

TimeMan

A Time Recorder and Expense Tracker for the Newton OS


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1 Welcome and Registration

1.1 About TimeMan

Welcome to TimeMan, an application that helps you keep track of your time. It acts as a timer, to track you time while you are working, or you can enter your time after you are finished. It displays your time in different formats, and automatically computes your billing.

Included in this archive are the following packages:

- TimeMan.pkg

This is the software package that you need to install on your Newton

- TimeMan.pdf

This is the users' manual for TimeMan. You are reading it right now.


- TimeMan.txt

This is a text only format of the users' manual. If at all possible, use the pdf version of the manual as it has layout and graphics that cannot be included in the text version. The pdf version of the manual is viewed using Adobe® Acrobat Reader®. This can be obtained free of charge at www.adobe.com.

- SASstuff.txt

A list of all of the software available from Stand Alone Inc.

- SA reg.pkg

If there isn't a registration option under the  button, install this package to register your software.

1.2 System Requirements

TimeMan requires Newton OS 2.0 or 2.1, and a Message Pad 120, Message Pad 130, Message Pad 2000, Message Pad 2100, or eMate.

1.3 Registering TimeMan


The TimeMan Demo will work for a 30 day trial period. At the end of the 30 Days, it will stop working. To avert this tragedy, you will need to get in touch


with Stand Alone to register your software. You can register with us by several different methods.

You will need to include the following information, no matter how you choose to register. Most importantly, you need to include your name EXACTLY as it is entered in your Newton, including spaces. We use this to generate your password, so it must be precise. You will need to specify which programs you wish to register, and include payment for each of them. We accept Visa, Mastercard, and American Express. If you are using normal mail, you can send us a check as well. Make sure to include your card number, the expiration date, and what type of card you are using. You also need to give us a way to get in touch with you. Email is the preferred way, followed by your address and phone number. An Email address is not strictly necessary, but it will result in much faster service.

For instant gratification, register by phone, and pay using Visa or Mastercard. To do so, call (773) 477-2492 and we will give you a password right over the phone.

Alternatively, you can send us a check to the address below.

You can also Email us one of several ways. The application has a Register section under the  button. Tap on that to open up a registration slip. If you fill out that slip, and have an Email client on your Newton, it will automatically Email us and we will send you a registration code. You could also just Email us the relevant information from your Newton or a desktop machine, and we'll send you a code. If you are registering through Compuserve, use, GO SWREG.

Once you register, you will receive a password from us. You can install this password one of two ways. There is an option to Enter Password under the  menu. Tap on it to bring up a screen that has a space to enter the password. Alternatively, just install the SA Register package enclosed in the TimeMan archive. Select "TimeMan" from the pop-up menu at the top, and enter the password. You should get a message confirming the password. Afterwards, you may remove the SAS Register application from you Newton.

1.4 Contacting Stand Alone Inc.

There are several ways to get in touch with us here at Stand Alone, Inc. Email is the preferred form of communication, but whatever works for you is fine. If you have any questions, comments, suggestions or compliments, please don't hesitate to contact us through any of the methods listed below.

1.4.1 Business Hours

Stand Alone is open from 9 AM to 9 PM Monday to Friday, and 10 AM to 4 PM Saturday and Sunday. These times are CST and GMT -5.

1.4.2 Email

internet: info@standalone.com
AOL: Std Alone
CompuServe: 76342,3057

1.4.3 Phone
Voice: (773) 477-2492
Fax: (773) 477-2579

1.4.4 Regular Mail
Stand Alone
3171 N. Hudson, Suite 1
Chicago, IL, 60657, USA

1.4.5 World Wide Web
<http://www.standalone.com>

1.5 Reporting Bugs

If you find a bug in our software, it would be helpful if you reported the bug to us. To report a bug, please Email us with Bug Report Request in the subject line. In the Email, include the following information:

- What type of Newton you are using (i.e. MP 2000)
- The version number of the system software (i.e. Newton OS 2.1)
- The software name and version number (i.e. TimeMan 1.03)
- The error number
- A brief description of how we can recreate the error
- Your name and Email address so we can contact you when the bug is fixed

When reporting bugs, it is best to Email us, rather than calling, so that the programmers have a written record of the information they need to solve the problem. As soon as we receive your Email, the programmer will examine the problem, and fix it.. Because our programmers are busy creating software, it can take a while for them to reply, but they will release a new version of the software that fixes the bug as soon as they can.

1.6 Version History

Version	Date	Notes
1.0	July 1, 1997	First Public Release

2 Installation

The first thing that you need to do to get your software up and running is to install it on your Newton. To do this, you need to have Newton Backup Utility, or Newton Connection Utilities, set up to talk to your Newton. If you have problems with this part of the installation, please consult the documentation that came with your Newton. Once Newton Backup Utility is set up, just follow the steps listed below to for each of the packages you wish to install.

1. Open the Newton Backup Utility , or Newton Connection Utilities



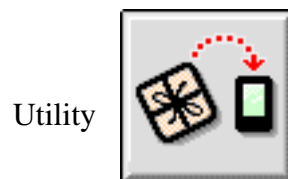
on your Desktop machine.

2. On your Newton, go to the Extras Drawer  and tap the Connection icon



3. Once the Newton Backup Utility has loaded on your desktop machine, make sure your cables are connected and tap the **Connect** button on your Newton.
4. For each of the packages you wish to install, do the following:

- Tap the Install Package button in the Newton Backup



- Go to the folder where your packages are, and select the desired package.
- Click on the “Install” button

3 Basics

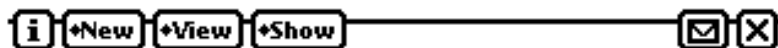
This chapter provides the TimeMan user with a basic understanding of how to use TimeMan. A few step-by-step guides are included to make it easy to learn how to use TimeMan.

3.1 Getting Started

To use TimeMan, tap on the TimeMan icon in your Extras drawer. This starts the program. When you first use TimeMan, you have no information to display, and the TimeMan Icon appears in the Main Slip.



TimeMan



3.1.1 Projects

To start using TimeMan you should establish one or more Projects. Projects are used to define your rate of pay for different tasks. If your profession requires two jobs and you bill differently for each one, you need to make two projects. You may also want to have multiple projects for different clients. If you bill a standard rate for pay for all of your projects, then just create only one project.

3.1.2 Creating a New Project

To create a new project tap the New **New** button. You will get popup list of options.



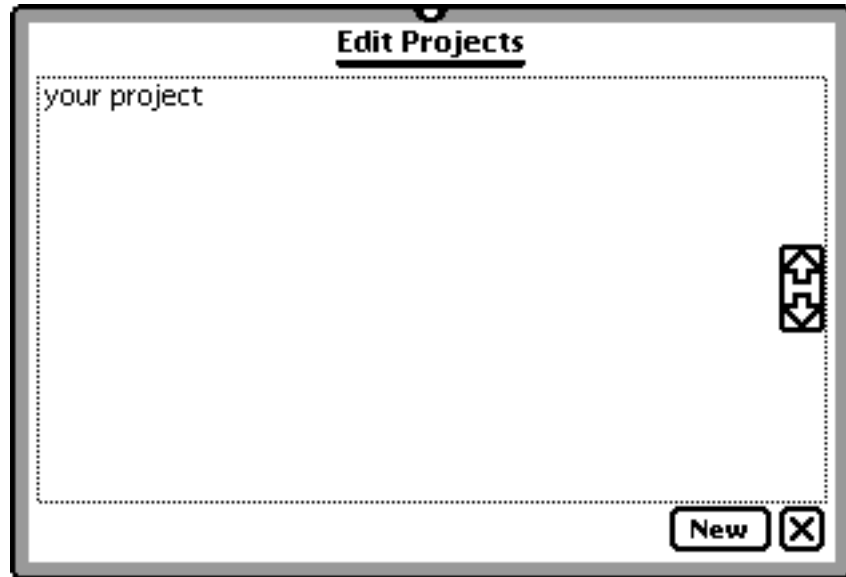
Tap on Project to produce a new Project slip.

By writing or typing, enter a name, kind, number, level, or other signifier for the type of project this will represent next to the word Project . Next, enter a rate of billing for this project next to the default rate line. The default rate is \$80.00 per hour. If you want a different default rate to appear in this slip, please see Section 5.3. You can also change the rate on this screen, but it will only change the rate for this specific project.

3.1.3 Editing Projects

After you enter your information into the Project slip, you have several choices. Tapping the New Task **New Task** button will send you directly to the task slip, and saves this particular project and rate. You may choose the Delete **Delete** button to remove this Project. Removing a Project does not delete the tasks associated with the Project. If you want you enter more projects, or if this is your first time

using TimeMan, you should become familiar with the Edit Projects slip. Tap the Close button to go to the Edit Projects slip. This saves the Project and rate information that you have entered.



The name of the Project you entered appears in this screen. If you want to create another Project tap the New button, which will produce another Project slip. To delete this project, or change the default billing rate or project name, tap on the project's text, in this case "your project", to return to the Project slip.

3.2 Filling Out the Task Slip

A Task in TimeMan is a account with a client or clients to which you attribute billing.

3.2.1 Creating a Task

To create a Task from the Edit Projects window, tap the Close button and tap the New button for a list of options.



Select Task from the list to produce the Task Slip.

3.2.2 Task Slip

The Task Slip is where you will be doing most of your billing. Fill out each of the categories as detailed in the following steps.

