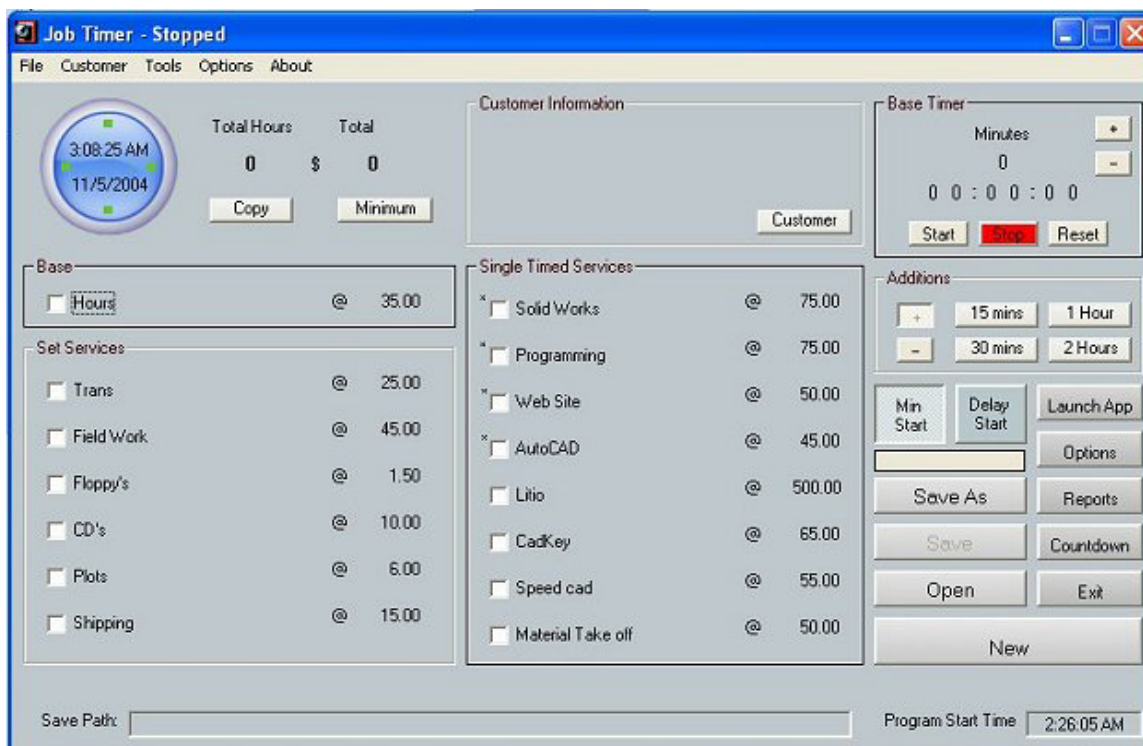


Job Timer 3 Features



Here is the Main Control Screen; you can control everything from right here. Once you have your Options and Preferences all set up there really is no need to go back and adjust things to make things work the way you want them to. I tried to make this program as easy as possible so all you have to do is concentrate on the work that makes you money. In this tutorial I will show you every aspect of this program so you will know how to operate it with ease.

Features:

0. Settings

1. Countdown Timer

2. Count-up Timer that adds your time on anything you want. (i.e.: Uptime etc.)

3. Delayed Timer so you can use a "Minimum Amount"

4. Multi Timed Services so you can charge different prices for different things.

5. Set Services or Items that you would normally charge. Example: "Service Charge"

6. Timed Services can be added all at once, say you have several people working on the same job, you can add up more than one service.

7. A help function that is un-heard of in software applications.

8. Additions or Subtractions to your time. (I have on occasion forgotten to start the timer, so I have to add a few extra minutes to make up for it.) While the Timer is running this function will only last for 2 minutes.

9. "Minimum Amount" This is for those that charge a minimum amount. So if you have a 1/2 hour minimum just go into Timer Settings and select 1/2 hour minimum

price requirement hit save in "Options" and this will be your default setting, so if you click on "Minimum" or "Delayed Start" this will increase the job by 1/2 hour.

10. Alarm Clock.

11. Built in Printable Invoice.

12. System Tray Operation, you can control certain parts of the program right from the task bar.

13. Automatic Program Launch set to open up a Program automatically once a day.

14. Administrator Options Now you can lock out certain parts of the program from employees

15. Degrade Function This will automatically adjust your hourly rate on the size of the job.

16. Small Control Panel, Optional Smaller control panel that remains on your desktop.

17. Ergonomic Feature is a feature to Job Timer that will warn you if your computer usage is too much. Will keep track of Mouse Clicks, Keystrokes (daily, weekly, monthly and weekly averages)

18. Invoice Tracking will track your invoices for you when their due.

19. Activity is a function that will track all activity done in Job Timer.

20. Dock-Able Application Bar can be placed on top or bottom of your computer screen.

21. Recently opened projects will open up previous projects very quickly.

22. Job Timer Idle will stop the clock automatically if you walk away from the computer.

23. Setup Wizard will show when you first install your program. Please take the 17 steps in setting up your software.

24. Time Check will check Job Timer Progress by the Computers internal Clock.



Total Hours	Total
0	\$ 0
Copy	? Minimum

"Total Hours" is how long you have spent on the job, "Total" is the total cost.

The Copy button function is only for "One Line Item" Invoices. So if you want to charge your customer say \$35 an hour and you have several things that you charge like "Service Charge" That would be a set price.

Base	1	35	35
Services	1	25	25
	1	45	45
	1	2.5	2.5
	1	10	10
	1	6	6
	1	25	25
<hr/>			
	added up	148.5	
	divide by base	35	
	Hours	4.24	

So this is what it is doing:

Lets add up all your columns and divide that by the base price \$35 This will give you a single value so you can copy and paste that number to another Invoice and that would be the invoice you would give your customer.

Invoice No. 0103NOV-SLM

Customize...

INVOICE

Customer

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____

Date 11/24/2003

Order No. _____

Rep _____

FOB _____

Qty	Description	Unit Price	TOTAL
7.5	Project	\$35.00	\$262.50
<p style="color: red; font-weight: bold;">paste your information here</p>			

Payment Details

☐ Cash

☐ Check

☐

Subtotal \$262.50

Shipping & Handling \$0.00

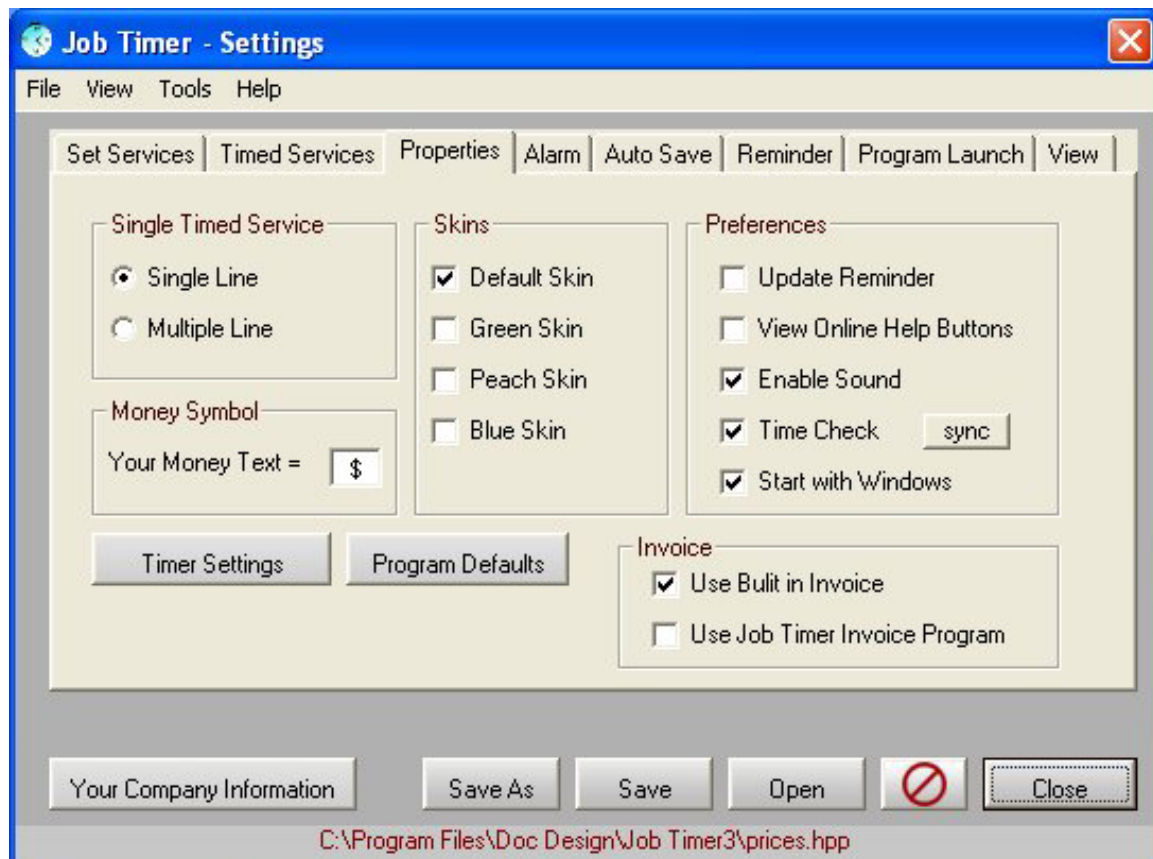
Taxes State \$0.00

TOTAL \$262.50

Office Use Only

This invoice is not included with Job Timer

Job Timer Settings



Features:

1. Timed Services
2. Set Services
3. Launch Application Feature
4. Two Hour Reminder Feature
5. Edit labels
6. Edit Company Information
7. Auto Save Function
8. Alarm Feature
9. Start with Windows:
10. Time Check:
11. Invoicing Program

Timed Services:

