# TimeBox version 3.0

## Usage Manual

## General Information

### About the TimeBox program

This program is designed for use by contractors, and other workers who need to track the time they spend working. The program presumes that there might be any number of projects or clients (referred to by the program as activities) that the user will need to track. These activities might include various billable projects, as well as non-billable activities. The program also presumes that the user will be "off the clock"; that is, not performing trackable work 24/7.

The program lets these contractors easily track these activities. In this case, a work activity means simply that the contractor has begun billable work, has begun non-billable work, or is off the clock. The program also allows contractors to track activities for multiple clients or projects.

### Features

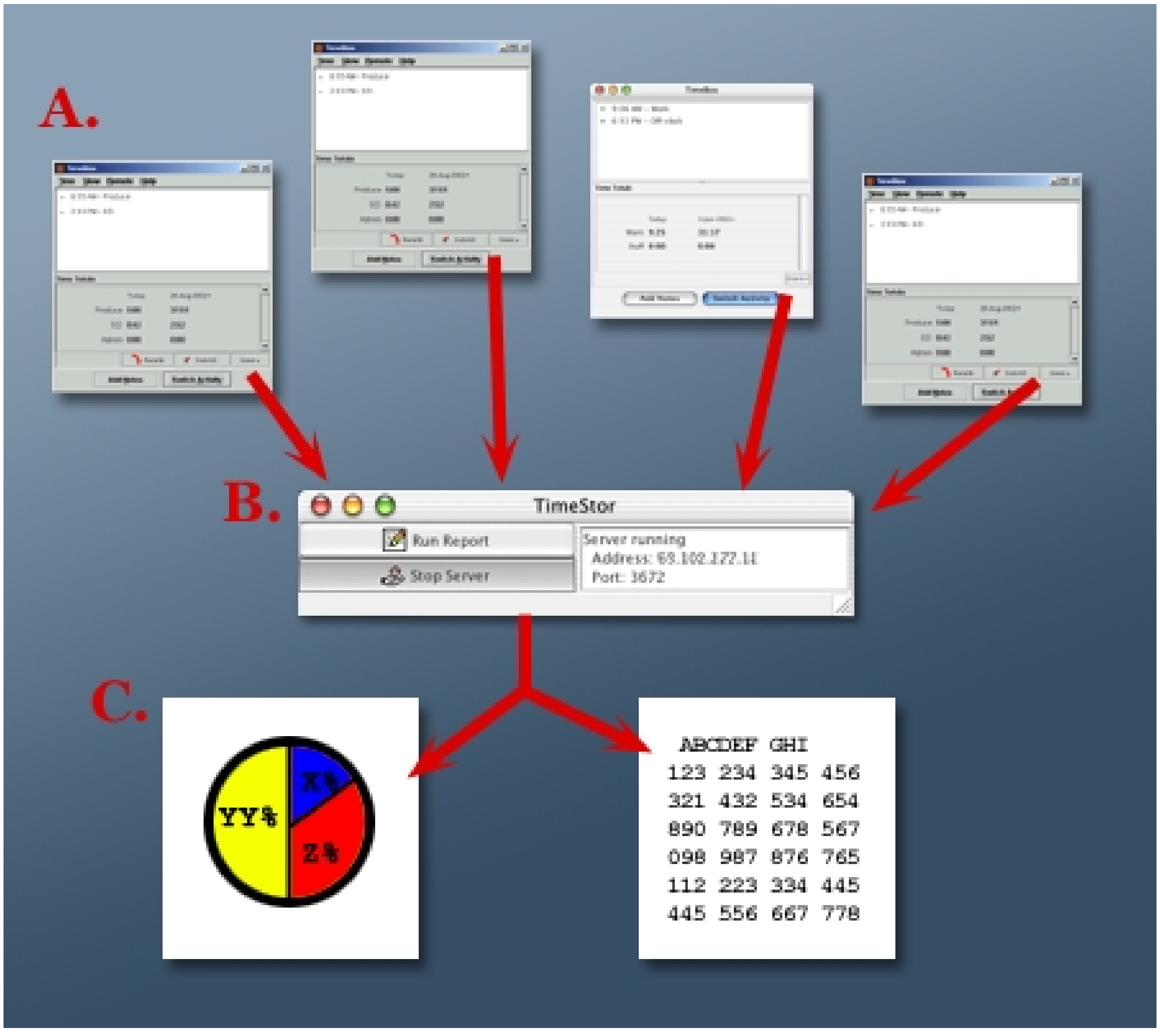
To help you track your time, the TimeBox application features a "punch-clock" approach. Simply punch a button and identify what type of activity you are about to begin. The application also allows you to attach notes to your work. This way you can, for example, leave reminders of specifically what work you've performed on a given day.

Recognizing that you might not always be in front of the same computer when you start/stop/switch work activities, the TimeBox application also features a mini-web server. As long as your main computer (the one on which your instance of TimeBox is installed) has a dedicated Internet connection and known Internet address, you can punch in and out from another Internet-enabled computer. You can also perform other simple actions remotely, such as viewing weekly summaries of your past activities. The Web server requires you to create a username and password for remote access; it uses basic authentication to ensure that no unwanted users can access your instance of the TimeBox application. And of course, you can control whether or not the server is running.

In addition to allowing you to view quick summaries, the TimeBox application allows you to generate reports of work activities that you've tracked in the past. You can print, view, or save these reports to disk. You can also import your reports into a spreadsheet or database application for further number-crunching.

The application also allows you to edit time that you've already tracked, to easily add past days that you forgot or were unable to track. You can also create archives of your tracked time, as well as backups to protect your data. The application also allows you to search through previously recorded time across a variety of criteria.

With the release of version 3.0 of TimeBox, a new feature has been added to facilitate workgroups. TimeBox users can now automatically submit there recorded time to a central server application called *TimeStor*. The TimeStor administrator can then track the time of all workers on a particular project or series of projects, generate reports based on all users' time or the time tracked by select users, etc. TimeStor is sold as a separate application and can be found at http://www.taubler.com/timestor




This diagram demonstrates the interaction between TimeBox and TimeStor. Various TimeBox instances (A) submit their time to a single TimeStor server (B). This TimeStor server can then run various reports (C) containing all users' data at any time.

## Registration and Support

TimeBox is considered "shareware", which means that you are allowed to use the application for evaluation purposes. If you find that application to be useful, then you are expected to register to continue using it. Registration is handled on a per-user basis. That means that you can download and use one or more copies of TimeBox yourself. For example, you might want to use a Windows version on your PC and a separate OSX version on your Macintosh. As long as **you** are the user for both copies, one registration fee will cover both copies. However, if your home or organization has more than one TimeBox user who use their own TimeBox copies, a registration fee must be paid for each copy.

Registration entails paying a nominal fee to receive a registration code. Once you receive a registration code, simply access the *Help > Register...* menu. Enter your name in the first box, and the provided code in the second box, and click *OK*.

Unregistered versions of the TimeBox application will periodically "encourage" users to register. In addition to removing these "encouragements", registration will also entitle the user to email support. Registration information can be found at http://www.taubler.com/timebox

Instructions and FAQs can be found at http://www.taubler.com/timebox In addition, registered users can access email support there.

## How to Use the TimeBox Application

### Launching the application

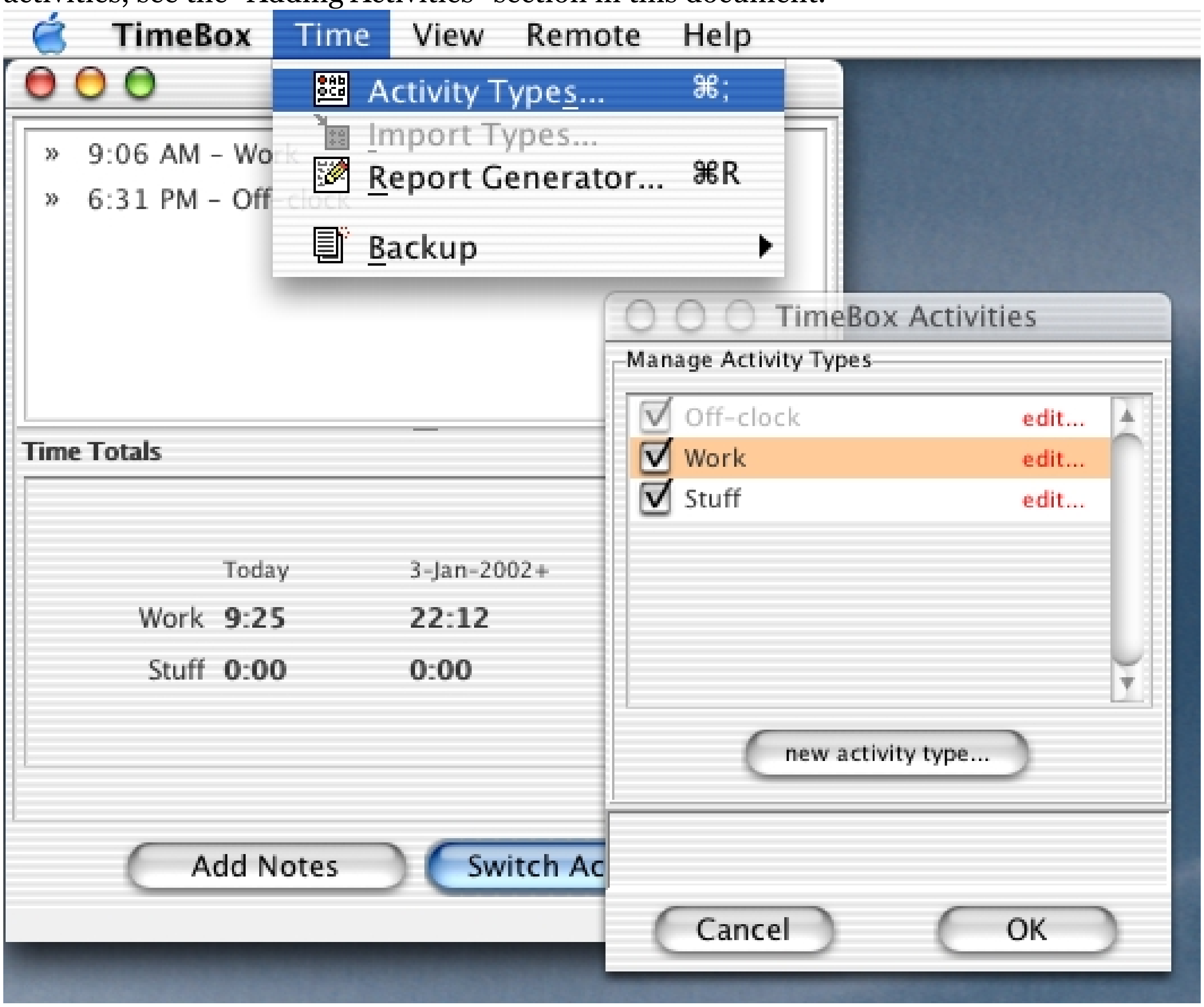
The Windows installer should have created a shortcut or alias in your computer's main menu. Use this shortcut or alias to launch the *TimeBox* application. Alternatively, you can open up the folder that the installed created; in there, you will find an executable called *TimeBox* or *TimeBox.exe*. You can launch the application by double clicking on this icon. However, you are encouraged to create a shortcut or alias of this executable and move it to your desktop, or to some other location away from the *TimeBox* folder.

