

TIMESHEET RECORDER PRO

VERSION 1.0



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ABOUT 5 FACTORIAL SOFTWARE

5 Factorial Software is a small but dynamic software company which strives to produce software to help people be more productive. We are passionate about what we do and we really hope that you find our software useful.

You can reach us on the web at <http://www.5factorial.com>, by phone at 800-470-3618, or by post at

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THE 5! LOGO

Apparently not everybody in the world enjoys math. If you are one of those people then we would like to take a moment to explain our logo to you. We are not yelling “FIVE” at you... In mathematics the exclamation mark is called a “factorial” operator. It means multiply the number to the left of the exclamation mark by every whole number between itself and 1. For example, $5! = 5 \times 4 \times 3 \times 2 \times 1 = 120$.

We thought 5 Factorial sounded cooler than 120, so we named our company 5 Factorial – or 5! for short.

INSTALLATION

To install the Timesheet Recorder Pro software you need to obtain an up-to-date installation program from www.5factorial.com, and then follow the download link for the current version of Timesheet Recorder Pro.

Most web browsers will give you the option of either saving the installation program or running it. Either way will work fine; saving it will allow you to reinstall it easily at another date, while running it directly will save you a step during installation.

After the installation program has downloaded you can double-click its icon to launch setup if it does not start automatically. On your system the setup program will be called TimesheetRecorderPro-1.x.y.exe (where 1.x.y is the current version number).

Launching setup will cause the installation files to be unzipped onto your system. You can use the default directory or optionally unzip the setup package into a specific directory that you choose. After you have specified the folder to unzip to, please press the “Unzip” button. This will cause the Timesheet Recorder Pro installation utility to be unpacked and started.

To complete the installation just select a destination directory and press “Next,” then follow the instructions on the screen.

After installation is complete you will be able to launch the program by looking for the 5 Factorial folder under your Start menu. There will be two program icons:

Timesheet Recorder: This program runs in the System Tray near the clock at the lower left of your screen. At intervals which you specify it will ask you for information about what you are currently working on, then record that information for you.

Timesheet Viewer: This program allows you to review your work on a calendar, totals your hours, produces timesheets, etc. You will use this program whenever you want to review the activity information that you entered in the Timesheet Recorder.

TRIAL PERIOD

At 5 Factorial Software we believe that customers have the right to try software before they buy it. There is a lot of bad software available and, like you, we have been burned by purchasing software that did not perform as advertised. For that reason we make all of our products available for a trial period so that our customers can test the software to verify that it meets their needs before purchase.

Timesheet Recorder Pro has a 15 day trial period that starts the first time you run the program. Once the 15 days are up, you must either purchase the software to continue using it, or you may optionally uninstall it.

USING THE TIMESHEET RECORDER

STARTING THE TIMESHEET RECORDER

The Timesheet Recorder can be found in your Start Menu inside the 5Factorial folder. Many people find it convenient to let this program start automatically when windows starts; if you would like to do that, then you can check the “Start Timesheet Recorder Automatically” box.

The sole purpose of this program is to ask you what you are doing - as unobtrusively as possible. It does this by asking you when you would like it to prompt you again.

ENTERING ACTIVITY DESCRIPTIONS

This is the Timesheet Recorder main window:

The screenshot shows the Timesheet Recorder application window. The title bar reads "Timesheet Recorder". The window is divided into three main sections. The first section, "Idle Status", contains a checkbox labeled "I'm not working on anything right now. Don't record anything." which is currently unchecked. The second section, "Project Information", contains three dropdown menus: "Customer" (set to "5!"), "Project" (set to "Timesheet Recorder Pro"), and "Activity" (set to "User Documentation"). Each dropdown menu has a corresponding "Edit..." button to its right. Below these dropdowns is a checked checkbox labeled "Include this activity on the weekly timesheet and daily/weekly totals." The third section, "When should I ask again?", contains three options: "Ask again after 15 minutes of inactivity." (checked), "Ask again after [] minutes." (unchecked), and "Until this window Timesheet Recorder Pro.docx - Microsoft Word closes." (checked). At the bottom of the window are two buttons: "OK" and "Exit Timesheet Recorder".

As you can see, I am working on the User Documentation for 5Factorial’s Timesheet Recorder project. All activities are broken down by the customer, project, and activity. It is helpful to break these down since we can display all this information later based on any of those attributes. For example, I might want to know how many hours I worked for 5 Factorial this week, or I might want to know how much time I spent on User Documentation (regardless of which Customer and Project it was).

