



# **AllNetic Working Time Tracker manual**

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**Part**

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# 1 Overview

## 1.1 Introducing AllNetic Working Time Tracker

AllNetic Working Time Tracker is a handy tool to monitor and keep books of your working time. AllNetic Working Time Tracker will help you to break down your job into projects and tasks in order to facilitate your time tracking. Now you will know exactly how your time is spent. Integrated invoicing feature makes AllNetic Working Time Tracker indispensable for hourly-paid workers.

AllNetic Working Time Tracker uses minimum of your desktop space (in the system tray, beside the clock) to signal on time when you need to start or stop your time tracking.

You decide – not your PC – what you are working on at each moment and are you working at all. Your PC is made to help you, not to make decisions for you. This is the main principle of AllNetic Working Time Tracker that will help you in all possible ways.

Main features of AllNetic Working Time Tracker are –

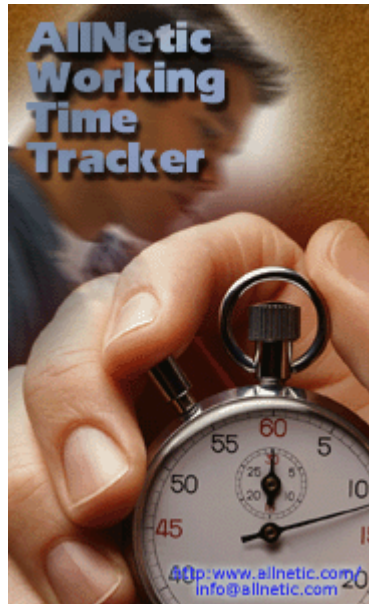
- Unlimited number of projects, tasks and child subtasks.
- Each task supports a separate time counter. You can also check the total time for each task or project.
- The current status is displayed in the system tray.
- Fast access to the main application features (start/stop, task switching).
- Automatic monitoring for starting and stopping your job.
- Current status and customizable statistics in a pop-up window of the system tray.
- Paid time accounting. In a payable task, a time period may be marked as payable. This allows determining how much time have you worked for each of your customers, and how much unpaid time is left.
- Automatic daily backup.
- Multilingual interface.

Who may need AllNetic Working Time Tracker –

- Anybody who wants to know why his/her time disappears
- Programmers
- Lawyers
- Support service
- Administrators
- Managers – for their subordinates' time tracking
- Bank officers
- ...

AllNetic Working Time Tracker may be run on any PC with Windows 2000/XP/2003/2008/Vista/7.

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## 1.2 How to buy

You can evaluate AllNetic Working Time Tracker for 30 days. After that you must either purchase a license or stop using the software.

Upon registering AllNetic Working Time Tracker you get -

- full functional version of the application;
- free technical support;
- e-mail notifications about version update;
- one year of FREE updates;
- significant discounts in future;

Upon registering, you will receive the full functional version and login info for accessing the special pages on our site, that are only for registered users. No software is physically sent because the latest version is always available for download on the Internet.

You can purchase AllNetic Working Time Tracker via Internet from our distributors with any major credit card, check or wire-transfer. The ordering page is located on a secure server, ensuring that your confidential information remains confidential. As soon as we are notified that your order has been processed (usually in one business day), we will send you all necessary information.

You can purchase AllNetic Working Time Tracker using -

<http://www.allnetic.com/howtobuy.html>

## 1.3 Feedback

Visit our official website: <http://www.allnetic.com/>

If you have already purchased licenses for our product(s), please e-mail to

[support@allnetic.com](mailto:support@allnetic.com). We respond at once to all questions submitted to this e-mail address in the order they are received.

If you have any purchasing questions, please contact our Sales Department:  
[sales@allnetic.com](mailto:sales@allnetic.com)

On other questions, please e-mail to: [info@allnetic.com](mailto:info@allnetic.com)



**Part**

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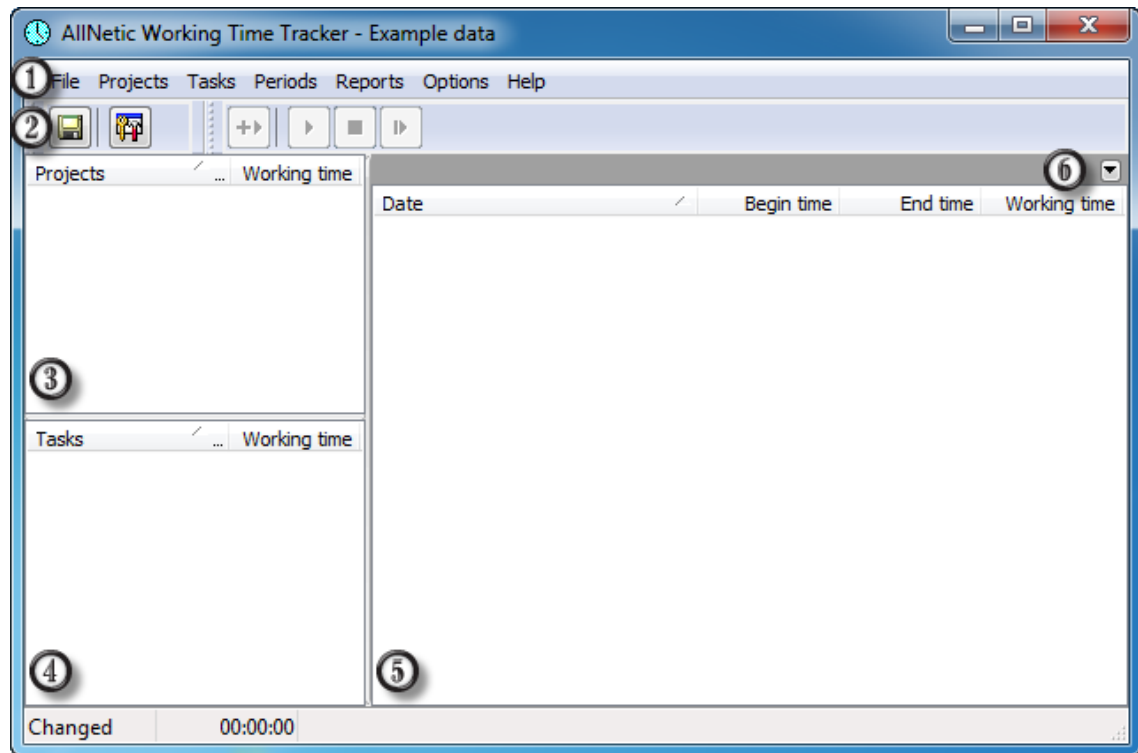


## 2 How to use

### 2.1 Getting started

The main application feature is time metering based on multiple tasks. Create projects you are working on; then in each project create tasks it is divided to. Your time will be accounted separately for each task, and you will be able to check how much time you spend on each task or the project as a whole.

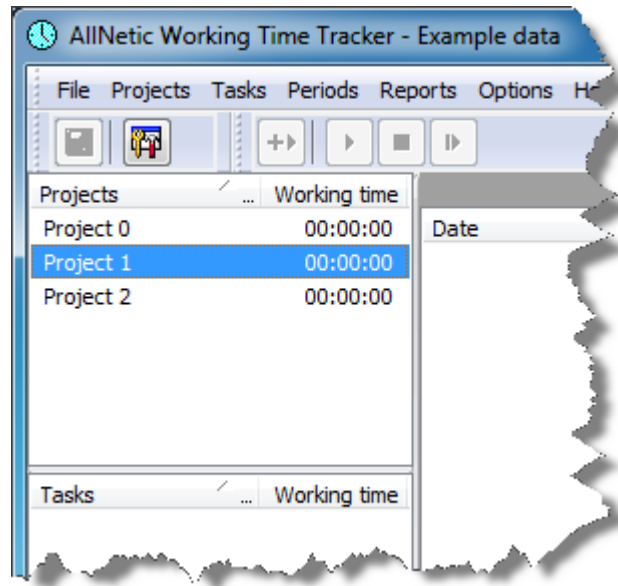
#### 1. Run AllNetic Working Time Tracker:



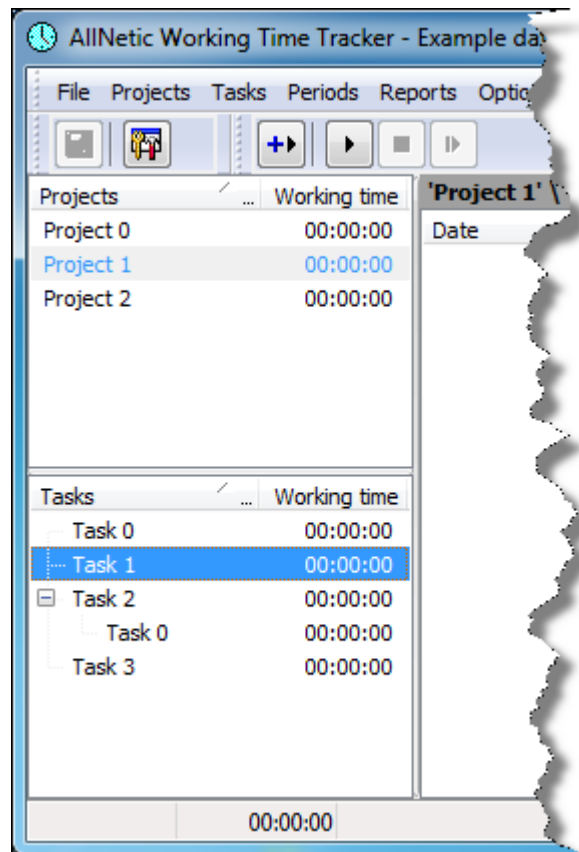
Application main window –

1. Main menu
2. Toolbar
3. Projects list
4. Task list
5. Time periods list
6. Open [filtering panel](#)<sup>42</sup>

#### 2. Add projects you are going to monitor.



3. Now for each project create a list of tasks that you want to track separately.



Please note that you cannot start time tracking for an empty project (containing no tasks). To start time tracking, create at least one task.

4. That's it! Quick start is done. Now, when you start working, choose appropriate task and [launch time metering](#)<sup>13)</sup>. When you finish, [stop the metering](#)<sup>15)</sup>. AllNetic

Working Time Tracker will [help](#) you to keep these operations in mind.

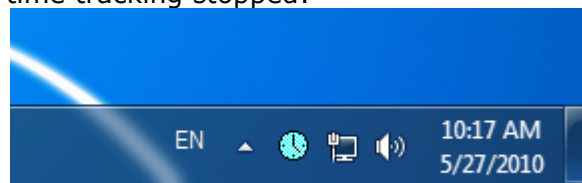
**5.** And the main thing – you decide what are you working on and are you working at all – not the program. However, feel free to monitor how much time you play video games... You can track not only your working time, but also you can meter how much time you fritter away!

## 2.2 Time Tracking

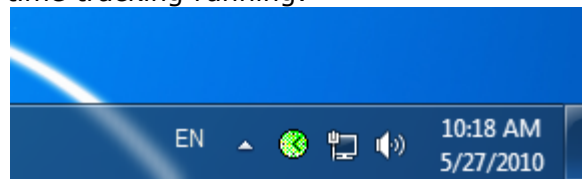
### 2.2.1 Time tracking overview

Time tracking is done separately for each task. You choose a task you are working on and switch on the time tracking. The tracking status is displayed in the system tray:

- time tracking stopped:



- time tracking running:



Put your mouse cursor over the icon to see the pop-up statistics:

	Today	Yesterday	Week	Month
Total:	01:17:05	01:09:10	03:05:06	27:36:13
Project:	00:17:05	00:09:10	01:05:06	24:22:06
Task:	00:17:05	00:09:10	01:05:06	02:01:49

1. Stats  
2. Task selected in the main window  
3. No previously activated task...  
4. Input field  
5. Play button  
6. Stop button  
7. Pause button  
8. Clock icon in system tray

00:01:35

Advanced pop-up statistics.

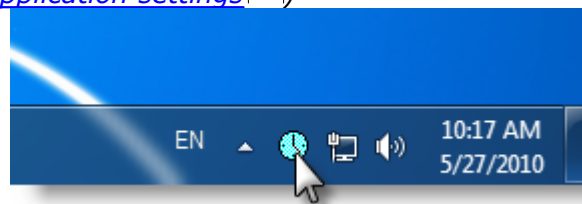
1. Stats
2. Task selected in the main window

3. Previous selected task
4. Edit line for the period description
5. Start button for time tracking of the task selected in the main window
6. Stop button
7. Continue last task button
8. AllNetic Working Time Tracker icon

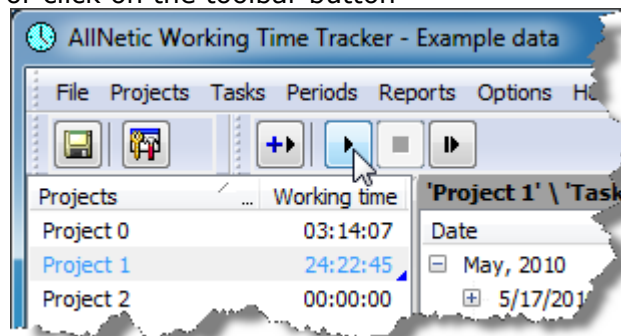
## 2.2.2 Start time tracking

Choose a task you are working on and start the time tracking. To start time tracking,

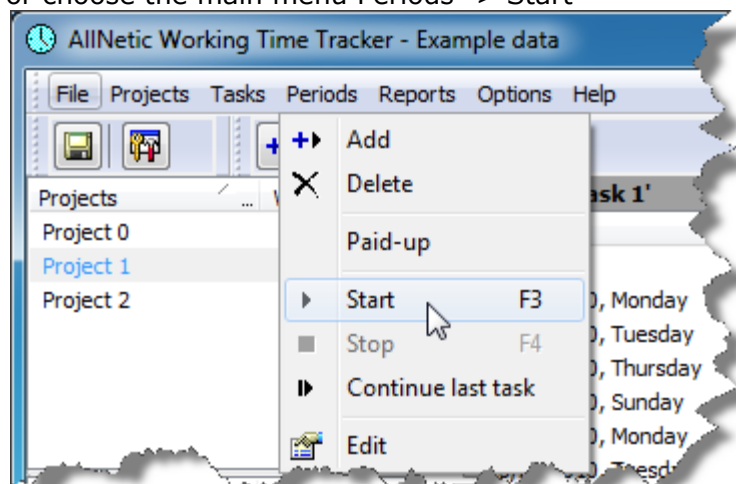
- click on the tray icon (*default action on click may be changed in the [application settings](#)*)



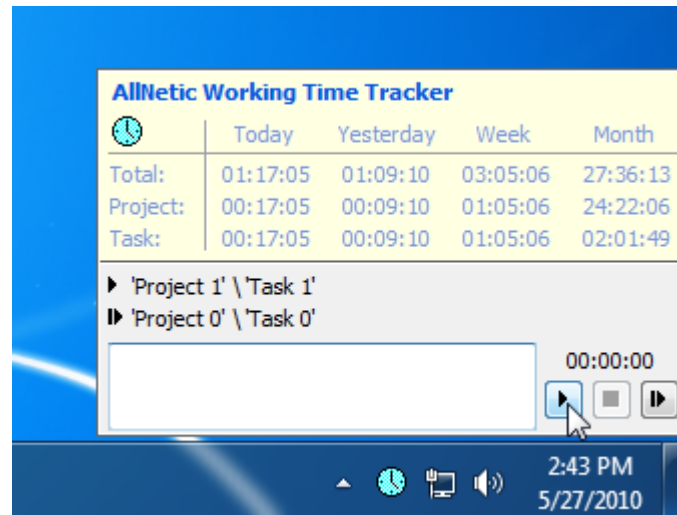
- or click on the toolbar button



- or choose the main menu Periods -> Start

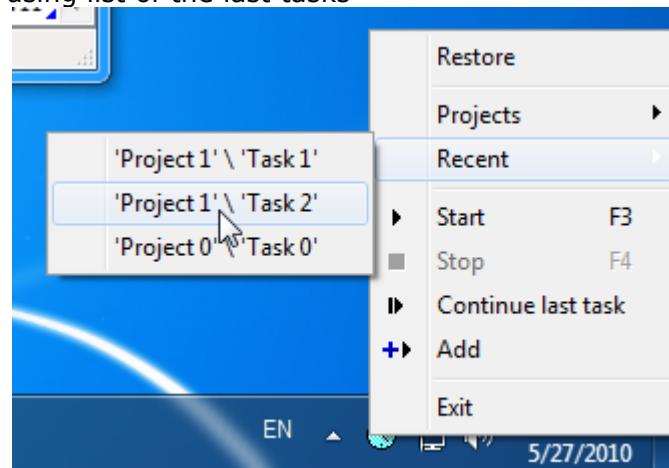


- or use the tray popup menu

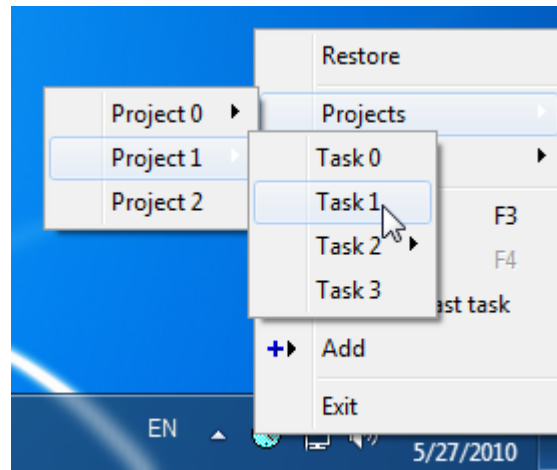


Also you can start tracking without choosing a task. It is possible using the tray popup menu:

- using list of the last tasks



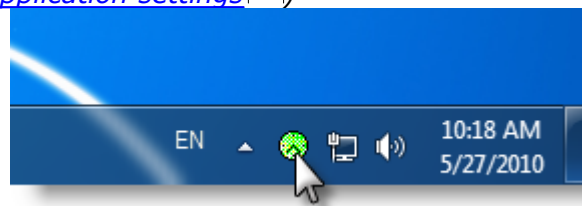
- using list of all projects and tasks



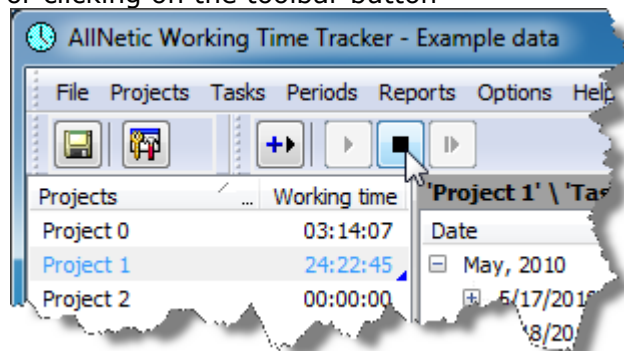
### 2.2.3 Stop time tracking

Stopping time tracking is easily done by –

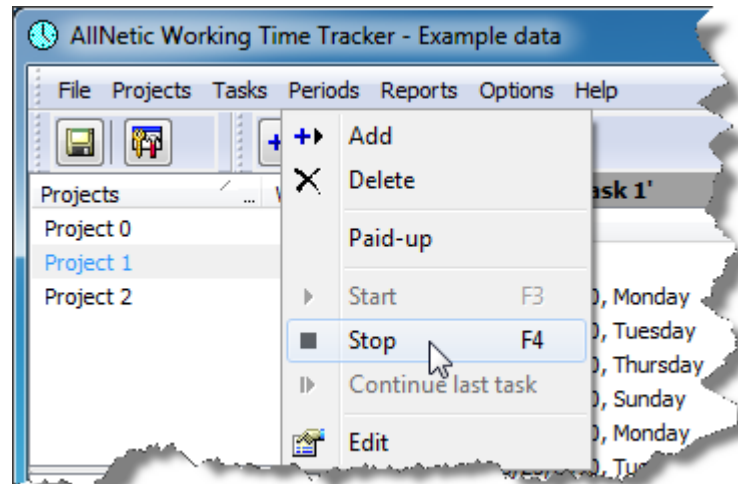
- clicking on the tray icon (*default action on click may be changed in the [application settings](#)*)



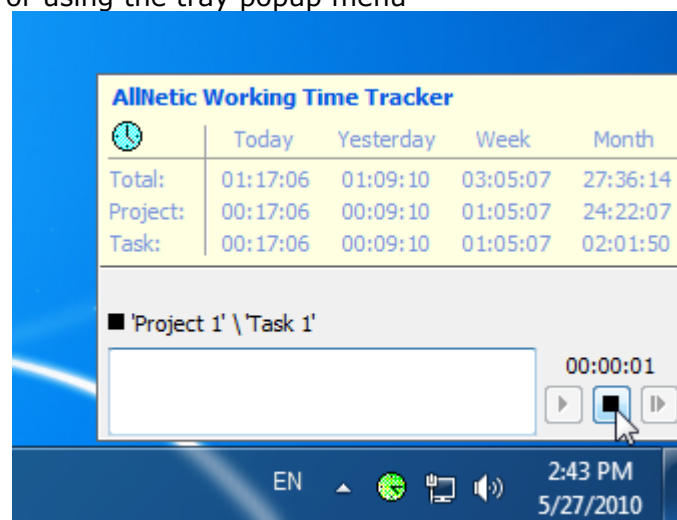
- or clicking on the toolbar button



- or choosing the main menu Periods -> Start



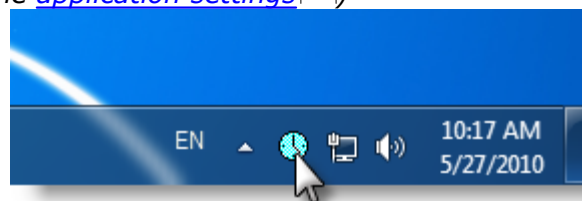
- or using the tray popup menu



## 2.2.4 Continue last task

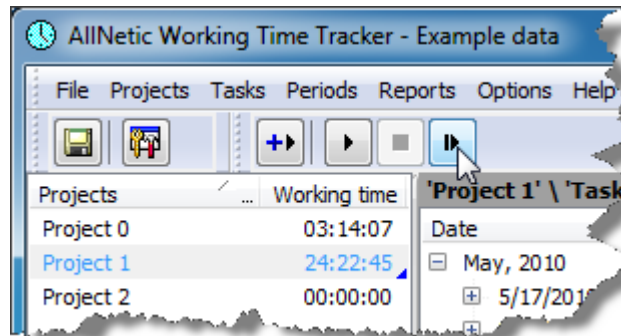
If you pause your job for some time and stop the time tracking, you can then restart tracking your last task. In this case the time period description will be the same as the previous one. To restart last task tracking,

- Shift + click on the tray icon (default action on click may be changed in the [application settings](#) <sup>[22]</sup>)

