TIMESLICE® USER'S GUIDE

MACINTOSH/
POWER MACINTOSH

TimeSlice® User's Guide

TimeSlice requires System 7.1 or greater.

Contents

END-USER LICENSE AGREEMENT

<u>**NOTICE.**</u> **Please read this Agreement before using the accompanying software** and any documentation (the "Software"). By using the Software, you agree to be bound by the terms of this legal Agreement between you, the end user ("User"), and Maui Software. If you do not agree to these terms, Maui Software is unwilling to license the Software to you and you should promptly return the Software together with all accompanying items, disc (if applicable), package (if applicable) and proof of payment to Maui Software for a full refund. If you have any questions regarding this Agreement, please contact Maui Software. <u>LICENSE GRANT</u>. The copy of the Software accompanying this Agreement is owned by Maui Software and protected by United States copyright laws and international treaties. All rights not expressly granted are reserved by Maui Software. Upon receipt of full payment for the Software, Maui Software grants User the right to use one copy of the Software on a single computer for User's own personal use only. If User would like to use the Software on more than one computer, User must purchase a separate license for each additional computer on which the Software is to operate. <u>RESTRICTIONS</u>. User may not make any copies of the Software, except a single backup copy used solely for backup purposes. User may not decompile, reverse engineer, disassemble, decode or otherwise reduce the Software to a human perceivable form. User may not modify, network, rent, lend, loan, distribute or create derivative works based upon the Software, in whole or in part. User may not electronically transmit the Software from one computer to another or over a network. User may not remove from the Software or accompanying materials any copyright or trademark notices, logos, product or company names, labels or identifications. <u>WARRANTY DIS-CLAIMER</u>. MAUI SOFTWARE DOES NOT WARRANT THAT THIS SOFTWARE WILL MEET YOUR REQUIREMENTS OR THAT ITS OPERATION WILL BE UNINTER-RUPTED OR ERROR-FREE. MAUI SOFTWARE EXCLUDES AND EXPRESSLY DIS-CLAIMS ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PUR-POSE. THESE WARRANTY LIMITATIONS MAY NOT APPLY TO USERS IN SOME STATES. <u>DEFECTIVE DISC</u>. For Users who received from Maui Software the Software recorded on a disc, User's sole and exclusive remedy for a defective disc shall be either replacement of the defective medium or refund of the license fee, at Maui Software's option, upon return of the Software to Maui Software within thirty (30) days of purchase, together with all accompanying items, disc, documentation, package (if applicable) and proof of payment. <u>LIMITATION OF LIABILITY</u>. MAUI SOFTWARE SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUEN-TIAL DAMAGES (INCLUDING LOST PROFITS) ARISING OUT OF THE USE OF, OR INABILITY TO USE, THE SOFTWARE, EVEN IF MAUI SOFTWARE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THESE LIABILITY LIMI-TATIONS MAY NOT APPLY TO USERS IN SOME STATES. <u>TERMINATION</u>. This license and User's right to use the Software automatically terminates if User: (i) fails to comply with any of the provisions of this Agreement, (ii) destroys the copy and any backup copy of the Software in User's possession, or (iii) voluntarily returns the Software to Maui Software. Upon termination, User shall cease all use of the Software and destroy, or return to Maui Software, all copies of the Software then in User's possession, and take such other actions as Maui Software may reasonably require to ensure that no copies of the Software remain in User's possession. <u>GENERAL PROVISIONS</u>. This is the entire agreement between the parties relating to the Software, and this Agreement supersedes any purchase order, communication, advertising or representation concerning these matters. This Agreement will be governed by and construed in accordance with the laws of the State of Hawaii, and any dispute arising from this Agreement shall be settled in, and the parties consent to jurisdiction in, the State of Hawaii. Should any provision of this Agreement be held to be void, invalid or unenforceable by a court, the validity and enforceability of the other provisions shall not be affected thereby. Failure of a party to enforce any provision of this Agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision. <u>REGISTRATION AND TECHNICAL SUPPORT</u>. User shall be entitled to reasonable technical support from Maui Software only if User registers with Maui Software by following the registration instructions in the Software.

Introduction

TimeSlice is a Macintosh application that works in native mode on both 68K and Power Macintosh computers. TimeSlice is used for tracking time events while you work, or when you want to track application use, or any other situation when time-tracking and recording time events is important.

What is the best way to use TimeSlice?

The answer is "whatever works for you is the best way." People use TimeSlice in a variety of ways. It's suggested that you read this manual and spend some time experimenting with TimeSlice. Learn some of its features, and find out what works best for you. See the chapter on Hints & Tips for more information on how to best use TimeSlice.

Technical Support

Before you contact technical support, please search this document for terms related to your questions. More than likely your questions are answered within this manual.

Notes

 This icon precedes an important related note.

Quick Start

o Start TimeSlice by double-clicking on the TimeSlice appli-

cation icon. It looks like this:

o If you haven't already done so, personalize TimeSlice with your name, organization and serial number. A new TimeSlice window appears.

o Click on the Start button and then click on the Stop

button

o You've just created your first time record. From here you can add Projects, Categories, and Clients to the file. Edit the time values using the Edit Time Record window or In-Line Editing. Please see the related chapters in this manual for more information.

Terms used in this manual

Time Record
> Each time-line of information on the main window is re-ferred to as a "time record" or sometimes a "time entry."

Field
> Fields are the individual components of a time record. For example, the elapsed time is a field. So is the paused time, the start time, and so on. All the individual fields make up one time record.

Job
> Categories, Clients, and Projects are "Jobs."

Application
> TimeSlice is an application. Also referred to as a program.

File
> You create and save files with TimeSlice. Also referred to as a document.

Highlight
> Or select, as in highlighting (selecting) a time record (so that it displays in reverse)

Stop Time	Elapse	Paused	Hr Rate	Charge	Project	Category
4:15 PM	3.25	0:00:00	$50.00	$162.50	WWW Training	Design
6:00 PM	1.50	0:00:00	$40.00	$60.00	Boeing Ad	Consulting-Smith
1:00 PM	1.50	0:00:00	$75.00	$112.50	APPM Ad	Consulting
1:30 AM	4.25	0:00:00	$75.00	$318.75	First Hawaiian Bank	Training
6:00 PM	1.50	0:00:00	$40.00	$60.00	Boeing Ad	Consulting-Smith
3:30 PM	5.25	0:00:00	$50.00	$262.50	Smith Poster	Design
3:00 PM	1.25	0:00:00	$75.00	$93.75	American School Assn.	Consulting
12:45 PM	1.75	0:00:00	$40.00	$70.00	Boeing Ad	Consulting-Smith

In the figure above, there are two time records highlighted, or selected.

Tracking time
> Also referred to as recording time to a TimeSlice docu-ment.

Basics

You can have as many TimeSlice documents open as you want at the same time (as many as memory permits). For example, let's say you're working on the document "Johnson," and you get a phone call from Mr. Jones. You can pause the Johnson document and start the Jones document. When the phone call ends, you stop the Jones document, and resume the Johnson document.

The time record with the italicized text is the active time record, or the time record that is tracking time. To stop or pause an active time record, click on the Stop or Pause button.

Click on a time record to select (highlight) it. To unselect it, hold down the command key when clicking on a time record. Unselect all time records by selecting "Unselect All" from the Edit menu, or scroll to the end of the list and click just below the last time record.

Basic TimeSlice Window Parts
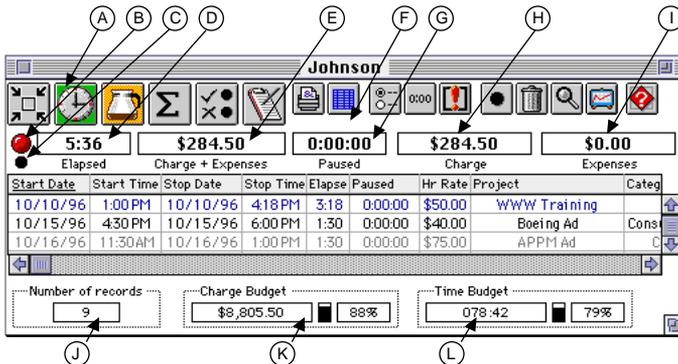
A. Tool bar. The icons across the top represent button shortcuts to the menu items.

B. Status indicator. Green means the timer is active, red is off, and yellow is paused. Set the indicator to black, gray, and white by clicking on it.

C. Total Marked indicator. When visible, the totals are calculated from the marked time records. Otherwise, the totals are calculated from all time records.

D. Total Elapsed time from all time records or from marked time records.

E. Grand Total from all time records or from marked time records (Total Charge plus Total Expenses).

F. On-line help messages. Move the cursor around the window to display the messages.

G. Total Paused time from all time records or from marked time records.

H. Total Charge from all time records or from marked time records.

I. Total Expenses from all time records or from marked time records.

J. Number of time records in the current document.

K. Charge Budget displays the charge budget, if any.

L. Time Budget displays the time budget, if any.

TimeSlice Tool Bar

Minimize or Maximize the window.

Start recording time. A new time record is appended to the list of time records, and the button becomes the Stop button. The new time record is the active time record, and it is displayed in *italicized text*.

Restart the selected time record or copy & start a new record (see Preferences—Start/Stop for more information). This button looks just like the Start button above except the minute hand is ten after the hour. This button is available when only one time record is selected.

Stop recording time. This button then becomes the Start button.

Pause recording time. This button then becomes the Resume button.

Resume recording time. This button then becomes the Pause button.

Total All time records. This button then becomes the Total Marked button.

Total Marked time records. This button then becomes the Total All button.

Mark/unmark the time records given certain specifications you set.

Edit the selected time records.

Print the time records.

Export the time records.

Preferences.

Time Display options.

Charge and Time Budget.

Mark/unmark the selected time records.

Delete the selected time records.

Search the time records for some text.

Statistics about the time records.

Turn on and off the on-line help messages.

