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TIMESLICE® USER'S GUIDE

**MACINTOSH/
POWER MACINTOSH**

TimeSlice® User's Guide

TimeSlice requires System 7.1 or greater.

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Troubleshooting

*If TimeSlice starts crashing...*

Delete the file "TimeSlice Preferences"
    This file is located in the Preferences folder within the System folder (quit TimeSlice before you delete this file).

Allocate more RAM to TimeSlice
    To do this, quit TimeSlice, click once on the TimeSlice application icon, and select "Get Info" from the File menu. A small window appears. Change the Preferred size to a value larger than the Suggested size.

Increase this number if you have a lot of TimeSlice documents open or if your TimeSlice files are large.
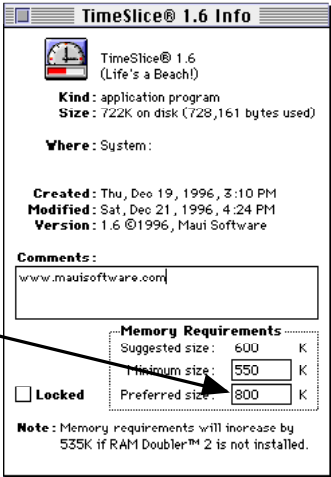
Restart with Extensions disabled
    Select Restart from the Special menu. After the Mac makes the startup chime, hold down the Shift key (release the Shift key after you see the message "Extensions disabled"). If TimeSlice works okay now, and it didn't previously, you most likely have a system extension or control panel that is causing a conflict with TimeSlice (and possibly other applications). You should remove the offending extension or control panel, or have it updated.

Start TimeSlice every time you start your Mac

Put an alias of TimeSlice or of a TimeSlice document in the "Startup Items" folder. Here's how:

1) Click once on the TimeSlice application or a TimeSlice document to highlight it.
2) Select "Make Alias" from the File menu.
3) Place the alias in the "Startup Items" folder (it's inside the System folder).
4) Select Restart from the Special menu.

Printing

Use Legal Paper in Landscape mode if the TimeSlice data prints off the printed page. Select Page Setup from the TimeSlice File menu to set the legal and landscape settings:
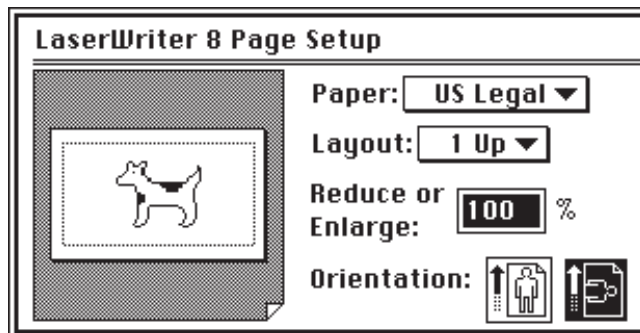
Better yet, export the data and import it into a database or spreadsheet application for better print control and quality.

Exporting

Bypass exporting TimeSlice data and importing into a database by highlighting the desired time records, select Copy from the Edit menu, open your database or spreadsheet file, and select Paste from the Edit menu. Or if you have Drag and Drop available, you can drag the time records and drop them onto another application, or onto the desktop to create a text clipping file.

Introduction

TimeSlice is a Macintosh application that works in native mode on both 68K and Power Macintosh computers. TimeSlice is used for tracking time events while you work, or when you want to track application use, or any other situation when time-tracking and recording time events is important.

What is the best way to use TimeSlice?

The answer is "whatever works for you is the best way." People use TimeSlice in a variety of ways. It's suggested that you read this manual and spend some time experimenting with TimeSlice. Learn its features, and find out what works best for you. See the chapter on Hints & Tips for more information on how to best use TimeSlice.

Technical Support

Before you contact technical support, please search this document for terms related to your questions. More than likely your questions are answered within this manual.

Notes

 This icon precedes an important related note.

Windows Menu

Zoom zooms the current window. This is the same as clicking on the window's Zoom box.

Cascade cascades all open TimeSlice windows to a neat orderly arrangement.

The remaining menu lists all open TimeSlice documents. A check mark (√) is next to the name of the current (frontmost) document. To bring one of the other documents to the front, select it from this menu.

Quick Start

❏ Start TimeSlice by double-clicking on the TimeSlice application icon. It looks like this:

❏ If you haven't already done so, personalize TimeSlice with your name, organization and serial number. A new TimeSlice window appears.

❏ Click on the Start button and then click on the Stop button

❏ You've just created your first time record. From here you can add Projects, Categories, and Clients to the file. Edit the time values using the Edit Time Record window or In-Line Editing. Please see the related chapters in this manual for more information.

Edit Menu

Cut, Copy, Paste, and **Clear** work with text or time records.

Select All either selects all time records or selects all the text if you're working with text.

