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Introduction

TimeSlice Lite is Shareware - you may try the program for a short time, but if you like it and want to keep using it, please send in the requested $25 registration fee.   A lot of time and effort went into developing this program, please be fair and help support it.

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

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

TimeSlice® Lite developed by
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Credits

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

Install TimeSlice Lite

Installation Instructions for TimeSlice Lite version 2.0.0 for Windows

1.   Create a directory for the TimeSlice Lite files.
2.   Place the TimeSlice Lite ZIP file in this directory.
3.   Use PKZIP to separate (unzip) the ZIP file into individual files into this directory.

     16 bit version files are:

         TimeSL.exe,
         Datatbl.dll,
         Picscc.dll,
         File_id.diz,
         TimeSL.hlp,
         Readme.txt,
         Install.txt,
         MS_ORDER.html,
         MS_ORDER.pdf

     32 bit version files are:

         TimeSL.exe,
         Dtbl32.dll,
         Pics32.dll,
         File_id.diz,
         TimeSL.hlp,
         Readme.txt,
         Install.txt,
         MS_ORDER.html,
         MS_ORDER.pdf

     (If you do not have a PKUNZIP program, download the PKWARE ZIP utility from the web page: http://www.pkware.com   )

4.   Execute the TimeSL.exe file to use TimeSlice Lite
5.   The two DLL files from the ZIP file must be in the directory where TimeSL.exe is executed.

     (or if you know what you are doing, the DLL's can be put in a directory where your system can find them).

     16 bit version DLL's are Datatbl.dll and Picscc.dll

     32 bit version DLL's are Dtbl32.dll and Pics32.dll

New Features in this Version

New features for version 2.0.0

International Format Date, Time and Currency values available in the 32 bit version of TimeSlice Lite. (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 Lite.

Scroll bars appear in the TimeSlice Lite 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 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 Lite 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 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 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

Software License Agreement

Please read this agreement thoroughly.

You may use the Registered TimeSlice Lite program on one computer system at one time only.

If you wish to use the TimeSlice Lite program on more than one computer system at one time, you must purchase a new and separate License from Maui Software for each additional computer system (each user must purchase their own copy).

For example, you can place the registered TimeSlice Lite program on your office computer and also your home computer.   However, if you are using a registered copy of TimeSlice Lite on your office computer, and someone else is using a registered copy on your home computer, you must purchase two copies of TimeSlice Lite because two copies of TimeSlice Lite are being used at the same time.   If you have any questions, please contact Maui Software.

You may not give the registered TimeSlice Lite program to other people.

You may not reverse engineer, disassemble, reverse translate, or in any manner decode the TimeSlice Lite program in order to derive any source code form.

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In no event will Maui Software be liable to you for any damages, including any lost profits, lost savings or other incidental or consequential damages arising out of the use or inability to use this program and user documentation.   In addition, Maui Software will not be liable for any claim by you or any other party for damages arising out of the use of this program.

How To Order TimeSlice Lite

TimeSlice Lite is available for only $25 per copy (one copy per user).   Quantity discounts are available.   Contact Maui Software for more information.   Normally you receive your registration name and code within 24 hours.   Slow turnaround times occur during Christmas, holidays, vacation time, and directly after we release a new version.

There are three order forms you can fill out and send to Maui Software to order our software.   One order form is an order form you can fill out that is part of the TimeSlice Lite program.   A second order form is a HTML file that can be filled out in your browser and emailed to Maui Software.   And a third order form is an Adobe Acrobat Document that can be filled out and faxed or mailed to Maui Software.   Below, each of the order forms is explained.

I.   TimeSlice Lite program Order Form.

Use this method to enter in order information and email, fax or postal mail your order.

Here's how to receive your TimeSlice Lite registration code:

1. Start TimeSlice Lite.

2. On the introduction dialog box, click on the "Fill Out Order Form" button or click on the "Fill Out Order Form" button from the About box. (click on Help menu and then About menu to pop up the about box)

3. Fill out all the necessary information.

4. You can email, fax, or postal mail your order.

   For fastest service -- pay by credit card and email your order:
   a. From the Order Form dialog box, click on the "Save" button and save the order form to disk.
   b. Start your bulletin board program (AOL, CompuServe, etc.), and open the order form you just saved (select Open from the File menu to do this).
   c. Make any necessary changes, add any comments, and then send it to our Internet address.

   For fast service -- pay by credit card and FAX your order:
   a. From the Order Form dialog box, click on the "Print" button and print the order form.
   b. Sign the form, make any necessary changes, add any comments, and FAX it to us. (a fax cover sheet is not necessary)

   For not as fast service -- use the post office:
   a. From the Order Form dialog box, click on the "Print" button and print the order form.
   b. Sign the form if you are paying by credit card, make any necessary changes, add any comments, enclose payment, and mail it to us.