Creating a Template

Why create a template? Instead of selecting New from the File menu and customizing the new file as you want it, you can instead start a new file from a template. A template is a special kind of file that preserves your Categories, Projects, Clients, window size, and many other of your settings. Once you create and save the template, double-click on it next time you need a new file. The following steps show how to create a template file.

Select New from the File menu.
    This starts a new TimeSlice document.

Customize the file to your own style.
    Adjust the column widths, adjust the size of the window, set the Time Display, and adjust any other items that you would like set differently than the default settings.

Create a set of jobs.
    Select Projects, Categories, or Clients from the Edit menu to build your list of jobs. There is no set way for naming jobs—whatever works for you is the best way.

Save the file.
    Select "Save As Template…" from the File menu. Now when you need a new file with the same jobs, instead of selecting New from the File menu, double-click on the template file you just created (or select Open from the File menu). Instead of the template opening, TimeSlice makes a copy of the template for you without changing the original, and you start working with the copy.

Editing Time Records

```
┌─────────────────── Edit Time Records ───────────────────┐
│ ┌─Time Values──────────────────┐  Project:  [ Boeing Ad      ▼ ] │
│ │        Time        Date       │  Category: [ Consulting-S... ▼ ] │
│ │ Start  [4:30 PM]  [10/18/96] │  Client:   [ Aloha Design    ▼ ] │
│ │ Stop   [6:00 PM]⊕ [10/18/96] │                                 │
│ │ Elapsed [1:30:00] [Clear Elapsed] │ ⊠ Mark  Color: [ Blue    ▼ ] │
│ │ Paused  [0:00:00] [Clear Paused]  │ ┌──────────────────────┐ │
│ │ ⊠ Auto-Adjust:  ◉ Elapsed  ○ Paused │ [Expen... ▼]  $[0.00] │ │
│ └──────────────────────────────┘                                 │
│ ┌─Notes.  Max of 255 characters: 31 ─────────────────────────┐ │
│ │ Create rough draft for next ad.                              │ │
│ │                                                              │ │
│ │                                                              │ │
│ └──────────────────────────────────────────────────────────┘ │
│ Use the up and down arrows to change time & date values. Shift-arrow changes larger increments. │
│ [ Apply ]  [ Reset ]                  [ Cancel ]  [[ OK ]] │
└──────────────────────────────────────────────────────────┘
```

Also see the chapter on "In-Line Editing."

There are several ways to open the Edit Time Record window:

o double-click on a time record, or
o click once on the time record(s) and click on the Edit button in the Tool Bar, or
o highlight the time record(s) and select "Time Record…" from the Edit menu, or
o highlight the time record(s) and press the Return or Enter key.

Click on the Apply button to see the changes before clicking the OK button. Click on the Reset button to start over. Press the Tab key to go from field to field.

Time and Date. If the time record is the active time record, then only the Start Time and Start Date can be changed. Click in one of the time/date fields, and change the value by clicking on the up or down buttons, or by pressing the up or down arrow keys on the keyboard. You can also edit the values directly using the keyboard.

These keys preform special functions when editing time and date values:

Key	Function
=	Inserts the current day or time
Shift	When used with the up and down buttons, larger increment changes occur.

Adjust Elapsed time. When checked, the elapsed time is adjusted automatically when editing some of the time or date values. You will probably always want this checked.

Adjust Paused time. When checked, the paused time is adjusted automatically when editing some of the time or date values.

Category, Client, and Project. Use the pop-up menus to change these items.

Color. Use the pop-up menu to change the color of the time record. Caution: changing this value will override the default value set in the Edit Category, Client, and Project window.

Notes. Use the Notes section for notes about each time record. The standard Macintosh editing commands are available when entering notes (cut, copy, paste, and clear). The number above the Notes field shows how many characters you've entered. The limit is 255 characters.

Expenses. Use the pop-up menu to choose Expenses. Enter a monetary value for any purpose you want, independent of the time settings. For example, during a time period you purchased $20 of paper. You'd enter 20 as the expense, and maybe describe the purchase in the Notes section.

Hourly Rate. Use the pop-up menu to choose Hourly Rate. Caution: changing this value will override the default set in the Edit Category, Client, and Project window. To revert back to the default hourly rate, enter the default hourly rate, or a minus one (-1).

Mark/Unmark. Check the box next to "Mark" to mark the time record. Uncheck it to unmark the time record.

In-Line Editing

In-line Editing is a quick and easy way to directly edit a time record without having to use the Edit Time Record window. Also see the chapter "Preferences—In-Line Editing."

All In-line Editing is done by clicking on a highlighted time record and holding the mouse button down for a short period of time (approximately 1 second). See the chapter on Preferences—In-Line Editing to adjust this time period. The field available for editing is the field you held the mouse down on.

When the cursor is over an in-line edit field, it will change to one of the following cursors.

In-line pop-up cursor. This is valid for in-line editing the Color, Project, Category, or Client fields.

In-line text editing cursor. This is valid for in-line editing the Start Date, Start Time, Stop Date, Stop Time, Elapsed, Paused, Hr Rate, Expenses, and Notes fields.

Mark editing cursor. This is valid for in-line editing the Mark field.

To edit a date or time value, hourly rate, expense, or the notes, click in the respective field. Hold the mouse down until just the field highlights. Type directly into the field to make changes. Press the Enter key or click anywhere outside of this field when you're finished editing.

When editing the Stop Time or Stop Date, the time or date you edit will be the actual stop time or stop date instead of the displayed stop time or stop date.

When in a time or date field, pressing the = (equals) key will automatically insert the current date or time.

To edit a job such as a category, project, or client, click in the respective field. Hold the mouse down until a pop-up menu appears. Choose the job of choice, or select Edit… to add, delete, or edit the jobs.

To have the pop-up menu selection apply to all highlighted time records, press the Option key before you use the pop-up menu.

To change the color of a time record, click in the color column. Hold the mouse down until a pop-up menu appears. Choose the color of choice.

To have the pop-up menu selection apply to all highlighted time records, press the Option key before you use the pop-up menu.

 Selecting a color here will override the color default set in the Edit Category, Client, and Project window.

To Mark or Unmark a time record, click in the Mark field. Hold the mouse down until the record toggles to either marked or unmarked.

To have the selection apply to all highlighted time records, press the Option key before you click on the field.

Projects, Categories, and Clients

Select Projects, Categories, or Clients from the Edit menu to edit a Job (a Job in this context refers to either a project, category or client).

 Each TimeSlice file has its own list of Jobs.

Add adds jobs to the list. A window appears where you enter the job, color, and hourly rate for the job.

 To quickly add multiple jobs, press the Option key when clicking OK. That'll keep this window open.

Edit edits the selected job (or double-click on the job). A window appears similar to the Add window where you edit the job.

Import… imports jobs from another TimeSlice file (the file you're importing from must not be open).

Export… exports the job list to a tab-delimited text file. The format is a list of jobs where each line has the job name, a tab character, the hourly rate, a tab character, the color, and then a return character.   Each line is separated by a return character.

Show unused highlights any jobs not used in the current document.

Show duplicates highlights duplicate named jobs.

?… displays additional information.

Delete removes the selected jobs.

Sort arranges the jobs alphabetically.

Use hourly rates from pop-up menu lets you choose to use the hourly rates from either the client, category, or project list.

Include rates in menu, if checked, also displays the hourly rate next to the job in any related menus.

Use color from pop-up menu lets you choose to use the color from either the client, category, or project list.

Always Sort items. If checked, the jobs in the list are always sorted.

To keep your changes, click on OK. To cancel your changes, click on Cancel.

Default Time Record

```
═══════════════════ Defaults ═══════════════════
    When a new time record is created,
    assign it the same characteristics as

    ○ The previously created time record
    ◉ The items defined below:

    Category:  [ Consulting-S... ▼ ]
    Client:    [ Aloha Design   ▼ ]
    Project:   [ American Sch...▼ ]

    ⊠ Marked

                    [ Cancel ]  ( OK )
```
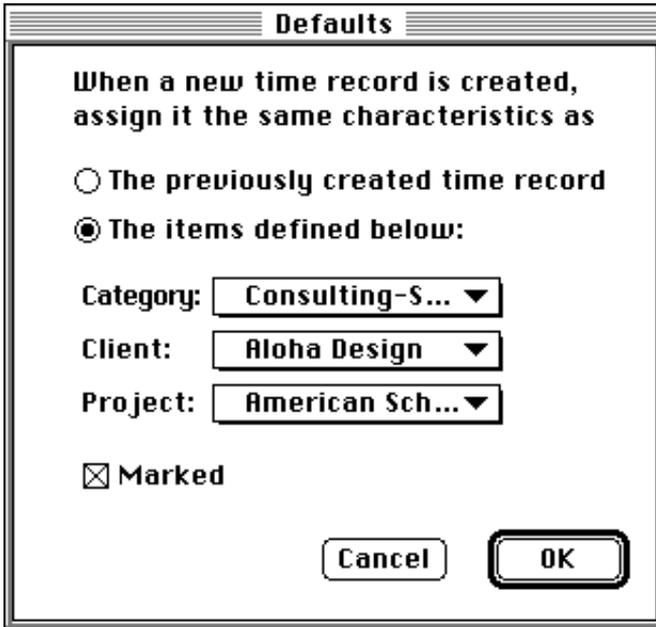
Select Defaults… from the Time menu to set the defaults for new time records.

New time records can have the same characteristics as the previously created time record, or they can have the characteristics assigned in this window.

In the figure above, when a new time record is created and appended to the list of time records, it will have the category, client, and project as show in the Defaults window. The color and hourly rate are determined by either the project, category, or client (see the chapter on Project, Categories, and Clients for more information). If the check box "Marked" is checked, new time records will be marked.

