



## **User's Guide**

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# TimeCalc Classic™

from ProSystems, Inc.

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[www.TimeCalc.com](http://www.TimeCalc.com)

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# TimeCalc Classic™

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[www.TimeCalc.com](http://www.TimeCalc.com)

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**Part**



***TimeCalc Classic***

# 1 TimeCalc Classic

## 1.1 TimeCalc Classic



Welcome to TimeCalc Classic™.

TimeCalc Classic was designed to be an easy-to-use alternative to manually totaling time cards and time sheets. This, the latest version of our entry-level program, is an outgrowth of a program that first appeared during the 1980s, and has grown into a series of programs, one of which is sure to be right for any business.

Please remember that anytime you have a question about TimeCalc Classic™, you can check the **Frequently Asked Questions (FAQs)** list at our website, [www.timecalc.com](http://www.timecalc.com). If your question is not answered there, please don't hesitate to contact us with your question. You can contact us through the **support** page at our website. Your question will be responded to promptly.

A printable version of this user's guide is included as an Adobe Acrobat file in the TimeCalc Classic™ installation folder. Look for the file TimeCalcClassic.pdf (Adobe Acrobat reader is required to read and print this file).

## 1.2 Contact Us

ProSystems, Inc., the makers of TimeCalc Classic™ software, is located in Hot Springs, Arkansas, where it has been since 1992. Our mailing address is:

ProSystems, Inc.  
P. O. Box 20948  
Hot Springs, AR 71903-0948

To contact us concerning any of our programs, please visit our website at <http://www.timecalc.com>, where you can use our **Support Form** to submit a request for technical support, as well as to find other support options.

While we can be reached by phone, we give priority to Internet support requests (either by email, or through the support form on our website). We are exceptionally responsive to emailed support requests, and will generally provide same day responses (often within minutes). Also, the **Support** section of our website provides answers to many of the most common questions we receive.

We pride ourselves on offering great support and encourage you to contact us with any questions you may have.

## 1.3 Overview of TimeCalc Classic

TimeCalc Classic™ has been designed as an easy-to-use alternative to manually totaling time cards and time sheets (we use the term **time cards** to refer to either/or time cards and time sheets in this user's guide).

TimeCalc Classic™ runs on any Windows-based personal computer (Windows 95 or later). Because a standard desk calculator cannot easily be used for adding and subtracting times, the task of totaling time cards can be very time consuming and error prone. With TimeCalc, totaling payroll time cards becomes a task as simple and fast as using your ten-key calculator. Often, time cards reflect hours and minutes (as in 08:30 AM) while payroll programs require hours worked to be entered as hours and 100ths (for example, 42.5 hours). TimeCalc Classic™ will automatically, and accurately, make the conversion for you.

TimeCalc Classic™ can be used in either of two modes:

- **Standard Mode** - Time is entered for each employee, selecting a different **Employee ID** as required. Each employee's in and out times are entered and a report summarizing the **batch** is printed for use as a permanent record and for use in preparing the payroll. Since the data can be saved into files and retrieved as needed, time can be entered daily or on any other basis. Each pay period is kept in its own file.
- **Calculator Mode** - This is analogous to using a calculator without a paper tape; the program totals times for a single time card and presents a total (and a **batch total**); the total is cleared between time cards. No report is produced, and the data is not saved in a file for later use.

#	Start Time	Stop Time	Elapsed
1	08:00	09:15	1:15
2	09:30	11:58	2:28
3	01:20	05:05	3:45
4	07:55	12:05	4:10
5	01:16	05:25	4:09
6	10:00	01:00	3:00
7	01:35	05:00	3:25
8	07:20	11:40	4:20
9	01:02	03:24	2:22
10	08:22	05:15	8:53
11	08:00	12:01	4:01
12	12:55	04:50	3:55
13	09:00	04:15	7:15
14	03:00	04:00	1:00
			78:22

The program can be used in either mode as required by the circumstances, and there may be times when the usual practice is to use **standard mode**, but for incidental use **calculator mode** is used. The end user has total flexibility in this respect.

Note the presence of a **card total** and a **batch total**. The card total represents a single time card, while the batch total represents a group of time cards. By using the provided batch total, it is easy to balance the totals for a group of time cards to the totals entered into a payroll system (or manual payroll). The **card total** also appears in the footing of the **display grid**.

## 1.4 Customizing the Display Grid

TimeCalc Classic™ displays the details of the current time card in the **display grid** that appears on the right side of the main screen. The grid generally appears as follows, but there are a few simple customizations that can be made if a different appearance is desired.

#	Start Time	Stop Time	Elapsed
1	08:00	09:15	1:15
2	09:30	11:58	2:28
3	01:20	05:05	3:45
4	07:55	12:05	4:10
5	01:16	05:25	4:09
6	10:00	01:00	3:00
7	01:35	05:00	3:25
8	07:20	11:40	4:20
9	01:02	03:24	2:22
10	08:22	05:15	8:53
11	08:00	12:01	4:01
12	12:55	04:50	3:55
13	09:00	04:15	7:15
14	03:00	04:00	1:00
			78:22

- **Column Rearrangement** - The left-to-right ordering of the grid columns can be rearranged as needed. To change a column's position, **drag** the column heading to the desired location. For example, to move the **Elapsed** column to the leftmost side, click the column heading ("Elapsed"), and while holding down the left mouse button, **drag** it all the way to the left.
- **Column Resizing** - The width of any column can be increased or decreased by dragging the column heading divider to the right or left, as required.

Any customizations made to the grid are saved by Windows username; settings made under each username are "remembered" from one program session to the next.

The grid can be returned to its default state by clicking the **grid** button in the upper-left corner. This button will force all columns to fit within the grid's current size.

