Bill4D™

The Smartest Timekeeper of All Time

Desktop Client for Mac OS
User Guide

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Welcome

Bill4D™ is software that makes you more money while reducing the time it takes to do the paperwork associated with getting paid. Whether you are a solo practitioner, a small studio or a large corporation, the value of Bill4D will become apparent as you use it. We are the same people who invented automated computer time tracking back in the 1990's so we've had a lot of time to rethink the process over the years and Bill4D is our state-of-the-art system that has evolved out of that experience.

At the heart of our system is a patents-pending automatic work tracking system that uses artificial intelligence and machine learning to understand what you are working on and that almost all you need to know to use it. When you are ready to get paid or get credit for your work, ALL of it, you simply glance over the logs created, assign them as needed to the billing center and send. We live in a multi-tasking world so we made sure Bill4D can keep up with the most demanding workflows.

After you send you logs to a secure cloud protected by the best security practices, they become high-resolution data for you to use as you see fit for billing or analyzing your resource requirements and much more.

Bill4D can track ANY application you use with no additional plugins required. Whether you are a lawyer, a creative professional, an audio or video producer and accountant, just pick the apps you care about and you're good to go.

How Does Bill4D Make You Money?

When we are working we constantly switch between programs to do our work, check emails, look something up, message a colleague or more. Our days are made of hundreds of these "time slices" in this activity or that. Bill4D™ will never let one of these small activities go unnoticed! In fact, these small activities add up rapidly to become the story of our day. Of course, we do plenty not involving our computers: attend meetings, travel, dine, think, chat, etc and all those things are just as important in telling your work story. So you can enter those in or save a special timer for those that you can use for specific activities and then assign it when you are ready. In the end, you will be blown away by what you do and because we also know you work in minimum billing intervals, gone are the days when that 5 minute change you made either gets lost or written down as 5 minutes. Nope...that's 15 minutes of minimum billing or whatever you set this figure to. Our research has shown that a 15 minute billing interval leads to a 217% increase in your billable hours that our clients will agree too up front (the 15 minute part)! But even if you set your billing interval to zero, you will still be amazed at how 100% of activity capture still increases you rightful due because nothing falls through the cracks.

We've had hundreds of customers write to us and thank us and also to tell us our software pays for itself in a few days which is important to us. We dream of YOU making much more money from our software than we do because you are doing all the hard the work. We are just making sure you get credit.

Why Subscription Based?

Previous models of our software relied on local network server software to manage your jobs and work logs. This was a royal pain to maintain and we only had it for Mac OS so that limited our reach. Often the OS would update or couldn't be updated as it might break functionality and so people tended to keep older machines to run our Manager. This led to serious issues where your important business data was held hostage to obsolete machines and operating systems.

It also required the business folks to access a particular machine to enter in job numbers or generate invoices. So for a long time we dreamed of moving this Manager software to "the cloud" where it could be accessed from anywhere at any time and could be kept state-of-the-art so only one program needed to be maintained for all our customers.

This also frees us up to work on the desktop clients and apps that have their own challenges of keeping up to date with system changes. So now we can make the latest and greatest versions available for download at any time on Mac or Windows and they all talk to the back end cloud service for a secure and seamless operation.

So in that spirit, we have decided the best way for us all to be happy is to make the apps free and the cloud service paid for as you go, since that's how we have to pay for it too. We have tried to make the pricing conform to what users used to pay for the licenses and upgrades that were regulary required to keep up so it's essentially the same cost paid in a different way with MANY more benefits to you.

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Creating an Account

http://my.bill4d.com

Go to this web page and either log in to do setups, add clients, inspect work logs, generate invoices or to create a new account.

The creator of a new account becomes the Supervising User of the account who can do anything such as add more licenses, add users, jobs, clients, etc. You can add other users who have various possible permissions to aid you in the managerial process on one hand or are to simply able see their own data on the other hand.

Once an account has been set up, any users can immediately begin to start using the software by simply logging into the apps and likewise online at any time.

Using Auto Tracking

One of the main reasons to use our software is for the powerful auto tracking feature. Unfortunately (for privacy reasons), we can't just turn it on and you have to first let the System know it's OK for us to track your windows. Fortunately this takes less than a minute to do and you only have to do it once per app.

Open the **System Preferences -> Security & Privacy** Panel

Then click the lock at lower left to allow settings to be changed with your system user password.

Click the Bill4D checkbox on in the "Accessibility" list of the Privacy Tab. That's it! Auto tracking will then be activated.

Generally you are given a choice to access the first time the app runs on your machine. But you can revisit it at any time or in case you miss the alert.

You will know Auto Tracking is working when you click on a document and see its timer going and its name appearing in the bottom status bar.

Logging In

When you run the Desktop App, the Login Dialog will appear. To use our apps, you are required to have an account, and so this Login Dialog is here to verify you are in the system.

We understand that a machine might be shared by more than one user, so preferences are maintained for each user. We recommend that if another person is expected to log in after you, you should make a habit of logging out at the end of your shift and to not use the Auto Login feature.

Email
Your email address is your main identifier in our system. This Combo Box has a menu of all users who have successfully logged in on the machine and remembers the last user. This has to be a real email address because important information may need to be emailed to you such as resetting of passwords.

Password
Passwords are fully encrypted and safe. Remember your password but if you do forget, click Forgot Password and a new temporary password will be emailed to you.

Auto Login
Use this convenience function to skip login screen and go straight to the palette using stored credentials. Only use this function if you expect to be the only user of Bill4D on the machine.

New Account
This button will open up our web site in your default browser where you can go about setting up a new account if you don't have one.

