Volcano Time Tracking

Version 1.0

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User Manual

Table of Contents

Volcano Time Tracking - In a Nutshell

Volcano Time Tracking is a stand-alone application that helps users track the time that they spend on individual projects. Volcano Time Tracking (often referred to as Volcano in this manual) is not project management or invoicing software, but can be used to support both activities. The purpose of Volcano is to provide an quick, and easy to use, application that can be used by any professional who has to record time attributed towards specific tasks or projects.

In Volcano, there are 2 major activities that you can do:

1. Record the projects that you are working on
2. Record specific amounts of time for the projects that are being worked on.

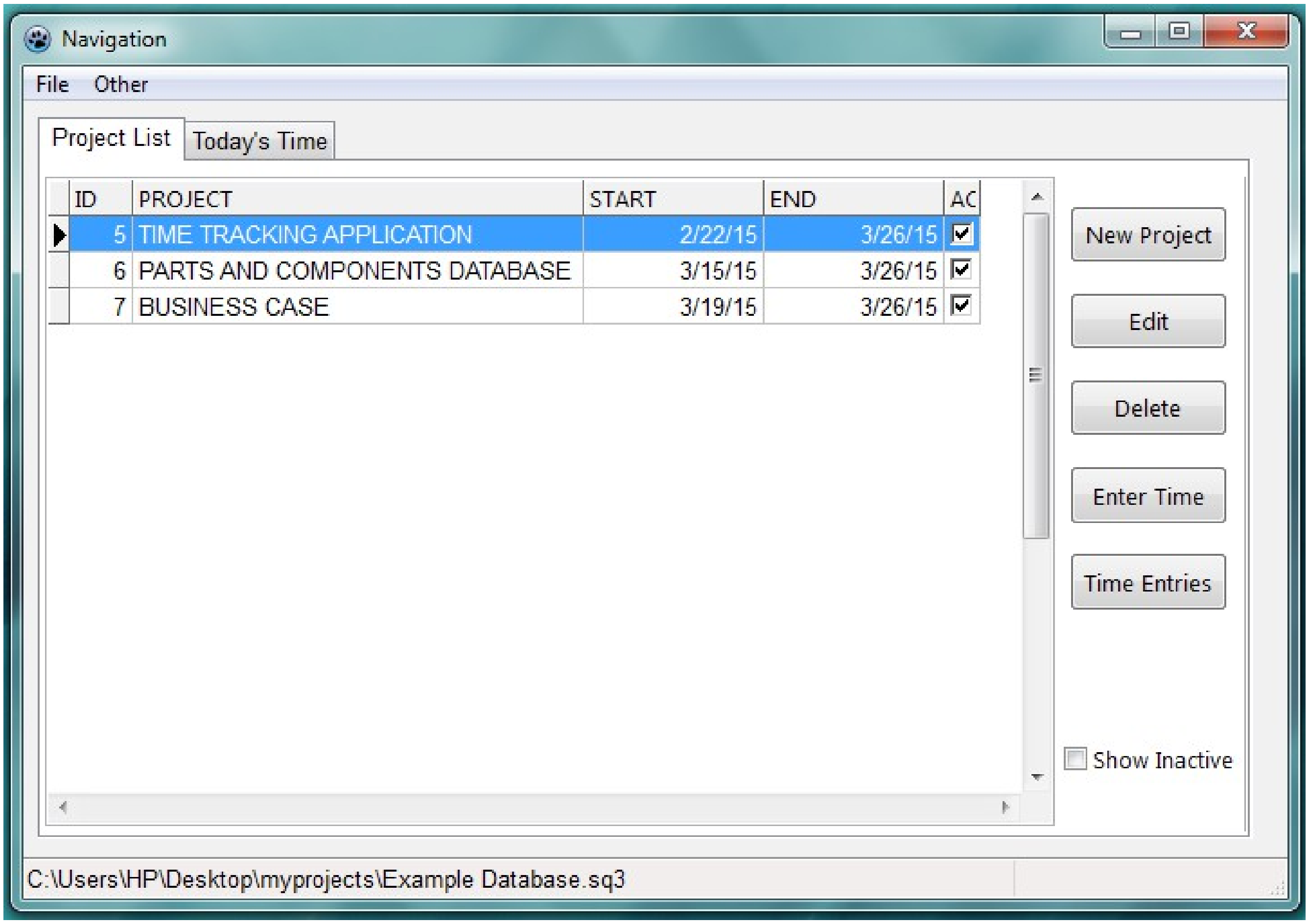
Volcano provides some functionality that helps you see and manage your recorded time these are:

1. A list of all active, and inactive, projects.
2. A list of all time spent on a selected project.
3. A list of all of the time spent on a specific day (eg. today, or any selected single date)
4. Notes on each Project and time entry
5. An export(to Excel) of all time entries with connected projects. (This can be used for additional analysis.)

