

# TimeTrack

## User's Manual

*“Absolutely the easiest to use timeclock software for small-to-medium sized businesses to track their employee work hours. The employee clock-in and clock-out screen is ridiculously easy to understand, and the Administrator tools provide all the power we need to generate reports for our payroll department!”*

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## Application Overview

TimeTrack was originally created for a small café whose workforce was multilingual (English and Spanish) and varying levels of computer skill (ranging from no experience whatsoever and average). The owner needed an automated means of submitting timesheets to their accountant to generate payroll – the employee interface had to be as simple as possible, with the ability to automatically calculate the number of hours worked and generate a date-range report to an Adobe Acrobat \*.PDF file. TimeTrack meets those broad goals while giving Managers/Business Owners a multitude of managerial tools to help their business not only meet payroll needs, but also identify instances of time card fraud or Managerial wrongdoing.

Conceptually, TimeTrack is a 2-in-1 Windows software application – an employee side and a Manager side. The Manager options are purposely password-protected to ensure employees can't modify timecard activity (i.e. alter the time an employee clocked in/clocked out to conceal tardiness or increase the number of hours worked to obtain a larger paycheck). Employees can clock in ONLY for themselves, as each employee has to enter a password that they choose before they can clock in or clock out of a shift. It is management's responsibility to inform every non-salary employee that guarding their TimeTrack password safeguards that employee – sharing their password with coworkers could backfire and should result in disciplinary action if they willfully reveal their TimeTrack password to a coworker.

TimeTrack purposely does not store Personally Identifiable Information (e.g. an employee's birth date, social security number, mailing address, etc) to protect the business owner should their computer system(s) get hacked. There is also no reason to store that type of Human Relations Department information within a timecard software application.

## User Manual Overview

This manual is purposely divided into two sections – information that is useful to the employee is grouped together at the front of this manual so it can be printed separately and provided to the employee(s) to read. The Administrator options are grouped together after the employee section – there is no real need for the employees to know the Administrator functions within TimeTrack, and most employees only want to know how to clock in/clock out.

## Fast-Track to Using TimeTrack

Stealthware Software understands that you want to get started using this application as quickly as possible; reading through this entire user manual can be done at a later time. Here is what you must do to get TimeTrack up and running:

1. Install TimeTrack onto your computer
2. Save the .LIC file (which contains your company's license information) that was emailed from Stealthware Software to your company upon purchase to the same folder that TimeTrack was installed into
3. If multiple computers will be accessing TimeTrack from a network (or from a shared workstation folder), you must SHARE that computer, give each employee MODIFY permissions inside of the TimeTrack folder, and for each of those additional computers MAP a drive letter to that shared folder and place a Windows shortcut on the employee's Windows desktop
4. Start TimeTrack and immediately change the Administrator's default password
5. Populate the Employee database – at a minimum add their Last/First name and the last four digits of their social security number (which is how they will clockin/clockout)
6. Change the logo displayed at the top left of each of the three default reports with your company logo (not critical, but you do want your company's logo displayed within your report). If your image is already sized close to the 365pixel x 365 pixel size used within the default reports you can overwrite the Stealthware Software default logo (..\Reports\Images\logo.jpg) with your own version.

DONE!

## Computer System Requirements

TimeTrack is a Windows application that, while developed on a Windows 10 computer, should be backwards compatible all the way back to Windows XP. A mouse is required – a computer monitor configured to run in 1024x768 or higher is needed (800x600 screen resolution might be too small if Windows toolbars are used). At least 1GB of memory is required (preferably 4GB of memory, as Windows increasingly needs more memory to run efficiently with each new version). 10MB of hard drive disc space is more than sufficient to store TimeTrack and its database files for a very long time.

TimeTrack is 'network-aware', meaning it can be installed onto a computer network file server (or a computer workstation) hard drive to centralize its location – that folder would be 'shared' and each employee that needs to clock in/clock out of work could do so from any computer workstation that can access that shared folder via a drive mapping AND their network user account gives them MODIFY security permissions to edit data that is stored within the TimeTrack share folder. Multiple workstations can open TimeTrack at the same time and keep them open all day – it is recommended to shut down TimeTrack at the end of each business day to facilitate data backup and to protect the database files in case of abrupt power termination (e.g. lightning strike).

## Data Backup

Hard drives fail – they do NOT last forever. Most hard warranties are for one to three year duration; thankfully most hard drives last much longer than that, but they DO have a failure rate (with some hard drive brand names being more reliable than others). Unless TimeTrack is installed onto a RAID 1 system (i.e. two hard drives are used to store the same information. When information is saved to hard drive #1 a hard drive controller card or RAID software automatically writes that exact same information to hard drive #2. If either hard drive fails due to mechanical failure or its data is scrambled, the other hard drive is unaffected and is used to rebuild the new hard drive for data redundancy). You could also elect to archive the entire TimeTrack data folder (because it is so small) on a recurring basis (e.g. each night after business hours) to an external USB hard drive or to a cloud-based service (e.g. Dropbox). The most important files for TimeTrack are its database files, which all share the \*.TPS file extension – everything else is replaceable from the Stealthware Software web site.

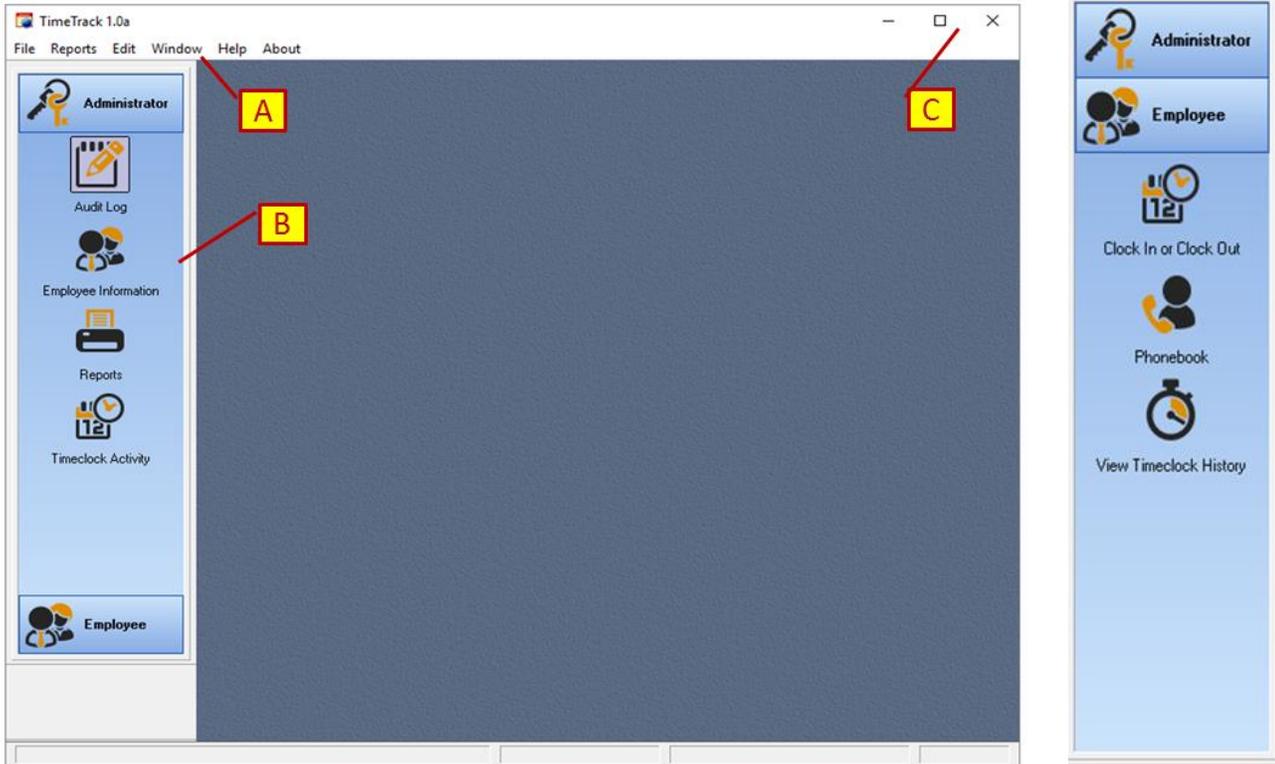
## TimeTrack Application Basics

Because TimeTrack is a Windows software application it shares many commonalities with nearly every other Windows software application:

1. Use of the keyboard or mouse to execute program functions
2. A Windows main menu is displayed at the top left of the screen
3. A Windows method of shrinking/minimizing the application window is displayed at the top right of the screen
4. A Microsoft Outlook style 'tile' is displayed on the left to provide quick access to application features
5. The use of the ALT-TAB and CTRL-TAB keys to move forwards/backwards through data entry fields
6. The standard EDIT and WINDOW main menu options are displayed within the TimeTrack menu
7. Standard Windows hotkeys are used (e.g. CTRL-A to select all text within a data entry field)

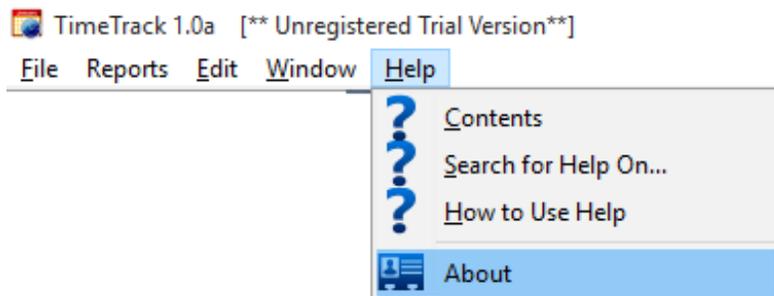
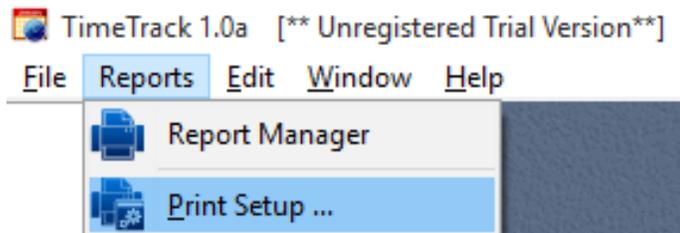
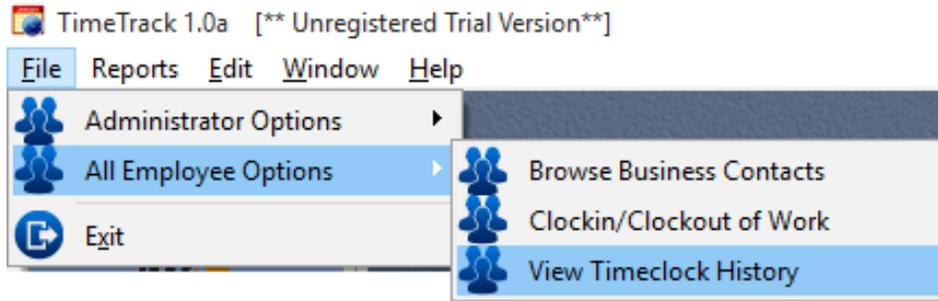
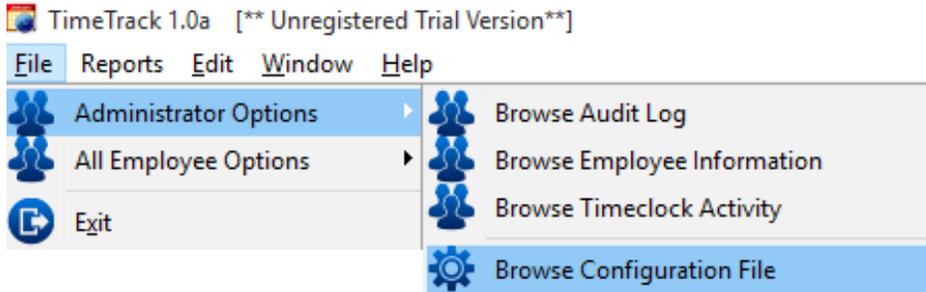
## Main Screen

Here is the application's main screen as it is initialized when TimeTrack is first started:



- A. Windows-style main menu. The mouse (left click) or keyboard (ALT+first letter of the menu word) can be used to display/execute the menu options.
- B. Microsoft Outlook style task bar that consists of two sections (Administrator and Employee):
  - a. Administrator mode: these options require a password to be successfully entered to access these areas
    - i. Audit Log: display a window that shows every instance of an employee's timecard activity being overridden by an Administrator
    - ii. Employee Information: display a window that shows every employee whose payroll is driven by their work clock in /clock out times. This is also where the employee's clock in/clock out password is defined by the employee
    - iii. Reports: displays the Report Manager screen to create/edit/delete/print reports based upon the TimeTrack database files (contacts, timecard activity)
    - iv. Timeclock Activity: display a window that an employee's clock in/clock out entry can be overridden by an Administrator (e.g. employee forgot to clock out on Monday or prematurely clocked out for their shift)
  - b. Employee mode: any employee can access these areas
    - i. Clock in or Clock Out: display a window that the employee selects their name from a list of all employees, enter their 4-digit password, and then clicks a clock in or clock out button
    - ii. Phonebook: display a window that contains contact information/phone number/web site information for individuals/businesses for your company (e.g. the plumber)
    - iii. View Timeclock History: display a window that the employee selects their name from a list of all employees, enter their 4-digit password, and then shows them their entire timecard history (in case they want to dispute a payroll error)

Here is what the main menu pulldown menus look like; most of these menu commands are duplicated by the Microsoft Outlook task bar:

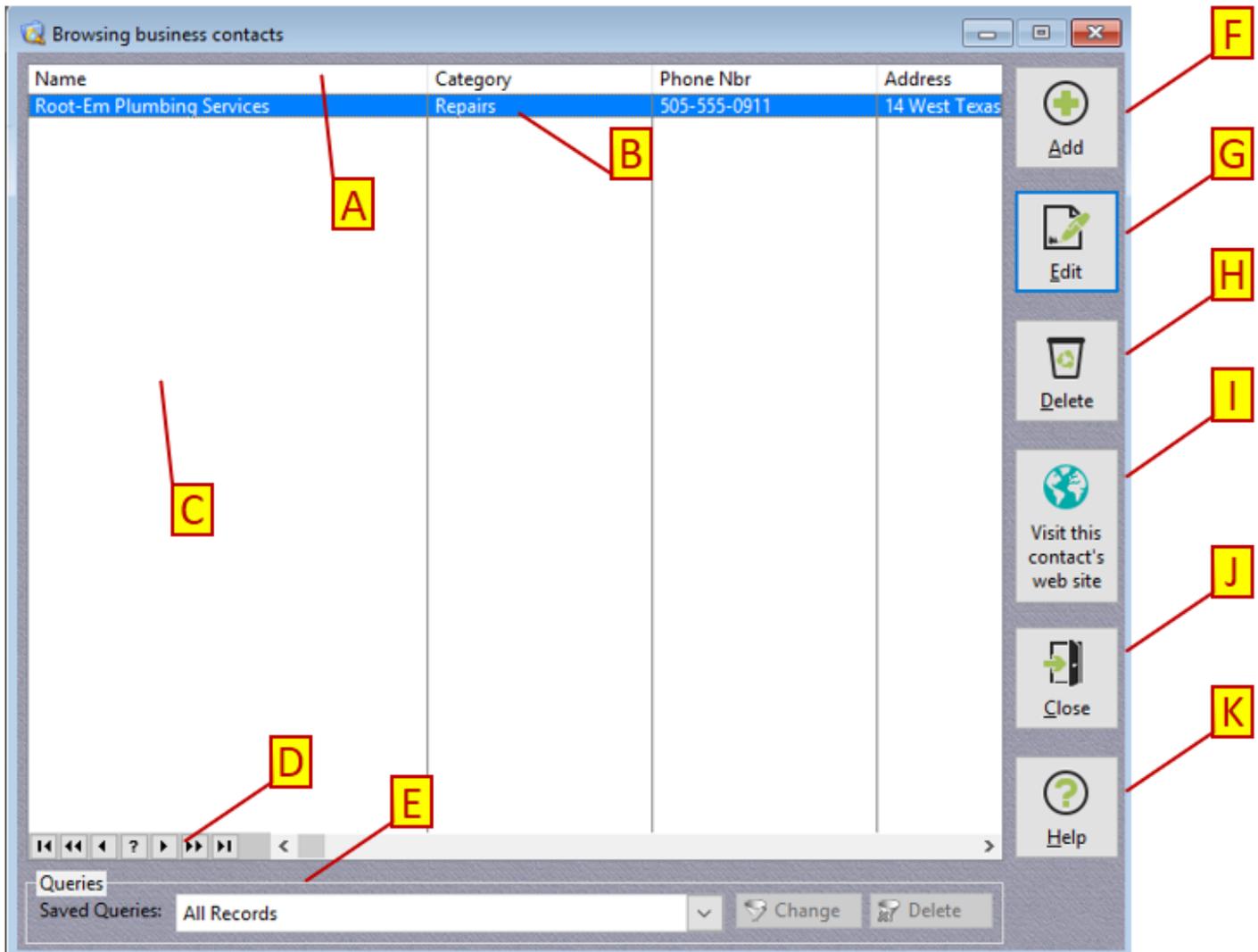


## Listbox Basics

Information stored within a database file is displayed onscreen within a 'listbox', which displays the data in vertical columns and horizontal rows. Each vertical row represents a database entry (or, more technically speaking, a 'database record'). To use a cellular phone as an example, when you create a new phone 'contact' that is a database record – everything about that person/business (name, phone number, email address, etc.) becomes a database record on your cellular phone.

The advantage of a listbox is that you can sort information on a listbox column to group together similar entries; you can also rapidly scan down a massive number of database records onscreen to locate the particular database record that you need to view or modify.

Here is a typical listbox used within this application:



- Column Header: Each header (Name, Category, Phone Nbr, Address) will sort that column of information in ascending sequence (A, B, C...,Z); if you click on that same column header again it will sort that column of information in descending sequence (Z, Y X,...A).
- Row: Each row represents a single database record that has been created/stored in the database.
- Column/Row Space: Additional database records are displayed in this area – this screen capture was taken of a database with only one database record saved

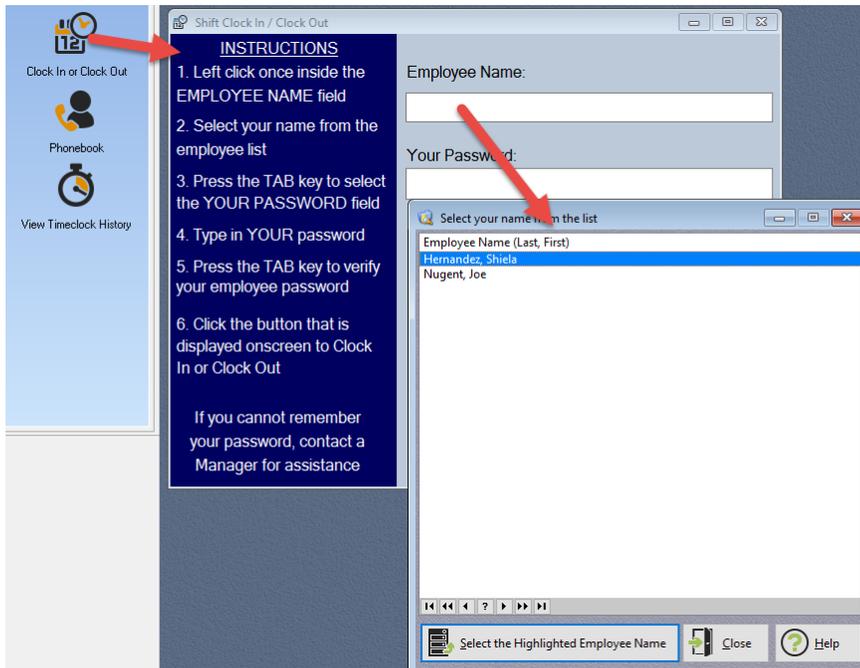
- D. VCR Controls: These small buttons (styled after a VCR player) duplicates keyboard functionality to navigate throughout the listbox. From left to right (with the keyboard equivalent listed in parenthesis), they will
  1. Go to the top of the listbox (HOME key)
  2. Display the previous page of entries (PgUp key)
  3. Move the 'cursor' to the previous listbox entry (UpArrow key)
  4. Not used in this application
  5. Move the 'cursor' to the next listbox entry (DownArrow key)
  6. Display the next page of entries (PgDn key)
  7. Go to the end of the listbox (END key)
- E. Query Droplist/Buttons: This droplist enables you to activate an existing query or create a new query to only show the database records in the listbox that suits your needs. If a query has been activated, the 'Change' and 'Delete' buttons will become active and enable you to modify an existing query or delete the active query. The change and delete buttons have no effect on the TimeTrack database files – they only change/delete entries stored in the dedicated query database. Queries are discussed elsewhere within this user manual.
- F. Add: Add a new database record (via a popup window)
- G. Edit: Edit the database record currently highlighted in the listbox (via a popup window)
- H. Delete: Delete the database record currently highlighted in the listbox. Before the database record is permanently deleted from the database, a popup Yes/No window will ask if you REALLY want to delete the database record
- I. Extra Button: This particular listbox window has an additional button added that may/may not appear on other listbox windows. In this instance, this button will send the Internet Address stored for the currently highlighted listbox entry to the computer's default Internet Browser application (and open that web site onscreen)
- J. Close: Close this window
- K. Help: Display a popup window that displays information for this screen

## Employee Accessible Areas

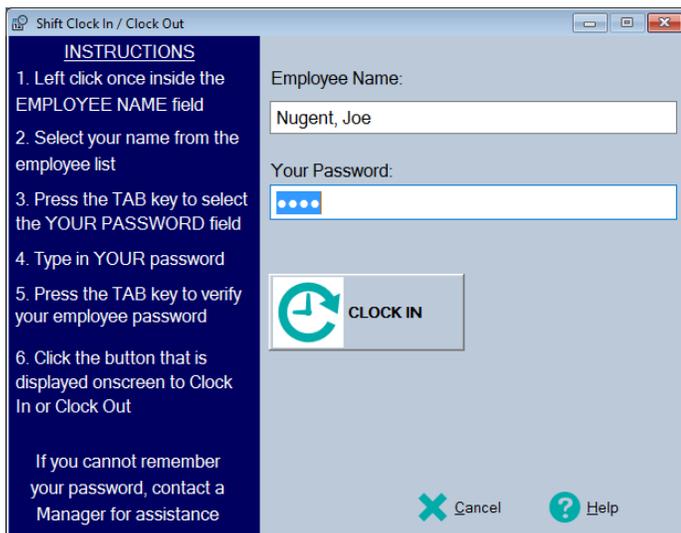
This section covers TimeTrack main menu/Microsoft Outlook task bar areas that every employee can access.

