Config
Informationstechnik eG

TimeTrax Manual

Version 1.1 – December 1998
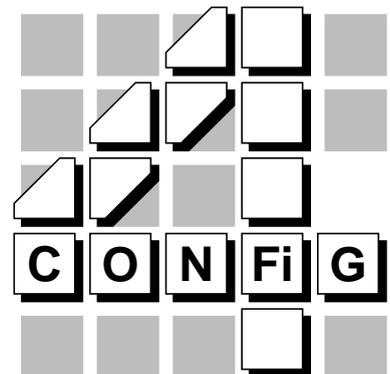
CONFiG

Overview

Congratulations for using TimeTrax. TimeTrax is a new time planner software from Config Informationstechnik, Germany. This manual guides you through the various screens and features of TimeTrax. Operations and controls are discussed in the corresponding screen sections.

Installing and Starting TimeTrax

Install the file *timetrax.pkg* on your Newton. If you have an installed version of TimeTrax you need to start TimeTrax. You can do that by tapping the TimeTrax icon in the *Extras* drawer.

tapping this area of the Silk Screen
opens the builtin Dates Application

tapping this area starts TimeTrax

On the MP120/130 the text part of the Silk-Screen Dates Button also starts TimeTrax. On a MP2x00 you may want to drop the TimeTrax icon on your button bar for faster access.

If you have not yet registered your copy, it will run as a demo version. You can try TimeTrax for 30 days. After that it will not run without a registration key. You can order this key at *Config* (see at the end of the manual for details).

If you have already registered and if you installed an upgrade version of TimeTrax, you do not need to input your registration key again. TimeTrax should manage to recognize it automatically. For the case that it does not, you can simply use your old registration key even if the serial number has changed compared to your previous version. If the key does not work, you have probably changed your personality information (on which the serialnumber is based). In this case just send us a message with your new serial number and we will immediately give you a new key.

After installing and starting TimeTrax you will see the screen of the *Day View*. As this view contains some elements, which are also displayed in several other views, we will start with the *Day View*.

Day View

The purpose of the *Day View* screen is to give you a good overview of events, meetings, and To Dos scheduled on a certain day. All the elements of this screen are directly editable by just one tap. The *Day View* screen is split into three parts, which will be explained afterwards.

Fig. 1 shows a typical screen of the *Day View* on an MP120/130. On a MP2x00 it looks very similar, but there is more space on the screen. Of course, you can use all views of TimeTrax in every screen orientation.

We will discuss the elements of the screen in detail:
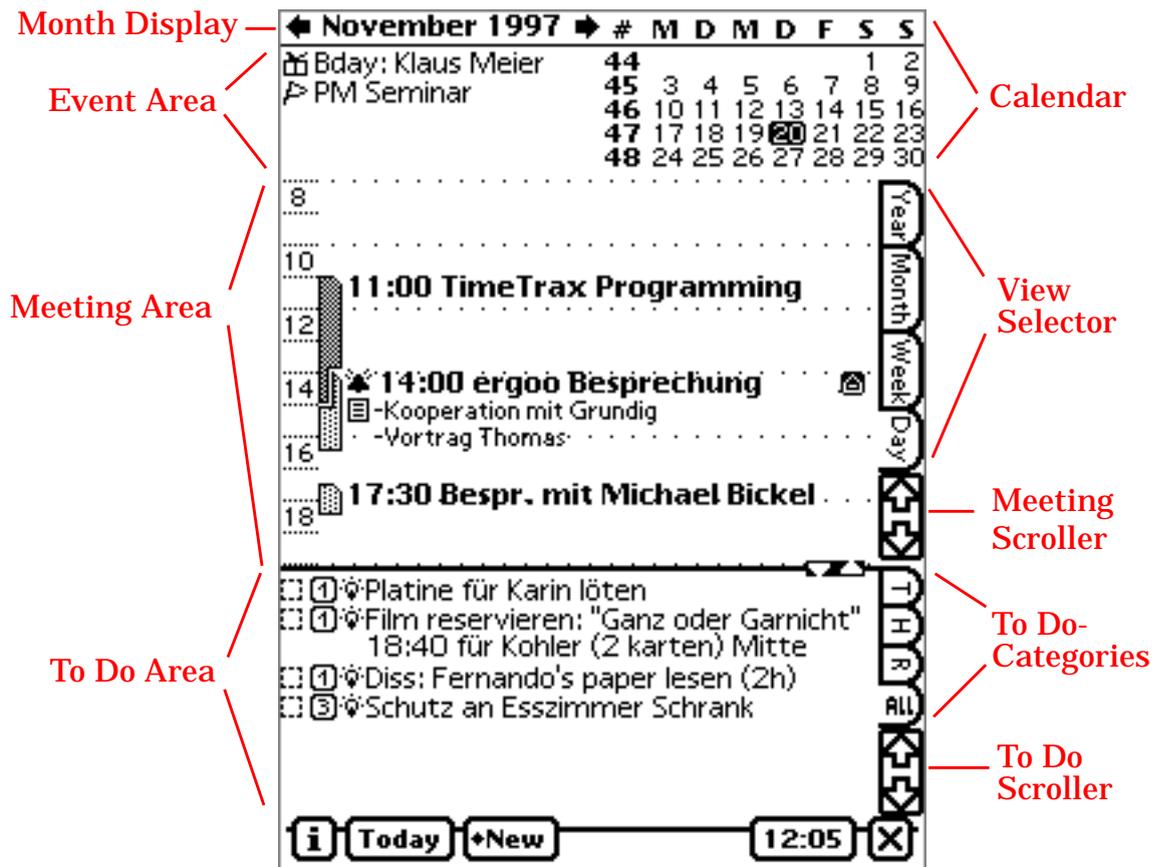
Fig. 1   Layout of the TimeTrax *Day View* and its components.

