



Small Office Tools - Time Sheet

Offline Manual



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for Windows



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Version: 1.2.3

IMPORTANT: This is an offline version of the manual that may not be up-to-date. [Click here to see the current online version.](#)

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Introduction

The Time Sheet program is a part of the *Small Office Tools* suite that was designed to provide specialized, easy-to-use software for a small business office. The Time Sheet program strides to help small business employees to keep track of their work hours by providing means to enter, monitor and generate reports of their time worked. Read on for details on how to use it.

Installation

Before you can use the Time Sheet program, you need to [download it](#). It comes packaged in a ZIP archive. After you've download and opened it (and passed all of the "mandatory" Windows warnings), you will see the contents of the archived package that include a copy of this manual, a short description of the program, and the *TimeSheet.exe* file, that is the Time Sheet program itself. It has the following icon:



Simply drag this icon onto your desktop (or into your documents folder), and ... you're done installing the Time Sheet program.

You may want to run the downloaded package through your favorite antivirus to make sure that we're honest with you.

Uninstallation

Well, as much as we don't want you to uninstall the Time Sheet program, let me briefly explain how you can do it ;) As you could've imagined, uninstalling it is as simple as installing it. The Time Sheet program runs from a single exe file that has the icon like the one shown above in the [installation](#) section. Simply drag this icon into your Recycle Bin, or right-click it and select *Delete*. After that, confirm deletion, and ... you're done uninstalling the Time Sheet program.

In case you want to read technical details about the data used in the System Registry by the Time Sheet program, etc. please refer to [this FAQ](#).

First Run

The first time you run the Time Sheet program you will need to create a new job record:

Add New Job - Small Office Tools - Time Sheet

Job/Employer/Business

Name: Web design

Use this job by default at start-up

Colors: Theme 1

Workday Length

The following workday length (including lunch break) is used to calculate overtime:

Weekdays From: 9:00:00 AM To: 5:00:00 PM (8 hrs)

Saturdays From: 12:00:00 AM To: 12:00:00 AM (All overtime)

Sundays From: 12:00:00 AM To: 12:00:00 AM (All overtime)

Holidays From: 12:00:00 AM To: 12:00:00 AM (All overtime)

Additional

Use mandatory lunch break to calculate paid hours

Applies only if workday is longer than 6 Hrs. 0 Min.

Mandatory minimum lunch break is 1 Hrs. 0 Min.

Automatically set hours worked during Holidays as: 0.00 Hrs.

Rename "Itemized" column:

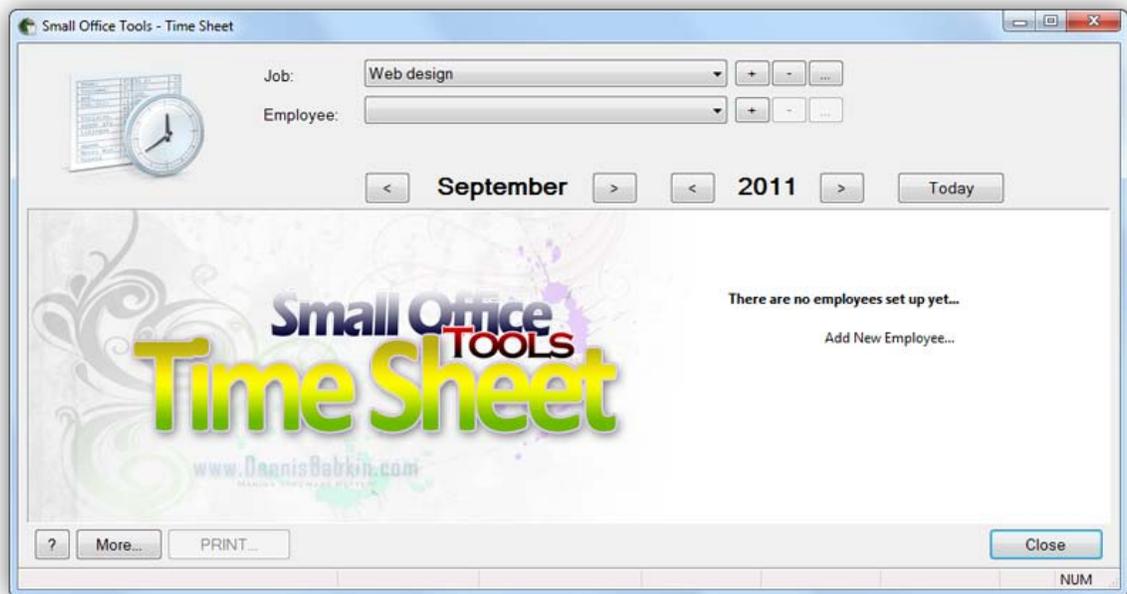
Use this column to add comma separated items to count up for a month. An example of this could be special sales that you're paid for on commission.

Use only days worked in the time sheet printout

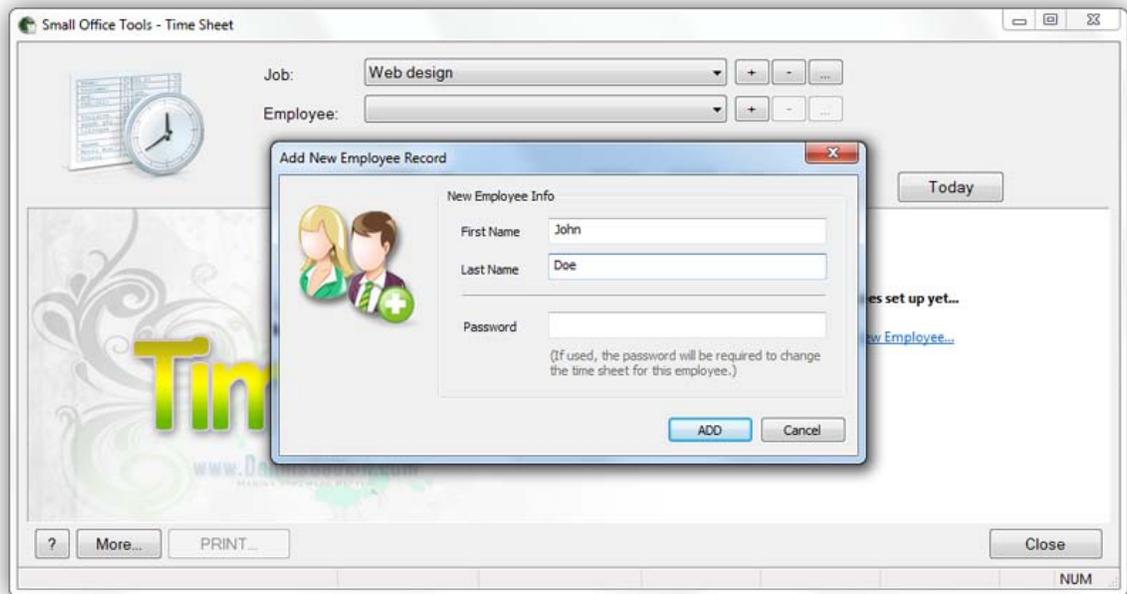
ADD Cancel

Although you can fully [configure a new job record](#), at this stage everything that is required is its [name](#). Click *ADD button* to add a new job record to the Time Sheet program.

After adding a new job record you will be presented with a blank Time Sheet program window:



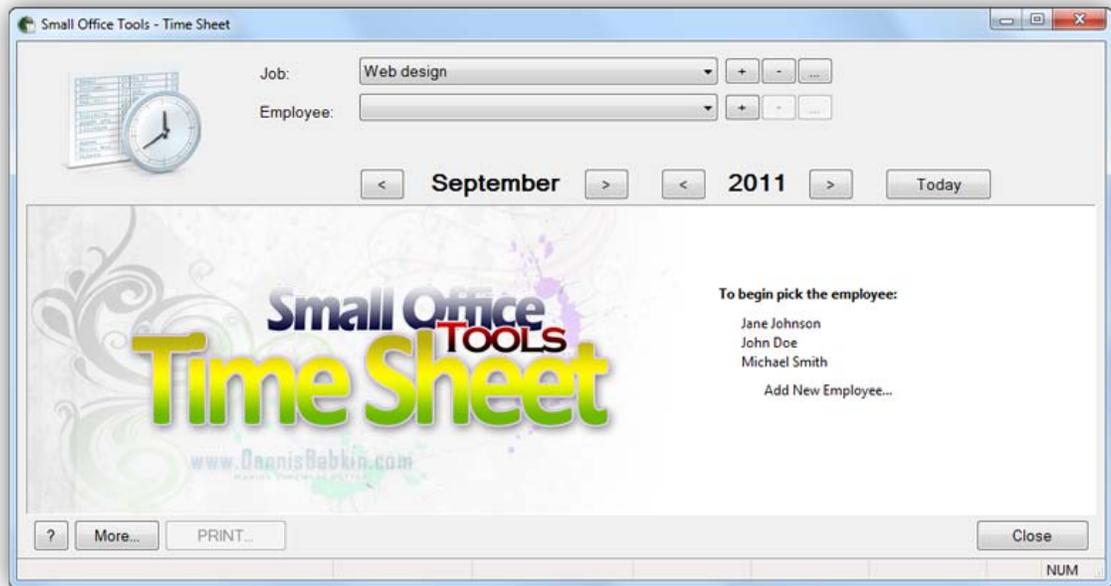
At this point you will need to add at least one employee record to begin using the program. For that either click on the [Add New Employee](#) link in the main window, or click the "+" button to the right off the *Employee* line on the top. You should see a new window that lets you add an new employee record:



At this stage you will need to provide an employee name ([read here](#) for more details) and click **ADD** button to add a new employee record. At this point the Time Sheet program will be ready for use.

