

Timestamp by Syntap

Vers.3.21, 2006



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Welcome to Time Stamp, a product of Syntap Software!

Time Stamp is an open-source donationware program that you can use to easily track time spent on a project. It enables you to time how long you spend on a task, including features that let you take "slack time" for a phone call or break. Times for various tasks can be linked to an hourly charge rate for accurate billing.

About Time Stamp

Since its first public release in April 1997, Time Stamp grown into a very popular task timing tool. I hope you enjoy it!

Time Stamp Help Contents

Content

- Welcome
- License Info
- The GNU General Public License
- Registration
- Donations
- Maintenance of Time Stamp
- Version History
- Acknowledgements

Using Time Stamp

- Timer Functions
- Hourly Charge Rates
- Editing Task Data
- Adding Notes to Tasks
- Deleting Tasks
- Sorting Tasks
- Opening and Saving Files
- Project Bar
- Exporting Task Data
- Printing Time Stamp Reports
- Miscellaneous Tools
- Preferences

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Version 2, June 1991

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Registration and Donations

Donations to encourage future development and to help pay for the upkeep of the supporting web site are welcome. A donation is not required for your free use of Time Stamp, however I make enhancement decisions based on the number of requests I get for a particular enhancement from users who have donated.

There are two easy ways to support Time Stamp. The first (and the preferred way) is to purchase a copy of my CD by going to www.SynapseTapestry.com. A portion of each CD sale will also be donated to worldwide disaster relief on behalf of the users of Time Stamp.

The second is a monetary donation using the PayPal "Donate" links found on the Syntap Software home page and the Time Stamp Download page.

Maintenance of Time Stamp

Even though Time Stamp is donationware, I believe that if others use it then I ought to do my best to enhance (and fix) it to make it a better tool for myself and for the user community. I have been extremely fortunate to have many people e-mail with suggestions and bug reports, and I believe the utility has improved as a result.

If you find a bug or would like to see an enhancement, please contact me via the e-mail address given in the About box or via <http://www.syntap.com>.

Version History

Version 3.20, 9-6-2006

New Features

- Incremental time
- Added shortcut key sequences in Notes dialog and in Notes in task edit. CTRL-A for Select All, CTRL-ENTER to hit dialog OK button, and ESC to hit dialog Cancel button.
- Ability to quickly chain end time of tasks to start times of subsequent tasks, as well as start times of tasks to end times of preceding tasks

Version 3.12, 7-30-2003

- Miscellaneous bug fix release.

Version 3.11, 3-03-2003

New Features

- There is a new GUI Options Preference setting that lets you customize the font size of the text in the Outlook Bar buttons.
- When exporting ASCII text, elements in mutli-line Notes fields are now separated by a semicolon to keep the entire Notes field within the tab delimitation.
- The source code is now included in the distribution under the "src" directory.

Bug Fixes

- Hopefully fixed the "Recent Files" Outlook bar area to properly display buttons for recently opened and saved files.
- Reports should now pay attention to font type and size preferences.
- Fixed bug where column sort corrupted data when a manual edit of start or end times occurred before project was last saved.
- Other column sorting bug fixes.

Version 3.10, 06-11-2002

New Features

- A new projects bar allows the user to quickly switch between projects
- Columns are now sortable by clicking on the column header
- Timer Key shortcuts (F9-F12) can be disabled
- Modifying of task stop time by clicking on stop time column for a given task has been removed

Bug Fixes

- Changed startup screen location from Desktop Center to Screen Center (for multiple-display desktop users)

Version 3.03, 05-05-2001

New Features

- Time Stamp is now Copylefted under the GNU General Public License. See License info in the Help document for what this means.
- In the Notes dialog, ALT-O and ALT-C will hit the OK button and Cancel button, respectively.
- Toolbar is now hideable in normal and reduced mode.

Bug Fixes

- Dialog boxes should now appear correctly when "Always On Top" option is turned on.
- Combo box in Notes screens adjusted to not allow user input other than a Quicken-style lookup.
- Total Work Cost no longer prints in report when user preference for no printing of cost data is selected.
- Reduced Mode now works properly if Time Stamp was maximized when user hits reduced mode.

