

T A S K T I M E R

The Task Timer precisely times phone calls, events and tasks, billable or not. At the very least you have an accurate record of the time invested in tasks. The Task Timer has a number of ways to group and report its information.

Notes about telephone conversations can be automatically added to the Phone Calls cell in the Contacts Events & Notes. Billable tasks can be added to any Open Job or Invoice.

Yes, you can dial a phone number from numerous places in InView, but this file not only places calls, it times them, calculates charges and reports your timed activities in a variety of ways. Call anybody from the Task Timer file, even phone not in your Contacts file.

Entry

If you open the Task Timer from Flow Chart or use the File menu, it displays the last entry you worked with and Saved when you Closed the file.

If you open the Task Timer File from the Transfer menu in the Contacts file or click on Contacts Task Timer button, the Task Timer has the name and first phone number of that contact transferred from the Contacts:Data Record.

DATE

The first cell in the Dialing window contains the date of the entry. The current date is automatically entered on new entries.

To the right of the Date is the Task popup menu. When you click on the menu it lists types of tasks. Use it to identify the task you are timing. If the task is not in the list, choose Other... and enter the task in the dialog window that appears.

TASK

The Tasks menu always lists Phone Call In, Phone Call Out and Other... As shipped, the list includes Consulting, Preparations and Research. Once you enter more than three Other... tasks of your own, they vanish from the list unless they've been used. They can take the hint that you favor your own task identifiers.

BILLABLE

In the top right corner is a checkbox to designate the task as Billable. Billable is a marker that allows you to Find/Select Billable entries for reporting.

CONTACT

Below the Task menu is the name of the contact. The Contact cell has a Clairvoyance link to the Contacts file. Start typing a name of someone in your Contacts file, which, incidentally needs to be open in the background, and Clairvoyance recognizes the name, completes it and fills in the Company and Phone Number for you. *Tip* ♦

COMPANY

If you're clever, you've already guessed that the Company cell is for the name of the company. When you enter the contact, the company is entered automatically. If the contact name is not already entered, you can type in a Company name and the Clairvoyance link to Contacts fills in the Phone Numbers and Contact. In this case, the contact name is the first record found for that company in Contacts. If you have more than one contact at that company, your guess is as good as ours which contact you get.

PHONE MENU

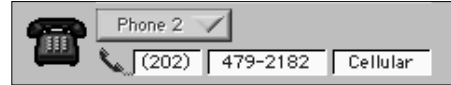
The Phone popup menu lets you choose any of the five numbers in a contact's record. The number you select is entered into the Phone Number cells below. If your contact does not have, say, a Phone 2 entered and you happen to choose that, the number boxes on the Task Timer record remain blank.

Tip: Clairvoyance really helps when you are making a series of calls. Cmd/Ctrl-E to open a new Task Timer record, and activate Clairvoyance by typing in the contact's name. As soon as it is recognized, bingo, the phone numbers are there. Yes, we said numbers (plural). All the phone numbers you entered in the Contacts:Data Record are available here. This works only if the contact is entered in the Contact file and the Contacts file is open.



AREA CODE, PHONE NUMBER AND MEMO

These fields work exactly as they do in the Contacts file. And you read all about them there, right? When you make selections from the Phone menu these cells are updated with the contact's phone number you select. Manually entered numbers have parenthesis and dashes added automatically.



DIALING MODE

The icon to the left of the Phone menu is a popup menu to select the dialing mode for auto dialing. Tone and Pulse are two methods of dialing phone numbers using your modem, if it's properly connected. The setting you choose for the dialing mode carries over from call to call until you change it or Quit the program. The Dialing Preferences in Flow Chart are used each time you restart InView.

DIALING BUTTON

To dial the phone, depress the mouse button on the receiver icon to the left of the number. A popup menu appears listing dialing combinations. InView notes your Local Area Code, as entered in the Dialing Preferences, decides whether or not the call is long distance and highlights the most likely combination of numbers, the one you probably use most often. If you disagree with InView's choice, like for Long Distance calls within your own Area Code, make your own selection.

When you use your modem; to dial, a dialog box appears that lets you cancel dialing or to get the modem off-line after you have a connection. Be sure to pick up your phone receiver before you click OK or you get nothing but a dial tone.

An invisible counter, to the right of the Phone menu, appears only after your first attempt to connect. It indicates how many times you have tried to get this call through.

