

StockG.com

Time Creator

User Guide

Version 2.0.1 (Beta) 2/2/03

Time Creator User Guide 2.0

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Chapter 1 Introduction

Purpose of Time Creator

TimeCreator is a new program from StockG.com. TimeCreator will create more time for you by helping you monitor where your time is going and to use it more efficiently.

TimeCreator is for anyone who:

- Has too much to do
- Is often rushing
- Sometimes misses meetings
- Unprepared for meetings
- Uses a computer
- Someone who wants to reach their goals.
- Doesn't balance time well
- Doesn't solve root cause of problems
- Has difficult estimating time
- Has to generate status reports
- Difficulty reaching goals
- Difficulty breaking habits

TimeCreator works by making it easy to track your time. All functions are linked backed to time tracking :

- To do List
- Phone Book
- Alarms
- Button Bar

Once you start tracking your time you can use it more efficiently. TimeCreator comes with a number of tools to help you do this and will give you the following benefits:

- Balance your time
- Reach your goals
- Break habits
- Learn new Positive habits
- Not rush for or be unprepared for meetings
- Easily generate weekly type status reports
- Identify what is interrupting you
- Prevent you from procrastinating
- Prevent you from getting stuck on a task
- Help you to prioritize your tasks
- Identify and solve the root cause of your problems

Features

- Button Bar
- List Maker
- Reminders/Alarms
- Phone directory
- Calendar

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- Command Window

System Requirements

- Personal Computer with a 486/25 or higher processor
- Microsoft Windows 3.1, 3.11, 95, NT 3.51, NT 4.0, 2000, XP
- Mb of memory
- 5 Mb of free disk space
- Modem (optional)

Windows Terminology

You should be familiar with the following windows terminology:

Word	Definition
Mouse pointer	 the arrow to the left which is controlled by moving the mouse
Mouse	Pointing device which moves the mouse pointer across screen and supports a left button and a right button
Button	
Click	Position the mouse pointer to a button and press the left mouse button
Press	Action done to a key on the keyboard or mouse which can be pressed
Cursor	Blinking vertical bar indicating where you will be able to type information
Dialog	A window which supplies information and allows you to supply it information
Button	A graphical depiction of a button on your computer screen
Key	An actual key on your keyboard
Drag	Place the mousepointer over an item. Press the left-mouse button and hold it down. The item can be dragged to another position until you release (drop) the item.
Double-click	Press the left mouse button quickly two consecutive times while holding the mouse stationary
Right Mouse	The button on the right side of the mouse.
Window	
Select	
Multi-select	
Activating a Window	You can activate a window by clicking it or by press Alt+Tab

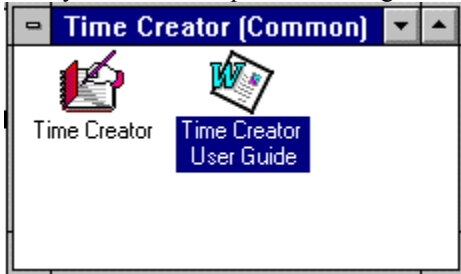
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Chapter 2 Installation

Installing

- 1) Insert disk into your CD drive
- 2) System will automatically step you through the installation.

The system will set up the following icon in Program Manager



Double click Time Creator to start it and you will be prompted with the following dialog:



Answer "Yes" if you're running at Home or No if you're running at work.

Registration

<Registration img goes here>

Press the "Free Trial" button for a 30 day or 240 hour free trial or contact StockG.com at AlecBerg@StockG.Com

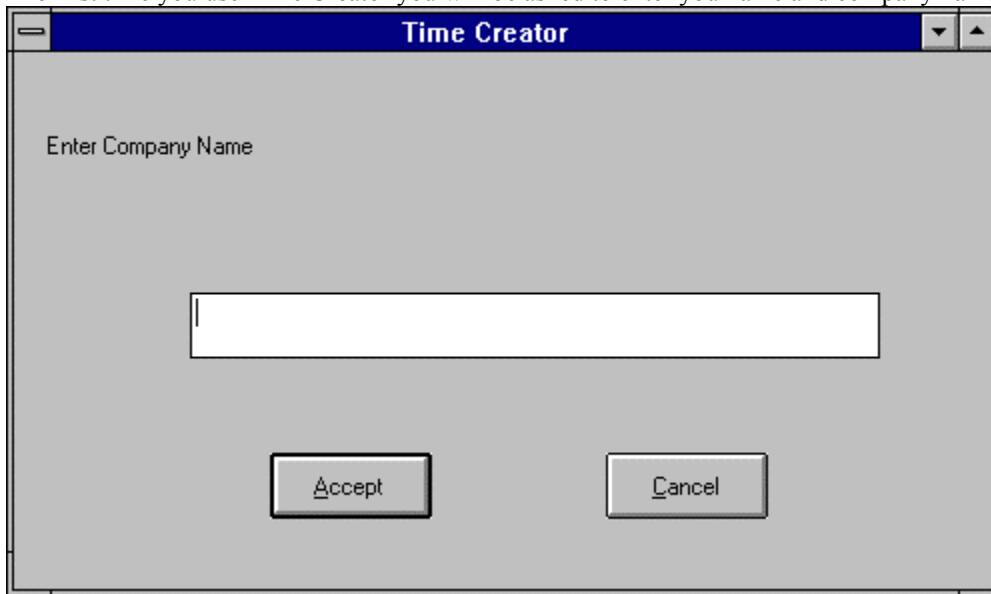
After pressing the "Free Trial" button the following will be displayed



Click "Ok" to continue

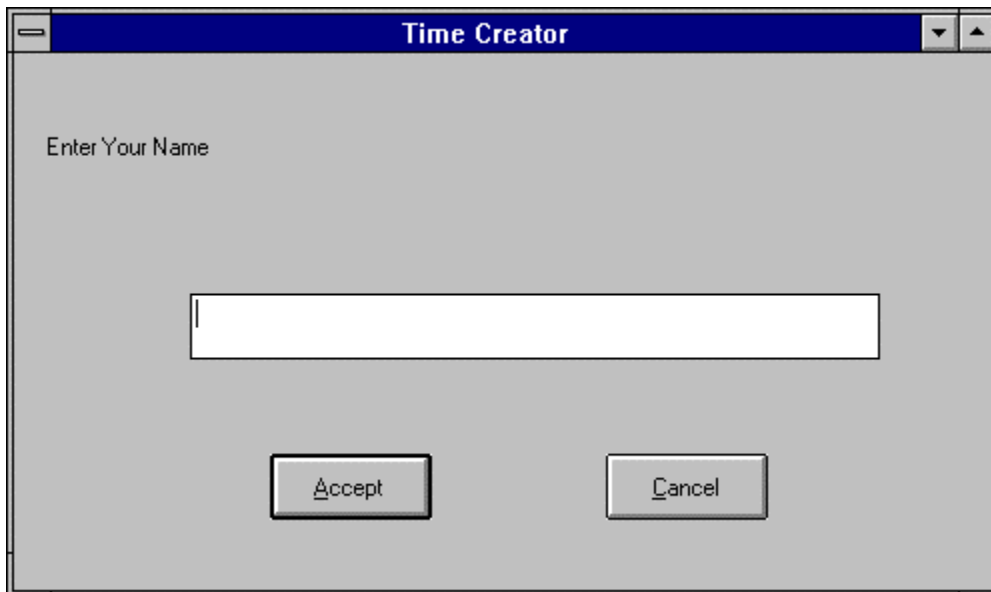
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The first time you use Time Creator you will be asked to enter you name and company name.



A screenshot of a dialog box titled "Time Creator". The dialog box has a blue title bar with the text "Time Creator" and standard window control buttons (minimize, maximize, close) on the right. The main area is light gray and contains the text "Enter Company Name" at the top left. Below this text is a large, empty white rectangular text input field. At the bottom of the dialog box, there are two buttons: "Accept" on the left and "Cancel" on the right. Both buttons have a light gray background and a thin black border.

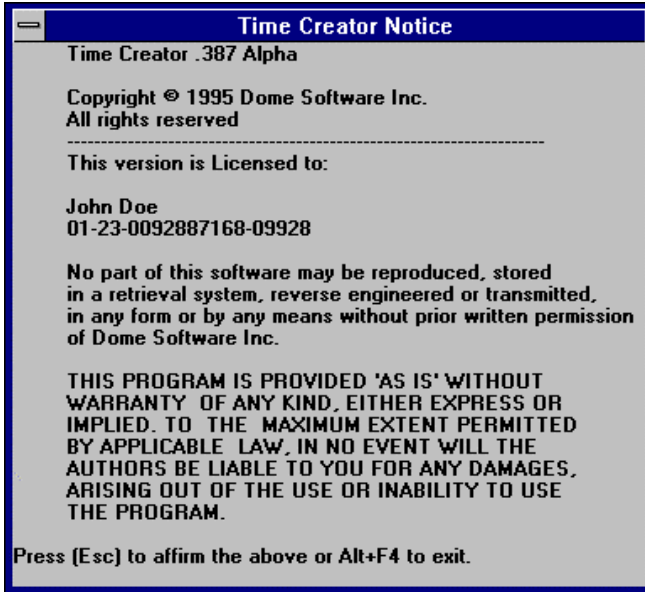
Enter your company name or leave blank and press “Accept” and the following will be displayed:



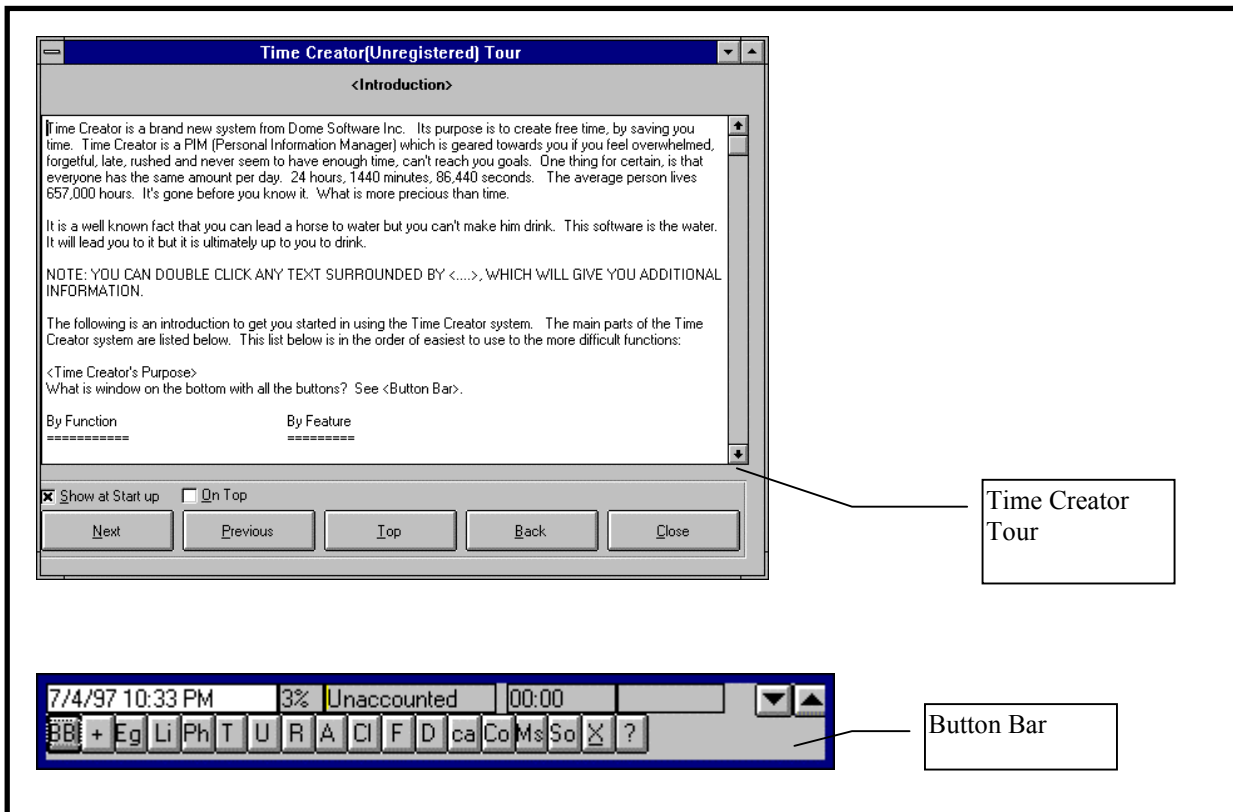
A screenshot of a dialog box titled "Time Creator". The dialog box has a blue title bar with the text "Time Creator" and standard window control buttons (minimize, maximize, close) on the right. The main area is light gray and contains the text "Enter Your Name" at the top left. Below this text is a large, empty white rectangular text input field. At the bottom of the dialog box, there are two buttons: "Accept" on the left and "Cancel" on the right. Both buttons have a light gray background and a thin black border.

Enter your name and press “Accept” and the Time Creator notice will appear

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Press "Esc" to continue. The Time Creator Tour and Button Bar will be displayed

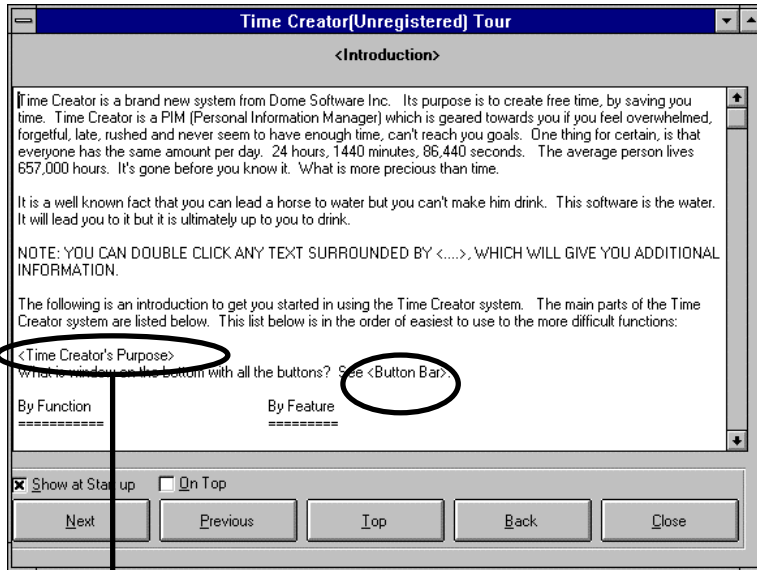


The Time Create tour and the Button Bar will be displayed

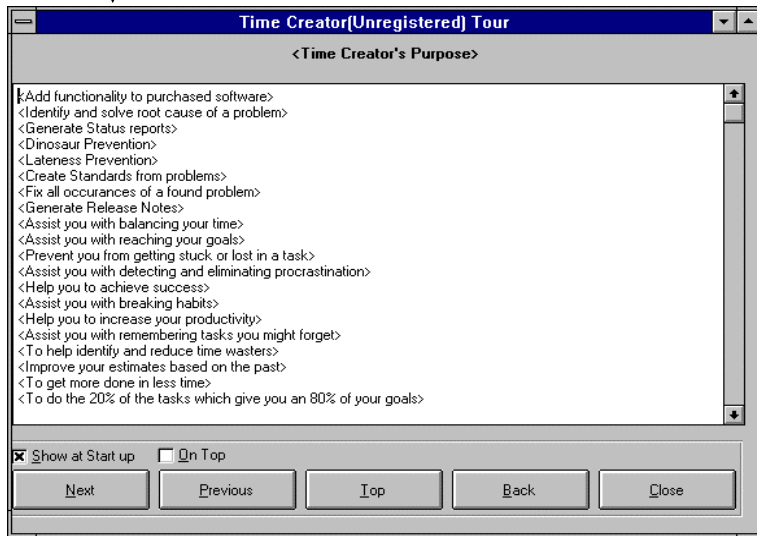
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Chapter 3 Tour

Time Creator supports a “Tour” of the system. The usage of the Tour is described below.

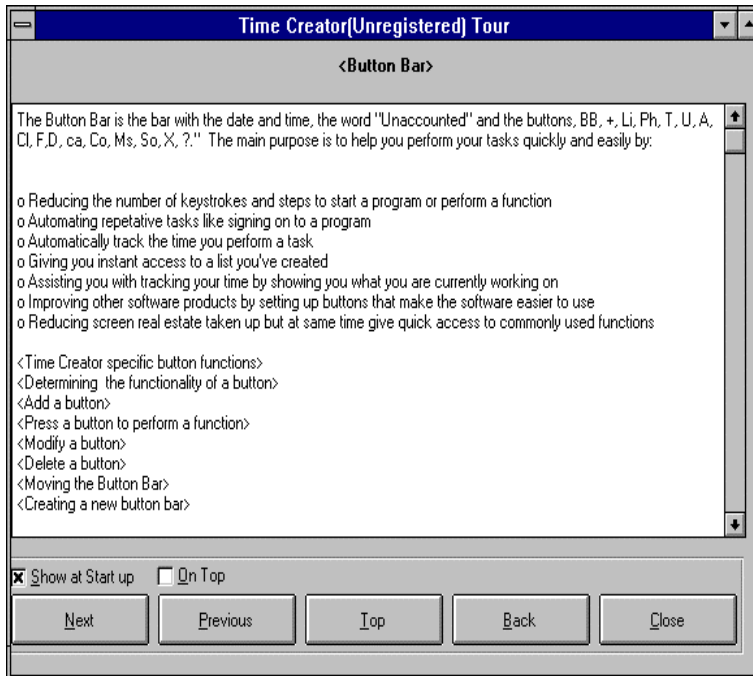


Double Click the text in the brackets to get additional help
Double clicking <Time Creator's Purpose> will bring up the following dialog:



Double clicking <Button Bar> will bring up the following dialog:

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Back

Will return you to the previous window of the tour

Top

Will move you to the top of the Tour

Next

The Next button will step you sequentially through help

Previous

The Previous button will step you back sequentially through the Hlep

Close

Show at Start up

Click this option off if you don't want to see the tour

On Top

Click this option to keep the tour on top of other windows

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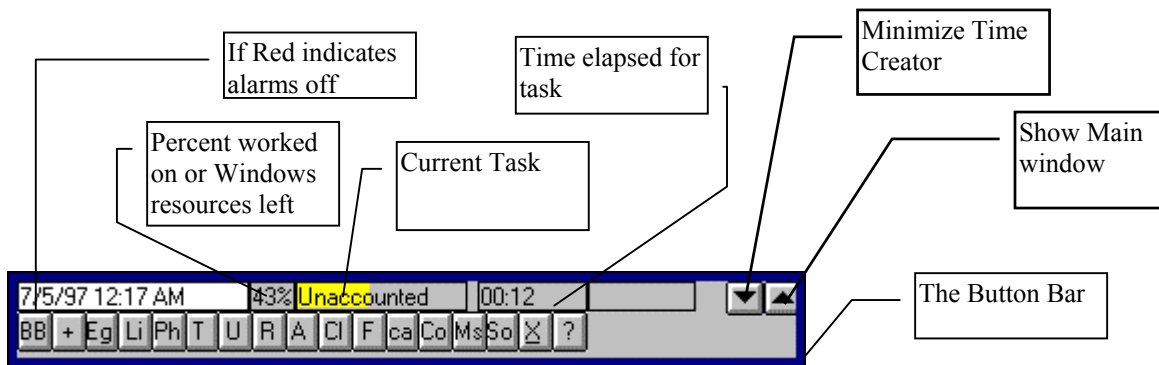
Chapter 4 Button Bar/Tool Bars

Purpose

- To give you fast access to the functions you want to perform using the mouse
- You can easily and quickly start programs instead of using clumsy Program Manager
- To give you fast access to a list you've made
- To remind you what you are currently working on
- To make it easier to track your time
- To show you what you are currently working on
- To assist you with accurately tracking your time
- To increase your productivity by automating boring and repetitive tasks you perform
- To enhance the functionality of software you currently use

Overview

The Button Bar is easy to access because it is always on top of other windows and uses minimum screen real-estate. Below is the default Button bar which comes with Time Creator.



