

Job Timer 4 Network Edition Manual



To View a Detailed Display of this Control Panel Press [here](#).

To View all the Videos of Job Timer 3 Click [here](#)

To View the Job Timer 3 Main Control Panel Video click [here](#).

To view the Job Timer 3 Interactive Web Pages then click [here](#).

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.

25. [REMINDER](#) will remind you of anything you wish it to. This is not affected by the Ergonomics Feature so it will alert you regardless if you're on the computer or not.

26. [PROJECT REMINDER](#) will alert you when the clock is off, a project is loaded and you're on the computer.

27. [PROJECT DATA](#) will keep track of your invoices, paid and non paid, print out reports and let you know what has been paid and what hasn't been paid and the totals of all invoices or just projects that have more than one invoice so you can see how much one project has been costing.

28. [DAILY REPORTS](#) will show you what has been done today, time spent and cost of each job. You can search for the whole month. Search by customer or by project.

29. [NETWORKING](#) will allow you to share your projects over a network

30. [DEFAULT SETTINGS](#): You can create your own default settings and backup your settings just in case you want revert back to settings you liked before any changes were made.

31. [INVOICE CHECK](#) will check your invoice to see if has been closed. If it's closed then you won't be able to add any more time to the project.

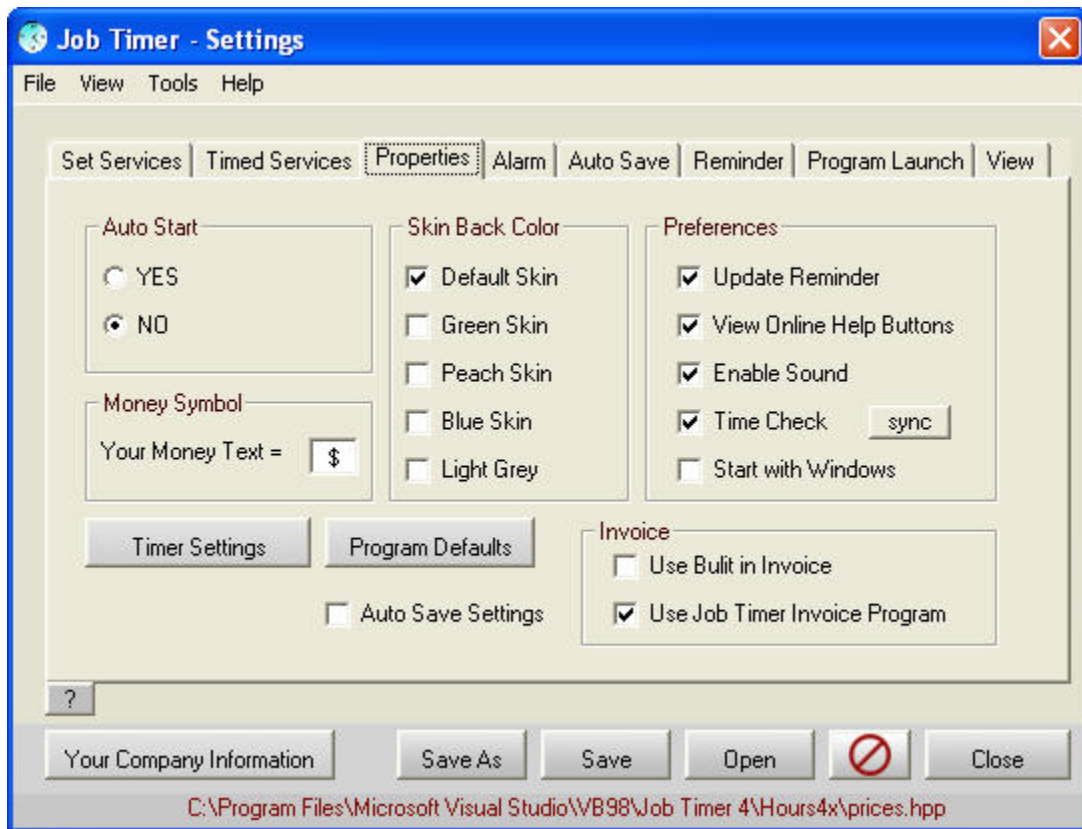
32. [NEW PROJECT WIZARD](#) will create a new Project with ease.

33. [NETWORK STATUS](#) will check the status of your network so when you do any activity with Job Timer that your Database will update correctly.

34. [EMPLOYEE TIME](#) will record the time that an Employee has spent on a job.

35. [SMART TIMER TECHNOLOGY](#) will enhance Job Timers' clock for optimized performance.

Program Settings:



To view the video for settings click [here](#).

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](#)
12. [APPLICATION PATHS](#)

Timed Services:

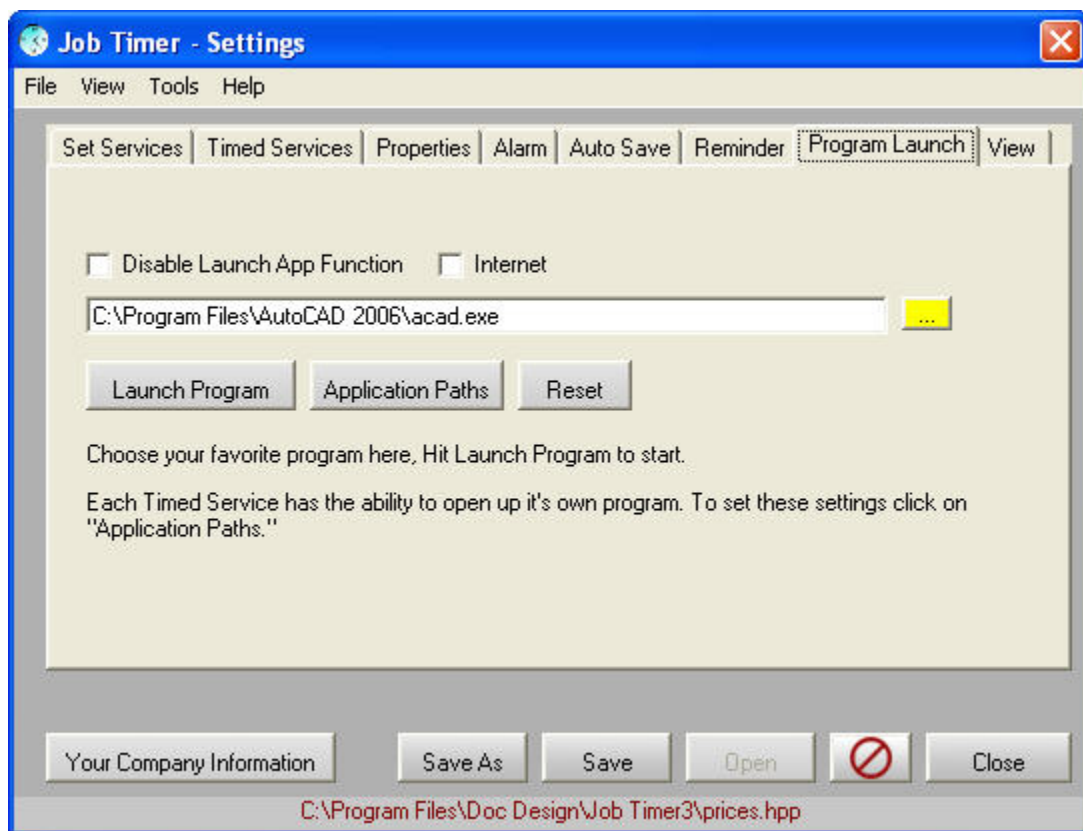
This Feature will allow you to select a single timed service.

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:



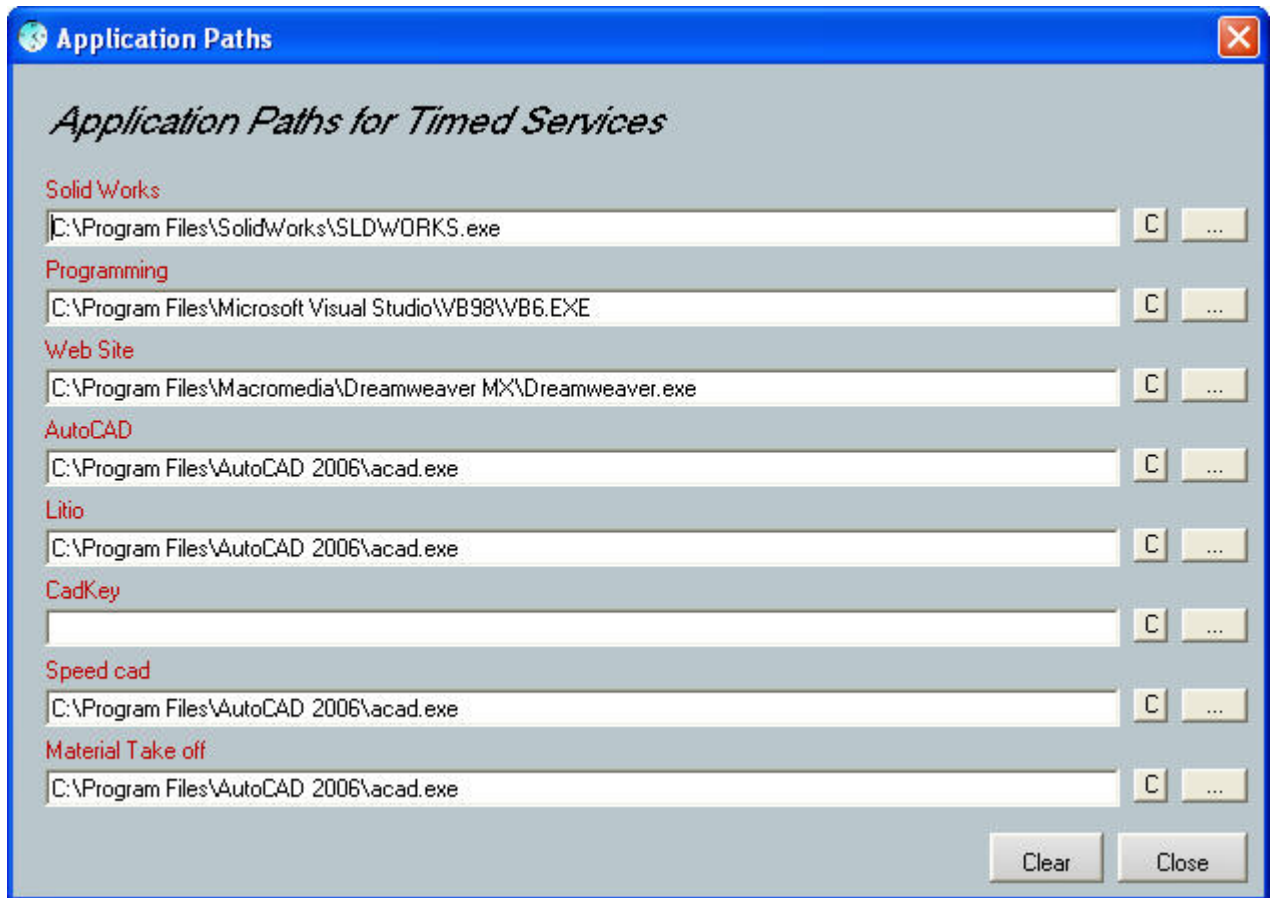
To see the Video on the Program Launch Feature click [here](#).

This feature will open your favorite program for you by hitting the "Launch App" button on the Main or Small Control panels, then it will start the clock automatically for you. So in a sense you start Job Timer, Open the project you're working on then hit "Launch App".

Your program opens and Job Timer starts the clock. Go to work, when done working then hit "Stop" on Job Timers clock and you have just timed how long you have been working.

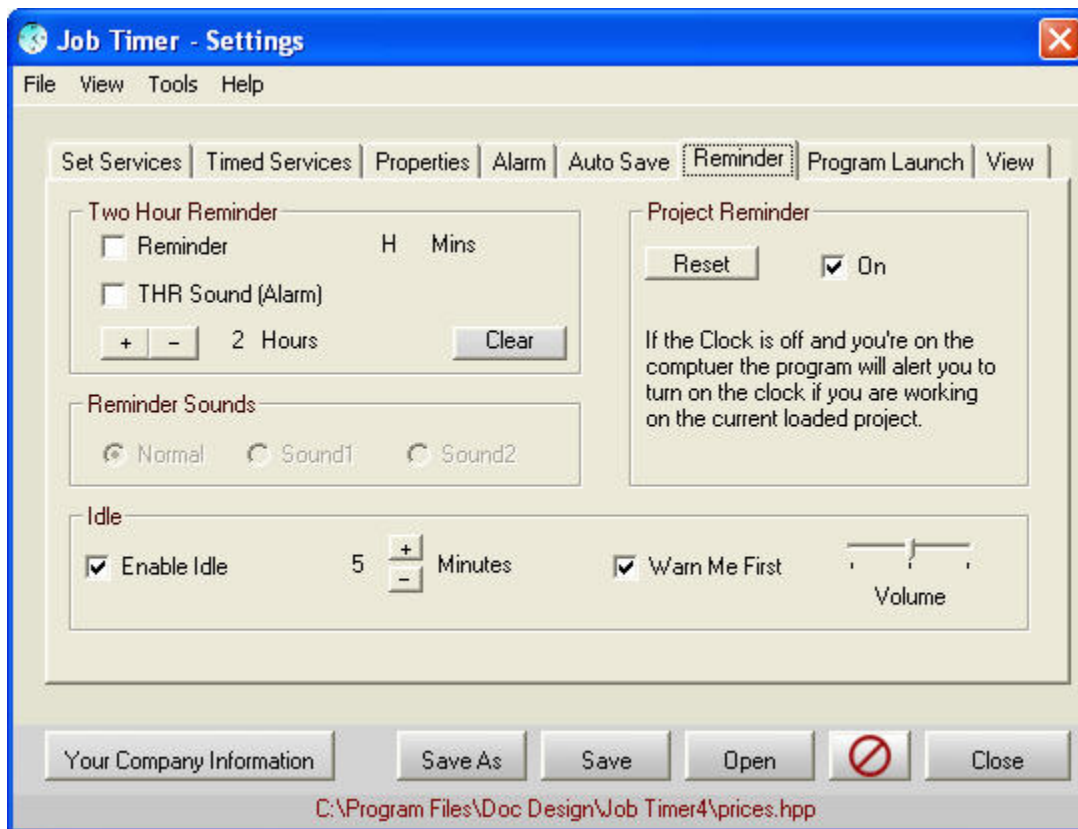
You can find out more information on this feature [HERE](#).

This is the "Primary Program" but there are 8 other timed services. You have the ability to open 8 different programs depending on which timed service you have checked. To set these programs up then click on "Application Paths".

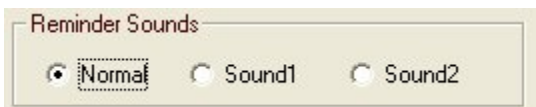


If you do not have anything entered in the space provided then the Primary Program will start instead.

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 its 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 lose 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

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:



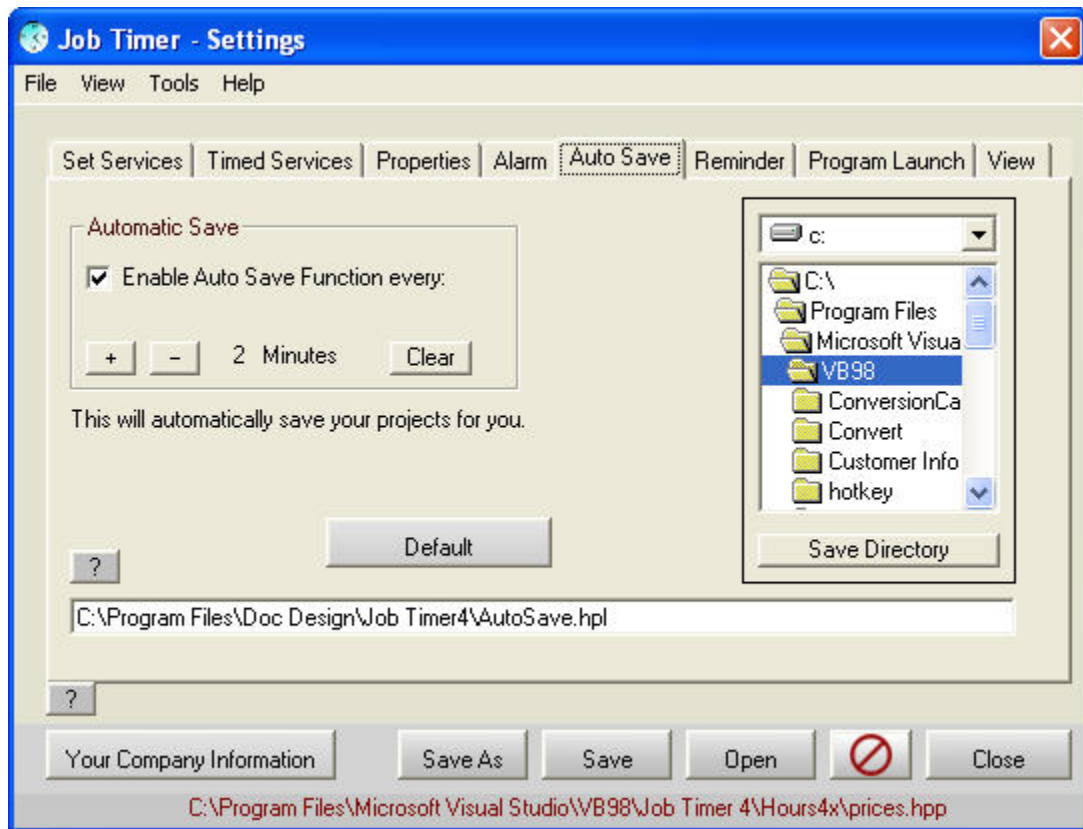
The image shows a standard Windows-style dialog box titled "Your Company Information". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light blue and contains several input fields:

- User: A single-line text input field.
- Business Name: A single-line text input field.
- Street Address: A single-line text input field.
- City: A single-line text input field.
- State: A small, narrow text input field.
- Zip Code: A small, narrow text input field.
- Phone Number: A single-line text input field.

At the bottom of the dialog, there are two buttons: "Clear All" on the left and "Close" on the right.

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.

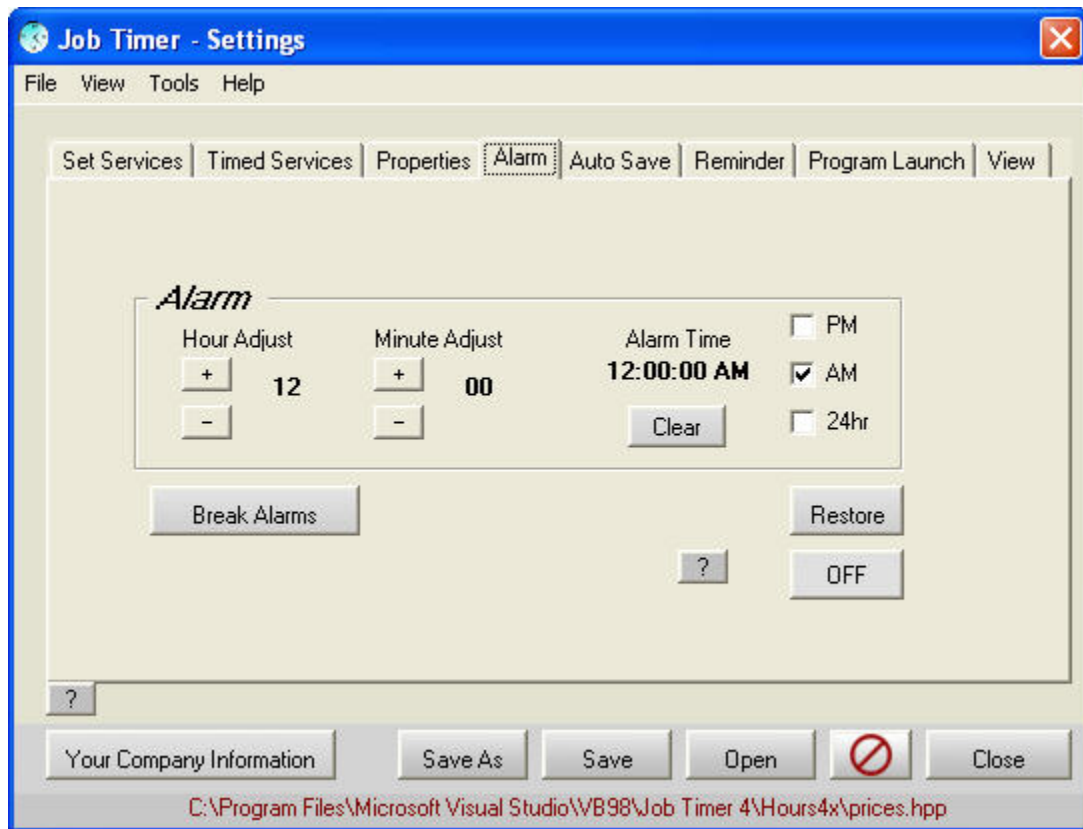
Auto save Function:



To view the Video of the Auto save Feature click [here](#).

