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)

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

• Tracking time
Also referred to as recording time to a TimeSlice document.