





## **Index**

**File Operations**

**TaskTracker Controls**

**Running a Report**

**Running Windows Applets**

**Configuration Options**

**Registration and Support**

**Glossary**

## **TaskTracker Controls**

**Task List**

**Task Description Window**

**Task Controls**

## The Task List



The Task List is a dropdown listbox which contains the names of all tasks in your project. The name of the active task is normally displayed, but clicking on the down arrow 'drops down' the full list of tasks.

**To change active tasks,** you can use one of several methods:

**Keyboard:** Use the up or down arrow keys to change to the next or previous task when the task list has the focus. You can also key the first letter of the task description and the active task will change to the first task starting with that letter. Keying the key again will find the next task starting with that letter, and so on.

**Mouse:** Click on the down arrow to display the full task list. Click on the name of the new task and TaskTracker will switch to that task. If there are more task names than will fit on the list, use the scroll bar to scroll up and down on the list.

**To edit or change the task name,** click on the Edit Name button.

**See Also:** [Task Controls](#)

## Task Description Window

The Task Description window contains notes on each task, and can be dynamically edited at any time. Task description information is saved in your Project File and is retained when you spawn your project to a new one.

The Task Description Window works just like any Windows editor, allowing you to edit, select, cut, paste and delete text. You can also import text from other Windows applications via the clipboard by cutting from the other application and pasting into the Task Description Window.

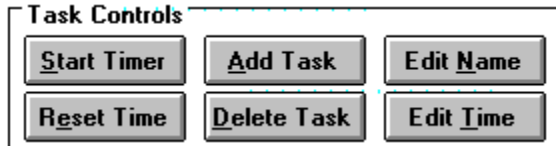
Some formatting can be established in the Task Description Window; you can key ENTER to start a new paragraph, and CTRL+TAB will insert a tab character. That formatting will be retained when you output your project. NewLine characters are converted to || when you save your project to file, and converted back when loaded.



**NOTE:** If your task descriptions are fairly lengthy, you might prefer Microsoft Word as an output program since long project descriptions can be difficult to format in Microsoft Excel.

**See Also:** [Running a Report](#)

---



## Task Controls

Task Controls are the buttons on the face of TaskTracker that allow you to manipulate your tasks and the data in them. Only the Add Task Button is enabled when there are no tasks in the list.



**Start Timer Button:** Starts the timer. When the timer is running, this button becomes the Stop Timer Button.



**Add Task Button:** Adds a new task at the current position. A dialog box will prompt you for the name of the new task.



**Delete Task Button:** Deletes the current task.



**Edit Name Button:** Edit or change the Task Name for the current task. The task name is limited in length; any lengthy notes about the current task should be kept in the Task Description Window.



**Edit Time Button:** Allows you to enter a new elapsed time for the current task. If the Timer is running and Autostart is enabled, the timer will resume running from the new time entered.



**Reset Time Button:** Resets the time to 00:00:00 for the current task. If the Timer is running and Autostart is enabled, the timer will resume running from the new time entered.



## File Operations

---

- File Open:** To load a project file from disk, click File Open and select the directory or drive desired; then double-click the filename desired. The project file selected will be loaded into TaskTracker.
- File Save:** File Save saves the current project to disk.
- File Save As:** File Save As saves the current project to a different file. The new filename then becomes the active one.
- File New:** File New clears all information, creating a new project. If you haven't saved your current project to disk, you will be prompted to do so.
- File Spawn:** File Spawn resets all task times to 00:00:00, then saves all task information to a new file.
- File Merge:** File Merging adds tasks from another project file to the end of the task list in the current project.
- File Exit:** File Exit shuts down TaskTracker. If you haven't saved your current project to disk, you will be prompted to do so.



## Running a Report

Reports cannot be printed by TaskTracker; instead, TaskTracker allows you to export data from the current task into another Microsoft program for data manipulation, formatting and printing. A Project report can be sent to either Microsoft **Notepad** or **Write** or to Microsoft **Word** or **Excel**, if available. The output program can be specified in the Options menu; the default is Microsoft Write.

**To run a report**, click Run Report from the main menu bar. TaskTracker will then launch the program you specified and send your project data to it.

**Word** and **Excel** provide superior formatting and printing capabilities, and are recommended for report output if available. TaskTracker can actively work with these programs to help you format your output.



In **Microsoft Word**, the output is automatically formatted into a table, complete with time totals for the project.



In **Microsoft Excel**, the columns are automatically formatted to best fit width. If this formatting is inappropriate, you can undo it by keying ALT+BACKSPACE.



In **Write** or **Notepad**, the output is formatted as tab-delimited text.



## Running a Windows "Applet"



TaskTracker offers quick access to Windows "Applets" from the Run menu. If Microsoft **Word** or **Excel** are specified as the default output program, that program will also appear on the menu.

If you specified a report output program, TaskTracker should already know how to find and run the program. (If you've moved the program since you last specified the Output Program, specify it again with the new location.)