Volcano Time Tracking, also referred to as Volcano, is free and unencumbered software released into the public domain.

General Navigation

When you open Volcano, the project list appears.



Showing Active and Inactive Projects

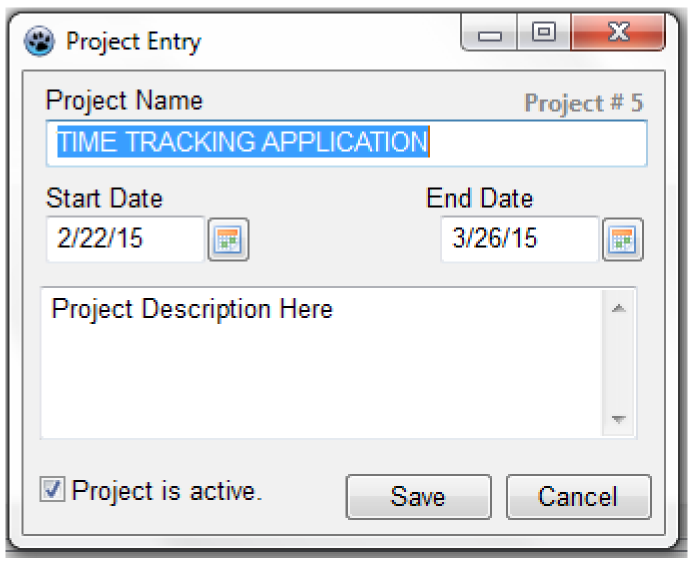
By default, only Active projects are displayed. To view active and inactive projects, click on the Show Inactive check-box. The project list is automatically updated to display both active and inactive projects. Unchecking the Show Inactive check-box will refresh the display so that only the active projects.

Project List Navigation And Entry

In the project list screen, there are a number of actions that you can complete.

1. New Project -- Create a new project to be added to the project list.
2. Edit -- Edits the project information.
3. Delete -- Deletes the project record. ** **Note: Deleting a project will also delete all of the time entries that you have recorded for that project.** **
4. Enter time -- Record time that is spent on a project.
5. Time Entries -- Show a list of all of the time entries for that project. Double-clicking on a project row will also bring up the Time Entries list.

Entering a new project



You can enter project information if you select the New Project or Edit button from the main screen. The project screen allows you to enter the following information:

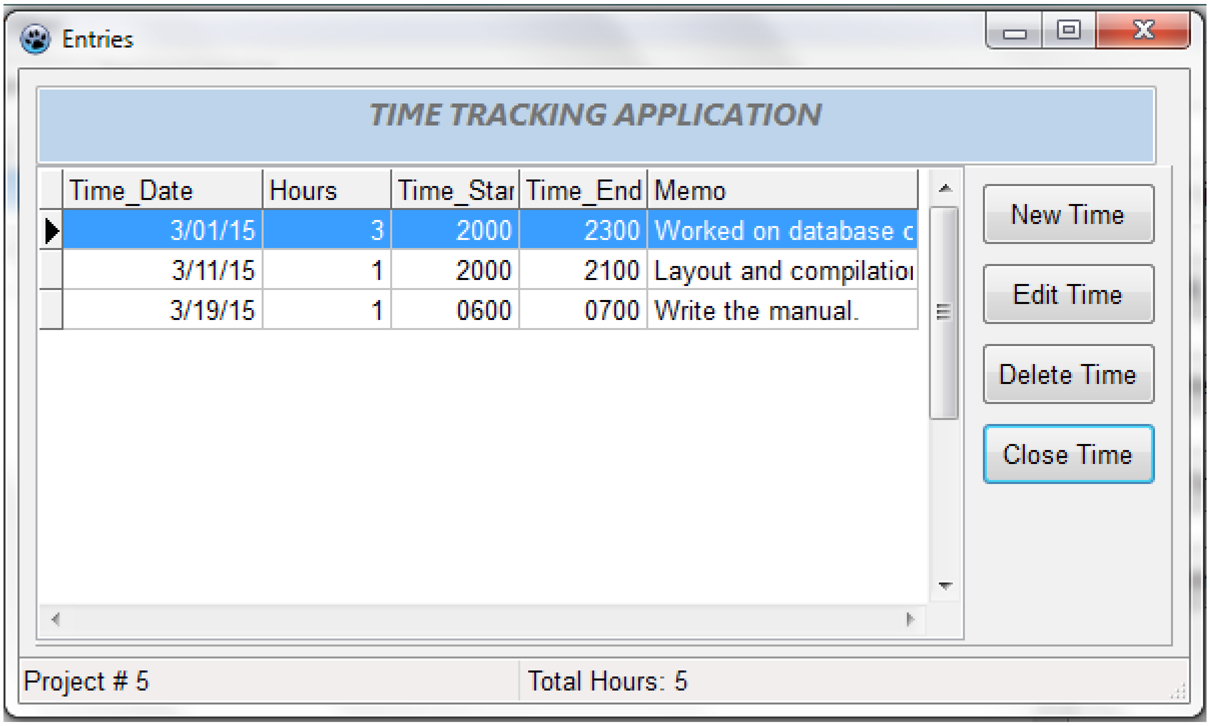
1. Project Name -- The name that you assign to the project.
2. Start Date -- The starting date of the project.
3. End Date -- The ending date, or proposed completion date, of the project.
4. Notes -- Some notes about the project
5. Project is Active (check-box) -- This check-box indicates whether the project will appear on the active projects list.

Every project you create is automatically assigned a project number. This project number can be seen on the time entry screen, and on certain screens about projects.

Time Records Navigation and Entry

Time Entries

The Time Entries screen shows a list of all of the time that you have recorded for a specific project.



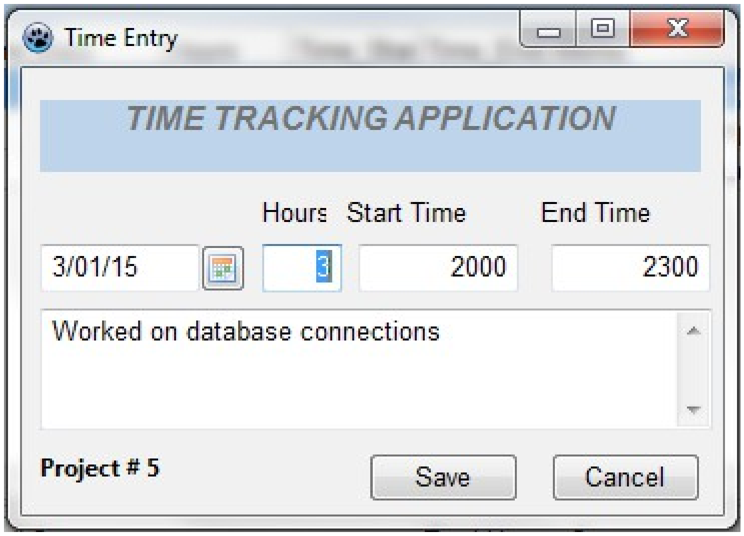
In the Time Entries screen you have the following options:

1. Enter Time -- Record time worked on a project.
2. Edit Time -- Edit the currently selected time entry. Double-clicking on a time entry row will also bring up the Edit Time option.
3. Delete Time -- Deletes the current time entry.
4. Close Time -- Closes the Time Entries list.

At the bottom of the time entries screen, a total of all of the hours worked for that project will be displayed.

Entering a time

When entering time spent on a project, you can include some additional information if needed.



On the time entry screen you can enter:

1. <u>Date</u> -- The date that the work was done.
2. <u>Hours</u> -- The number of hours of work you did.
3. <u>Start Time</u> -- What time you started the work. You can format the time in any way you would like.
4. <u>End Time</u> -- The time that you stopped working on this item.
5. <u>Notes</u> -- A description of the work that was done for your future reference.