Unselect All unselects all time records.
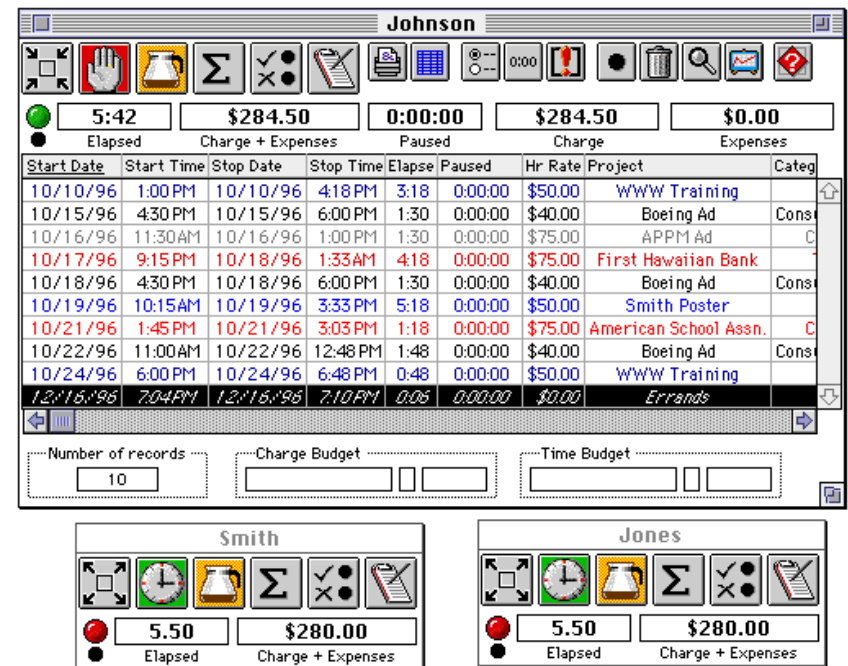
Time Record… displays the Edit Time Record window.

Charge… displays the Edit Charge window.

File Notes… displays the File Notes window.

Projects, Categories, and **Clients**… displays the Edit Job window.

Preferences displays the preferences sub-menu. Select one of the items in the sub-menu to bring up that preference selection.

Basics

You can have as many TimeSlice 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 Jones document. When the phone call ends, you stop the Jones document, and resume the Johnson document.

The time record with the italicized text is the active time record, or the time record that is tracking time. To stop or pause an active time record, click on the Stop or Pause button.

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

Importing Time Records

TimeSlice imports time values from a text file in tab-delimited format. Select Import… from the File menu and select the text file you want to import. TimeSlice then displays the data from the file on the following window.

Click on the << or >> button to scan the data. The data must be in the order shown in the window, however, some of the fields can be missing. If a field is missing, uncheck the field's box and the succeeding fields will scroll down. For example, in the window below the file that is being imported does not contain Charge data, so you would uncheck the Charge box.

Click on the Import button to import the data.

TimeSlice Tool Bar
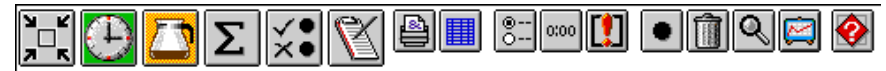
Click on one of the buttons to preform the related action.

 Minimize or Maximize the window.

 Start recording time. A new time record is appended to the list of time records, and the button becomes the Stop button. The new time record is the active time record, and it is displayed in *italicized text*.

 Restart the selected time record or copy & start a new record (see Preferences—Start/Stop for more information). This button looks just like the Start button above except the minute hand is ten after the hour. This button is available when only one time record is selected.

 Stop recording time. This button then becomes the Start button.

 Pause recording time. This button then becomes the Resume button.

 Resume recording time. This button then becomes the Pause button.

 Total All time records. This button then becomes the Total Marked button.

Mark Special

Select **Mark Special** from the Time menu or click on the Mark Special button to bring up the Mark Special window.

Select the category, client, project, and color combination of the time records you want marked from the pop-up menus on the right side of the window. If you want to specify a date range for the Start Date, use the calendar. Check **Notes contain the text below** if the entered text should be in the Notes field. Check **Unmark others** if you want unmatched records unmarked.

After clicking OK on this window, you can have the totals on the main window calculated by the specifications you set here. Click on the Totals button on the Tool Bar so that the Total Marked indicator is visible.

Tips on using the calendar.
❏ Click on a day to select it.
❏ Click on the year or month to advance the year or month. Press the shift key and the values change faster.
❏ Hold down the option key to move backwards when selecting the year or month.
❏ Click on "S M T W T F S" to display today's date.

Creating a Template

Why create a template? Instead of selecting New from the File menu and customizing the new file as you want it, you can instead start a new file from a template. A template is a special kind of file that preserves your Categories, Projects, Clients, window size, and many other of your settings. Once you create and save the template, double-click on it next time you need a new file. The following steps show how to create a template file.

Select New from the File menu.
This starts a new TimeSlice document.

Customize the file to your own style.
Adjust the column widths, adjust the size of the window, set the Time Display, and adjust any other items that you would like set differently than the default settings.

Create a set of jobs.
Select Projects, Categories, or Clients from the Edit menu to build your list of jobs. There is no set way for naming jobs—whatever works for you is the best way.

