

SDS Time 6 User's Manual

SDS Time is a time reporting program for Palm. The program keeps track of the time you have spent on different projects or tasks. To enter a time for a project, simply tap a cell for the project and day and enter the time.

Installing

Use HotSync to install the file **SDSTime.prc** on your Palm handheld. Do not delete any previous version of SDS Time before installing the new version. SDS Time 6 imports the data from the previous version.

The task dialog

When you use the program for the first time you should define some tasks. Tap the "Edit Tasks" button and the "New" button to open a task dialog window. Enter a name for the task. The name will be shown in the leftmost column in the day, week and month view.

You can also enter some more information for the task; a category, a color and some text notes. The category is used as the default category for time entries reported on this task. The color (only for color enabled Palm devices) is used as the task background color in the day, week and month view.

The week view

You can now start reporting time. Tap in the leftmost column in the week view to insert a task. A popup menu appears where you can select a task. If you normally report time on the same tasks each week it is convenient to let the program automatically insert the tasks in leftmost column. Select "Save as Default Week" in the Options menu to save the current week as a template for all new weeks.

	S	M	T	W	T	
Mar	9	10	11	12	13	Sum
Project 1			3.5	9		12.5
Project 2			4			4
Vacation		8				8
Total		8	7.5	9		24.5

Show: All
Go to Edit Tasks

Switch week by a tapping on the week arrows or pressing the scroll buttons. It is also possible to go directly to a week. Tap the "Go to" button and select a week. Use the small scroll arrows to scroll the rows and columns in the timetable.

To enter a time for a task, simply tap the cell for a day and a task. A time dialog box appears where you can enter a time.

The time dialog

In the time dialog box you can enter the time for a task. Enter the work period and optionally a lunch period and the program will show the total time in hours and minutes below. The total time is rounded to nearest half-hour. In the preferences dialog you can select to round the time do nearest 6, 12, 15, 30 or 60 minutes.

The start and stop button may be used to insert the current time as the start or end time for the work period.

Project 1 - Mar 12, 2003

Work: 8:15 am - 5:55 pm

Lunch: 11:30 am - 12:15 pm

Time: 8:55 Hours: 9

Note: A text note

Category: Unfiled

0 7 7.5 8 8.5 9 9.5 10

OK Cancel Start Stop

It is also possible to make a quick entry of a time by tapping on one of the buttons with a predefined time at the bottom of the dialog box. You can change the values of the quick entry buttons in the Preferences dialog.

Each entry can be assigned to a category. This makes it possible to only show time entries for a single category in the day, week and month view. For example, assign "Overtime" to your overtime entries.

The day view

Use the day view if you have multiple work periods for a task during a day. In the day view each time period are shown on a separate rows. In the week view and month view multiple time entries for a task are merged into a single row.

	Time Period	h
Project 1	8:10 am - 11:45 am	3.5
Project 2	9:51 pm -

Tap in the "h" column to open the time dialog, or tap in the time period column to open the time select dialog.

The rightmost column is a single tap start/stop column. When you tap the rightmost column in an empty row, the current time will be inserted as the start time for the task. A second tap, or a tap in another row, inserts the current time as the stop time.

You can switch day by a tapping a weekday or pressing the scroll buttons in the same way as in the Datebook. It is also possible to go directly to a day. Tap the "Go to" button and select a day.

The month view

It is possible to view all times reported for a month. Tap the month symbol in the lower left corner to open the month view. This view shows the total time for each task and week during a month.

	9	10	11	12	13	Sum
Project 1	24	12.5				36.5
Project 2	7.5	19.5				27
Vacation			8			8
Total	7.5	43.5	20.5			71.5

You can switch month by a tapping the month arrows or pressing the scroll buttons. It is also possible to go directly to a month. Tap the "Go to" button and select a month.

Navigation

Tap on a week number in the month view to open the week view. Tap a date in the week view to open the day view. The Tungsten five way navigator and Clie JogDial navigator are also supported for navigation within a view.

If you assign a hardware button to SDS Time the hardware button can be used to switch between the day, week and month view.

Exporting data

SDS Time includes a conduit for exporting the time data during a HotSync to a PC or Mac. The conduit creates either CSV files for import to Excel or readable text files.

It is also possible to export the time data to a memo in the PalmPilot. Select "Export Day to Memo", "Export Week to Memo" or "Export Month to Memo" in the "Record" menu to create a memo for the current day, week or month.

Export to Memo

Export the following fields:

- Name
- Note 1
- Note 2
- Note 3
- Note 4
- Date
- Hours
- Work period
- Lunch period
- Note
- Category

Field separator: Semicolon

Export Cancel

If you have the Palm programs PalmPrint or SCS Print you can also print the data from SDS Time. Select "Print Week" in the "Record" menu to print a week..

Support

Send questions, suggestions or bug reports to: info@sdsdata.com.

To get the latest version of SDS Time, visit the SDS Data download page: <http://www.sdsdata.com/download.html>.