Button	Function	Description
+	Load Icon to Button Bar	Loads a selected icon to the Button Bar <i>What happens in windows 95, NT 4.0!</i>
Eg	Egg Timer	Starts the Egg Timer
Li	List Maker	Starts the List Maker
Ph	Phone Book	Displays the Phone Book
T	Did Today	Shows what you've done today
U	Undo Last Tracking	Undoes the last tracking entry
R	Restart Previous Task	Restarts tracking the previous task
A	Show upcoming Alarms	Displays you upcoming alarms
Cl	Show Calendar	Displays your calendar
F	File Manager	Starts File Manager
ca	Calculator	Starts the windows Calculator
Co	Control Panel	Start Control Panel
Ms	Mine Sweeper	Starts Minesweeper and tracks that you're playing it
So	Solitaire	Start Solitaire and tracks that you're playing it
X	Exit	Exits from Time Creator
St	Stop Tracking	Stops tracking your time
?	Help	Displays a list of what each button does

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Right Mouse

Pressing the right mouse button while over the buttons on the Button bar will bring up the following Pop-up menu:




Moving the button bar

To move the button bar position the mouse over any part of the button bar except the buttons, and drag it to where ever you like (press the left mouse button down and hold it. Move the Button Bar to where you like it and remove your finger from the button).

Or activate the Button Bar via the F6 (Next Window) key and press Ctrl+M. Then using the Arrow keys move the window and press the Enter key to place it there.

Reordering buttons

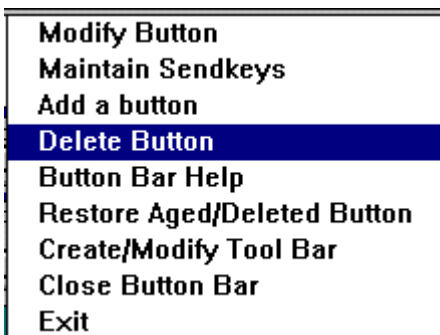
To reorder the buttons press the left-mouse button down over the button to move. Drag the little black square  to the button you want to move after and release the left mouse button

Minimizing

The Button Bar and Time Creator can be minimized by pressing the  button on the button bar

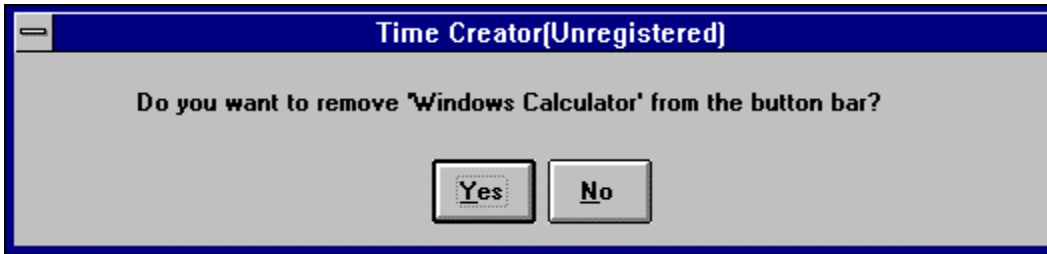
Removing a button

To remove a button (For example the “Ca” Calculator button) from the Button Bar, press the right-mouse button while over the “Ca” button to delete and select “Delete Button” from the pop up menu.



You will get a verification message of the following if you try to delete the “Ca” button

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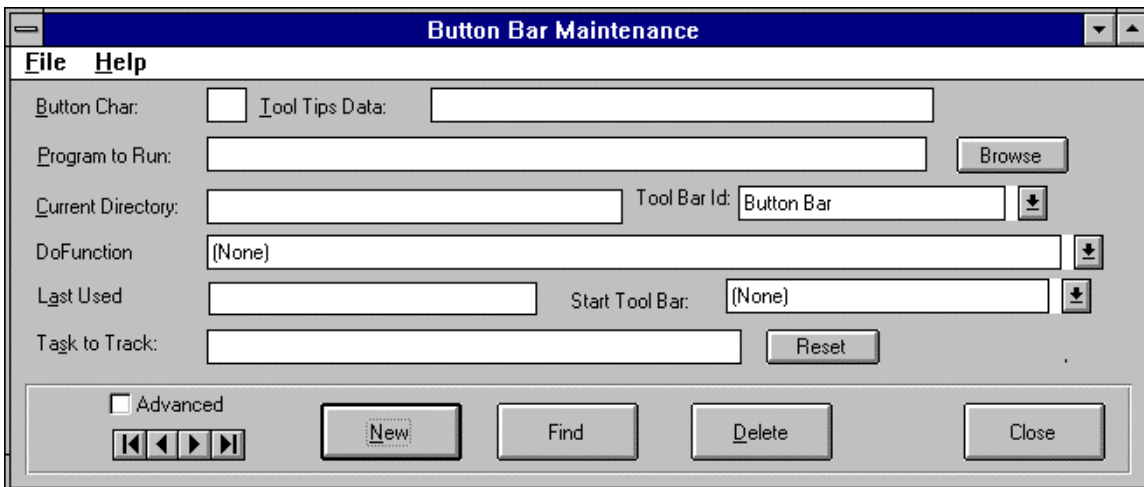
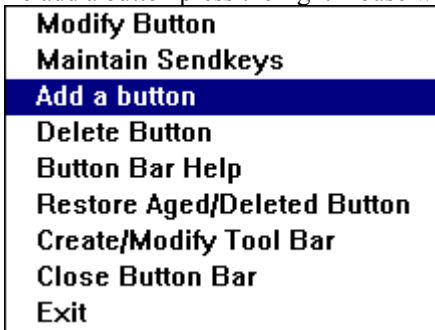


Press "Yes" and the Button Bar will be refreshed without the "Ca" button.



Adding a button/ Button Bar Maintenance

To add a button press the right mouse while over the Button Bar and select "Add a button"



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Enter the following data:

Field	Purpose
Button Char	One or two character code which will appear on the button
Tool Tip Data	Text to appear in yellow tool tip box
Program to Run	Program to run. EXE name. You can press the Browse button to select it
Current Directory	This is the directory where the program must run from
Too Bar Id	Select the Tool bar to place the button. See "Creating a new button bar" on page 59 for details
Last Used	This contains the date and time when the button was last used. If the button has been deleted the Last Used date is set to "1/1/1901". To restore the button delete this date. See "Aging" on page 61 for more details
New Button	Allows you to add a new button
Find Button	Assists in finding an existing button
Delete Button	Deletes a button
Close Button	Closes the button maintenance window

Do Function List

The Do Function field allows you to specify a specific function which is preprogrammed into the button

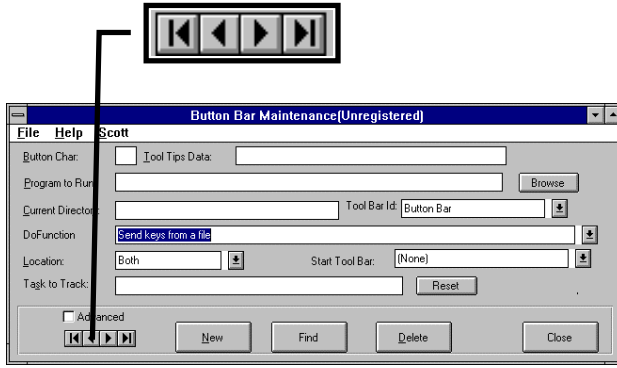
Do Function	Purpose
(None)	No function
Start Main Screen	This function will start and display the Main screen
Did Today	Shows you a list of what you did today
Undo Last Entry	This function will remove the last tracking entry you made by mistake
Restart Previous Task	Restarts the time tracking for the previous task you were working on
Start List Maker	Starts and displays the List Maker program
Start Phone Book	Starts and displays the phone book
Display Upcoming Alarms	Displays a list of you alarms sorted in date time order
Display Help	Displays tool bar help
Exit	Exits Time Creator
Open List Maker with List specified in Program to Run	Opens the text specified in the Program to Run field and opens the list for viewing
Kill Program Manager	This function is only available under windows 3.1 or 3.11. It allows you to shut down program manager and use Time creator instead. This could be useful to save resources.
Show Calendar	Displays your Calendar
Start Egg Timer	Displays the egg timer
Update the comment	Allows you to enter a comment for the current task being tracked
Set an Alarm for current task	This function allows you to set an alarm for the current task being tracked
Copy a Highlighted item in program manager to button bar	This function is only available under widows 3.1, 3.11 or 3.51. It allows you to easily add programs to you Button Bar. You select the program via program Manager and press this button
Button Bar Maintenance	Starts the Button Bar Maintenance software which allows you to Add, change, delete, restore a button

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Stop Tracking

This function stops tracking you current task and changes the current task to Unaccounted.

First-Prev-Next-Last



This control is used to position to the First Button, Previous button, Next Button and the last button respectively. Once you change the data it is modified.

Load Program Manager Icon to Button Bar


- 1) Go to Program Manger



- 2) Select a program to add to the button bar. In the above example "Command Prompt" is selected.

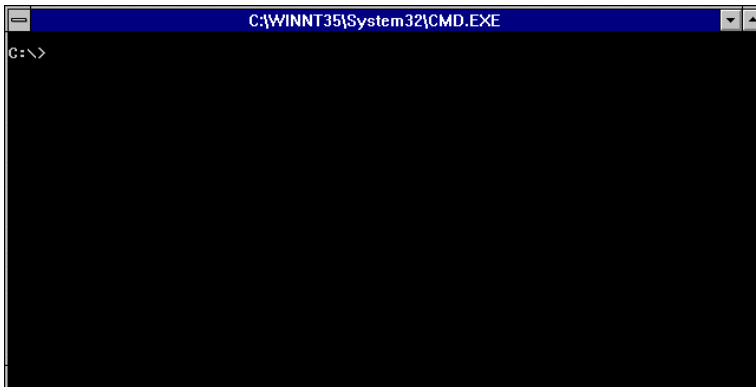


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3) Press the  button, and the button will be added




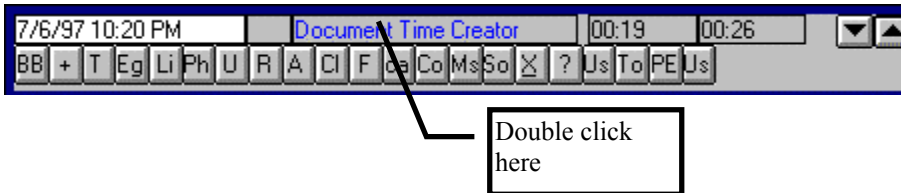
“CM” Button is added. It will blink to show you where it was added to. Click the button to bring up the Command Prompt



While on a Microsoft Word document you can press the “+” button to add the document to the button bar.

Interruptions

The Button bar can be used to track interruptions. If you double click the task area the system will start tracking an interruption. You can press the  button (it's in the upper left corner) to start an interruption also.



Interruption is being tracked.

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Chapter 5 Command Window

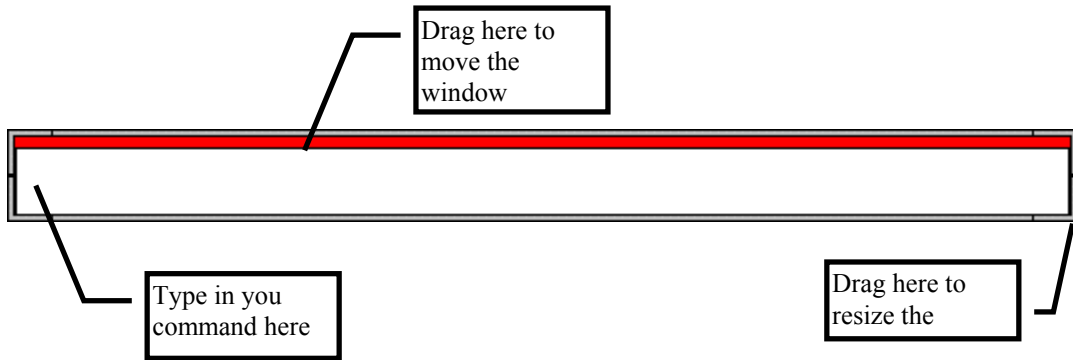
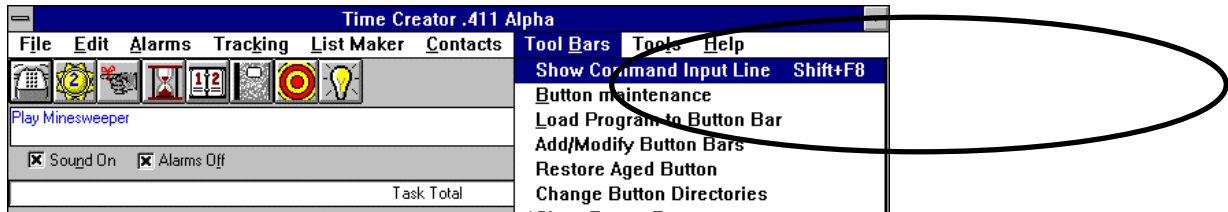
Purpose

The Command Window give you the ability to execute commands, perform functions without using the mouse, just the keyboard.

Starting

To start the Command Window do one of the following:

- Press Ctrl+Alt+J
- From the "Main Window" select "Show Command Input Line" from the "Tool Bars" menu.







The "Command Window" is always on top. You can:

Enter	Function
Two character "Button Bar" text	Executes the "Button's function.
File Name	Executes the associated program with the file
<button char> <n>	Will execute the specified button <n> times in a row
<button char>!	Will change the order of execution of buttons with duplicate characters
<button char>?	Will show a list of duplicate functions to be executed if you press the button. If there is only one function with the <button char> it will be executed.
Esc	Closes the "Command Window"
Double-Click	Closes the "Command Window"

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Examples

Enter	Description	Result
Eg	Egg Timer is displayed	
Ph	Phone Book window displayed	
ca	Windows Calculator is displayed	
co	Control Panel is displayed	
pbrush	Paint brush program is displayed	

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Chapter 6 List Maker

Purpose

- To create lists
- To Do Lists
- Check Lists
- List of Goals
- List of Ideas
- List of your bosses or spouses unwritten rules
- List of important numbers to remember like combination locks, credit card numbers, passwords, etc.
- Shopping List

Overview

The List Maker allows you to create lists. You are basically creating a multi-level list or an outline. The “Top” is your main list which can have any number of sub-lists. Each list can be set up to be accessed by the click of a button on the Button bar. Each list supports a series of options which are available in “Advanced” mode. Each list is “sticky” wherever you left off on the list, will be there the next time you bring up the list. There is also the capability to Track your time and set alarms from items on the list.

Starting

To start the List Maker do one of the following:

- Click the “Li” button on the Button bar
- Press Ctrl+Alt+J and type “Li” and press Enter.

- Bring up the Main window, and press the List Maker button



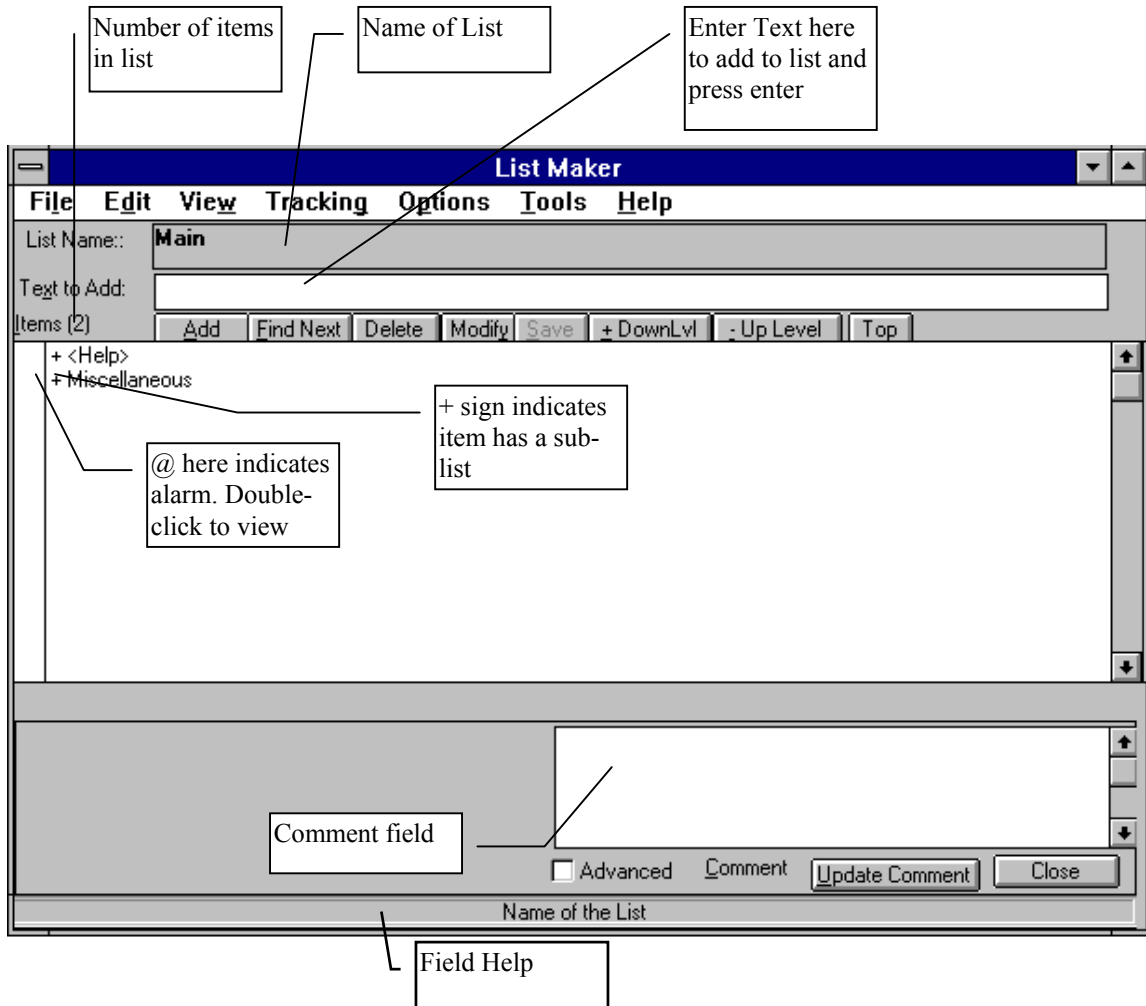
Closing

You can close the List Maker by pressing the Esc key, double clicking the Control Box, Pressing Alt+F4 or selecting “Close” from the File Menu

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Window

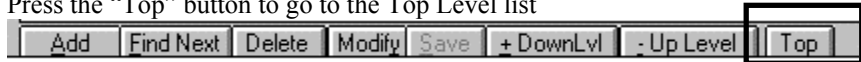
Below is the List Maker window and various parts of the window



Functions

Positioning to a list

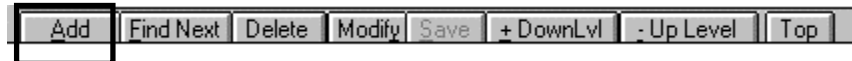
Press the "Top" button to go to the Top Level list



Double click an item to go to the list for the item. If there isn't a list a new one will be created

Add an item to current List

Position to "Text to Add" field via Tab key or Alt+X. Type in the text and press the "Enter" key or click the "Add" button.



If the item you're adding is two words or less the following message will appear:

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here

This is misleading! Me thinks me can press alt+f

Create a new list

Double click an item in a list
or Click the “Downlvl” (Down Level) button or press Ctrl+L



Adding a List to the button bar

You can use list maker to create a list and press the “Add Button” button. (Note: you must have “Advanced Options” selected.)