Time Display
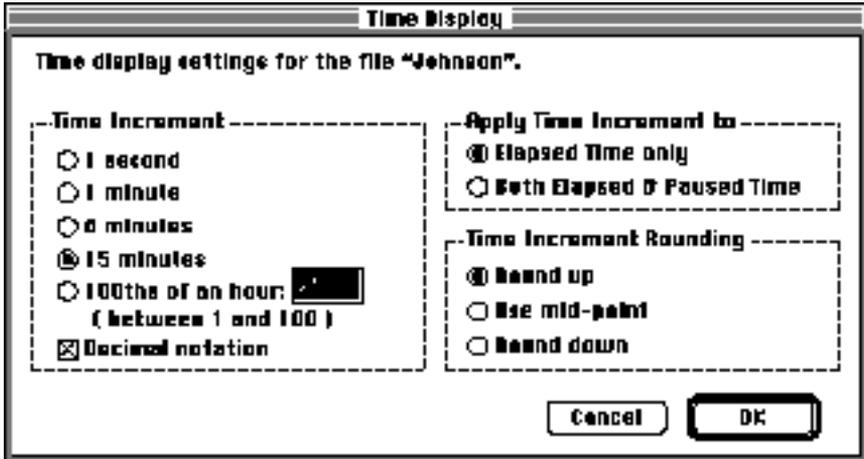
Select Display from the Time menu or click on the Time Display button on the Tool Bar to display the Time Display window.

This window allows you to change the way TimeSlice displays the elapsed and paused time for the current file. When the display time is changed, the actual time record is not altered. Instead some time and date values such as the Elapsed time, Stop time and Stop date are set to the nearest increment. For example, if you set the Time Increment Rounding to Round up, click on 6 minute increments, and you work for 13 minutes, the time record will display 18 minutes. Decimal notation is not available for increments of 1 second.

If **Elapsed Time only** is selected in the "Apply Time Increment to" box, the paused time is displayed in one second increments.

Password Protection

Select Password Protect… from the File menu to display the Password window. Setting a password for a file is described in the above figure.

Sorting Time Records

To Sort the time records in ascending order, click on a column title. To sort in descending order, hold down the Option key when clicking on a column title.

The column with the underlined title dictates the sort order. After you start a new time record, edit a time record, or even while tracking time, the time records are continually arranged to maintain the sort order.

Find

Select Find from the Time menu or click on the Find button to display this window. Enter the text and click on Find.

```
▤▤▤▤▤▤▤▤▤▤▤▤▤ Find ▤▤▤▤▤▤▤▤▤▤▤
  Search for │consulting              │

                    ┌─────────┐ ┌───────────┐
                    │  Done   │ │   Find    │
                    └─────────┘ └───────────┘
```
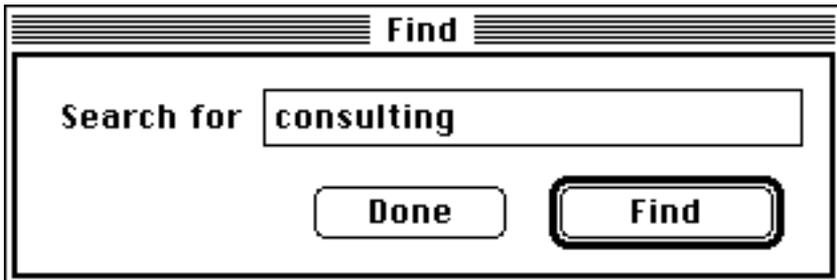
All time records are searched starting from the first time record. Upper and lower case letters do not matter. If the search text is found in a time record, that time record is selected and scrolled into view, and the Find button changes to Find Next.

```
▤▤▤▤▤▤▤▤▤▤▤▤▤ Find ▤▤▤▤▤▤▤▤▤▤▤
  Search for │consulting              │

                    ┌─────────┐ ┌───────────┐
                    │  Done   │ │ Find Next │
                    └─────────┘ └───────────┘
```
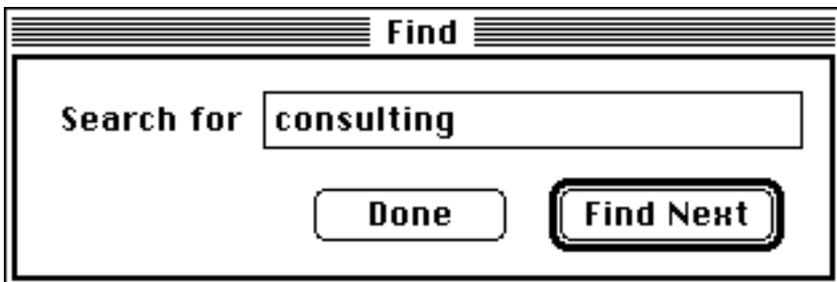
To find the next time record that contains the search text, click on Find Next. If no more time records are found that contain the search text, the Mac beeps, the search text is highlighted, and the button reverts to Find.

```
▤▤▤▤▤▤▤▤▤▤▤▤▤ Find ▤▤▤▤▤▤▤▤▤▤▤
  Search for │consulting              │

                    ┌─────────┐ ┌───────────┐
                    │  Done   │ │   Find    │
                    └─────────┘ └───────────┘
```
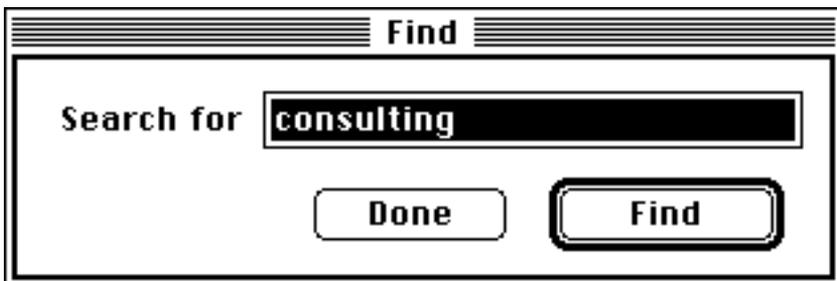
Resizing the Columns

1) Move the cursor over a column line in the column title area. You'll see the cursor change.

Project	Category
"W Trai	Design
Boeing A	Consulting S
APPM A	Consult r

2) When the cursor changes, hold down on the mouse button and move the column line to a new location. In the example below, the right side of the column **Project** is being moved to make the column larger.

Project	Category
"W Trai	Design
Boeing A	Consulting-S
APPM A	Consultin

3) Release the mouse button. That's it!

Project	C
WWW Training	
Boeing Ad	C
APPM Ad	

If the column will not enlarge, increase the document window size, and try again.

To obtain the best size for the column data, hold down the Option key when resizing and the column line will "snap" to the best size after you release the mouse.

Combine Time Records

```
╔═══════════════ Combine Records ═══════════════╗
║                                                ║
║  Combine the selected time records into one time record?  ║
║                                                ║
║  ┌─ When combining time values, use ─┐         ║
║  │ ⦿ Actual time values               │         ║
║  │ ○ Displayed time values            │         ║
║  └────────────────────────────────────┘         ║
║                                                ║
║  ⊠ Delete selected time records after combining  ║
║  ⊠ Combine Notes                               ║
║                                                ║
║                        ( Cancel )  (( Combine )) ║
╚════════════════════════════════════════════════╝
```
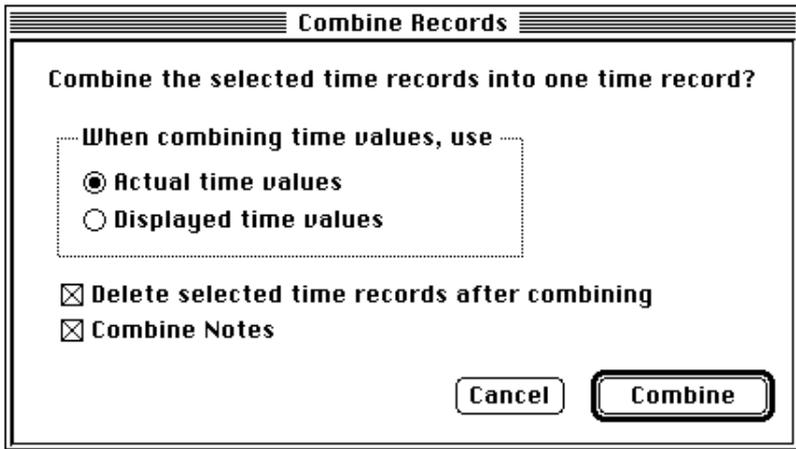
Select Combine… from the Time menu to bring up the Combine window. Combining Time Records combines two or more similar time records into one record (similar in this case means having the same category, client, project, hourly rate, color and mark characteristics).

The steps involved are:
1) Select two or more similar time records*.
2) Select Combine from the Time menu.
3) Choose the options in the Combine window, and click on Combine. If "Combine Notes" is checked, the Notes are appended together (as much as room permits) and are separated by a "|" character.

* You can easily select similar time records using the Mark Special command:
1) Select Mark Special… from the Time menu.
2) Select the category, client, project, and color combinations of the time records you want to combine. Click OK.
3) Select "Select Marked" from the Time menu.

Change Font and Font Size
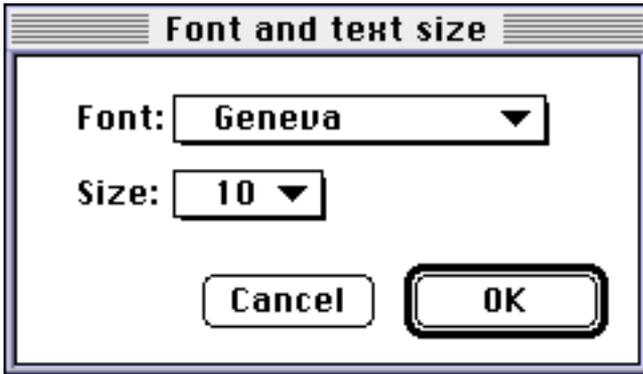
This window appears after clicking the Change… button when in the General Preferences window or the Print window. Choose a new Font and Font Size from the respective pop-up menus.

The more fonts you have installed, the longer it takes the Font pop-up menu to build, and the longer this window may take to appear.

