

TimeNet 3x

Thank you for your interest in TimeNet! Please take a few minutes familiarize yourself with its features by reading this comprehensive manual.

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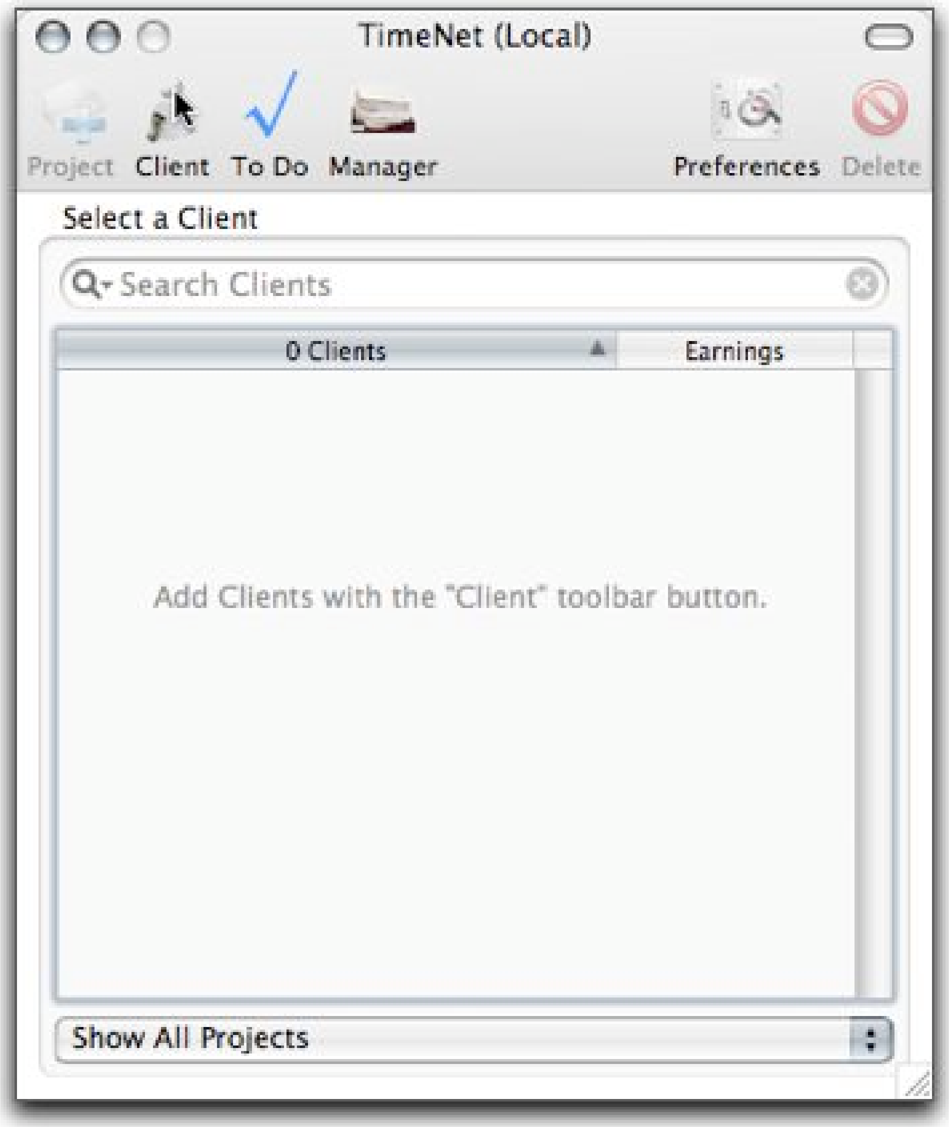
II. Using TimeNet

When you open the application, you are presented with your list of clients. Expand a client folder to see their projects. Use the Project and Client toolbar buttons to add new projects and clients.



TimeNet's Main Window

II-A. Preferences

TimeNet's preferences are simple and straightforward. Here's a brief description of all the items you may customize in the Preferences window.

TimeNet's Preferences window

(•) Identity

Establish your business here. Import your company letterhead logo, and input all other relevant information about your business.

(•) Options

- Check for Update
  Makes TimeNet check for updates on open
- Play Sounds
  Turn sounds on or off
- Show Strobe while timing
  Turn the strobe graphic on or off
- QuickTimer Pauses Other Timers
  Sets whether or not invoking the QuickTimer pauses other running timers.
- Pause All Timers When Idle For
  If you leave your computer, TimeNet can pause running timers after a certain period of inactivity.
- Currency Format
  Changes the currency symbol used in TimeNet
- Invoices Must Be Paid Within
  Tells TimeNet how long you want to give clients to pay
- Overdue Interest Rate
  When an invoice is overdue, TimeNet can mark up that invoice by a percentage
- Apply tax to invoice total
  Adds a tax percentage to your invoice
- Round earnings to nearest xx
  Set to 25¢, $1, or don't round. If set to 25¢, $1.42 rounds up to $1.50, and $1.79 would round down to $1.75. If set to $1, $1.58 would round to $2, $1.29 would round down to $1.
- Round time to nearest xx
  Set to hour, half hour, or 15 minutes to round your project's task time respectively.

(•) Charges

Add charge rates in here. When timing your project, you'll assign categories to the tasks you complete. Change the rate of pay in the right column. Simply type in a number (i.e. 25) and TimeNet formats it automatically.

(•) Invoice

- Numbering

  Chose between sequential (counting up), or random invoice numbering schematics
- Templates

  This is your Invoice Template viewer. Double-click a template name to view it and edit it in TextEdit. Option-double-click a template to rename it. You may also jump to your Templates folder with the pop-up menu.

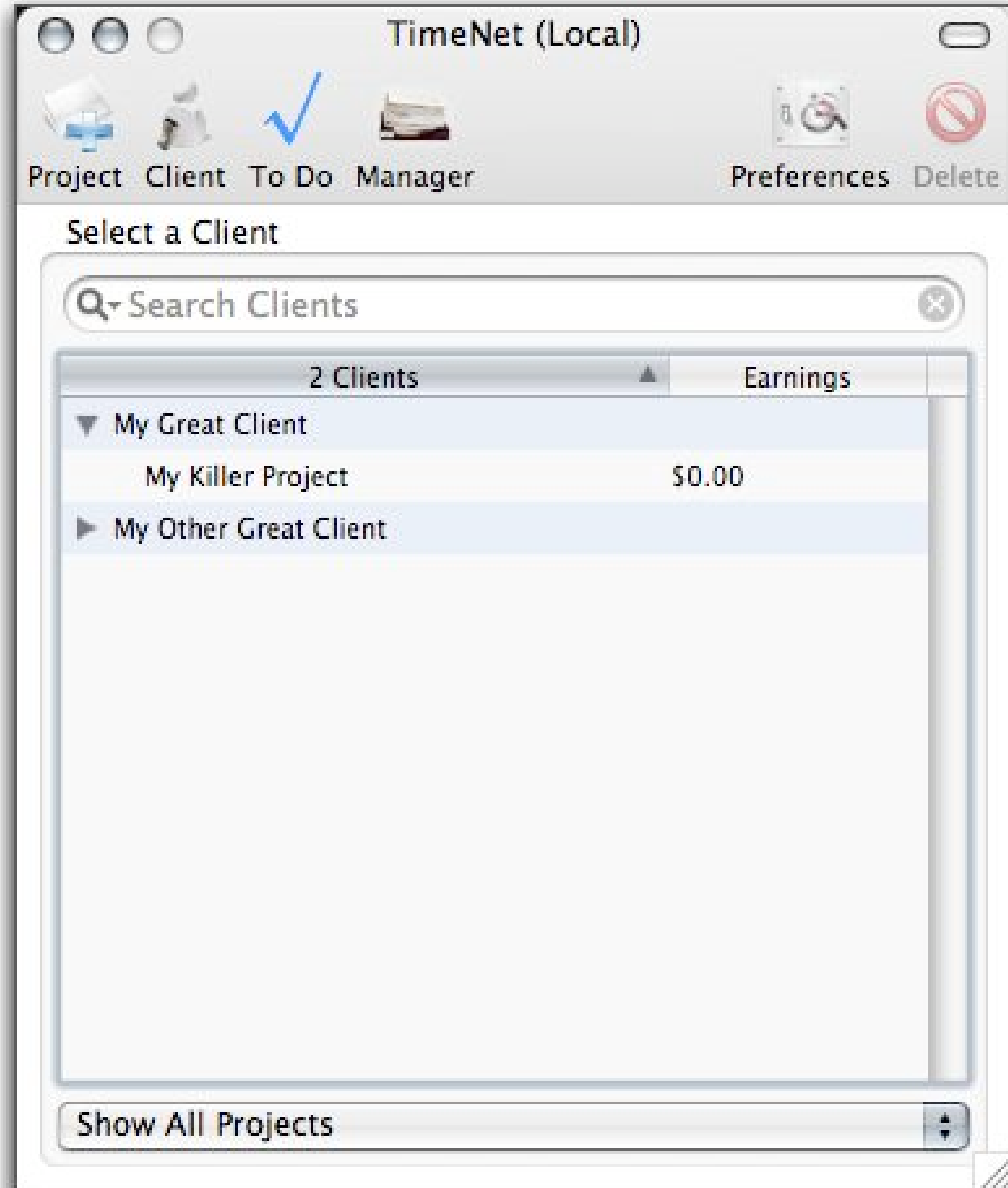
Your invoice can be customized with information using "tags" to insert information dynamically as the invoices are created. Simply enter the tag between <> symbols. For example: “Questions about this invoice? Call <my-phone>!”

