

ComIT

Solutions

Times

User Manual

Version 2.4

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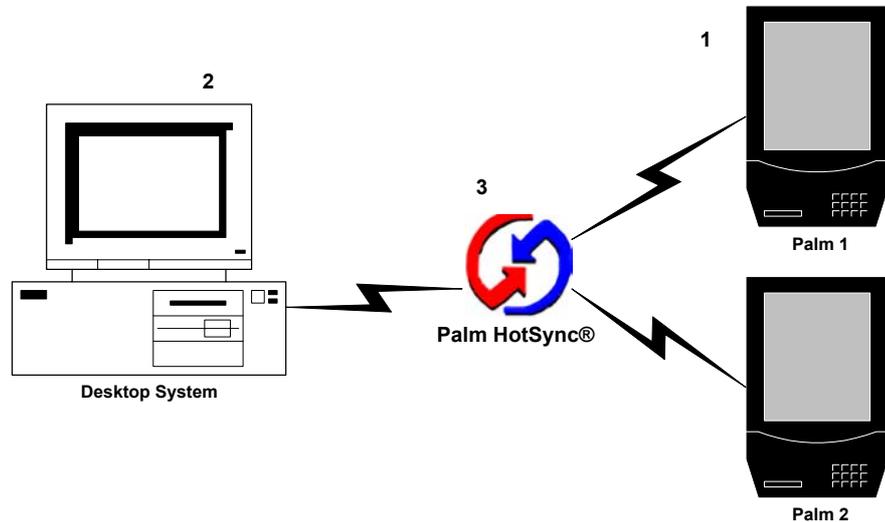
OVERVIEW

Times has been specifically designed so that you can keep a day-to-day record of time spent with clients. Times provides an accurate and efficient method of time keeping which can be used for invoicing or exporting to other systems. This software is ideal for professionals who run multiple projects for a range of clients and charge by the hour.

ARCHITECTURE

The Times application has three components as shown below.

1. Palm application
2. PC Access database
3. Synchronisation conduit



Time sheet entries can be made either on the Palm, the PC or both. When the Palm is synchronised using Hotsync manager the new or changed entries will be transferred between each system.

Times is designed to be multi user, i.e. one PC may be used to synchronise multiple Palm devices. Alternatively many PC's can sync to the same Times database using a shared network drive. This allows a number of users to enter time sheet data remotely on their Palms and synchronise to a central database. Consolidated invoicing and reporting may then be performed from the centralised PC Access database.

SYSTEM REQUIREMENTS

PC Times requires Windows 95, 98, ME, XP, 2000 or NT. In addition, Microsoft Access 97, 2000 or above is required to run the Times Access database.

Note: If you do not have Access installed then you can extract the data in to Excel format. See the FAQ section. Hotsync manager must also be installed and configured.

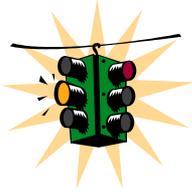
PALM Times is compatible with all devices running Palm OS 3.0 and above. This includes the Palm III, Palm IIIx, Palm V, Palm Vx, Palm VII, Tungsten, IBM WorkPad, Handspring, Clie, Trio and many more. To determine your OS version click the Info menu item from the Home page on your Palm. When the info page is shown click the Version option. Your OS version will be displayed at the top of the screen.



Times is not compatible with the original Pilot 1000 or Pilot 5000.

INSTALLATION

IF YOU ARE UPGRADING PLEASE GOTO THE UPGRADE SECTION



REQUIREMENTS

Prior to installing Times the PC must have the following software installed:

1. Palm HotSync® manager with a cradle connecting to the Palm.
2. If the PC Access database is required, MS Access 97 or above must be installed or you can download the free runtime version from <http://www.comit.com.au/public/TimesAppRunTime.zip>

Note: The Times application can be installed without the PC database and Synchronisation conduit. In such cases only HotSync® is required for the install. If you are installing the PC database and you do not have Access97 installed then you may require additional system files. Please see the FAQ section.

EXTRACTING THE SETUP FILES

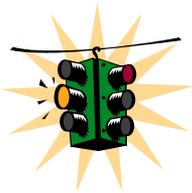
This step is required for all installations.

1. Download the TimesSetupFull.zip file to a temporary directory.
2. Unzip TimesSetupFull.zip to a temporary directory
3. In explorer locate the directory where you extracted the files.

PC Install

This step is only required if you wish to use the PC database to synchronise Times with your PDA. Repeat this step for each PC that is to access the Times database or be used to sync with a Times PDA. **Note:** You must be logged on with administrative privileges to install the PC software

1. Locate the Setup.exe file (or TimesInstall.bat on the minimal install) and run it.
 - a. If you receive a warning regarding missing DAO files please go to <http://www.comit.com.au/Support.htm> and download and install DAOTest.
2. The program will prompt for an installation directory. We recommend using the default.



WARNING *If you choose an alternative please make a note of the directory as you will be required to enter this into the synchronisation conduit.*

3. Click Unzip to install the database files.

The PC Database Application is now installed. You may start the application by double clicking on the TimesApp.mdb file in the installation directory or using the Times Icon in the Program Start menu.

PDA Install

This step must be repeated for each PDA that requires Times to be installed.

1. In Explorer locate the Times.prc file in the installation directory.
2. Double click on the Times.prc file.
3. You may be prompted to select the user of the palm to install to, if so select the appropriate user and click 'OK'.
4. Click 'Done' when the Install Tool window appears.

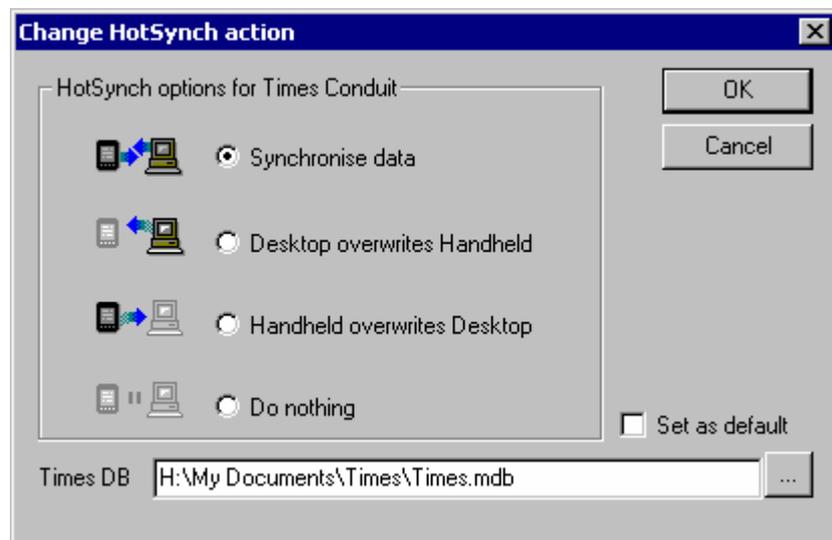
The Times application will now be installed to your PDA when you next synchronise.

Conduit Configuration

The Times Conduit is a small application which interfaces into Hotsync to synchronise the Times records during the HotSync process. This application is installed when you run TimesInstall.bat or Setup.exe. After installing you will notice a TimesCond entry under the Hotsync Custom menu option. If you installed the Times.mdb file to the default location you may skip the next step.

The conduit **must** point to the Times.mdb file to be used during synchronisation. Do not point it to the TimesApp.mdb file.

To change the location of the Times.mdb file open up the Hotsync Custom dialog by right clicking on the Hotsync icon and selecting Custom. Click on the TimesCond entry and press Change. Click the ellipse button next to the Times DB path and select the Times.mdb file from your install location.