Forgot Password
Brings up a web page for recovering your Password. If your email is filled in already you will be prompted to allow the reset from the app and the email will be sent. Once done, your old password becomes invalid.
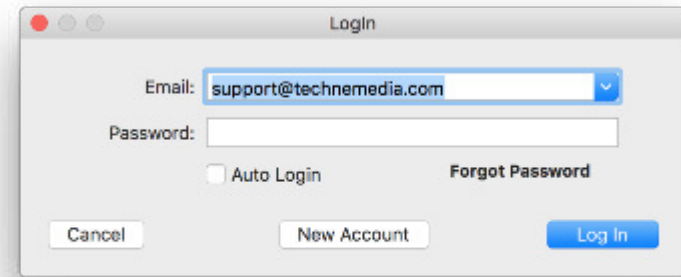
Work Offline
Once you have logged in at least once, the Work Offline button will appear at future log-ins. If your password is filled in and matches the stored secure keychain password, pressing this button will give you 48 hours before the next login is required.
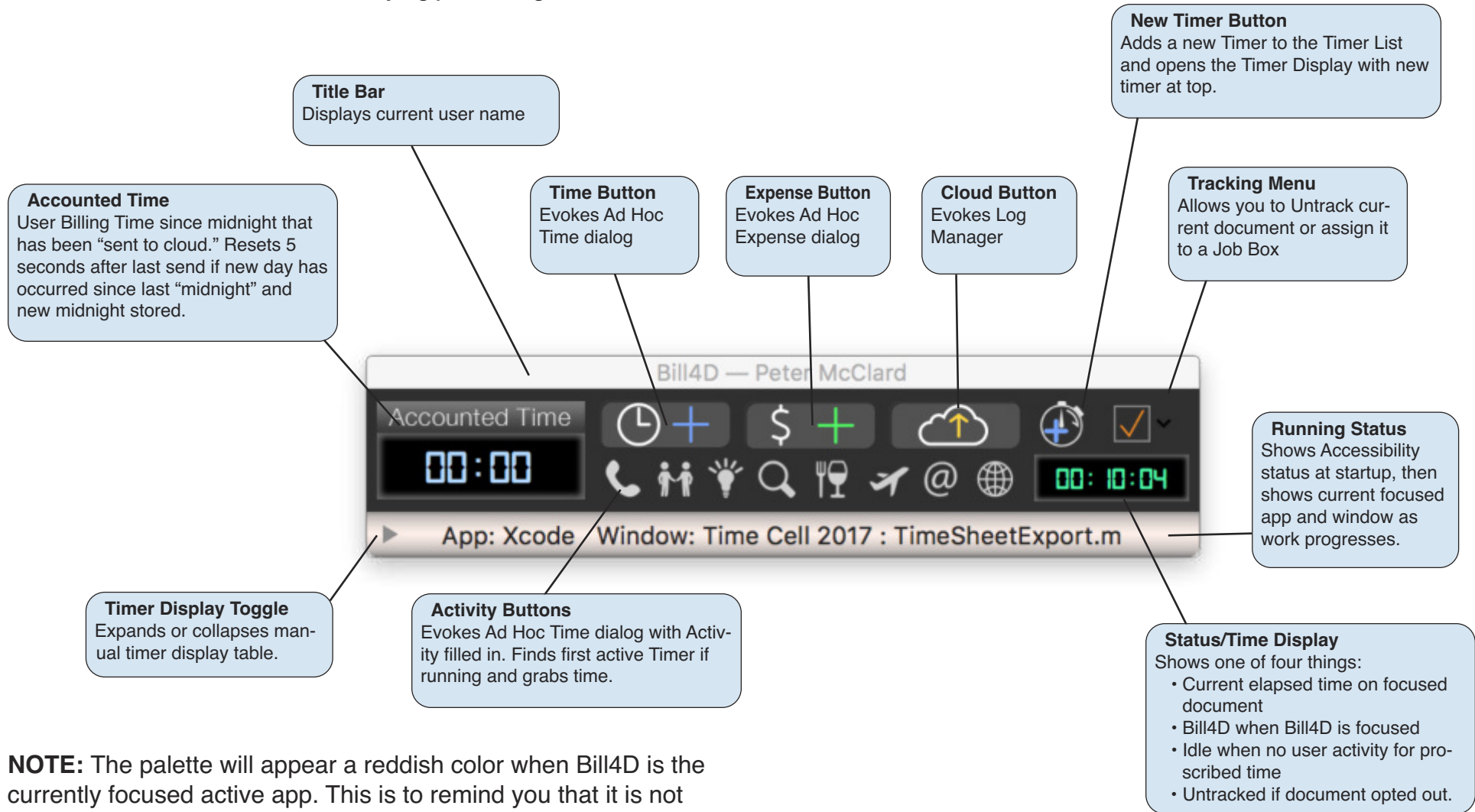
What Happens When I Log In?
We put your privacy and security at maximum importance. Your password is conveyed via SSL encrypted connection. On the other end it is then encrypted again and if it matches the encrypted one on record we send back a special code to let our software know you are a valid user. Then every once in awhile we will ping our servers to make sure your code is refreshed.

At no other time do we send any data without your explicit permission and under your direction.

The work you do remains completely private until the moment you send your selected logs to the server and then these logs become available only for yours or your company's business purposes.

The Bill4D Palette

The Bill4D Palette is the main control panel for using the program. It is programmed to float on top of all other applications so you can keep an eye on what it is thinking about what you are doing and the time it is keeping for you. You can set the behavior to hide when it's not the front application and at any time you can click the Bill4D icon in your system Menu bar to hide and show the palette because sometimes it can be annoying just sitting there.

New Timer Button
Adds a new Timer to the Timer List and opens the Timer Display with new timer at top.

Title Bar
Displays current user name

Accounted Time
User Billing Time since midnight that has been "sent to cloud." Resets 5 seconds after last send if new day has occurred since last "midnight" and new midnight stored.

Time Button
Evokes Ad Hoc Time dialog

Expense Button
Evokes Ad Hoc Expense dialog

Cloud Button
Evokes Log Manager

Tracking Menu
Allows you to Untrack current document or assign it to a Job Box

Bill4D — Peter McClard

Accounted Time
00:00

App: Xcode Window: Time Cell 2017 : TimeSheetExport.m

00:10:04

Running Status
Shows Accessibility status at startup, then shows current focused app and window as work progresses.

Timer Display Toggle
Expands or collapses manual timer display table.

Activity Buttons
Evokes Ad Hoc Time dialog with Activity filled in. Finds first active Timer if running and grabs time.

Status/Time Display
Shows one of four things:
  • Current elapsed time on focused document
  • Bill4D when Bill4D is focused
  • Idle when no user activity for proscribed time
  • Untracked if document opted out.

