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## **Introduction**

TimeTracker is Shareware - you may try the program for a short time, but if you like it and want to keep using it, please send in the requested \$20 registration fee. A lot of time and effort went into developing this program, please be fair and help support it.

Please read this manual. It is short and easy to read.

Feel free to submit comments, suggestions, and bug reports.

TimeTracker™ developed by

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## **Credits**

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TimeTracker program and user's manual icon graphics by

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And thanks to all the people who helped beta test TimeTracker.

## **Software License Agreement**

Please read this agreement thoroughly.

You may use the Registered TimeTracker program on one computer system at one time only.

If you wish to use the TimeTracker program on more than one computer system at one time, you must purchase a new and separate License from Maui Software for each additional computer system (each user must purchase their own copy).

For example, you can place the registered TimeTracker program on your office computer and also your home computer. However, if you are using a registered copy of TimeTracker on your office computer, and someone else is using a registered copy on your home computer, you must purchase two copies of TimeTracker because two copies of TimeTracker are being used at the same time. If you have any questions, please contact Maui Software.

You may not give the registered TimeTracker program to other people.

You may not reverse engineer, disassemble, reverse translate, or in any manner decode the TimeTracker program in order to derive any source code form.

**COPYRIGHTS, TRADEMARK NOTICES, LEGENDS AND LOGOS.** The TimeTracker program and User Documentation, logos, product, names and other support materials, if any, are either patented, copyrighted, trademarked, or otherwise proprietary to Maui Software. You agree never to remove any such notices and product identification.

In no event will Maui Software be liable to you for any damages, including any lost profits, lost savings or other incidental or consequential damages arising out of the use or inability to use this program and user documentation. In addition, Maui Software will not be liable for any claim by you or any other party for damages arising out of the use of this program.

## How To Order TimeTracker

TimeTracker is available for only \$20 per copy (one copy per user). Quantity discounts are available. Contact Maui Software for more information. Normally you receive your registration name and code within 24 hours. Slow turnaround times occur during Christmas, holidays, vacation time, and directly after we release a new version.

Here's how to receive your TimeTracker registration code:

1. Start TimeTracker.
2. On the introduction dialog box, click on the "Fill Out Order Form" button or click on the "Fill Out Order Form" button from the About box. (click on Help menu and then About menu to pop up the about box)
3. Fill out all the necessary information.
4. You can email, fax, or postal mail your order.

For fastest service -- pay by credit card and email your order:

- a. From the Order Form dialog box, click on the "Save" button and save the order form to disk.
- b. Start your bulletin board program (AOL, CompuServe, etc.), and open the order form you just saved (select Open from the File menu to do this).
- c. Make any necessary changes, add any comments, and then send it to our Internet address.

For fast service -- pay by credit card and FAX your order:

- a. From the Order Form dialog box, click on the "Print" button and print the order form.
- b. Sign the form, make any necessary changes, add any comments, and FAX it to us. (a fax cover sheet is not necessary)

For not as fast service -- use the post office:

- a. From the Order Form dialog box, click on the "Print" button and print the order form.
- b. Sign the form if you are paying by credit card, make any necessary changes, add any comments, enclose payment, and mail it to us.

### NOTES:

Shipping a disk with the latest version. If also you want a TimeTracker diskette mailed to you (for example, you want to receive the latest version on diskette), please enclose an additional \$5 to cover postage and handling. You could make out two checks (the second one for \$5), and if there is no later version, we will return your \$5 check. Likewise for credit card sales. You can authorize us to charge an additional \$5 for shipping a disk if there is a later version. If there is no later version, we won't charge the additional \$5. This is at your option, and there will be no additional \$5 charge unless you specify it.

You cannot send files (attachments) to our Internet address from non-Internet services (although that may change in the future with some on-line services). That's why you must send your order form to us as an email message, and not as an attached file.



## How To Register TimeTracker

Once you have received your name and registration code, you can register your copy of TimeTracker. Entering in your name and registration code changes TimeTracker from a demo version to a full working version registered to you.

To register TimeTracker with your registration code:

1. Start TimeTracker.
2. The Demo Version Introduction dialog box will be displayed. Click on the "Register Now" button. The Register TimeTracker dialog box will be displayed.
3. Enter your Registration Name and Registration Code exactly as given to you by Maui Software.
4. Click on the "Register" button. If you receive an error, verify that the name and code you entered is exactly as Maui Software gave to you.

NOTE: Your name and registration code is entered in the "timetrack.ini" file automatically. The "timetrack.ini" file resides in the Windows directory. If the registration information in this file is changed or corrupted, the TimeTracker program reverts back to demo mode. Keep your Name and Registration code that Maui Software gave to you in a safe place in case you will need to enter the registration information again.

## File Menu

<b>File</b>	
<b>N</b> ew	Ctrl+N
<b>O</b> pen...	Ctrl+O
<b>C</b> lose	
<b>S</b> ave	Ctrl+S
Save <b>A</b> s...	
Export...	
<b>P</b> rint...	Ctrl+P
Print <b>P</b> review	
Print <b>S</b> etup...	
<b>1</b> C:\TIMET1.TT	
<b>2</b> C:\TIMELOIS.TT	
<b>3</b> C:\LOIS.TT	
<b>4</b> TIMET1.TT	
E <b>x</b> it	

The File Menu contains commands to create a new document, open an existing document and save an open document to a disk file. The commands to export the document information into a tab delimited file, print a report of the information in the document, and exit the TimeTracker program are also available under the File Menu.

### New

Use this command to create a new document in TimeTracker. A new document window will be opened. See [Start a New Document](#) for more information.