**Part**

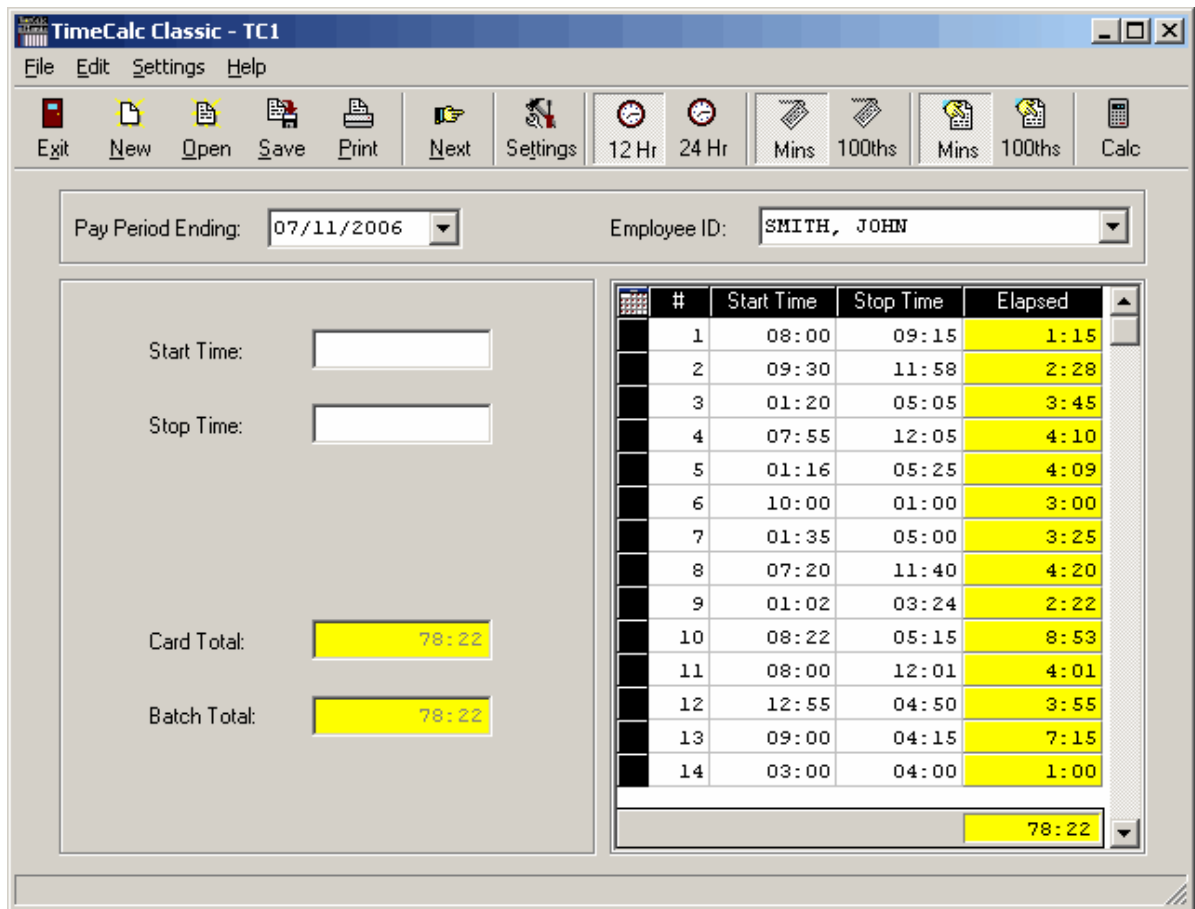


***Main Screen***

## 2 Main Screen

### 2.1 Overview

When the TimeCalc Classic™ program is started its *main screen* appears. The *main screen* is where times are entered and edited, and where the menu and toolbar appear that allow you to select other functions (settings and printing).



The *main screen* is pictured above.

As can be seen, there is a standard Windows menu near the top, with a *toolbar* just below. The *toolbar* contains buttons for some of the more commonly used settings and functions. **All of the toolbar buttons have corresponding menu selections.** Thus, anything that can be done with the *toolbar* can also be done with the menu.

Just below the *toolbar* are fields for the *Pay Period Ending Date* and *Employee ID*. The *Pay Period Ending Date* has no function other than to identify the pay period and for printing on the report. The *Employee ID* used only when in *Standard Mode*. When used in *Calculator Mode*, the *Employee ID* field is grayed out and unavailable. Note that both of these fields are *drop down* boxes; clicking the arrow on the right-hand end of the box allows you to pick from a calendar (for the *Pay Period Ending Date*) or a list of previously used employees (for the *Employee ID* field).

Note that the *Employee ID* can contain anything you wish to use -- a name, a social security number,

or any other unique identifier. It may be useful to remember that when the report is printed, it will be printed in alphabetical order of this ID. If not in **Calculator Mode**, the **Employee ID** is required -- it cannot be left blank; any attempt to leave it blank will cause the **Employee ID** field to turn red until the error condition is corrected.

On the left side of the main screen are the **Start Time** and **Stop Time** fields; these are the areas where the employee's in/out times are entered. After entering the **Start Time** the **<ENTER>** or **<TAB>** key is used to move to **Stop Time** field. After the **Stop Time** is entered, the line item is added to the **Display Grid** on the right, and the cursor returns to the **Start Time** field for the next line. This process continues as required. To begin working on the next employee, the Employee's ID is entered (or selected from the drop down list, if it has been previously used).

The **Display Grid** lists, at all times, the line items pertaining to the currently selected employee.

