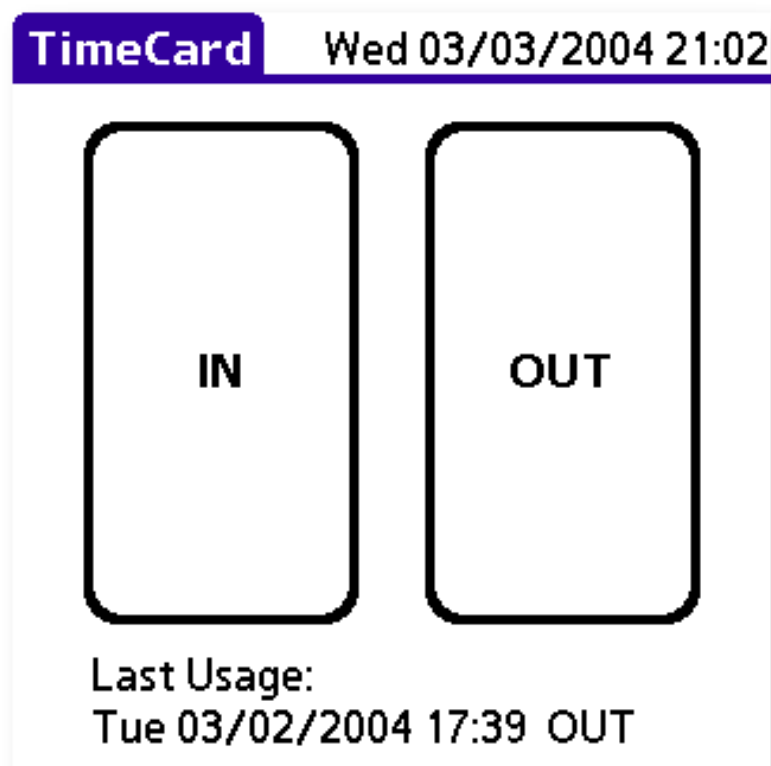


TimeCard 3.0.2

Manual



Feb. 2008

Author :

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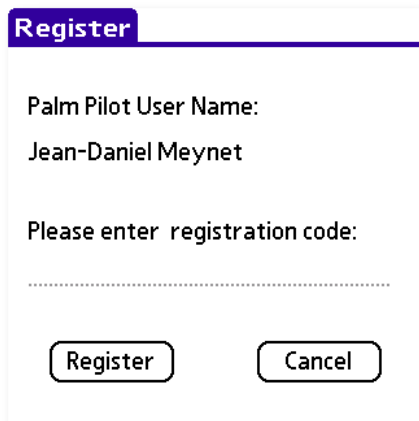
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<http://jdm.selfip.com/timecard>

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1. Important Shareware Notice



Register

Palm Pilot User Name:
Jean-Daniel Meynet

Please enter registration code:
.....

Register Cancel

TimeCard is shareware.

Please register (registration fee is only US \$5.00) at

<http://jdm.selfip.com/timecard>

or

<http://www.pocketgear.com/?xyz=prod6511840>

The unregistered version of the program limits to 10 the number of entries that can be exported to the MemoPad. By registering TimeCard, you will also get rid of the annoying 'Registration' reminder that pops up from time to time when entering the main application window.

Please send comments to jdmeynet@netplus.ch

If new versions of this program are released, they will be available for free to registered users.

2. Compatibility

Timecard 3.0.2 works on all platforms running Palm OS® 2.0 and higher.

More specifically, it has been tested on the following Palm OS® versions:

- 2.x
- 3.x
- 4.x
- 5.0, 5.1, 5.2, 5.3
- 5.4 (Garnet)
- 6 (Cobalt)

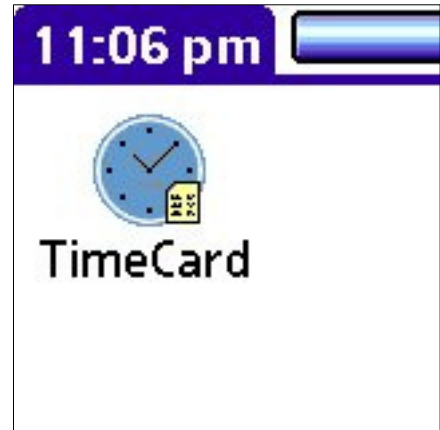
3. Overview

TimeCard is a very simple Palm OS® based personal punch-clock solution. Punching in or out has never been that simple: use the stylus or simply the hardware buttons. Using the hardware buttons makes you punch in or out in less than a second. TimeCard also calculates daily / weekly hour totals; and it can automatically deduct lunch break time. The data stored in the application can then be viewed, edited and deleted. Since data can be exported to the MemoPad application, enjoy instant access to this data from a desktop computer upon synchronization.

