

Following are some of the terms used in this manual:

- Time Record

Each time-line of information in the main window is referred to as a “time record.”

- Field

Fields are the individual components of a time record. For example, the elapsed time is a field. So is the paused time, the start time, and so on. All the individual fields make up one time record.

- Job

Categories, Clients, and Projects are “Jobs.”

- Application

Also referred to as a program

- File

Also called a document.

- Highlight

Or select, as in highlighting (selecting) a time record (so that it displays in reverse)

In the figure above, there are two time records highlighted, or selected.

- Tracking time

Also referred to as recording time to a TimeSlice document.