Tags you can use:

Tag	What it Inserts	Tag	What it Inserts
<my-name>	Company’s Name	<client-name>	Client’s Name
<my-address>	Address	<client-address>	Client’s Address
<my-address2>	Address Line 2	<client-address2>	Client’s Address 2
<my-city>	City	<client-city>	Client’s City
<my-state>	State	<client-state>	Client’s State
<my-zip>	Zip	<client-zip>	Client’s Zip
<my-phone>	Phone	<client-phone>	Client’s Phone
<my-email>	Email	<client-email>	Client’s Email
<my-mobile>	Mobile Phone	<due-in>	Invoice Due Days
<invoice-num>	Invoice Number	<invoice-total>	Invoice Total
<markup-rate>	Overdue Markup %	<ex-total>	Expenses Total

II-B. Main Window

TimeNet's Main Window keeps all of your clients organized via folders. All projects you create will be stored inside of the pertaining client folder.



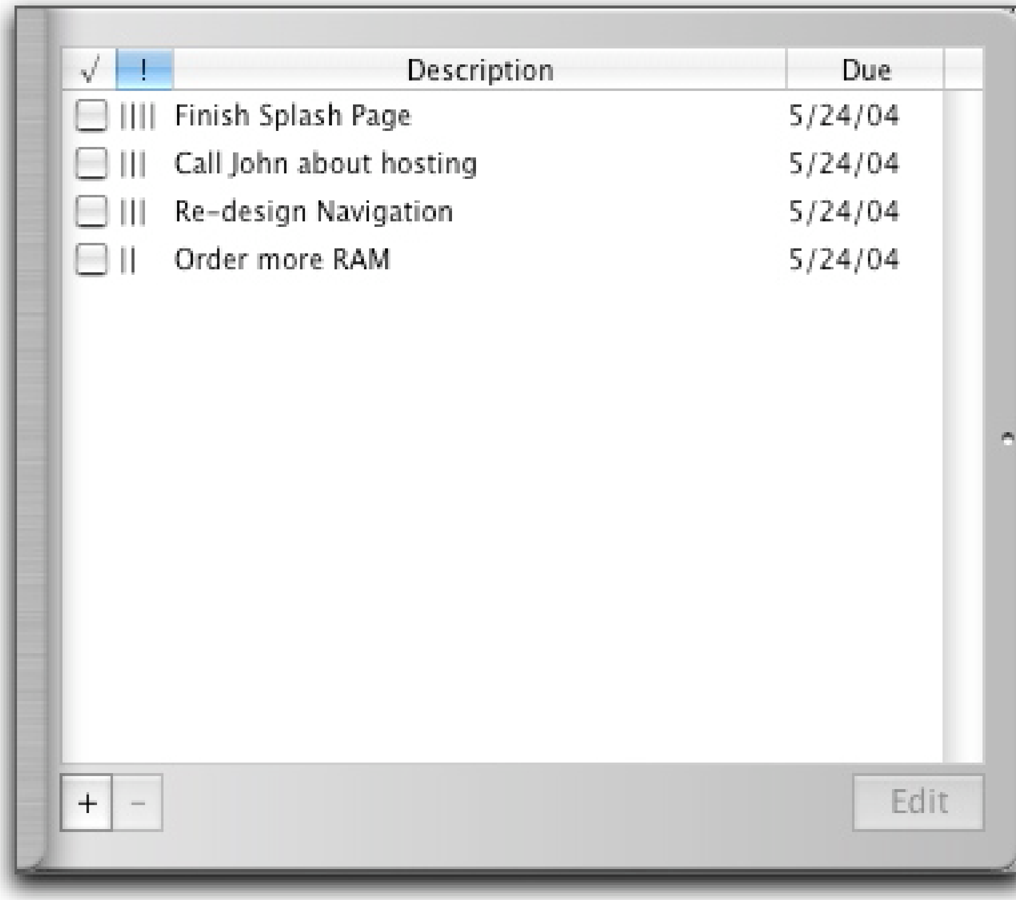
TimeNet's main window organizes all clients and projects

Use contextual menus by Control-clicking or right-clicking on a client's name or a project. You can quickly edit your client, email your client, show your client's phone number, generate a project invoice, and much more.

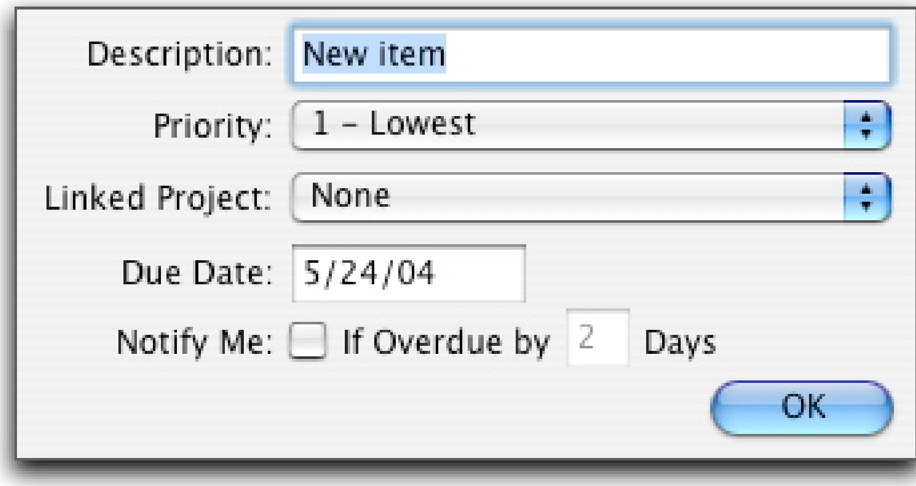
You can also Option-double-click a client to edit it.

II-C. To-Do Task Center

TimeNet allows you to keep track of all deadlines via its To-Do Task Center. Double-click a task to open the linked project. If no project is linked, TimeNet opens the edit box. Click the edit button in the lower-right corner, or hold down Option while you double-click a task to force the edit box open.



TimeNet's To-Do Task Center



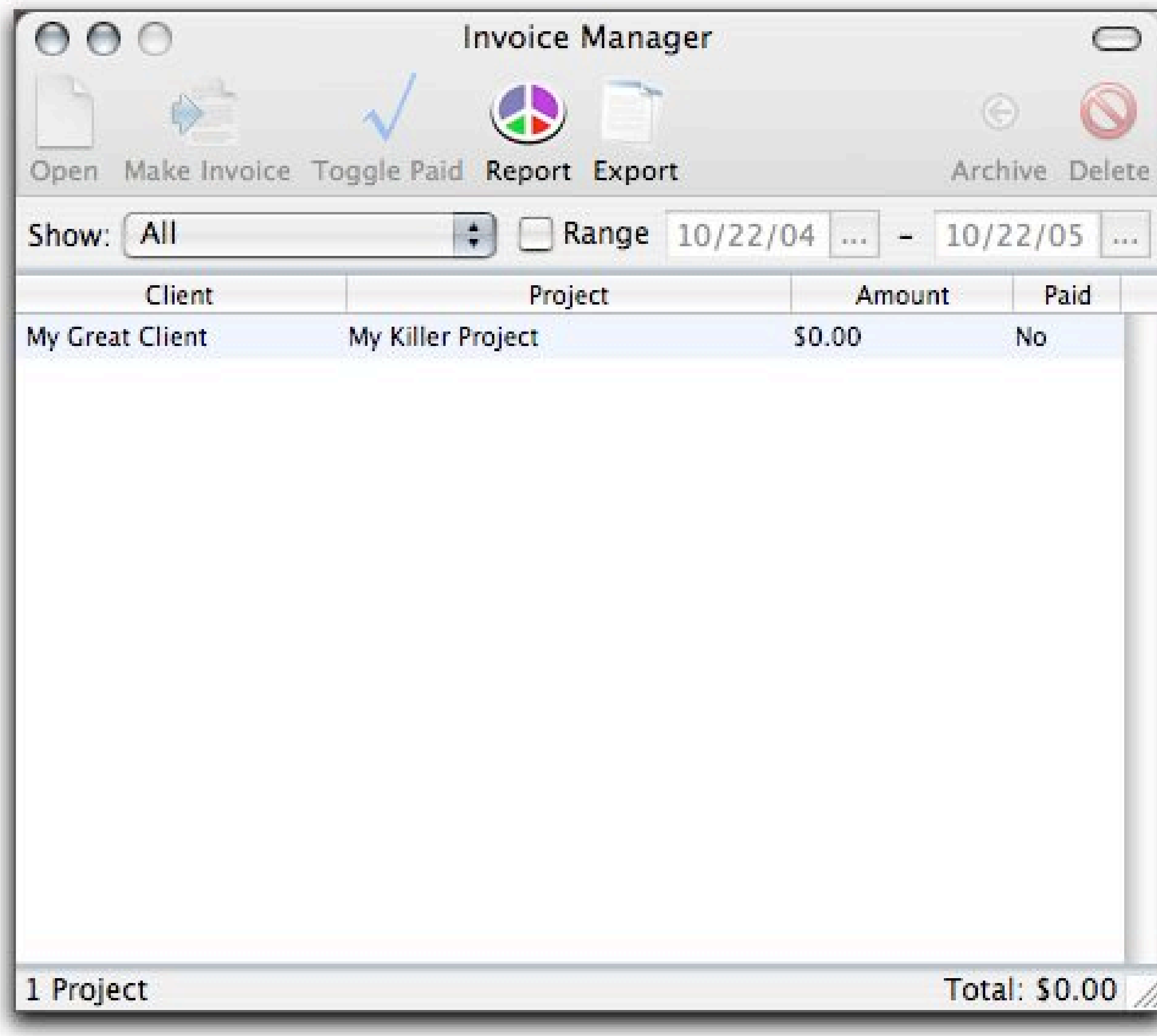
Link tasks to projects and be notified if overdue