NOTE: The palette will appear a reddish color when Bill4D is the currently focused active app. This is to remind you that it is not auto tracking during this time or you may have left a dialog open.

Preferences

Probably the first place you should visit in the app, the Preferences Dialog is where you select which apps you want to auto track or exclude from tracking (after you have enabled this feature).

Apps to Track
Scroll through this alphabetical list of Applications you have installed on your computer. If the list doesn't appear, check the List document apps only off and on to refresh it. Simply check on or off any app you want to auto track.

List Document Apps Only
When this is on, Bill4D only shows apps that have document types associated with them. To get a full list of all apps, turn it off.

Keep Palette On Top
By default, this is on and causes the palette to float above most all other programs and windows. If you turn it off, the palette will hide whenever you click into another program. It is still doing its thing but you don't see it. Bring it back by clicking the Bill4D icon in the dock.

Only Track documents With Extensions
Use this convenience function to skip login screen and go straight to palette with using stored credentials. Only use this func

Show Accumulated Time on Timers
Since you can pause and restart timers, you can see the total accumulated or just the time for the current session while running.

Meal Time
Use this to set your average or alloted meal time per day. This can be used in the time sheet if you choose to.

Work Detail Percentages
Chooses whether to include percentage of total time spend on a list of the items or jobs worked on in a time sheet. Otherwise it will simple show the plain list which you can also exclude if desired.

The Applications list is refreshed whenever you start the app. If you have several browsers, you may want to designate one as non-tracked so it will be ignored bt the system so when you are checking your stocks and news or social media you won't create any logs.
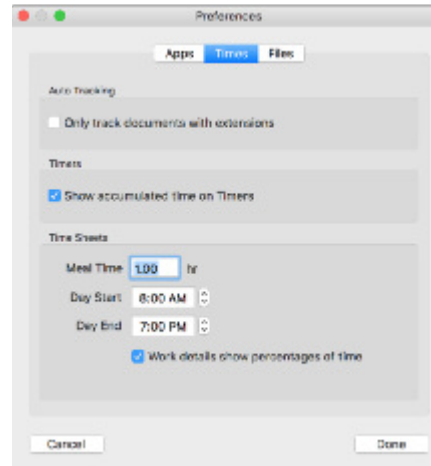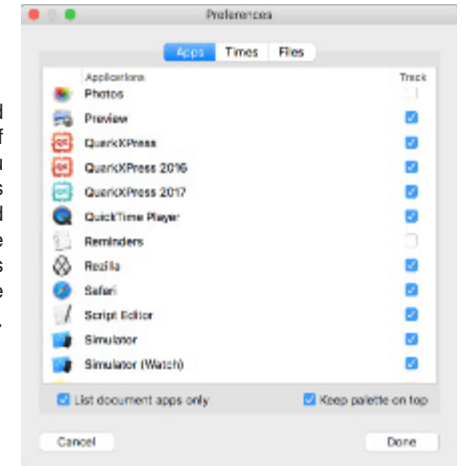
Time preferences allow you to cusomize things you want for certain time-related things. While you may start your day at different times, set the preference to the average time you start and end your day. The default value is 9 to 5.

The File Extensions list is used to help the app better categorize your work activities based on the files it sees you working on. Often times, there is no file such as when you create an Untitled document or are browsing so make sure to do a Save As... as soon as you can so the file type is known. Bill4D tries its best to associate work on per-saved documents but can get confused it you switch around a lot before saving.
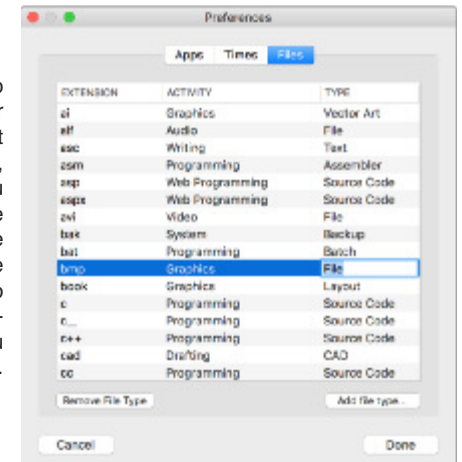
Adding Clients, Projects and Jobs

Very early on in the process you will want to have at least one client you can assign work to. As you will see in the Web Application what you call "Clients, "Projects" and "Jobs' is up to the account owner since some people like to use "Customers" or other words. So when we use "Clients" it means the highest level entity you can assign work to. Likewise, Projects belong to Clients and Jobs generally belong to Projects no matter the name. You have several options for creating your list of billable clients and projects and/or jobs that belong to those clients. These include:

1   Use the Web Portal in a browser (desktop or mobile)

2   Use the Clients Dialog in the App

3   Use the Mobile Portal in the Bill4D Tab of the iOS app

If you use the app to add Jobs, then it means you have permission to perform this function, otherwise this may not be available as some organizations like to have a centralized process for this.
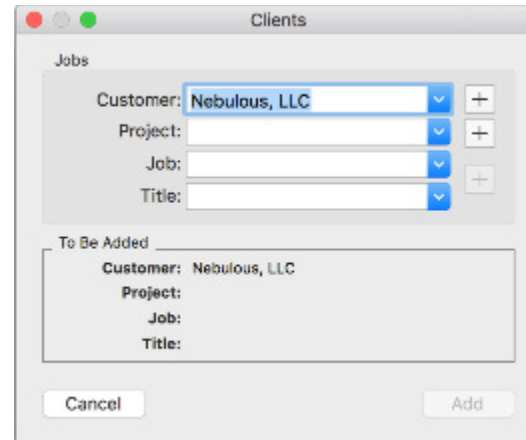
Clients (and Jobs) Dialog

Use the Main Menu or ⌘-J to evoke this dialog. You can also see it by clicking on the + button in the Job Box Editor (see below).

If you already have some clients, they will appear in the Client Menu so if you want to add a project or a job to an existing client, you must first select the one to add to. Otherwise, if you want to add a new client, click the + button next to the Client Menu.

Likewise, continue to either select an existing project to add to or create a new one under the selected client. You can't add a project or a job without first selecting a client.