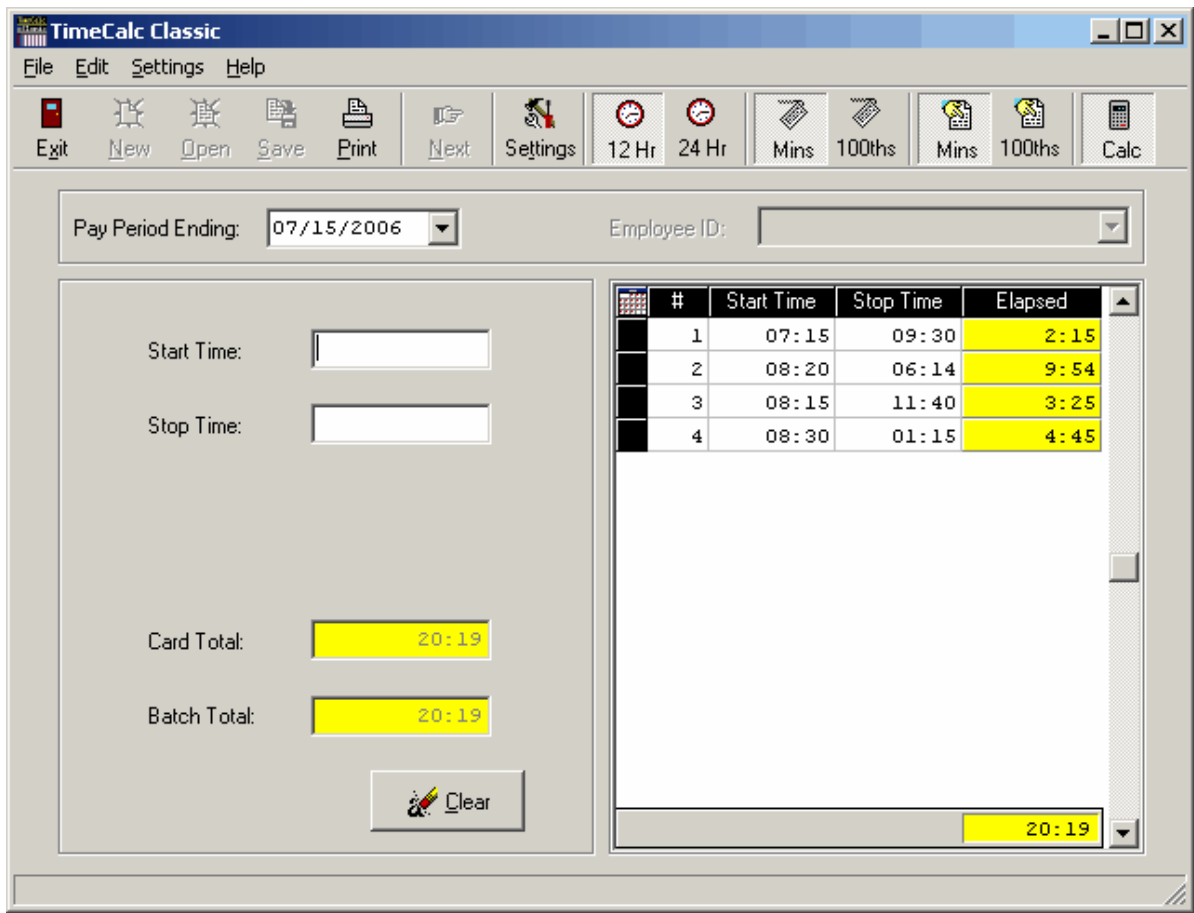
To **Edit** (change) a previously entered line, it must first be selected in the **Display Grid** by right-clicking the line to be edited. A small menu appears to allow the line to be edited or deleted. If **Delete Line(s)** is selected the highlighted rows in the grid are deleted. If **Edit Line** is selected, the contents of the line are placed into the **Start Time** and **Stop Time** fields for editing. For more information on using the **Display Grid** for editing and deleting, please see [Using the Display Grid](#).

For information on saving your data to a file, please see [Files and Saving Your Work](#).

## 2.2 Calculator Mode

Many users are interested in using TimeCalc Classic™ to total their payroll time cards, but don't care about the printed report. They simply want to total each time card and write the total hours on the card itself.

Some users find **Calculator Mode** to be more efficient for their purposes, since they don't have to enter employee names or print a report. Each time card is entered, one line per in/out cycle, and the total is noted before moving to the next time card. Following is an image of the **main screen** when the program is being used in **Calculator Mode**:



Notice the similarity between this screen and that presented in the preceding section. In fact, they are identical, except (a) a **Clear** button has been added, and (b) certain items on the **toolbar** have been grayed out so they cannot be selected.

The **Pay Period Ending Date** is still available, because even in **Calculator Mode**, a report can be printed; however, the report will consist of the contents of the grid only -- remember, in **Calculator Mode**, no employee name is specified.

### **Clearing the Card Total**

When finished entering a time card, the **card total** should be cleared before going to the next one; just click the **Clear** button or use the **ALT/C** key combination. The **card total** is reset to zero.

### **Clearing the Batch Total**

The **Batch Total** accumulates for the entire batch of time cards; clearing the **Card Total** does not clear the **Batch Total**. This provides a total for all time cards entered in a session so that the total can be balanced to any supporting schedules. If the need arises, during a session, to clear the **Batch Total**, simply click the **Clear** button twice (or use the **ALT/C** key combination twice).

## 2.3 Entering Times

The data entry for TimeCalc Classic™ is straightforward; however, work will be more efficient if you first learn a few tips on entering times.

The program has been designed to speed data entry and to help insure the accuracy of the entered times. Before beginning it is useful to understand some of the concepts commonly encountered when dealing with employee times.

### Standard Time and Military Time

**Standard Time** is what most of us are familiar with -- hours numbers 1 through 12, with AM used to designate "in the morning" and PM used to designate "in the evening". **Military Time** is used in the military, but in some other organizations as well. In **Military Time**, one in the morning is specified as **0100 hours** and one in the afternoon is **1300 hours**. At one minute before midnight, it is **2359**, and at one minute after midnight it is **0001**. Midnight, in **Military Time** can be designated as **2400 hours** or **0000 hours** (these are used interchangeably and are commonly found used both ways).

Some businesses have time clocks that use **Military Time**. Such a clock can be easily identified by the way it represents one in the afternoon (as **1300 hours** implies **Military Time**; as **1:00** implies **Standard Time**).

If you are using a time clock that prints **Military Time**, click the **24 Hr** button on the toolbar. This will cause the program to allow times to be entered in **Military Time**. If your clock uses **Standard Time**, click the **12 Hr** button on the toolbar.

### Entry and Display Units

It is commonplace for the fractional part of the hour to be stated in one of two ways:

- **Hours/Minutes** - This is the familiar method in which the time **08:30** means 30 minutes after 8 o'clock. Whenever a time represents hours and minutes, the hours and minutes portions will be separated by the colon (:) character. With TimeCalc Classic™, if the time contains a colon, it is hours and minutes.
- **Hours/100ths** - In processing payrolls, it is also common to see times stated, not as hours and minutes, but as hours and 100ths of an hour. When hours and 100ths are used, the hours will be separated from the hundredths by a dot (.) character, for example, 8.50.

**It is absolutely essential to know at all times whether you are dealing with hours and minutes or hours and 100ths.** If there is confusion on this point, employees **will not be paid the correct amounts.**

### User Tip

**Many people are confused by the Hours/100ths and Hours/Minutes nomenclature. Following are a few facts.**

- **Paying based on the incorrect representation always results in an incorrect pay calculation. It is critical to fully understand at all times whether a figure expresses Hours/Minutes or Hours/100ths.**
- **Hours/100ths can be easily and correctly added and subtracted on a calculator; Hours/Minutes cannot be.**

- **The presence of a colon (:) implies Hours/Minutes; the presence of a dot (.) implies Hours/100ths.**

**The importance of this distinction cannot be over-emphasized.**

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It is typical for time clocks to provide times in hours and minutes. However, if any time cards contain minutes numbering over 59, you can be sure you are dealing with hours and 100ths -- for example, if you see 0875, this is 8.75 hours, or 8:45.