The Notify Me function is quite handy in that TimeNet will pop-up a notification when it opens if any items are overdue. **You can set this to 0 to be notified on the due date itself.**

II-D. Manager

Use TimeNet's Manager to view all, paid, or unpaid projects. From there you can change whether or not they've been paid, or jump to the project to work on it further. TimeNet also allows you to jump to the final invoice for that project right from here.

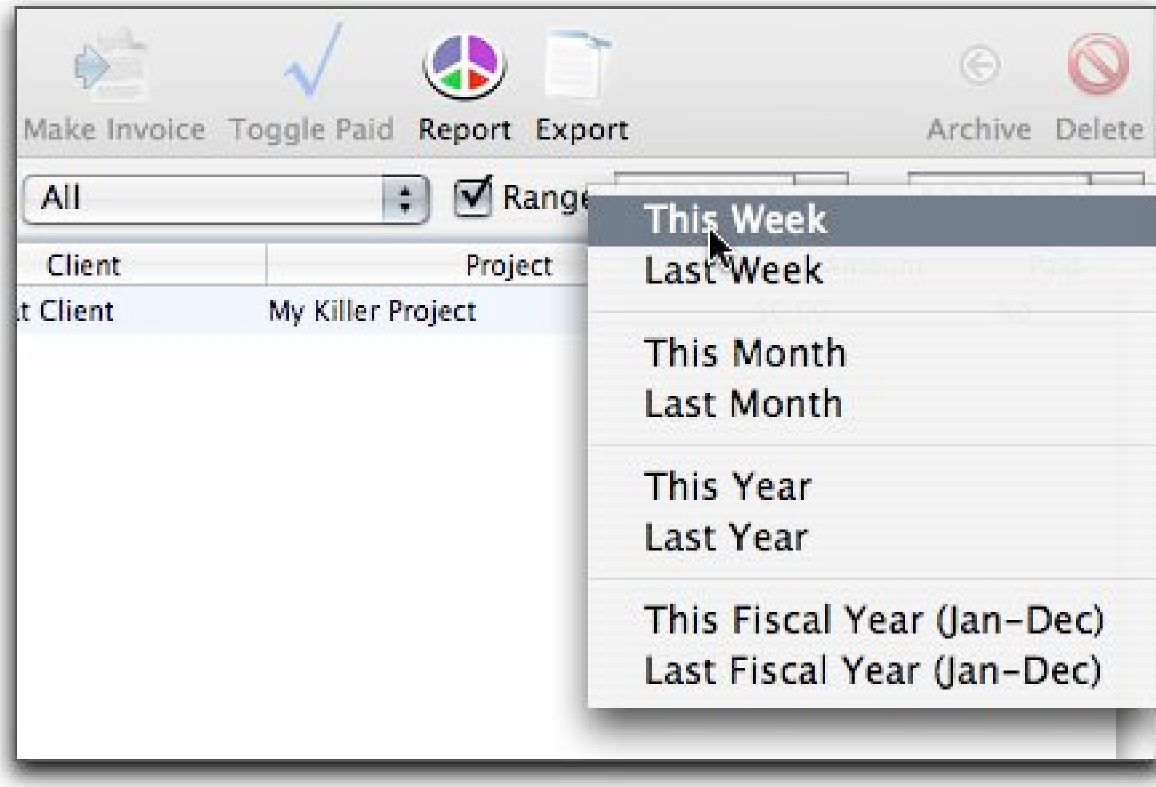
TimeNet's Manager also allows you archive or unarchive projects, as well as create comprehensive reports of the listed projects (see the reports section for more information).



Manager window

Hold down the Option key and the Archive/Unarchive button will become Archive All or Unarchive All.

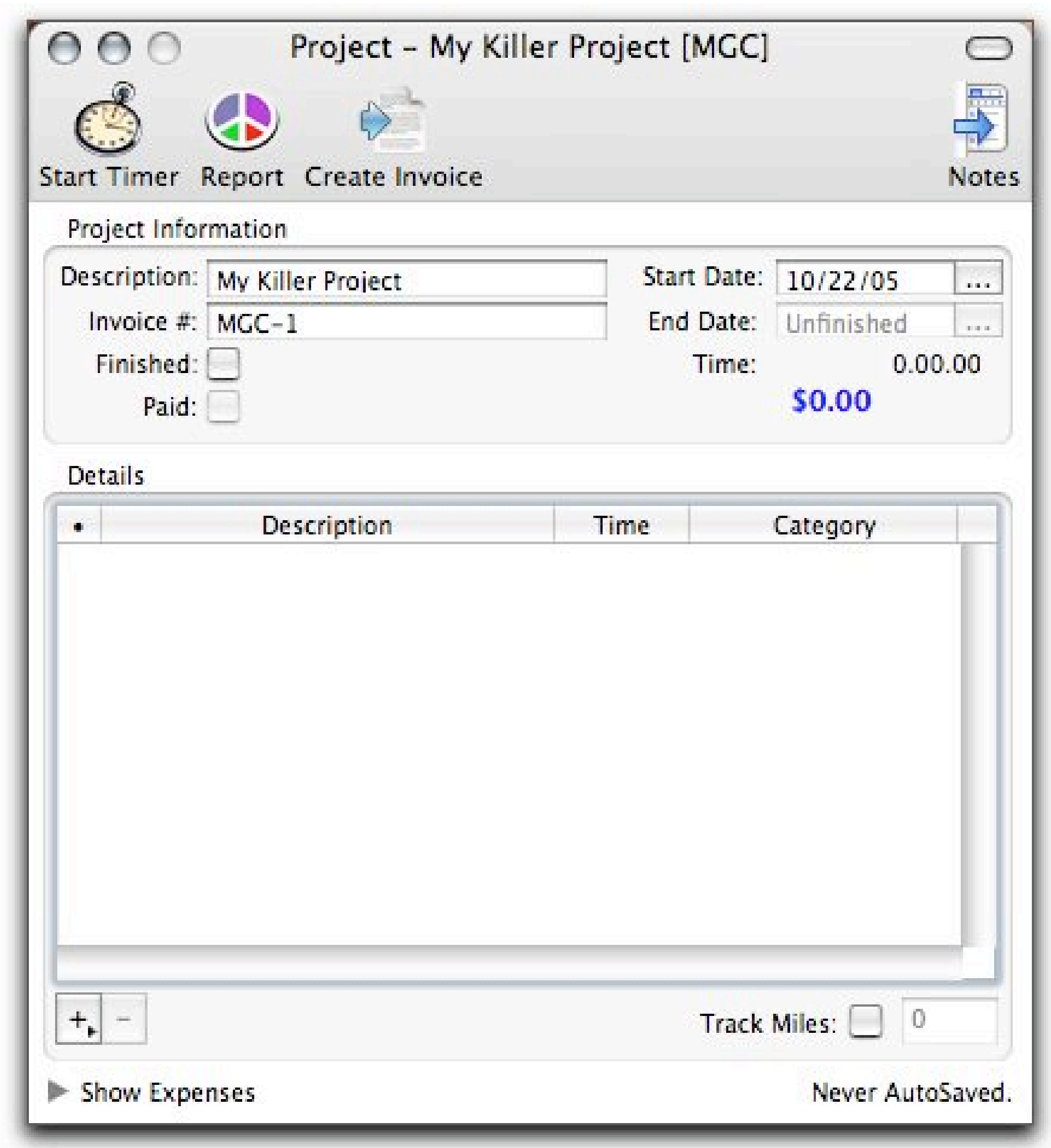
Control-click or right-click near the date fields to select a list of common time frames.