Month Display (Upper left corner). Here you can navigate to another month either by using the arrow keys or by tapping on the month name opening a popup with 14 surrounding months. The current month is enclosed by dashed lines; the year break is diplayed as a bold line.

Calendar (Upper right corner). This is the wellknown month display from the builtin time planner. Hitting one day will go to this specific day. The numbers (#) besides this selector are the ISO week numbers. They are only shown in *Day* and *Week View*. You can switch them on/off in *Prefs→Common Settings→Show ISO week #*.

View Selector. The folders of the view selector allow you to switch quickly between the various displays of the time planner. These are: *Year View*, *Month View*, *Week Text-View* (tap week folder once), *Week Bar-View* (tap week folder again), and *Day View*.

Scroll Arrows for Meetings. Use these scroll arrows to scroll the meeting area. The arrows are black if there is any meeting unvisible in the arrow's direction.

To Do Categories. TimeTrax allows you to attach one of three categories to a To Do item. These categories can be defined in the preference settings. With the folders, you can select the display of one the categories or of all To Dos.

Scroll Arrows for To Dos. Use these scroll arrows to scroll the To Do area. The arrows are black if there is any To Do item unvisible in the arrow's direction.

Button Bar. The button bar on the bottom has several buttons/displays (from left to right):

- [i] Button to get to the preference settings and the About info
- *Today* button to select current day for the active display
- *New* button to insert new items
- Time display (you can tap it to get the battery status)
- Close box to exit TimeTrax

Event Area. Events are displayed in this area in the upper left part of the screen. Unlike the builtin dates application, you can attach special icons to categorize events. Possible icons are:

- Event (⚑)
- Birthday (🎂)
- Holiday (❄)
- MultiDayEvent (✤)

The lines can be tapped for opening the meeting slip
for this event. The entry can be scrubbed for erasing its occurrence.

Meeting Area. The meetings are displayed as small bars on the left side of the meeting area. Such a bar shows the start time and the length of the meeting. Dark bars show normal meetings, brighter bars show repeating meetings. The text is diplayed at the right side of the bar. If an alarm is scheduled for this meeting, a small alarm bell (🔔) is displayed. If two meetings collide, the bars are split to indicate the collision. If more than two meetings collide at a specific point in time, this collision cannot be graphically displayed.
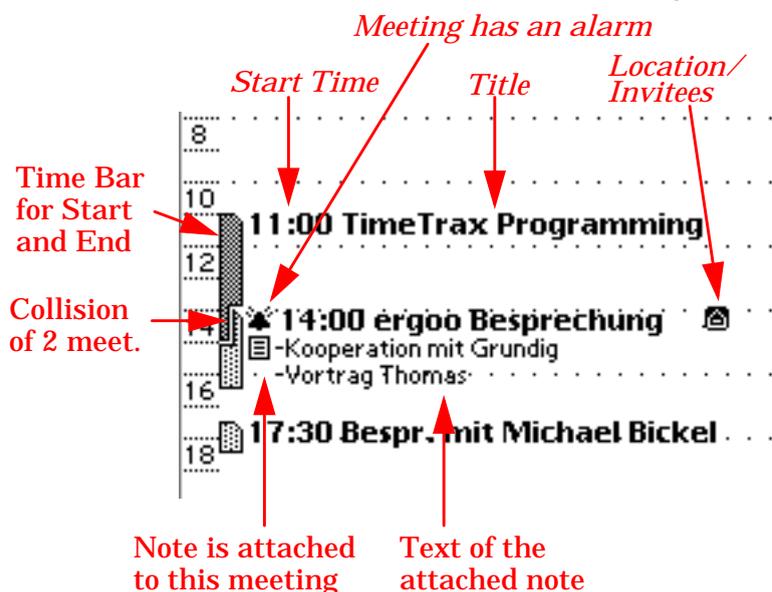
Fig. 2   Typical appearance of the meeting area.

Notes are directly displayed below the meeting text or besides the text if there is no space below the meeting. A note is indicated by the 🗒 Symbol. If you generally do not want note texts to be displayed (e.g., due to privacy reasons) you can disable their display in the preference settings under *i→Prefs→DayViewSettings*. Uncheck the checkbox named "*Show notes text of meetings*".

To view or edit the note, you simply tap the note icon and the note editor will pop up. If you have the notes text displayed on the screen you can also tap on the text.

If location or invitee information is available, a small ▣ icon is displayed besides the meeting text. If this Icon is tapped, a list of all invitees and locations is displayed. Tapping an element of that list opens the card application for this item.

Creating new meetings. You can create a new meeting by tapping the *New* button and selecting one of the meeting options.

You can also create a new meeting by defining its start time and length. Therefore, draw a line on the left most region of the meeting area (time area). A black bar will be displayed showing start time and lenght of the new meeting. The line has to start at the start time of the meeting. You have to release the pen when the length is correct. After releasing the pen, the edit slip pops up and the start time and the stop time of the meeting are already filled in. Note that start and stop time are automatically aligned to quarters of an hour (00, 15, 30, 45). The displayed bar is aligned the same way.

