

Cloud Publishing Guide

This guide covers everything you need to know about publishing your project data from Agilebars, Timebars, or Costbars applications to the Timebars Cloud, enabling cloud dashboard access and cross-device synchronization.

What is Cloud Publishing?

Cloud Publishing is an **optional feature** that allows you to securely upload your project data from the client applications to the Timebars Cloud. Once published, your data becomes available in the Cloud Dashboard for real-time reporting, visualization, and sharing with team members.

Key Benefits:

- **Cloud Dashboard Access:** View interactive reports and charts from any device
- **Cross-Device Sync:** Work on one device, continue on another
- **Data Backup:** Secure cloud storage for your project data
- **Team Collaboration:** Share data with stakeholders (requires individual licenses)
- **Real-Time Updates:** Publish changes instantly to the cloud

Important Notes:

- Publishing is entirely optional—client apps work fully offline
- Your local data remains in the browser unless you choose to publish
- Cloud Publishing requires an active subscription
- Data is encrypted during transmission (HTTPS/TLS)

Account Registration & Subscription

Create an Account

1. **Register:**

- Visit www.timebars.com/register
- Provide your email address and create a secure password
- Click "Register" to submit

2. **Verify Email:**

- Check your email for verification link
- Click the link to confirm your account
- Your account is now active

Choose a Subscription Plan

1. **View Pricing:**

- Navigate to www.timebars.com/pricing

- Review available subscription tiers (T01, T02, T03)
- Compare features and PubSet quantities

2. Purchase Plan:

- Select desired plan based on your needs
- You can purchase up to 10 PubSets depending on tier
- Complete credit card transaction
- License automatically activates

3. Access Your Account:

- Log in at www.timebars.com/login
- View subscription details and license information
- Manage PubSets and account settings

Subscription Includes:

- Client application license (Agilebars, Timebars, or Costbars)
- Cloud Publishing capabilities
- Cloud Dashboard access
- Number of PubSets based on tier
- Technical support

Publishing from Client Applications

Before You Begin

Prerequisites:

- Active Timebars Ltd. subscription
- Client application installed and running (Agilebars, Timebars, or Costbars)
- Project data created in the client application
- Internet connection

What You'll Need:

- Your registration email address
- Your account password
- Understanding of which PubSet to use (explained below)

Step-by-Step Publishing Process

Step 1: Log Into Client Application

1. Launch your client application (Agilebars, Timebars, or Costbars)
2. Click the **gold and black icon** in the top right menu
3. Enter your email and password
4. Click "Login"

5. Verify your email appears in the top menu (confirms local login)

Note: You must be logged in locally before cloud publishing will work.

Step 2: Access the Publishing Page

1. Choose **Main Menu > Publish**
2. The Publishing Page interface opens
3. You'll see the cloud login area at the top

Step 3: Cloud Authentication

1. Enter Cloud Credentials:

- Email: Your registered email address
- Password: Your account password

2. Click "CLOUD LOGIN!"

- This is a **secondary login** for cloud security
- Separate from local app login for enhanced data protection

3. Verify Login Success:

- Your email appears in the cloud login area
- PubSet management buttons become active

Security Note: The cloud login provides an additional security layer. Your data requires both local app login AND cloud login to access.

Step 4: License Verification

1. Click "Show License" button

2. Review Your License Information:

- License type (e.g., TBT03, ABT02, CBT01)
- Expiration date
- Number of PubSets available in your subscription
- Current usage status

License Example:

```
License Type: TBT03
Expires: December 31, 2025
PubSets Available: 5
PubSets Used: 3
```

Step 5: Activate Your PubSets (First-Time Only)

If this is your first time publishing:

1. Click "Activate" button

2. Wait for Activation:

- System creates your PubSets on the cloud
- This one-time process takes a few seconds
- PubSets are associated with your account

3. Verify Activation:

- Your PubSets appear below the activation button
- Each PubSet shows name, owner, status, ID, and last published date

You only need to activate once. After activation, your PubSets are permanent until you manually clear them.

Step 6: Understand Your PubSets

After activation, you'll see your PubSets displayed with these details:

PubSet Information Displayed:

- **PubSet Name:** e.g., "Active Pubset", "Backup Pubset 1"
- **Owner:** Your email address
- **Active Status:** Yes/No
- **PubSet ID:** Unique identifier (e.g., PS001)
- **Last Published:** Date and time of last publish

Visual Distinction:

- **Blue Background PubSet:** This is your **Dashboard PubSet**
 - Directly connected to the Cloud Dashboard
 - Publishing here updates all dashboard reports and charts
 - Use this PubSet for your current active work
- **White Background PubSets:** These are **Storage PubSets**
 - Used for data backup and cross-device synchronization
 - Not connected to Dashboard
 - Ideal for archiving or transferring data between devices

