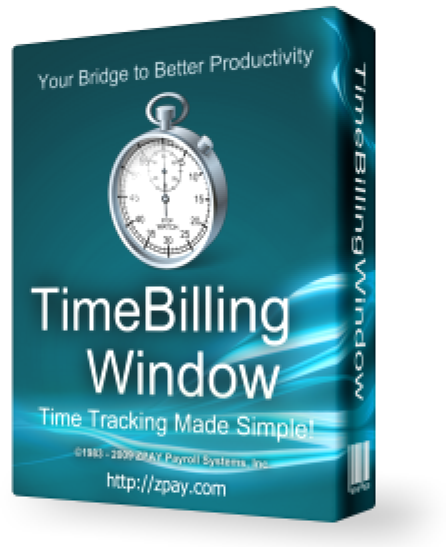


TimeBillingWindow

User guide
2018

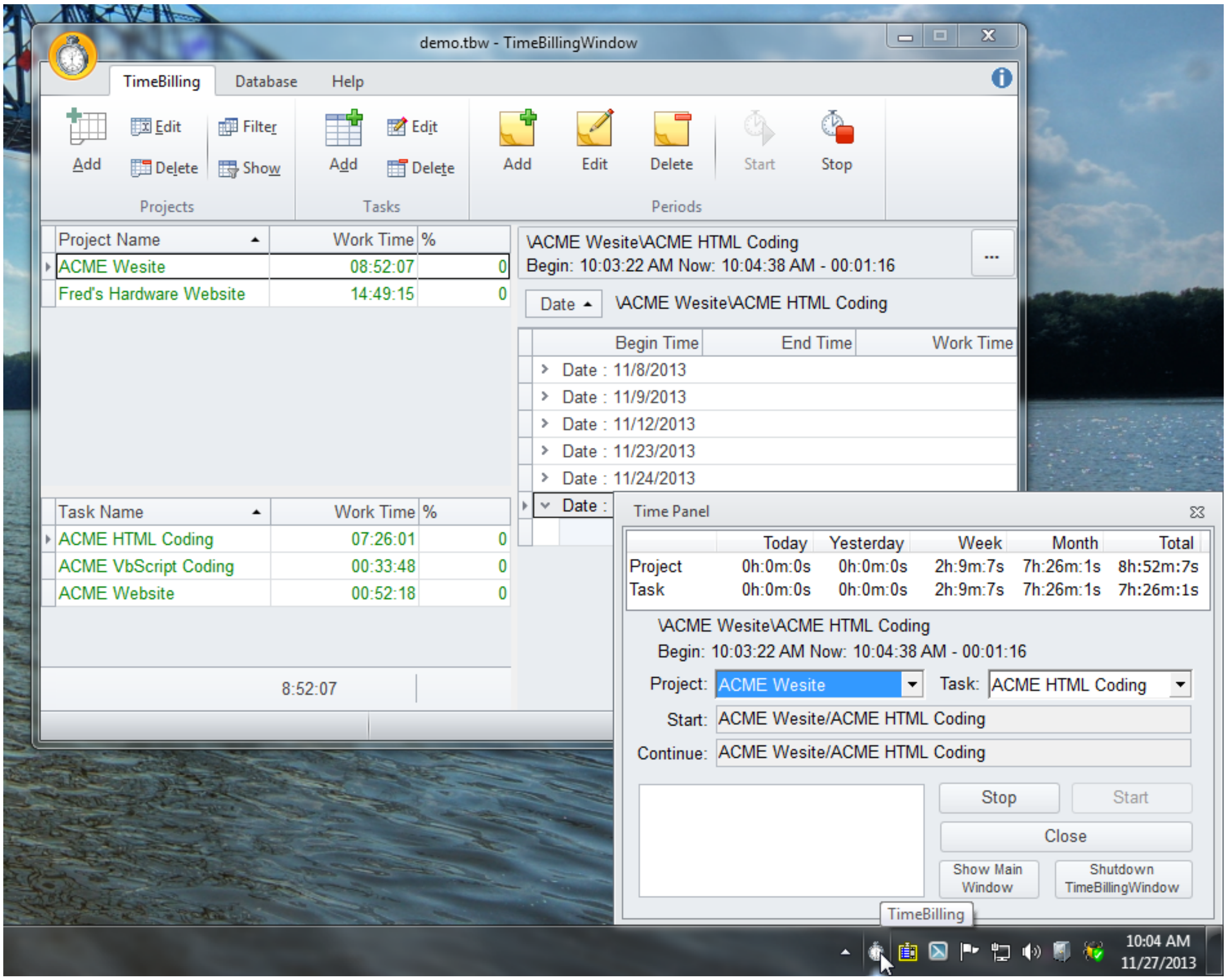
Table of Contents

Affordable Software From ZPAY Payroll Systems, Inc.

TimeBillingWindow

No more managing hours by hand! No more spending half a day trying to add up the billed hours and pulling your hair out because you lost the notes that you kept your time on or cannot read them!

Automation with our time Billing software is the answer! The best thing about TimeBillingWindow is that it is always ready sitting in as a tray icon in the bottom corner of your screen. That means you are only a mouse movement away from logging your time as you work with clients on the phone or in the office! Starting with the time billing interface, it shows you exactly which tasks are open and being timed while collecting the time worked for fast and easy billing.



It's so easy to use that you don't need to be a computer expert to set up and start using this time Billing software immediately. In fact it's so easy that we sell through the Try-Before-You-Buy method of marketing known as Shareware and we want you to download and see for yourself before you buy it. Here are some of the features you will find in TimeBillingWindow:

- Software Time Billing, in an easy to use tool
- Windows 2003, 2008, 2008R2, 2012, Windows XP, Vista, Windows 7, Window 8
- Simple to use time tracking interface
- Manages unlimited number of clients to track time for
- Prints out reports as well as invoices ready for your clients
- Easy to add time periods and edit for work done on clients site
- Runs as a Tray Icon for fast and easy access can even start, pause and stop from tray popup

• Projects link to your Clients, Tasks link to Projects and Time Periods link to the tasks

Introduction

TimeBillingWindow is the fully featured time billing package from ZPAY Payroll Systems, Inc. and was originally released in 2008. The release of version 2.0 in 2014 has taken suggestions from our users to make it even easier to use.

TimeBillingWindow is designed with easy-to-use functionality and user- friendliness in mind. We have tried to make the help file as complete as we can. This will help you get started. We hope the help file will answer many of your questions and guide you in using TimeBillingWindow and you will continue to use it for your future reference needs.

You should also quickly become comfortable by following instructions in the Startup Tutors located on our website.

We have tried to keep our software simple to use and simple for most computer beginners.

To see a Video tour of TimeBillingWindow on the Internet, click here.

ZPAY has been developing payroll software since 1978. ZPAY develops software packages for personal computers, for the Windows platform.

Welcome

We hope you like using the new release of TimeBillingWindow.

As the year 2013 was the 30th Anniversary for ZPAY Payroll Systems, Inc., We worked hard on this major update to make the best time billing package possible for this milestone. We felt that we have accomplished this and hope that you agree. TimeBillingWindow Version 2 has taken this last year to complete and we have used input from our community of TimeClockWindow users to bring you what you see before you.

We welcome comments and suggestions on our open forum found on our website at https://zpay.com/vbulletin/

Again, welcome to TimeBillingWindow!

Paul Mayer,

ZPAY Payroll Systems, Inc.
Past President of the Association of Shareware Professionals
Shareware Industry Conference Hall of Fame Inductee 1997
Association of Shareware Professionals Hall of Fame Inductee 2000
Shareware Industry Conference Lifetime Achievement Inductee 2002

Contacting Us

ZPAY Payroll Systems can be contacted at:

ZPAY Payroll Systems, Inc.
10745 Serenity Lane
Savanna, Illinois, 61074-2916

Email: support@zpay.com

Phone: 1-815-273-2322

Getting Technical Support:

The website address for the support forum is:
https://zpay.com/vbulletin/

The website address for support is:
http://timebillingwindow.com/support.html

Video Tutorials can be seen here:
http://timebillingwindow.com/turorials.html

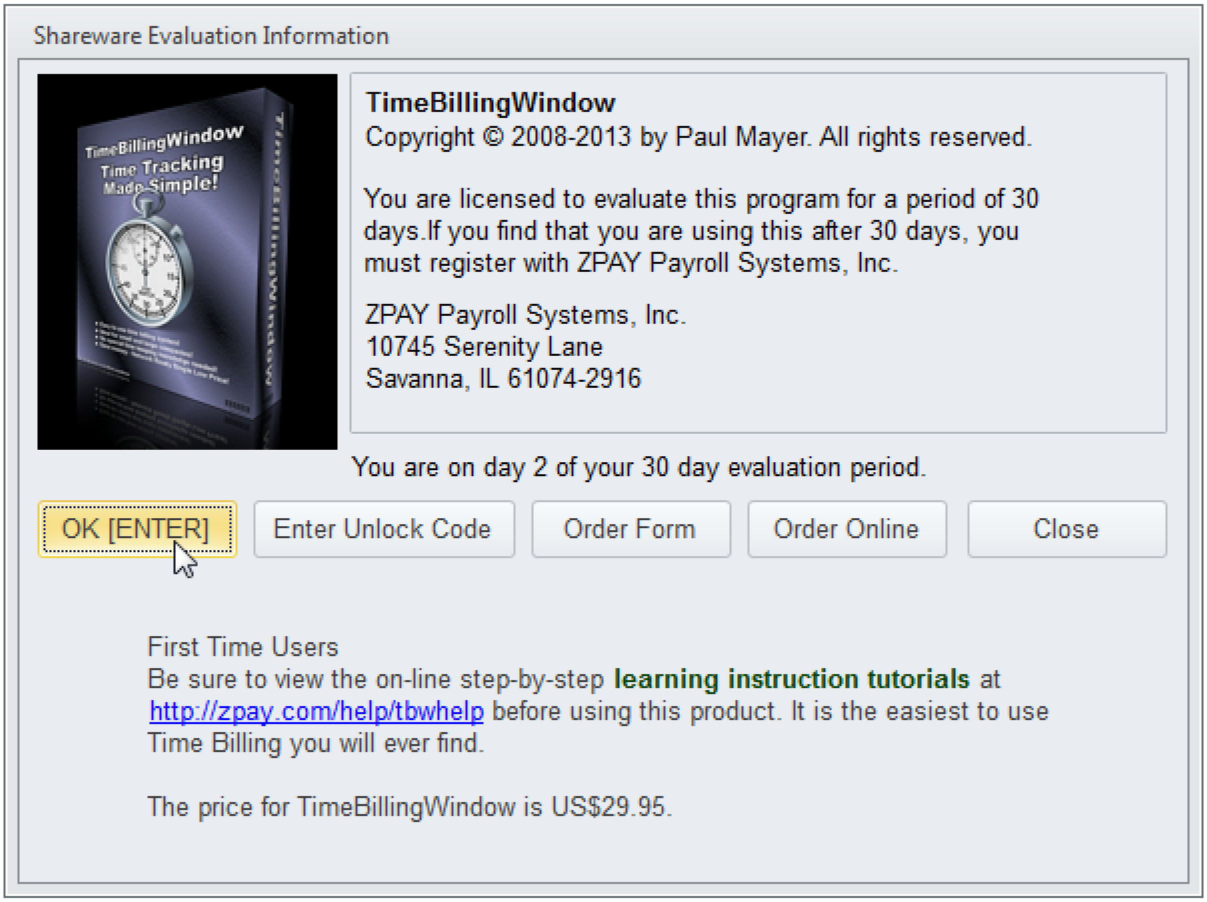
30 Day Trial Mode

TimeBillingWindow is sold through the Shareware method of marketing. That means that you can download and install TimeBillingWindow from our download page and try it out for 30 days without paying a penny. If you find that you like TimeBillingWindow during the 30 day, go back to our website and use the Purchase link to pay for it. If you don't like it, simply uninstall it and we never know that you even had it. The price for TimeBillingWindow is only $29.95!

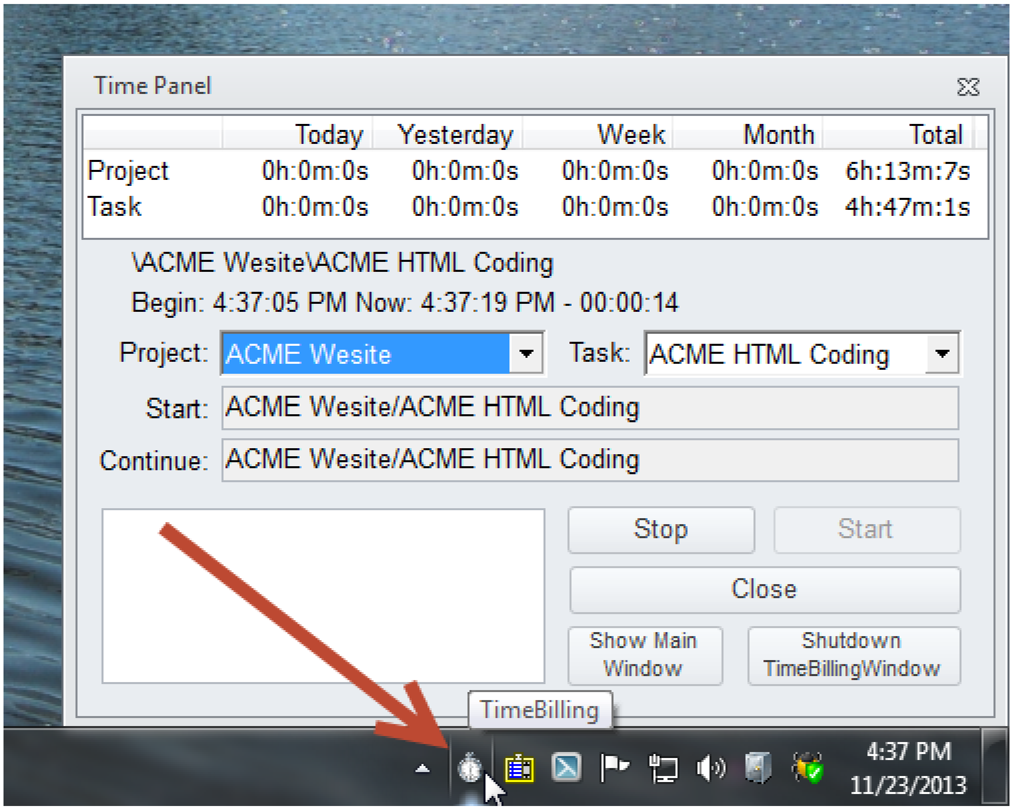
See the Quick Start page for setting up TimeBillingWindow for use.

After installing TimeClockWindow it will display the Shareware screen as seen below. To use the program during the 30 day trial, simply click the OK [ENTER] button to enter the program.

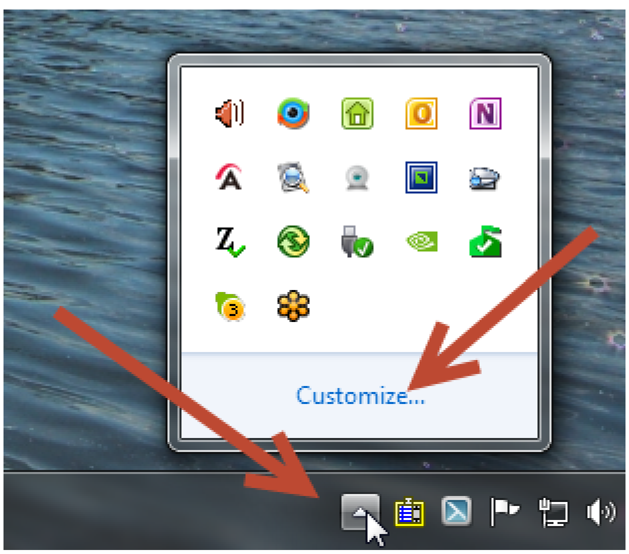
We also have a video tutorial on our website that shows how to use TimeBillingWindow in trial mode. Click here to watch that video.



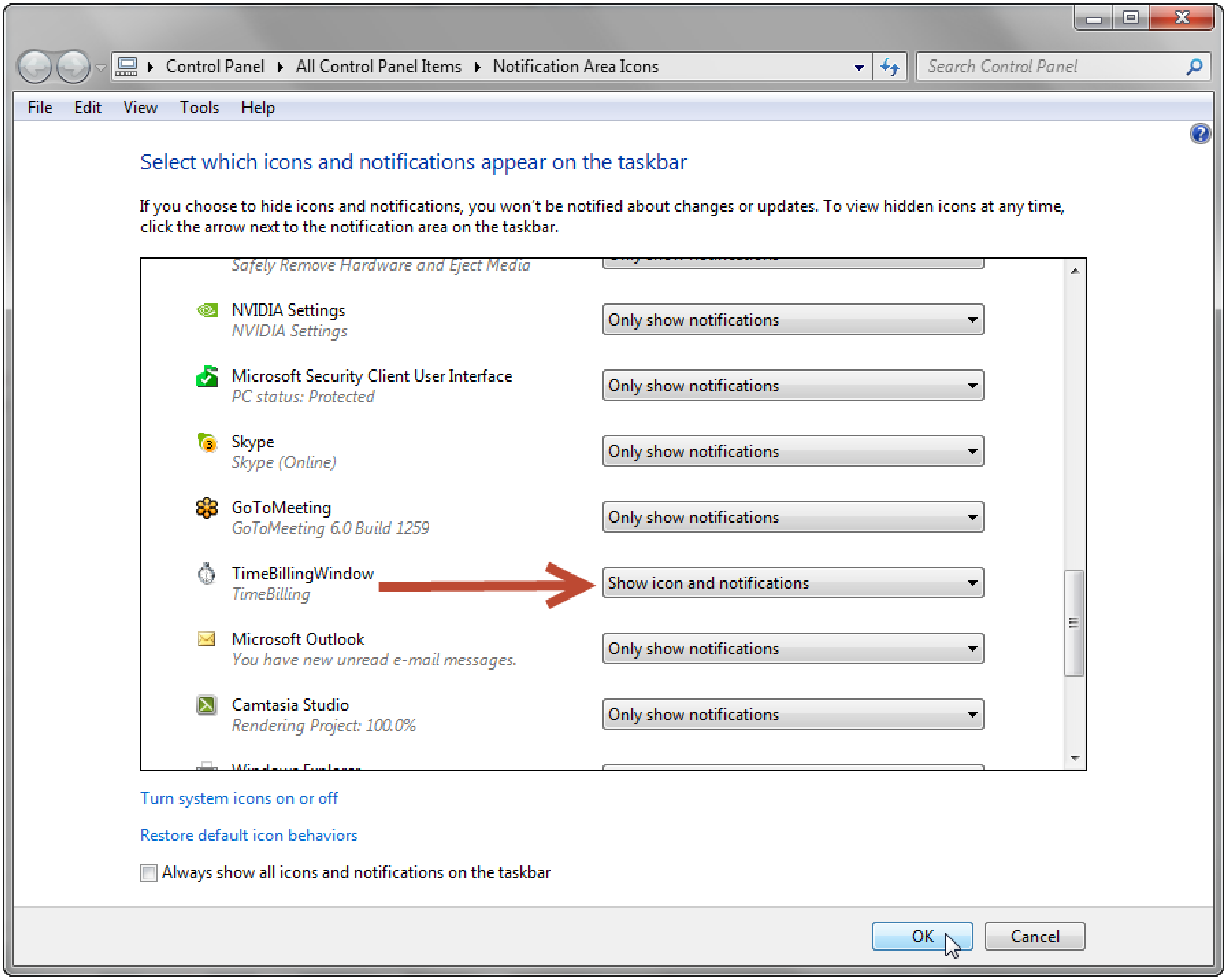
The program will start and minimize to the bottom right corner of your screen. This is called the system tray. It should look like seen below. By passing your mouse pointer over that small "clock" Icon, the tray tool will pop up. Clicking the Show Main Window button will open the main screen. If you do not see that small Icon, see the instructions below.