Preferences

For most preferences, click on the Preferences button from the Tool Bar and select the preference of choice from the pop-up menu.

Or choose an item in the Preferences sub-menu from the Edit menu. However, there are several preferences which are set by other means.

Status Indicator
Choose a color or black & white status light by clicking on the status indicator. This is the indicator that tells if a document is recording time, paused, or stopped. If you have a black and white monitor, or you are color blind, you may be better off with the black and white indicator.

Click on the Status indicator to change it from a color indicator to a black & white indicator.

Help messages on/off.
To turn the on-line button on or off for all documents, click on the Question mark button in the Tool Bar (it's the last button).

Preferences—General
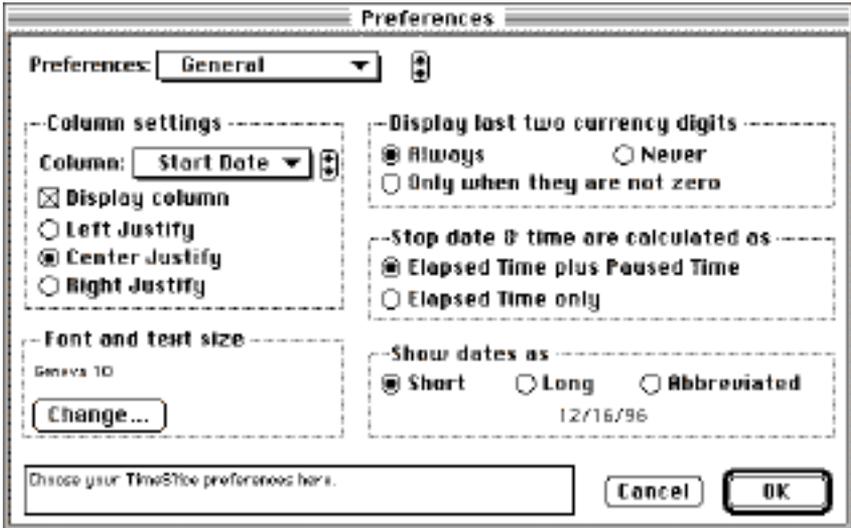
For all Preference windows, the box in the lower left portion of the window displays help messages. Go to other Preference windows by using the pop-up Preferences menu, or click on the up/down arrows next to the pop-up menu.

Column Settings
Select a column from the Column pop-up menu, and then set the justification and whether or not the column is displayed.

Font and text Size
Click the Change… button to change the font and text size for all time records.

Some fonts do not display the mark symbol • very well. Geneva is a good font to read on the screen.

Display last two currency digits
If **Always** is checked, numbers such as 123 and 456.78 will be displayed as 123.00 and 456.78. If **Only when they are not zero** is checked, the same numbers will be displayed as 123 and 456.78. If **Never** is checked, the same numbers will be displayed as 123 and 457.

Stop date & time are calculated as
If **Elapsed Time plus Paused Time** is checked, the Stop date & time are calculated as the Start Time plus the Elapsed Time plus the Paused Time. If **Elapsed Time only** is checked, the Stop date & time are calculated as the Start Time plus the Elapsed Time.

Show dates as
Choose how the Start Date and Stop Date are displayed.

Preferences—Auto-Link
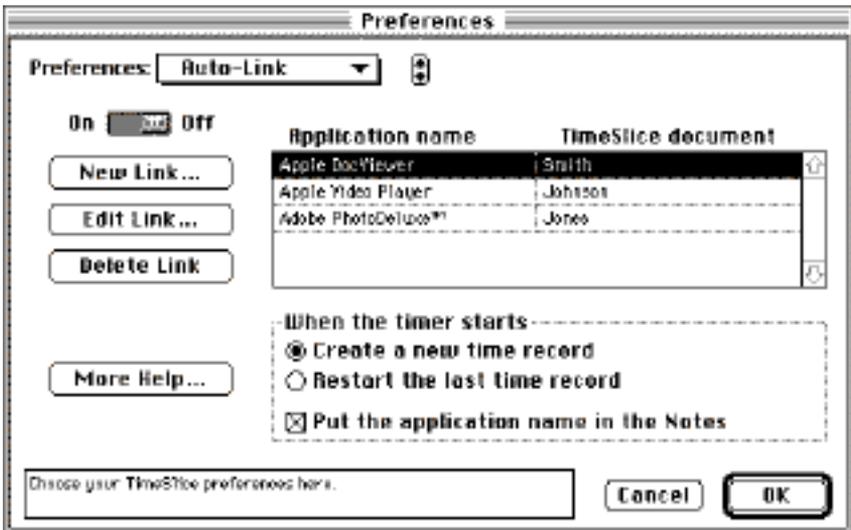
Auto-Link "links" other applications to TimeSlice documents. When the linked application starts up or is brought to the front of other applications, the linked TimeSlice document opens (if it is not already open) and starts tracking time. When the application quits or is put in the background, the linked TimeSlice document stops tracking time.

Auto-Link does **not** link documents from other applications to TimeSlice documents (to do so would make TimeSlice incompatible with future Macintosh operating systems)—**only applications can be linked to TimeSlice documents**.

"Auto-File Saving" must be on before Auto-Link can be turned on. See "Preferences—File Saving" for more information on Auto-File Saving. Additionally, TimeSlice must be running when you want to use Auto-Link; however, it can be running in the background.

In the middle of the Auto-Link window is a list of applications and associated TimeSlice documents. You can have multiple applications linked to one TimeSlice document, but you cannot have one application linked to multiple TimeSlice documents.

To create a new link, click on the New Link… button.

To edit an existing link, click on the Edit Link… button.
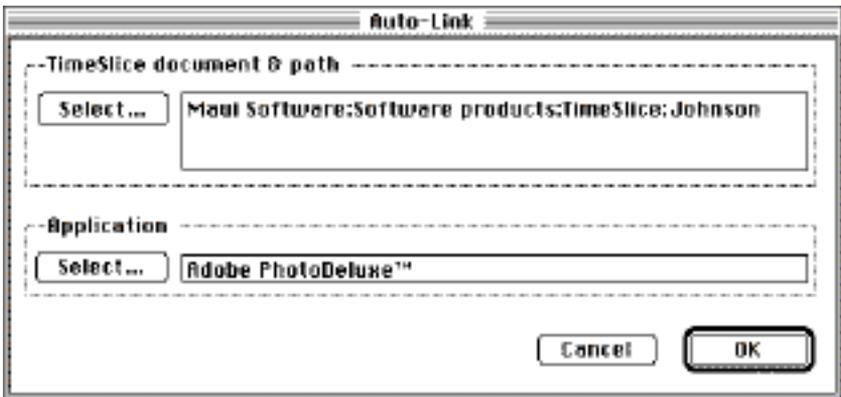
Click on the top Select… button to select the TimeSlice document. Click on the bottom Select… button to select the application. Click OK to add the items to the Auto-Link list or make the changes to an existing item in the list.

To delete a link, select an item in the list and click on the Delete Link button.

To obtain additional help, click on the More Help… button.

To have the name of the application placed in the Notes, check **Put the name of the application in the Notes.**

In the example above, when Adobe PhotoDeluxe is brought to the front, TimeSlice opens the file "Johnson," creates a new time record, and puts "Adobe PhotoDeluxe™" in the Notes field.

When the timer starts.
If **Create a new time record** is checked, a new time record is created every time the linked application is brought to the front. If **Restart the last time record** is checked, the last time record in the document is restarted. If you checked **Create a new time record** and you get a lot of time records in your document, see the chapter "Combining Time Records." Combining time records will combine all the similar time records into one time record.

Preferences—Auto-Pause
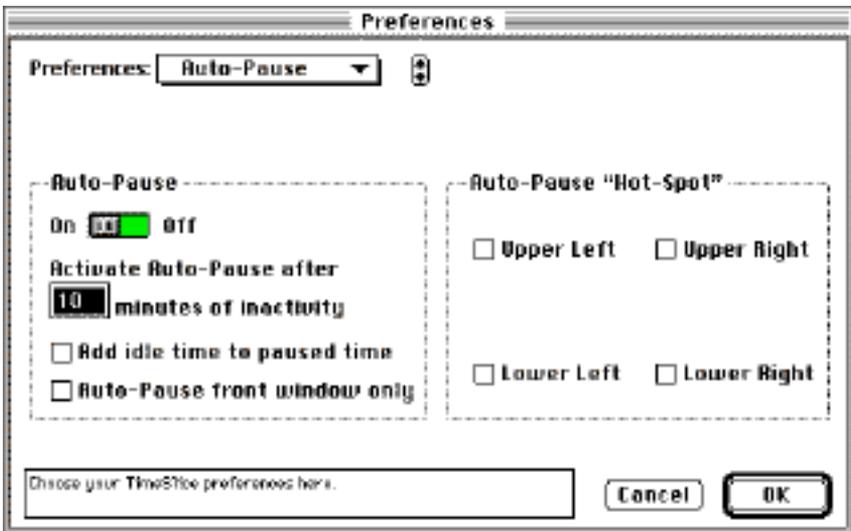
Auto-Pause, when activated, automatically places TimeSlice in Pause mode after a set number of minutes of inactivity, or when the cursor is moved to a screen "hot-spot." If you have two monitors, the hot-spots refer only to the main monitor (the monitor that has the menu bar).

In the example above, if there is no mouse movement or keys pressed within 10 minutes, all active TimeSlice documents go to pause mode. Afterwards, if the mouse is moved, or a key pressed, the previously active documents return to tracking mode.

Add idle time to paused time, when checked, means the idle time is added to the paused time and subtracted from the elapsed time when pause mode is activated. For example, if TimeSlice goes into pause mode after 5 minutes of inactivity, the pause time is increased by 5 minutes and the elapsed time is decreased by 5 minutes.

Auto-Pause front window only, when checked, means the frontmost TimeSlice window only will pause.

