TimeSlice® for Windows

Help Index

The easy-to-use time tracking and billing program for Microsoft® Windows™.

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Introduction

Please read this manual. It is short and easy to read.

Feel free to submit comments, suggestions, and bug reports.

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Credits

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TimeSlice program and user's manual icon graphics by
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And thanks to all the people who helped beta test TimeSlice.

New Features in this Version

New features for TimeSlice version 1.1.0

- Expense Feature:
  - There is now a column which stores a currency amount with each Time row.
- New Export Features:
  - Option to Export (or not) the column titles row.
  - Option to Export (or not) the totals row.
  - Export option to get rid of "carriage returns" in the Notes text.
  - Option to specify which columns to include in the Export File.
  - Export option to append to an existing file or create a new file.
- New Print Features:
  - Option to specify the text for the Report Title (instead of the default - file name).
  - Option to Print (or not) the report title and page number.
  - Option to Print (or not) the column titles row.
  - Option to Print (or not) the totals row.
  - Option to add a blank line after each row in the Printed Report.
  - Option to specify which columns to include in the Printed Report.
  - Specify the Font type, style and size to use in the Printed Report.
- New Column Settings:
  - Option to hide columns in the Time Table.
  - "Center", "Left" or "Right" justification can be set for the Column Data and Headings in the Time Table.
  - Edit Column names. These names will be displayed in the Time Table and will be used in the Export file and Print report.
- Total "Active", "Marked", or "All" Records:
  - Menus to select to show the "Total Active Record", "Total Marked Records", or "Total All Records" in the "Total Time", "Total Charge", and "Total Expenses" boxes in the document window.
- Time Table Horizontal and Vertical Splitter Bars:
  - The Time Table has a vertical and horizontal splitter bar so that one section of the table can be shown and the rows or columns on the other section can be scrolled.
- Command and View Time data while TimeSlice application is minimized
  - The TimeSlice icon is replaced with a "red", "green", or "yellow" icon when the document or application window is minimized. The icon represents the state of the timer in the document, or in the case of the minimized program, it represents the state of the timer of the "active" document.
  - Minimized TimeSlice program has a pop-up system menu where each TimeSlice document has a sub-menu. The following is shown or are allowed commands for each open TimeSlice Document: 1). Show the red, green or yellow icon next to the Document name, 2). Shows the Active or Marked or All Time, 3). Start/Stop/Restart Menu, 4). Pause/Restore menu, 5). Edit Active Time Record, 6). Set as Active Document. (The application system menu is popped up by clicking the right mouse button on the minimized TimeSlice icon.)
- Suggestions from our customers:
  - Create an UnDelete TimeTable Row Menu.
  - Tab to the "hourly rate" column in the Edit Project, Category, Client dialog box.
  - Add Project, Category, Client name by typing in the combo list boxes in the TimeTable or the Edit Time Dialog box.
  - Make the drop down list box for the Project, Category, Client names wider.
  - Option to not display the "Delete Row Confirmation Dialog Box".
  - Entering the time 12:xx without any am or pm in the TimeTable will default the value to 12:xx PM.
  - TimeSlice will remember the Status bar and Tool bar view settings for the next time TimeSlice program starts.
  - Option to Export and Print the Mark Column.

    - Ability to "Tab" forward or "Shift-Tab" backward a cell in the Time Table.
    - If there are no rows are selected and the timer is active, the active time record will be edited in the Edit Time Dialog Box when the Edit Time menu, F6 is pressed, or the Edit Time button in the tool bar is pressed.
    - A double click on a specific cell will bring up the Edit Time Dialog Box with the cursor in the area to edit the data from that cell.
    - Disable the "Pause/Resume" menu in the document system menu when the timer is not active.
    - The Project, Category, Client lists are sorted (or not sorted) in the Mark Special Dialog Box, Edit Time Dialog Box and the TimeTable according to the sort always setting in the Edit Project, Category and Client Dialog Box.
    - If the time is edited in the Time Table and the seconds are not specified to be displayed, eliminate the seconds stored. As an example, if the start time is edited to be 10:03 and the stop time is edited to be 12:03, the elapsed time is set to 2:00 and not rounded up to 2:01 because there are extra seconds.
- Problems fixed:
    - Make sure that if Auto-Save is enabled, not more than one "save error" dialog box will be displayed at a time.
    - If a file was closed with the window compacted, the compacted window will be positioned in the same position when opened again.
    - Fixed the problem where a compacted window was saved, closed, then reopened, but restoring the window did not put the window in the same position when initially compacted.
    - Fixed the problem where the TimeTable scroll bars were not always visible when the document window also had scroll bars.
    - Fixed the problem where the Elapsed Time Column Width was not save correctly with the document.
    - Fixed the problem where the TimeTable was not sized correctly when the document window was maximized and the program window minimized when the application is closed.

New features for TimeSlice version 1.0.1

- Add information about our new California office.

New features for TimeSlice version 1.0.0

- New Project, Category and Client Columns. Enter multiple text and hourly rate pairs for each column. Select from your defined list for each column for each time record.
- Cut, Copy, Paste and Delete text when text editing within the cell of the Time Table.
- Auto Adjust Dates and Times when editing times in the Time Table or Edit Time Dialog Box. Set Auto Adjust Preferences.
- Hourly Rate setable per record.
- Restart a Time Table Row.
- Time Status Light shows “Green” when the timer is started, “Yellow” when the timer is paused, and “Red” when the timer is not running.
- TimeSlice Document Window and Program Window size and locations and the column widths are saved and used next time the TimeSlice Program or one of its Documents are opened.
- TimeSlice Startup Preferences where you can select to have TimeSlice open a New Document, open no Documents, or open the Documents that were open last time you exited TimeSlice.
- Start, Restart, Pause, Resume and Stop menus in the menu bar and each has associated function keys.
- Ease of inputting Time values. If you have the time display setting to use the ‘:’, you can use the ‘.’ to more easily enter in time values and TimeSlice will change it appropriately to a ‘:’.
- Mark Column that helps select rows with specific characteristics. For instance, mark the rows with a specific date and Project column text value. Then Print or Export just these marked rows. The marked rows can also be selected more easily for copy or deletion.
- Export or Print Preferences allows to print or export all records in a file, or a marked subset of the records.
- Sort Row Option. From 0, 1, 2 or 3 columns can be specified to sort on.

New features for TimeSlice Lite version 2.0.0

- International Format Date, Time and Currency values available in the 32 bit version of TimeSlice. (uses Regional Settings)
- Print entire Notes field on a subsequent line(s) with a Print option.
- Edit Time Information in the Time Table Cell as well as in the Edit Time Dialog Box.
- Easy method to Add Time Information manually.
- Select All / Select None - rows in the Time Table by clicking on the upper left corner of the Time Table.
- Time Table sizes larger when the Document window sizes larger.
- Tool Tips appear when the cursor passes over the Toolbar buttons in the 32 bit version of TimeSlice.
- Scroll bars appear in the TimeSlice application and document windows when needed.
- The Stop Date and Pause Time columns are added to the Time Table and the Printed report.
- The Active Time Record has an bold font in the Time Table.
- Sizable Columns in the Time Table.
- The Edit Time Entry Button pops up the Edit Time Dialog Box with the last row or Active Time Record when the Document window is compacted.

New features for TimeSlice Lite version 1.2.0

- 16 and 32 bit versions of the program (Windows 3.1, 95 and NT versions).
- Printed Report has a total line at the end.
- February can have 29 days.
- Select All, Select None Menu - select all or no rows in the Time Table.
- Tile Vertical and Horizontal Menu - tile TimeSlice Document Windows
- Toolbar on the Child Window
- New Compact Window feature (screen space saver) to compact each child window separately.
- Initial Focus in the Notes edit area in the Edit Time Entry Dialog box.

New features for TimeSlice Lite version 1.1.0

- Cut, Copy, Paste, Clear - time entries (rows) in the table.
- Copy, Cut - will also copy the highlighted time entries tab delimited to the clipboard.
- Can edit the active time entry
- Icon on the icon bar to toggle the Compress/Restore Child Window Menu
- Preference setting for Time Display. For instance, display in one second, one minute 6 minute, 15 minute increments. Can also select time displayed in decimal notation, i.e.: two hours and 18 minutes displayed in decimal notation in 6 minute increments is displayed as 02.30

Features for TimeSlice Lite version 1.0.0

- Start/Stop and Pause/Resume button
- Multi-Document Interface
- Print / Print Preview Time Events report
- Export time events to tab delimited file
- Extensive online help - MS Help format
- Automatic Charge calculation
- Automatic Document total charge and total time calculation
- Default Hourly Rate Preference setting
- Hourly Rate set per document
- Application Window compacting option for minimal screen usage

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REGISTRATION AND TECHNICAL SUPPORT. User shall be entitled to reasonable technical support from Maui Software only if User registers by following the registration instructions in the Software.

How To Order TimeSlice

Refer to the readme.txt file for ordering instructions.

How To Register TimeSlice

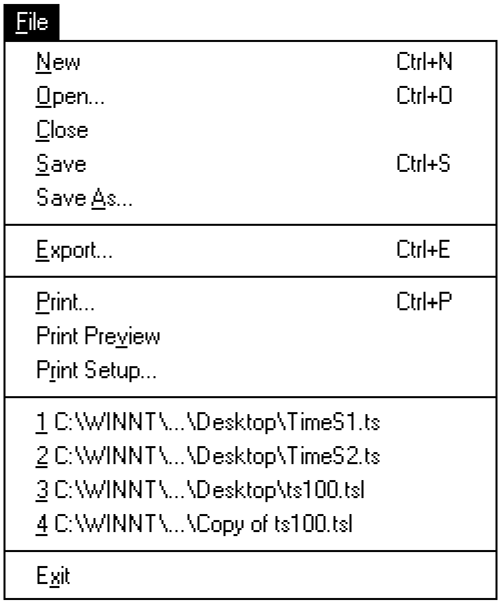
Once you have received your name and registration code, you can register your copy of TimeSlice. Enter in your Registration Name and Registration Code to change TimeSlice from a demo version to a full working version registered to you.

To register TimeSlice with your registration code:

1. Start TimeSlice.
2. The Demo Version Introduction dialog box will be displayed. Click on the "Register Now" button. The Register TimeSlice dialog box will be displayed.
3. Enter your Registration Name and Registration Code exactly as given to you by Maui Software.
4. Click on the "Register" button. If you receive an error, verify that the name and code you entered is exactly as Maui Software gave to you.

NOTE: Your name and registration code is entered in the Registry Database automatically if you are using the 32bit version of TimeSlice for Windows. Your name and registration code is entered in the "TimeS.ini" file automatically if you are using the 16bit version of TimeSlice for Windows. The "TimeS.ini" file resides in the Windows directory. If the registration information in this file is changed or corrupted, the TimeSlice program reverts back to demo mode. Keep your Name and Registration code that Maui Software gave to you in a safe place in case you need to enter the registration information again.

File Menu



The File Menu contains commands to create a new document, open an existing document and save an open document to a disk file. The commands to export the document information into a tab delimited file, print a report of the information in the document, and exit the TimeSlice program are also available under the File Menu.

New Ctrl+N

Use this command to create a new document in TimeSlice. A new document window will be opened. The 'Ctrl N' key sequence can be used to create a new document also. See Start a New Document for more information.

Open... Ctrl+O

Use this command to open an existing document in a new window. The 'Ctrl O' key sequence can be used to open an existing document also. See Open an Existing Document for more information.

Close

Use this command to close the window containing the active document. TimeSlice prompts you to save the document if it has unsaved changes. Before closing an unnamed document, TimeSlice displays the Save As dialog box and suggests that you name and save the document.

Save Ctrl+S

Use this command to save the active document with its current name and location. When you save a document for the first time, TimeSlice displays the Save As dialog box so you can name your document. If you want to change the name or location of an existing document, choose the Save As command. The 'Ctrl S' key sequence can be used to save the active document also. See Save a Document for more information.

Save As...

Use this command to save and name the active document.

Export... Ctrl+E

Use this command to save the time entries of the active document to a tab delimited file.

The 'Ctrl E' key sequence can be used to Export the active document also.   See Export a Document for more information.

Print...   Ctrl+P

Use this command to print document reports.   The 'Ctrl P' key sequence can be used to Print the active document also.   See Print a Report for more information.   The Print preference can be set in the Document Preferences dialog box.

Print Preview

Use this command to switch the active document to and from print preview, with which you can see how the document report will look when you print it.   See Print a Report for more information.

Print Setup...

Use this command to select a printer and a printer connection.   The printer selected will be the printer designated as the selected printer when printing a report.

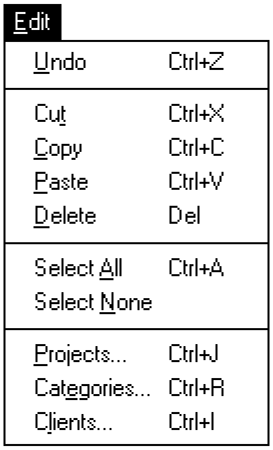
1, 2, 3, 4

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed.   Choose the number that corresponds with the document you want to open.

Exit

Use this command to end the TimeSlice program.   TimeSlice prompts you to save documents with unsaved changes.

Edit Menu



The Edit Menu contains the commands to Undo, Cut, Copy, Paste, Delete, Select All, Select None, Projects, Categories and Clients. The Undo command will roll back the last editing done while editing in a cell in the Time Table. The Cut and Copy commands will copy the highlighted rows from the Time Table to an internal buffer. The buffer internal to TimeSlice will exist until the TimeSlice program is exited. The Cut and Copy commands will also copy the highlighted rows to the Clipboard as tab delimited text. This text is the same format of tab delimited text that is saved to a file using the Export feature. The Select All and Select None command will highlight or UN-highlight all rows in the Time Table. The Projects, Categories and Clients menus display the dialog that allows for editing of the text and hourly rates for the Project, Category, and Client columns.

Undo Ctrl+Z

The Undo command will undo the last text editing done while you are still editing in a cell of the Time Table. This menu is only valid during an active edit of the contents of a Time Table cell.

Cut Ctrl+X

The Cut command will delete the highlighted rows from the Time Table. A copy of the highlighted rows information will be saved in an internal TimeSlice buffer. This internal buffer will allow the user to paste the information into a TimeSlice document at a later time. The highlighted rows information will also be saved as "tab" delimited text in the Clipboard. This text is the same format of tab delimited text that is saved to a file using the Export feature. The 'Ctrl X' key sequence can be used to initiate the Cut command. The Cut command can also be activated by selecting the Cut Button from the TimeSlice application Toolbar.

Copy Ctrl+C

The Copy command will save a copy of the highlighted rows in the Time Table. The highlighted rows will be copied as "tab" delimited text to the Clipboard. This text is the same format of tab delimited text that is saved to a file using the Export feature. An internal TimeSlice buffer will also hold a copy of the information in the highlighted rows. This information held in the internal buffer will then available to be "Pasted" in the Time Table. This internal TimeSlice buffer is cleared when the TimeSlice program "Exits". The 'Ctrl C' key sequence can be used to initiate the Copy command. The Copy command can also be activated by selecting the Copy Button from the TimeSlice application Toolbar.

Paste Ctrl+V

The Paste command will copy the internal TimeSlice buffer into the Time Table. If one row is selected, the rows will be added before the selected row. Otherwise, the new rows will be added to the end of the Table. Only highlighted rows that have been previously Cut or Copied from within TimeSlice can be Pasted. The 'Ctrl V' key sequence can be used to initiate the Paste command. The Paste command can also be activated by selecting the Paste Button from the TimeSlice application Toolbar.

Delete Del

The Delete command will delete the highlighted rows from the Time Table. The rows deleted will NOT be put in the Clipboard or saved to the internal TimeSlice buffer. Pressing the 'Delete' key can be used to initiate the Delete command. The Delete command can also be activated by selecting the Delete Button from the TimeSlice Document Window Toolbar.

Select All Ctrl+A

The Select All command will highlight all rows in the Time Table. The 'Ctrl A' key sequence can be used to initiate the Select All command. The Select All and Select None commands can be toggled by clicking on the upper left corner of the Time Table.

Select None

The Select None command will UN-highlight all rows in the Time Table. The Select All and Select None commands can be toggled by clicking on the upper left corner of the Time Table.

Project Ctrl+J

The Projects command will display the Edit Project, Category, Client Dialog box. Select this menu to edit the list of Project names to select from in the Project Column. Select this menu to edit hourly rates associated with the Project Name. See the Project, Category and Client Columns for more information on how to utilize these columns.