Press OK to save your changes.

Multi User Install

Times may be configured for multiple users in a number of different ways. Two standard methods are outlined below

MULTIPLE USERS VIA A SINGLE PC

Many PDA's can be synced to the same PC using the standard Hotsync install. Each PDA must have a unique Hotsync User ID to ensure each is synced correctly. To configure Times on a single PC for multiple users perform the following:

1. Perform a standard PC install of Times
2. Install Times to each PDA
3. Set-up the Times Users list via the TimesApp
4. Set the Times User ID on each PDA to one in the Times User List
5. Enter data via each PDA and perform a sync for each PDA
6. All data should now be consolidated in the same Times.mdb

MULTIPLE USERS VIA SHARED NETWORK

If each PDA is to sync via a separate PC then the Times.mdb can be placed on a shared network drive accessible via each PC. To configure Times for a distributed install perform the following:

1. Perform a standard PC install of Times on each PC
2. Install Times to each PDA
3. Copy a Times.mdb file to a shared network drive.
4. Delete all other copies of the Times.mdb file for each PC

5. Configure the TimesCond to point to the Shared copy of Times.mdb
6. Re-link the tables in each TimesApp to point to the shared copy of Times.mdb (do not use a shared copy of TimesApp)
7. Set-up the Times Users list via the TimesApp
8. Set the Times User ID on each PDA to one in the Times User List
9. Enter data via each PDA and perform a sync for each PDA
10. All data should now be consolidated in the same Times.mdb

UPGRADE

If you already have a previous version of Times installed then please CAREFULLY follow the instructions below to upgrade your current version. **Note:** This upgrade replaces TimesApp.mdb and updates Times.mdb (if installed). If you have made any changes to these files then you may need to redo these.

Once upgraded you can not go back to an earlier version of Times without removing Times from each PDA.

New Serial Key

Users upgrading from a version of Times prior to V2 will require a new serial key. Existing V2.x users do not require a new key.

When purchasing the upgrade you will be required to supply your **Hotsync User** name to generate your upgrade key. **Note:** The user name is case sensitive so please ensure you enter it carefully.

After receiving your Upgrade key and entering it into your PDA you will be provided with your full serial key. Please ensure you record this for future reference as you will need it to reinstall.

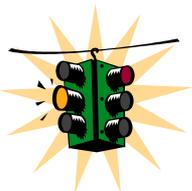
Palm Upgrade Only

If you are using Times V1.1 or above and have not installed the PC components and are not synchronising Times to the Times.mdb database, then you can simply upgrade the Times PDA only. To do so double click on the Times.prc file and install to your PDA in the usual manner.

If you are running Times V1 or below then you must perform a full system upgrade.

Full system upgrade

If you are using the Times PC components (Times.mdb, TimesApp.mdb or TimesCond) you must follow the following procedure to upgrade.



WARNING

The update procedure restructures your Times.mdb database by modifying field types, sizes and relations. If you have modified existing tables then this update may fail. Custom tables which you have added will remain unchanged. During the update procedure a backup of the Times.mdb file will be created, however as a precaution we recommend you create your own separate backup. **Due to a change in the key structure of the Activity Override rates table all existing Activity Override Rate records will be deleted during the upgrade.**

PREREQUISITES

1. This update procedure can only be completed if you are using the Times PC Hotsync conduit. If you have not set up Times to sync with your PC then you **MUST** do so first before performing this update.
2. If upgrading a multi user install of Times please ensure all users are logged out of the system and all PDA's are upgraded at the same time.
3. The Times User ID and upgrade registration code (if required) for each PDA.

INSTALL

1. Perform a Hotsync to ensure your PC and PDA data are in sync.
2. Test the data on your PC to ensure it is complete and accurate. If you do not have Access on your PC then please download DBExport or follow the *Can I User Excel* details in the FAQ to extract your data to Excel. Only when you have checked your data should you proceed to the next step.
3. Backup your PC database files (Times.mdb and TimesApp.mdb).
4. In Explorer locate and double click on the new Times.prc file.
5. You may be prompted to select the user of the palm to install to, if so select the appropriate user and click 'OK'.
6. Click 'Done' when the Install Tool window appears.
7. Perform a Hotsync – this will install Times to your PDA.
8. Open Times on your PDA and enter your upgrade serial key if required and click Register. **IMPORTANT** Record the new serial key provided.
9. Check your Times UserID in the Preferences form. It must be the same name used previously to ensure all your data is transferred correctly.
10. Locate the Setup.exe (or TimesUpgrade.bat in the minimal install) file and run it.
 - a. If you do not have VB6 runtime components installed a message will be displayed. Please go to <http://www.comit.com.au/support.htm> and download and install DAOTest. Then repeat step 10.
11. When the Times.mdb has been updated you may be prompted to unzip files to a directory. Please ensure you enter the directory where you originally installed the TimesApp.mdb file. Click unzip and close.
12. Right click on the Hotsync icon and select Custom, TimesCond and Change
13. Select Desktop Overwrites Handheld then OK and Done.
14. Perform another Hotsync. This will restore all your data to your PDA

Times is now installed. Please check your data.

Note: You may need to set up your Times User list on your PC after upgrading. See the Times PC Database manual for more details.

STARTING TIMES

Once Times is installed on your Palm a new Icon will appear as below.



or



depending on your screen resolution.

Click on this icon to start Times on your Palm.



TIP *If after synchronising your Palm you cannot see the icon, try selecting the “All” category from the top right hand side of the screen. If the icon is still not displayed then the application has not been installed correctly. Please repeat the Palm Install procedure again.*

REGISTRATION Times is a licensed application. To purchase please go to www.palmgear.com and type Times in the search field. Once you have paid the small licence fee you will receive your serial key in your order confirmation email. **When registering you will be required to supply the registration code (or name) displayed in the middle of the form when you start the application.** This (Emulator in the case below) will be used to create your serial key. If you do not supply this code then we can not create your serial key. **Note: the registration code is case sensitive.**

TRIAL You may use the Times application for a trial period to assess its performance. Whilst in trial mode the application is fully functional though the number of entries and days have been limited. Once this limit is reached no more records can be entered or edited. To start the trial click on the *Register Later* button shown below. **Note:** Whilst in trial mode the Register form will appear each time you start the application.

Registration Form

Enter Serial Key No

When purchasing Times please quote the following Registration code to receive your serial key.