Step 7: Publishing Options

Each PubSet has **three action buttons:**

1. Re-Publish! (Green Button)

- **What It Does:** Updates the cloud with your current project data
- **When to Use:**
 - After making changes to projects, tasks, or resources
 - Daily or weekly to keep cloud data current
 - Before viewing Cloud Dashboard for latest reports
- **What Happens:**
 - All data from your client application is uploaded to this PubSet
 - Overwrites existing PubSet data with fresh data
 - Dashboard updates immediately (for blue background PubSet)
- **Time Required:** 5-30 seconds depending on data size

2. Re-Hydrate! (Blue Button)

- **What It Does:** Downloads PubSet data to your current application
- **When to Use:**
 - Working on a new device and want to continue where you left off
 - Recovering data from a backup PubSet
 - Switching between PubSets
- **What Happens:**
 - All data from the PubSet is downloaded to your local browser
 - Overwrites current local data with cloud data
 - **Warning:** Any unsaved local changes will be lost!
- **Time Required:** 5-30 seconds depending on data size

3. Clear! (Red Button)

- **What It Does:** Removes all data from the PubSet on cloud
- **When to Use:**
 - Removing sensitive data from cloud storage
 - Clearing old PubSet before reusing it
 - Security requirement to delete cloud data
- **What Happens:**
 - All data in this PubSet is permanently deleted from cloud
 - PubSet remains activated but empty
 - Your local data is **not affected**
 - Can re-publish anytime to populate it again
- **Time Required:** 1-2 seconds

Step 8: Dashboard Integration

Understanding the Dashboard PubSet:

The PubSet with the **blue background** is your **Dashboard PubSet**:

- **Direct Connection:** Publishing here immediately updates Cloud Dashboard
- **Real-Time Sync:** Changes appear in dashboard within seconds
- **Primary Use:** Your current active work
- **Dashboard Reports:** All cloud reports pull from this PubSet

Other PubSets (White Background):

- **Not Connected to Dashboard:** Publishing here does NOT update dashboard
- **Use Cases:**
 - Backup copies of project data
 - Historical snapshots (e.g., "Q1 2024 Projects")
 - Transferring data between devices
 - Alternative scenarios or planning versions

Best Practice: Use the blue Dashboard PubSet for day-to-day work. Use white PubSets for backups and special purposes.

Cross-Device Synchronization

The Timebars Cloud enables seamless work across multiple devices. Here's how:

Scenario: Work on PC, Continue on iPad

On Your PC (Primary Device):

1. Work on your project data normally
2. Choose Main Menu > Publish
3. Log in to cloud service
4. Click "**Re-Publish!**" on your Dashboard PubSet (blue background)
5. Data is now in the cloud

On Your iPad (Secondary Device):

1. Open the same client app (Agilebars, Timebars, or Costbars)
2. Log in to the app locally (gold icon, top right)
3. Choose Main Menu > Publish
4. Log in to cloud service
5. Click "**Re-Hydrate!**" on the Dashboard PubSet
6. Your project data downloads to the iPad
7. Continue working where you left off

On iPad Later:

1. Make changes to projects
2. Choose Main Menu > Publish
3. Click "**Re-Publish!**" to sync changes back to cloud

Back on PC:

1. Choose Main Menu > Publish
2. Click "**Re-Hydrate!**" to get latest changes from iPad
3. You now have the updated data

Key Points:

- Always Re-Publish after making changes
- Always Re-Hydrate before starting work on a different device
- Re-Hydrate will overwrite local data—save any local work first!

Real-Time Dashboard Access

View Dashboard from Any Device:

1. From Client App:

- After publishing, click the "Dashboard" button
- Automatically logged in and directed to dashboard

2. From Any Browser:

- Visit www.timebars.com/dashboard
- Log in with your credentials
- Choose "Dashboard" from picklist
- All visualizations adapt responsively to your screen size

Mobile Access:

- Dashboard works on tablets and phones
- Touch-optimized interface
- Responsive layouts adapt to screen size
- Same data, optimized experience

Advanced Features

Metadata Optimization

Enhance your Cloud Dashboard visualizations by optimizing your app's metadata before publishing:

1. Custom Tags

- Apply consistent tagging to categorize tasks
- Use tags like "Critical", "High Priority", "Deferred"
- Create tag hierarchies for multi-level filtering
- Tags appear as filters in Cloud Dashboard

2. Resource Classification

- Define resource categories: Full-Time, Contractor, Offshore
- Assign roles: Developer, QA, Architect, PM
- Tag resources with skills: Java, Python, Cloud, Database
- Tag resources with locations: Office, Remote, East Coast
- Dashboard charts group by these classifications