Application

When you first open the Time Sheet program you may be presented with a *welcome screen*:

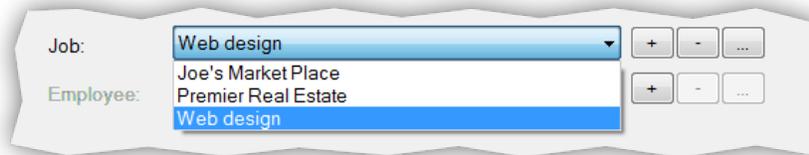


The Time Sheet program can automatically load up time sheet for the last employee. Check the [Preferences](#) for details.

The following options are available from the *welcome screen*:

- **Set current job record:**

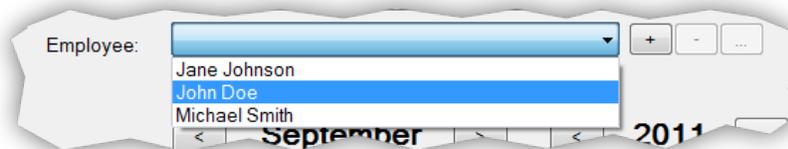
You can set the current job record by selecting it from the list on top of the main window of the Time Sheet program:



The Time Sheet program by default loads up a job record that is *marked to be loaded by default*. If no job record is specified to load by default, the last job record used in the program will be loaded instead.

- **Select current employee time sheet record:**

The easiest way to select an employee time sheet record is to click an employee name from the list in the *welcome screen*, next to the message, "*To begin pick the employee*". Your second option is to select an employee name from the *Employee* drop-down list:

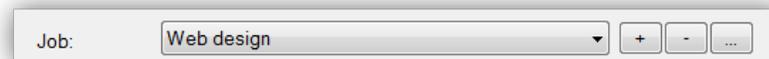


When you select an employee record the Time Sheet program window will change to display that employee's time record.

The time record loaded will be specific for the *selected job record*.

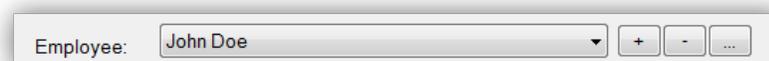
- **Add/Edit/Remove a job record:**

Controls on the top of the Time Sheet window allow you to *add a new job record* ("*+*" *button*), *remove the current job record* ("*-*" *button*), or *edit the current job record* ("*...*" *button*):



- **Add/Edit/Remove an employee record:**

Controls on the top of the Time Sheet window allow you to *add a new employee record* ("*+*" *button*), *remove the current employee record* ("*-*" *button*), or *edit the current employee record* ("*...*" *button*):



The "*...*" *button* may be disabled if an employee record is password protected and the *password* has not yet been entered.

- **Get more options** by clicking the *More button* at the bottom left corner of the Time Sheet window.

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Employee Time Sheet

Once an employee time sheet is selected you should see it in the main window of the Time Sheet program:

Date	Time In	Lunch In	Lunch Out	Time Out	Hrs	Over	Itemized	Comments
Sat, September 03, 2011								
Sun, September 04, 2011								
Mon, September 05, 2011								Labor Day
Tue, September 06, 2011								
Wed, September 07, 2011	1:00 PM			4:00 PM	3			Started the project
Thu, September 08, 2011								
Fri, September 09, 2011	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7			
Sat, September 10, 2011								
Sun, September 11, 2011								
Mon, September 12, 2011	9:00 AM	12:00 PM	12:30 PM	5:00 PM	7.5			
Tue, September 13, 2011	9:00 AM	1:00 PM	1:30 PM	5:00 PM	7.5			
Wed, September 14, 2011	11:00 AM			5:00 PM	6			
Thu, September 15, 2011	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7			
Fri, September 16, 2011	9:00 AM			2:00 PM	5			
Sat, September 17, 2011								
Sun, September 18, 2011								
Mon, September 19, 2011	9:00 AM			5:00 PM	8			
Tue, September 20, 2011								
Wed, September 21, 2011	9:00 AM			3:00 PM	6			
Thu, September 22, 2011								
Fri, September 23, 2011								
Sat, September 24, 2011	10:00 AM	12:00 PM	12:30 PM	2:00 PM		3.5		Finalizing for release date
Sun, September 25, 2011								
Mon, September 26, 2011	8:00 AM			11:00 AM	3			
Tue, September 27, 2011								
Wed, September 28, 2011	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7			
Thu, September 29, 2011	9:00 AM							
Fri, September 30, 2011								

The language and format of dates, time and numbers displayed by the Time Sheet program will be specific for your location.

The following controls and options are available:

- **Job selection controls** are located on the very top of the Time Sheet program window:

You can use these controls to either change the job record that the current time sheet is displayed for (by selecting a job record from the drop-down jobs list), or *add a new job record* (by clicking the "+" *button*), or *remove the current job record* (by clicking the "-" *button*), or *edit the current job record* (by clicking the "..." *button*.)

- **Employee selection controls** are located below the job selection controls:

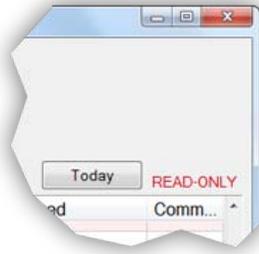
You can use these controls to either select an employee to display the time sheet for (by selecting an employee record from the drop-down employee list), or *add a new employee record* (by clicking the "+" *button*), or *remove the current employee record* (by clicking the "-" *button*), or *edit the current employee record* (by clicking the "..." *button*.)

- **Password controls** may be displayed on top of the Time Sheet program window:

The password controls are not displayed if the currently selected employee record does not have a password, or if that employee already entered their

password.

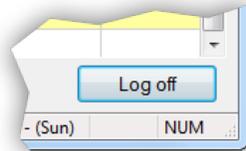
The password controls allow a user to enter their [employee password](#) to be able to modify the current time sheet. Note that without the password anyone would still be able to view an employee's time sheet record but they will not be able to change it. When an employee's time sheet is write-protected by a password and the password itself has not yet been entered, the Time Sheet program will display the "READ-ONLY" message above the time sheet controls:



To begin entering your password from anywhere in the Time Sheet program's main window press *Ctrl+W* keyboard shortcut. When you finish entering the password, either hit *Enter* on the keyboard, or click the ">" button on the right off the password field. If the password is accepted the "READ-ONLY" message above the time sheet controls, as well as the password controls will disappear.

To set, change or remove the currently selected employee password click the "..." button in the [Employee selection controls](#).

- **"Log off" button** is located both on the top of the Time Sheet program window, as well as in its bottom right corner:



Use the "Log off" button to achieve two functions:

1. In case the currently selected employee time sheet is write-protected by a password, the "Log off" button makes the Time Sheet program forget that employee's password, or *log them off*.
2. The currently selected employee time sheet is unloaded and the program displays the [welcome screen](#).

- **Navigation controls** are situated right above the employee time sheet controls:



The navigation controls show month and year that the current time sheet is displayed for. You can use the "<" and ">" buttons on each side to advance one month or one year forward or backward, respectively. You can also use "Today" button to make the Time Sheet program switch *focus* to today's record in the currently selected employee time sheet.

The language and format of dates and time will be specific for your location.

Use the following keyboard shortcuts for quick navigation:

- *Ctrl+Right Arrow* to go to the next month.
- *Ctrl+Left Arrow* to go to the previous month.
- *Ctrl+Shift+Right Arrow* to go to the next year.
- *Ctrl+Shift+Left Arrow* to go to the previous year.
- *Ctrl+T* to switch to *today*.

- **Time sheet controls** take the central place in the [Time Sheet program window](#):

Besides having the main purpose of displaying an employee time sheet, these controls have the following functions:

- **Column Header** separates the time sheet into the following groups of data:

Date	Time In	Lunch In	Lunch Out	Time Out	Hrs	Over	Itemized	Comments
------	---------	----------	-----------	----------	-----	------	----------	----------

You can resize column widths by dragging the separators between them in the column header.

- **Date column** - contains the date (including the weekday) for each [day line](#) of the time sheet. Certain days, such as Sundays and Holidays are displayed with different colors.

The language and format of dates and time will be specific for your location. You can [customize color theme](#) of the time sheet controls for the current job record by clicking the "..." button in the [Job selection controls](#). You can set or [customize Holidays](#) for your specific location in Preferences.

- **Time In column** - displays the time an employee started their workday. This field is editable. You can begin editing this field, either by double-clicking it with the mouse, or by highlighting it first and then hitting *Enter* on the keyboard, or by entering any of the *ten digit keys* on the keyboard. To finish entering the time, either press *Enter* on the keyboard, or click somewhere else in the Time Sheet window. To cancel the entered time, press the *Esc key* on the keyboard.

The time format will be specific for your location.

You can simplify the process of entering the time by avoiding minutes, or AM/PM designator for U.S. time format. In that case the Time Sheet program will attempt to deduce the implied time. (Example: Entering 1 will result in "1:00 PM")

- **Lunch In column** - displays the time an employee started their lunch break. (You can leave this field empty to avoid accounting for a lunch break.) This field is editable. You can begin editing this field, either by double-clicking it with the mouse, or by highlighting it first and then hitting *Enter* on the keyboard, or by entering any of the *ten digit keys* on the keyboard. To finish entering the time, either press *Enter* on the keyboard, or click somewhere else in the Time Sheet window. To cancel the entered time, press the *Esc key* on the keyboard.

