TITRAX

A Time-Tracking Application

for PalmPilot and Palm III/V Organizers

User's Guide

for

Version 4.0

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Chapter 1: INTRODUCING TITRAX

Welcome to Titrax, a time-tracking application that runs on the USRobotics/3Com Palm Pilot, Palm III, and later models of personal digital organizers. (Note: it will not run on the Pilot 1000/5000 unless it has been upgraded to Palm OS 2 or later.) Titrax is freeware under the GNU Public License. This means you can use it, without charge and for as long as you wish. See the license agreement in the file *license.txt* for more details.

What does Titrax do? Titrax can:

- easily track the amount of time you spend on different tasks and projects;
- start, switch, and stop the projects you are tracking by a simple tap on the touchscreen;
- keep track of an almost unlimited number of projects;
- show you the total amount of time you have spent on all of them (or on just certain projects that you specify);
- save the results as a memo in the Memopad, or as entries in the Datebook.

Who will find Titrax useful?

- A consultant or a freelancer who does work for several organizations and charges customers by the hour;
- An employee who needs to keep track of the time spent on different projects for corporate accounting purposes.

Previously, you may have needed to write down the time you started and the time you stopped every time you switched projects. With Titrax, all it takes is a single tap on the touchscreen.

Before You Begin

This manual assumes that you know some basic things about working with the PalmPilot organizers. Specifically, you should know:

- how to use HotSync to install applications on your PalmPilot;
- how tapping on the touchscreen brings about actions by the PalmPilot;
- how to enter text into a PalmPilot application, such as by the Palm Pilot's on-screen keyboard or its Graffiti® text entry system;
- how to delete applications on your PalmPilot.

If any of these things are not clear, you should consult your PalmPilot Handbook.

For simplicity, this manual will refer to all PalmPilot and Palm organizers as **PalmPilot**, UNLESS there is some action or information that is specific to only certain models. In that case, the differences will be carefully spelled out.

Chapter 2: INSTALLING TITRAX

Before using Titrax, you must install it on your PalmPilot. For most users, this means storing it in the PalmPilot's RAM by doing a HotSync. Titrax has also been shown to work when stored in ROM – as of this writing, it has been tested in ROM on a TRG SuperPilot II board with Palm OS2.

Two files are required to run Titrax. The first, *titrax.prc*, is the Titrax application itself; the second file, called *libtitrax.prc*, is a library file. You will find both of these files in the PRC directory created when you un-zipped the Titrax ZIP file.

Installing in RAM via HotSync

Follow this procedure (for more details, see your PalmPilot Handbook).

1. How you install Titrax will depend upon which version of Desktop you are using.

   If you are using Desktop 2, start the InstApp program that is used for installing new applications on your PalmPilot.

   If you have a Palm III or later model, or if you have upgraded to Desktop 3, open the Palm Install Tool.

2. Make sure that you select the correct PalmPilot username (if there is more than one on your computer).

3. Use the Browse button to select the folder where the Titrax files are stored. The application files should be stored in the \TITRAX\PRC folder.

4. Select the *titrax.prc* file to be installed.

5. Repeat step 4 for the *libtitrax.prc* file.

6. Close the installation program.

The next time you perform a HotSync on your PalmPilot, Titrax will be installed.

Installing in ROM via Flashbuilder

If you have a TRG Super Pilot II (or greater) card in your Palm Pilot, or if you have a Palm III or later model, you have the option of installing programs to the Flash ROM memory. The advantages are that more RAM will be available for your data, and the contents of ROM will not be lost in the event of a battery failure or a hard reset. Both the *titrax.prc* and the *libtitrax.prc* files may be installed in ROM. You will need the Flashbuilder or FlashPro application; follow its instructions to install Titrax in ROM.

Upgrading

From time to time, Titrax' authors may update the program with new and improved features. To upgrade to the new version, you simply need to download the new version from the Internet site, expand the ZIPPED file, and then use HotSync to install the new versions of *titrax.prc* and *libtitrax.prc*.