If you have not specified a report output program, TaskTracker uses Write to output reports and assumes it is in your Windows directory or in your path.

To run a Windows Applet, click Run on the menu bar. The programs TaskTracker can run for you will drop down in a submenu. Clicking a program name will launch that program.



**NOTE:** When you run only one Applet, closing that program will return you TaskTracker. If you run more than one program, or more than one instance of a program, closing the *newest* program will return you to TaskTracker. Closing any other program will return the focus to the program which had it prior to the closed program.



## **Configuration Options**

**Setting the AutoSave Interval**

**Setting The AutoStart Function**

**Specifying the Report Output Program**

**Setting the Default File Extension**

**Setting Maximum Tasks**

**Setting Confirm Deletions**

## Setting the AutoSave Interval



To set the AutoSave Interval, click Options Autosave Interval from the menu bar. A dialog box will prompt you for the number of minutes TaskTracker should wait between AutoSaves. Projects must be saved to file before AutoSave can be enabled. When TaskTracker is minimized and the timer is running, the icon changes to an hourglass to indicate an AutoSave. When the TaskTracker window is normal or maximized, the mouse icon changes to an hourglass.

## Setting the AutoStart Function



Under normal operation, TaskTracker's timer automatically stops when you move to a new task. If Timer AutoStart is enabled, the timer will automatically start timing the task you move to.

To enable or disable Timer Autostart, click Options Timer AutoStart from the menu bar. A check mark by that menu option tells you that Timer AutoStart is enabled.



**NOTE:** If Timer AutoStart is enabled and the Timer is running, TaskTracker will automatically start the Timer after you edit or reset a task time.

## Specifying the Report Program



Reports cannot be printed by TaskTracker; instead, TaskTracker allows you to export data from the current task into another Microsoft program for data manipulation, formatting and printing. A Project report can be sent to either Microsoft Notepad or Write or to Microsoft Word or Excel, if available. The output program can be specified in the Options menu; the default is Microsoft Write.

**To specify the output program**, click Options Output Program. A dialog box will prompt you to select the desired output program from a list box of choices. A dialog box will then prompt you to enter the path where the program can be found.

**See Also:** [Running a Report](#)

## Setting the Default File Extension

You can change the default file extension for project files sought for or created by TaskTracker. This can help you organize project files by file extension and simplify finding and loading them.

To change the default file extension, click Options File Extension from the menu bar. A dialog box will prompt you for the new default file extension; enter a period and the file extension desired.

Changing the default file extension does not prevent TaskTracker from reading Project Files created with other extensions, provided they were created by TaskTracker.



This procedure also updates WIN.INI so that the File Manager will recognize project files by their file extensions. Clicking on a .TSK file from within the File Manager will launch TaskTracker and load the file.



**NOTE:** The default file extension you set must be between one and three letters long. TaskTracker will not accept a null file extension.

## Setting Maximum Tasks

When you first run TaskTracker, you are limited to having 100 tasks in a project. You can increase this number to accommodate a larger project, or decrease it to reduce the amount of memory TaskTracker uses. This is done by changing the Maximum Tasks.

**To change the maximum number of tasks TaskTracker can load,** click Options Maximum Tasks from the menu bar and enter an integer greater than zero in the dialog box.. You *must* restart TaskTracker for this change to take effect.



**If you try to load a project file which contains more than the maximum number of tasks,** TaskTracker will generate an error message. This is not a fatal error condition, but if you save the current project data you will overwrite the original project file, losing tasks that were not loaded.

To correct this situation, clear the project by clicking File New (don't save the project!) and set Maximum Tasks to a higher number. Then shut down and restart TaskTracker and try to load the project again. Repeat this process until Maximum Tasks is set high enough to accommodate the project.

## **Setting Confirm Deletions**

Clicking Options Confirm Deletions tells TaskTracker whether or not to ask for confirmation when you click the Delete Task button. A check next to the menu option indicates whether this is enabled or not.





### **Registration and Support**

Registered owners of TaskTracker can receive product support via **CompuServe**, **BIX**, **Prodigy** or **InterNet**. Bug reports are also welcome. Use the following user ids...

**CompuServe:**       **70413,3405**

**BIX:**   **bseymour**

**Prodigy:**   **BGGX24A**

**InterNet:**   **bseymour@well.sf.ca.us**

To register your copy of TaskTracker, send your name and mailing address along with your program's serial number and **\$29.95** check or money order to:

**Barry Seymour**  
**Marquette Computer Consultants**  
**22 Sirard Lane**  
**San Rafael, CA 94901**

Your registry number will be sent to you via U.S. Mail. If you are a member of one of the above-mentioned online services, include your user id and/or InterNet address as well for faster receipt of your registry number.



