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Overview

Exatech's Timelog is a windows 3.x application for personal time usage recording. It is written for the professional who turns on his or her personal computer as the first thing on reaching the office in the morning.

Timelog maintains a time usage <u>Database</u> .This database is useful in constructing monthly activity reports, filling out time cards, or simply reviewing ones own activity record.

You add projects to your Timelog database by using the <u>Add Project</u> item in the <u>Edit</u> pulldown menu. Then you add time usage data to your projects by <u>Punching In</u> and <u>Punching Out</u>.

You use the <u>New</u> item in the <u>File</u> menu to create a new empty database. Most of the time,   you will be using the same database. Therefore Timelog will open the database that you used last when it starts up. It knows to do this by reading the timelog.ini file that it wrote into your windows directory the last time you selected or created a database.

If Timelog can not find a timelog.ini file, a dialog box will let you know and Timelog will start up without a database. You can then use either the <u>New</u> or <u>Open</u> items in the <u>File</u> menu to give Timelog a database to use.

Database

A database consists of a set of projects. Each project has a name and a set of work sessions. The <u>List Box</u> in the main window displays the names of the projects in the open database.

A work session has a start time and an ending time and an optional short comment identifying the activity or purpose of that work session. If the <u>Check Box</u> in the main window is checked, Timelog will ask for this comment when you <u>Punch In</u>.

A Timelog database is kept in a file with the default .tim extension. For instance, you might choose to keep a database of projects in a file named C:\timelog\hobbies.tim. You could also have another database of projects in c:\timelog\work.tim.

The name of the database file that is open is displayed in the title bar of the main window.

Comment Check Box

Above the <u>Punch In Button</u> in the main window, there is a check box labeled, "Comment". If this box has an X in it, you will be prompted for a short comment that describes the purpose or description of your work session when you punch in.   The comment that is entered will appear in several of the reports that can be generated from the <u>Report Menu</u>.

If you do not want to enter this comment, click the mouse button on the X to make it go away before you punch in. Alternatively, you can press the tab key until the check box is highlighted. Then press the space bar to achieve the same result.

If the check box does not have an X and you wish to enter comments describing your work sessions, click the box with the mouse button or tab to it and press the spacebar to turn the X back on.

Main Window List Box

There is a list box in the main window that contains the names of the projects in the open database. It is to the left of the column of buttons in the main window.

One selects a project in the list box by clicking on it with the left mouse button or by tabbing to the list box and using the up and down arrow keys. Double clicking the left mouse button on a project is equivalent to selecting that project and clicking on the Punch In button. So don't double click to establish the selected project unless you also want to punch in.

One adds new projects to the Database and therefore to the List Box by using the Add Project in the Edit menu.

Punch In Button

There is a button in the main window labeled "Punch In". Clicking the left mouse button on this button causes a new work session to be added to the selected project (see Main Window List Box for a description of the selected project). The start or punch in time for the work session is the system time when the button is clicked.

One can also punch in by double clicking on a project in the list box., or by tabbing to the "Punch In" button and pressing the enter key.

If the Comment Check Box is   checked, you will be prompted for a short descriptive comment that applies to the work session.

When you punch in, black smoke will appear above the chimney in the icon in the upper right hand corner of the main window indicating that the database has been updated with an open session.

If you wish, you are now free to quit the program using the "Quit" button, the Exit item in the File menu or the Close item in the control menu box. It is not necessary to quit the program. But many people will want to free up the system resources used by Timelog for use by other programs. You could also reduce Timelog to an icon as a reminder to Punch Out when the work session is complete.

If you are "Punched In" when you exit windows and Timelog is active, it will remind you that you might wish to punch out. This might be a reason to keep timelog active and to establish a work routine of exiting windows before you turn off the computer.

Punch Out Button

The Punch Out Button appears below the Punch In Button in the main window.   If the open Database has an open work session, clicking the left mouse button on the Punch Out Button ends the open session. The now completed session will be written to the database   and it will contain the system time at punch out as its ending time.

Punching out will stop the black smoke coming from the chimney in the icon in the upper right hand corner of the main window.

Status Button

The Status Button appears below the   Punch Out Button in the main window. Activating this button causes a dialog box to appear. This dialog box will show several items that include:

The present date and time from the system clock.

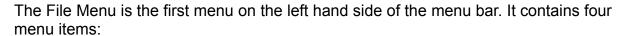The name of the open database if any.

The name of the open database's file.

The name of the selected project.

 Whether there is an open work session.

None of these items can be edited from the status dialog box.They are for your information only. You should activate the "Cancel" button to dismiss this dialog.

File Menu

The File Menu is the first menu on the left hand side of the menu bar. It contains four menu items:

      <u>N</u>ew

      <u>O</u>pen

      <u>S</u>aveAs

      <u>E</u>xit

The items in this menu can be chosen with the mouse or by pressing the Alt key followed by the "F" key followed by the underlined character in the menu item.

Edit Menu

The Edit Menu is the second menu on the left hand side of the menu bar. It contains three menu items:

<u>Add Project</u>

<u>Delete Selected Project</u>

<u>Edit Selected Project</u>

The items in this menu can be chosen with the mouse or by pressing the Alt key followed by the "E" key followed by the underlined character in the menu item.

