TaskTracker 1.0d

TaskTracker for Windows is a time tracking program for professionals who bill by the hour. **TaskTracker** is a virtual 'stopwatch array,' remembering time elapsed for each task in a project you define.   You may be a contract programmer working on a project with many pre-defined tasks, or a lawyer or accountant with clients who are being billed hourly. **TaskTracker** enables you to measure the time spent on each task or client as you do the work.

TaskTracker also gives you the ability to send your task information to other Windows programs for formatting and printing. Export your data to **Microsoft Word** for Windows and **TaskTracker** automatically formats it into a table. Export to **Microsoft Excel** and manipulate the numbers with all the power of Microsoft's premier spreadsheet package. Export to **Microsoft Write** and your report will be formatted with hanging paragraphs to make it more readable. Exporting tab-delimited text data to **Notepad** and any other Windows program such as **WordPerfect, Lotus 1-2-3** or **Ami Pro** is also possible when you specify the program filename with the Output Program option.

TaskTracker saves your tasks in project files which can be merged with other project files. Do you need to generate periodic reports? **TaskTracker** project files can be 'spawned;' you can save, generate and print your report, then spawn the current project to a new file with all times set to zero. Task names and descriptions are retained for the new reporting period.   This is an invaluable feature for professionals who bill their clients on a weekly or monthly basis.

TaskTracker can also be configured to match the way you work. Set the autosave option and **TaskTracker** will automatically save your data at intervals you specify. If your system crashes, you'll still have elapsed time information on your project. Set the timer autostart option and the timer will automatically stop on the old task and start on the new one whenever you change active tasks.

TaskTracker comes with complete on-line Windows help. In addition, **TaskTracker** also gives you the ability to quickly and conveniently access Windows 'Applets' from the command menu. You can launch Write, Notepad, File Manager, Control Panel and Cardfile from within the program without using the Program Manager.

What's New in Version 1.0d...

FURTHER IMPROVEMENTS TO THE TIMER. TaskTracker 1.0c still had some problems with time 'slippage' while running full-screen DOS applications in 386 mode. This version of TaskTracker features an improved algorithm that allows correct timing of task times even when running DOS-based programs for communications and programming!

COMMAND LINE OPTIONS. You now can add a command line parameter to the menu for running your Windows 'Applets.' Tell Notepad to automatically load WIN.INI, or tell Cardfile to bring up your own CardFile file! It's fully customizable!

OUTPUT REPORT FORMAT CHANGED. Report data sent to other programs by TaskTracker is now formatted in hours and minutes, instead of base ten. Now and hour and a half is 01:30, not 1.5.

PROJECT STATUS REPORT ADDED. The Help menu has a new option, Report

Status, which gives all vital data on the current project, including it's last time saved**.**

HELP FILES have been updated to reflect these changes and fixes.

If you are currently registered with 1.0, or 1.0x, don't worry! Your registration will remain intact as long as TASKTRAK.INI is not changed. TASKTRAK.INI should *not* be included with this release**; please inform me if it has been.**

What was new in Version 1.0c....
SUPPORT FOR OTHER WINDOWS PROGRAMS. Now TaskTracker can export project data to WordPerfect, Ami Pro, Lotus 1-2-3 and other Windows programs!

IMPROVED OUTPUT FORMATTING FOR WRITE. If you don't have a high-end Windows spreadsheet or word processor, TaskTracker now formats data exported to Microsoft Write! TaskTracker now automatically formats your project data in Write with hanging paragraphs and decimal tabs so your report is more readable.

MENU MODIFICATIONS. The Options menu has been reorganized so that the most-used functions are at the top, the others towards the bottom.

What's planned for Version 1.1...
Here are some of the options under consideration for version 1.1...

> **Output formatting for more Windows programs** -- WordPerfect, Lotus and Ami Pro are the first on my list.
>
> **Hourly Rate -** How much are you billing? Each task will have a rate and will use that rate to calculate the charge for time accumulated.
>
> **Task 'Owner' -** If you assign a task owner, you can assign multiple clients or multiple workers to a single project file. This is a precursor to the multiuser/network version of TaskTracker under consideration.
>
> **A 'time estimate' field** will be added to the task record structure. If a Task exceeds the estimated time, the user will be notified. This can be helpful for project management.

Let me know what you think of these ideas! In the meantime, you can purchase TaskTracker with confidence! This product <u>will</u> be supported. If you have any questions or suggestions, please feel free to send me mail or e-mail!

Bear in mind that <u>your paid registrations</u> will encourage further updates and improvements to this product.

Shareware
TaskTracker is distributed under the "shareware" concept, also known as "user-supported software." Under this concept, you save the high cost of packaging and distribution while still receiving high quality software. You are encouraged to distribute this software to your friends, to BBS's and to user groups. Companies that provide software duplication services may include **TaskTracker** in their catalog and

provide copies for a reasonable duplication fee.

Shareware provides you a way to test software before spending your hard earned money. This helps you get more for your dollar by allowing you to test the software before paying for it.

You are encouraged to copy and share **TaskTracker** with other users with the following conditions:

- The program is not to be distributed in modified form.
- No copy or version of TASKTRAK.INI is to be included with the program.
- No fee or consideration is to be charged for use, copying, or distribution. (Clubs and user groups may charge a nominal fee for expenses and handling while distributing **TaskTracker**.)

Registration

To register your copy of TaskTracker, print out REGISTER.WRI and fill it out. Mail the completed form with $15.00 check or money order to

> **Barry Seymour**
> **Marquette Computer Consultants**
> **22 Sirard Lane**
> **San Rafael, CA 94901-1066**

If you're a member of CompuServe, BIX or Prodigy or can access the Internet, include your user id in the form and I'll be able to give you your registry number quicker. A copy will also be sent via U.S. Mail.

Your registry number goes with your serial number, so back up TASKTRAK.INI after registering your product. If TASKTRAK.INI is deleted, the program will generate a new serial number, requiring a new registry number. Restoring your backed up copy of TASKTRAK.INI or editing the file and re-inserting your original serial and registry number will restore your registration.

Packing List

This disk (or archive file) should contain **only** the following files:

TASKTRAK.EXE   TASKTRAK.HLP
SAMPLE.TSK   TASKTRAK.WRI
REGISTER.WRI   README.TXT

TaskTracker was written in Microsoft Visual Basic, and requires VBRUN100.DLL to run. VBRUN100.DLL can be found on CompuServe as VBRUN.ZIP in the MSBASICS forum, or on BIX in IBM.WINDOWS/LISTINGS. VBRUN100.DLL is Copyright (c) 1991 Microsoft and may be distributed with **TaskTracker** free of charge.   No other files related to the running of the program may be included in any diskette or archive file used to distribute **TaskTracker**.

TaskTracker is **not** free software, nor is it in the public domain. You are not allowed to modify the files in any way, and this shareware notice must be kept intact. The author retains all rights to the program.

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