Macintosh users will find a *TimeBox* folder on their disk after downloading the application. The application is contained within this folder. Simply drag the application to the desired location, such as to your computer's *Applications* folder. Launch *TimeBox* by double clicking. You may also want to create a shortcut for the application; e.g. by dragging the application to your dock.

Users familiar with Java who want to create their own startup scripts can do so by including the JAR file (*tt.jar*) in the classpath and invoking *com.taubler.timebox.TimeTracker* A JRE version 1.2 or higher is required; 1.3 or higher is recommended.

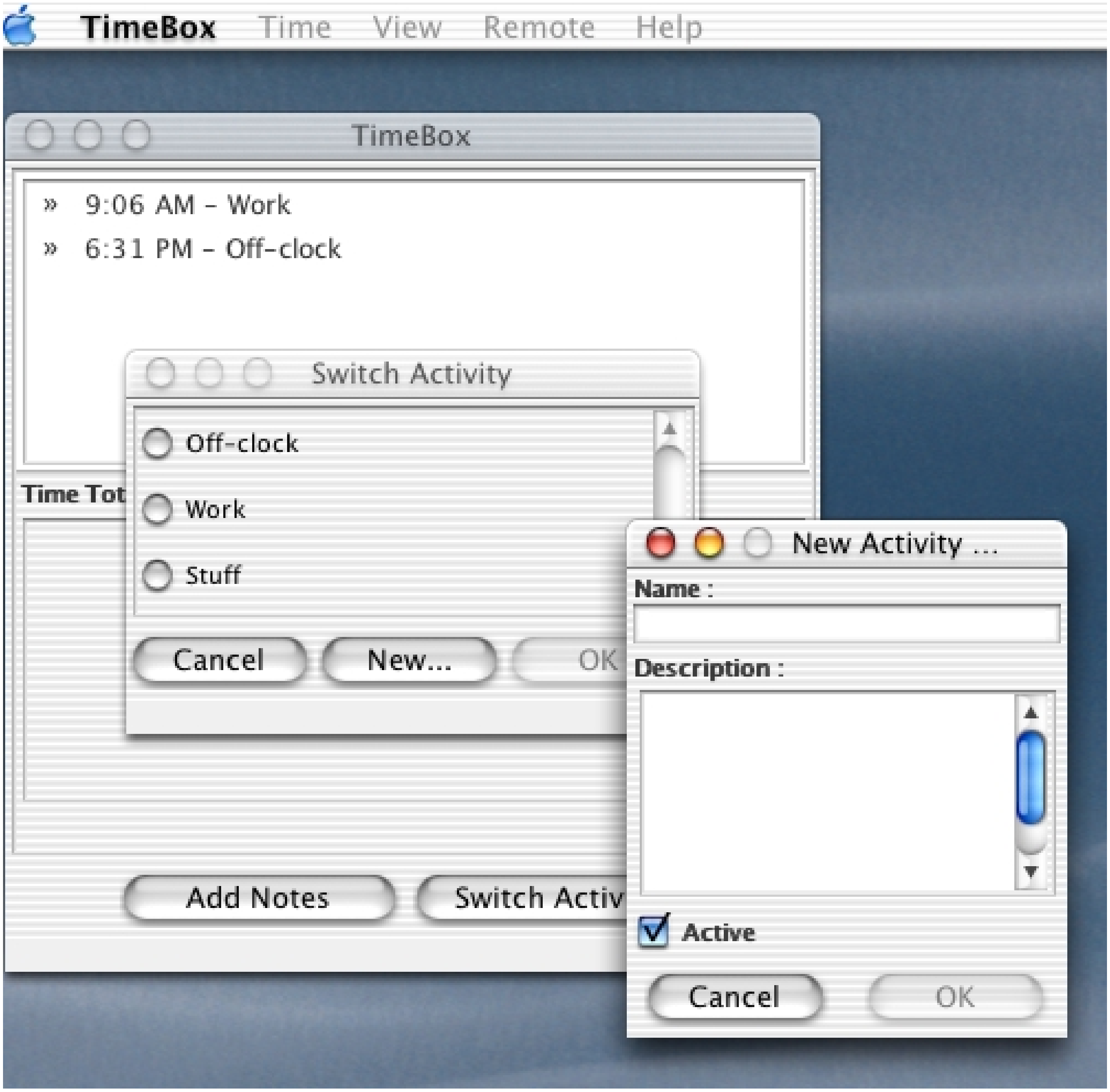
**General use**

Before using TimeBox, you should first create at least one activity type. To do this, go to the “Time” menu and select “Activities,” and you will be presented with the window used to manage your activity types. You will notice that a single type, entitled *Off-clock*, has already been created. This is the activity that you should use to indicate that you are no longer performing any meaningful work activities that need to be tracked (for example, you are going home for the day.) To create your first custom activity type, click the *new activity type…* button. A small window will appear. Enter the name and, optionally, a description of the new activity. Leave the *active* checkbox selected. Click *OK*. Repeat this for all new activities that you would like to add. For more information about adding activities, see the "Adding Activities" section in this document.



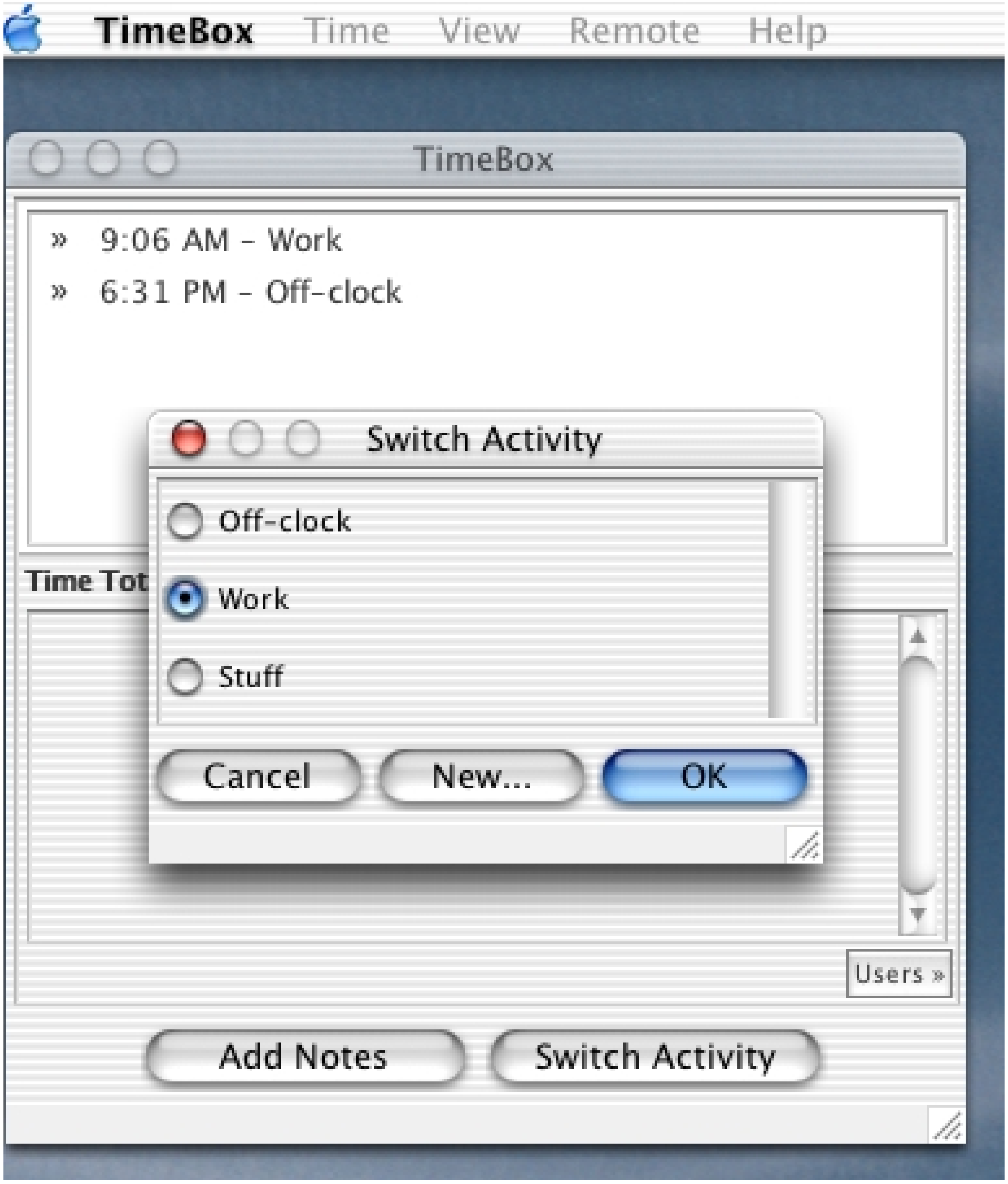

Select *Time -> Activity Types* to bring up the activity type management screen. Then, you can click on the *new activity type…*button to add a new activity

You can also create a new activity type by clicking the *Switch Activity* button, and then the *New* button from the resulting window. The same activity type management window described above will then appear.



An alternative way to add a new activity type is to click *Switch Activity*, then click *New…*

After creating one or more new activities, you will be presented with the main TimeBox window. This window is divided into three main parts: a panel displaying today's activities, a panel displaying totals of the times already tracked, and two large buttons. To enter a new activity, simply click the switch activity button, and you will be presented with a window offering all possible types of activities. Click the type of activity you are about to begin, and press *OK*. The activity will be captured in the activity panel. You will also be able to track—at a glance—the total time during the current day for that activity type, as well as all other active types. You can also choose a custom date from which to track times. Click the *Custom* label in the right-hand frame and enter the date. For example, if you want to watch the amount of time spent on each project during the past week, you can enter the date of the previous Sunday or Monday; the total times tracked for each activity type since that time will be displayed.



Select the activity type and select OK

The program also lets you attach notes to any given day. You might use this feature, for example, to enter a summary of the type of work that you had performed that day. To enter a note, simply click the *add notes* button. A dialog will appear. Enter, or modify, the notes for that day and click *OK*. The application will not allow you to enter the characters *&*, < or >, as these characters will interfere with the functionality of the application.