The time format will be specific for your location.

You can simplify the process of entering the time by avoiding minutes, or AM/PM designator for U.S. time format. In that case the Time Sheet program will attempt to deduce the implied time. (Example: Entering 1 will result in "1:00 PM")

- **Lunch Out column** - displays the time an employee ended their lunch break. (You can leave this field empty to avoid accounting for a lunch break.) This field is editable. You can begin editing this field, either by double-clicking it with the mouse, or by highlighting it first and then hitting *Enter* on the keyboard, or by entering any of the *ten digit keys* on the keyboard. To finish entering the time, either press *Enter* on the keyboard, or click somewhere else in the Time Sheet window. To cancel the entered time, press the *Esc key* on the keyboard.

The time format will be specific for your location.

You can simplify the process of entering the time by avoiding minutes, or AM/PM designator for U.S. time format. In that case the Time Sheet program will attempt to deduce the implied time. (Example: Entering 1 will result in "1:00 PM")

- **Time Out column** - displays the time an employee ended their workday. This field is editable. You can begin editing this field, either by double-clicking it with the mouse, or by highlighting it first and then hitting *Enter* on the keyboard, or by entering any of the *ten digit keys* on the keyboard. To finish entering the time, either press *Enter* on the keyboard, or click somewhere else in the Time Sheet window. To cancel the entered time, press the *Esc key* on the keyboard.

The time format will be specific for your location.

You can simplify the process of entering the time by avoiding minutes, or AM/PM designator for U.S. time format. In that case the Time Sheet program will attempt to deduce the implied time. (Example: Entering 1 will result in "1:00 PM")

- **Hrs column** - contains the value of hours worked for a day, calculated automatically from the times entered in the "Time In", "Lunch In", "Lunch Out" and "Time Out" columns.

This column will be blank if the Time Sheet program fails to calculate hours worked. In this case check values entered in other columns.

In case "*mandatory lunch break*" is specified in the *settings* for the currently selected job, the value in this column may contain an asterisk (*) to indicate that the time was deducted to account for the *mandatory lunch break*.

In case a day is a Holiday and you set up in the *settings* for the currently selected job to "*automatically set hours worked during Holidays*" to a specific number of hours this column will automatically contain such number of hours.

- **Over column** - contains the value of overtime hours worked for a day, calculated automatically from the times entered in the "Time In", "Lunch In", "Lunch Out" and "Time Out" columns.

The Time Sheet program considers time worked as overtime if it falls outside of a *defined workday* in the *settings* for the current job.

In case "*mandatory lunch break*" is specified in the *settings* for the currently selected job, the value in this column may contain an asterisk (*) to indicate that the time was deducted to account for the *mandatory lunch break*.

- **Itemized column** - lets you specify any comma separated items to be counted up for a month. An example of this could be special sales that you may be paid for on commission. (Example: If you're paid per each signing of, say, a rental lease, you can use this column to enter lease numbers in a comma separated list, such as, "12394, 12396, 12397." In this case the Time Sheet program will count up all of your leases and include the result in your *Employee Time Record* report.)

This field is editable. You can begin editing this field, either by double-clicking it with the mouse, or by highlighting it first and then hitting *Enter* on the keyboard, or by pressing a *letter, a number or a symbol key* on the keyboard. To finish editing, either press *Enter* on the keyboard, or click somewhere else in the Time Sheet window. To cancel the edit, press the *Esc key* on the keyboard.

This column can be also *renamed* in the *settings* for the currently selected job.

- **Comments column** - lets you specify any comment that you'd like to include for a workday. You can begin editing this field, either by double-clicking it with the mouse, or by highlighting it first and then hitting *Enter* on the keyboard, or by pressing a *letter, a number or a symbol key* on the keyboard. To finish editing, either press *Enter* on the keyboard, or click somewhere else in the Time Sheet window. To cancel the edit, press the *Esc key* on the keyboard.

The contents of the "Comments" column can be excluded from the time record report in the *Preferences*.

- **Day Lines** in the time sheet display work time per each day of the month, along with some additional information (such as *itemized values* and *comments*.) Some day lines may have a special *color theme* applied to them:

- Today's day is intended to be marked out from the rest of the days:

Wed, September 28, 2011					
Thu, September 29, 2011	9:00 AM		2:00 PM	5	
Fri, September 30, 2011					

You can *customize color theme* for the current job record by clicking the "... button in the *Job selection controls*.

- Sundays and Holidays are intended to have a different highlighting as well:



You can set up or edit Holidays for your location in the Preferences.
 You can customize color theme for the current job record by clicking the "..." button in the Job selection controls.

To navigate through the time sheet controls use one of the following techniques:

- **Use Keyboard Arrow Keys** to move the time sheet cursor among the fields in the time sheet.

The cursor consists of the currently selected day (that has a different highlighting along the whole day line) and the currently selected column in that day, that is outlined with a slightly dotted frame:



- **Use Page Up and Page Down Keyboard Keys** to move the time sheet cursor one page up or down along the fields of the time sheet, respectively.
- **Use Home and End Keyboard Keys** to move the time sheet cursor to the top or to the bottom of the currently selected month, respectively.
- **Left click** any of the time sheet fields with the mouse to switch the time sheet cursor to that field.
- **Use scroll-wheel on the mouse** to scroll the time sheet up or down.

- **Double-click** any of the time sheet fields to enter the editing mode. In this mode you can change the value of the time sheet field. To finish the editing mode, either press *Enter* on the keyboard, or click somewhere else in the Time Sheet window. To cancel the editing mode without saving changes done to the field, press *Esc* key on the keyboard.

Not all fields can be edited.

The Time Sheet program saves all changes in the database "as you go", thus eliminating the need for you to manually save changes later with the "Save" command.

- **Use Enter Keyboard Key, or Digit Keys from 0 to 9** to enter the editing mode for the time sheet fields displaying hours. To finish the editing mode, either press *Enter* on the keyboard, or click somewhere else in the Time Sheet window. To cancel the editing mode without saving changes done to the field, press *Esc* key on the keyboard.

The Time Sheet program saves all changes in the database "as you go", thus eliminating the need for you to manually save changes later with the "Save" command.

The time format will be specific for your location.

You can simplify the process of entering the time by avoiding minutes, or AM/PM designator for U.S. time format. In that case the Time Sheet program will attempt to deduce the implied time. (Example: Entering 1 will result in "1:00 PM")

- **Use Letter, Digit or Symbol Keyboard Keys** to enter the editing mode for the *Comments* or *Itemized* column fields. To finish the editing mode, either press *Enter* on the keyboard, or click somewhere else in the Time Sheet window. To cancel the editing mode without saving changes done to the field, press *Esc* key on the keyboard.

The Time Sheet program saves all changes in the database "as you go", thus eliminating the need for you to manually save changes later with the "Save" command.

This behavior can be disabled in the Preferences.

- **Right-click** any of the time sheet fields to show the following context menu:

Edit	Enter
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Duplicate Line	Ctrl+D
Cut Line	Ctrl+Shift+X
Copy Line	Ctrl+Shift+C
Paste Line	Ctrl+Shift+V
Copy Entire Month	

- **Edit** - similar to double-clicking the time sheet field. This command puts the field it was invoked for into the editing mode.

You can also invoke this command by pressing *Enter* on the keyboard.

- **Cut** - places the contents of the time sheet field under cursor onto the Clipboard and erases the field.

You can also invoke this command by pressing *Ctrl+X* on the keyboard.

- **Copy** - places the contents of the time sheet field under cursor onto the Clipboard without changing the field.

You can also invoke this command by pressing *Ctrl+C* on the keyboard.

Paste - takes text from the [Clipboard](#) and places it into the time sheet field under [cursor](#). Note that time sheet fields containing time must be formatted in a certain way for the Time Sheet program to accept it.

You can also invoke this command by pressing *Ctrl+V* on the keyboard.

- **Delete** - Erases the time sheet field under [cursor](#). Note that once erased the contents of the time sheet field cannot be reverted!

You can also invoke this command by pressing *Del* on the keyboard.

- **Duplicate Line** - Duplicates a [day line](#) from in the time sheet. If the time sheet [cursor](#) was on an empty [day line](#), this command takes a non-empty line from above. In case the time sheet [cursor](#) was on a non-empty [day line](#), this command copies this line to the next empty line below, if one is available.

You can also invoke this command by pressing *Ctrl+D* on the keyboard.

This command does not copy the contents of the *Itemized* and *Comments* columns.

- **Cut Line** - places the contents of the entire time sheet [day line](#) under [cursor](#) onto the [Clipboard](#) and erases the whole line.

You can also invoke this command by pressing *Ctrl+Shift+X* on the keyboard.

- **Copy Line** - places the contents of the entire time sheet [day line](#) under [cursor](#) onto the [Clipboard](#) without changing it.

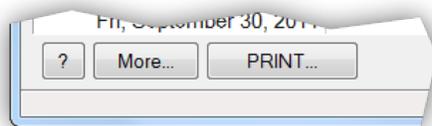
You can also invoke this command by pressing *Ctrl+Shift+C* on the keyboard.

- **Paste Line** - takes text from the [Clipboard](#) and places it into the entire time sheet [day line](#) under [cursor](#). Note that time sheet fields containing time must be formatted in a certain way for the Time Sheet program to accept it.

You can also invoke this command by pressing *Ctrl+Shift+V* on the keyboard.

- **Copy Entire Month** - places the contents of the entire time sheet for the currently selected month onto the [Clipboard](#) as tabulated text.