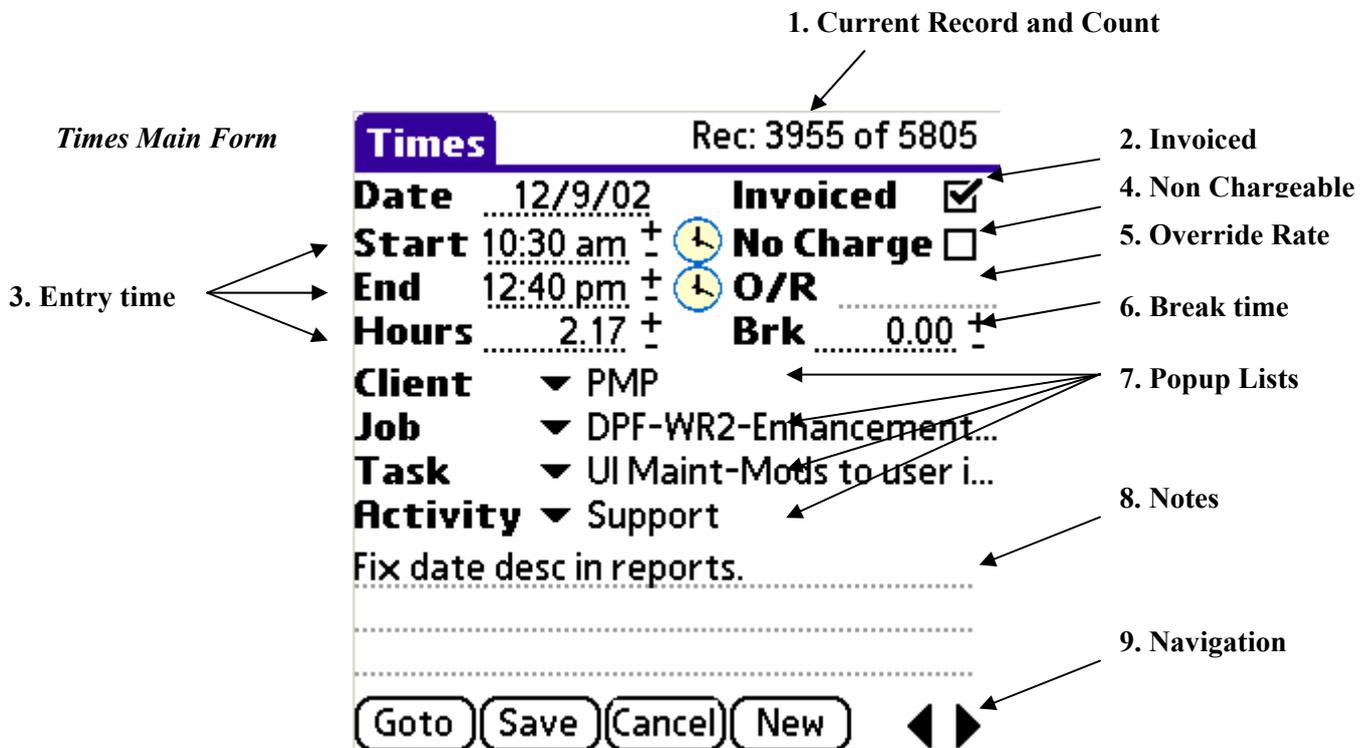
Emulator.....

Serial Key

Trial: 14 days or 50 records

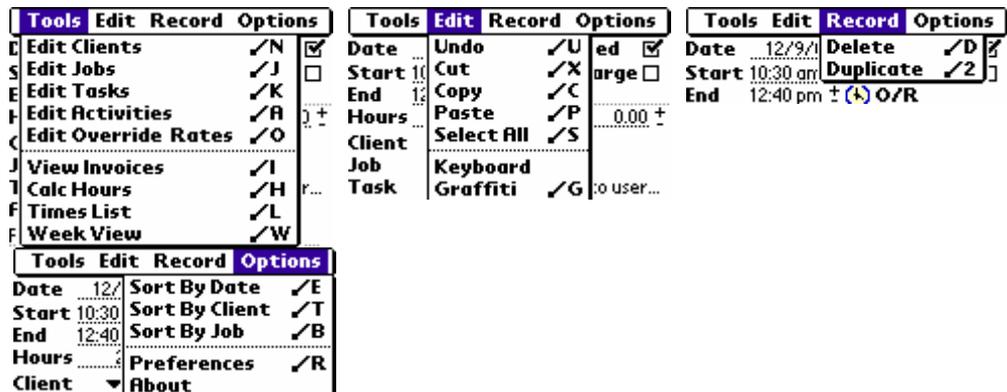
GETTING STARTED

OVERVIEW Let us firstly get familiar with the Main form and feature buttons on the screen, as this will help us to understand how to create our first time entry.



1. This displays the current record number and the total number of records entered. In this particular example, we are looking at record 3955 out of a total of 5805 records.
2. A ticked box represents an invoiced times record, i.e. this times record has been invoiced to the client. Invoicing can only be done through the PC.
3. The Date, Start and End time and duration for this time sheet entry.
4. A tick box that specifies that this time entry is non chargeable.
5. Override charge rate to use for this Times entry
6. The Break time indicates a non chargeable or break during the time sheet entry.
7. The triangles represent drop down lists. When clicked a list of possible selections will appear for you to choose from.
8. Notes or details regarding the current time sheet entry.
9. These arrows are used to move through entries. Alternatively use the page up and down buttons on the organiser.
10. The **Goto** button allows you to navigate directly to a different set of records. This may be time based or client based depending on the current sort order.
11. The **Cancel** button cancels any changes made to the current record.
12. The **New** button creates a new blank Times record. Navigating past the last record will also create a new blank record.

MENUS Within Times there are number of menus that can be accessed by clicking on the menu icon in the bottom left hand corner. These menus provide access to other forms and functions within Times.



The menus shown above are from the main form. Sub sets of these menus are available on other forms. The functionality of each menu item is described later in this document.



USER ID **IMPORTANT.** Each Times application requires a unique User ID in order to synchronise data with a PC. When using multiple Palm devices with a single PC database, the user ID also determines which records get transferred to the Palm. **YOU MUST SET THE USER ID BEFORE ENTERING ANY RECORDS. THE TIMES USER ID IS INDEPENDENT OF YOUR HOTSYNC USER NAME AND REGISTRATION CODE.** To set the User ID click the Preferences menu item under the Options menu. Set the User ID and click exit.



When entering Times information on the PC please ensure you use the same User ID, otherwise your data will not be transferred to the PDA.

AUTO NEW If you select Auto New a new record will be created when you navigate past the last record. Otherwise a message will be displayed.

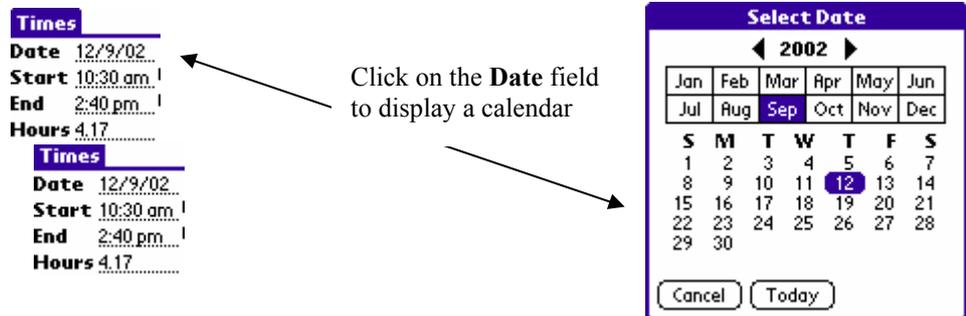
DECIMAL HRS Decimal hours determines whether durations are displayed in hours and minutes, or decimal hours. I.e. 1hr 30m or 1.5

INVOICED RECORDS Once a Times record has been invoiced it should not be modified. Times give you the option of Locking, Unlocking or Prompting when an invoiced record is about to be modified.

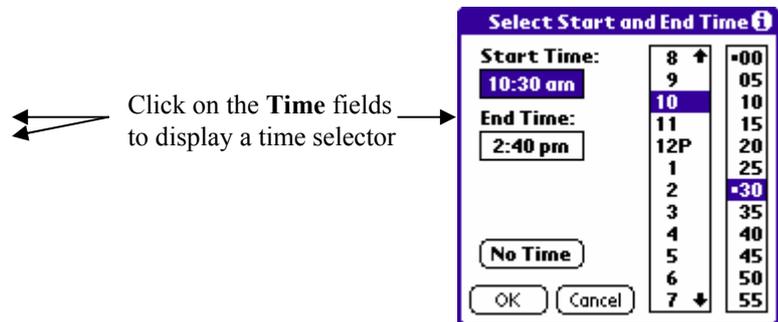
INTERVAL When creating a new Times records the Start and End time will default to the nearest interval specified. The interval is also used for increments and decrements of existing entries.