Save the file.
Select "Save As Template…" from the File menu. Now when you need a new file with the same settings, instead of selecting New from the File menu, double-click on the template file you just created (or select Open from the File menu). Instead of the template opening, TimeSlice makes a copy of the template for you without changing the original, and you start working with the copy.
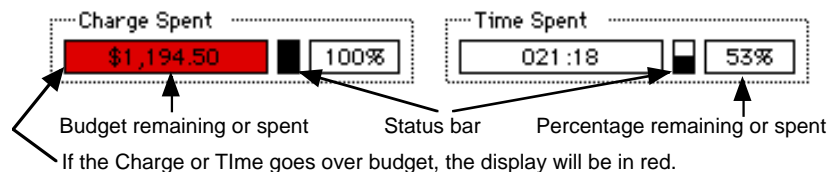
Set Budget

Select "Set Budget…" under the Time menu, or click on the Budget button on the Tool Bar, or click on the Charge or Time budget on the main window to bring up the Budget window. The budgets you set are for the current document. Enter a charge amount and/or an elapsed time amount to set the budget.

Choose whether or not you want the budget calculated using all time records or just marked time records, and also the display options.

After setting up the budget, the budget values are displayed at the bottom of the TimeSlice document. The budget, status bar, and percentage are updated continuously.

Budget remaining or spent   Status bar   Percentage remaining or spent

If the Charge or TIme goes over budget, the display will be in red.

These keys preform special functions when editing time and date values:

Key	Function
=	Inserts the current day or time
Shift	When used with the up and down buttons, larger increment changes occur.

Adjust Elapsed time. When checked, the elapsed time is adjusted automatically when editing some of the time or date values. You will probably always want this checked.

Adjust Paused time. When checked, the paused time is adjusted automatically when editing some of the time or date values.

Category, Client, and Project. Use the pop-up menus to change these items.

Color. Use the pop-up menu to change the color of the time record. Caution: changing this value will override the default value set in the Edit Category, Client, and Project window.

Notes. Use the Notes section for notes about each time record. The standard Macintosh editing commands are available when entering notes (cut, copy, paste, and clear). The number above the Notes field shows how many characters you've entered. The limit is 255 characters.

Expenses. Use the pop-up menu to choose Expenses. Enter a monetary value for any purpose you want, independent of the time settings. For example, during a time period you purchased $20 of paper. You'd enter 20 as the expense, and maybe describe the purchase in the Notes section.

Hourly Rate. Use the pop-up menu to choose Hourly Rate. Caution: changing this value will override the default set in the Edit Category, Client, and Project window. To revert back to the default hourly rate, enter the default hourly rate, or a minus one (-1).

Mark/Unmark. Check the box next to "Mark" to mark the time record. Uncheck it to unmark the time record.

Edit Charge Amount

The "Edit Charge Amount" window allows you to quickly adjust either the elapsed time or the hourly rate of one or more selected time records given a charge amount. Select Charge… from the Edit menu to edit the charge amount.

For example, in the figure below the highlighted time record shows the hourly rate is $110, and the elapsed time is 4 hours for a total charge of $440.

Even though the job took 4 hours, you have a minimum fee of $500. Select the time record you want to adjust, select Charge… from the Edit menu, enter 500, and click OK. The elapsed time is adjusted to 4:33 hours. Notice that the charge is adjusted to $500.50. That's as close as TimeSlice can get to $500 given the values it has to work with.

To edit a date or time value, hourly rate, expense, or the notes, click in the respective field. Hold the mouse down until just the field highlights. Type directly into the field to make changes. Press the Enter key or click anywhere outside of this field when you're finished editing.

When editing the Stop Time or Stop Date, the time or date you edit will be the actual stop time or stop date instead of the displayed stop time or stop date.
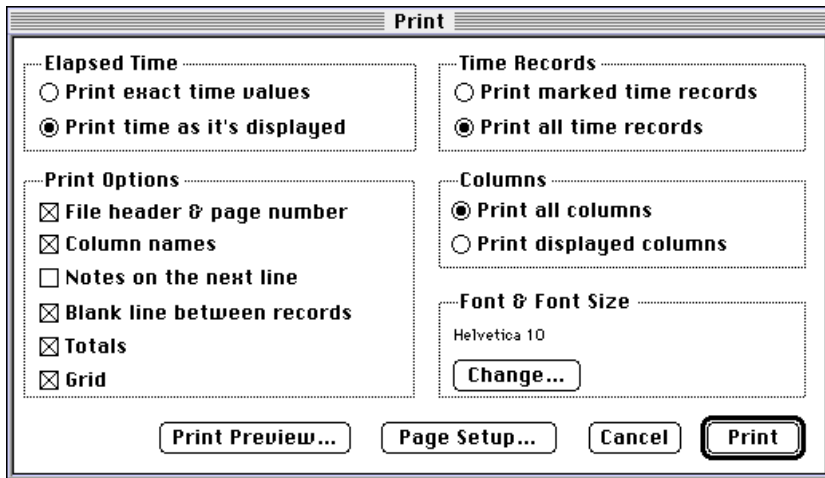
When in a time or date field, pressing the = (equals) key will automatically insert the current date or time.

To edit a job such as a category, project, or client, click in the respective field. Hold the mouse down until a pop-up menu appears. Choose the job of choice, or select Edit… to add, delete, or edit the jobs.

To have the pop-up menu selection apply to all highlighted time records, press the Option key before you use the pop-up menu.

Printing TimeSlice Data

Click on the Print button on the Tool Bar or select Print from the File menu to display this window.

Print exact time values prints the exact Time values ignoring how the Time Display is set.

