

# Time Champ™



## “Instruction Manual”

(For use on PC's and Mobile devices)

### Introduction:

Hi There!

First of all the staff at DSIworldcorp LLC would like to say many thanks and well done! for investing in the Time Champ service. Also welcome to all new Time Champ Distributors!

This instruction manual is designed to assist you getting familiar with your PC and WAP Time Champ applications. Should you still require further support after searching for answers in this manual, then please contact us by e-mail at: [support@dsiworldcorp.com](mailto:support@dsiworldcorp.com)

#### Please note:

- **Black text = Functionality which is unique in a particular section of Time Champ**
- **Blue text = Functionality which is repeated in various Time Champ sections**

-----Time Champ Instruction Manual-----

#### Time Champ - Page index:

|         |  |          |  |
|---------|--|----------|--|
| Page 1: | * <a href="#">Calendar:</a>              | Page 10: | * <a href="#">Collect/Deliver:</a>   |
| Page 2: | * <a href="#">Phone calls :</a>          | Page 11: | * <a href="#">Buy:</a>   |
| Page 3: | * <a href="#">E-mails:</a>               | Page 12: | * <a href="#">Bring:</a>   |
| Page 4: | * <a href="#">Work:</a>                  | Page 13: | * <a href="#">Life priorities:</a> + <a href="#">Address book:</a>   |
| Page 5: | * <a href="#">Home:</a>                  | Page 14: | * <a href="#">Print:</a> + * <a href="#">Daily Journal:</a> + * <a href="#">Alarms/Reminders:</a>                        |
| Page 6: | * <a href="#">Daily action schedule:</a> | Page 15: | * <a href="#">Manage Licences:</a>   |
| Page 7: | * <a href="#">Expected e-mails:</a>      | Page 16: | * <a href="#">Become a Distributor</a> + * <a href="#">Access Distr. Section:</a> + * <a href="#">Personal settings:</a> |
| Page 8: | * <a href="#">Sent e-mails:</a>          | Page 17: | * <a href="#">Personal settings Cont. . .</a> + <a href="#">Logout of Day View:</a>                                      |
| Page 9: | * <a href="#">Delegate to:</a>           | Page 18: | * <a href="#">WAP functionality:</a> (For mobile device usage)   |

### Time Champ “Day View” functionality: (For PC usage)

**Calendar:** (Your unique “Calendar” is located at the top left of your “Day view”)

\* **Skip date:** To Skip date simply click on the desired date, after which the day view of the chosen date will appear for you to operate within. For quick day skipping, you may prefer to use the handy forwards and backwards scroll arrows (Green arrows at the top left of day view above the calendar)

\* **Chose month:** On the top part of your calendar, click on the “scroll down” icon which displays the month of the year, and simply select the desired month you wish to access.

\* **Chose year:** On the top part of your calendar, click on the “scroll down” icon which displays a list of years, and then simply select the desired month you wish to access.

\* **Public holiday display:** Once you have programmed in your country’s public holidays or special events (Refer to personal settings to set this), then these selected dates will appear in bold colour within the actual calendar.

\* **Display of days with content:** Once a day has information in it, then this date will automatically appear in bold black within your calendar.

# Time Champ™



**Phone calls:** (Your “Phone calls” section is located to the left of your day view below the “Calendar”)

- \* **General use of this section:** This section is designed so you can insert as many names and telephone numbers as you need either manually or from your address book
- \* **Adding text row:** To add a text row simply click on the white square icon with the green plus within it, at the top right of the box.
- \* **Manual text insertion:** Once you have added the text row as explained above, then simply write in the name and number of the person whom you wish to call.
- \* **Saving inserted text:** Once you have inserted any text into your Time Champ application, then simply click somewhere outside the text row, and then the information will automatically be saved. In other words there is no need to click on any save icons.
- \* **Address book contact insertion:** Now should you wish to add a contact from your address book, then again click on the white square icon with the green plus in it at the top right of the box, and add your text row. Now click on the green plus sign within this same text row, and find that your address book will appear - from where you simply click on your desired contact. This contact (text) will then automatically be added to your desired text row.
- \* **“A” or “B” Priority icons:** Choose whether this task is "Urgent" or just "Important" by highlighting either the “A” or “B” priority field with a simple click. The selected letter will appear in bold text.
- \* **Task in progress icon:** To remind yourself that a task is in progress, click on the round grey icon within the text row itself, and notice that it will change colour to help you recognise this.
- \* **Task completed icon:** When you have completed a task - click on the "tick arrow" within the text row and notice that a thin line will appear throughout the actual text so you know this task has been done.
- \* **Forwarding text to another day:** To forward a task to another day, click within the small square at the front of your text row - then click on the icon with the upward pointing arrow at the top right of the box, and notice a mini calendar appearing. Then select the desired date that you wish to forward the task to, and your task will then automatically be relocated to this date.
- \* **Deleting tasks:** To delete a task, tick the small square at the front of your desired text row, and then click on the white icon with the cross at the top right of the box, after which you will be asked if you definitely wish to delete this contact, and once o.k. then the row will disappear. Should you wish to delete all tasks rows within the box at once, then click within the square at the top left of the box, and then click the delete icon at the top right of the box.
- \* **Writing space in text rows:** Your Time Champ application is developed to give you plenty of writing space. Notice that as soon as you type in a larger quantity of text, then the text row will expand and eventually a scroll bar will appear.
- \* **Viewing larger amounts of inserted text:** To view the text within text rows, simply click mouse inside the text row and notice that the text row will open up and the typed text will appear for you to read.
- \* **Scroll function:** Another unique feature is the handy scroll function, which allows you to enter as many text lines as you wish, and in each text row you can also enter unlimited text - which gives you much better flexibility and writing space than many other applications out there and the old paper diaries.