Version 3.02, 11-30-2000

New Features

- Grid will now take 750 entries (was 500). The reason I just don't make this ten million or something is because I want to keep the memory footprint as small as possible.
- Added a warning message when user has reached bottom of grid.

Bug Fixes

- Printed report text color now defaults to Black... it previously pulled in the color of Windows text in the Display control panel, which caused a problem on B&W printers when users specified white text.
- Corrected a problem in Auto-Save where the saving only occurred once.

Version 3.01, 03-15-2000

New Features

- Renamed all of the "Log" commands to "Project" commands to make all menu commands consistent.

Bug Fixes

- Existing Project Title does not go away when a new project is created.
- Open/Save dialogs now note version 3.0 files along with 2.5 files. The file formats are the same... I wanted to prevent possible confusion.

Version 3.00, 03-07-2000

New Features

- Resizable and hideable grid columns.
- An XML export module so you can port your Time Stamp data to other XML-enabled applications.
- The interface is now resizable, and your layouts are now saved to preferences.
- Grid color preferences for background and text.
- Tray icon can be set to "blink" while timing.
- You can add "end notes," which are tacked on to the bottom of the Time Stamp report.

Both general default and project-specific end notes can be saved.

- A default Note List Builder. These are added to Notes fields via a drop-down list in the Notes dialog. This gives you a list of "template" Notes whenever you add one to a task.
- Upper limit on number of tasks increased to 500.
- Added preferences to show/hide work time, slack time, and work cost columns in the grid.
- Added preference to keep task button visible when Task Tray option is activated.
- Added preference for flashing icon in task tray while timing is active.
- Added Print preferences for displaying rate information.
- You can now use the Enter key within Notes fields.
- Current development is being conducted under Windows 2000, so Time Stamp will work and be tested with the full gamut of 32-bit Windows operating systems.

Bug Fixes

- The "A4"-size printing problem.
- Time Stamp did not consider deleting a row a "change" to the project and therefore did not bring up the "Save Now" dialog when exiting.

Version 2.50, 02-25-99

- Added preference and coding to start screen saver when Slack time is started. Note that if you have AutoSave on the slack timer will restart after each save, causing the screen saver to kick in.
- Re-formatted Preferences dialog.
- Added preferences for default tray icon click behavior... restore the main form or start/stop timer.
- Added preference for not printing Slack information in report
- Task Bar item is now hidden when Tray Icon option is in force.
- Added pie chart work/slack representation of current task to Task Edit screen.

- Added "Append File" (add tasks from another file to current task list) and "Save As" functions.
- In report, the Notes column will now wrap if text is too long.
- (drum roll) Notes column expanded from 55 to 255 characters!
- New file type ".SA2" now saves expanded Notes field and works with new ".TS2" file to store a Project Title and the last default hourly rate used for that particular file.
- Added ability to specify a "project name". This replaces the "Time Stamp Report" report title if it is specified.

Bug Fixes

- Fixed bug where user specified a textual month (i.e. 09-Sep-98) for the Regional Setting's ShortDateFormat. The internal conversion of this text to a calculable date would barf on the text. Now the exception is caught and the conversion process (to improve rounding appearances) is foregone.
- Fixed bug where resetting grid in Reduced Mode did not reset the "big" time panel caption. Times in memory still valid but this panel didn't reflect that.
- Fixed some more International date/time settings issues.
- Disabled the AutoSave process if no rows are in the grid.
- Fixed a Y2K issue in the Edit Task screen.