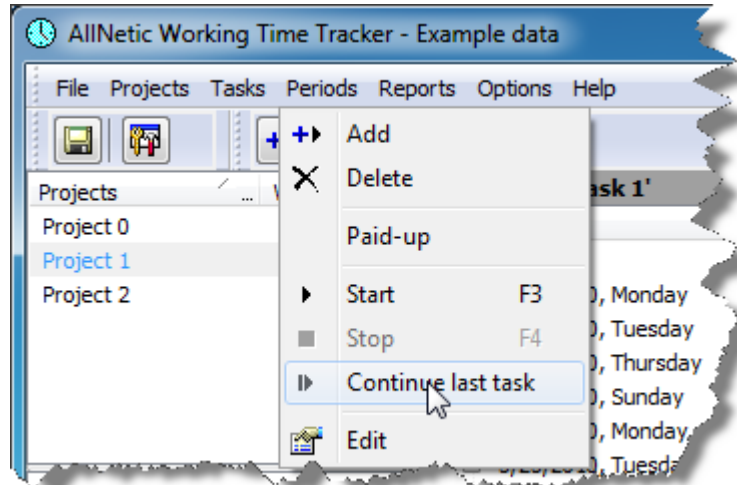


- or click on the toolbar button

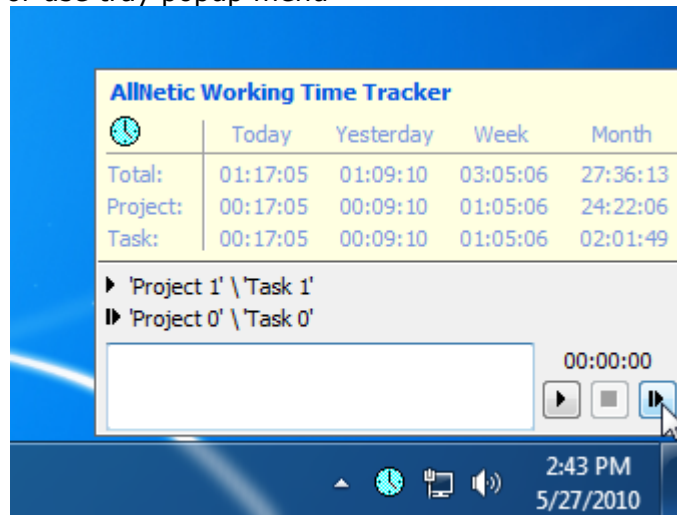




- or choose the main menu Periods -> Start



- or use tray popup menu



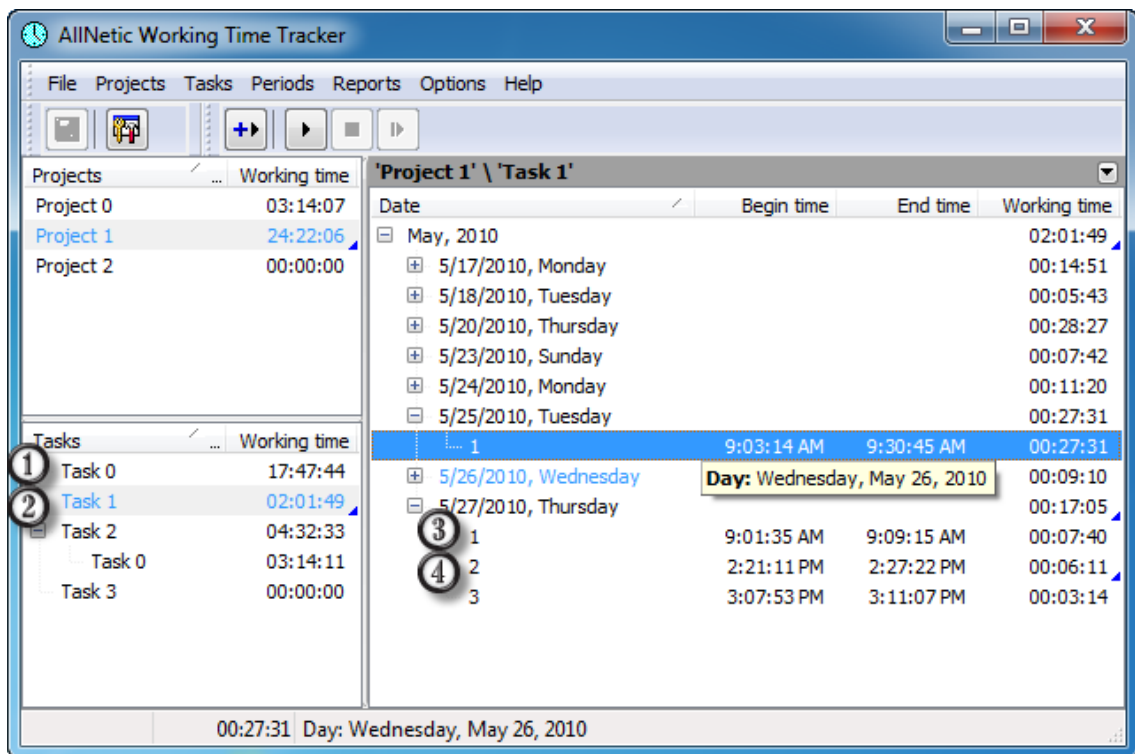
## 2.2.5 Switching between tasks

When you work on a project, you often switch between several tasks. There are several ways to do so. The longest way is to restore the main application window, stop time tracking, select another task, and then start tracking. In order to switch fast between tasks, use the following operations.

- [Recent tasks list in tray popup menu](#)<sup>50</sup>
- [Full projects list in tray popup menu](#)<sup>51</sup>

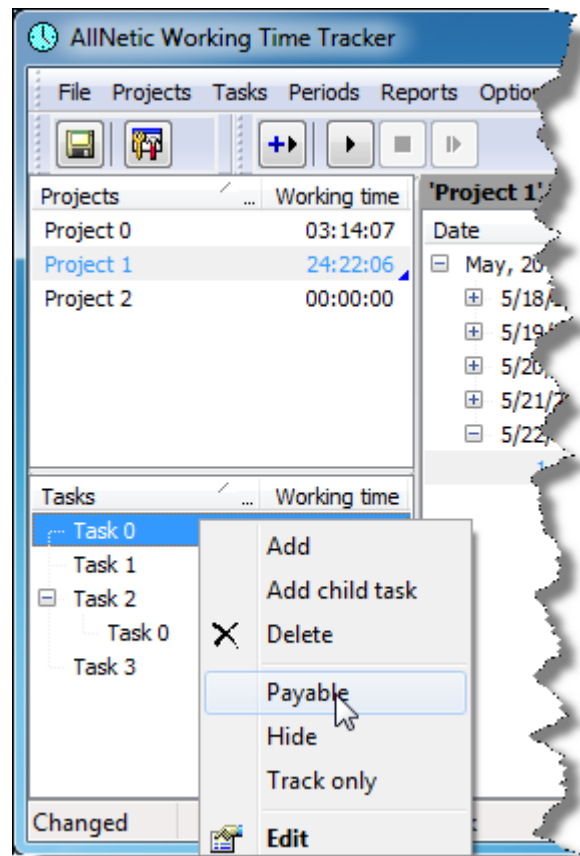
## 2.2.6 Payable tasks

AllNetic Working Time Tracker provides you with special features to track payed projects and tasks. At any time you can check how much time is still unpaid. Payable tasks that contain unpaid periods may be displayed in a different manner:



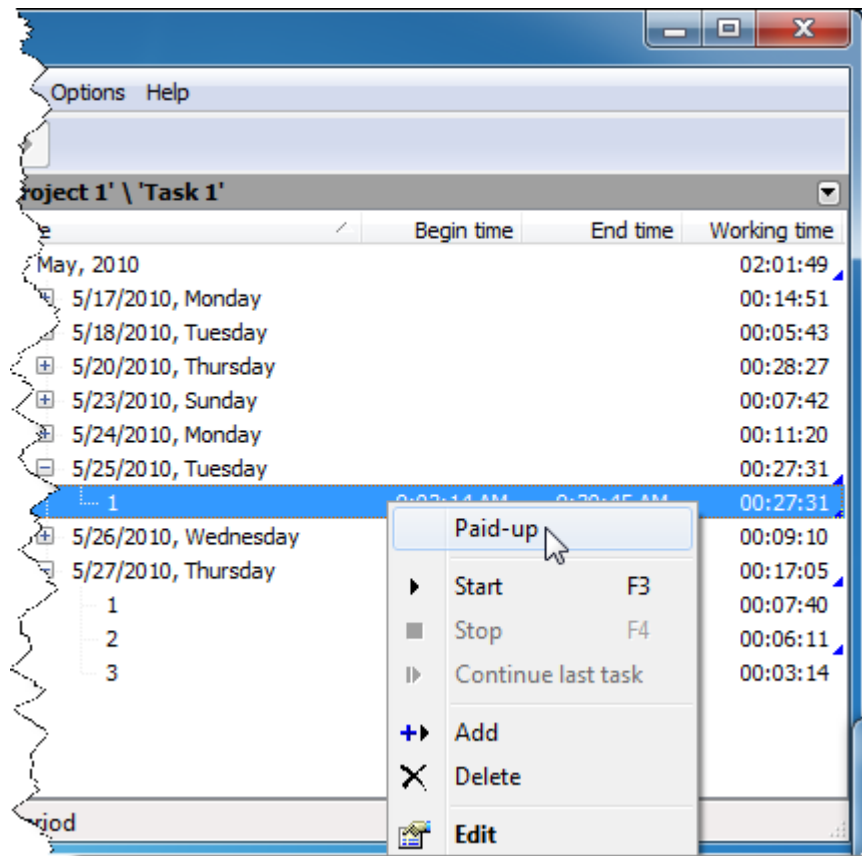
1. Normal or fully paid task
2. Payable task that was not fully paid.
3. Paid period
4. Unpaid period

You can set if a project or task is payable using the popup menu of this project or task –



or via [task properties](#)<sup>44</sup>.

In a same way you set if a period was paid. Select paid periods and use the popup menu –



– to set the *paid* attribute. Also you can set it individually for each period via [editing its properties](#)<sup>46</sup>.

## 2.3 Automatic start/stop intelligence

### 2.3.1 Automatic start/stop intelligence

Sometimes you are distracted from job 'just for a minute' that turns to hours, or on the other hand, sometimes you dive into work but forget to switch on the time tracking.

Automatic tracking intelligence will remind you mildly about that. A small popup window in the bottom left of your screen will remind you about something that you probably have forgotten.

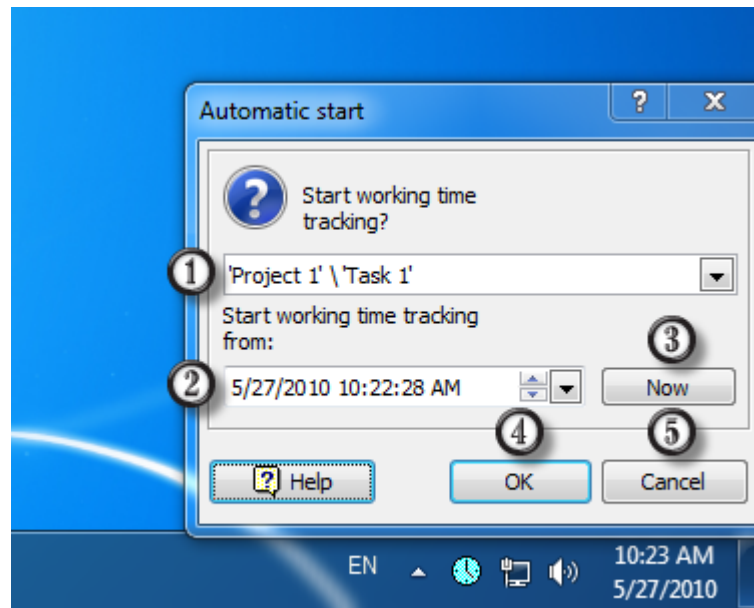
We did our best to make the reminders the most mild and simple:

- the reminder window pops up in the corner of your screen (you can drag it to any [place you want, and next time it will appear there)
- by clicking on *Cancel*, you abandon both proposal to start or stop time tracking, i. e. you ignore the proposed action.
- normally you can click on *Ok* to accept the action without any changes.

### 2.3.2 Automatic start

Automatic start is proposed if –

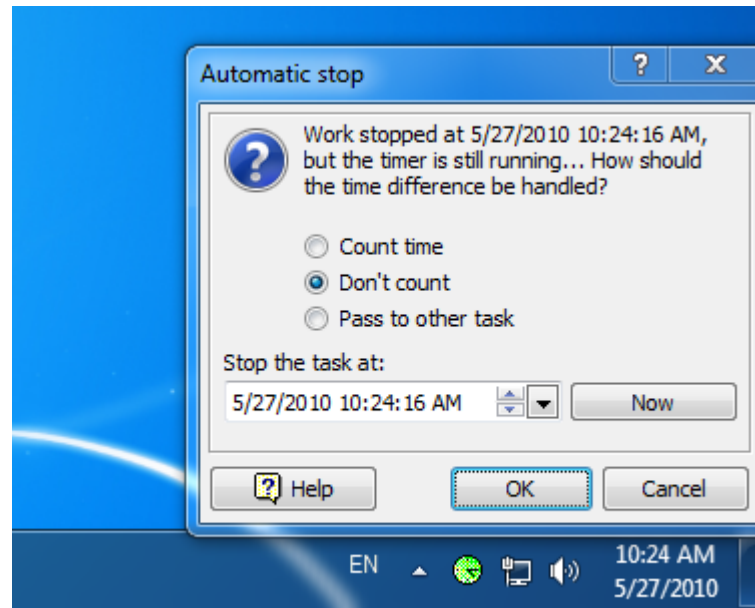
- this feature is on in the [application settings](#)<sup>22</sup>
- time tracking was stopped
- during some time there is no activity on the PC (no keys pressed, no mouse movement, etc = 'the user has left')
- if there is some activity again, the program will check if it is a working activity or just a caretaker has pushed you table with his trolley and moved the mouse.



### 2.3.3 Automatic stop

Automatic stop is proposed if –

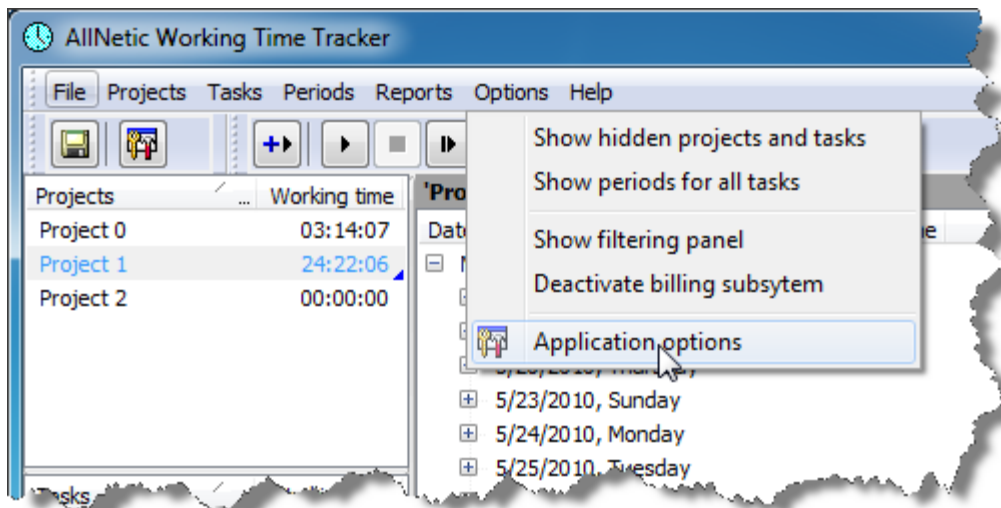
- this feature is on in the [application settings](#)<sup>22</sup>
- time tracking was started
- during some time there is no activity on the PC (no keys pressed, no mouse movement, etc = 'the user has left')



## 2.4 Customize application

### 2.4.1 Customize application

AllNetic Working Time Tracker offers you a variety of features that are customizable to your needs. To bring up the customization dialog, use menu Options -> Application Options:



For detailed description of options see [Application Settings](#)<sup>[54]</sup>.

## 2.5 Reports

### 2.5.1 Creating reports

Thanks to the unique MLGen technology, AllNetic Working Time Tracker provides with multifunctional tools for creating reports based on any selected data, exporting data to other applications, printing, etc.


Several report templates are shipped along with AllNetic Working Time Tracker to create reports in HTML, CSV, TXT and XML format.

MLGen separates data from presentation and lets you and your users change the format of the output text without rebuilding the application or changing the data source. MLGen takes some template (regular string with XML-like tags) as input and produces some output.

With MLGen producing text in different formats is easy as ABC -- you specify the template and let your application supply data to the generator. The rest is defined by template. Whenever you need a plain text, XML or HTML, SGML, CSV or custom text document, you get any of them by just changing one property of the component.

Processing of template is affected by set of properties and events set by the application. The application passes the data to the generator on request, i.e. when MLGen comes across `<macro>` tag. Several tags let you implement loops and conditions and comment some parts of template. The information represented as plain text in template is passed to output without changes (with except of tag processing which might cause repetition or exclusion of information).

When needed you can add custom tags and even add scripting to your template, thus letting your users write powerful data processing routines directly in template.

You can edit existing templates or create new ones using a simple [template language](#) .

## 2.5.2 Example reports

### 2.5.2.1 Example HTML report

**AllNetic Working Time Tracker. Report for Example data.**

**Summary**

<b>First date:</b>	Monday, May 17, 2010, 09:05:04 AM
<b>Last date:</b>	Thursday, May 27, 2010, 03:45:00 PM
<b>Total time:</b>	27:36:13

**Detailed**

Project	Begin	End	Duration
1. Project 0	5/17/2010, 09:05:04 AM	5/27/2010, 03:45:00 PM	03:14:07
1.1. 'Task 0'	5/17/2010, 09:05:04 AM	5/27/2010, 03:45:00 PM	03:14:07
	5/17/2010, 09:05:04 AM	5/17/2010, 10:19:11 AM	01:14:07
	5/26/2010, 02:30:00 PM	5/26/2010, 03:30:00 PM	01:00:00
	5/27/2010, 02:45:00 PM	5/27/2010, 03:45:00 PM	01:00:00
2. Project 1	5/17/2010, 02:15:21	5/27/2010, 03:11:07	24:22:06

### 2.5.2.2 Example text report

-----  
Summary:

First date : Friday, June 06, 2003, 07:06:36 AM  
 Last date : Monday, June 09, 2003, 08:09:53 PM  
 Total time : 34:06:59

-----  
Detailed:

1. Project: Project 1  
 Time: 28:44:28



```

1.1. Task: 'Task 0'. Time: 26:30:01

    Periods:
    08:03:36, from 6/8/2003, 11:00:17 AM to 6/8/2003, 07:03:53 PM
    06:04:59, from 6/7/2003, 01:00:00 PM to 6/7/2003, 07:04:59 PM
    11:53:24, from 6/6/2003, 07:06:36 AM to 6/6/2003, 07:00:00 PM
    00:06:58, from 6/9/2003, 08:02:55 PM to 6/9/2003, 08:09:53 PM
    00:12:47, from 6/9/2003, 10:06:04 AM to 6/9/2003, 10:18:51 AM
    00:01:15, from 6/9/2003, 11:04:15 AM to 6/9/2003, 11:05:30 AM
    00:07:02, from 6/9/2003, 02:11:10 PM to 6/9/2003, 02:18:12 PM

1.2. Task: 'Task 1'. Time: 02:14:27

    Periods:
    02:14:27, from 6/9/2003, 09:30:55 AM to 6/9/2003, 11:45:22 AM

2. Project: Project 0
   Time: 02:11:48

2.1. Task: 'Task 1'. Time: 00:35:43

    Periods:
    00:08:15, from 6/9/2003, 01:00:15 PM to 6/9/2003, 01:08:30 PM
    00:27:28, from 6/8/2003, 02:05:51 PM to 6/8/2003, 02:33:19 PM

2.2. Task: 'Task 2'. Time: 01:36:05

    Periods:
    00:10:24, from 6/9/2003, 04:54:24 PM to 6/9/2003, 05:04:48 PM
    01:25:41, from 6/9/2003, 05:06:24 PM to 6/9/2003, 06:32:05 PM

3. Project: Project 2
   Time: 03:10:43

3.1. Task: 'Task 0'. Time: 03:10:43

    Periods:
    03:10:43, from 6/9/2003, 07:15:22 AM to 6/9/2003, 10:26:05 AM
-----

```

### 2.5.2.3 Example CSV report

```

"Project name","Task name","Time","Begin time","End time"
","",",34:06:59","6/6/2003, 07:06:36 AM","6/9/2003, 08:09:53 PM"
"Project 1","",",28:44:28","6/6/2003, 07:06:36 AM","6/9/2003, 08:09:53 PM"
"Project 1","Task 0","",",26:30:01","6/6/2003, 07:06:36 AM","6/9/2003, 08:09:53 PM"
"Project 1","Task 0","",",08:03:36","6/8/2003, 11:00:17 AM","6/8/2003, 07:03:53 PM"
"Project 1","Task 0","",",06:04:59","6/7/2003, 01:00:00 PM","6/7/2003, 07:04:59 PM"
"Project 1","Task 0","",",11:53:24","6/6/2003, 07:06:36 AM","6/6/2003, 07:00:00 PM"
"Project 1","Task 0","",",00:06:58","6/9/2003, 08:02:55 PM","6/9/2003, 08:09:53 PM"
"Project 1","Task 0","",",00:12:47","6/9/2003, 10:06:04 AM","6/9/2003, 10:18:51 AM"
"Project 1","Task 0","",",00:01:15","6/9/2003, 11:04:15 AM","6/9/2003, 11:05:30 AM"
"Project 1","Task 0","",",00:07:02","6/9/2003, 02:11:10 PM","6/9/2003, 02:18:12 PM"
"Project 1","Task 1","",",02:14:27","6/9/2003, 09:30:55 AM","6/9/2003, 11:45:22 AM"
"Project 1","Task 1","",",02:14:27","6/9/2003, 09:30:55 AM","6/9/2003, 11:45:22 AM"
"Project 0","",",02:11:48","6/8/2003, 02:05:51 PM","6/9/2003, 08:02:54 PM"
"Project 0","Task 1","",",00:35:43","6/8/2003, 02:05:51 PM","6/9/2003, 01:08:30 PM"
"Project 0","Task 1","",",00:08:15","6/9/2003, 01:00:15 PM","6/9/2003, 01:08:30 PM"
"Project 0","Task 1","",",00:27:28","6/8/2003, 02:05:51 PM","6/8/2003, 02:33:19 PM"
"Project 0","Task 2","",",01:36:05","6/9/2003, 04:54:24 PM","6/9/2003, 08:02:54 PM"
"Project 0","Task 2","",",00:10:24","6/9/2003, 04:54:24 PM","6/9/2003, 05:04:48 PM"
"Project 0","Task 2","",",01:25:41","6/9/2003, 05:06:24 PM","6/9/2003, 06:32:05 PM"
"Project 2","",",03:10:43","6/9/2003, 07:15:22 AM","6/9/2003, 10:26:05 AM"
"Project 2","Task 0","",",03:10:43","6/9/2003, 07:15:22 AM","6/9/2003, 10:26:05 AM"
"Project 2","Task 0","",",03:10:43","6/9/2003, 07:15:22 AM","6/9/2003, 10:26:05 AM"

```

### 2.5.2.4 Example XML report

```

<?xml version="1.0" encoding="windows-1252"?>
<schedule title='' start='Friday, June 06, 2003, 07:06:36 AM' finish='Monday, June 09,
2003, 08:09:53 PM' timelength='34:06:59'>
  <projects>
    <project number='1' name='Project 1' start='6/6/2003, 07:06:36 AM' finish='6/9/2003,

```

```

08:09:53 PM' timelength='28:44:28'>
  <tasks>
    <task number='1' name='Task 0' start='6/6/2003, 07:06:36 AM' finish='6/9/2003,
08:09:53 PM' timelength='26:30:01'>
      <periods>
        <period start='6/8/2003, 11:00:17 AM' finish='6/8/2003, 07:03:53 PM'
timelength='08:03:36' />
        <period start='6/7/2003, 01:00:00 PM' finish='6/7/2003, 07:04:59 PM'
timelength='06:04:59' />
        <period start='6/6/2003, 07:06:36 AM' finish='6/6/2003, 07:00:00 PM'
timelength='11:53:24' />
        <period start='6/9/2003, 08:02:55 PM' finish='6/9/2003, 08:09:53 PM'
timelength='00:06:58' />
        <period start='6/9/2003, 10:06:04 AM' finish='6/9/2003, 10:18:51 AM'
timelength='00:12:47' />
        <period start='6/9/2003, 11:04:15 AM' finish='6/9/2003, 11:05:30 AM'
timelength='00:01:15' />
        <period start='6/9/2003, 02:11:10 PM' finish='6/9/2003, 02:18:12 PM'
timelength='00:07:02' />
      </periods>
    </task>
    <task number='2' name='Task 1' start='6/9/2003, 09:30:55 AM' finish='6/9/2003,
11:45:22 AM' timelength='02:14:27'>
      <periods>
        <period start='6/9/2003, 09:30:55 AM' finish='6/9/2003, 11:45:22 AM'
timelength='02:14:27' />
      </periods>
    </task>
  </tasks>
</project>
<project number='2' name='Project 0' start='6/8/2003, 02:05:51 PM' finish='6/9/2003,
08:02:54 PM' timelength='02:11:48'>
  <tasks>
    <task number='1' name='Task 1' start='6/8/2003, 02:05:51 PM' finish='6/9/2003,
01:08:30 PM' timelength='00:35:43'>
      <periods>
        <period start='6/9/2003, 01:00:15 PM' finish='6/9/2003, 01:08:30 PM'
timelength='00:08:15' />
        <period start='6/8/2003, 02:05:51 PM' finish='6/8/2003, 02:33:19 PM'
timelength='00:27:28' />
      </periods>
    </task>
    <task number='2' name='Task 2' start='6/9/2003, 04:54:24 PM' finish='6/9/2003,
08:02:54 PM' timelength='01:36:05'>
      <periods>
        <period start='6/9/2003, 04:54:24 PM' finish='6/9/2003, 05:04:48 PM'
timelength='00:10:24' />
        <period start='6/9/2003, 05:06:24 PM' finish='6/9/2003, 06:32:05 PM'
timelength='01:25:41' />
      </periods>
    </task>
  </tasks>
</project>
<project number='3' name='Project 2' start='6/9/2003, 07:15:22 AM' finish='6/9/2003,
10:26:05 AM' timelength='03:10:43'>
  <tasks>
    <task number='1' name='Task 0' start='6/9/2003, 07:15:22 AM' finish='6/9/2003,
10:26:05 AM' timelength='03:10:43'>
      <periods>
        <period start='6/9/2003, 07:15:22 AM' finish='6/9/2003, 10:26:05 AM'
timelength='03:10:43' />
      </periods>
    </task>
  </tasks>
</project>
</projects>
</schedule>

```

## 2.5.3 Template language

### 2.5.3.1 Template language overview

Each template is a string that contains zero or more text characters and zero or more control tags. Tag is a case-sensitive character sequence that is enclosed in < and > characters. Each tag has a name - alphanumeric sequence of characters. Optionally the tag name can be prefixed by TagPrefix, that is specified as a property.

