

“Menu” Help

This section of TimeCache Help describes each of TimeCache’s menu commands. For help on performing different functions, see the “How-to” Help section.

File Menu

Open Stack...

Lets you open another HyperCard stack.

Close Stack

Closes TimeCache if you have more than one HyperCard stack open.

Save A Copy...

Lets you save a copy of your TimeCache stack under a different name or in another location on your hard drive.

Page Setup...

Lets you change the page orientation for printing. You may need to use this command if you print timesheet reports. Timesheets need to be printed in Landscape orientation. The first time you print with TimeCache, or after changing printer drivers in the Chooser, TimeCache may ask you to select Landscape orientation.

Print Report

Lets you print a single Job Sheet, Archive or Timesheet report. After you select this command, TimeCache builds the report, then brings up the print dialog. If you want to print more than one copy of the report, type the number in the Print dialog’s appropriate box. Then click “OK”.

Print Batch...

See “How To Print Several Timesheets At Once” above.

Settings

The settings command is a hierarchical menu containing several subcommands you may want to use to customize your copy of TimeCache:

Job Numbers:

Lets you choose between automatic job numbering (and set the beginning number) or manual job numbering. If you choose manual job numbering, TimeCache prompts you for a job number each time you create a new project.

Custom Job Field:

Lets you enter a line of data of your choosing for each project. After the custom job field dialog appears, enter a “prompt string” (a phrase which will appear in the dialog prompting you for the information for each new project) and a label (which will identify the information at the lower left of each Job Sheet). Then click on the “Yes” radio button before clicking “OK” to accept your entries.

Report Printing Font:

Lets you designate the font to use for printing Job Sheet, Summary, Archive and Timesheet reports.

Hour Divisions:

Lets you choose between recording your time in tenths- or quarter-hours.

Transfer Warnings:

Lets you set a minimum number of hours to be transferred from the Daily Log. If you enter a value in the Transfer Warnings dialog, TimeCache warns you whenever you attempt to transfer Daily Log data with fewer hours than your Transfer Warnings setting. The default is 0 hours. To change the setting, type the number of hours you want to use as a minimum in the Transfer Warnings dialog, then click "OK".

Auto Timesheets:

Tells TimeCache to automatically create timesheets after you transfer your Daily Log data each day. To receive a prompt before creating timesheets, click "With prompt". For completely automatic timesheets, click "Yes". If you don't want automatic timesheets, click "No". Finish by clicking "OK".

Skip Weekends:

After transferring time each day, TimeCache asks if you want to advance the date, then prompts you with the next day's date. If you turn on the Skip Weekends feature, on Fridays TimeCache prompts you for the following Monday's date.

Timer Logging:

TimeCache's timing function automatically sums your time in the hours field of any line you time (by clicking "Timer" in the Hours dialog). You can also have TimeCache add your start and stop times to the note for that line by turning on timer logging. To do so, click "Yes" in the Timer Logging dialog, then click "OK".

When Timer Logging is turned on, TimeCache adds start and stop times to the note for the project on any line every time you use the timer function on that line. If you start and stop timing a line several times, it will log several start and stop times in the note. It will not log anything for time you enter manually in the Hours dialog.

Long Comments:

Lets you choose to enter comments in a much larger dialog box. If you choose this option, TimeCache still limits you to viewing and printing relatively brief comments on Job Sheets. But you can export Job Sheet reports with long comments for use in other applications.

Job Export Format:

Lets you choose whether the Job Sheet, Archive and Summary reports you export will be formatted for importing into the "Time Report" FileMaker file that comes with TimeCache, or for opening in a spreadsheet or word processing application.

After you select the export format to use, another dialog appears, prompting you to locate the application to open reports in the format you selected. You only need to do this once, unless you change the type of report you export or the location of the application on your hard drive.

This second dialog also has a checkbox marked "Prompt to open app after exporting". Check this box in the dialog if you want to be prompted to open reports after you export them.

Currency Settings:

Lets you format the appearance of currency for charges. TimeCache's default format for currency is "\$0.00". You can select a symbol to use other than "\$". You can have the symbol appear after the number instead of before. You can choose to not show decimals. You can choose to use commas for numbers greater than 999.

Quit Timecache

Quits TimeCache and HyperCard.

Go Menu

TimeCache's "Go" menu lets you quickly move among TimeCache's different sections, search for data or go to your HyperCard Home stack.

Daily Log

Takes you from any other section to your Daily Log screen.

Job Sheets

Takes you from any other section to the Job Sheet section.

Timesheets

Takes you from any other section to the Timesheets section.

Archive

Takes you from any other section to the Archive section.

Find...

Lets you search the Archive, Job Sheet and Timesheets sections for data. See the details of searching for data in the "How-to" help section.

Find Again

Lets you continue a search you've begun with the "Find..." command by looking for the text you entered in the "Find..." dialog on the next card.

Home

Takes you to your HyperCard Home stack. If you're using TimeCache with TimeCache Engine, it takes you to TimeCache Engine.