It is also typical for electronic payroll systems to expect hours worked to be entered as hours and 100ths -- that is, if an employee works 42 hours and 30 minutes, many payroll program expect that to be entered as 42.5.

TimeCalc Classic™ can automatically convert from one representation to the other. For example, if your time clock uses hours and minutes, but you need to enter hours and 100ths into your payroll system, you can set the **Entry Units** as hours and minutes, then set your **Result Units** as hours and 100ths. The program will automatically convert between the two.

Notice the buttons on the toolbar -- there is a pair of buttons with a picture of a keyboard -- these are **Entry Units**, and you would click the **Mins** button of this pair. If the **Result Units** are to be hours and 100ths, the **100ths** button of the **Result Units** pair should be clicked.

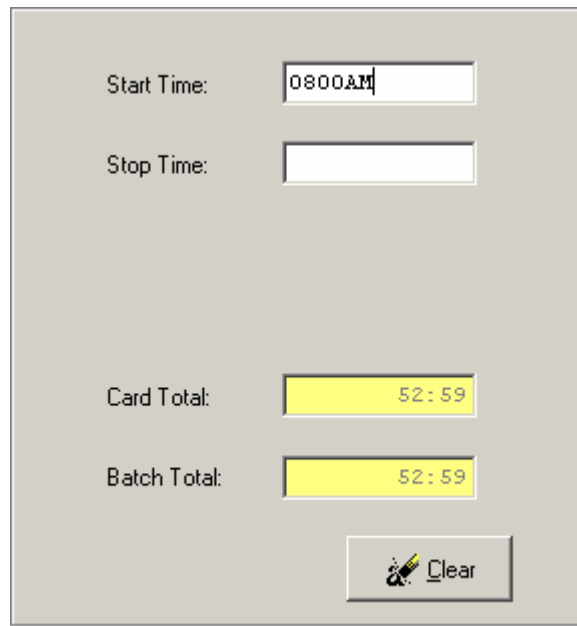
### **Designating AM and PM**

With **Standard Time**, it may sometimes be necessary to designate times with AM or PM. This is usually unnecessary, as the program assumes that times entered in different half-days have different AM/PM designations and hours are computed correctly. **Generally, the only time you need to be concerned with these designations are when an employee works more than 12 hours in a single shift.**

When using **Standard Time**, you can optionally specify AM or PM after the time is entered -- for example, to enter 8:00AM, you would enter:

0800A

The program automatically fills in the "M" on AM/PM designations. Please see the example below:



The screenshot shows a software interface with the following elements:

- Start Time:** A text input field containing "0800AM".
- Stop Time:** An empty text input field.
- Card Total:** A yellow highlighted box containing "52:59".
- Batch Total:** A yellow highlighted box containing "52:59".
- Clear Button:** A button with a trash can icon and the text "Clear".

### Entering Times

When a **Start Time** or **Stop Time** is entered, TimeCalc Classic™ will accept entries with or without the punctuation (separator) character of dot (.) or colon (:). (the program will allow the colon character if **Entry Units** is set to hours/minutes; otherwise, the dot character is permitted).

For **Standard Times**, the AM/PM designation is also optional and must be entered only to designate shifts exceeding 12 hours.

Once the **<ENTER>** key has been pressed, the time is redisplayed with the appropriate punctuation. Should a time be entered which is invalid, the field turns red to indicate an error, and the cursor remains in the same field.

As a general rule, times should be entered as a sequence of three or four digits. For example:

08:00 is entered as 0800 or 800  
09:21 PM is entered as 0921P or 921P

## 2.4 Rounding

TimeCalc Classic™ has the ability to round times to the nearest 5, 6, 10, 12, 15, 20, 24, or 30 minutes.

Often, the rounding of times has been solely to facilitate the totaling of time cards. Where this is the only reason for rounding, it may be worthwhile to consider a change in the policy since TimeCalc Classic™ eliminates the difficulty associated unrounded times. However, some businesses prefer to round times as a matter of policy. Where this is the case, times can be rounded to accommodate the policy.

Consider the following example:

#	Start Time	Stop Time	Elapsed
1	08:03	11:40	3:45
2	01:14	05:03	3:45
3	07:44	05:01	9:15
4	09:23	11:50	2:15
5	01:21	06:11	5:00
6	03:14	06:03	2:45
7	08:01	12:03	4:00
8	01:00	05:01	4:00
9	08:09	11:42	3:30
10	01:46	07:20	5:30
11	03:12	07:14	4:00
			47:45

Notice that, on each line, the **Start Time** and **Stop Time** are shown unrounded -- this is so you can determine the actual in/out times should the need arise. But the **Elapsed** time is rounded to the nearest 15 minutes.

### User Tip

It is important to understand that the rounding, when used, occurs **BEFORE** the **Elapsed Time** is computed. Thus, an employee who clocked in at 01:46 is treated as having clocked in at 01:45. The individual in/out times are rounded before the computation, but the real, unrounded times are displayed in the report and the grid so that accurate records of in/out times can be maintained.

## 2.5 Using the Display Grid

The **Display Grid** performs two vital functions:

- **Facilitates Review** - Because each entry is placed into the **Display Grid** after it is entered, the grid provides a facility for reviewing the entries for the current time card. One can easily look at the grid to see precisely what was entered.
- **Edit and Delete** - Occasionally, it is necessary to change or delete a previously entered line. The grid facilitates editing and deletion as it provides a list of entries from which an item can be selected.

#	Start Time	Stop Time	Elapsed
1	08:00	09:15	1:15
2	09:30	11:58	2:28
3	01:20	05:05	3:45
4	07:55	12:05	4:10
5	01:16	05:25	4:09
6	10:00	01:00	3:00
7	01:35	05:00	3:25
8	07:20	11:40	4:20
9	01:02	03:24	2:22
10	08:22	05:15	8:53
11	08:00	12:01	4:01
12	12:55	04:50	3:55
13	09:00	04:15	7:15
14	03:00	04:00	1:00
			78:22

### Deleting Records

To delete a previously made entry, right-click the row of the grid containing the entry. When right-clicked, the row is highlighted and a small menu appears from which you can choose **Delete Item(s)**. Alternatively, you can left-click the item and select the **Edit** item on the menu; the effect is identical.

Note that the **Delete** menu item specifies **Item(s)** -- it is possible to delete more than one item at a time. Just hold down the **<CTRL>** key and click each line to be deleted before right-clicking (or selecting **Delete Item(s)** from the **Edit** menu), and all selected lines are deleted at one time.