The screenshot displays a task entry form with the following fields and controls:

- Task**: A dotted line for text entry.
- Project**: A dotted line for text entry.
- Client**: A dotted line for text entry.
- Pattern**: A dotted line for text entry, followed by a small rectangular icon with a dotted pattern.
- Date**: A dotted line for text entry, containing the date range "8/26/97 - 10/12/97".
- Message Area**: A large dotted-line box containing the text "There are no time entries or cost entries for this task available." and a vertical scroll bar on the right side.
- Summary Bar**: A dotted-line bar at the bottom containing "Time: --" and "Cost: \$0.00".
- Buttons**: A row of four buttons at the bottom: "+ New", "Delete", a folder icon, and a close icon (X).

Step One: Assign your task a name.

Name your task next to the Task Line. Once you have entered one or more Tasks, the Task Diamond includes a list of tasks that already exist.

Step Two: Select a Project.

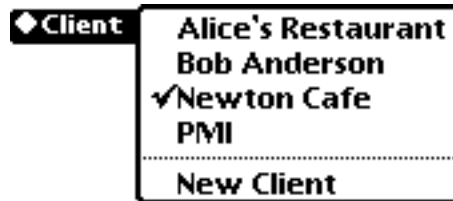
The Project Diamond is a menu of the different Projects you have created. Tap on the Project Diamond for a list, and tap on the appropriate Project. You can also use this menu to group tasks together under a project.

Step Three: Select a Client.

The Client Diamond menu accesses your Newton OS computer's built-in Names files. For more information on how to use the Newton OS Names, please refer to your Newton OS computer's User's Manual. Before you have Clients established in TimeMan, tapping on the Client Diamond menu only lets you add new clients.



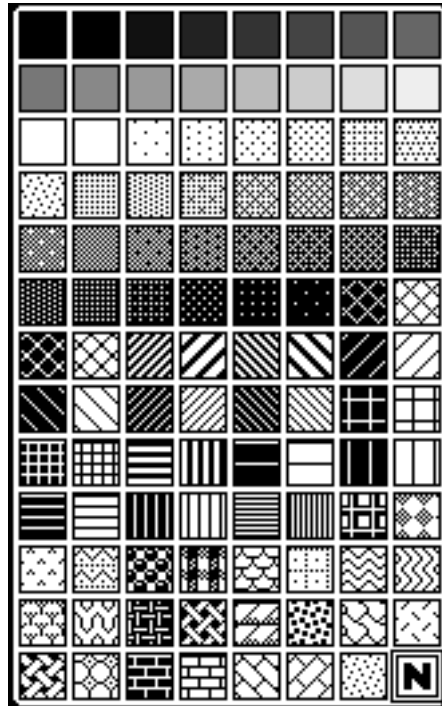
As you add Clients to your Tasks they will appear in this popup menu for easy access.



You may either choose one of the Clients you have already selected or you may add a new one by tapping on New Client.

Step Four: Identify Your Task.

The Pattern Diamond Menu assigns a particular pattern to this task sheet. This pattern will be represented in different views, such as the pie chart or calendar. Use common sense when picking patterns so that your tasks are easily distinguishable from each other.



To select the pattern you want, tap on the pattern with your stylus.

5) Give Your Task Dates.

The Date diamond will allow you to select a time period to view for each Task. You can include time entries outside of the bounds that you select, but they will not be shown. Tap on the Date diamond for a date picker.




To adjust the date tap on the diamond next to 1 week, or tap on the calendar to produce a popup menu.



You may select one of the given time frames, or select Ongoing. If you select 2 weeks and tap on a start or a stop date, your computer automatically adjusts the other date. If you want a specific time period not listed in the above menu select the Ongoing feature. This allows you to select start and stop dates that are independent of each other.

Step Six: Done!

You are now done filling out a Task Slip. Tap the Close  button to save the task information you just entered.


3.3 Billing Your Time

You may bill your time in one of two ways. TimeMan can be used as a timer, or you can fill out your times after you are done working. To do either of these, go to the Task Slip where you want to start billing. If you have not filled out a task slip, please refer to Section 3.2 to create a new task slip.


3.3.1 Using TimeMan as a Timer

To use TimeMan as a timer, follow the steps below.

Step One: Open a Task Slip.

Open a Task Slip when you want to start billing. If you have difficulty getting to your Task Slip, go to the TimeMan Main Slip. This can be done from most slips by tapping on the Newton OS built-in Overview button adjacent to the built-in scrolling arrows. Next, tap the View  button. This produces a popup menu. From this menu select Task list. All of the Tasks you have created appear in this menu if Tasks with Data is unchecked under the Show button. If you do not have any tasks here, you have not created one yet.

Step Two: Start the Timer.

Tap on the New  button. This produces a popup menu with options of Time entry or Cost entry.



Select Time entry from the list to produce the Calendar Picker.



Tap the Set **Set** button to close this slip and it will appear under that task in **Bold**. Depending on the Preference settings, this may stop other active times. For more information on Preferences, please see Chapter 5.

◆Task Precedent Study	
◆Project Research	
◆Client PMI	
◆Pattern <input type="text"/>	
◆Date 6/1/97 - 3/31/98	
August 28	11.00
6:48 am-5:48 pm	\$1,487.75
September 2	12.00
5:48 am-5:48 pm	\$1,623.00
September 4	11.10
6:48 am-5:54 pm	\$1,501.27
September 8	6.00
10:30 am-4:30 pm	\$811.50
September 9	13.38
10:36 am-11:59 pm	\$1,810.09
September 10	20.90
12:00 am-8:54 pm	\$2,826.72
September 19	0.50
12:00 pm-12:30 pm	\$67.62
Car Expense: 94177 to 94213	
September 8	\$19.80
photocopies	
September 8	\$50.00
Time: 74.88	
Cost: \$10,197.77	
<input type="button" value="+ New"/> <input type="button" value="Delete"/> <input type="button" value="□"/> <input type="button" value="X"/>	

Now you may close this slip and close TimeMan if you desire. You can even turn off your computer.

Step Three: Stopping the Timer and Recording the Time.

Return to your Task Slip and tap on the bold text. Doing so returns to you the Timer.



Tap on the Stop **Stop** button to stop your billing and then tap on the Close **X** button to save this billing. The Note **☰** button allows you to take some notes if you desire. If you do not want to bill this time, tap on the Delete **Delete** button.

3.3.2 Recording Billing Times

The alternative to using TimeMan as a timer is to input your hours after you have worked. To perform time entries in this fashion, follow the steps below.

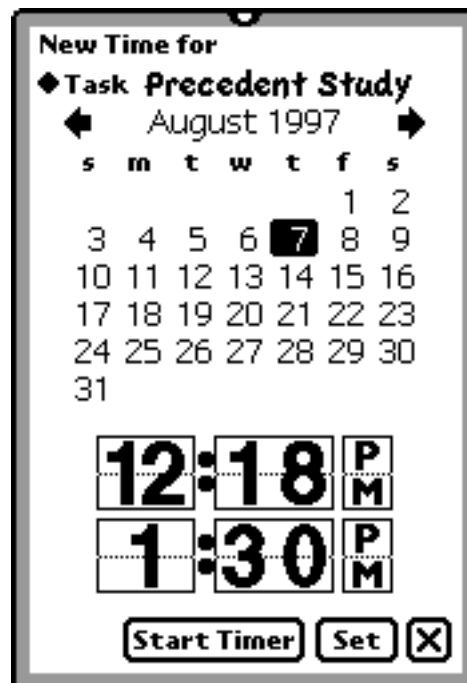
Step One: Go to the Task slip where you want to record your billing.

Step Two: Tap on the New **+New** button and select Time entry.

Step Three: Use the Date and Time Picker through the Stop Timer **Stop Timer** button. After tapping on Timer entry, you find the familiar Calendar picker. You can not change the date on the calendar, unless you stop the timer first.






Tap on the Stop Timer **Stop Timer** button. This changes the slip from the Timer to a timer recording device.



You may now pick any past date month and year for your billing. TimeMan will not allow you to record future times for billing. Tap on the arrows on either side of the given month (September in this example) and tap on the date you worked. The upper time represents the starting time and the lower time represents your ending time. Tap on the upper half of the hour or minutes to move the time forward or on the lower half to move it backward. The clock's increments of movement are determined in Section 5.6.



If you want to stop the timer, tap on the stop button. You may add comments to this slip by tapping on the Note  button. You may select the Delete  button to delete the timer entry or the Stop  button to end your billing.

3.4 Performing a Regular Cost Entry

You may need to include purchases in your billing statement. TimeMan allows for Cost Entries and Car Cost Entries. Cost Entries are generic for essential and billed purchases.

3.4.1 Cost Entry

To perform a Cost Entry, follow the steps below.

Step One: Go to the Task Slip where you want to record your billing.

Step Two: Tap on the New  button and select Cost entry.

Step Three: Fill out the Cost entry Slip.

The Cost Entry slip includes a field for the Task, the time, the description of the purchased item, and the cost of the item.

◆Task **Research:Precedent Study**
 ◆When **9/19/97 2:06 pm**
 ◆Item

 ◆Price

 Car Costs
 [New] [Close] [Delete]

The Task menu and the When menu display the current Task; and the current time and date, respectively. You can change either by tapping on the diamond. There is an Item menu and a Price menu as well. These menus accept keyboard or writing entry, as well as selections from the pull down menus. The Item menu remembers your entries. Suppose you enter “computer scanning” into the entry line next to the Item menu. The next time you tap on it, “computer scanning” will be a part of the menu. Selecting a choice from the Item menu brings you to the selected item, and does not create a new one.