Each tag can have one or more parameters represented as name="value" pair. Each tag must either be closed or have a closing pair.

Example:

```
<#macro name="MacroName" />

<#if name="condition"></if name="condition">
```

Unlike XML and HTML languages, each control tag including closing tags must have non-empty "name" parameter as shown in the above example for if tag.

Each tag can have any number of optional parameters.

The following tags are defined:

- [Loops](#) <sup>28</sup>
- [Conditions](#) <sup>29</sup>
- [Macros](#) <sup>31</sup>
- [Comments](#) <sup>36</sup>
- [Parameters](#) <sup>37</sup>

### 2.5.3.2 Translation tables

Translation tables are used to convert the data provided by the application to the format that will not conflict with specification. Usually the application returns the data as-is. However what if template requires some characters to be escaped or encoded?

Example: the application will return multiple lines of data delimited with CRLF. However in HTML document such formatting must be changed to <br> tag. Translation tables are designed to convert results of macro substitutions automatically. This way when new template with new formatting is added, the application doesn't have to be modified - template will do the job itself.

Translation table is included to template inside <params> tag as follows:

```
<#params>

  <#translation name="Translation_Table_Name"
  default="True">

    <#replace string="string1" with="string2"/>

    <#replace string="string1">string2</replace>
```

```

    <#replace string="string1" with="stri">ng2</replace>
  <#translation name="Translation_Table_Name">

</params>

```

Table consists of one or more replace tags with parameters. Each replace tag specifies a sequence of characters to be replaced and a sequence of characters to be used as a replacement.

There can be more than one translation table in the template. In this case all tables must have different names and "default" parameter for exactly one table must be set to true.

### 2.5.3.3 Control Tags

#### 2.5.3.3.1 Loops

Syntax:

```
<#repeat name="loop name"></repeat name="loop name">
```

Loops represent Pascal/C while loop and let the application process the block zero or more times depending on application-defined condition.

Available names of task based loops:

- name="Projects"

Loop on all projects.

Parameters:

```
sort="Alphabetical|Duration|BeginDateTime|NoSort" // default =
Alphabetical
```

```
descend="True|False" // default = False
```

- name="Tasks"

Loop on all tasks.

Parameters:

```
sort="Alphabetical|Duration|BeginDateTime|NoSort" // default =
Alphabetical
```

```
descend="True|False" // default = False
```

- name="Periods"

Loop on all periods.

Parameters:

```
sort="Ascend|Descend|NoSort" // default = Ascend
```

Available names of time based loops:

- name="Month"

Loop on all months.

Parameters:

```
sort="Ascend|Descend" // default = Ascend
```

- name="Week"

Loop on all weeks.

Parameters:

```
sort="Ascend|Descend" // default = Ascend
```

- name="Day"

Loop on all days.

Parameters:

```
sort="Ascend|Descend" // default = Ascend
```

- name="TimePeriods"

Loop on all periods.

Parameters:

```
sort="Ascend|Descend|NoSort" // default = Ascend
```

For example:

```
<#repeat name="Projects" sort="Alphabetical">
...
</repeat name="Projects">
```

### 2.5.3.3.2 Conditions

Syntax:

```
<#if name="condition name"><#else name="condition
name"/></if name="condition name">
```

Conditions let the application put one of two parts of template to output document. Blocks enclosed in `<if>` tag are not limited to plain text and can contain other control tags.

Available names of conditions:

- name="PageNumber"

The condition is TRUE if the current page number is equal to the specified value.

Parameters:

```
value="XX" // XX is a number or "last"
```

```
offset="XX" // XX - positive or negative offset added to the current page
number
```

- name="ProjectCount"

This condition compares the number to the specified value.

Parameters:

```
condition="Greater|Less|Equality"
```

```
value="XX" // XX = Number
```

- name="DetailedProjects"

The condition is TRUE if the user has selected detailed projects.

Conditions operational in Projects [loop](#)<sup>28</sup> only:

- name="TaskCount"

This condition compares the number to the specified value.

Parameters:

```
condition="Greater|Less|Equality"  
value="XX" // XX = Number
```

- name="ProjectNumber"

The condition is TRUE if the current project number is equal to the specified value.

Parameters:

```
value="XX" // XX = Number  
offset="XX" // XX - positive or the negative offset added to current project  
number
```

- name="ProjectDescExist"

The condition is TRUE if the current project description exists

- name="ProjectHidden"

The condition is TRUE if the current project is hidden

- name="ProjectPayable"

The condition is TRUE if the current project is payable

- name="DetailedTasks"

The condition is TRUE if the user has selected detailed tasks.

Conditions operational in Tasks [loop](#)<sup>28</sup> only:

- name="PeriodCount"

This condition compares the number to the specified value.

Parameters:

```
condition="Greater|Less|Equality"  
value="XX" // XX = Number
```

- name="TaskNumber"

The condition is TRUE if the current task number is equal to the specified value.

Parameters:

```
value="XX" // XX = Number  
offset="XX" // XX - positive or the negative offset added to current task  
number
```

- name="TaskDescExist"

The condition is TRUE if the current task description exists.

- name="TaskHidden"

The condition is TRUE if the current task is hidden

- name="TaskTrackOnly"  
The condition is TRUE if the current task is marked as "Track Only"
- name="TaskPayable"  
The condition is TRUE if the current task is payable
- name="DetailedPeriods"  
The condition is TRUE if the user has selected detailed periods.

Conditions operational in Periods [loop](#) only:

- name="PeriodNumber"  
The condition is TRUE if the current period number is equal to the specified value.  
Parameters:  
    value="XX" // XX = Number  
    offset="XX" // XX - positive or the negative offset added to current period number
- name="PeriodPaidUp"  
The condition is TRUE if the current period was paid.
- name="PeriodDescExist "  
The condition is TRUE if the current period description exists.

For example:

```
<#if name="ProjectDescExist">
...
</if name="ProjectDescExist">

<#if name="DetailedPeriods">
...
<#else name="DetailedPeriods"/>
...
</if name="DetailedPeriods">
```

### 2.5.3.3.3 Macros

Syntax:

```
<#macro name="macro name"/>
```

Macros let the application substitute some information in the place of macro.

Parameters of any macro:

```
length="0..x" // minimum length (default 0)
alignment="Left|Right|Center" // text alignment (default Left)
```

Parameters of any date and time macro:

```

    datatype="Long|Short|Custom" // default Short
    showdate="True|False" // default True. Used only if datatype
<> "Custom".
    showtime="True|False" // default True. Used only if datatype
<> "Custom".
    showseconds="True|False" // defaults to application
settings. Used only if datatype <> "Custom".
    format="XX" // Used only if datatype = "Custom". XX -
Date/Time format strings[35] control the formatting of dates and
times.

```

Available names of macros:

- name="UserName"

Inserts a name of the current user.

- name="TotalFirstDateTime"

The beginning of the report interval.

- name="TotalLastDateTime"

The end of the report interval.

- name="TotalTimeLength"

Length of the report interval (in hours, minutes, seconds).

Parameters:

```

mode="Full|HideSeconds|DecimalsOfHour|RoundUp5Min|RoundUp10Min|Ro
undUp15Min|RoundUp20Min|RoundUp30Min|RoundUpHour"

```

- name="TotalProjects"

Total of projects in the report.

- name="PageCount"

Total of pages of the report.

- name="PageNumber"

Page number. It is possible to get the number of the previous page by specifying `offset="-1"` or the following page by specifying `offset="1"`. The returned number will always be between 1 and PageCount.

Parameters:

```

    offset="XX" // XX - positive or the negative offset added to current page
number.

```

- name="FileName"

The filename the report is saved to.

By specifying the offset parameter, it is possible to get the name of the following or previous page.

Parameters:

```

    offset="XX" // XX - positive or the negative offset added to the current page
number.

```



Macros operational in Projects [loop](#)<sup>[28]</sup> only:

- name="ProjectUID"  
Unique identifier of the current project.
- name="ProjectNumber "  
Serial number of the current project.
- name="ProjectName "  
Name of the current project.
- name="ProjectDesc "  
The description of the current project.
- name="ProjectFirstDateTime "  
The beginning of the report interval.
- name="ProjectLastDateTime "  
The end of the report interval.
- name="ProjectTimeLength "  
Length of the interval (in hours, minutes, seconds) of the report.  
Parameters:

```
mode=" Full | HideSeconds | DecimalsOfHour | RoundUp5Min | RoundUp10Min | RoundUp15Min | RoundUp20Min | RoundUp30Min | RoundUpHour "
```

- name="ProjectDuration "  
Project duration (in seconds).

Macros operational in Tasks [loop](#)<sup>[28]</sup> only:

- name="TaskUID "  
Unique identifier of the current task.
- name="TaskOwnerUID "  
Unique identifier of the parent of the current task.
- name="TaskNumber "  
Serial number of the current task.
- name="TaskName "  
Name of the current task.  
Parameters:  

```
type=" Short | FullTask | FullProject " // default FullTask
```
- name="TaskDesc "  
The description of the current task.
- name="TaskFirstDateTime "  
The beginning of the task interval.  
Parameters:

```
inclchild="True|False" // default = TRUE
```

- name="TaskLastDateTime"

The end of the task interval.

Parameters:

```
inclchild="True|False" // default = TRUE
```

- name="TaskTimeLength"

Length of the task interval (in hours, minutes, seconds).

Parameters:

```
mode="Full|HideSeconds|DecimalsOfHour|RoundUp5Min|RoundUp10Min|RoundUp15Min|RoundUp20Min|RoundUp30Min|RoundUpHour"
```

```
inclchild="True|False" // default = TRUE
```

- name="TaskDuration"

Task duration (in seconds).

Macros operational in Periods [loop](#)<sup>28</sup> only:

- name="PeriodUID"

Unique identifier of the current period.

- name="PeriodNumber"

Serial number of the current period.

- name="PeriodDesc"

The description of the current period.

- name="PeriodBeginDateTime"

The beginning of the period interval.

- name="PeriodEndDateTime"

The end of the period interval.

- name="PeriodLength"

Period length (in hours, minutes, seconds).

Parameters:

```
showseconds="True|False" // defaults to application settings
```

- name="PeriodDuration"

Period duration (in seconds).

Macros operational in time based [loops](#)<sup>28</sup> only:

- name="LoopBeginDateTime"

The beginning of the current loop interval.

- name="LoopEndDateTime"

The end of the current loop interval.

For example:

```
<#macro name="PeriodLength" length="20"
  alignment="Center" />
```

### 2.5.3.3.3.1 Date/Time format strings

Date-Time Format Strings specify the formatting of date-time values when they are converted to strings. Date-Time Format Strings are passed to formatting routines, and are also used to set certain global variables.

Date Time Format Strings are composed from specifiers that represent values to be inserted into the formatted string. Some specifiers (such as "d"), simply format numbers or strings. Other specifiers (such as "/") refer to locale-specific strings from global variables.

In the following table, specifiers are given in lower case. Case is ignored in formats, except for the "am/pm" and "a/p" specifiers.

Specifier	Displays
c	Displays the date using the format given by the ShortDateFormat global variable, followed by the time using the format given by the LongTimeFormat global variable. The time is not displayed if the date-time value indicates midnight precisely.
d	Displays the day as a number without a leading zero (1-31).
dd	Displays the day as a number with a leading zero (01-31).
ddd	Displays the day as an abbreviation (Sun-Sat) using the strings given by the ShortDayNames global variable.
dddd	Displays the day as a full name (Sunday-Saturday) using the strings given by the LongDayNames global variable.
dddddd	Displays the date using the format given by the ShortDateFormat global variable.
ddddddd	Displays the date using the format given by the LongDateFormat global variable.
e	(Windows only) Displays the year in the current period/era as a number without a leading zero (Japanese, Korean and Taiwanese locales only).
ee	(Windows only) Displays the year in the current period/era as a number with a leading zero (Japanese, Korean and Taiwanese locales only).
g	(Windows only) Displays the period/era as an abbreviation (Japanese and Taiwanese locales only).
gg	(Windows only) Displays the period/era as a full name. (Japanese and Taiwanese locales only).
m	Displays the month as a number without a leading zero (1-12). If the m specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mm	Displays the month as a number with a leading zero (01-12). If the mm specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mmm	Displays the month as an abbreviation (Jan-Dec) using the strings given by the ShortMonthNames global variable.

m	Displays the month as a full name (January-December) using the strings given by the LongMonthNames global variable.
yy	Displays the year as a two-digit number (00-99).
yyyy	Displays the year as a four-digit number (0000-9999).
h	Displays the hour without a leading zero (0-23).
hh	Displays the hour with a leading zero (00-23).
n	Displays the minute without a leading zero (0-59).
nn	Displays the minute with a leading zero (00-59).
s	Displays the second without a leading zero (0-59).
ss	Displays the second with a leading zero (00-59).
z	Displays the millisecond without a leading zero (0-999).
zzz	Displays the millisecond with a leading zero (000-999).
t	Displays the time using the format given by the ShortTimeFormat global variable.
tt	Displays the time using the format given by the LongTimeFormat global variable.
am/pm	Uses the 12-hour clock for the preceding h or hh specifier, and displays 'am' for any hour before noon, and 'pm' for any hour after noon. The am/pm specifier can use lower, upper, or mixed case, and the result is displayed accordingly.
a/p	Uses the 12-hour clock for the preceding h or hh specifier, and displays 'a' for any hour before noon, and 'p' for any hour after noon. The a/p specifier can use lower, upper, or mixed case, and the result is displayed accordingly.
ampm	Uses the 12-hour clock for the preceding h or hh specifier, and displays the contents of the TimeAMString global variable for any hour before noon, and the contents of the TimePMString global variable for any hour after noon.
/	Displays the date separator character given by the DateSeparator global variable.
:	Displays the time separator character given by the TimeSeparator global variable.
'xx'/"xx"	Characters enclosed in single or double quotes are displayed as-is, and do not affect formatting.

#### 2.5.3.3.4 Comments

Syntax:

```
<#comment name="name" />
```

or

```
<#comment name="name">...</comment name="name">
```

Comments are not processed and are thrown away. Comments exclude part of template they wrap from processing. Comments can be nested.

For example:

```
<#comment name="MyComment" value="This is my comment"/>
```

```
<#comment name="MyComment">
```

```
This is my comment
<#/comment name="MyComment">
```

### 2.5.3.3.5 Template Parameters

Syntax:

```
<#params>

  <#param name="Param_Name" value="ParamValue"/>

  <#param name="Param_Name">ParamValue</param>

  <#param name="Param_Name" value="ParamVa">lue</param>

  <#translation name="Translation_Table_Name"
  default="True">

    <#replace string="string1" with="string2"/>

    <#replace string="string1">string2</replace>

    <#replace string="string1"
  with="stri">ng2</replace>

  </translation name="Translation_Table_Name">

</params>
```

Parameters let template creator tell something to the application that will produce some output using template. They are accessible via Parameters property of the generator. Currently there are only two predefined parameter tags -- `<translation>` and `<replace>`. They describe [translation tables](#)<sup>[27]</sup>.

Parameters that may be used in templates:

- name="Description"  
The template description.
- name="Output file type"  
File type, e. g. "HTML", "Text", "CSV", "XML", "Printable HTML"
- name="Default output file name"  
Default output filename (no extension).
- name="Output file extension"  
Output filename extension.
- name="Can show projects detail"  
The template supports detailed projects.  
value="True|False"

- name="Can show tasks detail"  
The template supports detailed tasks.  
value="True|False"
- name="Can show periods detail"  
The template supports detailed periods.  
value="True|False"

Also you can add any other parameters, for instance, the author of the template.

For example:

```
<#params>
  <#param name="Description" value="HTML report"/>
  <#param name="Output file type" value="HTML"/>
  <#param name="Default output file name"
value="Report.html"/>
  <#param name="Output file extension" value=".html"/>
  <#param name="Can show projects detail" value="True"/>
  <#param name="Can show tasks detail" value="True"/>
  <#param name="Can show periods detail" value="True"/>

  <#translation name="HTML_Translation_Table"
default="Macro">
    <#replace string="#22" with="&quot;"/>
    <#replace string="<" with="&lt;"/>
    <#replace string=">" with="&gt;"/>
    <#replace string="&" with="&amp;"/>
  </translation name="HTML_Translation_Table">
</params>
```

## 2.6 Invoice

### 2.6.1 Creating invoices

Invoicing is based on reports. For details see [creating reports](#)<sup>[23]</sup>.

Due to the integrated tracking of unpaid time, AllNetic Working Time Tracker will ensure you always invoice your customers correctly.

## 2.7 How to print

### 2.7.1 How to print

The best way to print data from AllNetic Working Time Tracker is to create a [report](#)<sup>[23]</sup> or an [invoice](#)<sup>[38]</sup> and to print it using any application you want.

You can create reports using templates in HTML, TXT, CSV or XML. Moreover, you can

edit templates or create your own ones.

## 2.8 Export

### 2.8.1 Export

Data export is based on reports. For details see [creating reports](#)<sup>[23]</sup>.

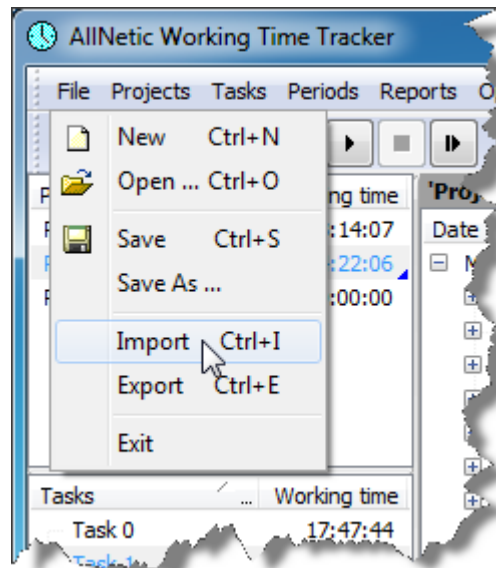
CSV or XML is recommended for data export. Probably it is also better to create your own template corresponding to your specific needs.

## 2.9 Import

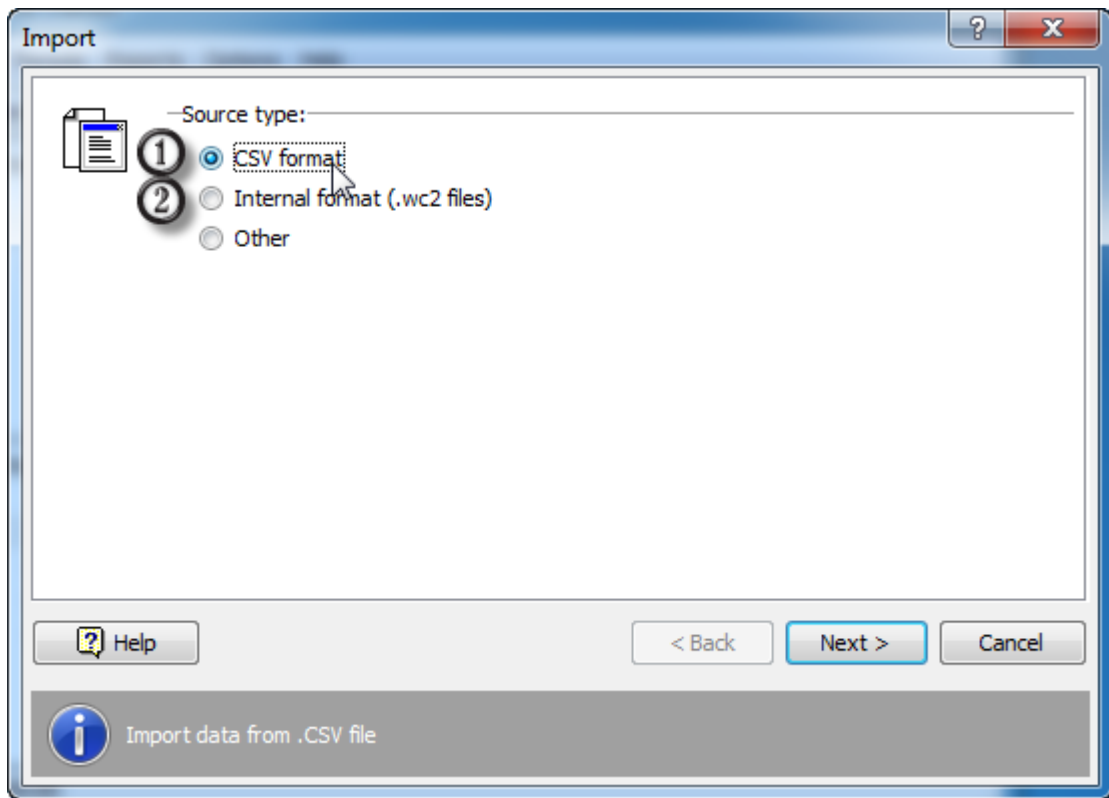
### 2.9.1 Import

AllNetic Working Time Tracker can import data in several formats. If you cannot import data from some format, please [contact us](#)<sup>[7]</sup>, and we will add this functionality to next version of AllNetic Working Time Tracker.

