

# TraxTime 2.2 Help File

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# What Is TraxTime?

TraxTime is a program that acts like your own personal time/punch clock.

Using it, you can easily keep track of the time you spend on different projects throughout your workdays.

Then when you're ready to look back at the total hours and minutes you've spent on your projects, TraxTime offers many different options for creating reports. These reports can be viewed on screen, sent to a printer, saved as regular text to a disk file, or exported into a file that can be read by database and spreadsheet programs.

Also:

- There's no limit to the number of projects you can have, or the number of days that you can keep track of.
- Up to nine text memos can be written for each project each day, enabling you to maintain permanent descriptions of your tasks, and exactly when you worked on them.
- Best of all, punching 'IN' and 'OUT' of your projects is simple and easy (dare we say fun?).

[Who Should Use TraxTime?](#)

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# Who Should Use TraxTime?

## **Employees**

If you're an employee who needs to report the hours you spend on different projects, or if you fill out a time card for your paycheck, then TraxTime is for you. It gives you full control to go back and quickly edit any of your times, without seeking anybody's permission (after all, nobody's perfect).

## **Managers**

The special manager's edition of TraxTime (available for a slightly higher registration fee) gives you the ability to 'link' to your employees' TraxTime data. This allows you to create comprehensive reports that show the time spent by your employees (grouped together, or singled out individually) on different projects. The manager's version of TraxTime also lets you maintain a shared list of projects for all of your users. This means you can give your users a uniform set of project names.

## **Independent Contractors**

TraxTime makes an excellent no-nonsense Time And Billing tool. Write a report of your hours to a disk file, or copy it to the clipboard for easy, accurate incorporation in your billing statements. If you've ever been asked by a client to justify the time you listed on an invoice, TraxTime will give you the facts in a matter of moments.

# Three-Minute Tutorial

This three-minute tutorial will familiarize you with the basic features of TraxTime. We recommend that you print out this topic (use the PRINT button above), and follow along while using TraxTime.

## **1. Choose Your Project and Punch In**

We'll start by punching IN to a project. In the 'Current Project' box, click the line that says 'Acme--Chicago' so that it is highlighted. (The Acme projects are merely examples to help you understand how TraxTime works. After you get used to TraxTime, you can delete them).

Now press the large button that says Punch IN. Notice that the punch clock picture has changed to indicate that you're punched in. The button's text also has changed to read Punch OUT, which is what would happen if you press it again. But don't. Also, if your computer has sound capabilities, you heard a punch sound.

## **2. View Elapsed Time**

Look at the box entitled 'This Project's Time:'. The left column of numbers gives you a minute-by-minute update of the total time spent on the Acme-Chicago project, broken down by different increments. The right column shows the time you've spent on all of your projects.

## **3. Edit Time**

Each of the yellow time boxes can be manually edited. Click on the box that shows the time you punched in, and edit it to 10 minutes earlier than its current setting. For example, if it now says 10:39a, change it to 10:29a. Now press the tab key (or click on another TraxTime control) to let the program know that you're done editing that field. Note that the times under the 'This Project's Time:' have all changed to reflect the change you just made.

## **4. Create a Memo**

Press the small button just to the right of the first row of yellow time fields.

A memo window has popped up. Here, you can type an unlimited amount of text. Type this: Testing the TraxTime program.

When you're finished, press the Done button. Note that the button you pressed to access the memo box from the main screen now has a blue highlight around it. That's there to tell you that you wrote a memo under that button.

## **5. Minimize the Icon**

Now minimize (shrink) the program into its icon form by pressing the down arrow, located in the upper right corner of TraxTime's window.

Look at the bottom of the screen. You see the punch clock icon in its 'punched in' format (to let you know that you're punched in), the project's name, and the total time elapsed today.

## **6. While Minimized, Switch Projects and Punch In**

Click once with your right (yes, that's RIGHT) mouse button on top of the TraxTime icon.

A colorful window will appear with two buttons. Press the one that says 'Punch OUT of Acme--Chicago'. You are now punched out of that project.

Now click the TraxTime icon again with your right mouse button. A menu has popped up, listing all your projects. This time, click on 'Acme--San Diego.'

You are now punched in to that project.

(NOTE: If the in/out times you just created conflict with another set of Acme--Chicago or Acme--San Diego in/out times for today, you will see a warning message. To correct the error, restore TraxTime to its regular window size by double-clicking its icon with your left mouse button, then edit one or more of the yellow boxes to eliminate the time conflict. This sounds a lot scarier than it really is.)