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:



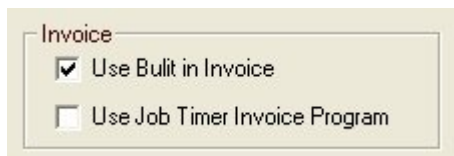
To view a video on the Alarm Feature click [here](#).

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:

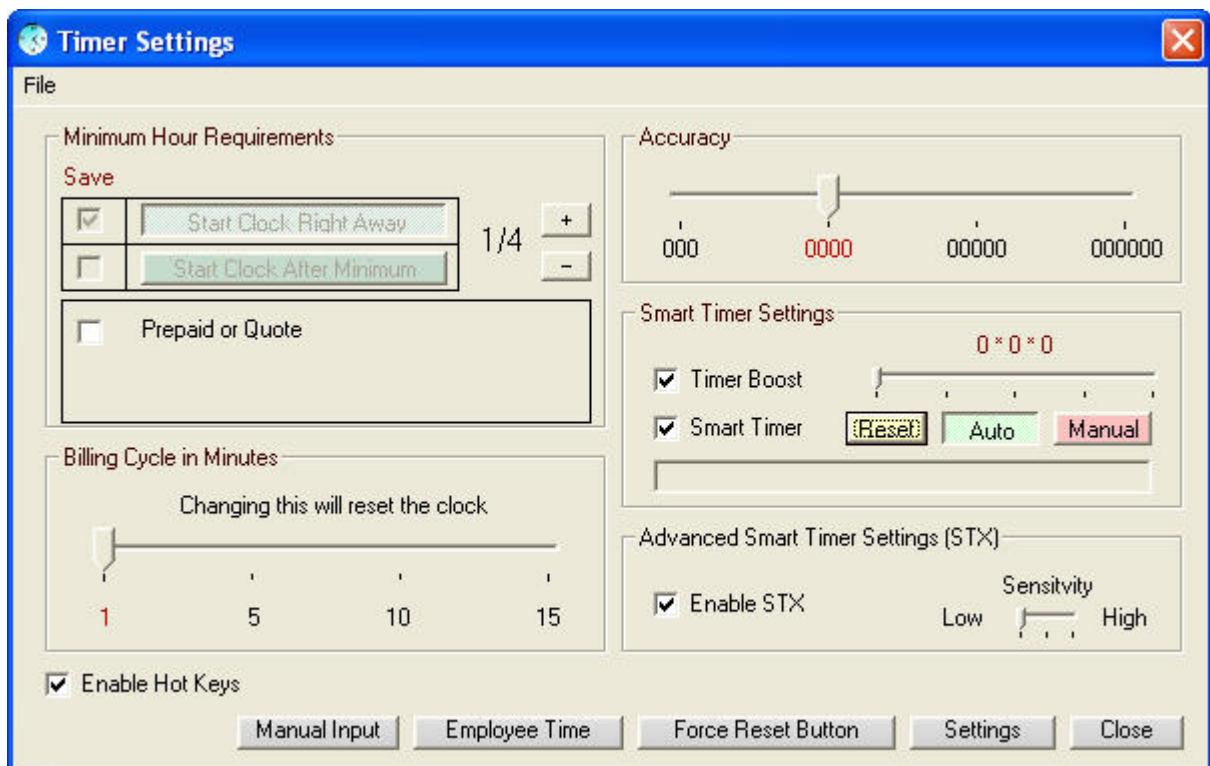
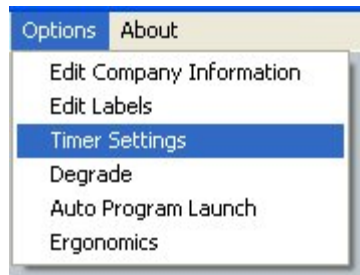
This check box when checked will start up Job Timer every time you start your computer.

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 through your Internet Explorer. For more information on this feature click [here](#).

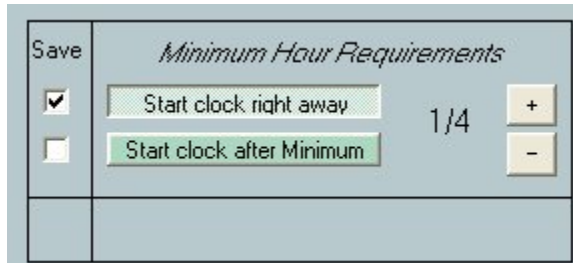
Timer Settings:



Features:

1. SET AND SAVE MINIMUM CLOCK SETTINGS
2. PREPAID OR QUOTE
3. BILLING CYCLE
4. MANUAL INPUT
5. FORCE RESET BUTTON
6. SMART TIMER
7. HOT KEYS

Set and Save Minimum Clock Settings:



The screenshot shows a dialog box titled "Minimum Hour Requirements". On the left, there is a "Save" label and a checked checkbox. The main area contains two radio button options: "Start clock right away" (which is selected) and "Start clock after Minimum". To the right of these options is a numerical input field showing "1/4", with "+" and "-" buttons for adjustment.

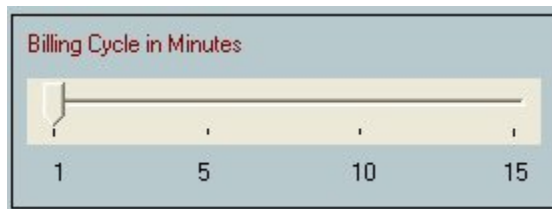
This feature sets your minimum hour requirements, When you click on "Start Clock right away" then when starting the clock it starts adding up your price right away. The minimum can be set from 1/4 hour to 1 hour. Once you have clicked on the check mark next to the selection you made then when you hit "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:

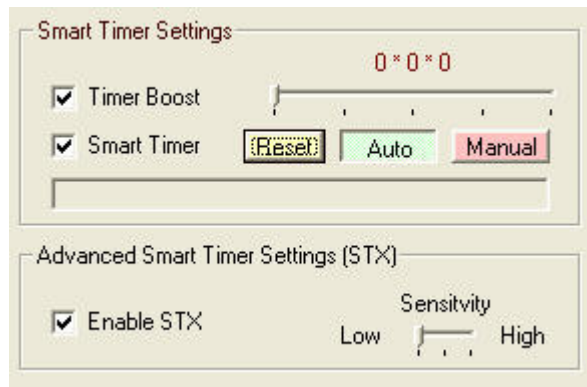


The screenshot shows a slider control titled "Billing Cycle in Minutes". The slider is positioned at the far left, corresponding to the value "1". Below the slider are tick marks and labels for "1", "5", "10", and "15".

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.

Smart Timer:



Timer Boost will increase the main timer's interval faster than normal for a short time to get Time Check to sync with the computers clock faster.

Smart Timer will automatically adjust the main timer's interval to keep Time Check in sync with the computers clock.

This is all automatic so the slider bar is adjustable but will automatically change its settings for the best performance.

STX will make sure that Job Timer doesn't over run the clock.

Reset will reset all settings that Job Timer Automatically took during its operation.

Hot Keys:

Hot keys are a combination of keyboard keys that will perform tasks.

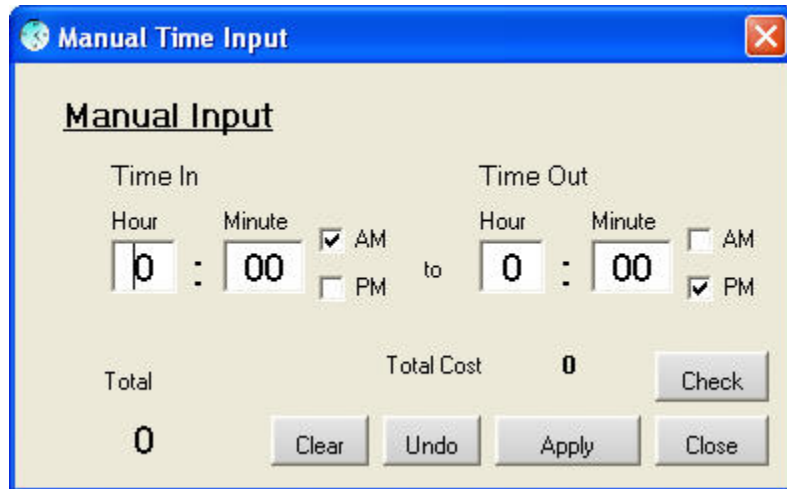
Ctrl + Q = Start Job Timer Clock

Ctrl + W = Stop Job Timer Clock

Ctrl + E = Show Main Control Panel (Main Window)

Ctrl + R = Show Reports page (Reports Window)

Manual Input:



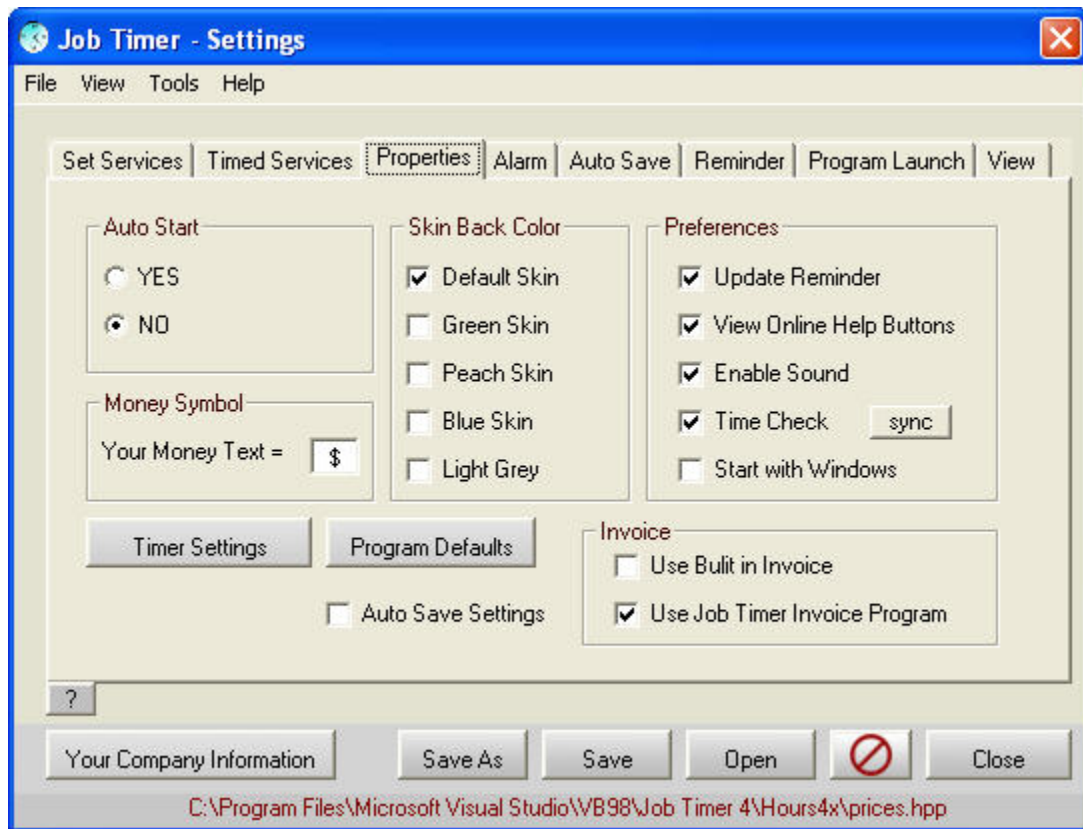
The screenshot shows a dialog box titled "Manual Time Input" with a blue title bar and a close button. The main area is titled "Manual Input" and contains two time input sections: "Time In" and "Time Out". Each section has "Hour" and "Minute" spinners, and checkboxes for "AM" and "PM". The "Time In" section has "AM" checked, and the "Time Out" section has "PM" checked. Below these sections, there are labels for "Total" and "Total Cost", both showing "0". A "Check" button is positioned to the right of the "Total Cost" label. At the bottom of the dialog, there are four buttons: "Clear", "Undo", "Apply", and "Close".

This is for those of you that can't be on the computer every second of the day or nor do you want your computer adding up the time for you. You can also use this for times that you know what time you started on the job and what time you ended, but you never even touched your computer today. Now you can add your time manually hit apply and it will add the times to Job Timer for you. Hit Check to complete the entries, because even though it's trying very hard to calculate the time for you it still needs to make adjustments. Check to make sure that it's working correctly. (This feature is still Beta testing there will be some adjustments to the program to make it work better.) To access this, enter into your Administrator Options and click on "Manual Input ON" this will enable the ability to use this new feature.

Force Reset Button

This will enable the Reset button on the Main Control Panel so you are able to reset the clock if you wish.

Program Settings Continued:



Features:

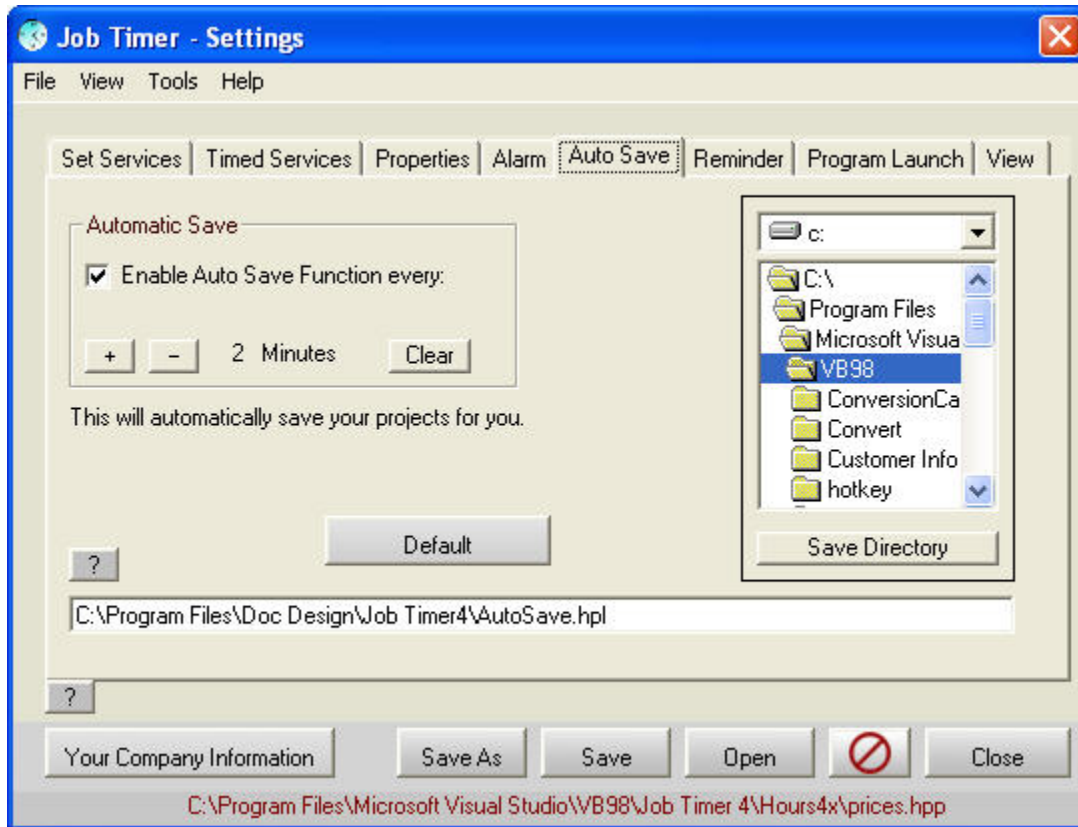
1. [SELECT A SKIN COLOR](#)
2. [SELECT THE AUTO SAVE PATH](#)
3. [ENABLE IDLE](#)
4. [REMINDER](#)

Select Skin Color:

If you're bored with the current skin color you can change it to 1 of 5 selections.

And you can change the Skin of the Large Control Panel. I kept these separate because this way you have the chance to mix and match skins with colors of the Control Panels.

Select Auto Save Path:

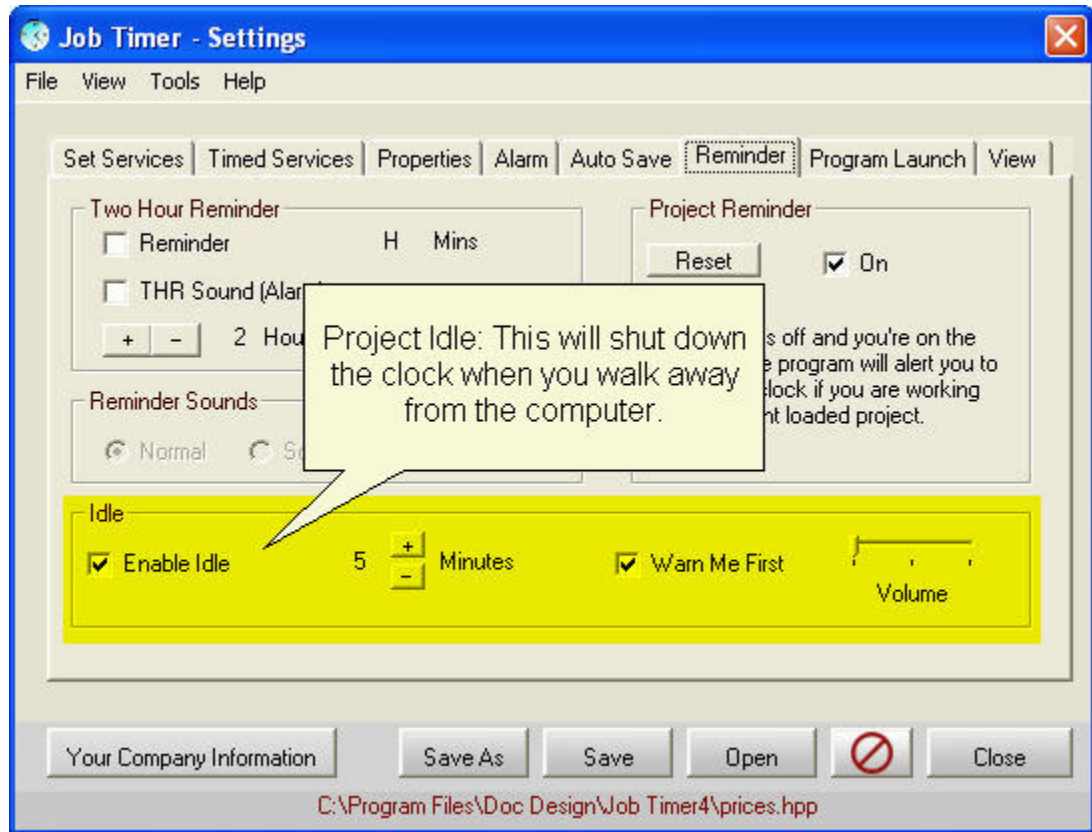


Here you can select the Auto Save Path. The default setting is:
"C:\Program Files\Doc Design\Job Timer2\AutoSave.hpl"

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 lose 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.

