

## Projects enu

Fig.0

This menu and its variants are found in several of METER's dialogs and displays. It lists recently active projects, with sub-menus to display time-billed projects, less recently used projects, and project Groups.

Select a project to display only its records and no others, or filter out all but a 'Group' of projects that you have defined in the Groups etup screen.

When you first launch METER, the menu will show only the Owner project. This project acts as METER's administrator, and several of METER's functions are only available if the Owner project is currently active.

Use the 'Revert' checkbox to set whether each record will be displayed under the project that created it, or the project to which it has since been assigned.

## Software enu

Fig.1

This menu and its variants are found in several of METER's dialogs and displays. It lists your most recently used software types, with sub-menus to display software types set up for document recording, cost-sharing, less recently used software, and software Groups.

Select a software type to display only its records, or filter out all but a 'Group' of software types that you have defined in the Groups etup screen.

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## Report enu

Fig.2

Use this menu to group the displayed records to show the information most important to you.

Select Project, Software, or Name to pack all records for each project (or software type, or name) into a single line. This is useful to generate sub-totals, or to prepare groups of records to be moved to another project.

Select 'Invoice' to summarise Earn and Share records by Project, with mailing addresses attached. You can edit the results and print, copy, or save. 'Club Share' prepares an editable invoice of shareware fees (not available in this version).

## Output enu

Fig.3

Use this menu to format and output the displayed records. You can select an export format (PICT or TEXT), copy the records to the clipboard, save them to file, or print them.

You can choose to suppress the titles and/or totals lines, for example to insert the data lines alone into a spreadsheet.

You can switch off colour, for example for better results on a non-colour printer. You can include or suppress icons, or addresses (only on the Earn and Share screens), or abbreviate the list to fit a single printed page (about 30 records).

Select Payment to send an all-in-one payment of accumulated shareware fees (not available in this version).

## Calculate enu

Fig.4

This menu provides various data-crunching options.

Statistical views include elapsed time, percent of total recorded time, and percent of true ("life") time. Graphic views are either bar chart ("histogram") or "timeline" forms. "Dayline" is a variant of "timeline" that concentrates multiple days' data into a single 24-hour period, to illustrate times of day in which certain types of usage are concentrated.

Select 'Chronology' to see greater time detail, for example to separate daily usage figures within a weekly or monthly report. (See also the 'Detail' option in Mac etup.) Select 'Hours only' to force all times to be reported in a decimal form exportable to spreadsheets.