

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

Each line of information in the window is referred to as a "time entry." The time entry with the italicized text is the active time entry, or the time entry that is tracking time. To stop or pause an active time entry, click on the Stop or Pause button.

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

Each time you click on the Start button, a new time entry is created and appended to the time entry list. If the time in an individual time entry exceeds 99:59:59, it rolls over to 00:00:00. If the total time exceeds 999:59:59, it rolls over to 000:00:00. However, the true values will always be maintained and can be viewed by printing or exporting the data.