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What Does Win, What, Where Do?

Win, What, Where™ tracks all applications you run in Windows.   It logs when a program was launched and details how long that program ran.

Multi User capabilities let you gather usage information over the entire network.

The new Project Tracking feature adds the ability to group your activities based on a project.

Keyboard and Mouse Tracking give you a valuable insight into how your users are using the mouse and keyboard. This feature is invaluable for ergonominists.

Win, What, Where won't get in the way.   Load it and forget it.   Your time and activities are recorded automatically.

How Win, What, Where Works

Win, What, Where tracks the start and elapsed times for each application when the application gains focus.   W³ captures the application's caption along with the program name (EXE file name).   The application that has the *focus* is the active window.   The active window is generally the window in the foreground.   The application's caption is the window title bar (The top line of a window.)

WWW.EXE is the program that actually does the data gathering.   It is normally run all the time by either selecting Load With Windows from Setup, or by selecting it from the Program Manager.   All options, on-line, help, registration, and history functions are available from here.

The Main Window displays:

- Current Application and how long its been active.
- Listing of today's activities in either Summary or Detail format.
- Summary information on today's times.
- Summary information on Keyboard and Mouse usage.
- Project Information.

General

Place Disk 1 in a diskette drive and from the Program Manager, enter <u>F</u>ile <u>R</u>un followed by `B:\INSTALL`

You will be asked a few simple questions and then the installation will begin. You will always have the choice to proceed or cancel the installation. Install first asks for a destination directory (C:\WWW by default), displays the minimum amount of free space required and advises if the selected drive doesn't have sufficient space. Throughout the installation Install displays when a file is copied or a Program Manager group is created.   The only intervention required is when a new disk needs to be inserted. You will be prompted for the disks and asked to continue the installation. You have the option of changing the source path each time Install prompts for a new disk.   If the installation has been properly completed, you will asked whether or not a Program Manager group should be created.

Related Topics:

<u>Aborting the installation</u>

Aborting the installation

The installation process can be aborted at any time by choosing Exit Install, Cancel, or Abort from any of the dialogs (varies depending on the situation). After confirming with the user, Install will report that the installation was not completed and that W³ should not be used in this condition. The files that have been created will have to be manually deleted. This is done as a precaution, since most users would not like the installer to delete files from their drive.

Networks

On a network, W³ should be installed in one location accessible by all.   Typically this is the server or a shared directory on a peer to peer network.   Users will need to have read, write, and delete privileges to the W³ application directory.

Related Topics:

Network Distribution

Manual Network Distribution

Network Distribution

If your network has a MAPI compliant mail, you may distribute W³ to the workstations by using `MAILWWW.EXE`. Mail WWW is placed   in the W³ directory during installation.   This program mails `NETSETUP.EXE` (also supplied during installation) to each defined recipient with a message explaining what it is and to run it.   When NETSETUP is executed from the workstation, it simply starts W³ and places a reference to it   in the local workstation's RUN line of their WIN.INI file.   If you do not have a MAPI system or MAILWWW fails, you can send NETSETUP.EXE as an attachment using any mail system capable of sending messages with attachments. If you decide to send NETSETUP using another facility, be sure to run MAILWWW.EXE once prior to sending. Starting MAILWWW causes NETSETUP to be modified for your particular installation of W³.   ***This is very important!***

Manual Network Distribution

After Installation, starting W³ from any workstation is sufficient to setup W³ for that workstation.   Doing this will cause W³ to place a reference to itself in the local workstation's win.ini run= line.

Introduction

Setup may be run in two modes, User and Administrator.   If SETUP is accessed from the W³ main window only the options for that user will be available.   If SETUP   is run independently of W³ (from the Program Manager or from the File Manager) it will be in Administrator Mode.   Administrator Mode has additional capabilities such as setting options for individual or all users, taking users offline, adding and deleting users, and defining the default settings. SETUP is organized into a series of TABS.

Display

The display options set up what information about the current day's activities will be displayed when W³ is visible. The display options do not affect what data is actually gathered, just the manner in which is displayed..

Related Topics:

[What To Display](#)

[Field To Display](#)

[Start Time Display](#)

[Elapsed Time Display](#)

[Show Totals](#)

What To Display

Configures what W³ will display on the Main Window.

Related Topics:

Nothing

Detail

Last Activity First

Summary

Nothing

Displays Nothing in the data section of W³'s main display.   Selecting this feature decreases the amount of time needed to load W³ and improves overall performance.

Detail

Display every activity.   Entry format: Start Time, Elapsed Time in format specified under Elapsed Time Display, and Description (as defined under Display Type)

Last Activity First

When Detail is selected, this option allows the entries to be listed "Last Activity First" (reverse chronological order)

Summary

Summarized by Description for today.

Field To Display

- **Project** Project Name

- **Caption** Window Caption.   Contents of top line of active Window.   The active child window will also be displayed if "Monitor Child Windows" option is on. If Project Tracking is active, the Project will also be displayed in brackets ([]).

- **Program Name With Path** Executable file including the path.

- **Program Name Only** Executable file with any path information stripped.

Start Time Display

Select 24 hour or AM/PM settings.

Elapsed Time Display

Elapsed Time may be displayed in Hour:Minute:Second (Default), Hour.Minute, or Minute.Second.