For example, for a consultant who is employed by ABC consultancy, and is performing work for XYZ client, a typical day might look like this:

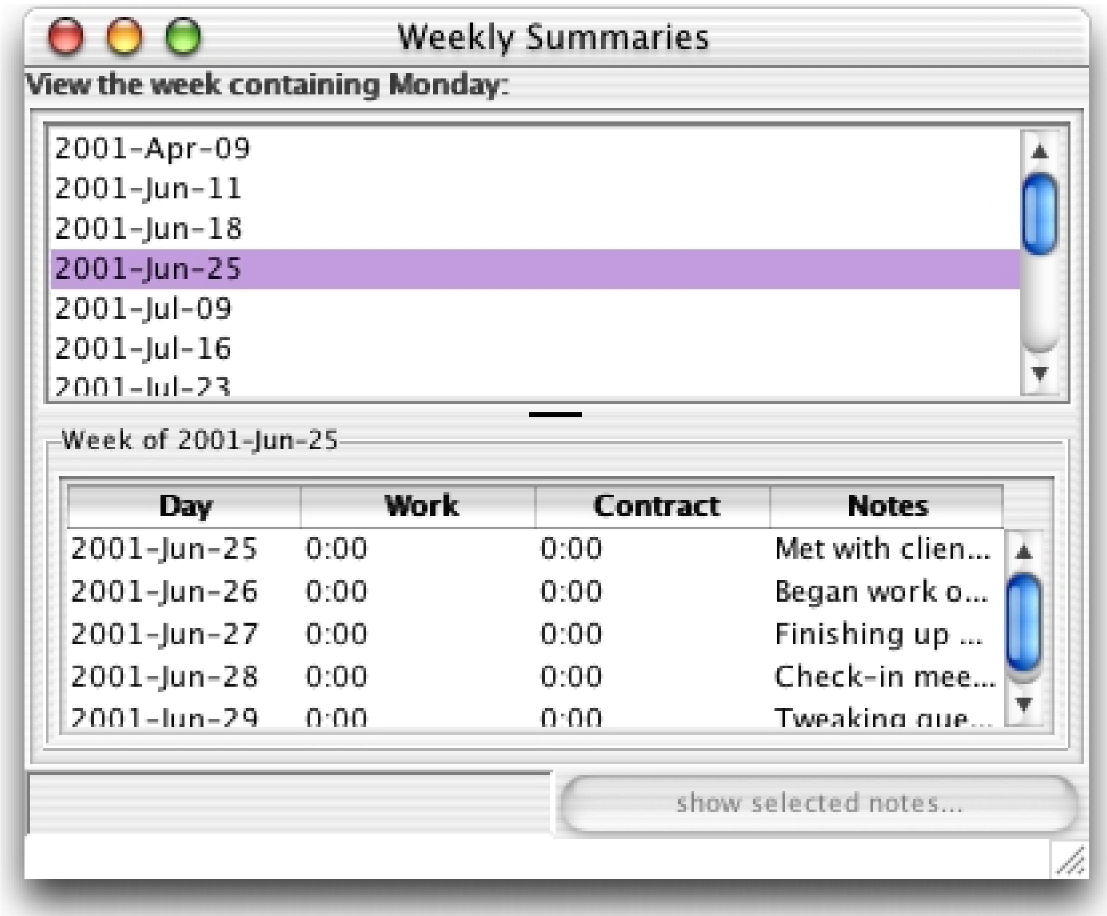
1. Get into work. Click *switch activity* and select the XYZ radio button.
2. Go into an ABC staff meeting. Click *switch activity* and select the ABC radio button.
3. Go back to working on the project. Click *switch activity* and select the XYZ radio button.
4. Go to lunch. Click *switch activity* and select the Off-clock radio button.
5. Come back from lunch and resume the project. Click *switch activity* and select the XYZ radio button.
6. Go into a meeting hosted by XYZ. Do nothing, since the consultant is still doing billable work for XYZ.
7. Go home for the day. Click *switch activity* and select the Off-clock radio button. Click *add notes* and enter a brief description of the project worked on, and the meetings attended.

When the consultant needs to review time that has been previously worked, s/he can do so with the *View Summaries* window (see the "Viewing Daily and Weekly Summaries" section for more details.) Similarly, if the consultant needs to modify time that has already been tracked, or needs to add an entirely new day that s/he was unable to track in the manner described above, s/he can do so with the *Edit Days* window (see the "How to Edit Tracked Time" section for more details.)

## Viewing Daily and Weekly Summaries

You can view your past time tracked in two ways: 1. generate a custom report, as described later in this document, or 2. quickly view weekly and daily summaries, as described here.

To quickly view weekly or daily summaries, select the *View* menu, then choose *Weekly Summaries*.... The window that appears will be split into two parts. The top part will list all of the weeks for which you have logged time. The weeks are identified by their Mondays.




The top window lists the available weeks (indicated by the date of the Monday contained in that week; for example, the highlighted week above is labeled according to the fact that Monday, June 25, 2001 is part of that week,) The bottom lists the daily summaries for the selected week. When a day is selected, clicking the button on the bottom-right will pop up a window that displays the notes recorded for that day; double-clicking the specific notes cell will do the same.  For example, double-clicking on the last cell in the first row in the above image will pop up a window that shows “Met with client to plan new project.”

To view the daily summaries for a particular week, highlight the week in which you are interested. The table below will be populated with the individual days of that week. Each day populates a single row. It will encompass as many columns as you have active activities, plus two additional columns:

> The first column will display the name of the day.
> The last column will contain the notes for that day.

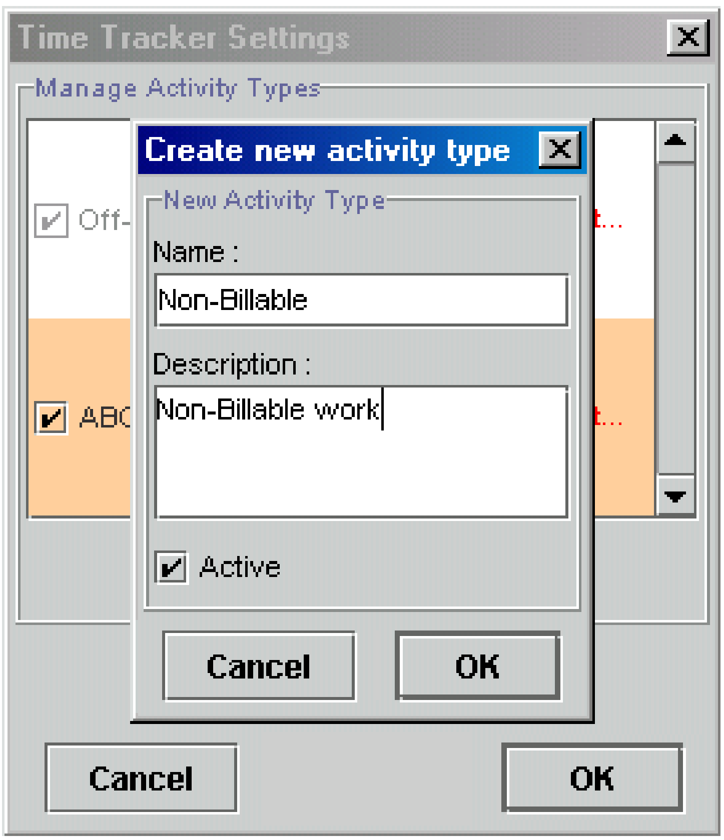
Since the notes for any given day may run longer than the space allowed in the table, this program enables you to view the notes in a separate window. To do this, highlight the table cell that contains the notes that you want to view, and click the show selected notes button. Or, simply double-click on the table cell that contains the desired notes.

Note: no dates will appear in the top frame, and no data in the bottom frame, if you have not already logged time.

## Adding New Activities

The TimeBox tool allows you to track time for multiple projects or clients. This means that, for example, if you are doing part-time work for Company ABC, and part-time work for Company XYZ, you can use the TimeBox tool to separately track hours spent working for each company. The TimeBox tool refers to a client or project as an *activity*.

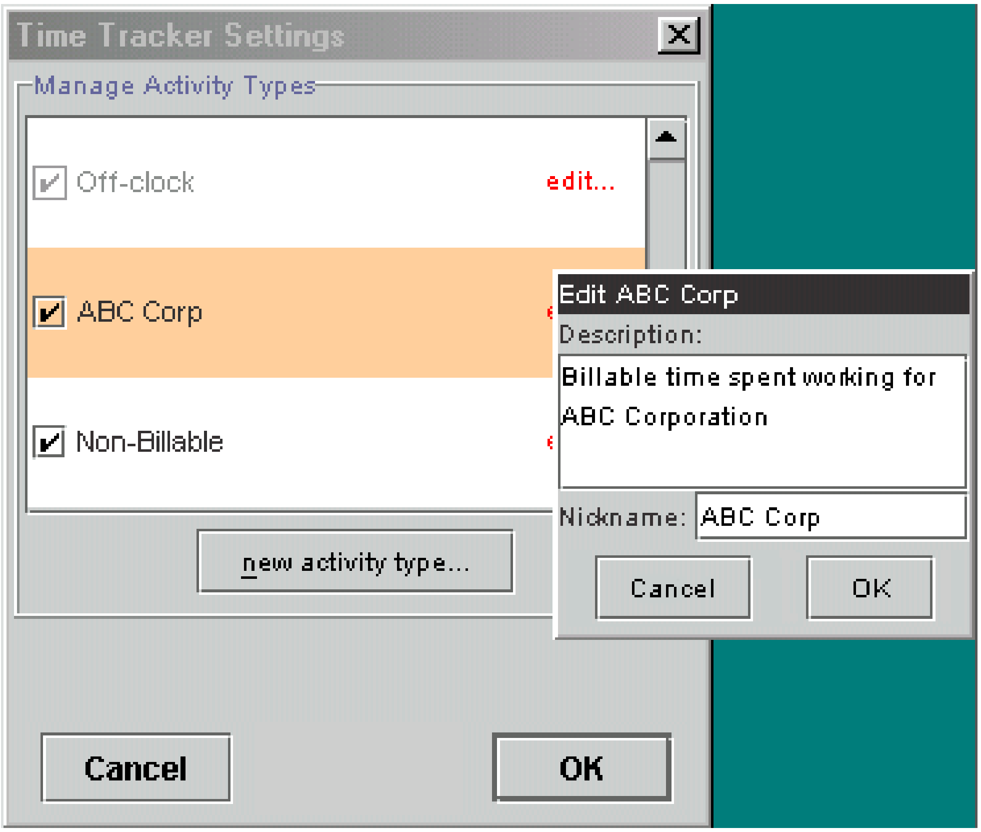
This functionality is implemented in the *Settings* dialog. To access this dialog, go to the *File* menu and select *Settings*.... You were presented with this dialog when you first used the application; it asked you to enter the name of an initial client or project. Adding a new client or project can be done in a similar manner. Just click the new activity type button. A dialog will appear, asking you for the name of the new client or project. Enter a name; this will be the name that the TimeBox application uses to refer to your activity. Optionally enter a description of the activity. Click *OK*.



After clicking the *add new activity*button, enter a name and, optionally, description of your new activity

As mentioned above, you can also add a new activity type by clicking the *Switch Activity* button in the main window. Click the *New* button in the *activity type chooser* window to be presented with new activity type window.

You cannot change the name that you give to an activity. However, you can assign a nickname to the activity. In doing so, you are telling the TimeBox application to refer to the activity by the nickname. To do this, click the *edit*... link next to the activity to which you would like to apply a nickname. A small window appears. In the field provided, enter a nickname and, optionally, a description. To accept, click *OK*; to cancel, click *Cancel*.




Click the red "edit…" link next to an activity type, and a small window will appear. This window will allow you to edit the description of the activity type, and give that activity type a nickname

You may decide that you will no longer need to track a certain activity. You un-activate an activity in the *Settings* window simply by un-checking the box next to the name of the activity that you want to make inactive. Re-clicking the box will re-activate the activity.

You will notice that the application provides an activity called *Off-clock* for you. This activity has special meaning to the application. You should use this activity to indicate that you are finished performing trackable work. You can never remove, nor inactivate, this activity. However, you can give this activity a nickname, as described above.