To import data, choose Import command in the File menu.



In the dialog box, choose *CSV file* and click on the *Next* button.



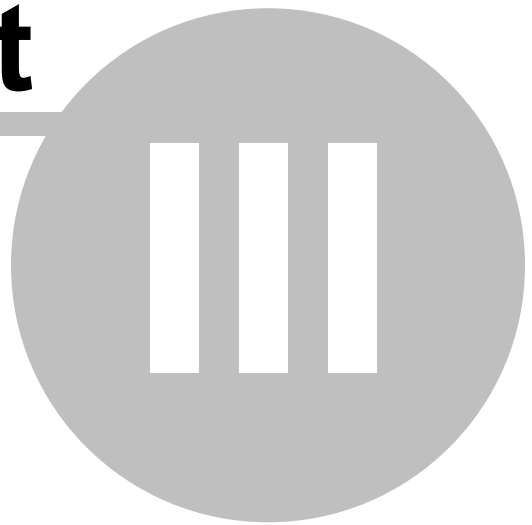
Current version of AllNetic Working Time Tracker is able to import data from –

- CSV files
- Internal data format



**Part**

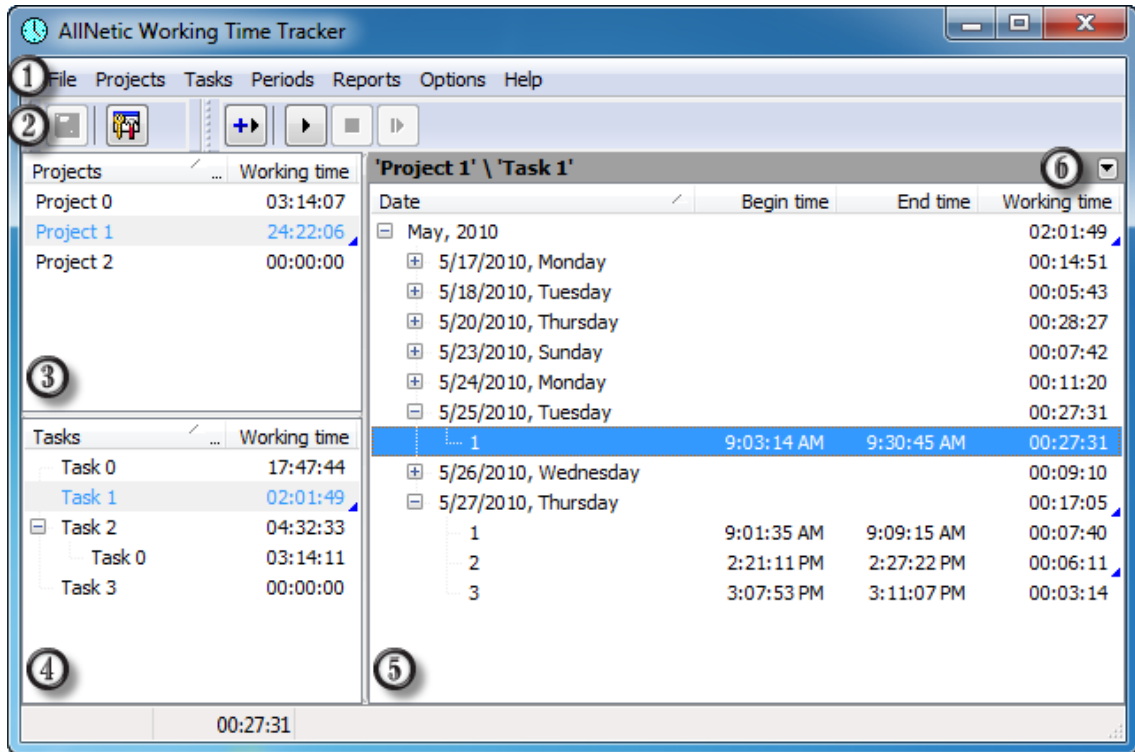
---



## 3 Explaining the user interface

### 3.1 The workspace

#### 3.1.1 The workspace overview



1. Main menu
2. Toolbar
3. Projects list
4. Task list
5. Time periods list
6. Open [filtering panel](#)

In any list of the application you can select multiple entries for group operations. To select multiple elements, hold down Shift or Ctrl.

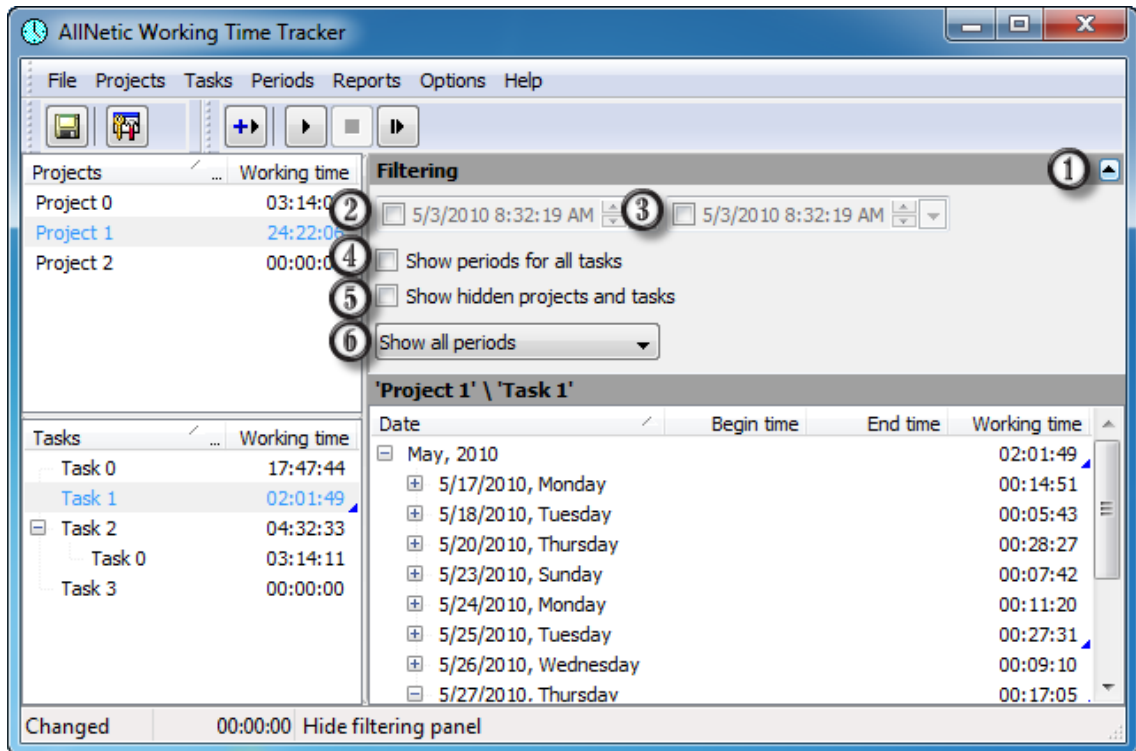
If several projects are selected, tasks of all selected projects will be displayed.

If several tasks are selected, periods of all selected tasks will be displayed.

Using the [filtering panel](#), you can toggle displaying all periods of all tasks.

#### 3.1.2 Filtering panel

Using the filtering feature, you can hide data that you don't need to be displayed at the moment.

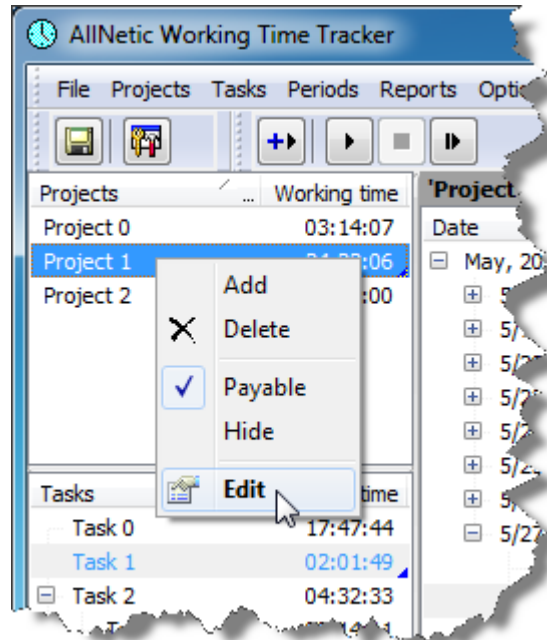


1. Hide the panel
2. Beginning date and time
3. End date and time
4. Show periods for all tasks
5. Show hidden projects and tasks
6. Show paid and unpaid periods

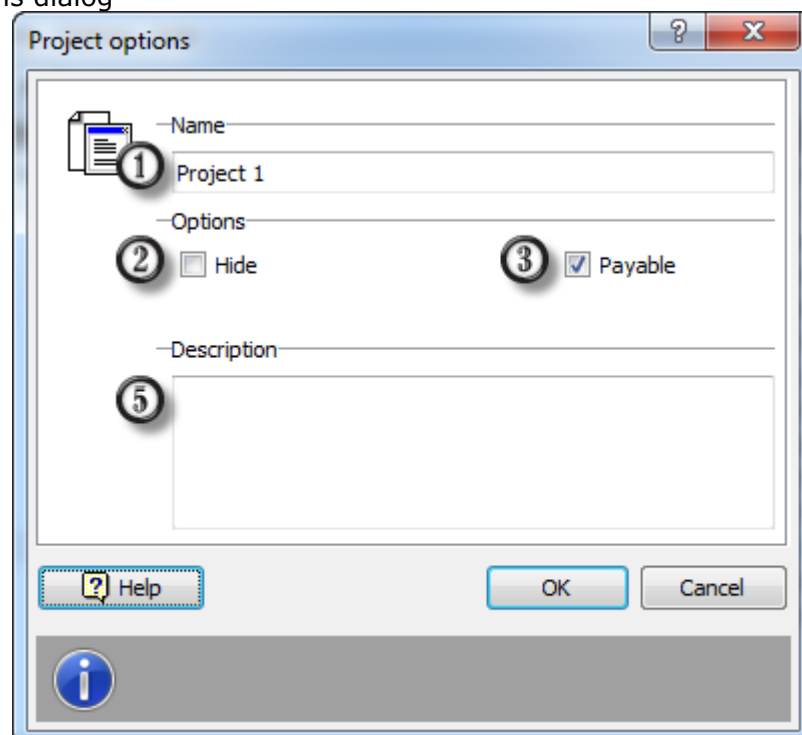
## 3.2 Project and Task properties

### 3.2.1 Project and Task properties

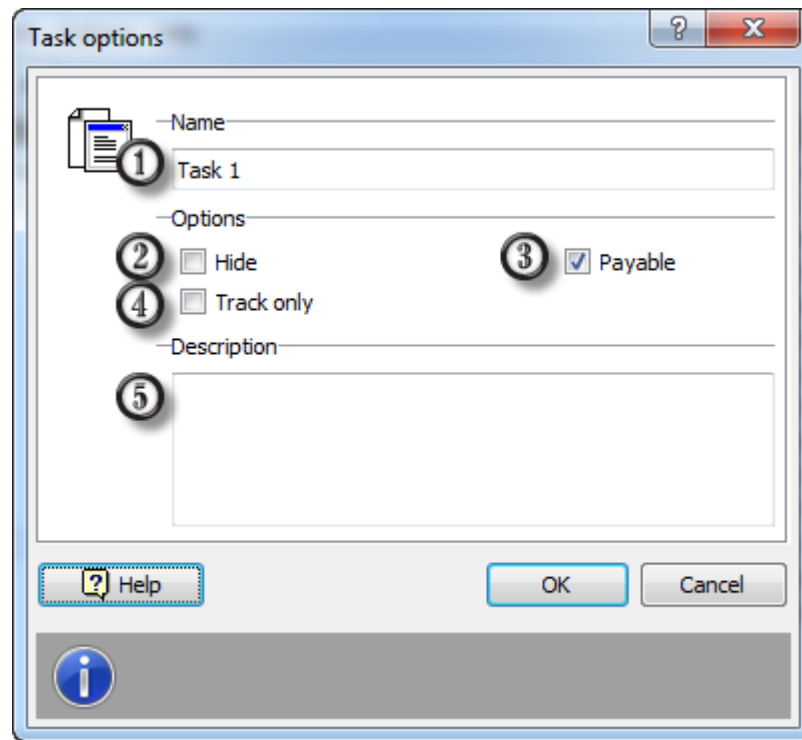
Right-click on a project or task to edit its properties:



Project options dialog -

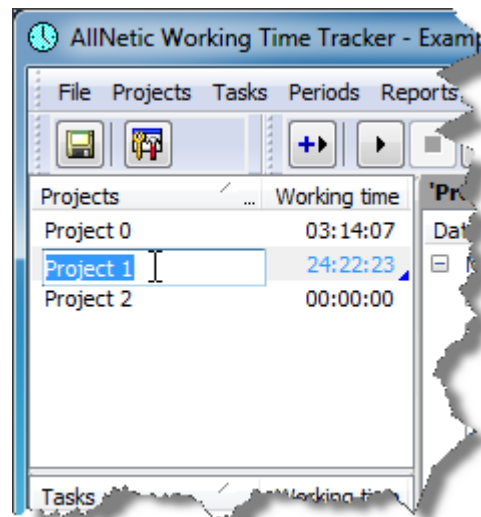


and Task options dialog -



1. Name  
You can use any name repeatedly.
2. Hide project/task.  
Use this to hide tasks that you are not going to use soon. This will help you to relieve the lists of redundant information. You can display hidden tasks at any time using *Show hidden projects and tasks* mode.
3. Payable  
[Payable task](#)<sup>187</sup>. Check this if you are payed for this project/task.
4. Track only. (for tasks only)  
The total task time consists of time spent for the task itself and for all subtasks. Tasks with *Track only* option on are not included.
5. Description.  
Any notes you wish to add.

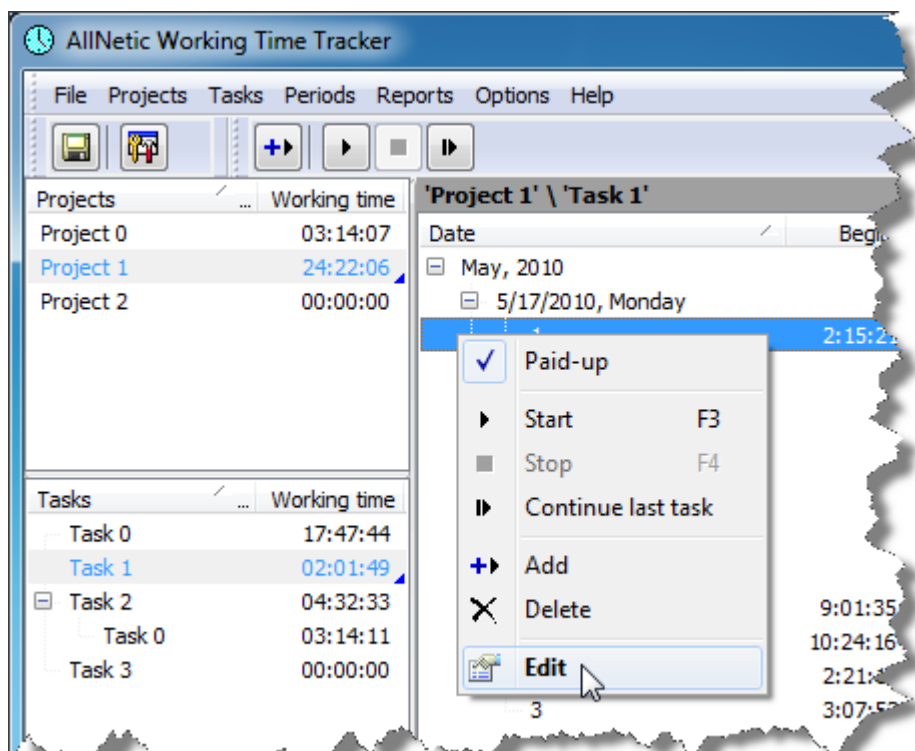
Note: Press F2 to rename selected project or task.

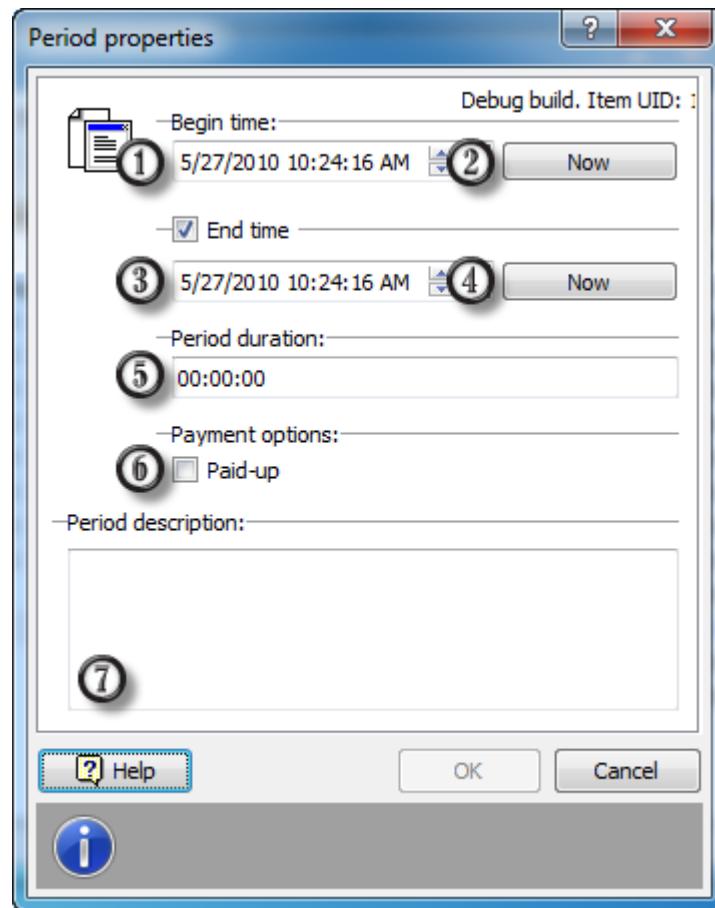


### 3.3 Period properties

#### 3.3.1 Period properties

Right-click on a period to edit its properties:





1. Period start time
2. Insert current time
3. Period end time

When adding a period, you can abandon setting the end time (uncheck the *End Time*). This way you can start a period at any time, not only at current time.

After you can edit the current period starting time.

4. Insert current time
5. Period duration
6. Period paid

This option is only available for periods in payable tasks. Check it on of the period was paid.

7. Period description

Any notes you wish to add about this period.

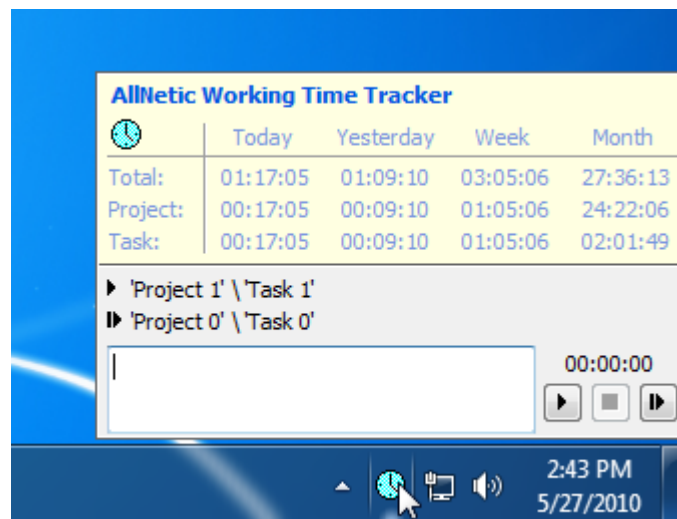
## 3.4 Tray icon

### 3.4.1 Tray icon overview

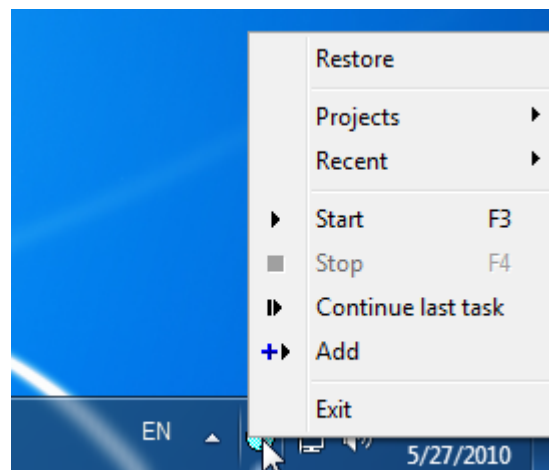
The system tray icon is one of the key software interface elements. Using the tray icon, you can start or stop time tracking, switch between tasks and get statistics.



Please mouse cursor over the tray icon to bring up the [advanced tray hint](#)<sup>[49]</sup>. Here the current status and statistics are displayed.



Right-click the tray icon to display the [popup menu](#)<sup>[50]</sup>, which is convenient to switch between tasks.