### **7. Restore to Regular Size**

Using your left mouse button, double click the minimized TraxTime icon. The regular TraxTime screen appears. Note that it shows the 'Acme--San Diego' project as selected, and that you're punched in.

As you can see, you can perform all of your punch in and punch out operations from both the regular screen, and from TraxTime's minimized icon.

### **8. Create a Report**

TraxTime's most powerful feature is its report capabilities. Before you begin, press the big button to Punch OUT of the Acme--San Diego project.

From the menu at the top of the TraxTime window, choose REPORTS, then select CREATE A REPORT. You now see the Create Report window.

### **9. Choose Projects**

In the 'Select Project(s)' box, click on Acme--Atlanta and Acme--San Diego while holding down your Control (Ctrl) key so that they are both highlighted. You'll create this report using those data, and will ignore both Acme--Chicago and Acme--Toronto.

### **10. Choose Dates**

Now you need to tell TraxTime what time period you're interested in. Press the second circle under Date Range to enable the 'One Month:' text entry box.

If it's currently the first or second day of the month, type last month's name into the yellow box so you will see a report with more data in it.

Note: these date entry boxes can accept a variety of date formats (2/94, February 1994, Feb 94, etc.)

### **11. Choose Report Details**

In the 'Level of Detail' box, and its 'Totals:' inner box, check all nine boxes so that you'll see a complete report.

### **12. Choose an Output Device**

In the 'Destination of Report' box, click on the Screen button so that this report will be sent to your monitor.

### **13. Put It All Together**

Finally, press the Compile Report button. TraxTime will gather all of the time data and memos for the two projects for this month, and will present it to you. Notice that you can scroll up and down in the report window, as well as select individual lines with your mouse, and copy them to the Windows clipboard.

# Working With Projects

Each of these features can be accessed from under the PROJECTS menu:

## **Adding Projects**

Select ADD PROJECTS to add a new name to the current list of projects. A box pops up with instructions on adding a new name.

## **Editing Project Names**

Select EDIT PROJECT NAME, and a new window will appear. Follow its instructions to edit one of the project's names.

## **Deleting Projects**

Select DELETE PROJECT if you want to delete a project. A new window will appear with instructions on deleting projects. Bear in mind that when you delete a project, all time data that you have ever entered for it will be permanently erased. To be safe, we recommend that you print out a report with all of the project's times and memos before you delete it.

[Shared Project Names](#)

# Shared Project Names

If you have the manager's version of TraxTime, you can create a list of project names that will appear for all of your users. These are called shared project names.

The manager's version comes with several examples of shared project names. They are named 'This Is Shared Project #1' and 'This Is Shared Project #2'. Feel free to edit or delete them.

## ***How Shared Projects Work***

Shared project names are stored in three files named 'projects.isd', 'projects.ism' and 'projects.isf'. These files ship with the Manager's version of TraxTime.

In order to give other users access to the project names that are stored in these files, you must put these three files in each of your users' TraxTime subdirectory.

If you are running TraxTime from a network, and are storing everyone's data files in one common subdirectory (which is highly recommended), then you can simply copy your three 'projects.\*' files to that location.

If each user is storing their TraxTime data files in different locations, then you must copy the three 'projects.\*' files to each user's subdirectory.

Once the three 'projects.\*' files are residing in the same directory with users' data, the project names will become visible on their main screen as their copy of TraxTime loads. (Note: To take advantage of shared project files, users must have version 2.0 or above of TraxTime.)

[Adding A Shared Project Name](#)

# Adding A Shared Project Name

## *Manager's Version Only*

To add a project name to your shared list, make sure you are currently punched out. From the pull-down menu, select PROJECTS, then SHARED PROJECTS NAMES. Now select ADD SHARED NAME.

You will be prompted to add a new project name. Enter a project name and press the OK button. Your new project name has been added to your shared project list.

## Editing IN/OUT Times

One of the best features of TraxTime is its ability to let you manually edit all of your IN/OUT times.

### Current Date

To edit the times for today, simply click on the box that contains the time you want to change, and type in the desired time. After the hour and minute numbers, be sure to add an 'a' or 'p' to indicate am or pm.

If your entry conflicts with another time, or doesn't conform to TraxTime's time format, you will see a warning that explains the problem.

### Earlier Dates

Editing time data for past dates is very similar to editing the current date (see above). However, you must first choose the date that you want to edit.

Choose EDIT DATA FROM EARLIER DATE from under the FILE menu.

A calendar appears on the form. Those dates which contain time data are highlighted on the calendar. Click on the small arrows with your mouse to move to the desired month, then double click the actual date that you want to edit.

