

# Time Tally!

A Newton application that sums up times from your Newton "Dates" calendar.

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## How does it work?

To use TimeTally, you must keep track of time spent on various projects in your Newton "Dates" application. To configure TimeTally, you define a simple pattern which TimeTally looks for at the beginning of each entry in your Newton calendar. When you perform a tally, the application searches for entries matching the specified pattern and, for each matching entry, it will add the duration.

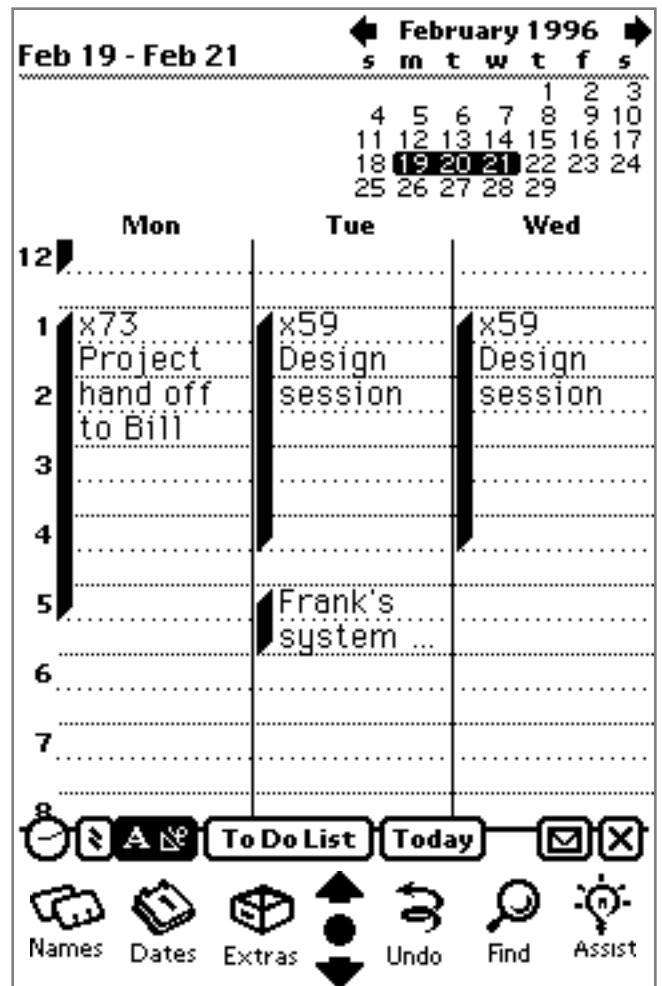
## Example:

The following scenario will take you through the setup of TimeTally, demonstrating how it is configured and used. As we proceed through the scenario, we will make use of TimeTally's configuration options to configure two hypothetical clients, but first, we'll take a look at the Dates application to see an example of entries input into the MessagePad through the course of a few days.

### 1) Use the Dates application

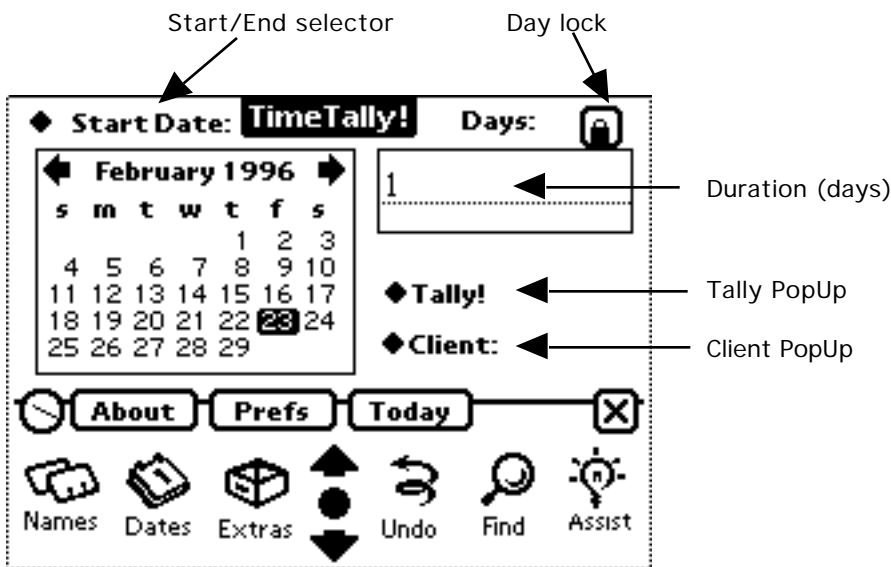
I have set up Dates application to display three consecutive days worth of entries. In this example, The user has been performing work for two clients. One client, "X CORP," is a large company which requires the contractor's services on a number of ongoing projects. The other company, "Frank's Seafood Distributors," is a somewhat smaller company, employing the contractor to perform some general services and training.

