



# TimeTrak

## User Guide

Version 1.0b

March 2026

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Software by Daughtry

*Complexity Made Simple*

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## Version History

Version	Description
1.0b	<ul style="list-style-type: none"><li>• Changed application name from TimeTrack to TimeTrak</li><li>• Changed the ABOUT screen company logo to Software by Daughtry</li><li>• Recompiled with Clarion 11</li></ul>
1.0a	<ul style="list-style-type: none"><li>• Initial release</li></ul>

## Introduction

TimeTrak 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 time sheets 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. TimeTrak 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, TimeTrak 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 TimeTrak password safeguards that employee – sharing their password with coworkers could backfire and should result in disciplinary action if they willfully reveal their TimeTrak password to a coworker.

TimeTrak 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.

## System Requirements

- Windows 8 (or higher)
- All Windows applications “like” computer memory – a starting point for any Windows machine should really be 16GB of memory. If this application starts running slower, check your Windows Task Manager for applications that are leeching memory (and then start closing them)
- This application runs comfortably within 20MB of disc space
- A decent color monitor capable of displaying 1028x768 (or higher resolution)

## Installation

This application's “setup.exe” program displayed options of where to install this program [e.g. C:\Program Files (X86)]. It also created Start Menu entries for the application, its user manual, and an uninstallation program. An entry was also created within the Windows “Apps” start

menu option to uninstall the application. Data file(s) that you created via this application are NOT deleted, and will remain on your computer until you manually delete them.

Generally speaking, you may install newer versions of this application “on top” of itself, as our installation programs won’t overwrite configuration file(s) or data files that you’ve created.

## Quick Start

Configuring the TimeTrak software application for use within your business is simple and straightforward:

1. Download the trial version from the Software by Daughtry web site
2. Install the trial version onto your business’ computer(s); all users must have READ/WRITE (or MODIFY) permissions within the TimeTrak folder
3. Fully populate the Employee Information Database for every employee who is expected to clock in/clock out as part of their employment condition
4. Have each employee create their own TimeTrak password for their employee database record. This ensures their cow

DONE! TimeTrak is now ready for your employees to using to manage their work schedule activity. Further, your business now has a mechanism for identifying problematic employees and provide your payroll company/division with verifiable payroll information.

## Interface Overview

### Main Screen

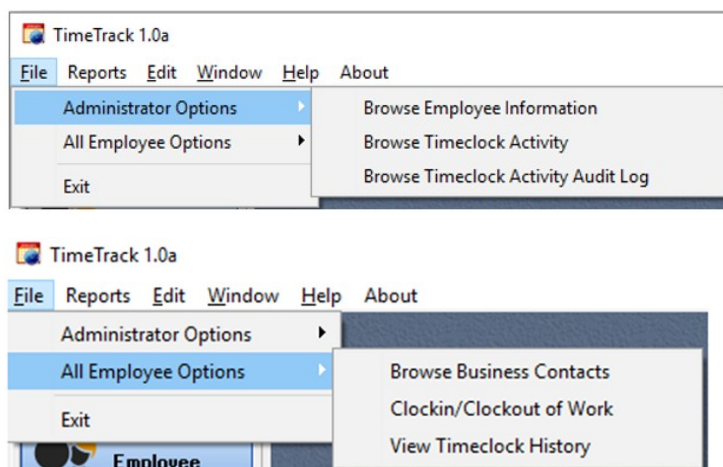
Here is the application’s main screen as it is initialized when TimeTrak is first started:

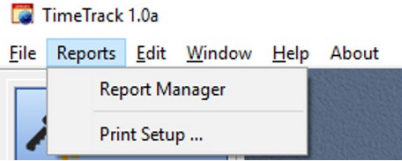


- A. Windows-style main menu. The mouse (left click) or keyboard (ALT+first letter of the menu word) can be used to display/execute the menu options.
- B. Microsoft Outlook style task bar that consists of two sections (Administrator and Employee):

- 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 TimeTrak 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 are duplicated by the Microsoft Outlook task bar:



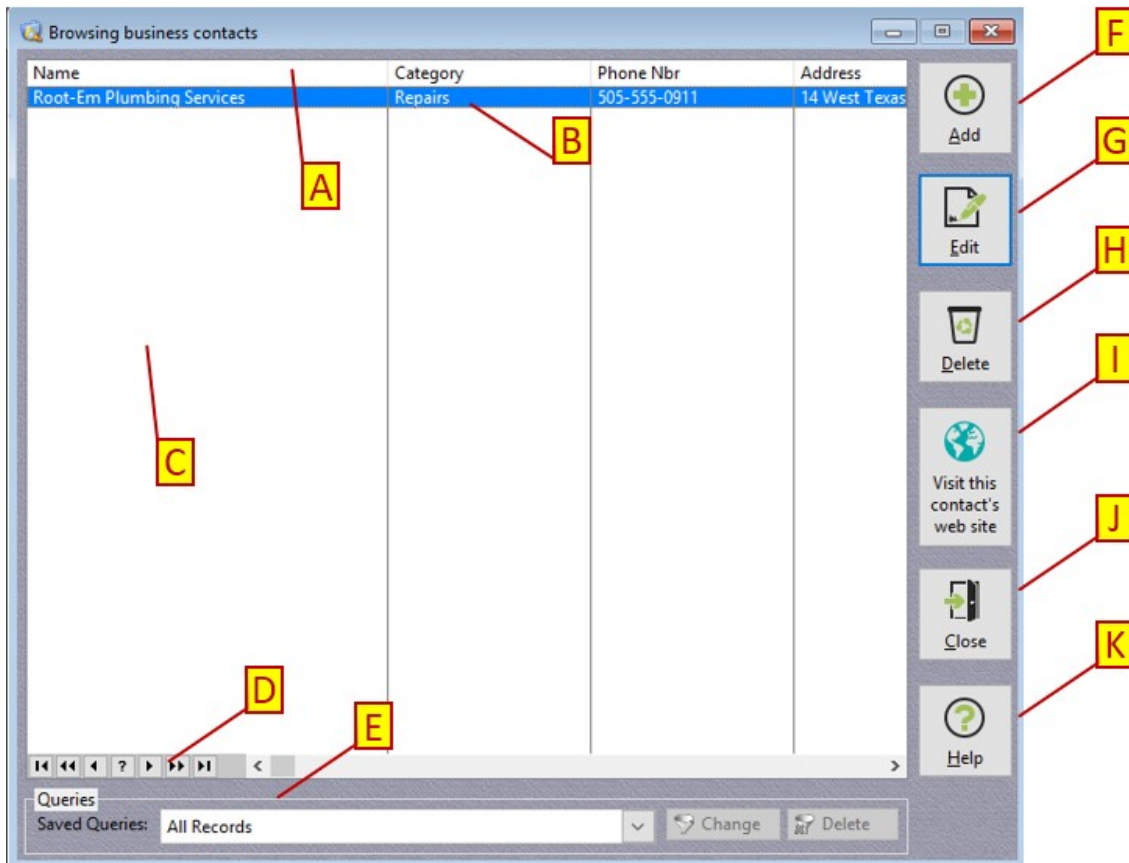


## Listbox Basics

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:



- A. 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

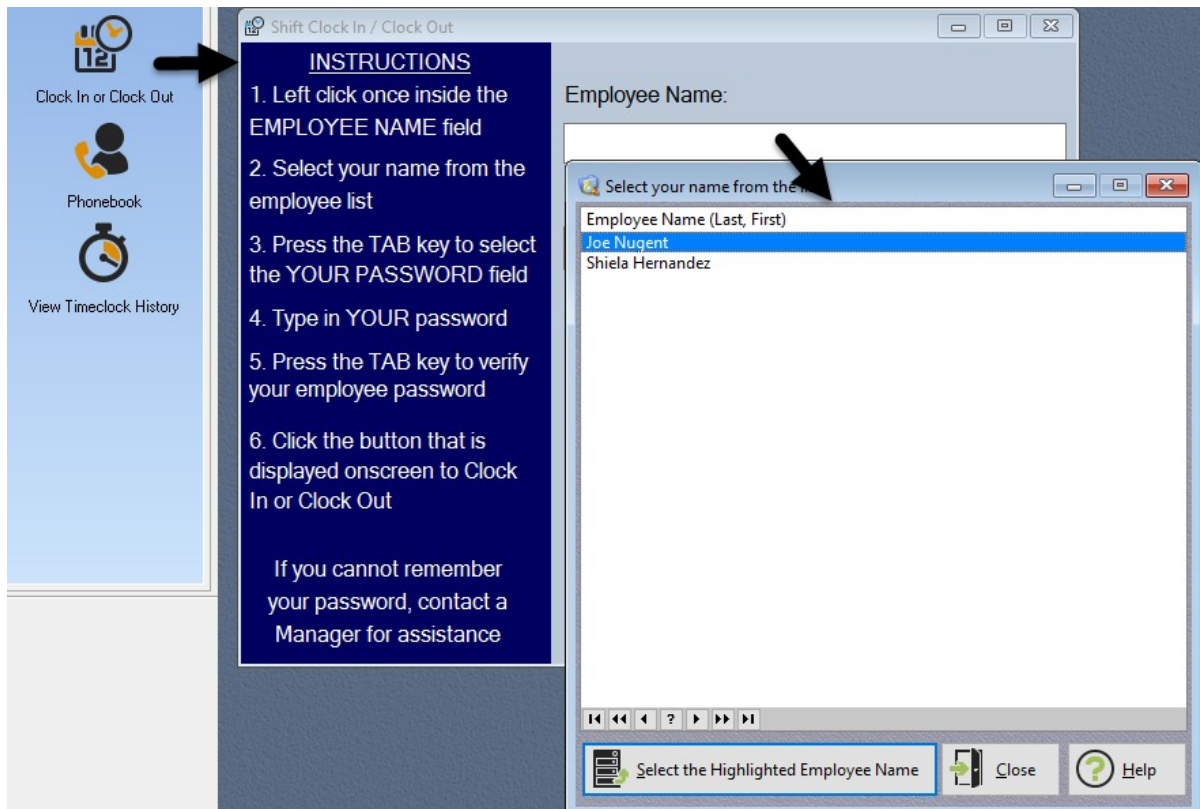
- column header again it will sort that column of information in descending sequence (Z, Y X,...A).
- B. Row: Each row represents a single database record that has been created/stored in the database.
  - C. Column/Row Space: Additional database records are displayed in this area – this screen capture 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 TimeTrak 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

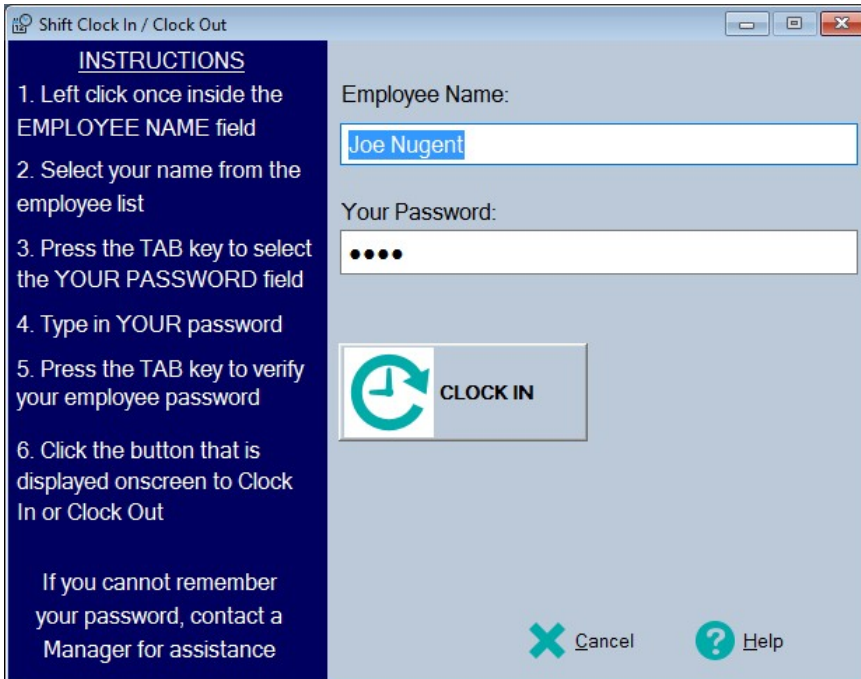
This section covers TimeTrak main menu/Microsoft Outlook styled task bar areas that every employee can access.