For a quick and efficient time logging solution, look no further ! TimeCard is by far the most simple and easy to use program available on the Palm OS® platform.

4. Main features

- view daily/weekly hour totals
- can automatically deduct lunch break from daily totals
- displays current date & time in title bar
- always displays the last time that was punched in or out
- capable of rounding time entries
- can tell how much time was worked during the current day, without having to punch out
- view and edit all recorded entries
- easily exports recorded entries to a MemoPad record; user can choose the category to export to; also exports the totals
- user can choose the date and time format of the exported data
- can automatically turn off the device after punching in or out
- can export the recorded entries every week and then reset its database; choose on what day this will be performed
- punch in and out using the stylus or the UP and DOWN hardware buttons
- optionally lets the user use the DateBook, Address, ToDoList and MemoPad hardware buttons to punch in and out



5. Usage

Using this application is very simple:

- start it (I recommend you assign TimeCard to a hardware button)
- tap the IN or OUT button on the screen (or use the hardware buttons)
- that's it !

Example:

Now, suppose you assigned the startup of TimeCard to the ToDoList hardware button, and you use TimeCard's auto-off option. Punching in or out is as quick as that :

- press the ToDoList hardware button; this will power up your device and launch TimeCard
- press the UP or DOWN hardware button; this will punch you in or out and automatically turn your device off
- easy, huh ?

6. User's Guide

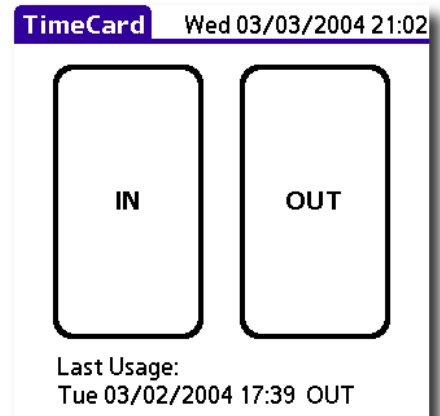
6.1 Main screen

6.1.1 General

Tap on any button ('IN' or 'OUT') to add a record to your TimeCard.

The bottomline shows the last time a record was added. The title bar displays the current date and time, according to the format chosen in the Preferences.

Also see note below (§6.3.8) for IN/OUT mode in the Preferences screen.



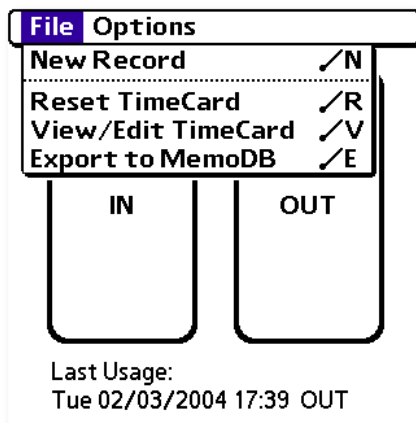
6.1.2 Hardware Buttons

The hardware buttons can also be used as follows:

- PageUp : IN
- PageDown : OUT

Also see note below (§6.3.8) for application hardware buttons in the Preferences screen.

6.1.3 Menus



6.1.3.1 'File' menu

New Record

This function brings you to a screen that lets you create a new entry in the database. It lets you choose the date, time, mode (in/out), and optionally lets you enter a comment.

Reset TimeCard

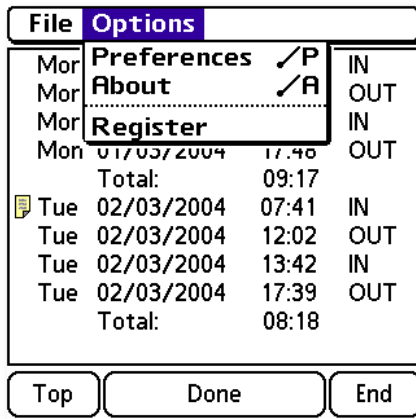
This function will erase the entire TimeCard database. It is recommended that you export your data to MemoPad first.