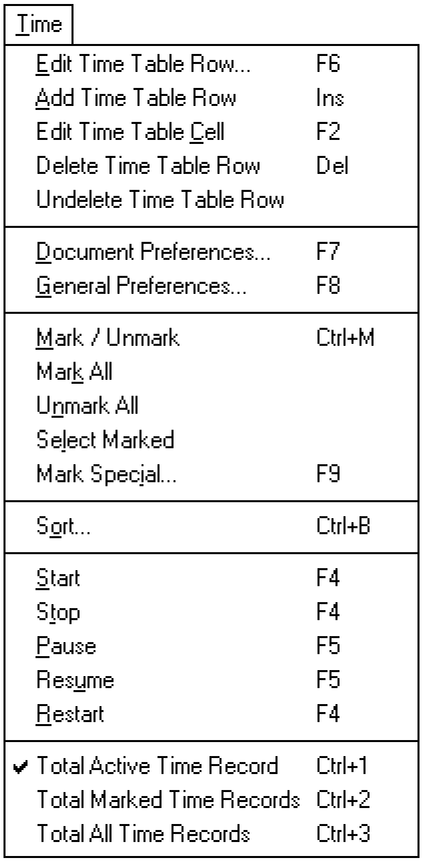
Categories Ctrl+R

The Categories command will display the Edit Project, Category, Client Dialog box. Select this menu to edit the list of Category names to select from in the Category Column. Select this menu to edit hourly rates associated with the Category Name. See the Project, Category and Client Columns for more information on how to utilize these columns.

Clients Ctrl+I

The Clients command will display the Edit Project, Category, Client Dialog box. Select this menu to edit the list of Client names to select from in the Client Column. Select this menu to edit hourly rates associated with the Client Name. See the Project, Category and Client Columns for more information on how to utilize these columns.

Time Menu



The Time Menu contains commands to edit a time table row, add a time table row, edit a time table cell, delete a time table row, undelete a time table row, to set Document Preferences for the active document, to set General TimeSlice program preferences, toggle the mark cell of the selected Time Table rows, set the mark cell of all Time Table rows, unset the mark cell of all Time Table rows, select the Time Table rows that have the mark cell set, display the Mark Special Dialog Box, sort the Time Table rows by specified criteria, start the timer, stop the timer, pause the timer, resume the timer, and restart the timer. Time Menu Commands also include three toggles to select the type of totals to display in the total time, total charge and total expenses where the options include total active, total marked and total all time records.

Edit Time Table Row...   F6

Use this command to display the Edit Time dialog box.   The Time Table row(s) that is highlighted in the active document will be available for editing in this dialog box.   The Edit Time Table row command can also be activated by selecting the Edit Time Button from the TimeSlice Document Window Toolbar.   Pressing the 'F6' key can be used to initiate the Edit Time Table Row command.

Add Time Table Row   Ins

Use this command to manually add Time Records to the Time Table.   Pressing the 'Insert' key will also initiate the Addition of a record to the Time Table.   See Manually Add Time Entry for more information on manually adding time information in the Time Table.

Edit Time Table Cell   F2

Use this command to initiate the Edit of the selected Time Table Cell. Pressing the 'F2' key will also initiate the Edit of the selected Time Table Cell. The time table cell that has the dashed "input" highlight in the Time Table in the active document will be put into edit mode. The Edit Time Table Cell command can also be activated by selecting the Edit Time Table Cell Button from the TimeSlice Document Window Toolbar. See Edit Time Entry for more information on editing time information in the Table Cell.

Delete Time Table Row   Del

Use this command to delete rows from the Time Table. Pressing the 'Delete' key will also initiate the deletion of selected rows from the Time Table. The rows deleted will be saved to the internal “Undelete” TimeSlice buffer. The Delete command can also be activated by selecting the Delete Button from the TimeSlice Document Window Toolbar.

Undelete Time Table Row

Use this command to undelete rows that have previously been deleted from the Time Table with the “Delete Time Table Row” command. The rows deleted previously will be pasted back into the Time Table. This command is grayed out when there are no rows in the internal “undelete” buffer to restore.

Document Preferences...   F7

Use this command to display the Document Preferences dialog box. The preferences specific to the active document can be set here. The document specific preferences include the time display options and print options. The Document Preferences command can also be activated by selecting the Document Preferences Button from the TimeSlice Document Window Toolbar. Pressing the 'F7' key will also display the Document Preferences dialog box.

General Preferences...   F8

Use this command to display the General Preferences dialog box. The auto-save, startup, and auto-adjust time settings can be set in the General Preferences Dialog Box. The window compacting options can also be set here. The TimeSlice General Preferences command can also be activated by selecting the General Preferences Button from the TimeSlice Document Window Toolbar. Pressing the 'F8' key will also display the General Preferences dialog box.

Mark / Unmark   Ctrl+M

Use this command to toggle the state of the Mark cell of the selected Time Table rows. The 'Ctrl M’ key sequence can be used to initiate the Mark / Unmark command.

Mark All

Use this command to check the Mark cell of all Time Table rows.

Unmark All

Use this command to uncheck the Mark cell of all Time Table rows

Select Marked

Use this command to select the Time Table rows that have the Mark cell checked.

Mark Special...   F9

Use this command to display the Mark Special Dialog Box. The TimeSlice Mark Special command can also be activated by selecting the Mark Special Button from the TimeSlice Document Window Toolbar. Pressing the 'F9' key will also display the Mark Special dialog box.

Sort...   Ctrl+B

Use this command to sort the Time Table rows by specified criteria. Use this command to display the Sort Dialog Box. The ‘Ctrl B’ key sequence can be used to display the Sort Dialog Box.

Start F4

Use this command to start the timer. A new row will be added to the Time Table with the start time filled by the current time. The timer can also be started by selecting the Start Button from the TimeSlice Document Window Toolbar. Pressing the ‘F4’ key will also start the timer. This menu will be greyed out when the timer is already active. This menu will also be greyed out when only one row is selected. One row selected is the way you specify a row to restart the timer on. The ‘Start’ button will show the time of ‘3:00’ to show that start is valid rather than restart. See restart below for more information. The status light will turn green when the timer is started. See Time an Activity for more information on starting the timer.

Stop F4

Use this command to stop the timer. The row in the Time Table with the active timer will stopped. The row with the active timer has a ‘bold’ font. The timer can also be stopped by selecting the Stop Button from the TimeSlice Document Window Toolbar. Pressing the ‘F4’ key will also stop the timer. This menu will be greyed out when the timer is not running. The status light will turn red when the timer is stopped. See Time an Activity for more information on stopping the timer.

Pause F5

Use this command to pause the timer. The row in the Time Table with the active timer will be paused. The row with the active timer has a ‘bold’ font. The timer can also be paused by selecting the Pause Button from the TimeSlice Document Window Toolbar. Pressing the ‘F5’ key will also pause the timer. This menu will be greyed out when the Timer is already paused or when the timer is not started. The status light will turn yellow when the timer is paused. See Time an Activity for more information on pausing the timer.

Resume F5

Use this command to resume the timer. The row in the Time Table with the paused timer will resume timing the elapsed time. The row with the paused timer has a ‘bold’ font. The timer can also be resumed by selecting the Resume Button from the TimeSlice Document Window Toolbar. Pressing the ‘F5’ key will also resume the timer. This menu will be greyed out when the Timer is not paused. The status light will turn green when the timer resumes. See Time an Activity for more information on resuming the timer.

Restart F4

Use this command to restart the timer on the selected row. This command is only valid when only one row is selected and the timer is not currently active. The timer can also be restarted by selecting the Restart Button from the TimeSlice Document Window Toolbar. Pressing the ‘F4’ key will also restart the timer. This menu will be greyed out when the timer is already active. This menu will also be greyed out when no rows are selected or more than one row is selected. One row selected is the way you specify a row to restart the timer on. The ‘Restart’ button will show the time of ‘3:10’ to show that restart is valid rather than start. See restart below for more information. The status light will turn green when the timer is restarted. See Time an Activity for more information on restarting the timer.

Total Active Time Record Ctrl + 1

Use this command to select that the active rows ‘Elapsed Time’, ‘Charge’, and ‘Expense’ is displayed in the boxes above the Time Table. The Active Elapsed Time will also be displayed in the pop-up menu for this document in the TimeSlice Application system menu. The Total Active Time Record is selected when the check mark is displayed in the front of this menu. The total setting is saved with each document.

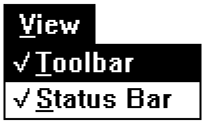
Total Marked Time Records Ctrl + 2

Use this command to select that the total of all marked rows ‘Elapsed Time’, ‘Charge’, and ‘Expense’ is displayed in the boxes above the Time Table. The Total Marked Elapsed Time will also be displayed in the pop-up menu for this document in the TimeSlice Application system menu. The Total Marked Time Records is selected when the check mark is displayed in front of this menu. The total setting is saved with each document.

Total All Time Records Ctrl + 3

Use this command to select that the total of all rows in this document’s ‘Elapsed Time’, ‘Charge’, and ‘Expense’ is displayed in the boxes above the Time Table. The Total All Elapsed Time will be displayed in the pop-up menu for this document in the TimeSlice Application system menu. The Total All Time Records is selected when the check mark is displayed in front of this menu. The total setting is saved with each document.

View Menu



You can display or hide parts of the screen to achieve the balance you want between graphical features and the size of the area this application uses on the screen.

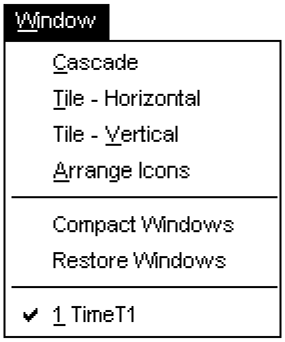
Toolbar

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in TimeSlice, including New, Open, Save, Cut, Copy, Paste, Print, Compact/Restore and Help. A check mark appears next to the command name when the Toolbar is displayed.

Status Bar

Use this command to display and hide the Status Bar. The Status Bar will display a description of selected menus and buttons. A check mark appears next to the command name when the Status Bar is displayed.

Window Menu



The Window Menu contains commands to manipulate the child window within the TimeSlice program window.   The Cascade, Tile - Horizontal, Tile - Vertical, Arrange Icons, 1,2,3,4, are standard Multi-Document Interface commands.   The Compact Windows and Restore Windows commands are specific to the TimeSlice program.

Cascade

This command arranges TimeSlice document windows so that they overlap.   The title bar of each window remains visible, making it easy for you to select any window.

Tile - Horizontal

This command arranges TimeSlice document windows one above the other, so that each window is visible and none overlap.

Tile - Vertical

This command arranges TimeSlice document windows side by side, so that each window is visible and none overlap.

Arrange Icons

This command will arrange TimeSlice document windows that are reduced to icons, so that you can see them all.

Compact Windows

This command will compact the TimeSlice document window(s).   See Compact Screen Usage for more information.

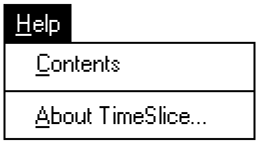
Restore Windows

This command will restore the TimeSlice application window to the size and location when the Compact Windows command was executed.   See Compact Screen Usage for more information.

1, 2, 3, 4

This command will make an opened TimeSlice document window active when you choose its name from this list.   All open TimeSlice document windows are listed, including those that have been reduced to icons.

Help Menu



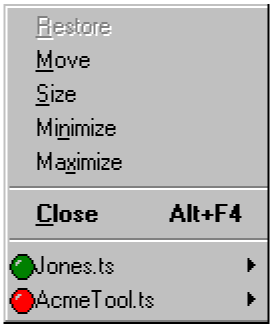
Help Contents

Use this command to display the opening screen of TimeSlice in the Windows Help application. From the opening screen, you can jump to specific instructions for using TimeSlice and to various types of reference information. The Help command can be activated by selecting the Help Button from the TimeSlice Document Window Toolbar. The Help command can also be activated by selecting the Help Button from the TimeSlice application Toolbar.

About TimeSlice

Use this command to display the version number of this copy of TimeSlice for Windows. The copyright notice and the TimeSlice registration information to is also displayed.

TimeSlice Application System Menu

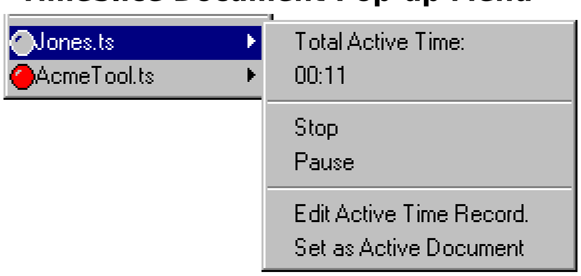


The TimeSlice application system menu can be activated by clicking the right mouse button on the application minimized icon. The TimeSlice application system menu can also be activated by clicking the left mouse button on the TimeSlice program icon which is in the upper left corner of the TimeSlice application menu. The standard system menus appear at the top: Restore, Move, Size, Minimize, Maximize and Close.

TimeSlice Document File Name Menu: The file name of all open TimeSlice documents appear at the bottom of the application system menu. To the left of every TimeSlice File Name will be a red, yellow or green icon.

The icon will be red if the timer for that document is stopped.
The icon will be green if the timer for that document is running.
The icon will be yellow if the timer for that document is paused.
The pop-up arrow appears to the right of every TimeSlice File Name. The arrow signifies that the TimeSlice document pop-up menu will appear when the TimeSlice File Name menu is highlighted.

TimeSlice Document Pop-up Menu



The TimeSlice Document pop-up menu has three sections. The sections are the document timer information, the timer control menus, and two command menus.

Timer Information: The top section of the pop-up menu contains a time description and time information. The time section is informational only, these are not command menus.

Elapsed Time Description: The time description denotes if the elapsed time value is of the ‘Total Active Time Record’, ‘Total Marked Time Records’, or ‘Total All Time Records’. You can select which value to display by selecting the menu under the Time Menu. See Setting Time Records to Total for more information about selecting the Total Elapsed Time value to display.

Elapsed Time Value: The time value is the number of hours **:** minutes and optionally seconds of either the elapsed time of the active record, the total elapsed time of all records, or the total elapsed time of all marked records. The time displayed here is the same time that is in the upper left corner of the document window above the time table.

Timer Control Menus: The middle section of the pop-up menu contains two timer control menus.

Start/Stop/Restart: The first row will command the document timer to start, stop, or restart the timer. Select this menu to start, stop or restart the timer for this document.

Pause/Resume: The second row will command the document timer to pause or resume the timer. Select this menu to pause or resume the timer for this document. The pause command will be grayed out if the timer is not running for this document.

Command Menus: The bottom section of the pop-up menu contains two command menus.

Edit Active Time Record: Use this command to edit the active time record for this document. This command will display the active time record in the Edit Time Record Dialog box. This command will be grayed out if the timer is not running for this document.

Set as Active Document: This command will make this document the active document in the TimeSlice Application. The total elapsed time (active, all or marked) of the active document is displayed in the minimized icon of the TimeSlice application. Also in the 32bit version of TimeSlice, the minimized TimeSlice will display the red, green or yellow icon to denote the state of the timer of the active document.

Set Hourly Rate

The hourly rate is set for each row. An hourly rate is assigned to each Project, Category and Client name entered. Designate one of these three columns to use the hourly rate for calculation of the charge. A row can also override using the hourly rate from one of the three columns (Project, Category, Client) and specify a different hourly rate just for that row.

Use the Hourly Rate from the Project, Category, or Client column.

The default column to use the hourly rate from is the Project Column. The Project, Category or Client column can be designated as the column to use the hourly rate from, by using the Edit Project, Category, Client Dialog Box. If the Project Column is designated, then the hourly rate associated with the name selected in the Project Column is used to calculate the charge for each row. The hourly rate associated with the selected name in the designated Column is also displayed in the Hourly Rate column.

Override Hourly Rate for a Specific Row

You can decide that you do not want to use an hourly rate from the Project, Category, or Client columns. You override the hourly rate of a row by editing the hourly rate cell in the Time Table or editing the hourly rate in the Edit Time Table Row Dialog Box. The hourly rate is then used instead of an hourly rate associated with the Project, Category or Client Columns. Later, use the Edit Time Table Row dialog box if you want to set back to using the hourly rate from the Project, Category or Client Columns.

Change Hourly Rate associated with a Project, Category, or Client Name

You change the hourly rate associated with a name in the Project, Category or Client column by using the Edit Project, Category, Client Dialog Box . Changing an hourly rate that is associated with a Project, Category or Client name will also be reflected in every Time Table row that has that name selected. The Charge for a Time Table row is recalculated when the hourly rate used by that row is changed.

See the Edit Project, Category, Client Dialog Box for more information using the dialog box.
See Project, Category and Client Columns for more information about using these columns.

Auto Save Feature

The Auto-Save feature of TimeSlice will save the contents of a document every set number of minutes. The Auto-Save feature is set in the General Preferences dialog box. The General Preferences dialog box is displayed by selecting the General Preferences menu from under the Time menu. The General Preferences dialog box can also be displayed by selecting the General Preferences Button from the TimeSlice Document Window Toolbar.