# Time Champ™



**E-Mails:** (Your “E-mails” section is located to the left of your day view below the “Phone Calls” section)

- \* **General use of this section:** This section is designed so you can insert as many names and e-mail addresses as you need, either manually or from your address book
- \* **Adding text row:** To add a text row simply click on the white square icon with the green plus within it, at the top right of the box.
- \* **Manual text insertion:** Once you have added the text row as explained above, then simply write in the name and number of the person whom you wish to call.
- \* **Saving inserted text:** Once you have inserted any text into your Time Champ application, then simply click somewhere outside the text row, and then the information will automatically be saved. In other words there is no need to click on any save icons.
- \* **Address book contact insertion:** Now should you wish to add a contact from your address book, then again click on the white square icon with the green plus in it at the top right of the box, and add your text row. Now click on the green plus sign within this same text row, and find that your address book will appear - from where you simply click on your desired contact. This contact (text) will then automatically be added to your desired text row.
- \* **“A” or “B” Priority icons:** Chose whether this task is "Urgent" or just "Important" by highlighting either the “A” or “B” priority field with a simple click. The selected letter will appear in bold text.
- \* **Task in progress icon:** To remind yourself that a task is in progress, click on the round grey icon within the text row itself, and notice that it will change colour to help you recognise this.
- \* **Task completed icon:** When you have completed a task - click on the "tick arrow" within the text row and notice that a thin line will appear throughout the actual text so you know this task has been done.
- \* **Forwarding text to another day:** To forward a task to another day, click within the small square at the front of your text row - then click on the icon with the upward pointing arrow at the top right of the box, and notice a mini calendar appearing. Then select the desired date that you wish to forward the task to, and your task will then automatically be relocated to this date.
- \* **Deleting tasks:** To delete a task, tick the small square at the front of your desired text row, and then click on the white icon with the cross at the top right of the box, after which you will be asked if you definitely wish to delete this contact, and once o.k. then the row will disappear. Should you wish to delete all tasks rows within the box at once, then click within the square at the top left of the box, and then click the delete icon at the top right of the box.
- \* **Writing space in text rows:** Your Time Champ application is developed to give you plenty of writing space. Notice that as soon as you type in a larger quantity of text, then the text row will expand and eventually a scroll bar will appear.
- \* **Viewing larger amounts of inserted text:** To view the text within text rows, simply click mouse inside the text row and notice that the text row will open up and the typed text will appear for you to read.
- \* **Scroll function:** Another unique feature is the handy scroll function, which allows you to enter as many text lines as you wish, and In each text row you can also enter unlimited text - which gives you much better flexibility and writing space than many other applications out there and the old paper diary's.
- \* **Sending e-mails from Time Champ:** Even though your Time Champ application is not an e-mail box, then it has handy functionality built into it that makes it quick and easy to open I.e. an Outlook e-mail window. Once you have inserted an e-mail address, you simply “right” click on the e-mail address and click on the pop-up box, after which you should notice your I.e. Outlook e-mail browser window will open up with the address already inserted.

# Time Champ™



**Work:** (Your “Work” section is located to the left of your day view below the “E-mails” section)

- \* **General use of this section:** Within this section you can record all your various work tasks, whether that is what you need to do on your PC, round the office or work place I.e. \* Clean my desk \* Make proposal for XYZ Ltd \* Design new letterhead etc...
- \* **Adding text row:** To add a text row simply click on the white square icon with the green plus within it, at the top right of the box.
- \* **Manual text insertion:** Once you have added the text row as explained above, then simply write in the name and number of the person whom you wish to call.
- \* **Saving inserted text:** Once you have inserted any text into your Time Champ application, then simply click somewhere outside the text row, and then the information will automatically be saved. In other words there is no need to click on any save icons.
- \* **Address book contact insertion:** Now should you wish to add a contact from your address book, then again click on the white square icon with the green plus in it at the top right of the box, and add your text row. Now click on the green plus sign within this same text row, and find that your address book will appear - from where you simply click on your desired contact. This contact (text) will then automatically be added to your desired text row.
- \* **“A” or “B” Priority icons:** Chose whether this task is "Urgent" or just "Important" by highlighting either the “A” or “B” priority field with a simple click. The selected letter will appear in bold text.
- \* **Task in progress icon:** To remind yourself that a task is in progress, click on the round grey icon within the text row itself, and notice that it will change colour to help you recognise this.
- \* **Task completed icon:** When you have completed a task - click on the "tick arrow" within the text row and notice that a thin line will appear throughout the actual text so you know this task has been done.
- \* **Forwarding text to another day:** To forward a task to another day, click within the small square at the front of your text row - then click on the icon with the upward pointing arrow at the top right of the box, and notice a mini calendar appearing. Then select the desired date that you wish to forward the task to, and your task will then automatically be relocated to this date.
- \* **Deleting tasks:** To delete a task, tick the small square at the front of your desired text row, and then click on the white icon with the cross at the top right of the box, after which you will be asked if you definitely wish to delete this contact, and once o.k. then the row will disappear. Should you wish to delete all tasks rows within the box at once, then click within the square at the top left of the box, and then click the delete icon at the top right of the box.
- \* **Writing space in text rows:** Your Time Champ application is developed to give you plenty of writing space. Notice that as soon as you type in a larger quantity of text, then the text row will expand and eventually a scroll bar will appear.
- \* **Viewing larger amounts of inserted text:** To view the text within text rows, simply click mouse inside the text row and notice that the text row will open up and the typed text will appear for you to read.
- \* **Scroll function:** Another unique feature is the handy scroll function, which allows you to enter as many text lines as you wish, and In each text row you can also enter unlimited text - which gives you much better flexibility and writing space than many other applications out there and the old paper diary's.

# Time Champ™



**Home:** (Your “Home” section is located to the left of your day view below the “Work” section)

\* **General use of this section:** With the same "easy to use" functionality as within the previous sections - in this "Home" section you can plan your various daily home tasks I.e. \* Take dog for a walk \* Try new play station \* Iron shirt \* Feed turtle and dog etc...

\* **Adding text row:** To add a text row simply click on the white square icon with the green plus within it, at the top right of the box.

\* **Manual text insertion:** Once you have added the text row as explained above, then simply write in the name and number of the person whom you wish to call.

\* **Saving inserted text:** Once you have inserted any text into your Time Champ application, then simply click somewhere outside the text row, and then the information will automatically be saved. In other words there is no need to click on any save icons.

\* **Address book contact insertion:** Now should you wish to add a contact from your address book, then again click on the white square icon with the green plus in it at the top right of the box, and add your text row. Now click on the green plus sign within this same text row, and find that your address book will appear - from where you simply click on your desired contact. This contact (text) will then automatically be added to your desired text row.

\* **“A” or “B” Priority icons:** Chose whether this task is "Urgent" or just "Important" by highlighting either the “A” or “B” priority field with a simple click. The selected letter will appear in bold text.