WHAT HAPPENS WHEN I CHECK “I’M NOT WORKING ON ANYTHING RIGHT NOW?”

When you check the “I’m not working on anything right now button” you tell the Timesheet Recorder not to log your activities. You can still tell the Timesheet Recorder when you want to be asked again.

CUSTOMERS, PROJECTS, AND ACTIVITIES

Customers, Projects, and Activities are free-text lists. That means that you can put pretty much anything in that field and it will be recorded. You do not have to choose an item from the list, but anything you enter will be remembered and presented in the list in the future. One note – you cannot use slashes (the “/” key) in any of your customers, projects, or activities. Other than that, everything is permitted.

You can manage your list of customers, projects, and activities from the “Edit...” buttons on the right side. Note that you will not affect already existing activities if you delete an entry from the list. You just will not be able to see that item in the list unless you type it in again.

If, for some reason, you do not want an activity to be included in your timesheet but you do want to record it then you should uncheck the box labeled “Include this activity on the weekly timesheet and daily/weekly totals.”

WHEN SHOULD TIMESHEET RECORDER ASK AGAIN?

You will also want to tell the Timesheet Recorder when you want it to check in again. Here I have told it to ask me again after either 30 minutes of activity, or when I stop editing the Word Document “Timesheet Recorder Pro.docx.” The other possible choice is to ask me after a period of time – for example, every 60 minutes

WHAT IF I MISS AN ACTIVITY THAT I WANT TO LOG?

Perhaps you were called to a meeting suddenly. The Timesheet Recorder will notice that you are not still working and will end your current activity, but when you start working again you will probably continue your previous activity – you would not enter the meeting in the Timesheet Recorder now because it is already over.


In this case you would use the Timesheet Viewer software to add the missing meeting. Please find instructions for using Timesheet Viewer later in this manual.

WHAT HAPPENS WHEN I PRESS “OK?”

When you press the “Ok” button you are explicitly telling the Timesheet Recorder what you are working on. It will assume you are working on that Activity until it is triggered to ask you again.

HOW CAN I MAKE THE TIMESHEET RECORDER ASK ME WHAT I AM DOING NOW?

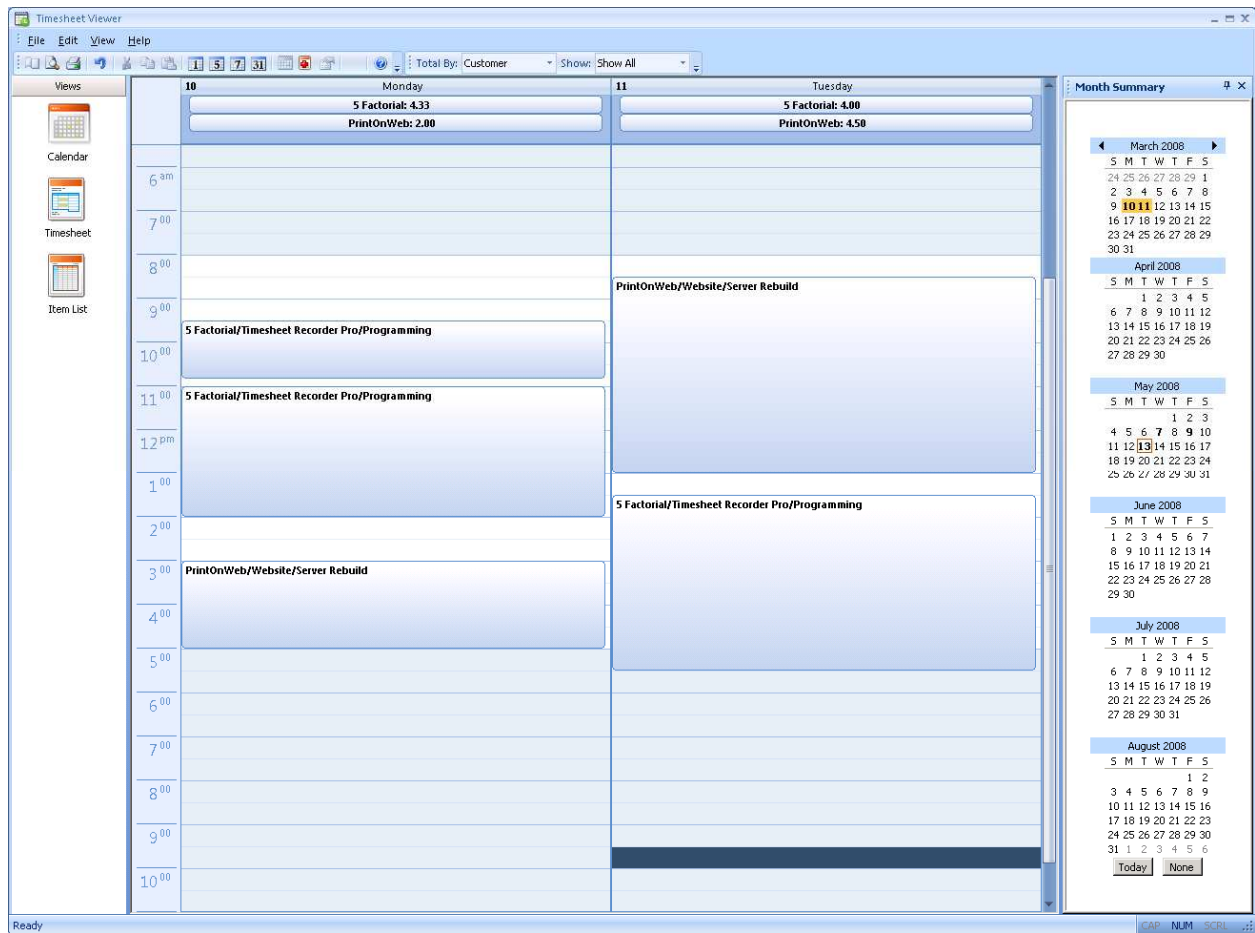
If you are switching activities and it is not time yet for the Timesheet Recorder to ask you what you are doing, then you can trigger the Timesheet Recorder window by finding the Timesheet Recorder icon in your system tray and right-clicking on it.