◆Item **Computer Scanning**

The Price menu operates differently. It has a set standard group of entries.

◆Price
 0
 5
 10
 25
 50
 100
 200


Either select a number from this group, or enter the exact price on the line next to the price diamond. When you are done, tap on the Close button to save and bill this item. You may make another Cost Slip by tapping on the New button. Alternatively, delete the slip by tapping the Routing button and selecting Delete.

3.4.2 Car Costs

Possibly the most commonly billed expense is car related costs. In TimeMan, car costs have a dedicated entry slip.

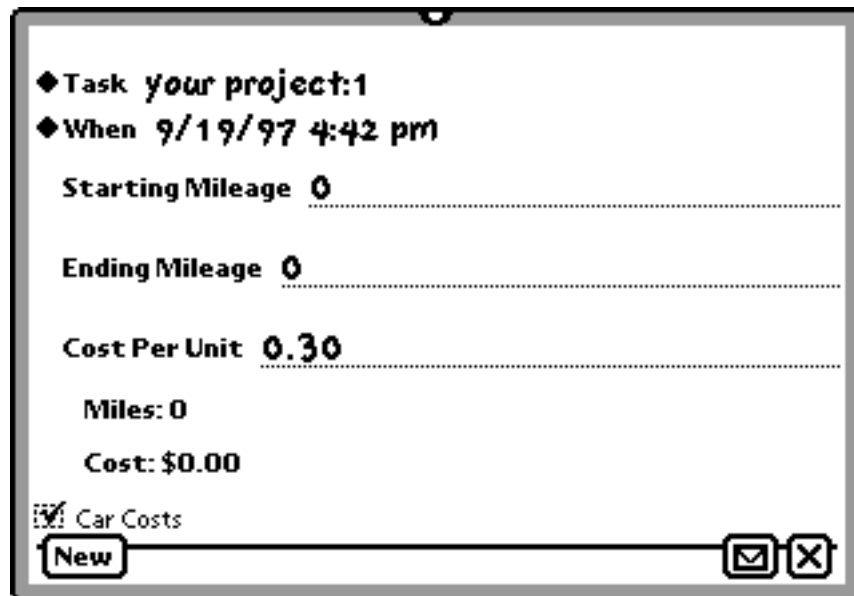
Step One: Go to the Task Slip where you want to record your billing.



Step Two: Tap on the New  button and select Cost entry.

Step Three: Tap the box next to Car Costs, which may be found in the lower left corner of the Cost Slip. The slip will change and there will be a check in the Car Costs  Car Costs box. You may check this box again to return to the normal Cost Slip.

Step Four: Fill out the Car Costs slip.

If you have already tried filling out a Cost slip, the Car Cost slip should be fairly familiar.



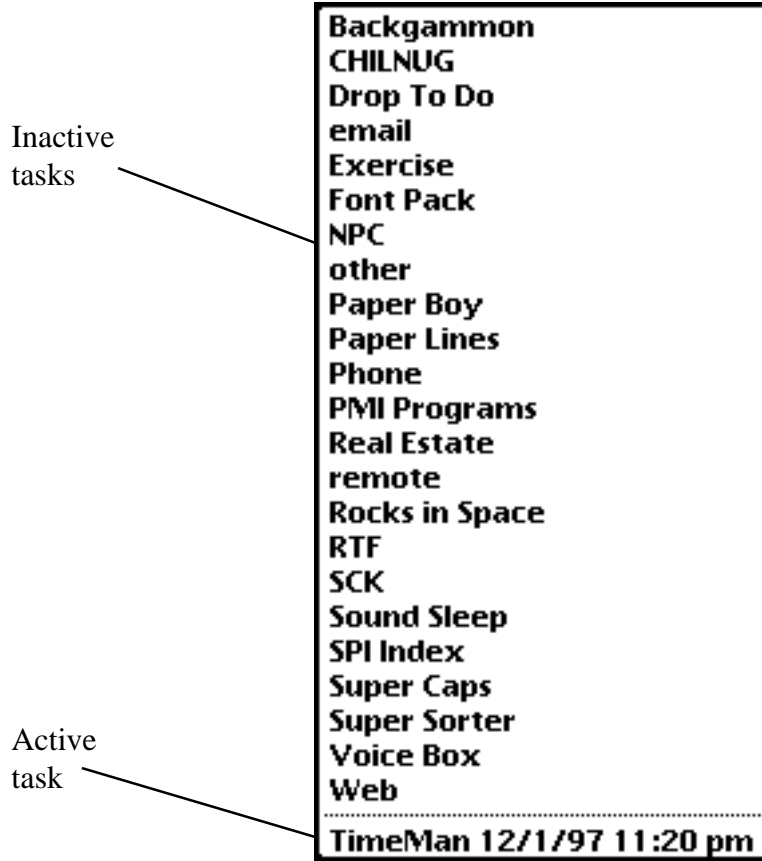
◆ Task **your project:1**
 ◆ When **9/19/97 4:42 pm**
 Starting Mileage **0**
 Ending Mileage **0**
 Cost Per Unit **0.30**
 Miles: **0**
 Cost: **\$0.00**
 Car Costs
 New  

The Task menu and When menu operate as they would under the regular Cost slip. The starting mileage and ending mileage should be entered as they appear on your odometer. Tap on each line, and write or type your mileage. The cost is computed as a price per mile in dollars, so make certain that you use a decimal when applicable. That is to say, if you enter 50 the Newton will assume that this is 50 dollars, not 50 cents. Miles and cost are computed by TimeMan.

3.5 The TimeMan  Button

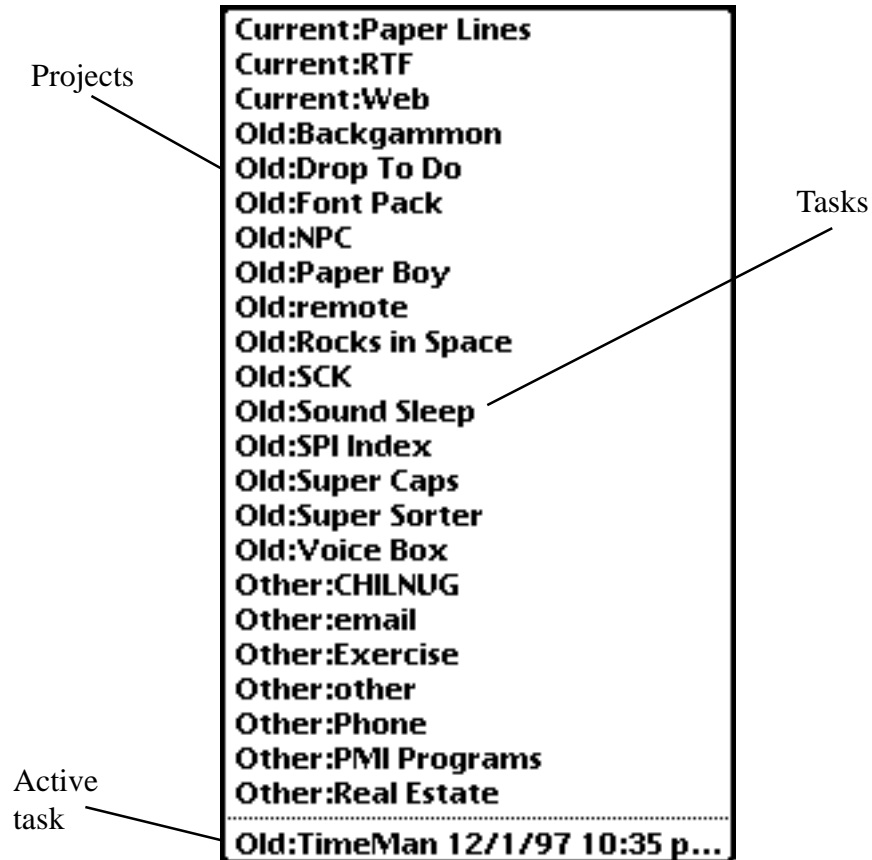
The TimeMan button gives you a quick way to activate or deactivate tasks. Using the Preferences described in Section 5.7, you can place the button at various

locations on the screen. When you tap on the TimeMan button, it will show you a list of all of your tasks.



Any task listed below the dotted line is active, and recording your time at work. Any above the dotted line are inactive, and not recording your time. Tap on an inactive task to activate it, or an active task to deactivate it.

You can also decide to have the TimeMan button show both your tasks and projects.



Under the Rounding preferences described in Section 5.6 there is an option to have only one task active at once. If this is selected, then only one active task will be shown. If you activate an inactive task, then it will replace the active task. The previously active task is then made inactive.