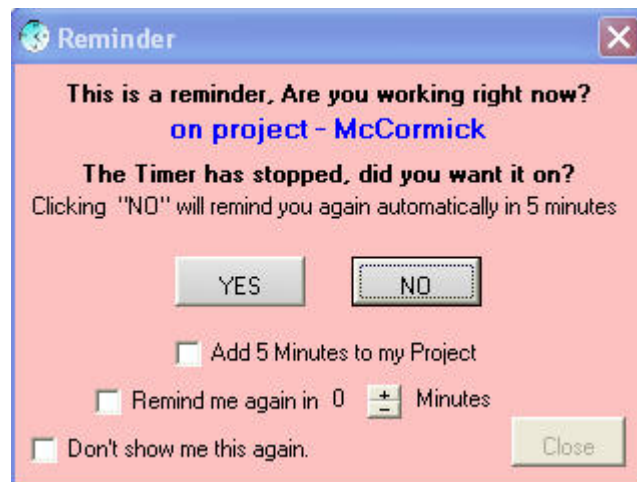
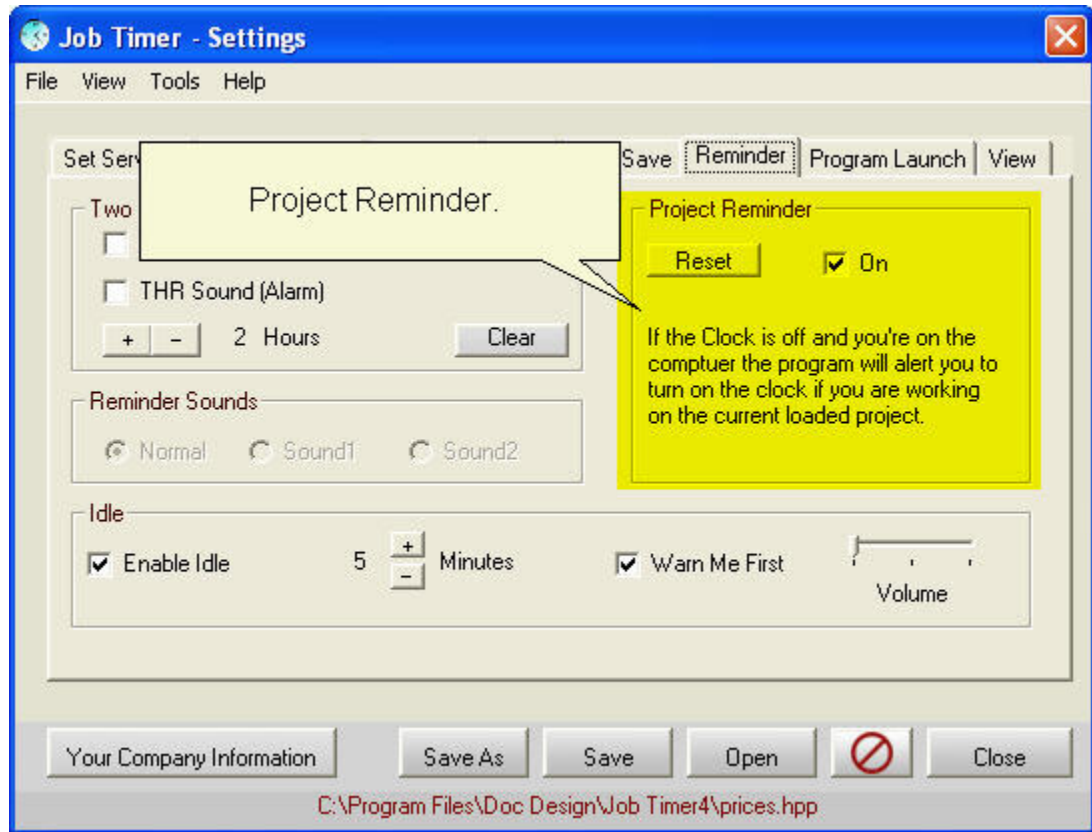
Idle and Reminders:



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.

"Warn Me First" will warn you 30 seconds before the clock stops automatically.

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 start 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:

To view a video of the Customer Function then click [here](#).

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 their 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).

For example, I have a customer that gives me allot of business so therefore their prices are lower than all the other customers, so I have set up a special customer settings for this customer. Every time I set up a project for this customer their special settings are used and I don't have to manually add in the new price set every time, leaving the original price set intact for all the other customers that I use.

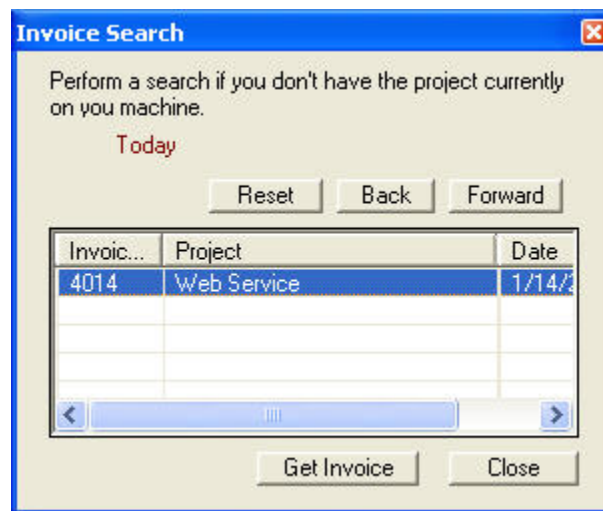
"Auto" - When Checked will give you an automatic invoice number.

"Chk" - When Checked will remind you to give your project a Customer Name and or Invoice Number before you start any project. The purpose of this function is that if you use the "Special Customer Settings" and you add in your customer information AFTER you

have started the clock then your special customer settings will not be used. So in order for those of us that use special customer settings, it reminds us to put in our customer information first before any time is added to the project.

"Include Invoice Number when saving" - This will do as it says, clicking this will include the Invoice Number when you save your project. Click on "Save As" and your invoice number will appear, if you save your projects by your Invoice number like most do then all you have to do is hit save without typing the invoice number. If you do not want this feature then uncheck this check box and it will save your projects just like it used to.

"Project Search" - On a network someone else has probably set up the project and if this is the case then you can search for this project if you know the project number, if you don't know the project number then you can click on "Search" and this will open the Invoice search window.



You can search for the project number by looking for the project. Once you find the project that you would like to work on then click on the project and click on "Get Invoice" this will load the current project as long as the project hasn't been closed. An invoice gets closed when someone has printed an invoice which means that you can't continue using this invoice and you will have to create a new invoice.

Because you're on a network and you try to put in an invoice number that already exists then Job Timer 4 will not allow you to create another invoice that is the same so you will have to enter in another invoice number.

To make sure that you don't use the same invoice number for another job click on "Auto" and this will assign a new invoice to your project.

It's always a good idea to check to see if the project already exists in the database before you create another one. This way you don't end up with duplicate project

Administrator Options:



To see the Video of Administrator Options click [here](#).

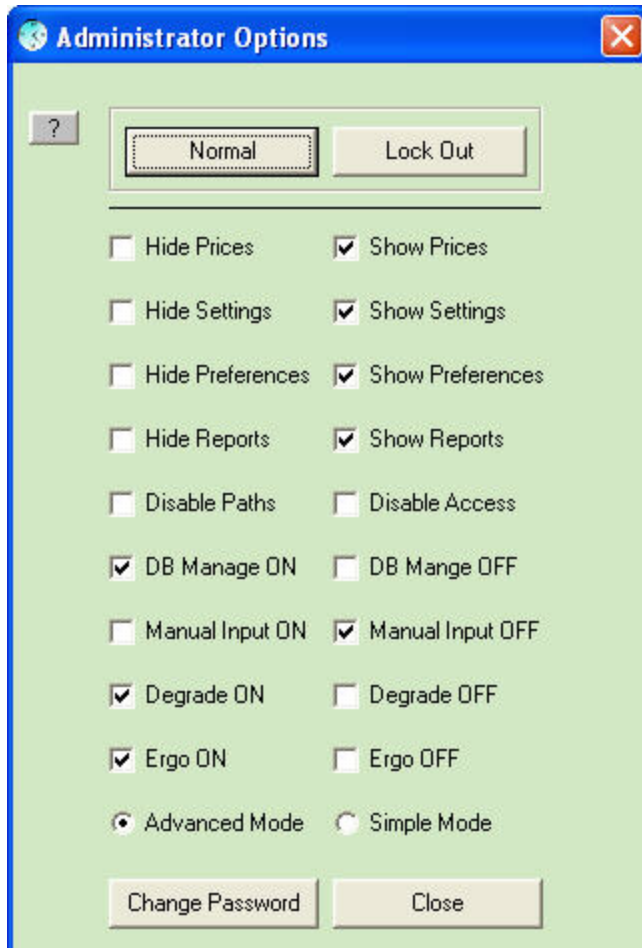
If you download and install a new version of Job Timer (v2.1.28 or later) you will have a new function added to your program. When you click on this new feature then you will be required to choose a password, then press "Change" then this box will not appear again until you request it, if you choose 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 outcome 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 cannot 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.

DB Manage ON and OFF

This will allow you to turn on or off the ability to manage your database. Managing your database is handy when you want to delete several files without going to every project and deleting it right from the reports page. This way you can open the database from this utility and make your required changes. Although it's nice to manage your database, you may not want employees to have access to this tool. This has been turned on by default. If you wish this to be turned off then click on "DB Manage OFF".

Degrade ON or OFF

This will enable or eliminate the Degrade Function for those of you that don't wish to use this feature.

Ergo ON or OFF

This will enable or eliminate the Ergonomic Feature; if your computer doesn't meet the required specifications then you still will not be able to turn this on.

Manual Input

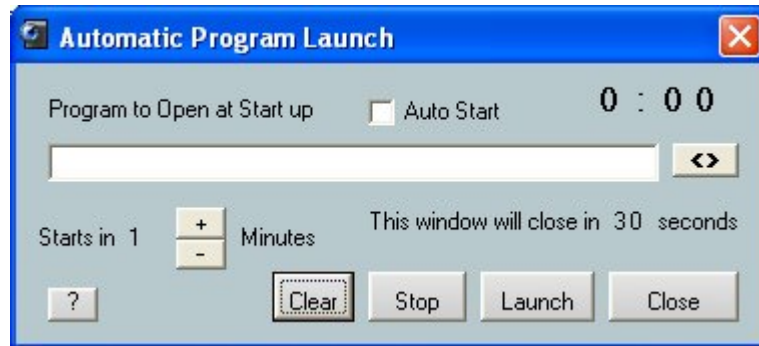
This will turn on or Turn off the Manual Input Feature. More on what this feature does click [here](#).

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.

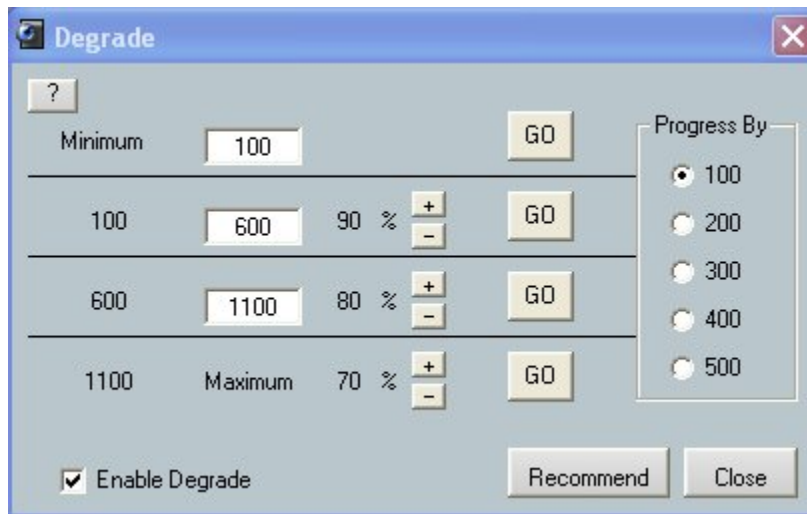
Automatic Program Launch:



To View the Video of Automatic Program Launch click [here](#).

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:



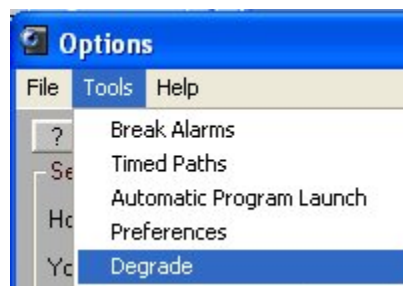
To view a video of this Function Please click [here](#).

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.

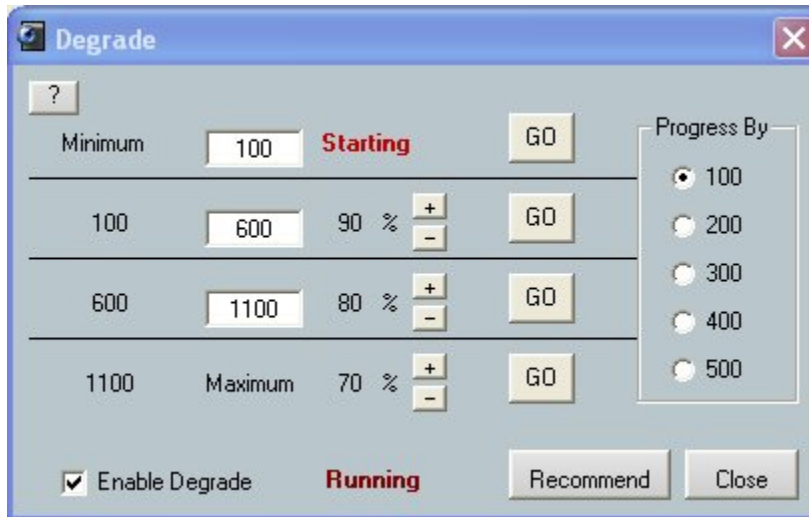
Just set your minimum amount that you would consider a small job, and then set the one in the middle for a middle ground figure. Then at the bottom set the maximum. Now the program will always adjust to the minimum amount so keep that in mind, the program will only recognize numbers progressing so keep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

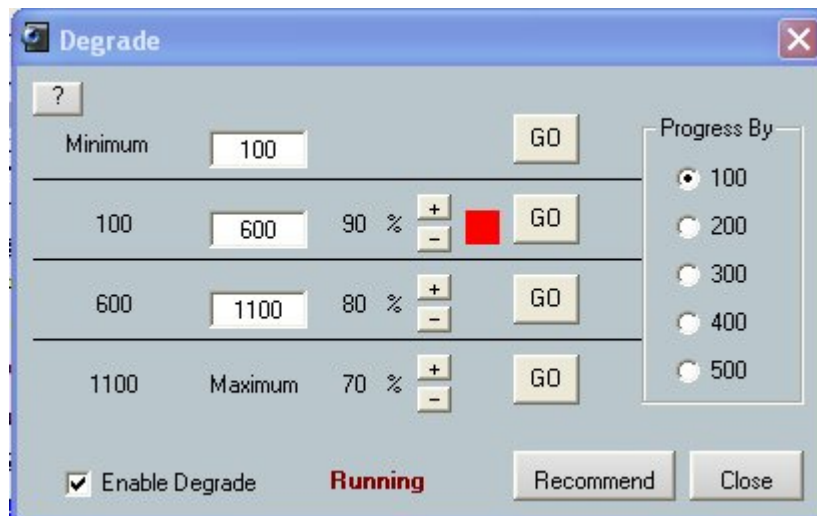
You can access this feature by going to "Options" and in the "Tools" tab you will find "Degrade"



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.

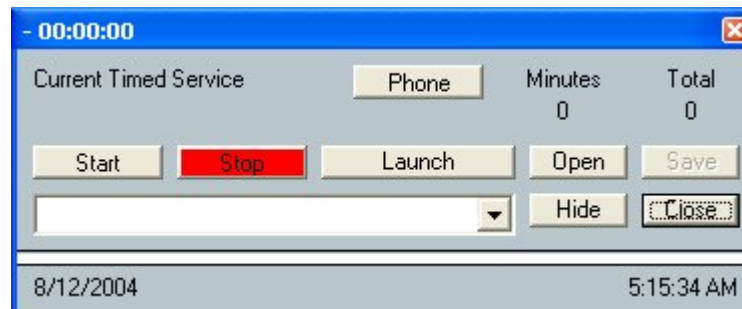
System Tray Control:



To view a video of the System Tray Function then click [here](#).

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.

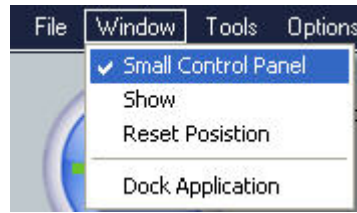
Mini Control Panel:



To view a video of the Small control panel then click [here](#).

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".

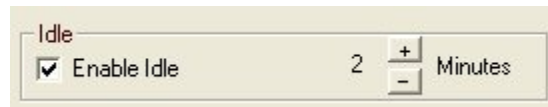
To turn this on:



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 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:

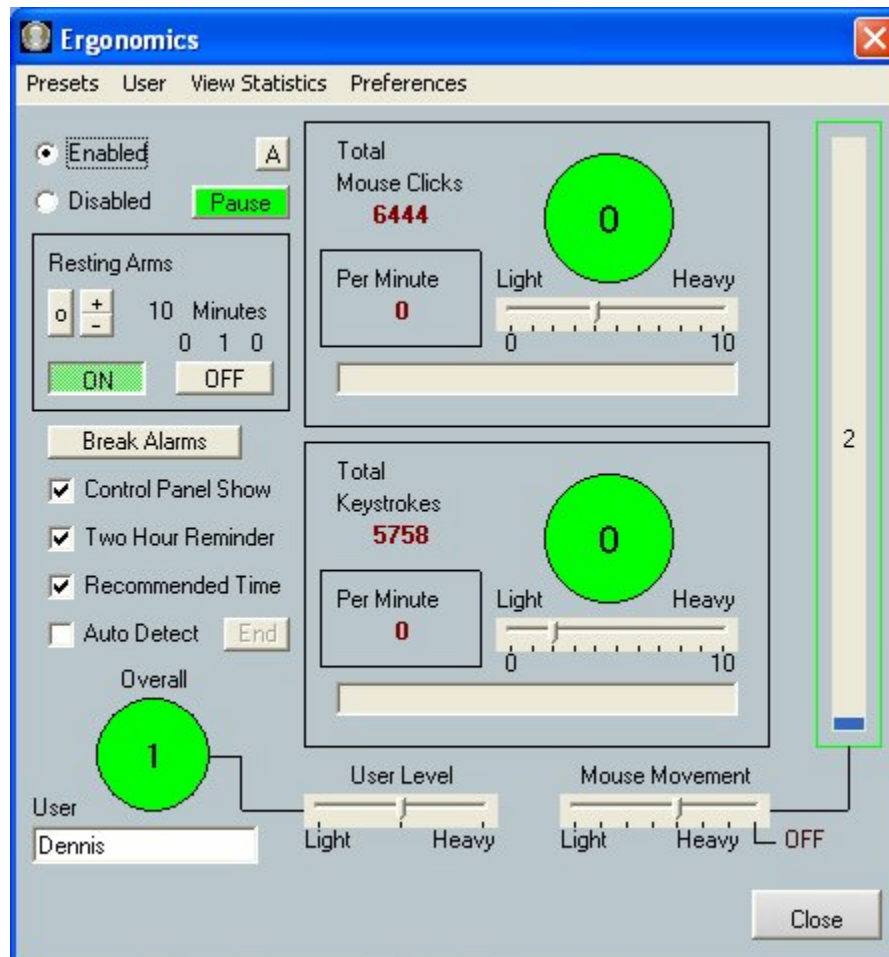


To view the video on Project Idle then click [here](#).

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 - 20 minutes has 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:



To view a video of the Ergonomics Feature then click [here](#).

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.

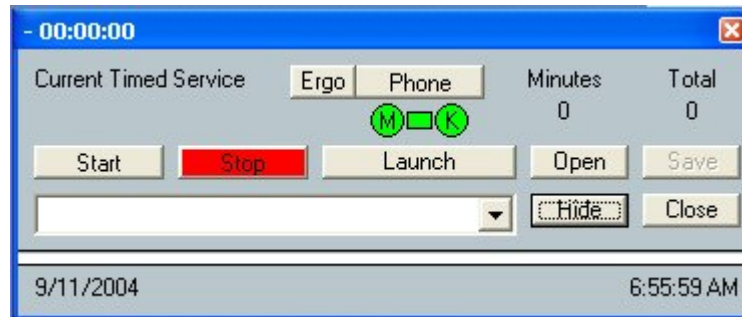
First Enable the Ergonomic Feature by Clicking "Enable". Then click on "Auto Detect" This will now start its process. Detecting your computer usage, this will last for 30 minutes after its last computer usage update. So, please use the computer like you normally would. Once it has detected your computer usage then it will warn you if you go beyond that, Take a break 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. If you walk away from your computer for a specified length of time your two hour reminder will reset back to zero. This was designed to let you know that you have been sitting at your computer for 2 hours straight.

"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.