ENTERING DATES & TIMES

Dates and times are easily entered using the custom Date and Time entry forms as shown below. To enter a date simple click on the date field and a calendar will appear. When you select the required date the **Date** field on the Time Sheet will be updated.

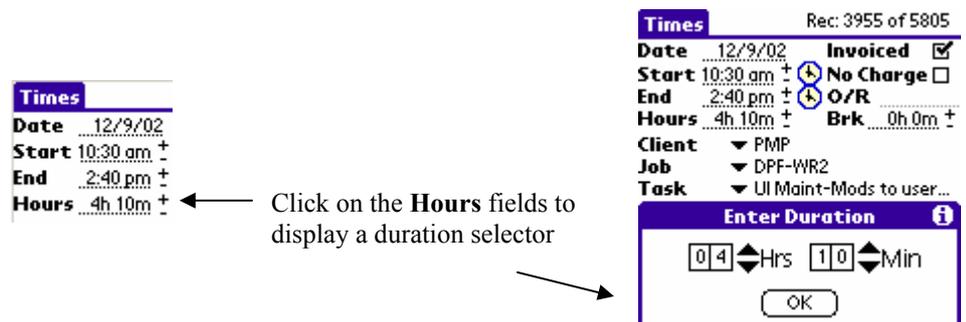


Similarly if you click on either the **Start Time** or **End Time** fields a time selector form will appear.



When entering times on the time selector form, first click on Start Time and set the required time. Then click on End time and select the required time. If you change the start time the end time will be adjusted by the same amount.

Alternatively you can use the Time short cut buttons to set the **Start** or **End Time** to the current time.



After you have selected the start and end time the hours field will be automatically updated. If you tap on the **Hours** field you can manually enter the required duration. **Note:** This will rest the **End Time** accordingly.

SELECTING CLIENTS AND JOBS

Times allows you to maintain a list of clients and jobs related to these clients. Each Times record may have one client and job associated to it.

CLIENT SELECTION To associate a Times record to a client simply click on the drop down list arrow next to **Client**. A list similar to the one below will be displayed.

The screenshot shows a 'Times' record form for record 3955 of 5805. The form includes fields for Date (12/9/02), Invoiced (checked), Start (10:30 am), No Charge (unchecked), End (2:40 pm), O/R (checked), Hours (4h 10m), and Brk (0h 0m). The Client dropdown menu is open, showing a list of clients: G&GNZ, Item, PBRCBS, PBRComIT, PMP (highlighted), and Sigma. Below the form are buttons for Goto, Save, Cancel, and New, along with navigation arrows.

If there are more clients than can appear in the initial list, up and down arrows appear to allow you to scroll through the list.



When you select the required client the Times record will be updated and the Jobs list filtered to show only jobs for this client.

TIP If you wish to cancel your selection simply tap in an area away from the list.

JOB SELECTION To select a job simply click the drop down list arrow next to **Job**. All jobs associated with this client will be displayed as below. Selecting a job from the list will update the Times record accordingly.

The screenshot shows the same 'Times' record form as above, but with the Job dropdown menu open. The Client is now 'PMP'. The Job dropdown menu shows a list of jobs: DPF-WR2-Enhancem... (highlighted), Fin-S-Finance support, ForecastV2-SIFS Enhanc..., FP_Investigate-Financi..., FreightXL_Jmp-Excell L..., and FT-S-Support for ft. The buttons and navigation arrows remain the same.

If no jobs have been defined for this client then no list will appear.

Adding Clients & Jobs

Select the **Edit Jobs** menu item under the Tools menu to enter new Clients and Jobs. The **Job List** form below will be displayed.

Job List Form

Client	Job	Description
Duplex	101	Mods to label for
Duplex	102	No Desc
Duplex	99	LabelPrinting Sys
G&G	1	G&GJDE
Item	Pineap	General IT suppor
K&S	63	K&S
KMartCog	1	Cognos
ORICA	127	No Desc
ORICA	128	No Desc
PBR	1015	PC and printer m

Enter/Edit Job Details Form

Click on a Job record or click New

Enter / Edit Job Details
 Add mode
 Client Add
 Job No
 Active Shared Default
 Rate Est Hrs 0.00
 Description
 Cancel Save Delete ↑

To create a new job, click on **New**. This will display the **Enter/Edit Jobs Details** form above. If the client already exists, click on the drop down list arrow next to **Client** and a listing of all clients will appear for you to choose from. If however you wish to enter the name of a new client, click **Add**. This will display the form below.

Enter Client Details Form

Enter Client Details

Enter the name of the client.
Maximum 20 characters.

Client

Active Shared

Rate 0.00

Desc

Cancel Save Delete ↑

Now type in your new client, which can be no more than 20 characters. Enter a default rate and description as necessary, then save. This will bring you back to the **Enter/Edit Jobs Details** form.

Select the required Client for the new job. The Job No is a 10 character alpha field which you can use to identify your jobs. If you require more details then please enter them in the Description field. Please note that **Job No's** must be unique for the Client.

Active Jobs The active flag determines which Jobs are currently open and can have new Time entries placed against them. Jobs not active will not show up in the Times main form but will still be available when reporting and using the Times Summary screens. Typically you would set a job as not active once it has been completed.

Next is the description field. This field can store any job specific info you require and will be displayed on the main form against each entry. Once you have entered your description press **Save**.

To edit a job description, simply click on the particular job in the **Jobs List** form. Please note that you cannot change the Client of a job. You can however edit the Client name by clicking Edit next to the client.



TIP If you create a Job with the incorrect Client, simply delete the Job record and recreate it.

SELECTING ACTIVITIES

Times allows you to maintain a list of Activities which may be associated with each Times record. Activities are independent of Jobs and Clients.

ACTIVITY SELECTION To associate a Times record to an activity simply click on the drop down list arrow next to **Activity**. A list similar to the one below will be displayed.

The screenshot shows a 'Times' record form for record 3955 of 5805. The form includes fields for Date (12/29/02), Invoiced (checked), Start (10:30 am), No Charge (unchecked), End (12:40 pm), O/R (unchecked), Hours (2h 10m), Brk (0h 0m), Client (PMP), Job (DPF-WR2-Enhancement...), Task (Ill Maint-Made to use), and Activity (Rework). A dropdown menu is open for the Activity field, showing options: Support (selected), Testing, Training Giving, Travel, and Update. Buttons for Goto, Save, and Update are visible at the bottom.

If there are more Activities than can appear in the initial list, up and down arrows appear to allow you to scroll through the list.



TIP If you wish to cancel your selection simply tap in an area away from the list.

Adding Activities

Activities may be added, edited or deleted at any time. To modify the list of activities click the Edit Activities menu item in the Tools menu, the following screen will be displayed.

The screenshot shows the 'Activity List' screen with a table containing the following data:

Activity	Rate	O/R
Admin		<input type="checkbox"/>
Code		<input type="checkbox"/>
Cubes		<input type="checkbox"/>
DBA		<input type="checkbox"/>
Design		<input type="checkbox"/>
Documentation		<input type="checkbox"/>
Install		<input type="checkbox"/>
Meeting		<input type="checkbox"/>
Rework		<input type="checkbox"/>
Support		<input type="checkbox"/>

Buttons for Done and New are located below the table.

By selecting an Activity to edit the details, or clicking new to create a new Activity, the Activity Details form will be displayed.