### Open...

Use this command to open an existing document in a new window. See [Open an Existing Document](#) for more information.

### Close

Use this command to close the window containing the active document. TimeTracker prompts you to save the document if it has unsaved changes. Before closing an unnamed document, TimeTracker displays the Save As dialog box and suggests that you name and save the document.

### Save

Use this command to save the active document with its current name and location. When you save a document for the first time, TimeTracker displays the Save As dialog box so you can name your document. If you want to change the name or location of an existing document, choose the Save As command. See [Save a Document](#) for more information.

### Save As...

Use this command to save and name the active document.

### Export...

Use this command to save the time entries of the active document to a tab delimited file. See [Export a Document](#) for more information.

### Print...

Use this command to print document reports. See [Print a Report](#) for more information.

### **Print Preview**

Use this command to switch the active document to and from print preview, with which you can see how the document report will look when you print it. See [Print a Report](#) for more information.

### **Print Setup...**

Use this command to select a printer and a printer connection. The printer selected will be the printer designated as the selected printer when printing a report.

### **1, 2, 3, 4**

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed. Choose the number that corresponds with the document you want to open.

### **Exit**

Use this command to end the TimeTracker program. TimeTracker prompts you to save documents with unsaved changes.

## Edit Menu

Edit	
C <u>u</u> t	Ctrl+X
C <u>o</u> py	Ctrl+C
P <u>a</u> ste	Ctrl+V
D <u>e</u> lete	Del
Select <u>A</u> ll	
Select <u>N</u> one	

The Edit Menu contains the commands to Cut, Copy, Paste, Delete, Select All, and Select None. The Cut and Copy commands will copy the highlighted rows from the Time Entry List Box to an internal buffer. The buffer internal to TimeTracker will exist until the TimeTracker program is exited. The Cut and Copy commands at the same time will also copy the highlighted rows to the Clipboard as tab delimited text. This text is the same format of tab delimited text that is saved to a file using the Export feature. The Select All and Select None command will highlight or UN-highlight all rows in the Time Entry List Box

### Cut

The Cut command will delete the highlighted rows from the Time Entry List Box. A copy of the highlighted rows information will be saved in an internal TimeTracker buffer. This internal buffer will allow the user to paste the information into a TimeTracker document at a later time. The highlighted rows information will also be saved as "tab" delimited text in the Clipboard. This text is the same format of tab delimited text that is saved to a file using the Export feature. The Cut command can also be activated by selecting the Cut Button from the TimeTracker application Toolbar.

### Copy

The Copy command will save a copy of the highlighted rows in the Time Entry List Box. The highlighted rows will be copied as "tab" delimited text to the Clipboard. This text is the same format of tab delimited text that is saved to a file using the Export feature. An internal TimeTracker buffer will also hold a copy of the information in the highlighted rows. This information held in the internal buffer will then available to be "Pasted" in the Time Entry List Box. This internal TimeTracker buffer is cleared when the TimeTracker program "Exits". The Copy command can also be activated by selecting the Copy Button from the TimeTracker application Toolbar.

### Paste

The Paste command will copy the internal TimeTracker buffer into the Time Entry List Box. The new rows will be added to the end of the list box, but before an active Time Entry row. Only highlighted rows that have been previously Cut or Copied from within TimeTracker can be Pasted. The Paste command can also be activated by selecting the Paste Button from the TimeTracker application Toolbar.

### Delete

The Delete command will delete the highlighted rows from the Time Entry List Box. The rows deleted will NOT be put in the Clipboard or saved to the internal TimeTracker buffer. The Delete command can also be activated by selecting the Delete Button from the TimeTracker Document Window Toolbar.

### Select All

The Select All command will highlight all rows in the Time Entry List Box.

### Select None

The Select None command will UN-highlight all rows in the Time Entry List Box.

## Time Menu



The Time Menu contains commands to edit a time entry, to set Document Preferences for the active document and to set General TimeTracker program preferences.

### **Edit Time Entry...**

Use this command to display the Edit Time Entry dialog box. The time entry that is highlighted in the active document will be available for editing in this dialog box. The Edit Time Entry command can also be activated by selecting the Edit Time Button from the TimeTracker Document Window Toolbar.

### **Document Preferences...**

Use this command to display the Document Preferences dialog box. The preferences specific to the active document can be set here. The document specific preferences include the hourly rate and time display options. The Document Preferences command can also be activated by selecting the Document Preferences Button from the TimeTracker Document Window Toolbar.

### **General Preferences...**

Use this command to display the General Preferences dialog box. The auto-save, default hourly rate and window compacting options can be set here. The TimeTracker General Preferences command can also be activated by selecting the General Preferences Button from the TimeTracker Document Window Toolbar.

## View Menu



You can display or hide parts of the screen to achieve the balance you want between graphical features and the size of the area this application uses on the screen.

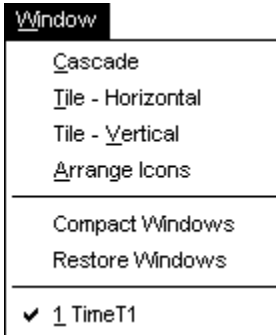
### Toolbar

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in TimeTracker, including New, Open, Save, Cut, Copy, Paste, Print, Compact/Restore and Help. A check mark appears next to the command name when the Toolbar is displayed.

### Status Bar

Use this command to display and hide the Status Bar. The Status Bar will display a description of selected menus and buttons. A check mark appears next to the command name when the Status Bar is displayed.