Move down a level

Each list can have sub-lists. To move down a level double-click an item or click the “DownLvl” button or press Ctrl+L.



Items with sub-items are prefaced with a “+” sign.

Move up a level

To move up a level click the “Up Level” button or Ctrl+U

Track your time

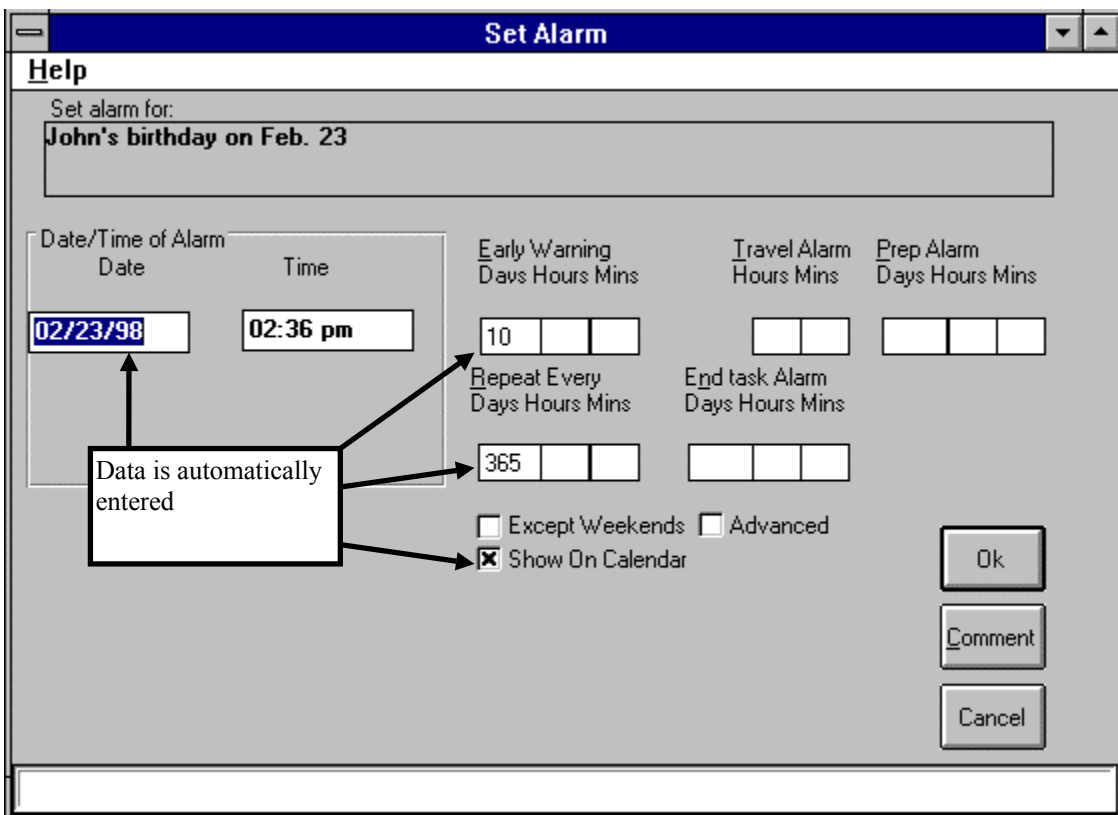
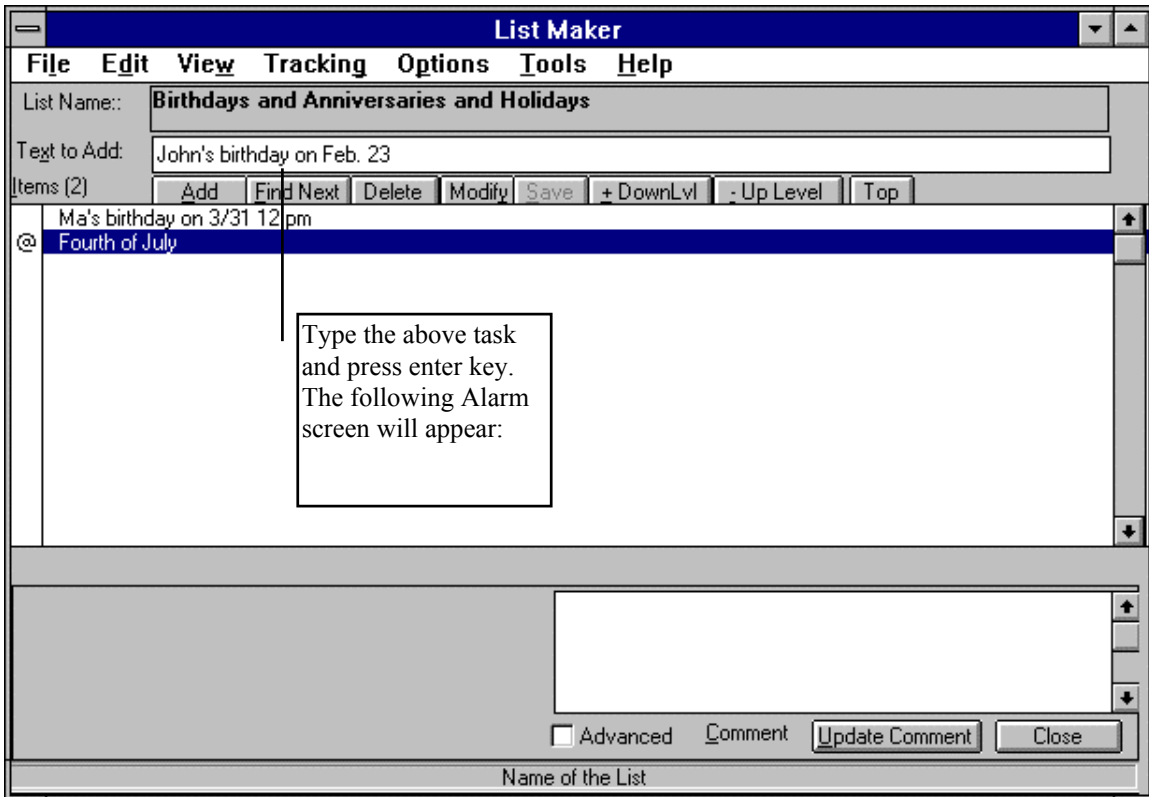
To track you time, select the item to track and do one of the following:

- Press Ctrl+T (“T” for Track)
- From the “Tracking” menu select the “Track” sub-menu option
- Click the Track button (available only when Advanced selected)

Set an Alarm/Reminder

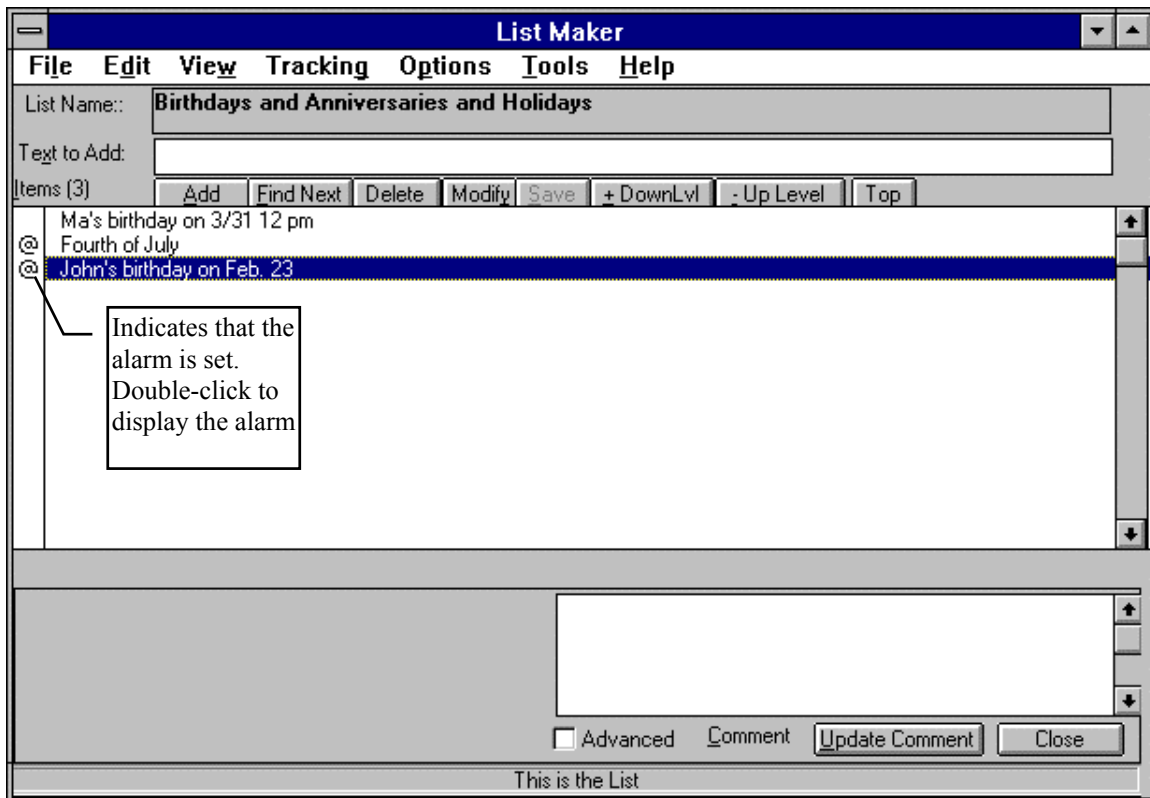
The Time Creator system supports Automatic alarms. If the text of your item contains certain key phrases or words like “Meeting”, “Birthday”, “Anniversary”, the system will present you with the “Set Alarm” Dialog where you can cancel, modify or enter the alarm.

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The Date is already set. In addition you will get an early warning 10 days before the 23rd and this alarm will repeat every 365 days or each year. This task will also appear on your calendar. Click the “Ok” button to accept or cancel button to not set the alarm. The List Maker will display as follows:



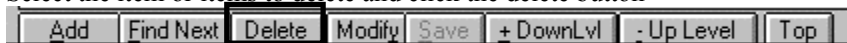
To set an alarm or reminder that isn't automatic select the item from a list and press Ctrl+A (“A” for Alarm)

Search All

To search for a string in all of you lists and comment field:
Enter data to search and select “Edit”, “Search All” or press Ctrl+E.
Click an item and the Parent will be displayed.

Delete an item from a List

Select the item or items to delete and click the delete button



or “Delete” key. See “Restoring a deleted item” on page 26, if you delete something by accident.

Find an item

To search for an item in the list, enter data in the text box and click the “Find Next” button or press Alt+F.



Modify the list

To modify an item in the list, select the item and click the “Modify” button or press Alt+Y.



Time Creator User Guide 2.0



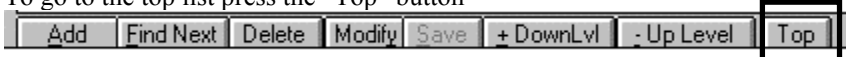
Modifying the order of the list

To modify the lists order:

- 1) Highlight the item to move
- 2) Press Ctrl+Up arrow to move the item up or Ctrl+Down arrow to move the item down in the list
- 3) Click the “Save” button to save the order

Go to the Top List

To go to the top list press the “Top” button



Restoring a deleted item

Items in the list maker aren't actually deleted, they are marked as deleted and can be restored. To restore a deleted item you first must show the deleted items. Select either “Show Deleted” or “Show Deleted Only” from the Options Menu. Show Deleted will show all deleted items with a “[D]” at the end. The show only deleted will show only the items which have been deleted.

File Menu

Print Selected Items

This function will print the selected items and all of it's sub-items

- 1) Select items to print
- 2) From the file menu select “Print Selected Items”

Print Daily Planner Size

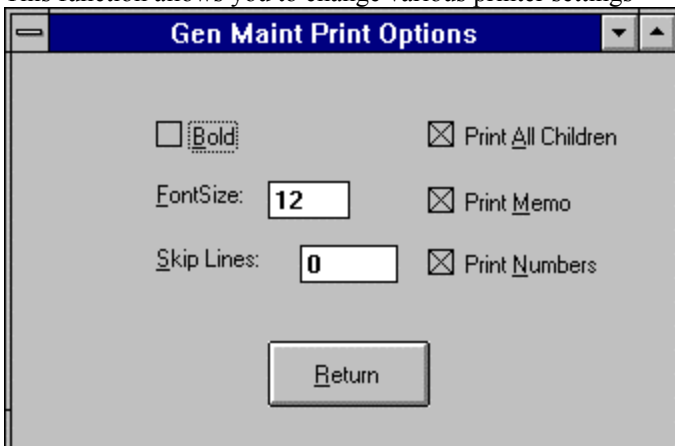
This option will print you current list on “Daily Planner Size” Paper

Print Selection and Comment

This option will print the Selected items and their comments. The items heading will be in a Bold font.

Print Set Up

This function allows you to change various printer settings



Time Creator User Guide 2.0

Function	Purpose
Bold	Allows you to print the list in a bold font
FontSize	Allows you to change the default font size
Skip Lines	Allows you to skip the entered number of lines between each print line
Print All Children	Will print all children of item being printed
Print Memo	Will print the Comment
Print Numbers	Will number all printed items
Return	Closes the dialog

Close

This menu selection closes the List Maker window

Edit Menu

Find Next

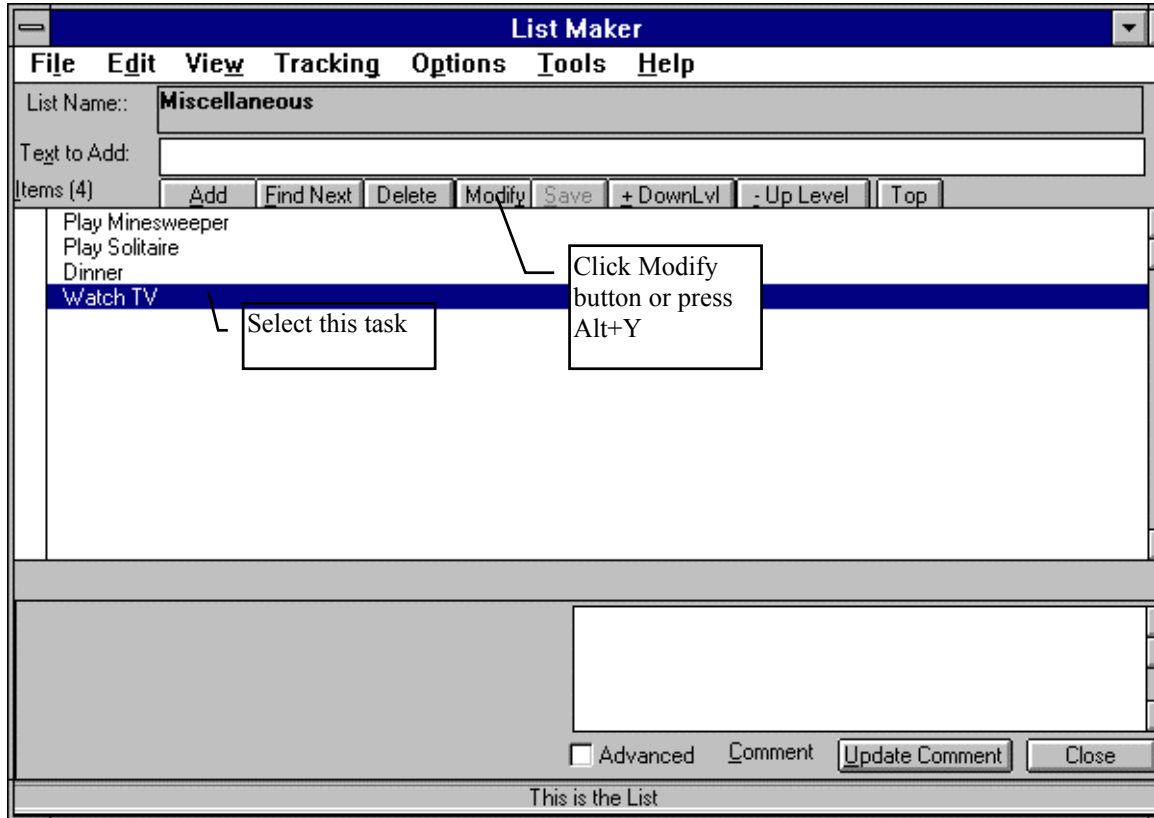
Enter text in the "Text to Add" field and select this item from the menu or press Ctrl+F to search the current list for the entered data. The list will be positioned to the item.

Add to End of List

This will add an item to the end of the current list. The Add button or the Enter key performs the same function

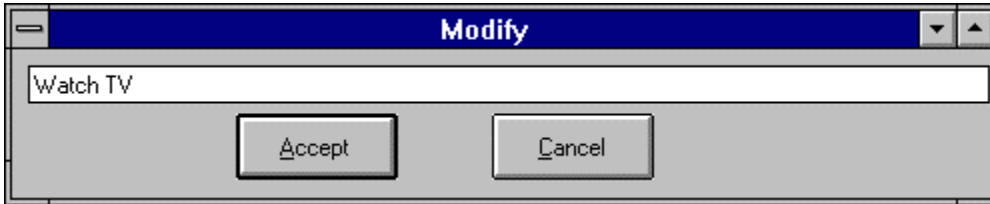
Modify Current Selection

Select an item from the list and the select this function.

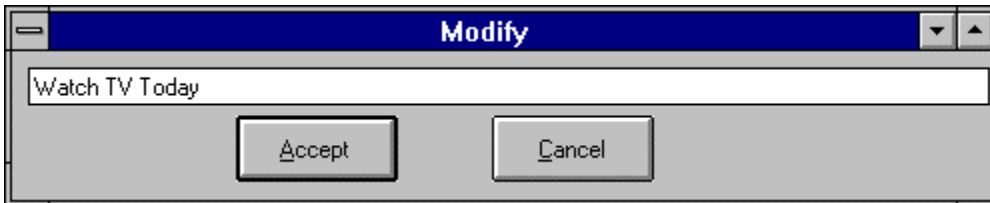


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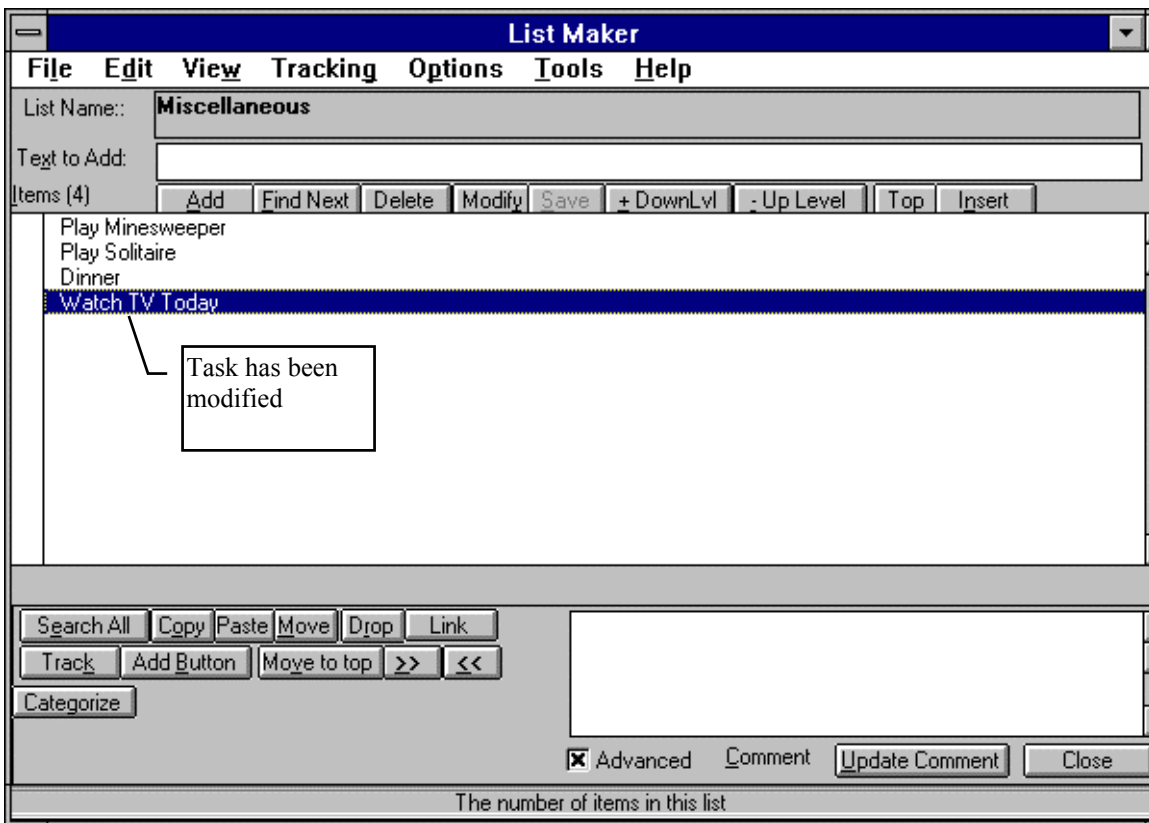
A dialog will appear which will allow you to modify the selected data.