Creating a new meeting from 12pm - 3pm

Modifying meetings. The user has several possibilities to modify a meeting. The meeting slip can be used to modify any data of a meeting. It can be opened by tapping on the title or the time bar of the meeting.

The start time and the duration of a meeting can also be changed graphically on the screen:

- Change the **start time** of the meeting by just tapping on the time bar and holding the pen. Then start moving the pen a little bit. The bar starts to follow the pen if you continue to move the pen. A small arrow on the left side of the screen indicates the new start time. You can put the meeting into the clipboard if you want to move the meeting to a different day. Note that start and stop time is aligned to quarters of an hour.
- Change the **duration** of a meeting by tapping the time bar and holding the pen. Try to NOT move the pen. After about one second, you hear the merk sound and the bar gets white. Now you can change the duration. If you want to shorten the meeting, you need first to move the pen to the end which "catches" the stop time of the meeting. Then the stop time can be changed by moving the pen.
- You can **delete** a meeting by just scrubbing over it. You can either scrub the text or the bar. The center of your scrub must be inside the meeting text or the bar.

To Do Area. The To Do area can display various To Dos and calls depending on the screen of the Newton and the layout configuration. An MP2000 using 10pt can display 15 To Dos in the default layout; an MP120/130 displays 9 To Dos. This number can be configured in the day view preferences. The folder to the right of the To Do display shows the current To Do category. The texts displayed in the category tabs can be defined in the text preferences of TimeTrax (*i->Preferences*).

A To Do item has several parts:

- **Done Box**. Shows if this To Do is already done. Tapping this Icon toggles the state of the item. The prefs section of the *DayViewSettings* contains a switch to activate immeditate reordering. This means, that the done To Dos are placed at the end of the To Do list right after the tap.

- **Priority**. Shows the priority (1-4). Tapping this icon opens the priority selector.

- **Assist Icon**. This icon puts the To Do text to the Newton Intelligent Assistant. So you can formulate a To Do task as an assist command (like "Call Thomas").

- **Phone.** If the displayed item is a call, the assist icon is replaced by a small telephone. Tapping the phone brings you directly to the dial slip of the newton.

- **To Do text.** Tapping the To Do text opens the To Do slip. Scrubbing the text deletes the To Do item.

- **Note Icon.** If the To Do has a note attached to it, a small note icon (▤) is displayed on the right side of the To Do. Tapping this icon opens the note editor to read and modify the note.

- **Days until Deadline.** If a To Do has a certain deadline, TimeTrax displays the days until this deadline is reached on the right side of the To Do. If the deadline day is reached, the text '!!!' is displayed. From now on the item is shon in a bold font until it is mared done.
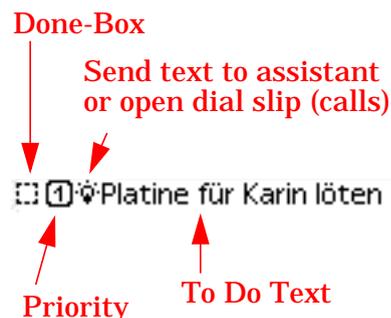
Layouting the display of the *Day View*. The layout of the day view has three possible states:

- **Normal display mode**. This mode is always active after starting TimeTrax. It shows both, meetings and To Dos. The number of To Dos being displayed is configured via the *DayViewSettings* in the preferences. The remaining space is occupied by the meeting area. You can configure the number of hours which should be displayed in this mode.

- **Meeting mode**. In this mode, only 2–3 To Dos are displayed. The rest of the screen is used to display meeting information. In this mode 18 hours can be displayed.

- **To Do mode**. In this mode only 2 hours of the meeting area are shown. The rest of the display is used for To Dos. If you have a lot of To Dos on one day, you can get a good overview of the To Dos by just 1 tap.

Two small arrows on the separation line are used to switch between the modes. If you are in normal display mode and tap the up-arrow, you get the To Do mode. If you tap the down-arrow, you get into the normal mode again. Tapping the down-arrow again brings you to the meeting mode.
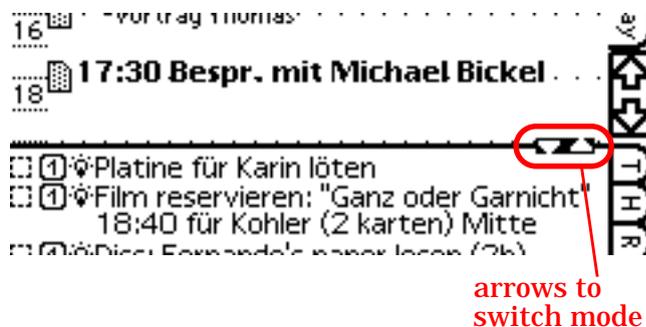
Week Text-View

Tapping the week folder tab once opens the *Week Text-View*. This display shows you a complete summary of the week. Every displayed day consists of:

- Header showing the date. Normal headers are grey, whereas the header of the active day is black (on MP120/ 130). On the MP2x00 you can also select a display mode where the active day is displayed with a grey background.
- Events showing the event icon and the event text
- Meetings showing the start time and the meeting text
- To Dos showing either the priority and text for undone To Dos or a checked symbol and text for done To Dos. The To Dos are sorted by priority; done To Dos are sorted at the bottom.