These entries are distinguished by beginning each entry with a project code. The project codes for each client conform to a pattern which may be used to group similar entries together for each client. In TimeTally, client patterns may include some special characters which allow TimeTally to match multiple strings in your calendar. To ease input, you may want to add the particular project codes you use into the user dictionary.



## 2) Open TimeTally!

The TimeTally application consists of a number of Configuration items which are associated with a client. When initially opened, the configuration is defined to select the **start date**, which is set to the current date, and the tally will cover a duration of 1 day. When the pattern (defined in the Prefs sub-window) is left blank, TimeTally will match the first 5 non-blank characters in your dates entries. Here is a description of some of the less obvious items, and the purpose of each:



- **The Start/End date selector** determines whether the date selected in TimeTally's calendar specifies the start or the end of a particular time period.

- **The "Days" entry field** is used to enter and display the duration of the currently selected time period.

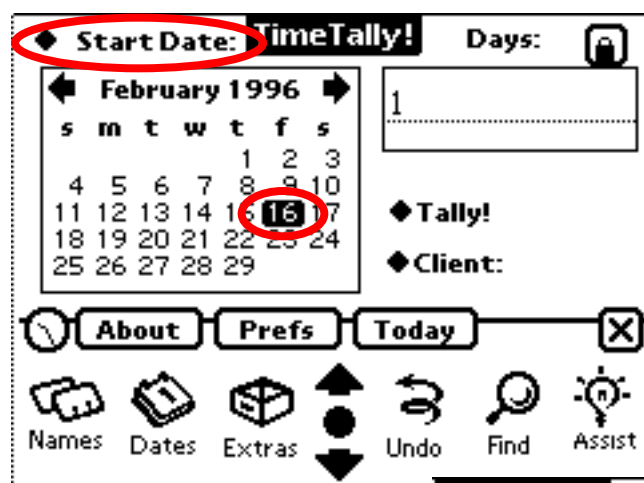
- When the **Day lock** is locked, the duration of the time period remains constant as the start/end date is changed. When it is unlocked, the duration will vary, as the start and end dates are changed.

- **The Tally popup** will tally times for the current client and display the results in the popup.

- **The Client popup** allows you to select from a set of client configurations.

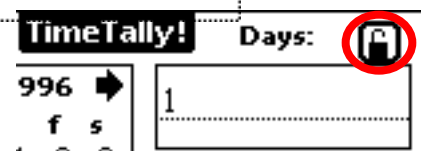
## 3) Select the Start Date:

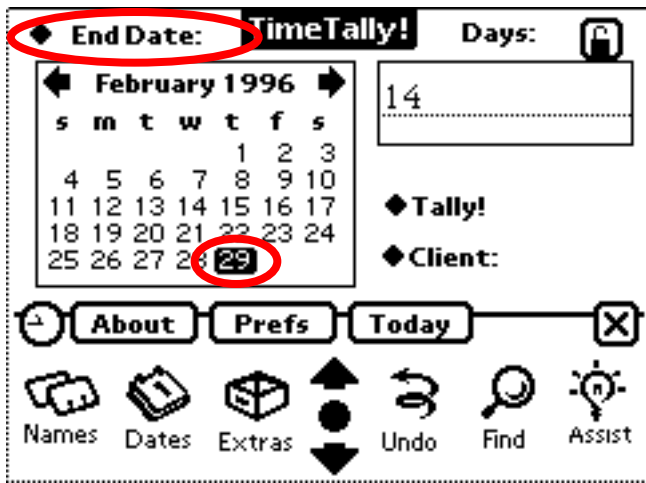
The user selects a date in TimeTally's calendar. In this case, the **Start Date** of the time period is being set. The **End Date** is also changed here, because the **Day Lock** is on, causing the duration to remain constant, while the period is moved.



## 4) Unlock Days:

The user turns off the day lock by tapping the button.



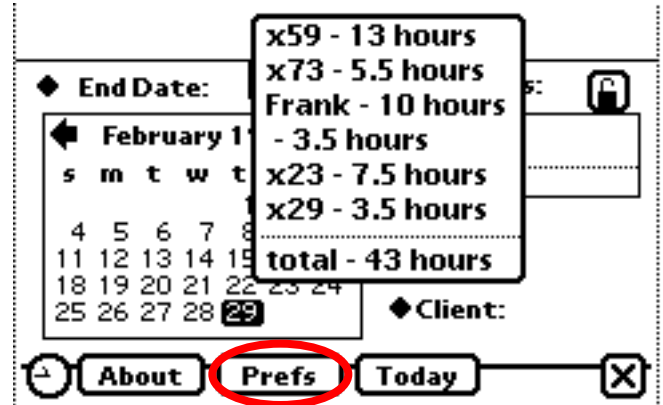


### 5) Select End Date:

The user selects the **End Date** from the selector, then taps the last day of the desired time period. Note that the duration has changed to 14 days, now that the field isn't anchored.