\* **Task in progress icon:** To remind yourself that a task is in progress, click on the round grey icon within the text row itself, and notice that it will change colour to help you recognise this.

\* **Task completed icon:** When you have completed a task - click on the "tick arrow" within the text row and notice that a thin line will appear throughout the actual text so you know this task has been done.

\* **Forwarding text to another day:** To forward a task to another day, click within the small square at the front of your text row - then click on the icon with the upward pointing arrow at the top right of the box, and notice a mini calendar appearing. Then select the desired date that you wish to forward the task to, and your task will then automatically be relocated to this date.

\* **Deleting tasks:** To delete a task, tick the small square at the front of your desired text row, and then click on the white icon with the cross at the top right of the box, after which you will be asked if you definitely wish to delete this contact, and once o.k. then the row will disappear. Should you wish to delete all tasks rows within the box at once, then click within the square at the top left of the box, and then click the delete icon at the top right of the box.

\* **Writing space in text rows:** Your Time Champ application is developed to give you plenty of writing space. Notice that as soon as you type in a larger quantity of text, then the text row will expand and eventually a scroll bar will appear.

\* **Viewing larger amounts of inserted text:** To view the text within text rows, simply click mouse inside the text row and notice that the text row will open up and the typed text will appear for you to read.

\* **Scroll function:** Another unique feature is the handy scroll function, which allows you to enter as many text lines as you wish, and In each text row you can also enter unlimited text - which gives you much better flexibility and writing space than many other applications out there and the old paper diary's.

# Time Champ™



**Daily action schedule:** (Your “Daily action schedule” section is located in the middle of your “Day view”)

\* **General use of this section:** This section is designed for you to insert all your various appointments either half hourly or hourly as well as any other relevant information I.e. Address – Phone number/s etc... (N.B. Setting viewable “half hourly or hourly” time slots display and the daily start and finish I.e. 07:30 till 23:30 - can be done within your personal settings section)

\* **Manual text insertion:** Once you have added the text row as explained above, then simply write in the name and number of the person whom you wish to call.

\* **Saving inserted text:** Once you have inserted any text into your Time Champ application, then simply click somewhere outside the text row, and then the information will automatically be saved. In other words there is no need to click on any save icons.

\* **Address book contact insertion:** Now should you wish to add a contact from your address book, then again click on the white square icon with the green plus in it at the top right of the box, and add your text row. Now click on the green plus sign within this same text row, and find that your address book will appear - from where you simply click on your desired contact. This contact (text) will then automatically be added to your desired text row.

\* **“A” or “B” Priority icons:** Chose whether this task is "Urgent" or just "Important" by highlighting either the “A” or “B” priority field with a simple click. The selected letter will appear in bold text.

\* **Task in progress icon:** To remind yourself that a task is in progress, click on the round grey icon within the text row itself, and notice that it will change colour to help you recognise this.

\* **Task completed icon:** When you have completed a task - click on the "tick arrow" within the text row and notice that a thin line will appear throughout the actual text so you know this task has been done.

\* **Forwarding text to another day:** To forward a task to another day, click within the small square at the front of your text row - then click on the icon with the upward pointing arrow at the top right of the box, and notice a mini calendar appearing. Then select the desired date that you wish to forward the task to, and your task will then automatically be relocated to this date.

\* **Deleting tasks:** To delete a task, tick the small square at the front of your desired text row, and then click on the white icon with the cross at the top right of the box, after which you will be asked if you definitely wish to delete this contact, and once o.k. then the row will disappear. Should you wish to delete all tasks rows within the box at once, then click within the square at the top left of the box, and then click the delete icon at the top right of the box.

\* **Writing space in text rows:** Your Time Champ application is developed to give you plenty of writing space. Notice that as soon as you type in a larger quantity of text, then the text row will expand and eventually a scroll bar will appear.

\* **Viewing larger amounts of inserted text:** To view the text within text rows, simply click mouse inside the text row and notice that the text row will open up and the typed text will appear for you to read.

\* **Scroll function:** Another unique feature is the handy scroll function, which allows you to enter as many text lines as you wish, and In each text row you can also enter unlimited text - which gives you much better flexibility and writing space than many other applications out there and the old paper diary's.

# Time Champ™



**Expected e-mails:** (Your “Daily action schedule” section is located in the middle of your “Day view”)

- \* **General use of this section:** In this section, you can either add e-mails addresses from your address book, or simply type in the name of who you are expecting an e-mail from for the day.
- \* **Adding text row:** To add a text row simply click on the white square icon with the green plus within it, at the top right of the box.
- \* **Manual text insertion:** Once you have added the text row as explained above, then simply write in the name and number of the person whom you wish to call.
- \* **Saving inserted text:** Once you have inserted any text into your Time Champ application, then simply click somewhere outside the text row, and then the information will automatically be saved. In other words there is no need to click on any save icons.
- \* **Address book contact insertion:** Now should you wish to add a contact from your address book, then again click on the white square icon with the green plus in it at the top right of the box, and add your text row. Now click on the green plus sign within this same text row, and find that your address book will appear - from where you simply click on your desired contact. This contact (text) will then automatically be added to your desired text row.
- \* **“A” or “B” Priority icons:** Chose whether this task is "Urgent" or just "Important" by highlighting either the “A” or “B” priority field with a simple click. The selected letter will appear in bold text.
- \* **Task in progress icon:** To remind yourself that a task is in progress, click on the round grey icon within the text row itself, and notice that it will change colour to help you recognise this.
- \* **Task completed icon:** When you have completed a task - click on the "tick arrow" within the text row and notice that a thin line will appear throughout the actual text so you know this task has been done.
- \* **Forwarding text to another day:** To forward a task to another day, click within the small square at the front of your text row - then click on the icon with the upward pointing arrow at the top right of the box, and notice a mini calendar appearing. Then select the desired date that you wish to forward the task to, and your task will then automatically be relocated to this date.
- \* **Deleting tasks:** To delete a task, tick the small square at the front of your desired text row, and then click on the white icon with the cross at the top right of the box, after which you will be asked if you definitely wish to delete this contact, and once o.k. then the row will disappear. Should you wish to delete all tasks rows within the box at once, then click within the square at the top left of the box, and then click the delete icon at the top right of the box.
- \* **Writing space in text rows:** Your Time Champ application is developed to give you plenty of writing space. Notice that as soon as you type in a larger quantity of text, then the text row will expand and eventually a scroll bar will appear.
- \* **Viewing larger amounts of inserted text:** To view the text within text rows, simply click mouse inside the text row and notice that the text row will open up and the typed text will appear for you to read.
- \* **Scroll function:** Another unique feature is the handy scroll function, which allows you to enter as many text lines as you wish, and In each text row you can also enter unlimited text - which gives you much better flexibility and writing space than many other applications out there and the old paper diary's.

