



# Dispatching activities to devices

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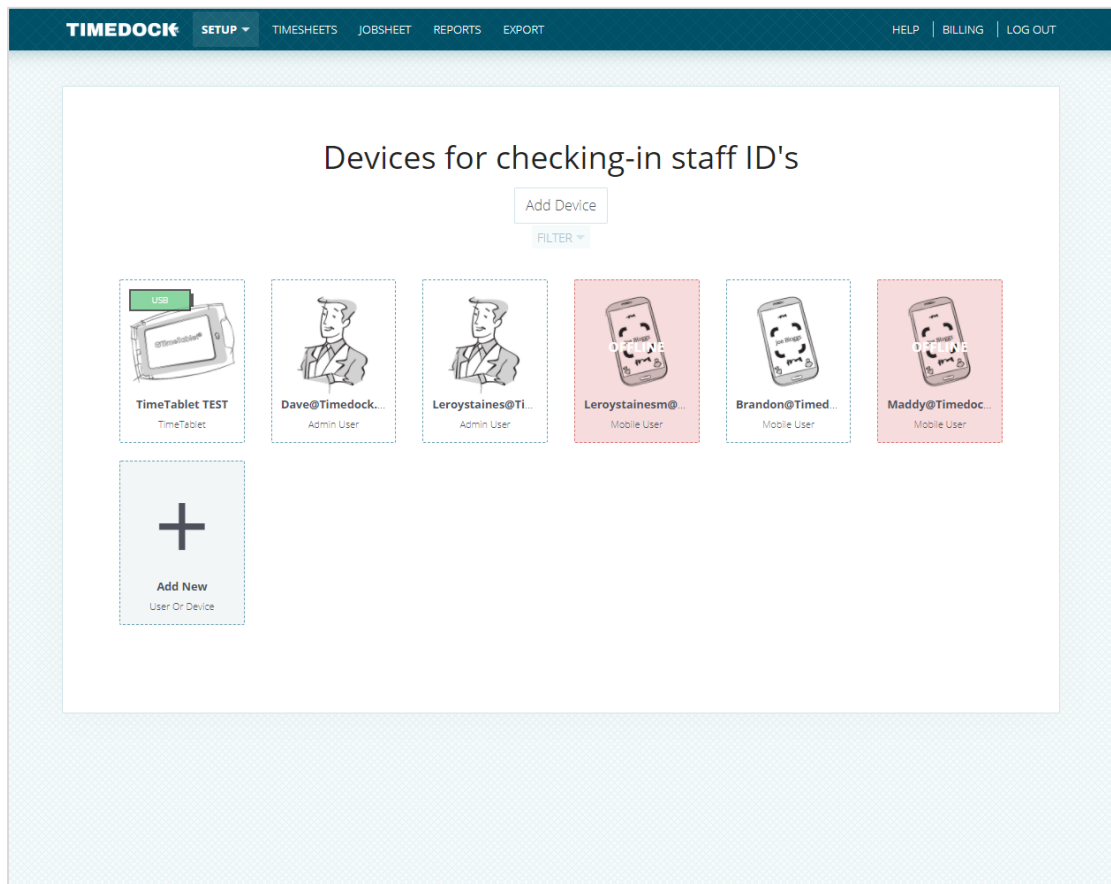
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## Restrict the visible activity list for a device

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

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



3. Set the *Activity Setting* to “Can only see activities dispatched to device”.

The screenshot shows the TIMEDOCK interface with a dark blue header containing navigation links: TIMESHEETS, JOBSHEET, REPORTS, EXPORT, HELP, BILLING, and LOG OUT. The main content area displays the details for a device named 'TimeTablet TEST', which was last synced 14 minutes ago and has 1 dispatched activity. A battery icon shows 7:01 and a green bar indicates activity. Below this, the 'Device details' section includes a 'Delete' button and several settings:

- Custom Label \***: TimeTablet TEST
- Time Zone ?**: Use Account Setting
- Department optional**: (optional)
- GPS**: Get a reading if possible
- Job Selection**: Optional job selection.
- Works Setting**: Can only see projects dispatched
- Activity Setting**: Can only see activities dispatched (highlighted with a red circle)

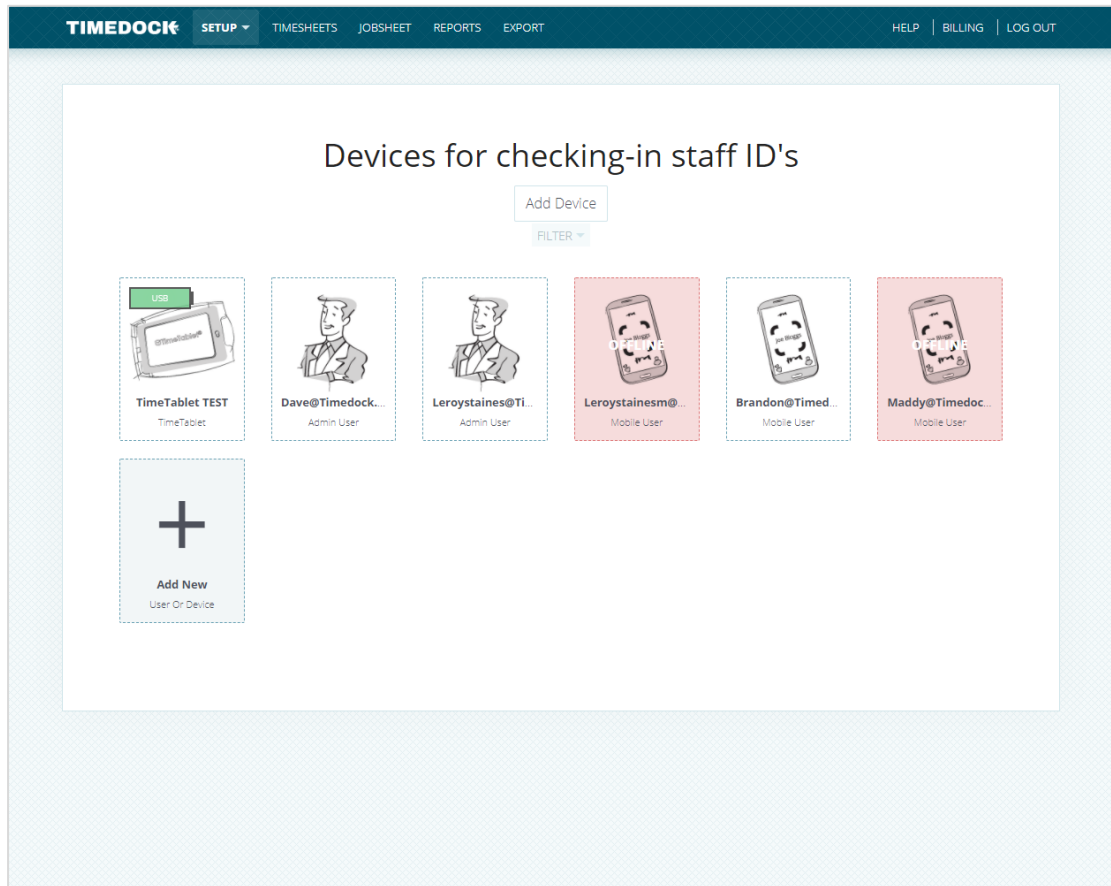
At the bottom of the settings panel are 'Cancel' and 'Save Changes' buttons.

4. Click *Save*.

## View activities currently dispatched to a device

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

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



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

Click this link to view the open dispatched activities.

