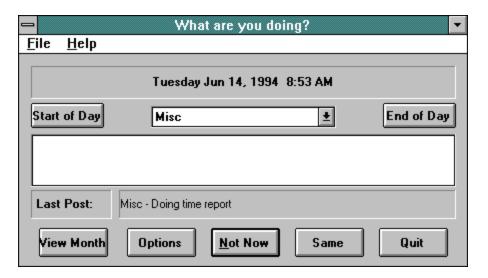# Time Tracker Help Contents

Click on the part of the screen you would like help on.

Registration   TIMETRAC.INI File

 Time Display

Displays the current time and date.

Options Button

Brings up the Options Screen where you can edit your client list, change the pop-up interval, and set the initial window state in which Time Tracker begins.

 View Month Button

Shells to the notepad to view the Time Tracker log for the current month.

Post/Not Now Button

Posts the message if you typed anything in the text box.   Otherwise it just minimizes Time Tracker.   The button will read 'Post' if you have typed anything into the text box.   If not, it will read 'Not Now'.

 Same Button

Posts the word "Same" in the log meaning you are still working on the previous topic.

Quit Button

Quits Time Tracker.   Your last post will be remembered the next time you run Time Tracker.

Client List

A drop-down list of your clients.   When you select one, it will paste that client's name in the text box.   This is not necessary, just convenient.

 Start of Day Button

Posts the message "Start of Day" in the log at the given time.

 End of Day Button

Posts the message "End of Day" in the log at the given time and quits Time Tracker

Time Input Text Box

This is where you type in any messages you would like posted in the log.

👁 Options Screen

Allows you to edit your client list, change the pop-up interval.   You can also set the initial window state in which Time Tracker begins (normal or minimized) and the size of window that is used (small or large).

Initialization File: TIMETRAC.INI

When you change any options on the options screen, they are saved to the TIMETRAC.INI in your Time Tracker directory.

The TIMETRAC.INI flag is an ASCII text file, which should not be edited since values read from this file are not validated.   If an item is deleted from the file, Time Tracker will replace it with a default value.

The following information is saved to the TIMETRAC.INI file:

TimeTracker:

MainDirectory:	Directory where data is stored
LastPost:	Used by the program to remeber your previous post when the program is ended and restarted
Interval:	Number of minutes between pop-ups
BeginTime:	Time of day to begin pop-ups
EndTime:	Time of day to end pop-ups
Registered:	Password to tell the program if it is registered (Version 1.0)
DefaultWindowState:	Type of window that Time Tracker begins in
	0 - Normal window
	1 - Minimized window
SmallScreen:	Size of window that Time Tracker begins in
	-1 - Small window
	0 - Minimized window
NumClients:	Number of clients in the client list
ClientX:	Client name where X is the client number

To Do List:

NumToDo:	Number of items in the to do list.
ToDoX:	To do item where X is the item number.

Window:

Left:	Location (in pixels) of the left side of the window at startup.
Top:	Location (in pixels) of the top of the window at startup.

Registration:

Encrypted information that tells the program if you are registered.   Do not change these entries as it will probably render your program unregistered.   Use the Registration screen to enter this data.

Note: the client entries should not be edited.   Use the options screen to do this.

Registration

This program began as a way for me and people I work with to keep track of billable hours during the day.   We billed monthly, so it was hard to go back at the end of the month and remember what it was we were working on each day and for how long.   Now at the end of each month we just check our logs from Time Tracker and rephrase it to make a billing report.

Time Tracker for Windows is distributed as "shareware."   It is not free software.   You are being given a chance to use this program for a period of thirty (30) days before buying it.   If after this time you continue to use Time Tracker, you are expected to register it. Registration gives you the right to continue to use this software as well as news and discounts on future upgrades.   You are encouraged to distribute this software, providing it is distributed in its entirety and without charge (except for media and handling, if applicable). I reserve the right to change these restrictions in future versions.

If you find this product useful and continue to use Time Tracker after thirty days, you are required to register it by making a payment of $10 (US) to me.   Include an additional $3 (US) if you would like the most recent version mailed to you.   This fee will license one copy of Time Tracker for use on any one computer at any one time.   To register Time Tracker, print out the form called REGISTER.WRI using Windows Write and send with your payment to:

> Bradley S. Murray
> 20 Lorrie Lane
> PO Box 365
> Princeton Jct., NJ 08550

You may also contact me by E-Mail at bmurray@pluto.njcc.com.   I would like to hear suggestions for updates as well as overall comments.

 File Menu

View Month Same as <u>View Month</u> button.
To Do List Brings up the <u>To Do List</u> screen.
Options   Same as <u>Options</u> button.
Exit   Quits Time Tracker.

 Help Menu

Contents   Brings up the help file.
About   Brings up the about screen.
Register   Brings up the <u>Registration</u> window.

 Last Post

Displays the last post that was made.   This last post is remembered even when the program is ended.

To Do List

Allows you to browse and change your list of things to do.   Click Add to add a to do item. Click on a to do item and click delete when the task is done.   Double click on an item to edit it.

Time Display
Displays the current time and date.

Options
Brings up the Options Screen where you can edit your client list, change the pop-up interval, and set the initial window state in which Time Tracker begins.

View Month
Shells to the notepad to view the Time Tracker log for the current month.

Post/Not Now
Posts the message if you typed anything in the text box.   Otherwise it just minimizes Time Tracker.   The button will read 'Post' if you have typed anything into the text box.   If not, it will read 'Not Now'.

Same
Posts the word "Same" in the log meaning you are still working on the previous topic.

Quit
uits Time Tracker.   Your last post will be remembered the next time you run Time Tracker.

Client List
A drop-down list of your clients.   When you select one, it will paste that client's name in the text box.   This is not necessary, just convenient.

Start Of Day
Posts the message "Start of Day" in the log at the given time.

End of Day
Posts the message "End of Day" in the log at the given time and quits Time Tracker

Log Text
This is where you type in any messages you would like posted in the log.

Last Post
Displays the last post that was made.   This last post is remembered even when the program is ended.

File Menu

View Month Same as <u>View Month</u> button.

To Do List Brings up the <u>To Do List</u> screen.

Options   Same as <u>Options</u> button.

Exit   Quits Time Tracker.

Help Menu
Contents   Brings up the help file.
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