## Window Menu



The Window Menu contains commands to manipulate the child window within the TimeTracker program window. The Cascade, Tile - Horizontal, Tile - Vertical, Arrange Icons, 1,2,3,4, are standard Multi-Document Interface commands. The Compact Windows and Restore Windows commands are specific to the TimeTracker program.

### Cascade

This command arranges TimeTracker document windows so that they overlap. The title bar of each window remains visible, making it easy for you to select any window.

### Tile - Horizontal

This command arranges TimeTracker document windows one above the other, so that each window is visible and none overlap.

### Tile - Vertical

This command arranges TimeTracker document windows side by side, so that each window is visible and none overlap.

### Arrange Icons

This command will arrange TimeTracker document windows that are reduced to icons, so that you can see them all.

### Compact Windows

This command will minimize the TimeTracker document windows, arrange them in the upper left portion of the TimeTracker application window, and resize the TimeTracker application window to contain one row of document icons. See [Compact Screen Usage](#) for more information.

### Restore Windows

This command will restore the TimeTracker application window to the size and location when the Compact Windows command was executed. See [Compact Screen Usage](#) for more information.

### 1, 2, 3, 4

This command will make an opened TimeTracker document window active when you choose its name from this list. All open TimeTracker document windows are listed, including those that have been reduced to icons.



## Help Menu



### Help Contents

Use this command to display the opening screen of TimeTracker in the Windows Help application. From the opening screen, you can jump to specific instructions for using TimeTracker and to various types of reference information. The Help command can be activated by selecting the Help Button from the TimeTracker Document Window Toolbar. The Help command can also be activated by selecting the Help Button from the TimeTracker application Toolbar.

### About TimeTracker

Use this command to display the version number of this copy of TimeTracker for Windows. The copyright notice and the person who this copy of TimeTracker is registered to is also displayed.

## Set Hourly Rate

You can change the hourly rate for each specific document. You can also change the default hourly rate that each new document will use.

### Change Hourly Rate for a Specific Document

You change the hourly rate of the active document in the Set Hourly Rate dialog box. The Set Hourly Rate dialog box is displayed by clicking the SET button on each document. The hourly rate can be changed by selecting the Document Preferences... menu which is under the Time Menu. The hourly rate can also be changed by selecting the Document Preferences Button from the TimeTracker Document Window Toolbar. Type in the new hourly rate in the edit box and click on the OK button to change the hourly rate on the document specified.

NOTE: All of the line costs for the active document will be recalculated using this new hourly rate.

### Change Default Hourly Rate for New Documents

You change the default hourly rate for new documents in the General Preferences dialog box. The General Preferences dialog box is displayed by selecting the General Preferences menu from under the Time menu. The General Preferences dialog box can also be displayed by selecting the General Preferences Button from the TimeTracker Document Window Toolbar.

For new files, set hourly rate at

Enter the hourly rate in the preferences dialog box to change the default hourly rate for new documents.

## Auto Save Feature

The Auto-Save feature of TimeTracker will save the contents of a document every set number of minutes. The Auto-Save feature is set in the General Preferences dialog box. The General Preferences dialog box is displayed by selecting the General Preferences menu from under the Time menu. The General Preferences dialog box can also be displayed by selecting the General Preferences Button from the TimeTracker Document Window Toolbar.

Auto-Save documents every  minutes

The auto-save feature is enabled when the Auto-Save check box is checked. In the Minutes box, type how often (in minutes) you want TimeTracker to save your work.

NOTE: The Auto-Save feature will not save a NEW document until a name has been given to the document.

## **Start a New Document**

You can start a new document by selecting the New Menu from under the File Menu. You can also select the New button from the Toolbar to start a New document. An empty document window inside the TimeTracker program window will be opened when a new document is started.

## **Open an Existing Document**

You can open an existing document by selecting the Open Menu from under the File Menu. You can also select the Open button from the Toolbar to open an existing document. The standard File-Open dialog box will be displayed to help you specify which file you want to open. A document window with the requested file is displayed inside the TimeTracker program window when the file is opened.

## **Save a Document**

You can save an open document by selecting the Save or Save As Menu from under the File Menu. You can also select the Save button from the Toolbar to save an open document. The standard Save As dialog box is displayed when the Save As Menu is selected or the document being saved has not been assigned a file name. Use the Save As dialog box to help you specify the name of the file to save the documents data into.

## **Print a Report**

You can print a report containing the time entry information of a document. You print a report by selecting the Print Menu from under the File Menu. You can select the Print button from the TimeTracker application Toolbar to print the active document or select the Print Button from the TimeTracker Document Window Toolbar. The active document's information will be printed in the report. The standard Print dialog box is displayed to aid in specifying printer information.

You can preview the printed report by selecting the Print Preview Menu from under the File Menu.

## **Export a Document**

The Export command is located under the File Menu. The Export button is located in the Document Window Toolbar. Use this Export menu or button to save the time entries of the active document to a tab delimited file. This tab delimited file can then be imported into almost every database, spreadsheet, and work processing program. You can use these other programs to make customized reports, or import the TimeTracker exported data in a database or financial program for further processing.

The Export As dialog box is displayed when the Export menu or Export button is selected. The Export As dialog box is similar to the Save As dialog box. Specify a file name in the dialog box and click on the OK button to save the active documents information in this file. The default file extension for exported data is '.txt'.

The Cut and Copy features will place the highlighted time entry records as tab delimited text in the Clipboard. The time entry records tab delimited data is the same format that is saved to a file with the Export feature. You can then paste this tab delimited text into a database or reporting program to format output for reports.



## **Time an Activity**

### **START Timing**

You time an activity by selecting the Start Button on a document or the Start menu on the documents control menu.