3. Milestone Marking

- Clearly identify key milestones in your projects
- Assign priority levels: High, Medium, Low
- Set visibility attributes for management reporting
- Milestones appear prominently in dashboard reports

4. Health Indicators

- Update health status regularly: Green, Yellow, Red
- Set health across 7 dimensions (Overall, Cost, Hours, Risk, Schedule, Scope, Issues)
- Dashboard shows health visually with color coding

Best Practices

Efficient Publishing

1. Regular Updates

- **Daily Publishing:** For active projects, publish daily
- **Weekly Publishing:** For stable projects, publish weekly
- **Before Important Meetings:** Always publish before stakeholder reviews
- **Establish Team Schedule:** Agree on publishing frequency with team

2. Publishing Schedule Examples

Active Sprint (Agilebars):

- Publish daily during sprint
- Publish after standup meetings
- Publish before retrospective

Resource Planning (Timebars):

- Publish weekly on Fridays
- Publish after resource allocation changes
- Publish before capacity planning meetings

Portfolio Management (Costbars):

- Publish monthly for executive reviews
- Publish after project approvals
- Publish before board meetings

PubSet Organization

1. Naming Conventions

- Use descriptive names for clarity
- Examples:
 - "Active Projects Q1 2025"
 - "Sprint 12 Backup"

- "Annual Planning Scenario A"
- "Historical - 2024 Complete"

2. PubSet Dedication

- **Dashboard PubSet (Blue):** Always your current active work
- **Backup PubSet 1:** Weekly backup of active work
- **Backup PubSet 2:** End-of-sprint/month snapshots
- **Backup PubSet 3:** Historical data or alternative scenarios

3. Maintain One Primary

- Keep one PubSet as primary (Dashboard PubSet)
- Publish to Dashboard PubSet daily/weekly
- Use other PubSets for backups only
- Avoid confusion by having single source of truth

Data Hygiene

Before Publishing:

1. Clean Up Project Data

- Remove test projects and tasks
- Delete duplicate items
- Archive completed projects (or keep for reference)
- Verify naming consistency

2. Consistent Naming

- Use standard naming conventions
- Example: "Q1-2025-Website-Redesign"
- Avoid special characters: &, %, \$, #
- Use Title Case or lower-case consistently

3. Verify Resource Allocations

- Ensure all tasks have owners
- Check resource assignments are accurate
- Update resource availability
- Remove unassigned resources

4. Update Metadata

- Set status on all items (Active, Complete, On Hold)
- Update health indicators
- Set priorities correctly
- Fill in descriptions for context

Troubleshooting

Common Publishing Issues

Login Problems

Symptom: Cannot log in to cloud service

Possible Causes:

- Incorrect email or password
- No internet connection
- Subscription expired
- Account not verified

Solutions:

1. Verify Credentials:

- Check email spelling (no extra spaces)
- Ensure password is correct (case-sensitive)
- Try "Forgot Password" link to reset

2. Check Internet:

- Verify internet connection in browser
- Try accessing www.timebars.com in another tab
- Check firewall settings

3. Verify Subscription:

- Log in to www.timebars.com/login
- Check "My Account" for subscription status
- Renew if expired

4. Verify Account:

- Check email for verification link
- Click verification link if not done
- Contact support if issues persist

Publishing Failures

Symptom: "Re-Publish!" fails or times out

Possible Causes:

- No available PubSets in subscription
- PubSets not activated
- Exceeding data size limitations
- Network interruption
- Server issues

Solutions:**1. Confirm Available PubSets:**

- Click "Show License" to verify PubSet count
- If 0 available, upgrade subscription

2. Activate PubSets:

- Click "Activate" button if not done
- Wait for confirmation message
- Refresh page and try again

3. Check Data Size:

- Large projects (1000+ items) may take longer
- Wait 1-2 minutes for very large datasets
- Consider splitting data across multiple PubSets if needed

4. Network Issues:

- Check internet connection stability
- Try again in a few minutes
- Use wired connection instead of WiFi if available

5. Server Issues:

- Check status at www.timebars.com/status
- Contact support if persistent
- Try again later

Re-Hydrate Issues

Symptom: "Re-Hydrate!" fails or doesn't load data

Possible Causes:

- PubSet is empty (cleared or never published)
- Network interruption
- Browser storage quota exceeded
- Incompatible data version

Solutions:**1. Verify PubSet Has Data:**

- Check "Last Published" date on PubSet
- If date is empty, PubSet is empty
- Publish from another device first

2. Network Issues:

- Ensure stable internet connection
- Wait for progress indicator to complete
- Don't close browser during download

3. **Browser Storage:**

- Clear browser cache and cookies
- Free up disk space on device
- Try different browser