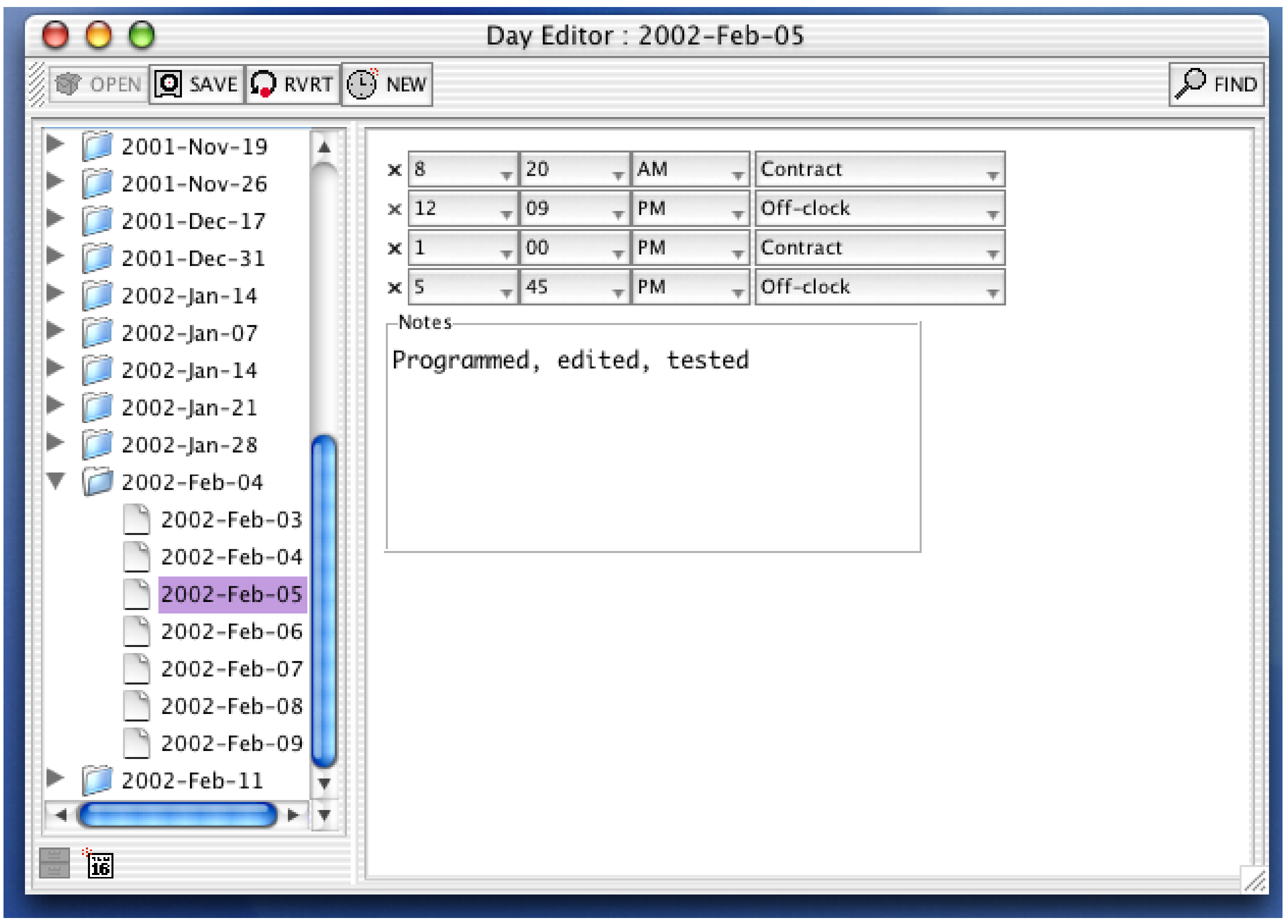
Once you've set up the activities that you will be performing, you can begin tracking your time. This is done through the main application window. Simply click the switch activity button, and you will receive a window listing all of your activities. Just click the radio button next to the name of the activity that you are about to perform. If later you need to work on another activity, and thus start tracking time for it, just do the same thing: click the switch activity button and select the new activity. The application automatically stops tracking time for the first activity, and begins tracking for the second. When you are done working altogether, click the switch activity button and select *Off-clock* (or whatever nickname you might have assigned to Off-clock.)

# How to Edit Tracked Time

### Editing an existing day

Select the *View* menu, then choose *Past Days*. You will be presented with a split-screen window that consists of a view of a filesystem on the left, and an editing screen on the right. If you do not see a split-screen, that means the window did not open on its own; simply drag the window-divider from the left-hand side of the window toward the middle of the window.

When the window first opens, the filesystem view will list the base location of your data files. Double-click it to expand it. It will open to reveal all of the weeks for which you have logged time. The weeks are identified by the date of the Mondays that they contain. Double-clicking on a week will in turn open that week to reveal all of the days in that week for which you have logged time.



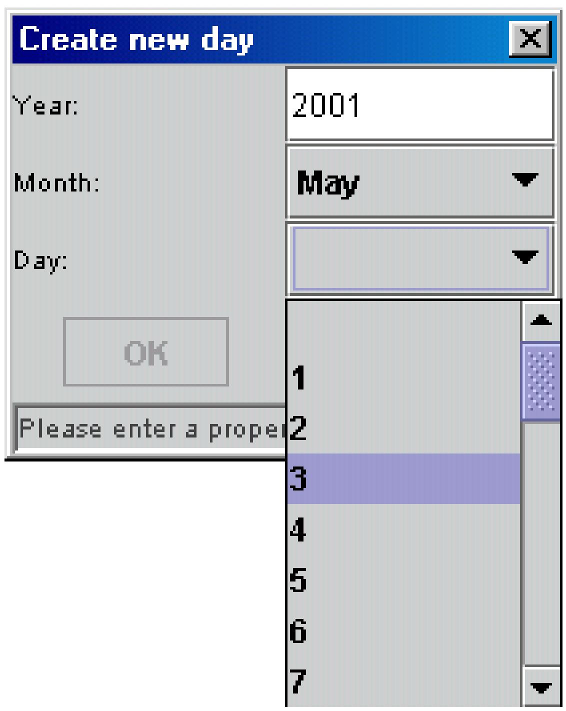

The Day Editor window is divided into two panes; on the left is the “filesystem view”, which organizes recorded times into weekly folders that contain individual days. For example, in the left-hand window above, the week containing Monday, Feb 5, 2002, is expanded, showing four individual days from that week. On the right is a pane that—when an individual day is selected from the filesystem view—displays details recorded about that specific day. The image above shows the day that was selected in the left-hand frame loaded into the right-hand frame.

To edit a specific day, highlight that day and click the *OPEN* button above, or just double-click on that day. The data for that day will be loaded. To edit a time that was already recorded, just use the pull-down menus provided. Hour, minute, AM/PM and activity type can be edited. Notes for the day can also be edited in the *Notes* frame. Once you are satisfied with the changes, save them by clicking the *SAVE* button. Note that all times must be in proper order before the changes can be saved.

Once you begin editing a day, you are not allowed to edit any other days until you are finished.

### Adding a new day

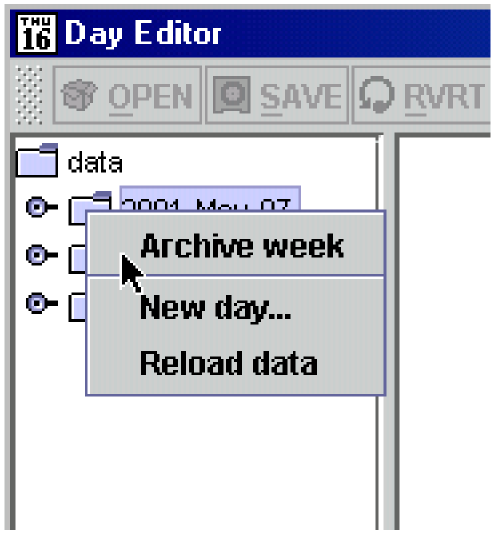
You might need to add data for a new day if, for example, you forgot or were unable to log your time for a certain day. To do this, right-click or (for Macintosh users) control-click in the filesystem view screen, and select *New day…* . A dialog will appear, asking you to enter a date. Once you have entered a valid date, the program will create the day and you will be able to open, edit, and save it as described above.




Add a new day by right-clicking (or control-clicking on the Macintosh) in the left-hand pane, and selecting "*New day…*" A window like the one depicted above will appear. Create a new day by entering the year, then the month, then the day.

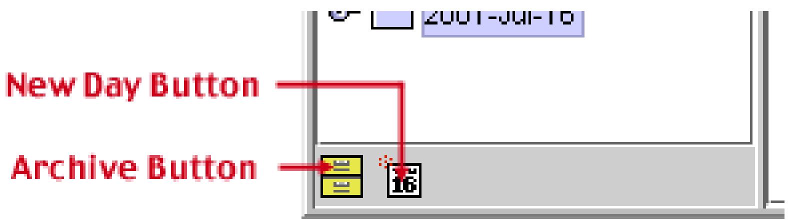
### Archiving past weeks

Once you've been using TimeTracker program for awhile, you may find it difficult to weed your way through all of the weeks that you've tracked in the past. That's why the TimeTracker program allows you to archive weeks that you've tracked in the past, and that you don't think you'll need to view on a regular basis. You archive weeks in the *Day Editor* window. Simply select the week that you would like to archive, and right-click or (for Macintosh users) control-click and select *Archive week*. A dialog will appear asking for confirmation; be sure that the week shown is the week that you want to archive, and click *Yes*.

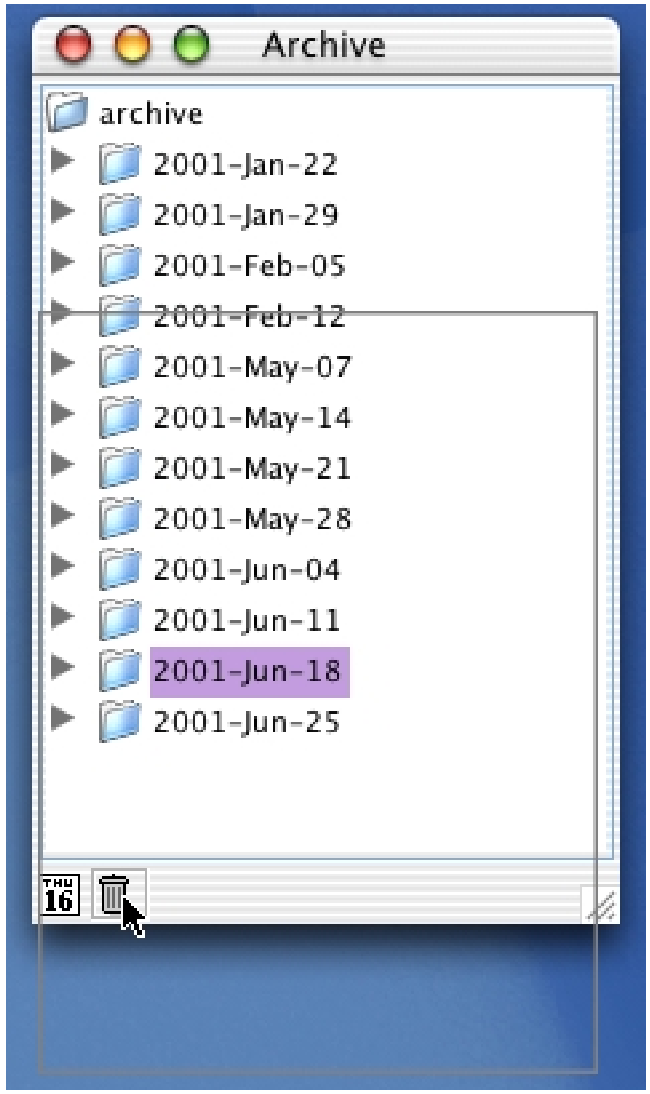



Select a week and right-click (or control-click on the Macintosh) and select “Archive week”. Click “Yes” on the resultant dialog box.