If you do not see the small Icon, it may be hidden by Windows. You can set that to stay visible. Click that small button with the "up" arrow and then click on Customize.



Scroll down to TimeClockWindow and select the setting to "Show icon and notifications" and click OK.


Control Panel
All Control Panel Items
Notification Area Icons
Search Control Panel
File
Edit
View
Tools
Help
Select which icons and notifications appear on the taskbar
If you choose to hide icons and notifications, you won't be notified about changes or updates. To view hidden icons at any time, click the arrow next to the notification area on the taskbar.
Safely Remove Hardware and Eject Media
NVIDIA Settings
NVIDIA Settings
Only show notifications
Microsoft Security Client User Interface
PC status: Protected
Only show notifications
Skype
Skype (Online)
Only show notifications
GoToMeeting
GoToMeeting 6.0 Build 1259
Only show notifications
TimeBillingWindow
TimeBilling
Show icon and notifications
Microsoft Outlook
You have new unread e-mail messages.
Only show notifications
Camtasia Studio
Rendering Project: 100.0%
Only show notifications
Turn system icons on or off
Restore default icon behaviors
Always show all icons and notifications on the taskbar
OK
Cancel

Getting Started

Besides the information in this help file, be sure to try the web-based help file which is even easier to use located at:

http://timebillingwindow.com/on-line-help/

Other options are our Tutorials which are small movies that take you step by step though a process to help you understand how it works located at:
http://timebillingwindow.com/turorials.html

We also have our on-line support forum where other users may have asked your question and already have the answer waiting for you there. If not, you can post a question and return back later to see the solution. This is located at:
https://zpay.com/vbulletin/

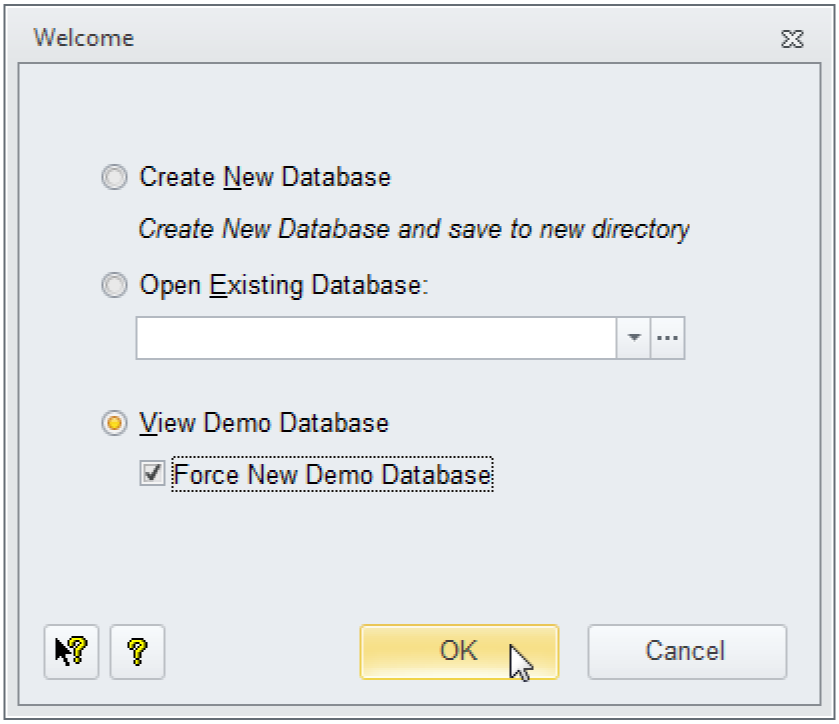
And you can also contact us by email at:

support@timeclockwindow.com

Quick Start

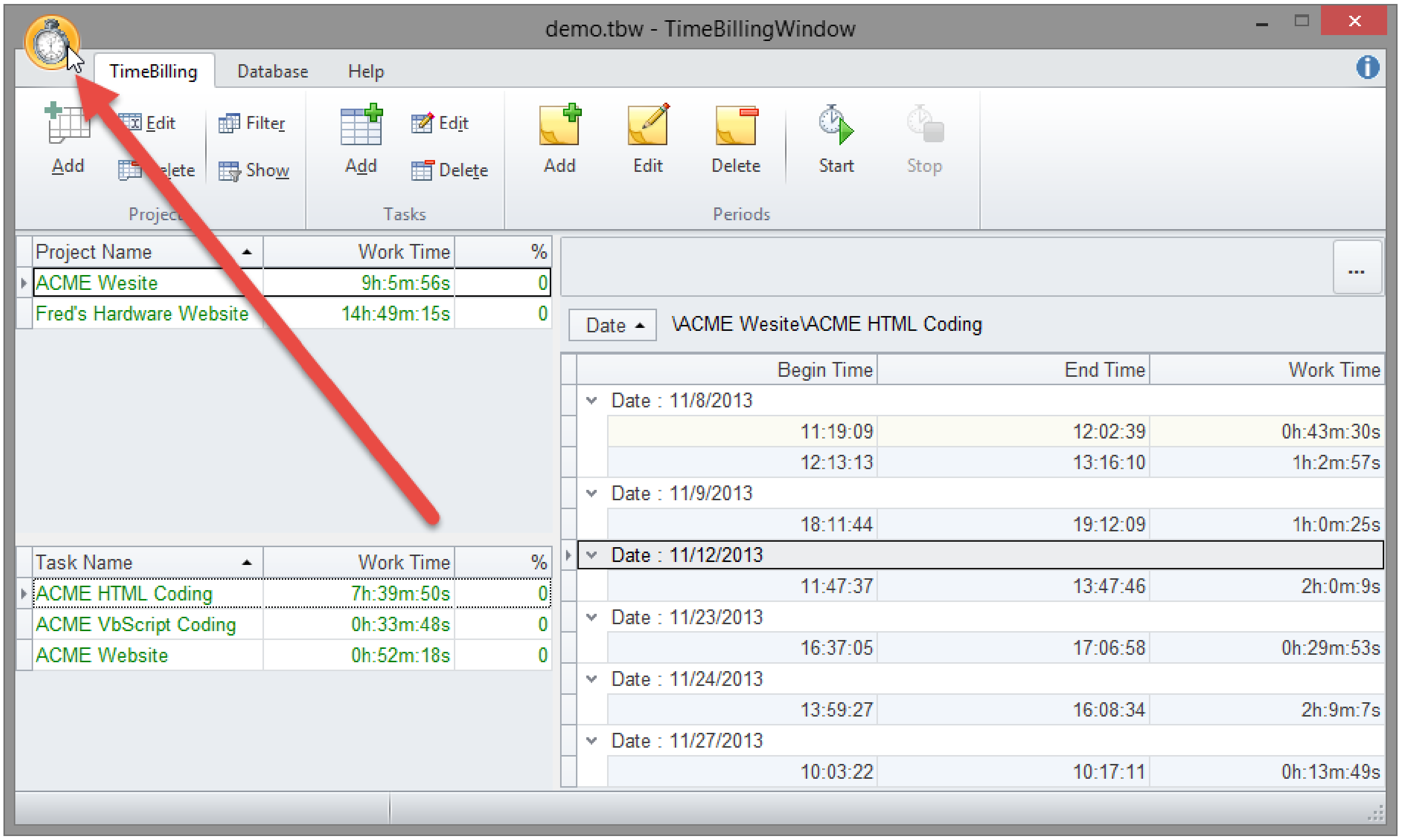
When you first start TimeBillingWindow, you have a choice to open the Demo database Create a New database or open an Existing database. The checkbox “Force New Demo Database” will create a new Demo database if you want to start fresh with our example data after playing with it.

See this Video on how to create your own database as well, click here to view.

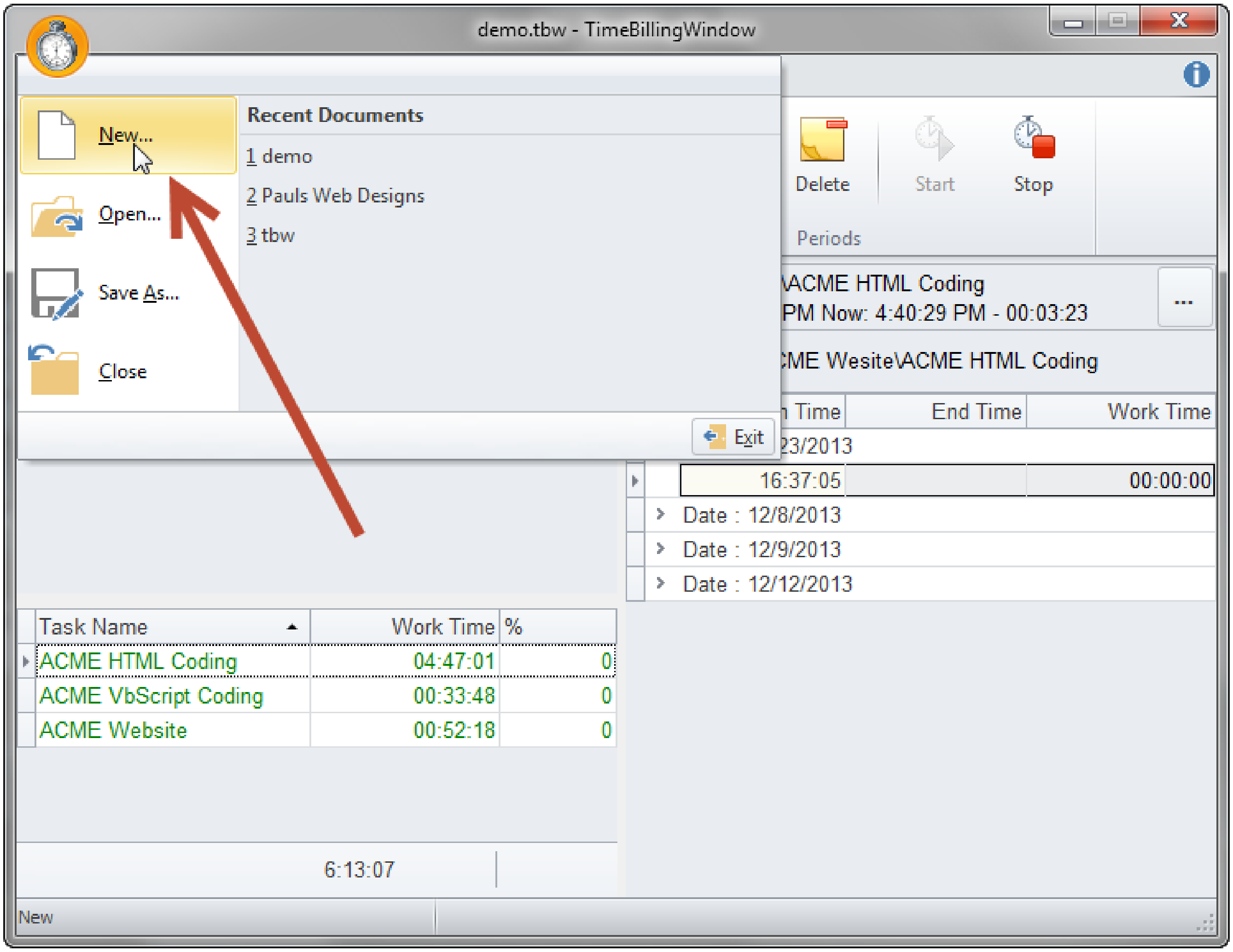


In the future you can use the main interface as well. To create a new database, follow these instructions:

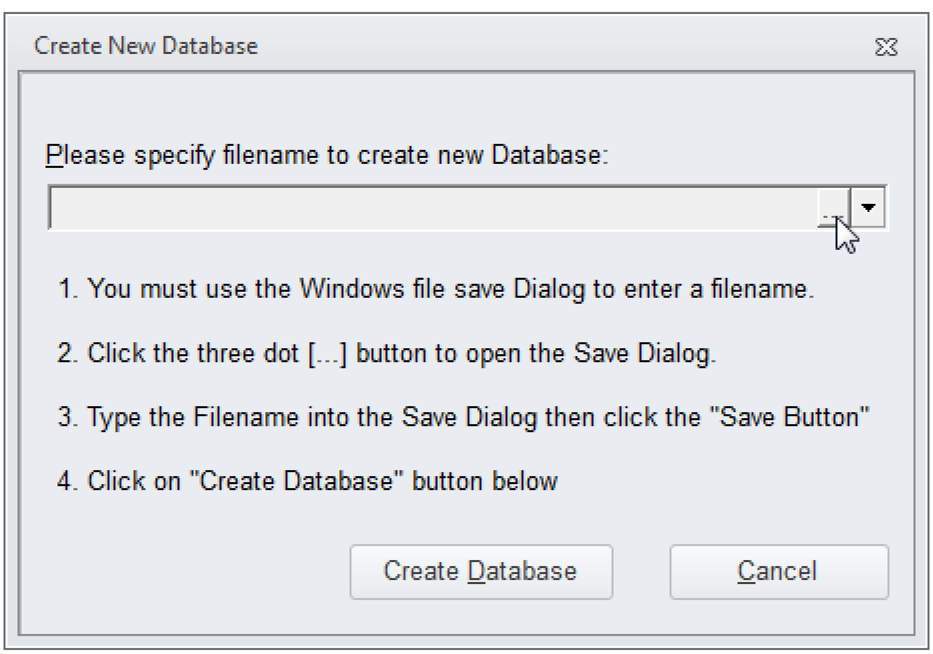
Click on the button in the upper left corner of the program.



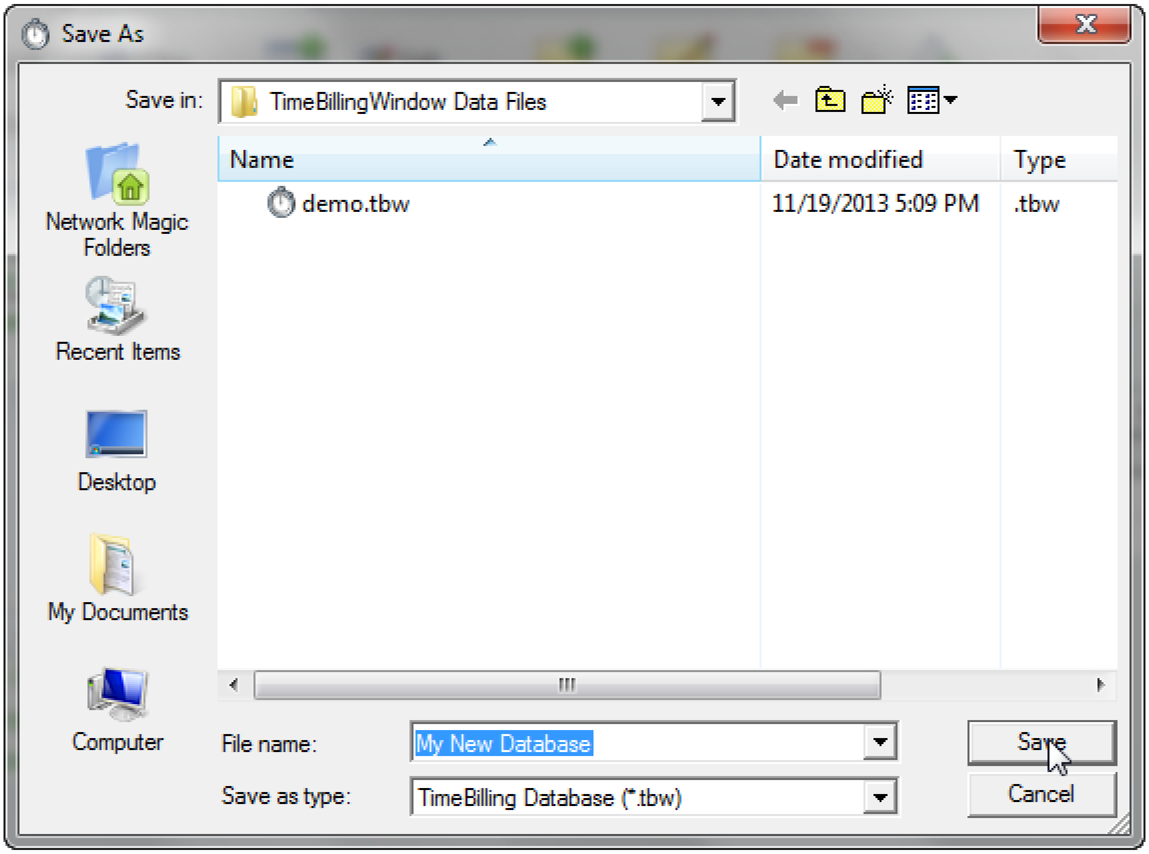
Then select “New” from the choices.



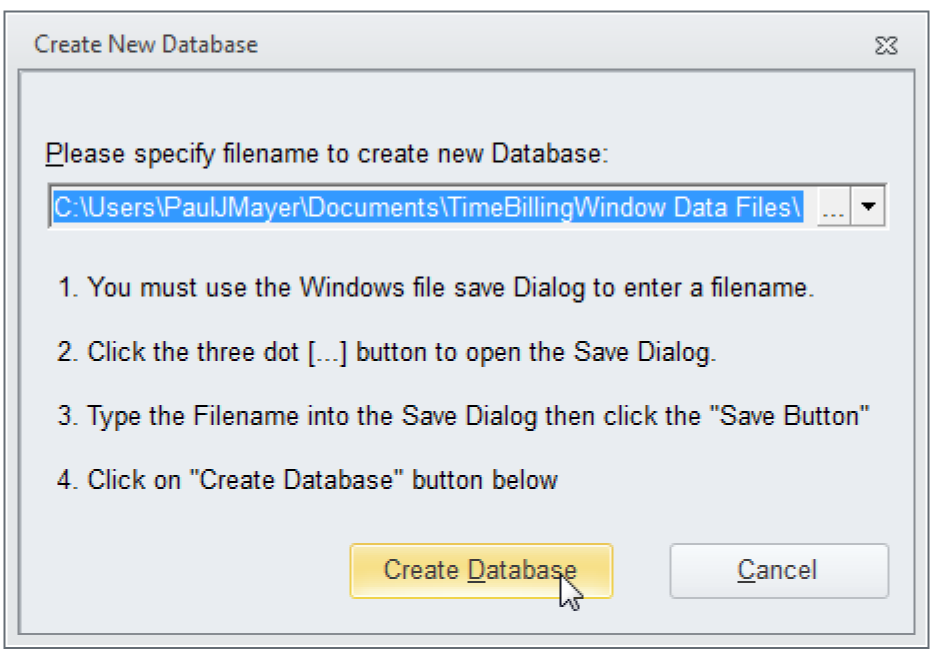
Then click on the small square button that you see being selected below.



That opens the Windows File Save as Dialog. Notice that we are putting the database in the TimeBillingWindow sub-folder of your Documents folder. Enter the file name that you want to create as you see in our example below. Then click on the Save button.



