Documentation

I. What Time Logger Does

Time Logger is a desk accessory whose purpose is to help you keep track of time on your Macintosh.

It creates tab-delimited text files (readable by most databases and spreadsheets) containing six fields:

1. Client name (contains any information you want).
2. Client code (contains any information you want).
3. Comments (contains any information you want).
4. Date work started.
5. Time work started.
6. Time worked stopped.
7. Number of minutes of work, taking into account Time Out periods; if you used the Time Out feature (see below), this number will be less than the stop time minus the start time. It will never be less than 1.
8. Billing (this is the user-specified rate times the time logged in (7); if this amount is less than the user-specified minimum charge, the minimum charge is used here). See below for a discussion of rate and minimum.

A short sample file created by **Time Logger** might look like this:

Time Logger	Business	Work on docs	12/30/1986	04:26	04:46	20	50.00
Tax Class	School	Class Prep	12/30/1986	15:32	16:30	48	66.67

All of the fields except the first three—"Client Name," "Client Code," and "Comments"—are automatically filled in by **Time Logger**. If you want, you can have **TimeLogger** fill in the first three fields automatically too.
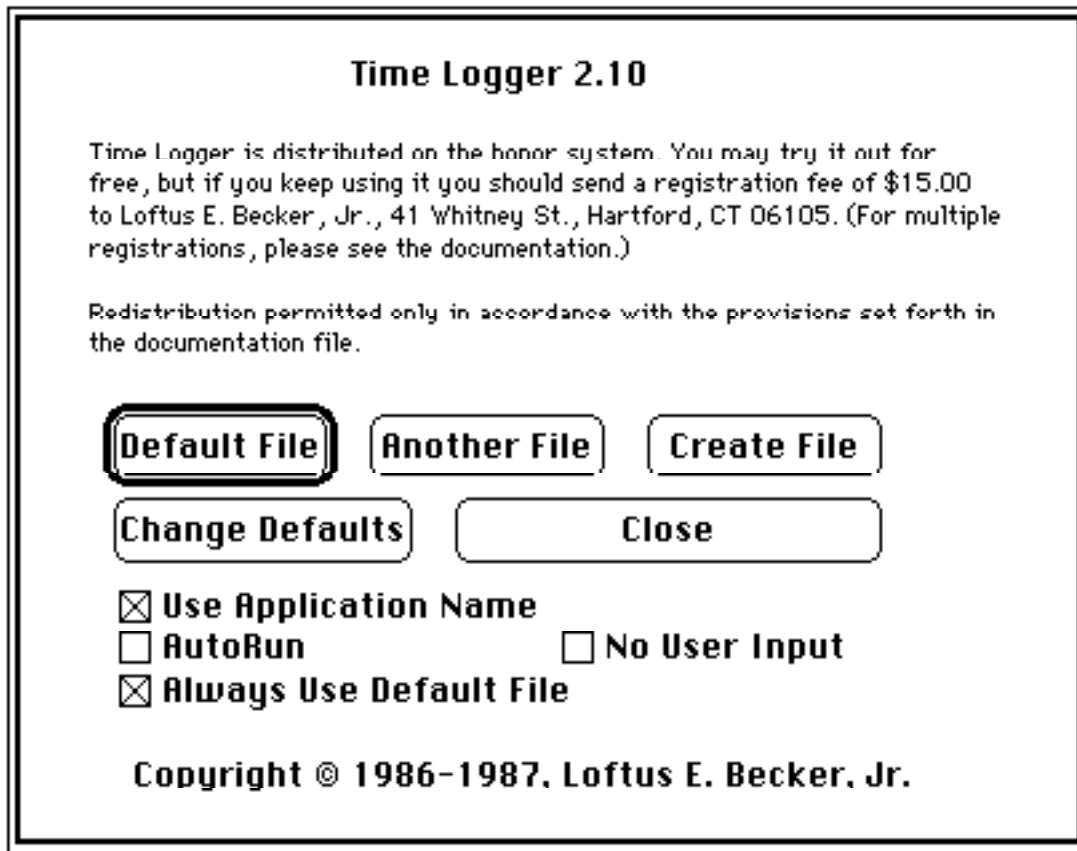
II. Installing Time Logger

Time Logger can be installed using Apple's **Font/DA Mover** (as of this writing the current version was 3.5). It can also be run from disk by desk accessory runners such as **Other…** or **DA Key**. If installed in your System file with **Font/DA Mover**, it can be set to run itself every time you change applications, and can be set to run on startup and at shutdown with the **Time Logger** INIT.

