



Thank you for purchasing Job Timer, I hope you find this program useful in your everyday work habits.

I wrote this program because I really needed something like this and there were no programs like this out there.

This is a real simple program, I tried to make this thing as simple as possible. Not pushing a bunch of buttons to get a result, but just the opposite, you can hit just a few buttons and get massive results. I will show you how this is done.

## Registration

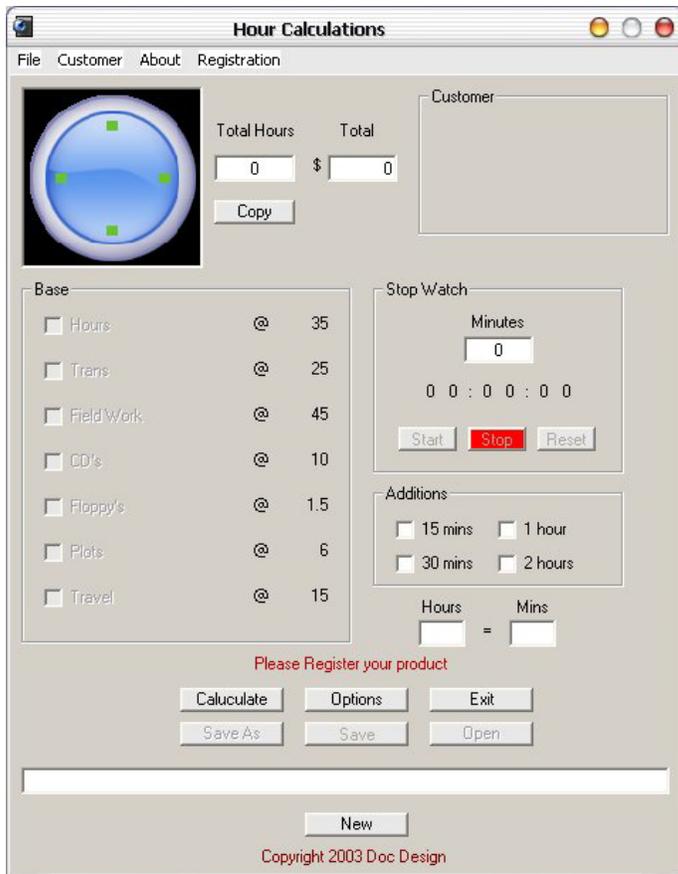
Before you can begin, you will need a registration code, the program will not work without it.



Just Click on “Purchase” and it will take you right to the website.

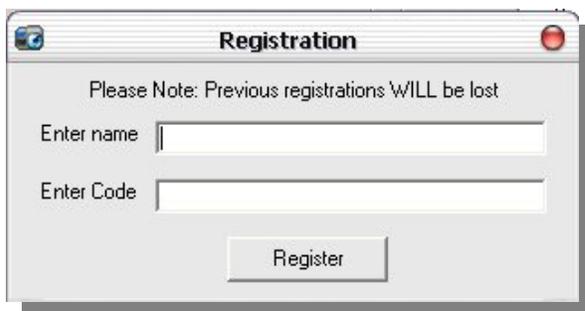
<http://www.jobtimer.net/buy.htm>

Once you have paid for the program, I will email you a CD Key. Then you will have to enter in the CD Key.



If you notice that the Registration button on the top is lit up and in the message box it says “Please Register your product”.

You click on “Registration” and you will receive this Registration Dialogue box.



Once you have entered the required information, then Please restart the program.



If everything went well, you will never have to do this again.

## Your Company Information

Once you have registered the program, you can enter in your company information. When you start the program up this dialogue box will automatically appear, Once you have entered in your company information it will no longer appear.

A screenshot of a Windows-style dialog box titled "Your Company Information". It contains several text input fields with placeholder text: "Business Name" (Your Company Name), "Address Steet" (Your Street), "Town" (your Town), "State" (State), "Zip Code" (zipcode), and "Phone Number" (Your Phone Number). A "Close" button is located at the bottom center.