# Time Champ™



**Sent e-mails:** (Your “Sent e-mails” are located in the middle of your Day view below Daily action schedule)

\* **General use of this section:** Again in this "Sent e-mails" section, you can either add e-mails addresses from your address book, or simply type in the name of who you sent e-mails to for the day. This section is handy in case you have to prove or inform someone of which date you sent them a specific e-mail.

\* **Adding text row:** To add a text row simply click on the white square icon with the green plus within it, at the top right of the box.

\* **Manual text insertion:** Once you have added the text row as explained above, then simply write in the name and number of the person whom you wish to call.

\* **Saving inserted text:** Once you have inserted any text into your Time Champ application, then simply click somewhere outside the text row, and then the information will automatically be saved. In other words there is no need to click on any save icons.

\* **Address book contact insertion:** Now should you wish to add a contact from your address book, then again click on the white square icon with the green plus in it at the top right of the box, and add your text row. Now click on the green plus sign within this same text row, and find that your address book will appear - from where you simply click on your desired contact. This contact (text) will then automatically be added to your desired text row.

\* **“A” or “B” Priority icons:** Chose whether this task is "Urgent" or just "Important" by highlighting either the “A” or “B” priority field with a simple click. The selected letter will appear in bold text.

\* **Task in progress icon:** To remind yourself that a task is in progress, click on the round grey icon within the text row itself, and notice that it will change colour to help you recognise this.

\* **Task completed icon:** When you have completed a task - click on the "tick arrow" within the text row and notice that a thin line will appear throughout the actual text so you know this task has been done.

\* **Forwarding text to another day:** To forward a task to another day, click within the small square at the front of your text row - then click on the icon with the upward pointing arrow at the top right of the box, and notice a mini calendar appearing. Then select the desired date that you wish to forward the task to, and your task will then automatically be relocated to this date.

\* **Deleting tasks:** To delete a task, tick the small square at the front of your desired text row, and then click on the white icon with the cross at the top right of the box, after which you will be asked if you definitely wish to delete this contact, and once o.k. then the row will disappear. Should you wish to delete all tasks rows within the box at once, then click within the square at the top left of the box, and then click the delete icon at the top right of the box.

\* **Writing space in text rows:** Your Time Champ application is developed to give you plenty of writing space. Notice that as soon as you type in a larger quantity of text, then the text row will expand and eventually a scroll bar will appear.

\* **Viewing larger amounts of inserted text:** To view the text within text rows, simply click mouse inside the text row and notice that the text row will open up and the typed text will appear for you to read.

\* **Scroll function:** Another unique feature is the handy scroll function, which allows you to enter as many text lines as you wish, and In each text row you can also enter unlimited text - which gives you much better flexibility and writing space than many other applications out there and the old paper diary's.

# Time Champ™



**Delegate to:** (Your 6 “Delegate to” sections are located at the top right of your “Day view”)

- \* **General use of this section:** Within Your "Delegate to" section, you will find 6 different boxes, in which you can write in the names of persons, whom you either wish to delegate something to or simply discuss different topics with for the day.
- \* **First enter a name:** To activate this section, 1<sup>st</sup> you need to type in the name of the person, and then add the text row/s needed, after which you type in the various tasks or topics that you need to delegate to or discuss with each particular person.
- \* **Adding text row:** To add a text row simply click on the white square icon with the green plus within it, at the top right of the box.
- \* **Manual text insertion:** Once you have added the text row as explained above, then simply write in the name and number of the person whom you wish to call.
- \* **Saving inserted text:** Once you have inserted any text into your Time Champ application, then simply click somewhere outside the text row, and then the information will automatically be saved. In other words there is no need to click on any save icons.
- \* **Address book contact insertion:** Now should you wish to add a contact from your address book, then again click on the white square icon with the green plus in it at the top right of the box, and add your text row. Now click on the green plus sign within this same text row, and find that your address book will appear - from where you simply click on your desired contact. This contact (text) will then automatically be added to your desired text row.
- \* **“A” or “B” Priority icons:** Chose whether this task is "Urgent" or just "Important" by highlighting either the “A” or “B” priority field with a simple click. The selected letter will appear in bold text.
- \* **Task in progress icon:** To remind yourself that a task is in progress, click on the round grey icon within the text row itself, and notice that it will change colour to help you recognise this.
- \* **Task completed icon:** When you have completed a task - click on the "tick arrow" within the text row and notice that a thin line will appear throughout the actual text so you know this task has been done.
- \* **Forwarding text to another day:** To forward a task to another day, click within the small square at the front of your text row - then click on the icon with the upward pointing arrow at the top right of the box, and notice a mini calendar appearing. Then select the desired date that you wish to forward the task to, and your task will then automatically be relocated to this date.
- \* **Deleting tasks:** To delete a task, tick the small square at the front of your desired text row, and then click on the white icon with the cross at the top right of the box, after which you will be asked if you definitely wish to delete this contact, and once o.k. then the row will disappear. Should you wish to delete all tasks rows within the box at once, then click within the square at the top left of the box, and then click the delete icon at the top right of the box.
- \* **Writing space in text rows:** Your Time Champ application is developed to give you plenty of writing space. Notice that as soon as you type in a larger quantity of text, then the text row will expand and eventually a scroll bar will appear.
- \* **Viewing larger amounts of inserted text:** To view the text within text rows, simply click mouse inside the text row and notice that the text row will open up and the typed text will appear for you to read.
- \* **Scroll function:** Another unique feature is the handy scroll function, which allows you to enter as many text lines as you wish, and In each text row you can also enter unlimited text - which gives you much better flexibility and writing space than many other applications out there and the old paper diary's.

