

Marking is a very useful way for dealing with a selection of entries.

All totals such as the Total Elapsed and Total Charge are calculated from either all time entries or from marked time entries. To tell how the totals are calculated on a document, look for the Total Marked Indicator. It is the black dot just below the Status Light:

When it's visible, the totals are calculated from marked time entries. If it's not visible, the totals are calculated from all time entries. Switch between the two by clicking on the Totals icon in the Tool Bar (4th button from the left), or by selecting "Total Marked Time" or "Total All Time" in the Time Menu.

Mark New Entries

When this item, under the Time menu, is checked, all new time entries created by clicking on the Start button are marked. This could allow you to total entries in a particular session. At the end of the session you could export just these new entries to a database program.

Mark Special

This command, under the Time menu, allows you can select all entries for a project or a category and quickly generate a total. This makes it much easier to transfer to a database program for analyses. This command would also allow you to correct errors on a large scale. Say you had entered one client at \$40/hr when you meant that they were \$60/hr. You could use Mark Special to mark them all and adjust the rate by changing the category.