### **PAUSE / RESUME Timing**

You can pause and resume the timing of an activity by selecting the Pause Button or Resume Button on the document or the Pause Menu or Resume Menu on the documents control menu.

### **STOP Timing**

You can stop the timing of an activity on a document by selecting the Stop Button on a document or the Stop menu on the documents control menu.

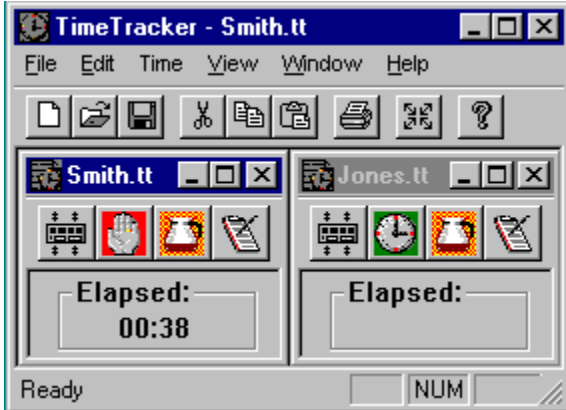
The Start/Stop menu text toggles between the label of Start and Stop. The Pause/Resume menu text toggles between the label of Pause and Resume. The Start / Stop, and Pause / Resume buttons are located on the Document Window Toolbar.

## Compact Screen Usage

Two menu commands, two buttons on the toolbars and some preferences are available to resize the TimeTracker windows. These commands are available to have the TimeTracker program rearrange its windows quickly to take up the least amount of space on your screen.

There are two ways to minimize the size of the TimeTracker windows. One way is to minimize all child Document windows at once. The other way is to shrink the size of child Document windows individually.

### Shrink Child Document Windows Individually



To Shrink or Restore the size of the child windows individually, click on the Compact/Restore Button located on the Document Window Toolbar. With the TimeTracker windows compacted, you can start, stop, pause and resume timing of your work and restore the size of the child window using the buttons on the Document Window Toolbar.

### Minimize All Child Document Windows



With the TimeTracker windows compacted, you can start, stop, pause and resume timing of your work using the system menu of each iconized document window. You popup the system menu for an icon by clicking on the document icon once.

### Compact and Restore Menus

The two menus Compact and Restore, are located under the Window Menu.

**Compact Windows Menu** This command will minimize the TimeTracker document windows, arrange them in the upper left portion of the TimeTracker application window, and resize the TimeTracker application window to contain one row of document icons.

**Restore Windows Menu** This command will restore the TimeTracker application window to the size and location when the Compact Windows command was executed.

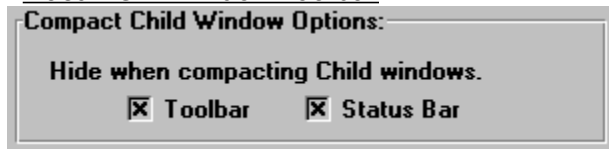
### Compact / Restore Application Toolbar Icon

This Compact / Restore Icon is located in the TimeTracker application Toolbar. The Child

Windows can be compacted or restored to original locations by clicking on this icon.

### **Compacting Preferences**

You can set preferences for the compacting of the TimeTracker windows in the General Preferences dialog box. The General Preferences dialog box is displayed by selecting the General Preferences Menu from under the Time Menu. The General Preferences dialog box can also be displayed by selecting the General Preferences Button from the TimeTracker Document Window Toolbar.

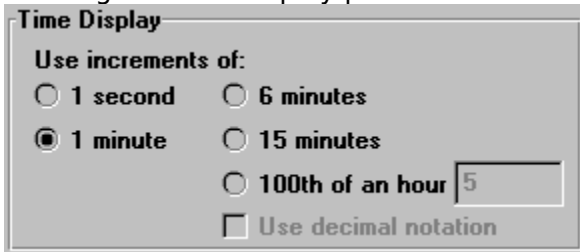


The two settings you can control for the compacting of the TimeTracker windows are whether the status bar or toolbar will automatically be hidden when the Compact Menu is selected. These two settings can be changed in the General Preferences dialog box.

## Display Time Feature

The Elapsed Time can be displayed in various formats and increments of time. The Elapsed Time is displayed in the Elapsed Time area by the top of the document window, the elapsed time column in the Time Entry List Box and the Total Elapsed time by the bottom of the document window.

The Elapsed Time Display preferences can be selected in the Set Document Preferences Dialog Box. The time display preferences can be changed by selecting the Document Preferences... menu which is under the Time Menu. The time display preferences can also be changed by selecting the Document Preferences Button from the TimeTracker Document Window Toolbar. See Set Document Preferences Dialog Box for more information on setting the time display preferences.



### Time Display Increments

The exact number of seconds elapsed is saved for a time entry record. The manner in which the time is rounded up and displayed on the screen or in reports is affected by the selections described here. The Elapsed time can be displayed in increments of 1 second, 1 minute, 6 minutes, 15 minutes and 100th of an hour. An example of how the time: one hour, 11 minutes and 34 seconds will be displayed in each.

**1 second** The elapsed time is displayed down to the second. This is the only selection where the seconds are displayed. The example time is displayed as: 01:12:34

**1 minute** The elapsed time is displayed only in hours and minutes. Any seconds will round up to the next minute. The example time is displayed as: 01:13

**6 minutes** The elapsed time is displayed in hours and minutes where the minutes are multiples of 6. The minutes are rounded up to the next multiple of 6. The example time is displayed as: 01:18 in the default format of hours : minutes and the time is displayed as: 01.30 in the decimal format.