Current Area Code

At the very bottom of the Task Timer Entry window you enter your current Area Code, that is, where you are when you place the call. If you're on the road, you must change to the current area code so the auto dialer has an idea about what is or isn't a long distance call.

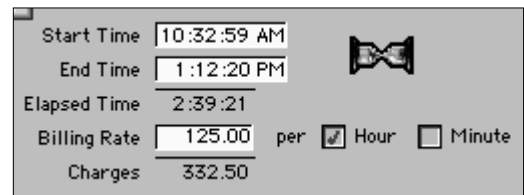
To change the current Area Code, click on the words and a dialog box appears. Enter the appropriate area code and click OK. Now you're set... temporarily. The current Area Code stays in place until you change it or Quit the program. The Local Area Code set in Dialing Preferences of Flow Chart is reinstalled the next time you start InView.

TIMING TASKS

The mid-section of the Entry window contains cells and buttons that work together to time tasks and calculate any related charges.

START TIME

Start Time is the time of day that a task begins. If you enter times manually, InView can finish what you start. It adds sufficient zeros to cover the minutes and seconds. For instance, if you enter "5", InView interprets this as "5:00:00 AM". If you want 5PM, you can enter "5p". If you enter either one or two digits, using its 24 hour clock, InView interprets them to represent the hour. Even if you enter something like "53" which InView takes to mean 53 hours past midnight in coming up with "5:00:00 AM".



If you enter either three or four digits, the last two are interpreted to represent minutes. "530" becomes "5:30:00 AM" and 530p becomes "5:30:00 PM."

END TIME

End Time designates the time at which the task was completed, or at least reached the point where you decided to cut off the clock. Entries are made in the same manner as in Start Time.

ELAPSED TIME

After a Start Time and an End Time are entered, the Elapsed Time is calculated and displayed.

HOURLASS TIMER

To start timing, click on the hourglass icon or type Cmd/Ctrl-T or choose Start/Stop Timer from the Functions menu. The Timer counts from the moment you start it until you stop it. You're in charge here.

When you start the Timer, by any method, the hourglass shows sand flowing from top to bottom and the Start Time is automatically entered.

To stop the Timer, click on the hourglass, type Cmd/Ctrl-T or choose Start/Stop Timer in the Functions menu. The hourglass now has all the sand in the lower half and the End Time is installed in the second line of the time display.

A little internal math and the duration of the task, shown in hours, minutes and seconds, is entered for the Elapsed Time.

The Task Timer calculates continuous time. You can even start the timer, close the Task Timer file and, later, reopen the file, stop the timer and still get an accurate, continuous time calculation! Even shutting down your computer doesn't affect the timing. Starting time, ending time and total duration are recorded. It is not possible to start timing a task, stop the timing and then resume timing after a lapse of time.

Note: The exact instant you click to start or stop the Timer is the time used to calculate the task's duration. If a starting and ending time are already in place and you activate the Timer again, a dialog box asks if you want to adjust the ending time. If your answer is Yes, the instant at which you actually re-activated the Timer is entered and calculated as the ending time. It is continuous from the original start time to that instant. If your answer is No, the next question asked is, are you trying to clear all the times shown, beginning and ending? Choose Yes now and the Timer is cleared and the hourglass turned back on its side. Choose No and everything remains the same.

B I L L I N G R A T E

The Billing Rate can be how much you're charging for your time or what you're paying, maybe for a long distance call.

Enter a rate for each hour and click on the Hour checkbox or for each minute of the task and click on the Minute checkbox. That's it.

C H A R G E S

With times and rates entered the resulting Charges are displayed. You don't have to be a math wizard. Task Timer is.

Note: Total times in the time display are rounded up to the nearest whole minute (Phone companies do it this way, so it must be right.)

N O T E S

The Notes cell is for entering Comments, memory joggers or references to what you did and/or discussed during a call. You can enter very long comments, if you like, and see them by using the scroll bar for the cell.

P H O N E C A L L M E M O

If you want to add a Phone Call memo to your contact's record in the Contacts file, you may, in any of several ways.

Click on the Pencil icon or choose Memo to Contacts from the Functions menu. A dialog box opens with the current date entered. Type in a memo and click OK. The date stamped memo is entered in the Phone Calls cell of Events & Notes in the Contacts file. If you don't enter anything in the dialog box for memos but click OK, the date only is added to Phone Calls cell in the contact's record.