# Time Champ™



**Collect/Deliver:** (Your “Collect/Deliver” section is located in the middle of your “Day view”)

\* **General use of this section:** The Collect & deliver section let's you plan all the things that you need to either collect or deliver around town for the day I.e. \* Visiting the printer \*Collecting your dry cleaning \*Dropping of your mail to the post box etc...

\* **Adding text row:** To add a text row simply click on the white square icon with the green plus within it, at the top right of the box.

\* **Manual text insertion:** Once you have added the text row as explained above, then simply write in the name and number of the person whom you wish to call.

\* **Saving inserted text:** Once you have inserted any text into your Time Champ application, then simply click somewhere outside the text row, and then the information will automatically be saved. In other words there is no need to click on any save icons.

\* **Address book contact insertion:** Now should you wish to add a contact from your address book, then again click on the white square icon with the green plus in it at the top right of the box, and add your text row. Now click on the green plus sign within this same text row, and find that your address book will appear - from where you simply click on your desired contact. This contact (text) will then automatically be added to your desired text row.

\* **“A” or “B” Priority icons:** Chose whether this task is "Urgent" or just "Important" by highlighting either the “A” or “B” priority field with a simple click. The selected letter will appear in bold text.

\* **Task in progress icon:** To remind yourself that a task is in progress, click on the round grey icon within the text row itself, and notice that it will change colour to help you recognise this.

\* **Task completed icon:** When you have completed a task - click on the "tick arrow" within the text row and notice that a thin line will appear throughout the actual text so you know this task has been done.

\* **Forwarding text to another day:** To forward a task to another day, click within the small square at the front of your text row - then click on the icon with the upward pointing arrow at the top right of the box, and notice a mini calendar appearing. Then select the desired date that you wish to forward the task to, and your task will then automatically be relocated to this date.

\* **Deleting tasks:** To delete a task, tick the small square at the front of your desired text row, and then click on the white icon with the cross at the top right of the box, after which you will be asked if you definitely wish to delete this contact, and once o.k. then the row will disappear. Should you wish to delete all tasks rows within the box at once, then click within the square at the top left of the box, and then click the delete icon at the top right of the box.

\* **Writing space in text rows:** Your Time Champ application is developed to give you plenty of writing space. Notice that as soon as you type in a larger quantity of text, then the text row will expand and eventually a scroll bar will appear.

\* **Viewing larger amounts of inserted text:** To view the text within text rows, simply click mouse inside the text row and notice that the text row will open up and the typed text will appear for you to read.

\* **Scroll function:** Another unique feature is the handy scroll function, which allows you to enter as many text lines as you wish, and In each text row you can also enter unlimited text - which gives you much better flexibility and writing space than many other applications out there and the old paper diary's.

# Time Champ™



**Buy:** (Your “Buy” section is located in the right side of your “Day view” below the “Delegate to” section)

\* **General use of this section:** In your Buy section, you can plan your daily shopping I.e. \* Buying a new suit, \* Pair of shoes, right through to your \* Daily groceries etc...

\* **Adding text row:** To add a text row simply click on the white square icon with the green plus within it, at the top right of the box.

\* **Manual text insertion:** Once you have added the text row as explained above, then simply write in the name and number of the person whom you wish to call.

\* **Saving inserted text:** Once you have inserted any text into your Time Champ application, then simply click somewhere outside the text row, and then the information will automatically be saved. In other words there is no need to click on any save icons.

\* **Address book contact insertion:** Now should you wish to add a contact from your address book, then again click on the white square icon with the green plus in it at the top right of the box, and add your text row. Now click on the green plus sign within this same text row, and find that your address book will appear - from where you simply click on your desired contact. This contact (text) will then automatically be added to your desired text row.

\* **“A” or “B” Priority icons:** Chose whether this task is "Urgent" or just "Important" by highlighting either the “A” or “B” priority field with a simple click. The selected letter will appear in bold text.

\* **Task in progress icon:** To remind yourself that a task is in progress, click on the round grey icon within the text row itself, and notice that it will change colour to help you recognise this.

\* **Task completed icon:** When you have completed a task - click on the "tick arrow" within the text row and notice that a thin line will appear throughout the actual text so you know this task has been done.

\* **Forwarding text to another day:** To forward a task to another day, click within the small square at the front of your text row - then click on the icon with the upward pointing arrow at the top right of the box, and notice a mini calendar appearing. Then select the desired date that you wish to forward the task to, and your task will then automatically be relocated to this date.

\* **Deleting tasks:** To delete a task, tick the small square at the front of your desired text row, and then click on the white icon with the cross at the top right of the box, after which you will be asked if you definitely wish to delete this contact, and once o.k. then the row will disappear. Should you wish to delete all tasks rows within the box at once, then click within the square at the top left of the box, and then click the delete icon at the top right of the box.

\* **Writing space in text rows:** Your Time Champ application is developed to give you plenty of writing space. Notice that as soon as you type in a larger quantity of text, then the text row will expand and eventually a scroll bar will appear.

\* **Viewing larger amounts of inserted text:** To view the text within text rows, simply click mouse inside the text row and notice that the text row will open up and the typed text will appear for you to read.

\* **Scroll function:** Another unique feature is the handy scroll function, which allows you to enter as many text lines as you wish, and In each text row you can also enter unlimited text - which gives you much better flexibility and writing space than many other applications out there and the old paper diary's.

# Time Champ™



**Bring:** (Your “Bring” section is located in the right side of your “Day view” below the “Buy” section)

\* **General use of this section:** Your "Bring" section allows you to plan which items you wish to bring from home to work, or work to home, so you avoid those dreadful "Murphy's law" scenarios where we otherwise might forget items.

\* **Adding text row:** To add a text row simply click on the white square icon with the green plus within it, at the top right of the box.

\* **Manual text insertion:** Once you have added the text row as explained above, then simply write in the name and number of the person whom you wish to call.

\* **Saving inserted text:** Once you have inserted any text into your Time Champ application, then simply click somewhere outside the text row, and then the information will automatically be saved. In other words there is no need to click on any save icons.

\* **Address book contact insertion:** Now should you wish to add a contact from your address book, then again click on the white square icon with the green plus in it at the top right of the box, and add your text row. Now click on the green plus sign within this same text row, and find that your address book will appear - from where you simply click on your desired contact. This contact (text) will then automatically be added to your desired text row.

\* **“A” or “B” Priority icons:** Chose whether this task is "Urgent" or just "Important" by highlighting either the “A” or “B” priority field with a simple click. The selected letter will appear in bold text.

