



Thank you for purchasing Job Timer, I hope you find this program useful in your everyday work habits.

I wrote this program because I really needed something like this and there were no programs like this out there.

This is a real simple program; I tried to make this thing as simple as possible. Not pushing a bunch of buttons to get a result, but just the opposite, you can hit just a few buttons and get massive results. I will show you how this is done.

Registration

Before you can begin, you will need a registration code, the program will not work without it.



Just Click on "Purchase" and it will take you right to the website.

<http://www.jobtimer.net/buy.htm>

Once you have paid for the program, I will email you a CD Key. Then you will have to enter in the CD Key.



If you notice that the Registration button on the top is lit up and in the message box it says “Please Register your product”.

You click on “Registration” and you will receive this Registration Dialogue box.



Once you have entered the required information, and then Please restart the program.



If everything went well, you will never have to do this again.

You're Company Information

Once you have registered the program, you can enter in your company information. When you start the program up this dialogue box will automatically appear, Once you have entered in your company information it will no longer appear.

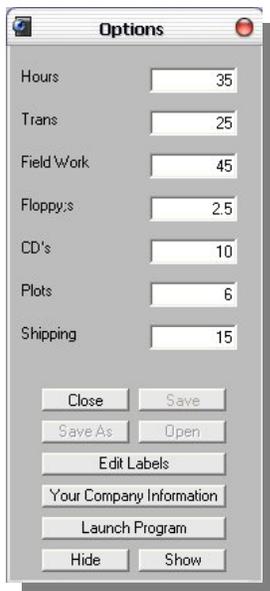


The screenshot shows a dialog box titled "Your Company Information". It contains several text input fields for the following labels: "Business Name" (with placeholder "Your Company Name"), "Address Steet" (with placeholder "Your Street"), "Town" (with placeholder "your Town"), "State" (with placeholder "State"), "Zip Code" (with placeholder "zipcode"), and "Phone Number" (with placeholder "Your Phone Number"). A "Close" button is located at the bottom center of the dialog box.

Filling in the required Fields

Ok this program was built so you can personalize it and once this is done hopefully you won't have to change anything.

Every time you start the program the option window appears before you. Now I had to do this to load the prices. Now this is done automatically for you and if everything looks good you hit close.



The screenshot shows a dialog box titled "Options". It contains several numeric input fields for the following labels: "Hours" (value 35), "Trans" (value 25), "Field Work" (value 45), "Floppy:s" (value 2.5), "CD's" (value 10), "Plots" (value 6), and "Shipping" (value 15). Below the input fields are several buttons: "Close", "Save", "Save As", "Open", "Edit Labels", "Your Company Information", "Launch Program", "Hide", and "Show".

Launching Applications from Job Timer

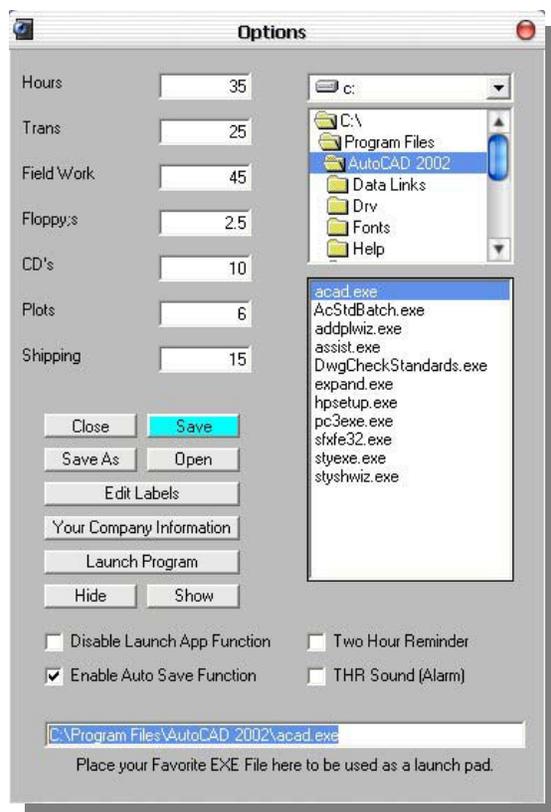
You can specify which program you wish Job Timer to open.