Version 2.00, 05-05-98

- Option for automatically saving log files at user-specified time intervals added to Preferences dialog.
- Added ability to double-click on a saved Time Stamp file and have Time Stamp automatically load it on start up.
- Changed time formats to display a leading zero for one-digit results for minutes, seconds, etc. Makes things line up a little better.
- Added a Status Bar below grid to provide user messages.
- Increased maximum number of rows in grid from 150 to 300.
- Enabled ability to maximize the Time Stamp interface screen.
- Added an MRU (Most Recently Updated) list to file menu. When a file is saved, its file name will appear there for quick reloading.
- In task bar, the time now appears before the text 'TIMING'. When things get tight in the task bar, you should be able to see more of the time than before.
- Task rows are now selectable via a column of selection buttons.
- Added full task editing functions. Start Time, End Time, Work Time, Slack Time, Hourly Rate, and Notes can all be edited from the Edit Selected Task menu item or toolbar button. Now that column of Hourly Rates in the printed report will be worth something!
- Added preference item for starting the timer immediately upon startup.
- Disabled the Delete Row command while in reduced mode. The selected row is invisible while in Reduced Mode and the wrong row could be deleted.
- Added preference item for a default directory for loading / saving files.
- Fixed bug where the Reduced Mode button would not stay down when Reduced Mode was selected from the Menu or via F5.
- Added a "Print Preview" menu item, making the Print button do a direct print instead of showing a Print Preview screen.
- Optimized so that all of the above could be added while taking up less system memory.

Version 1.30f, 03-28-98

- Fixed a bug in the display of summary time information in the top half of the screen and in the summary info of the printed report. All the time and money calculations are correct, but when the summary times are over 24 hours, the time chops that off and the hours are displayed as (true hours - 24 hours). A total of 30 hours, 30 minutes would look like "6:30:00" on the panel.
- Added setup program host site info to the About box.

Version 1.30e, 02-16-98

- When Close command is called (either by menu selection or Windows Close button, Time

Stamp will now check to see if timers are active. If they are, they will be stopped before you are asked to save the file.

Version 1.30d, 02-11-98

- Tray icon click behavior modified to not stop the timer if the slack timer is running. If slack timer is running, clicking on the tray icon will now turn it off and put Time Stamp back into regular timing mode.
- Titles of buttons and their corresponding menu items synchronized.
- Time Stamp should now look normal when launched on a system with "large fonts" selected.
- Time totals and dollar amounts are now right-justified in the grid so they line up correctly.

Version 1.30c, 02-10-98

- Fixed bug introduced in 1.30b that erased the entire grid's data when a row was deleted.
- Moving through grid with arrow keys should now synchronize correctly with what Time Stamp thinks the currently selected row is.
- Minimize and Restore commands are now available from the tray icon menu.

Version 1.30b, 02-03-98

- Fixed bug where some information from a previous project was not cleared when a "Clear Grid" command was issued.

Version 1.30a, 01-28-98

- No feature changes, just fixed a minor bug in how the "Save Log" command knows to not display the "File Save" dialog.

Version 1.30, 01-26-98

- Tray Icon now has a menu attached to it to handle major timing functions.
- Tray Icon is now color-coded based on current timing action.
- Hitting "Save Log" will now directly write a currently loaded (as opposed to new) file without annoying you with the "File Save" dialog.
- Selecting "Decimal" output for summary data in ASCII file export now sets this option for the printed report.
- User is now asked if he/she would like to save any changes before Windows shuts down.

Version 1.20, 12-29-97

- Fixed a bug where Total Time returns ridiculous values under some conditions.
- Removed support for importing old beta data file format.
- Fixed bug where user had ability to set the end-time in a currently-timing row.
- Menu item (and keyboard shortcut) for 'Stop Timer' is now deactivated when no timing is occurring.
- Added Tray Icon (set this in the Preferences dialog). It only starts/stops the clock for now, but it will do more in future releases.

Version 1.13, 12-11-97

- Disabled "Delete Row" command while timing is in progress. Caused problems with current locations of in-progress rows in the grid.
- Made a few visual enhancements to grid, including title column and ellipses (...) for notes field when text is too wide for column.
- Added a warning to the "change end time" dialog box concerning the recalculation of the "work time" total on a row that has had its timer stopped and re-started.

Version 1.12, 12-01-97

- Added hyperlink to Time Stamp home page in About Box
- Improved Save File dialog boxes to automatically prompt with the filename of the latest opened file

- Added option in Preferences to output summary info as real numbers in the ASCII delimited file export, i.e. an hour and a half would be expressed as '1.5'.