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 logo are links for 'TIMESHEETS', 'JOBSHEET', 'REPORTS', and 'EXPORT'. Further right are links for 'HELP', 'BILLING', and 'LOG OUT'. The main content area is white and features a central card for a device named 'TimeTablet TEST'. Above the device name is a small icon of a tablet displaying '7:01'. Below the name, it states 'Last synced 14 mins ago'. A red circle highlights the text '1 Dispatched Activity' and a small green battery icon below it. To the right of the device name is a red 'Delete' button. Below this is a 'Device details' section with a list of settings on the left and their corresponding values in input fields on the right. The settings include 'Custom Label \*' (TimeTablet TEST), 'Time Zone ?' (Use Account Setting), 'Department optional' (optional), 'GPS' (Get a reading if possible), 'Job Selection' (Optional job selection.), 'Works Setting' (Can only see projects dispatched), and 'Activity Setting' (Can only see activities dispatched). At the bottom of the settings list are 'Cancel' and 'Save Changes' buttons.

**TIMEDOCK** SETUP TIMESHEETS JOBSHEET REPORTS EXPORT HELP BILLING LOG OUT

**TimeTablet TEST**  
Last synced 14 mins ago  
1 Dispatched Activity

Device details Delete

**Custom Label \*** TimeTablet TEST

Time Zone ? Use Account Setting

Department *optional* (optional)

GPS Get a reading if possible

Job Selection Optional job selection.

Works Setting Can only see projects dispatched

Activity Setting Can only see activities dispatched

Cancel Save Changes

4. A list of dispatched activities for this device will be displayed.

The screenshot displays the TIMEDOCK web application interface. At the top, a dark blue navigation bar contains the logo 'TIMEDOCK' and a 'SETUP' dropdown menu. To the right of the logo are links for 'TIMESHEETS', 'JOBSHEET', 'REPORTS', and 'EXPORT'. Further right are links for 'HELP', 'BILLING', and 'LOG OUT'.

The main content area features a central header with a smartphone icon and the text 'TimeTablet TEST'. Below this, a subtitle reads 'Open activities that've been specifically dispatched to this user/device'.

On the left side, there are two buttons: 'Select All' with a dropdown arrow and 'Un-Dispatch'. To the right of these buttons is the title 'Activities' and a search box labeled 'Find'.

The central part of the interface is a table with the following structure:

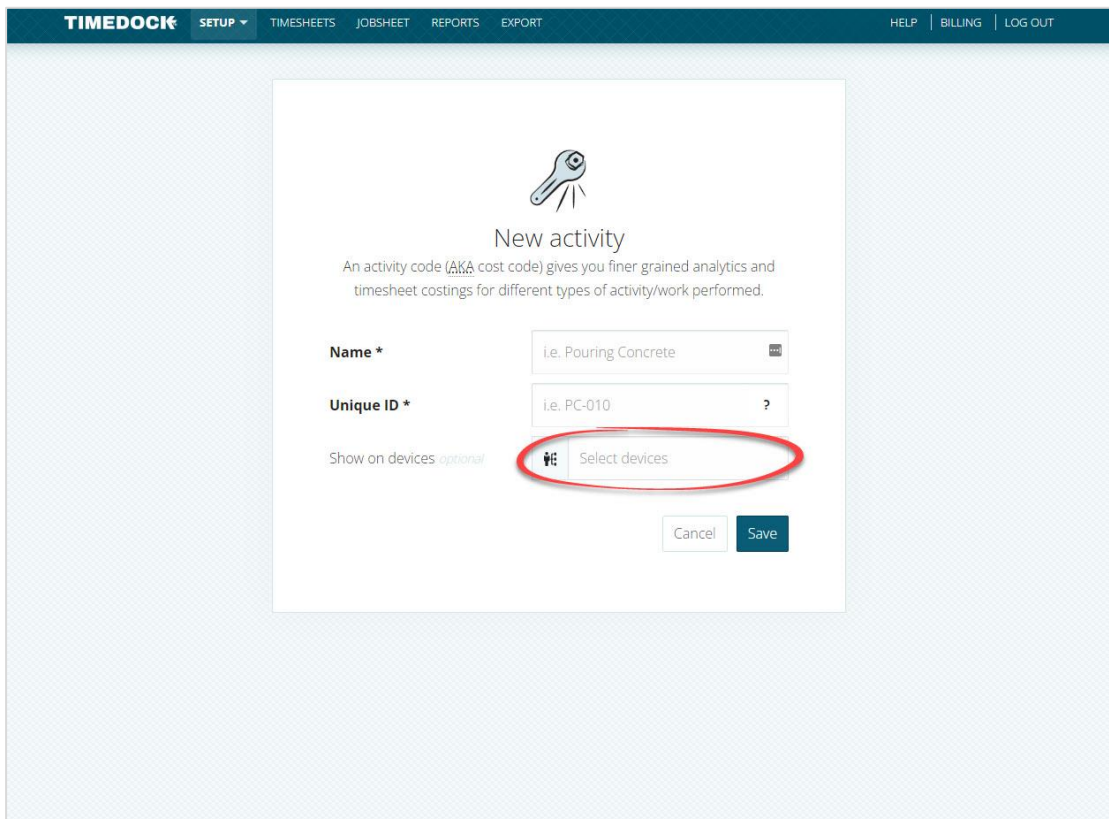
#	NAME	STATE	QR
Assembly	Assembling Brackets	ON	