- **"Print", "More", "About" buttons** are located in the bottom left corner of the [Time Sheet](#) program window:



- **Print button** - lets you print the currently selected time sheet in a form of the *Employee Time Record*. You can also achieve the same by pressing the *Ctrl+P* shortcut on the keyboard:

Web design Employee Time Record

Employee Name: John Doe Print...

DATE	TIME IN	LUNCH IN	LUNCH OUT	TIME OUT	HRS	OVER	ITEMIZED	COMMENTS
9/1/2011								
9/2/2011								
9/3/2011								
9/4/2011								
9/5/2011								Labor Day
9/6/2011								
9/7/2011	1:00 PM			4:00 PM	3			Started the project
9/8/2011								
9/9/2011	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7			
9/10/2011								
9/11/2011								
9/12/2011	9:00 AM	12:00 PM	12:30 PM	5:00 PM	7.5			
9/13/2011	9:00 AM	1:00 PM	1:30 PM	5:00 PM	7.5			
9/14/2011	11:00 AM			5:00 PM	6			
9/15/2011	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7			
9/16/2011	9:00 AM			2:00 PM	5			
9/17/2011								
9/18/2011								
9/19/2011	9:00 AM			5:00 PM	8			
9/20/2011								
9/21/2011	9:00 AM			3:00 PM	6			
9/22/2011								
9/23/2011								
9/24/2011	10:00 AM	12:00 PM	12:30 PM	2:00 PM	3.5			Finalizing for release date
9/25/2011								
9/26/2011	8:00 AM			11:00 AM	3			
9/27/2011								
9/28/2011	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7			
9/29/2011	9:00 AM			2:00 PM	5			
9/30/2011								
13 DAYS WORKED								
TOTAL HOURS WORKED:					72			
TOTAL HOURS OVERTIME:					3.5			
TOTAL NUMBER OF "ITEMIZED":								

Employee Signature: _____

Printed: 9/29/2011 1:40:10 PM Produced by Small Office Tools - Time Sheet v.1.2.3

Printing is done via your current web browser (in most cases that would be Internet Explorer).

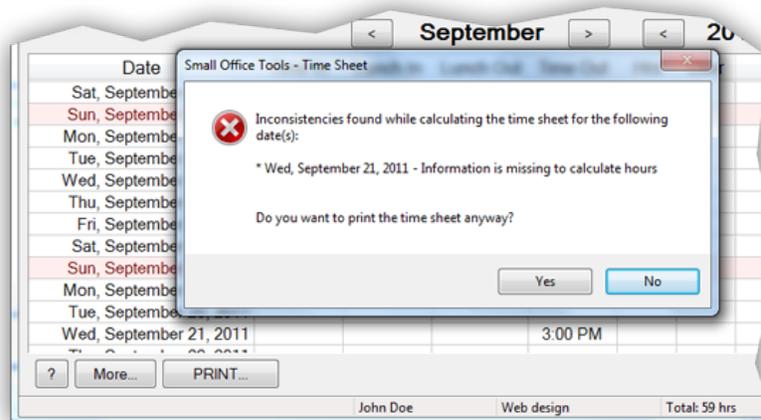
By default the Time Sheet program will instruct your web browser to display the Print Dialog automatically, although you can disable this feature in the Preferences.

The font and spacing in the employee time record printout can be customized in the Preferences.

You can also set up via Preferences whether you'd like comments and date & time the form was printed to be included in the printout.

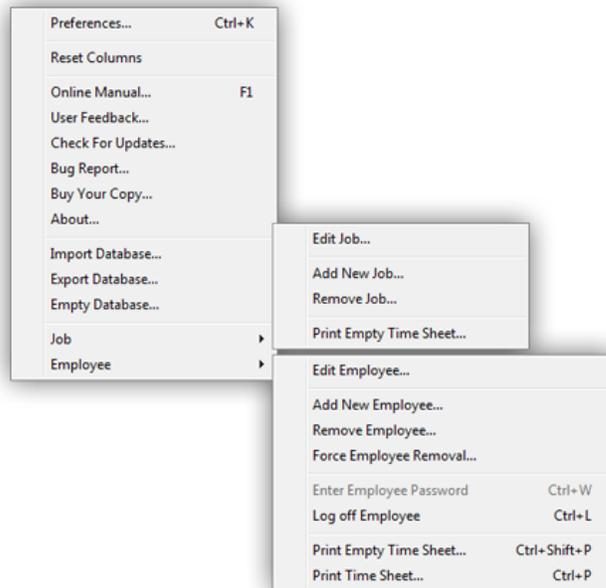
You can print an empty time sheet record for the currently selected job by pressing the *Ctrl+Shift+P* keyboard shortcut.

In case you set up the Time Sheet program to *check for errors before printing the time sheet*, some inconsistencies in the time sheet may produce the following error message before printing:



It is highly recommended to fix all inconsistencies before proceeding with printing of employee time record. In most cases an inconsistency would be caused by a missing time, like in the example above, there's only one time specified for the workday on September 21, 2011. Adding a time in the "Time In" column will fix the issue.

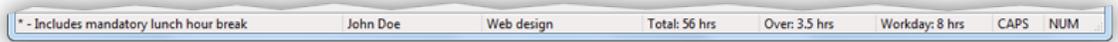
- o **"?" button** - displays the information about the Time Sheet program.
- o **"More" button** - is located in the bottom left corner of the Time Sheet program window. It provides additional options in the following pop-up menu:



- **Preferences** - displays the [Preferences](#) window.
You can also invoke this command by pressing *Ctrl+K* on the keyboard.
- **Reset Columns** - resets the widths of each column in the [Column Header](#) of the time sheet controls to their defaults.
- **Online Manual** - displays the online version of this manual.
Note that the Internet connection is required for this option to work.
You can also invoke this command by pressing *F1* on the keyboard.
- **User Feedback** - takes you to our web site that will allow you to submit any feedback about the Time Sheet program.
Note that the Internet connection is required for this option to work.
- **Check For Updates** - takes you to our web site that will allow you to check for updates for the Time Sheet program.
Note that the Internet connection is required for this option to work.
- **Bug Report** - takes you to our web site that will allow you to submit a report about any bugs encountered while running the Time Sheet program.
Note that the Internet connection is required for this option to work.
- **Buy Your Copy** - (displayed in a demo copy only) allows you to connect to our website to purchase your copy of this software. The license for a single copy of the Time Sheet program costs only *99 cents*. All payments are made via a secure connection through [PayPal](#). Note that your personal and payment information, such as credit card or check/bank number, will be used *only* at PayPal, and *will not* be shared with us. This ensures a secure transaction for our customers.
Note that the Internet connection is required for this option to work.
- **About** - displays the [About](#) window.
- **Import Database** - displays the [Import Database](#) window that allows you to import data from another copy of the Time Sheet program.
- **Export Database** - displays the [Export Database](#) window that allows you to export data to be added to another copy of the Time Sheet program.
- **Empty Database** - displays the window that allows to [initialize](#) the Time Sheet program database to its original (or empty) state.
- **Job** - pop-up menu with additional options:
 - **Edit Job** - displays a window that [allows to edit](#) a currently selected job record.
 - **Add New Job** - displays a window that [allows to add a new job record](#).
 - **Remove Job** - displays a window that [allows to remove](#) a currently selected job record.
 - **Print Empty Time Sheet** - allows to print an empty "[Employee Time Record](#)" form for a currently selected job.
- **Employee** - pop-up menu with additional options:
 - **Edit Employee** - displays a window that [allows to edit](#) a currently selected employee record.
 - **Add New Employee** - displays a window that [allows to add a new employee record](#).
 - **Remove Employee** - displays a window that [allows to remove](#) a currently selected employee record.
 - **Force Employee Removal** - displays a window that [allows a force-removal](#) of a currently selected employee record. You would normally use this option to remove an employee record of an employee that is no longer present to do it themselves.

- **Enter Employee Password** - switches keyboard focus to *Password controls* in the Time Sheet program window.
You can also invoke this command by pressing *Ctrl+W* on the keyboard.
- **Log off Employee** - Makes the Time Sheet program forget an employee password, if one was entered earlier, and switches the main window to the *welcome screen*.
You can also invoke this command by pressing *Ctrl+L* on the keyboard.
- **Print Empty Time Sheet** - allows to print an empty "*Employee Time Record*" form for a currently selected job and for currently selected employee record.
- **Print Time Sheet** - lets you print a currently selected time sheet in a form of an "Employee Time Record". This command is similar to clicking the *Print button*.
You can also invoke this command by pressing *Ctrl+P* on the keyboard.

- **Status Bar** is located at the very bottom of the Time Sheet window:



The status bar is broken down into the following sections (from left to right):

- First section displays any asterisked message from the *time sheet controls*. (An example above demonstrates a message describing that the *mandatory lunch break* was automatically deducted from one or more entries in the time sheet.)
- Name of the currently selected employee.
- Name of the currently selected job record.
- Current value of the total work hours for the *selected employee*, for the *selected month*, for the *selected job*.
- Current value of the total *overtime* hours for the *selected employee*, for the *selected month*, for the *selected job*.
For description of how the *overtime* hours are calculated by the Time Sheet program read the settings defining workday length for a job record.
- Length of the workday (in hours) for the *day line* under the time sheet cursor.
- CAPS indicates that the *Caps Lock* is on.
- NUM indicates the the *Nums Lock* is on.