Preferences—File Saving
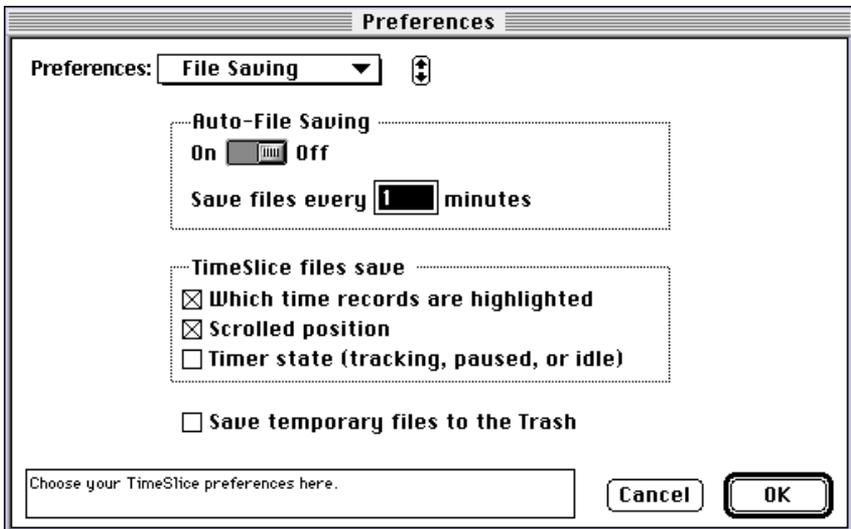
Auto-Save files. Click the On button to have all TimeSlice files saved to disk at every time interval you select in the minutes field.

Which time records are highlighted, when checked, tells TimeSlice to save the highlight state of the time records, and

highlight them again when the file is reopened.

Scrolled position, when checked, tells TimeSlice to save time records which are displayed, and scrolls to that position when the file is reopened.

Timer state, when checked, tells TimeSlice to save the mode or state of the timer, whether it's tracking time, paused, or idle (neither tracking or paused). When the file is re-opened, the timer state is resumed. For example, if you quit TimeSlice while a file was tracking time, TimeSlice will restart the timer immediately once the file is reopened.

Save temporary files to the Trash, when checked, tells TimeSlice to save any temporary files to the Trash instead of deleting them. Each time you save a TimeSlice file to disk, TimeSlice also creates a temporary file. Normally this tem-porary file is deleted after a successful save, but if this option is checked, the temporary file is instead moved to the Trash. This temporary file can be used as a back up file in case of an emergency (such as a hard disk crash). However, since a temporary file is created each time a TimeSlice file is saved, the temporary files can add up in a hurry, so don't run out of disk space!

🗑	Name		Size	Kind
	Trash			
3 items				
	Johnson-1360945743		13K	TimeSlice 1.6
	Johnson-1360945750		13K	TimeSlice 1.6
	Johnson-1360945753		13K	TimeSlice 1.6
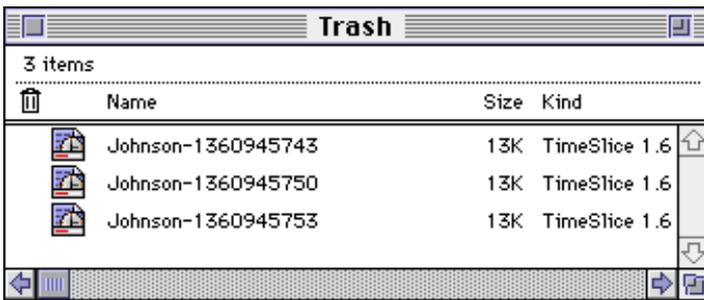
When this option is checked, the temporary files are moved to the Trash.

Preferences—Start Up

```
================= Preferences =================
   Preferences: [  Start Up        ▼]  [⬍]


              ┌── When TimeSlice first starts up... ───┐
              ┊  ○ Open a New Document                ┊
              ┊  ◉ Display the File Open window       ┊
              ┊  ○ Neither                            ┊
              └───────────────────────────────────────┘



   ┌─────────────────────────────────────────┐  ┌────────┐ ┌────────┐
   │ Choose your TimeSlice preferences here.  │  │ Cancel │ │   OK   │
   └─────────────────────────────────────────┘  └────────┘ └────────┘
```
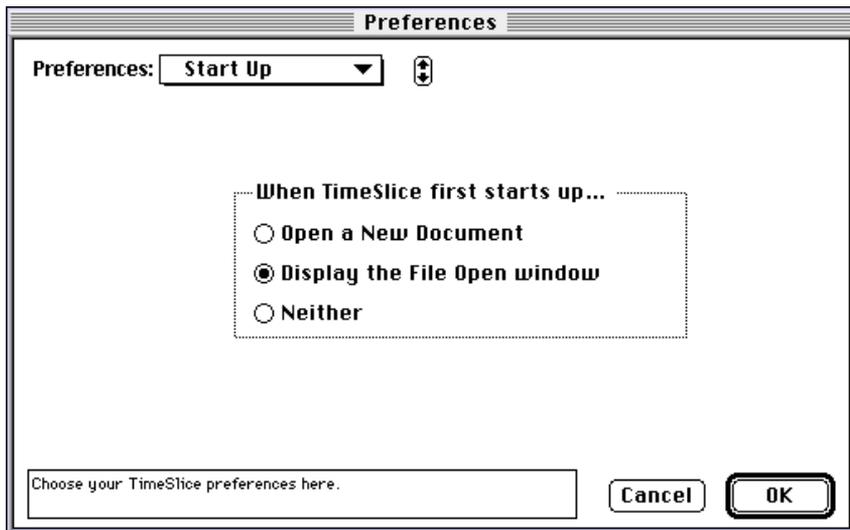
Choose how TimeSlice behaves when it starts.

When you double-click on the TimeSlice application icon, it can open a new document (same as selecting New from the File menu), display the file open window (same as selecting Open from the File menu), or neither.

However, if you double-click on a TimeSlice document icon to start TimeSlice (instead of the application icon), only the file that you launch opens regardless of what is set here.

Preferences—Speech

```
┌─────────────────────── Preferences ═══════════════════════┐
│                                                           │
│  Preferences: │  Speech          ▼ │  ⬍                    │
│                                                           │
│           ┌─── Text To Speech ─────────────────────┐      │
│           ┊     On [▥▥] Off                         ┊      │
│           ┊                                         ┊      │
│           ┊     Voice: │ Deranged    ▼ │            ┊      │
│           └─────────────────────────────────────────┘     │
│                                                           │
│                                                           │
│  ┌──────────────────────────────────┐  ┌────────┐ ┌────┐ │
│  │ Choose your TimeSlice preferences here. │ │ Cancel │ │ OK │ │
│  └──────────────────────────────────┘  └────────┘ └────┘ │
└───────────────────────────────────────────────────────────┘
```
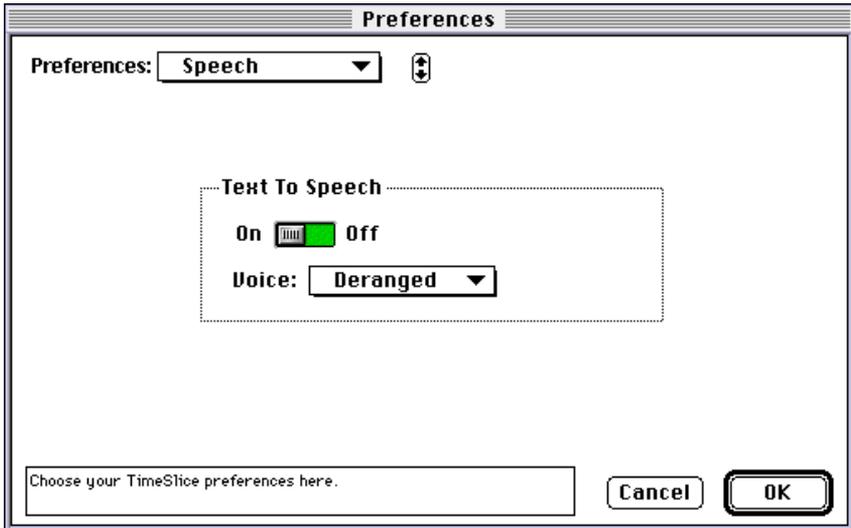
You can choose to have TimeSlice "speak" to you at times.
For example, TimeSlice will speak some error messages and
greet you upon start up if Text to Speech is activated.

If you don't have Apple's Text to Speech installed, you will
not be able to use this feature. To obtain Text to Speech,
visit your nearest Apple dealer, or download a copy from
http://speech.apple.com/. In the U.S., you can call 800-
SOS-APPL.

Enable Text to Speech, when checked, activates Text to
Speech. Choose the voice of choice from the Voice pop-up
menu.

Preferences—In-Line Editing
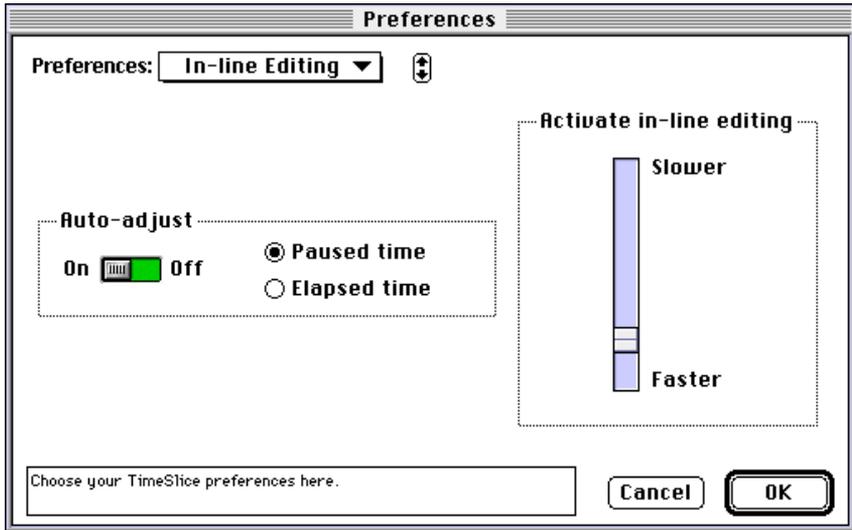
Also see the chapter In-Line Editing.