NOTE: Currently, upgrades preserve your project list and your data in the Titrax database. However, it is always possible that a major future upgrade could change how Titrax handles data, and installing it may erase your list of projects. It is always a good idea to check the News and Readme files included with the upgrade before you install a new version of Titrax on your PalmPilot.

Uninstalling

Titrax can be very useful to consultants, but not everyone needs it. If you have evaluated it and find you do not need it, you can easily uninstall it. Open the built-in Memory application on your PalmPilot, and use the Delete apps button to remove Titrax and all its associated files from your organizer. For more information, see your PalmPilot Handbook.

If you installed Titrax in ROM memory, follow Flashbuilder's (or FlashPro's) instructions for removing it. You will then need to use the Delete apps button in the Memory application to remove the Titrax databases (*TitraxDataDB, TitraxNameDB,* and *TitraxNoteDB*) from RAM.

Chapter 3: TRACKING PROJECTS WITH TITRAX

Once Titrax is installed on your PalmPilot, you can start tracking your time immediately. While you can customize Titrax to track your projects in many ways, the basic operations are very easy and take only a few taps on the screen.

This section will cover how to start Titrax, how to start and stop timing projects, and how to switch from timing one project to another. It will also show you how to use just a few of the customization features to change how Titrax tracks your time.

Starting Titrax

1. Tap the Applications silkscreen button on your PalmPilot.

   The Application screen appears (Figure 1).

2. Tap on the Titrax icon on the Applications Screen.

   The Titrax main screen appears.

Figure 1: The Titrax Icon

Using the Titrax Screen

There are three main parts to the Titrax screen (see Figure 2). Most of the screen is occupied by the Project List. The top line is the Title Bar, and the Command Line is at the bottom of the screen.

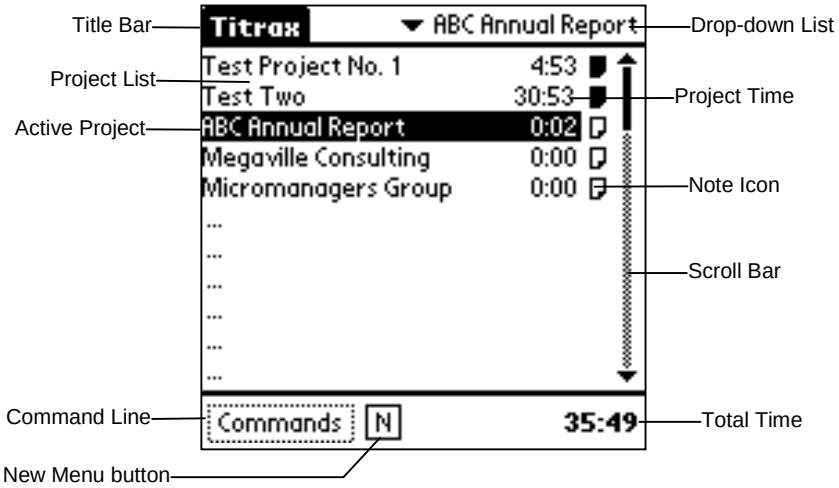


Figure 2: The Titrax Main Screen

Main (Project) Area

The Project List occupies most of the screen. It initially contains 50 items, but only 11 can be shown on the screen at one time. The active project (the project you are currently timing) is highlighted in inverse. A scroll bar provides a way to move down to the other projects. When you start Titrax for the first time, the list will consist entirely of blank lines.

The left side of each line contains the name of the project, the amount of time that Titrax has recorded for it, and, at the very right, a Note icon.

Title Bar

The top line of the Titrax screen is the Title bar. A drop-down list on the right allows you to select a project easily. This line is also where the Titrax menus appear.

Command (and Information) Line

The bottom line of the screen is the Command line. The *Commands* button can bring up a list of Titrax functions. The *New Menu* button – the "N" box – gives another way to access some of Titrax' commands. The right side of this line shows the total time for all your projects.

Starting a New Project

To start a new project, you simply tap a blank line of the Project list. This opens up a dialog box allowing you to enter the project name. Follow this procedure:

1. Make sure that the *New Menu* button at the bottom of the screen is light (i.e., not highlighted in inverse), as in Figure 2. If necessary, tap it to make it light.

