

# BlackBox™ User Manual

*Mileage, time, expense and location tracking for BlackBerry™ devices*

*Version 3.0*

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## Introduction

This document explains the usage of RSIC's BlackBox™ for BlackBerry™ product. BlackBox is a tool for mileage, time, expense and location tracking. The application is an ideal tool for professionals who need to keep track of these matters for billing or cost calculation purposes and supports both manual entry of time and distances, as well as a powerful automatic modes. In case of automatic distance tracking, BlackBox can use either the internal GPS antenna of a BlackBerry device or an external Bluetooth® GPS antenna to automatically track the distance traveled.

All entries created with BlackBox are linked to a single project, defined by the user. Projects are the main sub-division in BlackBox and for each project, the user can define details such as general information, client specific information and rate and cost information. All data tracked with BlackBox can be sent to any E-mail address as an attachment to an E-mail in either .xls or .csv formats.

Last and not least, BlackBox also offers powerful location tracking functions, allowing users to automatically send their current location to one or multiple e-mail recipients at a configured time-interval. This functionality enables organizations to keep track of the location of their organization members in a cost-effective a simple way.

## Changes

Compared to the 2.0 version of BlackBox, this new 3.0 version has the following new features:

- Remote configuration: BlackBox now offers complete remote configuration of the application, either using BES policies or RSIC's Remote Configuration Tool at <http://oams.rsic.mobi/rpc/blackbox>. This exciting new functionality allows organizations to take complete control of the configuration of BlackBox on the BlackBerry devices of their users. Separate technical documentation is available from <http://www.rsic.mobi>.
- Remote management of projects: using a web-based interface, organizations or individual users can now create and deploy projects online from <http://oams.rsic.mobi/pmi/blackbox>.
- New reporting in PDF format: with version 3.0 BlackBox now officially supports reporting in PDF. PDF reports have a invoice-like format and are ideal for professionals that need to inform their clients or others of project related time, travel and expenses.
- Route tracking functionality: with its new route tracking functionality, BlackBox can track the exact movement of the end-user in industry standard .gpx or .kml file formats, provided there is an accurate GPS fix.

## Installation

To install BlackBox, users can visit <http://www.rsic.mobi> and go to the Software > BlackBox page and select their installation method from the 'Install' section on this page. The user has the following options:

- Using Over-The-Air link: this option allows the user to send an E-mail containing an Over-The-Air (OTA) link to their BlackBerry to install the application.

- Using web installer link: this option allows the user to install the application by using the web installer, requiring the BlackBerry Desktop software to be present on the particular machine, as well as a BlackBerry USB cable to connect the BlackBerry. Follow the instructions on screen to complete the installation.

## **Unlocking the Trial version to the Full version**

If BlackBox is used on a BlackBerry for the first time, the product will function in 14-day trial mode. In 14-day trial mode the application is fully functional, but after 14 days, the product will lock-up and can either be uninstalled from the BlackBerry or unlocked to a full version by using a valid product license code. A license code can be obtained by purchasing the product by contacting [sales@rsic.mobi](mailto:sales@rsic.mobi) and requires that users provide their BlackBerry's unique PIN. We offer the possibility of paying through PayPal, credit card (through PayPal) and international money transfer. After verification of your payment a valid unlocking key (based on your BlackBerry's PIN) will be E-mailed to you.