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

## Dispatching new activities to a device

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

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



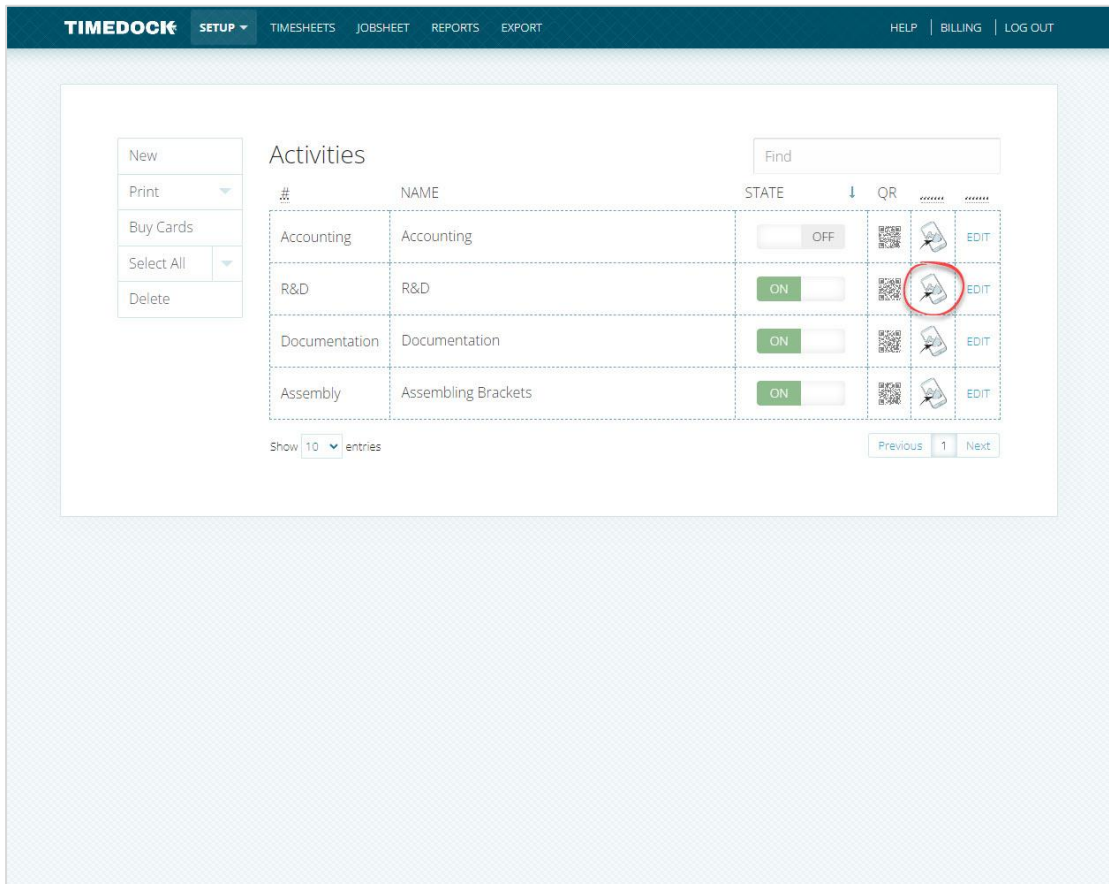
The screenshot shows the 'New activity' form in the TIMEDOCK application. The form is titled 'New activity' and includes a key icon. Below the title, there is a description: 'An activity code (AKA cost code) gives you finer grained analytics and timesheet costings for different types of activity/work performed.' The form has three main input fields: 'Name \*' with the example 'i.e. Pouring Concrete', 'Unique ID \*' with the example 'i.e. PC-010', and 'Show on devices optional' with a dropdown menu labeled 'Select devices'. The 'Select devices' dropdown is highlighted with a red circle. At the bottom of the form, there are 'Cancel' and 'Save' buttons.