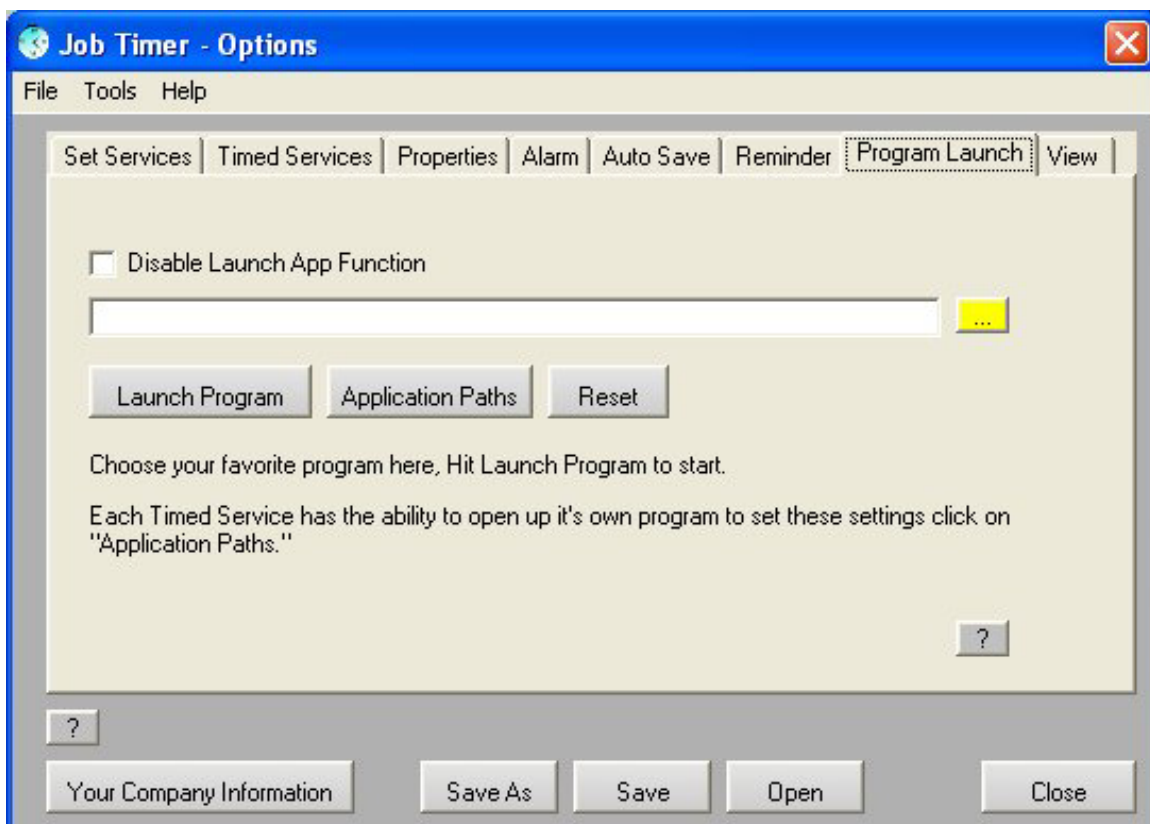


This Feature will allow you to select a single timed service or select more than one service to keep track of. Timed Services are services that you would use the clock on. The clock will add the time of each service for you.

Set Services

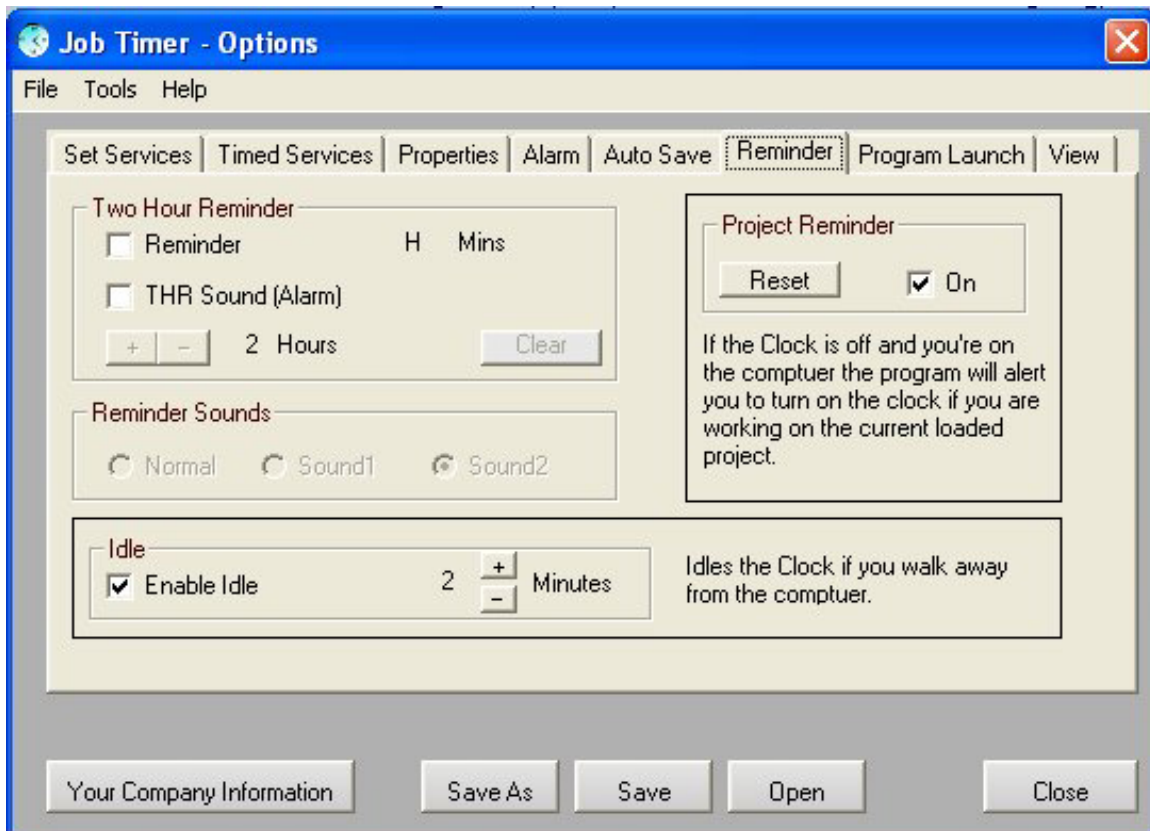
These are Services that you may perform that have a "Set" Price, (re: Service Charge or Transportation Charge) The clock has no effect on these items, so clicking on one of these you will be able to adjust the amount manually.

Launch Application Feature:



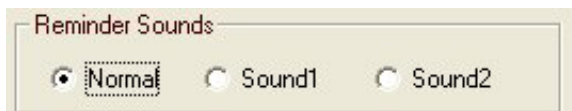
Pick your favorite program's executable file and when you hit launch it will open your favorite program and start Job Timer's clock for you.

Hour Reminder:



This feature reminds you that it's time to take a break or whatever you wish to use this for. It can just pop up the Command Screen or Play a sound when your hours are up. Click on either the reminder or the THR Sound check boxes to enable it. You will be able to see the H (hours) Mins (Minutes) displayed. You can clear it when you feel like it or when the program lets you.

Also this function starts it's timing when you start the program, if you shut down the program you will lose your time. The program also shuts down the Clear button and the two adjustment buttons, clicking these will cause you to loose your stored time as well, so the program will not allow you to make any adjustments to this function while the clock is running. Please be sure to adjust your reminder settings and then save them. Remember to close the Job Timer program and NOT select exit.



Reminders sounds are three different sounds that you can modify yourself if you wish, You have the ability to change the sounds of your program by opening up the program application folder. (C:\Program Files\Doc Design\Job Timer2\). In there you will find 3 separate WAV files that you can edit. Just find a WAV file that you would

like to use in the program, call it Sound.wav, Sound1.wav or Sound2.wav then replace the exit sing files and now when your alarm goes off, countdown timer ends, or your reminder function goes off, you will now be able to listen to your own sounds or music. The reminder dialogue box above allows you to switch which of the three WAV files you would like to listen to when the reminder function goes off. The Alarm is set for small WAV files not large music files which by default are Sound.wav.

Edit Labels:

You are able to create your own labels so you know what to call your services. Just click on Edit Labels and then fill in the required fields, when you leave it blank then everything pertaining to that section on the control panel will not be displayed.

Set Services		Timed Services	
Label1	Hours	Label8	Your Text Here
Label2	Your Text Here	Label9	Your Text Here
Label3	Your Text Here	Label10	Your Text Here
Label4	Your Text Here	Label11	Your Text Here
Label5	Your Text Here	Label12	Your Text Here
Label6	Your Text Here	Label13	Your Text Here
Label7	Your Text Here	Label14	Your Text Here
		Label15	Your Text Here

Close

The Hours field is not editable but you can fill anything you wish in all the other fields.

The reason for separating the labels from the prices is that once you have set up your labels, chances are you won't have to do this again, so the less places to edit fields while operating a piece of software the better.

Edit Your Company Information:

The 'Your Company Information' dialog box is a standard Windows-style window with a blue title bar. It contains several text input fields for company details: Business Name, Address Street, Town, State, Zip Code, and Phone Number. A 'Close' button is located at the bottom center of the dialog.

