



# MOBILE BUSINESS APPLICATION – TIME TRACKER

## INFORMATION ABOUT THE SERVICE

Your plan is for a Time Tracker licence which is available through Telstra Apps Marketplace.

Time Tracker is a mobile application that allows people to efficiently track time spent on business activities using a mobile device or a desktop to facilitate faster billing and payroll.

You can choose from the following plans:

- Time Tracker
- Time Tracker + Billing
- Time Tracker + Legal

### Telstra Apps Marketplace

The Telstra Apps Marketplace is a web-based marketplace that enables you to purchase and manage various software applications that we make available from time to time.

You need an internet connection to access Telstra Apps Marketplace. To start using the Telstra Apps Marketplace, visit the marketplace and create an account for your organisation.

You may need to meet minimum system requirements to use certain applications available on the marketplace, which will be set out on [marketplace.telstra.com](http://marketplace.telstra.com) and Our Customer Terms.

You're responsible for ensuring that you meet these requirements.

### Compatible browsers and devices

To be able to use Time Tracker you will need to:

- have access to an internet connection; and
- use a compatible browser and/or a compatible device; and
- download the Time Tracker app, if using a compatible device.

As at August 2015 compatible browsers are:

- Google Chrome 5.0
- Firefox 30+
- Safari 3.0
- Internet Explorer 10 onwards.

Compatible devices are:

- Apple iOS 3.0 onwards
- Android OS 2.1 onwards
- Windows Phone 7.5 & 8.0.

You can view the current list of compatible devices and browsers on [telstra.com/businessapps](http://telstra.com/businessapps)

### Minimum term

All Time Tracker plans are available on a casual month-to-month basis.

## What's included

Depending on which plan you choose, your Time Tracker application includes 1 user licence and the features listed in the table below:

Time Tracker	Time Tracker + Billing	Time Tracker + Legal
Basic Features	All features of Time Tracker and	All features of Time Tracker + Billing and
Desktop and mobile time tracking	Ability to create branded, customisable online invoices	Expense, and Task Codes
No limit on number user licences that can be purchased.	Ability to collect payments via Stripe or credit card	Customised Invoices
Timesheet approval	One-click email payment on invoices	Trust Accounting with Summaries and Reports
Employee and customer reports	Ability to create branded portal for your customers	Conflict Checker
Team messaging	Ability to upload and share files with team	
Time entry reminders for employees	Advanced account receivables	
Online & Offline Desktop Timer	Allow your customers to login and pay invoices	
Additional QuickBooks Add On \$6.00 per month		
Sync customers, employees, service items, payroll items and classes into Time Tracker	Approved entries can be synced back to QuickBooks for payroll processing	Works with QuickBooks Desktop and QuickBooks Online
Your employees create time and expenses entries in Time Tracker	Create invoices from approved time and expenses	

## INFORMATION ABOUT PRICING

### Your minimum monthly charge

Plan	Time Tracker	Time Tracker + Billing	Time Tracker + Legal
Price (incl. GST)	\$9.95	\$19.95	\$29.95
Additional Users and Optional Features			
Per Additional User (incl. GST)	\$4 per user/ per month	\$8 per user/ per month	\$20 per user/ per month
QuickBooks Sync (incl. GST)	\$6 per account/ per month	\$6 per account/ per month	\$6 per account/ per month

## OTHER INFORMATION

### Manage your service online

You can manage your applications online at [marketplace.telstra.com](https://marketplace.telstra.com)

### Price changes

On a month to month plan, the price change will be applied in the subsequent month.

## Billing

The pricing in this Critical Information Summary is for a full billing cycle but your first bill may include pro rata charges for part of the month if you started or changed your plan part way through a billing period – refer to the 'Important information about your first bill' section below for more information.

### Important information about your first bill

When you first start a plan or change your plan part way through a billing period, your first bill will include your minimum monthly charge in advance. It will also include a proportion of your minimum monthly charge based on the number of days left in the billing period.

To opt into receiving paperless billing, visit [telstra.com/emailbill](https://telstra.com/emailbill) to request an email bill and/or set up direct debit. For more information on other bill payment options, go to [telstra.com/billpay](https://telstra.com/billpay)

### We're here to help

If you have questions about your bill, technical support service or connection, please call us on 13 2000 or 1800 808 981 (TTY).

### Complaints or disputes

If you need to make a complaint you can:

- call 13 2000 and say "complaint"
- call your Account Representative if you have one
- visit [telstra.com/business/complaints](https://telstra.com/business/complaints)

### Further investigation

If we can't resolve your complaint to your satisfaction, you can contact the Telecommunications Industry Ombudsman by phone on 1800 062 058. For full contact information go online at [tio.com.au/about-us/contact-us](https://tio.com.au/about-us/contact-us).

This is a summary only – the full legal terms for this plan are contained in your agreement with Telstra, including Our Customer Terms which is available at [telstra.com.au/customer-terms](https://telstra.com.au/customer-terms)