4 Views and Filters

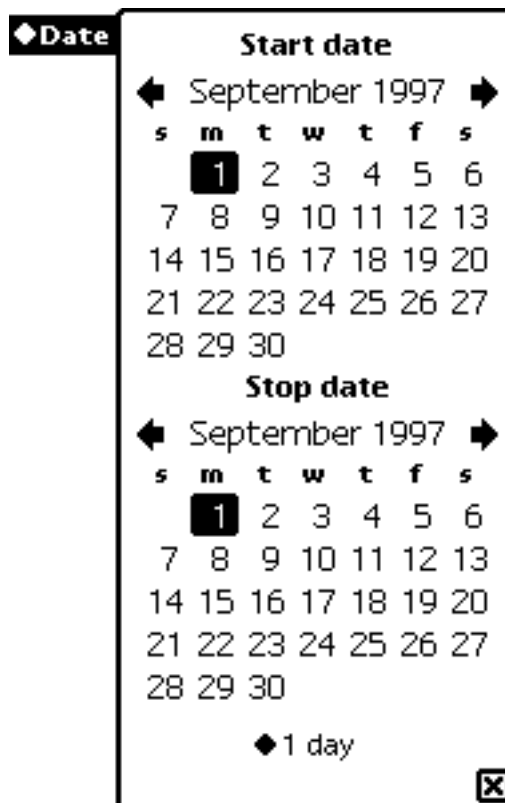
TimeMan has an extensive assortment of features and abilities for presenting, printing, analyzing, viewing, and billing your time entries. Learning to use these features will give you insights on your work schedule and time/money usage. Taking advantage of TimeMan's ability to print professional billing statements from your MessagePad, for example, may free you from having to return to the office every time you need to print out a billing statement.

4.1 Views

TimeMan's array of features allow you to view your time entries in several different formats and styles, which makes analysis of your time and billing information as convenient as possible. Views will apply to the time period you have selected. To look at a particular billing cycle or time period select the dates you wish to look at with the Date Picker at the top of the screen.

4.2 Dates

To access the Date Picker tap on the diamond next to the word Date in the upper right of your Newton OS screen. The default time period is set in the Date Searched Preferences, described in Section 5.5.




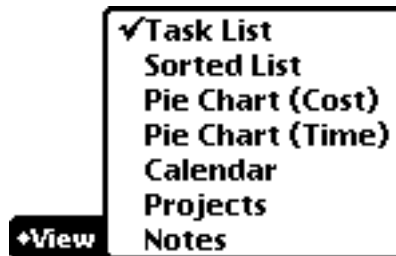
Select the period of time you wish to examine by tapping on the diamond menu at the bottom of this Date picker. This gives you a menu of options.



If you choose one of the preset periods, TimeMan automatically computes a Stop Date for any given Start Date selected and a Start Date for Stop date select. Therefore, if you select 1 Week and tap on Saturday October 18 for the Start Date, TimeMan will automatically select the Stop Date as Friday October 24. If you have a billing cycle not represented by this picker, or if you wish to look at specific set of dates, simply tap on Ongoing, which will allow you to Choose the Start Date and Stop Date you desire.




4.3 Viewing Time

TimeMan offers a wide array of options for viewing your time. Tap on the View button  and select from one of the options given. The one you are currently viewing has a check next to it.



4.3.1 Task List

In Task List mode there are four columns. From right to left the columns are: specific tasks, date/times, hours billed over total billing costs, and notes. Since this is a task list, each tasks will have all of their bills below the task in order by date.


	Tap for Date Picker	Tap to change rate of pay	
<i>Document Review Corresponde nce Study</i>	September 2 8:54 am-6:54 pm	10.00 \$1,137.50	
	September 3 9:48 am-9:54 am	0.10 \$11.37	
	September 3 5:00 pm-5:54 pm	0.90 \$102.37	
	September 4 9:54 am-11:42 am	1.80 \$204.75	
	September 4 5:42 pm-8:48 pm	3.10 \$352.62	
	September 6 5:06 am-2:06 pm	9.00 \$1,023.75	

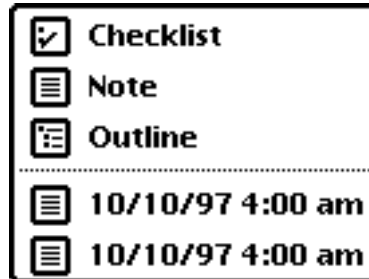
Tap for list of notes

Tapping on the task description brings up the description's Task Slip. You may tap on the date and times for a Date Picker, allowing you to edit time entries just as you would in the Task Slip. You may change the rate of pay by tapping on the time and dollar category.



Tap on the Billing Rate menu and select from the list or write in your hourly rate next to the line.

The right most category is the notes category. Any notes you have taken regarding a particular task will appear in this corner. You may tap on the Note icon  for a popup list of notes.



Tapping the items above the dotted line, Checklist, Note, and Outline, allows you to create a Note of that kind from the built-in Notes feature. The items below the dotted lines are notes you have taken. Tap on a note to view it. For more information on Notes refer to your MessagePad or eMate User's Manual.

TimeMan notes are stored in a special TimeMan Notes soup, rather than the built-in Notes soup. This just means that they are stored in a separate location in the Newton's memory than the normal Notes, so they are always found together.

4.3.2 Sorted List

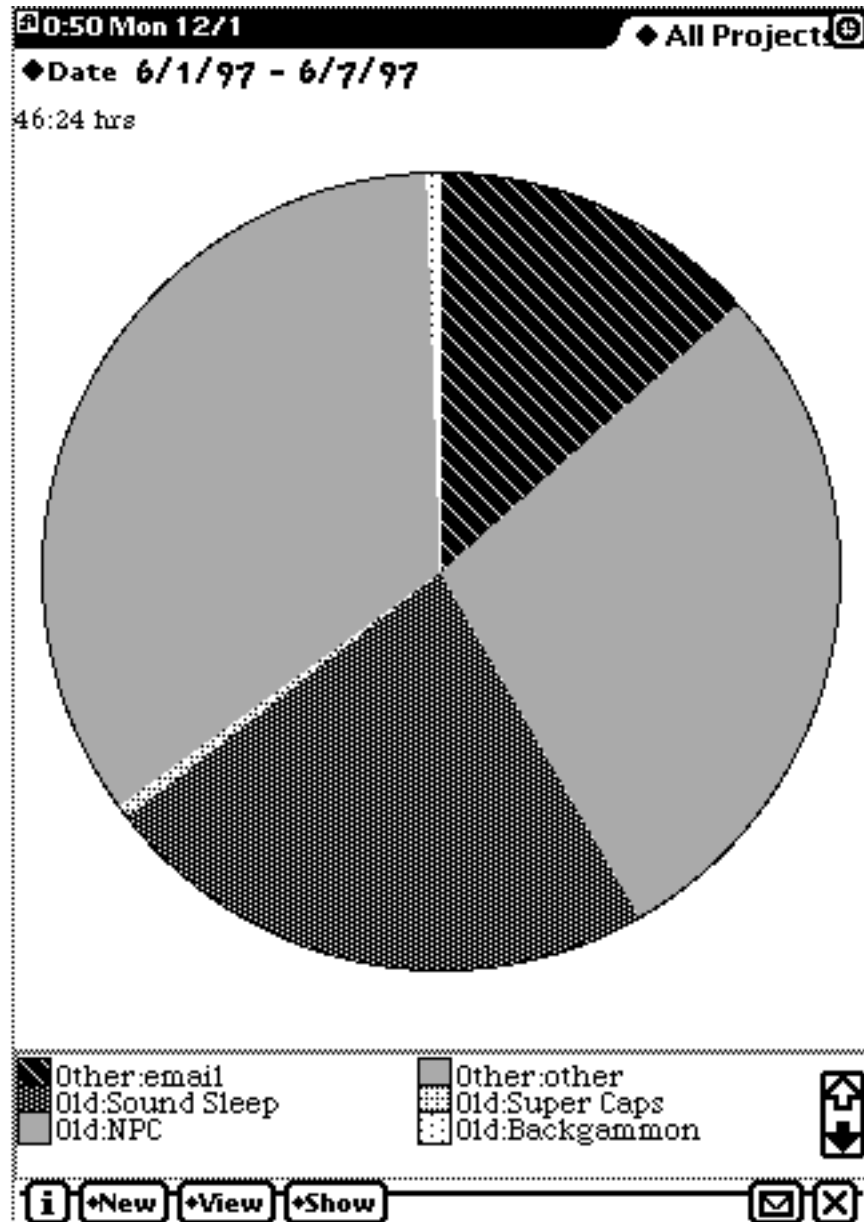
The Sorted List viewing option operates in a similar fashion to the Task List. The only difference is the option to sort the list. At the top of the screen, just under the Date Picker, there is a new operand: the Sort By diamond menu. Tap on this for a menu of three sorting options.



The Time option sorts the list of Tasks by the most recent time first. The Task option sorts by Tasks' date. The Tasks are shown from the most recent task to the oldest in accordance to its first time/cost entry. When you sort by Project, tasks are sorted by projects, and then tasks.

4.3.3 Pie Chart (Cost)

Tap on Pie Chart (Cost) to get a view of the total billing costs in a pie chart.