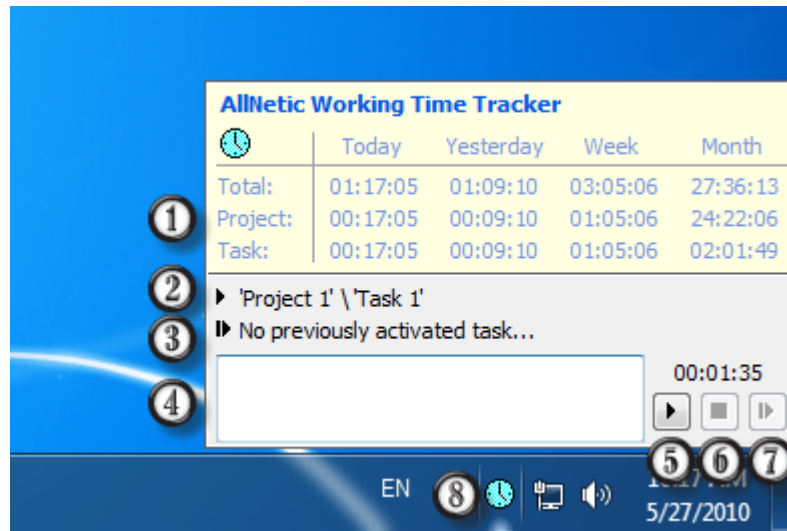




### 3.4.2 Advanced hint

#### 3.4.2.1 Advanced hint

You can display current status at any time by rolling the mouse over the system tray icon:

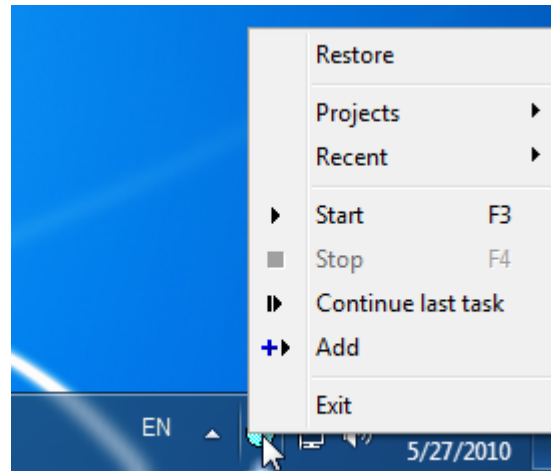


Advanced tray hint

1. Statistics
2. Currently selected task
3. Previous fulfilled task
4. Period description
5. Start time tracking for currently selected task
6. Stop time tracking
7. Continue previous task
8. AllNetic Working Time Tracker icon

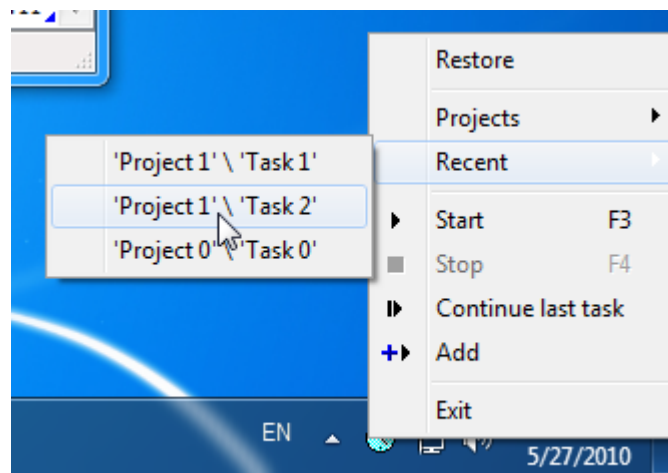
### 3.4.3 Popup menu

#### 3.4.3.1 Tray popup menu



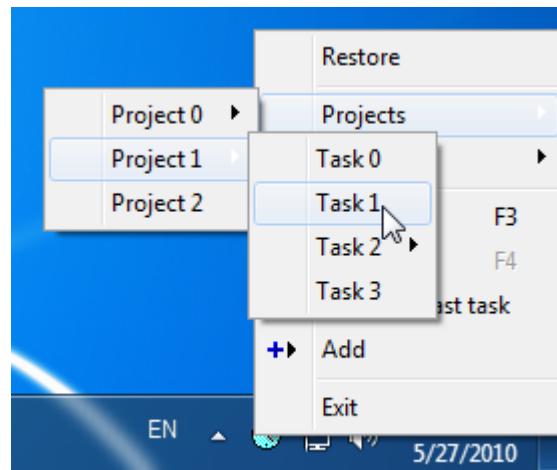
Using the popup menu, you can bring up the main window (by *Restore* command), start or stop time tracking or switch between tasks.

#### 3.4.3.2 Recent list



This list contains recent tasks you were working on. Using the recent tasks list is fast and convenient way to start or stop time tracking and to switch between tasks.

### 3.4.3.3 Full projects list

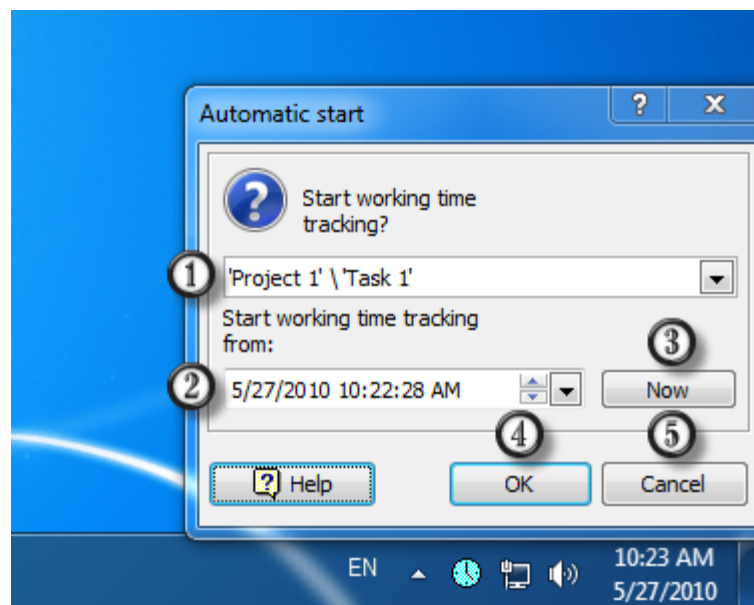


Using this full list of projects and tasks, you can start time tacking or switch between tasks without displaying the application main window.

## 3.5 Automatic Start Dialog

### 3.5.1 Automatic Start Dialog

When AllNetic Working Time Tracker [detects](#) that use has started his work, it will [propose](#) to start time tracking.



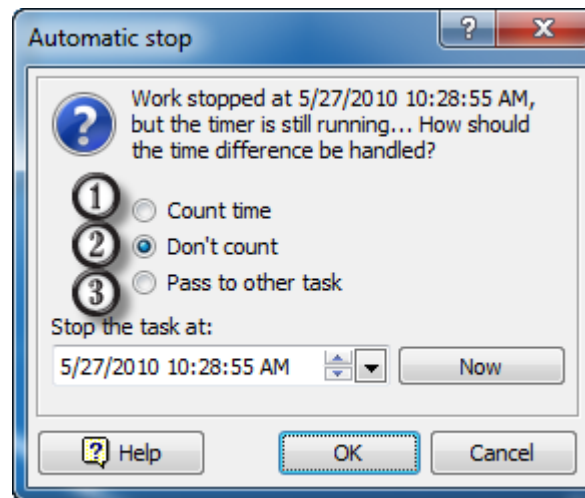
1. Task selection.
2. Tracking start time (automatically set to the time user activity was detected).

3. Set current time as the tracking start time.
4. Click *OK* to start time tracking of the currently selected task starting from the specified time.
5. Click *Cancel* to abandon time tracking start.

## 3.6 Automatic Stop Dialog

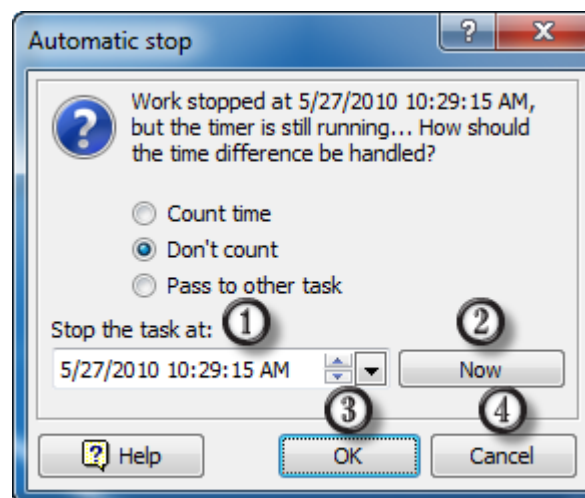
### 3.6.1 Automatic Stop Dialog

When AllNetic Working Time Tracker [detects](#) that user has stopped his work, it will [propose](#) to stop time tracking.



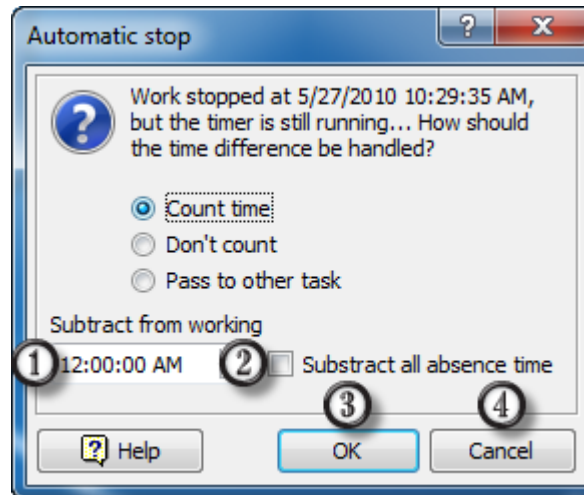
1. Continue time tracking but don't count the time of absence.
2. Stop time tracking and don't count the time of absence.
3. Continue time tracking but count the time of absence as another task.

Additional parameters are possible for each of the three commands:



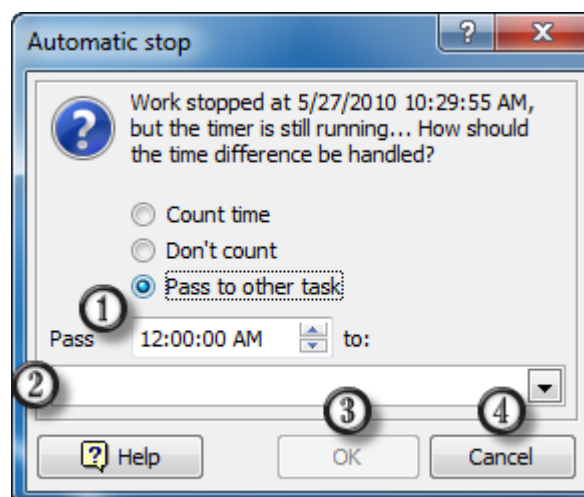
1. The time when work was stopped (automatically set to the time when activity stop was [detected](#)<sup>[20]</sup>).
2. Set current time as the tracking stop time.
3. Click *OK* to stop time tracking at the specified time.
4. Click *Cancel* to abandon time tracking stop.

This is the default mode. Click *OK* to stop time tracking at the time the activity stop was detected, or click *Cancel* to continue tracking.



1. Time that will be excluded from the tracked time.
2. Set this checkbox on if you want to exclude total absence time.
3. Click *OK* to continue time tracking excluding the specified time.
4. Click *Cancel* to abandon.

This mode is suitable when you don't need to count your absence time, e. g. your coffee break.



1. Time that will be passed to another task.
2. Here you select the task to which the time will be passed.
3. Click *OK* to continue time tracking of the current task after passing the specified

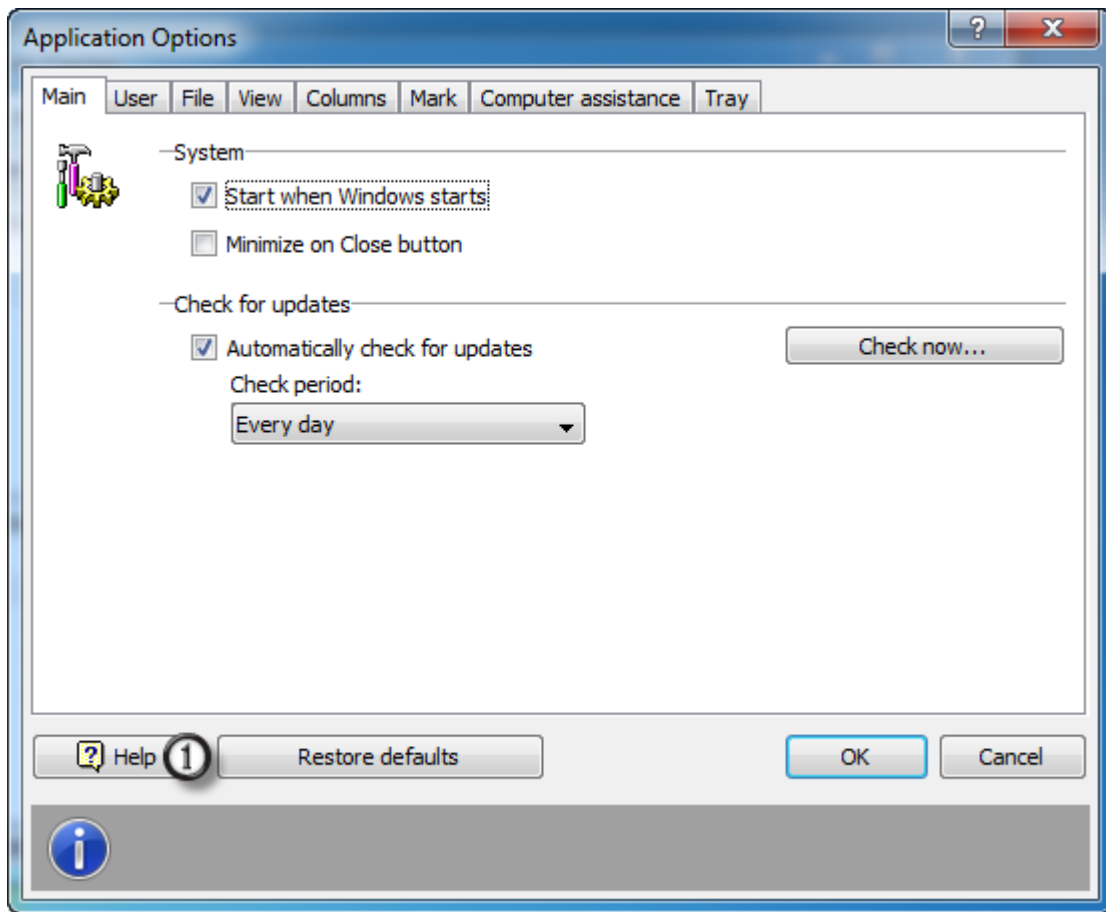
time to the selected task.

4. Click *Cancel* to abandon.

This mode is much like previous one except the time of absence will not be abandoned but passed to another task. For example, this way you can count how much time you spend for coffee breaks.

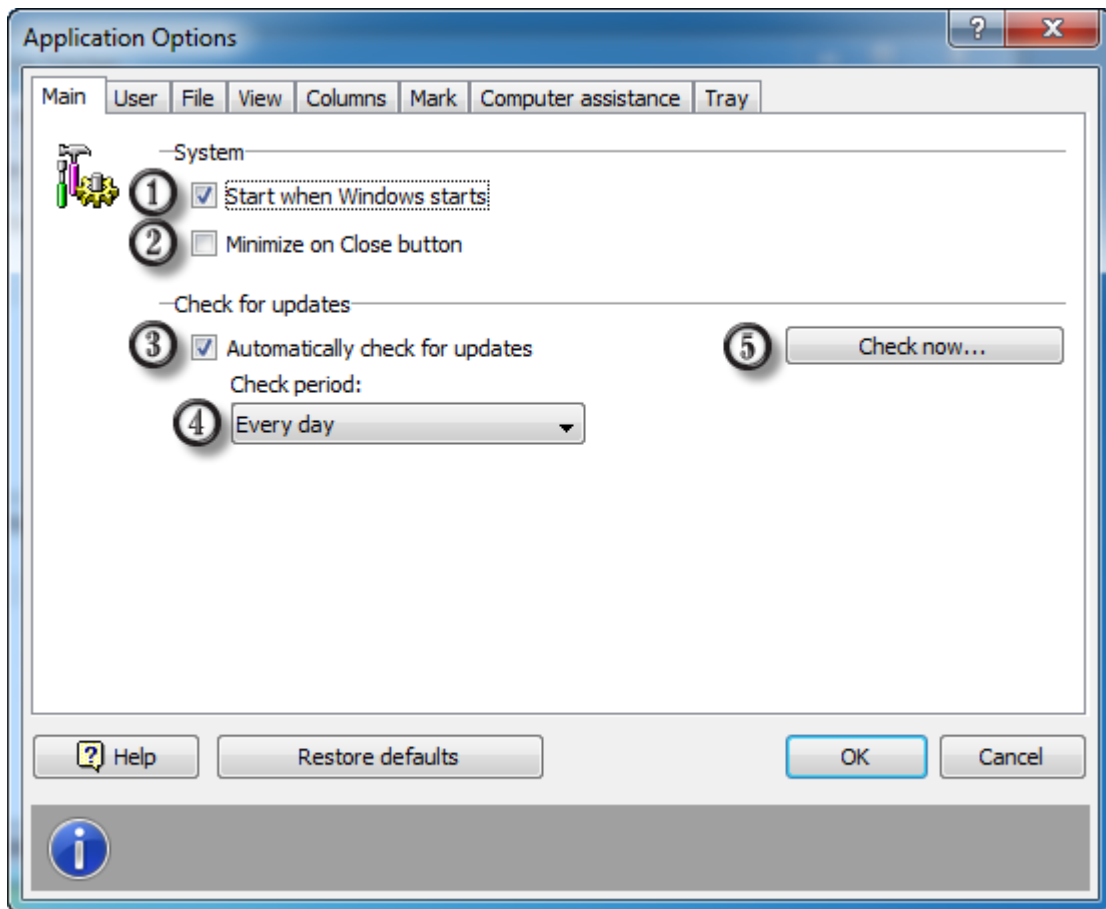
## 3.7 Application Options

### 3.7.1 Application Options overview



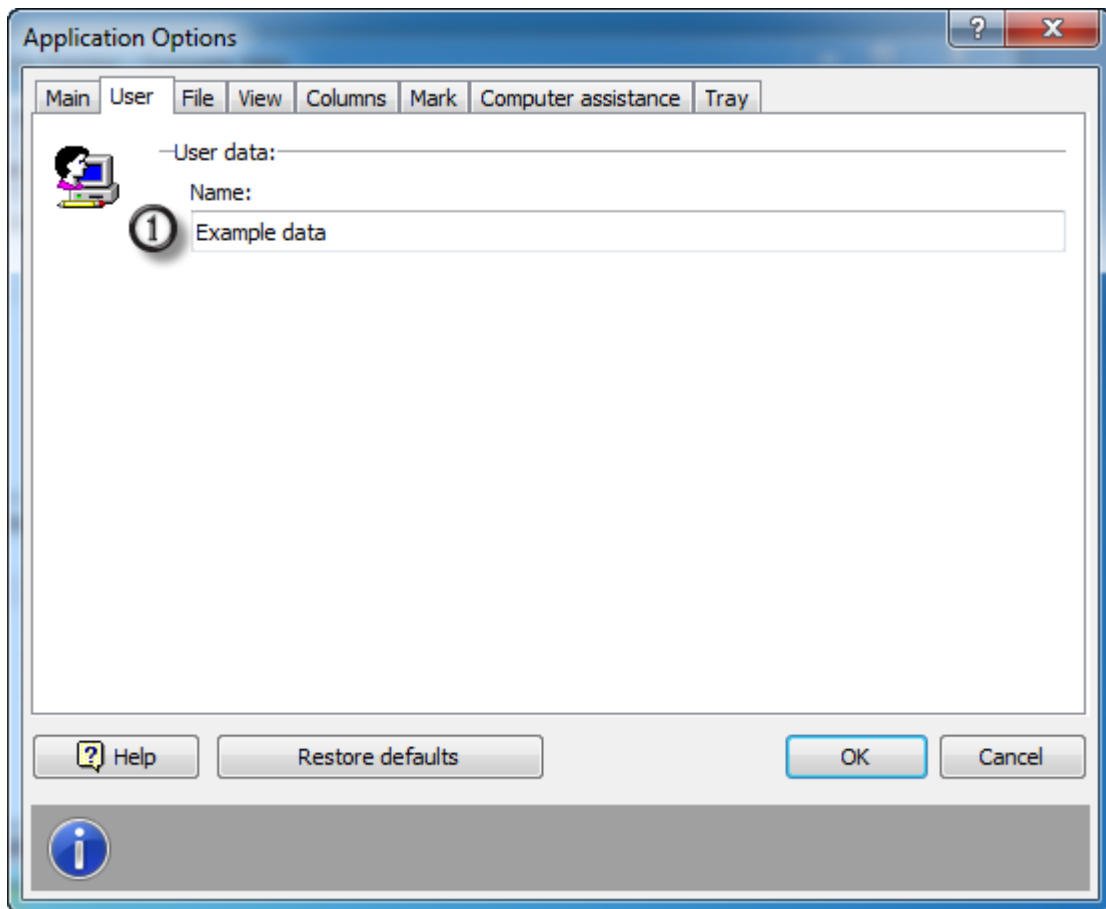
1. Restore default setting for the current tab.

### 3.7.2 Main



1. If this option is on, AllNetic Working Time Tracker will start automatically on Windows start.
2. If this option is on, clicking the *Close* button in the main window caption will minimize AllNetic Working Time Tracker. You can still close the application using menu File -> Exit.
3. If this option is on, AllNetic Working Time Tracker will check the latest version available on the official web site.
4. Periodicity of automatic check.
5. Check up the latest version now.

