
ly Time Sheet SmartMaster

Table of Contents

or a button to use a SmartMaster sheet.

| Sheet | Description |
|----------------------|---|
| > | Err:502 Business form to help you track and plan how you spend your work hours. |
| > Information | Help, tips, and details on file sharing, conventions, and macros used in this SmartMaster. |



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1



Weekly Time Sheet

Name: _____
Department: _____

Starting Date _____
Ending Date _____

| Billable Time | #VALUE! | #VALUE! | #VALUE! | #VALUE! | #VALUE! |
|---------------|---------|---------|---------|---------|---------|
|---------------|---------|---------|---------|---------|---------|

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

| | | | | | |
|-----------------------|--------|--------|--------|--------|--------|
| <i>Billable Hours</i> | #NAME? | #NAME? | #NAME? | #NAME? | #NAME? |
|-----------------------|--------|--------|--------|--------|--------|

Non Billable Time

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

| | | | | | |
|---------------------------|--------|--------|--------|--------|--------|
| <i>Non-Billable Hours</i> | #NAME? | #NAME? | #NAME? | #NAME? | #NAME? |
|---------------------------|--------|--------|--------|--------|--------|

| | | | | | |
|--------------------|--------|--------|--------|--------|--------|
| TOTAL HOURS | #NAME? | #NAME? | #NAME? | #NAME? | #NAME? |
|--------------------|--------|--------|--------|--------|--------|

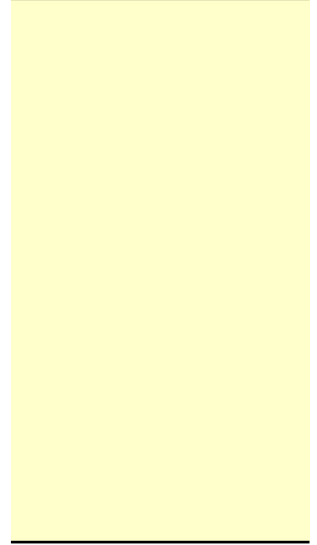
Summary of Billable Hours

| Account | ----- Plan ----- Rate Hours | ----- Actual ----- Amount Hours |
|---------------|-------------------------------------|---|
| | | #VALUE! |
| | | #VALUE! |
| | | #VALUE! |
| | | #VALUE! |
| | | #VALUE! |
| | | #VALUE! |
| | | #VALUE! |
| | | #VALUE! |
| | | #VALUE! |
| | | #VALUE! |
| | | #VALUE! |
| | | #VALUE! |
| | | #VALUE! |
| TOTALS | | #VALUE! |

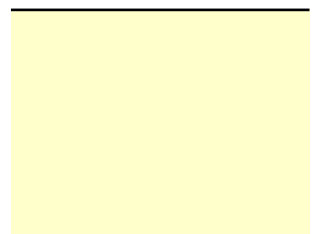
Tips

⌘: _____
: _____

#VALUE! #VALUE!
#VALUE! #VALUE!



#NAME? #NAME?



#NAME? #NAME?

#NAME? #NAME?

| <u>Amount</u> | <u>Variance</u> |
|---------------|-----------------|
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |
| #VALUE! | #VALUE! |

Restore Zoom

| <i>SCREEN-ADJUST</i> | <i>CODE</i> | <i>DESCRIPTION</i> | | | | | | | | | | | | | | | |
|----------------------|--|--|--------|-----------|-----|----|----|-----|-----|----|------|-----|----|------|-----|----|--|
| <i>10</i> | {ZOOM_TEST} {Let ZM_NRML;@Vlookup(ZM_SCRN;ZM_TABLE;1)} {Let ZM_ALL;@Vlookup(ZM_SCRN;ZM_TABLE;2)} {Set "Window-Custom-Zoom";ZM_NRML}{Quit} | ; Senses screen re ; view preferences | | | | | | | | | | | | | | | |
| <i>ZOOM_TEST</i> | {If @Info("Screen-Width")<=640}{Let ZM_SCRN;640}{Return} {If @Info("Screen-Width")<=800}{Let ZM_SCRN;800}{Return} {If @Info("Screen-Width")<=1024}{Let ZM_SCRN;1024}{Return} {Let ZM_SCRN;1280}{Return} | | | | | | | | | | | | | | | | |
| <i>ZM_SCRN</i> | 640 | | | | | | | | | | | | | | | | |
| <i>ZM_TABLE</i> | <table border="1"> <thead> <tr> <th></th> <th>NORMAL</th> <th>FULL PAGE</th> </tr> </thead> <tbody> <tr> <td>640</td> <td>85</td> <td>32</td> </tr> <tr> <td>800</td> <td>100</td> <td>42</td> </tr> <tr> <td>1024</td> <td>110</td> <td>46</td> </tr> <tr> <td>1280</td> <td>120</td> <td>65</td> </tr> </tbody> </table> | | NORMAL | FULL PAGE | 640 | 85 | 32 | 800 | 100 | 42 | 1024 | 110 | 46 | 1280 | 120 | 65 | |
| | NORMAL | FULL PAGE | | | | | | | | | | | | | | | |
| 640 | 85 | 32 | | | | | | | | | | | | | | | |
| 800 | 100 | 42 | | | | | | | | | | | | | | | |
| 1024 | 110 | 46 | | | | | | | | | | | | | | | |
| 1280 | 120 | 65 | | | | | | | | | | | | | | | |