### Clock In or Clock Out

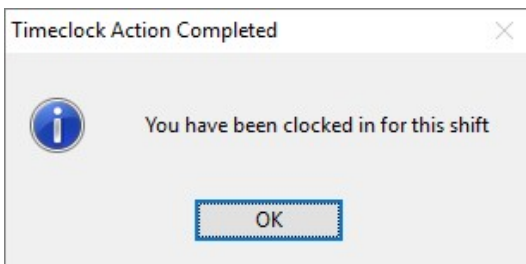
This window is used to both clock in and clock out of a shift. TimeTrak can accommodate a split shift (i.e. two separate instances of clocking in/clocking out for a single day). The primary window (titled 'Shift Clock In / Clock Out') displays understandable instructions on the left of the window; as 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':



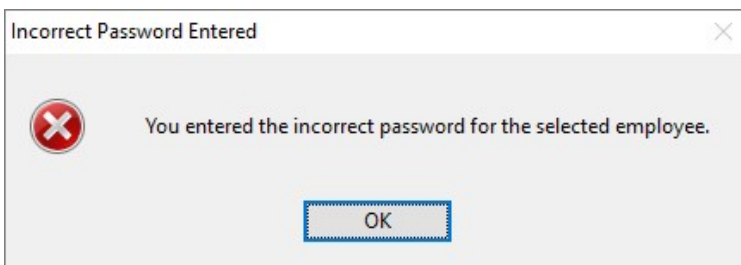
After the employee has selected their name it is inserted into the data entry field titled 'Employee Name'; they now must enter their clock in/clock out password (which is the last four of their social security number) into the 'Your Password' data entry field (they can press the TAB key to advance to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

**INSTRUCTIONS**

1. Left click once inside the EMPLOYEE NAME field
2. Select your name from the employee list
3. Press the TAB key to select the YOUR PASSWORD field
4. Type in YOUR password
5. Press the TAB key to verify your employee password
6. Click the button that is displayed onscreen to Clock In or Clock Out

If you cannot remember your password, contact a Manager for assistance

Employee Name: Joe Nugent

Your Password: ●●●●

**CLOCK OUT**

Cancel Help

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

Timeclock Action Completed

**i** You have been clocked out for this shift

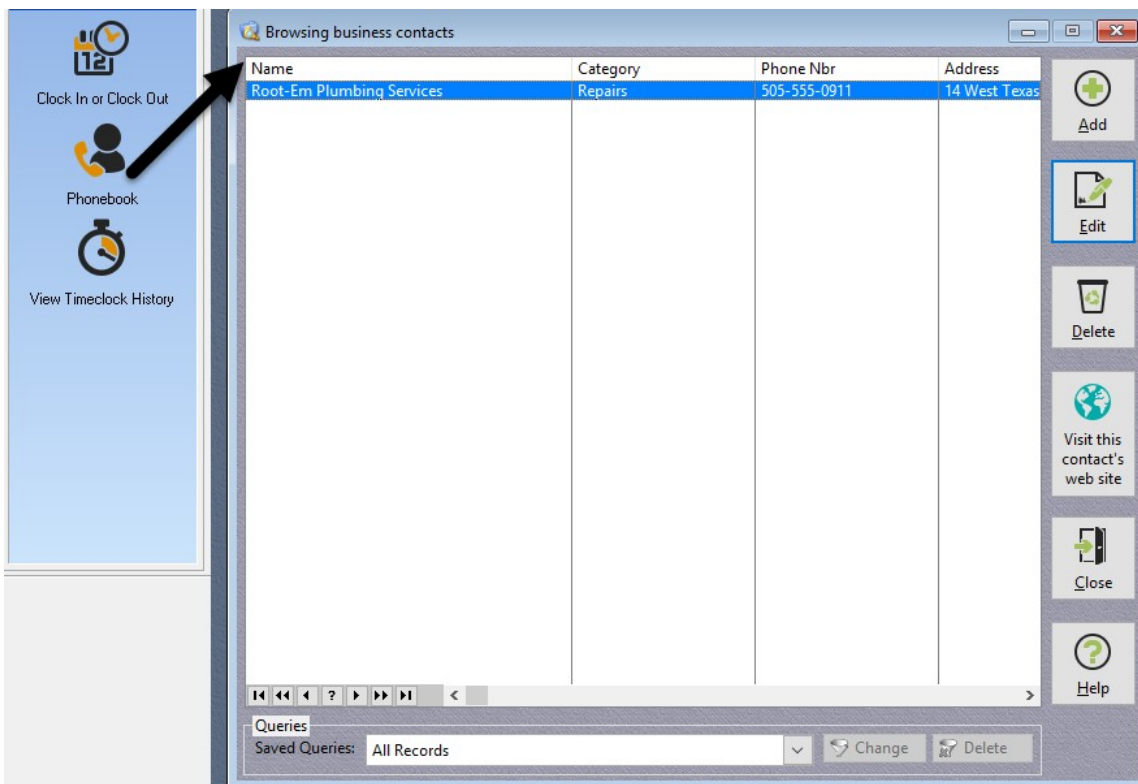
OK

## 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 this database contains a significant amount of database entries. Any employee can 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):

**INSTRUCTIONS**

1. Left click once inside the EMPLOYEE NAME field
2. Select your name from the employee list
3. Press the TAB key to select the YOUR PASSWORD field
4. Type in YOUR password
5. Press the TAB key to verify your employee password

If the password was correctly entered a Browse screen is displayed to view your hours

If you cannot remember your password, contact a Manager for assistance

Employee Name:

Select your name from the list

Employee Name (Last, First)
Joe Nugent
Shiela Hernandez

Select the Highlighted Employee Name Close Help

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

Browse the Activity file

Employee Name	Clock In Date	Split Clock In Date
Joe Nugent	1/19/2016	//

First Shift

Clock In Date: 1/19/2016 at 10:57PM

Clock Out Date: 1/19/2016 at 11:03PM

Total HH:MM Worked This Shift: 00:06

Second Shift

Clock In Date: at

Clock Out Date: at

Total HH:MM Worked This Shift:

Cumulative Time Worked Today

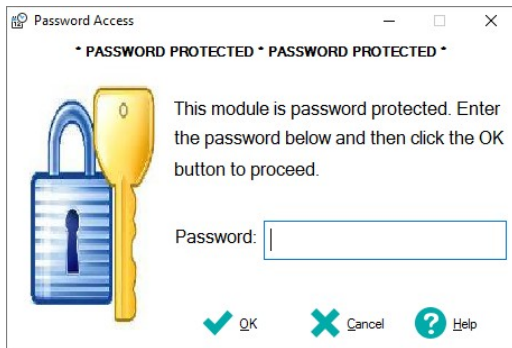
Total HH:MM Worked Both Shifts: 00:06

Close Help

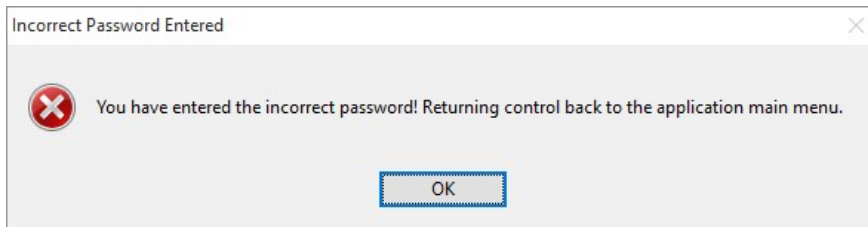
The date/time the employee has clocked in/clocked out for up to two different shifts in a single day are displayed onscreen, along with the total number of hours:minutes they worked for that day. If the employee has more than one day of clocking in/clocking out they would select the applicable day within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

## Administrator Accessible Areas

This section covers TimeTrak main menu/Microsoft Outlook task bar areas that only an Administrator can access. Each of these TimeTrak 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

Browsing employees

Employee Name (Last, First)	Job Title	Hourly Wage	Employment Category	Job Status	Hire Date	Fire Date
-----------------------------	-----------	-------------	---------------------	------------	-----------	-----------


Queries  
Saved Queries: All Records


Navigation:

Actions:

Record Will Be Added

<b>Employee Name</b>	<input type="text"/>
<b>Job Title:</b>	<input type="text"/>
<b>Hourly Wage</b>	<input type="text" value="0.00"/>
<b>Employment Category</b>	<input type="text"/>
<b>Job Status</b>	<input type="text"/>
<b>Hire Date</b>	<input type="text"/>
<b>Fire Date</b>	<input type="text"/>
<b>Employee's Last 4 SSN Digits</b>	<input type="text"/>
<b>Notes:</b>	<input type="text"/>


**Employment Category** 

**Job Status** 

**Hire Date**  
**Fire Date**

Employee's last 4 SSN Digits

As-Needed  
 Day-Worker  
 Full-Time  
 Part-Time  
 Summer-Hire  
 Temporary

**Job Status** 






**Hire Date**  
**Fire Date**



Employee's last 4 SSN Digits

Employed  
 On-Hold  
 Suspended  
 Terminated

Browsing employees

Employee Name (Last, First)	Job Title	Hourly Wage	Employment Category	Job Status	Hire Date	Fire Date
Joe Nugent	Janitor	10.00	Part-Time	Employed	12/01/2015	/ /
Shiela Hernandez	Clerk	12.50	Full-Time	Employed	4/12/2014	/ /

 Add  
 Edit  
 Delete  
 Close  
 Help

Queries  
 Saved Queries: All Records  Change  Delete

# TIMECLOCK HISTORY

Browse the Activity file

Employee Name	Total Hrs Today	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Shift 1 Hrs	Split Clock
Joe Nugent	0:06	1/19/2016	10:57 PM	1/19/2016	11:03 PM	0:06	//

Queries

Saved Queries: All Records

Navigation: [Back] [Forward] [Home] [End] [Search] [Refresh] [Print] [Close] [Help]

Right Panel: Add, Edit, Delete, Close, Help

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
<b>First Shift</b> 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: <b>00:06</b>	<b>Modify First Shift</b> New Clock In On: 1/19/2016 At 11:11 PM New Clock Out On: 1/19/2016 At 11:11 PM
<b>Second Shift</b> Clocked In On: At Clocked Out On: At Total Time (HH:MM) Worked For This Shift Was:	<b>Modify Second Shift</b> New Clock In On: 1/19/2016 At 11:11 PM New Clock Out On: 1/19/2016 At 11:11 PM

