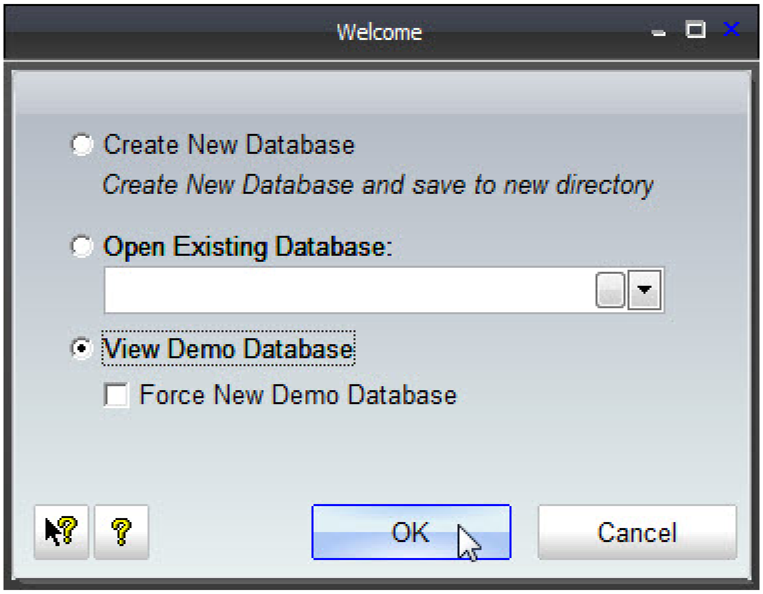
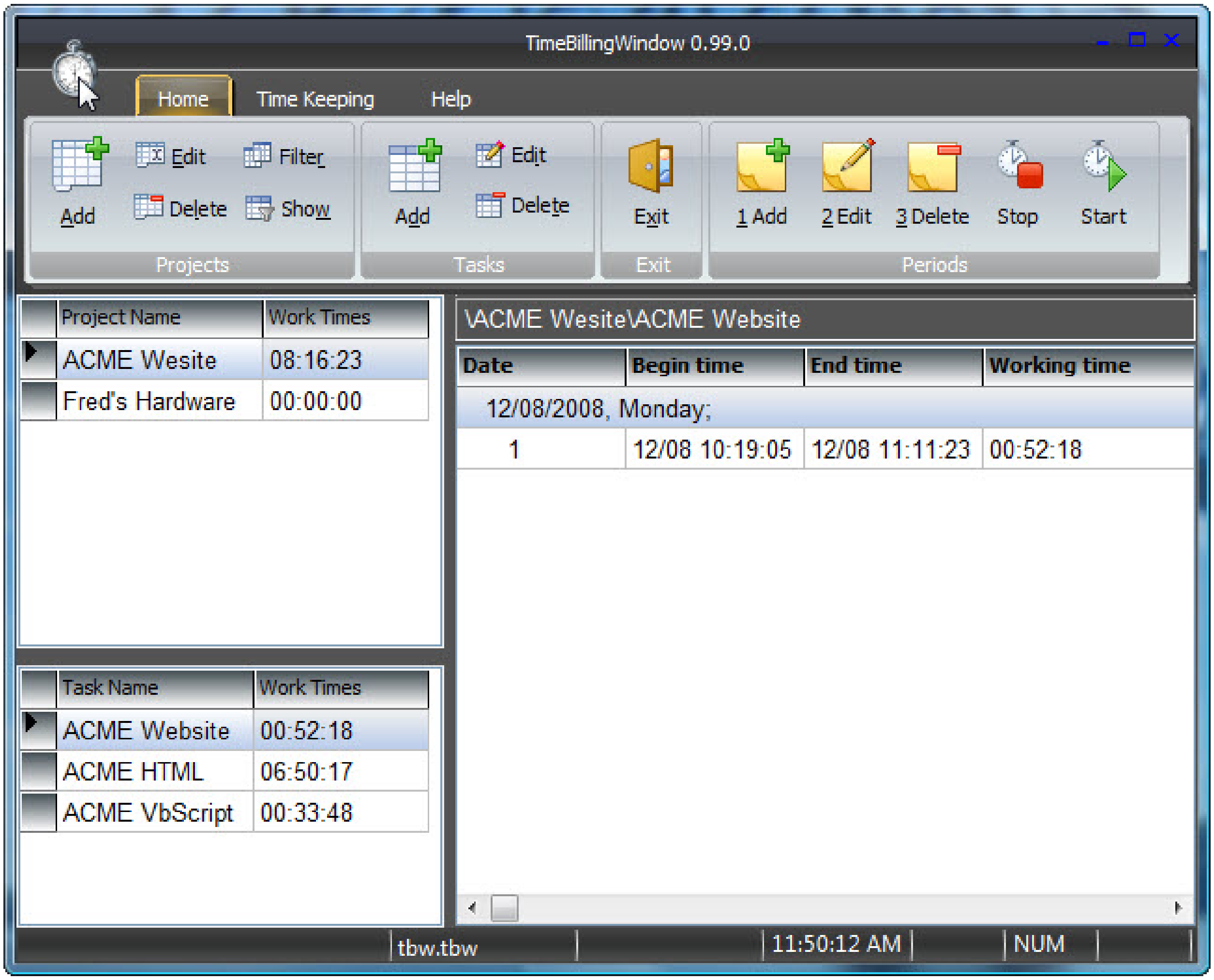
Quick Start for TimeBillingWindow

When you first start TimeBillingWindow, you have a choice to open the Demo database Create a New database or open an Existing database. The checkbox “Force New Demo Database” will create a new Demo database if you want to start fresh with our example data after playing with it.

