Getting Started

Before using Visual Time Sheet, you must take a few minutes to set up some simple information for Clients and Projects, and Categories and Activities.

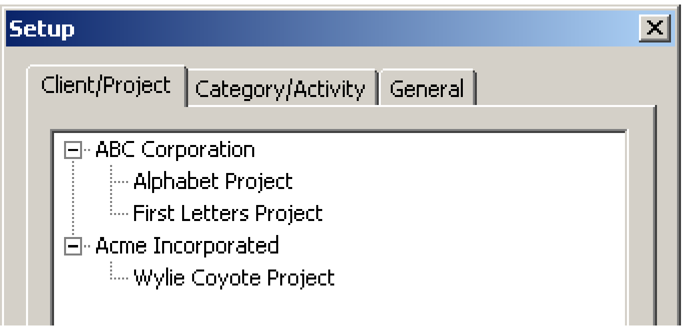
Open the *Setup Form* by clicking on the traffic light icon ( ).

Clients and Projects

Visual Time Sheet requires one or more clients to be defined, and each of these must have at least one project. Together these define what you are working on.

Right mouse-click on the Client/Project panel to add a new client. The right mouse-click displays a menu with options to add, edit or delete clients and/or projects. Use the left mouse-click to select an existing client or project, before using the right mouse.

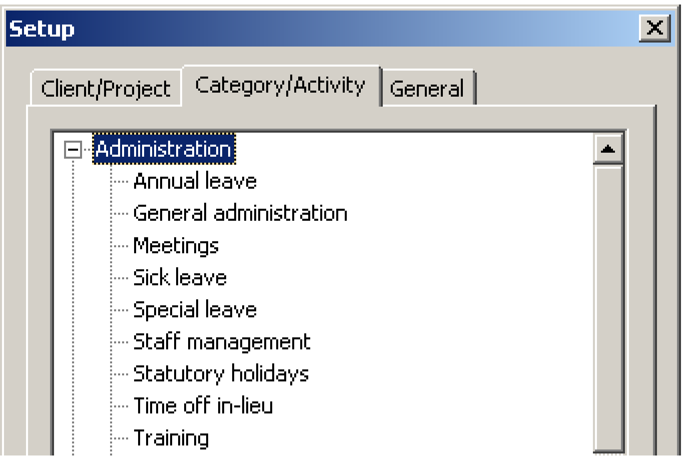
Clients and projects can have any name, but each name must be unique within its particular level i.e. no two client names can be the same, no two project names can be the same within the same client.



Expand and contract the tree-view contents using the '+' and '-' symbols displayed next to the Client names.

Categories and Activities

Visual Time Sheet requires one or more categories to be defined, and each of these must have an activity. Together these define *what you are doing*.



This panel works just like the Client/Project panel - right mouse-click to add a new category. The right mouse-click displays a menu with options to add, edit or delete categories and/or activities. Use the left mouse-click to select an existing category or activity, before using the right mouse.

Categories and activities can have any name, but they must be unique.

Note that editing or deleting a Client/Project or Category/Activity only changes the items that are *available for new time sheet entries. Existing records are not altered.*

General

The *General* tab contains miscellaneous setup information.

User Name
Enter your name here in the form you would like it to appear on reports e.g. Jim Smith. (This is also the name which is used when your software is registered).

Configuration
This item tells you how Visual Time Sheet is configured i.e. Single-user, Work Group or Server Administration.

Daily Target Hours
Enter the number of hours you are normally expected to work each day. This value is used to determine if the on-screen daily hours total should be displayed in red (less than target) or black (greater than or equal to target). The default is 8.

Lock Hours on Startup
When checked, this option causes the time sheet to be locked when you first enter the application. This setting is recommended, as it prevents accidental damage to historical data.

Confirm Deletes
When checked, Visual Time Sheet will confirm operations to delete a time block that contains any data.

Default to Chargeable
Check this option to have all new time blocks created with the "chargeable" flag set.

Time Block Colours
Click the colour buttons to change the shades used when Visual Time Sheet displays time with specific attributes.
Standard:
The colour for reported, charged, non-overtime hours
Unreported:
The colour for unreported time (overrides any of the following attributes)
Uncharged:
The colour for unchargeable time (overrides the following attribute)
Overtime:
The colour for overtime hours

Favourite Report
You may wish to select your favourite report and whether or not you want it broken down to remarks level. See reporting for more details.