Time Card
v2.2

A program for tracking time spent on multiple projects.

Installation *(for Shareware distribution **ONLY**)*

Simply unZIP all the files into whatever subdirectory you want to keep them in (we would suggest a separate subdirectory, just so all the related files can be easily found). Then move the .VBX and .DLL files to your WINDOWS\SYSTEM directory. From the Program Manager, open up whatever Group you want to keep the icon in, and use FILE | NEW | BROWSE to get to the subdirectory, and select TIMECARD.EXE.

About the Program

Time Card is a program that allows you to keep track of the time you spend on up to 20 different projects, using a "time card" metaphor. You start and stop the timing on your projects by "clocking in" and "clocking out" by dragging the "timecard" associated with a project onto the Start clock or Stop clock, as appropriate. When finished with a project, you can 'dispose' of it by dragging the timecard image onto the trash can. You can export the accumulated values to Excel-importable format by dragging the timecard onto the "spreadsheet". Each timecard is limited to 200 'sessions" - that is, you can "clock in" and "clock out" on each card a maximum of 200 times before you must either delete the card, or export it. If you export it, you will retain the time card name - and new for version 2 - keep the data. Note that it is up to YOU to remember to do the clocking - although a future version of the program may allow you to link Time Card to other programs. Version 2 of the program is an improvement over version 1 in that it increases the number of timecards to 20, increases the number of events to 200, and now stores all data in the data file "on-the-fly", reducing the amount of memory resources required when running the program. The first time you run the program, or if the data file is missing, the program will create a new data file of about 626K; the time taken for this will vary from one to several minutes, depending on your system.

Usage

Time Card is pretty easy, actually - it follows the timecard metaphor so many of us are familiar with: when you start work, you clock in, and when you're done, you clock out. To use a time card, you must first give it a name - limited to 15 characters. Actually, you can enter more, but they'll be trimmed off to the first 15. The box around the name should give a pretty good indication of how much space you have before stuff gets trimmed off.

Once you've given the card a name, you can put it to immediate use by picking up the time card next to the name, and dropping it on the Start Time box - when you're in the 'target area', you'll see the start clock name change colors. As soon as you drop the card, you'll see the start clock change to the current system time, and the stop clock change to all question marks ("??:??"). You can tell which task is "active", since the card in use will be displayed between the Start and Stop clocks. Since each card can contain only 200 periods, the time card ID number will be highlighted with yellow if you're over 150 periods, and change to red if you go over 175. If you try to use a 201st period, it will simply be refused, with a reminder that you must delete the card data (don't forget to export it!).

To end a period, you just drop the card on the Stop Time box; again, the box will be highlighted when you're in the target area. When you actually drop the card, the stop time will be displayed.

To change tasks, it is **not** necessary to manually stop one card and then start the other. Instead, you can simply pick up the new task's card, and drop it on the Start Time; the 'old' card will automatically stop - but it will not display the ending time for the 'first' card.

When you're finished with a task, you should delete it. You can do that by picking up it's

time card, and dropping it on the trashcan at the top, which will display a border when you're in it's target area. You will be asked to verify that you *really* want to delete the task, and if you agree, it's GONE - the data and name are completely removed. If you cancel it, nothing will be lost.

To export your time data (task name, dates, and start/stop times), just pick up the card and drop it on the "spreadsheet" at the top of the window. The spreadsheet will change appearance when you're over it; the data will be exported in Excel-compatible format, with a progress bar displaying how much of the data has been saved. The data will be saved to the same directory as the program, but will have a filename of "TIMCRDxx.TXT", where the xx is the card number - 01, 02, 03, ... 20: "TIMCRD03.TXT", for example. These text files can be directly imported into Excel (and, presumably, Lotus or any other spreadsheet). For Excel, just FILE | OPEN with a file type of *.TXT; Lotus and other spreadsheet users should use the appropriate file import methods. The data will appear with the first row containing only the name you gave the card. The second line will contain the word DATE, followed by the dates of the events in MM/DD/YYYY format. The third line will have START, followed by start times in HH:MM format, and the last line will be END, followed by ending times. You can then do whatever analysis or calculations you wish on the data. Unlike version 1 of the program, version 2 requires that you manually delete the data associated with a card; this permits you to export it as often as you like.

