TimeWin Help

Overview Registration Warranty Support Enhancements
Copyright Notice

Punch In / Out

Clients

Projects

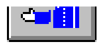
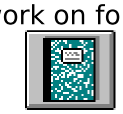
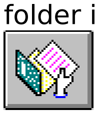
Tasks

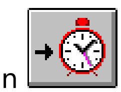
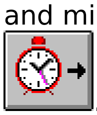
Sessions

Reports

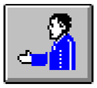
Overview of TimeWin

TimeWin is a time management product designed to assist in the tracking and billing of time to your clients. TimeWin provides a simple "file manager" type layout which allows you to view and assign where you want to bill your time. With TimeWin you can separate your billable hours into different projects and tasks making it easier to provide your employer with a comprehensive breakdown of your activities. At the end of a billing period you can use TimeWin to generate an invoice containing your hours worked for each client.

To start using TimeWin, create a client 
Next, you need to create one or more projects that you work on for this client. Highlight your client's name on the TimeWin list and create a project  for your Client.
Create one or more tasks that you perform when working on the project. Click on the file folder icon beside your client to see all the projects. Highlight a project and create a task  for the project.

To record your time highlight the current task that you are working on and punch in 
Enter a description for the current activity you are performing, click the "Punch In" button, and minimize TimeWin. When you are finished working on the current task punch out. .

Enter any additional activity information in the description and click the punch out button. Your session information has now been recorded for the selected Client / Project / Task.



Clients

Clients represents companies to which you bill time. The client information entered here will be printed on your TimeWin invoices. You will be required to enter a company name in order to add a new client.

Required : Company Name

Add

To create a CLIENT in TimeWin select the

Edit | New | Clients option from the menu or click on the client icon.

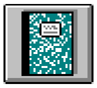
Edit

To edit a CLIENT select the **Edit | Edit** option from the menu with a client selected on the TimeWin list.

Delete

To delete a CLIENT select the **Edit | Delete | Clients** option from the menu with a client selected on the TimeWin list.

Note:
If you fill in the contact section of the client information your invoices will print the heading "Attn.: Contact" heading after the client information. Use this section to direct your invoice to a specific person or department in an organization. ***Deleting a client will delete all projects , tasks and sessions associated with this client!!***



Projects

Projects provides the user with a means of grouping hours billed to a client into different categories. Projects can represent departments, locations, services, or special 'projects' you work on for your client. Each project has an associated billing rate allowing you to bill at different rates for projects.

Required : Project , Default Rate

Add

To create a PROJECT for a client, highlight the client from the TimeWin list. Select the **Edit | New | Project** option from the menu or click on the project icon.

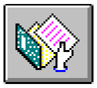
Edit

To edit a PROJECT select the **Edit | Edit** option from the menu with a project selected on the TimeWin list.

Delete

To delete a PROJECT select the **Edit | Delete | Projects** option from the menu with a project selected on the TimeWin list.

Note:
Deleting a project will delete all the tasks and sessions associated with that project!!



Tasks

Tasks provides a means of grouping hours billed on a project into different services. Tasks represent activities like travel, administration, bookkeeping, meetings, training, etc. that you bill time towards. Defining these categories provides an accurate account of your daily activities on a project.

Required : Task Description

Add

To create a TASK on a project, highlight the project from the TimeWin list and select the

Edit | **New** | **Task** option from the menu or click on the task icon.

Edit

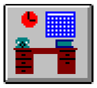
To edit a TASK select the **Edit | Edit** option from the menu with a task selected on the TimeWin list.

Delete

To Delete a TASK select the **Edit | Delete | Task** option from the menu with a task selected on the TimeWin list.

Note:

TimeWin provides a "Task Rate" which allows the user to specify the hourly billing rate for the task. If you leave the task rate blank, TimeWin will use the "Default Rate" specified for the project. ***Deleting a task will delete all sessions relating to that task!!***



Sessions

Sessions represent the hours you want to bill to a specific Client / Project / Task.

Required : Start Date, Start Time, Finish Date, Finish Time

Add

To create a SESSION on a task, highlight a task on the TimeWin list and select the

Edit | New | Session option from the menu or click on the session icon.

Edit

To edit a SESSION   select the **Edit | Edit** option from the menu with a task selected on the TimeWin list.

Delete

To Delete a SESSION select the **Edit | Delete | Session** option from the menu with a task selected on the TimeWin list.