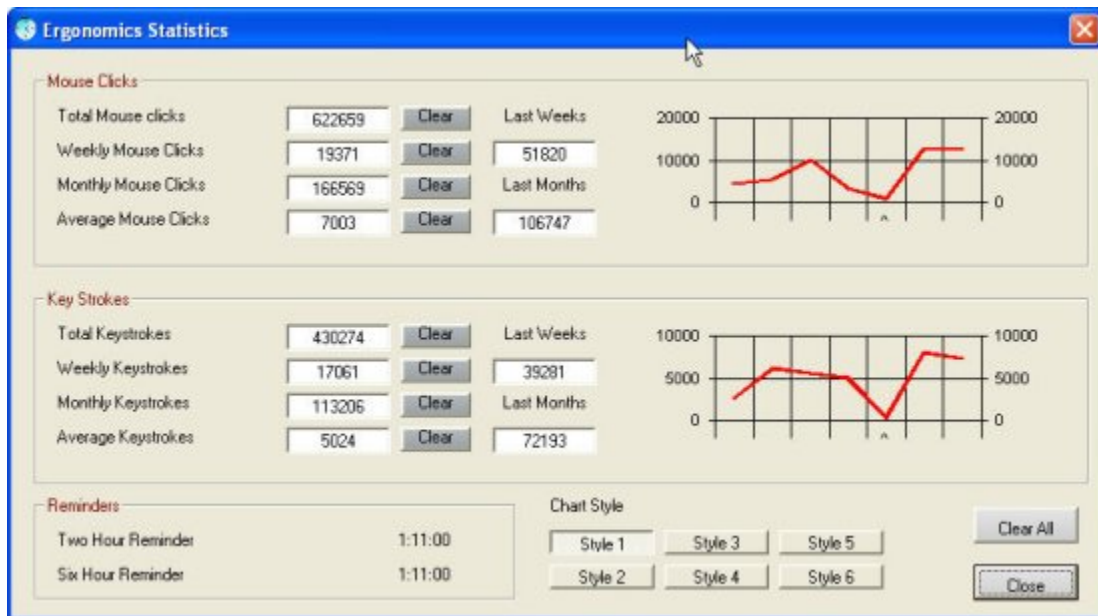
This feature gives you the ability to adjust your settings manually, if you feel the ergonomic feature is warning you too much adjust your settings closer to the "Heavy" side, this way you get more productivity out without losing the ability of the program warning you of potential hazard.

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. Or if you want to just disable the Mouse Movement feature only then slide the slider bar over to "OFF" if you want to just pause the mouse movement feature then click on "Pause" this will only pause during this session only, if you restart Job Timer then the pause button will be back to its original settings, this button does not get saved in any profile.

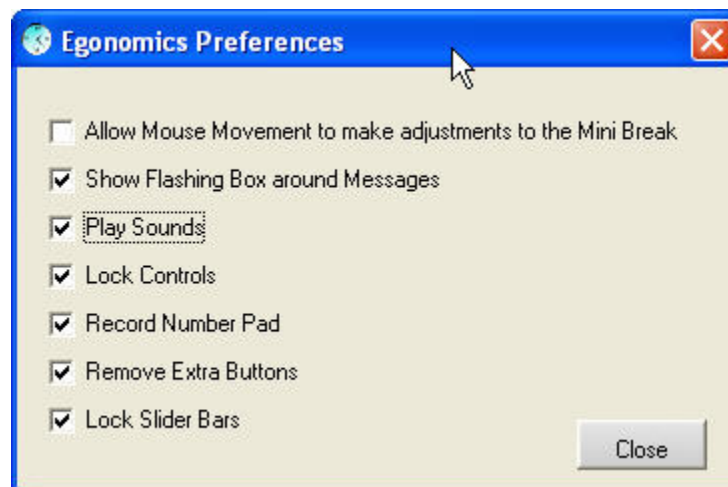
If you only want to pause it for a short period of time then you can hit "A" this stands for "Auto On" if this is enabled then when there is no activity on the computer for 10 minutes then the pause button will be active again which means that you will be tracking your mouse movement again. I put this in the program because I was testing the other controls other than a mouse for Job Timer and I needed the mouse movement on again, but I forgot that I had paused it. If I had this Auto On then when I went to work hours later then my mouse movement would have already been turned on for me. If you do not wish to have the pause button active after 10 minutes of inactivity then don't click on the "A" button. The mouse movement will be paused until you turn it back on again.

Ergonomics Statistics:



Includes Overall, Weekly, Monthly and Weekly Averages of both Mouse Clicks and Keystrokes. Displays the Two Hour and Six Hour Reminder times. (Average Keystrokes and Mouse Clicks are done within a 7 day period.)

Ergonomics Preferences:



Available in the v3.2.37 update or higher

1. Allow Mouse Movement to make adjustments to the Mini Break. - If the only thing that is making the alarm go off is your mouse movement then it will automatically adjust your mini break time settings so that the mini break will show more often. This will allow you to take more mini breaks so that you have less time on the mouse. If you do not want the mouse movement changing your mini break times then uncheck this box.

2. Show Flashing Box around Messages. - At the bottom of the Ergonomics window is a Message area that will display what the ergonomics feature is doing. This flashing box will direct your eyes to the area of the ergonomics window to show you why the ergonomics alarm is going off.

3. Play sounds - When an alarm is activated a sound is heard, if you do not wish to hear this sound then uncheck this box.

4. Lock Slider Bars - Checking this will disable the slider bars from moving.

5. Lock Controls - This will lock the controls of the ergonomic feature. You can be busy at work and the ergonomics feature pops up just as you mouse click something and accidentally hit a control on the ergo window. I have done it and it's annoying so I added this to the preferences so you mouse click all you want and it won't change anything.

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. "alsdfoansldfmalhnmw" 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. If your computer does not meet the recommended system requirements and you're program still seems a little sluggish then turn off the Mouse Movement function.

Note: The Mouse Movement Status is only for the use of a mouse. If you have a Laptop and you use that center pad as your mouse then you should turn this feature off. You can leave it on if you wish. If you have other devices other than a mouse then this feature should be tuned off. The reason for this is that if you are using something like [SmartNav](#) (or something similar) then these devices work continuously and hard to stop. When you take your hand off the mouse then the feature has time to run back to zero. If the feature doesn't have time to run down then it will constantly warn you to take a break. This does not affect the Mouse Clicks or the Keyboard Strokes, those can remain on.

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.

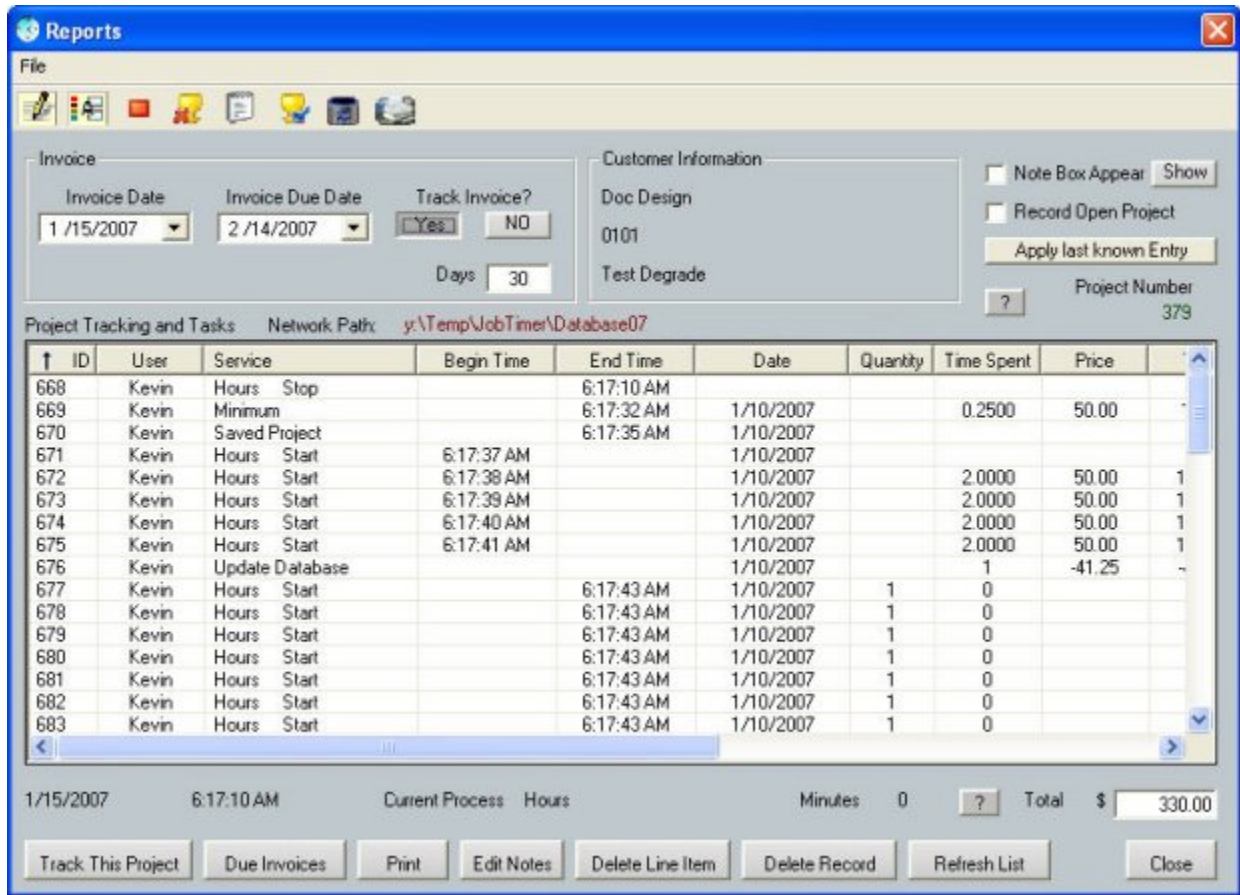
Job Timer 3 will go even further and keep track of your activity in Job Timer. If you click on a Timed Service it will report it as a "Time In" and record the Date and Time when you clicked that process, if you want to you can add a notation to that line. When you are done with that process and you hit "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. To see the video click [here](#).

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. [\[MORE...\]](#) To see the video click [here](#).

Reports:



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.

Report
Ken Garff
Total 31.52

Wednesday, May 04, 2005 PAGE 1

ID	Service	Begin Time	End Time	Date	Time Spent	Price	Total	Notes	Invoice Date	Invoice Due Date
3525	Hours Stop		11:59:52 AM							
3526	Saved Project		1:39:26 PM	5/4/2005						
3527	Minimum		1:39:47 PM	5/4/2005	0.750	35.00	26.25			
3528	AutoCAD Start	1:39:51 PM		5/4/2005						
3529	AutoCAD Stop		1:47:35 PM	5/4/2005	0.117	45.00	5.27			

Actual Printed Report Example

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 not 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:

ID	User	Service	Begin Time	End Time	Date	Quantity	Time Spent	Price
668	Kevin	Hours Stop		6:17:10 AM				
669	Kevin	Minimum		6:17:32 AM	1/10/2007		0.2500	50.00
670	Kevin	Saved Project		6:17:35 AM	1/10/2007			
671	Kevin	Hours Start	6:17:37 AM		1/10/2007			
672	Kevin	Hours Start	6:17:38 AM		1/10/2007		2.0000	50.00
673	Kevin	Hours Start	6:17:39 AM		1/10/2007		2.0000	50.00
674	Kevin	Hours Start	6:17:40 AM		1/10/2007		2.0000	50.00
675	Kevin	Hours Start	6:17:41 AM		1/10/2007		2.0000	50.00
676	Kevin	Update Database			1/10/2007		1	-41.25
677	Kevin	Hours Start		6:17:43 AM	1/10/2007	1	0	
678	Kevin	Hours Start		6:17:43 AM	1/10/2007	1	0	
679	Kevin	Hours Start		6:17:43 AM	1/10/2007	1	0	
680	Kevin	Hours Start		6:17:43 AM	1/10/2007	1	0	
681	Kevin	Hours Start		6:17:43 AM	1/10/2007	1	0	
682	Kevin	Hours Start		6:17:43 AM	1/10/2007	1	0	
683	Kevin	Hours Start		6:17:43 AM	1/10/2007	1	0	

Summary: 1/15/2007 6:17:10 AM Current Process Hours Minutes 0 Total \$ 330.00

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 cannot forge or create any document that will say what happened when it really didn't. So if you make an entry you'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.

5462	Auto Start		2:20:08 PM		8/22/2005				
5463	Auto Start			3:42:09 PM	8/22/2005	1.367	45.00	61.52	
5464	AutoCAD Start		3:50:24 PM		8/22/2005				
5465	AutoCAD Stop			3:54:00 PM	8/22/2005	0.067	45.00	3.02	
5475	AutoCAD Start		8:07:42 AM		8/23/2005				
5476	Phone Start		8:24:50 AM		8/23/2005	0.283	45.00	12.74	Phone
5477	AutoCAD Start		8:30:27 AM		8/23/2005	0.100	35.00	3.50	
5478	AutoCAD Stop			8:31:50 AM	8/23/2005	0.017	45.00	0.77	

The note or Service will reflect with the next line down.

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

Let's 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 outcome is worse Let's 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 a application bar that shows all the time and be a part 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 and it will slide out so you can adjust your Job Timer Program.



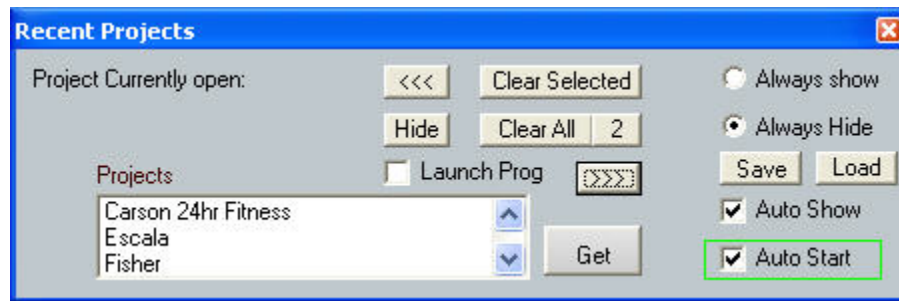
This will show you "Timed Process + Time spent on the project" The "Total of the Project" and "Name of the project"

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.

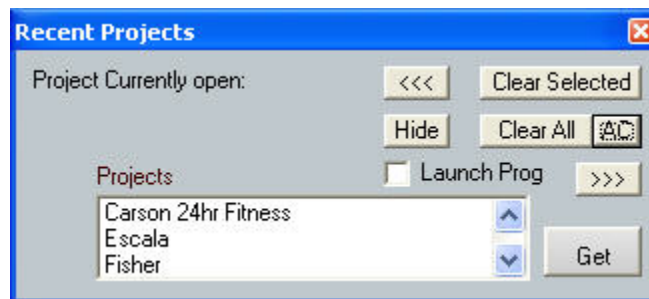
Recently Opened Projects:



Extended Window

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.



Normal Window

Launch Prog: Will launch your favorite program if checked.

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.

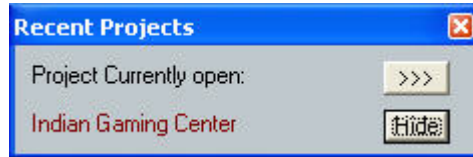
Clicking on "Auto Start" will start any project you "Get" automatically.

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.



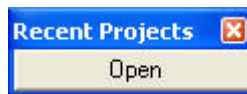
Small Window

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.

Getting into the extended window will allow you to make settings to the Recent projects Feature. You can save or load these settings.

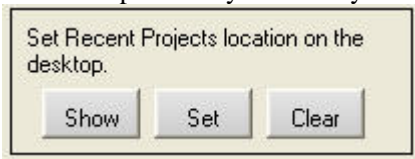
Recent Projects has the ability to remember what projects you were working on even if you close Job Timer. This will save time.

If you choose "Always Show" Then this feature will show up when you start Job Timer and will continue to show on top of all windows while you are using Job Timer.



Icon Window

The Icon window can be placed anywhere on your desktop by choosing "Settings" - "View Tab" and

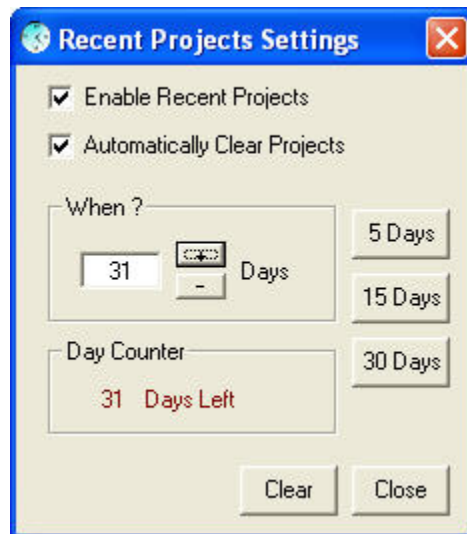


click on "Set"

Every time you open a project then the recent projects features remembers this and allows you to select this project with one click.

"AC" Button

Click on the "AC" button and this small "Recent Projects Settings" window will appear.



The "AC" button stands for "Auto Clear" this will clear your project list automatically for you. Click on "AC" and choose how many days you would like the list to clear. After this reaches "0" then the counter will reset and your project list will clear. This is handy when you're at the end of your billing cycle. You don't want to open any previous projects that you have already billed.

Click on the "+" or "-" buttons and this will select the amount of days you would like this feature to automatically clear your projects. If you click on one of the quick pick buttons "5", "15" or "30" will set the days to that amount.

If you wish to reset the settings then click on "Clear" and your "days left" will reset back to the original settings.

Clicking on the Check box "Automatically Clear Projects" will turn this feature on and your "AC" button will display the amount of days are left until the project clears your project files. This way you can see at a glance when your project settings will be cleared and if you don't want this to happen you can cancel or reset this feature.

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 500 MHz 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 lose any more 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 lose 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 500 MHz 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 700 MHz then you will not see the features that were mentioned above. This will ensure that your Job Timer program will work with complete efficiency.

Job Timer 4 now has "Smart Timer" Technology. When you click "Time Check" This will enable this feature. This will turn on "Timer Boost" and "Smart Timer".

"Timer Boost" Will increase the main timer's interval to get Time Check in sync faster.

"Smart Timer" Will increase the main timer to stay in sync.

So no matter how fast your machine is, this new technology will keep your timer in sync much better than before.

To turn these features off you can either turn off Time Check or you can go to Timer Settings and shut off either Timer Boost or Smart Timer.

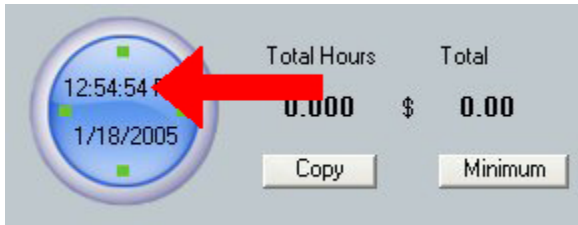


Figure A

This example shows "4 seconds"



Figure B

This example shows "3" seconds

To view the video of Time Check then click [here](#).

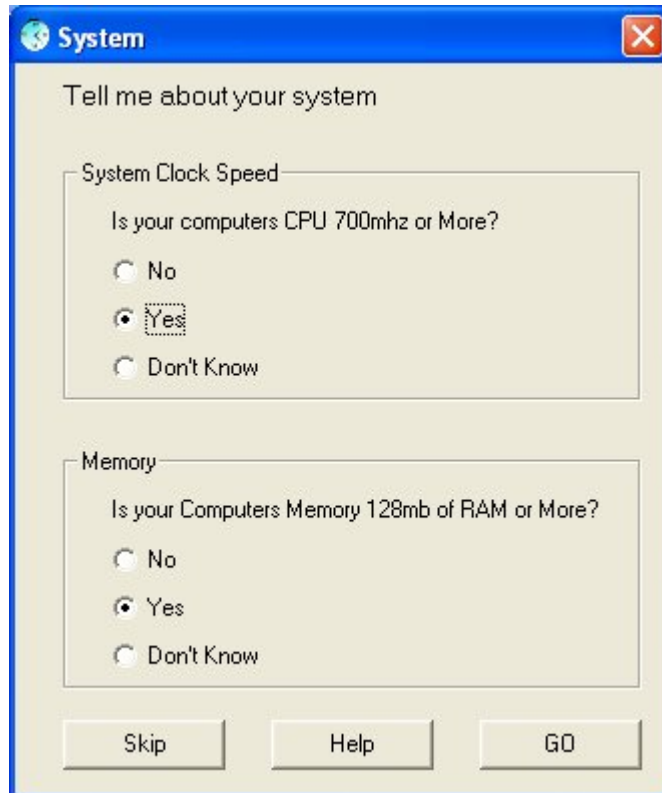
If figure B is less than Figure A then Time Check will adjust Figure B by 1 second. Once this "Catch up" has been done, Job Timer should stay on track with current time.

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

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.