### Clock In or Clock Out

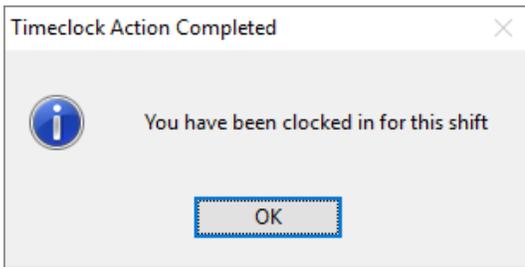
This window is used to both clock in and clock out of a shift. TimeTrack can accommodate a split shift (i.e. two separate instances of clocking in/clocking out for a single day). The primary window (titled 'Shift Clock In / Clock Out') displays understandable instructions on the left of the window; as soon as this window opens a popup window (titled 'Select your name from the list') is displayed for the employee to locate their name and select it (by either double left clicking the mouse on their name OR left clicking once on their name and then clicking the button titled 'Select the highlighted Employee Name'):



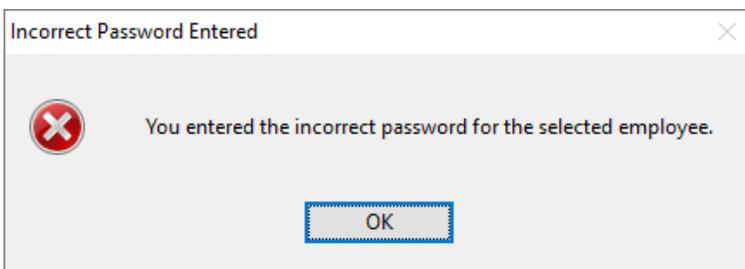
After the employee has selected their name it is inserted into the data entry field titled 'Employee Name'; they now must enter their clock in/clock out password (which is the last four of their social security number) into the 'Your Password' data entry field (they can press the TAB key to advance to that data entry field or left click it):



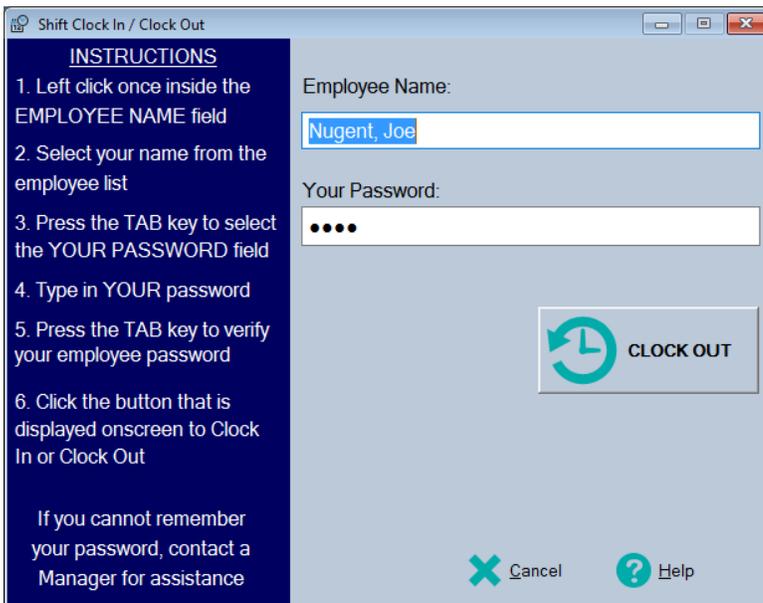
After they enter their password they press the TAB key to validate the password; if successful, the CLOCK IN button (whichever is applicable) is unhidden and then displayed onscreen; when clicked the computer's current date/time is retrieved and then stored in the TimeTrack database file for this employee as their clock in date/time and a popup message will inform them that they have successfully clocked in for their shift:



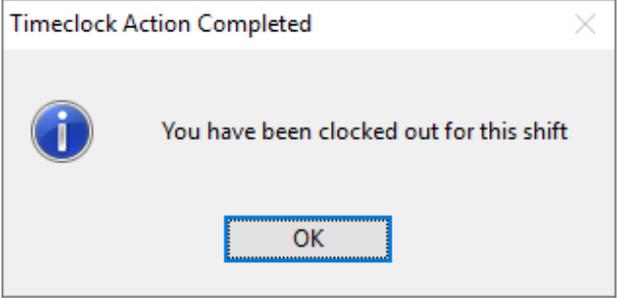
If the employee made a mistake when entering their password this popup window will appear (and they will be returned to the Shift Clock In/Clock Out screen to enter their password once again. TimeTrack will not lock them out if they unsuccessfully enter their password multiple times):



At the end of their shift they will repeat the same process to clock out (select the Clock In or Clock Out option from the Microsoft Outlook task bar; select their name from the list of employees and enter their password). If they entered the correct password the CLOCK OUT button will appear:



After the CLOCK OUT button is clicked a popup window is displayed that informs them they have clocked out:

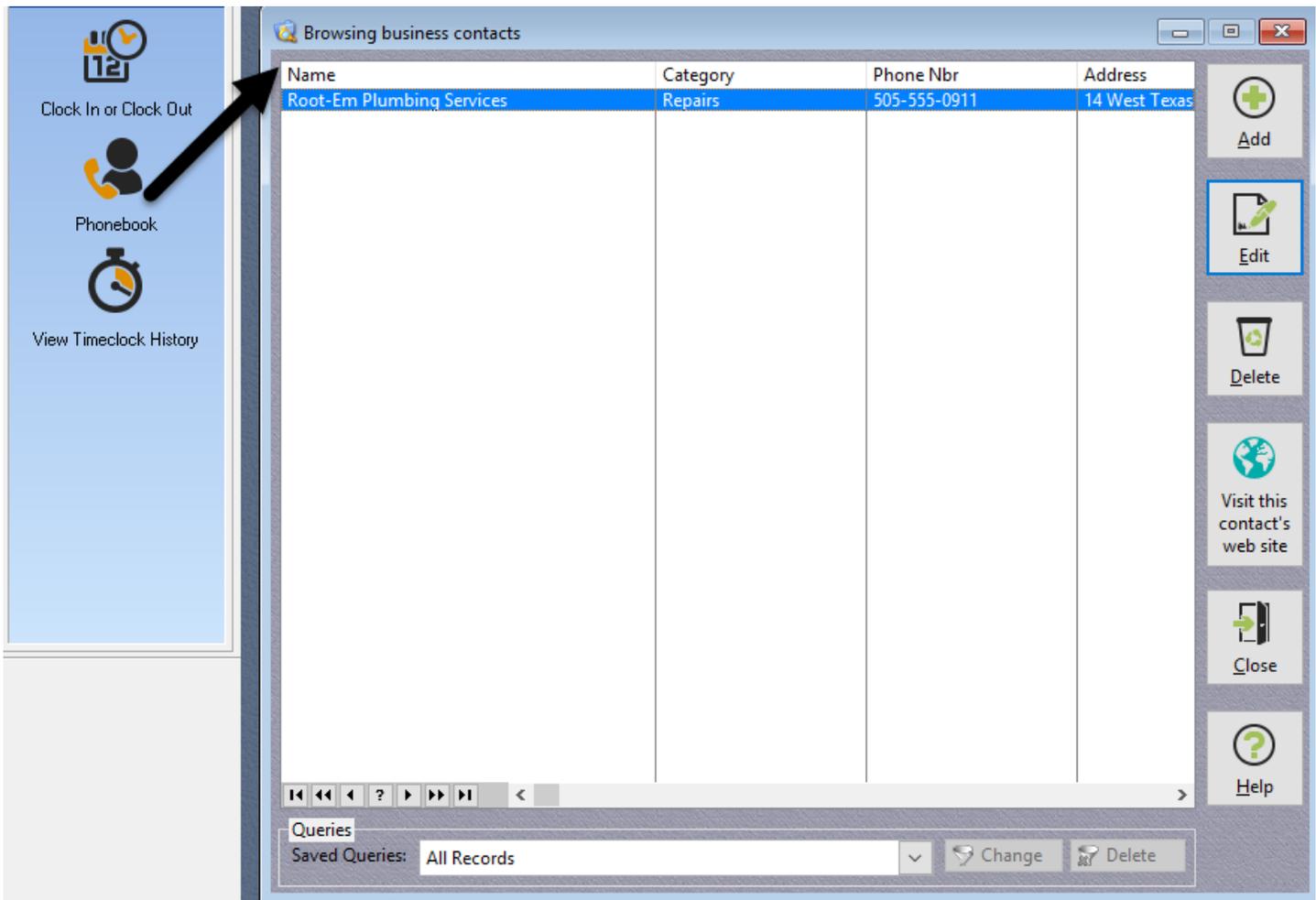


## Phonebook

This window is used to display business-related contacts that any employee would have a legitimate need-to-know to take care of business-related problems (e.g. a plumber or electrician). If the computer has Internet connectivity and the contact's Internet web site address has been entered for them, that web site can be quickly displayed onscreen with a click of a button. The database can be 'filtered' via the 'Saved Queries' droplist to display only the desired entries (e.g. show only the contacts who have the 'Repairs' category assigned). This is very useful if this database contains a significant amount of database entries. Any employee is permitted to add/edit/delete entries in this database. It is the Supervisor's responsibility to inform employees that personal contacts should not be stored in this business database.

Queries will be covered in far more depth elsewhere within this user manual.

The window appears like this (after clicking the Microsoft Outlook task bar labeled 'Phonebook'):



To add a new database record to this database file: click the ADD button or press the INSERT keyboard key. To edit the currently highlighted listbox record click the EDIT button or press the ENTER key. Adding or editing a database record will display this popup window (shown with data populated):

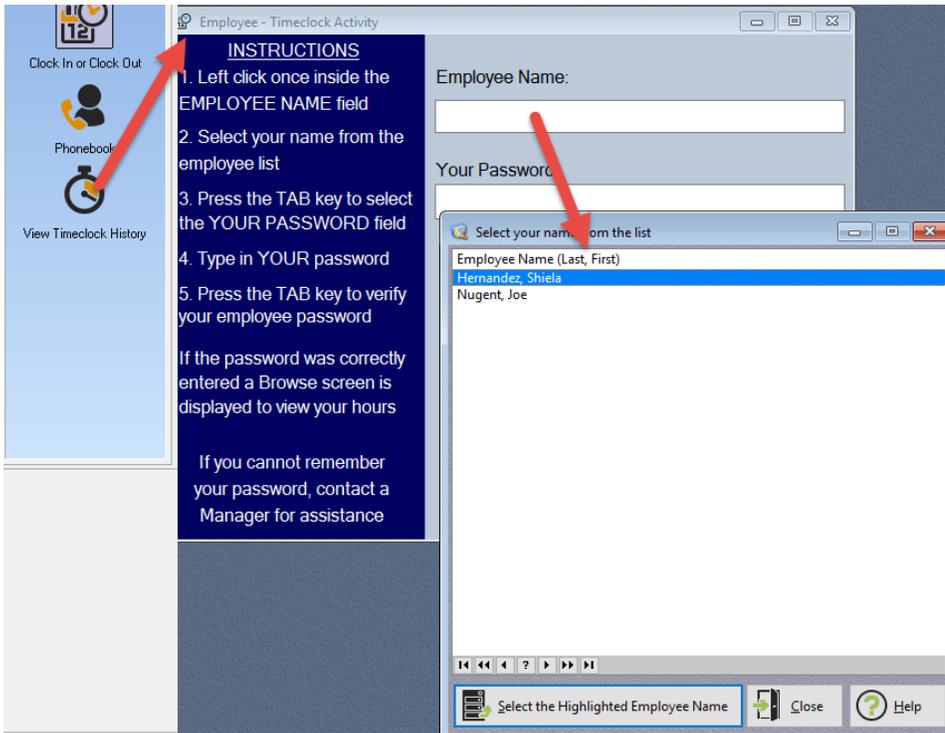
The droplist for the 'Category' field has these 10 pre-defined options:

To save the new database record (or save the changes made to this existing database record) click the SAVE button. If you do not want to save this new database record to the database or abandon the changes made to this existing database record press the CANCEL button or press the ESCape keyboard key.

## View Timeclock History

This window is used by an employee if they desire to check hours that they have clocked in/clocked out of work – typically this would be desired if they believe their paycheck amount is in error and they want to confirm the total number of hours they worked for that pay period.

An employee can only view their own clock in/clock out transactions – they must go through the same process to view their timeclock activity as they do to clock in/clock out (i.e. select their name from the picklist and then enter their personal password):



If they have successfully entered the correct password the 'Browse the Activity file' window is displayed onscreen:

The screenshot shows a window titled "Browse the Activity file" with a table on the left and a summary panel on the right. The table has three columns: "Employee Name", "Clock In Date", and "Split Clock In Date". The first row is highlighted and contains "Nugent, Joe", "1/24/2016", and "//". The right panel is divided into three sections: "First Shift" with fields for "Clock In Date" (1/24/2016) at "3:41PM" and "Clock Out Date" (1/24/2016) at "3:44PM", resulting in "Total HH:MM Worked This Shift: 00:03"; "Second Shift" with empty fields; and "Cumulative Time Worked Today" with "Total HH:MM Worked Both Shifts: 00:03". At the bottom right are "Close" and "Help" buttons.

Employee Name	Clock In Date	Split Clock In Date
Nugent, Joe	1/24/2016	//

**First Shift**  
Clock In Date: 1/24/2016 at 3:41PM  
Clock Out Date: 1/24/2016 at 3:44PM  
Total HH:MM Worked This Shift: 00:03

**Second Shift**  
Clock In Date: at  
Clock Out Date: at  
Total HH:MM Worked This Shift:

**Cumulative Time Worked Today**  
Total HH:MM Worked Both Shifts: 00:03

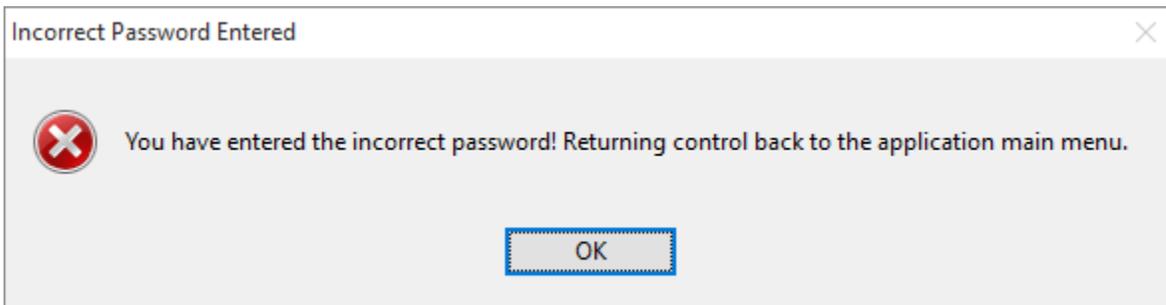
The date/time the employee has clocked in/clocked out for up to two different shifts in a single day are displayed onscreen, along with the total number of hours:minutes they worked for that day. If the employee has more than one day of clocking in/clocking out they would select the applicable day within the listbox to view that day's timecard activity onscreen.

## Administrator Accessible Areas

This section covers TimeTrack main menu/Microsoft Outlook task bar areas that only an Administrator can access. Each of these TimeTrack features are password protected – when executed from the main menu or the Microsoft Outlook task bar a popup window will prompt for the password:



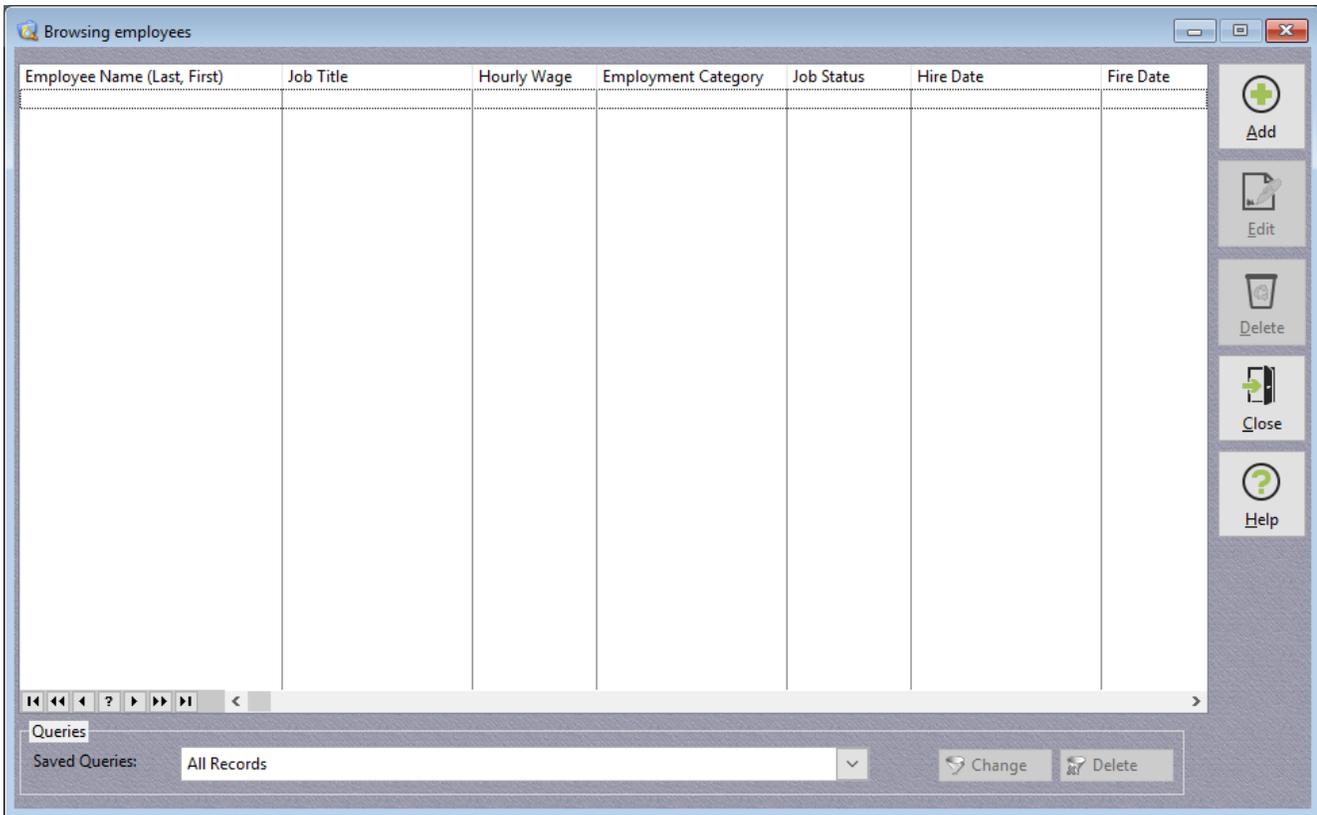
If the incorrect password has been entered a popup window is displayed:



## Employee Information

This window is used to create database entries for each non-salary employee that is expected to clock in/clock out for their shifts. This is also where the employee's TimeTrack password is created/stored that they must use to clock in/clock out via the TimeTrack software.