You can bypass the dialog box (amaze your friends!). Type your memo into the beginning of the Notes cell of the Entry window and then a semicolon to separate it from other comments text in that box. When you click on the pencil or choose Memo to Contacts, these comments are transported to the Phone Calls cell of your Contacts. If there are memos already in the Phone Calls of the contact's record, the new memo is inserted before existing memos.

If the contact isn't listed in the Contacts file, InView offers to open and start a new Contacts:Data Record for you.

A D D T O J O B

The Add to Job popup menu in the lower left corner of the Entry window adds your task and the associated charges to a Job for billing. If your task or call is job related and something you can bill for, click on the menu and select either Open Jobs or Worksheet, depending on where the job data is currently located. A dialog box opens asking for the Job#. Enter the Job number and the job is updated with the date and charges for the task.

Tip: Without a correct job number, the task cannot be added to the Job, so, if you don't remember the job number, enter nothing for a job number and Open Job or Worksheet opens announcing that no such job number exists (You knew that!). This is a sneaky way to discover what the job # is.



Peruse the Open Jobs, find the one you want, make a note of the number and return to the Add to Job menu to repeat the entry.

Regardless of which file the entry is added to, Open Jobs or Worksheet, at some point you must enter an account code before these transferred charges are calculated in a final Invoice.

When the call data is added to a job, an asterisk is inserted in the Comments of the Task Timer file signifying the charges are recorded in a job.

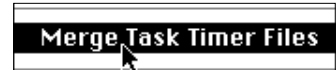
M E N U S

The File, Edit and Search menus are standard and are described in the Getting Started chapter.

F I L E

M E R G E T A S K T I M E R F I L E S

In the File menu Merge Task Timer Files allows you to update one copy of your Task Timer file with another. This feature is ideal for laptop users who also have a desktop computer. It is swift and easy to do.



The Task Timer file performing the merge, the one you are updating, and the file that has the information you want to merge can be in the same folder, on the same disk or connected via network or modem. Both must be same version number Task Timer files.

Begin the Merge Task Timer Files from the one you want updated, the Recipient file. Choose Merge Task Timer Files from the File menu. A dialog box appears asking you to Select and Open the Task Timer file to be merged, the Source file.

That's done. The merge is underway. Silently and with no further ado InView compares the two files and updates the Recipient with those tasks that are new or modified. If all goes properly, InView advises you of the completed job. Click OK and Save.

InView offers to replace the Source file with the new version. Click OK if you want this done. Otherwise it's up to you to copy and transfer the new, updated copy of the Task Timer file to your second computer or to your backup disks. We'll refrain from another comment about backups, since we know that you're being religious about it.

S E A R C H

The Task Timer has a standard Search menu as found throughout InView. It's features are described fully in the Getting Started chapter.

S O R T

The first four sorting options work as they do in all other files and are described in the Getting Started chapter.

S O R T F I L E

This arranges all calls in the file into chronological order, the oldest calls at the top, newest at the bottom, based on the time calls were placed as well as the date.

Note: Reports add special lines called Summary Records. Sort File removes them to tidy up the file and prepare for the next report .

F U N C T I O N S

L O O K U P A C O N T A C T

Good old Cmd/Ctrl-I. You see it with Look Up A Contact just about everywhere you go in InView. It opens the Contacts file and opens the Search dialog all ready for you to type in someone's name.

L O O K U P T H I S C O N T A C T

Here is a fine example of HindSight's making things as easy as possible. It opens the Contacts file and locates the record of the contact displayed in Task Timer. If no contact's name is in Task Timer, the Search dialog box opens and you enter Search parameters.

L I N K C O N T A C T S

In order for Clairvoyance to complete the Contact name and find their phone numbers in the Task Timer file, the Contacts file must be open. Link Contacts opens the Contacts file and drops its win-

Functions	
Look Up A Contact	⌘I
Look Up This Contact	
Link Contacts	⌘K
Enter New Task	⌘E
Dial Number	⌘N
Start/Stop Timer	⌘T
Memo to Contacts	⌘M
Archive Tasks	
Delete All	

dow behind the Task Timer file window so those things we programmed to work together can.