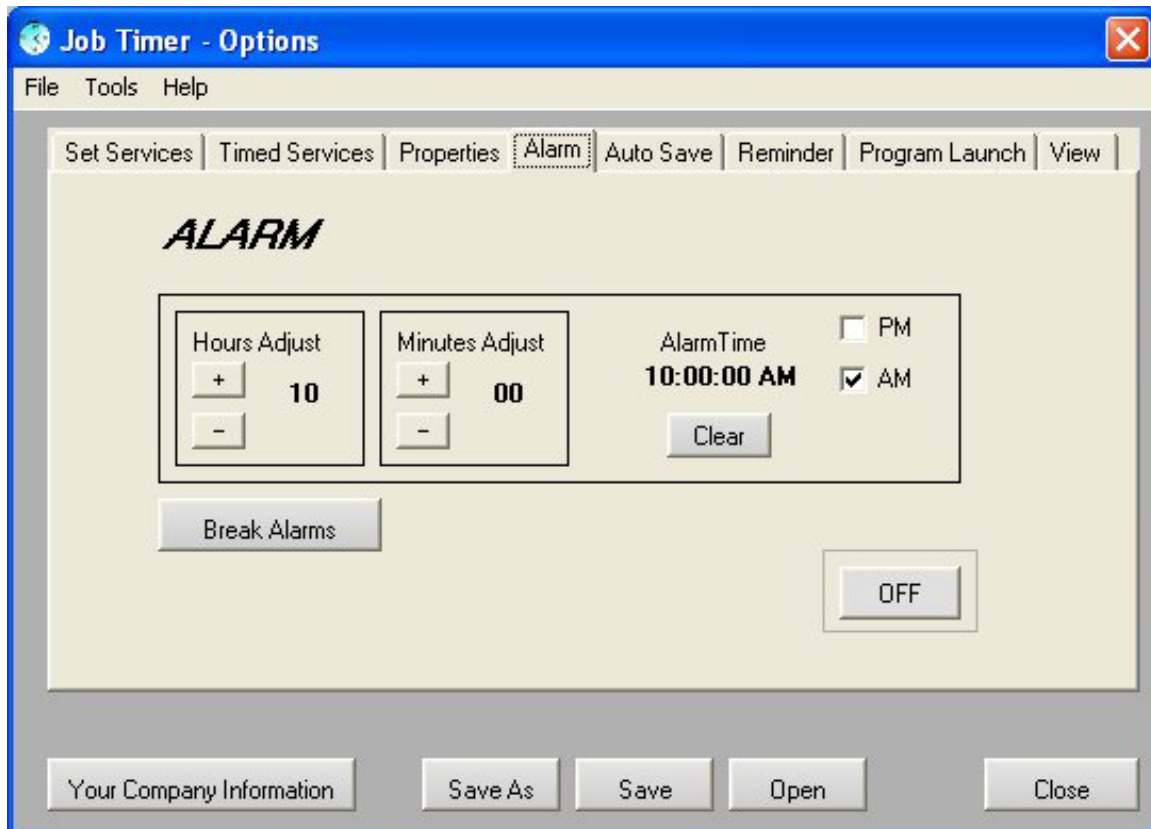
This is pretty explanatory, no need to go into detail here other than the fact that when you fill in your company information it is only used for the Invoice and nothing else.

Auto Save Function:

The 'Job Timer - Options' dialog box has multiple tabs, with 'Auto Save' currently selected. Under the 'Automatic Save' section, the 'Enable Auto Save Function every:' checkbox is checked, and the interval is set to '3 Minutes'. A file explorer on the right shows the directory 'C:\Program Files\Doc Design\Job Timer3\AutoSave.hpl'. At the bottom, there are buttons for 'Your Company Information', 'Save As', 'Save', 'Open', and 'Close'.

This feature will save your progress every 1 to 10 minutes. If you do not have a file to save it to it will save it automatically to: C:\Program Files\Doc Design\Job Timer2\Autosave.hpl You can change this in "Preferences" for more information on this feature [click here](#).

Alarm Clock Feature:

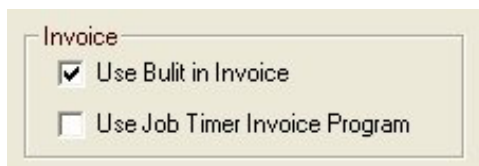


I created the hours and minutes separate because alarms are usually set at the top of each hour, this way you can set your alarm clock faster than any other alarm clock. This time is saved in the program's settings so you can use your alarm clock everyday if you wish. (Only works when the program is on.)

Start with Windows:

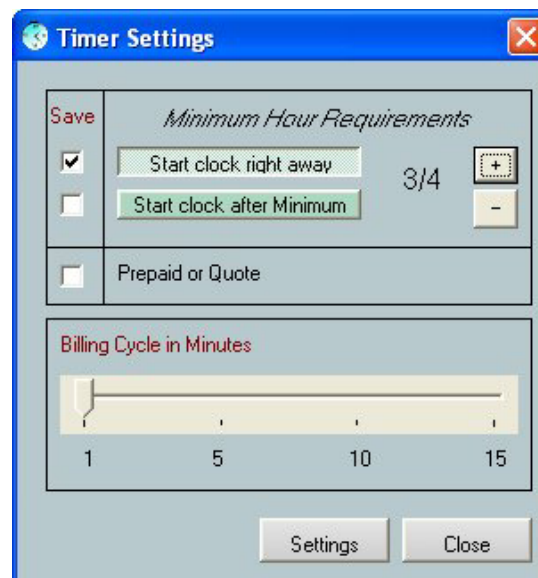
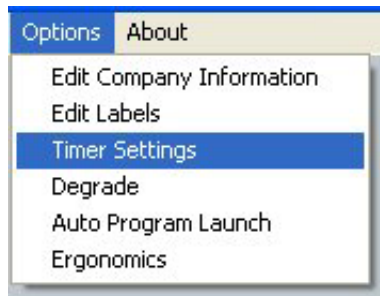
This check box when checked will start up Job Timer every time you start Your computer.

Invoicing Program or Built in Invoice:



You have the choice of using the built in Invoice that comes with Job Timer 3 or you can download and install a separate program that will open Job Timer 3 Project files and print them threw your Internet Explorer. For more information on this feature click [here](#).

Timer Settings



Features:

1. Set and Save Minimum Clock Settings:
2. Prepaid or Quote:
3. Billing Cycle

Set and Save Minimum Clock Settings:

Save	<i>Minimum Hour Requirements</i>	
<input checked="" type="checkbox"/>	Start clock right away	1/4 +
<input type="checkbox"/>	Start clock after Minimum	-

This feature sets your minimum hour requirements, When you click on "Start Clock right away" then when starting the clock it starts adding up your price right away. The minimum can be set from 1/4 hour to 1 hour. Once you have clicked on the check mark next to the selection you made then when you hit "Close" it will direct you to the "Options" screen, there all you have to do is hit "Save" and then it will go away. This will set up your default settings and it will use this setting every time you start your program. Now click on "Delay Start" and hit "Start" This will start adding up your time after it has reached its delayed start time.

Setting it to "Start clock after minimum" your minimum price will show up in the "Base" price. So the clock will keep adding up, but your price will not, it will wait till it has reached the setting you requested then the price will start to increase.

Prepaid or Quote:

This will allow you to enter in a price that has already been paid on the job, like a down payment. This will subtract that price from the project. This also applies to a quote, since your project is a quoted project it is for your own records to see how well you have done on the job.

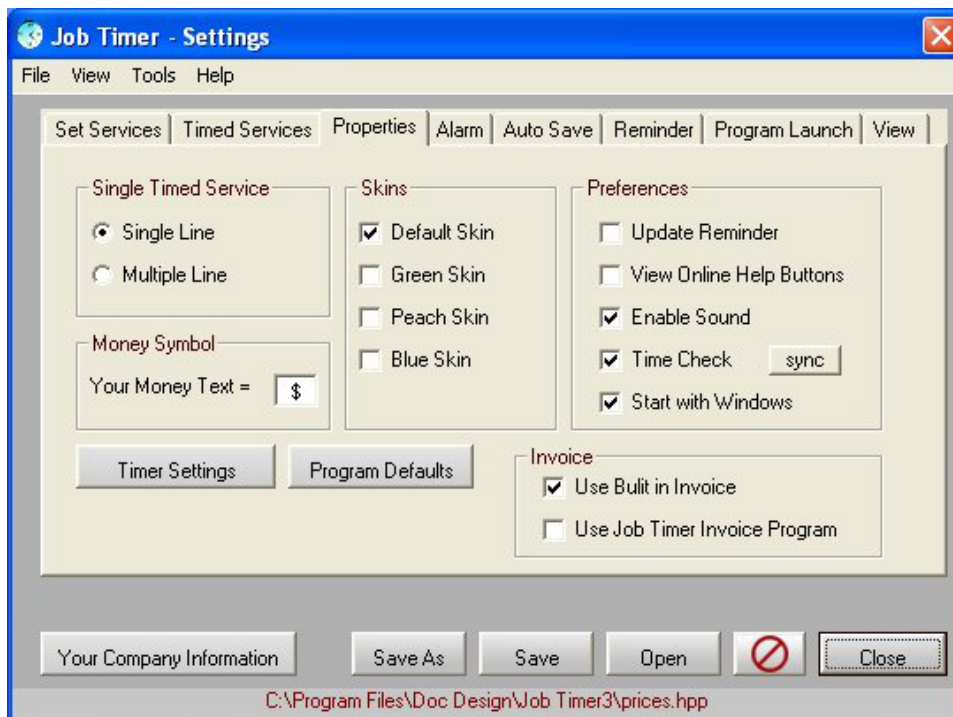
Billing Cycle in Minutes:

<i>Billing Cycle in Minutes</i>	
1	5 10 15

This will allow you to change your timer settings to add to your Projects Total every 1, 5, 10 or 15 Minutes.

Job Timer by default will charge your customer every minute that you spent time on their project. If you would like to change this then slide the slider over to the specified time and Job Timer will not adjust your total until the minutes specified has been met.