The main screen uses a standard listbox to add/edit/delete/view the employee's information for your business:



A query may be applied to the listbox content to temporarily 'hide' information within the listbox (e.g. show only those employees that are part-time workers).

When the Add or Edit button is clicked a popup window will appear onscreen:

**Record Will Be Added**

Employee Name:

Job Title:

Hourly Wage:

Employment Category:

Job Status:

Hire Date:

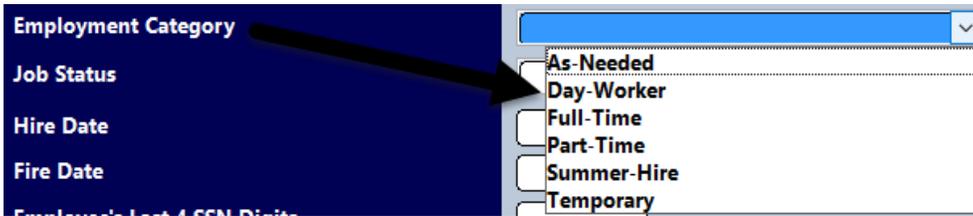
Fire Date:

Employee's Last 4 SSN Digits:

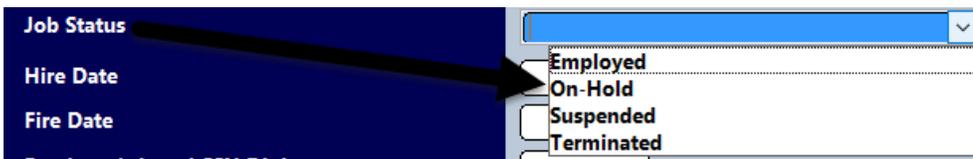
Notes:

The 'Employee's Last 4 SSN Digits' is used as the employee's password to clock in/clock out; it is also used by the employee to view their timeclock history (covered elsewhere in this user manual). If their password has been compromised they can change this value to another 4-digit number (with the assistance of an Administrator).

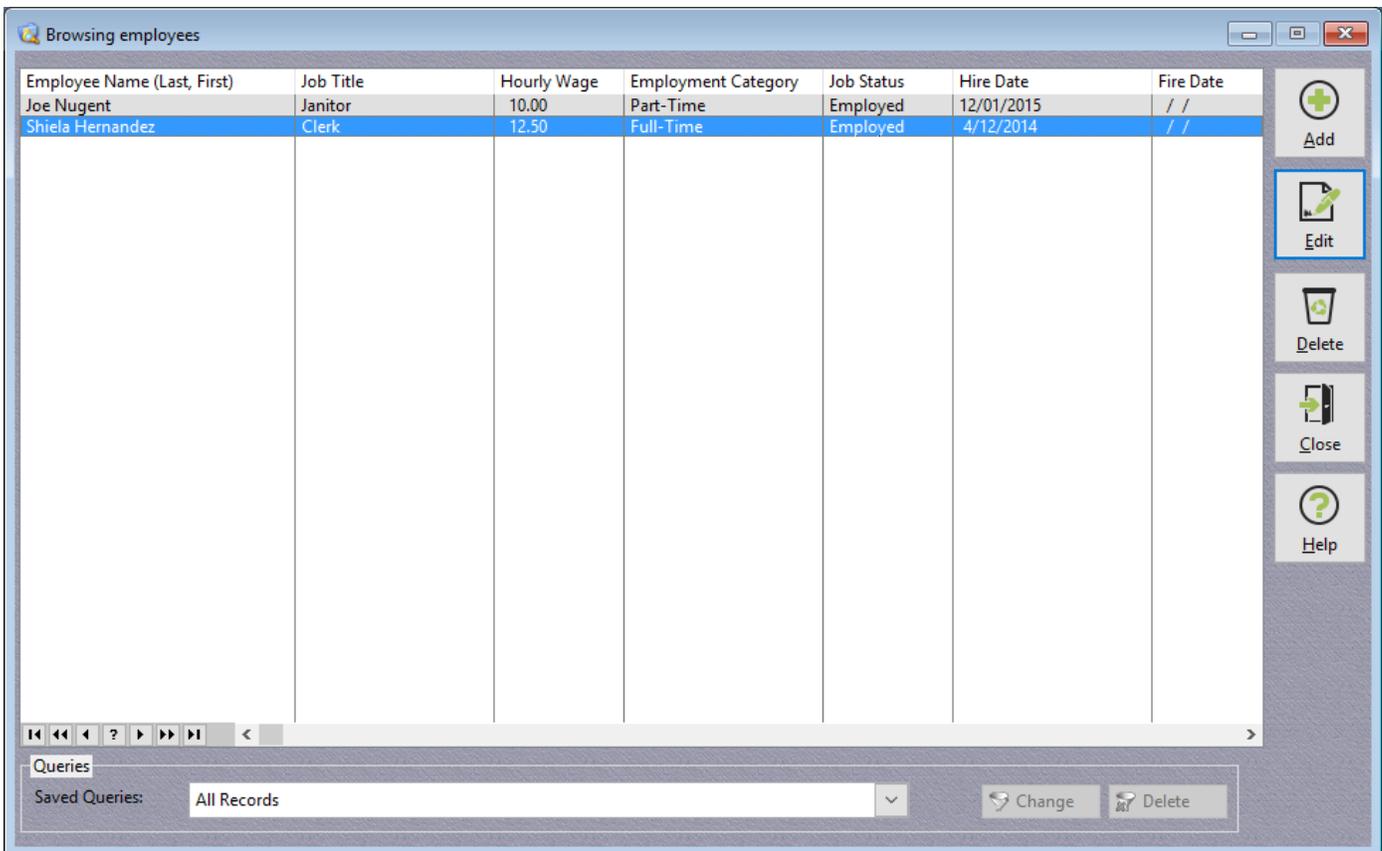
The 'Employment Category' field uses a droplist of pre-defined choices; left click the mouse on the appropriate choice for that employee to select it:



The 'Job Status' field uses a droplist of pre-defined choices; left click the mouse on the appropriate choice for that employee to select it:



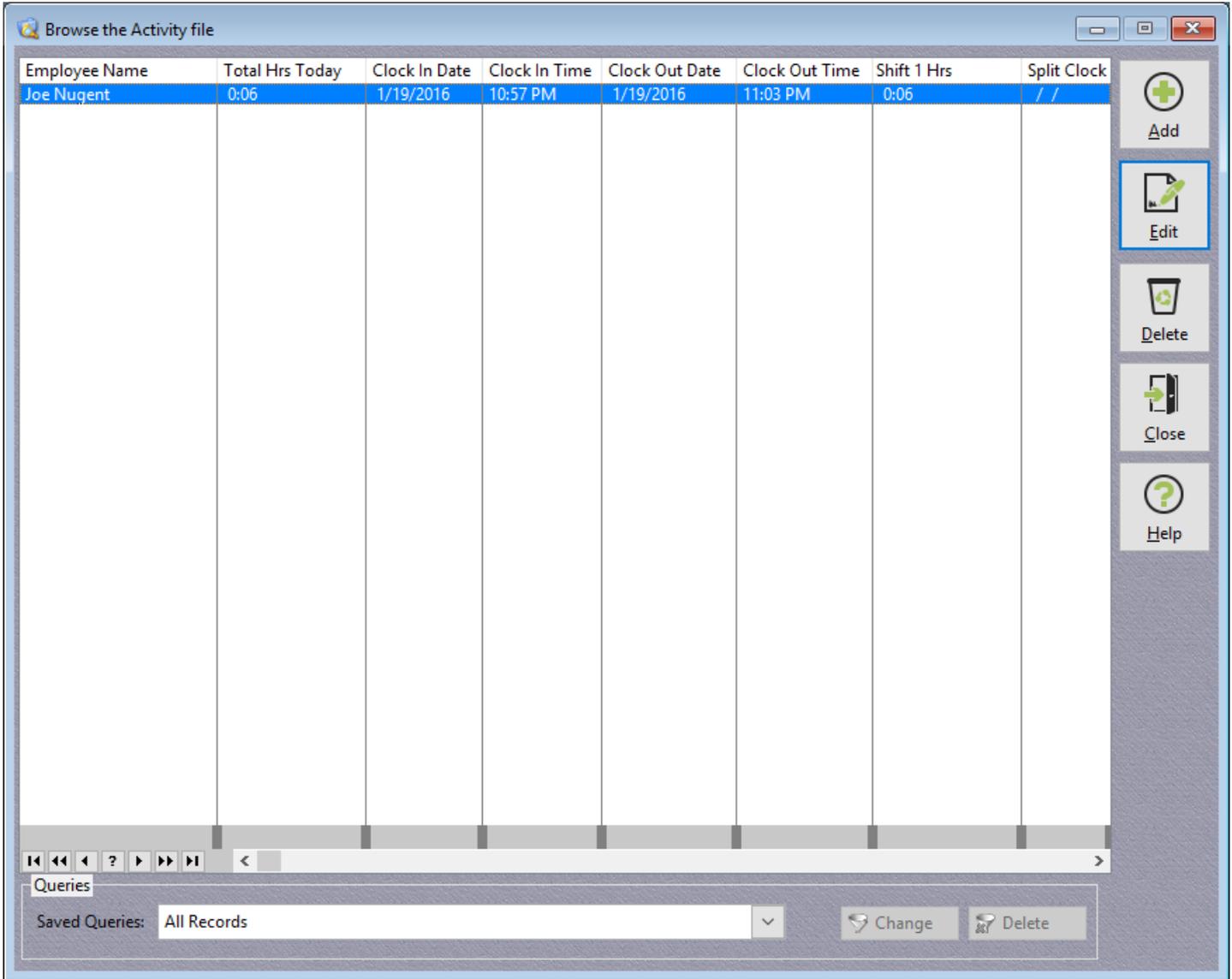
Here is a screen capture of this window after two employees have been added:



## Timeclock History

This window is used to view clock in/clock out activities for every employee that uses TimeTrack and, more importantly, for an Administrator to correct a clock in/clock out transaction.

The main screen uses a standard listbox to add/edit/delete/view the time clock activity:



A query may be applied to the listbox content to temporarily 'hide' information within the listbox (e.g. show only those employees that clocked today, or for the past seven days, or one specific employee that continually has attendance problems).

The ADD button can be used to create a new time clock entry for an employee – this is useful if TimeTrack wasn't accessible (e.g. the employee was conducting work away from the facility, or your file server was down for repair).

The EDIT button is used to change an existing clock in/clock out transaction (e.g. an employee prematurely clocked out; the employee forgot to clock in or clock out). When clicked, a popup tabbed window is displayed onscreen:

Record Will Be Changed

Employee Clockin/Clockout Info HELP - Modifying Clockin/Clockout Entries

**EMPLOYEE NAME**  
Joe Nugent

**Total Hours Worked Today: 0:06**

CLOCK IN/OUT STORED VALUES	EDIT CLOCK IN/OUT VALUES
<p><b>First Shift</b></p> <p>Clocked In On: 1/19/2016 At 10:57PM</p> <p>Clocked Out On: 1/19/2016 At 11:03PM</p> <p>Total Time (HH:MM) Worked For This Shift Was: <b>00:06</b></p>	<p><b>Modify First Shift</b></p> <p>New Clock In On: 1/19/2016 At 11:11 PM</p> <p>New Clock Out On: 1/19/2016 At 11:11 PM</p>
<p><b>Second Shift</b></p> <p>Clocked In On: At</p> <p>Clocked Out On: At</p> <p>Total Time (HH:MM) Worked For This Shift Was:</p>	<p><b>Modify Second Shift</b></p> <p>New Clock In On: 1/19/2016 At 11:11 PM</p> <p>New Clock Out On: 1/19/2016 At 11:11 PM</p>

Save Cancel Help

Tab #1 consists of two sides: the left (blue) side displays what is stored in the TimeTrack database for that employee on that specific date. The right (red) side consists of data entry fields that, when populated with a date or time, will CHANGE the value on the blue side with the corrected information.

Tab #2 provides useful help information on how to modify an existing date/time value:

Record Will Be Changed

Employee Clockin/Clockout Info HELP - Modifying Clockin/Clockout Entries

**Help: Time Values**

Clock in/Clock out times are stored in entry fields B, D, F, H. They are formatted as HH:MM

Example Time Values:  
10:00 AM  
3:15 PM

Time fields use a spinbox to increase/decrease their value starting with 12:00 AM

EMPLOYEE NAME	Total Hours Worked Today:
<p><b>CLOCK IN/OUT STORED VALUES</b></p> <p><b>First Shift</b></p> <p>Clocked In On: A At B</p> <p>Clocked Out On: C At D</p> <p>Total Time (HH:MM) Worked For This Shift Was:</p> <p><b>Second Shift</b></p> <p>Clocked In On: E At F</p> <p>Clocked Out On: G At H</p> <p>Total Time (HH:MM) Worked For This Shift Was:</p>	<p><b>EDIT CLOCK IN/OUT VALUES</b></p> <p><b>Modify First Shift</b></p> <p>New Clock In On: A At B</p> <p>New Clock Out On: C At D</p> <p><b>Modify Second Shift</b></p> <p>New Clock In On: E At F</p> <p>New Clock Out On: G At H</p>

**Help: Concept of Changing Clockin/Clockout Values**

Values displayed in the blue box are stored in the database. Entry fields shown in the red box are linked to their matched letter in the blue box. If a value is placed within an entry field within the red box and the SAVE button is then clicked, the corresponding blue side's value is changed within the TimeTrack database for this employee.

Save Cancel Help

For example, Mr. Joe Nugent clocked out at 11:03PM on 19 Jan 2016; his supervisor then informed him to restock the walk-in freezer, which required him to work an additional 47 minutes. The next day he informed his supervisor that he left at 11:50PM. The supervisor then modified that clock out transaction with the correct date/time:

The screenshot shows a software window titled "Record Will Be Changed" with a sub-header "Employee Clockin/Clockout Info" and a help link "HELP - Modifying Clockin/Clockout Entries".

**EMPLOYEE NAME:** Joe Nugent

**Total Hours Worked Today:** 0:06

**CLOCK IN/OUT STORED VALUES**

**First Shift**

Clocked In On: 1/19/2016 At 10:57PM

Clocked Out On: 1/19/2016 At 11:03PM

Total Time (HH:MM) Worked For This Shift Was: 00:06

**EDIT CLOCK IN/OUT VALUES**

**Modify First Shift**

New Clock In On: 1/19/2016 At 11:11 PM

New Clock Out On:  1/19/2016 At  11:50 PM

**Second Shift**

Clocked In On: [ ] At [ ]

Clocked Out On: [ ] At [ ]

Total Time (HH:MM) Worked For This Shift Was: [ ]

**Modify Second Shift**

New Clock In On: 1/19/2016 At 11:11 PM

New Clock Out On: 1/19/2016 At 11:11 PM

Buttons: Save, Cancel, Help

and then clicked the SAVE button, which displayed this popup window:

The screenshot shows a small popup window titled "Timeclock Action Completed" with a close button (X).

**Information icon:** A Manager override activity was performed for this timecard entry

Button: OK

and now Mr. Nugent's clock out time reflects the correct time (11:50PM) and he will be paid for the extra 47 minutes of labor:

The screenshot shows a window titled "Browse the Activity file" containing a table of employee activity. A mouse cursor is pointing to the "11:50 PM" value in the "Clock Out Time" column for Joe Nugent.

Employee Name	Total Hrs Today	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Shift 1 Hrs	Split Clock
Nugent, Joe	0:53	1/19/2016	10:57 PM	1/19/2016	11:50 PM	0:53	//

Buttons: Add

Note: the EDIT window can be used to modify one, or all, clock in/clock out values for the selected date with one edit session – using the example above, if Mr. Nugent started work at 10:30PM but forgot to clock in until 10:57PM and had to work an additional 47 minutes (11:50PM instead of 11:03PM), the Administrator would change both the clock in and

clock out values within the 'Modify First Shift' area and click the SAVE button – they don't need to edit one of the values, click the SAVE button, click the EDIT button from the listbox window and then change the second value (and click SAVE). In fact, all eight of the entry fields for clock in/clock out for both shifts can be modified and saved at the same time from this screen.

## Audit Log

Timecard fraud is more common than you might believe. An employee that has a buddy clock them in when they're running late for work is effectively stealing from their employer; a Supervisor that manipulates timeclock activity to reduce labor costs is stealing from hardworking employees. TimeTrack has the ability to override clock-in/clock-out transactions (because there are legitimate reasons to do so); TimeTrack also logs every Supervisor transaction override to a TimeTrack database whose entries cannot be modified or deleted as a means for business owners to determine if timecard fraud is occurring. This tutorial explains how the audit process works.

## Audit Overview

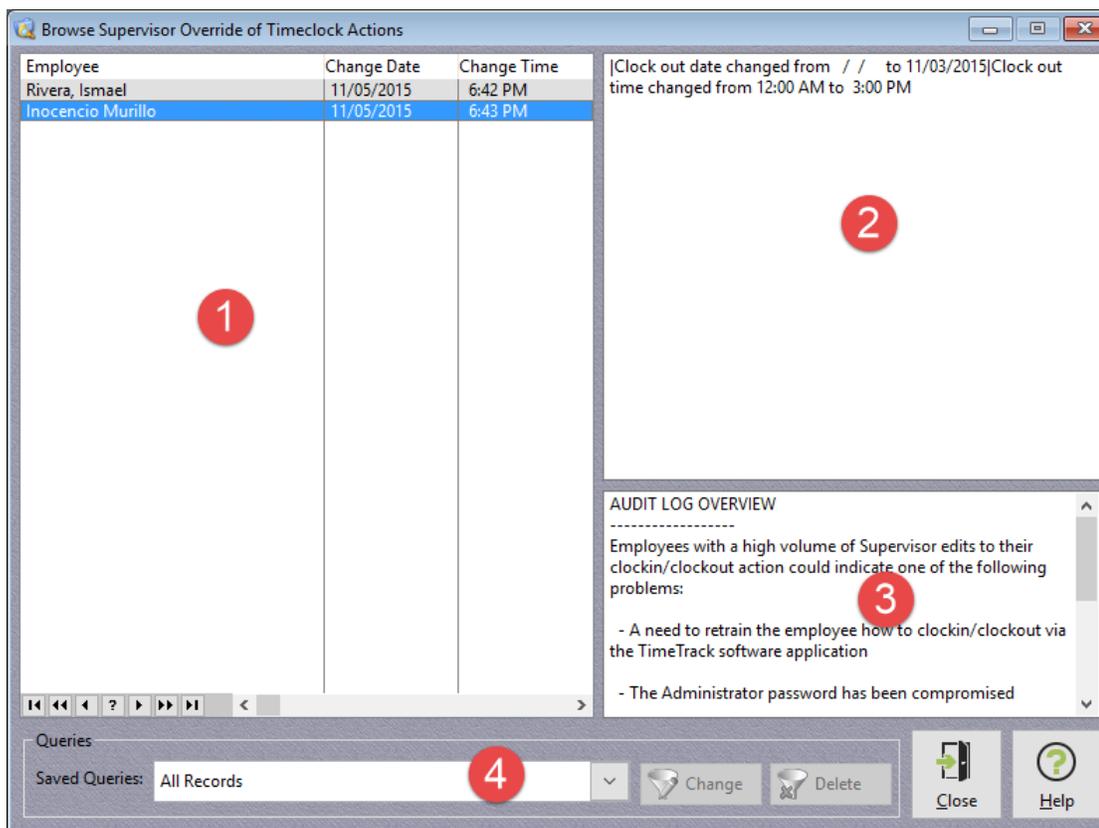
TimeTrack has a Administrator option to enable modification of the date and/or time that an employee clocks into/clocks out of work. That capability requires the TimeTrack Supervisor password to be entered to access that screen. When that timeclock transaction is modified, every detail about that modification is saved to another TimeTrack database file, which stores the affected employee's name, the computer's date/time that the override was performed, and a 100% synopsis of what was changed. TimeTrack purposely doesn't allow information stored within that audit database to be manually added to, edited, or deleted – it can only be viewed.