II.   Maui Software HTML browser Order Form

Use the MS_ORDER.html browser order form if you want to email your order to Maui Software.   Here's how to use the HTML order form.   You can order any of the Maui Software products from this order form.   The MS_ORDER.html file is one of the files in the TimeSlice Lite ZIP file.   You can also access this same html page from a link in our web page: www.mauisoftware.com

1. Open the MS_ORDER.html file from your hard disk in your Internet Browser program. (Netscape, Mosaic, Internet Explorer, etc).

2. Fill out the information in the form (MS_ORDER.html) in your browser.

3. Connect your computer to the Internet.

4. Click on the button: "Submit" which is towards the bottom of the form.   The information filled into the form is then sent in an email message to Maui Software.   Maui Software will process your order and email the registration code to you.

III.   Maui Software Adobe Acrobat Order Form

Use the MS_ORDER.pdf Adobe Acrobat Order form if you want to print and then fax or postal mail your order to Maui Software.   You can order any of the Maui Software products from this order form.   You must have the Adobe Acrobat Reader v3.0 and above to use this order method.   The MS_ORDER.pdf file is one of the files in the TimeSlice Lite ZIP file.   You can also access this same pdf file from a link in our web page: www.mauisoftware.com   . You can download a free copy of Adobe Acrobat Reader from the WWW page: www.adobe.com

1. Open the MS_ORDER.pdf file from your hard disk in the Adobe Acrobat Reader program.

2. Fill out the information in the form in the Adobe Acrobat Reader program.

3. Print the information in the form (MS_ORDER.pdf) to your printer by clicking on the "Print" button at the bottom of the MS_ORDER.pdf form.

4. Fax or postal mail this printed order form to Maui Software.   Maui Software will process your order and email, fax or postal mail the registration code to you.

NOTES:

Shipping a disk with the latest version.   If also you want a TimeSlice Lite diskette mailed to you (for example, you want to receive the latest version on diskette), please enclose an additional $5 to cover postage and handling.   You could make out two checks (the second one for $5), and if there is no later version, we will return your $5 check.   Likewise for credit card sales.   You can authorize us to charge an additional $5 for shipping a disk if there is a later version.   If there is no later version, we won't charge the additional $5. This is at your option, and there will be no additional $5 charge unless you specify it.

You cannot send files (attachments) to our Internet address from non-Internet services (although that may change in the future with some on-line services).   That's why you must send your order form to us as an email message, and not as an attached file.

How To Register TimeSlice Lite

Once you have received your name and registration code, you can register your copy of TimeSlice Lite.   Entering in your name and registration code changes TimeSlice Lite from a demo version to a full working version registered to you.

To register TimeSlice Lite with your registration code:

1. Start TimeSlice Lite.

2. The Demo Version Introduction dialog box will be displayed.   Click on the "Register Now" button.   The Register TimeSlice Lite 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 "TimeSL.ini" file automatically. The "TimeSL.ini" file resides in the Windows directory.   If the registration information in this file is changed or corrupted, the TimeSlice Lite 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 will need to enter the registration information again.

File Menu

```
File
   New          Ctrl+N
   Open...      Ctrl+O
   Close
   Save         Ctrl+S
   Save As...

   Export...    Ctrl+E

   Print...     Ctrl+P
   Print Preview
   Print Setup...

   1 TIMET3.TT
   2 TIMET2.TT
   3 SMITH.TT
   4 JONES.TT

   Exit
```

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 Lite program are also available under the File Menu.

New

Use this command to create a new document in TimeSlice Lite.   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...

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 Lite prompts you to save the document if it has unsaved changes.   Before closing an unnamed document, TimeSlice Lite displays the Save As dialog box and suggests that you name and save the document.

Save

Use this command to save the active document with its current name and location. When you save a document for the first time, TimeSlice Lite 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...

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 <u>Export a Document</u> for more information.

Print...

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

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 <u>Print a Report</u> 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 Lite program.   TimeSlice Lite prompts you to save documents with unsaved changes.

Edit Menu

Edit

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Select All	Ctrl+A
Select None	

The Edit Menu contains the commands to Cut, Copy, Paste, Delete, Select All, and Select None.   The Cut and Copy commands will copy the highlighted rows from the Time Table to an internal buffer.   The buffer internal to TimeSlice Lite will exist until the TimeSlice Lite 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

Cut

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 Lite buffer.   This internal buffer will allow the user to paste the information into a TimeSlice Lite 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 Lite application Toolbar.

