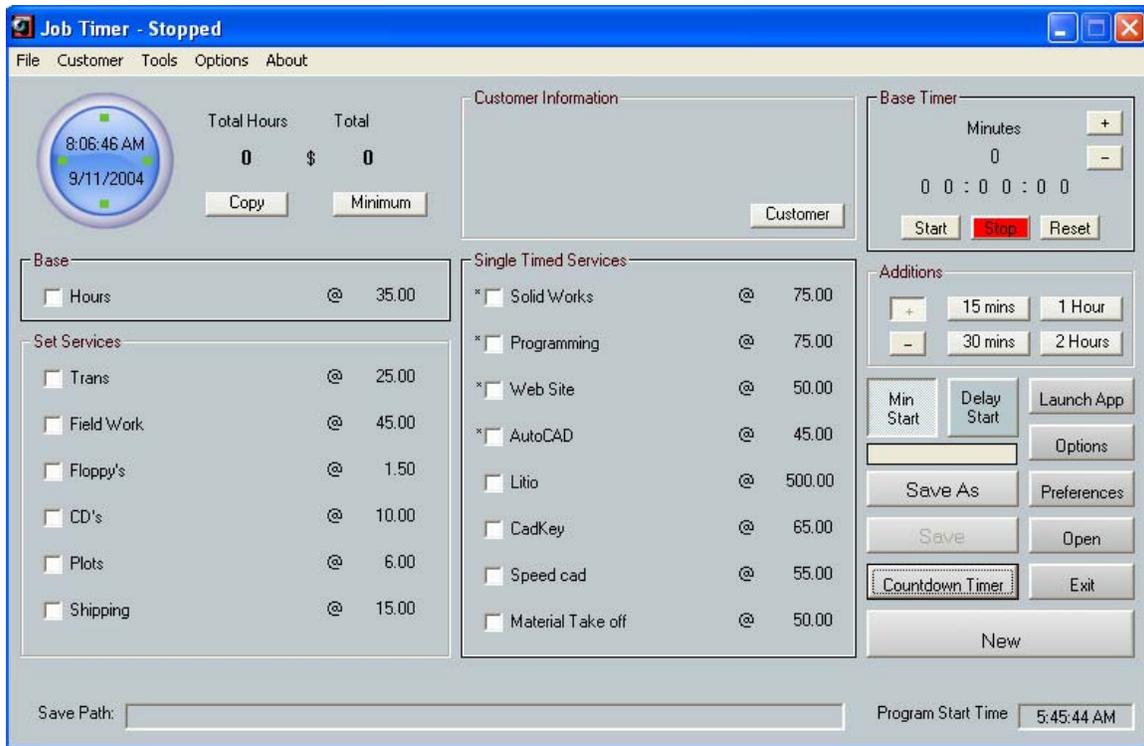


# Instruction Manual for Job Timer 2



In this tutorial I will show you every aspect of this program so you will know how to operate it with ease.

Features:

1. Countdown Timer
2. Count-up Timer that adds your time and cost of the job automatically.
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. An Ergonomic Feature that will warn you if you are using the computer too much.
8. Additions or Subtractions to your time. (I have on occasion have 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 preferences 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 a time 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.

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
	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. ▼

Customize...

