

Each time you click on the Start button, a new “time entry” is created and appended to the time entry list. Each time entry shows the Start Date, Start Time, Stop Time, Elapsed Time, Charge, and Notes.

The Elapsed Time can be displayed in various formats, such as in decimal format. For more information, see the chapter on Preferences.

Print the time entries by clicking on the Print icon.

Delete a selected time entry by clicking on the Trash icon. To bypass the delete confirmation alert, hold down the Option key when deleting. Pressing the Delete key also deletes a time entry.