The screenshot shows the 'Enter Activity Details' form. It includes a text input field for the activity name with a maximum of 20 characters. The 'Activity' field is populated with 'Admin'. There are checkboxes for 'Shared' and 'Override Client Rate'. Buttons for Cancel, Save, and Delete are at the bottom.

Note: Editing or deleting any existing activity does not update any Times records. Hourly rates can be applied to an activity. See the Rates Calculation section for more details. When complete click Save or Cancel to return to the Main form.

ACTIVITY OVERRIDE RATES

Activity Override Rates can be used to determine a particular rate to use for a specific Client, Job and Activity combination. This rate will override any general rates that may have been entered separately against the Client, Job or Activity. It will not override rates entered directly on the Times record. See the Rate Calculation section for more details.

To create an Activity Override Rate select the Edit Override Rates menu option on the Tools menu to display the form below. This displays all the existing override rates entered.

Activity Override Rates			
Client	Job	Activity	Rate
Databars	51	Design	123.00

To add a new rate click the New button, or select the required rate to edit. This will display the form below

Enter / Edit Activity Rate	
Edit mode	
Client	▼ Databars
Job	▼ 51-System Design and...
Activity	▼ Design
Rate	123.00 Shared <input type="checkbox"/>
Description	
OR for DB design	
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>	

Enter the required Client, Job, Activity and rate to use and click Save to record the details or Cancel to discard

RATE CALCULATION

Rates in Times can be specified against the following items:

1. Directly on the Times Entry using the Times Override Rate (O/R)
2. Against specific Client, Job and Activity combinations using the Activity Override Rates
3. Against specific Activities (overriding Client and Job rates)
4. Against Jobs
5. Against Clients
6. Against Activities (not overriding Client and Job rates)

When calculating the hourly rate each time entry is compared against the corresponding Client, Job, Activity and Activity Override records to determine the appropriate rate to use. The order of preference is based upon the order shown above. i.e. if a rate is specified on the Times entry, use it, otherwise check for Activity Override rates, Activity Rates, Job rates etc. until a rate is found. This permits generic rates to be specified against Activities and/or Clients along with specific rates against Jobs and individual Times entries.

A typical configuration for the rates could be a general rate for Travel specified against an Activity and set to override Client. There may also be separate rates specified against the Client and Job for all other entries. These could be setup as shown below:

Activities

Activity	Overrides Client	Rate
Travel	Yes	75
Meetings	No	
Documentation	No	
Support	No	90

Clients

Client	Rate
Client A	100
Client B	150
Client C	

Jobs

Client	Job	Rate
Client A	Job 1	200
Client A	Job 2	
Client B	Job 1	50
Client B	Job 2	

Time Entries

Client	Job	Activity	Hrs	Applied Rate
Client A	Job 1	Travel	1	75
Client A	Job 1	Meetings	1	200
Client A	Job 2	Meetings	1	100
Client B	Job 1	Travel	1	75
Client B	Job 1	Meetings	1	50
Client B	Job 2	Meetings	1	150
Client C		Support	1	90

Note that the Applied Rate shown above is determined from the rate tables based on the order of preference specified.



TIP To correctly specify your rates perform the following:

1. To setup the rates first create your required Client, Job and Activity records in Times.
2. Determine how you would normally derive the applied rate to use, i.e. is it Client based, Client and Job or just Activity.
3. Specify the normal rates against the appropriate records.
4. Determine how you will record override rates, i.e. if you use Clients as the normal rates, you can use Client Jobs for specific override rates. If you use Activities for normal rates you can use Client and or Client Jobs for specific override rates.
5. Create the required override rate records based on your override method. Note for one off overrides you can simply enter the rate directly onto the Times entry.
6. Enter some sample data into Times and test the rates by using the Calc Hours and Summary form

Note you can update and create new rate records at any time and these will be reflected against all uninvoiced Times entries.



Invoiced Rates

Rates will typically be updated over time. Therefore when an entry is invoiced Times records the current rate derived against the Times record. This locks in the rate which is used in preference to any other rate that may be derived from the current rate tables. Thus rate changes after an entry has been invoiced will not effect the dollar amount for the Times entry.

If you invoice a Times entry you will be given the option to update the applied rate against an entry. This will then be reflected in future calculations.

VIEW INVOICES

View Invoices gives you a summary of all your Times records that have been invoiced. To open this form use the **View Invoices** menu item under the Tools menu.

Invoices Form

Invoices				
Date	Inv	Client	Amt	Paid
1/10/98	981030	CBA	5004	5004
1/10/98	981030	Datab	152	152
1/10/98	981030	PBR	2456	2398
1/10/98	981030	Sands	391	449
31/8/98	980930	CBA	2160	2160
31/8/98	980930	Datab	118	118
31/8/98	980930	PBR	1255	1255
31/8/98	980930	Sands	48	48
3/8/98	980828	CBA	3589	3589
3/8/98	980828	Datab	72	72

Exit

This form displays information such as the date (the date of the first Times entry included in this invoice), invoice number, client, total amount invoiced and total amount paid. Rows highlighted in red indicate invoices with outstanding payments. Those in green indicated over payments. Use the navigation controls or scroll bar to navigate through the entries. To return to the main form click on the **Exit** button.

Invoice Detail Form You can review the detail behind each invoice by clicking on a record in the **View Invoices** form. Doing so will display the form below.

Client Invoice Details	
Invoice No 981030
Start Date 1/10/98
End Date 30/10/98
Client PBR
Hours 47.95
Rate 50.00
Amount 2456.05
Paid 2397.50

Exit

This form details the hours, rate and period pertaining to the charges for this client on this invoice. **Note:** An invoice may be made up from multiple clients and thus you can scroll through the detail records using either the page up/down buttons or the navigation controls.

You can not use this form to create invoices.

CALCULATING HOURS

You may often be asked to provide a summary of the hours spent on a particular client or job. Times provides an easy way to quickly calculate your hours based on various filter criteria. To calculate your hours click on the Calc Hours menu item under the Tools menu. This will display the **Select Filter** form below.

Select Filter Form

There are three alternatives when calculating hours:

1. By Date range only
2. By Date range and Client only
3. By Date range, Client and Job

Along with these you can also specify to only include invoiced, non invoiced or all Times records.

Below are the steps you would use to enter a typical calculation.

1. First select the required date range. Tapping on the Start or End dates will display a calendar to assist the selection. Alternatively use the date selection list to specify pre set periods, eg. This week, Last month etc.
2. If a client filter is required press the drop down list arrow next to **Client** and select the required client from the list.
3. If a job filter is required press the drop down list arrow next to **Job** and select the required job from the list. Note only jobs for the current Client will be displayed.
4. Select the require Invoice status, Invoiced, Not invoiced or All.
5. Tick the Subtract Breaks check box to remove break hours from the total.
6. Click on the **Calc** button to calculate the hours.

You can repeat this step as often as required for different date ranges, clients or jobs. Clicking on the **C** buttons clears the current client and/or job selections.



TIP To calculate the amount Times must locate the appropriate rate for each record. With a large number of records this can take a few seconds. If you do not require the amount to be calculated uncheck the Amt check box to speed up the process.

TIP When you have a large number of Times records tick the Sort option. Using the sort option will first sort the Times records in an order optimised for the current filter calculation. This will significantly speed up subsequent calculations assuming similar filter criteria.

