

## Apps/Docs/Tasks

### Fig.0

There are three sections to the records list:

**Titles:** Click on a title to sort the list by that heading. Option-click on Project, Sign, or Name to summarise the display accordingly: to sub-total each project's usage or costs, for example, or to group billing items by name. The current Sort column is titled in boldface, and the current summary column in italics.

**Totals:** The totals line shows the range of times or dates listed, the total number of projects, software signatures, or record names listed below, and usage or cost totals. In the Earn and Share screens, you can edit the 'Agree' total.

**Records:** Normally, each line in the scrolling list shows exactly one project, software signature, and record name. If you have set a summary column (i.e. a column heading is italicised), then a line might refer to multiple projects, software signatures, or names. These sub-total values are shown in brackets.

Use the pop-up menu in the Project column to re-file records into different projects. You can re-assign large numbers of records in a single operation: for example, select a calendar period, group the display by 'Project,' then use project X's pop-up menu to transfer all its records to project Y. Or you could group the display by 'Sign,' then gather all records for one software type into a single project.

You can undo any changes by re-selecting a pop-up menu's topmost item. Changes are written to file when you select new records to view. If you need to re-organise records from scratch, you can use the 'Original' checkbox to view them under the projects which originally created them.

Double-click on a software icon to list records for that software type only.

The Apps, Docs, and Tasks displays "User" versus "Front" times, meaning "active worktime" versus "total runtime". The Apps display has an additional column for "CPU", or computer processing time.

Abbreviations used in elapsed-time displays:  
" = seconds      ' = minutes      h = hours      d = days (hours x 24)      w = weeks (days x 7)

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Earn/Share

Fig.2

The Earn and Share lists work the same as Apps, etc., with the exception that a group of records may be preceded by an address for the project or software supplier that they belong to.

If you edit the 'Agree' column total, all figures listed below will be recalculated proportionately and updated in the data file. You can also edit any line's Agree value to recalculate and update the relevant records in the data file.

Charges based on hourly rates are NOT permanently changed by editing the 'Agree' figure. You can only change these entries by altering the hourly rate itself, using the Charges or Tasks dialogs. You can, however, print or export a list containing temporary changes, for example to produce a modified invoice or Club hare payment.

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Calendar

Fig.1

The calendar operates on click-drag-and-scroll selection principles similar to selecting text in a word processor.

- click on any date to view records for that day
- click and drag over a sequence of days to select and view that period  
(or click on a day, then shift-click on another day)
- click and drag above or below the month to select a multi-month period
- click on a month-letter, or on the year-arrows, to browse the calendar  
(without changing the current selection period)
- click on W/M/Y to select all days in the current week/month/year
- click on Today to select today's data

Records for the selected period are displayed when you release the mouse button. Grayed-

out days have no records.

If you click on a day and an entire week or month is selected, it means that METER's archiving process has merged that period's records in order to keep the data file compact. Archiving options are set in the Owner preferences display.

Find            Fig.2

Enter a record name or partial name. Press Tab, Return, or Enter to search for all matching records.