### **To unlock the application do the following**

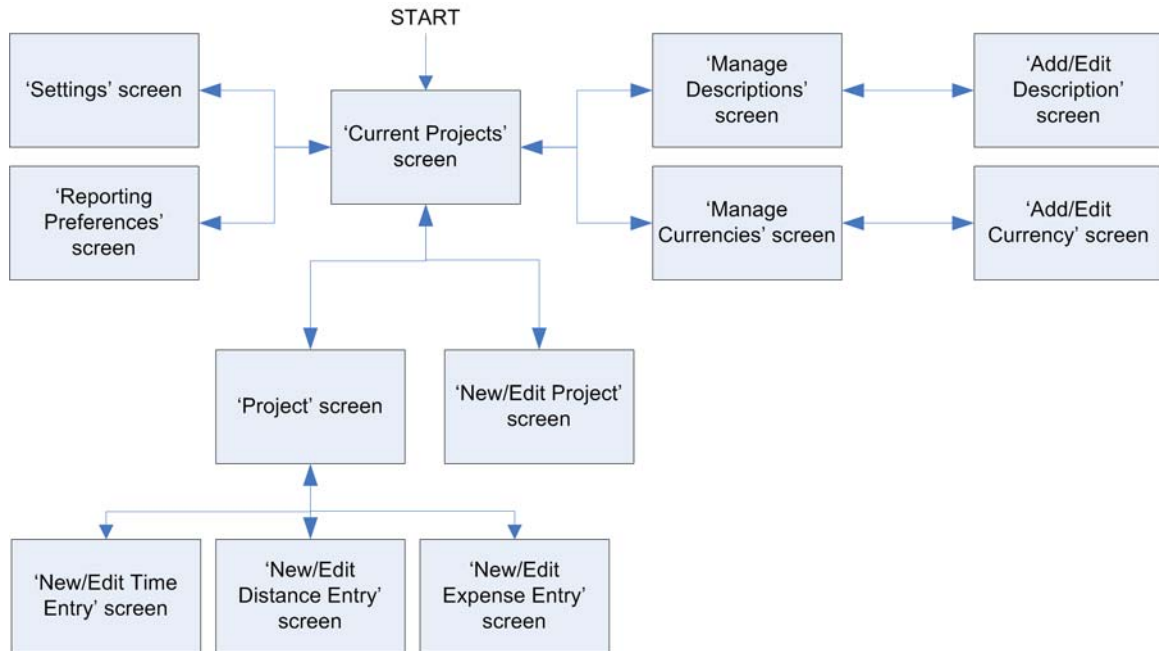
- Run BlackBox.
- From the start-up screen, select the 'Register' option from the Trackwheel/ball menu.
- Enter the purchased license code in the window that follows and press the 'OK' button.
- This will then exit the application and the next time it is started, it will be in full version mode.

Once the product has been unlocked, BlackBox will function in full version mode and can be used indefinitely on the BlackBerry that it was unlocked on.

# Using the application

## Screen overview

BlackBox has the following screen structure:



## General controls

- Roll the Trackwheel or Trackball up or down to move the cursor vertically.
- Press the ALT-key and roll the Trackwheel up or down or roll the Trackball sideways to move the cursor horizontally, where applicable.
- Click the Trackwheel or Trackball to select an option, to press a selected button
- Press the Trackwheel, Trackball or Menu keys to display the Trackwheel-menu. The Trackwheel menu can be context sensitive and its content might depend on the current selection of the cursor.
- Press the Escape key to exit a screen, without saving any changes and return to the previous screen.
- When the cursor is on a radio-button or a check-box, press the Spacebar to check or uncheck the option. If the cursor is on a drop-down list, press the Spacebar to scroll between different available options, without expanding the drop-down list.
- At any time, press ALT + Escape to move BlackBox to the background and access other applications on the device.

## The Current Projects screen

When starting BlackBox, the 'Current Projects' screen appears. This screen gives an overview of the projects that have been defined in the application and allows the

user to create a new project or select an existing project and perform related actions.

When pressing the Trackwheel or Trackball in this screen, the menu appears, offering the following options.