- **HH:MM:SS** Standard default time display.   (Example: 02:28:27)   2 hours, 28 minutes,   27 seconds

- **HH.MM** Decimal time display with tenths of an hour.   (Example: 2.47)

- **MMMM.SS** Decimal time display with tenths of a minute. (Example: 148.01)

Show Totals

Enable/disable total Elapsed/Inactive time display in the main window. Disabling this feature improves performance.

Data

Setup where and how the data should be stored. The Data Directories tab is subdivided into 3 additional tabs

Related Topics:

Dirs

Local Data Directory / Main Data Directory

Auto Update

Save Options

Workstation

Dirs

Select directory for data storage.   The default is the directory for W³, typically C:\WWW.

Local Data Directory / Main Data Directory

In some instances, it will improve performance on a network if the individual user's daily data is stored on their workstation.   However, it is possible that when History performs the Detail File Update, the workstation will not be online.   If the Local/ and Main directories differ, W³ will copy the detail files from the local directory to the main directory when W³ starts or when the day changes.   Typically, the Main Directory will be on the network server. On Single User setups, these directories should remain the same.

Auto Update

One user per network, or single user may set a time here to automatically start History, consolidate the detail files, and exit. Detail file consolidation can be a time consuming process and is best left to a time when the computer is idle.   Although a single user's detail file will typically take a minute to update, several hundred users can take hours.   This process can also be started from any scheduling program. In the scheduler, use WWWHIST.EXE as the program name and the keyword UPDATE as the parameter.

Save Options

By default W³ saves each task switch, window change, etc. immediately to disk.   This is done to insure that no activity is lost in the case of a computer malfunction. In large network installations this can degrade W³'s performance. Also, W³ will not log an activity to disk until it is finished, or switched away from. In this case, if the computer locks up, all activity in the current task would be lost.

W³ provides two methods for dealing with this .

- **Save When Not Busy** Default setting. Saves data when there has been at least 3 seconds of inactivity.

- **Save After Every Activity** Safest method and also the slowest. The program saves at each task switch.

- **Save Detail to disk after every NN entries** Delays the writing of the detail records.   When NN entries have been accumulated, they are all written to disk at once.   Although this improves performance, if the computer locks up prior to the write then all NN entries will be lost.

- **Timed save detail to disk every NN minutes**. Forces a save based on a time interval. This option is most useful when only a few applications are used. The detail is also saved when a task is switched.   If this option has a value other than zero, it will be in effect.

Workstation

Displays the Workstation number that is automatically assigned and maintained by the program.

Startup

[Startup](#)

[Load With Windows](#)

[Block All Exits](#)

Startup

[Normal](#)

[Minimized](#)

[Hidden](#)

[Hidden (No Hot Key)](#)

Normal

Begin operation with default screen sizing.

Minimized

Shrink to an icon. Default setting.

Hidden

Completely hide on startup.   W³ does not appear on the task list and there is no visible indication that W³ is running.   The <u>Hot Key</u> for Hidden Mode (Default setting: **Ctrl+Shift+W)** will toggle between hidden and normal mode.   *Hidden mode uses the least amount of system resources and gives the best performance.*

Hidden (No Hot Key)

Same as above but with no hot key access.

Load With Windows

Check this box to load W³ when Windows starts.   This is all that needs to be done.   This places a reference to W³ in the RUN line of Win.ini.   ***Do not place W³ in the Startup group***.   Do not manually change the reference to W³ in the win.ini file.

Block All Exits

Removes all methods of ending W³.   W³ will not be available from the Task Manager, the Close menu item will be removed from the system menu, and Exit will be removed from the W³ menus.

Inactivity

Inactive Time is time logged when:

- W³ is off

- There has been no keyboard or mouse activity for a set period of time

- A screen saver is active

- Windows is exited

- The computer is off

Time outside of Windows is time when Windows has been ended or W³ is off.   It is entered automatically as "WWW Off".   If the computer loses power or Windows is otherwise abnormally terminated, the time is logged as "Abnormal Windows Shutdown".   If Windows is exited normally, the time is logged as "Windows Ended"

Related Topics:

Ask For Inactivity Description

Force Inactivity Description

Begin Inactivity After...

INACTIVE.INI

Ask For Inactivity Description

This option will pop up a dialog box allowing you to enter such things as "Lunch", "Went Home", "Meeting with Mr. Big", "Fell asleep", etc. The Inactivity Description feature pops up at the end of inactivity.   It occurs at the end of inactivity so you won't need to remember to log it in prior to leaving. The dialog maintains a list of what has been entered before allowing you to build and select from your own customized list.

Force Inactivity Description

This disables ESCAPE and Cancel in the Inactivity Dialog. An Inactivity Description must be entered.

Begin Inactivity After...

Sets W³'s internal timer to begin inactivity after the described period of time has passed with no keyboard or mouse activity.   The default setting is 0, or off. Normally, the screen saver can be used to determine this type of inactivity.

INACTIVE.INI

The entries are stored in a text file named "INACTIVE.INI", located in the same directory as W³. You can use any text editor such as NOTEPAD to delete or modify entries in this list.

General

General/Misc. operating settings for W³

Related Topics:

Monitor Caption Changes

Monitor Child Windows

Allow Access to Setup from W³

Monitor messages from Setup

Allow Access to History from W³

Monitor Caption Changes

By default, W³ captures the Window Caption when the application gains focus.   However, many applications change the caption after the program has loaded.   For example, Word For Windows typically starts up with DOCUMENT1 as the file in the caption.   This changes when a new file is loaded from the program.   In the default setting, W³ would not capture this. By setting Monitor Caption Changes on, W³ will watch the caption and update as needed.