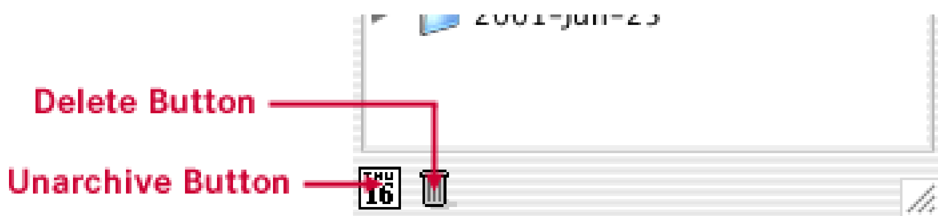
An alternative method is to simply select the desired week to be archived and click the archive button at the bottom of the screen, or just drag the desired week to the archive button.




If you later decide that you need to unarchive, or re-activate a week that you had previously archived, you can do this via the Archives window. Select the *View* menu, then choose *Archives...* . A filesystem tree will appear. Expand the tree in the same manner as described above for the *Edit Days* window. Select the week that you want to unarchive, and right-click or (for Macintosh users) control-click and select *Unarchive week*. Or, you can select the week and click the unarchive button at the bottom of the frame, or just drag the week onto the unarchive button (which looks like a calendar square.) Weeks can be deleted permanently from this frame as well, by using the delete button (which looks like a trash can.)

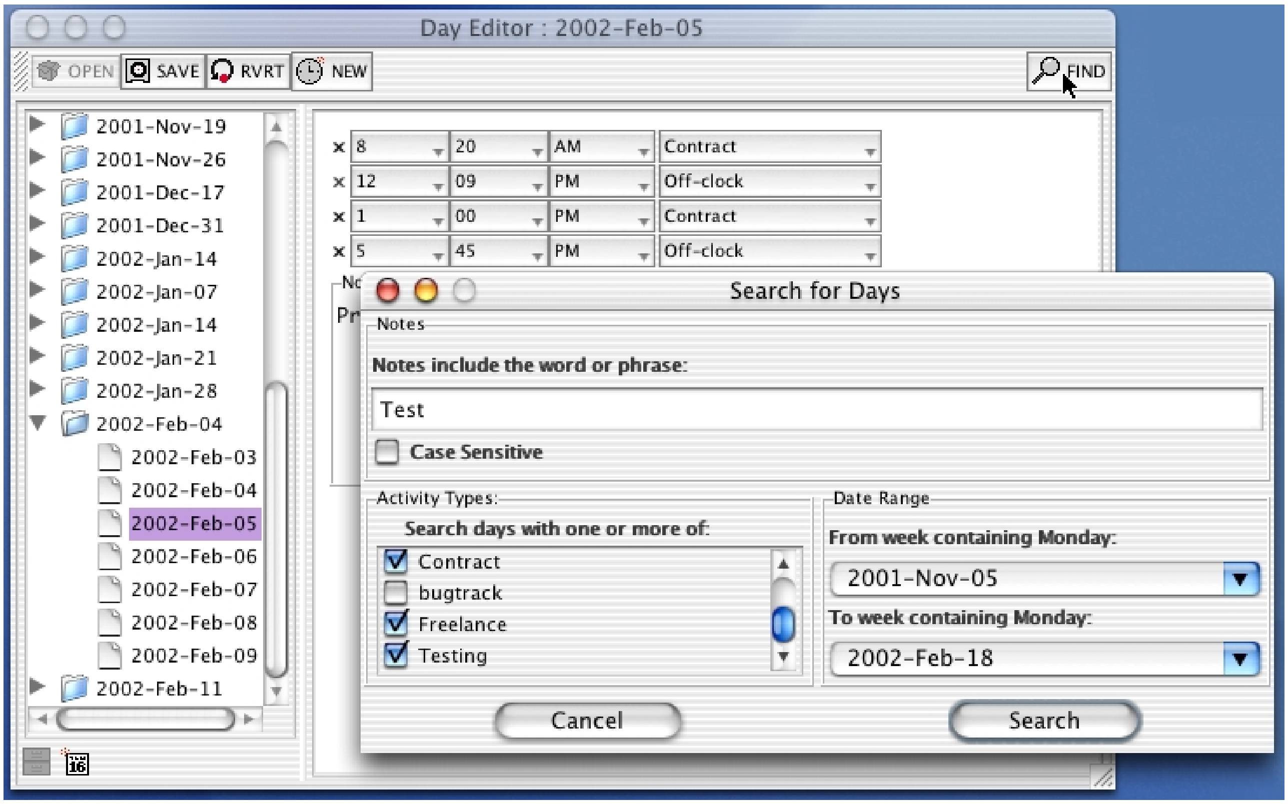



Archived weeks wind up in the Archive window. To delete an archived week, either drag it to the trash, as shown above, or select it and then click the trashcan icon.



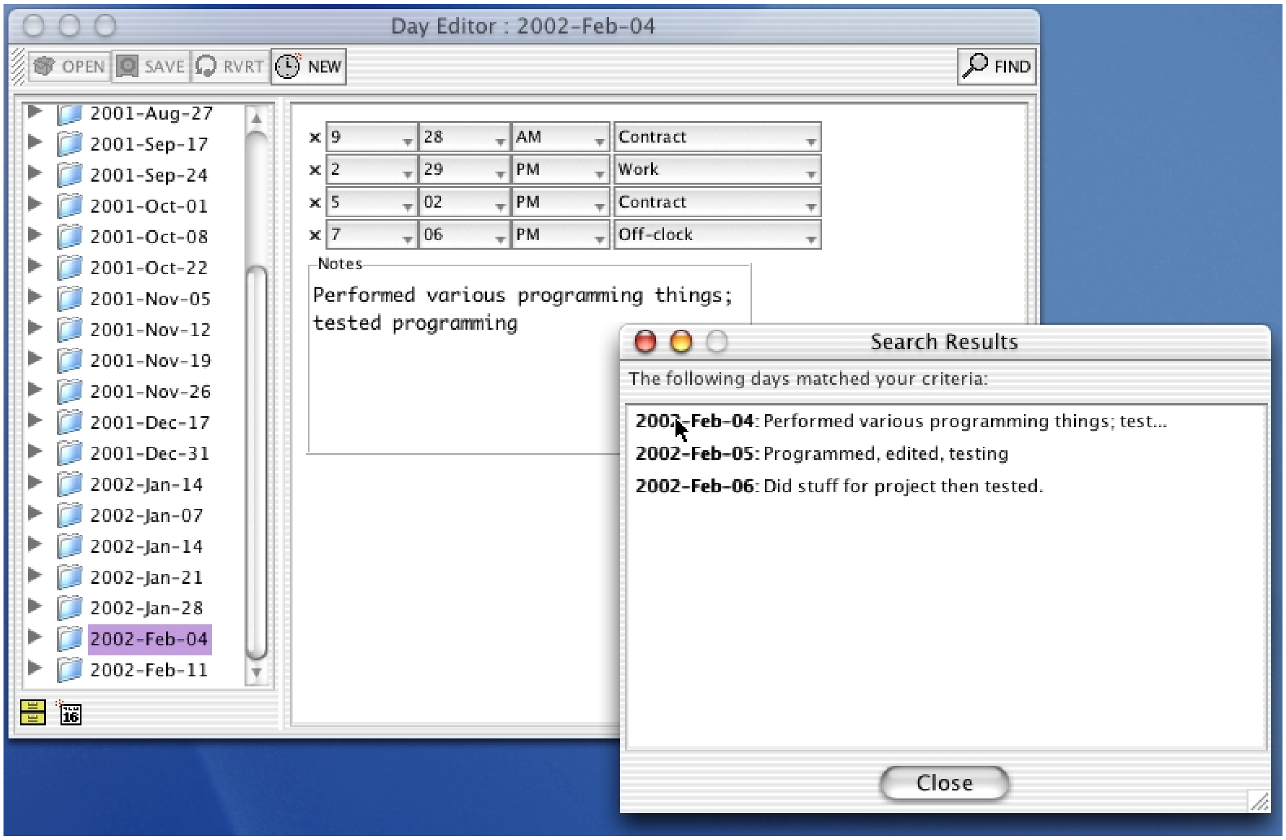

### Searching through past days

You can use the Day Entity window to search through past days, and find days that match a particular criterion. To start, click on the *Search* button at the top right-hand corner. A search window appears, allowing you to set various criteria. First, enter any word or phrase the must match in the days' Notes section. Leave this field blank if you do not wish to search based on Notes content.  In the *Activity Types* scroll panel, ensure that the names of the projects that must be included in the search results are selected. Finally, in the *Date Range* box, select dates between which the matched days must be. For example, in the frame depicted below, the user is searching for days whose notes contain the word "Test" (case-insensitive), contain the activity types *Contact*, *Freelance*, and/or *Testing* (or any other activity type), and were recorded for the weeks between Nov 15 2001 and Feb 18 2002 (inclusive).




Click the *Find* button in the Day Entity window to pull up the Seach window. Clicking the *Search* button above will find all days whose notes contain the word "Test" (or "test", or "TEST", or "tEST"…), contain at least *Contact*, *Freelance*, and/or *Testing* as activity types, and were recorded for the weeks between Nov 15 2001 and Feb 18 2002 (inclusive).

Search results will appear in a separate window. Any of the days that appear in the results window can be examined by double-clicking the row desired. Doing so will cause the selected day to be loaded in Day Entity window. Note that the selected day will **not** be loaded if there is already a day being edited.



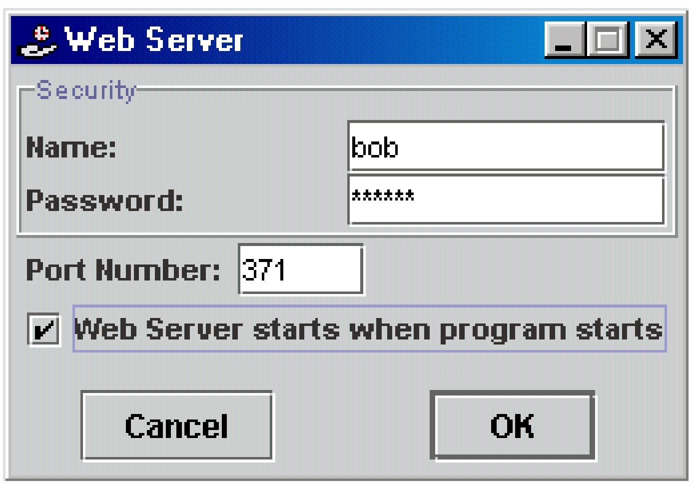
Double-clicking a label in the Search Results window will load that day in the Day Entity window.

## Remote Access

This program contains a Web server that allows you to track your time remotely. In order to use this service, however, the computer on which this program is installed must have a dedicated Internet connection. Having a static IP address (check with your Internet Service Provider (ISP) if you don't know what this means) is helpful but not absolutely required. Also, some equipment provided by ISPs contain firewalls which might block access (again, check with your ISP regarding this.)