## Filling in the required Fields

Ok this program was built so you can personalize it and once this is done hopefully you won't have to change anything.

Every time you start the program the option window appears before you. Now I had to do this to load the prices. Now this is done automatically for you and if everything looks good you hit close.

The 'Options' dialog box contains the following settings and controls:

Hours	35
Trans	25
Field Work	45
CD's	10
Floppy's	1.5
Plots	6
Travel	15

Buttons: Close, Save, Save As, Open, Edit Labels, Your Company Information

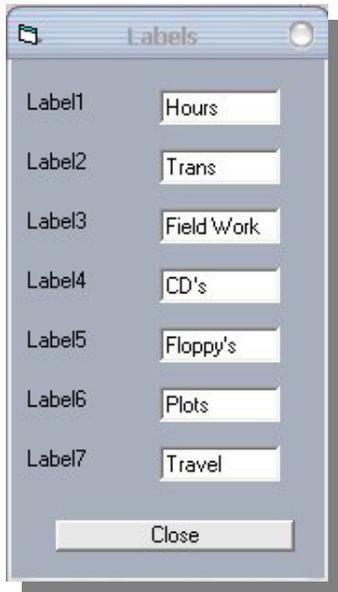
If you change a label or price it will require you to save your prices.

The 'Options' dialog box is shown with the 'Save' button highlighted in cyan. The 'Edit Labels' button is also highlighted with a dashed border. The settings and other buttons remain the same as in the previous screenshot.

This program was built with three Saving options,

1. Prices are saved separately from the rest of the program and loaded first.
2. Projects are saved separately and are user controlled.
3. Customer Information is saved separately in a data base.

Click on “Edit Labels” and this will enter in all the required labels that you may want.

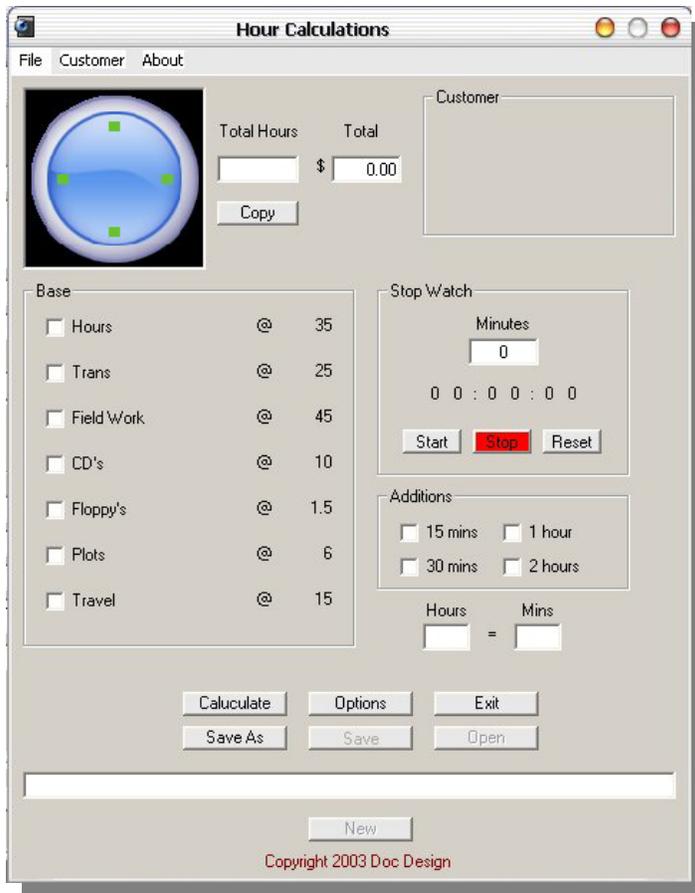


The one's displayed are the ones that I use.

