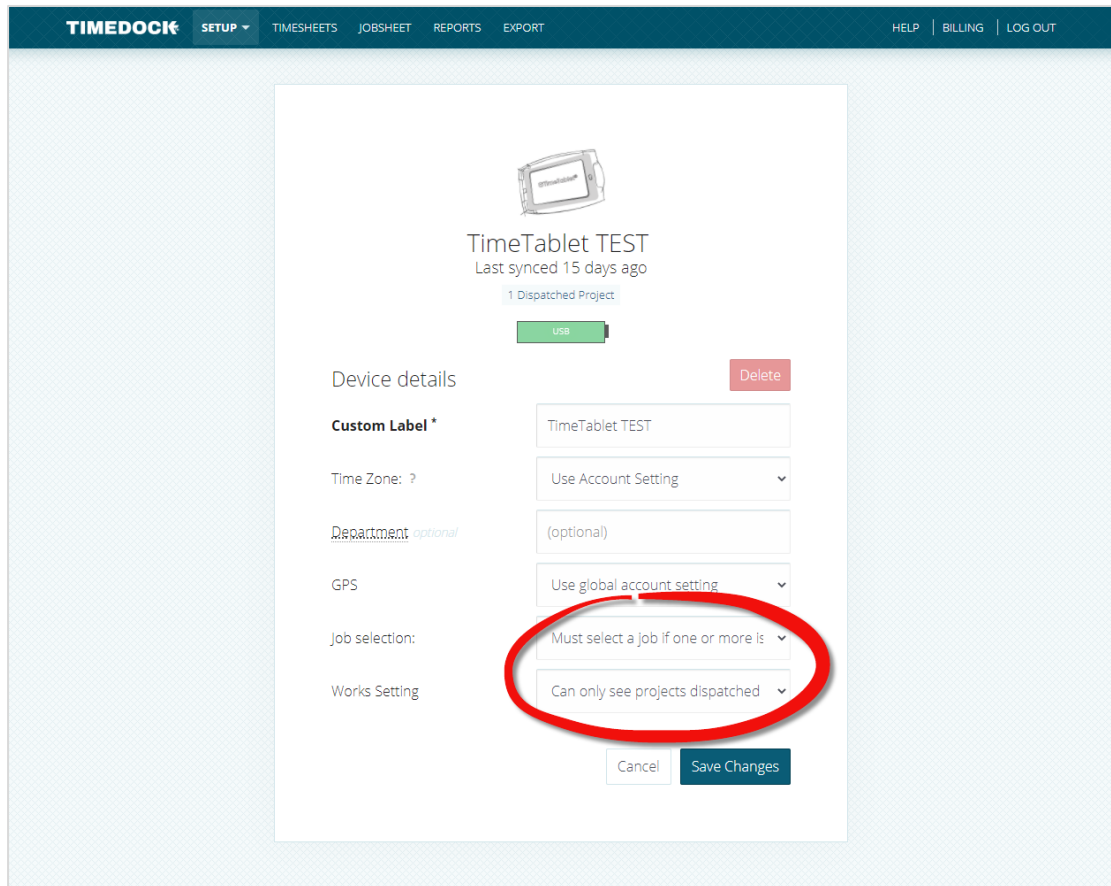
To turn on automatic project selection on a TimeTablet, it must have only **one** project available for selection.

Ensure that only **one** open project is dispatched to it, the **Job selection** setting set to **"Must select a job if one or more is available"** and the **Works Setting** set to **"Can only see projects dispatched to device"**.

1. Navigate to **Setup > Devices**.
2. Click on the **TimeTablet** device.



3. Set the *Job selection* setting to “*Must select a job if one or more is available*” and the *Works Setting* to “*Can only see projects dispatched to device*”.



4. Click *Save*.