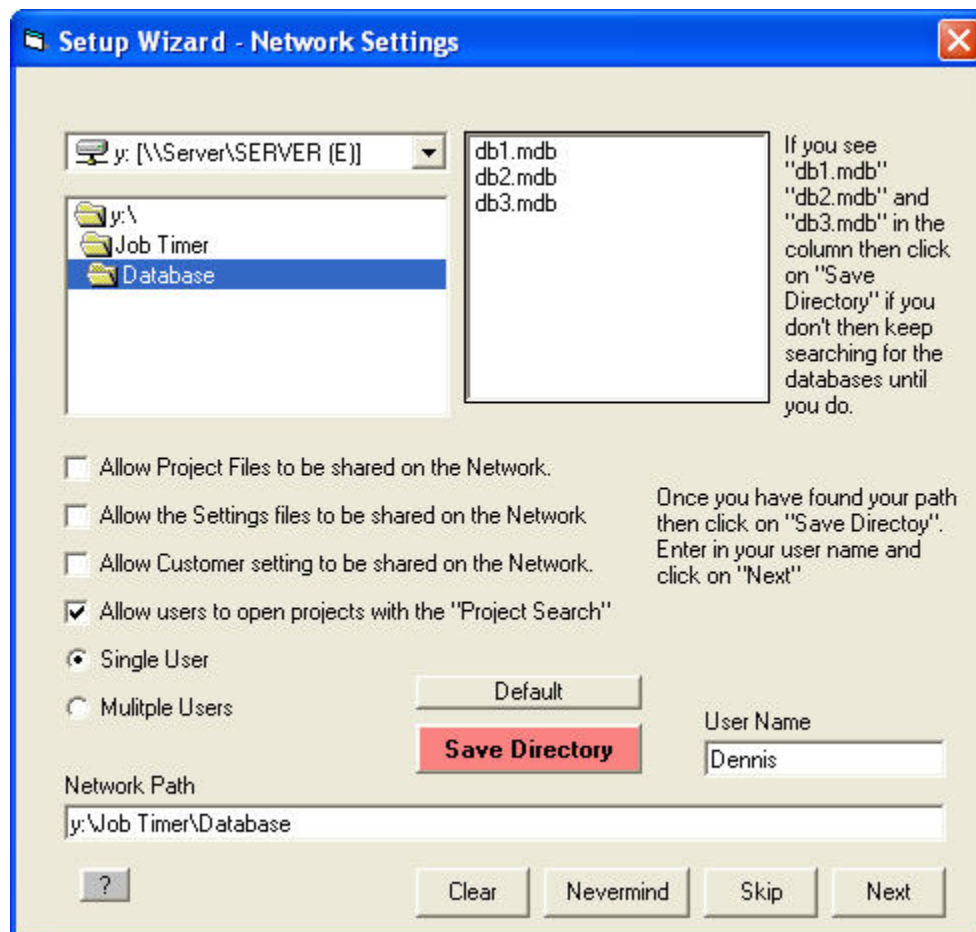
Once you have completed the 17 steps in setting up the software you finally get to use it. This introduction will allow you to see how much Job Timer does. For more information on the Setup Wizard Click [HERE](#).

Set up Wizard:



This will automatically show when you install your software. Press go to start the Setup wizard.

Network Setup



Setup up Network Settings. If you haven't placed your Databases on the File Server or Program server then click on Default and enter in your "User Name". Every user will use their own user name. If you have several Users with the same name then you can put in for example: Dennis M and Dennis C or you can put their whole name.

If you have placed your Databases on the server then you can find those files and click on "Save Directory" If you don't see the db1, db2 or db3 files in the files column then don't save your directory, Job Timer will not function properly unless the correct path has been chosen. Click on Next to advance to the next setup. If you wish to skip this then click on "Skip" you can always go back and set this up later. If you leave the Network Path blank then Job Timer will make the network path the default setting.

Setup 1



The screenshot shows a Windows-style dialog box titled "Job Timer 3 Setup" with a close button in the top right corner. The main content area is titled "Setup 1" and "Your Company Information". It contains several input fields: "Business Name", "Street Address", "Town", "State", "Phone Number", and "Zip Code". The "State" field is a small dropdown menu, and the "Phone Number" field is a larger text box. At the bottom of the dialog, there are three buttons: "Nevermind", "Skip", and "Next".

To setup up your Company Information Please fill out the required fields. This information is only used for the invoice and nothing else.

Setup 2

Step 2

Set Services Setup

Set Services are for those services that are not Added up by the Clock but are Manually added to the Price of the Project. ie: "Service Charge"

Labels	Prices
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Clear Nevermind Skip Next

Fill out the "Set Services" (i.e.: Service Charge etc.) If you don't know what to put here at the moment then click on "Skip" for more information on "Set Services" Click [HERE](#).

Setup 3

Step 3

Timed Services Setup

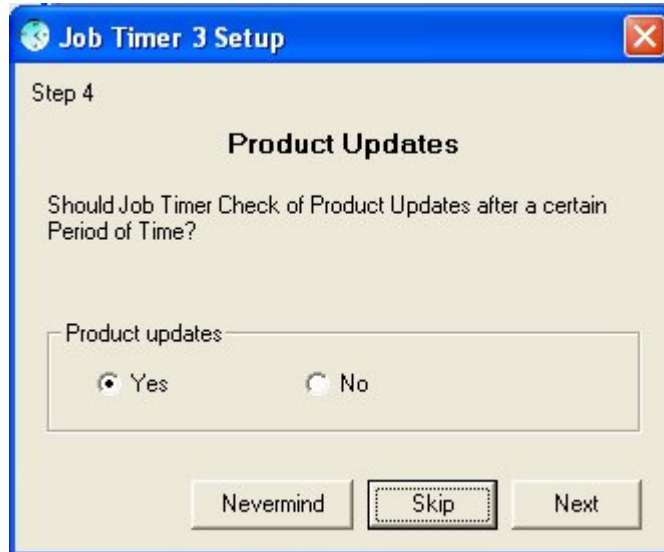
Timed Services are Services that are counted every minute by the Job Timer Clock.

Labels	Prices	Required
Hours (Base Price)	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Clear Nevermind Skip Next

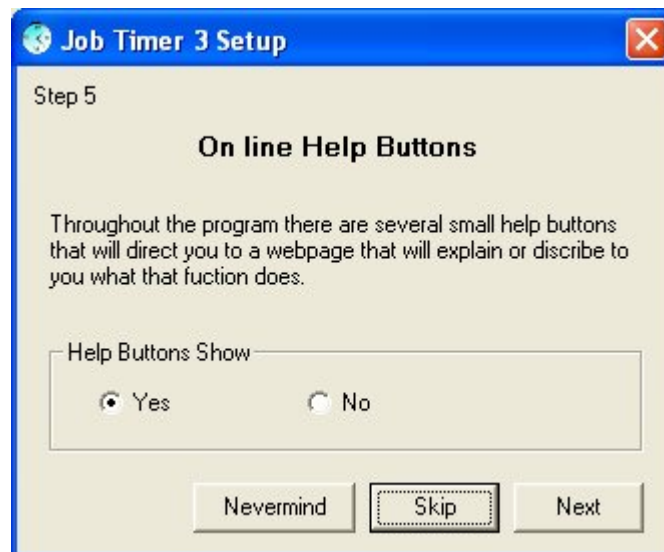
This is to setup your "Timed Services" If you don't know what to put here then you can save this for later. But the program will be required on how much you charge per hour. Under "Hours (Base Price)" fill in the amount under "Prices". For more information on "Timed Services" please click [HERE](#).


Setup4



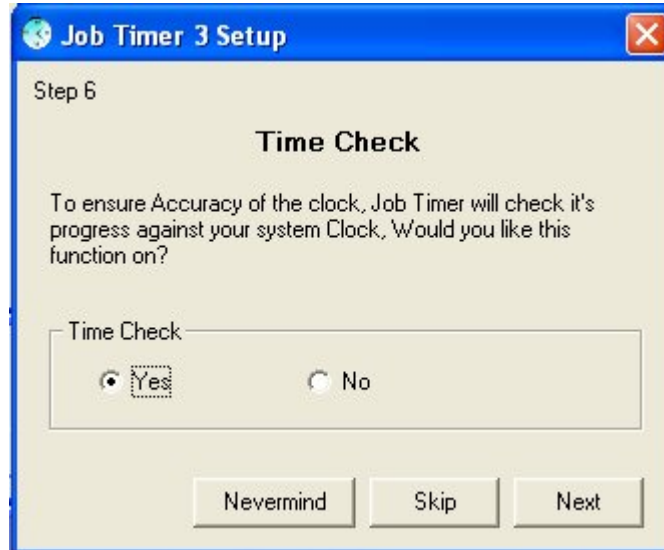
Product updates is a function that will allow you to be informed of any new updates to the program. If you would like to be informed on new updates to the program then leave it on "Yes" and hit "Next"

Setup 5



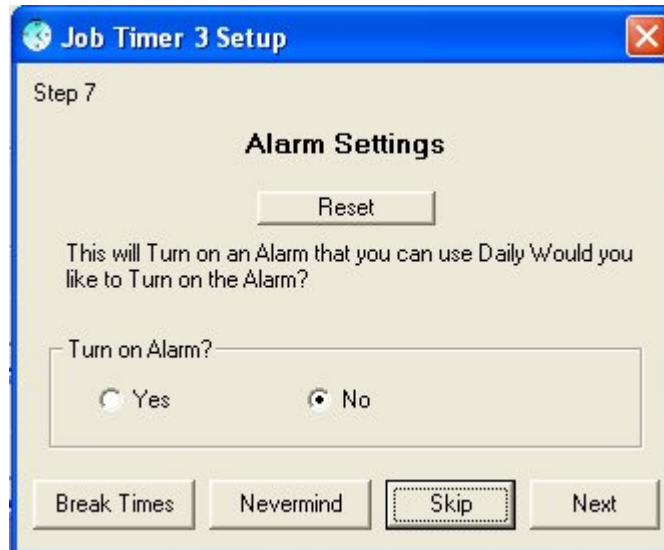
Online Help buttons are little buttons on certain windows of the program , when you push these little buttons they will display a web page that will explain what the process or function does. If you select "No" then these buttons will not appear. But this is ok, you can always choose this function later if you wish, Just go to "Settings" then under the "Preferences" tap you will find several options to choose from; one of which is the online help function.

Setup 6

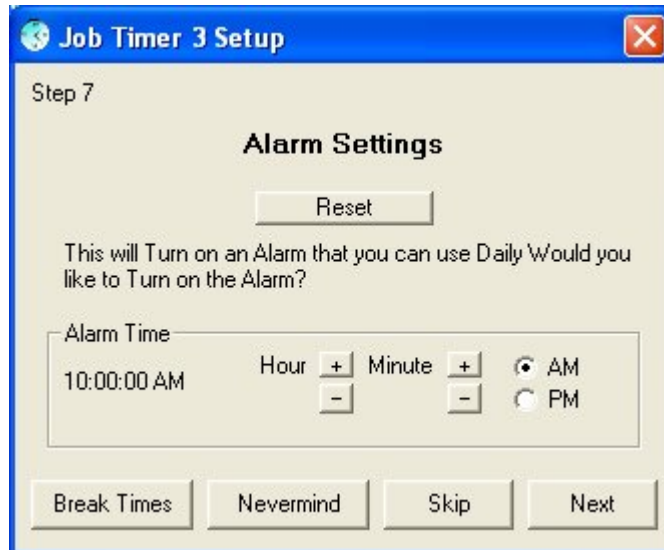


Time Check is a function that will check the Job Timer's clock against the Computers Clock. This feature is recommended to be turned on. This will ensure accuracy within seconds of your job. To view more information on this function please click [HERE](#).

Setup 7

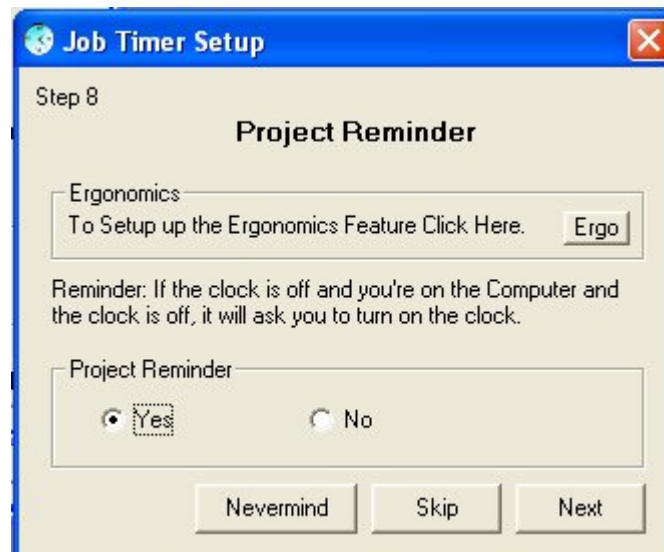


Alarm Settings are for those of you that will require an alarm. When you click on "Yes" this will allow you to set the alarm to your liking.

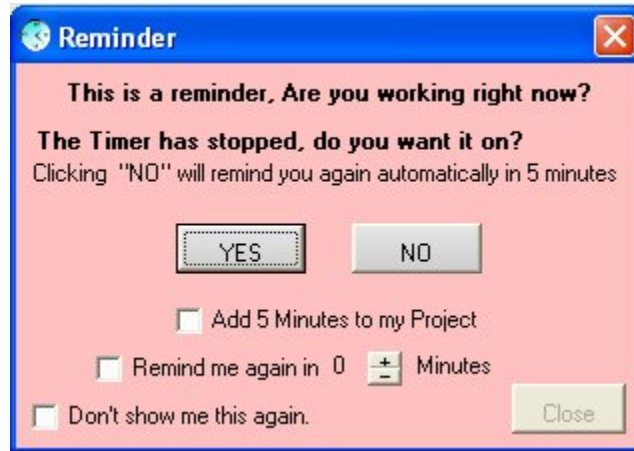


Once you have your settings then hit "Next"

Setup 8



The "Project Reminder" function is for those of us who forget to start the clock if we are working on the current project. It will ask you. "The timer has stopped, do you want it on?"



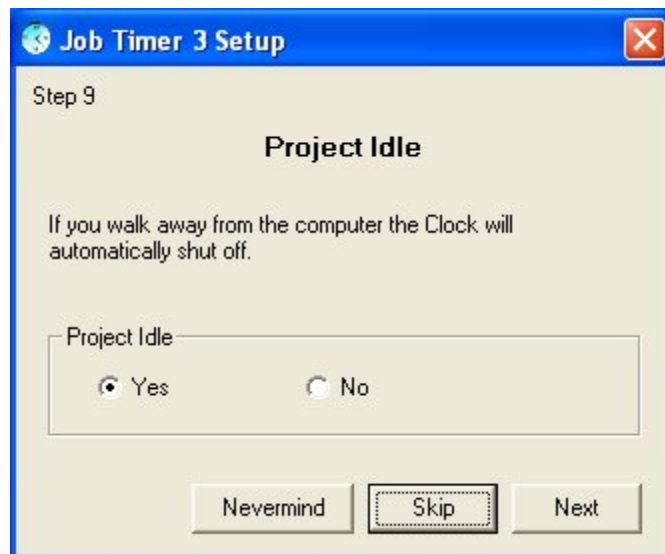
This will appear if you have a project open, you're on the computer and the clock has stopped. (*Note the clock doesn't stop automatically unless you walk away from the computer.*)

If you wish this feature to be turned on then click on "Yes" then "Next"

You also have the option to set up the ergonomics feature if you want.

NOTE: This feature is only for those computers that have 700 MHz CPU or Higher, and or, 128mb of RAM or higher.

Setup 9



Project Idle if clicked will turn off the Job Timer Clock automatically when you walk away from the computer. By default the clock will stop in 2 minutes. You can change it if click on "Settings" then under the "Reminder" tab you will see the box called "Idle" choose from there how many minutes you would like Job Timer to stop the clock if you walk away from the computer. This feature is temporarily disabled if you click on "Phone" in either the Application bar or the Small Control Panel.

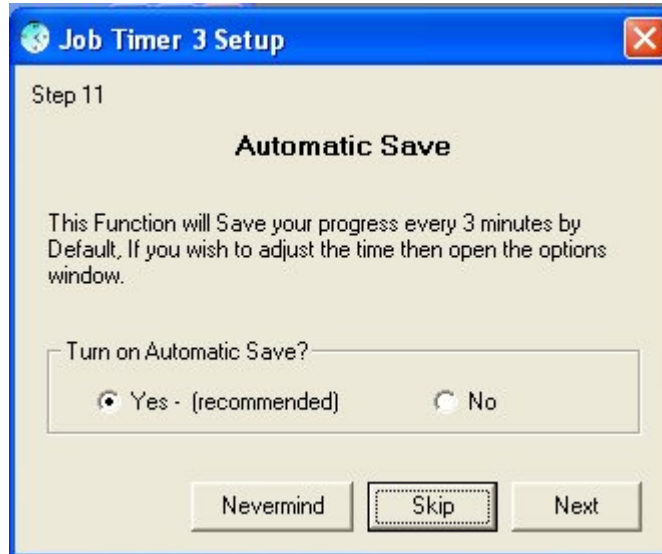
NOTE: This feature is only for those computers that have 700 MHz CPU or Higher, and or, 128mb of RAM or higher.

Setup 10



Program Launch is a feature that will open up a program for you then start the clock automatically. Choose your most used. Click on "Browse" then find your favorite programs ".EXE" file. Once you complete this task you will be able to open you your favorite program right from Job Timer. Note: For each timed service you will be able to choose a program for each timed service. You can find that function if you click "Settings" then under the "Program Launch" tab you will find "Application paths" there you will be able to setup Job Timer to open up each program for each Timed Service. If you leave any of those fields blank then it will open up the primary Application.

Setup 11



Automatic save will save your progress every 3 minutes by default, you can change this if you wish by going to "Settings" then under the "Auto Save" tab. Here you can choose where you would like the auto save function to save your progress.

Setup 12



Choosing this will show the small control panel when you close the Main Control panel. For more information on the Small Control panel then click [HERE](#).

Setup 13



The Application bar is a window that remains on your desktop like your Windows Application bar. To see more information on the Application bar then click [HERE](#).

Setup 14



Automatic Launch; this is a function that will open up an application once a day when you start windows. Click on "Yes" then browse for the application that you want to start with Job Timer. For more information on this please click [HERE](#).

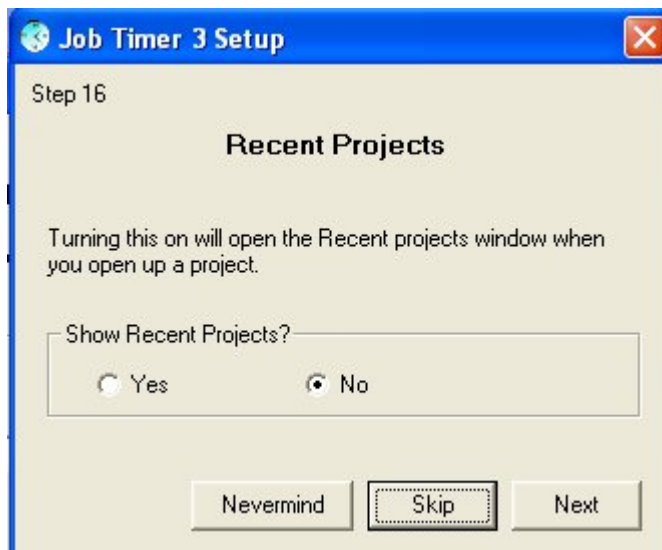
Setup 15



Start with windows; Clicking on "Yes" will start Job Timer every time you start your computer.

Administrator Password; Please setup a password at this time, this will allow you to go in and change some features of the program that you don't want visible to employees or disable them from changing settings. More information on the Administrator Options can be found [HERE](#).

Setup 16



This is a great tool for those of us that have several things going on and you need to open several projects quickly. More information on this can be found [HERE](#).

Setup 17



This will setup the reports window. Reports will always be taken but this will allow you to change the settings if you wish. More on the reports and activity logging can be found [HERE](#).

Completed



Now you will be able to use your software.

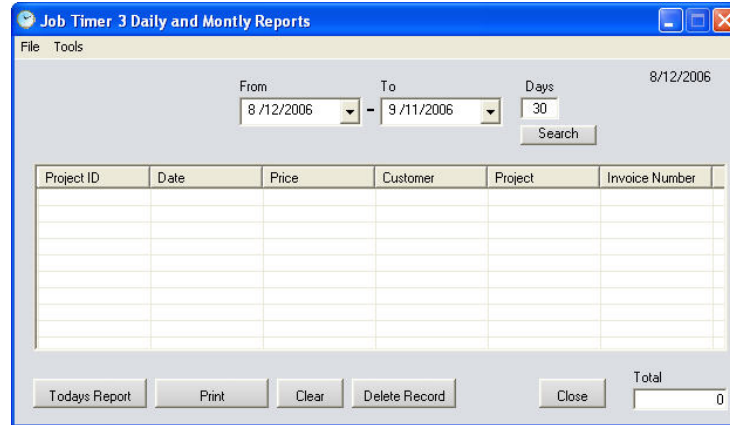
Reminder:



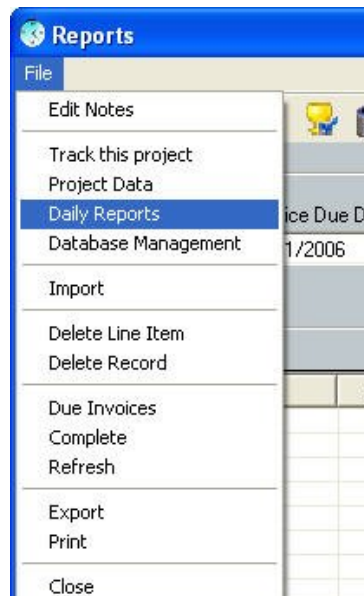
This is a reminder function to remind you of whatever you wish, this event timer will sound no matter if you're on the computer or not. It will sound an alarm or just display the Main Control panel. This was originally designed to let you know how long you have been on the computer, but has been replaced with the ergonomics feature - 2 and 6 hour reminders.

