

About

WorkTime is a project tracker surveys the time you spent working with your PC. It gathers statistics about projects you worked with, programs you run and time you spent running them. WorkTime displays various statistics about your working time. WorkTime can remind you to take regular breaks to prevent computer-related injuries.

[See also](#)

Quick start

WorkTime appears in right bottom corner of the screen by default. Default name is your Windows login name.

Just press **Start**. WorkTime will will accumulate information about your work with computer until you press **Stop** or shut down Windows.

How to register

Registration Benefits

No nags at startup.

No 15-day limitation.

Lifetime technical support including support via e-mail.

FREE upgrade to new versions.

Cost

Licenses Count	Cost per license, US\$
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1	30
2-10	20
11-100	15
101-1000	10
1000+	contact

See [license.txt](#) for more details

How to register

1. Register online at <http://www.nestersoft.com/worktime/register.shtml>
2. Also you can order WorkTime by fax, mail or phone. Simply open [register.txt](#) file, fill in the form template and select the appropriate order option.

On payment approval (usually, in one business day), We'll send you the registration key which will remove all limitations of unregistered version. Your registration will be valid for all future versions of WorkTime.

If you will not get your registration key within a reasonable amount of time (two business days for credit card payments or two weeks for other payments), please notify us about that at worktime@nestersoft.com. We are very sorry for any inconvenience caused by those delays.

System requirements

To run WorkTime, your system must meet the following minimum requirements:

- A 486 with a 66 MHz processor (Pentium processor recommended)
- For Microsoft Windows 95: 8 MB of RAM minimum
- For Microsoft Windows NT: 16 MB of RAM minimum
- 2,5 MB of hard-disk space
- High Color Video Mode
- Mouse

How WorkTime can help me

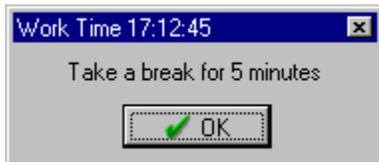
80% OF COMPUTER USERS will suffer from computer related injury or discomfort such as

- eye-strain and headaches,
- back and neck pain,
- over-use injuries in fingers and wrists.

Many dangers associated with monitors can be removed by not using it for long periods without interruption.

Warnings about using computers for too long

When WorkTime remind you:



you should take regular breaks when prompted.

Remember: a break from computer work does not mean that you stop work all together. It just means that you do alternative work to that on a computer.

For example:

- Use the telephone
- Clear your desk of unnecessary objects
- Collect the post
- Collect your thoughts
- Do your photocopying
- Go for a short walk
- Meet a colleague in a different room
- Collect your printing
- Fax a document
- Do your filing
- Do your paperwork
- Do some of your work on paper instead

Hints:

- Setup your screen saver to a small delay
- Turn off monitor when you don't work with computer

Warnings about using computers for too long

The dangers of using computers are variable depending on the equipment used and the working environment in which they are used.

Most computer users are unlikely to suffer any of the serious injuries but you are likely to suffer temporary discomfort in using your computer if you use it for a significant amount of time. Both serious injuries and minor discomforts can be avoided by safe computer practices.

The following is a list of potential dangers which you should be aware of so that you can avoid them.

Eye strain and discomfort:

- From staring at the screen for prolonged periods of time.
- From the static build up on the VDU.
- From a drop in blink rate.
- From flickering, blurred or bright screens.
- From glare of reflected lights or windows.
- From computer screens being too close or too far away.
- From text being too small.
- From glasses unsuited to VDU work.

Can be reduced by taking frequent breaks from VDU work.

Back and Neck pain:

- From poorly designed seating arrangements.
- From sitting for too long in one position.
- From badly positioned screens.

Can be reduced by taking frequent breaks from VDU work.

Upper Limb Disorders (including RSI):

- From a high rate of repetitive movements of the fingers.
- From very high use of a mouse.
- From poor design of software.
- From poor equipment design and placement.
- From a poor mix of work routines.

Can be reduced by taking frequent breaks from VDU work.

Stress:

- From poorly designed software.
- From monitored productivity and performance.
- From high noise levels.

- From poor job design and tedium.

Can be reduced by taking frequent breaks from VDU work.

Headaches & Migraines

- From staring at the screen for long times.
- From work related stress.

Can be reduced by taking frequent breaks from VDU work.

Skin problems:

- From the static build up on the VDU.

Can be reduced by taking frequent breaks from VDU work.

Upgrade

If you are a registered user of WorkTime you may upgrade at no charge to any newer release. Just download the latest shareware release of WorkTime and install it without uninstalling the previous version (don't forget close previous version of WorkTime if running). This will preserve your registration. If the registration code is no longer present on your system just re-enter it like the first time and restart the program.

If you need to reinstall WorkTime or Windows and want to save your settings and alarms, run batch-file SaveSettings.bat (you'll find it in the WorkTime application directory, usually in C:\Program Files\WorkTime) before. After reinstallation run RestoreSettings.bat to restore previously saved settings and alarms.