| <i>ZOOM FACTOR</i> | <i>CODE</i> | <i>DESCRIPTION</i> |
|--------------------|--|---------------------|
| <i>ZOOM_RTN</i> | {Set "Window-Custom-Zoom";ZM_ALL}{Quit} | ; Sets view to disp |
| <i>ZM_NRML</i> | 85 | ; Preferred zoom s |
| <i>ZM_ALL</i> | 32 | ; View entire sheet |
| <i>ZM_RESTORE</i> | {Set "Window-Custom-Zoom";ZM_NRML}{R}{L}{Quit} | ; Resets view to n |

| <i>PRINT SHEET</i> | <i>CODE</i> | <i>DESCRIPTION</i> |
|--------------------|--|----------------------|
| <i>SHT_PRINT</i> | {Set "Print-Range";SHEET_RANGE}{Set "Print-Footer-Center-Text";""} {Set "Print-Orientation";"Portrait"}{Set "Print-Fit-Page";"Yes"} {Set "Print-Margin-Top";".75"} {Set "Print-Margin-Left";".5"}{Set "Print-Margin-Right";".5"} {Set "Print-Margin-Bottom";".25"} {BACKGRND 0}{Print?}{BACKGRND 2} {Quit} | ; Prints spreadshe |
| <i>BACKGRND</i> | {Define BCK_COL:V} {Let RNG_NUM;1}{BCK_LOOP} | ; Sets / Resets ligh |
| <i>BCK_LOOP</i> | {Let RNG_NAME;"&@Right(@String(RNG_NUM+100;0);2)} {If 1-@Isrange(@@(RNG_NAME))}{Return} {Style-Interior BCK_COL;;;+RNG_NAME} {Let RNG_NUM;RNG_NUM+1}{Branch BCK_LOOP} | |
| <i>BCK_COL</i> | 2 | |

| PRINT INFORMATION CODE | | DESCRIPTION |
|------------------------|--|-------------|
|------------------------|--|-------------|

| | | |
|------------|---|---------------------|
| INFO_PRINT | <pre>{Define INFO_TOPIC:V} {Dialog DLG_INFOPRT} {If RES_INFOPRT=0}{Quit} {Set "Print-Footer-Center-Text";"^"} {Set "Print-Centered";"Horizontal"} {Set "Print-Orientation";"Portrait"}{Set "Print-Size";"Fit-All"} {Set "Print-Margin-Top";".5"} {Set "Print-Margin-Left";".5"}{Set "Print-Margin-Right";".5"} {Set "Print-Margin-Bottom";".25"} {Let UPPER_LEFT;@Info("Origin")} {If ANS_INFOPRT=0}{INFO_CURR_PRT} {If ANS_INFOPRT}{Select @Vlookup(INFO_TOPIC;INFO_LIST;1)} {Style-Interior 0} {Print?} {Style-Interior 2} {Edit-Goto +UPPER_LEFT} {Quit}</pre> | ; Prints Topics for |
|------------|---|---------------------|

| | | |
|---------------|--|--|
| INFO_CURR_PRT | <pre>{Select INF_OVER_RANGE} {Select-Append INF_STEP_RANGE} {Select-Append INF_TIPS_RANGE} {Select-Append INF_CONVENTION} {Select-Append INF_NOTE_RANGE} {Select-Append INF_ABOU_RANGE} {Return}</pre> | |
|---------------|--|--|

| | | |
|------------|--------------|--|
| UPPER_LEFT | \$D:\$A\$318 | |
|------------|--------------|--|

| | | |
|-----------|--|--|
| INFO_LIST | <pre>1INF_OVER_RANGE 2INF_STEP_RANGE 3INF_TIPS_RANGE 4INF_CONVENTION 5INF_NOTE_RANGE 6INF_ABOU_RANGE</pre> | |
|-----------|--|--|

| | | |
|------------|---|--|
| INFO_TOPIC | 6 | |
|------------|---|--|

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------|--|--------|-----------|-----|--|--|-------------|---|----|----|-----|------|---------|--|--|--|---|---|----|----|----|---|----|----|----|----|-----|---|----|----|---|-----|----|----|----|---|------------|--|--|--|--|--|
| DLG_INFOPRT | <table border="1"> <tr> <td>DIALOG</td> <td>InfoPrint</td> <td></td> <td></td> <td></td> </tr> <tr> <td>-2134376400</td> <td>4</td> <td>63</td> <td>62</td> <td>152</td> </tr> <tr> <td>FONT</td> <td>8"Helv"</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>8</td> <td>59</td> <td>10</td> <td>20</td> </tr> <tr> <td>8</td> <td>21</td> <td>56</td> <td>10</td> <td>21</td> </tr> <tr> <td>102</td> <td>4</td> <td>40</td> <td>14</td> <td>1</td> </tr> <tr> <td>102</td> <td>22</td> <td>40</td> <td>14</td> <td>2</td> </tr> <tr> <td>END DIALOG</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | DIALOG | InfoPrint | | | | -2134376400 | 4 | 63 | 62 | 152 | FONT | 8"Helv" | | | | 8 | 8 | 59 | 10 | 20 | 8 | 21 | 56 | 10 | 21 | 102 | 4 | 40 | 14 | 1 | 102 | 22 | 40 | 14 | 2 | END DIALOG | | | | | |
| DIALOG | InfoPrint | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| -2134376400 | 4 | 63 | 62 | 152 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FONT | 8"Helv" | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 8 | 59 | 10 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 21 | 56 | 10 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102 | 4 | 40 | 14 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102 | 22 | 40 | 14 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| END DIALOG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| SAMPLE DATA | CODE | DESCRIPTION |
|-------------|------|-------------|
|-------------|------|-------------|

| | | |
|----------|---|-------------------|
| SAMPDATA | {Let CURR_SCEN;@Scenariolast(@Cellpointer("Filename"))} | ; Displays Sample |
|----------|---|-------------------|


```

{If @Iserr(CURR_SCEN)}{Let CURR_SCEN;"unnamed"}
{If @Exact(CURR_SCEN;"sample")}{Branch SAMP_RESTORE}
{Dialog DLG_SAMPLE1}
{If RES_SAMPLE1=0}{Quit}
{Let PREV_SCEN;CURR_SCEN}
{UPDATE}
{Scenario-Show "sample"}{Calc}{Quit}