### Editing Records

To edit a previously entered record you can double-click the item in the grid (or right-click and select **Edit**). The selected item will then be loaded into the **Start Time** and **Stop Time** fields for editing. After making the desired changes, the grid and the totals are updated with the new times.

### Card Total

The total for the current time card appears in the footer of the grid.

### Grid Button

The **grid button** in the upper-left corner of the grid can be clicked at any time to return the grid column settings to their default state.

### User Tip

**When not in Calculator Mode, the items displayed in the grid relate to the currently selected employee. If the need arises to edit or delete an item related to a different employee, it is necessary to first select that employee in the Employee ID field -- this causes the grid to be**

updated with the selected employee's information.

When in *Calculator Mode*, employee IDs are not used so this does not apply.

## 2.6 Files and Saving Your Work

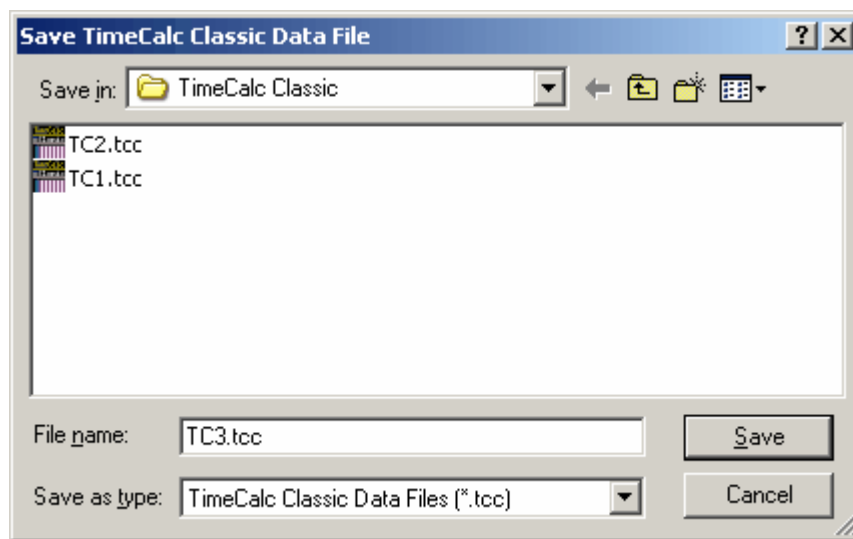
TimeCalc Classic™ allows you to store the information you have entered on your computer's hard disk. When in *Calculator Mode*, saving makes little sense, so the file-related buttons are grayed out. But in *Standard Mode*, a list of employees is typically entered, along with the time for each employee. It may be beneficial for you to save these files to your hard disk for future retrieval. In addition, there is a method for retrieving only the employee list from a file, which eliminates the need to re-enter employee IDs for the subsequent pay period.

The ability to save and retrieve files makes it possible to enter time daily or on some other frequent basis rather than waiting until the end of the pay period. Businesses with many employees may find this to be a more workable arrangement than having a massive data entry job at the end of the pay period.

If you click a file with a .tcc extension (from your desktop, documents, or other folder), TimeCalc Classic™ automatically opens that file for editing.

### Saving Data

To save a data file, click the **Save** button (or menu item). The **Save Dialog Box** appears so that a file name may be entered -- much in the same manner as saving a Microsoft Word or Excel document:



Type in a file name where indicated (the .tcc extension will be provided automatically). By right-clicking one of the existing files, you can also rename, delete, and copy files, as well as performing other functions.

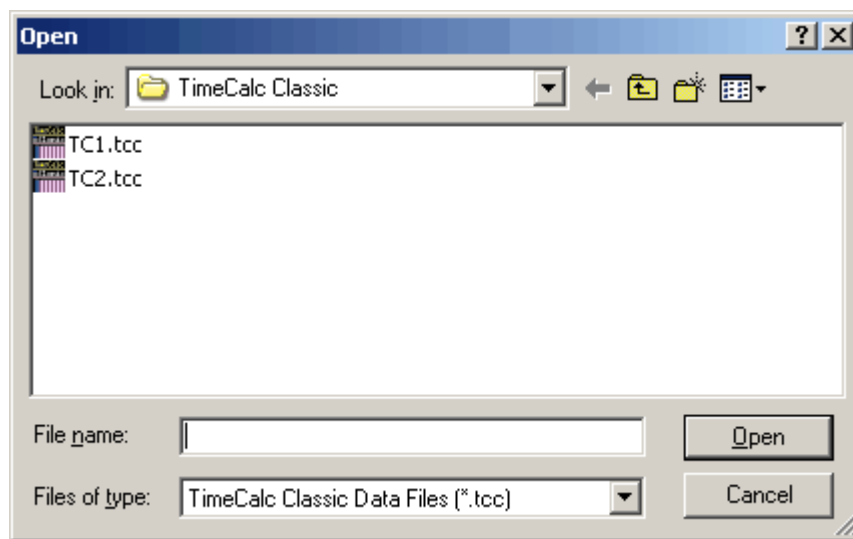
After typing a file name, click the **Save** button to store the data on your hard disk.

**By default, TimeCalc Classic stores your data files in the folder My Documents\TimeCalc Classic.** If the last document saved or opened was in a different folder, that folder becomes the new default. Under most circumstances, the default folder should be used.

### Retrieving Files

Previously saved files can be opened by locating the file in the **My Documents\TimeCalc Classic** folder (or any other folder in which a file has been saved) and double-clicking it. Windows will recognize the .tcc extension as belonging to **TimeCalc Classic™** and automatically start the program to open it.

Alternatively, a previously saved file can be opened by clicking the **Open** button on the main screen (or clicking the **Open** menu item). The following **Open Dialog Box** appears:

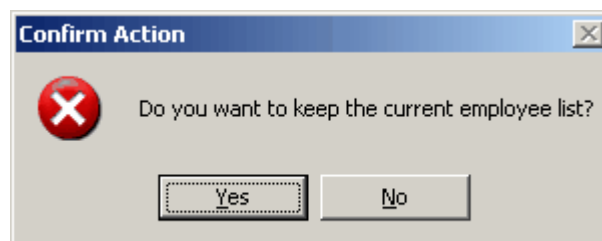


Select the file to be opened from the list of available files. If more information is needed about any of the files, its name can be right-clicked and the **Properties** tab viewed for details.