2. Tap on a blank line in the Project List.

   The Project properties box opens (Figure 3).

3. Enter a name for your project on the blank line. Use Graffiti or the PalmPilot's pop-up keyboard. (Ignore the other selections for now.)

4. Tap on the *OK* button.

   The new project appears on your project list. It is highlighted in inverse to indicate that Titrax is currently timing it.

Figure 3: The Project Properties Box

Stopping (and Starting) a Project

To stop timing your project, you simply need to tap on the active project. Do the following:

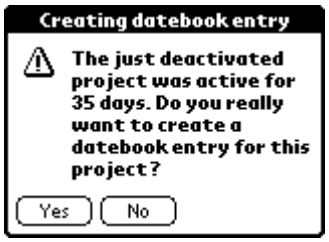
1. Bring the active project (highlighted in inverse) into view, if necessary, using the scroll bar.

2. Tap the highlighted project.

   The highlighting disappears, indicating that timing has stopped. The total amount of time that Titrax has accumulated for this project is tallied in the right-hand column.

3. To continue timing the project, tap it again.

   The project is once again highlighted.



CAUTION: Under some circumstances, the warning box at the right appears when you stop a project. It means that you have either been timing the project for a very long period of time (which is not a problem), or that the clock on your PalmPilot has been set backwards, and the amount of time that the project has accumulated in the current session has become a negative number. The latter IS a problem, because Titrax interprets it as an extraordinarily large number of hours. If you are logging the project to your datebook, Titrax will create a timed entry on every day for several years into the future. If you see this dialog box, and you have not been timing a project for a month or more, it is best to select *No*. Titrax will record the total time for the project, but will not clutter your datebook with items that will be difficult to remove.

Switching Between Projects

If you switch your attention from one project to another, you also need to change the project that Titrax is timing. You could stop the first project and then start another, but Titrax has a much easier way.

1. Find the project that you are switching to. Use the scroll bar if necessary.

2. Tap on that project.

   The second project is now highlighted (active) and the highlighting disappears from the project you were working on.

Project Properties

In the above procedures, you used Titrax to track the total time you spent on each project. If you stopped after one hour, Titrax would start timing from one hour when you started again, and you would know the total amount of time you spent on the project. If you also need to keep track of the times when you start and stop, you may need to change some of the project properties when you start a new project. The options, shown in Figure 3, are:

Logging for this project, and
Ignore this project's time.

These can be different for each project.

Logging for This Project: In Its Note

If you select this box, Titrax will track the start and stop times in a note attached to the project. You can view it by tapping on the Note icon (see Figure 2), which will be black if the note contains data. It will include the times that Titrax has recorded, including the date, as in Figure 4.

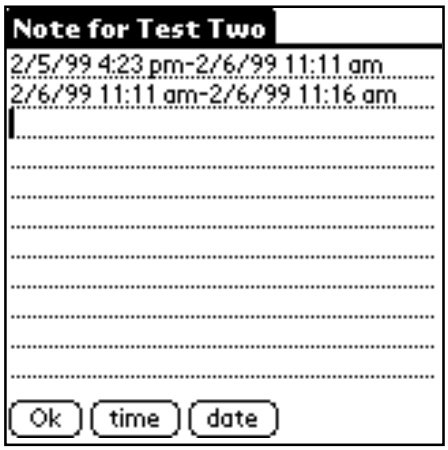


Figure 4: Titrax Note after Timing

The advantage of using this method to track your work is that you can see at a glance when you worked on a given project. However, it does not tell you how you spent your day if you have worked on several projects.

Logging for This Project: To Datebook

Selecting this box means that Titrax will track project times by placing entries, which look like appointments, in the PalmPilot datebook. After you have timed a few projects, your datebook may look like Figure 5.

Figure 5: Datebook After Titrax Entries

The advantage to this method is that you can track which projects you tackled on a day-to-day basis, since all the entries are in your datebook. The disadvantage is that your datebook may become cluttered with timed entries.