Auto-adjust time, when checked, either the elapsed time or paused time is adjusted automatically when in-line editing some of the time and date values. You will probably always want this checked.

Activate in-line editing. To initiate in-line editing of text items such as the date, time, expenses, and notes, you move the mouse over one of these fields and hold the mouse button down for a short time period. How long you hold the mouse button down is set by this sliding scale. When the scale is set to faster, in-line editing is initiated quickly. When the scale is set to slower, in-line editing is initiated slowly (the mouse has to be held down longer).

Preferences—Start/Stop

```
≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡ Preferences ≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡

 Preferences:  [  Start/Stop        ▼]   [↕]


   ┌─When a single time record is selected, clicking the Start button...─┐
   │ ⦿ Restarts the selected time record                                 │
   │ ○ Copies the record & Starts a new record with the same properties  │
   │     ☐ Don't copy the Notes                                          │
   └────────────────────────────────────────────────────────────────────┘


   ☐ Always unselect the active time record when tracking stops.




 ┌────────────────────────────────────────┐   ┌──────────┐ ┌────────┐
 │ Choose your TimeSlice preferences here. │   │ Cancel   │ │   OK   │
 └────────────────────────────────────────┘   └──────────┘ └────────┘
```
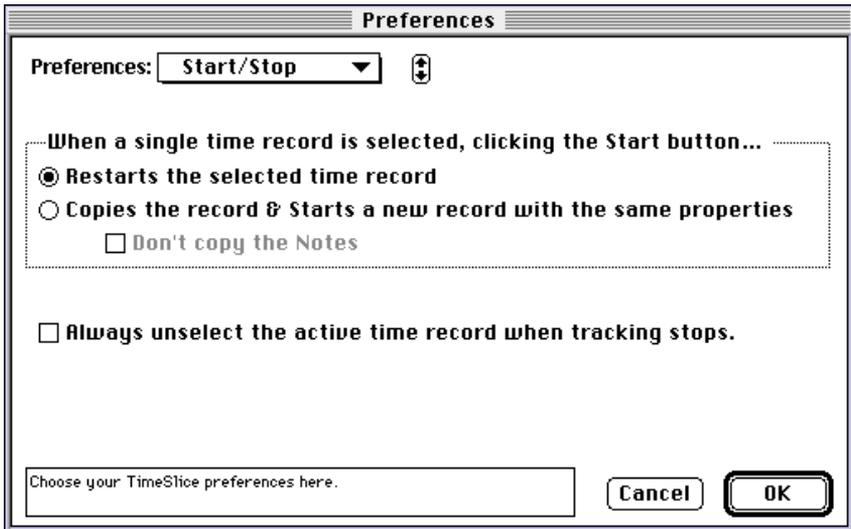
When one time record is selected (highlighted), and no time
is being tracked to the file, clicking on the Start button can do
one of several things:

Restarts the selected time record, if selected, causes time
to start recording to that time record again when you click on
the Start button. Time from when it was previously stopped
up to when it was restarted is recorded as paused time.

**Copies the record & Starts a new record with the same
properties,** if selected, causes a new time record to be
created and start recording time when you click on the Start
button. The new time record inherits all the properties of the
previously selected time record, with the possible exception
of the Notes.

**Always unselect the active time record when tracking
stops,** if checked, clicking on the Stop button will always
unselect the active time record if it is selected. Otherwise it
is left as is.

Preferences—Color
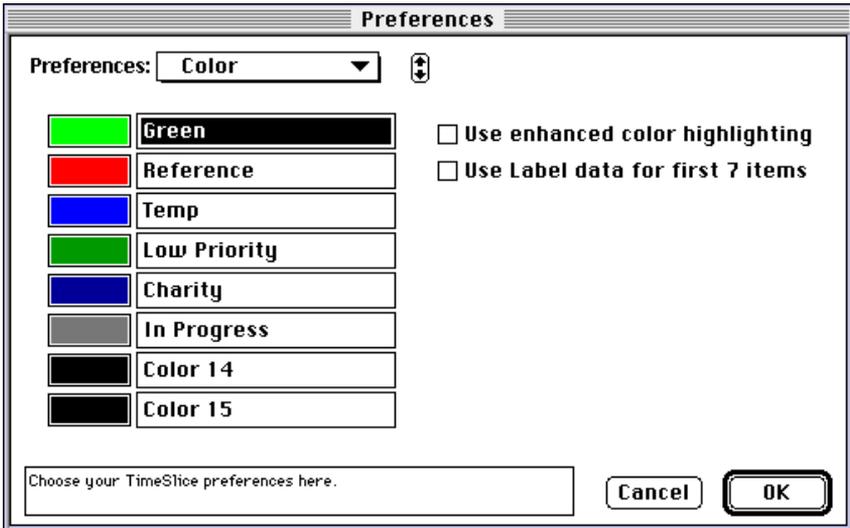
The first seven items in the color menu are fixed. However, you can assign different colors and names to the remaining eight items in the color menu. Enter any text and click on one of the rectangle boxes to change a color.

Use enhanced color highlighting, if checked, may make most time records easier to read when they are highlighted, however, display time may be slower.

Use Label data for the first 7 items, if checked, the Label data from the Finder is used for the first 7 items in the color menu.

File Notes
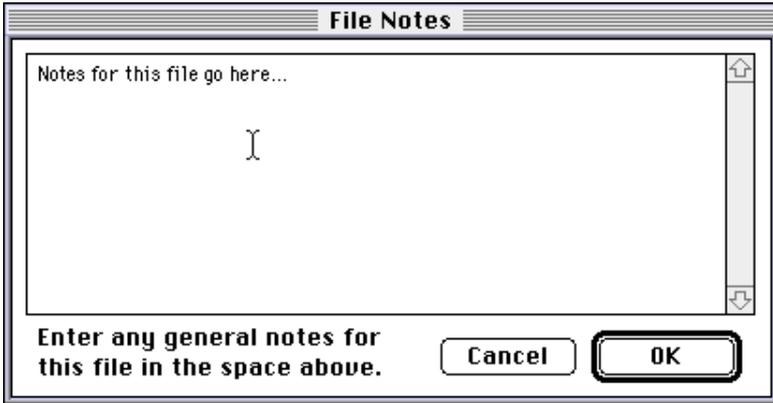
Select File Notes from the Edit menu to bring up this window.

Enter notes here that are specific to the file. You can enter up to 32,768 characters in this window. If you want to print what is in this window, select all the text, copy it to the clipboard, and paste into another application such as SimpleText.

 Opening and saving a TimeSlice file with TimeSlice version 1.3 or less will delete the File Notes.

Panning

Panning is a quick and easy way to scroll the time records. To activate panning, hold down the Space bar, and the cursor turns into a hand. With the Space bar down and the cursor over the time records, press the mouse button and move the mouse around. The time records will scroll along with you.

Numbers, Dates and Time

Use your System's Numbers and Date & Time Control Panels to change the way TimeSlice displays dates, time, and currency. This is especially useful for people outside the U.S. The Control Panels on this page are from System 7.5.

Changes made to these Control Panels will not take effect until you quit and restart TimeSlice.

Exporting TimeSlice Data

Click on the Export button or select Export from the File menu to Display this window.

Exporting extracts the data from the current TimeSlice document and saves it to a text file in tab-delimited format.   This format is readable by almost every database, spreadsheet, and word processing program.   If you can't find the file type you want in the File Type pop-up menu, select Generic.

Why export? For example, let's say you want to further analyze and/or customize the printing of the TimeSlice data. Export the data, and then import it into a database program, such as FileMaker Pro. Now you will have much greater control over how the information looks and prints.

Depending on the application you are exporting to, you may instead be able to copy the time records from TimeSlice to the clipboard, and paste them into your database application, or drag and drop them from TimeSlice onto another application (such as Excel).

Export exact time values exports the exact Stop Date and Stop Time values ignoring how the Time Display is set.

Export time as it's displayed exports the Stop Date and Stop Time values as they are displayed on the TimeSlice window.

Create a new file creates a new file and exports the data to the new file.

Append to an existing file exports and appends the data to an existing file.

First record contains the column names inserts the column names as the first record.

Remove carriage returns from Notes removes the carriage return character from the Notes. The carriage return character may interfere with some database applications so it's recommended to have this checked.

First field of each record contains file name creates an extra field for each record containing the file name. This may be useful in identifying the data in your database application.

Always use short dates (more compatible) always exports the date in short format, which is what most database applications expect.

Remove currency symbols removes the currency symbols from fields such as the Expenses.

**Export all time records** exports all time records.

Export marked time records exports only time records that are marked.

Export all columns exports all columns whether or not they are displayed.

Export displayed columns exports only the displayed columns.

Default Settings sets the options of this window to the factory default settings.

Printing TimeSlice Data

```
┌─────────────────────── Print ═══════════════════════┐
│ ┌─ Elapsed Time ──────────────┐ ┌─ Time Records ─────────────┐ │
│ │ ○ Print exact time values   │ │ ○ Print marked time records │ │
│ │ ● Print time as it's displayed │ │ ● Print all time records    │ │
│ └─────────────────────────────┘ └─────────────────────────────┘ │
│ ┌─ Print Options ─────────────┐ ┌─ Columns ──────────────────┐ │
│ │ ⊠ File header & page number  │ │ ● Print all columns         │ │
│ │ ⊠ Column names              │ │ ○ Print displayed columns   │ │
│ │ ☐ Notes on the next line    │ └─────────────────────────────┘ │
│ │ ⊠ Blank line between records │ ┌─ Font & Font Size ─────────┐ │
│ │ ⊠ Totals                    │ │ Helvetica 10                │ │
│ │ ⊠ Grid                      │ │ [ Change... ]               │ │
│ └─────────────────────────────┘ └─────────────────────────────┘ │
│        [ Print Preview... ]  [ Page Setup... ]  [ Cancel ]  [ Print ] │
└──────────────────────────────────────────────────────────┘
```

Click on the Print button on the Tool Bar or select Print from the File menu to display this window.