Monitor Child Windows

Set this option to monitor and include the active child window's caption in the detail file.   This option is most useful in applications that can have multiple documents (MDI) or windows open at the same time.

Allow Access to Setup from W³

Use to enable/disable access to the configuration program from W³.

Monitor messages from Setup

This is a performance option.   By leaving this option unchecked, W³'s performance can be enhanced. Checking this option will cause W³ to react to messages sent by setup while in Administrator Mode. For example, changes in the configuration will not be immediately implemented when saved by the administrator. Also, the "Take offline" feature of Setup in Administrator Mode will be disabled.

Allow Access to History from W³

Use to enable/disable access to the history module from W³.

Screen Saver

W³ logs all screensaver programs as Inactivity.   If you are using a standard Windows screensaver (i.e., one that has a .SCR extension, or one that came with Windows) you will need to do nothing further.

A large selection of third party screen savers are available that do not necessarily conform to this standard and may require special handling.   If the screen saver tab does not list a screen saver or the one it lists is different than the one you use, do the following:

1. Press the "Find" button.

2. Manually start your screen saver.   Typically this can be accomplished by using it's built in "test" function or by moving the mouse to a corner of the screen.

3. When your screen saver activates, press the F10 key. W³ will capture the correct program name.

Hot Key

Define the system hot keys used to Hide/ Unhide W³ and to pop up the Project Selector. Defaults are Ctrl+Shift+W for Hide/Unhide and Ctrl+Shift+P for Projects.

Keyboard / Mouse Tracking

[Track Mouse Movement and Clicks](#)

[Display as ...](#)

[Mouse Calibration](#)

[Count Keystrokes](#)

[Display Keystrokes](#)

Track Mouse Movement and Clicks

Enables mouse tracking. Ever wonder how much mileage your mouse accumulates?   Mouse Tracking keeps track of how far the cursor moves and allows you to relate that to how far you actually move the mouse on your desk.

Display as ...

Pick from a bewildering array of formats. The format selected does not affect the actual data and may be changed at any time.

Mouse Calibration

Enter the distance that your mouse travels in order to move the cursor vertically (Y Axis) and horizontally (X Axis)   across the screen. The default value is 1.5 inches which is appropriate for most mice. The best way to determine the values is to move the cursor to the left side of the screen then mark the position where your mouse is on your mouse pad. Then move the mouse horizontally until the mouse is at the right side of the screen and then see how far the mouse traveled. Enter the distance, in inches, into the dialog box and then do the same for the vertical distance.

Count Keystrokes

Enabled Keystroke logging. Disable this feature for a performance 0 boost.

Display Keystrokes

Turns on/off display of keystrokes. This does not affect whether or not keystrokes are actually monitored and saved.

Administrator Mode

Administrator Mode is entered by starting WWWSETUP.EXE from the program manager.   This mode allows you to edit, add, delete individual users and to define the default operation of W³.

Administrator mode begins from the Select User Dialog. The list on the left displays all users known to W³.   A   (checkmark) next to the user name indicates that they are currently online and accepting messages from W³. (See Monitor Messages from Setup). An X (x mark) indicates that they are on-line but are not monitoring messages from setup. No mark indicates that they are not currently on-line.

Select User (Administrator Mode)

Select User dialog is automatically entered when starting W³ in Administrator Mode.

Related Topics:

Edit

Edit Default

New

Delete

Take All Offline / Take Offline

Exit

Edit

Edit a User.   Pressing Edit will load the selected user's information and go into setup.

Edit Default

This will allow you to set the default settings. The Default settings are automatically applied when a new user is added.

New

Adds new user.   Displays the new user dialog.   Enter the user's name. (must be their Network Login Name)   If another user had been edited previously, then there will be an addition choice of "Use default settings" or "Use setting for NNN" NNN= previous user's name.

Delete

Removes a user from the system.

Take All Offline / Take Offline

Remotely ends W³ on a user's workstation.   If the user is monitoring messages from setup, these buttons will end W³ on their workstation..   This is useful prior to installing updates.

Exit

Ends Setup.

Set To Defaults

Sets the current user to the default settings.

Save To All

Saves the current settings to all users.

Overview

Project tracking provides a method of associating   the activities monitored by W³ with a Project. Projects may be assigned by pressing the <u>Project Hot Key</u>,   double clicking on the <u>Project Icon</u>, or when a particular <u>application has been started</u>.

Project

Default

Personal Project List

Default

The default project will be used when no other project has been explicitly set by popping up the Project Selector. When this entry is blank,   the last project used will be assigned whenever a new window is opened.

Personal Project List

The individual users project list. May be different for each user.

Setup

[Enable Project Tracking](#)

[Use Group Titles From PROGMAN.EXE](#)

[Do Not Assign Inactivity To Projects](#)

[Retain Current Project With EXE](#)

[Show Project as Icon when W³ is in Hidden Mode](#)

[Lock Projects](#)

[Must Enter Project](#)

Enable Project Tracking

This must be checked in order for Project Tracking to be enabled.

Use Group Titles From **PROGMAN.EXE**

Assigns Project based on active Group in the Program Manager.   By assigning your work to logical groups and enabling this feature, W³ will automatically assign Projects based on the Program Manager Group.   Projects are assigned without any further user intervention.

Note: PROGMAN.EXE.   Setup will display the current Program Manager defined in the Shell statement of SYSTEM.INI.