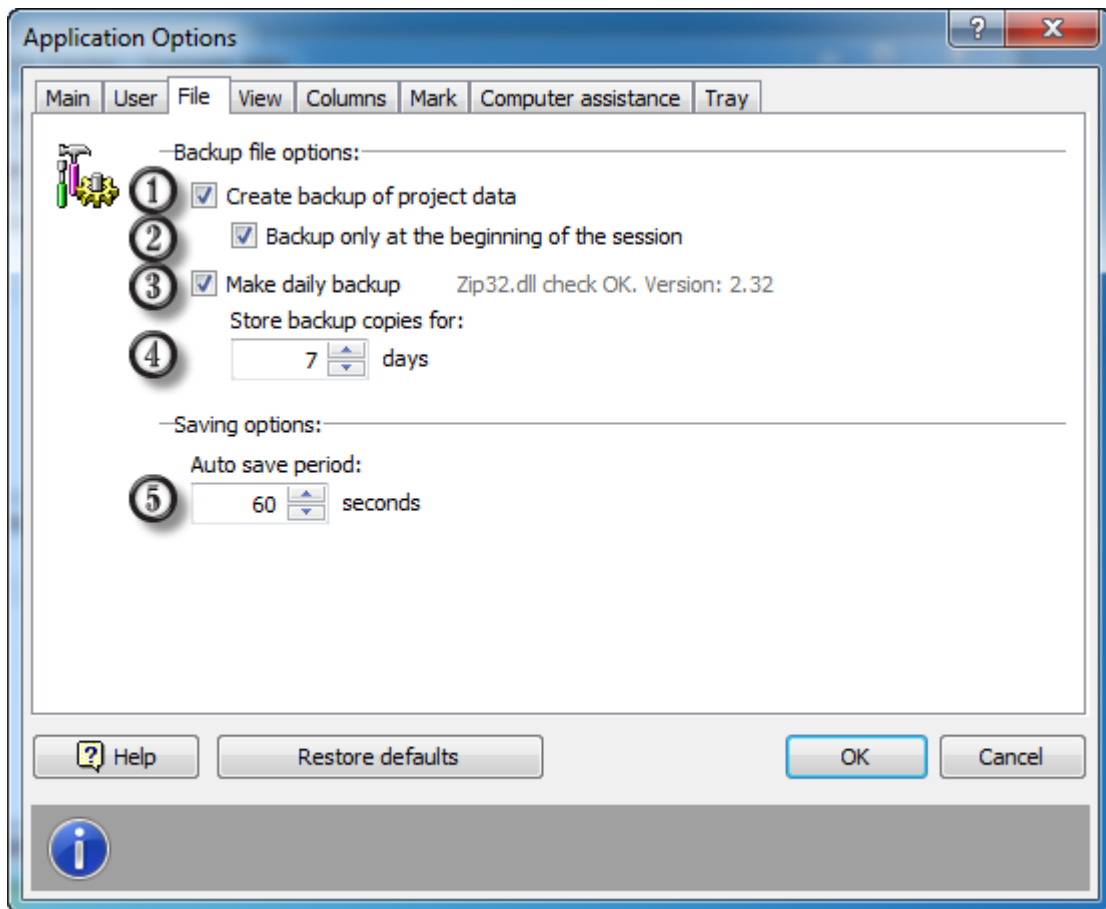
### 3.7.3 User



1. Enter your name here. This information may be used, for example, for creating reports and invoices.

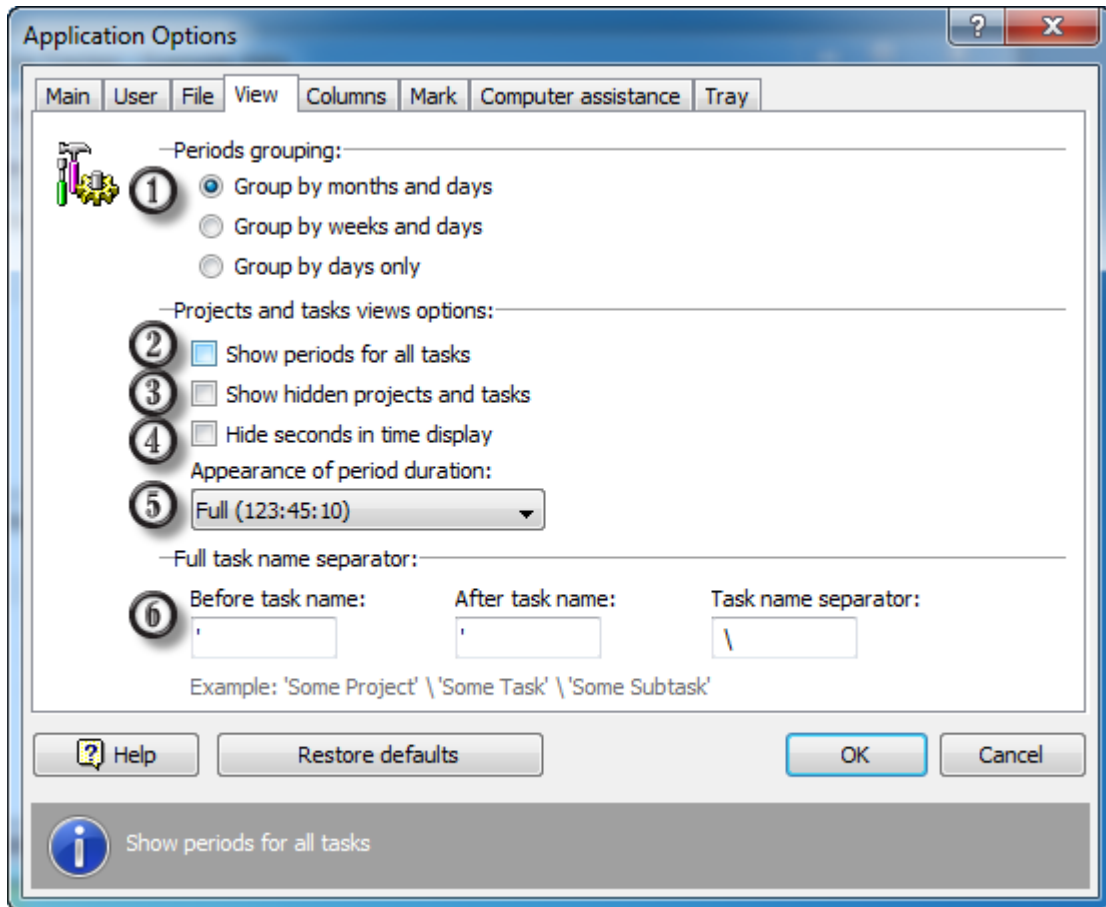


### 3.7.4 File



1. If this option is on, a backup file (\*.bak) will be created on each saving data to file.
2. If this option is on, a backup (\*.bak) for each saved file will be created once per each application launch.  
As far as by default data are saved each minute, in case of data loss (e. g. casual project deletion) it is easier to restore data if this option is on.
3. If this option is on, every day the data file will be packed to ZIP. The archive name consists of your data filename, a date and the .zip extension.
4. Here you specify how long you want to keep a backup (in days).
5. Automatic backup period. 60 seconds are recommended.

### 3.7.5 View

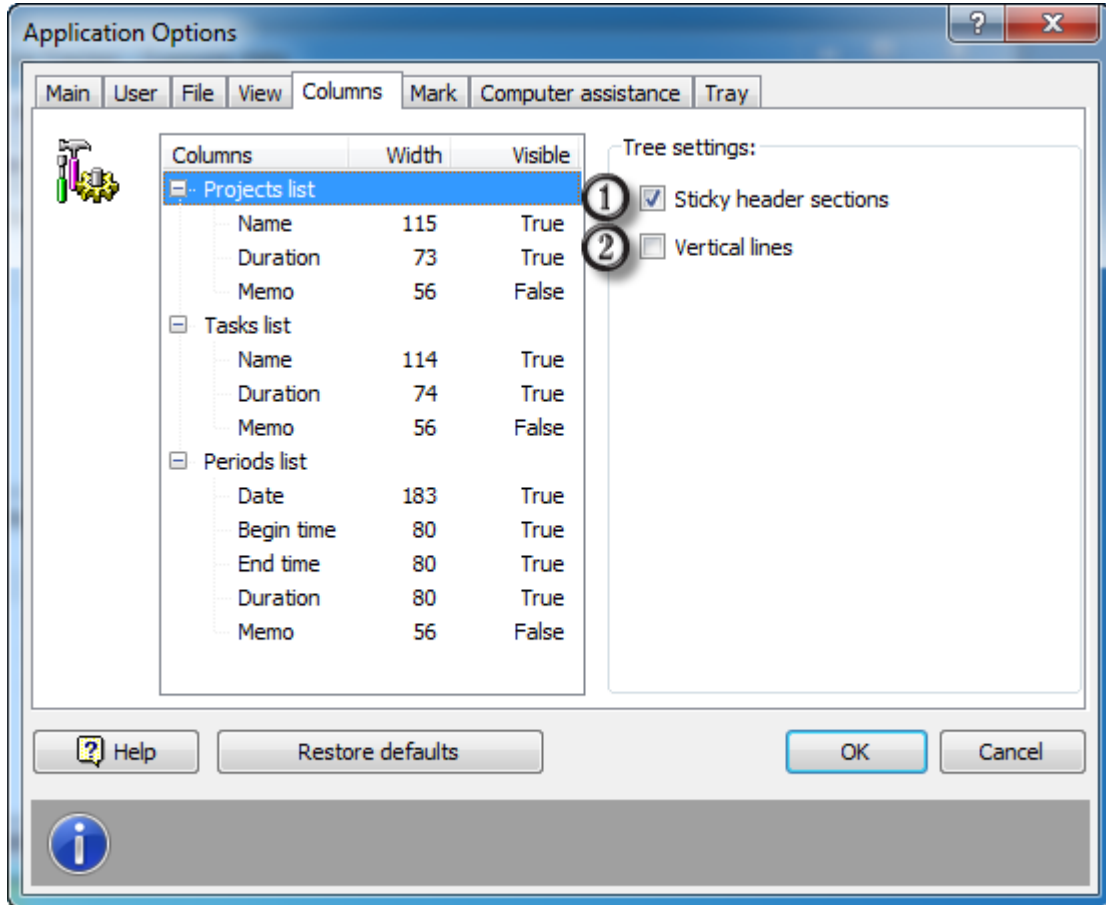


1. Period list grouping:
  - 1.1. Periods grouped by months and days of month.
  - 1.2. Periods grouped by week number and days of months.
  - 1.3. Periods grouped by days of months.
2. If this option is on, periods for all tasks will be displayed in the period list. Otherwise, periods from selected projects or tasks will be displayed.
3. If this option is on, data from hidden projects and tasks will be displayed.
4. If this option is on, seconds will be abandoned in time display.
5. Period duration display:
  - 5.1. Full. Hours, minutes and seconds, e. g. 123:45:57
  - 5.2. Hide seconds. Hours and minutes, e. g. 123:45
  - 5.3. Decimal. Time in hours with one hundredth resolution, e. g. 123.75 (123 hours 45 minutes).
6. Full task name creation rules:
  - 6.1. Separator before project/task name.
  - 6.2. Separator after project/task name.
  - 6.3. Separator between task names.

### 3.7.6 Columns

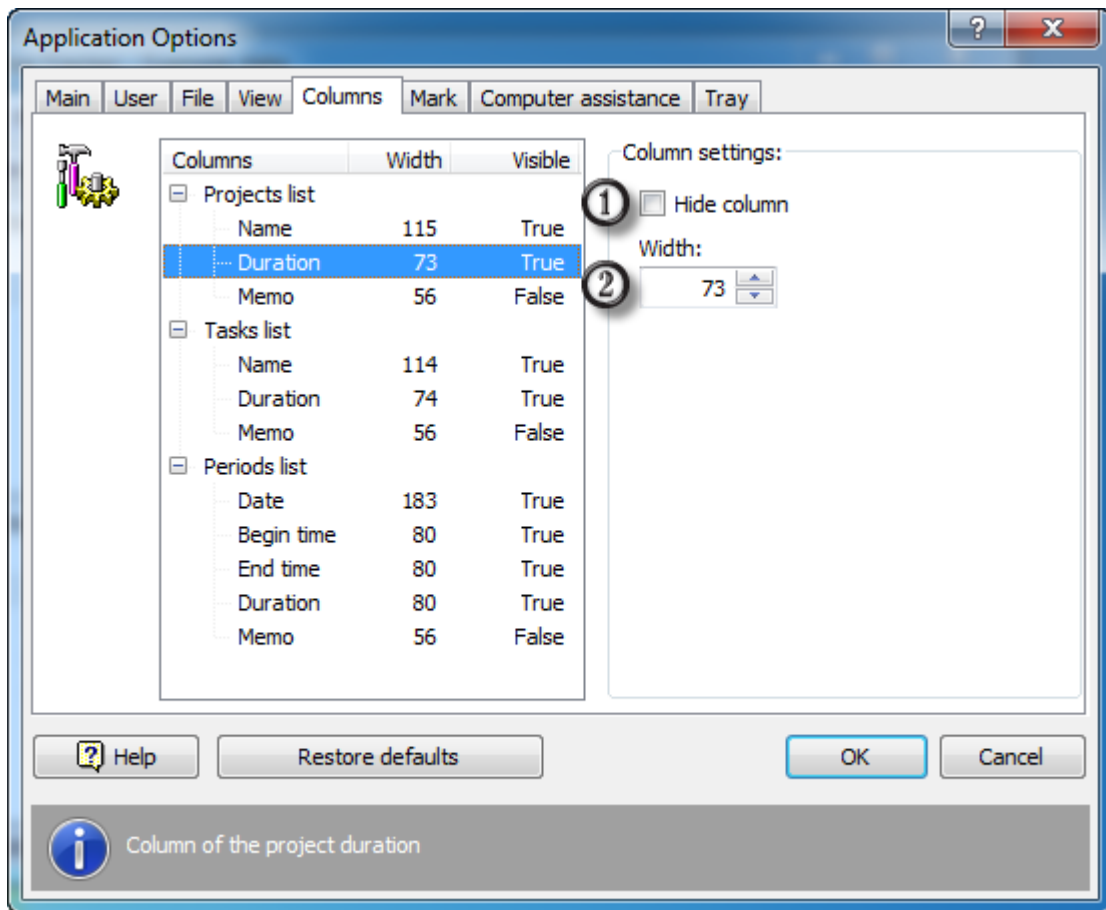
You can customize columns of project, task and period lists.

List settings:



1. If this option is on, all columns will be shrink to fit current list size.
2. If this option is on, vertical lines will be displayed.

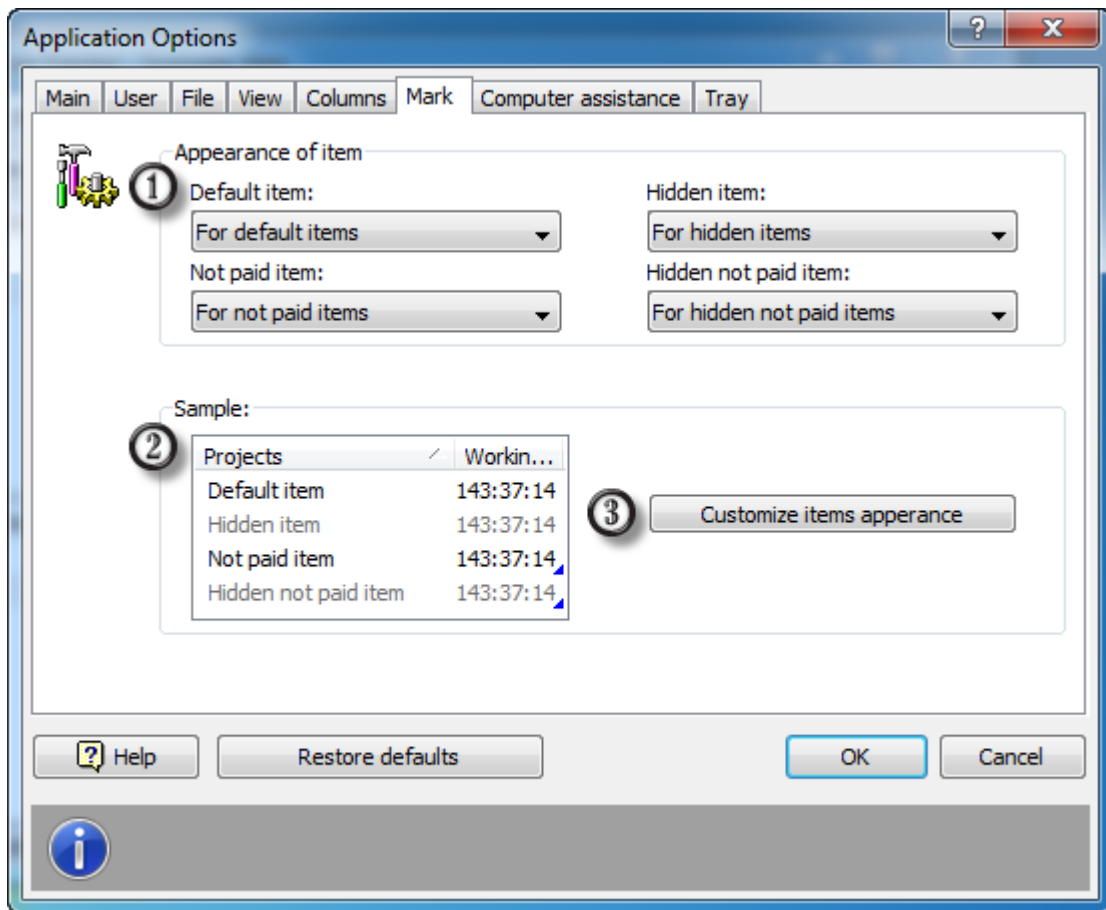
Column settings:



1. If this option is on, the column will not be displayed.
2. Column width in pixels. This setting will be adapted automatically if shrink to fit option is on.

### 3.7.7 Mark

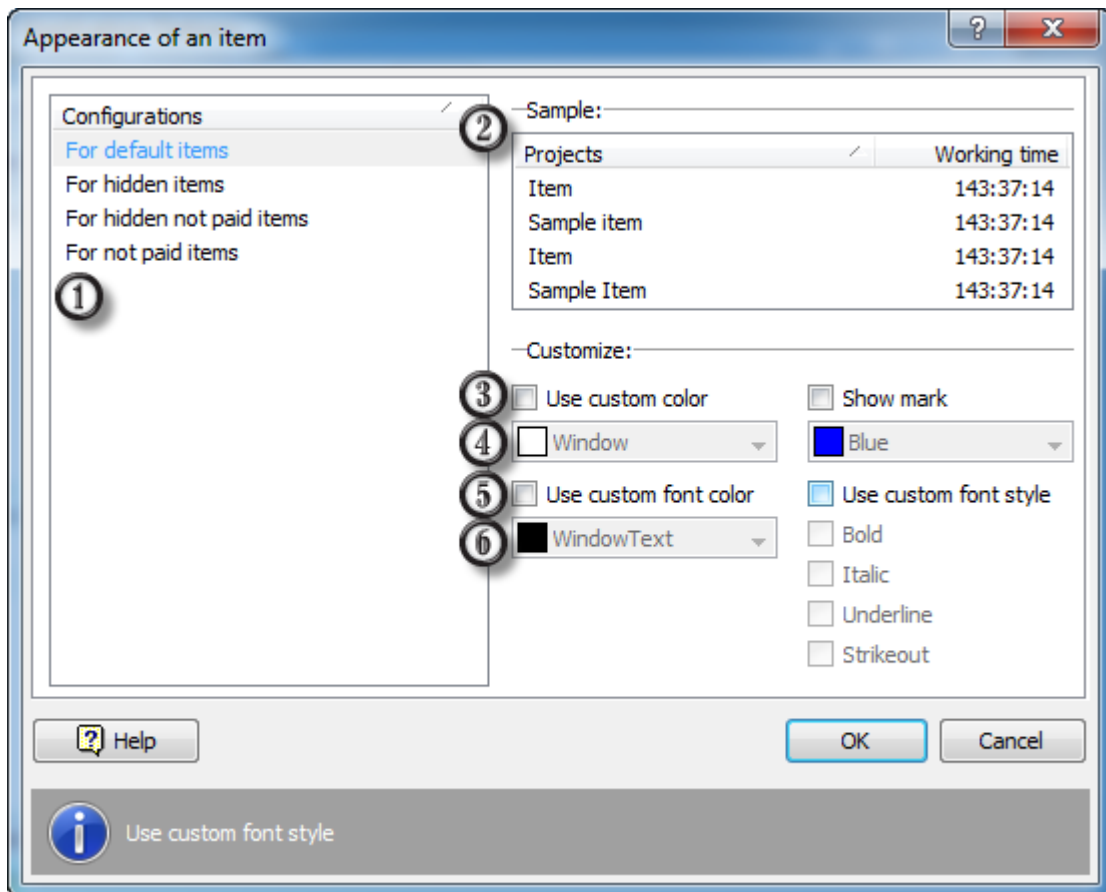
List elements can be customized as you like. This allows you to select hidden projects and tasks (when show hidden tasks mode is on), mark projects that contain unpaid time periods, etc.



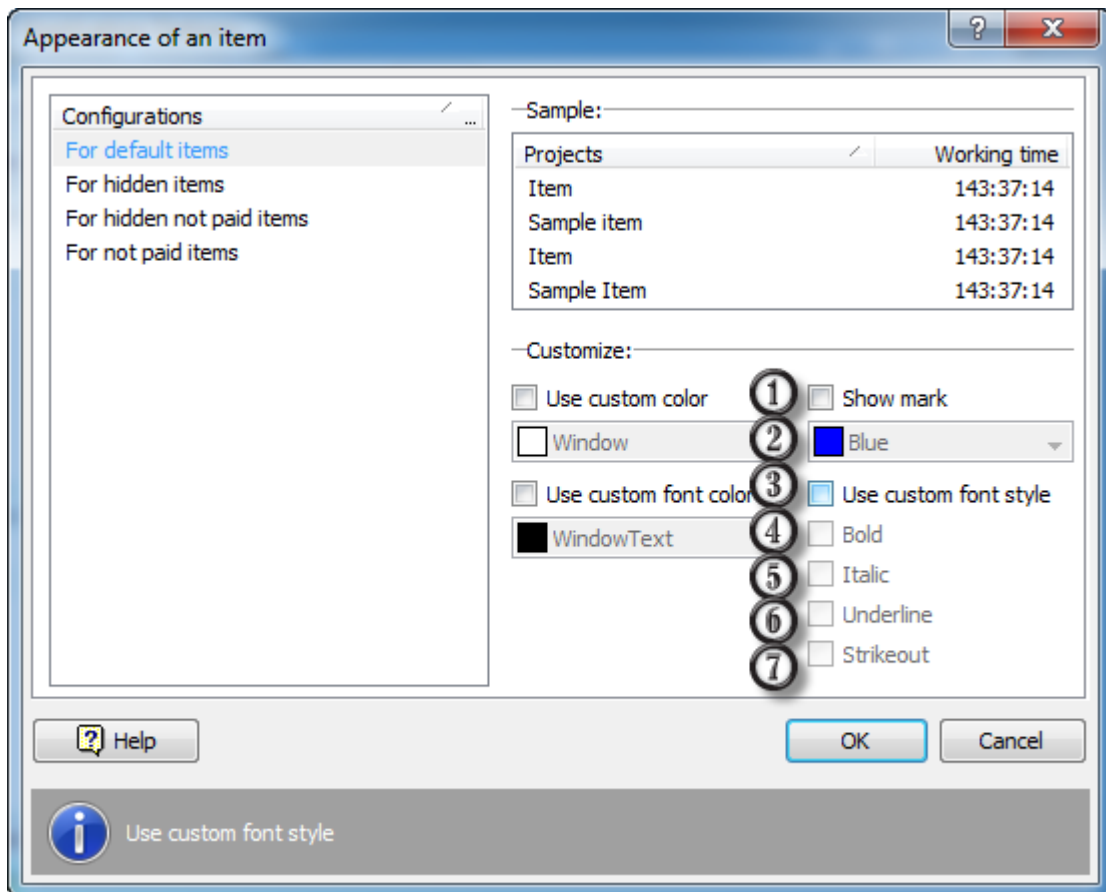
1. Choose configuration. You can edit configurations via clicking the [Customize item appearance](#) button.
2. Current settings example.
3. Click this to edit appearance settings.

### 3.7.8 Element appearance

This dialog box allows you to edit configurations used to mark lines in project, task and period lists. In [mark settings](#) you can specify which configuration to use in each case.



1. List of existing configurations.
2. Example of using current configuration.
3. Use different line background.
4. Choose background color.
5. Use different font color.
6. Choose font color.



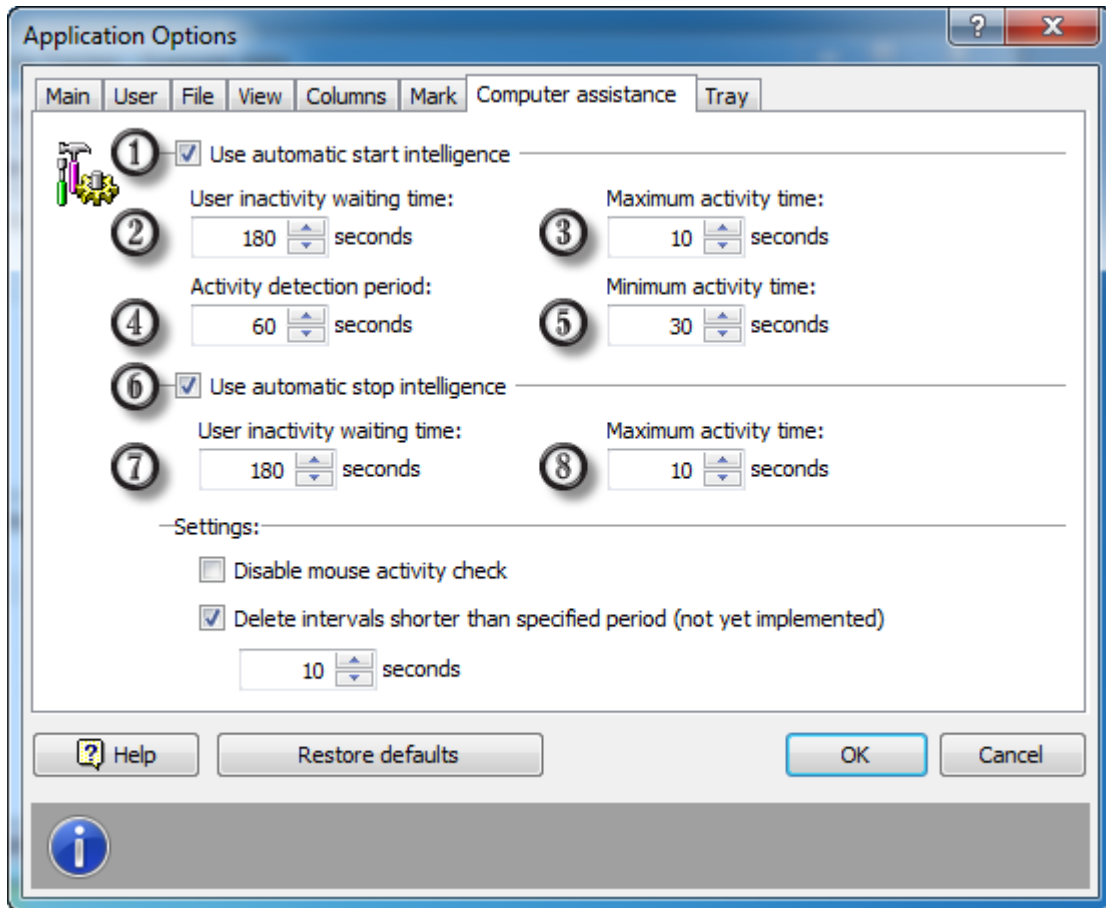
1. Show line mark. A mark is a small triangle in the lower right corner of a line.
2. Choose mark color.
3. Use different font style.
4. Use bold style.
5. Use italic style.
6. Use underlined style.
7. Use strikethrough style.