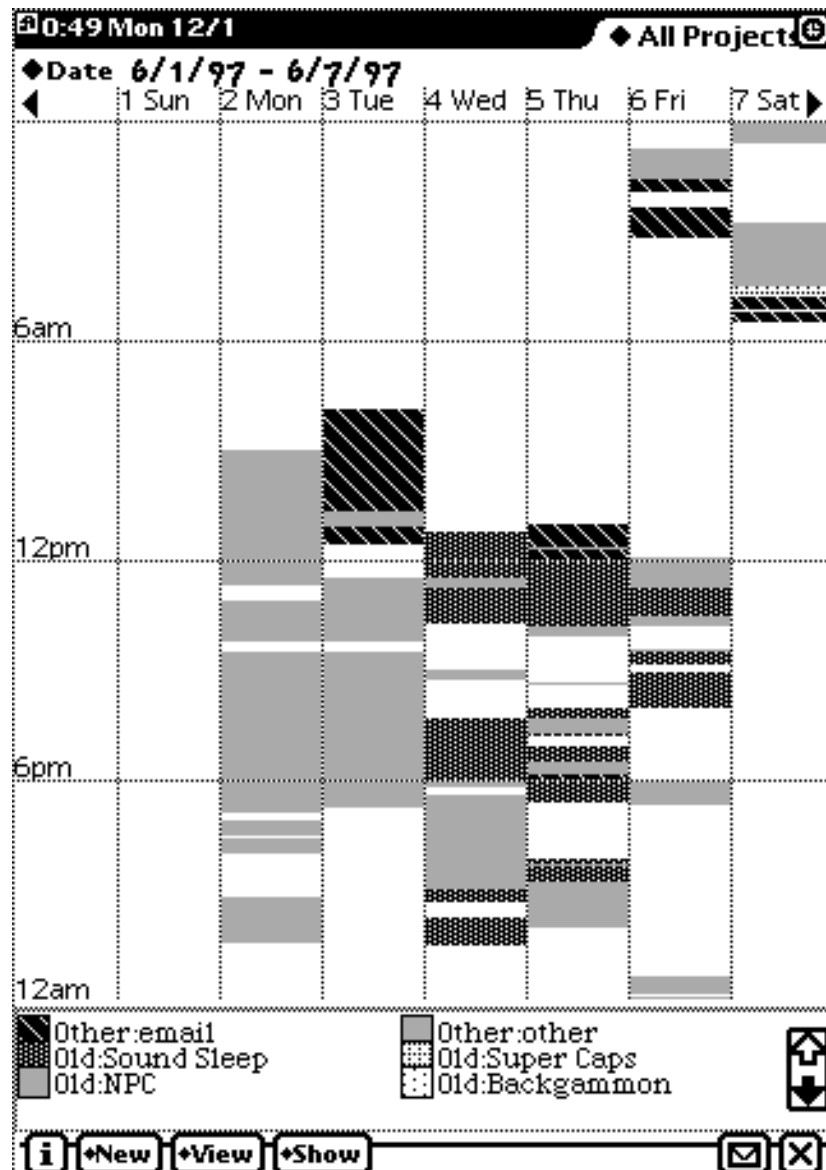
Each pattern you assigned to a particular task appears here as a slice of this pie chart. Each slice is a percentage of your total billing costs. Tapping on a pattern returns you to the task that it represents.

4.3.4 Pie Chart (Time)

Pie Chart (Time) produces a similar chart to Pie Chart (Cost). This chart, however, counts the amount of time you have spent on different projects.

4.3.5 Calendar

Calendar produces a calendar view of a chosen interval of time. A pattern appears for your tasks in bars occupying the times that were recorded for that particular task. If the time period is set for longer than a week, you will have to use the scrolling arrow to move through the weeks. The Date picker at the top of the calendar lets you set the shown interval from between one day to two and a half weeks.

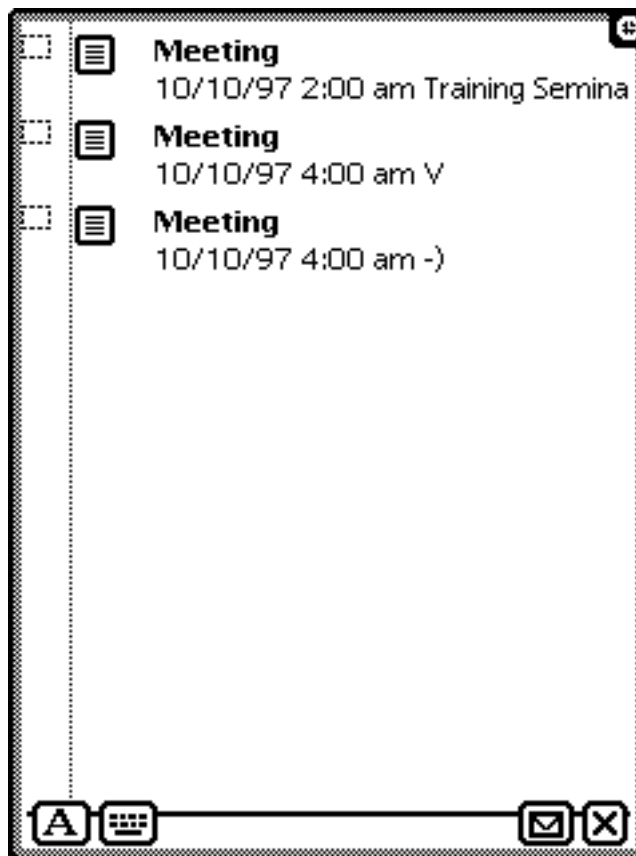


4.3.6 Projects

The Projects selection will produce the Edit Projects slip described in Section 3.1.3.


4.3.7 Notes

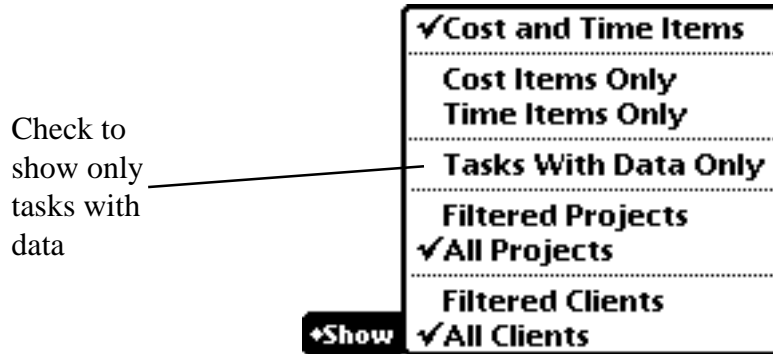
Notes displays notes that you have taken in TimeMan. Because TimeMan keeps its Notes in a separate soup than the built-in NotePad Notes, it will only show your notes that were taken through TimeMan.



To view one of these notes tap on the note's icon. While these Notes are separate from the built in Notes, use them just as you would the normal Newton Notes. For more information on using the built-in NotePad feature refer to your MessagePad or eMate User's Manual.

4.4 Filters

When reviewing or presenting your work week through TimeMan, you may find a time when you want to display only relevant information, such as time spent on a particular project, time spent with a particular customer, or only items with data. In TimeMan, you access Filters through the Show  button.



Tap on item you want to use to activate that filter. Activated filters will have a check next to them. To deactivate Cost Items Only or Time Items Only, tap on Cost and Time Items, to deactivate Filtered Projects or Filtered Clients tap on All Projects and All Clients respectively.

Tasks With Data Only is a toggled feature that is turned on and off by tapping on the feature. That is to say, if it is on and you wish to turn it off tap the Tasks With Data Only text to turn it off. If it is on, only projects with data are shown, no matter what other filter options are chosen.

4.4.1 Using Multiple Filters

Filters may be used in any combination and order you desire. If you select Cost Items Only, TimeMan will only show and display items entered as costs, including car costs. Alternatively, you may tap on Time Items Only to display only time entries. This is particularly useful if, for example, you charge a lot of cost items and want to see your revenue from your hourly work. The Tasks With Data Only selection will, when activated, display tasks for which you have time entries or cost entries, filtering out any task that you have set up and not yet started running.

4.4.2 Filtered Projects and Filtered Clients.

Follow the steps below to use Filtered Projects.

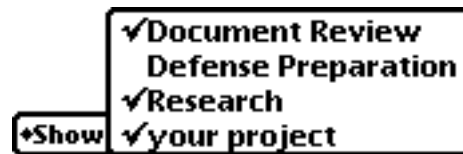
Step One: Tap the Show  button.

Step Two: Tap on Filtered Projects from the menu.

Step Three:



Check the Projects that you want to include in this filter by tapping on each project.



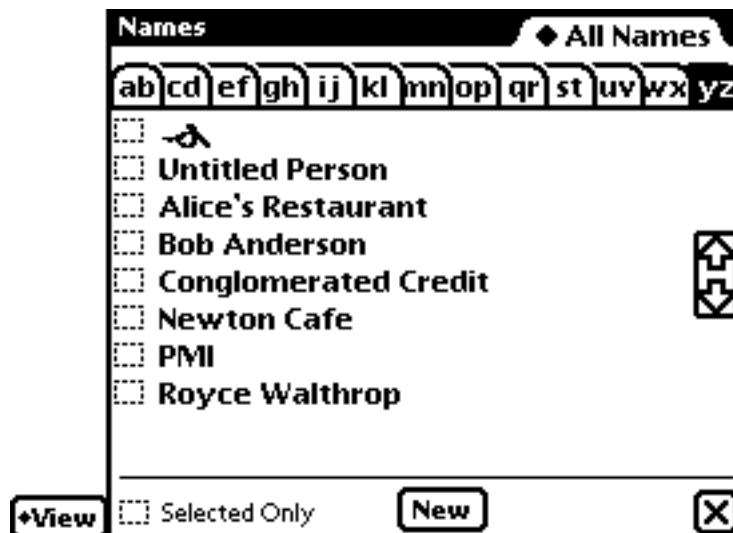
Step Four: Tap anywhere to close the menu and activate the filters. To deactivate the filters tap on the All Projects selection from the Show button main menu. If you already have filtered project selected, you may select it again to change the filter. Tap on checked items to uncheck them.