There are three primary reasons why TimeTrack has auditing incorporated:

1. Possibly identify if the Supervisor password has been compromised (and being used to manipulate employee timeclock activity).
2. Identify a training issue with employee(s) who require a Supervisor to alter their timeclock activity (because they don't grasp how to use TimeTrack to clock-in/clock-out for their shift). It will be rapidly apparent who the troubled employee is (because they will have an unusually high volume of transactions logged within the audit database).
3. Identify a Supervisor who is purposely altering employee timeclock activities to reduce labor costs (e.g. because they can earn a bonus for keeping labor costs below a certain threshold).

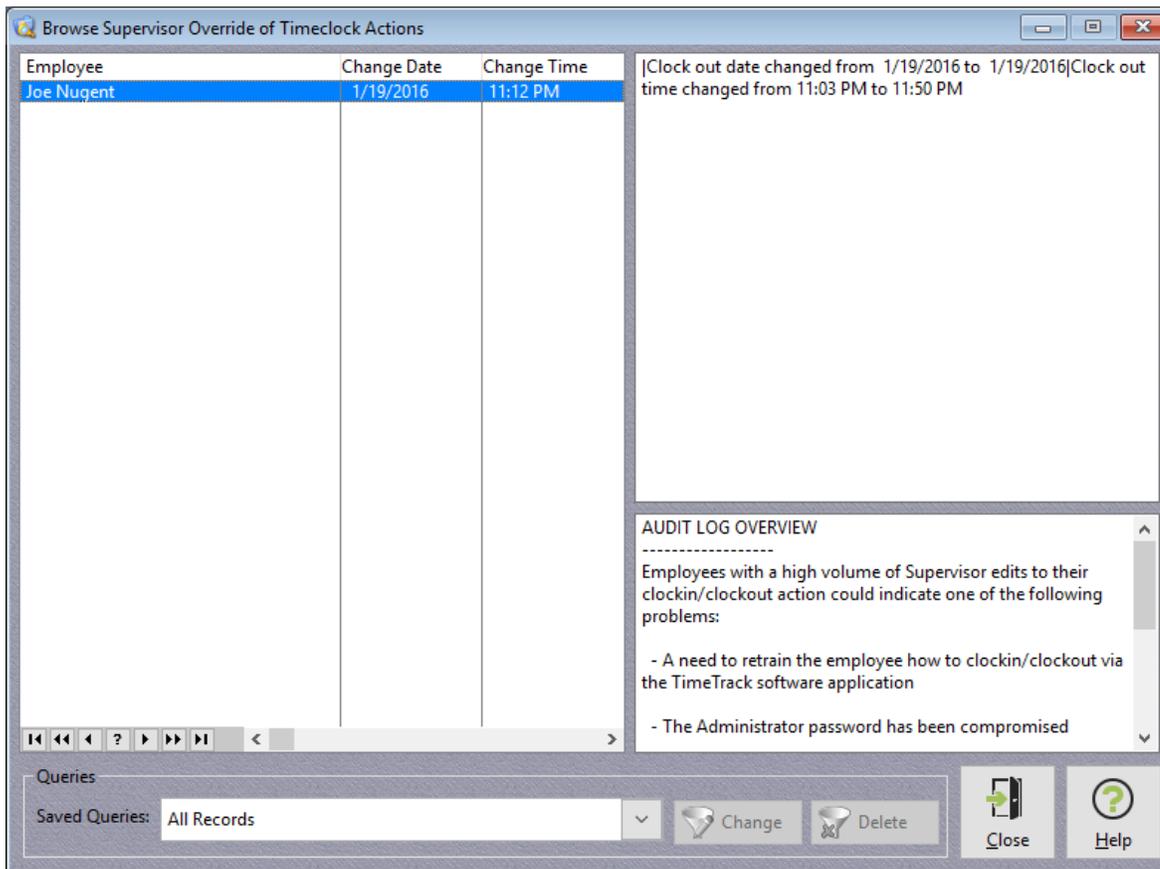
## Accessing the Audit Browse Screen

The TimeTrack main menu (File -> Administrator Options -> Browse Audit Log) or the Outlook Bar (Administrator -> Audit Log) can be used to display the Audit Log browse screen. Because this option is an Administrator option, you will be prompted to enter the Administrator password; after the password has been correctly entered the browse screen is displayed:



Because all TimeTrack browse screens share the same basic design principles you will already be familiar with the areas and what they do:

1. Listbox that displays the database information in a columnar format. Column headers can be sorted in ascending (A-Z) or descending (Z-A) sequence by clicking on them. The VCR style buttons at the bottom left of the listbox are used to navigate upwards/downwards through the listbox.
2. This is a non-editable text box that displays the Supervisor modification to this timeclock activity. In this example, Mr. Onocencio forgot to clock out on 11/3/2015 – when he tried to clock in for work the following day TimeTrack was requiring him to first clock out from work. The Supervisor had to perform the clock-out process for the employee to allow him to clock into work – the Supervisor changed the empty date value to 11/3/2015 and the empty time value to 3:00PM.
3. This scrolling, non-editable text box provides a very basic overview of what the Audit file's purpose is and reasons why it is important for managing labor costs.
4. The same Query-by-Example module is used here (as it is for all TimeTrack listboxes). This is used to display only a portion of database records within the listbox (e.g. show all Audit entries for 'Joe Nugent'). Queries can be added/edited/deleted from this screen; the Audit report can also use these same queries to filter output to only a desired subset of the Audit database. For example, the Owner may want to query the Audit database only for instances where the Employee's Clock Out Time has been manipulated (which would be an indication that a Supervisor is shaving time off the employee's timecards to lower labor costs):



## Audit Log Overview

Employees with a high volume of Supervisor edits to their clock in/clock out action could indicate one of the following problems:

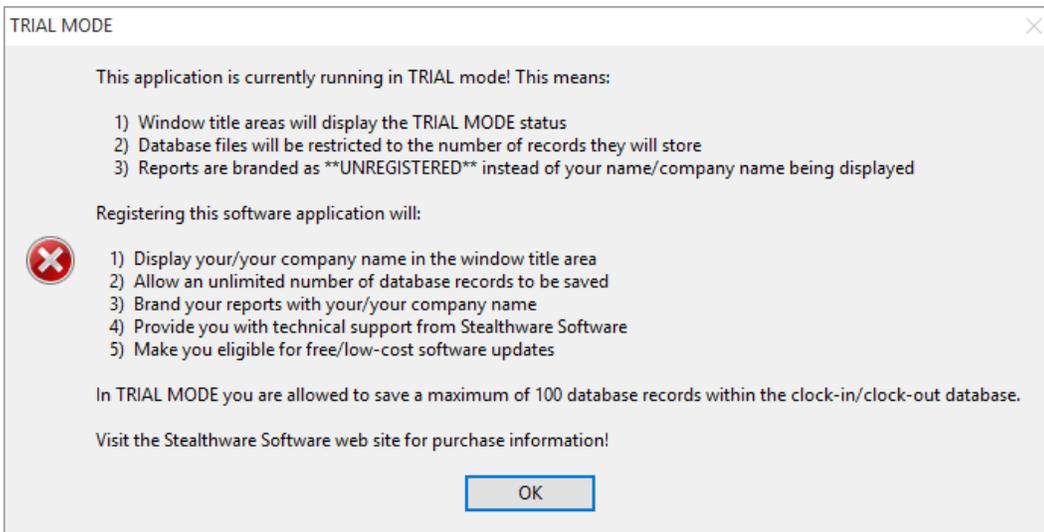
- A need to retrain the employee how to clock in/clock out via the TimeTrack software application
- The Administrator password has been compromised (change the password immediately!)
- A Supervisor is illegally altering timecard activity to reduce labor costs (at the expense of the employee)

A high volume of Supervisor clock in/clock out override activity (shown in the listbox to the left of this text box) warrants closer investigation to determine if timecard fraud is being committed against your business. TimeTrack audit database entries cannot be modified by TimeTrack to provide a business owner with an audit mechanism for managing labor activities.

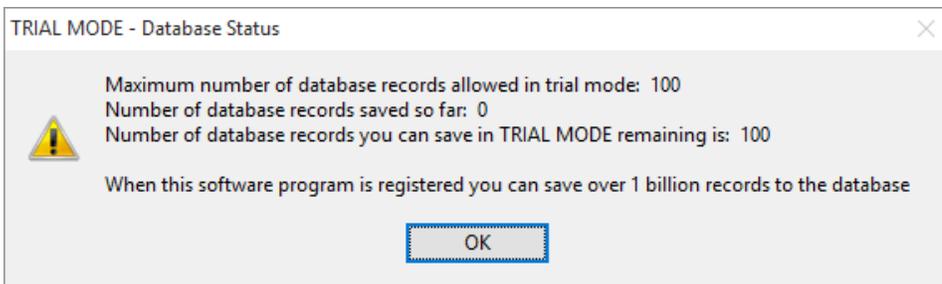
## Trial Mode versus Registered Mode

TimeTrack allows you to 'try before you buy' within your own company to ensure it meets your employee timecard needs. All features are active within TimeTrack – nothing has been crippled or reduced in capability. Stealthware Software has decided upon the following TimeTrack TRIAL MODE limitations:

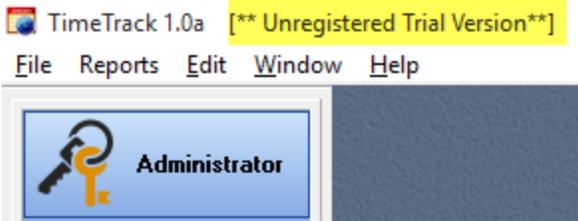
1. The clock in/clock out database is limited to 100 database records. This permits your employee(s) to perform 100 cycles of clocking in/clocking out before TimeTrack must be registered.
2. A popup window will appear before the TimeTrack main window is displayed onscreen that provides a brief overview of TRIAL MODE limitations and the benefit of registering TimeTrack:



3. A popup window that informs you of the clock in/clock out database status during TRIAL MODE:
  - a. The maximum number of database records that are allowed in TRIAL MODE
  - b. The number of database records that TimeTrack has stored so far
  - c. The number of database records remaining that can be saved during the TRIAL MODE evaluation:



4. The top left of the TimeTrack main window will display the TRIAL MODE status (which is replaced by the registered user's name):



- Each of the default TimeTrack reports has its report header (displayed at the top center of the first page) branded to show the TRIAL MODE status:



All of these TRIAL MODE modifications/limitations disappear when TimeTrack has been registered!

### Default Administrator Password Popup Window

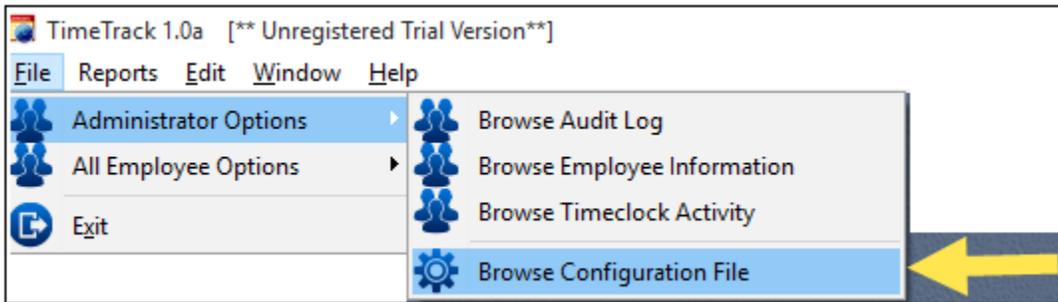
TimeTrack restricts access to areas of the software that a non-Management employee lacks a valid need-to-know via a system-wide password. That password is stored in a file that cannot be modified without TimeTrack. It is HIGHLY recommended that this password is created immediately after TimeTrack has been installed to ensure only authorized employee(s) can access Administrator-level features.

TimeTrack checks if the default Administrator password has been created or not; if it hasn't it displays this popup message when TimeTrack is first started:



Please note the default password is: **STEALTHWARE**. The maximum password length is 20 characters; any keyboard key can be used for your password (i.e. alphanumeric; special characters). All passwords are automatically converted to UPPERCASE letters.

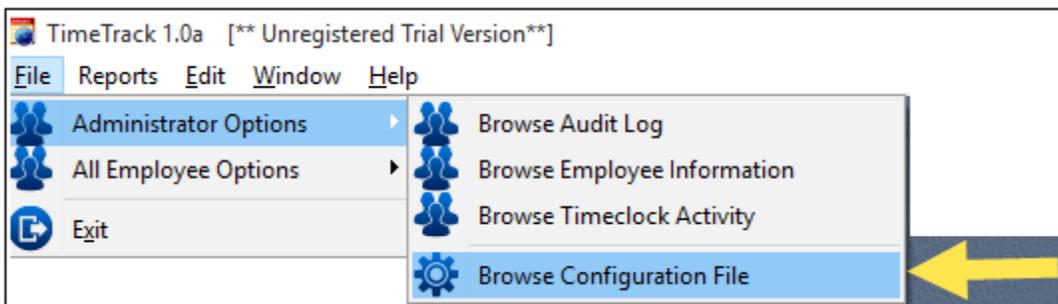
To create your own Administrator password you will execute the 'Browse Configuration File' menu option:



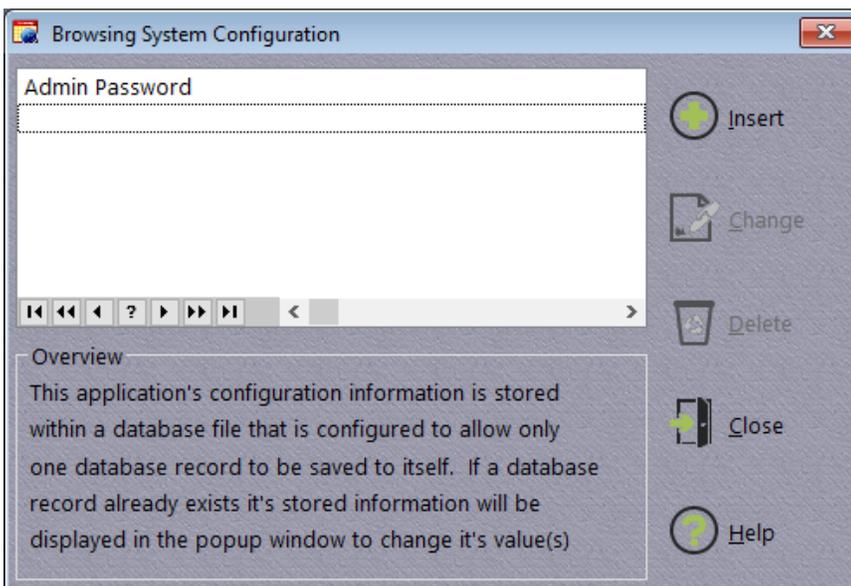
How to properly configure the default TimeTrack Administrator password is explained elsewhere in this user manual.

## Create/Modify the Administrator Password

To create your own Administrator password you will execute the 'Browse Configuration File' menu option:

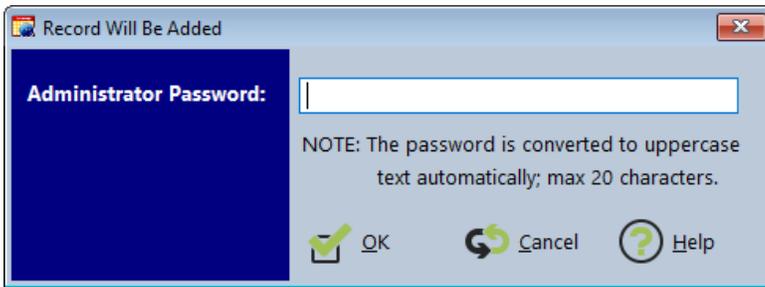


You will need to enter the existing default password or the password that you previously created; once entered this screen will appear:



As shown above, the default password is empty – the CHANGE and DELETE buttons are therefore deactivated. The password is stored inside of a database file that has been configured to store only one database record – attempts to add another database record will result in the editing of that existing database record.

Click the INSERT button (or press the INSERT key) to display the popup window to add/edit the password:



Enter the desired password and click OK to save the change. The new Administrator level password takes effect immediately.

## Report Manager

Report Category/Name	Report Filename	Date Created	Time Created	File Size
Reports (.\\REPORTS)				
Timecard Activity				
Timecard for Employees	ActivityTimecard.rpt	11/03/2015	21:36	112,640
Contacts				
Phonebook	ContactPhonebook.rpt	1/19/2016	23:15	104,704
Employees				
Employee Roster	EmployeeRoster.rpt	10/18/2015	13:30	114,688

TimeTrack comes populated with several pre-defined reports that can be quickly modified/saved for your business. As shown above, reports are categorized by each TimeTrack database: Timecard Activity, Contacts (aka: Phonebook) and Employees. The 'Timecard for Employees' report is configured for payroll calculations, and will print a comprehensive report (for a date range that you specify via the query builder) suitable for your payroll manager to produce employee paychecks. The 'Phonebook' report generates a report that lists each business contact's name/address/telephone number that can be printed for employee use. The 'Employee Roster' generates a report of your employees to validate employment status and their personal information (e.g. contact phone number; mailing address).

Each report is generated to a full-featured print preview screen – the entire report can be viewed onscreen in its entirety and optionally printed or sent to an Adobe Acrobat .PDF file (perfect for mailing the 'Timecard for Employees' report to a payroll company). Any report can be modified and saved; an existing report can be used as a report template and saved to a new report.

A separate user manual is distributed with TimeTrack for the Report module – please refer to that document to learn how to create/modify the many different styles of reports (e.g. columnar reports; form letters; labels) that it can generate!

### Default Reports

TimeTrack ships with three default reports (one for each of the TimeTrack database files: Audit, Employees and Timecard Activity). Each of these reports can be modified and then either saved (and overwriting the existing report) or saved to a new report file (i.e. use the default report as a report template). It is recommended to save the modified report to a new report file until you have mastered the reporting interface – there is no limitation to the number of reports that you can create/save.

All of these reports can optionally have a query condition (i.e. filter) applied to it to limit the information printed to only what you want to examine.

## Audit Report

This report is used to detect timecard fraud. The report can have a query applied against it (e.g. show Administrator override transactions that occurred only for employee Joe Nugent between 1 Jan 2015 thru 16 Sep 2015. Sample output of this report:

<b>[** Unregistered Trial Version**] Audit Report</b>	
<u>Employee</u>	<u>Supervisor Override Performed</u>
Hernandez, Shiela  Clock out date changed from / / to 1/25/2016 Clock out time changed from 12:00 AM to 9:51 PM	1/25/2016 at 09:52PM
Nugent, Joe  Clock out date changed from 1/24/2016 to 1/24/2016 Clock out time changed from 3:44 PM to 3:52 PM	1/25/2016 at 09:52PM

## Employee Roster Report

This report is used to print a list of employees; this sample output has a query condition applied to print only full-time employees within the report:

<b>[** Unregistered Trial Version**] Employee Report</b>					
Full-Time Employees Only					
<u>Employee Name (Last, First)</u>	<u>Job Title</u>	<u>Hire Date</u>	<u>Hly Wage</u>	<u>Status</u>	<u>Category</u>
Hernandez, Shiela	Clerk	4/12/2014	\$12.50	Employed	Full-Time

Printed: 1/25/2016 at 9:55 PM Page 1 of 1

## Phonebook Report

This report is used to print a list of business contacts often relied upon/contacted by your company. The report can have a query applied against it (e.g. show only those phonebook database entries that perform repair work):

<b>[** Unregistered Trial Version**] Phonebook</b>		
Repair-Related		
<u>Contact Name (Last, First)</u>	<u>Phone #</u>	<u>Category</u>
Do-Bob's Plumbing Service No Street Address Entered	505-555-2947	Repairs

Printed: 1/26/2016 at 10:14 AM Page 1 of 1

## Timecard for Employees Report

This report will be your most-often used TimeTrack report; a LOT of fancy formatting tricks are incorporated into this report to “showcase” the power of the TimeTrack reporting tool AND to provide your payroll department with an easy to use and complete report for them to generate accurate payroll checks to your employees.