## **Glossary**

**AutoSave**

**AutoSave Interval**

**AutoStart**

**Icon Light**

**Output Program**

**Project File**

**Project Merging**

**Project File Spawning**

**Timer**

**Task**

**Task Description**

**Windows "Applets"**

## **AutoSave**

TaskTracker can be set to automatically save the project to file at specified time intervals, even when the program is minimized. If your system crashes, your accumulated time will still have been saved to disk. The maximum Autosave interval is 59 minutes; setting it to ZERO disables AutoSaving.

**NOTE:** Autosave is disabled if there are no tasks in the project, if the project has not yet been given a filename or if the timer is not running..

**AutoSave Interval**

The autosave interval is the time between AutoSaves. Minimum is one minute, maximum is 59 minutes. If the AutoSave Interval is set to 0, AutoSaving will be disabled.

Setting the autosave interval tells TaskTracker to automatically save your data at intervals you specify while the timer is running. If your system crashes, you'll still have up-to-date elapsed time information for each task in your project.

## **AutoStart**



AutoStart enables the timer to automatically start timing a task when you switch to it. Timing will also automatically start after editing or resetting the time if the timer was running prior to the edit or reset and AutoStart is enabled.

## Icon Light

The 'Icon Light' indicates the status of the timer when TaskTracker is minimized.



If the icon light is red the timer is stopped.



If the icon light is green, the timer is running.



If an AutoSave occurs while TaskTracker is minimized, the icon briefly changes to an hourglass.

When TaskTracker is minimized and the timer is running, the elapsed time for the current task is displayed under the program icon.

## Output Program



The output program is the means by which TaskTracker allows you to format and print a report on your project.

TaskTracker can send project data to Microsoft Word, Microsoft Excel, Microsoft Write or Microsoft Notepad.

## **Project Files**

Project Files are text files created by TaskTracker which contain data on your projects. A Project File contains every task name, task time and task description in your project, along with the number of the task which was active when the project was last saved. Project Files can be edited with Notepad or any text editor.



## Project File Merging

Project Merging appends data from another project file to the end of the task list in the current project.



**NOTE:** After a File Merge the current project is considered a new project with no filename.

## **Project File Spawning**

A Project file is spawned when it is copied to a new file with task names and descriptions intact, and all times reset to 00:00:00. This feature is useful for projects that need to be reported on periodically; you can retain the task names and notes but clear out all task times at the start of each new reporting period.



## **Timer**

The Timer is the heart of the TaskTracker system. When the timer is started, TaskTracker begins accumulating elapsed time on the current task. The Timer controls both the display of elapsed time for the task and the computer's system time on the TaskTracker form.

When TaskTracker is minimized and the timer is running, the elapsed time for the current task is updated every minute under the program icon.

## **Task**

Tasks make up a project file. Each task has three parts; the Task Name, the Task Description and the Task Time. All three can be edited, and TaskTracker provides a button to reset task time to 00:00:00 as well. Tasks can be easily added or deleted as your project changes, and other project files containing other tasks can be merged into the current project as well.

## **Windows 'Applets'**

Windows 'Applets' are the programs which are included with Microsoft Windows 3.0. They include NotePad, Write, File Manager, Calendar, CardFile, Terminal and the Control Panel.

## TASKTRAK.INI

TASKTRAK.INI is a text file which contains information on TaskTracker's default operating parameters. It also contains your program's serial number as generated when you first ran it. If you register your copy of TaskTracker, your registry number will also be contained here.



**Be sure you make a backup copy of this file.** If you accidentally delete TASKTRAK.INI, TaskTracker will REGENERATE a new serial number and you will have to re-register your program!



If you keep your serial number and registry number written down, you may edit TASKTRAK.INI with Notepad or any other text editor and re-enter the numbers there to preserve your registry.

**Focus**

The currently active control has the focus. To give a control the focus, click on it with the mouse or key the tab key until the desired control is highlighted. Using the keyboard, the focus can only be changed from the task list to the task description window.

**ScrollBar**

The ScrollBar is a means to move around in a listbox or textbox that isn't large enough to display all of its contents. If a control has a scrollbar, it means there is more undisplayed information outside the current display area.



## **Task Description Window**

The Task Description Window is a miniature text processor which contains notes on each task. Text in the Task Description Window can be edited at any time, and can contain separate paragraphs or tabs. Task description information is saved in your Project File and is retained when you spawn your project to a new one.

## WIN.INI

WIN.INI is one of the files Windows reads when loading; many configuration parameters are stored there.

When you change your default file extension, TaskTracker modifies information regarding file associations in the [Extensions] section of WIN.INI. This enables the File Manager to recognize TaskTracker files by their file extensions. If you click on a project file from the File Manager, it will launch TaskTracker and load the project file.



**NOTE:** Each change in the default file extension is *added* to WIN.INI; none are removed. If you change your file extension often, a larger number of entries will accumulate under the [Extensions] section of WIN.INI. You may wish to use Notepad or some other text editor to remove obsolete entries.