Change the text.



And press "Accept". The List Maker item will be updated



Delete

Select this option to delete the currently selected items. Any items you delete are only logically deleted. See "Delete an item from a List" for details on page 25.

Time Creator User Guide 2.0

Restore Deleted

This function allows you to restore a deleted item.

- 1) Make sure “Show Deleted” or “Show Deleted Only” option is set
- 2) Select one or many deleted items
- 3) Select “Restore Deleted” and the items will no longer be deleted

View Menu

Top

This function will take you to the “Top” list

Up Level

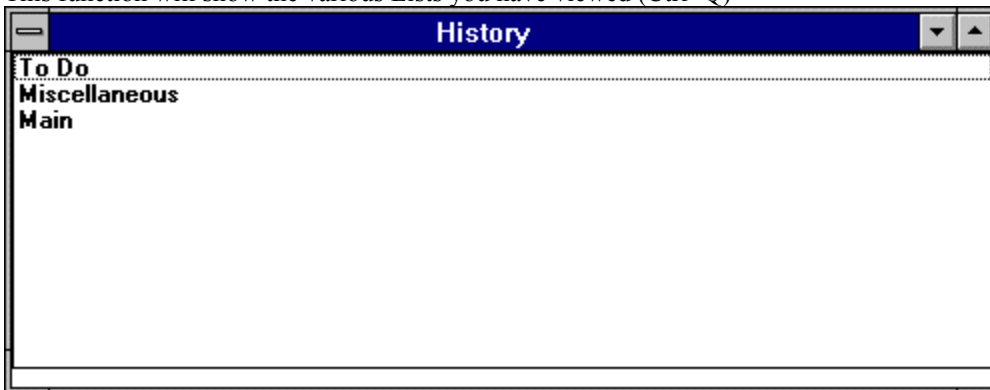
This function will move you up one level list (Ctrl+U)

Down Level

This function will move you down one level (Ctrl+L)

Show History

This function will show the various Lists you have viewed (Ctrl+Q)



Double click an item to go to the list

Tracking Menu

Track

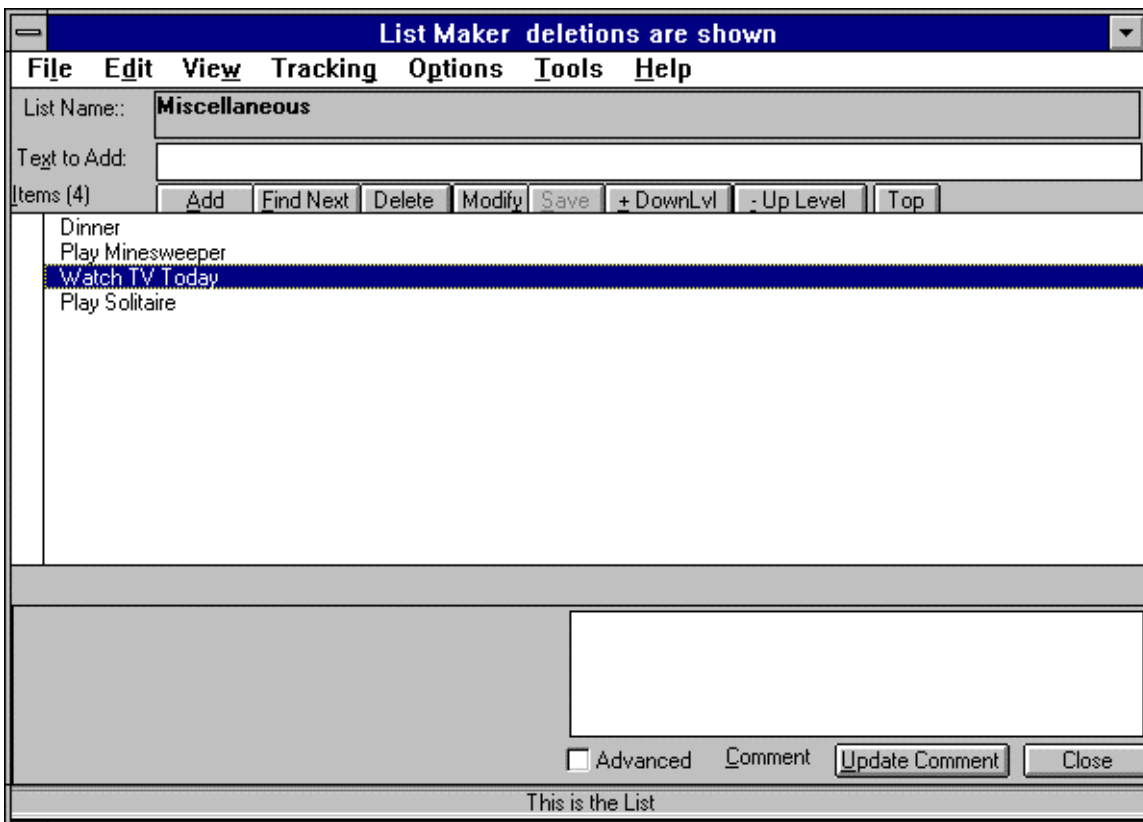
Select “Track” from the “Tracking” menu or Press Ctrl+T (“T” for Track) while an item is selected

Example: I want to track that I’m watching TV

- 1) Bring up the List Maker (Press the “Li” button on the button bar.
- 2)



Time Creator User Guide 2.0



Select “Watch TV Today” from the List

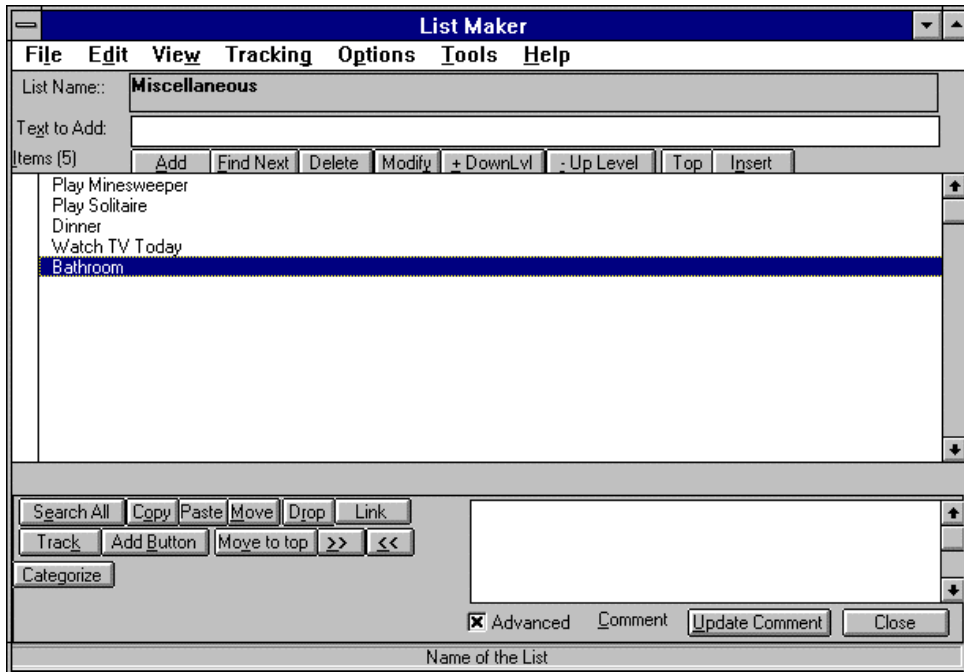
Press Ctrl+T or select Track from the Tracking Menu and the following will appear in the Button Bar:



Missed Task

If while you were watching TV you decided to go to the bathroom but forgot to enter it then you can use the “Missed Task” function: Go to the list with the Task bathroom.

Time Creator User Guide 2.0



Press Ctrl+M (Missed Task) or select Missed Task from the Tracking Menu. The following dialog will be displayed



Enter the number of minutes you were in the bathroom for and press Accept. You can also set it by Time or some time Yesterday and the time for the previous task will be adjusted.

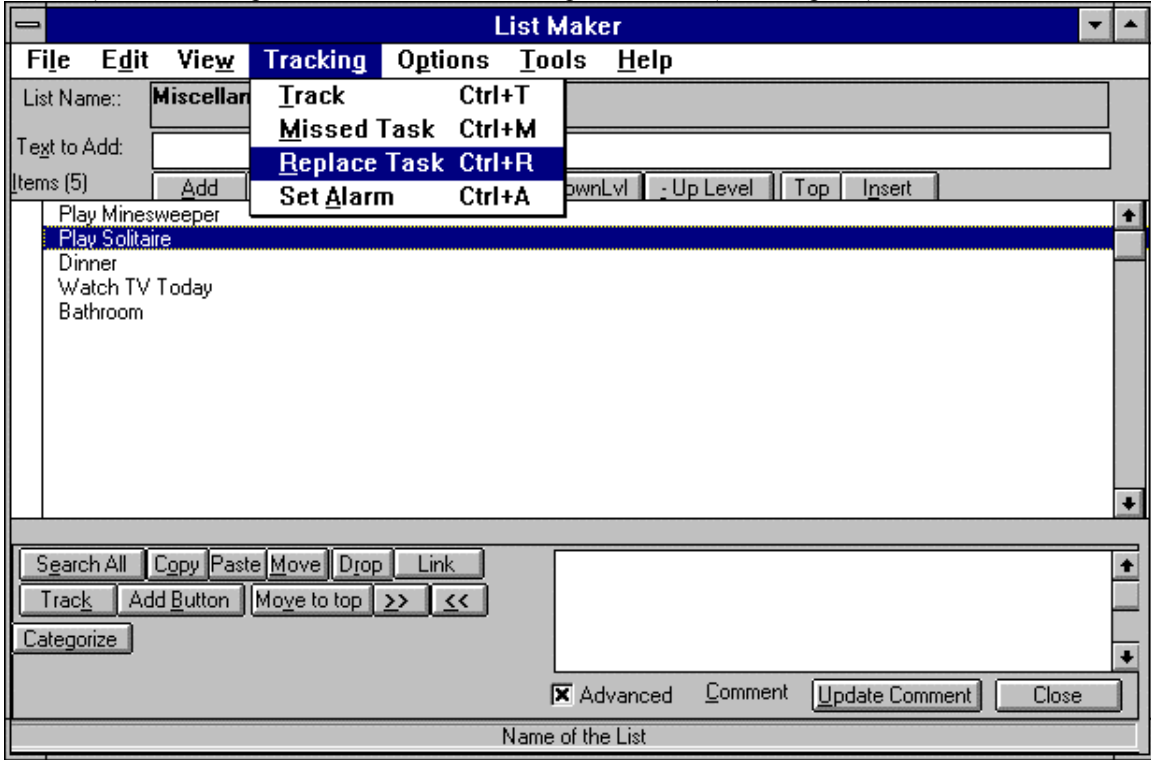
The Up and Down Arrow keys can be used to modify the time field



Time Creator User Guide 2.0

Replace Task

This function can be used if you accidentally selected the wrong task. Select the correct task, (Play Solitaire) and select Replace Task from the menu or press Ctrl+R (R for Replace)



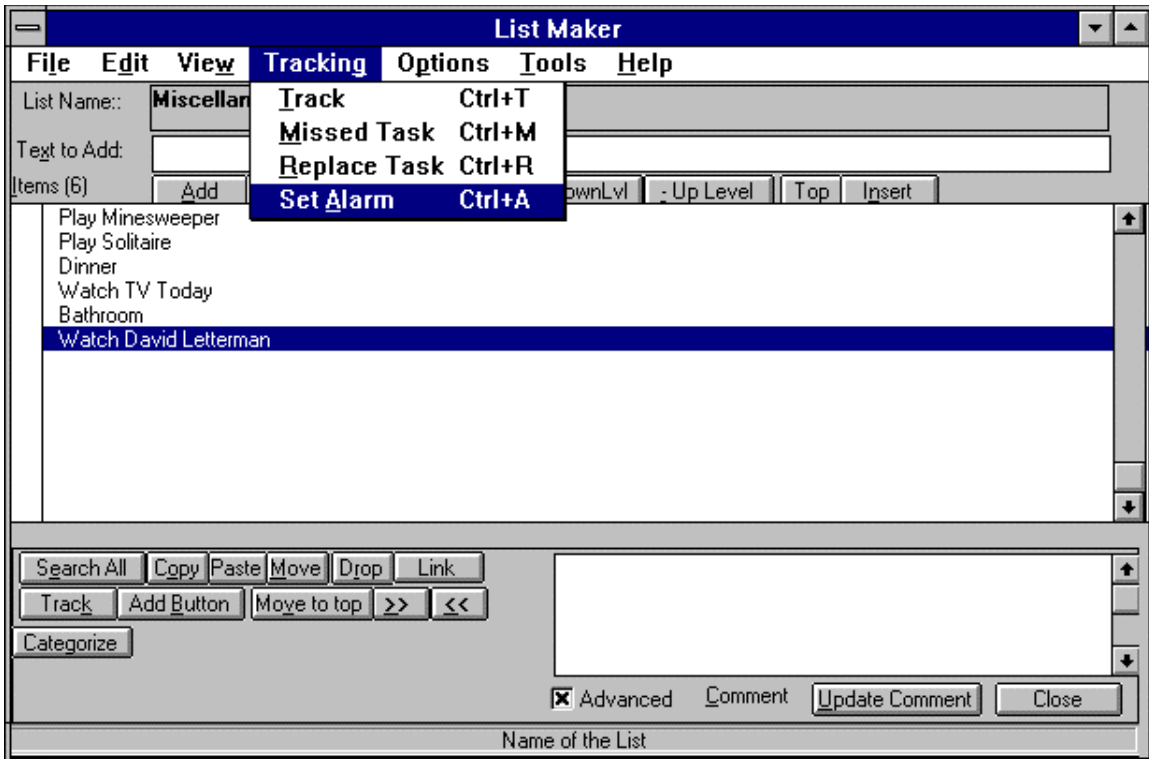
The Button Bar will change as follows:



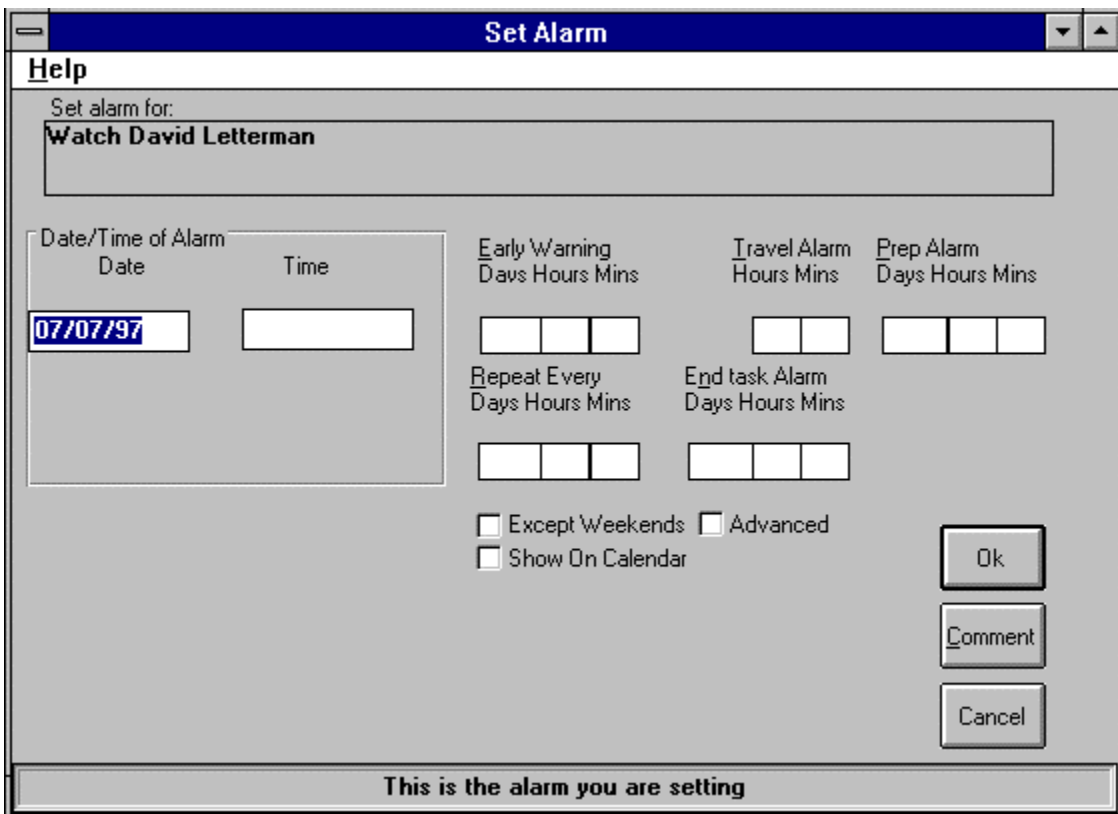
Set Alarm

Select the task you want to set the alarm for and select "Set Alarm" from the "Tracking" menu or press Ctrl+A (A for Alarm)

Time Creator User Guide 2.0

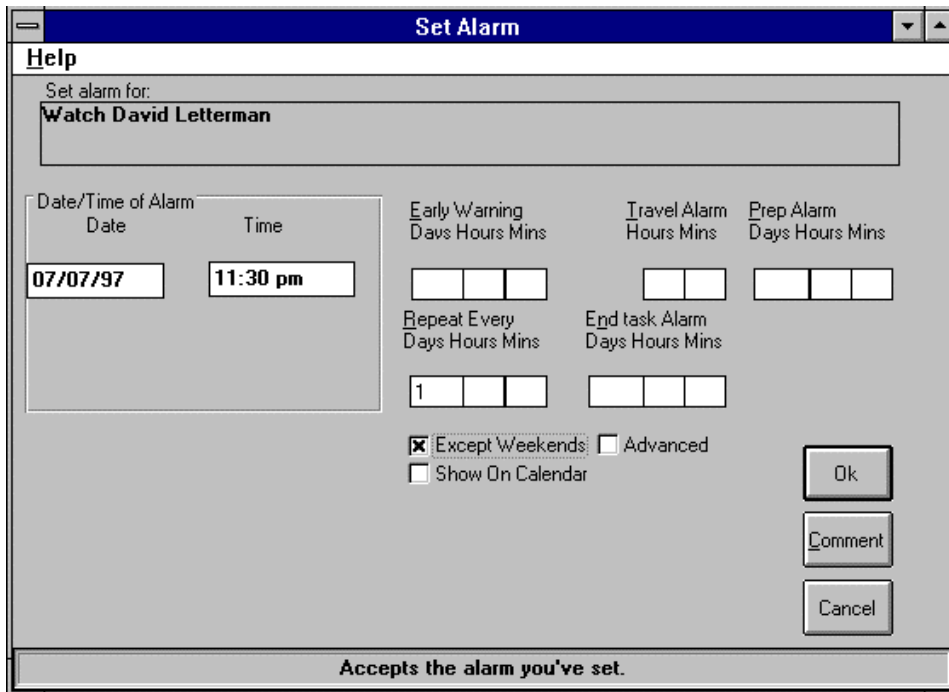


You will be presented with the following dialog:



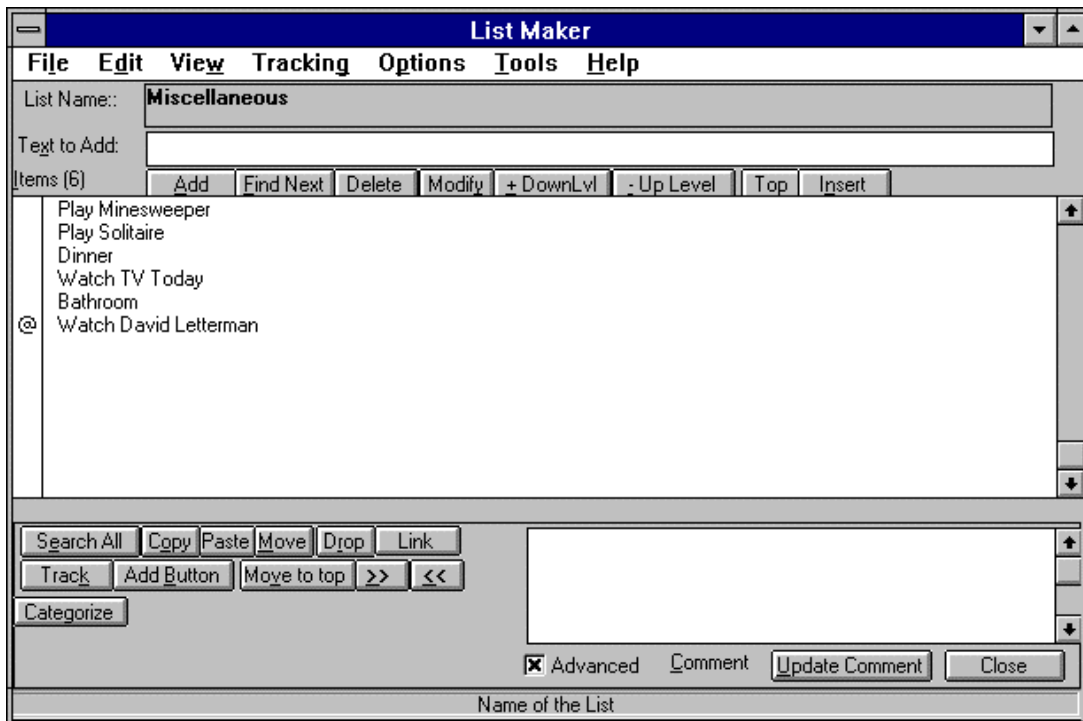
Time Creator User Guide 2.0

Set the following options



and press the OK button. See page 36” Set an Alarm/Reminder” for details.

The List Maker window will appear as follows:

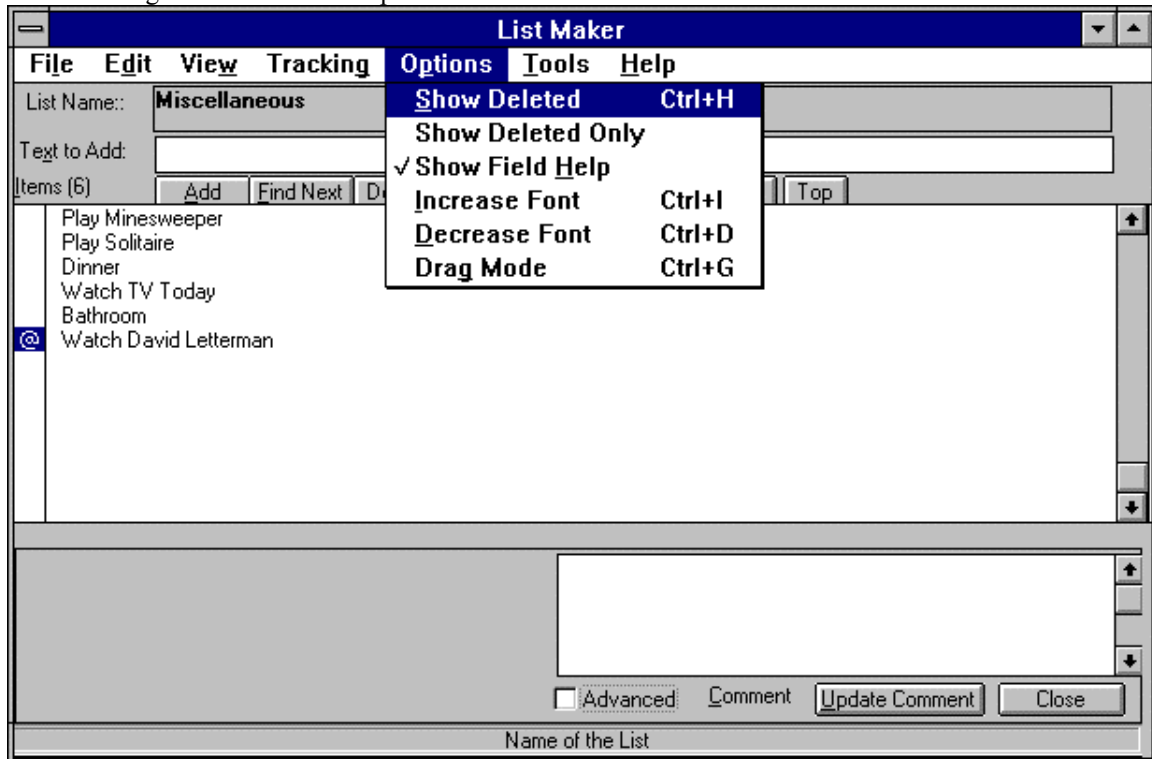


The Alarm is indicated by the “@”. You can double click this character to see the details of the alarm.

Time Creator User Guide 2.0

Options Menu

The following items are standard options which can be set for the List Maker

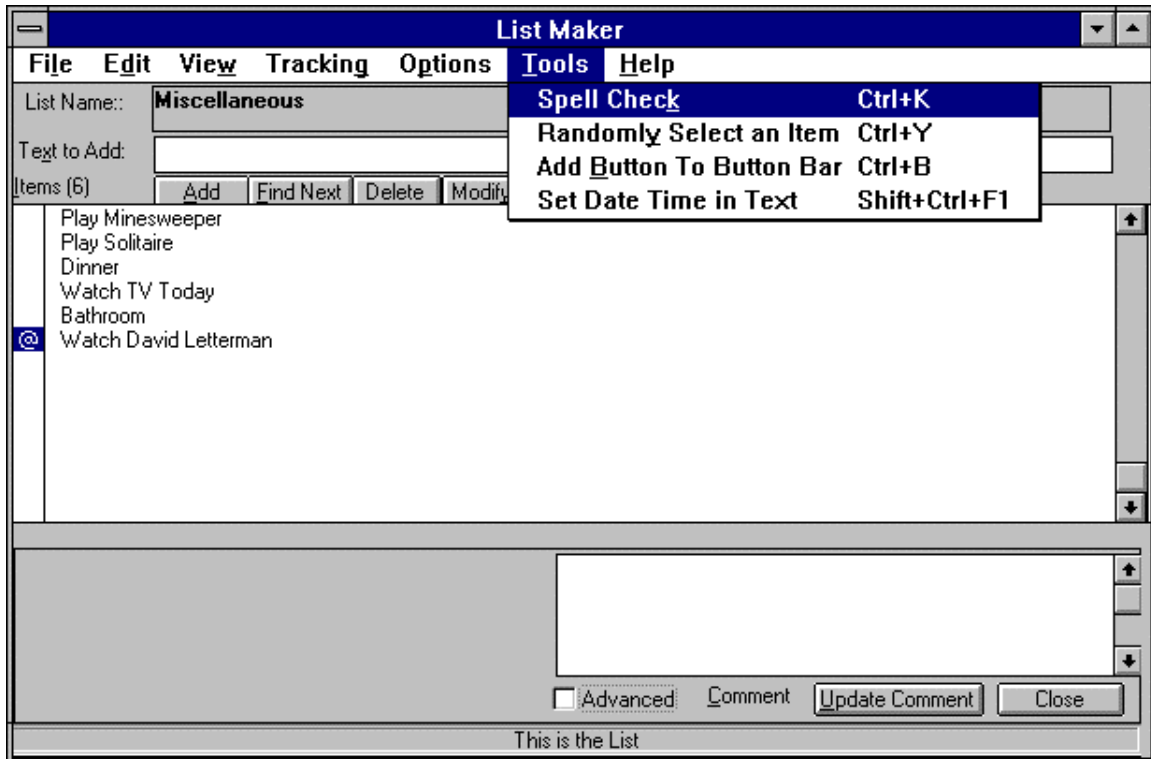


Option	Purpose
Show Deleted	This option shows deleted items with a “[D]” at the end of the text
Show Deleted Only	This option shows only items which have been deleted from the list
Show Field Help	As the mouse pointer moves over each field helpful information about the purpose of the field will be displayed on the bottom of the window
Increase font	This allows you to increase the font size of the List
Decrease Font	This allows you to decrease the font size of the List
Drag mode	This changes the functionality of multi-select to drag and is used to assign a task to be tracked via a button

Tools Menu

The following are some tools which can be used via the list maker

Time Creator User Guide 2.0



Tool	Purpose
Spell Check	This function will perform a spell check on the data in the “Text to Add” and “Comment” fields. You must have Microsoft Word for the function to work.
Randomly Select an Item	This function can help you make decisions or to work on something you keep procrastinating. You can set up a list of Procrastinated Tasks, set an alarm to do them every Monday at 2 pm and then randomly select one to do.
Add Button to Button Bar	This function will add a button to the Button bar which will immediately bring up the List.
Set Date Time in Text	This function will insert the date and time into the text.

Accelerator Keys

include table here!

Time Creator User Guide 2.0

Chapter 7 Reminders/Alarms

Purpose

- To prevent you from forgetting tasks
- To prevent you from being late for meetings or appointments
- To prevent you from rushing
- To assist with tracking of your time
- To prevent procrastination
- To Balance time by setting an hourly alarm which can force you to move on and not get stuck on a task

Features

- Supports Early Warning, Travel, Prep and End Task Alarms
- Can play a sound file as an alarm
- Can perform a Sendkey routine when an alarm is reached


Egg Timer

The system supports a “Egg Timer”. This egg timer will keep the proper time even if you shut down and start up the Time Creator system. If the egg timer expired while Time Creator was shut down, then the system will tell you this.

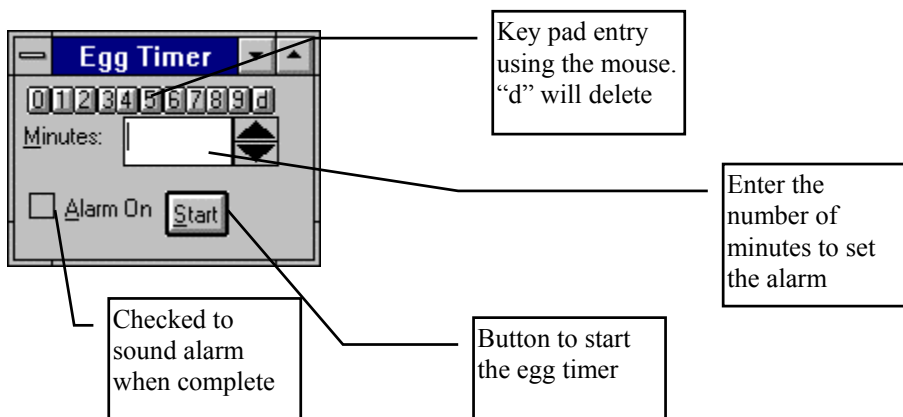
To start the Egg timer do one of the following:

- Press the “Eg” button on the button bar



- On the Main window press the Egg Timer Icon 

The Egg Timer dialog will be displayed:



When you press the “Start” button the dialog will be displayed as an icon with the time being decremented.



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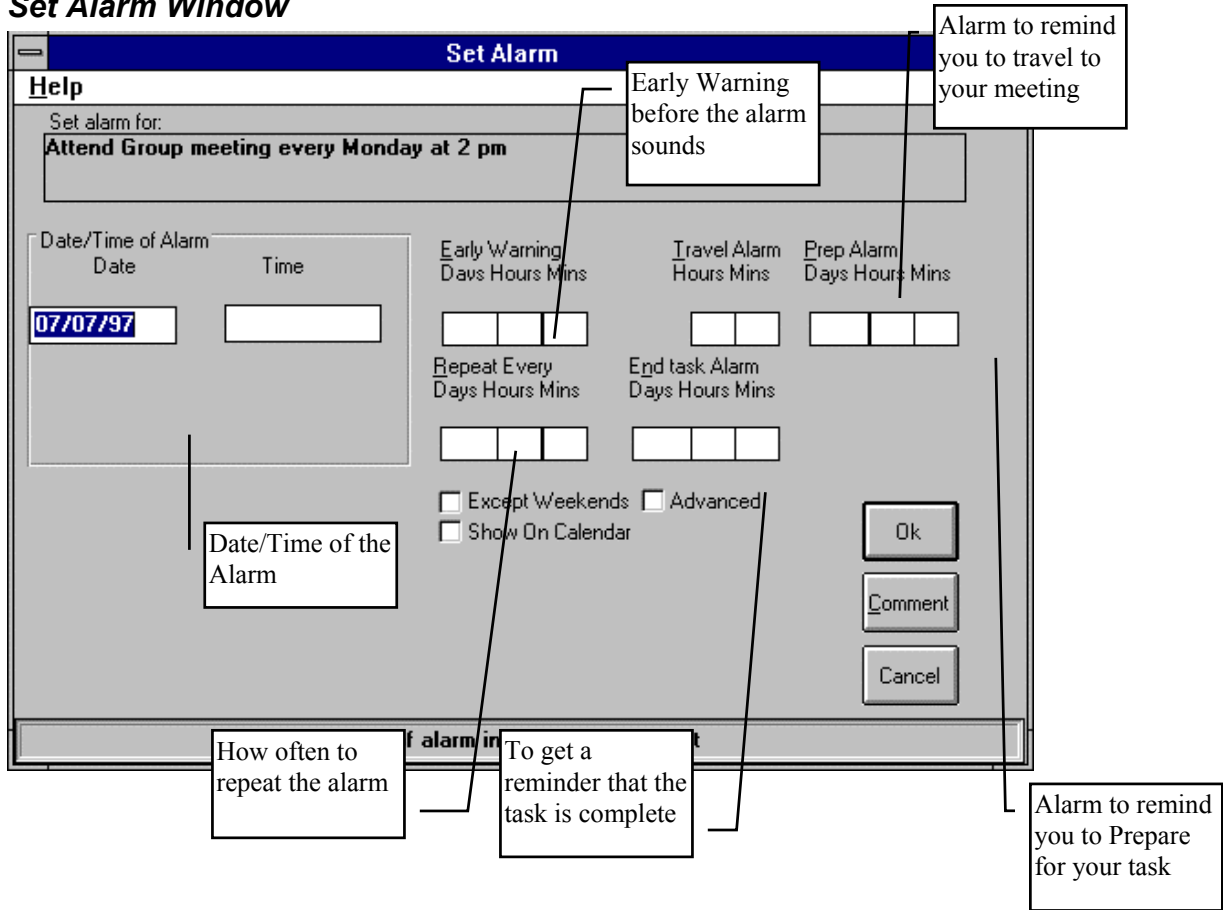
00:23:34

Setting an Alarm

Alarms/Reminders can be set via the following functions:

- List Maker
- Did Today Dialog
- Button Bar - sets alarm for current task
- Contact Manager can set a Smart Alarm

Set Alarm Window



Function	Notes
Early Warning	This function is useful to give you ample time before an event to do something. It is useful to set birthday alarms for an early warning of 10 days before the actual alarm so you have time to get a gift and a card
Travel	This allows you to be on time for your meetings by assigning an amount of time to travel to an appointment.
Prep	This allows you to be prepared for meetings by specifying how much time you need to prepare.
Repeat Every	Allows you to set up a repetitive alarm. Daily Alarm = 1 day Weekly Alarm = 7 days Monthly Alarm = 30 days Yearly Alarm = 365 days You can set the repetitive alarm by the minute or hour

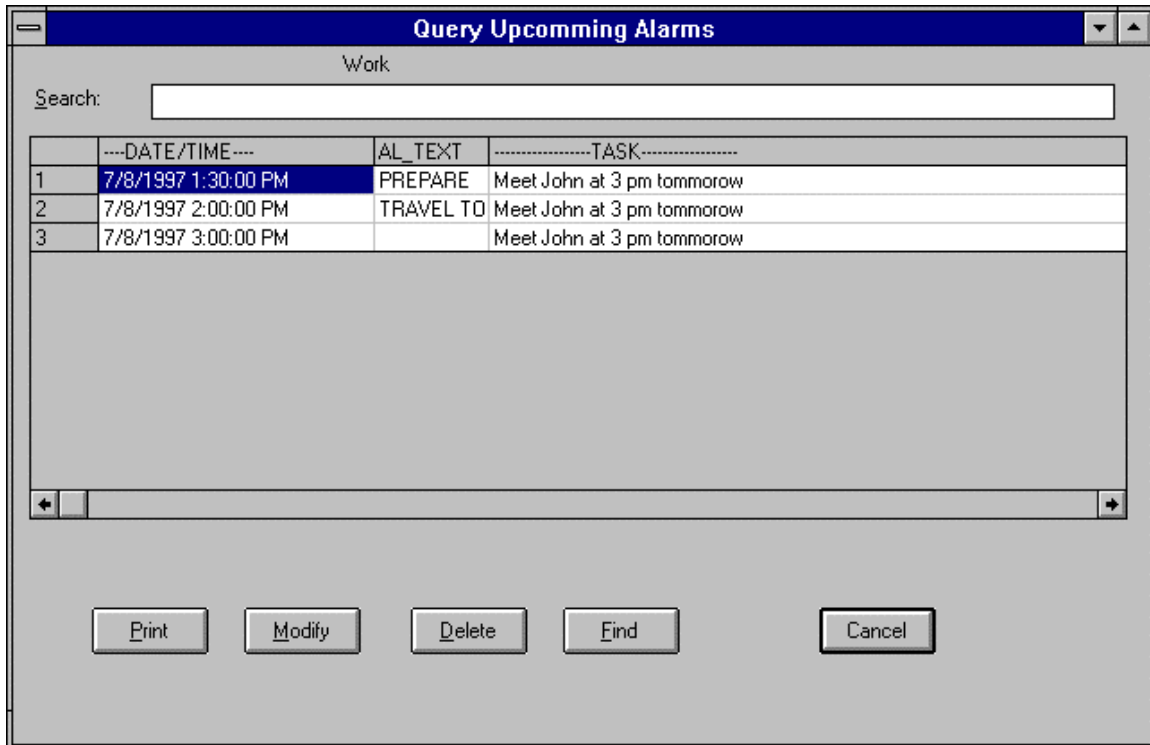
Time Creator User Guide 2.0

End Task	This alarm will remind you to finish the task you are working on and give you the ability to better balance your time
Except Weekends	This option allows you to set daily alarms which don't notify you on the weekends
Advanced	Displays Advanced Alarm Options
Show on Calendar	The text of the alarm will be displayed on the calendar if this item is checked. If you enter Prep, Travel or Early Warning time this field is automatically checked for you.
Comment	Will display a comment on the alarm

Viewing Alarms

To view your alarms do one of the following:

- Click the “A” button on the Button Bar
- Select “Show Upcoming Alarms” from the “Alarms” menu on the Main Window



Deleting an Alarm

To delete an alarm, select the alarm to delete and click the Delete button on the window.