CAUTION: Under certain circumstances, Titrax can create a large number of daily entries that clutter your datebook for several years in the future. This can happen if, while timing a project, your PalmPilot's time is somehow set backwards. For more information, see the above section **Stopping (and Starting) a Project**.

Logging for This Project: Don't Log

If you select this box, Titrax will not record the start and stop times, and will keep track only of the total amount of time you have spent on a project. If you need more detail – for instance, if at the end of the week you need to specify how much time you worked on a project each day – use one of the other choices.

Ignore This Project's Time

This means that Titrax will not use the project's accumulated time in totalling the time for all projects. In Figure 6, the *Ignore this project's time* box is checked for Test Project No. 1. Notice that it is not included in the total time on the bottom.

Figure 6: Project with *Ignore This Project's Time* Option Checked.

Changing Project Properties for Existing Projects

If you want to change these properties, but have already created the project and dismissed the Project Properties box, use the following procedure:

1. Make sure the project you want to change is the active project.

2. Tap the *Commands* button.

   A menu of commands pops up.

3. Tap on *Change Properties*.

   The Project Properties box appears (see Figure 3). You may now change any of the selections, including the project name.

4. Tap on the *OK* button when you are done.

Chapter 4: SETTINGS – CHANGING HOW TITRAX WORKS

You can change some of the ways Titrax works with your projects by using the Settings screen. This screen has five options to control how many projects your list holds, how time is displayed, whether datebook warnings are shown, and whether tapping the Titrax title brings up the menu.

To get to the Settings screen, do the following:

1. Tap on the PalmPilot's Menu button.

   A short Options menu appears at the top of the screen.

2. Tap on Settings…

   The Settings screen appears (Figure 7).

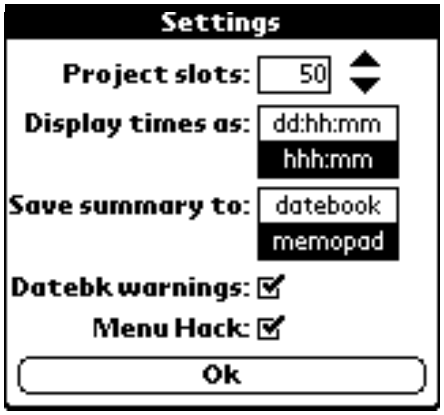


Figure 7: The Settings Screen in Titrax

Project Slots

This controls how many projects Titrax can handle. It can be any number from 11 to 999, and is initially set to 50.

Display Times As

This setting controls how Titrax displays project times. If you choose *hhh:mm*, Titrax will show the total project time in hours and minutes only; a project with 120 hours will be displayed as 120:00. The *dd:hh:mm* option displays the project time in days, hours, and minutes; for a project with 120 hours, the display will show 5:00:00. If you have less than 24 hours recorded for a project, these two options will show the same thing.

Save Summary To

Titrax is able to store a summary of your data in your PalmPilot's datebook and memopad. This option selects which one will be used. If you select datebook, the data will be saved as an untimed event when you execute a *Save All* command. If you choose memopad, Titrax will save your data as a memo. The differences between the summary and the project log (see Figure 4) are the following:

- A project log is for a single project, but a summary contains data from all your projects;
- A project log can continue to change as you track the project further, but a summary is a "snapshot" of your work at a given moment;
- A project log, if activated, includes the start and stop times automatically. The summary can include this information if the user chooses (and if the *save data to note* options is used), and/or can include other information.

(For more information on summaries and saving your data, see the *Save All* command in the next chapter.)

Datebook Warnings

If you check this item, Titrax displays a warning before you change the time of a project or shift time between two projects. Titrax has limits to how much you can change the time. Checking the *Datebook Warnings* box means that Titrax will remind you of these limits when you try to change the time. Clearing this box merely means that this warning will not appear, but the limits will remain. (For more information, see the *Change Time* and *Shift Time* commands in the next chapter.)

Menu Hack

Selecting the *Menu Hack* option means that tapping on the title in the title bar will display the same menu as tapping the PalmPilot Menu button. This is true for both the main Titrax menu and the Note menu.