Print exact time values prints the exact Stop Date and Stop Time values ignoring how the Time Display is set.

Print time as it's displayed prints the Stop Date and Stop Time values as they are displayed on the TimeSlice window.

File header & page number prints a header and page number on each printed page.

Column names prints the column names above the columns.

Notes on the next line starts a new line before printing the Notes. This gives more room for printing your Notes.

Blank line between records places a blank line between time records.

Totals prints the totals at the bottom of the last page.

Grid prints a grid. This usually makes it easier to read the values.

Print marked time records prints only time records that are marked.

Print all time records prints all time records.

Print all columns prints all the columns.

Print displayed columns prints only the columns that are displayed on the TimeSlice window.

Font & Font Size Change… displays a new window to change the font and font size for printing the TimeSlice data.

Page Setup… displays the normal Macintosh Page Setup window.

Print Preview… displays the Print Preview window.
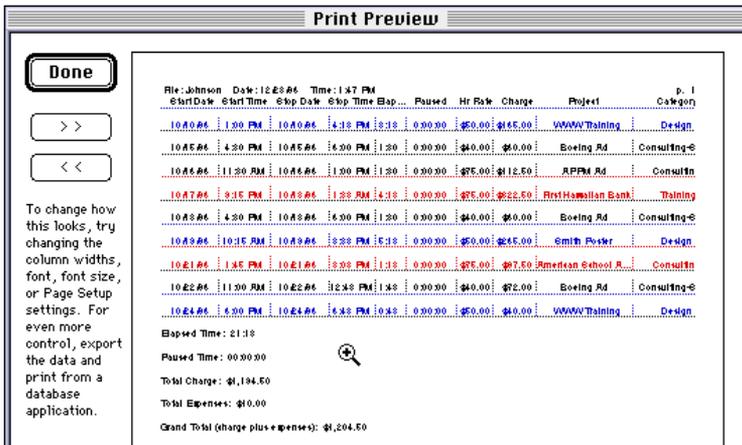
This allows you to view how the TimeSlice data will look before you print it.

If there are additional pages to view, click on the >> button to advance to the next page. Click on the << button to go backwards. When the cursor turns to a magnifying glass icon with a + in it, move it to an area that you want to zoom into and click. To zoom back out, click again.

Try changing the column widths, font, font size, or Page Setup options to fit the data differently on the page.

Edit Charge Amount

The "Edit Charge Amount" window allows you to quickly adjust either the elapsed time or the hourly rate of one or more selected time records given a charge amount. Select Charge… from the Edit menu to edit the charge amount.

For example, in the figure below the highlighted time record shows the hourly rate is $110, and the elapsed time is 4 hours for a total charge of $440.

Even though the job took 4 hours, you have a minimum fee of $500. Select the time record you want to adjust, select Charge… from the Edit menu, enter 500, and click OK. The elapsed time is adjusted to 4:33 hours. Notice that the charge is adjusted to $500.50. That's as close as TimeSlice can get to $500 given the values it has to work with.

Elapsed	Paused	Hr Rate	Charge
04:33	00:00	$110	$500.50
07:06	00:00	$55	$390.50

However, if you wanted to keep the elapsed time at 4 hours and adjust the hourly rate instead, click on the **Adjust hourly rate** button, and click OK.

Elapsed	Paused	Hr Rate	Charge
04:00	00:00	$125	$500
07:06	00:00	$5!	$390.50

The hourly rate is then adjusted so that the hourly rate multiplied by the elapsed time equals $500. Remember that this will override the default hourly rate associated with the job. If you later change the job for this time record, the hourly rate will not change. To reset the hourly rate back to the default hourly rate associated with the job, enter minus one (-1) as the hourly rate, using either In-Line Editing or the Edit Time Record window.

Set Budget

```
▤▤▤▤▤▤▤▤▤▤▤▤▤▤▤ Budget ▤▤▤▤▤▤▤▤▤▤▤▤▤▤▤

        Set Charge and Elapsed Time Budget for the file
        "Johnson"

   ┌─ Charge Budget ──────────┐   ┌─ Elapsed Time Budget ──┐
   │                          │   │                        │
   │      $ [10000        ]   │   │    [80  ] : [0  ]      │
   │                          │   │                        │
   │   ☒ Deduct "Expenses" from│   │     Hrs     Mins       │
   │     the Charge Budget    │   │                        │
   └──────────────────────────┘   └────────────────────────┘

   ┌─ Calculate using ────────┐   ┌─ Display ──────────────┐
   │  ○ All time records      │   │  ○ Budget spent        │
   │  ◉ Marked time records   │   │  ◉ Budget remaining    │
   └──────────────────────────┘   └────────────────────────┘

                                   ( Cancel )  (( OK ))
```

Select "Set Budget…" under the Time menu, or click on the
Budget button on the Tool Bar, or click on the Charge or
Time budget to bring up the Budget window. The budgets
you set are for the current document. Enter a charge
amount and/or an elapsed time amount to set the budget.

Choose whether or not you want the budget calculated using
all time records or just marked time records, and also the
display options.

After setting up the budget, the budget values are displayed
at the bottom of the TimeSlice document. The budget, status
bar, and percentage are updated continuously.

```
┌── Charge Spent ─────────────┐   ┌── Time Spent ──────────┐
│  [ $1,194.50 ] ■ [ 100% ]   │   │  [ 021:18 ] ■ [ 53% ]  │
└─────────────────────────────┘   └────────────────────────┘
```

Budget remaining or spent   Status bar   Percentage remaining or spent

If the Charge or TIme goes over budget, the display will be in red.
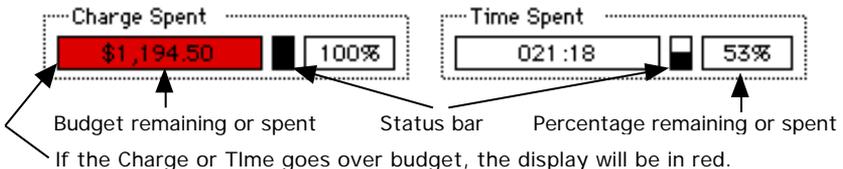
Marking Time Records

Marked time records normally represent a subset of a document's time records. This subset can be sorted, printed, and exported, giving you valuable information.

All totals such as the Total Elapsed and Total Charge are calculated either from all time records or from marked time records. To tell how the totals are calculated on a document, look for the Total Marked indicator. It is the black dot just below the Status Light.

Totals button
Total Marked indicator
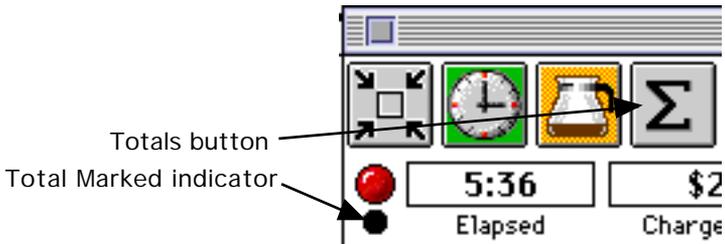
When the Total Marked indicator is visible, the totals are calculated from marked time records. If it's not visible, the totals are calculated from all time records. Switch between the two by clicking on the Totals button on the Tool Bar (4th button from the left), or by selecting "Total Marked Time" or "Total All Time" from the Time Menu.

Marking New Time Records
Available in the Defaults window, under the Time menu (see the chapter "Default Time Record"). When "Marked" is checked, all new time records are marked. This could allow you to total records for a particular session. At the end of the session you could export just these newly marked time records to a database program.

Mark Special
This command (under the Time menu or click the Mark Special button) allows you to mark all records for a job and/ or date range (see the chapter "Mark Special" for more information).

Mark Special

```
═══════════════════════ Mark Special ═══════════════════════

   Mark all time records in the file "Johnson" matching the following
   specifications.

  ┌─Start Date ──────────────────┐    Category: │ Misc. (55.00)  ▼ │
  │   ○ Any Date                 │
  │   ◉ Date range specified below│   Client:   │   Any Client   ▼ │
  │  ┌────────────────────┐      │
  │  │ 1995    August     │      │   Project:  │   Hotel flier  ▼ │
  │  │ S  M  T  W  T  F  S │      │
  │  │       1  2  3  4  5 │      │   Color:    │  Any Color ▼     │
  │  │ 6  7  8  9 10 11 12 │  ┌──────────────┐
  │  │13 14 15 16 17 18 19 │  │ Set Start Date│
  │  │20 21 22 [23] 24 25 26│  └──────────────┘
  │  │27 28 29 30 31       │  ┌──────────────┐
  │  └────────────────────┘  │  Set End Date │
  │                          └──────────────┘    ⊠ Unmark others
  │   Wed, Aug 23, 1995 : Wed, Aug 30, 1995
  │  Click on the month or year to move        ┌──────────┐ ┌──────────┐
  │  forward. Option click to move back.       │  Cancel  │ ║   OK    ║
  └──────────────────────────────────────────  └──────────┘ └──────────┘
```

Select **Mark Special** from the Time menu or click on the
Mark Special button to bring up the Mark Special window.

Select the category, client, project, and color combination of
the time records you want marked from the pop-up menus
on the right side of the window. If you want to specify a date
range for the Start Date, use the calendar. Check **Unmark
others** if you don't want any time records marked that don't
fit the specifications you've selected.

After clicking OK on this window, you can have the totals on
the main window calculated by the specifications you set
here. Click on the Totals button on the Tool Bar so that the
Total Marked indicator is visible.

Tips on using the calendar.
o   Click on a day to select it.
o   Click on the year or month to advance the year or month.
    Press the shift key and the values change faster.
o   Hold down the option key to move backwards when
    selecting the year or month.
o   Click on the days of the week (S M T W T F S) to display
    today's date.