```

```

SAMP_RESTORE      {Dialog DLG_SAMPLE2}                                ; Restores previous scenario
{If RES_SAMPLE2=0}{Quit}
{Scenario-Show PREV_SCEN}{Calc}{Quit}

```

```

PREV_SCEN        unnamed
CURR_SCEN        unnamed

```

DLG_SAMPLE1

| DIALOG | Sample1 | | | | |
|-------------|---------|---------|-----|----|------|
| -2134376400 | | 4 | 51 | 60 | 176 |
| FONT | | 8"Helv" | | | |
| | 4 | 4 | 113 | 24 | 1000 |
| | 130 | 4 | 40 | 14 | 1 |
| | 130 | 22 | 40 | 14 | 2 |
| | 4 | 28 | 116 | 26 | 1001 |
| END DIALOG | | | | | |

DLG_SAMPLE2

| DIALOG | Sample2 | | | | |
|-------------|---------|---------|-----|----|------|
| -2134376400 | | 3 | 50 | 60 | 176 |
| FONT | | 8"Helv" | | | |
| | 4 | 4 | 110 | 24 | 1000 |
| | 130 | 4 | 40 | 14 | 1 |
| | 130 | 22 | 40 | 14 | 2 |
| END DIALOG | | | | | |

| KEEP DATA | CODE | DESCRIPTION |
|-----------|------|-------------|
|-----------|------|-------------|

```

KEEPDATA      {If @Count(SCENARIO_LIST)=@Rows(SCENARIO_LIST)-1}{Branch K_ ; Stores user-data
{Dialog DLG_KEEPPDATA}
{If RES_KEEPPDATA=0}{Quit}
{If RES_KEEPPDATA=3}{Branch K_UPDATE}
{If RES_KEEPPDATA=4}{Branch K_HELP}
{If @Length(@S(ANS_KEEPPDATA))<1}{Alert "To create a scenario, you must enter a scen
{If 1-@Iserr(@Scenarioinfo("Creator";@Lower(@Trim(ANS_KEEPPDATA))))}{Branch K_EXI
{Scenario-Creat @Lower(@Trim(ANS_KEEPPDATA))}
{Let RNG_NUM;1}{K_VERSIONS}
{Put SCENARIO_LIST;0;@Count(SCENARIO_LIST);ANS_KEEPPDATA}
{Scenario-Show @Lower(@Trim(ANS_KEEPPDATA))}
{Calc}{Return}

```

```

K_UPDATE      {CLEAN_LIST}{Dialog DLG_UPDDATA}
{If ANS_UPDDATA<0}{Quit}
{If RES_UPDDATA=0}{Quit}

```

```
{Scenario-Delete @Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA)))}
{Scenario-Create @Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA)))}
{Let RNG_NUM;1}{UP_EXISTING}
{Scenario-Show @Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA)))}{Quit}
```

CLEAN_LIST
CLEAN_LOOP

```
{Blank ANS_SWAPDATA}
{If ANS_SWAPDATA>@Count(UPDATE_LIST)}{Return}
{If 1-@Iserr(@Scenarioinfo("Creator";@Lower(@Trim(@Index(SCENARIO_LIST;0;AN
{Recalc LIST_RNG}{Edit-Copy +LIST_RNG}{Recalc LIST_ADDR}{Edit-Paste +LIST_AI
{Branch CLEAN_LOOP}
```

UP_EXISTING

```
{Let RNG_NAME;"DATA_"&@Right(@String(RNG_NUM+100;0);2)}
{If 1-@Isrange(@@(RNG_NAME))}{Return}
{Version-Delete +RNG_NAME;@Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA
{Version-Create +RNG_NAME;@Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA
{Scenario-Add-Version @Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA));+RN
{Let RNG_NUM;RNG_NUM+1}{Branch UP_EXISTING}
```

K_HELP

```
{Dialog DLG_KHELP}
{Branch KEEPDATA}
```

K_LIMIT

```
{Alert + "The maximum number of "&@String(@Count(SCENARIO_LIST);0)&" scenar
{Quit}
```

K_EXISTS

```
{Alert + """"&@Lower(@Trim(ANS_KEEPPDATA))&"""" already exists. Please use anott
```

K_VERSIONS

```
{Let RNG_NAME;"DATA_"&@Right(@String(RNG_NUM+100;0);2)}
{If 1-@Isrange(@@(RNG_NAME))}{Return}
{Version-Create +RNG_NAME;@Lower(@Trim(ANS_KEEPPDATA))}
{Scenario-Add-Version @Lower(@Trim(ANS_KEEPPDATA));+RNG_NAME;@Lower(@Trin
{Let RNG_NUM;RNG_NUM+1}{Branch K_VERSIONS}
```