Job Timer 4 Daily Reports:

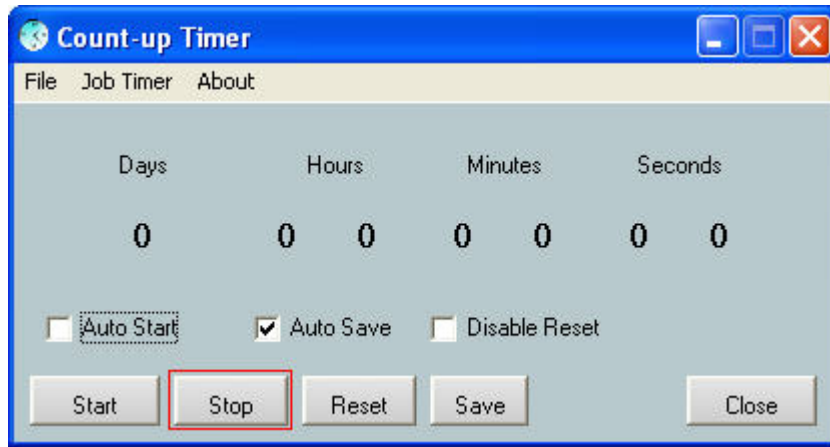
Have you ever wanted to know how much you were making per day? This utility for Job Timer 3 will be included with all upgrades to Job Timer 3. There is no special Download for this Utility Just upgrade your software like usual and this will be included. Do your normal everyday work, but at the end of the day click on "Reports" then under the "File" in the menu bar click on "Daily Reports" this will open this little utility and you will be able to see how much you have made during the day or month.



To access this Tool go to "Reports" and in the "File" menu click on "Daily Reports". You will be able to view what projects you have worked on today and print a report if you wish.



Count up Timer:



This timer can be used for anything you want. You can have it start every time you start job timer so you can see how long you have used the program. Or you can set it up on a server so you can see how long your server has been running (up time). Just about anything you want.

Project Data:

InvoiceID	Customer	Project Name	Invoice Total	Timed Service ...	Total Paid	Payment Date	Finish
224	Doc Design	This is a test	0	0.00	320.00	3/23/2006	True
224	Doc Design	This is a test	320	0.00	320.00		False
224	Doc Design	This is a test	120	0.00			False
224	Doc Design	This is a test	320.00	0.00			False
135	Doc Design	This is another ...	3.00	3.01			False
1560	9Wood	Qualcom	1,182.25	0.94			True

Click on image for a larger screen shot

Search Customer:

You can Search for Customer so it will only display the customer you select only and display all invoices created for that customer or it will display open invoices only.

Find Named Projects:

Click on a project that has more than one invoice then clicking this button will display all of these invoices giving you the total of the whole project, paid and non-paid.

Search Project:

Clicking this will allow you to search for a particular project.

Search Invoice Number:

Clicking this will allow you to search for a particular invoice number.

Adjust Total:

This will allow you to adjust the total of the project. Let's say that you added tax to your project or you wanted to add a few dollars to the invoice. Here you can adjust your new total giving you the correct totals.

Make Payment.

Once the invoice is completed then you "Make a payment". This will keep the Totals accurate. Plus if you close the invoice then when you click on "Current Projects" this invoice will no longer be displayed as an invoice that needs to be collected.

Complete:

Clicking this will close out the current project loaded. A loaded project is the one displayed at the top of the window.

Refresh:

This will refresh the database and give you all the information that was ever collected.

Current projects

Clicking this will give all the current invoices that have been created by Job Timer, this will not however give you current projects that you are working on, since there has been no invoice created for this project it can't track them until there has been invoice issued.

Get Project:

Click on a project that you wish Job Timer to open, then click on "Get Project" this will load the project into memory. Then go to Job Timer and click on "Reports" and under the "File" tab (in the menu bar) click on "Import". Now Job Timer will have opened the project.

Delete Record:

Clicking this will delete the current project loaded.

Print:

This will print the current page, if you have selected "Current Projects" then you hit "Print" then it will print a report of all the current projects that haven't been paid yet.

Interactive [Web Page](#)

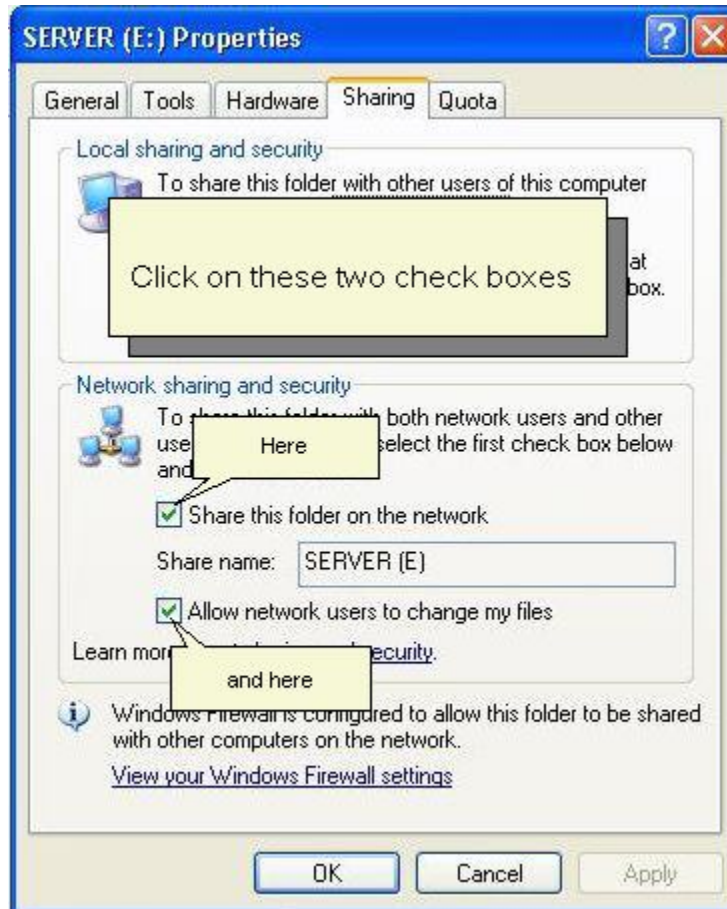
Job Timer 4 Network Settings

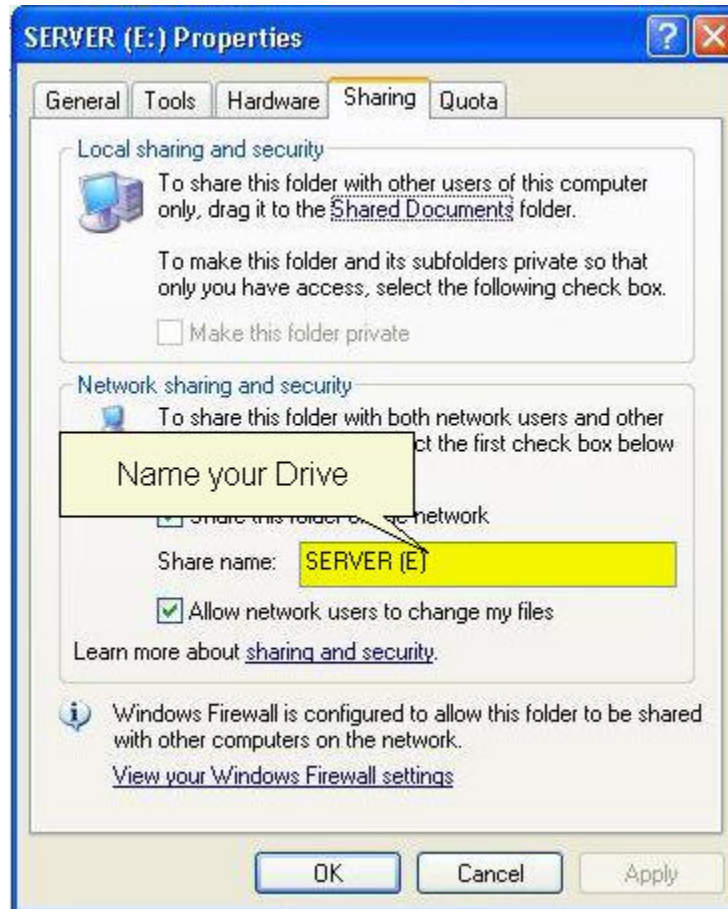
Mapping a Network Drive:

Before you start you will need to share a drive on your network.





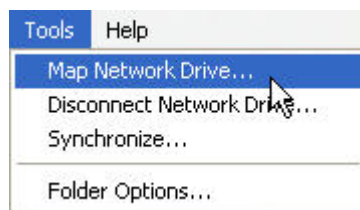


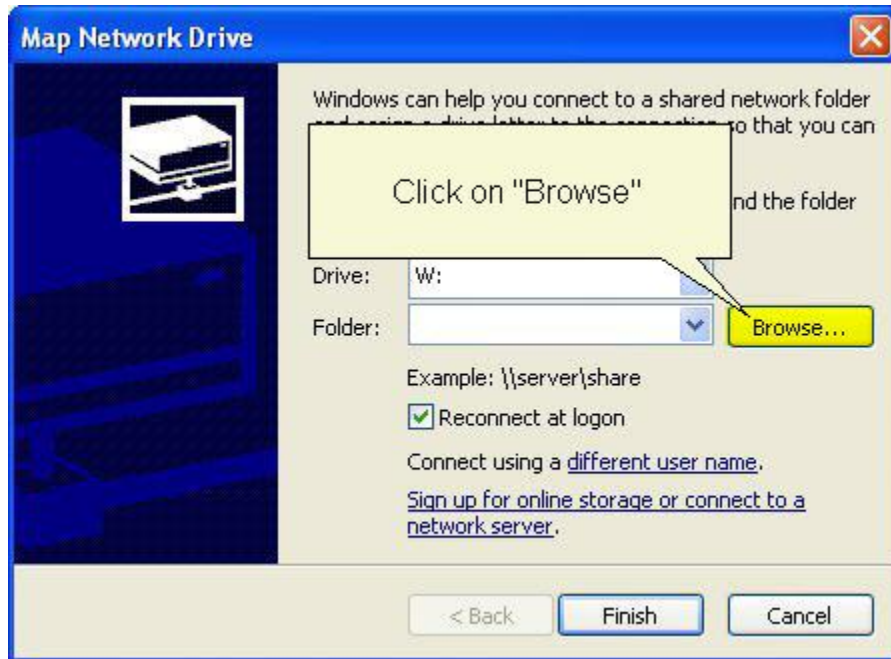


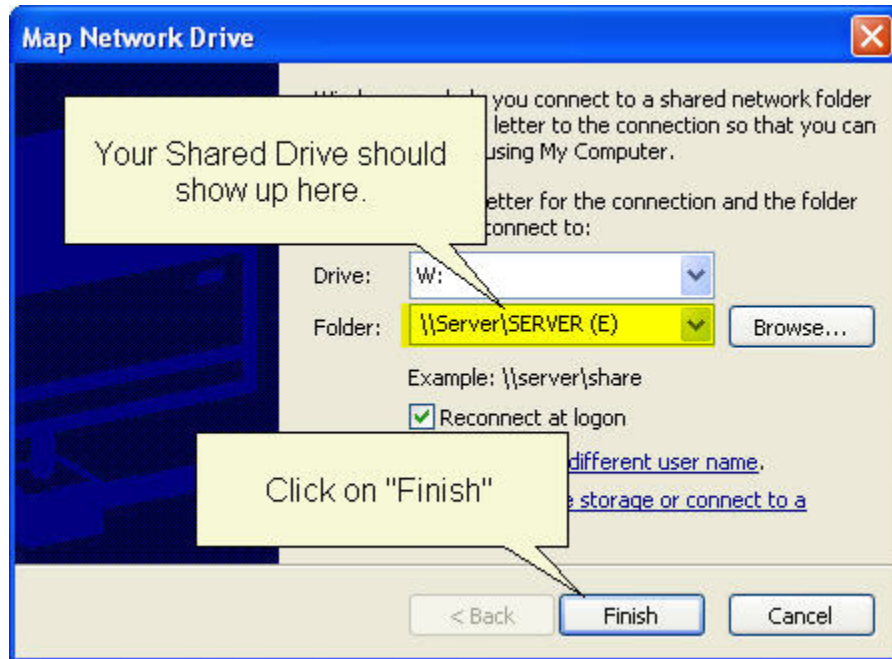
When you first install Job Timer 4 the installer will ask you to unzip the databases. Unzip the databases to your network drive.

Now Job Timer will have to look for this drive using the Network Settings. Lets Map the Network Drive to your machine.

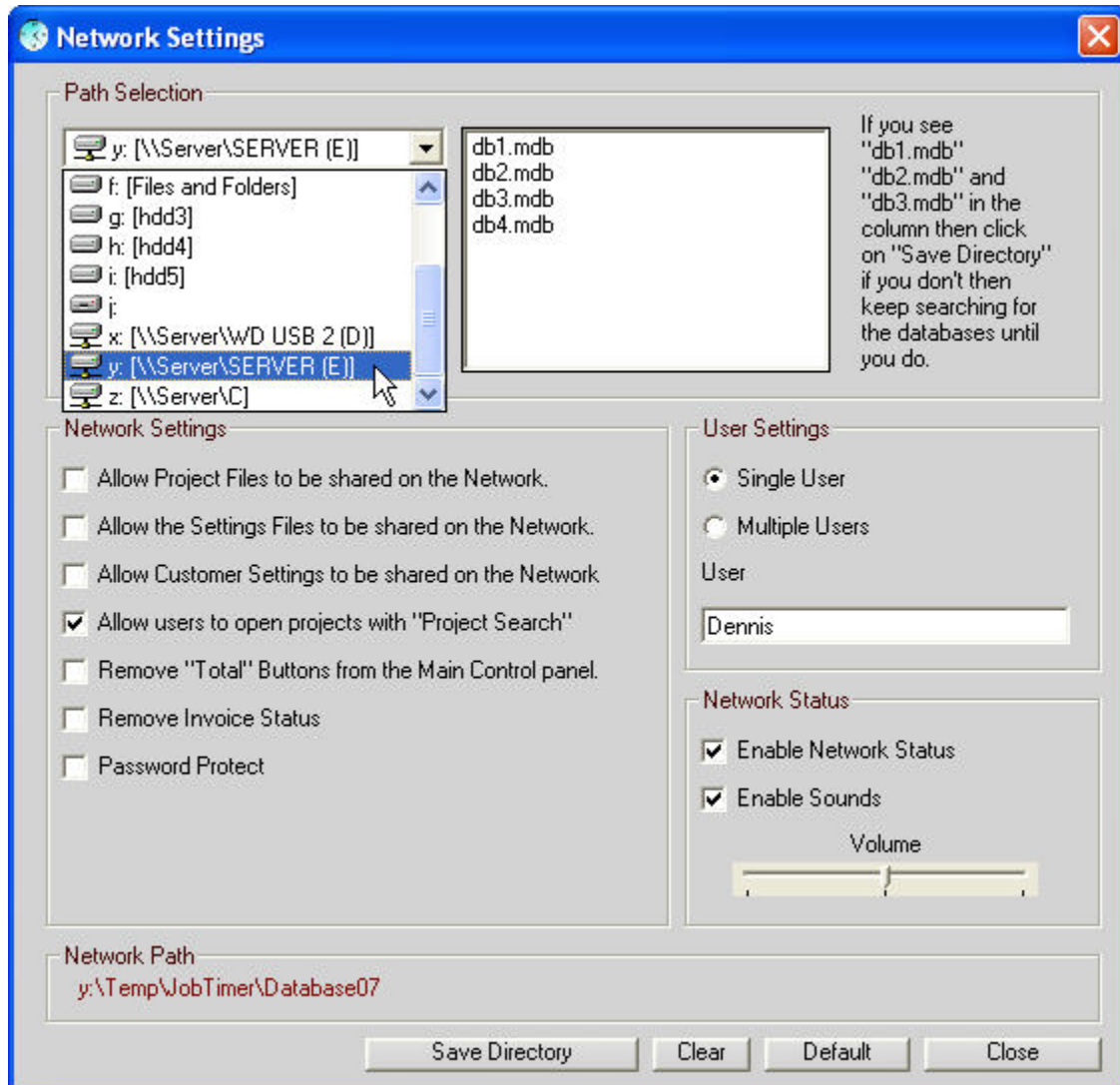
First open Windows Explorer, in the menu bar click on "Tools" then "Map Network Drive"







You have mapped your Network Drive now let's look for this drive in Job Timer

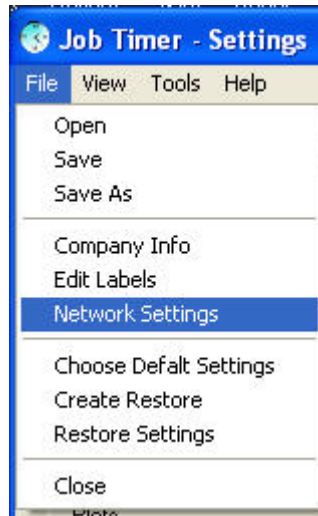


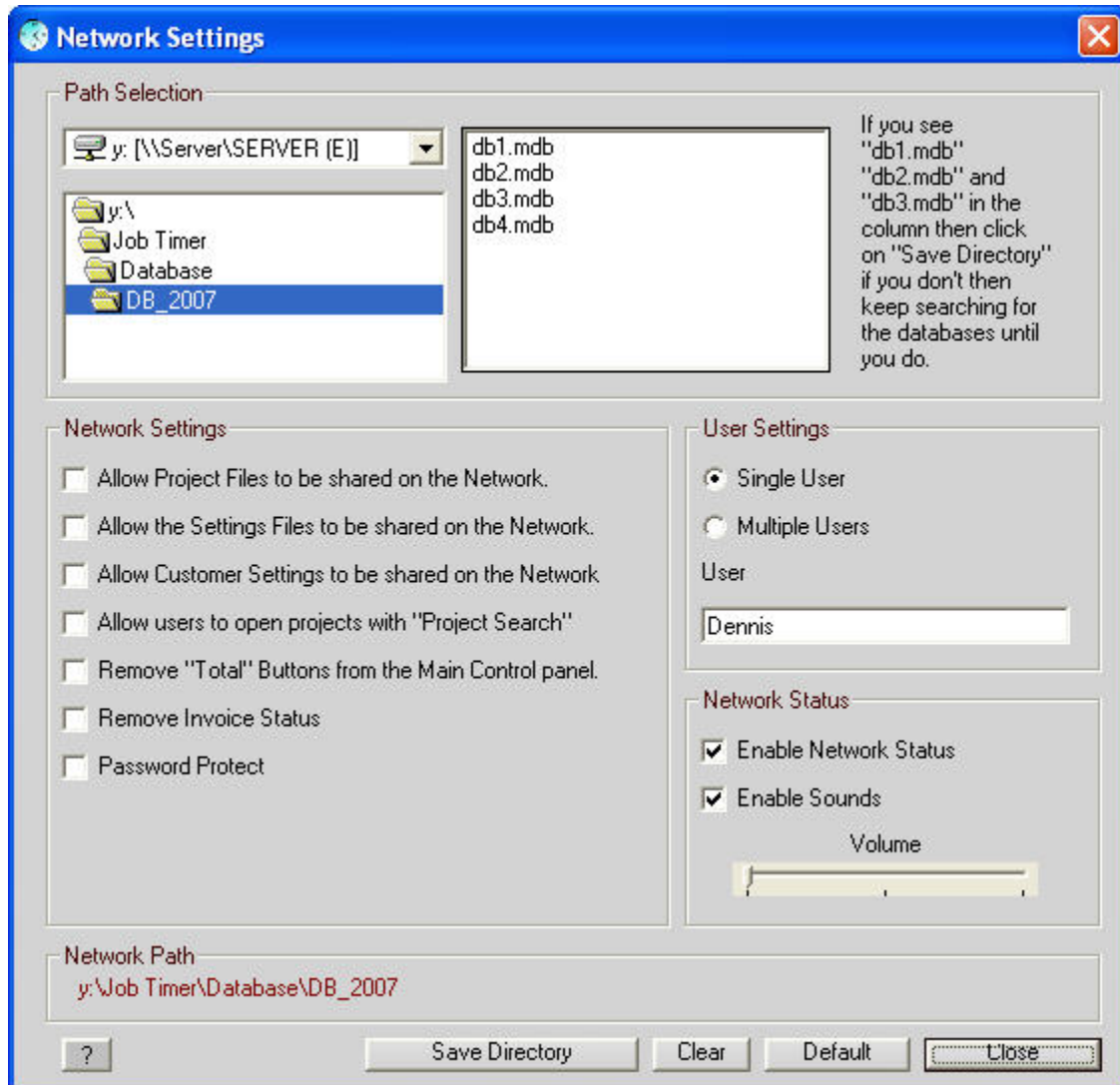
Now Job Timer can see your Network Path. Find the folder where you put your Databases. Click on "Save Directory". Now Job Timer has been networked. Click on "Close" and Job Timer will find the databases.