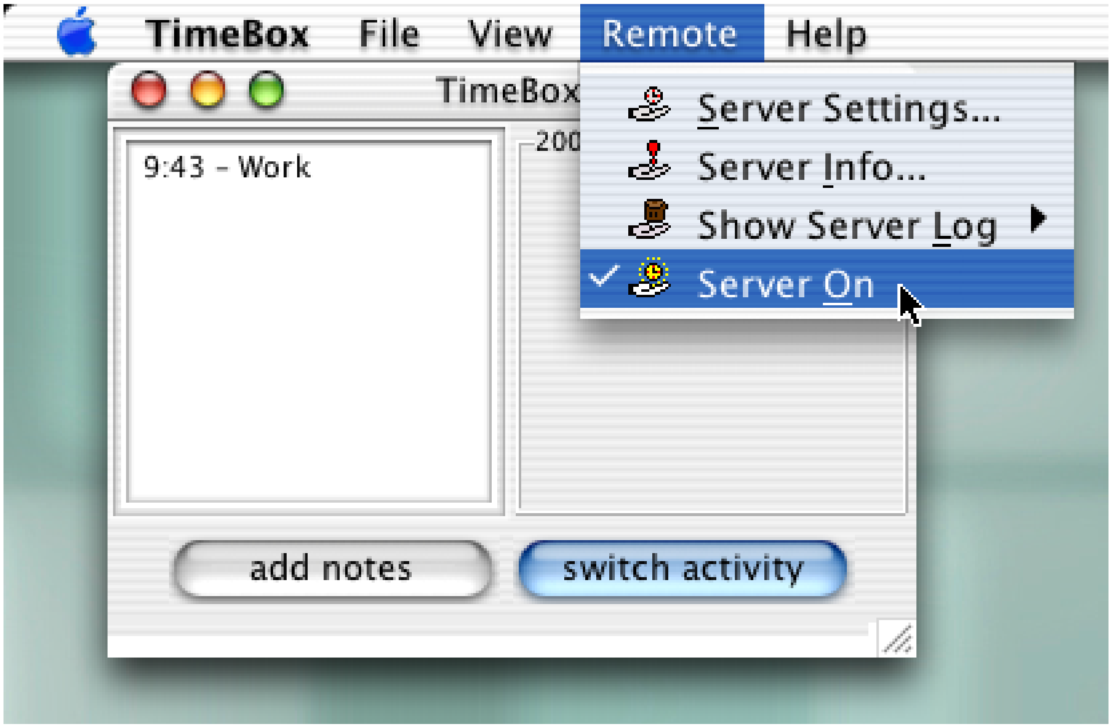
### Configuring the server

Provided your Internet access meets this criteria, you can configure your server using the *Remote > Server...* dialog. In this window, you should enter a username and password. For security reasons, you are required to create a username and password to use the remote access feature. You can also change the server's port number in this window. This feature will primarily be used by advanced users. Suffice it to say that if you don't know what a port number refers to, you can safely leave it as its default value. However, if you receive an error when you try to start the server, indicating that the port is already in use, you can change the port number to another arbitrary number (most computers require that you keep it above 1000.) (see Appendix A, *What is a port number?*, for more details.) Finally, in this window, you can use the provided checkbox to indicate whether the server should start automatically every time you launch the TimeBox application.




You must establish a name and password before you can start the server. You can specify a new port number for your server to run on, and by selecting the checkbox, you can ensure that the server will start any time the TimeBox application is launched.

To start or stop the server by hand, select *Remote > Server On*. The application must be running and the server on, for you to track your time remotely.



Select *Server On* from the *Remote*menu to turn TimeBox's Web server on or off.

**Log files**

The server also provides three log files:

> *Messages*: shows informative messages about the state of the server.
> *Warnings*: warns the user about activities that might cause problems.
> *Errors*: informs the user about server errors that have occurred.

To view these files simply select *Remote* > *Server Log*, then select from the three server log options provided. A log window will appear. To the average user, these log windows may not display much of interest, but those familiar with Web server activity may find them helpful.

**Accessing the application remotely**

To remotely access this application, you will need the following at your remote location:

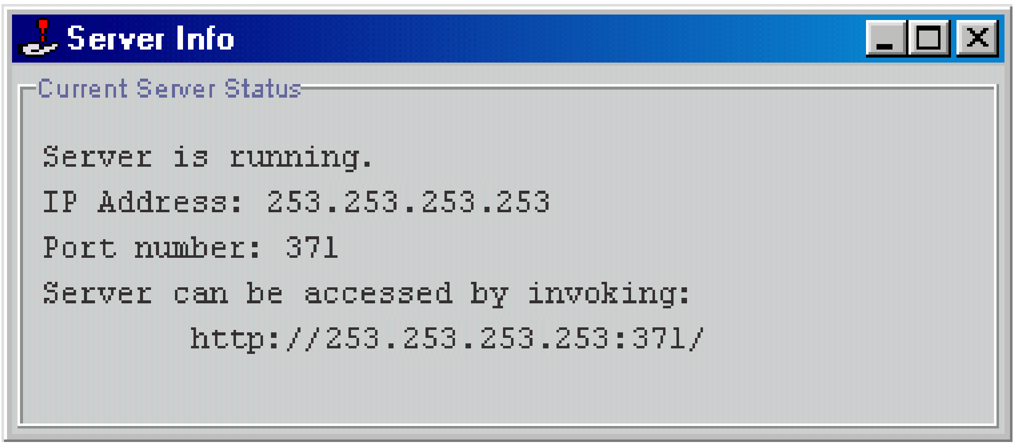
1. A computer or device with an Internet connection. This computer should have a Web browser on that device (currently, the application's server only generates HTML content, which will display in standard Web browsers such as Netscape or Internet Explorer, as well as some browsers on Palm Pilots and other PDAs.) This browser should support basic authentication (basic password-protection).
2. Knowledge of the username and password that you set up for your server
3. Knowledge of your computer's IP address (this is a numeric address that will identify your computer to all other computers on the Internet.)
4. Knowledge of the port number that the TimeBox application is using

You can determine the last two pieces of information by viewing the server information. Just open the *Remote* > *Server Info* window. When the server is running, this window will display the IP address that your computer is using, and the port number that the application is using. These two pieces of information comprise the URL, or web address, that you will use to access this application remotely, as such:

http://IPADDRESS:PORT/

For instance, if your IP address is listed as 127.128.129.130 and your port number is set to 3671, you would type the following address into the remote browser:

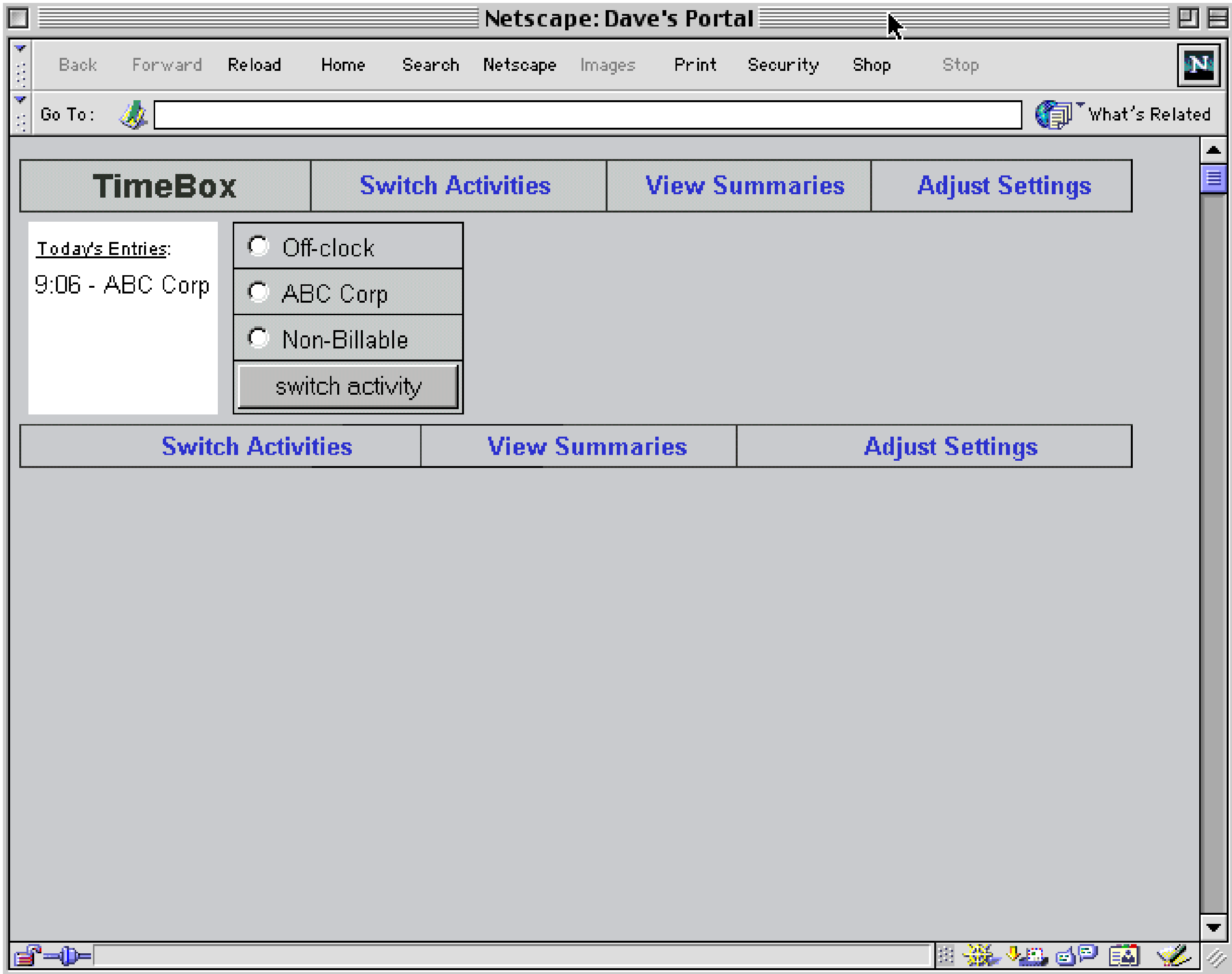
http://127.128.129.130:3671/




The Server Info window will provide the information you need to access your TimeBox server from a remote computer.

When you access the application through a browser in this manner, the browser will first prompt you for a username and password. Just enter the username and password that you established, typed exactly the same way. Once you do this, you are presented with a Web page that will allow you to perform these functions:

1. **Switch Activities:** Click on the *Switch Activities* link, select from the available activities, and click the switch activity button.
2. **Enable/Disable Activities:** Click the *Adjust Settings* link, and select/deselect the activities that you want to activate/inactivate (the same way you would in the application's Settings window) and click commit activate/inactivate.
3. **View Weekly Summaries:** click on the *View Summaries* link. Select a week from the list provided, and click the view week button. After a brief pause, the Web page will display the summaries for that week.



You can access your TimeBox application remotely through a standard Web browser.

The Web page will always display the accumulated activities for the current day on the left-hand side of the window.