RNG_NUM

6

RNG_NAME

DATA_06

DLG_KEEPPDATA

| | | | | | |
|-------------|----------|-----|----|------|--|
| DIALOG | KeepData | | | | |
| -2134376400 | 8 | 20 | 32 | 196 | |
| FONT | 8"Helv" | | | | |
| 4 | 64 | 89 | 12 | 8001 | |
| 148 | 2 | 40 | 14 | 1 | |
| 148 | 34 | 40 | 14 | 2 | |
| 148 | 18 | 40 | 14 | 3 | |
| 148 | 52 | 40 | 14 | 4 | |
| 4 | 32 | 128 | 18 | 1000 | |
| 4 | 2 | 130 | 24 | 1001 | |
| 4 | 54 | 114 | 10 | 1002 | |
| END DIALOG | | | | | |

DLG_UPDDATA

| | | | | | |
|-------------|--------|----|----|-----|--|
| DIALOG | Update | | | | |
| -2134376400 | 4 | 54 | 36 | 198 | |

| | | | | | |
|------------|-----|---------|-----|----|------|
| FONT | | 8"Helv" | | | |
| | 4 | 36 | 104 | 48 | 9001 |
| | 4 | 4 | 113 | 24 | 1000 |
| | 150 | 6 | 40 | 14 | 1 |
| | 150 | 22 | 40 | 14 | 2 |
| END DIALOG | | | | | |

DLG_KHELP

| | | | | | |
|------------|-------------|---------|-----|----|------|
| DIALOG | KHELP | | | | |
| | -2134376400 | 2 | 21 | 32 | 196 |
| FONT | | 8"Helv" | | | |
| | 148 | 2 | 40 | 14 | 1 |
| | 4 | 2 | 139 | 42 | 1001 |
| END DIALOG | | | | | |

| SWAP DATA | CODE | DESCRIPTION |
|--------------|--|---------------------|
| SWAPDATA | <pre>{CLEAN_LIST}{Dialog DLG_SWAPDATA} {If ANS_SWAPDATA<0}{Quit} {If RES_SWAPDATA=0}{Quit} {If RES_SWAPDATA=3}{Branch DEL_SCENARIO} {Let CURR_SCEN;@Scenariolast(@Cellpointer("Filename"))} {If @Iserr(CURR_SCEN)}{Let CURR_SCEN;"unnamed"} {If CURR_SCEN<>"unnamed"}{UPDATE} {If CURR_SCEN="unnamed"}{UPDUN} {Scenario-Show @Lower(@Trim(@Index(SCENARIO_LIST;0;ANS_SWAPDATA)))} {If @Scenariolast(@Cellpointer("Filename"))<>"-blank-"}{Quit} {Scenario-Delete "unnamed"}{Scenario-Create "unnamed"} {Let RNG_NUM;1}{UP_UNNAMED}{Scenario-Show "unnamed"}{Calc}{Quit}</pre> | ; Switches to a sce |
| UPDUN | <pre>{Dialog DLG_UPDUN} {If RES_UPDUN=3}{Quit} {If RES_UPDUN=1}{KEEPDATA} {Let RES;1}{Return}</pre> | |
| UP_UNNAMED | <pre>{Let RNG_NAME;+"DATA_"&@Right(@String(RNG_NUM+100;0);2)} {If 1-@Isrange(@@(RNG_NAME))}{Return} {Version-Delete +RNG_NAME;"unnamed"} {Version-Create +RNG_NAME;"unnamed"} {Scenario-Add-Version "unnamed";+RNG_NAME;"unnamed"} {Let RNG_NUM;RNG_NUM+1}{Branch UP_UNNAMED}</pre> | |
| LIST_RNG | #NAME? | |
| LIST_ADDR | #NAME? | |
| RES | 1 | |
| DEL_SCENARIO | <pre>{If ANS_SWAPDATA<1}{Alert "The scenario named ""-Blank-"" cannot be deleted. TI {Alert +"Delete """"&@Index(SCENARIO_LIST;0;ANS_SWAPDATA)&"" scenario?";2; {Scenario-Delete @Lower(@Trim(@Index(SCENARIO_LIST;0;ANS_SWAPDATA)))} {Let RNG_NUM;1}{D_VERSIONS} {If ANS_SWAPDATA=@Count(SCENARIO_LIST)-1}{Recalc LIST_ADDR}{Blank +LIST_AI</pre> | |


```
{If RES_UPDSC=3}{Quit}
{If RES_UPDSC=1}{UPDATE_POST}
{Return}
```

UPDATE_TEST

```
{Let RNG_NAME;"DATA_"&@Right(@String(RNG_NUM+100;0);2)}
{If 1-@Isrange(@@(RNG_NAME))}{Let NO_UPDATE;1}{Return}
{If @Iserr(@Versioncurrent(@@(RNG_NAME)))}{Return}
{Let RNG_NUM;RNG_NUM+1}{Branch UPDATE_TEST}
```

**UPDATE_POST
UPDATE_LOOP**

```
{Version-Update +RNG_NAME;CURR_SCEN}
{Let RNG_NUM;RNG_NUM+1}
{Let RNG_NAME;"DATA_"&@Right(@String(RNG_NUM+100;0);2)}
{If 1-@Isrange(@@(RNG_NAME))}{Return}
{If @Iserr(@Versioncurrent(@@(RNG_NAME)))}{Branch UPDATE_POST}
{Branch UPDATE_LOOP}
```