4.4.3 Filtered Clients

The Filtered Client feature functions a little differently.

Step One: Tap the Show **+Show** button.

Step Two: Tap on Filtered Clients from the menu. This accesses your Newton device's built-in Names feature.

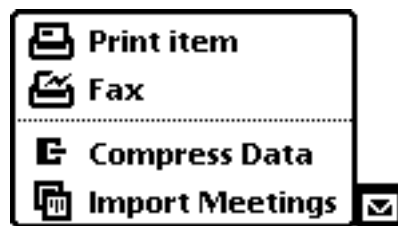


Step Three: Check the names of the people you wish included by tapping the box next to their names, unchecked client will be filtered.

Step Four: If you have already selected filtered clients, you can modify the filters by following the steps from Step 1, and tapping on checked clients to remove them from the list of filtered clients.

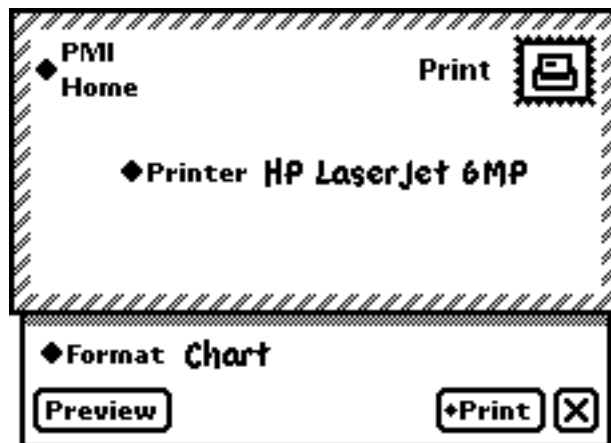
4.5 Routing Button

The Routing or Action button contains a menu with your printing and fax options, as well as the ability to compress your TimeMan notes, and the ability to import meetings.



4.5.1 Printing

Recognizing the need for invoices with professional quality, TimeMan was designed to give you the options necessary to present billing to your clients printed directly from your MessagePad or eMate. To print an item, select Print Item from the Routing button menu.



When Print Item is selected, your computer's built-in print slip will appear. If you are unfamiliar with this Printing slip, please refer to your MessagePad or eMate User's Manual, which covers this feature in detail.

TimeMan provides two different formats for printing. Tap on the Format menu for a choice of options.



You may select either Chart or Summary by tapping on the text of the option you want. A check will appear next to the selected format.

If you want a preview of your form, tap on the Preview **Preview** button. TimeMan's previews have been designed to appear as accurately as possible on all of the different Newton devices, but because a full 8.5 by 11 paper is being represented on the size of a Newton screen, you will see only a representation of the image that will be printed.

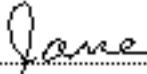
Example 1: Chart Printing Preview

Summary for: September 7 to October 24

Task	Hours Worked						
	Sept 7	Sept 8	Sept 9	Sept 10	Sept 11	Sept 12	Sept 13
Precedent Study	—	6.00	12.38	20.90	—	—	—
Correspondence Study	—	—	—	—	—	—	6.10
Expert Witness Examination	—	—	8.00	—	8.38	9.00	—
Jan Task	—	—	—	—	—	10.10	—
Total Hours	—	6.00	21.38	20.90	8.38	19.10	6.10
Total Charge	\$0.00	\$811.70	\$2,590.09	\$2,826.72	\$817.37	\$1,709.50	\$698.87

Client: FBI Consultant: Jane's Law Office

Example 2: Summary Printing Preview:

Summary for: September 7 to October 24			
Date.	September 23		
Billing Period.	September 7 through October 24		
To.	PHI		
From:	Jane's Law Office		
Total Amount Due: \$19,829.21			
Fees:	Task.	Hours.	
September 8	Precedent Study	6.00	
September 9	Precedent Study	13.38	
September 9	Expert Witness Examination	8.00	
September 10	Precedent Study	20.90	
September 11	Expert Witness Examination	8.38	
September 12	Expert Witness Examination	9.00	
September 12	1	10.10	
September 13	Correspondence Study	6.10	
September 14	1	12.90	
September 15	1 am Task	18.00	
September 19	Precedent Study	1.00	
	Total Hours	114.56	
	SubTotal	\$12,458.94	
Date.	Task.	Cost Item.	Cost.
September 23	Precedent Study	Car Expense: 94177 to 94213	\$19.80
September 23	Precedent Study	photocopies	\$50.00
September 23	Correspondence Study	Photocopies	\$32.50
September 23	1	Ag Feds	\$38.00
September 23	1	Car Expense: 0 to 0	\$0.00
September 23	1	Car Expense: 12500 to 0.0	\$-0.00
September 23	1	Car Expense: 500 to 1000	\$50.00
September 23	1	Computer	\$6,200.00
September 23	1 am Task	Security Lawyer	\$1,000.00
		Random bill.	
Total Amount Due: \$19,829.21			
			9/23/97 2:03 pm
Signature			Date

It is important to select a font size that will print well. Select a font size between 9 and 12 points; 10 is probably the best looking for printing, and 12 is better for a fax. If you use a font size that is too large, your forms will use hyphens for many different items, and the document will look unprofessional.

Summary for: September 7 to October 24

Client:
PMI

Consultant:
Jane's Law Office

Task	Hours Worked						
	Sept emb er 7	Sept emb er 8	Sept emb er 9	Sept emb er 10	Sept emb er 11	Sept emb er 12	Sept emb er 13
Precedent Study	—	6.0 0	13. 38	20. 90	—	—	—
Correspondence Study	—	—	—	—	—	—	6.1 0
Expert Witness Examination	—	—	8.0 0	—	8.3 8	9.0 0	—
1	—	—	—	—	—	10. 40	—
1 am Task	—	—	—	—	—	—	—
Total Hours	—	6.0 0	21. 38	20. 90	8.3 8	19. 40	6.1 0
Total Charge	\$0. 00	\$81 1.5	\$2, 590	\$2, 826	\$81 7.3	\$1, 709	\$69 3.8

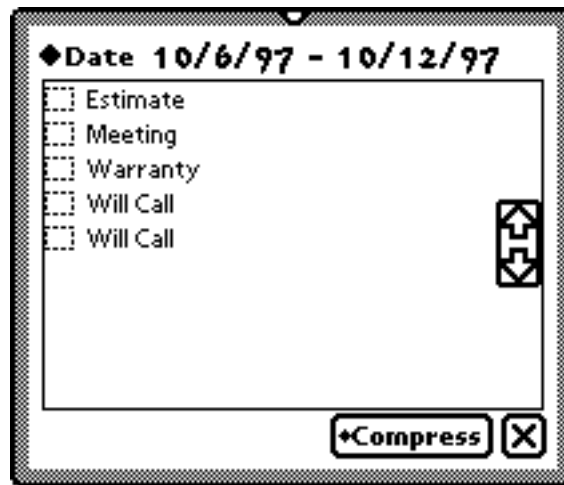
Example
of too
large a
font

If you set the print font too large, the Newton will break months and numbers down to fit in their boxes or spaces. This will look highly unprofessional and is completely unnecessary.

4.5.2 Compression

Compression is used to simplify your time reports. Use compression if it is necessary only to know how many hours were worked in a day, and not exactly when the work was done.

To use compression, choose the compression option from the popup menu under the Routing button.




Tap on a task to select it to be compressed. When you have decided what tasks you want to compress, tap the Compress **+Compress** button to compress them.

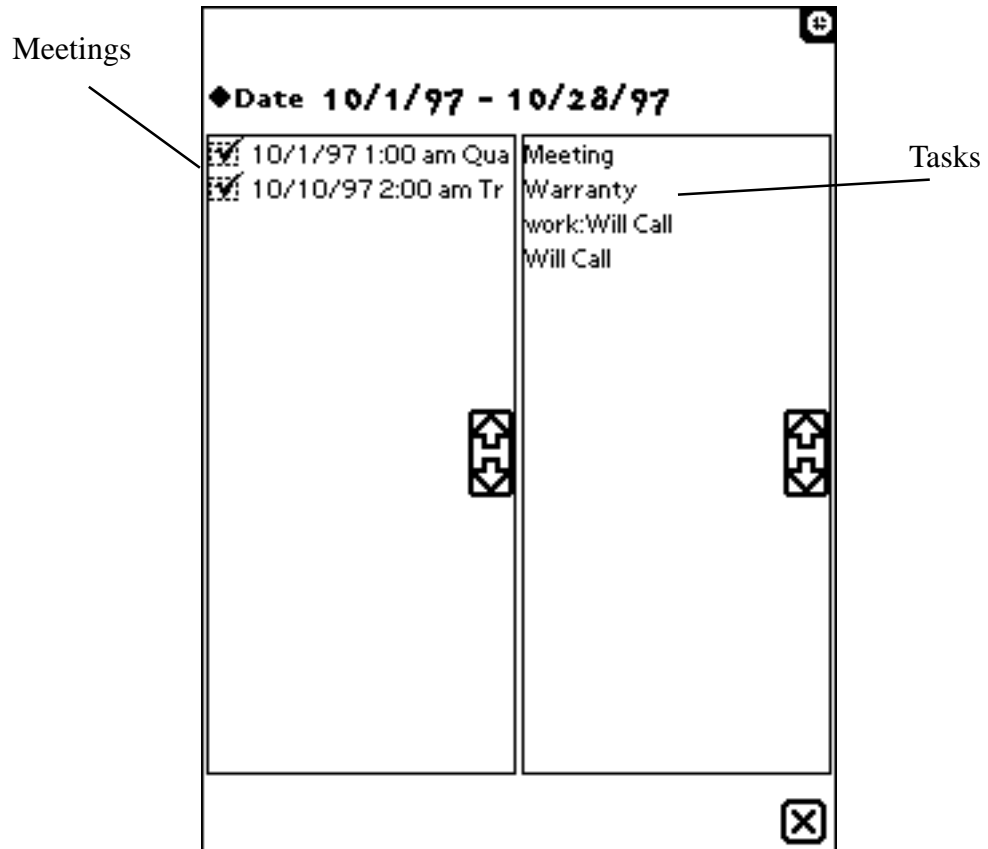
You then have the choice to compress the task by day, or do a complete compression. Compression groups all of the time worked in a day into one block, starting at 12 AM. You can also use the Complete Compression option to compress longer blocks of time. It compresses all time from a specific task into one block of time at the tasks starting date.