The auto-save feature is enabled when the Auto-Save check box is checked. In the Minutes box, type how often (in minutes) you want TimeSlice to save your work.

NOTE: The Auto-Save feature will not save a NEW document until a name has been given to the document.

Start a New Document

You can start a new document by selecting the New Menu from under the File Menu. The 'Ctrl N' key sequence can be used to create a new document. You can also select the New button from the Toolbar to start a New document. An empty document window inside the TimeSlice program window will be opened when a new document is started.

Open an Existing Document

There are many ways to open a TimeSlice document or an earlier version document file. Some of the following descriptions are specific on whether you are running the Windows 3.1 type of "Program Manager" user interface or the Windows 95 "Start Button" user interface. So, look for the descriptions specific to the type of Windows Interface you are using.

Use the File-Open Menu or Open Toolbar Button

You can open an existing document by selecting the Open Menu from under the File Menu. The 'Ctrl O' key sequence can be used to open an existing document. You can also select the Open button from the Toolbar to open an existing document. The standard File-Open dialog box will be displayed to help you specify which file you want to open. A document window with the requested file is displayed inside the TimeSlice program window when the file is opened.

Drop a TimeSlice Document Icon onto a TimeSlice Program
(Windows 95 and Windows NT 4.0)

TimeSlice will start and open a TimeSlice document when a TimeSlice document is dropped on the TimeSlice program icon. One way to organize your files, is to create shortcuts to the TimeSlice program and documents on your desktop. Then drag the first document and drop it on the TimeSlice program shortcut to start TimeSlice. Then drop any other TimeSlice documents on the running TimeSlice program to open each subsequent document. See the Windows online help for more information on creating shortcuts.

Drop a TimeSlice Document Icon onto a TimeSlice Program
(Windows 3.1 and Windows NT 3.5)

TimeSlice will start and open a TimeSlice document when a document file is dropped on the TimeSlice icon in the Program Manager. Open the Program Manager group that has your TimeSlice Program icon in it. Open the File Manager so you can see your TimeSlice documents. Arrange the Program Manager and File Manager so you can drag the document from the File Manager and drop it on the TimeSlice icon in the Program Manager.

Double Clicking on a TimeSlice Document Icon
(Windows 95 and Windows NT 4.0)

Double clicking on a TimeSlice document icon will start up the TimeSlice program with that document opened. The TimeSlice document icon or shortcut to the TimeSlice document can be activated. The TimeSlice document icon can be in the Explorer, on the Desktop or in the Start Menu.

Double Clicking on a TimeSlice Document Icon
(Windows 3.1 and Windows NT 3.5)

In the File Manager, find the TimeSlice File to be opened in TimeSlice. Double click on the TimeSlice document file. The TimeSlice Program will be started with the selected TimeSlice document opened. You may need to create an association between the TimeSlice Program and the files with a '.ts' extension. See the Windows online help for more information on creating associations between a Program and a file extension.

Using the Properties Page of a Shortcut to TimeSlice Program Icon
(Windows 95 and Windows NT 4.0)

A Shortcut to the TimeSlice Program can be set up to automatically open a specific TimeSlice document when the Shortcut Icon is activated.

First, a TimeSlice shortcut icon must be created. To create a shortcut, select the TimeSlice Program file in Explorer. Drag the TimeSlice Program file to the Desktop or the Start Menu directory in your Windows directory to create the shortcut.

Second, edit the Property Page of the shortcut to TimeSlice icon. To pop-up the Property Page, select the shortcut icon and click on the right mouse button and select the Property menu. In the Property page, click on the 'Shortcut' tab. In the 'Target:' edit area, the name of the TimeSlice program path is specified. In the 'Target:' edit area, add a space after the TimeSlice program path and then type in the name of the TimeSlice document file including the pathname. Then click on the OK button.

Using the Program Manager TimeSlice Program Icon
(Windows 3.1 and Windows NT 3.5)

A TimeSlice Program icon can be set up in the Program Manager to automatically open a specific TimeSlice document when this TimeSlice Program icon is activated. In the Program Manager TimeSlice icon, edit the properties. Add the name of the TimeSlice document name after the TimeSlice program filename. See the Windows online help for more information on Program manager icons.

Save a Document

You can save an open document by selecting the Save or Save As Menu from under the File Menu.   The 'Ctrl S' key sequence can be used to save the active document.   You can also select the Save button from the Toolbar to save an open document.   The standard Save As dialog box is displayed when the Save As Menu is selected or the document being saved has not been assigned a file name.   Use the Save As dialog box to help you specify the name of the file to save the documents data into.

Print a Report

You can print a report containing all or a subset of the Time Table rows of a document. You print a report by selecting the Print Menu from under the File Menu. The 'Ctrl P' key sequence can be used to Print the active document. You can select the Print button from the TimeSlice application Toolbar to print the active document or select the Print Button from the TimeSlice Document Window Toolbar. The active document's information will be printed in the report.

Print Preferences

The Print Preferences Dialog box is displayed when you select the Print command. Select the print preferences in this dialog box. Then select the OK button to display the standard Print dialog box. The standard Print dialog box is displayed to aid in specifying printer information. See Print Preferences dialog box for more information about this dialog box.

Print Preview

You can preview the printed report by selecting the Print Preview Menu from under the File Menu. The Print Preference Dialog box will displayed. Select the options in this dialog box. Then select the OK button to continue with the Print Preview.

Sorting the Time Table rows for Printing

The Time Table rows are printed in the order that they appear in the Time Table. If you want the Time information to appear in a specific order in a report, first sort the records before selecting the Print command. See Sort Dialog box for more information about sorting time table rows.

Print a Custom Report

A custom report utilizing the TimeSlice time data can be created using a Spreadsheet or Database program. Export the TimeSlice data or copy the contents of the TimeSlice document to the clipboard. Import the TimeSlice data or Paste the TimeSlice data from the clipboard into the Spreadsheet or Database program. Then define a report in the Spreadsheet or Database program and print the Custom TimeSlice report from the Spreadsheet of Database program. See Export a Document for more information on exporting.

Export Time Rows

The Export command is located under the File Menu. The 'Ctrl E' key sequence can be used to Export data from the active document. The Export button is located in the Document Window Toolbar. Use this Export menu or button to save all or some time table rows of the active document to a tab delimited file. This tab delimited file can then be imported into almost every database, spreadsheet, and work processing program. You can use these other programs to make customized reports, or import the TimeSlice exported data in a database or financial program for further processing.

Export Preferences

The Export Preferences Dialog box is displayed when you select the Export command. Select the export preferences in this dialog box. Then select the OK button to display the standard Export As dialog box. The Export As dialog box is similar to the Save As dialog box. Specify a file name in the dialog box and click on the OK button to save the active documents information in this file. The default file extension for exported data is '.txt'. See Export Preference Dialog Box for more information on setting the export preferences.

Sorting the Time Table rows for Exporting

The Time Table rows are exported in the order that they appear in the Time Table. If you want the Time information to appear in a specific order in a report, first sort the records before selecting the Export command. See Sort Dialog box for more information about sorting time table rows.

NOTE: The Cut and Copy features will place the highlighted time entry records as tab delimited text in the Clipboard. The time table records tab delimited data is the same format that is saved to a file with the Export feature. You can then paste this tab delimited text into a database or reporting program to format output for reports.

Time an Activity

There are many commands, buttons and menus to help you control the timer. You can use the buttons on the Document Window Toolbar, the menus on the Document System Menu, the menus under the Time Menu, the function keys F4, and F5, and the menus on the Application System Menu.

START Timing
You time an activity by selecting the Start Button on a document or the Start menu on the documents control menu or the Start menu on the application system menu or the Start menu which is under the Time Menu or by pressing the F4 key. The 'Start' button will show the time of '3:00' to show that start is valid rather than restart. The status light will turn green when the timer is started. The start button will be indented to show that the timer has been started.

PAUSE Timing
You can pause the timing of an activity by selecting the Pause Button on the document or the Pause Menu on the documents control menu or the Pause menu on the application system menu or the Pause menu which is under the Time Menu or by pressing the F5 key. The status light will turn yellow when the timer is paused. The pause/resume button will show depressed when the timer is paused.

RESUME Timing
You can resume the timing of an activity by selecting the Resume Button on the document or the Resume Menu on the documents control menu or the Resume menu on the application system menu or the Resume menu which is under the Time Menu or by pressing the F5 key. The status light will turn green when the timer resumes. The pause/resume button will pop out when the timer is resumed.

STOP Timing
You can stop the timing of an activity on a document by selecting the Stop Button on a document or the Stop menu on the documents control menu or the Stop menu on the application system menu or the Stop menu which is under the Time Menu or by pressing the F4 key. The status light will turn red when the timer is stopped. The start button will show indented when the timer is running. Therefore when you stop the timer, the Start/Stop/Restart button will pop back out.

RESTART Timing
You restart the timer on an existing row by having only the one row selected and then by selecting the Restart Button on a document or the Restart menu on the documents control menu or the Restart menu on the application system menu or the Restart menu which is under the Time Menu or by pressing the F4 key. The 'Restart' button will show the time of '3:10' to show that a restart is valid rather than start. The status light will turn green when the timer is started. The start/stop/reset button will be indented to show that the timer has been started.

The Start/Stop/Restart document and application system control menu text toggles between the label of Start, Stop and Restart. The Pause/Resume document and application system control menu text toggles between the label of Pause and Resume. The Start / Stop / Restart, and Pause / Resume buttons are located on the Document Window Toolbar.

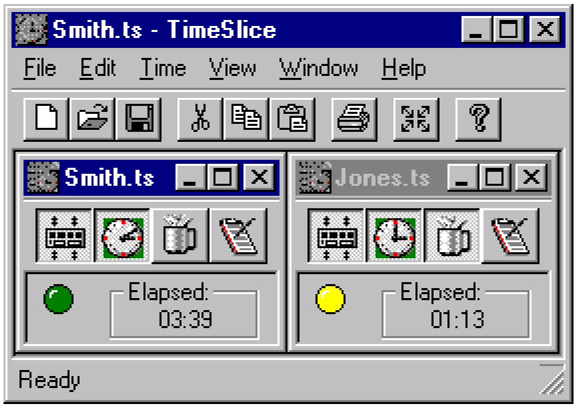
NOTE: You can have more than one timer running by having more than one document open with the timer running on all of the documents. You can later copy and paste the records into one TimeSlice document.

Compact Screen Usage

Two menu commands, two buttons on the toolbars and some preferences are available to resize the TimeSlice windows. These commands are available to have the TimeSlice program rearrange its windows quickly to take up the least amount of space on your screen.

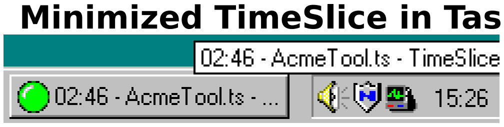
There are two ways to minimize the size of the TimeSlice windows. One way is to minimize all child Document windows at once. The other way is to shrink the size of child Document windows individually.

Shrink Child Document Windows Individually

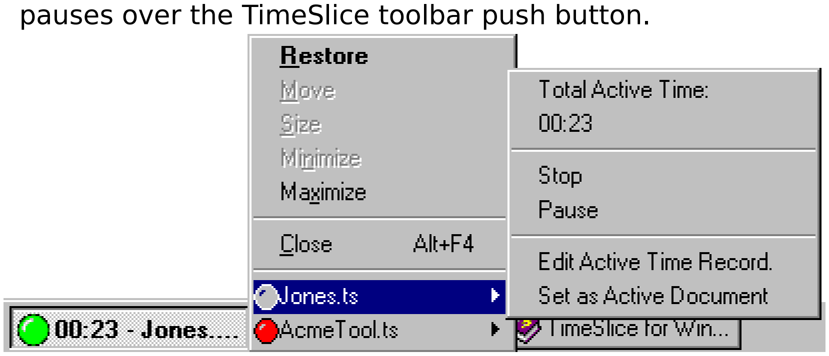


To Shrink or Restore the size of the child windows individually, click on the Compact/Restore Button located on the Document Window Toolbar. The two menus Compact and Restore. are located under the Window Menu. These menus will compact or restore the active TimeSlice document window. With the TimeSlice windows compacted, you can start, restart, stop, pause and resume timing of your work and restore the size of the child window using the buttons on the Document Window Toolbar. The active time table can be edited while the Document Window is compacted by clicking on the Edit Time Button on the Document Window Toolbar.

Minimized TimeSlice in Taskbar (Windows 95 style)



The TimeSlice application push button in the Windows 95 style taskbar will display the active document name and the elapsed time if the timer is running. If the text in the button is to long, the full text will be displayed in a tooltip box when the mouse cursor pauses over the TimeSlice toolbar push button.

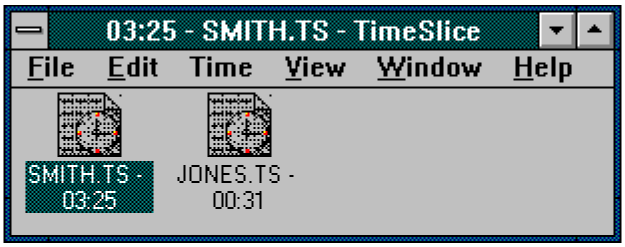


The TimeSlice document timers can be controlled using the application system menu while the application is minimized in the Windows 95 style taskbar.   See Control the Timer while TimeSlice is minimized for more information.

Minimized TimeSlice in Taskbar (Windows 3.1 style)

The TimeSlice application icon in the Windows 3.1 style screen layout will display the active document name and the elapsed time if the timer is running.   The TimeSlice document timers can be controlled using the application system menu while the appliction is minimized. See Control the Timer while TimeSlice is minimized for more information.

Minimize All Child Document Windows



With the TimeSlice windows compacted, you can start, stop, pause and resume timing of your work using the system menu of each iconized document window.   You popup the system menu for an icon by clicking on the document icon once.

Compact and Restore Menus

The two menus Compact and Restore. are located under the Window Menu.

Compact Windows Menu   This command will minimize the TimeSlice document windows, arrange them in the upper left portion of the TimeSlice application window, and resize the TimeSlice application window to contain one row of document icons.

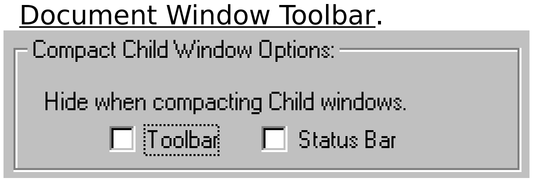
Restore Windows Menu   This command will restore the TimeSlice application window to the size and location when the Compact Windows command was executed.

Compact / Restore Application Toolbar Icon

This Compact / Restore Icon is located in the TimeSlice application Toolbar.   The Child Windows can be compacted or restored to original locations by clicking on this icon.

Compacting Preferences

You can set preferences for the compacting of the TimeSlice windows in the General Preferences dialog box.   The General Preferences dialog box is displayed by selecting the General Preferences Menu from under the Time Menu.   The General Preferences dialog box can also be displayed by selecting the General Preferences Button from the TimeSlice Document Window Toolbar.

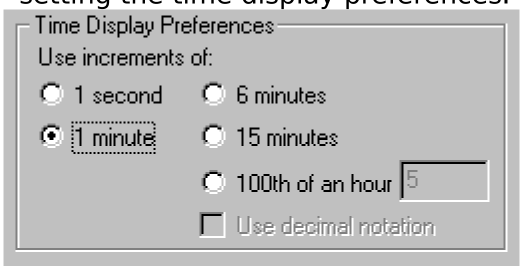


The two settings you can control for the compacting of the TimeSlice windows are whether the status bar or toolbar will automatically be hidden when the Compact Menu is selected. These two settings can be changed in the General Preferences dialog box.

Display Time Feature

The Elapsed Time can be displayed in various formats and increments of time. The Elapsed Time is displayed in the Elapsed Time area by the top of the document window, the elapsed time column in the Time Table and the Total Elapsed time by the top of the document window.

The Elapsed Time Display preferences can be selected in the Set Document Preferences Dialog Box. The time display preferences can be changed by selecting the Document Preferences... menu which is under the Time Menu. The time display preferences can also be changed by selecting the Document Preferences Button from the TimeSlice Document Window Toolbar. See Set Document Preferences Dialog Box for more information on setting the time display preferences.



Time Display Increments

The exact number of seconds elapsed is saved for a time table row. The manner in which the time is rounded up and displayed on the screen or in reports is affected by the selections described here. The Elapsed time can be displayed in increments of 1 second, 1 minute, 6 minutes, 15 minutes and 100th of an hour. An example of how the time: one hour, 12 minutes and 34 seconds will be displayed in each.