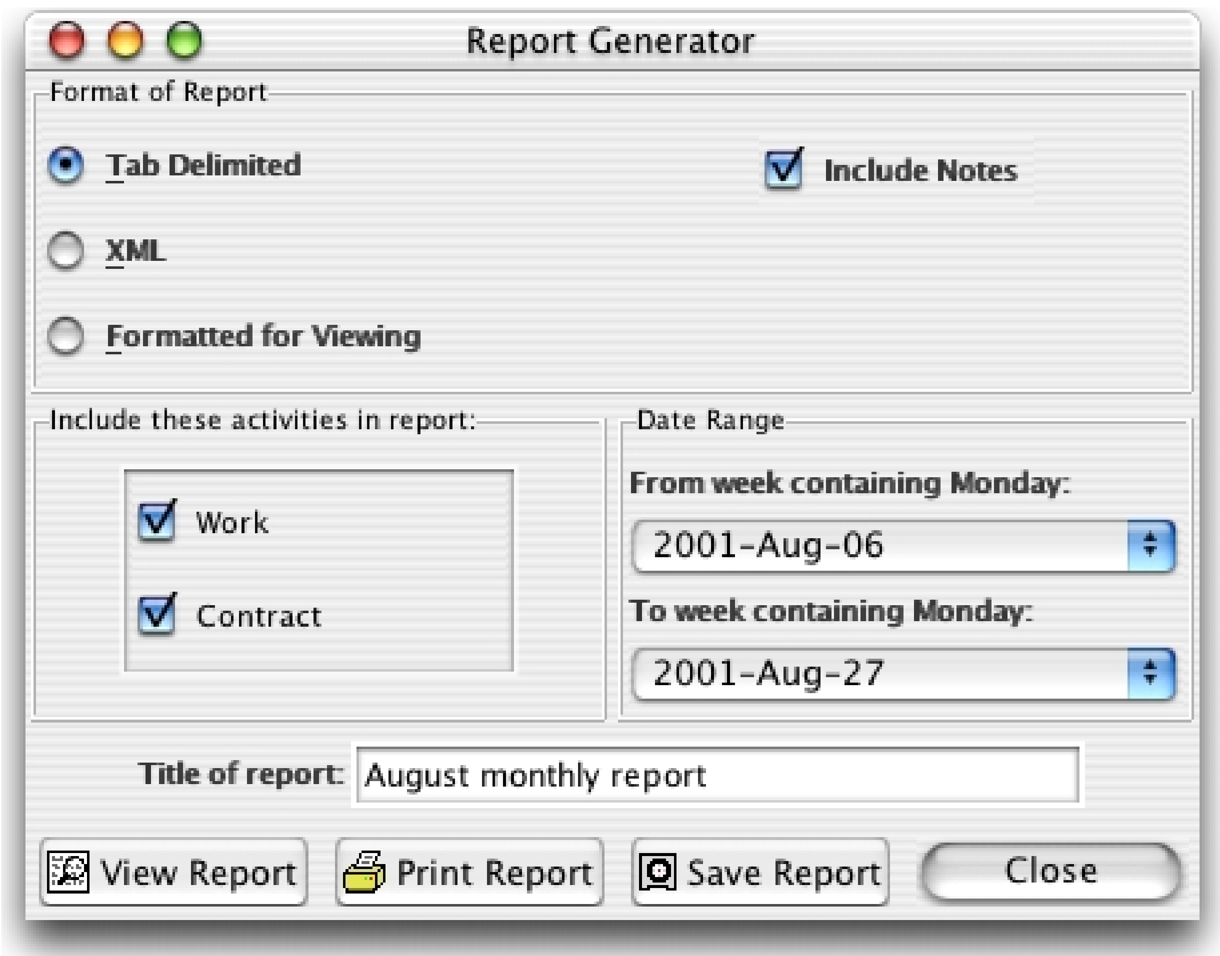
## Generating Reports

The TimeBox application allows you create custom reports about your time tracked. You can view, save, or print these reports, as well as import them into third-party spreadsheet or database applications.

### Creating a report

To create a report, select the *File* menu, then choose *Report Generator*.... The Report Generator window will appear. It is in this window that you set the parameters for how your report will be created.

You can create a report in one of three formats: *Tab Delimited*, *XML*, *or Formatted For Viewing*. Tab Delimited will format a report suitable for, say, importing into a spreadsheet program (most spreadsheet and database programs will accept data in tab-delimited format.) Formatting For Viewing is designed to allow you to quickly view and/or print a report without the use of external programs. XML might be useful for programmers who want to write a program to process the report; it might also become useful with later versions of the TimeBox application. You must choose one of these three formats for your report using the radio buttons provided.




The Report Generator window will allow you to customize your reports.

You can also decide whether to include notes in your report. You do this by using the Notes checkbox. Selecting this checkbox ensures that any notes you entered will be included in your report. Leaving the box unselected will result in a report that presents only time summaries.

In the panel labeled *Include these activities in report*, you are presented with a list of checkboxes that correspond to every activity that is currently active. Ensure that the checkboxes next to the activities that you want included in your report are selected, and that those next to the activities you want omitted from the report are deselected.

You may only want your report to cover a specific time period. You can set this parameter in the *Date Range* panel. This panel contains two pull-down menus; each contains all of the weeks (named by the Monday they contain) for which you have any time tracked. Use the first menu to select that "from" date; that is, the earliest week that you want included in the report. Use the second menu to select the "to" date, or that latest week that you want included in the report.

If you would like your report to have a title, enter that title in the text area provided.

#### Outputting the report

You can either view the report immediately, save the report, or print the report to a printer. Use the buttons at the bottom of the Report Generator window to indicate which you would like to do.

1. Selecting View Report will launch a mini-window that will present your report to you. That window gives you two control buttons at the top: a button that toggles word-wrap, and a button that allows you to set the relative size of the text for that window.
2. Selecting Print Report will bring up a standard print dialog box, and will allow you to print the report to any printer that you have connected to your computer.
3. Selecting Save Report will launch a dialog box in which you can name your new file, and determine where on your computer to save it to.
4. Selecting Close will close the Report Generator window.

Note: you can only create a report if you have already logged time. This may seem obvious, but you cannot generate a report based on no time tracked. The report output options described above will not be active unless you have time logged.

# Backups

### Purpose of backups

The TimeBox application allows you to create backups of your data. There are two primary reasons you might want to do this. The first, most obvious reason, is to protect your data against loss. Making regular backups of your data, and storing these backups in a location that is different than the disk from which you are running your TimeBox instance, will ensure that if some minor disaster happens (your disk becomes corrupted, an electrical storm fries your computer, etc) you can still restore your data later.

The second reason to create a backup is to move your data from one TimeBox instance to another. For example, if you start using TimeBox at home, but later decide that work is the best place to use it, you can create a backup of your data at home, transport it to your work computer via disk or the Internet, and import it to the instance of TimeBox running at work. Similarly, if you begin using TimeBox on a PC but then switch to a Macintosh, you can install the Macintosh version of TimeBox, backup your data from your PC, and import it into your Mac's instance of TimeBox.

### Creating backups

To create a backup, simply go to the *File* > *Backup* > *Create Backup…* menu. In the dialog presented, click the *Select Directory:* button to choose the directory to store your backup file. In the text field below, enter the name you choose for your backup file. Note that the backup files are stored in ZIP compression format; if you choose to append a file extension to your filename, *.zip* is appropriate but certainly not required.

If you choose to include your archived data in the backup file, then be sure the *Include archive data in backup* checkbox is selected. Click *OK*, and your backup file will be created. If you did not specify that your backup file be created on a disk separate from the one on which your TimeBox application is stored, you might consider copying it to a floppy, ZIP, CD-ROM, or separate hard drive. This will ensure that you have a copy of your data in case your main hard drive is compromised.


Just select the output directory and the backup file's name to back up your data.

**Importing backups**

If you somehow lose all of your existing data, or if you are moving data from one instance of TimeBox to another, then it is time to import your pre-existing backup. Open the *File* menu and select *Backup* > *Import Backup....* A file dialog will appear, asking you to select the backup file that should be imported. Navigate to the file and click *Select*.

Although TimeBox expects that you will not have any pre-existing data (since, in most cases, you will be restoring lost data or you will be populating a new instance of TimeBox with data), it will make every effort to not overwrite any existing data that it encounters. If there is a chance that existing data will be overwritten, TimeBox will asks you how to handle the situation. Two conditions can occur:

1. All of the data from the backup file conflicts with existing data. In this case, you can choose to either let the existing data remain intact (in effect, canceling the import) or to cause the import to overwrite the existing data. In a dialog box, TimeBox will explain that the latter option (in which the existing data will be overwritten) is about to occur. Click *Yes* to allow that to occur, or *No* to cancel.
2. Some of the data from the backup file conflicts with existing data. In this case, you can choose one of three options: 1: cancel the entire operation; 2: restore only as much data from the backup as possible without overwriting any existing data; 3: restore the backup and overwrite any existing data that conflicts. Simply choose from the menu provided the options that matches your choice, and click *OK*.

## Submitting Times to the TimeStor Server

Many TimeBox users will be tracking time only for their own projects, and are not concerned about jointly tracking time as a part of a group. These users will probably not find the features described in the following section very useful.

For those who are working as a part of a group, TimeBox allows the ability for users to submit their time to a central server. The server administrator can then run reports on the collective times submitted by all users. Note that your instance of TimeBox must be registered before you are able to submit time to a TimeStor server.

The server application is called *TimeStor*. Detailed information, as well as the application itself, can be obtained from http://www.taubler.com/timestor

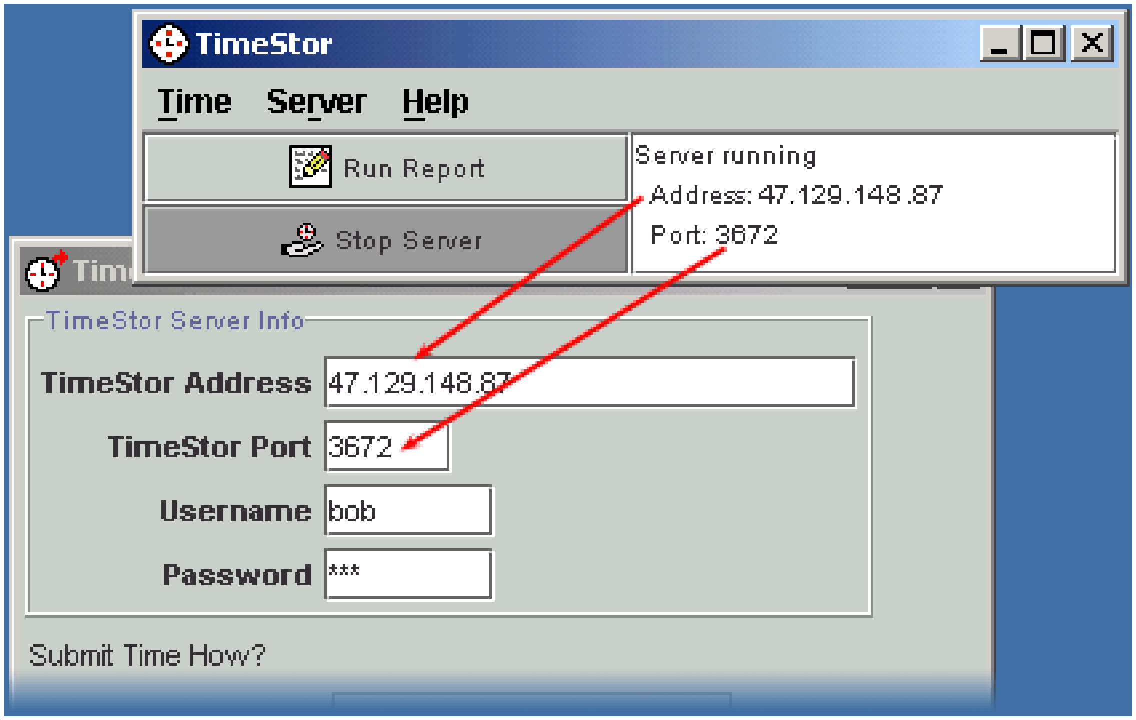
For TimeStor to be able to communicate with the TimeStor server, at least some of the activity types must match. There are three ways to ensure that this happens:

1. You can simply type in your activity types exactly as they appear in the TimeStor server application, including spellng and capitalization.
2. Your TimeStor administrator can export the TimeStor activity type settings and send them to you (details can be found in the TimeStor user guide and help window.) You can then import your settings into your instance of TimeBox. Simply save the export file anywhere on your hard drive. Then go to TimeBox's *Time* menu and select *Import Types…*. Navigate to the export file and click *Choose*.
3. If you've already been tracking activities and you discover that their names don't match the names entered in TimeStor, you can create a mapping. That way your activity type names will essentially be changed to match the types entered in TimeStor as they are submitted. Details on how to do this are later in this section.