You WILL need to define/use a query condition for this report, as every company establishes a payroll cycle (usually weekly or biweekly paychecks). It is recommended to build that query condition via the 'TimeClock Activity' browse window (File->Administrator Options->Browse Timeclock Activity) to visually confirm that the query condition will accurately display the desired pay period (versus building the query before the report is generated, which is a slightly more time consuming process to generate the filtered report).

Here is a series of screen captures using a 'live' TimeTrack database that shows:

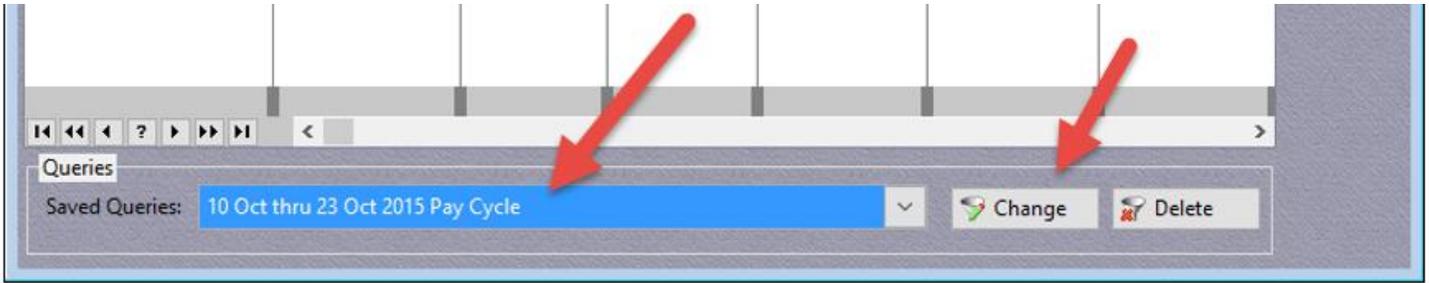
1. A populated Browse TimeClock Activity listbox without a query applied (which shows every employee clock in/clock out transaction)
2. How the query condition was built for the desired 2-week payroll period
3. How that query (that was built from the listbox window) was then used by the Report Manager to generate the payroll report (that was emailed to the offsite payroll company):

Employee Name	Total Hrs Today	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Shift 1 Hrs
Ri el	4:51	10/14/2015	10:11 AM	10/14/2015	3:02 PM	4:51
Ri el	5:20	10/15/2015	9:59 AM	10/15/2015	3:19 PM	5:20
Ri el	6:26	10/16/2015	9:08 AM	10/16/2015	3:34 PM	6:26
Ri el	6:20	10/17/2015	9:00 AM	10/17/2015	3:20 PM	6:20
Vi llanes	9:43	10/17/2015	5:31 AM	10/17/2015	3:14 PM	9:43
H Flor	4:00	10/19/2015	10:00 AM	10/19/2015	2:00 PM	4:00
In turillo	9:25	10/19/2015	5:56 AM	10/19/2015	3:21 PM	9:25
Ri el	4:13	10/19/2015	10:00 AM	10/19/2015	12:50 PM	2:50
H Flor	4:09	10/20/2015	10:00 AM	10/20/2015	2:09 PM	4:09
In turillo	6:38	10/20/2015	8:24 AM	10/20/2015	3:02 PM	6:38
Ri el	5:01	10/20/2015	10:01 AM	10/20/2015	3:02 PM	5:01
H Flor	3:32	10/21/2015	10:34 AM	10/21/2015	2:06 PM	3:32
Ri el	4:45	10/21/2015	10:34 AM	10/21/2015	3:19 PM	4:45
Vi ra	5:36	10/21/2015	8:29 AM	10/21/2015	2:05 PM	5:36
Ri el	3:17	10/22/2015	10:00 AM	10/22/2015	1:17 PM	3:17
Vi ra	6:44	10/22/2015	8:30 AM	10/22/2015	3:14 PM	6:44
H Flor	4:09	10/23/2015	9:53 AM	10/23/2015	2:02 PM	4:09
Ri el	6:48	10/23/2015	8:38 AM	10/23/2015	3:26 PM	6:48
Ri el	5:51	10/24/2015	9:05 AM	10/24/2015	12:13 PM	3:08
Vi llanes	9:18	10/24/2015	5:43 AM	10/24/2015	3:01 PM	9:18
H Flor	3:59	10/26/2015	10:00 AM	10/26/2015	1:59 PM	3:59
In turillo	7:08	10/26/2015	7:48 AM	10/26/2015	2:56 PM	7:08
Ri el	3:54	10/26/2015	10:28 AM	10/26/2015	12:42 PM	2:14
H Flor	4:06	10/27/2015	10:04 AM	10/27/2015	2:10 PM	4:06
In turillo	7:08	10/27/2015	7:57 AM	10/27/2015	3:05 PM	7:08
H Flor	5:01	10/28/2015	8:58 AM	10/28/2015	1:59 PM	5:01
Ri el	3:45	10/28/2015	10:06 AM	10/28/2015	12:00 PM	1:54
Vi ra	6:01	10/28/2015	8:35 AM	10/28/2015	2:36 PM	6:01
Vi ra	4:16	10/29/2015	9:34 AM	10/29/2015	1:50 PM	4:16
H Flor	3:57	10/30/2015	10:02 AM	10/30/2015	1:59 PM	3:57
In turillo	7:04	11/02/2015	8:00 AM	11/02/2015	3:04 PM	7:04
In turillo	0:00	11/03/2015	7:01 AM	/ /	12:00 AM	0:00

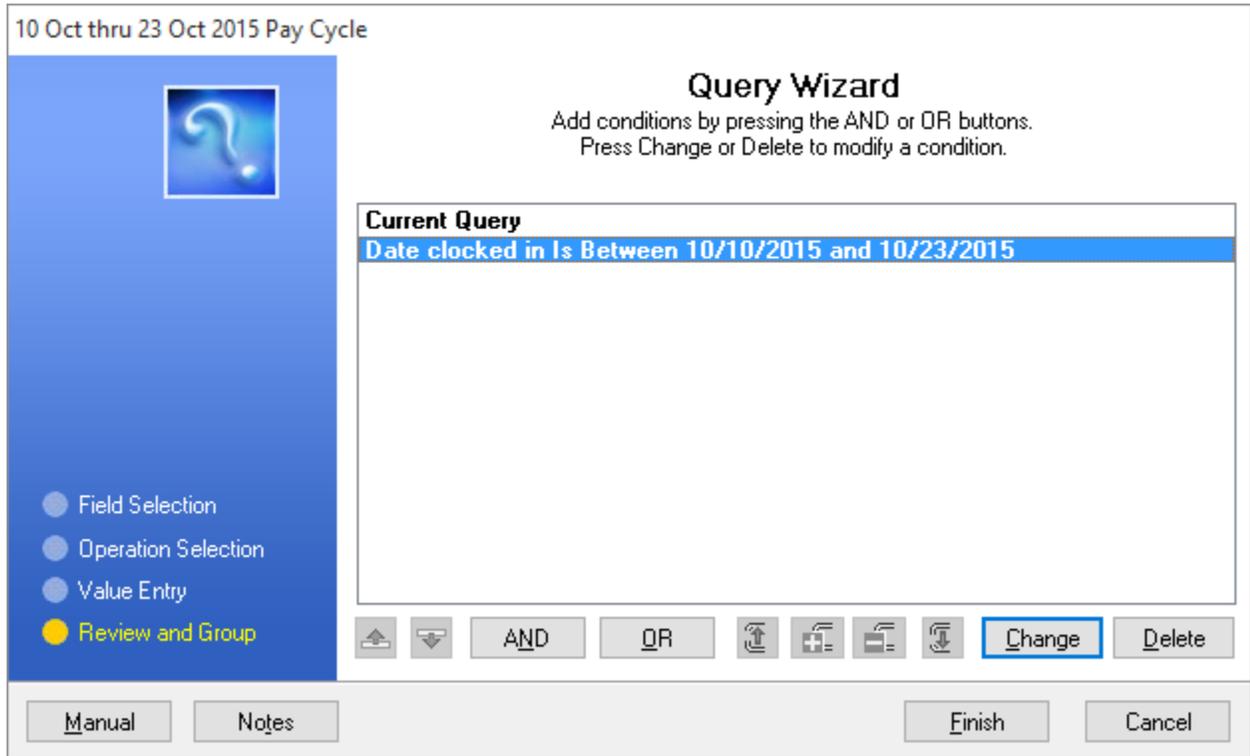
As shown above, the timeclock activity database has a lot of existing entries; a query has already been defined for the 10 Oct thru 23 Oct 2015 Pay Cycle but we need to generate payroll for the next two-week payroll cycle (24 Oct 2015 through 6 Nov 2015 is the next 14-day payroll period).

We are going to modify the existing highlighted query to change its starting and ending dates and then save that query to a new query to generate the updated payroll report. The existing query '10 Oct thru 23 Oct 2015 Pay Cycle' is selected

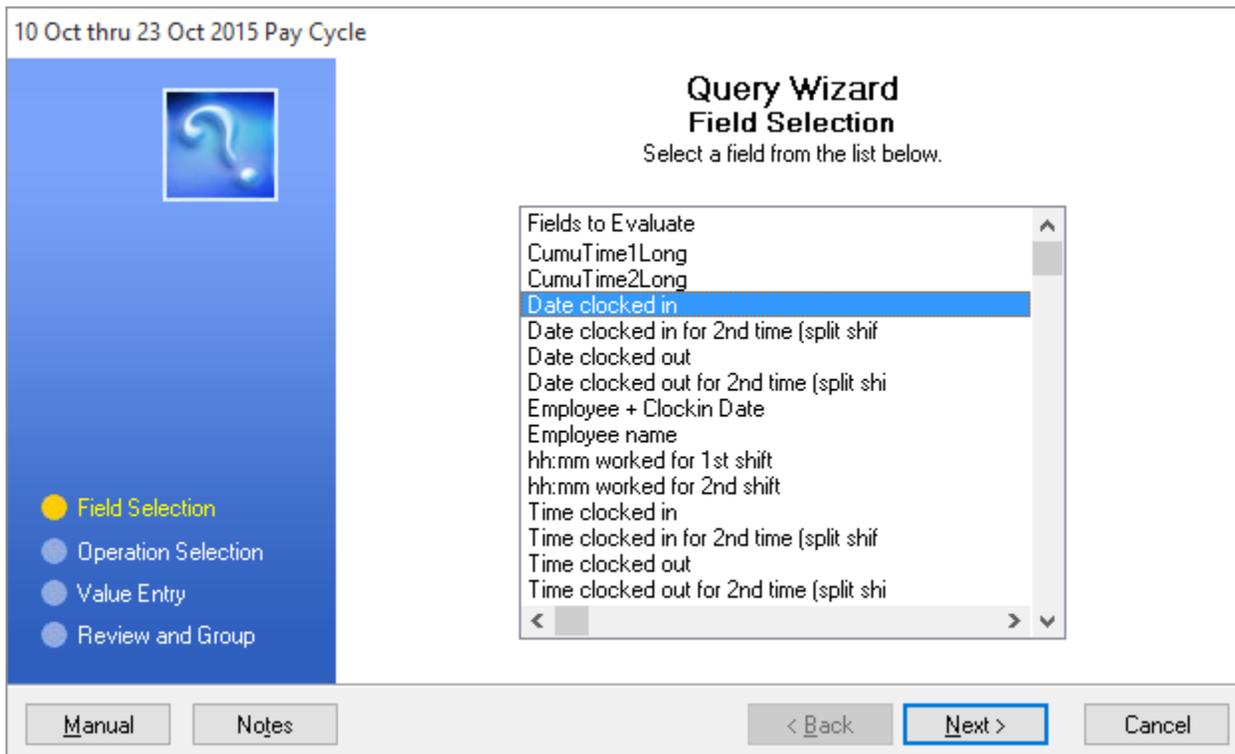
from the Saved Queries droplist, which then updates the listbox to show only those timeclock transactions within the listbox between that defined calendar period:



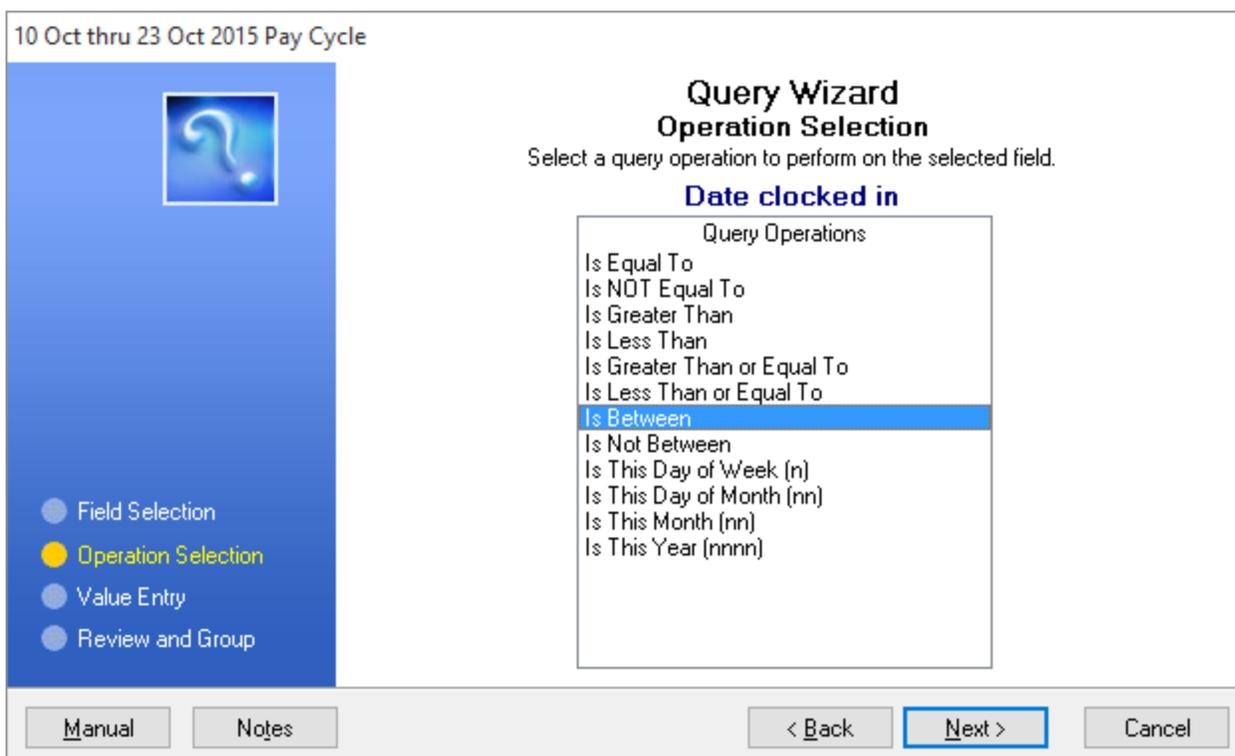
Click the CHANGE button to edit this existing saved query; the query 'wizard' is started to assist you with modifying this existing query using a series of screens to simplify the query-building/query-modifying process:



The current query condition is defined as this: the 'Date Clocked In' database field must be between the dates 10 Oct 2015 and 23 Oct 2015. Click the CHANGE button (because this basic query is what is needed to generate the next pay period's payroll – we only need to change the two date values):



The desired database field 'Date clocked in' is already selected within the list; click NEXT



The 'Is Between' option is already selected within the list; click NEXT

10 Oct thru 23 Oct 2015 Pay Cycle



- Field Selection
- Operation Selection
- Value Entry
- Review and Group

### Query Wizard

#### Value Entry

Enter a value to complete your expression.

Constant Value  
  Another Field  
  Expression

**Date clocked in Is Between:**

10/10/2015

10/23/2015

Compare Using Absolute Values

The starting date (10/10/2015) and ending date (10/23/2015) is already entered from the previously saved query – both of these dates must be changed for the next two-week payroll cycle. There are two ways you can do this:

1. Within the 10/10/2015 entry field you can manually type in the new payroll start date of 24 October 2015 by typing one of the following:
  - a. 10-25-15
  - b. 10/25/2015
  - c. 10/25/2015

all three ways of entering that date will produce the same result of 10/25/2015 being inserted into that data entry field when the TAB key is pressed (to edit the end date)

2. Click the small button to the right of the data entry field to display a dropdown calendar (and then double left click the mouse on the desired start date):

**Date clocked in Is Between:**

10/10/2015

10/23/2015

◀ ◀◀ October, 2015 ▶▶ ▶

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

After entering the correct payroll start date repeat the process to define the ending payroll date (11/6/15) in the second data entry field. Once both dates have been entered the screen will now resemble this:

### Query Wizard Value Entry

Enter a value to complete your expression.

Constant Value   
 Another Field   
 Expression

**Date clocked in Is Between:**

...  ...

After confirming that the correct payroll starting and end dates have been entered click NEXT

10 Oct thru 23 Oct 2015 Pay Cycle



- Field Selection
- Operation Selection
- Value Entry
- Review and Group

### Query Wizard

Add conditions by pressing the AND or OR buttons.  
Press Change or Delete to modify a condition.

**Current Query**

Date clocked in Is Between 10/24/2015 and 11/06/2015

↑
↓
AND
OR
↕
↕
↕
↕
Change
Delete

Manual
Notes
Finish
Cancel

The modified query configuration is displayed onscreen for your review (to double check your query condition). Elsewhere in this user guide additional information is provided on using the AND/OR buttons to make more complex query conditions, but for this payroll report this is not necessary - click FINISH

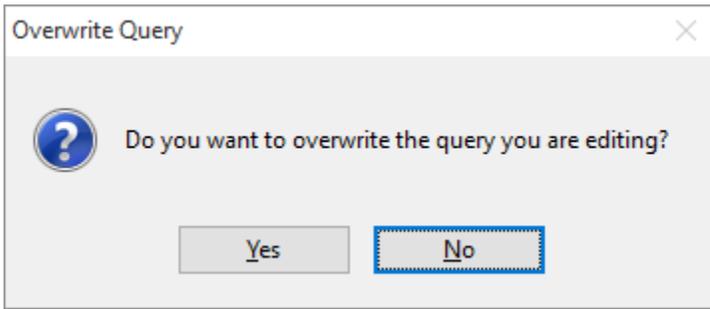
Save Query ✕



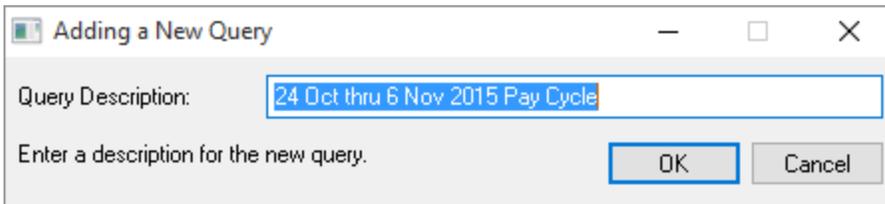
Would you like to save this query?