Do Not Assign Inactivity To Projects

Assign all <u>inactivity</u> to a special project named "Inactive"

Retain Current Project With EXE

While an application is running, retain the original project. If you set a Project while in an application, that Project will be recalled whenever that current application is reactivated. Once that application has ended, the Project is no longer active. For example, if you set the Project while in the File Manager, (FILEMAN.EXE), whenever you return to the File Manager, the project initially assigned will once again become active.

When the "retain" feature is off, the Project will remain active until it is changed either by assignment from PROGMAN or by popping up the Project Selector.

Show Project as Icon when W³ is in Hidden Mode

Display current project as an Icon when W³ is in hidden mode. 0A special Project Icon is displayed with the current Project shown in the caption . Double clicking on the icon will pop up the Project Selector. (Same as using the Project Hot Key to pop up) This option uses less resources than having W³ visible and minimized. The Project Icon will retain it's location when reloaded.   You can move the icon to a useful location and it will remember where it was.

Related Topics:

Keep Project Icon On Top

Keep Project Icon On Top

Keep the Project Icon on top of all other windows.

Lock Projects

By default, new Projects may be added while the Project Selector window is popped up.   This option forces Projects to be selected from the current list.

Must Enter Project

When true, disables the Cancel button and Escape key in the Project Selector Window. No default project is selected and the project must be entered.

Auto

This section provides methods for automatically popping up the Project Selector based on certain programs (EXE's) starting. On the left side of the screen is a list of executables that are to be considered.

Related Topics:

EXE Browse

Include Path

Auto Project Prompting Disabled

Prompt when ANY Program Starts

Prompt only for Programs in list/ Prompt for programs NOT in list

Project Selector

EXE Browse

Opens a file selection dialog to select the appropriate files for the EXE List.

Include Path

Compare EXE's matching the exact path. If the path is not included, any program matching the EXE name is considered, regardless of the path.

Auto Project Prompting Disabled

Disables this section

Prompt when ANY Program Starts

Disregards the EXE list and prompts when any program starts.

Prompt only for Programs in list/ Prompt for programs NOT in list

Determines when and what to prompt for.

Project Selector

[Default Project Selector](#)

[Extended Project Selector](#)

Default Project Selector

Default Project Selector

The default Project Selector provides a simple text list of Projects the user has previously entered.

Extended Project Selector
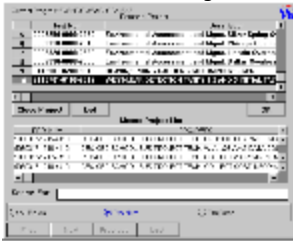
Extended Project Selector

The Extended Project Selector provides verification against a project database (WWWPROJ.MDB). Projects entered using the Extended Project Selector must be in the database and only Projects listed in the database may be added. All Personal Projects are validated against the project database once per day.

Projects

Projects

This is the individual user's Personal Project List.   The list of projects may be different for each user. Normally, this list is maintained from the Project Selector.

Related Topics:

Default Project

Default Project

The default project will be used when no other project is available. Also, at start up this will become the current project.   If there is no Default Project, the last project will always be used until changed from the Project Selector.

Extended Project Selector Database (WWWPROJ.MDB)

WWWPROJ.MDB is used when the <u>Extended Project Selector</u> is in use.   When this option is selected, W³ checks to see if WWWPROJ.MDB exists. If it does not, the program will offer to create the database. The created database will be empty and you will be responsible for inserting the appropriate data.

WWWPROJ.MDB is a MS Access 2.x database and requires MS Access in order to add data.

Table: PROJECTS

Name	Type	Size	Attribute
PROJNUM	Text	20	Updatable
PROJDESC	Text	100	Updatable

Index: PROJNUM

Field Count: 1   **Primary:** No   **Unique:** Yes

Key	Order	Direction
PROJNUM	0	Ascending

Introduction

W³ History builds and maintains a Microsoft Access 2.x compatible database from the users detail files. The daily detail files are merged into the main database by History and all reports and printing functions are available from here.

Select Data

The select data dialog is used to filter and select data from the database that is then presented   in Detail and Summary spreadsheets.   Detail Spreadsheets always use the data selection. Summaries have an option to use it.   *If no selection criteria is entered the entire database will be considered.*

Select up to 6 criteria.   Each line consists of Field , Comparison, Parameter to match, and Match (How to Match)

Related Topics:

Field

Is

Comparison Parameter

Match

And/Or

Load Detail

Close

Cancel

Clear All

List...

Wildcard Characters

Field

Select the field to considered from the pull down selection box.   When a field has been selected, the List button (near the bottom of the window) will change to reflect the current field.

Is

=

<>

<=

>=

Like & Not Like

=

Equal to

<>

Not Equal

<=

Less Than Or Equal

>=

Greater Than Or Equal

Like & Not Like

Used to compare two expressions.

You can use the Like operator to find values in a field that match the pattern (in the Comparison Parameter column) you specify.   For pattern, you can specify the complete value (for example, Like "Smith"), or you can use <u>wildcard characters</u> like those recognized by the operating system to find a range of values (for example, Like "Sm*").

In an expression, you can use the Like operator to compare a field value to a string expression.   For example, if you type

Like "C*" in the Comparison Parameter , the query returns all field values beginning with the letter C.

Comparison Parameter

Enter the item to select. There is a button near the bottom that changes its caption based on the data field selected. For example, if data was selected it would say "List Dates" Pressing this button will display all values in the database for that particular field. You can double click or drag and drop this value into the comparison box.