Print time as it's displayed prints the Time values as they are displayed on the TimeSlice window.

File header & page number prints a header and page number on each printed page.

Column names prints the column names above the columns.

Notes on the next line starts a new line before printing the Notes. This gives more room for printing your Notes.

Blank line between records places a blank line between time records.

Totals prints the totals at the bottom of the last page.
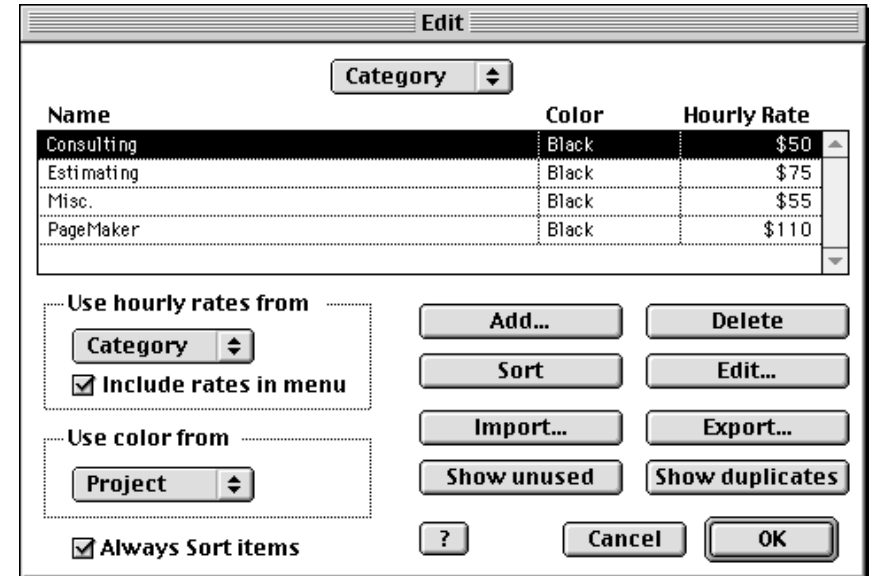
Grid prints a grid. This usually makes it easier to read the values.

Projects, Categories, and Clients

Select Projects, Categories, or Clients from the Edit menu to edit a Job (a Job in this context refers to either a project, category or client).

 Each TimeSlice file has its own list of Jobs.
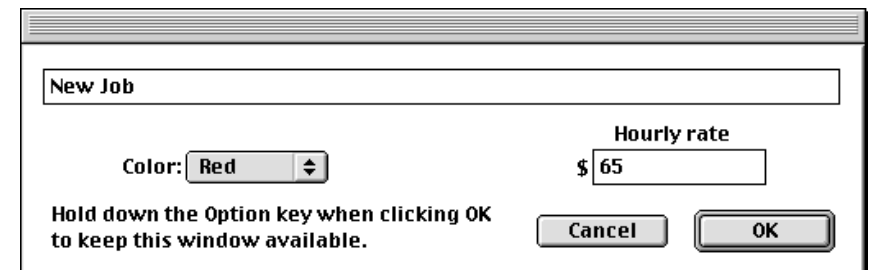
Add adds jobs to the list. A window appears where you enter the job, color, and hourly rate for the job.

Exporting TimeSlice Data

Click on the Export button or select Export from the File menu to Display this window.
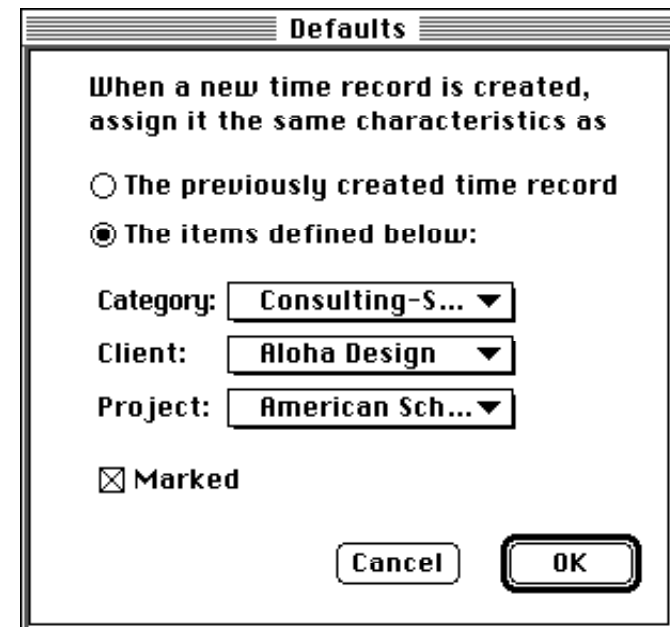
Exporting extracts the data from the current TimeSlice document and saves it to a text file in tab-delimited or comma-delimited format. The exported file is readable by almost every database, spreadsheet, and word processing program. If you can't find the file type you want in the File Type pop-up menu, select "Tab delimited".

Why export? For example, let's say you want to further analyze and/or customize the printing of the TimeSlice data. Export the data, and then import it into a database program, such as FileMaker Pro. Now you will have much greater control over how the information looks and prints.

Depending on the application you are exporting to, you may instead be able to copy the time records from TimeSlice to the clipboard, and paste them into your database application, or drag and drop them from TimeSlice onto another application (such as Excel).