## INVOICE

### Customer

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_

Date \_\_\_\_\_  
Order No. \_\_\_\_\_  
Rep \_\_\_\_\_  
FOB ▼

Qty	Description	Unit Price	TOTAL
4.24	Project	\$35.00	\$148.40

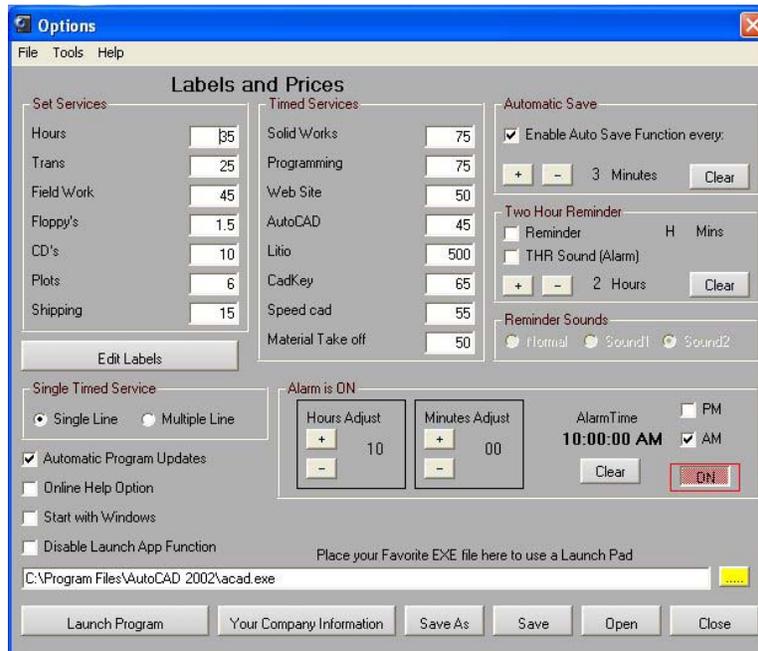
### Payment Details

- Cash  
 Check  
 \_\_\_\_\_

SubTotal	\$148.40
Shipping & Handling	\$0.00
Taxes State	\$0.00
<b>TOTAL</b>	<b>\$148.40</b>

Office Use Only

This invoice is not included with Job Timer



Option Functions

### ***Features:***

1. Timed Services.
2. Launch Application Feature.
3. Two Hour Reminder Feature.
4. Edit Labels.
5. Edit Company Information.
6. Auto Save Function
7. Automatic Program Launch (APL)
8. Auto Start with Windows.

### ***Timed Services:***



This Feature will allow you to select a single timed service or select more than one service to keep track of. you will find this box in the Options Window.

You can click on more than one of these check boxes if the “Multiple line” is checked or to prevent more than one line checked then you can click on “Single Line”  
 When selecting single or multiple lines in the options window you will be able to select one or more of these Items. The purpose for having a multiple line function is that you may have more than one person working on the same project, this way you can have only one Job Timer open charging to one customer.

Timed Services		
<input type="checkbox"/> Your Text Here	@	75.00
<input type="checkbox"/> Your Text Here	@	10.00
<input type="checkbox"/> Your Text Here	@	20.00
<input type="checkbox"/> Your Text Here	@	10.00
<input type="checkbox"/> Your Text Here	@	10.00
<input type="checkbox"/> Your Text Here	@	10.00
<input type="checkbox"/> Your Text Here	@	10.00
<input type="checkbox"/> Your Text here	@	2.50

## ***Set Services:***

Set Services are for single items that you may charge for that are a set price and have no timing properties. Like for instance “Service Charge” if you wish to charge your customer a “Service Charge” Then you type in Service Charge in the labels window set your price in the Options window. Then click on Service Charge on the Job Timer window. Now this will select a “1” for you. Now you have charged your customer one Service Charge. Once these settings have been established and saved, then this will “Service Charge” will appear every time you start a new project.

Set Services		
<input type="checkbox"/> Your Text Here	@	10.00
<input type="checkbox"/> Your Text Here	@	35.00
<input type="checkbox"/> Your Text Here	@	5.00
<input type="checkbox"/> Your Text Here	@	2.50
<input type="checkbox"/> Your Text Here	@	5.00
<input type="checkbox"/> Your Text Here	@	10.00

To Clear these fields you now have options to do so. Go to “Tools” and click on “Clear Set Services” or “Clear Timed Services”

Tools	Options	About
Start Clock	F11	
Stop Clock	F12	
Clear Set Services		
Clear Timed Services		
Countdown Timer		
Count-Up Timer		
Break Alarms		
Administrator Options		

## ***Hour Reminder:***

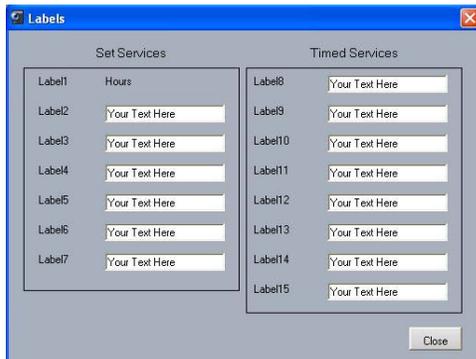


This feature reminds you that it's time to take a break or whatever you wish to use this for. It can just pop up the Command Screen or Play a sound when the two hours is up. Click on either one of these buttons to enable it.:

You will be able to see the H (hours) Mins (Minutes) displayed. You can clear it when you feel like it.