# Creating A Report

Creating a report consists of five steps:

- [1. Selecting the project or projects you want included.](#)
- [2. Choosing the date or dates you want to report on.](#)
- [3. Determining the level of detail you want in the report.](#)
- [4. Selecting the destination for your report.](#)
- [5. Pressing the Compile Report button to start the process.](#)

Also see:

[Manager's Features](#)

## Select Project(s) to Include in a Report

Use the 'Select Project(s)' box to click and choose those projects that you want to include in your report. You may select as many as you wish.

Pressing the All button will select all of the projects.

Pressing the Clear button will deselect all of the projects.

To select more than one project, hold down your Ctrl key while clicking the project names with your mouse.

## Choosing Date Range For Report

Use the 'Date Range' box to select the date(s) that you want to include in your report.

First, choose one of the three round option buttons depending on how many days you want to include:

- One Day
- One Month
- Any Other Specific Range of Dates

To enter the date(s), click on the yellow boxes, and simply type in the date.

### Pop-Up Calendar

Another option you have is the pop-up calendar. Press the Calendar button to make it appear.

Using the calendar's arrow keys, move to the desired month and year. Then to choose a date, double click it. The date will be entered in the appropriate yellow date box.

If you use the pop-up calendar, be sure to remove it before continuing.

# Choosing Report Details

The 'Level of Detail' box is divided into two sections, General Details and Totals.

## ***General Details***

### **In/Out Times**

Check the In/Out Times box if you want all of your individual IN and OUT times included in the report. If you are creating a long report, and don't really need the individual times, leave this box unchecked to save space and speed up things.

### **Memos**

If you want to include all of the memos that you wrote for the specified time period in your report, check this box.

### **Totals**

The Totals options consist of check boxes entitled Daily, Weekly, Monthly, Quarterly, Yearly, For Date Range, and Since Project Began. Each box that is checked will result in a different way of adding up your time totals, based on that selection.

For instance, checking the Daily and Weekly boxes will produce a report that includes daily totals for the selected project(s), as well as weekly totals for the same project(s).

Note that the Weekly, Monthly, Quarterly, Yearly and Since Project Began options will probably return totals that include dates outside of your defined date range. For example, if you specify under 'Date Range' that you want to search for January 14th, 15th, 16th, and 17th in your report, and then check the Monthly box under 'Totals:', your report's Monthly section will include totals for all of January, not just the 14th to 17th.

To get a report that shows time data from your specified dates only, you can check the Daily and/or For Date Range boxes.

# Report Destination

When you create a report, you have four choices for its destination. Click on one of these buttons to tell TraxTime where to send the report.

- 1 Screen--It will appear on your monitor in a scrolling box. There, you can mark individual lines by clicking them with your mouse. Press the Copy To Clipboard button and those lines of text will be copied to your Windows clipboard. You can then paste the report text into your other applications (such as word processing).
- 2 Printer--As your report is created using this option, a window will pop up, allowing you to select a printer.
- 3 Disk File--This option will write the report as an ASCII text file on your hard drive or floppy disk. A window will pop up, asking to you to specify the desired location and name for your report.
- 4 Export--TraxTime will create a comma-delimited text file containing the raw time data for the date(s) you specify. You can then import this data into popular database and spreadsheet programs for your own custom use. (Note: All times are exported in a 24-hour format.)

## **Compile Report**

After you have filled in all of your desired options on the Create Report window, press the Compile Report button to have TraxTime search your stored data, and create the report.

# Manager's Features

## ***Report Options***

The Manager's Version of TraxTime includes some additional controls on the Create Report window. These allow you to link your copy of TraxTime to the data created by your employees. Using this link, you can create comprehensive reports that include time totals for as many or as few employees as you wish.

For instance, you can quickly see how much time a particular 'team' of employees has spent on the Acme--Chicago project in the last quarter. You can also break that total down by individual employee, and can even view their individual IN/OUT times and memos, if you wish.

[Creating A Link With Employees \(adding them to the list\)](#)

[Removing An Employee From Manager's List](#)

[Include Individual Employee Time Totals In Report](#)

[Print Report Header](#)

Note: To maintain a good level of security and data integrity, this link does not allow you to edit or alter your employee's data. That only can be done from the individual's own machine running his or her own copy of TraxTime.

## ***Shared Project Names***

[Shared Project Names](#)

# Creating a Link With Employees

## ***Manager's Version Only***

The box on the Create Report window entitled 'Employee Data' shows the employees currently linked with your copy of TraxTime. By default, your name is automatically added to this list.

Whoever's name is highlighted in this list when you create a report will have their data appear in the report. If you only want to include your time data in a report, click on your name only, leaving everybody else on the list deselected.