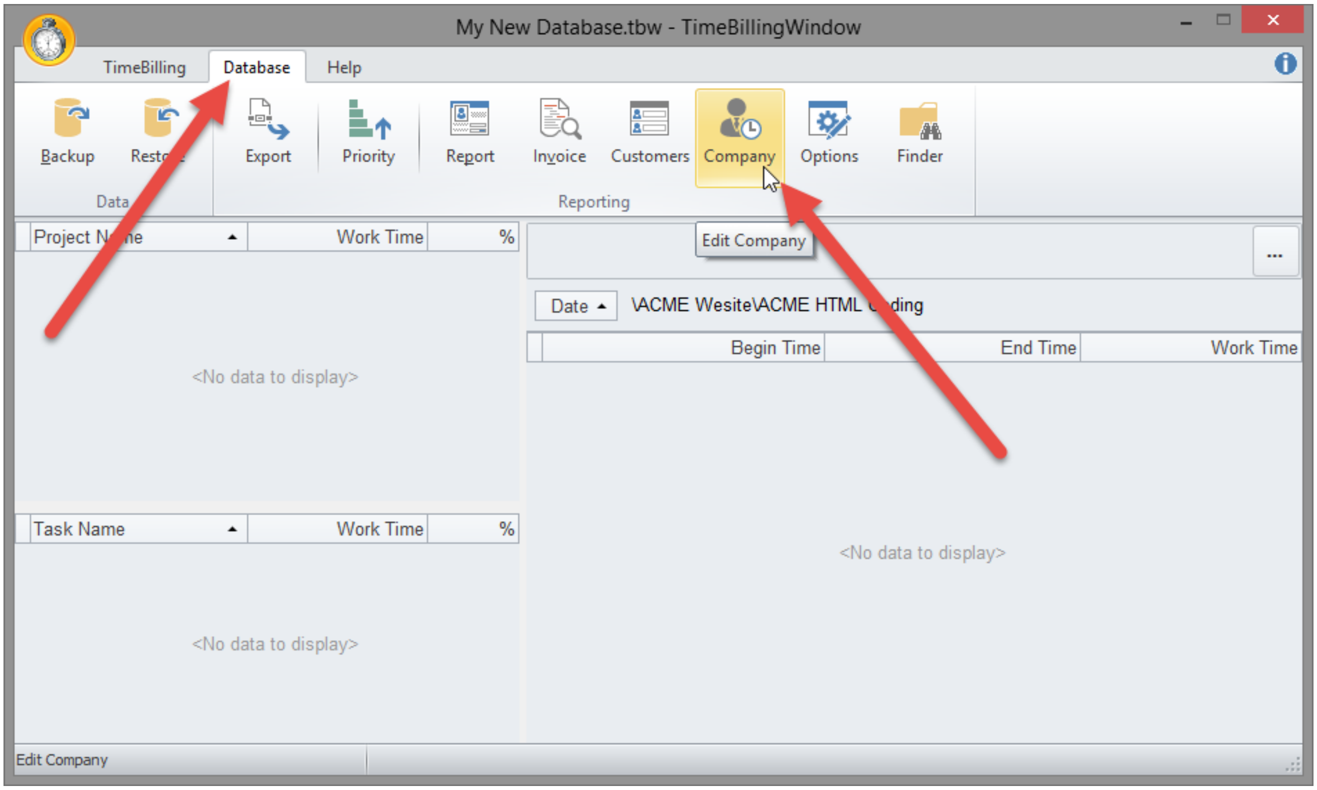
Then when back in the Create New Database window, click on the Create Database button.



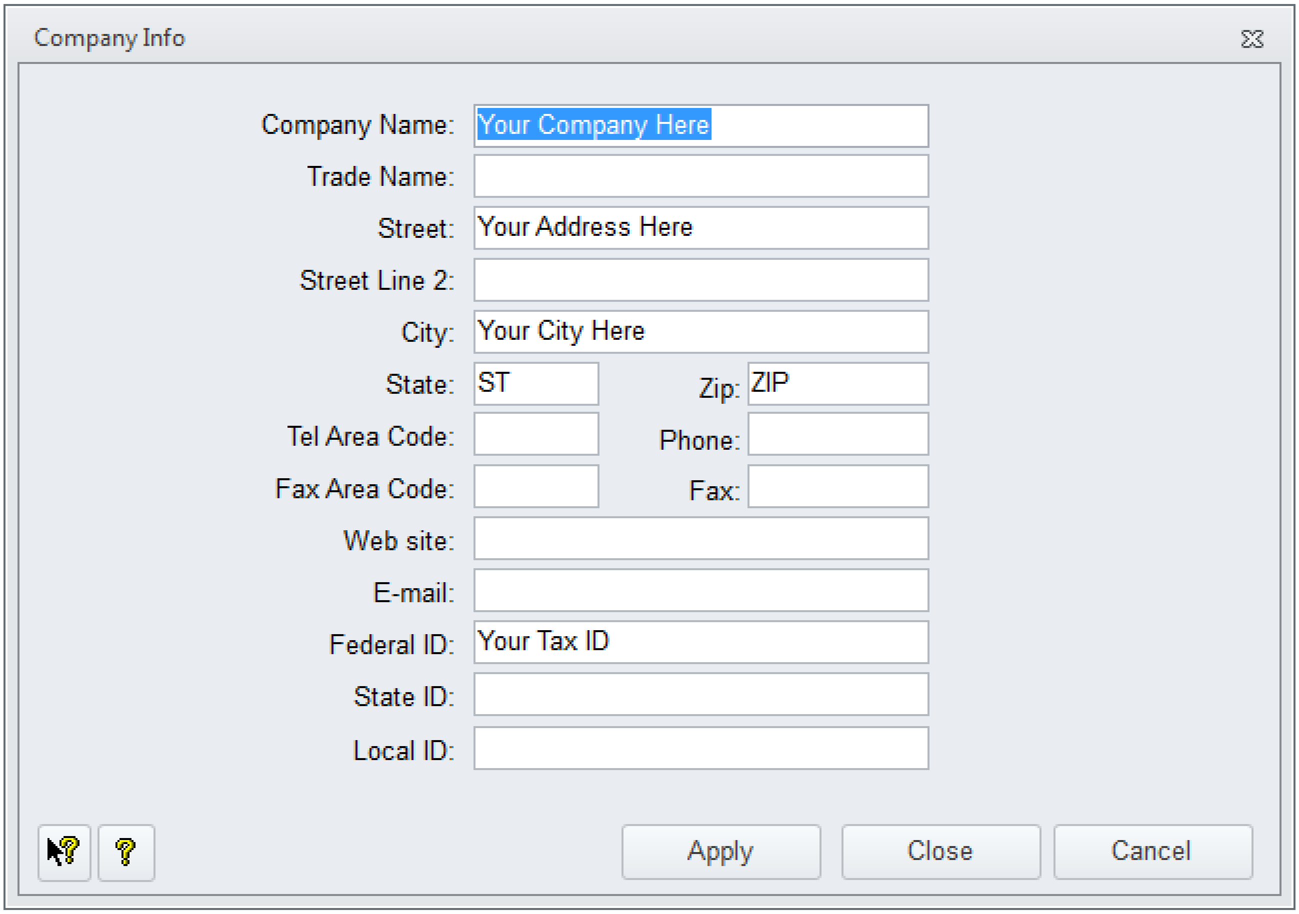
Your new database is now created and ready for you to use.

After creating your own database, there are a few things you should do before starting to track, save and report time.

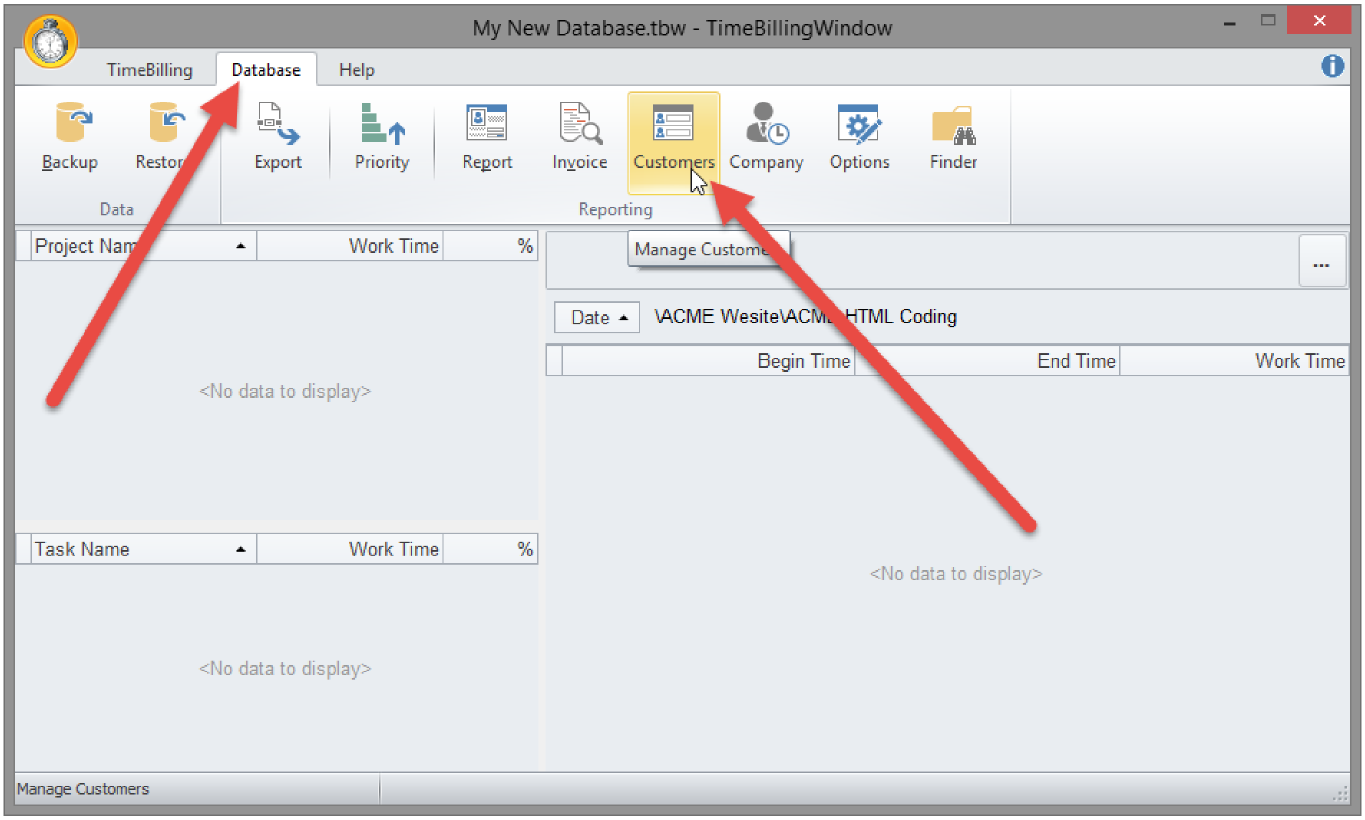
First we want to enter the data for your company. This is information that will appear on the invoices that TimeBillingWindow creates for you. So in the program click on the “Time Keeping” tab and select “Company”.



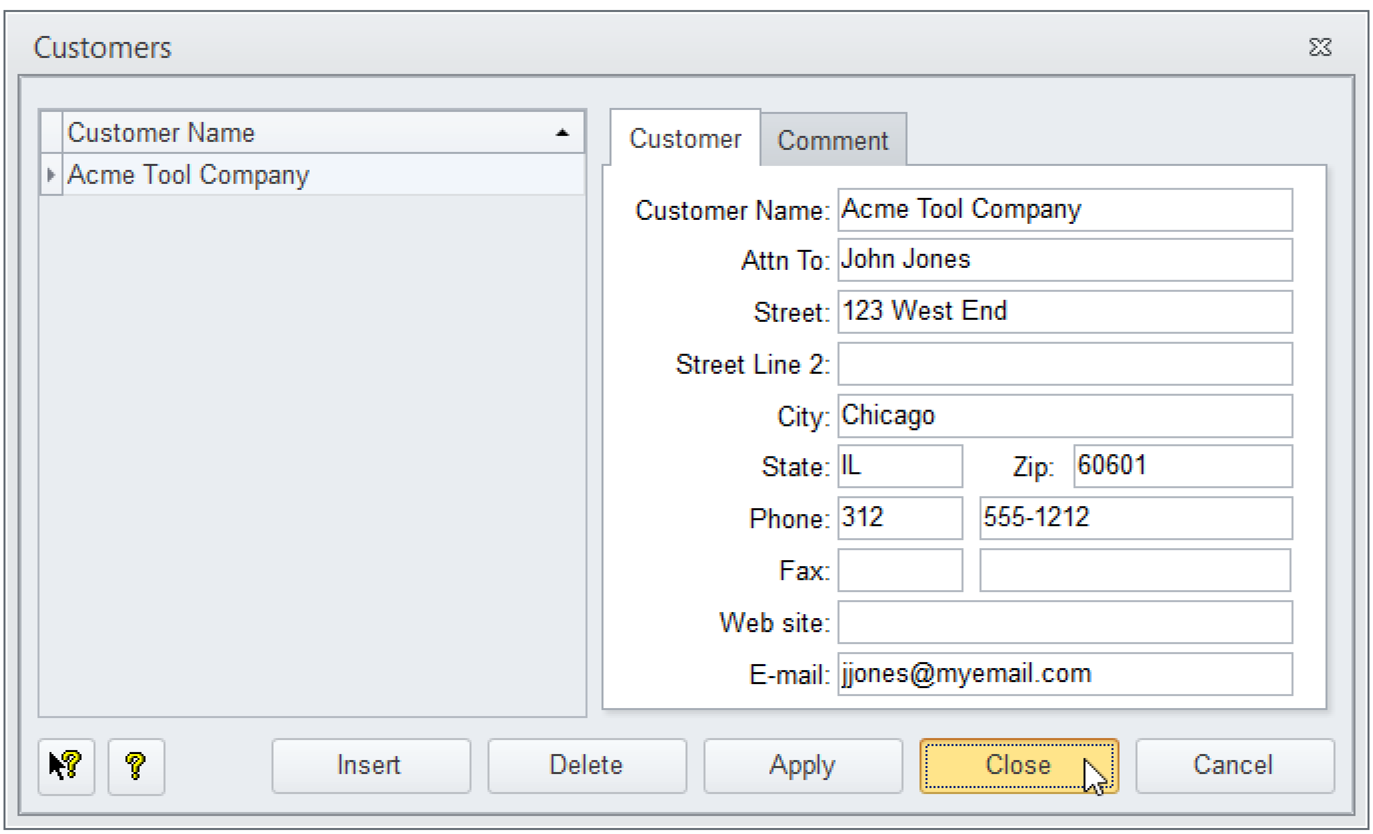
That will open a data entry page for entering information about your company. Replace the text holders at a minimum as those are required items to save the data. As you can see below, it is simple to enter and when you are done, simply click the “Close” button to save the data and close that page.



Next, let us add a customer that you will be working with. Click the “Customer” button to open the page to enter information on the customer.

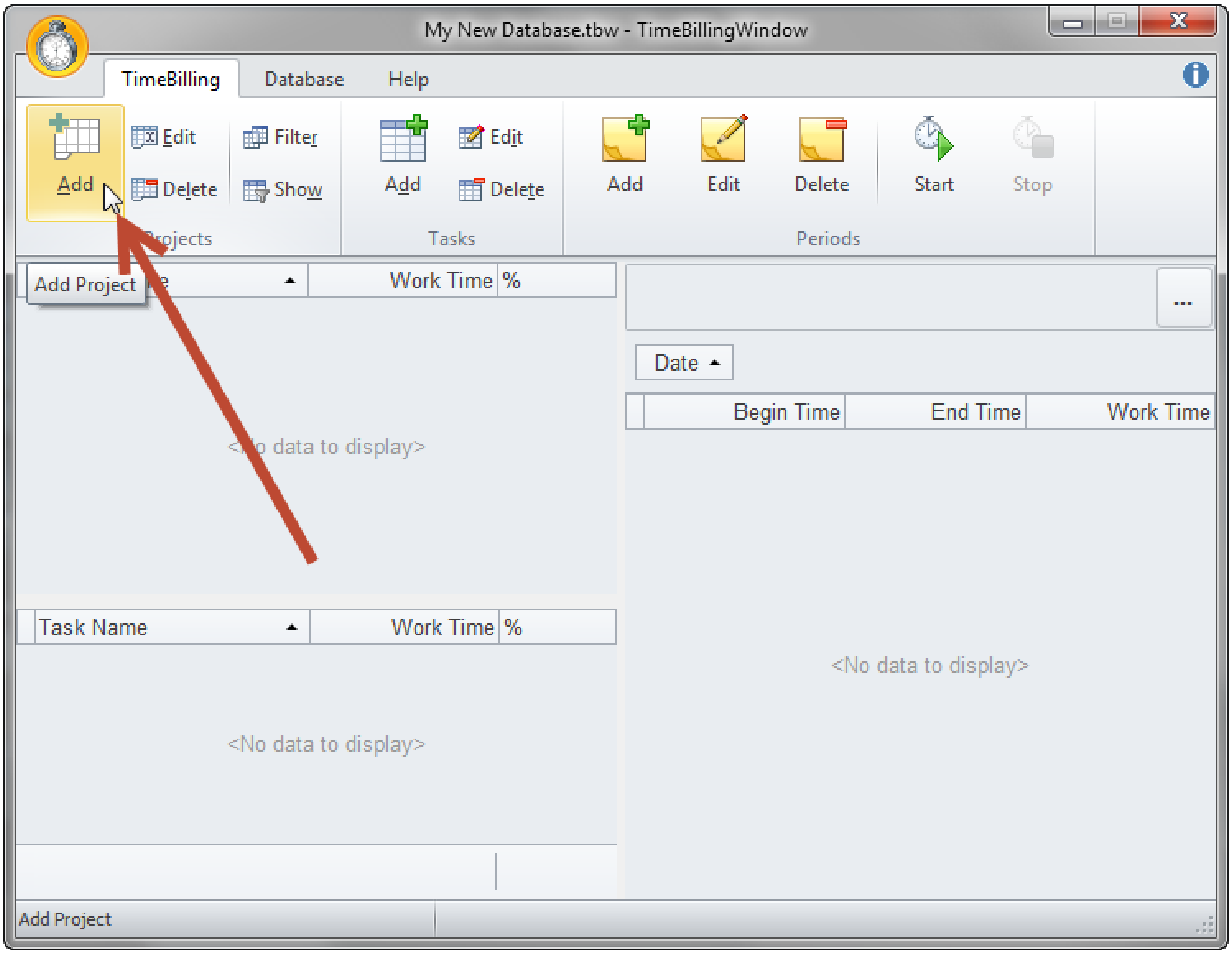


Then enter the information on the right side of the page as shown below. The “Close” button again will save the information and close the entry page.