Options Continued



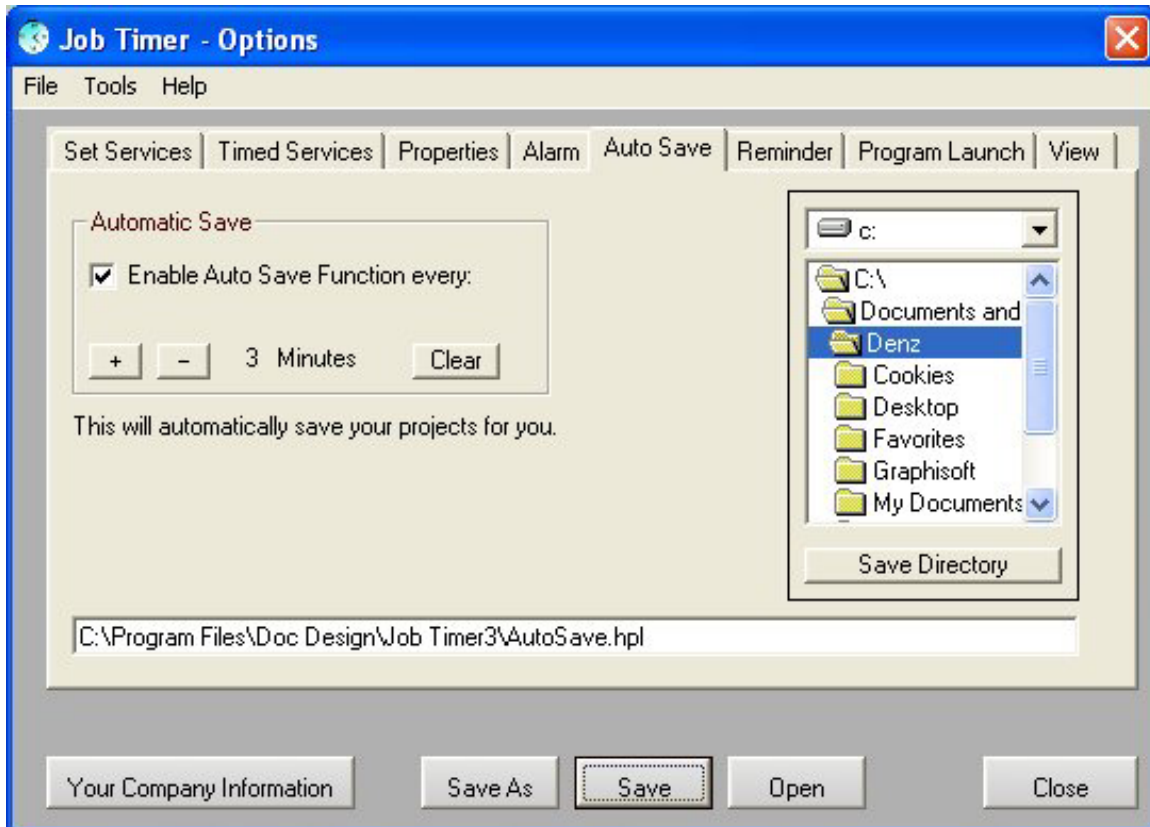
Features:

1. Select a Skin Color
2. Select the Auto Save Path
3. Enable Idle
4. Reminder

Select Skin Color:

If you're bored with the current skin color you can change it to 1 of 4 selections.

Select Auto Save Path:

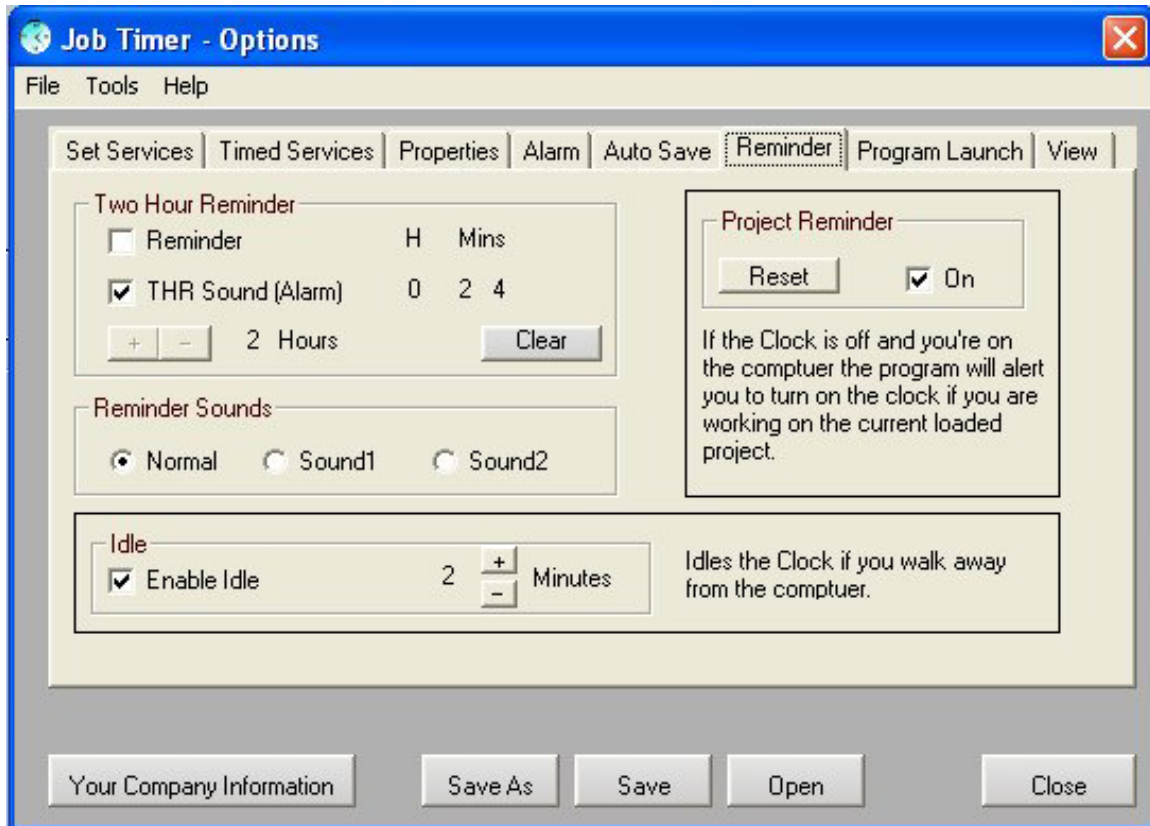


Here you can select the Auto Save Path. The default setting is:
 "C:\Program Files\Doc Design\Job Timer2\AutoSave.hpl"

When you do not have a path for your project to be save as, then the program will notice that you don't have a save path. When you click on "Enable Auto Save" in "Options" then every 3 minutes your program will start saving your progress so you don't loose any information due to either accidentally closing the program without saving, power outage or a system crash.

When you get your program back up and running again, just open the "AutoSave.hpl" File and your information will be in tacked. If you have a save path already, your program will save your progress to that file instead.

Idle and Reminders



Idle is when you walk away from the computer and forget to shut down the clock, it will stop the clock for you, then when you move the mouse or hit a key on the keyboard the clock will start back up again.

Project Reminder

This feature will remind you to turn on the clock if you haven't already.

Countdown Timer



This feature is really simple:

Click on "Plus" boxes and this will increase the time selected by 1. Keep clicking it to get to the desired time.

Click on "Start" and this hide your Plus and Minus buttons and starts the timer.

Click on "Start Job Timer After Countdown" to start the clock on Job Timer after the Countdown Timer has ended.

"Auto Start" will start the Countdown Timer Automatically when you load the program.

"Repeat" will keep repeating the Countdown timer over and over again until you uncheck this box.

This little application was designed to sit on your desktop without the aid of Job Timer; So Job Timer will sit in your system Tray while the Countdown timer is counting down.

If you hit "Close" then Countdown Timer will keep working in the background till it has reached "0"

Once the countdown Timer has reached "0" then it will make a sound. If you wish to change the sound then replace the "Sound.wav" in the application directory to whatever wave you wish, but just make sure it's called "Sound.wav" or that function will not work.

Customer Information

The screenshot shows a Windows-style dialog box titled "Customer". It is divided into two main sections: "Customer Information" and "Project Information".

Customer Information Section:

- Business: [Text Field]
- Address: [Text Field]
- State: [Text Field]
- Zip Code: [Text Field]
- Phone: [Text Field]
- Email: [Text Field]
- ☐ Use Special Settings [Choose Settings]
- [Save] [Clear] [Open] [New]

Project Information Section:

- Invoice Num: [Text Field]
- Project Name: [Text Field]
- Customer: [Text Field]
- [2/25/2005] (Dropdown)
- Date: [Text Field] [Clear]
- [Click to add Customer Information to Project]
- [Close]

This is broken down into two sections "Customer information" and "Project Information":

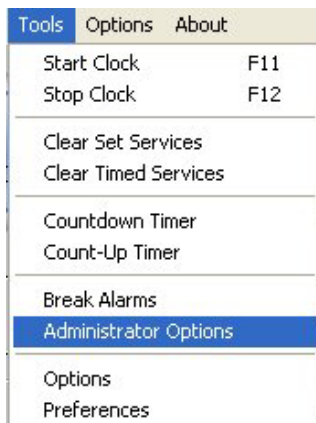
Customer information is "Saved" as a file; you can recall it later so all you have to do is enter in an Invoice Number and the Project Name. Everything else is added for you. If you create a new Customer account then You will have to first save that information, but the program don't know that you want to use this customer for your next Job, so to add them to the next job click on "Click to add Customer Information to Project".

Each Customer can have his own Job Timer Settings. Setup Job Timer like you would for this special customer. Then save the settings file (prices.hpp) to your customer's name. (i.e.: Customer.hpp). Once you have saved your Job Timer settings then click on "Customer" and Fill in this special customers name, address, phone etc. Click on "Use Special Settings". Click the box next to it to choose the settings you wish to use with this customer. (i.e.: Customer.hpp). Save your customer information. Every time you use this customer then your Job Timer settings will be changed to fit this customer. By clicking "New" on the Main Control Panel all of your Job Timer settings will be reverted back to the original setup. (i.e.: Prices.hpp).

Administrator Options



If you download and install a new version of Job Timer (v2.1.28 or later) You will have a new function added to your program. When you click on this new feature then you will be required to choose a password, then press "Change" then this box will not appear again until you request it, if you choose not to enter in a password, then the program will continue to bring this box up until you have chosen a password. The function of this "Administrator Options" is to disable parts of the program to employees. We will now discuss what these functions do.



click on "Tools" and then "Administrator Options" This will pull up a Password dialogue box.



When you have chosen your password, it stored this password in the programs memory. You will be required to enter in this password now so you can access the Administrator Options Window.