Before you add an employee to the list, you must have direct access their TraxTime data file from your computer, either through a network, or by copying their TraxTime data files to your computer.

## [Access To Employee Data Files](#)

To add one or more employees to this list, follow these instructions:

- 1 Press the Add New button. A new window appears.
- 2 In the yellow text box, type in the name of an employee that you want to add.
- 3 Press the Find Employee Data File button. A new pop-up window appears.
- 4 Select the correct drive and directory containing that employee's data file.
- 5 Double click on any one of that employee's 4 data files that are shown (actually, each employee has 12 data files, but at this point you can only see the files ending with an ISD extension). They can be identified as starting with the user's initials. For instance, Joe Smith's data files probably look like this: JS01.ISD, JS02.ISD, JS03.ISD, etc.
- 6 Press the Add button.
- 7 Continue steps 2 through 6 until you have added all of the desired employees.
- 8 Press the Done button.

# Access To Employee Data

## *Manager's Version Only*

### **Network Access**

The easiest way to link a Manager's Version of TraxTime to an employee's data file is via a network where you have access to the subdirectory that contains the employee's data files.

To help you find them, remember that employee data files are named with the user's initials followed by numbers. For instance, John A. Smith's files are probably named 'JAS01.ISD', 'JAS02.ISD', etc.

### **Keeping Data In A Different Subdirectory**

It is possible for TraxTime users (both Manager's Version and Regular Version) to place their data files on a network subdirectory away from their main TraxTime program files.

This feature makes it convenient for someone running the Manager's Version of TraxTime. They can access everyone's data files in one location.

Here's how to do it. When TraxTime isn't running, each user should copy their 12 data files from their own computer's TraxTime directory to the drive/directory that will be shared. Then each user needs to go back and erase the 12 data files from their own computer's TraxTime directory. (To ensure data integrity, TraxTime only allows you to maintain one set of data files.)

Okay, now that you've moved your data files, here's how you tell TraxTime where to look for them:

- 1 While it's NOT running, click ONCE on your TraxTime program icon (you don't want to start it, you just want to draw Program Manager's attention to it).
- 2 In the Program Manager window, select the FILE menu, then choose PROPERTIES. In the COMMAND LINE box, you see TraxTime's full path. It should look something like: C:\TRAXTIME\TRAXTIME.EXE
- 3 To what's already there, simply add a space and your data's path name. For instance, if you moved your 12 data files to a subdirectory called F:\ALLTRAX, change the PROPERTIES box so it looks like this:

```
C:\TRAXTIME\TRAXTIME.EXE f:\alltrax
```

- 4 Press the Okay button. Now you're ready to run TraxTime.

### **Manual Access**

If you aren't running on a network, you can still link your copy of TraxTime with your employees' data, although you will have to go through these steps every time you want to create an updated report:

- 1 When you're ready to create a report, ask your employees to exit TraxTime.
- 2 Have each of them copy their 12 data files to a floppy disk. Their data files are the ones with their initials, followed by numbers. For instance, John A. Smith's files are probably named 'JAS01.ISD', 'JAS01.ISF', etc., and are located in the TRAXTIME subdirectory on John Smith's computer hard drive.
- 3 Put these floppy disks into your computer, and copy the employees' data files into your TRAXTIME subdirectory. You now have direct access to them.

# Removing Employee From List

## *Manager's Version only*

All current links to employee data files are shown in the 'Employee Data' box on the Create A Report window.

To remove one or more of these links, follow these instructions:

- 1 In the 'Employee Data' box, click and highlight the names of the employee(s) that you want to erase.
- 2 Press the Remove button.

## **Include Employee Times In Report**

### ***Manager's Version only***

When this box is checked on the Create A Report window, your report will show each employee's times separately.

By default, the box is unchecked, because of the large amount of space this requires in every report.

# Print Report Header

## *Manager's Version only*

When this box is checked on the Create A Report window, whatever you type in the yellow text box will appear at the top of your report.

# User Options

TraxTime can be customized to fit the way you work. These are the choices available under the OPTIONS menu:

[Punch Clock Sound](#)

[Stay On Top](#)

[See Quotes When Exiting](#)

[Reminder Tune](#)

[Round Off Totals](#)

[Time Display Format](#)

[Change User Initials](#)

[Enable Right Mouse Button](#)

## **Punch Clock Sound**

If checked, you will hear a 'chunk' sound each time you punch in or punch out of a project. This simulates a real time/punch clock.

To hear this sound, your computer must be able to play .WAV sound files.