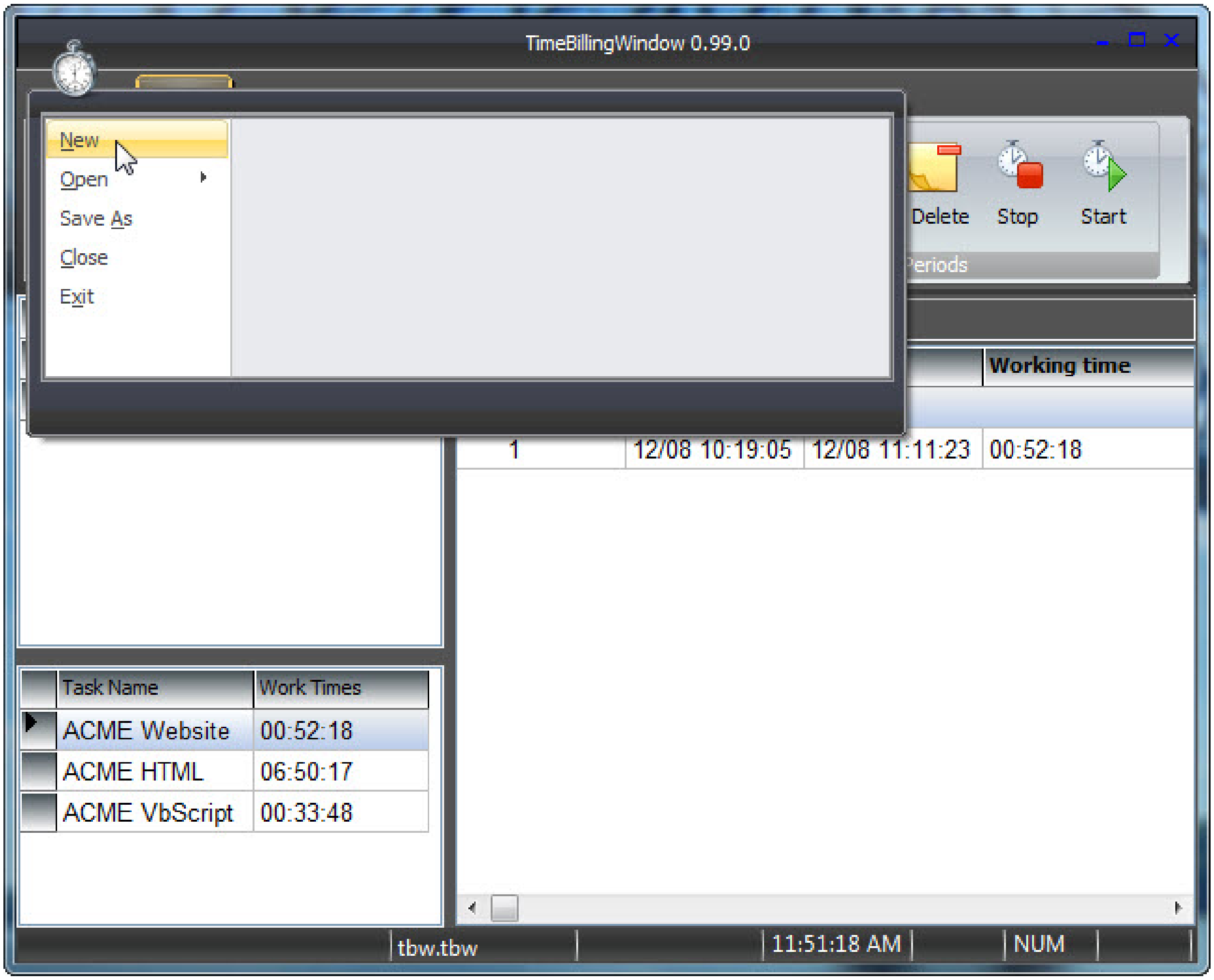


In the future you can use the main interface as well. To create a new database, follow these instructions:

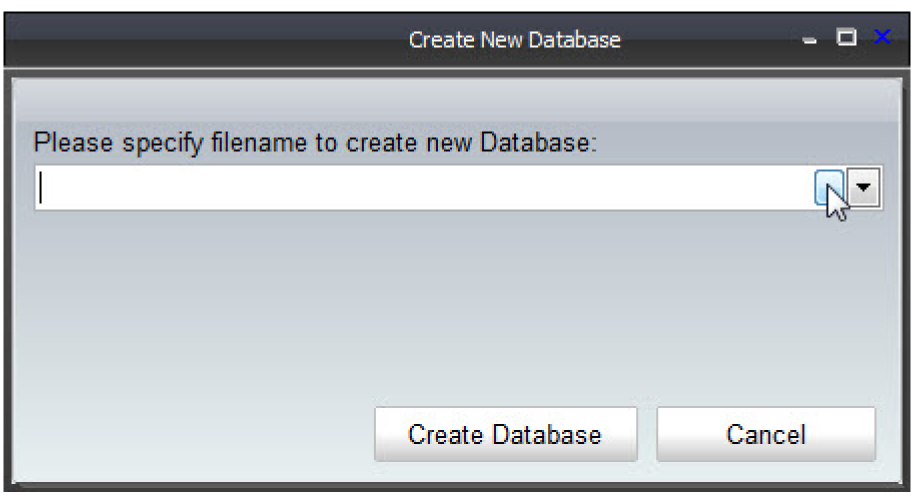
Click on the Click button in the upper left corner of the program.



