TValue™ Online
by TimeValue Software

SAVE YOUR WORK. KNOW WHERE TO FIND IT.

TValue Online File Saving Options

TValue Online lets you save editable TValue (.TV6) files to either your TValue Online account or locally. Choose a location, use a clear file name, and save your changes before leaving your schedule.

1. Save to your TValue Online account

Choose **File > Save To TValue Online Account**. Select the folder, name your file, and save. To return to your work, choose **File > Open From TValue Online Account** and browse to that file or folder.

2. Save locally (outside your TValue Online account)

Choose **File > Download & Save Locally as .TV6**. Your browser may download the file to its default folder or ask you to choose a location. Check Downloads if you are unsure where it went. To reopen it, choose **File > Open Locally** and select your saved TValue (.TV6) file.

3. Use company shared folders, if available

Company Share folders can organize files for your team. Use the shared location when saving and reopening team files. Your administrator manages access to folders and documents. If you cannot see the expected folder, ask your administrator to check your access.

Cannot find a saved schedule?

Check your TValue Online account folders, Company Share folders, and local Downloads or other saved locations. You can also search your computer for the file name or **.TV6** files. An empty working screen does not, by itself, mean a saved file was deleted. If you still cannot find it, contact TimeValue Software support specialists at support@TimeValue.com, or 800-426-4741 with the file name, when you last saved it, and where you expected it to be.

Keep an editable copy: A PDF is a report for viewing or sharing. Always save the TValue (.TV6) file as well so you can reopen it and change the calculation. If your account administrator disables cloud storage, saving locally is the only available saving option.