**15 minutes** The elapsed time is displayed in hours and minutes where the minutes are multiples of 15. The minutes are rounded up to the next multiple of 15. The example time is displayed as: 01:15 in the default format of hours : minutes and the time is displayed as: 01.25 in the decimal format.

**100th of an hour** In this time increment display, you select the number of 100th of an hour increments to display the elapsed time in. The number entered in the text box can range from 5 - 100. This number is only used when the 100th of an hour is selected. For instance, enter the number 50 to have the time displayed in increments of 30 minutes (i.e.: 50/100 hour or 1/2 hour). Another instance, enter the number 10 to have the time displayed in increments of 6 minutes (i.e.: 10/100 hour or 1/10 hour). Another instance, enter the number 5 to have the time displayed in increments of 3 minutes (i.e.: 5/100 hour or 1/20 hour). If the number 50 is entered in the text box, the example time is displayed as: 01:30 in the default format of hours : minutes and the time is displayed as: 01.50 in the decimal format.

### Time Format

**Default Format** The default format to display the time in is:

*hour : minute* or *hour : minute : second*

**Decimal Format** Time can also be displayed decimally in hours and hundredths of an hour. For instance, using time display of 6 minute increments, one hour and 12 minutes will be displayed regularly as: 01:12 and in decimal notation the time would be displayed as: 01.20  
Decimal format is not available for time display increments of 1 second and 1 minute.

## **Edit Time Entry**

You can edit the information in any of the lines in the [Time Entry list box](#). You edit a line of Time Entry information in the [Edit Time Entry dialog box](#).

There are several ways to bring up the Edit Time Entry dialog box with a line of time information to edit. Double click on a time entry line to bring up the [Edit Time Entry dialog box](#) with the selected line of information in it. You can edit time entry records by selecting one or more lines in the Time Entry list box and then select the [Edit Time Entry](#) menu under the [Time Menu](#). The Edit Time Entry command can also be activated by selecting the [Edit Time Button](#) from the TimeTracker [Document Window Toolbar](#).

In the Edit Time Entry dialog box, you can edit the Start Date, Stop Date or Pause Time. Then click on the Recalculate button to see the new Elapsed Time calculated. You cannot edit the Elapsed Time directly. Type in comments information in the Notes edit window. Click on the OK button if you want to transfer this changed information back to the Time Entry list box. Click on the Cancel button to disregard any changes made to the time entry information in this dialog box.

See [Edit Time Entry dialog box](#) for more information on editing the time entry records.

**Document System Menu**

This is the documents System Menu. It contains the usual document system menus, plus a start/stop menu and pause/resume menu that mirror the start/stop and pause/resume buttons on the document.

**Program Minimize / Maximize Buttons**

The Programs Minimize and Maximize buttons will act on the entire TimeTracker program window. The Minimize button will reduce the TimeTracker to an icon. The Maximize button will make the TimeTracker program window as big as your screen can handle.



**Program Title Bar**

The TimeTracker Programs Title Bar will display the TimeTracker program name and the name of the active document window.

**Program System Menu**

The TimeTracker Programs System Menu is the standard program system menu.

**Menu Bar**

The TimeTracker Program Menu Bar contains the standard File, Edit, View, Window and Help Menus. For more information about the menus click on [Menu Commands](#) and the Help Table of Contents will be displayed with a list of menu commands to click on.

**Status Bar**

The TimeTracker Status Bar contains the standard help messages for Menu selections.

**Application Tool Bar**

The TimeTracker Program ToolBar contains shortcut buttons to execute the standard File-New, File-Open, File-Save, Edit-Cut, Edit-Copy, Edit-Paste, File-Print and Compact/Restore Child-Windows and Help commands.

## Document Tool Bar

The Document ToolBar contains shortcut buttons to execute the following commands:



Compact/Restore Child-Windows,



Start



Stop Timing,



Pause



Resume Timing,



Edit Time Entry,



Print,



Export,



Edit General Preferences,



Edit Document Preferences,



Delete Time Entry and



Help.

The prompts for these toolbar buttons appear in the status bar when the buttons are depressed. The prompts for the toolbar buttons can be shown and the toolbar buttons not executed if the cursor is off the toolbar button before the mouse button is released.

**Document Minimize / Maximize Buttons**

The document Minimize and Maximize buttons will control that documents window size. The Minimize button will reduce the document window to an icon at the bottom of the TimeTracker window. The Maximize button will make the document window as big as will fit inside of the TimeTracker program window.

**Document Title Bar**

Every TimeTracker document window has a title bar that displays the name of the file that holds that documents information.



**Notes**

This column holds some notes about this time entry line. The notes are entered or changed in the Edit Time Entry dialog box.

**Charge**

This column displays the amount of charge calculated for the duration in this time entry line. The charge is calculated by multiplying the Elapsed Time by the Hourly Rate.

**Elapsed Time**

This column holds the elapsed time for the time entry. The time can be displayed in increments of seconds, minutes, 6 minute, 15 minute and 100th of an hour intervals.

**Stop Time**

This column holds the time that the time entry was stopped. The time is displayed in Hour:Minute and AM or PM.

**Start Time**

This column holds the time that the time entry was started. The time is displayed in Hour:Minute and AM or PM.

**Date**

This column holds the date that the time entry was started. The date is displayed in Month/Day/Year format.

**Time Entry List Box**

This List box contains lines of Time Entry information. Each line contains the start and stop time with the duration, charge and notes. You can edit the information in a line from within the Edit Time Entry dialog box.

**Total Charge**

The Total Charge is shown in the Grand Totals box at the bottom of the Charge column. This total is the sum of all of the 'Charge' entries of every line in this document.