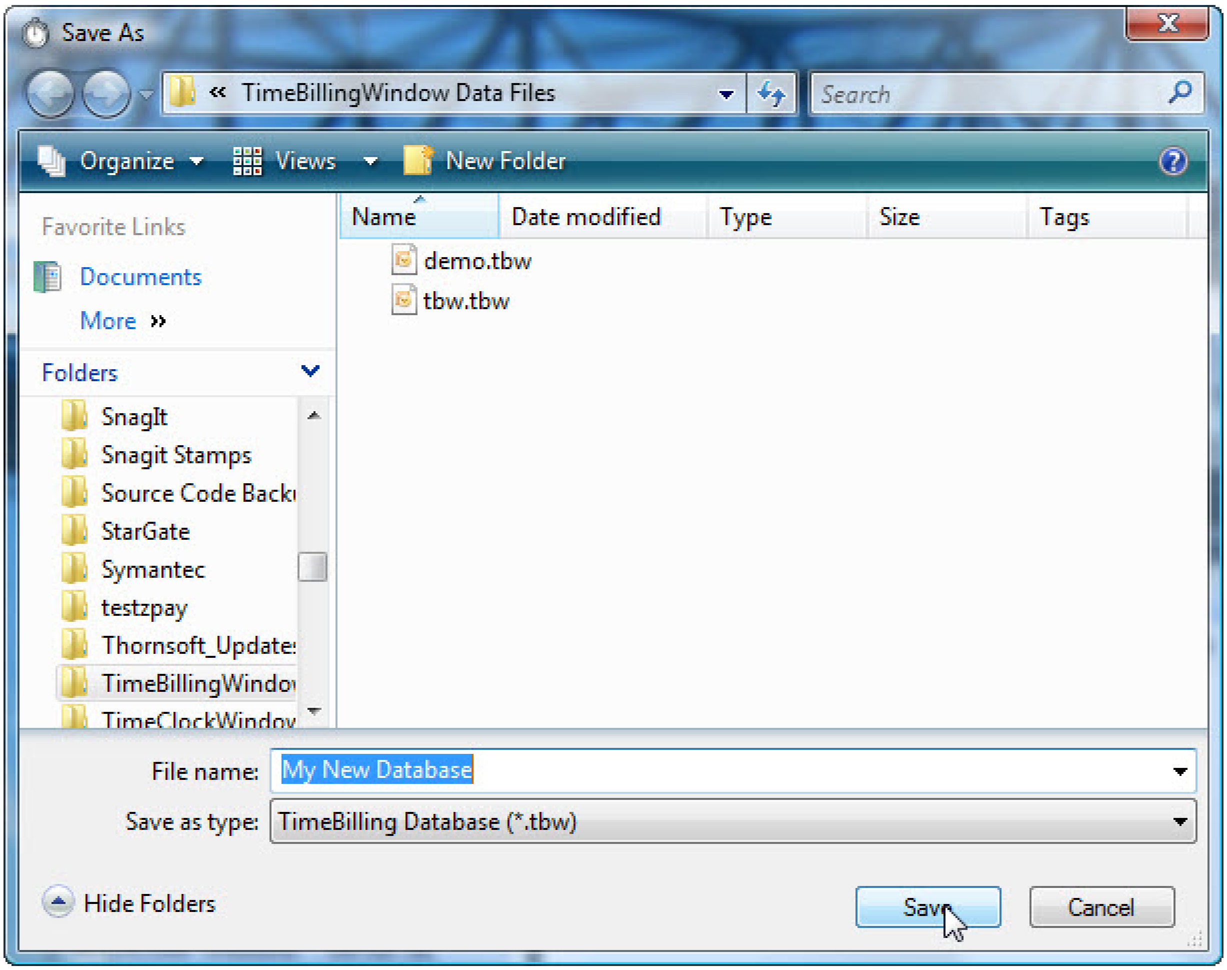
Then select “New” from the choices.



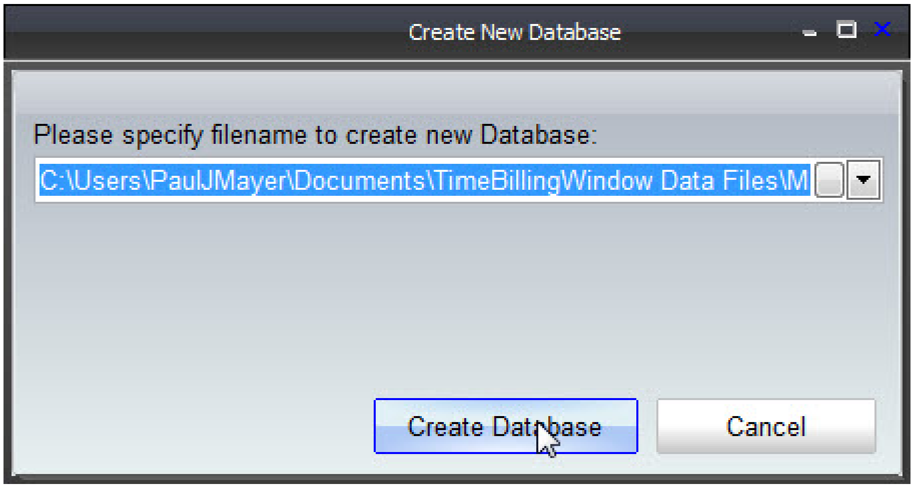
Then click on the small square button that you see being selected below.



That opens the Windows File Save as Dialog. Notice that we are putting the database in the TimeBillingWindow sub-folder of your Documents folder. Enter the file name that you want to create as you see in our example below. Then click on the Save button.