ENTER NEW TASK

This adds a new entry, aka: new record, to the file. If the Contacts file is not open, it opens when you choose Enter New Task and drops behind the Task Timer file to provide the information exchange.

DIAL NUMBER

This activates dialing the same as clicking on the phone receiver icon and accepting InView's educated guess as to how the number should be dialed.

START/STOP TIMER

This turns the Timer on or off. (see *Timing Tasks earlier in this chapter.*)

MEMO TO CONTACTS

This does exactly the same thing as clicking on the pencil icon. It opens a dialog box which adds a Phone Calls memo to the contacts record in the Contacts file.

ARCHIVE TASKS

When you Archive Tasks, you're asked to enter a cutoff date. The format of the date is mm/dd/yy. A date stamped copy of the complete file is saved into your folder. Then all entries in the file with a date earlier than your cutoff are purged. This keeps the file and its reports trim.

Don't mistake this for weekly or daily maintenance, more likely once or twice a year suffices. The file can easily handle several thousand records with minimal memory requirements. Unless you throw it away, the date stamped file is your archival backup. It has everything that was in the file at the time that you activated the archiving. It may not be suitable for framing, but it's definitely worth putting on your backup disks. *Tip* 📌

Tip: You can enter "T" for today, plus a negative number for how many days back from today to cutoff. For example, T-90 eliminates all records more than 90 days old.

DELETE ALL

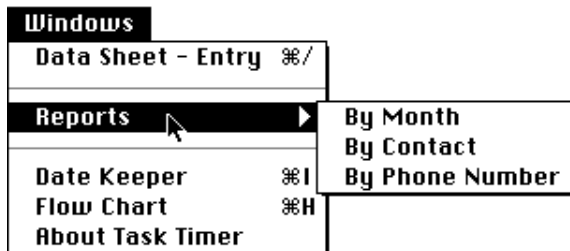
Life is full of disposable things. At least old task records won't hurt the ecology or load up a landfill. Delete All clears everything out of the Task Timer in the event that you want a clean slate. After confirming that this is really what you want to do, all your entries in the Task Timer are rapidly shipped into cyberspace, never to be seen again, unless you Revert To Saved. Once you use Save the only recovery is from your backups.

Windows

DATA SHEET/ENTRY

This toggles the window from Data Sheet and Entry windows. The Data Sheet displays all of a file's data cells in rows and columns.

Advanced Users Note: In the Data Sheet only, holding the Shift key and select About Task Timer to install the full Panorama Search, Sort and Math menus. This is especially handy for compiling your own reports. Repeating the Shift-About Task Timer process returns to the short, safe menus.



REPORTS

Scroll down to Reports and a sub-menu appears listing the three reports the Task Timer file can generate. Each report groups tasks. You decide which of the three suits your needs at the moment.

Reports show to whom tasks were associated, cost (if you calculated that), duration (if you timed it) and the number of tasks in each group. After preparing the report, you can see it on-screen or get a printout.

BY MONTH

By Month provides a report of tasks or calls during the month that you request. The date entry here must be in the month/year format. December 1994 is entered as 12/94 and January 1995 is entered 1/95 or 01/95.

BY CONTACT

A dialog asks if you want the report to include all contacts currently in the Task Timer file or only certain ones. Click Yes to report on all, click No and you get a Search/Select dialog in your face. Enter the name of one contact and your report includes time, charges and comments. This is a dandy



way to document billable tasks and phone time. You can Select several contacts for the same report. Very tidy if you bill a company, say, rather than an individual.

B Y P H O N E N U M B E R

This sorts and groups your tasks by the Phone Numbers. It asks if you want the report on all numbers in the Task Timer file. If not, you're asked to enter a phone number for the report.

G R A P H I C S M O D E

This menu choice is only available when one of the three report forms is open. It shifts the tool palette and menus in the report's window and provides the tools for modifying printed output of the reports.

D A T E K E E P E R

Voila! the Date Keeper file opens. Check your schedule while talking on the phone. Confirm your availability, the dates of that new job you land. Make birthday and anniversary reminders that inevitably come to you while you're on Hold. Date Keeper is at your bidding.

F L O W C H A R T

Flow Chart opens the Flow Chart. Have we mentioned that before? All the Dialing Preferences are set here.

A B O U T T A S K T I M E R

This shyly announces the version, copyright and author information about the Task Timer file.