If Like or Not Like have been selected in the IS column, Wildcard Characters may be used.

If an invalid value is entered for a field, it is displayed in RED.   Dates and Times may be entered in almost any format. (For example: 12/17/94, December 17, 1994, 17 Dec 94, Dec. 17, 1994 are all acceptable.)

Match

Exact

Any

Exact

The data must match the Comparison Parameter exactly.

Any

The Comparison Parameter can be anywhere in the data field.

And/Or

And

Or

And

If and only if both expressions evaluate true , result is True   If either expression evaluates false ,result is False

Or

If either or both expressions evaluate true, result is True.

Load Detail

A Detail Spreadsheet may be loaded directly from Select Data.

Close

Close and save current parameters.   Note: Parameters are maintained when W³ History is restarted.

Cancel

Cancel changes.

Clear All

Reset the selection criteria.

List...

Pressing the list button will display all data on file for the selected field. Scroll through this list and either double click or drag & drop the data into the appropriate Comparison Parameter.

<u>Wildcard Characters</u>

Detail Options

[Display](#)

[Sort](#)

[Grand Totals](#)

[Virtual Mode](#)

[Allow Editing](#)

[Show SQL](#)

Display

Check the fields to display. Select only those fields of interest to increase performance.

Sort

Because of the database indexing scheme, the data will be automatically sorted by date, time, and User in ascending order. Use this feature to override or add additional sorting parameters.   Adding additional sorting parameters will decrease performance.

Grand Totals

Display Grand Totals on the last line (row) of the detail spreadsheet.   The fields that will be totaled (if displayed) are Elapsed Time, Keystrokes, Mouse Distance, and Mouse Clicks.

Virtual Mode

With very large spreadsheets (over 5,000 rows) Virtual Mode will give a performance boost. Virtual spreadsheets can not be saved or searched.

Allow Editing

Allows editing in the Caption, Project, EXE, and User. Will change only the current data item.

Show SQL

Places the SQL statements in a special window. This window is minimized after the query and can be copied into the clipboard and saved for use directly in Access or to aid in debugging.

Print

Print is available when any spreadsheet is open.   Spreadsheets are printed as they appear on screen, using the same fonts, etc.

Spreadsheets are printed following these rules:

1. If the number of columns are wider than a portrait page, the spreadsheet will   print in landscape mode.

2. If the information   still will not fit,   but will fit in landscape mode if the   spreadsheet is reduced up to 60% its original size, the spreadsheet will be scaled to fit within   the page.

3. If the information is still too wide,   the last attempt is to reduce the column widths to accommodate the widest string within each column.

4. If all attempts at trying to make the spreadsheet print within one page have failed,   printing will resume normally in   the current printer orientation with no reductions.

Export Data

Export is available when any spreadsheet is open. Export will send the selected data to a text file delimited by commas or tabs.   The generated files can then be used to import W³ information into another application.

Note: If the spreadsheet has been opened in a non-virtual mode, you can simply highlight the desired data and use the <u>copy</u> command to place the data into the clipboard.

Related Topics:

<u>Spreadsheet</u>

<u>Fields</u>

<u>Output</u>

<u>Overwrite/Append</u>

<u>File</u>

<u>Data</u>

<u>Text Options</u>

<u>Range (All, Rows)</u>

Spreadsheet

Select the spreadsheet to export.

Fields

The fields in the selected spreadsheet are listed. By default, all fields are selected. Use this feature to export only those fields of interest.

Output

Comma Separated (CSV Comma Separated Value) or TAB separated (TXT) file.

Overwrite/Append

If the selected file exists, the default will be to Append.

File

Select the output file. If the file does not exist, it will be created.

Data

[As Shown](#)

[Raw](#)

As Shown

Send the data as displayed to the file.

Raw

Send the unformatted data to the file.   This will send Dates, and times out in their raw format.   Most spreadsheet applications can readily convert these values back to dates and times.

Text Options

Quotes

Header

Quotes

Surround each data field with quotes.

Header

Include a field description header as the first line.

Range (All, Rows)

Select the range to be exported.

Search

Available when any non-virtual or saved spreadsheet is open. Searched the active spreadsheet for information based on the entered parameters.

Open / Save W³ Spreadsheet

W³ can save and read any spreadsheet created in History using a proprietary format. Spreadsheets saved can be sent to another user with History and they can read and print them. The saved spreadsheets contain all data and formatting. W³ spreadsheets are saved with a SW3 extension.

Update Database

This will immediately update the database. It will automatically select all pending files and perform the update. Updateing the database can take a long time depending on the number of users and their amount of activity. This action can be executed automatically on a timed basis from the W³ Main program.

A scheduling program may also be used to implement this feature. The command line is:

```
WWWHIST.EXE UPDATE
```

Close All Spreadsheets

Closes all open windows.

Exit

End W³ History. All current settings are saved.

Edit

[Copy](#)

[Paste](#)

Copy

This command lets you copy text to the Windows Clipboard so you can paste it elsewhere. You can copy text within the same file or from one file to another.

Paste

When you move the insertion point and choose Paste, the text in the Windows Clipboard appears in the new position. If there is nothing in the Clipboard, Paste is dimmed.

Spreadsheet

Determine how the spreadsheet will be displayed. These settings also affect how the spreadsheet is printed.

Related Topics:

Date

Start Time

Elapsed Time

Mouse Distance

Font

Grid Color, Background, Foreground

Grids

Headers

Date

The default date setting is the general date as described in the Control Panel. Use the pulldown box to select from a bewildering array of formats.