Option	Description
View Project... (only available when the cursor is on an existing project)	Shows the Project screen, giving an overview of the entries that have already been created for this project, as well as allowing the user to create new entries and edit existing ones. Pressing Enter with the cursor on a particular project, will have the same effect as selecting this menu option.
Punch Into Project... (only available when the cursor is on an existing project)	This option allows the user to punch into a project straight away, having the same effect as selecting 'View Project' and then pressing the 'Punch-In' button.
New Project...	Shows the New Project screen, allowing the user to create a new project and set the project specific details.
Edit Project... (only available when the cursor is on an existing project)	Shows the Edit Project screen, allowing the user to edit the settings of an existing project.
Delete Project... (only available when the cursor is on an existing project)	Selecting this option allows the user to delete the selected project.
Report Selected Project... (only available when the cursor is on an existing project)	This option allows the user to send all collected data belonging to the selected project to one or more E-mail recipients. The default E-mail recipient(s) can be specified in the Settings screen.
Report All Projects... (only available when actual projects exists)	This option allows the user to send all collected data, regardless of the project it belongs to, to one or more E-mail recipients. The default E-mail recipient(s) can be specified in the Settings screen.
Reporting Preferences...	Shows the Reporting Preferences screen, allowing the user to select the exact details to be included in the report files.
Settings...	Shows the Settings screen, where the user can configure general application settings.
Manage Currencies...	Displays the Manage Currencies screen, where the different currencies usable in BlackBox can be managed.
Manage Descriptions...	Displays the Manage Descriptions screen, where the different standard descriptions usable in BlackBox can be managed.
Reset Settings...	Selecting this option
Help...	This option displays the Help screen of the application.
About...	This option displays the About screen of the application.

Register... (only available in trial mode)	Displays the Register dialog, allowing the user to enter a valid License Code to unlock the full version.
Exit	Selecting this option closes the application.

## The Settings screen

The **Settings** screen contains all of the settings of the application, grouped in sections:

### General Settings

This section contains the general applications settings, being:

- The application language, selectable from the 'Language' field. Available default languages currently are Dutch and English.
- The option to configure the application via Email, in the 'Allow Configuration Using Email?' drop-down list. Available options:
  - 'Yes': the application will automatically import and apply any incoming settings.
  - 'No': the application will not allow configuration via Email and will ignore any settings it receives.
  - 'Ask': the application will ask for confirmation when receiving a configuration, before applying the related settings.
- Specify what to do with reported time and distance entries with the 'Delete Reported Entries?' drop-down list. Options here are:
  - 'Yes', which deletes all entries after they have been reported,
  - 'No', which leaves the entries intact, but marks all entries as reported and
  - 'Ask', which asks the user what to do (delete or keep the reported entries) after the report has been sent.
- The setting specifying whether entries should be marked as billable by default by checking the 'Entries Billable By Default' checkbox.

### Units & Margins

This section contains the application settings regarding units and margins, being:

- The unit used for distance entries, either 'Kilometer' or 'Mile', in the 'Distance Unit' drop-down list.
- The round-off margin used for rounding off distance entries in the 'Distance Round-Off Margin' drop-down list. The round-off direction is always upward.
- The round-off margin used for time entries in minutes in the 'Time Round-Off Margin' drop-down list. The round-off direction is always upward.

### User Details

This section contains the application settings related to the user and the entered data is used for reporting. The following details can be specified:

- The user's name, specified in the 'Name' field.
- The user's company or organization name, specified in the 'Company' field.
- The user's employee ID number in the 'Employee ID' field.
- The user's street address, specified in the 'Street' field.
- The user's city in the 'City' field.

- The user's postal code in the 'Postal Code' field.
- The user's state in the 'State' field.
- The user's country in the 'Country' field.