The Project and Jobs are actually optional since some people only need Clients and don't use projects and jobs so you can just add a Client and hit OK when ready to save.

This will then send the new information up to the cloud and it will become available throughout the app, the web app and the iOS

app immediately. Currently, there is no offline option for adding clients, projects and job, though you can always use existing ones. You don't even need them to perform work. It's only once you are ready to send logs to be recorded that they are required to be assigned to at least a client. This is done via Job Boxes.

Job Boxes

Once you have a client and/or projects and jobs, you can create Job Boxes. Job Boxes are an important convenience feature of the program and they are simply "work buckets" or "containers" you can assign work to in several different ways. The sooner you create some Job Boxes, the better because once you have a Job Box created you are fully ready to operate and record work for billing. As you will read below creating Job Boxes is simple and then using them is even simpler such as the ability to drag and drop a folder over the app icon and assign any work done in that folder automatically to a pre-selected Job Box.

Job Boxes contain simple information such as Client/Job info, what cost category work is assign to, a color coding for easy recognition and an optional comment.

All work flows to the cloud through Job Boxes.

Creating Job Boxes

There are two places you can access the Job Box Editor dialog:

1. From the Log Manager dialog

2. From the Main Menu Job Boxes item, ⌘-B

In either case, there are three buttons that are used to A) ⊞ Create a new Job Box or B) ✎ Edit an existing Job Box or C) ▬ Delete an existing Job Box. Since Job Boxes are virtual containers, deleting them doesn't delete their contents, is simply removes the contents and their assignments.

When you create a new Job Box, try to give it a distinctive color that will help you identify it and color code logs that have been assign to the box. Fill in all details that you wish to associate with the Job Box. For example, you may have a client that has various projects and jobs but want to have a catch-all Job Box for just the client so in that case you can create a Client-only job box. The more detail you put in the Job Box, the more useful it can be later when you go to sort out all the work you've done.

You can also create unlimited "Personal" Job Boxes for storing your non work-related activities for later analysis. Items in these boxes are never sent to the cloud or or counted in time sheets.

If you have to create a new entry in your client list then click the + button to first create the new client/job entry and then create the job box as desired.

You can set a Job Box to *Inactive* in the Job Box Editor and it will only appear in the Inactive list.

NOTE: At any given time, there is a "Current Job Box." It will appear with a white outline and a glow around it. This lets you know exactly which Job Box you are assigning things too. This is stored as a preference and remembered between sessions but you can change it any time by simply selecting another Job Box.
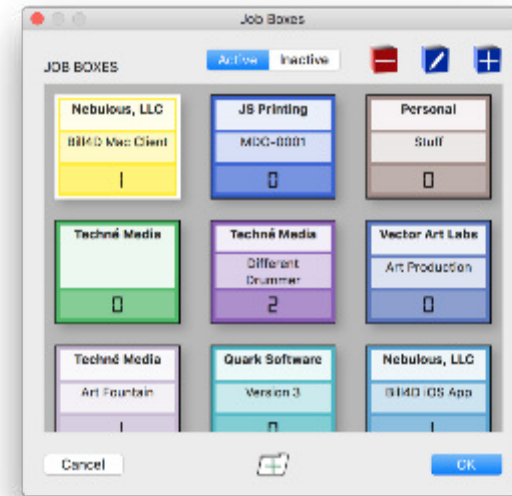
Job Box Manager Dialog will also pop up if you drag a folder onto the app icon. In that case a button will appear to Assign Job Box to folder. Shown is the compact format as set in the Log Manager dialog.
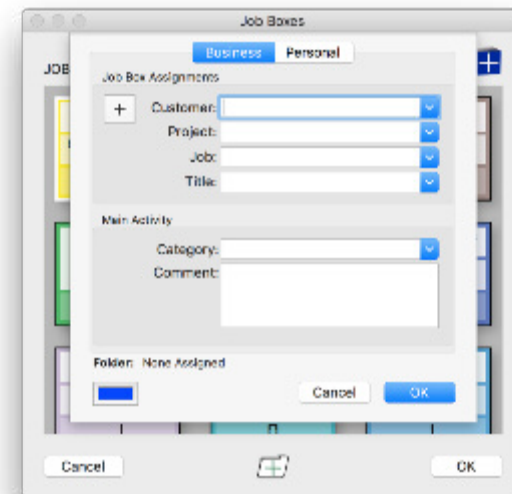
Job Box Editor Dialog is where you define or re-define Job Box specifications and assignments. Personal boxes are kept on your machine and their contents are never sent to the cloud.

Work Logs

Work Logs are the main currency of Bill4D. They are maintained mostly in the background for you as you work, though you can create them manually too using the Ad Hoc Time dialog, timers and by adding Expense Logs. In fact Expense Logs are just another flavor of Work Log. Work Logs contain a lot of valuable information including the precise details of the time slices that make up your work on a particular document. Every time you switch into a document and start working, a new time slice is created, documenting that session. This may seem excessive but it's the only way to get an accurate picture of how we actually work. In theory, no two time slices can overlap since we can only do one thing at a time usually on a computer. Some time slices are long, some are very short. Altogether, they will guarantee that nothing you do slips through the cracks. But until they are assigned to a Job Box and sent to the Cloud, they remain your private information. *Even if they have been assigned to a Job Box, they remain on your device until sent.*

Work Time vs. Billing Time

Work Logs keep track of various types of time, importantly the time spent working on documents and in apps and more importantly, the work time converted to billing time which can represent a rounded up version of the work time, depending on your company's billing interval setting. We auto-calculate billing time for you but we understand no simple rule can govern your desired billing pattern so we let you edit the billing time in the Log Manager Dialog.

The Log Manager Dialog

This is a very feature-rich part of Bill4D as you can see from the picture at the right. There are many things to do here but its main purpose is to help you prepare your hard work into realistic billable work that you can send to the Cloud Manager program for invoicing and reporting.