### 3.7.9 Computer assistance

AllNetic Working Time Tracker utilizes automatic algorithms to help user remember when he/she needs to start or stop time tracking. However, the application will never do it by itself. Only the user decides what he/she does at the moment.

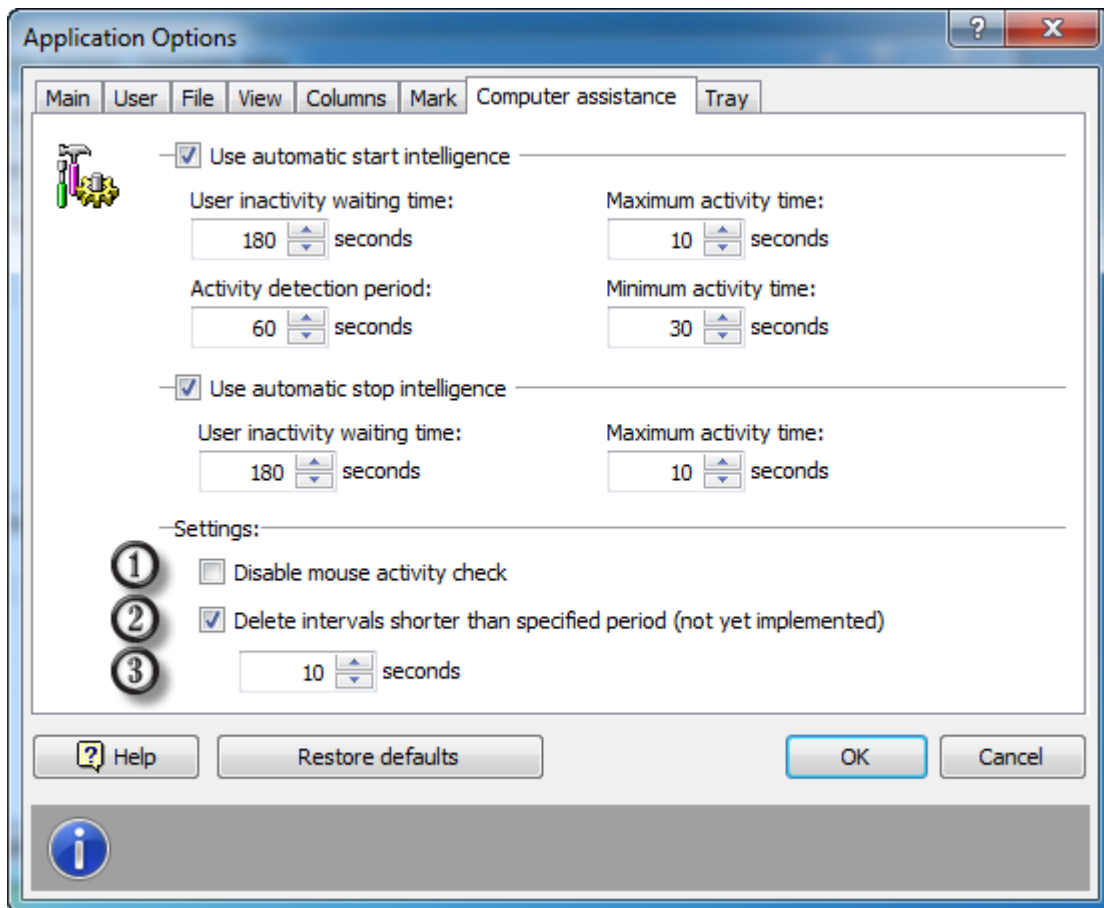
You can customize automatic hits to your needs or disable them if you want.

Select *Computer assistance* tab in the application options.



1. Check this to turn automatic start intelligence on
2. User inactivity waiting time
3. Maximum activity time considered as no activity
4. Activity detection period
5. Minimum activity time considered as start of activity
6. Check this to turn automatic stop intelligence on
7. User inactivity waiting time
8. Maximum activity time considered as no activity





1. Disable mouse activity check
2. Check this to abandon too short periods (e. g. added by mistake)
3. Minimum period length to keep the period in records.

To understand each option in detail, let us go through the assistance algorithm.

You do not want computer to bore you with reminders, so the application waits until the user leaves the computer (*Choose waiting time in option 2, 180 seconds recommended*). To detect this situation reliably, the application tolerates some random events, e. g. you may push you table accidentally and move the mouse a bit. (*Choose time in option 3. 5 to 10% of option 2 time is recommended*). In other words, the application starts *inactivity waiting time* counter right after your last keystroke or mouse move before you leave. If during this time the casual activity is not more than 5 to 10%, the application will consider it as real inactivity.

Now the application will track when the user resumes his/her work. Some tolerance of casual events is needed too. The application waits specified time (*choose option 4, 60 seconds recommended*). If during this time some significant activity (during time set in option 5, 50% of option 4 recommended), the application proposes to start time tracking. You just need to select what you are working on. In other words, the application starts *activity waiting time* counter as soon as the time tracking is stopped, and if you activity during this time is more than 50%, the application proposes to start time tracking.

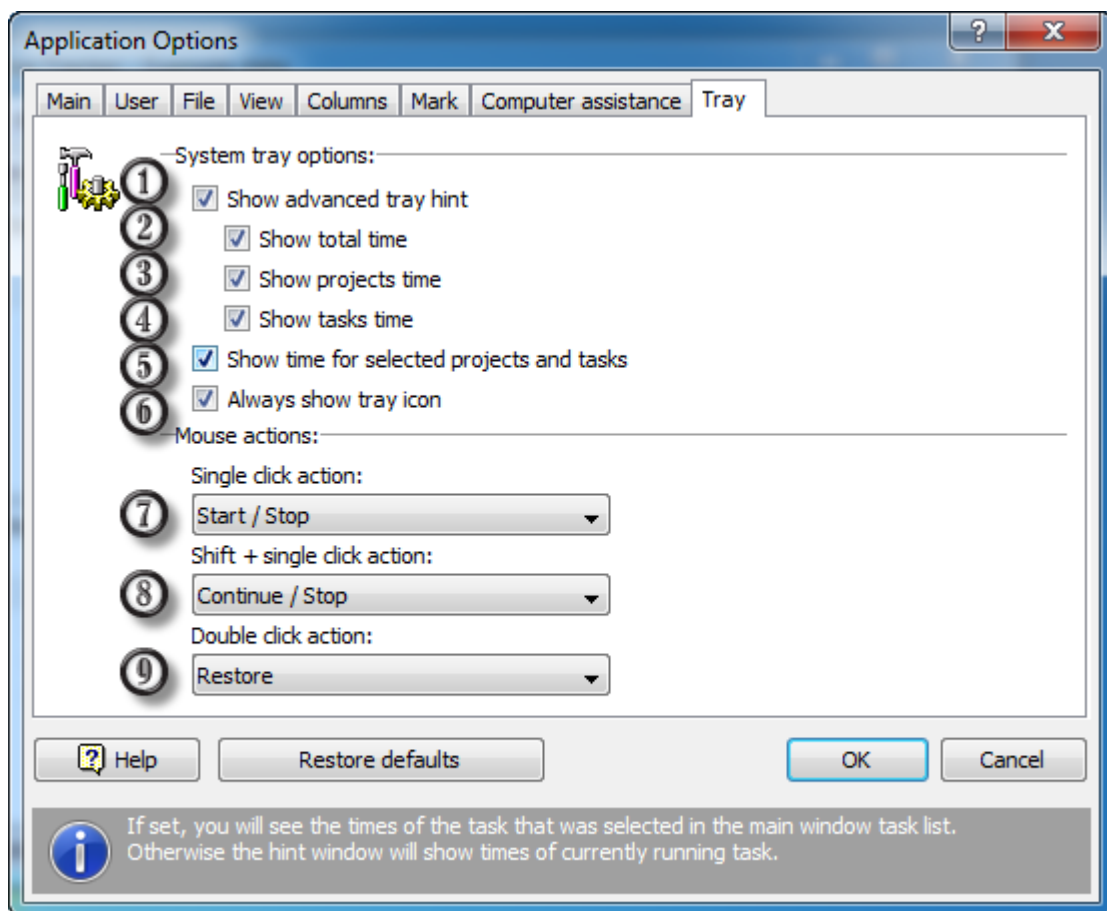
Automatic tracking stop algorithm works in the same way. The application is

continuously tracking the user activity. If during the specified time (*choose time in option 7, 180 seconds recommended*) the user was not active enough (*choose time in option 8, 5 to 10% of option 7 time is recommended*), the application will propose to stop time tracking.

Our experience shows that some models of mice may flicker even if nobody touches them. Sometimes this happens because of low-quality daylight lamps that shimmer on the mains frequency. If this is the case, you can disable mouse tracking at all.

Also you can use short period deletion feature that is handy to harness casual tracking starts. AllNetic Working Time Tracker will delete all short accidental periods automatically.

### 3.7.10 Tray hint and icon

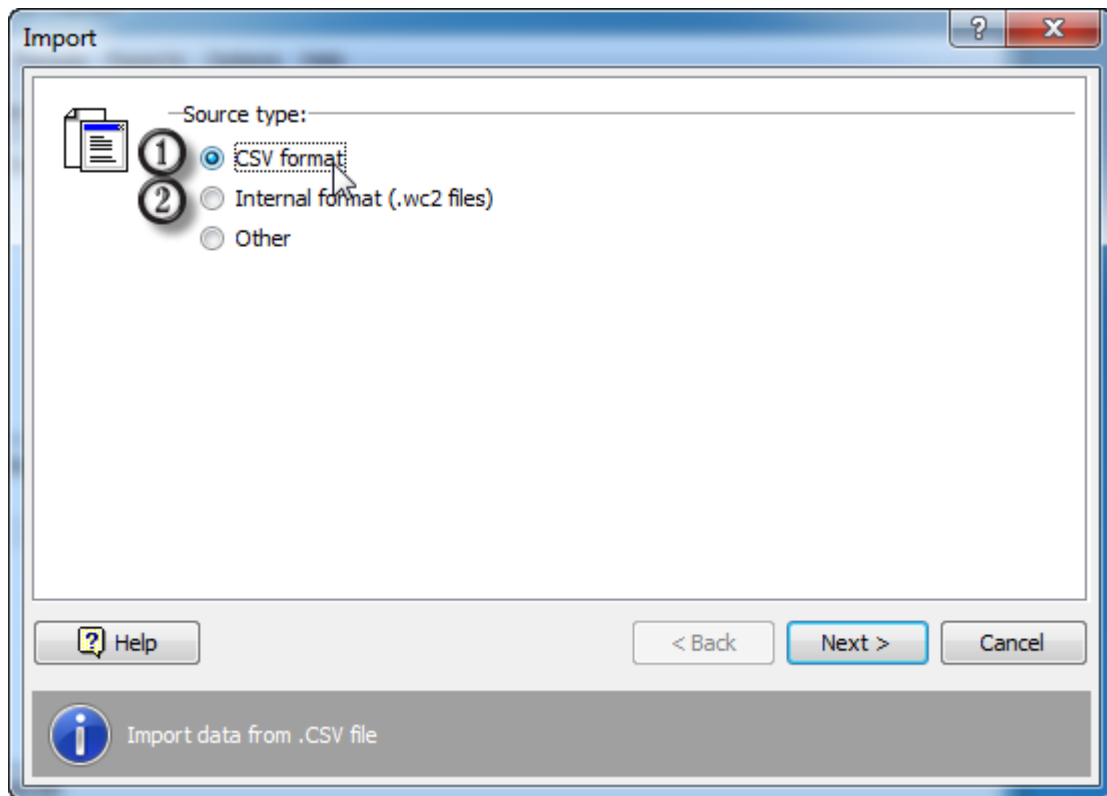


1. Display [advanced tray hint](#)<sup>49)</sup> when you roll mouse over the tray icon.
2. Display time spent for all projects in the advanced hint.
3. Display time spent for selected projects in the advanced hint.
4. Display time spent for selected tasks in the advanced hint.
5. If this option is on, display time of selected projects and tasks. Otherwise, display time of active project and task.
6. If this option is on, the tray icon will be always displayed. Otherwise the icon will be displayed only if the application is minimized.

7. Select action on left-click on the tray icon.
8. Select action on Shift + left-click on the tray icon.
9. Select action on double-click on the tray icon.

## 3.8 Import wizard

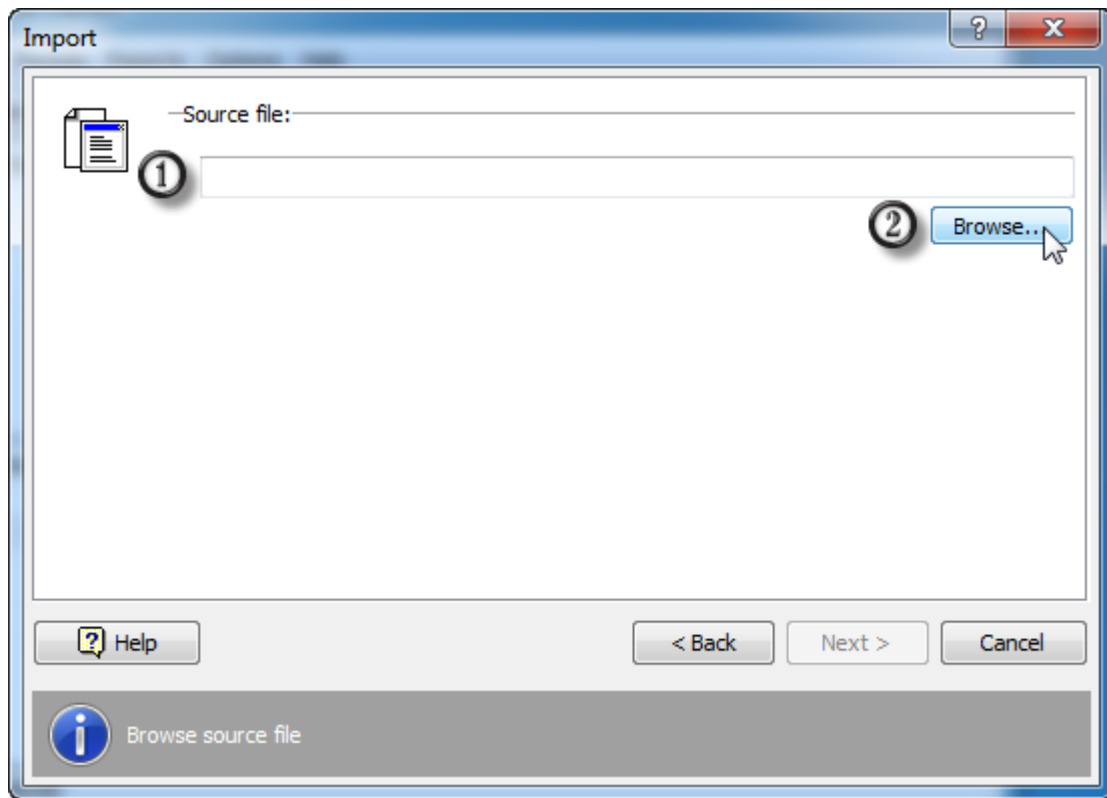
### 3.8.1 Import wizard



1. Data [import from CSV format](#)
2. Data import from internal format.
3. Data import from other formats.

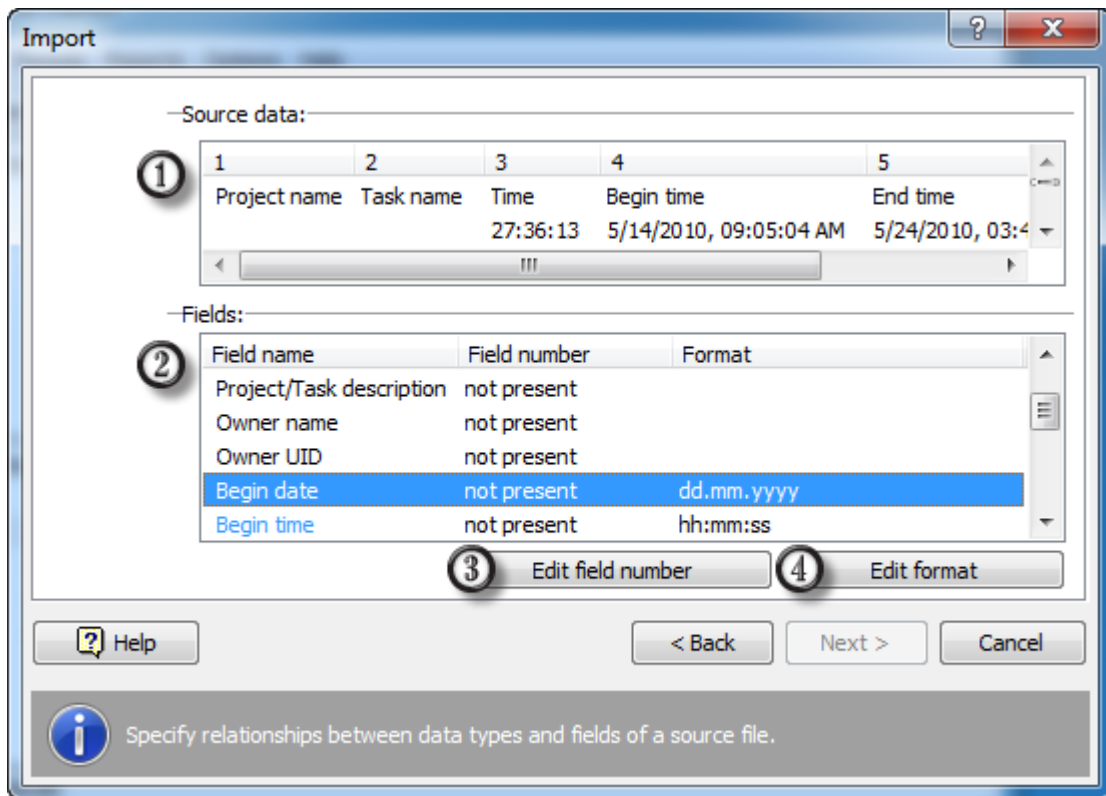
Import from other formats is currently not supported.

### 3.8.2 Import from CSV file



1. Full path to the imported file
2. Display explorer to select a file

Choose the imported file and move to the next step by clicking the *Next* button.



1. Several first lines of the imported file.
2. Field settings.
3. Edit field number
4. Edit field format

A CSV file consists of several lines containing data separated by "," or ";". You have to define which field means what.

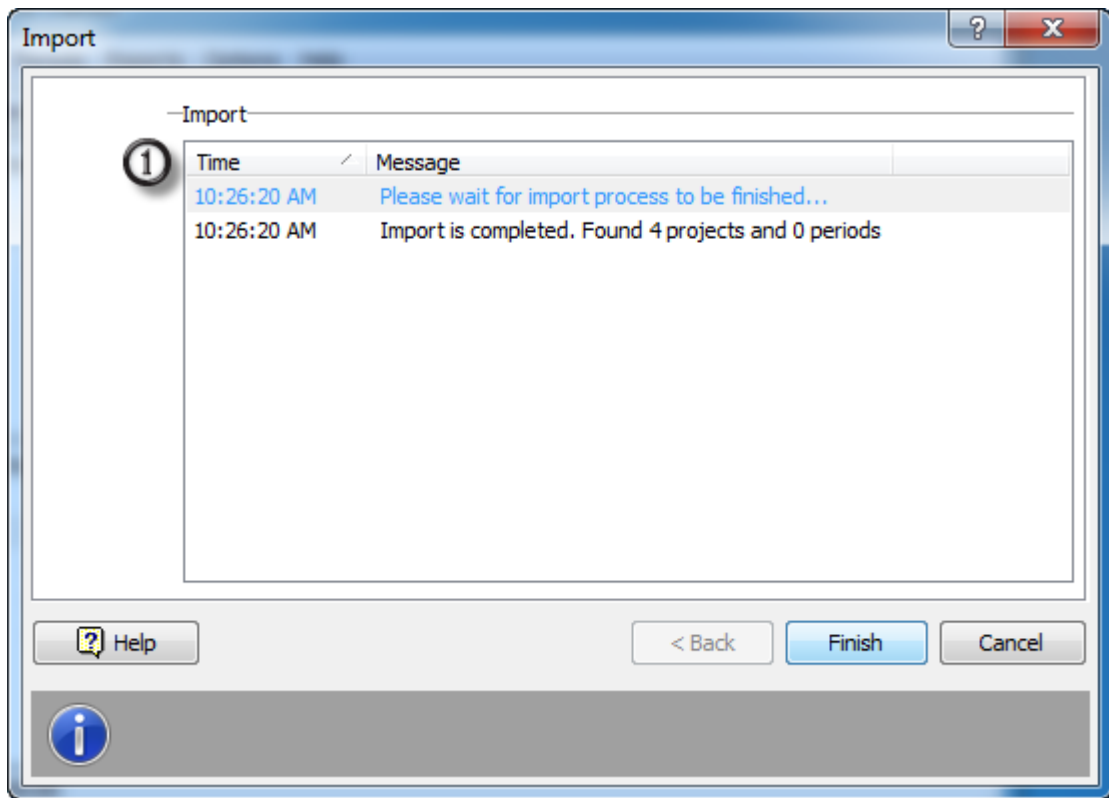
- Project/Task name  
Choose field number containing project and task names
- Project/Task UID  
Choose field number containing unique identifiers of projects and tasks. A unique identifier should be 32-bit integer.
- Project/Task description  
Choose field number containing period and task descriptions.
- Owner name  
Choose field number containing parent task (to retain hierarchy).
- Owner UID  
Choose field number containing UID of parent task (to retain hierarchy of projects and tasks). Specifying Owner name or Owner UID is enough.
- Begin date  
Choose field number containing period start date. A field with start time should be defined.