### Retrieving Employees Only

For businesses with many employees, re-entering the list of employee IDs each pay period can be tedious.

TimeCalc Classic™ provides a simple means to eliminate the need for re-entering the employee list each period. Simply open the file from the previous pay period, then click the **New** button or menu item. The following question appears:



If the **YES** button is clicked, all line items from the file are deleted, but the **Employee IDs** remain. The **Save** button can then be used to store the file under a new name. If the **NO** button is clicked, the line items are deleted and so are the employee IDs.

Since the employee list usually doesn't change much from one pay period to the next, this provides a convenient way to avoid having to be constantly re-entering employees -- just use the **New** button then add any new employees as required.

### ***User Tip***

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**There is no facility for deleting individual employees from the employee list. In general, it is harmless to have employees in the list who are no longer employed -- they just go unused. You can, however, start the list over at any time by just skipping the operation specified above and re-entering the current employees only.**

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**Part**

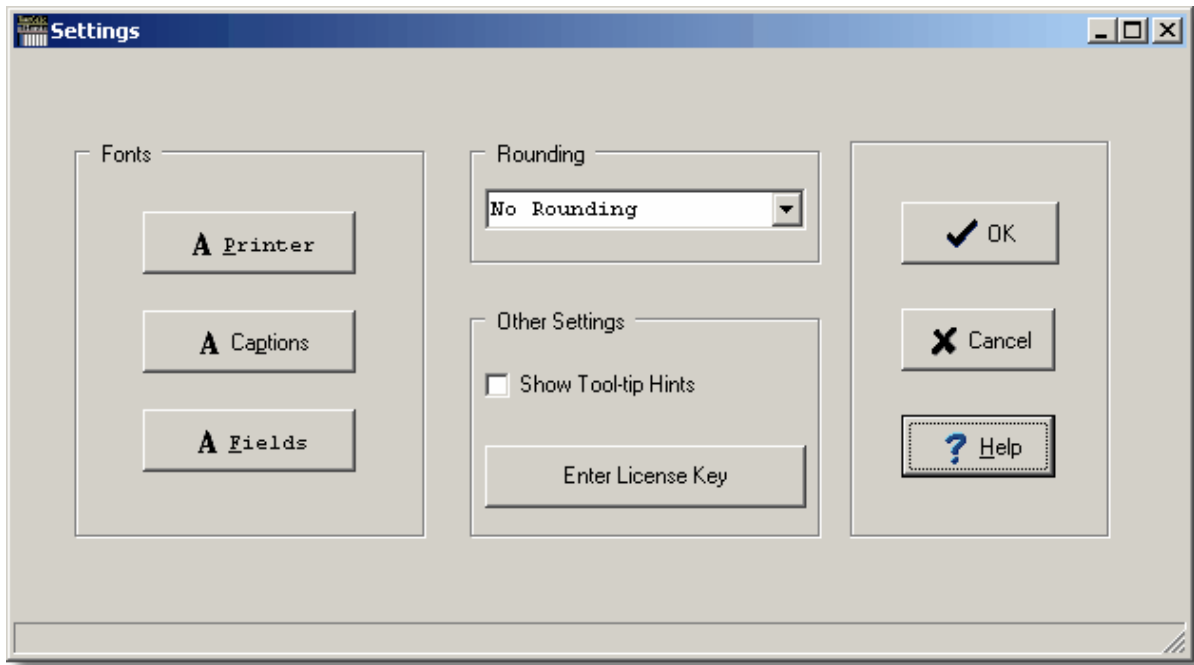


***Settings***

## 3 Settings

### 3.1 Settings Overview

The **Settings** screen is used to make selections for the fonts to be used, rounding options, and whether **Tooltips** or **Hints** are enabled. The license key is also entered in this screen.



#### Saving Settings

Whenever settings are made, they become the **current** settings until they are changed. When data is saved into a file, the settings are saved along with that data. When a file is reopened later, the **current** settings will become those which were stored in that data file. Thus, it is possible to have different settings data for any number of different data files; however, when a data file is opened, the settings contained in it become the **current** settings until they are (a) changed manually or (b) another data file containing different settings is opened.

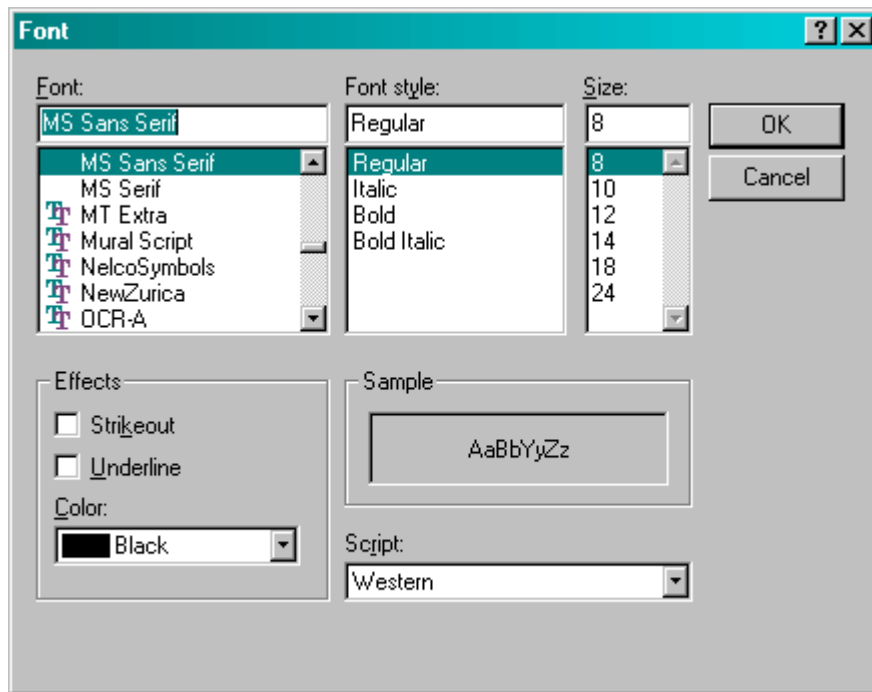
#### Fonts

TimeCalc Classic™ has three different **font** settings.

- **Caption Font** - This is the font used for displaying screen captions and labels. For example, in the above screen image, the caption font is used to display the words "Enter License Key". This font is used on buttons, tabs, and other objects.
- **Field Font** - This is the font used for displaying information in fields where the user can type in text. In the above screen image, the words "No Rounding" are displayed in the field font.
- **Printer Font** - The printer font is used for any reports displayed on the screen or printed. The program will override the font size as required, but the font style is selected here.