Control-Click or Right-Click to Auto-Fill Date Ranges

II-E. Project Window

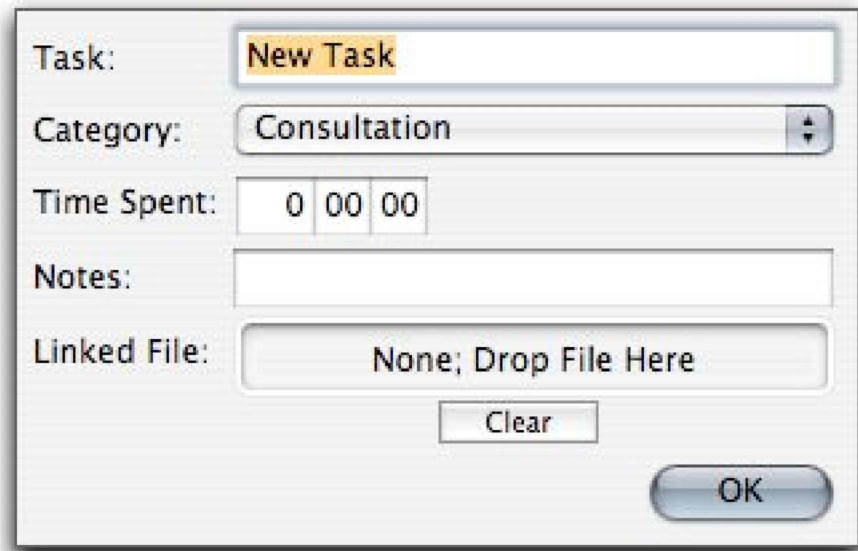
TimeNet's main functionality is in this window. Once you choose a client and click begin, you are presented with the Project window. In this window, you will add tasks, assign categories to them, and track your expenses. Once you have a categorized task, you may commence work. Let's see how this works.



TimeNet's Project window

Get a fresh Project window open, and click the "+" button under the tasks box for New Task. Select the category of task in the popup menu. This sets the rate at which TimeNet will monitor your expenses earned. You may setup multiple categories with different rates in the preferences. For example, you may charge $50/HR for consultation, but only $35/HR for in-house work.

Once you click the "+" button, you're presented with the Add Task window.



Add a Task to your Project

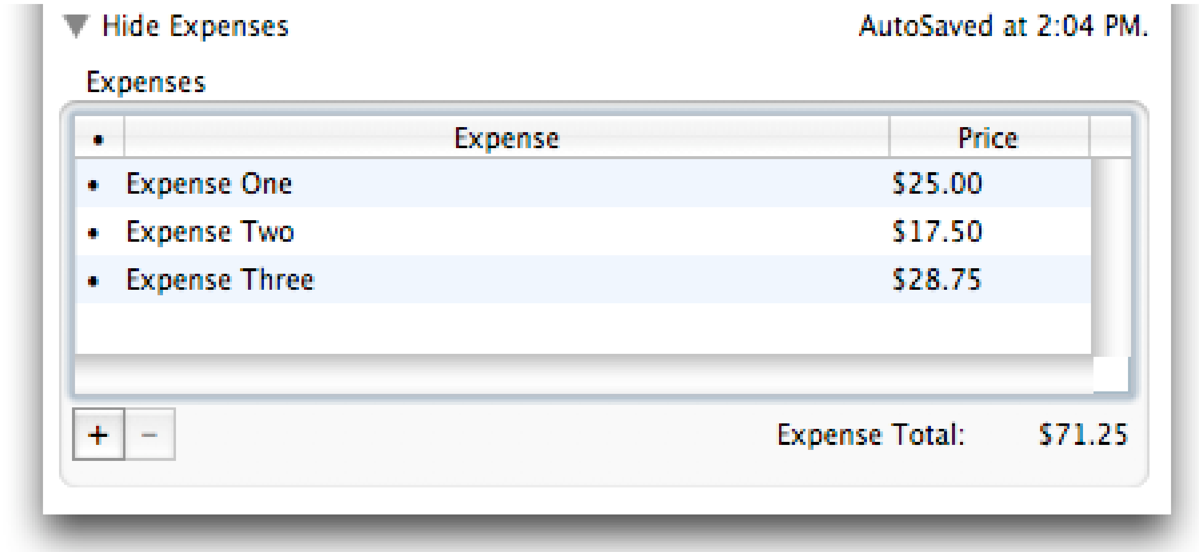
Type in a brief description of the task, set the time you've spent on the task (if any), any notes that will help you complete the task, and a linked file (optional).

A linked file tells TimeNet which file you're working on for that task. Drag a file into the well and TimeNet will automatically launch that file when that task is started.

Now, you have a task and it has a category. You may Click the "Start Timer" button in the Toolbar. Inside the task box, the timer counts up. In the Project Information section, you can see the total project time, as well as the total earnings thus far. Feel free to add new tasks and test out the functions of TimeNet.

In addition to adding tasks and flat fee items, notice the "Add Discount" option at the bottom of the list. Choosing this will allow you to place a discount on your project, with a description, in either a percentage or a dollar amount.

Notice the triangle and "Show Expenses" at the bottom-left of the window. Expand the triangle by clicking on it. Another box is shown.

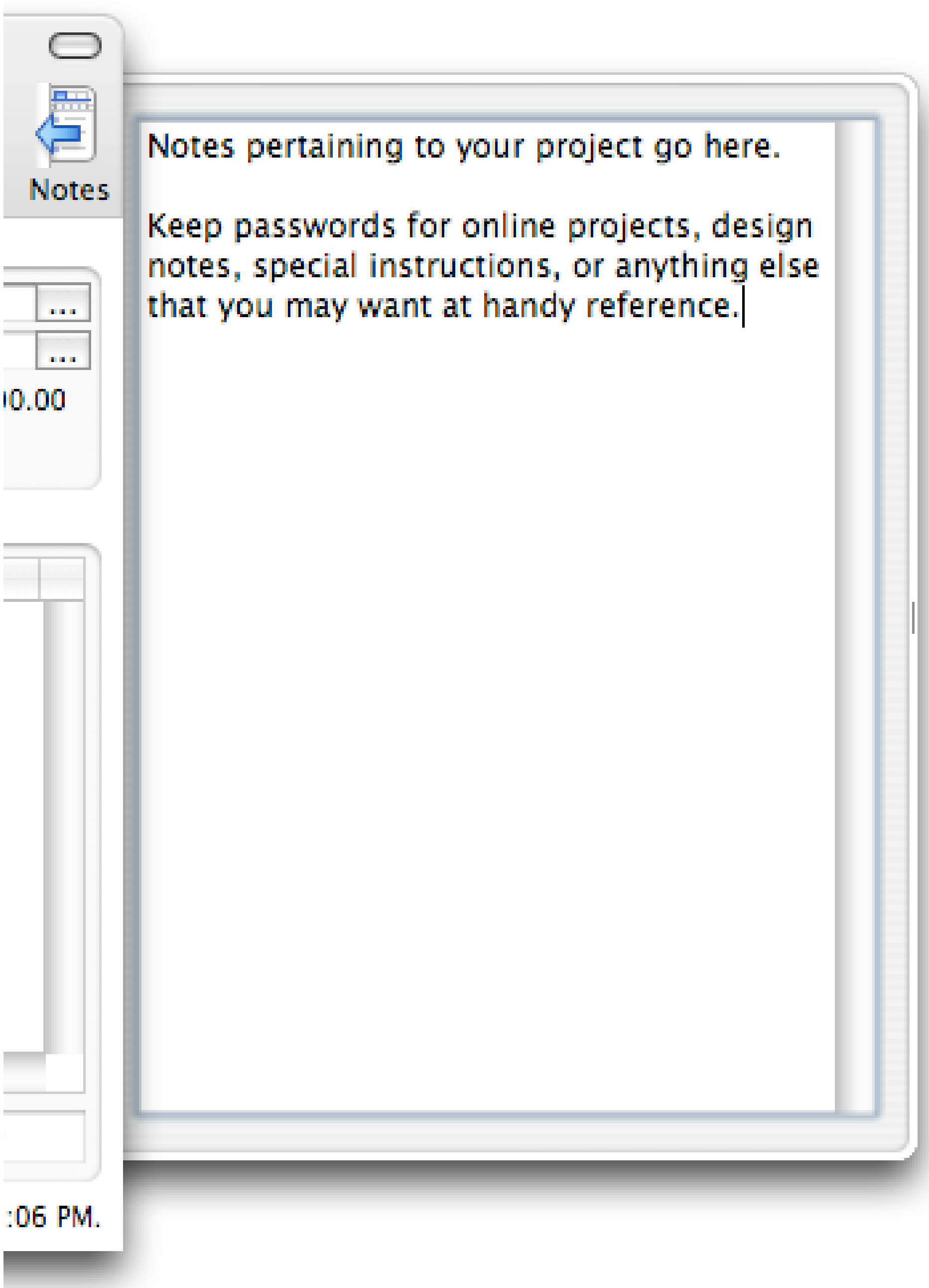


TimeNet's Expense Tracker

Here, you can add all the expenses you may have incurred through the duration of this project. A total is automatically calculated at the bottom. Try it out: add, for example, "200 business cards" and give it a value of "$125.00". Now add "FedEx overnight CD delivery" at "$16.50". Keep adding more as you wish, and see how TimeNet totals everything for you.

You can stop your project and resume it at another time. The timesheet data is all backed up on file, and TimeNet automatically saves all project information every 5 minutes, as you work. This way if anything happens, your data is always current.