3. Click **Save**.

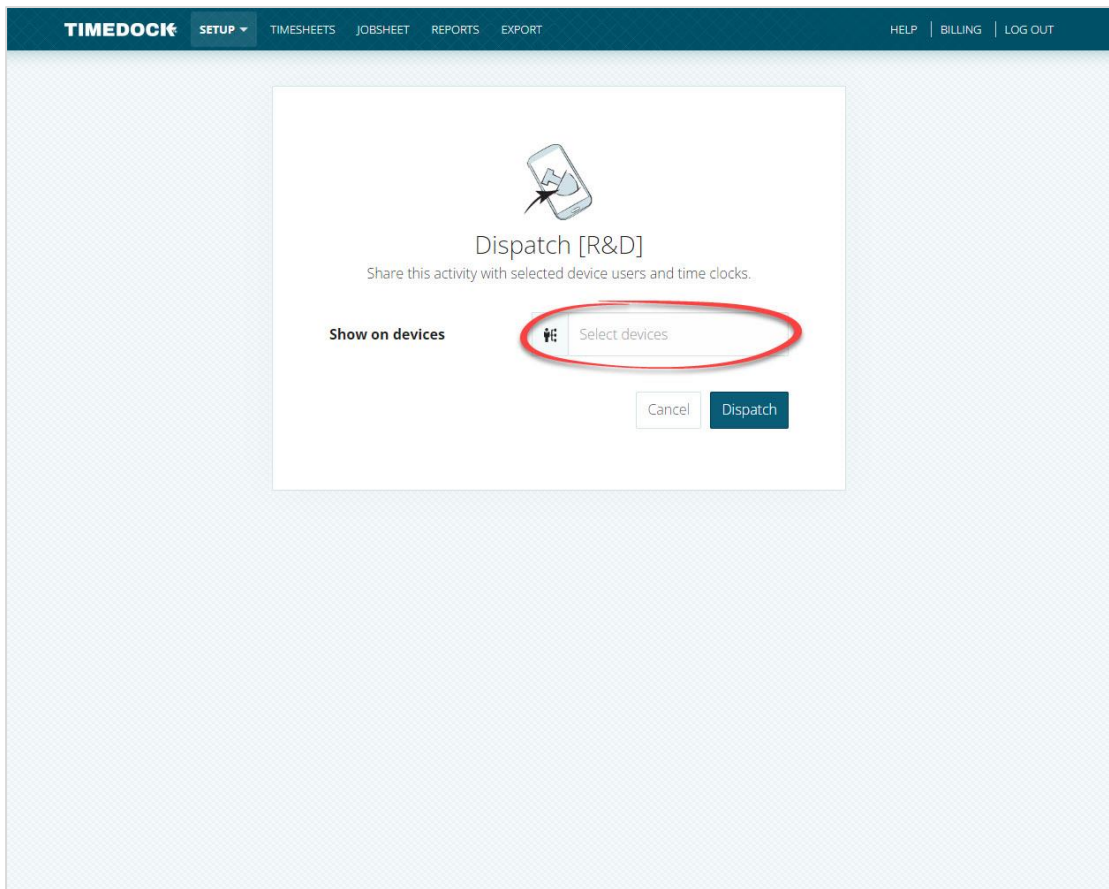
# Dispatching existing activities to a device

