TaskTracker 1.1a

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TaskTracker for Windows is a time tracking program for professionals who bill by the hour. **TaskTracker** is a virtual 'stopwatch array,' remembering time elapsed for each task in a project you define.   You may be a contract programmer working on a project with many pre-defined tasks, or a lawyer or accountant with clients who are being billed hourly. **TaskTracker** runs in the multitasking environment of **Windows 3.0** or **3.1**, measuring the time you spend on each task or client.

TaskTracker also gives you the ability to send your task information to other Windows programs for formatting and printing. Export your data to **Microsoft Word** for Windows and **TaskTracker** automatically formats it into a table. Export to **Microsoft Excel** and manipulate the numbers with all the power of Microsoft's premier spreadsheet package. Export to **Microsoft Write** and your report will be formatted with hanging paragraphs to make it more readable. You can also export tab-delimited text data to **Notepad** or any other Windows program such as **WordPerfect, Lotus 1-2-3** or **Ami Pro** when you specify the program filename with the Output Program option.

TaskTracker saves your tasks in project files which can be merged with other project files. Do you need to generate periodic reports? **TaskTracker** project files can be 'spawned;' you can save, generate and print your report, then spawn the current project to a new file with all times set to zero. Task names and descriptions are retained for the new reporting period.   This is an invaluable feature for professionals who bill their clients on a weekly or monthly basis.

TaskTracker can also be configured to match the way you work. Set the autosave option and **TaskTracker** will automatically save your data at intervals you specify. If your system crashes, you'll still have elapsed time information on your project. Set the timer autostart option and the timer will automatically stop on the old task and start on the new one whenever you change active tasks. Set the reminder interval and **TaskTracker** will remind you of your current project status periodically when the timer is running.

TaskTracker comes with complete on-line Windows help. In addition you can also quickly and conveniently access Windows 'Applets' from the command menu. You can launch **Write, Notepad, File Manager, Control Panel** and **Cardfile** from within the program without using the Program Manager. If you have **Windows 3.1** you also have access to **Sound Recorder, Object Packager, Media Player, Character Map** and the **Registration Info Editor!** You an also add 'command line' options to many applets to autoload a file from the TaskTracker menu.

What's new in Version 1.1a

Task Rates: Now you can record your hourly rate for each task and apply it to the task time. **TaskTracker** dynamically calculates and displays the amount of money you're earning for each task. This information is also included in the new, expanded report format. Additional control buttons have been added to allow you to edit or clear rates and to set/reset a Global Rate.

AutoRemind: This new feature can be set to remind you that TaskTracker is running

and timing a task. TaskTracker will remind you of your current running task timer at intervals you specify. If you often move to another job and forget to inform TaskTracker, this feature can help.

Report Options: Now you can export your reports in one of two formats; either Decimal Format or Hour:Minute:Second (HH:MM:SS) Format. An hour-and-a-half can be **01:30:00** or **01.50**, depending on the option you choose. (Reports are *forced* into decimal mode when exporting data to Excel since that program misinterprets time values like "12:00:00" as an incorrectly entered range of cells.)

Multiple Report Option: When you run a report, **TaskTracker** launches the destination application and pastes the data into it. Now you can run a *second* report without shutting down the first! If you're sending report data to **Word** or **Excel**, **TaskTracker** will tell those applications to open up a new document or spreadsheet for each new report! If exporting to **Write** or **NotePad**, multiple instances of each program will be generated. If you're using a program not directly supported by **TaskTracker**, the report data is pasted into the clipboard and program execution is returned to you.

'SmartLaunch' Applets: If you select an Applet from the Run menu, **TaskTracker** checks to see if it's already running. If it is, it's activated; if not, it's launched. SmartLaunching saves time and system resources.

Windows 3.1 compatibility: TaskTracker *automatically* senses which version of Windows you're running, and offers complete compatibility with **Windows 3.1**. In addition, the new Windows 3.1 applets become available from the Run menu when you upgrade.

New Streamlined Look! Controls and displays have been grouped more logically, resulting in a program which displays a greater amount of information in a more readable format.