Yes
No
Cancel

Click YES to save the revised query to the query database



We don't want to overwrite the existing query; click NO to give it a new name



Enter a meaningful query description in the 'Query Description' field; for this example, the query naming convention for payroll date range queries was continued (you can name the query whatever you desire). Click OK to save the query to the query database. The listbox is refreshed to display the effects of the new query condition:

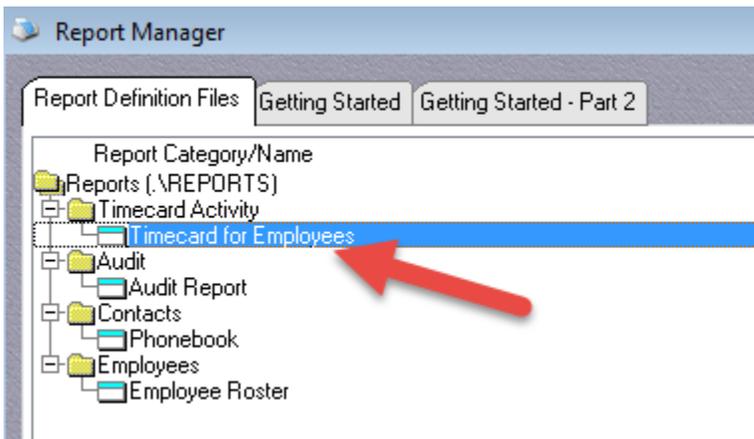
Browse the Activity file

Employee Name	Total Hrs Today	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Shift 1 Hrs
R		10/24/2015	9:05 AM	10/24/2015	12:13 PM	3:08
V	anes	10/24/2015	5:43 AM	10/24/2015	3:01 PM	9:18
H	or	10/26/2015	10:00 AM	10/26/2015	1:59 PM	3:59
Ir	irillo	10/26/2015	7:48 AM	10/26/2015	2:56 PM	7:08
R		10/26/2015	10:28 AM	10/26/2015	12:42 PM	2:14
H	or	10/27/2015	10:04 AM	10/27/2015	2:10 PM	4:06
Ir	irillo	10/27/2015	7:57 AM	10/27/2015	3:05 PM	7:08
H	or	10/28/2015	8:58 AM	10/28/2015	1:59 PM	5:01
R		10/28/2015	10:06 AM	10/28/2015	12:00 PM	1:54
V		10/28/2015	8:35 AM	10/28/2015	2:36 PM	6:01
V		10/29/2015	9:34 AM	10/29/2015	1:50 PM	4:16
H	or	10/30/2015	10:02 AM	10/30/2015	1:59 PM	3:57
Ir	irillo	11/02/2015	8:00 AM	11/02/2015	3:04 PM	7:04

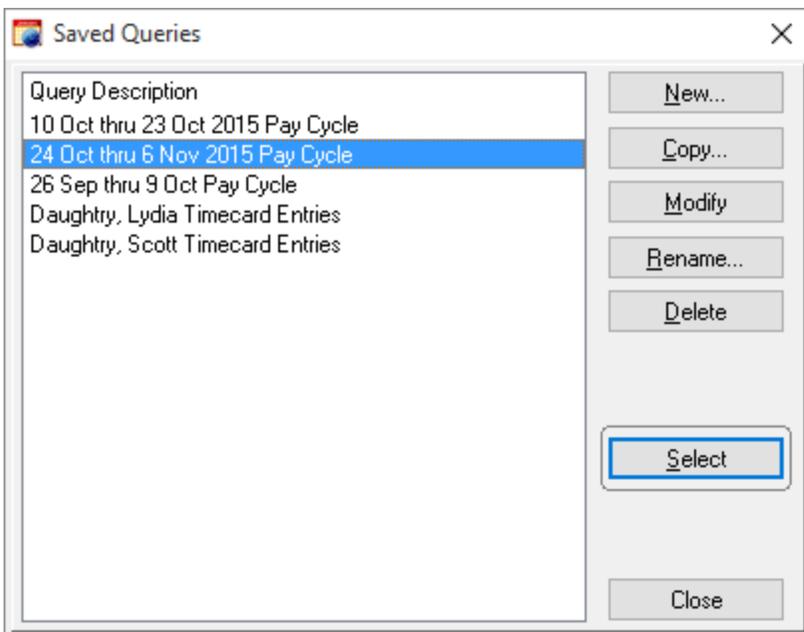
Queries  
 Saved Queries: 24 Oct thru 6 Nov 2015 Pay Cycle [Change] [Delete]

The listbox shows the desired Clock In date range - this query is properly configured and usable for this week's payroll report! If incorrect Clock In dates were shown within the listbox you would click the CHANGE button to go through the query wizard process to locate/correct the query condition error, save the query and double check the listbox again to ensure the desired date range will be created by the query condition.

Open the Report Manager window and then double left click on the 'Timecard for Employee's report definition displayed underneath the 'Timecard Activity' category (or left click the mouse once on the Timecard for Employee's report definition and then click the button titled 'Print the Highlighted Report') to execute that report for printing:



The Saved Queries window is displayed onscreen to optionally filter the report to print only the information that requires printing. We ARE going to filter this report to print only a 2-week period of data stored within the database, so select the newly created query by double left clicking on that query or left clicking it once and then click the button titled 'Select':



After the query has been selected the timecard database is cycled through from database record #1 to the end of the database file, ignoring database records that don't match the query condition (Clocked in field value is between 24 Oct 2015 and 6 Nov 2015).

The report is generated to the print preview window (where the entire payroll report can be viewed onscreen). This report forces a page break for each employee and automatically calculates the total number of hours the employee worked for each day (to include a split shift) and also the total number of hours worked for that pay period:

## [\*\* Unregistered Trial Version\*\*] Timecard Report

24 Oct thru 6 Nov 2015 Pay Cycle

Employee	Clock In Date/Time	Clock Out Date/Time	# Hrs Worked	Total Hrs Worked
Hi lor	10/26/2015 10:00AM No split shift worked on this date	10/26/2015 01:59PM	03:59	03:59
	10/27/2015 10:04AM No split shift worked on this date	10/27/2015 02:10PM	04:06	04:06
	10/28/2015 08:58AM No split shift worked on this date	10/28/2015 01:59PM	05:01	05:01
	10/30/2015 10:02AM No split shift worked on this date	10/30/2015 01:59PM	03:57	03:57
<b>Total Hours Worked This Pay Period:</b>				<b>17:03</b>

The screen capture above shows this report is 5 pages in length; the query condition that was just created (24 Oct thru 6 Nov 2015) was used to print only those timeclock transactions that fell between those starting/ending dates.

This report can either be printed OR sent to an Adobe Acrobat \*.PDF file (and then emailed to your company's payroll company or accountant) by clicking the appropriate Print Preview window toolbar button:

Report Preview

File

Output Options: Print, PDF

Page Navigation: Previous, Next

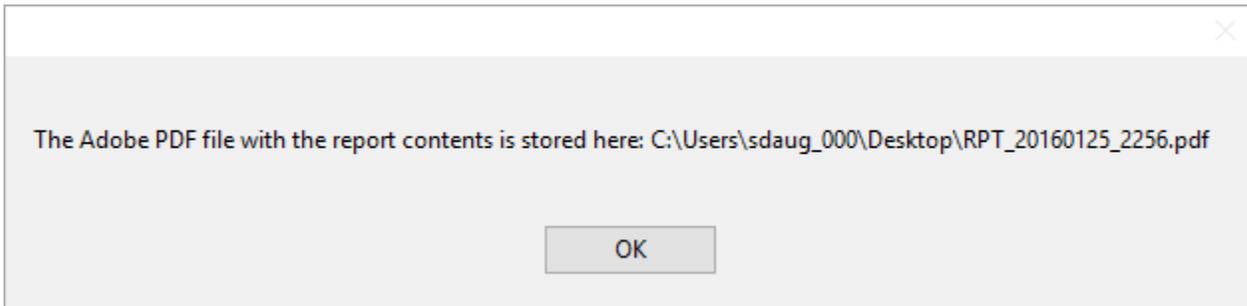
Page Selection: Page: 1 of 5

Print Preview Zoom Options: Zoom In, Zoom Out, Fit, Full Screen

Print the entire report

Generate a \*.PDF file for this report to your Windows Desktop

When the Adobe Acrobat button is clicked the payroll report shown within the Print Preview window is saved to a \*.PDF file (whose filename is configured as 'RPT\_' + today's YYYYMMDD + the computer time HHMM.PDF – this ensures the filename is always unique and won't overwrite an existing file). A popup message will tell you where the .PDF file was saved:

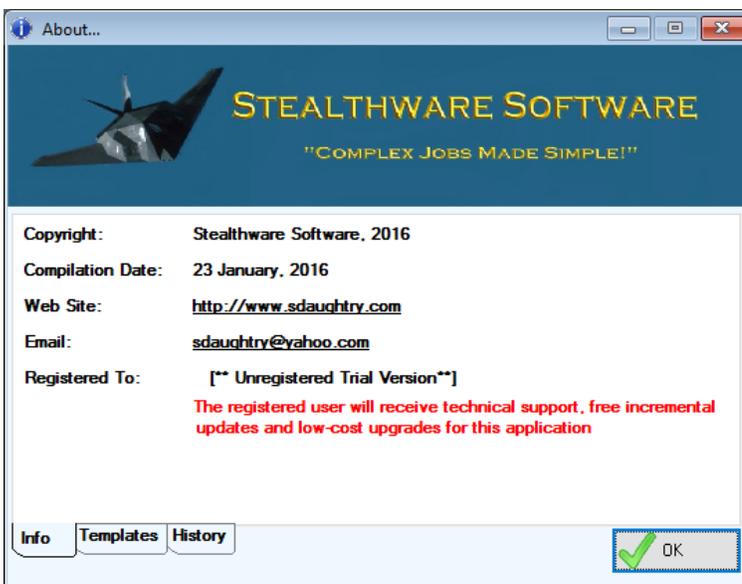


and the Adobe Acrobat PDF file is then opened by whatever software program you have installed on your computer to open/view \*.PDF files.

## About/Templates/History

This screen uses three tabs to display information about TimeTrack:

1. Tab 1 displays copyright information and clickable hyperlinks for the author's web site / email address
2. Tab 2 lists the programming language version and 3<sup>rd</sup> party programming tools used for this specific software build
3. Tab 3 displays a chronological listing of software version changes



## Application History

Listed below are changes to this application in reverse chronological (newest to oldest) order:

### Version 1.0a Changes

- Initial software release

## Appendix

### Query By Example (aka: Filter)

Situations arise when viewing information onscreen or generating a report that you don't want to see/print everything stored within a database file – you want to see/print only the portion of the information that is important to you (i.e. a **subset** of data).

In the computer world, retrieving / displaying / printing a subset of data is called “Query by Example” or QBE – in layman's terms, QBE could be called “*filtering*”. Queries/filters are a convenient way of “*hiding*” information – the information is still stored in the database file(s) where it is kept, but it's not displayed.

A telephone book is a useful example of QBE – the entire book is considered to be a database of information that is broken into alphabetically divided sections. You use your eyes and fingers to execute a QBE filter by navigating to a desired section (e.g. the first page where names start with the letter “R”) - the non-essential information (i.e. names starting with A-Q) is hidden from view, thus enabling you to quickly scan for the desired name that begins with the letter “R”.

This software application uses an intuitive "Windows Wizard" approach to building/executing QBE filters. A “Windows Wizard” a type of user interface that presents the user (aka: YOU) with a sequence of popup windows to help walk you through a series of well-defined steps to complete a task (in this case, that task is to build a QBE filter). Throughout the wizard process you can freely move backwards and forwards through the popup windows to shape the resulting QBE filter.

Within this software application a QBE filter **CANNOT**, and **WILL NOT**, change or delete the contents of **ANY** data that is stored in a database! A QBE filter is used only to temporarily “*hide*” data from being displayed onscreen or printed on a report's page.

**That bears repeating – A QBE FILTER USED IN THIS SOFTWARE APPLICATION WILL NOT DELETE OR CHANGE STORED DATA!**

Not only does this software application use one of the most intuitive QBE interfaces available, but the QBE Wizard can

- Build queries that you can save for re-use. For example, if you learn how to build QBE filters you can proactively build QBE filters for all possible data viewing/printing scenarios – less computer-savvy users can immediately use the saved QBE filter
- You can use the QBE Wizard interface to load an existing QBE filter, tweak it, and save it to a new QBE filter
- In most cases, QBE filters are reusable between that database file's Browse Window and its associated reports
- A query can be as simple (e.g. Country='France') or as complex (e.g. Country='France' AND Visit Start Date >= '02/14/03' AND Location Visited = 'Canada') as your database filtering needs require – and the QBE Wizard interface will help guide you through the process

**REMEMBER: Experimenting with a QBE filter will NEVER harm your database!**

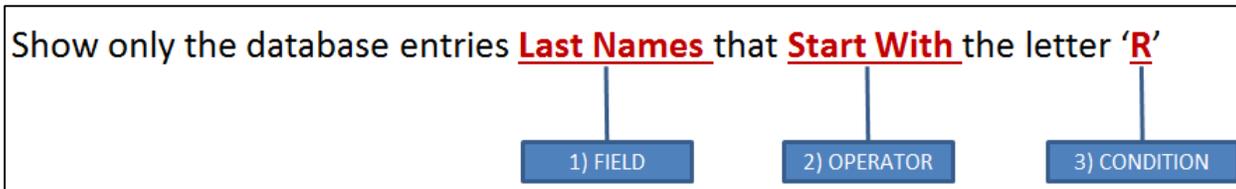
## Query By Example (QBE Wizard)

*[Note: screen captures used in this section may not resemble those in this application; however, the concept of operation is the same]*

The QBE Wizard is comprised of a series of popup windows that always display buttons titled **BACK** and **NEXT** (to guide you forwards and backwards through the wizard process). The QBE process is broken into three basic steps:

1. What database field will be used to limit how information is displayed onscreen / printed on a report page?
2. What operator will be used to determine how that selected database field is manipulated?
3. What value is that selected database field going to be compared against?

For example, the three steps described above, in English terms, could be described like this:



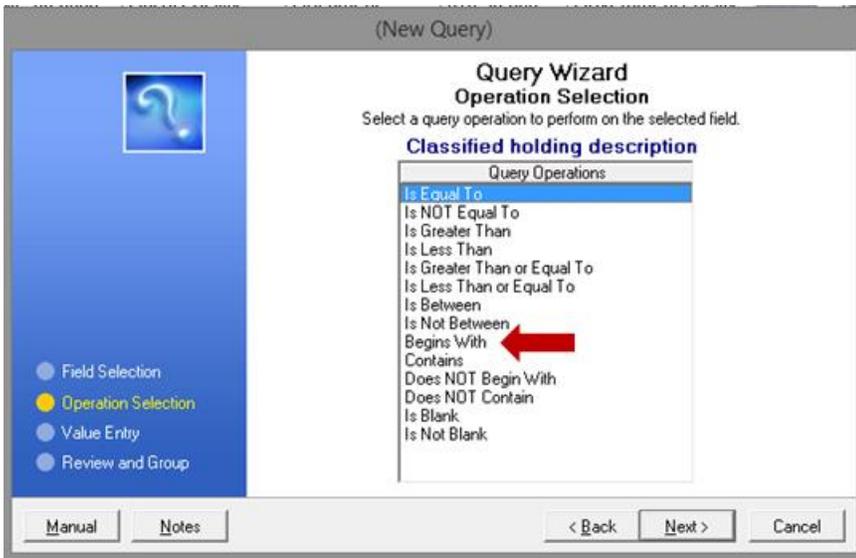
The example shown below shows the QBE Filter wizard “in action” to build a query filter where a person is visiting from CANADA:

Step 1: Field Selection



The ‘Fields to Evaluate’ for this QBE Filter is titled ‘Country the visitor claims to be living’; after it has been selected the **NEXT** button is clicked to continue the QBE Wizard process.

## Step 2: Operation Selection



As shown above, the QBE wizard module is asking how the selected field (“Country the visitor claims to be living”) will be evaluated. Some of the operation choices are used only for database fields that contain only number values (Is Greater Than, Is Less Than, Is Greater Than Or Equal To, Is Less Than Or Equal To) while others are used for database fields that contain text (Begins With, Contains, Does NOT Begin With, Does NOT Contain). Some Operation options work with either numbers or text (Is Equal To, Is NOT Equal To).

For this example, the option 'Begins With' was selected and the **NEXT** button was then clicked to continue the QBE Wizard process.

## Step 3: Value Entry (For Operation)



The entry field above stores the value that the chosen database field (Country the visitor claims to be living) will be compared against. The default radio button titled '**Constant Value**' will be used in this example; the other options '**Another Field**' and '**Expression**' allow for more complex queries to be created. The checkbox titled 'Compare Using Case Sensitive Matching' will be left unchecked to enable the text string being searched to be converted to uppercase and the search: text string to also be uppercase - otherwise, the case that the information is entered in the database would have

to be a perfect uppercase/lowercase match for the text entered in the data entry field to be matched (and the query to be successful).

For this example, the text 'Canada' was entered into the data entry field, and then the **NEXT** button was clicked.

#### Step 4: Query Overview



The window above serves two purposes:

1. Shows what the current query is
2. Allows you to continue building a more complex query by using the AND/OR Query Conditional Operators

Conditional Operators are used to string together several 'query conditions' into one large query. For example, if the desired query is to pull only those visitors from Canada, and visited ACME, you would have to use a Conditional Operator to achieve this means. The sample query would resemble:

**Country Begins With Canada AND Location Visited Equals ACME**

Conditional Operators can become a little tricky, as they work differently. Looking at the boldfaced query above, there are two components to the query:

1. Country Begins with Canada
2. Location Visited Equals ACME

Each component of the query will return a value of TRUE or FALSE when evaluated. The Conditional Operators decide how each side of the query is evaluated, and decides if a database record met the query condition or not. The difference between the two Conditional Operators is:

- **AND** - Both sides of the query condition must return a value of TRUE for that database record to be 'flagged' by the query
- **OR** - Either side of the query condition must return a value of TRUE for that database record to be 'flagged' by the query

To elaborate a little further on Conditional Operators, pretend the Visitor database has three database entries:

### 1. Database Record 1

Visitor Name = Alfred E. Neuman from Canada visiting ACME

### 2. Database Record 2

Visitor Name = Bugs Bunny from Canada visiting JOE-BOB INC

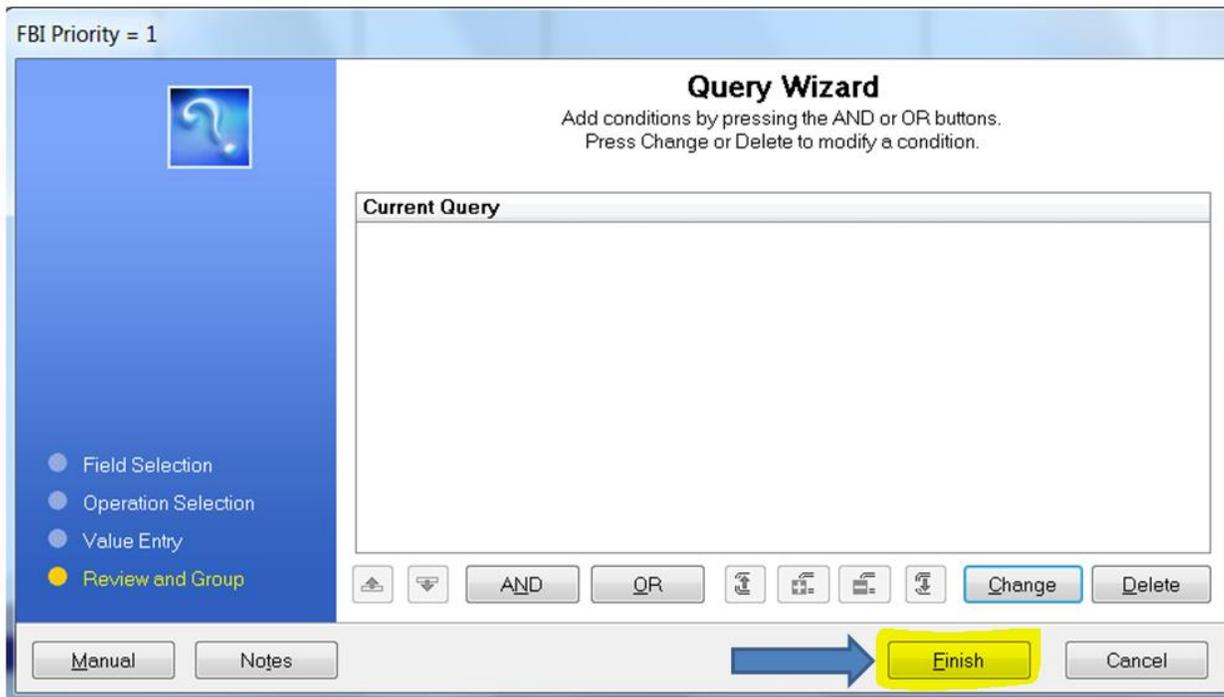
### 3. Database Record 3

Visitor Name = Spuds McKenzie from Brazil visiting ACME

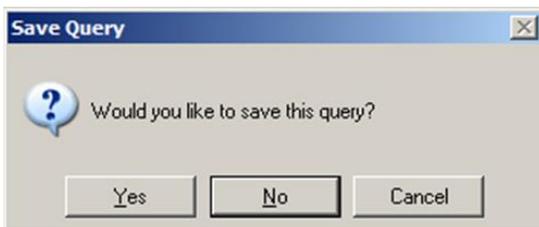
The query (Country Begins with Canada AND Location Visited Equals ACME) would only flag database record number 1, since the second database record shows that person (Bugs Bunny) is visiting JOE-BOB INC; the second part of the query would return a value of FALSE.