### Settings

Before setting up your TimeStor instance for time submission, you will need the following information from your TimeStor administrator:

- The URL or IP address of the TimeStor server
- The port number under which the TimeStor server is running
- Your username
- Your password



The “Address” and “Port” numbers from the TimeStor window should be entered into the respective fields in the TimeBox *Time Submission* window.

The first two can easily be ascertained by the TimeStor administrator; the last two will have been entered by the TimeStor administrator in TimeStor's *Users* panel.
Your time submission settings are all maintained within the *Time Submission Settings* window. You can access it via the *Remote* menu, selecting the *Time Submission* submenu, then the *Settings* menu item. The Time Submission Settings window will appear. You will notice a few different sections, detailed below:

### *TimeStor Server Info*

At the top of the frame, enter in the spaces provided the four items you should have received from your TimeStor administrator: the TimeStor address and port number, and your username and password. The TimeStor address tells your instance of TimeBox what Web server to submit your time to; the port number provides further instructions to the Web server. Your username and password are required to ensure that only you are submitting time under your name.

### *Submit Time How?*

The next section is the *Submit Time How?* section. You have three options as to how to submit your time to TimeStor.

1. *Automatically*
   The first option is to have TimeBox automatically submit your time for you on either a daily, weekly, or monthly basis. If you select this radio button, the pulldown menus to the right will become active. In the first pulldown menu, select whether you want TimeBox to submit your time on a daily, weekly, or monthly basis.

- If you select *Daily*, you'll notice one set of pulldown menus appearing below. This set of pulldowns asks you to select what time of each day TimeBox should submit your time.
- If you select *Weekly*, you'll notice two sets of pulldown menus appearing below. The first allows you to set what day of the week to submit time. The second set of pulldowns asks you to select what time of the selected day TimeBox should submit your time.
- If you select *Monthly*, you'll notice two sets of pulldown menus appearing below. The first allows you to set what day of the month to submit time. For example, selecting "On day 12" will cause TimeBox to submit time to TimeStor on the 12th of every month. The second set of pulldowns asks you to select what time of the selected day TimeBox should submit your time.
  Note that for automatic time submission to work, TimeBox must be running during the selected time.

2. *Manually*
   The second option is to submit time yourself whenever you want to. To do this, select the *Manually* radio button. The *Submit Time Now* button to the right will become enabled (assuming you've already filled out the top section.) Click it to submit your time; TimeBox will submit your time to the address and port umber you'd entered above. Additionally, a small button will become active on the bottom-right side of the main TimeBox window. Clicking this button will similarly submit your time to TimeStor.
3. *Output to File*
   In case you do not have a reliable internet connection, or you find yourself plagued with firewall problems, you can still submit your time to TimeStor. In this case, select the *Output to File* radio to button. The *Output to File now...* button will become activated. When you click it, a file dialog will appear. Your times will be exported to the file you select in the dialog. You will then need to send this file to the TimeStor administrator, either via disk, email, or another electronic means. Note that, as described above in the *Manually* section, choosing the *Output to File* option will cause a small button to become active on the bottom-right side of the main TimeBox window. You can use this button to output your times to file as well.

*Details*

In the bottom section, you can enter your *Details* settings. The first checkbox, *Only submit times not yet sent*, determines whether TimeBox should only submit time that it has not already sent to TimeStor. The second checkbox, *Only send times between the following weeks*, determines whether TimeStor should only submit time that falls within a certain time period. Use the pulldown menus provided to then indicate the first week and last week in that time period.

The *Use activity name mapping* option can be selected under special circumstances. If a TimeBox user has already begun tracking time, s/he may later discover that his/her activity type names do not exactly match the activity type names entered in TimeStor. In such a case, the TimeStor server will reject that data. To solve this problem, the TimeBox user can *map* his/her activity type names to diffferent activity type names, that match the activity type names entered in TimeStor. Select the check box, and then click the

*Show/edit mappings...* button. A *Data Mapping* window will appear, displaying each activity type entered in this TimeStor instance, and a corresponding text field. Enter the new, "correct" activity type name in the text field next to any incorrect acitity type names. Click *Save* when done.

The *Specify activities to send* option can be selected to control what activity types are sent to the Timestor server. With this checkbox selected, a Timebox user can click the *Show/edit activities* to view a popup window. That window will list all available activity types. If the checkbox next to an activity type is selected, all activity times of that type will be sent to the Timestor server. If the checkbox is not selected, times of that type will not be sent. This setting will be useful, for example, if a Timebox user is tracking some times that s/he doesn't want sent or revealed to the Timestor administrator.

Finally, ensure the *Announce self to server* checkbox is selected if you want to announce to your team when you are online. When this box is selected, TimeBox will tell the TimeStor server that you are online. As a result, all other TimeBox users who are using the same TimeStor server as you can know that you are online. In turn, you will be able to see who else is logged in as well. Once you have a valid TimeStor address/port/username/password combination entered, and *Announce self to server* is selected, a small button labeled *Users* will appear near the bottom right corner of the main TimeStor window. Activate that button to see the list of users currently online.

When you are finished entering your settings, click *OK* at the bottom of the frame.

Once you have entered valid username/password and address/port information in the submit settings window, you may see up to three new buttons appear in the TimeBox main screen, near the bottom right-hand corner. The first is a toggle button labeled *Users*. This button will appear if you had selected the *Announce self to server* option. If you enable the *Users* button, then a small window will appear to the right. This window will display all users—including you—who are currently logged into TimeStor. Through this window, you can also use TimeStor's *QwikMessage* feature. Clicking on any users name will pop up a small window into which you can enter a message. Enter a message to that user and click "OK". In a few moments, that user will receive a *QwikMessage* containing your message.

The second button that might appear would be labeled either *Submit* or *To File*. This button would appear if you selected *Manually* or *Output to File* in the *SubmitTime How?* category. If you had selected *Manually*, this button will be labeled *Manually*. Clicking it will cause your times to be submitted to the TimeStor server. If you has selected *Output to File*, the button will be labeled *To File*. Clicking it will invoke a file dialog, enabling you to choose a location to save your times to a file. This file should then be sent to your TimeStor administrator (i.e. via email.)

The third button that will appear from time to time will be labeled *Results*. The appearance of this button will indicate that your times have been sent over the Internet to the TimeStor server, and that the serve has returned the results of the submission. Clicking this button will open a results window, which will tell you what happened during the transmission. In this window you will find a table, with a number of columns. Depending on how often you've submitted times to the server, you will also find a number of rows of data. Each row represents a submission. The last row will always represent your last data submission to the server.

The rows will indicate the following:

1. *Time Sent* – The first column displays the date and time during which that data submission occurred.
2. *Status* – The second column indicates what errors, if any, occurred (or it will display "Successful" if no errors occurred.)
3. *Days Submitted* – The third column lists for which days times were submitted to the server. If the table cell is too small to display all of the dates, either double click the table cell, or highlight it and select the *Show Text* button at the bottom of the frame.
4. *Notes* – The last column displays any special notes about the transmission. For example, if you tried to submit data for activity types that the server did not recognize, that will reported in this column. If the table cell is too small to display this data, either double click the table cell, or highlight it and select the *Show Text* button at the bottom of the frame.

Below are the buttons that can appear in your main TimeBox window. These buttons can only appear if you've registered your instance of TimeBox, and you have a valid TimeStor Address/Port and Username/Password entered.
**A.** *Users*: This button will appear if you have selected *Announce Self to Server*. Clicking it will display a small window indicating all users that are currently online.
**B.** *Submit*: This button will appear if you've selected *Manually* in the "Submit Time How?" section. It will also appear if you've selected *Output to File*, but the label will change to *To File...*
**C.** *Results*: Once your time has been submitted , either manually or automatically, this button will appear to let you know the time submission has been completed. Clicking the button will bring up a window that displays the results of the time submission.

# APPENDICES

## Appendix A – What is a Port Number?

Most home computer users are accustomed to browsing the Internet with their home computers. In this sense, the home computer is a client; it contacts a computer called a server (which contains information that the user wishes to access), requests the information, and receives it.

Nearly all Internet-capable home computers are also capable of acting as servers as well. For a computer to act as a server, it must first (of course) be connected to the Internet. It must also have a constant address that other clients can use to access it. Finally, it must have special server software running on it. This job of this software is to "listen" for clients that are contacting the server, and send back the requested information.

Many servers run multiple types of this sort of software at the same time. For example, a server might be running Web server software in order to serve out Web pages. It might also be running email server software, FTP server software, telnet server software, database server software, or software for any other type of server. For this reason, a simple Internet address is not enough. If I am trying to access the machine called www.somecompany.com, I need to further specify whether I am trying to access the machine's Web server, its FTP server, etc.

That's where the concepts of ports come in. Ports can be thought of as internal addresses that route requests from clients to the appropriate software. They are not physical connections, but rather numbers that correspond to server software running on the machine. For example, most Web servers run on port # 80. Web browsers such as Netscape Navigator know this, and therefore when you request a URL through Netscape, behind the scenes it adds the port number 80 to the request. Have you ever had to request a URL that looks like this: `http://www.somename.com:8080`? If so, you were requesting a Web server running on `www.somename.com` under port # `8080`.

The TimeBox software contains a mini-Web server designed exclusively for allowing remote access to the TimeBox instance running on your personal computer. When installed, the software's server defaults to a fairly uncommon port number, which is unlikely to interfere with any server software that might happen to be running on your computer. There is always a chance, however, of such interference, so the software allows you to change the port number that the software uses. The rest of this help file tells you how to use the port number to access the software remotely, but the basic idea is to use a Web browser and type in `http://your-computer's-web-address:port-number`.

## Appendix B – How to Uninstall

The following paragraph refers to Windows installations.

Uninstalling the TimeBox application using the UninstallerData folder in the TimeBox installation folder. In the UninstallerData folder, you will find an application called *Uninstall TimeBox*. Run that application to uninstall the TimeBox application. The uninstaller will remove all files and folders that were created during the original installation process. Other files/folders, including the data that you may have already stored, will not be removed.