The Log Manager can be brought up via Menu Command or by clicking the Cloud Button on the Main Palette.
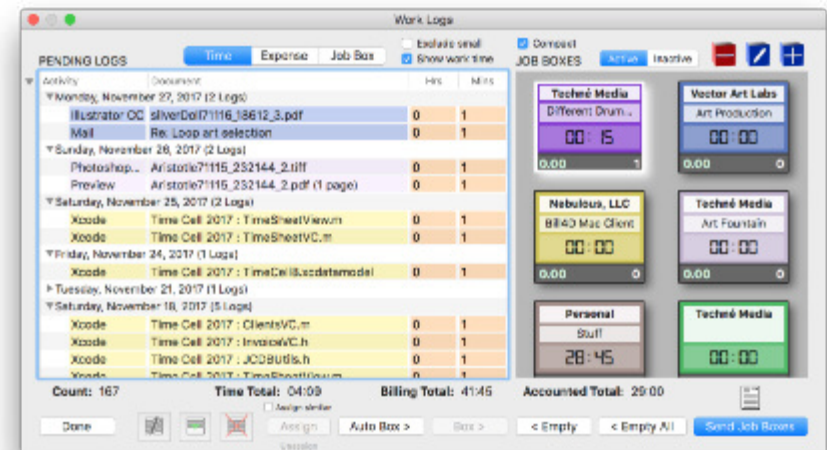
There are two main sections in the Log Manager:

1. **Pending Logs**—a list of work you have performed that is not yet inside a Job Box

2. **Job Boxes**—the destinations for your Work Logs once you have sorted them out, validated and/or edited them. Once a work Log is in a Job Box, the Send Job Boxes button will enable and you can send them out the door!

Pending Logs

This list can get a little unwieldy if you don't stay on top of it. This table is organized into days. Click on a day to expand the view or expand all days by clicking the disclosure arrow at the upper left of the table. This table also has some built-in conveniences such as the ability to multi-select logs, sort columns by clicking the header and dragging column divisions to resize them. We recommend that you visit it fairly regularly and use some of the tools available to manage your work logs. When you have logs selected, several of the buttons become enabled including:

Edit Logs—allows you to edit certain components of the log structure using the Work Log Editor (see below)

Merge Logs—allows you to combine multiple logs into one log without losing any time data, though certain details may be lost on this operation.

Remove Logs—allows you to remove selected logs from the list. Use caution as there is currently no undo for this function.

Assign—Applies color coding to selected logs based on Current Job Box. Once assigned to a Job Box, the Auto Box -> feature will later see those and move them into the Job Box they were pre-assigned to. When Assign similar is checked, upon assignment, Bill4D will look in other days for the same document and will apply the same assignment. Unassign will remove the assignment.

Auto Box—Moves any and all preassigned Work Logs (those with color) into their respective Job Boxes or just selected days if any.

Box—Moves selected items into the Current Job Box and assigns them to that box, even if they are removed.

Empty—Removes Work Logs from the Current Job Box only. They appear back in the Log Table at the left with appropriate color applied from the last job box.

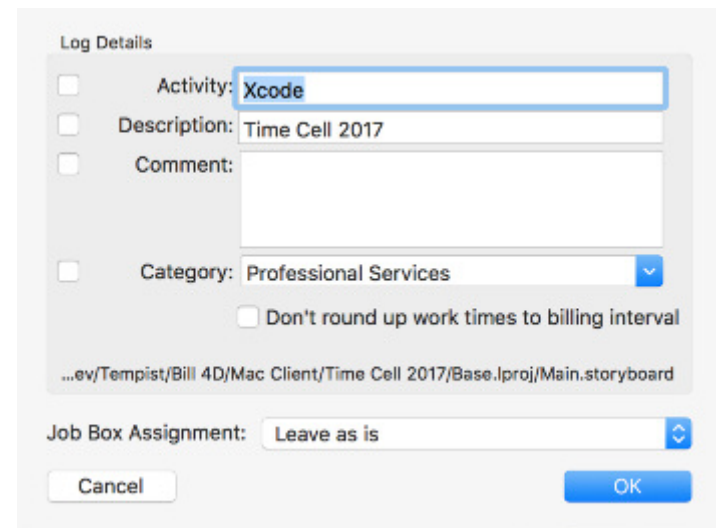**Empty All**—Same as Empty function except it processes any and all job boxes that have logs in them.
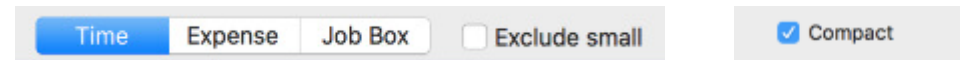
View Options

Use these options to see particular logs types listed or to inspect the contents of the Current Job Box. Exclude small will hide logs that have accumulated less than the *ignore threshold* set in Web Application Settings. The default is a minute. Compact will cause the Job Boxes to display in a shorter format, allowing more to be visible at once. Show Work Times will change the time values to represent the actual time automatically tracked instead of the billing time.

Editing and Merging Logs

Clicking the Edit or Merge Logs buttons brings up the Log Editor Dialog below. Check on the attributes you would like shared by the edited or merged logs and select from the menus provided. For reference, the path to the file is also shown and part of the log.

Work Log Editor Dialog allows you to edit several properties of your log(s). When multiple logs are selected, they will all inherit any properties you have checked on.

Editing Billing Times

While you can't edit the time slices or the actual time spent in documents, you can edit the Billing Time at any time by double-clicking on the value and entering a new one. When in the "Show Work times" mode, these turn orange, indicating they are not editible. They also appear orange when you have turned off default billing time for that log. When they appear pink, that means you have edited the default billing time. Set Billing to zero to return to default billing time.

Send Job Boxes

If there are any Job Boxes that have logs in them, the Send Job Boxes button is enabled. Clicking this while Logged In properly will cause each individual log to send to the cloud and be confirmed and you should see the Log Count indicator tick down to zero. Occasionally you may experience a "log jam" and one or more don't send. This can be for any number of reasons. First check to see if the description contains odd characters or is unusually long using the Log Editor and fix that if possible.

What Happens When I Send My Logs?

Each log is sent and confirmed individually and you will see a progress indicator showing them being processed. Logs that are sent and confirmed are marked as such and they can no longer be viewed in the Log Manager but you can still see them in the Time Sheet Manager.

Work Logs are combined with Job Box info to become Job Logs up in the cloud. From there, depending on your role in the organization, you can create invoices, reports and even edit logs further.