Follow these steps to dispatch an existing activity to a device:

1. Navigate to **Setup > Activities**.
2. Find the activity in the list, and click the mobile phone icon on the right-hand side of the table row.



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



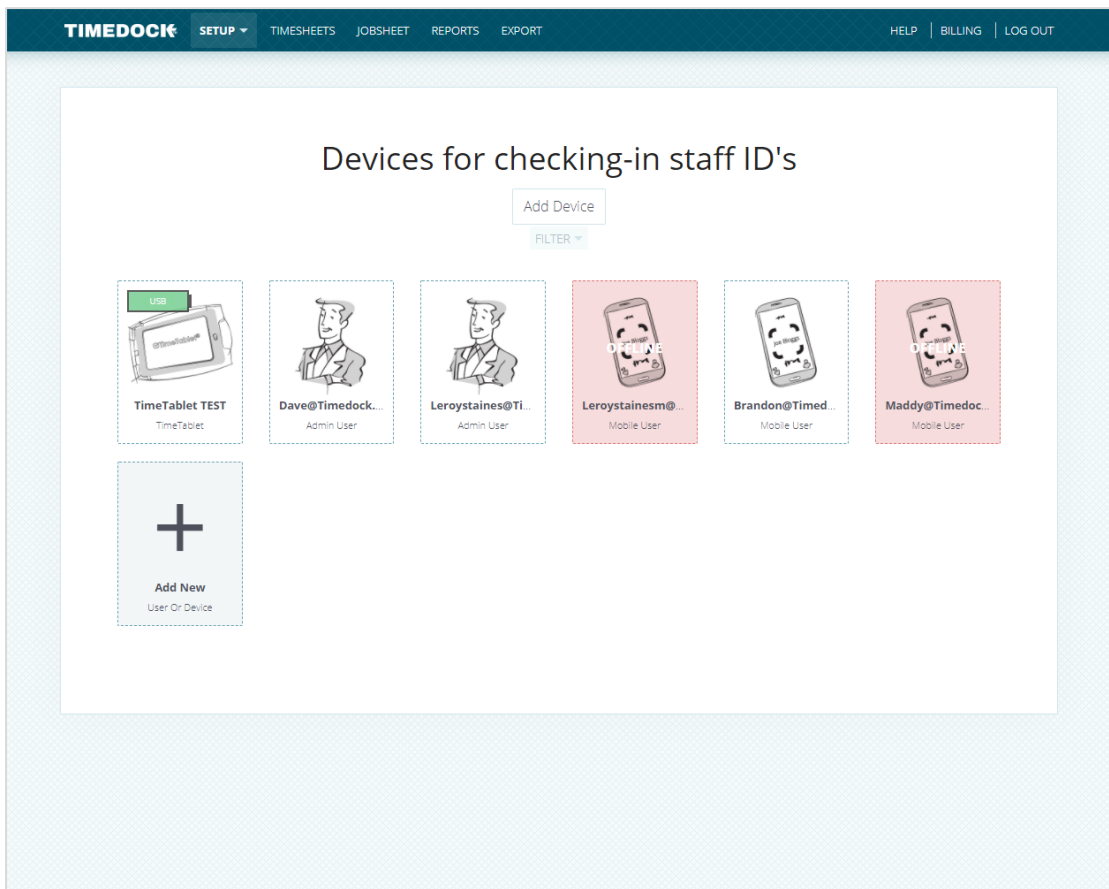
4. Click *Dispatch*.

