

# IEO-Hour Track *Version 2.0*

## Overview

Keep track your time for different jobs.

**\$8.50**

By Status ▾ All <span>1</span>			
Date	Task	Hour Amt	
11/30/02	Task 2	2	30
11/30/02	Task 1	6	150
		▲ ▼	
Total:		8	180
Filter by Client		New Record	

## Installation

- To install **trial version**, simply hotsync the installer into your palm. A series of installation and setting will takes place once you execute the installer. Once the setup is done, you can start using the application.
- To install **register version**, simply hotsync the installer into your palm. You will be prompted to overwrite the existing files. Press Yes to overwrite and you can start enjoy the full version application program.

## Manual

1. To start using this application, tab on "New Record" button. You will be requested to key in the Job/Hour details. (Will further discussed later)
2. Each Job/Hour Detail will be summarized by date, task, hours accumulated and the amount in tables.
3. List filtered by clients. You can view the records by each client name. (Will further discussed later)
4. To filter, simply select the client name from the popup on top of the table.
5. "Filter by Status" to filter the list by payment status such as paid, unpaid and etc.
6. Tab on the Menu icon and select File/Delete All, this will allow you to delect all records intead of individual record. Bare in mind that deleted records are undone!
7. **You may also print all records into MemoPad. If you wish to export all records, please ensure to come to this table page and select File/Export All.**

Edit	File	About
Date	Delete All	✓/D
11/30/02	Export All	✓/E
11/30/02	Export This Rec.	✓/W
▲ ▼		
Total:		8 180
Filter by Status		New Record

*screen shot 1*

1. Key in the date. Date field is default to Today.
2. Select the Client name from the pre-designated pop up. Before that, please tab on each "..." button to edit the client selections. (Will further discussed later)
3. Select the Task name from the pre-designated pop up. Before that, please tab on each "..." button to edit the task selections. (Will further discussed later)
4. Select the Status name from the pre-designated pop up. Before that, please tab on each "..." button to edit the status selections. (Will further discussed later)
5. Input the **From/To time duration** and **Rate** fields respectively.
6. From/To time fields are set to current time when you tab on the fields.
7. Tab on "...Calculate Total..." to calculate the total hours and money.
8. "Note" for more description.
9. **You may also print individual record into MemoPad. If you wish to export a particular record, please make sure to come to the desire record and select File/Export Current Rec.**

The screenshot shows a form with the following fields and buttons:

- Edit** | **File** | **About** (tabs)
- Date:** [Today]
- Client:** [Client Name] (pop-up menu)
- Task:** [Task 1] (pop-up menu)
- From, To:** 2:06 pm, 8:06 pm
- Rate:** 25 \$/Hour
- Status:** Unpaid (pop-up menu)
- Calculate Total** button
- Hour/s:** 6 or **\$:** 150
- Bottom row of buttons: **New**, **Del**, **<**, **>**, **Note**, **Beam**, **Back**

screen shot 2

1. This page filter list by payment status.

The screenshot shows a table with the following data:

By Status ▾ All			
Date	Task	Hour	Amt
11/30/02	Task 2	2	30
11/30/02	Task 1	6	150
<b>Total:</b>		<b>8</b>	<b>180</b>

Buttons at the bottom: **Filter by Client**, **New Record**

screen shot 3

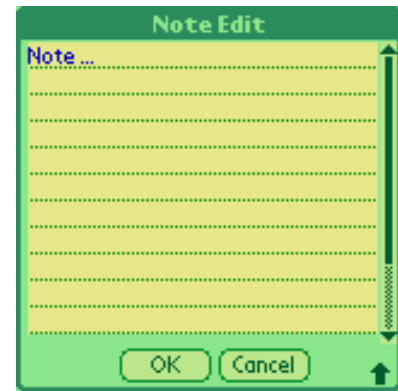
1. You may edit the Client/Task/Status at this page. Simply tab on the New button and key in the Client/Task/Status name.
2. You may sort the client in ascending or descending manner simply tab on the up/down arrow icons.
3. Tab on "Done" after complete.

The screenshot shows the **Edit Status** dialog box with the following elements:

- Paid** (selected)
- Unpaid**
- New** button
- Edit** button
- Del** button
- Sort** button
- Up/Down arrow icons
- Done** button

screen shot 4

1. This is a Edit Notes page.
2. Scroll bar function added for lengthy description.



*screen shot 5*

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