\* **Task in progress icon:** To remind yourself that a task is in progress, click on the round grey icon within the text row itself, and notice that it will change colour to help you recognise this.

\* **Task completed icon:** When you have completed a task - click on the "tick arrow" within the text row and notice that a thin line will appear throughout the actual text so you know this task has been done.

\* **Forwarding text to another day:** To forward a task to another day, click within the small square at the front of your text row - then click on the icon with the upward pointing arrow at the top right of the box, and notice a mini calendar appearing. Then select the desired date that you wish to forward the task to, and your task will then automatically be relocated to this date.

\* **Deleting tasks:** To delete a task, tick the small square at the front of your desired text row, and then click on the white icon with the cross at the top right of the box, after which you will be asked if you definitely wish to delete this contact, and once o.k. then the row will disappear. Should you wish to delete all tasks rows within the box at once, then click within the square at the top left of the box, and then click the delete icon at the top right of the box.

\* **Writing space in text rows:** Your Time Champ application is developed to give you plenty of writing space. Notice that as soon as you type in a larger quantity of text, then the text row will expand and eventually a scroll bar will appear.

\* **Viewing larger amounts of inserted text:** To view the text within text rows, simply click mouse inside the text row and notice that the text row will open up and the typed text will appear for you to read.

\* **Scroll function:** Another unique feature is the handy scroll function, which allows you to enter as many text lines as you wish, and In each text row you can also enter unlimited text - which gives you much better flexibility and writing space than many other applications out there and the old paper diary's.

# Time Champ™



**Life priorities:** (Your “Life priorities” section is located at the bottom right of your “Day view”)

\* **General use of this section:** This unique section allows you to list all the things you need to stay on top of on a weekly or monthly basis, and all the people who are special in your life (and even your various goals you are striving to achieve). To scroll your eyes down this life priority list each day while doing your daily planning is a very useful tool, as it helps you jotting your memory for reminders and new ideas that you wish to plan into the other sections as tasks to take action on. **“Proper Planning Prevents Poor Performance!”**.

\* **Editing and saving information:** To edit or add to your life priority list, simply click on the small icon in the top right hand corner of the “Life priorities” box, and make your desired changes, after which you click in the same place on what will now have become the "save" icon to lock the latest information into place.

\* **Scroll down function:** Another unique feature is the handy scroll down function, which allows you to add as many priorities as you wish.

**Address book:** (Your “Address book” icon is found at the top left on the Day View top navigation bar)

\* **General use of this section:** Your “address book” has two sections: 1) “Private” contacts and 2) “Business” contacts, where it gives you the possibility to store various handy information about individuals and companies. Under each of these two sections, you will find various categories for your different types of contacts (as explained below in the next points).

\* **“Private” contacts:** Within your “Private” section you will be able to access or enter contacts in four different sub categories: 1) General 2) Co-Workers 3) Family 4) Friends  
In all four sections the functionality is similar.

\* **Entering contacts:** To enter a contact click on the desired category I.e. “Friends”. Now click in the left side of the window on the green “+” sign to add a new contact. Now click where it says “--empty--” after which you will notice the right hand of the address book window will display various rows for inserting information. Click inside the name field to the upper right where it also says “--empty--”, and add the name of your desired contact. Then continue filling in all other text rows within the right hand side of this window with desired contact information. Once you have entered the various name and contact details, then click outside this field to ensure content has been saved.

If you wish to add another contact, then click on the on the green “+” sign again (under desired sub category) and add your next contact the same way.

\* **“Business” contacts:** In your “Business” section you will be able to add as many companies, organizations and their staff contacts as you wish. Entering contacts are done the same way as just explained above in “Entering contacts” Under each company or organization, you can add as many staff contacts as you wish, and they will be displayed under each other in a vertical order under each company. Notes can also be inserted both on the company itself (“Company notes”) as well as individual staff members (“Conversation notes”)

\* **Hiding contacts:** Notice - if you click on the main category links themselves, then you will notice that each section can expand and hide information depending on you which display you prefer.

\* **Taking notes:** Under each contact, you also have a handy text field for taking notes on last conversations or interactions with each person.

\* **Deleting tasks:** To delete a contact, simply tick the small square at the front of your desired text row, and then click on the red “x” icon at the top middle of the window, after which you will be asked if you definitely wish to delete this contact, and once o.k. then the row will disappear. Should you wish to delete all contacts at once, then tick within the square at the top left of the box, and then click the delete icon at the top right of the box.

\* **inserting information to your Day View:** Now should you wish to add a contact from your address book to your Day View, then within your Day View click on the white square icon with the green plus in it at the top right of the any text box, and add your text row. Now click on the green plus sign within this same text row, and find that your address book will appear - from where you simply click on your desired contact. This contact (text) will then automatically be added to your desired text row.

\* **Closing window:** To close the “address book” window, simply click on the red square icon with the white “x” at the top right of the window after which you will automatically return to your Day View.

# Time Champ™



**Print:** (Your “Print” icon is found at the top left of the Day View top navigation bar)

\* **General use of this section:** Once clicked, you will notice the usual print pop-up browser appear, after which you can print out a print friendly version of any stored information within that particular day view. Only Day View sections that have information stored in them will appear on the customized print version once printed out. This customized print version is handy for those users who prefer to have their “Day View’s” tasks in written form once they leave their PC (I e. leaving office), or for those who don’t have the WAP functionality on their mobile device.

\* **Using print function:** Once you have clicked on the print icon, then you can select the various print options as you would with any other document I.e. Word or text documents etc...

\* **Closing window:** To close the “Print” pop-up window, simply click on the red square icon with the white “x” at the top right of the window.

**Daily journal:** (Your “Daily journal” icon is found at the top left of the Day View top navigation bar)

\* **General use of this section:** Once clicked, you will notice that the “Day View” will darken, and a window called “Daily journal” will appear in the middle of the screen. Within this window you will find two different sections: 1) “Proud of today” and 2) “Learnt today”.

\* **“Proud of today”:** Within this section, you can daily type in the accomplishments which you are proud of achieving for that day I.e. \* Washed car, \* Made a sale to XYZ Ltd, \* Finished my book...

\* **“Learnt today”:** Within this section, you can daily type in your daily lesson and discoveries I.e. \* I responded well rather than reacting to my prospects objections and it helped me get the sale! - \* I reprimanded my sons behaviour rather than putting him down and then he respected my advice!