Save Cancel Help

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

**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

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**

**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:

Save  Cancel  Help

Timeclock Action Completed

 A Manager override activity was performed for this timecard entry

Browse the Activity file

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

## 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. TimeTrak has the ability to override clock-in/clock-out transactions (because there are legitimate reasons to do so); TimeTrak also logs every Supervisor transaction override to a TimeTrak 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

TimeTrak has an Administrator option to enable modification of the date and/or time that an employee clocks into/clocks out of work. That capability requires the TimeTrak Supervisor

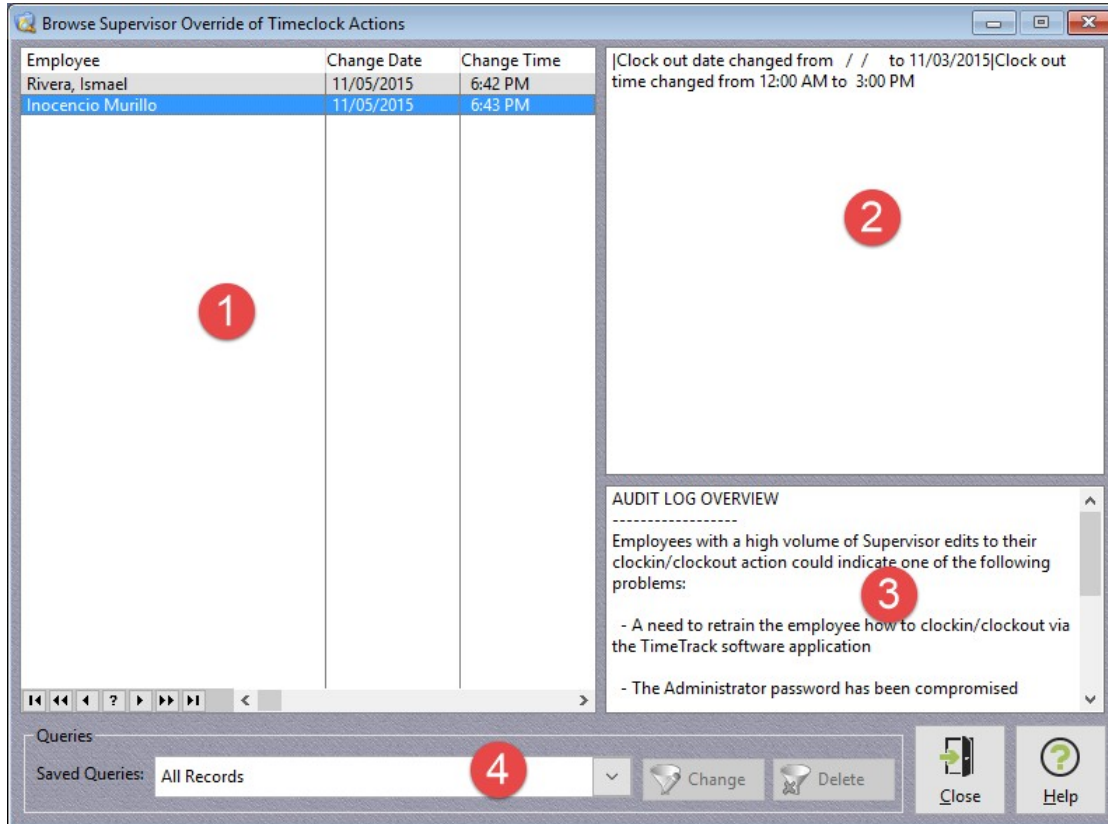
password to be entered to access that screen. When that timeclock transaction is modified, every detail about that modification is saved to another TimeTrak database file, which stores the affected employee's name, the computer's date/time that the override was performed, and a 100% synopsis of what was changed. TimeTrak 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 TimeTrak 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 TimeTrak 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).

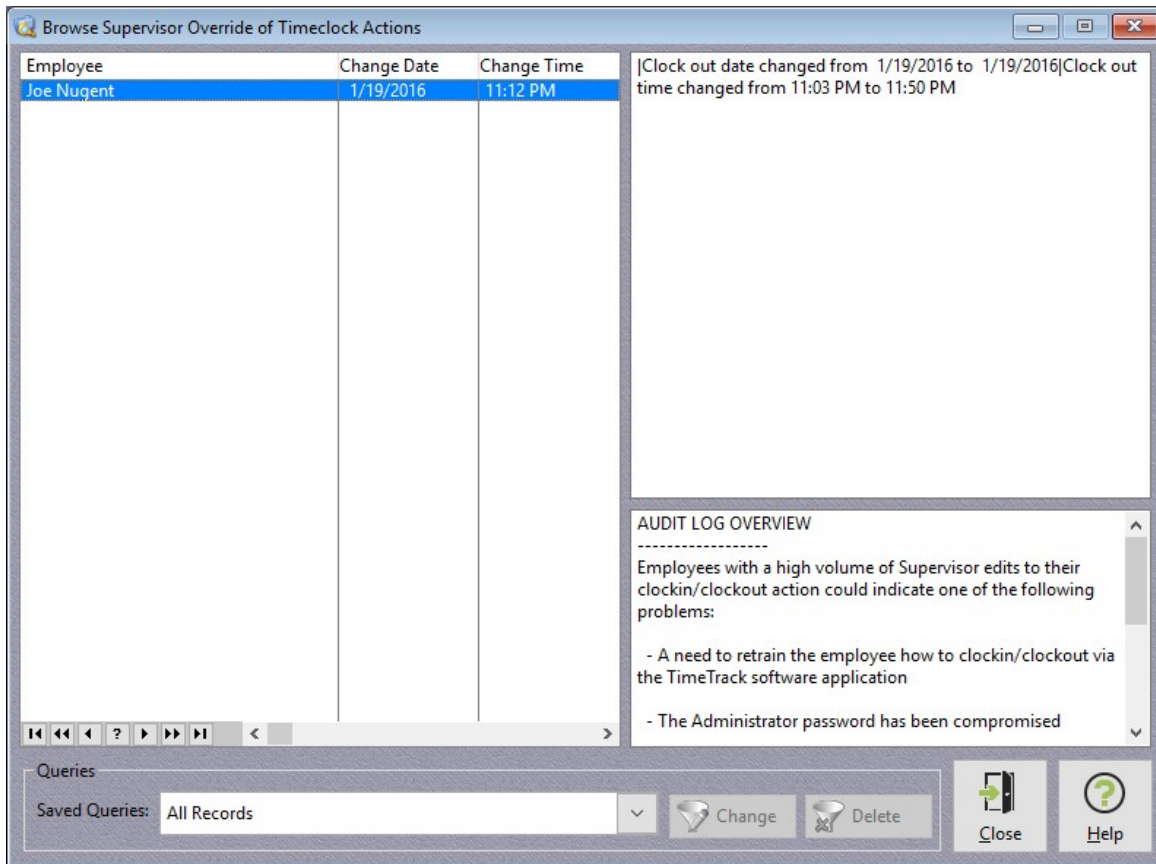
## Accessing the Audit Browse Screen

The TimeTrak 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 TimeTrak 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. Inocencio forgot to clock out on 11/3/2015 – when he tried to clock in for work the following day TimeTrak 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 TimeTrak listboxes). This is used to display only a portion of database records within the listbox (e.g. show all Audit entries for 'Rivera, Ismael'). 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 of the employee's timecards to lower labor costs):



## Audit Log Overview

Employees with a high volume of Supervisor edits to their clockin/clockout action could indicate one of the following problems:

- A need to retrain the employee how to clockin/clockout via the TimeTrak 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 clockin/clockout 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. TimeTrak audit database entries cannot be modified by TimeTrak to provide a business owner with an audit mechanism for managing labor activities.

## Query By Example (aka: Filter)

Often times when you don't want everything stored within a database to be displayed onscreen or printed within a – instead, you want to display 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*”. It is 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 guide you through a series of well-defined steps to complete a task (which 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 filters!
- 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!**

## QBE Wizard

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 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:

**Show only those Last Names that Start With the letter "R"**

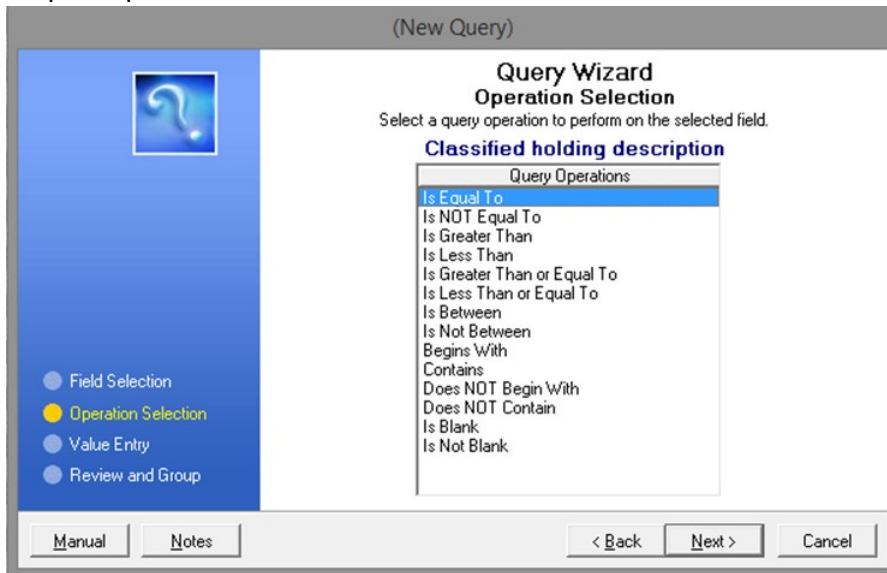
The example shown below shows the QBE Filter wizard "in action" to build a query filter where a person is visiting from CANADA:

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.

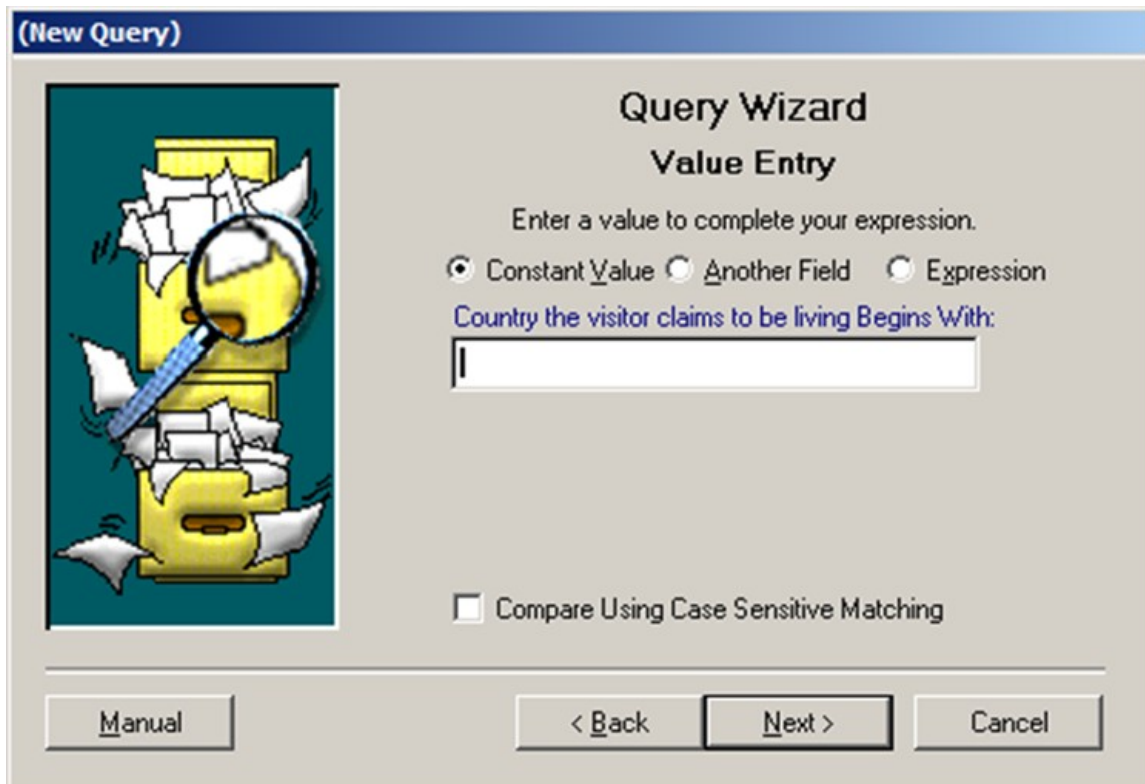
## Step 2: Operation Selection



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 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.