Copy

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 Lite 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 Lite buffer is cleared when the TimeSlice Lite 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 Lite application Toolbar.

Paste

The Paste command will copy the internal TimeSlice Lite 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, but before an active Time Entry row.   Only highlighted rows that have been previously Cut or Copied from within TimeSlice Lite 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 Lite application Toolbar.

Delete

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 Lite 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 Lite Document Window Toolbar.

Select All

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

Time Menu

```
Time
    Edit Time Entry...
    Edit Time Table Cell      F2
    Add Time Entry            Ins

    Document Preferences...
    General Preferences...
```

The Time Menu contains commands to edit a time entry, edit a time table cell, add a time entry, to set Document Preferences for the active document and to set General TimeSlice Lite program preferences.

Edit Time Entry...

Use this command to display the Edit Time Entry 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 Entry command can also be activated by selecting the Edit Time Button from the TimeSlice Lite Document Window Toolbar.

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 Lite Document Window Toolbar.   See Edit Time Entry for more information on editing time information in the Table Cell.

Add Time Entry   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.

Document Preferences...

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 hourly rate, time display options and print options.   The Document Preferences command can also be activated by selecting the Document Preferences Button from the TimeSlice Lite Document Window Toolbar.

General Preferences...

Use this command to display the General Preferences dialog box.   The auto-save, default hourly rate and window compacting options can be set here.   The TimeSlice Lite General Preferences command can also be activated by selecting the General Preferences Button from the TimeSlice Lite Document Window Toolbar.

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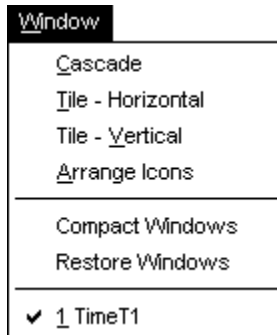
The Window Menu contains commands to manipulate the child window within the TimeSlice Lite program window.   The Cascade, Tile - Horizontal, Tile - Vertical, Arrange Icons, 1,2,3,4, are standard Multi-Document Interface commands.   The Compact Windows and Restore Windows commands are specific to the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

Cascade

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

Tile - Vertical

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

Arrange Icons

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

Compact Windows

This command will minimize the TimeSlice Lite document windows, arrange them in the upper left portion of the TimeSlice Lite application window, and resize the TimeSlice Lite application window to contain one row of document icons.   See Compact Screen Usage for more information.

Restore Windows

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

Help Menu

Help

Contents

About TimeSlice Lite...
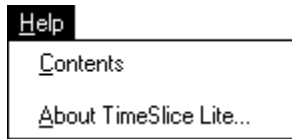
Help Contents

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

About TimeSlice Lite

Use this command to display the version number of this copy of TimeSlice Lite for Windows.   The copyright notice and the person who this copy of TimeSlice Lite is registered to is also displayed.

Set Hourly Rate

You can change the hourly rate for each specific document.   You can also change the default hourly rate that each new document will use.

Change Hourly Rate for a Specific Document

You change the hourly rate of the active document in the <u>Set Hourly Rate dialog box</u>.   The <u>Set Hourly Rate dialog box</u> is displayed by clicking the <u>SET</u> button on each document.   The hourly rate can be changed by selecting the <u>Document Preferences... menu</u> which is under the <u>Time Menu</u>.   The hourly rate can also be changed by selecting the <u>Document Preferences Button</u> from the TimeSlice Lite <u>Document Window Toolbar</u>.   Type in the new hourly rate in the edit box and click on the OK button to change the hourly rate on the document specified.

NOTE: All of the time charges for the active document will be recalculated using this new hourly rate.

Change Default Hourly Rate for New Documents

You change the default hourly rate for new documents in the <u>General Preferences dialog box</u>.   The <u>General Preferences dialog box</u> is displayed by selecting the <u>General Preferences menu</u> from under the <u>Time menu</u>.   The General Preferences dialog box can also be displayed by selecting the <u>General Preferences Button</u> from the TimeSlice Lite <u>Document Window Toolbar</u>.

For new files, set hourly rate at $60.00

Enter the hourly rate in the preferences dialog box to change the default hourly rate for new documents.

Auto Save Feature

The Auto-Save feature of TimeSlice Lite 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 Lite Document Window Toolbar.

X Auto-Save documents every 3   minutes

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

Open an Existing Document

There are many ways to open a TimeSlice Lite 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 <u>Open Menu</u> from under the <u>File Menu</u>. The 'Ctrl O' key sequence can be used to open an existing document.   You can also select the <u>Open button</u> from the <u>Toolbar</u> 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 Lite program window when the file is opened.

