There are situations when you want to add a time record for a past activity. Here is an example on how you can easily do just that.

1) Open a TimeSlice document.

2) Verify that the document is not currently tracking time, and no time records are selected.   Click on the Clock button (to start time), and then click on the Hand button (to stop time).   This creates a new time record.

3) Double-click on the time record to edit it.

4) Choose Start Date from the Time Values pop-up menu.   Change the date, by clicking in the field and typing the number, or using the error keys.

5) Select Start Time from the Time Values pop-up menu.   Edit the Start time while leaving Adjust Elapsed Time checked.

6) Select Elapsed Time from the Time Values pop-up menu.   Enter the desired elapsed time.

7) Click the Apply button to see your changes on the document.   Make more edits if necessary.

8) Click OK.