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 AFRL, 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 AFRL**

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 AFRL

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 AFRL

### 2. Database Record 2

Visitor Name = Bugs Bunny from Canada visiting DOE

### 3. Database Record 3

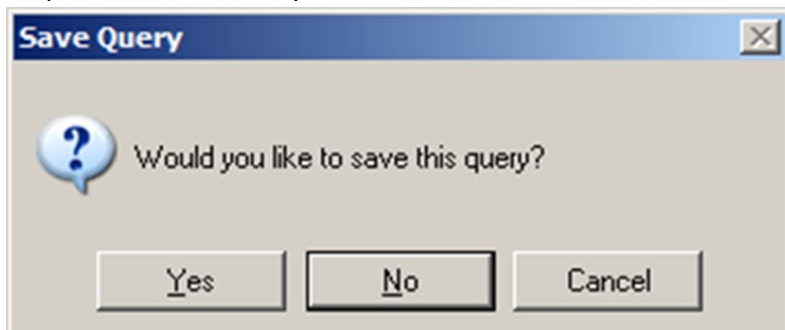
Visitor Name = Spuds McKenzie from Brazil visiting AFRL

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

The query (Country Begins With Canada OR Location Visited Equals AFRL) 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.

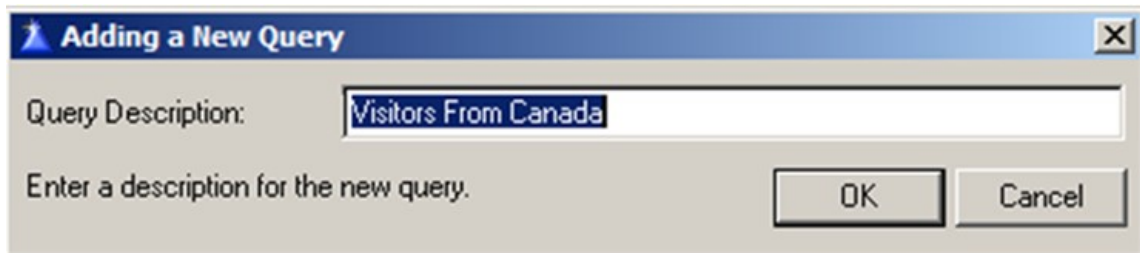
Step 5: Save The Query?



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.

### QBE Interface Types

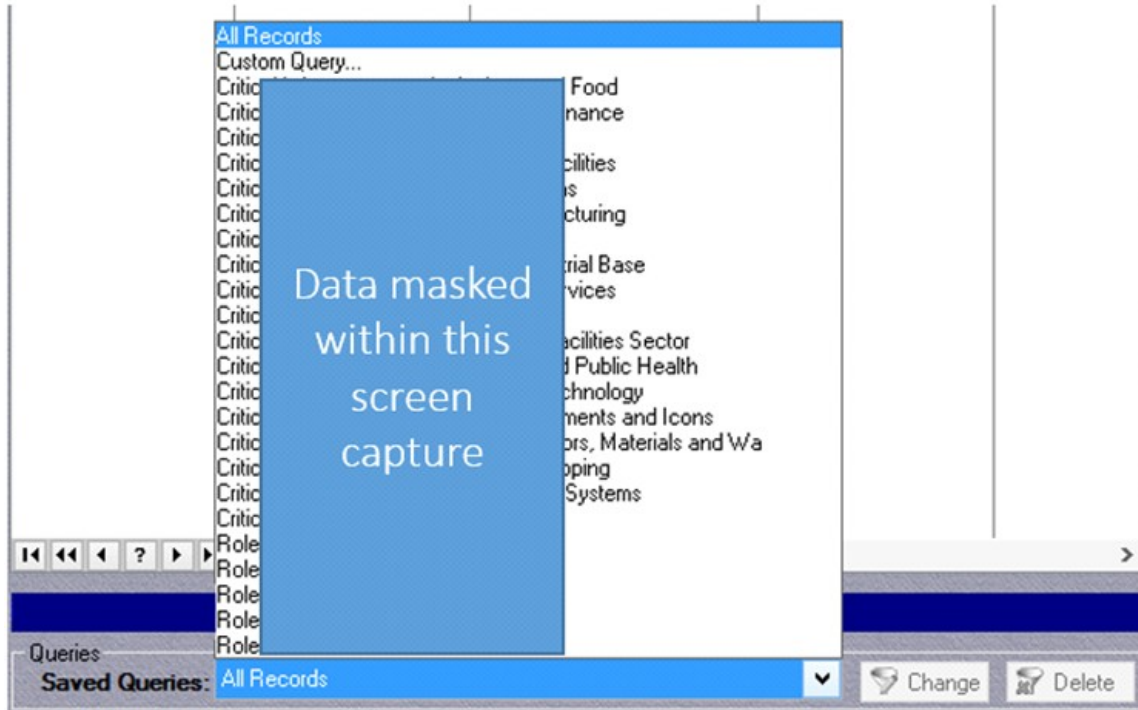
You will encounter the QBE module in two areas of this software application:

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:



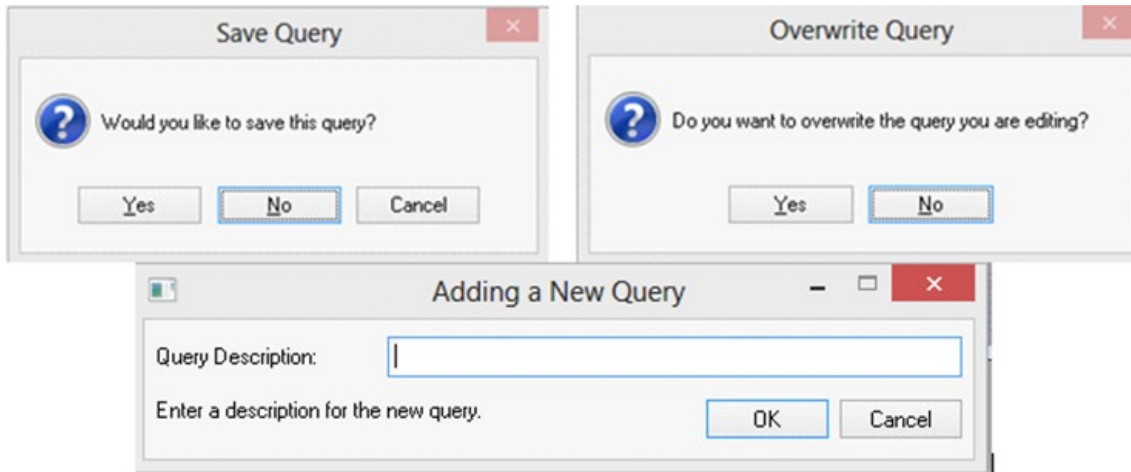
When the droplist ‘down arrow’ is clicked with the mouse a list of all saved queries that have been created for that database is displayed onscreen:



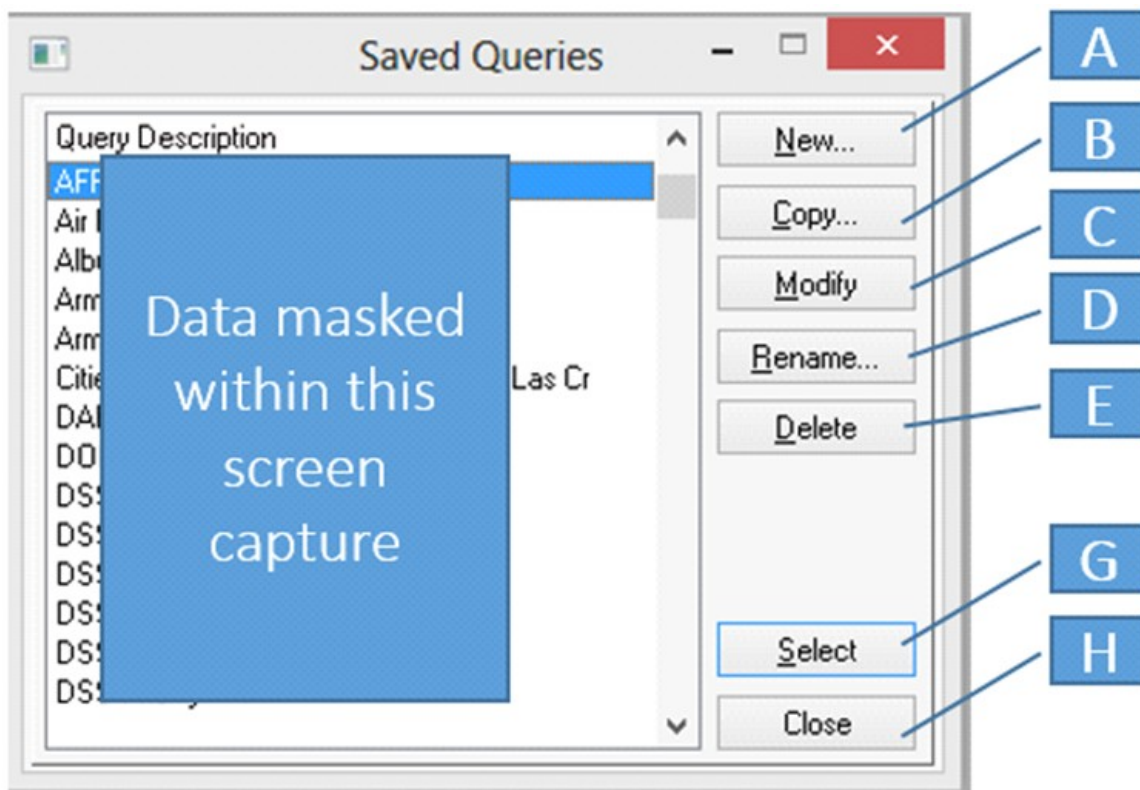
At the top of the query list is the option titled **'All Records'** – if selected from the query list any active query is cancelled and all database records are displayed within the listbox. The second item within the query list is the option titled **'Custom Query...'** if selected, the QBE Wizard will 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 within the Query Wizard options to either save the modified query using the original query name or save the modified query to a new query name will be presented onscreen:



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

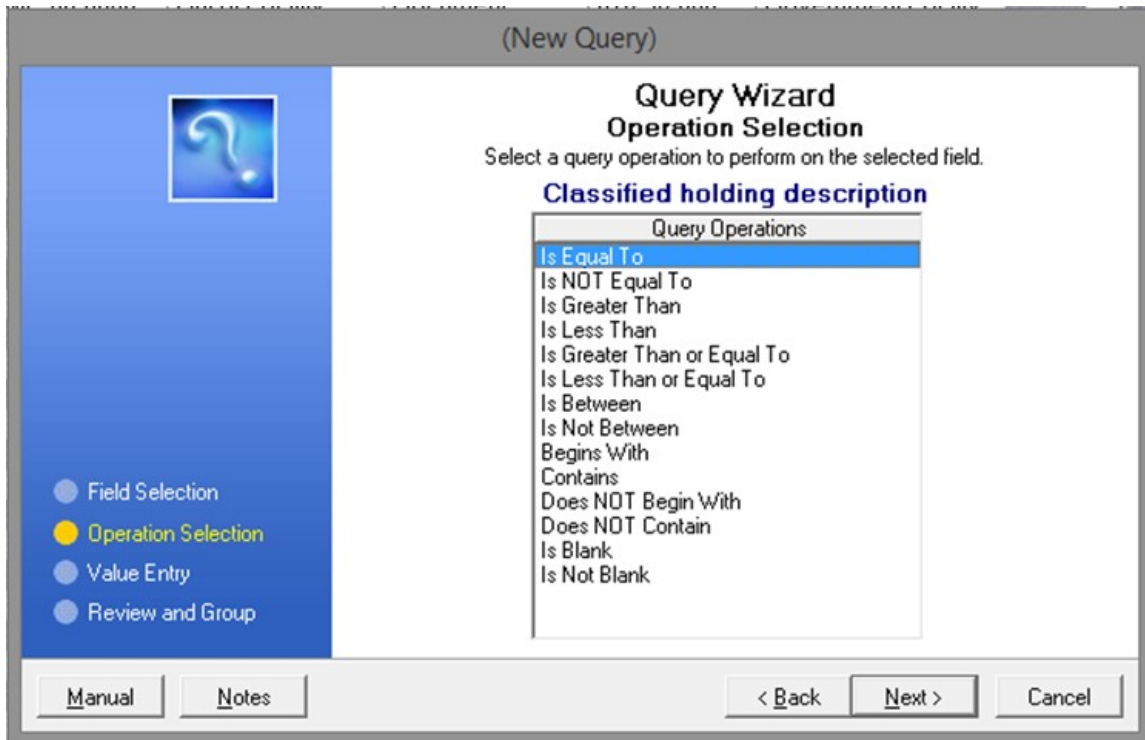
- c) Modify the highlighted query via the QBE Wizard
- d) Rename the highlighted query via a popup window
- e) Delete the highlighted query from the query database
- f) Select (aka: execute) the highlighted query; the report's output will have the filter activated to limit information displayed within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

### QBE Expression

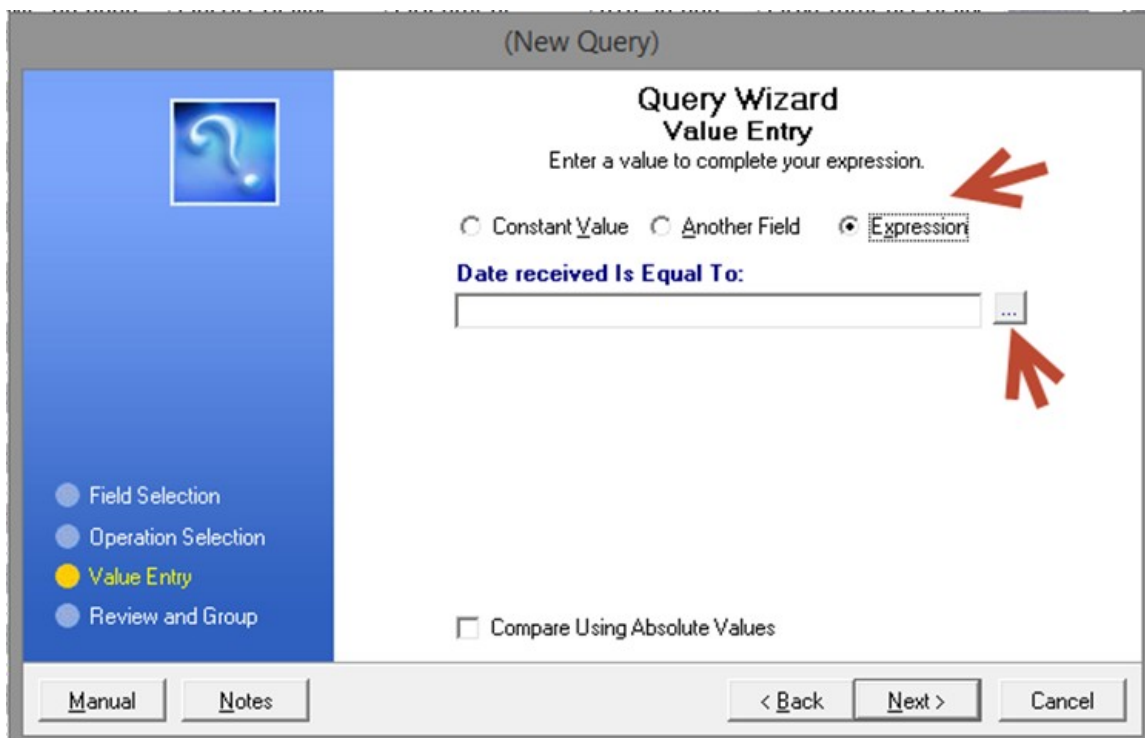
'Expression Mode' enables you to build more complex queries with a 'helping hand' to guide you through the process. To access the Expression Builder the process starts out the same as building a simple query - first you select the database field that you want to build the query against and then click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



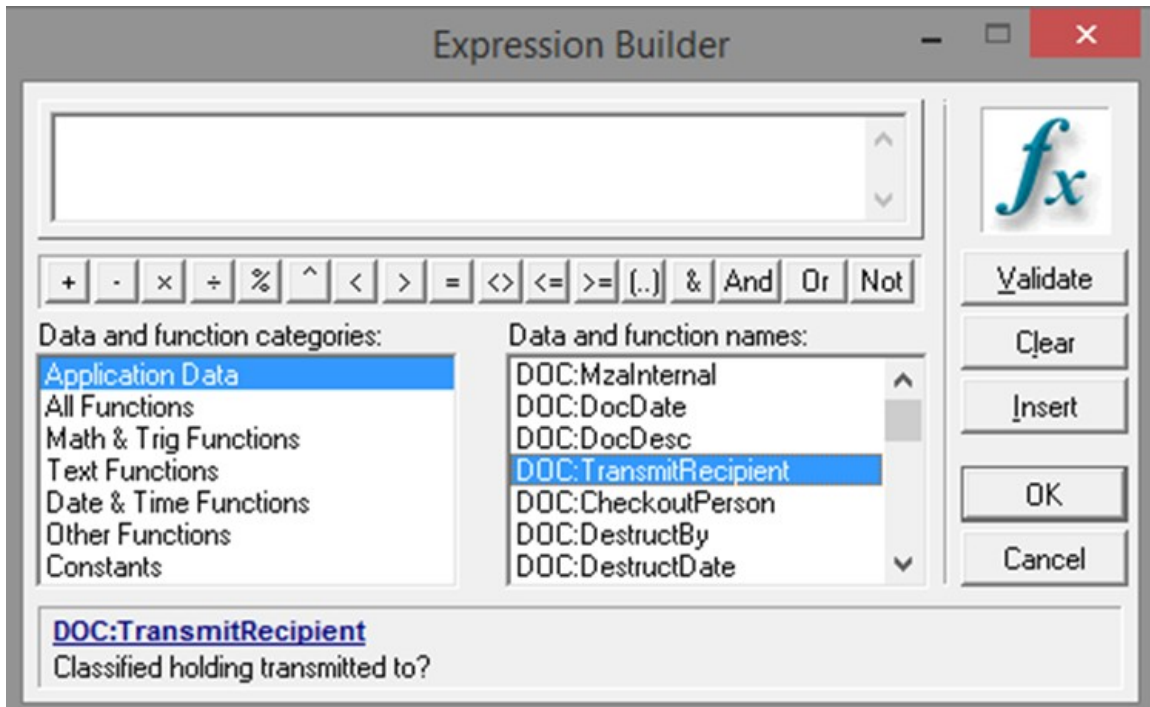
and then the OPERATOR is chosen and the **NEXT** button is clicked:



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:



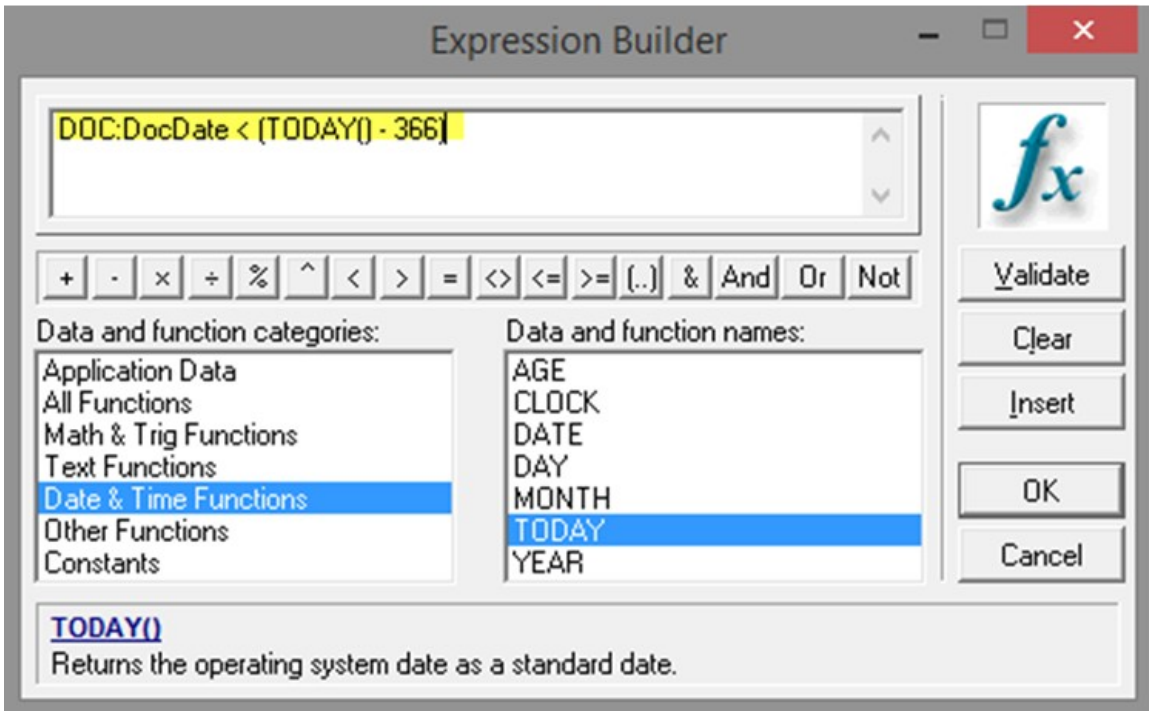
The box displayed at the top of the window is actually a data entry field that you can manually enter the query string; it will also store the query expression as you select items listed under the 'Data and function categories' and 'Data and function names' listboxes. Displayed underneath the data entry 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.