Report Menu

The Report Menu is the third menu on the left hand side of the menu bar. It contains three menu items:

AggregateReport

Detailed Project Report

Dump Entire Database

Each item on this menu allows you to either send a report to the printer or to a text file. In each case, the data is similar. The text file output is convenient when you wish to edit the data or import it into some other program such as a word processor.

When you choose an item from this menu, a dialog box will appear. You will be prompted as to whether you wish a printer output or a .txt file written. If you choose a text file , a file selection dialog box will appear in order for you to name the text file to be written.

Help Menu

The Help Menu is on the right hand side of the menu bar. It contains three menu items:

> Using Timelog

> License Registration

> About Timelog

The first item is used to access the help system that you are using now. This can be done by selecting the menu item of pressing the F1 function key.

The second item provides information on how to obtain a license to use Timelog and the third item is the usual copyright banner.

Data Security

Whenever Timelog processes a transaction such as punching in, punching out or several others, it updates the disk resident database. Consequently, you should lose no data if your computer goes down for any reason.

If you should be so unlucky as to have lightning strike precisely at the time a transaction in being committed to disk the database could be left in an unknown state. But even in this case, all is not lost. When Timelog commits a transaction it first copies the database file. For instance if your database file was "projects.tim", Timelog first copies "projects.tim" to "projects.bak". Only then does it write out a new "projects.tim". So if lightning struck during the time Timelog was writing "projects.tim", you should have a valid database in "projects.bak" (except for the last transaction). If the strike took place while the copy was taking place then Timelog would never have gotten to the point of overwriting "projects.tim" and it should also be valid (except for the last transaction).

Dynamic Data Exchange

Timelog can be a Dynamic Data Exchange (DDE) server. This means that it can provide data to other applications that are running under windows at the same time.

The client application initiates a DDE conversation. The server application responds with requested data. This is a bit of an over simplification but it is adequate for our purposes here. For example Microsoft EXCEL can be a Timelog client. The only data items that Timelog is prepared to supply as a server are the total time for each project in the open database.

For example, you can place a formula into an EXCEL cell that might look like the following:

=TIMELOG|'C:\work\projects.tim'!'Final Report'

EXCEL uses the "TIMELOG" field from the formula to identify the server to ask for the data. So one or more instances of Timelog will have to be running. The second field, "C:\work\projects.tim" is the "topic" on which EXCEL will request the server to open a conversation. So at least one of the running instances of Timelog will have to have opened a database file named C:\work\projects.tim.

Finally, the item that EXCEL is requesting is the total hours worked on the project named, "Final Report". If the Timelog database has this project, it will add up the times of all the work sessions in this project and supply it to EXCEL. This number should then appear in the cell on the worksheet.

If any of the things required are not true then #NA will appear in the cell.

Other client applications will use this same three level scheme of service name, topic and item to request data. Their documentation will tell you how to use these same three items in their own context to get data from Timelog. There are also other ways for EXCEL   macros to initiate a DDE conversation.

Convenience Suggestions

Whenever you start Windows, programs that are in the Startup group in the Program Manager are automatically started. If you place Timelog in your Startup group, it will therefore be on the screen at the beginning of work reminding you to record what you will be working on.

Another suggestion is to not let your database files get too large. On every transaction, Timelog writes the entire database file. If that file contains the record of five years work , transactions could become very slow. In addition, you are risking five years data on each transaction. Perhaps a good idea is to start a new database at the beginning of every month and archive away the previous month's data.

It was once suggested that Timelog provide a menu command for writing out a single project or group of projects to an archive database file. Timelog does not now have this facility. The concept for Timelog was to make it very simple and not to add any features to complicate it that could be achieved in other ways. We could change our minds depending on customer demand. If you desire to do this, just copy the database file that contains the projects to be archived to another file, bring that new file into Timelog with the <u>Open</u> item on the <u>File</u> menu and then delete the projects that you don't want with the <u>Deleted Selected Project</u> item on the <u>Edit</u> menu.

Exatech is always interested in hearing from users about new features that would increase the usefulness of Timelog.

File Menu Item - New

The "New" item   in the <u>File Menu</u> creates a new <u>Database</u> of projects.

Choosing this item causes a dialog box to appear that prompts you for a database name. This name will be used in the various <u>Reports</u> that can be generated from the database.

Immediately after entering the database name a file dialog box will appear in order for you to enter the name of the file to contain the new database.

The full pathname of the new database file will appear in the title bar of the main window when you press the OK button in the file selection dialog box. The <u>ListBox</u> should then be empty because a new database will not yet have any projects.

You can then use the <u>Edit Menu</u> <u>Add Project</u> item to add projects to the new database.

File Menu Item - Open

The "Open" item   in the <u>File Menu</u> reads in   an existing <u>Database</u> of projects.

Choosing this item causes a file selection dialog box to appear that prompts you for the file name of the database file. The full pathname of the new database file will appear in the title bar of the main window when you press the OK button in the file selection dialog box. The <u>ListBox</u> will then contain the names of the projects in the newly read database.

