

---

## ly Time Sheet SmartMaster

### Table of Contents

or a button to use a SmartMaster sheet.

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

---



—



—



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?
---------------------------	--------	--------	--------	--------	--------

<b>TOTAL HOURS</b>	#NAME?	#NAME?	#NAME?	#NAME?	#NAME?
--------------------	--------	--------	--------	--------	--------

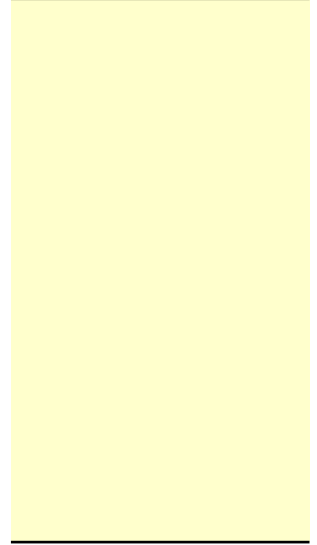
## Summary of Billable Hours

Account	----- Plan ----- Rate      Hours	----- Actual ----- Amount      Hours
		#VALUE!
		#VALUE!
		#VALUE!
		#VALUE!
		#VALUE!
		#VALUE!
		#VALUE!
		#VALUE!
		#VALUE!
		#VALUE!
		#VALUE!
		#VALUE!
		#VALUE!
<b>TOTALS</b>		#VALUE!

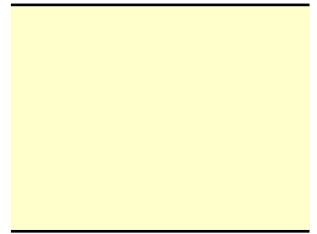
Tips

⌘:  
⌘:

#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;"DATA_"&@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_KEEPDATA}
{If RES_KEEPDATA=0}{Quit}
{If RES_KEEPDATA=3}{Branch K_UPDATE}
{If RES_KEEPDATA=4}{Branch K_HELP}
{If @Length(@S(ANS_KEEPDATA))<1}{Alert "To create a scenario, you must enter a scenario name"}
{If 1-@Iserr(@Scenarioinfo("Creator";@Lower(@Trim(ANS_KEEPDATA))))}{Branch K_EXIT}
{Scenario-Creat @Lower(@Trim(ANS_KEEPDATA))}
{Let RNG_NUM;1}{K_VERSIONS}
{Put SCENARIO_LIST;0:@Count(SCENARIO_LIST);ANS_KEEPDATA}
{Scenario-Show @Lower(@Trim(ANS_KEEPDATA))}
{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  
RNG\_NAME

6  
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&lt;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&lt;&gt;"unnamed"}{UPDATE} {If CURR_SCEN="unnamed"}{UPDUN} {Scenario-Show @Lower(@Trim(@Index(SCENARIO_LIST;0;ANS_SWAPDATA)))} {If @Scenariolast(@Cellpointer("Filename"))&lt;&gt;"-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_"&amp;@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><b>{If ANS_SWAPDATA&lt;1}{Alert "The scenario named ""-Blank-"" cannot be deleted. TI</b> <b>{Alert +"Delete """"&amp;@Index(SCENARIO_LIST;0;ANS_SWAPDATA)&amp;"" scenario?";2;</b> {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}

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

<b>PRINT MACROS</b>	<b>CODE</b>	<b>DESCRIPTION</b>
<b>MACRO_PRINT</b>	{Dialog DLG_MACPRINT}	; Print sections of t
	{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-Orientatior	
	{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}	

**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

me

Notes  
Fields

✓

resolution and sets  
accordingly

✓

lay entire sheet

setting  
t

ormal

✓

et page

it yellow background

√

n the Information sheet

	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		

√

data, preserving existing entries

s data

58	""	""	<b>"Sample Data"</b>		1
1342177300	"static"	<b>"You can use a s</b>	0		
1342373900	"button"	<b>"OK"</b>	0		
1342373900	"button"	<b>"Cancel"</b>	0		
1342177300	"static"	<b>"currently in this</b>	0		

42	""	""	<b>"Sample Data"</b>		1
1342177300	"static"	<b>"Restore the data</b>	0		
1342373900	"button"	<b>"OK"</b>	0		
1342373900	"button"	<b>"Cancel"</b>	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	"	"	<b>"Keep Data"</b>		0
1350762600	"edit"	"		0	
1342373900	"button"	<b>"OK"</b>		0	
1342373900	"button"	<b>"Cancel"</b>		0	
1342373900	"button"	<b>"Update..."</b>		0	
1342373900	"button"	<b>"Help"</b>		0	
1342177300	"static"	<b>"You can create</b>		0	
1342177300	"static"	<b>"This SmartMast</b>		0	
1342177300	"static"	<b>"Enter a name fo</b>		0	