\* **Closing window:** To close the “Daily journal” window, simply click on the red square icon with the white “x” at the top right of the window after which you will automatically return to your Day View.

**Alarms/Reminders:** (Your “Alarms/Reminders” icon is found at the top left on the top navigation bar)

\* **General use of this section:** Once clicked, you will notice that the “Day View” will darken, and a window called “Alarms/Reminders” will appear in the middle of the screen.

\* **Programming reminders:** Within this window you can add new text rows for writing in new reminders, simply by clicking on the green “+” sign at the top right of this window. Once you have added the text I.e. “Call Paul Smith to arrange meeting” then add the date and time for when you wish for the reminder to appear in your Day View. N.B. Reminders will appear at the programmed time seen as a smaller square pop-up in the bottom right hand corner of your Time Champ Day View.

\* **Deleting reminders:** Should you wish to delete a reminder, then simply tick the small square box to the left of the desired text row, and then click on the red delete icon “x” at the top right of the window. If you wish to delete all viable reminders, then simply click within the small square box at the top left of the window, and then click on the red delete icon “x” again and notice that all text rows will disappear.

\* **Closing window:** To close the “Alarms/Reminders” window, simply click on the red square icon with the white “x” at the top right of the window after which you will automatically return to your Day View.

# Time Champ™



**Manage licences:** (Your “Manage licences” icon is found at the top left on the Day View top navigation bar)

\* **General use of this section:** Within this section you can manage your Time Champ licence/s, which entails investing in further licences, renewal of existing licence/s, deleting licences or if you are a Time Champ Distributor, you can also view statistics on your sales and organizations growth of Re-sellers, and you will also be able to invest in Time Champ accounts (Licences) at whole sale price for Re-selling to keen prospects.

\* **Login name and Password:** In this section you can at any time go in and change your login name and password. Please select a User name that you will easily remember, as with this and your e-mail address, you can always go to our FAQ page on our web site and find the icon to get a new password automatically resent to you to the latest supplied e-mail address that we have in our system from you. The direct link is: <http://www.timechamp.com/lost-pwd.php>

\* **Personal info:** In this section you will be able to check and update the details which you initially entered when first investing in your Time Champ Licence/s. Please ensure that we have your latest information on file – many thanks!

\* **Buy new license/s:** You will find this icon in the top left of the “Manage licences” section (Brown icon with a green “+” sign within it). Once you click on this icon then a small window will appear in the middle of the screen displaying a choice of 1 – 2 or 3 Year licence term and prices. Once you have selected the desired option, then type in the number of licences (accounts) that you wish to invest in (top right of this window) – press calculate to see the total investment amount. Now select the Credit card type: Visa – Master Card or AMEX – then click on long blue icon called “Make payment” and you will automatically get transferred through to our payment processors securely encrypted payment gateway where you will need to enter your credit card details and make your purchase.

\* **Renew license/s:** You will find this icon in the top left of the “Manage licences” section (Brown icon with a small blue ball within it). To renew your license/s, please follow the same procedure as just explained in “Buy new licences”. Here you will notice that since it is a renewal transaction, then you can now benefit by investing at a discounted price. If you renew early, then you still get to use up any remaining days on your existing license/s, and our system will automatically add the new term purchased in top of what you have already purchased.

\* **Delete licences:** You will find this icon in the top left of the “Manage licences” section (Brown icon with a small red “x” within it). I.e. if you have 5 licences, and one of them have already expired, and you don’t wish to renew this license, then select the expired licence by clicking in the small box next to it, and then click on the “Delete licences” icon after which a pop-up will ask you if you are sure you wish to delete the licence. Once sure then click o.k. and the licenses will disappear and be deleted.

\* **Invest in License/s for Re-selling:** You will find this icon in the top left of the “Manage licences” section (Brown icon with a small black upward arrow within it). As a Distributor, here you can invest in licences for Re-selling to other potential prospects at a very favourable price. (Please go to the following link to find out more about becoming a Time Champ Distributor: <http://www.timechamp.com/become-distributor.php> ) To invest at whole sale price - please follow the same procedure as just explained in “Buy new licenses” above. Distributors are also recommended to access the Distributor support section through the green “\$” sign link within your Time Champ application to down load the Distributor set-up guide and other helpful support tools.

\* **View Statistics:** You will find this icon in the top middle/left of the “Manage licences” section (Brown icon with a statistics curve within it). In the “Statistics” section, Distributors can view statistics on which licences have been re-sold, the number of licences bought by straight users, and who are active “Re-sellers” in your organization.

\* **Closing window:** To close the “Alarms/Reminders” window, simply click on the red square icon with the white “X” at the top right of the window after which you will automatically return to your Day View.

# Time Champ™



**Become a Distributor:** (Your “Become a Distributor” icon is found at the top left on the top navigation bar)

\* **General use of this section:** Once you have clicked on the green icon with the “\$” sign within it (“Become a Distributor” will appear when you hold the mouse over it), then you will be transferred through to the related web page within our web site, which contains the exact instructions on how to join. We look forward to having you come onboard as a Time Champ Distributor, where you have the opportunity to both sell Time Champ to others yourself as well as you can sign people up to be “Re-sellers” in your own part or full time sales organization within your Distributorship.

\* **Closing window:** To close the “Alarms/Reminders” window, simply click on the red square icon with the white “x” at the top right of the window after which you will automatically return to your Day View.

**Access Distributor section:** (Distributors can find this icon at the top left on the Day View top navigation bar)

\* **General use of this section:** Once you have successfully joined as a Distributor, then the functionality of the green icon with the “\$” sign within your Day View will change to say “Access Distributor section” (when you hold the mouse over it). Once you click on this icon, a browser will open with a special web page that only approved Distributors get access to. Within this section you can download various marketing support materials I.e. \* Free Time Champ Distributor web site \* free link banners for your own web site, \* Suggested agreements for signing up “Re-sellers” and more...

\* **Closing window:** To close the “Access Distributor section” window, simply click on the red square icon with the white “x” at the top right of the window after which you will automatically return to your Day View.

**Personal settings:** (Your “Personal settings” icon is found at the top right on the Day View top navigation bar)

\* **General use of this section:** This icon looks like a pad lock, and is found at the top right on the Day View top navigation bar. This section allows you to change or add various functionality like I.e. \* Personal license/s information \* User name and Password \* Application colours and more...