Once they are sent however, they become "company information" so make sure to send only logs you have carefully checked and agree with.

Personal Logs are NOT sent to the cloud.

Job Box Anatomy
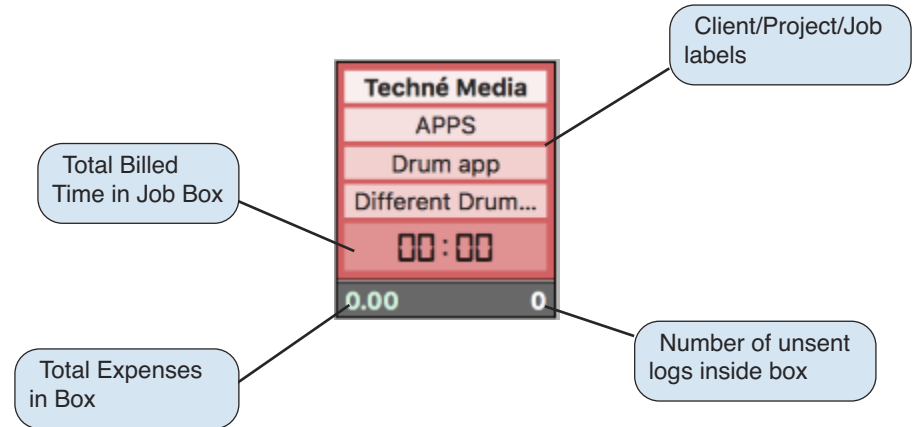
The Job Box may appear slightly differently in the Job Boxes Dialog where you edit other parameters such as the folder assignment. In that case where you see the time value above will appear a single number showing how many folders are associated with the Job Box.

Work Log   + =   **Job Log**

Job Box

Menus

Bill4D Menu

The main function in this menu is Prefer-
ences. Visit this when you first use Bill4D
to set it up for you.

About Bill4D	
Preferences...	⌘,
Services	▶

Tracking Menu

This menu is used to control what
gets tracked and how. Your prefer-
ences decide which apps you want to
track or not. However you can do a
temporary override by unchecking or
checking the current app. You can also toggle Auto Tracking for all
apps. When off only manual timers or Ad Hoc dialogs are used.
Select Folder.. allows you to choose a folder and then assign a
Job Box to it so any work done on documents in that folder are au-
tomatically assigned to that Job Box (recommended).

✓ Track QuarkXPress	⌘U
✓ Auto Tracking	⇧⌘T
Select Folder...	⌥⌘F

Cloud Menu

This menu manages your relationship with
the Cloud services associated with Bill4D.

Log Out	⌘L
Refresh Lists	⌘R
Account	⇧⌘A

Window Menu

This menu gives you access to important
dialogs to manage all your data, both lo-
cally and in the cloud.

Toggle Palette	⌘/
Enter Full Screen	
Unsent Logs	
Time Sheet	⌘T
Clients & Jobs	⌘J
Job Boxes	⌘B

Using Manual Timers

Many activities we perform don't necessarily take place on the computer including meetings and phone calls. And some people even prefer to manually time work they do on their computer (old habits die hard). So we made sure to add excellent timer features to facilitate timing activities of any type.

Timers persist even after you quit so you can set up favorite things to time and give them names and simply start that timer whenever you need. Times will accumulate until you hit Reset so if you want you can time multiple sessions and bill it all later as needed.

Add Timer
Spawns a new Untitled Timer and starts it and opens the Timer Table

Timer Table
Shows unlimited number of timers in scrolling table, 4 Max at a time visible.

Bill4D — Peter McClard

Accounted Time

00:00

BILL4D

Auto Tracking Off

Phone call

00:00:13

Consulting

00:00:00

Timer Time
Displays elapsed time in H:M:S

Delete Timer
Removes Timer from List

Timer Name
User name assigned to Timer, appears in Description field in Ad hoc Time dialog

Timer Start
Starts timer from current stored time. When active Reset button becomes Stop button

Timer Pause
Pauses Timer. When paused, Stop button becomes Reset button.

Timer Reset
Starts Timer from zero

Timer Stop
Pauses Timer and evokes Ad Hoc Time dialog with elapsed time

Timer Activity Indicator
It a timer is active and Timer Display collapsed, this indicates timer activity in the bottom right of Status Bar.

Ad Hoc Time & Expense Dialogs

These two dialogs allow you to enter in Time or Expense Logs manually at any time. They are accessed via the Main Palette or from ending a manual timer. For convenience, there are also Activity Buttons that prefill the dialog with stock descriptions.

Respectively: Phone, Meeting, Brainstorming, Research, Dining, Travel, Email and Internet.

There is also a more comprehensive list of activities to choose from in the Activity Type dropdown in the dialog.

Use the Auto Time Menu to fill time for a given day automatically based on your Preference for Work Day. Using Fill Day will cause Bill4D to find all the gaps in your day and create time slices that match those gaps, producing a solidly packed day. These are all included in a single work log so you can delete it to restore the gaps.

Expense Logs can be viewed in the Log Manager by clicking the Expense selector up top.

Many expense-related Activity Type presets are included in the Type Drop down menu.

Ad Hoc Time Dialog

Use this dialog to enter in the Date and the desired times for a manually created Work Log

Expense Dialog

Use this dialog to enter in Expenses. Cost and Quantity are multiplied to show total.

Time Sheets and Reports

The Time Sheet Dialog is used to give you a way to look at your work in a day-based fashion, instead of the more general Work Logs. This way you can get a good picture of the general work you are doing on a day to day basis and even print it out or create a PDF if desired.

View Selectors
Choose how you want to view your time:

Timesheet—presents a weekly calendar view

Report—presents a horizontal time report

Jobs—will show time based on Assign Job Boxes, if any

Apps—will show time spent in various apps you are tracking

Docs—will show time in specific documents

Activities—similar to apps but shown as activities instead

Date Controls
Select the Date Range you want to work with and use Time Shift to shift them in parallel to where you need them.

Show Time Slices
Normally, Time Sheet shows what we call "time spans" from the first time you worked on an item until the last moment, regardless of what else you did. If you show time slices, you will get a more detailed view of when exactly you were working.