*Eg Your first calculation is based on a date range and a specific client. Using the **Sort** option will sort the Times records into client, date order before summing the hours. When subsequent filters are applied for different clients, instead of analysing each record in the database, the application can go directly to a specific client record and total up hours for that client. Note: If the filter criteria is changed i.e. Inclusion of jobs, then the sort will have to be reapplied.*

Summary View

Once you have specified a filter you can click the **View** button to display a summary view of the selected Times records.

The summary form is divided in to two parts; a description of the filter at the top, and a summary list of the records. To scroll through the summary list use the up and down arrows on the right of the list.

You can change the summary view by selecting a different option from the drop down list at the bottom of the form.

- Client
- Client Job
- Date Client
- Date Client Job
- Activity
- Client Activity
- Date Client Activity
- Job Activity
- Date Job Activity
- Job Task
- Date Job Task

This will recalculate the summary values and redisplay the list.

Summary View Form

To change the filter simply click exit. This will return you to the **Select Times Filter** form where you can modify your filter.

EXPORT Time Summary details can be exported to the Memo pad by clicking on the Export button. **Note:** Due to the size limitation of the Memo records, multiple Memo records may be created to store the Summary export data.

PURGING RECORDS



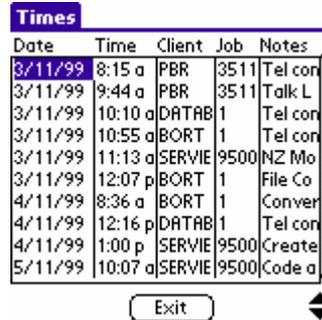
Times records can be purged using the Select Times Filter form. Simply select the required filter for the records you wish to delete and use the **Purge Selected Record** menu item.

Once records have been purged they will also be removed from the PC and cannot be recovered.

TIMES LIST

This form presents a list of all Times records and can be opened by clicking on the **Times List** menu item under the Tools menu.

Times List Form



Date	Time	Client	Job	Notes
3/11/99	8:15 a	PBR	3511	Tel con
3/11/99	9:44 a	PBR	3511	Talk L
3/11/99	10:10 a	DATAB	1	Tel con
3/11/99	10:55 a	BORT	1	Tel con
3/11/99	11:13 a	SERVIE	9500	NZ Ma
3/11/99	12:07 p	BORT	1	File Co
4/11/99	8:36 a	BORT	1	Conver
4/11/99	12:16 p	DATAB	1	Tel con
4/11/99	1:00 p	SERVIE	9500	Create
5/11/99	10:07 a	SERVIE	9500	Code a

Exit

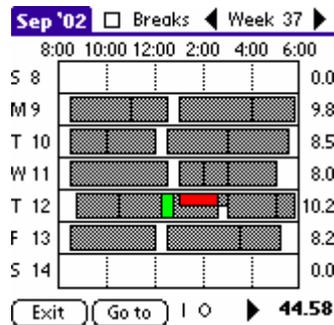
Use the scroll bar or navigation buttons to scroll through the list. To display a particular record click required record to display it in the Times main form.

Records can be sorted by *Job*, *Client* or *Date* by using the menu functions.

WEEK VIEW

This form displays a graphical view of your entries for the entire week. To open this view select the **Week View** menu item under the Tools menu.

WEEK VIEW FORM

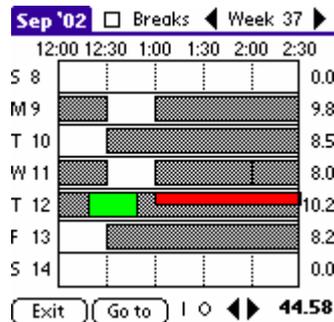


Hours are displayed across the screen from left to right and days from top to bottom. Each bar represents one Times entry. The total hours for each day are displayed on the right of the form, with the total for the week displayed at the bottom.

Where entries overlap the entry is drawn half height and in a hashed or red pattern is shown as above. This quickly highlights entries that may have been entered incorrectly. Similarly Breaks are displayed in a hashed or green pattern as displayed above. Break hours can be included or excluded from the total hours by using the **Breaks** tick box.

The Week View form provides three methods to navigate around your data; Zoom, Hours scroll and Weeks scroll.

ZOOM The Zoom function allows you to increase or decrease the interval displayed across the form from 5 minutes intervals to 24 hours. To Zoom in press the **I** icon next to the



GoTo button. Each time you press this button the display interval will decrease to show you more detail. Similarly press the **O** icon to Zoom out.

HOURS SCROLL When there are Times entries starting before or after the current displayed period the **Left** and **Right** scroll buttons will appear at the bottom of the form. Pressing these buttons will scroll the display to the left or right by one time interval.

WEEKLY VIEW To scroll between weeks simply press the left or right scroll buttons at the top of the form. This will display the next or previous week in the current view and update the week number accordingly.

VIEW ENTRY To view a Times entry simply click on the require bar to display the entry details. The selected bar will be highlighted before jumping to the main form.

SORTING

When reviewing Times entries it is often necessary to navigate between records in different orders. I.e. To review what you did on a particular day you would require the records in date order. Alternatively to review what you have done for a particular client you would require the records in client order.

To facilitate this Times records can be sorted in three ways:

1. Date order
2. Client, Date order
3. Client, Job, Date order

To sort the records use the sort menu commands under the Options menu on the Times main form and List form. Whilst the records are being sorted a message will appear on the screen as below.



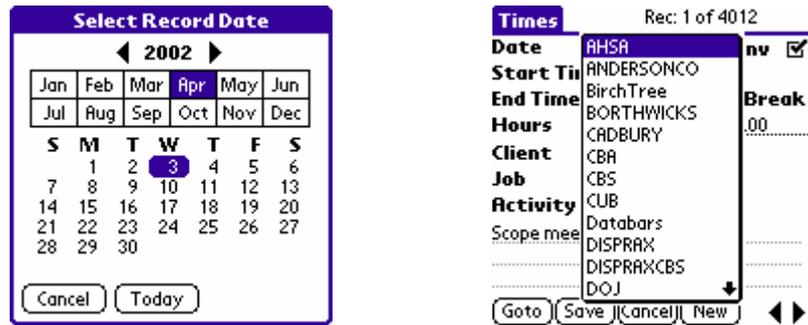
Note: If you have a large number of records (1000 +), sorting may take a few seconds.

Once the sort is complete the first record will be displayed. Use the **GOTO** button to navigate to the required entry.

GOTO

It is often necessary to navigate directly to a particular record or group of records. One method is to use the List form to scroll to the required record and then display it. The **Goto** button provides an alternative method.

The **Goto** button displays either a calendar or a list of clients depending on the current sort order. If the sort order is by date then the calendar is displayed, otherwise the client list is shown.



Selecting a date or a client will navigate the current Times record to the first occurrence of this selection. If no occurrence is found then the next record after the selection is displayed. If the date selection is before or after all Times records then the first or last records is displayed respectively.

QUICK START

When creating a time entry always remember the following sequence:

ENSURE YOU HAVE ENTERED YOUR USER ID IN THE PREFERENCES FORM BEFORE ENTERING ANY DATA

1. **Set up the Clients (if required)**
2. **Set up the Jobs (if required)**
3. **Set up the Tasks (if required)**
4. **Set up the Activities (if required)**
5. **Enter your time records**

A new entry will default to the current date. To change this date, click on the **Start Date** field. A calendar will appear so that a specific date can be chosen. **Start Time** and **End Time** default to current time. To change, click on the time fields. Further times will then be displayed for you to choose from. Total hours spent on this job will be calculated automatically. So that this job is billed to the right client, click on the triangle next to **Client**. This will give you a list of all the clients. Now click on the triangle next to **Job**. A list of job numbers with their descriptions will be listed to choose from. Further notes can be written on the lines provided. You are now ready to save this time sheet. The entry is automatically saved when you exit times, use a menu item or create a new record.