### 6) Tap Tally!

At this point we can tally all of the entries in the datebook occurring in the second half of February. There are a variety of entries in the calendar, including one blank one. Now we need to add some configuration options to distinguish the dates information.



### 7) Tap the Prefs button

The **Prefs** button brings up a floater for editing client names and associated patterns. The **client text** area contains the name of the selected client. New clients may be entered by pen, or existing clients can be selected from the **client popup**.

The + and - buttons are for adding and removing the displayed client respectively.

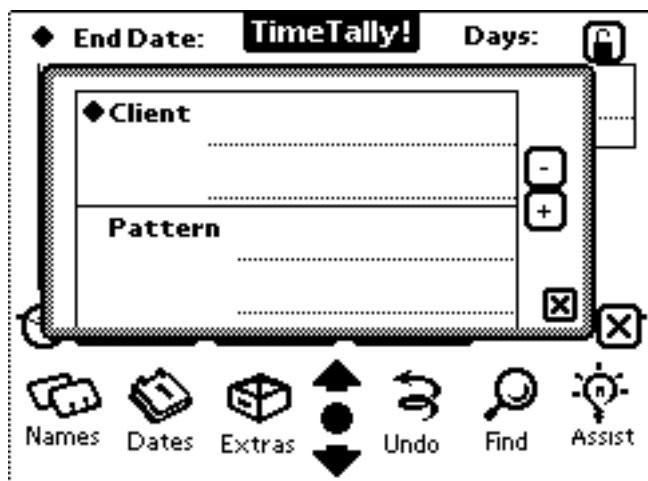
The **Pattern** text entry area contains a simple regular expression which you use to define the format of your project codes. The pattern is a string of characters defined as follows:

? means that the pattern will match any character at this location.

[ ] are used to enclose a set of characters to match at that location. For example, [xyz] will match either x, y, or z.

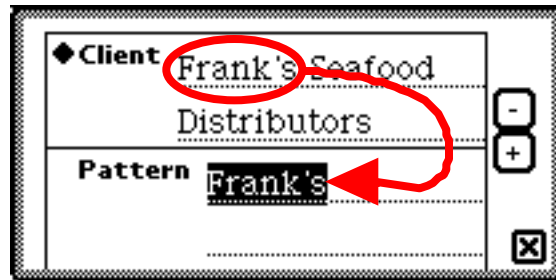
Any other character matches itself (and is case insensitive, meaning that capitalization is unimportant).

A good example of a pattern is ?2[0123456789] which will match any character followed by 2 followed by any digit. This includes A23, b24, and 221.



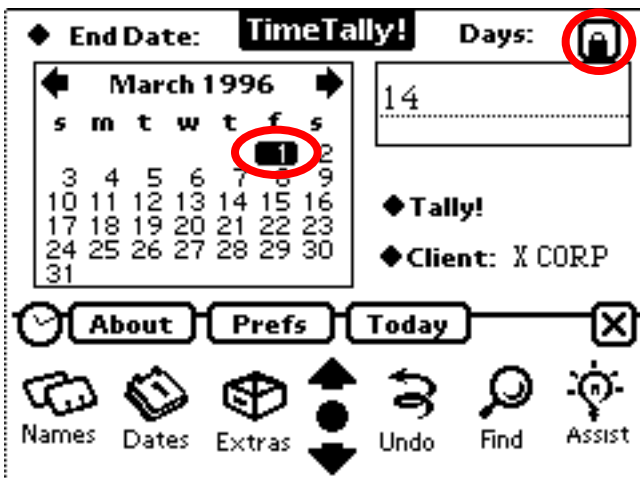
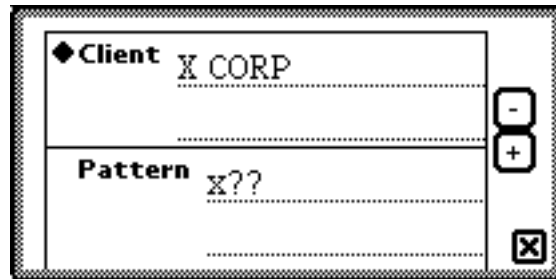
## 8) Enter a client name

At this point the user enters the name of one of the clients. Since we only use one project code for this client, We can just enter the text. In this example, the project code is the first word of the client name, so you can copy it to the pattern area. When the client and project code pattern are correct, you should tap the + button to save the client configuration (this button won't work in the shareware version, but the pattern will be remembered when you close the Prefs floater).