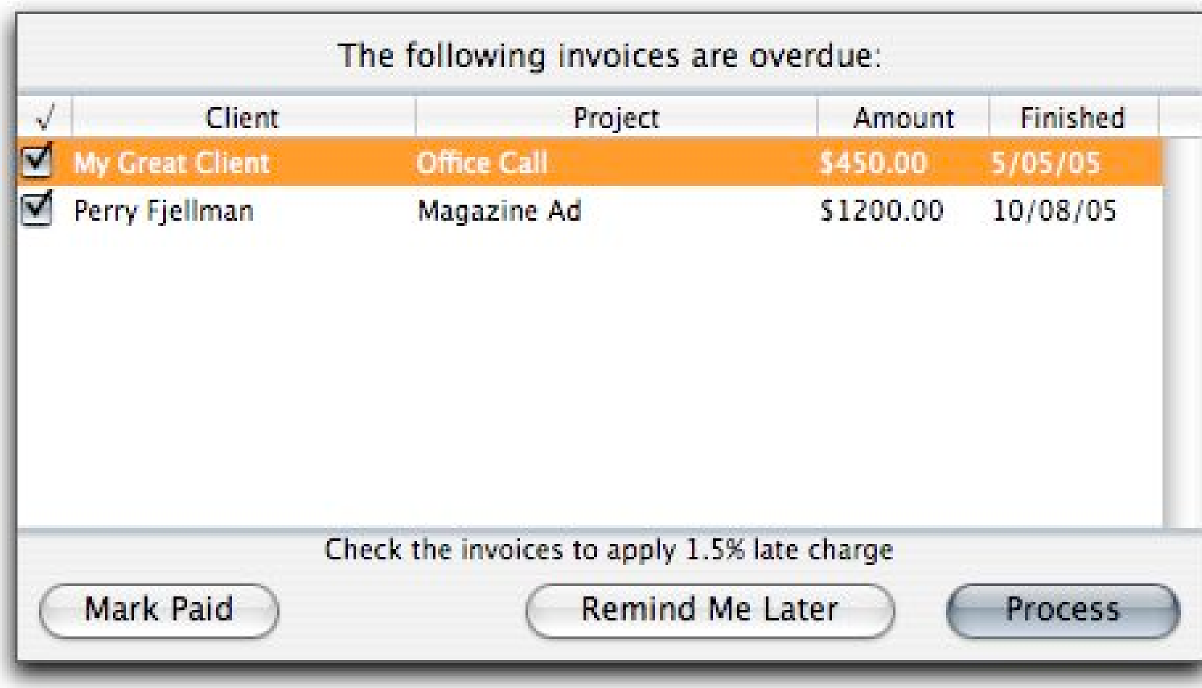
Another feature of the Project Window is the Notes function. Notice the right-hand toolbar button called Notes. When you click this, a slide-out window with a text field is displayed. Here you can keep any notes you may want or need pertaining to that project. Very handy.



Project Notes slide-out

II-F. Overdue Invoices

TimeNet will check all of your projects when it launches. It looks specifically at the finished date. If that date is older than the number of days you specified for late charges in your preferences, you get this window:

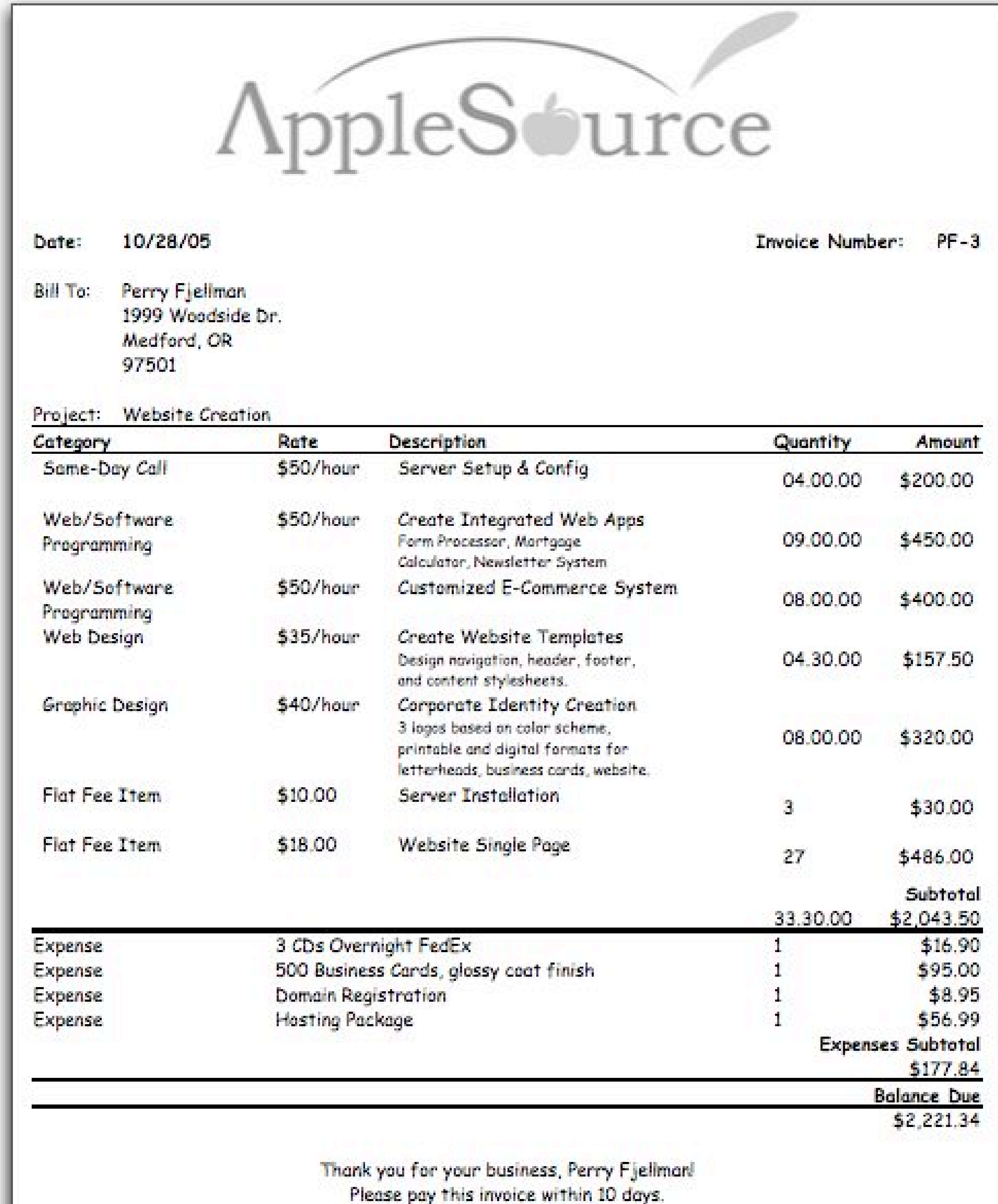


TimeNet's Overdue Invoices Window

Check the invoices that should be processed. Uncheck an invoice to leave the markup off, for example if a payment arrangement has been made. You can completely dismiss this all together with the Remind Me Later button, or mark a project paid if you forgot to do so when payment was received.

II-G. Invoice Window

TimeNet's main attraction is the ability to create professional and consistent invoices. Click the Create Invoice button in the Toolbar to see how this works.



AppleSource

Date: 10/28/05

Invoice Number: PF-3

Bill To: Perry Fjellman
1999 Woodside Dr.
Medford, OR
97501

Project: Website Creation

Category	Rate	Description	Quantity	Amount
Same-Day Call	$50/hour	Server Setup & Config	04.00.00	$200.00
Web/Software Programming	$50/hour	Create Integrated Web Apps Form Processor, Mortgage Calculator, Newsletter System	09.00.00	$450.00
Web/Software Programming	$50/hour	Customized E-Commerce System	08.00.00	$400.00
Web Design	$35/hour	Create Website Templates Design navigation, header, footer, and content stylesheets.	04.30.00	$157.50
Graphic Design	$40/hour	Corporate Identity Creation 3 logos based on color scheme, printable and digital formats for letterheads, business cards, website.	08.00.00	$320.00
Flat Fee Item	$10.00	Server Installation	3	$30.00
Flat Fee Item	$18.00	Website Single Page	27	$486.00
				Subtotal
			33.30.00	$2,043.50

Expense	3 CDs Overnight FedEx	1	$16.90
Expense	500 Business Cards, glossy coat finish	1	$95.00
Expense	Domain Registration	1	$8.95
Expense	Hosting Package	1	$56.99
			Expenses Subtotal
			$177.84

Balance Due
$2,221.34

Thank you for your business, Perry Fjellman!
Please pay this invoice within 10 days.

A TimeNet-Generated Invoice

Feel free to edit your invoice as you wish in TextEdit. To save your invoice as a PDF file for emailing, simply choose File->Print and click the "Save As PDF..." button.

Also try re-creating your invoice with different templates, or design your own. See the Invoice Templates section for more information.

II-H. Invoice Templates

TimeNet uses a template system for invoice layouts. Templates are created in Rich Text Format and may include tables, images, margins, or any other design element.

TimeNet comes bundled with four Invoice Templates. Open your Invoice Templates folder from your Preferences window in the popup under your Templates list (in your Invoices pane).