## ***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.



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:***



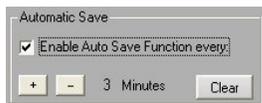
The screenshot shows a dialog box titled "Your Company Information" with a blue title bar and a close button in the top right corner. The dialog contains several text input fields: "Business Name", "Address Street", "Town", "State", "Zip Code", and "Phone Number". A "Close" button is located at the bottom 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:***

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 check out "Preferences."



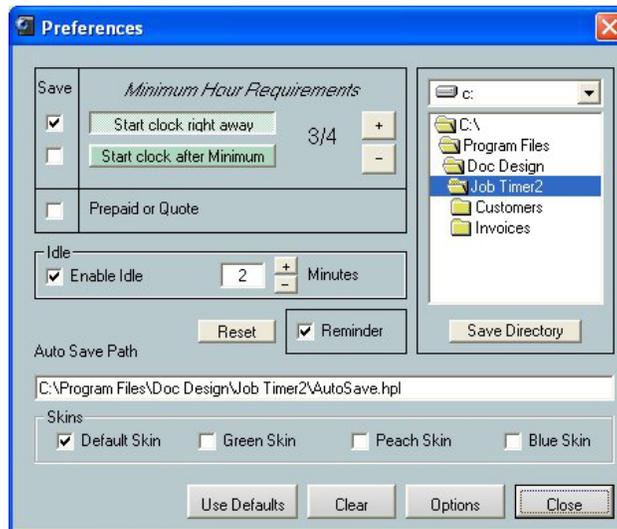
The screenshot shows a dialog box titled "Automatic Save". It contains a checked checkbox labeled "Enable Auto Save Function every:". To the right of the checkbox is a spin box showing "3 Minutes". There are "+" and "-" buttons on either side of the spin box, and a "Clear" button to the right of the spin box.

## **Automatic Program Launch**



The screenshot shows a dialog box titled "Automatic Program Launch" with a blue title bar and a close button in the top right corner. It contains a text field for "Program to Open at Start up" with the value "C:\Program Files\Microsoft Office\Office10\OUTLOOK.EXE". To the right of the text field is a checked checkbox labeled "Auto Start" and a timer showing "0 : 0 0". Below the text field is a spin box for "Starts in 2 Minutes" with "+" and "-" buttons. To the right of the spin box is the text "This window will close in 00 seconds". At the bottom of the dialog are four buttons: "Clear", "Stop", "Launch", and "Close".

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.

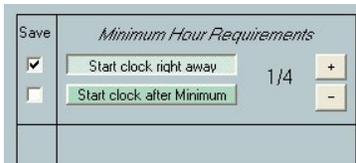


Preferences Functions.

**Features:**

1. Set and Save Minimum Clock Settings.
2. Select a Skin Color.
3. Select the Auto Save Path.
4. Enable Idle
5. Reminder

**Set and Save Minimum Clock Settings:**

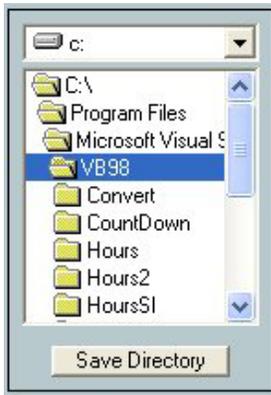


This feature sets your minimum hour requirements, When you click on "Start Clock right away" then when starting the clock it starts adding up your price right away. The minimum can be set from 1/4 hour to 1 hour. Once you have clicked on the check mark next to the selection you made then when you hit "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 if you want to use a different setting then click on the option and not the check box, this will adjust your setting for one time only or until the setting get changed back to its default setting. Now if you want to change everything back to the Programs Default setting you can click on "Use Defaults" and this will revert everything back to the original settings that the program has stored. 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, Then it will wait till it has reached the setting you requested then the price will start to increase.

### ***Select Skin Color:***

If you're bored with the current skin color you can change it to 1 of four 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 1 - 10 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.



### **Enable Idle:**

This will Idle the Job Timer Clock while you are away from the computer.

### **Reminder:**

This will remind you to turn on the Job Timer Clock if you started work and forgot to start the clock manually. (This is if you shut off the clock manually)



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.