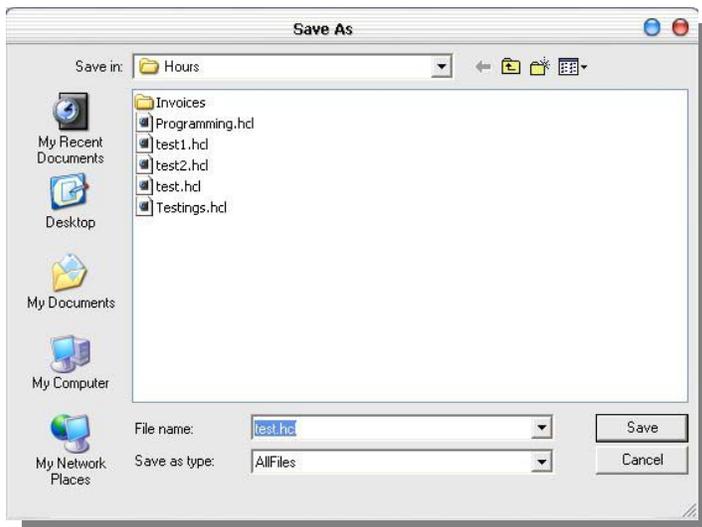
Once you have all your required information in place you are ready to go. For now on it will be just starting the clock and leaving it till it's time to save the project.

## Saving the Project

Down below on this next picture is a large blank textbox, now this is the path on where your project will be saved, well the program will not allow you to save anything in an empty box, so we will have to hit “Save AS”

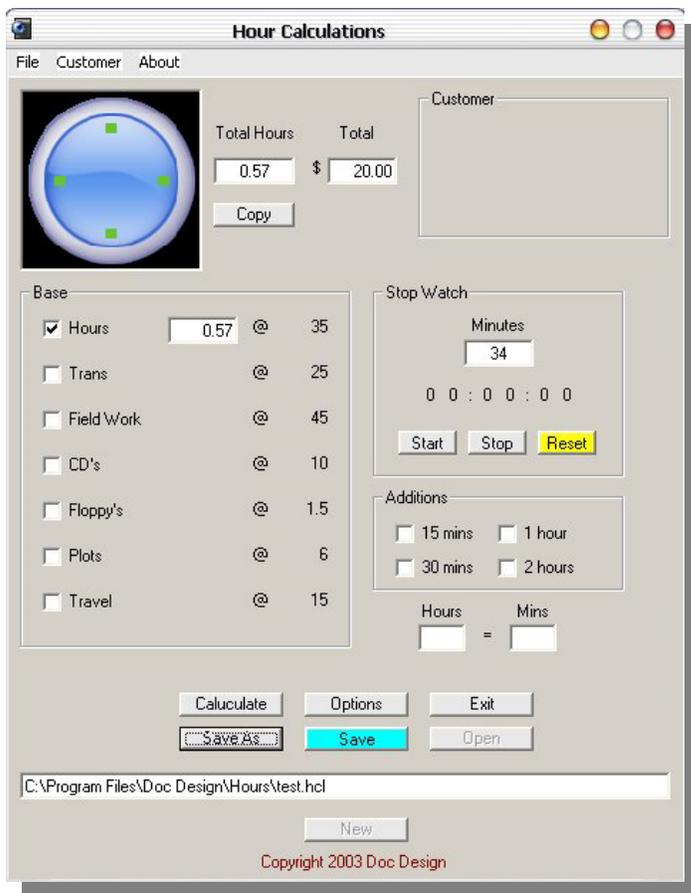


‘Here is an example of that “Save as”



Once you have entered in the file name, just hit save

Once you got your path all loaded up, then hit the blue save button and your done.