You may edit, delete, rename, or copy invoices here. When editing your templates, you will use tags to insert data into that template. Here is a list of tags you can insert:

Tag	What it Inserts	Tag	What it Inserts
<my-name>	Company's Name	<client-name>	Client's Name
<my-address>	Address	<client-address>	Client's Address
<my-address2>	Address Line 2	<client-address2>	Client's Address 2
<my-city>	City	<client-city>	Client's City
<my-state>	State	<client-state>	Client's State
<my-zip>	Zip	<client-zip>	Client's Zip
<my-phone>	Phone	<client-phone>	Client's Phone
<my-email>	Email	<client-email>	Client's Email
<my-mobile>	Mobile Phone	<due-in>	Invoice Due Days
<invoice-num>	Invoice Number	<invoice-total>	Invoice Total
<markup-rate>	Overdue Markup %	<ex-total>	Expenses Total

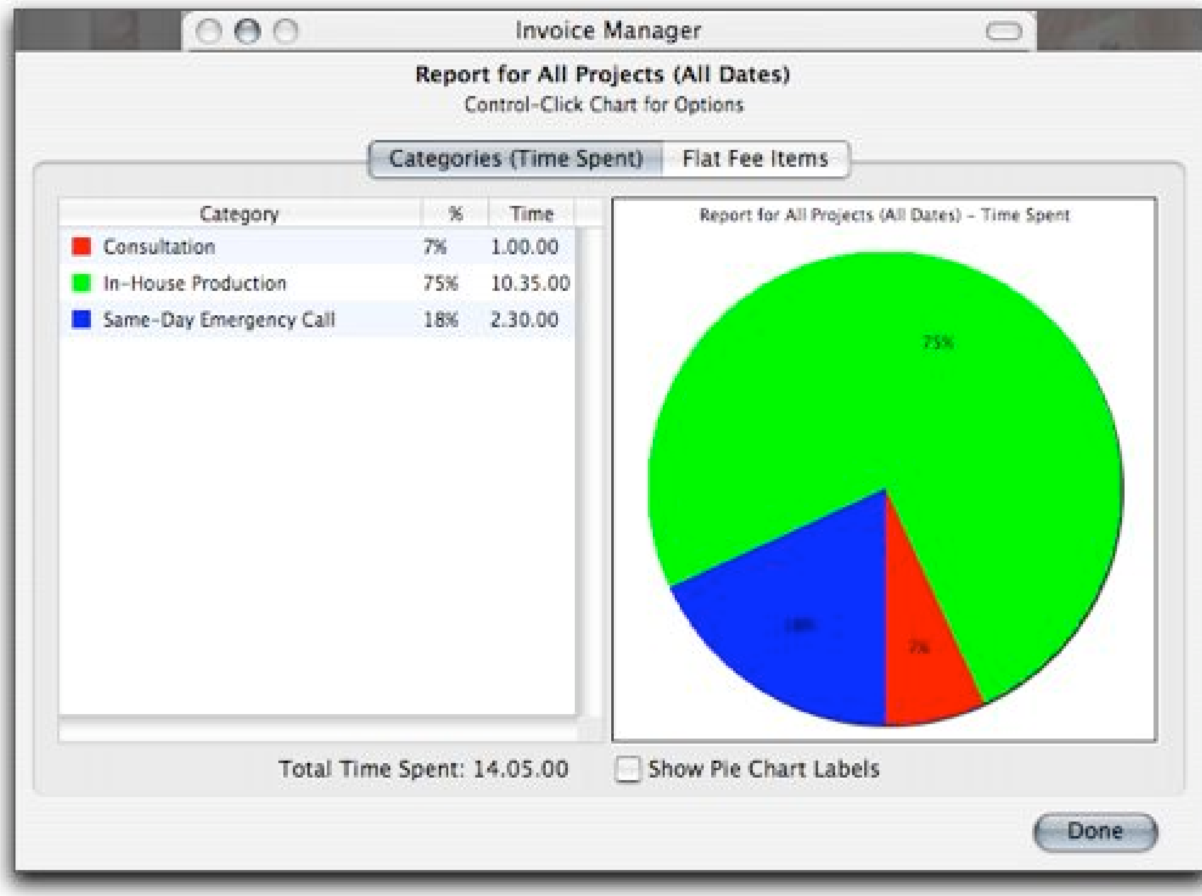
Notice how invoices are designed by checking out the included templates, and try playing around with your own designs. More templates will be available as more people design them, and you can submit your own designs by visiting our website.

II-1. Reports

TimeNet has the ability to create robust visual reports in three different sections.

(•) Manager Reports

Open your Invoice Manager and filter your projects using All, Paid, Unpaid, Archived, and other parameters, as well as optionally filter with a date range. Clicking the Report button ( ) will generate a report for the filtered projects.



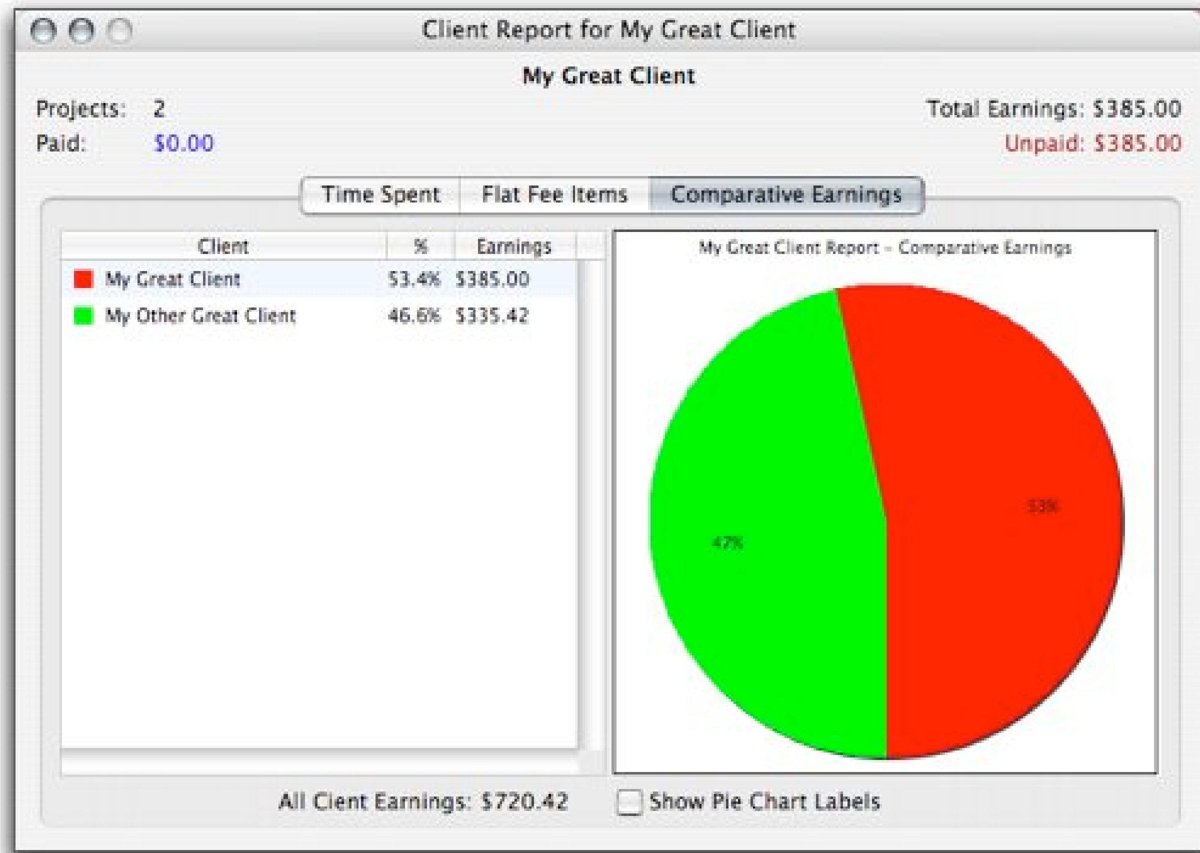
Manager Report

(•) Per Project

See a report for a specific project by clicking the Report button ( ) in your Project window.