Export exact time values exports the exact Time values ignoring how the Time Display is set.
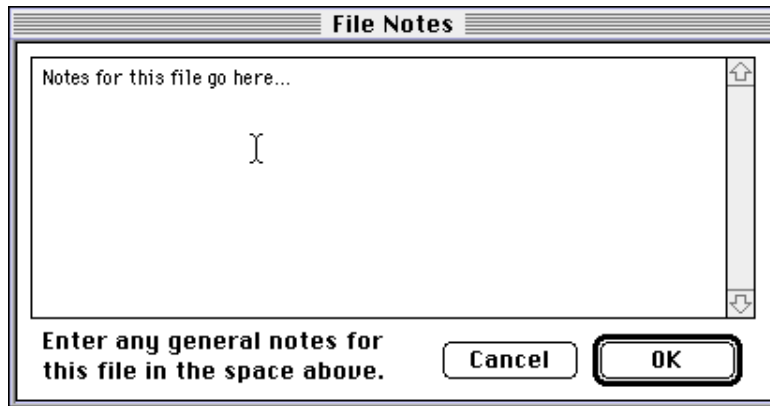
Default Time Record

Select Defaults… from the Time menu to set the defaults for new time records.

New time records can have the same characteristics as the previously created time record, or they can have the characteristics assigned in this window.

In the figure above, when a new time record is created and appended to the list of time records, it will have the category, client, and project as shown in the Defaults window. The color and hourly rate are determined by either the project, category, or client (see the chapter on Project, Categories, and Clients for more information). If the check box "Marked" is checked, new time records will be marked.

File Notes

File Notes

Notes for this file go here...

Enter any general notes for this file in the space above.　　Cancel　　OK

Select File Notes from the Edit menu to bring up this window.

Enter notes here that are specific to the file. You can enter up to 32,768 characters in this window. If you want to print what is in this window, select all the text, copy it to the clipboard, and paste into another application such as SimpleText.
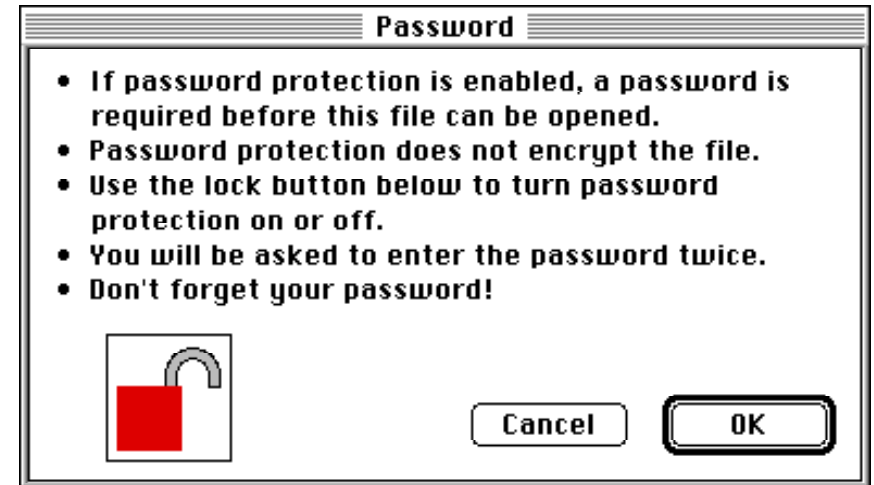
Opening and saving a TimeSlice file with TimeSlice version 1.3 or less will delete the File Notes.

Panning

10/16/96
10/18/96
10/18/96
10/19/96
10/21/96

Panning is a quick and easy way to scroll the time records. To activate panning, hold down the Space bar, and the cursor turns into a hand. With the Space bar down and the cursor over the time records, press the mouse button and move the mouse around. The time records will scroll along with you.

Password Protection

Password

- If password protection is enabled, a password is required before this file can be opened.
- Password protection does not encrypt the file.
- Use the lock button below to turn password protection on or off.
- You will be asked to enter the password twice.
- Don't forget your password!

　　Cancel　　OK

Select Password Protect… from the File menu to display the Password window. Setting a password for a file is described in the above figure.

Preferences—Color
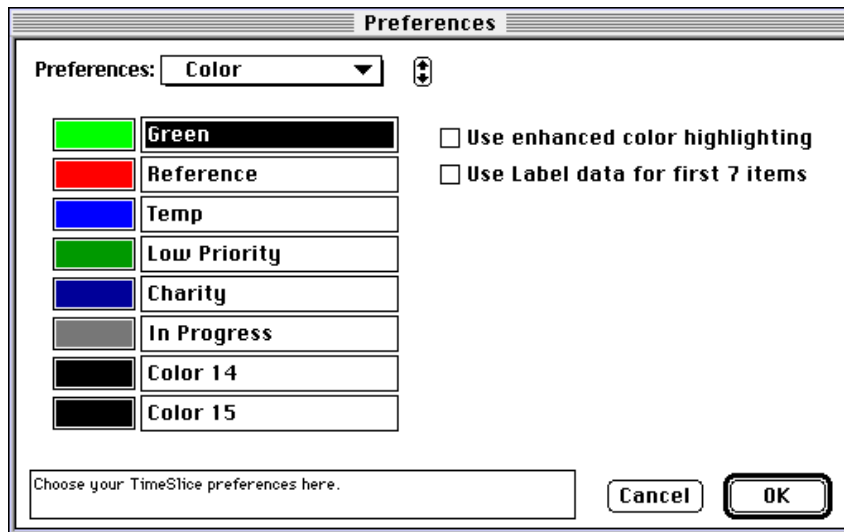
The first seven items in the color menu are fixed. However, you can assign different colors and names to the remaining eight items in the color menu. Enter any text and click on one of the color rectangle boxes to change a color.