## **Stay On Top**

When STAY ON TOP is checked under the OPTIONS menu, TraxTime will 'float' on top of all your other Windows applications, even when it's minimized.

This allows you to easily punch in and out, and change projects without having to hunt down TraxTime's location.

## **See Quotes When Exiting**

When SEE QUOTES WHEN EXITING is checked under the OPTIONS menu, TraxTime will display a work-related quote each time it exits. The quote can be removed by pressing a key on your keyboard, or clicking on the quote window.

## Reminder Tune

Selecting REMINDER TUNE from the OPTIONS menu can help remind you that you're punched into a project.

If you check one of the time intervals (Every 15 Mins, 30 Mins, Hour, 2 Hours), a short tune will play on your computer whenever you're punched into a project, and that time span elapses.

Each time you switch projects or punch in, the time counter for this feature is reset to zero.

The tune won't play if you're punched out.

To turn off the Reminder Tune option, select OFF under REMINDER TUNE.

Note: You don't need any special hardware or software to hear the standard TraxTime tune. It plays on almost all computers.

### ***Custom Reminder Tune***

If you want to hear something other than the default reminder tune, you can play your own .WAV sound file. Put a .WAV sound file in your TraxTime subdirectory, and rename it REMINDER.WAV.

## Round Off Totals

ROUND OFF TOTALS under the OPTIONS menu gives you the ability to have all of your totals rounded off to the nearest:

- 5 minutes
- 6 minutes (1/10-hour increments)
- 10 minutes
- 15 minutes
- 20 minutes
- 30 minutes

This can be useful if you need to round off your time totals for written reports, time cards, etc.

If selected, rounded-off totals appear in all of your reports, as well as the 'This Project's Time:' box on the TraxTime's main window.

Note: Don't worry, this option doesn't change any of your actual punch IN/OUT times.

To turn off rounded off totals, select DON'T ROUND OFF under the OPTIONS menu.

# Time Display Format

TraxTime offers you several different ways to view your times. To access these settings, pull down the OPTIONS menu, and select TIME DISPLAY FORMAT.

## ***HH:MM or Decimal***

If you work 7 hours and 20 minutes, you can view this time total either as 7:20 or 7.33 depending on this setting. When HH:MM is checked, your time totals are displayed in the standard Hour:Minutes format.

When you check DECIMAL instead, your time will be shown in decimal format.

## ***12-Hour Display or 24-Hour Display (military time)***

It's three-thirty in the afternoon. Do you want your display to show 3:30p or 15:30? If you're a 3:30p sort of person, make sure 12-HOUR DISPLAY is checked.

Otherwise if you want your time dished up in 'military' format, check 24-HOUR DISPLAY.

## **Change User Initials**

If you need to change your initials (which is used as the basis for the name of your data files), follow these instructions:

- 1 Under the OPTIONS menu, select CHANGE USER INITIALS. A pop-up window appears.
- 2 Follow the on-screen instructions.

## **Enable Right Mouse Button**

Some users have reported that TraxTime will sometimes 'pop-up' unexpectedly when they are running other applications.

If you are encountering this problem, try unchecking ENABLE RIGHT MOUSE BUTTON from under the OPTIONS menu.

# Deleting Data

Deleting time data helps to speed up TraxTime's operations and frees space on your hard drive, so it should be done when you know that you won't need to use portions of your time data again.

This might happen when you complete a project, and know you won't be working on it again. Or perhaps a year has passed by, and you want to clear out last year's data.

Note: Before you start, we strongly recommend that you print out a report containing all data that you intend to erase, to insure that you won't accidentally lose valuable data.

TraxTime allows you to delete data by two criteria; by a specified date range, and by project.

[Deleting Data By Date Range](#)

[Deleting Data By Project](#)

## Deleting Data by Date Range

When you delete your time data by a specific date range, you erase all data in all projects which were recorded during that time period.

To do this:

- 1 Select DELETE DATA from under the FILE menu. A new window appears.
- 2 In the new window, select the date range that you want to delete.
- 3 When you are ready, press the Delete button.

Also see:

[Deleting Data By Project](#)

## Deleting Data by Project

When you delete your time data by project, you erase all of the data that has ever been recorded for that project.

To do this, select DELETE PROJECT from under the PROJECTS menu. A new window appears with complete instructions on deleting a project.