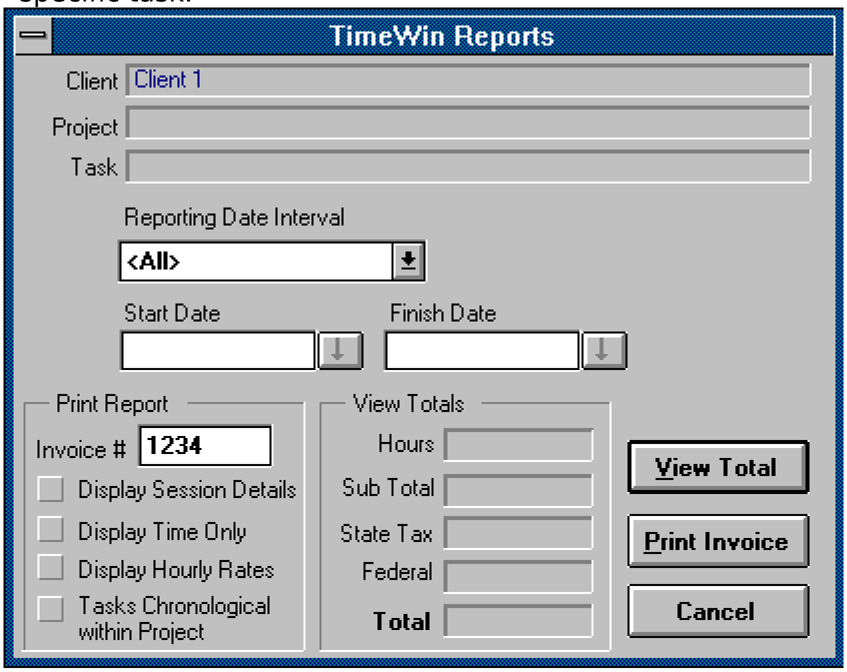
Note:

If the start date differs from the end date TimeWin will automatically generate an additional session for the end date.

See Also :   Preferences

Reports

Use the report option to View / Print billing information on your clients. TimeWin allows you to view the hours billed to a specific Client, Project, or Task for a specified date interval. For example you can request all hours / $amount to be billed to a client for last month. For more specific information you can request the hours / $amount billed yesterday to a specific task.



Registration

Order Form

TimeWin ® 1.0 Registration Form / Invoice

Ordering by check or money order:

To order by check send this order form and a check or money order to

Thunder Creek Software Inc.,
P.O. Box 452, Calgary, AB.
Canada T2P 2J1

CompuServe ordering:

Ordering with CompuServe's Software Registration Service: Enter GO SWREG at the ! prompt and follow the menus. TimeWin's registration id is 5156.

Site licenses:

A site license for TimeWin entitles an organization to receive one copy of the distribution package and duplicate the distribution disk for the specified number of copies. Site licensing prices are as follows:

Number of Copies	Price Level
1 - 2	$49.95 each
3 - 10	$39.95 each
11 - 75	$34.95 each
76+	$29.95 each

3.5 inch disks will be sent unless a 5.25 inch disk is requested.

TimeWin Single Copy ____ copies at $49.95 each = ________

Total payment ________

Prices guaranteed through November 1995.

Name: ________________________Date:________________

Company: ____

Address: ____

City, State, Zip: ____

Country: ____

Day Phone: __________________Eve:______________________

Electronic Mail address: _____________________________________

How did you hear about TimeWin? ____________________________

Comments/Suggestions:

Warranty

Disclaimer of Warranty

THIS PACKAGE (CONSISTING OF THE TIMEWIN SOFTWARE AND ASSOCIATED FILES AND DOCUMENTATION IS PROVIDED "AS IS" WITHOUT REPRESENTATION OR WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY REPRESENTATIONS OR ENDORSEMENTS REGARDING THE USE OF, THE RESULTS OF, OR PERFORMANCE OF ITS APPROPRIATENESS, ACCURACY, RELIABILITY, OR CURRENTNESS. THE ENTIRE RISK AS TO THE USE OF THIS PACKAGE IS ASSUMED BY THE USER. IN NO EVENT WILL THUNDER CREEK SOFTWARE INC.

OR ITS SUPPLIERS BE LIABLE FOR ANY DAMAGES, DIRECT, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL, RESULTING FROM ANY DEFECT IN THE PACKAGE, EVEN IF THUNDER CREEK SOFTWARE INC. OR

ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.   ANY AND ALL USE OF THIS PACKAGE, FOR ANY PURPOSE, WITH NO REGARD TO THE LEGALITY OF SUCH USE OR PURPOSE, IS THE COMPLETE AND SOLE RESPONSIBILITY OF THE USER.

THIS SOFTWARE AND THE ACCOMPANYING FILES ARE SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OR MERCHANT ABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED.

Support

Technical Support and Customer Service

Thunder Creek Software Inc. is dedicated to the complete and total satisfaction of our customers. If you have any questions or problems with this software, you are encouraged to contact us. We will do our absolute best to assist you.

To Contact Thunder Creek Software Inc.