NO_UPDATE

1

DLG_SWAPDATA

| | | | | | |
|-------------|----------|---------|-----|----|------|
| DIALOG | SwapData | | | | |
| -2134376400 | | 5 | 53 | 36 | 198 |
| FONT | | 8"Helv" | | | |
| 4 | | 26 | 108 | 58 | 9001 |
| 4 | | 4 | 124 | 18 | 1000 |
| 150 | | 6 | 40 | 14 | 1 |
| 150 | | 22 | 40 | 14 | 2 |
| 150 | | 42 | 40 | 14 | 3 |
| END DIALOG | | | | | |

DLG_UPDSC

| | | | | | |
|-------------|---------|---------|-----|----|------|
| DIALOG | Update1 | | | | |
| -2134376400 | | 4 | 69 | 49 | 180 |
| FONT | | 8"Helv" | | | |
| 4 | | 5 | 126 | 44 | 1000 |
| 135 | | 2 | 40 | 14 | 1 |
| 135 | | 18 | 40 | 14 | 2 |
| 135 | | 39 | 40 | 14 | 3 |
| END DIALOG | | | | | |

DLG_UPDUN

| | | | | | |
|-------------|---------|---------|----|----|------|
| DIALOG | unnamed | | | | |
| -2134376400 | | 4 | 78 | 60 | 137 |
| FONT | | 8"Helv" | | | |
| 7 | | 3 | 79 | 27 | 1000 |
| 92 | | 2 | 40 | 14 | 1 |
| 92 | | 18 | 40 | 14 | 2 |
| 92 | | 39 | 40 | 14 | 3 |
| END DIALOG | | | | | |

| SHOW MACROS | CODE | DESCRIPTION |
|-------------|--|--------------------|
| MACRO_SHOW | {Show-Sheets MACROS:A1} {Edit-Goto MACROS:A1}{Quit} | ; Show / Hide this |

MACRO_HIDE {Home}{Hide-Sheets MACROS:A1}
 {Edit-Goto INFORMATION:A1}{Quit}

| <i>SHOW NOTES FIELDS</i> | <i>CODE</i> | <i>DESCRIPTION</i> |
|--------------------------|---|---------------------|
| NOTES_SHOW | {Show-Sheets MACROS:A1} {Edit-Goto NOTES_FIELDS} {Edit-Goto "NOTES FIELDS"}{Quit} | ; Navigate to the N |

| <i>PRINT MACROS</i> | <i>CODE</i> | <i>DESCRIPTION</i> |
|---------------------|--|-----------------------|
| MACRO_PRINT | {Dialog DLG_MACPRINT} {If RES_MACROPRT=0}{Quit} {If ANS_MACROPRT1}{Set "Print-Range";MACROS_RANGE}{Set "Print-Orientation"; {If ANS_MACROPRT2}{Set "Print-Range";NOTES_FIELDS}{Set "Print-Orientation";"P {If ANS_MACROPRT3}{Set "Print-Range";RN_TABLE_RANGE}{Set "Print-Orientatio {Set "Print-Centered";"Horizontal"} {Set "Print-Footer-Center-Text";"^"} {Set "Print-Size";"Fit-Columns"} {Set "Print-Margin-Top";".5"} {Set "Print-Margin-Left";".5"}{Set "Print-Margin-Right";".5"} {Set "Print-Margin-Bottom";".25"} {Print?} {Quit} | ; Print sections of t |

DLG_MACPRINT

| | | | | | |
|-------------|----------|---------|----|----|-----|
| DIALOG | MacPrint | | | | |
| -2134376400 | | 5 | 66 | 62 | 152 |
| FONT | | 8"Helv" | | | |
| 8 | | 4 | 59 | 10 | 20 |
| 8 | | 15 | 72 | 10 | 21 |
| 8 | | 26 | 84 | 10 | 22 |
| 102 | | 4 | 40 | 14 | 1 |
| 102 | | 22 | 40 | 14 | 2 |
| END DIALOG | | | | | |

END OF MACROS

NOTES FIELDS

Information Print
on

| | |
|-------------------------|---------|
| Num User Scenarios | 0 |
| Current Scenario | #NAME? |
| User Name | 0 |
| User Department | 0 |
| Starting Date | 0 |
| Total Billable Hours | |
| Total NonBillable Hours | #NAME? |
| Total Billable Amount | #VALUE! |

Informati Print on

| | |
|---------------|----------------|
| ANS_INFOPRT | C:L89..C:L89 |
| ANS_KEEPPDATA | C:L184..C:L184 |
| ANS_MACROPRT1 | C:L370..C:L370 |
| ANS_MACROPRT2 | C:L371..C:L371 |
| ANS_MACROPRT3 | C:L372..C:L372 |
| ANS_SWAPDATA | C:L315..C:L315 |
| ANS_UPDDATA | C:L197..C:L197 |
| BACKGRND | C:B38..C:B38 |
| BCK_COL | C:B46..C:B46 |
| BCK_LOOP | C:B41..C:B41 |
| CLEAN_LIST | C:B151..C:B151 |
| CLEAN_LOOP | C:B152..C:B152 |
| CURR_SCEN | C:B110..C:B110 |
| DATA_01 | B:C5..B:C6 |
| DATA_02 | B:I5..B:I5 |
| DATA_03 | B:B10..B:I21 |
| DATA_04 | B:B26..B:I30 |
| DATA_05 | B:C41..B:E52 |
| DEL_SCENARIO | C:B240..C:B240 |
| DLG_INFOPRT | C:B86..C:B86 |
| DLG_KEEPPDATA | C:B181..C:B181 |
| DLG_KHELP | C:B203..C:B203 |
| DLG_MACPRINT | C:B367..C:B367 |
| DLG_PERSONAL | C:B380..C:B380 |
| DLG_SAMPLE1 | C:B112..C:B112 |
| DLG_SAMPLE2 | C:B121..C:B121 |
| DLG_SWAPDATA | C:B312..C:B312 |
| DLG_UPDDATA | C:B194..C:B194 |
| DLG_UPDSC | C:B322..C:B322 |
| DLG_UPDUN | C:B331..C:B331 |
| D_VERSIONS | C:B249..C:B249 |
| FRM_UPDSC | C:I325..C:I325 |
| INFORMATION | D:A1..D:A1 |
| INFO_ABOUT | D:A318..D:A318 |