## Report Settings

This section contains the settings related to reports sent by the application, being:

- The standard reporting file format in the 'Report File Format' drop-down list. This file format is either .xls (MS Excel readable format), .csv (semicolon separated format) or .pdf (Portable Document Format).
- The date format to be used in reports, in the 'Date Format' drop-down list.
- The default recipient(s) of data reports in the 'Default Recipient(s)' field. To enter multiple recipients in this field, please use a semicolon (;) as a separator between the E-mail addresses.
- Whether .xls reports should include billing details with the 'Include Billing Details' checkbox. This checkbox is only visible when .xls has been selected as the file format. Billing details are retrieved from the Settings screen and the configured project details.
- Whether .xls reports should include totals with the 'Include Totals' checkbox. This checkbox is only visible when .xls has been selected as the file format. When this option is checked, the .xls reports will contain a summary of project totals at the bottom of the report file.
- The font family used for PDF reports. This drop-down list is only visible when .pdf had been selected as the file format. Billing details are always included on .pdf reports.

## Location Tracking

This section contains the settings for the location tracking functionality of the application, allowing organizations to know the location of their BlackBox users. In this section users can:

- Turn location tracking on or off with the 'Send Location Tracking Mail' checkbox. When turned on, the application will send out the current location of the user to the specified recipients, as long as there is valid GPS data available.
- Specify one or more default recipients for the location tracking mail in the 'Tracking Mail Recipient(s)' field. To enter multiple recipients in this field, please use a semicolon (;) as a separator between the E-mail addresses.
- Specify the interval for sending the location tracking mail, in minutes, in the 'Tracking Mail Interval' field.
- Specify the period during which to send out location tracking E-mails by:
  - Selecting the days on which location tracking is active from the 'Active Period' drop-down list.
  - Specifying whether location tracking should take place the entire day for the selected active period, by checking the 'All Day' checkbox.
  - Specify a start and end time at which the tracking should take place, during the selected active period, using the 'Time Period Start' and 'Time Period End' fields (only possible if the 'All Day' checkbox has not been checked).

## Route Tracking

This section contains the settings regarding the application's route tracking functionality. This functionality allow organizations to track the exact movement of their users, provided there is an accurate GPS fix, in industry standard .kml or .gpx formats. The following can be configured:

- Route tracking can be turned on or off, using the 'Enable Route Tracking' checkbox. When turned on, the application will:
  - Store a .kml or .gpx file, with each automatic distance entry on the SD card in the 'BlackBox' directory. The file contains the exact movement of the user during that particular automatic punch-in, provided there was an accurate GPS fix.
  - Send out a .kml or .gpx file with each location tracking E-mail, containing the exact movement of the user (provided there is an accurate GPS fix), since the previous location tracking E-mail was sent.
- The file format for the route tracking file can be selected using the 'Format Selection' drop-down list. Available formats are .kml or .gpx.

## GPS Settings

This section contains settings related to the GPS functionality of the application. In this section users can:

- Select the source for the GPS data from the 'GPS Data Source' drop-down list. This drop-down list offers two options:
  - 'Device GPS', which uses the GPS source configured in the settings of the BlackBerry device, being either the internal GPS antenna or an external Bluetooth GPS antenna.
  - 'Direct Bluetooth GPS' this option uses a direct connection to an external GPS antenna, paired to the device. This option is suitable for OS 4.0 devices and other devices that do not offer GPS data source configuration in the device settings.
- Specify whether the application should try and reinitialize the GPS connection after a configurable 'GPS Timeout' period has elapsed and the automatic distance punch-in dialog has had the status of either 'Waiting for GPS coordinates' or 'No GPS fix' for that period. If set to 'Off', there will be no reinitialization. If set to 'Auto' the reinitialization will happen in the background and if set to 'Ask', the application will prompt the user for a manual reinitialization.