Statistics

```
▤▤▤▤▤▤▤▤▤ Average Hourly Rate ▤▤▤▤▤▤▤▤▤

  Average Hourly Rate is $106.16

  ┌─ Show Average Hourly Rate as ──────────────────┐
  ⦿ Total charge divided by the total elapsed time
  ○ Total charge divided by the budgeted time
  ○ Budgeted charge divided by the total elapsed time
  └────────────────────────────────────────────────┘

  ┌─ Calculate using ──────────────────────────────┐
  ⦿ All time records
  ○ Marked time records
  └────────────────────────────────────────────────┘

  Caution: Average Hourly Rate may not be accurate
  when calculated with very small values.

                                      ┌──────────┐
                                      │   Done   │
                                      └──────────┘
```

Select Statistics under the Time menu, or click on the Statistics button on the Tool Bar to bring up this window.

As you click on the various options, the Average Hourly Rate is calculated and displayed by the methods described in the window.

Importing Time Records

TimeSlice imports time values in tab-delimited format. Select Import… from the File menu and select the file you want to import. TimeSlice then displays the data from the file on the following window.

Click on the << or >> button to scan the data. The data must be in the order shown in the window, however, some of the fields can be missing. If a field is missing, uncheck the field's box and the succeeding fields will scroll down. For example, in the window below the file that is being imported does not contain Charge data, so you would uncheck the Charge box.

Click on the Import button to import the data.

File Menu

```
File
New          ⌘N
Open...       ⌘O

Close        ⌘W
Save         ⌘S
Save As...
Save As Template...

Page Setup...
Print...      ⌘P
Print One Copy  ⌘1

Export...     ⌘E
Import...     ⌘I

Password Protect...
Minimize      ⌘K

Quit         ⌘Q
```

New creates a new, untitled TimeSlice document.

Open… opens a previously created TimeSlice document.

Close closes the current TimeSlice document.

Save saves the current TimeSlice document to disk.

Save As… saves the current TimeSlice document to disk with another name.

Save As Template… saves the current TimeSlice document to disk as a template or Stationery pad file. See the chapter "Creating a Template" and your Macintosh manual for more information.

Page Setup… displays the standard Mac Page Setup window.

Print… displays the standard Mac Print window.

Print One Copy prints the current TimeSlice document once without bringing up any Print windows.

Export… displays the File Export window.

Import… displays the File Import window.

Password Protect… displays the Password Protection window.

Minimize/Maximize minimizes or maximizes the current TimeSlice document.

Quit quits TimeSlice.

Edit Menu

Edit

Cut	⌘X
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Unselect All	⌘U
Time Record...	
Charge...	
File Notes...	
Projects...	⌘J
Categories...	
Clients...	
Preferences ▶	

General
Auto-Link
Auto-Pause
File Saving
Start Up
Speech
In-line Editing
Start/Stop
Color
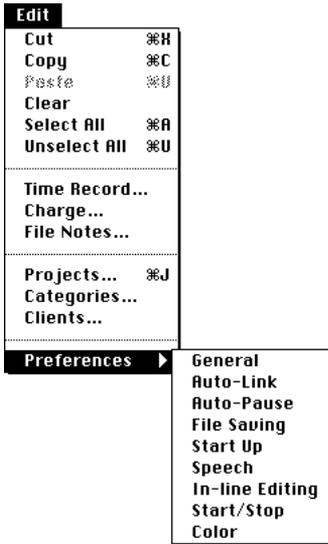
Cut, Copy, Paste, and **Clear** work with text or time records.

Select All either selects all time records or selects all the text if you're working with text.

Unselect All unselects all time records.

Time Record… displays the Edit Time Record window.

Charge… displays the Edit Charge window.

File Notes… displays the File Notes window.

Projects, Categories, and **Clients**… displays the Edit Job window.

Preferences displays the preferences sub-menu. Select one of the items in the sub-menu to bring up that preference selection.

Time Menu

Display… displays the Time Display window.

Defaults… displays the Defaults window.

Combine… displays the Combine Time Records window.

Mark • Unmark marks or unmarks the selected time records.

Mark All marks all time records.

Unmark All unmarks all time records.

Select Marked selects (highlights) all marked time records and unselects un-marked time records.

Mark Special… displays the Mark Special window.

Set Budget… displays the Budget window.

Statistics… displays the Statistics window.

Find… displays the Search window.

Sort… displays a window informing you to click on a column title to sort the records.

Start, Restart, Copy & Start, Stop, Pause, Resume—
Starts, restarts, copies & starts, stops, pauses, or resumes a time record.

Total Marked Time when checked, the totals are calculated from marked time records.

Total All Time when checked, the totals are calculated from all time records.

Windows Menu

Zoom zooms the current window. This is the same as clicking on the window's Zoom box.

Cascade cascades all open TimeSlice windows to a neat orderly arrangement.

The remaining menu lists all open TimeSlice windows. A check mark ( ) is next to the name of the current (frontmost) document. To bring one of the other documents to the front, select it from this menu.

Hints & Tips

Combining multiple files

Suppose you have several people using TimeSlice, and at the end of some time period (a week, month, etc.), you want to combine the data. There are several ways to do this, two of which are listed here:

Method 1:
1) Have each person give you their TimeSlice file for the time period.
2) Open all the files.
3) Create a new document.
4) Copy and paste, or drag and drop, the contents of each file to the newly created document.
5) This new document now contains the combined data. From here you can print, export, or archive the data.

Method 2:
1) Have each person export their TimeSlice data for the time period, and have them send you the exported file.
2) Using a database application such as FileMaker Pro, import each file into the database application.
3) The database application now contains the combined data. From here you can print, export, or archive the data.

Toggle back and forth between Pause and Resume

for all open documents by pressing the Escape key.

Edit a time record by

o Double-clicking on the time record, or
o Click on a time record and then select "Time Record…" from the Edit menu, or
o Click on a time record and press the Enter key, or
o Click on a time record and click the Edit button.

Start TimeSlice every time you start your Mac

Put an alias of TimeSlice or of a TimeSlice document in the "Startup Items" folder. Here's how:

1) Click once on the TimeSlice application or a TimeSlice document to highlight it.
2) Select "Make Alias" from the File menu.
3) Place the alias in the "Startup Items" folder (it's inside the System folder).
4) Select Restart from the Special menu.

Printing

Use Legal Paper in Landscape mode if the TimeSlice data runs off the printed page. Select Page Setup from the TimeSlice File menu to set this:
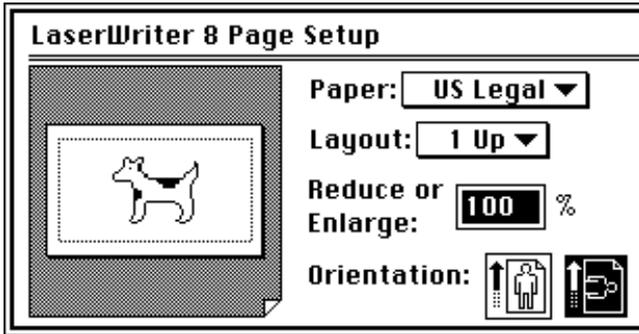
Better yet export the data and import it into a database or spreadsheet application for better print quality.

Exporting

Bypass exporting TimeSlice data and importing into a database by highlighting the desired time records, select Copy from the Edit menu, open your database or spread-sheet file, and select Paste from the Edit menu. Or if you have Drag and Drop available, you can drag the time records and drop them onto another application, or onto the desktop to create a text clipping file.

Display the Totals as the current time record
If you want the totals to represent only the active time record, first unmark all time records, and then mark the active time record. Click on the Totals button on the Tool Bar so that Total Marked Indicator is visible (totals calculated from marked time records only). Now the totals are calculated from the active time record only. This is especially handy when the window is minimized.

Create a Template or Stationery pad file
Then you don't have to recreate your category, client, and project list every time you start a new file. See the chapter "Creating a Template" for more information.

Unselect all time records and start a new record
Press Command-U followed by Command-G.

Delete time records quickly
To bypass the delete confirmation alert, hold down the Option key when clicking on the Trash button.

Troubleshooting

If TimeSlice starts crashing...

Delete the file "TimeSlice Preferences"
This file is located in the Preferences folder within the System folder (quit TimeSlice before you delete this file).

Allocate more RAM to TimeSlice
To do this, quit TimeSlice, click once on the TimeSlice application icon, and select "Get Info" from the File menu. A small window appears. Change the Preferred size to a value larger than the Suggested size.

Increase this number if you have a lot of TimeSlice documents open or if your TimeSlice files are large.
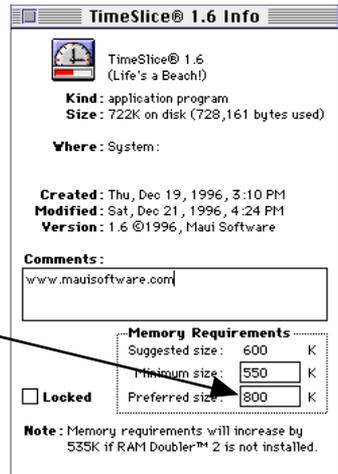
Restart with Extensions disabled
Select Restart from the Special menu. After the Mac makes the startup chime, hold down the Shift key (release the Shift key after you see the message "Extensions disabled"). If TimeSlice works okay now, and it didn't previously, you most likely have a system extension or control panel that is causing a conflict with TimeSlice (and possibly other applications). You should remove the offending extension or control panel, or have it updated.

Conflicts

Aaron
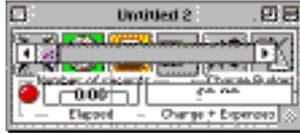
Does this look familiar? If so, it's the fault of an extension called Aaron. If you suspect a bug in TimeSlice, first restart your Macintosh with all extensions off (restart the Mac, and then hold down the Shift key). If the problem does not happen with extensions off, then the problem is not with TimeSlice.