

Simple Task Tracker Help

Version 1.0

Tasks

1. Click the “+” tab at the top-left corner of the **Tasks** page, or click the *Create New Task* button, to create a new task.
2. Write the name of the task (you can also set today’s date to be automatically affixed to the task name in **Settings**).
3. Click the *Clock-In* button when you are ready to start your timeclock for the selected task.
4. The format of the timeclock is [HH:MM:SS.ms](#).
5. To begin a break, click the *Start Break* button.
6. To end a break, click the *End Break* button.
7. To clock out, click the *Clock-Out* button. **Warning:** When you clock out, your timeclock is no longer editable and you cannot resume the task!
8. If you close Simple Task Tracker with task tabs still open, you will see the *Resume* button illuminated when you reopen the program. Click *Resume* to resume your timeclock.
9. Timeclocks do not continue running when you close Simple Task Tracker. Instead, the current elapsed time displayed on each task tab you have open will be saved and restored when you reopen the program.

Reports

1. The *Task* column denotes the name of each individual task that you worked on in the **Tasks** tab.
2. The *Clock-In* column shows the date and time that you clocked in to the task.
3. The *Clock-Out* column shows the date and time that you clocked out of the task.
4. The *Total (Hours)* column shows the number of hours you spent working on each task in decimal format.
5. The *Last Closed* column shows the last date and time you closed the program while still clocked into the task.
6. To delete an entry or entries, select the checkbox(es) on the left hand side of the data table that correspond to each Task you wish to delete and click the *Delete* button. Clicking the checkbox in the top left-hand corner will initiate the selection of all task rows. **Warning:** Once you delete an entry, it cannot be recovered.
7. The columns in the **Reports** table can be sorted in ascending or descending order by clicking on the corresponding column header.
8. To copy data from the table, click and drag on the cells you would like to copy to highlight them, and press **Ctrl + C**.

Settings

1. *Display Warnings before removing Tabs or Report data:* selecting this box will trigger a warning each time you attempt to close a task tab or a **Report** entry.
2. *Automatically apply Date/Time to Task Names:* this will automatically affix today’s date to the task name in the format [MM-DD-YY](#).

*To report a problem, please contact me at marcuscg@live.com.