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

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

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

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

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

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

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

In the File Manager, find the TimeSlice Lite File to be opened in TimeSlice Lite.   Double click on the TimeSlice Lite document file.   The TimeSlice Lite Program will be started with the selected TimeSlice Lite document opened.   You may need to create an association between the TimeSlice Lite Program and the files with a '.tt' 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 Lite Program Icon
(Windows 95 and Windows NT 4.0)

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

First, a TimeSlice Lite shortcut icon must be created.   To create a shortcut, select the TimeSlice Lite Program file in Explorer.   Drag the TimeSlice Lite 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 Lite 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 Lite program path is specified.   In the 'Target:' edit area, add a space after the TimeSlice Lite program path and then type in the name of the TimeSlice Lite document file including the pathname.   Then click on the OK button.

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

A TimeSlice Lite Program icon can be set up in the Program Manager to automatically open a specific TimeSlice Lite document when this TimeSlice Lite Program icon is activated.   In the Program Manager TimeSlice Lite icon, edit the properties.   Add the name of the TimeSlice Lite document name after the TimeSlice Lite 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 <u>Save or Save As Menu</u> from under the <u>File Menu</u>.   The 'Ctrl S' key sequence can be used to save the active document.   You can also select the <u>Save button</u> from the <u>Toolbar</u> 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 the time entry information 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 Lite application Toolbar to print the active document or select the Print Button from the TimeSlice Lite Document Window Toolbar. The active document's information will be printed in the report.   The standard Print dialog box is displayed to aid in specifying printer information.

You can preview the printed report by selecting the Print Preview Menu from under the File Menu.

Print option for Notes Column:

The option to print the notes on the same line as the other fields in a time entry or on the subsequent line(s) is available in the Document Preferences Dialog Box.   If the notes are 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.   If the notes are 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.   See Document Preferences dialog box for more information.

Print a Custom Report

A custom report utilizing the TimeSlice Lite time data can be created using a Spreadsheet or Database program.   Export the TimeSlice Lite data or copy the contents of the TimeSlice Lite document to the clipboard.   Import the TimeSlice Lite data or Paste the TimeSlice Lite 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 Lite report from the Spreadsheet of Database program.   See Export a Document for more information.

Export a Document

The Export command is located under the File Menu.   The 'Ctrl E' key sequence can be used to Export the active document.   The Export button is located in the Document Window Toolbar.   Use this Export menu or button to save the time entries 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 Lite exported data in a database or financial program for further processing.

The Export As dialog box is displayed when the Export menu or Export button is selected. 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'.

The Cut and Copy features will place the highlighted time entry records as tab delimited text in the Clipboard.   The time entry 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

START Timing
You time an activity by selecting the Start Button on a document or the Start menu on the documents control menu.

PAUSE / RESUME Timing
You can pause and resume the timing of an activity by selecting the Pause Button or Resume Button on the document or the Pause Menu or Resume Menu on the documents control menu.

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.

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

Compact Screen Usage

Two menu commands, two buttons on the toolbars and some preferences are available to resize the TimeSlice Lite windows.   These commands are available to have the TimeSlice Lite 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 Lite 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
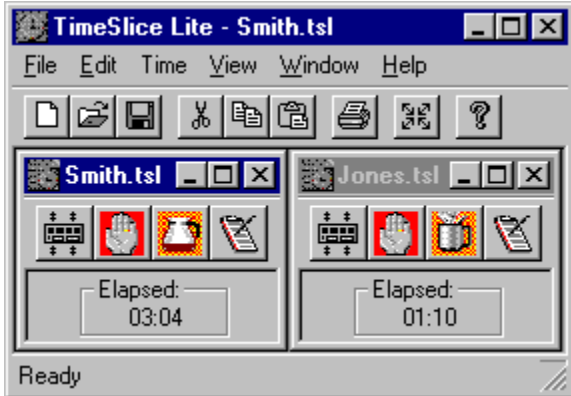
To Shrink or Restore the size of the child windows individually, click on the Compact/Restore Button located on the Document Window Toolbar.   With the TimeSlice Lite windows compacted, you can start, stop, pause and resume timing of your work and restore the size of the child window using the buttons on the Document Window Toolbar.   The Active Time Entry row or last row can be edited while the Document Window is compacted by clicking on the Edit Time Button on the Document Window Toolbar.