Add/Edit Job Record

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The following window allows to add (or edit) a job record. You can activate it either by clicking the "+" *button* from the Job selection controls or from the "*More*" *button* pop-up menu:

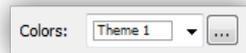
The following controls are available:

- **Jobs/Employer/Business** section contains controls to define the name, color theme and some other basic information about the job:
 - **Name** field - allows you to specify a name for the job record. You would normally use any descriptive name that would later appear in the heading for the *Employee Time Record*. (Example: You can use a job title, such as "Web design", or a name of the business itself, "Premier Read Estate.")
 - **Use this job by default at start-up** - when checked will ensure that this job is selected when the Time Sheet program is starting up.

Only one job can be set as a default one. If no job is set as a default one, at start-up the Time Sheet program will load the job that was used last.

- **Colors** controls let you specify a *color theme* for the job record. The primary purpose of color themes in the Time Sheet program is to allow users to visually differentiate between various job records:

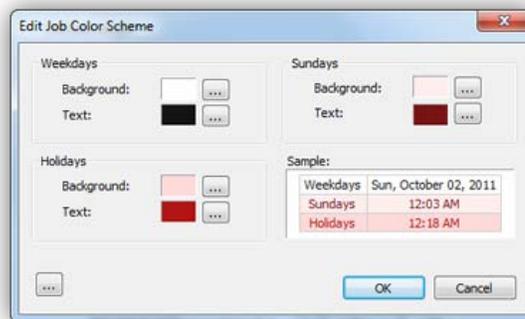
The color theme will not be used during printing of the *Employee Time Record*.



- **Drop-down list** with preset color themes - lets you pick a predefined color theme. Your currently selected color theme will be selected by default. If your current color theme was customized, the list will contain an additional item, called "Custom".

When creating a new job the Time Sheet program will automatically switch to the next color theme.

- **"..." button** - opens the window that allows you to customize the color theme:



- **Weekdays** controls - allow to set the *background* and *text* colors to be used for *day lines* that fall on weekdays in the *time sheet controls*. To change any of these colors, either click on the color swatch, or click the "..." button to the right. This will show a color picker dialog that will enable you to select a color visually.

Mondays, Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays are treated as *weekdays* by this window, if those don't fall on a Holiday.

- **Sundays** controls - allow to set the *background* and *text* colors to be used for *day lines* that fall on Sundays in the *time sheet controls*. To change any of these colors, either click on the color swatch, or click the "..." button to the right. This will show a color picker dialog that will enable you to select a color visually.
- **Holidays** controls - allow to set the *background* and *text* colors to be used for *day lines* that fall on Holidays in the *time sheet controls*. To change any of these colors, either click on the color swatch, or click the "..." button to the right. This will show a color picker dialog that will enable you to select a color visually.

You can define *Holidays* to be used by the Time Sheet program in the Preferences.

- **Sample** window - displays an approximation of how the time sheet controls will look with the current customization of the color theme.
- **OK** button - click it to accept changes to the color theme and close the window.
- **Cancel** button - click it to discard changes to the color theme and close the window.

- **Workday Length** section contains controls to define the length of workdays during various days of the month:

Setting the duration of workdays during various days of the week/month will define how the Time Sheet program calculates the *overtime hours*. (For instance, if you defined the workday length for Saturdays as from 10 am till 4 pm, a worker submitting their work hours as 2 pm through 5 pm on a Saturday will make the Time Sheet program log 2 hours as *regular* work hours, and 1 hour as *overtime*.)

- **Weekdays** - define hours "From" and "To" to treat as a *regular* workday during weekdays. Anything outside of this time span will be treated as *overtime* when calculating hours worked by employees in this job record during weekdays. Uncheck the check box on the left to treat any time worked during weekdays as *overtime*. Set both "From" and "To" times to the same time to treat any time worked during weekdays as *regular* worktime (without any possibility of *overtime*.)

A prompt on the right side displays the currently selected length of the workday in hours.

The Time Sheet program considers Mondays, Tuesdays, Wednesdays, Thursdays and Fridays as *weekdays* if those don't fall on a Holiday.

- **Saturdays** - define hours "From" and "To" to treat as a *regular* workday during Saturdays. Anything outside of this time span will be treated as *overtime* when calculating hours worked by employees in this job record during Saturdays. Uncheck the check box on the left to treat any time worked during Saturdays as *overtime*. Set both "From" and "To" times to the same time to treat any time worked during Saturdays as *regular* worktime (without any possibility of *overtime*.)

A prompt on the right side displays the currently selected length of the workday in hours.

- o **Sundays** - define hours "From" and "To" to treat as a *regular* workday during Sundays. Anything outside of this time span will be treated as *overtime* when calculating hours worked by employees in this job record during Sundays. Uncheck the check box on the left to treat any time worked during Sundays as *overtime*. Set both "From" and "To" times to the same time to treat any time worked during Sundays as *regular* worktime (without any possibility of *overtime*.)

A prompt on the right side displays the currently selected length of the workday in hours.

- o **Holidays** - define hours "From" and "To" to treat as a *regular* workday during Holidays. Anything outside of this time span will be treated as *overtime* when calculating hours worked by employees in this job record during Holidays. Uncheck the check box on the left to treat any time worked during Holidays as *overtime*. Set both "From" and "To" times to the same time to treat any time worked during Holidays as *regular* worktime (without any possibility of *overtime*.)

A prompt on the right side displays the currently selected length of the workday in hours.

You can [define Holidays](#) to be used by the Time Sheet program in the Preferences.

- **Additional** section contains controls that provide additional options:

- o **Use mandatory lunch break to calculate paid hours** - check this box to enable the Time Sheet program to enforce a *mandatory lunch break* on all employees submitting their work hours for this job.

A *mandatory lunch break* is defined by the Time Sheet program as the amount of time each employee must submit as an *unpaid* lunch break, provided their workday was longer than a specific number of hours.

If a *mandatory lunch break* was applied to an employee's work hours in the time sheet, an asterisk will be placed next to it with the [further short explanation](#) of the deduction below.

- **Applies only if workday is longer than** - fields allow to specify the minimum length of an employee's workday for the *mandatory lunch break* to be applied.

To further illustrate this concept, imagine that the *mandatory lunch break* was set to 1 hour, and the minimum required workday length for it to be applied was set as 6 hours. An employee submitting a work time from 8 am to 1 pm (without a lunch break) would have worked for 5 hours. In this case, since 5 hour work day is less than 6 hours, the *mandatory lunch break* will not be applied for that day.

- **Mandatory minimum lunch break is** - fields allow to specify the length of the *mandatory lunch break* for this job.

Note that the *mandatory lunch break* is treated by the Time Sheet program as an *unpaid* lunch break imposed on every employee submitting their work hours for a job according to the following rule: If an employee's work time (excluding a reported lunch break) is more or equal to the amount of time specified in the "*Applies only if workdays longer than*" controls, the Time Sheet program will automatically deduct the number of hours specified in the "*Mandatory minimum lunch break*" controls as a *mandatory lunch break*.

The *mandatory lunch break* is not deducted if an employee reports a lunch break longer or equal to the length of the *mandatory lunch break*.

- o **Automatically set hours worked during Holidays as** - check this box to enable the Time Sheet program to automatically set the number of *regular* work hours during defined Holidays for each employee of this job to the number of hours specified by this control. Or, in other words, set this option to grant a paid workday during defined Holidays for each employee of this job.

In case an employee manually specifies work hours during a Holiday it will override this automatic setting.

You can [define Holidays](#) to be used by the Time Sheet program in the Preferences.

- o **Rename "Itemized" column** - check this box, and specify any name to be used for the "*Itemized*" column in the time sheet controls, as well as in the *Employee Time Record* printout.

If this option is off the Time Sheet program will use name "Itemized". You can also keep the "*Itemized*" column blank by not giving it any name.

- o **Use only days worked in the time sheet printout** - check this box to make the Time Sheet program strip out all empty lines from the *Employee Time Record* printout, or lines when an employee didn't work.

- **OK** button - (in case of editing a job) accepts changes to the job record and closes the window.

Note that changes may be rejected in case of an error. In that case you will see a pop-up message with an error description and the window will remain open.

- **ADD** button - (in case of adding a new job) attempts to add a new job and closes the window.

Note that a new job record may be rejected in case of an error. In that case you will see a pop-up message with an error description and the window will remain open.

- **Cancel** button - discards any changes done and closes the window.

Remove Job Record

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The following window allows to remove a [currently selected job record](#). You can activate it either by clicking the "-" button from the Job selection controls or from the "*More*" button pop-up menu:



To continue with removal make sure to type the word *remove* into the text field and click the "Remove" button to finish job record removal.

WARNING: Job record removal will be done as soon as you click the "Remove" button without any further prompts!

WARNING: Job record removal is permanent and cannot be undone later!

WARNING: Removing a job record will also permanently remove employee time sheet records associated with it!

INFO: You cannot remove last job record.

If at least one of the employees associated with a job record being removed has their records protected by a password, such password will be required to complete the removal of a job record. In case such password cannot be provided, neither a job record, nor any employee time sheet records associated with it will be removed.

To remove a job record containing time sheet records for employees that are no longer available use the "Force Employee Record Removal" option to remove those employee records first.

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Add Employee Record

The following window allows to add a new employee record. You can activate it either by clicking the "+" button from the Employee selection controls or from the "More" button pop-up menu:



The following controls are available:

- **First Name** - allows to specify the first name of an employee.

At least first or last name of an employee is required to create a new employee record.
An employee name cannot match an already existing name.

- **Last Name** - allows to specify the last name of an employee.

