Time Is Money Documentation

Introduction

Time Is Money will allow you to time and track costs for various events. It can be used by anyone. Contractors, and consultants can use it to time the amount of time that they spend on a project, and also how much to charge a client. It can be used to determine how much time and money is spent on electonic bulletin boards like Compuserve. It can be used to time phone calls, and can calculate the amount spent for each call.

The program is designed to run under Windows 3.0 and to use a minimal amount of CPU time. You may set the frequency at which the computer updates the screen. The recommended time is 100 (1 second). With the default setting, you will probably not notice any slowdown on the system. If your computer experiences any slowdown, or the screen update is not important to you, you may want to increase the number.

To use the Application Timer program you must have computer running Windows 3.0. The program works best on a 286, 386 or 486 computer.

The shareware version is fully functional after the initial 10 second shareware reminder screen. To get rid of the initial shareware reminder screen, just register the program. When you register the program, you will be sent the latest version of the program, and your personalized key to remove the shareware reminder screen. To register the program, print a copy of TIMREG.WRI. Fill out the form, enclose a check for $15.00 and send it to:
InfoPerfect Inc.
4480 Atherton Drive Suite #22
Murray, UT 84123

Commands
File
Reset...
Resets the time, cost, and total. This does not reset the Name, Rate, or Min.

Open...
Will allow you to open any .TIM file. When you open the file, the entire state of the program will be set to the same state as when it was last terminated. This includes its size,

position, whether it was minimized or maximized, and whether it was running or stopped. If the timer was running when it was last terminated, it will still be running when it is opened, and reflect the elapsed time. If a timer is active when you open a file, the current timers state will be saved.

Save
This command is not necessary, it can be used as a safeguard if unexpected termination of Windows is expected. Unexpected termination is a reboot, or hanging. If unexpected termination of Windows is expected, just select this command, and you will be able to resume the timer at the same point after the computer has recovered.

Save As...
The Save As command is used to save the file for the first time, it will allow you to give a filename to the timer.

About...
Gives you information about the program, and your license information.

Exit
Exits the program, and saves the status of the timer. Explicit saving of the timer information is not necessary. Exiting by any method, except rebooting, will save the state of the program.

Set

Rate...

Name
Allows you to set the name of the timed event. The name will appear in the window title.

Rate
Also lets you set the hourly rate for the event. A rate is not necessary for the program to keep track of time. If you change the rate after you have tracked some time with a rate, the amount will be calculated with the new rate.

Min
The Min will be placed in the Add In portion of the timer, when the timer is started the first time. It can be used for things like initial connect charge. For

example: You are a programmer that charges clients $25.00 plus $35.00 per hour. Or perhaps the Min is the material cost.

Frequency...
The frequency is the rate at which the computer will update the screen. The suggested value is 100, which is once per second. If you have a slower computer, you may want to raise this number, so that the computer does not experience any slowdown. There is no reason to lower the number, because the program only deals with seconds.

Calc!
Loads the Windows calculator program. The total cost can be pasted into the calculator if the Copy button is used first.

Procedures

Sizing Window
Time Is Money will adjust the size of the numbers, and the buttons when you size the window. When you open a timer file, the size will be set the size of the window when the program was exited.

Setting Name
To set the name of the timed event, choose Set.Rate this will allow you to set the Rate, and the Min.

Setting Rate
To set the rate that will be used to calculate the amount. choose Set.Rate. The rate will be multiplied by any time that has been previously tracked to obtain the dollar amount.

Setting Min
To set the minimum amount, choose Set.Rate. The minimum amount can be used for flat rate connect charges, material costs, etc. The Min will be placed in the Add In portion of the screen when the timer is started, if the current Add In is zero.

Changing Add In
To change the Add In amount, double click on the Add In amount, and you will be presented with a dialog box with the current Add In amount. Change the amount, and hit OK.

Exiting

To exit the program, double click on the system menu icon, select File.Exit, or hit Alt-F4. Any of these methods is acceptable. Saving is not necessary. The program will save its current state, when it is terminated.

Copying To Clipboard
To copy the total to the clipboard, hit the Copy button, or hit Ctrl-Ins. The amount can then be pasted into other Windows programs.

Starting Timer
To start the timer, hit the Start button, or hit Alt-T when the Start button is active.

Stopping Timer
To stop the timer hit the Stop button, or hit Alt-T when the Stop button is active.

Resetting Timer
To reset the timer, select File.Reset. This will reset the time, and Add In amount. The Name, Rate, and Min will not be reset.

Saving
To save the timed event, choose Save, or Save As... This will prompt you for a filename. You may type in the filename (8 characters or less), and the program will give the filename an extension of .TIM. You will not be required to explicitly save anything again. The program will automatically save the state of the timer when you exit it.

Starting Automatically
To have the computer load up a timer event when Windows is started, associate the extension .TIM with the TIM.EXE program. If you would like the timer to start as an icon, put the name of the tile on the **load=** line in the **win.ini**. If you would like the timer to start as as window (same size as it was when it was last terminated) put the file on the **run=** line in the **win.ini**.

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