I strongly advise that you make at least one backup copy of **Time Logger** and keep the copy safe, in case of a computer malfunction that results in destruction of the original or of your System file.

If you prefer to be able to run **Time Logger** as if it were an FKEY, you can install the **Run Time Logger FKEY** resource in your System with **ResEd**, **FKEY Installer**, or **FKEY Manager**. Invoking that FKEY will run **Time Logger** just as if you had called it from the Apple menu.

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III. Using Time Logger

When you invoke **Time Logger**, it will present you with a dialog box from which you can choose any of five commands, and change standard settings:

Time Logger 2.10

Time Logger is distributed on the honor system. You may try it out for free, but if you keep using it you should send a registration fee of $15.00 to Loftus E. Becker, Jr., 41 Whitney St., Hartford, CT 06105. (For multiple registrations, please see the documentation.)

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[Default File] [Another File] [Create File]

[Change Defaults] [Close]

☒ Use Application Name
☐ AutoRun   ☐ No User Input
☒ Always Use Default File

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A. <u>Default File, Another File, Create File</u>

All of these commands do substantially the same thing. The only difference among them is the file on which they operate.

<u>Default File</u> operates on a default file (normally called "Logger File," though you can change the name) in the Blessed Folder -- the folder containing the System and Finder under HFS. If no such file is present, **Time Logger** will tell you and asks for instructions. This is the command you will normally want to use, since it requires the least additional action on your part.

Another File presents you with the standard dialog box (showing text files only) and lets you choose the file to use.

Create File presents you with the standard file dialog box and lets you name a new file to be created.

The first time you open a file (and any other time you open a file in "closed" status) you will be presented with a dialog box like this:

```
Open a new entry for:


      Client:  [Client Name                    ]
   Client ID:  [Business                       ]
    Comments:  [Comments                        ]
               [                                ]
               [                                ]
               [                                ]

         (  Open  )              (  Cancel  )
```

You can fill in the three fields with whatever you want; the only limitation is that the three fields together cannot total more than 200 characters (**Time Logger** will count them and warn you if you have too many). If you click "Okay," the information (along with the starting time) will be recorded in the file you have chosen. If you choose "Cancel" nothing will be entered.

The next time you open the same file (and any other time you open a file in "opened" status) **Time Logger** will see that the file is in an "opened" status and ask you if you want to close the entry:

What do you want to do with this entry?

Client: `CIS`

Client ID: `Business`

Comments: `Testing Time Logger 2.0b1.`

Time: Minutes logged : 137; minutes timed out: 0.

[**Close It**]   [Time Out]   [Do Nothing]

You can edit the descriptions in the three top boxes.

If you choose "Time Out," **Time Logger** will not close the entry, but it will stop adding to the billable time for that entry. The next time you open the entry, the "Time Out" button will have changed to "Time In;" if you click that, TL will turn the entry "on" and recommence adding to the billable time. You can time out and in as often as you want. Thus, by using the Time Out/Time In feature, you can suspend timing of a given task without having to close the entry--an important feature if you are making use of the Minimum Charge.

If you choose "Close," the entry will be closed: **Time Logger** will calculate the number of billable minutes (that is, the number of minutes between the present time and the entry time less any timed out periods), and calculate and record the charge (in dollars and cents) by dividing the billable minutes by 60 and multiplying that by the hourly rate (substituting the "minimum charge" if the amount is less than the minimum). If you choose "Do Nothing", **Time Logger** will do nothing, so if you changed the descriptions in the top three boxes, the changes will not be recorded.

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B. <u>Change Defaults</u> presents you with the following dialog box:


```
                    Change Defaults

Hourly Rate:        [ 100.00 ]

Minimum Charge:     [ 0.00 ]

Name Field:         [ Client Name ]

ID Field:           [ Business ]

Default Filename:   [ Logger File ]

         (  Okay  )            ( Cancel )
```

From this dialog box you can set the hourly rate (maximum, 32767.32), minimum charge (maximum ditto), the default strings that will appear in the Client Name and Client ID fields, and the default file name. Simply type in what you want (don't use a dollar sign for the Rate and Minimum Charge information) and click "Okay."

The "default file name" can be a little tricky under HFS. If you simply choose a file name (something that doesn't contain any colons -- the ":" character) **Time Logger** will look for a file of that name in the Blessed Folder, the folder with the currently running Finder and System in it. However, you may want to have the default file on a different disk. For instance, if you regularly worked at two Macs, you might want to have your default file named "Billing Information" in a folder named "Work" on a disk named "Travel", which you carried around from one Mac to the other. To do this, you would have to set the default file name to the "full pathname" of the file you want -- **Travel:Work:Billing Information**.