AutoSizing: Now TaskTracker remembers its size and position from your previous session. If you left it minimized or maximized the program will remember that too! This can be handy if TaskTracker is in your startup group under Windows 3.1. Minimize the program and close it, and the next time you load the program will be minimized!

New Edit Menu: DateStamp and TimeStamp controls for the Task Description Window have been added under a new "Edit" menu. Look for more features here in the future.

Increased Timer Efficiency: TaskTracker's timer ticks every second. Now the timer slows to one tick every TEN seconds when the program is minimized. This results in less work for your computer when **TaskTracker** is timing in the background. When you restore or maximize **TaskTracker**, the timer returns to ticking every second. *This does not affect **TaskTracker**'s ability to correctly tally your task times.* The program is still accurate to the second!

Bug Fixes: 1.1 had a problem correctly totaling task hours in a report. This has been fixed. **If you used 1.1 to generate any reports, check those reports.** The Rate Total field correctly calculated rate totals.

1.0d refused to start timing a task until you'd saved it to file. That's been fixed. The timer also has been reworked to allow more accurate processing of data when reports

are being generated.

HELP FILES have been updated to reflect these changes and fixes, and are also compatible with *both* Windows 3.0 and 3.1.

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What was new in Version 1.0d...

FURTHER IMPROVEMENTS TO THE TIMER. TaskTracker 1.0c still had some problems with time 'slippage' while running full-screen DOS applications in 386 mode. This version of TaskTracker features an improved algorithm that allows correct timing of task times even when running DOS-based programs for communications and programming!

COMMAND LINE OPTIONS. You now can add a command line parameter to the menu for running your Windows 'Applets.' Tell Notepad to automatically load WIN.INI, or tell Cardfile to bring up your own .CRD file! It's fully customizable!

PROJECT STATUS REPORT ADDED. The Help menu has a new option, Report Status, which gives all vital data on the current project, including it's last time saved**.**

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If you are currently registered with 1.0, or 1.0x, don't worry! Your registration will remain intact as long as TASKTRAK.INI is not changed. TASKTRAK.INI should *not* be included with this release**; please inform me if it has been.**

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Bear in mind that <u>your paid registrations</u> will encourage further updates and improvements to this product.

Shareware

TaskTracker is distributed under the "shareware" concept, also known as "user-supported software." Under this concept, you save the high cost of packaging and distribution while still receiving high quality software. You are encouraged to distribute this software to your friends, to BBS's and to user groups. Companies that provide software duplication services may include **TaskTracker** in their catalog and provide copies for a reasonable duplication fee.
Shareware provides you a way to test software before spending your hard earned money. This helps you get more for your dollar by allowing you to test the software before paying for it.

You are encouraged to copy and share **TaskTracker** with other users with the following conditions:
    - The program is not to be distributed in modified form.
    - No copy or version of TASKTRAK.INI is to be included with the program.
    - No fee or consideration is to be charged for use, copying, or distribution.
     (Clubs, user groups and commercial shareware distributors may charge a
      nominal fee for expenses and handling while distributing **TaskTracker**.)

Registration
To register your copy of **TaskTracker 1.1a**, print out REGISTER.WRI and fill it out. Mail the completed form with **$20.00** check or money order to

                Barry Seymour

Marquette Computer Consultants
22 Sirard Lane
San Rafael, CA 94901-1066

If you're a member of CompuServe or BIX, include your user id in the form and I'll be able to give you your registry number quicker. A copy will also be sent via U.S. Mail.

Your registry number goes with your serial number, so back up TASKTRAK.INI after registering your product.

Packing List
This disk (or archive file) should contain **only** the following files:

TASKTRAK.EXE   TASKTRAK.HLP
SAMPLE.TSK   TASKTRAK.WRI
REGISTER.WRI   README.TXT

TaskTracker was written in Microsoft Visual Basic, and requires VBRUN100.DLL to run. VBRUN100.DLL can be found on CompuServe as VBRUN.ZIP in the MSBASICS forum, or on BIX in IBM.WINDOWS/LISTINGS. VBRUN100.DLL is Copyright (c) 1991 Microsoft and may be distributed with **TaskTracker** free of charge.   No other files related to the running of the program may be included in any diskette or archive file used to distribute **TaskTracker**.

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