Responsive Time Logger®/Palm® Interface
Quick Evaluation Kit

Thanks for taking a look at Responsive Time Logger! With this bare-bones set of files, you'll be able to see how quickly and easily you can track your time with Time Logger. We hope that you'll decide to take a more detailed look, and download the full demo, which includes comprehensive manuals and the Time Logger desktop application.

The full demo is available from our web site:

> http://www.ResponsiveSoftware.com

In the meantime, here's a quick summary to get your evaluation started.

Overview

You've downloaded the Palm interface to our popular Time and Billing Software, Responsive Time Logger. With it you can track your time while away from your computer, then HotSync the time records up to the PC.

You can track your time automatically, using a stopwatch, or manually enter time record information after you've completed the work.
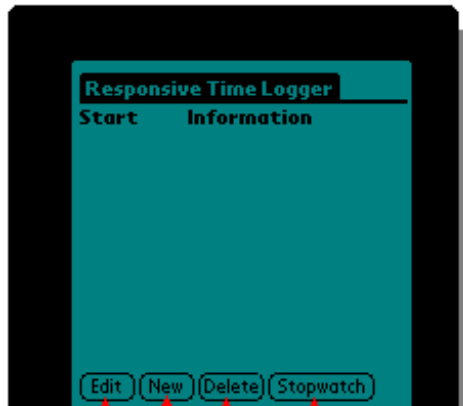
Installation

Simply use the Palm Install Tool to install the timelog.prc file to your handheld, then perform a HotSync.

On your Palm, choose Time Logger from the applications screen.

Main Screen

Time Logger's main screen looks like this:

Responsive Time Logger
Start   Information

Edit | New | Delete | Stopwatch

Tap here to display the Stopwatch
Tap here to delete a selected record
Tap here to manually enter a new record
Tap here to edit a selected record

Most of the screen is blank because you have not yet entered any time records. As records are added, they will be listed on this screen in chronological order.

To use the stopwatch to track your time, tap the Stopwatch button. **Note that Time Logger will warn you that your desktop descriptors have not yet been downloaded.** You may ignore this warning, since you are just evaluating Time Logger.

Using the Stopwatch

Here's what the stopwatch looks like:

This button will be replaced with the "Start" button when the stopwatch is not running

You can use these buttons to Pause or Unpause the stopwatch!

Tap the button labeled "Start" when you begin a task. Characterize your work by selecting or writing in information on project, client, etc. You can describe the time record with text that is up to 500 characters long. Tap the "i" icon at the top right of the screen if you need help.

When you are done, tap Stop. Tap Hide to hide the stopwatch and return to the main screen. You'll see that you new record has appeared there.

Manually Entering Time Records

Often you will want to add information about work that you've already completed.

To do that, tap the New button on the main screen to bring up the Edit Record dialog, shown here:

Fill out the information about what you did and when you did it, and tap OK. The new record will be added to the list on the main screen.

Summary

This brief overview showed you how you can use Time Logger to track your time, either automatically with the stopwatch, or after-the-fact using the Edit Record dialog.

There's much more to Responsive Time Logger. We hope you'll visit our web site (www.ResponsiveSoftware.com), and see for yourself!

Thanks!!