ou can have as many TimeSlice documents open as you want at the same time (as many as memory permits).   For example, let's say you're working on the document "Johnson," and you get a phone call from Mr. Jones.   You can pause the Johnson document and start the Jones document.   When the phone call ends, you stop the Jones document, and resume the Johnson document.

The time record with the italicized text is the active time record, or the time record that is tracking time.   To stop or pause an active time record, click on the Stop or Pause button.

Click on a time record to select (highlight) it.   To unselect it, hold down the shift key when clicking on a time record.   Unselect all time records by selecting "Unselect All" from the Edit menu, or scroll to the end of the list and click just below the last time record.

If no time records are selected, clicking on the Start button creates a new time record.   The new time record is appended to the time record list.   If the time in an individual time record exceeds 99:59:59, it rolls over to 00:00:00.   If the total time exceeds 9999:59:59, it rolls over to 0000:00:00.   However, the true values will always be maintained and can be viewed by printing or

exporting the data.