At least first or last name of an employee is required to create a new employee record.
An employee name cannot match an already existing name.

- **Password** - allows to specify a password for a new employee. The Time Sheet program treats passwords as case-sensitive.

The password field is intended to be filled out by an employee himself/herself. When used a password will be required to change, or remove any time sheet records entered by an employee. Note that the password does not guard against other employees being able to view password protected time sheet records. Treat this password protection as *write-protection* against unauthorized or accidental altering of an employee's time sheet records.

Make sure that an employee remembers their password. If forgotten there'll be no means to restore an employee password! To delete an employee record to which the password is not available, use the "Force Employee Record Removal" option.

Leave the password field blank if an employee doesn't want to use password protection of their time sheet records.

SECURITY NOTE: Employee passwords are not stored in an open form anywhere in the Time Sheet program's database. The password hashing algorithm is used instead. This provides more secure measures of password storage, as well as guards against possible password leaks.

- **ADD** button - adds this employee to the list of employees used by the Time Sheet program.

Note that a new employee record may be rejected in case of an error. In that case you will see a pop-up message with an error description and the window will remain open.

- **Cancel** button - discards any changes done in this window and closes it without adding a new employee.

Remove Employee Record

The following window allows to remove the currently selected employee record. You can activate it either by clicking the "-" button from the Employee selection controls or from the "More" button pop-up menu:



To continue with removal make sure to type the word *remove* into the text field and click the "Remove" button to finish employee record removal.

WARNING: Employee record removal will be done as soon as you click the "Remove" button without any further prompts!
 WARNING: Employee record removal is permanent and cannot be undone later!

If an employees record is protected by a *password*, such password will be required to complete the removal of an employee record.

To remove an employee record for an employee that is no longer available use the "Force Employee Record Removal" option.

Edit Employee Record

The following window allows to edit a currently selected employee record. You can activate it either by clicking the "..." button from the Employee selection controls or from the "More" button pop-up menu:



The following controls are available:

- **First Name** - allows to specify the first name of an employee.
 At least first or last name of an employee is required.
 An employee name cannot match an already existing name.
- **Last Name** - allows to specify the last name of an employee.
 At least first or last name of an employee is required.
 An employee name cannot match an already existing name.
- **Old Password** - is enabled if an employee specified a password earlier. In that case the old password will be required to apply any changes done to an employee record in this window. The Time Sheet program treats passwords as case-sensitive.
- **Set Password** - allows for an employee to either enter their current password to save changes done in this window, or to provide a new password. The Time Sheet program treats passwords as case-sensitive. An employee may also specify an empty password in this field to remove it.

The password field is intended to be filled out by an employee himself/herself. When used a password will be required to change, or remove any time sheet records entered by an employee. Note that the password does not guard against other employees being able to view password protected time sheet records. Treat this password protection as *write-protection* against unauthorized or accidental altering of an employee's time sheet records.

Make sure that an employee remembers their password. If forgotten there'll be no means to restore an employee password! To delete an employee record to which the password is not available, use the "Force Employee Record Removal" option.

Leave the password field blank if an employee doesn't want to use password protection of their time sheet records.

SECURITY NOTE: Employee passwords are not stored in an open form anywhere in the Time Sheet program's database. The password hashing algorithm is used instead. This provides more secure measures of password storage, as well as guards against possible password leaks.

- **OK** button - saves changes done to an employee record and closes this window.

Note that changes to an employee record may be rejected in case of an error. In that case you will see a pop-up message with an error description and the window will remain open.

- **Cancel** button - discards any changes done in this window and closes it.

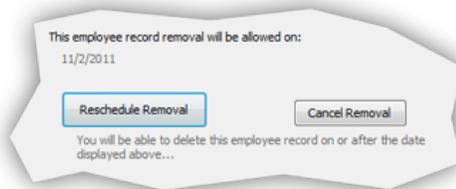
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Force Removal of Employee Record

The following window allows to schedule a "delayed removal" of a **currently selected employee record**. It is called "*forced*" because this option is intended to be used to remove employee records of employees that are no longer available, bypassing their passwords. To activate this window use "*More*" button pop-up menu:



When this window is first brought up, the "delayed" employee record removal will not be scheduled yet, which will be indicated by the message in the middle of the window. In case the "delayed" employee record removal was already scheduled for an employee, the date of the allowed removal will be displayed in this window:



The following controls are available:

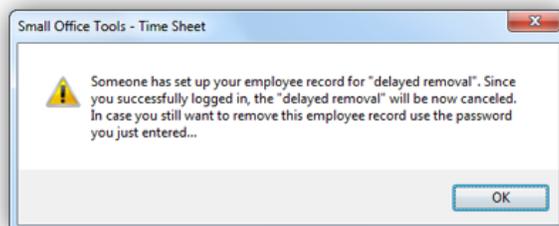
- **Schedule Removal** button - lets you schedule a "delayed" employee record removal 30 days from the current date. Note that this option *does not* automatically remove an employee record after a 30-day period. It simply allows you to manually remove an employee record *after* expiration of the 30-day waiting period. This limitation is imposed intentionally to prevent unintended removal of password protected employee records.

After expiration of 30 days an employee record can be removed using the regular employee removal process. In that case an employee's password will not be required for removal.

- **Reschedule Removal** button - lets you to reschedule a previously scheduled "delayed" employee record removal to the next 30 days from the current date.
- **Cancel Removal** button - cancels the "delayed" employee record removal.

Once canceled the 30 day waiting period required for "delayed" removal will be reinstated if it is later scheduled again.

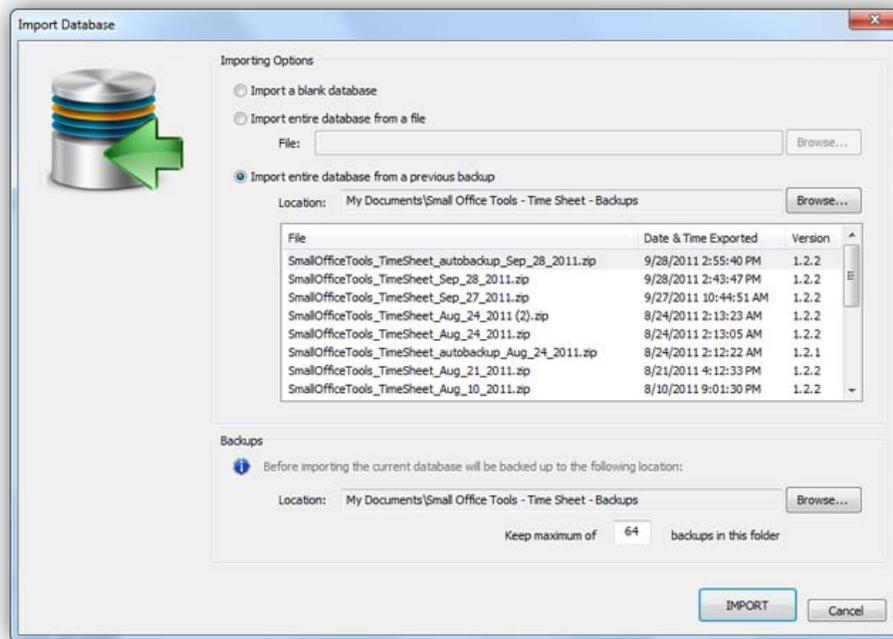
SECURITY WARNING: Use this option only to remove employee records of employees that are no longer available! If an employee's record was scheduled for "delayed" removal and that employee logs on to their account by entering their password, the following warning will be displayed for them and the "delayed" removal process will be canceled:



Import Database

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The following window allows to import a [previously exported](#) copy of the Time Sheet program database. You can activate this window from the *"More"* button pop-up menu:



The most useful application of the importing/exporting options is for sharing or *synchronization* of your time sheet data among several computers or devices.

Note that a copy of the Time Sheet program will be required on each machine that the database is intended to be imported on.

The following options are available:

- **Importing Options** - provide means to select the method of importing the database:

- **Import a blank database** - allows to overwrite the current time sheet database with a blank or empty one. The resulting time sheet will be analogous to what it was when you first started using the Time Sheet program.
- **Import entire database from a file** - allows to overwrite the current time sheet database with a one previously exported into a file. Use the *"Browse"* button on the right to specify the path to the database file being imported.

The exported Time Sheet program database file is compressed into a ZIP archive file. Its file name has the date and time stamp when it was exported.

- **Import entire database from a previous backup** - allows to overwrite the current time sheet database with a one previously backed up by this copy of the Time Sheet program. You can use this option to revert to a previously backed up database. For that make sure to select a backup from the list of available databases below. Each database file will contain the date and time stamp when the backup was performed, as well as the version of the program that made it.

By default the Time Sheet program uses the *Documents* folder for your Windows user account to store all of its backups in the *"Small Office Tools - Time Sheet - Backups"* folder. Although you can change that location by clicking the *"Browse"* button on the right, doing so is not recommended due to the fact that this may lead to a confusion about the location of your previous backups!

- **Backups** - provide means to back up your current database:

The Time Sheet program is configured to automatically back up your current database before importing any external database. This is done intentionally in case the importing process fails, or if the data imported is not satisfactory.

IMPORTANT: It is paramount that you enable automatic backing up before importing any data!

- **Location** - field allows to specify the folder to place automatic backups in. To change the folder where the Time Sheet program places all of its automatic backups click the *"Browse"* button on the right.

By default the Time Sheet program uses the *Documents* folder for your Windows user account to store all of its backups in the *"Small Office Tools - Time Sheet - Backups"* folder. Although you can change that location by clicking the *"Browse"* button, doing so is not recommended due to the fact that this may lead to a confusion about the location of your previous backups!