Turning off alarm sounds

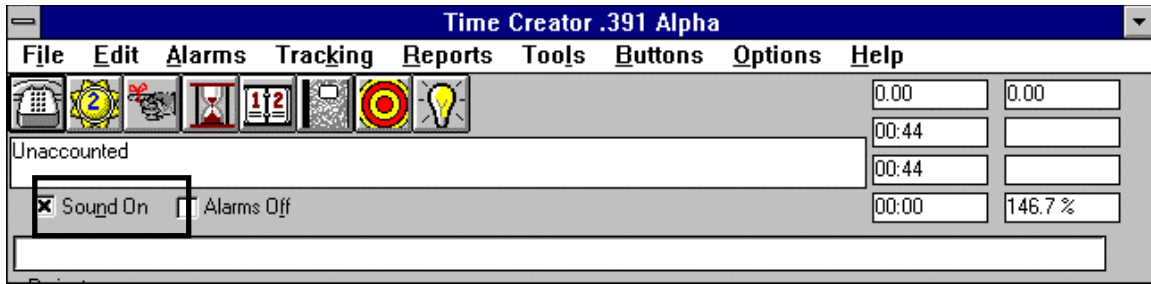
To turn off Alarm sounds press the maximize button on the Button Bar



and the Main window will be displayed

Time Creator User Guide 2.0

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Click the “Sound On” check box off

Turning off Alarms

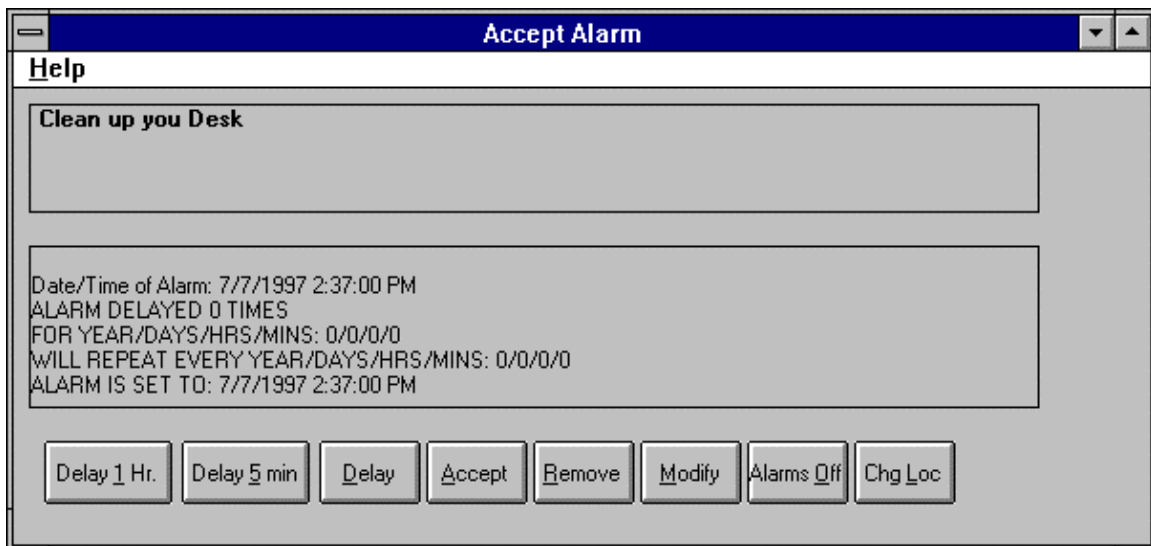
There are 3 ways to turn off alarms

- 1) Double click the Date/Time on the Button Bar
- 2) Click the “Alarm Off” on the Main Window
- 3) Press the “Alarm Off” button when accepting alarms

Note: any alarm with an early warning, prep or travel will always be displayed even if alarms are turned off

Accepting Alarms

The Time Creator system will check for expired alarms every 30 seconds. If any alarm has expired the following dialog will be displayed. Alarms won't be displayed if you are typing. The system waits for no typing for 5 seconds before an alarm is displayed.



Button	Purpose
Delay 1 Hr	Delays the current alarm for 1 hour
Delay 5 min	Delays the current alarm for 5 minutes
Delay...	Brings up the Delay dialog so you can specify how long to delay the alarm
Accept	Starts tracking your time

Time Creator User Guide 2.0

Remove	Clears the alarm
Modify	Allows you to modify the alarm
Alarm Off	Shuts off your alarms
Chg Loc	Changes the location of the alarm from Home to Work or from Work to Home

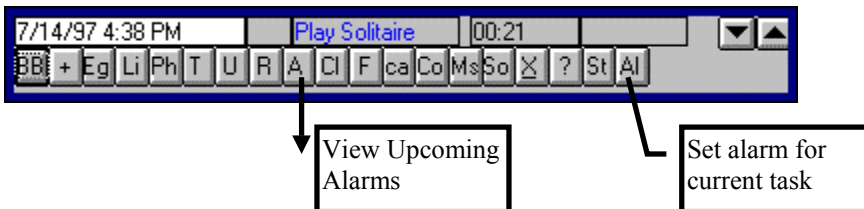
Delay Dialog



Above window changed!

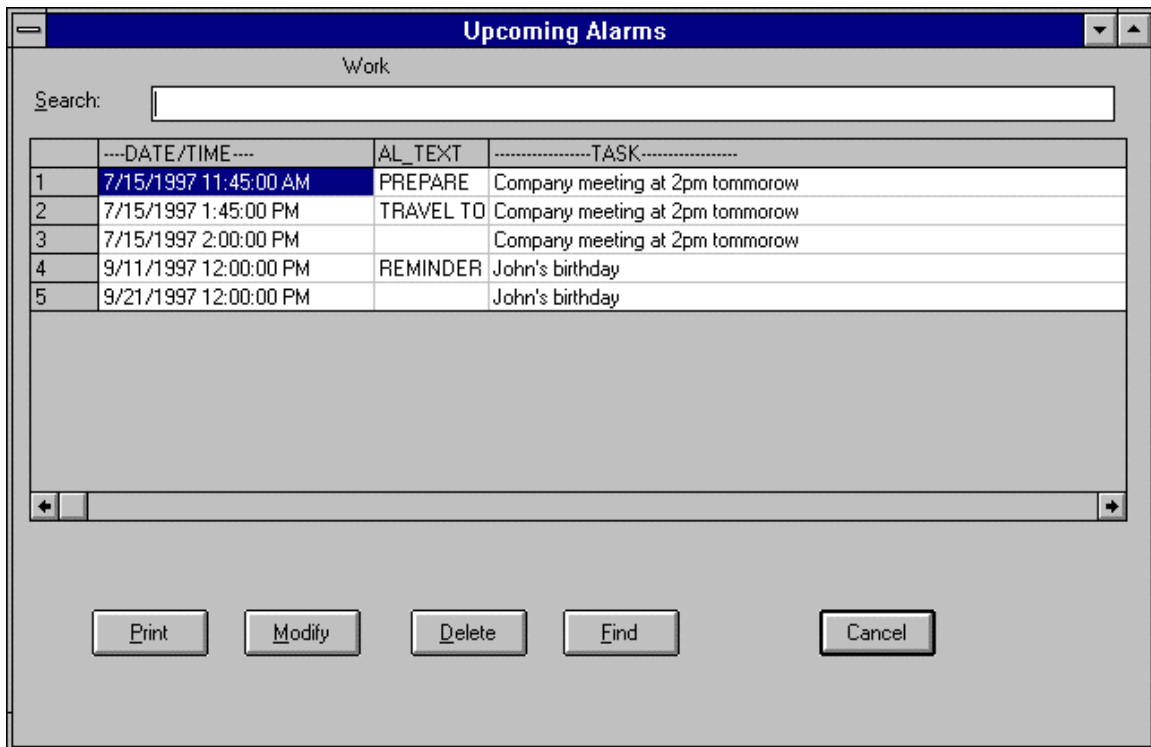
You can enter how long to delay the alarm.

Alarm specific Buttons



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View Upcoming Alarms



Set an alarm for the Active task



Click the “AI” button to set an alarm for the current task. If you are currently playing Solitaire and want to play it at 8 pm,

Change the time to 8pm and press enter.

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Set Alarm

Help

Set alarm for:
Play Solitaire

Date/Time of Alarm
Date Time

07/14/97 8 pm

Early Warning Days Hours Mins
Travel Alarm Hours Mins
Prep Alarm Days Hours Mins

Repeat Every Days Hours Mins
End task Alarm Days Hours Mins

Except Weekends Advanced
 Show On Calendar

Ok
Comment
Cancel

Date of alarm in MM/DD/YY format

Smart Alarms

Short Phone Calls

If a phone call is less than 3 minutes (Note: the task must have the word “phone” or “call” in it) the system will ask you if you want to set an alarm for the task

Time Creator

Do you want a reminder to do ' Call Jeff at 555-1212' again

Yes No

If you press yes you'll be presented with the Set Alarm Dialog:

Set Alarm

Help

Set alarm for:
Call Jeff at 555-1212

Date/Time of Alarm
Date Time

07/14/97 04:49 pm

Early Warning Days Hours Mins
Travel Alarm Hours Mins
Prep Alarm Days Hours Mins

Repeat Every Days Hours Mins
End task Alarm Days Hours Mins

Except Weekends Advanced
 Show On Calendar

Ok
Comment
Cancel

Alarm will be displayed on you calendar if checked.

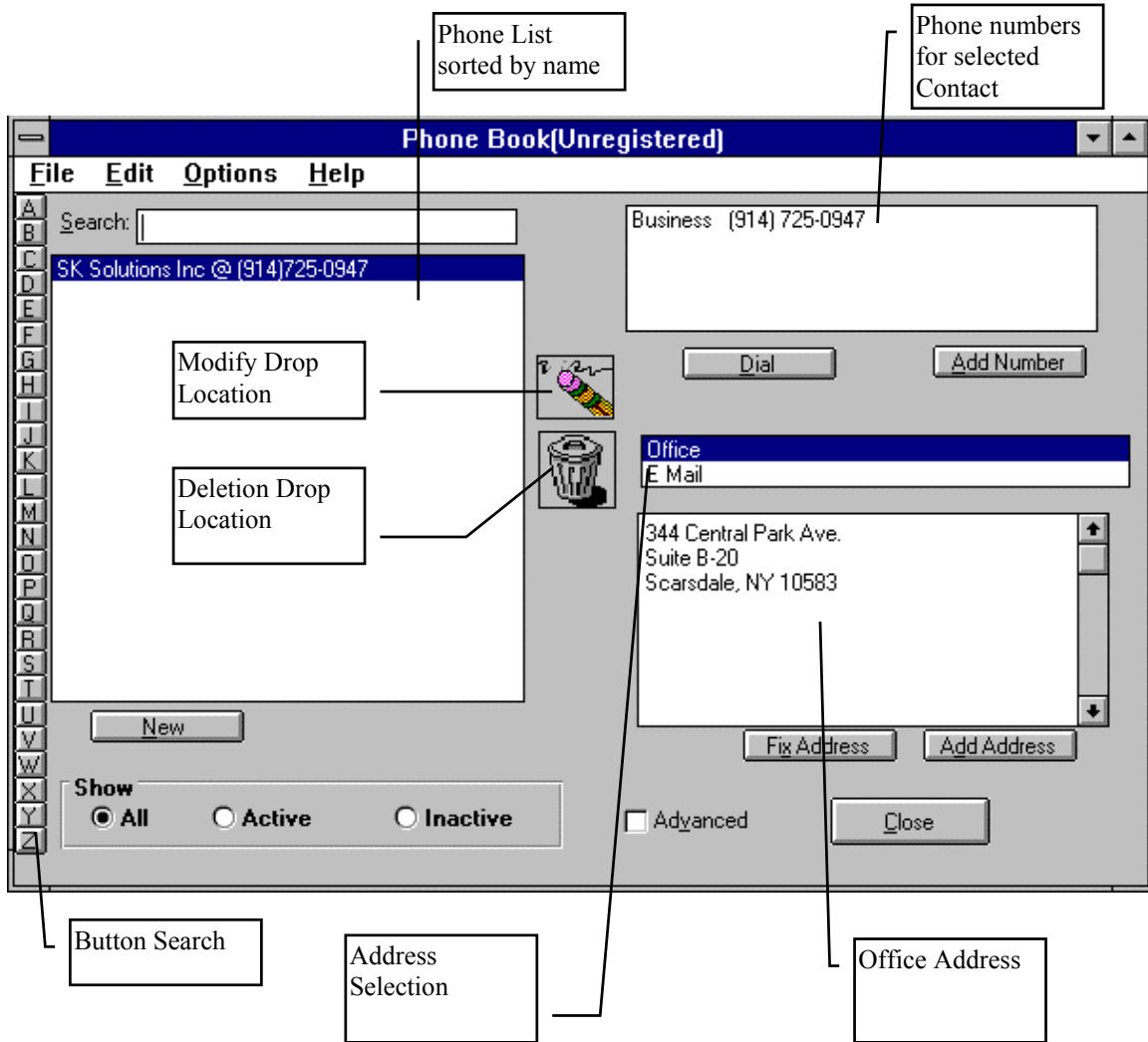
Time Creator User Guide 2.0

Chapter 8 Contact Manager/Phone Book

Features

- Keep a list of your contacts
- If you have a modem it can dial the phone for you
- Can store multiple address and phone number for each person
- Can be quickly initiated off of the button bar
- Can track the time of your phone calls
- Set an alarm to remind you to follow up on a call

Window



Add a contact

Press the "New" Button and the following dialog will be displayed:

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Field	Description
Name	Enter your contacts name here. If you want to see you contacts in last-name, first-name order then enter the name in that order "Doe, John". If you want to see your list in first-name order, then enter your contacts as "John Doe"
Phone	The phone number goes here
Type	This is the type of phone number "Home", "Work", "Office", "Business",
Area Code	The 3 digit area-code
Exch	This is the phone exchange which is the first 3 digits of the 7 digit phone number
Number	This is the last 4 digits of the 7 digit phone number
Extension	This is a phone extension
Type of Address	This is the type of address entered such as "Home", "Work", "Summer", "E-mail", "Directions", "Family Info"
Address	Enter the address or data here

Press the "Ok" button to save or the "Cancel" button to exit.

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Search for contact

Enter the character of the contact you want to search for
Standard window wildcard characters are supported:

“*” - any character

“?” - 1 character place holder

Examples

*Doe - will position to the first name starting with any characters ending with “Doe”

Doe - will position to the first name starting with any characters, the characters “Doe” and ending with any characters.

Dial a phone number

To dial a phone number, position to the contact, select the phone number and click the “Dial” button
If you track a task which starts with the word “Call” and has a @ with a number following it, the system will try to dial the phone number for you.

Tracking time of phone calls

The system will track the time of your phone calls when you press the dial button.

Add additional Phone number to a contact

Click the “Add Number” button and enter the Phone information

Add Additional Address to a contact

This function can also be used to keep directions, Information about a person. Click the “Add Address” button and enter the address.

Filtering

You can show “All” numbers, “Active” numbers or “Inactive” numbers. To change the setting of a phone number, select “Activate/Deactivate” to change an “Active” number to “Inactive” and vice versa.

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Options

The following options can be set:

Home Phone Options	
Area Code	<input type="text"/>
Modem Prefix (ATDT)	<input type="text" value="ATDP"/>
Local Call Prefix	<input type="text"/>
Long Distance Prefix	<input type="text" value="1"/>
Modem Port	<input type="text" value="2"/>

Work Phone Options	
Area Code	<input type="text"/>
Modem Prefix (ATDT)	<input type="text"/>
Local Call Prefix	<input type="text"/>
Long Distance Prefix	<input type="text" value="8"/>
Modem Port	<input type="text" value="2"/>

Field	Value
Area Code	Enter your area code
Modem Prefix	This allows you to set a Modem prefix use “ATDT” for tone dialing and “ATDP” for pulse dialing.
Local Call prefix	Enter the prefix you must enter to dial a local phone number
Long Distance Prefix	Enter the prefix you enter to make a long distance call
Modem Port	Enter the port to which your modem is connected. Usually a value from 1 - 4.

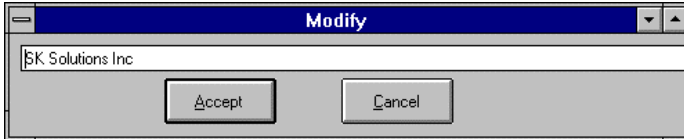
Modifying data

- To modify the Name or type of phone number, drag the field to the pencil eraser.



The “Modify” dialog will be displayed

Time Creator User Guide 2.0



- To modify an address click the “Fix Address” button
- To modify a phone number you must delete the phone number and then add it again.

Deleting data

To delete a name from the phone book, drag the name to the trash can.



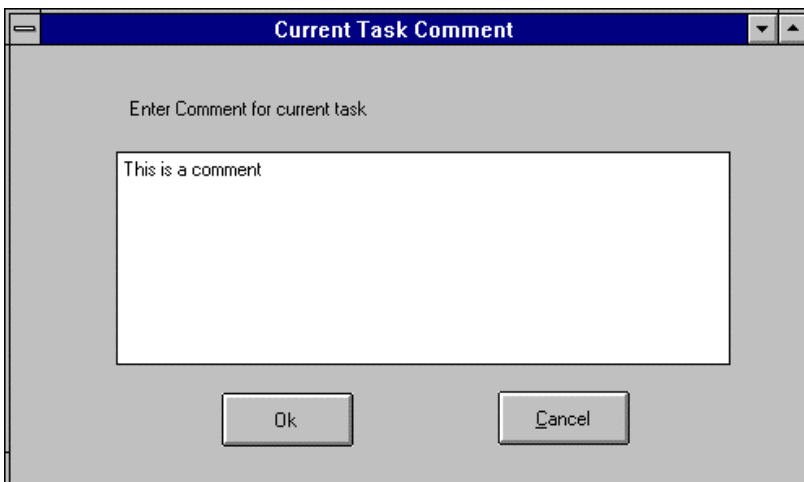
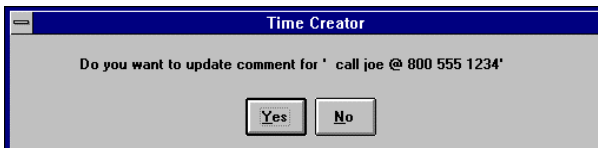
The following type of message will be displayed:



Click “Yes” to delete the item.

Add comment to phone call

Whenever the last task you were tracking has the word , “meeting”, “appointment”, “call” or “phone” the system will ask you if you want to update the comment



You can view the comments on the “Did Today” window. See page 49 for details.

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Chapter 9 Time Tracking

Purpose

To help you keep track of how you spend your time so you can:

- Increase your productivity by identifying and eliminating time wasters
- Easily generate Time Sheets and Status Reports
- Prevent you from spending too much time on one task
- Help you to balance your time
- Help you to work less by improving your task estimates

Features

- Easy to track your time
- Easy to Adjust tracking mistakes
- Tracking can be semi-automatically performed via accepting alarms
- Tracking can be performed from many places
- Easy to track interruptions
- Easy to track phone calls
- The current task you are working on is displayed in the "Button Bar" so you know if you are accurately tracking your time

Tracking Your Time

List Maker

To track your time via the "List Maker" you must position to the task you want to track and press Ctrl+T.