**IMPORTANT: GPS reinitialization can lead to a faster GPS fix, but can consume additional battery power with some internal BlackBerry GPS antennas. Therefore it is recommended to either set this option to 'Off' or 'Ask', because the 'Auto' setting in combination with a low 'GPS Timeout' setting, could lead to battery drainage.**

- Specify the timeout in minutes, after which the GPS connection reinitializes in the 'GPS Timeout' field. This field is only available if 'GPS Reinitialization' is set to 'Auto' or 'Ask'.
- Specify the period in seconds at which BlackBox checks for new GPS data in the 'GPS Interval' field. This field is only relevant when the default setting of 10 seconds leads to poor battery performance or reliability. The value should

- be increased in case of poor battery performance and decreased in case of low reliability of the acquired GPS data.
- Set the sensitivity of the distance accumulation process for automatic distance entries in the 'Distance Accumulation Threshold' field. This value should be specified in meters per second (m/s) and has a default of 3. This field basically represents the minimum speed at which BlackBox will start accumulating your traveled distance to prevent incorrect accumulation due to GPS fluctuations. If the resulting accumulated distance for automatic distance entries is too high, the value should be slightly increased and if automatic distance entries are too low, the value should be slightly decreased.
  - Specify the maximum theoretical speed the user can obtain in the 'Maximum Speed' field in meters per second. This value is used to double check the validity of GPS data and should only be changed if the user travels at speeds faster than the default value of 69.44 m/s (equal to 250 kph or 155 mph).

## Managing currencies

The Currency Management screen allows users to manage the different currencies to be used in BlackBox. For each project, a separate applicable currency can be selected. In the Currency Management screen, users can:

- *Add a currency* – To add a currency select the 'Add Currency...' option from the Trackwheel/ball menu in the New Currency screen. In the screen that appears, enter the currency name and symbol in the respective fields and select 'Save' from the Trackwheel menu.
- *Edit an existing currency* – To edit an existing currency, select the currency with the cursor, press the Trackwheel/ball and select the 'Edit Currency...' option from the menu or press the Enter key. This will take you to the Edit Currency screen. After making changes, select 'Save' from the Trackwheel menu to save the settings and return to the Currency Management screen.
- *Delete an existing currency* – To delete an existing currency, select the currency with the cursor, press the Trackwheel/ball and select 'Delete Currency...' from the menu or press the Del key. A confirmation window will appear and if 'Yes' is selected, the selected currency will be deleted.

## Managing standard descriptions

The Manage Descriptions screen allows users to manage the different standard descriptions available when filling in time and distance entries. Standard descriptions can be made to contain the most frequently used texts and users can save a lot of time using these. In the Manage Descriptions screen, users can:

- *Add a standard description* – To add a standard description select the 'Add Description...' option from the Trackwheel/ball menu. In the screen that appears, enter the description's name and content in the 'Name' and 'Description' fields respectively and select 'Save' from the Trackwheel menu to save the new description and return to the Description Management Screen.
- *Edit an existing standard description* – To edit an existing standard description, select the standard description with the cursor, press the Trackwheel/ball and select the 'Edit Description...' option from the menu or press the Enter key. After making changes, select 'Save' from the Trackwheel

menu to save the settings and return to the Description Management screen.

- *Delete an existing standard description* – To delete an existing standard description, select the description with the cursor, press the Trackwheel/ball and select 'Delete Description...' from the menu or press the Del key. A confirmation window will appear and if 'Yes' is selected, the selected description will be deleted.

## Location tracking

Using BlackBox, users can automatically send an E-mail with their current location to one or multiple recipients. This E-mail will contain:

- An XML file named 'location.xml' as an attachment, containing the following information:
  - The current year in the 'Year' field.
  - The current month in the 'Month' field.
  - The current day of the month in the 'Day' field.
  - The current hour in the 'Hour' field.
  - The current minute in the 'Minute' field.
  - The current second in the 'Second' field.
  - The user's Employee ID as configured in the Settings screen in the 'Employee\_ID' field.
  - The current latitude in the 'Latitude' field.
  - The current longitude in the 'Longitude' field.
  - The current altitude in the 'Altitude' field.
  - The distance travelled since the last location mail in the 'Movement' field.
  - The horizontal accuracy in meters of the current coordinate in the 'HorizontalAccuracy' field.
  - The vertical accuracy in meters of the current coordinate in the 'VerticalAccuracy' field.
  - The actual GPS timestamp of the coordinate in the 'GPSTimeStamp' field.
  - An indication of whether the application had a GPS fix when sending out the data in the 'GPSFix' field (either 'Yes' or 'No').
  - The PIN of the BlackBerry device in the 'PIN' field.
  - The version of the software in the 'Version' field.
  - The build number of the software in the 'Build' field.
  - Sample content of the XML file:

```
<?xml version="1.0" encoding="UTF-8" ?>
<Tracking_Message>
  <Year>2009</Year>
  <Month>07</Month>
  <Day>10</Day>
  <Hour>10</Hour>
  <Minute>30</Minute>
  <Second>00</Second>
  <Employee_ID>RS1</Employee_ID>
  <Latitude>52.1556</Latitude>
  <Longitude>4.5096</Longitude>
  <Altitude>43.0</Altitude>
  <Movement>127</Movement>
  <HorizontalAccuracy>4.94</HorizontalAccuracy>
  <VerticalAccuracy>11.4</VerticalAccuracy>
```

```
<GPSTimeStamp>20090710102920</GPSTimeStamp>
<GPSFix>Yes</GPSFix>
<PIN>a2d405e4</PIN>
<Version>3.0</Version>
<Build>20090626</Build>
</Tracking_Message>
```

- A Google Maps™ link, showing the location of the user in Google Maps.
- A BlackBerry® Maps link, showing the location of the user in the BlackBerry Maps application. When clicked on a BlackBerry device with the BlackBerry Maps application installed, this will open the BlackBerry Maps application and display the user's location.
- When route tracking has been turned on, the location tracking mail also contains an attached .kml or .gpx file, containing movement data of the user since the last location tracking mail.

Location tracking can be turned on from the 'Settings' screen. For maximum control, BlackBox allows users to set simple scheduling parameters in the 'Active Period', 'All Day', 'Time Period Start' and 'Time Period End' elements of the Settings screen. For location tracking to work, it is essential that at least one E-mail recipient has been defined for the location tracking messages in the 'Tracking Mail Recipient' (see section 'The Settings screen' for more information).

## Managing projects

In the Current Project screen, an overview of existing projects is given and the user can manage the existing projects or add new projects. The following can be done:

- *Create a project* – to create a new project, select the 'New Project...' option from the Trackwheel/ball menu. This will bring up the New Project screen where the following fields are present:

### General information

This section contains general project information.

- Project Name: fill in the project name here.
- Default Description: fill in the default description to be filled in (if any) for new entries in this field (both time and distance).
- Currency: select the currency to be used for this project. Currencies can be managed in the Currency Management screen.

### Client Information

This information is also included in the header of an .xls report when the 'Include Billing Details' checkbox in the Settings screen has been checked.

- Name: fill in the client's name or organization name in here.
- Department Name: fill in an optional department name here.
- Contact Person: fill in an optional contact person name here.
- Address: fill in the client's street address here.
- City: fill in the client's city here.

- Postal Code: fill in the client's postal code here.
- State: fill in the client's state here.
- Country: fill in the client's country here.
- Code: fill in an optional client code here.

### **Rates & Costs**

These details are also used for calculations made in the BlackBox reports.

- Hourly Rate: fill in the billing rate for this project here.
  - Hourly Costs: fill in the actual hourly costs here.
  - Billable Travel Costs/Unit: fill in the billable travel costs here.
  - Travel Costs/Unit: fill in the real travel costs here.
- *Edit a project* – to edit an existing project, select the project with the cursor, press the Trackwheel/ball and select 'Edit Project...'. When done making changes, select 'Save' from the menu or press the 'Save' button below to save the changes and return to the Project screen.
  - *Delete a project* – to delete an existing project, select the project with the cursor, press the Trackwheel/ball and select 'Delete Project...' from the menu or press the Del key. A confirmation window will appear and if 'Yes' is selected, the selected project will be deleted.