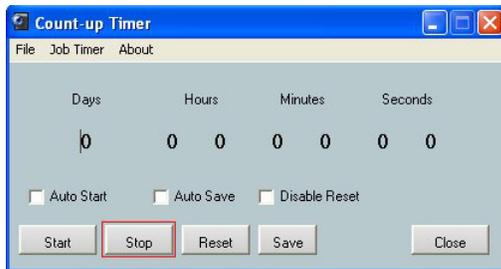
Click on "Start Job Timer After Countdown" to start the clock on Job Timer after the Countdown Timer has ended.

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.

## *Count Up Timer*



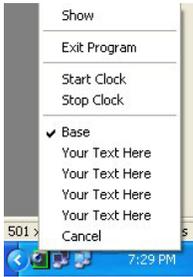
There are several purposes you can use this for; This will keep track of how long you have done anything. There is no alarm on this feature; this keeps track of how long something has been going on. Lets say for instance how long you computer has been running. Or if you don't want to time something that you really don't need a price to. I figured this would be a handy tool. If you click on "Auto Save" You won't have to worry about saving anything it will save the time you accumulated for you. "Auto Start" will start the clock every time that Job Timer is open. "Disable Reset" This will disable the reset button so you won't accidentally clear the clock.

## *Break and Lunch Alarms*



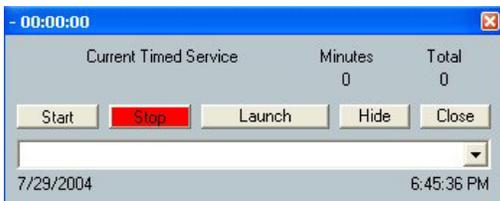
This function is to sound an alarm when your breaks are and it will sound an alarm for when your break is done. Same for your lunch time. Click the "Off" button and it will turn on. Click on "lock" and this will lock you out from changing any of the times. Uncheck the lock button and you will be able to set your times.

## *System Tray Control*



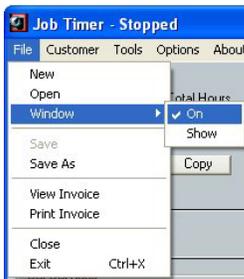
You are able to do some limited tasks in the taskbar menu. Just Right Click the icon in the System Tray click on the desired function, Clicking on a timed service will start the clock automatically.

## *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.

## *Administrative Options*



The purpose for Administrator Options is to keep certain areas of the program from Employees, Maybe some sensitive material or perhaps some settings that you don't want Employees to have access to. This function was requested from a Customer of mine and he now finds it beneficial.

The program will ask you to change your admin password; do that! It will keep asking if you don't.



Once this has been successfully completed then your admin options will appear.



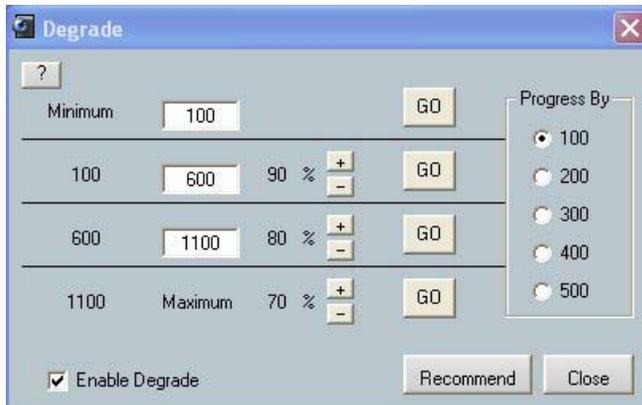
Clicking on "Normal" will keep the program in a Normal State  
Clicking on "Lock Out" will keep the program locked out from certain portions of the program that are not required to be adjusted by an employee.

1. Hide Prices:  
This will hide the price of all "Set Services" and "Timed Services" including the "Total Price"
2. Hide Options:  
This will disable the Options Function of the program
3. Hide Preferences:  
This will disable the Preferences Function of the program.
4. Disable Paths:  
This will disable the Program paths that you have set for your "Launch App" Feature.
5. Disable Access:  
This will disable the setting of any Alarm settings that you may have established.

6. Change password:  
This function will change your password.
7. Advanced Mode will turn on All features of Job Timer.
8. Simple Mode will Disable certain parts of the program.