Start Time

Set the start time format.

Elapsed Time

Elapsed time can be set to HH:MM:SS (hours, minutes, and seconds), MMM.SS (minutes and seconds in decimal format), and HHH.MM (Hours and Minutes in decimal format).

Mouse Distance

Set the unit of measure used to display Mouse Distance.

Font

Select the Font characteristics.

Grid Color, Background, Foreground

Select the spreadsheet color combinations

Grids

Select how the spreadsheet gris is to be displayed.

Headers

Select which headers (Row nd Column) are to be displayed.

Window

Cascade

Tile

Arrange Icons

1 to n command

Cascade

The Cascade command arranges all your open file windows in an overlapping pattern so that only the title bars are visible.

Tile

The Tile command arranges all your open file windows in a non-overlapping pattern, which allows you to see part or all of each one.

Arrange Icons

Arranges the icons evenly along the bottom of the main window.

1 to n command

When you click the Windows menu, a list of all open windows appears at the bottom of the menu. The windows are numbered for reference. Choosing any numbered item brings that window to the front, making it active.

Spreadsheets

Selecting a row, column, or spreadsheet

Spreadsheet Controls and Keys

The following is a list of the keys provided for navigation within a Spreadsheet.

Selecting a row, column, or spreadsheet

Single cell	Click the cell you want, or press the arrow keys to move to the cell you want.
Entire row or column	Click the row or column heading.
--Or--	Select a cell in the row or column.
Entire row	press SHIFT+SPACEBAR.
Entire column	press CTRL+SPACEBAR.
Entire worksheet	Click the Select All button (the square on the worksheet directly above the row headings and to the left of the column headings), or press CTRL+SHIFT+SPACEBAR.

Spreadsheet Controls and Keys

The following is a list of the keys provided for navigation within a Spreadsheet.

Up Arrow	Move up one cell.
Down Arrow	Move down one cell.
Right Arrow	Move right one cell.
Left Arrow	Move left one cell.
Shift+(Arrow Keys)	Extend the selection.
PgUp	Move one page up.
PgDn	Move one page down.
Home	Move to first cell in current row.
End	Move to last cell in current row.
Ctrl+Home	Move to row 1, column 1
Ctrl+End	Move to the last row & column.
Tab	Move right one cell.
Shift+Tab	Move left one cell.
Shift+Space	Select the current row.
Ctrl+Space	Select the current column.
Shift+Ctrl+Space	Select the entire spreadsheet.
Shift+Ins	Paste the clipboard into the current cell location.
Ctrl+Ins	Paste the current cell to the clipboard.
Enter	Toggle Edit Mode.
Esc	If Edit Mode is on, edit mode will be turned off and the orignial cell contents will be restored.
Double Click	Paste the current cell to the clipboard.

Select/Create Summary

Summaries are a collection of default and custom summary reports.   Summaries are collections of records that are grouped and totaled in the manner that you describe here.

Related Topics:

Select Summary

Summary Name

Drag

Summarize

Show Totals

Select Summary

Choose an existing summary.

- Press the "New" button to create a new custom summary.

Summary Name

Summaries must have unique names. When the New button is pressed, a Summary name is automatically generated.

Drag

Drag provides drag and drop   to move the rows in the summarize area.

Summarize

All data to be shown in a summary must first be listed here.   Fields listed with no CALC, it is automaticially assigned as a Group Item. Summaries are grouped in the order that grouped items appear here. Groups must appear first, followed by the Calculated fields.

Related Topics:

Field

Calc

Sort

Subtotal

Field

Field is the data that you want to display. If a field has no calc associated with it, then it is a Group.   For example, Project followed by no calc will generate a summary grouped by Project with the calulated fields displayed for each Project.   You can group on multiple items. When you group on more than one item, the first field listed is the first and most significant group level; the second field is the next group level; and so on.

Calc

When a calculation is specified, the result will be displayed with the grouped item.   Calculated fields must appear after the Group fields.

The available calculations are:

SUM

Returns the sum of a set of values contained in a specified field on a query, form, or report.

COUNT

Calculates the number of selected records.

AVG

Average.   Calculates the arithmetic mean of a set of values.

MIN

Return the minimum of a set of values.

MAX

Return the maximum of a set of values

Sort

Group fields may be sorted. No sorting occurs when the Sort column is blank. Groups may be sorted in ASC (ascending) or   DESC (descending) order.

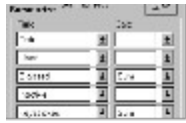### *Subtotal*

The Summary may be subtotalled by Group.   The subtotal will appear at the end of each group's calulated fields section.

Show Totals

Totals for the calculated fields will be displayed on the last line of the resulting spreadsheet.

How to Split the Active/Inactive Times in a Summary

Set "Elapsed" with a CALC of "SUM"

Followed immediately by "Inactive" with no CALC

This will create a spreadsheet like this:

	Date	Elapsed Sum	Inactive	Active
19	12/28/94	04:46:31	02:21:37	02:24:54
20	12/30/94	06:54:49	02:10:36	04:44:13
21	12/31/94	16:27:39	13:25:08	03:02:31
Totals:		208:57:03	166:32:28	42:24:35

Daily Keyboard/Mou

Options / Database

Database option info

The individual detail files are not incorporated into the main database until the database is updated. This dialog describes where and how to perform the update.