Compression can not be undone, so make sure that you really want to compress your times before compressing.

4.5.3 Import Meetings


It is also possible to import your meetings taken from your Newton's built-in Dates feature, or from the date book management program DateMan™, also from Stand Alone. To import meeting select Import Meetings from the options under the Routing button . A slip will appear allowing you to move your meetings over to different tasks.



The meetings appear on the left side of the slip and the tasks appear on the right. Select the meeting that you want moved to a task by tapping on the checkbox next to the description of the meeting. To place these meeting under a task on the right side, tap the text of the Task. You can also import a meeting by dragging it to a task. Notes that are added to meetings will have the text "TM" added to them in the datebook.

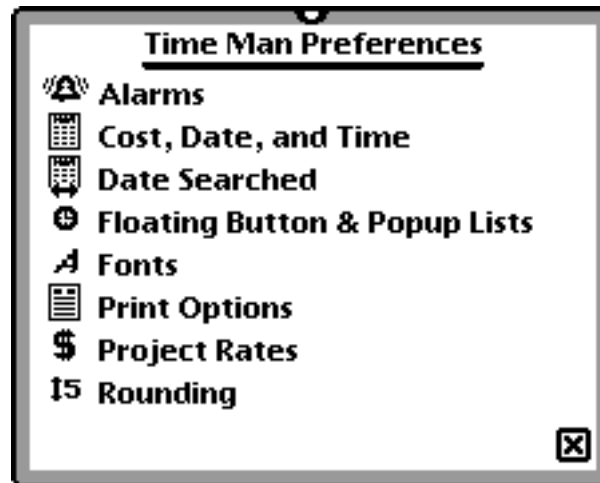
5 Preferences

TimeMan is designed to be flexible enough to accommodate almost any profession's billing and time management styles. The preferences give you control over many aspects of how TimeMan behaves, and how it can serve your specific needs and preferences.

To access the TimeMan preferences, first tap the Information  button.




Select Prefs from the popup menu. The slip that appears is the TimeMan Preferences Slip.



Each item in this list is a preference category. Tap on the text or icon for any one of these to access its preferences.

5.1 Alarms Preferences

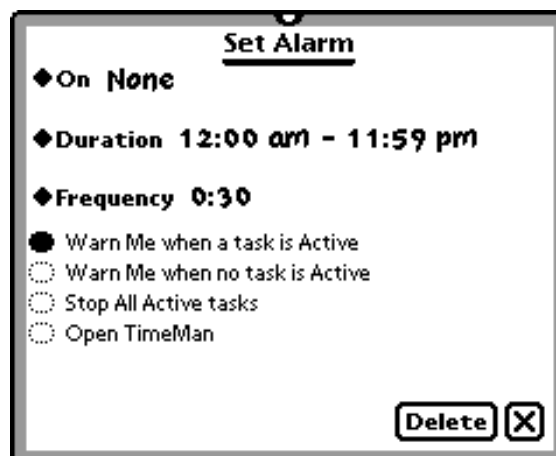
One of the many features that TimeMan offers is alarms for many different things. To set alarms for specific things tap on the Alarms  **Alarms** selection in the TimeMan preferences slip.



As an option, you may turn off the alarms by tapping the box next to No Alarms. This is convenient in many cases, such as a holiday that occurs during a Tuesday for which you have three alarms set. Simply tap this box to nullify those alarms and tap the box again the next day to restore them.

Your choices for setting alarms are quite extensive in TimeMan. Follow the steps below to set an alarm.

Step One: Tap on the new  button and the Set Alarm slip will appear.



Step Two: Tap On for a popup list of days.

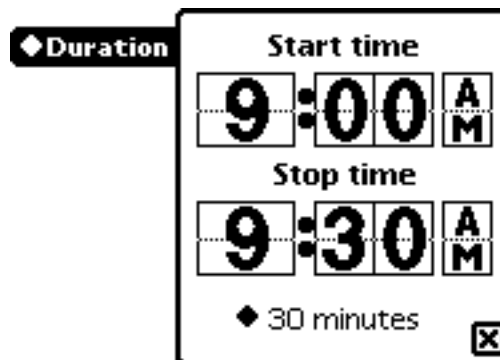


Step Three: To set the days of the week the alarm is active, tap on the day or days on which that you want alarm the alarm to sound. Next to each day that you tap a check will appear. Tap on a day with a check and you will remove it from the alarm days. For example: if you want to have an alarm for Monday, Wednesday, and Friday; tap on each of these days.



Step Four: Set the duration.

To set the duration tap Duration. This produces a Calendar picker from which you may designate a duration for the timer.



You may choose your own time period by tapping on the upper and lower part of each number's box. For example, if you wanted the stop time to be 10:15 you would tap on the upper part of the 9, making the time 10:30 the lower part of the 3 twice, making the time 10:10, and the upper part of the zero five times to make the time 10:15. You can change the interval that the time moves with each tap of the pen through the Rounding Preference described in section 5.6. If you tap on the AM/PM space it will jump ahead 12 hours. If you tap on it again it will

go back 12 hours to where it was before. Alternatively, you can use the diamond menu beneath the times to reflect an interval. Tap on the diamond for a list.



Select an duration buy tapping on the appropriate number.

Step Five: Set the frequency

The frequency determines how many alarms occur during your alarm duration.

Tap on the frequency diamond to set an interval for the alarms.



The alarm will chime once on the start time and then chime again as per the frequency you have set. If the frequency is great than the difference between your start and stop times the alarm will only occur at the start time. Change the frequency by tapping on the upper and lower parts of the numbers. You cannot create an alarm that chimes more often than once every ten minutes—to chime more often would cause needless battery drain.

Step Six: Set the alarm's conditions

There are several different choices as to what you want an alarm to do. Select an option by tapping on the radio button next to the description. Warn Me when a task is Active will alarm you under the condition that you have an active task.

This is a good way to make certain that you do not leave a task on long after you have stopped working. If you leave work at six you might want to set this alarm to occur at this time, for example. Warn Me when no task is Active, conversely, will notify you if you are not currently billing your time. Stop All Active tasks will alert you and end any current billing. If you select Open TimeMan, TimeMan will automatically open at the set alarm time.

5.2 Cost, Date, and Time

The Cost, Date, and Time preferences give you control over the appearance of your billing times.

Under the Display Date as text, tap on the radio button adjacent to the date format you want. You may choose between display your time entries as hours and minutes, (i.e. 8:30) or as tenths of an hour (i.e. 8.50). The two entry lines at the bottom of the screen will allow you to designate a price prefix or suffix or both. The default entry is \$ next to Price Prefix, so that your dollar costs appear in a fashion such as \$100.00. You can change the Price Prefix and Price Suffix to suit any currency.

5.3 Projects Rates

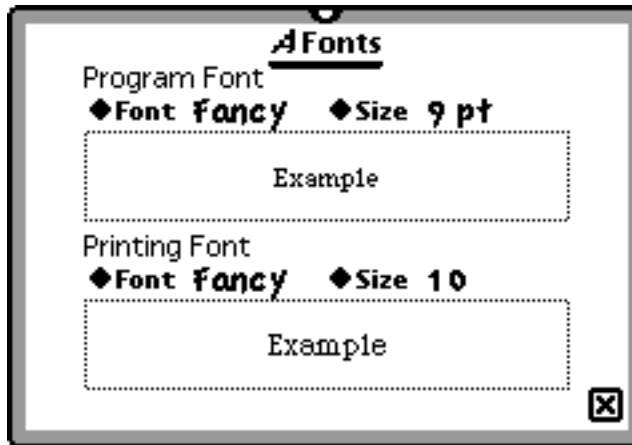
The Project Rates preference allows you to adjust the default rate that appears in the project slip, and the rate for tasks with no projects. You can change the rates when making a new project, or when editing the task time entries.

You may choose to write in another project rate or tap on the Project Rate per Hour diamond, which produces a popup menu of options.

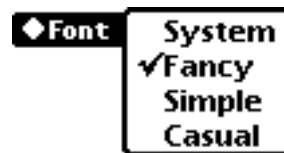
If one of these rates suits your needs, simply tap on it.

5.4 Fonts

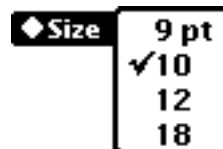
Under the Preferences Main Slip tap on the word Fonts. This preference will produce a new slip that will allow you to choose the screen fonts and the fonts used in printing.