View/Edit TimeCard

This function displays all your TimeCard entries. From there, it is possible to modify them individually, by tapping on any entry in the list, or add a new entry.

Export to MemoPad

This function will export a text copy of the TimeCard database to a MemoPad record. The first line of the MemoPad record will contain : 'TimeCard <DATE>'. The MemoPad record will be created in the category you selected in the 'Preferences' screen.



6.1.3.2 'Options' menu

Preferences

This launches TimeCard's preferences window.

About

Launches the About Box.

Register

Allows you to register the application and get rid of the limitations of the unregistered version. (see file 'register.txt')

6.2 View screen

6.2.1 General

This contains the list of all your TimeCard records. You can scroll it up and down by tapping the small arrows in the upper or lower right corner of the list. You can also scroll by using the hardware up and down buttons. If the line starts with a small document icon, it means that a comment was entered for this record. There is also a 'Total' line for each day displayed. This line just shows the total hours worked in the day.

The title bar also displays the grand total of all hours worked in the entire database (sum of all day totals).

Tap the 'Top' button to go to the beginning of the list.

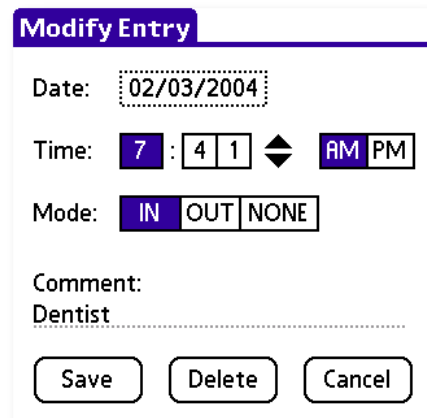
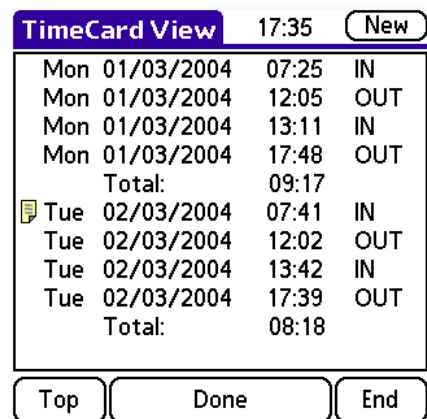
Tap the 'End' button to go to the end of the list.

Tap the 'Done' button when you are done viewing or editing the TimeCard database. This will bring you back to the Main (IN/OUT) screen.

Tap the 'New' button in the title bar to add a new record.

Tap on any item to modify it. Then, validate the modification with the 'Save' button, or cancel it with the 'Cancel' button. It is also possible to delete a record with the 'Delete' button.

Tapping on any 'Total' item will have no effect.



6.2.2 Menus

6.2.2.1 'File' menu

Same as above (§6.1.3.1), but without the 'View/Edit TimeCard' option.

6.2.2.2 'Options' menu

Same as above (§6.1.3.2).

6.3 Preferences screen

6.3.1 Formats

Choose the date and time 'Formats' according to your regional settings.

6.3.2 Format of totals

Many companies like to use 1/10ths or 1/100ths of an hour in their time reports. This option forces TimeCard to display the totals as such. You can choose between minutes (default), 10ths or 100ths. This option only affects the way the totals are displayed.

6.3.3 Export Category

'Export Category' is the MemoPad category to which TimeCard will export it's data. TimeCard defaults to the 'Unfiled' category.

If you remove the category currently used by TimeCard, the 'Unfiled' category will then be used.

6.3.4 5 Minutes Lock

Check '5 Minutes Lock' in order to avoid accidental usage of TimeCard. Especially on the Palm V, it can happen that your device stays on, and the 'UP' hardware button is pressed hundreds of times while your device is in your pocket. This can potentially add hundreds of unwanted entries in TimeCard's database. The '5 Minutes Lock' feature, if checked, will not accept any new entry from the hardware buttons less than 5 minutes after the last activity in TimeCard. This, however, does not prevent you from adding/removing/editing records using your stylus; the protection applies to the hardware buttons only.

6.3.5 4-digit Year

Check '4-digit Year' in order to have the year displayed on 4 digits, instead of just 2.

6.3.6 In / OUT Mode

Check 'IN / OUT mode' in order to have your entries recorded with an IN or OUT tag (with the 'IN' and 'OUT' buttons). Otherwise, only one button (labeled 'Presse Here') will be displayed and no extra tag will be stored in the database.