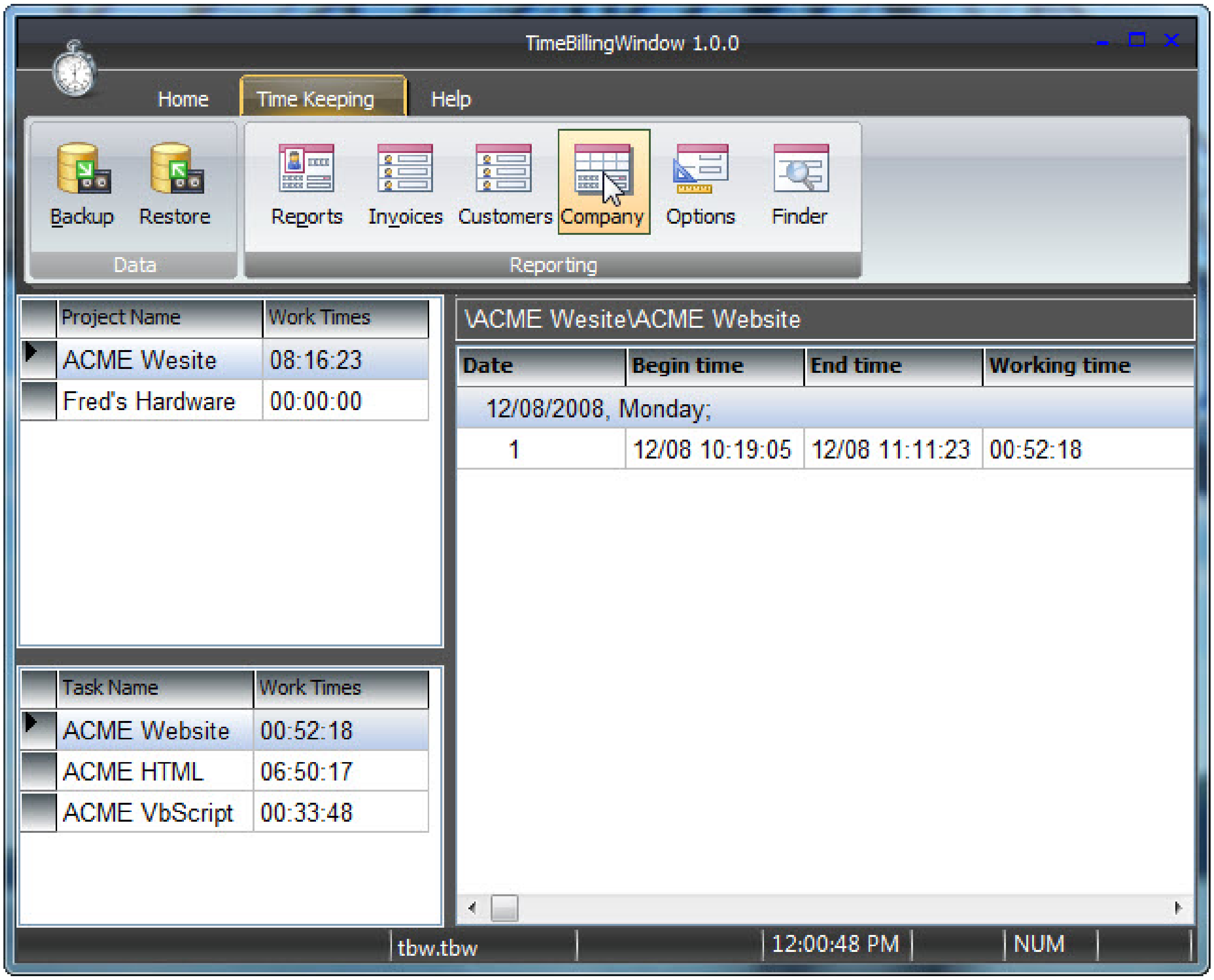
Then when back in the Create New Database window, click on the Create Database button.



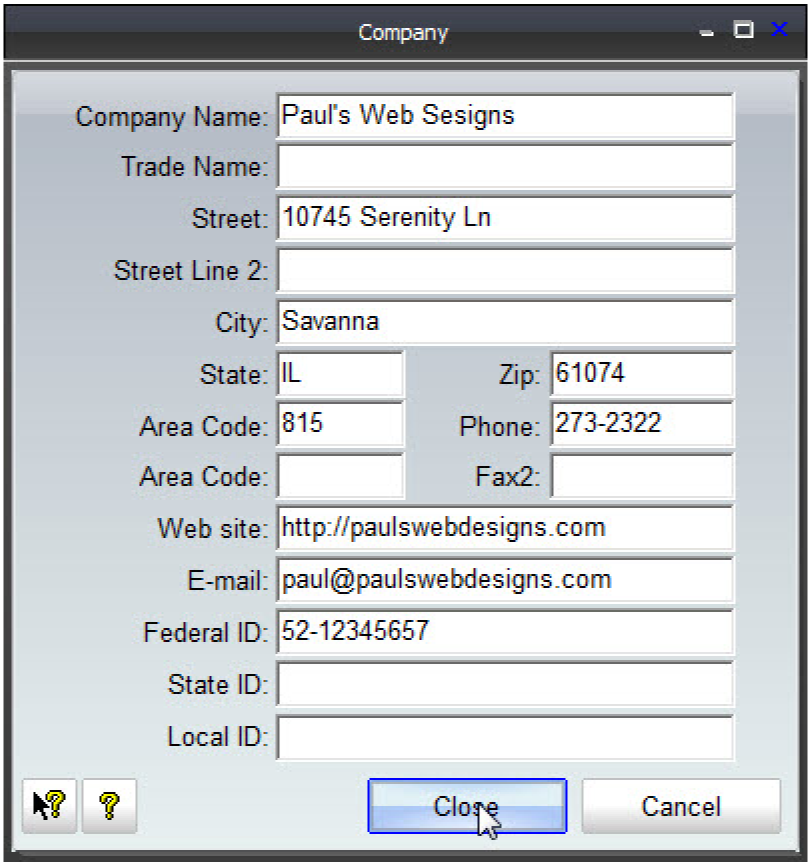
Your new database is now created and ready for you to use.

After creating your own database, there are a few things you should do before starting to track, save and report time.