1 second The elapsed time is displayed down to the second. This is the only selection where the seconds are displayed. The example time is displayed as: 01**:**12**:**34

1 minute The elapsed time is displayed only in hours and minutes. Any seconds will round up to the next minute. The example time is displayed as: 01**:**13

6 minutes The elapsed time is displayed in hours and minutes where the minutes are multiples of 6. The minutes are rounded up to the next multiple of 6. The example time is displayed as: 01**:**18 in the default format of hours : minutes and the time is displayed as: 01**.**30 in the decimal format.

15 minutes The elapsed time is displayed in hours and minutes where the minutes are multiples of 15. The minutes are rounded up to the next multiple of 15. The example time is displayed as: 01**:**15 in the default format of hours : minutes and the time is displayed as: 01**.**25 in the decimal format.

100th of an hour In this time increment display, you select the number of 100th of an hour increments to display the elapsed time in. The number entered in the text box can range from 5 - 100. This number is only used when the 100th of an hour is selected. For instance, enter the number 50 to have the time displayed in increments of 30 minutes (i.e.: 50/100 hour or 1/2 hour). Another instance, enter the number 10 to have the time displayed in increments of 6 minutes (i.e.: 10/100 hour or 1/10 hour). Another instance, enter the number 5 to have the time displayed in increments of 3 minutes (i.e.: 5/100 hour or 1/20 hour). If the number 50 is entered in the text box, the example time is displayed as: 01**:**30 in the default format of hours : minutes and the time is displayed as: 01**.**50 in the decimal format.

Time Format

Default Format The default format to display the time in is:

hour **:** *minute* or *hour* **:** *minute* **:** *second*

Decimal Format Time can also be displayed decimally in hours and hundredths of an hour. For instance, using time display of 6 minute increments, one hour and 12 minutes will be displayed regularly as: 01:12 and in decimal notation the time would be displayed as: 01.20

Decimal format is not available for time display increments of 1 second and 1 minute.

Edit Time Table Row

You can edit the information in any of the rows in the Time Table two ways. You can edit each of the items in the Time Table right in the cell. You can edit a row of Time Entry information in the Edit Time Entry dialog box. You can edit any Time Entry Row. Editing the Start Date, Start Time, Elapsed Time, Paused Time, Hourly Rate, Project, Category, Client, Expense, Mark Column and Notes of an Active Time Record is valid. Editing the Stop Date and Stop Time for an Active Time Record is not valid since the timer will change the Stop Date and Time until the timer is stopped for that record.

Edit Time Information in the Cell

The Time Table Row Information can be edited on the main Document Window right in the cell in the table. The Date and Time values will show the format set in the Date and Time Settings in your Windows Control Panel.

Select a Cell to Edit: To edit a cell in the Table, click on the cell to select the cell you want to edit.

Begin Edit Mode: Then put the cell into edit mode. The cell can be put into edit mode 4 ways: press the "F2" key, select the Edit Time Table Cell menu, select the Edit Time Table Cell Button or just start typing and the contents of the cell will be overwritten.

Edit the Cell:

Start or Stop Date Cell: The "Start Date" and "Stop Date" cells expect input to be in a Date format as selected in the Regional Settings of your computer.
Start or Stop Time Cell: The "Stop Time" and "Stop Time" expect input to be in a Time format as selected in the Regional Settings of your computer. To make inputting time easier, you can type in a period instead of a colon and TimeSlice will convert to a colon for you.
Elapsed Time Cell: The "Elapsed Time" expects input to be in a 24 hour Time Format. The Elapsed Time format is hours : minutes or hours : minutes : seconds. To make inputting time easier, you can type in a period instead of a colon and TimeSlice will convert to a colon for you.
Paused Time Cell: The "Paused Time" expects input to be in a 24 hour Time Format. The Paused Time format is hours : minutes or hours : minutes : seconds. To make inputting time easier, you can type in a period instead of a colon and TimeSlice will convert to a colon for you.
Hourly Rate Cell: Enter the amount of the hourly rate. The currency symbol does not have to be typed in and will be placed appropriately by TimeSlice. If you enter an hourly rate here, this rate overrides the selection in the Project/Category/Client column that is set to designate the hourly rate for the row.
Charge Cell: NOT editable.
Project, Category, Client Cell: Click on the ‘arrow button’ to drop down the list box. Select one of the names in the list box. A new name for the Project, Category or Client column may be added by typing in the drop down list box and hitting the enter button. The new name is added to that column with an hourly rate of 0. Use the Edit Project, Category, Client Dialog Box to edit the names in these list boxes.
Expense Cell: Enter the amount of the expense. The currency symbol does not have to be typed in and will be placed appropriately by TimeSlice.
Mark Cell: Click the mark cell to check and uncheck the cell.
Notes Cell: The "Notes" cell will expand to show 3 lines of text while in edit mode and revert back to show the first line when not in edit mode. The text area will automatically scroll vertically. The Notes text is limited to 255 characters per cell. You can insert line feeds into the notes area by entering a "CTRL-ENTER" key combination. You can move up and down in the lines of Notes during edit by using the "UP" and "DOWN" arrow keys.

NOTE: See the "Auto Time Adjust" section of the General Preferences Dialog Box on more information on how the times are adjusted when editing time in the cell of the main Time Table.

End Edit Mode: To end the edit of a cell, press the "Enter", "Return", "Tab", or "Shift-Tab" key, or click on a different cell. If there is any error in the changes made to the value of the cell, the previous value will be displayed in the cell.

Edit Time Information in the Edit Time Entry Dialog Box

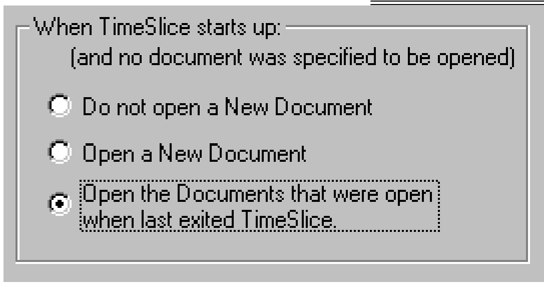
A Time Table row can be edited in the Edit Time Entry dialog box. In the Edit Time Entry dialog box, you can edit a couple fields of the record before the changes are made back to the row in the Time Table. See Edit Time Entry dialog box for more information on editing the time table rows in the edit time dialog box.

Manually Add Time Information

You can add Time Information manually by selecting the Add Time Entry Menu from under the Time Menu.   The 'Insert' key can also be used to insert a time record into the active document.   The Time Entry row will be inserted as the last row in the Time Table.   The time record that is inserted will have the current date and time as the start date, start time, stop date, and stop time.   The elapsed and paused time will be zero.   You can then edit the time record to contain the applicable time information.   The time information can be edited in the cells on the main screen or in the edit time dialog box.   See the Edit Time Table Row section for more information on editing the Time Entries.

TimeSlice Startup Preferences

You can set what documents are opened when TimeSlice starts. The TimeSlice startup Preferences are set in the General Preferences Dialog Box.



You have the following TimeSlice startup preferences:

- no documents opened when TimeSlice starts,
- open a new document when TimeSlice starts
- open the documents that were open the last time you exited TimeSlice.

NOTE: If TimeSlice was started with a specified document, then just that document will be opened in TimeSlice (for instance double clicking on a TimeSlice Document file).

See the Set General Preferences Dialog Box section for more information on setting the preferences on opening documents when TimeSlice starts.

International Date, Time, Currency Customization

You must be using the **32** bit version of TimeSlice to take advantage of the currency part of this feature. Both the 16 and 32 bit versions of TimeSlice will display the date and time in the International setting selected on your computer.

TimeSlice will display the Date, Time and Currency as set in the Windows Control Panel - Regional Settings. Chances are that you will not have to do anything special to your computer for the TimeSlice 32bit version to display the date, time and currency using your Regional Settings. See the Windows online help - Regional Settings for more information.

Changing Regional Settings

Use the Windows Control Panel to select the Regional Setting for your computer. Select the Regional Setting for your locale. Then allow your computer to reboot to have this change in Regional Setting take affect. After you select a Regional Setting, you can further customize how you want the date, time and currency to be displayed. If you need more explanation on how to customize a date, time or currency, while in the Regional Settings, click the '?' button in the upper right corner of the Regional Settings dialog box and then click on the area of the dialog box that you want more information about.

Be careful when changing the date, time and currency settings in the Regional Settings by text editing the values. Any customization will be reflected in all the software running on your computer and how the software will display dates, times and currencies. So, if you make a mistake in your text editing of these settings, these mistakes will be reflected consistently across your computer system and software which utilizes the Regional Settings.

Project, Category, Client Columns

The Project, Category and Client columns were created to provide a quick and consistent way to characterize and annotate a time table row. These columns also provide an easy and consistent way to associate an hourly rate with a time table row. To provide consistency for multiple users of TimeSlice, the name lists and hourly rates can be exported to a file. Then all users of TimeSlice can import that file into their document. This mechanism provides consistent names to be used when documents are combined into a database or spreadsheet.

See Edit Project, Category, Client Dialog Box for more information about editing the lists of names and hourly rates for each column.

See Edit Time Table Row Dialog Box and Edit Time Table Row on how to assign a value for each column to a time table row.

See Set Hourly Rate and Edit Time Table Row Dialog Box and Edit Time Table Row for more discussion about assigning hourly rates to a time table row.

Create a Template

There are two ways to create a TimeSlice document to have the document settings without having to go through and set each document preference individually.

Template Method I: The first way is to use the settings in a document that you like.

1. Open the document that has the settings just the way you want them.
2. Then Save As with a new name.
3. Then select all of the rows in the time table and delete them.
4. Then Save the document again.

Template Method II: The second way is to create a read only document that you will open for each new document you need.

1. Start a new TimeSlice document.
2. Set all of the properties that a document can have.
3. Save the document.
4. Make the document read only.
5. Open the template document
6. Save As a new document name and the new document will have all of the settings for you already.

Sort the rows in the Time Table

You can set up sort keys and have TimeSlice continually sort the rows in the Time Table. You can also set up the sort keys right before printing or exporting and then turn off the sorting after done printing or exporting time rows.   If your system is very powerful, sorting continually may not be noticeable.   However, if your machine is slower, you may want to only set up the sort, use the sorted rows, and then later turn if off.

Any of the columns can be set as a sort key.   A primary sort column (key), a secondary sort column and a third sort column can be defined.   Also, for each key, the sort can be defined as ascending or descending.   For each key, the sort can be case sensitive or case insensitive.   Use the Sort menu to display the Sort Dialog box.

For more information on exporting, see Export a Document.

For more information on printing, see Print a Report.

For more information on sorting, see Sort Dialog Box.

Using the Mark Column

Many of the operations in TimeSlice are on the selected or marked time table rows. The mark column, mark menus and the mark special dialog box were created to help select rows more easily. Some of the operations that are performed on selected or marked rows are: Copy, Cut, Delete, Edit, Export, and Print.

The following Mark menus under the Time menu help mark columns and select and unselect rows with the mark column checked.

Mark / Unmark   Ctrl+M
Use this command to toggle the state of the Mark cell of the selected Time Table rows. The 'Ctrl M’ key sequence can be used to initiate the Mark / Unmark command.

Mark All
Use this command to check the Mark cell of all Time Table rows.

Unmark All
Use this command to uncheck the Mark cell of all Time Table rows.

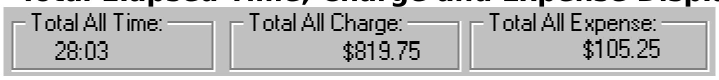
Select Marked
Use this command to select the Time Table rows that have the Mark cell checked.

Mark Special...   F9
Use this command to display the Mark Special Dialog Box. The TimeSlice Mark Special command can also be activated by selecting the Mark Special Button from the TimeSlice Document Window Toolbar. Pressing the 'F9' key will also display the Mark Special dialog box.

For more information about marking rows with special characteristics, see Mark Special Dialog Box .

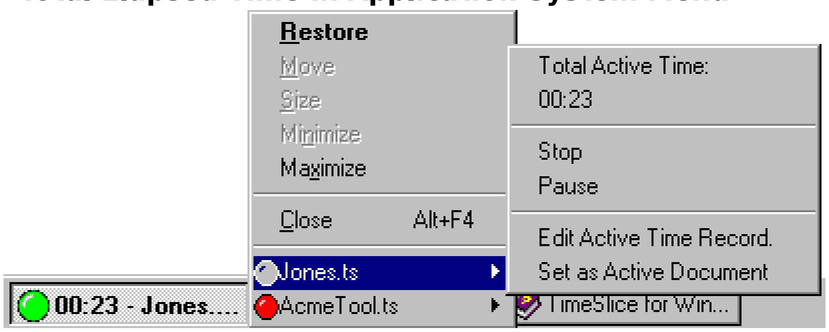
Setting the Time Records to Total

Total Elapsed Time, Charge and Expense Display in Document Window



Three Totals boxes are displayed above the Time Table in each TimeSlice Document Window. The Totals are of the Elapsed Time, Charge, and Expense. You can select the totals to be of **All Records,** the **Active Record** or the **Marked Records**. The text above each of these values will denote which type of totals are being displayed.

Total Elapsed Time in Application System Menu



The Total Elapsed Time is displayed at the top of the TimeSlice application system menu - document pop-up menu. The total elapsed time will be either of the active record, all records, or the marked records. Which elapsed time is displayed follows which menu is selected in the Time Menu. See Time Menu Commands for more information.

Total Record Menu Commands

You can select the totals to be of **All Records,** the **Active Record** or the **Marked Records**. Select which totals to display by using the ‘Total Records’ menus in the Time Menu.

- **Total Active Time Record** Ctrl+1
- **Total Marked Time Records** Ctrl+2
- **Total All Time Records** Ctrl+3

Expense Feature

Enter a currency amount into the Expense cell for a time record. Enter a monetary value for any purpose you want, independent of the time settings. For example, during a timer period you purchased $20 of paper. You would enter 20 as the expense, and maybe describe the purchase in the Notes section.

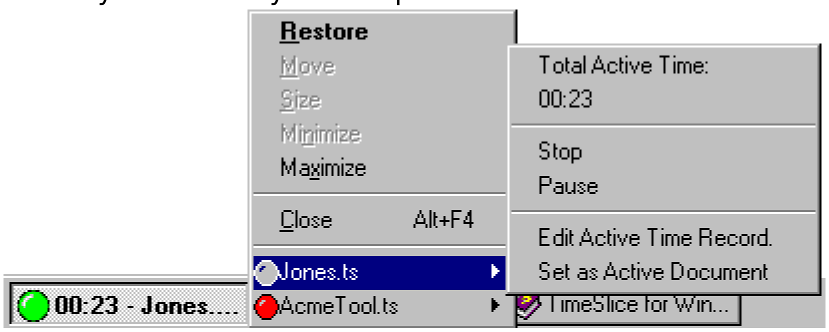
The expense amount can be typed in the cell in the Time Table, or entered into the Expense edit box in the Edit Time Row Dialog Box. For more information see Edit Time Table Row.

The expense column can be included in the export file or the printed report. The total expenses will also be include in an exported totals line or in the printed totals row. The total expense amount will be the total for all records printed or exported. For more information see the section Print a Report and Export Time Records.

The Total expense amount is also displayed in a 'Total Expense' box above the Time Table in the TimeSlice Document Window. The Total Expenses displayed can be of the active row, total of all rows or total of all marked rows. The choice of which total expenses to display is controlled by the menus in the Time Menu. For more information see the section Set Time Records to Total.

Controlling the Timer while TimeSlice is Minimized.

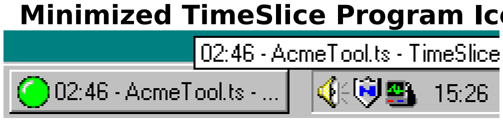
If you use TimeSlice to keep track of time while you are working on your computer, you will want to access TimeSlice, but you will also want TimeSlice out of your way. You can minimize TimeSlice and control the timer while TimeSlice is minimized. The TimeSlice System Menu can be used to control the timers and edit the active time record on the files open in TimeSlice. This allows you to access TimeSlice but keeps TimeSlice out of the way while you work on your computer.



One example of using TimeSlice is to

1. Start TimeSlice.
   (You can put TimeSlice in your 'Startup' folder so that TimeSlice automatically starts when you boot your computer. You can also set in the TimeSlice shortcut to start TimeSlice 'minimized'. See Windows Help for more information about the startup folder and shortcuts.)
2. Open the TimeSlice documents you want to use
   Set the General Preference - 'Open the Documents that were open when last exited TimeSlice'. So that you will not need to repeat step #2. See Set General Preferences Dialog Box for more information about TimeSlice startup preferences.
3. Minimize the TimeSlice program
4. Start the Timer
   Right click on the minimized TimeSlice program icon and command the timer using the system menus.
5. Edit the Active Time Record
   Select the 'Edit Active Time Record' menu to set the specific aspects of this timed work period.
6. Pause the Timer
   (Lunch Time)
7. Resume the Timer
8. Stop the Timer
9. Shutdown your computer
   If you have the TimeSlice 'auto-save' feature enabled, the changes to the TimeSlice document files will be saved without bothering you for an 'OK' when TimeSlice exits. (See Set General Preferences Dialog Box for more information about TimeSlice auto-save preferences).