Each of the buttons used for setting the fonts uses its respective font setting as the font for its label. Thus, one can see in the above example that the **Printer Font** is different from the **Captions Font**.

To select any of the three types of fonts, click the designated button and the font selection dialog box appears:



As can be seen from the screen image above, the selection can indicate the font name, style, size, and color. The selection of allowed fonts is different for printers, as some fonts are not suitable for printing reports. Some fonts are more readable on printers than others, while other fonts have a better screen appearance. Generally, a fixed-pitch printer font like Courier New makes for the most legible reports.

A font size and color may be selected, but the program reserves the right to select a different color or size, and will frequently do so. A font color selection will normally be respected for a caption or field font; obviously, printer limitations may interfere with the selection of a particular color for a printer font. The font selection dialog box displays a sample so that the appearance of the font can easily be seen during the selection process.

The fonts available on a given computer may be different from those on another computer. Most Windows PCs will have the Courier New, MS Serif, MS Sans Serif, and Arial type styles. If there is a concern about the availability of particular fonts on the various PCs in a network, selecting from these common fonts is a good idea.

It is best to pick fonts that are exceptionally legible; however, experimentation may yield worthwhile results. Because employees will be working with the screens and reports day in and day out, it is worth taking the time to find a good combination.

The following fonts are good choices for most environments:

- **Fields** - Courier New 8
- **Captions** - MS Sans Serif 8 or Arial 8

- **Printer** - Courier New 10

### **Rounding**

TimeCalc Classic™ can automatically round times to the nearest 5, 6, 10, 12, 15, 20, 24, or 30 minutes before performing its calculations. If **No Rounding** is selected, exact times are used.

If **Rounding** is to be used, select the **rounding interval** here. When **Rounding** is in effect, actual, unrounded **Start and Stop Times** are used in the display grid and the report. However, the rounded results are given.

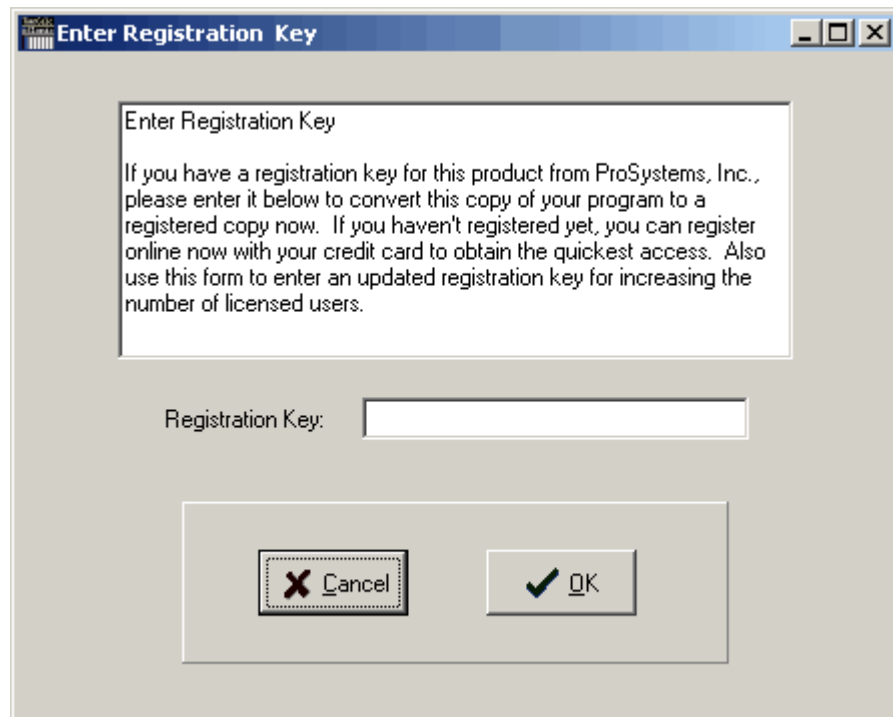
It is important to understand that rounding occurs on the individual **Start Time** and **Stop Time** entries **BEFORE** the calculation of elapsed time is made. The program does **NOT** merely round the elapsed time after it is computed.

Also, see the section entitled **Rounding** under **Main Screen**.

### **License Key**

When TimeCalc Classic™ is first installed, it is always installed as a **Free Trial** version. Only after a **License Key**, purchased from ProSystems, Inc., is entered, does the program become an unlimited, fully licensed version. Although the free trial version has full functionality, it expires after 30 days of use. The licensed version never expires.

After purchasing the program it is unnecessary to reinstall the software. Rather, you need only to install the **License Key** (also referred to as your **Registration Key**) received from ProSystems, Inc., after the purchase is made. This 18-digit code activates the program so that it doesn't expire. If the trial version has been installed and has expired, when the program is started it will automatically ask for the **License Key**. If the trial version hasn't expired, the key can still be entered in this screen. Simply click the **Enter License Key** button, and the following screen appears:



Enter the 18-digit code where indicated. **Important:** *Your License Key contains only the digits 0-9 and uppercase letters A-F. The letters "O" and "I" are never used in a License Key.*

### **User Tip**

**If you experience difficulty in entering the license key, it may be because you are not logged in with administrative access rights. Some computers and networks restrict access to the area of the system registry where the key is stored.**

**If you experience difficulty in entering your license key, please log into Windows with a username having local administrative access rights before entering the key.**

**Part**



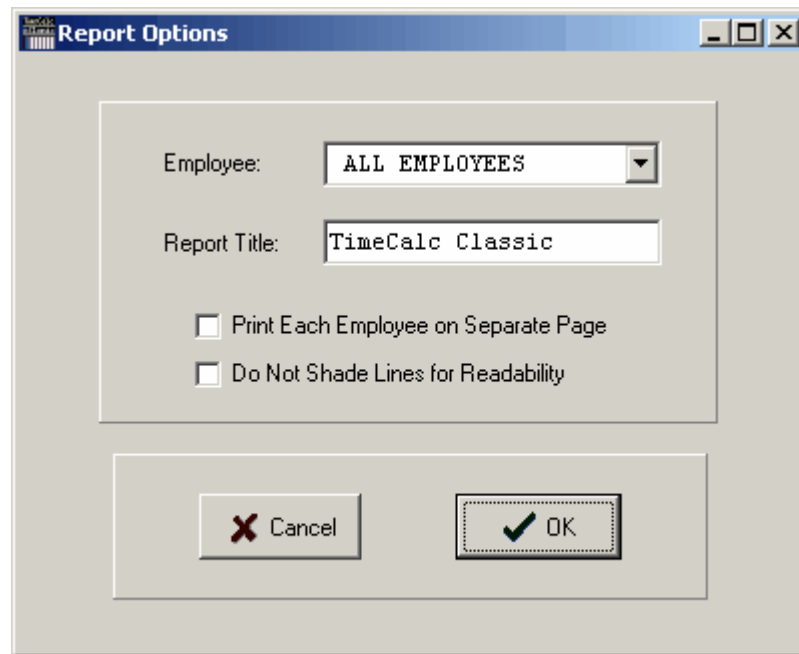
***Printing Report***

## 4 Printing Report

### 4.1 Report Options

TimeCalc Classic™ has the ability to print a hardcopy report of the time that has been entered.