Telephone : (403) 264-0854

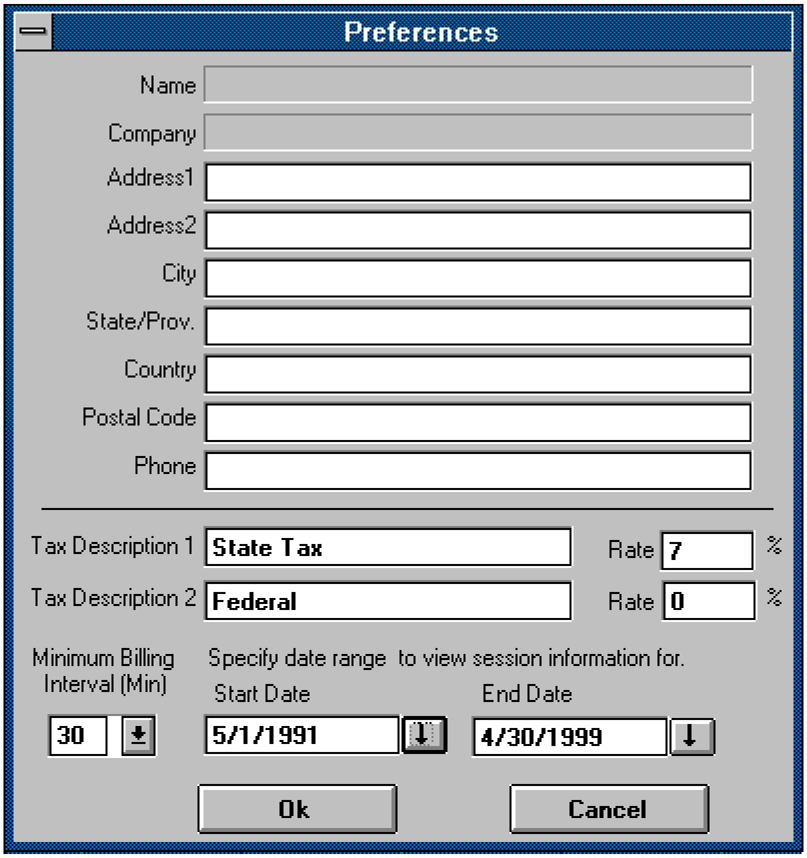
Fax: (403) 225-0352

Mail : Thunder Creek Software Inc.,
PO Box 452 Stn. M
Calgary, Alberta
T2P 2J1

CompuServe : 73004,1631

InterNet : mcneillb@cuug.ab.ca

Preferences



Company Information

Enter your companies address information that you want printed on the top of your invoice.

Note: The name and company fields will display your name and company name if your copy of timewin is registered.

Tax Descriptions / Rates

TimeWin provides two tax fields that are user definable allowing you to enter the name of the tax and the rate to be applied to your invoice totals.

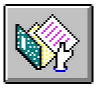
Start / End Date

The start and end date represent the date range you wish to display in the list. TimeWin will only display session information that falls within the date range. This feature is useful when tasks contain a large number of sessions. Set the date range to the current month to avoid viewing previous months session data in the list.

Minimum Billing Time

TimeWin allows you to set a minimum billing time for your sessions. Enter the minimum number of minutes you wish to bill for and TimeWin will adjust any new session times that are less than your specified interval.

Punch In / Punch Out

 **Punch In**

Clicking on the punch in button marks the start of an activity for the currently selected Client / Project / Task.

The session dialog will be displayed allowing you to:

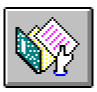
Enter the Start Date / Time of session activities.

Enter the description of the activities.

Click on the punch in button to close the session window.

The currently punched in session will show up under the selected task with no end time.

The main TimeWin window will display in the bottom panels the client / project / task that you are currently punched in to.

 **Punch Out**

Clicking on the punch out button marks the completion of an activity for the currently selected Client / Project / Task.

Enter the End Date / Time of session activities.

See Also : Add Session ,Preferences

Compact Database

Use this option to compact the TimeWin.MDB file. In addition TimeWin will automatically create a backup copy of the old TimeWin.MDB called TimeBak.MDB.

Warning :

This file will be overwritten each time a compact is performed. If you wish to retaining incremental backups of these files you must move the file out of the TimeWin directory.

Repair Database

Use this option to repair the TimeWin database if it becomes damaged.

Password

The client and billing information you keep in TimeWin is confidential data that should be protected from unauthorized viewing. For this reason the TimeWin database has been encrypted and secured. In addition the TimeWin application contains a password option enabling you to protect your data from within TimeWin. The TimeWin password options forces your to enter a password before using the TimeWin database. In addition the menu option "Lock TimeWin" is useful when you leave you computer for a period and want to secure TimeWin without exiting.

To setup a password use the **Edit** | **Password** menu option.

Click the Password Protect option

Enter the Old Password

Note:

Leave blank if no prior password

Enter the New Password

Enter the New Password again in the Verify field.