Version 1.11, 11-26-97

- Enabled date formats to pull from Windows settings, instead of assuming US formats. Sorry international users! I ignored you again!

Version 1.10, 11-25-97

- Added an "Export to Delimited ASCII" function so grid data could be transferred over to a database file or Excel. The outputted file is TAB-delimited.
- Changed keyboard shortcut for File|Exit from 'e' to 'x' to be consistent with everyone else.
- Added an "Always on Top" feature, which can be toggled from a command in the Tools menu.
- File|Open and File|Save dialogs now remember where they were last.
- Added "Reduced Mode" workspace option for screen real-estate savings. Added Preferences option to always start in this mode.
- Added "F1" shortcut for Help.
- I received complaints that times did not appear to be adding up correctly when subtracting slack from the total, or adding up all work times and not getting what Time Stamp reported as the total. This is due to the program calculating times in increments of 0.000001 days. A second is 0.0000116 of a day, so the program is calculating time at a precision of roughly an eighth of a second. The display only shows time to the second, so the fraction is hidden. It is not however hidden from calculations, so the total should be correct. I have attempted in this release to round the recorded time to the nearest second and hopefully the differences will now be minimized. I have not changed precision for cost calculations, so total costs may not be exactly equal to a hand-summing of the individual task costs that appear as rounded to the nearest penny (but kept in memory as fractional pennies). If anyone is charging by the second let me know and I'll change it... that's about all such a fix would be good for.

Version 1.01, 11-07-97

- Fixed bug that incorrectly reports total time differences in some cases. Some extra variable initialization fixed the problem.

Version 1.00, 11-02-97

- Added Preferences dialog under File Menu
- Added Help file
- Implemented automatic loading of last file saved (toggled in Preferences dialog)
- Menu commands for license info and version history now invoke Help file sections instead of displaying distributed text files
- When timing is active, task bar item now reflects timing status. When Time Stamp is minimized the user can now get status by passing mouse over task bar item
- Removed left and right frames from printed report... lines did not always line up very well on dot matrix bi-directional printouts
- Expanded data file. Notes column now takes 55 characters instead of 25. Time Stamp will import most of the old data files but I have found a couple of old ones that result in an error. PLEASE PRINT OLD FILES in case this happens to you. E-mail me with the exact file size (in bytes) of the offending file and we'll see if we can get it properly loaded again.

Version 0.96, 10-16-97

- Clicking on a Notes field properly brings up the current contents of the field.
- Row deletion command added. Two notes:
- Arrow keys appear to select the current row but they do not. This will be fixed but be aware for now that the program considers the "current row" to be either last row clicked with the mouse or the first row in the grid (if you haven't clicked anywhere yet)
- The tendency may be to click in the 'START' column to select the row for deletion. Unfortunately, this starts the timer again for that row. I'll find a way to decrease confusion there, but for

now try to keep the mouse clicks in the 'TOTAL,' 'SLACK,' or 'WORK' columns for row selection.

- While a row is timing, a "time elapsed" counter appears next to the word 'TIMING' in the 'STOP' column.

Version 0.95, 10-09-97

- Implemented "continued" time elements by allowing user to click on a current row's 'START' column.

Version 0.94, 09-01-97

- Added professional-looking time report and print preview

Version 0.93, 04-21-97

- Adjusted column widths so main form could fit on a 640x480 screen

Version 0.92, 04-18-97

- Added function key shortcuts for timers
- Added "Save changed file" safeguards
- Limited NOTE entry to 25 characters
- Added Version History menu item (w/error handling)
- Added License Info menu item (w/error handling)
- Changed slack timer button glyph

Version 0.91, 04-17-97

- Added note field editing
- Added ability to edit End Time (w/error detection)
- Added timing status panel

Version 0.90, 04-16-97

- Added printing

Version 0.50, 04-15-97 • First limited beta release

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Timer Functions

Task timing in Time Stamp is done with the following functions:

- Start Timer : This command starts the timer for a task and is the way you create a task. You can start the timer by using any of the following means:
 - Using the "Start Timer" command in the Timers menu
 - Pressing the F9 key
 - Clicking in the colored Timing Status box when timing is stopped
 - Clicking on the "Start" column on any existing row (re-starts the timer for that row)
 - Right-clicking on the Time Stamp Tray Icon (if enabled) and selecting "Start Timer" from the popup menu
 - Left-clicking on the Time Stamp Tray Icon (if enabled)
- Stop Timer: This command stops the timer for a task. You can stop the timer by using any of the following means:
 - Using the "Stop Timer" command in the Timers menu
 - Pressing the F10 key
 - Clicking in the colored Timing Status box when timer is running
 - Clicking on the "Start" column on any existing row (stops the timer for that row)
 - Right-clicking on the Time Stamp Tray Icon (if enabled) and selecting "Stop Timer" from the popup menu
 - Left-clicking on the Time Stamp Tray Icon (if enabled)
- Start/Stop Slack Timers: Slack timers are used for tracking non-working breaks within a given task (phone call, bathroom, distractions, etc.). You can use slack timers by using any of the following means:
 - Using the "Start/Stop Slack Timers" command in the Timers menu
 - Pressing the F11 key (start slack) or the F12 key (stop slack)
 - Using the "Start/Stop Slack Timers" commands via the Time Stamp Tray Icon (if enabled)

Hourly Charge Rates

The Hourly Rate used to calculate task costs can be set by the following means:

- Select "Set Hourly Charge Rate" in the Tools menu
- Click in the Hourly Rate box in the upper summary area
- Set the task's hourly rate via the "Edit Selected Task" in the Edit menu (or by pressing Control-E)

Note: The currently displayed hourly rate is the hourly rate that will be used for a new timed row. This enables you to track different costs for different tasks.

Editing Task Data

Any information associated with a timed task can be edited. Select the task you wish to edit by clicking on the Selection Column button to the left of the given row. Select "Edit Selected Task" from the Edit menu or press the "Edit Selected Task" speed button in the toolbar.

You will see a screen that allows you to edit Start Time, End Time, Work Time, Slack Time, Hourly Rate, and Notes.

Adding Notes to Tasks

You can add a notation to a task one of two ways.

The first is to click in the Notes column corresponding to the task you wish to annotate. You will see a box in which you may type your notation. Clicking in the Notes column will also allow you to edit existing annotations.

The second is to use Edit Selected Task in the Edit menu. The Notes field is available for editing there. Use the Auto-fill drop-down list to append your Notes field with an established Note you have defined in the Tools -> Create Default Notes List command. For convenience, pressing ALT-O will hit the "OK" button, and pressing ALT-C will hit the "Cancel" button.

From time to time you may need to restart timers, delete tasks, or change task data. To specify which row you intend to modify, press the small button in the leftmost column corresponding to the task row (this column is referred to as the Task Selection Column in this Help File). The color of the button should change to Red to alert you to the currently selected row.

Deleting Tasks

You may delete a timed task row by clicking on the row's corresponding Selection Column button and selecting "Delete Selected Task" from the Edit menu (or pressing Control-Delete). You may alternatively use the "X" button in the application toolbar.

Sorting Tasks

Your task list can be sorted by Start Time, Stop Time, Work Time, Slack Time, Total Time, Work Cost, or Notes. Simply click in the gray title area at the top of a given column and Time Stamp will sort the list based on that column.

Opening and Saving Files

Use the "Open Log File" and "Save Log File" commands in the File menu to retrieve previous task records and save current logs. You may also utilize the toolbar buttons for these.

You may also load previously-saved files by clicking on a filename listed under the "Exit" command in the File menu. File names are placed here whenever you save a Time Stamp data file.

The "Append Log File" command may be used to join files. For example, to add "File A" to the

end of "File B", load "File A" into Time Stamp, choose "Append Log File" and navigate to "File B." The result will be a combination of the two. You may save "File A" to save the combined file, or used the "Save As" command to save the new log with a different file name.