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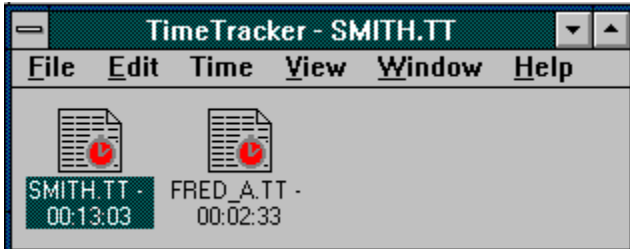
With the TimeSlice Lite windows compacted, you can start, stop, pause and resume timing of your work using the system menu of each iconized document window.   You popup the system menu for an icon by clicking on the document icon once.

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 Lite document windows, arrange them in the upper left portion of the TimeSlice Lite application window, and resize the TimeSlice Lite application window to contain one row of document icons.

Restore Windows Menu   This command will restore the TimeSlice Lite 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 Lite 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 Lite 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 Lite Document Window Toolbar.
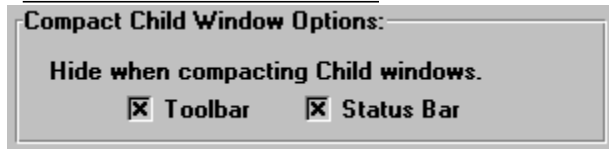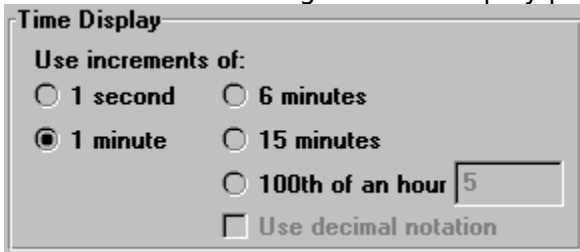

The two settings you can control for the compacting of the TimeSlice Lite windows are whether the status bar or toolbar will automatically be hidden when the Compact Menu is selected.   These two settings can be changed in the General Preferences dialog box.

Display Time Feature

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

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

```
┌─Time Display────────────────────────────┐
│  Use increments of:                      │
│  ○ 1 second     ○ 6 minutes              │
│  ◉ 1 minute     ○ 15 minutes             │
│                 ○ 100th of an hour │5   ││
│                 □ Use decimal notation   │
└──────────────────────────────────────────┘
```

Time Display Increments

The exact number of seconds elapsed is saved for a time entry record.   The manner in which the time is <u>rounded up</u> 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 Entry

You can edit the information in any of the rows in the <u>Time Table</u> two ways.   You can edit each of the items in the Time Table right in the cell.   You edit a row of Time Entry information in the <u>Edit Time Entry dialog box</u>.   You can edit any Time Entry Row.   Editing the Start Date, Start Time, Paused Time 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 Entry 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 <u>Edit Time Table Cell menu</u>, select the <u>Edit Time Table Cell Button</u> or just start typing and the contents of the cell will be overwritten.
Edit the 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.   The "Stop Time" and "Stop Time" expect input to be in a Time format as selected in the Regional Settings of your computer. The "Paused Time" expects input to be in a 24 hour Time Format.   The Paused Time format is hours : minutes or hours : minutes : seconds.   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.   The "Elapsed Time" and "Charge" cells are NOT editable.
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 <u>Edit Time Entry dialog box</u>.   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 <u>Edit Time Entry dialog box</u> for more information on editing the time entry records in the edit time entry 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, or the second last row if there is an active timer for the last row.   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 Entry section for more information on editing the Time Entries.

International Date, Time, Currency Customization

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

TimeSlice Lite 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 Lite 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.

Document System Menu

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

Program Minimize / Maximize Buttons

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

Program Title Bar

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

Program System Menu

The TimeSlice Lite Programs System Menu is the standard program system menu.

Menu Bar

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

Status Bar

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

Application Tool Bar

The TimeSlice Lite 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 Timing,

Pause

Resume Timing,

Edit Time Entry Row(s),

Print,

Export,

Edit General Preferences,

Edit Document Preferences,

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 Lite window.   The Maximize button will make the document window as big as will fit inside of the TimeSlice Lite program window.

Document Title Bar

Every TimeSlice Lite 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.

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.

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 and notes.

Total Charge

The Total Charge is shown in the Grand Totals box at the top of the document window.   This total is the sum of all of the 'Charge' cells of every row in this document.

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 here is the hourly rate used by this document.   Every document window can have a different rate.   All of the time entries of a document will use this rate to calculate the Charge.   You can change the hourly rate used by this document by clicking on the Set button.

Total Elapsed Time

The Total Elapsed Time is shown in the Grand Totals box at the top of the document window. This total is the sum of all of the elapsed time cells of every row in this document.

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 last row in the Time Table.

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.