The query (Country Begins with Canada OR Location Visited Equals ACME) would flag all three database records, since each has at least one portion of the query that could return a value of TRUE.

It may take some experimentation on your part to tweak the Query to return the desired end result. For this example, this query is complete, so the FINISH button is clicked:



Step 5: Save The Query?



The QBE wizard is providing the opportunity to save the newly built/edited query to the Query database. If the NO button is clicked, the query is applied to the Browse or Report and then discarded. For this example, the **YES** button is clicked.

Step 6: Saving the Query for Re-use



Enter a meaningful QBE filter description in the provided space. Click the **OK** button when completed.

## Query By Example (QBE Interface Types)

**[Note: screen captures used in this section may not resemble those in this application; however, the concept of operation will remain the same]**

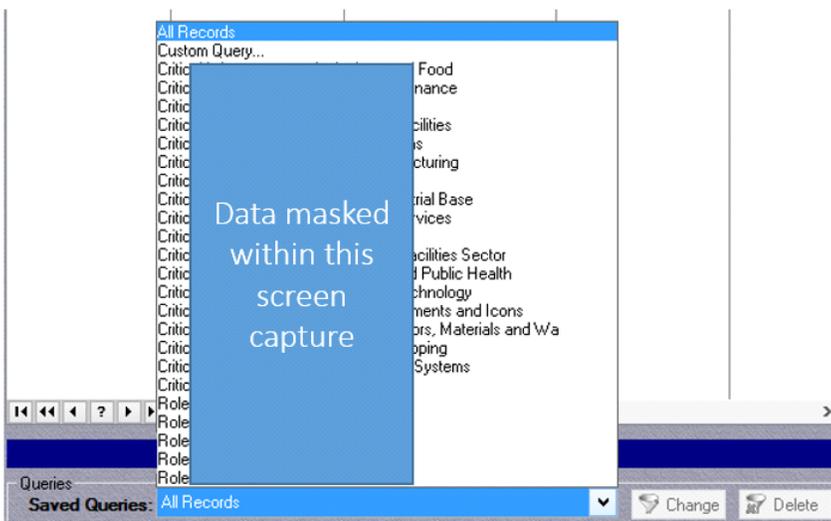
You will encounter the QBE module in two areas of this software application:

1. A Browse Window – the QBE is used to “hide” information from being displayed within the listbox control
2. Before a report is generated to the Print Preview screen – the QBE is displayed onscreen to enable the report’s output to contain either all, or a subset of, the database that the report is generated from

The **Browse Window QBE INTERFACE** uses an intuitive interface to retrieve a saved query (via the droplist control) and the ability to modify an existing query or delete a query from the query database. This interface is displayed directly underneath the listbox:



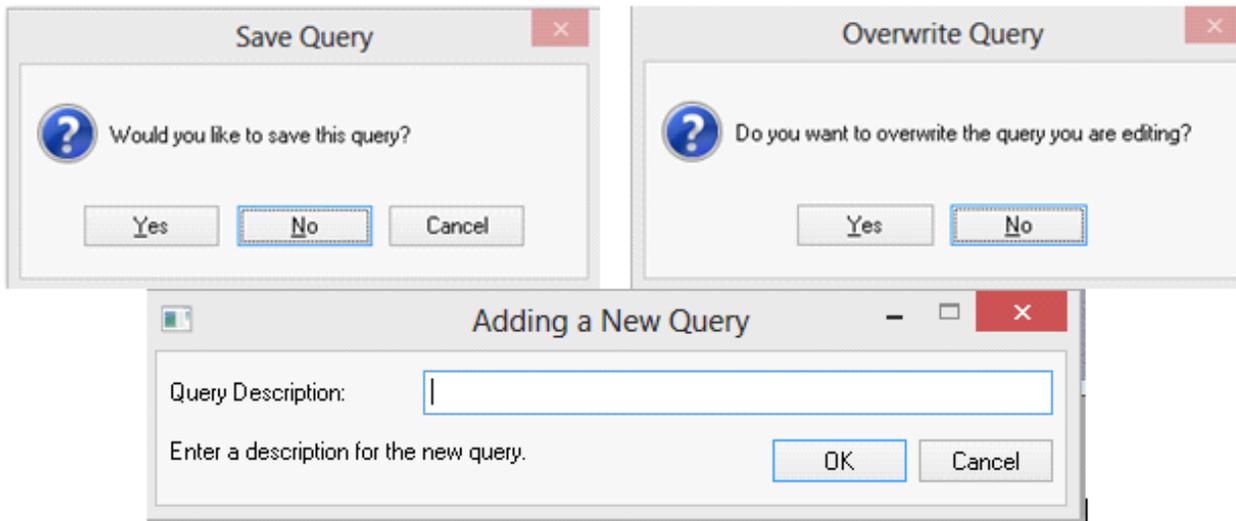
When the droplist ‘down arrow’ is clicked with the mouse a list of all saved queries that have been created for that database is displayed onscreen:



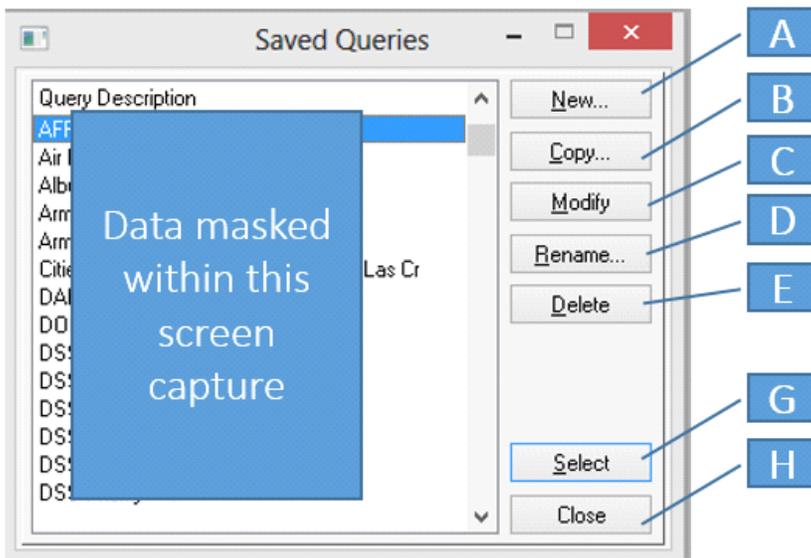
At the top of the query list is the option titled ‘**All Records**’ – if selected from the query list any active query is cancelled and all database records are displayed within the listbox. The second item within the query list is the option titled ‘**Custom Query...**’ if selected, the QBE Wizard will be displayed onscreen to build a new query.

As displayed in the above screen capture, a substantial number of queries have been built for this listbox. If any of the picklist entries (except for the entries titled 'All Records' or 'Custom Query...') are selected that query will be activated and the listbox content will be limited to only those database records that match that query condition.

To modify an existing query you first select / activate an existing query – ideally, that existing query is similar to how you want the new query condition to temporarily 'hide' the listbox data. Once a query has been selected the buttons titled 'Change' and 'Delete' become active – click the button titled 'Change' to then display the Query Wizard screen that will already have that existing query condition populated within the Query Wizard – you can then add to / modify the query to satisfy the filter need. Whenever an existing query is modified via the Query Wizard, options to either save that modified query using the original query's name or save the modified query to a new query will be presented onscreen for your decision:



The **Report QBE INTERFACE** uses a different interface than the Browse Window QBE Interface – the primary reason being that when a report is selected for generation to the Print Preview screen there is no existing window to select an existing query from a droplist – instead, a new popup dialogue window is displayed onscreen to decide whether a query will be applied to the report (to limit the printed report's output to only a subset of the data) or include all database records within the report. The dialogue window:

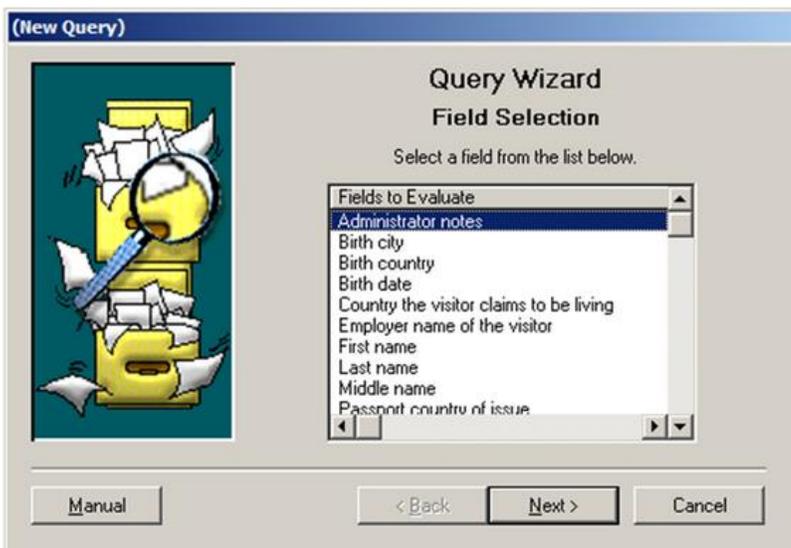


- a) Create a new query using the QBE Wizard
- b) Clone the highlighted query – a popup window will ask for the new query’s name
- c) Modify the highlighted query via the QBE Wizard
- d) Rename the highlighted query via a popup window
- e) Delete the highlighted query from the query database
- f) Select (aka: execute) the highlighted query; the report’s output will have the filter activated to limit information displayed within the report to the query’s specifications
- g) Close this window and then execute the report – all database records will be printed

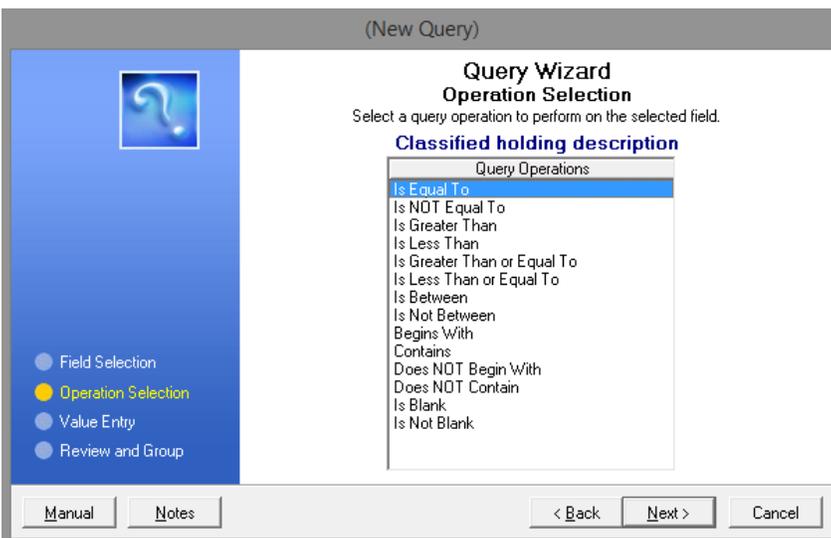
### Query By Example (QBE Expression Type)

**[Note: screen captures used in this section may not resemble those in this application; however, the concept of operation will remain the same]**

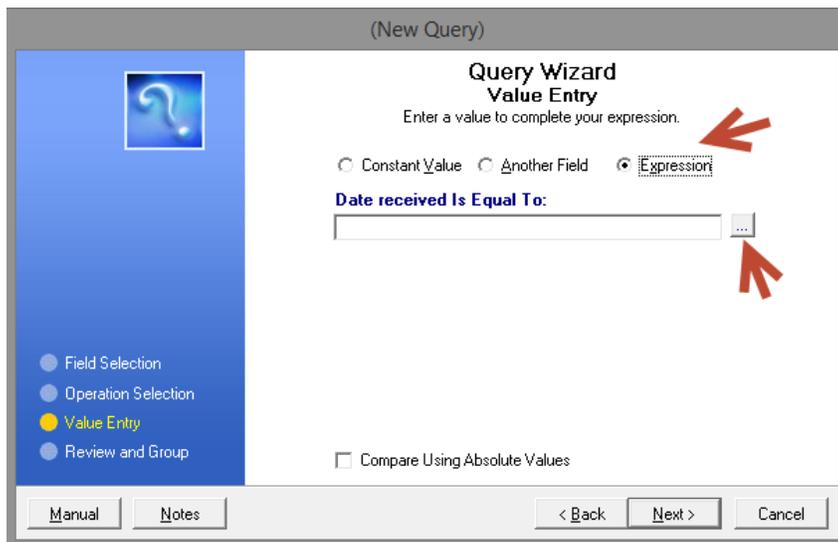
'Expression Mode' enables you to build more complex queries with a 'helping hand' to guide you through the process. To access the Expression Builder the process starts out the same as building a simple query - first you select the database field that you want to build the query against and then click **NEXT**:



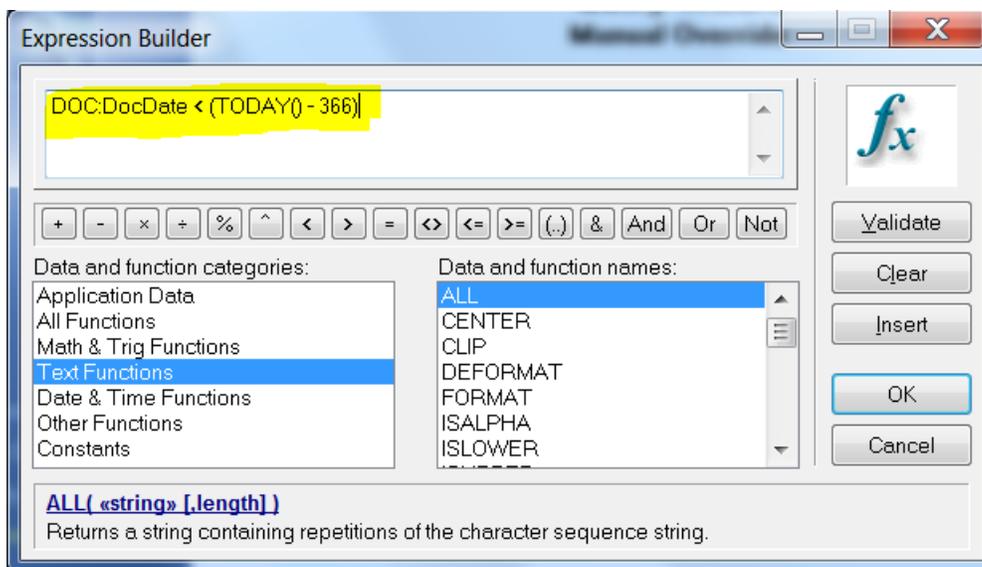
and then the OPERATOR is chosen and the **NEXT** button is clicked:



By default the radio button 'Constant Value' is selected; click the 'Expression' radio button, which will display a clickable box next to the data entry field:



Once the box is clicked the Expression Builder is displayed onscreen:

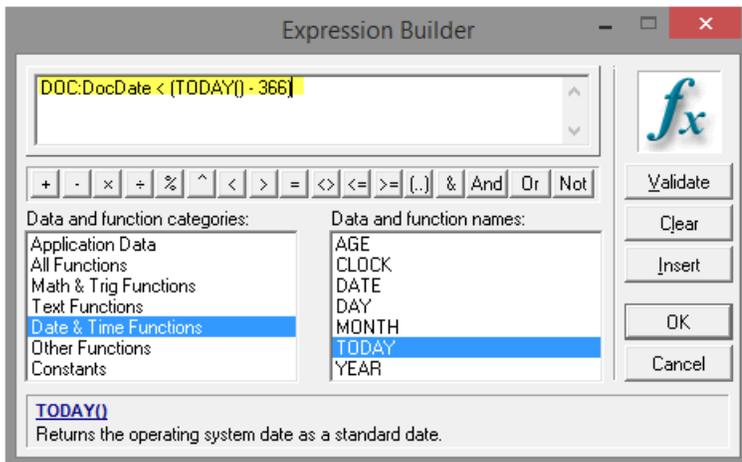


The box displayed at the top of the window is actually a data entry field that you can manually enter the query string; it will also store the query expression as you select items listed under the 'Data and function categories' and 'Data and function names' listboxes. Displayed underneath the data entry field is a row of clickable buttons for each possible OPERATOR. On the far right of the window are clickable buttons that clearly indicate their purpose by how they are labeled - the most important button being the 'Validate' button - when clicked, the query expression is checked to ensure a legitimate query expression has been created.

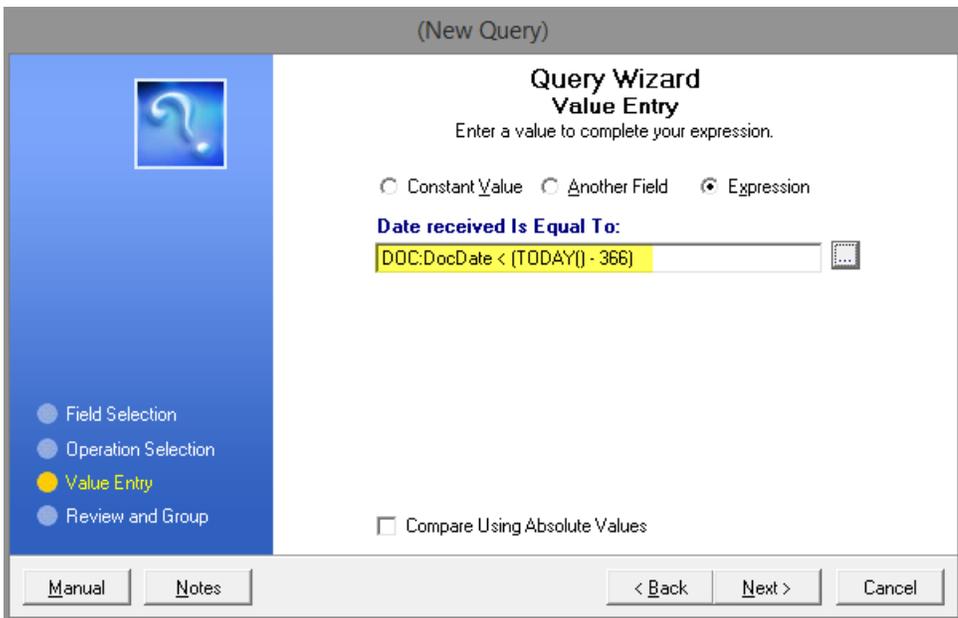
When a selection is clicked on the left listbox (e.g. Text Functions), the right listbox will display legitimate choices for that item. By default, the 'Application Data' entry is selected in the left listbox, which displays every database field in the application in the right listbox.

To build the query expression, you use a combination of the 'Application Data' choices with one, or more, of the available functions by clicking the mouse on the desired item(s). As the query expression is being built, periodically click the **'Validate'** button to minimize troubleshooting an incorrect query expression. After the query expression is built, click the **'OK'** button to close the Query Builder window and insert the completed query expression into the query wizard.