Any questions please email me [here](#).

Job Timer 4 Network Settings Continued:

To set your Network path go to "Options" and under the "File" tab click on "Network Settings"



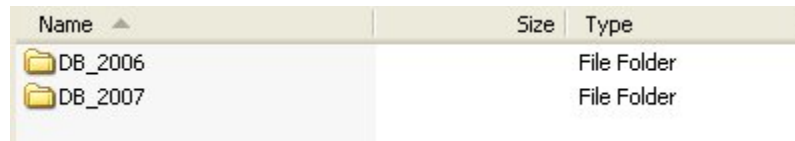


Job Timer 4 Network Edition Video can be found [here](#).

Setup really isn't complicated. When you install Job Timer 4 it will ask you if you would like to unzip the database. If you decide to use this option then choose someplace on your network to store your databases and remember where you put them. Set up your network settings to point to those databases on your network. No networking skills are required to setup and use Job Timer 4; if you know how to use Windows Explorer then you can set up Job Timer 4 with no problems.

Setting up Job Timer 4

1. Find your Network path. (The place on your network where your databases are located).
2. You must see your databases in the right hand column, if you don't then don't save your directory until you do.
3. Once you have your databases located click on "Save Directory"



Name	Size	Type
DB_2006		File Folder
DB_2007		File Folder

You can keep your Databases separately by year. Direct your Network path to the correct folder. Keep your old Databases in the older folder this way your old projects can find the old Database. Your new projects will be created in the new folder. Be sure to put a fresh new Database in the newer folder. You can get this [here](#)

Job Timer 4 will run normally. Install Job Timer on all the computers you want to run and Job Timer will track each individual's time locally but will update the database through the network. This was done on purpose, I will explain why: You may have several people doing different things at different prices. Let's say you have an engineer in your company and his hourly rate is much higher than the draftsmen. When the Engineer opens the project all of his prices are stored locally on his machine, he will access the project and add his time while all of the draftsmen are working on the same project using their prices. Now when you look at the report everyone's progress will be displayed. In most places the Engineer will be the boss or the owner of the company. So he will have total access but he can set up all the other machines on the network to display only the information he wants his employees to see. At the end of the day you can look up how much was made during that day, week, month, year. Etc.

When you view the "Reports" window you will see everyone's progress on the current job.

If user #1 has set up the job then User #2 can put in the Project number under Customer Settings and this will load that Job in the reports page. User #2 now can save this job locally on his or her machine and every time they open this job then the database will load properly.

If you would like to share your project files on the network you can but just remember that you won't be able to run more than one instance of each project. Click on "Allow Project Files to be included on the server" and when you open a project file or save a project file it will automatically go the specified path. (It's recommended that you leave this unchecked to prevent others from opening these project files and trying to add time to them.) This is convenient for a single user that has several computers and would like to span his or her projects across the network.

All of the Plug ins have been adapted for this new version of Job Timer 4. Each install will have these plug ins "Reports", "Project data" and anyone can access these normally. The network path for each of these programs has been set provided you set this up in Job Timer 4 already. If you would like to hide the prices from your employees then you can delete these plug ins from their install and this will not affect Job Timer's performance.

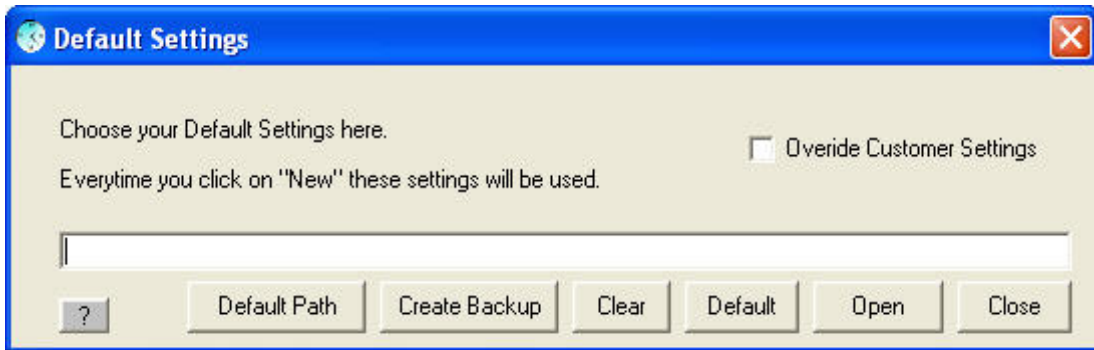
Make sure that all of your computers running Job Timer including the server and your router are all powered by a battery backup (UPS) this will insure that if the power goes out that you have some time to save your projects. Even though Job Timer has the ability to auto save your projects it does not however update the database while doing this function. To relieve any concerns about the ability to lose any data during a power outage there have been steps to make sure that your database gets updated no matter what.

1st Job Timer will remember the last entry made even though it wasn't added to the database because of a power outage or computer lockup. If the power went out Start Job Timer and opens the last project you were working on Click on "Reports" and then click on "Apply last known Entry" this should update your database with the last entry made. If your report total and your project total are the same then it will not update.

2nd If your database does not match your project total then you can click on "Reports" then under the "File" tab you will find "Update Database" this will update your database. If your report total is larger than your project total then it will not update.

Job Timer 4 will have to be registered on each computer, you will not be able to put Job Timer 4 on the server and expect it to be linked to all of your satellite computers. The program will look for the registration files on each satellite computer in order for it to work correctly. So if you download Job Timer 4 put the program on each computer and shares the Databases through the network. The Server will not require having Job Timer 4 installed on it in order for Job Timer 4 to work correctly.

Default Settings:



Create Backup

Creating a backup will create a backup of your Settings. Get your settings the way you want them then create a backup file. This will save this file automatically to "pricesBK.bku" This file will never change unless you create another backup. If you change your settings and you want to restore your settings back to the way you had them before you can go to "Options" and under the "File" tab you can click on "Restore Settings" and this will restore you settings the way you had them when you created your backup.

Clear

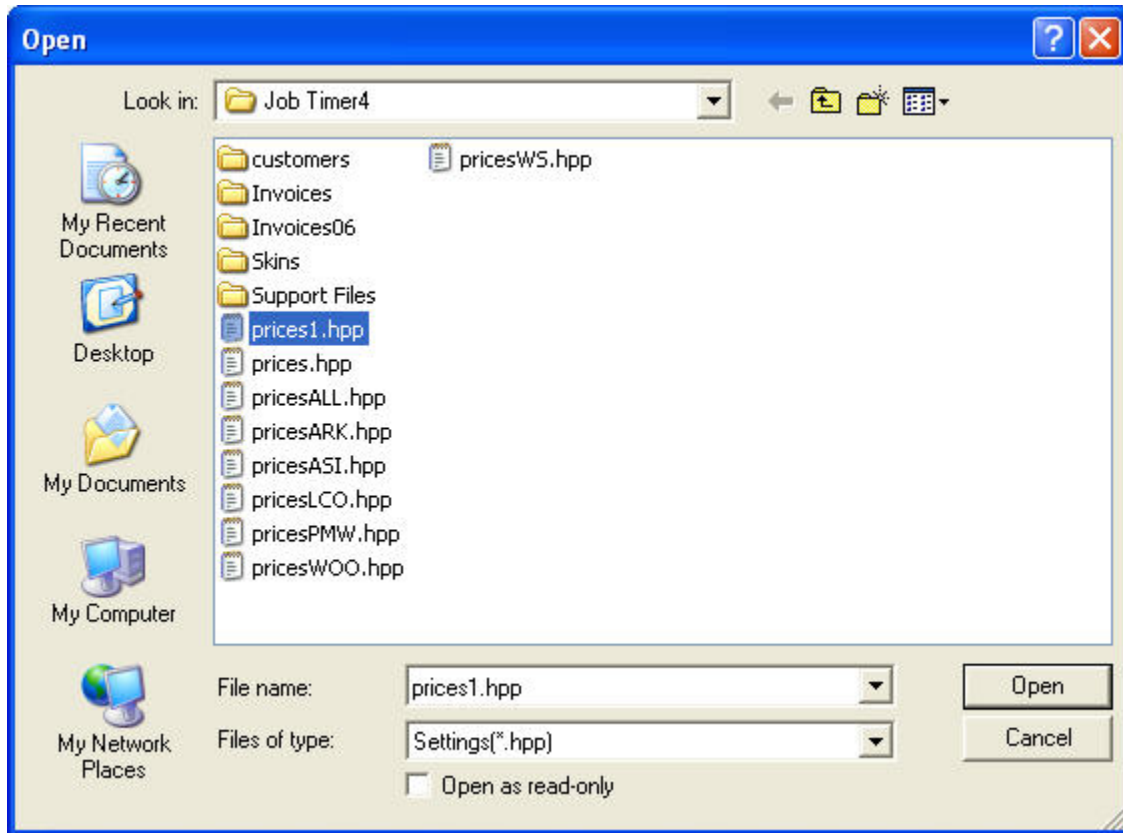
This button will clear all of the fields.

Default

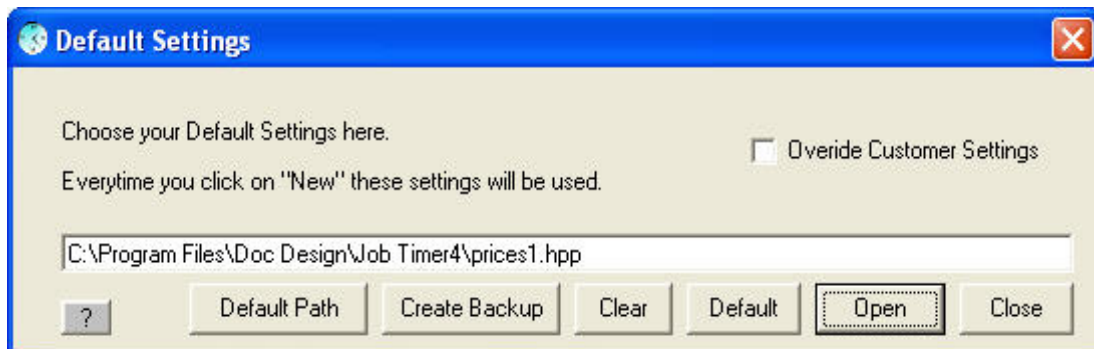
Clicking will set your settings file to the default settings "prices.hpp" file. Every time you hit "New" (for a new project) then these settings will be used.

Open

You can setup a special settings file and name it anything you want, here we will call it "Prices1.hpp"



Select the settings file you want to save as your default settings.



Now select "Close" and this will save your settings.

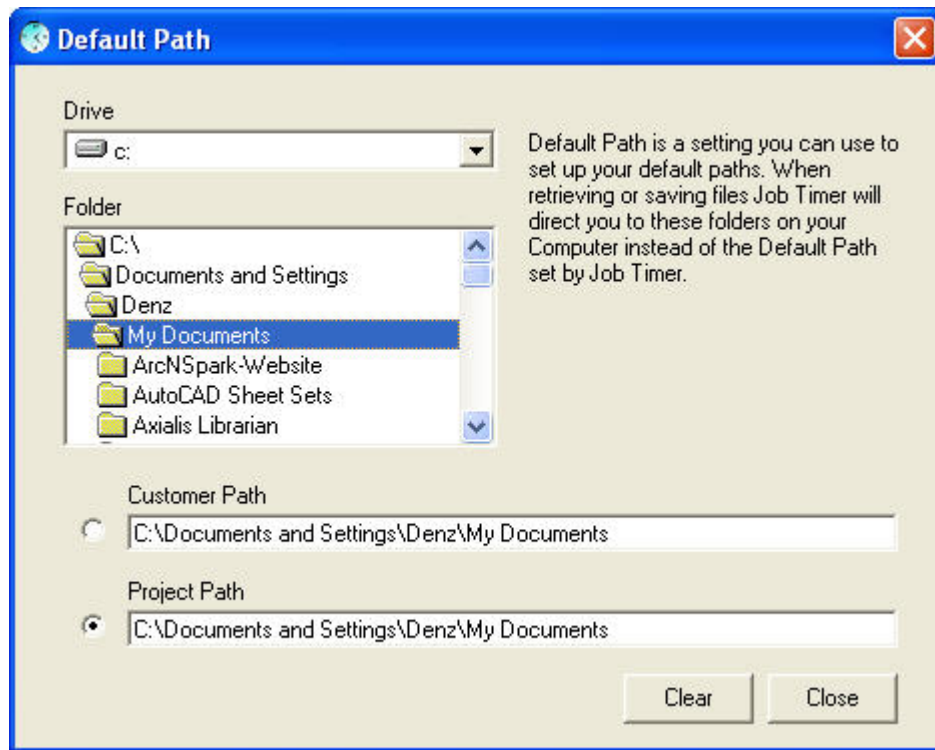
Every time you start a new project these settings will be used instead of the default settings.

Override Customer Settings

This is great if you're on a network and some users will use the customer settings but you have special price sets and you don't want to use the customer settings so you would click this option and your settings will be used instead.

Default Path

This feature lets you designate the default path (where you would open and save your projects)



You can designate where your Customer Settings will be stored as well. Click on the radio button next to the field that you want changed then click what drive you wish to change and then the folder. Click on "Close" and you're done no need to save your settings; this will save automatically. Clicking on "Clear" then closing this window will go back to the default settings.

Invoice Checking:

Job Timer 4 Network Edition was built on the Job Timer 3 Architecture, but by no means is Job Timer 4 like its little brother. Oh sure it does the same function but the Networking tools make it more powerful.

I will explain why Job Timer 4 Networking is superior.

Job Timer 4 will know what projects are open or closed. Each project is an invoice that part hasn't changed. An Open Project will still be active and you can add time to an open project as long as you want. But once you create an Invoice from that project then the project will lock up. Why? Because the invoice has been created and you have charged your customer for the time spent on that job and if you add more time to it than that customer doesn't get charged for that time that you spent.

Ok, so what if someone else is adding time to that project and you want to create an invoice? Job Timer will not let you create an invoice while the project is still in use. It will tell you who have the project open so you can let them know that the project will be billed as soon as their done.

Once an Invoice has been created and someone wants to add more time to the project Job Timer will let that person know that the invoice has been locked and Job Timer will just stop the clock. You will have created a new project.



Project Status	No Project Loaded - No Project number has been assigned
Project Status	Invoice Number has been assigned - Neutral - Ready
Project Unlocked	Project is Unlocked - Ready
Project Locked	Project has been locked - No more activity can be added.

You can shut these Color status bars off: Go to Network Settings and click on "Remove Invoice Status"

Auto Invoice Numbers

Some people will use the "Auto Invoice" Feature when doing so the program will start up with no Invoice (Project) number you will have to assign one yourself.

Assigning the invoice numbers manually keeps you in control. Just hit "New" or go to "Reports" and under the menu bar click on "File" then "Assign New Project Number" You can't assign a new project number if the project you're working on has a project number already.

Customer and Project Info

File

Customer Information

Business

Address

City

State

Zip Code

Phone

Email

Use Special Settings

Project Information

Invoice Num 07-4284 Auto

P.O. Number

Project Name

Customer

Project Search

Date

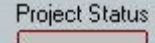
Include Invoice Number when Saving

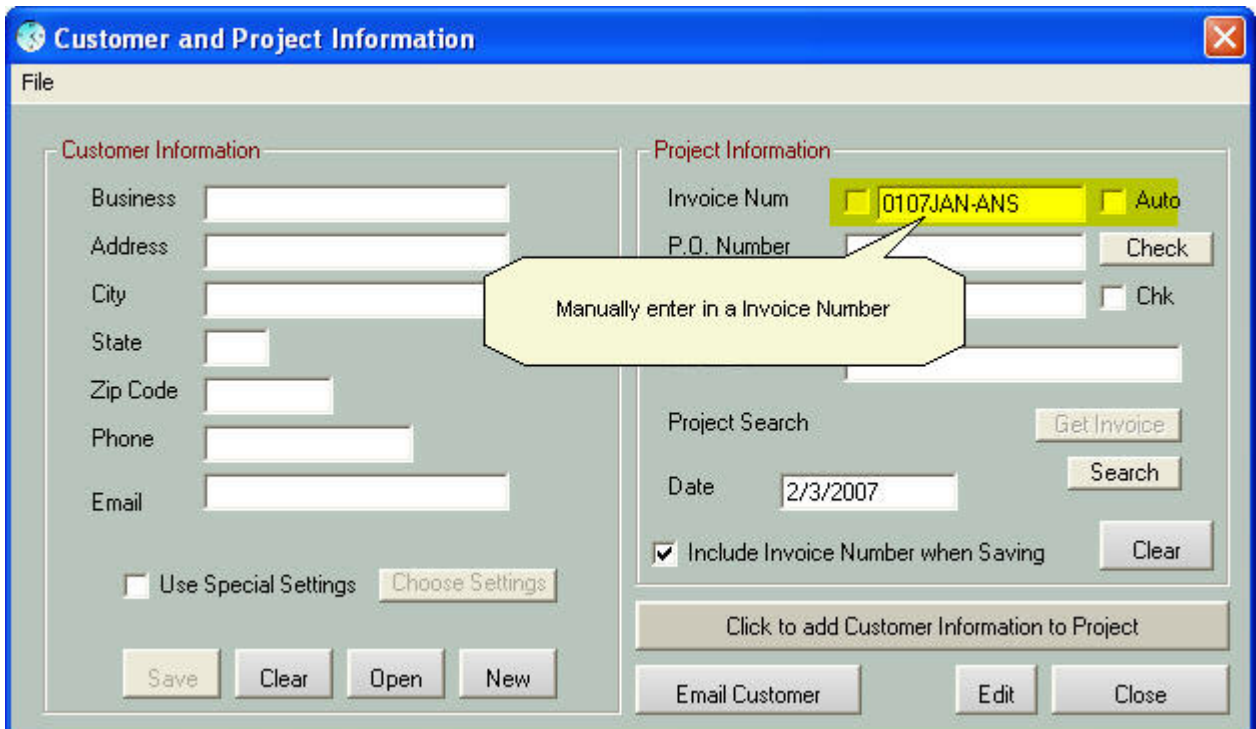
Auto Prefix, Puts the Year in front of the Invoice number. This way you can change your Database every year.

Auto Invoice Numbers

The reason for this is that when you start the program you don't want Job Timer automatically assigning an invoice number every time. You want your invoice numbers to be consecutive. This way you don't have 10 numbers separating the invoices. For example it would appear that you had 1000 invoices when you only had 300.

Manual Invoice Numbers

You will still have to assign a Project number to your project before you proceed. If your status bar is grey  then you will have to assign a project number regardless if you want to enter in your invoice number. Click on New then open your customer-project window.



The screenshot shows a software window titled "Customer and Project Information". It is divided into two main sections: "Customer Information" and "Project Information".

- Customer Information:** Includes text input fields for Business, Address, City, State, Zip Code, Phone, and Email. There is a checkbox for "Use Special Settings" and a "Choose Settings" button.
- Project Information:** Includes an "Invoice Num" field (highlighted in yellow) containing "0107JAN-ANS", a "P.O. Number" field, and a "Date" field containing "2/3/2007". There are checkboxes for "Auto" and "Include Invoice Number when Saving". Buttons for "Check", "Get Invoice", "Search", and "Clear" are present.

A yellow callout box with a pointer to the "Invoice Num" field contains the text: "Manually enter in a Invoice Number".

At the bottom, there are buttons for "Save", "Clear", "Open", "New", "Click to add Customer Information to Project", "Email Customer", "Edit", and "Close".

You can now enter in your own Invoice Number, when you're done click on "Check" this will check the database to see if the invoice number already exists. If the Invoice already exists you have the option to either open that project or change your invoice number.

If the Invoice already exists you have the option to either open that project or change your invoice number.

