

## **Titrax Tutorial**

*I'am still looking vor volunteers to complete and optimize this tutorial. So, come on guys...*

### **Prerequisites**

You should have installed *titrax* in your pilot (use the Palm Pilot Desktop "Pilot Install Tool" on your PC, etc.)

### **Starting the program**

Start *titrax* by tapping its icon (for frequent users with a PalmOS 2.x device it might be preferable to attach *titrax* to one of the pilot's hardware buttons). After your first start you will see the main screen with empty slots waiting for your projects and a row of buttons at the lower end of the screen. Now let's go through a normal day of a consultant, project manager or project worker.

### **Starting a project**

At 8:00 in the morning you enter your office and start your daily work and your PalmPilot. Suppose your first job at this day is some internal work. So you start *titrax* and tap the slot "Internal Work". If you don't have a slot, labeled "Internal Work", just tap at any free slot. A dialog box will pop up. Here you can enter the text for this project. Enter the string "Internal Work". If you want to monitor and document your work through entries in the datebook, check the box named "Create datebook entries". When you leave the dialog through the Ok button, the description you entered will be shown in the project slot and the elapsed time of the project will be shown in the right part of the slot (this will be 0:00, since you just started this project). The whole slot will be highlighted to show you, that this project is currently active (its running time will be counted and shown in the right part of the slot).

### **Attaching notes to a project**

Right to the project slot "Internal Work" you will notice two symbols. At the rightmost part of the screen you will see a small note icon. Through this icon you can attach a note for this project. Just tap on the icon and the note dialog will pop up. In this dialog you can enter arbitrary text. Through the buttons at the bottom of this dialog, you can insert the current time and date as strings into your text. You can close this dialog by pressing the Ok button. When returning to the main screen you will notice that the note icon changed from an empty note to a filled note symbol. Your notes can be saved in the memopad or the datebook.

### **Attaching datebook entries to a project**

To the left of the note symbol you can see a small checkmark, if you checked the box "Create datebook entries" (if you don't, just tap left to the note icon). When this setting is activated, *titrax* will create a datebook entry when you stop working on this project. The datebook entry will show the start and end time, the description and the notes, you entered for this project. At the next hotsync, this entry will be shown at your desktop's calendar.

### **Stopping a project**

At 8:15 you leave your office for a short "bio-break". So stop the project "Internal Work" by tapping on its slot. The whole slot will be unhighlighted. When you return from your break, tap the slot once again, to restart the timer.

### **Shifting time from one project to another**

Some time later it is 9:00 and you start to work at the customer project A. So tap the slot labeled "A" (or create this slot) to start the timer for this

project. At 9:30 your boss comes in and calls you for a urgent meeting. At 10:00, still in the meeting, you notice that you forgot to switch *titrax* from the customer project A to Internal Work. Just tap on the button Shift. A dialog box will come up where you can select the project to shift time to. Select Internal Work and then shift 30 minutes to internal work. After leaving this dialog you will notice that Internal Work has been highlighted for you, indicating that you are currently working on that project. When one of the projects or both are in datebook-mode, *titrax* will try to create correct entries in the datebook. The current algorithm will create the entry for project A from 9:00 to 9:30, and will allocate 30 minutes, starting at 9:30 to the Internal Work project, which will appear in the datebook when you finish work on the Internal Work project.

#### **Restrictions for shifting time, while in datebook-mode**

When your current project is in datebook-mode, it might be that you can shift only a certain amount of time to another project. This amount is limited to the time, the current project elapsed since its last start (you cannot shift more time, than you elapsed). When your project is not in datebook-mode, you can shift as much time, as elapsed through the whole day.

#### **Changing the current project's time**

At 10:30 your meeting is over and you decide to take a short break. So you stop the project "Internal Work" by tapping its slot. At 11:00 you end your break and start working for your customer's project "B". At 11:15 you notice that you forgot to start the project B in *titrax*. Just tap on the project-slot B (or create it) and then tap the Time button in the lower part of the screen. A dialog will pop up. In the dialog the current elapsed time of the project will be shown. You can tap on one of the digits and use the up and down buttons to modify the time. So increase the time for project B for 15 minutes. Then press the Commit button. If you don't want to modify the time, press Cancel. This will cancel all changes. When your project is in datebook-mode, the start-time of the datebook entry will be lowered by 15 minutes.

#### **Switching between projects**

Through the day you work on several projects. To switch from one project to another, just tap the slot for the project you start working on. The currently active project will be stopped and the counter for the project you tapped on, will be started.

#### **Scrolling the display**

*Titrax* can handle up to 50 projects, whilst the display can show only 11 of them. You can scroll the screen with the scrollbar in the right part of the display or with the hardware buttons (scrolls one screen up or down).

#### **Sorting the projects**

Through the "Sort asc" and "Sort desc" Commands, *Titrax* can sort all projects by their elapsed time. Sort asc brings those projects with the highest elapsed time to the top of the display, Sort desc does the reverse thing.

#### **Arranging your projects on the display**

You can use a Drag'n'Drop mechanism to arrange your projects on the display. Just drag any project (active or inactive) on top of another project and these projects will exchange their positions on the display. If you want to move a project to a position, that is currently not visible, just drag it to the top or bottom of the display and *Titrax* will scroll the display in this direction. If you want to abort a drag process, just lift the pen outside the project table.

### **Removing projects**

After you entered a project description, the project slot will exist until you explicitly remove it. It will not be removed when you clear the times or save your daily logs. When you want to remove a project permanently, tap this projects slot and press the Edit button in the lower part of the screen. In the dialog box, remove the description of this project and press Ok. The project will be removed. The faster way, is to use the remove command in the Commands menu.

### **Setting the program's options**

In all *titrax* dialogs which have a menu attached, you can access this menu by pressing the Pilot's menu button or by tapping into the title area. In the menu of the main screen, you can access the menu "Options->Set". Here, you can set global variables. You can decide whether the project times should be displayed in a dd:hh:mm format (that is, number of days, number of hours, number of minutes, each in fields of two digits) or in a hhh:mm format. In the lower part of the dialog, you may decide whether *titrax* shall store its logs into a memopad note or in an timeless datebook entry. You may select one of these options, none, or even both of them (if you select both, *titrax* will create a log in the memopad and in the datebook). All options will be preserved until you change them.

### **Accessing the Pilot's clipboard**

In all *titrax* dialogs dealing with text, you can enter text using the keyboard, or Graffiti. You may also use menuoptions for cutting, copying and pasting text from or to the Pilot's clipboard. Furthermore if you have made a mistake, you may choose "undo" to undo the last change.

### **Saving your day's work**

When you work day is over, you should press the Save button in the lower part of the screen. *Titrax* will ask you whether to save the information for this day into the datebook or the memopad. When you reply with Ok, *titrax* will create a log entry, containing a header line including the current date and entries for each of your projects containing the cumulated elapsed time for each project. In the last section, all notes, you entered for your projects will be inserted. When the entry (or the entries) are created, *titrax* will ask you, whether to reset all projects. If you enter Ok, all project times will be reset to zero, and all notes will be deleted (this is the same as pressing the Clr All button in the lower part of the screen). The currently-active project will be stopped, and *titrax* is ready for the next working day (none of your project entries will be removed). At the next hotsync process, the log (and if in datebook-mode, your datebook entries) will be transferred to your desktop. Through your desktop's software, it will be simple to evaluate the logs for billing and accounting purposes.

*Sorry, i haven't yet found enough time to complete the tutorial.*

*Volunteers??? >>*