See Also : Lock TimeWin

Lock TimeWin

Use this option to secure TimeWin when you leave your computer and don't want to exit TimeWin. Selecting the 'Lock TimeWin' option will automatically minimize TimeWin. When you return simply double-click on the TimeWin icon and enter your password.

© Copyright Notice

Legal Information

TimeWin is distributed via the shareware distribution method. Users are granted a license to use this software for evaluation purposes for a period not to exceed thirty days. After this period, users must either register (purchase a license for continued use and other benefits) or cease using the software and remove all copies from their system.

SHAREWARE LICENSE AGREEMENT : This is an agreement between you (either an individual or an entity) and THUNDER CREEK SOFTWARE INC. By using or distributing copies of the shareware evaluation version of the TimeWin package in any way, you are agreeing to be bound by the terms of this agreement. If you do not agree to the terms of this agreement, you must cease using or distributing this software immediately.

COPYRIGHT: TimeWin is Copyright © 1995 by Thunder Creek Software Inc. and is protected by Canadian copyright laws and international treaty provisions. THUNDER CREEK SOFTWARE INC., as exclusive publisher, is an authorized representative of the copyright holder. Except to the extent expressly licensed, the copyright holder has and reserves the exclusive copyright and other right, title, and interest to copy and distribute this software.

LICENSE TO USE: You may use the shareware evaluation version of TimeWin for a period not to exceed thirty (30) days. If you wish to use it beyond this period, you must register by making the necessary payment to THUNDER CREEK SOFTWARE INC. as outlined elsewhere in this package.

NON-COMMERCIAL DISTRIBUTION: You are granted a license to copy and distribute the shareware evaluation version of TimeWin in a non-commercial manner. Distribution is non-commercial if it is for free, or by any not-for-profit organization, or by hobby, user or computer interest group to its members, or by any BBS, provided the TimeWin package is not modified or abridged in any way. THUNDER CREEK SOFTWARE INC. reserves the right to revoke this license at any time for any reason on 90 days advance written notice.

Commercial distributors should read the "VENDOR.DOC" file included elsewhere in this package.

NOTE: The registration package sent to registered users includes a software license agreement. This agreement is similar to the "shrink wrap" agreements found in most software packages distributed through retail channels. Registered users will have the option of returning the package for a full refund if they do not agree to the terms of that agreement.

GOVERNING LAW : This agreement shall be governed by the laws of the Province of Alberta.

ALL TERMS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

PUBLISHED AS SHAREWARE AND REPRESENTED WORLD-WIDE EXCLUSIVELY BY THUNDER CREEK SOFTWARE INC.

Client / Project / Task Selection

Displays the selected Client / Project / Task to report on. If you highlight a Client on the TimeWin list the Task and Project panels will be blank telling you that TimeWin will report on all Projects and Tasks for the selected Client. Selecting a Project from the TimeWin list and clicking the report button will leave the Task name blank providing you a project level report. Selecting a Task from the TimeWin list and clicking the report button will display the Client / Project / Task to report on.

Report Date Range

Choose one of the pre configured date ranges or select the custom Date Interval to specify your own date range to report on. Click the down arrow buttons if you wish to use a calendar to specify your dates.

Invoice

Enter the invoice number you want TimeWin to print on your invoice. TimeWin will save the last printed invoice # and display it the next time you enter the report window.

Display Session Details

Checking this option will print all session information for each task on your invoice. This option is useful when you require a detailed breakdown of your activities. If you don't check this option TimeWin will only display Task, Project, and Client totals on your invoice.

Display Time Only

Prints the invoice without any billing amounts only time.

Tasks Chronological within Project

Orders the tasks in each project in the order they were entered into the system. If this option is not checked TimeWin will order the tasks alphabetically.

Display Hourly Rates

Checking this option will print your billing rates beside your project and task descriptions.

View Totals

Displays the calculated hours / $amounts for the specified date range. The two panels shown after the subtotal will contain tax amounts if they have been specified under the preference option.

View Total

Calculates the hours / $amounts and displays them in the View Totals area on the report window.

Print Invoice

TimeWin will print an invoice for the specified date interval. The time worked during this interval will be grouped by Project and Task. Tasks not containing an hourly rate will use the rate specified for the project. Both hours and amounts will be summed on a Project / Task level as well as a Total Hours and Total Amounts at the end of the invoice. The invoice will also addin a Tax amount/s if setup in the TimeWin preference window.

Enhancements

Version 1.20

1. Display project rate on task screen.
2. Added new report option to print invoice with only time information.
3. Added new preference to allow user to specify a minimum billing interval.
4. Revised registration to allow for users without a company.
5. Added new report option to sort the tasks within a project alphabetically or chronologically.
6. Added version number to the invoice footer information.