Shown here is the program I use to open.

When opening up a program in Job Timer it will launch your program and start Job Timer Automatically making your job just that much easier.

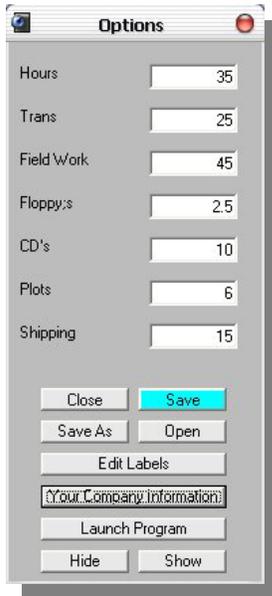
Once you have saved your path, then this screen will not show but the normal options screen will appear. To show this screen again, just click on “Show”

If you do not wish to use this function then you can click on “Disable Launch App Function”.



More information on the Launch Application can be found on the Job Timer Website.

If you change a label, price or program application it will require you to save your prices.



Options

Hours	35
Trans	25
Field Work	45
Floppy's	2.5
CD's	10
Plots	6
Shipping	15

Close Save

Save As Open

Edit Labels

Your Company Information

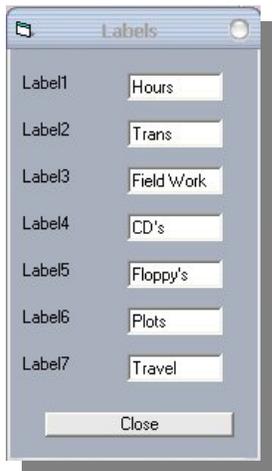
Launch Program

Hide Show

This program was built with three Saving options,

1. Prices are saved separately from the rest of the program and loaded first.
2. Projects are saved separately and are user controlled.
3. Customer Information is saved separately in a data base.

Click on “Edit Labels” and this will enter in all the required labels that you may want.



Labels

Label1	Hours
Label2	Trans
Label3	Field Work
Label4	CD's
Label5	Floppy's
Label6	Plots
Label7	Travel

Close

The ones displayed are the ones that I use.

Once you have all your required information in place you are ready to go. For now on it will be just starting the clock and leaving it till it's time to save the project.

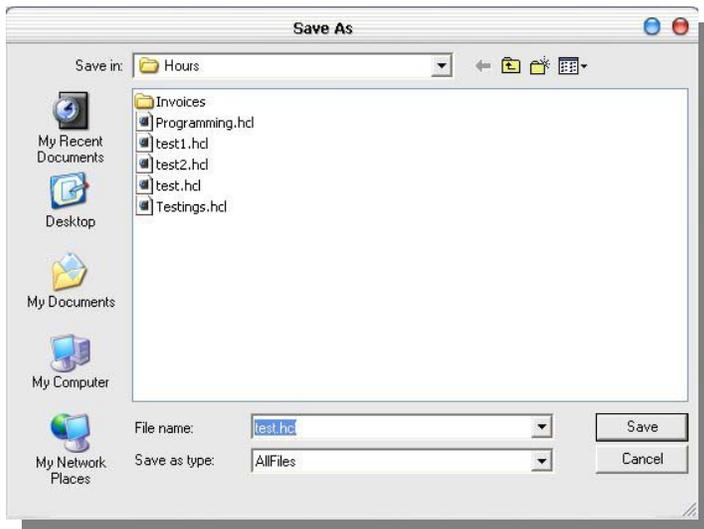
Saving the Project

Down below on this next picture is a large blank textbox, now this is the path on where your project will be saved, well the program will not allow you to save anything in an empty box, so we will have to hit “Save As”

You will need something to save so “Save As” button will be blank until the timer has reached 1 minute.