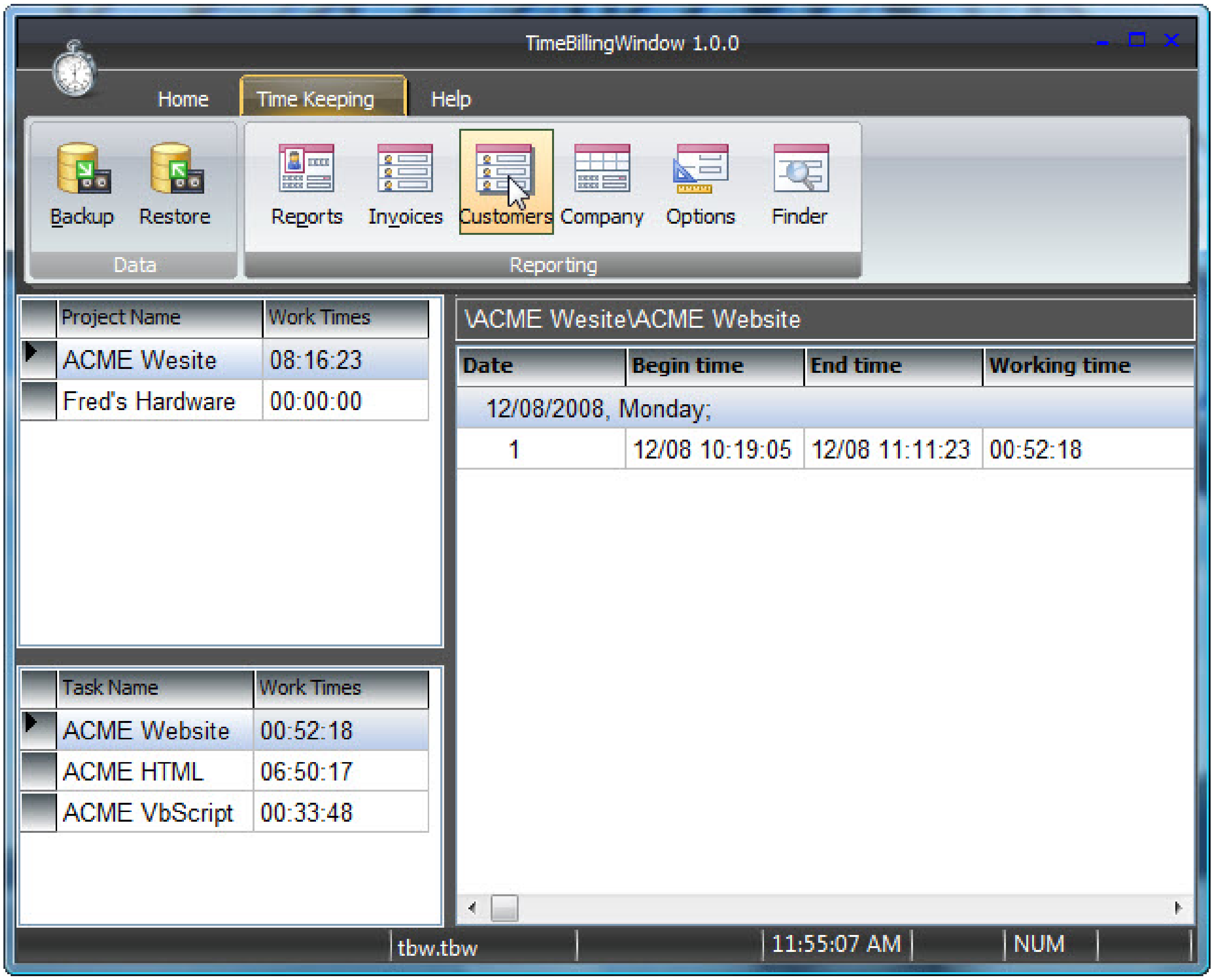
First we want to enter the data for your company. This is information that will appear on the invoices that TimeBillingWindow creates for you. So in the program click on the “Time Keeping” tab and select “Company”.



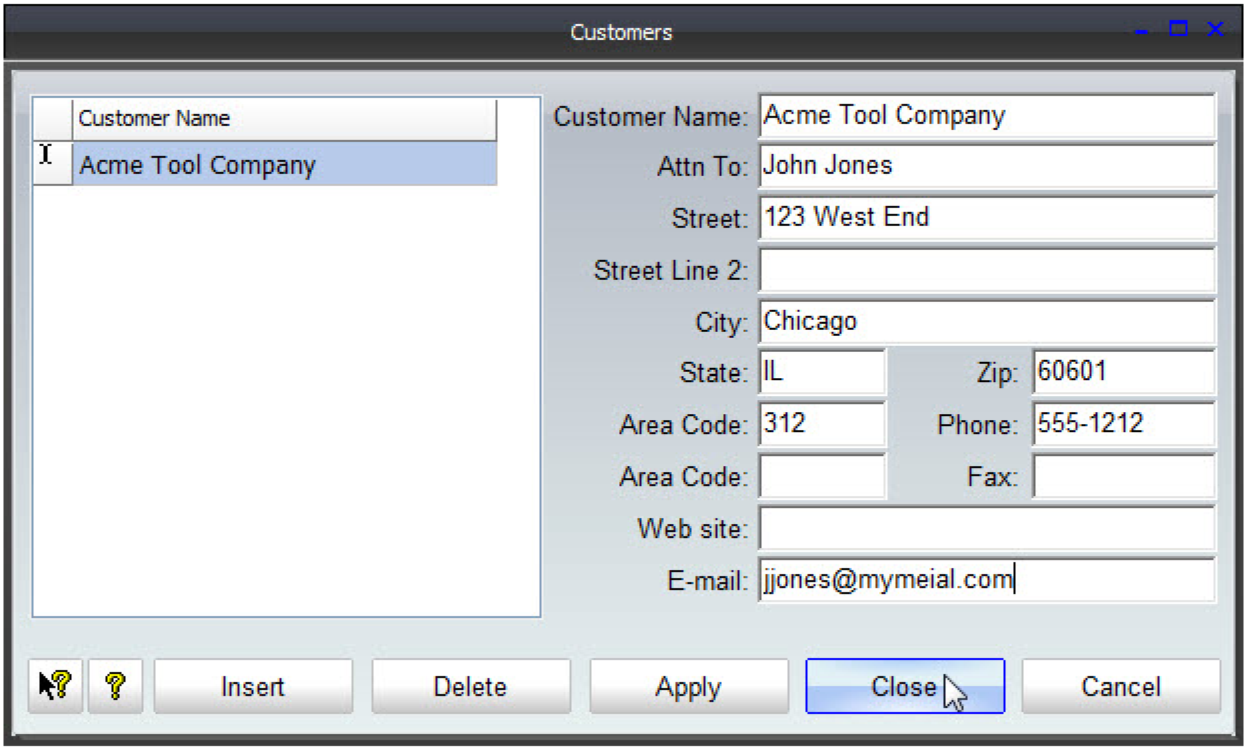
That will open a data entry page for entering information about your company. As you can see below, it is simple to enter and when you are done, simply click the “Close” button to save the data and close that page.