- **Keep maximum of N backups** - allows to specify the maximum capacity of the folder storing automatic backups done by the Time Sheet program before importing any data. The following values can be specified:

- Set to a positive number, 1 and up to limit the number of stored backups to that number. Any older backups that exceed this limit will be removed.

WARNING: Setting this value too low is not recommended. The recommended value for this parameter is 64 and up.

- Clear out, or set to a 0 to allow as many previous backups as there are, without any limit.

WARNING: Removing the maximum number of stored backups may result in your hard drive being overfilled over a prolonged use.

- **IMPORT** button - starts the importing process.

The Time Sheet program will show a pop-up window with the last confirmation of the database being imported. If you confirm importing, the importing process will begin. The importing may take some time, depending on the amount of information being imported.

Upon completion the entire time sheet database will be overwritten with a new data (this includes all job and employee records.) The settings in the Preferences window are not affected by importing a database.

IMPORTANT: Make sure to allow *automatic backups* before importing any data!

- **Cancel** button - closes this window without importing a database.

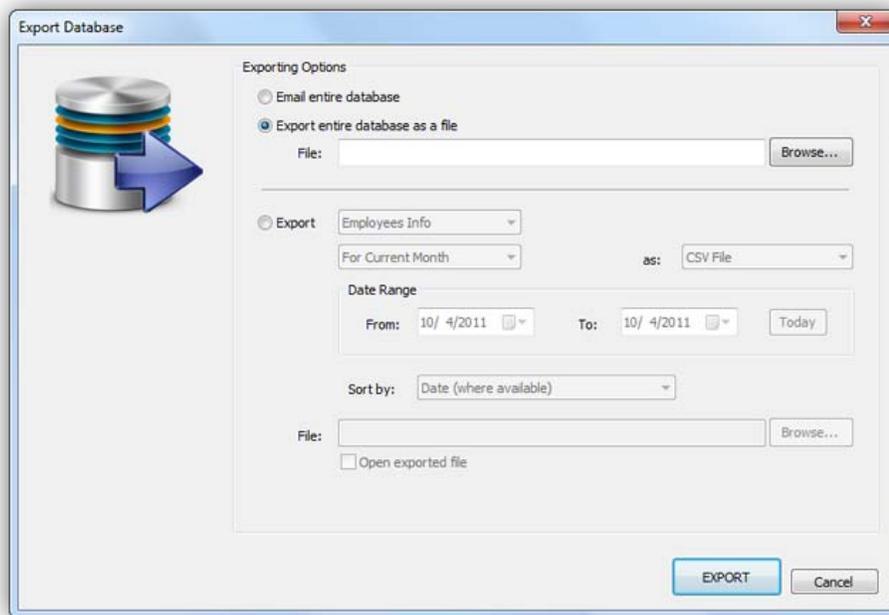
You can also invoke the [Import Database](#) window by simply dragging an [exported](#) Time Sheet program database file into the [Time Sheet program's main window](#).

While dragging a file for importing, make sure that the Time Sheet program is not displaying any auxiliary windows.

Export Database

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The following window allows to export data from the Time Sheet program database. You can activate this window from the *"More" button* pop-up menu:



The most useful application of the importing/exporting options is for sharing or *synchronization* of your time sheet data among several computers or devices. You can also use the exporting option to convert the time sheet data into other formats, such as comma-separated *.csv file* for importing into any outside data processing program, such as Microsoft Excel and others.

Note that a copy of the Time Sheet program will be required on each machine that the database is intended to be [imported](#) on.

The following options are available:

- **Email entire database** - use this option to email the exported time sheet data.

A local [email client](#) is required for this option to work.

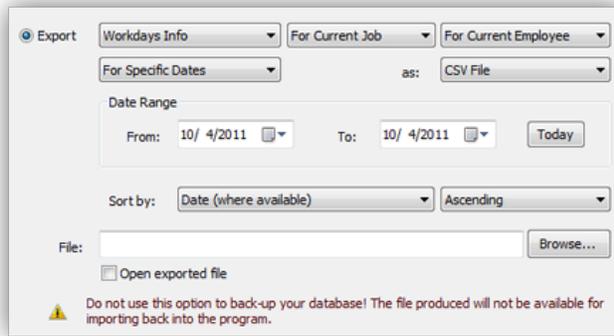
The database file is compressed and attached as a ZIP file to an email message. Note that such email will not be sent without your confirmation.

The resulting exported file will have the date & time stamp in its name specifying when the exporting took place.

- **Export entire database as a file** - use this option to export the time sheet data into a single file. Use the *"Browse" button* on the right to specify the folder where to place this file in.

The database file is compressed into a ZIP file. Its name will contain the date & time stamp specifying when the exporting took place.

- **Export** - use this option to export the time sheet data into other formats. Use the following controls to narrow down the time sheet data selection for exporting:



WARNING: DO NOT use this option to back up your database! The file produced will not be available for importing back into the Time Sheet program. This option is intended only for exporting the time sheet data into other programs.

- **Export data types** - various controls that allow you to specify which data you want to export.
 - **As** selector - lets you specify the type of data to produce. (The only currently supported data type is *CSV file*.)
 - **Date Range** - depending on selection in other controls will allow to specify the date range to export data for.
 - **Today** button - sets the date range controls to today's date.
 - **Sort By** selector - specifies the type of sorting to perform before outputting the data.
 - **File** field - allows to specify the location where to place the exported file. Use the *"Browse"* button on the right to select an existing folder.
 - **Open exported file** - check this box to open the resulting exported file in your default viewer. (You may set up another program, such as Microsoft Excel, to open the exported file by default.)
- **EXPORT** button - starts the exporting process.
- Unless the "Export" option is selected, this window will close automatically when the exporting process completes.
- **Cancel** button - closes this window without exporting the database.

Preferences

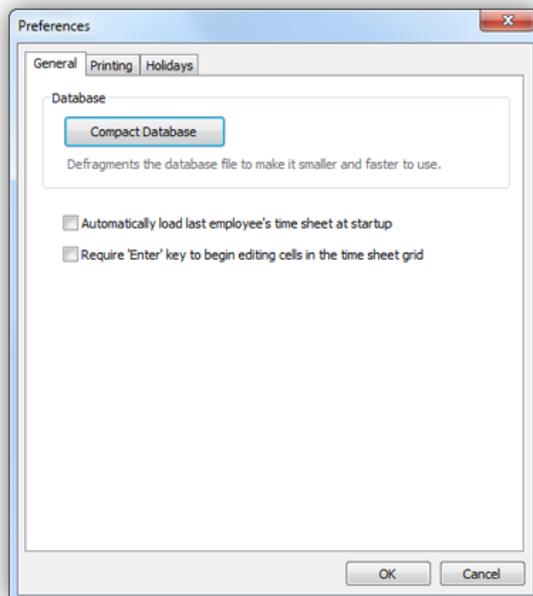
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The Preferences window allows to customize settings specific for a copy of the Time Sheet program. You can activate the Preferences window from the *"More"* button pop-up menu, or by using the *Ctrl+K* shortcut on the keyboard.

Settings in the Preferences window are not included in an exported database. They are not affected by importing a database, either.

The Preferences window consists of the following tabs:

- **General tab**



The following controls are available:

- **Compact Database** - as the message below it suggests, clicking this button will *defragment* the database file that in turn will make it smaller in size as well as faster to run. In despite of the benefits of *defragmentation*, you do not need to worry much about using this option on a regular basis. We designed the Time Sheet program to be both fast and compact and take care internally of its own database integrity. This option is provided here for those who want to incur the function of *defragmentation* manually.
- **Automatically load last employee's time sheet at startup** - if checked will make the Time Sheet program load at startup the *time sheet record* of the employee who last used the program, instead of displaying the *welcome screen*. (You may want to enable this option in case there's only one or two potential users of this program.)
- **Require 'Enter' key to begin editing cells in the time sheet grid** - if checked will require users to hit *Enter key* on the keyboard to *begin editing* cells or columns in the *time sheet controls*. If unchecked, pressing other specific keyboard keys, such as *digit keys* for time columns; and *letters, numbers or symbols* for the *Itemized* and *Comments* columns, will also begin editing of those columns.

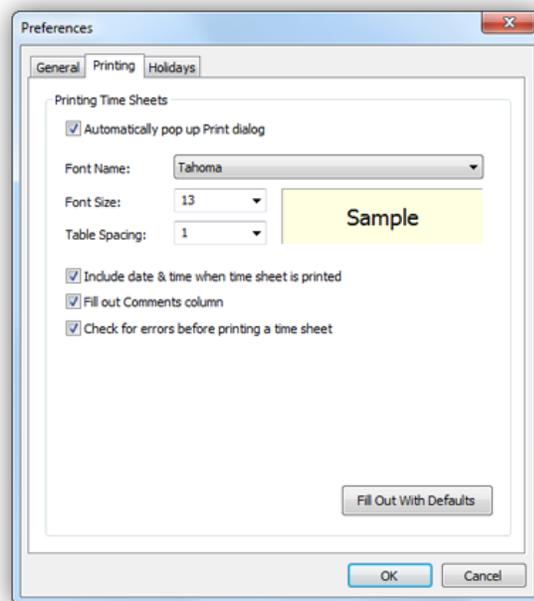
Setting this option on will ensure that a random keyboard key hit won't change the value of the *time sheet controls*.

- **OK button** - saves changes done to all Preferences pages and closes the *Preferences* window.