Related Topics:

Database

Detail File Maintenance

Update Database When Loaded

Allow Multi-User Access

Database Information

Detail Files Waiting to be Merged

Browse

Update Now

Save / Cancel

Database

Shows the location and name of the main database. C:\WWW\WWW.MDB by default.   Use this selection to use a new or different database. For example, if old data has been Moved <u>Delete Data</u> to an archive database, this option can be used to make the archived database the current one.

Detail File Maintenance

Rename or Delete detail files after insertion into database. If files are renamed, they are available in case the database needs to be rebuilt. The current days files will not be deleted or renamed.

Update Database When Loaded

Updates database every time History is started. On by default. If this is off, the database will need to be manual updated by pressing Ctrl+U or by coming to this dialog and selecting "Update Now"

Allow Multi-User Access

Available in Network installations. Deselecting this option will improve performance. When this option is not checked, only one user will have access to the database at a time.

Database Information

see "Database Information"

Detail Files Waiting to be Merged

Lists all detail files waiting to be updated. Lists the User Name, Old or New file, and the date. All files are automatically selected.

Browse

Allows you to manually search for detail files. History will search the individual users configuration for information

Update Now

Begins the update process. <u>Update Now</u>

Save / Cancel

Save or Cancel any changes. Closes the window.

Repair Database

If W³ History shuts down unexpectedly, the database can be damaged. This command provides a method for repairing the damaged database.

Compact Database

When you make changes to the database, such as addinging and deleting data, it can become fragmented and use disk space in a manner that is less than optimal. Periodically, you should compact the database in order to defragment the file. A compacted database usually becomes smaller.

Delete Data

Delete data provides a method to delete or move database records from the main database. The records can be moved to an archive database that can then be selected as the main database. Deleting or moving records will help keep the database small (and fast).

Related Topics:

Delete Data Data Selection

Backup Current Database

Move Deleted Records To Archive Databse

Delete Data Data Selection

Select the records to be deleted by a date range or through the Select Data dialog.

Backup Current Database

Makes a copy of the database prior to deleting records. W³ will suggest a unique name for the backup database.   You may enter another name.

Move Deleted Records To Archive Databse

As the records are deleted, place a copy of that record in the described archive database. If the archive database does not exist, W³ will create it.   Archive databases can be used to keep the History database small, fast,   and manageable.   They also have the added benefit of still having the information on hand in case later reports need to be generated. Archive databases can be set as the current database in Database Options. Be careful not to leave an archived database set to the current database becuase this will cause updates to be applied to the archive database! And, mass confusion will ensue...

Edit Data

Edit data is provided as a method to directly edit the underlying data in the W³ Database.   This should not be used in normal operation and is provided as a "last ditch" method of editing the data.   It will allow you to directly alter the contents of the database with no verification. Fields in Red can not be edited.

For example, you could use Edit Data to change the underlying text a Caption. This would change that particular caption in every record.

Verify/Rebuild Indexes

Generally, this is handled automatically by History. It is provided as a "last ditch" method to repair a damged database.

Database Information

Displays detailed information about the database.

Rebuild Database

Rebuild data base will read old (.XW?) and new detail files and perform a complete rebuild of the W³ database. This provided as a last ditch solution if the database has been deleted or become corrupted. The current database will be completely rebuilt. Any existing records will be lost.

Fields in the W³ Database

Date	Date of Detail Record
Start	Start Time. Time that Entry Started.
Elapsed	Time that entry lasted
Caption	The Main Window Title
EXE	Full path of Executable (Program Name)
Project	The Project
User	Network ID
Inactive	True/False Inactivity indicator
Mouse Distance	Mouse Distance traveled for current entry
Mouse Clicks	Mouse Clicks for current entry.
Keystrokes	Keystrokes for current entry

Wildcard Characters

The asterisk (*), question mark (?), number sign (#), exclamation point (!), hyphen (-), and brackets ([ ]) are wildcard characters.   You can use these characters to select data in the History module to include all records that begin with specific characters or match a certain pattern.   You can also use wildcard characters and matching characters to further refine a search.

Symbol	Example	Usage
*	wh* finds what, white, and why*at finds cat, bat, and what	Like the MS-DOS asterisk (*) wildcard character, this asterisk matches any number of characters. But unlike MS-DOS, it can be used as the first or last character in the character string.
?	b?ll finds ball, bell, and bill	Like the MS-DOS ? wildcard character, this symbol matches any single character.
#	1#3 finds 103, 113, 123	Matches any single digit.
[ ]	b[ae]ll finds ball and bell but not bill	Matches any single character within the brackets.
!	b[!ae]ll finds bill and bull but not bell	Matches any character not in the list.

| - | b[a-c]d finds bad, bbd, and bcd | Matches any one of a range of characters. |

Note   The wildcard characters

*	Asterisk
?	Question mark
#	Number sign
[	Opening bracket

can match themselves only if enclosed in brackets.   For example, to search for a question mark, you would enter [?] in the Comparison Parameter column.

DOS

W³ can monitor DOS applications when they are executed through Windows in a DOS shell.   If the application is run full screen, W³ may not be able to supply a caption, however a DOS session will be noted in the Executable name as WINOA386.MOD.   If a DOS session is run "windowed" (not full screen), W³ will be able to capture the standard window Title Bar.

The W³ Inactivity Monitor will only be able to sense mouse activity in a DOS application.   This means that the Inactivity Monitor may log time as inactive even though there has been keyboard activity.   The solution to this is to either turn off the Inactivity Monitor or move the mouse occasionally while in a DOS application.   If Keystroke monitoring is on, it will not be able to count keystrokes while in the DOS window.