## Un-dispatching activities from a device

Setting activities to inactive or deleting them from the *Setup > Activities* page will automatically un-dispatch them from any devices.

Follow these steps to un-dispatch activities from a device:

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



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

Click this link to view the dispatched activities.

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 logo are links for 'TIMESHEETS', 'JOBSHEET', 'REPORTS', and 'EXPORT'. Further right are links for 'HELP', 'BILLING', and 'LOG OUT'. The main content area is white and features a central card for a device named 'TimeTablet TEST'. Above the device name is a small icon of a tablet displaying '7:01'. Below the name, it says 'Last synced 14 mins ago'. A red circle highlights the text '1 Dispatched Activity' and a small green battery icon below it. To the right of the device name is a red 'Delete' button. Below this is a 'Device details' section with a list of settings on the left and their corresponding values in input fields on the right. The settings include 'Custom Label \*' (TimeTablet TEST), 'Time Zone ?' (Use Account Setting), 'Department optional' (optional), 'GPS' (Get a reading if possible), 'Job Selection' (Optional job selection.), 'Works Setting' (Can only see projects dispatched), and 'Activity Setting' (Can only see activities dispatched). At the bottom of the settings are 'Cancel' and 'Save Changes' buttons.

**TIMEDOCK** SETUP ▾ TIMESHEETS JOBSHEET REPORTS EXPORT HELP | BILLING | LOG OUT

**7:01**

**TimeTablet TEST**  
Last synced 14 mins ago

1 Dispatched Activity

AC

**Device details** Delete

**Custom Label \*** TimeTablet TEST

Time Zone ? Use Account Setting ▾

Department *optional* (optional)