## **The Project screen**

The Project screen is accessible from the Current Projects screen by selecting the 'View Project' option from the menu or pressing the 'Enter' key on with the cursor on the project that the user wishes to view. Within BlackBox, the main expense, time and distance tracking functions are executed from the Project screen. Within the project screen, users can punch-in and punch-out of automatic time and distance entries or create manual expense, time or distance entries.

### **Time entries**

Automatic Time Entry – To create an automatic time entry, press the 'Punch-In' button at the top of the Project screen. In the window that appears, first press 'Time' and then press 'Auto'. This finishes the punch-in process and displays the Punch-In window. For an automatic time punch-in, this window displays the exact moment that the Punch-In was made, as well as the time that has elapsed since then. From here the user can either press the 'Minimize' button, to use the BlackBerry for other functions or press the 'Punch-Out' button to complete the creation of this new time entry.

When 'Punch-Out' is pressed, the Time Entry screen is displayed, allowing the user to fill in further details for this entry. Press the 'Save' button or select 'Save' from the Trackwheel/ball menu to complete the addition of this entry.

Manual Time Entry – To manually create a time entry, press the 'Punch-In' button at the top of the screen and press 'Time' and then 'Manual' in the windows that appear. This will bring up the Time Entry screen, allowing the user to fill in the relevant details. Press the 'Save' button or select 'Save' from the Trackwheel/ball menu to complete the addition of this entry.

## Distance entries

Automatic Time Entry – To create an automatic distance entry, press the 'Punch-In' button at the top of the Project screen. In the window that appears, first press 'Distance' and then press 'Auto'. This finishes the punch-in process and displays the Punch-In window. For an automatic distance punch-in, this window displays the elapsed time, the status of the GPS signal, the current speed as well as the current position of the user. From here the user can either press the 'Minimize' button, to use the BlackBerry for other functions or press the 'Punch-Out' button to complete the creation of this new distance entry.

When 'Punch-Out' is pressed, the Distance Entry screen is displayed, allowing the user to fill in further details for this entry. Press the 'Save' button or select 'Save' from the Trackwheel/ball menu to complete the addition of this entry.

Manual Time Entry – To manually create a distance entry, press the 'Punch-In' button at the top of the screen and press 'Distance' and then 'Manual' in the windows that appear. This will bring up the Distance Entry screen, allowing the user to fill in the relevant details. Press the 'Save' button or select 'Save' from the Trackwheel/ball menu to complete the addition of this entry.

## Expense entries

To create an expense entry, press the 'Punch-In' button at the top of the Project screen and press 'Expense' in the window that appears. This finishes the punch-in process and displays the Expense Entry screen, allowing users to enter the details of the particular expense.

## Editing and deleting entries

To *edit an existing entry*, select the entry with the cursor, press the Trackwheel/ball and select 'Edit Entry...' from the menu. This will bring up the Time or Distance Entry screen where the user can make the necessary changes. Press the 'Save' button at the bottom of the screen or select 'Save' from the Trackwheel/ball menu to save any changes made and return to the Project screen.

To *delete an existing entry*, select the entry with the cursor, press the Trackwheel/ball and select 'Delete Entry...' from the menu. A confirmation window will appear and if 'Yes' is selected, the selected entry will be deleted.