**Pause / Resume Button**

The Pause / Resume button will pause or resume the timer for the current active time entry. Clicking on the Pause button will pause the timer for the current active time entry. Clicking on the Resume button will resume the timer for the current active time entry.

**Hourly Rate**

The hourly rate displayed here is the hourly rate used by this document. Every document window can have a different rate. All of the time entries of a document will use this rate to calculate the Charge. You can change the hourly rate used by this document by clicking on the Set button.

**Total Elapsed Time**

The Total Elapsed Time is shown in the Grand Totals box at the bottom of the elapsed Time column. This total is the sum of all of the elapsed time entries of every line in this document.

**Start / Stop Button**

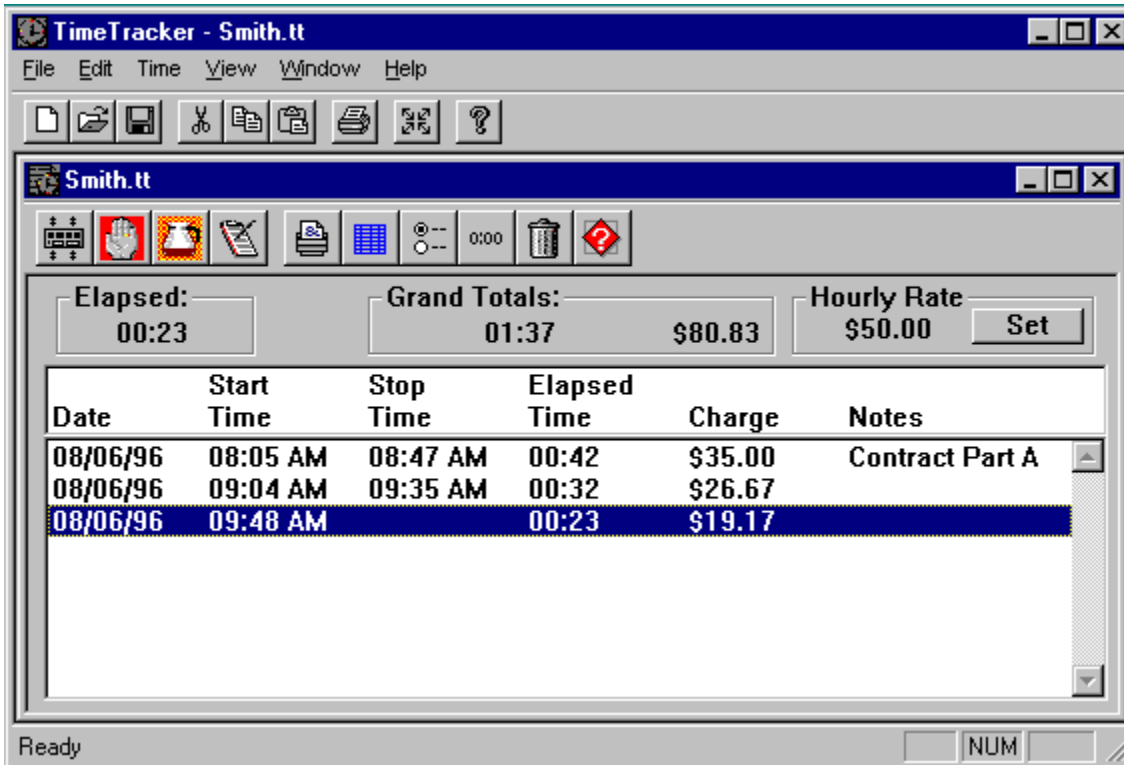
The Start / Stop button will start or stop the timer. Clicking on the Start button will start the timer and show a new time entry line in the Time Entry List Box. Clicking on the Stop button will stop the timer on the current time entry in the Time Entry List Box.

**Elapsed Time**

The Elapsed window shows the time of the current active time entry. The time can be displayed in increments of seconds, minutes, 6 minute, 15 minute and 100th of an hour intervals.

## TimeTracker Main Window

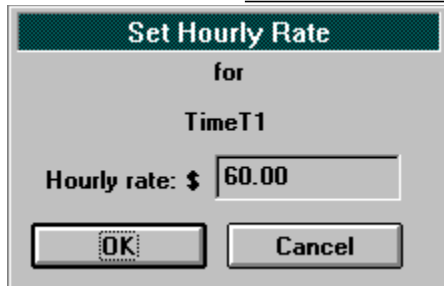
TimeTracker Main Window is the usual Windows Multi-Document Application. The Main Window has a title bar, menu bar, tool bar, status bar. The TimeTracker can have multiple files open. Each file will be opened in its own child window which always resides inside of the TimeTracker application. The following bitmap has 'hot spots' on it so that you can click on an area of the bitmap to popup a window of more information about a particular area of the TimeTracker window.



The prompts for the toolbar buttons appear in the status bar when a button is depressed. The prompts for the toolbar buttons can be shown and the toolbar buttons not executed if the cursor is moved off the toolbar button before the mouse button is released.

## Set Hourly Rate Dialog Box

Use this dialog box to change the hourly rate for an individual document. This dialog box can be displayed by selecting the SET button in a document window. The hourly rate can be changed by selecting the Document Preferences... menu which is under the Time Menu. The hourly rate can also be changed by selecting the Document Preferences Button from the TimeTracker Document Window Toolbar.



