Dr TimeClock
ver 1.0

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Registration

Dr TimeClock is distributed under a concept known as "SHAREWARE".
Shareware allows you the use of the program for a period of time
to determine if it meets your needs before you pay for it. In the
case of Dr TimeClock that period is 21 days. After 21 days if you
continue to use Dr TimeClock you are expected to register the
product.

Registration provides you with several benefits:

1. All registered users are provided with software upgrades for
the first year following registration.

2. All registered users receive complete documentation.

3. All registered users receive unlimited phone support or fax
back support.

4. Registration will eliminate the "Nag Screen" from appearing at
start up.

5. All registered users can sleep at night knowing they have done
the right thing!!

How to Register

At the "Nag Screen" is a control button that offers you the
chance to print a registration form. Mail this completed form to
the following address along with a check for $29.95 (single user
license):

> Bradford Moss,MD
> 1495-B Forest Hill Blvd.
> W.Palm Beach,FL 33406

Once processed, you will receive a Serial number that you can
enter at the registration screen. This will prevent the Nag
Screen from coming up each time at program start-up.

History of Program

Dr TimeClock was conceived out of necessity. All businesses in the United States with employees paid on an hourly scale have to keep accurate time records. Dr TimeClock transforms a PC into a time management tool (also known as a timeclock). During the development of Dr TimeClock it was evident that much more than employee time records could be managed with this program. For example any project that is worked on in a periodic fashion could be tracked with the click of a mouse. The program was written in Microsoft's Visual Basic. It has been tested and used by employees in a small office using an IBM compatible 386 33mHz server and a Lantastic peer to peer network. Stringent testing has not as of yet been accomplished.

Installation

Dr TimeClock should come with the following files:

btool.vbx   .vbx files provide special control
spin.vbx   buttons used in the program
threed.vbx
drtime.exe   main executable
drtime.wri   this file
setup1.exe   the rest of the files are part of the
setup.exe   installation program
setupkit.dl_
ver.dl_
setup.lst

In addition you may have received the file vbrun100.dl_ . If so
then it must be on the installation disk for you to run the setup
program and eventually the main program itself. If you did not
receive this file it is because you downloaded Dr TimeClock from
a BBS where the file is available separately (as vbrun100.dll).
You should obtain it and place it in the Windows subdirectory to
run Dr TimeClock. To install the program go to the File menu in
the Program Manager and choose Run. Type in a:setup.exe (or b: or
wherever the files will originate from) and then press OK. Answer
the prompts from this point on. The installation process will do
several things. It will create a subdirectory on your hardrive to
place the files into. It will make an entry in your win.ini file
that points to the location of the subdirectory where you have
installed the program. It will copy all files to your hardrive
and it will put the vbrun100.dll file in your Windows
subdirectory.

Once the program is successfully installed you should open the Dr
TimeClock group and doubleclick on the Dr TimeClock icon. That's
it!

**Author's Note: At present it remains necessary for the Win.ini entry to be made in order for
the program to recognize the startup directory in which it resides. In the future this
hopefully will not be necessary and " fiddling" with the Win.ini file will not take place. The
entry is made up of two lines that are easily identifiable and can be removed with a text
editor like SYSEDIT if Dr TimeClock is going to be removed. Look for the line that reads [Dr
Time] and remove this and the next line that has the word Punch= <path> once you have
decided to delete Dr TimeClock.**

Running Dr TimeClock

If you have not registered Dr TimeClock the first screen you will
come to is a reminder screen that you must go past each time you
start the program. If you have received a registration number it
is at this window you should enter it along with your name.
Please follow the instructions you receive with registration
carefully to avoid refusal of the information. If you are testing
the system then you should click on the Register Later button and
this will allow you into the program.

We must make one major assumption at this point: since you are
reading this file it is assumed that you will be the Manager of
the system. The next screen you will come to is the Manager Setup
window. The manager in Dr TimeClock has access to important
editorial functions that normal "employees" will not have.
Timerecords can be edited and deleted. Time added and subtracted
and this is only by the Manager. If the program is a single user
system then this will also be the point that you become a user as
well. To become Manager you must be the first person to start the
program. Follow the prompts in the Manager Setup window: Enter
your name and choose a password to use. Then select OK.

If you will be keeping timerecords as well as managing the system
it would be a good idea at this point to log into the system.
This will allow you to create your own timerecord file and also
to begin to explore the Managerial menu.

To **Log in**: click on the **Name** entry line and then type in your
name exactly as it was entered at setup time. Press enter or
click on the Password entry line. Enter your password and then press enter.
You should see your name appear in the window below the punch button and the
stoplight should change to green (on a color monitor). At this
point you can click on the **Punch In** button if you want to record
a time or you can begin to look at the other menu items available
only to the Manager. Once you punch in or out you are cleared
from the system and can not access the different menu functions
except: **Quit** and **Become a User**.

Set-Up of Other Users

Once the manager is selected you can begin to set up all
additional users of the program. Choose **File** from the main menu.
Then choose **Become a User.** Answer the prompts for the user's name and select a password
that the user will use to keep his times private. Once this information is entered the user can
begin to enter times.

Features Available to All Users

1. Become a User
2. Deleter User
3. Review Times
   i. Yesterdays times
   ii. Last weeks times
   iii. Last months times
   iv. User selected times
4. Clear

Become a User - see previous page

Delete User - any employee has the ability to cancel his "account" with this feature. All times still remain available to the manager. However the employee would have to restart a new time data file to resume keeping times.

Review Times - there are three "*quick options*" available to help employees do a rapid review of their times. The program will look at the previous 24 hours to total the time for the employee (Yesterday's times). Last weeks times will include the previous Sunday - Saturday time period (this was chosen as the clasic week. Last months times is self explanatory. The user in addition may choose a time period (dates are inclusive) to review for times. He/She will be prompted to print to the default printer or to display just on the screen.

Clear - Click on Clear to remove the currently logged on user from the system. This is important whenever a user logs on to review his/her times but doesn't want to punch in or out. If the program is left running as it can be in some offices than it is important that each user remove their current logon to avoid being punched in or out by someone else (or allowing someone else to look into their time records). Note that with punching in or out the employee is automatically cleared and has to log back in to review times, etc.

Features Available to Manager

Change System Time - self explanatory
Change Managers - A manager may select another user to take over the managerial job!
User List / Time Editor - this is the focal point of the managerial functions. From this platform the manager may edit employees times. May remove old users and print out lists of times.
In fact this is such an important area lets review it in detail:

When the **User List / Time Editor** selection is made a list of available users will appear. To review an individuals times **double click** on that users name. At this point if the employee has times stored then the times will be displayed and the editing tools will become visible.

Editing Tools

The employee's name will appear in the display box at the top of the window. To the right is the date range selector. If you would like to narrow the times to view into a particular date range choose the dates (inclusive) and press compute. The total time if possible will be calculated and displayed below.

To edit a particular time double click on that time and it will appear in the editing windows at the bottom of the screen. Adjust the time as you want and then click on Edit. The new time will **REPLACE** the old one. To **INSERT** a new time use the bottom editing window. Adjust the date and time till it's appropriate then highlight a time in the list of times where you want the new time to go. Select **above or below** to designate whether the new time goes above or below the highlighted time and then click insert. Its as easy as that!

Other features: If there have been employees that deleted themselves from the system they are now called "**Old Users**". You still may access their times by selecting **List Old Users** from the main menu. All of the editing features are available as with current users.

Help

At present online help is being developed. Registered users will receive this feature with the next release.