Also see:

[Deleting Data By Date Range](#)

# Network Features

[Manager Report Features](#)

[Keeping Data In A Different Subdirectory](#)

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## Miscellaneous Questions and Answers

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- [2. How do I save the data I've entered?](#)
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- [12. How often should I delete time records from my TraxTime database?](#)
- [13. I just got married and changed my name. How do I change it in TraxTime?](#)
- [14. I want to make sure I've got the latest version of TraxTime. How can I do that?](#)
- [15. Can I 'overlap' times? For example, can I record that I worked from 3:00 to 3:15 p.m. twice?](#)

## **Right Mouse Disable**

### **Q: Why does the pop-up menu sometimes appear unexpectedly?**

This will sometimes happen when running other Windows programs. The only way to stop it is to disable the right mouse button in TraxTime. This means you won't be able to call up the TraxTime pop-up menu when you click on TraxTime's minimized icon with your right mouse button.

Take heart though, you can use your left mouse button to accomplish the same tasks, it's just a little less convenient.

To disable the right mouse button, go to TraxTime's OPTIONS menu, and toggle off the selection ENABLE RIGHT MOUSE BUTTON.

# **Saving Data**

## **Q: How do I save the data I've entered?**

Don't worry about it. Any time you punch in, punch out, edit individual times, or finish writing a memo, your data is saved to a disk file.

Also, when you exit TraxTime, your current options setup is saved.

# **Can Manager Change Employee Data**

**Q: My boss has the manager's version of TraxTime.**

**Can she change my time data?**

Not from her computer. The only way she could change it would be to access the data through YOUR copy of TraxTime, using YOUR computer.

We recommend high explosive booby traps.

## **Delete Data Process**

### **Q: What happens when I delete data out of TraxTime?**

The erasing process takes place immediately. And the data is erased forever, so only tell TraxTime to delete data that you're 100-percent positive you won't need again.

# Midnight Madness

**Q: What happens at midnight if my computer is running  
and I'm punched into a project?**

Then you're working too hard.

Besides that:

- 1 Automatically, the current project will get punched out at 11:59 p.m. for the date just ended.
- 2 That same project will be punched in at 12:00 a.m. for the new date just starting.

## **Power Outage or Crash**

### **Q: What happens if the power goes out, or my computer crashes while I'm punched in?**

Not to worry. Any time you punch in, punch out, edit individual times, or finish writing a memo, your data is saved to disk. So you will be current up to the time of the crash.

Then if you restart TraxTime the same day as the crash, just select the project that was running, and you'll never know that anything happened.

Otherwise, if you restart TraxTime on another day after the crash, you'll be warned by the program that you've got an IN time without a corresponding OUT time. The message will also indicate the date and project in question.

After you press a button to remove the message, select EDIT DATA FROM EARLIER DATE under the FILE menu to type in an appropriate OUT time for the project.

## **Punch OUT Later**

**Q: Can I punch in, exit TraxTime, and then later start it up again to punch out?**

Sure. You'll get a warning message when you exit TraxTime, but just press the No button. This tells TraxTime that you want to exit without punching out of that project.

# User Support

## **Q: What should I do if I have a question or problem with TraxTime?**

To get a lot of attention, send us a nice bottle of cabernet wine, or a box of chocolate.

Otherwise, you can contact us via:

- CompuServe: 76660,3524
- Internet: [spudcity@micron.net](mailto:spudcity@micron.net)
- US Mail: Spud City Software, P.O. Box 16062, Boise, ID 83715

Of course, questions from registered users get top priority.

# Reminder Strategies

## **Q: I don't always remember to punch in or out when my work changes. Any suggestions?**

Any new procedure is difficult to remember at first (unless your boss is threatening to fire you), but you will find that punching in and out with TraxTime eventually becomes a habit.

In the meantime, try these strategies:

- Put TraxTime in your Windows Startup group. That way, it'll get loaded every time you start your computer.
- Make sure STAY ON TOP is checked under TraxTime's OPTIONS menu. Otherwise, out of sight, out of mind.
- Turn on the reminder tune (REMINDER TUNE, under the OPTIONS menu). You may grow to love the tune, and will miss it when it's not playing.

In any event, remember that forgetting to punch in or out isn't the end of the world. You can easily go back and reconstruct data using the EDIT DATA FROM DIFFERENT DATE selection under the FILE menu.

Also see:

[Reminder Tune](#)

## **Working Away From TraxTime**

**Q: I don't always have my computer nearby. How can I use TraxTime to keep track of my hours?**

Do it the old-fashioned way. Write down your times on a piece of paper.

Then, when you're reunited with your copy of TraxTime, type in the current date's times, or if you've been gone for longer than a few hours, choose EDIT DATA FROM DIFFERENT DATE under the OPTIONS menu and type in your times that way.

Did you know that TraxTime misses you when you're gone? Really, it does.