If you click "Cancel," nothing will be done. In either event you will be returned to the main dialog box.

C. <u>Cancel</u> (from the main dialog box) closes **Time Logger** without doing anything (except that if you've changed the defaults, the changes will be recorded to disk at that time).

D. <u>The Options:</u> "Use Application Name," "AutoRun," "Always Use Default File," and "No User Entry" are check boxes that allow you to control the operation of **Time Logger**.

If "Use Application Name" is checked, the opening entry dialog box will appear with the current application name instead of "Comments" in the comments field.
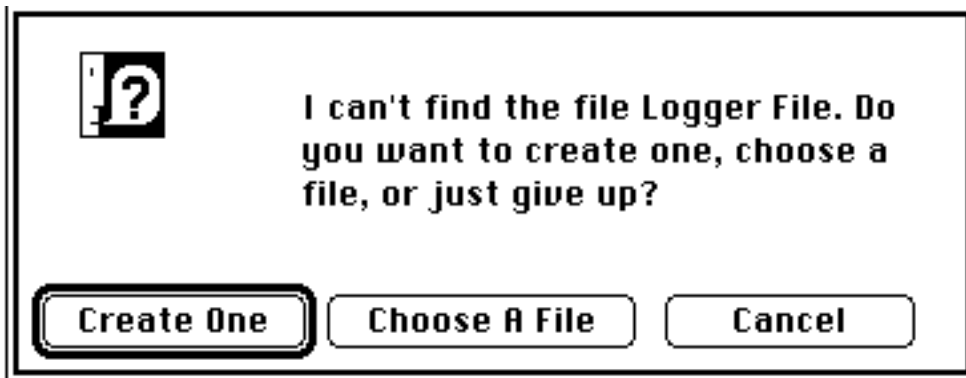
If "Always Use Default File" is checked, you will not have to go through the main dialog box each time you use **Time Logger**: instead, the accessory will automatically look for the default file and present you with the opening and closing dialogs as appropriate. (If it can't find one, it will tell you and ask you want to do: see the discussion below.) If this option is checked you can still get to the main dialog box by holding down the Option key when you invoke **Time Logger** (or when it is automatically invoked, see below).

If "AutoRun" is checked, then **Time Logger** will run itself automatically each time you change applications. (If the application you switch to does not support Desk Accessories — as **Font/DA Mover** doesn't, for instance — **Time Logger** won't run either.) The AutoRun setting will last until you turn it off (by holding down the Option key when the accessory is invoked, which gets you the main dialog box from which you can turn AutoRun off). When "AutoRun" is enabled, "Always Use Default File" is always enabled too.

Note that even when Time Logger is in AutoRun mode, you can invoke it at any time from the Apple menu, and you can get to the main dialog box (so that you can change defaults, or use a file other than the Logger File) by holding down the Option key when it is invoked.

If "No User Entry" is checked, then **Time Logger** will never display the dialog boxes asking if you want to open and close a particular file; instead, **Time Logger** will simply fill in the fields from the default choices, and open (or close) the file each time it is run. Thus, if you have **Time Logger** set up for AutoRun, Use Default File, and No User Entry, it will run entirely in the background, keeping track of the amount of time you spend in each application without your ever having to type anything.

E. If **Time Logger** gets confused. If **Time Logger** is set to use the default file, or if you tell it to use the default file, and it can't find the default file, it will present you with a dialog box like this:

> **?** I can't find the file Logger File. Do you want to create one, choose a file, or just give up?
>
> [**Create One**] [**Choose A File**] [**Cancel**]

If you choose <u>Create One</u>, a file will be created with the default file name. (Be careful when you do this -- if it's not the first time you've run **Time Logger** there's a good chance that you already have such a file and it's just on another disk.) If you pick <u>Choose A File</u>, you will be presented with the standard SFGetFile box and can hunt for the file you want to use. (If this happens often, you probably should change the default file name.) If you pick <u>Cancel</u>, **Time Logger** will go away without doing anything.

F. <u>Fancy Tricks</u>. **Time Logger** will run with DA runners such as **Other…** and **DA Key** (with which it was developed), although the autorun feature will not work unless **Time Logger** is installed in the Apple menu. If you prefer to invoke it with an FKEY instead of your mouse, the application **FKEY Maker Application** (available from bulletin boards such as CompuServe) will make an FKEY that you can invoke to run **Time Logger** (or any other DA in your System, for that matter).