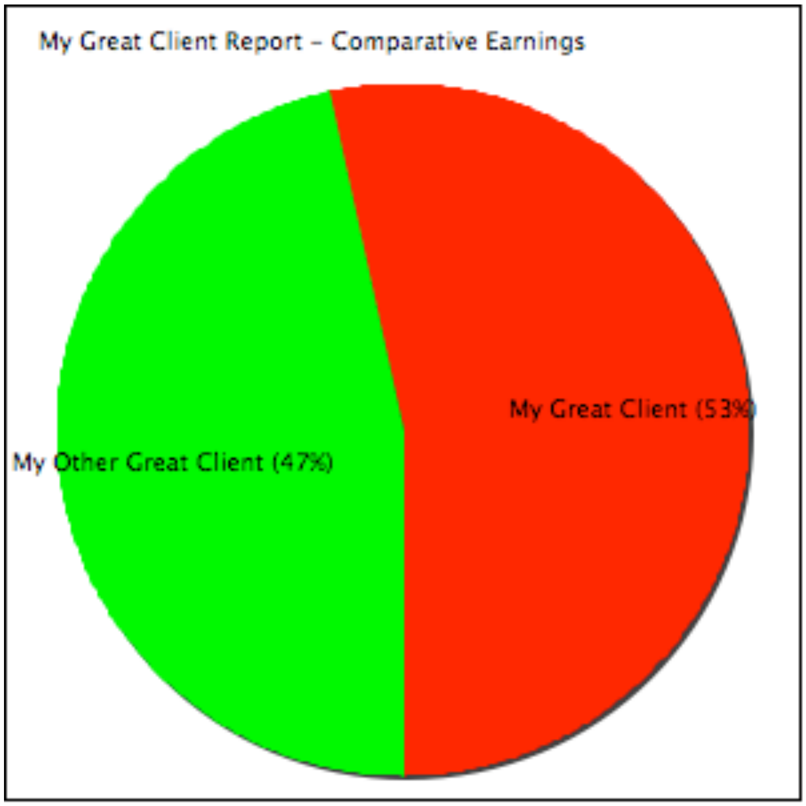
(•) Per Client

Client reports can be viewed by Control-clicking or right-clicking on a client's name in your Main Window. Client reports are excellent because they also show you how much money you've made from that client com pared to your other clients.



Client Report

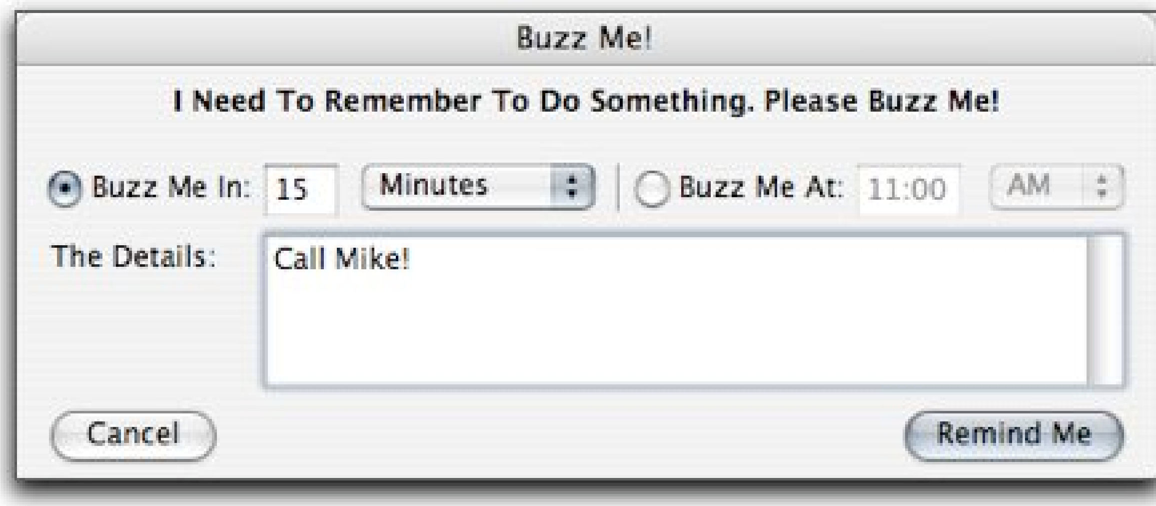
From within each Report, you can copy the chart to the clipboard or print the chart (in full-screen glory), as well as drag it to your desktop or another application to make a clipping or insert the graph into an application. For example, to insert a TimeNet-generated graph into this manual, all I had to do was drag it from my Report window to this document, and viola:



II-J. Buzz Me!

A great feature of TimeNet is the Buzz Me! window. Select it from your Window menu, or hit Command-5. Use Buzz Me! to be reminded of an event in a number of minutes, or at a specific time.

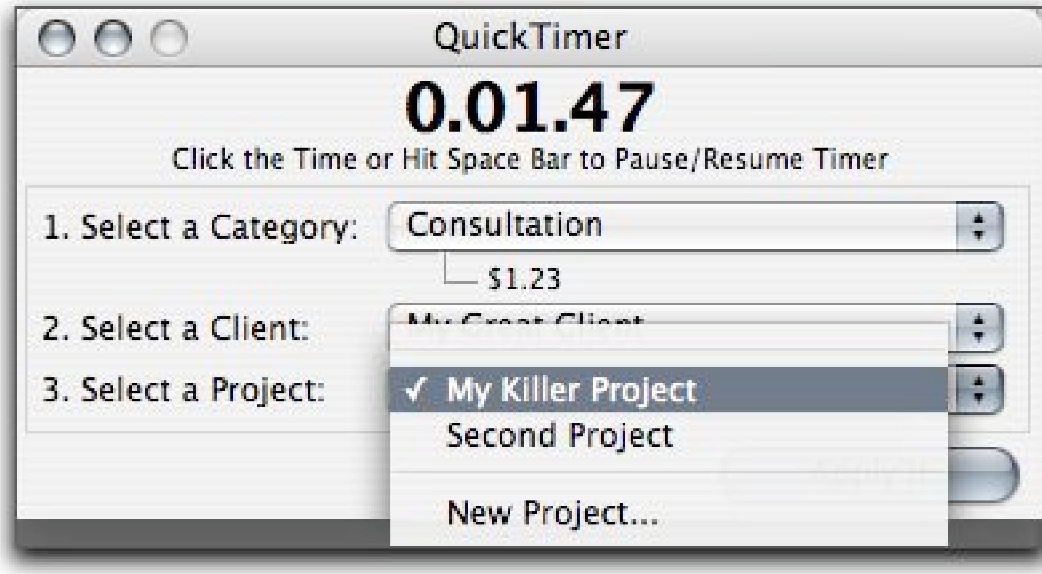
BuzzMe! willy only notify you if TimeNet is still open, and won't remember alarms if you quit and re-open TimeNet.



Buzz Me! Window

II-K. QuickTimer

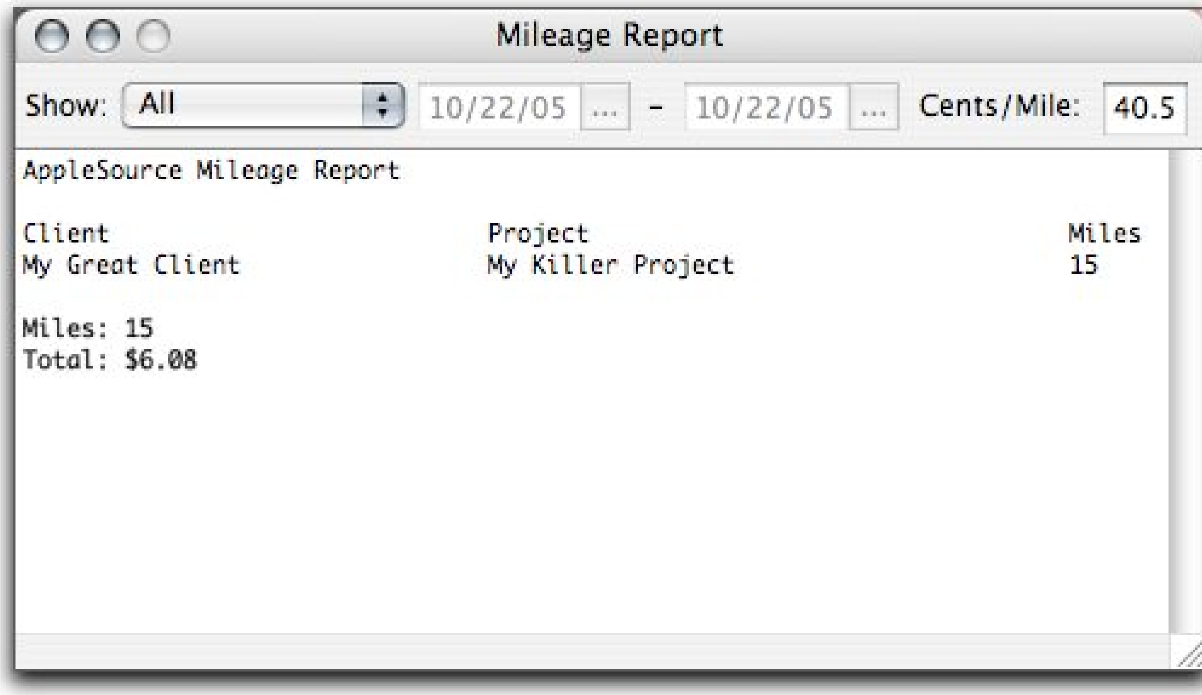
TimeNet's QuickTimer feature lets you quickly start a timer at the press of a button (Command-2). Pause and resume the timer with the Spacebar, or by clicking the time field. When you are done, apply this to a project, or create a new project.



QuickTimer Window

II-L. Mileage Reporter

Under the Window menu, you'll see the Mileage Reporter. If you've put any record of mileage into your projects, this is where you can create reports. You can see that it's easy to quickly view all or a date range. Just hit print and you're done.