| | |
|-----------------|----------------|
| INFO_CONVENTION | D:A210..D:A210 |
| INFO_CURR_PRT | C:B67..C:B67 |
| INFO_LIST | C:B77..C:C82 |
| INFO_NOTESFX | D:A270..D:A270 |
| INFO_OVERVIEW | D:A60..D:A60 |
| INFO_PRINT | C:B49..C:B49 |
| INFO_STEPS | D:A109..D:A109 |
| INFO_TIPS | D:A163..D:A163 |
| INFO_TOPIC | C:B84..C:B84 |
| INF_ABOU_RANGE | D:B320..D:H331 |
| INF_CONVENTION | D:B216..D:H227 |
| INF_NOTE_RANGE | D:B272..D:H282 |
| INF_OVER_RANGE | D:B62..D:H69 |
| INF_STEP_RANGE | D:B111..D:H124 |
| INF_TIPS_RANGE | D:B165..D:H171 |
| KEEPDATA | C:B130..C:B130 |
| K_EXISTS | C:B170..C:B170 |
| K_HELP | C:B164..C:B164 |
| K_LIMIT | C:B167..C:B167 |
| K_UPDATE | C:B143..C:B143 |
| K_VERSIONS | C:B172..C:B172 |
| LIST_ADDR | C:B237..C:B237 |
| LIST_RNG | C:B236..C:B236 |
| MACROS | C:A1..C:A1 |
| MACROS_RANGE | C:A3..C:L397 |
| MACRO_HIDE | C:B344..C:B344 |
| MACRO_PRINT | C:B353..C:B353 |
| MACRO_SHOW | C:B341..C:B341 |
| NOTES_FIELDS | C:A435..C:B442 |
| NOTES_FIELDS | C:A433..C:A433 |
| NOTES_SHOW | C:B348..C:B348 |
| NO_UPDATE | C:B310..C:B310 |
| PERSONALIZE | C:B378..C:B378 |
| PREV_SCEN | C:B109..C:B109 |
| RES | C:B238..C:B238 |
| RES_INFOPRT | C:L87..C:L87 |
| RES_KEEPDATA | C:L182..C:L182 |
| RES_MACROPRT | C:L368..C:L368 |
| RES_SAMPLE1 | C:L113..C:L113 |
| RES_SAMPLE2 | C:L122..C:L122 |
| RES_SWAPDATA | C:L313..C:L313 |
| RES_UPDDATA | C:L195..C:L195 |
| RES_UPDSC | C:L323..C:L323 |
| RES_UPDUN | C:L332..C:L332 |
| RNG_NAME | C:B179..C:B179 |
| RNG_NUM | C:B178..C:B178 |
| RN_TABLE | C:A480..C:A480 |
| RN_TABLE_RANGE | C:A481..C:B585 |
| SAMPDATA | C:B96..C:B96 |
| SAMP_RESTORE | C:B105..C:B105 |
| SCENARIO_LIST | C:B254..C:B287 |
| SHEET_RANGE | B:B2..B:I53 |
| SHT_PRINT | C:B30..C:B30 |
| SWAPDATA | C:B211..C:B211 |
| TABLE_CONTENTS | A:A1..A:A1 |
| TIMESHEET | B:A1..B:A1 |
| UPDATE | C:B289..C:B289 |
| UPDATE_LIST | C:B255..C:B287 |

| | |
|-------------|----------------|
| UPDATE_LOOP | C:B304..C:B304 |
| UPDATE_POST | C:B303..C:B303 |
| UPDATE_TEST | C:B298..C:B298 |
| UPDUN | C:B224..C:B224 |
| UPPER_LEFT | C:B75..C:B75 |
| UP_EXISTING | C:B157..C:B157 |
| UP_UNNAMED | C:B229..C:B229 |
| ZM_ALL | C:B25..C:B25 |
| ZM_NRML | C:B24..C:B24 |
| ZM_RESTORE | C:B27..C:B27 |
| ZM_SCRN | C:B14..C:B14 |
| ZM_TABLE | C:B16..C:D19 |
| ZOOM_RTN | C:B22..C:B22 |
| ZOOM_TEST | C:B9..C:B9 |
| \0 | C:B4..C:B4 |

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| | | | | | |
| | 42"" | "" | "Select Information to Print" | | 1 |
| | 1342242800"button" | "Current topic" | 0 | | 1 |
| | 1342242800"button" | "All topics" | 0 | | 0 |
| | 1342373900"button" | "OK" | 0 | | |
| | 1342373900"button" | "Cancel" | 0 | | |
| | | | | | |