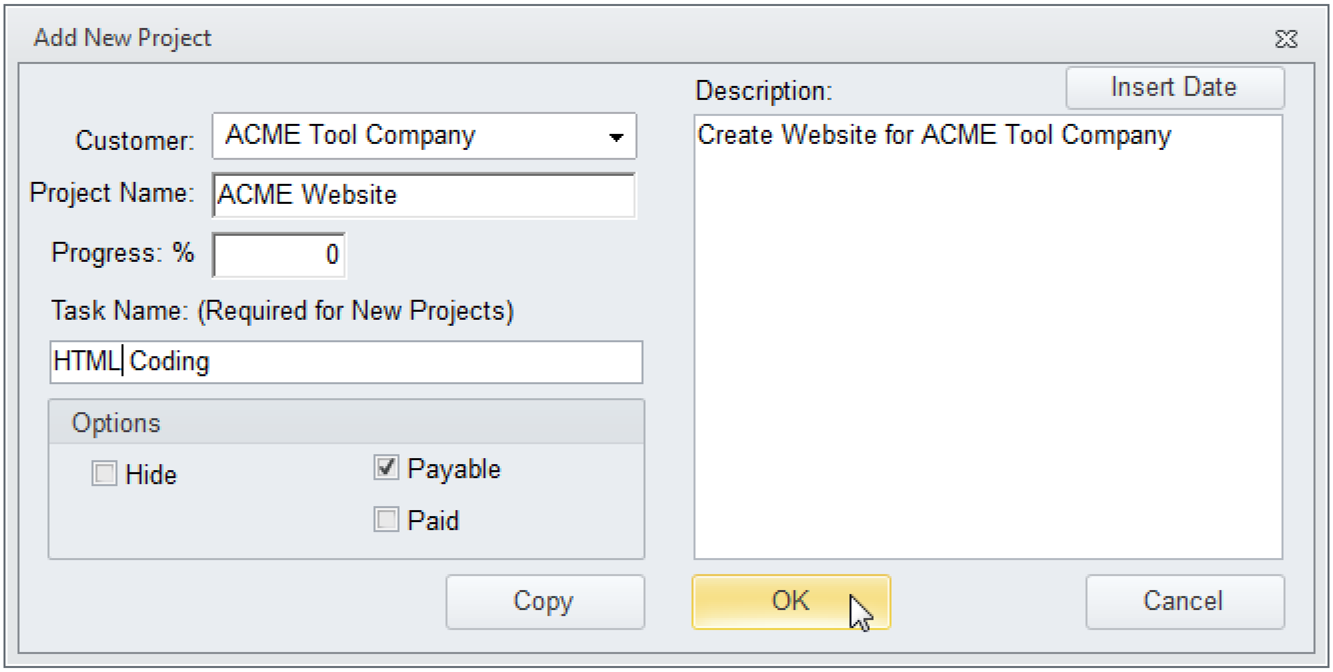


Once you are done with the above, you will be ready to add Projects and then Tasks and track and store the time for the tasks.

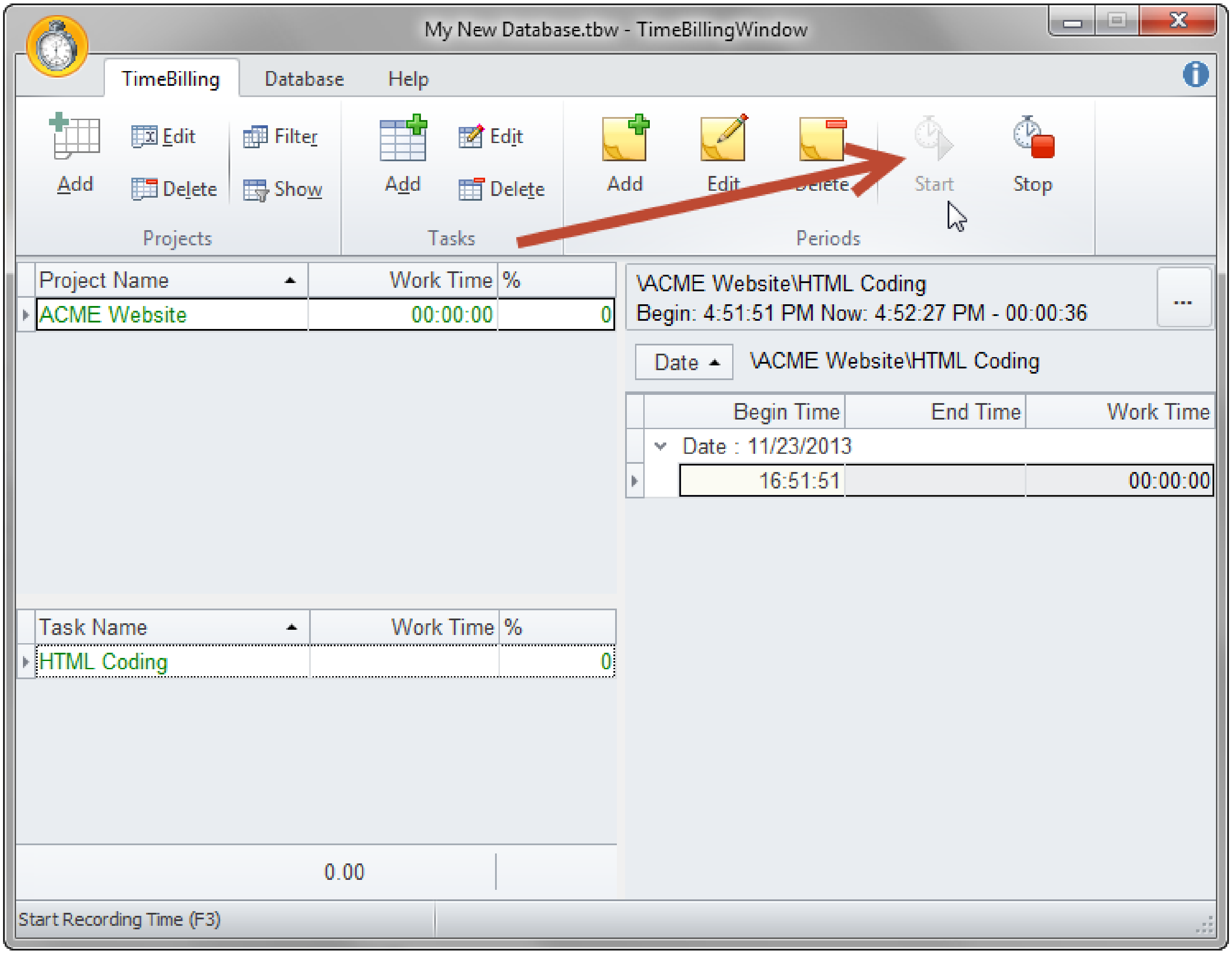
If you return to the Home page by selecting the "TimeBilling" tab, you can then click on “Add” in the Projects section to add a project.



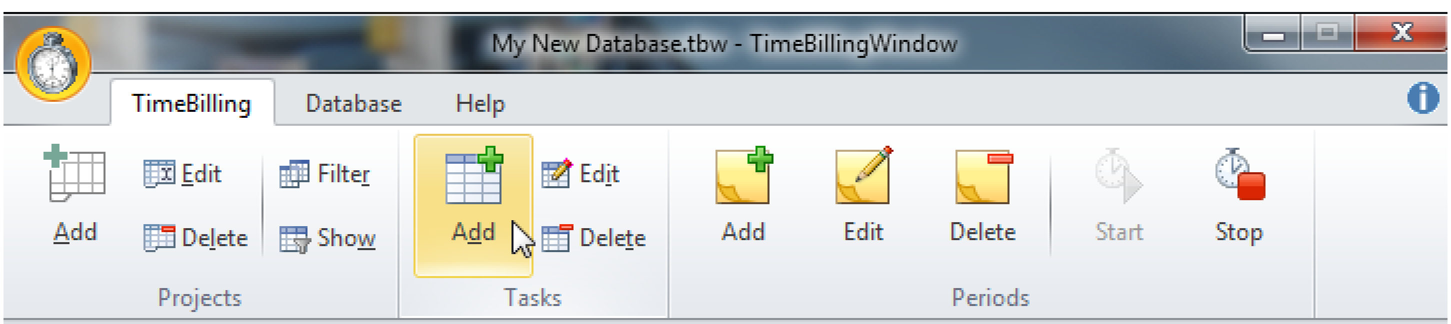
Then a page will open for you to create a project. In our example below we are going to track time for creating a small website for the ACME Tool Company that we created above. As you can see below, we selected the Acme Tool Company from the drop list of entered companies and we gave the project a name, a Task name and a short description of what we are going to do.



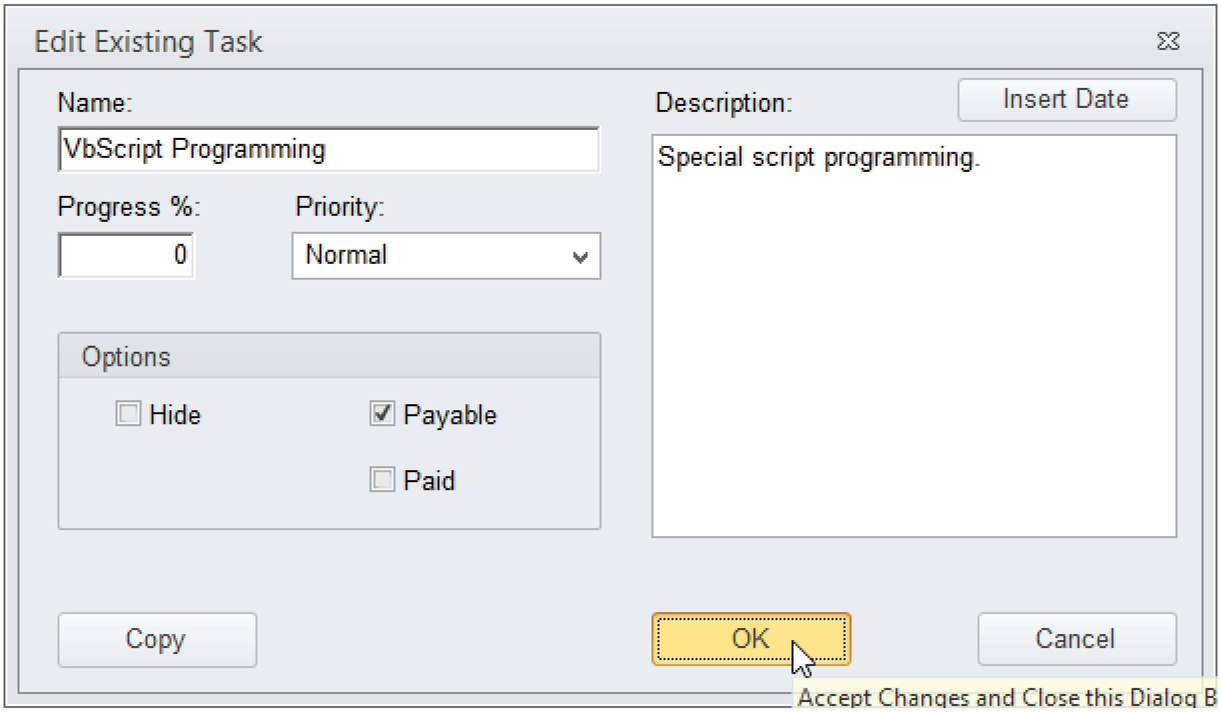
Your task is ready to start a time period to start tracking time by simply clicking Start button as seen below. The Stop button will stop/pause the timer and you can resume or move to another task as needed.



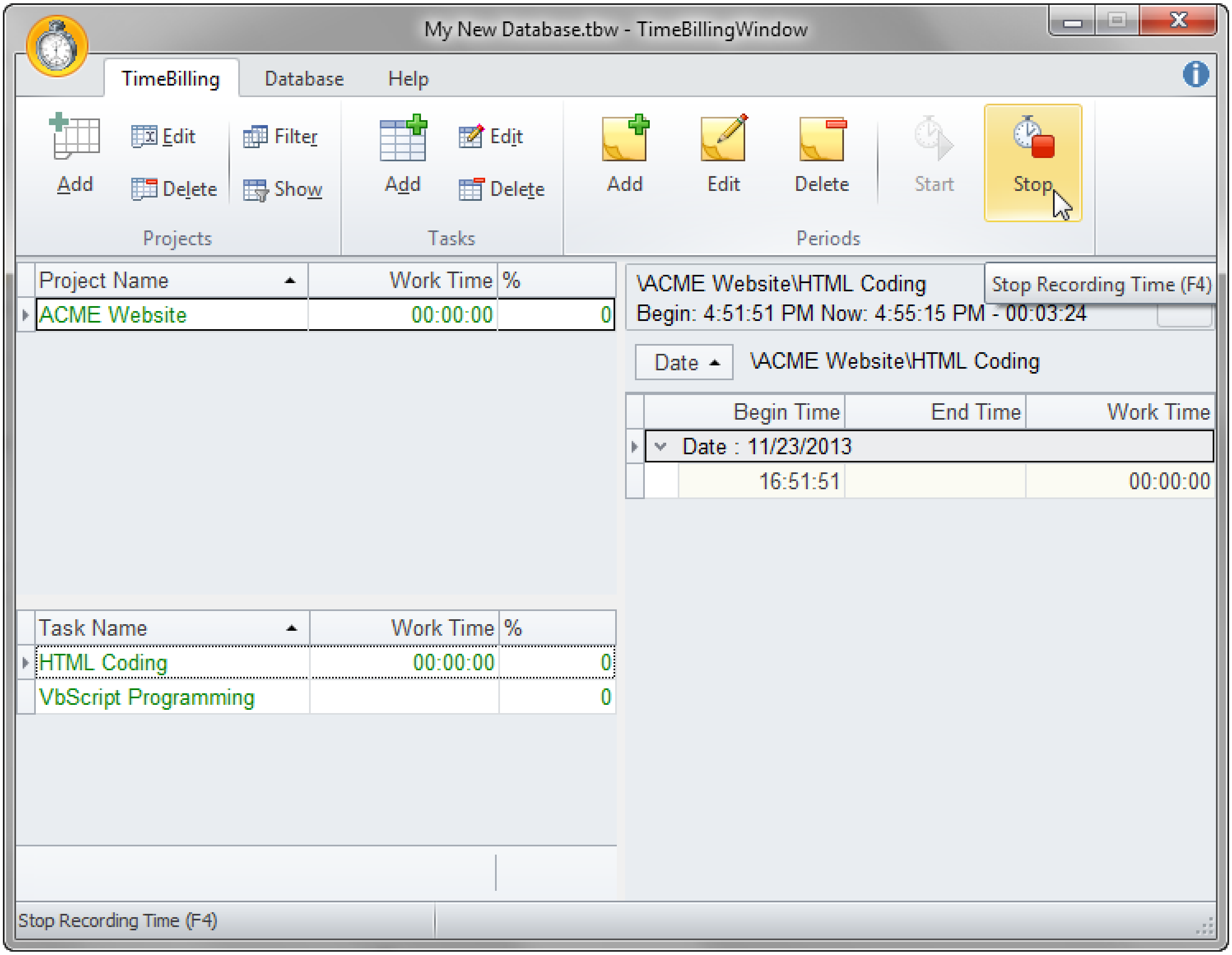
To create additional tasks for this project simply click the “Add” button in the Tasks section of the main menu area.



Note that we gave it a name and a short description for the new task before saving.



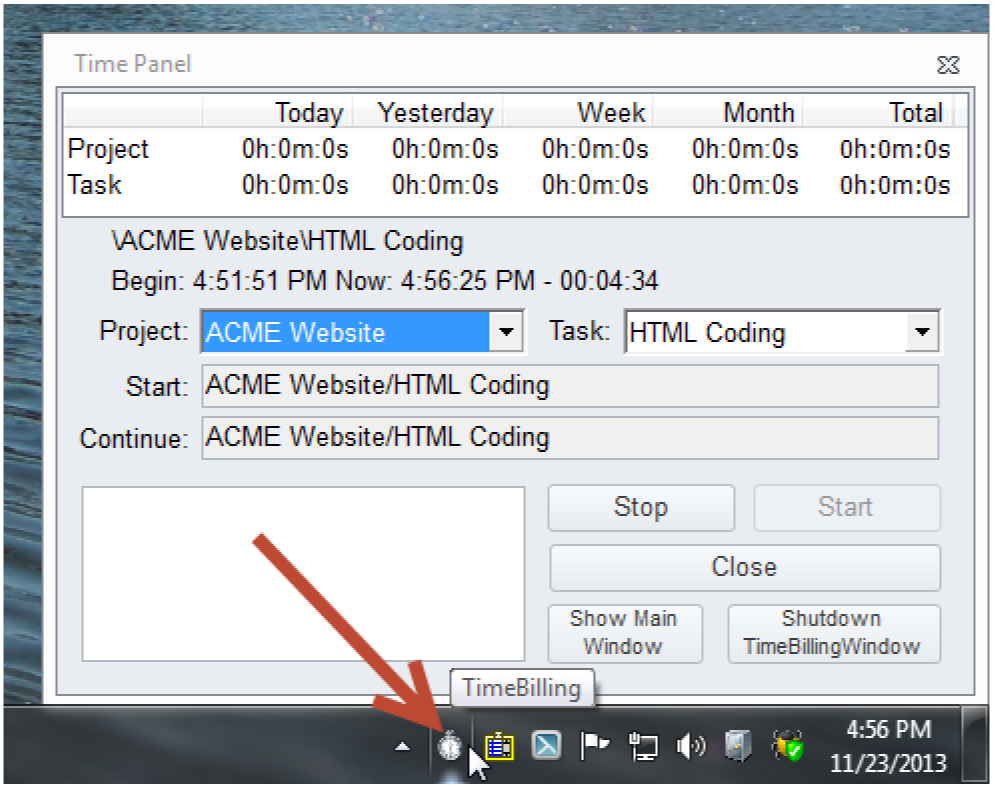
Then click the “Start” button in the main menu to start the clock. Your screen should now look like you see below. You can start and stop the clock, add more tasks and periods from this page as well.



To make things easy, you can close the main window and it will minimize to the task bar. If you pass your mouse over the TimeBillingWindow Icon in the task bar, a quick page will open as you see below. In this window you can start, stop and continue a selected task without having to open the main window.

This tool is also your door to open the main window as well as shut down TimeClockWindow when you are done. If you are a busy consultant, you really want to keep it running at all times to have it ready to track time for your clients.

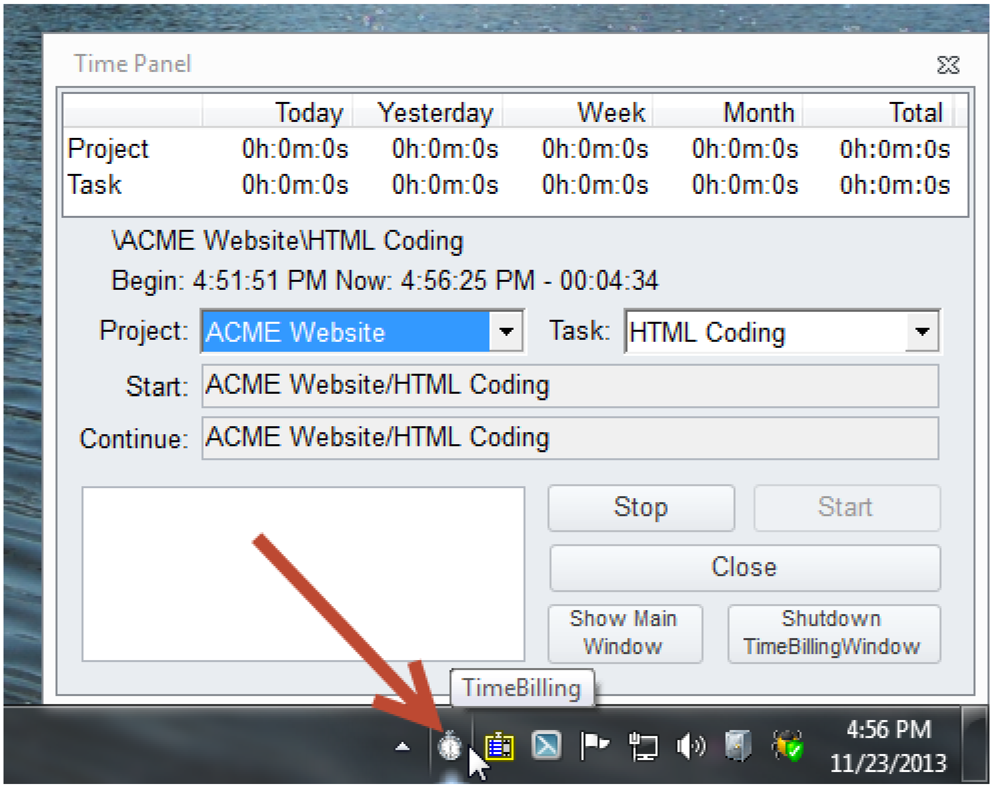
See the video on using the Tray Tool at [this link].


