



Timekard © 1994 Tartan Software.

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## Welcome to Timekard

Timekard is a Personal Time Manager, designed to provide users with a real idea of how much time they spend working and playing with their computer. Ever wonder how much time you spend playing Solitaire? Look out, Timekard may surprise you!

Timekard also monitors your computer while you're away. Just start Timekard before you leave your desk and discover what your family and co-workers are using your computer for.

Since Windows is a multiple application system it's possible to have more than one application active at a time. Timekard will measure how much time you actually spent working in an application. The main Timekard screen will display a list of all the applications you've used since starting up the current Windows session along with the time you've spent using them.

You can also choose to have your actions saved to a daily activity file so you'll have a complete idea of how much time you spend in your favorite programs, and what you're using the program for.

## Using Timekard

We recommend adding Timekard directly to the Startup group in Program Manager or your favorite desktop program. This way you'll be sure that Timekard will always be available to monitor your applications.

Timekard can be used for a number of reasons.

Keeping track of time spent in applications to bill clients

Monitor employees time

Keep track of time people are using your computer while you're gone.

Just for personal time management to see what your really using your computer for.

If you'd like to see a detailed list of activities, you can turn use the Event File Logging options and Timekard will create a daily event log. You can choose to log events on an individual program basis by checking the "File Activity" checkbox for those programs of interest.

## Accessing Timekard from other applications.

Timekard included Windows DDE support so you can access the Timekard data from other programs which support DDE. This will allow the creation of custom reports on your time, as well as billing invoices. It all depends on what you use Timekard for.

We've included a sample spreadsheet document for Excel compatible spreadsheets. This spreadsheet document demonstrates how to access Timekard data.

DDE protocol consists of two main elements.  
Link Topic and Link Item

The Link Topic will be Timekard|Timekard  
The Link Item will be the module name of the application you'd like the information for.

Example, if you'd like to see how much time you spend in Excel type the following into a spreadsheet cell.

```
=Timekard|Timekard!Excel
```

In Visual Basic, if you'd like to see the same you'd set  
LinkTopic = "Timekard|Timekard"  
LinkItem = "VB"  
LinkMode=1

## Logging Activities to File

Timekard will create a daily file of your activities. This feature is turned on and off using the File menu. You may also turn on logging for individual applications. You'll see a check box called  File Activity which will change depending on the application you have highlighted.

The Log file can be read with any text editor or word processor. You'll find that each time you change to a new window we'll save this information in the log file so you'll be able to see exactly how much time you spend in every aspect of the application you're using.

For America Online users, you'll also find Timekard will keep track of the time you spend online and save this information if you turn on File Activity for the WAOL application.

Keep in mind that daily .LOG files can grow large if you're logging the activity of all your applications.

## Event File Options

Log Actions to file.

You might not always wish to keep a log file of your daily activities. If you're having a busy day, these files can grow large. If so, you can leave the option "Log Actions to File" unchecked. This is a master switch for file logging. No matter what other file options are selected, actions will only be logged to the daily file if this option is checked.

The default for this option is off. We believe it should be your choice before we just start writing data to your hard drive.

File activity

The File Activity check box on the main Timekard window can be set differently for each program you use. This way you can select which applications whose events you want stored in your daily log file. The following option determines that status of new programs which are added to your program list.

New Programs logged

When a program you've never used before is added to your Program List Timekard will start to keep track of how much time you spend. If you have the File Activity box checked on the main Timekard screen actions in this file will be logged to your daily log file.

The default for this option is unchecked which means, as you add new programs they won't automatically be logged. If you'd like new programs to be set so their File Activity is logged, then check this box.

## Window Options

Start Timekard minimized

The Windows options allow users to customize the use of their Timekard window. Timekard begins as a minimized program so it's out of the way of your normal daily tasks. If you'd rather see Timekard immediately when you start the program, you can use the Window option dialog and uncheck the item, "**Start Timekard Minimized**". When this item is checked Timekard will start minimized as an icon on the bottom of your screen. If unchecked you'll see the Timekard main window as soon as it's started.

The default and recommend setting is to check this option so Timekard is not on your mind, but available when you need it.

Keep Timekard as Top Window

In some cases, you might want to watch Timekard or the Log file even while you're working with other programs. By checking the "**Keep Timekard as Top Window**", your Timekard windows will always remain visible.

The default and recommended settings are to leave this option unchecked.

## Clear Time

Timekard will keep track of your time in an application from session to session. This total time is stored in the Timekard.dat file and use to provide you with a running total of time spent. Pressing the Clear time button will reset the time back to 0 minutes so you can start tracking your time again.



## Delete

The Delete button is used to remove an application from your list of active programs. Delete will also remove this application from your Timekard.dat file. This can be useful for programs which you don't expect to use often and will save a few bytes in your data file.

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