If the new database contains an open work session the icon in the upper left corner of the main menu will be belching black smoke.

File Menu Item -SaveAs

The "SaveAs" item   in the <u>File Menu</u> writes the <u>Database</u> of projects held byTimelog to a file that you are allowed to name.

Choosing this item causes a file selection dialog box to appear that prompts you for the file name of the new database file. The full pathname of the new database file will appear in the title bar of the main window when you press the OK button in the file selection dialog box.

Using SaveAs is equivalent to copying the <u>Database</u> file to a file with a different   name and then using the <u>Open</u> item in the <u>File Menu</u>   to bring that new file's contents into Timelog as the database.

File Menu Item -Exit

The "Exit" item   in the <u>File Menu</u> kills   Timelog. It is equivalent to clicking on the "Quit:" button in the main window or choosing the "Close" item in the Control Menu Box.

You are not prompted to save the   <u>Database</u>   when you quit the program since the disk resident database is always updated whenever you   <u>Punch In</u>, <u>Punch Out</u> or <u>Add a New Project</u>.

Edit Menu Item -Add Project

The "Add Project" item   in the <u>Edit Menu</u> allows you to add a new project to the open <u>Database</u>. When you choose this menu item, a dialog box will appear to prompt you for the name of the new project. When you enter the name and click on the OK button, the new project is added to the open database on disk and the project name is added to the list of projects displayed in the <u>List Box</u>.

Edit Menu Item -Delete Selected Project

The "Delete Selected Project" item   in the <u>Edit Menu</u> allows you to delete a project from the open <u>Database</u>.   The project that will be deleted is the one selected in the   main window <u>List Box</u>.When you choose this menu item, a dialog box will appear to confirm that you want to delete the project. If you confirm by clicking the "Yes" button in the dialog box, the project and all of its sessions disappear from the open database's disk file and from the in memory representation of the database.

Occasionally you might go through this procedure and to your horror realize that it was a terrible mistake. You have one fallback. Don't do anything else. Quit Timelog. Then rename your database's ".tim" file to something you can remember in case of ultimate disaster. Then copy your database's .bak file to become a new version of your database's .tim file.

Whenever a transaction is commited to disk, Timelog is copies the previous database to a ".bak" file. See <u>Data Security</u>. We hope this saves you. But sometimes the best layed plans ... You know how it goes.

Edit Menu Item -Edit Selected Project

The "Edit Selected Project" item   in the <u>Edit Menu</u> allows you to edit   a project from the open <u>Database</u>.   The project that will be edited   is the one selected in the   main window <u>List Box</u>.

When you choose this menu item, a dialog box will appear. The first item at the top of this box, is the project name. You can change the project name by placing the cursor in the box containing the name and editing the name from the keyboard. When you choose the "Quit" button at the bottom of the dialog box, the project's name in the disk resident <u>Database</u> is updated to reflect your editing.

There are a number of items grouped together and labeled with the word "Session". This group allows you to edit the set of sessions owned by the project that you are editing. The group has three text entry boxes and four push buttons.

The text entry boxes will contain data for one of the sessions or they will be blank if the project has no sessions. You can delete the session that is displayed by choosing the "Delete" button". You can add a new session by choosing the   "Add New" button. The session added in this case will have the Punch In and Punch out times set to the system time. You can then edit these to be what you require.

You can move through the sessions owned by the project by choosing either the "Back" or the "Next" buttons.

Finally you can change the data for any session by editing the text boxes showing that data. In the case of the Punch In and Punch Out times, the date and time format you use must rigidly match the one used by the program when it displays these items. In other words, your editing might change the month or the time of day. But the result should be in the same format. For instance, a 24 hour time format is used by the program. Therefore the program expects that you will also use that format. If you instead enter 10:00 PM, the program will probably ignore the PM and your time value will be off by 12 hours. Future versions of the program may get more clever.

Report Menu Item -Aggregate Report

The "Aggregate Report" item   in the <u>Report Menu</u> produces a report that   shows the total time for each project and the sum for all projects in the open <u>Database</u>.   This report suppresses the detailed punch in and punch out times for each session.

Report Menu Item -Detailed Project Report

The "Detailed Project Report" item   in the <u>Report Menu</u> produces a report that   shows the details of the session activity for the project selected in the main window <u>List Box</u>. It also rolls up the total time for all the work sessions in that project.

Report Menu Item -Dump Entire Database

The "Dump Entire Database" item   in the <u>Report Menu</u> produces a report that contains the complete contents of the open <u>Database</u>.

Product Registration

This program is copyrighted by Exatech Corporation. Exatech's copyright is protected by the United States copyright laws and international treaty provisions.

A single user/single CPU license may be obtained from Exatech Corporation for $49.95 plus a $5.00 shipping and handling fee. The License Registration item on the Help menu will give you a way to have the program print out an order form. Please send your license registration fee to:

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Colorado Springs, Colorado 809l8

Please include your name, address and telephone number with your order. Upon receipt of your order, Exatech will provide you with a diskette containing the latest version of the program, a registration number that will also serve to deactivate the intial Registration Information dialog box ,a telephone support number and a copy of the license agreement.

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