GPS Get a reading if possible ▾

Job Selection Optional job selection. ▾

Works Setting Can only see projects dispatched ▾

Activity Setting Can only see activities dispatched ▾

Cancel Save Changes

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

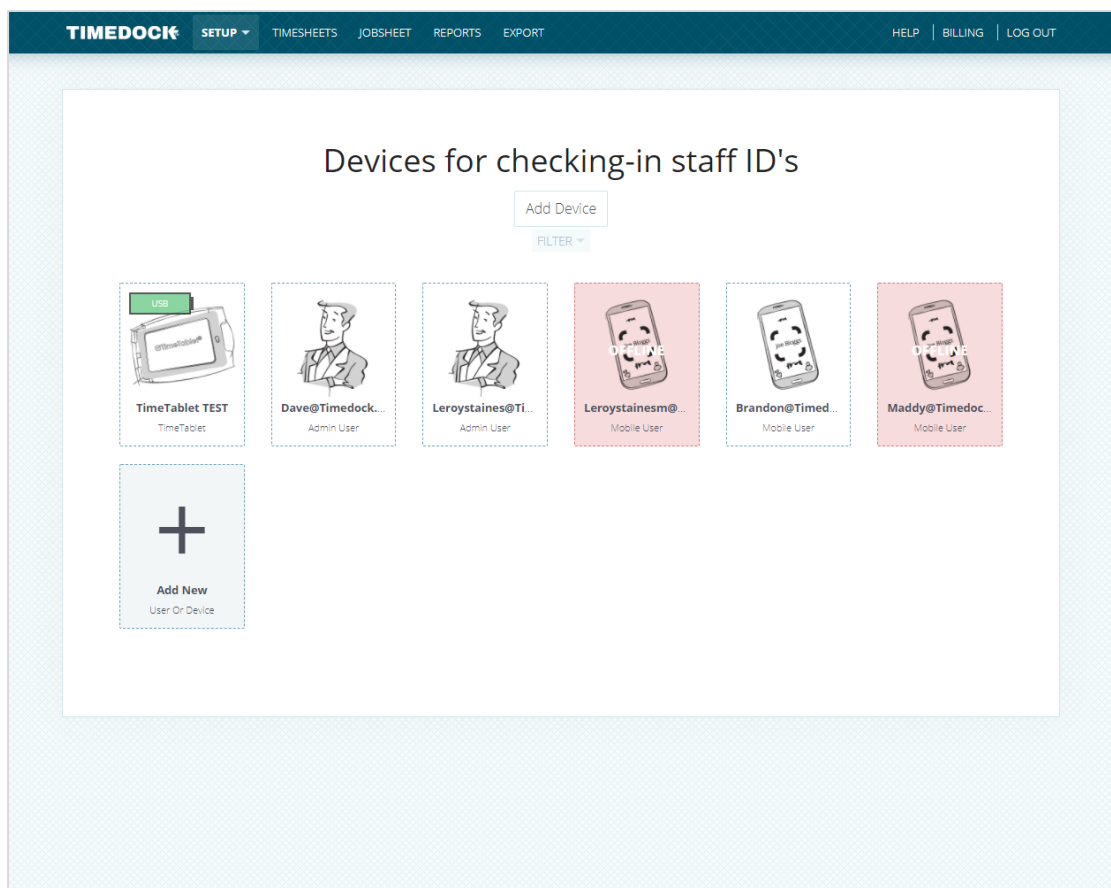
The screenshot shows the TIMEDOCK web application interface. At the top, there is a dark blue navigation bar with the following items: TIMEDOCK, SETUP (with a dropdown arrow), TIMESHEETS, JOBSHEET, REPORTS, EXPORT, HELP, BILLING, and LOG OUT. The main content area has a light blue background with a central icon of a smartphone and the text 'TimeTablet TEST' and 'Open activities that've been specifically dispatched to this user/device'. Below this, there is a section titled 'Activities' with a search bar labeled 'Find'. To the left of the table is a dropdown menu with 'Select All' and 'Un-Dispatch' (circled in red). The table has columns for '#', 'NAME', 'STATE', and 'QR'. One row is visible with '#', 'Assembly', 'Assembling Brackets', 'ON' (with a toggle switch), and a QR code. At the bottom, there is a 'Show 10 entries' dropdown and 'Previous', '1', 'Next' navigation buttons.

## Automatic activity selection for TimeTablet

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

Ensure that only **one** activity is dispatched to it, the **Activity selection** setting set to **“Must select an activity if one or more is available”** and the **Activity Setting** set to **“Can only see activities dispatched to device, or belonging to a specific project”**.

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



3. Set the **Activity selection** setting to **“Must select an activity if one or more is available”** and the **Activity Setting** to **“Can only see activities dispatched to device, or belonging to a**

specific project”.

The screenshot shows the 'TimeDock' interface with a dark blue header containing navigation links: 'TIMEDOCK', 'SETUP', 'TIMESHEETS', 'JOBSHEET', 'REPORTS', 'EXPORT', 'HELP', 'BILLING', and 'LOG OUT'. The main content area displays a device card for 'TimeTablet TEST' with a clock icon showing '7:01', a battery icon at 100%, and a 'Delete' button. Below the card is a 'Device details' form with the following fields:

- Custom Label \***: Text input containing 'TimeTablet TEST'
- Time Zone ?**: Dropdown menu with 'Use Account Setting' selected
- Department optional**: Text input containing '(optional)'
- GPS**: Dropdown menu with 'Use global account setting' selected
- Job Selection**: Dropdown menu with 'Optional job selection.' selected
- Works Setting**: Dropdown menu with 'Can only see projects dispatched' selected
- Activity Selection**: Dropdown menu with 'Must select an activity if one or m' selected (circled in red)
- Activity Setting**: Dropdown menu with 'Can only see activities dispatched' selected

At the bottom of the form are 'Cancel' and 'Save Changes' buttons.

4. Click *Save*.