If for any reason your registration code becomes invalid or lost just send an e-mail to worktime@nestersoft.com with the details of your previous registration. You will receive a new code via e-mail at no charge as soon as we have validated your old registration data.

Lost key?

If for any reason your registration code becomes invalid or lost just send us an e-mail to worktime@nestersoft.com together with the details of your previous registration. You will receive a new code via e-mail at no charge as soon as we have validated your old registration data.

Reporting problems

If you have a problem, please contact us at worktime@nestersoft.com.

If there is a program error, please follow this instruction:

1. create sub-directory **debug** in WorkTime application directory,
2. restart WorkTime,
3. when error appears check **log.txt** and **network.txt** (if any) files in WorkTime/Debug directory.

Please send me these files. Also it is recommended to attach your database from WorkTime/Data directory and your configuration saved by SaveSettings.bat.

Contact

Visit the WorkTime home page at: <http://www.nestersoft.com/worktime>.

If you have any questions, comments or suggestions about WorkTime or would like more information, email to worktime@nestersoft.com.

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Multi Language Support

WorkTime supports different languages. English is the default language, and an unlimited number of other languages can be added on fly.

How to select language

Choose **Options** from the main pop-up menu, select **Settings | Languages** page and then select the desired language.

How to install new language

Choose **Options** from the main pop-up menu, select **Settings | Languages** page and then press **Download Language** button. It will open Languages page on the WorkTime web site. Select the language you need, download appropriate lng-file and put it to the WorkTime program directory.

Choose **Statistics** from the main pop-up menu.

There are three types of views: Calendar, Graph and Detail view.
Select view at **view** panel:



Select period from list or enter custom period:



Select project (or group, task, computer) from list:



To compare time spent time in two tasks press button **Compare** .
To show/hide cost on **Calendar** view press button **Show Cost** .

See also

[Options](#)

[Statistics Layout](#)

[Editing projects](#)

[Editing tasks & documents](#)

[Editing groups](#)

Spy Mode

In Spy mode WorkTime works hidden (no WorkTime window and tray icon) and fully automatically gathers statistics about using your computer.

To switch in Spy mode, press **Spy mode** button in **Options** window. Then select your password and press **OK**.

To switch back, run [WT3Spy.exe](#) and enter your password.

Hint

Make sure you set all necessary options:

- Start WorkTime automatically *
- Start counting time automatically *
- Pause when screen saver runs
- Default project at startup

* - otherwise no statistics will be gathered.

Also you can set WorkTime automatically started for all users on this computer: Set **Apply settings** options to "For all users on this computer".

See also

[Network logging](#)
[Options](#)

Options

Choose **Options** from the main pop-up menu, select **Settings | General** page

Start WorkTime automatically - Automatically start when Windows started (no need to place WorkTime to folder StartUp)

Start counting time automatically - Automatically start counting time when WorkTime started.

Pause when screen saver runs - Pausing counting until screen saver runs.

Hide WorkTime when counting is started - Automatically minimize to system tray when counting is started.

Check activity interval - Specifies interval to check activity.

Default project at startup - Sets which user name will be in WorkTime by default:

- windows login name,
- last used project,
- specified project.

To enable network logging, switch on **Enable network logging** option and set **Server** name.

Also you can save WorkTime options for all users on this computer: set **Apply settings** options to "For all users on this computer".

See also

[Network logging](#)

[Spy mode](#)

Edit projects

Choose **Options** from the main pop-up menu, select **Edit | Projects** page

Use  button to add new project.

Use  button to remove existing. WorkTime will ask you to remove all statistics for this project or move it to another project.

See also

[Statistics](#)

[Options](#)

Editing tasks&documents

Choose **Options** from the main pop-up menu, select **Edit | Tasks&Documents** page

You can edit task/document name and select group for each task.

Use  button to remove existing task or document. WorkTime will ask you to remove all statistics for this task/document or move it to another task/document.

If you don't want WorkTime to track time in different documents for some tasks, press button **Don't add new documents** .

See also

[Statistics](#)

[Options](#)

Network logging

Network logging assumes that WorkTime's statistics from client computers is stored on a server.

You should install **WorkTime 3 Server** on your server computer. Then install **WorkTime 3** on client computers, switch on **Enable network logging** option and set **Server** name.

Note

WorkTime 3 Server should be running all the time.

See also

[Options](#)

[Spy mode](#)

Statistics layout

Choose **Options** from the main pop-up menu, select **Settings | Statistics** page

Move and resize labels with mouse:



You can also change font and text alignment with right mouse button.

See also

[Statistics](#)

[Options](#)

Editing groups

Choose **Options** from the main pop-up menu, select **Edit | Groups** page

There are several group by default. You can change group name, delete group, or add new. All new tasks are added in group **unfiled** by default.

See also

[Statistics](#)

[Options](#)