The two buttons at the top are designed to do a Quick lockout or Normal functions.

1. Normal is the default settings, there is nothing locked out and the program will operate normally. 2. Lock out was pre determined under a condition when you have an employee that you don't need to have total access to the prices or some of the functions of the program that would change or alter the out come of the invoice.

The rest of the buttons are as follows:

Hide Prices

This will shut down or hide the prices of the project, and you will not be able to change or alter the prices. Click on "Show Prices" to gain access to these functions again.

Hide Options

This function will disable the "Options" functions of the program, this way you cannot change any of the program settings. Click on "Show Options" to enable these functions back to their normal state.

Hide Preferences

This function will disable the "Preferences" functions of the program, this way you cannot change any of the program settings. Click on "Show Preferences" to enable these functions back to their normal state.

Disable Paths

This will disable the programs ability to change any program path that you have entered in so an employee can not change any path that you have already set. (Program paths are the paths that you set up to do a "Quick Launch" with.)

Disable Access

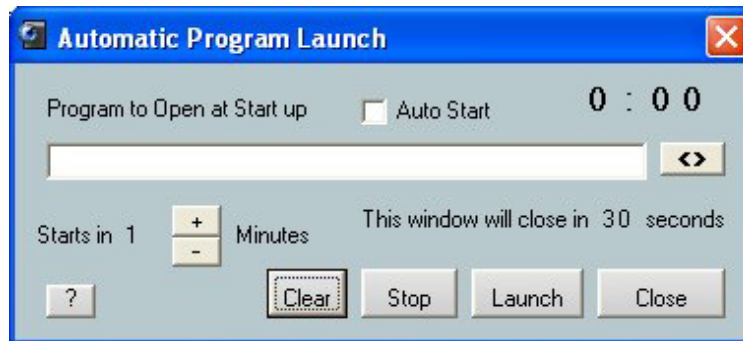
This function here will disable access to the "Alarm Settings" this includes all alarms in the program.

Advanced and Simple Modes

Simple Mode will give you the option to have just a simple timer without all the features that Job Timer has to offer, let's face it not everyone needs to have all those features. Just like one of my customers said "I just want a simple Job Timer". Well you got it!

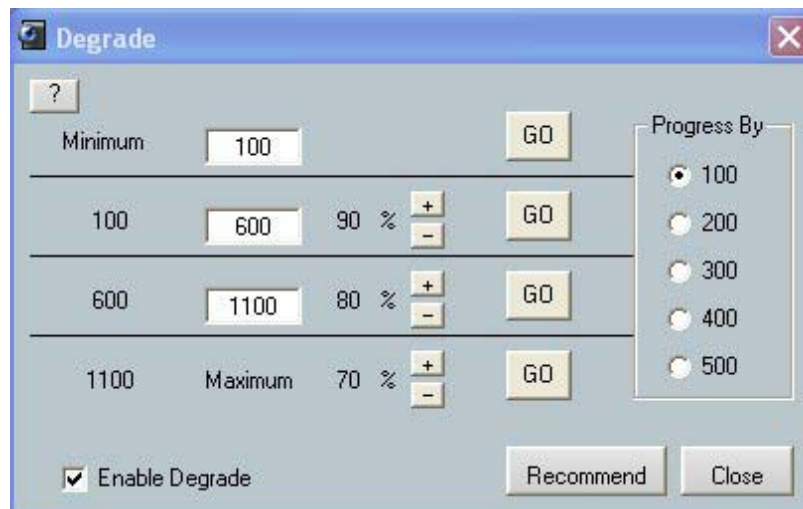
Advanced Mode is for those who want all the features that came with Job Timer.

Automatic Program Launch



This feature will automatically open up a program once a day. As soon as you turn on Job Timer This function will automatically start and open up a program of your choosing in 1 to 3 minutes. I wanted this to open up Outlook for me in 3 minutes after Job Timer opened. This feature will only open up your desired program once a day so if you close Job Timer and open it back up; it's not going to launch this application again until the next day.

Degrade



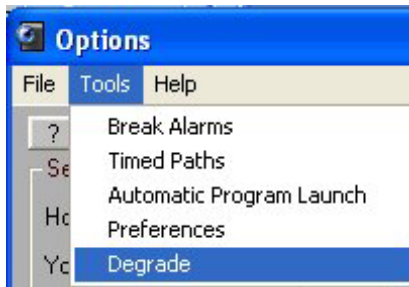
To view a video of this Function Please click [here](#).

This function will allow you to adjust your program for Small, Medium or Large Jobs. Let's say you get this massive job and you want to charge less for the job when it reaches a certain dollar level. Well this Feature will allow you to do this automatically.

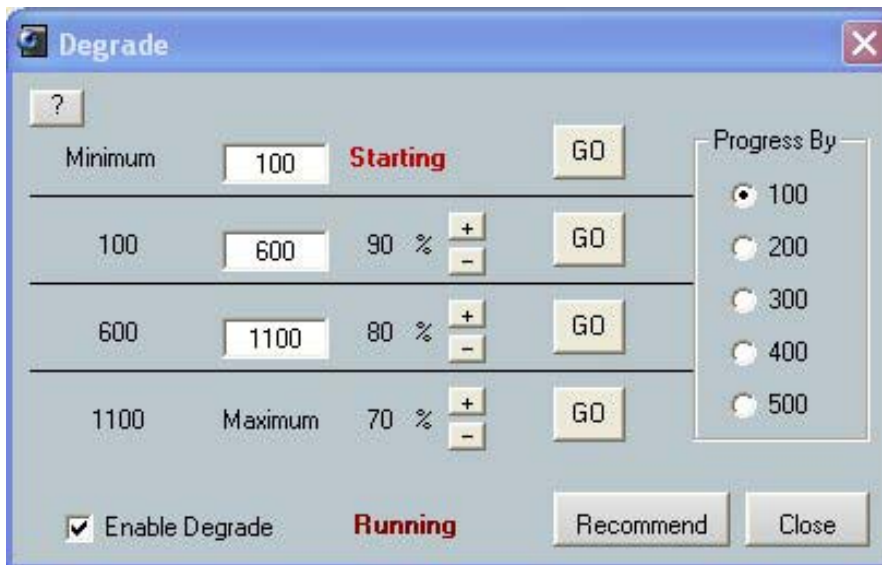
Just set your minimum amount that you would consider a small job, and then set the one in the middle for a middle ground figure. Then at the bottom set the maximum. Now the program will always adjust to the minimum amount so keep that in mind, The program will only recognize numbers progressing so keep that in mind when you're filling in your figures, (see figure above) now you can adjust the percentage. This will take the percentage of the Timed job hourly rate. So if you want 90% of \$35.00 an hour your new figure will be \$31.50 this will now be your new hourly rate that you will be charging your customer. This will only occur when the specified target range has been met.

Starting up

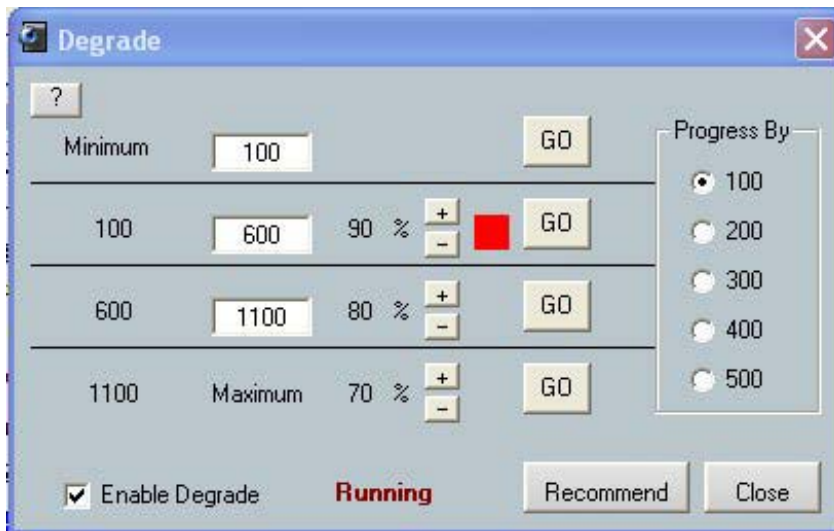
You can access this feature by going to "Options" and in the "Tools" tab you will find "Degrade"



When you click on "Start" in Job Timer, this function will start up provided you have "Enable Degrade" Checked



You will see the red "Starting" text at the top which means the program is thinking on where it should go. If you decide to have this feature start in the middle of a job that you are working on, then the program will find the best setting to use and then adjust your price per hour accordingly.



Once learning where it has to go, then it will display a red box to show what level it is working at.

Using the "Progress by" buttons will allow you to quickly adjust your settings. So selecting 100 then you enter in 200 in the first box all your settings will increase by 200, 300, and 400 and so on, if you choose the 200 box, then your settings will increase by 200 so enter in 200 in the first box and all the other boxes will increase by 200 and so on. This will insure that your numbers are progressing properly; if you get a number in there that is less than the number in front of it, then this function will not work properly.

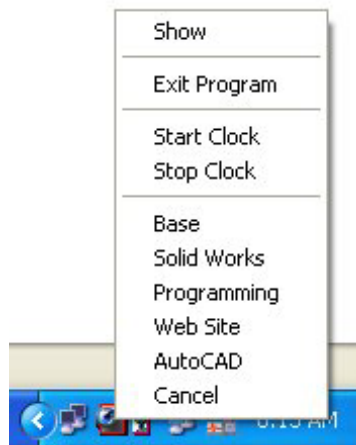
Recommend is just a default button, clicking this will revert this back to default settings.

If you do not wish to use this feature then just uncheck the "Enable Degrade" check box and Job Timer will react and perform the way it always has.

If you decide to use degrade and it has starting adjusting your hourly rate for you, then you decide you didn't want this, Click on Clear, adjust your new hourly rate and save your job. This will prevent Degrade from adjusting your hourly rate again when you open up the job.