Tapping on the header activates this day. When creating new meetings (via the *New* button) the new meetings will be on this date by default. On tapping again on an active day TimeTrax warps to this day using the *Day View*. Tapping one of the data lines displays more information about the event, meeting, or To Do on the bottom of the screen. Double tapping a data line opens a corresponding edit slip to change the item. Scrubbing a data line deletes the item.
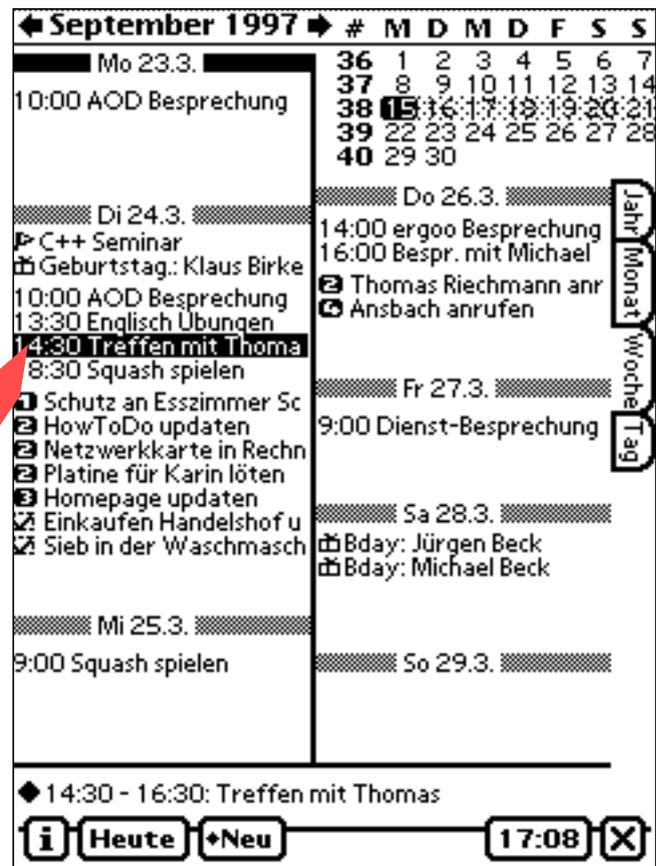
Week Bar-View

If you display the *Week Text-View* and if you tap again the week folder, the *Week Bar-View* is displayed. The display is split into two areas:

- Data area (left part)
- Meeting area (right part)

The data area contains the the date and event and To Do information. Events on the day are displayed by their icons (see *Day View*). The events are also accessible by the first diamond. If it is black then there are scheduled events for that day. To Dos are accessible with the second diamond. If a To Do is scheduled for the corresponding day, the second diamond is black. Tapping on the diamonds opens a list of the items. You can select an item to edit it. An option of the list is also to create new items. This option is also available if the diamond is not black and no item is yet scheduled for this day.

Tapping on the date part activates the corresponding day. Tapping on the date again warps to the *Day View* displaying this day.
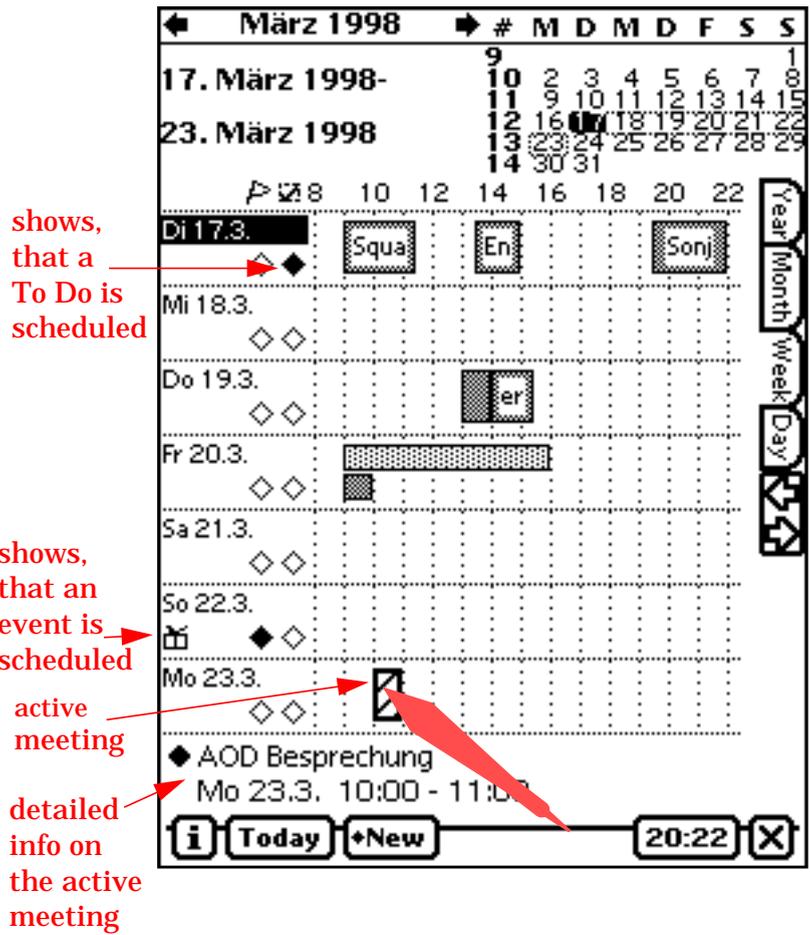
Fig. 3 A Typical *Week Bar-View*.