Time Panel
Today Yesterday Week Month Total
Project 0h:0m:0s 0h:0m:0s 0h:0m:0s 0h:0m:0s 0h:0m:0s
Task 0h:0m:0s 0h:0m:0s 0h:0m:0s 0h:0m:0s 0h:0m:0s
\ACME Website\HTML Coding
Begin: 4:51:51 PM Now: 4:56:25 PM - 00:04:34
Project: ACME Website
Task: HTML Coding
Start: ACME Website/HTML Coding
Continue: ACME Website/HTML Coding
Stop
Start
Close
Show Main Window
Shutdown TimeBillingWindow
TimeBilling
4:56 PM
11/23/2013

Tray Icon Tool

When TimeClockWindow is running, it has an Icon in the System Tray that allows use and quick access to the time tracking tools.

The Tray Icon Tool allows you to easily start and stop time periods for different tasks and projects. By simply passing your mouse pointer over the small "clock" Icon like seen below, the Tray Icon Tool will pop up. For a Video tutorial on how to use the Tray Icon, click here to view.

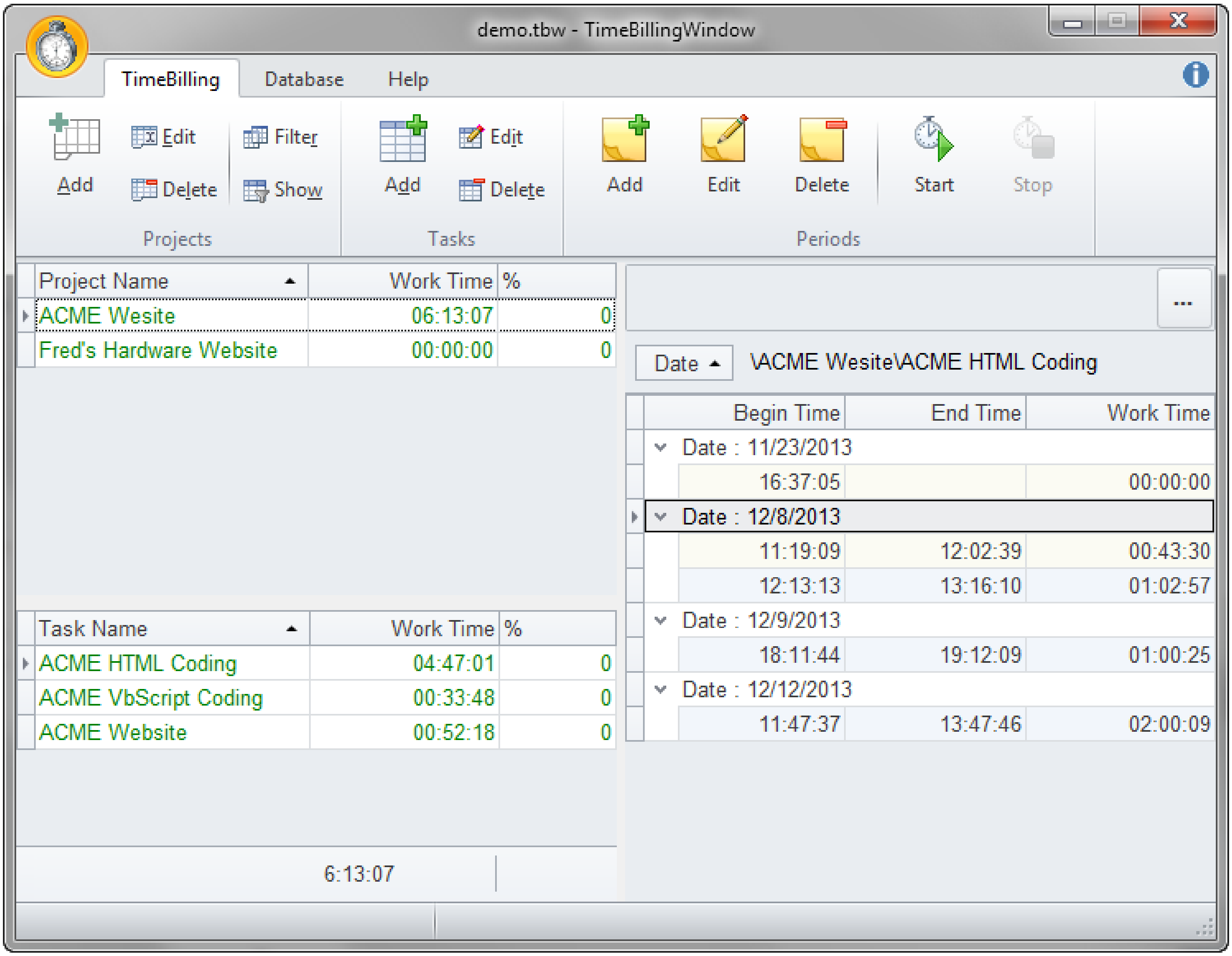


TimeBilling Tab

If you look at the TimeBilling Tab in TimeBillingWindow you will notice the Project List and Add, Edit and Delete tools. The Filter and Show buttons. The Task List and the Add, Edit and Delete buttons. The time Periods list and Add, Edit and Delete buttons. And finally the Start and Stop buttons for the timers.

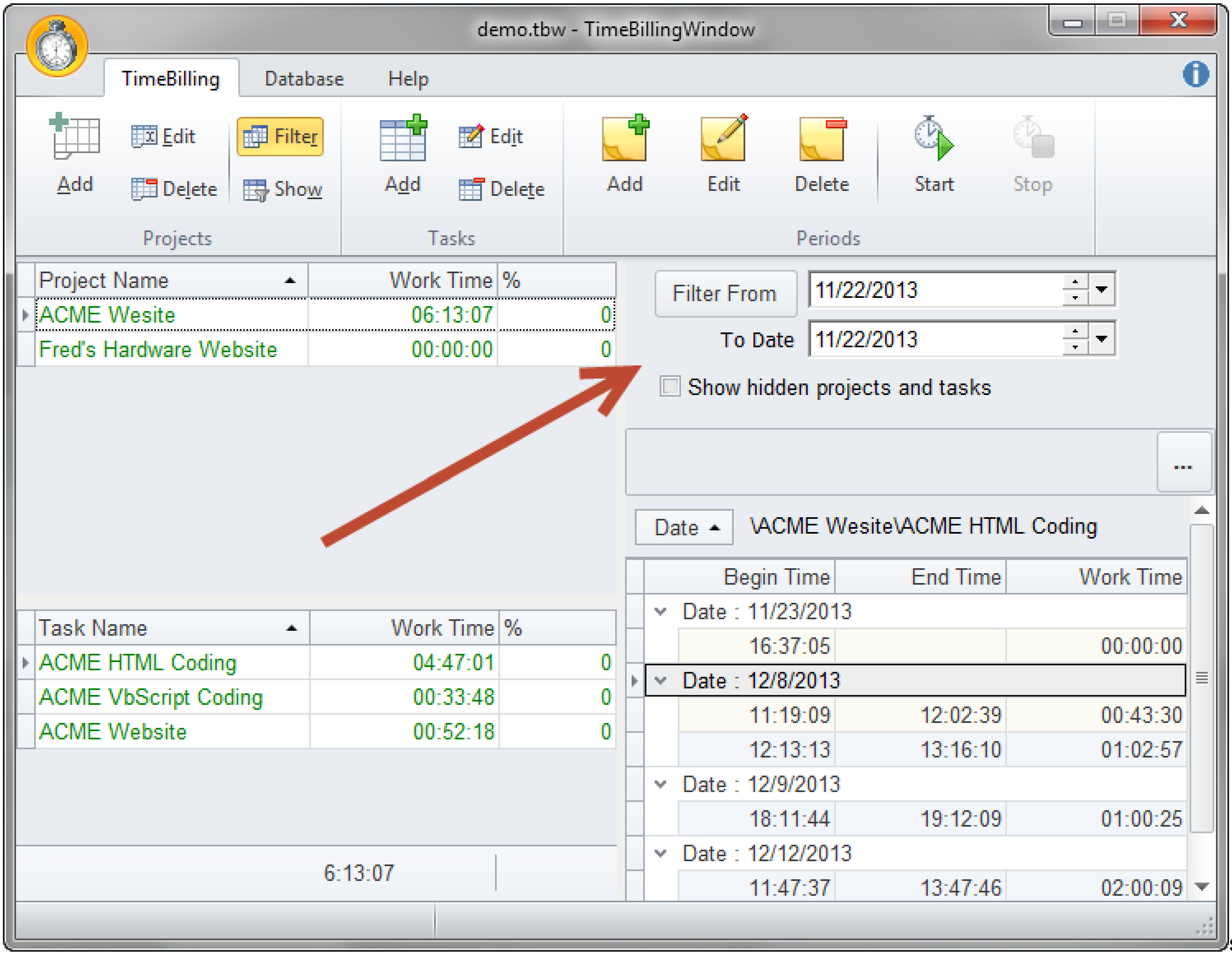
You can see a video that shows you how to resize and change the data grids at this link.

We also have a video to show you how to add manual time punches and edit the time punched at this link.



Just about all of the above is self-explanatory except the Filter and Show buttons.

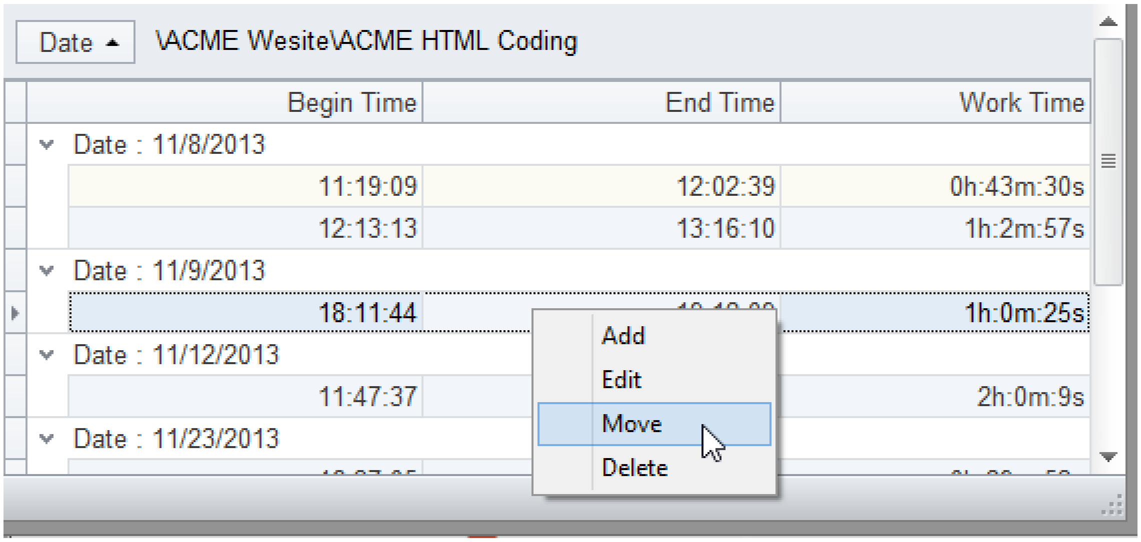
The Filter will allow you to set a filter on the times displayed as seen below.



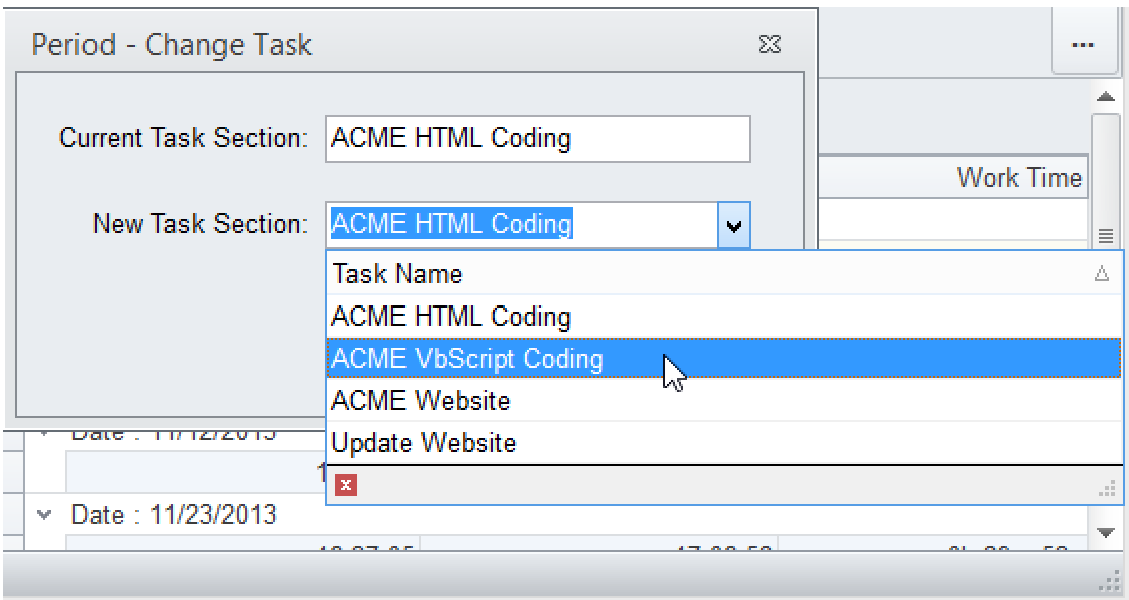
s

The Show button will display items that you have marked as hidden from older projects.

If you Right Click on a Time Period a pop up menu will appear. You can Add, Edit or Delete a time period. You can also select Move if you had accidentally used a Task other than actually intended.

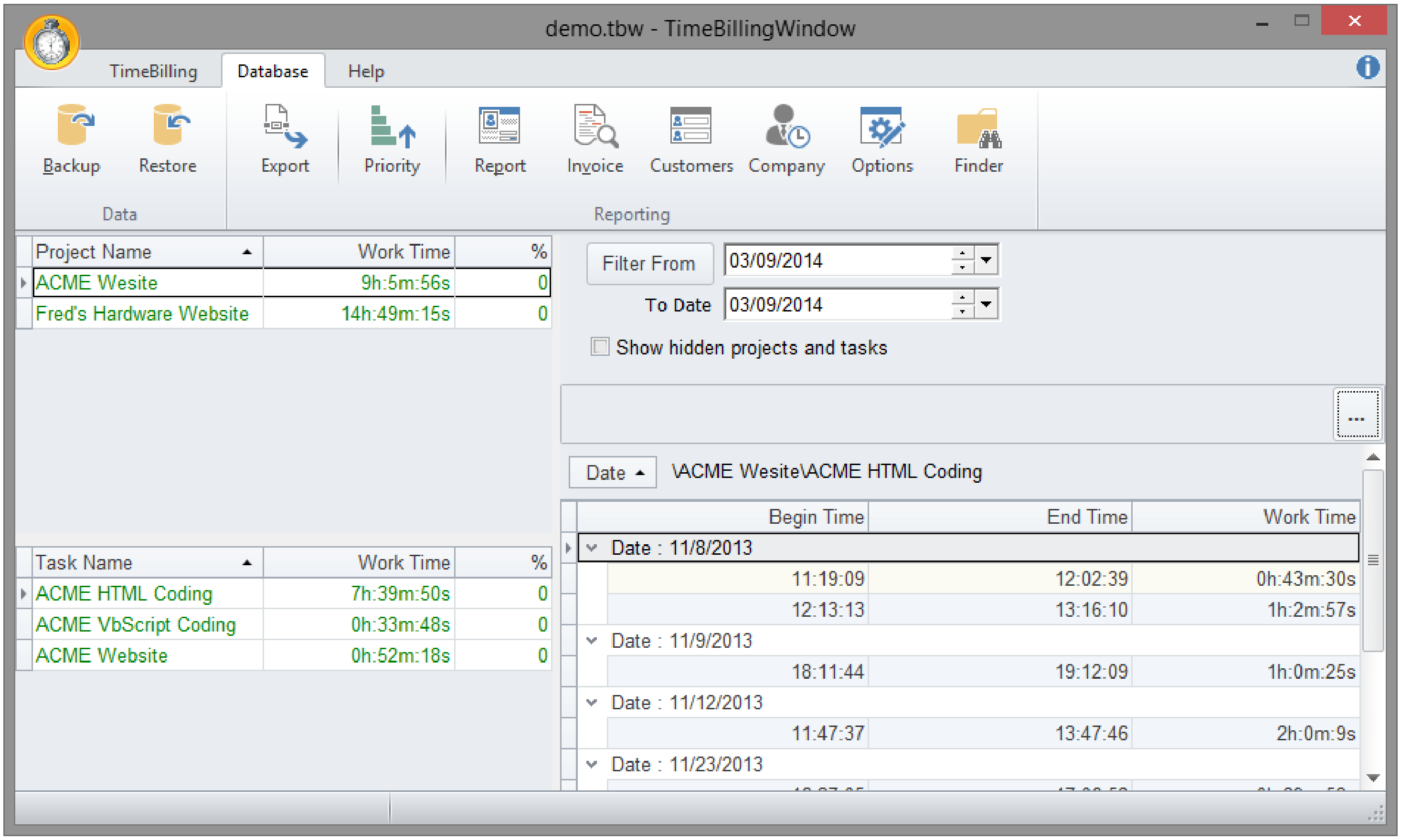


Move will pop up a selection window like seen below.



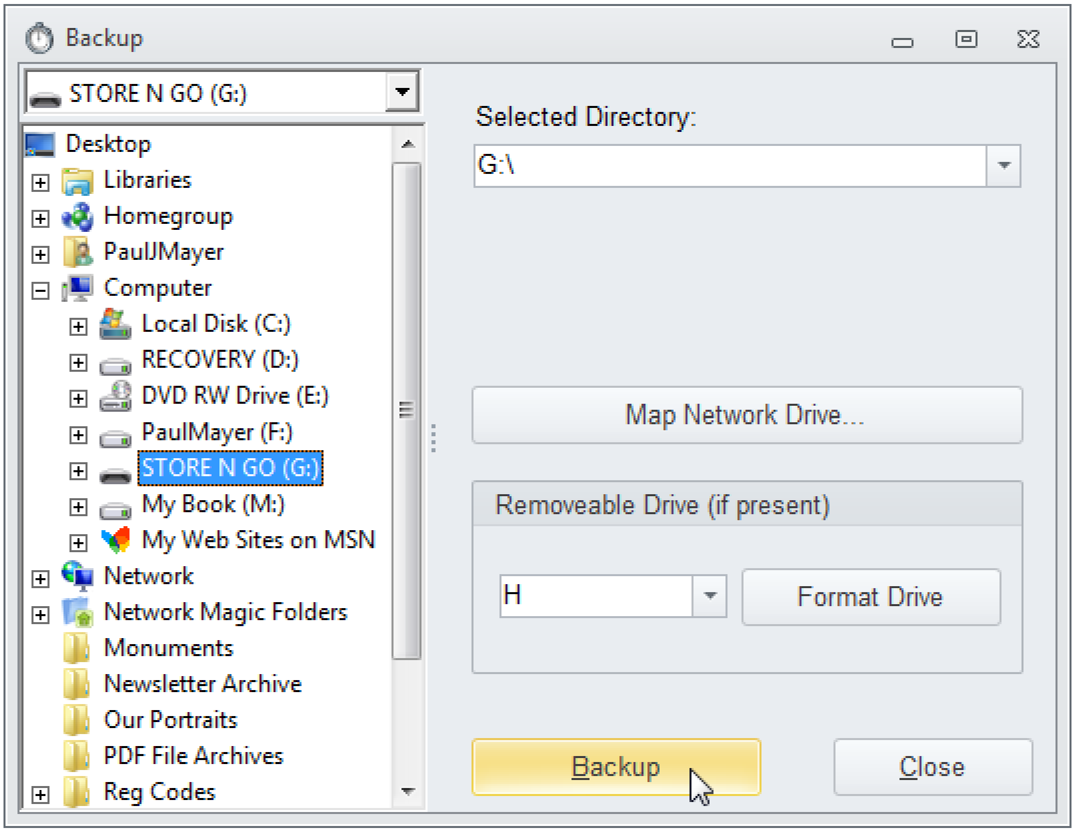
Database Tab

If you look at the Database Tab, you will see the buttons to Backup and Restore your database. A button to Export your Data to CSV files. A button to set the Priority labels. Buttons for Reports and Invoices, the Customer List manager, the Company settings, and Options and a Database Finder tool.