You cannot get to this window without your password. If you happen to loose your password and you cannot access the program to make changes then please use the “Help” function of this program to email me and I will send you directions on releasing this password to a default setting.

## ***Degrade***

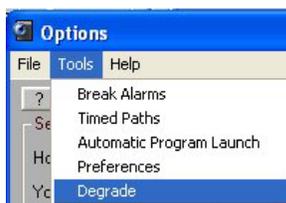


This function will allow you to adjust your program for Small, Medium or Large Jobs. Let's say you get this massive job and you want to charge less for the job when it reaches a certain dollar level. Well this Feature will allow you to do this automatically.

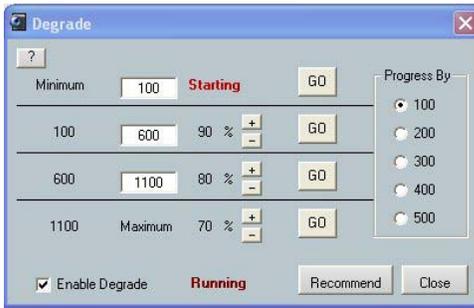
Just set your minimum amount that you would consider a small job, and then set the one in the middle for a middle ground figure. Then at the bottom set the maximum. Now the program will always adjust to the minimum amount so keep that in mind, The program will only recognize numbers progressing so keep 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**

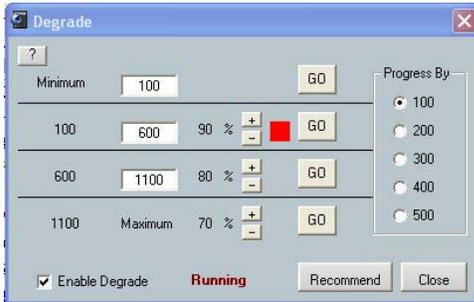
You can access this feature by going to "Options" and in the "Tools" tab you will find "Degrade"



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 a just 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.

## *Customer Information*

The screenshot shows a window titled "Customer" with a blue title bar and a close button. It contains two main sections:

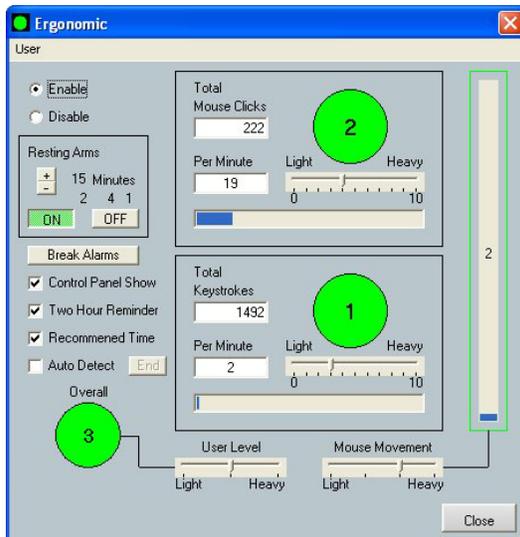
- Customer Information:** This section has a title bar and contains input fields for Business, Address, State, Zip Code, Phone, and Email. Below these fields are four buttons: Save, Clear, Open, and New.
- Project Information:** This section has a title bar and contains input fields for Invoice Num, Project Name, and Customer. Below these is a date field with a dropdown menu showing "4 / 4 /2004" and a "Clear" button.

At the bottom of the window, there is a button labeled "Click to add Customer Information to Project" and a "Close" button.

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".

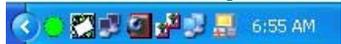
## Ergonomic Feature



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.

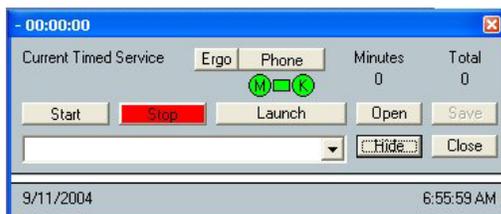
First Enable the Ergonomic Feature by Clicking "Enable". Then click on "Auto Detect" This will now start it's process. Please use the computer like you normally would. Once it has detected your computer usage then it will warn you if you go beyond that, Take a break let and let your hands rest.

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 you 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.

Disclaimer:

With every program and with every user being different these settings 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.