The meeting area displays bars for the meetings of the corresponding day. Bright bars show repeat meetings, dark bars show normal meetings. The time window of this display can be scrolled via the arrow keys on the right. The size of this time window can be configured via the preferences window (*Week View Settings*). When tapping on a bar, this bar is made the active bar and more detailed information about this meeting is displayed on the bottom of the screen.

Modifying meetings. The user has several possibilities to modify a meeting. The meeting slip can be used to modify any data of a meeting. It can be opened by tapping on the active meeting (double tapping the bar).

The start time or the duration of a meeting can also be changed graphically on the screen:

- Change the **start time** of the meeting by just tapping on the bar and holding the pen. Then start moving the pen a little bit. The bar starts to follow you when you continue to move the pen. A small arrow on the top of the day indicates the new starting time. You can move the meeting to a different day (feedback arrow jumps) or you can put the meeting into the clipboard if you want to move the meeting to a different week. The new start time is aligned to quarters of an hour.

- Change the **duration** of a meeting by tapping the time bar and holding the pen. Try to NOT move the pen. After about 1 second, you hear the merk sound and the bar gets white. Now you can change the duration. If you want to shorten the meeting, you need

to first move the pen to the end, which "catches" the stop time. Then you can move the pen to choose the correct stop time.

- You can **delete** a meeting by just scrubbing over the meeting. You can either scrub the text or the bar. The center of your scrub must be inside the meeting text or the bar.

Creation of New Meetings. You can create new meetings by using the *New* button. You can also create new meetings by drawing a line from the start time to the stop time in the meeting area. You will see a black bar. The end of the bar (stop time) will follow the pen. After releasing the pen, the edit slip pops up and the start and stop time of the meeting are already filled in. The start and the stop time are aligned to quarters of an hour.
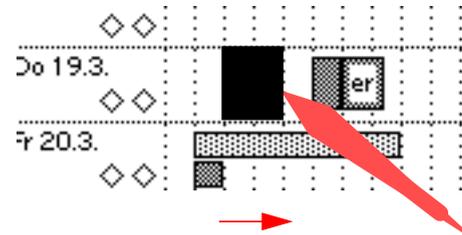
Month View

The *Month View* wants to give a good overview of events and meetings of a certain month
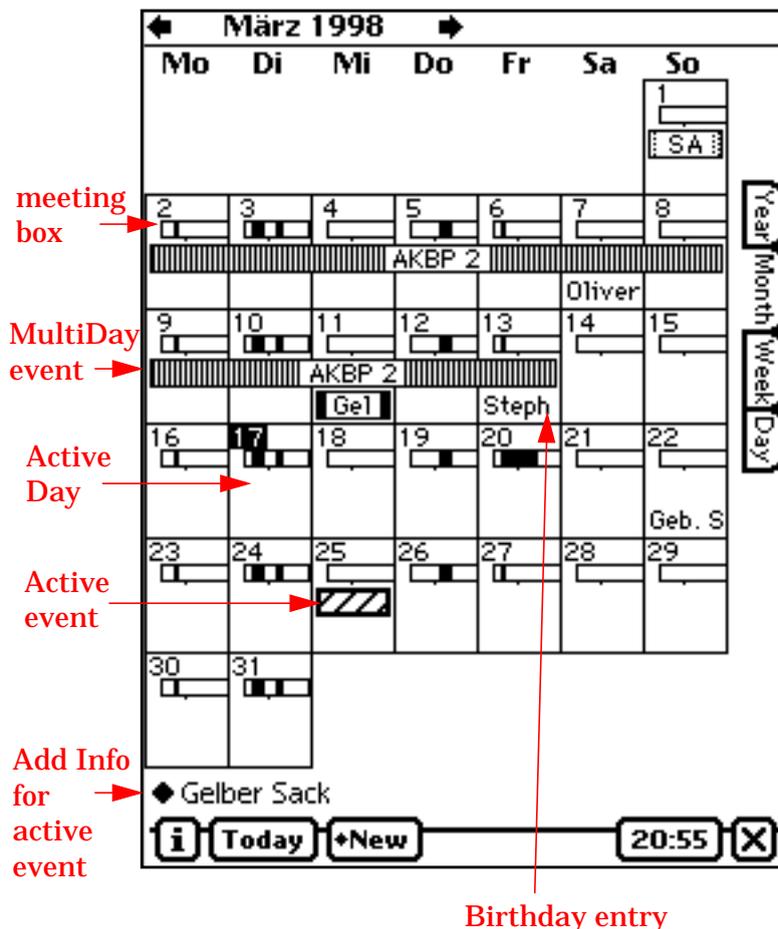
Fig. 4   A typical screen of the *Month View*.

(see Fig. 4). Each event except birthdays is displayed as a bar. The pattern in the bar can be configured in the meeting edit-slip. If "None" is selected as pattern, no bar is painted for this event; it is skipped. The bar of Multi Day Events crosses multiple days. Birthdays are

displayed at the bottom of each day. The text "Bday:" or "Geburtstag.:" is removed so that just the person's name remains. In order to remove the header text, TimeTrax looks for a colon. All text before the first colon is truncated (incl. the colon and following whitespaces).