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data, preserving existing entries

s data

| | | | | | |
|------------|----------|---------------------------|----------------------|---|---|
| | | | | | |
| 58 | "" | "" | "Sample Data" | | 1 |
| | | | | | |
| 1342177300 | "static" | "You can use a s | | 0 | |
| 1342373900 | "button" | "OK" | | 0 | |
| 1342373900 | "button" | "Cancel" | | 0 | |
| 1342177300 | "static" | "currently in this | | 0 | |
| | | | | | |

| | | | | | |
|------------|----------|--------------------------|----------------------|---|---|
| | | | | | |
| 42 | "" | "" | "Sample Data" | | 1 |
| | | | | | |
| 1342177300 | "static" | "Restore the data | | 0 | |
| 1342373900 | "button" | "OK" | | 0 | |
| 1342373900 | "button" | "Cancel" | | 0 | |
| | | | | | |



in a scenario

ario name. Press OK to return to the Keep Data dialog box.">{Branch KEEPDATA}

ISTS}

```
S_SWAPDATA))))))){Let ANS_SWAPDATA;ANS_SWAPDATA+1}{Branch CLEAN_LOOP}
DDR}
```

```
}}}
```

```
}}}
```

```
IG_NAME:@Lower(@Trim(@Index(UPDATE_LIST;0;ANS_UPDDATA))))}
```

ios is in use. You must delete a scenario before creating a new one."}

er scenario name."){Branch KEEPDATA}

```
n(ANS_KEEPPDATA))}
```

| | | | | | |
|------------|----------|-------------------------|--------------------|---|---|
| | | | | | |
| 82 | " | " | "Keep Data" | | 0 |
| | | | | | |
| 1350762600 | "edit" | " | | 0 | |
| 1342373900 | "button" | "OK" | | 0 | |
| 1342373900 | "button" | "Cancel" | | 0 | |
| 1342373900 | "button" | "Update..." | | 0 | |
| 1342373900 | "button" | "Help" | | 0 | |
| 1342177300 | "static" | "You can create | | 0 | |
| 1342177300 | "static" | "This SmartMast | | 0 | |
| 1342177300 | "static" | "Enter a name fo | | 0 | |

| | | | | | |
|----|---|---|-----------------|--|---|
| | | | | | |
| 88 | " | " | "Update" | | 0 |

| | | | | | |
|------------|-----------|------------------------------|--|---|-------------|
| | | | | | |
| 1352728600 | "listbox" | "" | | 0 | UPDATE_LIST |
| 1342177300 | "static" | <i>"Select the scenario"</i> | | 0 | |
| 1342373900 | "button" | <i>"OK"</i> | | 0 | |
| 1342373900 | "button" | <i>"Cancel"</i> | | 0 | |

| | | | | | |
|------------|----------|-------------------------------|-------------------------|---|---|
| | | | | | |
| 50 | "" | "" | <i>"Keep Data Help"</i> | | 1 |
| 1342373900 | "button" | <i>"OK"</i> | | 0 | |
| 1342177300 | "static" | <i>"For more information"</i> | | 0 | |

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scenario selected by the user

*is scenario is used to clear data from the SmartMaster and create a blank, unnamed scenario."}{Branch SWAPDATA}
 "Stop";RES}{If 1-RES}{Quit}*

DDR}{Quit}

{ATA}}}

insert as many rows as you like.

| | | | | | |
|------------|-----------|-------------------------|--------------------|---|---------------|
| 88 | "" | "" | "Swap Data" | | 0 |
| 1352728600 | "listbox" | "" | | 0 | SCENARIO_LIST |
| 1342177300 | "static" | "Select the scen | | 0 | |
| 1342373900 | "button" | "OK" | | 0 | |
| 1342373900 | "button" | "Cancel" | | 0 | |
| 1342373900 | "button" | "Delete" | | 0 | |

| | | | | | |
|------------|----------|------------------------|--------------------------|---|---|
| 58 | "" | "" | "Update Scenario" | | 0 |
| 1342177300 | "static" | The scenario na | | 0 | |
| 1342373900 | "button" | "Yes" | | 0 | |
| 1342373900 | "button" | "No" | | 0 | |
| 1342373900 | "button" | "Cancel" | | 0 | |

| | | | | | |
|------------|----------|--------------------------|--------------------------|---|---|
| 58 | "" | "" | "Update Scenario" | | 0 |
| 1342177300 | "static" | "The current scen | | 0 | |
| 1342373900 | "button" | "Yes" | | 0 | |
| 1342373900 | "button" | "No" | | 0 | |
| 1342373900 | "button" | "Cancel" | | 0 | |

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Notes/FX fields

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the macro sheet

;"Landscape"}

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;"Portrait"}

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| | | | | | |
| 42" | " | "Select Information to Print" | | | 0 |
| | | | | | |
| 1342242800 | "button" | "Macros" | | 0 | |
| 1342242800 | "button" | "Notes Fields" | | 0 | |
| 1342242800 | "button" | "Range Name Ta" | | 0 | |
| 1342373900 | "button" | "OK" | | 0 | |
| 1342373900 | "button" | "Cancel" | | 0 | |
| | | | | | |



Return to
Macros

Return to
Macros

RES_SWAPDATA

ANS_SWAPDATA

Information

Index

Go to Ti
Sheet

or a button to use a SmartMaster sheet.

| Subject | Description |
|----------------------------|--|
| > Overview | General information about this SmartMaster. |
| > Steps | Procedures to use this SmartMaster. |
| > Tips | Helpful hints for using this SmartMaster. |
| > Conventions | Details on conventions used in this SmartMaster. |
| > Notes/FX Enabling | Description of Notes/FX and available fields. |
| > Macros | Individual macro commands and their descriptions used in this SmartMaster. |
| > About | Information about the developer of this SmartMaster. |

[Return to Time Information Sheet](#) [Print Index](#)

Time Sheet SmartMaster

This SmartMaster creates a Time Sheet that can be used by anyone that wants to keep track of and billing information. You can use it to track billable hours or simply to better understand how spent. You can track billable hours on 12 different clients or projects. Totals are automatically calculated by client, by weekly total, and by client and weekly billing totals.