Next, let us add a customer that you will be working with. Click the "Customer" button to open the page to enter information on the customer.

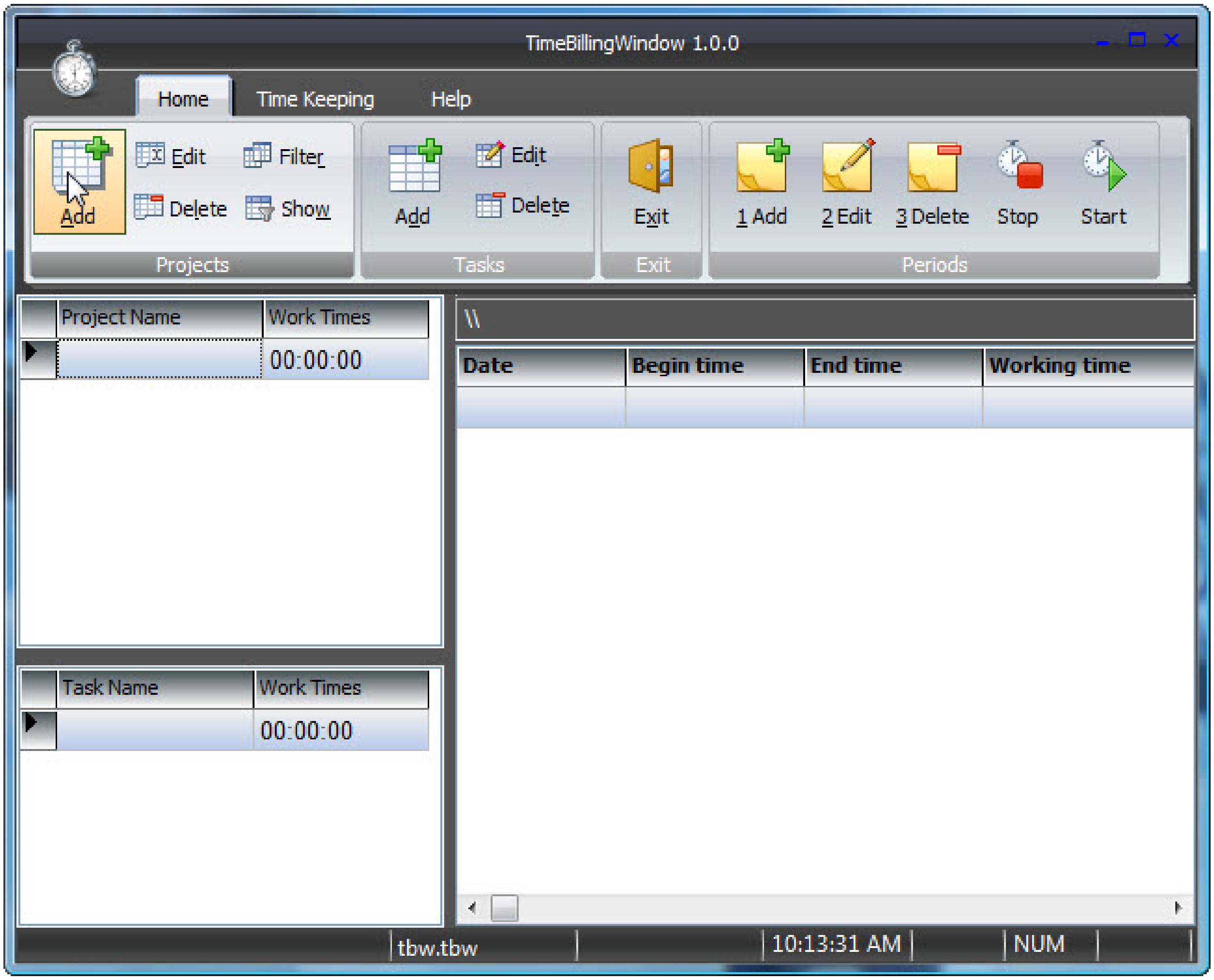


Then enter the information on the right side of the page as shown below. The "Close" button again will save the information and close the entry page.

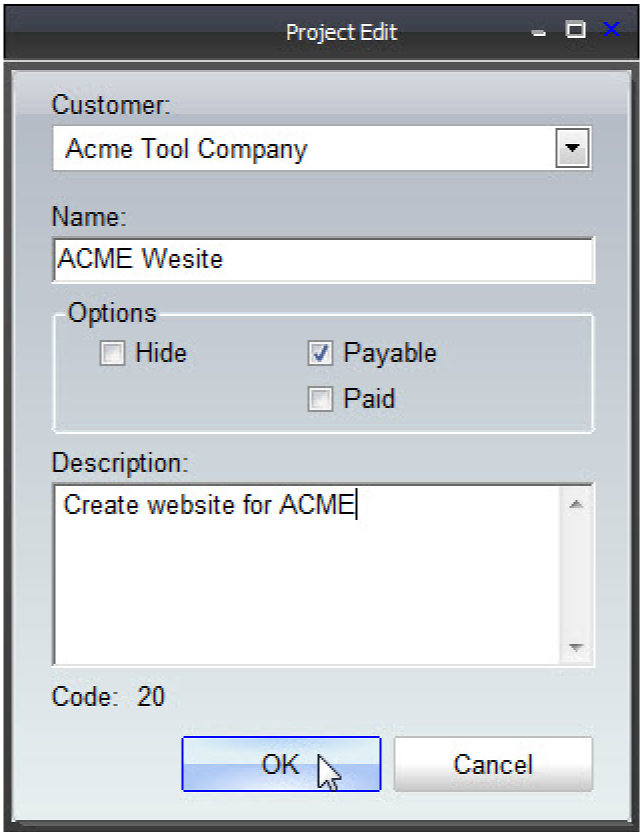


Once you are done with the above, you will be ready to add Projects and then Tasks and track and store the time for the tasks.

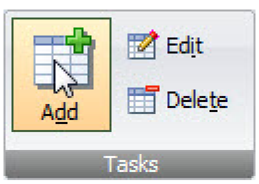
If you return to the Home page by selecting the "Home" tab, you can then click on "Add" in the Projects section to add a project.