Button Bar

- You can track an interruption by double clicking the current task field
- Two buttons are already set up to allow time tracking. The "Ms" and the "So" buttons. To add a button which tracks your time, do the following:
 - 1) Go to the List Maker
 - 2) Turn on "Drag" ModeDrag the text for a task and drop it onto a button.

Alarms

Click the "Accept" button when an alarm is displayed and that task will be tracked

Contact Manager

Press the "Dial" button to dial a number and the task will be tracked

Did Today

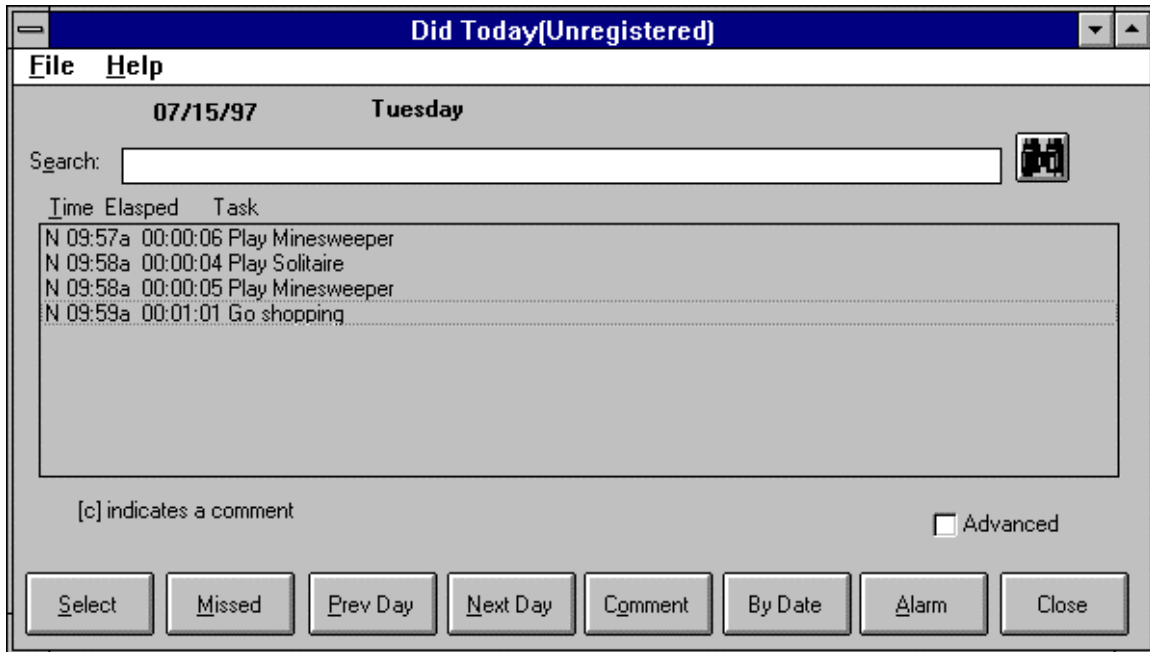
To track from the "Did Today" window, double click an item you want to track you time with or select the item and click the "Select" button.

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Viewing your tracking data

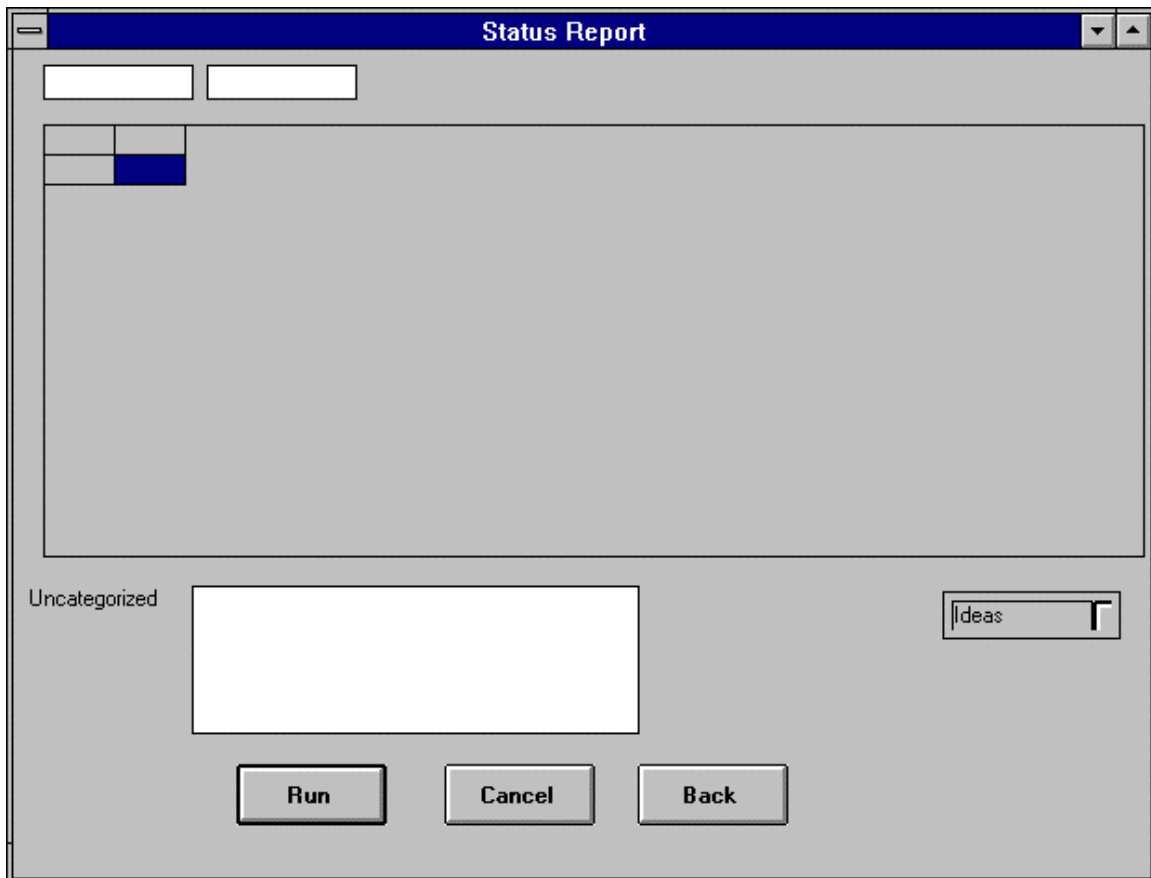
Did Today

Click the “T” button on the "Button Bar" to view the “Did Today” window. It will show you what you did today.



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Status Reports



Correcting/Adjust your time tracking

Replacing the current task

You will typically use the "Replace" function when you're tracking an interruption and you want to enter the actual task that you are doing:

- From "List Maker" Select the task you want to track and press Ctrl+R or select "Replace Task" from the "Tracking" menu
- From "Did Today" Drag a task from one place to the place you want to replace it with

Undoing the current tracking entry

- From the "Button Bar" click the "U" button
- From the "Command Window" enter the "U" command
- From the "Main Window" select "Undo Last Entry" from the "Tracking" menu

Entering a "Missed Task"

- From the "List Maker" select the item you missed tracking and press Ctrl+M or select "Missed Task" from the "Tracking" menu.
- From "Did Today" select the item you missed tracking and click the "Missed" button or press Alt+M.

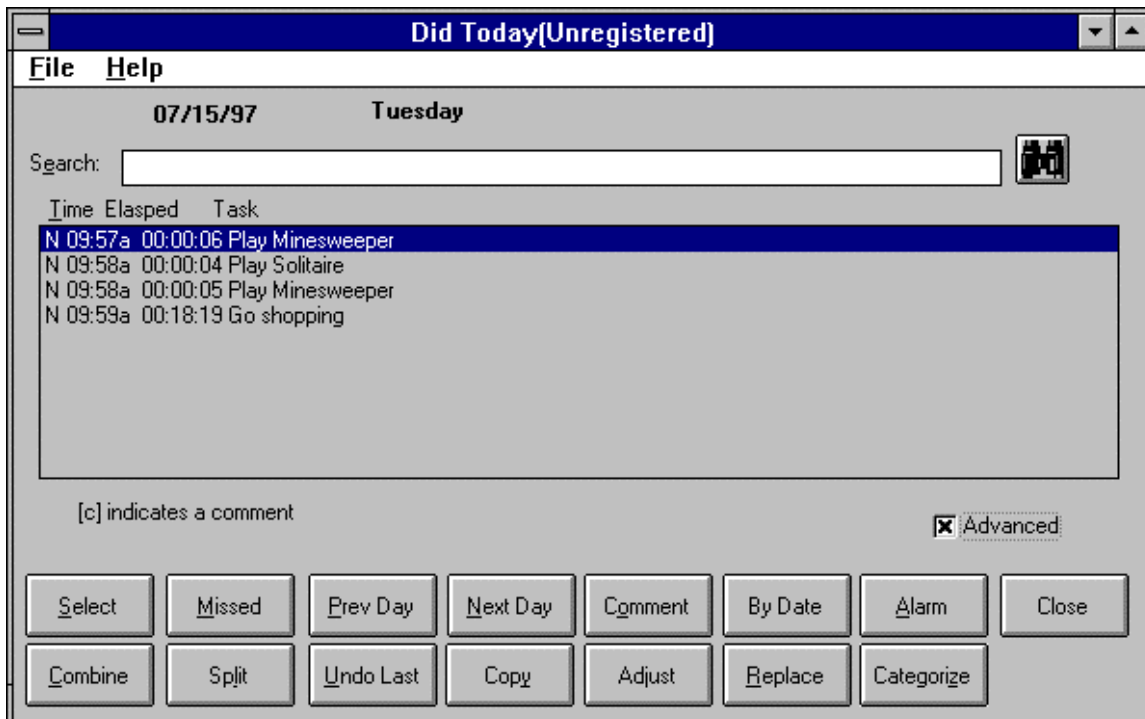
Time Creator User Guide 2.0

You will then be presented with the “Missed Task” dialog:



Combining two entries into one entry

From the "Did Today" window, you must have the “Advanced” button checked. Select the first task you want to combine with the second task.

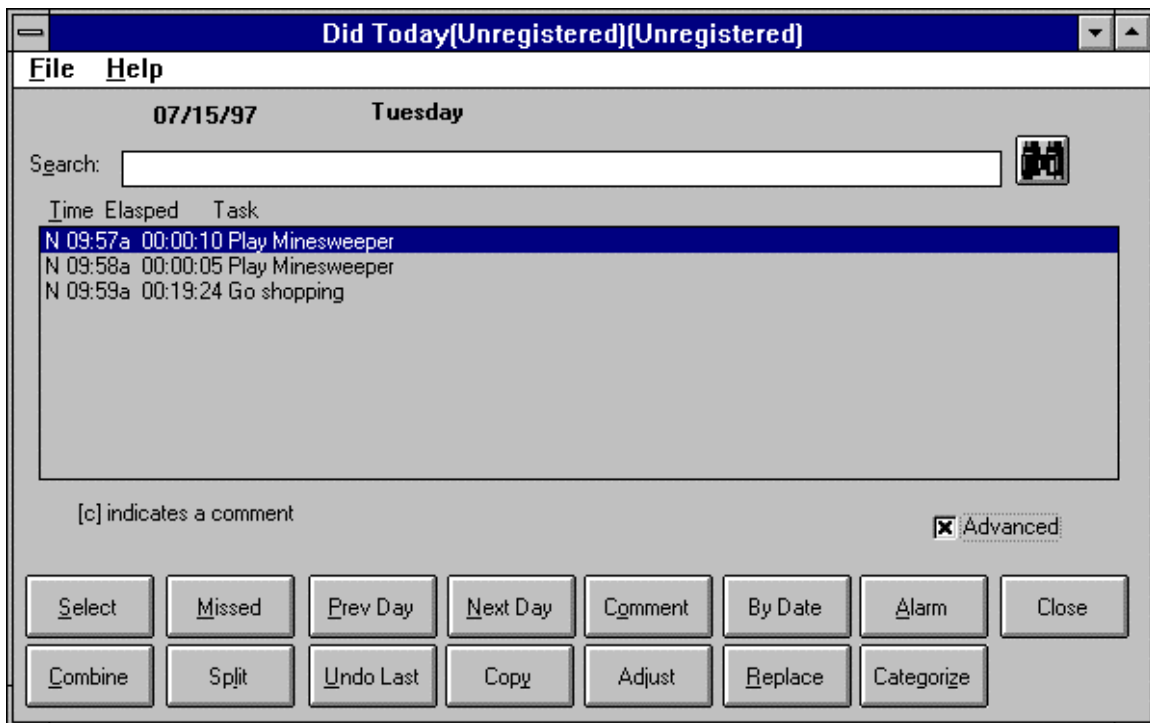


Click the “Combine” button and the ? dialog will be displayed:

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Click “Ok” and the time for the two tasks will be combined into one task.



Adjusting time entries

To Adjust the time entries on "Did Today" select an item and click the “Adjust” button. The “Adjust” dialog will be displayed. Adjust the times and press Ok.

Splitting one task into two tasks

On the "Did Today" window select a task and press the “Split” button. The task will be split into two separate tasks with the same description.

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Chapter 10 Resource Monitoring

Purpose

This was originally a function used by Windows 3.1 to monitor the free resources and disk space. Running low on these resources could adversely affect the Windows system.

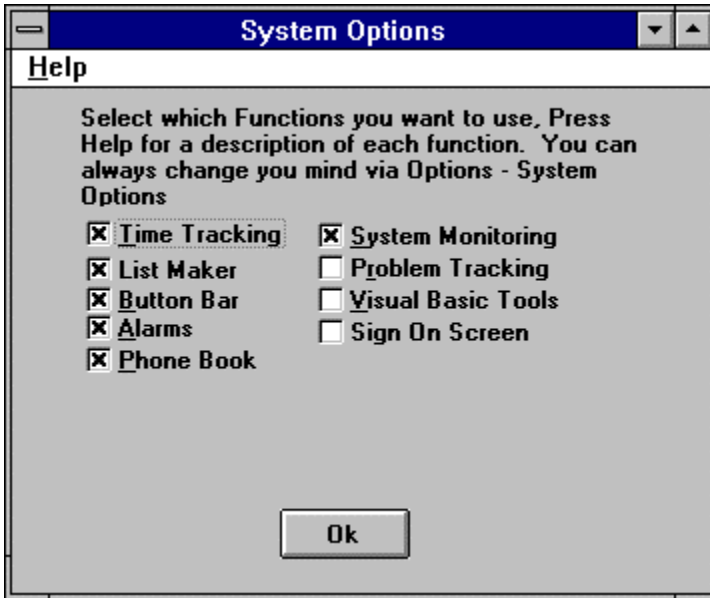
If the resources on Windows 3.1 goes below 10 percent the system beeps and displays a warning.

If the available disk space goes below 5 Mb. the system displays a warning message. This value can be changed via the “Additional Options” window.

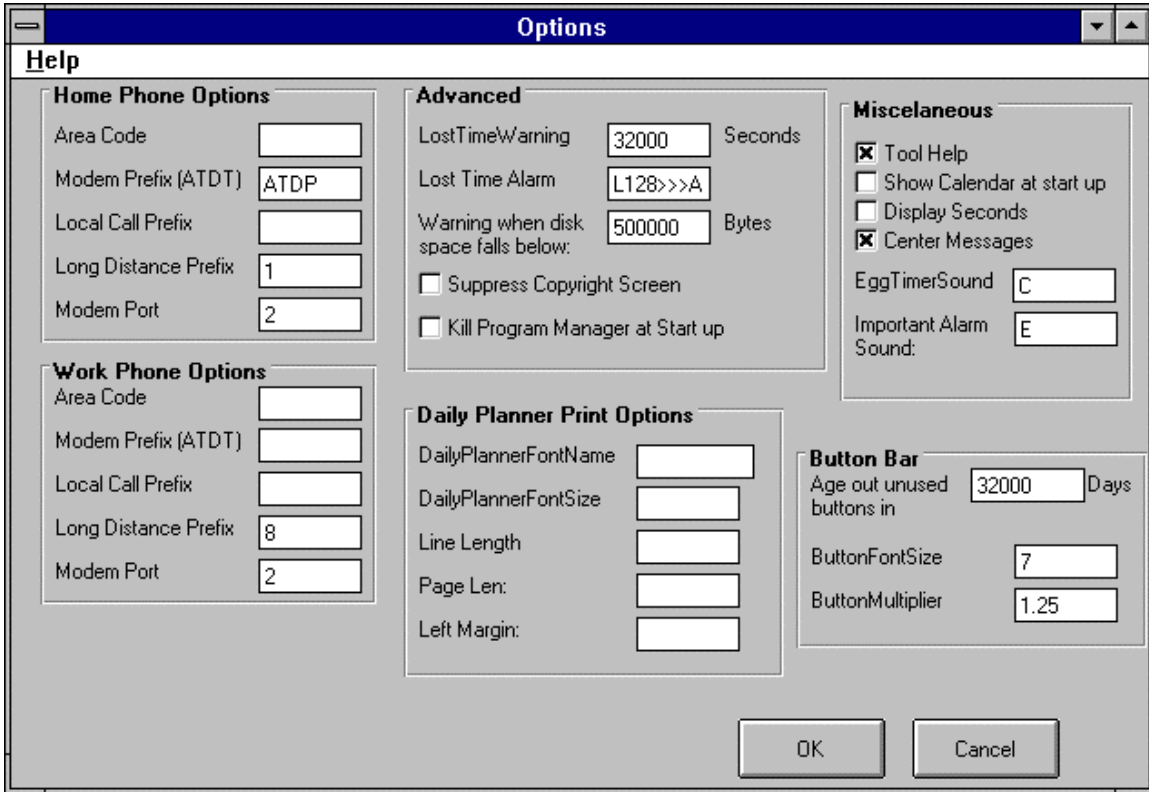
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Chapter 11 Options

You can set various options in Time Creator. The system options allow you to specify which parts of Time Creator you will use. Select "System Options" from the "Options" submenu from the "Tools" menu.



Select "Additional Options" from the "Options" submenu from the "Tools" menu.