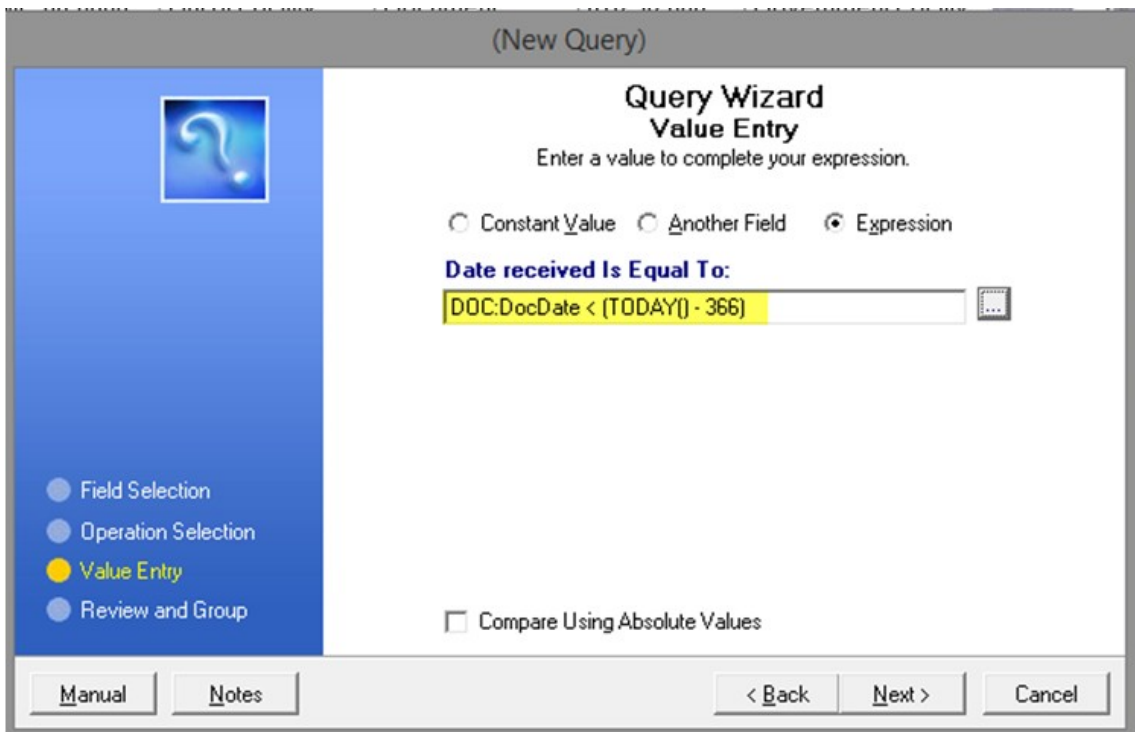
To build the query expression, you use a combination of the 'Application Data' choices with one, or more, of the available functions by clicking the mouse on the desired item(s). As the query expression is being built, periodically click the '**Validate**' button to minimize troubleshooting an incorrect 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:



## 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 CLIP(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 variations of the text string 'Albuquerque' - sometimes lowercase, sometimes mixed case. 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'

## Date Picture Parameters

<u>Picture</u>	<u>Format</u>	<u>Result</u>
@D1	mm/dd/yy	10/31/59
@D1>40	mm/dd/yy	10/31/59
@D01	mm/dd/yy	01/01/95
@D2	mm/dd/yyyy	10/31/1959
@D3	mmm dd,yyyy	OCT 31,1959
@D4	mmmmmmmmmm dd, yyyy	October 31, 1959
@D5	dd/mm/yy	31/10/59
@D6	dd/mm/yyyy	31/10/1959
@D7	dd mmm yy	31 OCT 59
@D8	dd mmm yyyy	31 OCT 1959
@D9	yy/mm/dd	59/10/31
@D10	yyyy/mm/dd	1959/10/31
@D11	yyymmdd	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 setting for Long Date
<b>Alternate separators</b>		
@D1.	mm.dd.yy	Period separator
@D2-	mm-dd-yyyy	Dash separator
@D5_	dd mm yy	Underscore produces space separator
@D6`	dd,mm,yyyy	Grave accent produces comma separator

## Pattern Picture Parameters

@P[<][#][X]P[B]

<u>Picture</u>	<u>Format</u>	<u>Result</u>
@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
@T7		Windows Control Panel setting for Short Time
@T8		Windows Control Panel setting for Long Time
<b>Alternate separators</b>		
@T1.	hh.mm	Period separator
@T1-	hh-mm	Dash separator
@T3_	hh mmXM	Underscore produces space separator
@T4`	hh,mm,ss	Grave accent produces comma separator

Examples:

<u>Picture</u>	<u>Value</u>	<u>Result</u>
@P###-##-####P	215846377	215-84-6377
@P<#/#/#P	103159	10/31/59
@P(###)###-####P	3057854555	(305)785-4555
@P###/###-####P	7854555	000/785-4555
@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

## Time Picture Parameters

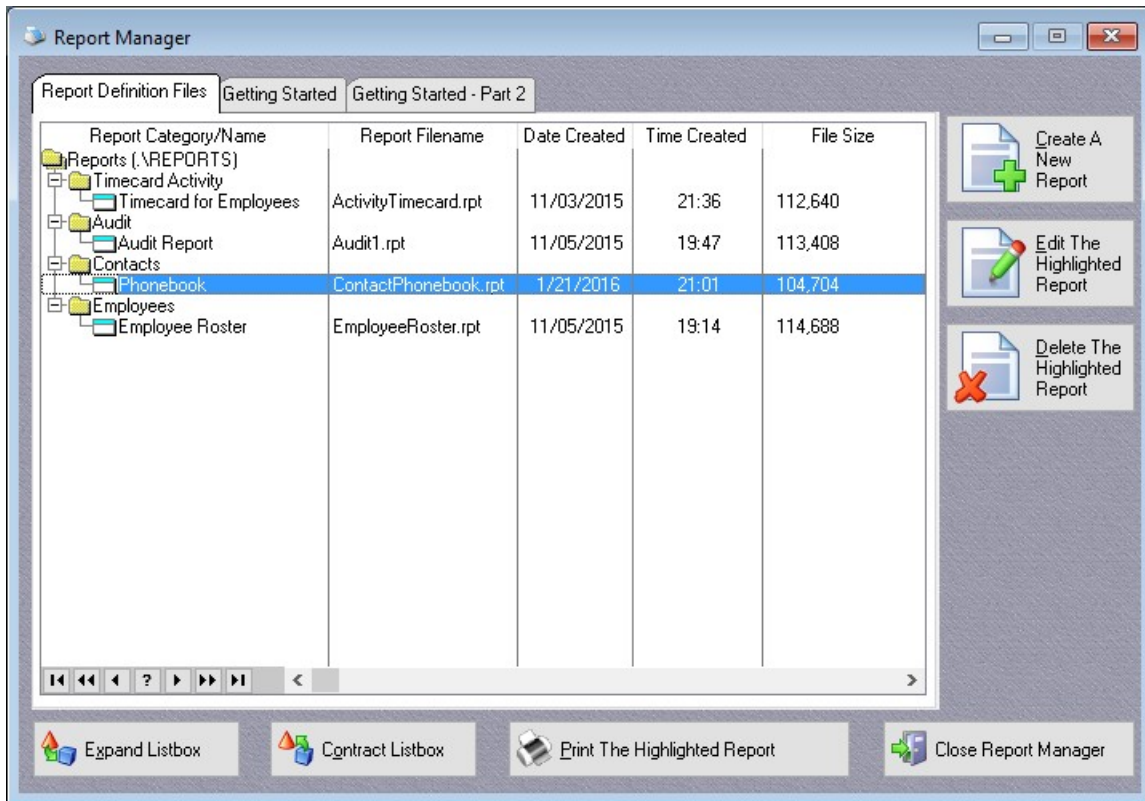
<u>Picture</u>	<u>Format</u>	<u>Result</u>
@T1	hh:mm	17:30
@T2	hhmm	1730
@T3	hh:mmXM	5:30PM
@T03	hh:mmXM	05:30PM
@T4	hh:mm:ss	17:30:00
@T5	hhmmss	173000
@T6	hh:mm:ssXM	5:30:00PM
@T7		Windows Control Panel setting for Short Time
@T8		Windows Control Panel setting for Long Time

### Alternate separators

@T1.	hh.mm	Period separator
@T1-	hh-mm	Dash separator
@T3_	hh mmXM	Underscore produces space separator
@T4`	hh,mm,ss	Grave accent produces comma separator

## Report Manager

This screen is the interface to TimeTrak's embedded, full featured report authoring tool. Form letters, columnar reports, mailing labels, and mail merge forms can be created – best of all, the queries you've created for the TimeTrak database listbox screens are usable here too!



Three tabs are displayed within this window. The first tab displays, using a 'tree' style list (that can be contracted/expanded – useful if you have built a LOT of reports and wish to quickly pare down the list) displays every report that has been saved to the ..\REPORTS folder; the second and third tabs provide a useful, plain-English overview of this reporting tool.

The three buttons displayed on the right are used to create a new report, edit the currently highlighted report or permanently delete the highlighted report.

The two bottom leftmost buttons are used to expand/contract the 'tree' list of reports – by default, the tree is displayed in the 'expanded' mode.

The two bottom rightmost buttons are used to print the currently highlighted report and close this window.

It is important to note that creating/modifying/printing reports will NEVER alter/delete information that you have entered into the TimeTrak database files!

Please refer to its standalone manual/help file for a full overview of how to create/modify reports.

## Technical Information

TimeTrak's space requirements are very small; here is a screen capture of all of the TimeTrak files:

REPORTS	337,664	File Folder
ACTIVITY.TPS	1,792	Clarion TPS data file
AUDIT.TPS	1,536	Clarion TPS data file
ClaASC.dll	75,472	Application extension
ClaDOS.dll	64,720	Application extension
ClaFRB.dll	1,007,104	Application extension
ClaOLE.dll	80,592	Application extension
ClaRUN.dll	1,800,088	Application extension
ClaTPS.dll	128,720	Application extension
CTSQW25C110.dll	363,008	Application extension
CWHH1a.dll	10,752	Application extension
EMPLOYEE.TPS	1,536	Clarion TPS data file
frbuser.chm	2,142,811	Compiled HTML Hel...
LOGS.TPS	1,280	Clarion TPS data file
QUERIES.TPS	4,864	Clarion TPS data file
TimeTrack.chm	4,058,921	Compiled HTML Hel...
TimeTrack.INI	992	INI File
Timetrak.exe	2,511,872	Application
vuLimiter.dll	35,328	Application extension
wPDFControl04A.dll	1,018,800	Application extension
wPDFControlWrapper.dll	15,872	Application extension
zlibwapi.dll	141,312	Application extension

TimeTrak does not store data in any other locations on your computer (e.g. C:\Program Files) or within the Windows registry.