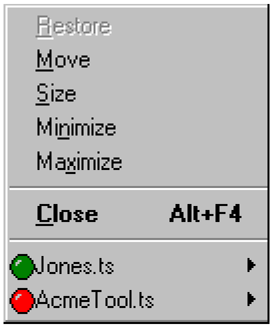
Minimized TimeSlice Program Icon



The minimized TimeSlice program icon will contain the timer status icon (not on 16bit version), the total time (all records, marked records or active records, see Set Time Records to Total for more information), and the name of the active TimeSlice document.

You can command which document you want to be active and show up in the minimized TimeSlice program icon while TimeSlice is minimized. See command ‘Set as Active Document’ below for more information.

TimeSlice Application System Menu



The TimeSlice application system menu can be activated by clicking the right mouse button on the application minimized icon. The TimeSlice application system menu can also be activated by clicking the left mouse button on the TimeSlice program icon which is in the upper left corner of the TimeSlice application menu. The standard system menus appear at the top: Restore, Move, Size, Minimize, Maximize and Close.

TimeSlice Document File Name Menu: The file name of all open TimeSlice documents appear at the bottom of the application system menu. To the left of every TimeSlice File Name will be a red, yellow or green icon.

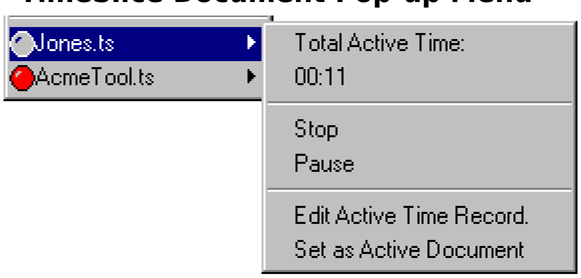
The icon will be red if the timer for that document is stopped.

The icon will be green if the timer for that document is running.

The icon will be yellow if the timer for that document is paused.

The pop-up arrow appears to the right of every TimeSlice File Name. The arrow signifies that the TimeSlice document pop-up menu will appear when the TimeSlice File Name menu is highlighted.

TimeSlice Document Pop-up Menu



The TimeSlice Document pop-up menu has three sections. The sections are the document timer information, the timer control menus, and two command menus.

Timer Information: The top section of the pop-up menu contains a time description and time information. The time section is informational only, these are not command menus.

Elapsed Time Description: The time description denotes if the elapsed time value is of the ‘Total Active Time Record’, ‘Total Marked Time Records’, or ‘Total All Time Records’. You can select which value to display by selecting the menu under the Time Menu. See Setting Time Records to Total for more information about selecting the Total Elapsed Time value to display.

Elapsed Time Value: The time value is the number of hours **:** minutes and optionally seconds of either the elapsed time of the active record, the total elapsed time of all records, or the total elapsed time of all marked records. The time displayed here is the same time that is in the upper left corner of the document window above the time table.

Timer Control Menus: The middle section of the pop-up menu contains two timer control menus.

Start/Stop/Restart: The first row will command the document timer to start, stop, or restart the timer. Select this menu to start, stop or restart the timer for this document.

Pause/Resume: The second row will command the document timer to pause or resume the timer. Select this menu to pause or resume the timer for this document. The pause command will be grayed out if the timer is not running for this document.

Command Menus: The bottom section of the pop-up menu contains two command menus.

Edit Active Time Record: Use this command to edit the active time record for this document. This command will display the active time record in the Edit Time Record Dialog box. This command will be grayed out if the timer is not running for this document.

Set as Active Document: This command will make this document the active document in the TimeSlice Application. The total elapsed time (active, all or marked) of the active document is displayed in the minimized icon of the TimeSlice application. Also in the 32bit version of TimeSlice, the minimized TimeSlice will display the red, green or yellow icon to denote the state of the timer of the active document.

Column Settings

The following is a list of settings you can change in regards to the column in the Time Table and the column data displayed, exported and printed.

Change Width of the Columns in the Time Table: The column width can be changed by using the mouse to move the vertical grid lines in the Time Table. See Using the Time Table Splitter Bars, Row Select Buttons, Column Width Sizing for more information.

Hide Columns in the Time Table: The columns in the Time Table can be hidden if the column is not needed to be viewed. See Set Document Preferences Dialog Box for more information.

Specify the Justification of the Data in each Column of the Time Table: The Data displayed in each row for each column can be specified to be justified as Left, Center or Right Justified. See Set Document Preferences Dialog Box for more information.

Specify the Justification of the Header of each Column in the Time Table: The Column Header displayed at the top of each column in the Time Table can be specified to be displayed as Left, Center or Right Justified. See Set Document Preferences Dialog Box for more information.

Override the Default Header of each Column in the Time Table, Printed Report and Exported File: You can change the text that is displayed at the top of each column in the Time Table, printed at the top of each column in the Printed Report, or written in the column header line of the Exported File. See Set Document Preferences Dialog Box for more information.

Select which Columns to include in a Printed Report: You can select which columns of data are included in the Printed Report. See Print Preference Dialog Box for more information.

Select which Columns to include in an Exported tab-delimited File: You can select which columns of data are written to the export file. See Export Preference Dialog Box for more information.

Time Table Splitter Bar, Row Select Buttons, Column Width Sizing.

Time Table Splitter Bars

The Time Table in the TimeSlice Document Window contains horizontal and vertical splitter bars. Initially the splitter bars are located at the bottom and right sides of the Time Table. The cursor will turn to a left and right arrow when the cursor is positioned over the Vertical Splitter Bar. The cursor will turn to an up and down arrow when the cursor is positioned over the Horizontal Splitter Bar. When the cursor changes, hold down the left mouse button and drag the splitter bar to the location wanted. The Horizontal splitter bar can be dragged to split the Time Table horizontally so that you can view time table rows from different ends of the table at the same time. The vertical splitter bar can be dragged to split the Time Table vertically so you can view Time Table columns that are close to each other without hiding columns. See Set Document Preferences Dialog Box for more information about hiding columns.

Time Table Row Select Buttons

The Time Table in the TimeSlice Document Window has a button at the beginning of each row. You can select or unselect a row by clicking on the button to the left of the row. You can toggle all rows to be selected or unselected by clicking on the button in the upper left corner of the Time Table.

Time Table Column Width Sizing

The columns of the Time Table can be sized to varying widths. The cursor will turn to a left and right arrow when the cursor is positioned between the Column Header Text or over the vertical grid lines. When the cursor changes, hold down the left mouse button and drag the column to the left or right to make the column wider or narrower. The columns can be hidden by using the column settings in the document preference dialog box. See Set Document Preferences Dialog Box for more information about hiding columns.

Document System Menu

This is the documents System Menu.   It contains the usual document system menus, plus a start/stop/restart menu and pause/resume menu that mirror the start/stop/restart and pause/resume buttons on the document.

Program Minimize / Maximize Buttons

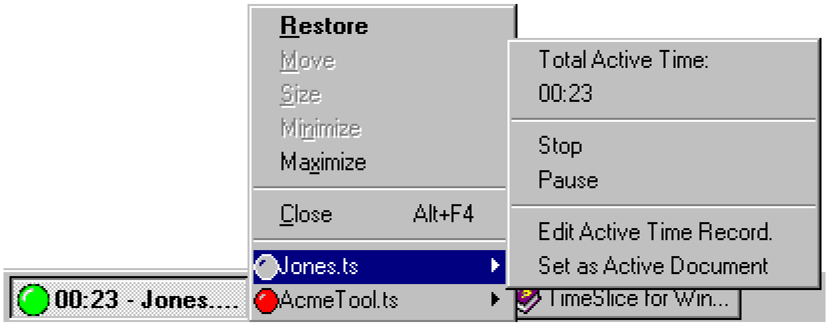
The Programs Minimize and Maximize buttons will act on the entire TimeSlice program window. The Minimize button will reduce the TimeSlice to an icon. The Maximize button will make the TimeSlice program window as big as your screen can handle.

Program Title Bar

The TimeSlice Programs Title Bar will display the TimeSlice program name and the name of the active document window.

Program System Menu

The TimeSlice Programs System Menu is the standard program system menu with added menus to control the timer and active time record of each open TimeSlice document.



Menu Bar

The TimeSlice Program Menu Bar contains the standard File, Edit, View, Window and Help Menus. For more information about the menus click on Menu Commands and the Help Table of Contents will be displayed with a list of menu commands to click on.

Status Bar

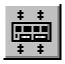
The TimeSlice Status Bar contains the standard help messages for Menu selections.

Application Tool Bar

The TimeSlice Program Tool Bar contains shortcut buttons to execute the standard File-New, File-Open, File-Save, Edit-Cut, Edit-Copy, Edit-Paste, File-Print and Compact/Restore Child-Windows and Help commands.

Document Tool Bar

The Document Tool Bar contains shortcut buttons to execute the following commands:

 Compact/Restore Child-Windows,

 Start

 Stop

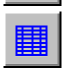
 Restart Timing,

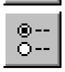
 Pause

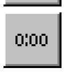
 Resume Timing,

 Edit Time Entry Row(s),

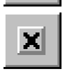
 Print,

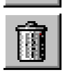
 Export,

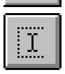
 Edit General Preferences,

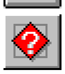


Edit Document Preferences,

 Display Mark Special Dialog Box,

 Delete Time Entry Row(s),

 Edit Time Table Cell and

 Help.

Document Minimize / Maximize Buttons

The document Minimize and Maximize buttons will control that documents window size. The Minimize button will reduce the document window to an icon at the bottom of the TimeSlice window. The Maximize button will make the document window as big as will fit inside of the TimeSlice program window.

Document Title Bar

Every TimeSlice document window has a title bar that displays the name of the file that holds that documents information.

Notes

This column holds some notes about this time entry.   The notes are entered or changed in the cell or in the Edit Time Entry dialog box.

Charge

This column displays the amount of charge calculated for the duration in this time entry. The charge is calculated by multiplying the Elapsed Time by the Hourly Rate.

Expense

This column displays the amount of expense entered for this time entry. The expense is a currency value.

Paused Time

This column holds the paused time for the time entry. The time is expressed in the hours, minutes and optionally seconds paused. The time is displayed in the format selected in the Control Panel - Regional Settings.

Elapsed Time

This column holds the elapsed time for the time entry.   The time can be displayed in increments of seconds, minutes, 6 minute, 15 minute and 100th of an hour intervals.

Status Light

This bitmap will show a green light  when the timer is active, a yellow light  when the timer is paused and a red light  when the timer is not active in the document.

Stop Time

This column holds the time that the time entry was stopped.   The time is displayed in the format selected in the Control Panel - Regional Settings.

Start Time
This column holds the time that the time entry was started.   The time is displayed in the format selected in the Control Panel - Regional Settings.

Stop Date

This column holds the stop date that the time entry was stopped. The date is displayed in the format selected in the Control Panel - Regional Settings.

Start Date

This column holds the start date that the time entry was started. The date is displayed in the format selected in the Control Panel - Regional Settings.

Time Table

This Table contains rows of Time Entry information.   Each row contains the start and stop time with the paused and elapsed time, charge, hourly rate, project, category, client, expense, mark, and notes.

Total Charge

The Total Charge is shown in the Total Charge box at the top of the document window. This total can be the sum of the 'Charge' cells of ALL rows in this document, the MARKED rows, or the ACTIVE row. See Set Time Records to Total for more information on how to choose ALL, MARKED or ACTIVE TOTALS.

Total Expense

The Total Expense is shown in the Total Expense box at the top of the document window. This total can be the sum of the 'Expense' cells of ALL rows in this document, the MARKED rows, or the ACTIVE row. See Set Time Records to Total for more information on how to choose ALL, MARKED or ACTIVE TOTALS.

Pause / Resume Button

The Pause / Resume button will pause or resume the timer for the current active time entry. Clicking on the Pause button will pause the timer for the current active time entry. Clicking on the Resume button will resume the timer for the current active time entry.

Hourly Rate

The hourly rate displayed in this column is the hourly rate used by this row.   This row will use this rate to calculate the Charge.   You can change the hourly rate using the Edit Time Dialog box or the Edit Project, Category, Client Dialog Box.

Mark Column

The X in this column designates that the row is ‘Marked’. You can mark selected rows to be able to print or export a subset of rows from the TimeSlice Document. The Mark Special Dialog Box can be used to mark rows with specific characteristics.

Project Column

The Project Name is displayed in this column. This column contains a list box with selections to choose from. You can type directly into this cell to add a new project name with an hourly rate of 0. The Edit Project, Category, Client Dialog box is used to edit the names in this list. The hourly rate associated with this column's names can be selected to be used to calculate the charge for the time records.

Category Column

The Category Name is displayed in this column. This column contains a list box with selections to choose from. You can type directly into this cell to add a new category name with an hourly rate of 0. The Edit Project, Category, Client Dialog box is used to edit the names in this list. The hourly rate associated with this column's names can be selected to be used to calculate the charge for the time records.

Client Column

The Client Name is displayed in this column. This column contains a list box with selections to choose from. You can type directly into this cell to add a new client name with an hourly rate of 0. The Edit Project, Category, Client Dialog box is used to edit the names in this list. The hourly rate associated with this column's names can be selected to be used to calculate the charge for the time records.

Total Elapsed Time

The Total Elapsed Time is shown in the Total Time box at the top of the document window. This total can be the sum of the ‘Elapsed’ cells of ALL rows in this document, the MARKED rows, or the ACTIVE row. See Set Time Records to Total for more information on how to choose ALL, MARKED or ACTIVE TOTALS.

Start / Stop Button

The Start / Stop button will start or stop the timer. Clicking on the Start button will start the timer and show a new time entry row in the Time Table. Clicking on the Stop button will stop the timer on the active time entry row in the Time Table. The Active Time row is shown in bold font.

Elapsed Time

The Elapsed window shows the time of the active time row.   The time can be displayed in increments of seconds, minutes, 6 minute, 15 minute and 100th of an hour intervals.

Active Time Row

The Active Time Row is displayed in bold font. The Active Row is also the row with the timer running.

Select All / Select None Button

This button in the upper left corner of the Time Table will toggle to Select All Rows in the Time Table and then UnSelect the Rows in the Time Table.

Select Row Button

The buttons in the left side of the Time Table will toggle to select a rows in the Time Table and then unselect the row in the Time Table.   Each of these buttons will control the selection of the row it is on.

Time Table Horizontal Scroll Bar

The scroll bar at the bottom of the Time Table is used to scroll the columns to the right or left. If the Time Table splitter bar is used, there will be two time table horizontal scroll bars used to scroll each pane separately.

Time Table Vertical Scroll Bar

The scroll bar at the right of the Time Table is used to scroll the time rows. If the Time Table splitter bar is used, there will be two time table vertical scroll bars used to scroll each pane separately.