The system tray is the area at the bottom right of your screen next to the clock. The Timesheet Recorder icon looks like a small clock which looks like this: 

USING TIMESHEET VIEWER

Of course, it would be useless to only record activity details. The reason we enter all that information is so that we can review it later in an organized way. For this purpose we use the Timesheet Viewer program. You can start it from either the Start Menu (in the 5 Factorial folder) or from the Activity Tracker system tray menu.

THE TIMESHEET VIEWER MAIN WINDOW



The application window is divided into three parts: The view selector, the view area, and the date picker.

The center area is the view area where your activities are displayed. Activity information can be displayed in many different ways, including daily, work-week, weekly, and monthly views; plus weekly timesheets and a simple item list.

You can navigate to a particular date or date range by selecting it from the date picker. The date picker allows individual dates to be selected, or ranges can be selected by clicking and dragging.

Although activity information can be displayed in many ways, in this case, we are seeing the daily calendar view from March 16th and 17th. Actual activities are shown on the timeline and totals are displayed at the top of each day.

THE CALENDAR VIEW

CALENDAR DISPLAY MODES

The Calendar View is the most robust way to view your activities. It supports day, work-week, week, and monthly displays and you can choose between the different calendar presentations by using the View/Calendar Style menu, or by using the associated toolbar items.

ADDING OR EDITING AN ACTIVITY ENTRY MANUALLY

You can manually add a new activity entry from the day view of the calendar by dragging the mouse to select a time range, then by typing the Customer, Project, and Activity. Just separate each field with the slash key ("/") so that the system can tell which part of what you type is the customer, and which is the project and activity. This is just like what you see if you look at entries that are added by the Timesheet Recorder.

Additionally you can modify the Customer, Project, or Activity attribute of an existing activity by single clicking on it and editing the text. For a more advanced way to edit an activity, simply double-click on it. You will see an activity detail window that will allow you to fully edit the activity.

DELETING AN ACTIVITY ENTRY

The activity detail window that opens when you double-click on an activity can also be used to delete the activity. Just double-click on the activity then press the "Delete" button.

DAILY TOTALS

One of the toolbars at the top of the Timesheet Viewer window contains the "Total By" menu. From this menu you can choose whether the daily totals should be calculated based on the Customer, the Project, or the Activity.

FILTERS

Additionally, once you have chosen a field to total by (such as Customer) you can use the "Show" list to filter the calendar so that it only shows activities that match a particular value. For example, when you are totaling by customer, the "Show" list will contain all of the customers that are represented on the calendar. If you select an item from that list then the calendar will only display activities for that customer. Of course, you can also filter by Project and Activity once you make them the total field.

THE TIMESHEET VIEW

The screenshot shows the Timesheet Recorder Pro application window. The title bar reads "Timesheet Recorder Pro". The menu bar includes "File", "Edit", "View", and "Help". The toolbar contains various icons for file operations and editing. A dropdown menu shows "Total By: Customer" and "Show: BE".