The *Month View* is by default configured to show meeting information, too. This facility can be disabled in *Prefs→MonthViewSettings*: "Show meetings or icons". The meeting info is displayed as partially filled boxes. The box represents a certain range of time of the day. The range can also configurable in the preference settings. In Fig. 4, the meeting range is from 8am to 8pm. The small dot below the box marks noon (12pm). By tapping on the meeting box you can open a pop up list of all meetings scheduled on this day. The list appears for about 2–3 seconds.

Edit Features. Tapping on a bar or on a birthday displays additional info at the bottom of the screen. Double tapping these items opens the meeting slip for this event. Scrubbing is not implemented in version 1.0 and is scheduled for a later version.

Tapping outside of all bars selects this day and makes it the active day. This is relevant for inserting new events, which are always initialized with the active day as default day. Double tapping the background of a day area warps to the *Day View* for this day. Drag & drop like in the *Day View* or in the *Week Bar-View* is currently not supported. Graphically inserting new events is also not yet supported, but planned for a future release.

Year View

The purpose of the *Year View* is to be able to navigate in an annual context. The *Year View* gives you an overview of several months: 8 Months on an MP120/130 and 12 Months on MP2x00. The overview also displays week numbers if the prefs setting for displaying ISO week numbers is checked.

The display shows the month names and the calendar of the corresponding month. There are three possible regions in each month which can be tapped:
- The month name can be tapped to switch to the *Month View* of this month
- The week number can be tapped to switch to the *Week Text-View* of this week
- A single day can be tapped to warp to the *Day View* of this day.

The arrow keys on the button bar of the MP2x00 screen switch one year forward or backward. The silk screen arrows of the MP120/130 switch from the beginning of the year to the end of the year and so on.

Preferences

TimeTrax offers the user a preferences slip accessible via *i->Preferences*. This slip has the category selector on top and the settings area below. The preferences are activated as soon as the user closes the preferences slip. The description of the preferences is devided into the preferences-categories.
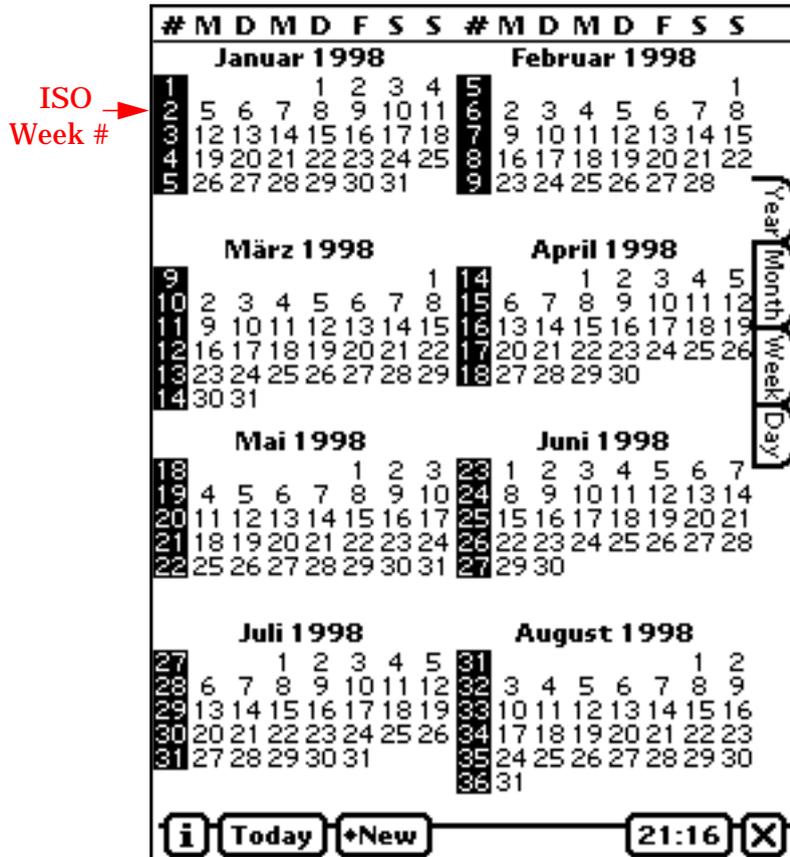
Fig. 5   A typical *Year View* screen.

Day Mode Settings

Display Events and ToDos. This option determines the handling of multi line items. If the 1. option is choosen, the lines are cutted down up to one line per item. If the 2. option is choosen, multi line items are always displayed with all the lines.

Fontsizes. There you configure the size of the fonts for the three day-view areas. ToDos can't be bold as the bold font is reseved for deadlined todos.

Number of hours. Here you configure the number of hours to display in the meeting area.

Number of To Dos. This option determines the number of rows in the To Do Area in portrait mode. The number can be slightly higher due to partitioning constraints.