TimeNet's Mileage Reporter

II-M. The Menus

(•) Application Menu
- About TimeNet... – information about TimeNet
- Register... – enter or order your TimeNet registration code
- Check For Update... – Check for TimeNet Update
- Preferences... – view and edit your TimeNet preferences
- Provide TimeNet Feedback – goes to AppleSource feedback page

(•) File Menu
- New Project... – make a new project
- New Client... – make a new client
- Save Data – save the current project timesheet or invoice
- Close – close the frontmost window
- Work on Network/Local – toggle Network/Local Mode
- Print... – prints the current item
- Page Setup... – opens the printer configuration window
- Backup – Reveals TimeNet Data folder

(•) Edit Menu
- All basic editing functions
- Insert Short Date – Inserts the date in 00/00/00 format
- Insert Long Date – Inserts the date in Sat, Oct 22 2005 format

(•) Project Menu
- Toggle Timer – starts or pauses the project timer
- Create Invoice – generates an invoice
- Round Project Time – perform time rounding based on preferences set
- Edit Late Fees – add or remove late fees for a project
- Show Report – shows project report
- Show Time Log – shows the log of tasks starting/stopping, etc

(•) Window
- Minimize – minimizes the current window
- Zoom – expands the current window
- Main Window – shows main client selection window
- QuickTimer – shows the QuickTimer
- To Do – shows the To-Do Task Center
- Invoice Manager – shows Invoice Manager window
- Buzz Me! – shows the Buzz Me! window
- Mileage Reporter – shows the Mileage Reporter window
- The Window menu also shows all open windows

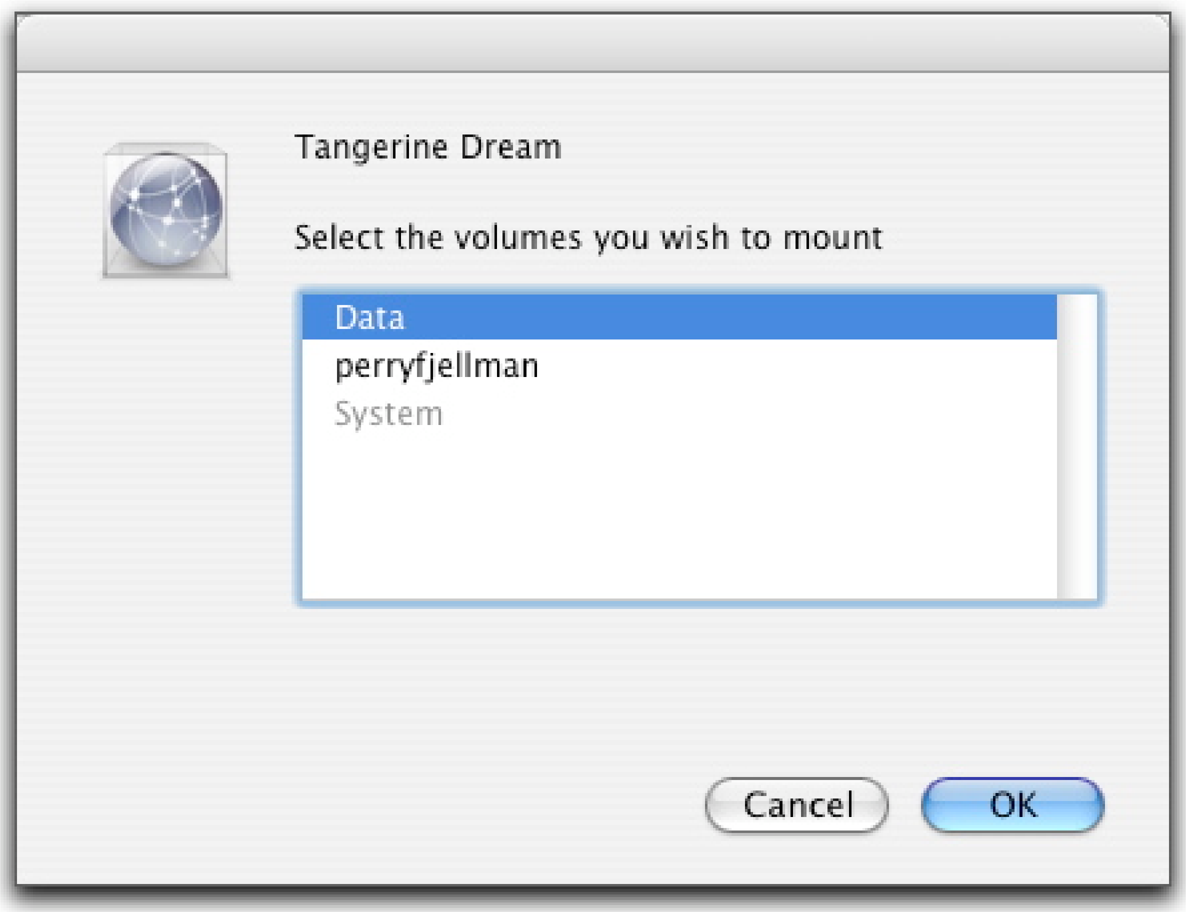
II-N. Networking

TimeNet utilizes Apple's built-in File Sharing protocol to network. The beauty of this is that there is no extra software to buy, no configuration, no server-client software to buy. Each and every copy of TimeNet 2.7 and above has this networking goodness built right in.

Getting Connected

1. Pick a computer that has TimeNet data on it. This will be the "host" as it will contain all TimeNet data and serve it to connected copies of TimeNet.

2. Turn File Sharing on for that Mac (refer to your MacOS X User's Manual) and connect to (mount) that computer from all other computers running TimeNet.



Mount the Hard Drive with TimeNet's Data folder

3. On any computer with the "host" mounted, run TimeNet and choose File-Work on Network (Apple+K). TimeNet will tell you there's no network specified. Click okay, click the mounted "host" hard drive, and navigate to the TimeNet Data folder:

Hard Drive:Users:Main User:Library:Preferences:TimeNet Data

TimeNet will then go into Networked mode and all clients and and projects will be listed from the "Host". Any changes you made will be visible to the "Host" and any other TimeNet copies connected to that "Host".

TimeNet will then remember the location of your served Data folder, so to run in Networked mode again, simply be sure that the hard drive is mounted and you're good to go.

Chose File-Work Locally (Apple+K) to return to working locally, where you may have different clients and only you can see the changes you've made.

111. How To Contact Us

If you have an idea for a new feature, or have found a bug, or just have a question regarding TimeNet, we'd love to hear from you. Here's how to get in touch with us:

Use our web form online:
http://www.applesource.biz/software/timenet/feedback.html
Email us directly:
support@applesource.biz
Visit our support site:
http://www.applesource.biz/support.html

For more information on TimeNet, what's up in the next versions, and a progress report on development, check out the TimeNet Developer's Journal at our online software forum:
http://www.applesource.biz/supportboard

1111. Purchasing TimeNet

Order online via credit card:
http://www.applesource.biz/order/

PayPal is our authorized online payment handler. You will be making credit card payments through them

Send a check or money order for $48:

Perry Fjellman
c/o AppleSource
1999 Woodside Dr
Medford, OR
97501

Make all checks or money orders payable to "Perry Fjellman" Once you've sent it, email support@applesource.biz with the check or money order number. When we receive the money, we'll email you a registration code.

We offer **substantial discounts** for multiple license purchases. Contact sales@applesource.biz with the your order and we'll give you a bulk license discount.

Appendix A. Credits

TimeNet was written by Perry Fjellman of AppleSource. It couldn't have been done without the help of the following people:

- Chris Molé
  TimeNet was originally a custom application written for Chris. The project grew from there. It was by her good graces that Chris allowed me to continue to further improve upon TimeNet and release it to the world, keeping many of her wonderful features and ideas intact. If it wasn't for Chris Molé, TimeNet wouldn't be.
- Peter Monroe
  Peter has been a solid player in the AppleSource role for a few months now. It was he who introduced Chris Molé to our software design services, and has been a strong source of encouragement.
- Samantha Lynn
  The lovely and beautiful Samantha supplied encouraging words and wonderful ideas, as well as being a terrific beta tester. She also leant a hand with her vocal talents on the video demonstrations.
- All of our beta testers!
  Kris Parker
  Chris Molé
  Samantha Lynn
  Jeannie Chapman
  Linda Barnes
  Peter Monroe
  Nate Brown

Appendix B. Legalities

Initial Information
 - TimeNet is distributed "as is", and offers no warranties. The author of this software (Perry Fjellman) takes no responsibility for any damage, coincidental or not, that may be caused by the use or misuse of this product. It wasn't created to crash your computer, make your monitor smoke, make the washer spew soap suds, or turn your dog on you. But, as we all know, due to the unpredictability of computers, anything's possible.

Distribution
 - TimeNet is a shareware product. The demo may be given to a friend, a coworker, or the man at the bagel shop, freely, provided that all of the documentation is included. We at AppleSource put a lot of trust into our users. Because of that, we ask you to comply with our requests and not steal this software. The TimeNet Demo can be included on a CD, provided you E-Mail us with the publication information, and the above requests are met.

More information to read only if you're extremely bored
 - This software may not be modified, copied, or mangled for any reason. You may not modify this, or any other document included with this software package. Before you may use TimeNet, you must agree to the terms herein.

Written by Perry Fjellman

http://www.applesource.us/
perry@applesource.us

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http://www.applesource.biz/
http://www.applesource.biz/software/timenet
support@applesource.biz