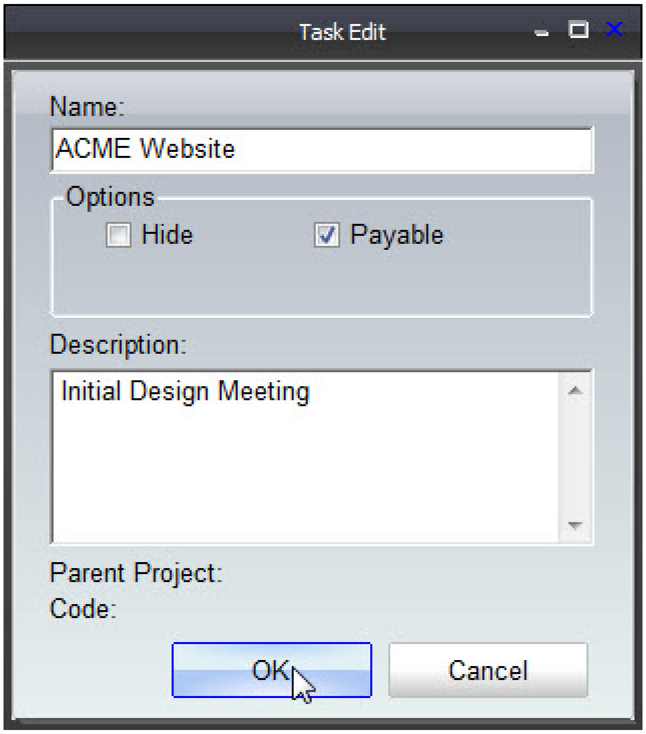
Then a page will open for you to create a project. In our example below we are going to track time for creating a small website for the ACME Tool Company that we created above. As you can see below, we selected the Acme Tool Company from the drop list of entered companies and we gave the project a name and a short description of what we are going to do.



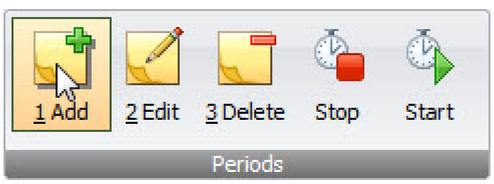
Then we need to create our first task for this project by clicking the "Add" button in the Tasks section of the main menu area.



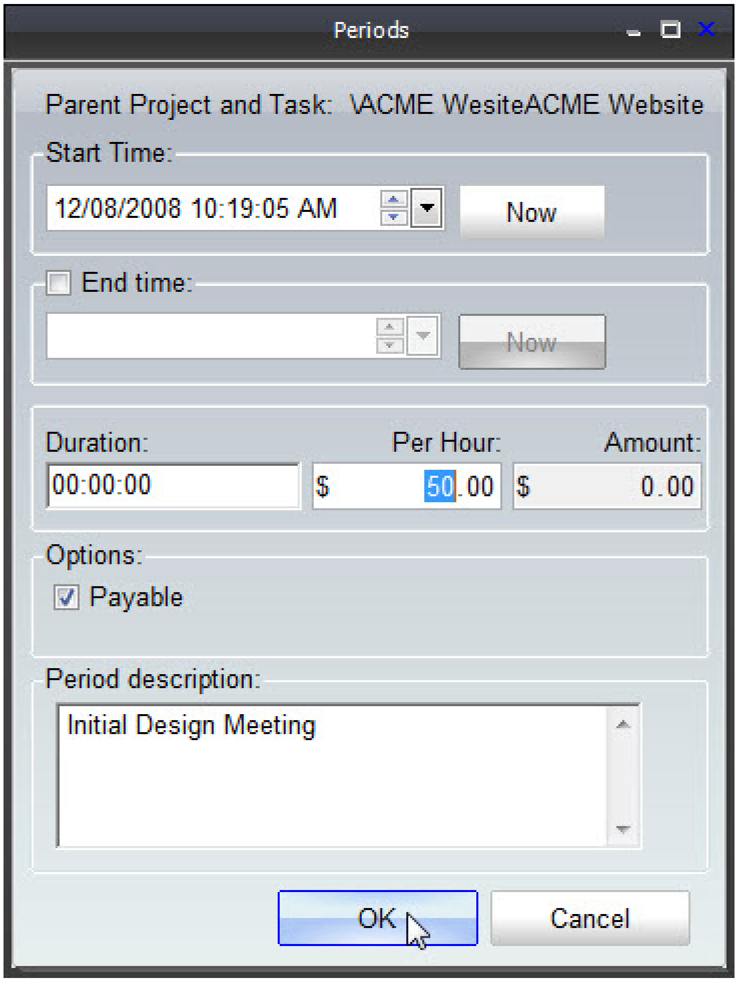
Note that we gave it a name and a short description before saving.



