

REALT1ME

Manual

"Document your project activities in just seconds!"



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WHY

Your company benefits from the WBSO R&D tax credit (and other R&D-grants) and needs to be compliant to the laws and regulation of the grant providers. On a daily base, they need to keep administrative records of all your R&D-activities – like timesheets and project documentation.

But time registration is disturbing and annoying... Since your employer not only wants to be compliant, but also wants you to be happy they introduce REALT1ME: a fast and easy way to keep track of the time and effort that you spend on your activities.

DOWNLOAD

You can find and install the REALT1ME-app on your smart phone via the **Google Play Store** (for Android) and the **Apple App Store** (for iOS). If you find it more convenient to use your computer, you can also use the web version of REALT1ME in your browser via **webapp.realt1me.nl**.

LOGIN

You received an invitation-mail to use REALT1ME which contains your personal password. Use your company mail address and the password to login. If the app opens with a white screen, you need to close the app and reopen it.

TIME REGISTRATION

Just slide the bars... That's it! The time registration is so easy, it will make you smile!



PROJECT DOCUMENTATION

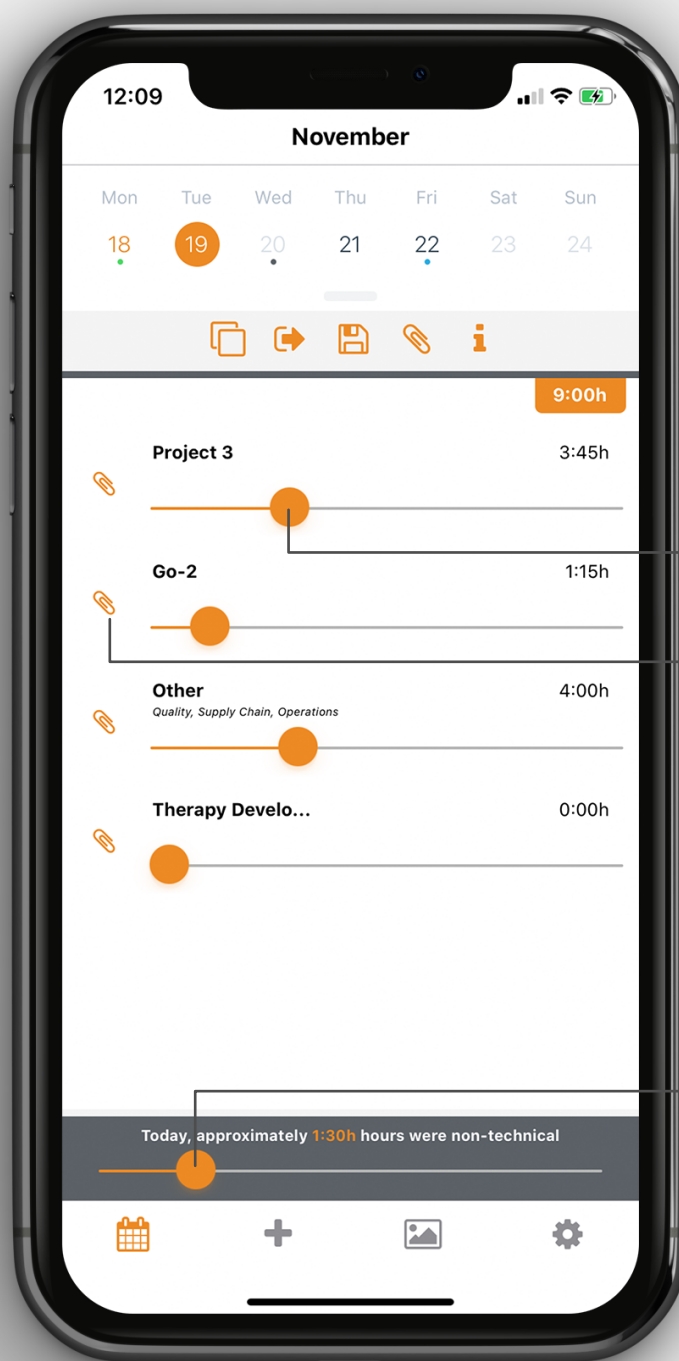
Use the paperclip-icon to easily upload your documentation per project (such as notes, minutes of team meetings, calculations, or photos of prototypes, lab set-ups, sketches and other drawings). Take or select a picture, write a comment and add a tag to your project. If you add a colleague, your colleague will also see the media-item in his library.



HOW TO USE THE APP

Finished your task or your day at work?

- 1 | Log your hours in just seconds by sliding the bars and secure your project administration by adding media...
- 2 | Indicate how much time of the total time spent was non-technical (like breaks, general meetings, trainings) using the lower slider in the grey bar...
- 3 | And... you're done!



slide the bars

add media

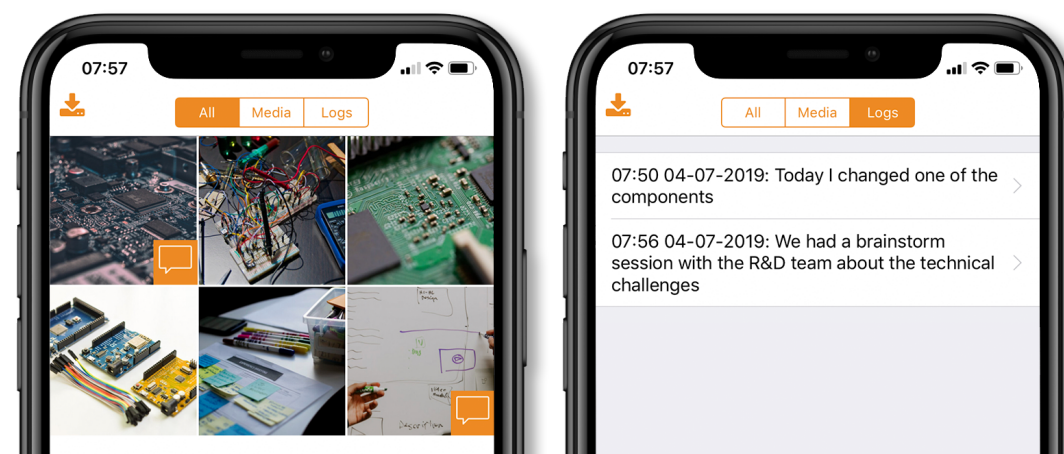
non-technical hours

MENU TOP

- copy previous day
- out-of-office
- autosave
- add project documentation
- more information

MENU BOTTOM

- settings
- media library
- add or remove projects
- book your hours for today



MEDIA LIBRARY ADD PROJECT EVIDENCEAND COMMENTS



CALENDAR

The color of the dots in the calendar indicate the following:

- No hours booked
- Hours booked
- Out-of-office
- Planned ahead
- Non-working day

NEED HELP?

If you have any questions, feel free to contact us via realt1me@real1ze.nl.

Have fun using REALT1ME!