Time Logger can be set to autorun each time you boot your Mac (i.e., each time you start it up and see the Happy Mac face on the screen) by using the **Timelogger Init** to run **Time Logger** automatically when you first start up, and checking the "AutoRun" box. If you are using System 4.0 or later, it will also automatically run when you choose the "Shut Down" option from the Finder, so you will have a chance to close any open file before you quit.

With the plethora of Macintosh hard disks and special INIT files, this can sometimes be a little tricky. **Time Logger** comes with two **Timelogger Init** files, version 1.1 and version 1.45. You may have to experiment to see which version works best for you, although 1.45 should work for almost everyone. Note that the INIT file need **only be on the disk that you use to boot your Mac**. It need not be on other disks from which you may run applications. If you hold down the Shift key while you're booting, the INIT won't run.

If you start from an SCSI hard disk, you should probably use version 1.45. Just drag it into the System folder and it will run every time you boot the Mac from the hard disk. To remove it, just drag it out of the System folder.

If you start from a hard disk on one of the serial ports, and have to boot with a floppy disk. **Time Logger** <u>should be installed in the System file of the hard disk, but not in the System file of the floppy disk you booth with</u>. **Time Logger Init** should be in the System folder <u>of the floppy disk that you boot with</u>.

If you are running from floppy disks, **Time Logger** should be installed in the System file of whatever System(s) you are using. **Time Logger Init** (either version will probably work) should be dragged into the System folder of whatever disk that you boot with. **If you are using a RAM disk**, you may have to play around to find the method that works best for you, and you probably will want to customize the default file name to include a volume reference so that you don't get lots of little files created as the "default disk" changes.

Finally, if you are running **Suitcase™** <u>and</u> a hard disk that requires you initially to boot with a floppy disk, the **Time Logger** INIT will work properly only if it executes <u>after</u> **Suitcase™**. If you start up from an HFS disk, this will happen automatically if the **Time Logger** INIT is alphabetically after the **Suitcase™** INIT. If you start from an MFS disk, there is no sure way of determining which one will run first. At worst, you may have to run **Time Logger** manually after you boot.

IV. Application Hints

Normally, if you maintain only a single time and billing file, "Logger File" is the most convenient choice: it doesn't require that you do anything else to select the file to use.

You may want to maintain more than one file. For instance, I keep my time and billing records in "Logger File," accessed by "Logger File." I also keep a record of long-distance calls in a separate file, "Phone Log," which I access by choosing "Another File" (after I created it with the "Create File" command). I generally work in AutoRun mode and get to the Phone Log whenever I please by holding down the Option key when I access **Time Logger** from the Apple menu.

Finally, if you work with more than one Mac (or work with the System on a RAM disk) you probably don't want your billing file automatically saved on whatever happens to be the System disk. In this case you should change the default file name so that **Time Logger** will look for the default file where you want it to be. (Don't forget to include volume and folder names as part of the file name.)

V. Bugs and Error Messages; Warranty

I have written **Time Logger** with care and tested it extensively. However, I can't test it in all circumstances and with all possible hardware and software configurations. Accordingly, I can assume no responsibility for errors made, or damage caused, by its use. It comes with no warranty, express or implied. (If you find this frightening, I can also say that I use it on my own Macs regularly.) However, your state law may give you additional warranty rights.

I think the occasional error messages that turn up are pretty clear. One possible puzzlement may be a notice that the file format for the file you are using is bad. What this means is that, somehow, the file has lost track of the number of characters in the last opened entry. In all probability you can fix the problem by deleting the last line of the file and running **Time Logger** on it again.

I have run **Time Logger** on all of my Macs — a 512E, a Mac Plus, and a Mac SE, the first two with a MacBottom hard disk — for several months and have not found any bugs that I haven't fixed. However, I'm sure there are bugs; please let me know what you find. I haven't tested the accessory with the old ROMs, the Mac II ROMs, or with a Mac XL. I'd appreciate hearing reports from anyone who uses it on those machines.

Files created by the Desk Accessory version of **Time Logger** are not compatible with files created by the FKEY version. Files created with version 2.0 of the desk accessory **Time Logger** are not compatible with files created by earlier versions, since version 2.0 adds additional fields.

Version 1.0 - first DA release version, December 1986.

Version 1.1 - adds autolog and extended configuration options. Released January 1987.

Version 1.2 - allows default file name to be configured, asks the user rather than creating a default file if none is found. **AutoLogger Init** (version 1.0) written and added to package (one-time patch of _DrawMenuBar trap). Released January 14, 1987.