6.3.7 Show Day of Week

Check 'Show Day of Week' if you want the day of week stored in the TimeCard database.

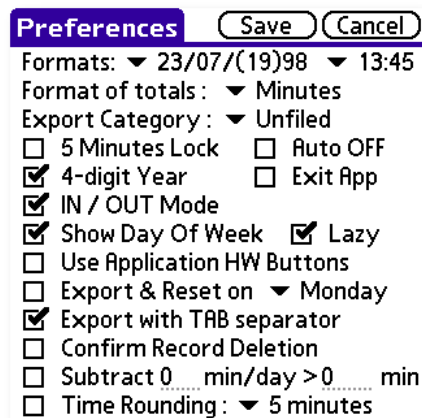
6.3.8 Use Application HW buttons

Check 'Use Application HW buttons' in order to enable the four round hardware buttons as data input buttons. Otherwise, they will start the application they are assigned to. However, the PgUp and PgDown hardware buttons are always enabled.

If this option is enabled, the application hardware buttons will behave as follows:

DateBook, Address : IN

ToDoList, MemoPad : OUT



The screenshot shows the 'Preferences' dialog box with the following settings:

- Formats: 23/07/(19)98 13:45
- Format of totals: Minutes
- Export Category: Unfiled
- ☐ 5 Minutes Lock ☐ Auto OFF
- ☒ 4-digit Year ☐ Exit App
- ☒ IN / OUT Mode
- ☒ Show Day Of Week ☒ Lazy
- ☐ Use Application HW Buttons
- ☐ Export & Reset on Monday
- ☒ Export with TAB separator
- ☐ Confirm Record Deletion
- ☐ Subtract 0 min/day > 0 min
- ☐ Time Rounding: 5 minutes

6.3.9 Export & Reset on ...

Check 'Export & Reset on ...' in order to have TimeCard automatically export the database to a MemoPad record and then erase it, every week. Select the day of the week you want the operation done. The operation will be done the first time TimeCard is used on the day you chose.

6.3.10 Export with TAB separator

Check 'Export with TAB separator' in order to have a TAB separator in the exported MemoPad record. If not checked, the separator for exported data is a space.

6.3.11 Confirm Record Deletion

Check 'Confirm Record Deletion' in order to have a popup asking for confirmation when deleting a record.

6.3.12 Auto Off

Check 'Auto Off' if you want to automatically turn off the pilot after you add an entry.

6.3.13 Exit App

Check 'Exit App' if you want to automatically exit TimeCard after you add an entry.

6.3.14 HW only

If either one (or both) of 'Auto Off' or 'Exit App' is checked, you can also check the 'HW only' option. This option, if checked, will tell TimeCard to exit or turn off the device only if an entry is added with the hardware buttons (Up, Down, Address, Phonebook, Todo, MemoPad)

6.3.15 Lazy

If, for the current day, the last input was an 'IN' record, the displayed total (in the 'View' screen and in the export) is calculated according to a presence until the end of the day (midnight). Check the 'Lazy' option if you want this total to be calculated according to a presence until the current time. This allows you to keep track of how much you've worked so far. Please note that this information is not automatically refreshed. It is accurate at the time the 'View' screen is entered, but it does not update itself. In order to force an update, just tap on the line showing the daily Total.

6.3.16 Subtract X min/day > Y min

If you do not punch out and back in during your lunch break, you may want to check the 'Subtract X min/day > Y min' option. In plain english: Subtract X minutes per day, if the day was worked more that Y minutes. This way, X minutes will automatically deducted from the daily totals, but only if the day was worked more than Y minutes (you do not want to deduct lunch break if you worked only a half day). Of course, it is possible to modify X and Y; Y has to be greater than or equal to X, in order to avoid negative totals. If a value of Y is entered smaller than X, it is automatically modified so that Y = X.

6.3.17 Time Rounding

Check the 'Time Rounding' option in order to have all entered times rounded to the nearest 5, 6, 10, 15, 20, 30 or 60 minutes. Select the rounding unit from the pop-up menu.