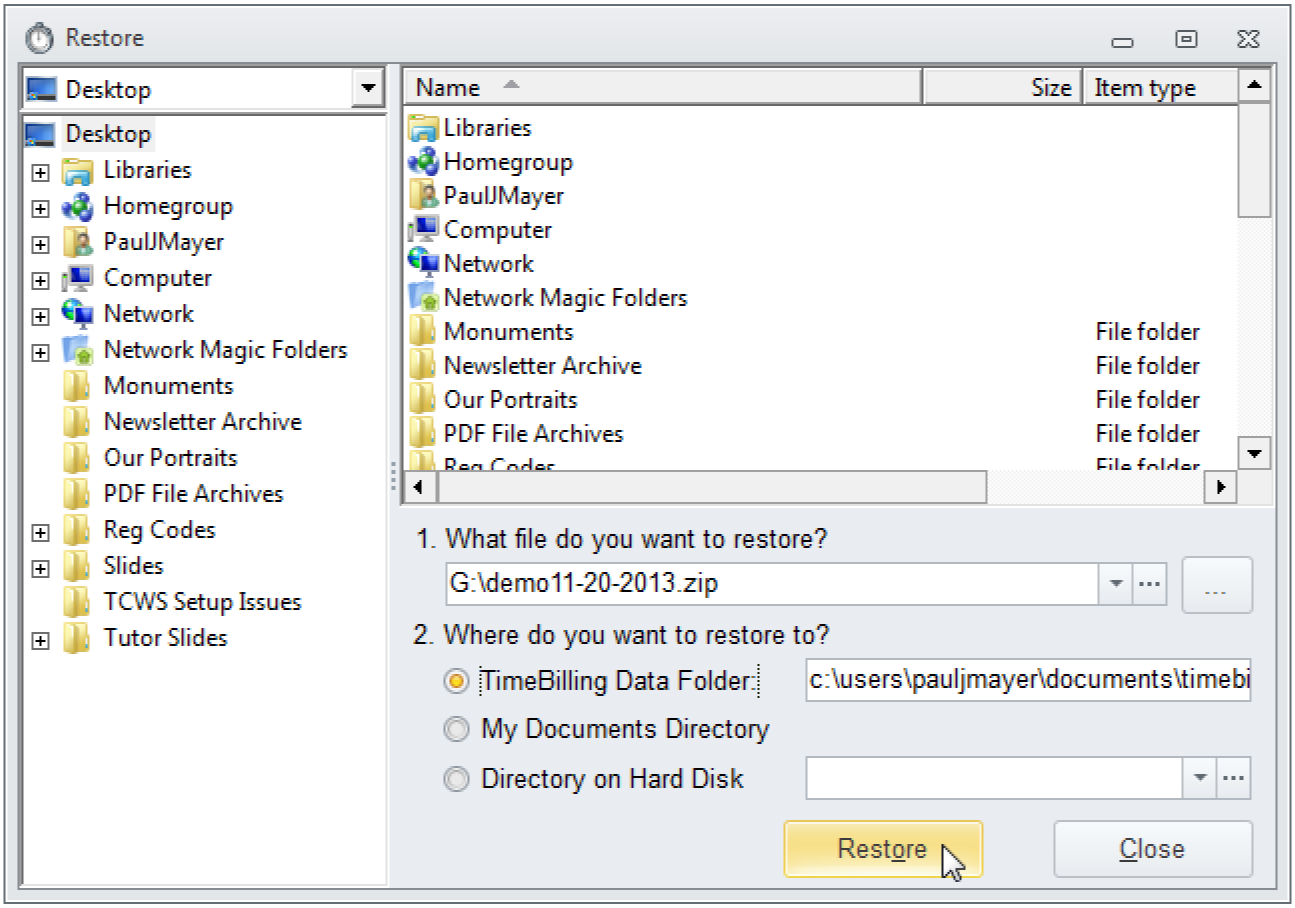
Backup

The Backup button on the Database Tab will open the Backup Dialog which is seen below. In our case we are backing up to a removable drive that we selected in the left side of the Dialog by clicking to expand the "Computer" tree and selected the G: drive. Clicking the Backup button at the bottom will backup your database.



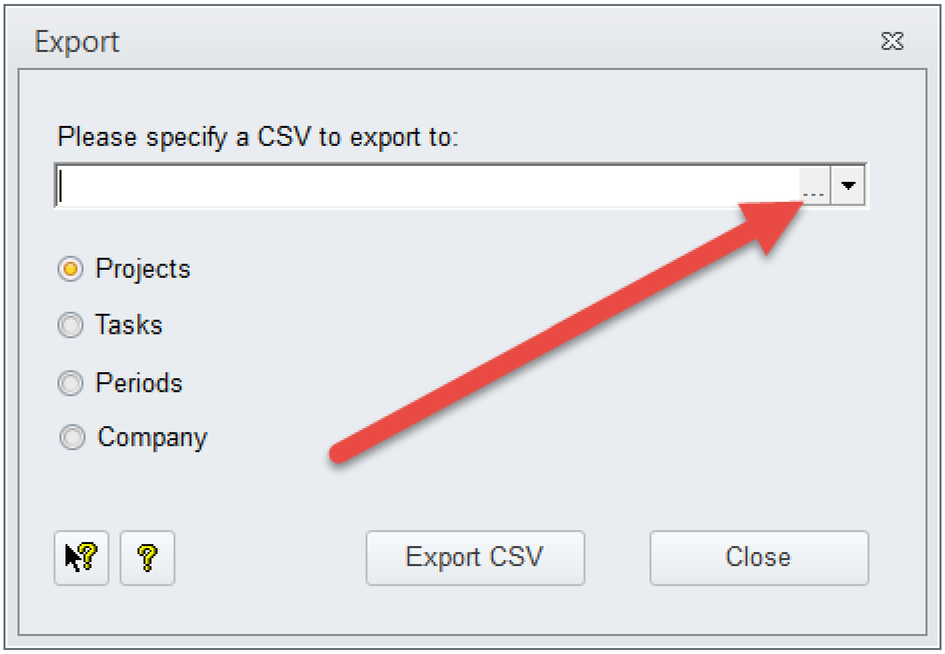
Restore

Clicking the Restore button on the Database Tab will open the File Restore Dialog as seen below. To make things easier, TimeClockWindow remembers the location and file nale last backed up for you as you see below under item 1. It also knows where it is on your computer so select the item under number 2 like seen below and click Restore.



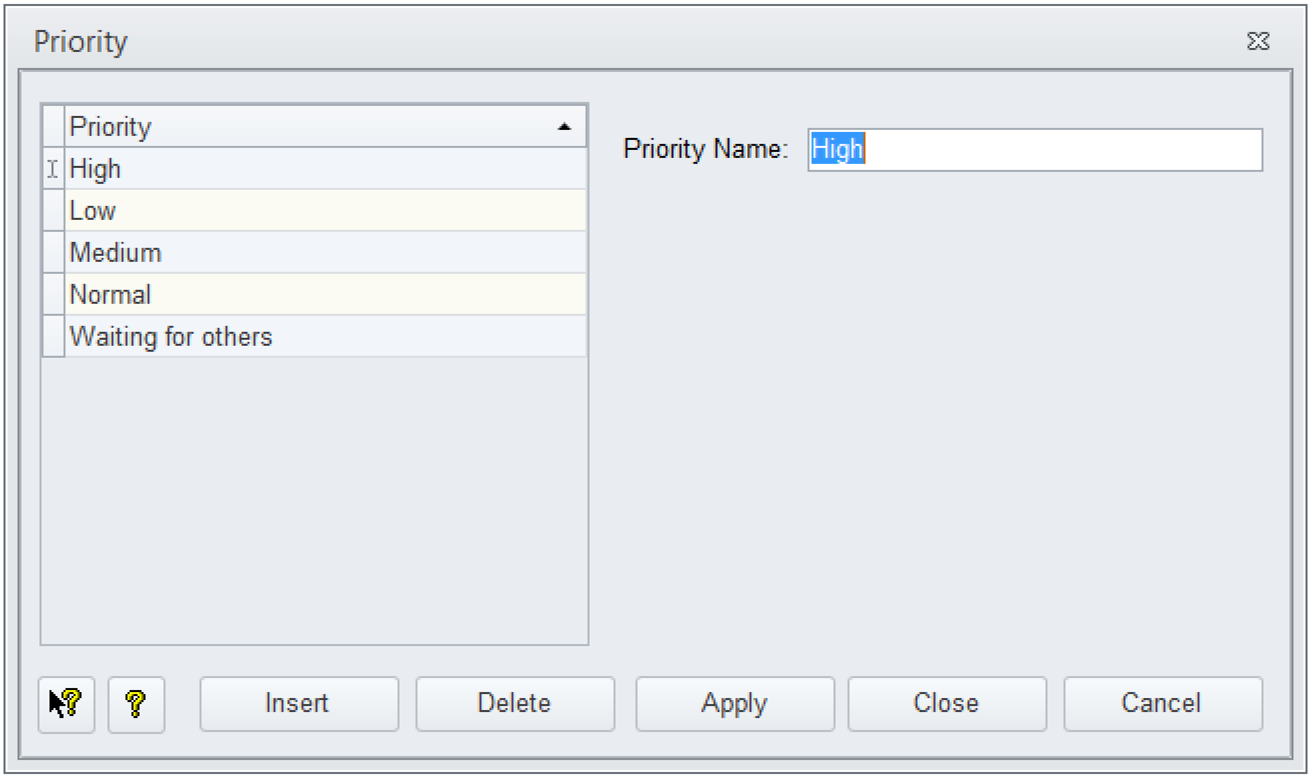
Export

The Export button on the Database Tab will allow you to export the Projects, Tasks and Periods to a Comma Separated Values (CSV) file. The screen is shown below.



Priority Setting

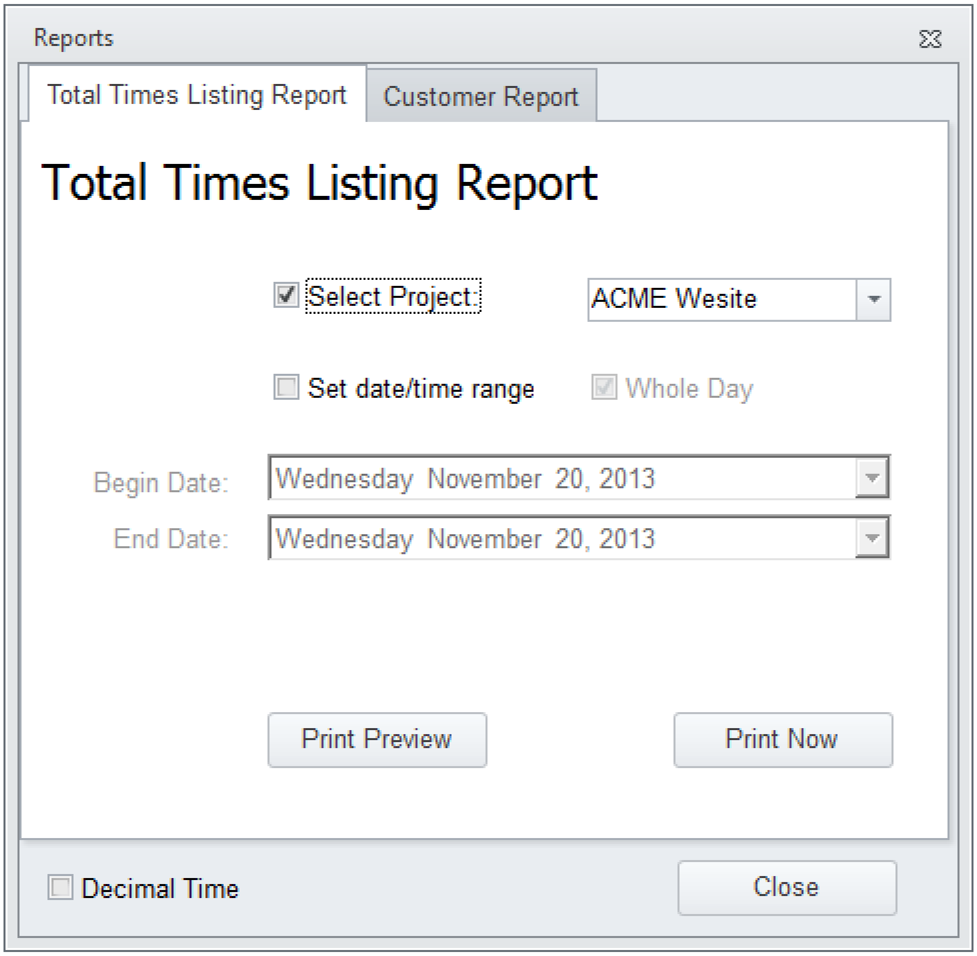
The Priority Setting button will allow you to set the labels that you want to use for priority settings.



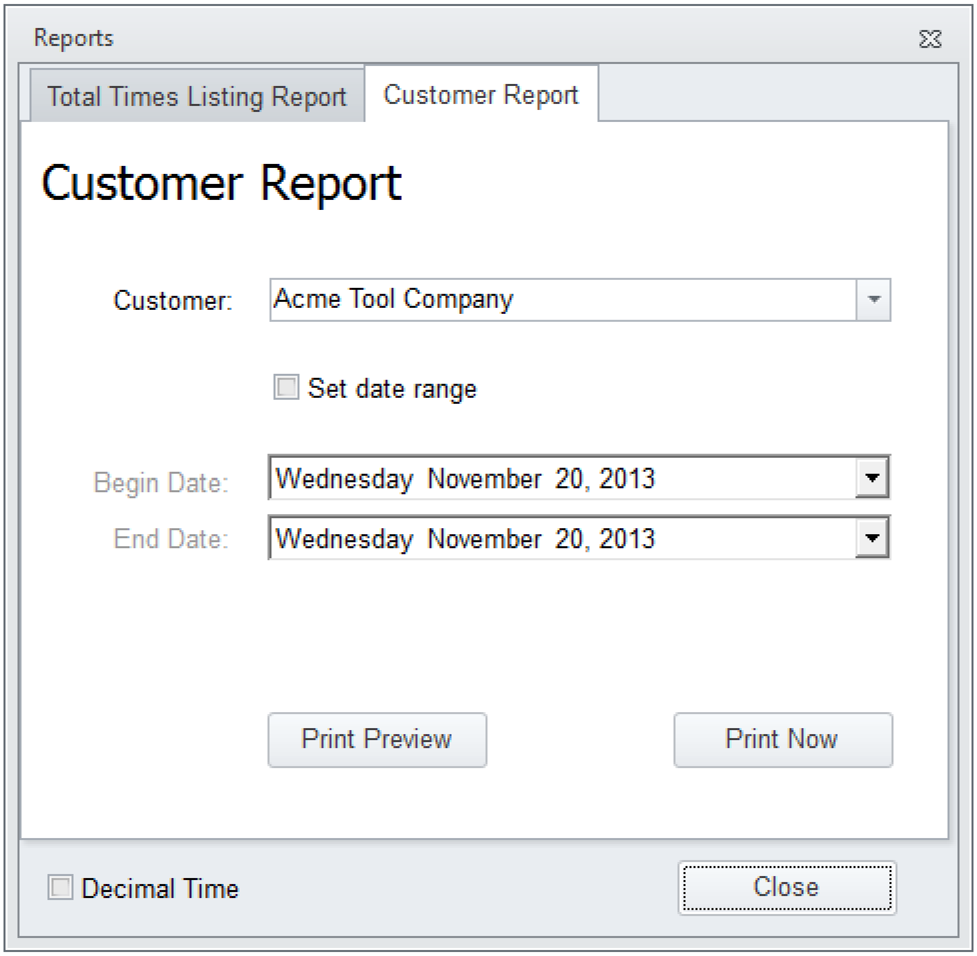
Reports

The Report button on the Database Tab will open the Reports tool as seen below.

The Total Times Listing Report allows you to select a Project or even all Projects if the Select Project button is not checked and print the times for the project. You can even select a specific date or date and time range for the report.



The Customer Report will allow you to print the times for a Customer and also allows a date range to select from.

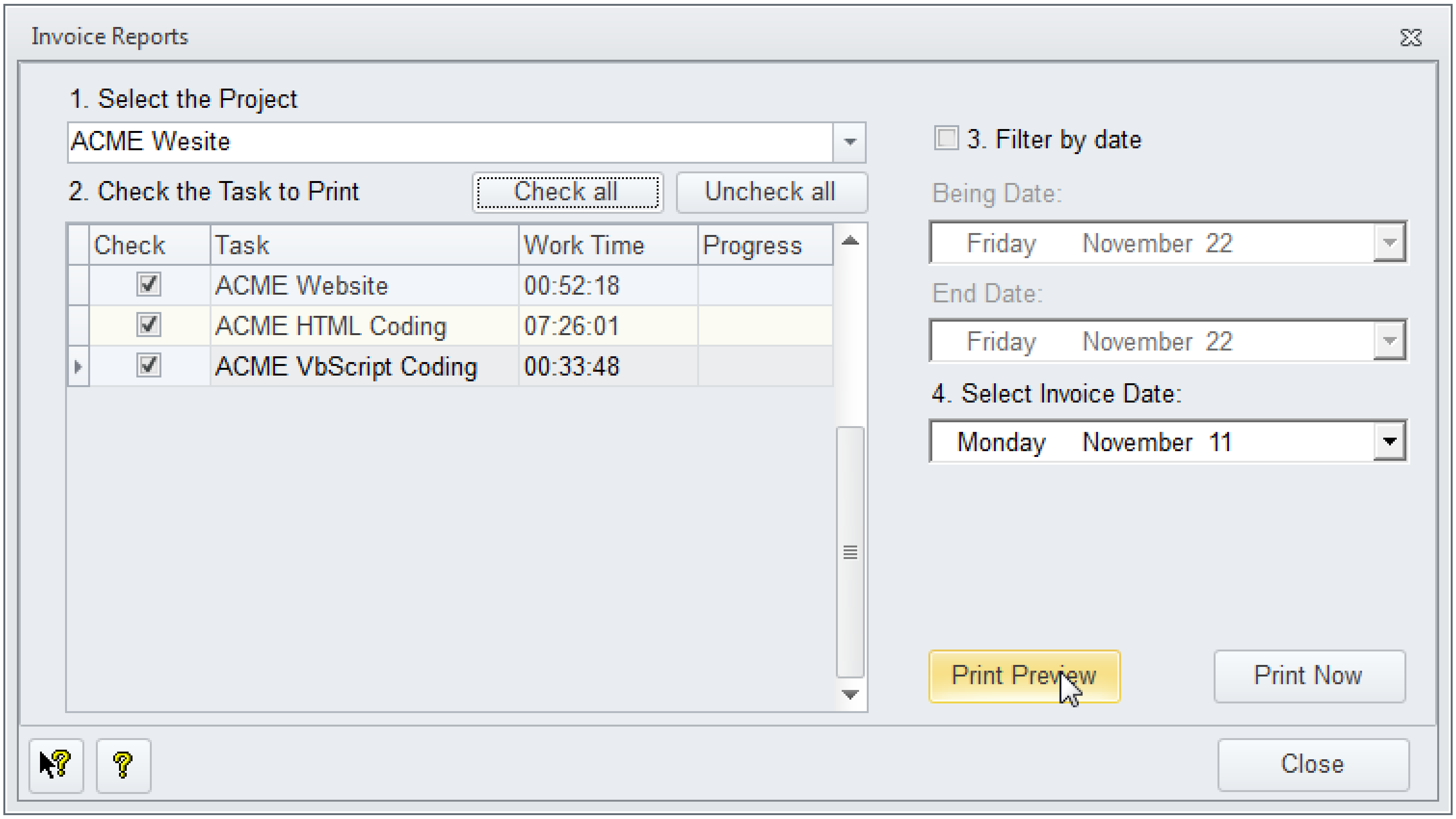

Reports
Total Times Listing Report
Customer Report
Customer Report
Customer:
Acme Tool Company
Set date range
Begin Date:
Wednesday November 20, 2013
End Date:
Wednesday November 20, 2013
Print Preview
Print Now
Decimal Time
Close

Invoice

The Invoice button on the Database Tab allows you to print invoices for your work. This is very simple and straight forward.