Note: New clients and jobs must be entered under *Edit Jobs* before a Time Sheet can use them.

TIP *Time entries can be deleted using the Record/Delete menu function*

SUPPORT

Times has been thoroughly tested on multiple Palm devices. If in the unlikely event you experience a problem please first ensure you have followed the installation and setup instructions and reviewed the FAQ section and material on our website <http://www.comit.com.au/support.htm>.

If the problem persists please email all bugs and support related enquires to support@comit.com.au

and include Times Support in the email header.

To assist us we will require the following information:

1. Registration No or serial key, purchase date and contact details
2. Palm OS version
3. Your PC windows version
4. A detailed description of the problem. If it is bug related an example of the operations performed which caused the problem.

FAQ

WHAT IF I DON'T HAVE ACCESS INSTALLED?

To use the PC Application you must have a version of Access >= 97 installed. Users without Access can download and installed the free runtime version from www.comit.com.au/public/TimesAppRunTime.zip

WHY DOES HOTSYNC CONSISTENTLY FAIL?

1. First off, have you installed the Times Conduit? It should be installed when you run the TimesInstall.bat file or the Setup.exe. To check right click on your Hotsync icon and select Custom. If installed you should see a TimesCond entry. If it is not there then run Conduit Reinstall from the Times Start menu.

2. Is the Conduit configured to look at the right database? From the Hotsync custom menu select TimesCond and click change. Ensure the path at the bottom of the form points to the Times.mdb file and that the file is actually there.

3. If you have installed the PC database without Access97 installed then you may be missing some system files on your PC. Please go to www.comit.com.au/support.htm and download MFC.zip and DAOTest.zip. Unzip MFC.zip and run Setup, you may need to restart after installing. Then unzip DAOTest and run Setup. The conduit should now work.

4. Did you configure the UserID before entering any times records? This is usually the reason why the Synch fails. Any Times records created before you entered your User ID will have Times ID's against them. When you Synch with the PC only the records with the same ID as that in the preferences form will be copied across. To resolve the problem see the *Why Are there more records on My Palm than PC* FAQ.

5. Do you enter the same User ID on the Palm as you use on the PC? The Times user ID is located under Options/Preferences. This ID determines which records get transferred between your PC and Palm. When entering records on the PC please ensure you either type in the ID correctly or select it from the list box. It's often useful to set the Default if you have only one user.

6. Have you converted the Times.mdb database to Access 2000? If so the conduit is probably coming up with an Unrecognised Database format error. If you have already entered data the only way to fix this is to convert the Times.mdb file back to Access 97. To do this open up the Times.mdb file in Access 2000, click Tools, Database Utilities, Convert Database, To Previous version. Save the database under a new name. Close Access and rename the Times.mdb file to something else (Times2000.mdb). Then rename the newly created database to Times.mdb, this database should now be in Access 97 format.

If you have not entered any data simply reinstall the database using the TimesInstall.bat file.

It is not necessary to convert the database in order to use it under 2000. You can if you wish convert the TimesApp.mdb file to 2000 and leave the Times.mdb in 97 format.

DATABASE PATH NOT FOUND WHILST RUNNING DAOTEST

This error received when you run DAOTest is reporting that the database path can not be found in your win.ini file. Possibly because the conduit is not working due to the database error. To check please open up your {windows dir}\win.ini file in note pad and look for an entry like TimesCond. If it is not found then please open right click on Hotsync, click custom, TimesCond, Change. Check that the correct path is specified at

the bottom of the form. Then rerun the DAOTest. If it fails again send us the screen shot.

***INVALID RECORD
AFTER SYNC WITH PC***

This is a known issue when you first install Times. The problem occurs when you use the PC application before any records have been created on the Palm and then synchronised. The PC actually creates a blank record which is saved in the PC database. When you then synchronise with the Palm this "flawed" entry gets transferred to the Palm as an invalid record.

To correct the problem first perform a Synch with your Palm. Assuming you have more than one Times entry simple delete the invalid record on the PC. Then perform a Desktop overwrites Handheld synch (one time only). This will replace all the Palm records with those on the PC (minus the invalid record). You should now no longer have an invalid record. Note you only have to perform this once for each new installation, and not at all if you enter Times records on the Palm and Synch first.

***HOW DO I USE TIMES
WITH ACCESS 2000 AND
ABOVE?***

Starting with Times V2.2 the Access database can be in either 97 or 2000 format. The Times.mdb file MUST be in Access 97 or 2000 format for the conduit to work correctly. The TimesApp.mdb file however can be any format. If you are using a later version of Access a message will appear simply telling you that it was created under an older version, but that won't stop it from running.

If you want to convert TimesApp to your current version then simply close down Access (TimesApp), Start Access again by going to Start, Programs Microsoft Access, click cancel when the dialog appears. Then click Tools, Database Utilities, Convert Database, To current Access Database Version. Then browse to your TimesApp.mdb and click Convert. Enter a new file name for the converted version (say TimesApp2000) and click Save.

Then close down Access and open up you new file by double clicking on it, this will open up the new TimesApp program without the message. Both the conduit and application should work fine.

***COMPILE ERROR
RUNNING TIMESAPP***

In design mode (ie. When looking at the code in debug mode) click the Tools menu and then references. You should have

```
Visual Basic for Applications
Microsoft Access x .x Object Library
OLE Automation
Microsoft DAO x.xx Object Library
Microsoft VisualBasic for Applications Extensibility
```

If any of these are missing then there is a problem with your installation of Access. Please scroll down the list and there may be other compatible libraries available ie, Microsoft DAO 3.5 Object Library can be replaced with Microsoft DAO 3.51 Object Library

***CAN I USE EXCEL
INSTEAD OF ACCESS?***

Times uses an optimised two way synchronisation routine which requires complicated data manipulation. ie during any single sync updates, deletions and additions may have occurred on both the PC and the Palm. In order to process these Times uses a technique called double buffering where a separate copy of the data is maintained in the Access database. This complexity does lead to significant performance gains (we synchronise a 10,000+ record DB in less than 20 seconds) but does unfortunately mean that it can not easily be achieved in Excel.

However, if your aim is to simply extract and use the data on the PC (not to update) then you can import it into Excel or any other ODBC compliant application. To do so open a new excel sheet. Click Data, Get External Data, New Database Query. This should open MS Query. On the Databases tab select MS Access Database and OK. Browse to the location of your Times.mdb file and open it. You will be prompted to select the data to include in your query, click on Times and click the right arrow button. Click next three times and then select return data to Excel and click finish.

You should now see all your data entered on your Palm. If required you can also import the other tables. The TimesCOND table is the double buffer mentioned earlier.

However recently we have released a free export utility (DBExport V1) which will take all the data from the Times (and ODO) database and export it to a CSV format suitable for Excel. You can find this utility at <http://www.comit.com.au/support.htm>. If you wish to use this utility please ensure you have MDAC2.6 installed (see the DBExportReadme file).

WHY ARE THERE MORE RECORDS ON MY PC THAN MY PALM?

There are a number of reasons you may have different record counts on your Palm to the PC, some by design and some caused by incorrect use.

Times is designed to consolidate multiple Palms to one database. To do so each Palm must have a unique Times User ID which is attached to each Times record. When you sync, only records with the same Palm and Times User ID's are transferred to and from your PC. If either your Palm or PC User ID's have been changed after entering records, when you synch you are only synchronizing your current User ID's records. This would explain why there are more records on the PC than on the Palm.