Time Table Vertical Splitter Bar

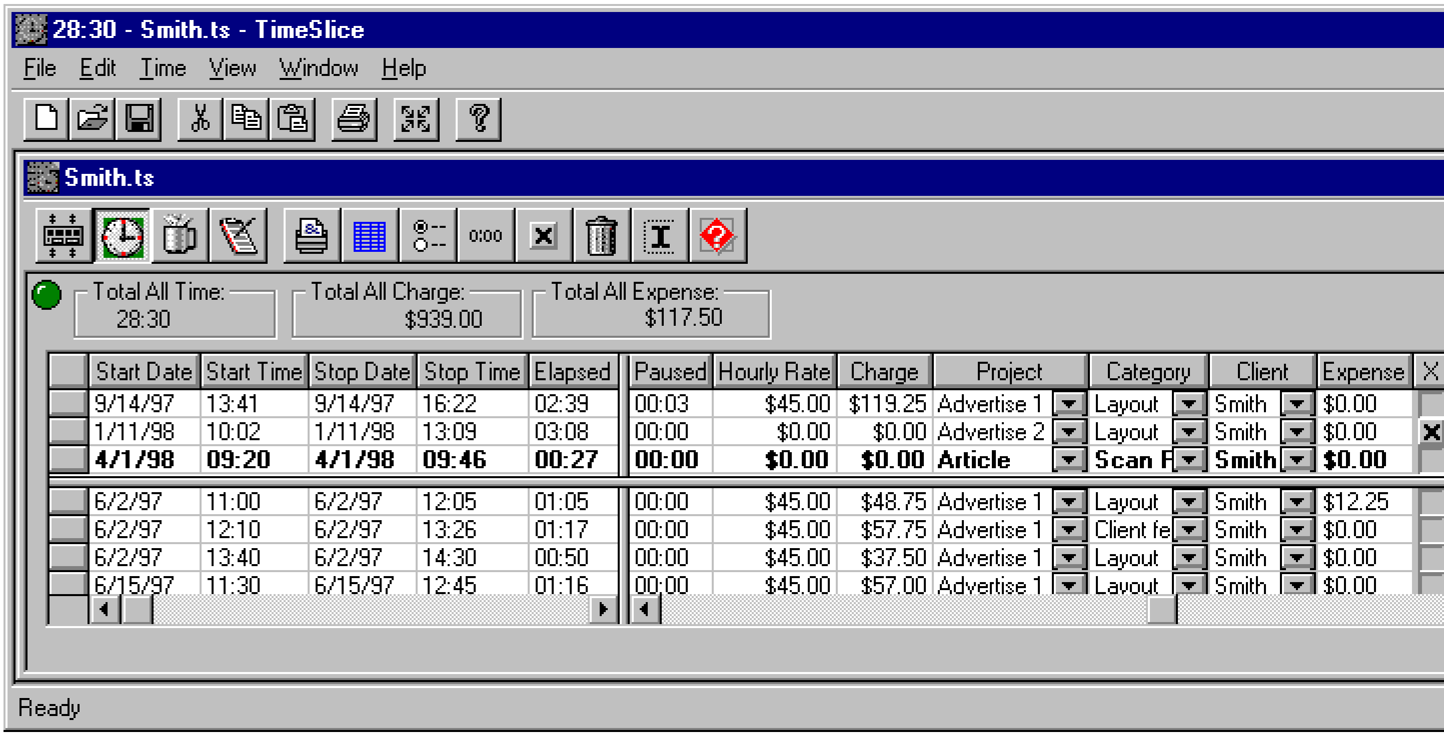
The Time Table vertical splitter bar initially is displayed on the right side of the Time Table. The vertical splitter bar can be dragged to the left to split the Time Table into two vertical panes.

Time Table Horizontal Splitter Bar

The Time Table horizontal splitter bar initially is displayed on the bottom of the Time Table. The horizontal splitter bar can be dragged up to split the Time Table into two horizontal panes.

TimeSlice Main Window

TimeSlice Main Window is the usual Windows Multi-Document Application. The Main Window has a title bar, menu bar, tool bar, status bar. The TimeSlice can have multiple files open. Each file will be opened in its own child window which always resides inside of the TimeSlice application. The following bitmap has 'hot spots' on it so that you can click on an area of the bitmap to pop up a window of more information about a particular area of the TimeSlice window.



The prompts for the toolbar buttons appear in the status bar when a button is depressed. The prompts for the toolbar buttons can be shown and the toolbar buttons not executed if the cursor is moved off the toolbar button before the mouse button is released. In the 32 bit version of TimeSlice, the Tool Tips and status bar prompts will be displayed when the mouse moves over the Toolbar Buttons.

Set Document Preferences Dialog Box

The Document Preferences Dialog Box is displayed by selecting the Document Preferences menu under the Time menu. The Document Preferences Dialog Box can also be displayed by selecting the Document Preferences Button from the TimeSlice Document Window Toolbar. The active documents Time Display feature settings and Column Settings Preference can be altered using this dialog box.

Name of the Active Document The name of the active document is displayed at the top of this dialog box. The changes made in this dialog box will apply only to this document.

Time Display Preference

Select the time increment to display the elapsed time of the active document. The elapsed time can be displayed in increments of seconds, minutes, or multiples of 6 minutes, 15 minutes or hundredths of an hour. The time increments of 6 and 15 minute intervals, and hundredths of an hour can be displayed in Hour **:** Minute or in decimal notation. The "use decimal notation" is grayed out when 1 minute or 1 second intervals are selected. The edit box next to the "100th of an hour" is grayed out when "100th of an hour" is not selected

The exact number of seconds elapsed is saved for a time table row. The manner in which the time is rounded up and displayed on the screen or in reports is affected by the selections described here. The Elapsed time can be displayed in increments of 1 second, 1 minute, 6 minutes, 15 minutes and 100th of an hour. An example of how the time: one hour, 12 minutes and 34 seconds will be displayed in each.

1 second The elapsed time is displayed down to the second. This is the only selection where the seconds are displayed. The example time is displayed as: 01**:**12**:**34

1 minute The elapsed time is displayed only in hours and minutes. Any seconds will round up to the next minute. The example time is displayed as: 01**:**13

6 minutes The elapsed time is displayed in hours and minutes where the minutes are multiples of 6. The minutes are rounded up to the next multiple of 6. The example time is displayed as: 01**:**18 in the default format of hours : minutes and the time is displayed as: 01**.**30 in the decimal format.

15 minutes The elapsed time is displayed in hours and minutes where the minutes are multiples of 15. The minutes are rounded up to the next multiple of 15. The example time is displayed as: 01**:**15 in the default format of hours : minutes and the time is displayed as: 01**.**25 in the decimal format.

100th of an hour In this time increment display, you select the number of 100th of an hour increments to display the elapsed time in. The number entered in the text box can range from 5 - 100. This number is only used when the 100th of an hour is selected. For instance, enter the number 50 to have the time displayed in increments of 30 minutes (i.e.: 50/100 hour or 1/2 hour). Another instance, enter the number 10 to have the time displayed in increments of 6 minutes (i.e.: 10/100 hour or 1/10 hour). Another instance, enter the number 5 to have the time displayed in increments of 3 minutes (i.e.: 5/100 hour or 1/20 hour). If the number 50 is entered in the text box, the example time is displayed as: 01**:**30 in the default format of hours : minutes and the time is displayed as: 01**.**50 in the decimal format.

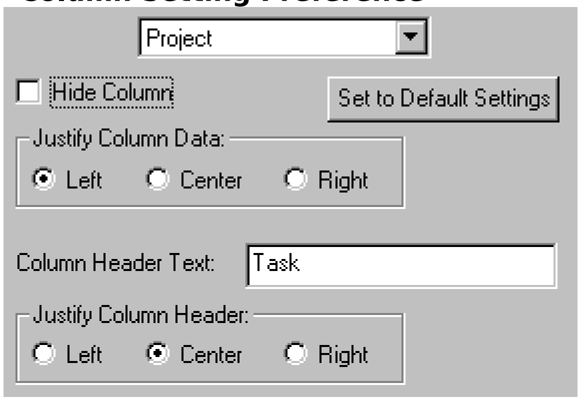
Time Format

Default Format The default format to display the time in is:
hour **:** *minute* or *hour* **:** *minute* **:** *second*

Decimal Format Time can also be displayed decimally in hours and hundredths of an hour. For instance, using time display of 6 minute increments, one hour and 12 minutes will be displayed regularly as: 01:12 and in decimal notation the time would

be displayed as: 01.20
Decimal format is not available for time display increments of 1 second and 1 minute.

Column Setting Preference



Column Name: The top of the Column Settings Preference is a drop down list box. Select the column in this list box that you would like to change or view. You can change several column settings at one time and then click on the OK button to change all column settings that you have changed.

Hide Column: Check this box if you do not want this column to be displayed in the TimeTable in the main TimeSlice Document Window. Uncheck this box if you want to see this column in the TimeTable.

Justify Column Data: Select Left, Center or Right Justification for the Data displayed for this column in the TimeTable in the TimeSlice Document Window.

Justify Column Header: Select Left, Center or Right Justification for the Column Header which is displayed at the top of the column for this data in the TimeTable in the main TimeSlice Document Window.

Column Header Text: Enter the text that you want to replace the default Column header text with. This text will appear at the top of the column in the TimeTable in the main TimeSlice Document Window. This text will also replace the default column header text in the Print Report and Export File features. Leave this edit box empty to use the default column header text.

Set to Default Settings: Click on this button to restore all of the column settings back to the default values.

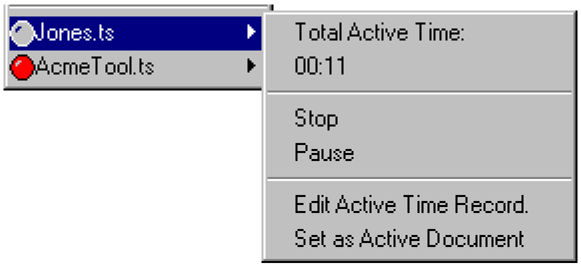
See the Change the Column Settings section for more information on column settings and changing the column width.

Select the **OK** button to save any changes in the preferences. Select the **Cancel** button to disregard any changes in the preferences.

Set General Preferences Dialog Box

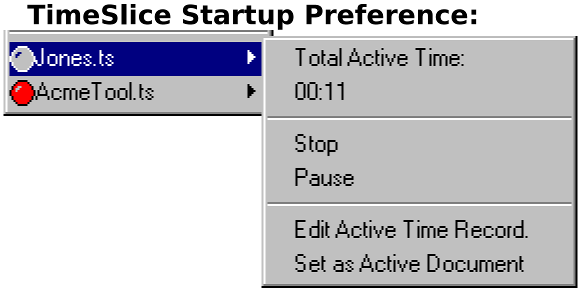
The General Preferences Dialog Box is displayed by selecting the General Preferences menu under the Time menu. The General Preferences dialog box can also be displayed by selecting the General Preferences Button from the TimeSlice Document Window Toolbar. The Auto Save feature, TimeSlice Startup, Auto Time Adjust, and compacting settings can be altered using this dialog box.

Auto Save Preference:



The auto-save feature is enabled when the Auto-Save check box is checked. In the Minutes box, type how often (in minutes) you want TimeSlice to save your work. See the Auto-Save feature section for more information.

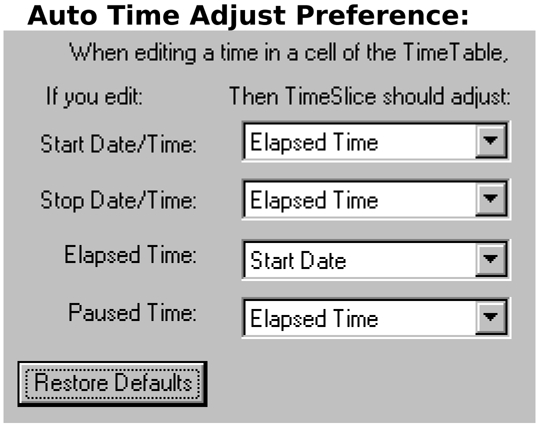
TimeSlice Startup Preference:



You can select one of the following TimeSlice startup preferences:
- no documents opened when TimeSlice starts,
- open a new document when TimeSlice starts
- open the documents that were open the last time you exited TimeSlice.

See the TimeSlice Startup Preferences feature for more information.

Auto Time Adjust Preference:



You can select preferences on how TimeSlice will auto adjust the times in the main Time Table when you edit the date and times in the cell of the main Time Table.
The defaults settings will adjust the elapsed time when the start, stop or paused time is edited in the cell. The default for editing the elapsed time is to auto adjust the start date/time. These settings can be restored by selecting the 'Restore Defaults' button.

NOTE: The stop date will never be adjusted on an active timer row.

Compact Windows Preference:

The two settings you can control for the compacting of the TimeSlice windows are whether the status bar or toolbar will automatically be hidden when the Compact Menu is selected.

☑ **Status Bar**: The x'd status bar check box means that the status bar will be hidden when the Compact Menu is selected.

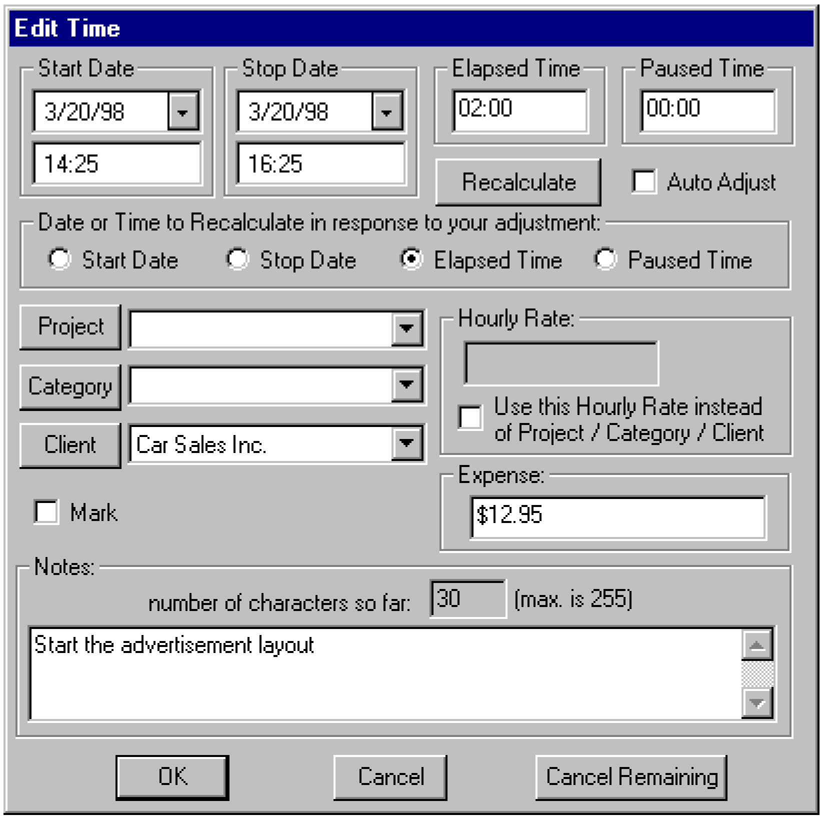
☑ **Toolbar**: The x'd Tool Bar check box means that the Tool Bar will be hidden when the Compact Menu is selected.

Select the **OK** button to save any changes in the preferences. Select the **Cancel** button to disregard any changes in the preferences.

Edit Time Dialog Box

The Edit Time Table Row dialog box provides the mechanism to edit the information in any of the rows in the Time Table.

There are several ways to bring up the Edit Time dialog box with a row of time information to edit. Double click on a time entry row to bring up the Edit Time dialog box with the selected row of information in it. You can edit time table rows by selecting one or more rows in the Time Table and then select the Edit Time menu under the Time Menu. The Edit Time command can also be activated by selecting the Edit Time Button from the TimeSlice Document Window Toolbar. When the Document Window is compacted, the active Time Table row can be edited by clicking on the Edit Time Button on the Document Window Toolbar.



In the Edit Time dialog box, you can edit the Start Date, Start Time, Stop Date, Stop Time, Elapsed Time, Pause Time, Hourly Rate, Project, Category, Client, Mark, and Notes information. The only column that cannot be edited is the charge column.

Tips on editing the Start and Stop Date and Start and Stop Time areas in this dialog. The Start and Stop Date and Start and Stop Time areas can be edited by double clicking the digit area (i.e. month, day, year, hour, minute, etc.) you want to change and then using the up and down arrow keys to increase or decrease the numeric value. The Date and Time separators (i.e.: '**:**' or '**/**') cannot be edited. The Date and Time digits can be selected and changed. You can place your text cursor before a digit and just type a number to replace the digit after the cursor. The Date and Time edit areas will not allow an invalid digit to be entered. For instance, if you want to edit the minute digits and place your cursor before the tens digit of a minute value and type '"67", the value of "57" will be entered because the minutes ten digit max. is '5'.

How to use the Date / Calendar Control:

Using the drop down Calendar: .The Start Date and Stop Date areas can be edited by clicking on the down arrow button. A calendar will pop up when the arrow button is selected. The current value in the date edit control will be selected in the calendar. Select the year, month and then day. Selecting the day will pop down the calendar and display the selected date in the date edit control.

Start Date and Time: The Start Date and Time specifies the beginning of a time period. The Date and Time format follow the settings in the Control Panel. See the Auto Adjust section below to see how other dates and times are affected by changing the start date and time. If Auto Adjust is checked, you should make sure that the correct 'date or time adjust' radio button is selected before you edit the start date or time.

Stop Date and Time: The Stop Date and Time specifies the end of a time period. The Date and Time format follow the settings in the Control Panel. The Stop Date and Time of an Active Time Record will be greyed out since the stop date and time are continually updated with the current time. See the Auto Adjust section below to see how other dates and times are affected by changing the stop date and time. If Auto Adjust is checked, you should make sure that the correct 'date or time adjust' radio button is selected before you edit the stop date or time.

Elapsed Time: The Elapsed Time is the total amount of time between the Start and Stop Time, but subtracting out the Paused Time. The Elapsed Time is displayed as selected in the Time Display settings of the document preferences. See the Auto Adjust section below to see how other dates and times are affected by changing the elapsed time. If Auto Adjust is checked, you should make sure that the correct 'date or time adjust' radio button is selected before you edit the elapsed time.