Reorder ToDos. Sort the ToDos immediately after a property of a ToDo is changed.
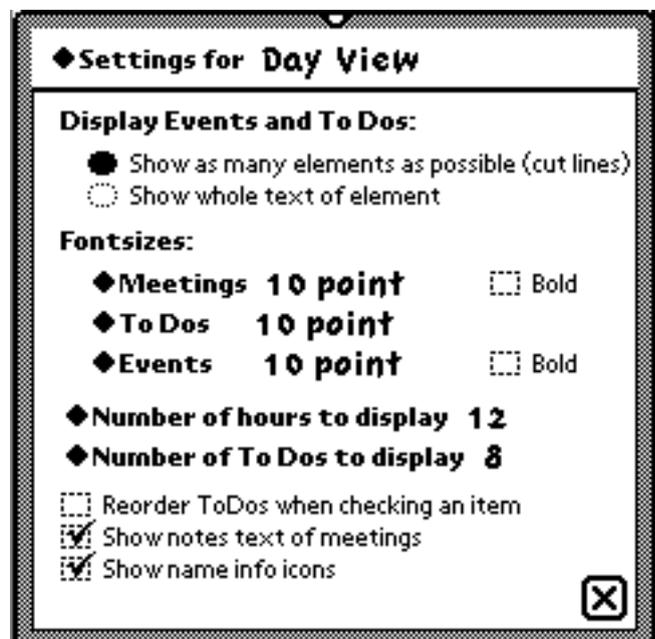
Show notes text. If this option is checked, the full notes text is displayed below the meeting text. Otherwise you can just see a notes icon besides the meeting.

Show name info icons. If this option is checked, a small icon appears besides the meeting if it has location- or invitees-info attached.

Week Mode Settings

Weekstart. If the option 'first day of week' is selected, the week view always starts with the first day of the week as displayed in the calendar. If 'selected day' is choosen, the weekview starts with the currently selected day.

Mark week in calendar. This option is for MP120/130. You can choose how the displayed week is represented in the calendar area.

Fontsize. This is the fontsize for the week text view

Number of Hours. Here you can specify how many hours to display in week bar mode.

Show Todays ToDos. This feature is not yet implemented.

Show title of meetings in WeekBars. There you can specify wether TimeTrax should try to display the title of a meeting within the bar in WeekBarView.
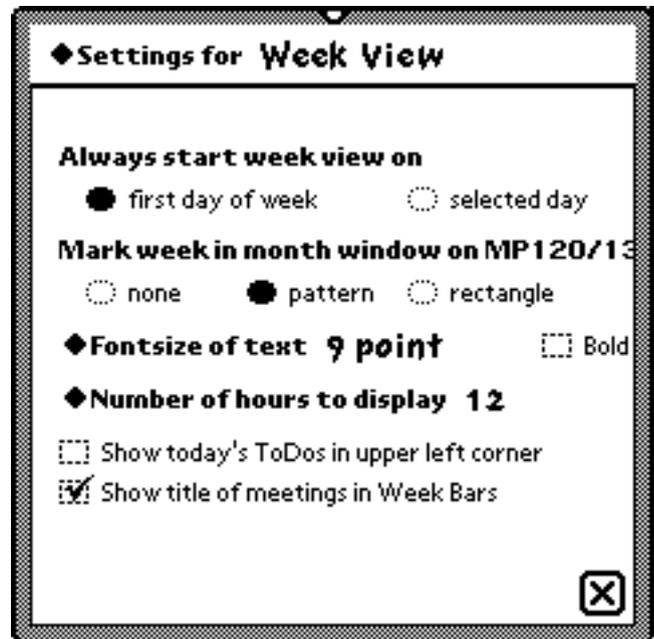
Month View Settings

Meetings start and stop times. These times specify what range of the day the meeting box of a day should display.

Show meetings or Icons. You can choose wether you want to see the meeting box or the event icons in the day box. If you select Icons, the previous settings (start/stop) are ignored.
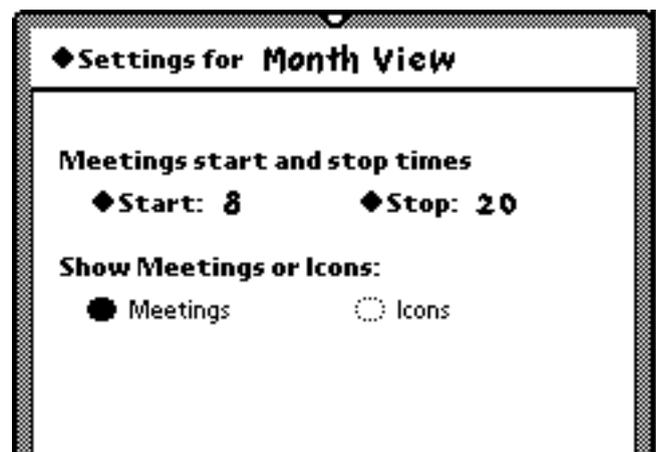
Common Settings

Default Alarm. You can spcify what default alarm s inserted into the edit slips when a new meeting or event is created. This is just a suggestion you can of course override within the edit slips.

Always store new data internally. If you have a card inserted, you can choose to never store appointment data onto the card.

Use simple fonts. Here you can select to use the simple font for text entry fields insead of the casual font. This is especially useful for our japanese customers.

Show ISO week#. When this option is selected, the ISO weeknumbers will be displayed in the calendar in day and week view and in the year view.