CAUTION: If you have the Menuhack app (which runs under Hackmaster) installed on your PalmPilot, be sure to disable this selection in Titrax. Otherwise, both programs will try to activate the menus, with unpredictable results.

Chapter 5: COMMANDS – MANAGING YOUR PROJECT LIST

From time to time, you may wish to make changes to your project list or to the projects themselves. You may, for instance, wish to remove projects, change their order, or make a correction to one of them. Titrax includes a menu of commands you can access by tapping the *Command* button. There are two kinds of commands: global commands, which act on all projects; and project commands, which act on a single project.

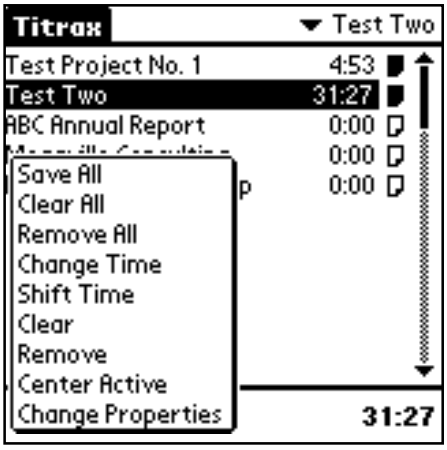


Figure 8: The Command Menu

Using Global Commands

Global commands act on all projects in Titrax' list. They can save or clear the data for all the projects or remove all projects from the list. These three commands always appear when you tap the *Command* button.

Clear All

The *Clear All* command sets the accumulated project time to zero and/or clears the notes for all projects. If you select this command, Titrax will display the screen in Figure 9. By checking or clearing the boxes, you can choose to clear the notes only, reset the project times to zero only, or do both. Tapping the *Commit* button causes the actions to be carried out.

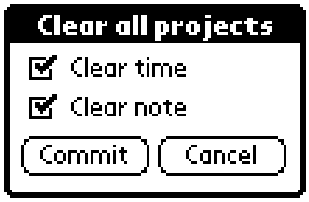


Figure 9: Choices for Clear All

Save All

The *Save All* command stores a summary of selected data for all your projects. Titrax saves it as a memo or as a datebook entry, depending on the choices you have made in the *Save Summary To* option (previous chapter). If you have chosen to save to the datebook, Titrax creates an untimed entry, labeled *Titrax log*, in today's datebook. The entry includes a note containing your data. If you chose to save your data to the

memopad, Titrax creates a memo, such as *"1/1/98","22:45","days total*, in the Titrax category of the memopad. If the category does not exist, Titrax will create it; if there are no unused categories, Titrax will save the memo to the unfiled category.

When you tap the *Save All* command, Titrax presents you with the Save Summary screen (Figure 10), which allows you to choose the parts of your Titrax data that are saved. The entries in the Save Summary screen do the following:

Figure 10: The Save Summary Screen

Include header line	Titrax will save an initial line with the date and the total time accumulated for all projects.
Include field description	Titrax will include a line describing the fields that are saved.
Project name	The name of each project will be saved.
Elapsed time	The total accumulated time for each project will be saved.
Project note	The data in the project's note will be saved.
Quote all fields	Every data field will be enclosed in quotation marks.
Field delimiter	This chooses the character Titrax will use to separate the fields of data.

Once you have made your choices, tap the *Commit* button and your data will be saved. The datebook entry will have a note much like Figure 11. The memo that Titrax saves in the memopad looks very similar.

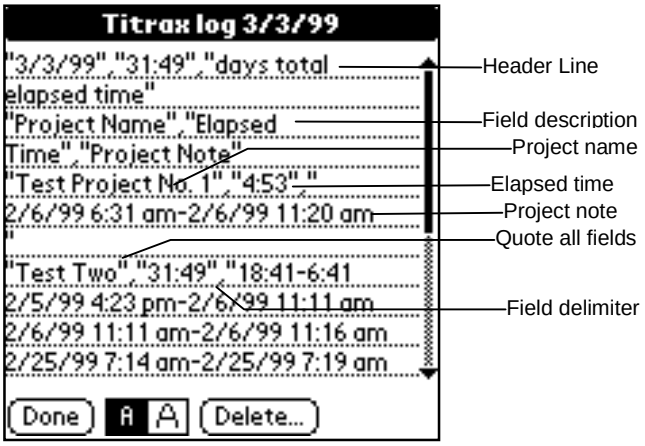


Figure 11: Summary of Data Saved in Datebook

After Titrax saves your data, it offers you a chance to clear the data with the Clear All dialog box (Figure 9). If you do not want to delete them, tap the *Cancel* button.