Paused Time: The Paused Time specifies the total amount of time to exclude from between the Start and Stop Date. This time is originally generated by the total accumulated time the Pause button has been selected. The "Paused Time" expects input to be in a 24 hour Time Format of hours and minutes and optionally seconds. See the Auto Adjust section below to see how other dates and times are affected by changing the paused time. If Auto Adjust is checked, you should make sure that the correct 'date or time adjust' radio button is selected before you edit the paused time.

Auto Adjust Date and Time: If the Auto Adjust box is checked, then the other date and/or times are adjusted when the 'input focus' leaves a date or time edit box. If the Auto Adjust box is not checked, and you made changes to a date or time and want to see the changes reflected in the other date and time edit boxes, click on the Recalculate button. If Auto Adjust is checked, you should make sure that the correct 'date or time adjust' radio button is selected before you edit a date or time.

NOTE: If you want to make several changes to the dates and times before any recalculation takes place, uncheck the Auto Adjust box. Make the changes to the date and times. Then select the appropriate date or time adjustment radio button and then click on the Recalculate button.

Recalculate: If the Auto Adjust box is not checked, and you made changes to a date or time and want to see the changes reflected in the other date and time edit boxes, click on the Recalculate button. Before you click on the Recalculate button, you should make sure that the correct 'date or time adjust' radio button is selected.

Project: Select one of the Project names from the list box. Click on the down-arrow button to open the list box of Project names. Scroll the list to see all of the names. Select the name you want to assign to this time table row. Alternatively, you can add a new Project name by typing into the drop down edit list box and pressing the enter key. The new project name will be added to the project list with a default hourly rate of 0. You can also click on the 'Project Button' to popup the Edit Project, Category, Client Dialog box to change the project information. See Project, Category and Client Columns for more information on the Project column.

Category: Select one of the Category names from the list box. Click on the down-arrow button to open the list box of Category names. Scroll the list to see all of the names. Select the name you want to assign to this time table row. Alternatively, you can add a new Category name by typing into the drop down edit list box and pressing the enter key. The new category name will be added to the category list with a default hourly rate of 0. You can also click on the 'Category Button' to popup the Edit Project, Category, Client Dialog box to change the category information. See Project, Category and Client Columns for more information on the Category column.

Client: Select one of the Client names from the list box. Click on the down-arrow button to open the list box of Client names. Scroll the list to see all of the names. Select the name you want to assign to this time table row. Alternatively, you can add a new Client name by typing into the drop down edit list box and pressing the enter key. The new client name will be added to the client list with a default hourly rate of 0. You can also click on the 'Client Button' to popup the Edit Project, Category, Client Dialog box to change the client information. See Project, Category and Client Columns for more information on the Client column.

Hourly Rate: Usually a row calculates the charge using the hourly rate associated with one of the Project, Category, or Client columns. If you want to use a special hourly rate for this one row, click on the 'Use this Hourly Rate. . .' box. Then the edit box above it will allow you to enter in the hourly rate to use. If you want to return to using the hourly rate from the Project/Category/Client columns, then un-check the 'Use this Hourly Rate. . .' box. See Set Hourly Rate for more information about hourly rates. See the Edit Project, Category, Client Dialog Box or Project, Category and Client Columns for more information about the Project, Category, or Client columns.

Mark: Click on the 'Mark' box to toggle the check in the 'Mark' box. This information will be reflected in the 'X' column on the main Time Table row. See Using the Mark Column for more information about using the Mark column.

Expense: Enter the expense currency amount in the 'Expense' edit box. This information will be reflected in the 'Expense' column in the Time Table row in the Document Window. See Expense Feature for more information about using the Expense column.

Notes: A textual note can be added to each time period row. The total number of characters allowed in the note is 255. The accumulated number of characters entered in the Note edit box is shown under the Notes. The Notes edit box will automatically wrap the text. You can enter 'Carriage Returns' in the Notes edit box to force new lines.

Click on the **OK** button if you want to transfer this changed information back to the Time Table. If more time table rows were highlighted to be edited, the next row is displayed in the dialog box.

Click on the **Cancel** button to disregard any changes made to the time row information in this dialog box. If more time table rows were highlighted to be edited, the next row is displayed in the dialog box.

Click on the **Cancel All** button to disregard any changes made to the time entry information in this dialog box. The Edit Time dialog box is dismissed even if more time entry records were highlighted to be edited.

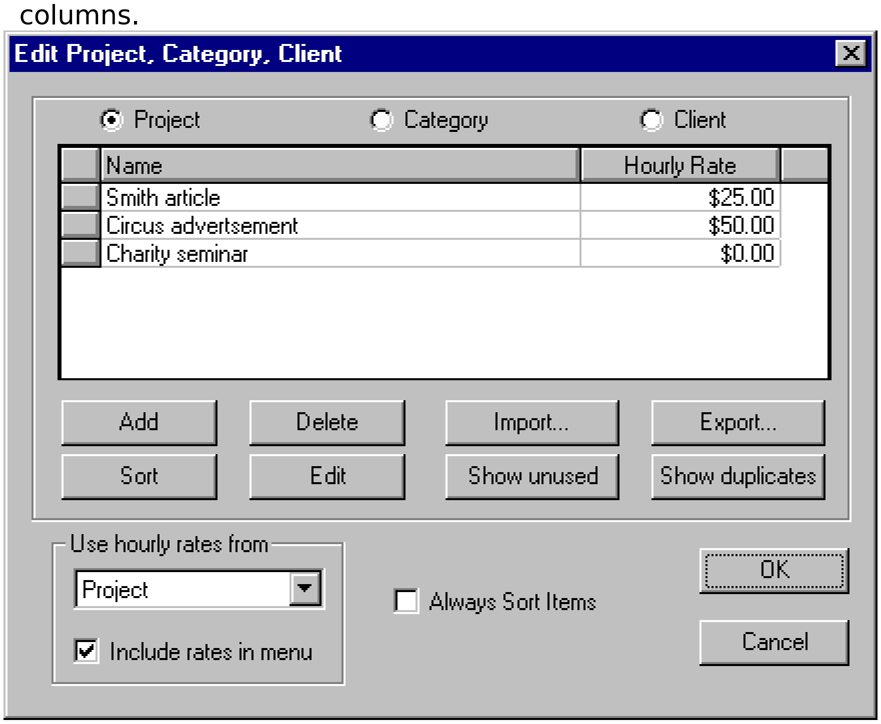
Edit Project, Category, Client Dialog Box

The Edit Project, Category, Client Dialog Box is displayed by selecting the Project menu or the Category menu or the Client menu under the Edit menu.   The Project, Category, Client names and Hourly Rate settings can be altered using this dialog box.

If you select the Project Menu, the Project radio button will be selected and the Project names and hourly rates will be displayed initially when the Edit Project, Category, Client Dialog Box is displayed.   If you select the Category Menu, the Category radio button will be selected and the Category names and hourly rates will be displayed initially when the Edit Project, Category, Client Dialog Box is displayed.   If you select the Client Menu, the Client radio button will be selected and the Client names and hourly rates will be displayed initially when the Edit Project, Category, Client Dialog Box is displayed.   Select any of the Project, Category, or Client radio buttons to edit any one of these three sets of information while the dialog box is displayed.

Select the OK button when you are done editing the Project, Category and Client information and the information will be saved.   Select the Cancel button if you do NOT want to save any changes made to the Project, Category and Client information.

See the Project, Category and Client Columns for more information on how to utilize these columns.



Project: Select the Project radio button to display and edit the Project information.   When the Project radio button is selected, the 8 buttons below the table apply to the Project information.

Category: Select the Category radio button to display and edit the Category information.   When the Category radio button is selected, the 8 buttons below the table apply to the Category information.

Client: Select the Client radio button to display and edit the Client information.   When the Client radio button is selected, the 8 buttons below the table apply to the Client information.

Project, Category, Client Table: The table in this dialog box will hold the names and hourly rates for the Project, Category or Client Column. The radio button selected at the top of the dialog box will indicate which set of information is displayed in the table. The names in this table will be contained in the list box for selection in the Project, Category, or Client Column respectively on the main Time Table.

Add: Select this button to add a new row to the end of the table. The default name can be changed by immediately typing after pressing the Add button. To changed the Hourly Rate, click on the hourly rate cell and type in the value.

Delete: Select this button to delete the selected row(s) in the table.

Sort: Select this button to sort the rows in the displayed table by the Name column.

Edit: Select this button to put the cell with the input focus into edit mode. The cell can also be put into edit mode with pressing the F2 button. The cell with the input focus can also be edited by starting to type.

Import: Select this button to import items from a file that were previously exported using the export button in this dialog box. The rows that are imported are added to the end of the table currently displayed.

Export: Select this button to export the items currently displayed in the table. This exported file can then be imported into another TimeSlice Windows document file. This is one way to have all employees using the same Project, Category and Client names.

Show unused: Press this button to have all of the rows in the table selected that are NOT used by any time record rows in this file.

Show duplicates: Press this button to have all of the rows in the table selected that are duplicates.

Use Hourly Rates from: Select the Project, Category or Client that you want each time record to derive its hourly rate from. You can override this setting on a per record basis. See the Set Hourly Rates for more information about setting hourly rates for each time record row.

Use Rates in Menu: Check this box to have the hourly rate appended after the Name in the list box for each Project, Category, and Client column in the main Time Table.

Always Sort Items: Check this box to always have the table in this dialog box sorted by Name column. Use the Sort button if you only want to initiate a sort periodically.

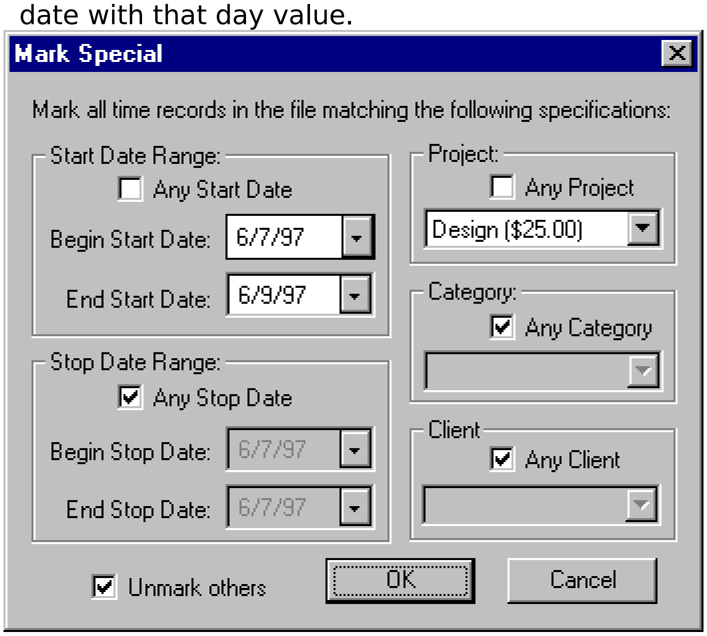
Select the **OK** button to save any changes in the Project, Category, Client information. Select the **Cancel** button to disregard any changes in the Project, Category, Client information.

Mark Special Dialog Box

The Mark Special Dialog Box is displayed by selecting the Mark Special menu under the Time menu. The Mark Special dialog box can also be displayed by selecting the Mark Special Button from the TimeSlice Document Window Toolbar. The Mark Special dialog box can also be displayed by pressing the F9 key. Use this dialog box to place x's in the Mark column of rows with specific characteristics.

If the 'Any . . .' box is selected for a specification, then the value in that column is not used to rule out a row from having the Mark column checked. That is, if all of the 'Any . . .' boxes are checked and then the OK button is selected, the Mark column on all rows will be checked. Also, when the 'Any. . .' box is checked, the associated specification controls will be greyed out. If the 'Any . . .' box is not checked, then the associated specification controls are enabled for input.

NOTE: Start Date and Stop Date range specification. The Begin Start or Stop Date starts at 00:00 on the day specified. The End Start or Stop Date ends at 23:59 on the day specified. So to specify a date range to include one specific day, set the start and end date with that day value.



Start Date Range: Use this specification to mark the rows with a specific start date range. First uncheck the 'Any Start Date' box. Then specify the date for the beginning of the start date range. Then specify the date for the end of the start date range. See below for a description on how to edit the date in the controls.

Stop Date Range: Use this specification to mark the rows with a specific stop date range. First uncheck the 'Any Stop Date' box. Then specify the date for the beginning of the stop date range. Then specify the date for the end of the stop date range. See below for a description on how to edit the date in the controls.

Project: Use this specification to mark rows with a specific Project name. First uncheck the 'Any Project' box. Then select the Project name from the Project drop down list box.

Category: Use this specification to mark rows with a specific Category name. First uncheck the 'Any Category' box. Then select the Category name from the Category drop down list box.

Client: Use this specification to mark rows with a specific Client name. First uncheck the 'Any Client' box. Then select the Client name from the Client drop down list box.

Unmark others: Check this box if you want rows that do not meet the specification in this dialog box to have the mark column unchecked. Have this box not checked if you want to add the rows that meet the specification in this dialog box to be added to the rows that already have the boxes checked in the mark column.

Example: Lets say you want to have the Mark column checked only for those rows for the day of '6/12/97' for a specific Client called 'Smith'.

1. Uncheck the 'Any Start Date'
2. Enter the Begin Start Date of '6/12/97'
3. Enter the End Start Date of '6/12/97'
4. Check the 'Any Stop Date' box
5. Check the 'Any Project' box
6. Check the 'Any Category' box
7. Uncheck the 'Any Client' box
8. Select the 'Smith' name from the Client drop down list box.
9. Check the Unmark others box
10. Select the OK button.

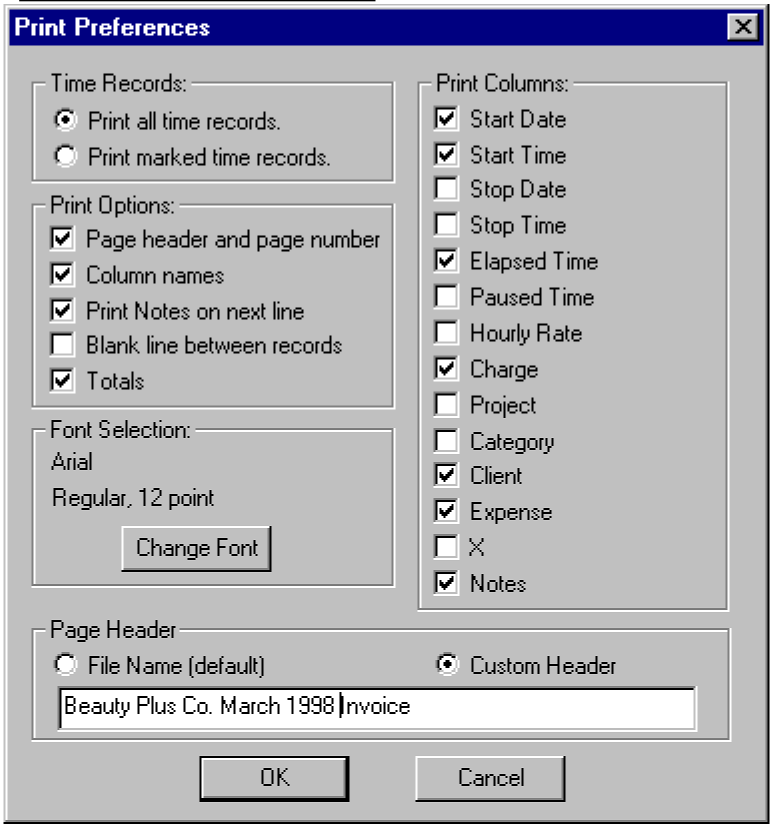
Select the **OK** button to have the mark column changed using the information in this dialog box. Select the **Cancel** button to disregard any changes made to any mark column in any row in the main Time Table.

How to use the Date / Calendar Control:
Using the drop down Calendar: .The Begin Start and Stop Date and the End Start and Stop Date areas can be edited by clicking on the down arrow button. A calendar will pop up when the arrow button is selected. The current value in the date edit control will be selected in the calendar. Select the year, month and then day. Selecting the day will pop down the calendar and display the selected date in the date edit control.
Text editing: The Begin Start and Stop Date and the End Start and Stop Date areas can be edited by double clicking the digit area (i.e. month, day, year) you want to change and then using the up and down arrow keys to increase or decrease the numeric value. The Date separator (i.e.: '**/**') cannot be edited. The Date digits can be selected and changed. You can place your text cursor before a digit and just type a number to replace the digit after the cursor. The Date edit areas will not allow an invalid digit to be entered.

See Using the Mark Column for more information on uses for the Mark column.

Print Preference Dialog Box

The Print Preference Dialog Box is displayed by selecting the Print menu or Print Preview menu under the File menu. The 'Ctrl P' key sequence can be used to display the Print Preference dialog box. You can select the Print button from the TimeSlice application Toolbar display the Print Preference dialog box or select the Print Button from the TimeSlice Document Window Toolbar.