- Begin time  
Choose field number containing period start time (no date).
- Begin date and time  
Choose field number containing period start date and time. *Begin date* and *Begin time* fields should not be defined.
- End date  
Choose field number containing period end date. A field with end time should be defined.
- End time  
Choose field number containing period end time (no date).
- End date and time  
Choose field number containing period end date and time. *End date* and *End time* fields should not be defined.
- Period duration  
Choose field number containing period duration. Fields describing period end time should not be defined.
- Period description  
Choose field number containing period description.

Data import is possible only if period start is defined and period end is computable. Thus, the following fields should be defined:

- *Begin date* and *Begin time*, or *Begin date and time*
- *End date and time*, *End date* and *End time*, or *Period duration*

Data will be inserted to the current (selected) task.

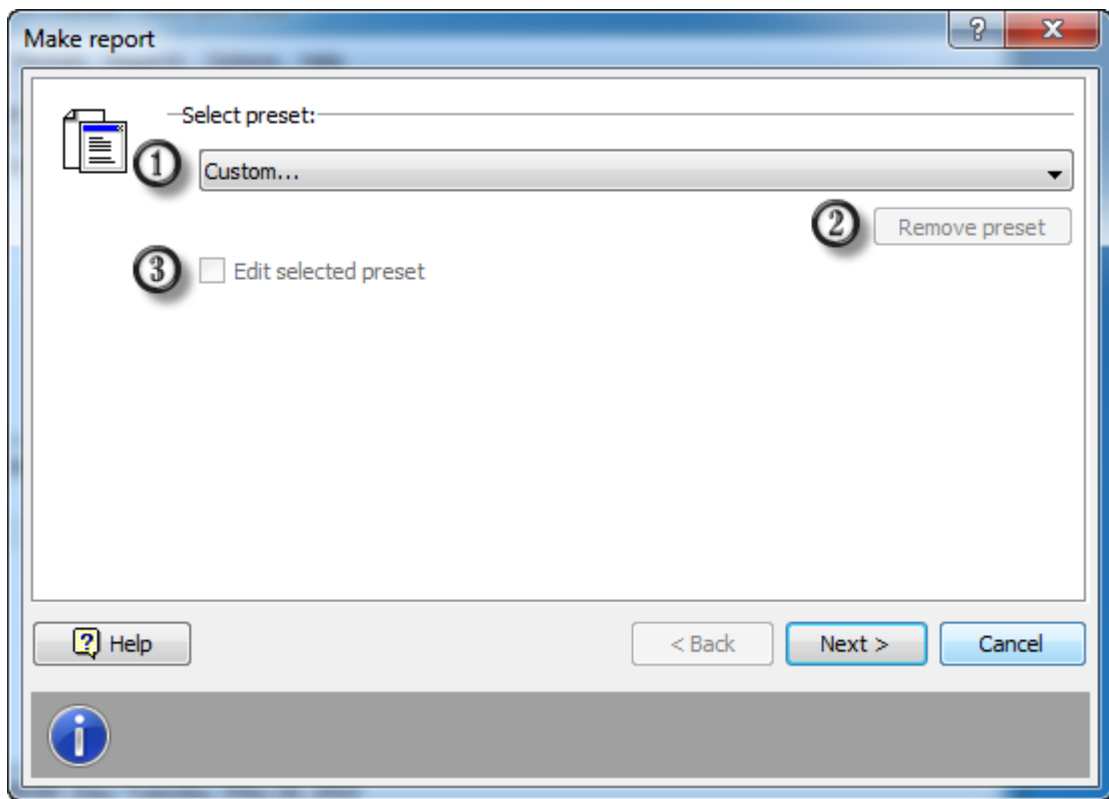


1. Data import log.

All information and error messages will be displayed in this window. Click *Finish* to confirm data import.

## 3.9 Report wizard

### 3.9.1 Report wizard

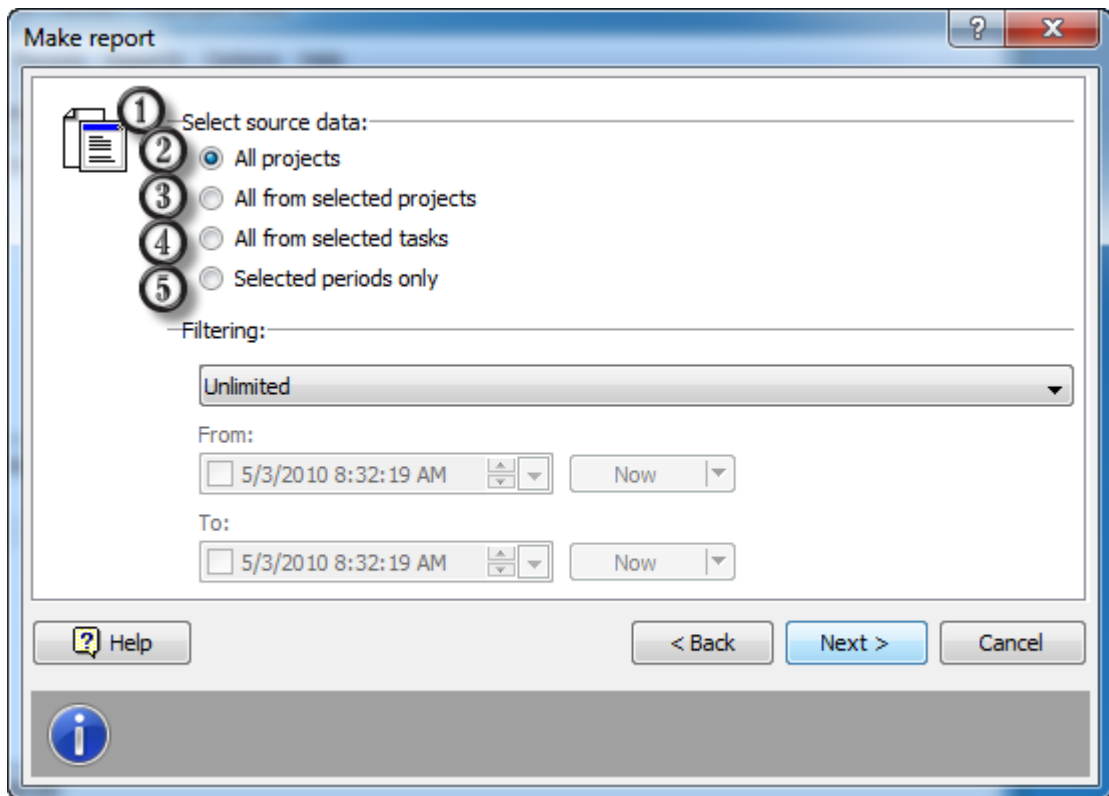


1. In the drop-down list, choose preset report settings.
2. Delete selected settings.
3. Click this to edit selected settings.

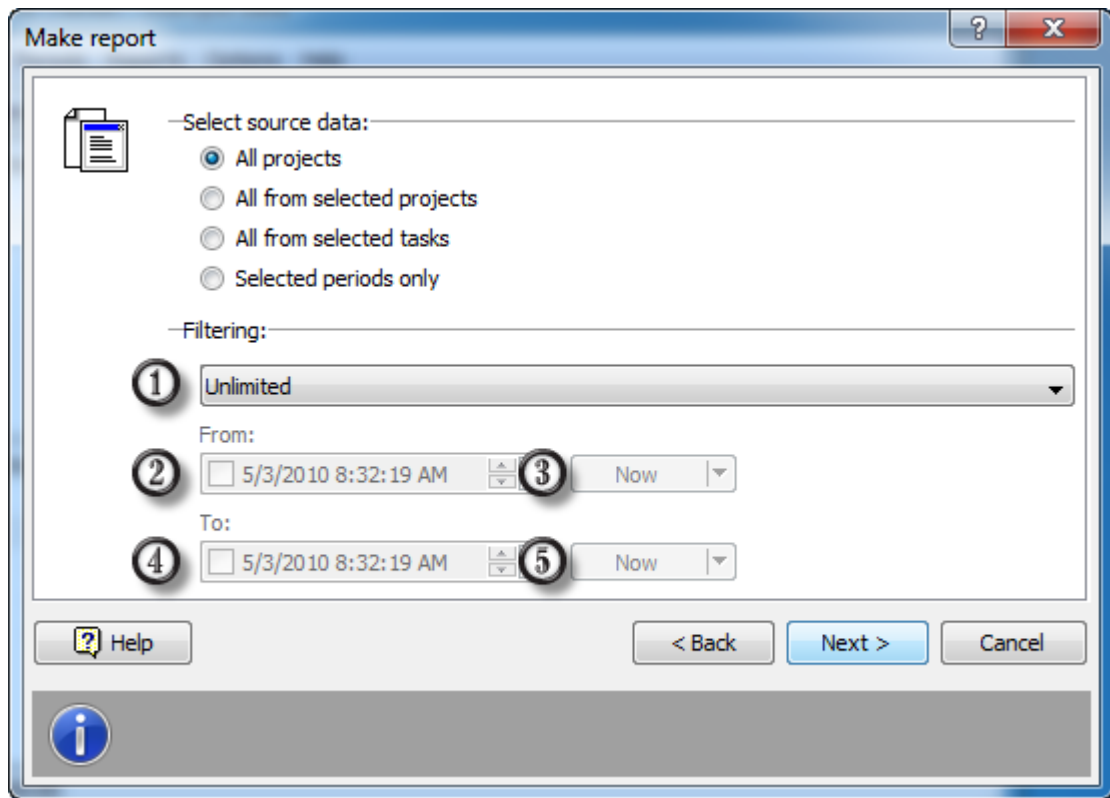
To save typical settings for future reports, you can save settings after entering data in the wizard. After the first time you use reports, the list will contain the only "Custom..." settings.

Choose "Custom..." to re-enter all settings.

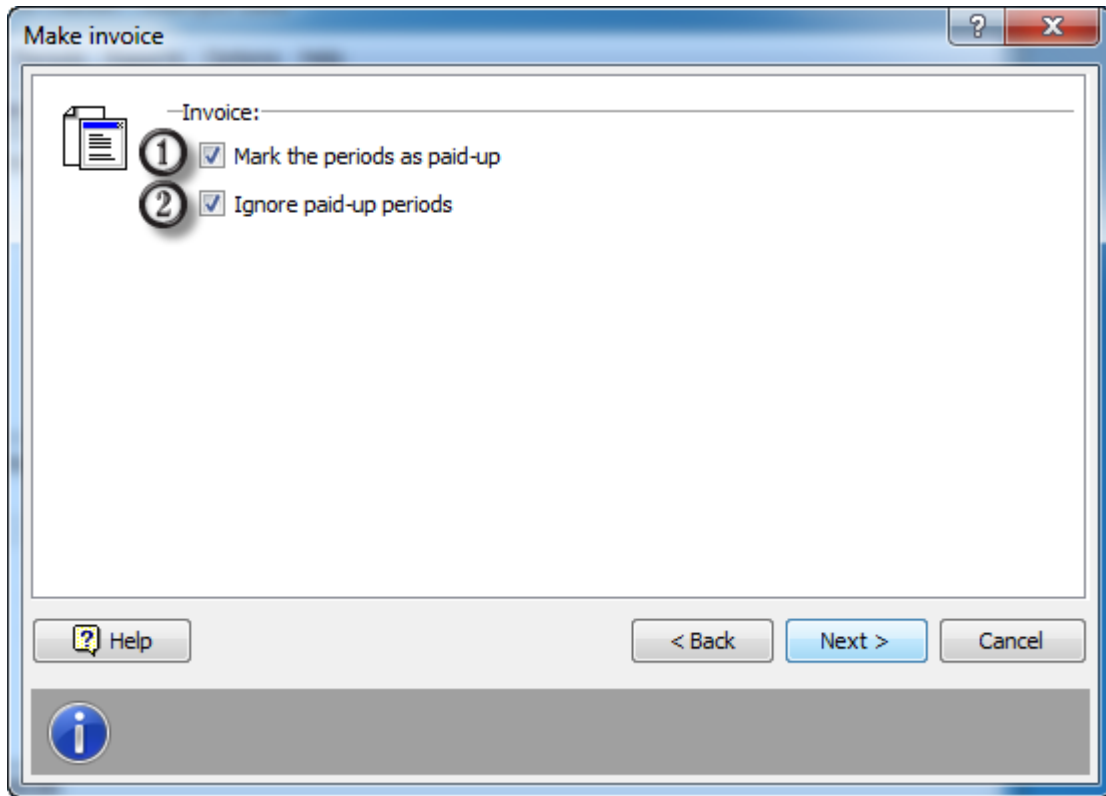




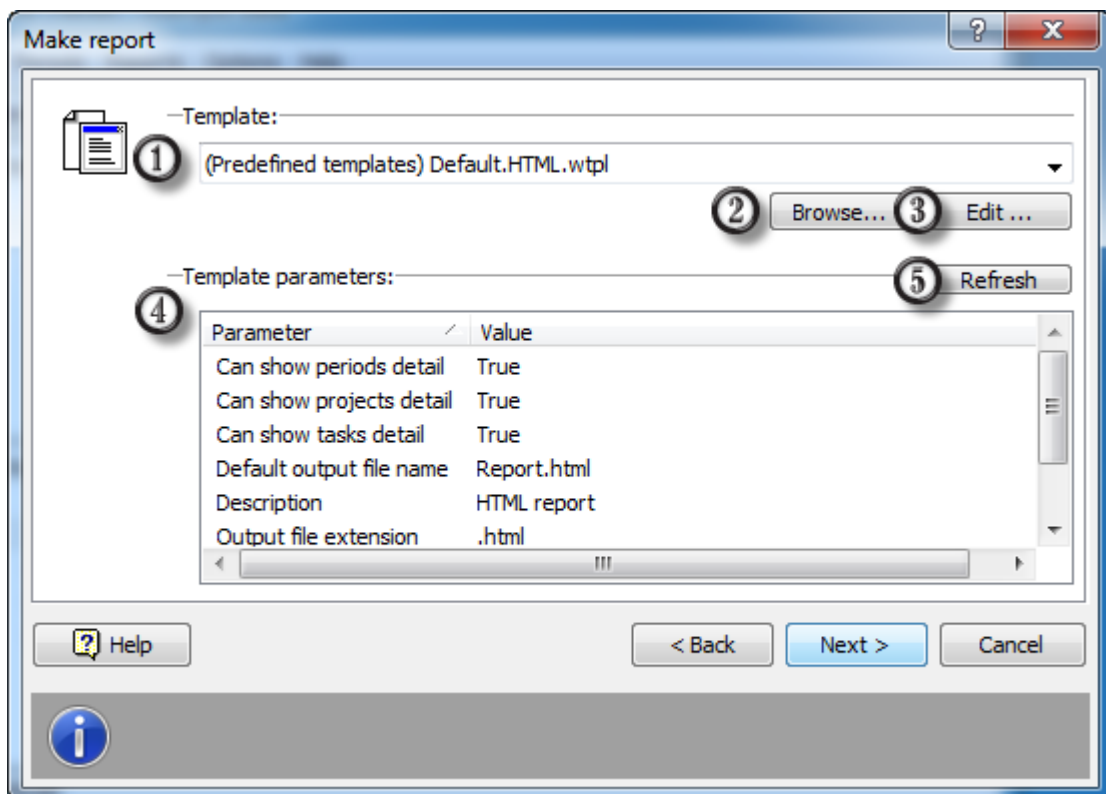
1. Choose source data:
  2. Data from all projects
  3. Data from selected projects only
  4. Data from selected tasks only
  5. Data from selected periods only



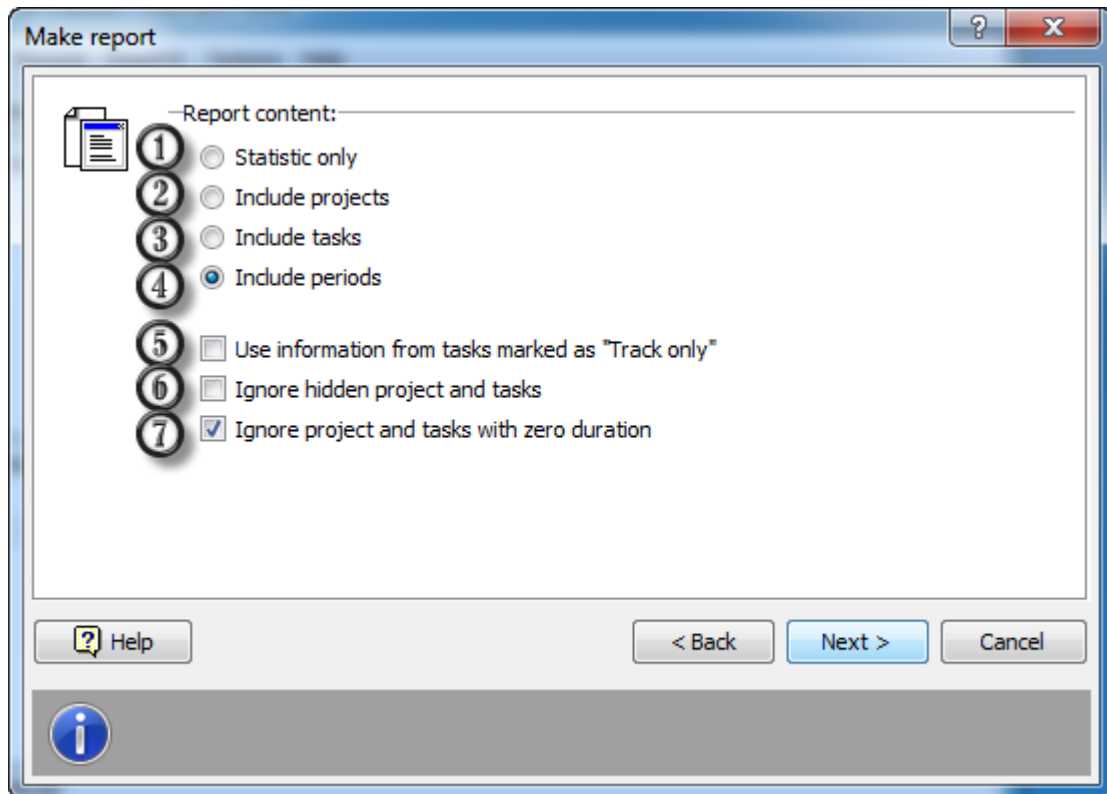
1. Time interval selection. The report will contain data from this period only.
2. Interval start.  
Check the option on and set the time. Otherwise the application installation time will be set.
3. Click this to insert current time, or click the down arrow to select from several options.
4. Interval end.  
Check the option on and set the time.
5. Click this to insert current time, or click the down arrow to select from several options.



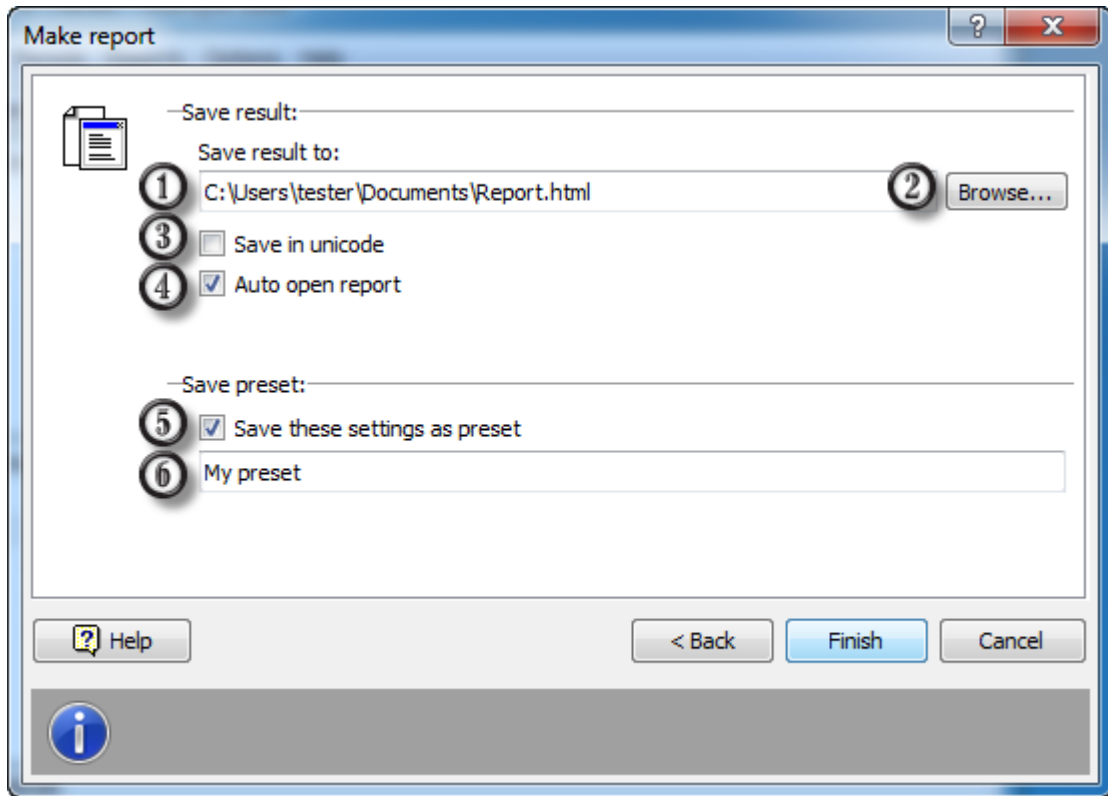
1. If this option is on, all periods in the report will be marked as paid.
2. If this option is on, unpaid period will be excluded from the report.



1. Full path to a template.  
Choose a report template from the drop-down list. The list contains all templates from the default template folder. You can also store your templates in any other place.
2. Use explorer to choose a template.
3. Click this to edit selected template.
4. Template settings.
5. Refresh template. Click this if you have edited the template.

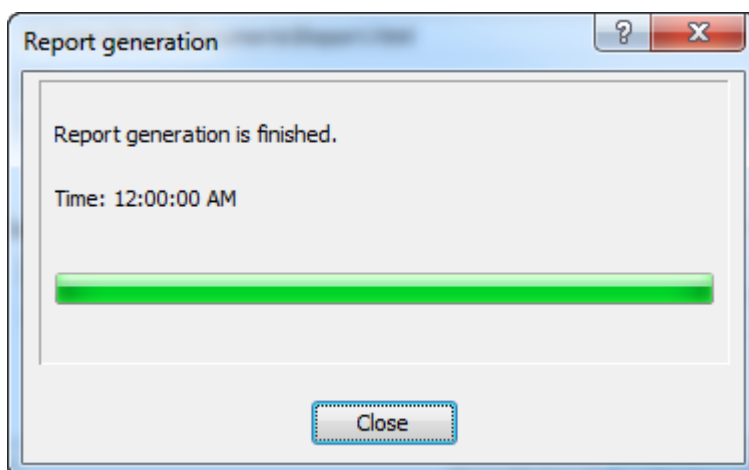


1. Include only general statistics
2. Include statistics and projects
3. Include statistics, projects and tasks
4. Full-detail report including periods
5. Use data from tasks marked as Track only (normally not included into reports)
6. If this option is on, all hidden tasks will be ignored
7. If this option is on, projects and tasks with zero length are not included to the report. This option is also handy to build reports for specific time intervals. In this case a report will include only projects and tasks you were working on during the interval.



1. Full path and filename of the destination report file
2. Use explorer to choose destination path and filename
3. If this option is on, the report will be saved in unicode format
4. If this option is on, the report will be displayed for viewing automatically after creation
5. Check this option on to save wizard settings, e. g. report detail level, time interval, template, etc
6. New settings name

Click *Finish* to create the report.





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