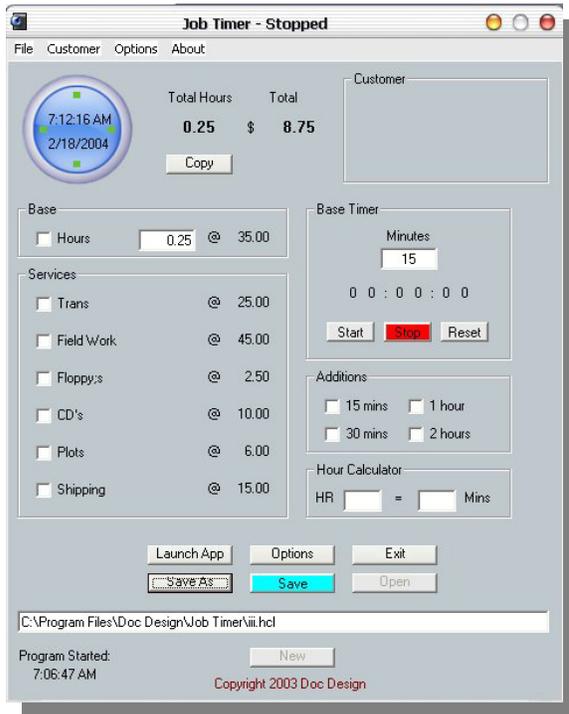


‘Here is an example of that “Save as”



Once you have entered in the file name, just hit save and “Your Project has been saved” will be displayed.

Once you got your path all loaded up, and then hit the blue save button and your done.

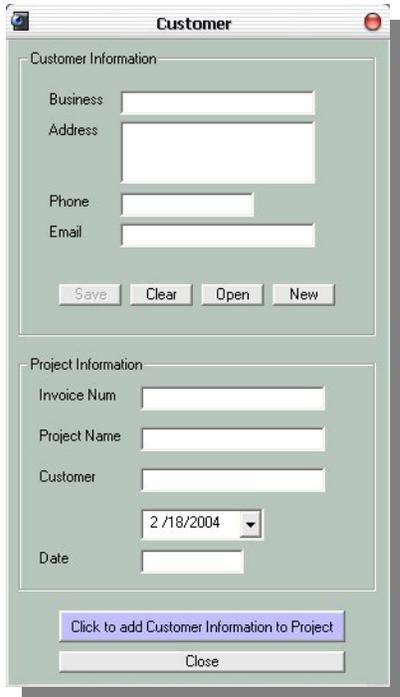


All buttons were designed to turn on or off when the program either needs them or prevents you to do a function that will create an error within the program.

There have been no errors within the program since Version 1.1.10 and this has been contributed to this function.

Customer Information

Ok and now the final save function on the program.
Your Customers will be saved in a Database for future use.



The screenshot shows a window titled "Customer" with two main sections. The top section, "Customer Information", contains text input fields for "Business", "Address", "Phone", and "Email", followed by "Save", "Clear", "Open", and "New" buttons. The bottom section, "Project Information", contains text input fields for "Invoice Num", "Project Name", and "Customer", a date dropdown menu currently showing "2/18/2004", and a "Date" text input field. At the bottom of the window are two buttons: a large purple button labeled "Click to add Customer Information to Project" and a smaller "Close" button.

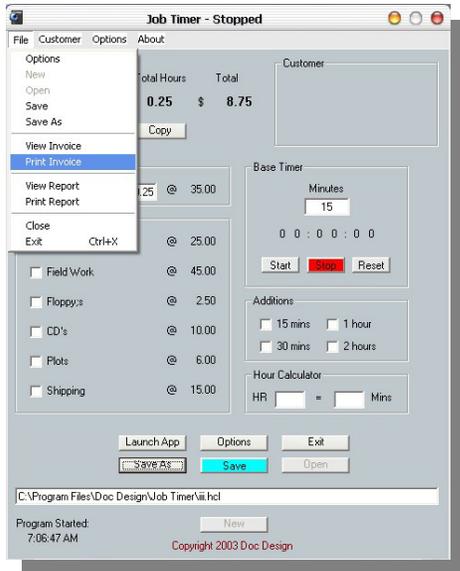
The top section of the form will be the customer's information; this is the database that will store the customer's information. Once this is complete nothing else needs to be done but to recall it later.

When you go to save your project, you will want to recall your customer, just use the open button and find your customer, then use the large purple button to transfer their information over to the project.

You will probably want to fill in the Invoice Number and Project Name.

This is ready to be printed.