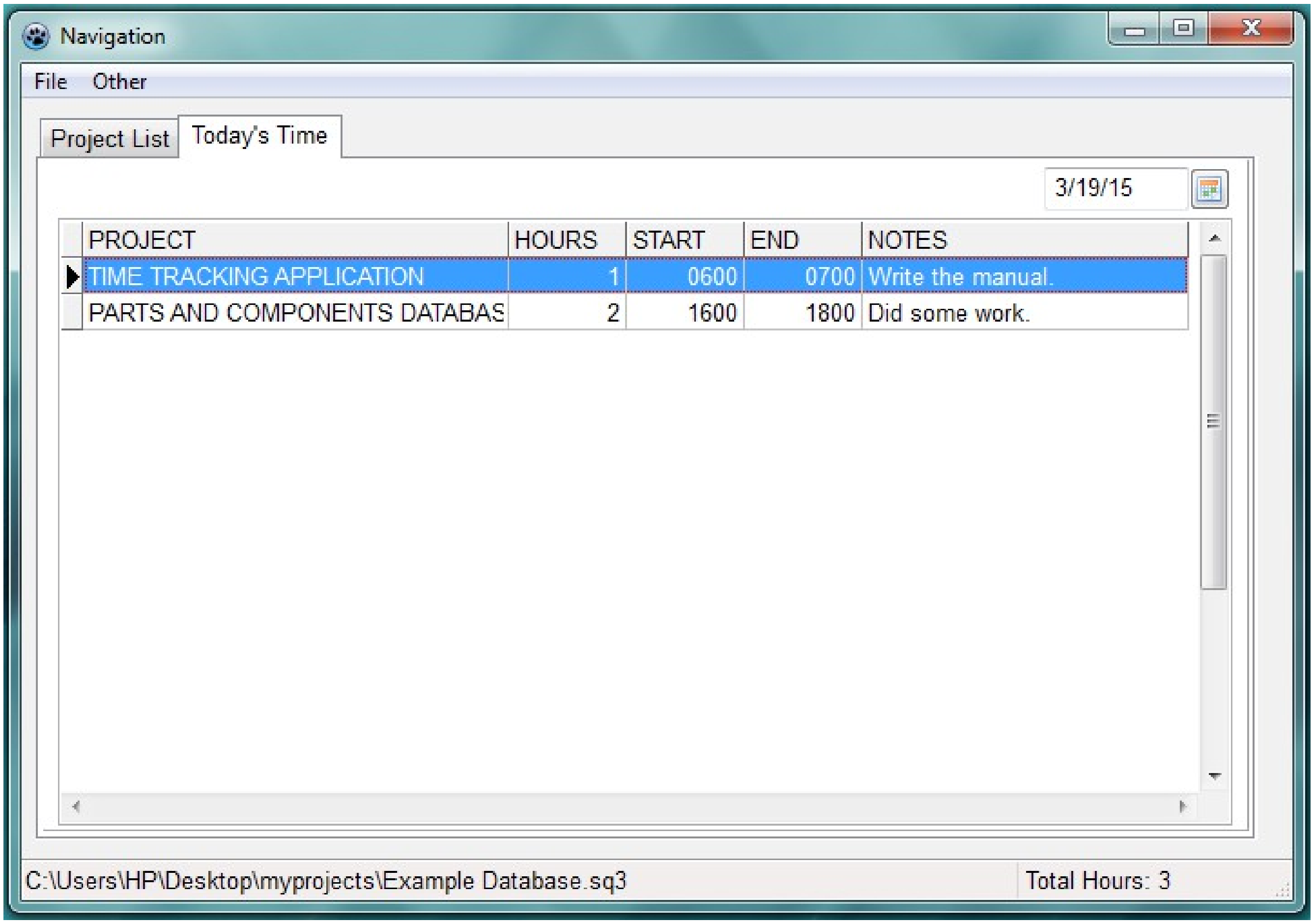
The project name and number will be shown on each time entry page.

Additional Features

Today's Time Tab

In the tab behind Projects List, the Today's Time list will show a list of all of the items that have been recorded for a specific date. The default date that the list is filtered by is the current day's date. To change the date for the filter, select and change the date just above the list of the time entries.

When the Today's Time tab is selected, the total hours for the day are displayed.



Menu Items

New File

Selecting the File | New File menu item will allow you to create a new Volcano data file. Volcano data files are SQLite databases. You could create multiple files to allow you to manage different types of projects or work.

Open File

Selecting the File | Open File menu allows you to open a previously saved Volcano file.

Export All Items

Selecting File | Export All Items will export all of the time entries (reported with the connected project) to an MS Excel sheet.

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