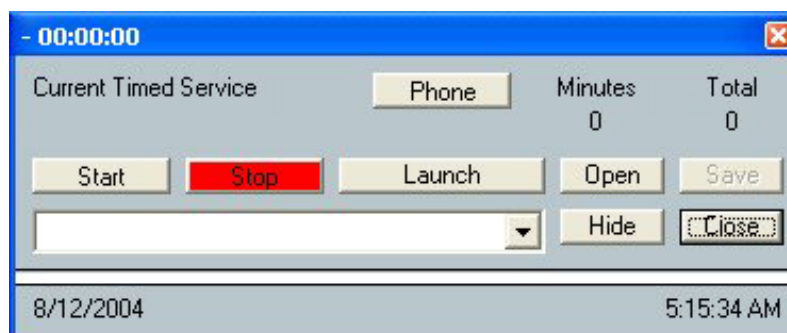
Please be careful and watch this feature closely and see if this is what you want. This Feature adjusts your hourly rate automatically. Make sure you are getting the outcome you want. If you don't like this feature just shut it off and it won't bother your work at all.

System Tray Control



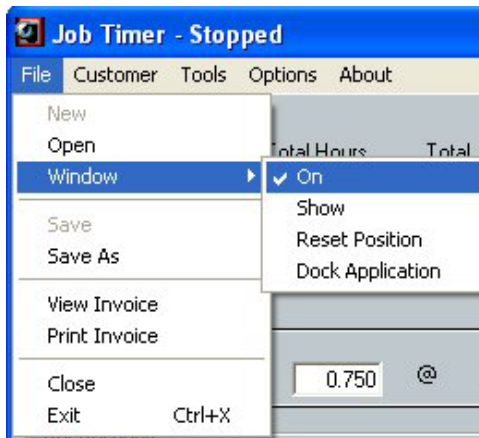
You are able to do some limited tasks in the task bar menu. Just Right Click the icon in the System Tray click on the desired function, Clicking on a timed service will start the clock automatically.

Mini Control Panel



The Mini control Panel was added for convenience, if you choose this option, every time you hit "Close" on the main control panel this smaller one will pop up. Then to get the main control panel to pop back up, then click close on this smaller one. You can toggle back and forth doing it this way. To hide this small control panel, click on "Hide".

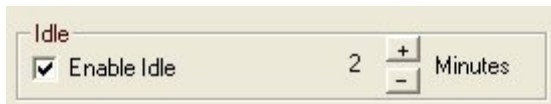
To turn this on:



On the main control panel click on "File" then click on "Window" then check "On" this will be stored as a setting and will remain on if you save your settings in the "Options" window.

This function will also Idle your progress if you walk away from the computer and forget to hit Stop. When you move your mouse or hit a key on the keyboard it will start Job Timer Automatically. Now if you're on the phone and not on the computer, then click on "Phone" and this will change your Job Timer, timer setting to the default (hours) then it won't go into Idle mode; then click on "Phone" again and it will revert back to the setting that Job Timer had before.

To Turn this on:

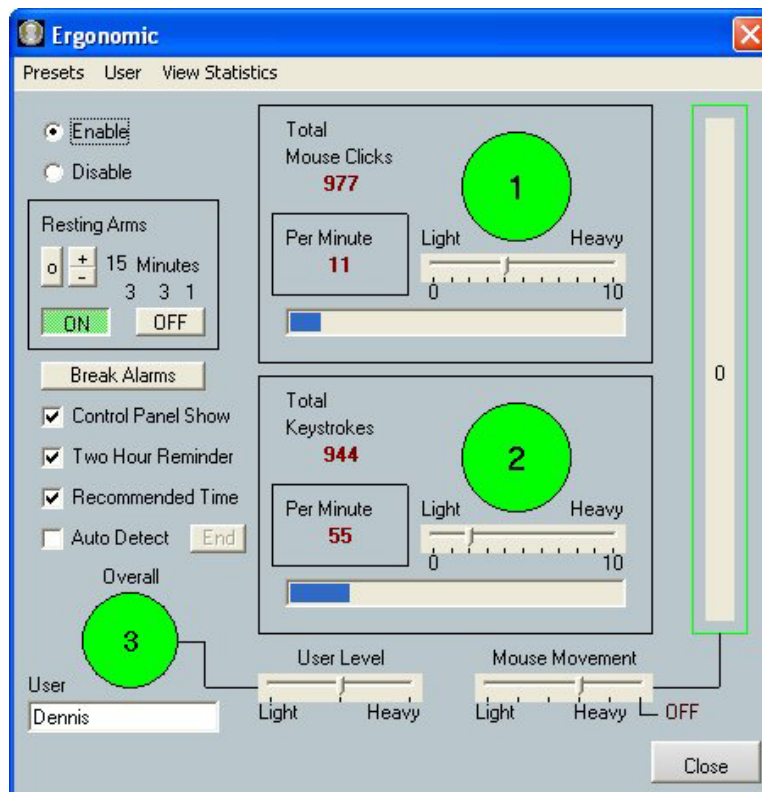


To view the video on Project Idle then click [here](#).

Open up "Settings" then on the "Reminder" tab then click on "Enable Idle" To turn on the Idle function then set the time in Minutes. Displayed above the program will stop itself when 1 - 10 minutes have been met.

When you come back to the computer then Job Timer will start up automatically either by pushing a key on the keyboard or moving the mouse.

Ergonomic Function

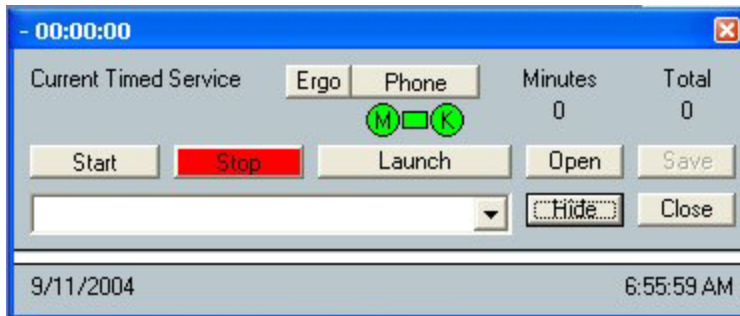


This function will keep track of your computer usage, It will first Auto Detect your usage and adjust the setting automatically. Then when it is complete then it will let you know if you are within your target range, If you go over your target range then it will warn you to take a break. This will prevent strain on your body while using the computer.

First Enable the Ergonomic Feature by Clicking "Enable". Then click on "Auto Detect" This will now start its process. Please use the computer like you normally would. Once it has detected your computer usage then it will warn you if you go beyond that, Take a break let and let your hands rest.

The condition of your computer usage is displayed in the task bar. A green dot will appear when your computer usage is good, when it turns yellow then you are in the normal range. When it turns red then it's in the warning phase. At any moment the computer will warn you to take a break, or if you notice it on your own, then take a break. This will update itself every minute.

If you select "Control Panel Show" then the little icons will appear on your small control panel only.



This gives you the ability to see what your computer usage is doing, the ergo button will appear which will let you access the ergonomics feature right from the small control panel. The circle with the "M" is your mouse click status and the circle with the "K" in it is your Keyboard status. The small box is your mouse movement status.

"Two Hour Reminder" is optional and will let you know to get up and walk around to prevent you from sitting in one place too long.

"Recommended Time" will let you know when you have spent a total of 6 hours on the computer. This is the recommended time that anyone should be sitting in front of the computer for one day.

This feature gives you the ability to adjust your settings manually, If you feel the ergonomic feature is warning you too much adjust your settings closer to the "Heavy" side, this way you get more productivity out without losing the ability of the program warning you of potential hazard.

Running this you will need to meet the Recommended System Requirements. You can find your system requirements here. If you are not within the Recommended System Requirements then this program will not function properly.

If you do not wish to use the ergonomic feature to track your mouse movements, mouse clicks or keyboard strokes then disable this feature by pressing "Disable" but you can still have the program remind you to take a mini break, 2 hour reminder or have the recommended time enabled so these features of the Ergonomic function will still work

The screenshot shows a window titled "Ergonomics Statistics" with a blue header bar. It contains three sections: "Mouse Clicks", "Key Strokes", and "Reminders".

Mouse Clicks			
Total Mouse clicks	8521	Clear	Last Weeks
Weekly Mouse Clicks	8521	Clear	0
Monthly Mouse Clicks	8521	Clear	Last Months
Average Mouse Clicks	1220	Clear	0

Key Strokes			
Total Keystrokes	10505	Clear	Last Weeks
Weekly Keystrokes	10505	Clear	0
Monthly Keystrokes	10505	Clear	Last Months
Average Keystrokes	1504	Clear	0

Reminders		
Two Hour Reminder	1:04:59	Clear All
Six Hour Reminder	1:49:56	

At the bottom right of the window are "Close" and "Clear All" buttons.

Includes Overall, Weekly, Monthly and Weekly Averages of both Mouse Clicks and Keystrokes. Displays the Two Hour and Six Hour Reminder times.

Important:

If by chance you choose the wrong CPU speed or the wrong Memory setting while setting up your software and this function is not available to you then you can open up the "Administrator Password window" and enter in this password. "alsdfoansldfmalhnmllw" Once this has been entered in the Ergonomics window will appear. Enter in your desired settings and save your settings. Restart your software and your Ergonomics and Reminder functions will be fully operational.

Disclaimer:

With every program and with every user being different these setting are just a recommended starting point. Please test and try first, then adjust to your liking. If you feel discomfort adjust your settings lower to prevent harm to your wrists, hands, fingers, arms, back neck and eyes. Doc Design or its affiliates are not responsible for any medical problems while you are using the computer. This feature of Job Timer is to help prevent Medical Problems.

The user takes full responsibility of his or her use on the computer. If you are experiencing any repeated discomfort while operating the computer; seek professional medical help.

Time Spent on the computer.

All Job Timer programs were designed to keep track of your time spent on a project, add up the cost and print out an invoice. You also have the ability to copy the job for a one line item on another invoice if you choose this option.