Performance Tips

- **Run in Hidden Mode** This keeps W³ down to about 3% of system resources and then   memory requirements are considerably less.

- If using Project Tracking then select <u>Show Project as Icon</u> when W³ is in Hidden Mode

- in Setup.

- **Don't use "Monitor Messages from Setup "** Located in the "General" tab of Setup.

- Network users - **select   a Local Data Directory (Setup - Data) that is on the user's workstation.**   This will   cause W³ to write the detail file to the local drive, decreasing network traffic.

- Use **"Write When Not Busy"** (Setup - Data - Save Options)

- Turn off   **Mouse and Keyboard** monitoring.

- **Use the windows screensaver** to indicate Inactivity. Set the times in Setup - Inactivity to 0.

- W³ History - Use <u>Virtual Mode</u> for very large Detail Spreadsheets.

- W³ History -   Turn off <u>Allow Editing</u> in Detail Spreadsheets.

- W³ History -   Do not use <u>Grand Totals</u> in Detail Spreadsheets.

- W³ History -   Turn off <u>Allow Multi-User Access</u> in Options / Database.

- W³ History -   Turn off <u>Update When Loaded</u> in Options / Database.

- W³ History -   Use the <u>auto update</u> feature in Setup to update the database during off hours.

- W³ History -   Only include fields of interest in a Detail Spreadsheet. For example, if you never look at Keystrokes, then leave that box unchecked.   <u>Display</u>

- W³ History -   Keep sort levels to a minimum in <u>Detail</u> and Summary Spreadsheets.

- W³ History -   Keep the database small. <u>Move or delete</u> records that are no longer of interest.

Contacting Basic Systems

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Support

Technical support for W³ is available to all registered users.   If you are not a registered user, we will provide limited assistance to help you install and become sufficiently proficient for proper evaluation.

Full Technical Support following registration is available by phone.   However, we encourage you to use electronic mail to contact us.   We have access to the common on-line services and we visit them often. E-Mail allows for more concise questions as well as more detailed answers.

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Single User	$37.00	982
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            Kennewick, WA 99336
Payments must be in US dollars drawn on a US bank.
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	Single User	$37.00	
	Network Starter Pak (Initial Network installation + License for 3 users)	$99.00	
	Additional Network Licenses (Requires Network Starter Pak)	$15.00 Ea.	
	Washington State residents add 7.8% Tax		
		Total	

Name:

Company:

Registration
Name To Use:

Address:

Phone:

Email:

Comments?

Upgrades

Upgrade protection!   We are always improving W³.   At some point in the future you may find a newer version of W³.   Registered users can just install the newer version, enter the Registration Name & Number from the older version and consider your new version registered!   The new software will display your name and company information on the About screen and will eliminate any registration screens. This feature will work for all new versions at least up until the next major release.

EXE's

WWW.EXE	W³ Main
WWWSETUP.EXE	W³ Configuration program.
PROJSEL.EXE	Used in WWWSETUP. Cannot be run independently.
WWWPROJ.EXE	Default Project Selector Cannot be run independently.
WWWPROJX.EXE	Extended Project Selector Cannot be run independently.
WWWHIST.EXE	W³ History
MAILWWW.EXE	MAPI Mail program. Used to "mail" installation to users on a network.
NETSETUP.EXE	The actual program that is mailed to users for installation.
WWWREG.EXE	W³ License maintenance. Cannot be run independently.
D2HNAV.EXE	Help system navigator.

Data Files

WWW.MDB

WWW.MDB is a MS Access 2.x database set up as 6 tables. The main table is DETAIL.   All information flows from this table. It contains the Date, Starting Time, Elapsed Time, Mouse Distance, Mouse Clicks, and Keystrokes. It also contains references (by a key) to the text of the Caption, EXE, User, and Project. When a Daily Detail file (.WW3) is merged into the database, one record is inserted into the DETAIL table for each record in the Daily Detail file.

Detail Table

Every Field indexed. The Primary Index is comprised of DATE+START TIME+USER and must be unique. This combination prevents duplicate records and keeps the database in a natural date/time order.

Date	Long	This number represents a date from January 1, 100 through December 31, 9999, where January 1, 1900 is 2. This number also serves as the Key to the DATE table.
Start	Double	A value between 0 and .99999. This number represents a time between 0:00:00 and 23:59:59, or 12:00:00 A.M. and 11:59:59 P.M., inclusive.
Elapsed	Double	Numbers to the left of the decimal point represent days; numbers to the right represent the time.
Caption, EXE, Project, User	Long	Keys pointing to the appropriate table.
Mouse Distance	Double	Mouse travel represented in inches.
Mouse Clicks	Long	Mouse Clicks
KeyStrokes	Long	Keystrokes
Inactive	T/F	Indicates the Inactive status of the entry.

Caption, EXE, Project, User Tables

All fields are indexed and must be unique.

Key	Long	The matching key in the Detail record
Text	Text	250 characters available for description.

Date Table

Key	Long	The matching key in the Detail record
Date	Date/Time	Date in MM/DD/YY format.

WWWPROJ.MDB

WWWPROJ.MDB is the database used by the Extended Project Selector. It must reside in the WWW Application directory. Although W³ can create this database, it is up to the user to supply the data. When the Extended Project Selector is used, this database is accessed to verify the personal project list and is used to select new projects to be added. All projects will be verified against WWWPROJ.MDB