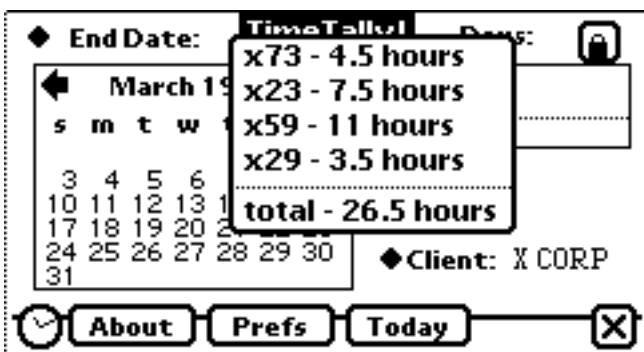
## 9) Enter another client

The user also needs to enter codes for X CORP. The pattern shown will match all of X CORP's project codes. At this point the user taps the close box. You can tap the + button, but closing the window will save the current configuration as well.



## 10) Select biweekly end date

With the client X CORP selected, the user configures TimeTally to select the duration of work on a biweekly basis. This is done by locking the days (set at 14 - or two weeks) and selecting the end date for the current period. When finished tallying for this period, the user will simply select the 15th to adjust tallying for the next period.

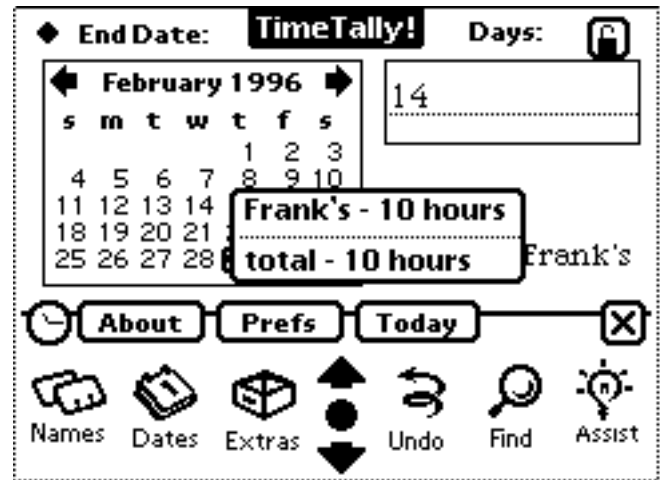


## 11) Bi-weekly tally

Now we can see how the pattern has filtered out all information for X CORP and summed up the hours for that client. Now using the **Client popup**, we can select Frank's and do a tally for them as well.

## 12) Semi-monthly tally

When Frank's is selected from the **client popup** the configuration switches back to our initial selection from the 16th to the 29th of February. We are set up to tally Frank's on a semi-monthly basis.



## Problems?

- Your pop-up show "total - 0 hours".  
Have you entered your pattern correctly? Note that spaces count, so you should double check using the Newton keyboard to make sure the pattern is what you expect.  
Is the date correct? check the month and year.  
Also check that you have made valid entries in the dates application.
- The pop-up list is too long to show all the information on your Newton screen.  
Are you sure you want your life to be this complicated? If the answer is "yes" then you should try another useful shareware utility called "Scroll Menus" by Ben Gottlieb and Stand Alone Software. You should be able to find it at all the best Newton places.  
You may consider this problem a "known bug" that won't be fixed unless registered users start complaining.

## Known Bugs/Limitations:

- If there are too many different project codes, the pop-up exceeds screen size.
- The regular expression parser doesn't handle the "Kleene closure" (\*) so all project codes must be the same size.
- The regular expression parser doesn't handle things like [0-9]. You must enter [0123456789].
- Should allow dragging in calendar to select a range. Please feel free to send any suggestions about how to do this across month boundaries (in its current state, I have used TimeTally to check out how much time I've devoted to a particular task for the last half year).

## SHAREWARE

Please feel free to redistribute this software on the condition that all files in the package (ReadMe, License, and TimeTally.pkg and Doc.pdf) are included.

Use freely for up to 30 days. If you use it, please send \$5.00, your name, and email address to:

Signature Software Ltd.  
91 Margate Place N.E.  
Calgary, Alberta  
T2A 3E4  
Canada

Canadian residents please add \$.35 for the GST. :-(-

Registered users who give me their email address will receive (by email) a version of TimeTally that allows you to enter multiple client configurations. Also, that standard shareware guilt-trip dialog won't keep bothering you. Registered users are also entitled to free updates to all future shareware releases of TimeTally!

Thank You for using TimeTally!  
Enjoy!