Remove All

The *Remove All* command deletes all the projects from your list. If you select this command, Titrax will display a warning screen asking if you really want to remove all your projects.

Using Project Commands

Project commands act on one project and appear only if a project is active when you tap the *Command* button. They can change or remove the data for the project, change its properties, or bring the active project to the center of the screen.

Change Time

The *Change Time* command opens a dialog box to change a project's total time. It is useful if you have made a mistake in tracking the time (for instance, if you have forgotten to start or stop timing the project).

To change the time of the active project:

1. Tap on the *Commands* button, then tap on *Change Time*.

   The Change time dialog box opens (Figure 12) and displays the current project time. Note: if you checked the *Datebook warning* setting (see previous chapter), you will first see a warning message.

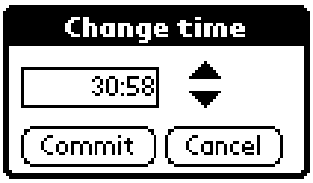


Figure 12: The Change Time Box

2. Use the *up* and *down* buttons to increase or decrease the time.

   Titrax has limits to how much you can change the time. You can only decrease the time by the amount of time in the current session (that is, since the last time you started timing a project). You cannot reduce the time of a project by eight hours if you have only worked on it for two hours today.

3. Tap the *Commit* button to accept the change in time (or tap the *Cancel* button to return to the previous time).

   Your project's time will be updated to reflect your changes.

Shift Time

The *Shift Time* command is similar to *Change Time*, except that it allows you to move time from one project to another. It is most useful if you discover that you have been timing the wrong project.

To shift time from the active project to another project:

1. Tap *Commands*, then tap *Shift Time*.

   The Shift time dialog box opens (Figure 13) and displays the current project time at the top. This dialog box also shows a second project at the bottom.

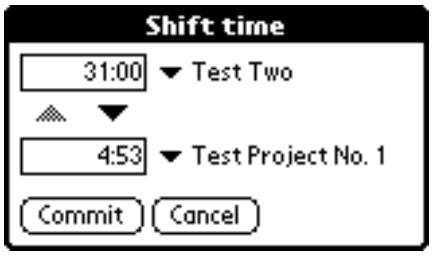


Figure 13: The Shift Time Box

2. Tap on the lower drop-down list, and tap on one of your projects to select it.

   This is the project that time will be shifted to when the time of the active project is decreased.

3. Use the *down* button to shift time from your current project to the project you have selected.

If you make a mistake, you can reverse the time shift (i.e. shift time back to your current project) with the *up* button. The following limits apply to shifting time:

- The maximum time you can shift is the amount of time that has accumulated since you last started timing a project.
- If you reverse the time shift, you can only go as far as the original time in the active project. No additional time may be shifted from the second project.

Clear

The *Clear* command resets the project time to zero and/or deletes its note. Tapping this command first gives you a dialog box (similar to Figure 9) in which you can select whether you wish to reset the time to zero, delete the note, or both. Tap the *Commit* button to carry out the clear operation.

Remove

The *Remove* command deletes the project from your list. Tapping on the *Remove* command first gives you a dialog box asking if you really want to remove the project and all of its data.

Center Active

If you have more than one screenful of projects, the active project may not even be visible. Tapping on the *Center Active* command changes the view to put the active project at the center of the screen.

Change Properties

Tapping on the *Change Properties* command opens the Project properties dialog box (Figure 3). This allows you to change the settings or to edit the name of a project.