The "Views" sidebar on the left contains icons for "Calendar", "Timesheet", and "Item List". The "Timesheet" view is selected.

The central pane displays a timesheet for "Josh Timmons" for the week beginning 3/16/2008 and ending 3/22/2008. The timesheet is a table with columns for days of the week and a "Total" column. The rows list activities and their corresponding hours.

	Sun 03/16	Mon 03/17	Tue 03/18	Wed 03/19	Thu 03/20	Fri 03/21	Sat 03/22	Total
BE/XAML/Indicators		5.00	9.25	5.50				19.75
BE/XAML/Nav					2.00			2.00
BE/XAML/QuickStarts	1.25							1.25
BE/XAML/Segue					3.75	9.25	4.00	17.00
Total	1.25	5.00	9.25	5.50	5.75	9.25	4.00	40.00

Below the table are fields for "Employee Signature", "Date", "Supervisor Signature", and "Date".

The "Month Summary" pane on the right shows a calendar for March 2008, April 2008, May 2008, and June 2008. The current date is 3/22/2008.

When you select the Timesheet view from the View Selector, the center pane displays a timesheet for the currently selected week. Typically you would want to total by customer and filter by a particular customer before printing and signing your timesheet – in my experience most customers do not care what you did for other customers during the week.

If a timesheet has more than 12 lines then it will be broken into additional pages. You can use the scrollbar to view the additional pages

Just as with the Calendar View, you can choose new dates in the date picker to change the week that is displayed in the timesheet. However, timesheets are *always* based on a 7 day week. Daily, 5-Day, or Monthly timesheets are not available.

THE ITEM LIST VIEW

Customer	Project	Activity	Start	End	Duration	Timesheet
5 Factorial	Activity Recorder	Coding	Sun Mar/16/...	Sun Mar/16/...	00:53:47	Yes
5 Factorial	Activity Recorder	Coding	Sun Mar/16/...	Sun Mar/16/...	01:00:00	Yes
5 Factorial	Activity Recorder	Coding	Sun Mar/16/...	Sun Mar/16/...	01:19:33	Yes
5 Factorial	Activity Recorder	Coding	Mon Mar/17/...	Mon Mar/17/...	01:11:16	Yes
5 Factorial	Activity Recorder	Coding	Wed Mar/19/...	Wed Mar/19/...	01:39:42	Yes
5 Factorial	Activity Recorder	Coding	Thu Mar/20/...	Thu Mar/20/...	00:28:08	Yes
5 Factorial	Activity Recorder	Coding	Thu Mar/20/...	Thu Mar/20/...	00:22:51	Yes
BE	XAML	QuickStarts	Sun Mar/16/...	Sun Mar/16/...	00:57:04	Yes
BE	XAML	QuickStarts	Sun Mar/16/...	Sun Mar/16/...	00:27:45	Yes
BE	XAML	Indicators	Mon Mar/17/...	Mon Mar/17/...	02:00:00	Yes
BE	XAML	Indicators	Mon Mar/17/...	Mon Mar/17/...	03:00:00	Yes
BE	XAML	Indicators	Tue Mar/18/...	Tue Mar/18/...	04:53:21	Yes
BE	XAML	Indicators	Tue Mar/18/...	Tue Mar/18/...	04:20:23	Yes
BE	XAML	Indicators	Wed Mar/19/...	Wed Mar/19/...	02:55:21	Yes
BE	XAML	Indicators	Wed Mar/19/...	Wed Mar/19/...	01:40:39	Yes
BE	XAML	Indicators	Wed Mar/19/...	Wed Mar/19/...	01:00:00	Yes
BE	XAML	Segue	Thu Mar/20/...	Thu Mar/20/...	03:36:08	Yes
BE	XAML	Nav	Thu Mar/20/...	Thu Mar/20/...	00:42:41	Yes
BE	XAML	Nav	Thu Mar/20/...	Thu Mar/20/...	01:11:21	Yes
BE	XAML	Segue	Fri Mar/21/2...	Fri Mar/21/2...	06:49:55	Yes
BE	XAML	Segue	Fri Mar/21/2...	Fri Mar/21/2...	00:18:15	Yes
BE	XAML	Segue	Fri Mar/21/2...	Fri Mar/21/2...	01:50:44	Yes
BE	XAML	Segue	Sat Mar/22/...	Sat Mar/22/...	00:16:14	Yes
BE	XAML	Segue	Sat Mar/22/...	Sat Mar/22/...	01:33:39	Yes
BE	XAML	Segue	Sat Mar/22/...	Sat Mar/22/...	00:16:32	Yes
BE	XAML	Segue	Sat Mar/22/...	Sat Mar/22/...	02:00:51	Yes
BE	XAML	Deck	Sun Mar/23/...	Sun Mar/23/...	00:26:07	Yes
BE	XAML	Deck	Sun Mar/23/...	Sun Mar/23/...	00:03:32	Yes
BE	XAML	Deck	Sun Mar/23/...	Sun Mar/23/...	02:00:00	Yes
BE	XAML	Deck	Sun Mar/23/...	Sun Mar/23/...	02:00:00	Yes