Version 1.2a - Changes **AutoLogger Init** to **TimeLogger Init**. Rewrites HFS file searching routines to look for Blessed Folder on the Boot Drive, not the Default Volume, which seems to work better with multiple drives. Released January 16, 1987.

Version 1.4 - Cosmetic changes, and allows user to edit the Client Name and Client Code fields when closing an application as well as when opening one. Two versions of **TimeLogger Init** (version 1.1 and 1.2) to work with various hard disks, booting schemes, and other INIT resources. Version 1.1 runs **TimeLogger** on the first _DrawMenuBar call; version 1.2 on the first _AddResMenu call.

Version 2.0, released February 14, 1987. Adds one additional user-filled-in field, records stopping time, implements Time Out/Time In feature.

Version 2.02 allows "autorun" feature to be implemented when **TimeLogger** is run from an INIT file. New version of Time Logger INIT resource (1.3) written to allow compatibility with Carlos Weber's **PopKeys** version 2.1. (Checks the _AddResMenu call and if the resource type isn't DRVR, it does nothing.)

Version 2.03 includes a new INIT resource (version 1.4) that will automatically run **TimeLogger** when ShutDown is called, **if** the user is running System 4.0 or greater.

Version 2.04 is slightly rewritten to be compatible with **Da Mob**™, and changes the HFS routines to find the default directory.

Version 2.05 adds "No User Entry" option for completely automatic running.

Version 2.07 adds warning messages if it can't find its resources, and is recoded in MPW Pascal.

Version 2.09 modifies error handling if needed resources aren't found, and adds version 1.43 of the INIT resource to run with System 4.1. May 7, 1987. Version 1.44, May 20, 1987, makes small changes. Version 1.45, June 18, 1987, rewritten to open its own GrafPort and thus work properly with CPS TagFix and Hyperdrive INITs.

Version 2.10 adds 1.46 INIT resource and FKEY to automatically run Time Logger, plus small code changes.

Version 2.11 properly restores the existing GrafPort on closing. July 5, 1987.

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VI. Registration

       Time Logger isn't public domain software: it's shareware, and it's copyrighted. Try it out for as much as a month; but if you use it after that, you should send me $15.00 for registration, which will get you a disk including documentation, some other shareware to try out, and some freeware. The program has cost me much effort to write and will take me more time to support. **Please, if you use it, register it**. If you registered any previous version of **Time Logger**, you should consider this version a free upgrade.

       Multiple Users, Multiple Computers. Registering **Time Logger** entitles one person to use it on as many computers as you like, **OR** allows many people to use it on one computer. **If you intend that more than one person will use it on more than one computer** (for example, if several people in one office are using it on several different computers), you should send me one registration fee for each person who will be using the program, or for each computer on which it will be used, whichever is less. My pricing for multiple copies— assuming you only want a single disk, and can make the extra copies yourself, is

       First copy $15.00 (includes disk with latest version). Additional licenses (no additional disks supplied) are $10.00 for the second through the tenth, and $5.00 for each license after ten. Alternatively, you can get a site license (one disk, multiple installations, one company, one site) for up to 100 copies for $200, or for more than 100 copies at a cost of $75.00 for each additional hundred.

       It will help me in knowing where to post upgrades if, when you register, you tell me what version you have and where you got it. Contact me at: Loftus E. Becker, Jr., 41 Whitney Street, Hartford, CT 06105; Compuserve 70206,67; Delphi LOFTUSBECKER; GEnie LOFTY; MCIMail LBECKER.

       Users' groups may freely distribute **Time Logger** under three conditions: (1) you distribute this documentation file, both **Time Logger Init** files, and the Run Time Logger FKEY along with the DA; (2) you aren't charging users significantly more than your costs of duplication and distribution for the disks you distribute; and (3) if you charge <u>anything</u> for the disks, you let me know (by postcard, electronic mail, or otherwise) that you are distributing **Time Logger**, and which version you are distributing.

Time Logger may be posted on any **bulletin board** without my prior permission **so long as this documentation file, both Time Logger Init files, and the Run Time Logger FKEY are posted along with the DA**. (You're welcome to post them all together in Packit format.) I'd appreciate knowing where you post it, but that's a wish, not a requirement.

Individuals may make as many copies of **Time Logger** as they want for their own use, and as many copies as they want for other people as long as the documentation file and both **Time Logger Init** files are always included with the DA on copies they make for others.

Any other redistribution of **Time Logger** without my express written permission is prohibited.