Subtract Meals
This will cause the Export View to look for days with 4 or more hours and subtract out your Preference value for meals.

Show Work Details
This will cause the Export View to show or hide the various things you worked on over the time range.

Hide Row
If you don't want something to appear in the Time Sheet, hide it.

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Time Span is the time from when you first worked on a job to the time you last worked on it in the day. But these do not appear at the time you performed them. For that, you need to Show Time slices.

Time Slices show the precise times of the day where a given job was being worked on actively. They are accurate to the second.
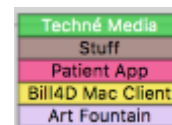
Work Stacks are actually buttons and clicking on one will bring up the details where you can assign jobs or remove items you don't want.
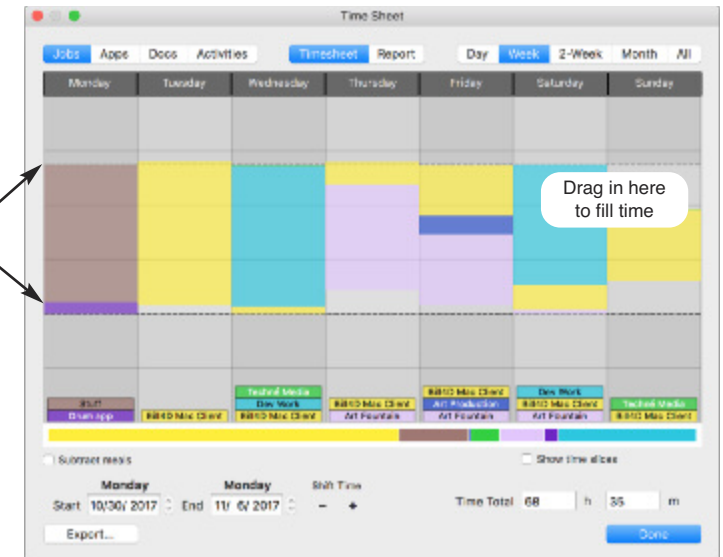
The Timesheet View shows jobs in columns with times laid out vertically and is limited to 2 weeks. Drag the mouse in a column area to add time. Click one of the job bars at bottom to inspect Work Logs associated.
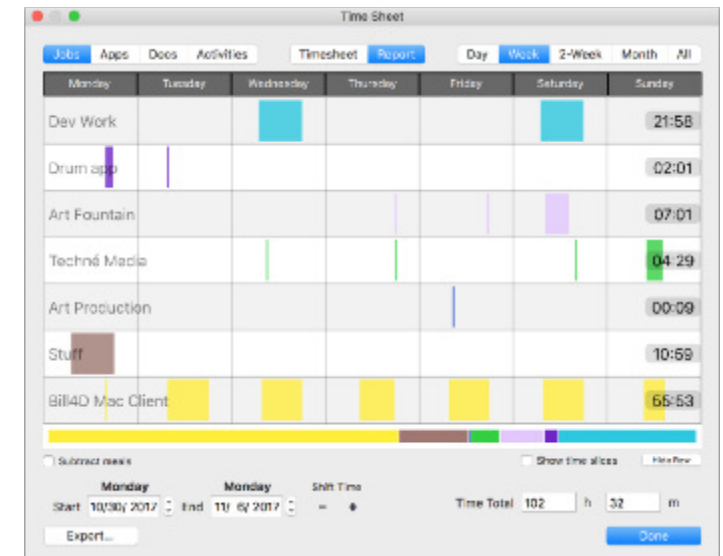
The Report View shows each job in a row with times laid out horizontally and allows larger time spans to be seen

Time Sheets and Report Exports

Depending on which main view is showing, clicking the **Export...** button will present either a timesheet neetly formatted with your week's activities filled in or a report on how your times was spent. Personal Job Boxes are automatically excluded from Timesheets but can be added into Reports if desired.
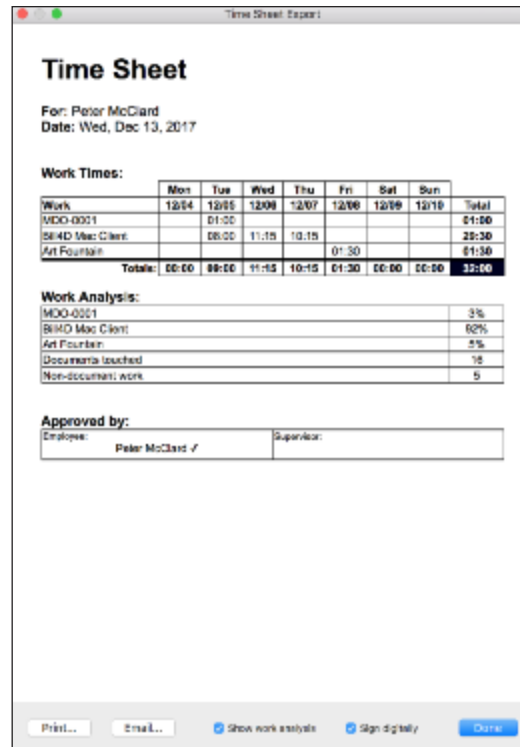
You can toggle extra information using the small checkboxes up top.

If you want a PDF of your sheet, you can save as PDF in the Print Dialog or Email a PDF using the **Email...** button.

Time Sheet

You may notice that Time Sheets don't always exactly match your Calendar View. That's because they analyze your whole day and try to figure to the nearest 15 minute interval when you started and finished, giving you the benefit of the doubt, regardless of jobs you did. Time sheets are based on time spans, not time slices.