A breakdown of the TimeTrak files:

- ClaASC.DLL: runtime file used for ASCII file manipulation
- ClaDOS.DLL: runtime file used for MsDos low level functions
- ClaFRB.DLL: runtime file used by the report writer
- ClaOLE.DLL: runtime file used to coordinate with the Windows operating system

- ClaRUN.DLL: runtime file required for the application’s executable file
- ClaTPS.DLL: runtime file used to manage the application’s database files
- CTSQW25C110.DLL: runtime file used by the embedded QBE module
- CWHHLA.dll: runtime file to display the runtime help (\*.CHM)
- vuLimiter.DLL: runtime file used for low-level file encryption/manipulation
- wPDFControl04A.DLL: runtime file used to generate PDF file output
- wPDFControlWrapper.DLL: runtime file used to generate PDF file output
- TimeTrak.exe: application executable file
- TimeTrak.Ini: application configuration file to store runtime settings
- Activity.Tps: database file
- Audit.Tps: database file
- Logs.Tps: database file
- Queries.Tps: database file
- Employee.Tps: database file
- FrbUsr.chm: runtime help for the embedded report writer
- TimeTrack.chm: runtime help for this application

TimeTrak also does not place much burden on your computer’s Central Processing Unit (CPU; aka: “brain”), computer until you nabu drive or memory. Here is a screen capture of TimeTrak running on a Windows 11 machine:



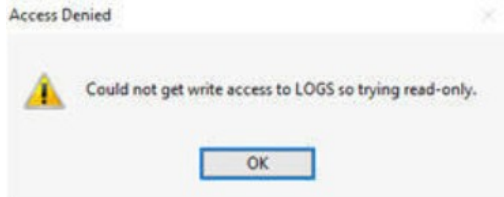
## Data Backup

Every company should draft/implement/execute a plan to archive their electronic data to external media, another company-owned computer system and/or the “Cloud” to protect their data from irretrievable loss due to power spikes, power outage and/or theft of the host computer system(s). TimeTrak stores its data within \*.TPS files – at a minimum, your data backup routine should archive the TimeTrak \*.TPS files on a recurring basis. Should the TimeTrak software need to be reinstalled onto another company-owned computer system, the recovery process would require the reinstallation of the TimeTrak software (likely downloaded from the Software by Daughtry web site); enter your unique registration code(s) to fully activate the TimeTrak software application, and then recover the \*.TPS files from your data archive into the TimeTrak installation folder.

# Troubleshooting

## Could not get write access to <> so trying read-only" error message

**Example popup error message:**

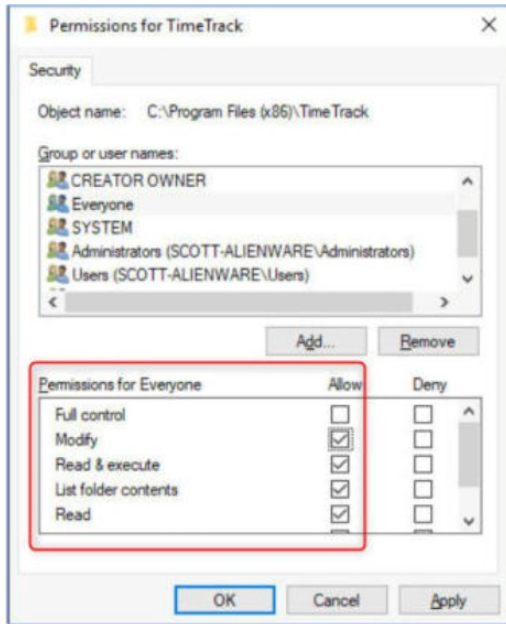


Reason: Database programs write information back to ‘database files’ – when the application starts it attempts to open the files in READ/WRITE mode. The folder that the database file(s) are stored inside of aren’t configured to allow the Windows user account that received this error to change data inside of this folder (and the popup error message is displayed).

Tech-Speak: Windows folder permissions default to the MOST RESTRICTIVE to protect against malware. There are different ‘levels’ of permissions for every folder; listed below are the different levels listed in least to most restrictive:

- Full Control
- Modify
- Read & Execute
- List Folder Contents
- Read-Write

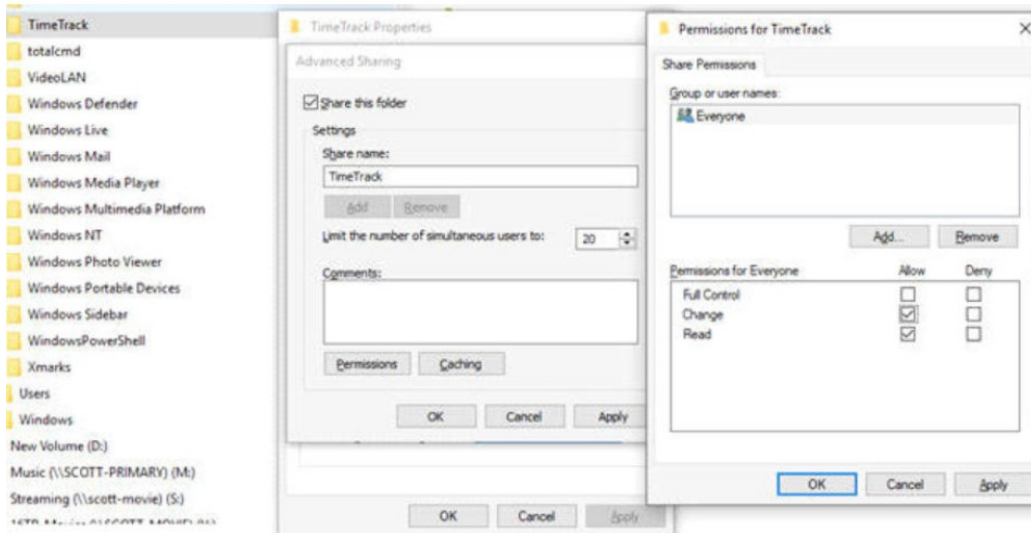
Database applications require WRITE / READ / LIST FOLDER CONTENTS / READ & EXECUTE to save data back to a database file. The “MODIFY” permission has all of these capabilities – this is the folder permission you should use for this database application. Fixing the Problem: Using Windows Explorer (e.g. double-left click the desktop icon named My Computer; alternatively, press the Windows START button, type in EXPLORER and press the OK button), navigate to the folder that the application is installed into (e.g. C:\Program Files (x86)\TimeTrak). Right click the mouse on the folder name (e.g. TimeTrak) to display a popup menu; select PROPERTIES from the list. A popup window is displayed onscreen; click the tab named SECURITY. At the top of that window portion is a list of Windows user groups/accounts; at the bottom is the list of security permissions assigned to that group/account (which changes when a different group/account name is selected). Click the button named EDIT; a sub-window is displayed to add/remove permissions from a group/account. Click ADD; a sub-window is displayed; within the entry field type EVERYONE; click the CHECK NAMES button; click OK to return to the previous sub-window. The ‘Everyone’ user account is now highlighted (if it’s not highlighted, left click it once to select that entry). In the bottom half of the window click the checkbox in the ALLOW column for ‘Modify’ – this will assign MODIFY permissions to the Everyone user group; the screen will resemble this:



## How to share a database app throughout your home/office network

Scenario: **Our** database applications are multi-user capable, meaning your entire office can use this software at the same time. While the application can be installed onto a file server, a more common scenario is one office computer has the software installed; the folder containing the software is SHARED and other machines in the office have a drive mapping created to that SHARED folder and a desktop shortcut placed on the other machines to start the program at the remote desk.

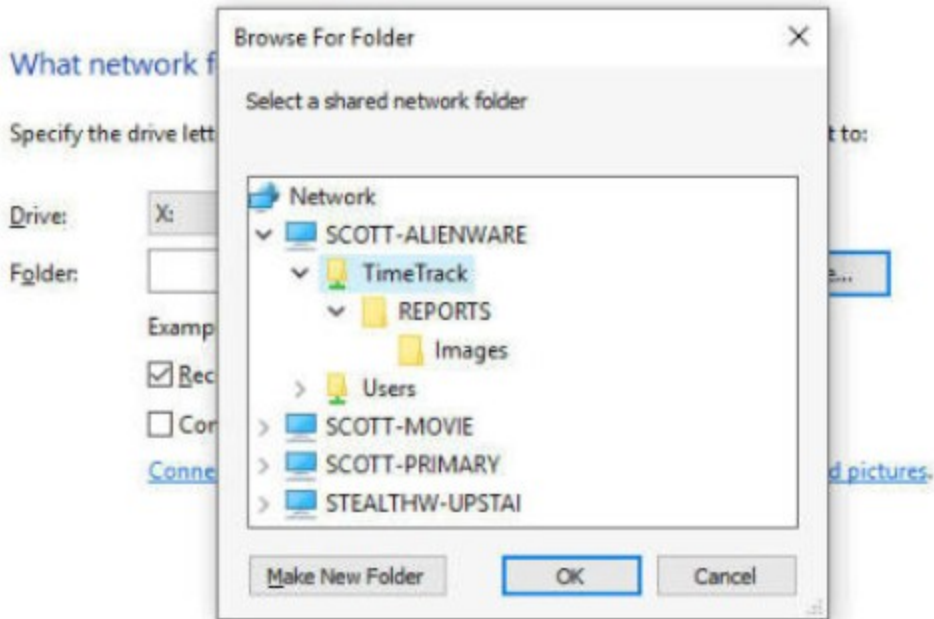
Primary Machine: Log onto the office computer that has the database application installed onto its internal hard drive. Start Windows Explorer and navigate to the folder that contains the database application). Right click the mouse on the folder name (e.g. TimeTrak) to display a popup menu; select PROPERTIES from the list. A popup window is displayed onscreen; click the tab named SHARING. Click the button named ADVANCED SHARING; a popup window is displayed. Click the 'Share this folder' checkbox so a checkmark is displayed inside it; the Share Name can be changed if desired (it defaults to the folder name). Click the PERMISSIONS button; select the Group/User account name 'Everyone' and then ensure checkmarks are displayed inside of the CHANGE and READ checkboxes in the 'Allow' column (as shown below, far right popup window):



Click the OK button to close the 'Permissions' sub-folder. Click OK to close the 'Advanced Sharing' sub-window. Click the Close button to close the Properties window. This folder is now being shared by that computer on your office's internal computer network. The next step is visiting each workstation whose occupant needs to use this shared software application to (a) create a drive mapping to the share you just created and (b) create a desktop shortcut for the application. DONE

### How to create a drive mapping to an app on your home/office network

On a computer different than the one the database application was installed onto, have the employee log into their machine; start Windows Explorer. For Windows 10 machines click the HOME button; click the EASY ACCESS button which will display a drop list menu – select MAP AS DRIVE:



A popup window is displayed to assign a Drive Letter to a shared folder located elsewhere on your office network. The drive letter can be any unassigned drive letter; use the default or select one from the droplist. Click the BROWSE button to select the workstation name that the database application is installed on (note: for this example, the workstation name is SCOTT-ALIENWARE); left click that workstation name to expand the list of shared folders. Left click once on the share name (for this example, the shared folder name is 'TimeTrack') and click OK:

When the OK button is clicked the network path (that you just selected via the popup menus) is automatically entered into the folder name entry field:

### What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive:

Folder:

Example: \\server\share

Reconnect at sign-in

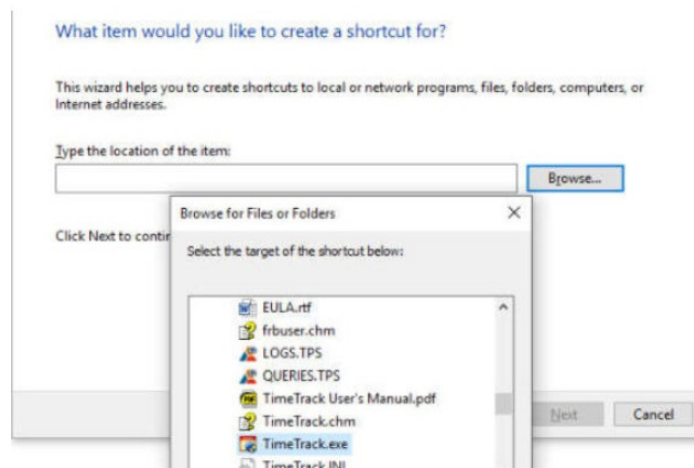
Connect using different credentials

Click FINISH. Drive letter X on this workstation is now mapped to the TimeTrak folder located on the Alienware computer in this office. Repeat this process for the other employees/computers in your office. DONE

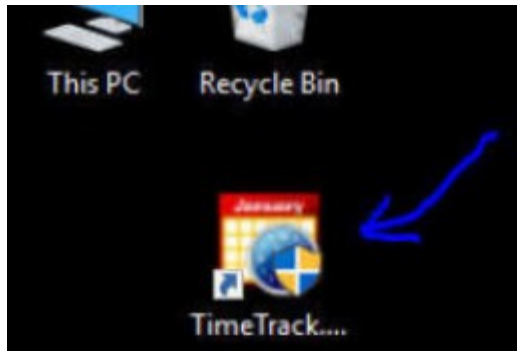
## How to create a desktop shortcut to start a database application

PROLOGUE: This instruction assumes that (a) the employee has logged onto their computer and (b) has already created a drive mapping to the database application located on a computer located elsewhere in the office.