TimeSlice Lite Main Window

TimeSlice Lite Main Window is the usual Windows Multi-Document Application.   The Main Window has a title bar, menu bar, tool bar, status bar.   The TimeSlice Lite can have multiple files open.   Each file will be opened in its own child window which always resides inside of the TimeSlice Lite application.   The following bitmap has 'hot spots' on it so that you can click on an area of the bitmap to popup a window of more information about a particular area of the TimeSlice Lite window.
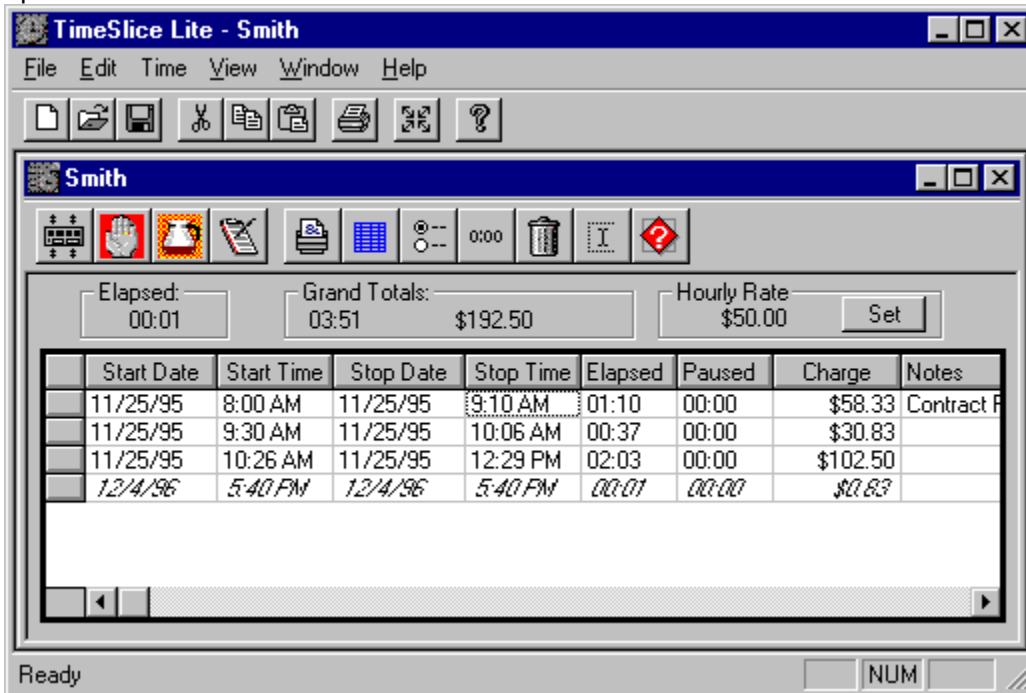
The prompts for the toolbar buttons appear in the status bar when a button is depressed. The prompts for the toolbar buttons can be shown and the toolbar buttons not executed if the cursor is moved off the toolbar button before the mouse button is released.   In the 32 bit version of TimeSlice Lite, the Tool Tips and status bar prompts will be displayed when the mouse moves over the Toolbar Buttons.

Set Hourly Rate Dialog Box

Use this dialog box to change the hourly rate for an individual document.   This dialog box can be displayed by selecting the SET button in a document window.   The hourly rate can be changed by selecting the Document Preferences... menu which is under the Time Menu. The hourly rate can also be changed by selecting the Document Preferences Button from the TimeSlice Lite Document Window Toolbar.
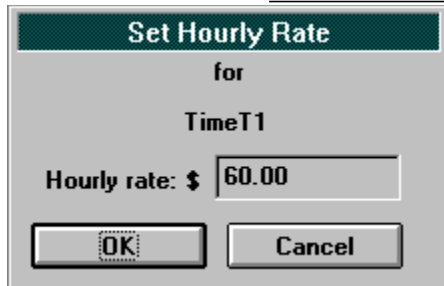
Document Name   The name of the document that will receive this change in hourly rate is displayed in the dialog.   In the above example, the document name is TimeT1.

Hourly Rate   Enter the new hourly rate to be used in the specified document.

Select the **OK** button to change the hourly rate on the document.   Select the **Cancel** button to leave the hourly rate unchanged.

Set Document Preferences Dialog Box

The Document Preferences Dialog Box is displayed by selecting the <u>Document Preferences menu</u> under the <u>Time menu</u>.   The Document Preferences Dialog Box can also be displayed by selecting the <u>Document Preferences Button</u> from the TimeSlice Lite <u>Document Window Toolbar</u>.   The active documents <u>Hourly Rate</u> and <u>Time Display</u> feature settings can be altered using this dialog box.