Simply click on the links shown in this section to view, add or change the various content in each sub category. Also notice that when you click a link then the content will expand for viewing the content, and when clicked again it will retract to save space on the screen.

\* **Login name and Password:** In this section you can at any time go in and change your login name and password. Please select a User name that you will easily remember, as with this and your e-mail address, you can always go to our FAQ page on our web site and find the icon to get a new password automatically resent to you to the latest supplied e-mail address that we have in our system from you. The direct link is: <http://www.timechamp.com/lost-pwd.php>

\* **Personal info:** In this section you will be able to check and update the details which you initially entered when first investing in your Time Champ Licence/s. Please ensure that we have your latest information on file – many thanks!

\* **Interface settings:** Once you have opened the “Interface settings”, then you will notice three different sub categories for adjusting different settings within your Time Champ application:

# **Theme:** Select the colour you wish to change your interface to by clicking on the small scroll down arrow to the right of where it says “Theme”. Then click on the “Save” icon in the right side of the window. Now you will be asked to approve this change as it will involve reloading the application. Once you click o.k. then it will take a few moments after which the screen colours will change. We suggest that you try out the various colours to find the one you prefer.

# **Language:** Please follow the very same procedure of selection language as what we just covered with selecting the theme. We are still working on adding more language choices to Time Champ, but if you do have a special request, then please let us know as this will be decided mainly based on need and popularity.

# **Time Zone:** Please follow the very same procedure of selection language as what we just covered with selecting the theme and language. To set the time so your reminders come as and when planned, then simply use the related scroll down bar and select your area and country’s international time setting.

# Time Champ™



\* **Adjusting “Daily action Schedule”:** Your “Daily action schedule” is the appointment time slots found in the middle/left of your Time Champ. Here you can set both what time you wish for your day to start and finish, as well as whether you want your Time Champ to display these time slots intervals half hourly or hourly.

# **Setting start and finish times:** Simply click where you can see the current times, and adjust the start and finishing times to suit your preference. Be sure to click on save before proceeding!

# **Setting time slot intervals:** Use the small scroll bar in the right of the “Intervals” text row (in the right side of the window) here you can chose to set the interval to either 30 minutes or 60 minutes. Be sure to click on save before proceeding!

\* **Programming public holidays/special days:** To program in various national public holidays or other special events, then first select the desired date that you wish to name. Now click the mouse below this in the text field under where it says “Enter holiday description here”. Now type in the special day I.e. “National independence day”. Once you click on the next date or outside the text row, then this date will automatically be saved to your Time Champ and it will appear in red colour within your calendar. N.B. Once you are back in your “Day view” then you will be able to hold the mouse over these bolded/red dates and read the text you have programmed in. Also on the day you will notice a small pop-up reminder down in the right hand corner of your “Day View”.

\* **Closing window:** To close the “Personal settings” window, simply click on the red square icon with the white “x” at the top right of the window after which you will automatically return to your Day View.

**Log out of Day View:** (Your “Log out” icon is found at the very top right on the Day View top navigation bar)

\* **Logging out:** Once you have logged out of your Time Champ Day View, you will then return to the front page of our web site. Should you then regret logging out, then simply type in your login details in the login fields provided and you will b transferred through to your Time Champ again.

# Time Champ™



## Time Champ “WAP” Functionality: (For mobile device usage)

### Accessing your Time Champ on mobile devices:

\* **General use:** One of the main reasons that Time Champ was developed as a web based application (Service), was because it allows you the user to access it from any PC or mobile device which has an internet browser function within it. This means that if you leave your home or office, and you make changes to appointments or other tasks on your mobile device while being out and about, these changes will instantly be reflected on what you will see when you look at your Day View next time you access it on a PC (and visa versa). This gives you a completely different kind of freedom while still having most of your needed information close at hand at any given time.

\* **Logging into wap.timechamp.com:** First of all, ensure that you are set up to access the internet your mobile device. (I.e. Visit a local mobile telephone shop for help in setting this up).

Now log on to the internet within your mobile device by clicking on I.e. “Internet Services” then “Search engine” and then enter the WAP address: wap.timechamp.com Now enter your user name and password (Same as for PC access), and now the top of the screen should read: “Time Champ Mobile”.

\* **Phone:** When you have logged in, you will see a vertical list of links with similar category titles as found within your PC Time Champ version I.e. “Phone calls” – E-mails” etc... and these are the different categories that you can enter to either view, delete or add information to.

\* **Changing Date/Month/Year:** Click on link “Change” and make any adjustments that are needed to the date – month or year (place curser on the appropriate link and then click “Select” and make your change). Now click on “Apply” after which the changes will automatically happen and you will return to the “Table list” (Links menu).

\* **Viewing/Adding/Deleting info:** Click on the desired category (Link) I.e. “Phone calls”. Now you can view any existing tasks already entered. To add another task click on “Add” after which you will notice a choice of three different sub categories:

# 1) **Priority:** Select whether the task (Call) is an “A” Priority (Urgent) or “B” Priority for (Important)

# 2) **Content:** Here you add the text I.e. “Call Jenny Moore”

# 3) **Status:** Here you select whether task is “In progress” – “Done” or “None”

\* **Apply changes:** Once you have selected the above commands, then click on “Apply” after which the changes will automatically happen and you will return to the “Table list” (Links menu).

\* **Return to table list:** At the bottom of each category you will notice the link “Return to table list” – click on this and you will return to the table list menu.

\* **Repeated link functionality:** Within most of the links, the above mentioned instructions will apply, and most categories will give you the choice to edit, change, cancel (regret) and delete tasks.

As explained above under general use, the corrections/changes that you make within your WAP use, will reflect what you will see on your PC and visa-versa.

\* **To exit:** On most devices you click on where it says “More” on you mobile, then you get “Options menu” – now click “Exit WAP”.

**Support:** Should you still require further assistance then please e-mail us at: • [support@dsiworldcorp.com](mailto:support@dsiworldcorp.com)

N.B. Please note that we only offer support for Time Champ related questions and not on third party product functionality I.e. how to use different brands of mobile devices etc. For such questions please contact your local mobile device shop or service outlet.

**We wish you enjoyable use of your Time Champ!**