

## **How data is synchronized**

Tock saves time entry data in a local database.

Online calendars sync using the in-built Calendar APIs.

## **Online calendars**

The typical calendar providers are Exchange, Google and iCloud on iOS.

If you selected an online calendar when the app starts, the app downloads a year prior and a year of future events as time entries.

Changes to these entries reflect on the online calendar. Sync to the online calendar is managed by the iOS Calendar APIs.

Check your iOS Calendar settings for how frequently each calendar is updated and how far back the data is synced.

Note that recurring events are not imported from online calendars. Use the Weekly Template feature to selectively apply a template of time entries to the

current week.

## **Refreshing calendar data**

Choose Menu | Refresh Data or pull to refresh to re-query the online calendar for the most recent data. If the data doesn't display when expected go to the Apple/Google/Outlook calendar app and check to see if the data has been imported there.

If you can't see your data, it is normally because there is a delay syncing calendar data to the device.

Desktop or web calendar apps are normally updated within seconds of updating the data in the app (the outbound trip is faster).

## **Navigating**

When swiping between days or changing the date, the app is constantly querying the Calendar APIs for the most recent data.

## **Undo**

There is a 10 second delay where changes can be undone (see the Undo button in the left corner). The app only writes the calendar changes after 10s have

elapsed or when moving between days or opening a menu in the app. When returning to the iOS home screen, the app writes any pending changes to the local database and online calendar.

## **Exporting metadata**

You can export your data as CSV from within the app. Choose Menu | Export to CSV.

The app metadata can be exported via Dropbox. This metadata can then be imported on another device.

This feature exports project and billing codes, local calendar data (not online calendar data), audit, timer and watched time entries. This data can be imported into the target app to bring the two in sync.

Use the export and import metadata function for populating missing project and billing codes on another device.

## **Backing up**

To back up the entire set of time entry data, you can backup the database to Dropbox. The database format is the open sqlite3 format.

The database backup file name is date and time-

stamped, and includes a device identifier (ipad or iphone). The database can be also restored from backup.

Not that the restore function only works well on the same device when using online calendars as the calendar identifiers are different between devices, even when using the same calendar accounts. If using local calendars only, the database can be restored between devices.

## **Viewing the database**

To view your data on any platform, download the open-source [DB Browser for SQLite](http://sqlitebrowser.org/) (<http://sqlitebrowser.org/>).