1. Return to the Windows desktop by holding down the START menu button and then pressing the letter D
2. Move the mouse cursor anywhere on the desktop that is unoccupied by an icon
3. Right click the mouse
4. From the popup menu select NEW, then SHORTCUT
5. Click BROWSE
6. Left click the entry titled 'This PC'
7. Scroll down until you locate the drive letter that was mapped to the database application located elsewhere on the network; if you've been following this web site's FAQ examples drive letter X is left clicked on once
8. A list of files located in that remote folder are now displayed; scroll down until you see a filename with a .EXE file extension:

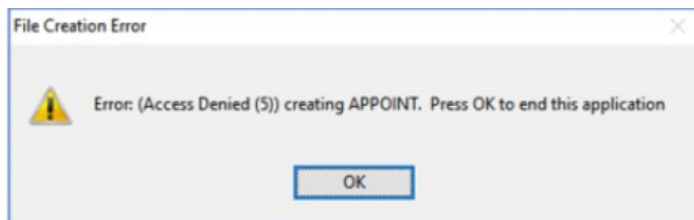


9. Click the OK button after selecting the correct .EXE file (for this example the TimeTrack.exe file is correct). The path to the executable file is inserted into the location entry field. Click NEXT
10. You can either change the Shortcut's Name or leave it to the filename (default). Click FINISH.
11. The new desktop shortcut icon is now added:



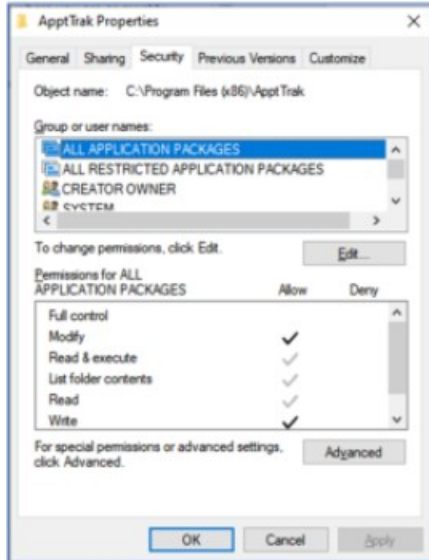
## File creation error message appears whenever our application starts

Problem: After starting a Software by Daughtry software application, Windows displays a popup error box:

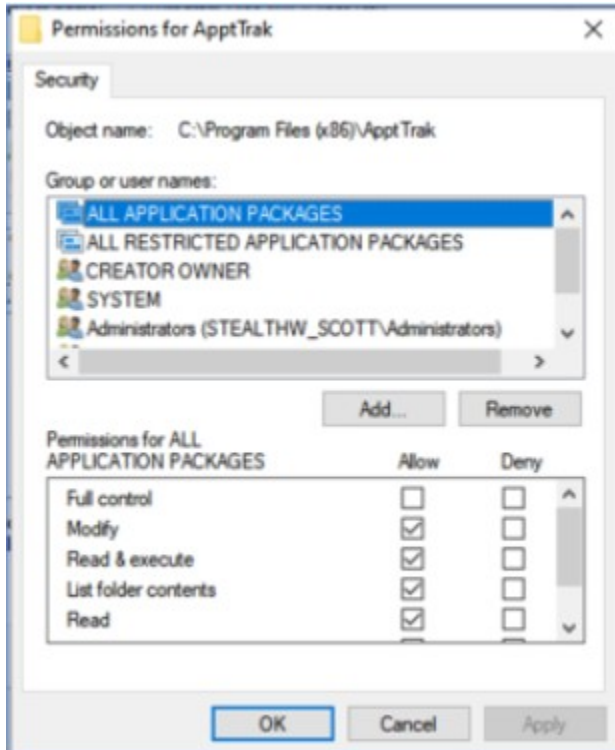


Reason: The software application is trying to create a new file or modify the contents of an existing file and can't because the current Windows user account lacks sufficient Security Permissions inside of that folder to complete the task  
Solution: Add the default Windows group "Everyone" to that network folder and assign it MODIFY Security Permissions  
Steps: Execute the following steps to resolve this Windows security permissions problem:

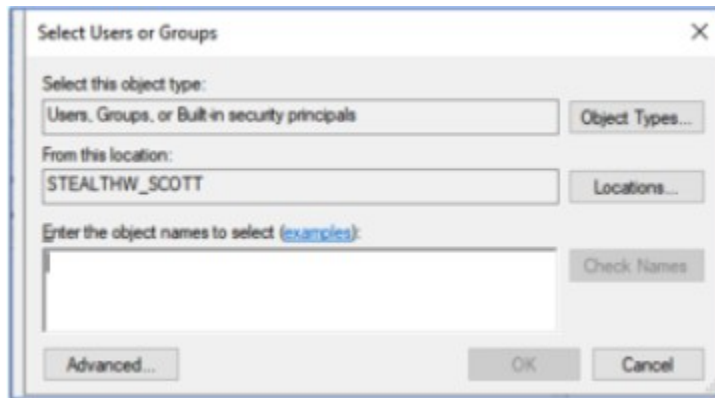
1. Start Windows Explorer (click the START button, type in File Explorer, select that displayed option)
2. Navigate to your C:\Program Files (x86) folder
3. Right click the folder that contains the Software by Daughtry application (e.g. TimeTrak); click the Security tab:



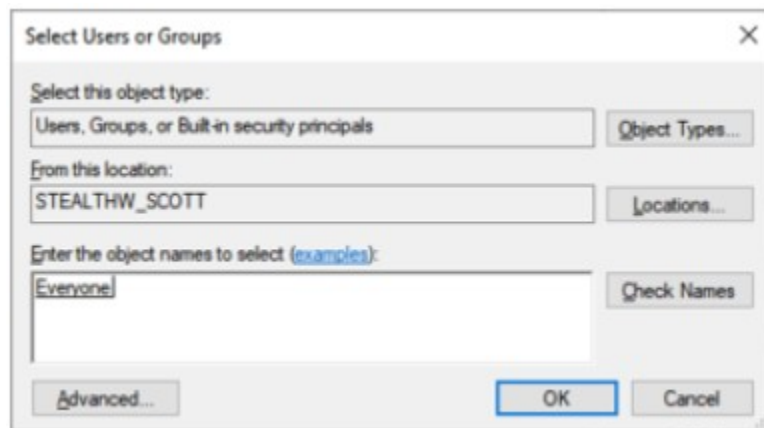
4. Click the EDIT button:



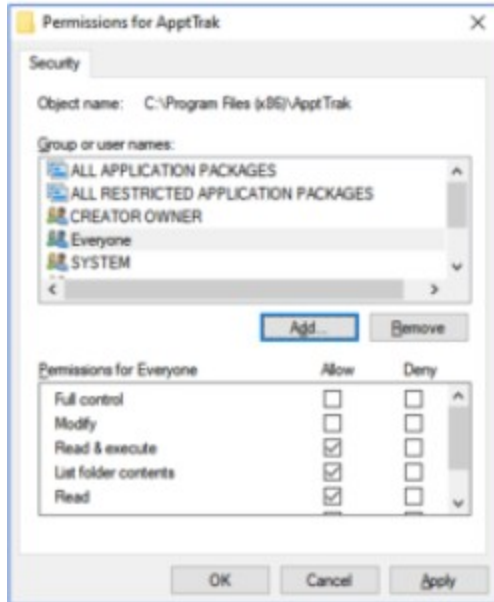
5. Click the ADD button:



6. Within the entry field (the cursor is already placed inside that box) type in the text **everyone**
7. Click the CHECK NAMES button that is now active:

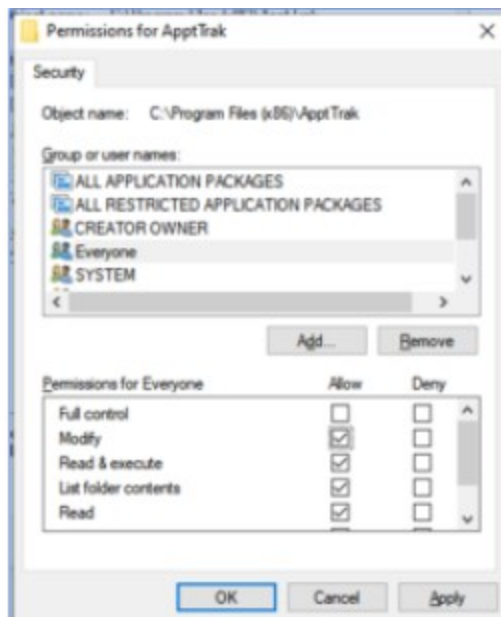


8. When Windows locates the **Everyone** user account that text (that you typed into the entry field) is underlined
9. Click the OK button to close the 'Select Users or Groups' window; the user group **Everyone** is now listed:



Notice the checkbox for 'Modify' for 'Everyone' is currently unchecked - this means that the Modify security permission is currently being denied within this folder for Windows user accounts that are a member of the Everyone user group.

- Left click the Everyone entry to select that Windows user group, then left-click the empty checkbox under Allow for the Modify line; your screen now has checkmarks under the ALLOW column for Modify, Read & Execute, List Folder Contents and Read:



- Click OK to save the changes; click OK in the next window to close the Properties window
- Done

Now, any Windows user account for this computer should be able to create/modify data files within this hard drive folder with no more error messages (as all Windows user accounts are automatically a member of the Everyone user group)

## Support and Registration

1. Send us an email ([scott@sdaughtry.com](mailto:scott@sdaughtry.com)) that fully describes the problem(s) you're experiencing and we will get back to you as soon as possible. It is prudent for you to fully back up this application's folder (in full) as a precautionary pre-troubleshooting step.
2. This application is distributed as a TRIAL – upon our receipt of payment, you will receive (via email) a special file that unlocks the application from TRIAL mode to FULL mode – no more restrictions. The software is branded to you/your company. All information entered during the TRIAL period is fully accessible once unlocked. This application's dedicated web page located on our company web site (<http://www.sdaughtry.com>) has the payment instructions should you decide to keep using this application past its TRIAL limitations.