Edit Document Preferences

for: Jones.tt

Hourly Rate
$25.00

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

Print Preferences
☑ Print Notes on next line

[OK]   [Cancel]

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.

Active Document Hourly Rate Preference   Enter the hourly rate here to change the hourly rate for the active document.   The hourly rate entered will be used to calculate the Total Charges for this document.   The hourly rate entered here will be displayed in the "Hourly Rate" box at the bottom of the active document.

Active 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.   See the <u>Time Display</u> Feature for more information.

Print Preference   Check the box to have the notes start printing on the line following the other fields of the time entry.   If the notes are 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.   If the notes are 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.

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 Lite Document Window Toolbar.   The Auto-Save feature, default hourly rate, and compacting settings can be altered using this dialog box.
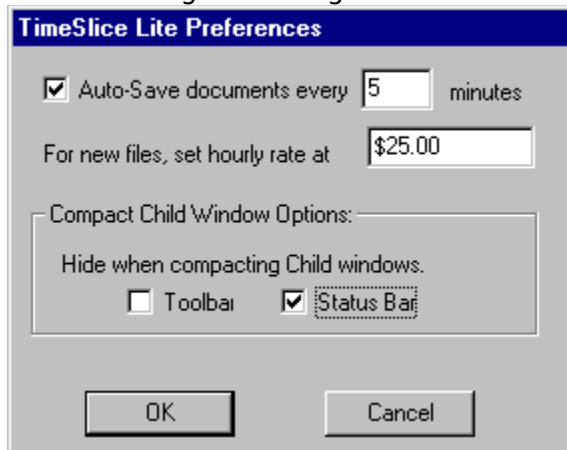
Auto Save Preference   The auto-save feature is enabled when the Auto-Save check box is checked.   In the Minutes box, type how often (in minutes) you want TimeSlice Lite to save your work.

Default Hourly Rate Preference   Enter the hourly rate in the preferences dialog box to change the default hourly rate for new documents.
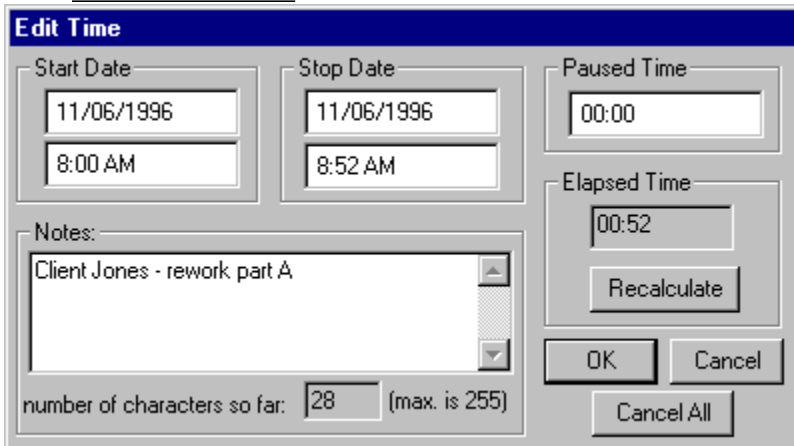
Compact Windows Preference   The two settings you can control for the compacting of the TimeSlice Lite windows are whether the status bar or toolbar will automatically be hidden when the Compact Menu is selected.   The x'd status bar check box means that the status bar will be hidden when the Compact Menu is selected.   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 Entry Dialog Box

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

In the Edit Time Entry dialog box, you can edit the Start Date, Start Time, Stop Date, Stop Time or Pause Time.   Then click on the Recalculate button to see the new Elapsed Time calculated.   You cannot edit the Elapsed Time directly.   Type in comments information in the Notes edit window.

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'.

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.   If you make changes to the Start Date or Time and want to see the changes reflected in the Elapsed Time, click on the Recalculate button.

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.   If you make changes to the Stop Date and want to see the changes reflected in the Elapsed Time, click on the Recalculate button.   Making changes to the Stop Date and Time of an Active Time Record will not be saved since an Active Time Record has not stopped yet.

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.   If you make changes to the Paused Time and want to see the changes reflected in the Elapsed Time, click on the Recalculate button.   The "Paused Time" expects input to be in a 24 hour Time Format of hours and minutes and optionally seconds.

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.   The Elapsed Time is calculated when the Recalculate button or the OK button is selected.

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 entry records were highlighted to be edited, the next record is displayed in the dialog box.

Click on the **Cancel** button to disregard any changes made to the time entry information in this dialog box.   If more time entry records were highlighted to be edited, the next record 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 Entry dialog box is dismissed even if more time entry records were highlighted to be edited.