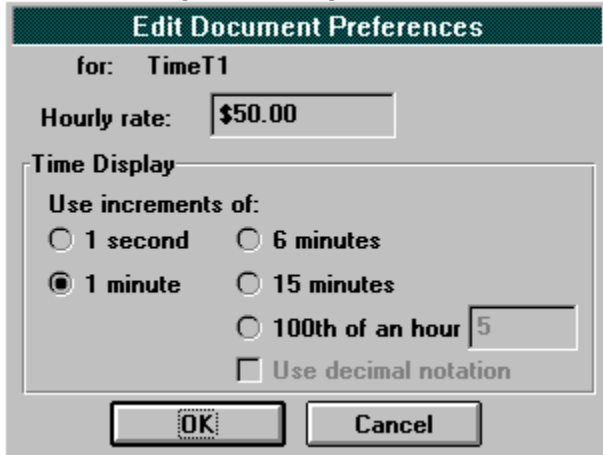
**Document Name** The name of the document that will receive this change in hourly rate is displayed in the dialog. In the above example, the document name is TimeT1.

**Hourly Rate** Enter the new hourly rate to be used in the specified document.

Select the **OK** button to change the hourly rate on the document. Select the **Cancel** button to leave the hourly rate unchanged.

## Set Document Preferences Dialog Box

The Document Preferences Dialog Box is displayed by selecting the Document Preferences menu under the Time menu. The Document Preferences Dialog Box can also be displayed by selecting the Document Preferences Button from the TimeTracker Document Window Toolbar. The active documents Hourly Rate and Time Display feature settings can be altered using this dialog box.



**Edit Document Preferences**

for: TimeT1

Hourly rate: \$50.00

**Time Display**

Use increments of:

1 second     6 minutes

1 minute     15 minutes

100th of an hour 5

Use decimal notation

OK Cancel

**Name of the Active Document** The name of the active document is displayed at the top of this dialog box. The changes made in this dialog box will apply only to this document.

**Active Document Hourly Rate Preference** Enter the hourly rate here to change the hourly rate for the active document. The hourly rate entered will be used to calculate the Total Charges for this document. The hourly rate entered here will be displayed in the "Hourly Rate" box at the bottom of the active document.

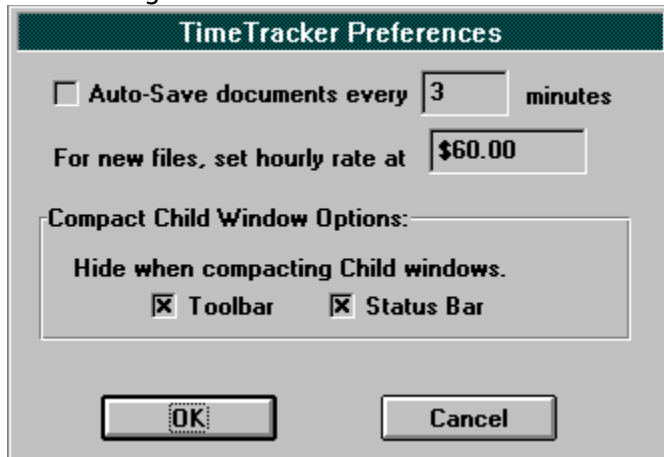
**Active Document Time Display Preference** Select the time increment to display the elapsed time of the active document. The elapsed time can be displayed in increments of seconds, minutes, or multiples of 6 minutes, 15 minutes or hundredths of an hour. The time increments of 6 and 15 minute intervals, and hundredths of an hour can be displayed in Hour:Minute or in decimal notation. The "use decimal notation" is grayed out when 1 minute or 1 second intervals are selected. The edit box next to the "100th of an hour" is grayed out when "100th of an hour" is not selected. See the Time Display Feature for more information.

Select the **OK** button to save any changes in the preferences. Select the **Cancel** button to disregard any changes in the preferences.



## Set General Preferences Dialog Box

The General Preferences Dialog Box is displayed by selecting the General Preferences menu under the Time menu. The General Preferences dialog box can also be displayed by selecting the General Preferences Button from the TimeTracker Document Window Toolbar. The Auto-Save feature, default hourly rate, and compacting settings can be altered using this dialog box.



**Auto Save Preference** The auto-save feature is enabled when the Auto-Save check box is checked. In the Minutes box, type how often (in minutes) you want TimeTracker to save your work.

**Default Hourly Rate Preference** Enter the hourly rate in the preferences dialog box to change the default hourly rate for new documents.

**Compact Windows Preference** The two settings you can control for the compacting of the TimeTracker windows are whether the status bar or toolbar will automatically be hidden when the Compact Menu is selected. The x'd status bar check box means that the status bar will be hidden when the Compact Menu is selected. The x'd ToolBar check box means that the ToolBar will be hidden when the Compact Menu is selected.

Select the **OK** button to save any changes in the preferences. Select the **Cancel** button to disregard any changes in the preferences.

## Edit Time Entry Dialog Box

The Edit Time Entry dialog box provides the mechanism to edit the information in any of the lines in the [Time Entry list box](#).

There are several ways to bring up the Edit Time Entry dialog box with a line of time information to edit. Double click on a time entry line to bring up the [Edit Time Entry dialog box](#) with the selected line of information in it. You can edit time entry records by selecting one or more lines in the Time Entry list box and then select the [Edit Time Entry](#) menu under the [Time Menu](#). The Edit Time Entry command can also be activated by selecting the [Edit Time Button](#) from the TimeTracker Document Window Toolbar.

The screenshot shows the 'Edit Time' dialog box. It has a title bar 'Edit Time'. The dialog is divided into several sections: 'Start Date' with fields for month (11), day (25), year (1995), hour (10), minute (26), and AM/PM (AM); 'Stop Date' with fields for month (11), day (25), year (1995), hour (11), minute (14), and AM/PM (AM); 'Paused Time' with fields for hour (00), minute (00), and second (00); and 'Elapsed Time' with fields for hour (00), minute (48), and second (24). Below these is a 'Notes' text area with a character count of 0 (max. is 255). At the bottom, there are 'OK', 'Cancel', and 'Recalculate' buttons.