4. **Incompatible Data:**

- Ensure same product (Agilebars PubSet → Agilebars app)
- Contact support if version mismatch

Data Not Appearing in Dashboard

Symptom: Dashboard shows no data or old data

Possible Causes:

- Published to wrong PubSet (white instead of blue)
- Dashboard not refreshed after publish
- Browser cache showing stale data
- Published before logging into cloud

Solutions:

1. **Verify Dashboard PubSet:**

- Identify PubSet with **blue background**
- Publish to THIS PubSet specifically
- Check "Last Published" time is recent

2. **Refresh Dashboard:**

- In dashboard, press F5 or Ctrl+R (Cmd+R on Mac)
- Click browser refresh button
- Wait 5-10 seconds for data to load

3. **Clear Browser Cache:**

- Chrome: Settings > Privacy > Clear Browsing Data
- Firefox: Settings > Privacy > Clear Data
- Edge: Settings > Privacy > Choose what to clear
- Select "Cached images and files"
- Refresh dashboard page

4. **Re-Publish:**

- Go back to client app

- Verify cloud login is active
- Click "Re-Publish!" on blue PubSet again
- Wait for success message
- Refresh dashboard

Security and Privacy

Data Protection

Encryption:

- **In Transit:** End-to-end HTTPS/TLS encryption (same as banks)
- **At Rest:** Encrypted storage in secure cloud database
- **Authentication:** JWT tokens for secure session management

Data Isolation:

- Your data is isolated in the shared database
- Only accessible with your username and password
- No other customers can access your data
- Database queries filtered by user credentials

Password Security:

- Passwords encrypted before storage
- Never transmitted in plain text
- Secure password reset via email
- Strong password requirements enforced

SOC 2 Compliance

Timebars Ltd. follows SOC 2 compliant data handling processes:

- Regular security audits
- Data backup and disaster recovery
- Incident response procedures
- Access logging and monitoring

Privacy

What We Store:

- Project data you choose to publish
- User account information (email, hashed password)
- Usage analytics (anonymous)

What We Don't Store:

- Credit card numbers (handled by payment processor)

- Data you don't publish (stays in your browser)
- Personal browsing history

Your Rights:

- Right to access your data
- Right to delete your data
- Right to export your data
- Right to account deletion

Contact jcox@tcox.com for data requests.

System Requirements

Client Applications

Operating Systems:

- Windows: Windows 10 or later
- macOS: macOS 10.14 (Mojave) or later
- iOS: iOS 13 or later (Safari browser)
- Android: Android 9 or later (Chrome browser)

Browsers:

- Chrome: Version 90 or later (recommended)
- Firefox: Version 88 or later
- Safari: Version 14 or later
- Edge: Version 90 or later

Internet Connection:

- Required for publishing and cloud access
- Minimum: 1 Mbps upload speed
- Recommended: 5 Mbps for large datasets

Cloud Dashboard Access

Any Modern Web Browser:

- Desktop: Chrome, Firefox, Safari, Edge
- Mobile: Safari (iOS), Chrome (Android)
- Tablet: Optimized for iPad and Android tablets

Internet Connection:

- Required for dashboard access
- Minimum: 1 Mbps download speed
- Recommended: 5 Mbps for fast chart rendering

Support Resources

Knowledge Base

- Browse articles at www.timebars.com/knowledgebase
- Search for specific topics or error messages
- View step-by-step tutorials and videos
- FAQs for common questions

Customer Support

- **Email:** jcox@tbcx.com
- **Support Tickets:** www.timebars.com/support
- **Response Time:** 24-48 hours (varies by subscription level)
- **Phone:** (613) 255-5374

Feature Requests

- Email: jcox@tbcx.com
- Include detailed description of requested feature
- Explain use case and benefit
- We review all requests for product roadmap

Related Help Topics

- [Cloud Reports and Dashboard Guide](#) - Available reports and how to use them
- [Local Reports Guide](#) - Reports in client applications
- [Getting Started](#) - Initial setup and registration
- [Data Structure Guide](#) - Understanding the data model

Quick Reference

Publishing Workflow

1. Log in to client app (gold icon)
2. Main Menu > Publish
3. Cloud Login (email + password)
4. Activate PubSets (first time only)
5. Re-Publish! (to blue PubSet for dashboard)
6. View Dashboard button or www.timebars.com/dashboard

Cross-Device Workflow

Device A:

1. Make changes
2. Main Menu > Publish

3. Re-Publish! (to save to cloud)

Device B:

1. Main Menu > Publish
2. Re-Hydrate! (to download from cloud)
3. Make changes
4. Re-Publish! (to save to cloud)

Device A:

1. Re-Hydrate! (to get latest changes)

Cloud Publishing enables you to work seamlessly across devices while keeping your data secure and accessible—wherever and whenever you need it.