Options included Show Work Analysis that will add a more detaild breakdown of the week's activities and Sign Digitally which will put your name into the signature box witha checkmark.
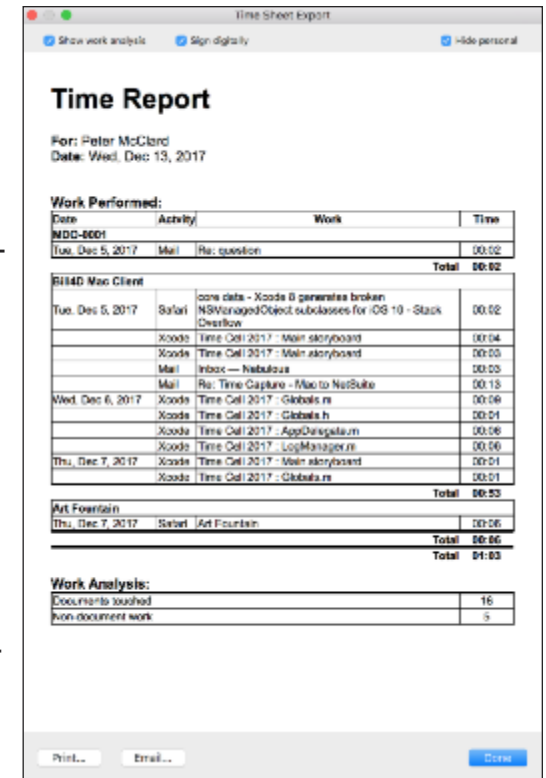
Time Report

In this view of your activities it depends what you were looking at before you hit Export. In the example shown, each document that was worked on is summarized individually per day. If you want a breakdown of App Usage, just select Apps before coming here.

Unlike Time Sheets, time reports are based on time slices and so don't necessarily represent all the work you did such as thinking, reading, etc. but only the active time in front for a given document. But the good thing is, even if you worked one minute, you'll see it here. Anything less than a minute is ignored.

An additional option, Hide Personal will cause all your personal Job Box stuff to be kept off the list.

Drag and Drop Folders to Assign

One really handy feature is to drag a folder over the icon in the Dock to assign a Job Box to any work performed in that folder. You can even drag sub folders of that assigned folder and assign to other Job Boxes and it will find the deepest assigned folder first and override the outer assignment.

Our Free Companion Mobile App

We know you are on the move so we made sure to include a very nice mobile version of Bill4D that allows you to perform some of the manual timing and expense functions on the fly as well as access your online account for all the functionality in our Responsive Web Application. *iPhone does not allow apps to track activity in other apps or we would provide that too.*
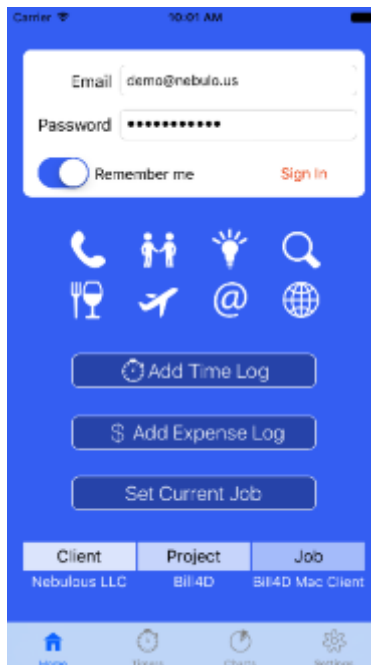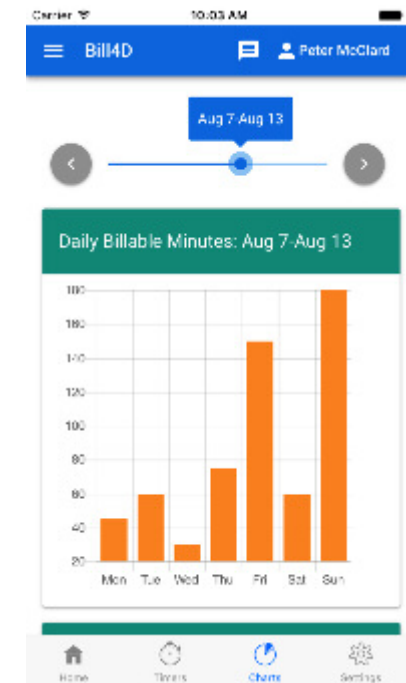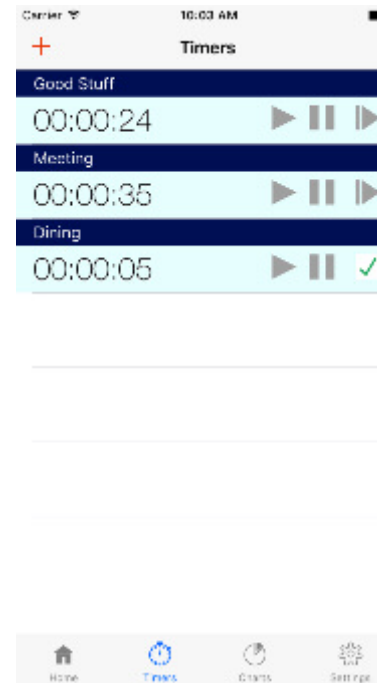
my.Bill4D.com

You will find online help for the usage of our powerful online portal that is the repository of all your data as well as the place you manage users, settings, generate reports and invoices, etc. We've used state-of-the-art responsive web techniques to make our portal second to none in intuitive usability so hopefully it will be obvious what to do at any point.

Trouble Shooting

Can't Log In
Make sure you have network connectivity and your account is active. You can work offline for up to a week in the desktop app but you obviously won't be able to send logs. It is conceivable that cloud services could become temporarily unavailable but we use one of the best and most reliable cloud service, Microsoft Azure, so you can expect high availability. Contact your Account Admin if you have doubts about whether your account is active.

Contact Support
If at any time you get stuck and need help, don't hesitate to reach out for support or give suggestions at support@nebulo.us

Coming Soon

Bill4D API 1.0
We will be making available a secure API with which you will be able to integrate into external business processes. This REST based API will give you full access to all functionality you need to populate Jobs and gather time and expense information in breathtaking detail unlike anything available before.

Please feel free to contact us at api@nebulo.us for more information or to become a certified integrator.

Print Tracking
One of our specialties is the ability to intercept print jobs for the purpose of billing and auditing print resource usage. We plan in 2018 to add this functionally back in to our system giving you a complete solution for all your valuable work production data.

NetSuite Integration
We are in the process of connecting our incoming and outgoing data streams to the NetSuite solution for businesses. This powerful combination should provide a complete end-to-end solution for any business size,