Use enhanced color highlighting, if checked, may make most time records easier to read when they are highlighted, however, display time may be slower.

Use Label data for the first 7 items, if checked, the Label data from the Finder is used for the first 7 items in the color menu.
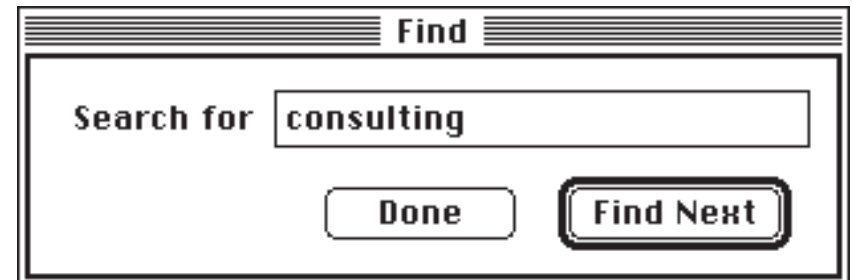

Find

Select Find from the Time menu or click on the Find button to display this window. Enter some text and click on Find.
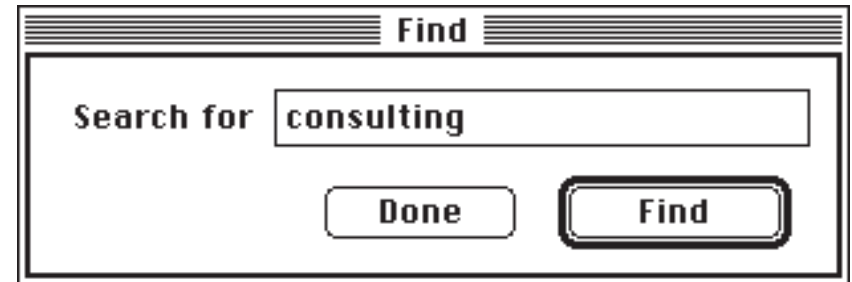
All time records are searched starting from the first time record. Upper and lower case letters do not matter. If the search text is found in a time record, that time record is selected and scrolled into view, and the Find button changes to Find Next.

To find the next time record that contains the search text, click on Find Next. If no more time records are found that contain the search text, the Mac beeps, the search text is highlighted, and the button reverts to Find.
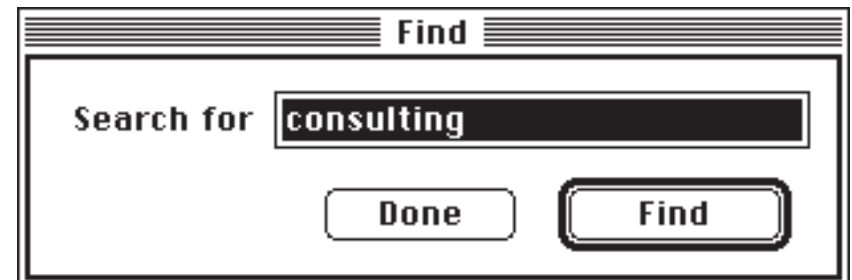
Preferences—In-Line Editing
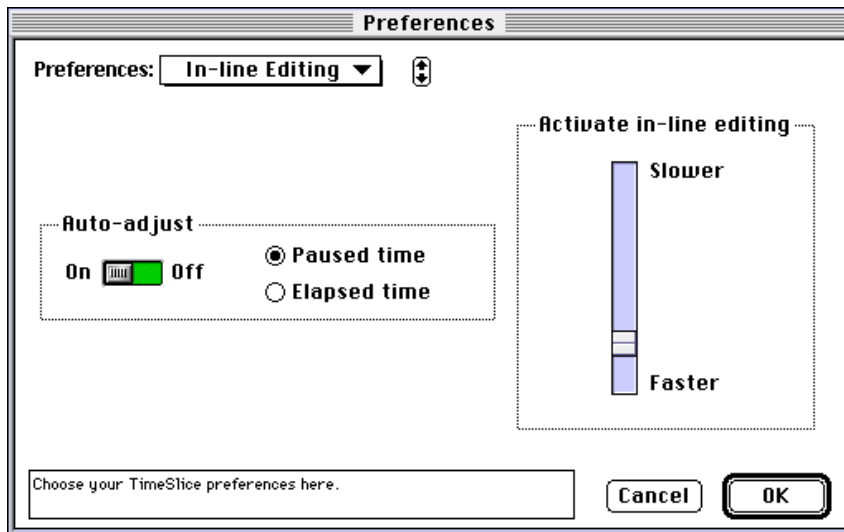
Also see the chapter "In-Line Editing."