Using the New Menu

The New Menu is activated by tapping on the "N" box at the bottom of the Titrax screen. If the box is displayed in inverse (light letter, dark background), the New Menu feature is active, and tapping on a project does not start and stop it. Instead, Titrax displays a menu of project commands (see Figure 14).

The New Menu has advantages and disadvantages. Advantages include the ability to change a project without having to start timing it first. It is also easier to drag and drop projects to reorder your project list, because you cannot accidentally start timing the wrong project. However, it takes two taps, instead of one, to start and stop timing projects.

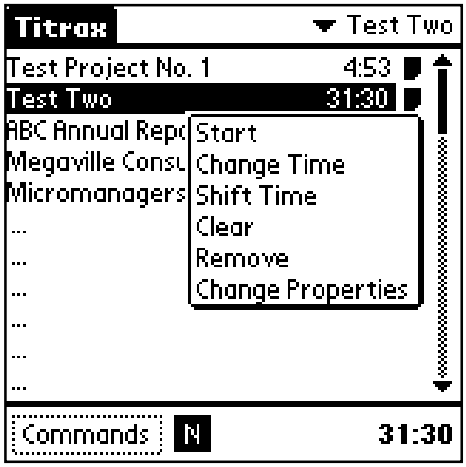


Figure 14: The New Menu

Using the Drop-Down List

The Drop-Down list, located at the right-hand side of the Title Bar, serves two functions. It acts as a shortcut to start or stop timing projects. It also serves as a reminder of which is the active project, even if it is not currently visible in the project list. (If no project is active, this line will display “none.”)

To start a project using the drop-down list:

1. Tap on the drop-down list.
2. Tap on the project you wish to time.

   This project will become the active project.

Dragging and dropping projects on the screen

You can change the order of projects on the screen by dragging and dropping them. You do this by touching and holding the stylus to a project (which is different than tapping), then moving it to another line on the screen. The contents of the two lines swap places.

Chapter 6: WORKING WITH NOTES

Using Notes and the Note screen

You have already seen how Titrax uses notes to track start and stop times (if you have set the preferences to do so). To view these notes, tap on the note icon. A black icon means that it contains some data; a white icon is a blank note.

Uses for Notes

Besides keeping track of the start and stop times, you can use the notes to hold any information about the project. Titrax saves start and stop times at the end of the note and otherwise does not access the note at all, so it does not matter what you store. The note is for *your* reference.

Time and Date Buttons

Pressing the *Time* button inserts the current time at the cursor position. Pressing the *Date* button inserts today's date. Titrax will use the formats you have chosen in the PalmPilot preferences screen.

Other buttons

Scroll buttons appear if your note fills more than a single screen. The *OK* button saves the note and returns you to the main Titrax screen.

Using the Edit Menu

If you tap on the PalmPilot Menu button while viewing a note, Titrax will open its Note menu. This has the following options under *Edit*: *Cut*, *Copy*, *Paste*, *Select All*, and *Undo*. Under *Options*, the following two choices are found: *Keyboard* and *Graffiti*. These are all standard PalmPilot note functions. For a description of their functions, consult your PalmPilot manual.

Chapter 7: FREQUENTLY-ASKED QUESTIONS

Where can I obtain the latest versions of Titrax?

You can download the latest stable version, or—if you are the more adventurous type—the latest beta-test versions at http://jack.testnetz.detecon.net/software/. In addition, the authors plan to post the most recent stable version to some of the web-based distributors of PalmPilot software, such as PilotGear and EuroCool.

Where do I report bugs?

Have you tried the Health Department? Oh, you mean bugs in Titrax! Send any reports to notes@titrax.com.

Is there a data conduit for Titrax?

Not at present, and the authors do not plan to write one. However, they will help anyone else who wishes to do so. Whether it ultimately is included with Titrax will depend on the distribution terms. It is the authors' intention that Titrax remain free GNU software.

How do I back up my Titrax data?

During a HotSync, databases that have changed since the last HotSync are copied to the backup directory on your PC (or Mac, Unix machine, etc.) For rock-solid backups, we recommend using a backup utility (such as Backup Buddy). A program of this type is a necessity for anyone storing important business information on a PalmPilot.

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