The Item List View is used when you want a straightforward report showing all of the activities from a date range. You can edit or delete individual entries by double-clicking on them. Additionally you use the “Total By” and “Show” lists to filter specific information.

REARRANGING COLUMNS

To change the order of columns in the Item List view, simply drag the column header to a new position.

SORTING BY COLUMNS

To change the sort order of the Item List view, simply click on the column heading. Each click will cycle through forward and reverse sorting on that column.

TIMESHEET RECORDER PRO SETTINGS

You can open the settings window by selecting the Edit/Options menu item in the Timesheet Viewer application.

Settings

User Information

User Full Name: Josh Timmons

Calendar

Start week on: Sunday

Work week: Sun Mon Tue Wed Thu Fri Sat

Time Scale: 30 Minutes

Activity Prompting

When prompting for activity details use an "always on top" window.

Automatically start prompting for activity information when Windows starts.

Timesheet and Totals

Round activity start and stop times to 15 minute boundaries

Display totals as: Hours with Decimal (like 1.5)

OK Cancel

USER INFORMATION

The name that you enter here is included on the timesheet view.

CALENDAR

The "Start week on" list allows you to choose which day you want your week to begin on for accounting purposes. Some offices choose to observe a week which starts on Monday and ends on Sunday. Whichever day is selected here will be used as the start of week on the Calendar and Timesheet views.

Checking the day boxes on the work week section indicates which days you want to have appear in the work-week view.

The time scale affects how individual days are displayed in the Calendar view by affecting how many divisions of an hour are displayed.

ACTIVITY PROMPTING

When the Timesheet Recorder is set to use an “Always On Top” window, it will be displayed above all normal windows on your desktop. This setting prevents you from not noticing that you are being prompted for a new task.

If the Timesheet Recorder is set to automatically start prompting for activity information when Windows starts then the system will automatically start the Timesheet Recorder when Windows starts up, then when the Timesheet Recorder starts it will ask you what you are currently working on.

TIMESHEET AND TOTALS

The start and stop rounding setting affects how totals on the calendar and on the timesheet are calculated. If your office likes to round times to an interval then set a value here. Common values are 15 minutes and 6 minutes. This setting does only affect totals however. The actual exact start and stop times of each activity are still stored and are available.

There are two ways to display totals:

1. Hours with decimal means that you want your Calendar and Timesheet totals to be displayed as fractions of an hour instead of hours and minutes. For example, 1 hour and 15 minutes would be displayed as 1.25 hours.
2. Hours and minutes means that you want to see the number of minutes in your Calendar and Timesheet view. 1 hour and 15 minutes would be displayed as 1:15.

You can always tell what method you are using to display your totals by looking at the separator after the hour value. Fractional hours will use a decimal point (1.25) and hours with minutes will use a colon (1:15).

APPENDIX 1: FILE LOCATIONS AND CONTENTS

LOCATION OF EXECUTABLE PROGRAM AND ANCILLARY FILES

Unless you manually choose a different destination during installation, Timesheet Recorder Pro is installed to the \Program Files\5 Factorial\Timesheet Recorder Pro directory on the root Windows drive (usually C:).

LOCATION OF USER-SPECIFIC PROGRAM DATA

When you use the program, your settings and recorded activities are stored in your system-defined “My Documents” directory. The software will create a new folder within “My Documents” called “Timesheet Recorder.” Inside that directory you will find the following files:

File Name	Contents
calendar.xml	Contains information about all recorded activities.
settings.xml	Contains user configuration settings, most recent options from the Timesheet Recorder window, and the Customer, Project, and Activity lists.
worklog.xml	Contains temporary recorded activities which haven't been stored permanently in calendar.xml yet.

Timesheet Recorder Pro also stores some operational settings in the registry under the key:
HKEY_CURRENT_USER\Software\5factorial Software\Timesheet Recorder Pro

5 Factorial Software, Inc. recommends that users include these files as part of their regular backup plan to avoid loss of recorded activity data.

APPENDIX 2: LICENSE AND COPYRIGHT INFORMATION

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