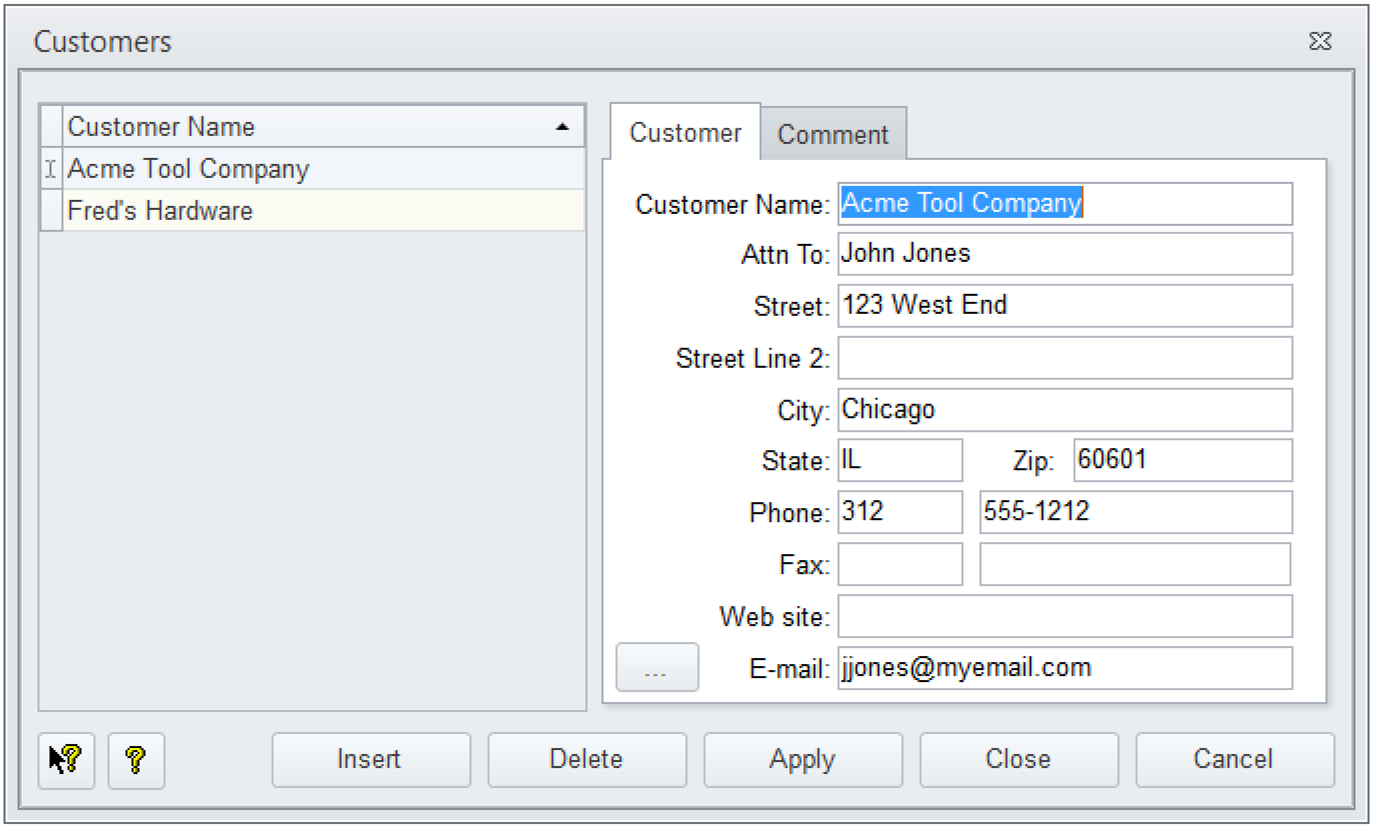
1. Select a Project.
2. Check the Tasks in the Project to include in the Invoice.
3. If you want to filter by date, check the box and select the Start Date and End Date.
4. You can select a date to use for the Invoice if you don't want it for "today".

And finally, either use the Print Preview or Print button.

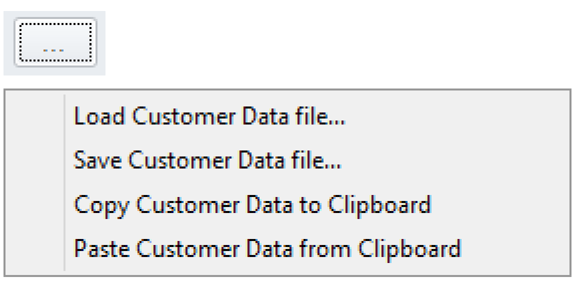


Customers

The Customers button on the Database Tab is where you add, edit or delete customers in your database.

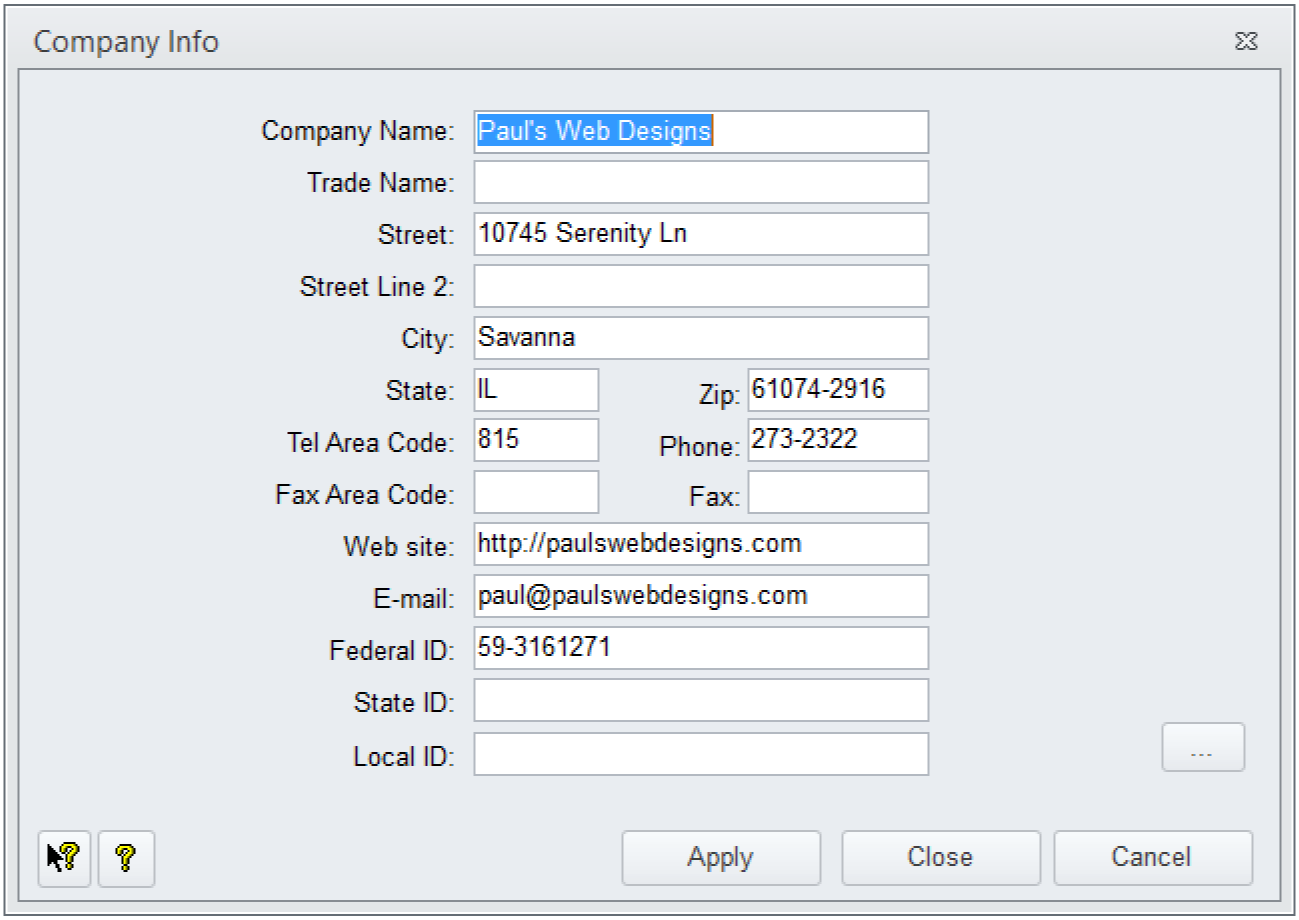


The import / export button will allow you to save and load the data if needed when creating a new database.

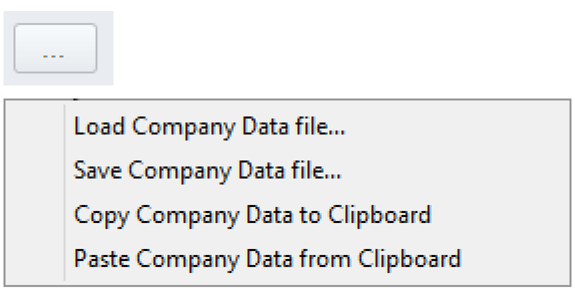


Company

The Company button on the Database Tab is where you set up your company information.



The import / export button will allow you to save and load the data if needed when creating a new database.



Options

The Options button on the Database Tab opens the Options toll which has four Tabs, General, Columns Widths, Startup Icons and Color Settings.

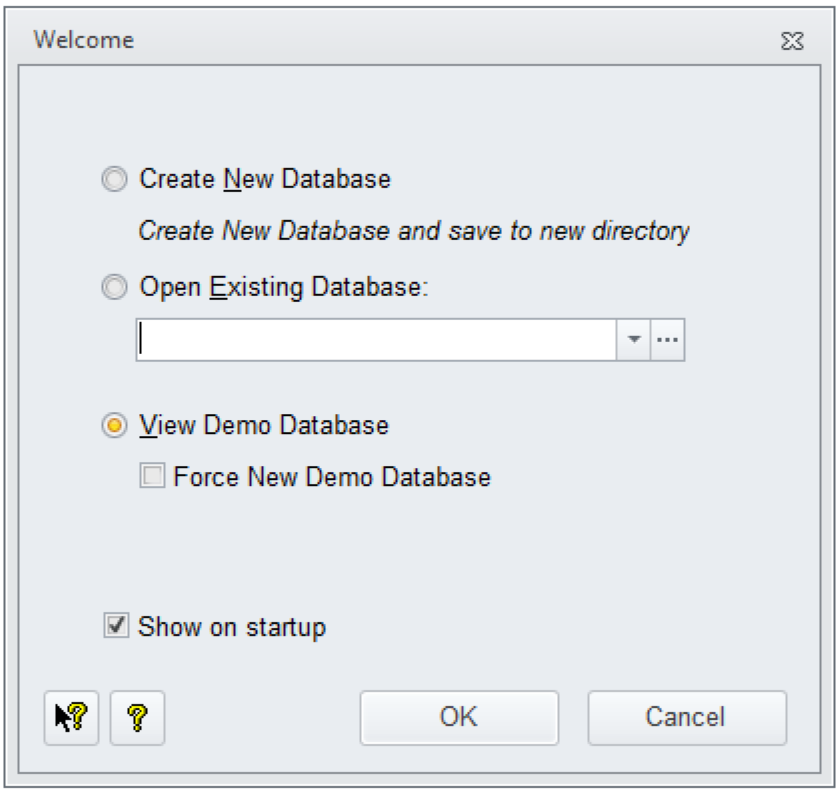
The General Tab allows you to set the program to delete short times when the program starts. In the example below, it is set to delete times of five minutes and smaller.

You can set a Default billing rate for each hour worked as seen below where we set that to $50.00 per hour.

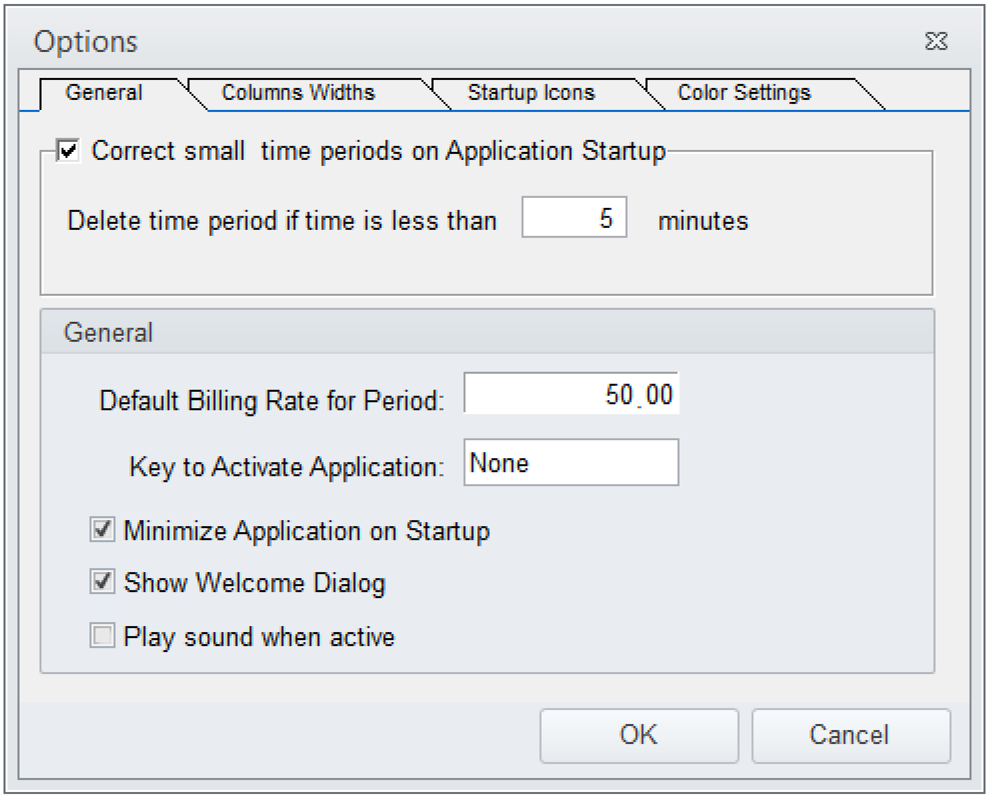
You can set a hot key to pop the program up from the Tray when you want. To create a hot key, click your curser in the entry and then select the key combination that you want to use. In the example below, we pressed three keys at one, the Ctrl key, Alt key and the T key.

The Minimize Application on Startup if checked will send it straight to the Tray Icon.

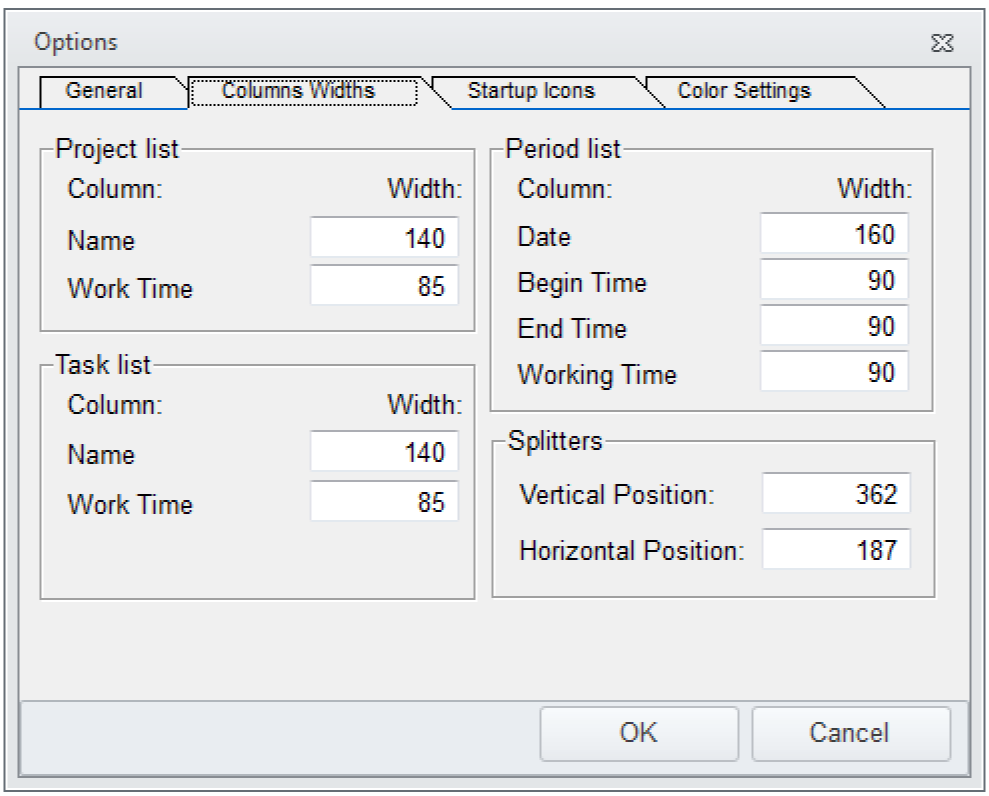
The Show Welcome Dialog is to show the screen immediately below before the General Options screen you unchecked the "Show on startup" checkbox.