**Auto-adjust**, when on, either the elapsed time or paused time is adjusted automatically when you in-line edit some of the time and date values. You will probably always want this on.

Activate in-line editing. To initiate in-line editing of text items such as the date, time, expenses, and notes, you move the mouse over one of these fields and hold the mouse button down for a short time period. How long you hold the mouse button down is set by this sliding scale. When the scale is set to faster, in-line editing is initiated quickly. When the scale is set to slower, in-line editing is initiated slowly (the mouse has to be held down longer).

Combining Time Records
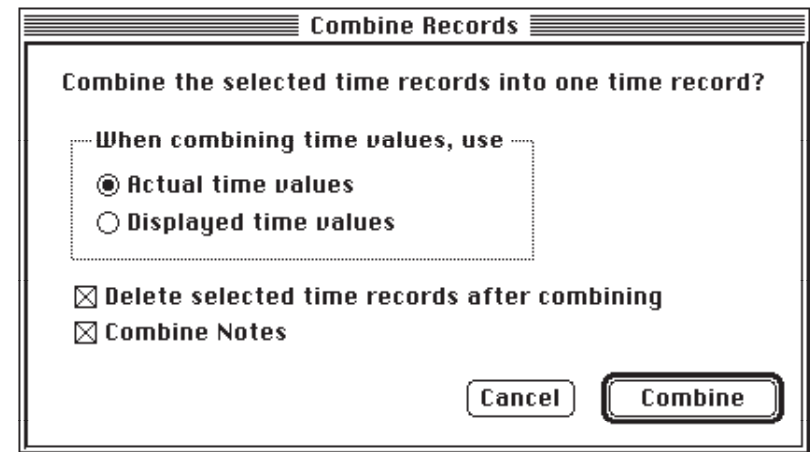
Select Combine… from the Time menu to bring up the Combine Records window. Combining Time Records combines two or more similar time records into one record (similar in this case means having the same category, client, project, hourly rate, color and mark characteristics).

The steps involved are:
1) Select two or more similar time records*.
2) Select Combine from the Time menu.
3) Choose the options in the Combine window, and click on Combine. If "Combine Notes" is checked, the Notes are appended together (as much as room permits) and are separated by a "|" character.

* You can easily select similar time records using the Mark Special command:
1) Select Mark Special… from the Time menu.
2) Select the category, client, project, and color combinations of the time records you want to combine. Click OK.
3) Select "Select Marked" from the Time menu.
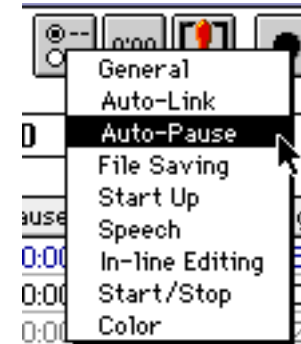
Preferences—Start Up
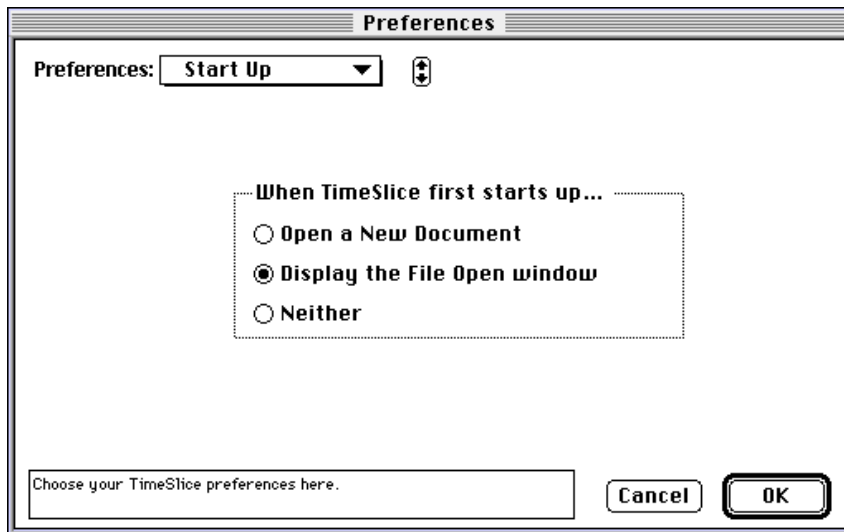
Choose how TimeSlice behaves when it starts.

When you double-click on the TimeSlice application icon, it can open a new document (same as selecting New from the File menu), display the file open window (same as selecting Open from the File menu), or neither.

However, if you double-click on a TimeSlice document icon to start TimeSlice (instead of the application icon), only the file that you double-click on opens regardless of what is set here.

Preferences

For most preferences, click on the Preferences button from the Tool Bar and select the preference of choice from the pop-up menu.

Or choose an item in the Preferences sub-menu from the Edit menu. However, there are several preferences which are set by other means.