Timecache Help

Opens the on-line help.

Show/Hide Navigator

Shows or hides the TimeCache Navigator palette, which lets you quickly move among TimeCache's different sections.

Timecache Menus

Depending on where you are in TimeCache, the TimeCache menu offers different commands.

Timecache Menu — Daily Log

In the Daily Log, the TimeCache menu has 14 different commands:

Hide Timecache

Hides the TimeCache screen from your monitor so that you can have access to the Finder and other open applications. Puts a checkmark next to the Hide TimeCache command when activated. Select this command again to make TimeCache visible.

New Client

Lets you add a name to your client list.

Client List

Calls up the list of clients you have already entered. Selecting a client from this list lets you begin the process of creating a new Project List entry. Highlight an entry and click "Remove" to remove a client from the list. Click "New" to enter a new client name.

Project List

After you've created a project listing, you access it with this command. A large dialog box lists each of your projects on separate lines. Projects are listed by the name of the client and the project. This dialog also has buttons to send a Job Sheet for an inactive project to TimeCache's Archive section, and to go to the Job Sheet for a project.

New Activity

Lets you add a work function or activity (such as Design, Layout, Research, Writing—whatever is appropriate to your work) to your Activity list. After you enter a new activity name, TimeCache prompts you for an hourly billing rate for that activity.

Change Hourly Rate...

Lets you change the hourly rate that TimeCache uses to calculate charges for all future entries of any activity. To change the calculated charges for entries that have already been transferred to Job Sheets, use the "Apply Current Rates" command (below).

Apply Current Rates

Use this command to apply an hourly rate you've changed to existing Job Sheet entries.

It will not change the billings on Archived projects.

Activity List

Calls up the list of activities you can choose from for Daily Log entries. You can select an entry, remove an entry, or create a new entry with the buttons in this dialog.

Set Date

Lets you change the date for which you're logging entries. You can also change the date by clicking on the date at the top of the Daily Log screen.

Transfer Data

After you've filled out entries on your Daily Log for your day's work, use this command to transfer the data to the appropriate Job Sheets. For more information, see "How To Transfer Daily Log Data To Job Sheets", in the How-To section above.

Create Timesheet

Creates a daily timesheet report of any day's activities for which there is time entered on Job Sheets. If you have turned on Auto Reports in the Settings command, TimeCache automatically creates a daily report after you transfer a day's entries.

Clear Daily Log

Lets you clear all your current entries on the Daily Log screen.

Timecache Menu — Job Sheets

In the Job Sheet section, the TimeCache menu has six commands:

Hide Timecache

Same as in the Daily Log section.

Export Report

Exports a text file that can be opened by a word processor or spreadsheet program, or that can be imported into the "Time Report" FileMaker file that comes with TimeCache. For more information, see "How To Export A Job Sheet Report" in the How-To section, above.

Summary Report

Quickly summarizes all the entries on a Job Sheet or Archive into a summary report showing your total for each activity. TimeCache first asks for the date range you want to summarize. If you want to export all the dates on your Job Sheet, just click "OK". Otherwise enter the starting and ending dates you want to export, and click "OK". Then TimeCache creates the report on a summary report screen, where you can print the report or export the report data to disk.

Search Job Sheets

Lets you go directly to any Job Sheet. In the dialog that appears, just double-click any listing, or click on a listing once to highlight it, then click "Find".

Send To Archive

Puts the current Job Sheet's data in an inactive section of TimeCache where you will not scan through it when going through your Job Sheets. See details under "How to archive a Job Sheet" in the How-to help section.

Move A Line

Lets you move a line of entries from one Job Sheet to another, one line at a time. Select the "Move A Line" command, then follow the directions on screen. For more information, see "How To Move A Line Of Data To Another Job Sheet" in the How-To help section, above.

Delete Project

When you are absolutely sure that you do not want to keep a project in TimeCache, you can delete it with this command.

Timecache Menu — Timesheets

The Timesheets stack's TimeCache menu has three commands:

Hide Timecache

Same as in other sections.

Print Settings...

Lets you set up TimeCache to print charges and custom Job Sheet data on daily timesheet reports. Check either item you want printed on timesheets, then click "OK."

Delete Report

Lets you delete the report you're looking at. You can always create a new copy of a report from TimeCache (as long as you still have the data for it in active Job Sheets), so don't be afraid to use this command.

Timecache Menu — Archive

In the Archive, the TimeCache menu has five commands from which to select.

Hide Timecache

Same as in other sections.

Export Report

Same as in Job Sheets section.

Summary Report

Same as in Job Sheets section.

Search Archive

Lets you quickly find an archived card. In the dialog that appears, just double-click any listing, or click on a listing once to highlight it and click on "Find".

Activate Report

Lets you move a project from the Archive to the Job Sheet section where you can edit entries and have data show up in timesheet reports.

Delete Project

Same as in Job Sheets.