## **Rounding Off Totals**

**Q: My time card hours are suppose to be rounded off to the nearest quarter-hour. Can TraxTime do this?**

You bet, Charlie. Just select one of the ROUND OFF TOTALS choices from under the OPTIONS menu.

Also see:

[Round Off Totals](#)

# Strategy for Deleting Data

## **Q: How often should I delete time records from my TraxTime database?**

Well, that's a matter of personal choice, and perhaps company policy.

There's no doubt that TraxTime will run faster (particularly when making reports) if it's lean and mean, unhampered by excess data.

So if you are done with a project, or have entered a new year, and know that you won't need the old data ever again, it makes sense to erase it.

Just be sure to make a printout of the data you're going to erase, in case your boss taps you on the shoulder tomorrow and asks how much time you spent on the Jones account last February.

Also see:

[Deleting Data](#)

# Name Change

**Q: I just got married and changed my name. The program shows my old name on all of the reports. What should I do?**

It is possible to change your name in TraxTime, but you'll have to contact us (Spud City Software Co.) first in order to get a new registration code number.

Mail us a copy of your current TraxTime registration confirmation letter and a copy of a legal document showing your 'before' and 'after' name change.

Send it to:  
Spud City Software Co.  
P.O. Box 16062  
Boise, ID 83715

We'll send you back a new Registration Code that is based on your new name.

By the way, if you name your first child 'Spud' we'll give you an additional 15% off the cost of your next TraxTime upgrade.

# Latest Version Check

## **Q: I want to make sure I've got the latest version of TraxTime. How can I do that?**

All registered users in the United States will be notified by mail of major upgrades to TraxTime.

Also, the latest version of TraxTime are always available on the Exec-PC BBS (414) 789-4210, Channel 1 BBS (617) 354-3230, and in various locations on CompuSERVE (GO IBMFF to do a search of the system).

Additionally, you can write us at:  
Spud City Software Co.  
P.O. Box 16062  
Boise, ID 83715

Or, we can be contacted on CompuServe at 76660,3524, or the Internet at [spudcity@micron.net](mailto:spudcity@micron.net).

## **Double Dipping**

**Q: Can I 'overlap' times? For example, is it possible for me to record that I worked from 3:00 to 3:15 p.m. twice in one day?**

Yes and no.

It is possible to show that you were punched in between 3:00 and 3:15 on different projects on the same date. (The key phrase here is 'different projects.')

However, suppose you have a project that shows you punched in between 3:00 and 3:15. If, on the same project, you try to enter a new punch in time that falls between 3:00 and 3:15, you'll get a warning message to stop you.

# Registration Prices and Benefits

- \$19.50 Registration Only.
- \$24.50 Registration and the latest version on 3-1/2" diskette.
- \$34.50 Manager's registration and latest update of the Manager's Version on diskette.
- Volume discounts are available. Write for more information.

## Registration Benefits

### ***No More Nag Screen***

TraxTime registered users are given a registration code that rids them of the 'nag screen' that appears each time the program starts.

### ***Access To Upgrades And Updates***

We also contact registered users when major upgrades are released, and offer it to them at a substantial discount. Also, if a significant bug is discovered, only registered users will be contacted with a fix for it (let's hope it never happens, though).

### ***Managers Version***

Registering is the only way to get the manager's version of TraxTime. It's exactly like the standard version, but it allows you to combine several users' data files into a master report. It also let you create a shared project list for all of your users.

### ***Encourage New Features, Innovation***

Your registration allows us to devote more time improving and upgrading TraxTime.

## How To Register

### ***Via U.S. Mail***

Most people register their copy of TraxTime by printing out the registration form and mailing it to us (Spud City Software Co.). You can access the registration form by selecting REGISTRATION FORM under TraxTime's HELP menu.