Use Grayshading. This option is for MP2x00 users which have a grayscale-display. Here you can turn on grayshading for highlighting and so on. When grayshading is selected a slider appears where you can configure the intensity of gray (verify in test-box).
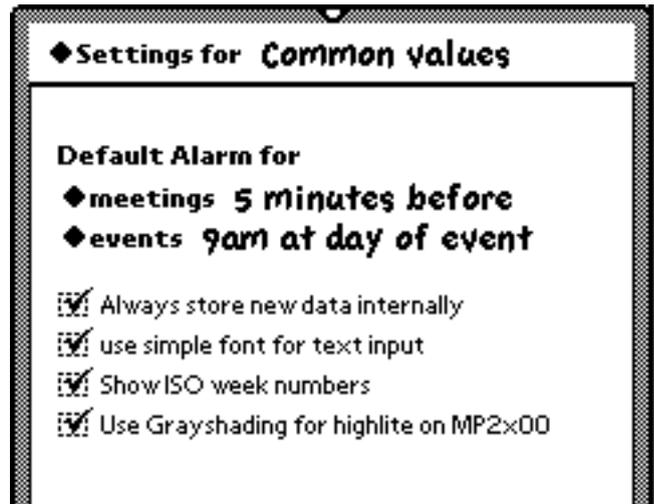
Text Settings

Labels of ToDo-Folder. These 3 Textfields contain the names for the ToDo categories. They appear directly in below meetingscroller in day- and week-mode.

Naming of Patterns: These 5 names represent the names of the event classes you can specify. These names are connected to the patterns besides the name. Currently these patterns are only used in month view. A later version will also use this for the year view.
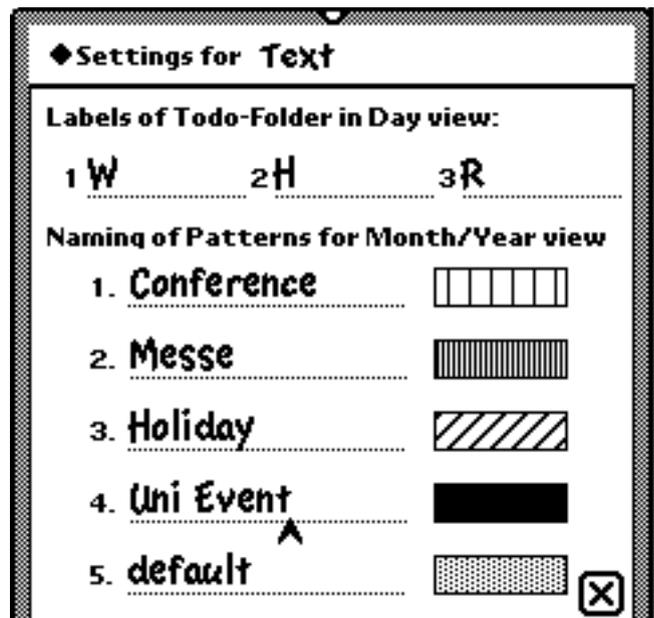
Print Settings

Margins for printing. These four values represent the margins in pixels which are used for printing the various views of TimeTrax on a printer (or a fax). As the Newton does not know inch or cm when printing, you have to experiment to find the correct settings here. This prefs setting dialog is also avaible if you have not installed the printing pasckage.
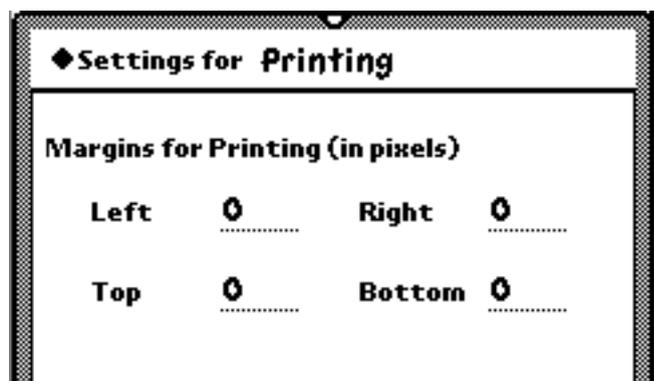
Order TimeTrax / Register your Demo Copy

If you like TimeTrax you can register your demo copy for a low fee at *Config Information-stechnik*, Germany. You will get back a registration key that you simply insert into the *i→About* window. This key will turn your demo copy into a fully functional copy without any time limits. The registration key is also valid for upgrades to any future version 1.x of TimeTrax without costs.

For details of the ordering process you may have a look at:

http://www.config.de/TimeTrax/

There you can also order via the Internet. You can also fill in the form, which is also part of this archive (order.pdf), and fax it to:

+49. 91 95. 99 55 41

The serial number is very important for your order. You will find it in the *i→About* window of your demo copy (see right picture). We cannot process your order if your serial number is missing. When you got your key from our registration department, you have to insert it into the about window. Press the register button to commit the key. From now on, you should see the word "Registered!!" besides the close button of the about window.

TimeTrax 1.1 was developed by
Stephan Reitzner, Config eG
Röttenbach, Germany

New versions and Online Registration can be found under:

http://www.config.de/TimeTrax/

If you register TimeTrax, you must submit the following Code:

Serial-number → 1359-59444

Insert your key here

Reg.-Key: **0820-4616**

Register   Registered!!   ⊠

Press here to commit your key

Reporting Bugs and Suggestions

If you have any suggestions or bugs to report please don't hesitate to send us a note to:

timetrax@config.de

For bug reports, please add the following information:

- Version of TimeTrax (see *i→About*)
- Type of Newton you use (MP120, MP130, MP2000, MP2100)
- OS-Revision (see *Extras→i→Memory-Info*)
- any special packages installed on your Newton that could be important

We would be happy to hear any suggestions how this product can be improved. If it is possible, we will integrate any suggestions into the further design of this application.

At the End

... we would like to wish you much fun with the software.

Stephan Reitzner and the Config TimeTrax Team