6.4 Modify Entry / New Entry screen

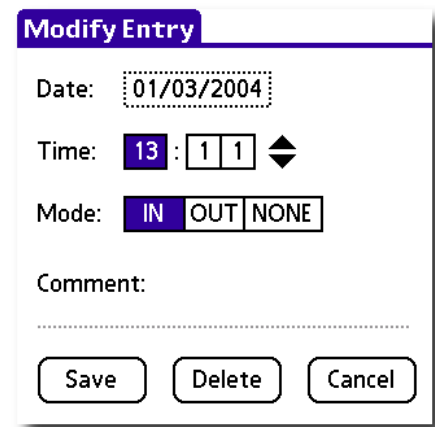
In order to change the date, tap on the date surrounded by a dotted line. This will launch a date selection window.

Modify the time by selecting the hour or one of the minutes buttons. Then use the two arrows to change the selected value. You can also use the hardware up and down buttons in order to change the value.

Select the mode (IN/OUT/NONE), and eventually enter a text comment and you're done.

When modifying a record, the 'Save' button will eventually change the placement of the record, so that at any time, the records database is sorted in chronological order.

When adding a new record, the 'Save' button will automatically insert the record according to the date and time that was entered.



The screenshot shows a 'Modify Entry' dialog box. It has a title bar 'Modify Entry' in a blue header. Below the header, there are four rows of input fields: 'Date:' with a dotted border around '01/03/2004'; 'Time:' with '13' in a blue box, followed by ':' and two boxes containing '1' and '1', and a double-headed arrow; 'Mode:' with three buttons 'IN' (highlighted in blue), 'OUT', and 'NONE'; and 'Comment:' with a dotted line for text entry. At the bottom, there are three buttons: 'Save', 'Delete', and 'Cancel'.

7. Note on Totals

A very simplistic approach to totals calculation has been implemented.

As long as the data stored in TimeCard is consistent, the totals will be accurate.

Totals are based only on the 'IN' or 'OUT' records. The records having no 'IN' or 'OUT' mode ('NONE'), are ignored.

A typical and consistent usage would be:

Mon	22-NOV-1999	08:29	IN
Mon	22-NOV-1999	13:06	OUT
Mon	22-NOV-1999	14:00	IN
Mon	22-NOV-1999	18:58	OUT
	Total:	09:35	

In this case, TimeCard will be able to calculate the totals.

If the entries look like this:

Mon	22-NOV-1999	08:29	IN
Mon	22-NOV-1999	09:56	IN
Mon	22-NOV-1999	13:06	OUT
Mon	22-NOV-1999	14:00	IN
Mon	22-NOV-1999	18:58	OUT
	Total:	N/A	

TimeCard displays 'N/A' in the Total and Grand Total items, because of the two 'IN' records at the beginning of the day.

If you work at night, you may have an 'IN' record, followed by an 'OUT' record the day after. In this case, TimeCard will look like this:

Mon	22-NOV-1999	08:29	IN
Mon	22-NOV-1999	13:06	OUT
Mon	22-NOV-1999	14:00	IN
Mon	22-NOV-1999	18:58	OUT
Mon	22-NOV-1999	21:07	IN
	Total:	12:28	
Tue	23-NOV-1999	04:38	OUT
	Total:	04:38	

Therefore, for any day ending with an 'IN' record, the totals will include the time from this record until the end of the day (midnight). Likewise, for any day starting with an 'OUT' record, the totals will include the time from the beginning of the day to this record.

8. License and Legal Information for TimeCard

BY INSTALLING AND USING THIS SOFTWARE, YOU ARE AGREEING TO BE BOUND BY ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT. PLEASE READ CAREFULLY BEFORE PROCEEDING. IF YOU DO NOT AGREE TO THESE TERMS, PROMPTLY DESTROY ALL COPIES OF THE SOFTWARE IN YOUR POSSESSION.

GRANT

On payment of applicable license fees, the Author (Jean-Daniel Meynet) will grant to you a non-exclusive license to use TimeCard as laid forth below.

SCOPE OF GRANT

You may:

- use TimeCard on any single device
- use TimeCard on a second device as long as only one copy is used at a time
- copy TimeCard for archival purposes, provided that any copy must contain all of the original software's proprietary notices

You may not:

- permit other individuals to use TimeCard except under the terms listed above
- permit concurrent use of TimeCard
- modify, translate, reverse engineer, decompile, disassemble or create derivative works based on TimeCard
- copy TimeCard other than as specified above
- rent, lease, or otherwise transfer rights to TimeCard
- remove any proprietary notices or labels on the software

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The user accepts full responsibility for any damages, consequential or otherwise resulting from using TimeCard