88	"	"	<b>"Update"</b>		0

1352728600	"listbox"	""		0	UPDATE_LIST
1342177300	"static"	<b>"Select the scen</b>		0	
1342373900	"button"	<b>"OK"</b>		0	
1342373900	"button"	<b>"Cancel"</b>		0	

50	""	""	<b>"Keep Data Help"</b>		1
1342373900	"button"	<b>"OK"</b>		0	
1342177300	"static"	<b>For more informa</b>		0	

√

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	

√

√

Notes/FX fields

√

the macro sheet

;"Landscape"}

ortrait"}

1";"Portrait"}

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.

---

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

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

## **kly 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.

Return to Time Information    Print  
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



Return to Time Information Print  
Sheet Index

## *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.

Return to TimeInformation Print  
Sheet                      Index

## **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.*

Return to TimeInformation Print  
Sheet                      Index

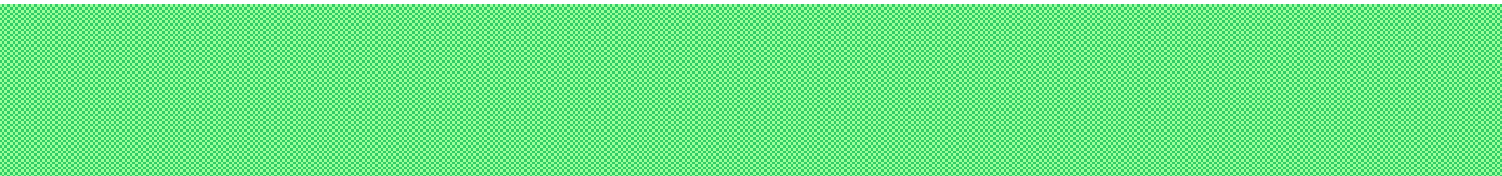
## **his SmartMaster**

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.*

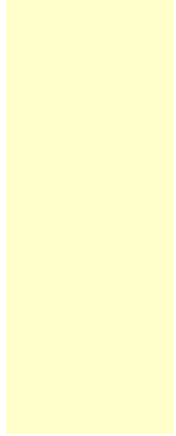
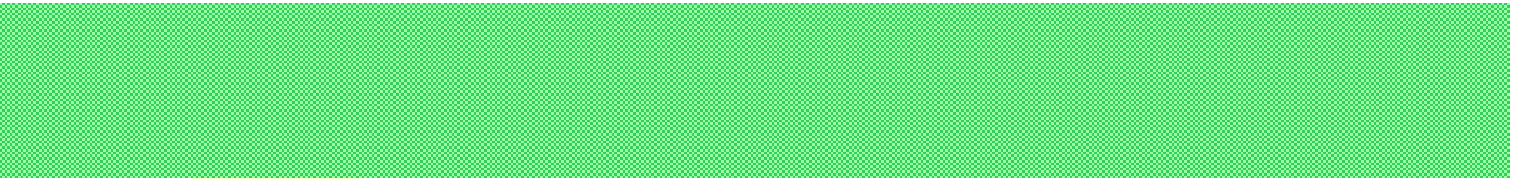
*To order or learn more about the Lotus SmartMaster Collection for 1-2-3 Release 5, in the U.S. call Lotus Selects at 1-800-635-6887. In Canada, call 1-800-GO-LOTUS.*

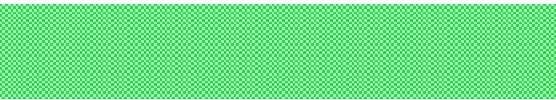
me





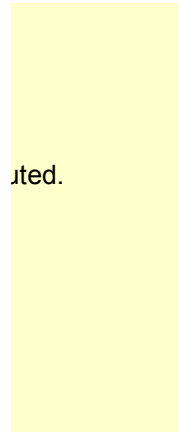
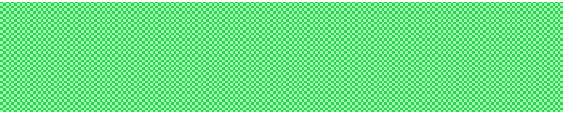
f weekly time  
r time is being  
calculated by





ate.  
ord time.





ted.

## Notes Fields

*a Notes form.  
etween Notes*

*named  
e the Notes*



eral  
e has

*r*  
*your*

*please*