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Sheet Index

ekly Time Sheet SmartMaster

1. *Enter the period ending date in one of two ways:*

Use a string that 1-2-3 recognizes as a date. For example 12/31/94.

Use the @Date function, for example @Date(94,12,31)

2. Enter the information for the hours you spent with specific clients or projects.

3. Enter non-billable hours.

4. Enter the hourly rate for each client or project.

[Return to Time Information Sheet](#) [Print Index](#)

Tips

Enter dates using a string that 1-2-3 recognizes as a date, for example 12/21/94, or using @D:
If you don't always have access to a computer, carry some blank forms when you travel to rec



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Conventions

Cell Types

Shaded cells are data entry areas. Outlined cells contain formulas that are automatically computed.

Printing

All forms print in portrait orientation.

Dates

Enter dates as MM-DD-YY.

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irtMaster with Notes/FX

Notes/FX lets you exchange data between applications by embedding the data as an object in a spreadsheet. In 1-2-3, the range called "Notes Fields" can be made available to Notes for exchanging data between Notes and the spreadsheet.

This SmartMaster contains fields that can be used for Notes/FX applications. To see the range "Notes Fields," click on the Notes Fields button. For more information about using Notes/FX, see the Notes/FX documentation.

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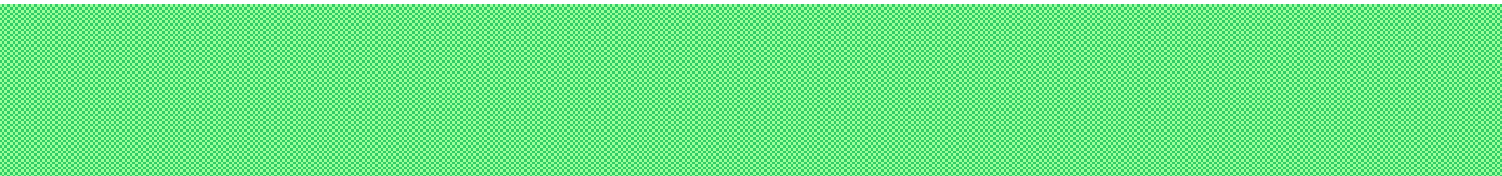
his SmartMaster

This SmartMaster was developed by KMT Software, Inc. KMT Software is the developer of several add-on products that are marketed under the Lotus name through Lotus Selects. KMT Software *worked closely with Lotus to develop the Lotus SmartMaster Collection for 1-2-3 Release 5, a collection of dozens of additional SmartMaster templates. The Lotus SmartMaster Collection for 1-2-3 Release 5 includes SmartMaster templates to help you manage your business as well as personal planning and finances.*

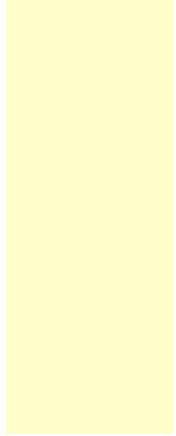
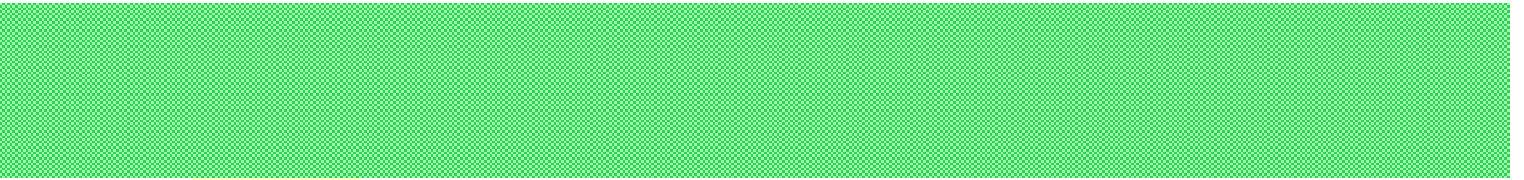
To order or learn more about the Lotus SmartMaster Collection for 1-2-3 Release 5, in the U.S. call Lotus Selects at 1-800-635-6887. In Canada, call 1-800-GO-LOTUS.

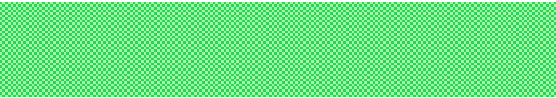
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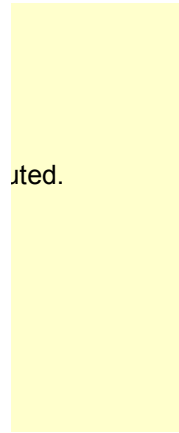
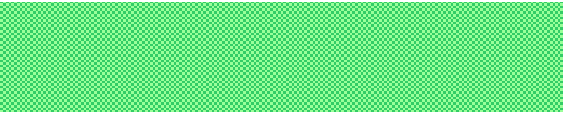


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