In the Edit Time Entry dialog box, you can edit the Start Date, Stop Date or Pause Time. Then click on the Recalculate button to see the new Elapsed Time calculated. You cannot edit the Elapsed Time directly. Type in comments information in the Notes edit window.

**Start Date** The Start Date specifies the beginning of a time period. The specification is in Month / Day / Year and Hour : Minute and AM/PM. If you make changes to the Start Date and want to see the changes reflected in the Elapsed Time, click on the Recalculate button.

**Stop Date** The Stop Date specifies the end of a time period. The specification is in Month / Day / Year and Hour : Minute and AM/PM. If you make changes to the Stop Date and want to see the changes reflected in the Elapsed Time, click on the Recalculate button.

**Paused Time** The Paused Time specifies the total amount of time to exclude from between the Start and Stop Date. The Paused Time is specified in Hour : Minute : Second. This time is originally generated by the total accumulated time the Pause button has been selected. If you make changes to the Paused Time and want to see the changes reflected in the Elapsed Time, click on the Recalculate button.

**Elapsed Time** The Elapsed Time is the total amount of time between the Start and Stop Time, but subtracting out the Paused Time. The Elapsed Time is specified in Hour : Minute : Second. The Elapsed Time is calculated using the Stop, Start and Paused Time when the Recalculate button is selected. The Elapsed Time is also recalculated when you select the OK button.

**Notes** A textual note can be added to each time period line. The total number of characters allowed in the note is 255. The accumulated number of characters entered in the Note edit box is shown under the Notes. The Notes edit box will automatically wrap the text. You can enter 'Carriage Returns' in the Notes edit box to force new lines.

Click on the **OK** button if you want to transfer this changed information back to the Time Entry list box. If more time entry records were highlighted to be edited, the next record is displayed in the dialog box.

Click on the **Cancel** button to disregard any changes made to the time entry information in this dialog box. If more time entry records were highlighted to be edited, the next record is displayed in the dialog box.

Click on the **Cancel All** button to disregard any changes made to the time entry information in this dialog box. The Edit Time Entry dialog box is dismissed even if more time entry records were highlighted to be edited.

<b>File</b>	
<b><u>N</u>ew</b>	<b>Ctrl+N</b>
<b><u>O</u>pen...</b>	<b>Ctrl+O</b>
<b><u>C</u>lose</b>	
<b><u>S</u>ave</b>	<b>Ctrl+S</b>
<b>Save <u>A</u>s...</b>	
<b>Export...</b>	
<b><u>P</u>rint...</b>	<b>Ctrl+P</b>
<b>Print <u>P</u>review</b>	
<b><u>P</u>rint <u>S</u>etup...</b>	
<b><u>1</u> C:\TIMET1.TT</b>	
<b><u>2</u> C:\TIMELOIS.TT</b>	
<b><u>3</u> C:\LOIS.TT</b>	
<b><u>4</u> TIMET1.TT</b>	
<b><u>E</u>xit</b>	

**Edit**

C <u>u</u> t	Ctrl+X
C <u>o</u> py	Ctrl+C
P <u>a</u> ste	Ctrl+V
D <u>e</u> lete	Del
Select <u>A</u> ll	
Select <u>N</u> one	

**Time**

**Edit Time Entry...**

Document Preferences...

General Preferences...

Window

Cascade

Tile - Horizontal

Tile - Vertical

Arrange Icons

Compact Windows

Restore Windows

✓ 1 TimeT1























**Time**

**Edit Time Entry...**

Document Preferences...

General Preferences...

**Time**

**Edit Time Entry...**

Document Preferences...

General Preferences...

**Time**

**Edit Time Entry...**

Document Preferences...

General Preferences...

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Document Preferences...

General Preferences...

**Time**

**Edit Time Entry...**

Document Preferences...

General Preferences...

**Time**

**Edit Time Entry...**

Document Preferences...

General Preferences...

Date	Start Time	Stop Time	Elapsed Time	Charge	Notes
05/03/95	09:51 PM	10:01 PM	00:10:20	\$10.33	Contract Part A
05/25/95	09:27 PM		00:01:38	\$1.63	

**Time**

**Edit Time Entry...**

Document Preferences...

General Preferences...

**Time**

**Edit Time Entry...**

Document Preferences...

General Preferences...

Hourly Rate

\$60.00

Set



**Time**

**Edit Time Entry...**

Document Preferences...

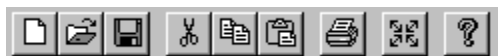
General Preferences...

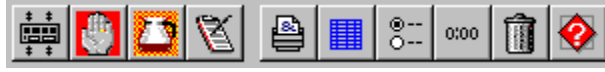
**Time**

**Edit Time Entry...**

Document Preferences...

General Preferences...





**Restore**

**M**ove

**S**ize

**M**inimize

**M**aximize

**C**lose      Ctrl+F4

**N**ext      Ctrl+F6

**S**tart

**P**ause



FRED A.TT

**Restore**

**M**ove

**S**ize

**M**inimize

**M**aximize

**C**lose      **Ctrl+F4**

**N**ext      **Ctrl+F6**

**S**top

**R**esume



FRED\_ATT -  
00:00:02

Window

Cascade

Tile - Horizontal

Tile - Vertical

Arrange Icons

Compact Windows

Restore Windows

✓ 1 TimeT1

Ready		NUM	
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Elapsed:

01:01

**Grand Totals:**

06:17

\$314.17