## Customer Information

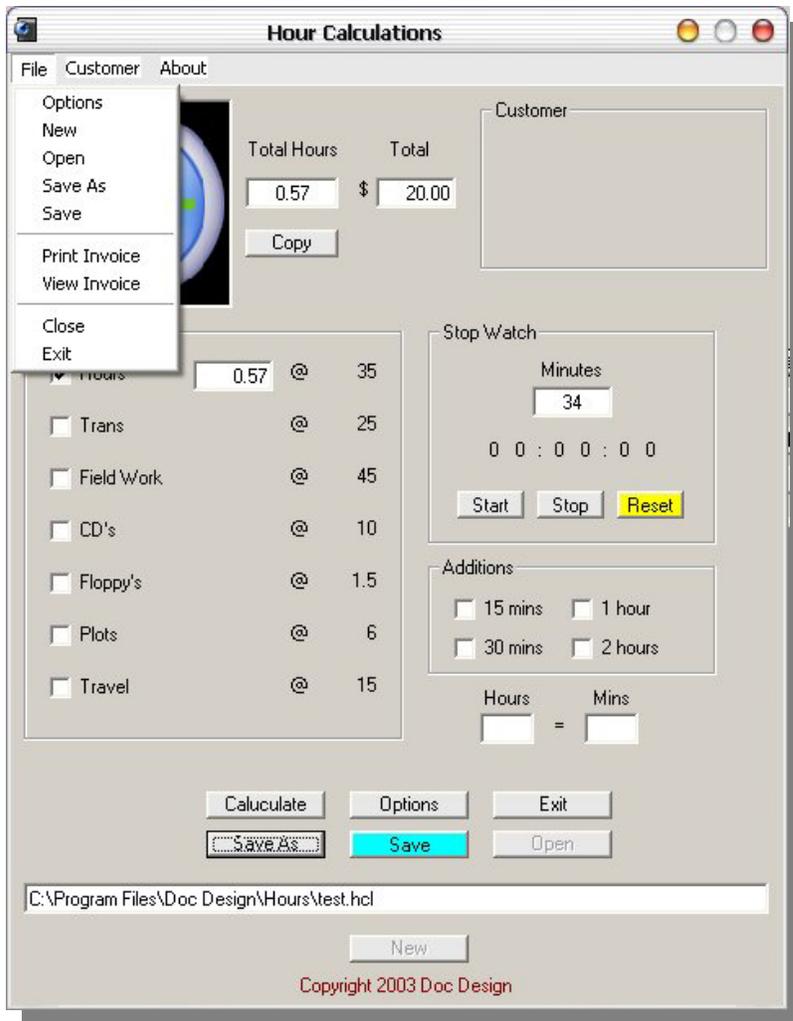
Ok and now the final save function on the program.  
Your Customers will be saved in a Database for future use.

The image shows a software window titled "Customer". It is divided into two main sections. The top section, "Customer Information", contains input fields for "Business", "Address", "Phone", and "Email". To the right of the "Business" field is a small arrow button. Below these fields are "Navigate" buttons (left, right, first, last) and "Save", "Delete", and "Add" buttons. The bottom section contains input fields for "Invoice Num", "Project Name", "Customer", "Date" (with a dropdown menu showing "12/18/2003" and a small arrow button), and another "Date" field. A "Close" button is located at the bottom center.

The top section of the form will be the customers information, this is the database that will store the customers information. Once this is complete nothing else needs to be done but to recall it later.

When you go to save your project, you will want to recall your customer, just use the navigate buttons and find your customer, then use the small arrow at the top of the page to transfer their information over to the project. You will probably want to fill in the Invoice Number and Project Name. Then hit the small Arrow that is right next to the date and your done.

This is ready be printed.



Just go to “Print Invoice”

Invoice Number		Phone Number	
Date			
<div style="border: 1px solid black; padding: 5px; min-height: 100px;">         Buisness TO:                   Phone       </div>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;">         From:       </div>		
Project			
Hours	0.00 @	35	= 0
Trans	@	25	=
Field Work	@	45	=
CD's	@	10	=
Floppy's	@	1.5	=
Plots	@	6	=
Travel	@	15	=
			Total = \$ 0.00

This Invoice was prepared by Job Timer  
[www.jobtimer.net](http://www.jobtimer.net)

And your done, just that simple.

Once all your usable information is entered in, then running the program is quite simple, Just hit start and the clock starts. This clock will only effect the "Hours" portion of the program, All the rest of the fields are for Quantities of other services you may offer.

If you don't want to use the invoice provided then you can hit the copy button under the "Total Hours" and paste this in your favorite Invoicing program.