Time Records:

The option to print all Time Table Rows or the subset of rows that has a check in the Mark Column can be selected in the Print Preference Dialog box.

Print all time records: Select this radio button to print all of the records in the active TimeSlice document.

Print marked time records: Select this radio button to print just those rows that have a check in the Mark Column.

Print Options:

There are five print options that can be turned on or off. If there is a check next to the option, that option will occur. To toggle the check on or off, click on the option’s box or text.

Page header and page number: Check this box to print the Page Header Text at the top of each printed page and the Page Number at the bottom of each printed page. If this box is left unchecked, the Page Header Text and Page number will not be printed on each page. The default page header is the file name. The default page header can be replaced by text specified at the bottom of the print preferences dialog box.

Column names: Check this box if the column names will be printed above the column data at the top of each printed page. If this box is left unchecked, the column names will not be printed on each page above each column data. The default or the overridden column header text if specified will be used. See Change the Column Settings for more information about changing the column header text.

Print Notes on next line: Check the 'Print Notes on next line' if you want the notes to be printed on the subsequent lines, the notes will start printing on the line after the other fields in the record and will continue on subsequent lines until all of the notes are printed for that time entry. Uncheck the 'Print Notes on next line' if you want the notes to be printed on the same line as the other fields, only the portion of the notes that fill to the end of the line will be printed.

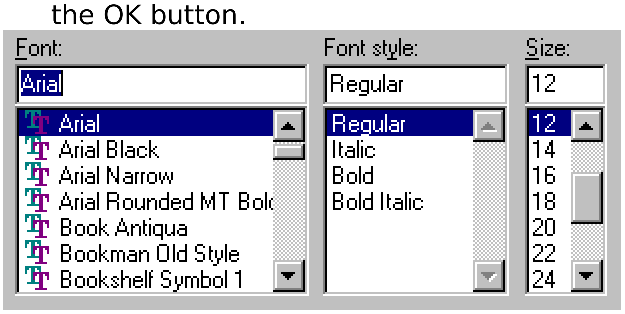
Blank line between records: Check this box if a blank line should be written after each row of time data. Uncheck this box to have each row of time data printed without a blank line printed between.

Totals: Check this box if the row of totals should be written at the end of the printed report. The totals include elapsed time, charge, and expenses. If the column that is totaled is not selected to be printed, the total for that column also will not be printed

Font Selection:

The Font Name, Style and Point Size can be specified to be used when printing the time report. The currently selected font name, style and point size is displayed. Click on the Change Font button to specify different font characteristics to use when printing the report.

Change Font: Click on this button to display the Font Selection Dialog box. In the Font Selection Dialog Box, select the Font Name, Style and Point Size and then click on the OK button.



Print Columns:

A list of all columns available for printing is shown. A check next to the column name means that the column data will be printed for each record printed. To toggle the check on or off, click on the columns box or text. The default column name or the name you have entered to override the default column name will appear in the print column list of the print preferences dialog.

Page Header:

The File Name is the default header text for the printed report. Custom text can be specified to be used for the Header of the printed report. This header will not print out if the header is not selected to be printed.

File Name (default): Select this radio button to use the file name for the header text for the printed report.

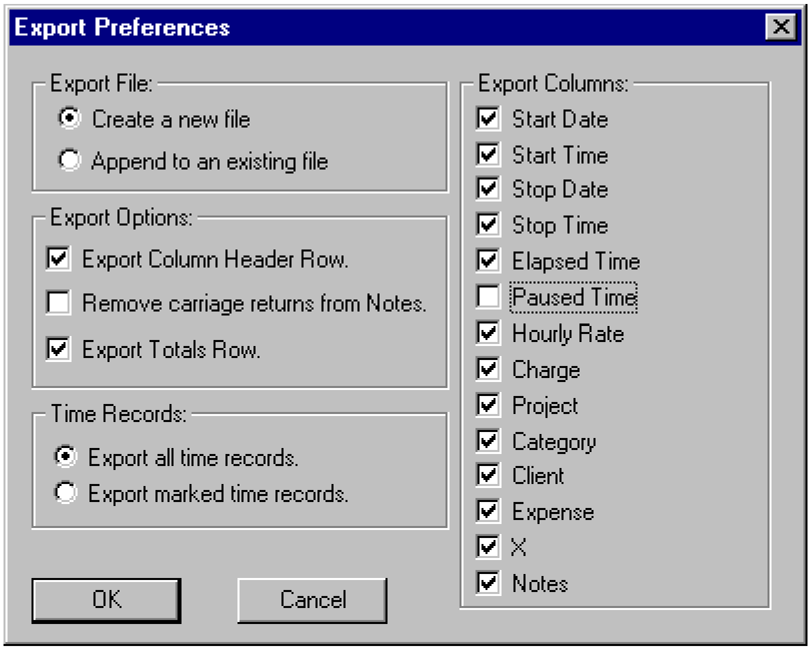
Custom Header: Select this radio button to specify custom text to be printed as the page header. Then enter the text to be used for the Page Header in the edit box

Select the **OK** button to save any changes in the preferences. Select the **Cancel** button to disregard any changes in the preferences.

For more information on printing reports in TimeSlice, see the Print a Report section.

Export Preference Dialog Box

The Export command is located under the File Menu.   The 'Ctrl E' key sequence can be used to Export data from the active document.   The Export button is located in the Document Window Toolbar.   Use this Export menu or button to write all or some time table rows of the active document to a tab delimited file.   This tab delimited file can then be imported into almost every database, spreadsheet, and word processing program.   You can use these other programs to make customized reports, or import the TimeSlice exported data in a database or financial program for further processing.   The export preferences are saved with each document.



Export File:

The option to export the time records to a new file or append the time records to an existing file can be selected in the Export Preference Dialog box.   You will specify the name of the file to export to after the OK button is selected.

Create a new file: Select this radio button to export the records to a new file or overwrite an existing file.   A new file will be created for you if the file does not already exist. If the file already exists, the contents of the file will be deleted before these new records are written to the file.

Append to an existing file: Select this radio button to export the records to the end of a file that already exists.   If the file does not exist, a new file is created for you and the records are written to this new file.

Export Options:

There are three export options that can be turned on or off.   If there is a check next to the option, that option will occur.   To toggle the check on or off, click on the option's box or text.

Export Column Header Row: Check this box if the tab delimited column names will be the first record written to the export file.   If you are appending to an existing file, generally the export column header row option should be turned off - left unchecked.   The column names exported will be the default column names, or if the names were changed in the column settings preferences of the Document Preferences Dialog Box, the column names you entered will be written to the export file.

Remove carriage returns from Notes: Check this box if the carriage returns should be replaced with spaces in the Notes text before the Notes text is written to the export file. The Notes text will not be changed in the TimeSlice file. If you will be importing the TimeSlice export file into a database or spreadsheet or into a word processing table, the 'remove carriage returns from Notes' option generally should be turned on - with a check.

- **Export Totals Row**: Check this box if the row of totals should be written to the export file. The totals include elapsed time, charge, and expenses. If the column that is totaled is not selected to be exported, the total for that column also will not be exported. If you will be importing the TimeSlice export file into a database, the 'export totals row' option generally should be turned off - left unchecked.

Time Records:

The option to export all Time Table Rows or the subset of rows that has a check in the Mark Column can be selected in the Export Preference Dialog box.

- **Export all time records:** Select this radio button to export all of the records in the active TimeSlice document.
- **Export marked time records:** Select this radio button to export just those rows that have a check in the Mark Column.

Export Columns:

A list of all columns available for exporting is shown. A check next to the column name means that the column will be exported for each record exported to the file. To toggle the check on or off, click on the columns box or text. The default column name or the name you have entered to override the default column name will appear in the export column list of the export preferences dialog.

For more information on exporting time records from TimeSlice, see the Export Time Rows section.

Sort Dialog Box

The Sort Dialog Box is displayed by selecting the Sort menu under the Time menu. The Sort dialog box can also be displayed by pressing the ‘Ctrl’ key and the ‘B’ key at the same time. The sorting order of records in the Time Table can be altered using this dialog box.

Up to 3 different sort columns can be specified for sorting. The First Sort Column must be defined before the Second Sort Column can be defined. The Second Sort Column has to be defined before the Third Sort Column can be defined.

Turn off Sorting: Un-Check the ‘Use First Sort Column’ box and click the OK button.

Use XXX Sort Column: Check the Use First Sort Column box to enable sorting of the rows in the main Time Table. Check each of the Second or Third ‘Use XXX Sort Column’ boxes to enable sorting using more than one column.

Column Name List Box: Select the column name in the list box to define which column to sort on.

Ascending: Select the ascending radio button to specify to sort the values in the selected column in ascending order.

Descending: Select the descending radio button to specify to sort the values in the selected column in ascending order.

Case Insensitive: Check the Case Insensitive box if you want the sorting to consider the upper case letters to be the same as lower case letters. If this box is not checked, the upper case letters and lower case letters will be identified as different and not grouped together.

Select the **OK** button to save any changes in the Sort Preferences. Select the **Cancel** button to disregard any changes in the Sort Preferences.

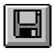
Example:

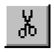
Lets say that you want to sort your time records by Client, and for each client you want to sort the records by Start Date, and then for the records with the same start date, sort by start time.

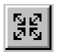
1. Check the ‘Use First Sort Column’ box.
2. Select the ‘Client’ column in the ‘First Sort Column’ sort key information box.
3. Select the ‘Ascending’ radio button.
4. Check the ‘Case Insensitive’ box.
5. Check the ‘Use Second Sort Column’ box.
6. Select the ‘’Start Date’ column in the ‘Second Sort Column’ sort key information box.
7. Select the ‘Ascending’ radio button.
8. The ‘Case Insensitive’ box can be checked or unchecked.
9. Check the ‘Use Third Sort Column’ box.

10. Select the ‘Start Time’ column in the ‘Third Sort Column’ sort key information box.
11. Select the ‘Ascending’ radio button.
12. The ‘Case Insensitive’ box can be checked or unchecked.
13. Click on the OK button.

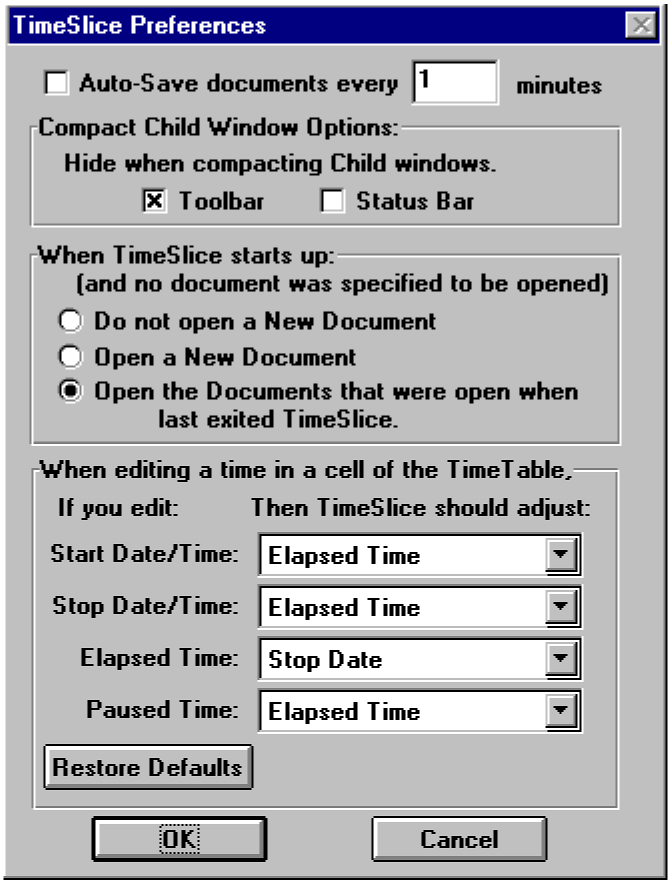
Now the rows in the Time Table on the document windows will have the rows sorted as wanted.

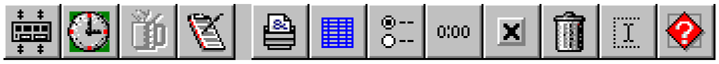


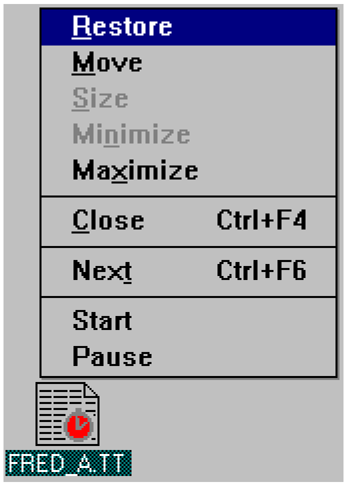


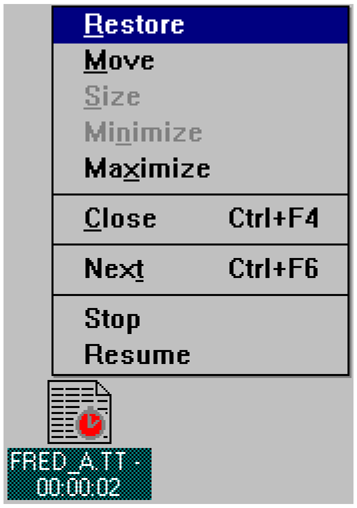


Start Date	Start Time	Stop Date	Stop Time	Elapsed	Paused	Hourly Rate	Charge	Project	Category	Client	Expense	X	No
9/14/97	13:41	9/14/97	16:22	02:39	00:03	$45.00	$119.25	Advertise 1	Layout	Smith	$0.00		
1/11/98	10:02	1/11/98	13:09	03:08	00:00	$0.00	$0.00	Advertise 2	Layout	Smith	$0.00	X	Mo
4/1/98	**09:20**	**4/1/98**	**09:46**	**00:27**	**00:00**	**$0.00**	**$0.00**	**Article**	**Scan F**	**Smith**	**$0.00**		
6/2/97	11:00	6/2/97	12:05	01:05	00:00	$45.00	$48.75	Advertise 1	Layout	Smith	$12.25		Pa
6/2/97	12:10	6/2/97	13:26	01:17	00:00	$45.00	$57.75	Advertise 1	Client fe	Smith	$0.00		
6/2/97	13:40	6/2/97	14:30	00:50	00:00	$45.00	$37.50	Advertise 1	Layout	Smith	$0.00		
6/15/97	11:30	6/15/97	12:45	01:16	00:00	$45.00	$57.00	Advertise 1	Layout	Smith	$0.00		


TimeSlice Preferences
Auto-Save documents every
1
minutes
Compact Child Window Options:
Hide when compacting Child windows.
Toolbar
Status Bar
When TimeSlice starts up:
(and no document was specified to be opened)
Do not open a New Document
Open a New Document
Open the Documents that were open when last exited TimeSlice.
When editing a time in a cell of the TimeTable,
If you edit:
Then TimeSlice should adjust:
Start Date/Time:
Elapsed Time
Stop Date/Time:
Elapsed Time
Elapsed Time:
Stop Date
Paused Time:
Elapsed Time
Restore Defaults
OK
Cancel

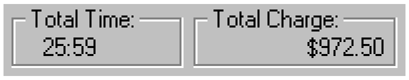

0:00

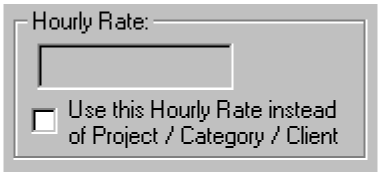

Restore
Move
Size
Minimize
Maximize
Close Ctrl+F4
Next Ctrl+F6
Start
Pause
FRED_A.TT

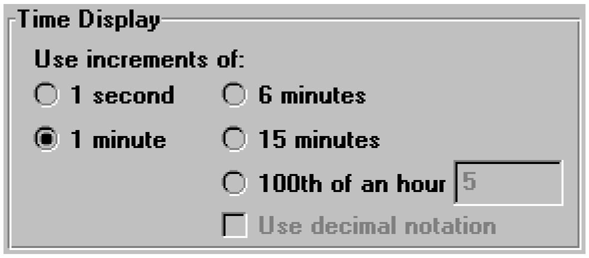

Restore
Move
Size
Minimize
Maximize
Close Ctrl+F4
Next Ctrl+F6
Stop
Resume
FRED_A.TT -
00:00:02


Ready
NUM


Elapsed:
01:01


Total Time:
25:59
Total Charge:
$972.50


Hourly Rate:
Use this Hourly Rate instead of Project / Category / Client


Time Display
Use increments of:
1 second
6 minutes
1 minute
15 minutes
100th of an hour
5
Use decimal notation