Depicted below is a completed query string that was built using typed text and clicking Expression Builder buttons that compares a stored value (DOC:DocDate) against the computer's current date (returned from the Today() function) minus 366 days - this query would return only those database records where the value stored in the DOC:DocDate field is older than one year from the current date:



After the query expression is built the **'OK'** button is clicked to return to the Query Builder; the Query Expression is automatically inserted into the Query Wizard window:



## Query By Example (QBE Functions)

The Query Wizard has additional functionality/power embedded within it - not only can you compare the content of a database field against a static value (e.g. Doc:State = 'NM'), but you can use "functions" to manipulate the data (or manipulate what the data is being compared against). Here is a comprehensive list of functions that can be used to build a query:

### Date & Time Functions

- **AGE(birthdate [,base date]);** returns a string containing the time elapsed between two dates
  - Calculate an employee's current age based upon their stored birthday (DOC: Birthdate)
  - AGE( DOC:Birthdate, TODAY() )
- **CLOCK();** returns the time of day from the operating system time in standard time.
- **DATE(month,day,year);** returns a standard date for a given month, day, and year.
- **DAY(date);** computes the day of the month (1 to 31) for a given standard date.
  - Return the numeric day of the month for a stored date (DOC:HIREDATE)
  - DAY(DOC:HIREDATE)
- **MONTH(date);** returns the month of the year (1 to 12) for a given standard date.
  - Determine if the stored date (DOC:TransactionDate) occurred in July
  - MONTH( DOC:TransactionDate ) = 7
- **TODAY( );** returns the operating system date as a standard date.
  - Determine if a stored field value (DOC:TransmitDate) is older than 30 days old from the current date
  - TODAY() - DOC:TransmitDate > 30
- **YEAR(date);** returns a four digit number for the year of a standard date (1801 to 9999).
  - Determine if a stored field value (DOC:TransactionDate) is older than 2000
  - YEAR( DOC:TransactionDate ) < 2001
  -

### Math/Trig Functions

- **ABS(expression);** returns the absolute value of an expression. The absolute value of a number is always positive (or zero).
- **ACOS(expression);** returns the inverse cosine.
- **ASIN(expression);** returns the inverse sine.
- **ATAN(expression);** returns the inverse tangent.
- **COS(radians);** returns the cosine of a numeric expression.
- **INT(expression);** returns the integer portion of a numeric expression. No rounding is performed, and the sign remains unchanged.
- **LOG10(expression);** returns the base 10 logarithm of a numeric expression.
- **LOGE(expression);** returns the natural logarithm of a numeric expression.
- **ROUND(expression,order);** returns the value of an expression rounded to a power of ten.
- **SIN(radians);** returns the trigonometric sine of an angle measured in radians.
- **SQRT(expression);** returns the square root of the expression.
- **TAN(radians);** returns the trigonometric tangent of an angle measured in radians.

## Other Functions

- **CHOOSE( condition, [true value, false value] );** evaluates the expression or condition and returns the appropriate value parameter. If the expression resolves to a positive integer, that integer selects the corresponding value parameter for the CHOOSE procedure to return. If the expression evaluates to an out-of-range integer, then CHOOSE returns the last value parameter
- **CHR(code);** returns the ANSI character represented by the ASCII character code parameter.
- **INLIST(searchstring,liststring,liststring [,liststring...]);** returns item in a list.
  - Determine if a stored value (DOC:ZIPCODE) contains one of several possible values
  - INLIST( DOC:ZIPCODE, '87105', '87113', '87121' ) > 0
- **INRANGE( expression, low, high );** returns TRUE if the value of the expression is within the low/high range.
  - Determine if a stored value (DOC:PRESSURE) is between a numeric range
  - CHOOSE( INRANGE( DOC:PRESSURE, 30, 35) = 1, 'Tire Pressure OK', 'Check Tire Pressure')
- **INSTRING( substring,string [,step] [,start] );** returns the step number on which the substring was found in the string.
  - Check if the word 'Carpenter' exists within a notes field (DOC:NOTES)
  - CHOOSE( INSTRING(DOC:NOTES, 'Carpenter') > 0), 'Text Found', 'Text Absent')
- **NULL(field);** returns a non-zero value (true) if the field is null, and zero (false) if the field contains any known value (including blank or zero).
- **RANDOM(low,high);** returns a random integer between the low and high values.
- **VAL(character);** returns the ASCII code of a character.

## Text Functions

- **ALL(string [,length]);** returns a string containing repetitions of the character sequence string.
- **CENTER(string [,length]);** first removes leading and trailing spaces from a string, then pads it with leading and trailing spaces to center it within the length, and returns a centered string
- **CLIP(string);** removes trailing spaces from a string.
  - Combine last and first names that are stored (DOC:FNAME and DOC:LNAME), separated with a comma
  - clip(DOC:LNAME) & ', ' & clip(DOC:FNAME)
- **DEFORMAT(string [,picture]);** removes formatting characters from a numeric string, returning only the numbers contained in the string.
- **FORMAT(value,picture);** returns a numeric string formatted according to the picture parameter.
  - Format a stored date value (DOC:HireDate) from 01/01/2010 to month, day year
  - FORMAT(DOC:HireDate, @D4)
- **ISALPHA( string );** returns TRUE if the string passed to it is alphabetic (an upper or lower case letter) and false otherwise.
- **ISLOWER( string );** returns TRUE if the string passed to it is a lower case letter and false otherwise.
- **ISUPPER( string );** returns TRUE if the string passed to it is an upper case letter and false otherwise.
- **LEFT(string [,length]);** returns a left justified string. Leading spaces are removed from the string. Spaces are padded on the right to return a string of the "length" specified. To remove trailing spaces use the combination of two functions: CLIP() and LEFT()
  - Remove leading and trailing spaces from a stored field value (DOC:GENDER)
  - CLIP(LEFT(DOC:GENDER))
- **LEN(string);** returns the length of a string.
  - Take action if a stored field value (DOC:PHONE) is empty but you want something to print anyway on the report
  - CHOOSE( LEN(CLIP(DOC:PHONE)) = 0, 'No Phone #', DOC:PHONE)
- **LOWER(string);** returns a string with all letters converted to lower case.
  - Convert a stored field value (DOC:SALUTATION) to lowercase

- LOWER(DOC:SALUTATION)
- **MATCH( first, second [, mode ] );** returns true as to whether the first and second parameters match.
- **NUMERIC(string);** returns the value 1 (true) if the string only contains a valid numeric value. It returns zero (false) if the string contains any non-numeric characters.
- **RIGHT( string, length );** extract text from a string from right to left.
  - Determine if a stored value (DOC:ZIPCODE) ends with '121'
  - RIGHT(DOC:ZIPCODE,3) = '121'
- **SUB(string,position,length);** returns a portion of a string.
  - Determine if a stored value (DOC:ZIPCODE) starts with '871'
  - SUB(DOC:ZIPCODE, 1, 3) = '871'
- **UPPER(string);** Returns all upper case string.
  - Oftentimes you can't trust that data stored in a database is entered in the same case (upper, lower, mixed) - if you convert the text being searched to all upper case, and the search string is also uppercase, you will be guaranteed a match if one exists. For example, DOC:CITY contains differencing case variations of the text string 'Albuquerque'. To guarantee the query will work regardless of how the city was typed you need to enter the query string like this:
    - UPPER(DOC:CITY) = 'ALBUQUERQUE'

## Query By Example (QBE Picture Statements)

Date Picture Parameters:

Date Picture	Output Format	Output Result
@D1	MM/DD/YY	10/31/59
@D1>40	MM/DD/YY	10/31/59
@D01	MM/DD/YY	01/01/59
@D2	MM/DD/YYYY	10/31/1959
@D3	MMM DD,YYYY	OCT 31,1959
@D4	Mmmmmmmm dd, yyyy	October 31, 1959
@D5	DD/MM/YY	31/01/59
@D6	DD/MM/YYYY	31/01/1959
@D7	DD MMM YY	31 OCT 59
@D8	DD MM YYYY	31 OCT 1959
@D9	YY/MM/DD	59/10/31
@D10	YYYY/MM/DD	1959/10/31
@D11	YYMMDD	591031
@D12	YYYYMMDD	19591031
@D13	MM/YY	10/59
@D14	MM/YYYY	10/1959
@D15	YY/MM	59/10
@D16	YYYY/MM	1959/10
@D17		Windows control panel setting for Short Date
@D18		Windows control panel for Long Date

Alternate Separators:

Date Picture	Output Format	Notes
@D1.	MM.DD.YY	Period separator
@D2-	MM-DD-YY	Dash separator
@D5_	DD MM YY	Space separator
@D6'	DD,MM,YYYY	Comma separator

Pattern Picture Parameters:

Picture	Input Value	Output Result
@P###-##-####P	215846377	215-84-6377
@P<#/#/#/##P	103159	10/31/59
@P(###) ###-####P	78545555	(305) 785-4555
@p<#:##PMp	530	5:30PM
@P<# '<#''P	506	5' 6"
@P#lb. <#oz.P	902	9lb. 2oz.
@P4##A-#P	112	411A-2
@PA##.C#P	312.45	A31.C2

Date Picture Parameters:

Date Picture	Output Format	Output Result
@T1	HH:MM	17:30
@T2	HHMM	1730
@T3	HH:MMXM	5:30PM
@T03	HH:MMXM	05:30PM
@T4	HH:MM:SS	17:30:00
@T5	HHMMSS	173000
@T6	HH:MM:SSXM	5:30:00PM
@D7		Windows control panel setting for Short Date
@D8		Windows control panel for Long Date

Alternate Separators:

Date Picture	Output Format	Notes
@T1.	HH.MM	Period separator
@T1-	HH-MM	Dash separator
@T3_	HH MMXM	Space separator
@T4'	HH,MM,SS	Comma separator

## Troubleshooting

### Anti-Virus Applications

- Problem: A new trend within anti-virus applications is automatically "flagging" an application as malicious simply because few of their users have executed that application on their computer. The anti-virus application halts the application while it is running and then either deletes or quarantines the \*.EXE file. [e.g. Norton Antivirus 2011's SONAR Protection exhibits this behavior]
- Solution: Configure the antivirus application to ignore the entire TimeTrack folder from its scan (e.g. from within Norton Internet Security Antivirus 2011, open the application; click the SETTINGS hyperlink; scroll down to "AntiVirus and SONAR Exclusions"; click on the CONFIGURE hyperlink displayed to the right of the "Items to Exclude from Auto-Protect and SONAR Detection"; ADD the TimeTrack installation folder).

### TimeTrack.CHM Won't Display Content

- Microsoft Security Updates 896358 & 840315 block display of Windows Compiled Help File (\*.CHM) contents when opened from a network drive (or a UNC path). This is window's attempt to stop attack vectors for viruses/malware from infecting your computer and has blocked out the .chm file that draws data over the "InfoTech" protocol, which this chm file uses. Microsoft's summary of the problem: <http://support.microsoft.com/kb/896054>.
- Possible solutions:
  - Any Windows version:
    - Solve the problem by moving your chm file OFF the network drive. You may be unaware you are using a network drive, double check now: Right click your .chm file, click properties and look at the "location" field. If it starts with two backslashes like this: \\epicserver\blah\, then you are using a networked drive. So to fix it, Copy the chm file, and paste it into a local drive, like C:\ or E:. Then try to reopen the chm file, windows does not freak out.
    - Last resort, if you can't copy/move the file off the networked drive. If you must open it where it sits, and you are using a lesser version of windows like XP, Vista, ME or other, you will have to manually tell Windows not to freak out over this .chm file. HHRreg (HTML Help Registration Utility) Utility Automates this Task. Basically you download the HHRreg utility, load your .chm file, press OK, and it will create the necessary registry keys to tell Windows not to block it. For more info: <http://www.winhelponline.com/blog/fix-cannot-view-chm-files-network-xp-2003-vista/>
  - Windows Server 2008, Windows 7:
    - Windows has a quick fix that usually works. Right click the chm file, and you will get the "yourfile.chm Properties" dialog box, at the bottom, a button called "Unblock" appears. Click Unblock and press OK, and try to open the chm file again, it works correctly. This option is not available for earlier versions of windows before WinXP (SP3).
  - Windows 8.1:
    - Requires a different fix outlined here: <http://tenbulls.co.uk/2014/02/11/read-your-old-chm-files-from-network-storage-on-windows-8/> [Note: this worked on my Windows 8.1 64 bit development machine]

### Folder Permissions

- Problem: When TimeTrack is started, a popup dialogue window states that "Could not write access to TIMETRACK so trying read-only"
- Solution: There are two possible reasons for this: either the \*.TPS files have the READ-ONLY file attribute applied and needs removed, or that Windows user account does not have WRITE or CHANGE permissions for the TimeTrack folder - ensure the desired Windows user account has WRITE and CHANGE permissions set as active for the TimeTrack folder and its contents.

## PDF File Creation Denied

- Problem: From the Print Preview screen, any attempt to create an Adobe Acrobat compatible \*.PDF file results in an error.
- Solution: The \*.PDF file is generated to your user's profile DESKTOP folder; ensure the desired Windows user account has WRITE and CHANGE permissions active for the DESKTOP folder.

## Report Logo Not Displayed

- Problem: A report's logo does not print properly (e.g. odd dimensions).
- Solution: Resize your report's logo(s) until they appear properly dimensioned within the report - you might have to add "white space" around a logo to make it appear properly scaled.

## Trademarks/Credits

In recognition of various software applications that could be / are referenced within this document, this trademark list has been created:

- Windows is a registered trademark of [Microsoft Corporation](#)
- Clarion is a registered trademark of [Softvelocity, Inc.](#)
- Outlook is a registered trademark of [Microsoft Corporation](#)
- Thunderbird is a registered trademark of [Mozilla](#)
- Acrobat and PDF are registered trademarks of [Adobe Corporation](#)

This Windows-based software application was created using Clarion 10 and the following third-party templates / tools:

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## Payment

**How to Purchase TimeTrack:** Purchasing your facility's copy of TimeTrack is very easy:

1. Contact Stealthware Software via email ([sdaughtry@yahoo.com](mailto:sdaughtry@yahoo.com)) to inform us of your desire to purchase a license for TimeTrack. Information needed in that email is:
  - a. Company Name
  - b. Company Street Address
  - c. Company City, State, Zip Code
  - d. Contact phone number
  - e. Point of Contact's Name, Phone Number, and company email address
  - f. Number of licenses requested for purchase

[NOTE: **One license** is required for **EACH PHYSICAL LOCATION**. For example, if your company has a facility in Santa Fe, NM and another facility located in Denver, CO and BOTH facilities want to use TimeTrack to manage their courses taught/students instructed, **TWO** licenses must be purchased per the TimeTrack [EULA](#).]
2. Payment can be remitted to Stealthware Software via two methods:
  - a. PAYPAL payment (sent to PAYPAL account [sdaughtry@yahoo.com](mailto:sdaughtry@yahoo.com))
  - b. Company check made out to: Scott Daughtry (and then mailed to: Scott Daughtry, 3415 Yellow Pine Lane SW, Albuquerque, NM 87121)

PAYPAL is the recommended payment method - you don't have to worry about lost mail and Stealthware Software is notified nearly immediately of the payment and can quickly send the registration information to your company's Point of Contact. If payment is made via a company check, there will be a "normal delay" to accommodate the letter's transportation time via mail carrier and the deposit into the bank.

3. The **\$50** payment for a single license of TimeTrack is a LIFETIME license that does not expire for that version of TimeTrack (e.g. version 2.x versions). A substantial upgrade to TimeTrack (e.g. version 2.x is upgraded to version 3.x) will require a nominal upgrade fee to receive the updated executable file to cover development costs.
4. Your point of contact will receive an email from Stealthware Software that will receive the registration file to convert the trial mode application to the non-expired version.

## End-User License Agreement (EULA)

- a. **Ownership:** Stealthware Software is the owner of TimeTrack; information entered by a licensed user into a TimeTrack database file is owned by the licensed user.
- b. **Hacking:** A licensed user is not allowed to reverse engineer, decompile, or disassemble TimeTrack.
- c. **Distribution:** A licensed user is not allowed to sell a copy, lease, sublicense, rent, distribute, or donate TimeTrack.
- d. **License Transfer:** A licensed user is not allowed to transfer their TimeTrack user license to a non-company entity. If the licensed user wishes to move their licensed TimeTrack user license to a different physical location, Stealthware Software must be notified of that action; after the transfer occurs, TimeTrack must be uninstalled from the original location to remain compliant with the TimeTrack EULA.
- e. **Liability:** Stealthware Software is not responsible for damages, real or perceived, by a licensed user that occurs during the use of TimeTrack.
- f. **Installation:** A licensed user is authorized to install ONE copy of TimeTrack per physical location; at that physical location, the number of employees that can use TimeTrack are unlimited. A physical location is defined as a permanent structure / dwelling that occupies one zip code. A company network file server is defined as a physical location per this EULA.
- g. **Backup:** The licensed user is responsible for backing up TimeTrack database files on a recurring basis to protect against data loss.
- h. **Support:** Stealthware Software agrees to provide the licensed user with technical support, via email, that is directly related to the operation of TimeTrack and coordinate application feature suggestions. Stealthware Software will evaluate TimeTrack technical support requests on a case-by-case basis to determine if the troubleshooting request is related to TimeTrack or if the situation requires your company's Information Technology support division to resolve. The licensed user agrees to provide adequate information to Stealthware Software to assist in the investigation and to confirm that any problems have been resolved. Stealthware Software does not provide guaranteed response time but will make a good faith effort to answer emails within twenty-four (24) hours or less during weekdays, excluding U.S. holidays.
- i. **Maintenance:** Stealthware Software retains the right to charge for TimeTrack software updates if it feels the programmatic changes are significant. Stealthware Software generally provides a software update at no charge if the update fixes a significant application problem that evaded the beta testing development phase and will notify the licensed user via email of the update.
- j. **Payment Terms:** All fees and other amounts paid to Stealthware Software are non-cancellable and non-refundable. A user license will not be granted by Stealthware Software without payment in full.

By installing, copying, downloading, accessing or otherwise using TimeTrack, you agree to be bound by the terms defined in the TimeTrack EULA. If you do not agree to the terms of this agreement you have no rights to TimeTrack and should not install, copy, download, or use TimeTrack.

## Glossary

**Adobe PDF File** – A compressed document file that retains all of the different font types / sizes / colors within the file, but requires a specialized application to edit its contents.

**Application Variable** – A “placeholder” that is used by a computer application to store information until the application closes. A programmer can save a variable to an external file (e.g. \*.INI) and load a variable from an external file (\*.INI).

**Autogen** – This is a specialized database field that is created and manipulated “behind the scenes” to ensure that a unique value is created, and then accessible, to the software application.

**Browse / Listbox** – A list of things, displayed onscreen in a grid pattern. Usually the horizontal “columns” represent each database record and the vertical “row” represents the contents of a single database record.

**Data Entry Field** – Used in a “form” to enter, or select, a value that will ultimately be stored in a database file or a variable. Numeric data entry fields sometimes will have a “spin box” control, which displays an up arrow and a down arrow next to the data entry field to decrease or increase the numeric value.

**Data Integrity** – A programming method used to ensure that information entered into a database is accurate. Can be enforced using a “Data Lookup” listbox that is associated with a data entry field (to enforce a standardized list of values that can be chosen, and then saved, into the database) or “behind the scenes” by the application (e.g. ensure that a data entry field isn’t left blank; ensure a date value isn’t too new or too old).

**Data Lookup / Picklist / Lookup Table** – This is a specialized listbox that displays the contents of a specialized database that contains a list of values that pertain to that data entry field to enforce data integrity. (e.g. a lookup table of countries that is used to populate a data entry field for a customer address).

**Database** – A collection of data that shares a common meaning / purpose. (e.g. a phone book can be considered as a database of people that live in a city). A database is comprised of one or more individual “fields”, and can have one or more “indexes”.

**Database Field** – Used to store information inside of a database file. Can store one alphanumeric value through an unlimited amount of text. Specialized database fields can store a graphic image file. (e.g. a name, street address, and phone number are examples of three individual database fields within a phone book).

**Database Index** – Used to quickly locate information stored within a large database file and sort information, or a subset of information, stored within a database. A database index is stored external to a database, and can be safely deleted / rebuilt without affecting the contents of the database.

**Database Record** – Represents the collection of related information stored inside of a database. A database record is comprised of one or more database fields. (e.g. each individual name, along with its associated address and phone number, stored in a phone book is considered an individual database record).

**Form** – A window procedure to change things stored inside of a database.

**Report** – A printout of database records. Information can be displayed in rows / columns or in a freeform style (e.g. an invoice) on the printed page. A mail merge report merges a form letter and database contents (e.g. a letter that is mass-mailed to a large number of addresses).

**Sidebar** – A portion of the right or left side of a computer application’s screen that can’t be closed; contains icons or buttons that, when clicked, execute a main menu option (e.g. a browse screen or generate a report).

**Snapshot Report** – A specialized report that only prints one database record worth of information. Usually used to print an invoice type of report.

**Software Bug** – The common term used to describe an error, flaw, or mistake that produces an incorrect result or behavior that can't be fixed by an end user. (e.g. overlapping text on a report; a window that, when resized, has overlapping controls displayed onscreen).

**Toolbar** – An area displayed immediately underneath the application's main menu that can't be closed; contains icons or buttons that, when clicked, execute a main menu option (e.g. a browse screen or generate a report).