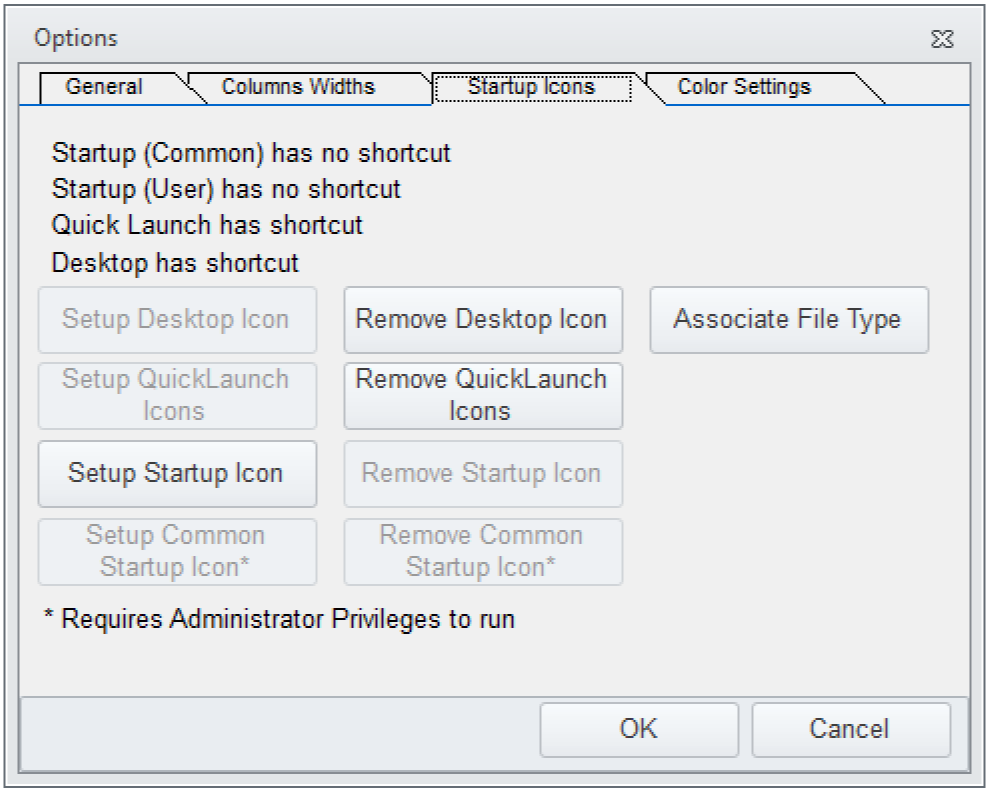
You can have the system delete small time punches on startup as you see below times under 5 minutes are deleted. You can enter the default billing rate per hour. You can set up a hot key to open the main screen, just click the entry and press the hot key combination you want such as Ctrl + Alt + T. You can set a few display items and even set it to make a sound while a timer is counting.



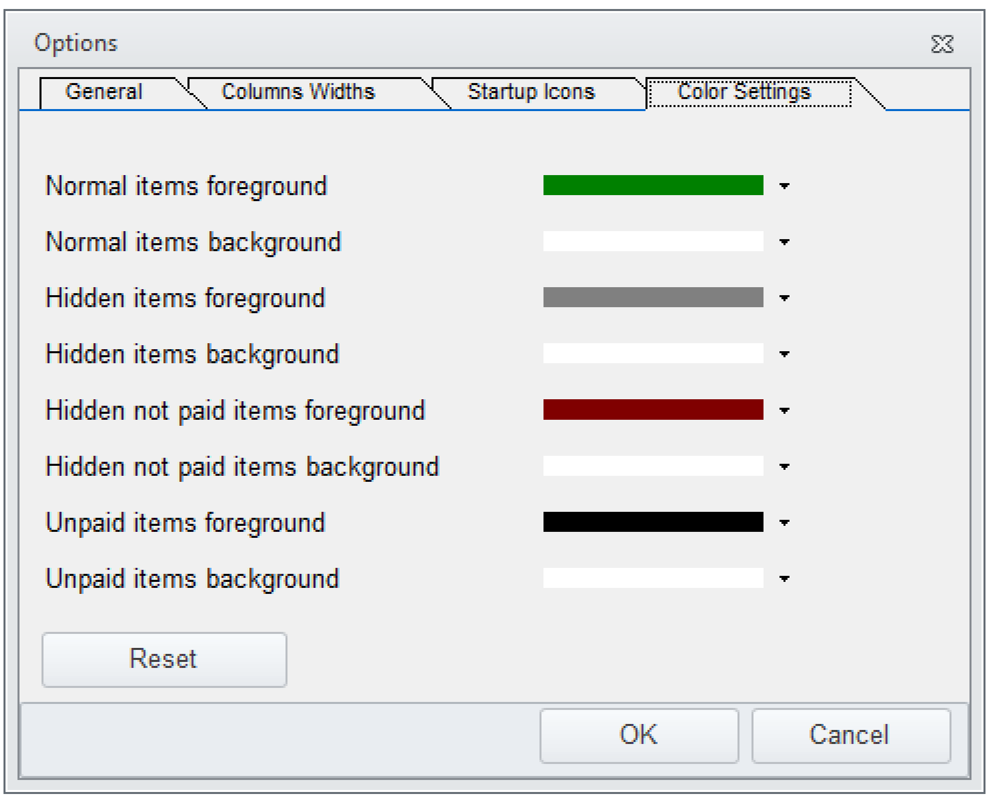
The Columns Widths of the data grids can be set in this page. You can also use your mouse pointer to click and drag the grids to a size that pleases you too.



You can set up Startup options in this Tab of the Options tool.

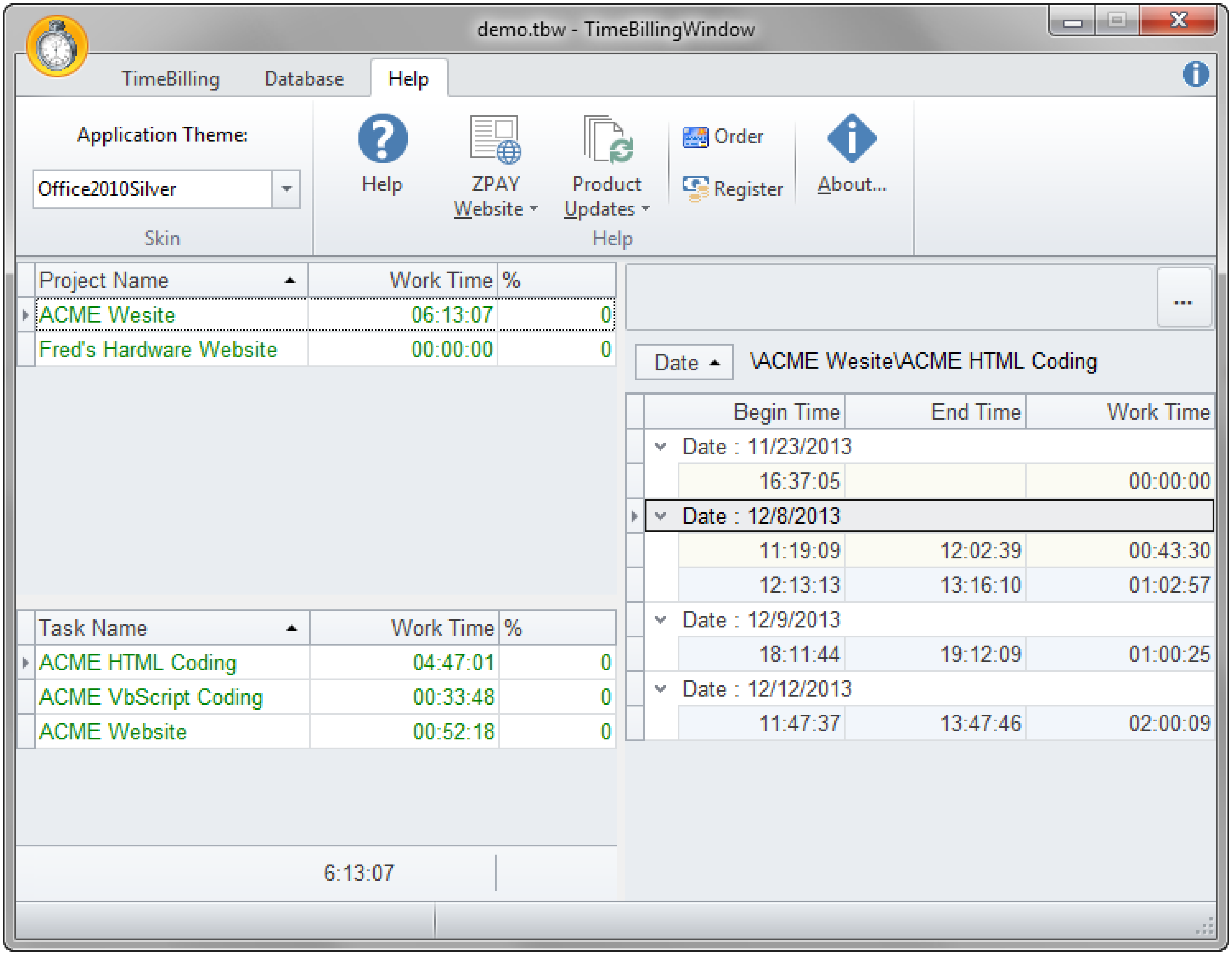


This Tab will allow you to set the text and background colors of items in the data grids.

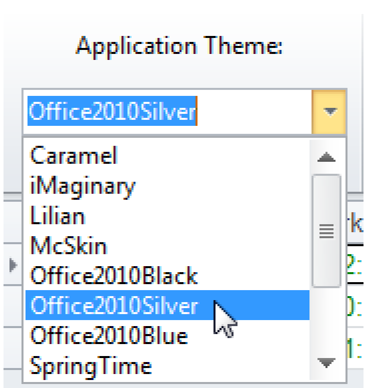


Help Tab

If you look at the Help Tab, you will see a tool to chnage the Application Theme giving the program different looks. The Help button to open the help file.

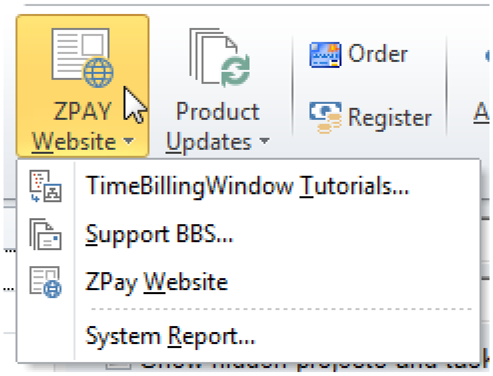


Application Themes has a nice selection of colors for just about anyone's taste.

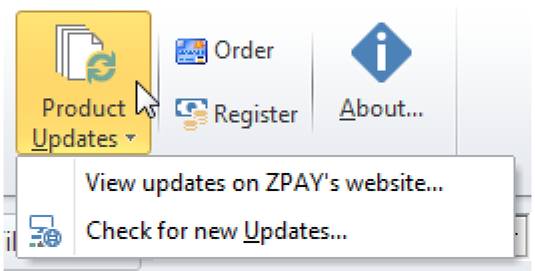


Affordable Software From ZPAY Payroll Systems, Inc.

The ZPAY Website button has selections to our Video Tutorials web page, our Support BBS, our Website and a button to use to create a System Report if our Technical Support needs it to try and assist you if you have a problem.



The Product Updates button will open the Update Listing to see changes and Check for a new version and download and install it for you.

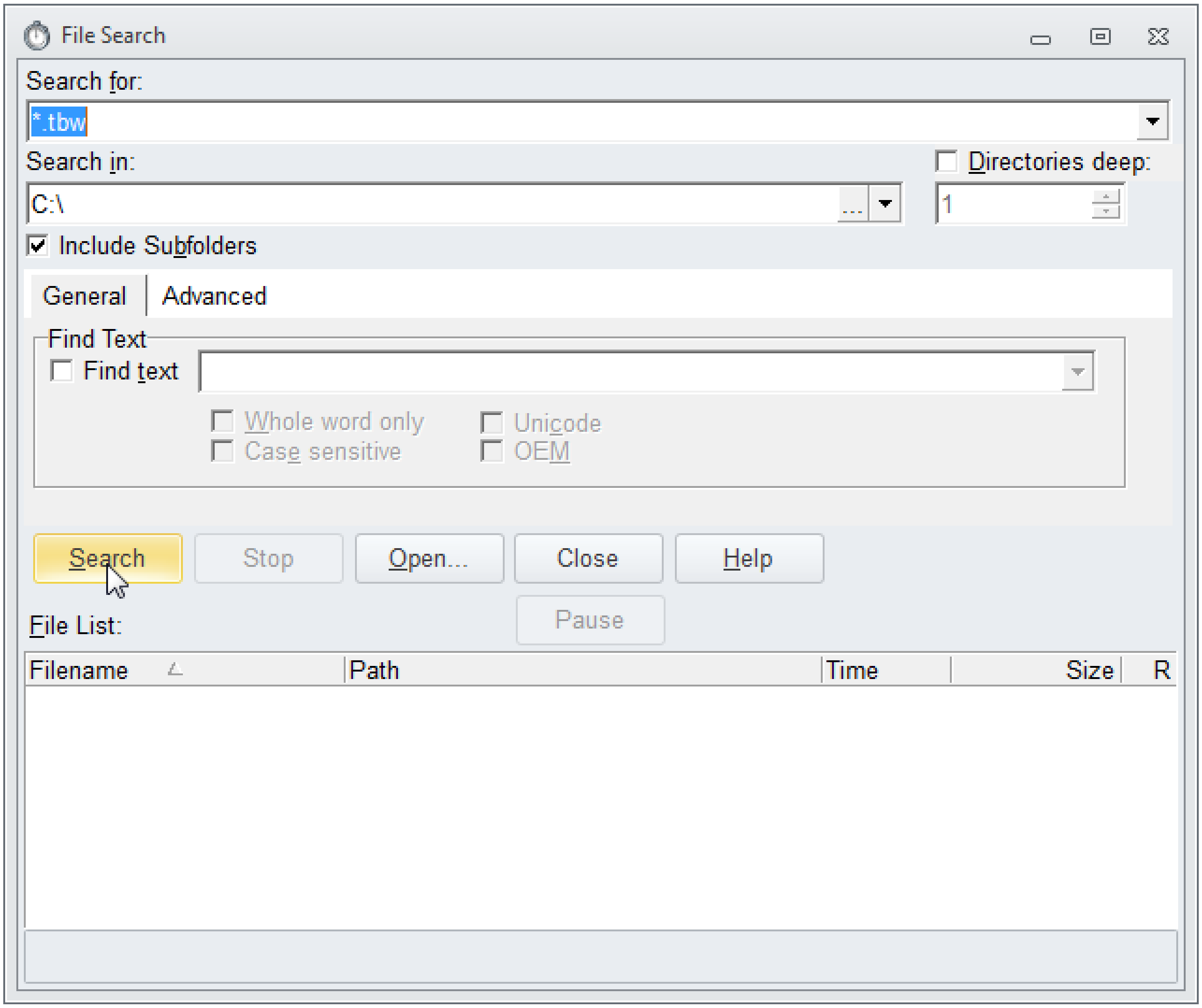


The Order button will allow you to purchase TimeClockWindow and the Register button will allow you to enter the registration information to unlock the program after the 30 days.

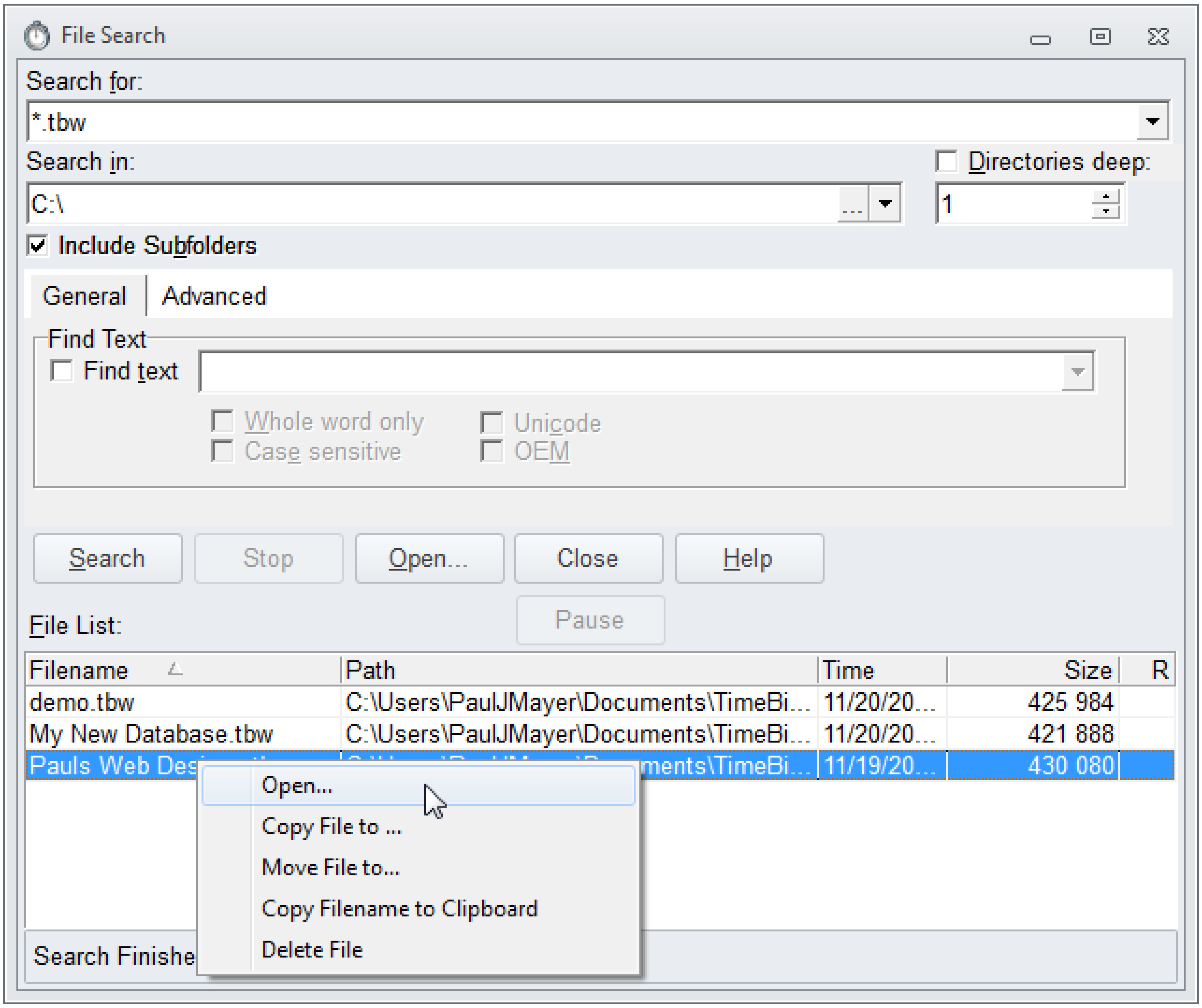
The About button is the programs About Box.

Database Finder

The Finder tool will allow you to locate all TimeBillingWindow databases that you may create in the future and need to find. Simply click on the Search button and it will search your hard drive. You can select the database you want and click the Open button to load it into TimeBillingWindow.



There is also a right click menu on the File list.


File Search
Search for:
*.tbw
Search in:
Directories deep:
C:\
1
Include Subfolders
General
Advanced
Find Text
Find text
Whole word only
Case sensitive
Unicode
OEM
Search
Stop
Open...
Close
Help
Pause
File List:
Filename
Path
Time
Size
R
demo.tbw
C:\Users\PaulJMayer\Documents\TimeBi...
11/20/20...
425 984
My New Database.tbw
C:\Users\PaulJMayer\Documents\TimeBi...
11/20/20...
421 888
11/19/20...
430 080
Open...
Copy File to ...
Move File to...
Copy Filename to Clipboard
Delete File