If the Invoice already exists and you choose to open it you will be instructed to save the project.

If the project already exists on your computer then it will open the project instead of saving it. Once open you can save it normally.

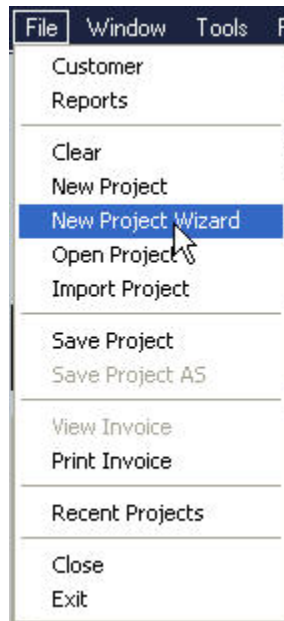
If the project already exists in the database but does not reside on your computer then it will save normally.

If the project does not exist in the database then you can create this project normally.

New Project Wizard:

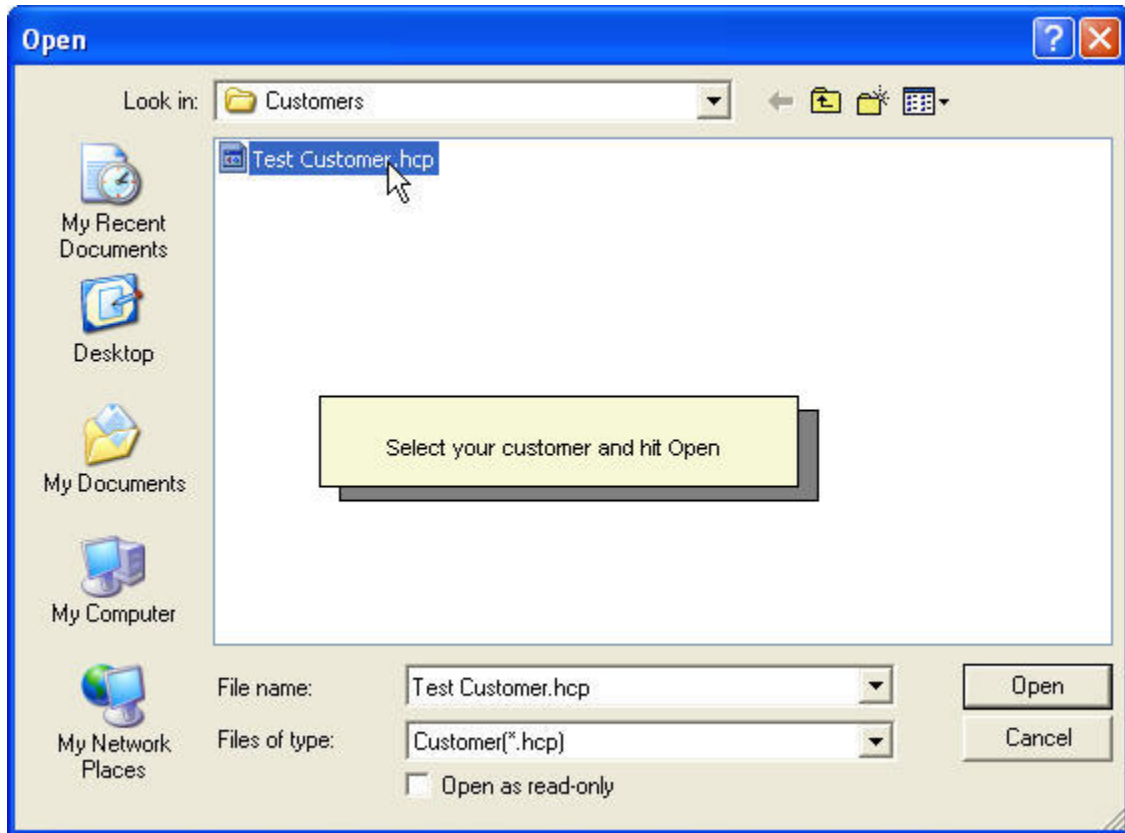
The "New Project Wizard" will assist in creating new projects.

First go to: "File" on the Main window menu bar and select "New Project Wizard"

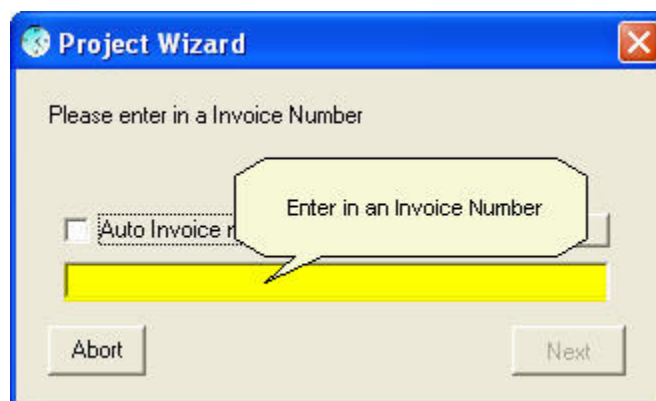


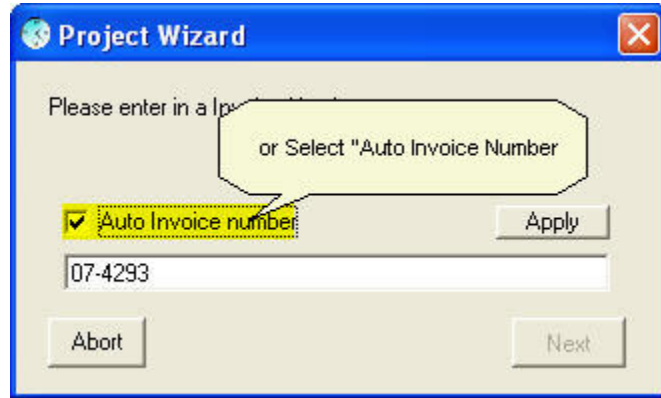
Select a Customer





Enter in your Invoice Number





Enter in your PO number. Only if applies to your project. You would receive this from your customer.



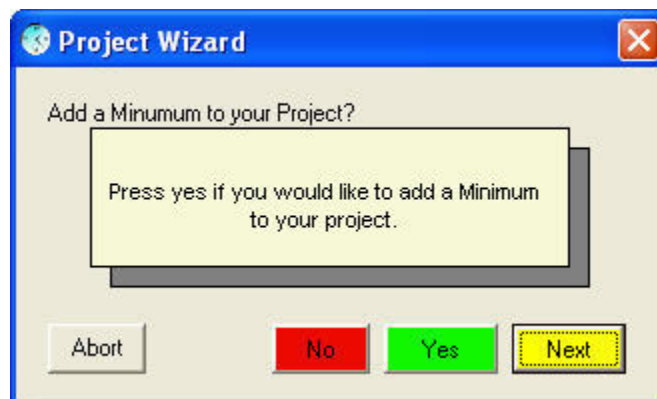
Enter in the Name of your project



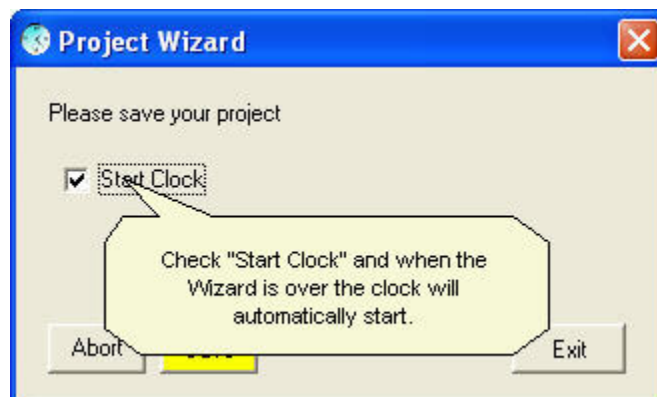
Enter in your User Name. Normally this will automatically appear. If you want to use the current User Name then click "Next"



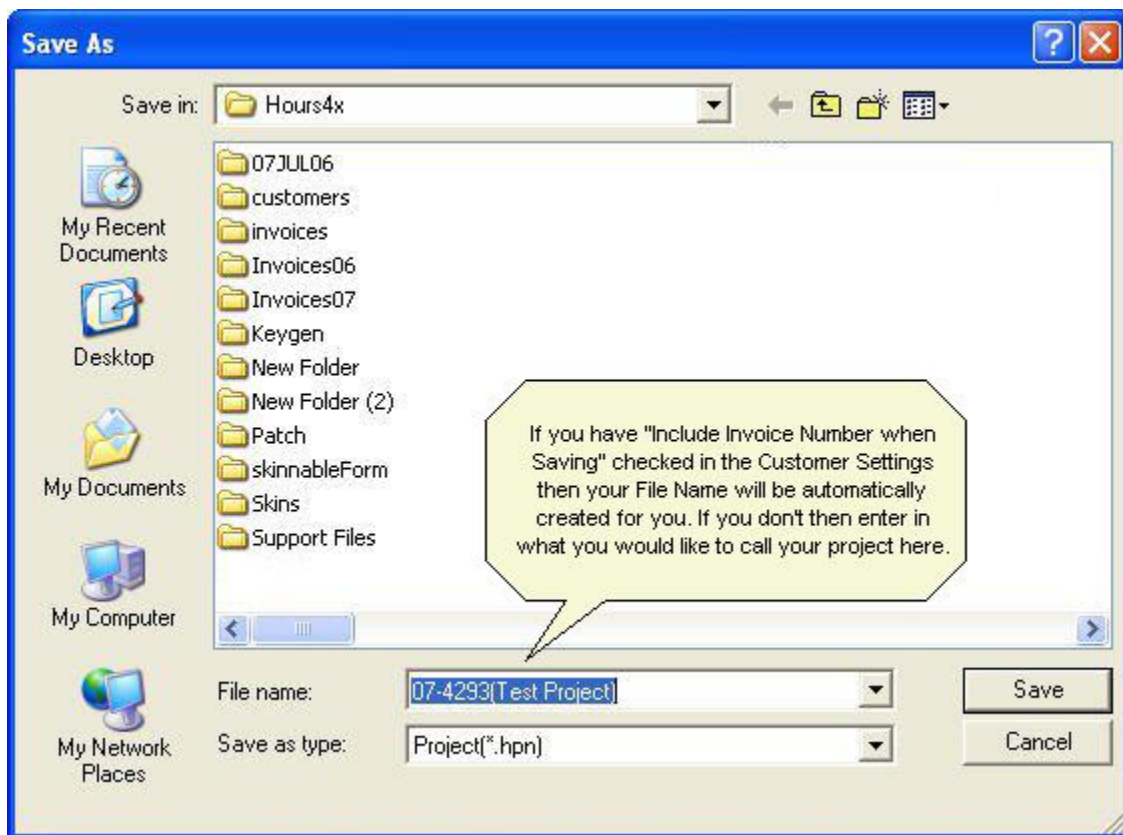
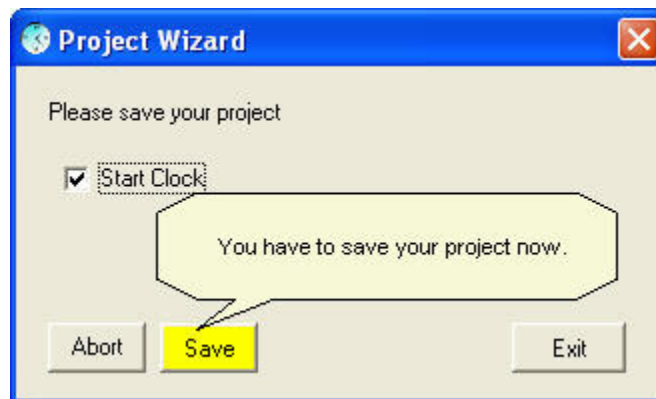
Adding a Minimum to your project



Start to Job Timer clock when the wizard is over?



You must save your project to save all of the settings that you created.



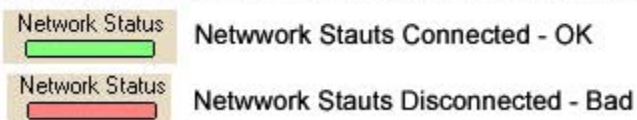
Exit the Wizard



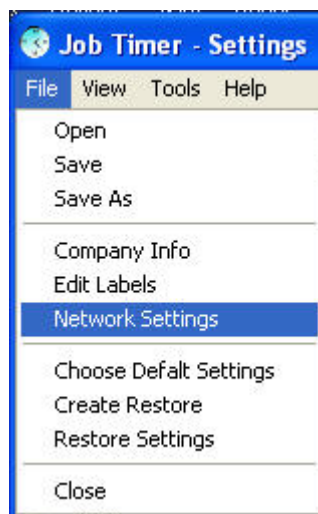
You have successfully created your project.

Network Status:

Network Status will check the status of your network to see if you're still connected.

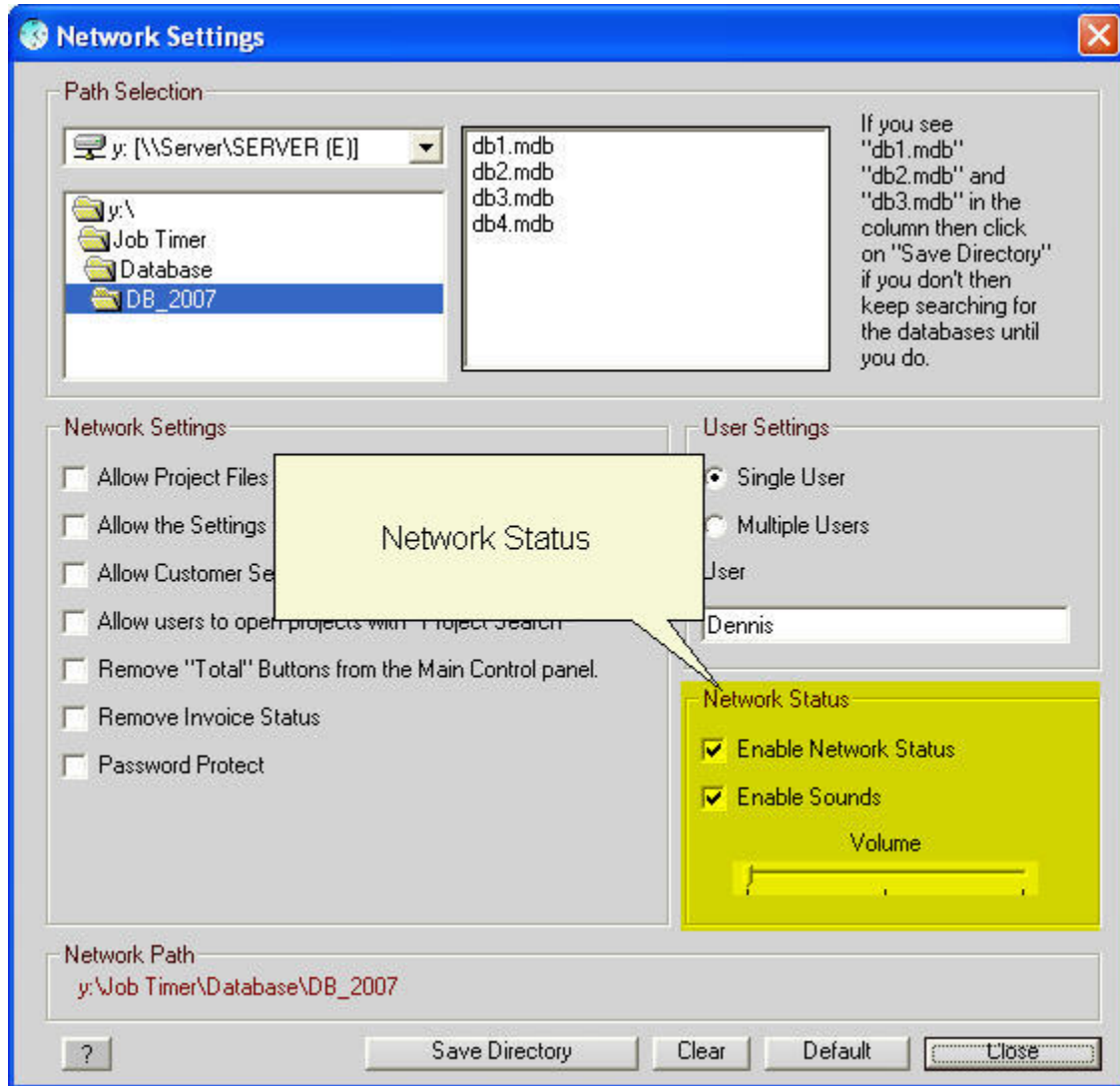


To enable this feature to "Settings" then click on "File" in the drop down menu then click on "Network Settings"



Click on "Enable Network Status".

If you wish sounds to be heard when a connection starts or ends then click on "Enable Sounds", choose the volume then close this window.



This feature will also show up in your task bar so you know if you're connected to your network or not.

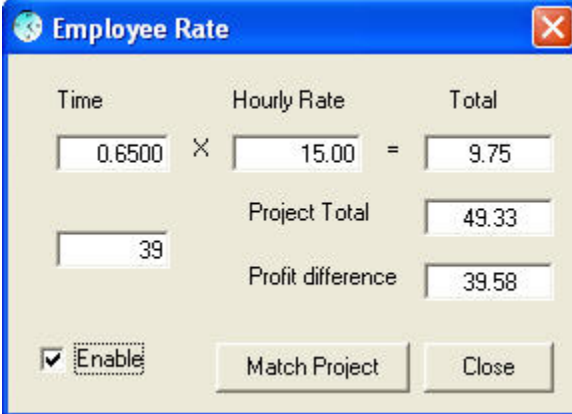
This little Computer Icon will show up
in the task bar.
"Black" - Starting
"Green" - Connected
"Red" - Not Connected



This Function is in two parts:

1. When you first start Job Timer the Status Bar on the Main Control Panel will turn green if you're connected to the Network. This will happen almost immediately.
2. After 30 Seconds Job Timer will check the validity of the connection, then 20 seconds after that it will check it again. When your network goes down Job Timer will alert to you to this fact. Job Timer will not let you Start, Stop, Save or open any projects until the Network is restored. If the clock was running at the time then the clock will stop and ask you if you wish to keep it going.

Employee Time:



The image shows a software dialog box titled "Employee Rate". It contains several input fields and buttons. The first row shows a calculation: "Time" (0.6500) multiplied by "Hourly Rate" (15.00) equals "Total" (9.75). Below this, there are fields for "Project Total" (49.33) and "Profit difference" (39.58). At the bottom left, there is a checked checkbox labeled "Enable". At the bottom right, there are two buttons: "Match Project" and "Close".

Time	Hourly Rate	Total
0.6500	15.00	9.75
39	Project Total	49.33
	Profit difference	39.58

Enable

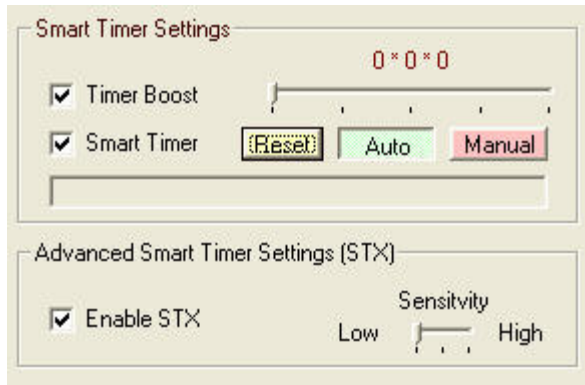
Match Project Close

This feature will only record the actual time that is recorded plus the full project total. This way when an employee spends any time on the project the time will be recorded.

In the future there will be the ability to create reports with this new information.

Smart Timer Technology:

Smart Timer Technology works with Time Check. If you have Time Check turned on then by default then Smart Timer will be activated. If you don't wish to run this feature then you can go to "Timer Settings" and uncheck Smart Timer.



Along with the Smart Timer are two features called "Timer Boost" and "STX". These two features work with Smart Timer to enhance its function.

What Smart Timer does is analyses your computers clock speed then adjusts Job Timer to compensate for that speed. It remembers these settings so Job Timer will run at maximum proficiency. The more Job Timer runs using this feature the better Job Timer will run. This really isn't noticeable too much to the user; it just looks like Job Timer is running fine if you have it on or off. The only way you see it working is how much the status bar has moved. If you have been working on a project for several hours and that status bar hasn't moved much then your computer is already optimized, but if that status bar has a noticeable increase, then Job Timer has done the optimizing for you.

Timer Boost will increase the Smart Timers function to reach its goal faster. This will decrease the amount times that Time Check will have to work.

STX will keep Smart Timer in check and not run overrun the clock.

More on Time Check can be found [here](#).