You may alter the program and printing fonts independently. Beneath the printing and program fonts there is a sample of what the font's appearance. In choosing a print font, make certain not to set the size to over 12 points, and 10 is best. Larger fonts look unprofessional because numbers and words will require hyphenation to fit into their given spaces. To change a particular font tap Font for a menu.



To set the font tap on the text of the font description. Next choose the size of the font by tapping on the font diamond and select the desired font size.



Select the font size by tapping on the desired selection.

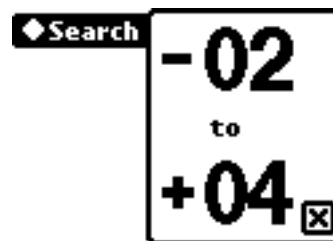
5.5 Date Searched

Designed to accommodate all potential billing and pay periods, the Date Searched preference allows you to set the default time period for TimeMan. With this option TimeMan uses the time period you have set for views, billing printouts, and other displayed information. This may be easily and quickly changed with the date picker for time when you need to information about a time period that is not a standard billing cycle for your company. From the preferences Main Slip tap on the Date Searched selection.



5.4.1 Search by Amount of Days

The three selections at the top of the slip determine the basic time period you want for default. If you want a time period from a number of days before and after the current day, tap the radio button next to Search By amount of Days, as in the slip above. To adjust the days, tap on the search diamond for a picker.



Tapping on the upper half of either number increases the spread, tapping on the

lower half of either number decreases the spread.

5.5.2 Search by Specific Week

To select a weekly default search period, tap on Search Specific Week.



The slip will change, offering two diamond menus from which to select your work week. To set the days of your work week, tap on the Search From diamond.



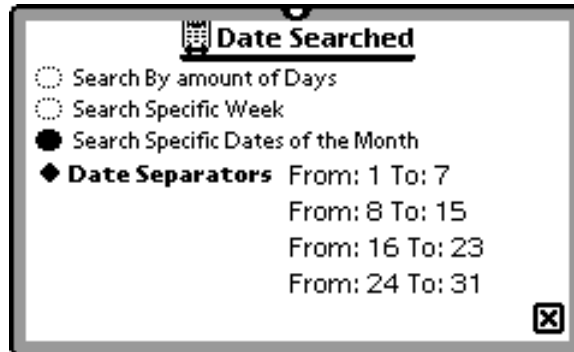
Select the beginning of your work week here, then tap on the To diamond.



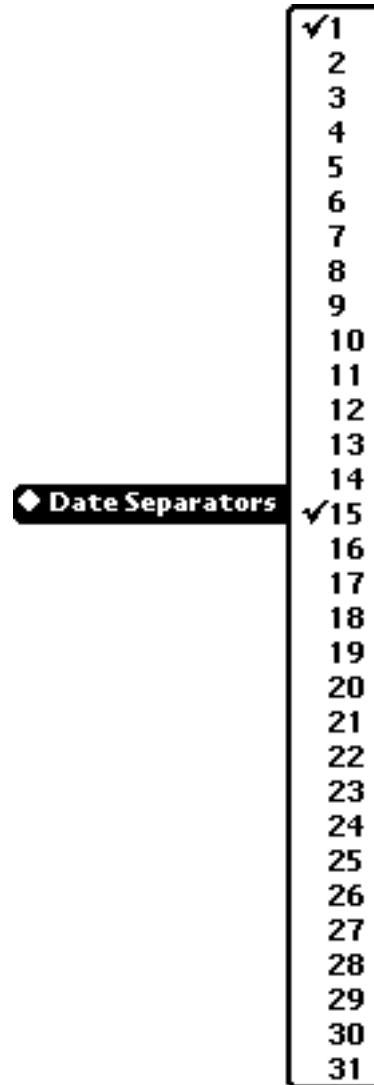
Select a day to be the end of your work week.

5.5.3 Specific Dates of the Month

If you want to set the period to set dates of the month, tap on the Search Specific Dates of the Month.



To select you monthly breakdown tap on the Date Separators diamond for a picker.

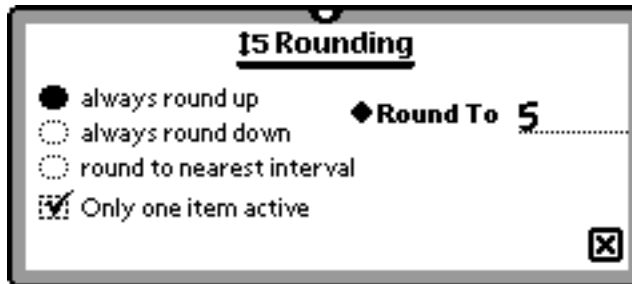


Here, select the dates you want to use for the time spreads. You must place a check at each beginning and end day.

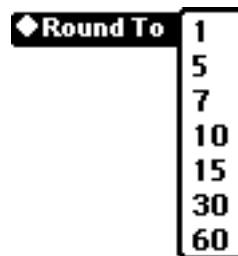
The time intervals can be changed while in TimeMan outside of Prefs by tapping on a Date picker, but they will return to the default settings when TimeMan is opened again. Changing these settings in the Preferences changes the default settings.

5.6 Rounding

Different people have different policies with regards to how you round your Time entries. This preference will allow you to round time entries to the nearest x minutes, and will round up, down or to the nearest interval. If you want more specific (or general) times, you must change this here.



The choices for rounding options are always round up, always round down, and round to the nearest interval. Tap on the radio button adjacent to the selection that suits you needs. Next, adjust the rounding function by tapping Round To and select the interval,



Tap on the minutes to select the rounding interval.

5.7 Floating Button

For quick access to TimeMan tasks, you can assign a floating button to appear in whatever part of the screen you desire. The floating button displays your current tasks when tapped, and allows you to access that task slip to start a timer. To set you floating button preference, tap on the Floating Button & Popup Lists preference under the preference main slip.



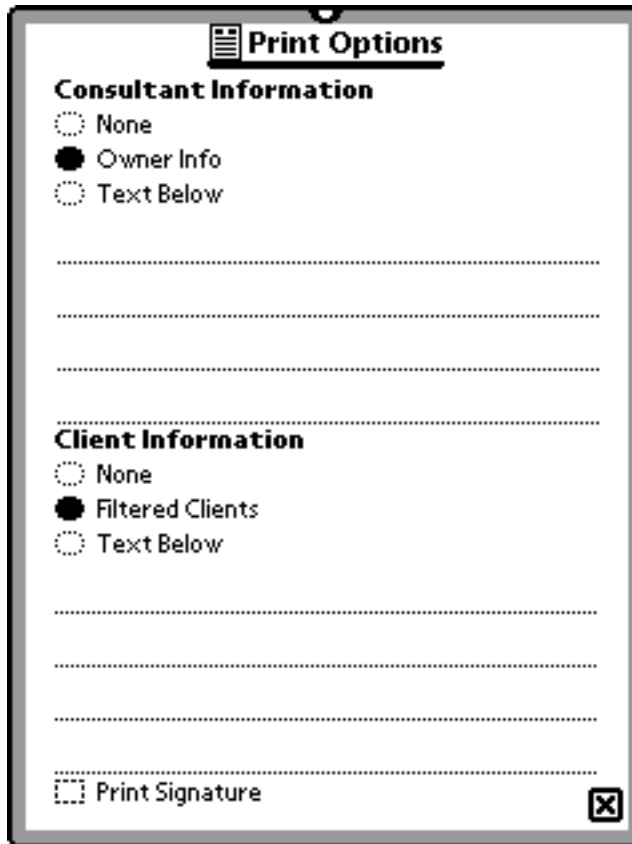
To adjust the location of the Floating button, tap on Floating button appears for a popup menu.



If you select nowhere, the button will be deactivated. Upper left, upper right, lower left, and lower right places the button in this part of the screen, regardless of what application, built-in feature, or backdrop you are using. If you select notepad, the button will appear in the built-in NotePad application. Selecting names puts the button in the built-in names feature. The backdrop selection puts the button in whatever application you have chosen for the backdrop. For more information on your built-in NotePad or Names feature and for the backdrop and how to set your backdrop, refer to your MessagePad or eMate's User's Manual.

5.8 Print Options

Print Options gives you some control over what is printed or faxed with your invoices or billings. To access Print Options, tap Print Options under the preferences main slip. This produces the Print Options slip.



The screenshot shows a dialog box titled "Print Options" with a printer icon. It is divided into two sections: "Consultant Information" and "Client Information".

Consultant Information

- None
- Owner Info
- Text Below

Below these options are three horizontal dotted lines for text entry.

Client Information

- None
- Filtered Clients
- Text Below

Below these options are three horizontal dotted lines for text entry.

At the bottom left, there is a checkbox labeled "Print Signature". At the bottom right, there is a close button (an 'X' in a square).

For either the Consultant Information or Client Information you can tap on the None or Text Below selections. If None is selected it essentially negates this feature. If you select Text Below it includes whatever text you insert in these lines when you print or fax your billings. Owner Info sends the information under your built-in Owner Info feature of your Newton. Filtered Clients send the pertinent client information with your invoice, which will be taken from the built-in Names feature of your Newton. If you select the Print Signature Checkbox, your signature, as set in the built-in Setup feature of your Newton, will be sent. For more information on your Setup, Names, and Owner Info features refer to your MessagePad or eMate User's Manual.