Job Timer 3 will go even further and keep track of your activity in Job Timer. If you click on a Timed Service it will report it as a "Time In" and record the Date and Time when you clicked that process, if you want to you can add a notation to that line. When you are done with that process and you hit "Stop" it will record that you stopped that process at that Date and Time. If you change processes without hitting the stop button it will just move on to the next process as if you never stopped what you were doing. Which is nice because that's exactly what happened.

In Job Timer 2 and 3 the program knows if you're at the computer or not, there is a feature built in to the program that will detect that you're not at the computer and it will shut down the clock automatically, when you arrive and start working again then the clock will start right back up where you left off. It also has the ability to know that when you're on the computer and you haven't started the clock it will remind you to turn on the clock if you are working on that particular project.

Program Launch

All Versions of the program will automatically start the program you work with and then start the clock automatically for you, the only thing you need to worry about at the end is shut off the clock and save your time. You can keep this up until you are ready to bill the job, just print an invoice.

Reports

Due Invoices

Invoice Date: 1 / 5 /2005 Invoice Due Date: 2 / 4 /2005 Track Invoices: Yes NO Complete

Track This Project Days: 30

Customer Information

Premier Metal Works
0105JAN-PMW
Website

Note Box Appear: Show Record Open Project: Project Number: 475

Project Tracking and Tasks

↑ ↓	I.	Service	Begin Time	End Time	Date	Time Spent	Price	Total	Notes	Inv.
853	Hours	Stop	2:39:05 AM		1/3/2005					
854	Minimum			3:40:40 AM	1/3/2005	0.750	35.00	26.25		
855	Web Site	Stop	3:40:41 AM		1/3/2005					
856	Web Site	Start	3:40:43 AM		1/3/2005					
857	Web Site	Stop		5:12:15 AM	1/3/2005	1.517	50.00	75.85		
858	Save Project			5:13:01 AM	1/3/2005					
860	Web Site	Stop	5:13:13 AM		1/3/2005					
862	Web Site	Stop	6:52:56 AM		1/3/2005					
866	Web Site	Stop	8:44:12 AM		1/3/2005					
941	Web Site	Stop	5:15:47 AM		1/5/2005					

1/5/2005 5:16:03 AM Current Process: Web Site 91 Total: \$102.10

This report is for Timed Services only the total here may not be the same as the Job Total

Refresh Print Close

This feature is only available to the Job Timer 3 Version

This is a Database that will store all activity of Job Timer. If you click on a Timed Service it will report it as a "Time In" and record the Date and Time when you clicked that process, if you want to you can add a notation to that line. When you are done with that process and you hit "Stop" it will record that you stopped that process at that Date and Time. If you change processes without hitting the stop button it will just move on to the next process as if you never stopped what you were doing. Which is nice because that's exactly what happened.

This feature will track your invoices for you, you pick how many days you want the program to tell you when the invoice is due (i.e.: 30 days Net) then you put "30" in the "Days" box. All you have to do is print an invoice. If you do not use the invoice that comes with the program all you need to do is hit "Track this Project".

When the time is due the program will say "You have an invoice due today" provided you have "Track Invoices" ON.

When it reminds you that an invoice is due but the customer has already paid for it. Then open that project and hit "Complete" this will fix the invoice so that it will won't remind you again that an invoice is due.

This feature will print your processes as well so you keep a paper copy of your activity on the job.

Activity

The screenshot shows the 'Reports' window with the following data in the table:

#	Service	Begin Time	End Time	Date	Time Spent	Price	Total	Notes	Inv
853	Hours Stop	2:39:05 AM		1/3/2005					
854	Minimum		3:40:40 AM	1/3/2005	0.750	35.00	26.25		
855	Web Site Stop	3:40:41 AM		1/3/2005					
856	Web Site Start	3:40:43 AM		1/3/2005					
857	Web Site Stop		5:12:15 AM	1/3/2005	1.517	50.00	75.65		
858	Saved Project		5:13:01 AM	1/3/2005					
860	Web Site Stop	5:13:13 AM		1/3/2005					
862	Web Site Stop	5:52:56 AM		1/3/2005					
866	Web Site Stop	8:44:12 AM		1/3/2005					
941	Web Site Stop	5:15:47 AM		1/5/2005					

Summary bar at the bottom: 1/5/2005 5:16:03 AM Current Process Web Site 91 Total \$102.10

All Activity in Job Timer will be recorded as an entry Time in and Time out, Keep notes for each line. Then Keep the invoice date and invoice due date. This is all done automatically; there is nothing that the user has to do. There is one thing about this feature; you are not allowed to edit a line, you can't delete or alter the entries as they appear. This is done on purpose and that purpose being that you can not forge or create any document that will say what happened when it really didn't. So if you make an entry your're stuck with it. This is helpful and a valuable feature to employers and a nice feature to tell customers that rely on pure honesty.

Note: The Total Price reflects only Timed Services so the total on the invoice may be different than the report.

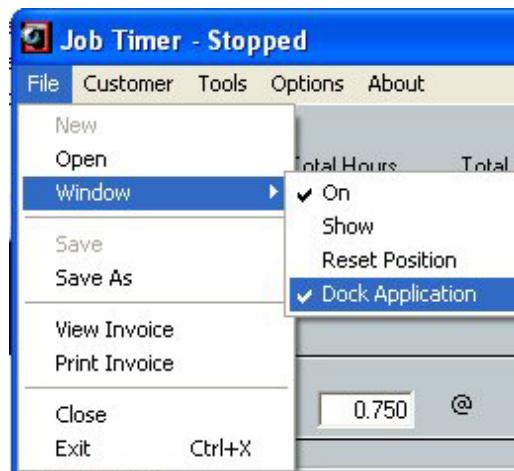
When adding up Timed Services 1 minute at a time the report will be off by a few pennies. I will explain why.

Divide 1 (minute) by 60 (minutes) = .0166666. Job Timer has a decimal placement of (3) so .017 will be one minute. So let's take \$100 an hour and times that by .017 this equals \$1.7 The report takes it one further and adds this up with (4) decimal places. (i will explain why) Job Timer doesn't add .017 + .017 it takes 2 and divides it by 60 = .033 and the report will add .0167 + .0167 = .0334

Lets try this again with some real time. Let's use the same logic and use 15 minutes instead. Now if you wanted to add up time 1 minute at a time then this is what the outcome would be. Job Timer will look at this as 15 minutes. Take that 15 and divide it by 60 this would equal .25 (25% - since 15 minutes is 25% of 1 hour) but the report will add up the 15 minutes one at a time .0167 + .0167 + .0167 etc. 15 times. Now do the math on that and this would equal .2505 as you can see the report is off by .0005 You ask why (4) decimal places? well if you use the same (3) decimal places as Job Timer uses then the out come is worse Lets try that logic and use the (3) decimal places - .017 + .017 + .017 etc. 15 times = .255 now we are off by .005 which is worse. Ok but the report really don't work that way, it's not adding up minutes one at a time, if you spent 1 hour on a job then the report will reflect 1.0000 x \$100 = \$100, (same as Job Timer) This is why the report can be off by a

few pennies if you are just dealing with minutes. The Job Timer invoice and time tracking is much more effective and much more accurate because it deals in real time additions. Every time Job Timer adds a minute it is dividing that minute by 60 so if you get 15 minutes then that 1/4 of an hour or .25 - 30 minutes is 1/2 or .5 of an hour and so on.

Dock-able Application Bar



To view the video on the Application Bar then click [here](#).

If you click on this feature you will have a Dock-able Application bar. This bar can be placed up on top or bottom of your computer screen. It will stay as an application bar that shows all the time and be apart of your windows screen or you can have it auto hide at which point you can put your cursor on top or bottom of your computer screen an it will slide out so you can adjust your Job Timer Program.



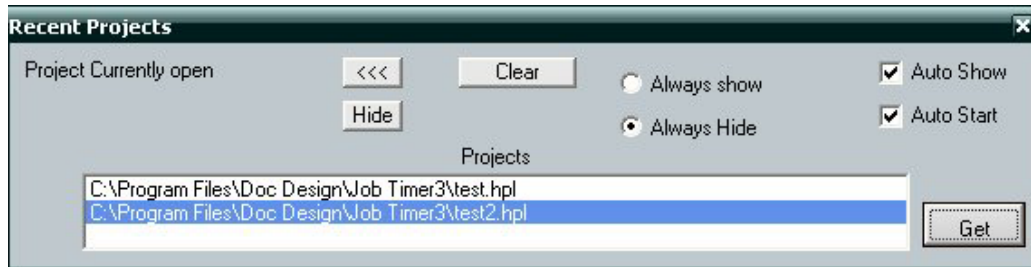
This will show you "Timed Process + Time spent on the project" The "Total of the Project" and "Name of the project"

Settings; are settings for the application bar only.

Phone is like the button on the mini control panel, If you get a phone call on the same project then it will automatically check "Hours" for you, make an entry in the Reports as "Hours-Start" and in notes it will say "Phone" Then you can talk freely without the program shutting down the clock automatically. (temporally disables the idle process)

Once you click on Phone again it will revert back to the settings you had before you were on the phone.

Recently Opened Projects



This is a great tool for those of us that have several things going on and you need to open several projects quickly.

Let's say you're working on your current project and you get a phone call from a client that wants you to work on something right now. Well go to the large or small control panel and open that project. Once you have finished this project you can now go back to the original project very quickly just by picking it in this window. When you select "Get" it will automatically stop the clock, save your progress and open the new project. This will also start the clock again automatically right were you left off the last time you accessed the project.

Give it a try to see how you like it. You can open this function here: "Options" "View" "Recent Projects"

When you click on "Auto Show" This will make this window show up every time you hit "Open" on either the large control panel or the small control panel.

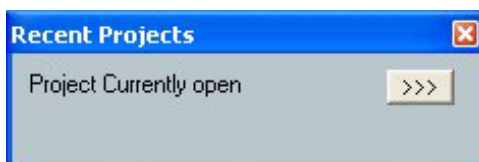
Clicking on "Auto Start" will start any project you "Get" automatically.