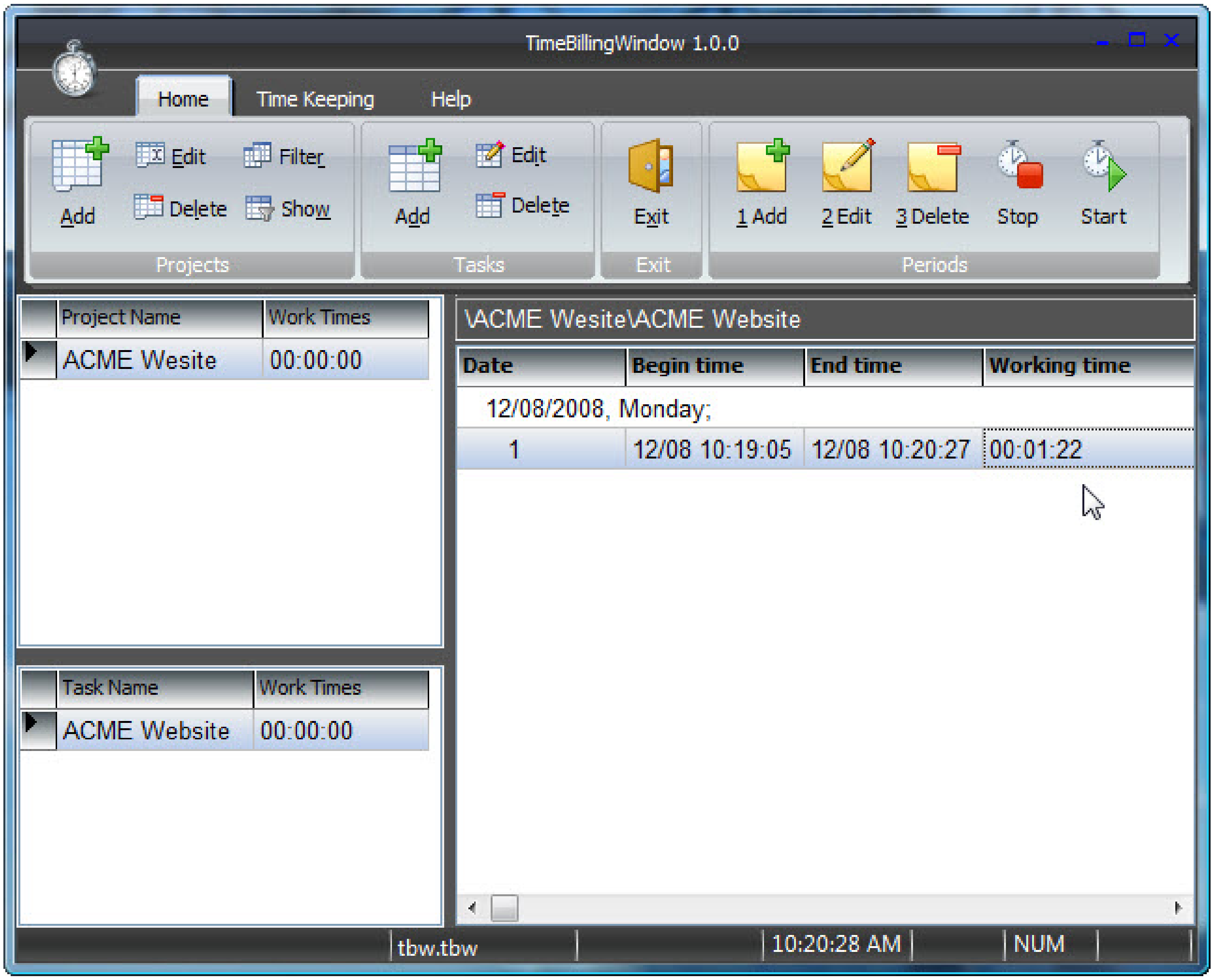
Then to start tracking time for this new task, click “New” in the Periods area of the main menu.



Then enter a rate that this period will be billed at and a short description before saving.

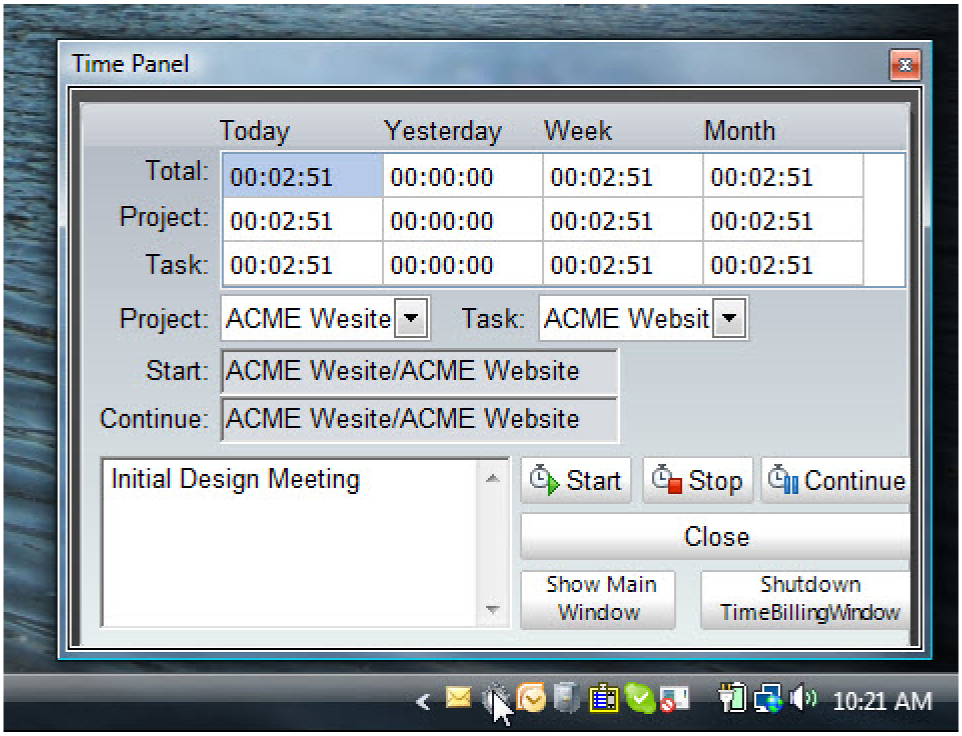


Then click the “Start” button in the main menu to start the clock. Your screen should now look like you see below. You can start and stop the clock, add more tasks and periods from this page as well.



To make things easy, you can close the main window and it will minimize to the task bar. If you pass your mouse over the TimeBillingWindow Icon in the task bar, a quick page will open as you see below. In this window you can start, stop and continue a selected task without having to open the main window.

This tool is also your door to open the main window as well as shut down TimeClockWindow when you are done. If you are a busy consultant, you really want to keep it running at all times to have it ready to track time for your clients.


Time Panel
Today
Yesterday
Week
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Total:
00:02:51
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Project:
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Project:
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Task:
ACME Websit
Start:
ACME Wesite/ACME Website
Continue:
ACME Wesite/ACME Website
Initial Design Meeting
Start
Stop
Continue
Close
Show Main Window
Shutdown TimeBillingWindow
10:21 AM