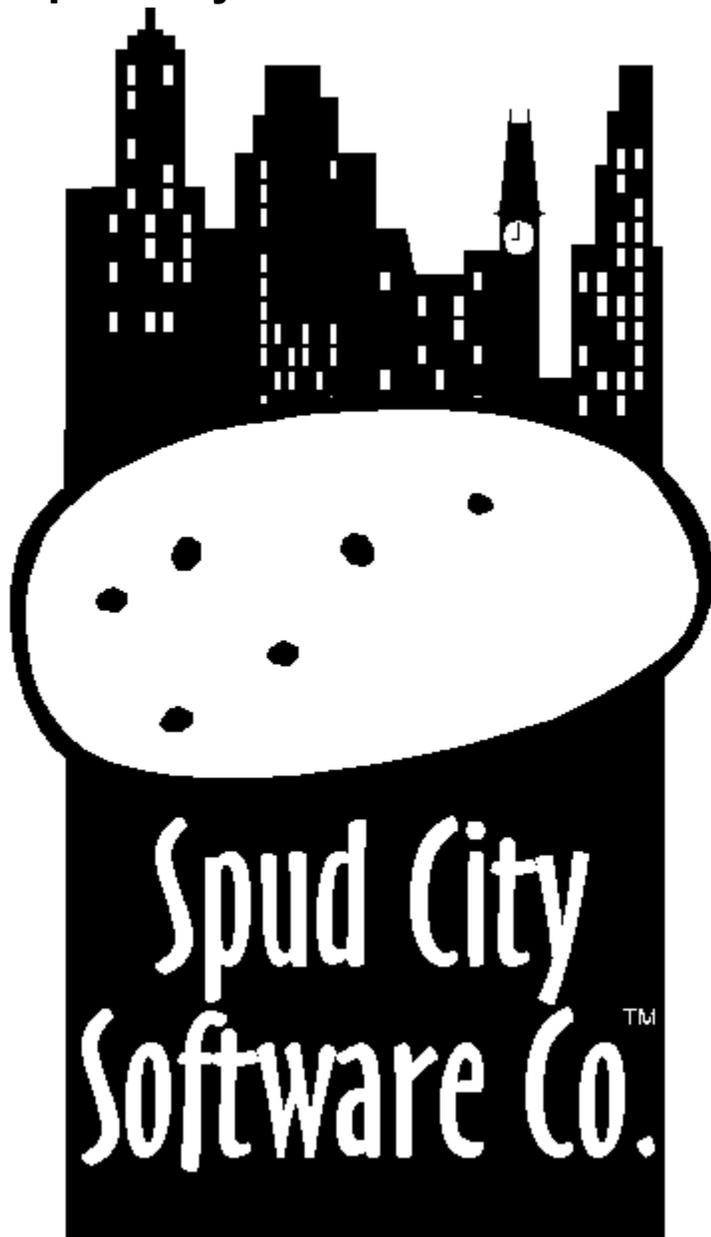
### ***Via CompuServe***

If you have a CompuServe account, you can also register your copy of TraxTime using CompuServe's SWREG (software registration) feature. Your registration fee will be added to your monthly CompuServe account bill.

- 1 While logged on to CompuServe, type GO SWREG.
- 2 Type in the appropriate ID number according to the level of TraxTime registration that you want:  
\$19.50 Registration only = ID# 2386  
\$24.50 Registration and latest copy of TraxTime on disk = ID# 2387  
\$34.50 Registration and latest copy of Manager's version on disk = ID# 2388
- 3 Follow the simple on-screen instructions.
- 4 After you are done registering, within a day or two Spud City Software Co. will confirm your order.



## Spud City Software Co.



Based in Boise, Idaho, Spud City Software Co. specializes in shareware programs.

If you are interested in purchasing multiple copies of TraxTime write to us at the address below.

Spud City Software Co.  
P.O. Box 16062  
Boise, ID 83715

CompuServe: 76660,3524  
Internet: [spudcity@micron.net](mailto:spudcity@micron.net)

# **Warranty and Disclaimer**

## ***Software***

Spud City Software Co. warrants that the software contained herein will perform in substantial compliance with the documentation accompanying the software. If you report, in writing, a significant defect to us, and we are unable to correct it within 30 days of the date you report the defect, you may return the software and accompanying materials, and we will refund the purchase price.

## ***Diskettes and Documentation***

Spud City Software Co. warrants all diskettes and documentation to be free of defects in materials for 30 days from the date of purchase. In the event of notification within the warranty period of defects in any materials, Spud City Software Co. will replace the defective diskette or documentation.

## ***Remedies***

The remedy for breach of the warranty shall be limited to replacement and shall not encompass any other damages, including but not limited to loss of profit, special, incidental, consequential, or similar damages, losses, or claims.

## ***Disclaimer***

Spud City Software Co. specifically disclaims all other warranties, expressed or implied, including but not limited to, implied warranties of merchantability and fitness for a particular purpose. In no event shall Spud City Software Co. or its owners be liable for any loss of profit or any other commercial damage, including but not limited to special, incidental, consequential or other damages.

## ***Governing Law***

This Warranty and Disclaimer statement shall be construed, interpreted, and governed by the laws of the State of Idaho.

# **Other Legal Mumbo Jumbo That We Hate But Are Required To Put In Otherwise We'll Face A Pack Of Mean Lawyers On Commission**

## ***Required VB/ISAM Statement***

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