Note that changes done may be rejected in case of an error. In that case you will see a pop-up message with an error description and the Preferences window will remain open.

- **Cancel button** - closes the *Preferences* window without saving any changes.

• Printing tab



The following controls are available:

- **Automatically pop up Print dialog** - if checked, this option can save you time by automatically popping up the Print dialog window when printing a *time sheet report*. The Print dialog is specific for your web browser, its main function is to let you select a printer to print out generated report.
- **Font Name** - provides the name of currently selected font that is used to generate *time sheet reports*. The drop-down list also provides all available fonts that can be used instead.
You can use this option to style and size the *employee time record report printouts*.
- **Font Size** - provides the size of currently selected font (in *points*) to be used to generate *time sheet reports*.
You can use this option to style and size the *employee time record report printouts*.
A list of suggested font sizes is provided in the drop-down list, although you're not limited to those sizes only. You may also specify a fractional font size, if your web browser supports it.
- **Table Spacing** - lets you specify the inner spacing of cells in the *time sheet report* table in pixels, or how far apart each cell is.
You can use this option to style and size the *employee time record report printouts*.
A list of suggested spacing values is provided in the drop-down list, although you're not limited to those values only.
- **Include date & time when time sheet is printed** - if checked will add the line, "Printed: <Date & Time>" at the bottom of each *employee time record report printout*.
- **Fill out Comments column** - if checked will fill out the *Comments* column with the time sheet data when printing the *employee time record report printout*. If not checked, the *Comments* column will remain empty in the printout.
Use this option to avoid printing comments assigned for *day lines* in the *time sheet controls*.
- **Check for errors before printing a time sheet** - if checked will perform *consistency checks* of the work times for *selected month* before printing the *employee time record report*, and will issue a warning if such check doesn't pass.
While performing *consistency checks*, the Time Sheet program looks for *day lines* where it was not able to calculate work hours without ambiguities. It

is strongly recommended to keep this option on.

Check the following examples:

<u>Time In</u>	<u>Lunch In</u>	<u>Lunch Out</u>	<u>Time Out</u>	<u>Consistency Check</u>
10:00 AM	12:00 PM	1:00 PM	5:00 PM	No inconsistencies
10:00 AM	12:00 PM		5:00 PM	Warning: 'Lunch Out' time is missing
10:00 AM	12:00 PM	6:00 PM	5:00 PM	Warning: 'Lunch Out' time is later than 'Time Out' time
10:00 AM	3:00 PM	4:00 PM	1:00 PM	Warning: Lunch must be within a working day.

- **Fill Out With Defaults** - lets you fill out all controls on this page with default values.

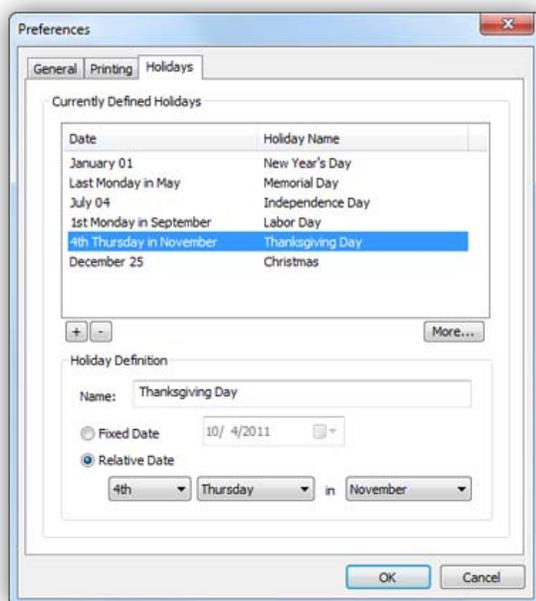
This option does not affect controls in other tabs/pages of the [Preferences](#) window.

- **OK button** - saves changes done to all Preferences pages and closes the [Preferences](#) window.

Note that changes done may be rejected in case of an error. In that case you will see a pop-up message with an error description and the Preferences window will remain open.

- **Cancel button** - closes the [Preferences](#) window without saving any changes.

- **Holidays tab**



Holidays provided on this page can be used by the Time Sheet program to calculate work hours for [special occasions](#). (For instance, you may be paid for a full working day during official/state Holidays.)

By default the Time Sheet program will fill out the Holiday list on this page with Holidays specific for your location. In case this list is empty, this means that the Time Sheet program does not support your location yet. We encourage you to fill out the list of Holidays manually and later [submit it to our developers](#) for inclusion into future versions of the program. We also encourage you to make any corrections to the Holiday list that you deem necessary. Please provide us with an [update](#) in that case as well.

The following controls are available:

- **Currently Defined Holidays** section - contains the list of the currently defined Holidays.

To be able to edit a Holiday entry, select it first by left-clicking it with the mouse.

All entries in the Holiday list are sorted by date. Only one Holiday of the same *date type* can be defined per a single calendar date.

- **"+" button** - adds a new blank Holiday entry to the list of the *currently defined Holidays*.
- **"-" button** - removes selected Holiday entry from the list of the *currently defined Holidays*.
- **"More" button** - displays a pop-up menu with additional options:



The following options are available:

- **Reset to default US Holidays** - resets all the entries in the list of the *currently defined Holidays* to the list of predefined Holidays in the United States.

A warning will be issued before the Holidays list is reset. To finalize the change make sure to OK the Preferences window.

- **Load Holidays** - displays the *Open File* dialog window that lets you select a file containing Holidays previously saved

by the Time Sheet program.

You can use this option to store previously defined Holidays in a file, as well as exchange or populate a set of Holidays among several copies of the Time Sheet program. The default file extension used by this file type is *.holi*.

WARNING: Loading Holidays from a file will overwrite all Holidays in the list of the *currently defined Holidays*.

- **Save Holidays** - displays the *Save File As* dialog window that let you select a location to save all Holidays in the list of the *currently defined Holidays* into a single file.

You can use this option to store previously defined Holidays in a file, as well as exchange or populate a set of Holidays among several copies of the Time Sheet program. The default file extension used by this file type is *.holi*.

- **Contribute Your Holiday List For Developers** - this option allows you to send your list of the *currently defined Holidays* to our developers for inclusion, or correction in a future version of the Time Sheet program. We encourage you to use this option to improve this software. When activated the Time Sheet program will collect and archive your defined Holidays and attach it to an email message using your default *email client*. NOTE that such email will not be sent without your permission.

The Time Sheet program does not collect any of your personal information.

You can also submit your list of defined Holidays for your location using the *Save Holidays* command above. In that case please attach the resulting file to your *email to us*.

- **Holiday Definition** section - contains controls that allow you to edit selected Holiday entry in the list of the *currently defined Holidays*:

- **Name** - contains a Holiday name of selected Holiday entry.

It is recommended that you specify a Holiday name as a concise Holiday description. This name will appear in the *Comments* column of the time sheet controls.

- **Fixed Date** - check this box if a Holiday in selected Holiday entry can be defined by a fixed date. When checked, a date picker control will be available as well.

An example of a Holiday with the fixed date could be the New Year's Day that always falls on January 1st.

- **Relative Date** - check this box if a Holiday in selected Holiday entry must be defined by a relative date.

An example of a Holiday with the relative date could be Thanksgiving, celebrated in the United States on the 4th Thursday in November. It is called relative because it may fall on various calendar days.

- **Relative Date Selection** controls - lets you specify a relative Holiday. Select a succession of parameters in the drop-down controls to define a relative Holiday.

- **OK button** - saves changes done to all Preferences pages and closes the *Preferences* window.

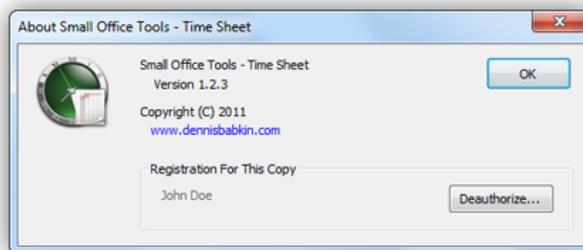
Note that changes done may be rejected in case of an error. In that case you will see a pop-up message with an error description and the Preferences window will remain open.

- **Cancel button** - closes the *Preferences* window without saving any changes.

About Window

[Back on top](#)

This window displays the information about the Time Sheet program:



The following is available:

- **Version** displays the current version of your copy of the program.
- **Register** button (in case of a demo copy) lets you connect to our website to [register your copy](#).
Note that the Internet connection is required for this option to work.
- **Registration For This Copy** (in case of a purchased copy) provides information about the registration license for your copy of the program.
- **Deauthorize** button (in case of a purchased copy) lets you *deauthorize* this copy of the Time Sheet program. This is required in case you decide to move your copy of the Time Sheet program to another computer. In this case you are required to *deauthorize*, or remove the registration license, from the old computer. Note that the Time Sheet program license allows you to register *only one* copy of the program, and you are required to purchase licenses for every other copy of the program that you are using.

Deauthorizing your copy of the Time Sheet program will remove the registration license and then close the program. Restarting the Time Sheet program from the same Windows user account will most certainly display a message that your copy has expired. In case you decide to reinstall your copy of the Time Sheet program on the same computer you are allowed to re-use the same registration license, provided that you *deauthorized* all other copies of the program.

Thank you for using the Time Sheet program!

We're actively working on improving the Time Sheet software and welcome any feedback from its users.

Feel free to [send us your ideas](#), [comments](#) and especially [bug reports](#). Even though we can't answer every single email, we listen and appreciate your time writing us!

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