The report was designed to be simple and easy to read, yet to provide all of the information required for summarizing the time entered for the pay period. When **Print** is selected from the toolbar or menu, the following dialog box appears:



#### **Employee**

In **Calculator Mode**, the **Employee** selection is unavailable, since by its nature, there is only a single employee at a time. In **Standard Mode**, however, either an individual employee can be selected or **ALL EMPLOYEES**, which is the default.

#### **Report Title**

By default, the report title **TimeCalc Classic** is used; however, this default value can be overridden with any other value. Whatever is in the **Report Title** field prints on the top of each page of the report.

#### **Print Each Employee on Separate Page**

If checked, every employee's time begins on a new page, even if the previous page was not filled. This is convenient if the pages are separated for filing or distribution purposes. If not checked, the next employee begins after the subtotal for the previous employee's time.

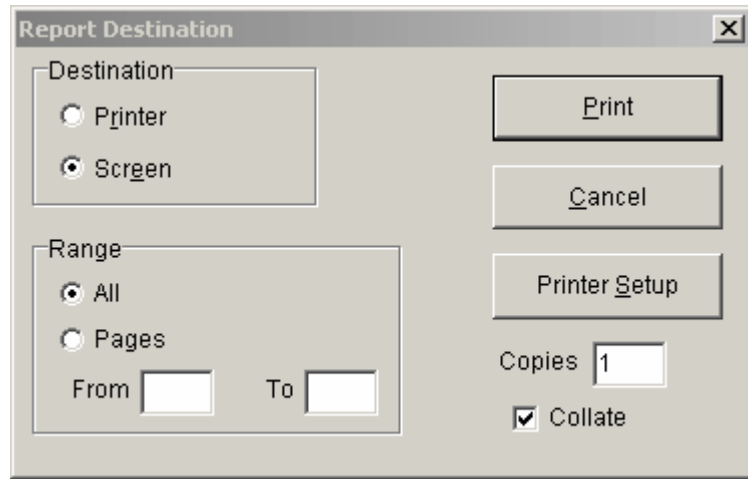
#### **Do Not Shade Lines for Readability**

By default, the program shades every other detail line of the report to make it more readable. Some printers do not handle the shading well; check this box to eliminate the shading of lines for readability.

### **Printing Report**

If the **Cancel** button is clicked, the **Report Options** screen is closed and no report is generated.

If the **OK** button is clicked, the report will be generated; but before the report generation begins, the following screen appears:



As can be seen, this screen allows a choice of printing to the **screen** (the default mode) or to the **printer**. If the report is printed to the **screen**, it can be reviewed on screen and then sent to the printer if desired. For this reason, many users prefer to **always** preview the report on screen before clicking the print button to send it to the printer.

Also, notice that it is possible to select a subset of the pages from this dialog box, as well as specify a **number of copies**.

If the report is sent to the screen, the report previewer appears and the report can be scrolled using the mouse and scroll bars. The **report previewer** has several options, including the ability to resize the printout, view multiple pages on screen at one time, and to save the report to a disk file.

## **4.2 Sample Report**

A sample report is reproduced below.

07/14/2006 17:33  
 User: Administrator

TimeCalc Classic  
 Pay Period Ending 06/26/2006

Page: 1

**Employee: JOHNSON, ROBERT**

<u>Start Time</u>	<u>Stop Time</u>	<u>Elapsed</u>	<u>Cumulative</u>
07:55	11:42	3:47	3:47
01:03	05:22	4:19	8:06
08:02	12:12	4:10	12:16
01:10	05:20	4:10	16:26
08:03	12:06	4:03	20:29
07:25	09:30PM	14:05	34:34
07:45	11:52	4:07	38:41
01:03	05:32	4:29	43:10
<b>Total for Employee</b>		<b>43:10</b>	

**Employee: KING, FRED**

<u>Start Time</u>	<u>Stop Time</u>	<u>Elapsed</u>	<u>Cumulative</u>
03:00	11:00	8:00	8:00
03:05	11:04	7:59	15:59
02:42	11:20	8:38	24:37
03:05	12:15	9:10	33:47
04:06	12:10	8:04	41:51
03:32	12:12	8:40	50:31
<b>Total for Employee</b>		<b>50:31</b>	
<b>Report Total</b>		<b>93:41</b>	

As can be seen, this report contains multiple employees and the result units are set to hours and minutes (as is evident by the colon (:) character in the elapsed times). Each employee's times are grouped together and subtotaled. The **Cumulative Total** provides a subtotal for each work session during the pay period. Finally, a **Report Total** provides the total hours and minutes for all employees combined.

**Part**



***Other Topics***

## 5 Other Topics

### 5.1 Modification History

This topic lists the substantive features and changes implemented in each release of the program.

#### **Version 2.00 - Initial Release (July 12, 2006)**

Initial release of TimeCalc Classic version 2.00.

#### **Version 2.01 - (September 13, 2006)**

Calculator Mode defaults to "off" when there is no previous setting.

#### **Version 2.02 - (September 21, 2006)**

Fixed bug in picture mask for data entry which caused the program to reject certain valid times ending in 6, 7, 8, and 9 as invalid.

#### **Version 2.03 - (November 8, 2006)**

If user toggles between result units of hours/minutes and hours/100ths, the format of the grid total, card total, and batch total was not previously updated to reflect the toggle. Version 2.03 fixes this.

#### **Version 2.50 - (February 28, 2008)**

Upgrade for VISTA compatibility. Includes changes to eliminate use of registry, deployment of HTML Help for VISTA compatibility, and other minor modifications.

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