File

<u>N</u>ew	Ctrl+N
<u>O</u>pen...	Ctrl+O
<u>C</u>lose	
<u>S</u>ave	Ctrl+S
Save <u>A</u>s...	
Export...	Ctrl+E
<u>P</u>rint...	Ctrl+P
Print Pre<u>v</u>iew	
P<u>r</u>int Setup...	
<u>1</u> TIMET3.TT	
<u>2</u> TIMET2.TT	
<u>3</u> SMITH.TT	
<u>4</u> JONES.TT	
E<u>x</u>it	

Edit

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Select All	Ctrl+A
Select None	

Time

Edit Time Entry...	
Edit Time Table Cell	F2
Add Time Entry	Ins
Document Preferences...	
General Preferences...	

Window

Cascade
Tile - Horizontal
Tile - Vertical
Arrange Icons

Compact Windows
Restore Windows

✔ 1 TimeT1

File

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P<u>r</u>int Setup...	
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<u>3</u> SMITH.TT	
<u>4</u> JONES.TT	
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File

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Save	Ctrl+S
Save As...	
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Print Preview	
Print Setup...	
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3 SMITH.TT	
4 JONES.TT	
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File

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<u>3</u> SMITH.TT	
<u>4</u> JONES.TT	
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Print...	Ctrl+P
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Print Setup...	
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2 TIMET2.TT	
3 SMITH.TT	
4 JONES.TT	
Exit	

File

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<u>C</u>lose	
<u>S</u>ave	Ctrl+S
Save <u>A</u>s...	
Export...	Ctrl+E
<u>P</u>rint...	Ctrl+P
Print Pre<u>v</u>iew	
P<u>r</u>int Setup...	
<u>1</u> TIMET3.TT	
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<u>3</u> SMITH.TT	
<u>4</u> JONES.TT	
E<u>x</u>it	

File

New	Ctrl+N
Open...	Ctrl+O
Close	
Save	Ctrl+S
Save As...	
Export...	Ctrl+E
Print...	Ctrl+P
Print Preview	
Print Setup...	
1 TIMET3.TT	
2 TIMET2.TT	
3 SMITH.TT	
4 JONES.TT	
Exit	

Start Date	Start Time	Stop Date	Stop Time	Elapsed Time	Paused Time	Charge	Notes
08/05/1996	4:12 AM	08/05/1996	8:00 AM	03:48	00:00	$95.00	Finish tt120. Rec
08/05/1996	9:10 AM	08/05/1996	11:00 AM	00:57	00:53	$23.75	Finish tt120. Start
08/06/1996	5:00 AM	08/06/1996	5:50 AM	00:51	00:00	$21.25	search net for time
08/06/1996	6:00 AM	08/06/1996	9:52 AM	03:53	00:00	$97.08	finish tt120. Conti
08/06/1996	5:01 PM	08/06/1996	7:07 PM	02:06	00:00	$52.50	Continue online H
08/07/1996	4:07 AM	08/07/1996	7:32 AM	03:25	00:00	$85.42	Continue online H
08/07/1996	7:37 AM	08/07/1996	9:03 AM	01:26	00:00	$35.83	Continue online H
08/07/1996	11:46 AM	08/07/1996	2:25 PM	02:26	00:12	$60.83	Continue online H
08/08/1996	3:57 AM	08/08/1996	7:05 AM	03:09	00:00	$78.75	Finish tt120. Add

Window

Cascade
Tile - Horizontal
Tile - Vertical
Arrange Icons

Compact Windows
Restore Windows

✔ 1 TimeT1

Window

Cascade
Tile - Horizontal
Tile - Vertical
Arrange Icons

Compact Windows
Restore Windows

✔ 1 TimeT1

Hourly Rate

$60.00 Set

Window

Cascade
Tile - Horizontal
Tile - Vertical
Arrange Icons

Compact Windows
Restore Windows
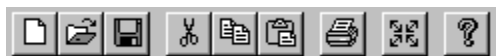
✔ 1 TimeT1

Window

Cascade
Tile - Horizontal
Tile - Vertical
Arrange Icons

Compact Windows
Restore Windows

✔ 1 TimeT1

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

Window

Cascade
Tile - Horizontal
Tile - Vertical
Arrange Icons

Compact Windows
Restore Windows

✔ 1 TimeT1

Ready   NUM

Elapsed:
01:01

Grand Totals:

06:17 $314.17

Window

Cascade
Tile - Horizontal
Tile - Vertical
Arrange Icons

Compact Windows
Restore Windows

✔ 1 TimeT1