Printing an Invoice



Just go to “Print Invoice”

Invoice				
Invoice Number		Phone Number		
Date				
Business TO:		From:		
Phone				
Project				
Description	Qty	Price	Sub Total	
Hours	@	35.00	=	0.00
Trans	@	25.00	=	0.00
Field Work	@	45.00	=	0.00
Floppy:s	@	2.50	=	0.00
CD's	@	10.00	=	0.00
Plots	@	6.00	=	0.00
Shipping	@	15.00	=	0.00
Total = \$				

This Invoice was prepared by Job Timer
www.jobtimer.net

And you're done, just that simple.

Once all your usable information is entered in, then running the program is quite simple, Just hit start and the clock starts. This clock will only affect the "Hours" portion of the program, *All the rest of the fields are for Quantities of other services you may offer.*

If you don't want to use the invoice provided then you can hit the copy button under the "Total Hours" and paste this in your favorite Invoicing program.

This will add up all costs, and then divide that cost from the Base field. This will allow you to get a one line item on an invoice.

Example:

Invoice No. 0103NOV-SLM
Customize...

INVOICE

Customer		Date	11/24/2003
Name		Order No.	
Address		Rep	
City	State ZIP	FOB	
Phone			

Qty	Description	Unit Price	TOTAL
7.5	Project	\$35.00	\$262.50

paste your information here

Subtotal	\$262.50
Shipping & Handling	\$0.00
Taxes State	\$0.00
TOTAL	\$262.50

Payment Details
 Cash
 Check

Office Use Only

This Invoice does not come with Job Timer.

Explanation of Base and Services

Base values are calculated by the Base Timer.

Services are services that you supply to customers.

Say you charge to go out into the field and you want to charge \$25.00 for that service.

Then all you do is edit a label to read "Site Serv" then 25 in the Options field.

Every time you click on "Site Serv" it will add "1" to that field so you charged your customer 1 of those services.

Now this is added in the "Total Hours" Field, you have to ask yourself "Why is it doing that".

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
added up			148.5
divide by base			35
Hours			4.24

This will allow you to copy and paste the "Total Hours" to another program.

This will result in a single line item for your customer.

If you want to you can break it all out and not use the "Total Hours" value.

Or just print out the supplied invoice.

Auto Save

Auto Save is a feature when checked you will be able to save your project in the background.

On the options page hit “Show” then check the “Auto Save”.

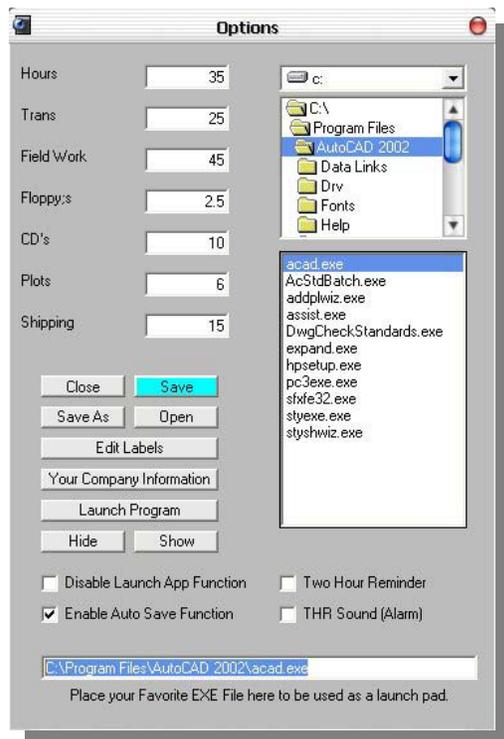
Once this is complete save your settings and exit out of Options.

Every 3 minutes the program will save your project for you, just in case of power failure or you just happen to forget about it.

If you don't have a savable path in the program it will automatically save it to “C:\Program Files\Doc Design\Job Timer\AutoSave.hcl”

This is where you will find your project if you haven't saved it to a normal file.

If you have saved it to a normal saved file, then it will just keep saving it to that file until the program is shut down.



Two Hour Reminder

This function is for those of us who spend too many hours on one particular job. Just click on this function and the job timer will show up on your desk top reminding you that it has been two hours and to take a break, this will happen 2,4,6,8 hour times. Provided that the timer actually lasts that long with one job.

By clicking on THR Sound (Alarm) an alarm will sound at the two hour mark.