The program will automatically stop the clock and save the data if you close the program, or exit Windows. You can minimize the program while you're doing other things, since it doesn't actually *do* anything unless you're actually using it (start or stop the clock, trashing a card, or exporting).

The three buttons at the top of the form are (from left to right) ABOUT, EXIT, and HELP. The ABOUT button will bring up a form telling you a little about Time Card, and giving you the opportunity to bring up a form you can fill in before printing a registration/order form. The EXIT button takes you out of the program, after saving all your data in the TIMECARD.DAT file. The HELP button brings up on-line help, which you can also access by pressing the F1 key.

DEFINITION OF SHAREWARE

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

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DISCLAIMER - AGREEMENT

Users of Time Card must accept this disclaimer of warranty:
Time Card is supplied as is. The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or consequential, which may result from the use of Time Card.

Time Card is a "shareware program" and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but please do not give it away altered or as part of another system. The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products. If you find this program useful and find that you are using Time Card and continue to use Time Card after a reasonable trial period, you must make a

registration payment of $10 to Organic Software. The $10 registration fee will license one copy for use on any one computer at any one time. You must treat this software just like a book. An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another - just as a book cannot be read by two different persons at the same time.

Commercial users of Time Card must register and pay for their copies of Time Card within 30 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting Organic Software.

Anyone distributing Time Card for any kind of remuneration must first contact Organic Software at our address for authorization. This authorization will be automatically granted to distributors recognized by the (ASP) as adhering to its guidelines for shareware distributors, and such distributors may begin offering Time Card immediately (however, Organic Software must still be advised so that the distributor can be kept up-to-date with the latest version of Time Card).

You are encouraged to pass a copy of Time Card along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it. All registered users will receive a copy of the latest version of the Time Card system.

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to:

ASP Ombudsman
545 Grover Road, Muskegon, MI   49442-9427 USA
FAX 616-788-2765

or send a CompuServe message via CompuServe Mail to **ASP Ombudsman 70007,3536**.

Registration

If you've already sent in your registration fee, then you only have to enter the registration information to disable the Shareware notice you get when you start the program. To enter your registration information, click on the ABOUT button; when the ABOUT form appears, just click on the Organic Software flower. The information on where to send your registration and how to contact us will disappear, and be replaced by a pair of boxes where you enter your name, and the registration code. Enter that data in the appropriate boxes, and click on the DONE button. If you've entered the data exactly as it as it was requested, the program will update the .INI file; otherwise, it will tell you that you made a mistake. After you've entered the registration information, the Shareware notice will be disabled, and when you click on the ABOUT button, the program will display your name and registration number.

If you haven't registered yet, it's simple. Just send $10, the program name and your address (or follow the instructions above on how to print an order/registration form, and send it) to:

David Merriman
Organic Software
511 E. 6th St., Ste. 16
Irving, TX   75060

We'll send the latest on a diskette - we typically use 3-½" disks (since they're sturdier in the mail) unless you tell us differently. With each of our programs, you also get printed and bound documentation, where appropriate. Note that this file is not formatted (other than page breaks) - that way, you can change the formatting to suit your own preferences. We write all of our shareware documentation files in Windows WRITE format, since this is the least common denominator of Windows wordprocessors. Note that from the Time Card program, you can print a registration/order form by clicking on the ABOUT button, then clicking the PRINT ORDER button on the ABOUT form. You'll be shown a simple on-line 'form' you can fill out and print (just make sure your printer is online in 'portrait' orientation, and selected).

Comments, Questions, Problems, 'n Such

If you have any comments, questions, run into a problem, or want to contact us for anything else, you can reach us at the above address via Papermail, or via Email at either of the following "addresses":

        Compuserve   : 71043,3153
        Internet   : merriman@metronet.com

We'll be glad to answer any questions you have before you register, and we support all of our products for a minimum of 180 days.

Organic Software

What we do, mostly, is write custom programs and applications for DOS, Windows, and a variety of microdevices (microcontrollers, DSP's, etc). If you, or anyone you know, needs such services, please don't hesitate to contact us at the above address; we'll be glad to send along a FREE brochure describing our services. Or, if you have an idea for a new program, or need custom software, we'll be happy to discuss your needs with you.

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