

# SDS Time User's Manual

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

## Installing

Use HotSync to install the file **SDS Time-SDSt.prc** on your Palm handheld. If you are upgrading from SDS Time 4.x or TimeReport 3.x and want to keep your data you should also install the file **SDS Conv.prc**. Run the program "SDS Conv" once to import data from any previous version.

## Using SDS Time

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

You can also enter some more information for the task; a company name, status code, art code and project number. This information is currently not used but in the future the information will be transferred to a PC during a HotSync operation.

## The week view

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

	M	T	W	T	F	Sum
Project 1	8.5	4		...		12.5
Project 2		5				5
Vacation			8			8
Total	8.5	9	8			25.5

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

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

## Time dialog

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

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

Work: 8:35 am - 5:45 pm  
Lunch: 11:30 am - 12:15 pm  
Time: 8:25 Hours: 8.5  
Note: A short text note

0 7 7.5 8 8.5 9 9.5 10

OK Cancel Start Stop

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

## The day view

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

	Time Period	h
Project 1	8:39 am - 12:00 pm	3.5
Project 1	12:30 pm - 2:35 pm	2
Project 2	2:35 pm - ...	...

Day total: 5.5

Tap in the "h" column to open the time dialog, or tap in the time period column to open the time select dialog. Tap in the rightmost column of an empty row to insert the current time as the start time.

You can switch day by a tapping on a weekday or pressing the scroll buttons exactly as in the Date-book. It is also possible to go directly to a day. Tap on the "Go to" button and select a day.

## The month view

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

	5	6	7	8	9	Sum
Project 1	16	20.5	24	24.5	24	109
Project 2		13.5	19	8		40.5
Vacation		8		8		16
Total	16	42	43	40.5	24	165.5

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

## Navigation

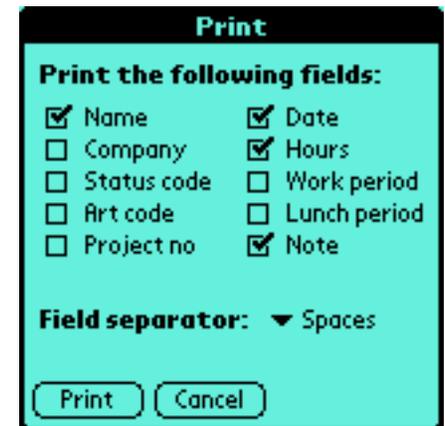
Tap on a week number in the month view to open the week view. Tap on a date in the week view to open the day view.

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

## Exporting data

Currently there are no conduits for synchronizing the SDS Time with a PC program. The only way to export data is to create a memo in the PalmPilot. Select "Export Day to Memo", "Export Week to Memo" or "Export Month to Memo" in the "Record" menu to create a memo for the current day, week or month.

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



## Support

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

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