Project Bar

The Project Bar allows you to quickly switch back and forth between projects files in your default save location. When Time Stamp loads, the Project Bar is loaded with buttons for each Time Stamp file you have stored in the File -> Preferences -> File Options -> Default Directory setting. Also, when you save a file during a session, a button for it is placed in the "Recent Projects" area of the Projects Bar.

You can show/hide the Project Bar by pressing the show/hide projects bar icon in the toolbar. If you don't really need the Projects Bar, you can disable it by unchecking the "Show Project Bar when Time Stamp is Loaded" option in the File -> Preferences -> GUI Options area.

Exporting Task Data

You can import the data seen in the grid to another program (such as Microsoft Excel) by using the "export" commands in the File menu.

Export to Delimited ASCII

- This will write the current grid contents into a TAB-delimited text file.
- An option in File|Preferences allows you to set the export to express summary time info in decimal format. For example, an hour and a half would be exported as '1.5' with this option and '01:30:00' without it.

Export to XML

- This will write the current grid contents to an Extensible Markup Language (XML) file. The Data Type Dictionary (DTD) file for Time Stamp data can be found in the XML directory, under the directory where you installed Time Stamp (default is "C:\Program Files\Time Stamp\XML")
- If you have never used or had a need for XML and want to see what this file looks like, place the "timestamp.dtd" file and an exported XML Time Stamp log into a directory, then open your XML file in Internet Explorer.

Printing Time Stamp Reports

Select "Print" from the File menu to print a Time Stamp report.

Select "Print Setup" from the File menu to set various printer settings.

Select "Print Preview" from the File menu to see what the printed report will look like before you print it.

There are several ways to customize your output under the File -> Preferences dialog. These include printing end notes, page numbers, and project titles.

Miscellaneous Tools

Time Stamp includes a few tools to make timing a task as obtrusive or unobtrusive as you choose. Under the Tools menu, there are a number of options below the Hourly Rate command:

- Work in Reduced Mode : Reduces the working area of Time Stamp. New tasks still populate the grid when timers are started and stopped.
- Set This Project's Report End Notes: sets the End Notes for the currently-opened project.
- Set Default End Notes: sets the End Notes for all new Time Stamp data files.
- Create Default Notes List: you can use this dialog to create default Notes field values. Whatever you enter for these will appear in a drop-down list wherever you are able to enter Notes for a task (Task Edit screen, clicking on Notes column in grid, etc).
- Set Project Title: The Time Stamp report displays the title "Time Stamp Report" by default. If you assign a Project Title, the report header is changed to that text.
- Always on Top : Keeps Time Stamp on top of other desktop windows. You may still use other programs but you will always see Time Stamp out in front. It is recommended that you only toggle this option while working in reduced mode.
- Link Selected Task Start Time to Previous Task End Time: This allows you to chain tasks to other tasks above and below the selected task.

Preferences

User preferences for Time Stamp program behavior can be set from this command. Select "Preferences" from the File menu to invoke the preferences dialog.

The following preferences are available:

GUI Options

- Always start in Reduced Mode
- Use decimal format for time summary values in ASCII export and printed report
- Show the Project Bar when Time Stamp is loaded
- Display the Time Stamp Tray Icon and options for icon functionality
- Hide the Task Tray button
- Start Timing immediately when Time Stamp is launched
- Start Screen Saver when Slack Timing starts
- Show timer progress in tray item, task bar button, and grid
- Flash Task and Tray Item colors while timing
- Disable the timer key shortcuts
- Adjust the font size of the Project button bar text

File Options

- Automatically Open Last Saved Log
- Enable Auto-Save (with a time interval in minutes)
- Specify a default directory to use for opening and saving task files
- Set new filenames to the Project Title

Print Options

- Report font and size
- Print Slack time, rate information
- Print Project Title instead of "Time Stamp Report" at top of printout
- Print File Name at top of report
- Print End Notes
- Print Page Numbers
- Specify use of 24/12 hour time formats
- Print only the Task Start Dates

Color Options

- Grid row colors

Other Options

- Show Slack Time, Work Time, and Work Cost
- Time Rounding options

*** END ***