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Option	Description
Home Phone Options	See "Options" on page 47 for details
Work Phone Options	See "Options" on page 47 for details
Lost Time Warning	This option allows you to get a warning beep every time the system is busy for more than the specified number of seconds
Lost Time Alarm	<i>complete this section out!</i>
Warning when disk space falls below	Causes the system to warn you when you are low on disk space below the specified value
Suppress Copyright Screen	Check this option to suppress the display of the copyright screen at start up
Kill Program Manager at Start up	This option allows you to shut down the "Program Manager" when Time Creator starts up. This option is only available to Windows 3.1 users.
Daily Planner Font Name	
Daily Planner Font Size	
Line Length	
Page Len	
Left Margin	
Tool Help	Displays or hides the tool help
Show Calendar at start up	The system will display your calendar for you the first time for the day you start Time Creator.
Display Seconds	Changes certain time displays from minutes to seconds
Center Messages	Click off to have Time Creator messages to appear next to wherever the mouse pointer is located to save you time in click the buttons.
Egg Timer Sound	This is the default sound if the user doesn't have a sound card
Important Alarm Sound	Important alarms can have their own sound if there is no sound card or you haven't set up the alarm to play a sound
Age out unused buttons in x days	This allows you to set a number of days for a button to be removed from your button bar if you're not using it. These buttons can be restored by the "Restoring Aged Buttons" function. See page 61 for details. The system defaults to 32,000 days which is 87 years.
Button Font Size	This allows you to change the font on the buttons
Button Multiplier	This allows you to enlarge or reduce the size of the buttons

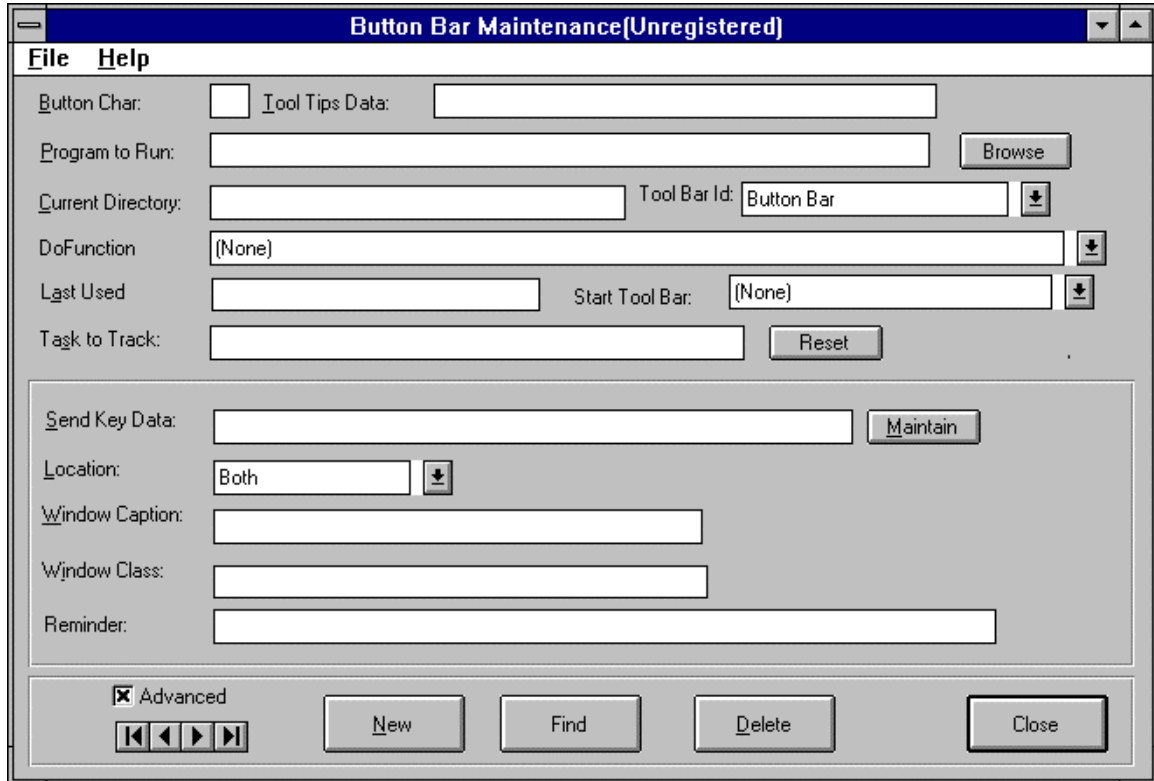
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Chapter 12 Advanced Functions

The Time Creator system supports some advanced functions. To see and use the advanced functions you must click on the "Advanced" options.

Button Bar Maintenance

Window



Field	Purpose
Send Key Data	Contains the Id number of the Send Key data to be used. See "Send Key Data" on page 57.
Maintain	Allows you to create a send key routine to associate with a button
Location	Supports three locations, "Home", "Work" or "Both"
Window Caption	Used for the system to detect which window to send data to
Window Class	A internal identifier of the window
Reminder	Displays the entered text when you click the button on the button bar

Send Key Data

The purpose of "Send Key Data" is to automate repetitive tasks by allowing you to perform them with the click of a button on the "Button Bar". What the "Send Key Data" does is send pre-entered key strokes to a window to perform a function. To set up a send key routine is hard, but once you get the hang of it you'll be saving so much time, you'll never understand how you worked without them.

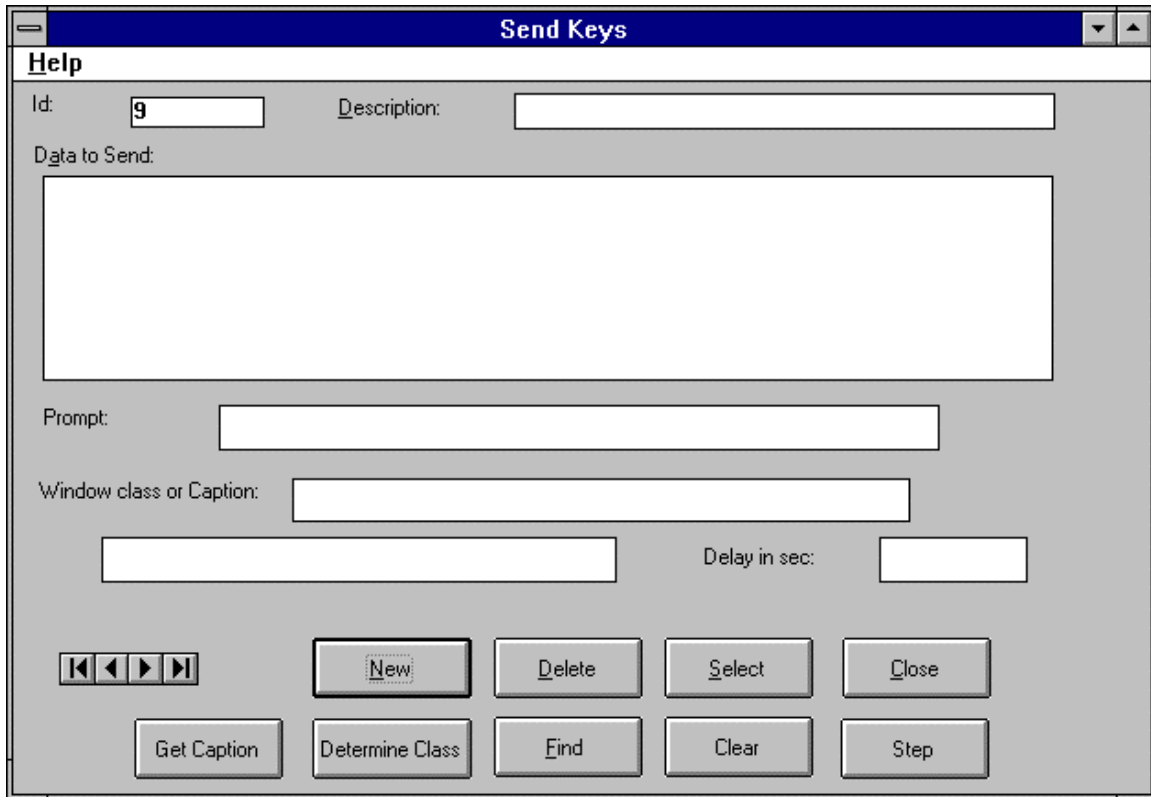
Steps to creating a "Send Key Data" routine.

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- 1) Detect a function you perform over and over
- 2) Write down the key strokes and windows you type into
- 3) Convert the list of key strokes into a "Send Key Data" routine.
- 4) Test the routine
- 5) If the routine isn't working try adding delays or get smaller pieces of the routine to work

Send Key Command	Function
A - Z, 0 - 9	This data will be sent to the Active Window
+, ^, %, ~ and ()	These keys have special meaning. To specify one of these characters, enclose it in braces. For example to send the "+" key specify {+}
{BACKSPACE} or {BS} or {BKSP}	Backspace
{BREAK}	Break
{CAPSLOCK}	Caps Lock
{CLEAR}	Clear
{DELETE} or {DEL}	Del
{DOWN}	Down Arrow
{END}	End key
{ENTER} or ~	Enter
{ESCAPE} or {ESC}	Esc
{HELP}	Help
{HOME}	Home
{INSERT}	Ins
{LEFT}	Left Arrow
{NUMLOCK}	Num Lock
{PGDN}	Page Down
{PGUP}	Page Up
{PRTSC}	Print Screen
{RIGHT}	Right Arrow
{SCROLLLOCK}	Scroll Lock
{TAB}	Tab
{UP}	Up Arrow
{F1} - {F16}	F1 - F16
+	Shift key
^	Control
%	Alt
+(EC)	Hold down shift and press E and then C. Use parenthesis with "+, ^, %" to hold down the key while the others are pressed
{LEFT 20}	This presses the Left key 20 times. You can enter this repetition factor with any keys.

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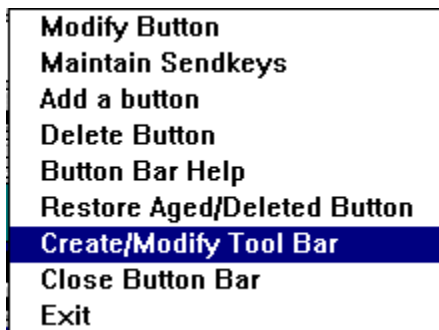


Estimate gauge

The system will notify you on how much work you have done based on your estimate. A yellow gauge will appear behind the task which will indicate the time you've spent on the task vs. your estimate. To set an estimate for a task see "Setting List Options" on page 63. You will also receive a warning if your estimate has been exceeded and you will be able to enter a comment.

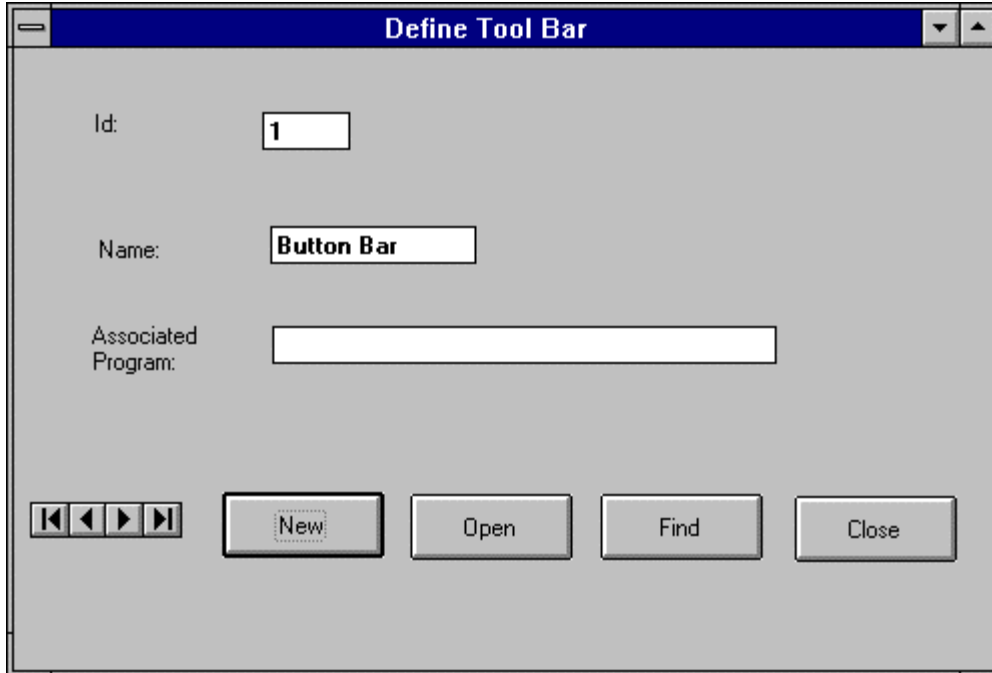
Creating a new button bar

Press the Right Mouse button while over the "Button Bar" and the following pop up menu will appear:



Select "Create/Modify Tool Bar" and the "Define Tool Bar" dialog will be displayed:

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Closing a Tool bar

You can close a tool bar by activating it and pressing the “Esc” key

Saving a button/Loading a button

Sendkeys

Entering Userid's and passwords

Button Bar Maintenance Advanced options

-----Advanced-----	This is a button that will give you access to some advanced features
Send Key Data	A number representing the “Send keys” to be executed when the button is pressed
Maintain Button	Will display the Send keys form so you can modify the send key routine
Last Used	This is the date that the button was last used. This date is also used for aging of the buttons
Window Caption	Used by the Sendkeys to determine which window will get the data
Window Class	Used by the Sendkeys to determine which window will get the data
Reminder	This will display a reminder for you whenever the button is pressed

Do Function Table

The Do Function field allows you to execute a predefined function which the Button will perform:

Kill Program Manager	Adv	
List aged buttons	Adv	
Save clipboard to 'CB' button	Adv	
Send Description to last active window	Adv	

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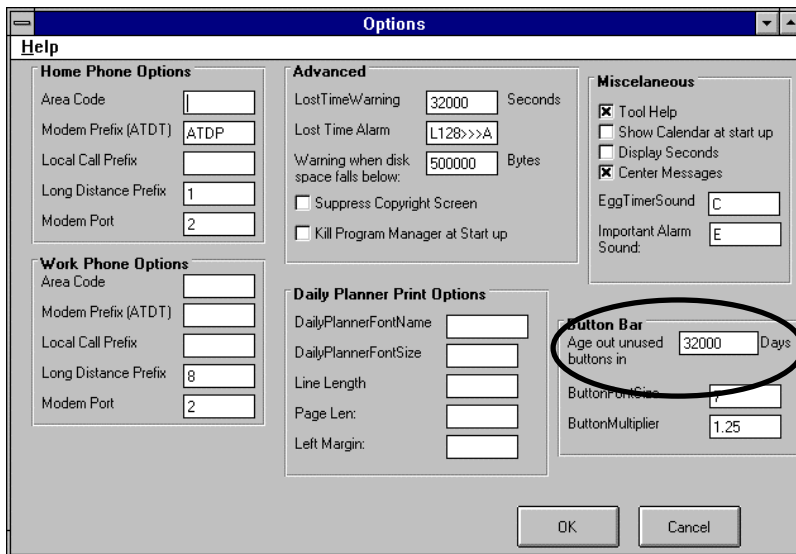
Send keys from a file	Adv	
Toggle Between Home and Work	Adv	
Unload all forms to save resources	Adv	

Button Bar Maintenance fields

Tool Bar Id	This is a list of the tool bars on the system. Select the tool bar which the button will appear on. To add a tool bar see "Creating a new button bar" on page 59
Do Function	This allows the button to execute a special function. See table below for details. See "Do Function Table" on page 60.
Location	Both, Home or Work. This allows you to customize you system for home or for work or both
Start Tool Bar	This allows the button to start up a tool bar
Task To Track	This displays the task that will be tracked when the button is pressed

Aging

The Time Creator supports a concept called aging. This function allows you to automatically have buttons which you haven't recently used be removed from the button bar. On the options window you can set the number of days of non-usage to remove the buttons. Note: that the buttons can be restored via the



Restoring Aged Buttons

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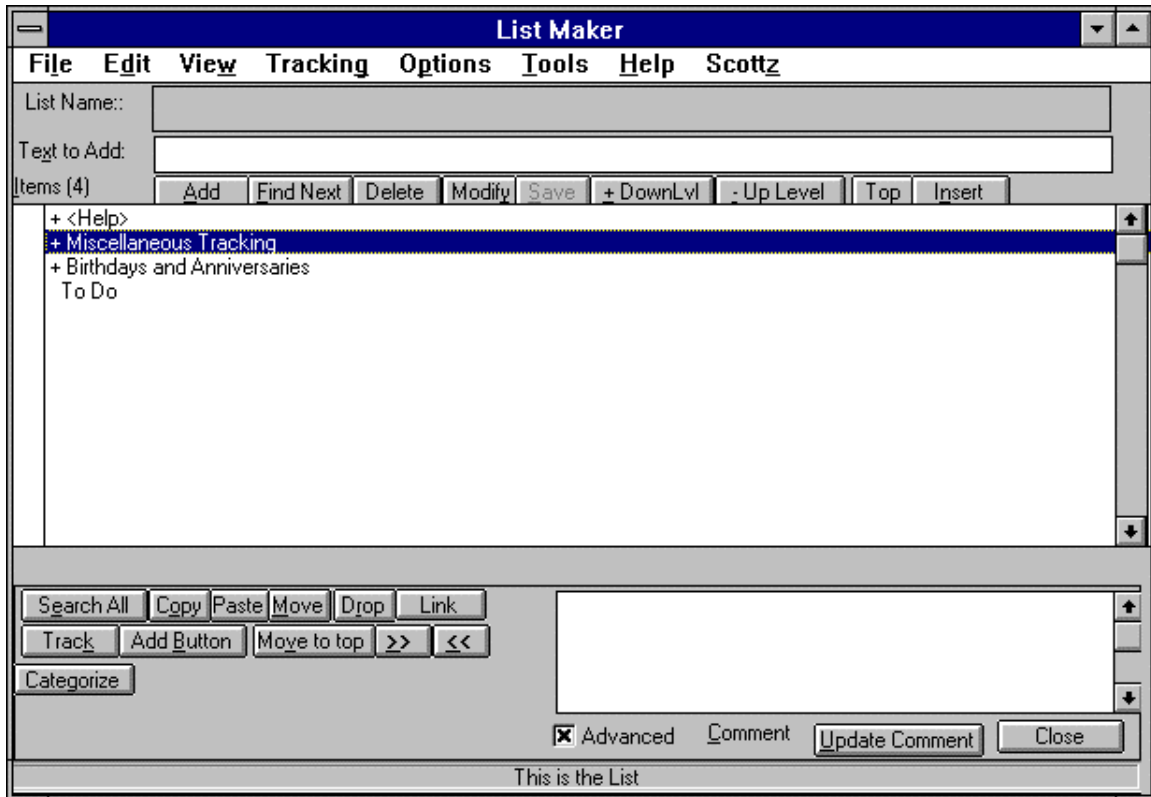
Moving buttons between Button bars

Importing/Exporting Buttons

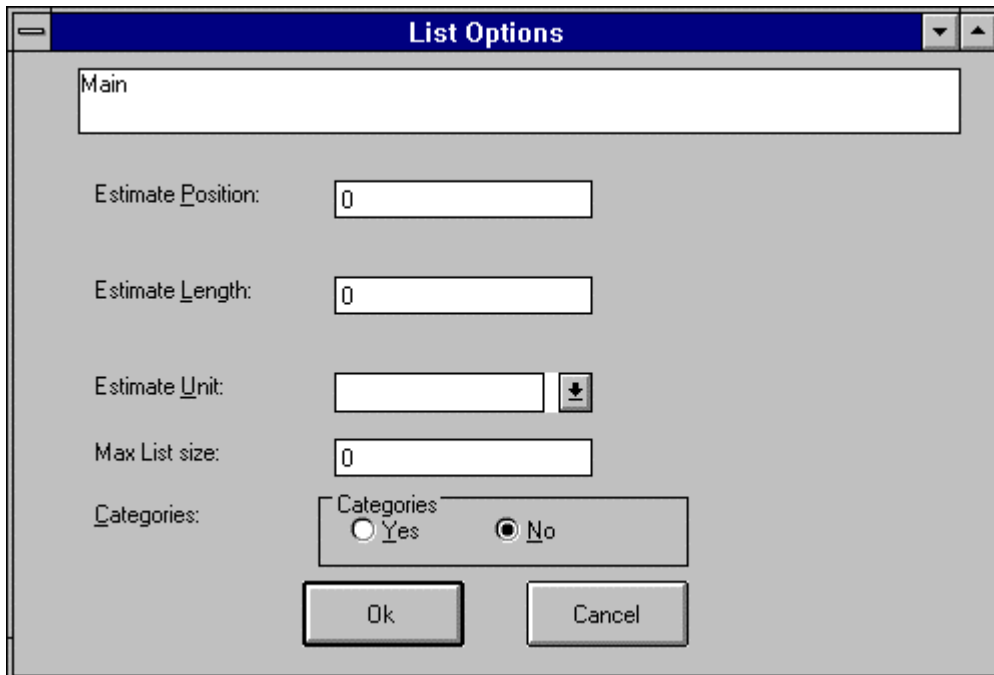
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List Maker

Advanced List Maker Window



Setting List Options



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Selecting multiple items

Some functions in the List Maker, can apply to multiple selected items. To select multiple items, press the left mouse button and drag the mousepointer over the items to select. You can also hold the Ctrl key and click each item you want to select.