This is the order of events on what happens when you hit "Get"

1. First of all it Saves the project you're on.
2. Second it opens the file you want to open.
3. Third it Starts the clock automatically (provided you have "Auto Start" checked)

This is all done very quickly, so you can open, close, stop, start jobs just by hitting "Get"

This window can stay on your desktop or appear in front of you continuously. If you choose this feature then the window will resize itself every ten seconds if you click on the "<<<" button.



This will only display what job is currently open. If you click on ">>>" then it will restore itself to the original size. This will allow you to open another job then return back to the smaller size. This will automatically happen if you click on "Always show" or else you will have to manually do it.

Time Check

This function of the program will automatically check itself against the Computers Clock to see how accurate it is. Every computer is different in the way it's set up. CPU (Central Processing Unit) can be slower than others and there for works slower than others. Job Timer was designed to get up to the minute accuracy on Jobs or Projects that you are working on.

The Time Check Function will now make sure that your project is up to the second accuracy. After running some tests on a 500mhz machine I got a total of 1 minute loss in 6 hours without Time Check turned on. With time check turned on I got +1 to +9 seconds within that 6 hour period of time.

After running some tests on a 1.6ghz machine I got a total of 20 seconds loss in 6 hours without Time Check turned on and with all the features turned on, (i.e.: Ergonomics, Project reminder and Job Timer Idle.). With time check turned on I got +1 to +9 seconds within that 6 hour period of time.

Time check will adjust itself 6 Times within a 1 minute period during which time it can gain 6 seconds. When it has satisfied itself it will not gain or loose anymore time against the clock. The most Time Check can gain is 9 seconds against the clock. So if the CPU slowed down or there was a large load then Time Check will keep Job Timer in Check and not loose any time, at which point you may see some gain in seconds over a long period of time .These gains in seconds are not the result of Job Timer naturally loosing time; it's telling you how much time had to be gained because of the CPU Speed that was dedicated to Job Timer. Under normal circumstances Job Timer does not require a whole lot of CPU speed or memory. With some features of the program turned on like Ergonomics, Project Reminder and Job Timer Idle Job Timer can get a little resource hungry.

Testing all these functions with a 500mhz machine was rather taxing on the computer. During the Installation process there will be a window that appears before anything else happens. This box will ask you for your CPU speed, if it is less than 700mhz then you will not see the features that were mentioned above. This will ensure that your Job Timer program will work with complete efficiency.

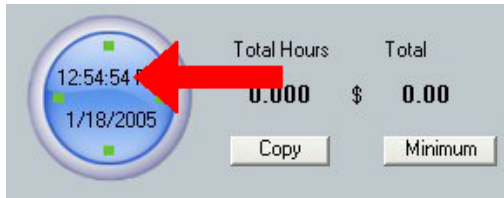


Figure A

This example shows "4 seconds"



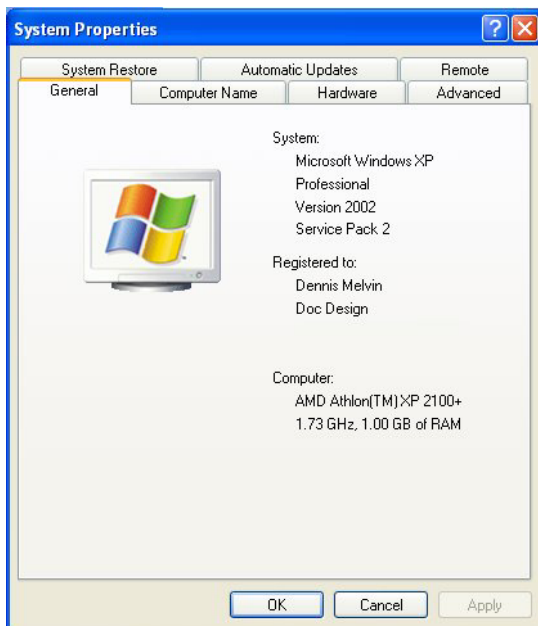
Figure B

This example shows "3" seconds

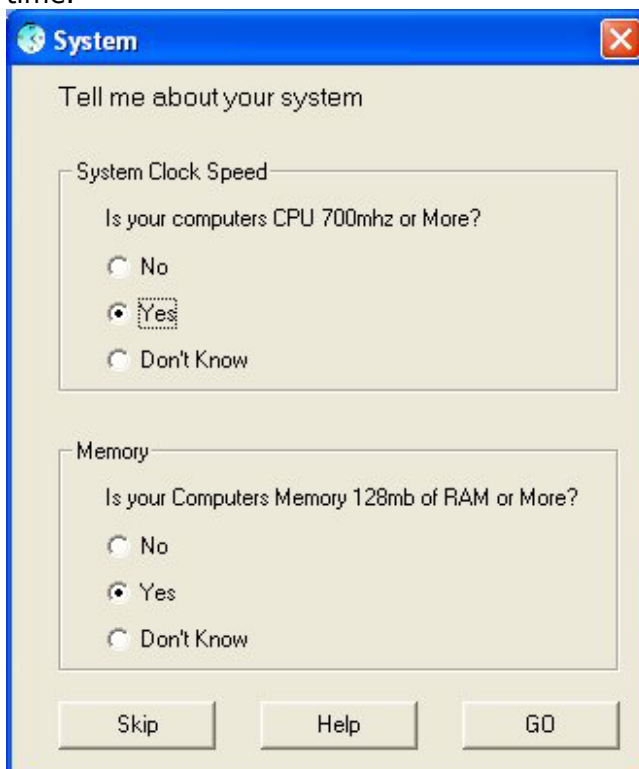
If figure B is less than Figure A then Time Check will adjust Figure B by 1 second. Once this "Catch up" has been done, Job Timer should stay on track with current time.

Just like any other program; the higher the CPU Speed the better Job Timer works. To get your CPU speed; do the following: (Luckily Time is always the same on all computers.)

Go to "Start" then to "Control Panel", Click on "System" (in some cases it may say "Computer") under the "General" Tab will be the listing of your computers specifications.



Some People really couldn't care less about how accurate Job Timer is when it comes to seconds but I do. I want Job Timer to be as accurate as possible. If you want the all the features that Job Timer has to offer; then when you see the "System" window appear then click on "Go" without changing anything and the program will allow you to use all the features. If you hit "Skip" the program will ask you again at a later time.



Once this has been done the Job Timer Wizard will show.

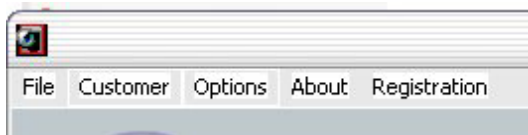


Once you have completed the 17 steps in setting up the software you finally get to use it. This introduction will allow you to see how much Job Timer does.

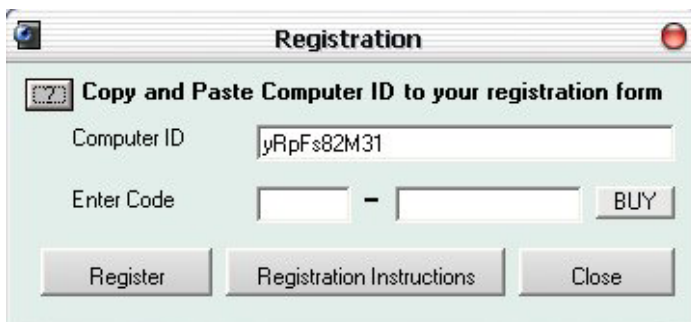
Instructions to Registration

First of all you want to download and install your program.

Then click on "Registration"



This box will pop up:



Click on the "BUY" button, this will copy your computer ID for you and open the regnow web page automatically then all you have to do is right click and hit paste in the "Computer ID" box.

A Registration Key will be emailed to you immediately. You will need to "copy and paste" that key to the "Enter Code" box. (typing in the 4 numbers is ok, but you must copy and paste the 10 letters and or symbols)

The Dash is already included just enter the code without the dash.

Once this has been done, press on "Register" now a message box will show and when you press "OK" Your program will shut down. Just open your program back up and if everything went well then you will see a password box pop up.

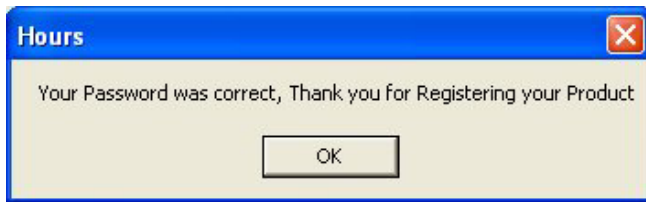
There are two Passwords. The primary password and the update password. You will need to enter in your Primary Password right now.



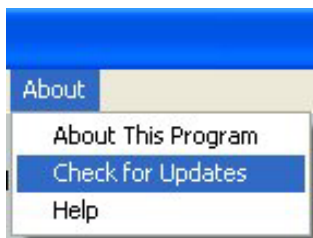
Once you have entered in your password correctly then the "OK" Button will turn green.



Click on the "OK" Button



Now to take advantage of the Update feature Please Update your software now. On the Main Control panel, you will find "About" click on that then on "Check for Updates"



Your email that had your Primary password also has your Update Password. Please download and install the patch, then Enter in the Update password.



Like before the OK Button will turn green, Click on the "OK" Button and this time the Password function of the program will now shut off. If you get a future update the program will not ask for anymore passwords. If you try to delete or change support files for Job Timer it is possible that the Program will ask for another password, in which case it is possible that you old passwords will not work. At this time, you will be required to email me so I can give you a new password.

Job Timer 3 Minimum System Requirements

700mhz Celeron Processor or Equivalent
32 mb of free Ram
800 x 600 Screen Resolution
30 mb of free Hard Drive Space.

Windows 98se
Windows ME
Windows 2000 Service Pack 2
Windows XP

Job Timer 3 Recommended System Requirements

1ghz Pentium Processor or Equivalent
32 mb of free Ram
1024 x 768 screen Resolution with 32bit color
30 mb of free Hard Drive Space

Windows XP Service Pack 2