## Report field definitions

In the Reporting Preferences screen, accessible from the Current Projects screen, the user can select which fields are to be included in the reports created with BlackBox. The following fields are available:

Field name	Description
Project Name	Contains the project name set in the Edit/New Project screen.
Client Name	Contains the client name set in the Edit/New Project screen.
Currency	Contains the currency used for this entry, as defined for the particular project.
Start Time	Contains the time when punch-in was done or the manually entered starting time.
Stop Time	Contains the time when punch-out was done or the manually entered stopping time.
Round-off Time	Contains the 'Time Round-off Margin (Min.)' value set in the 'Settings' screen.
Round-off Time Direction	Currently this is always 'Up'.
Start Date	Contains the date when the punch-in was done or a manually entered starting date for the particular time/travel entry.
Stop Date	Contains the date when the punch-out was done or a manually entered stopping date for the particular time/travel entry.
Time Zone	Contains the time zone where the particular entry was made, taken from the time zone setting of the BlackBerry.
Description	Contains the description given to the particular time/travel entry in the 'Description' field.
Comment	Contains the description given to the particular time/travel entry in the 'Comments' field.
Start Coordinate	Contains the starting GPS coordinate in degrees for the particular travel entry, filled in automatically when GPS was used. The format is "latitude, longitude".
End Coordinate	Contains the ending GPS coordinate in degrees for the particular travel entry, filled in automatically when GPS was used. The format is "latitude, longitude".
Real Time	Contains the exact time difference between the start time/date and stop time/date for the particular entry.
Rounded Time	Contains the difference between start and stop time, rounded off upward, following the 'Time Round-off Margin (Min.)' value set in the 'Settings' screen.
Hourly Rate	Contains the hourly rate set for the project the particular time entry belongs to.
Hourly Costs	Contains the hourly costs set for the project the particular time entry belongs to.

Real Costs	For time entries, this is a calculated field, consisting of the 'Rounded Time' of the entry times the 'Hourly Costs'. For expense entries, this field contains the costs entered for the specific expense entry. This value is not calculated for distance entries.
Billable Amount	For time entries, this is a calculated field, consisting of the 'Rounded Time' of the entry times the 'Hourly Rate'. For expense entries, this field contains the costs entered for the specific expense entry. This value is only calculated for time and expense entries that have been marked as billable (Billable=True). Otherwise this field will be 0.
Work Profit/Loss	This is a calculated field, consisting of the 'Billable Amount' minus the 'Real Costs', resulting in a negative (loss) or positive (profit) amount. This value is only calculated for time entries.
Distance Unit	Contains the 'Distance Unit' set in the 'Settings' screen.
Distance	The real distance for the particular travel entry, filled in automatically when GPS was used.
Distance Round-off	Contains the 'Distance Round-Off Margin (Unit)' set in the 'Settings' screen.
Distance Round-off Direction	Currently this is always 'Up'.
Rounded Distance	Contains the 'Distance' rounded upward using the 'Distance Round-Off Margin (Unit)' field in the 'Settings' screen.
Billable Travel Costs/Unit	Contains the 'Billable Travel Cost/Unit' value set in the particular project this entry belongs to.
Travel Cost/Unit	Contains the 'Travel Cost/Unit' value set in the particular project this entry belongs to.
Billable Travel Amount	This is a calculated field, consisting of the 'Rounded Distance' times the 'Billable Travel Cost/Unit'. This value is only calculated for travel entries and when the entry has been marked as billable (Billable=True). Otherwise this field will be 0.
Real Travel Costs	This is a calculated field, consisting of the 'Rounded Distance' times the 'Travel Cost/Unit'. This value is only calculated for travel entries.
Travel Profit/Loss	This is a calculated field, consisting of the 'Billable Travel Amount' minus the 'Real Travel Costs' resulting in a negative (loss) or positive (profit) amount. This value is only calculated for travel entries.
Billable	Set to 'True' if 'Billable' was checked for the particular entry and 'False' if billable was not checked.
Reported	Set to 'True' if the particular entry has already been reported and 'False' if this is the first time.
Entry Type	Either set to 'Time', 'Distance' or 'Expense' depending on the type of entry.

## Support

Application support is available by contacting our support team through the following channels:

E-mail : [support@rsic.mobi](mailto:support@rsic.mobi)

Phone : +31-71-5680965 - weekdays from 10:00 to 18:00 (GMT+1)