If you operate your Times system with only one User you can verify this by either reviewing all your Times records on the PC and looking for different ID's or running the following query against your Access database:

Select Distinct ID from Times

This query will list all the unique ID's used against your records.

If you have used multiple ID's then performing a Handheld overwrites Desktop will not fix the problem as it will only replace records with the same User ID as currently used on the Palm. To fix you must first perform a synch and ensure all records from your palm are correct on the PC. Then update all Times records on the PC to the current Palm User ID either by manually modifying them or running the following query:

Update Times Set ID = 'Enter Your User ID here between the quotes'

Then perform a Desktop overwrites Handheld. This will copy all the PC records back to the Palm with the new User ID's where appropriate. Your Palm and PC should now be in sync.

Other causes would be where you have manually modified the User ID or the RecID on the PC after synching with the Palm. This would effectively have the same effect as changing the Palm User ID and cause the records not to be copied to the Palm. To fix follow the same procedure above.

If you have manually modified the TimesCond table then you will most likely lose sync between the data on the Palm and PC. Again the best way to fix this is to ensure the PC data is correct and perform a Desktop overwrites Handheld.

Finally if there is a problem with the Times Conduit this could cause loss or corruption of data. Currently we are not aware of any such problems but you can review your Hotsync log to verify this. If the conduit is working correctly you should see OK TimesCond in your log file. Otherwise forward the log file to support@comit.com.au and we'll investigate.

WHY ARE THERE MORE RECORDS ON MY PALM THAN MY PC?

Have you changed your user ID on your Palm after entering records?. TIMES is designed to be multi user, i.e. many Palm devices can sync to the same Access database. This is facilitated by recording the User ID against each record. The User ID should not be changed after you have started entering data. If you change the user ID after entering records then you will only synchronise those records created with the new ID.

To resolve this you can either:

A) Change the User ID back to the original name (assuming you have not entered any new records with the new ID) and perform a Handheld overwrites Desktop. All your records should now be in synch.

or

B) **Note:** You will need Access or another ODBC tool to perform this process. First Perform a Handheld overwrites Desktop. This will copy all the Handheld records to the TIMECond table. If the User ID on the Palm is different than the ID against the TIMES records then these records will not be copied to the TIMES table and you will have to do this manually. To do so first delete all existing records in your TIMES table using the query below, replace YourID with your current TIMES User ID.

```
DELETE FROM TIMES Where ID = "YourID"
```

Next perform an update query on the TIMECond table to set the UserID to the same as that on the Palm, use the query below replacing YourID with your current user id (leave the quotes), and Your OLD ID with the previous User ID

```
UPDATE TIMESCOND SET ID = "YourID"
WHERE ID ="Your OLD ID"
```

Then append all records to the TIMES table using the query below:

```
INSERT INTO Times ( ID, StartDate, StartTime, RecId, EndTime,
Hours, Client, JobNo, Task, Invoiced, Details, Activity,
InvoiceNo, NonChargeHours, Amount, NonCharge, AppliedAmount,
CustomNo1, CustomNo2, CustomNo3, CustomNo4, CustomNo5,
CustomText1, CustomText2, CustomText3, CustomText4, CustomText5
)
SELECT TimeCond.ID, TimeCond.StartDate, TimeCond.StartTime,
TimeCond.RecId, TimeCond.EndTime, TimeCond.Hours,
TimeCond.Client, TimeCond.JobNo, TimeCond.Task,
TimeCond.Invoiced, TimeCond.Details, TimeCond.Activity,
TimeCond.InvoiceNo, TimeCond.NonChargeHours, TimeCond.Amount,
TimeCond.NonCharge, TimeCond.AppliedAmount, TimeCond.CustomNo1,
TimeCond.CustomNo2, TimeCond.CustomNo3, TimeCond.CustomNo4,
TimeCond.CustomNo5, TimeCond.CustomText1, TimeCond.CustomText2,
```

```
TimeCond.CustomText3, TimeCond.CustomText4,
TimeCond.CustomText5
FROM TimeCond
WHERE ((TimeCond.ID)="YourID");
```

All your records will now be in the TIMES table. Check the data and when satisfied make a backup of the TIMES.mdb file (just in case) and perform a desktop overwrites handheld synchronisation. All your TIMES records should now be in sync.

As long as you do not perform a Desktop overwrites Handheld before getting the records into the TIMES table you should not lose your data.

HOW TO CREATE AN ACTIVITY OVERRIDE RATE FOR ALL JOBS

This is not a feature of Times but can easily be achieved with a little SQL knowledge. Create a new query in the TimesApp.mdb and switch to SQL view. Paste the following code and click run.

```
INSERT INTO ActivityRates (ID, Client, JobNo, Activity, Amount,
Shared)
SELECT [Your ID], Jobs.Client, Jobs.JobNo, [Your Activity] AS
Activity, [Your Rate] AS Amount, 0 as Shared
FROM Jobs
```

When run you will be prompted to enter your User ID, activity and rate. The query will then append an override rate for the entered activity for all Client Jobs. **Note:** If an override rate already exists then you will get an error when running this, but the new overrides will still be appended.

YOU CAN'T ADD OR CHANGE A RECORD BECAUSE A RELATED RECORD IS REQUIRED IN TABLE 'CLIENTS'.

You have deleted a Client from your PC and also modified a Job for that Client on your Palm. Thus when you try to sync the Palm is trying to add or change a record for a client that no longer exists.

To resolve the issue determine which system is up to date, your Palm or PC and then perform the appropriate sync:

```
Palm up to date - Handheld Overwrites Desktop
PC up to date - Desktop Overwrites Handheld
```

HOW TO ADD A NEW TIMES USER IN TIMESAPP

Before you can start entering Times you must first set up at least one Client and Job for a new Times user. Open the Clients form and type in the new UserID in the User drop down list (over writing any existing name) after all existing Client entries. Next enter the client name as usual.

Open the Jobs form and select the new user from the drop down list. Create the new job and return to the Main form. You will have to refresh the main form (or close and reopen TimesApp) before the new user will be visible.

SYNCING TO MORE THAN ONE PC

Times is not designed to sync to more than one PC since it supports two way data changes. The only way to get the data on two pc's is to either copy the Times.mdb between PC's (the preferred method for backups) or set both PCs to Handheld Overwrites Desktop sync for Times. This will overwrite the data on each sync to each PC.

HOW DO I MOVE TIMES TO A NEW PDA?

To migrate Times to a new PDA you must first ensure all your data is backed up to your PC. Perform a sync and check Times App to ensure all your data is present.

Next, if your new PDA is using the same Hotsync profile Times will automatically be installed on the next sync. After installing change the Times Conduit to Desktop Overwrites

Handheld and perform another sync. All your Times data will now be on your new PDA.

If you are not using the same Hotsync profile then install the same version of Times on your new PDA either from the original Times.prc file or by beaming it from your old PDA. Open up Times and enter your registration code and set the Times User ID to that used on your old PDA. Set the Times Conduit to Desktop Overwrites Handheld and perform another sync. All your Times data will now be on your new PDA.

***DUPLICATE RECORD
ERROR WHEN SYNCING***

A duplicate record error in the Hotsync log file means that a record which was created on the PDA already exists on the PC. This can happen if Hotsync fails during a sync, you try to sync two PDA's to the same Times database using the same Times User ID, or you have created the same record on both the PC and PDA between syncs. When this happens the Times conduit will exit to ensure no data is corrupted in the PC database.

To resolve the issue perform a Desktop Overwrites Handheld Sync for Times to reset the data on your PDA. Note all changes entered into your PDA that have not been synced will be lost.

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