Status Indicator
Choose a color or black & white status light by clicking on the status indicator. This is the indicator that tells if a document is recording time, paused, or stopped. If you have a black and white monitor, or you are color blind, you may be better off with the black and white indicator.
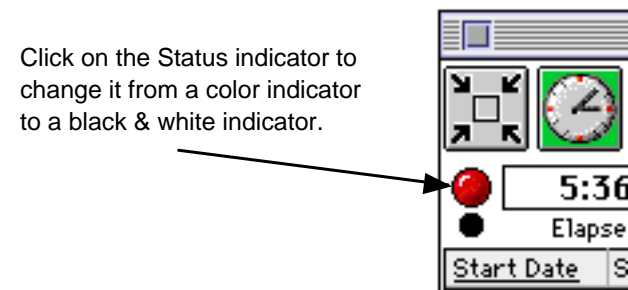
Click on the Status indicator to change it from a color indicator to a black & white indicator.

Help messages on/off.
To turn the on-line button on or off for all documents, click on the Question mark button in the Tool Bar (it's the last button).

keys pressed within 10 minutes, or if the cursor is moved to the upper right corner of the screen, all active TimeSlice documents go into pause mode. Afterwards, if the mouse is moved or a key is pressed, previously active documents return to tracking mode.

Add idle time to paused time, when checked, it means the idle time is added to the paused time and subtracted from the elapsed time when pause mode is activated. For example, if TimeSlice goes into pause mode after 5 minutes of inactivity, the pause time is increased by 5 minutes and the elapsed time is decreased by 5 minutes.

Auto-Pause front window only, when checked, means the frontmost TimeSlice window only will pause.

Preferences—File Saving
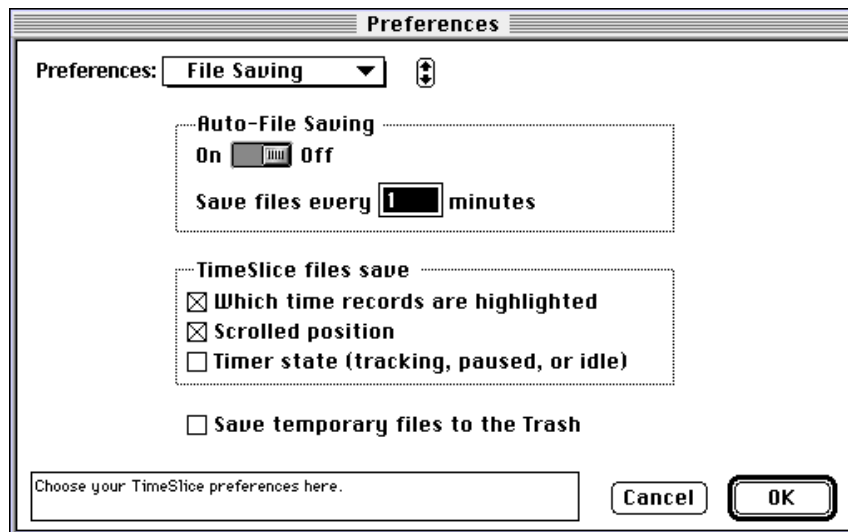
Auto-Save files. Click the On button to have all TimeSlice files saved to disk at every time interval you select in the minutes field.

Which time records are highlighted, when checked, tells TimeSlice to save the highlight state of the time records, and
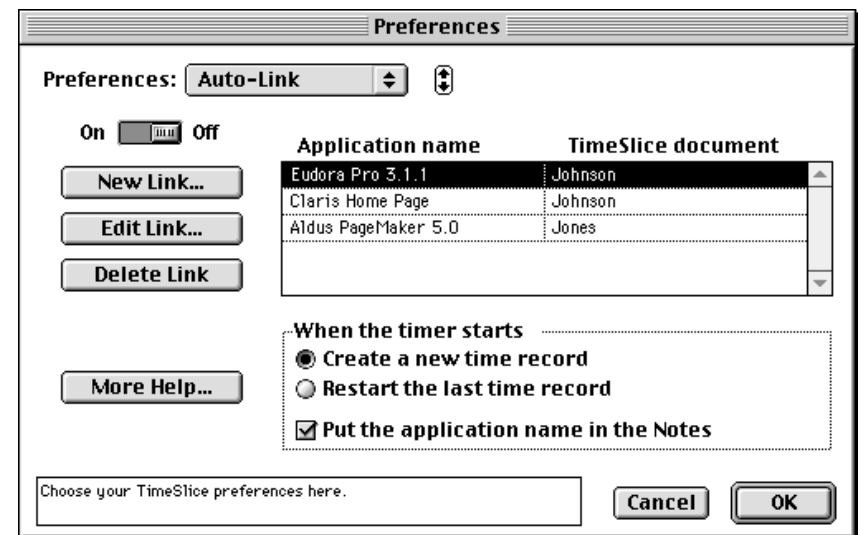
Stop date & time are calculated as
If **Elapsed Time plus Paused Time** is checked, the Stop date & time are calculated as the Start Time plus the Elapsed Time plus the Paused Time. If **Elapsed Time only** is checked, the Stop date & time are calculated as the Start Time plus the Elapsed Time.

Show dates as
Choose how the Start Date and Stop Date are displayed.

Preferences—Auto-Link

Auto-Link "links" other applications to TimeSlice documents. When TimeSlice is running and the linked application starts up or is brought to the front of other applications, the linked TimeSlice document opens (if it is not already open) and starts tracking time. When the linked application quits or is put in the background, the linked TimeSlice document stops tracking time.

For compatibility reasons, Auto-Link does **not** link documents from other applications to TimeSlice documents—**only applications can be linked to TimeSlice documents**.