ICS-214a

Introduction

An ICS-214 is an Activity Log. It's original intention was to record the activity of a single event. Furthermore, the individual activities were only noted at the beginning of the activity, that is, the start time was recorded by the end time was not.

Clearly, during this pandemic we are constrained to stay within safe boundaries. This prevents most of us going to some activity with numbers of people in attendance. So our activities become little things over the course of weeks or months. The purpose of this application is to allow capturing the time spent on each of these little activities over the course of a long period (e.g. a month). The application captures the start time, end time and a comment on the activity. During the display of the log, the total time is computed and displayed.

The operation is fairly straight forward:

- When the application starts it requests that a file be loaded
- When an activity is to start, the 2nd toolbar icon (🔵 activity or motion symbol) is selected to enter the date, time and acitivity description
- When an activity is to be completed, the 3rd toolbar icon (🔵 stop activity icon) is selected to add an end time to one of the unfinished activities (if there are more than one)

The first toolbar icon (🔲 page with header) allows one to edit the header and footer information. The fourth toolbar icon (🔵 activity with astick or star) allows any log entry to be edited. The fifth toolbar (🔲 fresh document) icon allows one to create a new Activity Log File and supply the header and footer information. The sixth toolbar icon (📂 opening folder) allows another log file to be opened. The seventh toolbar icon (📗 Excel Icon) will allow one to store a CSV file that is compatible with Excel. The eight toolbar icon (🖨 printer) allows one to print the current log data.

Between invocations of the application the last activity log will be presented to the user to load when starting the application. Times and dates will be supplied in the dialog boxes when they are started. The dates and times are editable. The dates and times are monitored to ensure that they are legal dates and times. Furthermore they are normalized so no matter how they are input they will

always have the same form (i.e. 01/02/20 for dates, 01:02 for times). Commas and quotes are handled correctly within strings. End dates most often are on the same day as the start time but provisions are made so that they may be on later times. Long descriptions are wrapped nicely most of the time when printed.

Options

There are two sets of options.

- There are two ways the Excel spreadsheet header and footer are output
- The printer/print preview margins may be adjusted to suit the user.

The margins in the display window may not be adjusted and are set to a 1/3 of a character width and height.